

Introduction

Microsoft Office 2021 Professional Plus is a version of Microsoft's popular productivity suite, designed for business professionals, enterprises, power users and home users alike. This one-time purchase edition includes enhanced versions of essential Office applications such as Word, Excel, PowerPoint, Outlook, Access, Publisher, and OneNote, along with new AI-powered tools.

This file will explore the key features and benefits and why Office 2021 Professional Plus is a great choice for individuals and businesses.

What is Microsoft Office 2021 Professional Plus?

Microsoft Office 2021 Professional Plus is a **standalone version of Office**, meaning users **pay once** and own the software permanently. It is designed to work seamlessly on **Windows 11** offering enhanced security, **new AI-driven features**, and improved collaboration tools.

Who should use Office 2021 Professional Plus?

- **Businesses & Enterprises** – Advanced tools for collaboration, data analysis, and professional documentation.
- **Freelancers & Professionals** – No monthly fees, making it a cost-effective solution.
- **Students and Educators** – Perfect for research, presentations, and document creation.
- **Home and Home/Office Users** – Perfect for all the above.

Applications Included in Office 2021 Professional Plus

Word 2021	AI-powered writing assistant, grammar and style suggestions
Excel 2021	Advanced data visualization, new features, and automation tools
PowerPoint 2021	Enhanced presentation tools, new templates, and AI design assistance
Outlook 2021	Intelligent inbox, AI-driven email organization, and scheduling enhancements
OneNote 2021	Digital notebook with improved search and integration with Microsoft 365
Access 2021	Advanced database management for business applications (Windows only)
Publisher 2021	Pro publishing tools for reports, brochures, and business materials (Windows only)

Note: Publisher all versions are being phased out, but Word should do the same job. You'll probably still be able to use Publisher, but will be unable to get MS Support for it.

Key Features of Microsoft Office 2021 Professional Plus

1. AI-Powered Productivity Tools

- **Word 2021** now features **AI-powered grammar and writing assistance**, making document creation faster and more efficient.
- **Excel 2021** introduces **AI-driven data analysis** that helps users make smarter business decisions.
- **PowerPoint 2021** provides **AI-enhanced design suggestions** for creating stunning presentations.

2. Improved Collaboration and Cloud Integration

- Real-time **co-authoring** allows multiple users to edit documents simultaneously.
- **Better integration with OneDrive**, making it easier to access and share files.

- **Outlook for 2021** features **AI-based email filtering**, reducing inbox clutter.

3. New Features in Excel 2021

- **Smart Data Analysis** – Automatically generates charts and insights from raw data.
- **Enhanced pivot tables** – Makes data analysis more interactive and easier to understand.
- **Improved Automation** – More advanced **macros and scripting** for business applications.

4. PowerPoint 2021 Enhancements

- **New transition effects** and **modern slide templates** for better presentations.
- **Live collaboration tools** – Edit slides in real time with team members.
- **AI-powered speech-to-text** for automatic transcriptions and captions.

5. Outlook 2021 – Smarter Email Management

- **AI-based email sorting** to filter important messages.
- **Improved calendar integration** for scheduling meetings efficiently.
- **Advanced spam protection** and **end-to-end encryption** for better security.

6. OneNote 2021 – Smarter note-taking

- **AI-powered search** helps locate notes instantly.
- **Recognition of handwriting** converts handwritten notes into text.
- **Syncs across all devices** for seamless access.

7. Access and Publisher (Windows only)

- **Access 2021** – New database management features for business applications.
- **Publisher 2021** – Modernized tools for designing business reports and marketing materials.

Benefits of Using Microsoft Office 2021 Professional Plus

A. One-time purchase, no subscription fees, Saving around £85.00 per annum.

- Unlike **Microsoft 365**, **Office 2021 is a one-time payment**, making it a cost-effective solution for businesses, professionals and home users alike.
- No recurring costs, ensuring **long-term savings**.

B. Offline Access with Full Functionality

- Office 2021 works **without an internet connection**, allowing users to work from anywhere.
- Do not rely on cloud-based services for essential tasks.

C. Enhanced Security and Data Protection

- **AI-powered threat detection** for **BETTER EMAIL SECURITY IN OUTLOOK**.
- **Improved ransomware protection** for documents stored on OneDrive.
- **Secure file sharing options** to protect sensitive information.

D. Seamless integration with Windows 11

- **Optimized for Windows 11** to ensure **faster performance and smoother usability**.

- **Support for dark mode**, improved UI, and better accessibility features.

E. Business-Friendly Features

- **Supports Microsoft Exchange, SharePoint, and OneDrive for all.**
- **Licensing in bulk is available** for businesses.

Our Final Thoughts

Microsoft Office 2021 Professional Plus is an excellent choice for businesses, professionals, power users and home users who need advanced productivity tools without a recurring subscription. With AI-powered features, enhanced security, and offline access, it is a powerful productivity suite optimized for Windows 11.

Frequently Asked Questions (FAQs)

1. Is Office 2021 Professional Plus a one-time purchase?

Yes, **Office 2021 Professional Plus** is a **one-time purchase** without any monthly or annual subscription fees.

2. Can I install Office 2021 Professional Plus on multiple devices?

No, this is a standard license and is for **one device**.

3. What is the difference between Office 2021 and Microsoft 365?

- **Office 2021** is a **one-time purchase** with **fixed features (Although pretty damn good for most users)**.
- **Microsoft 365** is a **subscription-based service** with **continuous updates and cloud storage**.

4. Is Office 2021 compatible with Windows 10?

Yes, **Office 2021 Professional Plus** is fully compatible with **Windows 11 and Windows 10**. Though we do not recommend using Windows 10 based machines online, they are no longer that secure, unless enrolled with MS.

5. Can I install Office 2021 on Mac?

No, this version from us, **Office 2021 Professional Plus**, is designed for **Windows only**. However, **Office 2021 Home & Business** may be available for Mac, we will look into it by request.

6. Does Office 2021 include Microsoft Teams?

No, **Teams is not included** in Office 2021 but can be downloaded separately **for free**.

7. Do I need an internet connection to use Office 2021?

No, Office 2021 can be used offline, but an internet connection is required for installation and activation which of course we will have taken care of.