Pages vs Word

iWork vs Office

- Apple's iWork is an office suite that runs on OS devices and iOS devices. Components are:
  - Pages
  - Numbers
  - Keynote
- Microsoft's Office for Mac is an office suite that runs on OS devices. Current components are:
  - Word
  - Excel
  - PowerPoint
  - OneNote
  - Outlook for subscriptions, not purchases

Pages/iWork History

- iWork '05 was released in January and consisted of Keynote and Pages for OS
- iWork '08 was released in August of 2007 and also included Numbers for OS
- iWork '09 was released in January and in 2011 became available in the Mac App Store for $19.99 per OS application
- iWork for iPad was released in 2010 and was available in the App Store for $9.99 per iOS application
- iWork was overhauled in 2013 for OS X and came free with purchase of a new OS or iOS device after October 1, 2013. Some Pages features were dropped such as mail merge
- Latest OS X version released June 13, 2017, requires Sierra and is free for all your computers—a new update came out September 19
- Offline Help files included

Word/Office History

- In 1985 Word was released for the Mac. Word for Windows came along in 1989
- Excel for the Mac was released in 1985
- PowerPoint for the Mac was released in 1987
- Microsoft Office for Mac was introduced in 1989
- Microsoft Office 2008 for Mac Home and Student Version could be run on 2 computers
- Microsoft Office 2011 for Mac Home and Student Version could only be run on 1 computer
- Current version of Office is Office 2016 which is available for Office 365 subscribers
  - Office 365 Home costs $99.99 a year and allows up to 5 users
  - Office 365 Personal costs $69.99 a year for one user
  - Office Home & Student 2016 for Mac purchase costs $149.99 for one user
- Online Help only for the current version, need Missing Manual *Office ???? For Macintosh* for older versions

Input/Output File Formats

- Pages Input
  - Standard Pages files are .pages and .template
  - Pages can also open .doc, .docx, .txt, .rtf
- Pages Output
  - Standard **Save…** output is .pages
  - **Save as Template…** output is .template
  - **Export To…** has options for PDF…, Word…, Plain Text…, Rich Text Format…, epub…, and Pages '09…
- Word Input
  - Standard Word file is .docx
  - Word can also open .doc, .txt, .rtf
- Word Output
  - Standard **Save…** output is .docx
  - **Save As…** output can be .doc, .dotx, .dot, .txt, .rtf, .htm, and PDF as well as some additional specialty formats

Common Capabilities

- Letters
- Envelopes
- Simple documents
- Watermarks
- Multi-page documents with Table of Contents—Word can also generate a List of Figures
- Tables
  - Word can provide column totals for numeric fields
  - Pages can provide column and row totals as well as more complex calculations
- Charts
  - Both can provide 2D and 3D charts
  - Pages can provide interactive charts
- Page Layout capabilities
- Include sound and video files
  - Windows version of Word can't handle sound and video files

Unique Capabilities

- Pages
  - epub documents usable by iBooks
- Word
  - Mail Merge
  - Forms with Check Boxes, Drop Down Form Fields, and limitations on where you can type in information
  - Web Sites

Word Processing vs Page Layout

- Word Processing Mode
  - Pages are created/deleted as needed to accommodate the text and figures
- Page Layout Mode
  - Pages must be created by user
  - Pages can be deleted by user
  - Pages can be reordered by user

Pages Menu Bar and Tool Bar

- Menu Bar has the typical options—Pages, File, Edit, Insert, Format, Arrange, View, Share, Window, and Help

- Tool Bar has additional options—View, Zoom, Insert, Table, Chart, Text, Shape, Media, Comment, Collaborate, Format & Document

- Tool Bar can be modified to include additional options

Menu Bar—Pages

Pages	File	Edit	Insert	F

About Pages	
Preferences...	⌘,
Provide Pages Feedback	
Services	▶
Hide Pages	⌘H
Hide Others	⌥⌘H
Show All	
Quit Pages	⌘Q
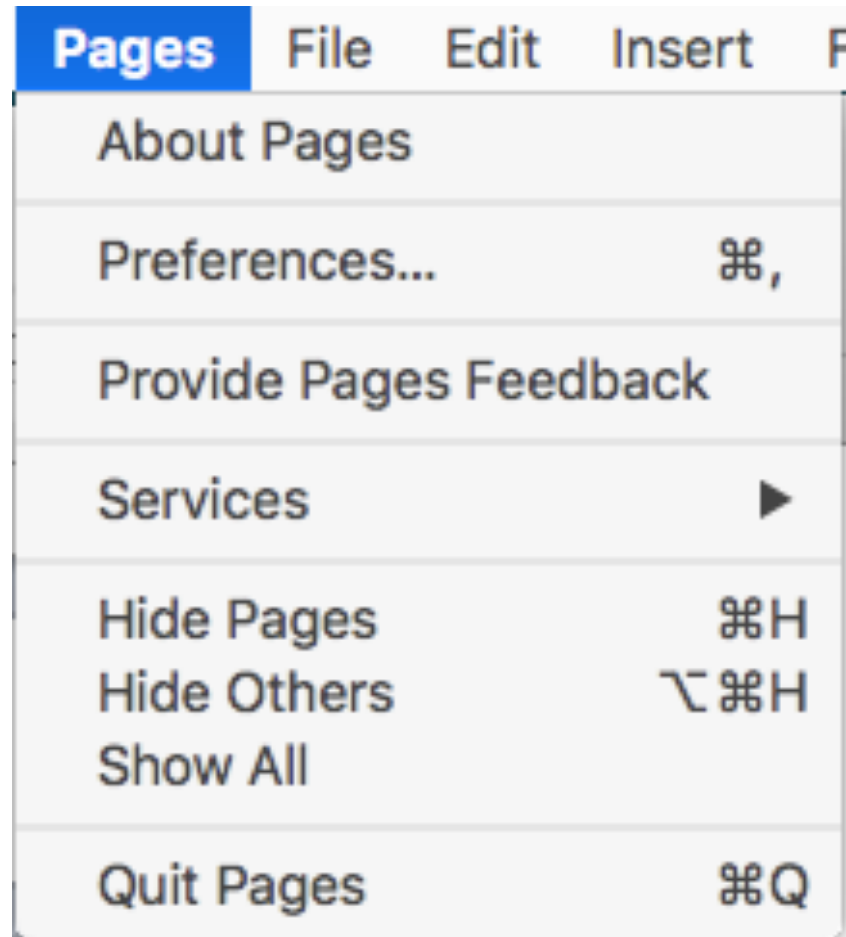
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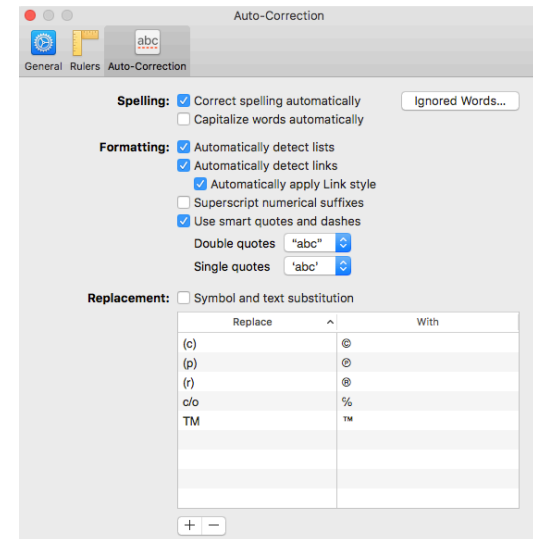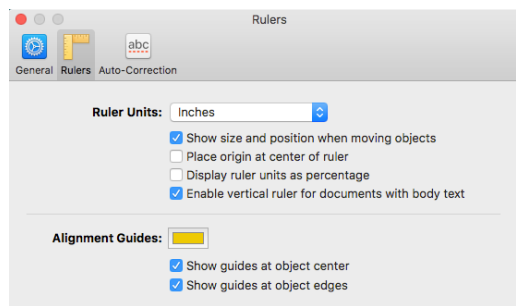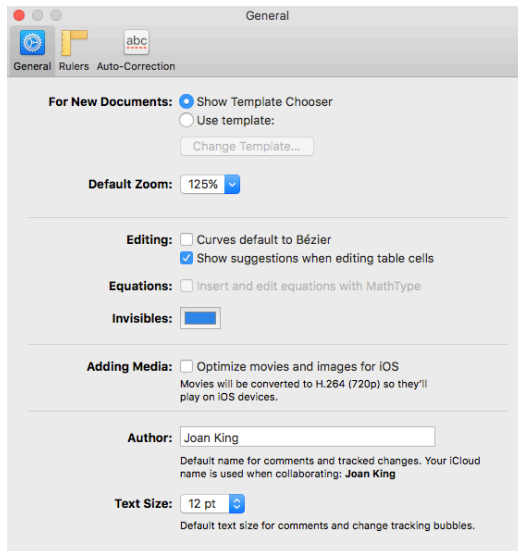
Menu Bar—File

- Word Processing & Page Layout Options differ

Menu Bar—Edit

Menu Bar—Insert

- Word Processing & Page Layout Options differ

Menu Bar—Format

- Word Processing & Page Layout Options differ
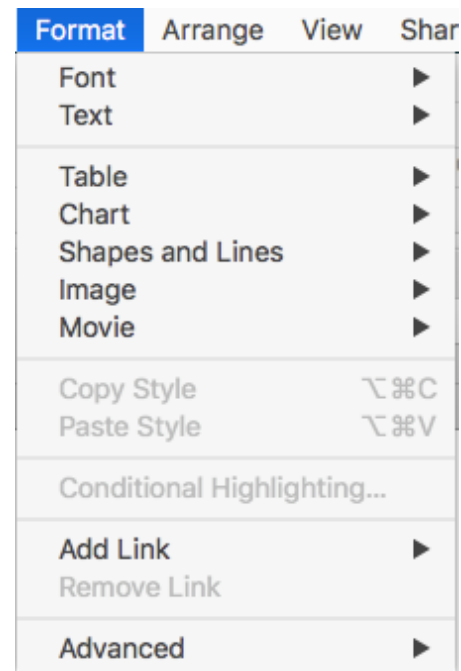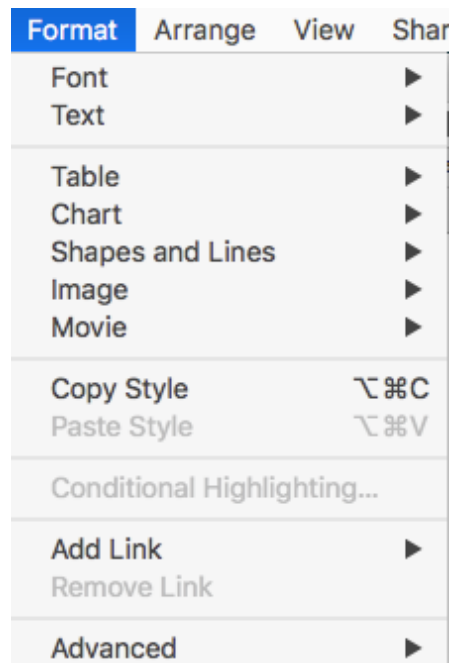
Menu Bar—Arrange

- Word Processing & Page Layout Options differ

Menu Bar—View

Menu Bar—Share & Window

Menu Bar—Help

Help 65° ⚠ 🌐 2.38 GB Free ⚡ ❋ 📶 🔊

Search

Pages Help
Keyboard Shortcuts
Formulas and Functions Help

What's New in Pages

Service and Support

Pages Help

Search

What's New in Pages

What's New in Pages

Shapes Library
Get creative with a library of over 500 professionally drawn shapes.

Threaded Comments
Reply to comments and join threaded conversations.

Linked Text Boxes
Add linked text boxes so text easily flows from one place to another.

And More!
Auto-correction improvements, fixed layout ePub export, and more…

Complete feature list >

Continue

PAGES

Pages Help

Overview | Show topics
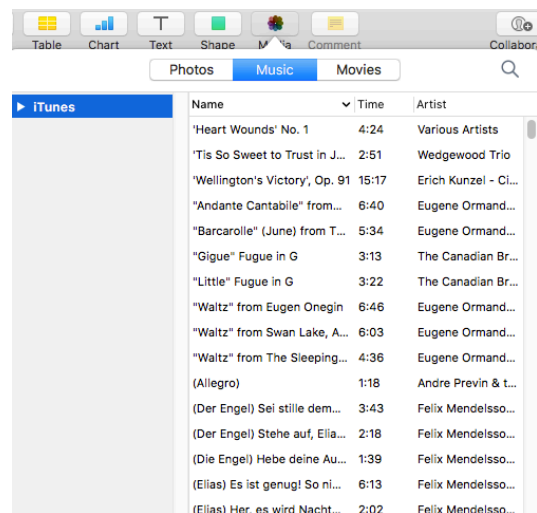
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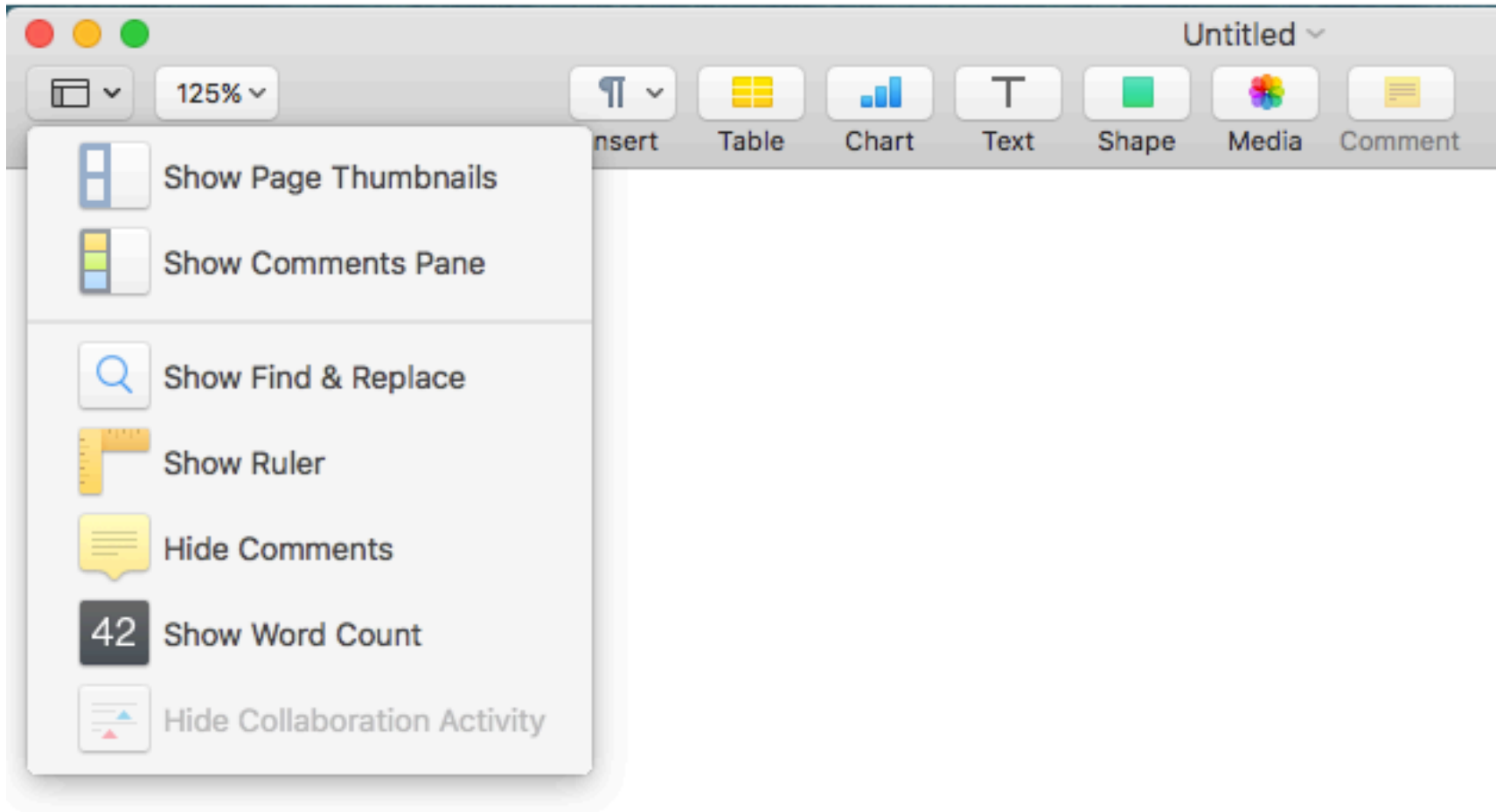
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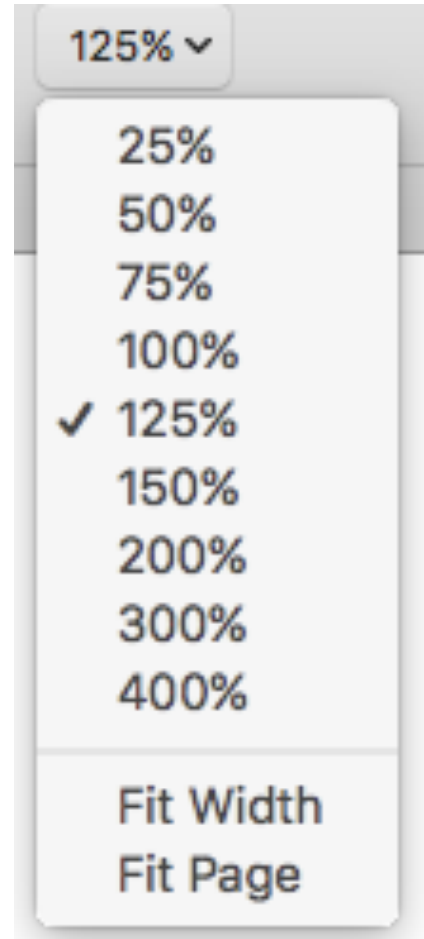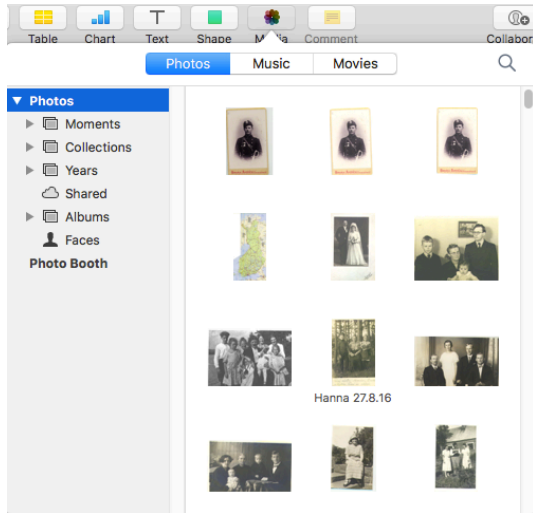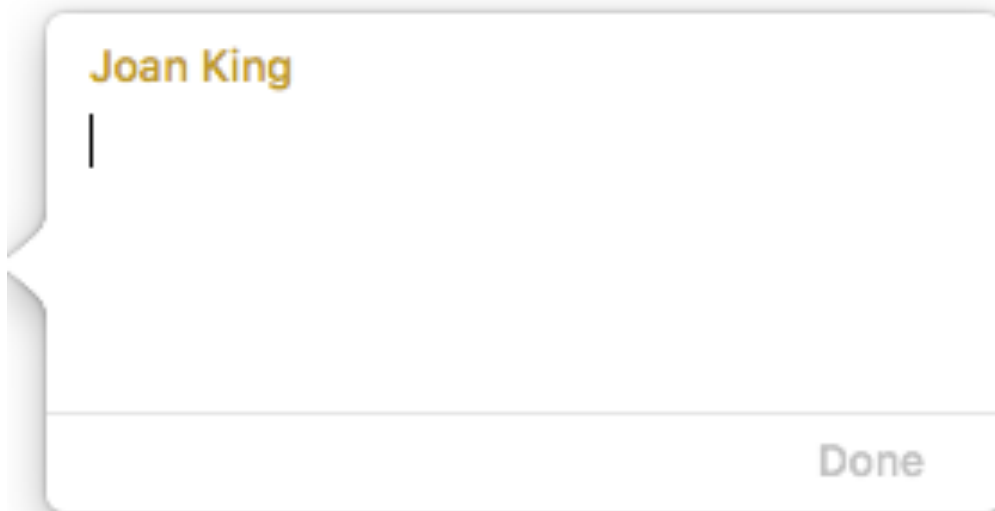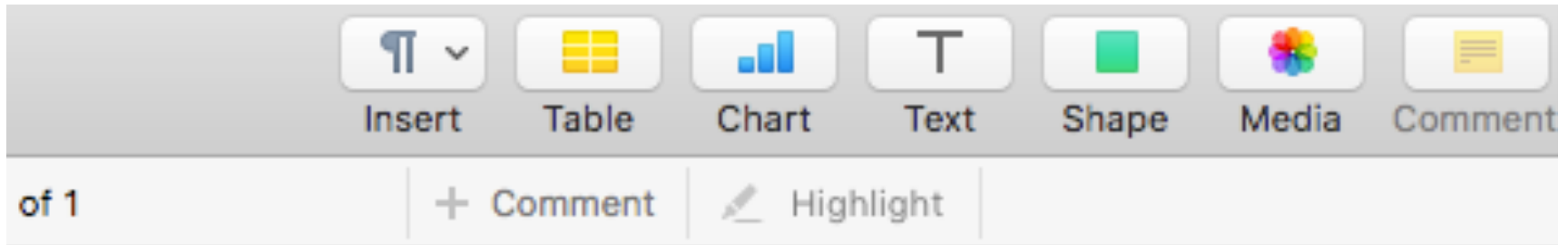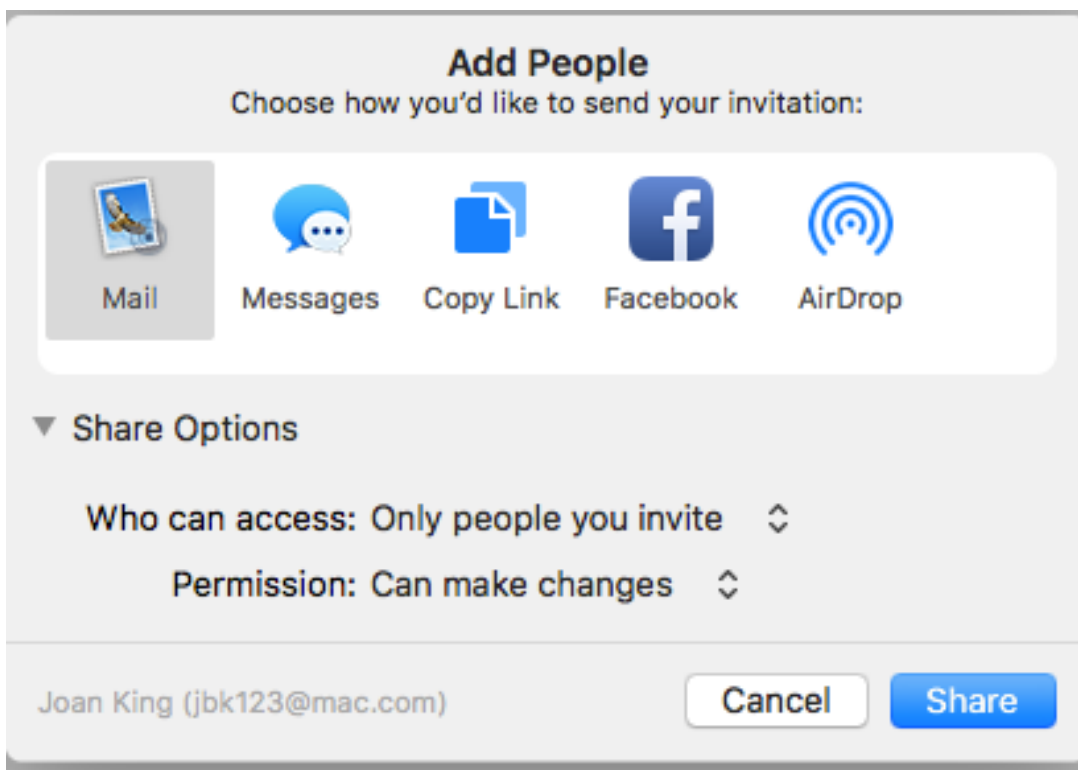
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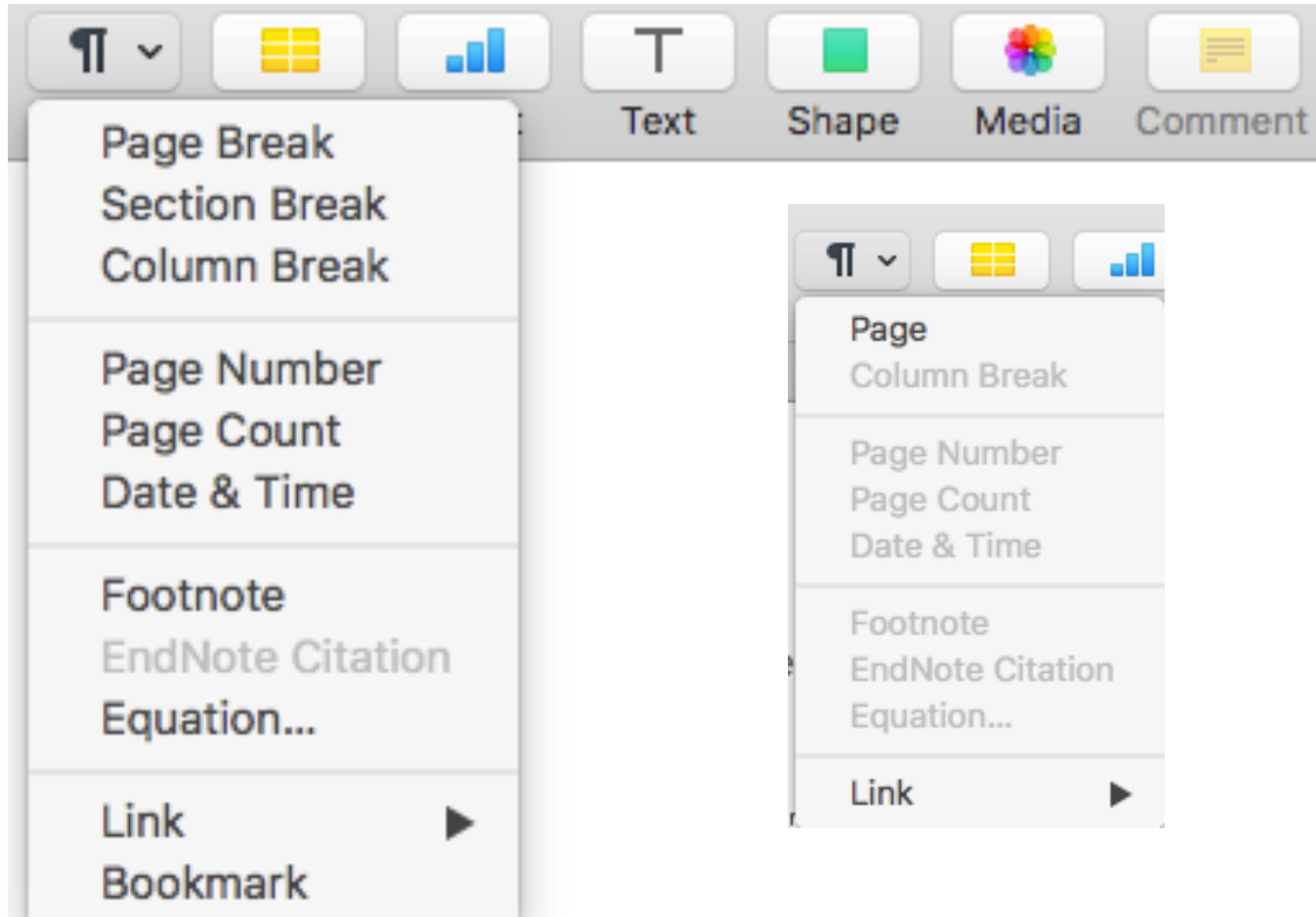
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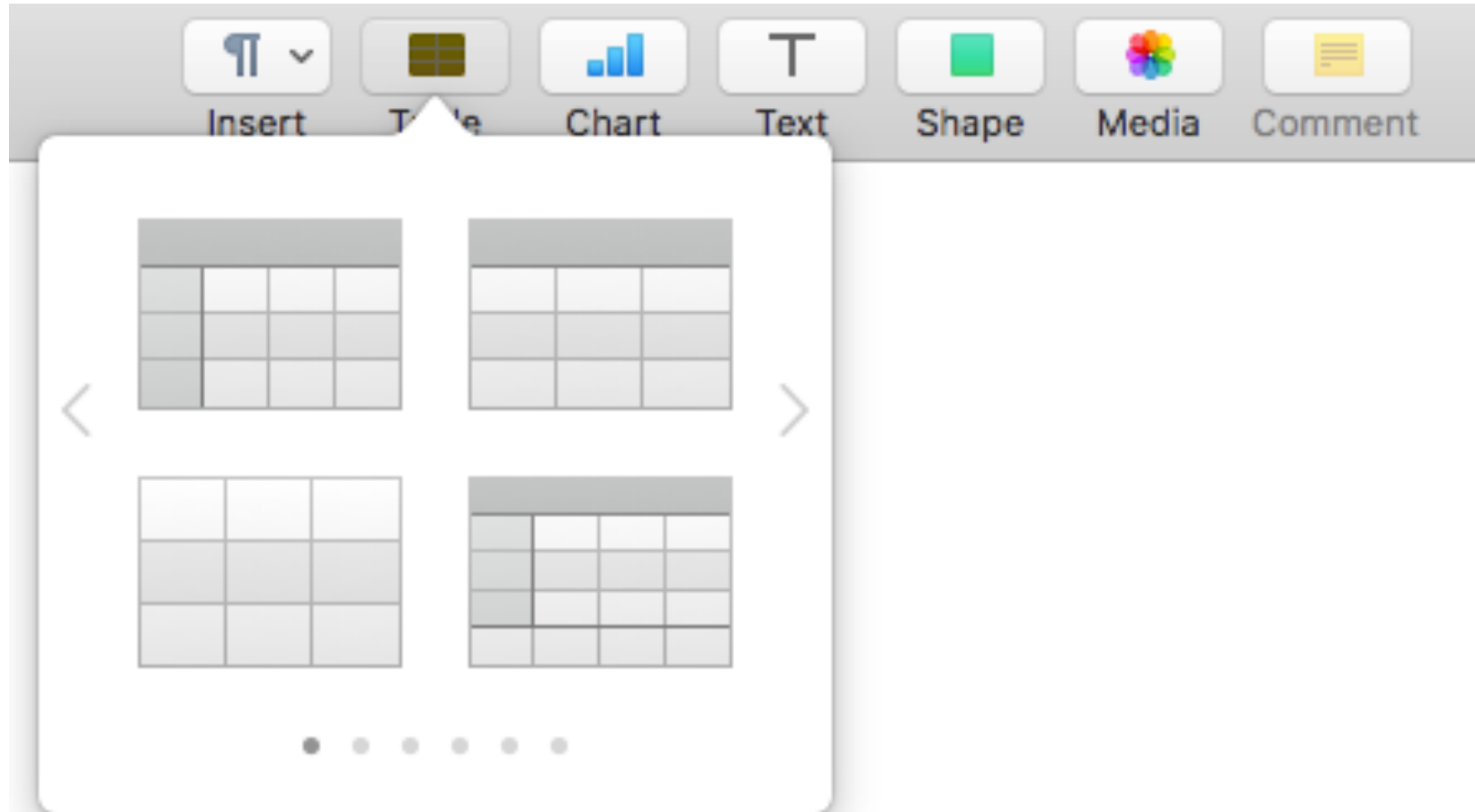
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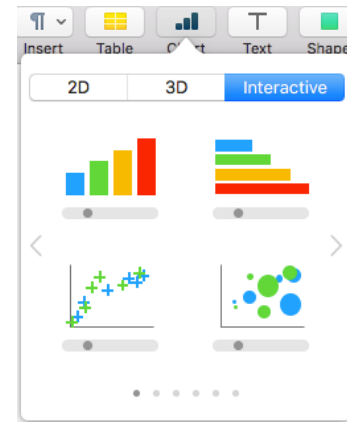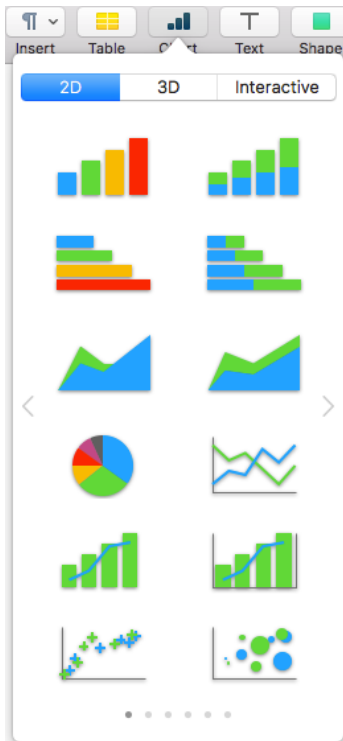
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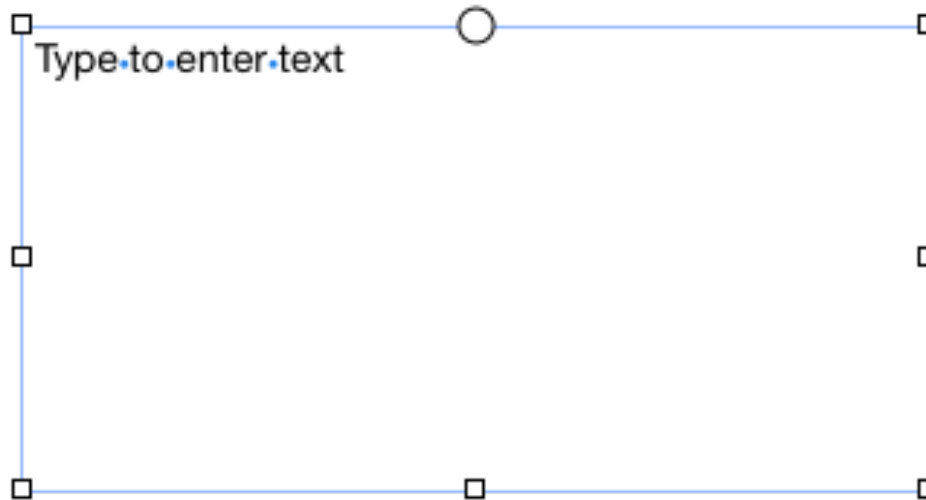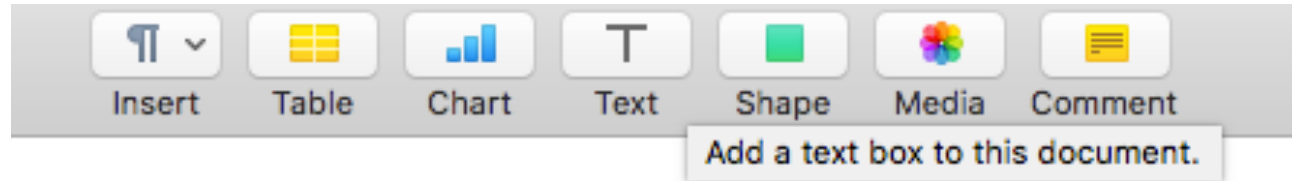
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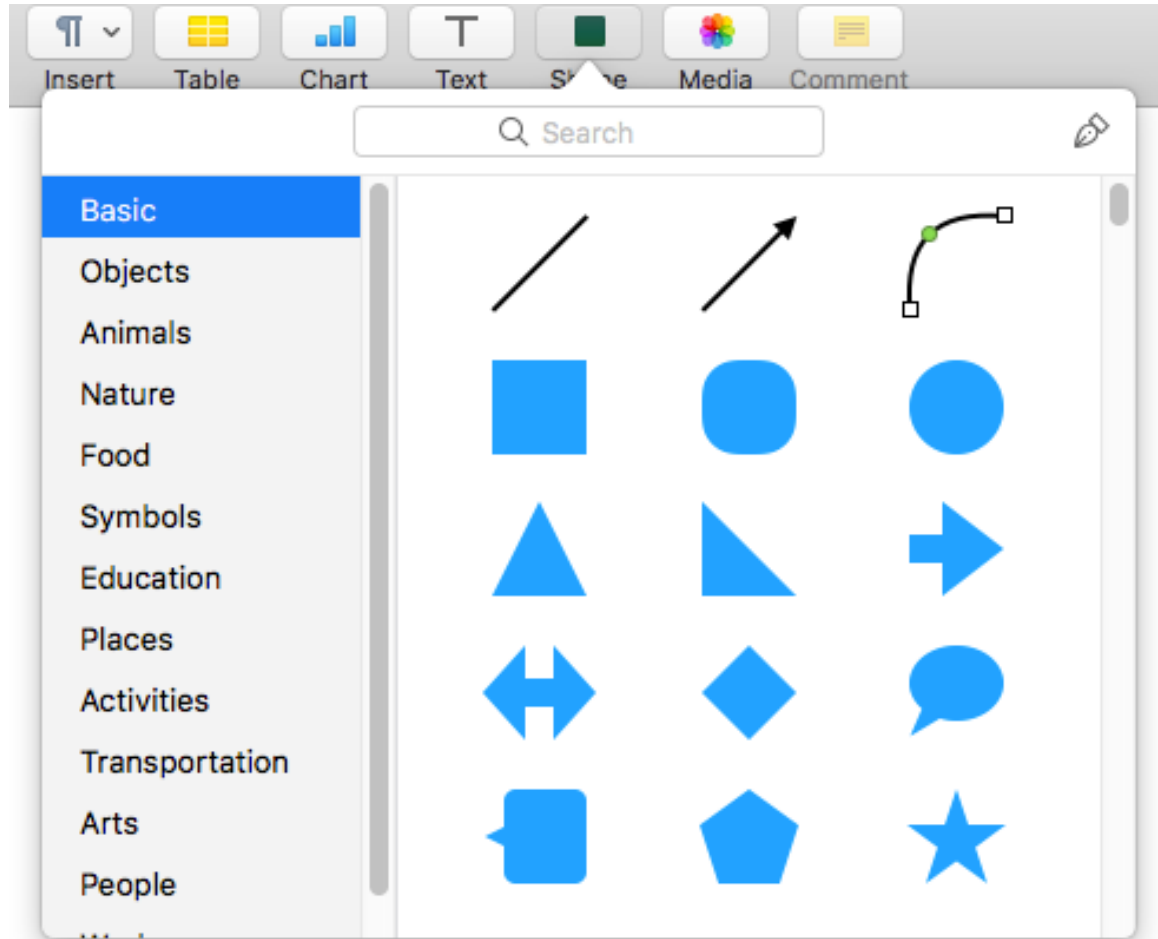
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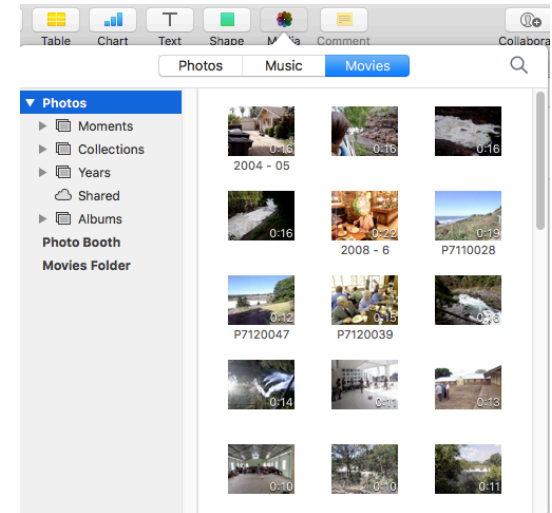
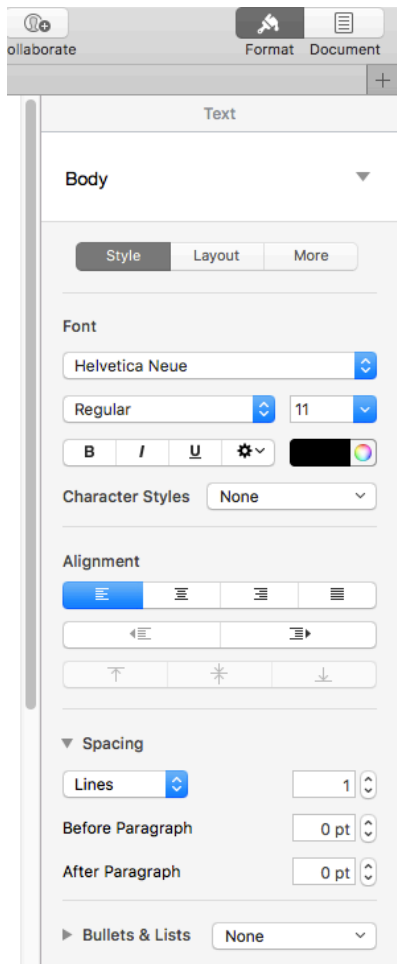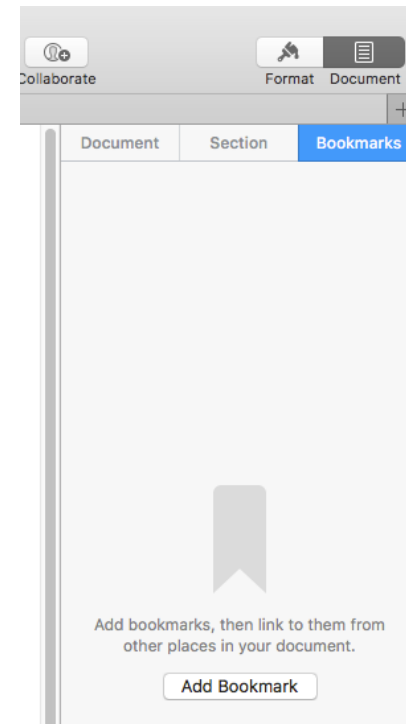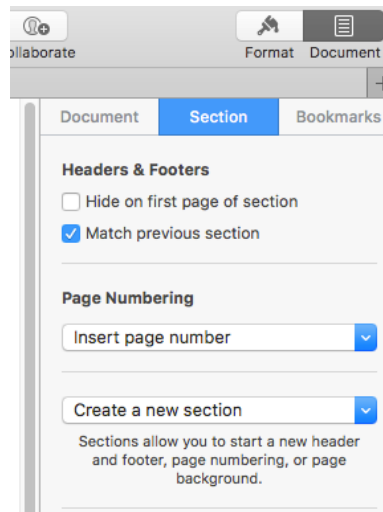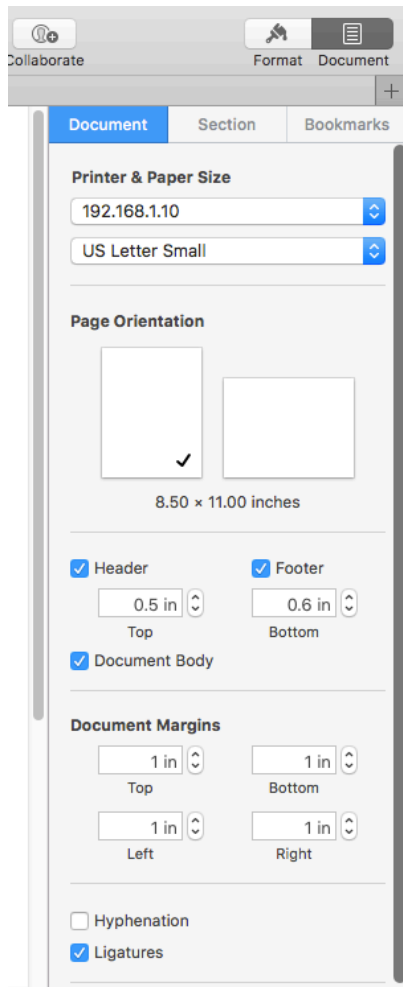# Tool Bar—Comment

Tool Bar—Collaborate

Tool Bar—Format
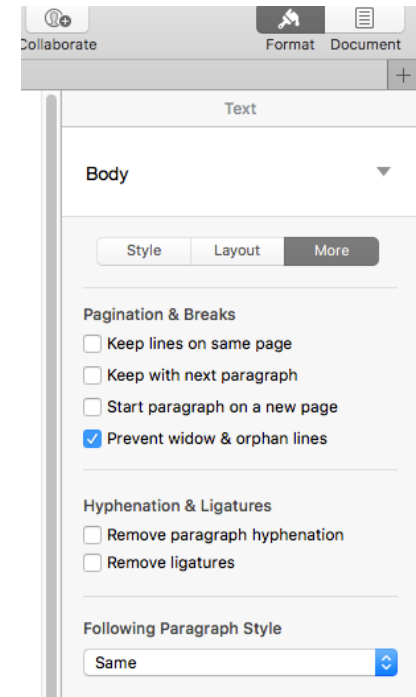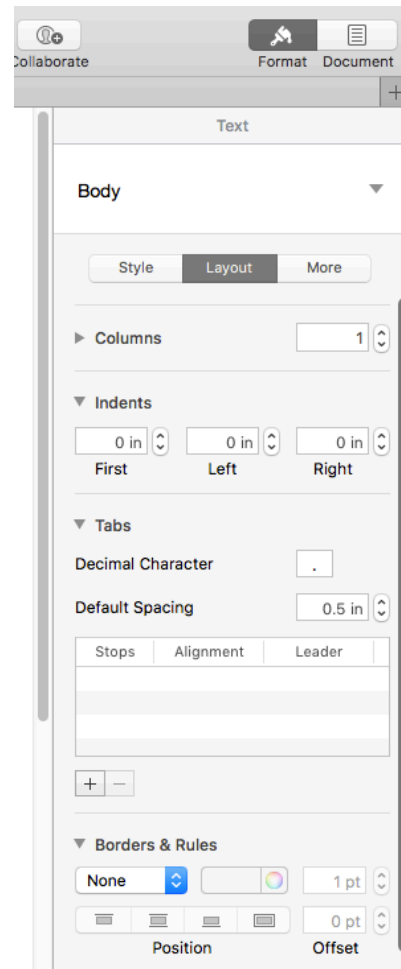
Tool Bar—Document

Pages Demo