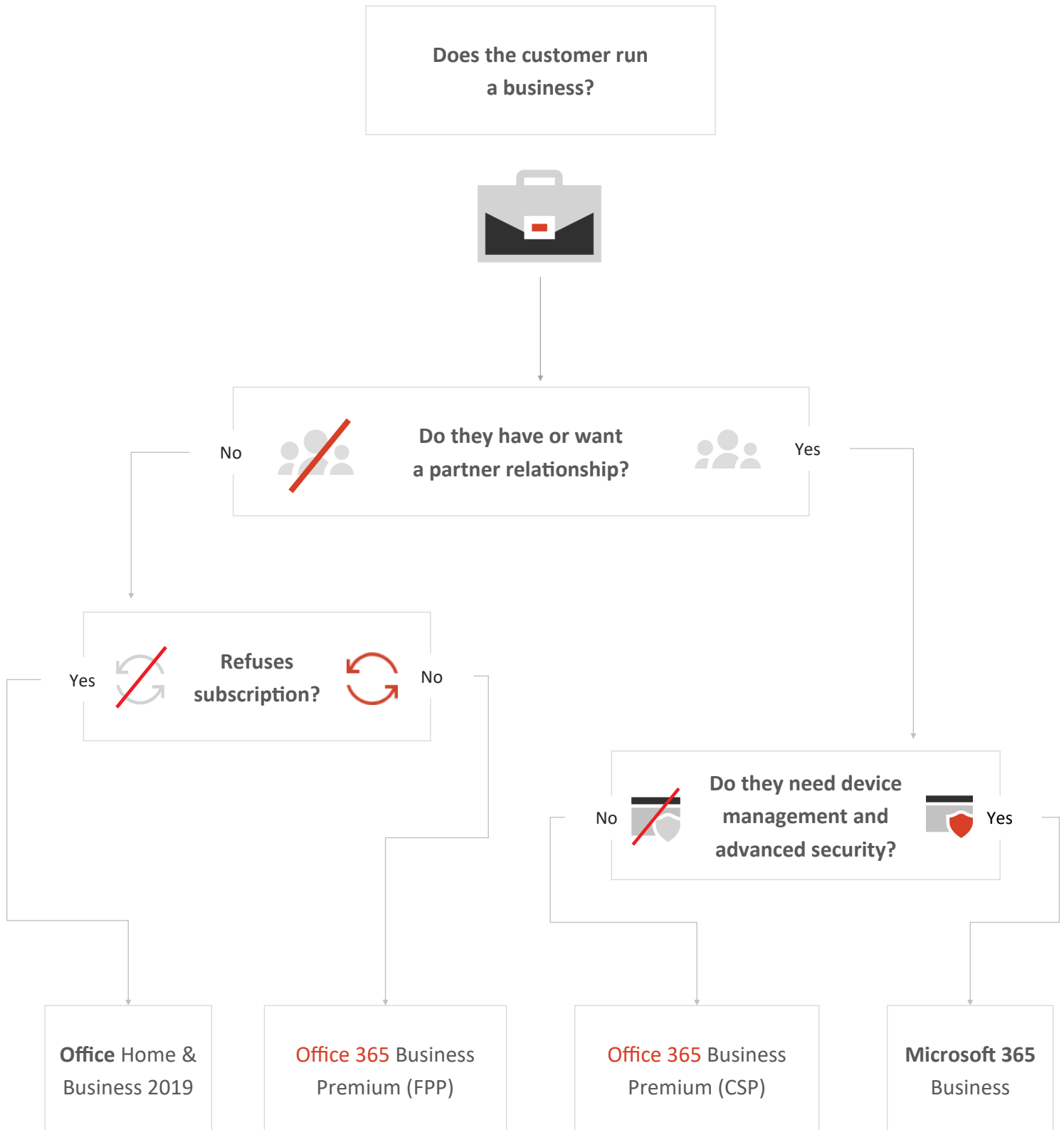


Choosing the right Office for a business



Choosing the Office that's right for you



Type	Office Product	People	Devices	Core Applications	Cloud	Services	Additional Benefits	Business Apps	Business Services	
For your business	BEST VALUE Office 365 Business Premium	1 Person	Works on Windows, Mac, iOS and Android ¹	PREMIUM Includes features like Ink Editor in Word ² , 3D in PowerPoint and new data types in Excel	Word Excel PowerPoint OneNote Outlook	OneDrive cloud storage	Tech Support	• Access ³ • Publisher ³	• Outlook Customer Manager • Bookings	• Microsoft Teams • SharePoint • Skype for Business • Exchange
	Office Home & Business 2019	1 Device	Works on Windows or Mac				Installation only			

Office 365 on Windows

Together with Office, Windows gives individuals and teams the breadth of tools they need to do what matters—faster.

1. Ink the way you think.

Use the digital pen** to easily annotate Office documents, edit them directly, strikethrough words to delete them, circle text to select it, highlight with precision, and leverage shape recognition to transform drawings into shapes. Users can replay the sequence of mark-ups from co-workers to better understand another's thought process.

2. Cloud location, familiar navigation.

With Files On-Demand, users can access all their files in the cloud without having to download them and use storage space on their device. All files—even online-only files—can be seen in File Explorer and work just like every other file on the device. Users will be able to open online-only files from within any desktop or Microsoft Store apps using the Windows file picker.

3. The best duo for multitasking.

New multi-tasking features in Windows pair perfectly with Office. Users can arrange their screens however they want to easily open and manage multiple Office apps and documents on one screen, and effortlessly snap up to four documents or apps at a time into view to optimize their digital workspace.

4. Add power to the point with 3D.

Employees can leverage 3D content to increase the visual and creative impact of their PowerPoint, Word, and Excel documents. They can easily insert a 3D object from the Remix 3D catalog***, their device, or cloud locations, then use the 360-degree rotation handles to change its perspective.

5. Smarter digital assistance.

A more productive user. Office and Cortana⁴ work together to help users get more done, like finding what they need, including emails and documents stored on OneDrive or on their PC.

¹ iOS and Android requires separate app download. ² Requires touch enabled device. ³ Publisher and Access are for PC only.