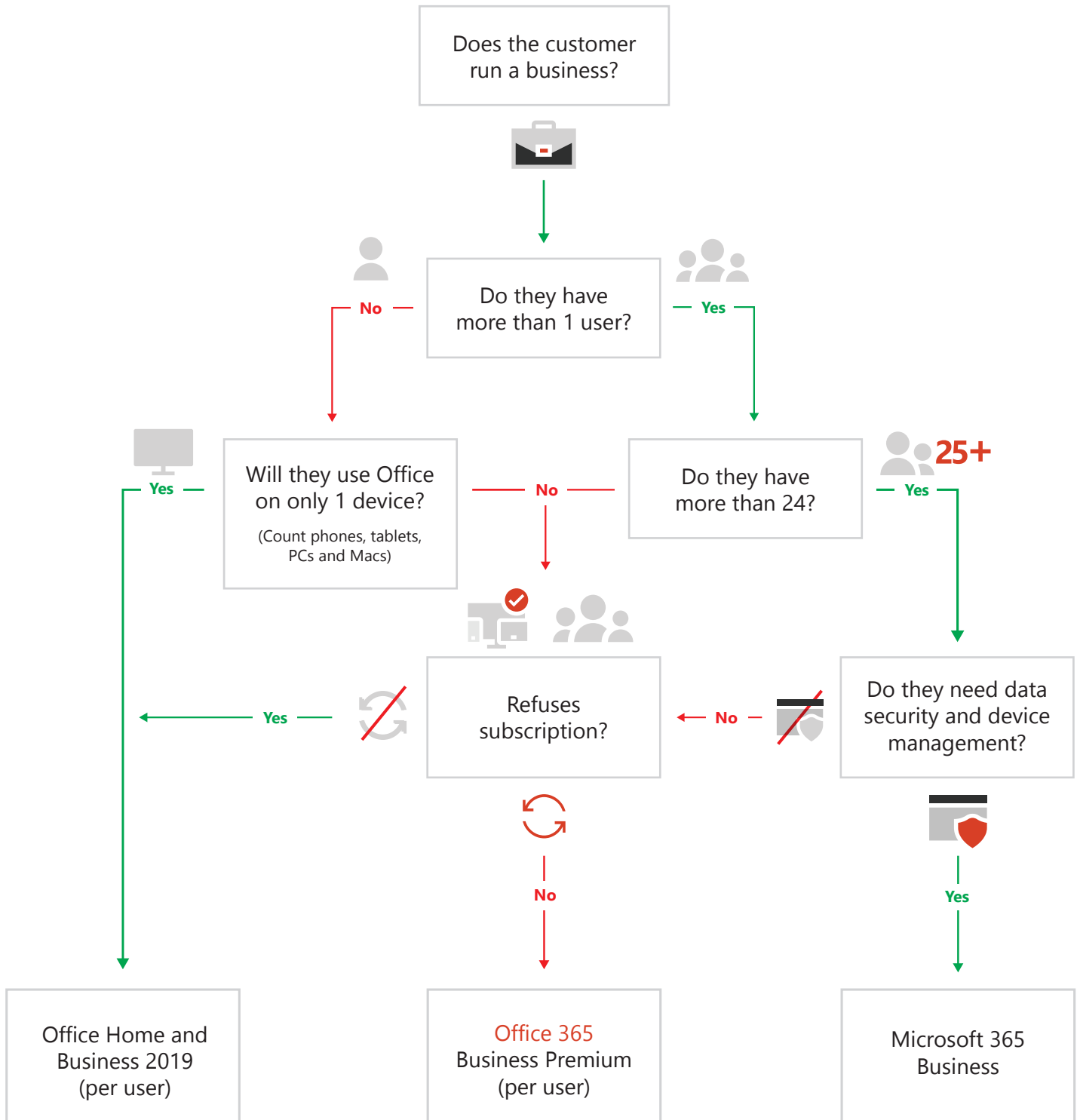


# Choosing the right Office for a business



# Choose the Office that's right for you

Type	Office Product	People	Devices	Core Applications	Cloud	Services	Additional Benefits	Business Apps	Business Services									
				Word            Excel            PowerPoint            OneNote            Outlook	OneDrive cloud storage	Tech Support	<ul style="list-style-type: none"> <li>• Access<sup>5</sup></li> <li>• Publisher<sup>5</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Outlook Customer Manager</li> <li>• Bookings</li> </ul>	<ul style="list-style-type: none"> <li>• Teams</li> <li>• SharePoint for Business</li> <li>• Skype for Business</li> <li>• Exchange</li> </ul>									
For your business	<b>BEST VALUE</b> Office 365 Business Premium	1 Person	Works on Windows, Mac, iOS and Android <sup>3</sup>	<b>PREMIUM</b> Includes features like Ink Editor in Word <sup>4</sup> , 3D in PowerPoint and new data types in Excel	•	•	•	•	•	•	•	•	•	•	•	•	•	•
	Office Home & Business 2019	1 Device	Works on Windows or Mac		•	•	•	•	•	•	•	•	•	•	•	•	•	•

## 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 Windows 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. [For use in Cortana markets only] Office and Cortana<sup>4</sup>work together to help users get more done, like finding what they need, including emails and documents stored on OneDrive or on their PC.

<sup>1</sup>Requires Office 365 subscription. <sup>2</sup>iOS requires separate app download. <sup>3</sup>iOS and Android require separate app download. <sup>4</sup>Requires touch enabled device. <sup>5</sup>Publisher and Access are for PC only. For more info: support.office.com

\*Requires Office 365 subscription.

\*\*Requires Office 365 subscription and touch capable tablet or PC; pen accessory may be sold separately.

\*\*\*Remix 3D catalog available in select markets; experience may vary by region and device. Online access required to use Remix 3D from within the application.

<sup>4</sup>Cortana available in select markets; experience may vary by region and device. Office integration with Cortana may require Office 365 work or school account.