



The all-new Office 2016 applications

Office 365

Goes where you go for all your devices.



Install Office on all your devices—Windows, iOS and Android



All the latest applications



1 TB One Drive cloud storage



Upgrades always included

Office

Home & Business | Home & Student

Modern productivity for one device.



The latest applications*



Install on one desktop or laptop



Choose your Office	Office 365		Office	
	Home	Personal	Home & Business	Home & Student
Install full Office applications: Word, Excel, PowerPoint, OneNote	5 PCs/Macs + 5 tablets*	1 PC/Mac + 1 tablet*	1 PC	1 PC
Outlook	•	•	•	
Publisher ¹ , Access ²	•	•		
Use on your favorite mobile devices ³	•	•		
Skype ⁴ 60 min/month ⁵	5 users	1 user		
1 TB OneDrive ⁶ storage	5 users	1 user		
Ongoing upgrades	•	•		

*App availability varies by device/language. *On PC only. ³Skype not available in all countries.
¹Learn more (including compatible devices) at www.office.com/information

You must accept the License Agreement, www.microsoft.com/usetems. For purchase and activation only in the region in which it was acquired. Product cannot be replaced if tampered or activated and cannot be redeemed for cash.
 Non-commercial use
System Requirements: Microsoft account + Internet access (fees may apply) + Some features may require additional hardware + Windows⁷ 7 SP1 to Windows 10, 32-bit or 64-bit OS only + 1 GHz processor with SSE2 support + 2 GB RAM + 3 GB available disk space + 1280 x 800 screen resolution.

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*Outlook only with Home and Business



Powerful new features

		2016	Office Mobile
Featured Apps	Office Themes Choose from colorful themes to dark gray, customize for what works best for you.	✓	
	Tell Me Tell Me will guide you to the feature you need to get the results you want.	✓	✓
	Smart Lookup Smart Lookup helps you find information you need quickly without even leaving your document.	✓	✓
Word	Improved version history Never worry about losing versions; browse or go back to earlier drafts.	✓	✓
	Read mode In the new read mode, text reflows automatically in columns for easier on-screen reading.	✓	✓
Excel	More data visualization Now six new modern charts and graphs to explore and tell compelling stories with your data.	✓	
	Recommended Charts With improved Recommended Charts, you can quickly create a chart that best matches your data.	✓	✓
PowerPoint	Smart Guides Smart Guides automatically appear for objects, so you know when objects are spaced evenly.	✓	
	Improved conflict resolution Resolve conflicts when co-authoring;; choose between two versions of the conflicting slides.	✓	
Outlook	Modern attachments It's easy to attach and share your recently used files from either your computer or OneDrive.	✓	
	Clutter Saves you time by moving lower priority messages out of your way and into a new Clutter folder.	✓	

Objections:

"I already have Office 2013, and it works just fine for me."

With thorough cloud integration, improved version history and cool new features in each application. Office 365 is the best choice for working across all your devices. You'll have plenty of storage (1 TB) to save all your stuff, and you'll always have the latest updates when new features come out.

"I don't even have a PC or laptop at home anymore; I just use Office at work or school."

With Office 365, you can use Office Mobile to work on your documents wherever you go, whether you have a full computer

or not. And thanks to OneDrive cloud storage, you can continue work on those same projects on Office desktop from work, school, home or anywhere else.

"I've been using free alternatives to Office for a while now, and I don't see any reason to change."

Alternatives to Office have but a fraction of the amazing, progressive Office features that are there to help you stay as productive as possible. We now have free Office Mobile apps for small tablets and phones, but the best value is Office 365 so you can work on any devices anywhere.

