



# Microsoft Office for iPad

The real Microsoft Office apps designed for iPad

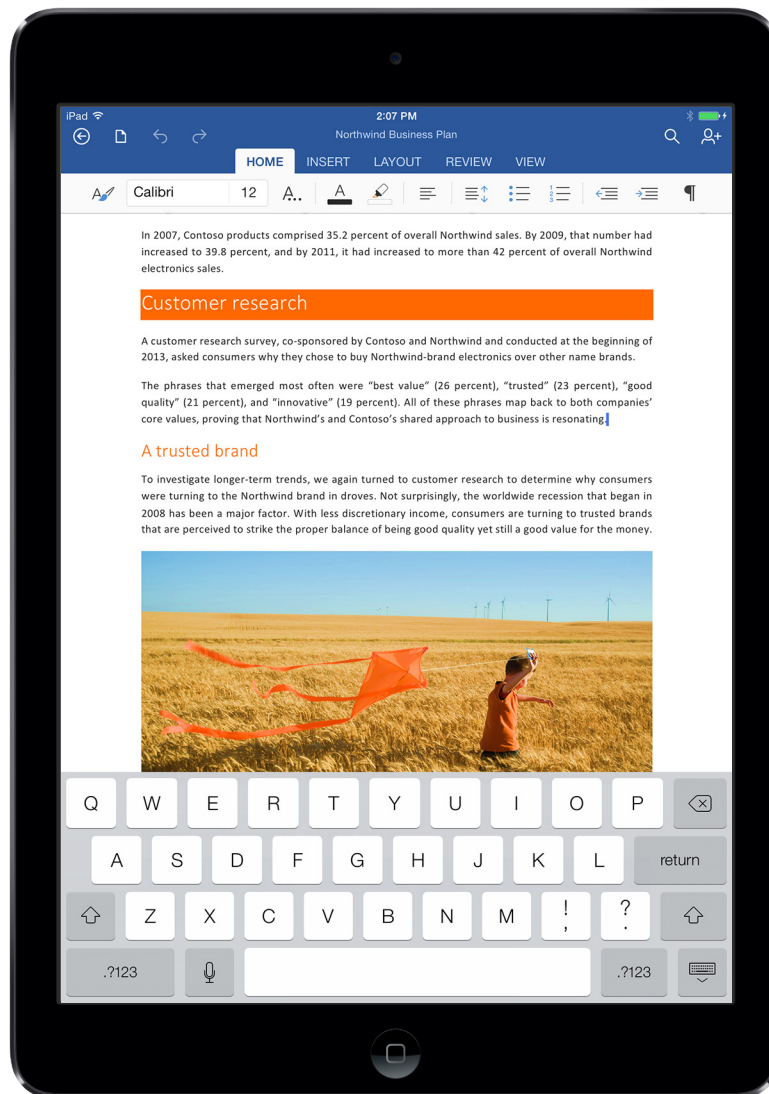


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# Welcome to Microsoft Office for iPad

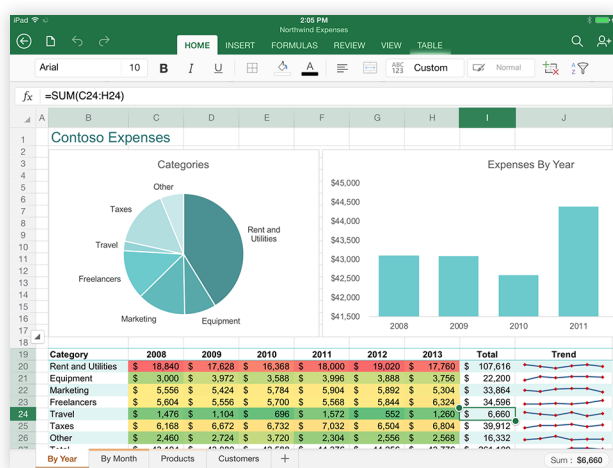
Word for iPad®, Excel for iPad, and PowerPoint for iPad have the robust capabilities and familiar look and feel of Office, while offering a fantastic touch experience built from the ground up for iPad. With the free versions of the apps, you can read your Word documents, use your Excel data and present with PowerPoint. Your documents will look as good as they do on your PC and Mac®, and better than ever on your iPad. With an Office 365 subscription, you can edit and create new documents with the iPad. When you edit a document, you can be sure that content and formatting will be maintained across Office on PC, Mac, tablet and phone.



Mac and iPad are trademarks of Apple Inc., registered in the U.S. and other countries.

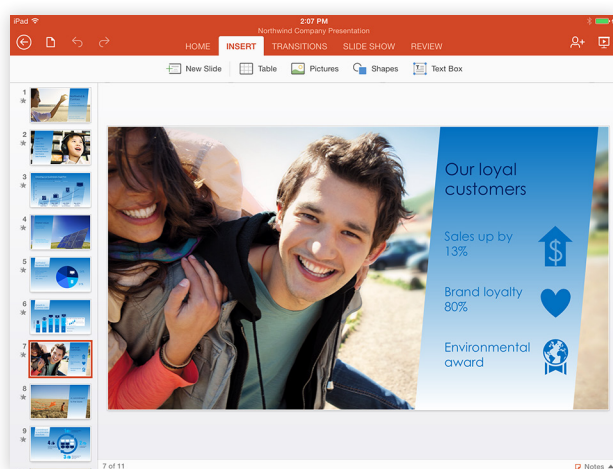
## Office documents look better than ever on iPad.

They look as good as they do on your PC or Mac. In Word, images, tables, SmartArt, footnotes, equations are all there, perfectly formatted. Formulas, charts, sparklines, conditional formatting, and filters in Excel help you make better decisions. PowerPoint presentations pack a punch with transitions, animations, speaker notes and much more. When presenting, you can even use a built-in laser pointer, pens and highlighters to get your point across.



## A familiar Office experience designed for iPad.

What makes these apps unique is that they strike just the right balance between being unmistakably Office and being designed for the iPad. If you use Office on a PC or Mac, the iPad apps feel very familiar, so there is nothing new to learn and you'll be up and running in minutes. At the same time, these apps were created from the ground up for iPad. The large touch areas on the Ribbon and in overlay menus make it simple to create, edit and format documents using only touch. No keyboard or mouse required.



## Edit, create and collaborate with confidence.

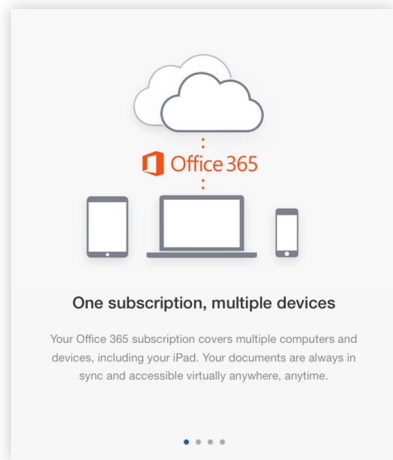
When you edit documents with the Office for iPad apps, you can be sure that you won't lose any content or formatting. Documents will look how you intended in Office on PC, Mac, tablet and phone. The apps have a remarkably rich feature set to create beautifully designed documents. In addition, they make it easy to work together. Simply share your content with others using OneDrive and then work simultaneously with multiple people on the same document or presentation.

## Made for the cloud and Office 365.

Since people want to be able to get things done everywhere, the apps are seamlessly integrated with Microsoft's cloud services. They let you access up-to-date documents in OneDrive, OneDrive for Business and SharePoint. It's easy to pick up from where you left off, because the apps know what documents you were working on last, no matter what device you were using. Even if you don't have an Internet connection for a while, you'll still be able to work on the documents you've recently used on the iPad.

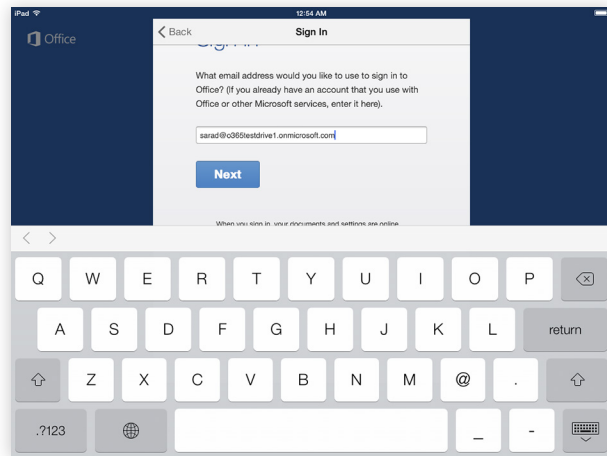
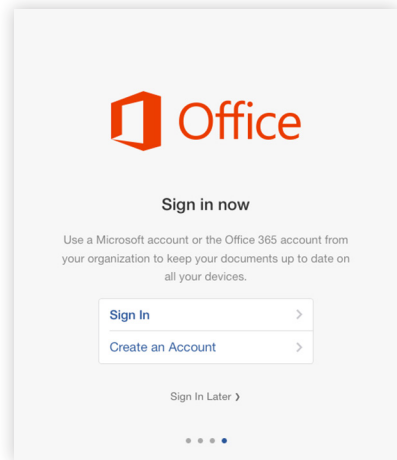


Getting started

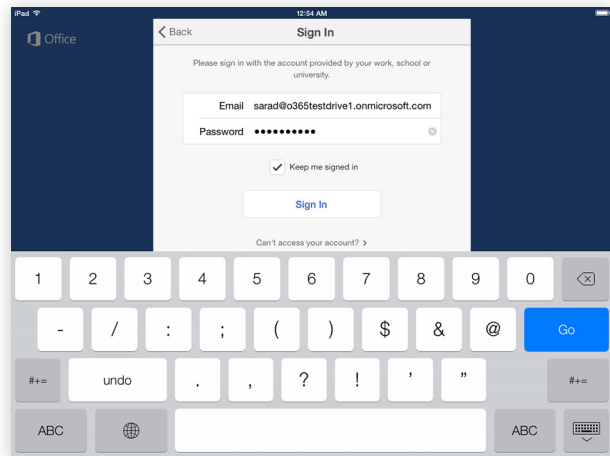


**1 In the App Store on your iPad, find Microsoft Word for iPad.** Tap the Free button and install the app. Once Word is installed, open it. Swipe through the three introduction screens until you get to the sign-in screen.

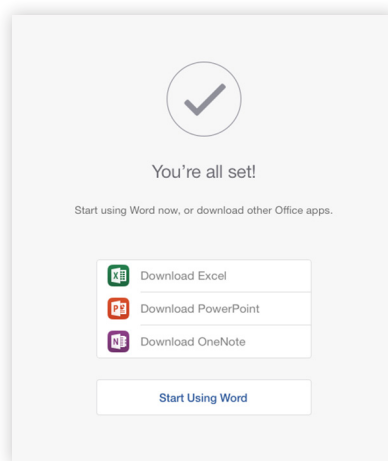
**2 Sign in** with a Microsoft account or Office 365 account. Signing in keeps your documents up-to-date across all devices connected to OneDrive or Office 365.



**3 Enter your email address.** If you have an Office 365 account, use the email address associated with that account. Otherwise, use a Microsoft account, for example the email address you use for Outlook.com, Xbox, OneDrive, or other Microsoft services.



**4 Enter your password** and you're ready to get started with Office for iPad.



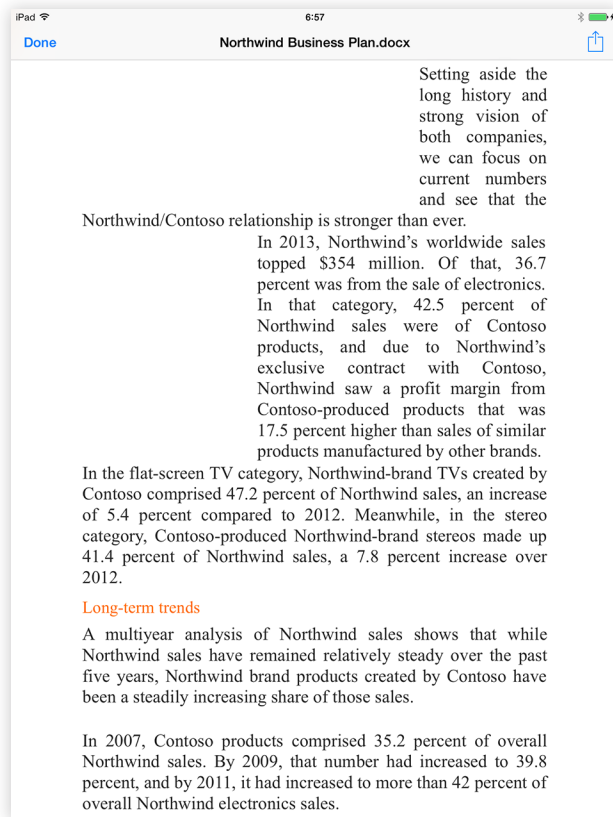
**5** Once you have signed into one app, you don't need to sign into the other apps again.

Office documents  
look better than ever  
on iPad

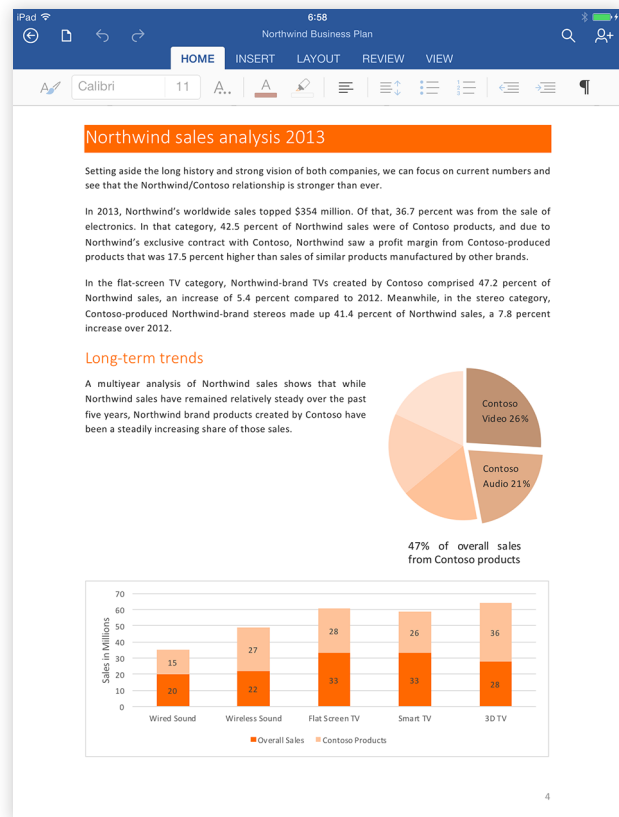
The built-in iPad document viewer often changes the way Office documents look. Some formatting and content gets lost, making it difficult to understand what you're looking at. The same is true for many productivity apps for iPad.

With Office for iPad, you see documents the way the author intended them, whether you're opening an email attachment or a file shared in OneDrive. You see content, formatting, data, charts, slide animations, and more, just like you would on a PC or Mac.

## Word document

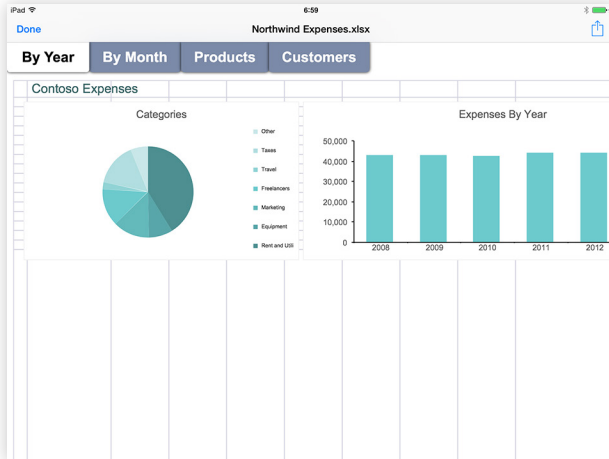


In the iPad viewer

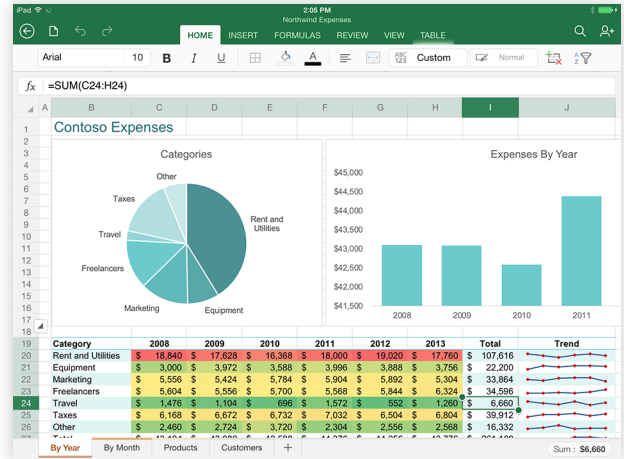


In Word for iPad

## Excel spreadsheet

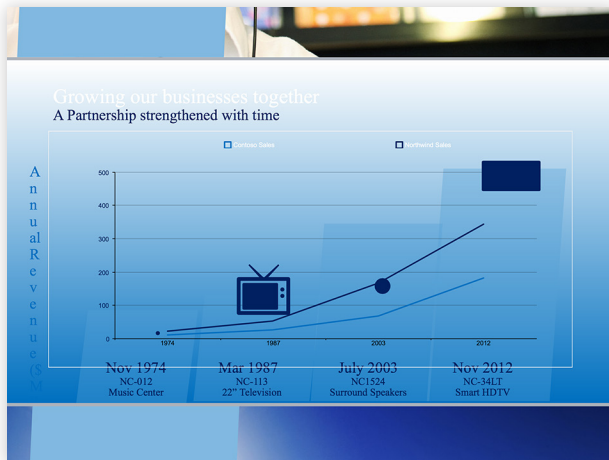


In the iPad viewer

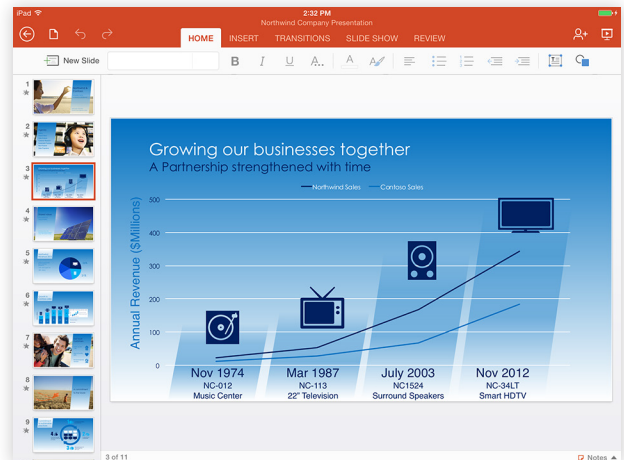


In Excel for iPad

## PowerPoint presentation



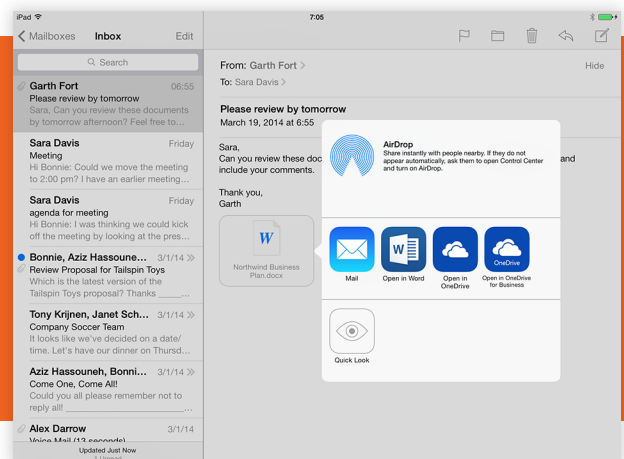
In the iPad viewer



In PowerPoint for iPad

**Tip:** Open Office documents directly from the iPad Mail app.

Want to get a better look at Office documents you receive in email? Open Office documents directly from the Mail app on your iPad. Just tap and hold the Office document and select the Office app you want to use.



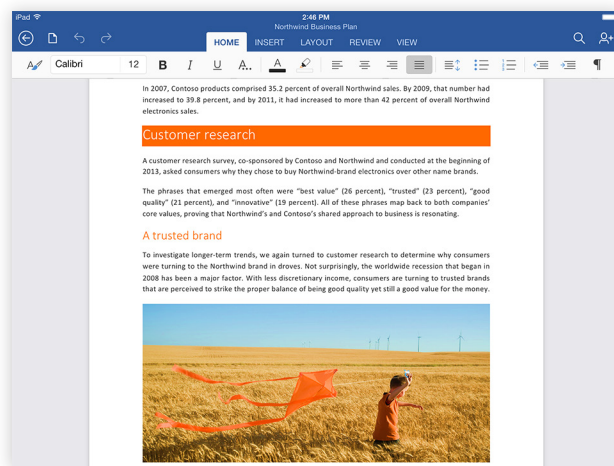
A familiar Microsoft  
Office experience,  
designed for iPad

What makes Word, Excel and PowerPoint for iPad unique is that they strike just the right balance between being unmistakably Office and being designed for the iPad.

## A familiar Office experience

Most productivity apps for iPad work differently than Microsoft Office applications on PC or Mac. As a result, you lose valuable time learning new ways of working.

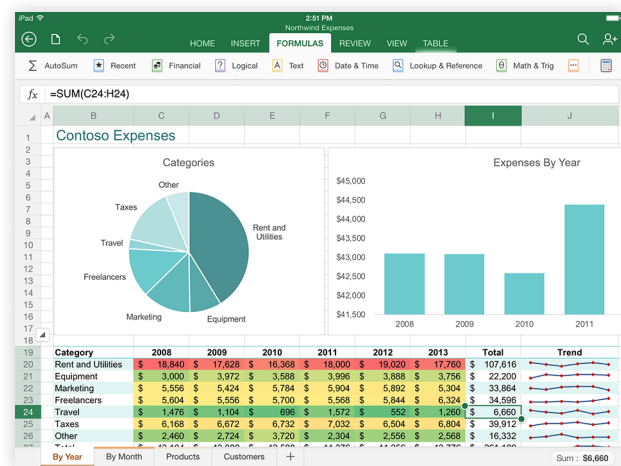
If you use Office on a PC or Mac, the iPad apps feel very familiar, so there is nothing new to learn and you'll be up and running in minutes.



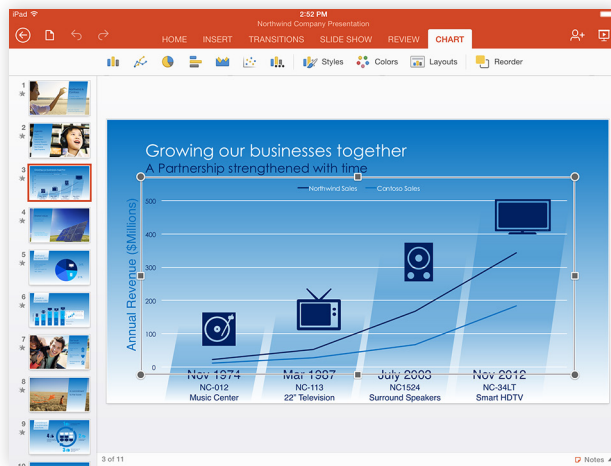
Word for iPad

The Ribbon layout is familiar, with the most common commands under Home. The Ribbon only shows commands when you need them: for example, Picture or Chart commands only show up when you select a picture or chart.

Familiar features are where you expect to find them. And the feature set is remarkably robust: Excel offers more than 400 formulas, Word lets you review documents by tracking changes, and PowerPoint has close to 50 gorgeous transitions.



Excel for iPad

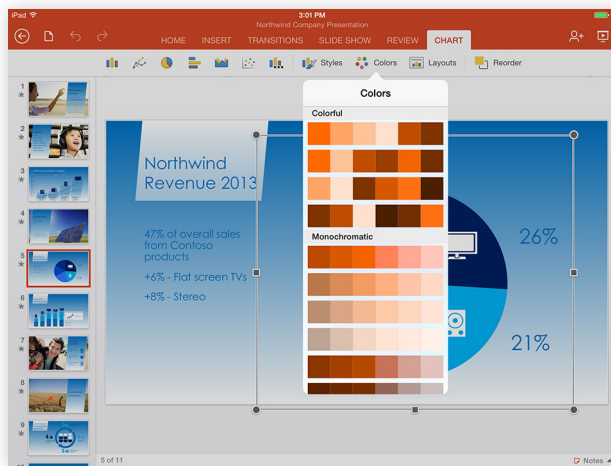


PowerPoint for iPad

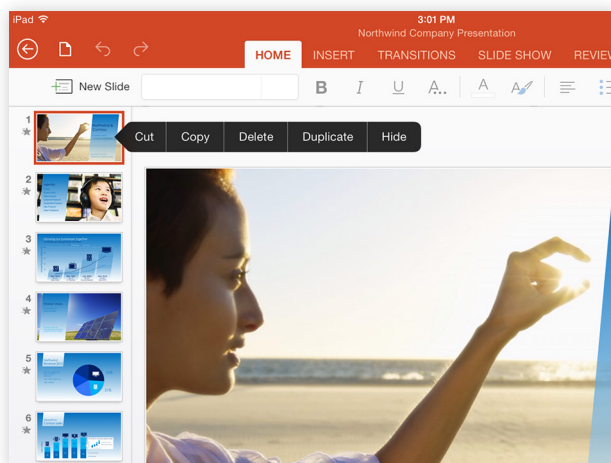
Not only is the Ribbon familiar, many features also work consistently across the three apps. For example, you can format charts in Word, Excel and PowerPoint. As you would expect from Office, you can copy content from one app to the other, like charts, slides, tables, images.

## Designed for iPad

The apps were created from the ground up for iPad, are optimized for touch and feel like genuine iPad apps.



The large touch areas on the Ribbon and in overlay menus make it simple to create, edit and format documents using only touch.



When selecting text or objects, contextual menus show relevant commands.



Resize and rotate objects like pictures using large, touch-friendly handles. Move the objects and the text flows smoothly around them.

## Word dictation

You can even use iOS features like voice dictation to draft a document or AirPlay® to project a presentation wirelessly on a TV screen.

core values, proving that Northwind's and Contoso's shared approach to business is resonating.

### A trusted brand

To investigate longer-term trends, we again turned to customer research to determine why consumers were turning to the Northwind brand in droves. Not surprisingly, the worldwide recession that began in 2008 has been a major factor. With less discretionary income, consumers are turning to trusted brands that are perceived to strike the proper balance of being good quality yet still a good value for the money.



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Northwind products hit the sweet spot that consumers are looking for: innovative, good-quality products for a good price from companies they know and trust.

### New products—2014 and beyond

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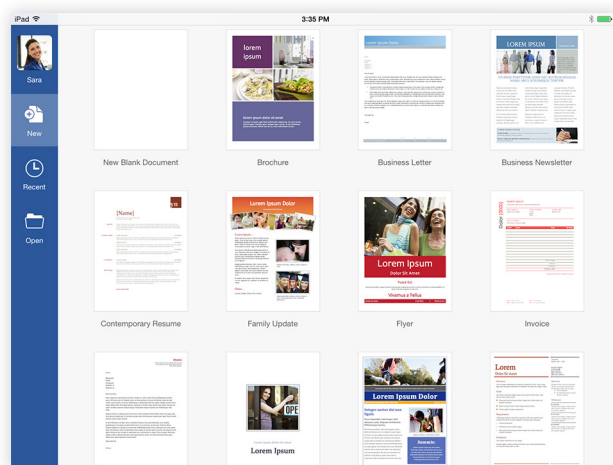


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Edit, create and  
collaborate with  
confidence

When you open, edit and save Office documents with productivity apps on iPad, files are sometimes converted to a different file format. And often formatting or even content is lost. As a result, your document will look different when you open it on a computer. Or when you share the document with other people.

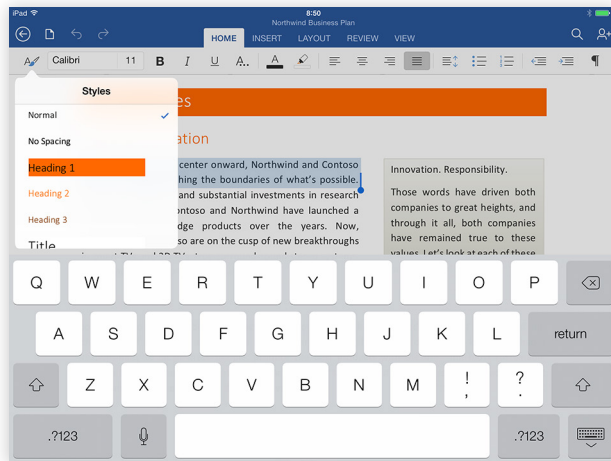
The Microsoft Office apps ensure that no content or formatting is lost when you work on the iPad.



Easily create great-looking documents with beautifully designed templates, or start from scratch with a blank page.

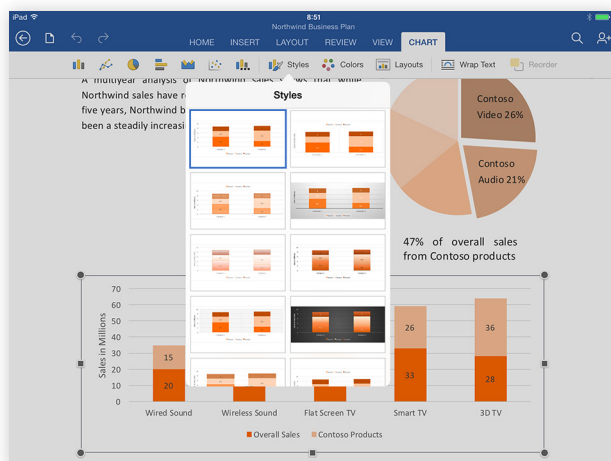
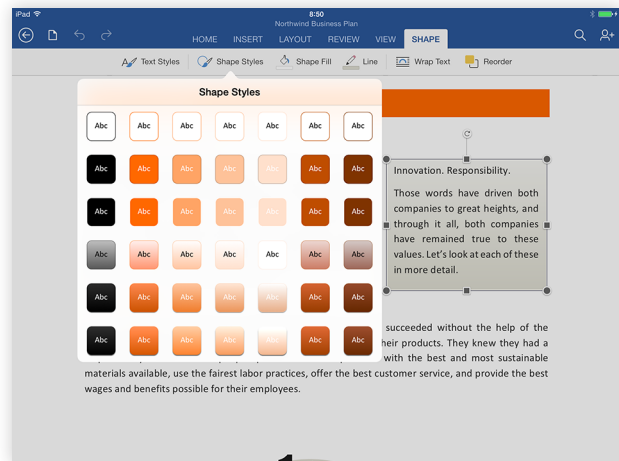
# Robust editing and formatting

Office for iPad has many of the robust editing and formatting tools you expect from Microsoft Office. And more than you would expect on your iPad.



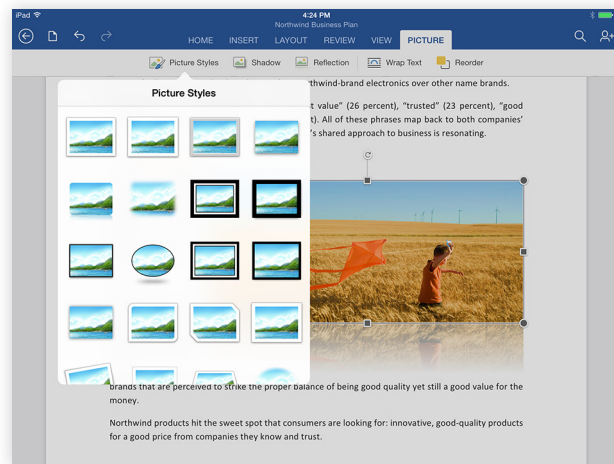
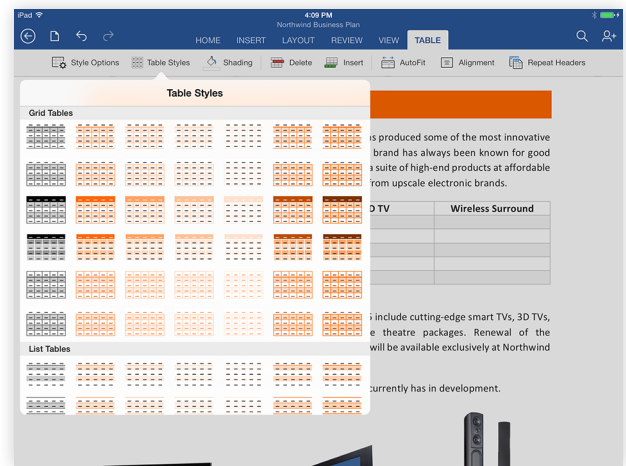
Format text using the tools you expect from Office, including more than 60 Office compatible fonts, styles, highlighting, text effects, bullets and numbers.

Insert text boxes or shapes, and format them using styles or by selecting exactly the colors you want.



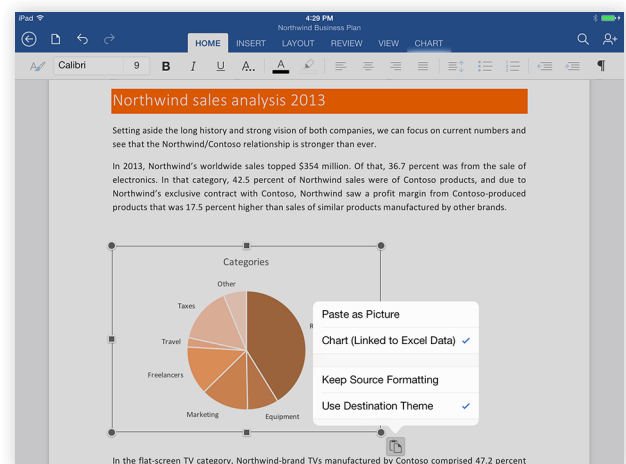
Make charts look stunning – even in Word and PowerPoint – by applying chart styles, colors, layouts or selecting one of 40 Chart types.

Insert tables and format them in seconds with table styles and style options.



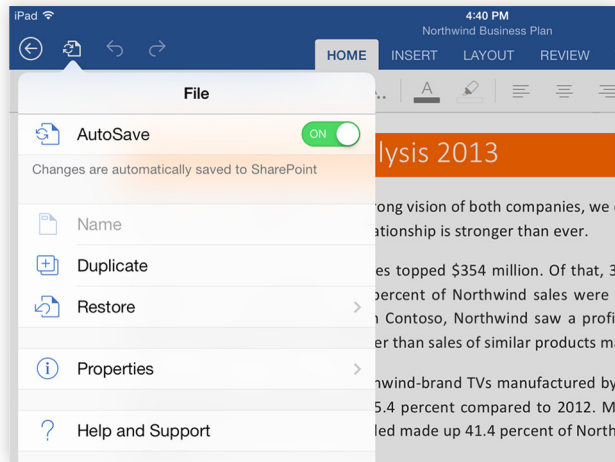
Insert pictures from your Camera Roll or Photo Streams, then use picture styles, shadows and reflections to make them stand out.

Copy and paste between apps. For example, create a chart in Excel and paste it in Word or PowerPoint.

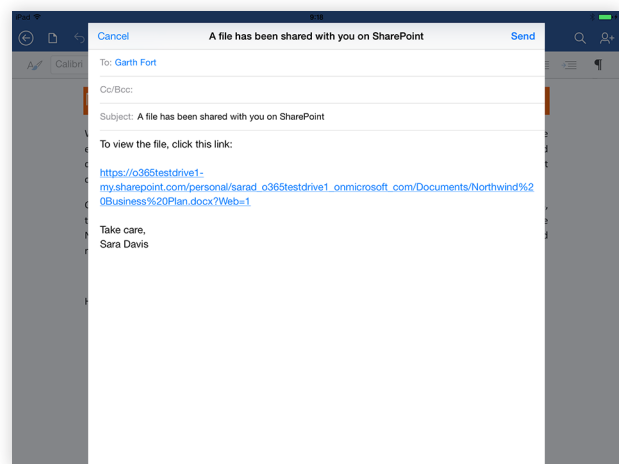
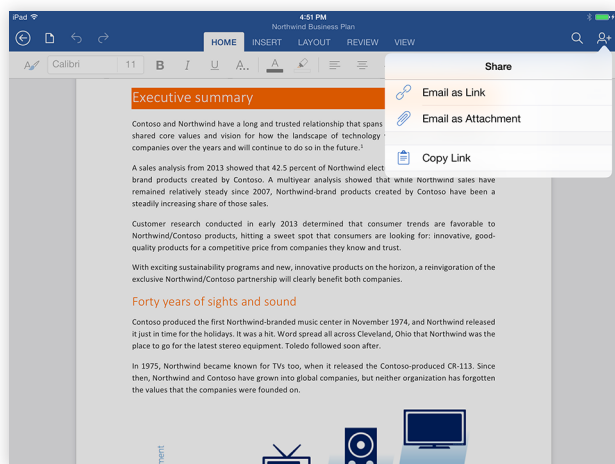


# Document collaboration and review

In Word and PowerPoint for iPad, multiple people can work together simultaneously on the same document. Make sure your document is saved in OneDrive, OneDrive for Business or SharePoint so that others have access to the latest version of the document.

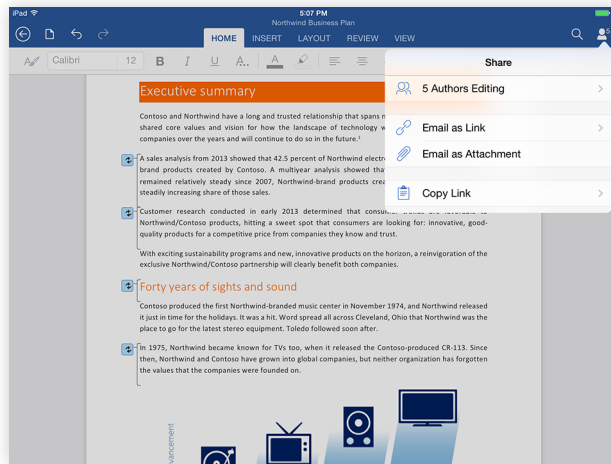


When you're working on an Office document, AutoSave ensures that changes are automatically and frequently saved. If you don't like the end result, you can restore the original document.

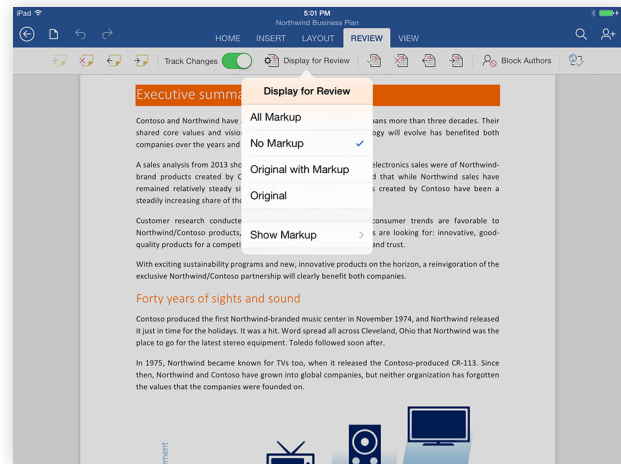


Simply share your work with others by emailing a hyperlink or the entire document.

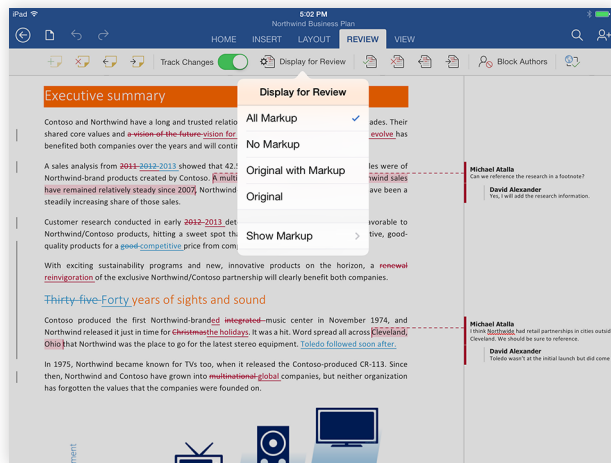




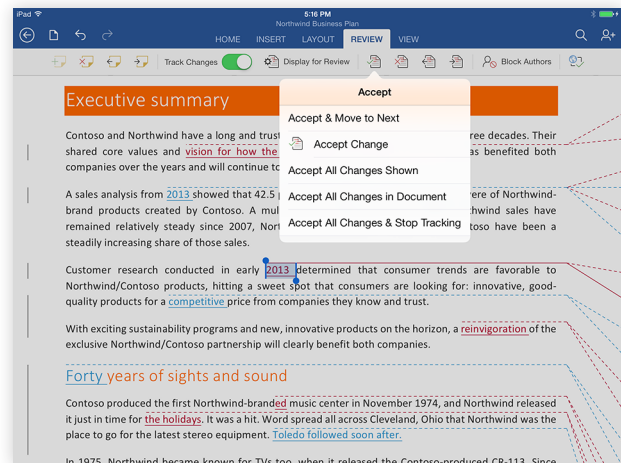
Work simultaneously with others on the same Word document or PowerPoint presentation. Others can use Office 2013, Office Online, or Office for iPad.



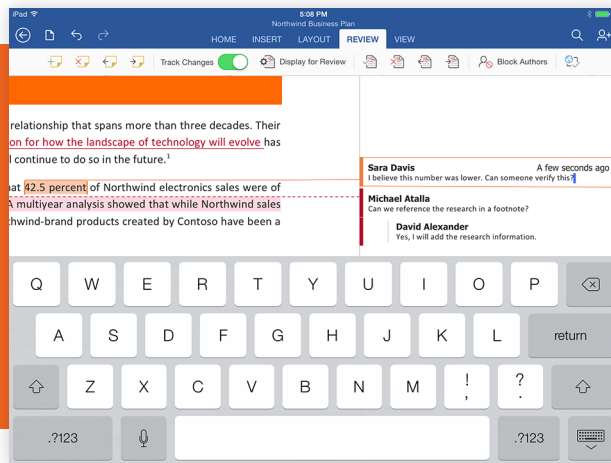
To make the document review process in Word easier, turn on Track Changes.



With Display for Review, you can choose how changes in the document should appear. If you want a clean document, select No Markup.



Step through the changes in the document and decide which ones to accept or decline. Of course, you can also accept all changes with one tap.

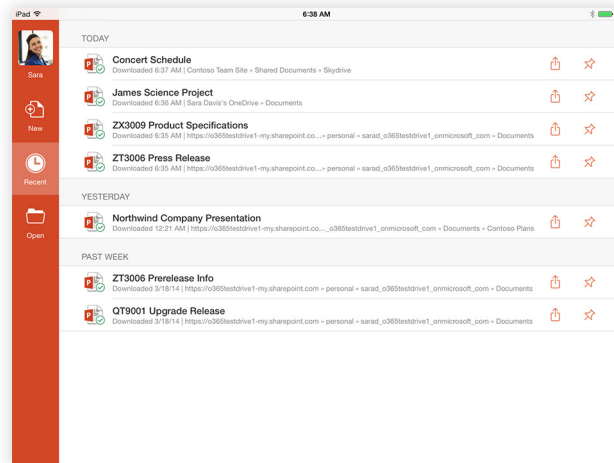


**Tip:** tap inside a comment balloon and tap the "Add Comment" command. Your comment will show up as a reply to the existing comment. You can edit, add, and delete comments.

Made for the cloud  
and Office 365



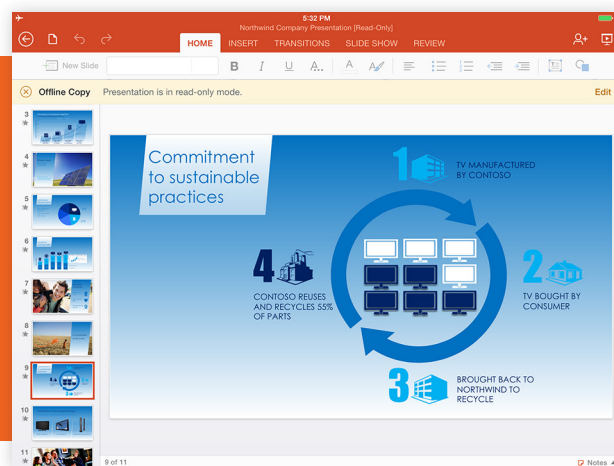
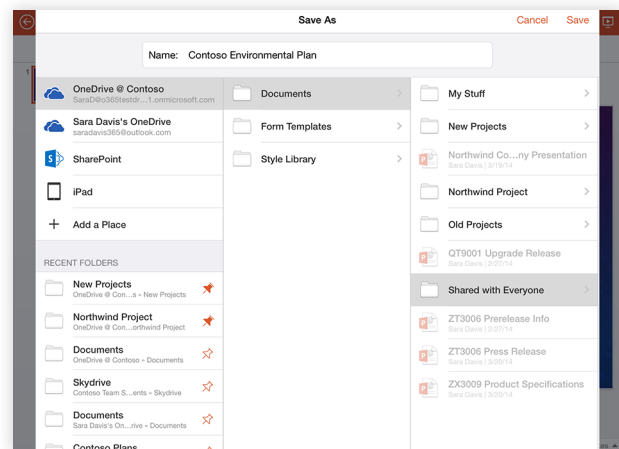
Since you want to be able to get things done everywhere, the apps are seamlessly integrated with Microsoft's cloud services and especially Office 365.



Access up-to-date documents in OneDrive, OneDrive for Business and SharePoint. It's easy to pick up from where you left off, because the apps know what documents you were working on last, no matter what device you were using.

Save documents to OneDrive, OneDrive for Business or SharePoint so that you can access them anywhere, on any device. You can even save them locally on your iPad.

You don't always have access to an Internet connection. Documents in OneDrive or OneDrive for Business you've recently opened on the iPad are cached locally so you can edit them even when you're offline. Changes are synced to the original document the next time you connect.



**Tip:** If you want to take many documents with you, consider using the OneDrive for Business app for iPad. You can select which documents to take offline and edit them using Office for iPad. The OneDrive for Business app is the perfect companion for Office 365 and for the Office apps.

## Free and with Office 365 subscription

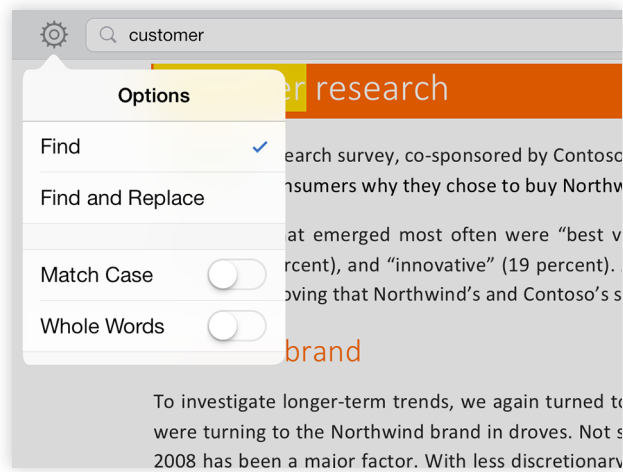
With the free versions of the apps, you can read your Word documents, use Excel data and present with PowerPoint. Your documents will look as good as they do on your PC and Mac, and better than ever on your iPad. With an Office 365 subscription, you can edit and create new documents with the iPad. An Office 365 subscription not only gets you the complete Office apps for iPad, but also always-up-to-date versions of Office for PC and Mac.

	Free	With Office 365 Subscription
Open from OneDrive, email attachments, or third-party apps using the iPad document viewer	•	•
View documents, spreadsheets, presentations	•	•
Copy content	•	•
View comments	•	•
Share documents as hyperlink or as email attachment	•	•
In Excel: sort and filter Tables	•	•
In PowerPoint: view speaker notes, present in full screen, use laser-pointer, pens and highlighters	•	•
Open from OneDrive for Business and SharePoint		•
Create new documents		•
Robust editing		•
Rich formatting		•
Save to OneDrive, OneDrive for Business, SharePoint and iPad		•

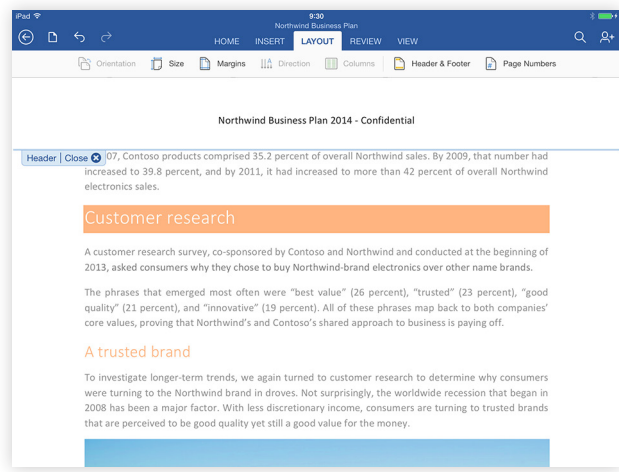
You can sign up for a free 30 day Office 365 trial at [www.office.com/try](http://www.office.com/try). Then download the Office for iPad apps in the App Store and sign in with your Office 365 account. During your trial period, you can use Office across your PC, Mac and iPad.

More details about  
the apps

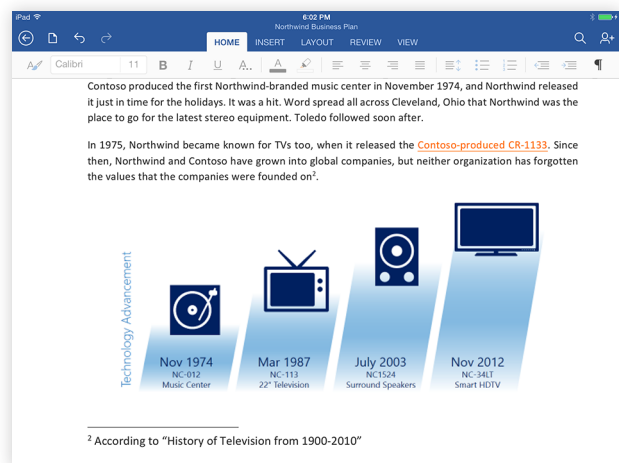
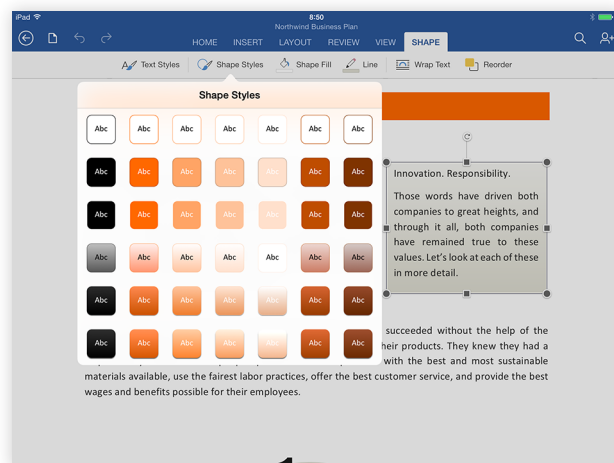
# Word for iPad



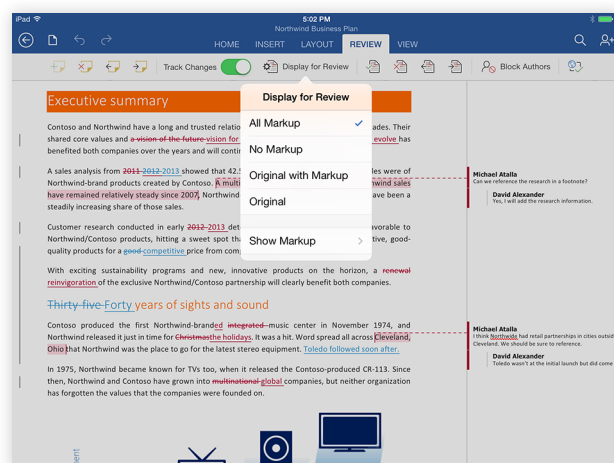
Find and replace text throughout the document.



Change the layout of the page including orientation, margins, columns, headers and footers.

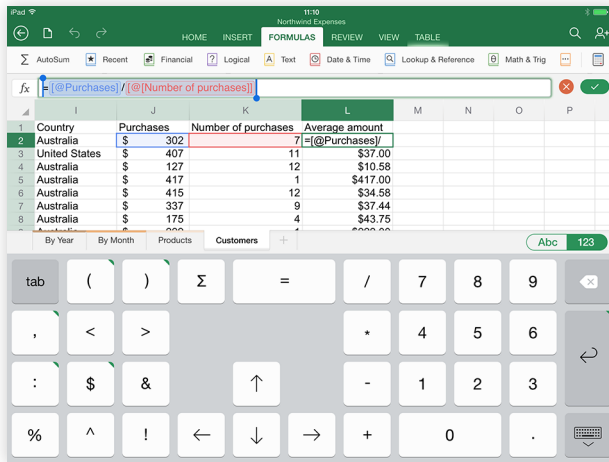


Insert tables, pictures, text boxes, and shapes to get your point across—and add footnotes and hyperlinks.

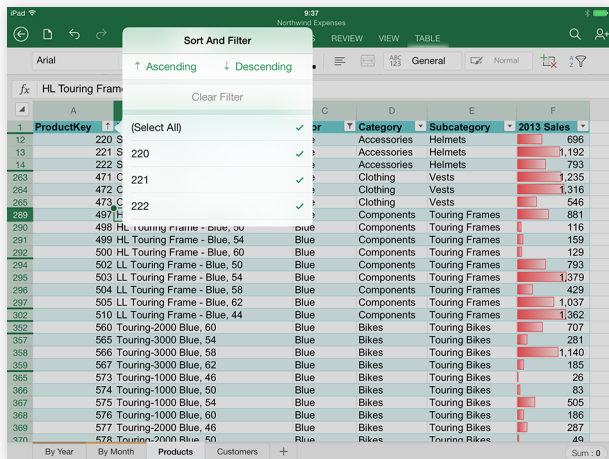
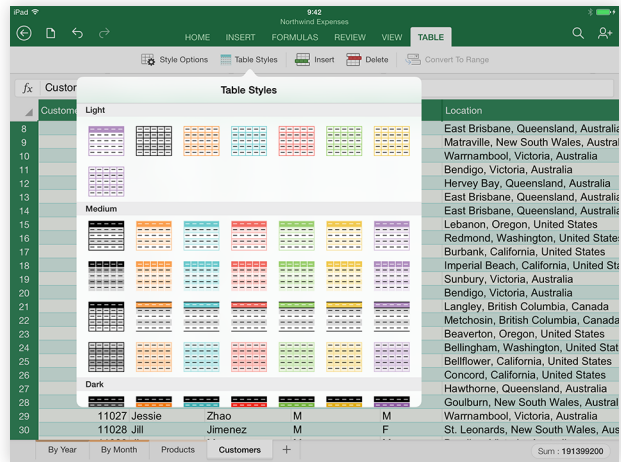


Word has robust collaboration features. Track changes, including the ability to accept or decline changes and view markup in the way that makes sense for the task.

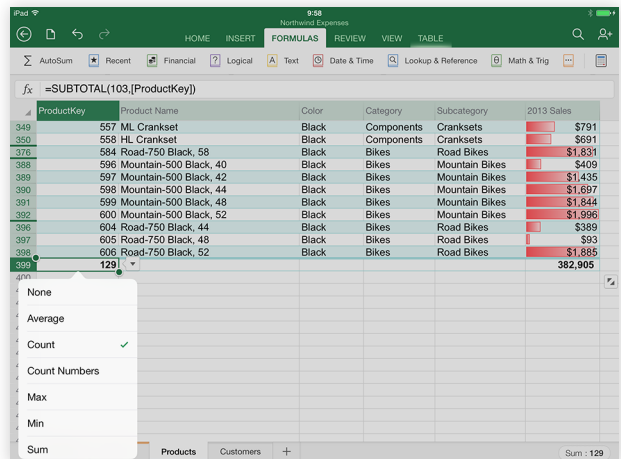
# Excel for iPad



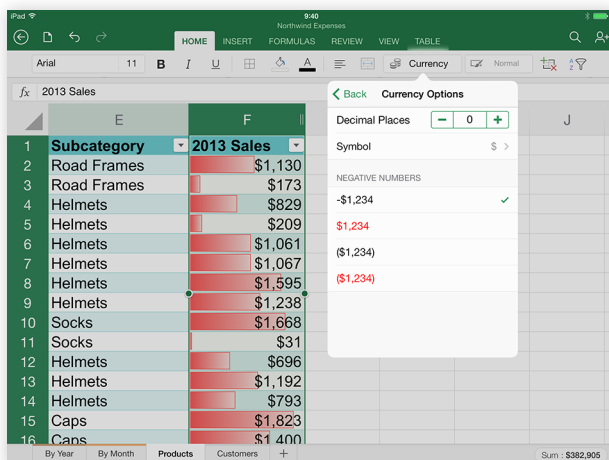
Access a wide variety of formulas. The special formula keyboard lets you add numbers and formulas rapidly.



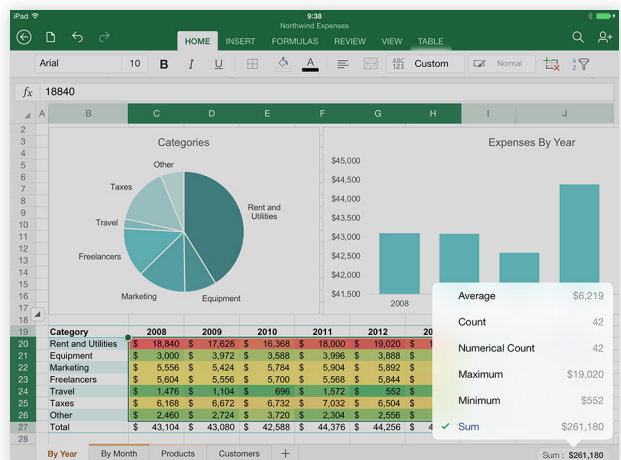
Filter and sort data to find what you are looking for faster.



Explore data using AutoSum functionality.



Format numbers to display numbers as currency, percentages, dates, and more.



See the sum of selected cells instantly. Insert sparklines doesn't exist in iPad. Excel for iPad can see Sparklines.

# PowerPoint for iPad



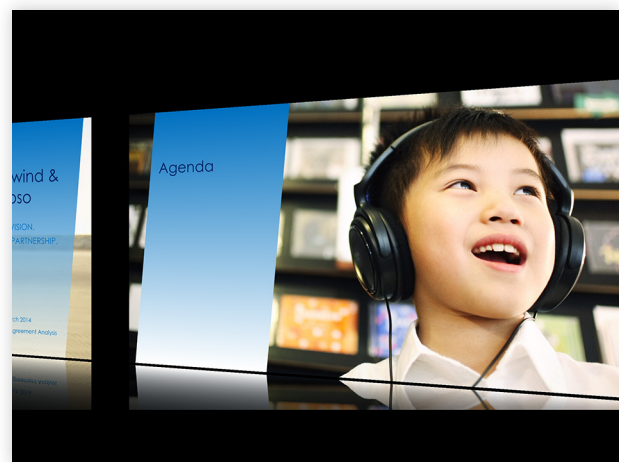
When presenting, use the built-in laser pointer, pens or highlighters to get your point across.

**Speaker Notes**

- **Customer survey (Jan. 2014):** A customer research survey, co-sponsored by Contoso and Northwind, was conducted at the beginning of 2014.
  - Survey asked consumers why they chose to buy Northwind-brand electronics over other name brands.
  - Phrases that emerged most often from consumers: "value" (26 percent), "trusted" (23 percent), "quality" (21 percent), and "innovative" (19 percent).
  - All of these phrases map back to both companies' core values, proving that Northwind's and Contoso's shared approach to business is paying off.
- **Longer-term trends:** Customer research to determine why consumers were increasingly choosing the Northwind brand.
  - Worldwide recession that began in 2008 has been a major factor.
  - Consumers have less discretionary income.
  - Turning to trusted brands that are perceived to be good quality yet still a good value for the money.
  - Northwind/Contoso products hit the sweet spot that consumers are looking for innovative, good-quality products for a good price from companies they know and trust.
- **Sustainability:** Customer surveys have also shown that consumers have become conscious about where they make their purchases, and they are increasingly choosing to buy from companies that they perceive as having values of honesty and integrity as well as sustainable manufacturing processes.

Practice and deliver your presentations confidently with the ability to view and edit speaker notes.

Choose from more than 47 transitions to add visual interest to your presentation.



Express your ideas exactly the way you want, with full support for rich formatting including fonts, pictures, tables, textboxes, shapes, transitions, speaker notes and more.

# Frequently asked questions



**Q: How much does Office for iPad cost?**

**A:** You can visit [www.appstore.com/microsoftoffice](http://www.appstore.com/microsoftoffice) to download the Office apps for free and read, review and present documents, spreadsheets and presentations. To get the full editing and creation experience, you need an Office 365 subscription. Office 365 gives you always-up-to-date versions of Office across your PC, Mac and iPad, and much more.

**Q: Can I try Office for iPad?**

**A:** Yes, you can read, review and present documents, spreadsheets and presentations for free. To get the full editing and creation experience, you can sign up for a free 30 day Office 365 trial at [www.office.com/try](http://www.office.com/try). Then visit [www.appstore.com/microsoftoffice](http://www.appstore.com/microsoftoffice) to download the Office for iPad apps in the App Store and sign in with your Office 365 account. During your trial period, you can use Office across your PC, Mac and iPad.

**Q: What are the system requirements for Office for iPad?**

**A:** You need an iPad running iOS 7.0 or later.

**Q: What languages and markets is Office for iPad available in?**

**A:** We offer Office for iPad in the following 29 languages: Catalan, Croatian, Czech, Danish , Dutch, English, Finnish, French, German, Greek, Hungarian, Indonesian, Italian, Japanese, Korean, Malay, Norwegian, Polish , Brazilian Portuguese, Portuguese, Romanian, Russian, Simplified Chinese, Slovak, Spanish , Swedish, Traditional Chinese, Turkish, Ukrainian.

As of today, Office for iPad is available in the following 135 markets: Albania, Angola, Anguilla, Antigua & Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahamas, Barbados, Belarus, Belgium, Belize, Benin, Bermuda, Bhutan, Bolivia, Botswana, Brazil, British Virgin Islands, Brunei, Bulgaria, Burkina Faso, Cambodia, Canada, Cape Verde, Cayman Islands, Chile, China, Colombia, Congo, Republic of, Costa Rica, Croatia, Cyprus, Czech Republic, Denmark, Dominica, Dominican Republic, Ecuador, El Salvador, Estonia, Fiji, Finland, France, Gambia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea-Bissau, Guyana, Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Ireland, Italy, Jamaica, Kazakhstan, Kenya, Korea, Republic of, Kyrgyzstan, Laos, Latvia, Liberia, Lithuania, Luxembourg, Macau, Macedonia, Madagascar, Malawi, Malaysia, Mali, Malta, Mauritius, Mexico, Micronesia, Fed. States of, Moldova, Republic of, Mongolia, Montserrat, Mozambique, Namibia, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, Norway, Palau, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Poland, Portugal, Romania, Russia, São Tomé and Príncipe, Senegal, Seychelles, Sierra Leone, Singapore, Slovakia, Slovenia, Solomon Islands, South Africa, Spain, Sri Lanka, St Lucia, St Kitts & Nevis, St Vincent & Grenada, Suriname, Swaziland, Sweden, Switzerland, Taiwan, Tajikistan, Tanzania, Trinidad and Tobago, Turkey, Turkmenistan, Turks and Caicos, Uganda, Ukraine, United Kingdom, United States, Uruguay, Uzbekistan, Venezuela, Zimbabwe.

**Q: What Office 365 subscription plans include Office for iPad?**

**A:** Office 365 Home, Office 365 Small Business Premium, Office 365 Midsize Business, Office 365 E3 and E4 (Enterprise and Government), Office 365 Education A3 and A4, Office 365 ProPlus, and Office 365 University. The new Office 365 Personal will also qualify when it becomes available later this spring.

