

# Microsoft Word



## # Microsoft Word

### ## 1. benefits of the app

Mobile working on the go: journalists, bloggers, freelancers, etc. can do everything on the go and create, revise and share their texts. This no longer requires a desktop PC. Since many functions are also preserved in the iOS version of Microsoft Word, one can create necessary work with iPhone or iPad alone.

The user remains flexible with this app and can use it from any place at any time. Whether on the train, on the plane, on the subway or on the bus. Anytime and anywhere he has the possibility to create or revise important documents. This allows the user to better manage his time.

### ### This app is particularly suitable for

- Students who want to create, prepare or review a few documents on their way to and from university, or who want to have transcripts from seminars and lectures in digital form.
  - Entrepreneurs who have tight time management and need to get a lot done quickly and in a timely manner, even from the train or other means of transportation if necessary.
  - Self-employed and creative people who are on the road a lot and should be mobile and ready to work. Because every thought and idea can be quickly recorded and visibly formatted in this clearly designed iOS app
  - Teachers from school, university, adult education and more, who also want to revise, prepare and post-process a lot of things on the go or simply take a quick look at their documents again
- The flexible and practical usability of the app is therefore not only interesting for private users. Professional Word documents can already be created with the iOS app. This is because the app also has the basic functions of the desktop version, which are important for standard formatting.

### ## 2. most important functions

The iOS app of Microsoft Word offers the convenient possibility to read, write or edit documents on the go in a very flexible way. The app is also particularly practical for teams. If certain documents are to be drafted and edited in a team, they can be shared and edited together perfectly. They can also be uploaded conveniently via the cloud. Local storage on the mobile device is therefore not necessary.

But what other features does Microsoft Word offer in the iOS version? In addition to the most common formatting, such as bold, italics or underlined text elements, the user can make use of further functions:

- the user can mark text passages

- texts can be uploaded to OneDrive, Dropbox or others
- the app has several templates
- the user can create, delete and also change comments
- tracking of changes is possible over time
- tables can also be inserted in the iOS app
- the user can integrate images, lists, links, shapes and text fields into his Word document
- Create footnotes

Those who have already made use of the integrated spell checker in the desktop version of Word can also have their spelling checked with the mobile Word for iOS. However, a grammar check is not available here. On the other hand, word counting is once again available, as well as the option to print the respective document.

### ## 3. evaluation

With a lot of functions, an easy handling and many features that are already known from the desktop version, Microsoft Word for iOS comes up trumps. The app helps to create well-designed Word documents on the go, revise them or send them to contacts.

The scope of the iOS app allows different target groups to create professional texts without having to sit at a desktop PC. So with just one device, it's possible to get important tasks done - wherever and whenever you want. Suffer from this? Not at all. Because the app offers all relevant features that are necessary for respectable texts of all kinds. Whether it's a job application, resumes, cover letters of various kinds, or simply invitation cards for a party: Microsoft Word for iOS enables the user to work on the go.

### Avantages / Désavantages

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| <ul style="list-style-type: none"> <li>1. allows you to quickly create and edit texts on the go.</li> <li>2. the app is very easy to use.</li> <li>3. numerous formatting templates are also available in the iOS app.</li> </ul> | <ul style="list-style-type: none"> <li>1. the iOS app requires a paid subscription to MS Office 365.</li> <li>2. unfortunately, multiple documents cannot be open at the same time, and there is only one view variant and no macros.</li> <li>3. not all plug-ins can be included like in the desktop version.</li> </ul> |
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