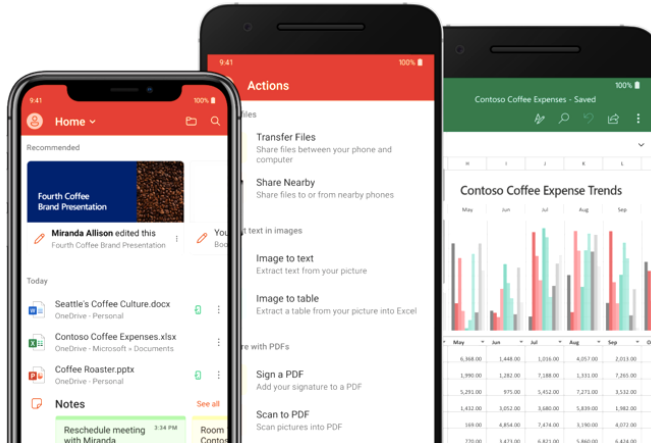




Comely Park Primary School

Microsoft Office –Guide

Use the Microsoft Office App on Android and Apple devices



Your go-to productivity app for mobile devices

The new Office Mobile app [combines Word, Excel, and PowerPoint](#) with exclusive features to make it your go-to productivity app.



Word, Excel, and PowerPoint in one app

View, edit, and share files without the need to switch between multiple apps.



Uniquely mobile ways to make document creation easier

Transform pictures into editable Word and Excel files with the press of a button, and more.



Quickly perform common mobile tasks with built-in Actions

Create and sign PDFs, use Sticky Notes, quickly transfer files between devices, and more.

The Office app combines the Word, Excel, and PowerPoint apps you know and rely on to create a simpler, yet more powerful Office experience on the go.

Create word documents, spreadsheets and presentations from a single, easy-to-use app. Share and collaborate with ease and transfer files between your phone, cloud storage and computer.

Microsoft Office makes it easy to work on the go, with mobile access to your Office tools. Use Office for free or unlock even more Office features when you log in with your GLOW Microsoft 365 account.

Whether using it for personal or class assignments, the Office app is designed to be your go-to app for getting work done on a mobile device.