Microsoft Office

App Overview of Microsoft Office

When working with different documents and editing, it is unwieldy to keep on toggling between various apps. It is not only time-wasting but also frustrating. The Microsoft Office unifies the Word, Excel, and PowerPoint under one package. As opposed to the conventional way you had to install a word, spreadsheet, and presentation app, the Microsoft Office app hosts all these three tools under one roof.

The Microsoft Office app integrates various cloud storage services such as iCloud, Dropbox, and Microsoft OneDrive. If you have a Microsoft OneDrive account, you can seamlessly sign-in on this Office app and backup all your documents while working on them. The Microsoft Office app distinctly incorporates document creation, PDF, and file management.

On file management, the Microsoft Office app's Home page says it all. The Home menu features all your documents, the Word, Excel, and PowerPoint shortcuts and a search button. In the search bar, you can painlessly search for files on your device, folders, or cloud platforms.

The Microsoft Office utilizes Artificial Intelligence (AI) to process scanned images into Word and Excel files. The Office Lens scans capture a document or whiteboard, aligns it digitally, and converts it into PDF or Word format. The AI feature also extracts data on a hardcopy and integrates it into an existing Excel file.

Compatibility: iOS 12.0

Key App Features and Functions of Microsoft Office

The Microsoft Office app integrates a variety of features for your daily document handling. They include:

• Opening, viewing and editing Word, Excel, PowerPoint files
• Templates to create various files
• Cloud file storage
• Creates PDF files from photos, Excel, PowerPoint or Word documents
• PDF signing
• Scanning QR Codes
• Office Lens to scan and enhance documents
• Scan table- process a table picture into Excel sheet using AI
• Scan text
• Sticky Notes
• Image to Text

• Document sharing – Microsoft OneDrive, email
• Word dictation
• Excel card views
• Insert a signature image ## Verdict of Microsoft Office

The Microsoft Office app is your go-to app for getting productive on your iPhone or iPad. The Office app has an impeccable User Interface (UI). The home menu displays your recent documents and a folder icon at the top to access your files. Next to the folder icon is a search bar for painless searching. There is the home button, a plus sign, and the Actions button at the periphery of the screen. The plus sign is for creating new documents. The Actions button allows you to scan documents into PDF, sign them, or share files from your device to a computer.

Similar to its PC version, the Office app integrates Sticky notes on its dashboard. The sticky notes act as a quick to-do list. It adds up to say that the Microsoft Office app is the best document processing and editing app. The Office Lens feature carries the day with its ability to extract data into a table and convert it into an Excel spreadsheet. Look no further, get the Microsoft Office app for all your documents needs.

Advantages / Disadvantages

• Sticky Notes
• Integrates Word, Excel, and PowerPoint
• Office Lens
• Document sharing
• Cloud storage
• QR Code scan

• Incompatible with documents in iCloud, Dropbox- Cannot open these files