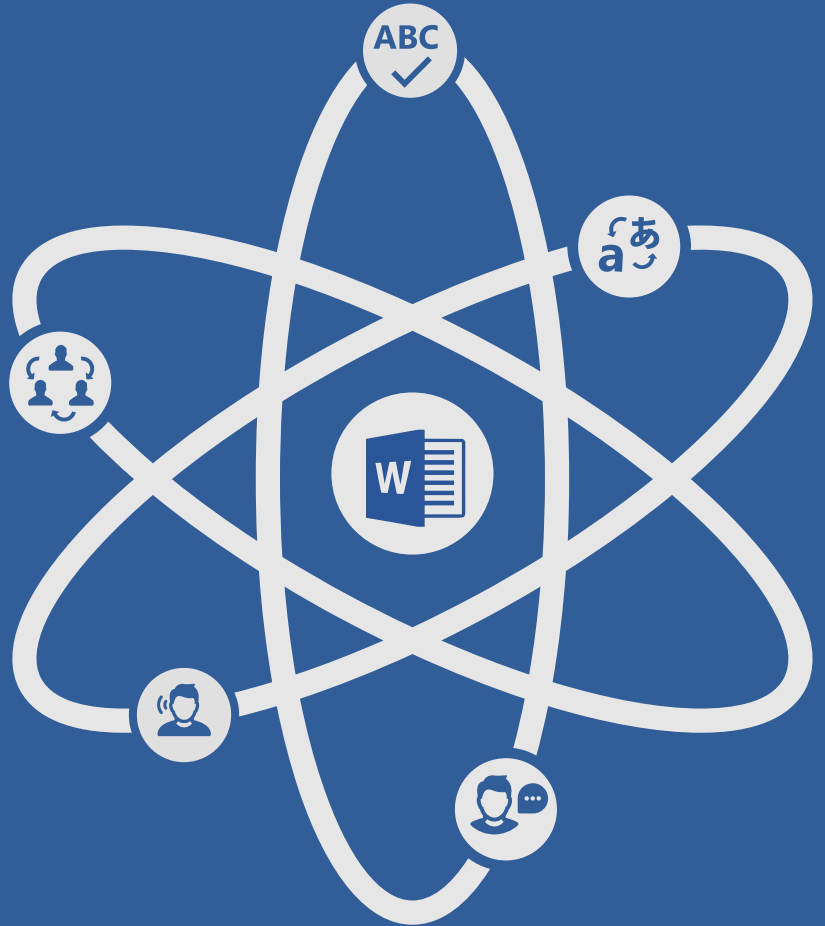


5 new ways to work in Word



1 Collaborate with anyone, anywhere

No need to huddle around the same computer or send files back and forth. You can all edit the same copy of the document—even in real time.



Work together in real time

Co-author documents in real time, and see others' changes as they happen.



Save to the Cloud

Saving your files to the cloud lets you access them from anywhere and makes it easy to share with your team.



Share

With a click of a button, quickly invite others to edit or view your document.



Give or receive ideas

Track your changes and share your thoughts in comments. Everyone can add to the conversation and stay on top of changes.

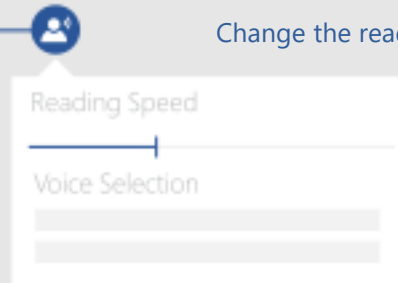
2 Listen to your content

Too busy to sit down and read? Listen instead.



Read Aloud in Word lets you to hear your document as each word is highlighted.

Change the reading speed and the voice of your narrator.

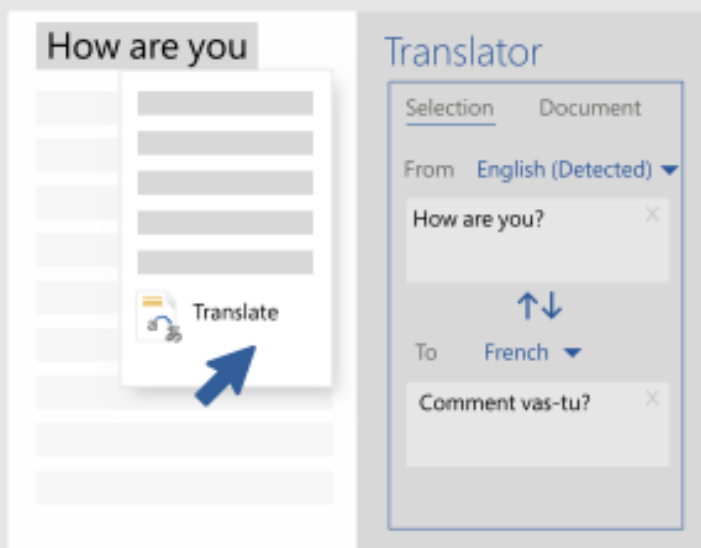


Read Aloud is one of Word's Learning Tools, designed to aid people with dyslexia and dysgraphia, but it can help anyone working on their reading skills.

aka.ms/wordlearningtools

3 Translate

Break the language barrier. Read a document in your language or translate it to your reader's language without leaving Word.



Use Translator to look up and learn what words and phrases mean in other languages.



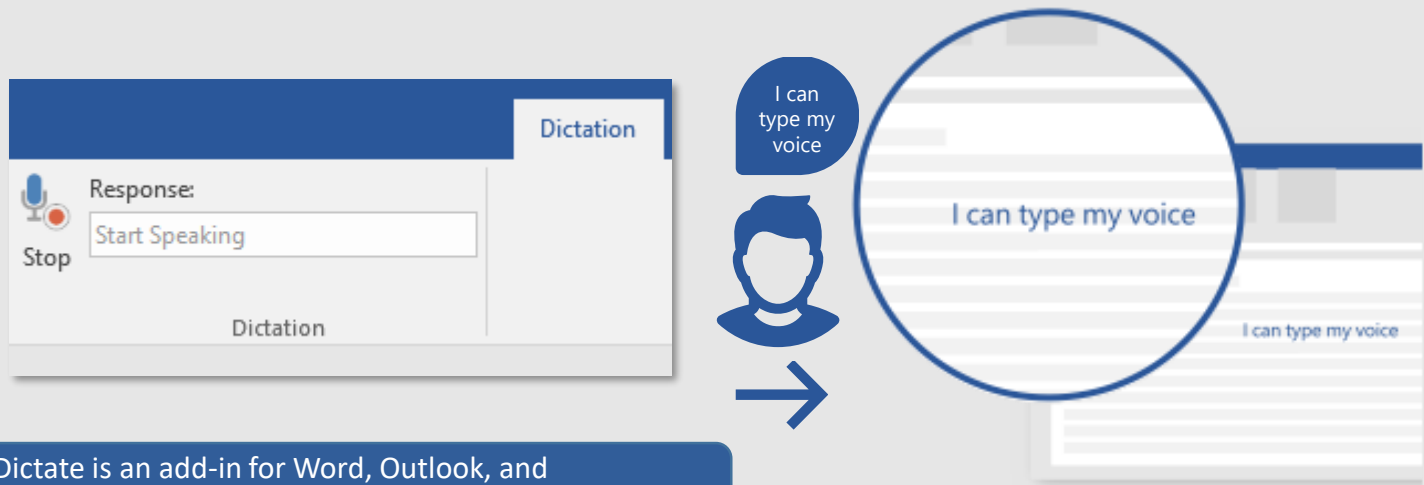
Translate selected text or full documents across

60 languages.

aka.ms/translateinword

4 Dictate

Typing can take a lot of time. Writing emails, drafting documents—why not type with your voice and be hands-free? Type, edit, and format documents by speaking in Word. Anything you say turns into text.

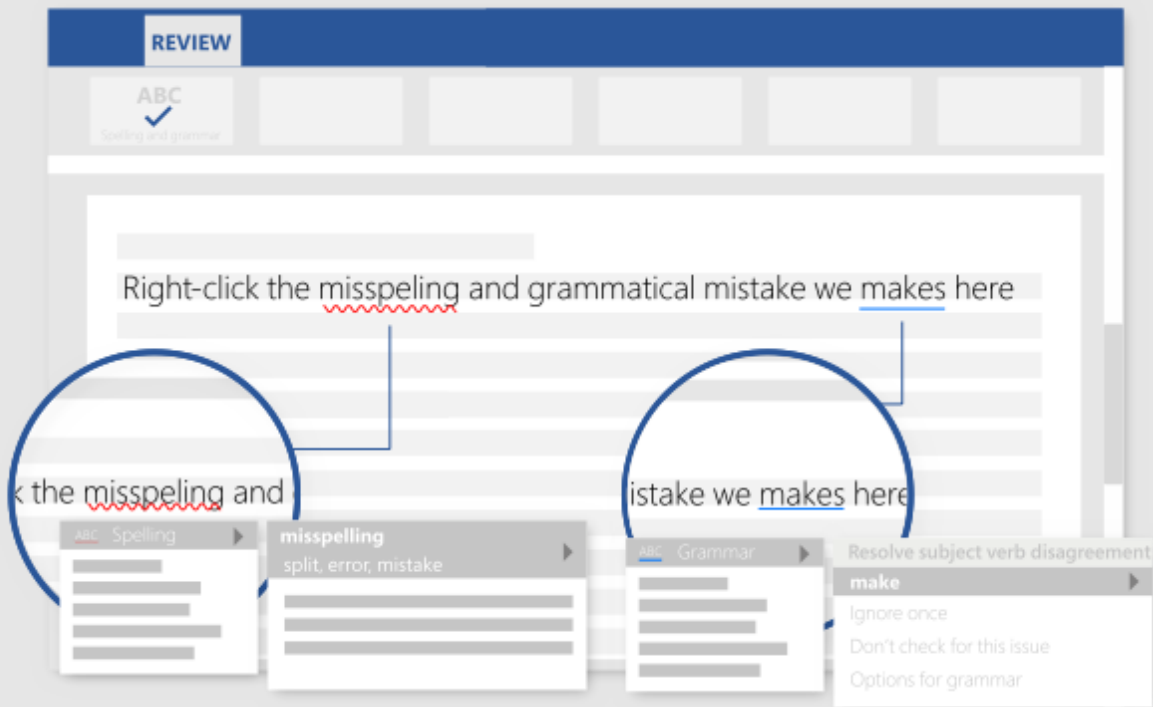


Dictate is an add-in for Word, Outlook, and PowerPoint. It adds a Dictation tab to the ribbon.

aka.ms/dictate

5 Proofread as you type

Feel more confident writing in Word – Editor has your back.



Editor checks your spelling and grammar, and also offers style suggestions to help you improve your writing.

aka.ms/editorinword

See more tips, videos, help, and training

Visit aka.ms/WordHelp

These experiences are available in the Word 2016
desktop and Word in Office 365.

