

## Your Office, modernized

Microsoft Office Home & Business 2021



**Move your business forward** with enhancedperformance and features that help you organize, analyze, create, and collaborate better and faster.

## **Track & Organize Effortlessly**

Find and share information faster.



XLOOKUP gives you the exact information you need without sorting.



Dynamic Arrays help you build spreadsheets faster and with fewer errors.



Catch Up Highlights\* ensure you stay up to date with document changes (see terms).

## **Analyze & Create Like a Pro**

Analyze data faster in Excel to save time.



Ink Replay lets you illustrate your thoughts and create engaging tutorials.



Our modern library of icons, GIFs, and more help you create stunning content.



AutoSave\* automatically saves your work, time, and progress (see terms).

## Work Better, Together

Connect, share, and collaborate seamlessly.



Real-Time Collaboration\* lets you work simultaneously in documents (see terms).



@mentions\*keep conversations simple through teammate tagging (see terms).



Assign Tags\* make it easy to delegate tasks (see terms).









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\*Documents must be saved in OneDrive to take advantage of these features. The @mention feature will be available at a later date. The Real-Time Collaboration feature in the Microsoft Word app will be available at a later date. See Lifecycle FAQ: Modern Policy for more details.