

# Microsoft Word



## ## What Microsoft Word Does

For those of you who are looking for a way to stay connected to your work on the go, the Microsoft Word iOS app is a no-brainer. Write, edit and share your files and documents directly from your phone with the Microsoft Word App for iOS. The Microsoft Word iOS app has almost all of the same functionality that the classic Microsoft Word computer program also has. This solid word processing app allows you to create, read and edit documents, as well as send and view documents via email, chat or other sharing apps. Microsoft Word been the gold standard for word processing programs for decades for a reason, and the iOS app holds up the standard of excellence you expect on your desktop or laptop computer with its ability to make even the longest documents accessible on your phone. The app allows you transfer files from your phone to your computer and back again so that you can seamlessly continue working on everything that matters without any interruptions in your progress.

## ### Key Functions of Microsoft Word

The Microsoft Word iOS app allows you to highlight, copy and paste text, place images in documents, scroll through documents and format paint in much the same way that the desktop program does. The app also enables formatting, bullet points and numbering and editing of font size and style within a document. For those who use the review feature often, you can also make use of the spelling and grammar check functions within the app. Reading view allows you to easily skim long documents by maximizing the app's use of your phone screen. You can also collaborate with friends or colleagues by leaving notes directly in the document. Share directly with your collaborators via email and set permissions for editing and viewing with ease. ## Review of the App Microsoft Word

Microsoft Word for iOS is overall a feature-rich tool and a great approximation of the desktop experience. It meets expectations in terms of the key functions and overall capacity to act as a word processor, though it is certainly a little harder to use than the desktop version. It is worth it for those who know that they will need to view, edit or share documents on the go. Microsoft Word for iOS is a solid app for use in a pinch. When you cannot access your laptop or other personal device and still need to get word processing work done, this app is a great solution.

## Advantages / Disadvantages

The best things about the Microsoft for Word app on iOS: it has almost all the same features as the program most people are familiar with, it allows you to collaborate by leaving notes in the document and it makes sharing easy.

The worst things about the Microsoft for Word app on iOS: it can be hard to use such a robust tool on a small phone screen, and accessing functions can be a little tricky –they're there, but you might have to hunt for them. Also, the highlighting tool is somewhat difficult to use.