



# Your Office, modernized

Microsoft Office Home & Business 2021



Move your business forward with enhanced performance 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).



One-time purchase and simple download



Desktop versions of each app available for offline use



Select updates via Microsoft Modern Lifecycle Policy



Technical support at no extra cost for 60 days

Contact us for more information:

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