# Word 2016

Microsoft Word 2016™ with an Office 365 subscription is the latest version of Word. Previous versions include Word 2013, Word 2010, Word 2007, and Word 2003. Word 2016 is compatible with Windows 10, Windows 8.1, and Windows 7.

## Word Phone app

View, edit, and create beautiful documents on the go and access them anytime from your mobile phone or tablet. Work anywhere with confidence. With the Word mobile app, your Office moves with you.

## Bring out your best writing

### Get more help, from start to finish

Going from a blank page to a polished document is easier than ever with innovative ways to research information and improve your skills.

### Do all your work in Word

Research without distraction by accessing credible sources right within your Word document. Explore material related to your topic and add what you want—and its properly formatted citation—in one click, with Researcher.

### Proofing tools that go above and beyond

Get help making the finishing touches with Editor, an advanced proofing tool that not only checks for spelling and grammar, but makes style suggestions to help you improve your writing.

## Collaborate with anyone, anywhere

### Work together in real time

You and your team can chat and co-author documents in real time with Skype integrated into Word. As you make changes to your documents, you can revert back to earlier drafts with the improved version history.

### Keep everyone on the same page

Use track changes, and share your thoughts by commenting right next to the text you’re discussing. Everyone can add to the conversation and stay on top of changes to the text, layout, and formatting.

### Sharing is simplified

Share with a click of a button to quickly invite others to edit or view your documents. Easily manage access permissions and see who’s working in a document.

## Work the way you want

### Create more impactful documents

Customize your document your way with robust formatting tools that enable you to create effective documents, easier. Word gives you the capabilities to design your document to meet your specific needs.

### Work with PDFs

Here’s a time-saver you’ll really like: open a PDF in Word on your desktop, and edit content—like paragraphs, lists, and tables—as if you created them in Word. And you can save them as a PDF or Word document.

### Find the right command in seconds with Tell Me

It’s easier than ever to find the feature you need. Just type what you want to do in the intelligent “Tell me what you want to do” search box, and Word will take you to the command you’re looking for.

## Collaborate on shared projects

Office Online combines commonly used Office features and real-time co-authoring capabilities so teams at work and school can collaborate on shared documents, presentations, and spreadsheets.

## Jumpstart your design

Show your style and professionalism with templates, plus save time. Browse Word templates in over 40 categories.

## Connect with experts

See what’s new and get classic tips and editors' tricks to help you create, edit, and polish documents like a pro.