AI Features Introduction

OfficeDocs includes AI-powered tools that help you write, edit, and work with documents more efficiently. These features use large language models to assist with a variety of writing and content tasks directly inside the editor.

Availability

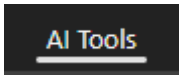
AI features must be enabled by your administrator. If you do not see AI options in your editor, contact your administrator to confirm whether AI access is available for your account.

What AI Can Help With

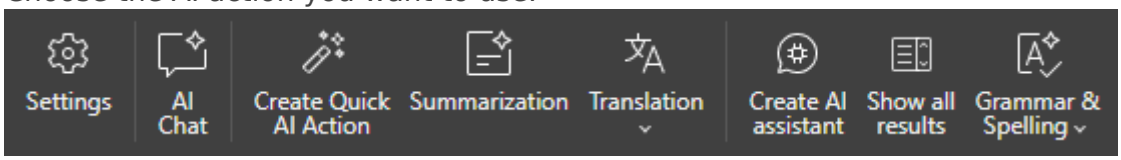
- **Text Summarization** — Turn long text into shorter key points
- **Grammar and Style** — Improve clarity, tone, and writing quality
- **Content Generation** — Draft new content based on your request
- **Translation** — Translate text between languages

Accessing AI Features

1. Open a document in the editor.
2. Look for **AI Tools** tab.



3. Select the text you want to work with, if needed.
4. Choose the AI action you want to use.



How AI Features Work

1. Select text or describe what you need.
2. The AI processes your request.
3. Suggestions or results appear for review.
4. Decide whether to accept, change, or ignore the suggestion.

You remain in control at every step. AI provides suggestions, but you choose what to keep.

Privacy and Data

- Text sent to AI is processed according to your organization’s policies
- AI providers may vary depending on administrator configuration
- Your administrator can provide details about data handling
- Avoid sending sensitive information through AI tools unless you are sure it is allowed

Best Practices

Review AI Output

Always review AI-generated content before accepting it. AI can make mistakes or return results that need adjustment.

Provide Clear Input

More specific instructions usually produce better results. Clearly describe what you want the AI to do.

Use AI as Assistance

AI works best as a helper for drafting, refining, and speeding up tasks. It should support your work, not replace your own judgment.

Limitations

- AI may not always understand context correctly
- Generated content may still need editing
- Accuracy may be lower for complex or highly specialized topics
- AI features require an internet connection

Getting Started

You can begin exploring these AI tools:

- **Text Summarization**
- **Grammar and Style**
- **Content Generation**
- **Translation**

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