# **WPS OFFICE** **Product function**

# 1.

-New Word document function;

-Support the opening of .doc. docx. dot. dotx. wps. wpt file formats, including encrypted documents;

- Support for document search and replace, amend, word count, spell checking and other operations;

-Support document editing, text, paragraph, object attribute setting, inserting pictures and other functions in editing mode;

-Support document page zoom in and zoom out, adjust screen brightness, increase or decrease font size in reading mode;

-Exclusive and perfect support for the display of annotations, formulas, watermarks, and OLE objects.

### 2.

-New Excel document function;

-Supports viewing of xls, xlt, xlsx, xltx, et, ett formats, including encrypted documents;

-Support sheet switching, row and column filtering, display hidden sheets, rows, and columns;

-Support for eye-catching reading-support to highlight the row and column of the active cell when viewing the table;

-The row height and column width can be adjusted freely in the table, and the contents of the table can be displayed completely;

-Support to view comments in the table;

-Support two fingers to zoom the page when viewing the table