

MS Office - Introduction

Microsoft Office is a software which was developed by Microsoft in the year 1988. This Office suite comprises various applications which form the core of computer usage in today's world. Microsoft office is a group software. The software includes a word processor (Ms Word), spreadsheet (Ms Excel), database (Ms Access), presentation (Ms PowerPoint).

Currently, MS Office 2016 version is being used across the world and all its applications are widely used for personal and professional purposes.

Discussed below are the applications of Microsoft Office along with each of their functions.

1. MS Word

Extension for Doc files is ".doc"

It is useful in creating text documents

Templates can be created for Professional use with the help of MS Word

Work Art, colours, images, animations can be added along with the text in the same file

Authors can use for writing/ editing their work

2. MS Excel

Majorly used for making spreadsheets

A spreadsheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper

Large data can easily be managed and saved in tabular format using MS Excel

Calculations can be done based on the large amount of data entered into the cells of a spreadsheet within seconds

File extension, when saved in the computer, is ".xls"

3. MS PowerPoint

Used to create audio-visuals presentations

Each presentation is made up of various slides displaying data/ information

Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.

The extension for PowerPoint presentations is ".ppt"

Using PowerPoint, presentations can be made more interactive

In terms of Graphical user interface, using MS PowerPoint, interesting and appealing presentation and documents can be created.

4. MS Access

It is Database Management Software (DBMS)

Table, queries, forms and reports can be created on MS Access

Import and export of data into other formats can be done

The file extension is ".accdb"

Ms Office Intro Concepts And Techniques

**Gary B. Shelly, Thomas J.
Cashman, Misty E. Vermaat**



Ms Office Intro Concepts And Techniques :

Microsoft Office 2000 Gary B. Shelly, Cashman, Vermaat, 2000-06 Part of the highly successful Shelly Cashman Series this brief text offers a screen by screen step by step approach to learning basic Microsoft Office 2000 skills *Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition* Gary B. Shelly, Thomas J. Cashman, Misty E.

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Microsoft Office 97 Gary B. Shelly, Thomas J. Cashman, 1997 *Microsoft Office Advanced Concepts and Techniques* Gary B. Shelly, Thomas J. Cashman, 1995 Microsoft Word 6 for windows Microsoft Excel 5 Microsoft Access 2 Microsoft powerpoint 4 **Microsoft Office 2007** Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, Steven G. Forsythe, Lakeland Community College (Kirtland, Ohio), 2009 Microsoft Office 2007 Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, 2007-05 Instructor resources CD ROM includes syllabus presentation files test bank with solutions and student data files *Microsoft Office 2000* Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, 1999 Part of the successful Shelly Cashman series this advanced text will take you well beyond the fundamentals Students are effectively led through the skills that will help them master the more advanced features of the applications in the Microsoft Office 2000 suite *Microsoft Office* Gary B. Shelly, 1995 Microsoft Office XP. Gary B. Shelly, 2002 Part of the highly successful Shelly Cashman Series Microsoft Office XP Introductory Concepts and Techniques provides step by step instructions accompanied by full color screen shots helping students learn basic Office XP skills quickly and easily Discovering Computers Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, Jeffrey J. Quasney, 2006-02 This third edition from the Shelly Cashman Series covers the same breadth but with less depth as Discovering Computers 2007 Complete This title is ideal for a short course on computer concepts or in application software courses With the Shelly Cashman Series project oriented step by step pedagogy and full color screenshots this book includes new exercises and tools on the Online Companion

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