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

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