Microsoft office

## Introduction

Microsoft office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. It is a proprietary product of Microsoft Corporation and was first released in 1990. Microsoft office is available in 35 different languages and is supported by windows, Mac and most Linux variants. It mainly consists of:-

1. **Word**
2. **Excel**
3. **PowerPoint**
4. **Access**
5. **One note**
6. **Outlook and publisher applications**

Microsoft office was primarily created to automate the manual office work with a collection of purpose-built applications.

Each of the applications in Microsoft office serves as specific knowledge or office domain such as:-

1. **Microsoft word: -** helps users in creating text documents.
2. **Microsoft excel: -** creates simple to complex data/numerical spreadsheets.
3. **Microsoft power point: -** stand-alone application for creating professional multimedia presentations.
4. **Microsoft access: -** database management application.
5. **Microsoft publisher: -** introductory application for creating and publishing marketing materials.
6. **Microsoft one note: -** alternate to a paper notebook, it enables an user to neatly organize their notes.

Besides desktop applications, Microsoft office is available to use online or from cloud under a lighter (office web apps) and full (office 3654) version. As of 2013, Microsoft office 2013 is the latest version, available in 4 different variants including office home student 2013, office home business 2013 and office professional 2 and the online/cloud office 365 home premium.

MICROSOFT WORD

A word processor is a program used to create and print text documents that might otherwise be prepared on a typewriter. The key advantage of a word processor, forms, brouher is its ability to make changes easily, such as:-

1. **Correcting** **spelling**
2. **Adding**
3. **Deleting**
4. **Formatting**
5. **Relocating text**

Once created, the document can be printed quickly and accurately saved for later modifications.

Today, we will be using Microsoft Word 2003 to explore the program. Microsoft Word 2007 looks different, but works the exact same way.

Uses 0f MS word:-

It is used to create professional looking documents such as

1. **Resume**
2. **Letters**
3. **Applications**
4. **Forms**
5. **Brochures**
6. **Templates**
7. **business** **cards**
8. **Calendar**
9. **Reports**
10. **Ebooks**
11. **newsletter** **in** **speed** **with** **high** **quality**.

Need of MS Word:-

Microsoft word is powerful, proven and professional application software.