1. Ms-word : - documentation
2. Ms-excel :- automation, invoicing, data entry
3. Ms-powerpint :- presentation
4. Ms-access :- database
5. Ms-outlook :- mailing
6. Ms-picture manager :- picture management

Database :- collection of related data stored in a common location in such a way (structured manner) so the different kind of operation like insertion , deletion, updating can be performed over the data easily.

There are mainly five components of a database like:

1. Table :- to hold records in form of row and column
2. Form :- to input records in the table as well as to show record from table
3. Report :- to show records on paper on the basis of different condition.
4. Macro :- set of events that is mainly used to perform different task at once.
5. Query :- most important element of database that can be used to perform different action in the databse.

DBMS :- database management system is a software that can be used to manage database. There are several example of dbms like access, sql, oracle etc.