

CC1– COMPUTING FUNDAMENTALS

Laboratory Exercise #1 Introduction to Office Productivity Suites

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Code/ Schedule: 7c2gxq/ 7:30-11:30(S)

Terminal#: 3

Activity#1:

Research and read about the following office Productivity Suites:

- MS OFFICE

Microsoft Office is the collective name for Microsoft's set of home and business productivity software. The MS suite of programs includes Microsoft Word, a word processing tool; Microsoft Excel, a spreadsheet program; Microsoft PowerPoint, use for creating interactive presentations; Microsoft Outlook, used for email and calendar management; Microsoft Access, a database management program; and Microsoft OneNote, a note-taking application.

Advantage:

- ❖ Universal Software
- ❖ Used by over 1.2 billion people and most businesses.
- ❖ Easy to use
- ❖ Multipurpose

Disadvantage:

- ❖ Lack of Compatibility
- ❖ Problematic Web Publishing
- ❖ No reveal Codes
- Open Office

OpenOffice.org 2.0 is an open, feature-rich multi-platform office productivity suite. The user interface and the functionality are very similar to other products in the market like Microsoft Office or Lotus SmartSuite, but in contrast to these commercial products Open Office .org is absolutely free.

Advantage:

The primary advantage of using Apache Open Office as a productivity suite comes from the cost. Open Office is open source software that is free to download and free to use. It includes word processing, spreadsheet, presentation, vector graphic editing and database management components. It's easy for beginners to learn to use, but it is powerful enough to do the advance tasks experienced users want. It's designed so that the commands and functions you perform is one component of the Software work throughout the entire suite.

Disadvantage:

There are a number of potential disadvantages to Apache Open Office, as well. The primary document format supported by the software is the ODF format, while the most common format in use is the DOC format. Open Office can open and edit DOC format files, but they are not its primary medium. Open source software in general has its downside. Without the requirements to create a profitable product, open source software developers might focus more on their own wishes than on the needs of the end user. Open source software also creates a potential for malicious users to introduce bugs and other security risk into the code.

- Lotus SmartSuite

Smart suite emphasizes ease over power. Instead of including a full-scale Web editor like Office XP's Front page, Lotus offers its Fast site program for concerting existing documents into low-tech Web sites. This might be okay for quick posting on the company intranet, but we feel office suites users deserve more robust Web-editing capabilities.

Long-term Lotus 1-2-3 users will find a high level of compatibility with older versions and welcome the program's integration with the internet. Cell data can be extracted from tables and spreadsheets and saved in HTML format. WordPro's "click to enter text" templates provide direction for even the most novice users. Its unique, tabbed interface lets people reorganize a document easily.

Advantage:

- ❖ Features include integrated Office applications and easy administration.
- ❖ Can read Microsoft formats

Disadvantage:

- ❖ Not fully compatible with Microsoft: Microsoft Programs can only read only read older formats of lotus programs.
- ❖ IBM withdrew Smart Suite in May 2013, so support discontinuous in September 2014, with no replacement.

- Quick Office

Google has just announced that it is acquiring Quick Office, a native office productivity suite for iOS and Android that can view and edit a wide variety of popular document formats. There's no indication as to how Google will use Quick Office's talent and tech, but it'd be nice to eventually see more native integration between mobile platforms and Google Docs.

Quick office has an established track record of enabling seamless interoperability with popular file formats, and we'll be working on bringing their powerful technology to our Apps product suite.

Advantages:

- ❖ Open plan offices are more economical
- ❖ Communication is obviously easier between workstation and departments.
- ❖ Things are easier for the supervisors, as everyone is in a centralized area.

Disadvantage:

- ❖ Open space offices are noisier and can be more chaotic than closed plan office.
- ❖ Privacy is difficult to obtain with an office plan.
- ❖ In an Open Office space, security is reduced.