

Microsoft Word: Create and edit documents, format text, add images and tables, and collaborate with others. Google Docs and LibreOffice Writer are similar programs with comparable features.

Microsoft PowerPoint: Design presentations with slides, add text, images, and multimedia, and deliver engaging talks. Google Slides and LibreOffice Impress are alternatives for creating presentations.

Microsoft Paint: Edit images, draw simple shapes, and add text to pictures. Google Drawings and LibreOffice Draw offer similar image editing and drawing capabilities.

Microsoft Excel: Organize data in spreadsheets, perform calculations, create charts and graphs, and analyze information. Google Sheets and LibreOffice Calc are spreadsheet programs with similar functionalities.