ISA TASK 1

Theory:

1. List 5 Most important tools in the O365 suite. Uses/Applications of each.

MS word:

MS Word is a full-featured word processing program for windows and mac operating programs.

MS PowerPoint:

MS PowerPoint is a presentation program for windows and mac operating programs.

MS one note:

MS one note is a free-form note taking program for windows and mac operating programs.

MS outlook:

MS outlook is an email program for windows and mac operating programs.

MS excel:

MS excel is a spreadsheet program that features calculation, graphic tools, pivot tables and macro programming language support for windows and mac operating programs.

1. What language is the word processor written in?

Japanese

1. Why has that language been used?

The Japanese writing system uses vast numbers of kanji (logographic Chinese characters) which require 2 bytes to store. So having 1 key per symbol is not feasible. Japanese word processing became possible with the help of Japanese input method (a sequence of keypresses with visual feedback, selects a character) and now widely used in personal computers.