



# MICROSOFT

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## MICROSOFT WORD

Useful for typing and storing letters, articles and anything that consists mainly of words. Basically a fancy typewriter with a built in filing-system.



## MICROSOFT POWERPOINT

A software application particularly used to present data and information by using text, diagrams images, and transitional effects, etc. in the form of slides.



## MICROSOFT EXCEL

used to organize data and perform financial analysis. It is used across all business functions and at companies from small to large.



## MICROSOFT ONENOTE

a note-taking program for free-form information gathering and multi-user collaboration.



## MICROSOFT OUTLOOK

a personal information manager software system from Microsoft, available as a part of the Microsoft Office suite.

...and many more

Website: <https://www.microsoft.com/en-in>

## **MS 365 Business Basic**

Price: ₹ 125.00/month

## **MS 365 Business Standard**

Price: ₹ 660.00/month

## **MS 365 Business Premium**

Price: ₹ 1,440.00/month

## **MS 365 Apps (Only Apps)**

Price: ₹ 595.00/month

**For more details and plans  
Visit the website:**

<https://www.microsoft.com/en-in/microsoft-365/business/compare-all-microsoft-365-business-products>