

Microsoft office software report

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Microsoft office

Inclusivity:

Microsoft office is inclusive as it allows many people to use the software. Microsoft office is inclusive as it allows many people to use the software (Mainly targeted at people who work in an office on presents in boardrooms). Microsoft office has many different software’s in it. For example, it has Microsoft word, which allows a person who needs to type up a document for school or work use the software to type up a document. The software will then detect any errors and warn the person by putting a red squiggly line or a blue squiggly line, red meaning that there is a spelling error and blue meaning that there is a grammar error. This allows people who want to do well or make a document look professional with the ability to add different fonts and headings on as many pages as they need. It also includes Microsoft edge, excel, PowerPoint, outlook and Microsoft edge.

Ergonomics:

Design issues:

Support is inconsistent.

When something goes wrong with any of these services, you might not be able to get your problem resolved for quite some time. You get given a 30-day timeframe for resolution of a any issue(with weekly check-ins).    
This, of course, will not be the case across the board, but it’s important to know that you’re probably going to have a hard time getting an immediate response to your service requests.

***Training is additional.***

When it comes down to it, Microsoft’s main focus is selling products. They don’t provide training on their products themselves, but instead work through third party providers. This doesn’t mean it will be very difficult for you to secure any sort of guidance for your staff, but it *does* mean that you’ll have to invest additional funds in paying an outside provider.

***File sharing strategy is confusing.***

There are two different components that store your files: OneDrive and SharePoint. Both have unique functions, but they can be difficult to differentiate in practice.

***Search functionality is limited.***

Search capabilities in Microsoft Office are directly related to your subscription level; in order to get any advanced query functionality, you have to be signed up for one of the higher-level packages.

Users have become pretty frustrated by the limited capabilities if they subscribe to one of the lower-level packages.  
    
The bottom line is, if you are considering Office for your organization, you need to ask yourself if these issues are enough to cause significant concern or frustration. If they are not, this solution will likely be a good fit for your organization. If they are, you should take the time to investigate alternative options and compare the packages directly.

User-friendly criteria:

Let us look at Microsoft Office 2007 as an example.

The ribbon interface is a huge departure from the interface Office has used for a while but there is sound logic behind it.

* User functions are grouped by activity and it is very easy to change which set of functions you are looking at.
* They are also contextual so something only show up when you are on a table or an image (etc.).
* These both help keep the clutter down - something really quite useful as these apps grow in feature-sets. Rather than spending hours choosing and customising a set of toolbars, you have access to everything through the tabs.

Microsoft did this all the *right* way. They tested the interface on many real people. They listened to see what worked and what they should fix or drop. They also kept some legacy keyboard shortcuts to make things easier

The redesign effort was targeted at making life easier on beginner and intermediate -level users. Mission accomplished. The problem some people are having is overcoming their familiarity with the old software but people will manage it in the end through the tutorials that are spread throughout the many software’s.