



Microsoft Office

By Microsoft

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windows

macos

Description

Microsoft Office is the most popular office suite - no one needs to present it. Microsoft Office is a package that combines the best tools for modern work. By combining best-in-class applications such as Excel and Outlook with advanced cloud services such as OneDrive and Microsoft Teams, it enables everyone to create and share content anywhere, on any device. Microsoft Office includes basic programs such as: -Word (word processor) -Excel (spreadsheet) -PowerPoint (creating and displaying presentations) -OneNote (taking notes, added since 2003) And additional programs: -Access (front-end database with built-in Microsoft Jet file database engine) - Entourage (equivalent to Microsoft Outlook for Mac OS) -Outlook (personal information manager, so-called PIM) -Project (project schedule management) -Publisher (creating press releases) - SharePoint Server or Sharepoint Services 3.0 (set of servers for information management) - Project Server (project management at the organization level) -Visio (schematic editor) -Skype for Business (formerly Microsoft Office Communicator) Microsoft Office is a package that combines the best tools for modern work. By combining best-in-class applications such as Excel and Outlook with advanced cloud services such as OneDrive and Microsoft Teams, it enables everyone to create and share content anywhere, on any device. Even on the way, you can view the results of your work or create a budget. Thanks to reliable formatting tools and functions, you can adapt the sheet to your needs. With Excel, you'll create the perfect spreadsheet. Share files with a few keystrokes , quickly inviting others to edit the workbook, display it, or leave a comment in it. Copy the contents of the spreadsheet to the body of the e-mail message without changing the format. You can also share your workbook by attaching or copying the link to it.

Review

Microsoft Office is the set of productivity tools for users and companies offered by the company created by Bill Gates. It has a variety of programs that will help you to be more productive every day.

To access the applications offered by Microsoft Office, it is possible to buy some of the packages that are available through Microsoft 365. There are different subscriptions depending on the purpose of the person who hires it, it can be for users / homes, companies or educational centers. Subscriptions are annual and each has different services.

In Microsoft Office we find Outlook, Word, Excel, PowerPoint, Publisher and Access. The suite of

programs also offers cloud services (such as OneDrive), threat protection programs and the platform to conduct meetings by Microsoft Teams video calls. Each tool has the possibility of accessing it through the mobile or through the computer.

✓ Pros

- Simple to use - Basic functions are free - With the entire package, you can do different things - These programs are enough

✗ Cons

- Additional programs are payable - It may not meet the expectations of professional users - You need to set up an account to use the trial version -When you reopen the file, it happens that the file is deformed

Tips

1. Download the trial version to check how it works on your device - Use the Help to learn more about the programs - Connect with others to quickly transfer information

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