Microsoft Office

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What is Microsoft Office?

- Microsoft Office is a powerful suite of tools for productivity developed by **Microsoft**.

- It includes a number of apps meant to handle various office duties such as word processing, data administration, presentation preparation, email management, and note-taking.

Release date	Title	Components	Notes
October 1, 1990[1]	The Microsoft Office for Windows	Word 1.1, Excel 2.0, PowerPoint 2.0[2]	
March 4, 1991[3]	Office 1.5	Word 1.1, Excel 3.0, PowerPoint 2.0	
July 8, 1991[4]	Office 1.6	Word 1.1, Excel 3.0, PowerPoint 2.0, Mail 2.1	Last version for Windows 3.0.
Early 1992	Office 2.5	Word 2.0a, Excel 4.0, PowerPoint 2.0e, Mail 2.1	Mail 2.1: licence only, no software.
August 30, 1992	Office 3.0	Word 2.0c, Excel 4.0, PowerPoint 3.0, Mail 3.0	
January 17, 1994	Office 4.0	Word 6.0, Excel 4.0, PowerPoint 3.0, Mail 3.1	
June 2, 1994	Office 4.3	Word 6.0, Excel 5.0, PowerPoint 4.0, Mail 3.2, Access 2.0	• Final 16-bit version. • Last version for Windows 3.1x and Windows NT 3.1.
July 3, 1994	Office for NT 4.2	Word 6.0, Excel 5.0, PowerPoint 4.0, Office Manager	• Office Manager included. • Last version for Windows NT 3.5.
August 24, 1995	Office 95 (7.0)	Word, Excel, PowerPoint, Schedule+, Binder, Access, Bookshelf	• The first Office version to have the same version number (7.0, inherited from Word 6.0) for all major component products (Word, Excel and so on). • First fully 32-bit version.

November 19, 1996	Office 97 (8.0)	Word 97, Word 98, Excel, PowerPoint, Access, Publisher 97, Publisher 98, Outlook 97, Outlook 98, BookShelf Basics, Small Business Financial Manager 97, Small Business Financial Manager 98, Automap Street Plus, Direct Mail Manager, Expedia Streets 98	• First version to receive extended support. • Published on CD-ROM as well as on a set of 45 3½-inch floppy disks, became Y2K-safe with Service Release 2. • Last version for Windows NT 3.51.
June 20, 1997	Office 97 Powered by Word 98 (8.5)		• Word 98 was released only in Japanese and Korean editions. • First version to contain Outlook 98 in all editions and Publisher 98 in the Small Business Edition.
June 7, 1999	Office 2000 (9.0)	Word, Excel, Outlook, PowerPoint, Access, Publisher, Small Business Tools, FrontPage, PhotoDraw	• First version to receive 5 years of extended support. • Second version to receive extended support. • Final version not to include Product Activation and not covered by Office Genuine Advantage, although on individual installs, the Office Update website still required the presence of original install media for updates to install. • Last version for Windows 95.
May 31, 2001	Office XP (10.0)	Word, Excel, Outlook, PowerPoint, Access, FrontPage, Publisher, Small Business Tools	• Second version to receive 5 years of extended support. • Third version to receive extended support. • Improved support for working in user accounts without administrative privileges. • Last version for Windows NT 4.0, Windows 98 and Windows ME. • Final version to support 9x-based operating systems.

August 19, 2003	Office 2003 (11.0)	Word, Excel, Outlook, PowerPoint, Access, Publisher, OneNote, InfoPath	• Third version to receive 5 years of extended support. • Fourth version to receive extended support. • First version to only support NT-based operating systems. • Final version to use the legacy interface. • OneNote is introduced in this version. • Final version to have Arial and Times New Roman as the default fonts across all applications. • Last version for Windows 2000.[6]
January 30, 2007	Office 2007 (12.0)	Word, Excel, PowerPoint, Outlook, Publisher, Access, Groove, OneNote, InfoPath, Communicator, Visio Viewer, OCT	• Fourth version to receive 5 years of extended support. • Fifth version to receive extended support. • First version to use the Ribbon interface with tabbed menus. • First version to have Calibri as the default font across all applications.[7]
June 15, 2010[8]	Office 2010 (14.0)	Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, InfoPath, SharePoint Workspace, Visio Viewer, OCT, Lync	• Fifth version to receive 5 years of extended support. • Sixth version to receive extended support. • First version to ship in 32-bit and 64-bit. • Last version for Windows XP, Windows Server 2003, Windows Vista and Windows Server 2008.[9] • Version 13.0 was skipped because of the fear of the number 13.[10]

January 29, 2013	Office 2013 (15.0)	Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Lync, Skype for Business, Visio Viewer	• Sixth version to receive 5 years of extended support. • Seventh version to receive extended support. • Lync is replaced with Skype for Business after an update.[11]
September 22, 2015	Office 2016 (16.0)	Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Skype for Business, Visio Viewer	• Final version to receive 5 years of extended support. • Eighth version to receive extended support. • Last version for Windows 7, Windows Server 2008 R2, Windows 8, Windows Server 2012, Windows 8.1, Windows Server 2012 R2 and Windows Server 2016.[12]
September 24, 2018	Office 2019 (16.0)	Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Skype for Business, Visio Viewer	• Final version to receive extended support.[13] • Second perpetual release of Office 16 unlocking certain features previously limited to Office 365 customers. • OneNote was removed from the suite, and a redesigned UWP version of the app is bundled with all Windows releases instead.[14] However, the x86 version of OneNote was added back to the suite in March 2020, as it went back into active development.[15]
October 5, 2021	Office 2021 (16.0)	Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Skype for Business, Visio Viewer	• First version to receive 3 years of extended support.[16] • Final version to have Calibri as the default font across all applications.
October 1, 2024	Office 2024 (16.0)	Word, Excel, PowerPoint, OneNote, Outlook, Access, Skype for Business, Visio Viewer	• First version to have Aptos as the default font across all applications. • Last version for Windows 10, Windows Server 2019, Windows Server 2022, Windows 11 and Windows Server 2025. • Second version to receive 3 years of extended support. • Current release.

What is Microsoft Office?

- Since its debut in 1989, Microsoft Office has established itself as the benchmark for business, educational, and personal productivity tools.

- The suite has consistently evolved with regular updates and new features.

- This has helped it maintain its status as a top choice for individuals and organisations globally.

Applications

- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**
- **Microsoft Outlook**
- **Microsoft OneNote**
- **Microsoft Access**
- **Microsoft Publisher**

Microsoft Word

- Microsoft Word is a word processing application used to create and edit documents.

- It provides extensive formatting options, templates, and collaboration features, making it ideal for writing reports, letters, essays, and more. With powerful tools like spell check, grammar suggestions,

- Users can efficiently produce professional-quality documents.

Microsoft Word

Uses at the workplace:

a) Creating documents like reports, letters, and articles

b) Modifying and formatting text, including visuals and tables

c) Developing templates and mail merging

d) Reviewing and monitoring changes in documents

Microsoft Excel

- A spreadsheet application used for data organisation, analysis, and visualisation.

- It supports complex calculations, data manipulation, and graphical representations through charts and graphs.

- Excel is widely used for financial analysis, statistical analysis, and project management, offering functions and tools that cater to both basic and advanced users.

Microsoft Excel

Uses at the workplace:

a) Organising and analysing data

b) Creating charts and graphs

c) Performing calculations

d) Using formulas and functions

e) Managing budgets and finances

f) Forecasting and trend analysis

Microsoft PowerPoint

- This is a presentation software used for creating slideshows that combine text, images, videos, and other multimedia elements. It is widely used in commercial presentations, educational lectures, and personal projects. PowerPoint's design templates, animation effects, and collaboration features allow users to craft engaging and visually appealing presentations.

Click to add subtitle

Microsoft PowerPoint

Uses at the workplace:

a) Creating presentations for meetings and conferences

b) Adding text, images, and videos

c) Designing slides with different layouts and themes

d) Using animations and transitions

e) Rehearsing and presenting presentations

Microsoft Outlook

- This is an email client that also includes calendar, task management, and contact management features. It is widely used in business environments to manage communication, schedule meetings, and organise tasks. Outlook integrates with other Microsoft Office applications, providing a seamless workflow for managing daily activities.

Microsoft Outlook

Uses at the workplace:

a) Sending and receiving emails

b) Managing contacts and calendars

c) Creating tasks and events

d) Setting up reminders

e) Filtering and organising emails

f) Using email templates and signatures

Microsoft OneNote

- Microsoft OneNote is a digital note-taking application that allows users to capture and organise notes, ideas, and information. It supports text, images, audio, and video notes, making it a versatile tool for personal and professional use.

Microsoft OneNote

Uses at the workplace:

a) Taking notes during meetings and presentations

b) Organising notes into notebooks and sections

c) Adding text, images, and voice recordings

d) Sharing notes with others

e) Searching notes for specific information

Microsoft Access

- This database management system includes a relational database engine and a graphical user interface. It is used to store, manage, and analyse large amounts of data, and it supports the creation of custom applications and reports.

File   Home   Create   External Data   Database Tools   Help   Table Fields   Table   🔍 Tell me what you want to do

Views

AB Short Text   12 Number   Currency   📅 Date & Time   ☑ Yes/No   🗔 More Fields   Delete

Add & Delete

Name & Caption   Default Value   Field Size   Modify Lookups   Modify Expression   Memo Settings

Properties

Data Type: [▾]
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Formatting

☐ Required   ☐ Unique   ☐ Indexed   Validation

Field Validation

Views

All Access...

Search...

Tables

Table1

Table1

	ID	Click to Add
*	(New)	

Record: ◀ ◀ 1 of 1 ▶ ▶▶ ▶*   No Filter   Search

Datasheet View   Num Lock

Microsoft Access

Uses at the workplace:

a) Storing and managing data

b) Creating tables and queries

c) Designing forms and reports

d) Automating tasks with macros

e) Analysing data and generating reports

Microsoft Publisher

- This is a desktop publishing application used to create professional-quality publications such as brochures, newsletters, flyers, and posters. It includes a multitude of layout tools and design templates, making it simple for users to create appealing documents.
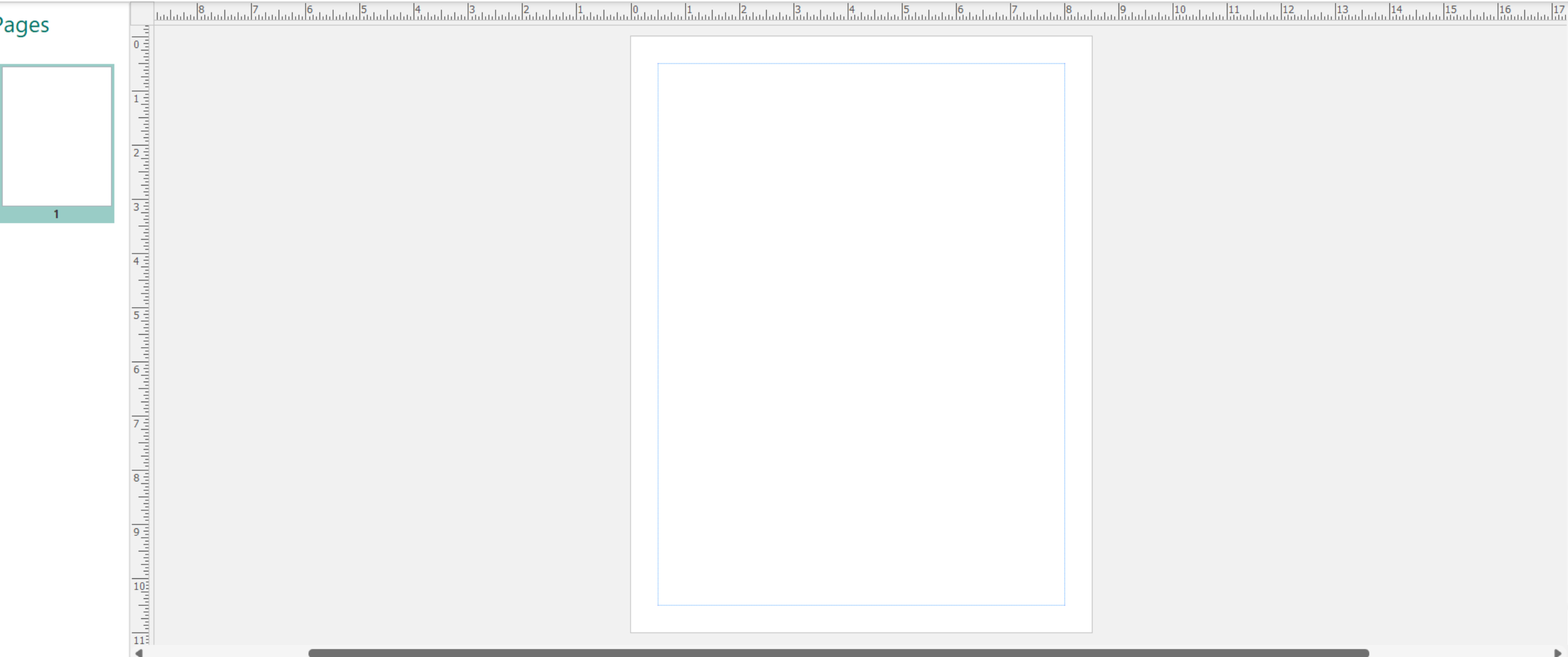
Microsoft Publisher

Uses at the workplace:

a) Creating professional-looking documents, such as brochures, newsletters, and flyers.

b) Designing layouts with different fonts and colors.

c) Adding images and graphics.

d) Formatting text and paragraphs.

e) Printing and publishing documents.

Advantages

1) The Microsoft Office suite includes numerous applications that cater to different needs, enabling users to create professional-looking documents, spreadsheets, presentations, and databases.

2) Microsoft Office applications have user-friendly interfaces that are consistent across the suite. This allows users to easily move between applications and understand the interface, reducing the learning curve.

3) The suite allows users to collaborate on documents, spreadsheets, and presentations online in real time, making it easy for teams to work together regardless of location.

4) Microsoft Office offers a wide range of essential features for office productivity, from creating and editing professional documents to visualising and analysing data.

5) Microsoft Office files can be easily shared and viewed across multiple platforms and opened by various office suites.

Disadvantages

1) **Cost**: One major disadvantage is that Microsoft Office requires a license for access, which can be costly, especially for small businesses or individuals.

2) **Steep Learning Curve**: While the interface is user-friendly, some features and functions can be complex and difficult for some users to understand, leading to challenges and increased time spent on learning.

3) **Compatibility Issues**: Microsoft Office files can sometimes experience compatibility issues when shared with people using other formats or software applications. This can pose a problem when working with others who might not have the same software.

4) **Security Risks**: Microsoft Office is prone to security issues like malware and viruses, including threats like Macro Virus, so users must stay vigilant to protect their systems.