

## MS Office – Computer Application

Dr.S.Narayanan<sup>1</sup>, Dr.C.Sabariginathan<sup>2</sup>, Dr.K.Vinayagavel<sup>3</sup>, Dr.D.Deepiha<sup>4</sup>

<sup>1</sup>(PhD student)

<sup>2</sup>(Professor and HOD, Dept of Prosthodontics, Tamilnadu Govt Dental College & Hospital, Chennai, India)

<sup>3</sup>(Professor, Dept of Prosthodontics, Tamilnadu Govt Dental College & Hospital, Chennai, India)

<sup>4</sup>(Post Graduate Student, Dept of Prosthodontics, Tamilnadu Govt Dental College & Hospital, Chennai, India)

### Abstract :

Microsoft Office is an integrated suite of business software applications for Windows and Macintosh computers. Office includes word processing, spreadsheet, presentation graphics, and email communication programs that provide functionality which is commonly used to run a business office. This article provides the features of MS Office and its applications.

### Introduction :

Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. It is a proprietary product of Microsoft Corporation and was first released in 1990. Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants.

Fig – 3.1  
MS Office Logo



The first version of office contained

- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT

Later it was produced in several versions targeted towards different end-users and computing environments.

**Desktop apps :**

Microsoft Word , Microsoft Excel , Microsoft Powerpoint , Microsoft Access , Microsoft Onenote , Microsoft Publisher , Microsoft Projects, Microsoft Teams , Microsoft Visio.

**Mobile apps :**

Office Lens , Office Remote.

**Server applications :**

Microsoft sharepoint , Skype for Business server.

**Web services :**

Microsoft office online.

Most commonly used apps are seen in detail,

**Microsoft Word :**

Microsoft Word is a widely used commercial word processor designed by Microsoft. Microsoft Word is a component of the Microsoft Office suite of productivity software, but can also be purchased as a stand-alone product.

It was initially launched in 1983 and has since been revised numerous times. Microsoft Word is available for both Windows and Macintosh operating systems.

Microsoft Word is often called simply Word or MS Word.



Fig – 3.2  
MS Word Logo

**HISTORY :**

In 1981, Microsoft hired Charles Simonyi to develop a word-processing application. The first version was released in 1983. It was not initially popular, owing to its radically different look compared to WordPerfect, the leading word processor at that time. However, Microsoft improved Word continually over the years, including a 1985 version that could run on a Mac. The second major release of Word, in 1987, included an upgrade of major features in addition to new functionalities such as support for the rich text format (RTF).

In 1995, with the release of Windows 95 and Office 95, which offered a bundled set of office productivity software, sales of Microsoft Word increased significantly.

## FEATURES :

Microsoft Word offers several features to ease document creation and editing, including:

- WYSIWYG (what-you-see-is-what-you-get) display: It ensures that everything displayed on screen appears the same way when printed or moved to another format or program.
- Spell check: Word features a built-in dictionary for spell checking; misspelled words are marked with a red squiggly underline. Sometimes, Word auto-corrects an obviously misspelled word or phrase.
- Text-level features such as bold, underline, italic and strike-through
- Page-level features such as indentation, paragraphing and justification
- External support: Word is compatible with many other programs, the most common being the other members of the Office suite.

The default file format was .doc prior to the Microsoft Word 2007 version; in 2007 docx became the default file format

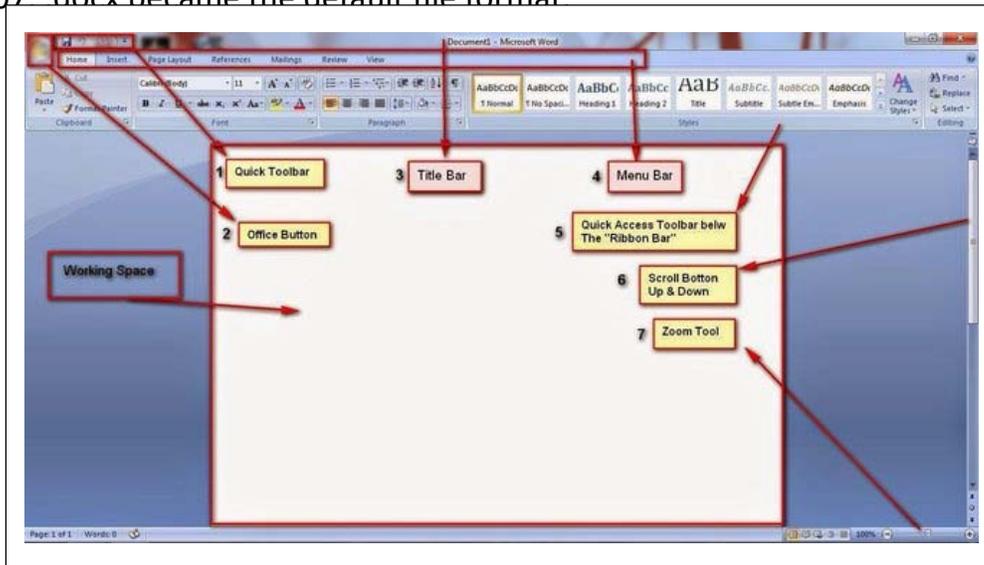


Fig – 3.3  
MS Word Layout

## Microsoft Excel :



Microsoft Excel is a software program produced by Microsoft that allows users to organize, format and calculate data with formulas using a spreadsheet system. This software is part of the Microsoft Office suite and is compatible with other applications in the Office suite.

Fig – 3.4  
MS Excel Logo

### FEATURES :

Excel is a commercial spreadsheet application produced and distributed by Microsoft for Microsoft Windows and Mac OS. It features the ability to perform basic calculations, use graphing tools, create pivot tables and create macros.

Excel has the same basic features as all spreadsheet applications, which use a collection of cells arranged into rows and columns to organize and manipulate data. They can also display data as charts, histograms and line graphs.

Excel permits users to arrange data so as to view various factors from different perspectives. Visual Basic is used for applications in Excel, allowing users to create a variety of complex numerical methods. Programmers are given an option to code directly using the Visual Basic Editor, including Windows for writing code, debugging and code module organization.

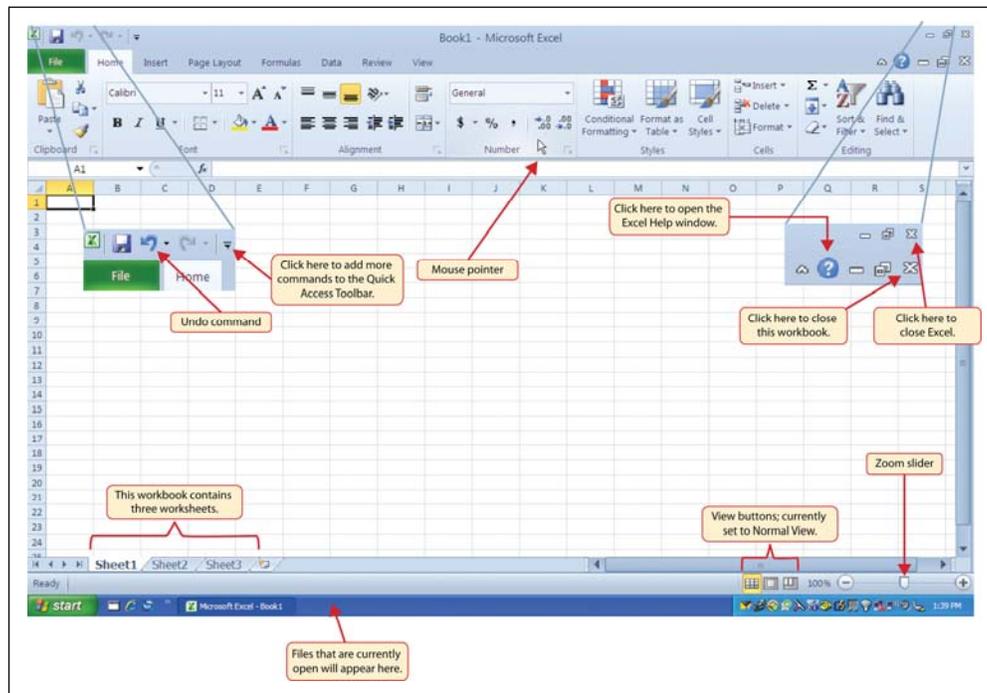


Fig – 3.5  
MS Excel Layout

### MICROSOFT EXCEL VIEWER :

Microsoft Excel Viewer is a freeware program for viewing and printing spreadsheet documents created by Excel. It is also possible to open Excel files using certain online tools and services. Online excel viewers do not require users to have Microsoft Excel installed.

### EXCEL WORKBOOK :

A Microsoft Office Excel workbook is a file that contains one or more worksheets that you can use to organize various kinds of related information. To create a new workbook, you can open a blank workbook. You can also base a new workbook on an existing workbook, the default workbook template, or any other template.

### Microsoft Powerpoint :

Microsoft PowerPoint is a powerful presentation software developed by Microsoft. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools. The program uses slides to convey information rich in multimedia. The term "slide" refers to the slide projector, which this software effectively replaces.



Fig – 3.6  
MS Powerpoint Logo

## HISTORY :

PowerPoint was developed by Dennis Austin and Thomas Rudkin at Forethought Inc. It was supposed to be named Presenter, but the name was not adapted due to trademark issues. It was renamed PowerPoint in 1987 as suggested by Robert Gaskins. In August of 1987, Microsoft bought Forethought for \$14 million and turned it into its graphics business unit, where the company continued to develop the software. The first iteration was launched together with Windows 3.0 in 1990. It only allowed slide progression in one direction – forward – and the amount of customization was fairly limited.

PowerPoint experienced a very significant change in PowerPoint 97, which added predefined transition effects and allowed the user to time them appropriately so that slides would transition automatically. This allowed a presenter to follow a predefined progression and go on with the presentation without pausing to change or read the slides. PowerPoint 2007 introduced the "ribbon" interface, marking a drastic change from the previous interface style.

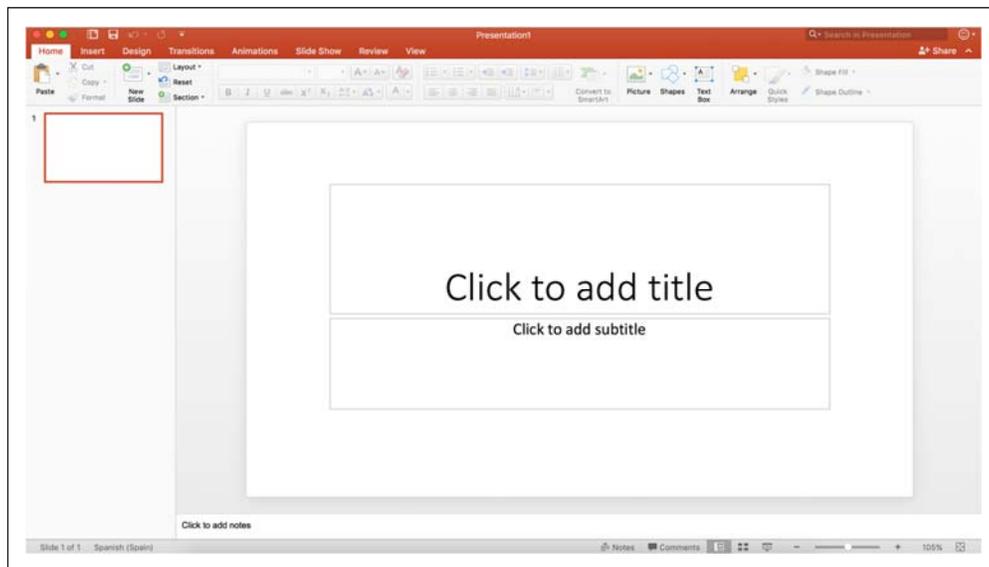


Fig – 3.7  
MS Powerpoint Layout

## **FEATURES :**

- Slides that can contain any mixture of text, images, video, animations, links and sound.
- Animation effects that allow the various elements on each slide to appear after a certain amount of time or when a presenter presses a button.
- **Slide master** – this allows the style (font, font size, background etc) to be set once and then used throughout the presentation.
- **Transitions** – this is how the presentation software “moves” the display of one slide to another. Transitions usually include dissolving from one slide to the next or the current slide being moved in some way to show the next slide as though it was underneath.
- **Slide notes** – when these are used the presenter will see the current slide and any notes associated with it on his/her display and the audience will see just the slide on another screen or from a projector.

## **Conclusion :**

MS Office is a popular and widely used suite of programs that are used in most small to large companies and by many modern day businesses. It has been used for many years and has been developed and tweaked as time goes on to better suit companies need. Hence understanding how to work use Microsoft Office applications is very important, since it has become the standard at lot of different places for betterment.

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