Microsoft Office

Microsoft Office - Summary

Microsoft Office has been around since August 1, 1988, when Bill Gates announced the service. Microsoft Office is a application suite that includes multiple different programs. When using this app, you'll have access to Word, Excel, PowerPoint, Publisher, Outlook, Access, and OneNote features. There are several different versions that are all available in 16 different languages. In addition to versions only available on laptops or desktops, you can also get ones that are mobile-only or web-based.

If you want to purchase the entire suite instead of just a few applications, then it's going to cost more. The good news is that most users will be able to try 1 month for free before deciding if they want to purchase the service. The first option is to pay from month-to-month, which costs $9.99. The other option is to pay for the service yearly, which is $99.99, which is great for those that will be using the suite for longer periods.

Key Functions

The key functions of Microsoft Office are great for many different kinds of people, including creatives, professionals, and students. We're going to take a quick look at at applications included in the suite to give you an idea of what to expect.

Word
Microsoft Word is a word processing application that can be used to create many things, including letters, essays, and documents. Some of the features include SmartArt creation, format editing, auto-correct, and the ability to change the color, size, or font of your words.

Excel
Excel is a spreadsheet application that can be used to keep track of many different items, including gains or losses, bill trends, and information for different people. Some of the features users enjoy are tables, mathematical calculations, and creating multiple tabs in the same spreadsheet. ## PowerPoint
PowerPoint allows you to create presentation using multiple slides. You can put all of your information on the slides, then have the presentation play through on its own or have the slide change when you push a button. Some of the best features include themes or backgrounds for your slides, effects that show when the slides change, and automatic music when the presentation begins.

Publisher
Publisher is used to create things like business cards, invitations, and calendars. The possibilities are endless and some of the best features are the ability to use photos as backgrounds, the ability

to personalize the creation, and several professional effects to choose from.

Access
Access is an application that allows users to store important data that they plan to analyze, report, or refer to. Some of the aweomse benefits include automatically creating reports, searching for specific data, and the ability to link multiple pieces of data together.

Microsoft Office - Review/Conclusion

If you're looking for multiple different applications bundled into one, then Microsoft Office is a great option. Not only do you have the ability to create multiple different items, but you're also able to choose from countless features. It's not too hard to use and it's decently priced for everything that's included. If you aren't really sure whether or not this application will be beneficial, try out the free trial to see how things go. By the end, you should have a good idea of what you want to do.

Pros & Cons

Pros

*   There are multiple applications bundled into one suite.
*   It's not overly priced.
*   It has dozens of features to help you make your creation perfect.

Cons

*   You could lose all of your work as it doesn't save automatically.
*   You can't get the suite for a single payment and have to sign up for a subscription.
*   Internet issues could cause problems with the applications.