

Introduction to M.S.Office:



It was first announced by Bill Gates on 1 August 1988. Office is produced in several versions targeted towards different end-users and computing environments. The original, and most widely used version, is the desktop version. The first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Finally, with the rise of cloud computing, Microsoft also produces and runs Office Online, a web-based version of core Office apps, which is included as part of a Microsoft account. Let us now one by one take every component that makes MS office.

Microsoft Office and its Versions:

Office 95

Office 97

Office 2003

Office 2010

Office 2017

Office 2000

Office XP

Office 2007

Office 2013

Office 2019

Microsoft Word

Microsoft Word is a full-featured word processing program for Windows and Mac operating systems.

Microsoft Excel

Microsoft Excel is a spreadsheet program that features calculation, graphic tools, pivot tables, and macro programming language support for Windows and Mac operating systems.

Microsoft PowerPoint

Microsoft PowerPoint is a presentation program for Windows and Mac operating systems.

Microsoft OneNote

Microsoft OneNote is a free-form note-taking program for Windows and Mac operating systems.

Microsoft Outlook

Microsoft Outlook is an email program for Windows and Mac operating systems.

Microsoft Publisher

Microsoft Publisher is a desktop publishing program for Windows operating systems.

Microsoft Access

Microsoft Access is a database management solution for Windows operating systems.

Skype for Business

Skype for Business is an instant messaging client and unified communications application.

Microsoft InfoPath

Microsoft InfoPath is a program that allows you to design, distribute, complete, and submit electronic forms. You may choose to add the InfoPath Form Web Part to a SharePoint Online site. Learn more about the InfoPath Form Web Part.

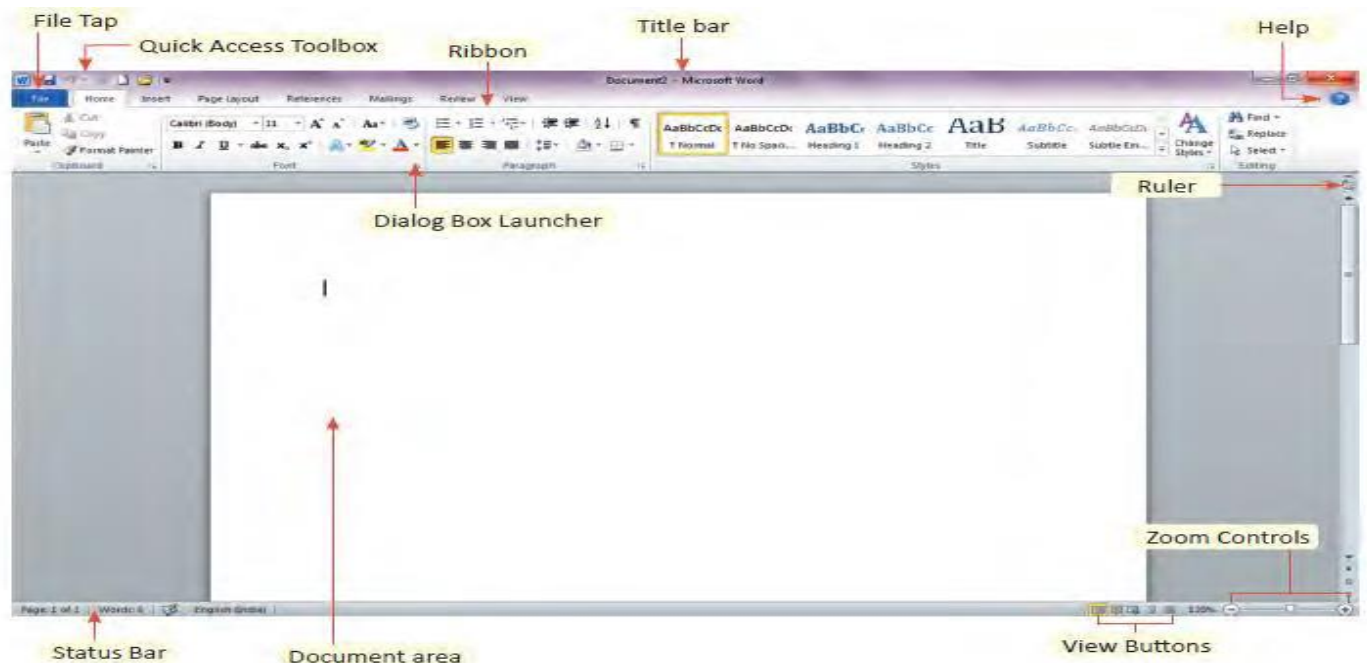
Microsoft Word and its working:

In basic terms, MS word can be explained as a word processor. Microsoft Word is a full-featured word processing program for writing and editing text documents. Word includes tools that let multiple users share information and collaboratively edit documents. Word is included in every edition of Microsoft Office 2007.

The aim of the MS-Word is to permit the users to type as well as save documents. Comparable to other word processors, Word has useful tools to prepare documents.

Word 1.0 could be purchased with a bundled mouse, though none was required. Following the precedents of Lisa Write and MacWrite, Word for Macintosh attempted to add closer WYSIWYG features into its package. Word for Mac was released in 1985. Word for Mac was the first graphical version of Microsoft Word.

The basic window to understand various essential parts which we get when we start word application is given below:



File Tab -The File tab substitutes the Office button from Word. By clicking it to check the Backstage view, which is the place to come when we need to save or open files, print a document, create new documents, and do other file-related operations.

Quick Access Toolbar -You will find it just above the File tab and its objective is to give a suitable resting place for the utmost repeatedly used commands of Words. We can modify this toolbar as per our comfort.

Ribbon holds commands organized in the following three components:

Ribbon



- 1. Tabs:** They appear through the top of the Ribbon and comprise a group of related commands like Insert, Home, Page Layout and so on.
- 2. Groups:** They organize related commands and each group name appears below the group on the Ribbon, such as group of commands related to group of commands or fonts, and commands related to alignment, and so on.
- 3. Commands:** They appear within each group such as group of commands or fonts as mentioned above.