

Microsoft Office is the most efficient suite of applications for document creation, communication and business information analysis. For many functions, the business platform has evolved from paper to the Web. Microsoft Office extends desktop productivity to the web, streamlining the way you work and making it easier to share, access and analyze information so you get better results. Office 2000 offers a multitude of new features. Of particular importance for this release are the features that affect the entire suite. These Office-wide, or shared features hold the key to the new realm of functionality enabled by Office . Office offers a new Web-productivity work style that integrates core productivity tools with the Web to streamline the process of sharing information and working with others. It makes it easier to use an organization's intranet to access vital business information and provides innovative analysis tools that help users make better, timelier business decisions. Office delivers new levels of resiliency and intelligence, enabling users and organizations to get up and running quickly, stay working and achieve great results with fewer resources

Features of M.S. Office

A COMMON USER INTERFACE:

While learning one application of the suite you get to learn the operational basics of the other applications, while maintaining some uniqueness in the applications. Consistency in MS-Office applications is in the form of :

- i. Tool –Bars
- ii. Menus
- iii. Dialog Boxes
- iv. Customizable features and operational features are similar too.

QUICK ACCESS TO OTHER APPLICATIONS

The MS-Office provides the Microsoft Office Short cut Bar ,which is used for the following:

- i. Create a new file based on templates and wizards

- ii. Opening existing files and automatically launching the related applications
- iii. Add tasks, make appointments, record tasks and add contacts and journal entries.
- iv. Create a new Outlook Message.
- v. Switch between and launch Microsoft Office Applications.

SHARING DATA ACROSS APPLICATIONS

Microsoft Office Provides several means of sharing data between applications:

- i. Copying – copies the data from the source application to the target applications using the clipboard.
- ii. Linking-links the data from the source document to the target document and saves with the source document.
- iii. Embedding- embeds the data from the source document to the target document and saves with the source document.
- iv. Microsoft Office extends the data sharing beyond application integration by providing workgroup integration with the Microsoft Outlook. Users can mail documents, spreadsheets, presentations and data files from within the source applications.

PROVIDING A COMMON LANGUAGE: •

Providing the common language has been a more challenging goal from Microsoft Office. It provides a common macro programming language for all the applications –Visual Basic for the Applications.

Advanced presentation features

While [PowerPoint](#) is still one of the most popular and commonly-used presentation solutions available, there are plenty of others who view it as dated—particularly with more tech-savvy options like [Prezi](#) available.

In order to stay relevant, Microsoft has announced plans to incorporate more advanced presentation features in Office . These include things like enhanced Morph and Zoom capabilities to help you create a more sophisticated and dynamic presentation.

Those features are already included in Microsoft 365 subscriptions, but are not available to people who are currently operating with Office .

Improved inking features

Those who use Microsoft Surface devices are probably already big fans of the digital pen that allow them to draw, note, and doodle directly onto their device's screen.

Office 2019 will introduce all new inking capabilities across all apps—such as pressure sensitivity, tilt effects that adjust the ink's thickness depending on the angle of the pen, and even a roaming pencil case, which allows users to store and organize their favorite pens, pencils, and highlighters to roam with them across their different devices

Easier email management

. Microsoft has teased several new features to take some of the hassle and headaches out of email management.

According to Microsoft, these include things like:

- Updated contact cards
- Microsoft Office Groups
- @mentions
- Focused inbox
- Travel package cards

Microsoft is hopeful that these additions will help users manage their email far more efficiently and effectively.

Power Map in Excel: Turning data into a map

Power Map is part of the powerful and interactive data visualization features in Excel, which are enhanced with Power BI, the solution for analyzing, visualizing and sharing data insights. You can turn rows of data into a 3D interactive map with Power Map, which includes the ability to filter data using three different filters: List, Range, or Advanced.

Editing and converting to PDF made easy

Finished editing our document, spreadsheet, presentation or publication? Converting it to a PDF is made simple with the Save as PDF integrated feature. If we want to edit a PDF, we can convert it into a Word document without the formatting issues that come with copy-pasting or editing

50GB of email storage and Management

Each user gets 50GB of storage with Exchange Online for email, calendar, tasks, notes, contacts and attachments. we can save more space in your mailbox by using the OneDrive cloud storage to share attachments. It Enable the Reading Pane in Outlook to reply to email without even opening it. The Reading Pane will allow you to preview the email content, hit Reply and send your response, in the same main Outlook window. Combine this feature with the Conversations View and you'll see at a glance if you've already replied to an email. You won't have to open different windows for each message.

Working anywhere from any device

We get the Office Web Apps with your Office or Microsoft 365 subscription, so you can work on your cloud files from any up-to-date Web browser on an Internet-connected computer. You don't have to install the Office software on the computer.

You also get access to Office Mobile Apps so you can use Word, Excel, PowerPoint, Outlook and OneDrive directly from your smartphone or tablet while you're on the move! Download them from your Android or iOS device store.

Robust security and reliability Feature

With Microsoft taking on all the responsibility for security and reliability, User can implement their own security feature with the office Documents .

COMPONENTS OF MICTROSOFT OFFICE:

1. MS-WORD
2. MS-EXCEL •
3. MS-POWER-POINT •
4. MS-ACCESS
5. Outlook Express
6. MS Schedule

MS-WORD:

Ms-word is a powerful word processor that allows you to create :

- Memos
- Fax coversheets
- Web pages
- Reports
- Mailing labels
- Brochures
- Tables
- And many other professional and business applications.

MS-PowerPoint

MS-PowerPoint is a powerful presentation software, used to create

- Professional quality presentations.
- These can be reproduced on the
 - o. Transparency,
 - o. Paper,
 - o. 35mm slide,
 - o. Photo print ,
 - o. On screen presentations
- This allows us to easily publish presentations on the Internet.

MS-EXCEL:

MS-Excel is a spreadsheet package. When you start excel, a blank workbook appears in the document window. The workbook is the main document using excel for storing and manipulating the data. A workbook has individual worksheets each of consisting of data. Each work sheet is made up of 256 columns and 65,536 rows

Microsoft Access :

Ms-Access is the relational database application in the Microsoft Office Professional. With Access, you can perform the following tasks:

- a) Organize data into manageable related units.
- b) Enter, modify and locate data.
- c) Extract subsets of data based on the specific criteria.
- d) Create custom forms and reports.
- e) Automate common database tasks.
- f) Graph data relationships.