

Introduction

Microsoft Office is an [office suite](#) of interrelated desktop applications, servers and services for the [Microsoft Windows](#) and [Mac OS X](#) operating systems.

Microsoft Office was introduced by Microsoft in 1989. The first version of Office contained [Microsoft Word](#), [Microsoft Excel](#), and [Microsoft PowerPoint](#).

The current versions are [Office 2007](#) for Windows which was released on January 30, 2007, and [Office 2008](#) for Mac OS X, released January 15, 2008.

Components

- Word
- Excel
- Power point
- Access
- Outlook
- Other applications(Microsoft publisher, Microsoft front page etc)

Word

- Microsoft Word is a word processor and was previously considered to be the main program in Office. Its proprietary DOC format is considered a de facto standard, although Word 2007 can also use a new XML-based, Microsoft Office-optimized format called .DOCX

Features of Word

- Macros
- Mail merge
- Layout issues
- Bullet & Numbering
- Creating tables
- Formulas
- Auto correct
- Super script and sub script etc

Excel

- [Microsoft Excel](#) is a [spreadsheet](#) program. It was originally a competitor to the dominant [Lotus 1-2-3](#), but it eventually outsold it. It is available for the Windows and Mac platforms. The extension of Excel is .xls. In 2007 version extension is .xlsx

Features of Excel

- Formula
- Auto sum
- Sorting
- Auto fill
- Pivot table
- Charts and graphs
- References and linking etc

Power Point

- [Microsoft PowerPoint](#) is a popular [presentation program](#) for Windows and Mac. It is used to create [slideshows](#), composed of text, graphics, movies and other objects, which can be displayed on-screen and navigated through by the presenter or printed out on [transparencies](#) or [slides](#). This is convenient for [school](#) or work presentations.

Desktop Publishing software

- **Microsoft Publisher**, officially **Microsoft Office Publisher**, is a [desktop publishing](#) application from [Microsoft](#). It is an entry-level application, differing from [Microsoft Word](#) in that the emphasis is placed on page layout and design rather than text composition and proofing.

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- Publisher's position as an entry-level application aggravates many issues (particularly in older versions) such as fonts unavailable and embedded objects not available on service providers' machines (however, Publisher does come with tools to pack related files into a self-expanding application). Many higher end features like transparency, object shadowing, slugs, text on paths, built-in [PDF](#) (**Portable Document format**) output, etc. are either not fully-functional or simply unavailable (especially in previous versions). However, recent versions have greater capabilities concerning color separations and proper process coloring output. Publisher 2007 also includes the capability to output commercial press quality PDF with embedded fonts as an optional download from the Microsoft website.