

# What is Microsoft Office?

From students to the C-Suite, most people are familiar with Microsoft Office.



The suite, first announced by Bill Gates nearly 30 years ago, included Word, Excel and PowerPoint, or, in other words, The Holy Trinity of software known as Microsoft Office.

The year it released, Microsoft became the first company to exceed \$1 billion<sup>1</sup> in annual sales. As of last year, revenue from Microsoft Office exceeded \$7 billion,<sup>2</sup> a number which continues to increase year-over-year (YoY).



## What applications are included in Microsoft Office?

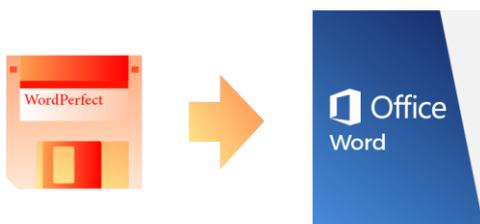
Microsoft Office has evolved tremendously since its beginnings in 1988, now with a robust slate of offerings for individual and business users. Here's a look at the programs you'll find inside Office.



### Microsoft Word

Word is unsurprisingly Microsoft's word processing app.

It was initially introduced to modest reviews because the interface was vastly different than the former leading word processor, WordPerfect. But with the release of Windows 95 and Office 95 (in 1995), sales steadily increased.



Today, Word is the most widely used word processing program. It includes an array of features for document creation and editing, including: Spell-check, a rich text editor, and page features such as justification, paragraphs and indentation.

You also benefit from the what-you-see-is-what-you-get (WYSIWYG) display – as in the screen displays everything in the same way as the document will look when printed.



### **Microsoft Excel**

Excel is Microsoft's spreadsheet program that can be used to organize, format and calculate data.

You can create formulas to aggregate large amounts of data, graph and chart data, create macros, and develop pivot tables.

Originally a neck-and-neck competitor with Lotus 1-2-3, Excel is now **the** spreadsheet.



### **Microsoft PowerPoint**

Microsoft PowerPoint helps you create professional presentations.

PowerPoint first launched in 1990, using slides to display text, graphics and multimedia. Since then, it's added a variety of features to streamline and enhance presentations, such as: transition effects, timers and software integrations.



### **Microsoft OneNote**

OneNote allows you to jot down their thoughts before they forget them. Then, notes can be shared with others.

Much like a digital notebook, the application automatically saves and syncs notes. OneNote was introduced as a standard Office application in 2013, allowing even more users to be able to share their typed notes, drawings and screen grabs with other online users.



## **Microsoft Outlook**

Mainly used as an email application, Outlook is considered a personal information manager, coordinating your calendars, task managers, contacts, notes, journals, and browsing sessions.

Outlook can be used as a stand-alone app, or it can be networked to connect multiple users to shared mailboxes and calendars under a single organization, for example.



## **Microsoft Access**

Access is Microsoft's database management system that provides a graphical user interface (GUI) and software development tools that allows for stored data or imported data from other databases. With Access, you can use data to create forms, tables, queries and reports.



## **Microsoft Publisher**

Publisher is Microsoft's desktop publishing program, emphasizing page layout and design.

The program includes templates for frequent business needs, like business cards, calendars and brochures/newsletters.

Publisher is included in deluxe versions of Microsoft Office and is considered a cheaper, easier-to-use version of design software, like Adobe InDesign.



## **SharePoint**

SharePoint is Office's document management and storage system, allowing users and groups to set up password-protected document sharing in a secure, organized

location. It's a popular tool for businesses, with 80 percent of Fortune 500 companies using it.

### **Why should I learn Microsoft Office?**

Almost all professionals have at least a basic understanding of Microsoft Office.

This works to their advantage, as 68 percent of mid-range jobs now require at least a general understanding of Microsoft Office applications.

Simply put, those with advanced Microsoft Office skills are highly-regarded candidates for employment. Additional certifications and training mean that employees can spend less time learning and more time performing important tasks.

In fact, Microsoft reports that new hires with advanced Office skills are fully-engaged employees an entire month sooner than those without the certification and training. Microsoft goes on to say that 91 percent of those in charge of hiring include a Microsoft certification as a criterion for job consideration.

"I'm responsible for a team of 30 people. My company is growing and growing. When we hire someone new, we check out his certifications as well as experience. People who are not certified are dropped from consideration," Peter De Tender, an infrastructure architect from Belgium, said.

Employees have taken notice of the benefits as well: 38 percent of IT professionals have suggested that their certification made them feel more confident and prepared.