

MICROSOFT OFFICE

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Introduction ;

- ▶ Microsoft office is an office suite of interrelated desktop application servers for the Microsoft windows.
- ▶ It is a horizontal market software that is used in a wide range of industries.
- ▶ Microsoft office was introduced by Microsoft in **1989** and introduced windows in **1990**.

Types of Microsoft office ;

1. **Microsoft Word** ; Microsoft word is a popular word processing package. Which provides facilities to write common letter to destop publishing.
 - ▶ This means that it is useful for typing and storing letters, articles, brouchers, tests, quizzes and anything that consists mainly of words.

- ▶ These are possible with the most common program MS-Word, that is used on most computers
- ▶ It provide an incredibly powerful tool to create and share documents.

Microsoft Powerpoint ;

- ▶ Microsoft Powerpoint is a part of MS-office. It was introduced to generate business presentation, slide show and graphics on computer system.
- ▶ **Uses of Powerpoint:**
 1. Creating business application presentation
 2. Creating graphical objects with animations.

Microsoft Excel ;

- ▶ Microsoft Excel is a proprietary commercial spreadsheet application.
- ▶ It is an electronic spreadsheet program that can be used for storing, organizing and manipulating data.
- ▶ It features calculations, graphing tools, pivot tables and macro programming languages.
- ▶ It is a very midely applied spreadsheet

Applications ;

1. Research and Development
2. (offline) Design, Layout, optimization
3. Scale up and simulation
4. Economic evaluation
5. Soft sensors for quality control
6. (online) Control and optimization

Advantages ;

1. Drug and vaccine innovation
2. Faster analysis of Healthcare data
3. Precise and expedited Plant genome studies
4. Global connect of the Biotechnology Industries

Reference ;

- ▶ Computer fundamental, Pradeep K. Sinha and Preeti Sinha, BPB publication