

# MICROSOFT OFFICE

# Contents ;

1. Introduction
2. Types of microsoft office
3. Uses of Microsoft office in Biotechnology fields
4. Applications
5. Advantages of Microsoft office
6. References.

# 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 desktop publishing.
- ▶ This means that it is useful for typing and storing letters, articles, brochures, 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 widely 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