

# **MICROSOFT OFFICE**

**Microsoft Office is an Office package developed by Microsoft Corporation of Bill Gates.**

**It consists of the following:**

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Power Point
4. Microsoft Access

## **MICROSOFT OFFICE VERSIONS**

1. Office 97
2. Office 2000
3. Office XP
4. Office 2003
5. Office 2007
6. Office 2010
7. Office 2013

## **MICROSOFT WORD**

**It is an Advanced Typewriting. It is useful for the following:**

1. Letters
2. Statements
3. Documents
4. Books
5. Pamphlets
6. Advertisements, etc

**Word file = Document**

**Word file extension = .docx or .doc**