

Microsoft Office Overview

Think of Microsoft® Office as a family of computer applications designed to help you complete common tasks.

- Microsoft Word creates written documents
- Microsoft Excel is used to make spreadsheets and manipulate numerical data
- Microsoft Outlook is organizational software including e-mail, calendars, task lists, and contacts lists
- Microsoft PowerPoint is used to create presentations and slide shows
- Microsoft Access builds and manages databases
- Microsoft Publisher is desktop publishing software to create newsletters, brochures, etc.

Office is available in "suites"—groups of programs sold together to meet different needs.

Version	Word	Outlook	Excel	PowerPoint	Publisher	Access	Retail \$
Pro	X	X	X	X	X	X	499/329
Standard	X	X	X	X			399/239
Small Business	X	X	X	X	X		449/279
Teacher/Student	X	X	X	X			149/NA
Basic	X	X	X				NA

The Office family of products offers additional stand-alone programs, such as Microsoft Visio for creating diagrams; Microsoft FrontPage for building Web sites; and Microsoft Project for project management.

Oklahoma State University offers all students and full-time faculty and staff FREE downloads of Microsoft Office XP Pro, Microsoft 2003 Pro, and other Microsoft software. These downloads are available at <http://www.it.okstate.edu/mca>

A Note on Microsoft Windows

Windows is an operating system. That is, it is what makes a computer operate or 'run'. Having a computer running Windows XP Home or Windows 98 is NOT the equivalent to having Microsoft Office applications. Likewise, there is little connection between the type of operating system (XP, for example) and the version of Office applications (v. 2003, for example).

A Note About Microsoft Works

MS Works is also a suite of applications developed and sold by Microsoft. However, most documents created in a Works application will have a difficult time running in an Office application.

Since you are entitled to own and use MS Office free of charge, it is advisable to download and install the Office suite rather than rely on the Works applications.