

Microsoft Office® Product Descriptions: Which Program Should I Use?

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As a Microsoft Master Instructor at Hawkins, Ash, Baptie, & Company, I am often asked by clients and coworkers to suggest the most appropriate application for a particular task or job. I have summarized the key usage of the software in the list below. Please note that we teach all these applications in several different levels in both version 2003 and 2007.

Access:



Access is a relational database used to store, retrieve, sort, filter, print and present record information in a professional and easy-to-understand format. Examples include student records, employee records, contact and purchases records, history, etc.

Excel:



Excel is a spreadsheet application used to track, analyze, and perform calculations on data. You can use Excel to track and create grades, attendance, budgets, expenses, revenues, forecasts, and other financial and analytical analysis in numeric and graphical formats.

PowerPoint:



PowerPoint presentation software is a tool that extends your ability to communicate to a group of any size and over the Internet. You can create slide shows and on-screen presentations using graphics, sound, video clips, and animation, etc. It is a wonderful visual aid for a meeting or classroom.

Word:



Word is a word processing application used to create documents such as letters, reports, mailing labels, memos, and newsletters. It replaces the typewriter and allows for easy edits, formatting changes, and mail merges. Your documents can contain text, graphics, and even multimedia clips.

Outlook:



Outlook is a desktop management system that allows you to organize, integrate, and manage electronic mail, calendars, tasks, contacts, documents, and scheduling all from one application.

InfoPath:



Design and fill out dynamic fill-in forms to gather, analyze, and reuse information throughout your organization.

Publisher:



Publisher is used to create high-impact, professional looking publications including brochures, newsletters, flyers, and business and greeting cards.

Project:



Project is a project management system that allows you to schedule, manage, and report information from the simplest to the most complex projects. You can track tasks, costs, timelines, and resources, make adjustments, and respond to conflicts before they happen.

SharePoint Designer:

SharePoint Designer is a new way to create and customize SharePoint Web Sites and build work flow applications.

Visio:



Visio is a vector based business and technical drawing and diagramming program used to communicate concepts, procedures, product specifications and information in a visual format. You can create anything from a simple flowchart, to maps or highly detailed, multi-page technical drawings.

Please contact Cindy Prindle if you have any questions about our Office 2007 classes or Sarah Loeffelholz if you would like to register for a class. You can contact us by e-mail at cprindle@habco.com, or sloeffelholz@habco.com, or by phone at (608) 784-7737. You can also check our calendar and register for any of our in-house and on-line classes on our website at www.habco.com (point to The Training Center on the menu bar). We welcome the opportunity to provide you, our client, the competitive edge by helping the employees of your organization become more efficient with your software.