What Did I Learn?

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Knowledge is power! What better way to begin down the path of academia than learning how to use the very tools that could make you a success. What tools are these? The tools are the suite of applications like Word, Excel and PowerPoint located within the Microsoft Office software. Throughout this course, there has been much thought given and many demonstrations presented on the various uses of these tools. But, even beyond just learning about Office, are there real life and business uses of these Office tools? The simple answer is yes. And, this is what I learned about the different Microsoft applications.

Microsoft Word has replaced the hardware appliance known as the word processor. It was not so long ago when you used to have a hardware device that its sole purpose was for typing up papers; but Microsoft came along and changed everything. Now the word processor fits nicely into your multi-use computer. Microsoft Word allows you to not only change font color, sizes, and family types, but also has built in spell check, grammar check, synonym and thesaurus. If you do not have a creative theme in mind for your document, Microsoft Word can provide you with themes, templates, and a plethora of online resources. Very useful indeed!

Microsoft Excel has become synonymous with the word spreadsheet. Excel has many of the same text options available as Word, but also has the power to be able to add formulas, and quantify information based upon datasets. From being able to logically store employee information, to having the ability to crunch financial data, there are no limits to Excel. You can also represent your data using charts, graphs, and other visual diagrams in a very easy and practical way. For the busy professional, Excel is a must have piece of software.

Finally, Microsoft PowerPoint is the number one presentation software on the planet. Everyone in the business world is familiar with meetings and the presentations thereof. PowerPoint not only fills the need of presenting projects, budgets, and company information (using a visual platform), but surpasses all the competition. In the end, knowledge is power!