

# MS Office - Introduction, Applications, Notes & Questions

Microsoft Office is a software which was developed by Microsoft in 1988. This Office suite comprises various applications which form the core of computer usage in today's world.

From the examination point of view, questions from MS Office and its applications are frequently asked in all the major [Government Exams](#) conducted in the country.

In this article, we shall discuss at length Microsoft Office, its applications, important notes to prepare for the upcoming examinations and some sample questions and answers for the reference of candidates.

Competitive exams including Bank, SSC, Railways, Insurance, etc. have Computer Knowledge as an integral part of their exam syllabus and candidates must note that it can be the most scoring too.

No lengthy calculations or solutions are required to answer Computer knowledge-based questions and instead of complex questions, straightforward and direct questions are asked which makes answering them even easier.

Thus, candidates must focus on this section to improve their overall performance and improve their mark sheet. Given below are a few important links which may help candidates with their preparation for competitive exams:

<a href="#">High Level Computer Languages</a>	<a href="#">Cloud Computing for IBPS PO &amp; SBI PO Exam</a>
<a href="#">Difference between Hardware and Software</a>	<a href="#">10 Important Computer Awareness Terms</a>
<a href="#">Computer Abbreviations &amp; Acronyms</a>	<a href="#">Microsoft Windows</a>

## MS Office Applications & its Functions

Currently, MS Office 2016 version is being used across the world and all its applications are widely used for personal and professional purposes.

Discussed below are the applications of Microsoft Office along with each of their functions.

### 1. MS Word

- First released on October 25, 1983

- Extension for Doc files is “.doc”
- It is useful in creating text documents
- Templates can be created for Professional use with the help of MS Word
- Work Art, colours, images, animations can be added along with the text in the same file which is downloadable in the form of a document
- Authors can use for writing/ editing their work

## 2. MS Excel

- Majorly used for making spreadsheets
- A spreadsheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper
- It is a data processing application
- Large data can easily be managed and saved in tabular format using MS Excel
- Calculations can be done based on the large amount of data entered into the cells of a spreadsheet within seconds
- File extension, when saved in the computer, is “.xls”

## 3. MS PowerPoint

- It was released on April 20, 1987
- Used to create audiovisual presentations
- Each presentation is made up of various slides displaying data/ information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
- The extension for power point presentations is “.ppt”
- Used majorly for professional usage
- Using Power point, presentations can be made more interactive

## 4. MS Access

- It was released on November 13, 1992
- It is Database Management Software (DBMS)
- Table, queries, forms and reports can be created on MS Access
- Import and export of data into other formats can be done
- The file extension is “.accdb”

## 5. MS Outlook

- It was released on January 16, 1997
- It is a personal information management system
- It can be used both as a single-user application or multi-user software
- Its functions also include task managing, calendaring, contact managing, journal logging and web browsing
- It is the email client of the Office Suite
- The file extension for an Outlook file is “.pst”

## 6. MS OneNote

- It was released on November 19, 2003
- It is a note-taking application
- When introduced, it was a part of the Office suite only. Later, the developers made it free, standalone and easily available at play store for android devices
- The notes may include images, text, tables, etc.
- The extension for OneNote files is “.one”
- It can be used both online and offline and is a multi-user application

Apart from the applications mentioned above, various other applications are included in the MS Office suite but these are most commonly used ones and questions based on the same may be asked in the upcoming exams as well.

## Microsoft Office Versions

When the Office suite was first released, it was entirely devoted for usage in computer systems but later with time the Office suite was modified for use in Laptops, Tablets and Mobile phones.

Given below are the various versions of Microsoft Office along with the years in which the version was released:

Microsoft Office Versions	
Version name	Release Date/ Year
Microsoft Office for Windows	October 1990
Microsoft Office 3.0	August 30, 1992
Microsoft Office 4.x	1994
Microsoft Office 1995	August 24, 1995
Microsoft Office 1997	1997
Microsoft Office 2000	June 7, 1997
Microsoft Office XP	May 31, 2001
Microsoft Office 2003	October 21, 2003
Microsoft Office 2007	January 30, 2007
Microsoft Office 2010	June 15, 2010

Microsoft Office 2013	January 30, 2012
Microsoft Office 2016	September 22, 2015

All the above mentioned dates are for the Office suite released for Windows. Apart from these, the versions Online, for Mac and for Mobile Phones were released separately.

Aspirants must note that the level of competition for the Government exams is quite high and to excel in the competitive exams it is important that candidates stay a step ahead with their preparation. Given below are the links to mock tests and previous year question papers for candidate's reference and to assist them with their preparation with free solutions:

<a href="#">Free Online Mock Test Series with Solutions</a>	<a href="#">Previous Year Question Papers with Solutions</a>
<a href="#">Free Online Bank Exam Quiz</a>	<a href="#">Bank PO Question Papers with Solutions</a>
<a href="#">Logical Reasoning Questions</a>	<a href="#">General English for Competitive Exams</a>