



Microsoft Office 365

A suite of productivity tools

Microsoft Office 365 is a subscription-based online version of the Microsoft. It includes access to a range of applications, such as Word, Excel, PowerPoint, and Outlook, as well as other services such as OneDrive, Skype, and OneNote.

Advantages:

- A wide range of productivity tools suitable for education and business purposes
- Access applications and services from any device with an internet connection
- Support creativity, collaboration, and problem solving
- Protect identity, apps, data, and devices with intelligent security

Main features:

Microsoft Word is a word processing application that allows users to create and edit documents, including text documents, resumes, and reports.

Microsoft Excel is a spreadsheet application that allows users to create and edit spreadsheets, including budgets, schedules, and data analysis.

Microsoft PowerPoint is a presentation application that allows users to create and edit professional-looking presentations.

Microsoft Outlook is an email and calendar application that allows users to manage their email, schedule, and contacts.

Microsoft OneDrive a cloud-based storage service that allows users to store and access and share files from any device with an internet connection.

Microsoft OneNote is a digital notebook application that allows users to take notes with images and audio recordings, create to-do lists, and save important information.

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Some software features may not be available depending on the hardware and Operating System of the device.

