
Microsoft Office
Class 1 – The Absolute Essentials
By Adam J. Richter M.S.

Is there really a difference between Window XP and Office XP?

There is a lot of confusion about the differences between Windows, Office, Works, Outlook, Outlook Express, and more. In this class we are going to clear up that confusion.

FACTS:

- Windows does not come with Microsoft Office
- New Dell's typically come with a 60-90 day trial of Microsoft Office 2003
- There are different versions of Microsoft Office that include different things

Operating Systems

If the hardware in your computer is the engine, then the operating system is the driver. Here is a list of the Windows Operating systems that you might have. This list is in order from oldest to newest.

- Windows 95
- Windows 98
- Windows 2000
- Windows ME
- Windows XP (Home and Professional)
- Coming Soon (Windows Vista)

How to tell what version of windows you have: System Properties

- Look at the splash screen during bootup
- Right click on the **my computer** icon, then click properties
- Go to the **start** button, then click **control panel**, then click **system**

Other types of operating systems are Linux and MacOSX

Office Suite

Office Suites are used to create business and personal documents. There are various packages available but the one we will be learning about is Microsoft Office.



Computer Repair, Service, & Tutoring
Sarasota (941) 918-0300
Manatee (941) 756-5300
<http://www.computerpros.cc/articles.php>

Microsoft Office is a software suite that typically includes Word, Excel, Power Point, Access, and Outlook. Newer releases of Microsoft Office are offering multiple versions for price convenience.

Here is a list of the most recent versions of Microsoft Office listed in order from oldest to newest.

- Office 97
- Office 2000
- Office XP
- Office 2003
- Coming Soon (Office 2007)

Here is a table with some of versions of Microsoft Office 2003

Professional	Small Business Management	Small Business Edition	Standard Edition	Student and Teacher Edition
Word 2003	Word 2003	Word 2003	Word 2003	Word 2003
Excel 2003	Excel 2003	Excel 2003	Excel 2003	Excel 2003
Outlook 2003 BCM	Outlook 2003 BCM	Outlook 2003 BCM	Outlook 2003	Outlook 2003
PowerPoint 2003	PowerPoint 2003	PowerPoint 2003	PowerPoint 2003	PowerPoint 2003
Publisher 2003	Publisher 2003	Publisher 2003		
	Small Business Accounting 2003			
Access 2003	Access 2003			

- Microsoft Word is for documents
- Microsoft Excel is for spreadsheets
- Microsoft Power Point is for slide show presentations
- Microsoft Access is for databases

How to tell if you have Office:

- 1) Go to the **start** button, then click **control panel**, then click **add/remove programs**
- 2) Look through the alphabetical list of programs for Microsoft Office...

There are other competing office packages like Microsoft Works, Star Office, Open Office, Lotus, Word Perfect and more...



Computer Repair, Service, & Tutoring
 Sarasota (941) 918-0300
 Manatee (941) 756-5300
<http://www.computerpros.cc/articles.php>

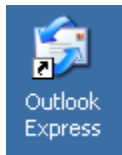
Right now, Microsoft Office is the dominant office suite. It is used as the standard in most Universities, and it is very popular in the business world.

One last point of confusion that needs clarification is the difference between Microsoft Outlook and Outlook Express. These two programs are completely different although they are both for E-mail.



Microsoft Outlook

Microsoft Outlook comes with Microsoft Office, not with Windows. Microsoft Outlook is for e-mail, contacts, tasks, and calendar.



Outlook Express

Outlook Express comes with Windows Outlook Express is only for e-mail and contacts.

The problem with using E-mail programs like Microsoft Outlook and Outlook Express is that it ties your e-mail checking to the computer that you are on. Web based e-mail services do not have this limitation.

COMPUTERPros

Computer Repair, Service, & Tutoring

Sarasota (941) 918-0300

Manatee (941) 756-5300

<http://www.computerpros.cc/articles.php>