

# Microsoft Office là gì? Toàn bộ về Microsoft mà bạn cần biết

Mặc dù là một công cụ quen thuộc, nhưng không phải ai cũng đã nắm rõ Microsoft Office là gì và những thông tin liên quan đến công cụ này.

Mặc dù là một công cụ quen thuộc, nhưng không phải ai cũng đã nắm rõ hết những thông tin liên quan đến Microsoft Office. Trong bài viết này, TipsMake sẽ giới thiệu đến các bạn khái niệm Microsoft Office là gì cũng như công dụng, lợi ích mà công cụ này mang lại. Cùng tìm hiểu ngay.

## Microsoft Office là gì?

**Microsoft Office** hay bộ phần mềm Office là tên gọi của các ứng dụng được Microsoft nghiên cứu và phát triển nhằm hỗ trợ thực hiện các tác vụ văn phòng của người dùng. Trong đó, có thể kể đến các ứng dụng quen thuộc như: Microsoft Word, Excel, PowerPoint, OneNote và Outlook.

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With Microsoft Office, users will use applications to perform a number of tasks such as text editing, calculation, math - processing - data tabulation, designing and presenting slides quickly and easily. .

In addition, by taking advantage of software to organize work or store personal information, you can organize data and manage information in the most effective and optimal way. **It can be said that the birth of the Microsoft Office** office suite has brought many functions and benefits to users.

This tool allows solving tasks from simple to advanced and replaces manual work that had to be done by hand or computer as before. At the same time, mastering the application suite from Microsoft also improves work management skills and perfects individual and collective discipline.

## Current Microsoft tools

As mentioned above, Microsoft Office has built a suite of office applications with full functions, helping users to handle and solve tasks quickly and easily. Specifically:

### 1. Microsoft Word

Referring to Microsoft Office, it is impossible not to mention the company's famous trio: **Word, Excel and Powerpoint** . Among them, **Microsoft Word (also known as Word, Winword)** is a popular text editing software with the largest number of users today.

Microsoft Word allows users to edit raw text - text, along with a variety of effects such as font, text size, text color. If you want your text to be more vivid and eye-catching, you can add graphics and multimedia effects including sound, video,.

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Not only that, Microsoft is also equipped with other useful tools such as checking grammar and spelling with a variety of languages ??supported for users. When you finish editing, you can save the Word file as .doc, .docx or expand the identifier with .txt, .html.

Currently, Microsoft Word has gone through many versions with changes and improvements each year. Prominent among them are Microsoft Word 2003, 2007, 2010, 2013, 2016, 2019, 2021,.

## 2. Microsoft Excel

**Excel** is also an application that has made a name for Microsoft Office. This is the most popular data processing software today. For those who are office workers, especially those working in fields that require calculation **and management of information and data** , being proficient in Microsoft Excel is a basic must-have.

Excel consists of rows and columns, which combine together to form millions of cells like a giant spreadsheet with extremely large data storage. You can enter numeric or text data into the cells above and use calculation formulas and separate functions depending on your work purpose.

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Not only can Excel calculate and process basic data, it is also capable of working with extremely large data files accurately and quickly. However, with large data, users are required to enter complete and synchronous information into the system to produce the most accurate results.

In general, Excel will be suitable for document editing, calculation, and data analysis tasks with common functions such as Logic, SUM, Vlookup, Hlookup, If, AVG, etc. Then, you can calculate quickly without using a handheld calculator or having to calculate manually. In addition, many people also use it to assign, organize work, plan, etc.

## 3. Microsoft PowerPoint

The next application from Microsoft Office that **TipsMake** wants to introduce to you is **PowerPoint** - a tool that effectively supports users in **creating slides and presentations** . This tool is not only useful for office workers, but is also software used by a large number of students, teachers and speakers today.

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From a dry knowledge, through Powerpoint, you can present it in an intuitive, easy-to-understand way with illustrations with vivid images, videos and sounds. Not only that, in the latest version, Microsoft has integrated many tools for users to use and turn all knowledge into an interesting presentation.

## 4. Microsoft OneNote

**Microsoft OneNote** is like a notebook, helping users store all information, from work, study, ideas, timetables to the simplest reminders. From there, you don't need to worry about missing important information or events because it's all been compiled in a OneNote electronic notebook.

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With OneNote, you can title, organize, share, or even print it to suit your needs. At the same time, when needing certain information, OneNote also helps users search simply and quickly. Thus, OneNote will help note-taking and storage become much smarter and more scientific.

Not only that, OneNote is also popular for its ability to convert data from handwritten, image or audio form to text and stored online on the Internet. At that time, users can easily write worklists, take notes and view necessary information anytime, anywhere.

## 5. Microsoft OneDrive

**Microsoft OneDrive** is also known as a **cloud storage** tool . This tool allows users to upload data, synchronize and retrieve data from browser, computer or phone easily.

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In addition, users can also **share personal data** with any individual they want. Thus, others will have the right to view and use your data without having to log in to the owner's account. This improves security, avoiding information and data theft when an incident occurs.

With cloud storage, you can upload files, photos, videos, folders. quickly and simply without consuming computer capacity. In addition, OneDrive also allows you to use uploaded data at any time, as long as you have a device connected to the internet.

## 6. Microsoft Outlook

**Microsoft Outlook** is a useful tool that helps users easily **manage work and personal information** . Tasks that can be performed in this application include: Managing emails, organizing schedules, storing contact information or even reminding notes.

In addition to independent use, Outlook also allows users to combine with other applications to optimize work capacity and performance. This helps users create a more scientific and convenient information management system.

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## Which platforms support Microsoft Office

Currently, there are many platforms that support Microsoft Office, from computer devices with Windows and Mac operating systems to Android or iOS mobile devices. In addition to Microsoft Office offline, Microsoft also supports you to use it online to bring optimal convenience to users. However, no matter which platform you use

online/offline, all features will be fully integrated to bring you the best experience with this toolkit.

## What new features has Office updated for smartphones?

In order to bring optimal convenience to users, Microsoft has updated many new features specifically for smartphones, on both iOS and Android operating systems.

According to **Phonearena** - a reputable technology information site, Microsoft's latest update recently added a **text editing application** with a word count feature. Even if you scroll the page, the number of words you have drafted will be permanently displayed so you can easily track and control.

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For Android operating systems, you can delete contact names and activate **do not disturb mode** on the Outlook application. When you activate this mode, emails will no longer be displayed on the screen.

In addition, you are also allowed to edit slides in landscape mode when using Microsoft Office PowerPoint. With this utility, manipulation and editing will be much easier than with the previous portrait mode.

Particularly with the iOS operating system from Apple, you can back up draft messages in Outlook, and also allows you to edit documents on your phone and then send them to your computer and vice versa. In addition to the above utilities, there are many improvements and upgrades added by Microsoft on both Android and iOS operating systems that you can experience for yourself from your device.

## Other outstanding Microsoft services

In addition to the above information, Microsoft also provides a number of other outstanding services as follows:

### 1. Office 2016

**Office 2016** is a new version exclusively for desktop computers under Windows and macOS operating systems. It can be said that this is considered the first time in history these two platforms have been synchronized with each other.

Specifically, the Office 2016 suite for Windows will cost about 2.5 million VND, or 105 USD. macOS alone will be a little higher at 3 million VND, or 129.5 USD. With the above amount, you can receive a license and permanently use all Office applications, including Excel, Word, OneNote and PowerPoint.

### 2. Office 365

**Office 365** is an online service developed by Microsoft with the main target audience being businesses and individuals. With this tool, you can use it to chat, send emails as well as share files in the cloud.

When you purchase Office 365, you will be licensed to use the Microsoft Office suite of applications, including: Word, Powerpoint, OneNote, Excel, OneDrive, Outlook, Skype. Currently, the price of Office 365 varies between businesses and individuals. Specifically, the price for businesses will be **230,000 VND/month** , or **9.99 USD** . The individual package will be **160,000 VND/month** , or **6.99 USD** .

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Besides, you can buy the popular **Office 365 Business Essentials** package for **120,000 VND/month** , or **5 USD** to use other products such as: OneDrive, SharePoint, Microsoft Teams, Skype for Business, Exchange. **The Business** package alone will have a higher price of **8.25 USD** , or **190,000 VND/month** . With this package, you can experience products like PowerPoint, Outlook, OneDrive, OneNote, Access, Excel and Word.

**In particular, the Business Premium** premium package costs **290,000 VND/month** , or **12.5 USD**, which will provide you with a complete set of products from Microsoft.

### 3. Office Online

**Office Online** will bring online application packages including: **Excel Online, Word Online, PowerPoint online**. At that time, you do not need to open the application on your computer but can work right in the browser. At the same time, using Office Online also helps you save costs and no longer be haunted by worries about losing files, not having time to save files, etc.

## Instructions for quickly downloading Microsoft Office

Below are simple steps for you to quickly download Microsoft Office to your computer.

**Step 1:** Access **the web browser** you are using, enter in the search bar **the version of Microsoft Office** you want to download to your computer. It's best to download version 2010 or higher, or download the most recent version to fully utilize the modern features of the toolkit.

**Step 2:** After searching for the version you want to download, click download and wait for the download process to complete.

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**Step 3:** Once the download is complete, install it as usual. This software provides **installation instructions** so you can easily do it even if you are not tech-savvy.

**Step 4:** **Activate Office's license** to enjoy all products and services of this toolkit. If you forget to activate, Office will automatically remind you and you just need to follow the instructions.

## Epilogue

Thus, the above article has compiled the latest and most general information about the toolkit from Microsoft and helps you clearly understand what MS Office is. Although it is a quite familiar tool, not everyone understands or grasps all the functions it brings. Thank you for following TipsMake's article.

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