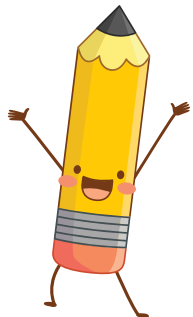




Office Tools

Introduction

Office Tools include some application softwares. These softwares are designed to make computer users more productive and efficient at their workplace. Usually these tools/softwares are used to create, update, manage documents, handle large data, create presentations etc.





Overview

a brief overview of what you'll cover in Office Tools

Types of Office Tools

Computer Software plays the role of mediator between the user and computer hardware. A Software is a set of programs that enable a user to perform some specific task or used to operate a computer.

**Word Processor
Software**



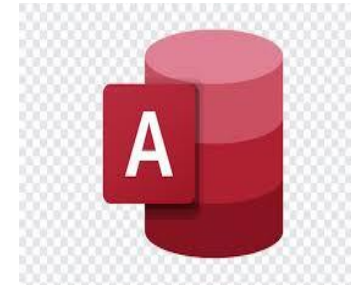
Spreadsheet Software



Presentation Software



Data Base System



Multimedia Tools





Interesting facts

A significant fact about digital office tools is their ability to significantly improve work-life balance for employees. Digital tools enable remote work, flexible schedules and streamlined communication, leading to a more integrated and less stressful work experience.

Offline Vs Online

"Offline" refers to a state of being disconnected from the internet or a computer network. When a device is offline, it can't send or receive data, and applications that require an internet connection won't function properly.

"Online" refers to being connected to or accessible through a computer or computer network, particularly the internet. It describes a device or system that's actively linked to the digital world, allowing for communication, information sharing, and various online activities.



Offline



Online



Offline Vs Online Office Tools





Offline Office Tools	Online Office Tools
No internet connection is required for using these tools.	Internet connection is required for using these office tools.
Files created in offline office tools are stored in the local storage of computer system.	Files created in online office tools are stored on the cloud storage.
Files can be accessed only on the local computer system where they are stored.	Files can be accessed from anywhere in the world as files are stored at online storage media
Files cannot be shared easily. Third party tools can be used to share files with others.	File can be shared easily as these tools have the inbuilt option to share files
Multiple people cannot work on the same file created in these Apps.	Multiple people can work on the same file created in these Apps.
MS Word, Excel, PowerPoint etc.	Google Docs, Google Sheets, Google Slides etc.

Word Processor Tools

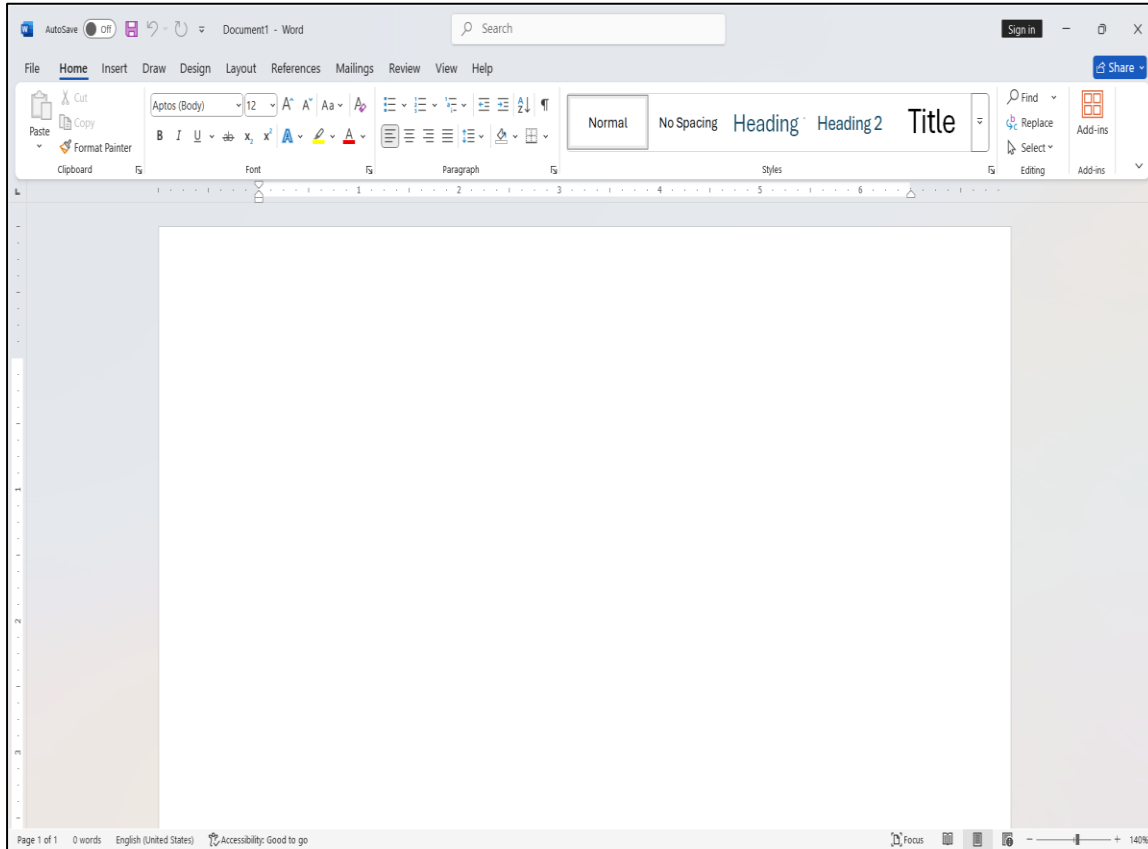


A software for creating, storing and manipulating text documents is called **word processor**. In simple words, we can say that Word Processor is a software that is used to manage text documents. User can create, update and format text files using word processor. A word processor is an essential part of any office suite. A word processor usually runs on local machine as a desktop application like Microsoft Word, but nowadays cloud based Word Processors like Google docs are also used which makes it easier for teams to manage their documents on cloud.

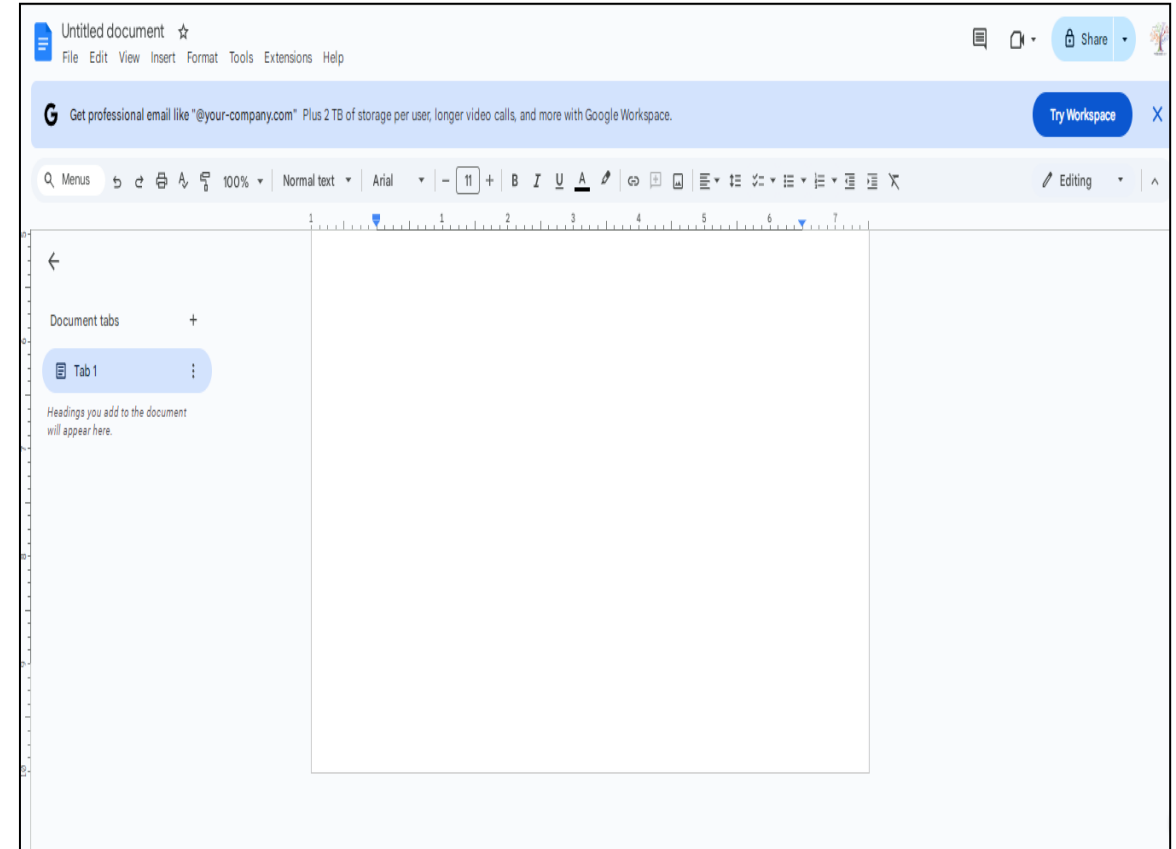
Examples of some word processors are:

-  MS-Word, Word Perfect : Retail Cross-Platform word processor
-  Word Pad: Retail Windows only word processor
-  Google Docs: Freeware Cloud Based word processor
-  Open Office Writer: Open Source word processor

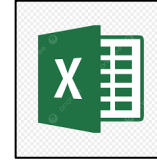
MS-Word



Google Docs






Spreadsheet Softwares

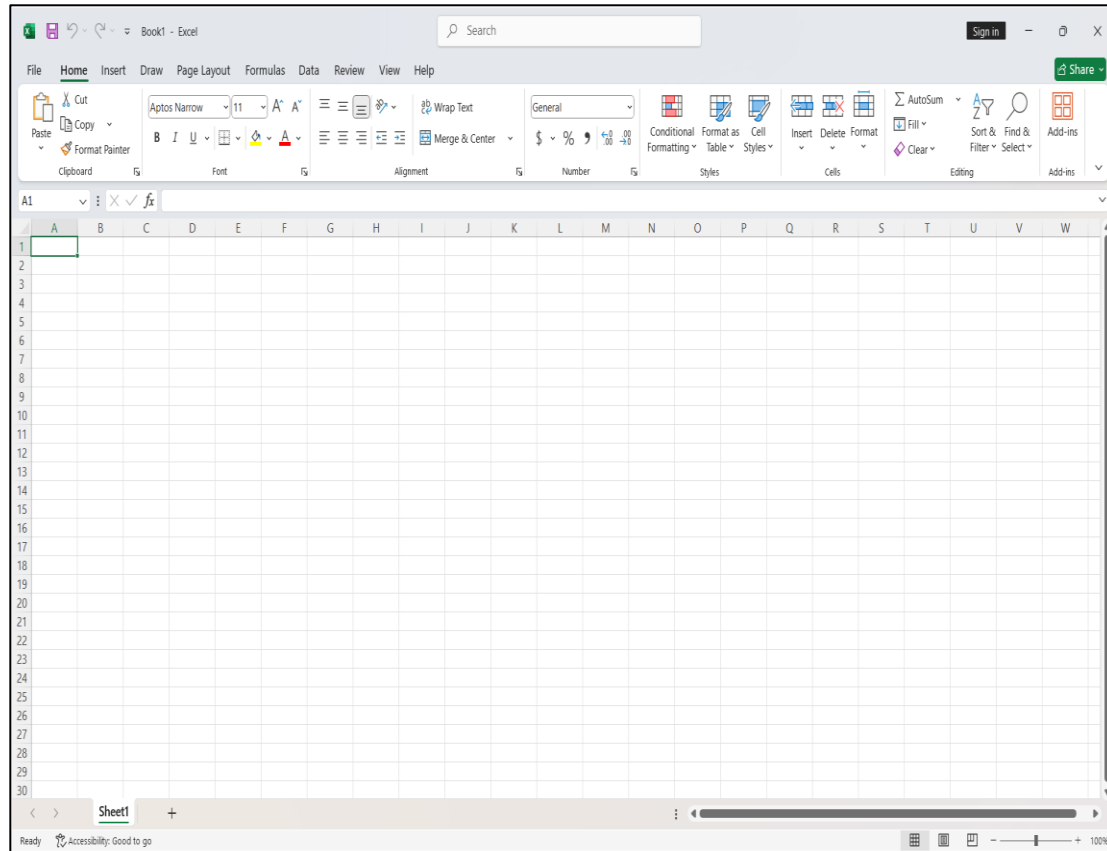


Spreadsheet is a software that allows users to process and analyse tabular data easily. It is a computerized mathematical and accounting tool. In a Spreadsheet, data is always stored in cells. A cell is an intersection of rows and columns. Users can use functions and formulas very easily to process data stored in the cells. Spreadsheets are usually used to maintain budget, financial statements and sales records etc.

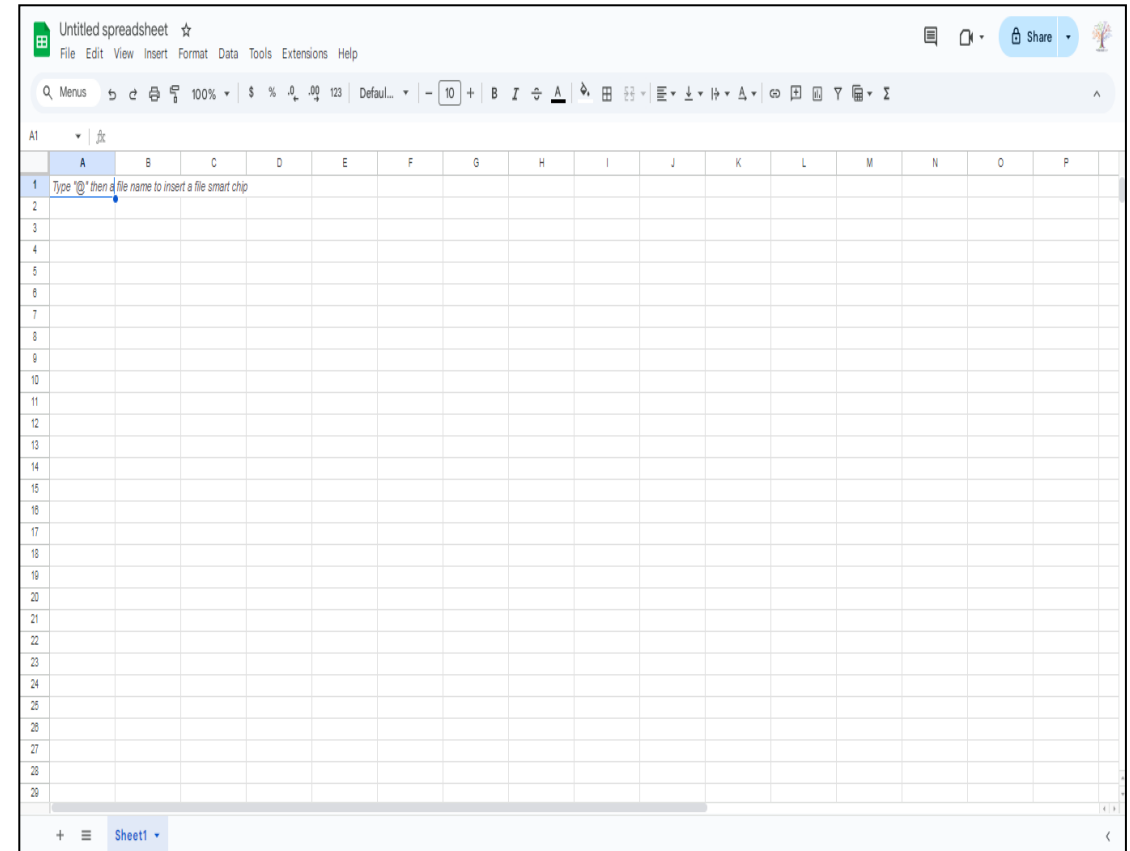
Examples of some spreadsheet software are:

-  MS-Excel: Retail Cross-Platform spreadsheet package
-  Google Sheets: Freeware Cloud Based spreadsheet package
-  OpenOffice Calc: Open Source spreadsheet package

MS-Excel



Google Sheets







Presentation Softwares

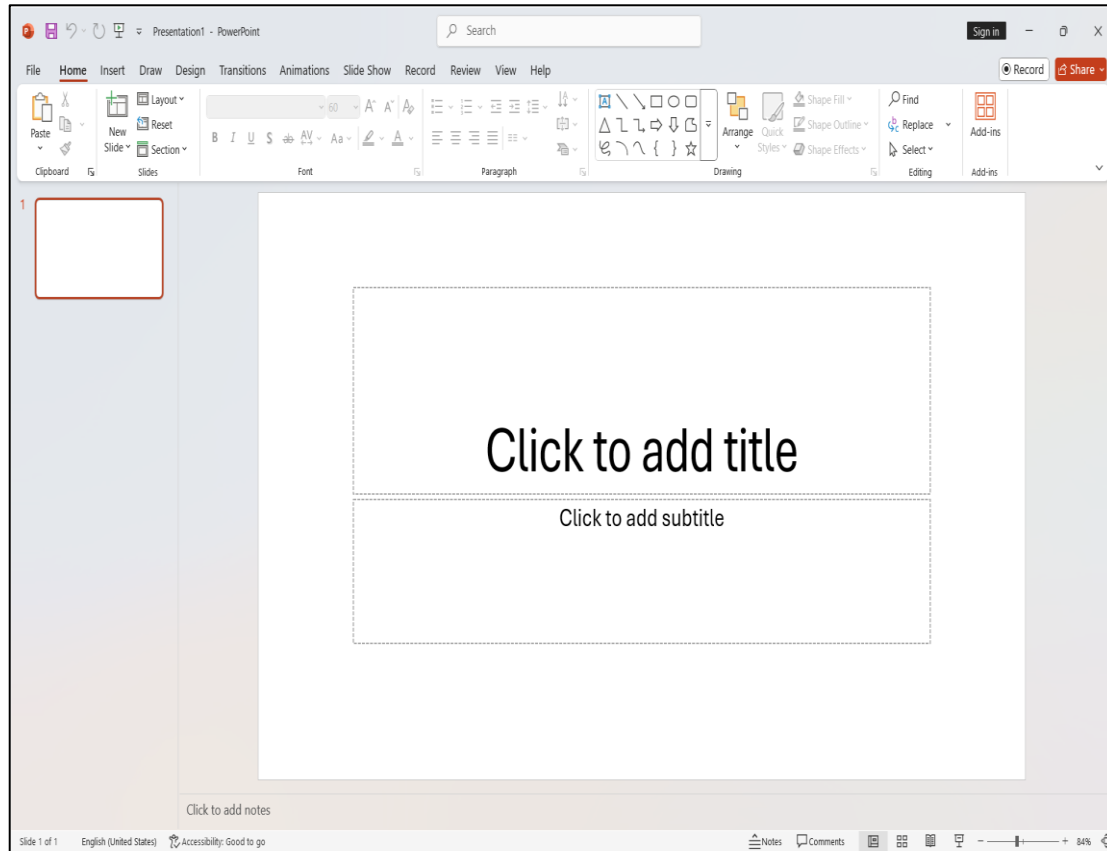


A **Presentation** Tool enables users to demonstrate information in the form of a slide show. This information is broken into small pieces called slides. A series of slides that present information about some idea or concept to an audience is called a presentation. The slides in the presentation can have text, images, tables, audio, video or any other multimedia information.

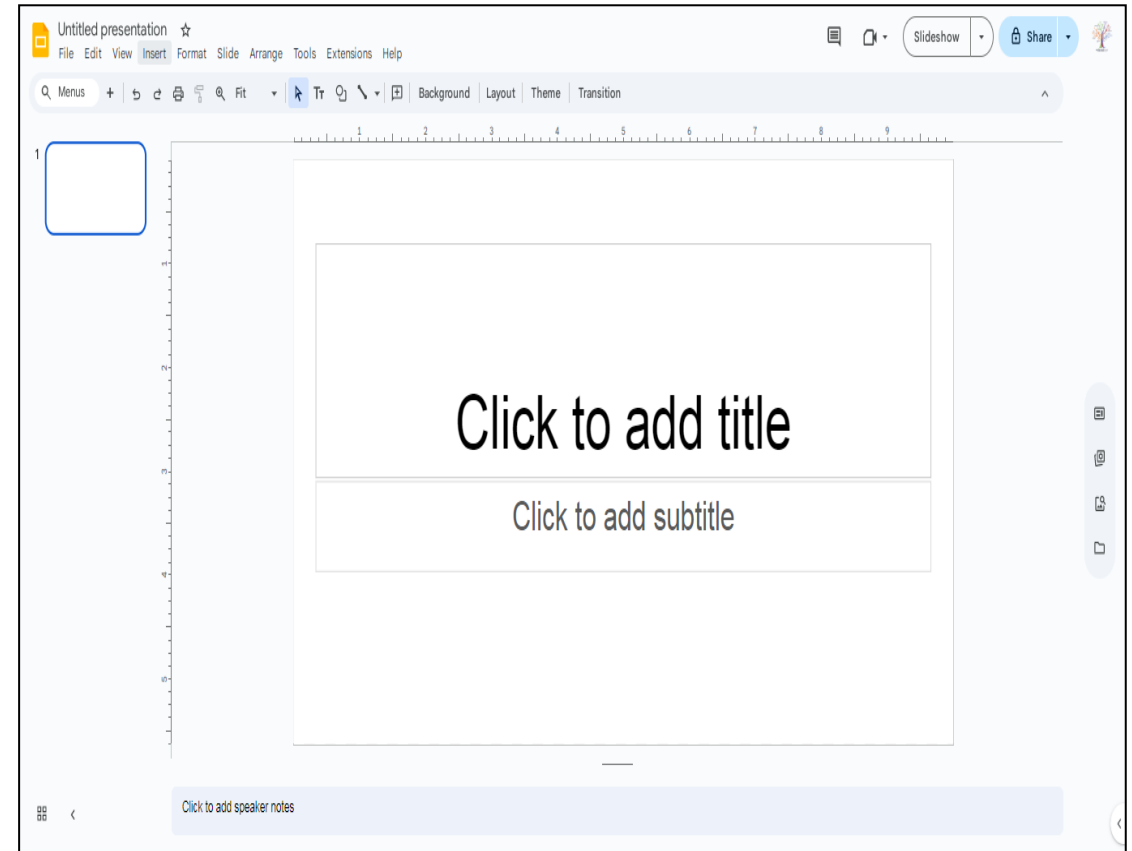
Examples of some presentation tool are:

-  MS-PowerPoint: Retail Cross-Platform presentation tool
-  Lotus Freelance: Proprietary software presentation tool
-  Google Slides: Freeware Cloud Based presentation tool
-  OpenOffice Impress: Open Source presentation tool

MS-PowerPoint



Google Slides








Database Management Systems



DBMS (Database Management System) is a software that manages data by creating databases. A database is an organised collection of data. It is a computerized approach for managing data of organizations.

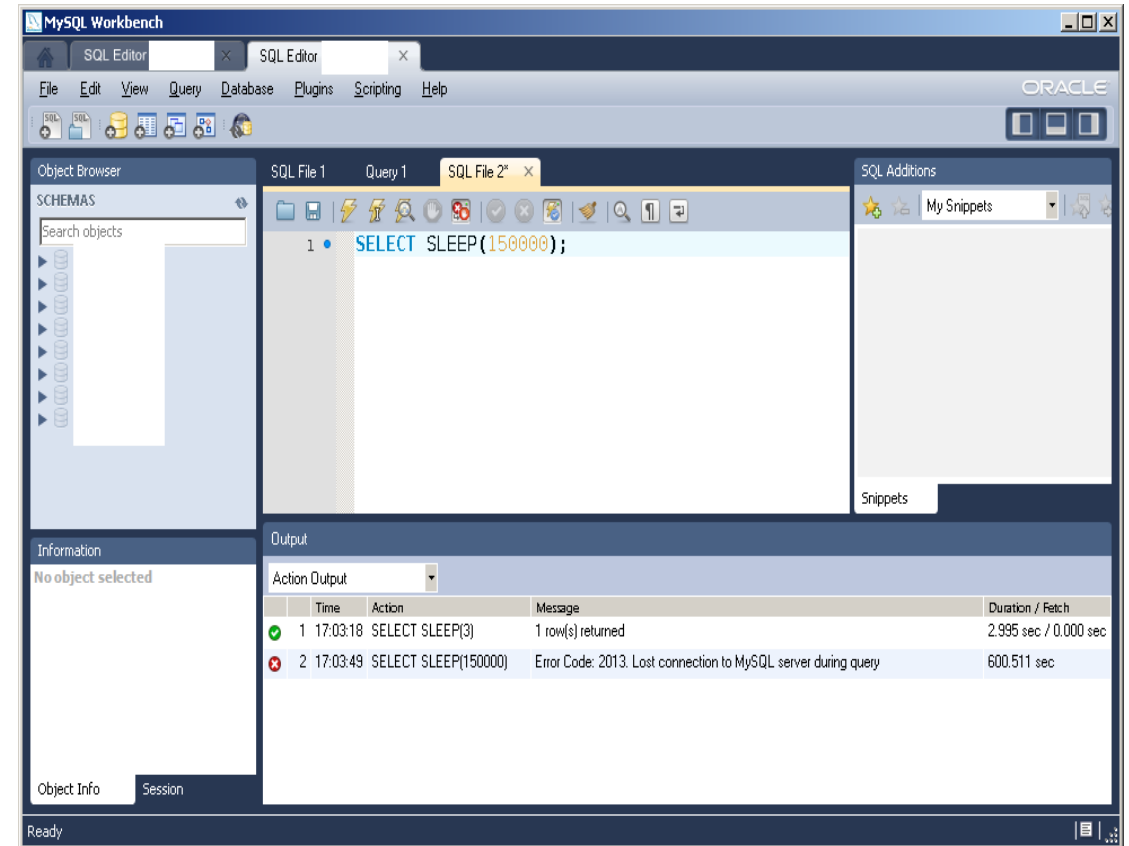
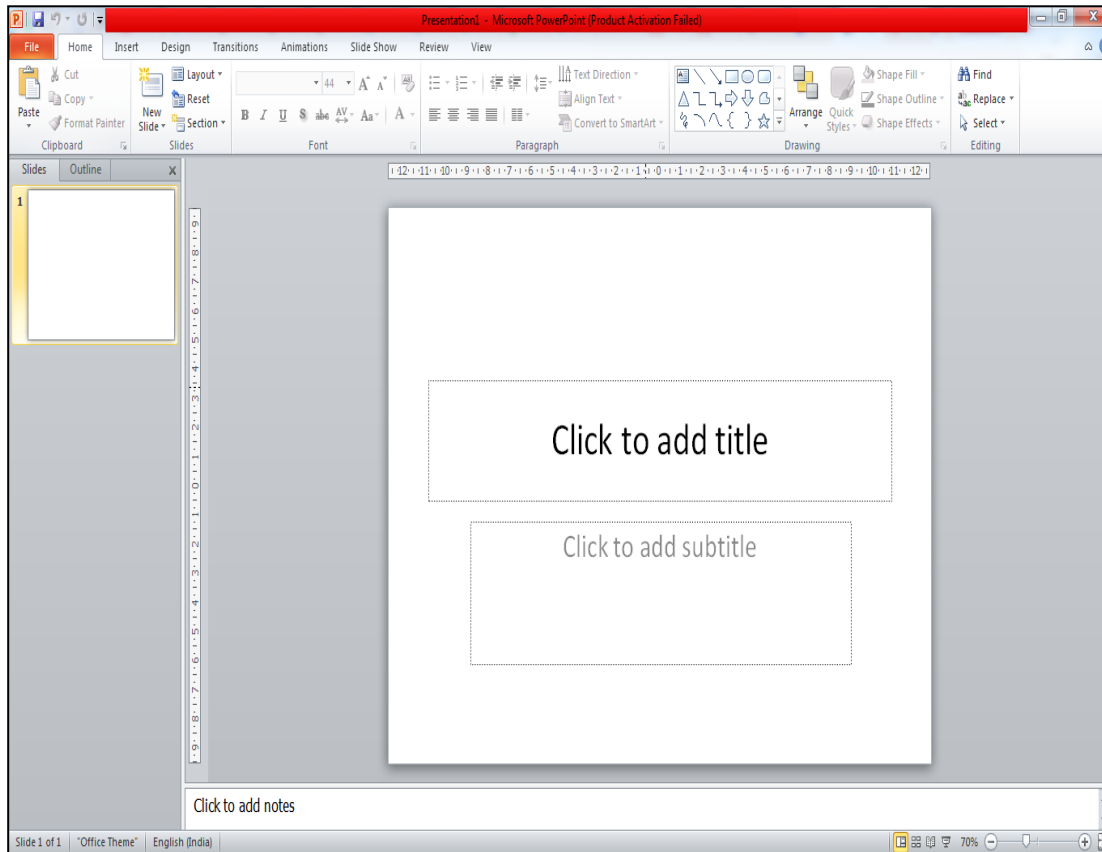
Examples of some Database Management Systems are:

-  My SQL: GPL (General Public License) or Proprietary Open-Source Relational Database Management System
-  Postgre SQL: Free and Open-Source Relational Database Management System
-  Oracle: Proprietary Software for Relational Database Management System
-  MS Access: Retail database tool by Microsoft
-  Open Office Base: Open Source database tool

MS-Access



MySQL








Multimedia Tools



Multimedia is a form of communication that combines different forms of contents such as text, audio, images, animations, or video into a single presentation. Multimedia tools allow users to create multimedia applications/contents using various forms of contents. In offices, multimedia tools are used to create and play business presentations, for employee's training purpose, for advertising and documentaries. Adobe Flash, Media Players and Real players are the examples of multimedia tools.

Examples of some Multimedia Tools are:

-  Emails, Group Chat, Video Conferencing : Which can be used for communication
-  Google Drive, One Drive : Cloud storage
-  pdf to word, word to pdf, jpg to pdf : Various types of conversions
-  winzip, winrar, 7zip : File compression
-  Canva, Figma, Wix, Pinterest : for design template

Multimedia Tools



Webex Meetings



InShot



Google Drive





Advantages of Using Online Office Tools

- ☐ The cost is low. In most cases, there is no specific charge for using the service for users who already have access to a computer with a web browser and a connection to the Internet.
- ☐ There is no need to download or install the tools/software.
- ☐ Online office tools can run on thin clients (N Computing) with minimal hardware requirements.
- ☐ Online office tools provide the ability to share files.
- ☐ There is no need to purchase or upgrade a software license. Instead, the online office suite is available in the form of Software as a Service.
- ☐ Online office tools are portable. Users can access their documents from almost any device with a connection to the Internet, regardless of which operating system they use.
- ☐ If the user's computer fails, the documents are still safely stored on the remote server.

Disadvantages of Using Online Office Tools

- ❑ Access requires connectivity if the remote server or network is unavailable, the content will also be unavailable.
- ❑ There are speed and accessibility issues. Most of the available online office tools require a high speed (broadband) Internet connection. That can be a problem for users who are limited by a slower connection to the Internet.
- ❑ The number of features available is an issue. Online office suites tend to lack the advanced features available on their offline counterparts.
- ❑ In the long term, if there is a subscription charge to use the service, the on going subscription cost may be more expensive than purchasing offline software upfront.
- ❑ The user has no control over the version of the software used. If the software is changed the user is forced to use the changed version, even if the changed version is less suited to the user.
- ❑ The user is reliant on the service provider for security and privacy of their documents.



Shortcut keys play a significant role in office tools

Shortcut keys can help you work more efficiently and format your text quickly.

Ctrl + S
Save document

Ctrl + P
Print document

Ctrl + X
Cut

Ctrl + C
Copy

Ctrl + V
Paste

Ctrl + Z
Undo

Ctrl + A
Select all

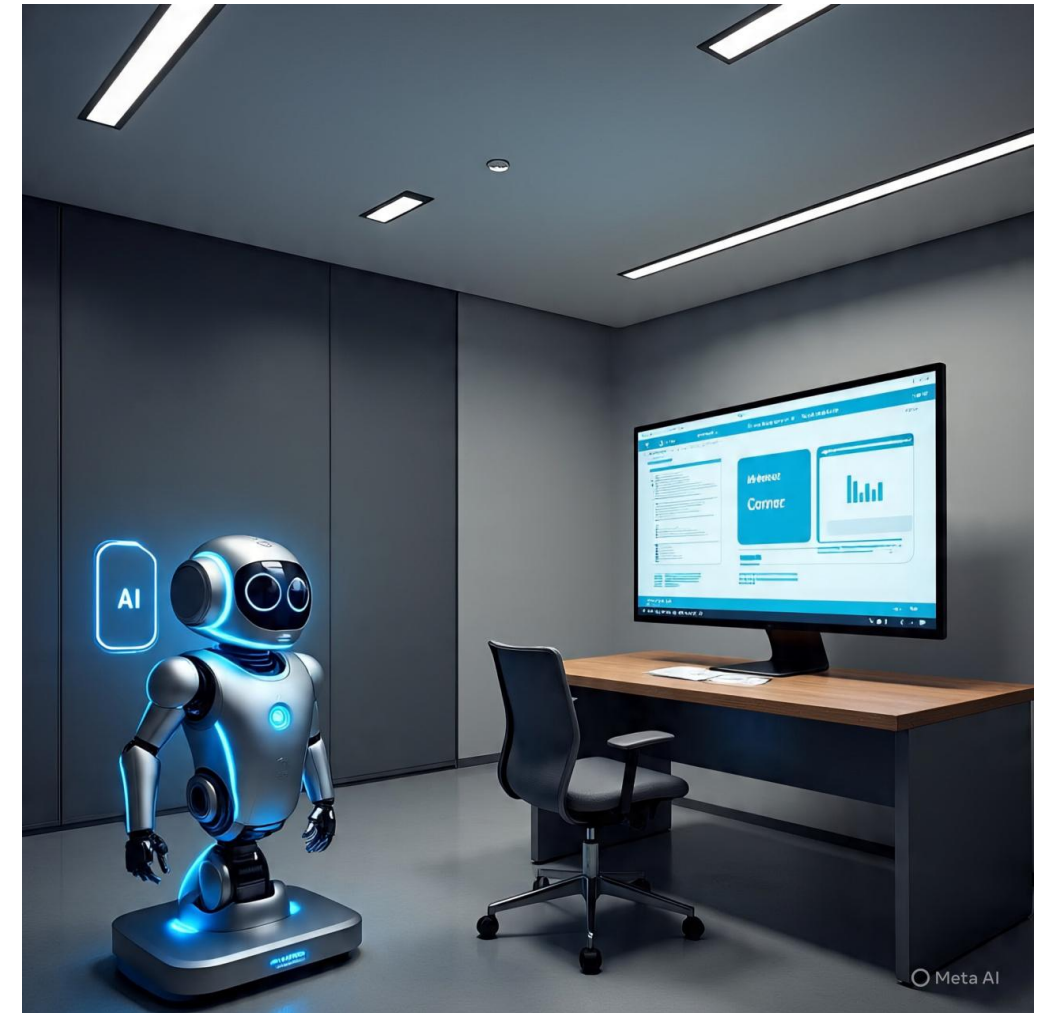
Ctrl + N
New document

AI Office Tool Corner

AI Office Tool is transforming the way we work, enabling us to be more productive, efficient, and effective.

Examples of some AI Tools

- ❖ ChatGPT : Writing and Content Creation
- ❖ Canva AI: Image Generation and Editing
- ❖ Google Gemini : Productivity and Workflow Automation



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Conclusion

a brief summary of your presentation.

Conclusion & Key Takeaways

- The choice between **offline** and **online** tools depends on your needs for **power, collaboration and internet reliability**.
- **Microsoft 365** offers a powerful, feature-rich offline experience with strong online features.
- **Google Workspace** champions simplicity, speed and unparalleled real-time collaboration.
- Modern work often involves using a **blend of these tools** to be most effective.





Thanks

