

Benefits for company of upgrading to microsoft office 2010

[Linguistics](#), [English](#)



Benefits For Company Of Upgrading To Microsoft Office 2010

Abstract

The paper is a formal justification report to the Encoder Power Plus Company (EPPC) making a recommendation to change the use of the current software package, the Microsoft Office 2007 to the newest software package, the Microsoft Office 2010. The beginnings of the report consist of the ones who will read the report, who wrote it and what the content subject is. The first part of the report tells about the purpose of the report. The second part of the report tells about the background of the company, the problems encountered and the details of the recommendation. In the details, it talks about the essential features of the MS Office 2010. And the last part of the report tells about the summary and the action that will be made.

Purpose of the Report

The purpose of this report is to change the software package the Encoder Power Plus Company (EPPC) is using and introduce the newest software package to help the workers work more productive and more effective.

Background Information, Problems and Recommendation

Encoder Power Plus Company is one of the famous encoder companies that accepts encoding and grammar checking jobs of different paper works. Most of their customers are students and workers. One of the major technologies the workers are using is the computer and one of the major software packages they are using is the Microsoft Office 2007. Recently, orders were rapidly increasing. Despite of the fact that 200 workers are in the company, some orders are still not completed in time. It has been discovered from the personal interviews done and from the general discussion between the

workers and the employers that due to the incomplete features of the MS Office 2007, these lead the workers to do some orders manually. The reason behind this is that some important features that are very useful and important to the encoding jobs aren't included and are limited in the software package MS Office 2007.

Due to these problems that have been discovered, it is essential to change the current MS Office 2007 to the newest one that will have the answers of the problems encountered, the MS Office 2010. The MS Office 2010 has the following features that will best help the workers:

Use of ribbons instead of menus and toolbars and can be fully customized.

Use of more tools outside the document backstage viewing window.

Use of blog posting options which is available in the application.

Use of the spelling checker which is combined with automatic correction.

Use of email essentials are available.

Use of open Formats (*. odt) OpenDocument Text that customers usually requires.

Use of photo editing tools.

Use of Video in Microsoft PowerPoint.

Basing from the information gathered, in order to change the currently used MS office, we need to upgrade the supported operating system. I used the internet and the Microsoft Corporation to gather the information about the cost of the product and the other essential features of the recommended package. The estimation of the cost of the product and the upgrading of the OS is about \$50, 000. The changing of the software of the 220 computers in the company will take for about two weeks. After the installation, the MS

Corporation will conduct a one day free hands on seminar for the workers for them to familiarize the use of MS Office 2010.

Summary and Action

According to the personal interviews and the general discussion done by the workers and employers of EPP Company, the cause of low productivity and not completed orders in time is the use of MS Office 2007 due to limited and not available important features. It is strongly recommended to change the software package currently being used by the EPP Company to The new software package, the MS Office 2010. This new package has the essential features that will best help the workers to be more productive and more effective.

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