Microsoft office software case study sample

Business, Company

Microsoft Office Software

One of the most widely used office software suites is the Microsoft office, attributed to its primary advantages, which encompass; an appealing interface, and a total cost which is lower than buying the programs individually. In line with this, Microsoft office access is one of the programs found in the Microsoft office (Viescas & Conrad, 2009). The program contains a plethora of templates-assets, contacts, events, faculty, issues, projects and tasks-, which are widely used in tracking data and creation of essential database (Viescas & Conrad, 2009). Inn Business, asset and contacts templates are some of the most commonly used templates provided by Microsoft office suite.

Asset tracking templates are actually presented in tables that contain predefined fields (Viescas & Conrad, 2009). This template is largely used for keeping course of assets, and the key fields in the template comprise of identity section, items, categories, conditions, location, owner, and dates (Viescas & Conrad, 2009). Similarly, the contact template is designed in a similar manner, with tables comprising different fields, which encompass; id section, name, e-mail address, phone numbers, company and job title (Viescas & Conrad, 2009). The template is largely designed to keep track on the contacts, which may either be business or personal (Viescas & Conrad, 2009). Conventionally, the templates are highly accessible online from Microsoft, specifically for valid users of Microsoft office products (Viescas & Conrad, 2009).

Assets and contact templates are relatively easy to create, since the basic requirements are a computer, and the Microsoft office software. In tandem to

this, they give solutions to common problems (Hess, 2007). Further, they are also remarkably inherent in business as they aid in the creation of efficient databases that can be used in tracking data and the basic assets (Hess, 2007). Also, the templates can be shared for better production and operation of businesses (Hess, 2007).

References

Hess, K. (2007). Microsoft Office Access 2007: The Line, the Express Line to Learning. Hoboken, NJ: Wiley Publishing, Inc.

Viescas, J. & Conrad, J. (2009). Microsoft Office Access TM 2007: Inside Out. Sebastopol, CA: O'Reilly Media, Inc.