

## Applications Overview

### Word

- Designed for creating business documents
- Can use WordArt, insert cover pages, and create table of contents

### Excel

- Electronic spreadsheets that organize your data
- Contains tools to summarize your data, such as pivot tables and charts

### PowerPoint

- Creates professional presentations
- Can design slides or use templates with audio, video, animation, text, and photos

### Outlook

- Not just email – Outlook is an information manager
- Has calendar, contact directory, task list, and file sharing features

### Teams

- Chat based collaboration platform
- Features include live chat, calendar, online meetings, file sharing, and screen sharing capabilities

### OneNote

- Note-taking program that gathers notes, drawings, and audio clips
- Organize with tabs, share with your team and easily search for your notes

### Visio

- Diagramming software that creates many different types of diagrams
- Can create flowcharts, building plans, floor plans, 3D maps, and posters

### Access Database

- Data organization storage and retrieval system
- Input and extract data to summarize or create reports from your database

### Project

- Project Management Software
- Create Gantt Charts, generate reports, check in on ongoing projects and develop schedules

### Microsoft To Do

- Web based application to create tasks and task lists
- Create personal task lists, assign tasks, group similar or related tasks and filter your tasks

### Microsoft Planner

- Web based application for task management for organizations
- Assign planner board to specific teams or departments, update progress, assign group or individual tasks and collaborate on tasks and deadlines

## Grey Areas - What's the best application to use?

### Diagrams

- Create simple diagrams in Word and PowerPoint
- Create more complex diagrams in Visio and use its templates to save time

### Marketing Materials

- Select from multiple templates in Word or PowerPoint

### Tables (Data Storage)

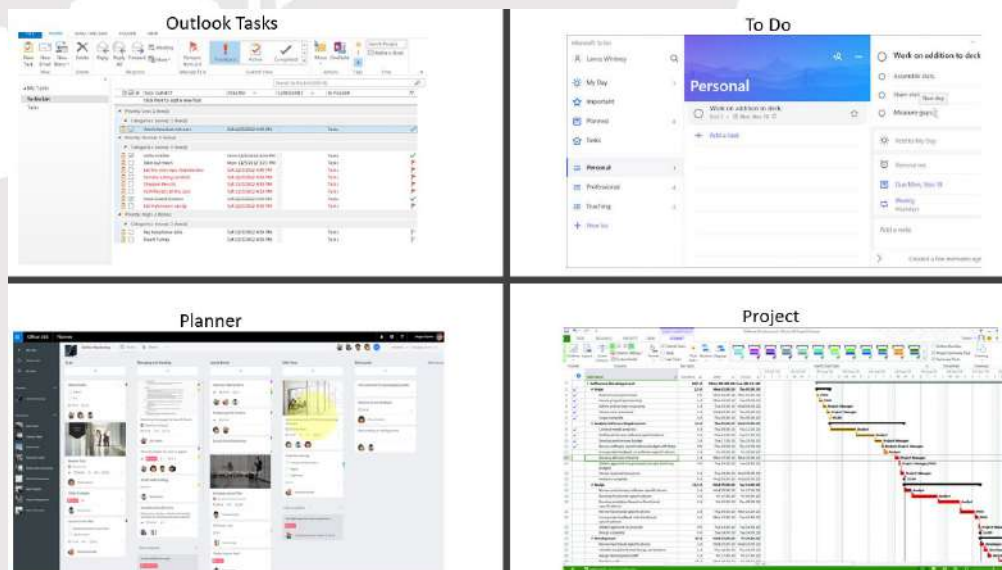
- Use Excel to create pivot tables, charts, make calculations and reports
- For more complex relational data use Access to create databases

### Communication & Collaboration

- Outlook for business communication with external parties
- Teams is best for real time internal communications to chat and collaborate

### Task Lists and Project Management

- Use Microsoft To Do to create your task lists
- Microsoft Planner is best for assigning tasks for your team, tracking projects and collaborating on deadlines
- Project helps visualize projects and can be used to track budgets and fund for specific projects
- Create Gantt Charts in Visio



Catch the [webinar replay](#) or browse our [free resources](#). Check out our [course catalog](#) to learn more about these applications.