# Chapter 1

# OFFICE TOOLS

## Introduction:

As we all know that hardware and software work together to accomplish a task. Computer software is classified into two broad categories: system software and application software.

**System Software:** System software consists of a group of programs that control the operations of a computer equipment including functions like managing memory, managing peripherals, loading, storing, and is an interface between the application programs and the computer. MS DOS (Microsoft Disk Operating System), UNIX are examples of system software.

**Application software:** Software that can perform a specific task for the user, such as word processing, accounting, budgeting or payroll, fall under the category of application software.

## 1.1 Introduction to office tools:

Office tools are software programs designed to make computer users more productive and efficient at their workplace. Office productivity tools range from word processing to spreadsheet, presentation and database etc.

**Office Productivity tool** is a category of application programs that help users produce things such as documents, databases, graphs, worksheets and presentations. Many productivity applications are intended for business use. Examples of office productivity software include word processors, database management systems, graphics softwares and spreadsheet applications.