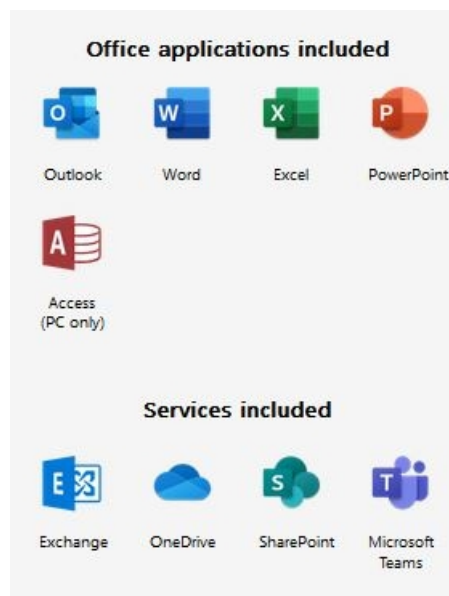


What are the different applications you get with an Office 365 subscription?

 [Print this guide](#)

The exact applications and services you get with an Office 365 subscription will depend on what type of subscription you have, and whether it is a personal subscription or one through your workplace, school or university. As Office 365 is a subscription service this may change over time, but this [Microsoft page](#) lists the different options.

What are the different applications and services used for?



Applications may include:

[Outlook](#) is described as a 'personal information manager', it is most commonly used as an email application but also includes: calendar, task manager, and contact manager functions.

[Word](#) is a word processing package that can be used to create text documents such as letters, posters, meeting agendas, minutes and reports.

[Excel](#) is a spreadsheet application that can help with budgeting and accounts. It can also be used to do mathematical formulae, input and build up information such as a database that can be merged for letters and envelopes, as well as build graphs and other mathematical calculations.

[PowerPoint](#) can be used to create an electronic presentation in a series of slides or pages. Slides can contain text, graphics, animations, charts and videos, and can be used to present information to an audience. It is most often used to create business presentations.

[Access](#) is a database application that allows you to build, store and manage large amounts of data.

Services offered may include:

[Microsoft Exchange](#) is a business wide email and calendar software that is installed on a businesses server.

[One Drive](#) is the free internet-based (or cloud) storage facility offered free by Microsoft to anyone with a Microsoft account. Read [our](#) guide to online cloud storage for information on One Drive and other free services.

[SharePoint](#) is a secure place that organisations can use to store, organise, share, and access information from any device through a web browser.

[Microsoft Teams](#) is a collaboration tool for businesses that allows teams to work collaboratively through chat, online meetings and file sharing.

[Skype](#) and [Skype for Business](#) are for instant messaging and online meetings. This has now largely been replaced by Microsoft Teams within organisations.

Last updated 18th June 2019

Next steps

- ▶ [A guide to online file storage](#)
- ▶ [What is Microsoft Outlook?](#)
- ▶ [What are the different sorts of Microsoft accounts?](#)

See what our learning courses are like

Try our free "Digital Essentials" course
