



Software Electronics Services Mobile Appliances Business Auto Tech Science Tech Video

Software » Business » Office Software Review



AdChoices

LIKE OUR REVIEWS? SUPPORT OUR SITE BY LIKING US ON FACEBOOK OR GOOGLE PLUS

Like

You and 92,257 others like this.

2

2013 Best Office Software Comparisons and Reviews

Rank	#1	#2	#3	#4	#5	#6	#7
10-9 Excellent	Microsoft Office	WordPerfect Office	Celframe Office	Kingsoft Office	Corel Office	SoftMaker Office	Ability Office
8-6 Good							
5-4 Average	Read Review	Read Review	Read Review				
3-2 Poor	9.63	9.25	8.95	8.28	7.78	7.73	7.60
1-0 Bad							

Print/Email

Reviewer Comments

Ratings

Overall Rating	10						
Software Included	9						
Word Processor Features	8						
Spreadsheet Builder Features	7						
Presentation Creator Features	6						
Supported File Formats	5						
Help & Support	4						
	3						
	2						
	1						

AdvantageDentalAssisting

www.advantagedentalassistingschool.com

Dental Assisting School in Utah New career in only 12 weeks!



AdChoices

Software Included

- [Word Processor](#)
- [Spreadsheet Builder](#)
- [Presentation Creator](#)
- [Database Manager](#)
- [Email Client](#)
- [Publishing Platform](#)
- [Number of Computers per License](#)

Word Processor Features	1	3	3	3	3	3	2
Ease of Use Score (%)	95	90	75	80	85	80	80
Features Quality Score (%)	100	95	90	85	65	60	70

[Word Security Score \(%\)](#)

[Spell Check](#)

[Format Conversion](#)

[PDF Reader & Converter](#)

[Tables](#)

[Headers & Footers](#)

[Autocorrect](#)

[Templates](#)

[Mail Merge](#)

[Insert Comments](#)

[Password File Protection](#)

[Track Changes](#)

[Macros](#)

[Charts](#)

[Grammar Check](#)

[Thesaurus](#)

[Address Book Integration](#)

[Themes](#)

[Read-Only Function](#)

[Translation](#)

Spreadsheet Builder Features

[Ease of Use Score \(%\)](#)

95

90

75

80

85

80

80

[Features Quality Score \(%\)](#)

100

90

80

95

85

85

80

[Formula Editor](#)

[Format Conversion](#)

[Spell Check](#)

[Charts](#)

[Insert Comments](#)

[Functions](#)

[Password File Protection](#)

[Macros](#)

[Templates](#)

[Tables](#)

[Read-Only Function](#)

[Track Changes](#)

[Translation](#)

Presentation Creator Features

[Ease of Use Score \(%\)](#)

95

90

80

90

85

70

85

[Features Quality Score \(%\)](#)

100

85

80

100

80

85

80

[Slide Templates](#)

[Formatting](#)

[Illustrations](#)

[Animations](#)

[Previewing](#)

[Spell Check](#)

[Charts](#)

[Slide Themes](#)

[Slide Styles](#)

[Tables](#)

[Read-Only Function](#)

Supported File Formats

[DOC](#)

[DOCX](#)

[XLS](#)

[XLSX](#)

[PPT](#)

[PDF](#)

[PPTX](#)

[TXT](#)

[HTM](#)

[RTF](#)

[DOT](#)

[DOTX](#)

Help & Support

[FAQs](#)

[User Forums](#)

[Tutorials](#)

[In Program Help](#)

[Online Contact Form](#)

[Live Chat](#)

[Phone](#)

[Online User Manual](#)

[Email](#)

Supported Operating Systems

[Windows 8](#)

[Windows 7](#)

[Windows Vista](#)

[Windows XP](#)

Office Software Review

Like

24

2

Why Buy Office Software?

Whether it's for work, school or play, the applications in your office [software](#) suite are a crucial part of your life because you are likely to use them day in and day out. With office software, you can draft a letter, write a report, create a budget or build a presentation, just to name a few possible uses. The best office software suites include a [word](#) processor, spreadsheet software, presentation software, an email client and often more applications.

From drafting a simple newsletter to a detailed legal document, office software suites have all the tools you will need on an easy-to-use interface. To learn more about office software suites, check out our reviews of [Microsoft Office](#), [WordPerfect Office](#) and [Celframe Office](#), which we've determined to be the best office productivity suites out there. We've also written [articles on office software](#) to help you better utilize the applications.

[Managed IT Services](#) www.wasatchit.com/it-services-in-utah/
Let the experts at Wasatch I.T. manage your Company's Network

[Order Sole Treadmills](#) www.soletreadmills.com
Sale On Sole Fitness Treadmills At The Official Site. Free Shipping!

[GoToMeeting: Meet Online](#) www.GoToMeeting.com
Get Work Done Anywhere. Start Your Free 30-Day Trial Now.



AdChoices

Office Software: What to Look For

Many computer systems will come with a basic text or note editor, but for a small business or even a student, it's not enough. Office Software suites include the applications you need to create documents, but they also have tools to help you communicate effectively with your network of contacts. There are many things to consider when picking an office software suite, and the following criteria are crucial for choosing the right office software suite for your needs.

Software Included

The best office software includes a full suite of applications for creating text documents, spreadsheets, presentations, emails and web-ready publications. At minimum, office productivity software should include a word processor, a spreadsheet application and a presentation builder, as they are the most utilized applications. The most complete suites also come with an [email client](#), a database manager and a publishing platform. Additionally, office software that can be installed on more than one computer with each license is a plus.

Word Processor Features

A word processor that includes an overwhelming number of features can be intimidating, but the more features that are included in the software the more you can do with creating or editing documents. Additionally, you want office software that has more than just the basic editing and formatting features and has advanced features such as password file protection, track changes, a read-only function and grammar checking abilities.

Spreadsheet Builder Features

The best spreadsheet applications include features that allow you to create and edit formula-rich documents such as budgets, expense reports, [financial](#) statements, time cards and others. Additionally, password file protection, spell and grammar check, read-only and macro functionality are helpful features to have.

Presentation Creator Features

The finest presentation creator applications include an abundance of slide templates, themes, animations and styles to choose from to create a slide show presentation. Additionally, formatting abilities to edit and customize the slides, such as adding pictures and charts, are convenient features to have.

Supported File Formats

Because there are multiple office software applications available, there are a plethora of different file formats. The best office software will support just about any file format out there for documents, spreadsheets and presentations, which will make opening, editing and exchanging documents with others seamless.

Help & Support

Office software is generally simple to use, but like any computer application, being able to get assistance and technical support from the manufacturer is important. Having the ability to contact the manufacturer by phone, email or even by filling out an online contact form on its website is important. Additionally, frequently asked questions, user forums, tutorials and the user manual are important resources that should be available on the manufacturer website.



treehouse[®]

Learn
web design,
coding,
mobile app
development
& more.

**Start Learning
for Free**

FOLLOW US ON 

You won't have to worry about grabbing for that pad of paper and pen anymore with a complete office software suite. You will be able to create and edit professional looking documents, reports, presentations quickly and efficiently. With top-of-the-line office software, you'll also be able to manage and send emails all with one software suite.

At TopTenREVIEWS We Do the Research So You Don't Have To.™

Featured Articles, Reviews and Tools.

[See All »](#)



Microsoft Office

For decades, Microsoft Office has been the clear leader in office software, and its newest version solidifies its top spot. Rolling out a completely new look and a fresh redesign, Microsoft Office...



5 Random Things You Can Create in a Microsoft Word Document

Take full advantage of the things you can use Microsoft Word to create. Check out our list of random things you can create in a Microsoft Word document...



Making an Effective PowerPoint Presentation

PowerPoints have become the universal tool when it comes to giving presentations in the business setting. Most work computers come equipped with slideshow creation applications included with the...



[Newsletter](#)



[Staff Index](#)



[Mobile](#)



[Contact Us](#)

[Site Index](#)

COMPANY

[Company Info](#)

[About the Site](#)

[Contact Us](#)

[Advertise with Us](#)

[Using our Content](#)

[Licensing & Reprints](#)

[Privacy Policy](#)

[Sitemap](#)

NETWORK

[TopTenREVIEWS](#)

[Tom's Guide](#)

[LAPTOP](#)

[Tom's Hardware](#)

[BusinessNewsDaily](#)

[Tom's IT PRO](#)

[SPACE.com](#)

[LiveScience](#)

CATEGORIES

[Software](#)

[Electronics](#)

[Services](#)

[Mobile](#)

[Appliances](#)

[Auto Tech](#)

[Science Tech](#)

[Business](#)

FOLLOW US

