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Software programs that increase productivity This article needs to be updated. Please help update this article to reflect recent events or newly available information. (November 2022) Productivity software (also called personal productivity software or office productivity software[1]) is application software used for producing information (such as documents, presentations, worksheets, databases, charts, graphs, digital paintings, electronic music and digital video).[2] Its names arose from it increasing productivity, especially of individual office workers, from typists to knowledge workers, although its scope is now wider than that. Office suites, which brought word processing, spreadsheet, and relational database programs to the desktop in the 1980s, are the core example of productivity software. They revolutionized the office with the magnitude of the productivity increase they brought as compared with the pre-1980s office environments of typewriters, paper filing, and handwritten lists and ledgers. In the United States, some 78% of "middle-skill" occupations (those that call for more than a high school diploma but less than a bachelor's degree) now require the use of productivity software.[3] In the 2010s, productivity software had become even more consumerized than it already was, as computing became ever more integrated into daily personal life. Productivity software traditionally runs directly on a computer. For example, Commodore Plus/4 model of computer contained in ROM for applications of productivity software. Productivity software is one of the reasons people use personal computers. LibreOffice, an example of an office suite, showing Writer, Calc, Impress and Draw An office suite is a bundle of productivity software (a software suite) intended to be used by office workers. The components are generally distributed together, have a consistent user interface and usually can interact with each other, sometimes in ways that the operating system would not normally allow.[4] The earliest office suite for personal computers was MicroPro International's StarBurst in the early 1980s, comprising the WordStar word processor, the CalcStar spreadsheet and the DataStar database software.[5] Other suites arose in the 1980s, and Microsoft Office came to dominate the market in the 1990s,[6] a position it retains as of 2024[update]. During the 1990s, office suite products gained popularity by offering bundles of applications that, when bought as part of a suite, effectively discounted the individual applications, with four or five applications being bundled for the price of two applications bought separately. When faced with such potential savings, customers could be "tempted by the suite, rather than the value of a particular product", and by 1994 more than 60 percent of the sales of Microsoft Word and around 70 percent of the sales of Microsoft Excel were as part of sales of Microsoft Office. Such considerations had an impact on vendors of individual applications, often smaller companies, raising concerns that office suites were "stifling innovation", and even established vendors such as Borland and WordPerfect were having to adapt to the suite phenomenon, Borland ultimately deciding to sell its Quattro Pro spreadsheet to WordPerfect as the latter sought to assemble its own suite product. The dominant suite vendors, Microsoft and Lotus, downplayed competition and innovation concerns, claiming that users were still able to exercise choice and that "user-driven development" was guiding the evolution of office suites. Another view was that component-based software would eventually emerge, focusing development on more specialised components used by productivity software, empowering "a plethora of third-party developers", and that a "mix and match" approach of such components would adapt to the user's way of working.[7] See also: Comparison of office suites § Main components The base components of office suites are: Word processor Spreadsheet Presentation program Other components include: Database software Graphics suite (raster graphics editor, vector graphics editor, image viewer) Desktop publishing software Formula editor Diagramming software Email client Communication software Personal information manager Notetaking Groupware Project management software Table (information) Web log analysis software Integrated software List of office suites List of collaborative software List of personal information managers List of PDF software List of software that supports Office Open XML List of software that supports OpenDocument Comparison of office suites Comparison of word processors Comparison of spreadsheet software Comparison of note-taking software Online office suite Online spreadsheet Online word processor Wireless clicker ^ "Office Productivity Software". 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Upgrading ensures that your documents are compatible with the newer versions of Word and that you are able to use the new formatting and other tools available in the latest versions of the software. Converting an old Word document to a newer version only takes a few clicks as long as the Word software is installed on your computer. When the file is converted, you'll see it has a new extension that only newer Word files use. If you have the Microsoft Office suite installed on your computer, you likely have Word installed as well. You can use this software without requiring any add-ons to upgrade your Word documents. Right-click on the document you want to convert and select Open with followed by Word. This ensures the file opens in the right software. When the document opens, click on the File tab at the top-left corner. Then select the tab that says Info in the left sidebar and click on Convert in the right pane. A dialog box will appear on your screen asking you to confirm your action. Here's what it basically wants to tell you: Your old document will be replaced with the new upgraded one. There'll be minor changes to the layout. Click on Tell Me More if you'd like to know more about the process. Also, if you don't want to see this dialog box for future conversions, checkmark the checkbox. Finally, hit the OK button to start the conversion. Another way to upgrade your document is to use the Word's save menu. While the document is open, click on the File tab and select Save As. Then select Word Document from the format drop-down menu and hit Save. Keep in mind that this doesn't replace the old version of the document but creates a completely new copy of the document based on the newer Word software. You can follow the above steps to upgrade as many of your old Word documents to newer versions as you want. Also, since it's just a matter of a few clicks and you have the ability to disable the dialog box, you can easily convert a number of documents in a short period of time. If you don't have the Word software installed on your computer and you prefer to use the online Word app, you can also use it to convert your Word documents. The online app provides pretty much the same features and interface as the offline one. Open a modern web browser and head over to the Office online website. Once you're there, sign-in to your account if you aren't already. When the main interface loads-up, click on the option that says Start new and select Upload and open. It'll let you upload your old Word file from your computer. Navigate to the folder where your document is and select it for it to be uploaded online. When the file is uploaded and is open on your screen, click on the Edit Document option and then select Edit in Browser. A prompt will appear saying it'll first convert your file and then let you edit it. It also says a copy of your original document will be created. Click on Convert in the prompt. If you'd like to see the changes in the layout, click on View. Else, click on Edit to start editing the document. To get a copy of the document for offline access, click on the File menu and select Save As followed by Download a Copy. Click on Download on the following screen to start downloading the document to your computer. The downloaded document should be the upgraded version of your old Word document. Now that your documents are upgraded, you are free to use any of the modern functionalities of Word in them. You can use newer editing tools, use a newer file extension, and so on, without any worries. Bear in mind, though, if you need to send the file back to someone and they use an older version of the software, they won't be able to see the newer changes made to the document. When you open an old version of a document in the latest Word software, you'll find a text saying Compatibility Mode appearing next to the document name at the top. Did you ever wonder what that text meant? Compatibility Mode is actually a mode that the newer versions of Word use to ensure that when you edit your old documents, they aren't being modified with the latest editing tools in the software. It's because Word doesn't want you to add any features to your old documents that the old versions of Word don't understand. For example, if you add a new formatting option available in Word 2016 to your Word 2004 document, the 2004 version of Word won't understand the formatting. It may then show the document with scrambled text and so on. Compatibility Mode ensures things like that don't happen and that you can only use the formatting and other tools that are fully compatible with your current Word document version. 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