



**MICROSOFT OFFICE**

# MS Office

- ❑ **Microsoft Office is a software which was developed by Microsoft in 1988.**
- ❑ **This Office suite comprises various applications which form the core of computer usage in today's world.**



Excel



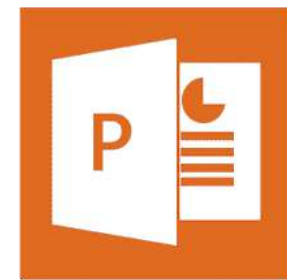
OneNote



Outlook



Word



PowerPoint

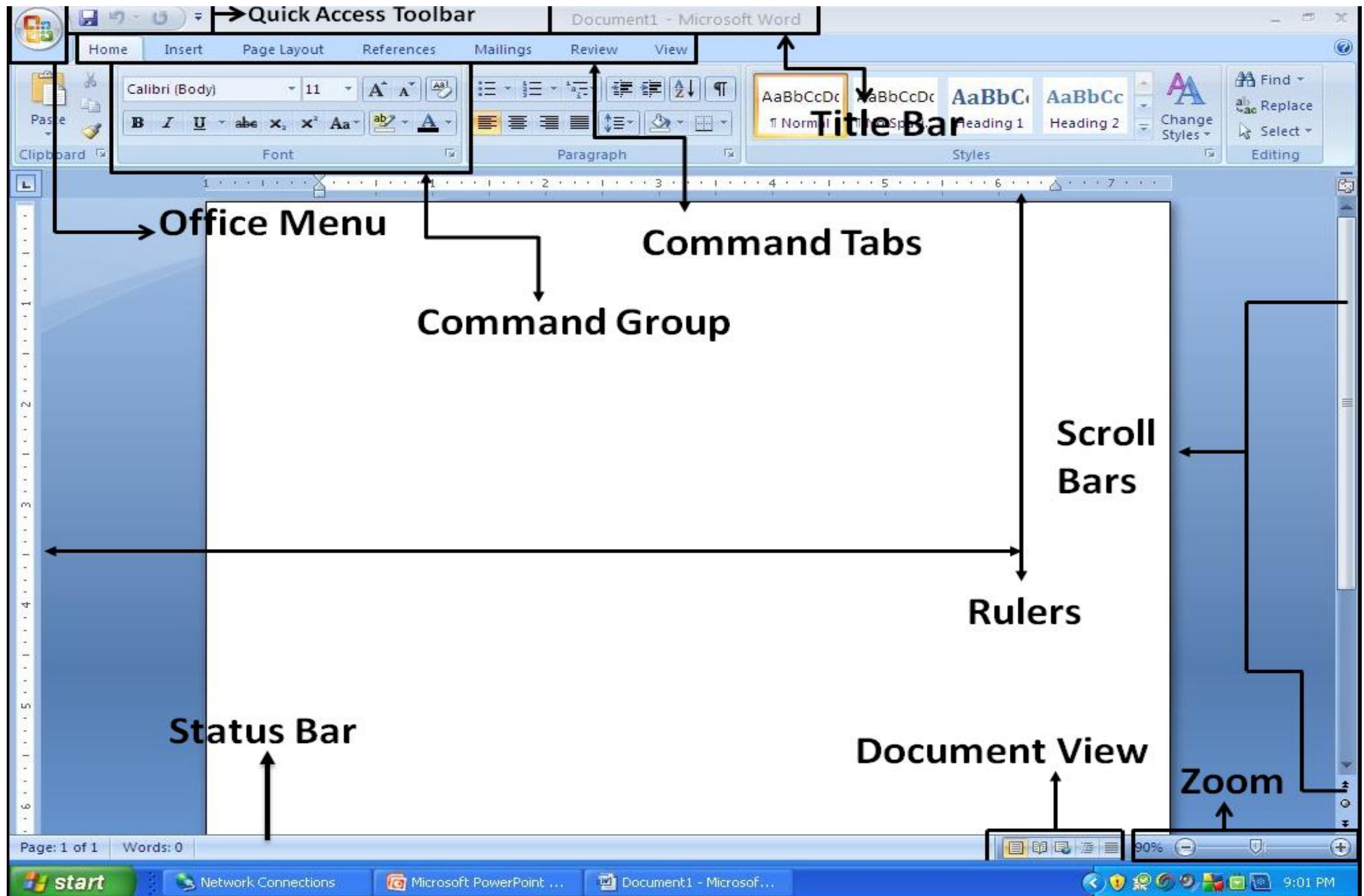
# **MS Office Applications & its Functions**

- ❑ Currently, MS Office 2016 version is being used across the world and all its applications are widely used for personal and professional purposes.**

# 1. MS Word

- ☐ **First released on October 25, 1983.**
- ☐ **Extension for Doc files is “.doc”.**
- ☐ **It is useful in creating text documents.**
- ☐ **Templates can be created for Professional use with the help of MS Word.**
- ☐ **Work Art, colours, images, animations can be added along with the text in the same file which is downloadable in the form of a document.**
- ☐ **Authors can use for writing/ editing their work.**

# 1. MS Word



# 1. MS Word

- ❑ **To process any commands on the existing text in Word, first, you need to select the text. To select any text, you need to place the cursor before the word and press Shift+Right arrow. Alternatively, you can place the cursor after the word ends and press Shift+Left Arrow.**

# 1. MS Word

- ❑ From **Home Menu**, you can copy/cut the existing text & paste it to some other place in the same document or in the other document. The other processes that can be performed from 'Home' menu are changing fonts, size, colour, Case, alignment, spacing etc. Bullets & Numbers, Paragraphs can also be introduced from the same menu. You can look for a particular word in the document by clicking on Find from Home menu or simply Pressing Ctrl+F. There is an option of replacing that word too.

# 1. MS Word

- ❑ From **'Insert'** menu, les apart from text can be inserted in the document. E.g. images, screenshots, tables, links & hyperlinks, charts, shapes, equations, special symbols, headers, footers & page numbers.
- ❑ From **Design** menu, you can obtain pre-decided templates of fonts & font sizes for heading, subheading & other text of the document. That helps improve readability of the le quickly.



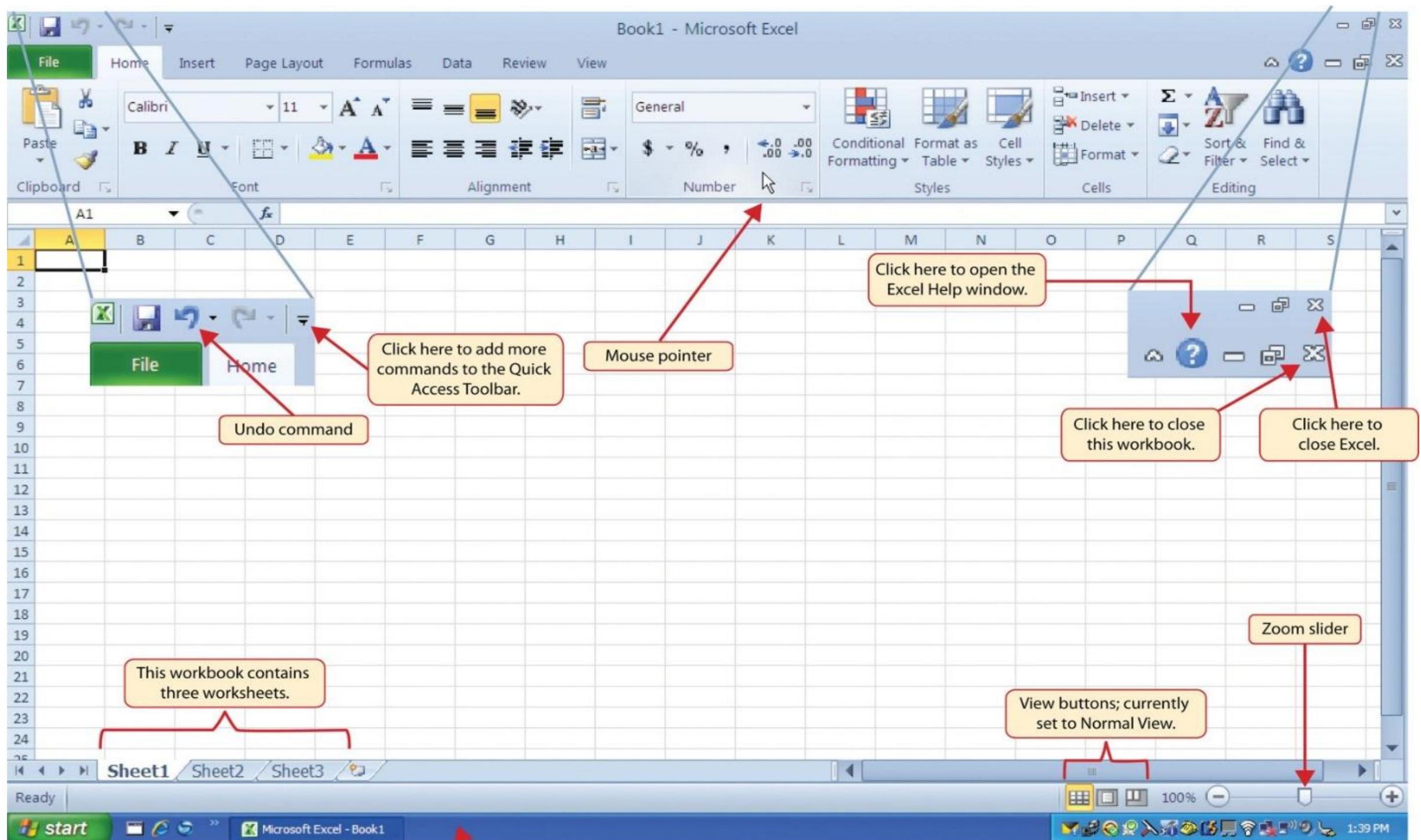
# 1. MS Word

- ❑ **Page layout** option provides you with a chance to change spacing before the paragraphs, indents and general margin spacing of the page.
- ❑ From **References** option, you can insert Bibliography & Citation of the texts in different formats like MLA, APA but for that, you need to insert list of books you have referred.
- ❑ **Review** option helps you check spelling & grammar errors in the document & protect the document from being edited by non-trusted users.

## **2. MS Excel**

- ☐ **Majorly used for making spreadsheets.**
- ☐ **A spreadsheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper.**
- ☐ **It is a data processing application.**
- ☐ **Large data can easily be managed and saved in tabular format using MS Excel.**
- ☐ **Calculations can be done based on the large amount of data entered into the cells of a spreadsheet within seconds.**
- ☐ **File extension, when saved in the computer, is “.xls”.**

# 2. MS Excel



## 2. MS Excel

- ❑ In MS Excel, there are rows and columns. Intersection of rows and columns forms a cell. So each of the cells is an individual unit of data. Each cell has a cell address which is the number of row and alphabet of the column it appears in. No two cells have the same address ever.
- ❑ **Home & Insert** menu of MS Excel is similar to MS Word. You can change the formatting of the content from home & include pie charts, tables and other les related to data from insert menu.

## 2. MS Excel

- ❑ The unique functions that MS Excel has are **Formulas & Data**. You can perform the formula on data in order to analyze it quickly. You have to select the cells for that and one cell becomes one unit of data. So if you select 10 cells and apply an average formula to them, you will get an average of data put in those 10 cells.
- ❑ To **apply a formula to any data**, you need to select it without any space. Then in the function bar, you need to type '=' and the abbreviation of the formula you wish to apply.

## 2. MS Excel

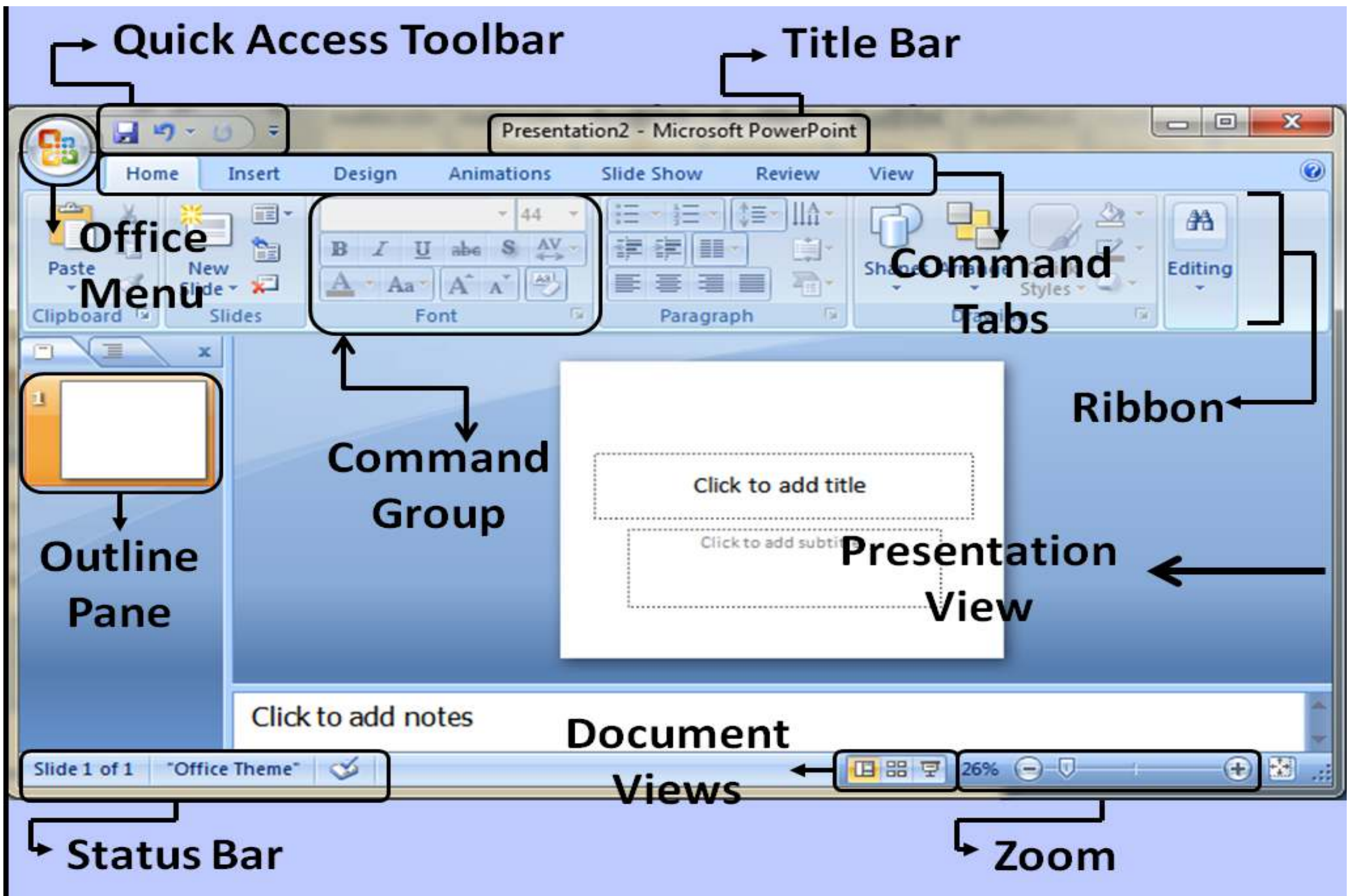
- ❑ From Data menu, you can perform functions without changing the original data. You can **filter & sort** data without changing it. Eg. You can sort the data in alphabetical order.
- ❑ Right from basic functions like **addition & subtraction**, you can perform **complex statistical functions** like correlation & t-test. Moreover, you can convert them into Pie charts or graphs within moments. This makes data analysis easy.

### **3. MS PowerPoint**

- ☐ **It was released on April 20, 1987.**
- ☐ **Used to create audiovisual presentations.**
- ☐ **Each presentation is made up of various slides displaying data/ information.**
- ☐ **Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.**
- ☐ **The extension for power point presentations is “.ppt”.**
- ☐ **Used majorly for professional usage.**
- ☐ **Using Power point, presentations can be made more interactive.**



# 3. MS PowerPoint





### 3. MS PowerPoint

- ❑ Firstly, In Power point, there are slides. You need to add content to them to make presentation. From **Home menu**, you can add new slides, decide their sequence, layout, design & other word processing functions like font change, size change etc.
- ❑ From **Insert menu**, you can add media to the slides to enhance your presentation.
- ❑ **Design menu** offers you with ready-made templates & background designs for slides that make the presentation look very attractive.

### 3. MS PowerPoint

- ❑ **Transition & Animation** are the unique functions of Power point. These menus offer different options in which the text appears on the slides & transition from one slide to other.
- ❑ Finally, From **Slideshow** menu, you can view the final form of the slideshow. You can start the slideshow from the first slide or the slide that you are editing. Also, You can also set display time for each slide from 'Slideshow' menu.

## **4. MS Access**

- ☐ **It was released on November 13, 1992.**
- ☐ **It is Database Management Software (DBMS).**
- ☐ **Table, queries, forms and reports can be created on MS Access.**
- ☐ **Import and export of data into other formats can be done.**
- ☐ **The file extension is “.accdb”.**

# 4. MS Access

The screenshot shows the Microsoft Access application window. The title bar at the top displays the file name 'API Contacts : Database- C:\Users\User\Documents\API Contacts.accdb (Access 2007 - 2016 file form...)' and includes standard window controls (minimize, maximize, close). The ribbon at the top contains tabs for File, Home, Create, External Data, Database Tools, and Help. The 'Design' tab is active under 'Database Tools', showing various tool groups like 'Table Tools', 'Relationships', and 'Object Dependencies'. The 'Quick Access toolbar' is located at the top left of the ribbon. The 'Object tabs' are visible in the ribbon, including 'Views', 'Tools', 'Table Tools', 'Relationships', and 'Object Dependencies'. The 'Ribbon' is the entire area containing these tabs and tool groups. The 'Objects' pane on the left shows a list of database objects: Tables (Calls, Contact Records, Contact Types, Contacts, Referrals), Queries (Contacts by Status), Forms (Contact List, Contact Types, Referrals), Reports (Alphabetical Contact Listing, Weekly Call Summary), and Modules (Global Code). The 'Contacts' table is selected. The main area displays the 'Table open in Datasheet view' for the 'Calls' table. The table has columns: Field Name, Data Type, and Description (Optional). The data rows are: Call ID (AutoNumber), Contact ID (Number), Topic (Short Text, Topic of conversation (30 character limit)), Call Date (Date/Time), Starting Time (Date/Time), Ending Time (Date/Time), Billable (Yes/No, Is the time for this conversation billable?), Rate (Currency, Billing rate (leave blank if not billable)), and Notes (Long Text, Details of the conversation). The 'Field Properties' pane at the bottom right shows the 'General' tab with properties: Field Size (Long Integer), New Values (Increment), Format, Caption, Indexed (Yes (No Duplicates)), and Text Align (General). The 'Status bar' at the bottom left indicates 'Design view, F6 = Switch panes, F1 = Help.'.

Quick Access toolbar

Object tabs

Title bar

Close button

Ribbon

Objects

Table open in Datasheet view

Status bar

Field Name	Data Type	Description (Optional)
Call ID	AutoNumber	
Contact ID	Number	
Topic	Short Text	Topic of conversation (30 character limit)
Call Date	Date/Time	
Starting Time	Date/Time	
Ending Time	Date/Time	
Billable	Yes/No	Is the time for this conversation billable?
Rate	Currency	Billing rate (leave blank if not billable)
Notes	Long Text	Details of the conversation

Field Properties

General

Field Size: Long Integer

New Values: Increment

Format:

Caption:

Indexed: Yes (No Duplicates)

Text Align: General

Design view, F6 = Switch panes, F1 = Help.

## **5. MS Outlook**

- ☐ **It was released on January 16, 1997.**
- ☐ **It is a personal information management system.**
- ☐ **It can be used both as a single-user application or multi-user software.**
- ☐ **Its functions also include task managing, calendaring, contact managing, journal logging and web browsing.**
- ☐ **It is the email client of the Office Suite.**
- ☐ **The file extension for an Outlook file is “.pst”.**



# 5. MS Outlook

The screenshot displays the Microsoft Outlook 2010 interface. A red box highlights the top ribbon, which includes tabs for File, Home, Send / Receive, Folder, and View. The Home tab is active, showing various action buttons like New, Reply, Forward, and Delete. A red arrow points to the ribbon with the label "The Ribbon".

On the left side, the Navigation Pane shows a list of folders including Inbox (2), Drafts, Sent Items, Deleted Items (2), Junk E-Mail, Outbox, RSS Feeds, and Search Folders. A red box labeled "Navigation Pane" is placed over this area.

The central area is divided into two panes. The left pane, labeled "Messages", shows a list of email messages with columns for From, To, Subject, and Date. A red arrow points to this list. The right pane, labeled "Reading Pane", displays the content of the selected email. The email is from NWU-COMP-ANNOUNCE <NWU-COMP-ANNOUNCE@LISTSERV.IT.NO> with the subject "NUIT: Federation Service (fed.it.northwestern.edu) will be under maintenance and not available - All Campuses". A red arrow points to this pane.

On the right side, there is a calendar view for May 2011, showing a calendar grid and a list of tasks. A red box labeled "Messages" is also present in the center of the interface, pointing to the message list.

The status bar at the bottom shows "Items: 111 Unread: 2", "All folders are up to date.", "Connected to Microsoft Exchange", and a zoom level of "100%".

## **6. MS OneNote**

- ☐ **It was released on November 19, 2003.**
- ☐ **It is a note-taking application.**
- ☐ **When introduced, it was a part of the Office suite only. Later, the developers made it free, standalone and easily available at play store for android devices.**
- ☐ **The notes may include images, text, tables, etc.**
- ☐ **The extension for OneNote files is “.one”.**
- ☐ **It can be used both online and offline and is a multi-user application.**



# 6. MS OneNote

## Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

## Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

## View or switch between online accounts

Click your account ID to change settings or switch accounts.

## Manage files

Open, create, share, and print your notes. You can also change your account settings here.

## Show notebooks

Click the notebook icon to see all of your open notebooks.

## Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

## Tag important information

Prioritize and organize notes with instantly searchable tags.

## Find your notes

Use the Search box to find anything in your notebooks, or press **Ctrl+E**.

## Create pages

Click **Add Page** to insert a new page.

## View a full page

Click the double arrow for Full Page View.

## Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable PC.

