

Introduction to MS Office

Microsoft Office (or simply **Office**) is a family of server software, and services developed by Microsoft. It was first announced by Bill Gates on August 1, 1988, in Las Vegas. The first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with shared features such as a common spell checker, data integration etc. Office is produced in several versions targeted towards different end-users and computing environments. The original, and most widely used version, is the desktop version, available for PCs running the Windows, Linux and Mac OS operating systems. Office Online is a version of the software that runs within a web browser, while Microsoft also maintains Office apps for Android and iOS.

Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. It is a proprietary product of Microsoft Corporation and was first released in 1990. Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants. It mainly consists of Word, Excel, PowerPoint, Access, OneNote, Outlook and Publisher applications.

Microsoft Office was primarily created to automate the manual office work with a collection of purpose-built applications.

Each of the applications in Microsoft Office serves as specific knowledge or office domain such as:

1. Microsoft Word: Helps users in creating text documents.
2. Microsoft Excel: Creates simple to complex data/numerical spreadsheets.
3. Microsoft PowerPoint: Stand-alone application for creating professional multimedia presentations.
4. Microsoft Access: Database management application.
5. Microsoft Publisher: Introductory application for creating and publishing marketing materials.
6. Microsoft OneNote: Alternate to a paper notebook, it enables an user to neatly organize their notes.

Besides desktop applications, Microsoft Office is available to use online or from cloud under a lighter (Office Web Apps) and full (Office 365) version. As of 2016, Microsoft Office 2016 is the latest version, available in 4 different variants including Office Home Student 2016, Office Home Business 2016 and Office Professional 2 and the online/cloud Office 365 Home Premium.

Important Features of Ms-Word

Ms-Word not only supports word processing features but also DTP features. Some of the important features of Ms-Word are listed below:

- i) Using word you can create the document and edit them later, as and when required, by adding more text, modifying the existing text, deleting/moving some part of it.
- ii) Changing the size of the margins can reformat complete document or part of text.
- iii) Font size and type of fonts can also be changed. Page numbers and Header and Footer can be included.
- iv) Spelling can be checked and correction can be made automatically in the entire document. Word count and other statistics can be generated.
- v) Text can be formatted in columnar style as we see in the newspaper. Text boxes can be made.
- vi) Tables can be made and included in the text.
- vii) Word also allows the user to mix the graphical pictures with the text. Graphical pictures can either be created in word itself or can be imported from outside like from Clip Art Gallery.
- viii) Word also has the facility of macros. Macros can be either attached to some function/special keys or to a tool bar or to a menu.
- ix) It also provides online help of any option.

Introduction to Ms-Power Point

A PowerPoint presentation is a presentation created using Microsoft PowerPoint software. The presentation is a collection of individual slides that contain information on a topic.

PowerPoint presentations are commonly used in business meetings and for training and educational purposes. Microsoft PowerPoint is a software product used to perform computer-based presentations. There are various circumstances in which a presentation is made: teaching a class, introducing a product to sell, explaining an organizational structure, etc. The preparation and the actual delivery of each are quite different. PowerPoint typically comes with a set of preloaded themes for you to choose from. These can range from simple color changes to complete format layouts with accompanying font text. Themes can be applied through the whole presentation or a single slide. Using the page setup allows you to optimize the presentation for the display size; for instance, you should use a larger screen ratio when displaying on a projector compared to a computer screen.

Features

PowerPoint software features and formatting options include a wizard that walks you through the presentation creation process. Design templates---prepackaged background designs and font styles that will be applied to all slides in a presentation. When viewing a presentation, slide progression can be manual, using the computer mouse or keyboard to progress to the next slide, or slides can be set up to progress after a specified length of time. Slide introductions and transitions can be added to the slides.

Introduction to Ms-Excel

Microsoft Excel is a general-purpose electronic spreadsheet used to organize, calculate, and analyze data. The task you can complete with Excel ranges from preparing a simple family budget, preparing a purchase order, or managing a complex accounting ledger for a medium size business.

Excel Features

There are a number of features that are available in Excel to make your task easier. Some of the main features are:

AutoFormat - lets you to choose many preset table formatting options.

1. **AutoSum** - helps you to add the contents of a cluster of adjacent cells.

2. **List AutoFill** - automatically extends cell formatting when a new item is added to the end of a list.
3. **AutoShapes toolbar**- will allow you to draw a number of geometrical shapes, arrows, flowchart elements, stars and more. With these shapes you can draw your own graphs.
4. **Drag and Drop** - feature will help you to reposition the data and text by simply dragging the data with the help of mouse.
5. **Charts** - features will help you in presenting a graphical representation of your data in the form of Pie, Bar, Line charts and more.
6. **PivotTable** - flips and sums data in seconds and allows you to perform data analysis and generating reports like periodic financial statements, statistical reports, etc. You can also analyse complex data relationships graphically.
7. **Shortcut Menus** - commands that are appropriate to the task that you are doing appear by clicking the right mouse button.