Microsoft Office

Microsoft Office is an office suite of interrelated desktop applications, servers and services for the Microsoft Windows. It is a horizontal market software that is used in a wide range of industries. Microsoft Office was introduced by Microsoft in 1989 for Macnitosh. Again it introduced Windows in 1990. After that many new versions were released. Microsoft Office for Windows 1.0 started in October 1990 with three applications Microsoft Word for Windows 1.1, Microsoft Excel for Windows 2.0, and Microsoft PowerPoint for Windows 2.0. In 1994, Microsoft Office 4.0 was released containing Word 6.0, Excel 5.0, PowerPoint 4.0, Mail, and Access. More versions are Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, Microsoft Office XP, Microsoft Office 2003, Microsoft Office 2003 and Microsoft Office 2007.

Microsoft Word: Microsoft Word is a popular word processing package which provides facilities to write common letters to desktop publishing. This means that it is useful for typing and storing letters, articles, brouchers, tests, quizzes and anything that consists mainly of words. Many organisations now use computers to produce and organize written material, correspondence, membership lists and so on. These are possible with the most common program MS-Word, that is used on most computers. It provides an incredibly powerful tool to create and share documents.

Table-I: Standard toolbar

Tools Name	Keyboard Operation	Description
New Blank Document	Ctrl + N	Creates a new blank document based on the default template.
Open (File menu)	Ctrl + O	Opens or finds a file.
Save (File menu)	Ctrl + S	Saves the active file with its current file name, location and file format.
Mail Recipient		Sends document as e-mail body.
Print (File menu)	Ctrl + P	Prints the active file: for more print options go to the File menu and select Print.
Print Preview (File Menu)	Ctrl + F2	Print preview: Shows how the document will look when you print it.
Spelling and Grammar (Tools	F7	Spelling, grammar and writing style checker.

menu)		
Cut (Edit menu)	Ctrl + X	Cut: Removes the selection from the document and places it on the clipboard.
Copy (Edit menu)	Ctrl + C	Copies the selected item(s) to the clipboard
Paste (Edit menu)	Ctrl + V	Places the content of the clipboard at the insertion point.
Undo (Edit menu)	Ctrl + Z	Reverses the last command, uses pull-down menu to undo several steps.
Redo (Edit menu)	Ctrl + Y	Reverses the action of the Undo button, uses the pull-down menu to redo several steps
Hyperlink	Ctrl + K	Inserts hyperlink and displays the destination object, document or page.
Tables and Borders		Displays the Tables and Borders toolbar.
Insert Table		Inserts a table into the document, or makes a table of selected text
Insert Excel		Inserts an Excel spreadsheet into the Word Worksheet document
Zoom		Enlarges or reduces the display of the active document
Office Assistant	F1	Provides help topics and tips to accomplish our task
Format Painter		Copies the format from a selected object or text and applies to other objects or text.

Table-II Formatting Toolbar

Tools Name	Keyboard Operation	Description
Style	Ctrl + Shift + S	Selects the style to apply to paragraphs.
Font	Ctrl + Shift + F	Changes the font of the selected text.
Font size	Ctrl + Shift + P	Changes the size of the selected text and numbers.
Bold	Ctrl + B	Makes selected text and numbers bold.
Italic	Ctrl + I	Makes selected text and numbers italic.
Underline	Ctrl + U	Underlines selected text and numbers.
Align Left	Ctrl + L	Aligns to the left with a ragged right margin.
Centre	Ctrl + E	Centers the selected text.
Align Right	Ctrl + R	Aligns to the right with a ragged left margin.
Justify	Ctrl + J	Aligns the selected text to both the left and right margins.
Numbering		Makes a numbered list or reverts back to normal.
Bullets		Adds, or removes, bullets in a selected paragraph.
Decrease Indents		Decreases the indent to the previous tab stop.

Increase Indents		Indents the selected paragraph to the next tab stop.
Outside Borders		Adds or removes a border around selected text or objects.
Highlight		Marks text so that it is highlighted and stands out.
Font Color		Formats the selected text with the color we click.

Table-III: Tables and Borders Toolbar

Tools Name	Description
Draw Table	Creates a table by inserting horizontal and vertical lines using the
Eraser	mouse.
Line Weight	Deletes unnecessary lines and borders from a table.
	Assigns a line weight or thickness of the line of the border for the next
Line Style	table or line drawn or inserted.
Border color	Assigns a style of border for the next table or line drawn.
	Chooses from the colour palette the colour of the border for the next
Outside Border	table or line drawn.
Fill color	Assigns borders or lines to the selected table cells.
Insert Table	Fills colour for the selected table cells or changes the prior colour.
Merge Cells	Inserts a table into the document or into an existing table.
Split cells	Combines the selected cells within a row or column into one cell.
Align Top Left	Splits the selected cells into the specified number of rows and columns.
Distribute Rows Evenly	Aligns top left the contents of the selected cells.
Distribute Columns	Adjusts all the rows in the current selection to the same row height.
Evenly	Adjusts all the columns in the current selection to the same column
Table Auto	width.
Change Text Direction	Displays the Table Auto Format dialog box.
Sort Ascending	Changes the text orientation.
Sort Descending	Sorts the contents of the selected cells into ascending order (A to Z).
Auto Sum	Sorts the contents of die selected cells into descending order (Z to A)
	Inserts a formula field into the active cell containing the sum of the cell above or to the left of this cell.

Table-IV: Drawing Toolbar

Tools Name	Description
Draw	A pull down menu with several drawing options.
Select Objects	Changes the pointer to a selection arrow.
Free Rotate	Rotates the selected object to any degree.
Auto Shapes	A pull down menu with several libraries of shapes.
Line	Draws a line where you click and drag. Holds the Shift key down to make the line straight.
Arrow	Inserts a line with an arrowhead where you click and drag.
Rectangle	Draws a rectangle where you click and drag. Holds down Shift to draw
Oval	a square.
Text Box	Draws an oval where you click and drag. Holds down Shift to draw a

Word Art	circle.
Fill Color	Draws a text box where you click and drag.
Clip Art	Creates text effects with Word Art.
Font Color	Adds, modifies, or removes filled color from a selected object.
Line Color	
Line Style	Formats the selected text with the color you click.
Dash Style	Adds, modifies, or removes line color.
Arrow Style	Changes the thickness of lines.
Shadow	Selects dash style for dashed lines.
3-D	Selects arrow style; placement and shape of arrowhead.
	A pull down menu offers shadow choices.
	Add 3-D effects to rectangles or ovals.

Microsoft Excel: Microsoft Excel is an electronic spreadsheet. It is a tool for numeric and statistical calculation, evaluation, analysis, and it also offers capabilities for creating charts, reports and presentations to communicate what analysis reveals. It is used by people to perform quick numeric calculations, store and analysis data periodically, for preparing financial statements and tax worksheet. A program that works like a calculator for keeping track of money and making budgets. It is a program that works like a calculator for keeping track of money and making budgets. It is a utility software package.

Microsoft Excel is a logical worksheet consisting of cells organised into rows and columns. A cell is the intersection of a row and a column. In which we can enter a single piece of data. The data is usually text, a numeric value, or a formula. The entire spreadsheet is composed of rows and columns of cells.

Each row and column creates a unique cell. Each cell refers to a cell reference, or cell address, that is the row and column label of cells, cell address is a unique co-ordinate system used to identify a specific cell. Cell address contains first column then row's name. They identified by a column letter and a row number of a cell, such as C4 or D8. Each cell is displayed on the screen as a rectangular shape which can store text, value, or a formula. Once formula is specified, calculations are done automatically and the results are displayed for the user to see. Often text is left align in column, we can change it according to our need. A workbook is the MS Excel file in which we enter and store related data in worksheet. A worksheet is also known as a spreadsheet, that is a collection of cells on a single "sheet" where we actually keep and manipulate the data. Each workbook can contain many worksheets.

There are some examples of electronic spreadsheets

1. Lotus 1-2-3

2. Quartpro

3. VPP

4. MS-Excel

Microsoft Power point: Microsoft Power point is a part of MS- Office. It was introduced to generate business presentation, slide show and graphics on computer system.

Use of Power point

1.   Creating business application presentation slide.
2.   Creating graphical objects with animations.
3.   Create artistic slides for general use using art gallery.
4.   To provide training in business world.

        Starting Power point: There are two methods to open or start Power point.

1.   Double click on Microsoft Power point icon on desktop.
2.   Click on the Start button in the bottom left hand comer of computer screen.
3.   When the menu pops up, move our mouse up to Programs. A sub menu will appear showing all the software we have.
4.   Now click Microsoft office then select Microsoft Power point from them. Microsoft Power point will start up.

Click Start → Program → MS-Office → MS. Power point.

The Power Point Screen

        We use Power Point to create effective slide show presentations. The power point screen has many elements.

1.   **Title Bar:** The title bar generally appears at the top of the screen. The title bar displays the title of the current presentation.

2. **Menu Bar:** The menu bar displays the menu. You use the menu to give instructions to Power Point.

3. **Standard and Formatting Toolbars:** Power Point has several toolbars. Toolbars provide shorcuts to menu commands. The most commonly used toolbars are the standard and formatting toolbars. You use the standard toolbar to do such things as open a file; save a file; print a file; check spelling; cut, copy, and paste; undo and redo; or insert a chart or table. You use the formatting toolbar to change the font, font size or font color; bold, underline or italicize text; left align, right align, center, or justify, bullet or number lists; highlight; or decrease or increase the indent.

4. **Rulers:** Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. They are marked in inches.

5. **Placeholders:** Placeholders hold the objects in your slide. You use placehoders to hold text, clip art, and charts.

6. **Status Bar:** The Status bar generally appears at the bottom the screen. The Status bar displays the number of the slide that is currently displayed, the total number of slides, and the name of the design template in use or the name of the background.

7. **Outline Tab:** The Outline displays the text contained in your presentation.

8. **Slides Tab:** The Slides tab displays a thumbnail of all your slides. You click the thumbnail to view the slide in the slide pane.

9. **View Buttoms:** The view buttons appear near the bottom of the screen. You use the view buttons to change between Normal view. Slider sorter view, and the Slide Show.

10. **Drawing Toolbar:** The drawing toolbar generally appears near the bottom of the screen. It contains tools for creating and editing graphics.

11. **Common Tasks Buttons:** Using the common tasks buttons, you can select the type of tasks you want to perform.

12. **Task Pane:** The task pane enables you to select the specific task you want to perform.

13. **Vertical Splitter Bar:** You can click and drag the vertical splitter bar to change the size of your panes.

14. **Minimize Button:** You use the minimize button to remove a window from view. While a window is minimized, its title appears on the taskbar.

15. **Maximize/Restore Button:** You use the maximize button to cause a window to fill the screen. After you maximize a window, if you click the restore button, the window returns to its former size.

16. **Close Button:** You use the close button to exit the window and close the program.