Introduction to MS Office

MS Office

Microsoft Office for windows is a suite of applications that are also available as independent programs. Microsoft Office is a major facility in computer applications field.

Microsoft Office comes in two ways. One is called Standard and other one is called Professional. Both the versions have the following primary applications.

Word Excel PowerPoint OneNote Outlook

Teams SharePoint OneDrive Access Power BI (free version only)

Microsoft Word

- This is a full-featured word processor that can create letters, menus, reports, newsletters, manuals and any kind of documents. You can use it for daily correspondence and desktop publishing also.

- It is having more menus, keyboard shortcuts and toolbars. Toolbars containing buttons that you can click to perform, common tasks like centering text, saving and printing documents.

- After developing our own working style we can make custom toolbars. Word provides macro capability to do repetitive tasks.

- It provides some model reports called templates, rather than typing all the matters it gives skeleton reports. Wizards are more powerful than templates.

- Word having spell checker that checks the document and more features like Auto formatting, Printing envelops and labels, Mail Merge.

Microsoft PowerPoint

- Microsoft PowerPoint It is a presentation tool. We can create slides, handouts and speaker notes. The slides can be arranged sequentially in presentations.

- With PowerPoint on your PC, Mac, or mobile device, you can:
    - ✓ Create presentations from scratch or a template.
    - ✓ Add text, images, art, and videos.
    - ✓ Select a professional design with PowerPoint Designer.
    - ✓ Add transitions, animations, and cinematic motion.
    - ✓ Save to OneDrive, to get to your presentations from your computer, tablet, or phone.
    - ✓ Share your work and work with others, wherever they are.

Microsoft Excel

- This is a spreadsheet program that allows you to organize, analyze information. It is designed to work with numbers. You can enter data in cells arranged horizontal rows and vertical columns on work sheets.

- Excel organizes the worksheets with workbook. Every workbook having 3 (default) worksheets and you can add up to 255 worksheets and you can remove 1 or 2 worksheets from the three.

- Worksheets contains 65,536 rows and 256 columns (numbered A to IV)..The address of the cell is combination of row and column labels.

- Excel provides tool bars, menu choices and functions. Other than these features excel provides Screen wizard, autocalc, auto complete, templates, templates wizard etc

Microsoft Access

- This is a powerful database program but you can store, retrieve, and organize data. Access comes with wizards and variety of predefined database elements.

Microsoft Teams

- Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.

THANK YOU