

A Presentation On

# **Microsoft Office**



# Microsoft Office Evolution



# MS Office

- MS Word
- MS Excel
- MS Power point
- Publisher
- Outlook

# What Is Microsoft Office

Suite of products developed by Microsoft Corporation that includes

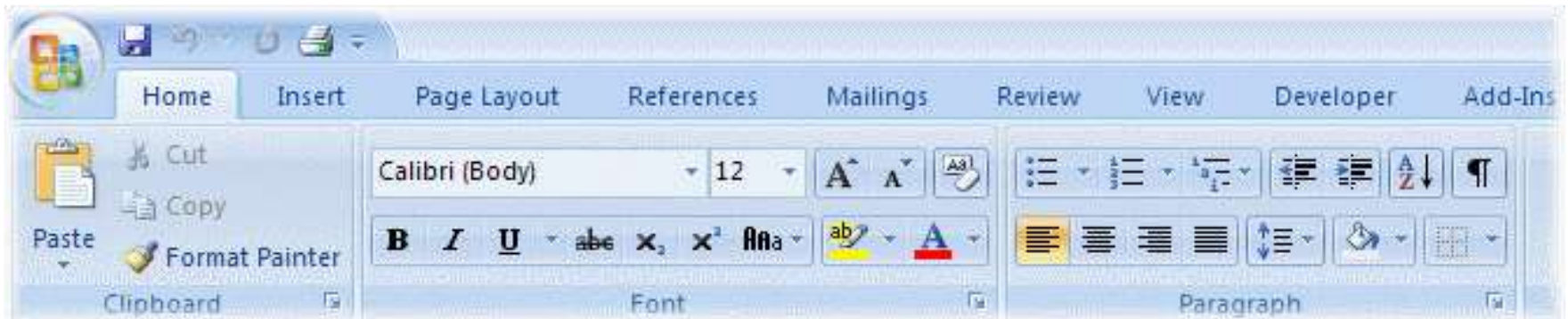
- Microsoft Word
- Excel
- Access
- Publisher
- PowerPoint
- Outlook

Each program serves a different purpose and is compatible with other programs included in the package.

The suite of programs is compatible with both the Windows and Macintosh operating system. Microsoft Office is the most common form of software used in the western world.

# What Is Word

Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type and save documents. Similar to other word processors, it has helpful tools to make documents.



# What Is Excel

**Microsoft Excel** is a spreadsheet application developed by **Microsoft** for **Microsoft** Windows, Mac OS X, and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

# What Is Powerpoint

- **PowerPoint** is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation. **PowerPoint** offers word processing, outlining, drawing, graphing, and presentation management tools--all designed to be easy to use and learn.

# What Is Publisher

- **Microsoft Publisher** is an entry-level desktop publishing application from **Microsoft**, differing from **Microsoft Word** in that the emphasis is placed on page layout and design rather than text composition and proofing.



# What is Outlook

- **Microsoft Outlook** is a personal information manager from **Microsoft**, available as a part of the **Microsoft** Office suite. Although often used mainly as an email application, it also includes a calendar, task manager, contact manager, note taking, journal, and web browsing.

# Uses Of Microsoft Word

- With this application, we can check for grammar and spelling errors. We can also get visual edge through text modifications.
- With the WordArt feature, we can choose a compelling design that can match the theme. Besides the WordArt feature, we can also modify the visual look of our text the way we want to.

## ➤ **Sending Letters**

We can be able to write the letter according to our requests. It might be a job application letter, a legal document, or a business letter. We can manage to produce a neatly done and uniformly looking letter. With this, we can also make the recipient of our letter feel respected.

## ➤ **News Articles**

Reading news has become a habit for some of us, and we even have a cup of coffee while doing it. Writing news and press release is very essential, so that readers will know the five W's and the story behind the happenings.

## ➤ **Scholarly Documents**

Students have to defend their thesis or dissertation in front of the intelligent panel before they acquire a degree. Therefore, students have to research and collect the information related to their proposed topic while citing related studies as well.

## ➤ **Envelopes**

Who says that snail-mail communication is dead? Many people still resort to this way of communicating for formality. To meet with the technology trends, the application has features that let anyone create accordingly-formatted envelope templates.

## ➤ **Blog Posts**

The Internet has thousands of meaningful blog posts, ranging from different topics and branches each day. Some blog posts might be promotional, or like a one that a girl writes on her diary.

## ➤ **Homework and Assignments**

Your assignment might be a reaction paper, a book report, an essay, or follow-up questions regarding your discussion.

## ➤ **Publishing of Books**

Authors need to make sure that every page they are to publish is free from grammar errors. To guide their readers, they would also need the foreword and the table of contents. Thankfully, Word has a feature that has different table of contents templates.

## ➤ **Compelling Documents**

With this application, one can just go beyond writing a letter through the traditional typewriter. One can also create presentable documents besides the usual default format.

# Uses Of Microsoft Excel

Microsoft Excel. Microsoft Excel is a spreadsheet application developed by Microsoft for Microsoft Windows, Mac OS X, and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

# Uses Of Microsoft Excel

## ➤ **Build great charts**

Using pie charts, graphs and clustered columns adds meaning to data, which otherwise may just exist as row after row of numbers. These visualisations can add extra emphasis to business reports and persuasive marketing material.



## ➤ **Use conditional formatting**

Excel users can format their spreadsheets using different colours, bolds and italics, to differentiate between columns and bring the most important data to the fore

## ➤ **Help identify trends**

Excel allows trend lines to be extended beyond the graph, to offer predictions of future activity - and such forecasts can help businesses develop their future strategy.

## ➤ **Bring data together**

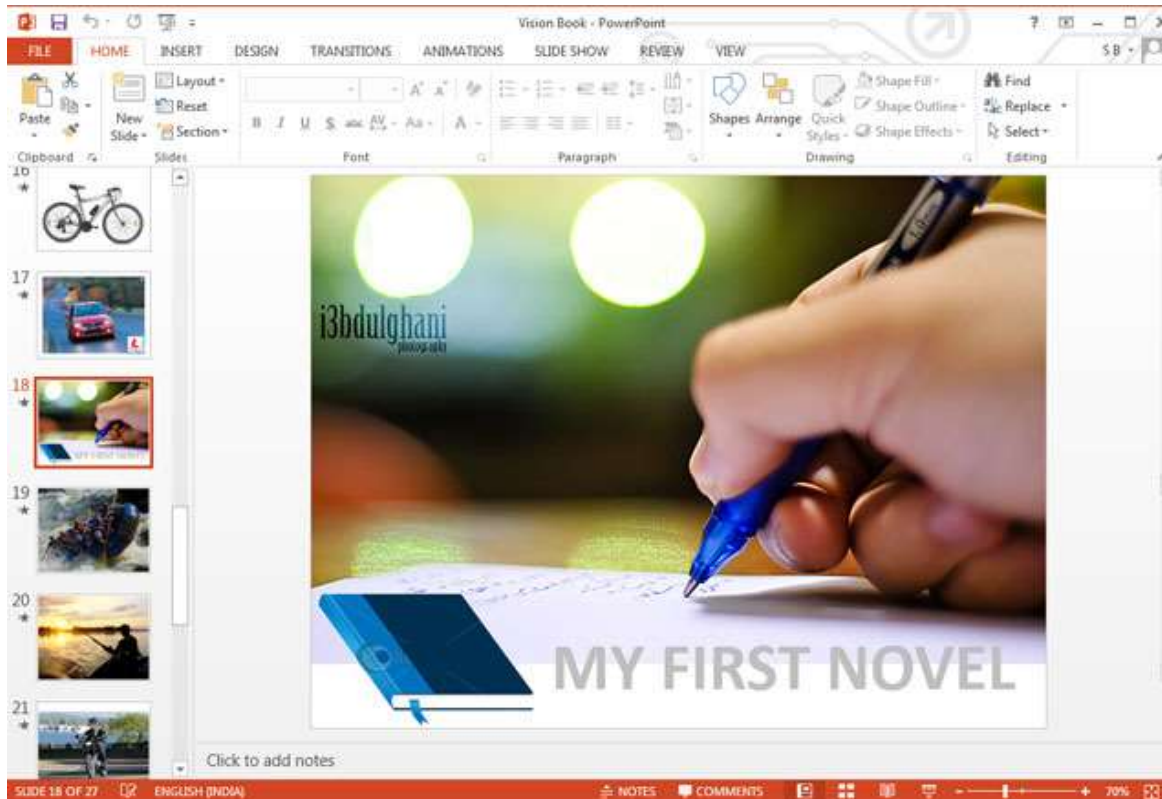
Excel can be used to bring information from various files and documents together, so that it exists in a single location. As well as raw data and information from other spreadsheets, it is possible to import text and images. Other objects can be added using the Insert tab, or additional spreadsheets can be added to the file.

## ➤ **Online access**

Excel is available online as part of Microsoft's Office 365 productivity suite.

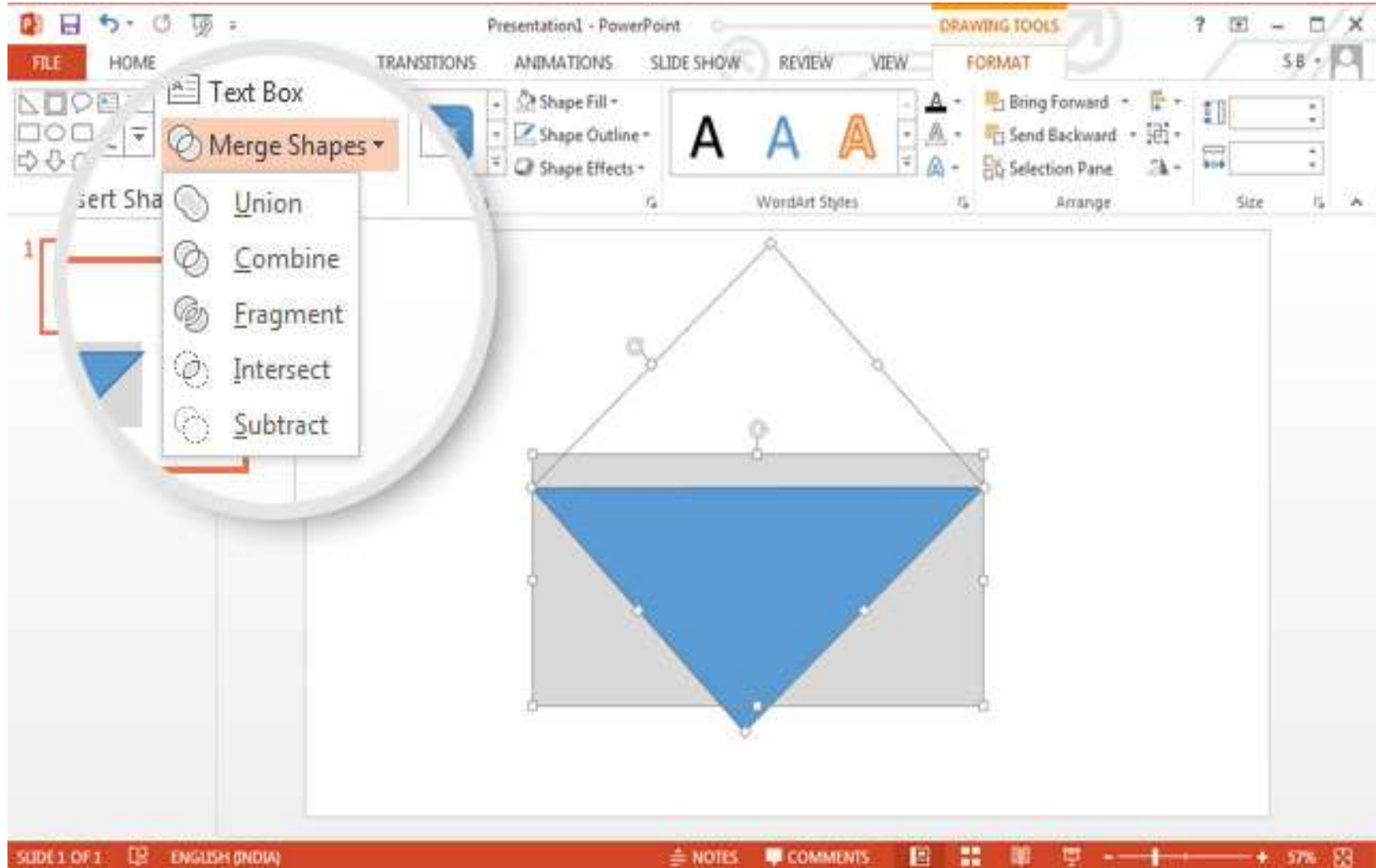
# Uses Of Microsoft Powerpoint

## ➤ Make Your Own Vision Board



➤ You may debunk the Law of Attraction, but giving your goals a visual form isn't detrimental in any way. Keep your life goals in sight by creating powerful motivational images on a vision board. A pushier term would be – an “action” board. You can cut out representative photos and paste them on a board, or use PowerPoint to create a digital vision board. You can insert a series on images – one per slide – and create a slideshow in the right order.

# ➤ A Handy Vector Graphics Editor



➤ PowerPoint is a very useful tool for creating quality vector diagrams and icons. While it may lack the finish of an industry-grade tool like Adobe Illustrator, it doesn't come with its steep learning curve or price tag either. PowerPoint gives you a full complement of illustration tools like Shapes. These can be combined, merged, subtracted, grouped, ordered, and formatted into interesting graphics like custom icons, vector backgrounds, vector animations, and 3D charts etc.

# ➤ Create a Flyer

The screenshot shows the Microsoft PowerPoint 'New' screen. The title bar reads 'Presentation1 - PowerPoint'. The left sidebar contains navigation options: Info, New, Opens, Save, Save As, Print, Share, Export, Close, Account, and Options. The main area is titled 'New' and features a search bar with 'Flyer' entered. Below the search bar, there are nine flyer templates displayed in a grid. To the right, a 'Category' list is visible, showing the number of templates for each category.

Search: Home Flyer

Category	Count
Flyer	139
Event	134
Personal	113
Announcement	106
Print	88
Blue	74
Business	74
Media	74
Education	71
Industry	65
Party	58
Picture	52
Invitation	49
Event Planning	47
Illustration	45
Paper	44
Design Sets	42
Green	42

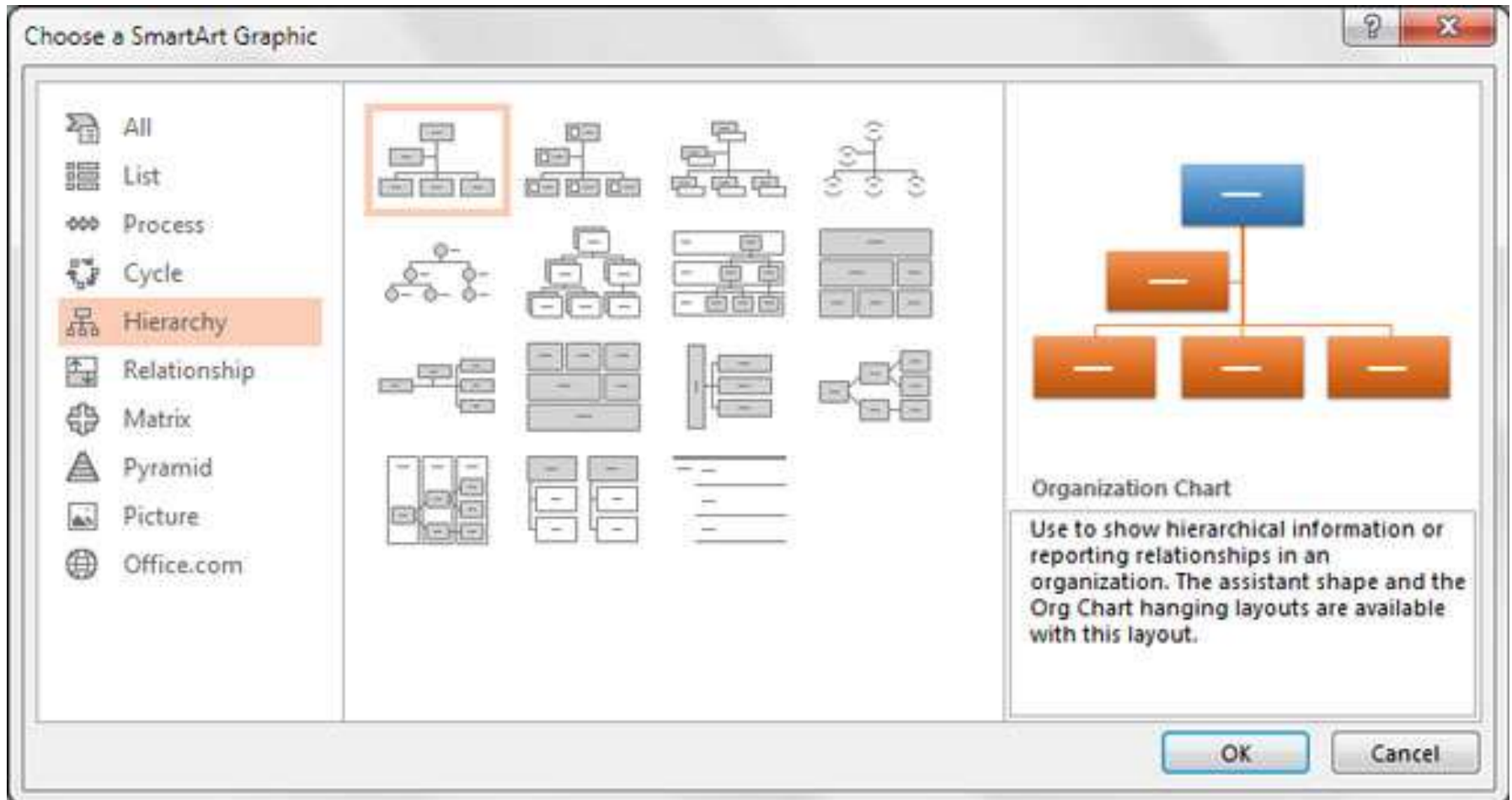
Spring Flyer...  
Fall flyer  
Student flyer...  
Student flyer...  
Student flyer...  
Student flyer...  
Student flyer...  
Small busi...  
Small busi...  
Tri-fold travel brochure...



➤ The same ease goes into making professionally designed flyers. Flyers help you get your messages out loud and clear. They can be used for marketing, activism, events, and education. Start by customizing the size of an individual slide. We are accustomed to seeing slides in the landscape format; while a flyer can have a portrait orientation. Flyers generally come in four standard sizes – but the most popular is commonly 8.5” x 11”.

- You can make your flyers by combining stock images, text, and PowerPoint shapes. Alternatively, you can be up and running with many flyer templates that are available on Microsoft Office.

# ➤ Chart Your Task



- Start with a blank canvas. Go to *Insert* tab – *Smart Art*. From the *Hierarchy* Smart Art graphic, choose the *Organization* chart as the building block for your task
- To simplify the hierarchy, remove the blocks that are not needed. Select the boxes and press *Delete* to remove them.