

# Microsoft Office



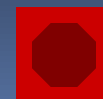
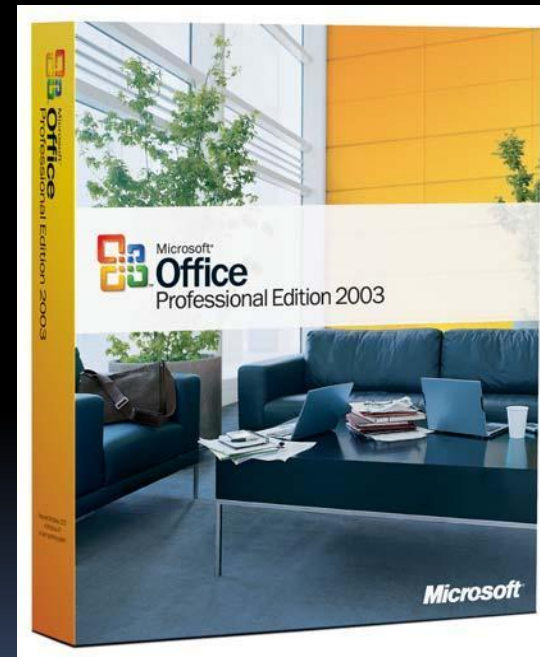
# Introducing Office

- An **office suite** is:
  - An interconnected bundle of programs that share resources with each other
  - Designed to help workers accomplish tasks they perform in an office
- Three versions of Microsoft Office:
  - **Standard**
    - Includes Word, Excel, PowerPoint, and Outlook
  - **Professional**
    - Includes Standard version, Access, and FrontPage
  - **Developer**
    - Includes Professional version and Visual Basic



# The Shared Office Interface and Tools

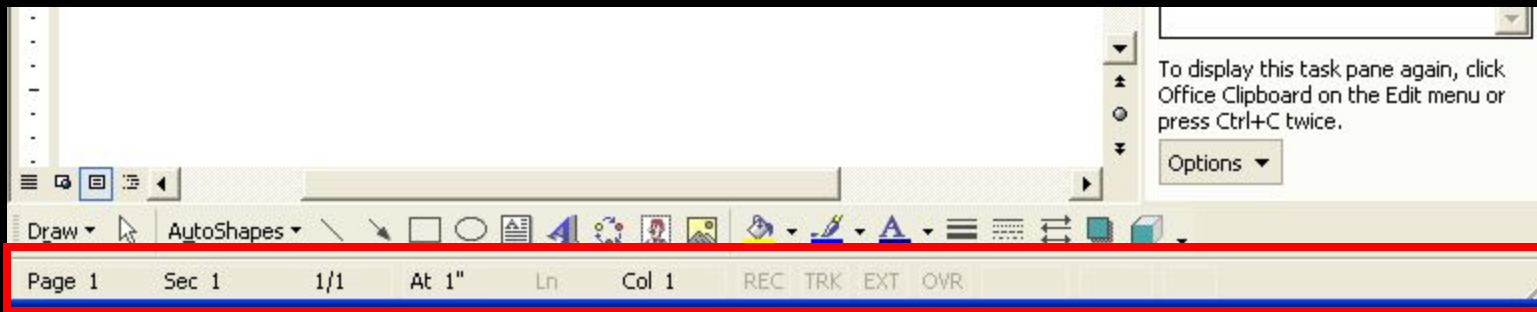
- **User interface** – The method with which users interact with the computer system
- Office suites share a common user interface
  - Elements of the user interface:
    - Title bar
    - Menu bar
    - Toolbars
    - Status bar
    - Task pane
  - Other shared resources:
    - Office Clipboard
    - Clip Organizer
    - Smart tags
    - Templates
    - Wizards



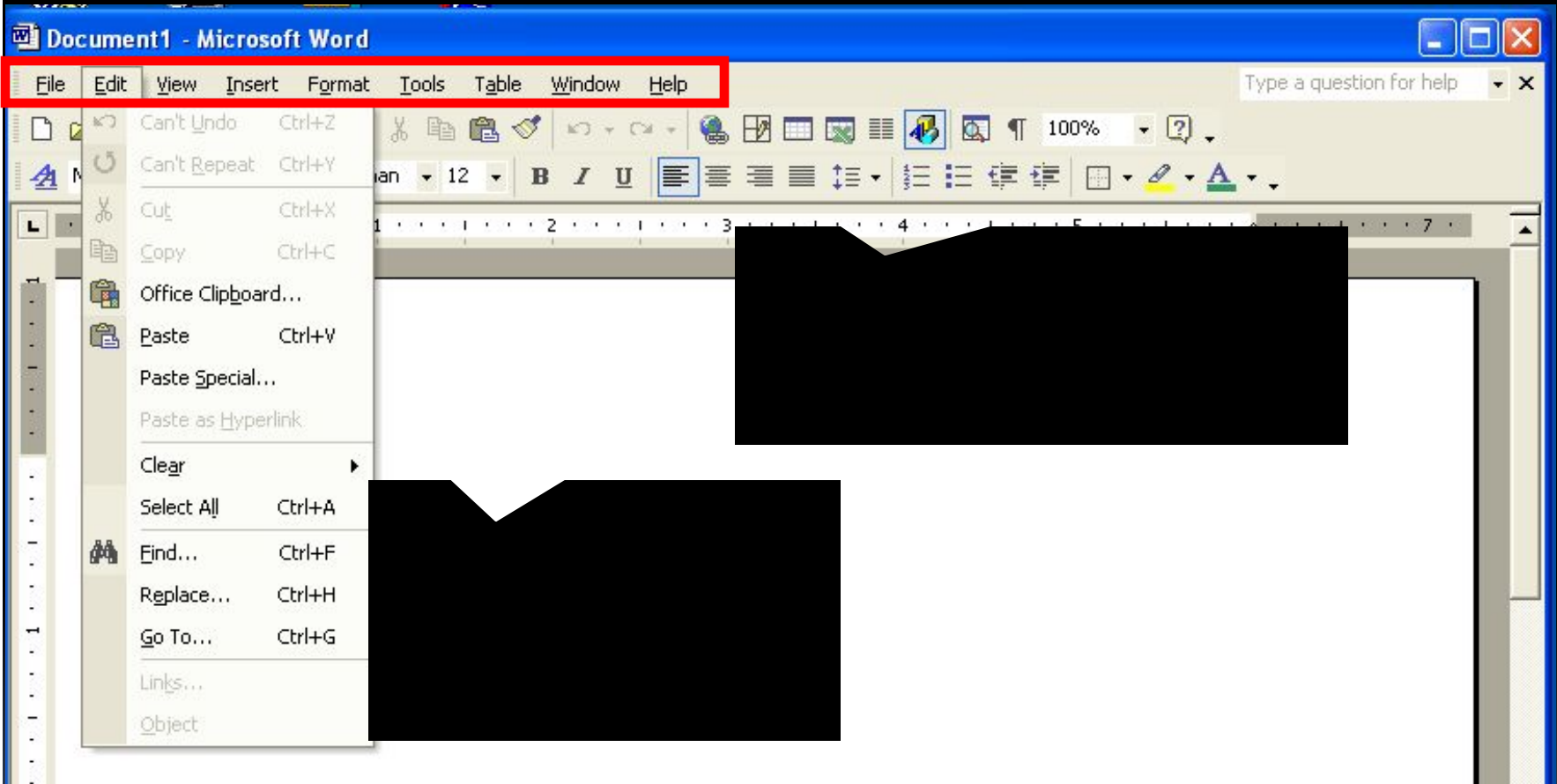
# Title Bar



# Status Bar



# Menu Bar

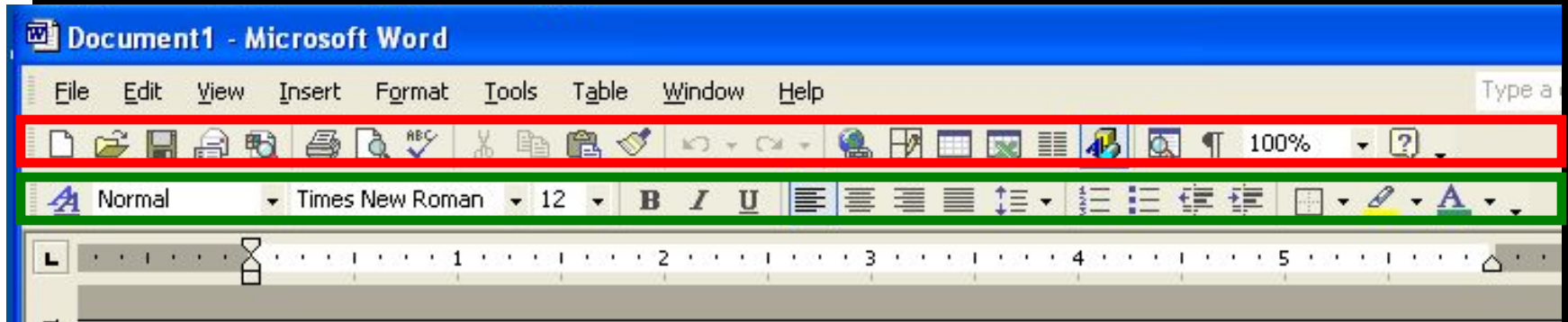


# Menu Bar

- Standard Menu Names:
  - File
  - Edit
  - View
  - Format
  - Tools
  - Help



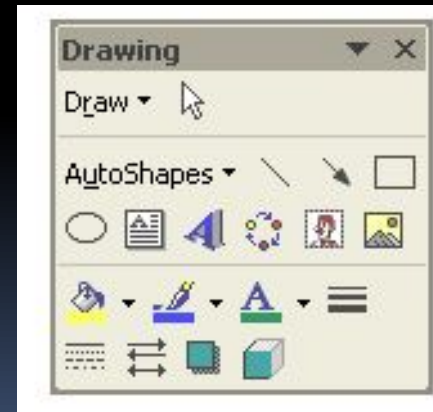
# Toolbars



Standard toolbar

Formatting toolbar

Undocked toolbar





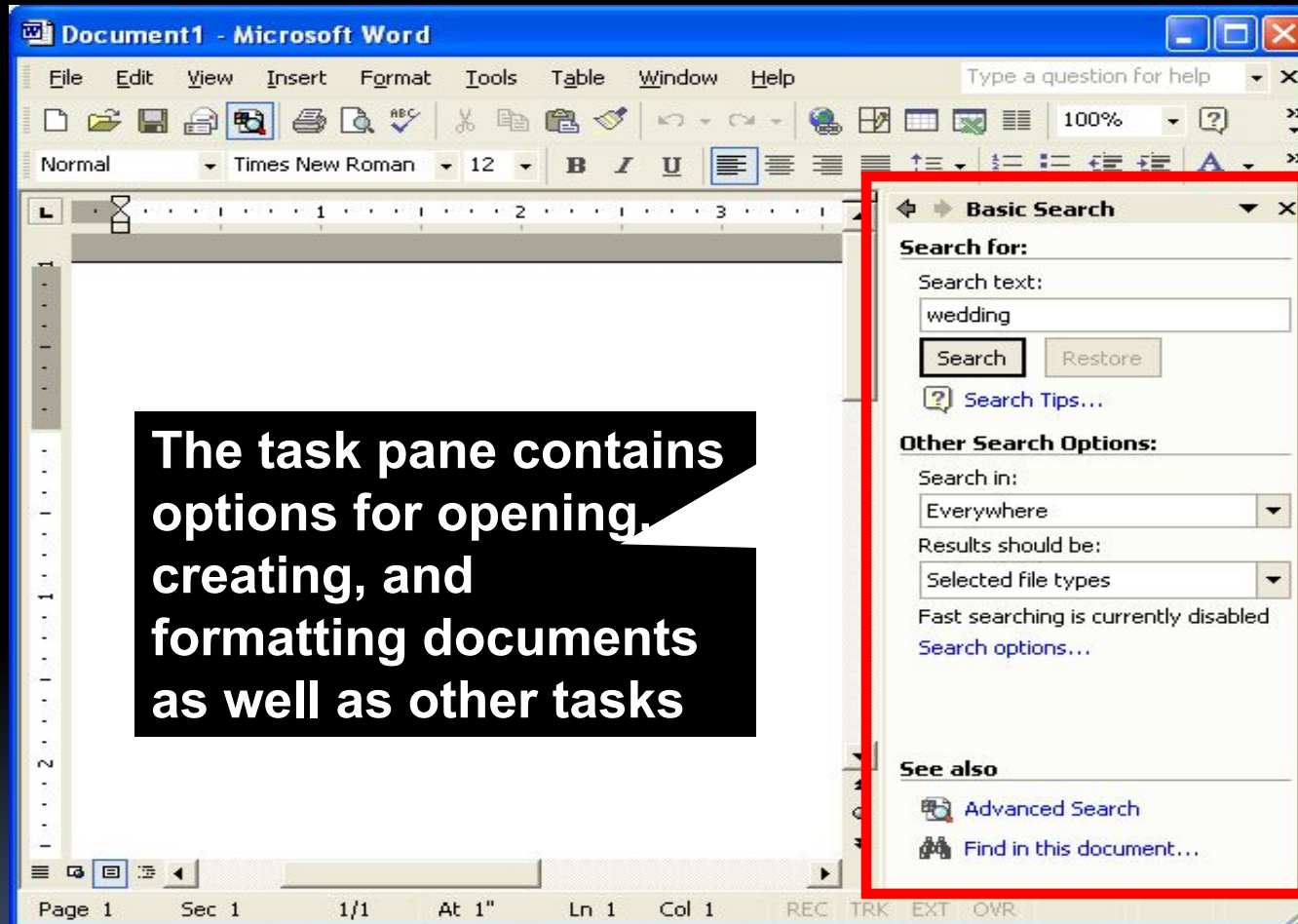
# Clip Organizer



# Office Clipboard



# Task Pane



The screenshot displays the Microsoft Word interface with the 'Basic Search' task pane open on the right side. The task pane is highlighted with a red border and contains the following elements:

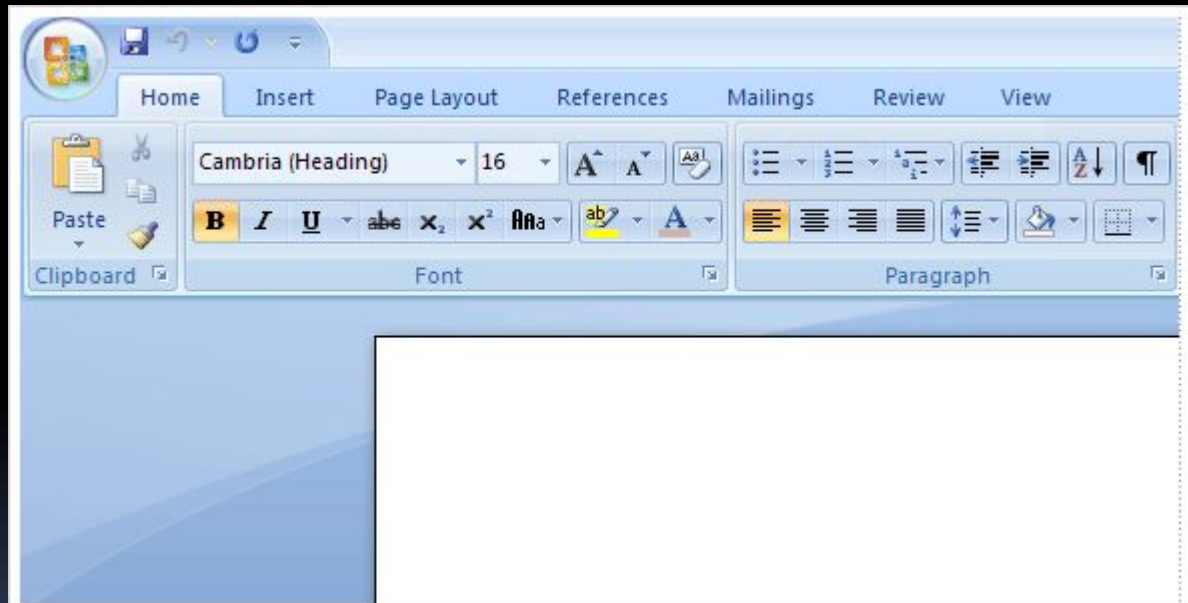
- Search for:**
  - Search text: wedding
  - Buttons: Search, Restore
  - Link: Search Tips...
- Other Search Options:**
  - Search in: Everywhere
  - Results should be: Selected file types
  - Fast searching is currently disabled
  - Link: Search options...
- See also:**
  - Advanced Search
  - Find in this document...

The main document area is mostly blank, with a status bar at the bottom showing 'Page 1', 'Sec 1', '1/1', 'At 1"', 'Ln 1', 'Col 1', and 'REC TRK EXT OVR'.

The task pane contains options for opening, creating, and formatting documents as well as other tasks



# Word 2007

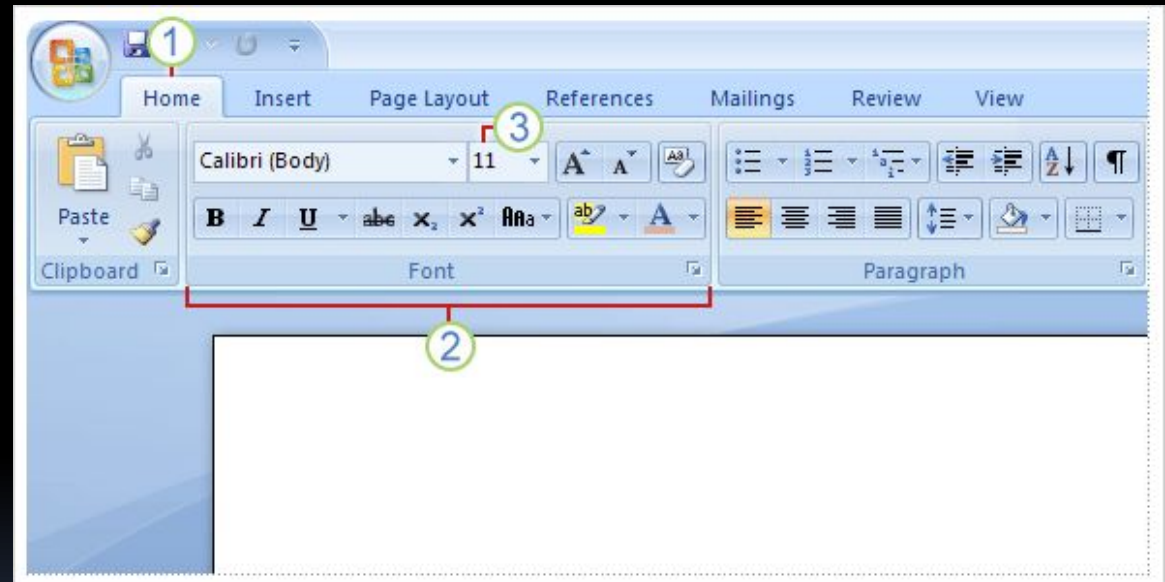


# What's on the Ribbon

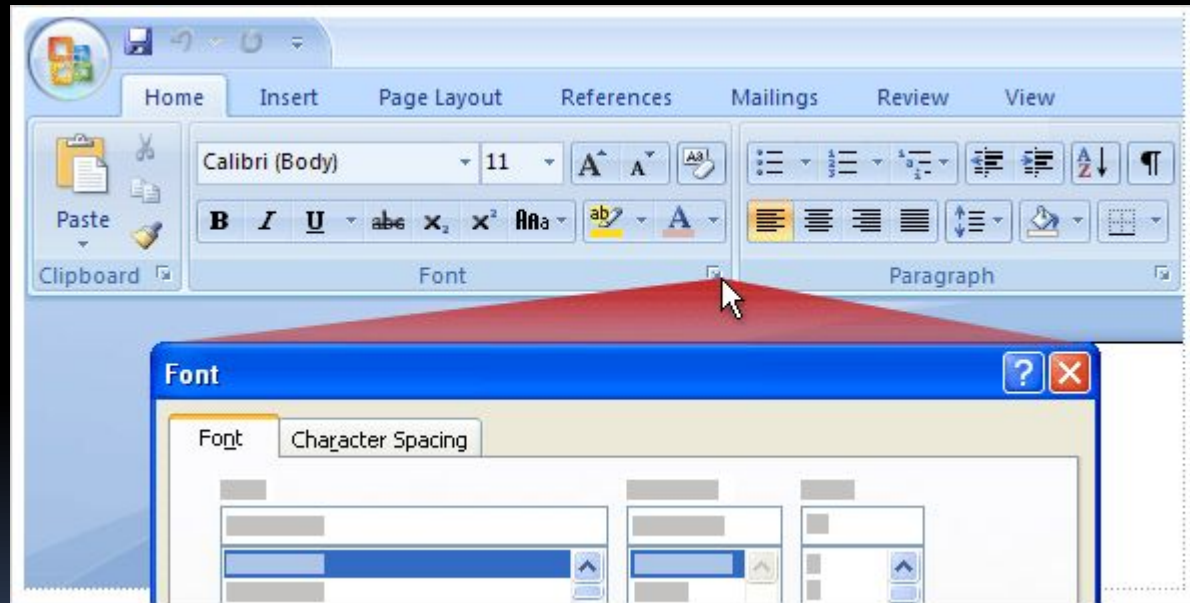
1- Tabs.

2-Groups

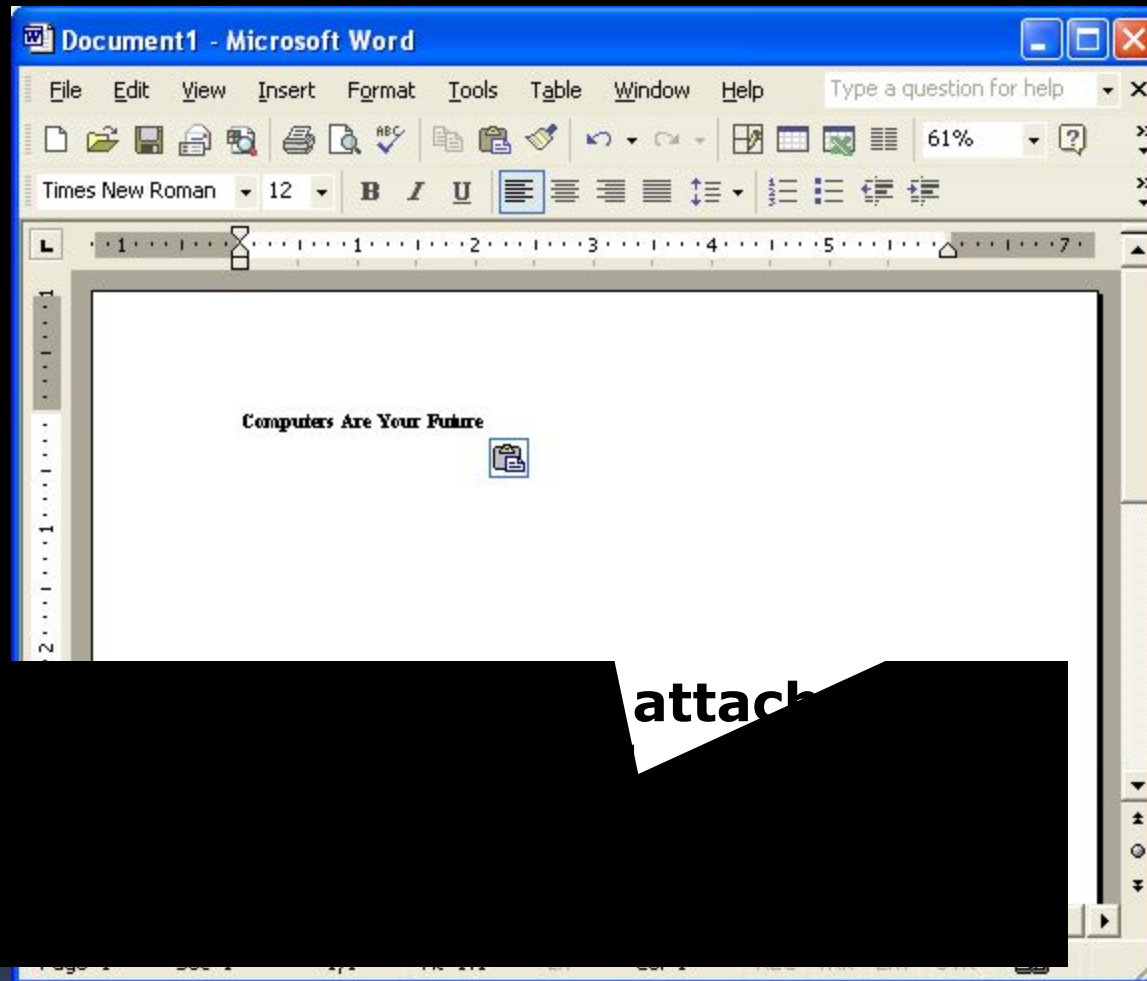
3-Commands



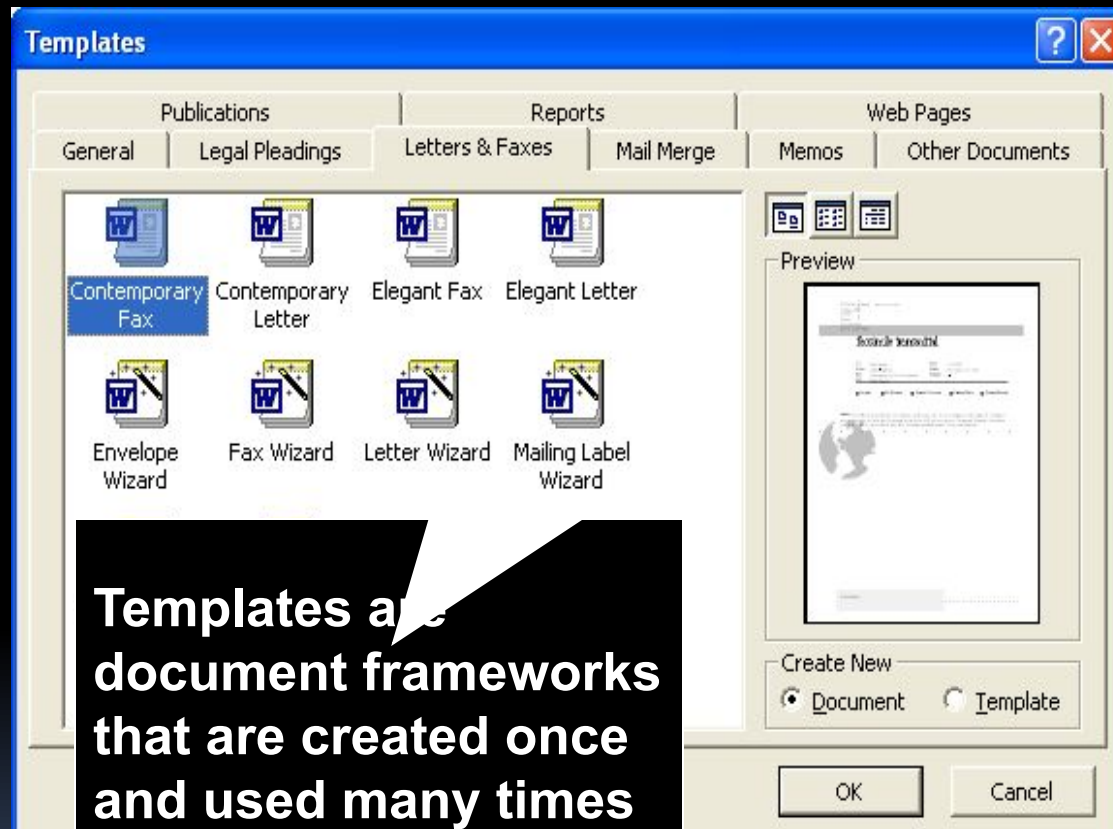
# Dialog box launchers in groups



# Smart Tags



# Templates





# Wizards

**Wizards provide a step by step process for solving problems**

Letter Wizard - Step 1 of 4

Letter Format | Recipient Info | Other Elements | Sender Info

Date line: July 2, 2003

Include header and footer with page design

Choose a page design: (current)

Choose a letter style: Full block

Pre-printed letterhead

Where on the page is the letterhead? At the top

How much space does the letterhead need? 0"

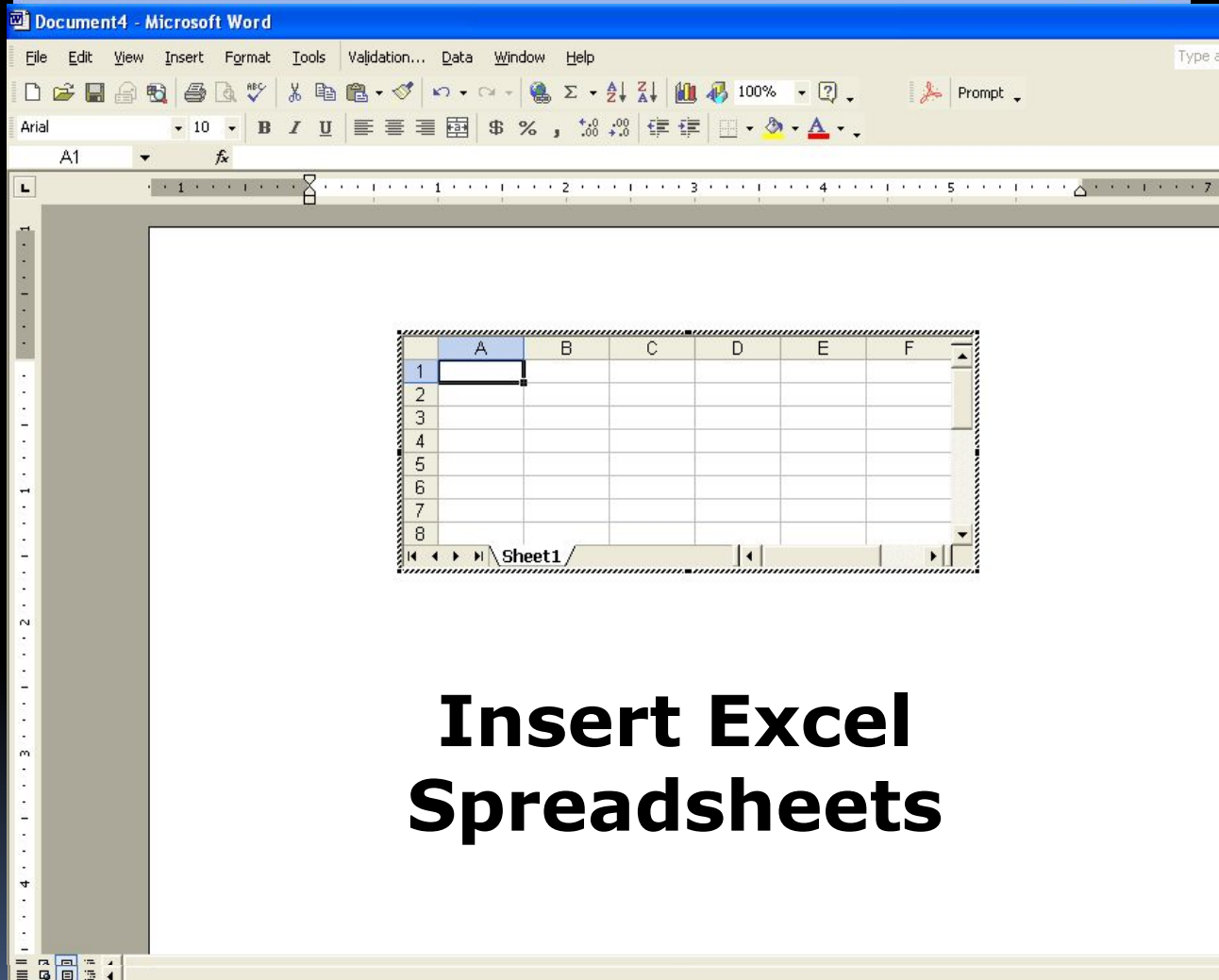
<Back Next> Finish Cancel



# Microsoft Word

- Features include:
  - Word processing with the power of desktop publishing
  - The ability to embed charts, graphics, tables, pictures, and other objects
  - Paragraph and text formatting
  - The potential to use and create custom templates
  - The means to link and embed documents with other Office programs
  - The capability to save files as documents, plain text, templates, or Web pages

# Microsoft Word Features



Click to  
view  
Word  
features

**Insert Excel  
Spreadsheets**



# Microsoft Excel

- Excel is the most popular spreadsheet program
- Spreadsheets are designed to store and manipulate numbers
- Each Excel file is called a workbook
- The user interface is similar to that of Microsoft Word

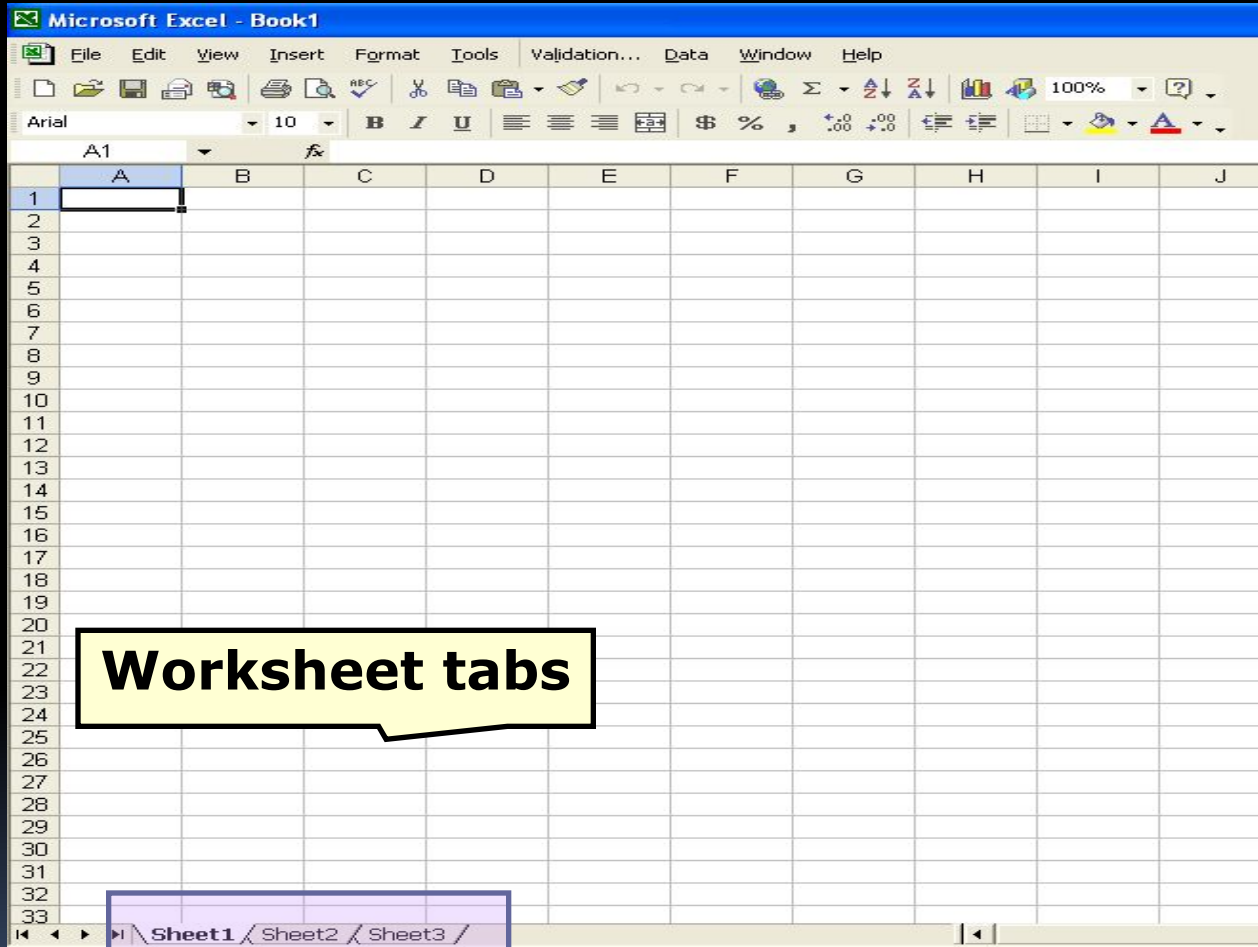


# The Excel Worksheet Components

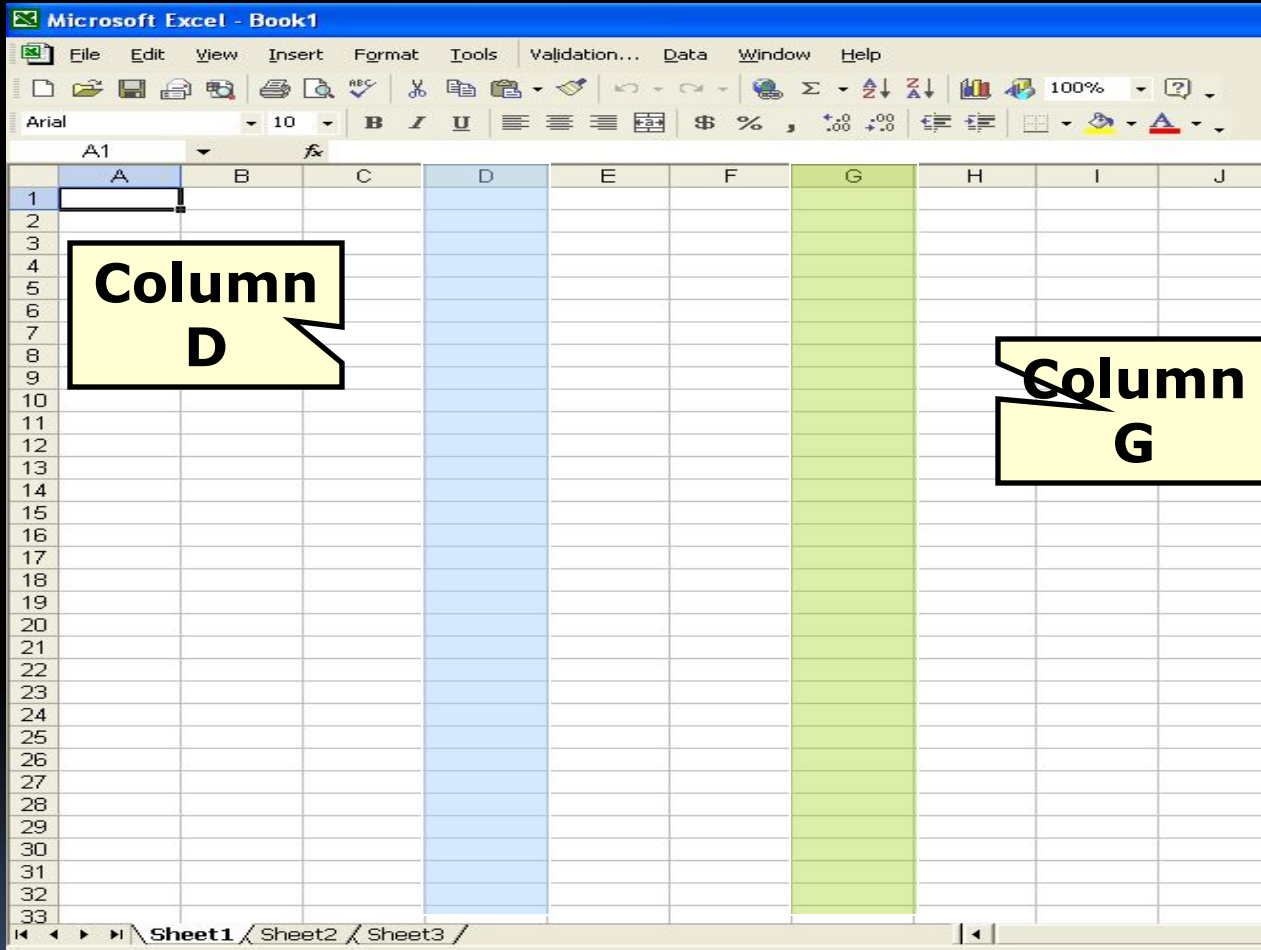
- The worksheet is composed of columns and rows
- The intersection of a row and column is called a cell
- Two or more cells selected at the same time is called a range of cells
- Text, numbers, formulas, and functions can be entered into cells
- Charts can also be created in a worksheet



# Excel Worksheet



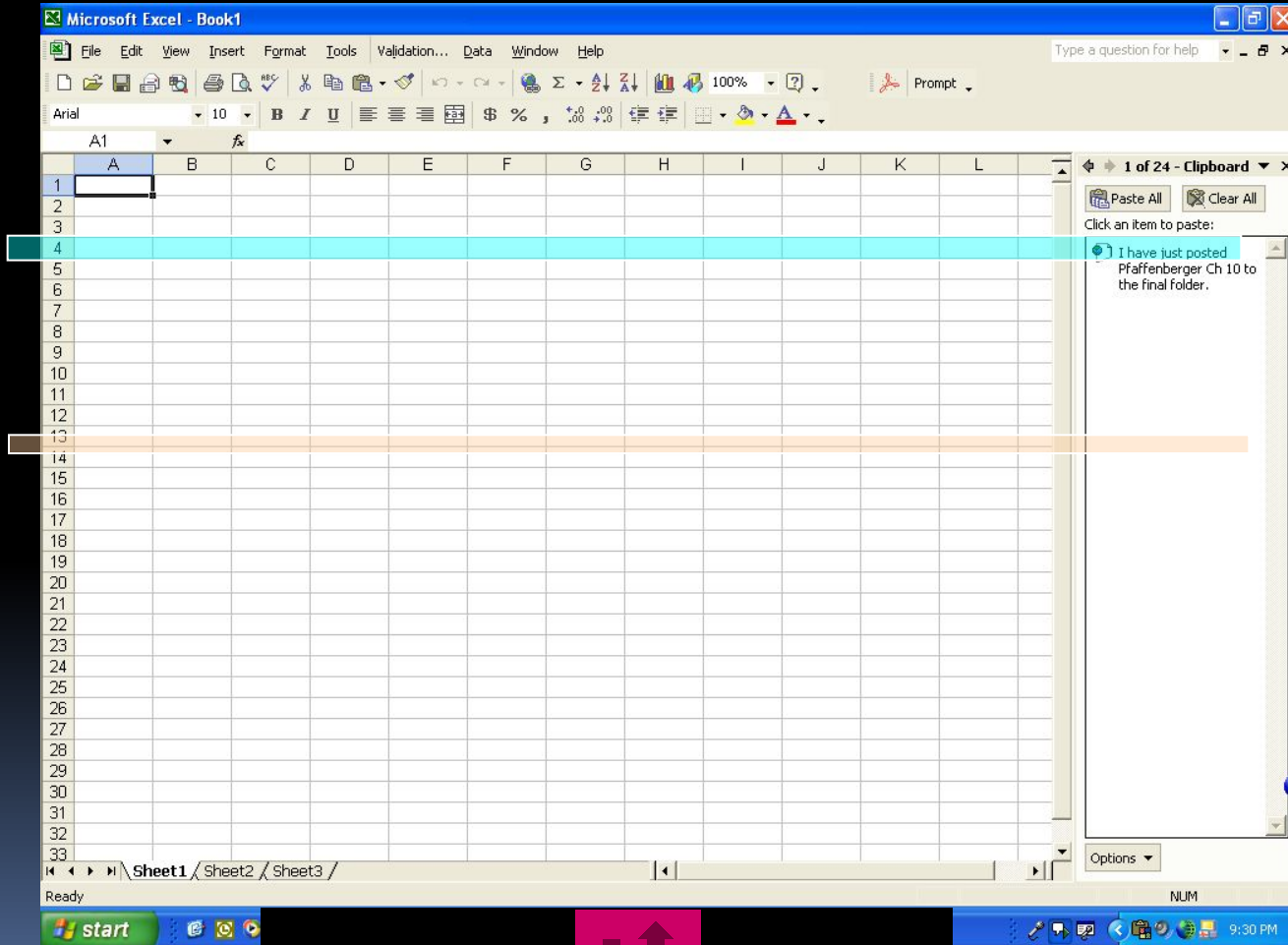
# Columns



# ROWS

Row  
5

Row  
14

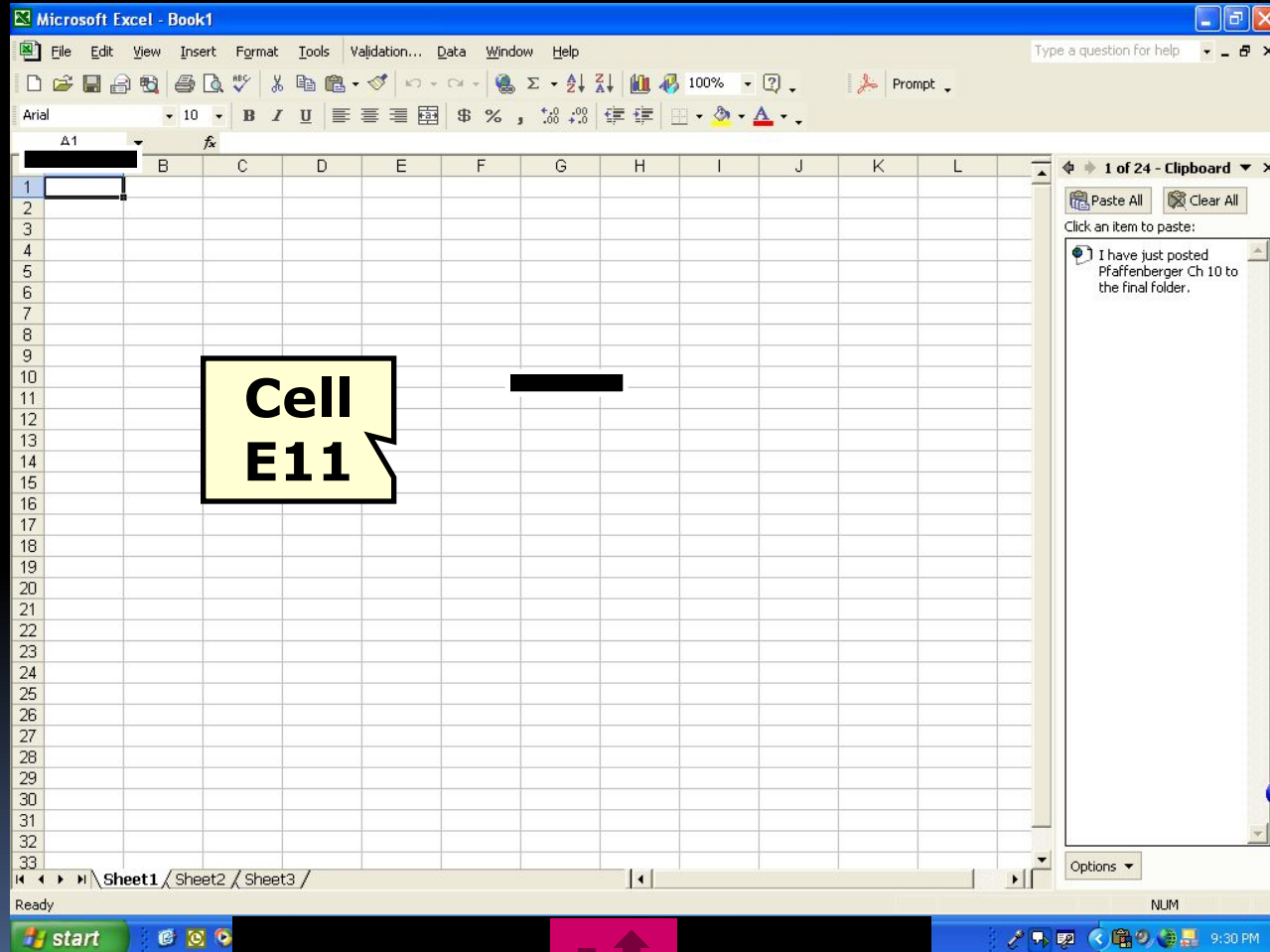




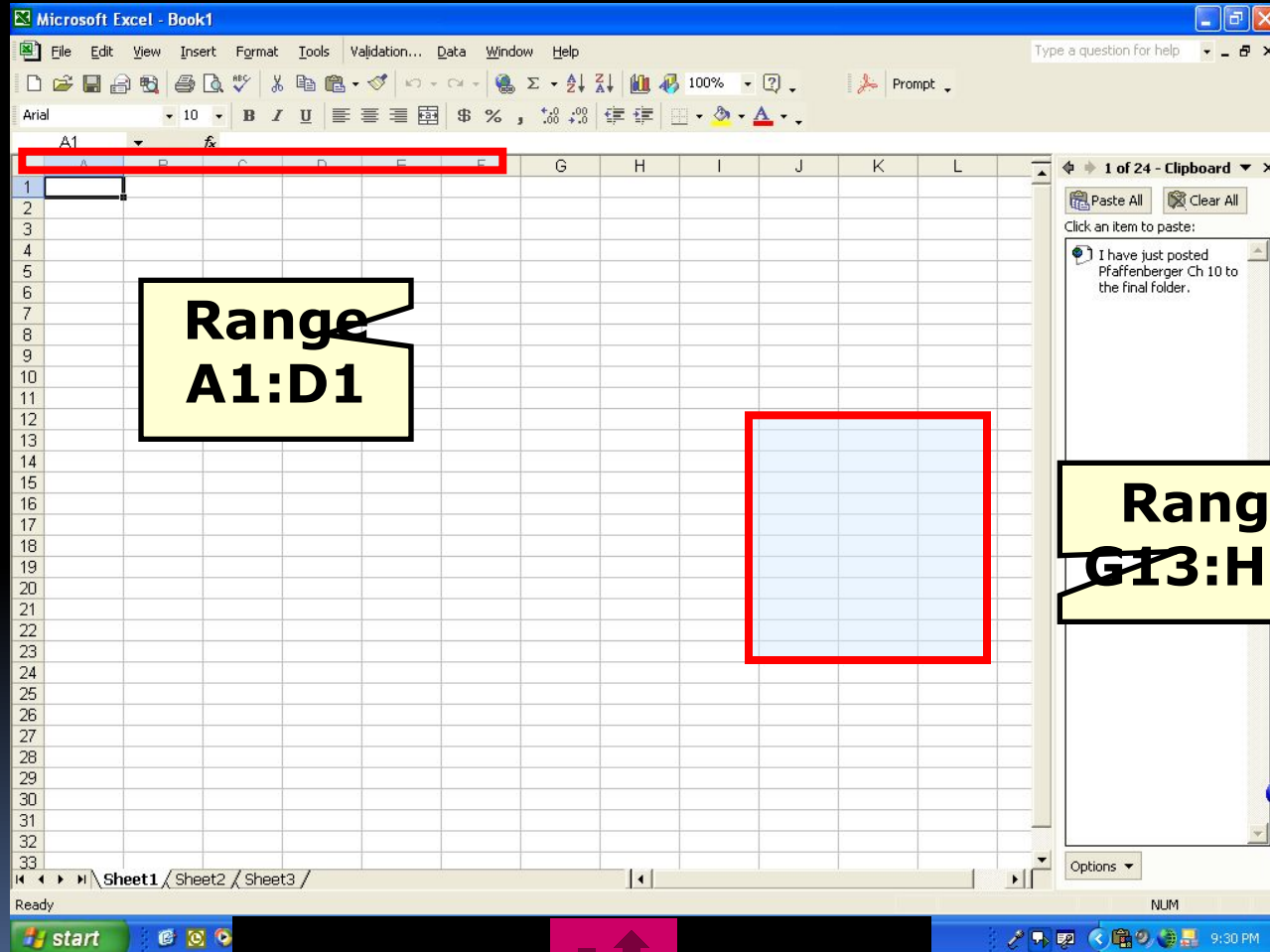
# Cells

Cell  
A1

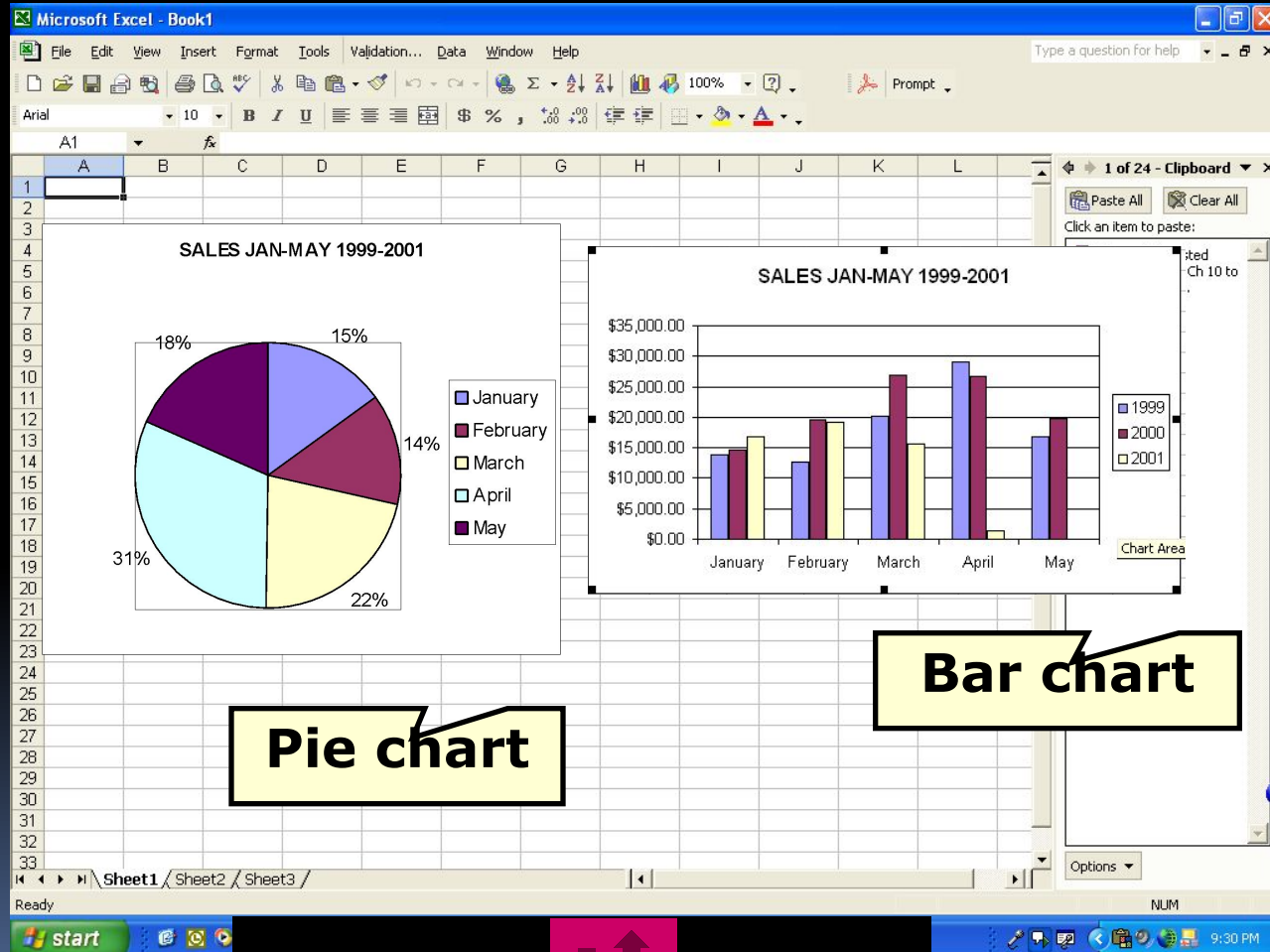
Cell  
E11



# Range of Cells



# Charts



**Pie chart**

**Bar chart**

# Text and Numbers

Microsoft Excel - APRIL WEEKLY 2002.xls

File Edit View Insert Format Tools Validation... Data Window Help

Type a question for help

Prompt

Arial 10 B I U

F18 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3	Weekly Sales Report													
4		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL							
5	Sales Rep A	\$2,260	\$2,641	\$1,308	\$1,383	\$21	\$7,612							
6	Sales Rep B	\$10	\$142	\$170	\$21	\$0	\$343							
7	Sales Rep C	\$2,007	\$1,573	\$2,245	\$1,450	\$585	\$7,858							
8	Sales Rep D	\$546	\$1,399	\$404	\$2,248	\$122	\$4,718							
9	Sales Rep E	\$150	\$296	\$554	\$264	\$180	\$1,443							
10	TOTAL	\$4,971	\$6,050	\$4,680	\$5,365	\$907	\$21,974							
11														
12														
13														
24														
25														
26														
27														
28														

WEEKLY SALES CHART APRIL WEEKLY

Draw AutoShapes

Ready NUM

start

Microsoft E...

12:51 PM

**Text or Label**

**Number**

# Formulas and Functions

The screenshot displays the Microsoft Excel interface with a spreadsheet titled "APRIL WEEKLY 2002.xls". The spreadsheet contains a "Weekly Sales Report" with columns for WEEK 1, WEEK 2, WEEK 3, WEEK 4, TOTAL, and AVERAGE. The AVERAGE function is being applied to the range B5:E5. A "Function Arguments" dialog box is open, showing the formula =AVERAGE(B5:E5) and the result \$1,898. The dialog also includes a description of the AVERAGE function and a "Help on this function" link.

	A	B	C	D	E	F	G	H	
1									
2									
3	Weekly Sales Report								
4		WEEK 1	WEEK 2	WEEK 3	WEEK 4	TOTAL	AVERAGE		
5	Sales Rep A	2259.59	2640.5	1308	1383.19	=SUM(B5:E5)	=(B5:E5)		
6	Sales Rep B	10	142	169.52	21	=SUM(B6:E6)			
7	Sales Rep C	2006.69	1572.5	2244.64	1449.71	=SUM(B7:E7)			
8	Sales Rep D	545.53	1399	403.5	2248.04	=SUM(B8:E8)			
9	Sales Rep E	149.6	295.8	554.32	263.5	=SUM(B9:E9)			
10	TOTAL	=B5+B6+B7+B8+B9	=C5+C6+C7+C8+C9	=D5+D6+D7+D8+D9	=E5+E6+E7+E8+E9	=SUM(F5:F9)			

**Function Arguments**

AVERAGE

Number1: B5:E5 = {2259.59,2640.5,1308,1383.19}

Number2: = number

= 1897.82

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

Number1: number1,number2,... are 1 to 30 numeric arguments for which you want the average.

Formula result = \$1,898

[Help on this function](#)

OK Cancel

**Function**

**Formula**



# Microsoft Access

- Access is a database management system (DBMS)
- Databases manage data by enabling the user to organize the data in a way that it becomes useful and meaningful
- Two types of databases exist:
  - Flat file database
  - Relational database
- The user interface is similar to that of Word and Excel

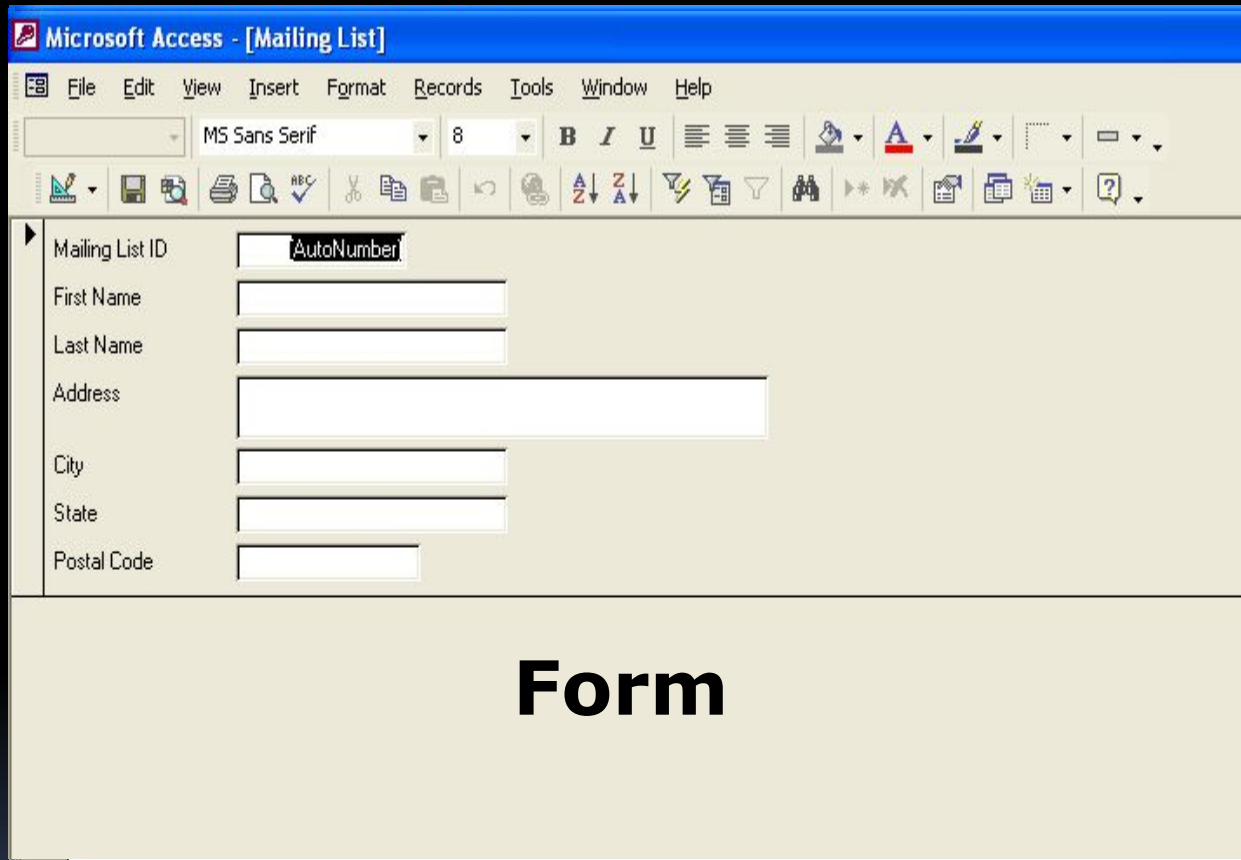


# Access Components

- **Objects** – Used to manage and present data
- **Table** – Stores data
- **Form** – Collects data
- **Query** – Questions of the database
- **Report** – Presents data
- **Data Access Page** – Post data to the Web



# Access Interface



The screenshot displays the Microsoft Access application window titled "Microsoft Access - [Mailing List]". The interface includes a menu bar with options: File, Edit, View, Insert, Format, Records, Tools, Window, and Help. Below the menu is a ribbon with various tool icons. The main area shows a form with the following fields:

Mailing List ID	<input type="text" value="AutoNumber"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>

At the bottom of the form area, the word "Form" is written in large, bold, black text.

Click to  
view  
Object,  
Table,  
Form,  
Query,  
and  
Report



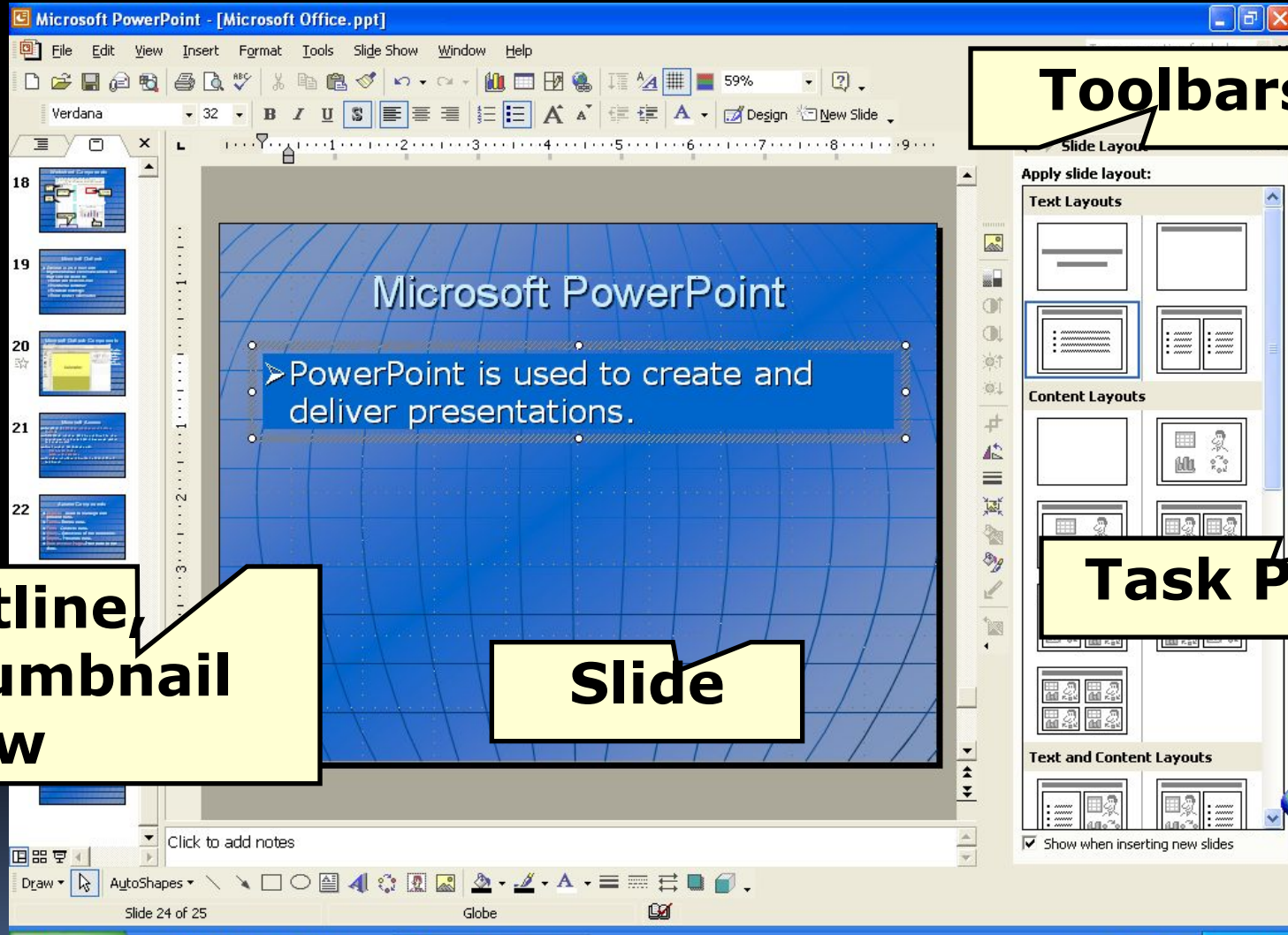


# Microsoft PowerPoint

- PowerPoint is used to create and deliver presentations
- Text and graphics are entered onto a **slide**
- Slide shows can be viewed using a monitor or video projector



# PowerPoint Interface



**Toolbars**

**Outline  
Thumbnail  
view**

**Slide**

**Task Pane**

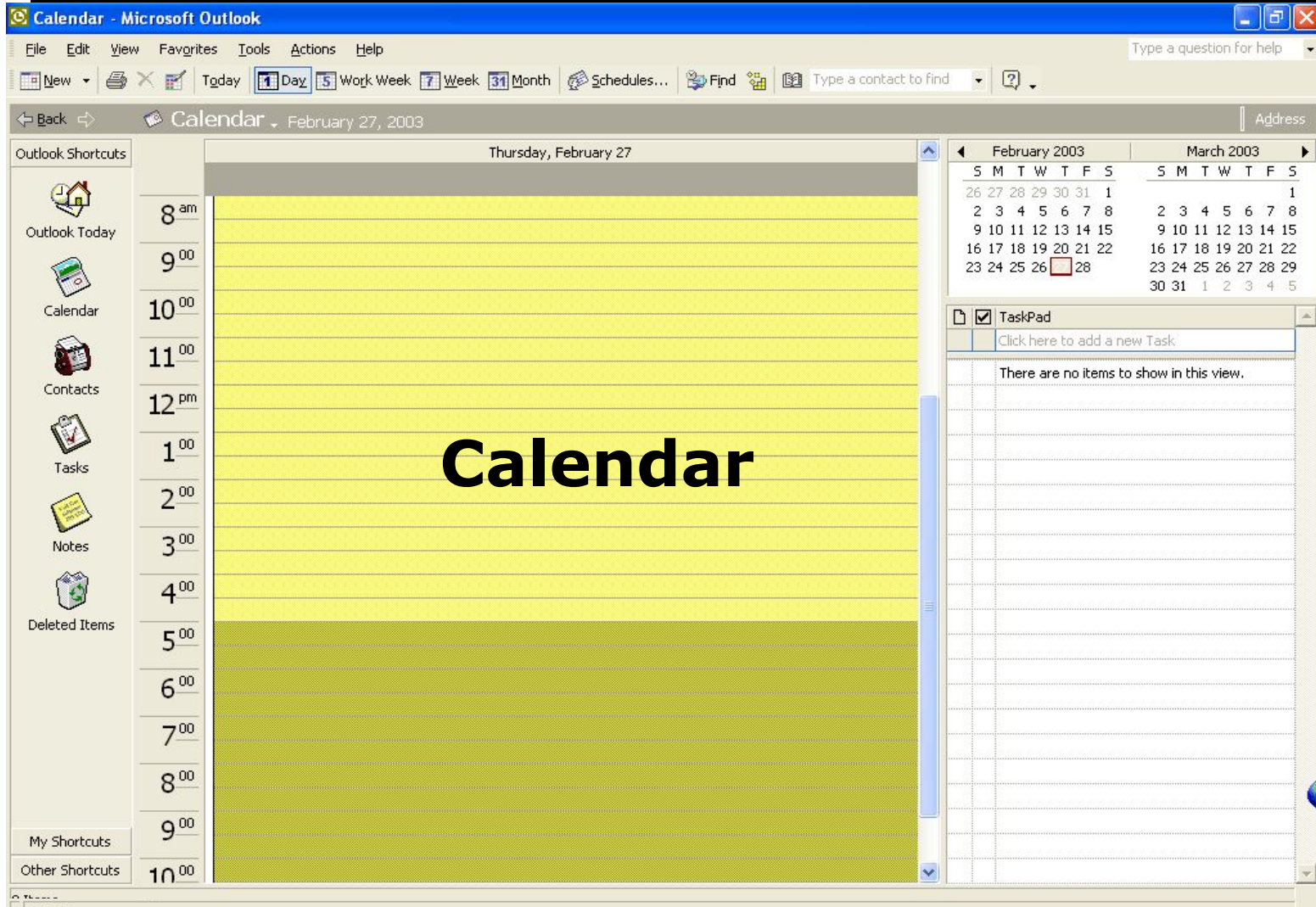


# Microsoft Outlook

- Outlook is an e-mail and organizational communications tool that can be used to:
  - Send and receive e-mail
  - Maintain a calendar
  - Schedule meetings
  - Store contact information



# Microsoft Outlook Components



**Click to  
view  
Calendar,  
Tasks,  
E-mail,  
and  
Contacts**

