

Microsoft Office



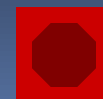
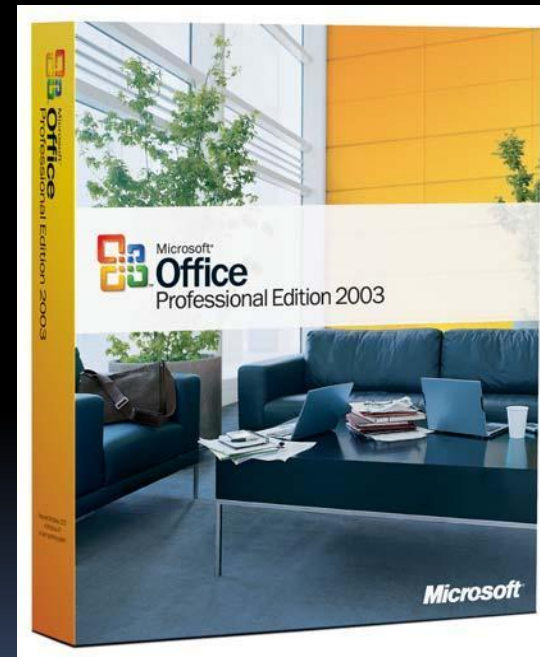
Introducing Office

- 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

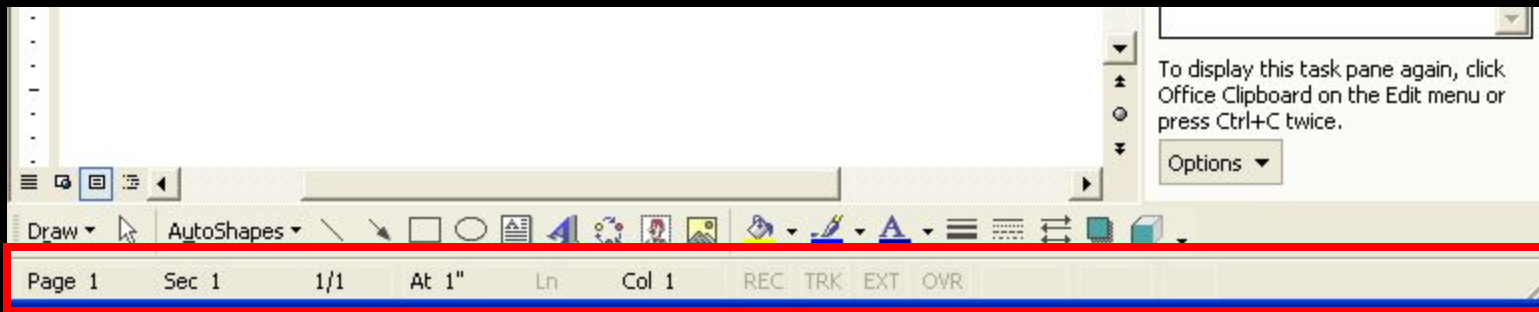
- **User interface** – The method with which users interact with the computer system
- Office suites share a common user interface
 - Elements of the user interface:
 - Title bar
 - Menu bar
 - Toolbars
 - Status bar
 - Task pane
 - Other shared resources:
 - Office Clipboard
 - Clip Organizer
 - Smart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



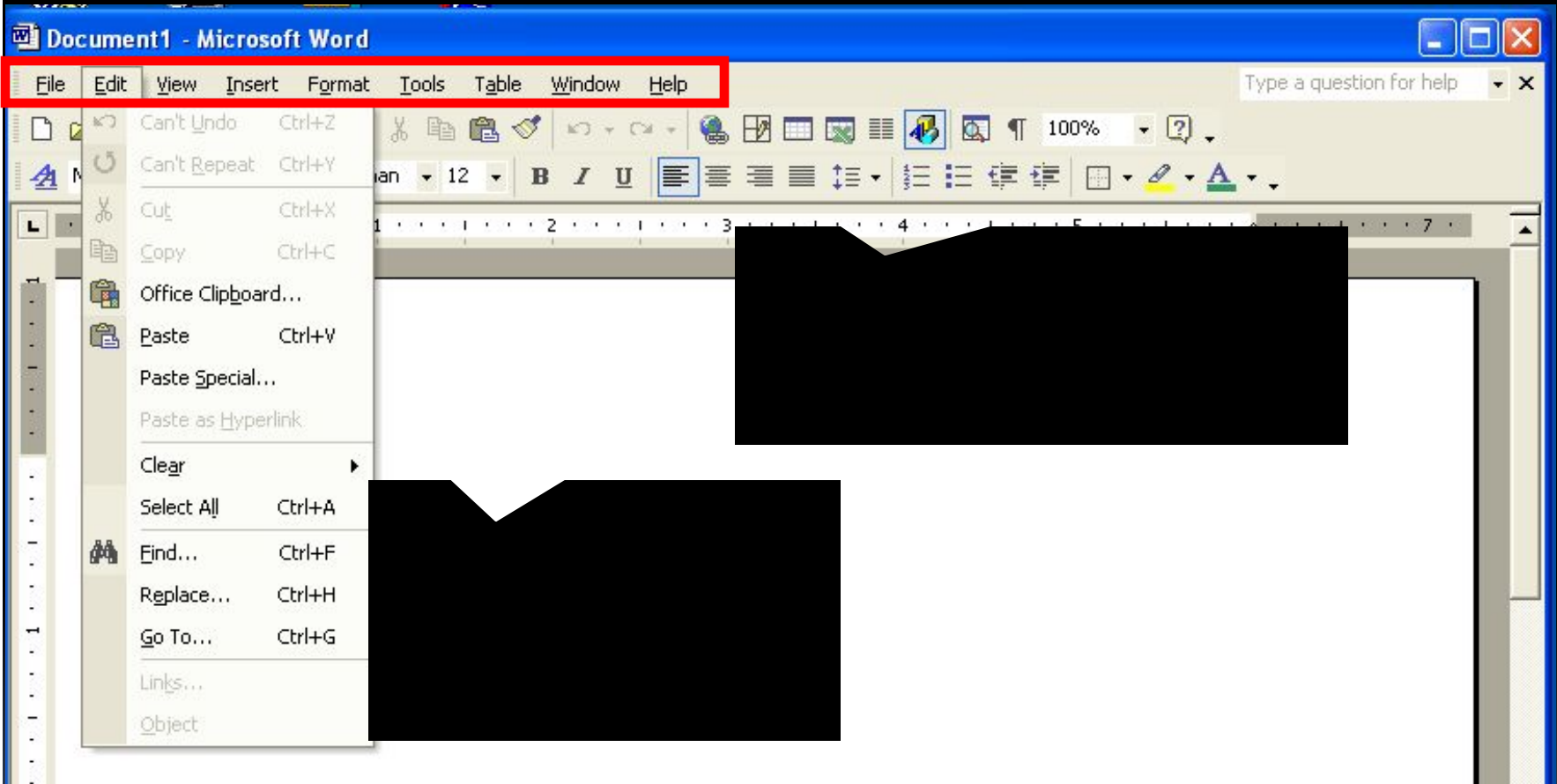
Title Bar



Status Bar



Menu Bar



Menu Bar

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



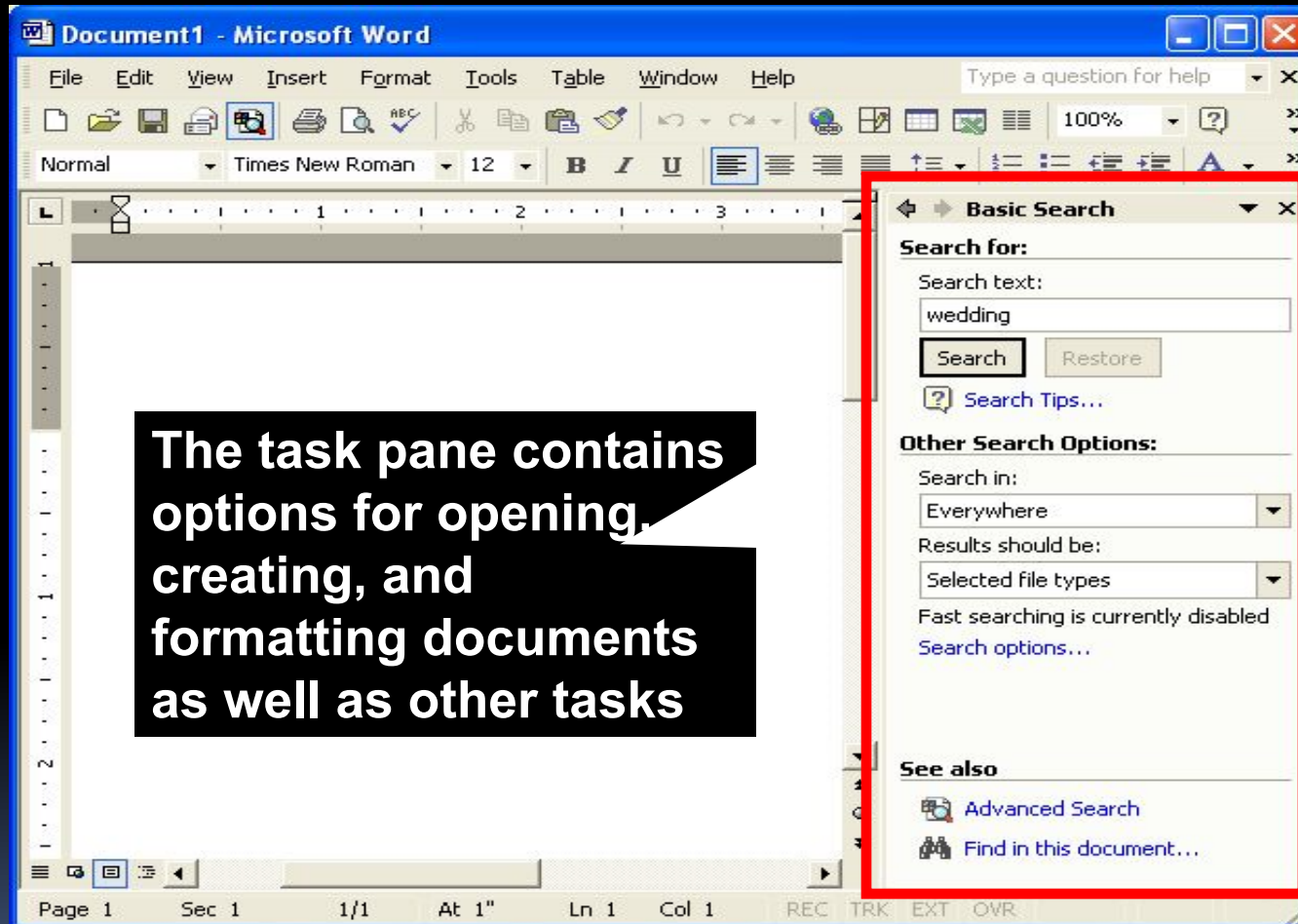
Clip Organizer



Office Clipboard



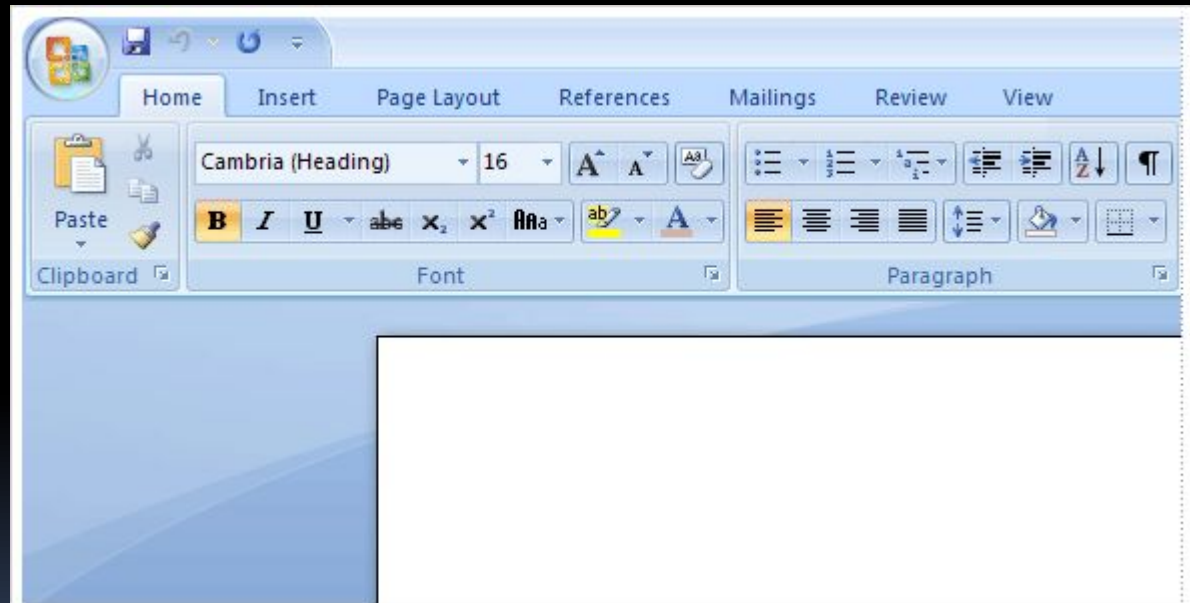
Task Pane



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



Word 2007

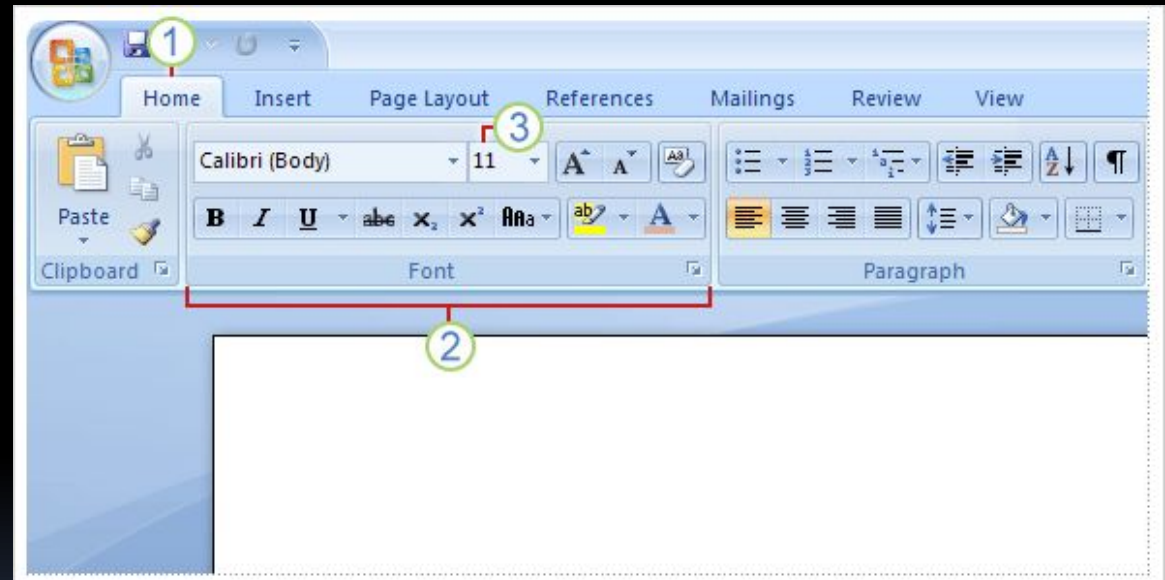


What's on the Ribbon

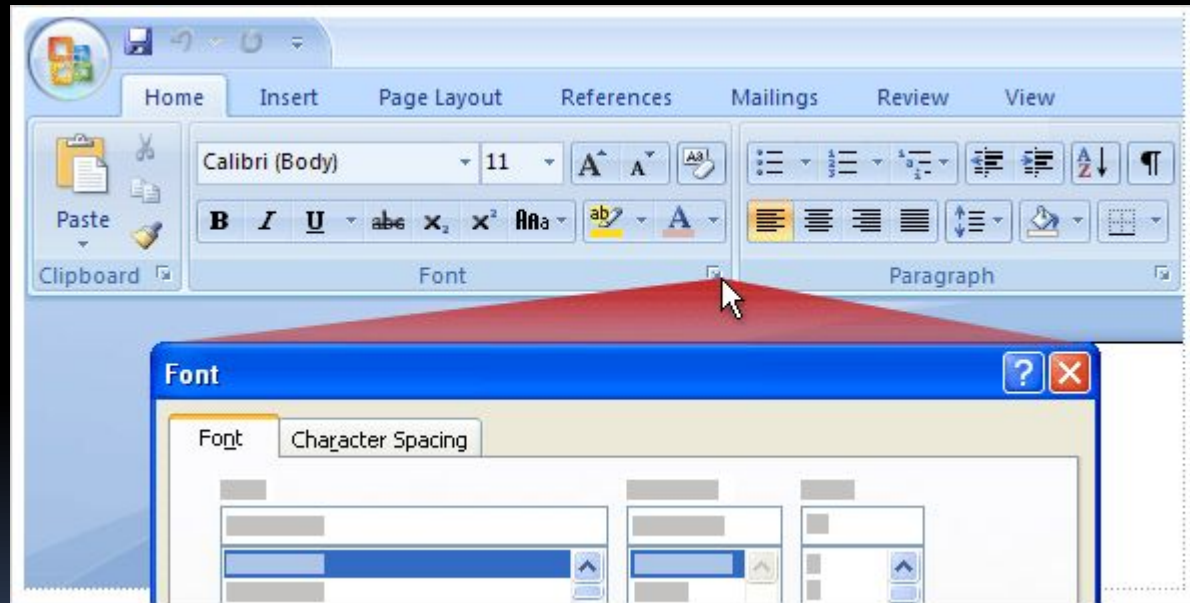
1- Tabs.

2-Groups

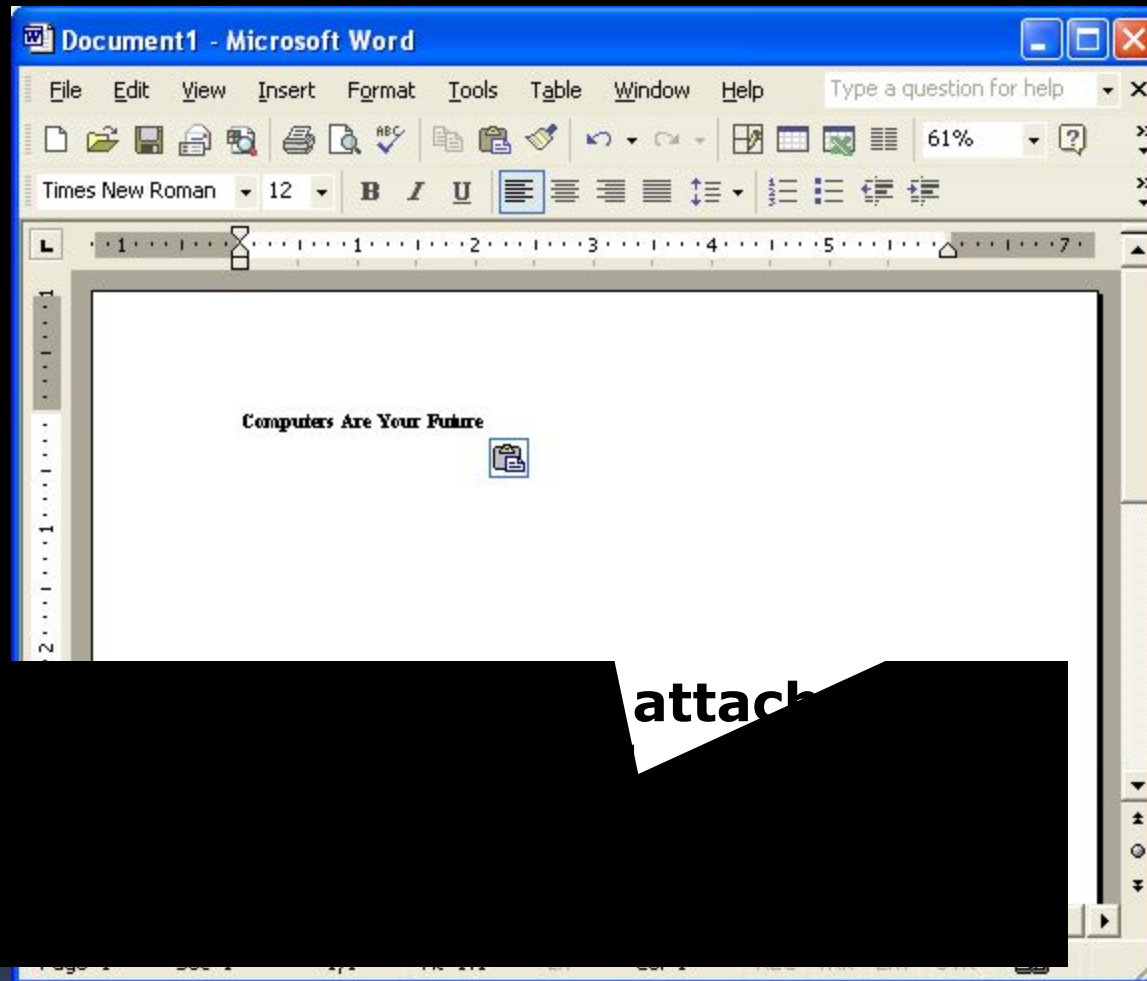
3-Commands



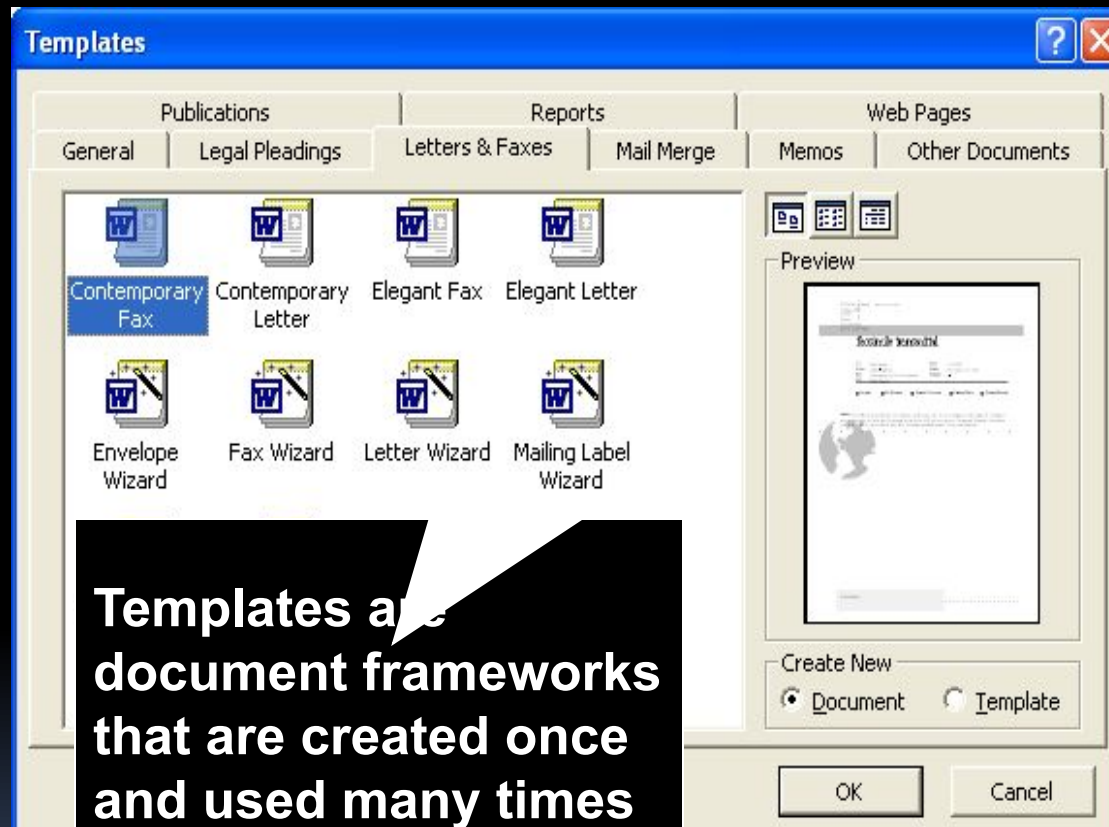
Dialog box launchers in groups



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"

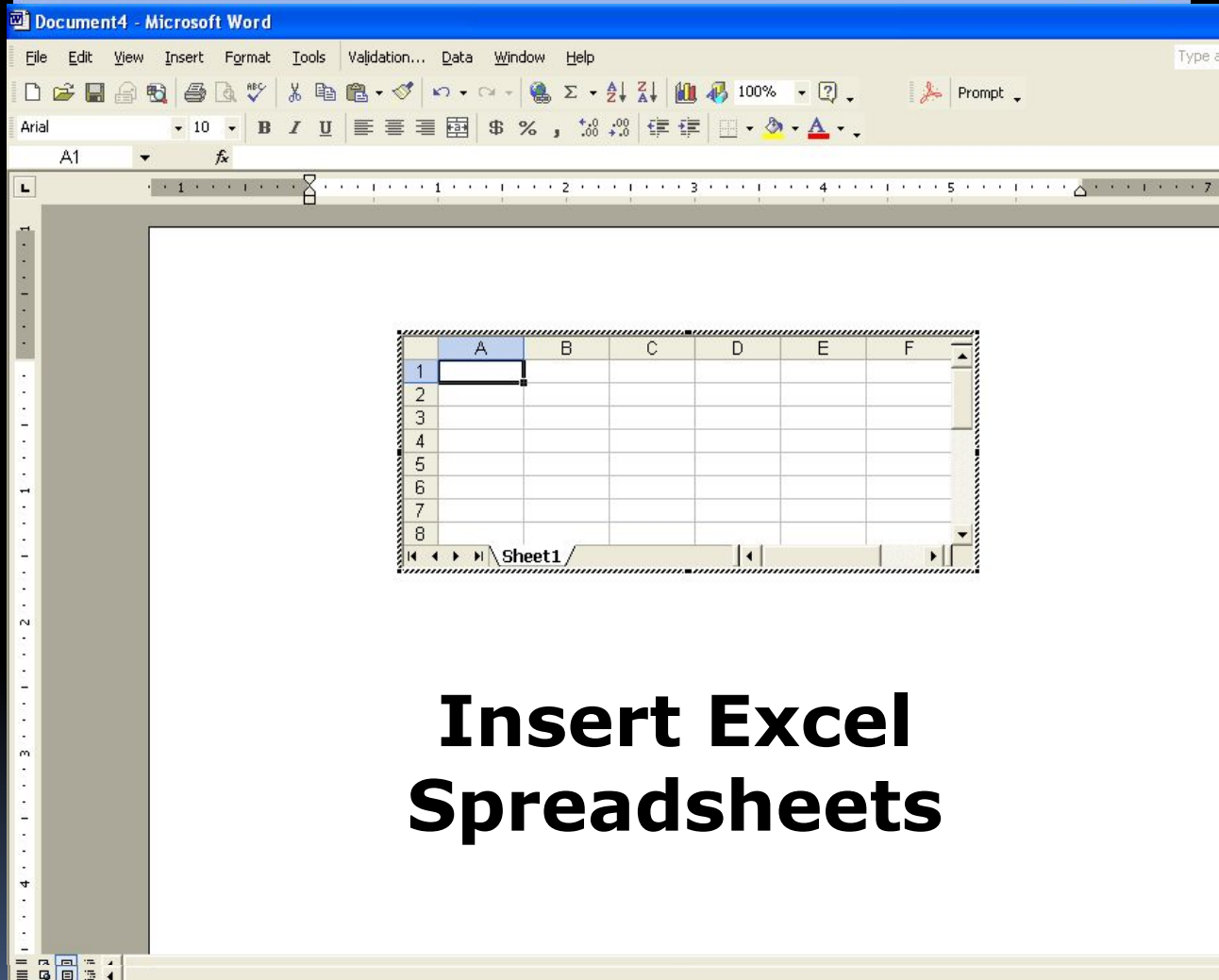
<Back Next> Finish Cancel



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

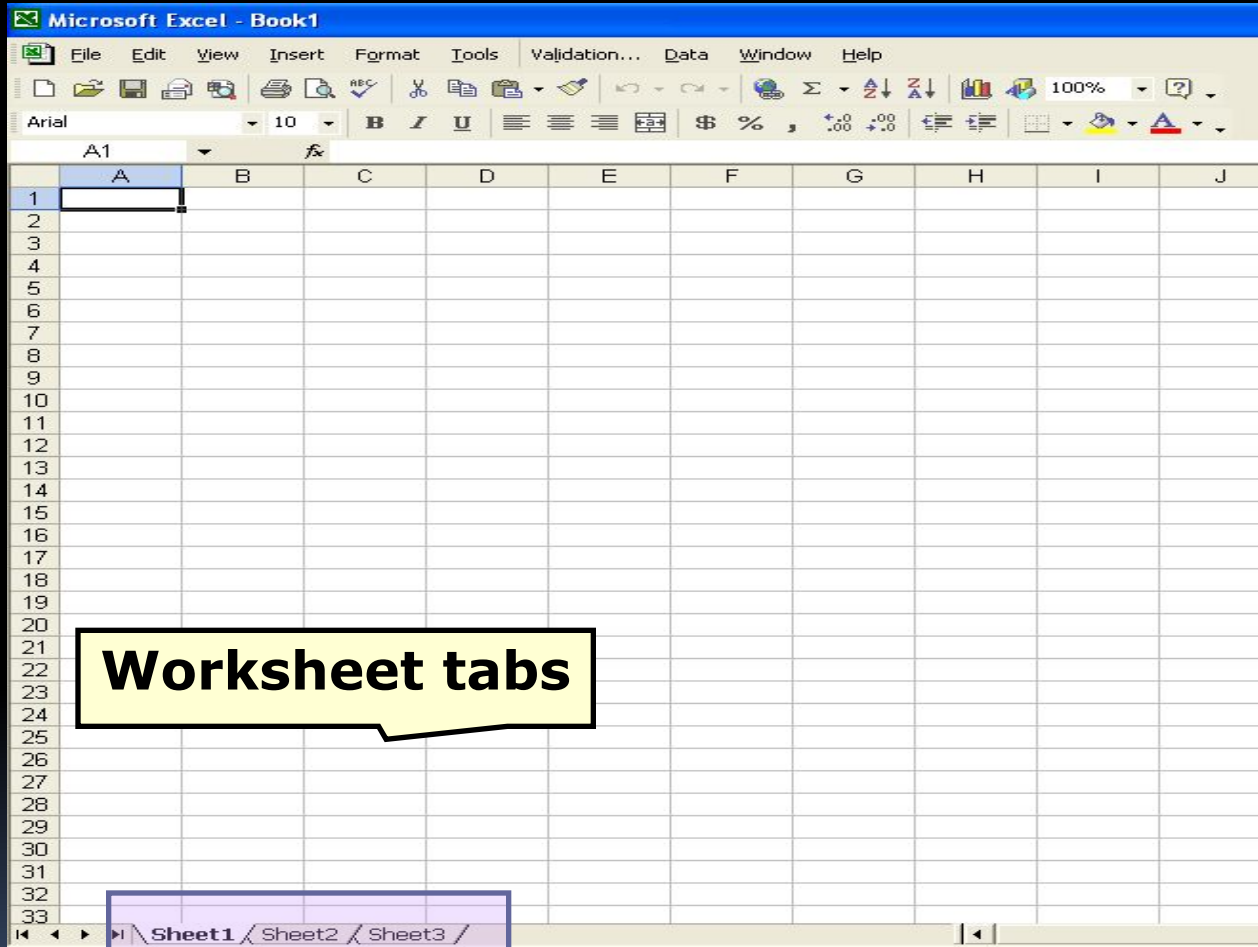


The Excel Worksheet Components

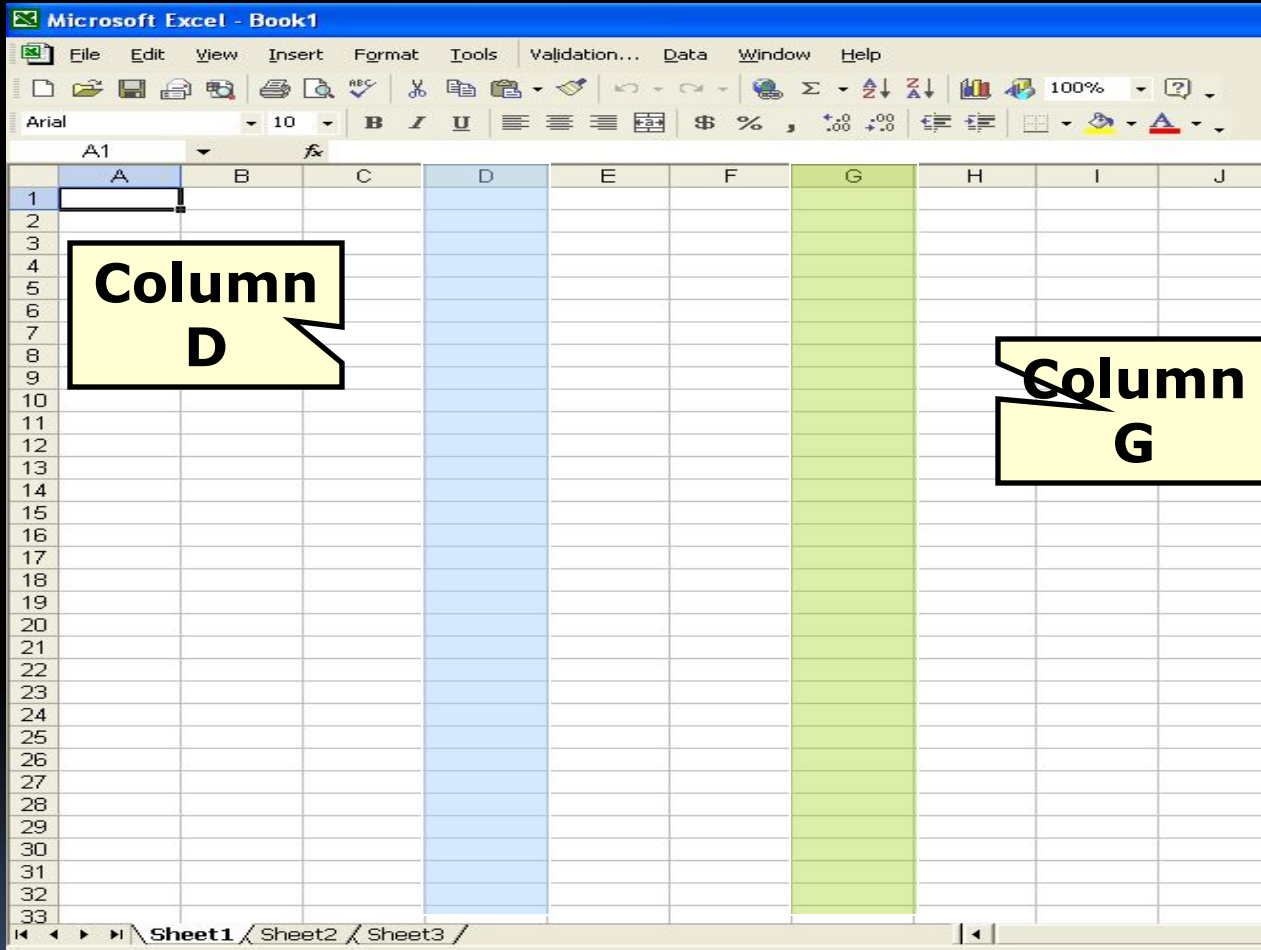
- The worksheet is composed of columns and rows
- The intersection of a row and column is called a cell
- Two or more cells selected at the same time is called a range of cells
- Text, numbers, formulas, and functions can be entered into cells
- Charts can also be created in a worksheet



Excel Worksheet



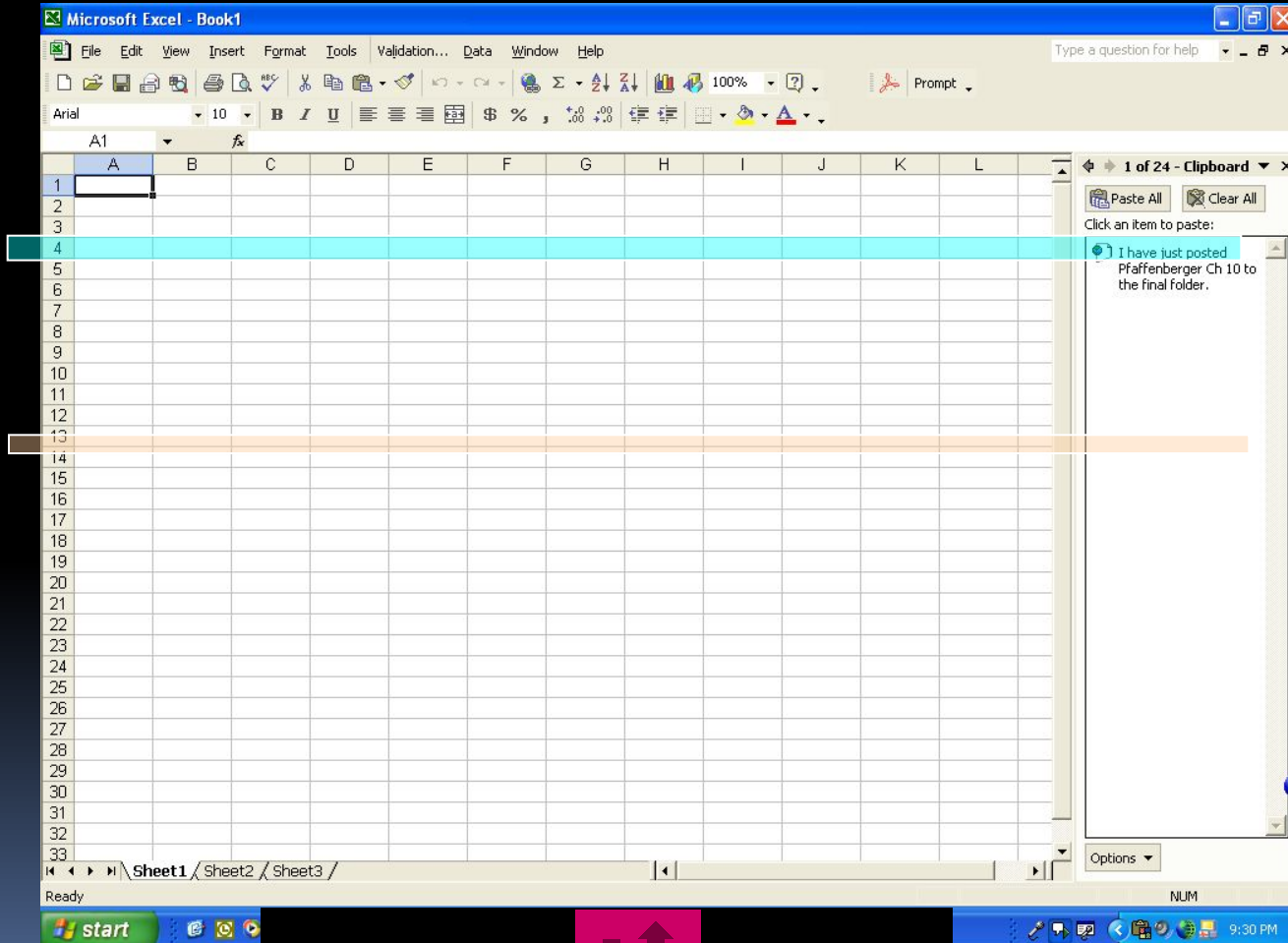
Columns



ROWS

Row
5

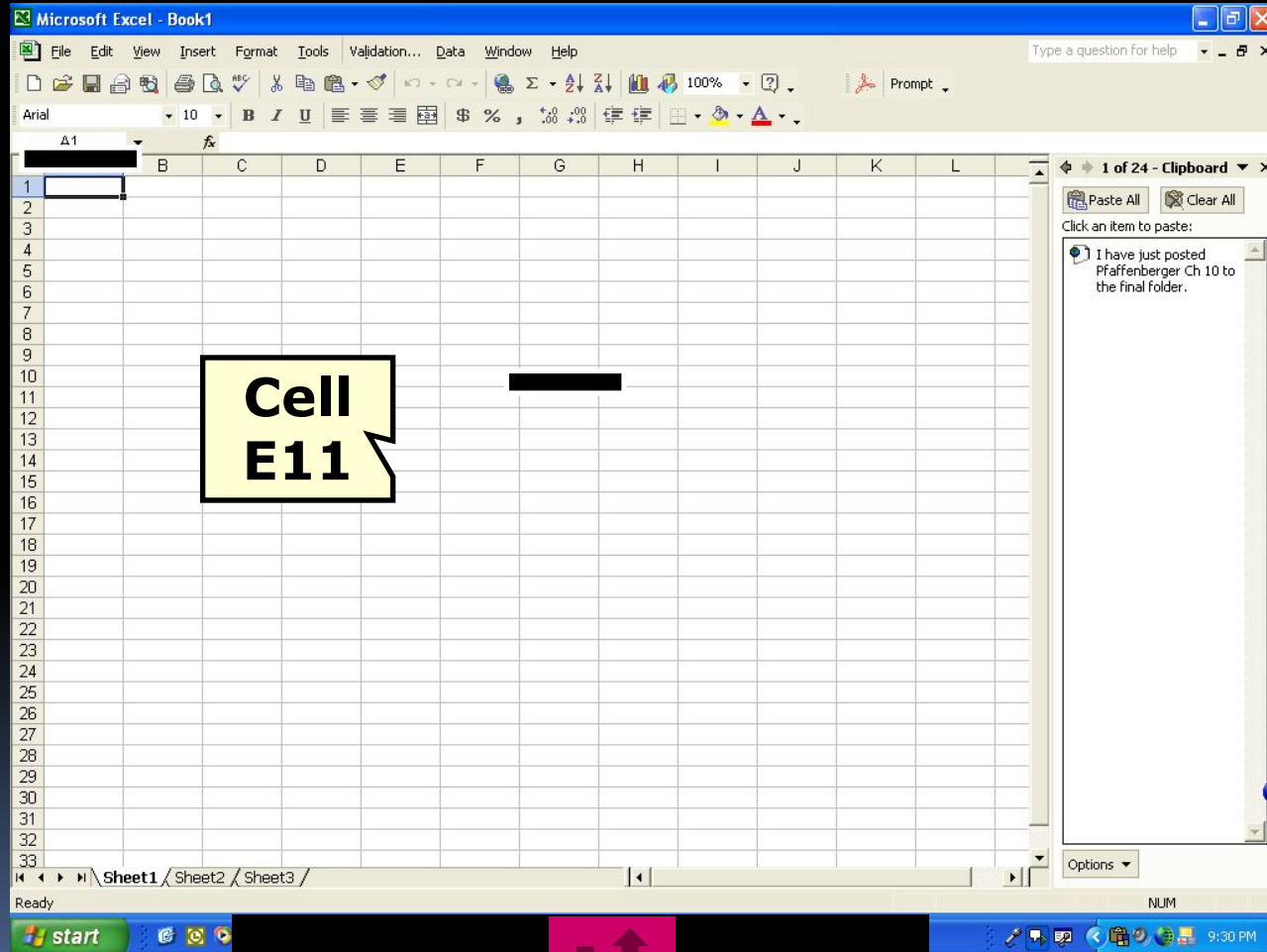
Row
14



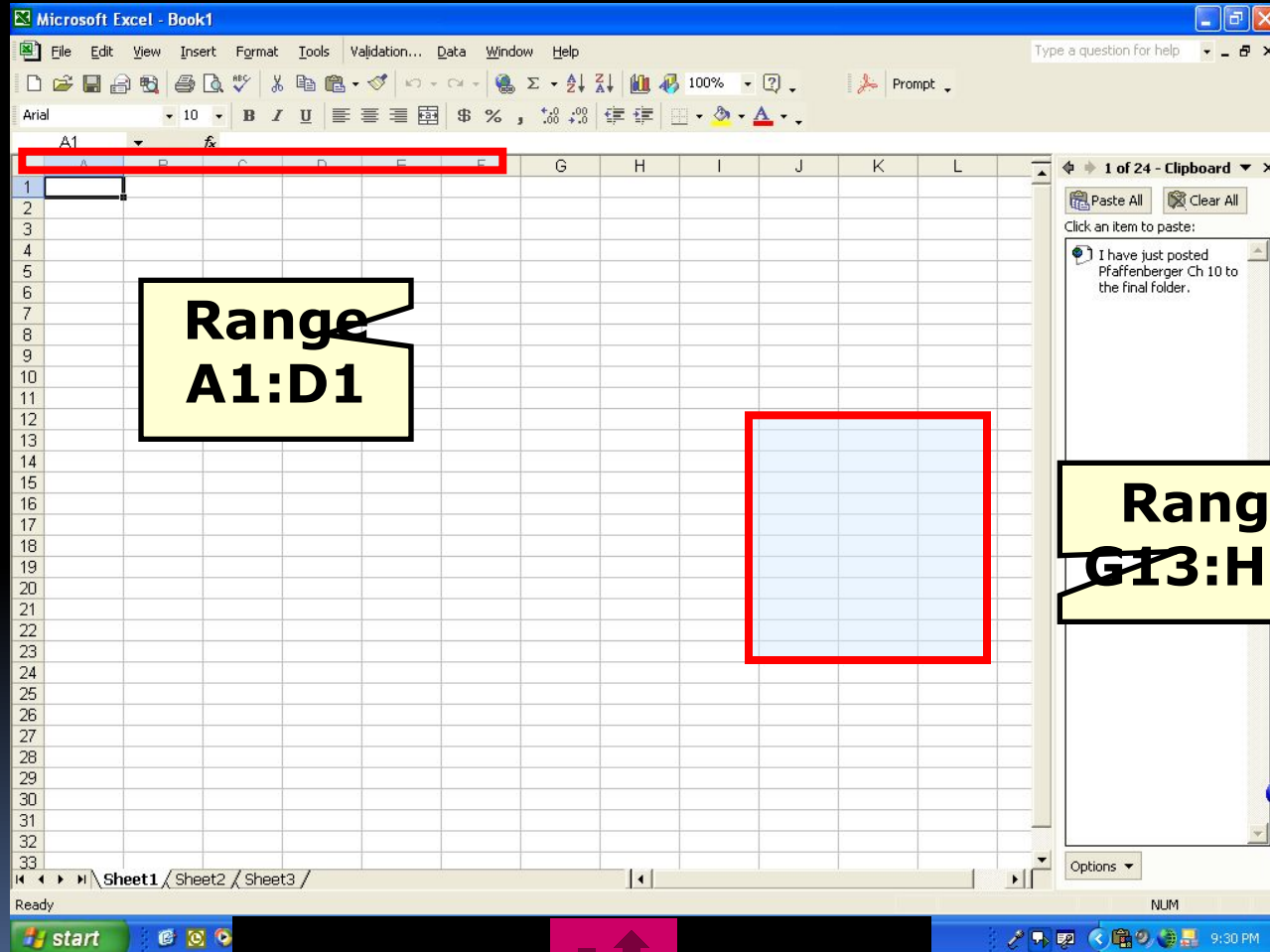
Cells

Cell
A1

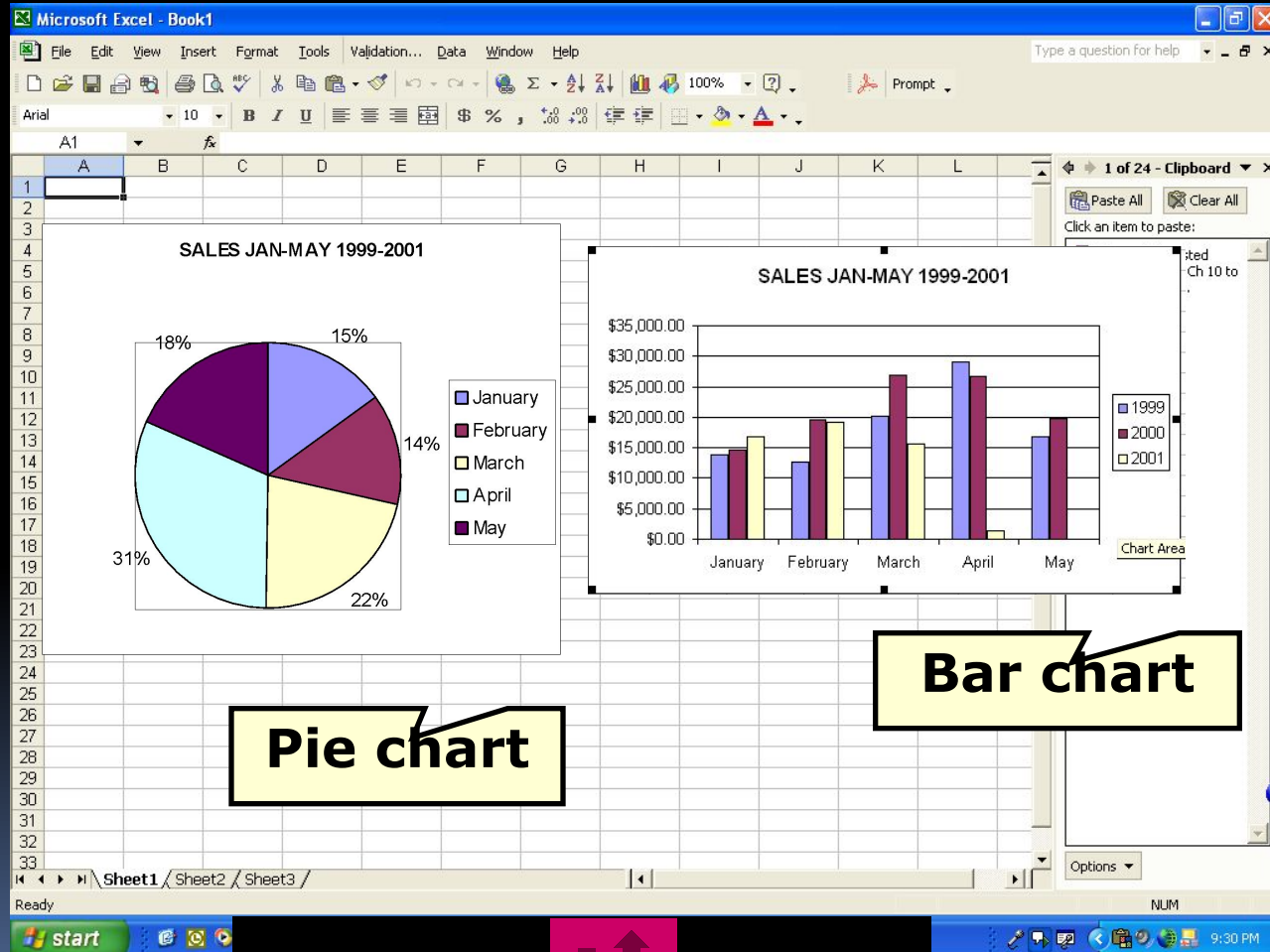
Cell
E11



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 a Microsoft Excel 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 data is as follows:

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

The "Function Arguments" dialog box for the AVERAGE function is open, showing the formula `=AVERAGE(B5:E5)` and the result `= 1897.82`. The dialog also includes a description: "Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers." and a "Formula result =" field showing `$1,898`.

Callouts in the image identify the spreadsheet data as "Function" and the dialog box as "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

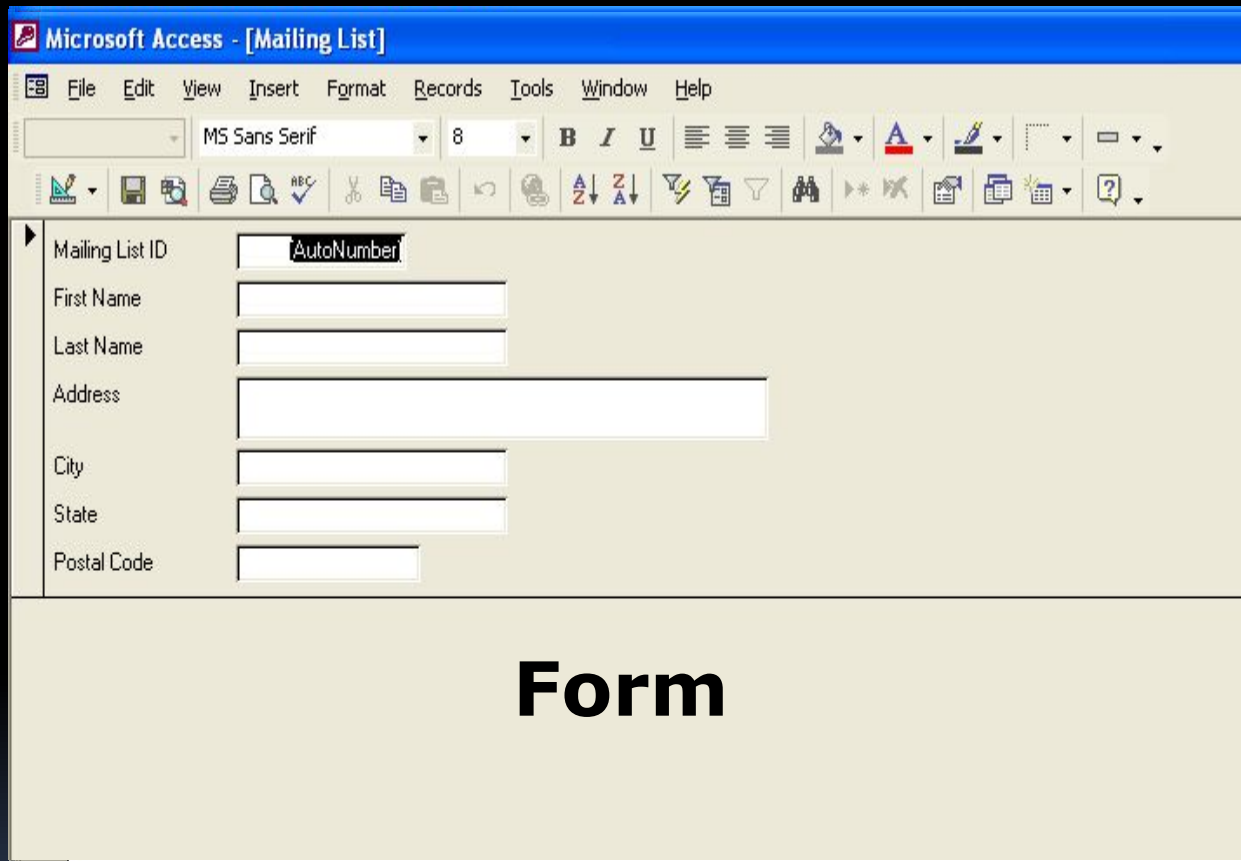


Access Components

- **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 interface for a database named "[Mailing List]". The window title bar reads "Microsoft Access - [Mailing List]". The menu bar includes File, Edit, View, Insert, Format, Records, Tools, Window, and Help. The ribbon shows the "Records" tab with options for MS Sans Serif font, size 8, and bold, italic, and underline. The ribbon also includes icons for undo, redo, find, and other record-related functions. 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"/>

Below the form, the word "Form" is displayed in large, bold, black text.

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

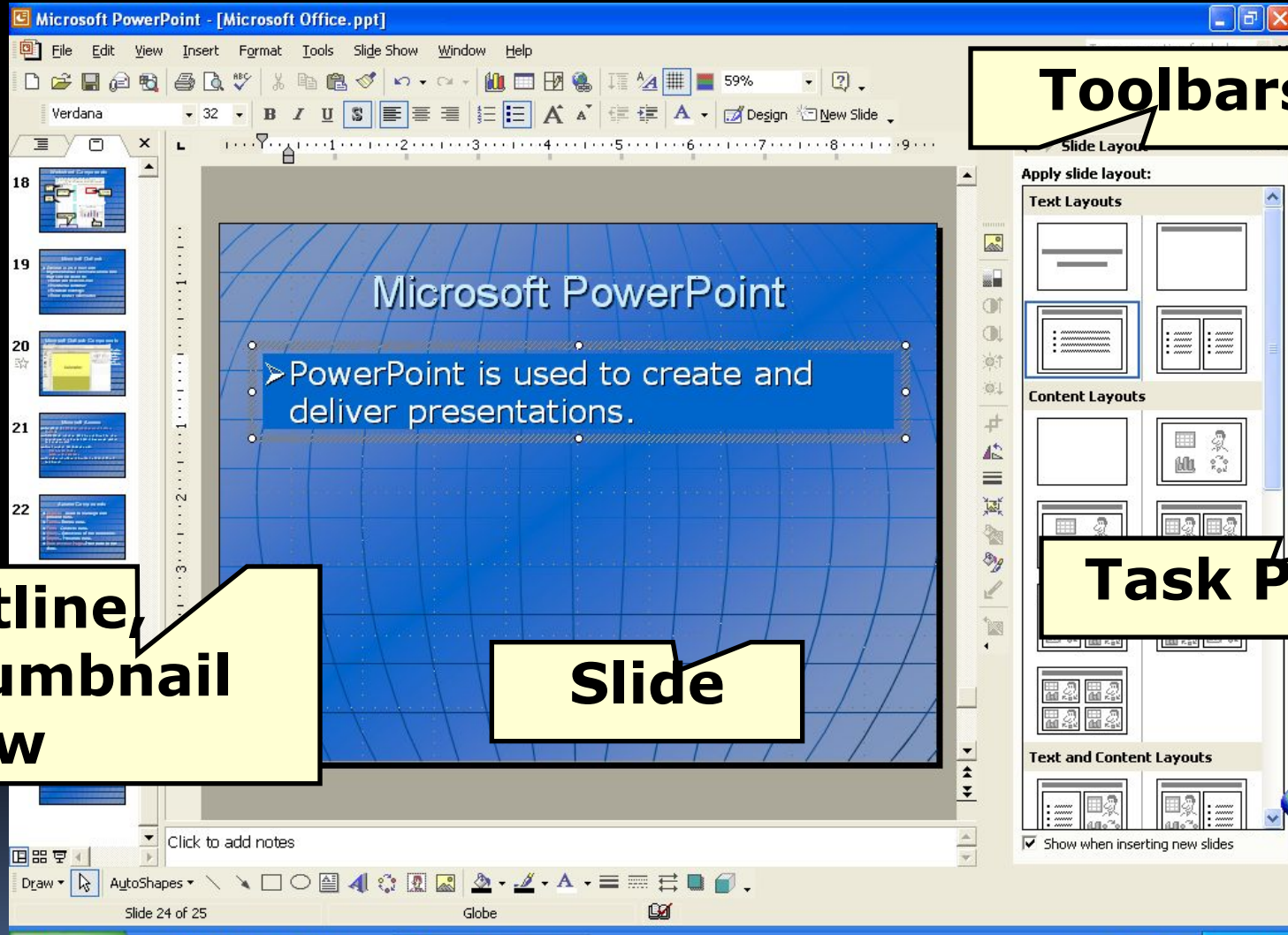


Microsoft PowerPoint

- 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

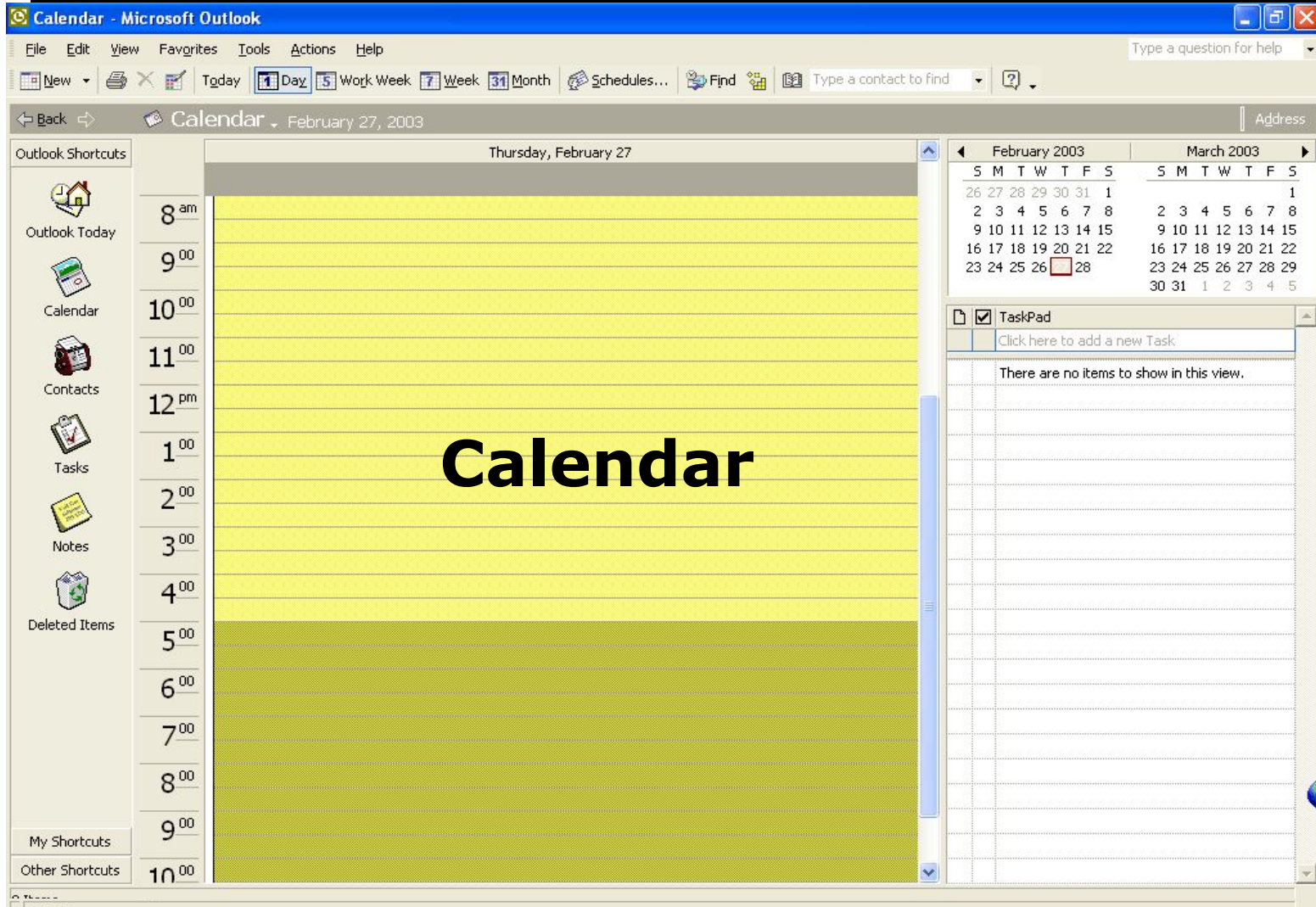


Microsoft Outlook

- 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**

