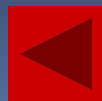




Microsoft Office



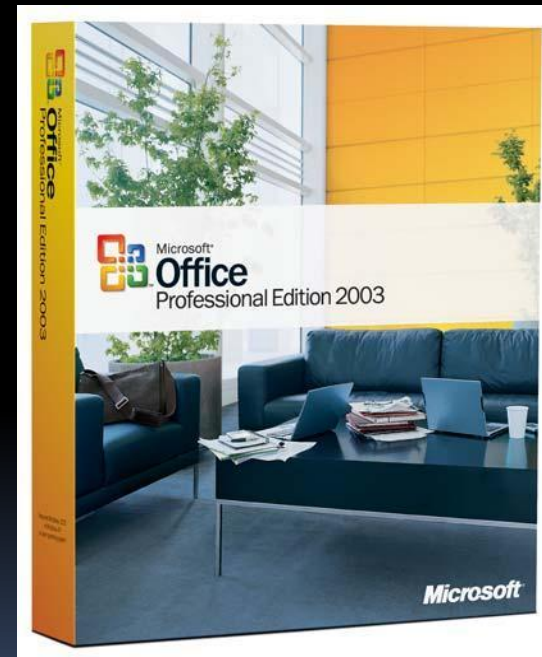
Introducing Office

- 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

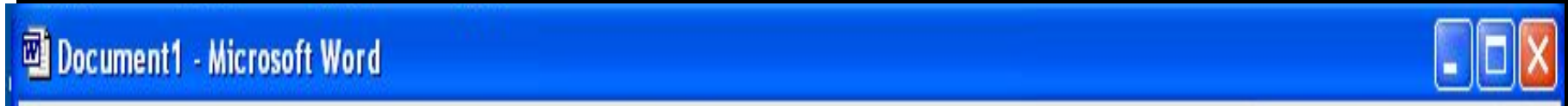


The Shared Office Interface and Tools

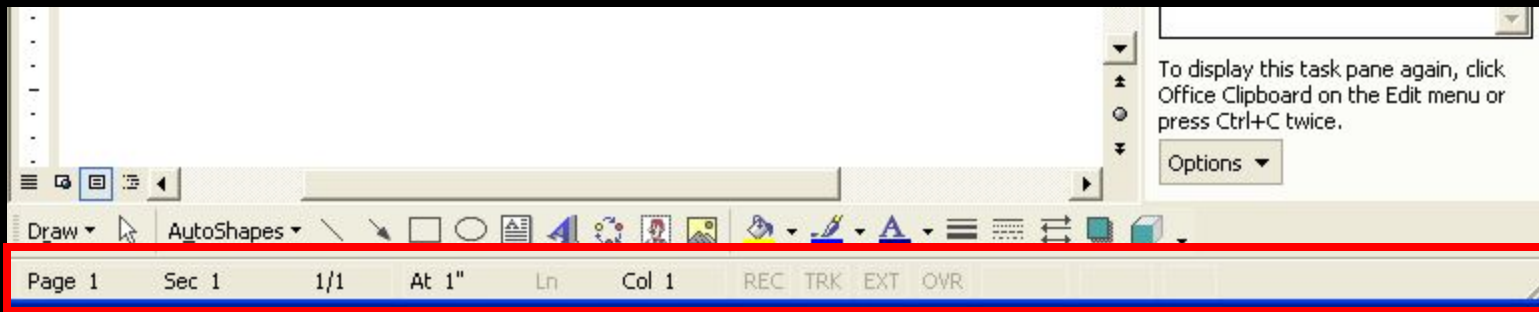
- **User interface** – The method with which users interact with the computer system
- Office suites share a common user interface
 - Elements of the user interface:
 - Title bar
 - Menu bar
 - Toolbars
 - Status bar
 - Task pane
 - Other shared resources:
 - Office Clipboard
 - Clip Organizer
 - Smart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



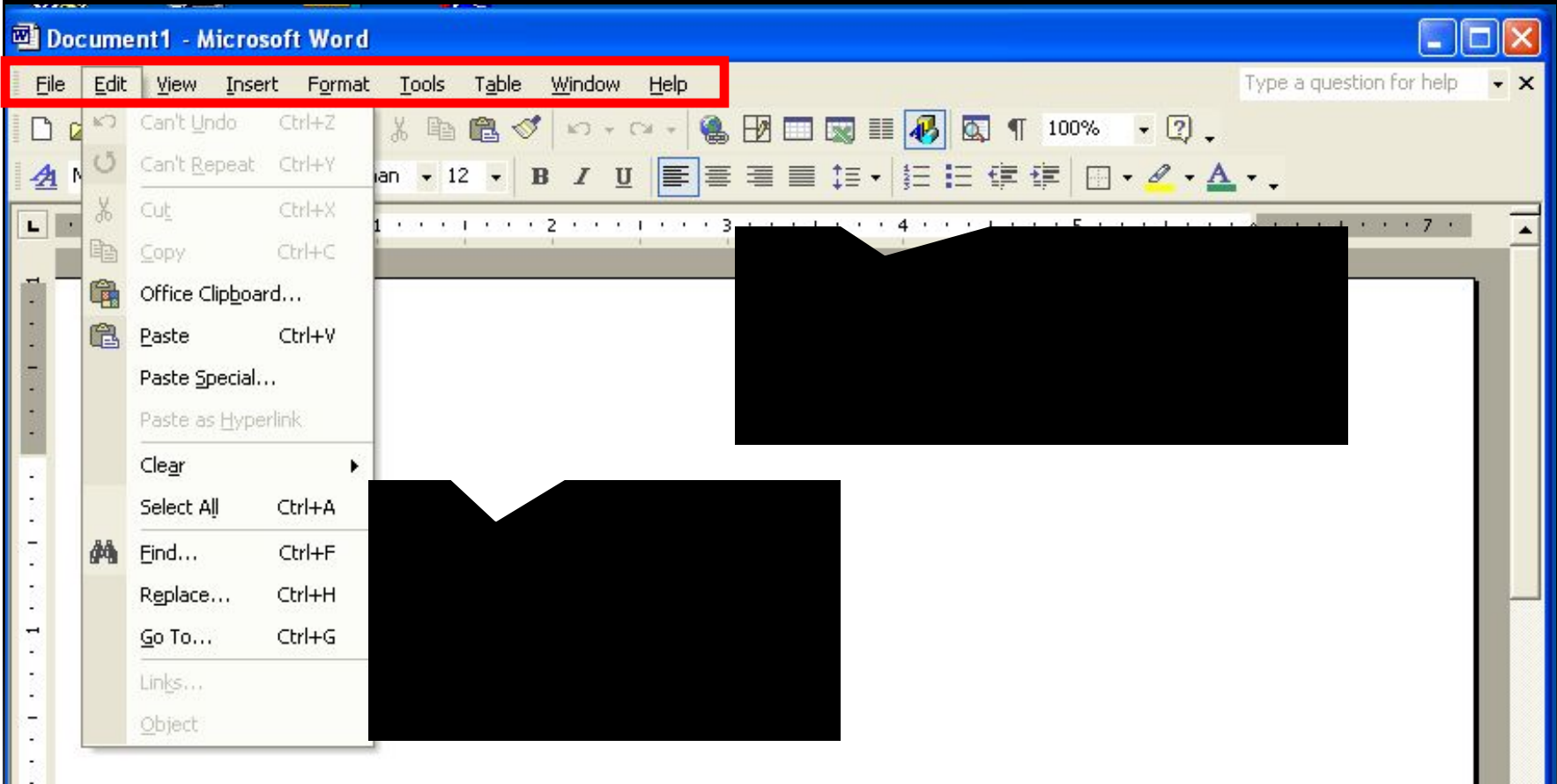
Title Bar



Status Bar



Menu Bar



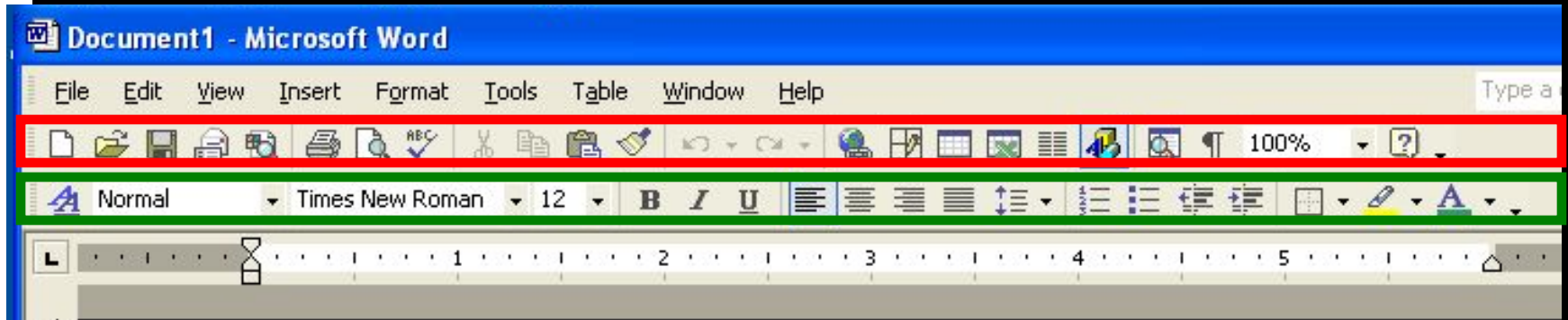
Menu Bar

- Standard Menu Names:

- File
- Edit
- View
- Format
- Tools
- Help



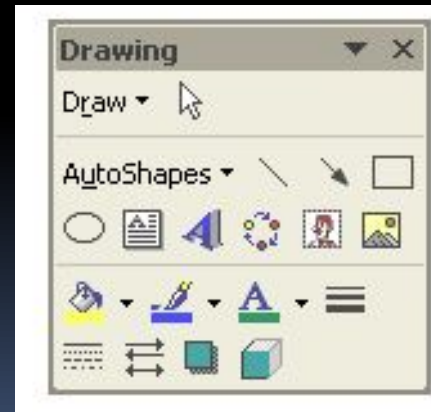
Toolbars



Standard toolbar

Formatting toolbar

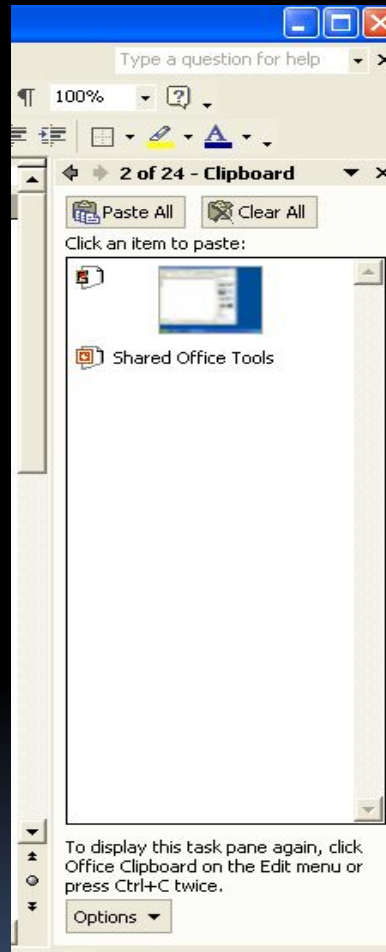
Undocked toolbar



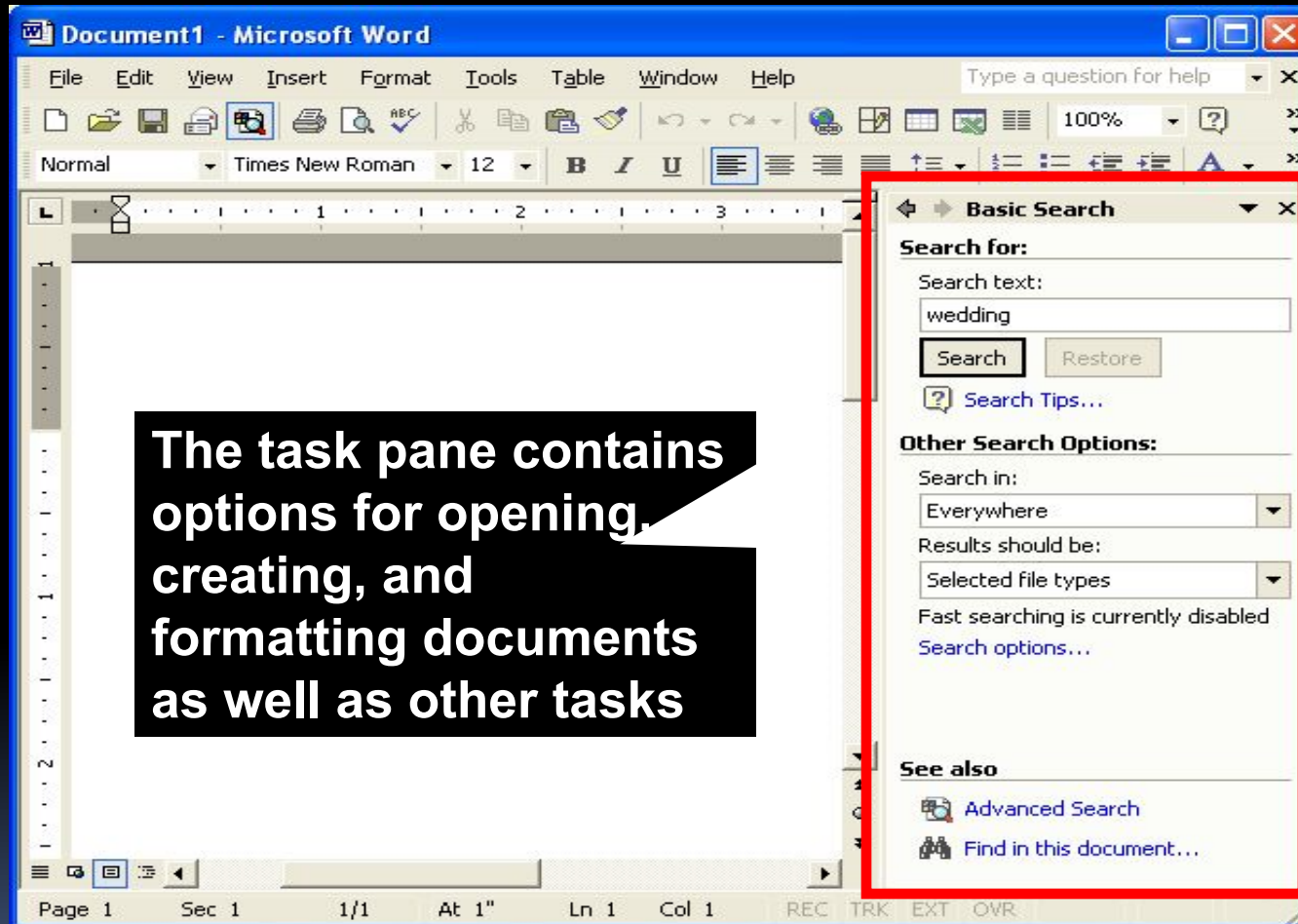
Clip Organizer



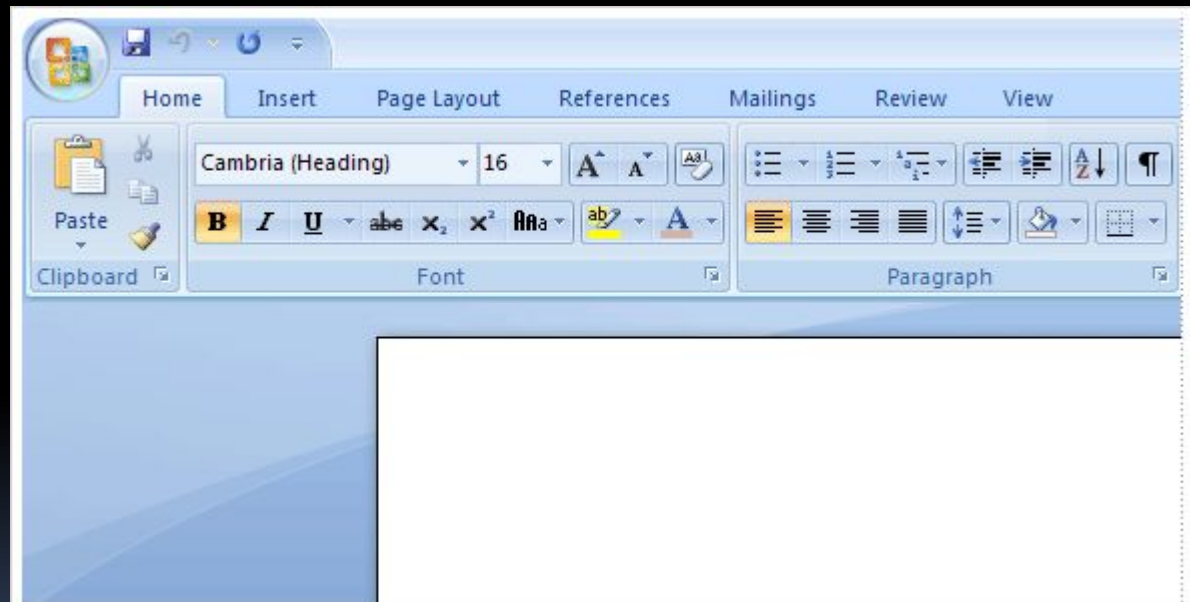
Office Clipboard



Task Pane



Word 2007

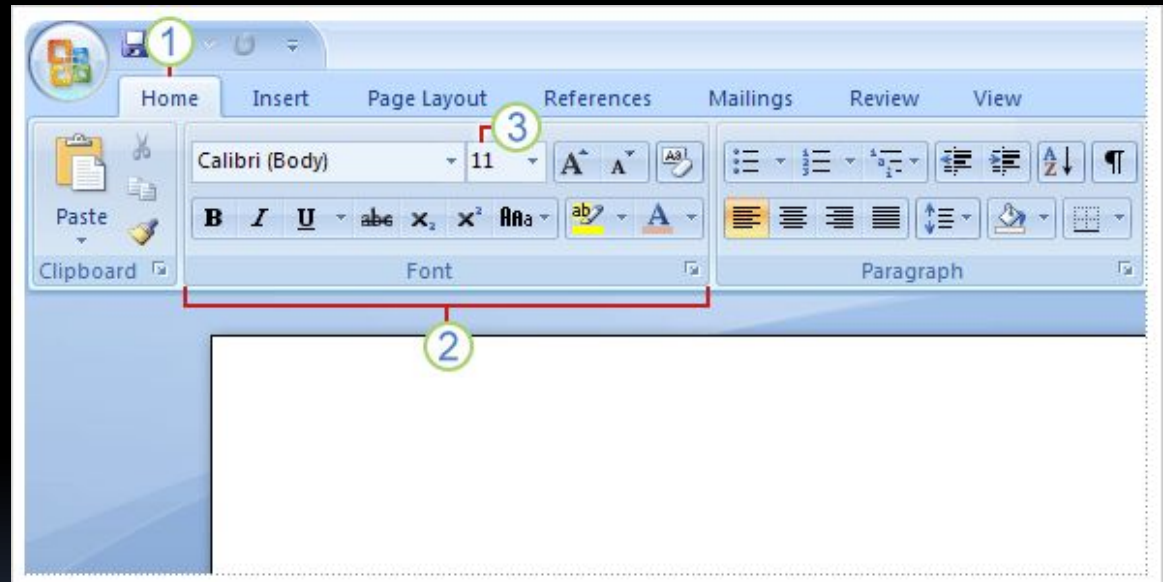


What's on the Ribbon

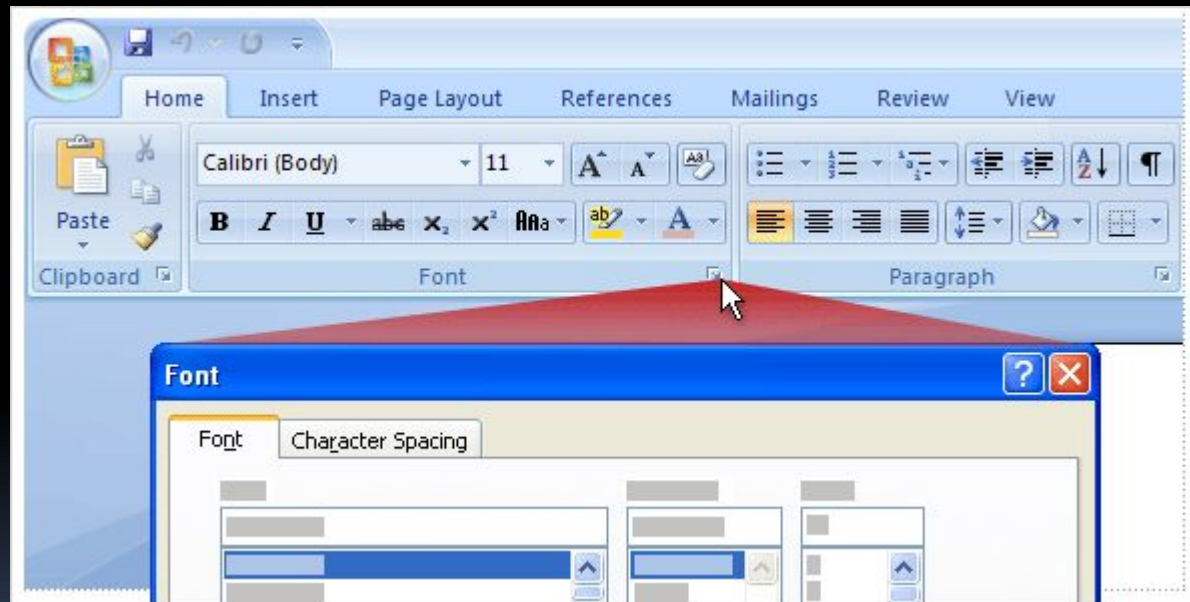
1- Tabs.

2-Groups

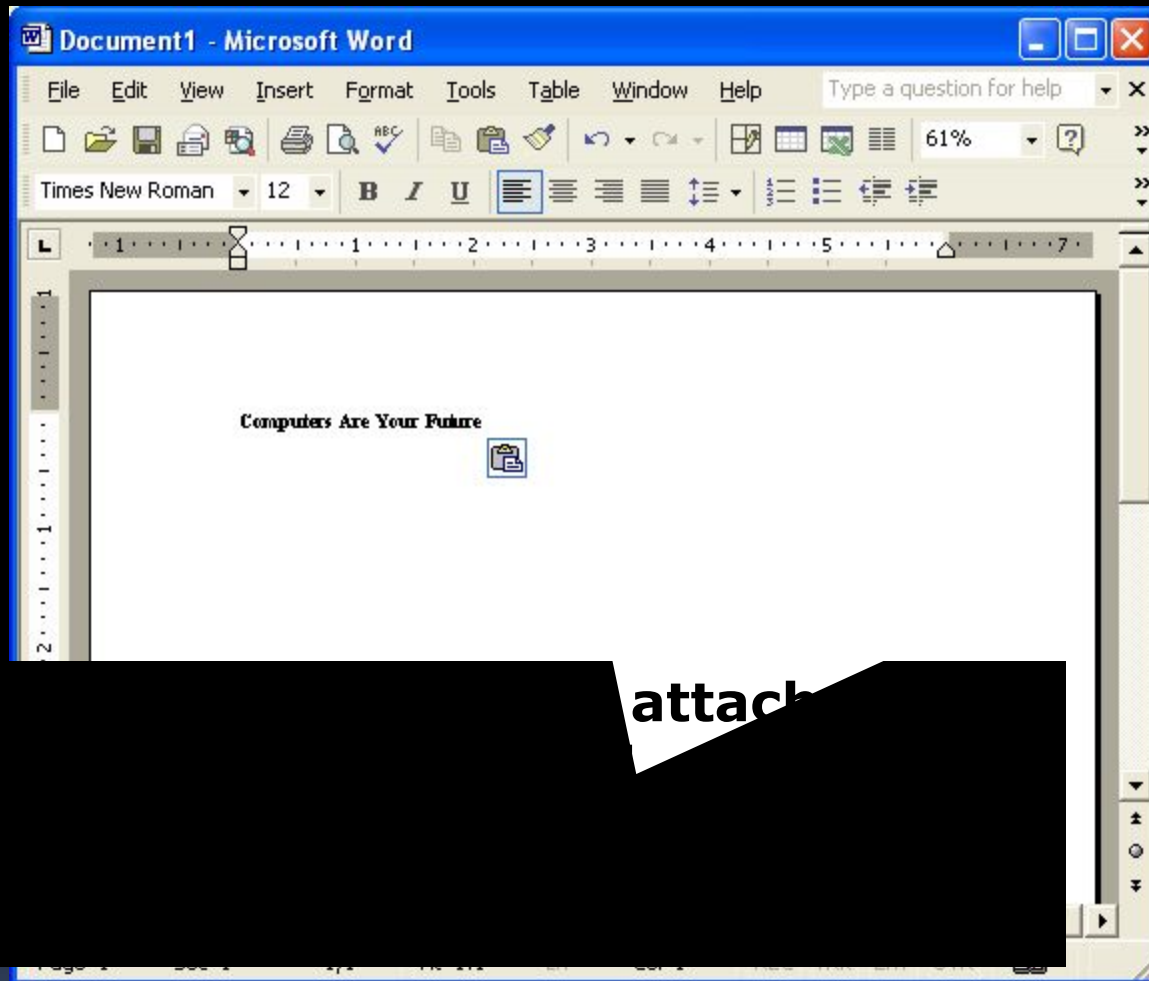
3-Commands



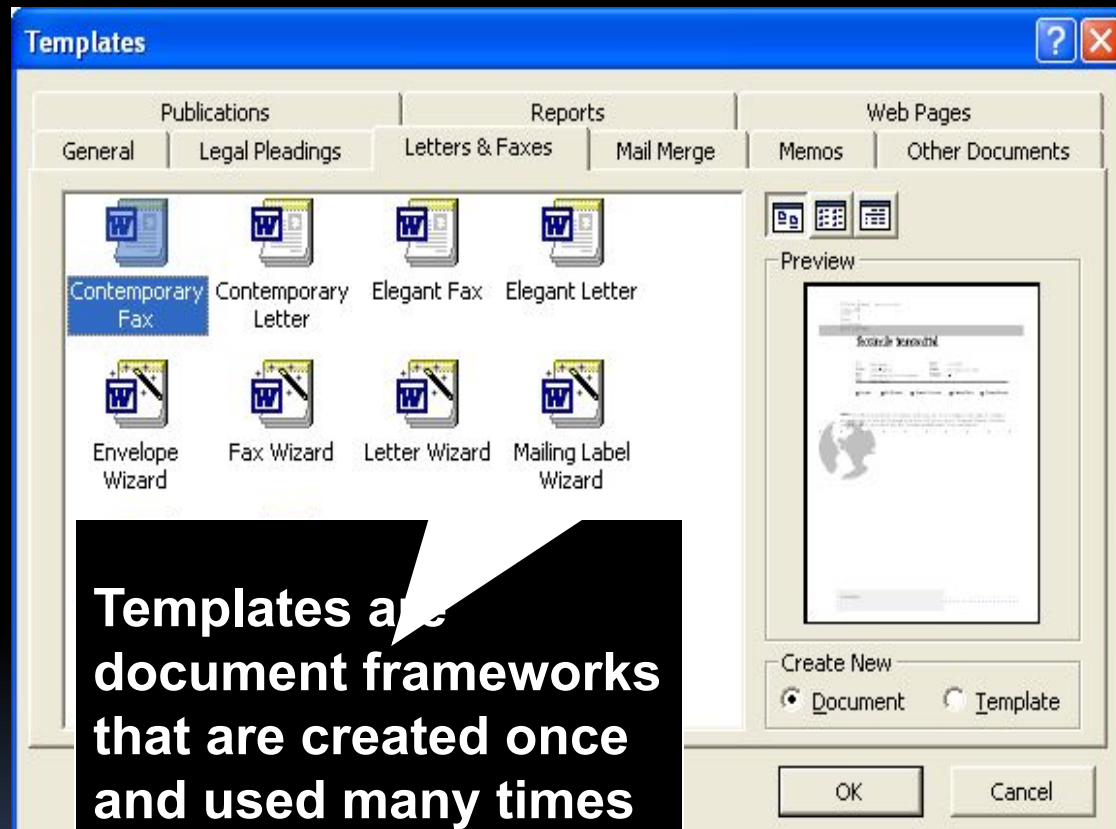
Dialog box launchers in groups



Smart Tags



Templates



Wizards

Wizards provide a step by step process for solving problems

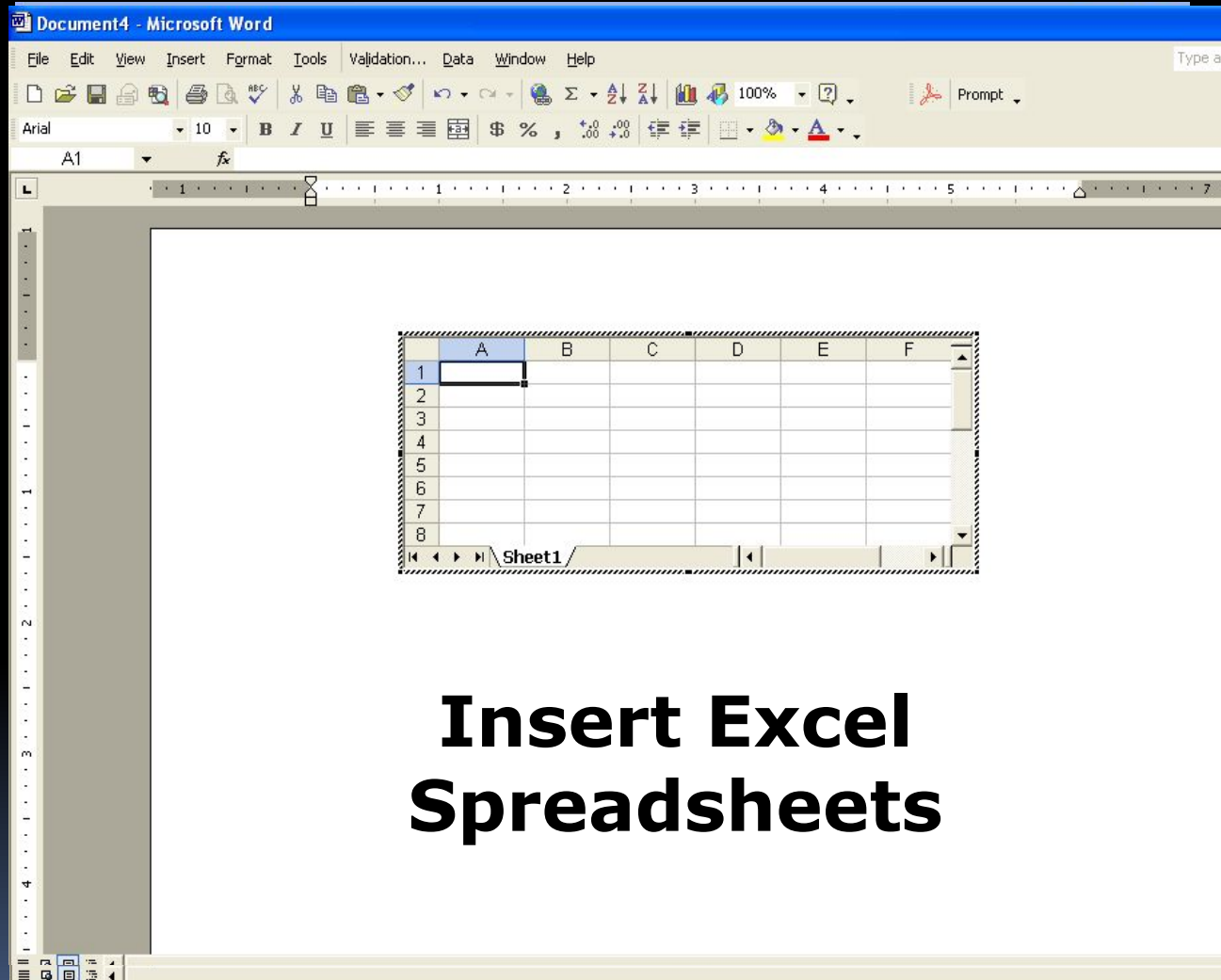


Microsoft Word

- 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

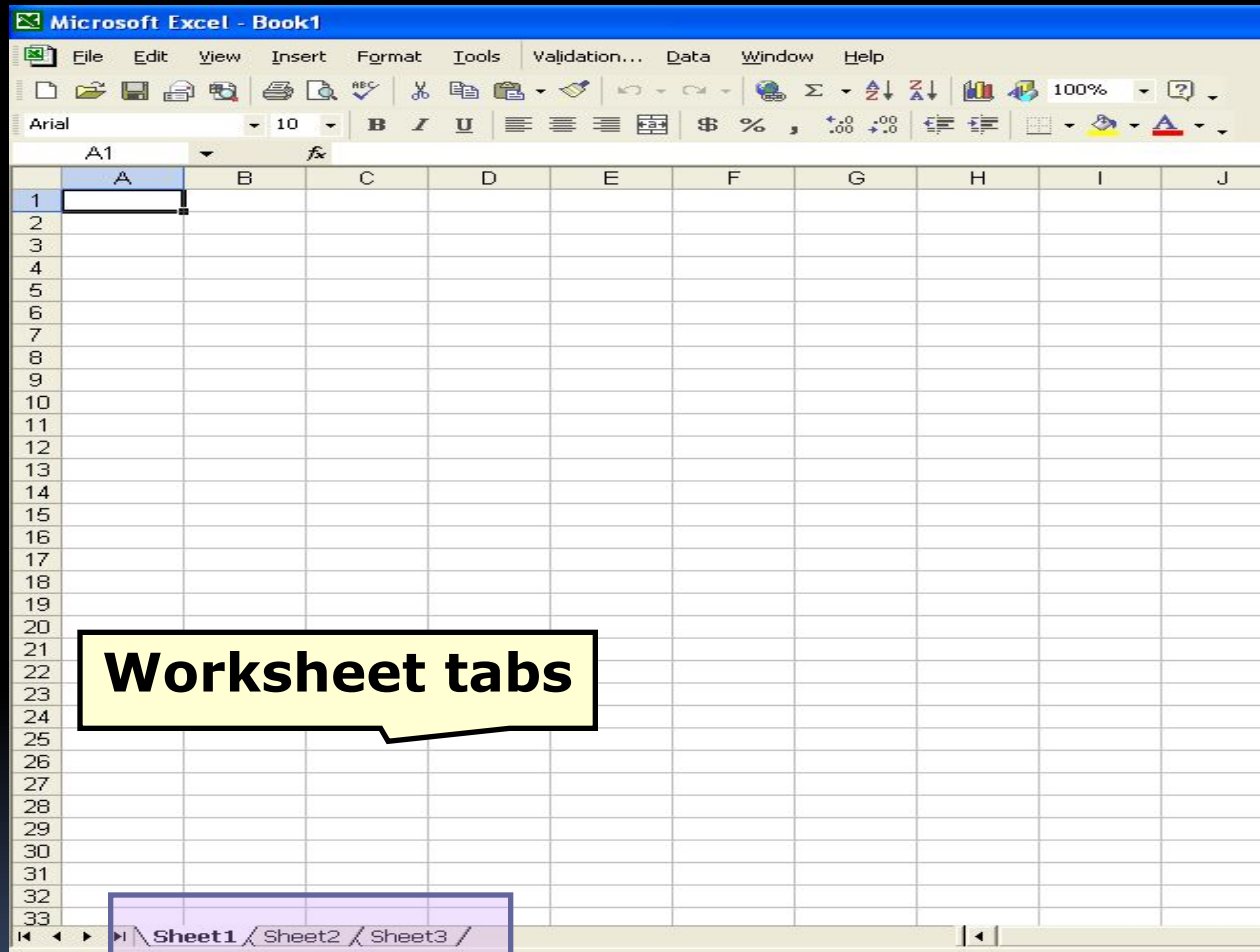


The Excel Worksheet Components

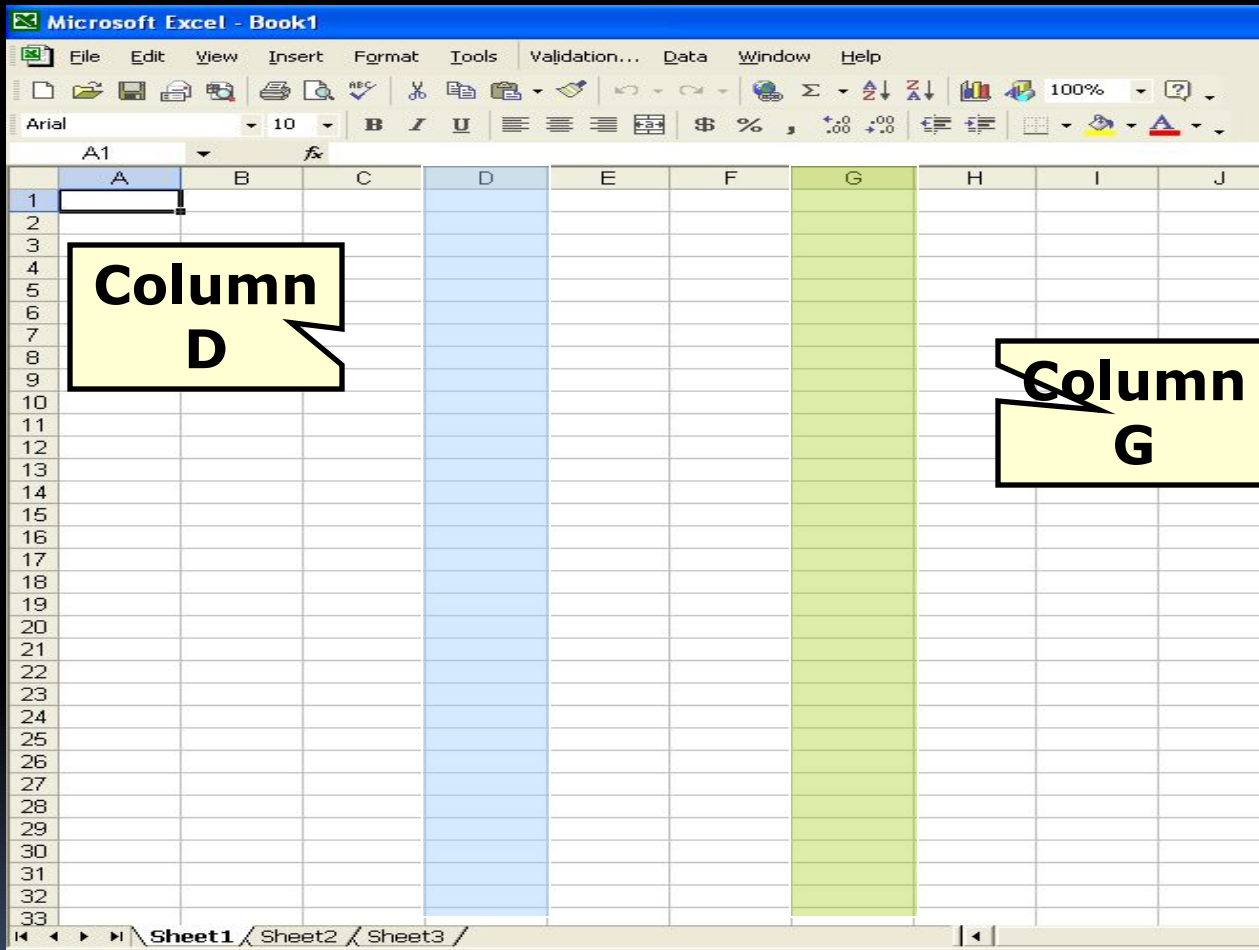
- The worksheet is composed of columns and rows
- The intersection of a row and column is called a cell
- Two or more cells selected at the same time is called a range of cells
- Text, numbers, formulas, and functions can be entered into cells
- Charts can also be created in a worksheet



Excel Worksheet



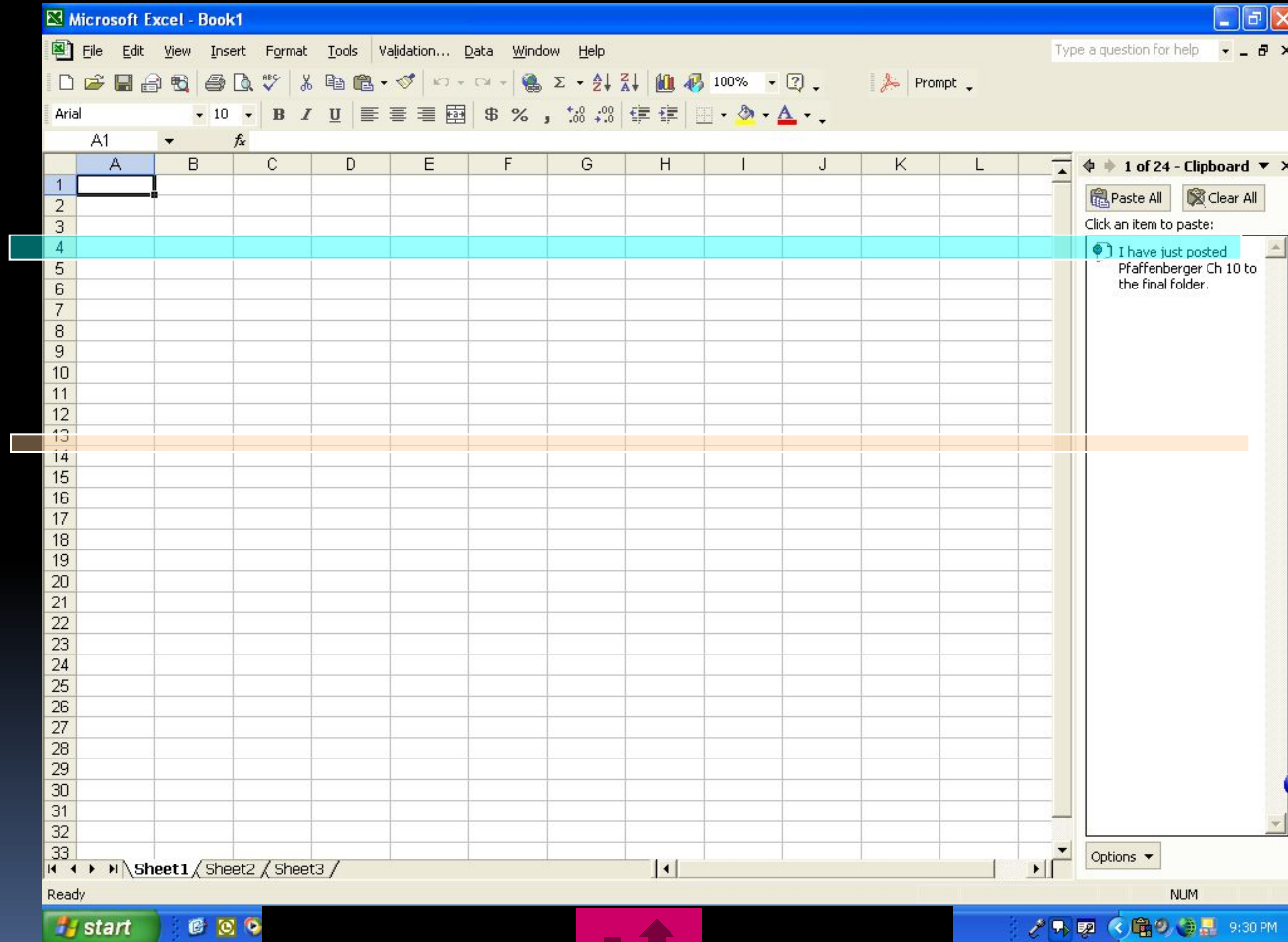
Columns



ROWS

Row
5

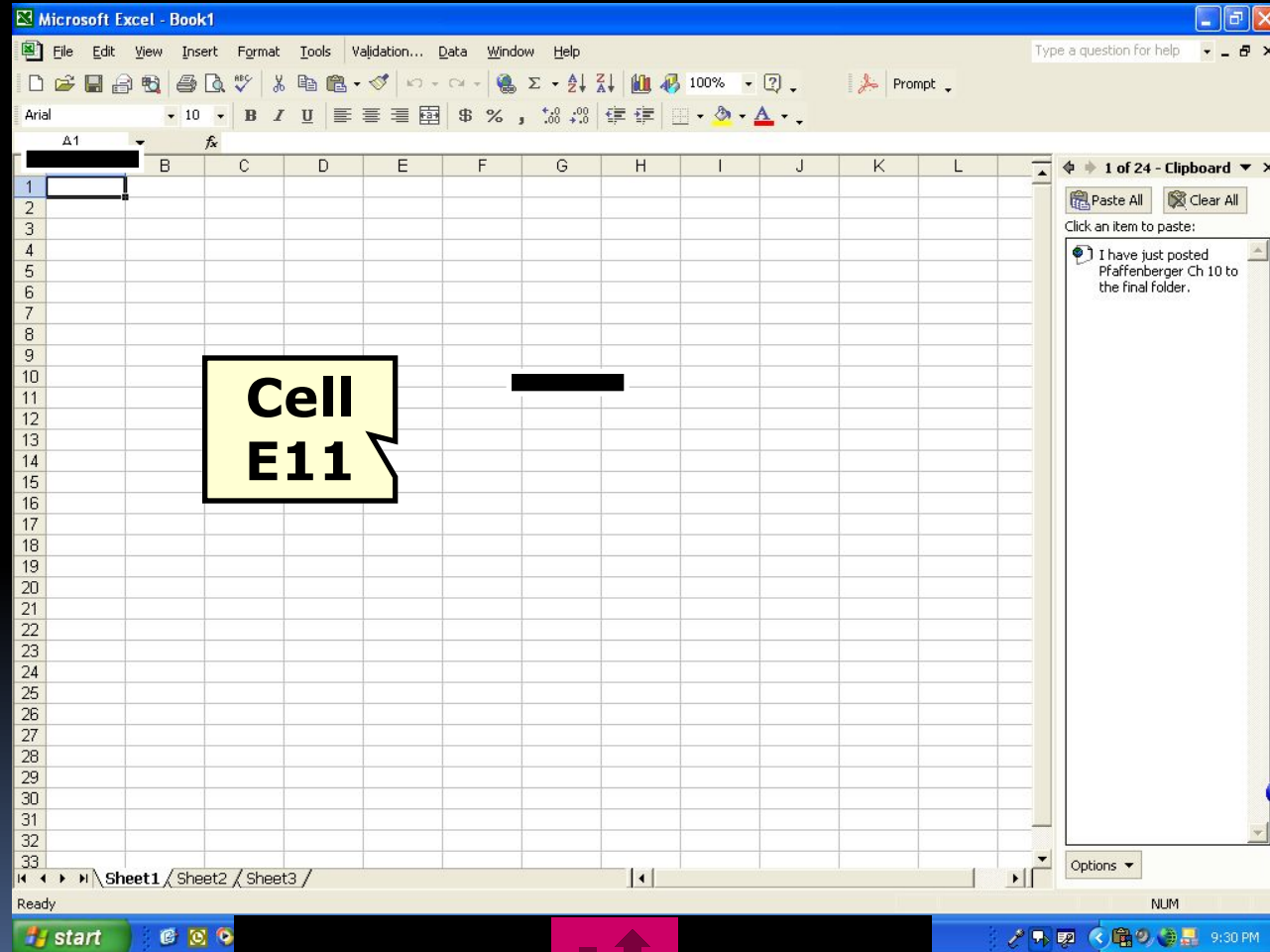
Row
14



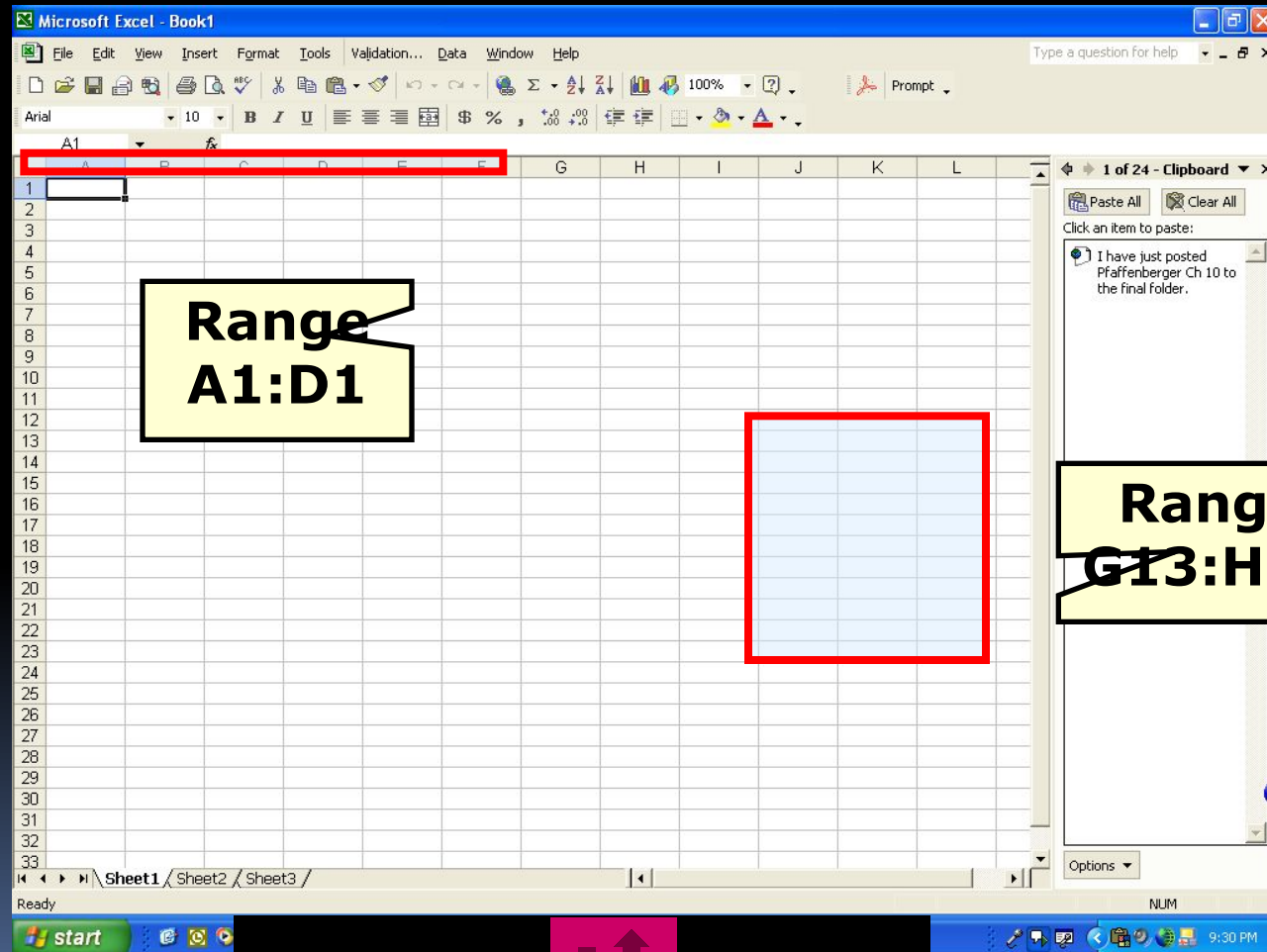
Cells

Cell
A1

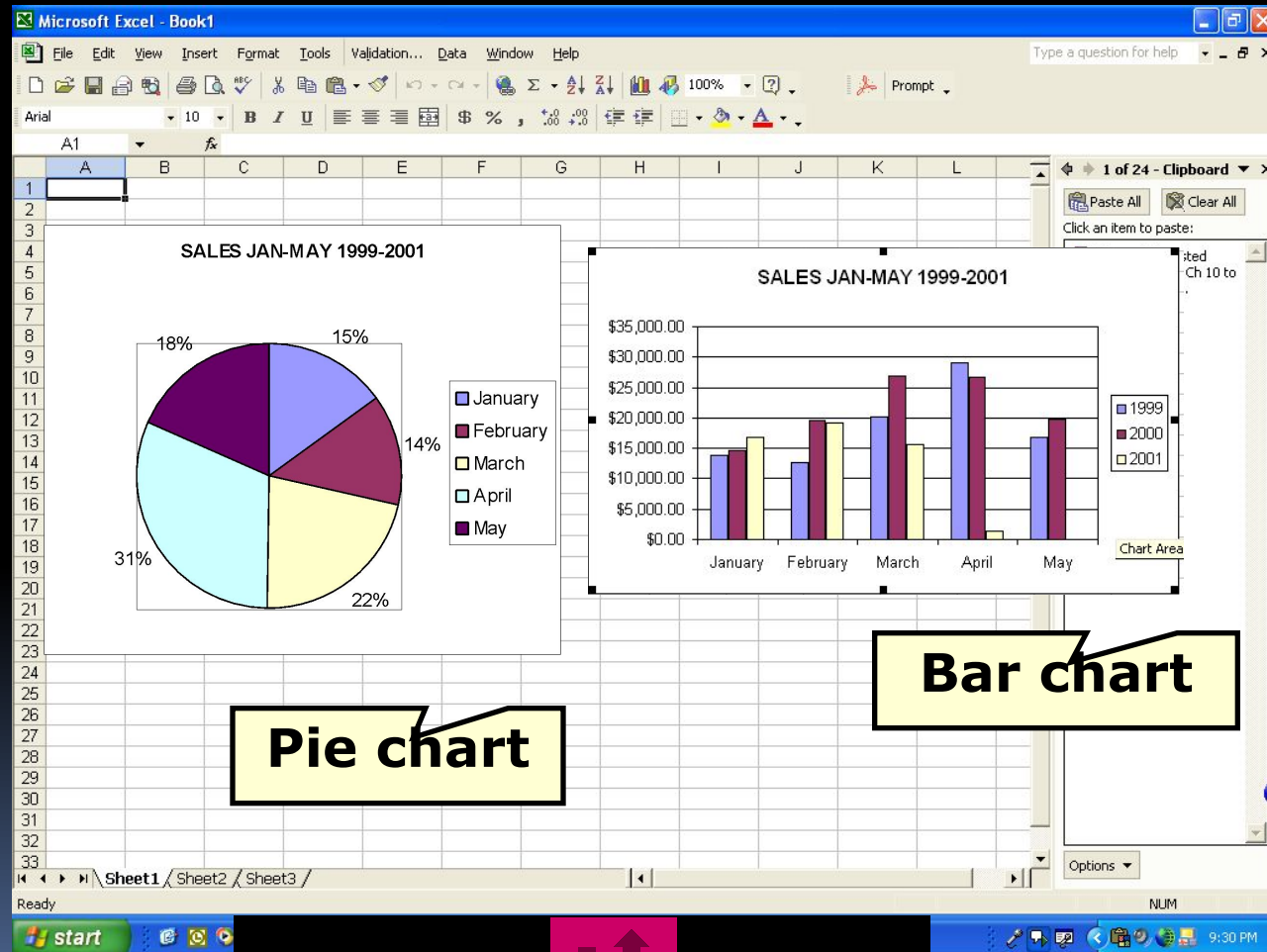
Cell
E11



Range of Cells



Charts



Text and Numbers

Microsoft Excel - APRIL WEEKLY 2002.xls

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

Type a question for help

100% Prompt

Reply with Changes... Egd Review...

Arial 10 B I U

F18 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3														
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														
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25														
26														
27														
28														

WEEKLY SALES CHART APRIL WEEKLY

Draw AutoShapes

Ready NUM

start

Microsoft E...

12:51 PM

Formulas and Functions

Microsoft Excel - APRIL WEEKLY 2002.xls

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

Type a question for help

Reply with Changes... End Review...

AVERAGE \times \checkmark fx =AVERAGE(B5:E5)

	A	B	C	D	E	F	G	H
1								
2								
3								
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)	=AVERAGE(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)		
11								
12								
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24								
25								
26								
27								
28								

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

WEEKLY SALES CHART APRIL WEEKLY

Draw AutoShapes

CAPS NUM

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

Microsoft Access - [Mailing List]

File Edit View Insert Format Records Tools Window Help

MS Sans Serif 8 B I U

Mailing List ID: AutoNumber

First Name

Last Name

Address

City

State

Postal Code

Form

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

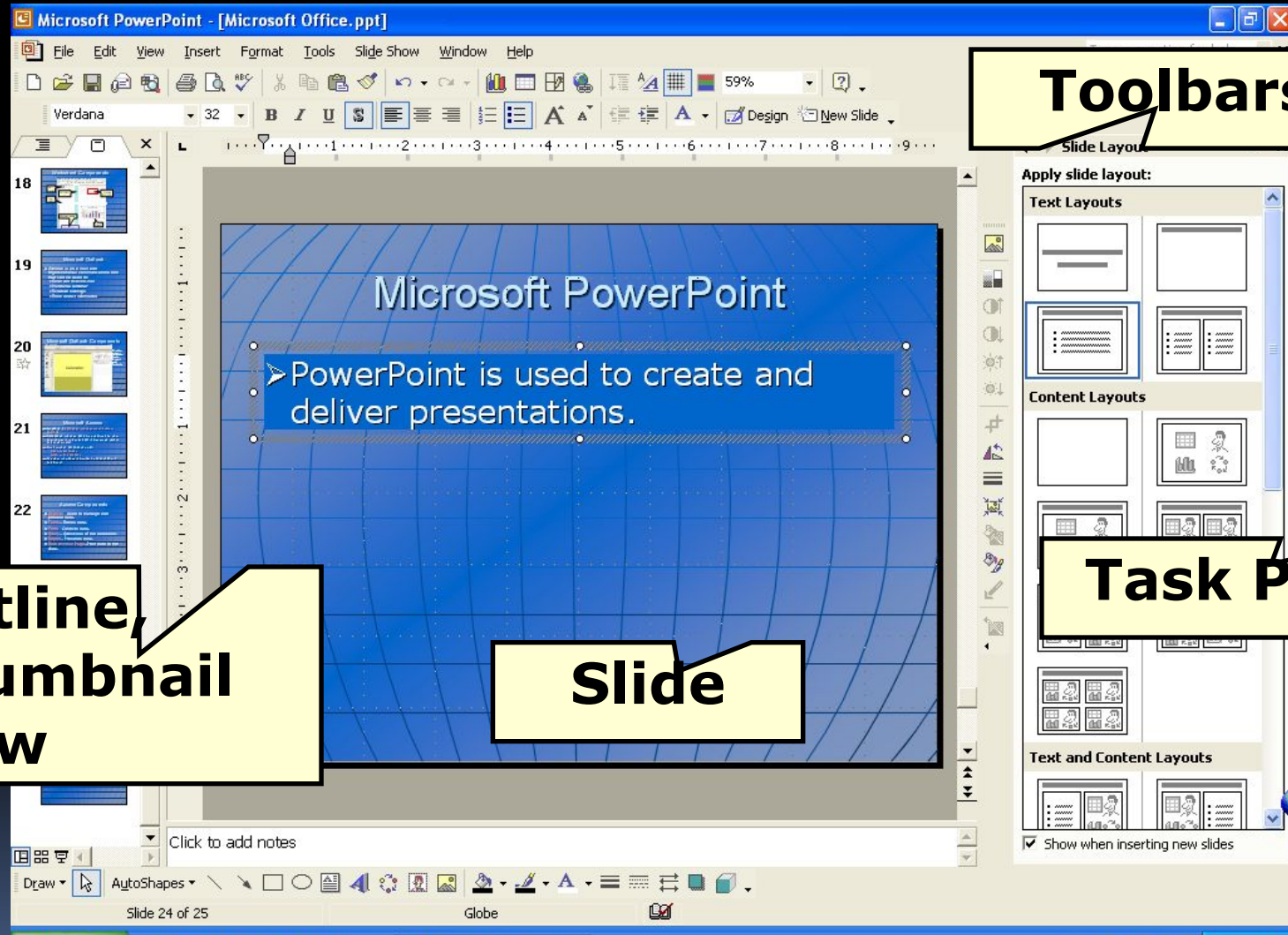


Microsoft PowerPoint

- 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

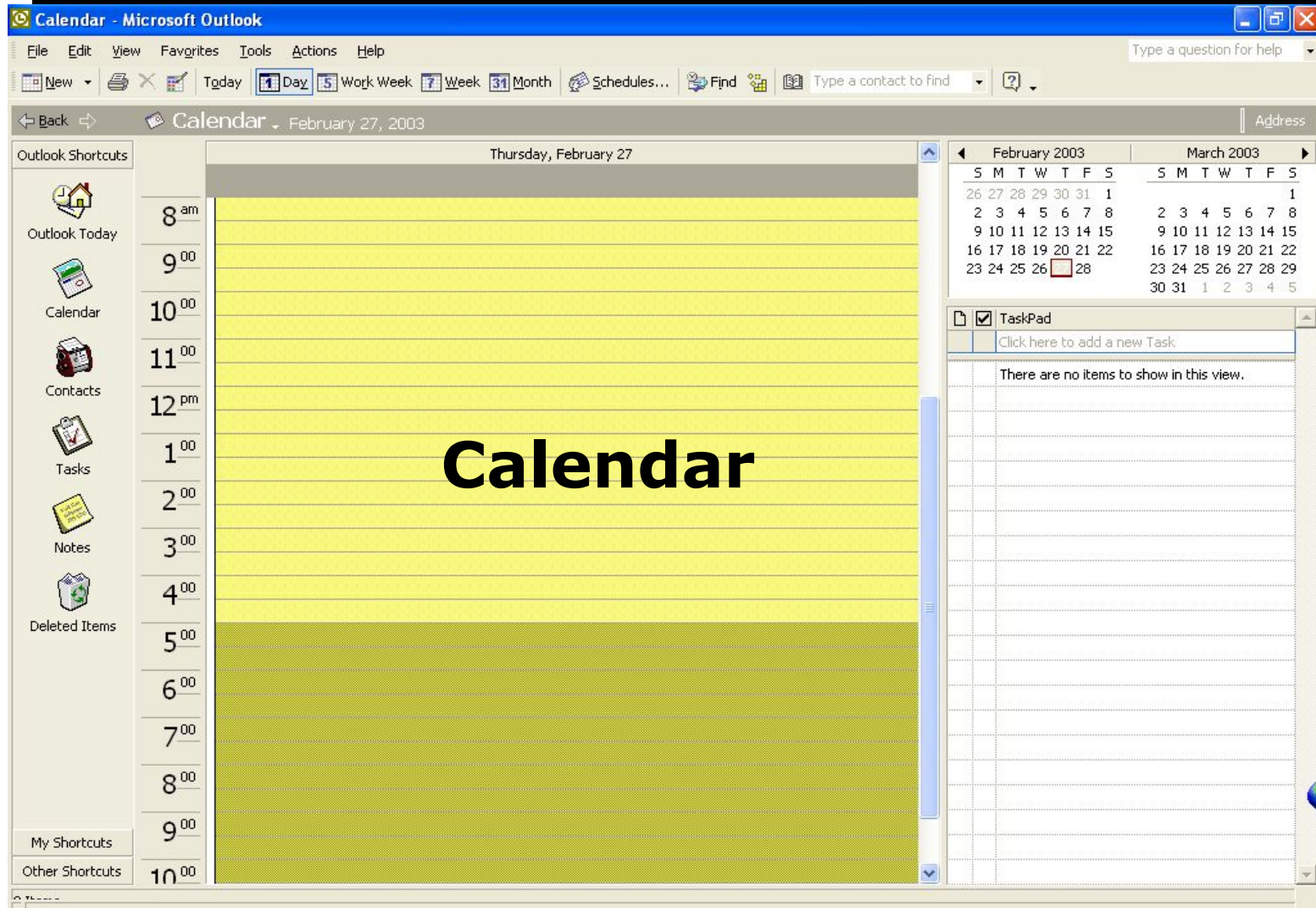


Microsoft Outlook

- 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**