








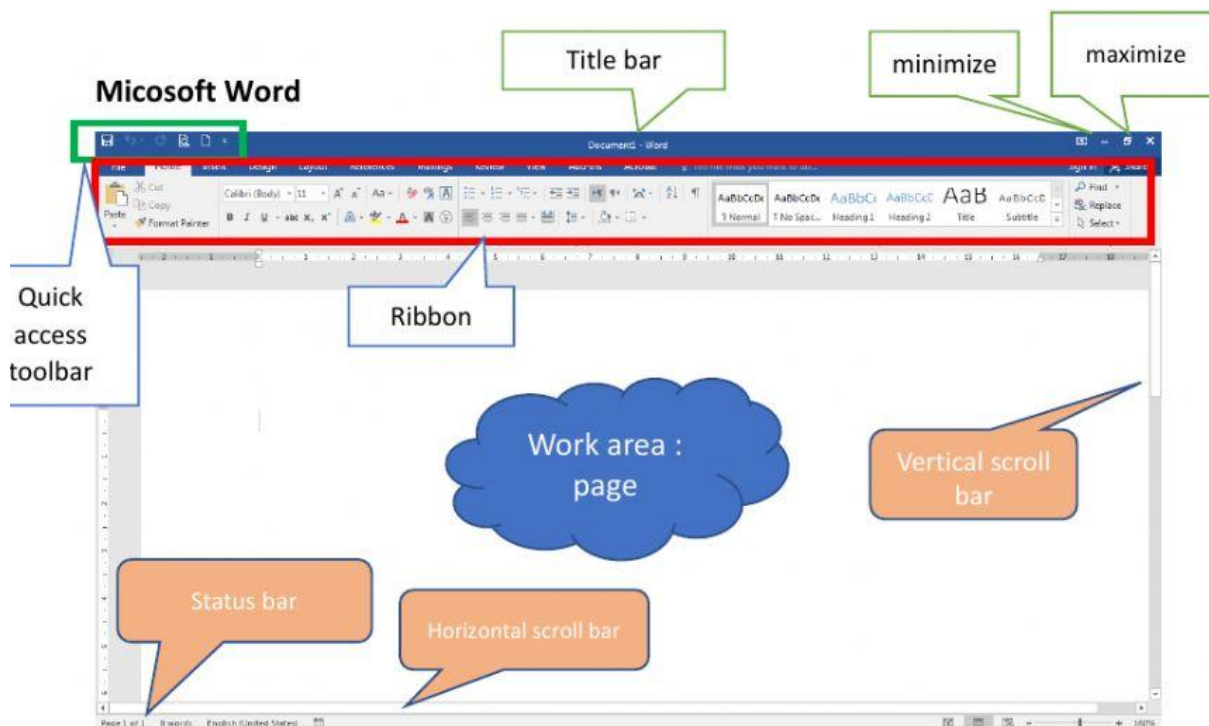
Microsoft Office

Microsoft Office Components

- Microsoft Office Word
- Microsoft Office Power Point
- Microsoft Office Excel
- Microsoft Office Publisher
- Microsoft Office Access
- Microsoft Office Outlook
- Microsoft Office One Note



	MS Word is a word processing documents. It is used to create, edit, and manage documents
	MS Power Point is a presentation application. It is used for preparation slide with different text, graphics and animation effect
	MS Publisher is a desktop publishing application. It is used to create publications like office reports, brochures, business card, newsletter.
	MS Excel is spreadsheet application. It is used basically for calculation, analysis and visualization of data.
	MS Access is a datavase management application. It is used for creation and updating data in the form of tables
	MS Outlook is an application designed to manage your emails. The email can be sent and received efficiently.
	MS OneNote is a note-taking program. It can be used to create note, create to do list, or some comment.



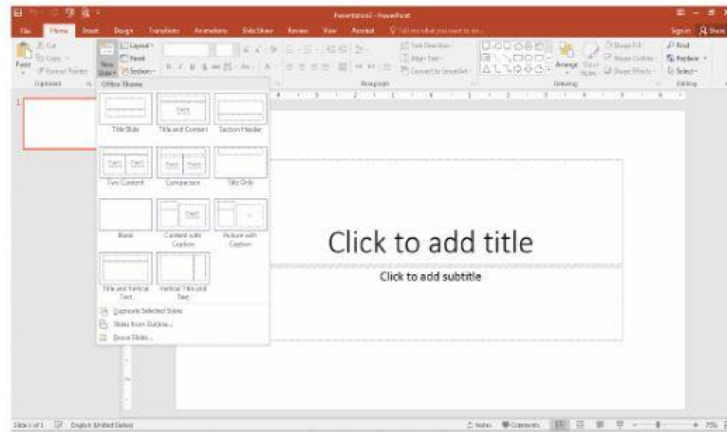
Components MS Word

- Title bar : it display the title of the Ms Office application being used along with default name. if we have saved the file it will be changes to out document name.
- Ribbon comprises of tabs, groups, and commands
- Quick access toolbar : it contains the most commonly repeated actions in the Microsoft Office application.
- Status Bar : it shows the status of the document in used
- Horizontal Scroll Bar : it helps us to scroll either to the left or to the right
- Verical Scroll Bar : it helps us to scroll either to the top or to the bottom of the screen.
- Minimize Button : it displays the window in the form of a small icon on the task bar.
- Maximize or Restore Down button : this button help us to display in full screen or in normal size.

Short key

	To create a new file	(F4)	to choose a file
	to open an already existing file		to select the entire text
	to save file		Microsoft Word Help
	to print a file		

MICROSOFT OFFICE POWER POINT



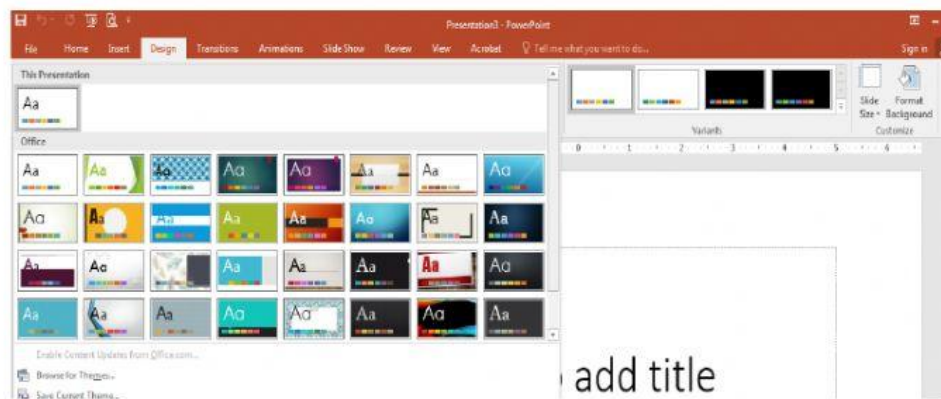
- MS Power Point is used to create professional presentation and slide show.

Important features of MS Power Point

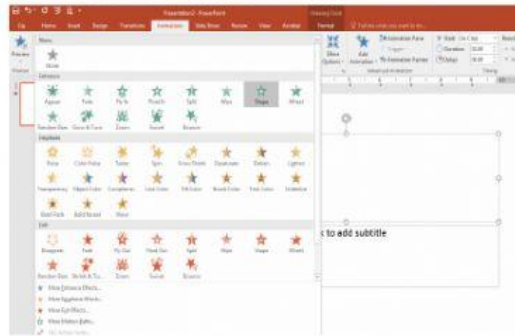
- **Slide Layout** : to choose a proper slide layout



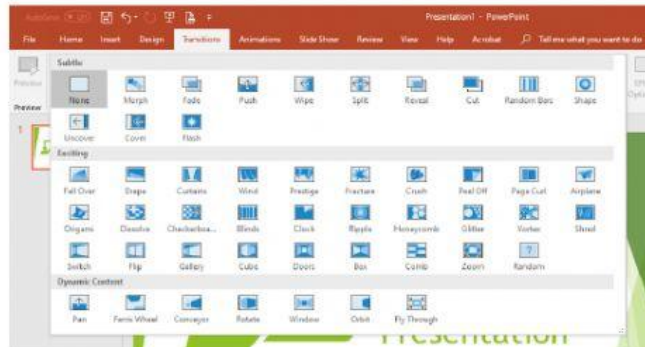
- **Design Themes** : it is used to make the presentation interesting



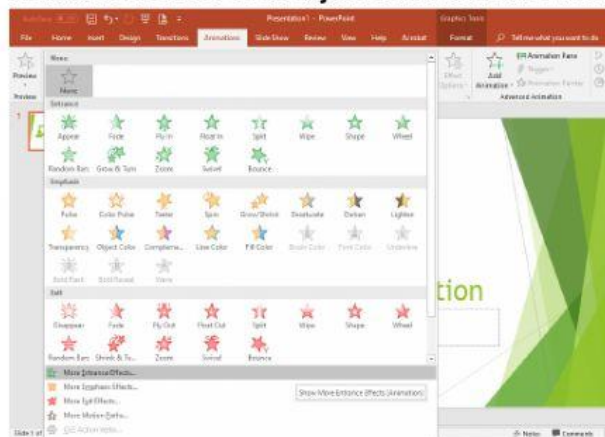
- **Animation and Sound Effects**



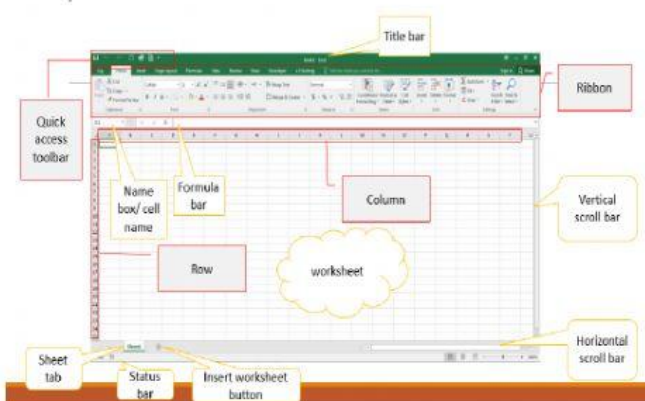
To add motion for each slide we can use transition



To add motion for each object on slide we use animation



Ms Excel



- Ms Excel is a popular spreadsheet program that allows you to work well with numbers.
- A file in Ms Excel is called a **workbook**. It contains many pages which are called worksheets or sheets.
- Each sheet is divided into a grid of rows and columns. The columns named as alphabet and rows named as number.
- The box inside is called cell, and each cell is referred by an address called cell address. For example : B1, C4, G20

Ms Excel can be used for:

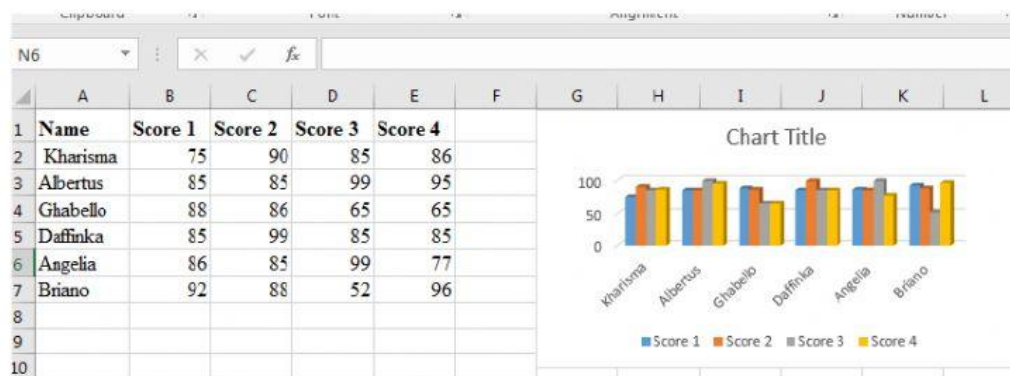
- CALCULATION**

D2				=SUM(B2:C2)		
	A	B	C	D	E	F
1	Name	Score 1	Score 2	Sum	Average	
2	Kharisma	75	90	165	82.5	
3	Albertus	85	85	170	85	
4	Ghabello	88	86	174	87	
5	Daffinka	85	99	184	92	
6	Angelia	86	85	171	85.5	
7	Briano	92	88	180	90	
8						
9						
10						

- DATABASE MANAGEMENT**

E6				SEMARANG		
	A	B	C	D	E	F
1	No	Class	NIS	Name	Place of Birth	Birthday
2	1	7A	854	Albertus Magnus Widyadhana Ariyanto	YOGYAKARTA	23-05-07
3	2	7B	845	Ghabello Getzho Lorenzo	BANTUL	23-09-07
4	3	7A	857	Daffinka Nataliano Hadi	SLEMAN	23-12-07
5	4	7B	546	Angelia Novana	YOGYAKARTA	09-11-07
6	5	7A	558	Briano Felix Putra Fasa	SEMARANG	02-06-07
7	6	7A	874	Ivanna Aulya Victoria Pilgrim	YOGYAKARTA	14-06-08
8						

- CHART**



Worksheet 3

Match this Quick Key

- | | | |
|-------------|---|---|
| 1. Ctrl + C |  |  paste |
| 2. Ctrl + O |  |  save |
| 3. Ctrl + S |  |  create a new file |
| 4. Ctrl + N |  |  copy |
| 5. Ctrl + V |  |  open an already existing file |

Fill in the blanks

MS Publisher	Ctrl + X	Workbook	MS Outlook	Ctrl + V
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1. ... component of MS Office is used to received and send emails.
2. ... component of MS Office is a Publishing tool.
3. ... is the shortcut key to cut a given data.
4. A file in MS Excel is called a ...
5. ... is the shortcut key to paste the data.

Match the following.

- | | | |
|--------------|----------------------|---|
| 1. Worksheet | <input type="text"/> | <input type="text" value="A file in MS Word"/> |
| 2. Chart | <input type="text"/> | <input type="text" value="Database management"/> |
| 3. Document | <input type="text"/> | <input type="text" value="A collection of rows and columns"/> |
| 4. Workbook | <input type="text"/> | <input type="text" value="A File in MS Excel"/> |
| 5. MS Access | <input type="text"/> | <input type="text" value="Pictorial Representation of Data"/> |