

Special class on

Overview and Key points of MS-Office, Lecture Test

Sept 25, 2020 • Divyarajsinh Vala

APPENDIX – G

- (1) Operating System and office Productivity Tools.
 - (i) Microsoft Windows
 - (ii) MS Word - including Advanced Features
 - (iii) MS Outlook
 - (iv) File and Folder Management
 - (v) Internet Familiarity, Usages and E-mail.
 - (vi) Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN
 - (vii) Information on Internet explorer usages and various options / setting available
 - (viii) Overview & Usages of PDF
 - (ix) Microsoft Office.
- (2) Microsoft Office Indic (Gujarati)
 - (i) Introduction about MS Office - Indic
 - (ii) Introduction about Desktop, Mouse, Keyboard, etc.
 - (iii) How to start Word? Methods of starting Word
 - (iv) How to Change Language English to Gujarati
 - (v) Introduction about the Gujarati Keyboards
 - (vi) Introduction about the Gujarati IME, Difference between Remington and Transliteration K/B
 - (vii) How to operate the K/B what is Transliteration K/B
 - (viii) How to type different Characters and Words from Transliteration K/B
 - (ix) How to use IME help? How to use spelling grammars check in Gujarati?
 - (x) What is smart Tag? What is thesaurus?

What is Microsoft Office?



- **Microsoft Office** is an office suite of interrelated desktop applications, servers and services for the Microsoft Windows and Mac OS X operating systems.

- This was introduced by Microsoft in 1989.

Microsoft Office Versions

The Microsoft Office for Windows 1.0
The Microsoft Office for Windows 1.5
The Microsoft Office for Windows 1.6
The Microsoft Office for Windows 3.0
Microsoft Office 4.0
Microsoft Office 95
Microsoft Office 97
Microsoft Office 2000
Microsoft Office XP
Microsoft Office 2003
Microsoft Office 2007 and
Microsoft Office 2010

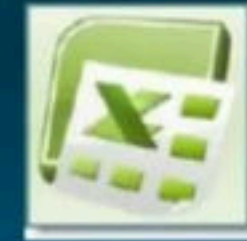


MICROSOFT OFFICE PROGRAMS

•**MICROSOFT WORD-** is a word processor and was previously considered to be the main program in Office.



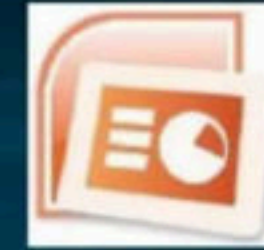
•**MICROSOFT EXCEL-** is a spreadsheet program which originally competed with the dominant Lotus 1-2-3, but eventually outsold it. Available for Windows and Mac platforms.



•**MICROSOFT OUTLOOK-** is a personal information manager and e-mail communication software. The replacement for Windows Messaging, Microsoft Mail and Schedule+ (Plus) starting in Office 97, it includes an e-mail client, calendar, task manager and address book. Although historically it has been offered for Mac, the closest to an equivalent for Mac OS X is Microsoft Entourage, which offers a slightly different feature set.



•**MICROSOFT POWERPOINT-** is a popular presentation program for Windows and Mac. It is used to create slideshows, composed of text, graphics, movies and other objects, which can be displayed on-screen and navigated through by the presenter or printed out on transparencies or slides. This is convenient for school or work presentations.



•**MICROSOFT PUBLISHER-** is a program mostly used for designing brochures, labels, calendars, greeting cards, business cards, newsletter, and postcards.



•**MICROSOFT OFFICE ACCESS-** previously known as **Microsoft Access**, is a pseudo-relational database management system from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the Professional and higher editions or sold separately.



•**MICROSOFT INFOPATH-** is an application used for developing XML-based data entry forms, initially released as part of Microsoft Office 2003 Professional. The main feature of InfoPath is its ability to author and view XML documents with one-to-many links among different data groups (schema).



•**MICROSOFT ONENOTE-** is a software package for free-form information gathering and multi-user collaboration. While OneNote is most commonly used on laptops or desktop PCs, it has additional features for use on pen-enabled Tablet PCs, in environments where pen, audio or video notes are more appropriate than an intensive use of keyboard.



•**MICROSOFT SHAREPOINT DESIGNER-** is a specialized HTML editor and web design freeware for creating or modifying Microsoft SharePoint sites and web pages.



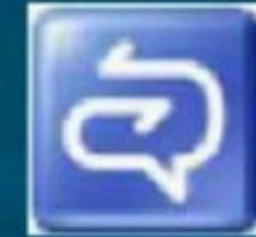
•**MICROSOFT PROJECT**- is a project management software program developed and sold by Microsoft which is designed to assist project managers in developing plans, assigning resources to tasks, tracking progress, managing budgets and analyzing workloads.



•**MICROSOFT VISIO**- is a diagramming program for Microsoft Windows that uses vector graphics to create diagrams. It is currently available in three editions: Standard, Professional and Premium.



•**MICROSOFT OFFICE COMMUNICATOR**- is an instant messaging client used with Microsoft Office Communications Server and is the replacement for Windows Messenger which was used with Exchange Messaging Server.



•**MICROSOFT OFFICE GROOVE-** is a desktop application designed for document collaboration in teams with members who are regularly off-line or who do not share the same network security clearance.



•**MICROSOFT OFFICE INTERCONNECT-** is a personal information manager application sold by Microsoft Japan, a division of Microsoft. Sold in Japan as part of the Microsoft Office suite for Microsoft Windows, it provides the ability for the user to have a Digital Business Card, a sort of digital signature.



•**MICROSOFT OFFICE PICTURE MANAGER-** is a software program included with Microsoft Office suite starting with version 2003. It is a basic image editing and image management program.



•**MICROSOFT OFFICE DOCUMENT SCANNING-** is a scanning and OCR(Optical Character Recognition) application. It is suited for creating archival copies of documents.

•**MICROSOFT OFFICE DOCUMENT IMAGING-** is a Microsoft Office application that supports editing documents scanned by Microsoft Office Document Scanning. It was first introduced in Microsoft Office XP and is included in later Office versions including Office 2007.



MICROSOFT OFFICE 2007



INTRODUCTION

- **Microsoft Office 2007** is a productivity suite written and distributed by Microsoft.
- Released on January 30, 2007.
- Office 2007 is the last version of Microsoft Office which is officially supported on Windows XP.
- Office 2007 also includes new applications and server-side tools .

Applications

- Microsoft Word 2007
- Microsoft Excel 2007
- Microsoft PowerPoint 2007
- Microsoft Access 2007
- Microsoft InfoPath 2007
- Microsoft OneNote 2007
- Microsoft Outlook 2007
- Microsoft Publisher 2007
- Microsoft Office Communicator 2007
- Microsoft Groove 2007
- Microsoft SharePoint Designer 2007
- Microsoft Visio 2007
- Microsoft Project 2007

Features

1. User interface
 - 1.1 Office button
 - 1.2 Ribbon
 - 1.3 Contextual Tabs
 - 1.4 Live Preview
 - 1.5 Mini Toolbar
 - 1.6 Quick Access Toolbar
 - 1.7 Other UI features
- 2 SmartArt
- 3 File formats
 - 3.1 Office Open XML
 - 3.2 PDF
 - 3.3 XPS
 - 3.4 Open Document
- 4 Metadata
- 5 User assistance system
- 6 Collaboration features
 - 6.1 SharePoint
 - 6.2 Groove
- 7 Themes and Quick Styles

Minimum system requirement

Component	Requirement
Computer and processor	500 megahertz (MHz) processor or higher
Memory	256 megabyte (MB) RAM or higher ¹
Hard disk	2 gigabyte (GB); a portion of this disk space will be freed after installation if the original download package is removed from the hard drive.
Drive	CD-ROM or DVD drive
Display	1024x768 or higher resolution monitor
Operating system	Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SP1, or later operating system ²

MS-OFFICE HAS FOUR PAKAGES



MS-WORD



MS-EXCEL

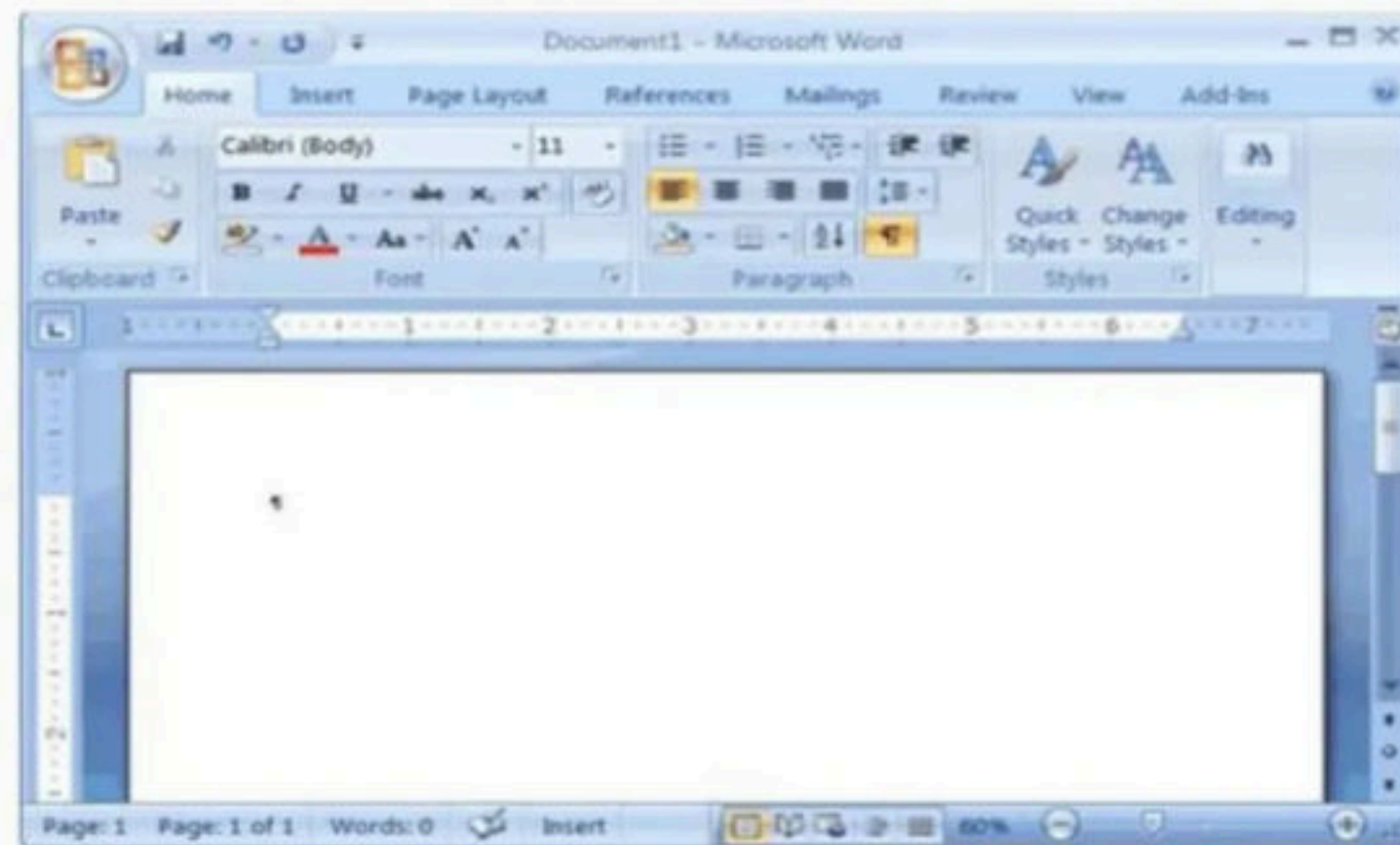


MS-
POWERPOINT



MS-ACCESS

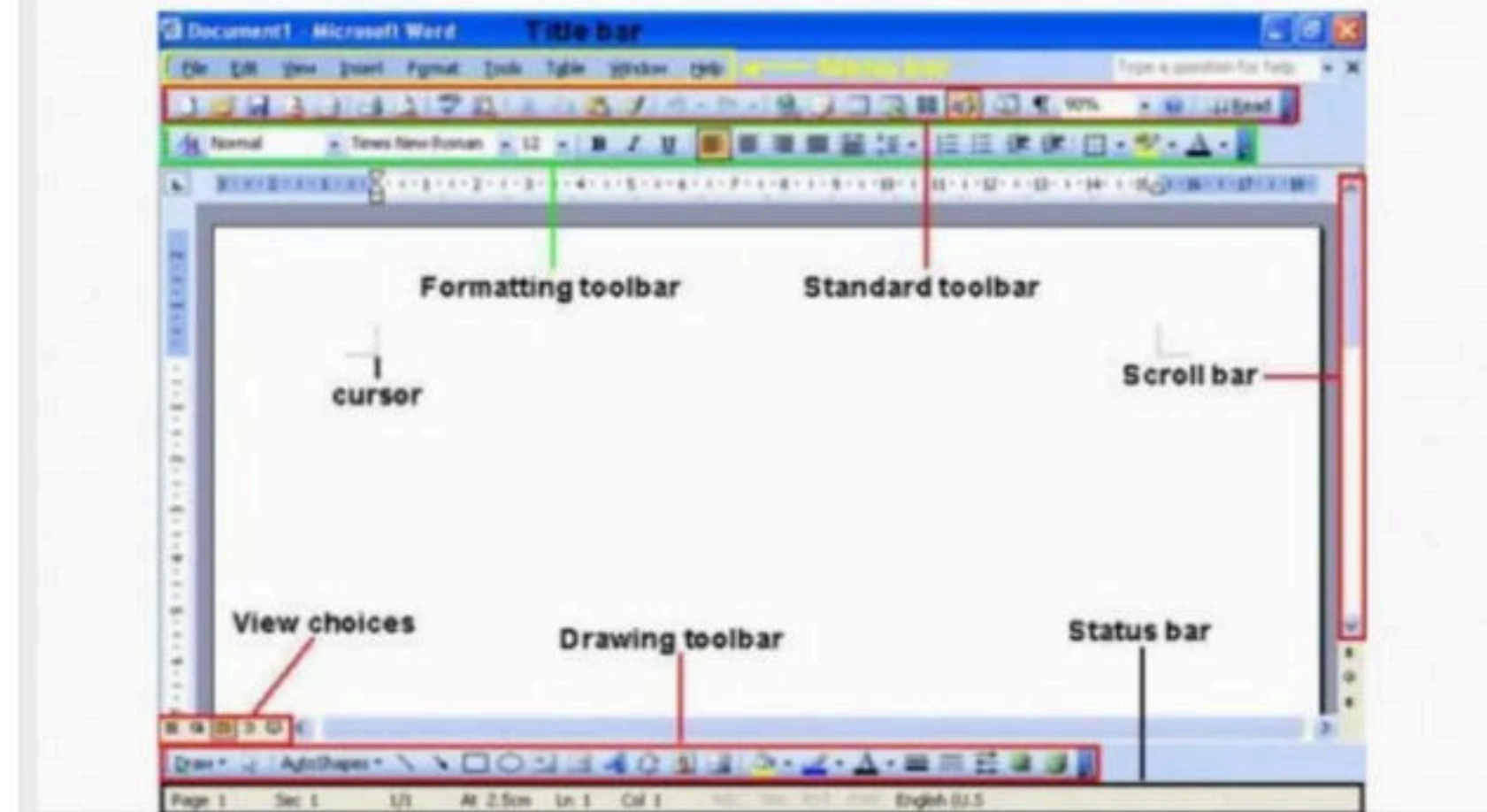
MS-WORD



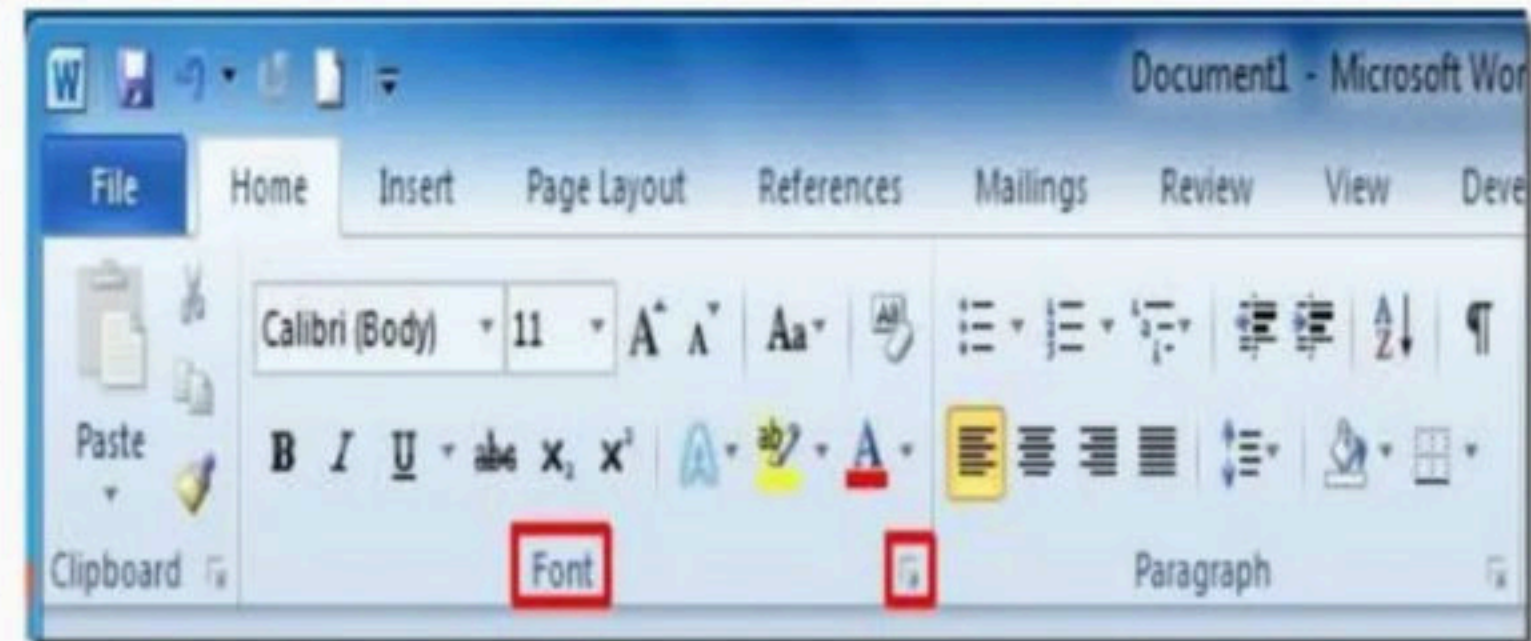
What is MS-WORD ?

- Microsoft Word is a word processing software package.
- You can use it to type letters ,reports,and other documents.
- The four main operations of a word processing package are:
 - Defining the form of the document
 - Entering a document from a keyboard
 - Editing (modifying) the document
 - Printing the document.

Components of Microsoft Word



The Ribbon that displays various commands and features of all the tabs



Features of Microsoft Word

- **Creating Document.**
- **Editing document.**
- **Graphics.**
- **Word Art.**
- **Printing Document.**

Proofing Word Document

- Spelling Checker
- Grammar checker
- Thesaurus
- Auto correct.

Formatting Word Document

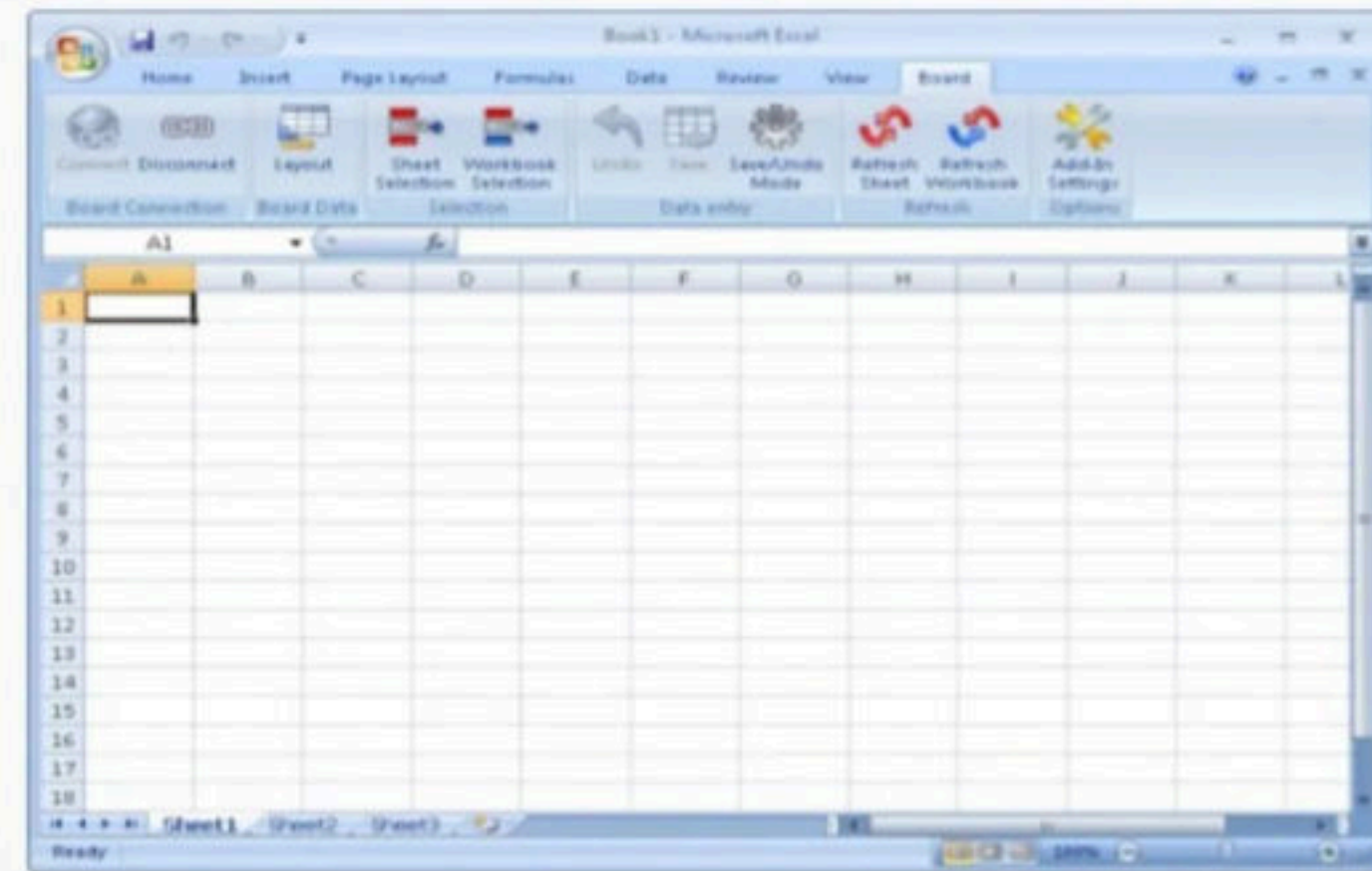
- The process to change the appearance of a document is called the document formatting you can format a single character, word, lines, paragraph or whole document.
- The document is formatted to make it more attractive and beautiful.
- The commands used to format the document are selected from the Home tab.

Creating Tables

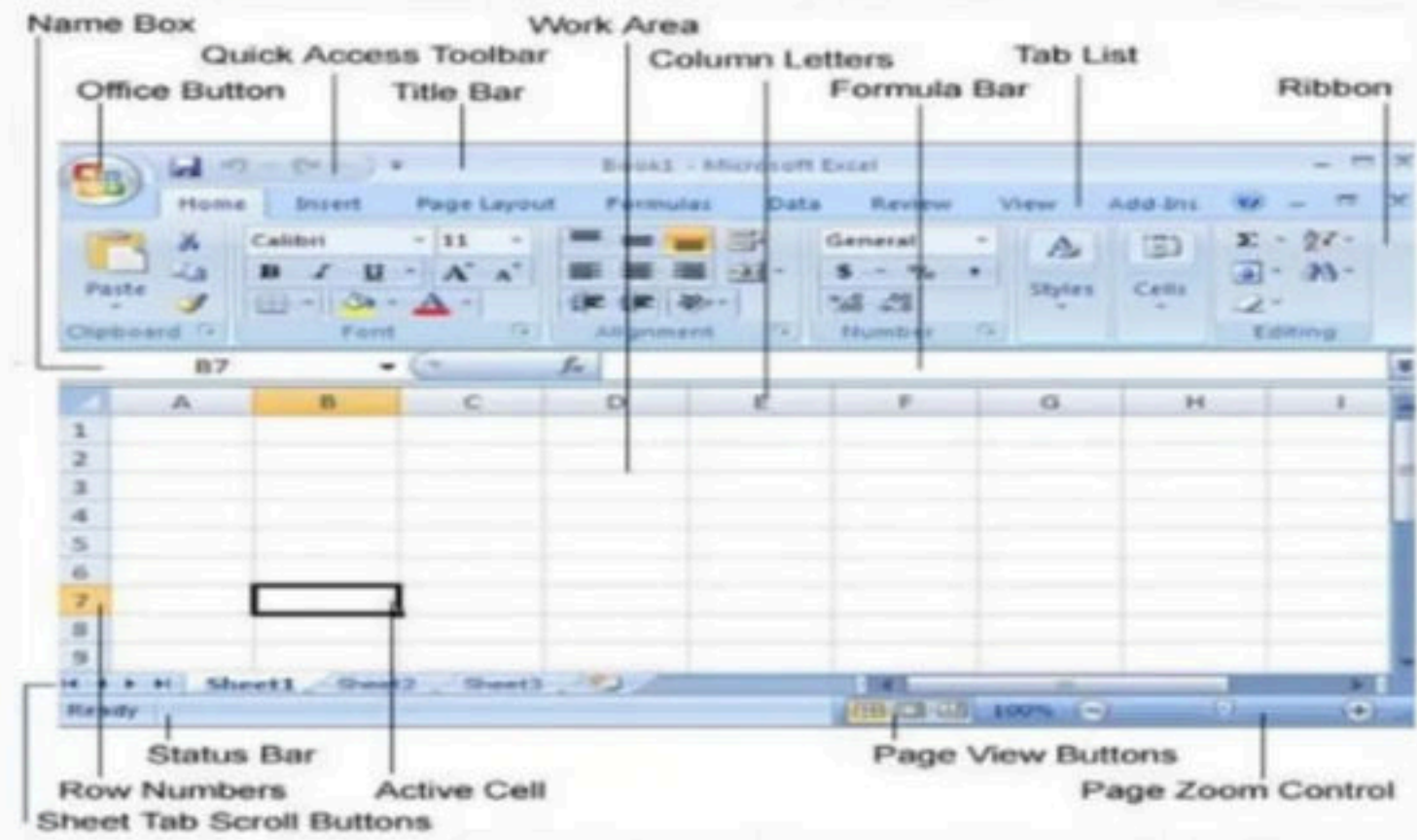
- Microsoft word provides a tool called table. It is used to organize information of a rows and columns .
- A table is made of series of rows and columns.
- The intersection of row and column is called cell.



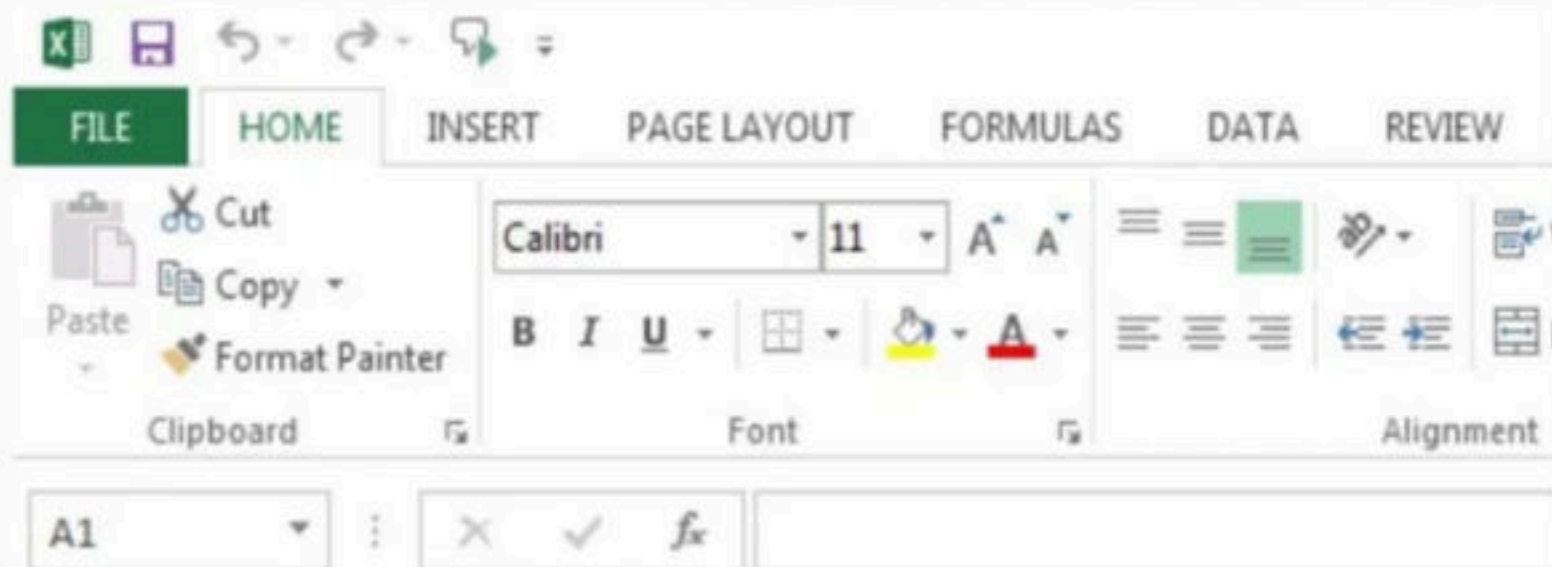
MS-EXCEL



Components of MS-Excel



The Ribbon displays various commands and features of all the tabs.



MS-Excel

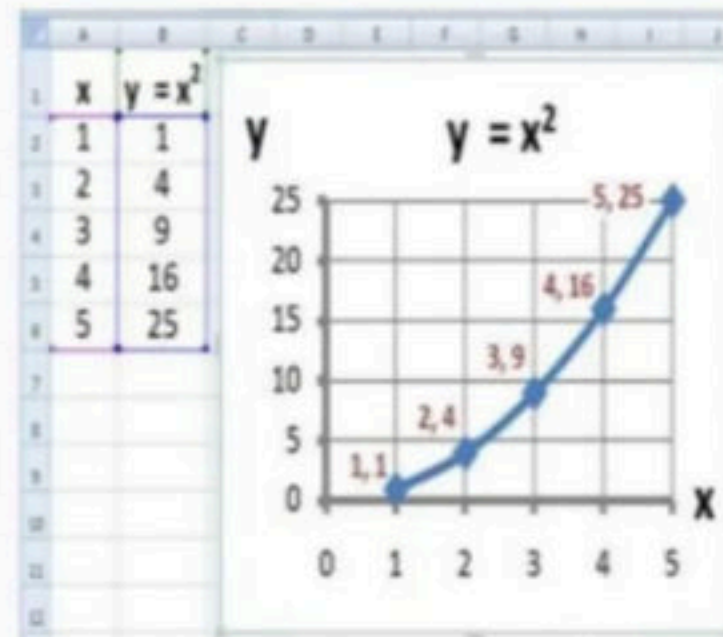
- **Excel is an Microsoft Application that is mainly used for calculations and mathematical works.**
 - a) It is a spreadsheet application in which we can add sheets as per our requirements. In a single sheet, it consists of rows and columns and cells, where every cell has different address.
 - b) Sum, product, subtraction, division and many mathematical, logical functions are available within it.
 - c) Other features include tables, charts, clip art and more.
 - d) It is basically used for payroll, accounts, mathematical, and for other business purposes.

Features of MS-Excel

- **Hyperlink.** We can link one file to another file or page.
- **Clip art.** We can add images and also audio and video clips.
- **Charts.** With charts, we can clearly show a product(s) evaluation to a client. For example, you can display a chart showing which product is selling more or less by month, week, and so forth.
- **Tables.** Tables are created with different fields (e.g. name, age, address, roll number, and so forth). You can add a table to fill these values.
- **Functions.** There are both mathematical functions (add, subtract, divide, multiply), and logical ones (average, sum, mod, product).
- **Images and backgrounds.** You can incorporate images and backgrounds into each sheet.
- **Macros.** Macros are used for recording events for future use.
- **Database:** With the data feature, you can add any database from other sources to it.
- **Sorting and filtering.** We can sort and/or filter our data so that anything redundant or repetitive can be removed more easily.
- **Data validations.** This tool can help you consolidate your data.

- **Grouping.** The grouping feature helps you both to group your data and ungroup it so that you have subtotals and so forth.
- **Page layout.** Themes, colors, sheets, margins, size, backgrounds, breaks, print, titles, sheets height, width, scaling, grids, headings, views, bring to front of font or back alignment, and many more are available for you to lay out your page.

Graphs And Charts

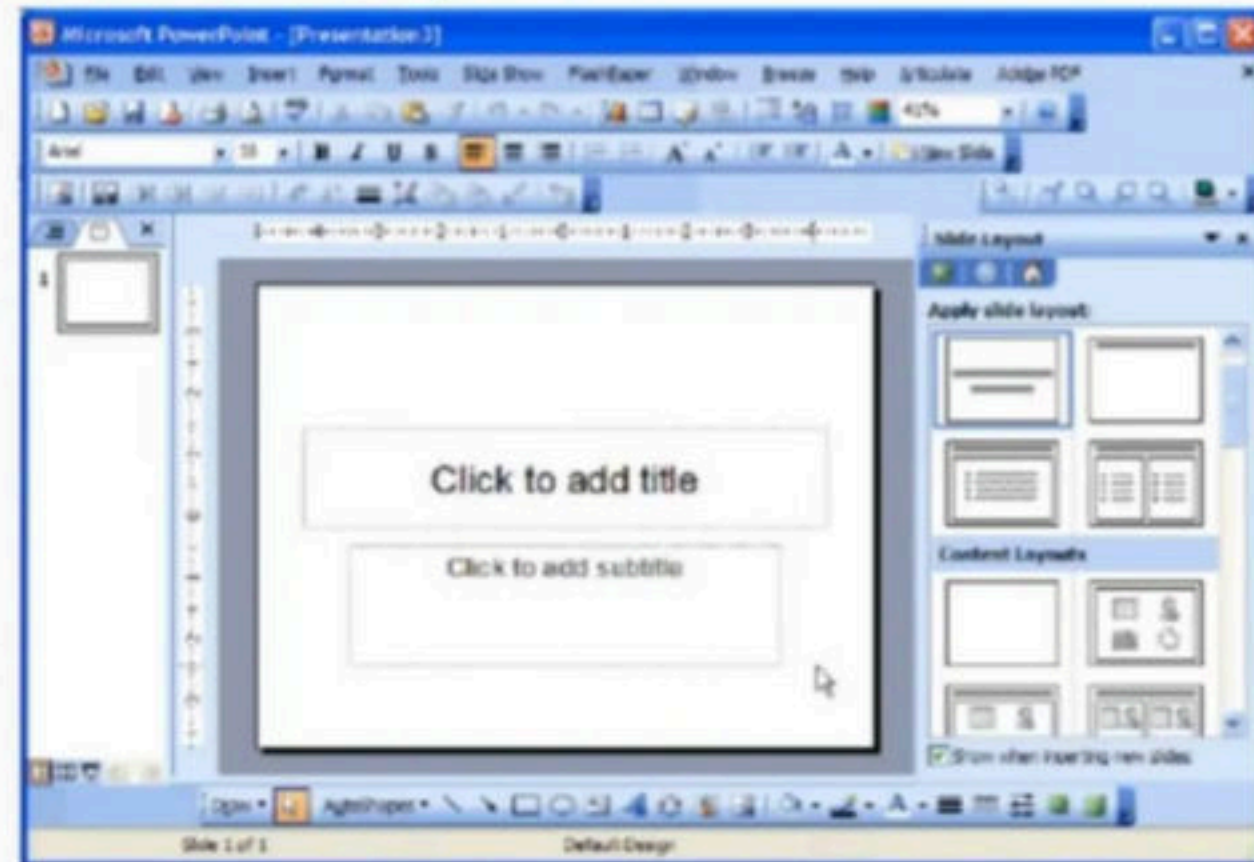


Some Functions of MS-Excel

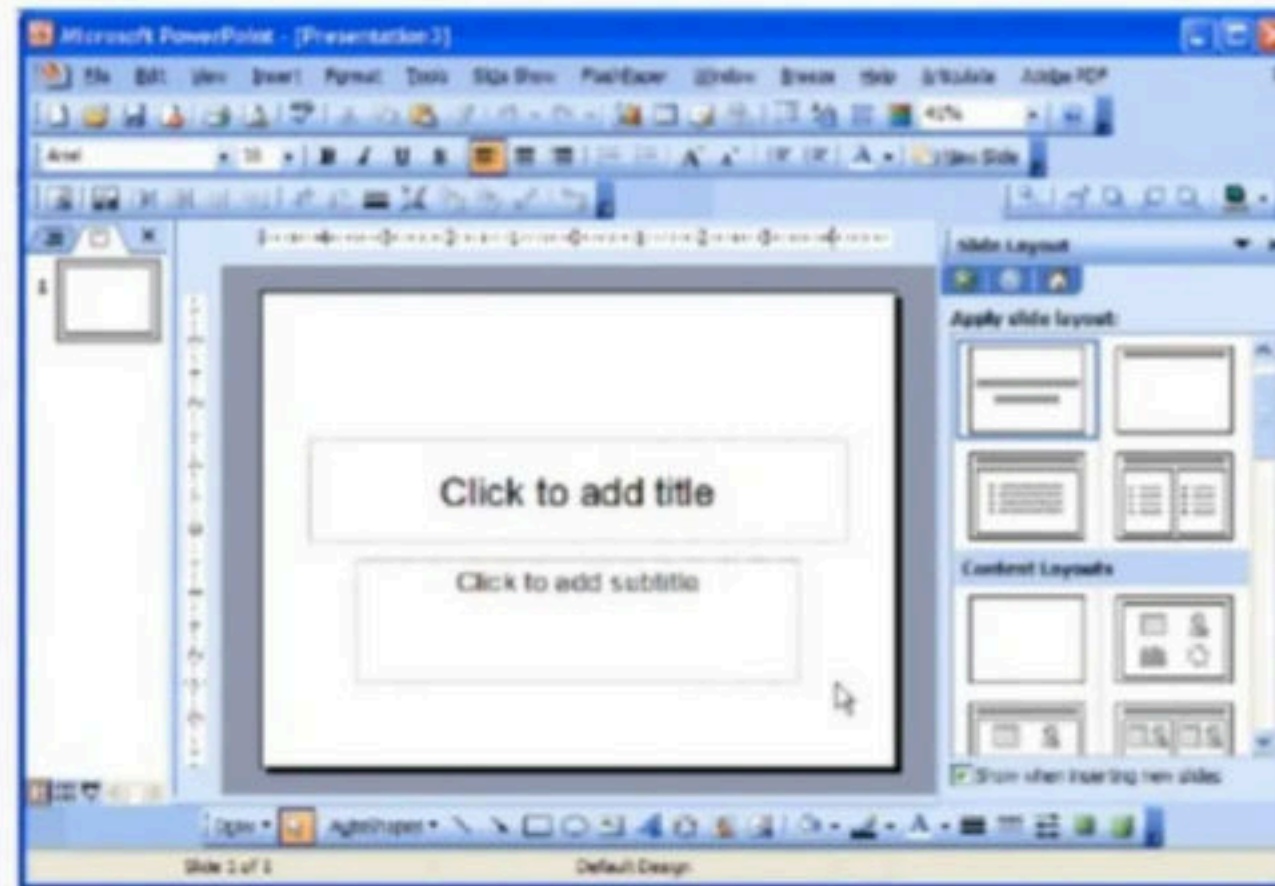
- Average
- Count
- Pi
- Sum
- Product
- Max
- If



MS-Power point



MS-Power point



What is Power Point ?

- **PowerPoint** is computer software created by Microsoft which allows the user to create slides with recordings, narrations, transitions and other features in order to present information. An example of **PowerPoint** is presentation software made by Microsoft.

Features of MS-Power Point

- Animation
- Auto shapes
- Editing presentation
- Spell checking in presentation
- Hiding and Un-hiding slides
- Running presentation
- Slide transition
- Saving presentation
- Printing presentation



What is MS-ACCESS ?

- MS ACCESS is a tool which used for create database and it is also a application software.

Features of MS-ACCESS

- Database
- Record
- Field
- Table
- Form
- Report
- Primary key



LECTURE TEST

I. PDF નુ પુરુ નામ જણાવો ?

- A) Portability Document Format
- B) Portable Drive Format
- C) Portable Directory Format
- D) Portable Document Format

2. PDF ફાઈલ બાદ ડિફોલ્ટ ક્યાં ઓપન થાય છે ?

- A) MS-word
- B) MS-Power point
- C) Browser
- D) Wordpad

3. ઈન્ટરનેટ એક્સ્પ્લોરરમાં નવો ટેબ ઓપન કરવાની શોર્ટકટ કી કઈ છે?

- A) Ctrl + T
- B) Ctrl + D
- C) Ctrl + N
- D) Ctrl + O

4. ઇન્ટરનેટ એક્સ્પ્લોરરને સૌથી ઝડપથી ઓપન કરવાની રીતમાં નીચેના કમાન્ડબોક્સમાં શું ટાઈપ કરવું પડે છે ?

- A) Internet
- B) Explorer
- C) iexplore
- D) explore

5. ટેબને ક્લોઝ કરવાની શોર્ટકટ કી કઈ છે?

- A) Ctrl + A
- B) Ctrl + G
- C) Alt + d
- D) Ctrl + w

6. ઇન્ટરનેટ એક્સ્પ્લોરરને ડિફોલ્ટ બ્રાઉઝર સેટ કરવા ઇન્ટરનેટ ઓપ્શન્સના કયા મેનુમાં જવું પડે?

- A) General
- B) Advanced
- C) Programs
- D) Connections

7. નીચેનામાંથી કયો પ્રોટોકોલ સિક્યુરડ અને સેફ કનેક્શનનું ઇન્ડીકેશન કરે છે ?

- A) HTTP
- B) HTTPS
- C) FTP
- D) TCP/IP

8. IE 11 માં INPRIVATE ઓપ્શન કયા મેનુમાં આવે છે ?

- A) Settings > Safety
- B) Settings > Print
- C) Settings > File
- D) File menu

9. બ્રાઉઝરના એડ્રેસબોક્સમાં કોઈ ટોપિક સર્ચ કરવા માટે ઉપયોગમાં લેવાયેલ શબ્દને શુ કહે છે ?

- A) Query
- B) Search
- C) Information
- D) Data

10. BACK, FORWARD, REFRESH, HOME બટનને શુ કહેવાય ?

- A) Options
- B) Menus
- C) Navigations
- D) Internet Options