Microsoft Office

Now comes one of the most integral concepts in computers…Microsoft Office. You can use Microsoft Office to create any kind of document, presentation, graphs, or tables. It is very helpful whenever you would like to create, for instance, a letter or a budget. However, please keep in mind that you must buy Microsoft Office to use it. It may be possible that your computer already has Microsoft Office downloaded—check and see by looking through all the programs on your computer.

1. Locate Microsoft Office. The easiest way to do this would be to perform a search through your programs. Move your cursor to the bottom left of the screen and click on the "Search" option. The placement may vary depending on your operating system.

2. There are three Microsoft Office programs to take note of:

   a. <u>Microsoft Word</u>: This is a word processing program, meaning that it can be used to create basic documents—letters, papers, etc. This lab itself is made with Microsoft Word!

   b. <u>Microsoft PowerPoint</u>: This is a presentation software, meaning it is used for basic presentations or demonstrations. On our website, all of our presentations are made with Microsoft PowerPoint.

   c. <u>Microsoft Excel</u>: This is a basic data entry software. It looks like a large table and within it, you can enter numbers or other data. This is especially

useful for making graphs or analyzing data—for instance, budgets, sign ups, etc.

3. Now, let's examine each program separately.

Microsoft Word

1. Open Microsoft Word.

2. You are now in the basic interface of the program. As you can see below, you are brought up to a blank document. On this document, you can begin typing in words on the document.
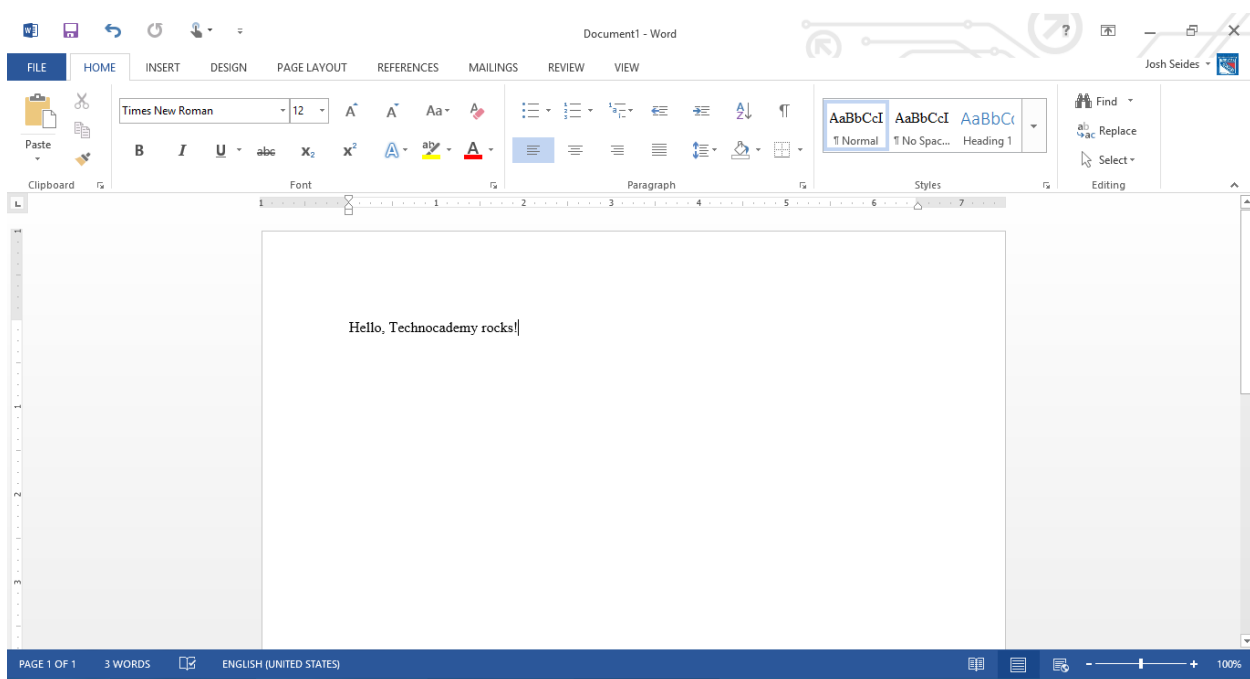
You can continue typing until you finish what you want to write. When you want to print out the document, it will look exactly as it appears on the screen.

3. Now, let's examine the basic buttons on Microsoft Word:
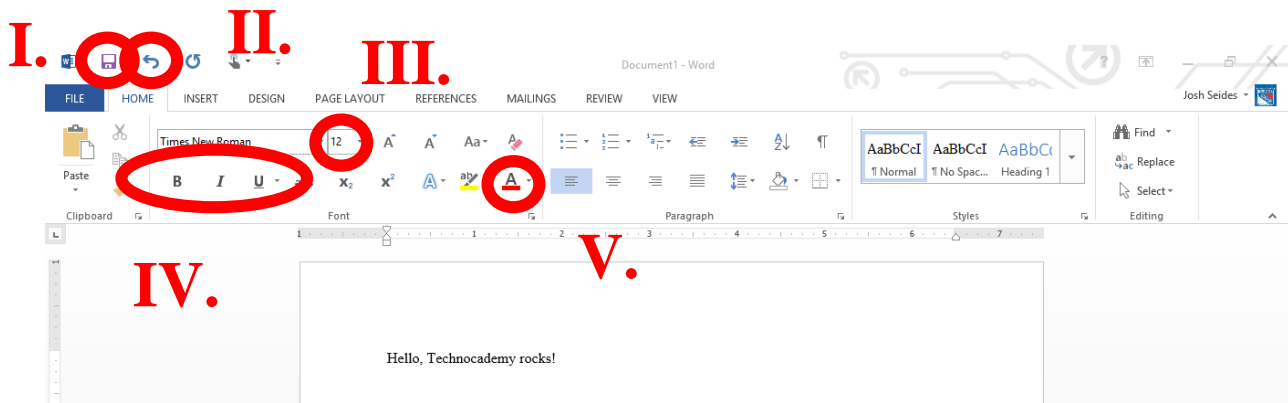
I. <u>Save</u>: Click this button to save the document you are working on to your computer. Remember: you must save before you exit the program or your document will be lost when you try to access it again.

II. <u>Undo</u>: Made a mistake? You can click this button to erase the action that you just did. For example, if you typed in a word incorrectly, you can click the undo button and then that word will go away.

III. <u>Text Size</u>: Change the number in this box to change the size of the text you type.

IV. <u>Font Style</u>: You can change the look of your text. There are three styles: (1) **bold**, (2) *italic*, and (3) <u>underline</u>. Click the appropriate button and then the text you type after will be in that style.

V. <u>Text Color</u>: By clicking this button, you are brought up to a screen of different colors. Pick one of these and then the text you type will be that color.

4. These five basic options above will allow you to create effective documents that look professional and neat. Once you finish a document, hit the "Save" button (see Part I above). You will be prompted to save the document to some place on your computer. Pick a place you remember and click "Save." If you want to print

the document you are making onto an actual piece of paper, click "Ctrl" and then "P" (hold the Ctrl while you are pressing P).

5. If you want to send an email with a Microsoft Word document "attached," see our tutorial series on email to find out.


Microsoft PowerPoint

1. Open Microsoft PowerPoint.

2. You are now in the basic interface of the program. As you can see below, you are brought up to a blank presentation. On this layout, you can begin typing in words on the presentation.
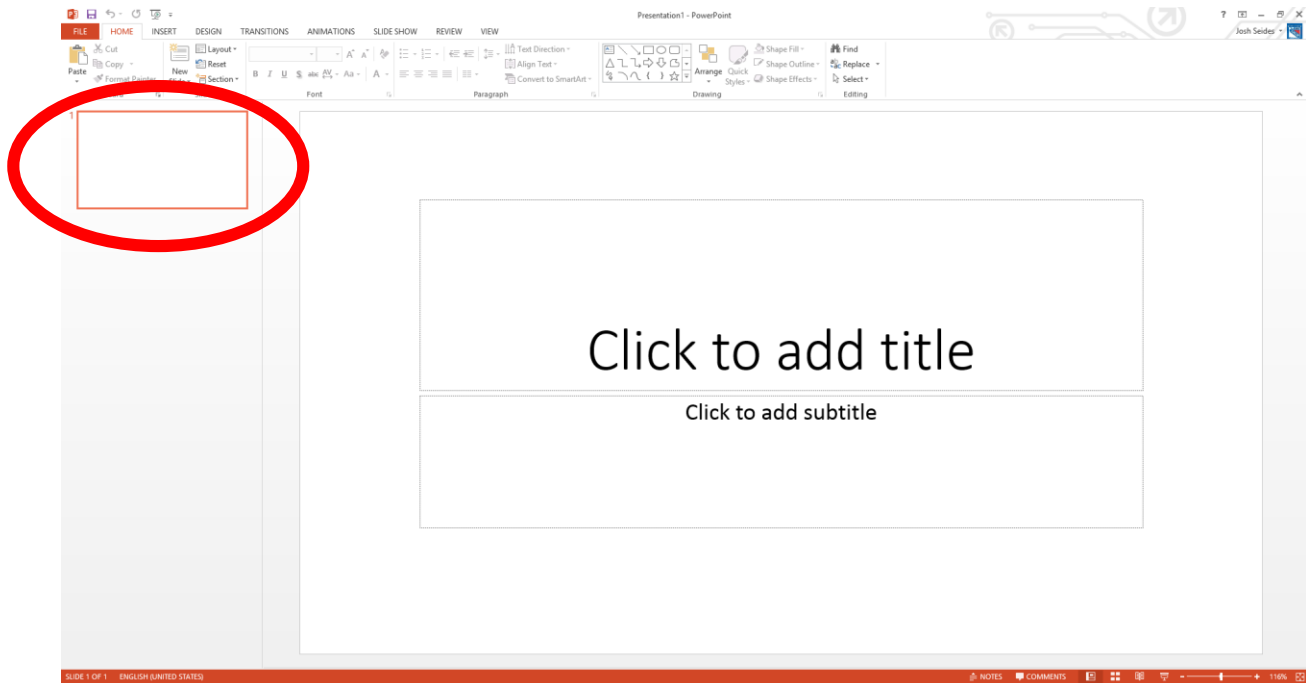

3. Basically, a presentation is made up of different "slides" (screens) that are played through during the presentation. Each white square you see on the left side of the screen (circled above) is a single slide.

4. Now, let's look at some basic buttons in Microsoft PowerPoint:
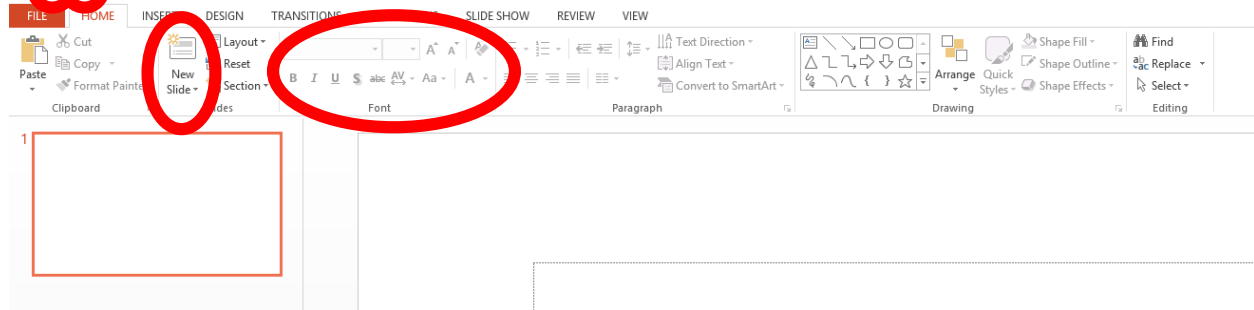
I.   <u>Save</u>: Just as in Word, use this button to save your work.

II.   <u>Undo</u>: Just as in Word, you can click this button to erase the action that you just did. For example, if you typed in a word incorrectly, you can click the undo button and then that word will go away.

III.   <u>New Slide</u>: Use this button when you want to add a new slide into your presentation. Each slide should focus on one idea (e.g. pictures then graphs then information, etc.).

IV.   <u>Font Style/Size</u>: This section allows you to alter what the text looks like on your screen (i.e. color, bold, italic, underline, etc.).

5.   Use these four basic options to create your amazing presentation! You can also add pictures to the presentation:
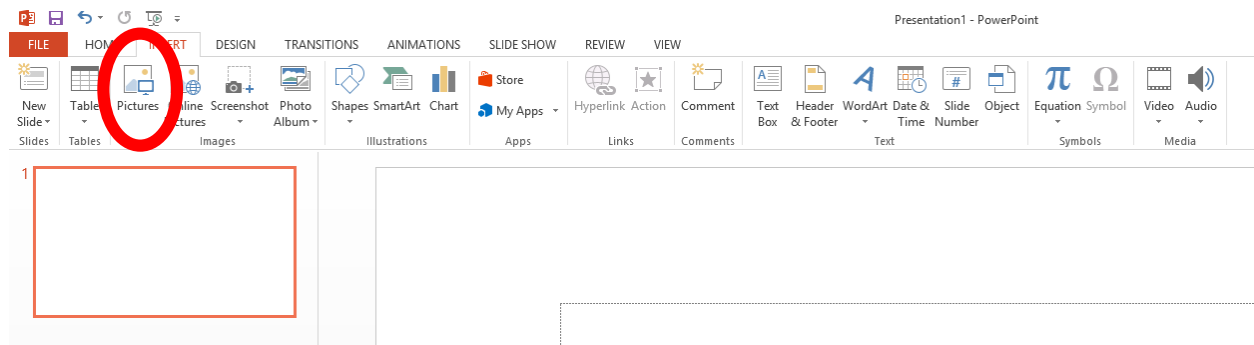
6. As seen in the picture, click on the "Insert" tab first and then click on the "Pictures" button. This will then allow you to add a picture (from a file on your computer) into your presentation.

7. Once you finish a presentation, hit the "Save" button (see Part I on the previous page). You will be prompted to save the presentation to some place on your computer. Pick a place you remember and click "Save." If you want to print the presentation you are making onto an actual piece of paper, click "Ctrl" and then "P" (hold the Ctrl while you are pressing P).

8. If you want to send an email with a Microsoft PowerPoint presentation "attached," see our tutorial series on email to find out.

Microsoft Excel

1. Open Microsoft Excel.

2. You are now in the basic interface of the program. As you can see below, you are brought up to a blank "worksheet" (i.e. the blank table). On this layout, you can begin typing in words or data.
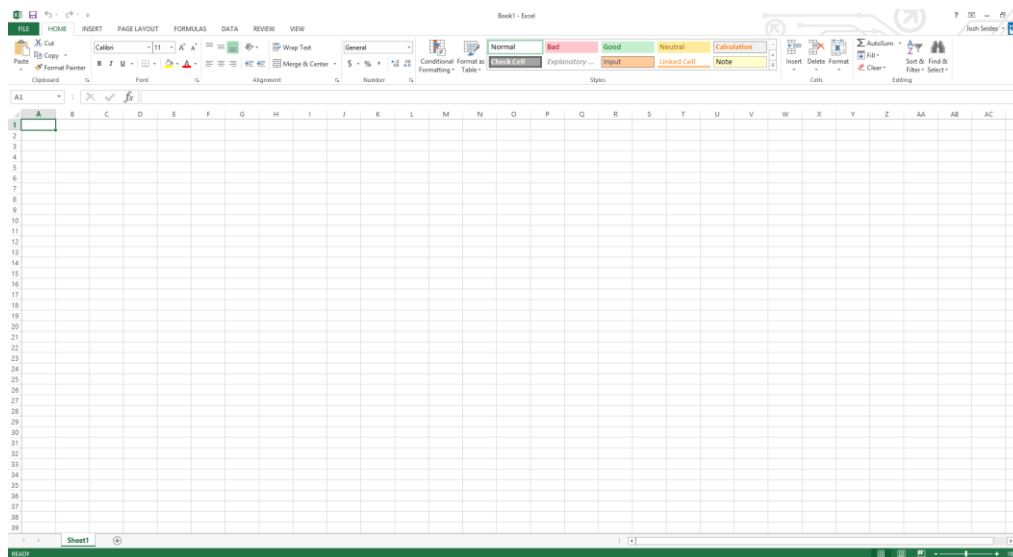
3. Each blank box is called a "cell." Click on whichever box you want to enter information in and then start typing.

4. Excel is especially helpful for making tables or organizing data. For instance:

	A	B
1	Month	Pies Sold
2	January	45
3	February	32
4	March	94
5	April	10
6	May	46
7	June	56
8	July	72
9	August	63
10	September	54
11	October	36
12	November	34
13	December	98

5. The basic buttons for Excel are the same as those in Word. The important ones to remember are Save, Undo, Text Size, Font Style, and Text Color (all discussed on Page 3).

6. One of the most useful things you can do on Excel is making graphs. Once you have your data entered, Excel will automatically turn your data into a graph if you push a certain button. First, you must highlight the data you want to make into a graph (next page):
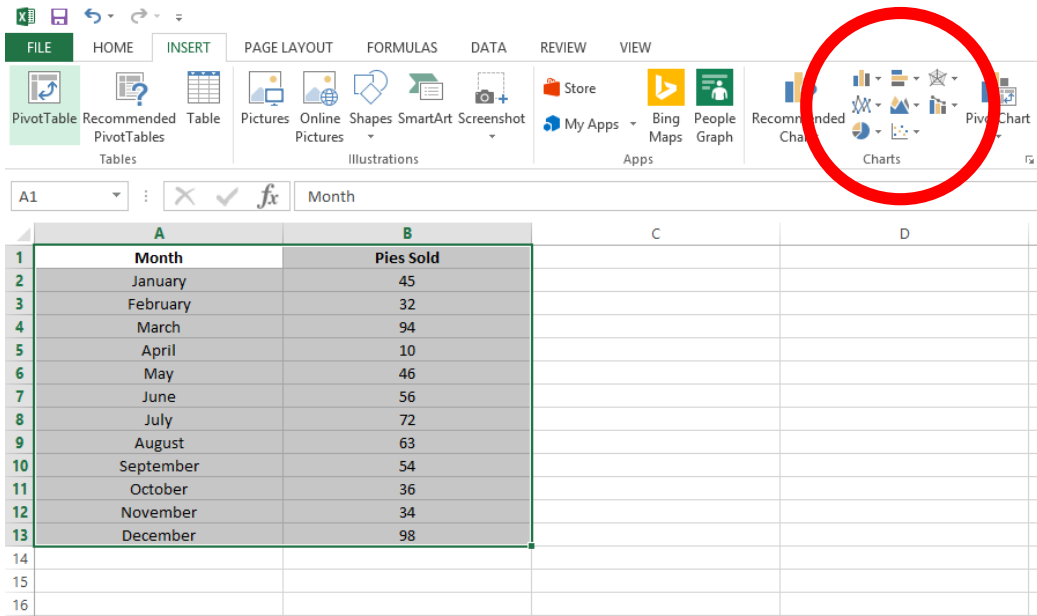
7. Make sure you are in the "Insert" tab on the top. Then find the "Charts" section (circled above) and pick the one that is most suitable to your data. For instance, the example data works well in a bar graph, so the bar graph picture will be selected.

8. And then, you're done! Excel will turn your data into a graph, like this:
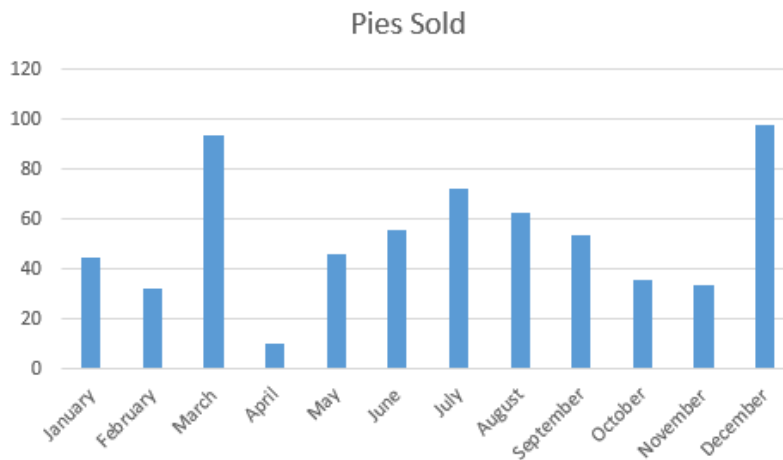
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