

Lesson 4

Common Productivity Tools

LESSON OBJECTIVES:

- effectively use the advanced features of Microsoft Productivity Tools
- familiarize the most commonly used functions in Microsoft Excel
- create an effective PowerPoint Presentation

COMMON PRODUCTIVITY TOOLS

Creating content using computer software nowadays has become one of the most important skills in the 21st century learners must possess. This is called productivity software. It is composed of computer programs that are used mainly for: *generating information, creating documents, presentations, worksheets, and databases, making charts, graphs, digital paintings, electronic music, and videos.*

Productivity tools can be a freeware or a shareware. A freeware is a copyrighted, which can be used for free and for unlimited time while shareware is commercial software that is copyrighted, which can be copied for trial but needs to be purchased for continued use.

One of the most popular productivity suites is the **Microsoft Office** developed by Microsoft Corporation. This includes **word processing software, electronic spreadsheet, and presentation software.** Not all Microsoft Office applications include Access and Publisher. These tools will help you create, organize and present information to an audience for a more effective communication.

These programs are also made available to mobile devices which are also downloadable from the web.

I. ADVANCED WORD PROCESSING SKILL

Reports nowadays demand too be well-presented and dynamic, away from the usual way of presenting information. Word is one of the software of Microsoft Office Suite. It lets you create documents for your assignments, term paper or research work, letters and certificates or just edit a document. It offers set of advanced tools that you can use to make you more productive and assist you to create documents for printing or publishing in a more efficient manner. This module will discuss some features of Microsoft Word that you can use to make you more productive and assist you to create documents for printing or publishing in a more efficient manner.

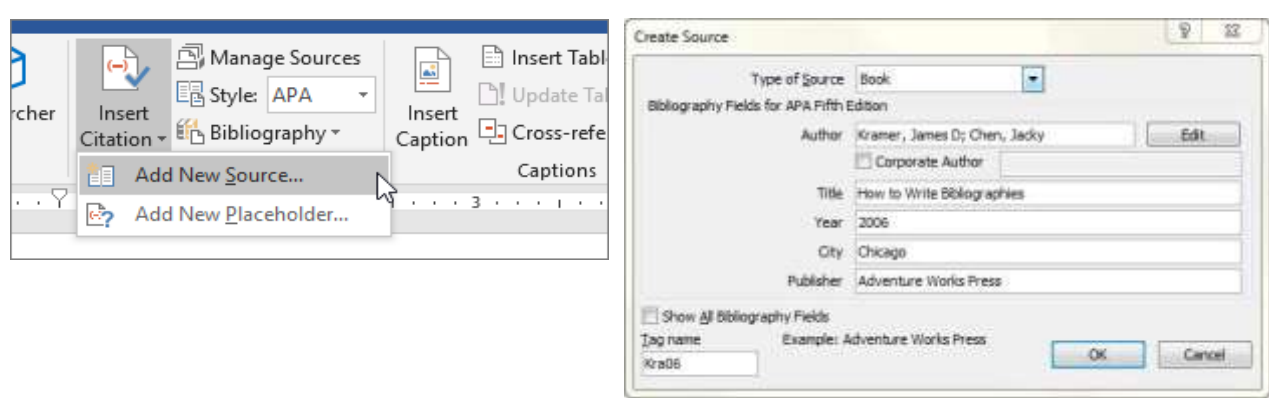
A. REFERENCES: CITATIONS AND BIBLIOGRAPHY

Steps in creating your bibliography:

1. **Choose your reference style.** Different academic disciplines use their own style guides. Formats to choose from are APA, MLA, and Chicago. To do this, click the **References** tab, then select the desired style in Citation and Bibliography. **References> Style**



2. **Add Citations and Sources.** You need to cite the authors in your documents for the information you got from them. To do this, click the **Insert Citation** command in the **References** tab, and select **Add New Source**. Just enter the requested information, like the author's name, title, and publication details. Then click **OK**. **References>Insert Citation>Add New Source>OK**



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3. **Insert the bibliography.** You can easily create the bibliography or references at the end of your documents once you encoded the list of sources in step 2. In the **References** tab, select the **Bibliography** command, then choose the desired style.

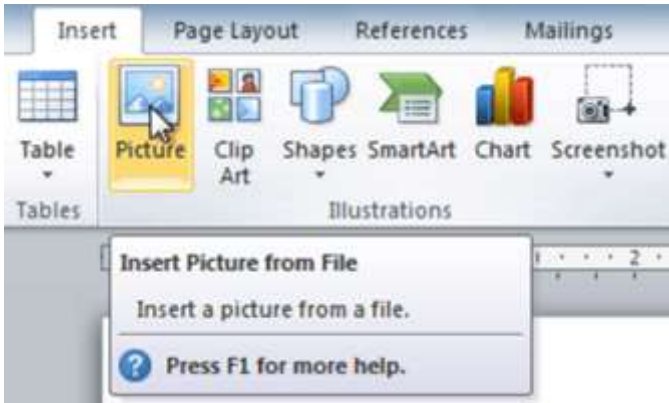
B. INTEGRATING IMAGES AND EXTERNAL MATERIALS

Integrating or inserting pictures in your document is fun and it improves the impression of your document. A better understanding of the physical appearance form of your document as well as the different material you integrate in it would allow you to be more efficient and versatile in Using Microsoft Word.

Integrating or inserting pictures may seem simple to do, however your knowledge on the different kinds of materials that you can insert or integrate in a Word document and its characteristics can help you create a more efficient, richer document not only in content but also in physical form.

A common use of inserting picture on a document is when you are creating your resumé.

There are various kinds of materials Microsoft Word is capable of integrating to make your documents richer, impressive and more informative. One important thing to remember is that images and other materials are not to be inserted as images for design purposes only, but they are used to enhance or improve the effectiveness of the message you want to convey.



The illustration shows: under the INSERT TAB are materials that can be integrated or inserted in your Microsoft Word document.

Kinds of Materials

1. **PICTURES** (Image File Formats)
 - **.JPG** (Joint Photographic Experts Group)

If you are looking for the best quality image to integrate with your document this is the image file type for you. Unfortunately, it does not support transparency making it difficult to integrate in terms of blending with other materials or elements in your document.
 - **.GIF** (Graphics Interchange Format)

It is good for blending and simple animation. Apparently, this may not be useful on printed document. .GIF is much better with logos, drawings, small text, black and white images, or low- resolution files.
 - **.PNG** (Portable Network Graphics)

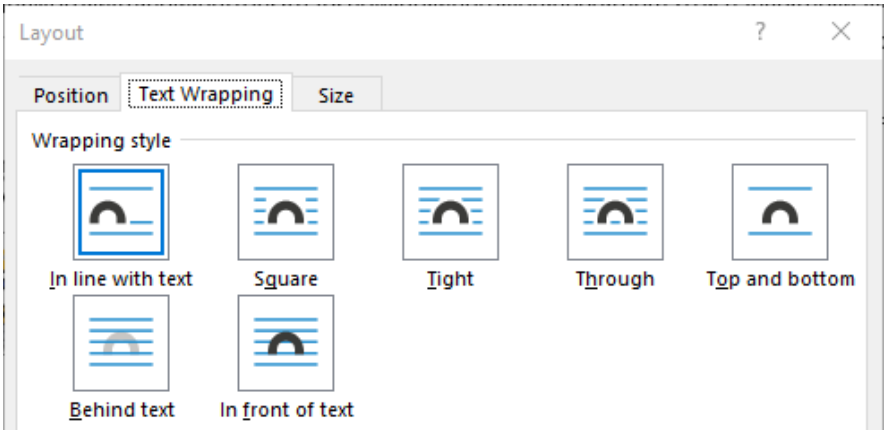
It allows the control of the transparency level or opacity of the image. It was basically for the purpose of transporting images on the Internet for faster rates. PNG does not support animation.
2. **CLIP ART** - Line art drawings or images used as generic representation for ideas and objects that you might want to integrate in your document. Microsoft Word has built-in clip arts that can be used freely. MS Office 365 uses **ICONS** tab instead of Clip Art.
3. **SHAPES** - These are best for designing a layout for a poster and other graphic materials for advertising.
4. **SMART ART** - If you want to graphically represent an organization, process, relationships, or flow for infographic documents, then you will find this easy and handy to use.
5. **CHART** - This is useful when you are preparing reports that correlate and present data in a graphical manner. You can create charts directly in your MS Word or imported from **external files** like Microsoft Excel.
 - Under the **INSERT** tab, click on **CHART**. This will bring up the **Insert Chart** dialogue box. Inside the Insert Chart dialogue box, scroll down to the type of chart you want to integrate such as *Column, Line, Pie or Bar* graph. An excel worksheet will pop up showing the default data that Microsoft Word uses for chart. You can modify the data on the worksheet. You can also integrate an existing Microsoft Excel file.
6. **SCREENSHOT** - Nothing can give you a more realistic image than a screenshot. MS Word provides a snipping tool for your screen shots so you can select and display only the part that you exactly like to capture on your screen.

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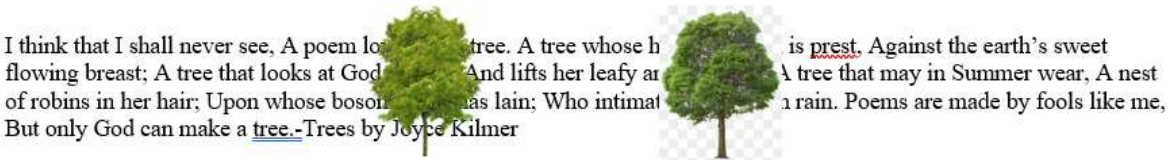
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C. IMAGE PLACEMENT

Inserting an image or any other material in your document is quite easy, especially if the material already exists in your local storage device. The real challenge is where to put the image you inserted or where to move it. In this part of the lesson, we will study the different characteristics of *text wrapping* options that you can use with the image you integrated in your document.



1. **In line with text.** This is the default setting for images that are inserted or integrated in your document. This setting is usually used when you need to place your image at the beginning of a paragraph. When placed between texts in a paragraph or sentence, it distorts the overall appearance and arrangement of the texts in the paragraph because it will take up the space it needs vertically, pushing whole lines of texts upward.
2. **Square.** This setting allows the image you inserted to be placed anywhere within the paragraph with the text going around the image in a square pattern like a frame.
3. **Tight.** This is almost the same as the square setting, but here the text conforms to the general shape of the image. This allows you to make a more creative effect on your document. This setting can mostly be achieved if you are using an image that supports transparency like .GIF, or .PNG file.
4. **Through.** This setting allows the text on your document to flow even tighter, taking the contours and shape of the image. This can be best used with a .GIF, or .PNG type of image.
5. **Top and Bottom.** This setting pushes the text away vertically to the top and /or to the bottom of the image so that the image occupies a whole text line on its own.
6. **Behind Text.** This allows your image to be dragged and placed anywhere on your document but with all the texts floating in front of it. It effectively makes your image look like a background.
7. **In Front of Text.** This setting allows your image to be placed right on top of the text as if your image were dropped right on it. That means whatever part of the text you placed the image on, it will be covered by the image. Notice the difference between using a .PNG file (left) and a .JPG file (right).



D. WATERMARK

A watermark is a faded background image that displays behind the text in a document. You can use them to indicate a document's state (confidential, draft, etc.) or customize it by adding a company logo, may it be a text or picture. The faint watermark is a great way to show that the document requires special treatment without distracting from the content.

E. MAIL MERGE

Mail merge is a useful tool that allow you to quickly produce and send information, newsletter, resumés or brochures to many people. In creating a mail merge, you need a data source that contains the basic information to be merged into your word document. A data source may contain name, address, telephone number and any other information you want to include. A data source must be created first to be able to use Mail Merge for mass mailing.

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Steps in Creating a Mail Merge

1. **Select the document type.** Choose from the options such as Letters, E-mail messages, Envelope, Labels or Directory.
2. **Select starting documents.** Choose from the options such as **Use the current document**, **Start from a template**, or **Start from existing document**.
3. **Select recipients.** If you have not created yet a recipient list, choose the **Type a new list** and click **Create**, and the **New address list** dialog box will appear where you can type in the names and data of your recipients. Click **New Entry** to add additional names. After you have entered your list, the **Save Address List** dialog box will open. Type your filename and click **Save**.
4. **Write your letter.** Click the **Address block** to specify the **Address elements**. Click the **Greeting line** to set the greeting line format.
5. **Preview your letters.** The name, address and greeting line will show in the document. You can click the **Forward** and **Back** arrows to view other recipients in the list. You can also edit recipient list.
6. **Complete the merge.** To print directly, select Print. If you want to make adjustments on individual recipients, select Edit individual letters.

ACTIVITY 4.1 - Community Engagement

Direction: Using Smart Art in Microsoft Word, create a flow chart that summarizes the steps for the application of the following:

1. SSS
2. NBI Clearance
3. National ID
4. Driver’s License
5. Bank Account

Rubrics for Using Smart Art

CATEGORY	4	3	2	1	SCORE
Skills	All skills in Advanced Word Processing are applied.	Most skills in Advanced Word Processing are applied.	Some skills in Advanced Word Processing are applied.	Few or no skills in Advanced Word Processing are applied.	
Content	The output exceeds the expectations.	The output is complete.	The output is somewhat complete.	The output is incomplete.	
Correctness	The output is free from errors.	The output contains minimal errors.	The output has several errors.	The output contains many errors.	
Teamwork	The group was able to finish the task in the most effective way without wasting time and effort.	The group was able to finish the task in the projected amount of time.	The group was able to complete the task but used methods that consumed more time or resource.	The group used the least sufficient methods in finishing task.	
Promptness	Submitted the output before the due date.	Submitted the output on the due date.	Submitted the output 1 day after the due date.	Submitted the output 2-3 days after the due date.	
TOTAL					20/20

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II. ADVANCED SPREADSHEET SKILLS

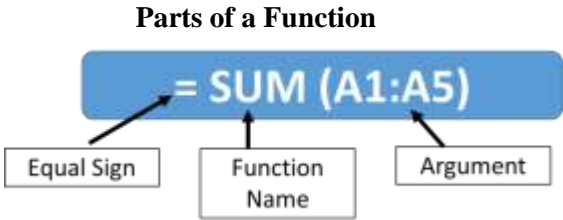
Microsoft Excel provides an automated way of displaying any statistical data. It can be used to automatically compute for several factors that are not easy to notice especially when faced by a large data. Excel includes several arithmetic and basic function that help you compute faster.

Financial reports are calculated and tabulated using electronic spreadsheet because of the automatic formulas and functions available. With Microsoft Excel, organizing and analyzing data are much simpler using conditional functions such as COUNTIF, AVERAGEIF, and SUMIF. Microsoft Excel uses formulas to calculate value. The equal sign typed in the cell signifies that a formula is created, or the AutoSum function is used to build a formula. Excel uses standard operators for formulas. These are: the **plus sign** (+) for addition, the **minus sign** (-) for subtraction, the **asterisk** (*) for multiplication and **forward slash** (/) for division. The equals sign (=) is used to start a formula.

An Excel formula always begins with an equal (=) sign.

A. Function

A function is a predefined formula in Excel that performs specific calculations for a specific value using reference cells. Excel has different functions for quickly finding the sum, average, count, maximum value, and minimum value for a range of cell.



B. Using a Function

- 1. **SUM:** will add all the values of cells in the argument
- 2. **AVERAGE:** will get the average of all the values of cells in the argument
- 3. **COUNT:** counts the number of cells with numerical data in the argument
- 4. **MAX:** gets the highest cell value included in the argument
- 5. **MIN:** gets the lowest cell value included in the argument

Take the Challenge!

Encode the following information using Microsoft Excel:

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4	Monthly Total Sales	Average Sales Per Month
January	12,000	13, 450	14,643	15,342		
February	13,045	15,980	15,832	16,352		
March	14,768	16,678	17,746	18,454		
April	13,567	0.00	12,865	14,067		
					Average Sales	

Your tasks:

- 1. Use Dollar Sign (\$) for the weekly sales
- 2. Get the total sales for each month.
- 3. Get the average sales for each month.
- 4. Which month had the highest sales record? _____
- 5. Which month had the lowest sales record? _____
- 6. What is the average sale for the first four months of operation? _____

C. Inserting a Chart

A chart is a powerful tool that allows you to visually display data. Building a chart in Excel is not a difficult thing to do. Excel has 11 major chart types with variations on each type. For most business dashboards and reports, you will only need a handful of the chart types available in Excel, including Bar, Column Chart, Line Graph or Pie Chart.

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D. Steps in Inserting Chart

1. Select the cells that you want to include in your chart, including the column titles and row labels.
2. Select the desired Chart command from the Insert tab.
3. Select the desired chart type from the drop-down menu.
4. The chart will be inserted in the worksheet.

If you think the chart is not suited for the data you have, you can change it by clicking **the Change Chart Type command**.

Take the Challenge!

Using the same data from the previous activity:

MONTH	WEEK 1	WEEK 2	WEEK 3	WEEK 4	Monthly Total Sales	Average Sales Per Month
January	12,000	13, 450	14,643	15,342		
February	13,045	15,980	15,832	16,352		
March	14,768	16,678	17,746	18,454		
April	13,567	0.00	12,865	14,067		
					Average Sales	

Your tasks:

1. Insert a Bar Chart in 3-D column.
2. Make the month with highest sales record in red color.
3. Make the month with lowest sales record in blue color.

ACTIVITY 4.2 - Laboratory Practice

Direction: Create a new worksheet in Excel and name it as EMTECH Class Record. Encode the data given below. Use appropriate functions to determine what is asked for. Sort the records alphabetically. On a separate sheet, list the Top 6 students in the class based on quiz average.

NAME	QUIZ 1	QUIZ 2	QUIZ 3	Average Quiz	Passed or Failed
John	88	91	96	?	?
Peter	84	86	90	?	?
Andrew	94	90	93	?	?
Matthew	82	86	85	?	?
Jude	73	76	72	?	?
James	91	94	93	?	?
Ezra	89	92	91	?	?
Luke	90	99	90	?	?
Esther	73	72	75	?	?
Jeremiah	92	87	90	?	?
Average Per Quiz	?	?	?	No. of Students	?
Lowest Grade Per Quiz	?	?	?	Total Passed	?
Highest Grade Per Quiz	?	?	?	Total Failed	?

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III. ADVANCED PRESENTATION SKILLS

PowerPoint allows you to create a slideshow presentation wherein you can format the texts and images, also adding animations and other multimedia components interactively. A lot of presentation software are available whether online or offline. Creating an effective presentation is the fun part of creating a report for it gives you a chance to be creative. Animations, transitions, and art are features of PowerPoint that could give a creative presentation. But sometimes, these features could actually distract your audience rather than help them.

Here are some tips in creating an effective presentation.

1. **Minimize.** Keep slide counts to a minimum to maintain a clear message and to keep the audience attentive. Remember that the presentation is just a visual aid. Most information should still come from the reporter.
2. **Clarity.** Avoid being fancy by using a font style that is easy to read. Make sure that it is also big enough to be read by the audience. Once you start making your presentation, consider how big the screen is during the presentation.
3. **Simplicity.** Use bullets or short sentences. Summarize the information on the screen to have audience focus on what you are saying than on reading the slide. Limit the content to six lines and seven words per line. This is known as the 6x7 rule.
4. **Visuals.** Use graphics to help in your presentation but not too many to distract your audience. In addition, instead of using a table or data, use charts and graphs.
5. **Consistency.** Make your design uniform. Avoid having different font styles and backgrounds.
6. **Contrast.** Use light font on dark background or vice versa. This is done so that it is easier to read. In most instances, it is easier to read on screen if the background is dark. This is due to the brightness of the screen.

A. Using Hyperlinks in Microsoft PowerPoint

Using hyperlinks in your presentation is an easy way to navigate slides during presentation. You can also insert action buttons for most slides or place hyperlinks to excel file in case your audience asks for specific question.

Ways to Insert Hyperlinks

1. Select an object or highlight a text.
2. Go to **Insert>Hyperlinks**. The insert dialogue box would appear.
Links to Options:
 - Existing File or Web Page
 - Place in This Document
 - Create a New Document
 - E-mail Address
3. Click **OK** to apply hyperlink.

B. Embedding Objects in Microsoft PowerPoint

Embedding objects is easy using Microsoft PowerPoint. With this option, you can insert an Excel file that would look like a table to a presentation.

Embedding Picture or Video

1. Go to Insert
2. Select **Pictures** tab. You may choose from these options:
 - This device
 - Stock Images
 - Online Pictures
3. Choose desired image
4. Click **Insert**

Embedding an Excel File

1. Go to the **Insert** tab.
2. On the **Text Group**, click on **Object**. The insert Object dialog box would appear.
You may choose from these options:
 - Create new – creates a new file from scratch. You can select on a wide variety of files instead.
 - Create from file – creates a file from an existing file saved on your drive; simply browse the file to use it.
3. Once you are done, click OK.

C. Adding Slide Animation

Slide animation is a moving computer graphic effect that can be added to the text, object, or the entire slide itself. Animation can help make a PowerPoint presentation more dynamic and help make information more memorable.

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Presentation experts recommend using animations and sound effects sparingly. Animation can be useful in making a presentation more dynamic, and help to emphasize points, but too much animation can be distracting. Do not let animation and sound take the focus away from what you are saying.

Steps in Adding Slide Animation

1. Select the text or object that you want to animate.
2. On the Animations tab, in the Animation group, click an animation effect from the gallery. Click the More arrow to see more options. *Note: In the gallery, entrance effects icons are colored green, emphasis effects icons are colored yellow, and exit effects icons are colored red.*
3. To alter how your selected text animates, click Effect Options, and then click what you want the animation to do. *Note: Not all animation effects offer the same Effect Options choices.*
4. To specify the timing of the effects, on the Animations tab, use the commands in the Timing group.

The most **common types of animation effects** include entrances and exits. You can also add sound to increase the intensity of your animation effects. There are several animation effects you can choose from, and they are organized into four types: Entrance, Emphasis, Exit and Motion Paths

1. **Entrance:** This controls how the object enters the slide. For example, with the Bounce animation the object will "fall" onto the slide and then bounce several times.
2. **Emphasis:** These animations occur while the object is on the slide, often triggered by a mouse click. For example, you can set an object to spin when you click the mouse.
3. **Exit:** This controls how the object exits the slide. For example, with the Fade animation the object will simply fade away.
4. **Motion Paths:** These are similar to Emphasis effects, except the object moves within the slide along a predetermined path, like a circle.

ACTIVITY 4.3 – Project Proposal

Direction: Using Microsoft PowerPoint, present any topic related to your course / track or a topic that interests you. Having the same group from your community engagement activity, each group will prepare a slide presentation, with a maximum of 15 slides of your project concept. Present your output to class. See attached rubric for criteria.

Grading Rubric for PowerPoint Project

CRITERIA	5	4	3	2	1
Content	Content is accurate and all required information is presented in a logical order.	Content is accurate but some required information is missing and/or not presented in a logical order but is still generally easy to follow.	Content is accurate but some required information is missing and/or not presented in a logical order, making it difficult to follow.	Content is questionable. Information is not presented in a logical order, making it difficult to follow.	Content is inaccurate. Information is not presented in a logical order, making it difficult to follow.
Slide Creation	Presentation flows well and logically. Presentation reflects extensive use of tools in a creative way.	Presentation flows well. Tools are used correctly. Overall presentation is interesting.	Presentation flows well. Some tools are used to show acceptable understanding.	Presentation is unorganized. Tools are not used in a relevant manner.	Presentation has no flow. No tools used.
Slide Transitions	Transitions are smooth. Transitions enhance the presentation.	Smooth transitions are used on most slides.	Smooth transitions are used on some slides	Very few transitions are used and/or they distract from the presentation.	No transitions are used.
Pictures, Clip Art Background	Images are appropriate. Layout is pleasing to the eye.	Images are appropriate. Layout is cluttered.	Most images are appropriate	Images are inappropriate.	No images

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Mechanics	No spelling errors. No grammar errors. Text is in authors' own words.	Few spelling errors. Few grammar errors. Text is in authors' own words.	Some spelling errors. Some grammar errors. Text is in authors' own words.	Some spelling errors. Some grammar errors. Most of text is in authors' own words.	Many spelling and or grammar errors. Text is copied.
Presentation Skills	Well-rehearsed. No pronunciation errors or other mistakes.	General level of rehearsal. Few pronunciation errors or other mistakes.	Acceptable level of rehearsal. Some pronunciation errors or other mistakes.	Low level of rehearsal. Numerous pronunciation errors or other mistakes.	No rehearsal indicated. Too many pronunciation errors or other mistakes.
					TOTAL (30/30)

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