**Microsoft Word:**

**MS word is an application software that can be used to create, edit, save and print personal as well as professional documents in a very simple and efficient manner.MS Word is an important tool of the MS office suite that is mainly designed for word processing program.**

**MS word is not the only word processing program available in the market. There are many other word processing applications available, such as open office writer and goggle docs. However, MS word is the most popular word processing program among all.**

**Accessing MS Word:**

For working in MS word, we need to install MS office in a computer system. After installing MS office, we can start MS Word using only of following two ways.

1.Start menu

2.Run command

**1.Using start menu:** we can start MS word by performing the following the steps using the start menu:

(i)Select start → programs → Microsoft office

(ii)select the Microsoft office word 2003 option to display the Graphical User Interface (GUI) of MS Word.

**2.Using Run command:** We can also start MS word by performing the following steps using the run command:

(i)select start →Run to display the run dialog box.

(ii)Type window in the open text box and click OK to display the document 1-microsoft word window.

**Basic operations performed in MS Word. The following are key operations that we can performed in MS Word:**

**(i)**Creating a document

**(ii)** Saving a document

**(iii)** Editing a document

**(iv)** Formatting a document

**(v)** Printing a document

**(i)Creating a document:** steps:

1.open the documents-1 Microsoft word window.

2.Type some text; say “This is my word documents, in the document window.”

**(ii) Saving the document:** steps:

1.select File →save to display the save.

2.Select a location from the save in list for saving the document. By default, my document location appears in the same in list.

3.Type a name, say my-doc, in the file name text box and click the save button to save the document. The specified name, my-doc appears in the title bar.

**(iii)Editing the document:**

Editing a document generally involves the operations, such as selecting the text, moving and copying the text and deleting either the selected text or the entire text in the document window. For selecting the text, say “This is my word “in the my-doc document, we need to perform the following steps.

1.Open the my-doc Microsoft word window.

2.Set the insertion point before the word “This is the document window”.

3.Press the left mouse button and drug the mouse pointer up to the desired level of the selection.

4.Relase the left mouse button to complete the selection.

**After select the entire content of the document by either selecting Edit →select All option or by pressing the ctrl and a key simultaneously.**

**After selecting, we can copy the selected text to performing the following steps:**

. 1.Right click the selected text to display a shortcut menu.

2.select the copy option to copy the selected text to the clipboard

**After copying, we can paste the selected text either in the same document window or in the another document window by performing the following steps:**

1.Set the insertion point where the selected text needs to be pasted.

2.Right-Click to display a shortcut menu and select the paste option to paste the selected text at the new position in the document window.

Moving the text around the document window generally refers to the process of cutting the selected text from its original location and pasting it at some new place in the document window. To cut the selected text, select the cut option from the shortcut menu that appears when we Right-Click on the selected text. Alternatively, we can also cut the selected text by selecting Edit →cut option or by pressing the ctrl and x key simultaneously.

We can also delete either the selected text or the entire text of the document window, select Edit →clear →contents. The content in the document window can also be deleted by pressing the delete.

**(iv) Formatting the document:**

The formatting of a document generally refers to the method of changing the layout and the design of the text according to the requirements. We can use the various option available in the format menu to change the look and layout of the text in the document. Some of the option that can be used to format a document are as follows:

Font

Paragraph

Bullets and numbering

**(v) Print the document:**

After creating, formatting and saving the documents, we can print a copy of the document. However, before printing a document, we need to ensure that the printer is properly connected to the computer system and the appropriate print drivers have been installed. MS Word also provided a feature called print preview, which enables the user to get an idea of exactly how the document will appear after printing. This feature also provides the user a change to make the last-minute changes before actually printing the document.

Advantage of MS Word:

1.its faster and easier than writing by hand.

2.You can store documents on your computer, which you can not do on a type writer.

3.You review and rewrite your documents.

4.There are more formatting choices with a word processor (the spelling, grammar and language tools).

5.We print copies of our documents.

Disadvantage of MS Word:

1.It is not easy to read long documents on a computer screen.

2.Sometimes the printer does not print an exact copy of what we see on the screen.

3.Word Processor do not always work well with e-mail. If we paste a word-processed letter into an e-mail it may lose a lot of its formatting.

**MS Excel:**

MS Excel is an application program that allows us to create spreadsheets, which are represented in the form of a table containing rows and columns. The horizontal sequence in which the data is stored in referred to as a row. The vertical sequence in which the data is stored in referred to as a column. In a spreadsheet a row is identify by a row header and a column is identify by a column header. Each value in a spreadsheet is stored in a cell, which is the intersection of row and column. A cell can contain either numeric value or a character string. We can also specify the contents of a cell using formulas. In a spreadsheet, we can perform various mathematical operations using formulas. Such as addition, subtraction, multiplication, division, average, percentage etc.

MS Excel also allow us to represent to complex data pictorially in the form of graph. These are generally use to present the information with the help of image, colors etc. So that their presentation is simple and more meaningful. Some of the graph are available in spreadsheet are bar graphs, line graphs, 3-D graphs, area graphs etc.

Accessing MS Excel:

For working with MS Excel, we first need to install MS office in our computer system. After installing MS office, we can start MS Excel using any of the two following ways:

1.start menu

2.Run command

1.Using Start menu: we can start MS Excel by performing the following steps using the start menu:

(i) select start →programs → Microsoft office.

(ii) select the Microsoft office Excel 2003 option to display the GUI of MS Excel.

2.Using Run command: we can also start MS Excel by performing the following steps using the Run command:

(i)Select start →Run to display the run dialog box.

(ii)Type Excel in the open text box and click OK to display the Microsoft Excel -Book 1 window.

Basic operations performed in MS Excel:

Worksheet is the actual working area consisting of rows and columns. The worksheets are also known as the spreadsheet. A work book in MS Excel is a combination of several worksheets. Each workbook of MS Excel contains there worksheets by default. The key operations that are performed in MS Excel include:

(i)Creating a worksheet

(ii)Saving a worksheet

(iii)Modifying a worksheet

(iv)Renaming a worksheet

(v)Deleting a worksheet

(vi)Moving a worksheet

(vii)Editing a worksheet

(i)Creating a worksheet:

We can create a worksheet in MS Excel by simply inserting the data in the calls of the worksheet. To create a worksheet, perform the following steps:

1.Open the Microsoft Excel-Book 1 window.

2.iInsert the data into the cells according to the requirement.

(ii)Saving the worksheet:

After entering the data in the worksheet, we need to save the worksheet at the desired location in the computer system. To save a worksheet, perform the following steps:

1.Select File →save as to display the Save as dialog Box.

1.Select a location from the save in list where the worksheet is to be saved.

3.Enter the name of the file in the File name text Box.

4.Click to Save button to Save the file.

(iii) Modify a Worksheet:

A worksheet in MS Excel can be modified in following two ways:

By inserting rows and column in the existing worksheet.

By changing the width or height of rows and columns.

Inserting rows and column: In order to insert a row in the worksheet select insert →Rows.

Similarly, we can insert a column in the worksheet by selecting insert →columns.

Changing the width or height of the rows and columns: In order to change the height of the rows in the worksheet, perform the following steps:

1.Select Format →row →height to display the roe height dialog box.

2.Enter the required height in the row height text Box and click OK to apply height specifications to the rows.

(iv)Renaming the worksheet:

Usually the default names of the worksheet in MS Excel are Sheet1, Sheet2, Sheet3 etc. In order to rename the worksheet, we need to perform the following steps:

1.Open the Microsoft Excel-Book1 window.

2.Right click the sheet1 tab to display the shortcut menu.

3.select the rename option and change the name of worksheet.

(v)Deleting the worksheet:

In order to delete a worksheet from the workbook, we need to perform the following steps:

1.Open the Microsoft Excel-Book1 window.

2.Right click the sheet2 tab to display the shortcut menu.

3.Select the delete option to delete the sheet2 worksheet.

(vi)Moving the worksheet:

In order to move a worksheet from one location to another, we need to perform the following steps:

1.Open the Microsoft Excel-Book1 window.

2.Right click the employee worksheet tab to display the shortcut menu.

3.Select the select the move or copy option to display the move or copy dialog box.

4.Select the location say (move to end), from the before sheet list, to move the current sheet before the selected one and press OK.

(vii)Editing the worksheet:

In order to edit a worksheet from the workbook, we need to perform the following steps:

1.Open the Microsoft Excel-Book1 window.

2.Double click the cell in which we want to make the changes.

3.Enter a new data in the cell.

**Advantage of excel:**

1.used to analyze and summarize the mathematical statics and financial data.

2.Used to create a budget for your monthly living expensive.

3.Used to analyze returns in the stock market, develop business plants etc.

**Disadvantage of Excel:**

1. difficult to manage advanced pricing rules

2. lack of control and security and difficult to troubleshoot or test.

3. excel is vulnerable to fraud/corruption and susceptible to human error.

4. excel is unsuitable for business continuity and unfit for agile business practices.

5. excel is incapable of supporting quick decision making.

Microsoft power Point:

MS Power Point is a software application included in the MS office package that allows us to create presentations. Power point provides a GUI with the help of which we can create attractive presentations quickly and easily. The presentation may include slides, handouts, notes, outlines, graphics, and animations. A slide in power point is a combination of images, text, graphics, charts etc. that is used to convey some meaning information. The presentation in MS power point are usually saved with the extension .ppt.

The interface of MS power point is similar to the other interfaces of MS office applications. Power point presentations are commonly used in business, school, college training programs etc.

**Accessing MS Power Point:**

For working in MS power point, we need to install MS office in a computer system. After installing MS office, we can start MS power point using only of following two ways.

1.Start menu

2.Run command

**1.Using start menu:** we can start MS power point by performing the following the steps using the start menu:

(i)Select start → programs → Microsoft office

(ii)select the Microsoft office power point 2003 option to display the Graphical User Interface (GUI) of MS power point.

**2.Using Run command:** We can also start MS power point by performing the following steps using the run command:

(i)select start →Run to display the run dialog box.

(ii)Type power point in the open text box and click OK to display the Microsoft power point [presentation 1] window.

**Basic operations performed in MS power point. The following are key operations that we can performed in MS power point:**

**(i)**Creating a new presentation

**(ii)** Designing the presentation

**(iii)** saving a new presentation

**(iv)** adding slide to the presentation

**(v)** Printing the presentation

**(i)Creating a new presentation:**

We can create a new presentation in MS power point. To create a worksheet, perform the following steps:

1.Open the Microsoft power point-[presentation1] window.

2.Enter some text in the slide.

(ii)Designing the presentation:

After creating a presentation, we can design it by performing the following steps:

1.Select Format →slide design to display the slide design task pane at the righthand side of the Microsoft power point-[presentation1] window.

2.select a slide design, say Maple from the Apple a design template section.

**(iii) Saving the presentation:**

After we have finished creating and designing a presentation, we need to save it at some appropriate location in the computer system for future reference. To save the presentation we need to perform the following steps:

1.Select File →save to display the save as dialog box in which the file name text box contains the default name suggested by MS power point. However, we can change the name as per our requirement.

2.Select a location from the save in list for saving the presentation.

3.Type a name, say my-presentation1, in the file name text box and click the save button to save the presentation.

**(iv)Adding slide to the presentation:**

We can add a new slide to the presentation by performing the following steps:

1.Open the Microsoft power point- [my presentation1] window.

2.select insert →New slide option to add a new slide.

**(v) Print the presentation:**

After creating, designing and saving the presentation, we can print a copy of it. Just like MS word, MS power Point also provides the feature of print preview. We can preview the content appearance before issuing the print command by selecting File →print preview to display the preview window.

After previewing, we need to perform the following steps:

**Advantages of MS power point**

1.Quick and easy: The basic features are easy to master and can make you appear to be organized, even if you are not.

2.Simple bullet points: It can reduce complicated messages to simple bullet points. Bullet points are a good basis for a presentation and remind the speaker of main points and the organization of the message.

3.Easy to create a colorful, attractive design: Using the standard templates and themes, you can create something visually appealing, even if you do not have much knowledge of basic graphic design principles.

4.Easy to modify: When compared to other visual aids such as charts, posters, or objects, it is easy to modify.

5.Easily re-order presentation: with a simple drag and drop or using key strokes, you can move slides to re-order the presentation.

6.PowerPoint is integrated with other products that allow you to include parts of documents, spread sheets, and graphics. Power Point slides are generally easier to see by a large audience when projected than other visual aids.

Disadvantages of MS power point

1.Design power pointless: Gives the illusion of content and coherence, when in fact there is really not much substance or connection between the different points on the slides.

2.PowerPoint excess: Some speakers create presentations so they have slides to present rather than outlining, organizing, and focusing on the message.

3.Replaces planning and preparation: PowerPoint is a convenient prop for poor speakers, as it can reduce complicated messages to simple bullet points and elevates style over substance.

4.Oversimplification of topic: The linear nature of PowerPoint forces the presenter to reduce complex subjects to a set of bullet items that are too weak to support decision-making or show the complexity of an issue.

5.Feature abundance: While the basic features are easy to use and apply, a speaker can get carried away and try to use all the features at once rather than simply supporting a message. Too many flying letters, animations, and sound effects without seeing much original thought or analysis can be a real issue. In many cases, the medium shoves the message aside.