

29 Jan '25

→ Office software

Microsoft
office

(paid, not open source
or
closed source)

→ Word

→ Excel

→ Powerpoint

→ Paint

Libre Office

(free,
open source)

→ Writer

→ Calc

→ Writer/Presentation

→ Draw

Google

(free,
closed
source,
needs
internet)

→ Docs

→ Sheets

→ Slides

→ Drawings

(Text) → Word
(Tables
Data) → Excel
(presentations
posters) → Powerpoint
(Paint) → Paint

HW: (1) Ask your parents to install
Microsoft Office on PC

→ See AI generated notes on these
office software

→ When you open these software,
Hover the cursor on ^{top of} a button and
the description will [↑] show up.

→ Examples of Word, Slides, Sheets and
various operations

HW: Play with these software, and
try to do everything from AI notes on the example
files.