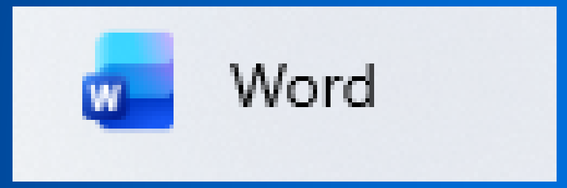
MICROSOFT PRODUCTIVITY SOFTWARE APPLICATIONS

THIS GUIDE COVERS THESE APPLICATIONS:



Microsoft Word

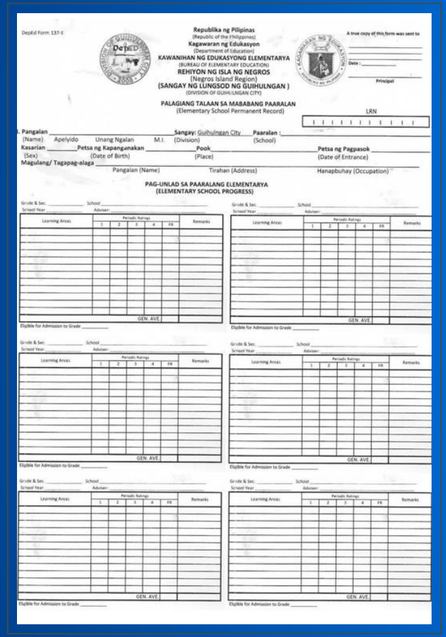
Microsoft Excel

Microsoft Powerpoint

MICROSOFT WORD

WHAT IS MICROSOFT WORD?

It is a program used for typing documents like:

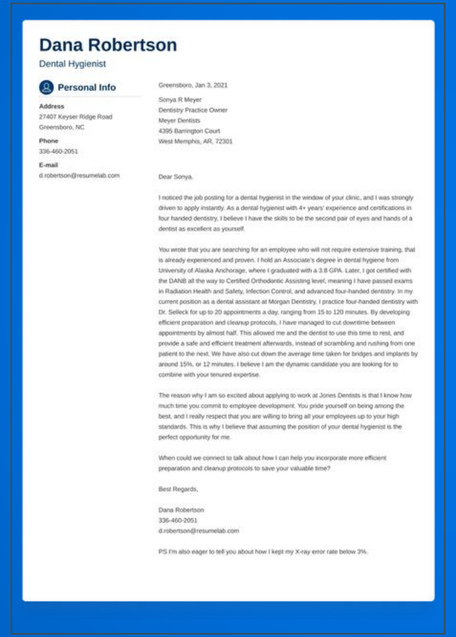


Republika ng Pilipinas
(Republic of the Philippines)
Kagawaran ng Edukasyon
(Department of Education)
KAWANIHAN NG EDUKASYONG ELEMENTARYA
(BUREAU OF ELEMENTARY EDUCATION)
REHIYON NG ISLA NG NEGROS
(Negros Island Region)
(SANGAY NG ILUNGSOD NG GUIHULNGAN)
(DIVISION OF GUIHULNGAN CITY)

PALAGIANG TALAAN SA MABABANG PAARALAN
(Elementary School Permanent Record)

PAG-UNLAD SA PAARALANG ELEMENTARYA
(ELEMENTARY SCHOOL PROGRESS)

School papers



Dana Robertson
Dental Hygienist

Personal Info

Address
27407 Keyser Ridge Road
Greensboro, NC

Phone
336-460-2051

E-mail
d.robertson@resumelab.com

Greensboro, Jan 3, 2021

Sonya R Meyer
Dentistry Practice Owner
Meyer Dentists
4395 Barrington Court
West Memphis, AR, 72301

Dear Sonya,

I noticed the job posting for a dental hygienist in the window of your clinic, and I was strongly driven to apply instantly. As a dental hygienist with 4+ years' experience and certifications in four handed dentistry, I believe I have the skills to be the second pair of eyes and hands of a dentist as excellent as yourself.

You wrote that you are searching for an employee who will not require extensive training, that is already experienced and proven. I hold an Associate's degree in dental hygiene from University of Alaska Anchorage, where I graduated with a 3.8 GPA. Later, I got certified with the DANB all the way to Certified Orthodontic Assisting level, meaning I have passed exams in Radiation Health and Safety, Infection Control, and advanced four-handed dentistry. In my current position as a dental assistant at Morgan Dentistry, I practice four-handed dentistry with Dr. Selleck for up to 20 appointments a day, ranging from 15 to 120 minutes. By developing efficient preparation and cleanup protocols, I have managed to cut downtime between appointments by almost half. This allowed me and the dentist to use this time to rest, and provide a safe and efficient treatment afterwards, instead of scrambling and rushing from one patient to the next. We have also cut down the average time taken for bridges and implants by around 15%, or 12 minutes. I believe I am the dynamic candidate you are looking for to combine with your tenured expertise.

The reason why I am so excited about applying to work at Jones Dentists is that I know how much time you commit to employee development. You pride yourself on being among the best, and I really respect that you are willing to bring all your employees up to your high standards. This is why I believe that assuming the position of your dental hygienist is the perfect opportunity for me.

When could we connect to talk about how I can help you incorporate more efficient preparation and cleanup protocols to save your valuable time?

Best Regards,

Dana Robertson
336-460-2051
d.robertson@resumelab.com

PS I'm also eager to tell you about how I kept my X-ray error rate below 3%.

Resumes

Snow White
Enchanted Castle
Apple Avenue
Storyland
ST0 RY12

Tuesday 20th October 2020

The Manager
Witch's House Eatery
Breadcrumb Boulevard
Storyland
ST0 RY8

Dear Sir/Madam,

I am writing to express my dissatisfaction with the service I received on a recent visit to your establishment. A number of factors contributed to my displeasure and I left your restaurant embarrassed, upset and, most appallingly, hungry.

First of all, I found *Witch's House Eatery* extremely difficult to find. I understand that buildings on Breadcrumb Boulevard are notoriously tricky to locate, deep in the depths of the Enchanted Forest, but I was seconds away from forgoing my dining plans and driving home before finally spotted the biscuit-walls and chocolate button roof tiles in the gloom. Might I suggest a sign or at least some kind of outdoor lighting?

Secondly, when I finally did find your restaurant, I presented myself at the concierge's desk and informed the (unenthusiastic) member of staff that I had a booking. The young man did not immediately reply. He simply stared at my friends as they filed in behind me. I explained I'd booked a table for nine - seven dwarves, my husband and myself. The enchanted mirror does not use chairs. I'd seen your promotion in *The Daily Damsel*, advertising complimentary meals for magic folk. I bought eight copies of the magazine and cut out eight coupons - one for each dwarf and one for the enchanted mirror. When I explained this to the staff member, he said there was a limit of two free meals to every table. This was not in the small print and I was appalled.

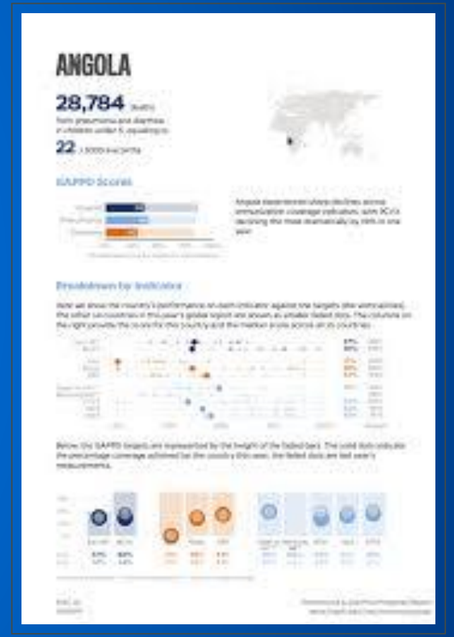
In conclusion, I was extremely disappointed with my experience at your restaurant. I've told all of my friends about the terrible service I received and will continue to do so until I receive a written apology or some form of compensation. I will accept edible goods of any kind, except rosy red apples. You'll find my mailing address at the top of this letter.

I look forward to hearing from you.

Yours faithfully,

Snow White

Letters



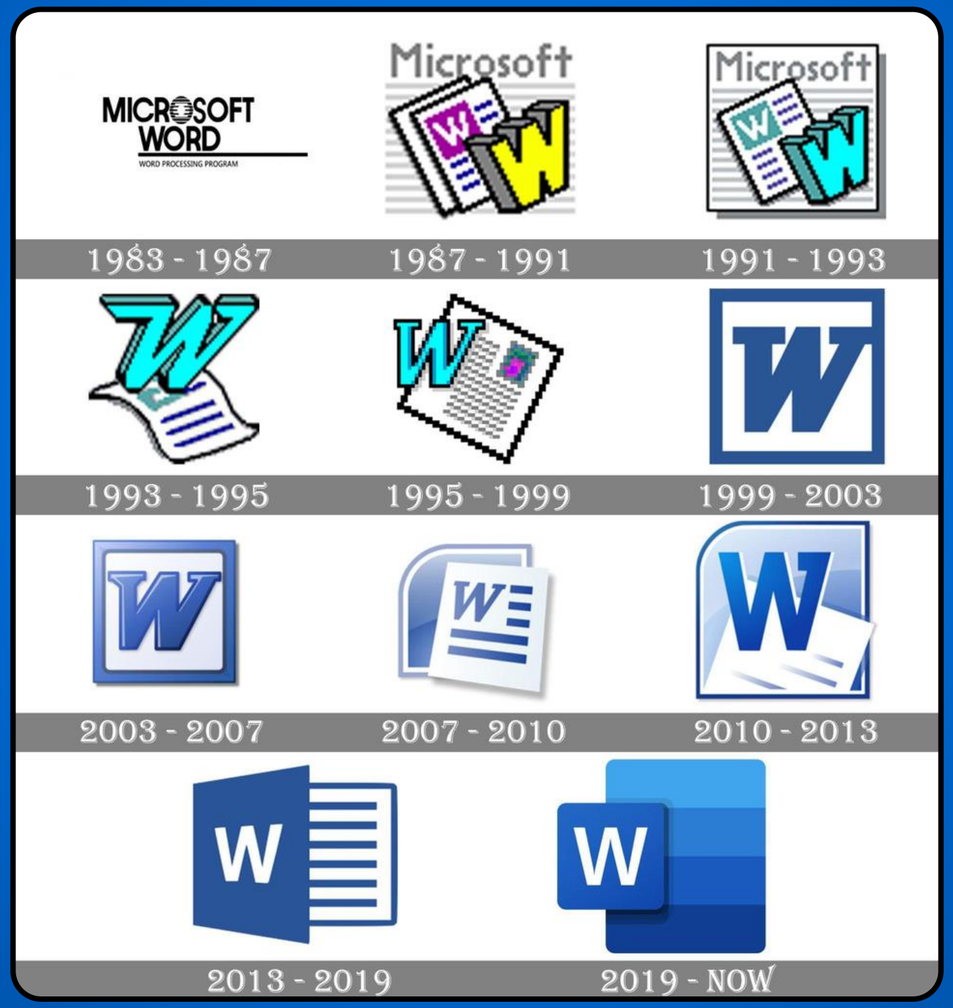
ANGOLA

28,784

22

Reports

BRIEF HISTORY OF MICROSOFT WORD



DEVELOPERS OF MICROSOFT WORD

- In early 1980's, Charles **Simonyi** and **Richard Brodie** two Xerox Bravo programmers who were instrumental in building Xerox's original word processing program.

DEVELOPERS OF MICROSOFT WORD

Charles Simonyi

Richard Brodie

DEVELOPERS OF MICROSOFT WORD

Charles Simonyi previously worked at Xerox PARC, a famous research lab where:

- Modern text editing ideas were developed
- Mouse-based interfaces were pioneered

He brought those ideas to Microsoft and helped create Word.

💡 BIG IDEA BEHIND WORD:

"Typing on a computer should feel like editing on paper."

So Word was designed to:

- Let you see formatting while typing
- Be easier than command-based editors

THE EARLY DAYS (1980S): FROM TYPEWRITERS TO COMPUTERS

Before Word existed, people used:

- Typewriters
- Very basic text programs with no fonts, no bold, no images

1983 – The First Microsoft Word

- Microsoft released multi-Tool Word
- It ran on early computers (MS-DOS)
- You could type and edit text, which was revolutionary at the time
- Still very basic and not popular yet

👉 This was the start of moving away from typewriters

THE BIG BREAKTHROUGH (LATE 1980S – 1990S): WORD BECOMES VISUAL

1989 – Word for Windows

This was a huge turning point.

For the first time, users could:

- See bold, italics, and fonts on screen
- Use a mouse instead of only typing commands
- See the document almost exactly as it would print

This feature was called “What You See Is What You Get” (WYSIWYG).

THE OFFICE ERA (1990S): WORD GOES MAINSTREAM

1990s – Word Joins Microsoft Office
Microsoft bundled Word with:

- Excel
- PowerPoint

This made Word:

- Common in schools
- Standard in offices
- Essential for home users

THE OFFICE ERA (1990S): WORD GOES MAINSTREAM

Key Improvements in the 1990s:

- Spell check
- Thesaurus
- Tables
- Page layout tools
- Copy-paste improvements

By the late 90s, Word became the default word processor worldwide.

SMARTER AND FRIENDLIER (2000–2006)

Word became easier to use and more powerful.
Notable Additions:

- Auto-correct (fixes spelling as you type)
- Track Changes (for editing and reviewing)
- Better templates (letters, resumes, reports)
- Improved image support

At this stage, Word was:

- Widely used by students, teachers, offices, and writers
- Seen as a must-have skill

THE BIG VISUAL CHANGE (2007): THE RIBBON

Word 2007
Microsoft introduced the Ribbon interface.
Instead of hidden menus:

- Tools were shown as big buttons
- Organized by tabs like Home, Insert, Layout

Many users were confused at first, but it:

- Made features easier to discover
- Reduced the need to memorize menus

This design is still used today.

CLOUD AND COLLABORATION ERA (2010–2018)

Word Becomes Online and Connected

Microsoft adapted Word to the internet age.

New abilities:

- Save documents to the cloud
- Open the same file on different devices
- Share documents easily
- Multiple people editing at the same time

CLOUD AND COLLABORATION ERA (2010–2018)

Word on More Devices

- Windows PCs
- Macs
- Tablets
- Smartphones
- Web browsers (Word Online)

Word was no longer tied to just one computer.

MICROSOFT WORD TODAY (2019–PRESENT)

Part of Microsoft 365

Modern Word is now:

- Regularly updated
- Subscription-based (Microsoft 365)
- Still available as a one-time purchase (Word 2021 / 2024)

MICROSOFT WORD TODAY (2019–PRESENT)

Current Key Features:

- Real-time collaboration
- Auto-save
- Smart grammar and writing suggestions
- Templates for school, work, and personal use
- Dark mode
- Works online and offline

Word today focuses on:

- Ease of use
- Working together
- Writing faster and cleaner

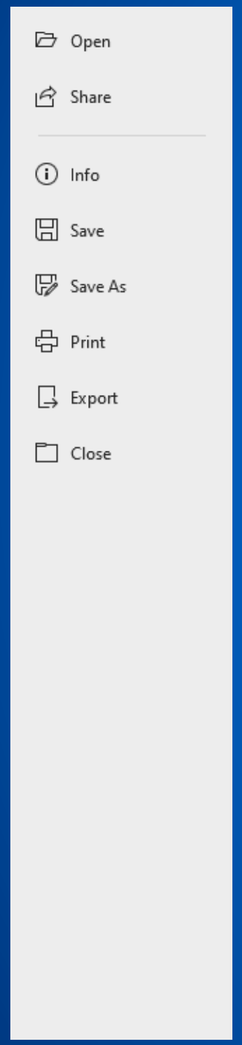
WHY MICROSOFT WORD IS STILL POPULAR

- Simple enough for beginners
- Powerful enough for professionals
- Used globally
- Compatible with most document formats
- Standard requirement in schools and workplaces

FUNCTIONALITIES

This introduces the simple functionalities of Microsoft Word 2021, focusing on essential tools and features found in the Home, Insert, File, Layout, and View tabs.

FILE TAB



The File tab in Microsoft Word is where you manage the document
as a whole, not the text inside it. It’s also called the Backstage View.

FILE TAB

Main Features of the Microsoft Word File Tab

New – Create a new blank document or use a template
Open – Open existing documents from your computer or cloud
Info – View document properties, protect the document, inspect for issues
Save – Save changes to the current document
Save As – Save a copy with a different name, location, or file format
Print – Print preview, choose printer, and set print options

FILE TAB

Share – Share the document via email or cloud (OneDrive)
Export – Convert the document to PDF or other formats
Close – Close the current document
Account – Manage Microsoft account and product info
Options – Change Word settings (proofing, save, language, advanced options)

New

Blank document

Search for online templates

Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday

Welcome to Word

Insert your first table of co...

Banner calendar

Horizontal calendar (Sund...

Vivid shapes event brochure

Service invoice (simple lin...

Invoice (document)

Service invoice (Green Gra...

Invoice (Timeless design)

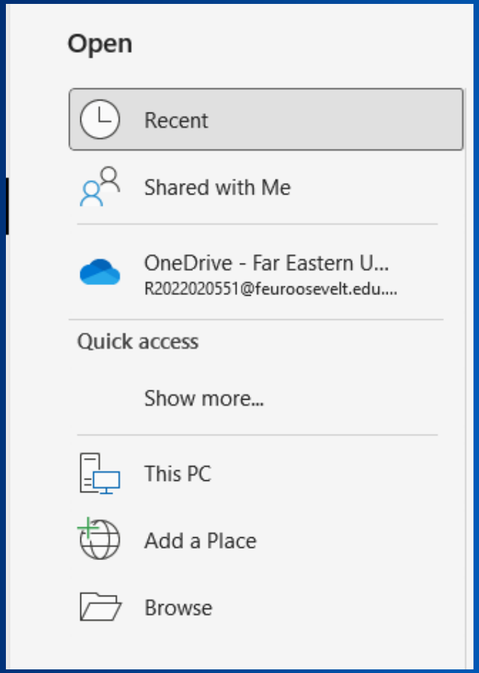
General professional thank...

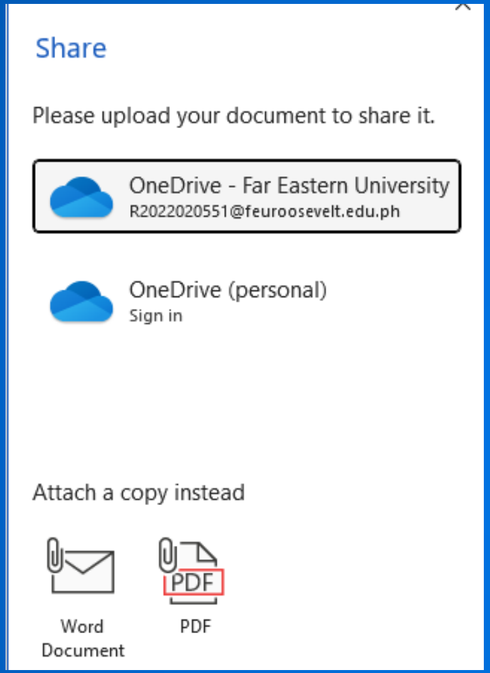
Blue curve meeting agenda

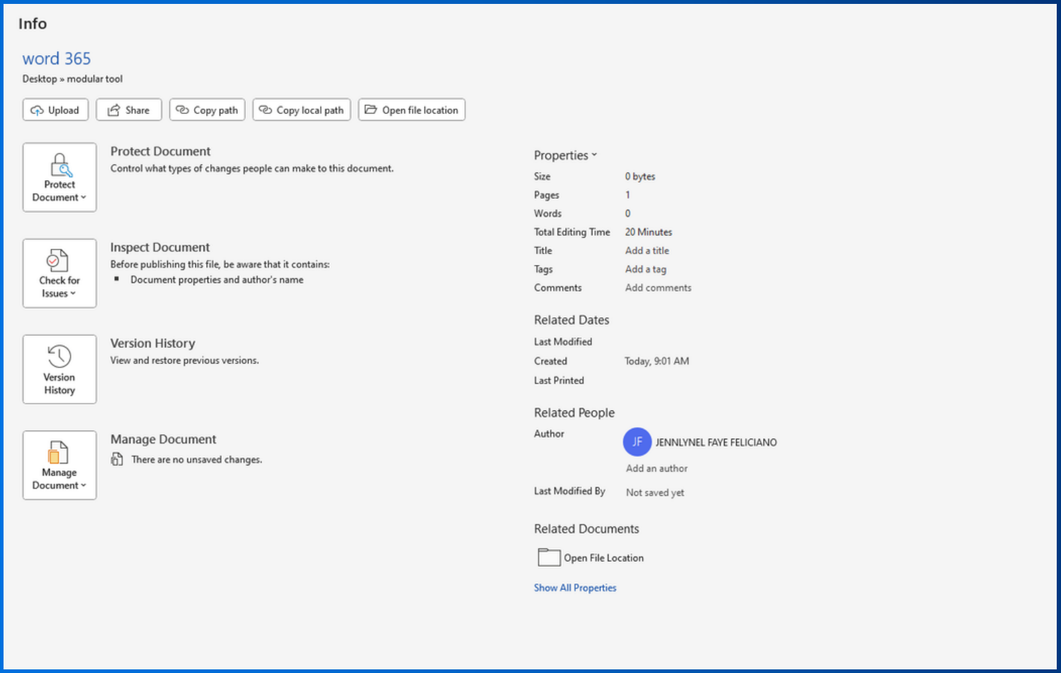
Restaurant brochure

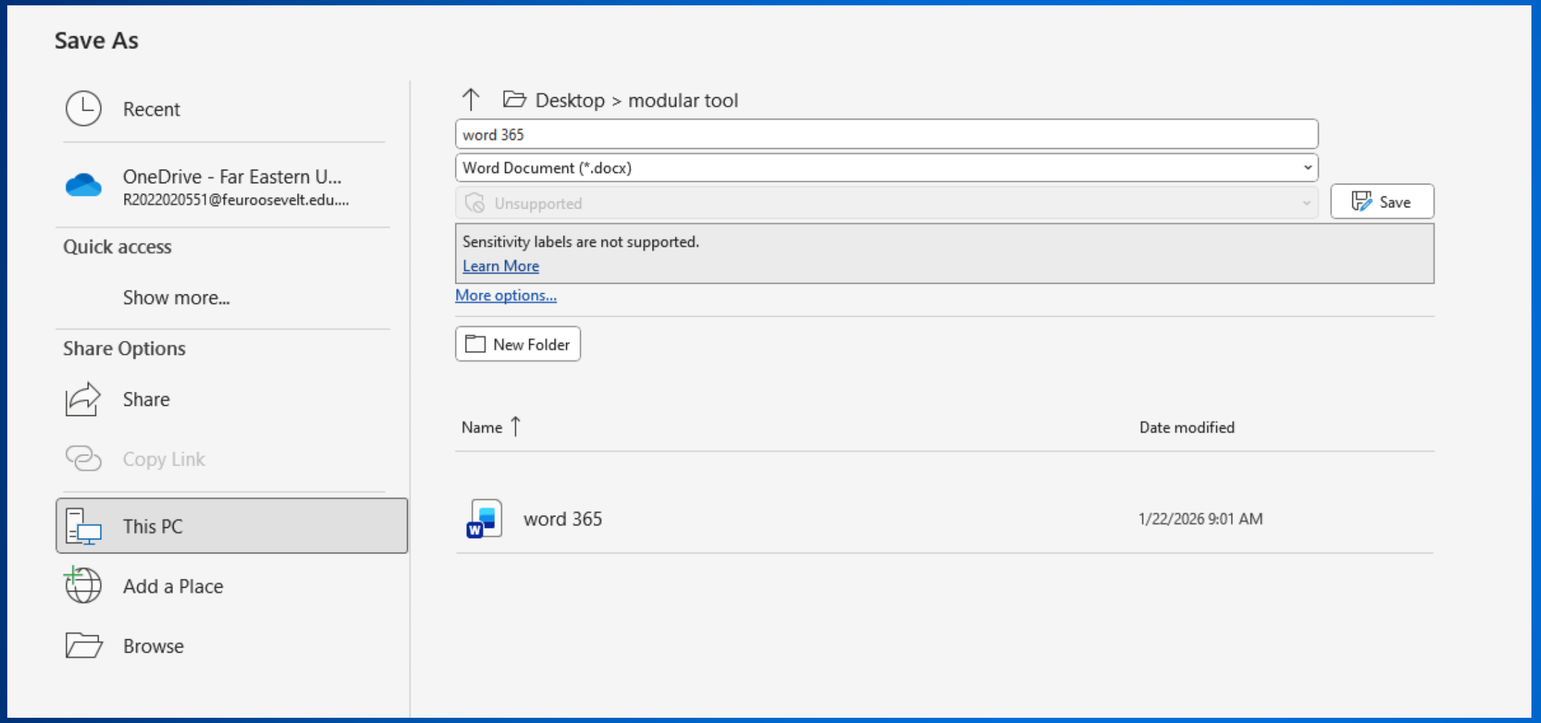
Fax cover sheet (standard...

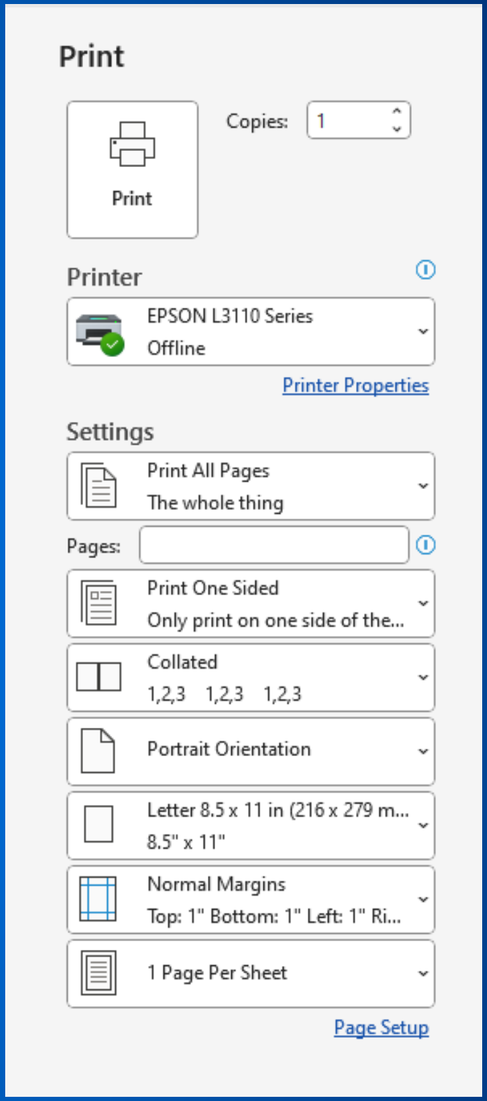
Business report (professio...


Open
Recent
Shared with Me
OneDrive - Far Eastern U...
R2022020551@feuroosevelt.edu....
Quick access
Show more...
This PC
Add a Place
Browse


Share
Please upload your document to share it.
OneDrive - Far Eastern University
R2022020551@feuroosevelt.edu.ph
OneDrive (personal)
Sign in
Attach a copy instead
Word Document
PDF


Info
word 365
Desktop » modular tool
Upload
Share
Copy path
Copy local path
Open file location
Protect Document
Protect Document
Control what types of changes people can make to this document.
Check for Issues
Inspect Document
Before publishing this file, be aware that it contains:
Document properties and author's name
Version History
Version History
View and restore previous versions.
Manage Document
Manage Document
There are no unsaved changes.
Properties
Size 0 bytes
Pages 1
Words 0
Total Editing Time 20 Minutes
Title Add a title
Tags Add a tag
Comments Add comments
Related Dates
Last Modified
Created Today, 9:01 AM
Last Printed
Related People
Author JF JENNLYNEL FAYE FELICIANO
Add an author
Last Modified By Not saved yet
Related Documents
Open File Location
Show All Properties


Save As
Recent
OneDrive - Far Eastern U...
R2022020551@feuroosevelt.edu....
Quick access
Show more...
Share Options
Share
Copy Link
This PC
Add a Place
Browse
Desktop > modular tool
word 365
Word Document (*.docx)
Unsupported
Save
Sensitivity labels are not supported.
Learn More
More options...
New Folder
Name
Date modified
word 365
1/22/2026 9:01 AM


Print
Print
Copies:
1
Printer
EPSON L3110 Series
Offline
Printer Properties
Settings
Print All Pages
The whole thing
Pages:
Print One Sided
Only print on one side of the...
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
Letter 8.5 x 11 in (216 x 279 m...
8.5" x 11"
Normal Margins
Top: 1" Bottom: 1" Left: 1" Ri...
1 Page Per Sheet
Page Setup

Export

- Create PDF/XPS Document
- Change File Type
- Send documents to Kindle

Create a PDF/XPS Document

- Preserves layout, formatting, fonts, and images
- Content can't be easily changed
- Free viewers are available on the web

Create PDF/XPS

Account

User Information

JF
JENNLYNEL FAYE FELICIANO
R2022020551@feuroosevelt.edu.ph

Change photo
About me
Sign out
Switch account

Account Privacy

Manage Settings

Office Background:

Circuit

Office Theme:

Use system setting

Connected Services:

OneDrive - Far Eastern University
R2022020551@feuroosevelt.edu.ph

Sites - Far Eastern University
R2022020551@feuroosevelt.edu.ph

Add a service

Product Information

Microsoft

Subscription Product for R2022020551@feuroosevelt.edu.ph
Microsoft 365 Apps for enterprise

This product contains

Manage Account | Switch License | Update License

Update Options

Microsoft 365 and Office Updates
Updates are automatically downloaded and installed.

Get Add-ins

Get Add-ins
Find add-ins that add new functionality to Office, simplify tasks, and connect you to services you use every day.

About Word

About Word
Learn more about Word, Support, Product ID, and Copyright information.
Version 2511 (Build 19426.20218 Click-to-Run)
Current Channel

What's New

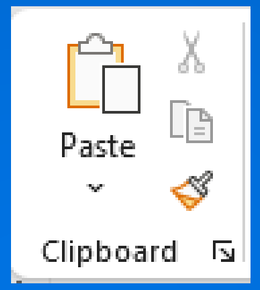
What's New
See the most recently installed updates.

HOME TAB: PROVIDES BASIC TOOLS FOR CREATING, EDITING, AND FORMATTING TEXT.

Important Features:

Cut, Copy, Paste, Fonts, Bold, Underline, Italics, Bullets and Alignment

CLIPBOARD – ALLOWS CUTTING, COPYING, AND PASTING CONTENT.



Copy (Ctrl+C)

Put a copy of the selection on the Clipboard so you can paste it somewhere else.

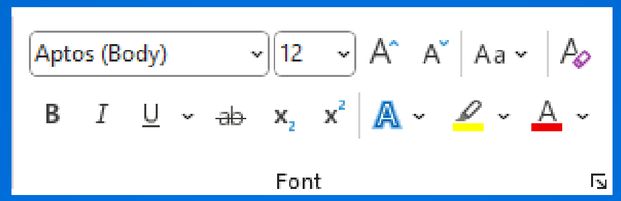
Paste (Ctrl+V)

Add content on the Clipboard to your document.

Cut (Ctrl+X)

Remove the selection and put it on the Clipboard so you can paste it somewhere else.

FONT – CONTROLS TEXT APPEARANCE SUCH AS FONT AND TEXT HIGHLIGHT COLORS



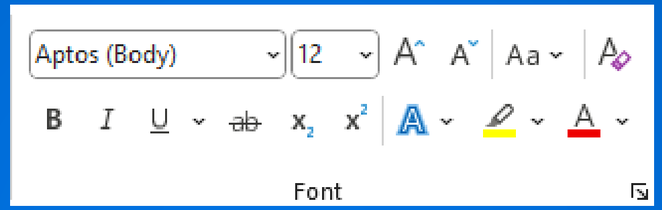
Font Color

Change the color of your text.

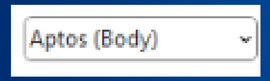
Text Highlight Color

Make your text pop by highlighting it in a bright color.

FONT – CONTROLS TEXT APPEARANCE SUCH AS FONT TYPE AND SIZE, BOLD, ITALIC, AND UNDERLINE.



Underline (Ctrl+U)
Underline your text.



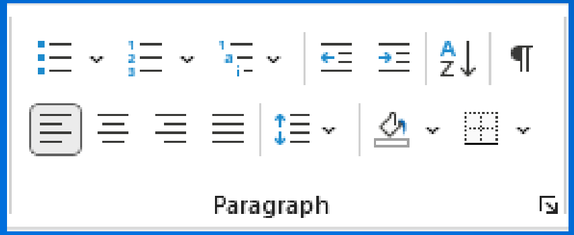
Font (Ctrl+Shift+F)
Pick a new font for your text.

Font Size (Ctrl+Shift+P)
Change the size of your text.

Bold (Ctrl+B)
Make your text bold.

Italic (Ctrl+I)
Italicize your text.

PARAGRAPH – MANAGES TEXT ALIGNMENT, SPACING, BULLETS, AND NUMBERING.



Align Left (Ctrl+L)

Align your content with the left margin.

Left alignment is commonly used for body text and makes the document easier to read.

Center (Ctrl+E)

Center your content on the page.

Center alignment gives documents a formal appearance and is often used for cover pages, quotes, and sometimes headings.

Bullets

Create a bulleted list.

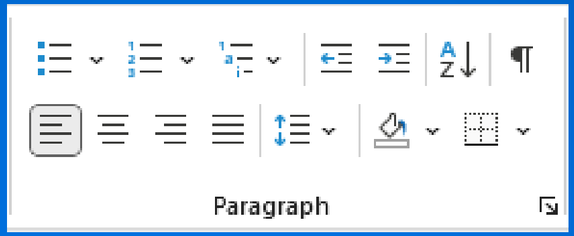
Click the arrow to change the look of the bullet.

Numbering

Create a numbered list.

Click the arrow for more numbering formats.

PARAGRAPH – MANAGES TEXT ALIGNMENT AND INDENTATION.



Align Right (Ctrl+R)

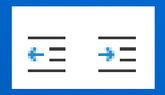
Align content with the right margin.

Right alignment is used for small sections of content, such as text in a header or footer.

Justify (Ctrl+J)

Distribute your text evenly between the margins.

Justified text gives your document clean, crisp edges so it looks more polished.



Decrease and Increase indentation

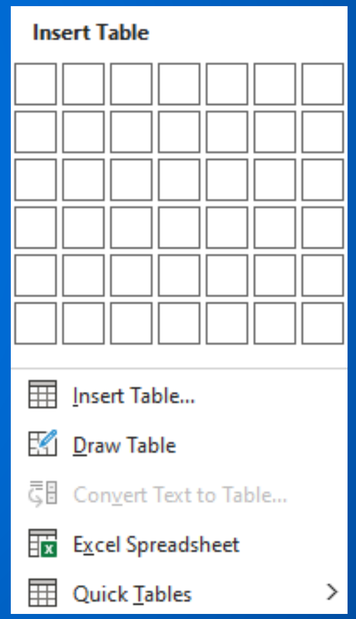
INSERT TAB: ADDS ADDITIONAL ELEMENTS TO ENHANCE DOCUMENT CONTENT.

Important Features:
Table, Pictures, Shapes, Icons, Charts, Header and Footer.

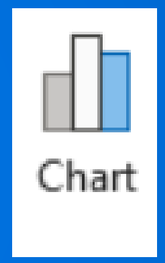
TABLES – CREATES ROWS AND COLUMNS TO ORGANIZE INFORMATION.

COMMON USES OF TABLES

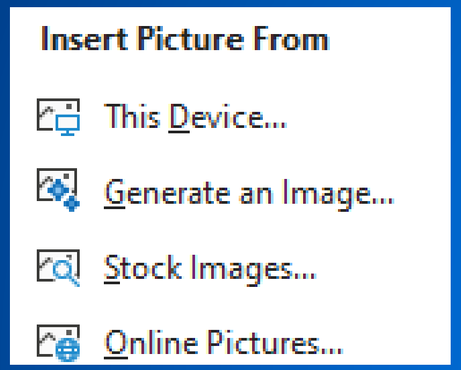
- Class schedules
- Price lists
- Comparison charts
- Forms and reports

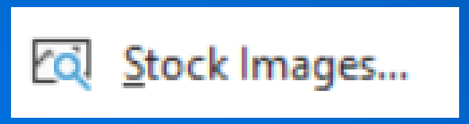


ILLUSTRATIONS – INSERTS PICTURES, SHAPES, ICONS, AND CHARTS.

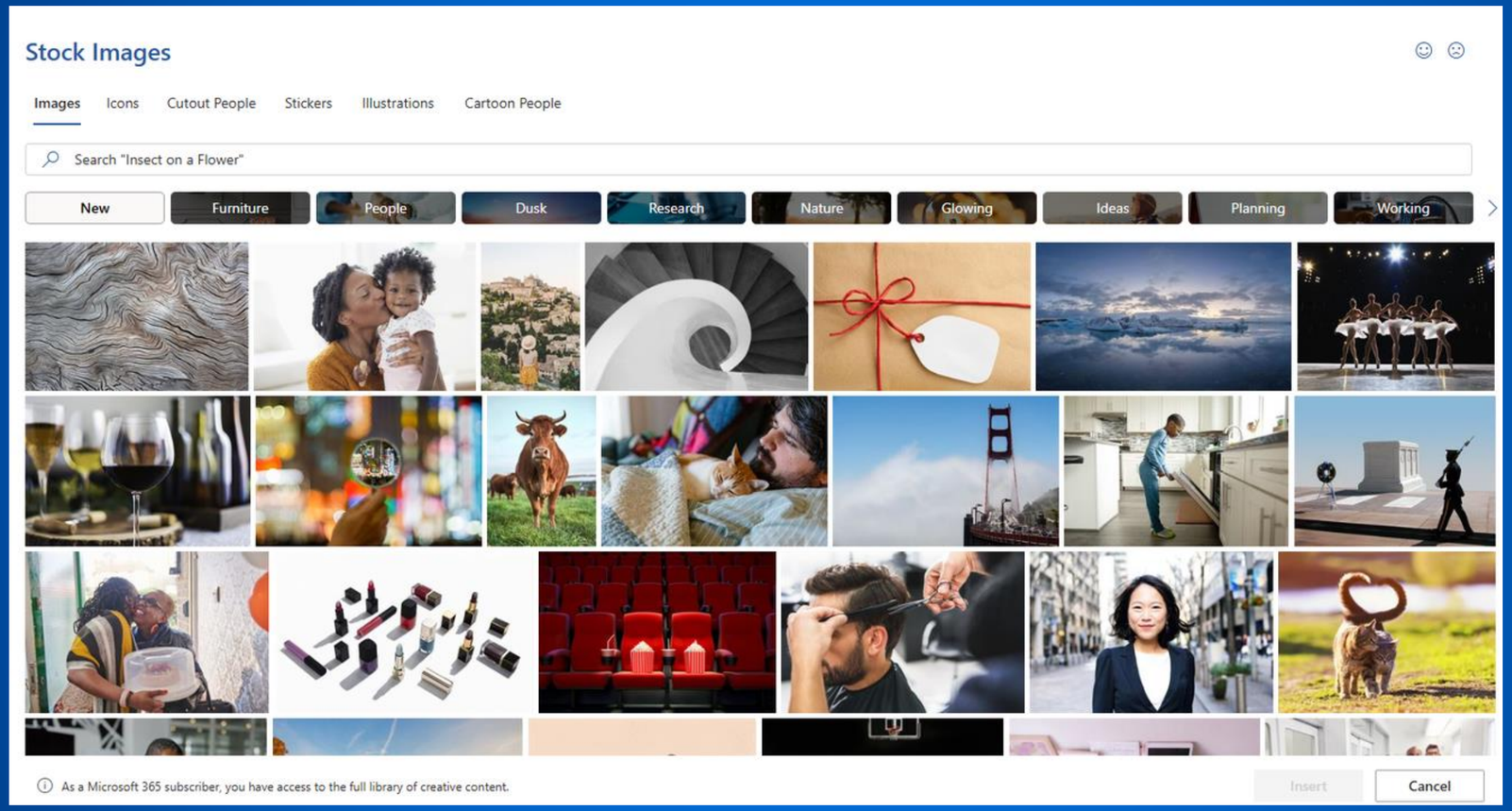


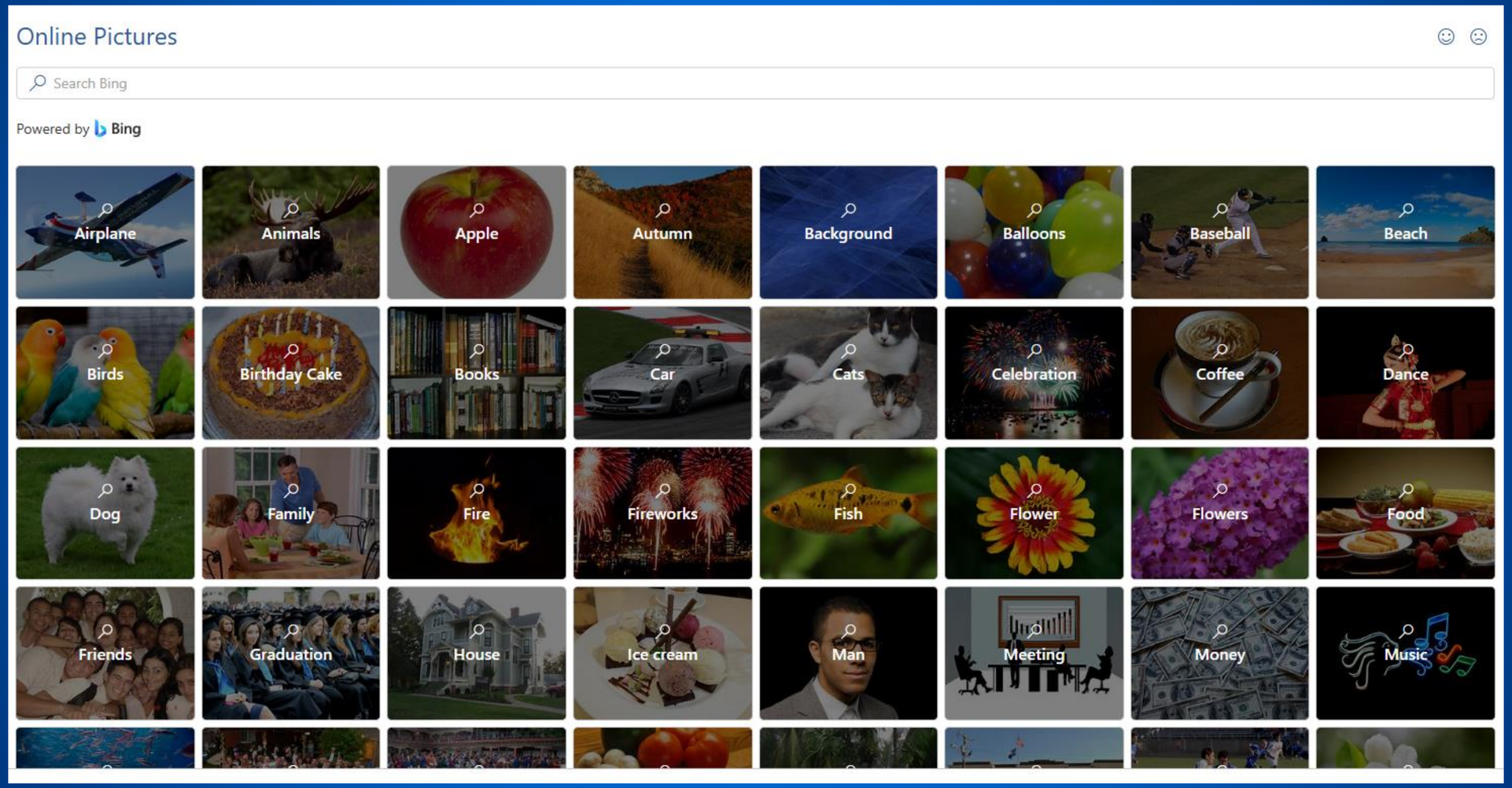
ILLUSTRATIONS – INSERTS PICTURES, SHAPES, ICONS, AND CHARTS.



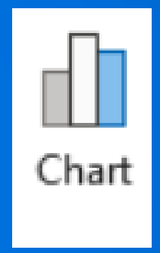


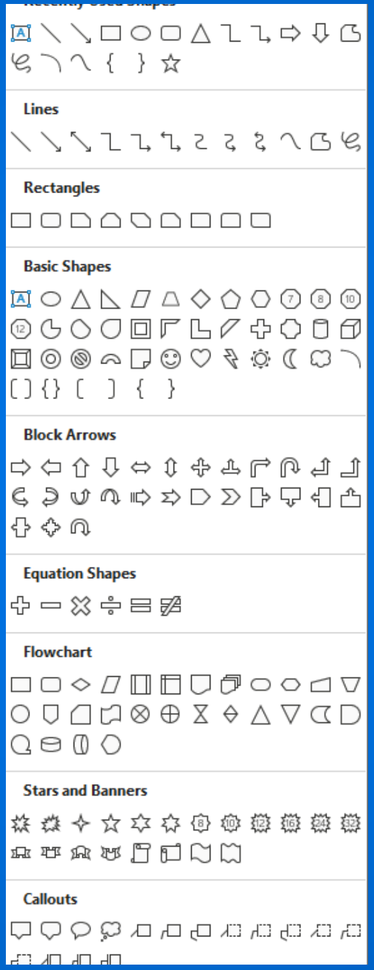
Insert Picture from Device lets you add an image saved on your computer directly into a Word document.

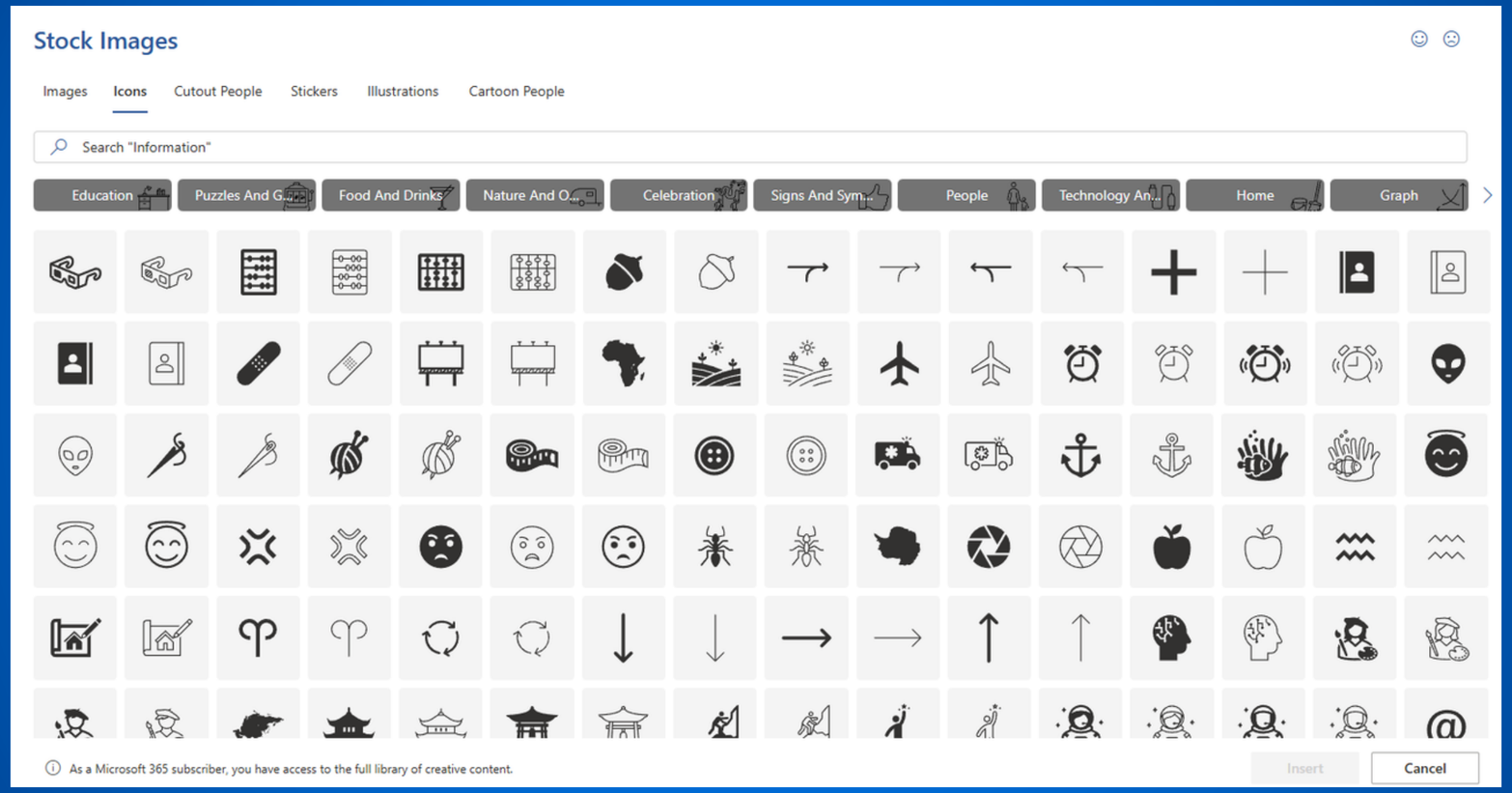

Stock Images
Images
Icons
Cutout People
Stickers
Illustrations
Cartoon People
Search "Insect on a Flower"
New
Furniture
People
Dusk
Research
Nature
Glowing
Ideas
Planning
Working
As a Microsoft 365 subscriber, you have access to the full library of creative content.
Insert
Cancel

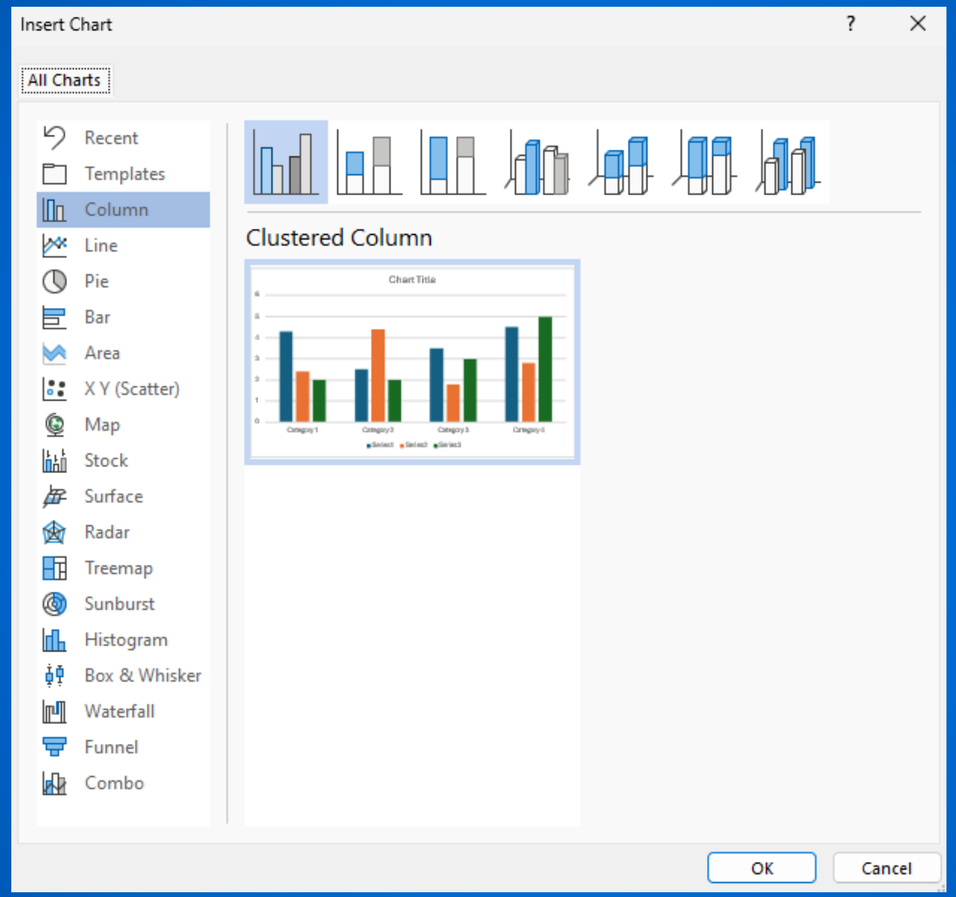

Online Pictures
Search Bing
Powered by Bing
Airplane
Animals
Apple
Autumn
Background
Balloons
Baseball
Beach
Birds
Birthday Cake
Books
Car
Cats
Celebration
Coffee
Dance
Dog
Family
Fire
Fireworks
Fish
Flower
Flowers
Food
Friends
Graduation
House
Ice cream
Man
Meeting
Money
Music

ILLUSTRATIONS – INSERTS PICTURES, SHAPES, ICONS, AND CHARTS.

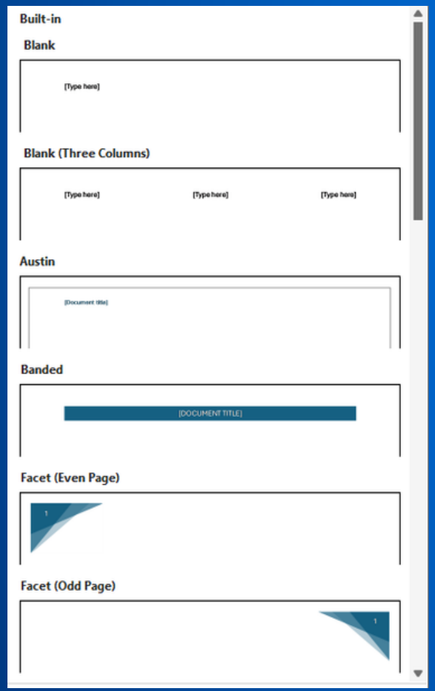


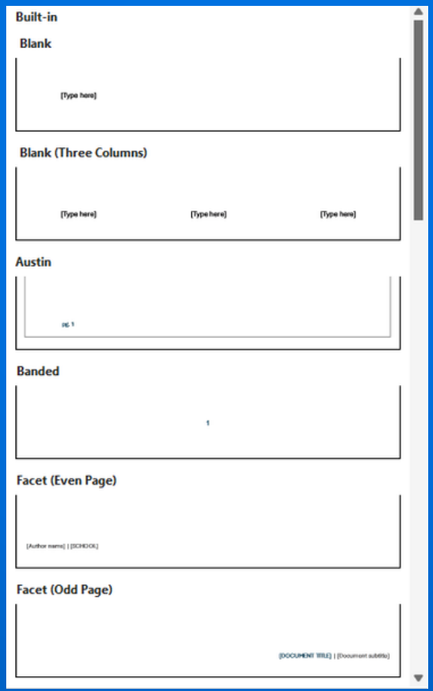

Lines
Rectangles
Basic Shapes
Block Arrows
Equation Shapes
Flowchart
Stars and Banners
Callouts

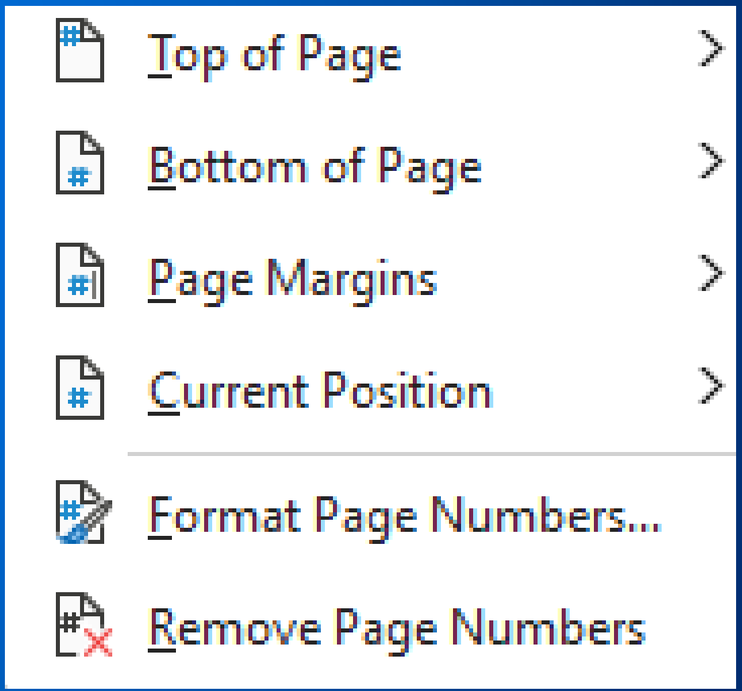

Stock Images
Images
Icons
Cutout People
Stickers
Illustrations
Cartoon People
Search "Information"
Education
Puzzles And G...
Food And Drinks
Nature And O...
Celebration
Signs And Sym...
People
Technology An...
Home
Graph
As a Microsoft 365 subscriber, you have access to the full library of creative content.
Insert
Cancel


Insert Chart
All Charts
Recent
Templates
Column
Line
Pie
Bar
Area
X Y (Scatter)
Map
Stock
Surface
Radar
Treemap
Sunburst
Histogram
Box & Whisker
Waterfall
Funnel
Combo
Clustered Column
Chart Title
OK
Cancel

HEADER & FOOTER – INSERTS PAGE NUMBERS, DATES, AND DOCUMENT TITLES.



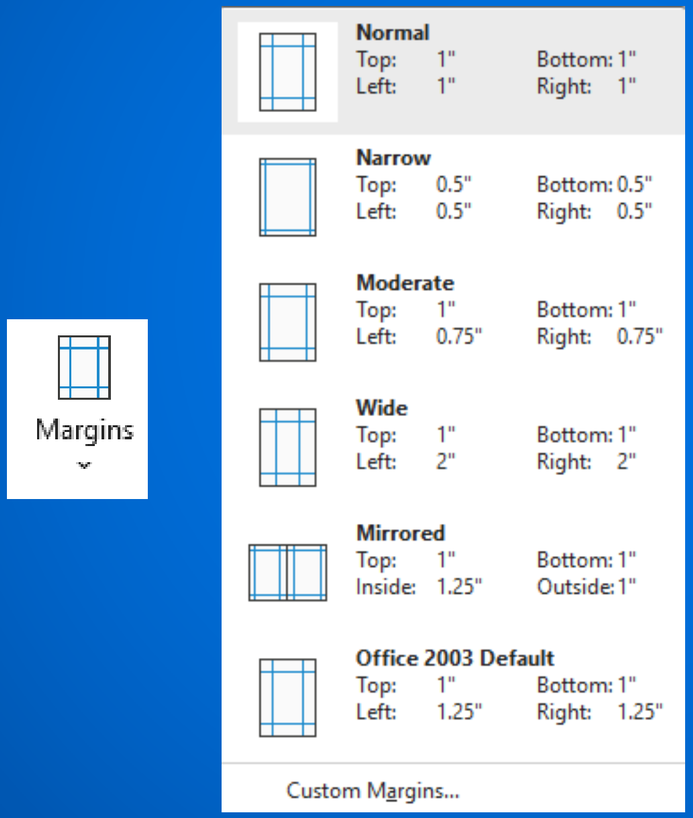




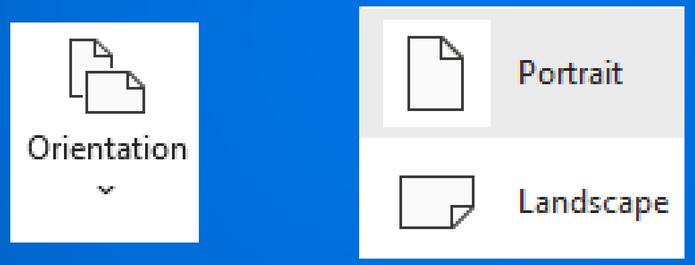
LAYOUT TAB: MANAGES PAGE STRUCTURE AND CONTENT ARRANGEMENT.

Important Features:
Margins – Sets the space around the edges of pages.
Orientation – Switches between portrait and landscape.
Size – Selects paper size (e.g., Letter, A4).

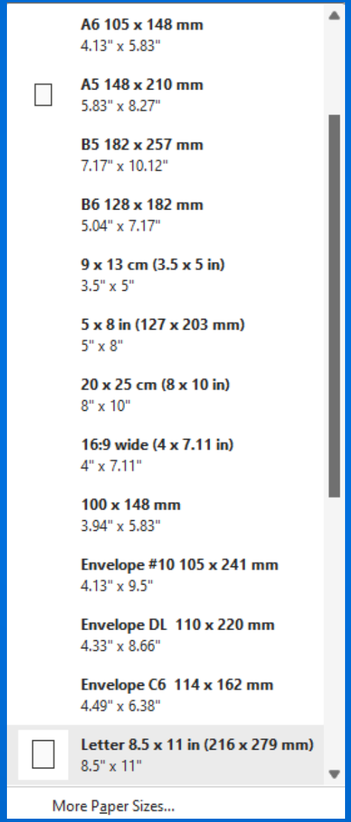
MARGINS – SETS THE SPACE AROUND THE EDGES OF PAGES.



ORIENTATION – SWITCHES BETWEEN PORTRAIT AND LANDSCAPE.



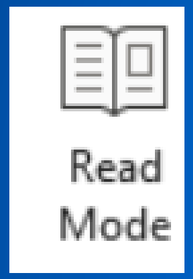
SIZE – SELECTS PAPER SIZE (E.G., LETTER, A4).



VIEW TAB: CONTROLS HOW THE DOCUMENT IS DISPLAYED ON SCREEN.

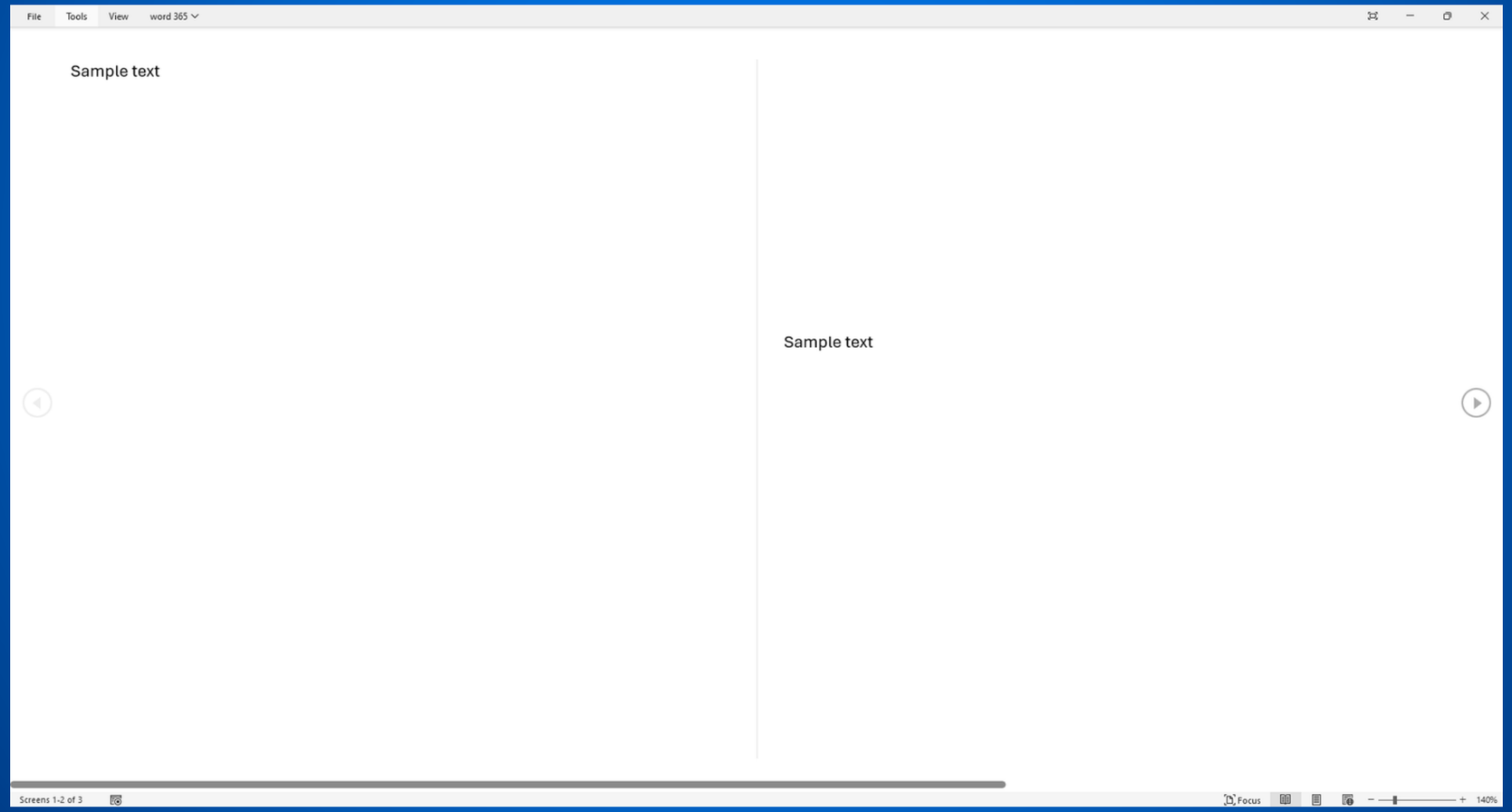
Important Features:
Print Layout – Shows how the document will appear when printed.
Zoom – Increases or decreases magnification.
Ruler – Displays alignment guides.

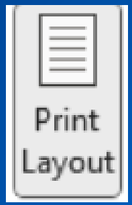
PRINT LAYOUT – SHOWS HOW THE DOCUMENT WILL APPEAR WHEN PRINTED.

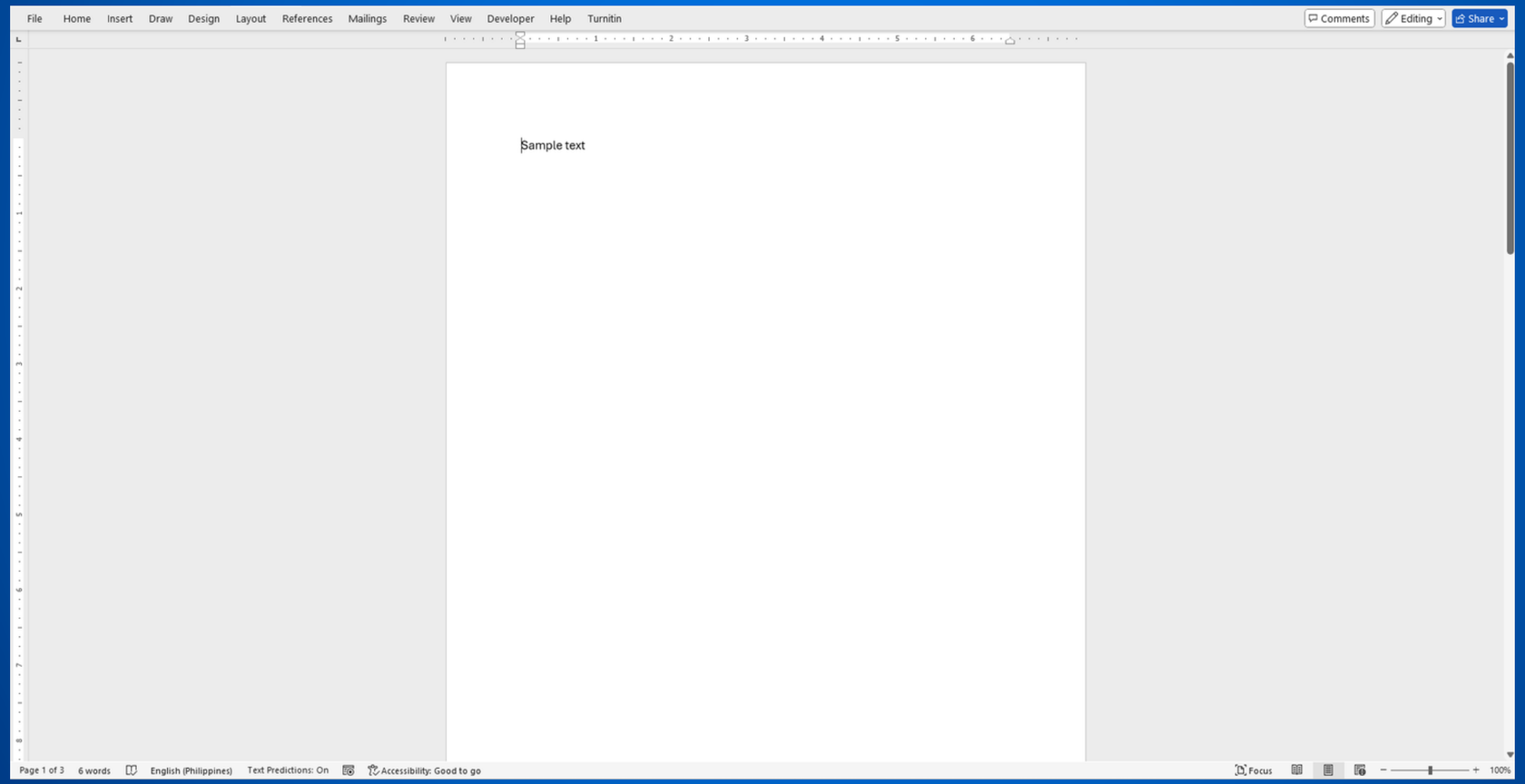


View Mode	Purpose	Best Use
Read Mode	Reading	Reviewing documents
Print Layout	Printing	Formatting & printing
Web Layout	Online view	Web-based documents

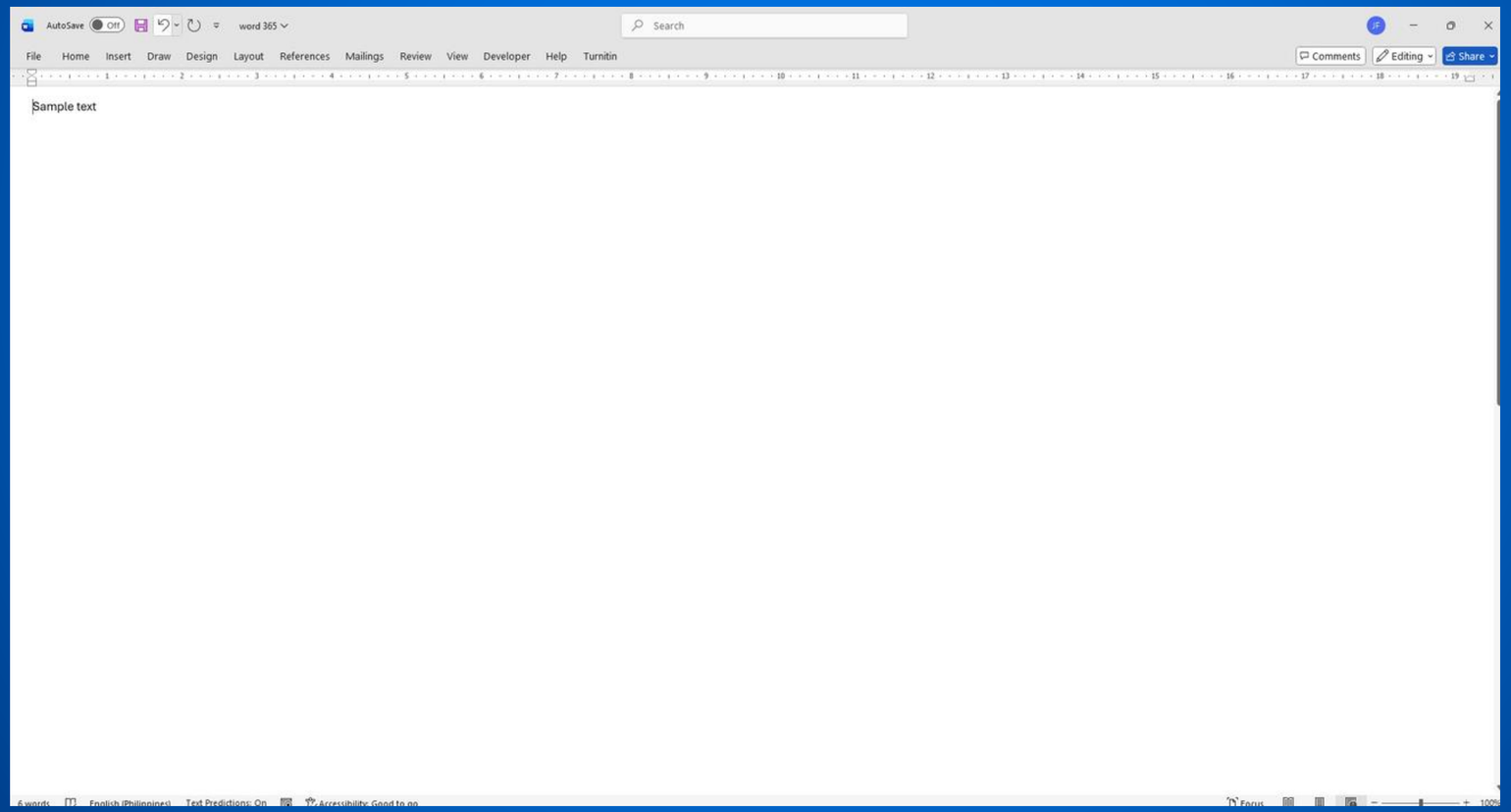
Read Mode

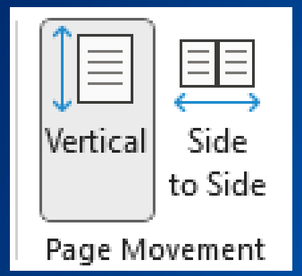

File
Tools
View
word 365
Sample text
Sample text
Screens 1-2 of 3
Focus
140%


Print
Layout


File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Turnitin
Comments
Editing
Share
Sample text
Page 1 of 3
6 words
English (Philippines)
Text Predictions: On
Accessibility: Good to go
Focus
100%

Web
Layout


AutoSave
Off
word 365
Search
File
Home
Insert
Draw
Design
Layout
References
Mailings
Review
View
Developer
Help
Turnitin
Comments
Editing
Share
Sample text



📌 Vertical = up and down
📌 Side-to-side = left and right
📌 Controlled by the View tab and document mode

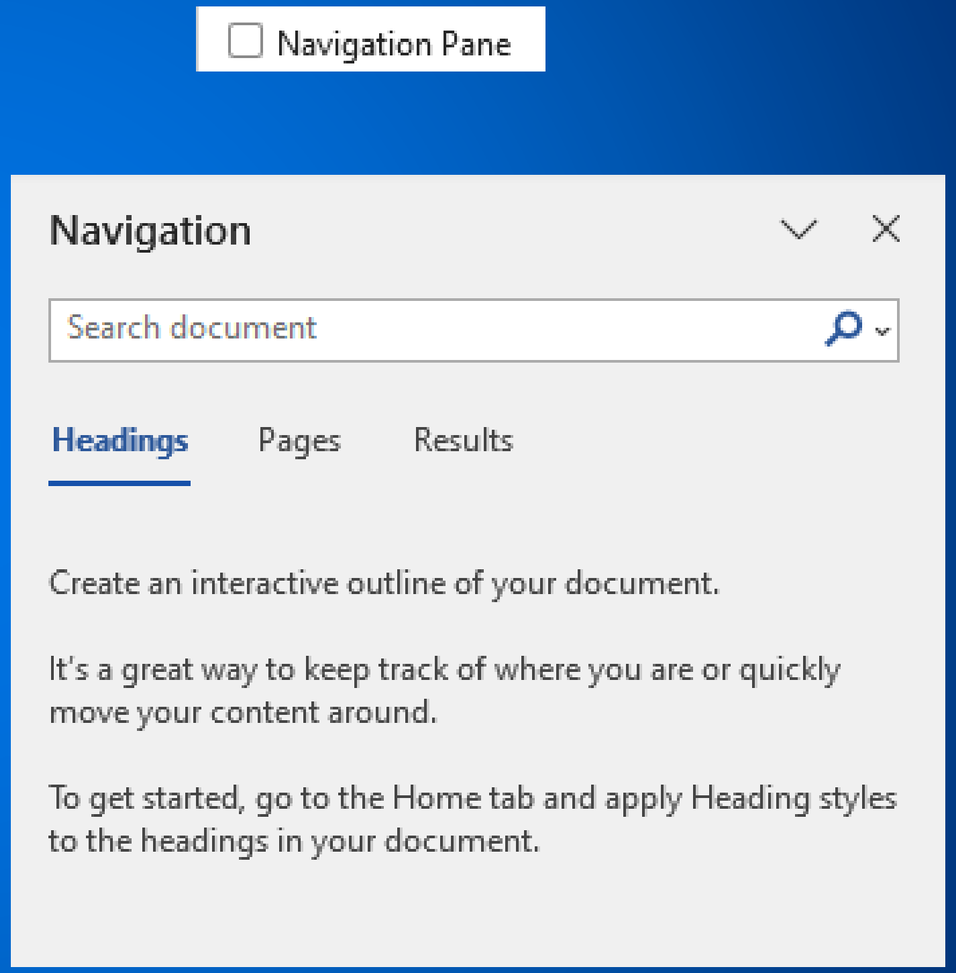
📌 Both Ruler and Gridlines are found under the View tab
📌 They are guides only and do not appear when printed

📌 Gridlines Use when: Designing layouts or aligning objects visually

📌 Ruler Use when: Adjusting paragraph indents or positioning objects

MICROSOFT WORD NAVIGATION PANE

The Navigation Pane helps you move through a document quickly and find content easily, especially in long documents.



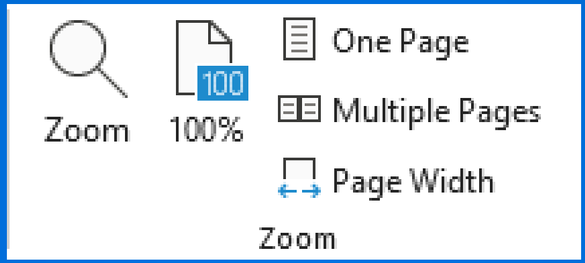
PARTS OF THE NAVIGATION PANE

- Headings – Shows document headings (using Heading styles)
- Pages – Displays page thumbnails
- Results – Shows search results for words or phrases

COMMON USES

- Navigating long reports or research papers
- Checking document organization
- Finding specific content quickly

ZOOM – INCREASES OR DECREASES MAGNIFICATION.



Hands-On Activity: “Create a Simple One-Page Document”

Objective

Students will create and format a one-page document while actively using essential Microsoft Word features.

Activity Scenario

“Create a Personal Information Sheet that could be submitted for school or work.”

STEP-BY-STEP TASKS

1. TYPING & EDITING (BASIC SKILLS)

- Type a title: “Personal Information Sheet”
- Enter your:
  - Name
  - Grade / Course
  - Hobbies
- Use Enter, Backspace, and Delete properly

2. TEXT FORMATTING (HOME TAB)

- Change the font style and font size
- Apply:
  - Bold to the title
  - Italic to your name
  - Underline to headings
- Change text color
- Align text:
  - Title → Center
  - Body text → Left

STEP-BY-STEP TASKS

3. PARAGRAPH FORMATTING

- Adjust line spacing
- Add bullets or numbering for hobbies
- Use indentation

4. INSERTING OBJECTS (INSERT TAB)

- Insert:
  - A picture (photo or icon)
  - A table (2 columns × 3 rows) for basic info
- Add a header with your name
- Add a footer with the page number

STEP-BY-STEP TASKS

5. PAGE SETUP (LAYOUT TAB)

- Change page margins
- Set page orientation (Portrait or Landscape)
- Adjust page size if needed

6. VIEWING TOOLS (VIEW TAB)

- Switch between:
  - Print Layout
  - Read Mode
- Use Zoom to check readability
- Show or hide the Ruler

STEP-BY-STEP TASKS

7. SAVING & PRINTING (FILE TAB)

- Save the document:
  - Choose a file name
  - Select the correct folder
- Save as PDF
- Open Print Preview

SAMPLE OUTPUT

Miguel A. Bermudez

Personal Information Sheet

Name: *Miguel A. Bermudez*

Grade and Course: BSIT 4th Year

Hobbies:

- Video Games
- Road trip Travel and Driving
- Watching historical documentaries and Past and Current Weather topics.
- Eating

Name	*Miguel A. Bermudez*
Grade and course	BSIT 4th Year
Hobbies	• Video Games • Road trip Travel and Driving • Watching historical documentaries and Past and Current Weather topics. • Eating

OUTPUT REQUIREMENT

- ✓ One-page formatted document
- ✓ Proper spacing and alignment
- ✓ At least one image and one table

Microsoft Excel

What is Microsoft Excel?

Microsoft Excel is a program used for:

- Storing data in tables
- Doing calculations
- Making charts and graphs

People use Excel for budgets, grades, lists, reports, business records, and tracking almost anything with numbers.

Think of it as a smart notebook made of rows and columns.

Microsoft Excel: Inspired by a Competing Spreadsheet

👥 Who created it?

- A Microsoft development team
- Led by early Microsoft engineers

DEVELOPERS OF MICROSOFT EXCEL

Charles Simonyi

Richard Brodie

Before Excel (1970s–Early 1980s): Manual Math & Paper

Before Excel:

- Calculations were done by hand
- People used paper spreadsheets
- Early computer spreadsheets were text-only and hard to use

Mistakes meant redoing everything.

Microsoft Excel — Inspired by a Competing Spreadsheet

🕰️ Mid-1980s
Excel was created to compete with Lotus 1-2-3, the most popular spreadsheet at the time.
💡 Big idea behind Excel:
“Anyone should be able to do calculations without being a programmer.”
Excel focused on:

- Clickable cells
- Automatic calculations
- Easy charts

It was first released on Apple Macintosh, then Windows.

Excel (1985): A Smarter Spreadsheet

1985 – Excel was released

Microsoft released Excel for early computers.

What made Excel special:

- Calculations updated automatically
- Easy to change numbers without redoing math
- Data shown in clear rows and columns

This saved massive amounts of time.

The Windows Revolution (Late 1980s–1990s)

1987 – Excel for Windows

This was Excel’s big moment.

Users could now:

- Click cells with a mouse
- See charts visually
- Format numbers easily (currency, percentages)

Excel quickly became more popular than its competitors.

Excel Becomes an Office Standard (1990s)

Excel became part of Microsoft Office, along with:

- Word
- PowerPoint

Important Features Added:

- Formulas (SUM, AVERAGE, IF)
- Charts and graphs
- Sorting and filtering
- Multiple worksheets in one file

By the end of the 1990s:

- Excel was used in schools, offices, and businesses
- Knowing Excel became a job skill

Smarter and More Powerful (2000–2006)

Excel grew into a serious tool for professionals.

New Capabilities:

- PivotTables (summarize large data easily)
- Better charts
- Conditional formatting (colors based on values)
- Larger spreadsheets

Excel could now handle thousands of rows of data.

A Major Upgrade (2007): Bigger, Better, Visual

Excel 2007 – The Big Change

This version introduced:

- The Ribbon interface (big buttons instead of menus)
- Much larger spreadsheets (over a million rows!)
- New file format (.xlsx)
- Better charts and formatting

At first, users were confused—but it made Excel much more powerful.

Cloud & Sharing Era (2010–2018)

Excel adapted to the internet age.
New Improvements:

- Save files online
- Share spreadsheets easily
- Edit with others at the same time
- Excel on phones and tablets

Excel became:

- Available anywhere
- Not tied to just one computer

Excel Today (2019–Present)

Part of Microsoft 365

Modern Excel is:

- Continuously updated
- Works online and offline
- Available on Windows, Mac, web, and mobile

Why Excel Is Still Everywhere

- Easy for beginners
- Powerful for experts
- Used in almost every industry
- Great for both small lists and huge datasets
- Still the global standard for spreadsheets

Unique Functionalities

This introduces the unique functionalities to Microsoft Excel 2021, focusing on essential tools and features like pivoting, filtering, formulas and inserting tables and graphs

Pivot Tables

- Pivot tables are powerful, interactive, and user-friendly tools Excel used to instantly summarize, analyze, and explore large datasets without formulas. By organizing raw, tabular data into rows, columns, and values, users can perform calculations—such as sums, averages, or counts—and pivot (rearrange) them to identify trends.

KEY ASPECTS OF PIVOT TABLES:

- Purpose: To turn large datasets into concise, meaningful, and actionable reports.
- Creation: Select a dataset with headers, then use the "Insert PivotTable" option (often found under the 'Insert' tab).
- Components: Data is organized into four main areas: Rows (unique items to group by), Columns (fields to display horizontally), Values (numerical data to aggregate), and Filters (data to include/exclude).
- Interactivity: Users can filter, sort, group, and drill down into specific details.

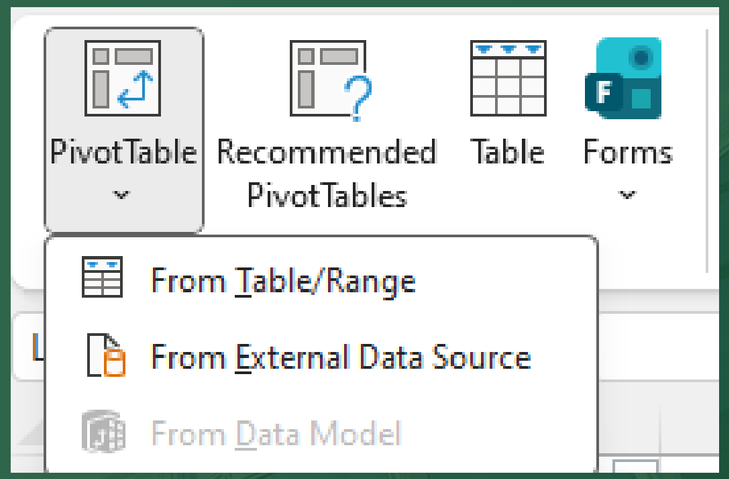
USING PIVOT TABLES:

1. Prepare Your Data
   - Headers: Ensure your data has clear column headers in the first row.
   - Clean Data: Remove blank rows or extra data outside your table.

	A	B	C	D	E	F	G	H	I
1	Store	Country	Region	Date	Item	Salesperson	List Price	Actual Price	Discount
2	Moscow	Russia	EMEA	########	Microwave	May Wilmot	80	79	1.25%
3	Toronto	Canada	Americas	########	Microwave	David Shiner	80	54	32.50%
4	Sao Paolo	Brazil	Americas	3/4/2017	Air conditioner	Gary Reynolds	700	686	2.00%
5	Istanbul	Turkey	EMEA	########	Ceiling fan	Mark Buntain	150	137	8.67%
6	Sydney	Australia	APAC	3/3/2015	Toaster	Christine Davies	50	37	26.00%
7	Shenzhen	China	APAC	########	Iron	Gary Shaw	30	29	3.33%
8	Lima	Peru	Americas	6/6/2016	Dishwasher	Christopher Cresswell	500	465	7.00%
9	Tijuana	Mexico	Americas	7/6/2016	Iron	Gillian Allnutt	30	28	6.67%
10	London	UK	EMEA	########	Washing Machine	Francis Godden	800	760	5.00%
11	Lima	Peru	Americas	7/9/2014	Iron	Christopher Cresswell	30	28	6.67%
12	Riyadh	Saudi Arabia	EMEA	########	Refrigerator	Danny Brooks	1000	500	50.00%
13	Bangkok	Thailand	APAC	########	Air conditioner	John Jenkins	700	679	3.00%
14	Tijuana	Mexico	Americas	9/3/2015	Iron	Richard Allnutt	30	28	6.67%
15	Delhi	India	APAC	########	Oven	Tessa Morrow	500	490	2.00%
16	Sydney	Australia	APAC	########	Washing Machine	James Ricketts	800	672	16.00%
17	Ho Chi Minh City	Vietnam	APAC	########	Microwave	Susan Dixon	80	78	2.50%
18	Tel Aviv	Israel	EMEA	########	Refrigerator	Thomas Gordon	1000	620	38.00%
19	Athens	Greece	EMEA	########	Oven	David Walker	500	500	0.00%
20	Toronto	Canada	Americas	########	Ceiling fan	Robin Hall	150	150	0.00%
21	Osaka	Japan	APAC	########	Refrigerator	Kenneth Walter	1000	950	5.00%
22	Prague	Czech Republic	EMEA	########	Washing Machine	Edward Khan	800	736	8.00%
23	Capetown	South Africa	EMEA	########	Iron	Nicholas Holloway	30	22	26.67%
24	Bangalore	India	APAC	########	Coffee grinder	Delia Muhammad	70	67	4.29%
25	Seattle	USA	Americas	########	Iron	Lesleyann Pope	30	27	10.00%
26	Jerusalem	Israel	EMEA	########	Oven	Susan Carley	500	495	1.00%
27	Birmingham	UK	EMEA	########	Vacuum Cleaner	Damien Smith	250	238	4.80%
28	Seoul	South Korea	APAC	2/7/2017	Vacuum Cleaner	Steven Wood	250	240	4.00%
29	Toronto	Canada	Americas	########	Blender	David Shiner	50	43	14.00%
30	Guangzhou	China	APAC	########	Oven	Glenys Wright	500	495	1.00%
31	Berlin	Germany	EMEA	########	Coffee grinder	Kate Pearce	70	64	8.57%
32	Kansas City	USA	Americas	########	Ceiling fan	Robert Arnold	150	138	8.00%
33	Tokyo	Japan	APAC	########	Ceiling fan	David Gow	150	117	22.00%
34	Moscow	Russia	EMEA	########	Refrigerator	Darren Brooks	1000	910	9.00%
35	Capetown	South Africa	EMEA	########	Washing Machine	Nicholas Holloway	800	584	27.00%
36	Bangkok	Thailand	APAC	########	Microwave	Mayank Ali	80	77	3.75%
37	Delhi	India	APAC	########	Oven	Glen Campbell	500	500	0.00%

USING PIVOT TABLES:

2. Create the PivotTable
   - Select Data: Click any single cell inside your data range.
   - Insert PivotTable: Go to the Insert tab on the Excel ribbon and click PivotTable.
   - Confirm/Choose Location: In the dialog box, verify the correct Table/Range and choose New Worksheet or Existing Worksheet, then click OK.



USING PIVOT TABLES:

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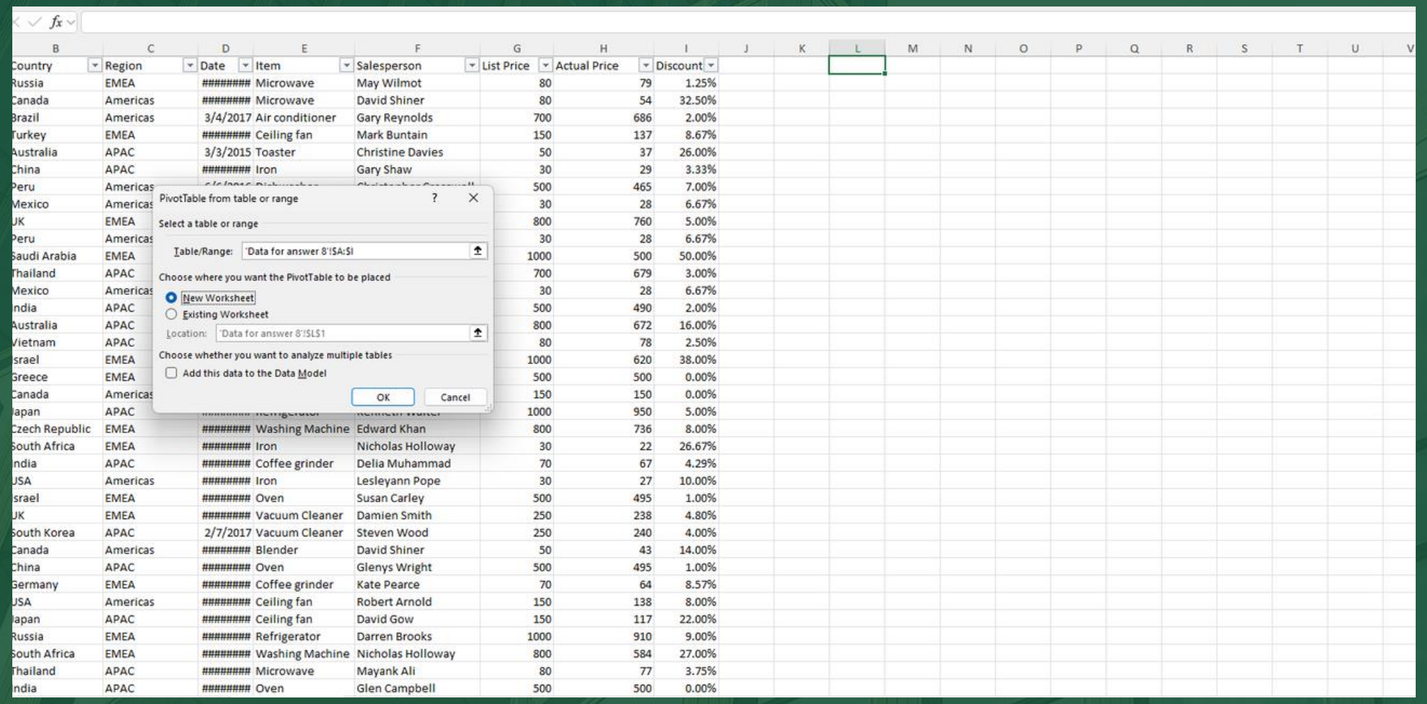
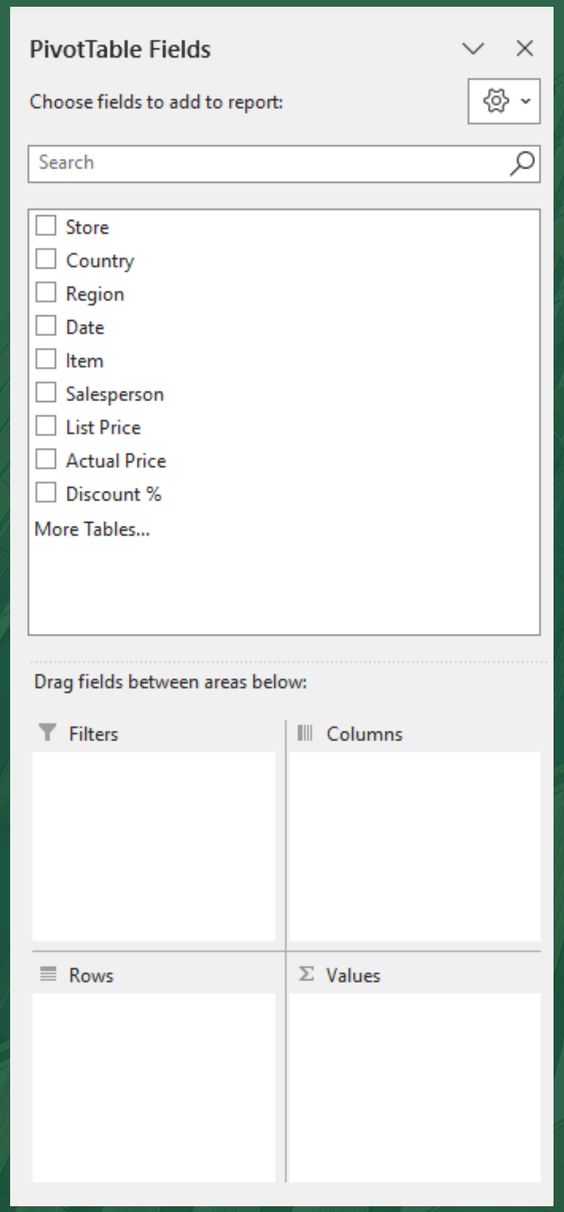
- Select Data: Click any single cell inside your data range.
- Insert PivotTable: Go to the Insert tab on the Excel ribbon and click PivotTable.
- Confirm/Choose Location: In the dialog box, verify the correct Table/Range and choose New Worksheet (recommended) or Existing Worksheet, then click OK.



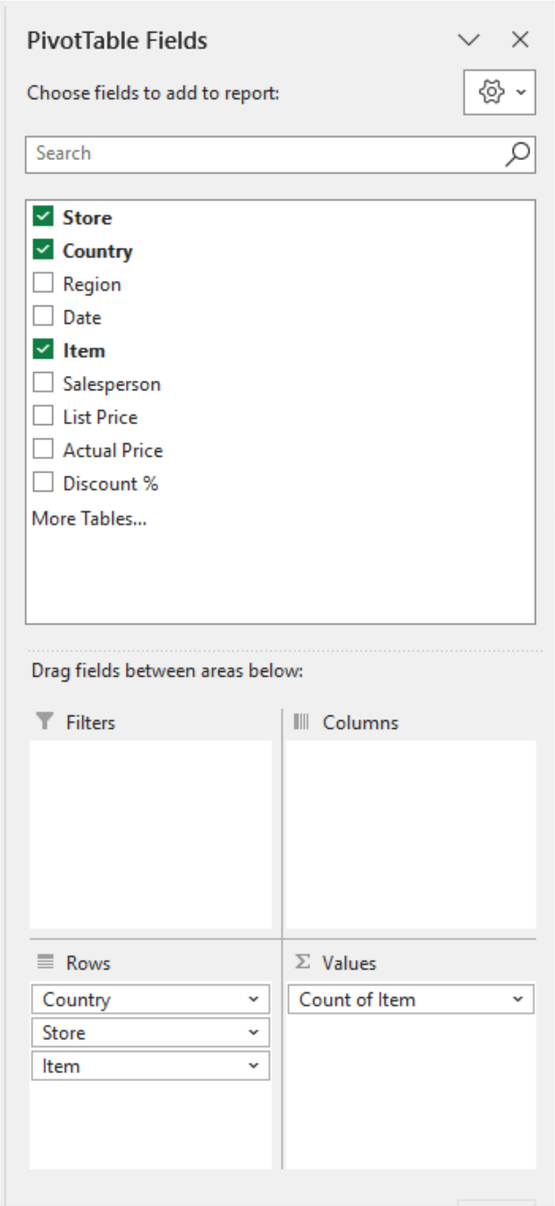
Country	Region	Date	Item	Salesperson	List Price	Actual Price	Discount
Russia	EMEA	########	Microwave	May Wilmot	80	79	1.25%
Canada	Americas	########	Microwave	David Shiner	80	54	32.50%
Brazil	Americas	3/4/2017	Air conditioner	Gary Reynolds	700	686	2.00%
Turkey	EMEA	########	Ceiling fan	Mark Buntain	150	137	8.67%
Australia	APAC	3/3/2015	Toaster	Christine Davies	50	37	26.00%
China	APAC	########	Iron	Gary Shaw	30	29	3.33%
Peru	Americas				500	465	7.00%
Mexico	Americas				30	28	6.67%
UK	EMEA				800	760	5.00%
Peru	Americas				30	28	6.67%
Saudi Arabia	EMEA				1000	500	50.00%
Thailand	APAC				700	679	3.00%
Mexico	Americas				30	28	6.67%
India	APAC				500	490	2.00%
Australia	APAC				800	672	16.00%
Vietnam	APAC				80	78	2.50%
Israel	EMEA				1000	620	38.00%
Greece	EMEA				500	500	0.00%
Canada	Americas				150	150	0.00%
Japan	APAC				1000	950	5.00%
Czech Republic	EMEA	########	Washing Machine	Edward Khan	800	736	8.00%
South Africa	EMEA	########	Iron	Nicholas Holloway	30	22	26.67%
India	APAC	########	Coffee grinder	Delia Muhammad	70	67	4.29%
USA	Americas	########	Iron	Lesleyann Pope	30	27	10.00%
Israel	EMEA	########	Oven	Susan Carley	500	495	1.00%
UK	EMEA	########	Vacuum Cleaner	Damien Smith	250	238	4.80%
South Korea	APAC	2/7/2017	Vacuum Cleaner	Steven Wood	250	240	4.00%
Canada	Americas	########	Blender	David Shiner	50	43	14.00%
China	APAC	########	Oven	Glenys Wright	500	495	1.00%
Germany	EMEA	########	Coffee grinder	Kate Pearce	70	64	8.57%
USA	Americas	########	Ceiling fan	Robert Arnold	150	138	8.00%
Japan	APAC	########	Ceiling fan	David Gow	150	117	22.00%
Russia	EMEA	########	Refrigerator	Darren Brooks	1000	910	9.00%
South Africa	EMEA	########	Washing Machine	Nicholas Holloway	800	584	27.00%
Thailand	APAC	########	Microwave	Mayank Ali	80	77	3.75%
India	APAC	########	Oven	Glen Campbell	500	500	0.00%

USING PIVOT TABLES:

3. Build Your Report
   - A blank PivotTable appears with the PivotTable Fields pane on the right.
   - Drag fields (your column headers) into the four areas at the bottom of the pane:
     - Rows: Fields you want as row labels (e.g., Product, Salesperson).
     - Columns: Fields to show as column labels (e.g., Month, Region).
     - Values: The data to summarize (e.g., Sum of Sales, Count of Orders). This is often a number field.
     - Filters: Fields to filter the entire report (e.g., Year).

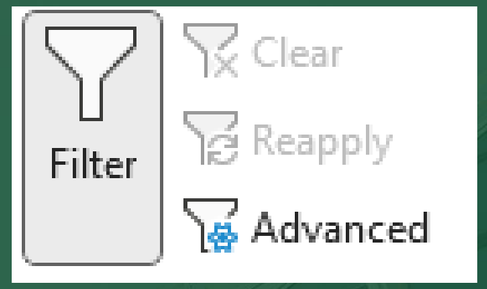


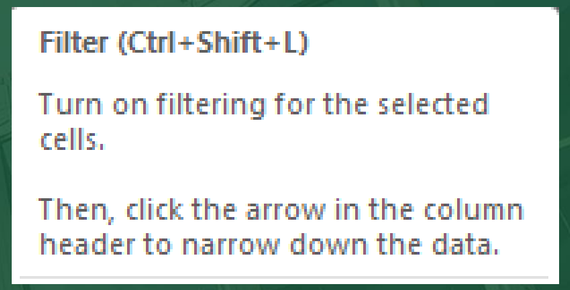
Row Labels	Count of Item
Argentina	**54**
Buenos Aires	**54**
Air conditioner	3
Blender	3
Ceiling fan	4
Coffee grinder	2
Dishwasher	2
Iron	6
Microwave	5
Oven	7
Refrigerator	4
Toaster	3
Vacuum Cleaner	9
Washing Machine	6
Australia	**41**
Sydney	**41**
Air conditioner	3
Blender	3
Ceiling fan	2
Coffee grinder	3
Iron	3
Microwave	3
Oven	8
Refrigerator	4
Toaster	3
Vacuum Cleaner	1
Washing Machine	8
Austria	**45**
Vienna	**45**
Air conditioner	4
Blender	2
Ceiling fan	4
Coffee grinder	1
Dishwasher	2
Iron	7
Microwave	4



FILTERING

To filter in Excel, select your data, go to the Data tab and click Filter, or use Ctrl+Shift+L, which adds dropdown arrows to headers for selecting specific values, ranges (text/numbers/dates), or colors to show only matching rows, hiding others without deleting data. You can use quick shortcuts like right-clicking a cell and choosing Filter by Selected Cell's Value or use advanced functions like FILTER().





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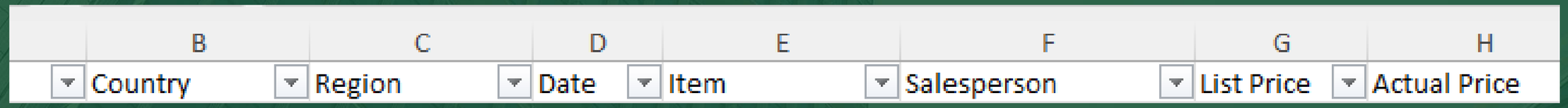
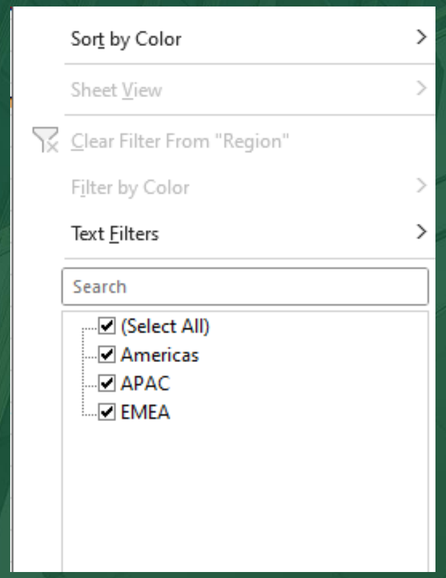
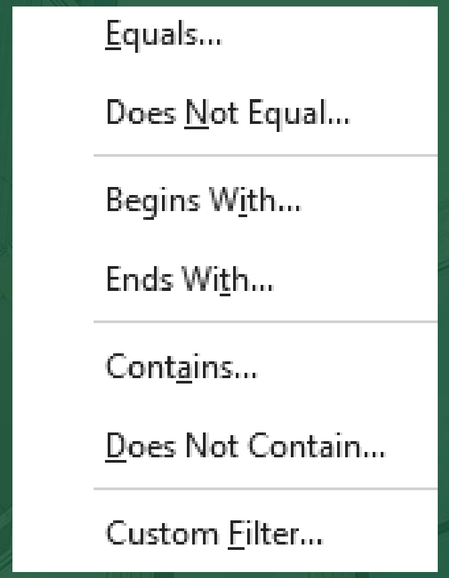






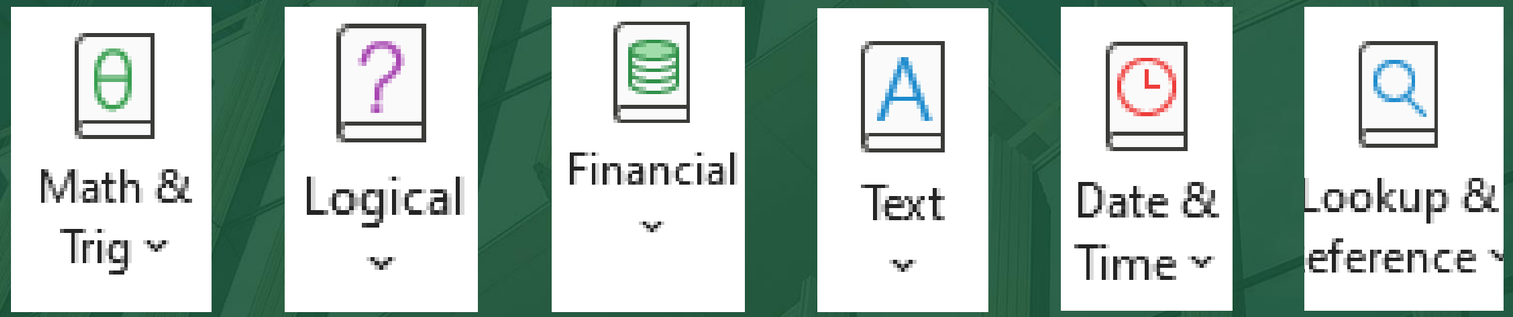
FORMULAS

Excel formulas are calculations in cells, always starting with an equals sign, that use numbers, cell references), and operators to perform math, or use built-in functions for complex tasks, updating dynamically as data changes. To use them, type = in a cell, add your values/references and operators/functions, and press Enter; the result appears, while the formula shows in the Formula Bar.

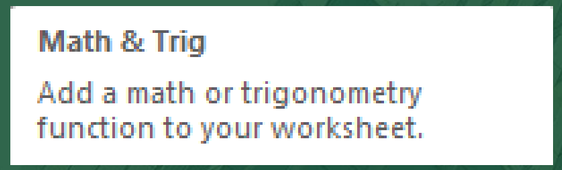
The Excel Formula Bar is a toolbar at the top of the worksheet (labeled with fx) that shows the content of the active cell, allowing you to view, enter, or edit data and complex formulas directly, even for long entries, making it easier to manage calculations and text. You can show or hide it via the View tab > Show group > Formula Bar checkbox, and it's essential for seeing full formulas and functions.

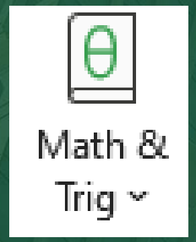
6 COMMON TYPES OF FORMULAS

- Mathematical/Arithmetic Functions
- Logical Functions
- Financial Functions
- Text Functions
- Date and Time Functions
- Lookup and Reference Functions



MATHEMATICAL/ARITHMETIC FUNCTIONS





EXAMPLES

= A1 + A2 → Adds values in A1 and A2
= A1 - A2 → Subtracts A2 from A1
= A1 * A2 → Multiplies A1 and A2
= A1 / A2 → Divides A1 by A2
= SUM(A1:A10) → Adds all values from A1 to A10
= AVERAGE(B1:B10) → Calculates the average of B1 to B10

LOGICAL FUNCTIONS

These are functions that evaluate conditions and return TRUE or FALSE, or allow you to make decisions based on conditions.

Logical

Add a logical function to your worksheet.

- AND
- BYCOL
- BYROW
- FALSE
- IF
- IFERROR
- IFNA
- IFS
- LAMBDA
- LET
- MAKEARRAY
- MAP
- NOT
- OR
- REDUCE
- SCAN
- SWITCH
- TRUE
- XOR

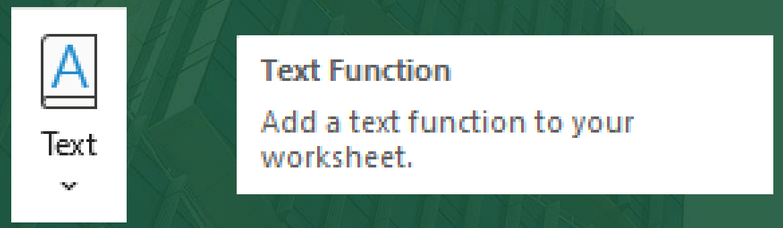
FINANCIAL FUNCTIONS

Excel financial functions help analyze loans, investments, and time value of money, covering core functions like PV (Present Value), FV (Future Value), PMT (Payment), RATE (Interest Rate), NPER (Number of Periods) for loans/annuities, plus advanced tools like NPV, IRR, XNPV, XIRR for complex cash flows, and others for depreciation (DB, SLN) or bond pricing.

Examples:

= PMT(5%/12, 60, -10000) → Calculates monthly loan payment
= FV(5%/12, 12*10, -500, -10000) → Future value of an investment
= NPV(10%, B2:B6) → Net present value of cash flows
= IRR(B2:B6) → Internal rate of return

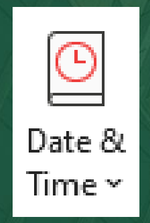
TEXT FUNCTIONS - USED TO MANIPULATE AND FORMAT TEXT DATA, SUCH AS JOINING TEXT STRINGS, EXTRACTING CHARACTERS, OR REMOVING EXCESS SPACES.

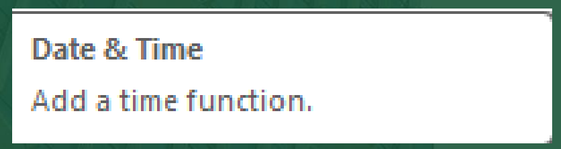


Examples:

= CONCATENATE(A1, " ", B1) → Joins text from A1 and B1 with a space
= LEFT(A1, 5) → Extracts first 5 characters from A1
= RIGHT(A1, 3) → Extracts last 3 characters from A1
= UPPER(A1) → Converts text in A1 to uppercase
= LOWER(A1) → Converts text in A1 to lowercase
= TRIM(A1) → Removes extra spaces

DATE AND TIME FUNCTIONS - THESE HELP MANAGE AND CALCULATE WITH DATES AND TIMES, WHICH EXCEL STORES AS SERIAL NUMBERS.





Examples:

= TODAY() → Current date
= NOW() → Current date and time
= DAY(A1) → Returns the day from a date
= MONTH(A1) → Returns the month
= YEAR(A1) → Returns the year
= DATEDIF(A1, B1, "d") → Calculates days between two dates

TABLES AND CHARTS

In Excel, tables organize data with formatting, filtering, and sorting, created via Home > Format as Table, while graphs (charts) visualize this data, made by selecting data and using Insert > Charts (like Line, Bar, Pie, Scatter) to show trends, comparisons, and distributions effectively. The key is to use tables for structured data management and charts for clear visual communication of insights.

CREATING TABLES IN EXCEL

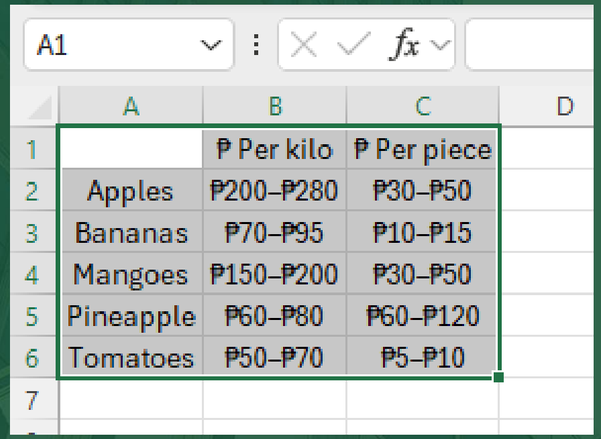
Select Data: Click any cell within your data range.
Format as Table: Go to the Insert tab and click Format as Table, or use Ctrl + T.
Confirm Range: In the dialog box, set the range and check "My table has headers" if applicable, then click OK.
Benefits: Tables add automatic filtering, sorting, and structured formatting.

CREATING TABLES IN EXCEL

Table (Ctrl+T)

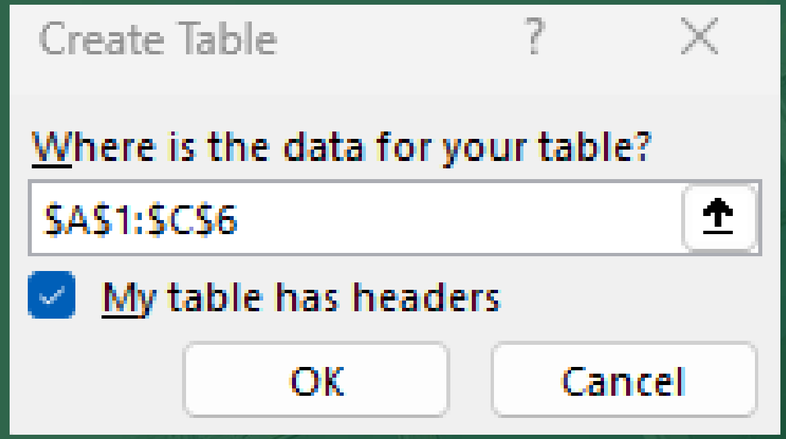
Create a table to organize and analyze related data.

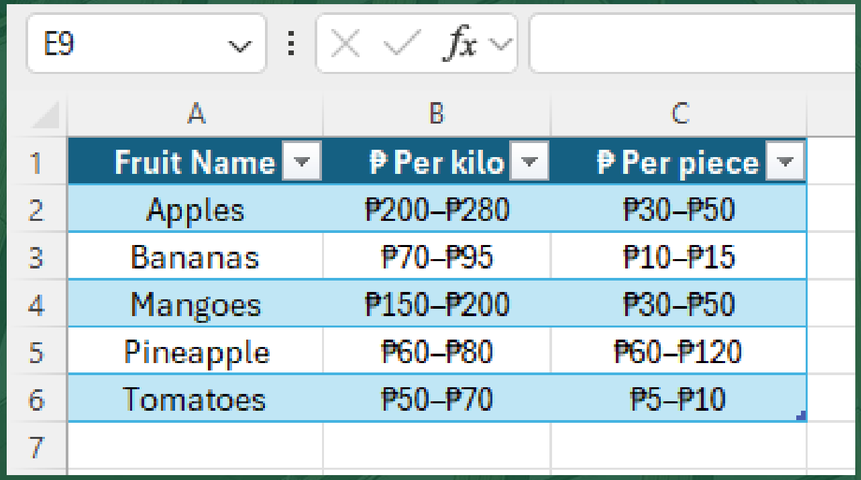
Tables make it easy to sort, filter, and format data within a sheet.



A1

	A	B	C	D
1		₱ Per kilo	₱ Per piece	
2	Apples	₱200–₱280	₱30–₱50	
3	Bananas	₱70–₱95	₱10–₱15	
4	Mangoes	₱150–₱200	₱30–₱50	
5	Pineapple	₱60–₱80	₱60–₱120	
6	Tomatoes	₱50–₱70	₱5–₱10	
7				





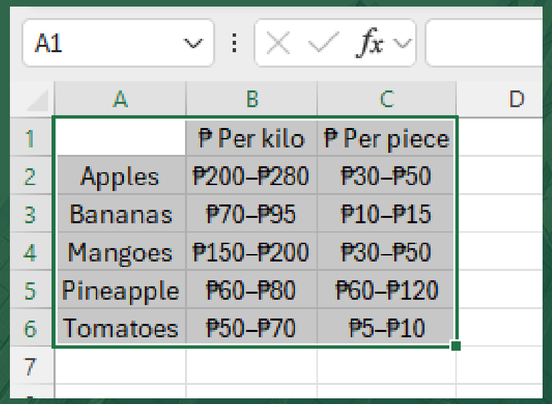
E9

	A	B	C
1	Fruit Name	₱ Per kilo	₱ Per piece
2	Apples	₱200–₱280	₱30–₱50
3	Bananas	₱70–₱95	₱10–₱15
4	Mangoes	₱150–₱200	₱30–₱50
5	Pineapple	₱60–₱80	₱60–₱120
6	Tomatoes	₱50–₱70	₱5–₱10
7			

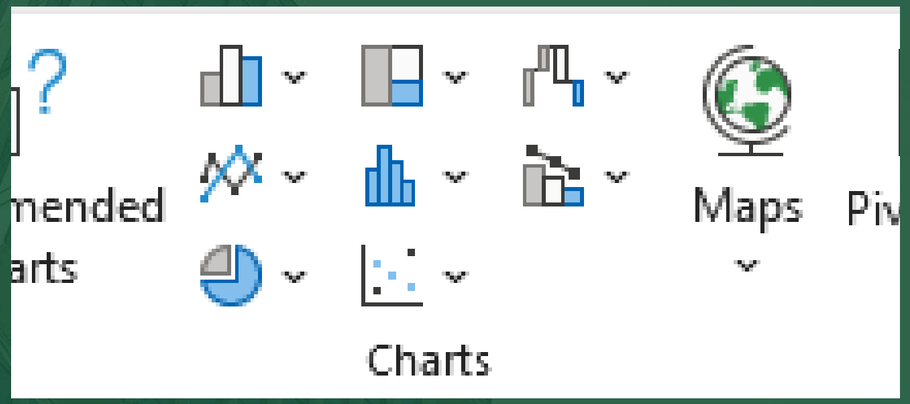
CREATING GRAPHS (CHARTS) IN EXCEL

Select Data: Highlight the cells containing the data you want to chart, including headers if needed.
Insert Chart: Go to the Insert tab and choose a chart type (Column, Line, Pie, Scatter, etc.) from the Charts group.
Use Recommended Charts: For help, use Insert > Recommended Charts, which suggests appropriate visualizations.
Customize: Use the Chart Design and Format tabs that appear when the chart is selected to add elements like titles, labels, trendlines, or change styles.
Quick Chart Shortcut: Select data and press Alt + F1 for an instant chart on the sheet.

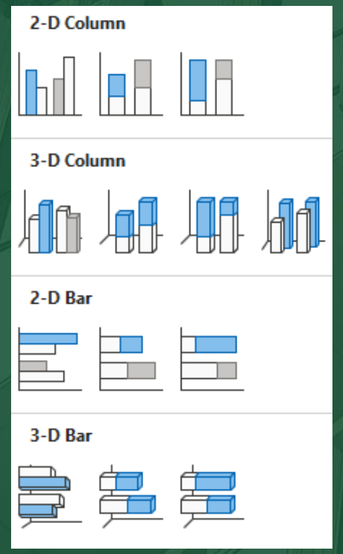
CREATING GRAPHS (CHARTS) IN EXCEL



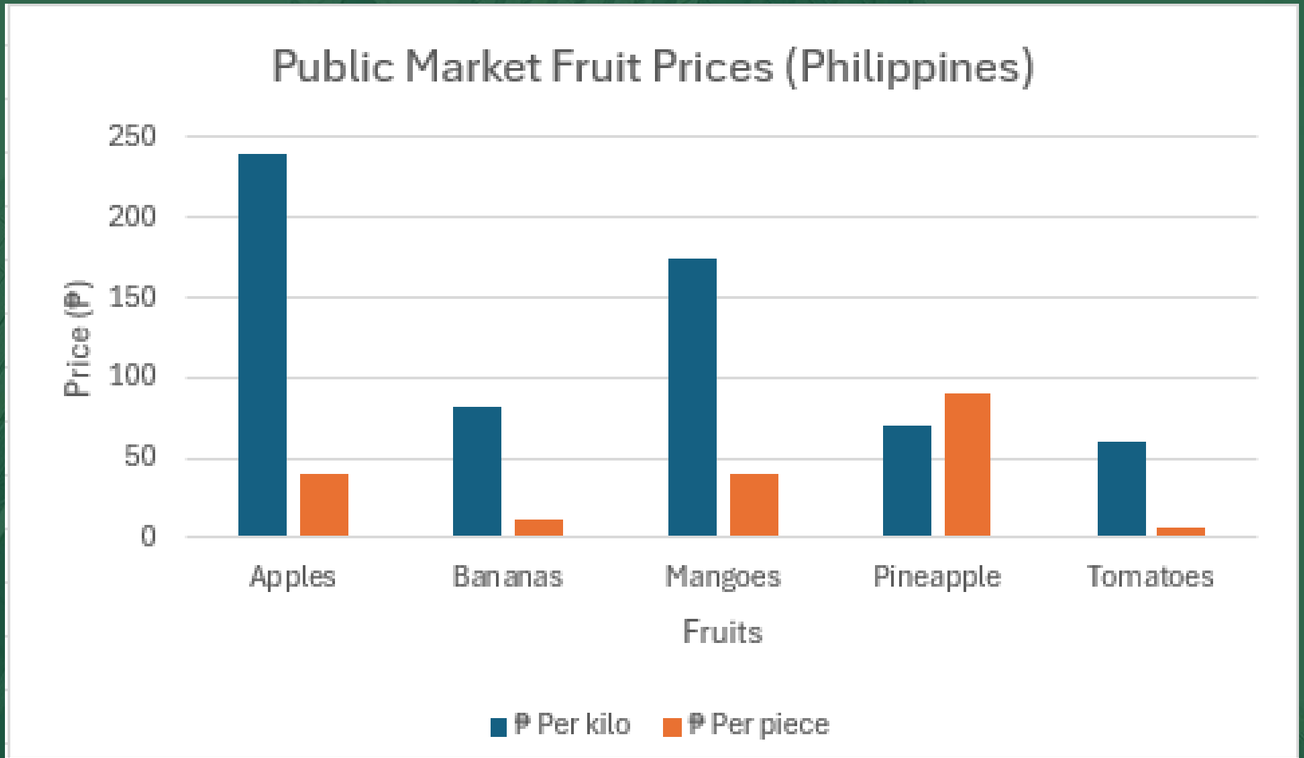
	A	B	C	D
1		₱ Per kilo	₱ Per piece	
2	Apples	₱200–₱280	₱30–₱50	
3	Bananas	₱70–₱95	₱10–₱15	
4	Mangoes	₱150–₱200	₱30–₱50	
5	Pineapple	₱60–₱80	₱60–₱120	
6	Tomatoes	₱50–₱70	₱5–₱10	
7				



For this specific data set, the best charts to use are the bar or column chart (clustered column)

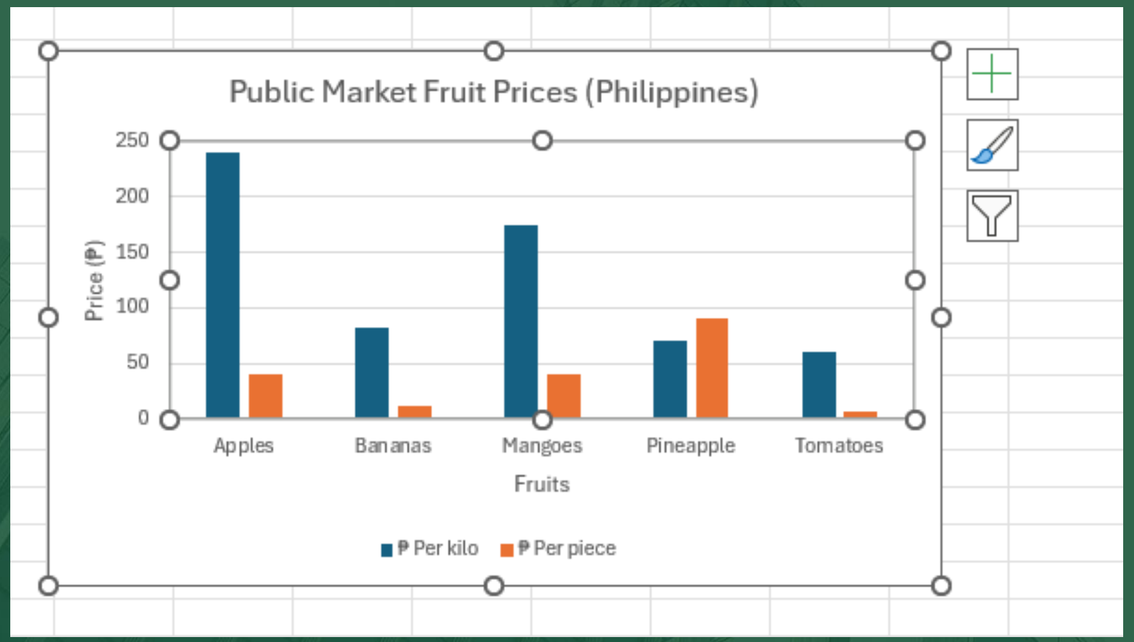


CREATING GRAPHS (CHARTS) IN EXCEL



Click the chart title text and type a title whichever your chart shows

CREATING GRAPHS (CHARTS) IN EXCEL



- Click the chart
- Click the “+” (Chart Elements) button
- Check Axis Titles

Now edit them:

- Horizontal Axis: Fruit
- Vertical Axis: Price (₱)

HANDS-ON ACTIVITY: “CREATE A SIMPLE STUDENT GRADE TRACKER”

Objective

Students will create a basic spreadsheet that uses data entry, formulas, formatting, charts, and file management in Microsoft Excel.

Activity Scenario

“You are asked to record and compute student grades for one subject.”

STEP-BY-STEP TASKS

1. DATA ENTRY & WORKSHEET BASICS

- Open a new Excel workbook
- In Row 1, type the column headers:
  - Student Name
  - Quiz
  - Assignment
  - Exam
  - Final Grade
- Enter data for 5 students

2. FORMATTING CELLS (HOME TAB)

- Make the headers:
  - Bold
  - Center-aligned
  - With a background color
- Adjust column width
- Apply borders to the table
- Format grades as Number (no decimals)

STEP-BY-STEP TASKS

3. USING FORMULAS & FUNCTIONS

Compute Final Grade using a formula:

=(Quiz + Assignment + Exam) / 3

- Use AutoFill to copy the formula
- Use SUM to calculate:
  - Total quiz scores
- Use AVERAGE to compute class average
- Use ROUND to round the Final Score into whole number.

4. SORTING & FILTERING DATA

- Sort students by Final Grade (Highest to Lowest)
- Apply Filter to show students who scored below a chosen value

STEP-BY-STEP TASKS

5. CREATING A CHART (INSERT TAB)

- Insert a Column Chart showing:
  - Student Name vs Final Grade
- Add:
  - Chart title
  - Axis labels

6. PAGE LAYOUT & VIEW OPTIONS

- Switch to Page Layout View
- Set:
  - Page orientation to Portrait
  - Margins to Normal
- Use Zoom to adjust view
- Move the chart on the same page as the Table.

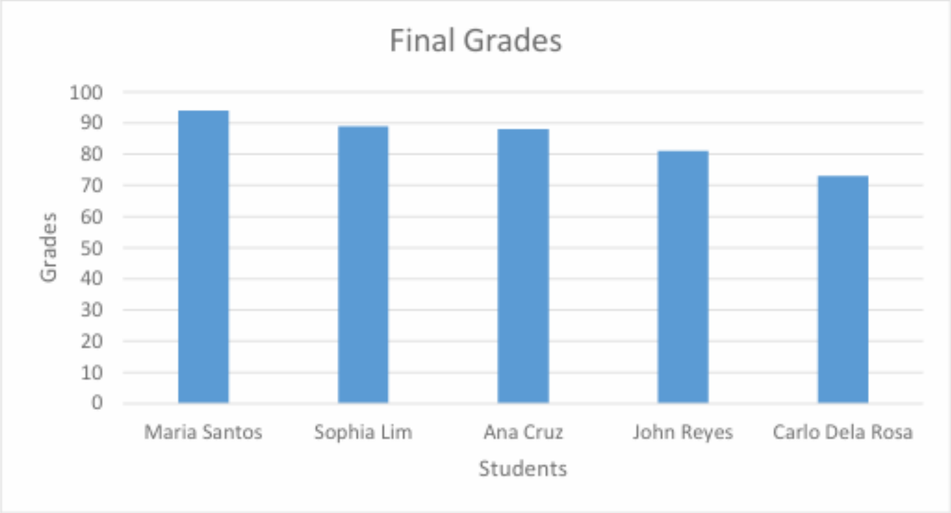
STEP-BY-STEP TASKS

7. SAVING & PRINTING (FILE TAB)

- Save the workbook with a proper filename
- Save a copy as PDF
- Open Print Preview

SAMPLE OUTPUT

Student Name	Quiz	Assignment	Exam	Final Grade
Maria Santos	92	94	95	94
Sophia Lim	88	91	89	89
Ana Cruz	85	90	88	88
John Reyes	78	85	80	81
Carlo Dela Rosa	70	75	73	73



OUTPUT REQUIREMENT

- ✓ Properly formatted grade table
- ✓ Working formulas
- ✓ One chart
- ✓ File saved correctly

MICROSOFT POWERPOINT

HISTORY OF MICROSOFT POWERPOINT

What is Microsoft PowerPoint?
Microsoft PowerPoint is a program used to create presentations—slideshows with:

- Text
- Pictures
- Charts
- Animations

People use it for school reports, business meetings, teaching, and public speaking.
Think of it as a digital slide projector.

HISTORY OF MICROSOFT POWERPOINT

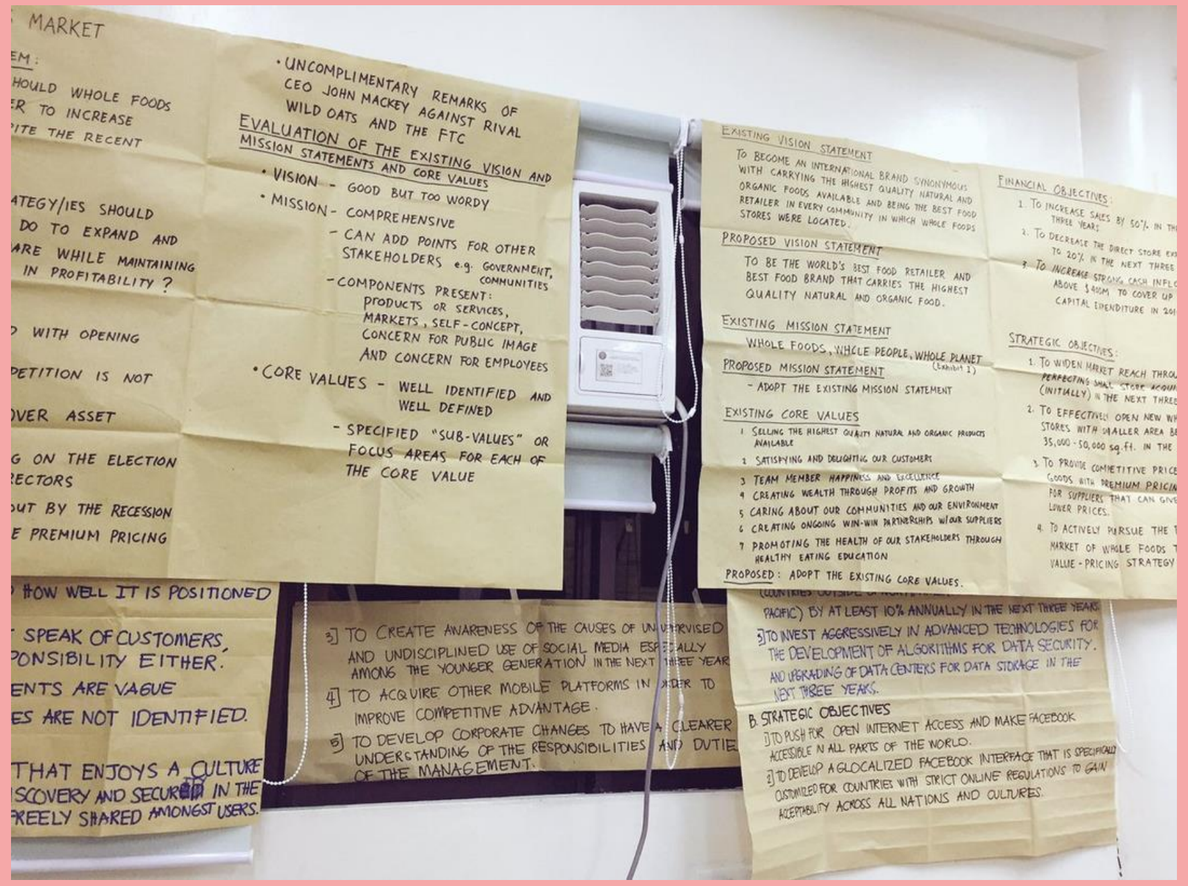
BEFORE POWERPOINT (BEFORE THE 1980S): PHYSICAL SLIDES

Before PowerPoint:

- Presentations used paper charts
- Overhead projectors with transparent sheets
- 35mm slide projectors

Making changes meant redoing everything.

ELMO


MARKET
HOULD WHOLE FOODS
R TO INCREASE
ITE THE RECENT
ATEGY/IES SHOULD
DO TO EXPAND AND
ARE WHILE MAINTAINING
IN PROFITABILITY ?
WITH OPENING
PETITION IS NOT
VER ASSET
G ON THE ELECTION
RECTORS
UT BY THE RECESSION
E PREMIUM PRICING
HOW WELL IT IS POSITIONED
SPEAK OF CUSTOMERS,
PONSIBILITY EITHER.
ENTS ARE VAGUE
ES ARE NOT IDENTIFIED.
THAT ENJOYS A CULTURE
SCOVERY AND SECURITY IN THE
REELY SHARED AMONGST USERS.
• UNCOMPLIMENTARY REMARKS OF CEO JOHN MACKEY AGAINST RIVAL WILD OATS AND THE FTC
EVALUATION OF THE EXISTING VISION AND MISSION STATEMENTS AND CORE VALUES
• VISION - GOOD BUT TOO WORDY
• MISSION - COMPREHENSIVE
- CAN ADD POINTS FOR OTHER STAKEHOLDERS e.g. GOVERNMENT, COMMUNITIES
- COMPONENTS PRESENT: PRODUCTS OR SERVICES, MARKETS, SELF-CONCEPT, CONCERN FOR PUBLIC IMAGE AND CONCERN FOR EMPLOYEES
• CORE VALUES - WELL IDENTIFIED AND WELL DEFINED
- SPECIFIED "SUB-VALUES" OR FOCUS AREAS FOR EACH OF THE CORE VALUE
EXISTING VISION STATEMENT
TO BECOME AN INTERNATIONAL BRAND SYNONYMOUS WITH CARRYING THE HIGHEST QUALITY NATURAL AND ORGANIC FOODS AVAILABLE AND BEING THE BEST FOOD RETAILER IN EVERY COMMUNITY IN WHICH WHOLE FOODS STORES WERE LOCATED.
PROPOSED VISION STATEMENT
TO BE THE WORLD'S BEST FOOD RETAILER AND BEST FOOD BRAND THAT CARRIES THE HIGHEST QUALITY NATURAL AND ORGANIC FOOD.
EXISTING MISSION STATEMENT
WHOLE FOODS, WHOLE PEOPLE, WHOLE PLANET
PROPOSED MISSION STATEMENT (Exhibit 1)
- ADOPT THE EXISTING MISSION STATEMENT
EXISTING CORE VALUES
1 SELLING THE HIGHEST QUALITY NATURAL AND ORGANIC PRODUCTS AVAILABLE
2 SATISFYING AND DELIGHTING OUR CUSTOMERS
3 TEAM MEMBER HAPPINESS AND EXCELLENCE
4 CREATING WEALTH THROUGH PROFITS AND GROWTH
5 CARING ABOUT OUR COMMUNITIES AND OUR ENVIRONMENT
6 CREATING ONGOING WIN-WIN PARTNERSHIPS WITH OUR SUPPLIERS
7 PROMOTING THE HEALTH OF OUR STAKEHOLDERS THROUGH HEALTHY EATING EDUCATION
PROPOSED: ADOPT THE EXISTING CORE VALUES.
FINANCIAL OBJECTIVES:
1. TO INCREASE SALES BY 50% IN THE THREE YEARS
2. TO DECREASE THE DIRECT STORE EXP TO 20% IN THE NEXT THREE
3. TO INCREASE STRONG CASH INFLO ABOVE $400M TO COVER UP CAPITAL EXPENDITURE IN 201
STRATEGIC OBJECTIVES:
1. TO WIDEN MARKET REACH THROU (INITIALLY) IN THE NEXT THREE
2. TO EFFECTIVELY OPEN NEW WH STORES WITH SMALLER AREA BE 35,000 - 50,000 sq.ft. IN THE
3. TO PROVIDE COMPETITIVE PRICE GOODS WITH PREMIUM PRICIN FOR SUPPLIERS THAT CAN GIVE LOWER PRICES.
4. TO ACTIVELY PURSUE THE T MARKET OF WHOLE FOODS T VALUE-PRICING STRATEGY
PACIFIC) BY AT LEAST 10% ANNUALLY IN THE NEXT THREE YEARS
3] TO INVEST AGGRESSIVELY IN ADVANCED TECHNOLOGIES FOR THE DEVELOPMENT OF ALGORITHMS FOR DATA SECURITY. AND UPGRADING OF DATA CENTERS FOR DATA STORAGE IN THE NEXT THREE YEARS.
B. STRATEGIC OBJECTIVES
1] TO PUSH FOR OPEN INTERNET ACCESS AND MAKE FACEBOOK ACCESSIBLE IN ALL PARTS OF THE WORLD.
2] TO DEVELOP A GLOCALIZED FACEBOOK INTERFACE THAT IS SPECIFICALLY CUSTOMIZED FOR COUNTRIES WITH STRICT ONLINE REGULATIONS TO GAIN ACCEPTABILITY ACROSS ALL NATIONS AND CULTURES.
2] TO CREATE AWARENESS OF THE CAUSES OF UNSUPERVISED AND UNDISCIPLINED USE OF SOCIAL MEDIA ESPECIALLY AMONG THE YOUNGER GENERATION IN THE NEXT THREE YEARS
4] TO ACQUIRE OTHER MOBILE PLATFORMS IN ORDER TO IMPROVE COMPETITIVE ADVANTAGE.
5] TO DEVELOP CORPORATE CHANGES TO HAVE A CLEARER UNDERSTANDING OF THE RESPONSIBILITIES AND DUTIES OF THE MANAGEMENT.

35 MM SLIDE PROJECTORS

MICROSOFT POWERPOINT — INVENTED OUTSIDE MICROSOFT

👤 Who invented it?

- Robert Gaskins
- Dennis Austin

🕰️ 1987

PowerPoint was originally called “Presenter” and developed by a small company called Forethought, Inc.

Microsoft:

- Saw its potential
- Bought the company
- Renamed the software to PowerPoint

This is one of Microsoft’s most famous acquisitions.

💡 Big idea behind PowerPoint:

“Anyone should be able to create professional-looking presentations.”

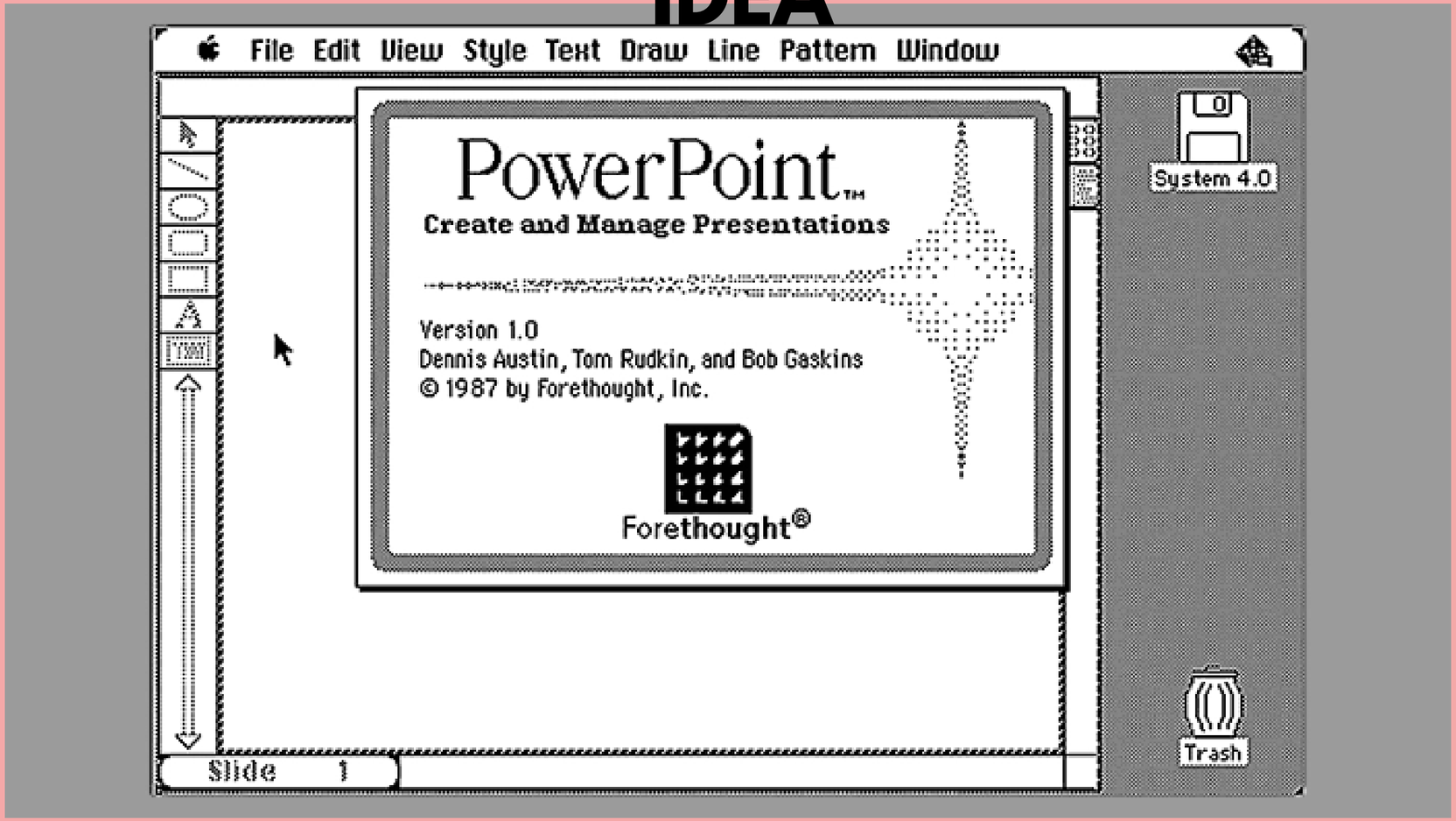
THE BIRTH OF POWERPOINT (1987): A NEW IDEA

1987 – PowerPoint Is Created

- Originally called “Presenter”
- Created for Apple Macintosh computers
- Allowed users to create slides digitally
- Microsoft bought the program the same year

This changed presentations forever.

THE BIRTH OF POWERPOINT (1987): A NEW IDEA



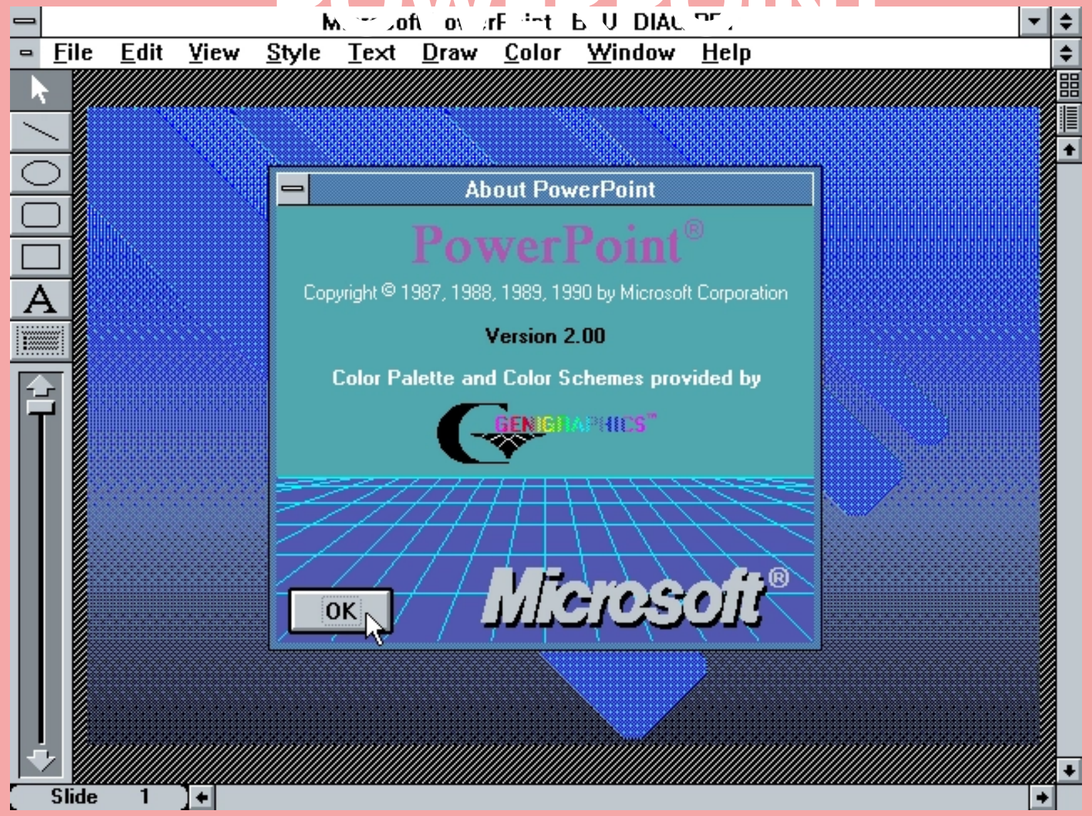
POWERPOINT COMES TO WINDOWS (EARLY 1990S)

PowerPoint for Windows
PowerPoint became much more popular after coming to Windows.
Users could:

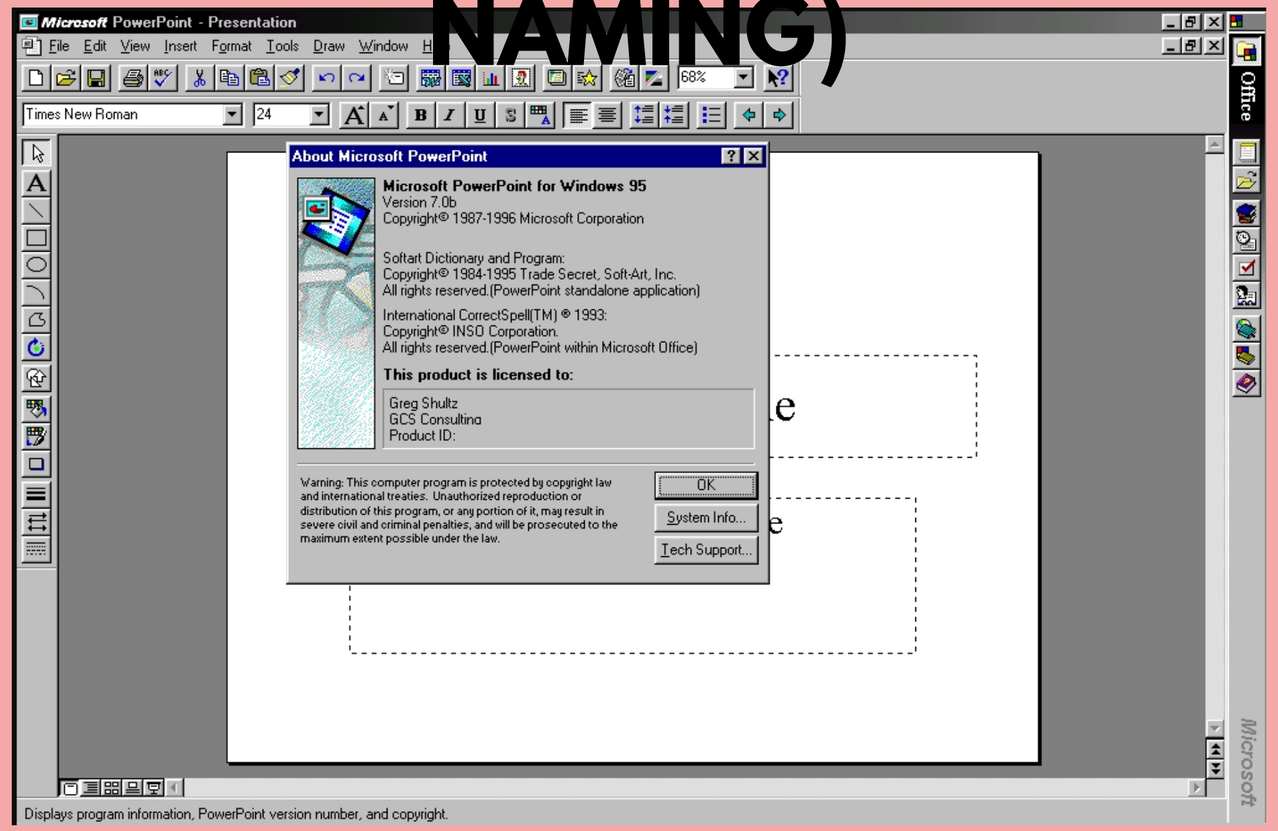
- Create slides with a mouse
- Easily reorder slides
- Print handouts
- Use basic animations

It quickly replaced physical slides in offices and schools.

FIRST WINDOWS VERSION OF POWERPOINT



JULY 1995: POWERPOINT 95 (NEW VERSION NAMING)



PART OF MICROSOFT OFFICE (1990S)

PowerPoint became bundled with:

- Word
- Excel

Important Features Added:

- Slide templates
- Bullet points
- Clip art
- Speaker notes
- Simple transitions

PowerPoint became the standard presentation tool worldwide.

BETTER DESIGN & ANIMATION (2000–2006)

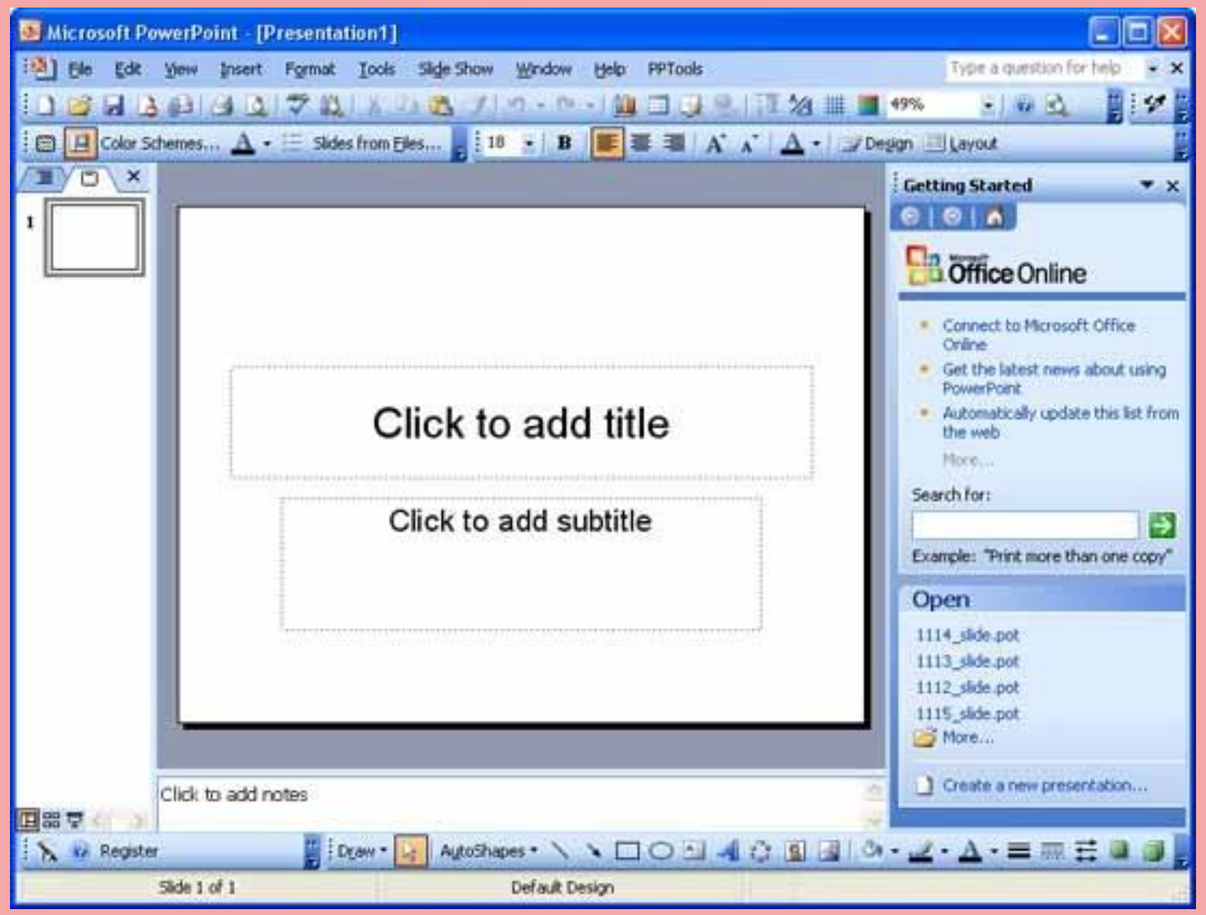
PowerPoint became more visual and flexible.

New Features:

- Improved animations
- Better graphics
- More fonts and colors
- Embedded videos and audio

It was now used not just for business, but also for events.

OCTOBER 2003: POWERPOINT 2003



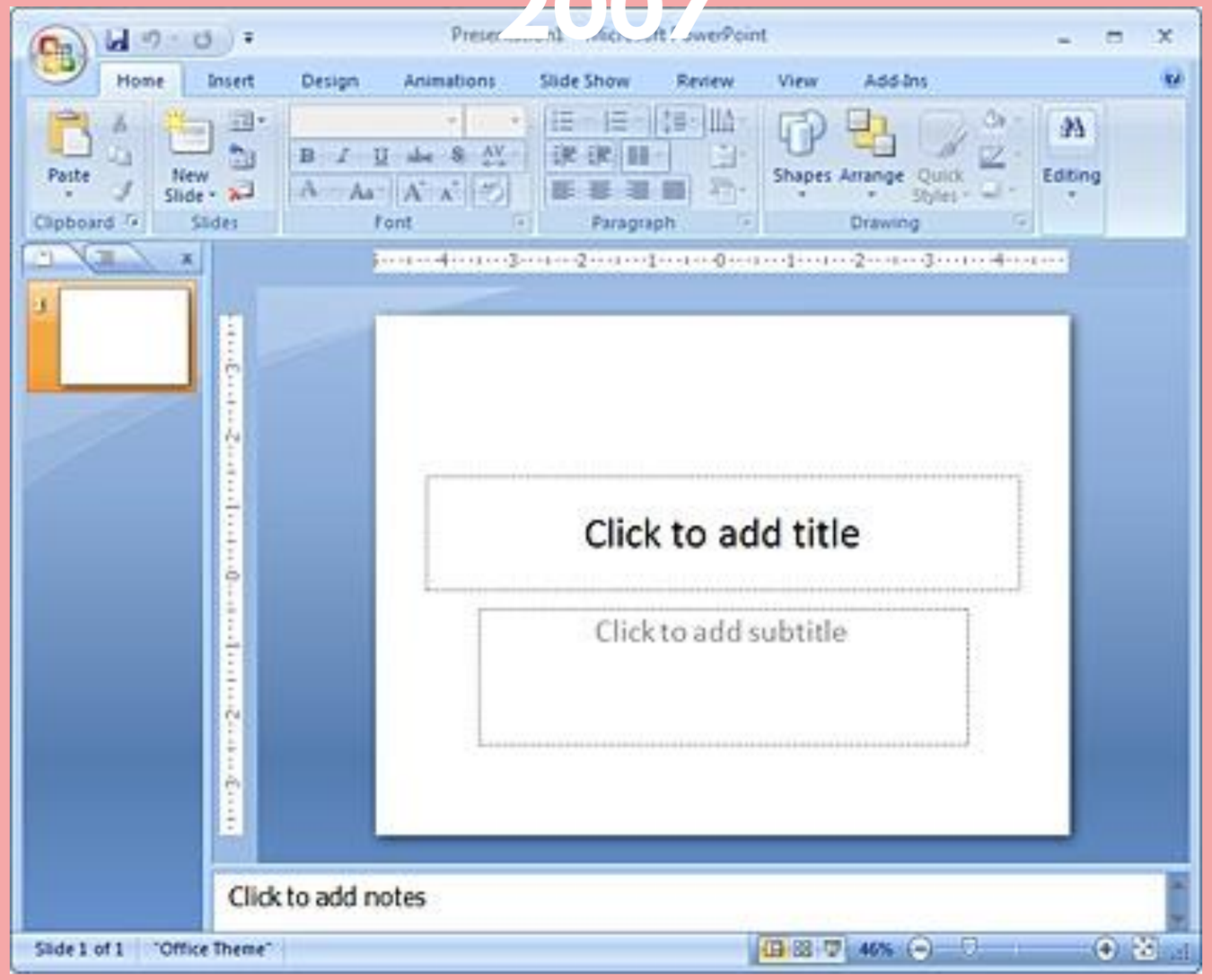
BIG VISUAL REDESIGN (2007): THE RIBBON

PowerPoint 2007
Microsoft introduced:

- The Ribbon interface
- Easier access to design tools
- Better slide layouts

This made designing slides faster, especially for beginners.

POWERPOINT 2007



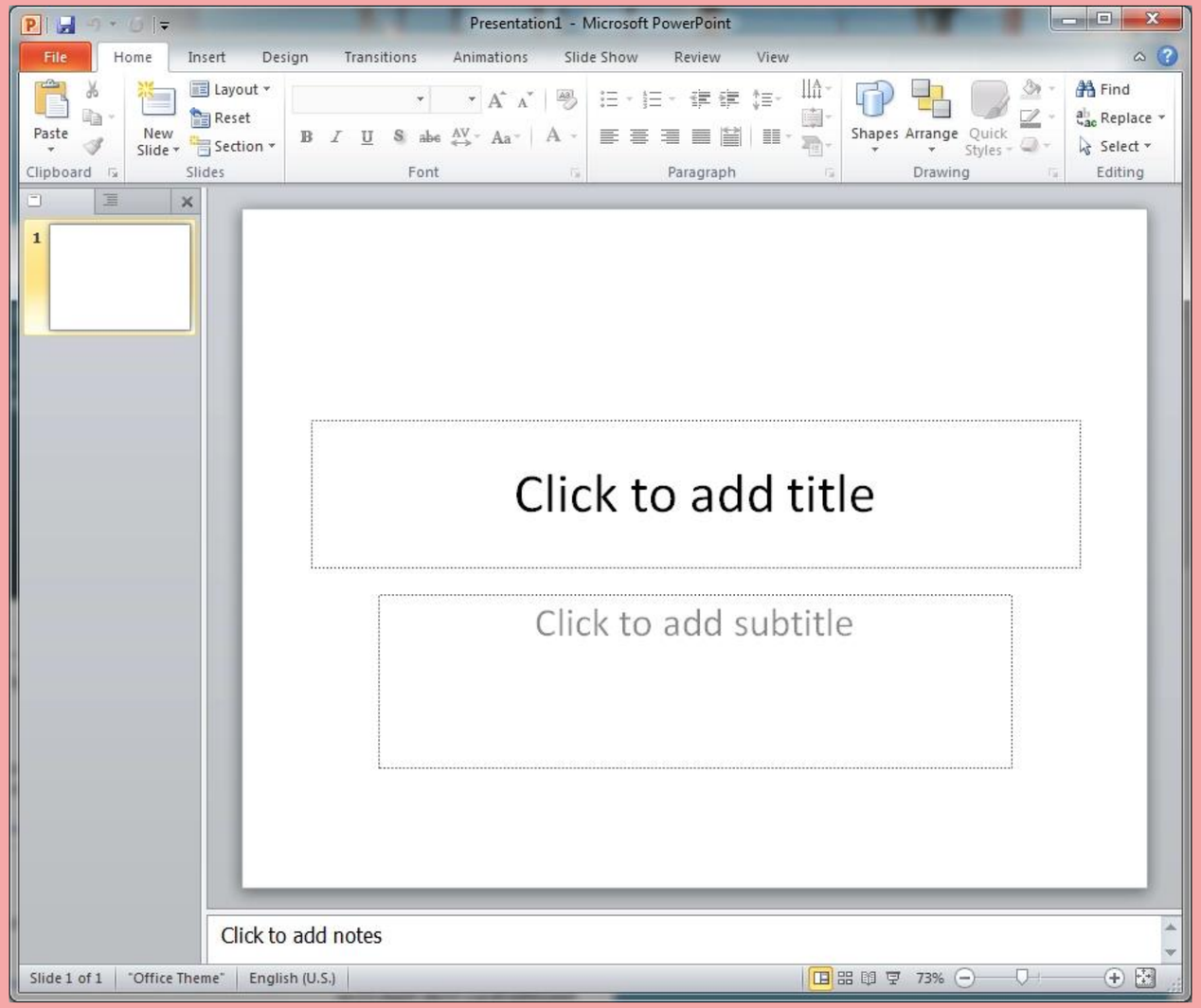
ONLINE & COLLABORATION ERA (2010–2018)

PowerPoint adapted to the internet age.
Major Improvements:

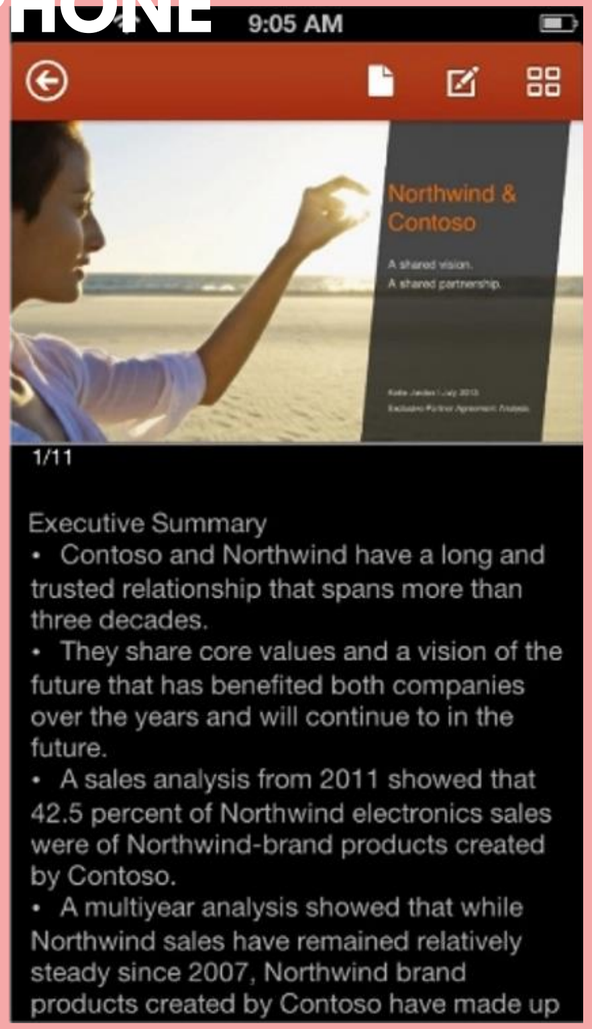
- Save presentations online
- Edit presentations with others at the same time
- PowerPoint on phones and tablets

Presentations became more flexible and portable.

POWERPOINT 2010



JULY 2013: FIRST POWERPOINT APP FOR ANDROID & IPHONE



POWERPOINT TODAY (2019–PRESENT)

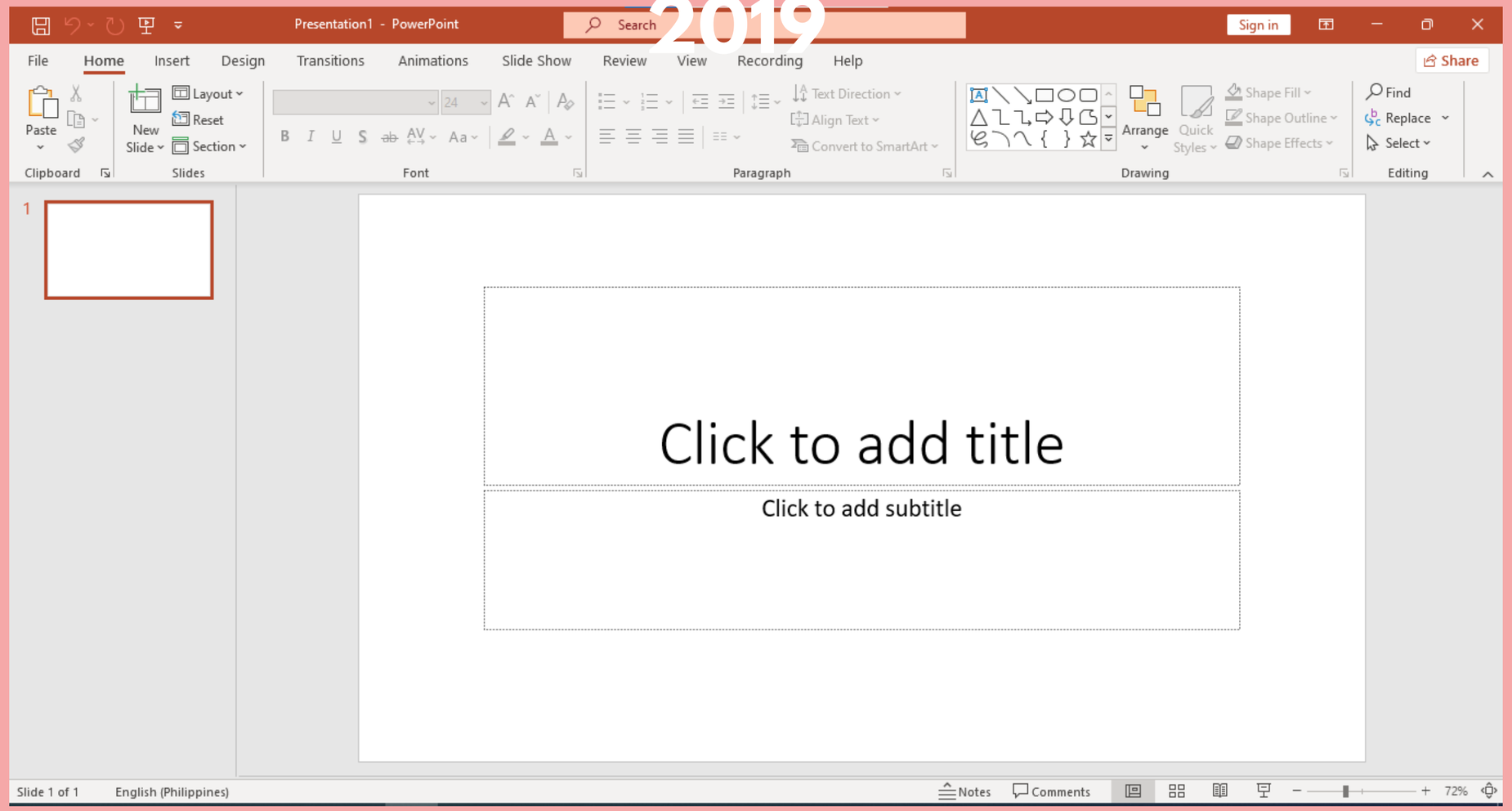
Part of Microsoft 365
Modern PowerPoint:

- Receives regular updates
- Works online and offline
- Runs on Windows, Mac, web, and mobile

Current Key Features:

- Ready-made design ideas
- Smooth animations
- Easy video and audio support
- Real-time collaboration
- Dark mode

POWERPOINT 2019



WHY POWERPOINT IS STILL POPULAR

- Easy to learn
- Useful for school, work, and events
- Integrates with Word and Excel
- Accepted everywhere
- Simple but powerful

DESCRIPTION

This introduces the unique features of Microsoft Powerpoint such as Transitions, Animations, Slideshows, and Slide modifications.

TRANSITIONS – HOW ONE SLIDE MOVES TO THE NEXT

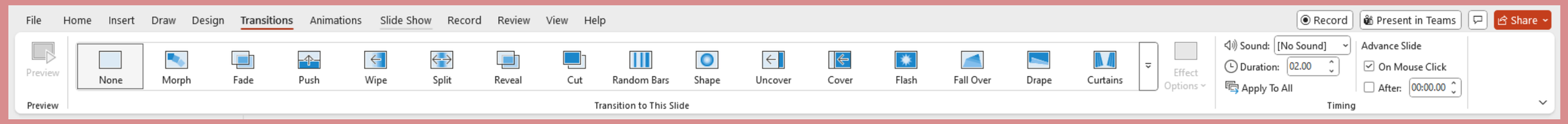
What it’s for:

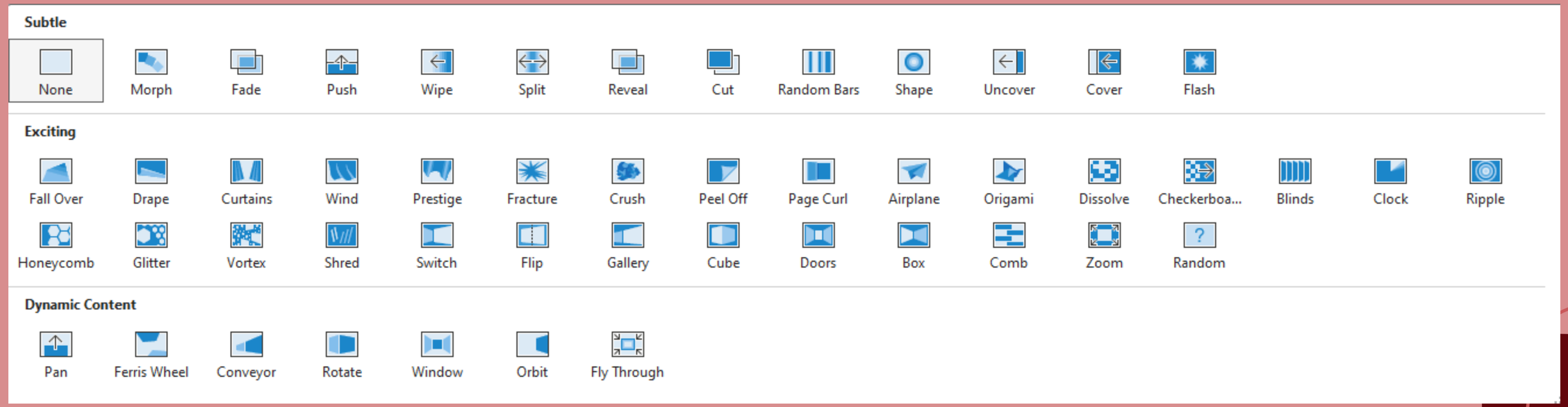
- Controls the effect between slides

What you can do:

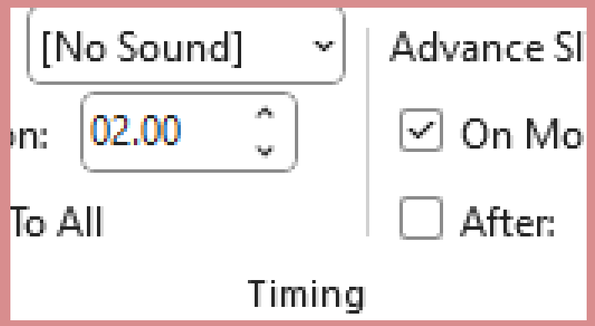
- Add effects like Fade, Push, Wipe, Morph
- Control speed (duration)
- Add transition sound
- Apply the same transition to all slides

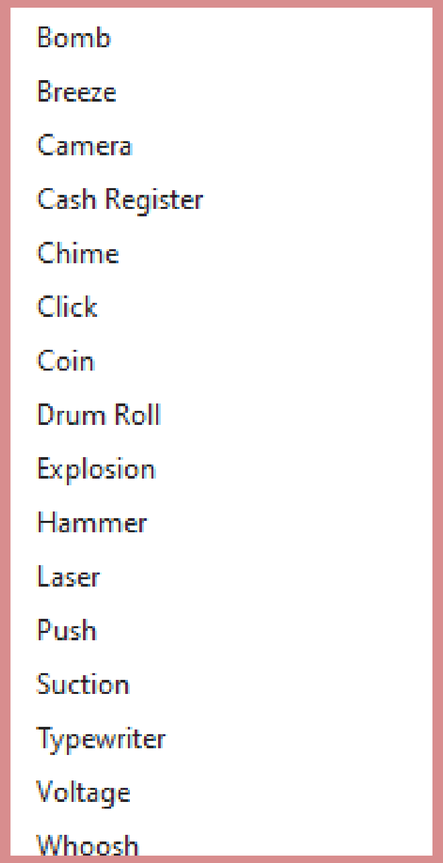
TRANSITIONS – HOW ONE SLIDE MOVES TO THE NEXT





TRANSITIONS – SOUNDS





ANIMATIONS – HOW OBJECTS MOVE ON A SLIDE

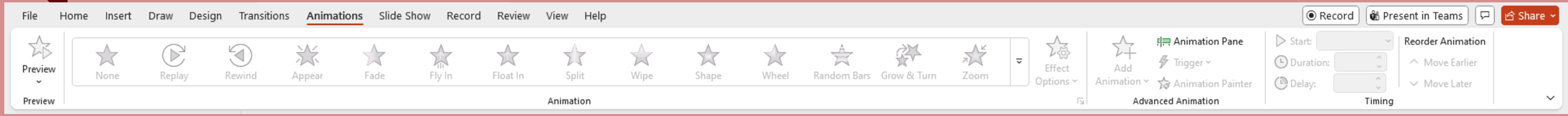
What it’s for:

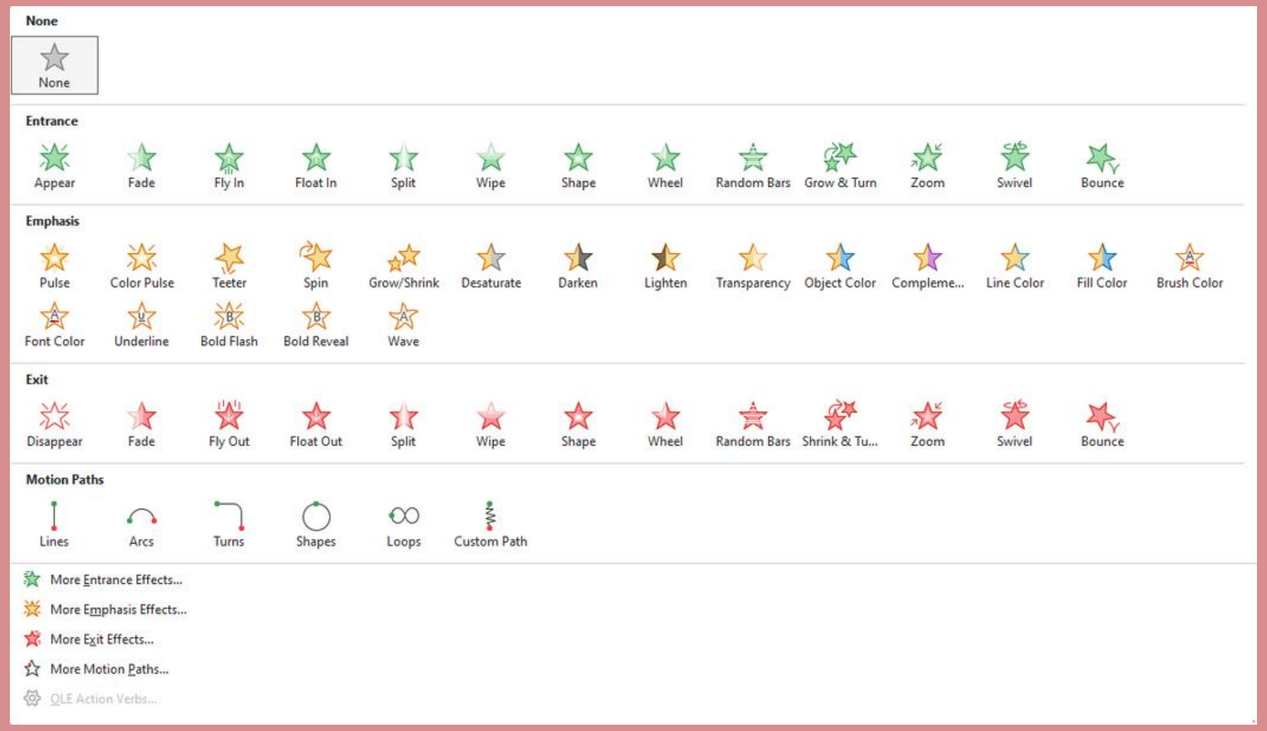
- Controls movement of text, images, and shapes

What you can do:

- Make text appear, move, spin, or disappear
- Control order and timing
- Use Animation Pane to manage effects
- Trigger animations when clicking an object

ANIMATIONS – HOW OBJECTS MOVE ON A SLIDE





SLIDE SHOW – HOW THE PRESENTATION IS PRESENTED

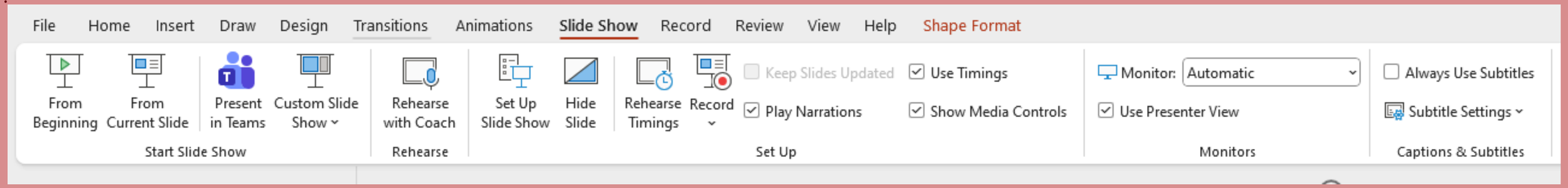
What it’s for:

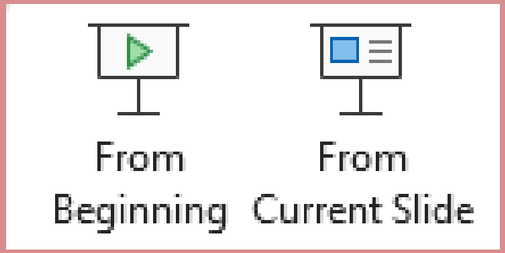
- Controls how your presentation runs on screen

What you can do:

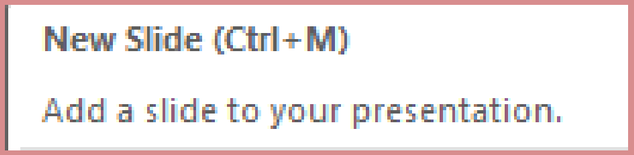
- Start the slideshow
- Use Presenter View
- Hide slides
- Create Custom Slide Shows
- Rehearse and set timings

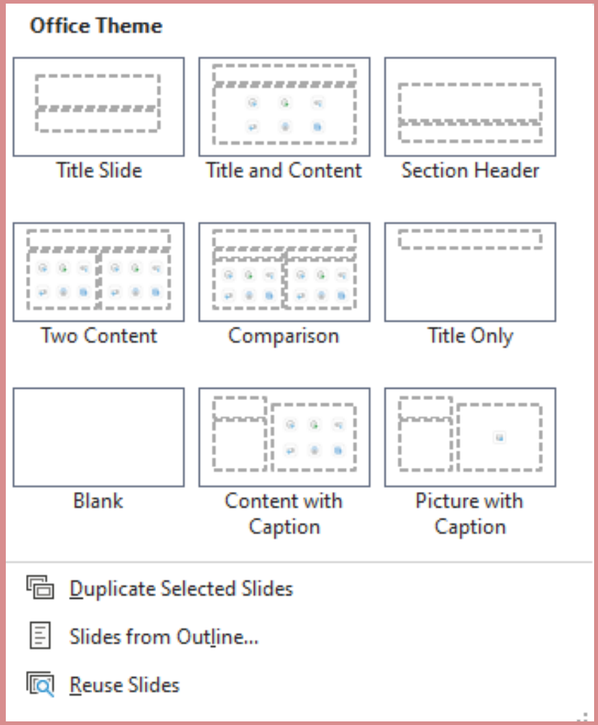
SLIDE SHOW – HOW THE PRESENTATION IS PRESENTED





ADDING AND MODIFYING SLIDES

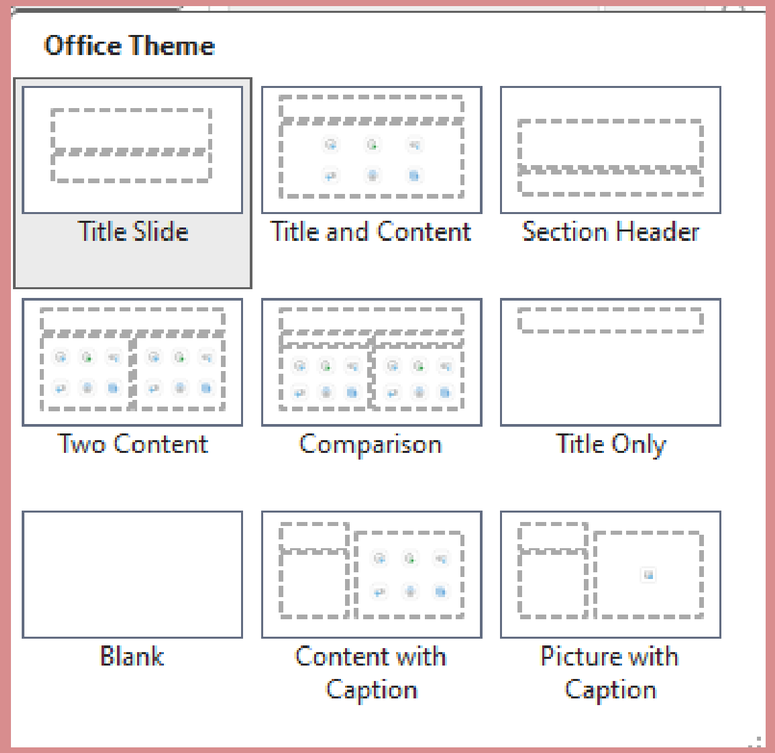




ADDING AND MODIFYING SLIDES

Slide Layout

Change the layout of your slide.



HANDS-ON ACTIVITY: “CREATE A 5-SLIDE MINI PRESENTATION”

Objective

Students will create a short presentation while using design, text, images, transitions, animations, and slide show tools in Microsoft PowerPoint.

Activity Scenario

“Create a 5-slide presentation about yourself or a favorite topic.”

STEP-BY-STEP TASKS

1. SLIDE CREATION & LAYOUT

- Create a new presentation
- Use different slide layouts:
  - Title Slide
  - Title and Content
  - Two Content
- Add 5 slides total

2. TEXT FORMATTING (HOME TAB)

- Format titles using:
  - Font size and font style
  - Bold
- Align text properly
- Use bulleted lists on content slides

STEP-BY-STEP TASKS

3. DESIGN & THEMES (DESIGN TAB)

- Apply a theme
- Change slide variants
- Adjust slide background

i

4. INSERT OBJECTS (INSERT TAB)

- Insert:
  - At least 1 picture
  - Shapes
  - Icons or SmartArt
- Add a text box

STEP-BY-STEP TASKS

5. TRANSITIONS (TRANSITIONS TAB)

- Apply a transition between slides
- Adjust transition duration
- Apply to all slides

6. ANIMATIONS (ANIMATIONS TAB)

- Add an animation to:
  - Text
  - Image or shape
- Set animation start options

STEP-BY-STEP TASKS

7. SLIDE SHOW & VIEW (SLIDE SHOW / VIEW TABS)

- Use Slide Show mode
- Test presentation from beginning
- Use Presenter View
- Adjust Zoom and Slide Sorter View

8. SAVING & EXPORTING (FILE TAB)

- Save the presentation
- Export as PPT
- Check Print Preview

STEP-BY-STEP TASKS

Output Requirement

✓ 5 properly formatted slides
✓ At least 1 image, shape, and animation
✓ Consistent design theme
✓ Working transitions