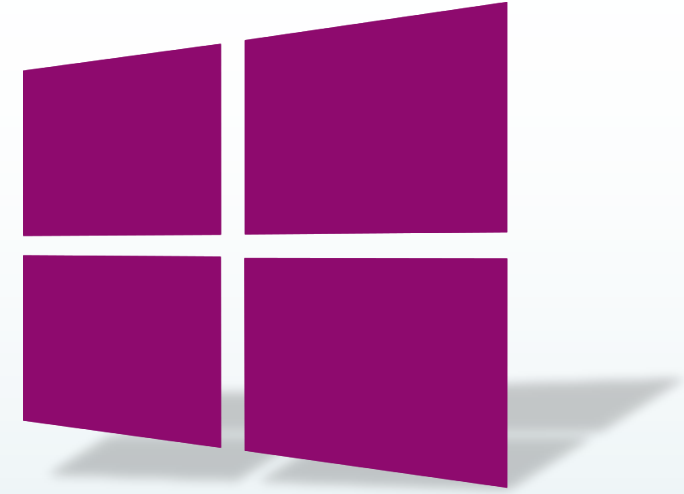


A Presentation On

Microsoft



Presented By :

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B.C.A I Semester

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WORD



POWERPOINT



ONE NOTE



PUBLISHER



ACCESS



EXCEL

OVERVIEW OF

MICROSOFT OFFICE

- Microsoft Office is a suite of products developed by The Microsoft Corporation that includes Microsoft Word, Excel, Access, Publisher, PowerPoint, and Outlook.
- Each program serves a different purpose and is compatible with other programs included in the package.
- The suite of programs is compatible with both the Windows and Macintosh operating system.
- Using Microsoft Office can allow your business to keep everything filed in a neat and orderly fashion to speed things up.
- Microsoft Office can be used to type letters and envelopes, create spreadsheets, make labels, and produce presentations for your home or office.

***MICROSOFT* WORD**



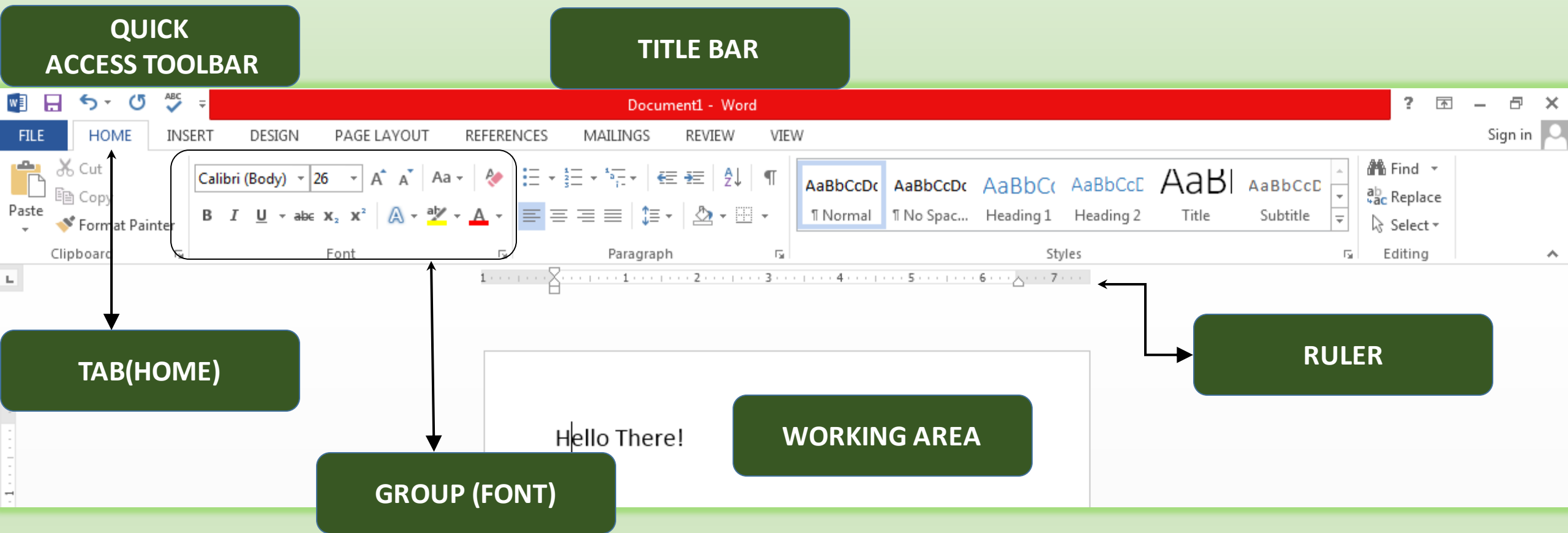
- **Microsoft** is a graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. The purpose of the **MS Word** is to allow the users to type and save documents. Similar to other **word** processors, it has helpful tools to make documents.
- **MS Word** is a popular **word**-processing program used primarily for creating documents such as letters, brochures, learning activities, tests, quizzes and students' homework assignments.
- Microsoft Native File Formats are denoted either by **.DOC** or **.DOCX**.



FEATURES OF *MICROSOFT*WORD

- Automated grammar check.
- **WordArt** Feature to convert text to compelling graphics.
- **Mail Merge** feature allow user to send pre formatted mail to multiple contacts simultaneously.
- **Marcos** allows to automate series of task such as text formatting.
- Word includes features to set margins and page setup in order to suit the format of different pages.
- Features for printing the document in different layouts.

Basic Elements Of *MICROSOFT* WORD



QUICK
ACCESS TOOLBAR

TITLE BAR

TAB(HOME)

GROUP (FONT)

WORKING AREA

RULER

MICROSOFT POWERPOINT



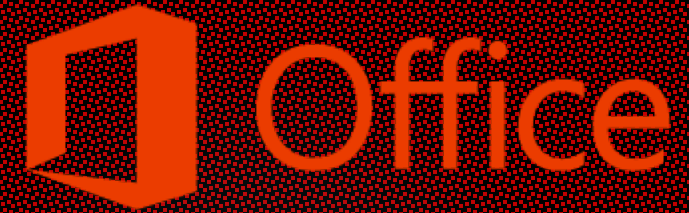
- ***PowerPoint*** is a visual and graphical application, primarily used for creating presentations.
- With PowerPoint, you can create, view, and present slide shows that combine ***text, shapes, pictures, graphs, animation, charts, videos*** and much more.
- It is commonly used in a variety of ways by business, education and government employees to provide a computerized "***Slide-Show***" for enhancing a presentation.
- ***PPT*** File extension for a presentation file format used by Microsoft Powerpoint.



FEATURES OF ***MICROSOFT*** **POWERPOINT**

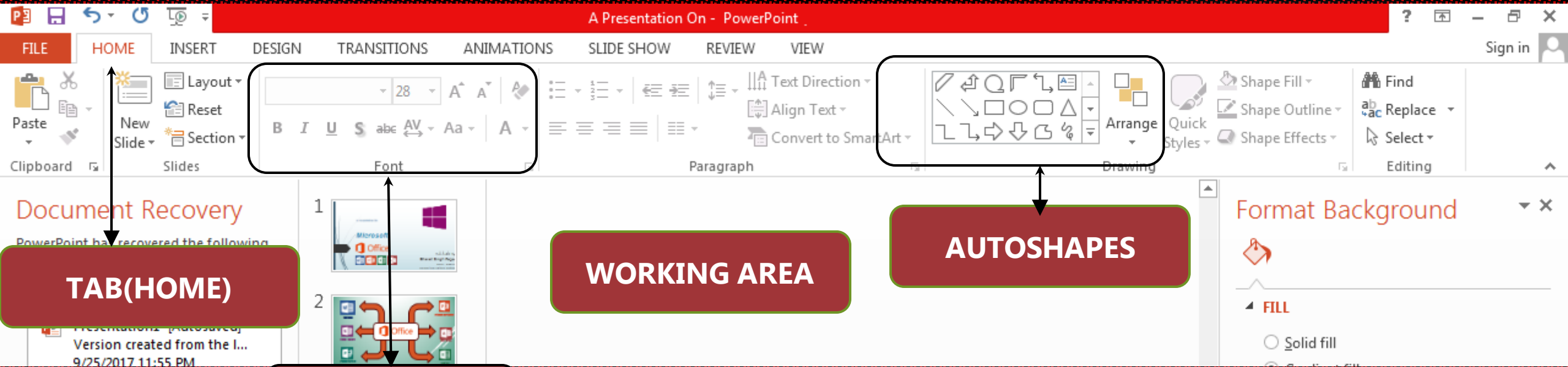
- Various Slide layouts to suits user's need.
- Different Animations to enhance the presentation.
- Graphics and mutlimedia can also be added to slides such as video clip, word art, clip arts, graphs, charts etc.
- Different Slide Designs to make a presentation more appealing.
- Different Slide Transitions.

Basic Elements Of *MICROSOFT* POWERPOINT



**QUICK
ACCESS TOOLBAR**

TITLE BAR



WORKING AREA

AUTOSHAPES

TAB(HOME)

GROUP (FONT)

MICROSOFT EXCEL



- Microsoft Excel is a spreadsheet program used to store and retrieve numerical data in a grid format of column and rows.
- Excel is ideal for entering, calculating and analyzing company data such as sales figures, sales taxes or commissions.
- Microsoft Office Excel was designed to support accounting functions such as budgeting, preparing financial statements and creating balance sheets.
- It comes with basic spreadsheet functionality and many functions for performing complex mathematical functions.
- XLS is used as extension for saving Excel Spreadsheets.



FEATURES OF ***MICROSOFT* EXCEL**

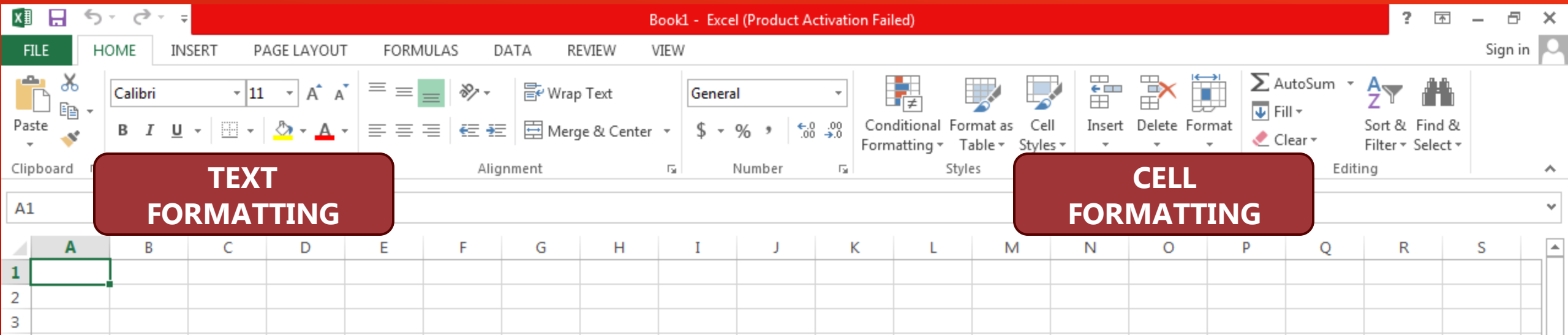
- Add Header and Footer.
- Find And Replace Command.
- Password Protection for Spreadsheets.
- Data Filtering for quickly accessing the data needed.
- Data Sorting.
- Create different charts based on data.
- Excel automatically edits the result if any changes are made to the data related to the result.
- Formula Auditing.

Basic Elements Of *MICROSOFT* EXCEL



**QUICK
ACCESS TOOLBAR**

TITLE BAR



**TEXT
FORMATTING**

**CELL
FORMATTING**

SPREAD SHEET



MICROSOFT ACCESS

- Microsoft Access is a Database Management System(DBMS) form Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools.
- It's an easy-to-use tool for quickly creating browser-based database applications that help you run your business.
- It's an information management tool that helps you store information for reference, reporting and analysis.



FEATURES OF ***MICROSOFT ACCESS***

- Ideal for individual users and smaller tems.
- Easier that client-server database to understand and use.
- Import and export to other Microsoft Office and other applications.
- Ready templates for regular users to create and publish data.
- Allows building and publishing web databases effortlessly.
- A user-friendly feature 'Tell Me' for assistance.
- Allow developers to create custom solutions using VBA code.
- Hide/Show Option For Ribbon.
- Allow Users to report view Eliminates extra reports.



GENERAL VIEW OF *MICROSOFT* ACCESS

QUICK
ACCESS TOOLBAR

TITLE BAR

Database1 : Database- C:\Users\Chirag\Documents\Database1.accdb (Access 2007 - 2013 file format) - Ac...

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS **TABLE TOOLS** FIELDS TABLE

Views View Short Text Number Currency Date & Time Yes/No More Fields Add & Delete

Name & Caption Default Value Field Size Modify Lookups Modify Expression Memo Settings Properties

Data Type: Format: Formatting \$ % , .00 .00 .00 .00

Required Unique Indexed Validation

All Access Objects Search... Tables Table1

Table1 ID Click to Add

(New)

DATA SHEET