

# **Report: Configuring and Maintaining Office Software (Microsoft Word, PowerPoint, and Excel)**

## **1.Verification of application versions.**

First I opened **Microsoft Word, PowerPoint, and Excel** one by one. Then I ceated a new blank document, enter some text, and saved them. After that, checked the version numbers:

**Word Version:** (e.g., Microsoft Word 2016)

**PowerPoint Version:** (e.g., Microsoft PowerPoint 2016)

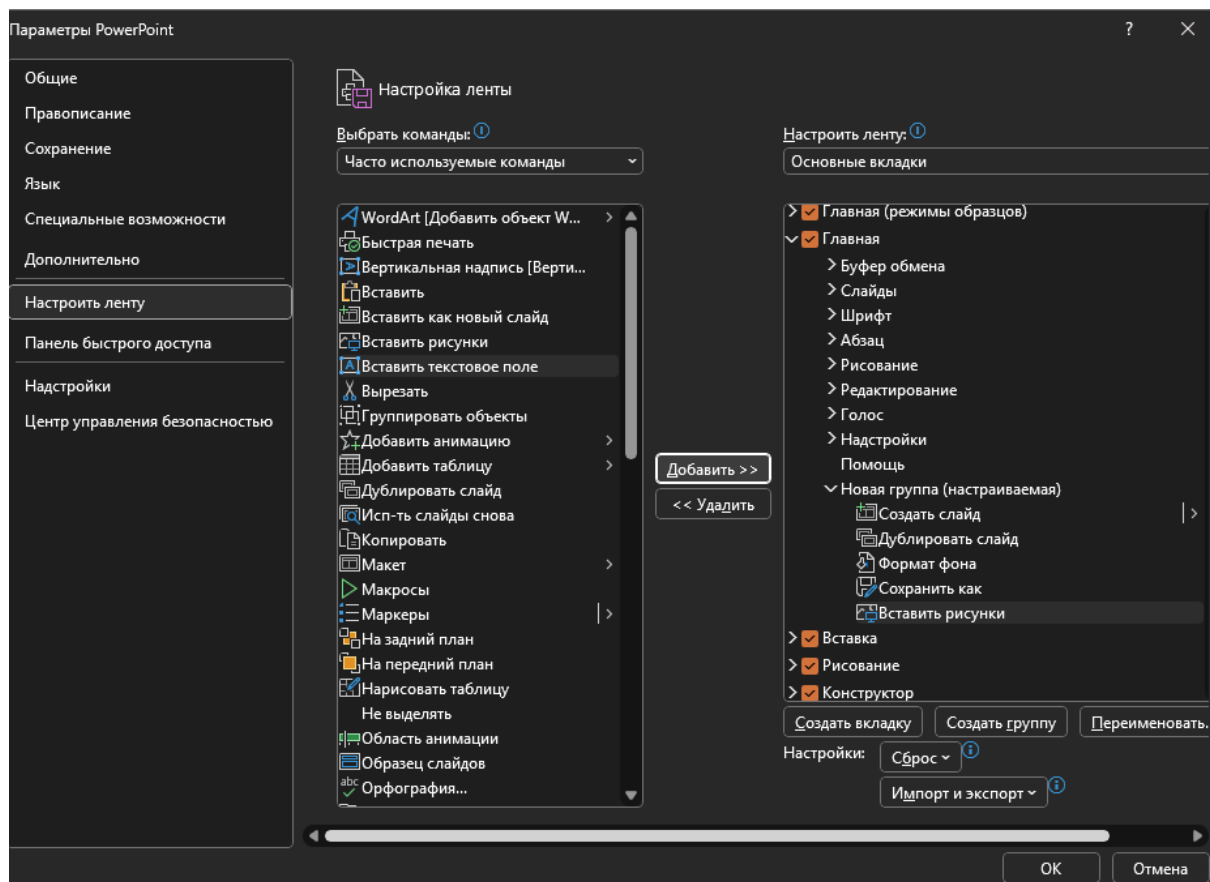
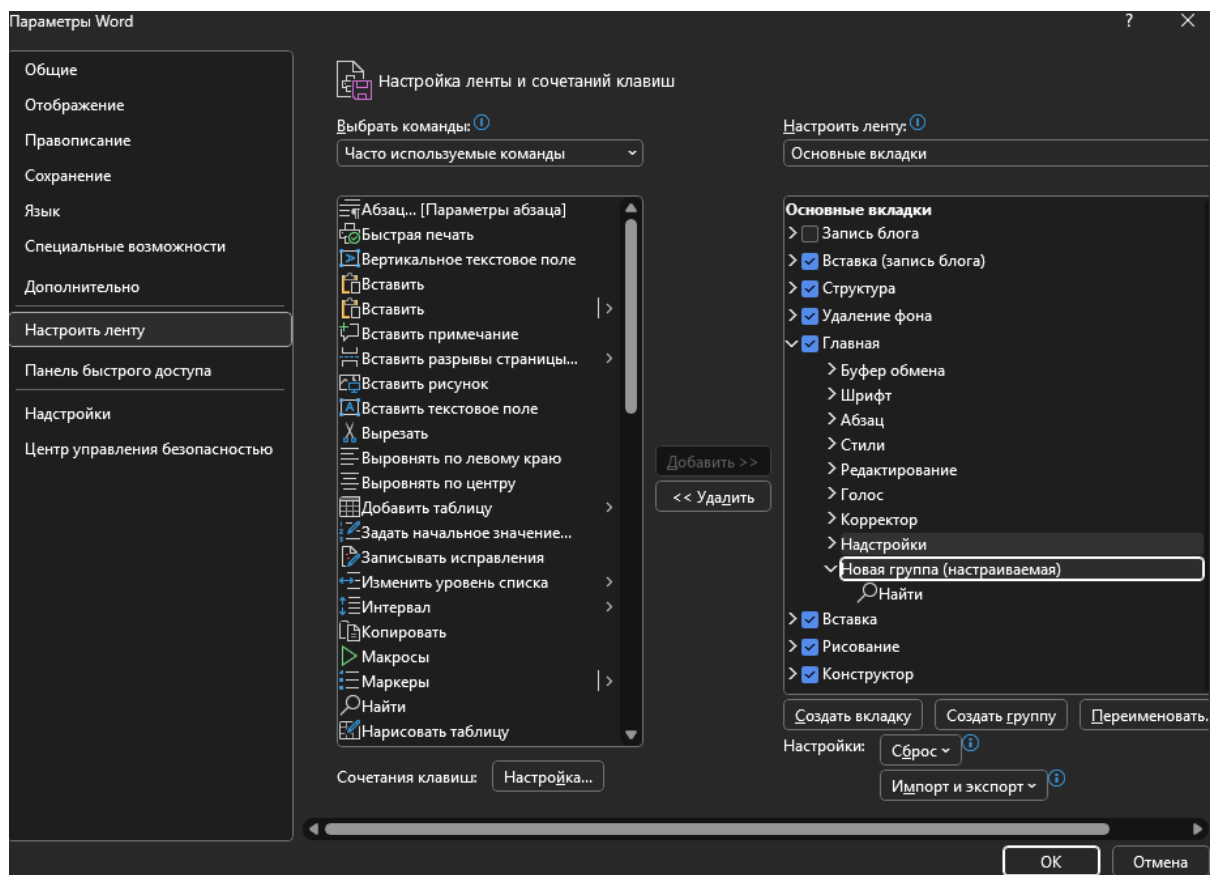
**Excel Version:** (e.g., Microsoft Excel 2026)

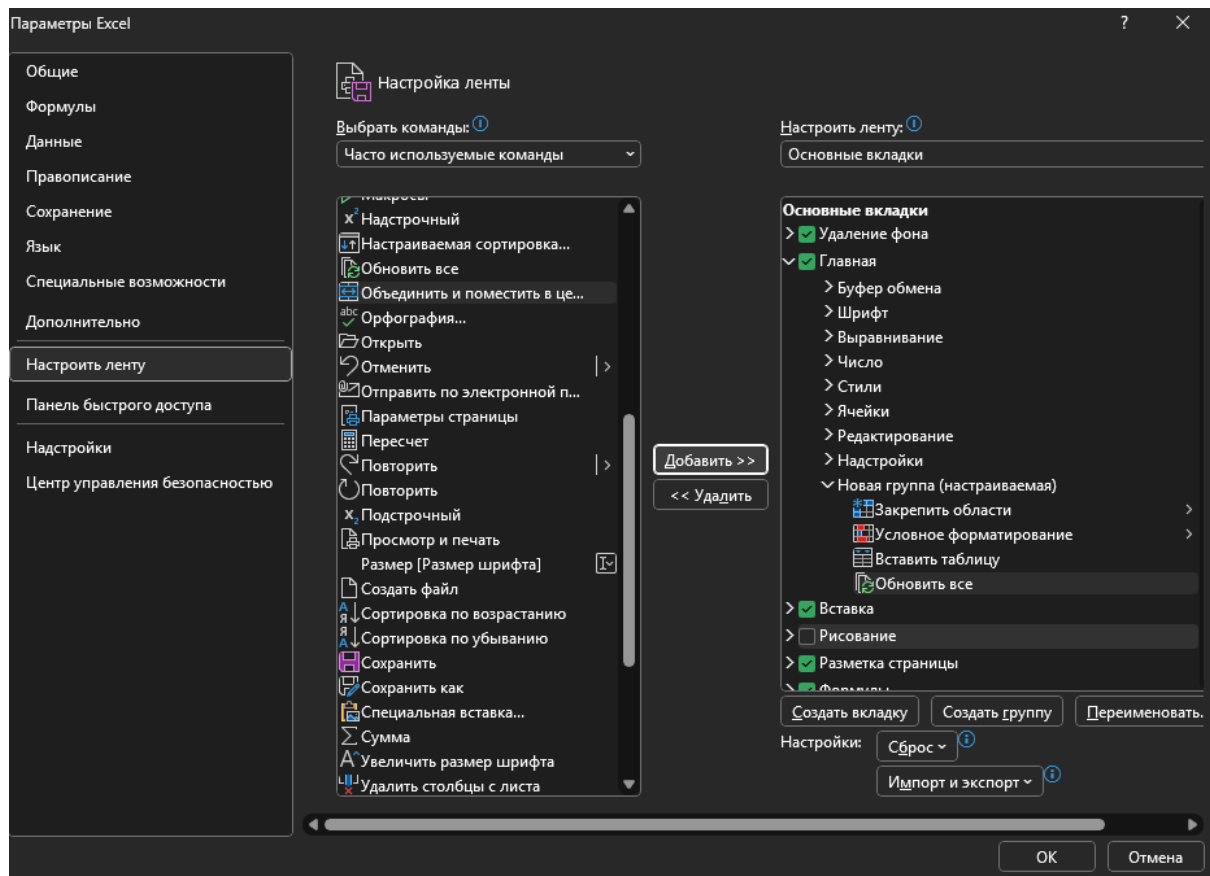
**Functionality Check:** Applications open and save files correctly.

## **2.Changes made to the interface and security settings.**

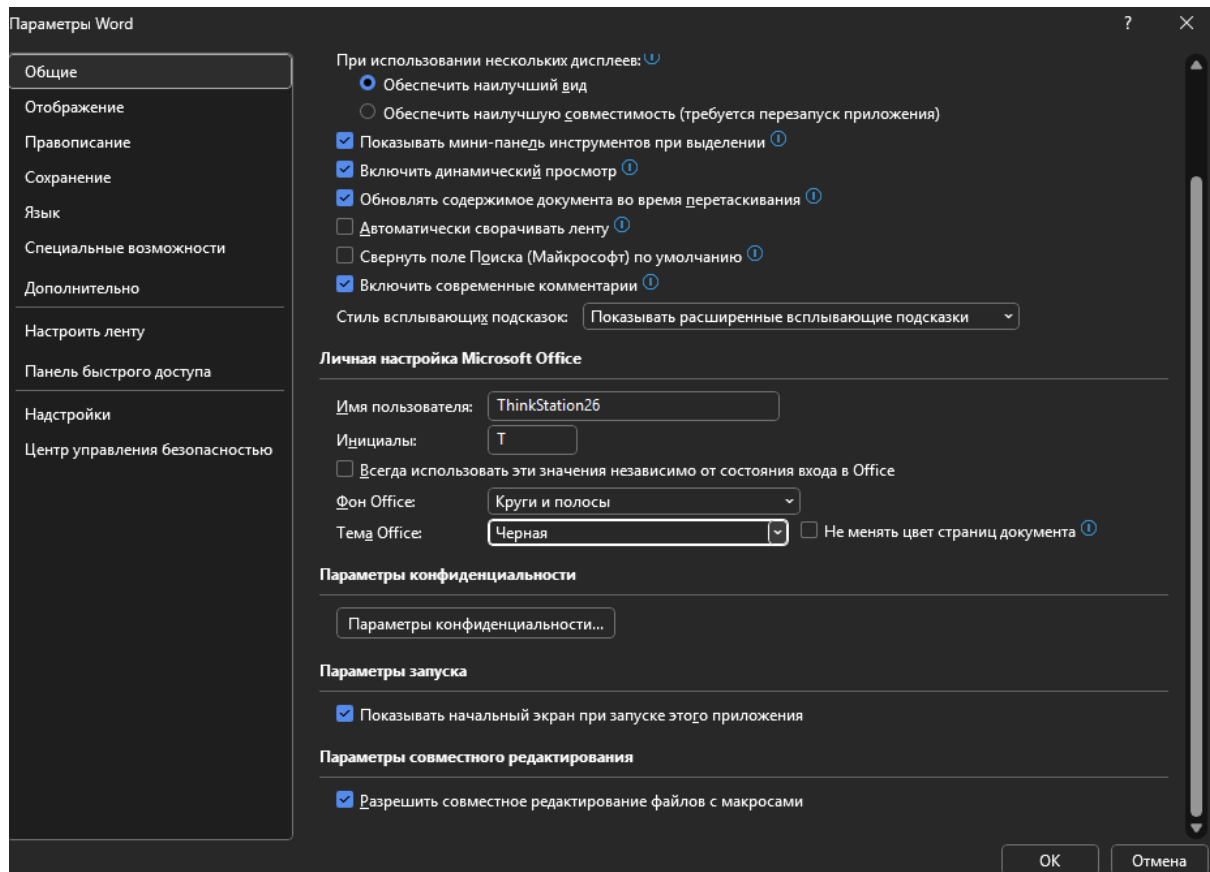
So, first opened each application and perform the following configurations:

- **Interface:**
  1. **I added and removed commands for easier access.**

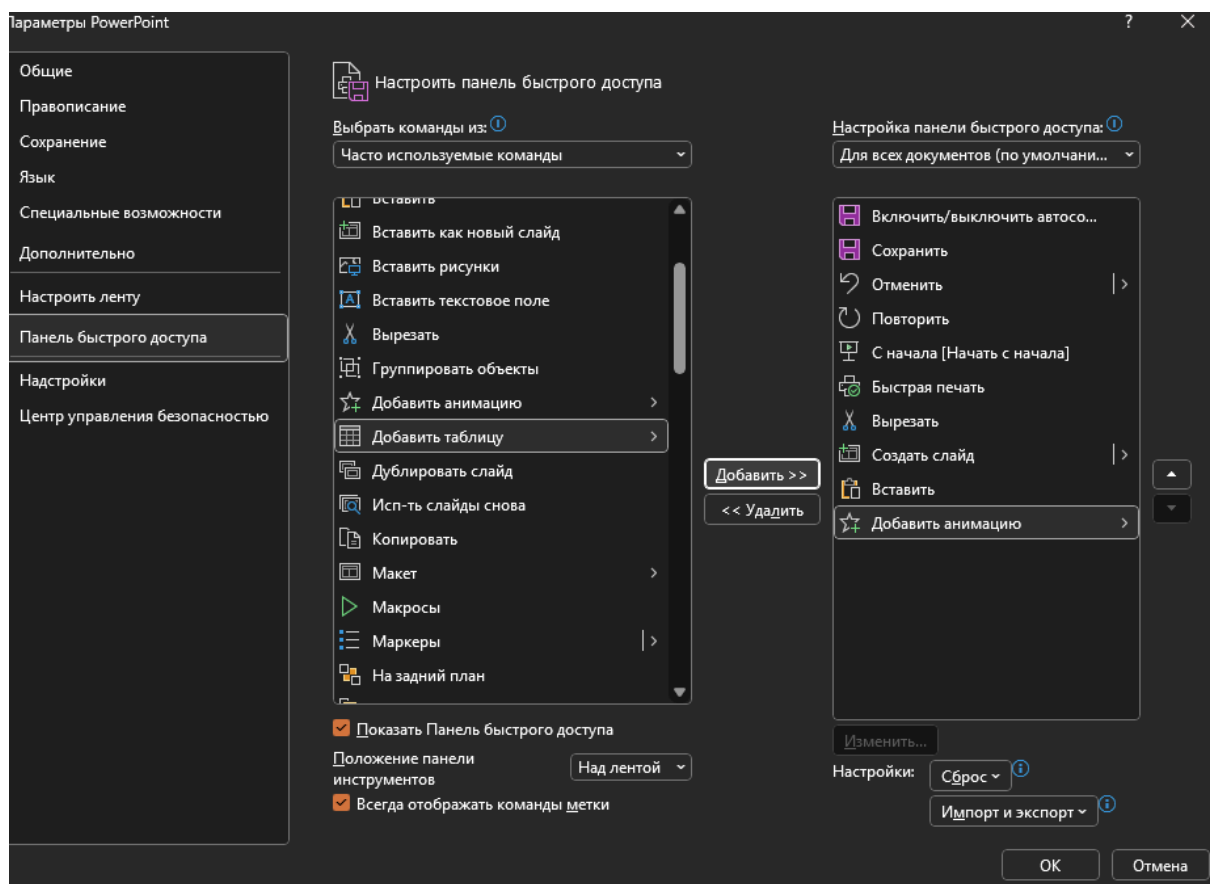
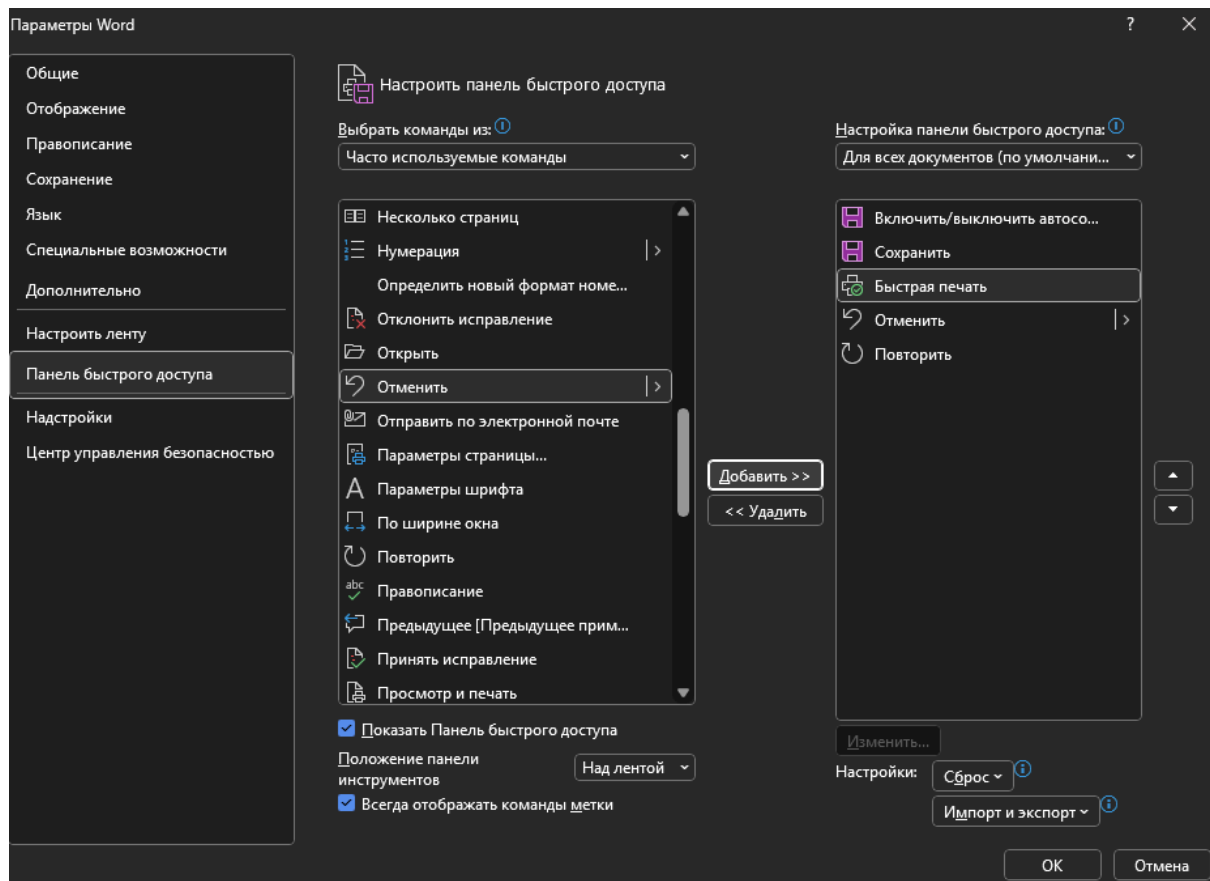


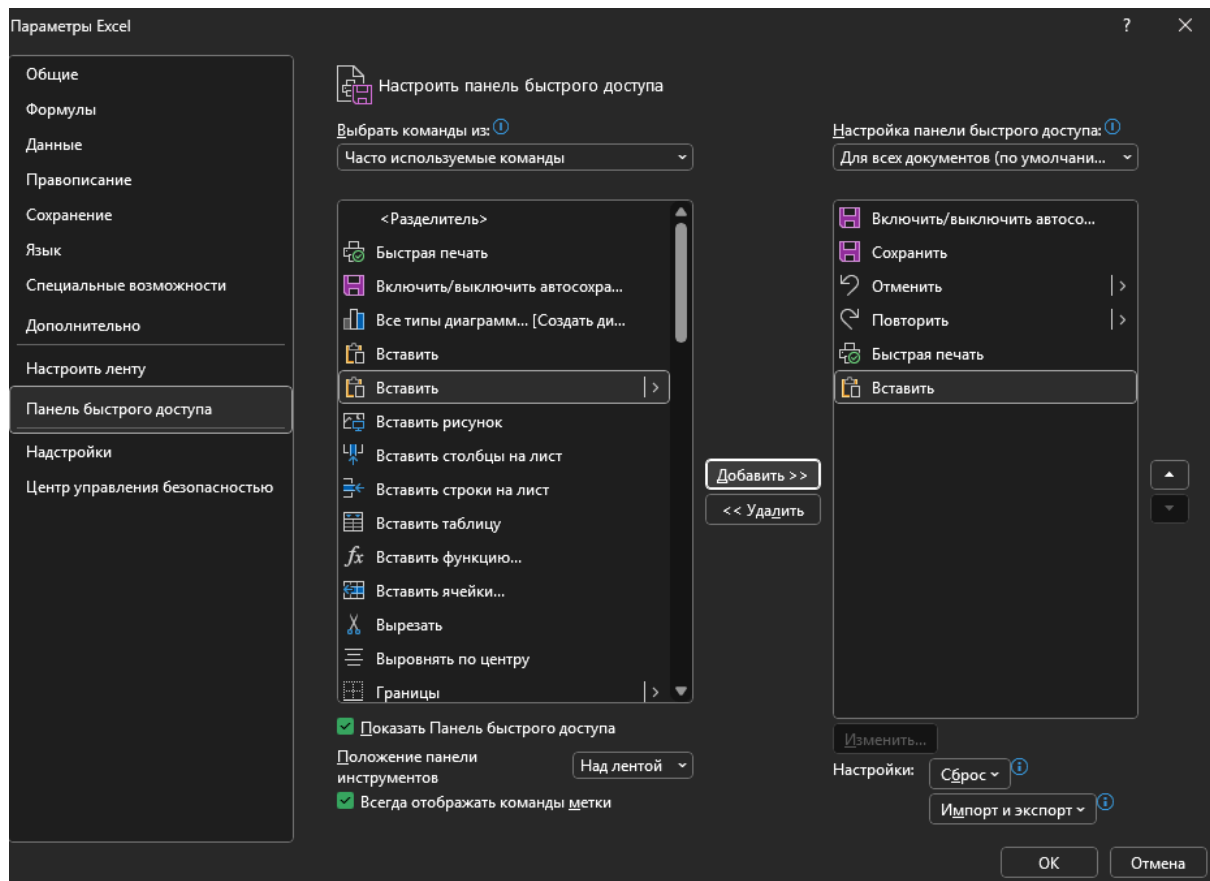


## 2.Secondly I set the preferred theme and background



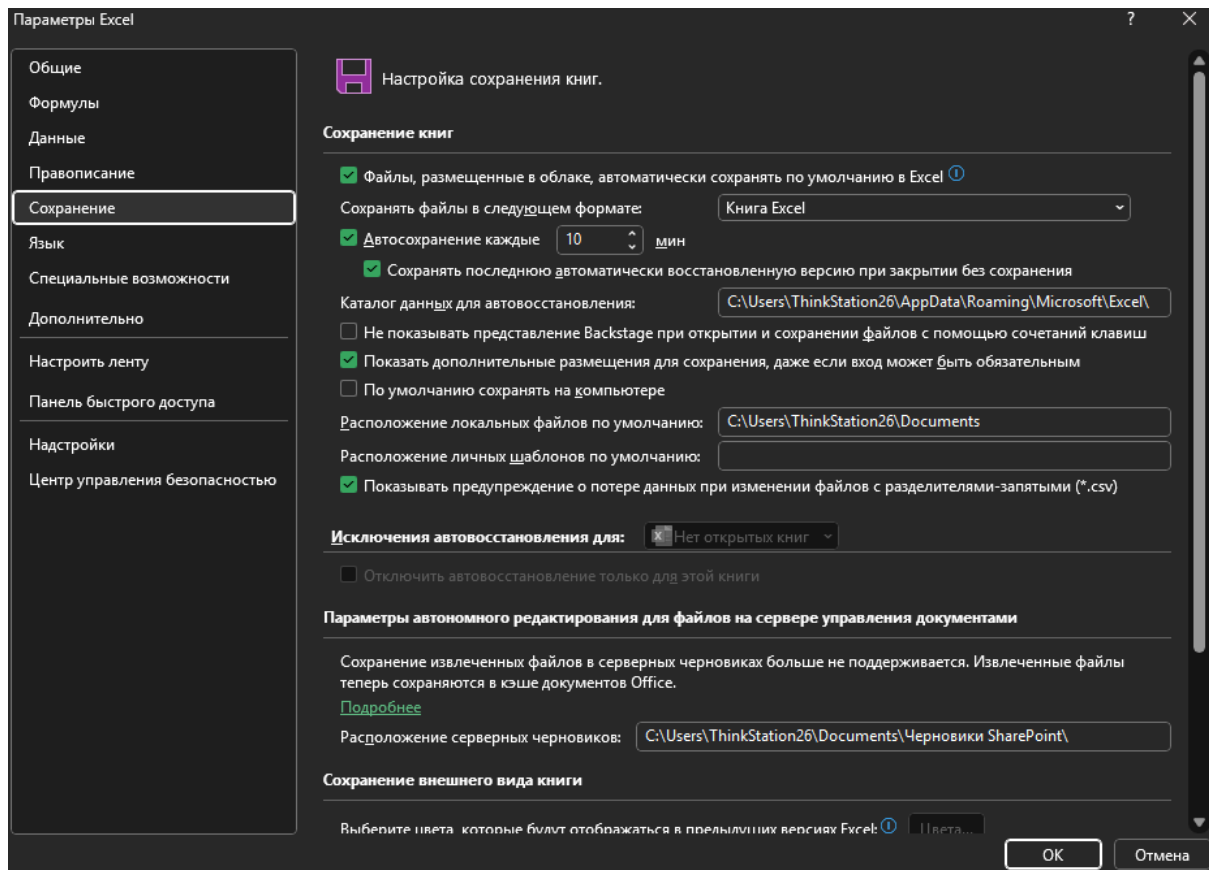
**3.Finally I added frequently used features like save as, insert, print, cut out.**



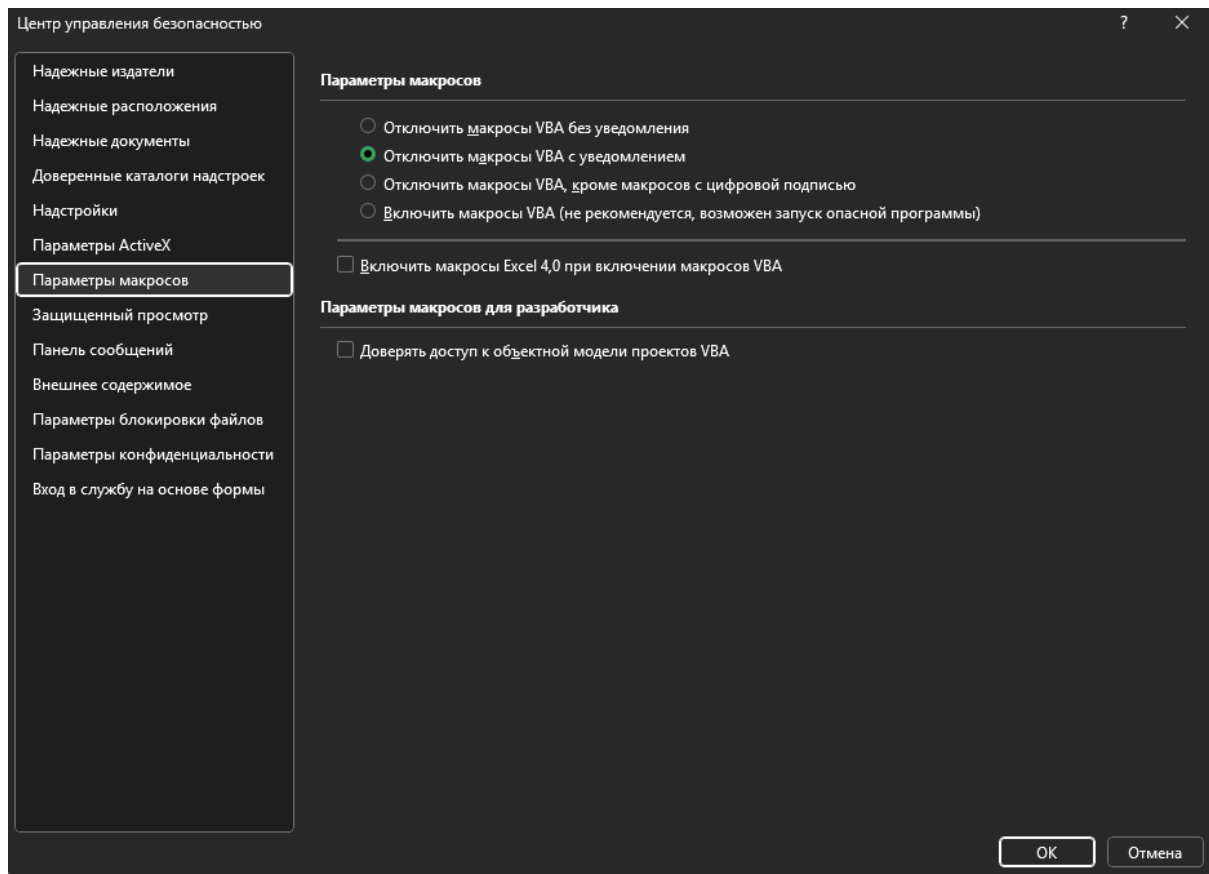


- **Security:**

1. I checked and configured save and autosave settings.



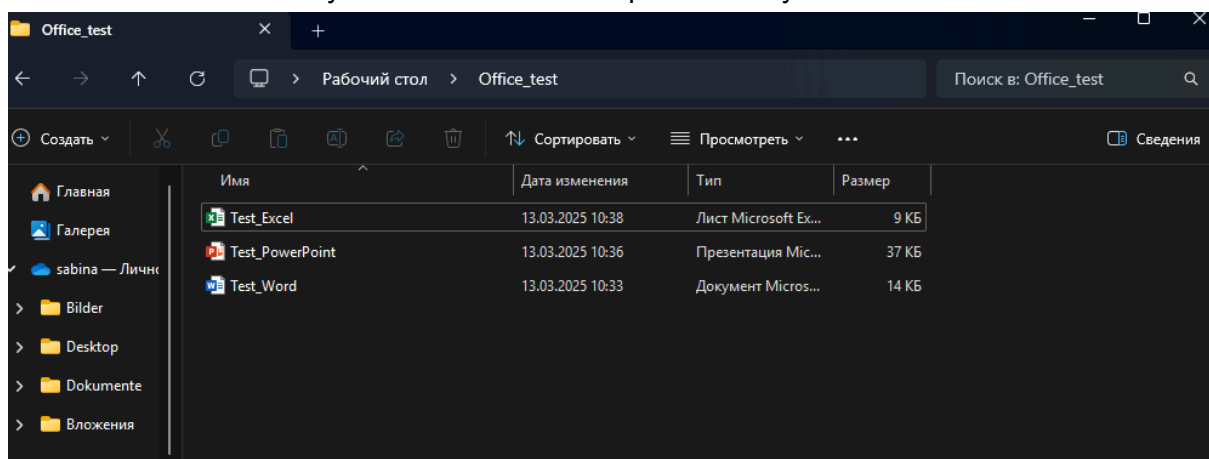
2. Then I restrict the use of macros



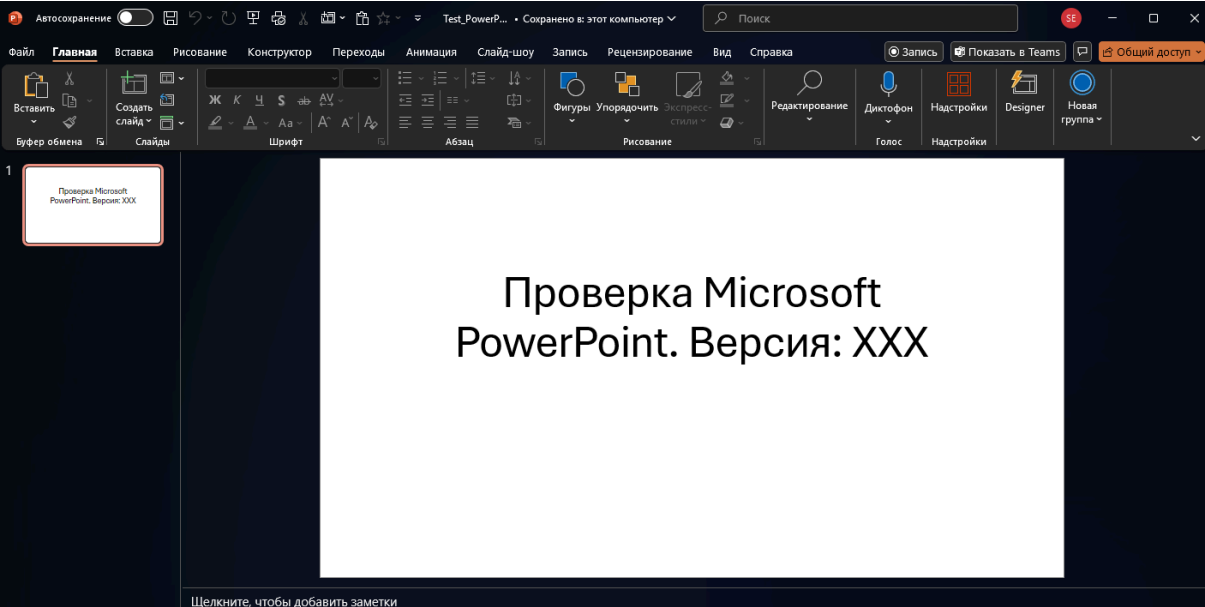
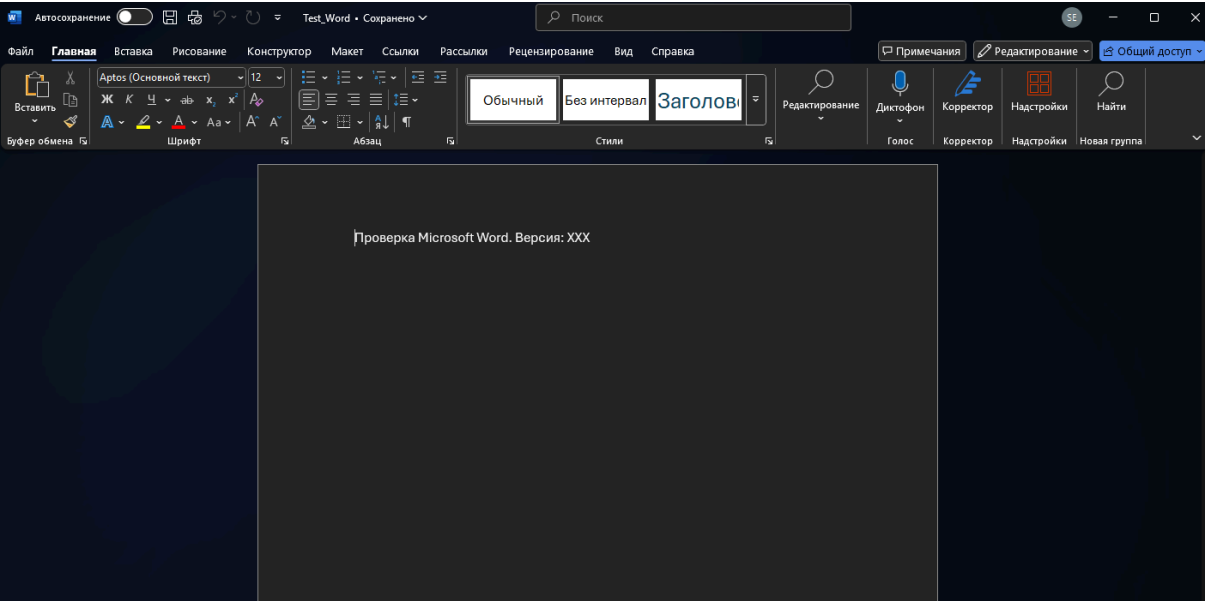
3.I don't set passwords for documents, because I didn't need to additional protection

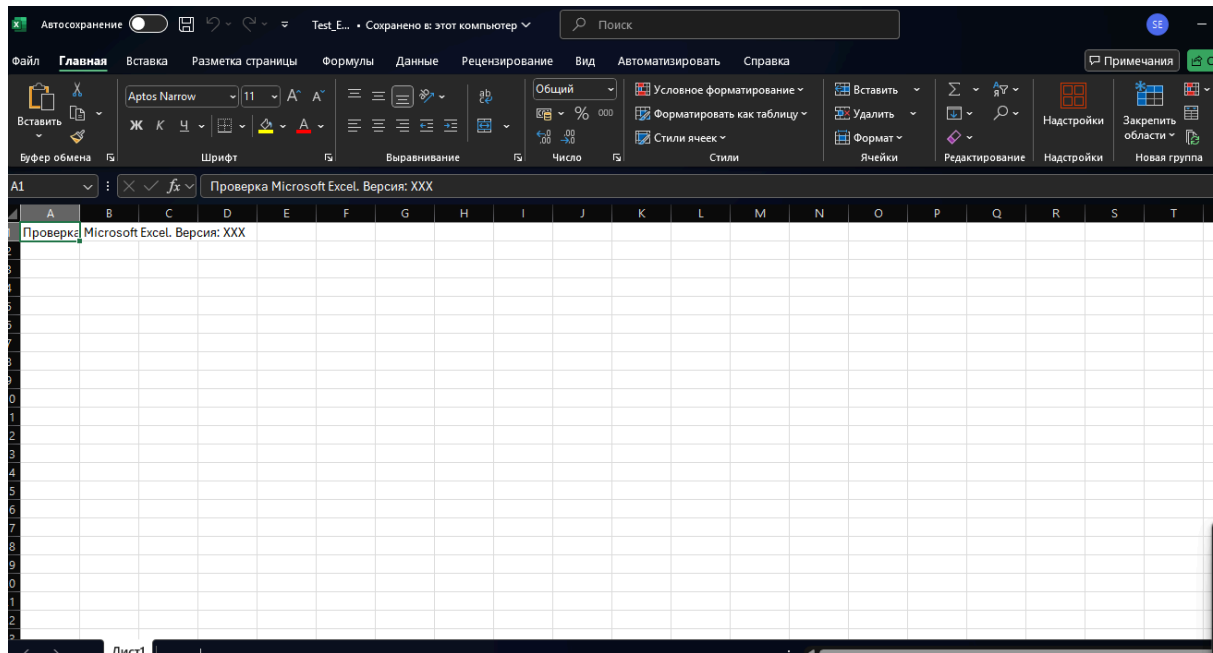
### 3.Description of maintenance performed and its results.

I clean up temporary files and unused templates, then back up user settings and templates for future use. Here all my files are saved and open correctly without errors.









## 4.Problems encountered and how they were solved

### 1-Problem

When checking the security settings, I noticed that macros were enabled by default, which could be a security risk. To fix this, I went to the Trust Center settings and disabled them with a notification.

### 2-Problem

Another issue was that old templates were causing the applications to load more slowly. There were many unused templates that were taking up space and making it harder to find the ones I actually needed. I went through the template folder and removed unnecessary ones.