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**UNIT-1**

# **Introduction to unit-1**

* **Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.**

# **Advantage and Disadvantage**

## **Advantage**

* + - **Click Insert and then choose the elements you want from the different galleries.**
    - **Themes and styles also help keep your document coordinated.**
    - **When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme.**
    - **When you ~~apply styles~~, your headings change to match the new theme.**

## **Disadvantage**

* + - **Click Insert and then choose the elements you want from the different galleries.**
    - **Themes and styles also help keep your document coordinated.**
    - **When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme.**
    - **When you apply styles, your headings change to match the new theme.**

**UNIT-2**

**MS-WORD**

# **Introduction to unit-2**

## **What is MS-Word:**

**Microsoft Word, commonly known as MS Word, is a powerful word processing software developed by Microsoft. It is part of the Microsoft Office suite and is widely used for creating, editing, and formatting text documents. MS Word offers a variety of features that enhance document creation, including templates, fonts, formatting tools, and the ability to insert images, tables, charts, and hyperlinks. It also supports spell check, grammar checking, and thesaurus features, helping users produce professional-quality content with ease.**

## **How to MS-Word:**

**In addition to its basic functions, MS Word provides advanced tools such as track changes for collaborative editing, mail merge for creating personalized letters and labels, and the ability to insert footnotes and endnotes for academic writing. Users can also create and format documents in a variety of styles, including newsletters, resumes, reports, and brochures. The integration with other Microsoft Office programs, such as Excel and PowerPoint, allows users to incorporate spreadsheets and presentations seamlessly into their Word documents.**

## **Why MS-Word:**

**MS Word has evolved over the years with constant updates, including cloud integration through OneDrive, which allows users to access and edit documents from any device with an internet connection. The application is available on various platforms, including Windows, macOS, and mobile devices, making it accessible to a broad range of users. With its user-friendly interface and versatile functionality, MS Word remains one of the most popular word processing tools in both professional and personal settings.**

## **MS WORD VERSATILITY:**

**Another notable feature of MS Word is its integration with cloud-based services like Microsoft 365. This allows users to store their documents in the cloud and collaborate in real-time with others. MS Word’s automatic saving feature helps prevent data loss, and its robust security measures, such as password protection and encryption, make it a reliable choice for sensitive documents.**

### **Versatility -1:**

**MS Word's versatility is one of its key strengths, allowing users to create everything from simple notes to complex, multi-page documents. It supports various file formats, including DOCX, PDF, and RTF, ensuring compatibility across different systems. Additionally, the software is designed to be intuitive, with an easy-to-navigate ribbon interface that organizes tools and commands for quicker access.**

## **MS Word History:**

### **1983**

Microsoft Word was first introduced in 1983 under the name "Multi-Tool Word" for Xenix systems, Microsoft's version of the Unix operating system. It was developed by Richard Brodie, who designed it to compete with other word processors like WordPerfect and WordStar. Initially, Word's interface was quite basic, offering only rudimentary word processing functions. However, as the software evolved, it began incorporating features that set it apart, such as a graphical user interface (GUI) that allowed users to see fonts and text formatting in real-time, which was a significant innovation at the time.

### **1989**

In 1989, Microsoft released Word for Windows, which marked a significant turning point in its history. This version was built specifically for the Windows operating system and featured a much more polished interface, including tools for spell check, formatting, and tables. It quickly gained popularity due to its user-friendly design and integration with other Microsoft products. By the early 1990s, Word had become the standard word processing tool for businesses, largely due to its compatibility with the growing Windows operating system and the robust features it offere

**UNIT-3**

**MS-EXCEL**

# **Introduction to MS-Excel:**

## **What is MS-Excel**

**Microsoft Excel is a powerful spreadsheet application developed by Microsoft, widely used for data organization, analysis, and visualization. It allows users to input, store, and manipulate data in tabular form using rows and columns. Excel offers a range of built-in functions and formulas that help users perform calculations, automate tasks, and analyze data efficiently. It is commonly used for tasks such as budgeting, financial modeling, statistical analysis, and creating charts and graphs to visually represent data trends.**

**Excel provides various tools for data management, including sorting, filtering, and pivot tables, which allow users to summarize and extract meaningful insights from large datasets. The software also supports advanced features like Visual Basic for Applications (VBA) for automation, conditional formatting to highlight important information, and collaboration tools that enable multiple users to work on the same document in real-time, especially through cloud-based platforms like Microsoft 365.**

**Excel is a widely used tool across various industries, including business, finance, education, and research, thanks to its versatility and robust functionality. It continues to evolve, offering more advanced data analysis and visualization features, making it one of the most essential and widely-used tools for professionals, students, and casual users alike.**

## **History of MS-excel**

### **1985:**

Microsoft Excel is a powerful spreadsheet application developed by Microsoft, widely used for organizing, analyzing, and visualizing data. First introduced in 1985 for the Apple Macintosh, Excel quickly gained popularity due to its user-friendly interface and ability to perform complex calculations. In 1987, it was released for Windows, marking a significant expansion and establishing it as one of the leading spreadsheet tools in the market. With its ability to handle large volumes of data, Excel became an essential tool for businesses, academics, and individuals alike.

### **1993:**

**Over the years, Excel evolved with the addition of advanced features that enhanced its capabilities. Excel 5.0, released in 1993, introduced Visual Basic for Applications (VBA), allowing users to automate tasks and create custom functions. This development enabled users to build sophisticated financial models, perform statistical analysis, and generate automated reports. The introduction of pivot tables and data visualization tools further solidified Excel’s position as a go-to application for data analysis, giving users the ability to summarize and present data in meaningful ways.**

### **2000s:**

**In the 2000s and beyond, Excel continued to evolve with the integration of cloud-based solutions like Microsoft 365. This allowed users to access and collaborate on Excel spreadsheets from any device, anywhere. New features such as Power Query and Power Pivot enabled even more advanced data manipulation and analysis, making Excel a powerful tool for professionals working with large datasets. Today, Excel remains a cornerstone of Microsoft Office, regularly updated with features like machine learning integration and dynamic arrays, ensuring its continued relevance in a world driven by data.**

## **CONCLUSION:**

**In conclusion, Microsoft Word and Excel are two essential tools in the Microsoft Office suite, each serving unique but complementary functions. MS Word is widely used for document creation, offering powerful text formatting and collaboration features. MS Excel, on the other hand, excels in data organization, analysis, and visualization, making it indispensable for tasks involving numbers and statistics. Both applications have evolved significantly over the years, incorporating cloud integration and advanced features. Today, they remain crucial for personal, academic, and professional productivity worldwide.**