Microsoft Office: Main Features Explained Step■by■Step

A practical, concise guide to the standard things you do in Word, Excel, PowerPoint, Outlook, Access, OneNote, and Teams.

Microsoft Word

Create & Format a Document

1 Open Word → Blank document.
2 Type your text. Press Enter to make new paragraphs.
3 Select text → use the Home tab (Font, Size, Bold/Italic/Underline).
4 Use Styles (Home → Styles) to keep headings consistent.
5 Layout → Margins & Orientation to set page margins and portrait/landscape.
6 File → Save As → choose OneDrive or This PC → name the file → Save.

Insert Tables, Images & Links

1 Place the cursor where you want the item.
2 Insert → Table → drag to pick rows/columns.
3 Insert → Pictures (This Device/Online). Resize using corner handles.
4 Insert → Link → insert a web address or link to a place in the document.

Track Changes & Comments

1 Review → Track Changes → On.
2 Make edits; they'll appear in red with markup.
3 Select text → Review → New Comment to add notes.
4 Review → Accept/Reject to finalize edits.

Page Numbers & Headers/Footers

1 Insert → Header or Footer → pick a style.
2 Insert → Page Number → choose position and format.
3 Double■click outside the header/footer to return to the page.

Export to PDF

1 File → Save As.
2 Choose location → Save as type: PDF (*.pdf) → Save.

Microsoft Excel

Build a Basic Sheet

1. Open Excel → Blank workbook.
2. Type labels in row 1 (e.g., Item, Qty, Price).
3. Enter data below each label in columns.
4. Press Ctrl+S to save early and often.

Use Formulas & Functions

1. Click a cell for the result (e.g., C2 * B2).
2. Type = then your formula, e.g., =B2*C2 or =SUM(C2:C10).
3. Press Enter. Drag the fill handle (bottom■right of cell) to copy the formula down.

Format Data & Create a Table

1. Select your range → Home → Format as Table → pick a style.
2. Use the filter arrows in headers to sort/filter data.
3. Home → Number group to set currency, percentage, or date formats.

Make a Quick Chart

1. Select the data (labels + values).
2. Insert → Recommended Charts → pick a chart → OK.
3. Chart Elements (+ icon) to add titles, data labels, or legend.

Pivot Table (Fast Summary)

1. Select your data → Insert → PivotTable.
2. Choose New Worksheet → OK.
3. Drag fields to Rows, Columns, Values, and Filters to summarize.

Microsoft PowerPoint

Create a Clean Deck

1   Open PowerPoint → Blank Presentation.
2   Design → Themes to choose a look; Variants to tweak.
3   Insert → New Slide. Use Title & Content layouts for consistency.

Add Text, Images & Icons

1   Click in placeholders and type.
2   Insert → Pictures (or Icons/Shapes) → place and resize.
3   Align objects: hold Shift to multi■select → Home → Arrange → Align.

Use Transitions & Animations

1   Transitions tab → pick a transition for the slide → set Duration if needed.
2   Animations tab → select an object → Add Animation (Fade/Appear).
3   Animation Pane to manage order and timing.

Presenter View & Export

1   Slide Show → From Beginning (or From Current Slide).
2   Use Presenter View to see notes and next slide.
3   File → Export → Create PDF or Create a Video for sharing.

Microsoft Outlook

Organize Email

1. Use Folders: right■click your account → New Folder.
2. Drag messages into folders or use Rules (Home → Rules) to auto■file.
3. Use Categories and Flags to prioritize.

Search Effectively

1. Use the Search bar; type keywords or from:someone subject:keyword.
2. Filter Email button to show Unread/Flagged/Has Attachments.

Calendar & Meetings

1. Go to Calendar view.
2. Home → New Meeting (or New Appointment).
3. Add attendees, date/time, and a Teams meeting (toggle if available).
4. Send; Outlook tracks responses automatically.

Signatures & Auto■Replies

1. File → Options → Mail → Signatures → New → design your signature.
2. File → Automatic Replies to set Out■of■Office dates and message.

Microsoft Access

Create a Simple Database

1 Open Access → Blank database → name it → Create.
2 Create → Table → add fields (e.g., ID, Name, Phone).
3 Set the primary key: right■click field → Primary Key.

Build a Data Entry Form

1 Select your table in the left pane.
2 Create → Form to auto■generate a basic form.
3 Use Layout View to rearrange and save.

Write a Basic Query

1 Create → Query Design → add your table.
2 Double■click fields to include; set criteria in the Criteria row.
3 Run to view results; Save the query for reuse.

Make a Report

1 Select a query or table.
2 Create → Report to generate a printable layout.
3 Use Print Preview to check and export to PDF.

Microsoft OneNote

Structure Your Notes

1 Create a Notebook (File → New).
2 Add Sections (tabs at top) and Pages (list on the side).
3 Click anywhere on a page to type; OneNote creates text containers.

Add Media & Handwriting

1 Insert → File, Picture, or Audio.
2 Use Draw tab to scribble or highlight with a mouse or stylus.

Search & Tags

1 Search box finds text across all notebooks (even in images with OCR).
2 Home → Tags (e.g., To■Do) to mark items; Find Tags to see a summary.

Sync & Share

1 Ensure the notebook is on OneDrive for syncing across devices.
2 Share → invite people with View or Edit permissions.

Microsoft Teams

Start a Chat or Call

1   Open Teams → Chat → New chat → select people.
2   Use the Call or Meet Now options for voice/video.

Create a Team & Channels

1   Teams → Join or create a team → Create team.
2   Add members and create Channels for topics/projects.

Share & Co■edit Files

1   In a chat or channel, click Attach to upload a file.
2   Open the file to co■edit in Word/Excel/PowerPoint right inside Teams.

Schedule a Meeting

1   Calendar → New meeting.
2   Set title, date/time, add attendees, and channel (optional).
3   Send invite; use Meeting options for lobby/roles.

Run a Meeting Smoothly

1   Join → mute/unmute, turn camera on/off, and share screen.
2   Use Chat for questions, and Record (with permission) if needed.
3   End meeting for all when finished.