Marat Dana ST 1-23

Task: Configuring and Maintaining Office Software (Microsoft Word, PowerPoint, and Excel) NO LICENSE.

1. Verifying Installed Office Software:

- **Record:Word 2502, Excel 2502 ,PowerPoint 2502 ,2025.**

2. Configuring Interface and Security Settings:

Interface in Word/PowerPoint/Excel

Ribbon and Toolbar

 Word: I add bullets , draw table , numbering ,save as and text styles.They made changes like speed up work ,allowing for quick document formatting.Improve navigation ,making essential functions more accessible.Increase convenience ,especially for using lists,tables and styles and all of them makes workflow more efficient.

Excel: Customized ribbon to include frequently used tabs and commands.Set the theme to Dark and background to the desired preference.Added commonly used commands like Save and Undo to the Quick Access Toolbar.**Security:**Enabled AutoSave and set it to save every 10 minutes.Restricted macros by selecting disable all macros without notification.

PowerPoint:I customize the ribbon to streamline access to the features I use most often, improving workflow efficiency.I selected the Dark theme to reduce eye strain during long presentation sessions.I added Save, Undo, and New Presentation to the Quick Access Toolbar to quickly access these commands without navigating through the menu.**Security:**I enabled AutoSave to ensure that presentations are saved automatically at regular intervals, preventing data loss in case of unexpected shutdowns.I restricted the use of macros by selecting Disable all macros without notification, reducing the risk of malicious code being executed in presentations.

I add auto saving then restrict macros without notification, but I didn't add password for file cause I don't have license.

3. Performing Offline Maintenance:

I have no access ,with no licence I can't save or change ,delete my files ,but I can change something in parameters like add features ,but it's impossible to work with files.