

# PART One

All Microsoft Office applications share a common look and feel. You can find many of the same features in each program, such as Ribbon, Quick Access toolbar, various program window controls, and File tab.

Many of the tasks you perform in Office, such as creating new files, opening existing files, and executing commands, involve similar process and features throughout the Office suit. In this part, you will learn how to navigate common Office features and perform basic Office tasks.



## Common Office Features

# Chapter 1

## Word Watch

- Application
- Toolbar
- Ribbon
- Status Bar
- Title Bar
- File Tab
- Program window
- Formula Bar
- Work Area

# OFFICE BASICS



## Learning Objectives

After completing this chapter, you should be able to:

- start and exit Office Applications;
- navigate the Program Windows;
- work with the Ribbon;
- customize the Quick Access Toolbar; and
- find Help with Office.

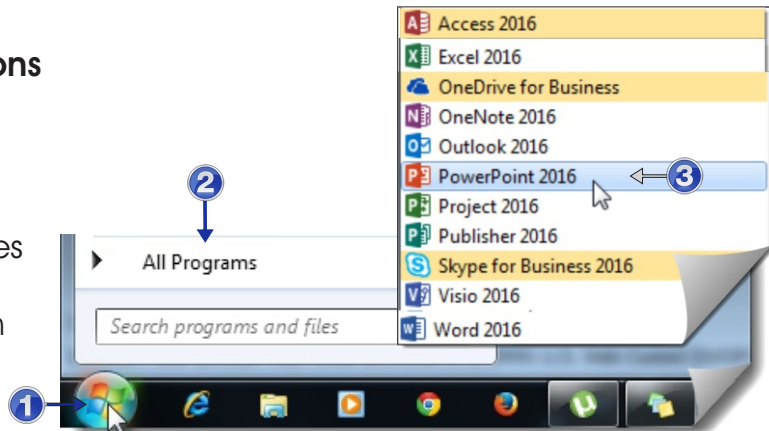
# Starting and Exiting Office Applications

In order to use a program or application, one must open/start or activate it. There are few ways to start an application. One is to launch it from the Start menu, as described in this task and the other is to double-click the program's shortcut icon on the desktop. When you finish your work, you can close the program. If applicable, you can save your work before exiting a program completely.

## Start and Exit Office Applications

### Start an Office Application

- 1 Click the Start button.
- 2 Click All Programs. The All Programs menu option changes to a Back menu option.
- 3 Click the name of the program that you want to open.



The program that you have selected opens in a new window.

Note: See the next section to learn how to identify different areas of the program window.

### Exit an Office Application

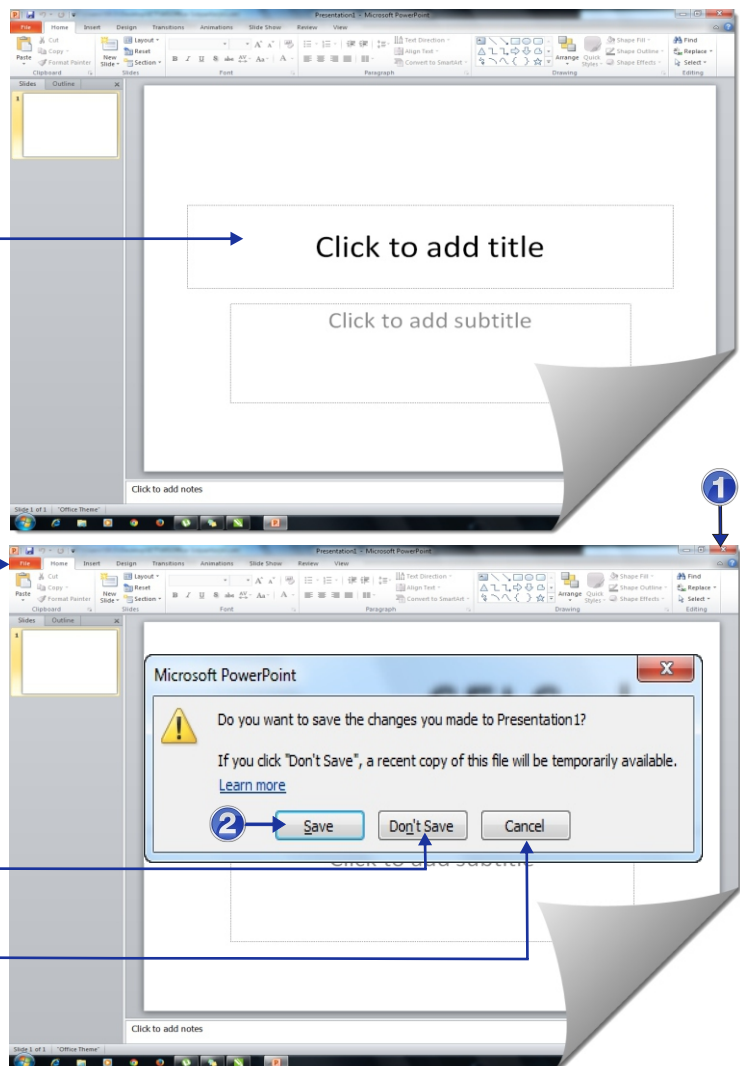
- 1 Click the Close button . You can also click the File tab and then, click Exit.

If you did not save your work yet, the program prompts you to do it before exiting.

- 2 Click Save. The program window closes.

If you click Don't Save, the program closes without saving your data.

If you click Cancel, the program window remains open.



## Navigating the Program Windows

All Office programs (Word, Excel, PowerPoint, Access, Publisher and etc.) share a common appearance and many of the same features. These features include a Ribbon, which appears instead of the menus and toolbars found in previous versions of Microsoft Office; a Quick Launch toolbar, which features a customizable set of frequently used commands; and scroll bars, which you can use to navigate an open file in a program window. When you learn how to navigate one Office program, you can use the same skills to navigate the others. If you are new to Office, you should take a moment to familiarize yourself with the suite's various on-screen elements.

### Quick Access Toolbar

Displays quick access buttons to the Save, Undo, and Redo commands.

### Title Bar

Displays the name of the open file and the Office program.

### Ribbon

Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

### File Tab Menu

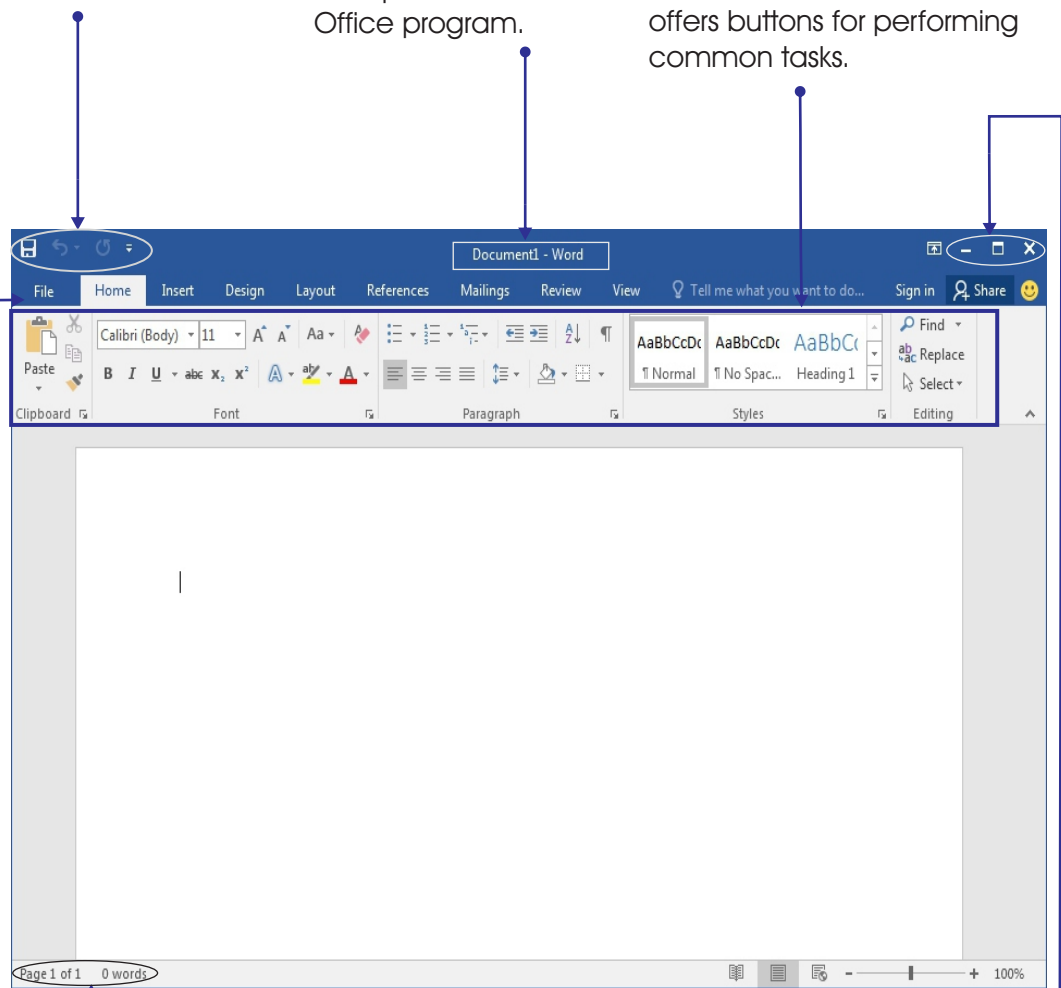
Click to display a menu of file commands, such as New and Open.

### Status Bar

Displays information about the current worksheet or file.

### Program Window Controls

Use these buttons to minimize the program window, restore the window to full size, or close the window.

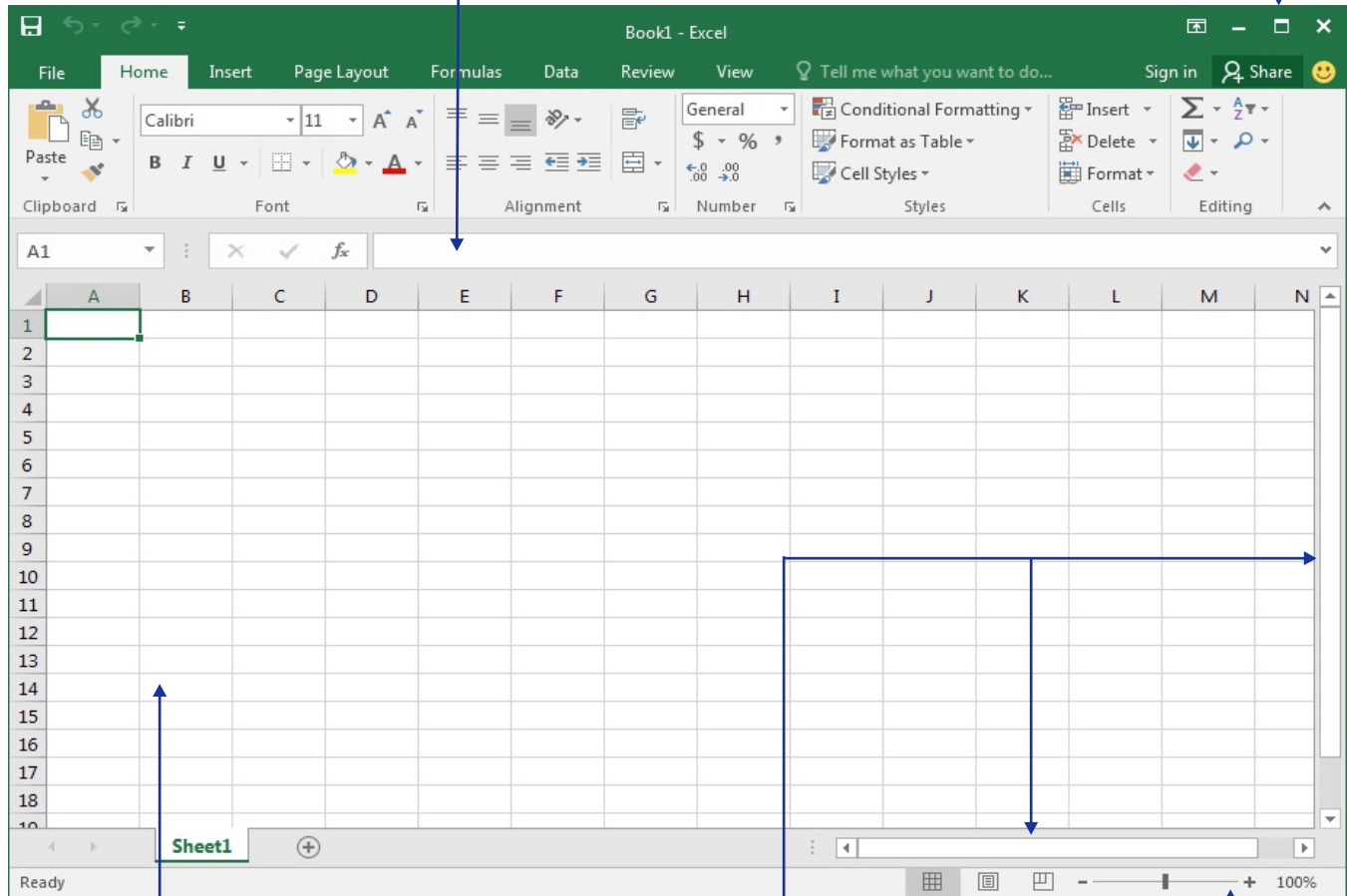


### Formula Bar

This appears only in Excel. Use this bar to type and edit formulas and perform calculations on your worksheet data.

### Document Window Controls

Use these buttons to minimize or restore the current document within the program window.



### Work Area

The area where you add and work with data in a program. Depending on the Office program, the work area may be a document, a worksheet, or a slide.

### Scroll Bars

Use the vertical and horizontal scroll bars to scroll through the item shown in the work area, such as document or worksheet.

### Zoom Controls

Use this feature to zoom your view of a document.

## Working with the Ribbon

Instead of the menus and toolbars found in earlier versions of Office, Office features the Ribbon, which offers an intuitive way to locate and execute commands. The Ribbon is grouped into tabs, each containing groups of related commands. For example, the Home tab in Microsoft Word contains commands for changing the font, setting text alignment, indenting text, and so on. Some tabs appear only when needed, such as when you are working with a table or picture in a document. The Ribbon is maximized by default, but you can minimize it to view more of your program window.


### Work with the Ribbon

#### Use the Ribbon

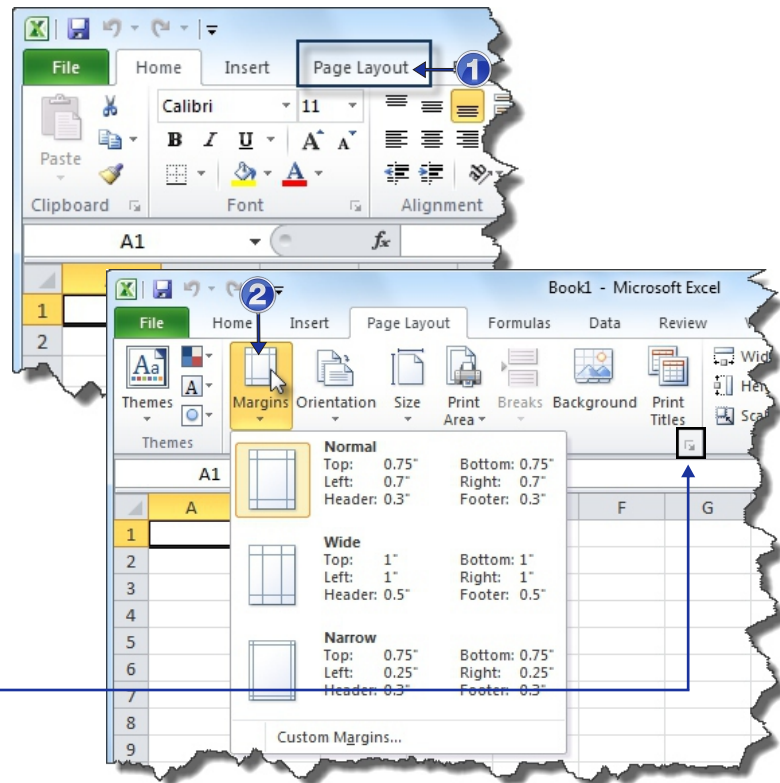
- 1 Click a tab. The tab organizes related tasks and commands into logical groups.
- 2 Click a button to activate a command or feature.

Buttons with arrows display additional commands.

With some groups of commands, you can click the corner group

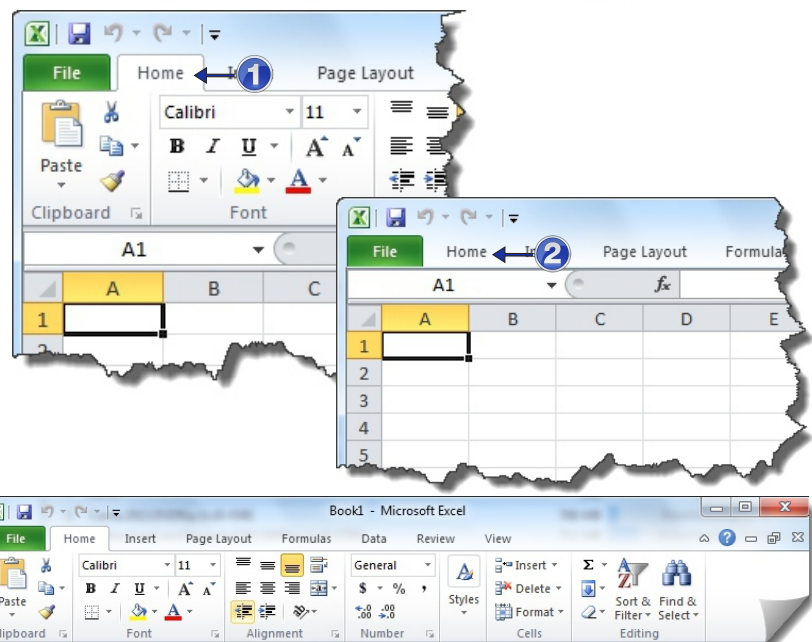
button  to display a dialog box of additional settings.

When you position the mouse pointer over Live Preview options on the Ribbon, you can see the results in the document before applying the command.



#### Minimize the Ribbon

- 1 Double-click a tab name.  
The Ribbon is minimized.
- 2 Double-click the tab name again to maximize the Ribbon.  
The Ribbon is displayed.




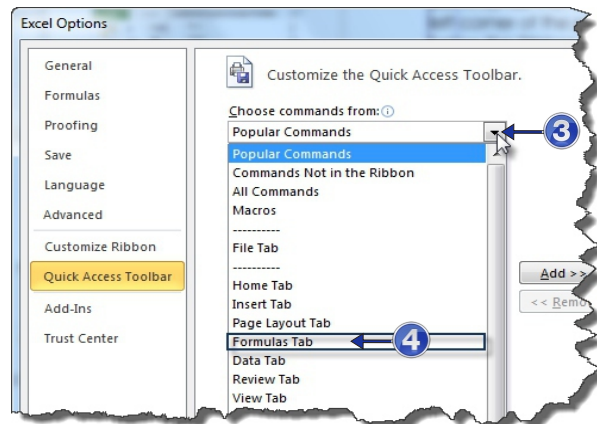
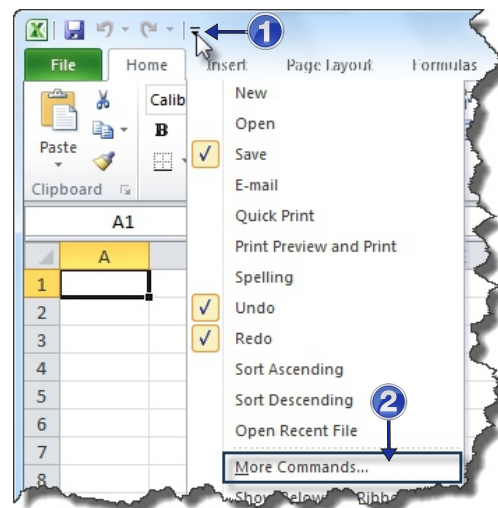


## Customizing the Quick Access Toolbar

The Quick Access toolbar, which appears on-screen regardless of what tab is currently shown in the Ribbon, offers quick access to Save, Undo, and Redo commands. You can customize this toolbar to include other commands, such as the Quick Print command or other command you use often. Alternatively, you can customize the toolbar to omit those commands that appear by default. By default, the Quick Access toolbar appears in the top left corner of the program window, above the Ribbon. You can choose to display the toolbar below the Ribbon instead.

### Customize the Quick Access Toolbar

- 1 Click the Customize Quick Access Toolbar button .
- 2 Click More Commands.  
You can click any of the common commands to add them to the toolbar.  
  
You can click Show Below the Ribbon if you want to display the toolbar below the Ribbon.  
  
The Options dialog box opens with the Customize options shown.
- 3 Click the Choose commands from (▾).  
  
4 Click a command group.



5 Click the command that you want to add to the toolbar.

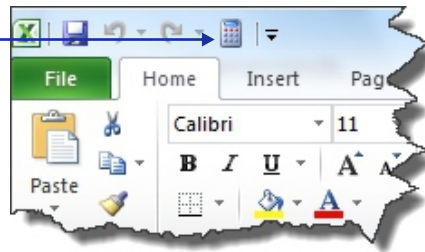
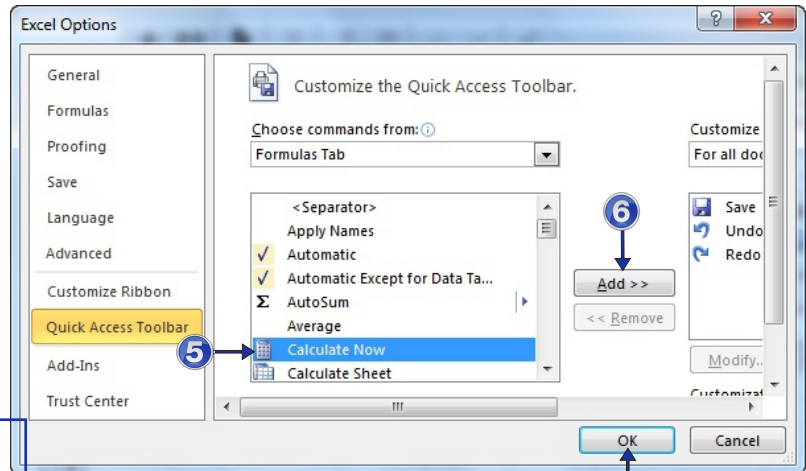
6 Click the Add button.

Office adds the command.

You can repeat Steps 3 to 6 to move additional buttons to the toolbar.

7 Click OK.

The new command appears on the Quick Access toolbar.





## Using Tell Me in Office

There are a lot of features and commands in Office that we never use. Sometimes it's simply because we have trouble finding the tools we need. To solve the problem, Microsoft added the "Tell Me" feature, which first appeared in the Office Online suite, to Office. The "Tell Me" feature uses natural language to help you find what you're looking for. The "Tell Me" box sits inconspicuously to the right of the tabs on the ribbon bar in all the apps in the suite, except for Publisher, OneNote, and Skype.

### How to Save using "Tell Me" in Office

- 1 Click "Tell Me" box at the upper side of the window near to View Tab.

"Tell Me" box display a list of sample.

- 2 Type Save on the "Tell Me" field.

It will automatically appear a hint which you would like to choose either Save, Save As, Save As Other Format and etc.

- 3 Click Save As.

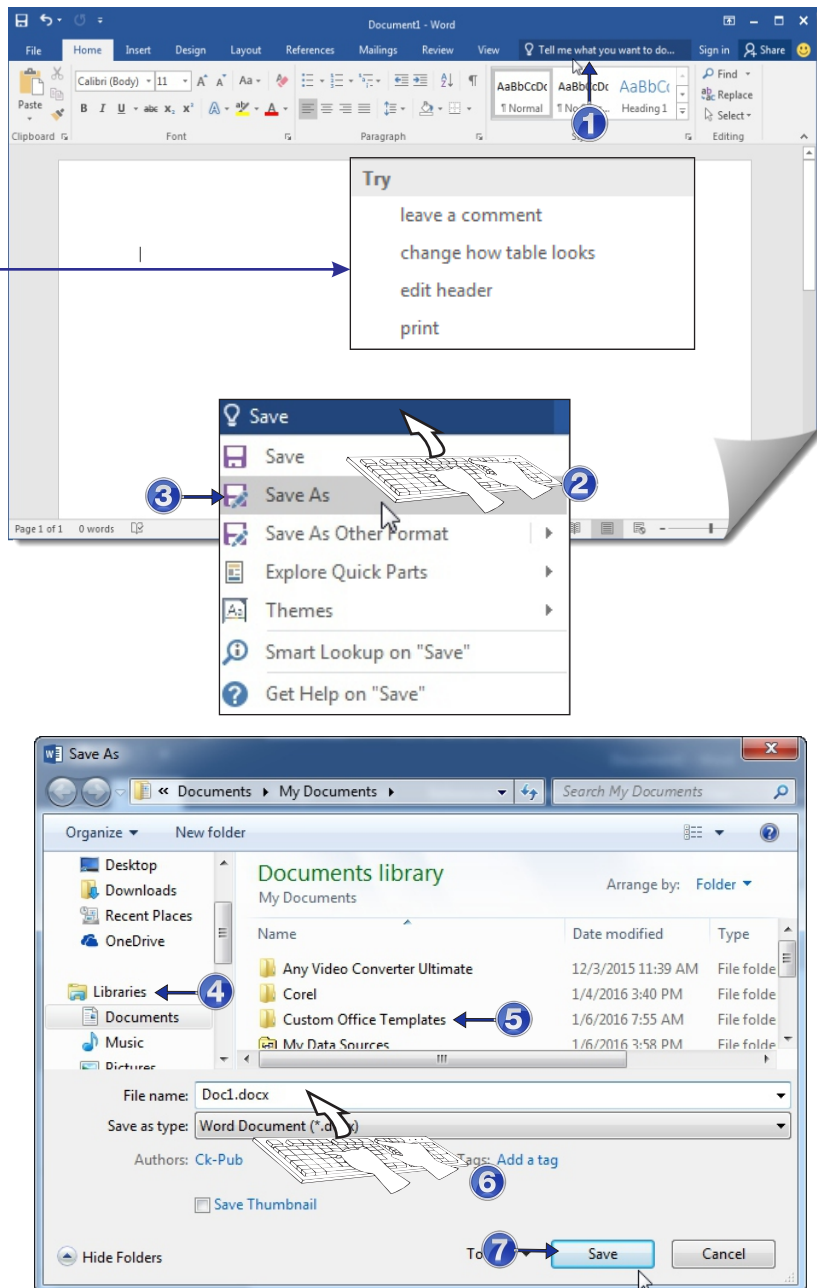
The Save As dialog box appears.

- 4 In the Navigation Pane, click the Libraries in which you want to save the file.

- 5 Navigate to the folder in which you want to save the file.

- 6 Type a name for the file in the File name field.

- 7 Click Save.



PART  
**One**

# Common Office Features



Hands-On Laboratory Manual

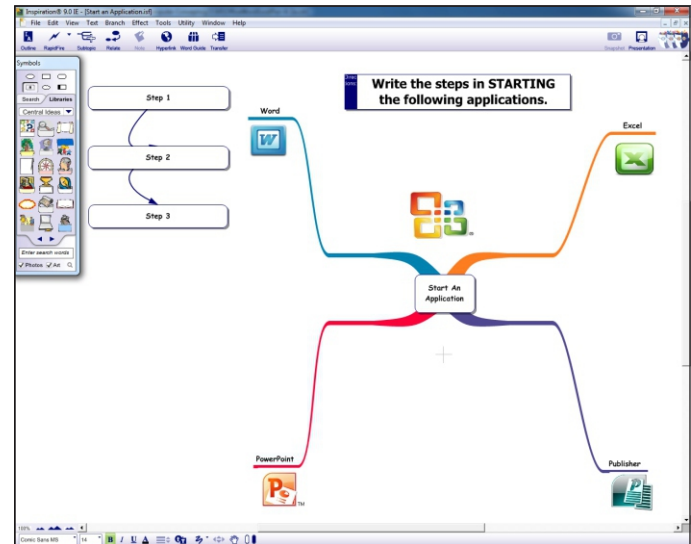
## Chapter 1 Office Basics

### Exercise 1 Applic Started

Directions:

1. Launch Inspiration.
2. Open and answer the activity **Start An Application**.
3. Follow and read the directions.
4. Save the activity as **Application Started** in your own folder.

Preview:



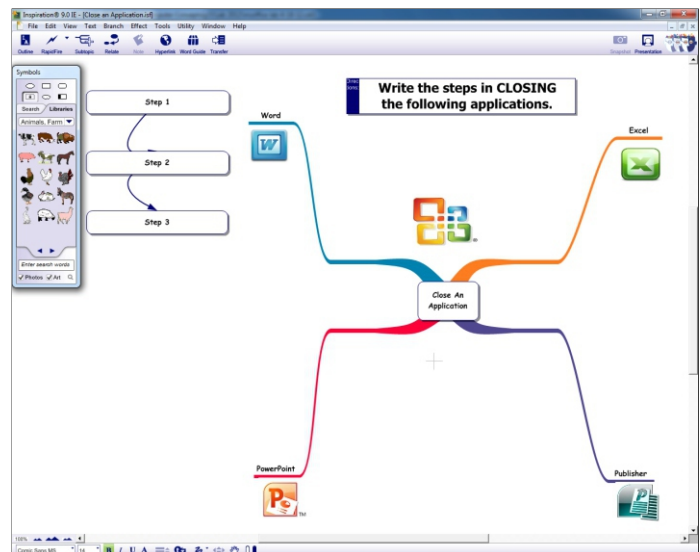
## Chapter 1 Office Basics

### Exercise 2 Applic Deactivated

Directions:

1. Launch Inspiration.
2. Open and answer the activity **Close An Application**.
3. Follow and read the directions.
4. Save the activity as **Application Deactivated** in your own folder.

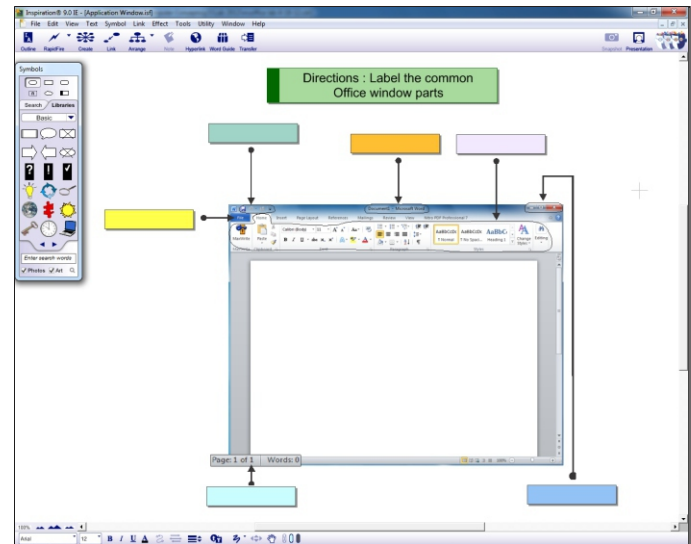
Preview:



Directions:

1. Launch Inspiration.
2. Open and answer the activity **Application Window**.
3. Follow and read the directions.
4. Save the activity as **Common Parts** in your own folder.

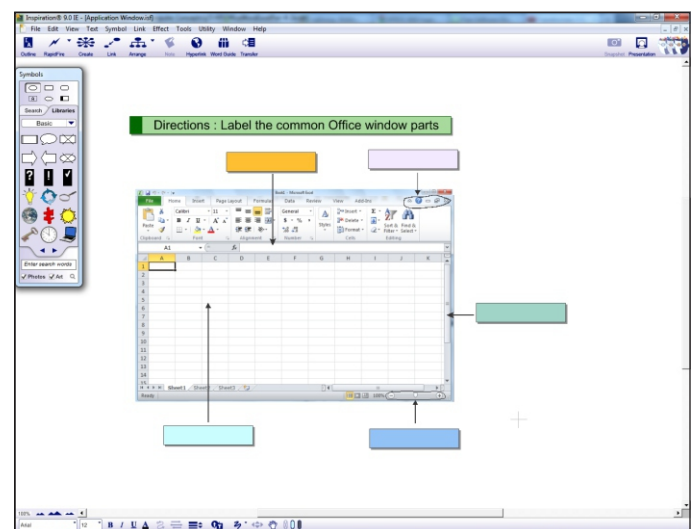
**Preview:**



Directions:

1. Launch Inspiration.
2. Open and answer the activity **Application Window 2**.
3. Follow and read the directions.
4. Save the activity as **Active Parts** in your own folder.

**Preview:**



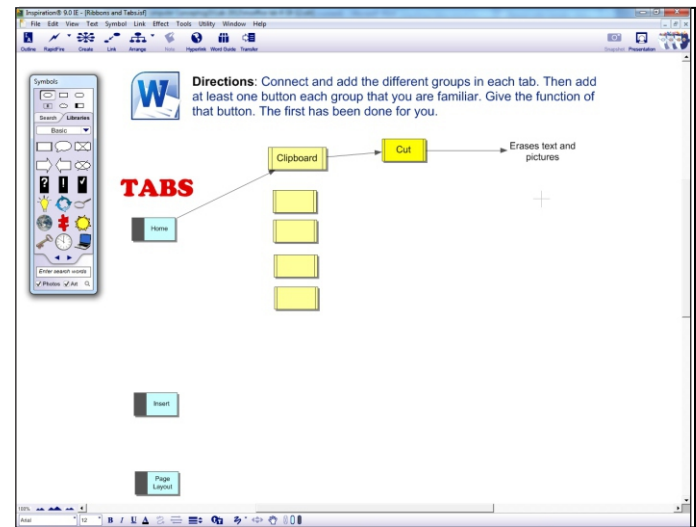
## Chapter 1 Office Basics

Directions:

1. Launch Inspiration.
2. Open and answer the activity **Ribbons and Tabs**.
3. Read and follow the directions to complete the activity.
4. Save the activity as **Connecting Groups** in your own folder.

## Exercise 5 Ribbons and Tabs

Preview:



## Chapter 1 Office Basics

Directions:

1. Launch Inspiration.
2. Open and answer the activity **Quick Access**.
3. Enumerate the steps in customizing the Quick Access Toolbar.
4. Save the activity as **Quickest Toolbar** in your own folder.
5. Launch all office applications and customize your Quick Access Toolbar of Word, Excel and PowerPoint by adding at least five (5) popular commands.

## Exercise 6 Quickest Toolbar

Preview:

