# In this video, let us discuss about using Basic Features of Office Applications

Office applications have many commands and features in common. The common features or commands of office applications are

* Procedures for getting help
* Changing views
* Moving around
* Selecting content
* Using the office clipboard
* Using Undo and redo
* Text entry and formatting
* Understanding themes and color palettes
* Moving and resizing objects

Now, let us discuss about getting help in the word document.

To get help in any Office application, do any of the following:

\* **Press the F1 key.** If you do this while a dialog box is open, the help provided is context-sensitive.

\* **Click the Help button.** It’s the question mark in a blue circle above the right end of the Ribbon.

\* **Click the File tab and click Help:** In the Help window that appears, you can search for a particular topic by typing a keyword in the Search box, or you can browse the Help system by clicking on one of the hyperlinks on the home page of the Help system.

Now, let us discuss about changing views in word document.

Each application has its own unique set of views that you can switch among while working with your data.

To switch views, select the desired view from the View tab on the Ribbon.

You can also switch to certain views using the View~~s~~ button~~s~~ on the status bar just to the left of the Zoom controls.

Different views are useful in different situations. For example in PowerPoint, you use Normal view for general slide editing and Slide Sorter view to reorder and organize the slides. In Word, you use Print Layout view for most editing.

Full screen view is used to view the document in full screen.

You can switch toWeb Layout to see how a document will appear when saved as a web page.

You can switch to Outline view to organize sections of a document.

You can also switch to draft view which is used to display a document as a continuous text scroll.

Now, let us look at Moving around in word document.

As you create content in an application, you might have more content than you can see onscreen at once, so you might need to **scroll** to view different parts of it. You can scroll using the **scroll bars** with your mouse. Scroll bar contains Scroll box that you can drag to scroll the display. You can also click above or below the scroll bar to scroll one screen at a time. The size of the **scroll box** indicates how much content you can see at the moment.

In Excel, the vertical and horizontal scroll bars are always available. In Word and PowerPoint, the vertical scroll bar is always available, but the horizontal one only appears if the displayed document is wider than the screen width.

Scrolling the display does not move the insertion point. To move the insertion point, click where you want it to go~~,~~ or use the directional arrow keys on your keyboard to move it. In Excel, there is no insertion point, but a thick outline around the active cell shows the cell in which content will be entered.

Some ways to use a scroll bar:

Click the arrow at the end of a scroll bar to scroll the display slowly in the direction of the arrow. You can view a small amount each time you click.

Click in the empty space on the bar to one side or the other of the scroll box to move one screen at a time in that direction.

Drag the box in the scroll bar to scroll quickly.

You can also move around using keyboard shortcuts. As you gain experience with the application~~s~~, you might find using keyboard shortcuts more convenient than using the scroll bar.

Now, let us discuss about selecting content in Microsoft application.

Most of the commands you issue apply to whatever text or object is selected. For example, to italicize text, you first select the text to affect. When text is selected, it changes color or is highlighted. The color varies depending on the color scheme in use.When you select in Excel, you usually want to select entire cells rather than individual characters of text.

Let us see how to Select Text in Word or PowerPoint

\* Drag the mouse pointer across it, holding down the left mouse button.

\* Click where you want to start and then hold down Shift, as you press the arrow keys to extend the selection.

\* Click where you want to start and then hold down Shift and click where you want to end the selection.

Now, let us see how to Select cells in excel

*To select a contiguous range of cells:*

\* Drag the mouse pointer across the cells holding down the left mouse button

\* Click the first cell to select it and then hold down Shift as you press the arrow keys to extend the selection.

\* Click the first cell to select it and then hold down Shift and click the last cell.

*To select a non-contiguous range of cells:*

\* Click the first cell to select it and then hold down Ctrl and click each individual cell to select.

Now, let us take a look on using the office clipboard.

Microsoft Office has an enhanced version of the Clipboard called the **Office Clipboard**. It uses the Windows Clipboard as its basis, but adds the capability to store up to 24 objects at a time. On the Windows Clipboard, when you cut or copy another object, the previously saved object is removed from the Clipboard.

To display the Office Clipboard’s task pane, click the dialog box launcher in the Clipboard group on the Home tab.

Each time you cut or copy something to the Clipboard from an Office application, it is placed on the list in the task pane. If you want to paste the most recently cut or copied item, you can use the standard methods of pasting. However, if you want to paste one of the earlier items, display the Clipboard task pane and then click the item you want to paste.

The Clipboard can also be used to cut, copy, and paste snippets of data from different applications into a single file. For example, you can copy a paragraph from Word and paste it into an Excel worksheet or PowerPoint slide, or into a different location in Word either in the same document or a different document.

Now, let us discuss about clearing the office clipboard.

If you don’t exit from all Office applications before stepping away from your computer, anyone who sits down at your computer can see the items on the Office Clipboard. If you have any concerns about privacy, click the Clear All button at the top of the Clipboard task pane to remove all items from it after you are finished using the Clipboard.