

# EDGE-BUCSE Digital Skill Training



## Course Title: Computer Fundamentals & Office Applications

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## ❖ Course Content:

### 1. Microsoft Office

- Microsoft word
- Microsoft Excel
- Microsoft PowerPoint

## ❖ What is a computer?

A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data.



## ❖ Types of Computers



Personal Computer



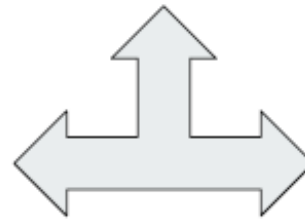
Workstation Computer



Mini Computer

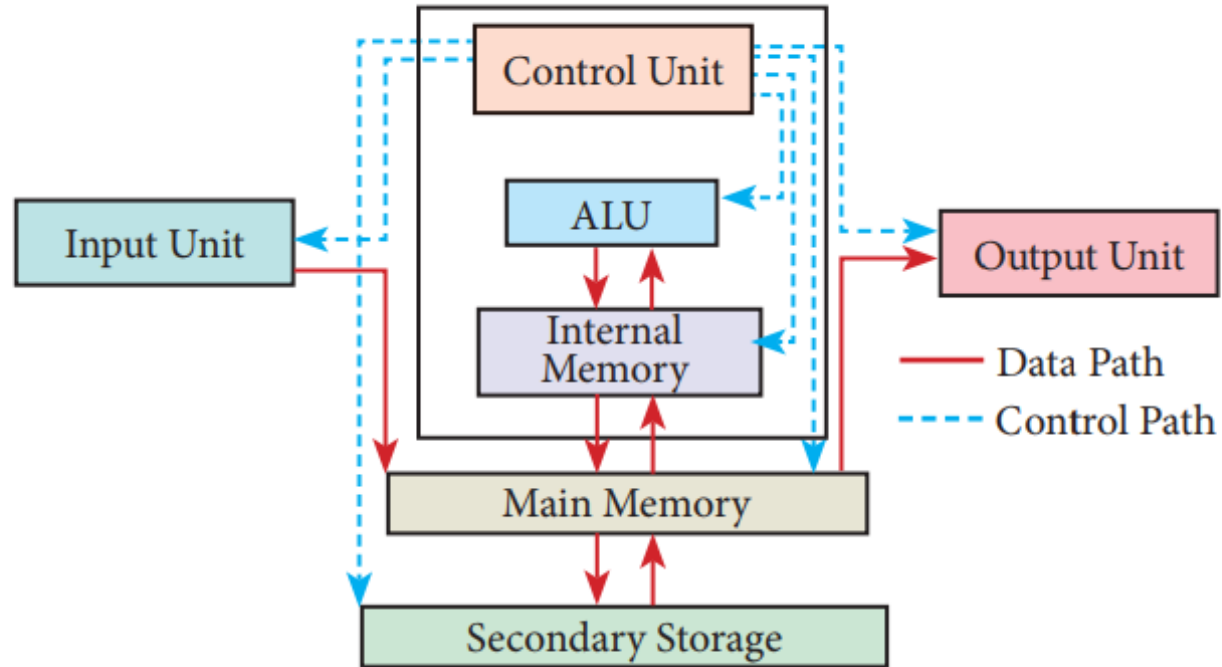


Mainframe Computer



Supercomputer

## ❖ Basic Components of Computer



## ❖ Input Devices



## ❖ Output Devices



# What is MS Word?

Used to make professional-quality documents, letters, reports, etc., MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.





# Basics of Microsoft Word

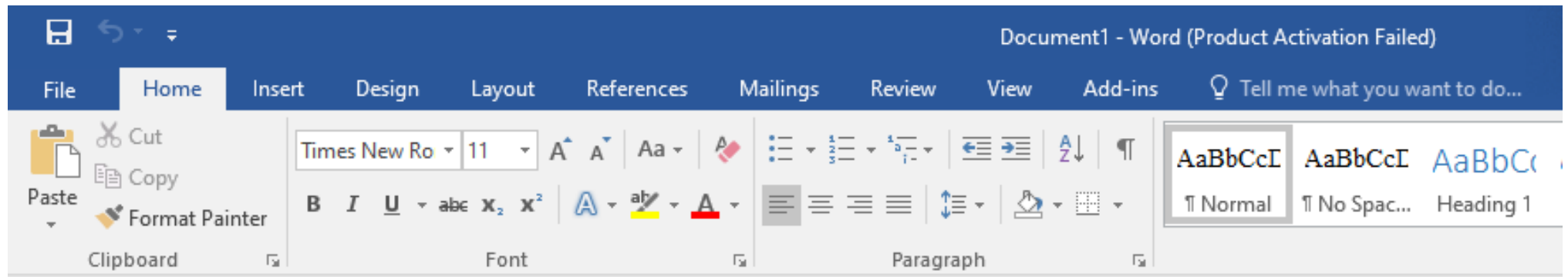


- Creating business papers
- Saving and reusing pre formatted text
- Letters and letterheads
- Resumes and invitation cards
- Producing a variety of letters

# Features of MS Word

Now let us read more about the features and components of an MS Word doc file in detail.

The image given below shows the different elements and categories which are available in MS Word doc:

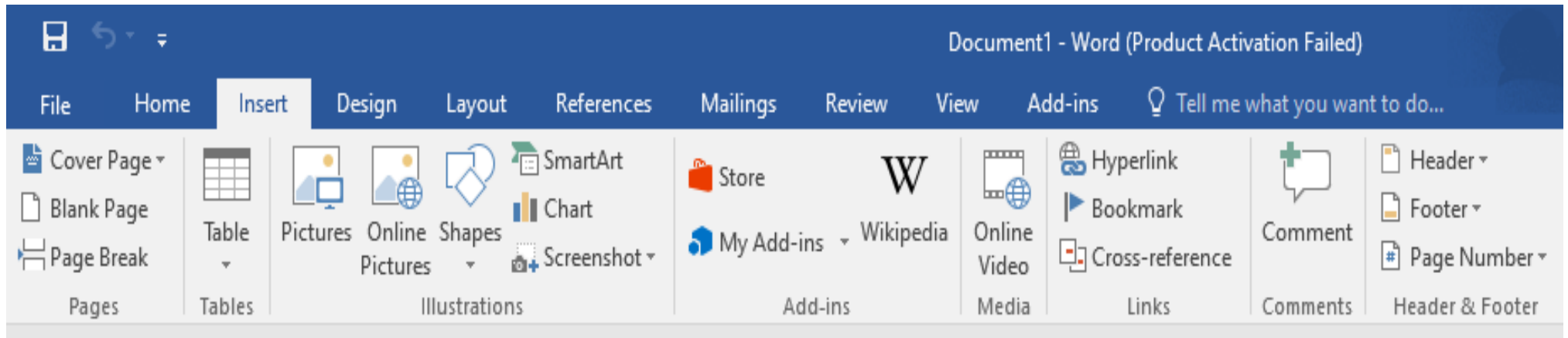


## Home

This has options like font colour, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option.:

# Insert

Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the “Insert” category.



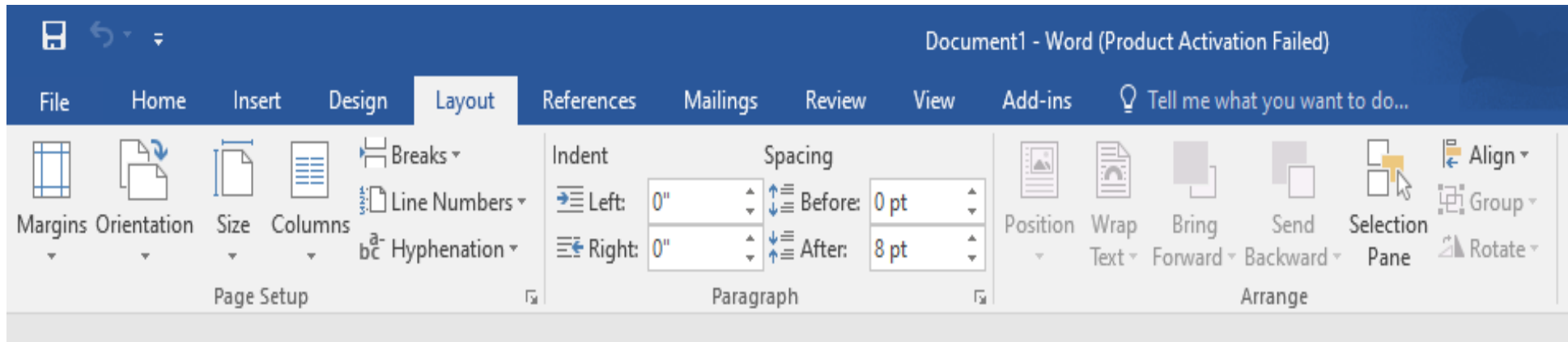
# Design

The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.



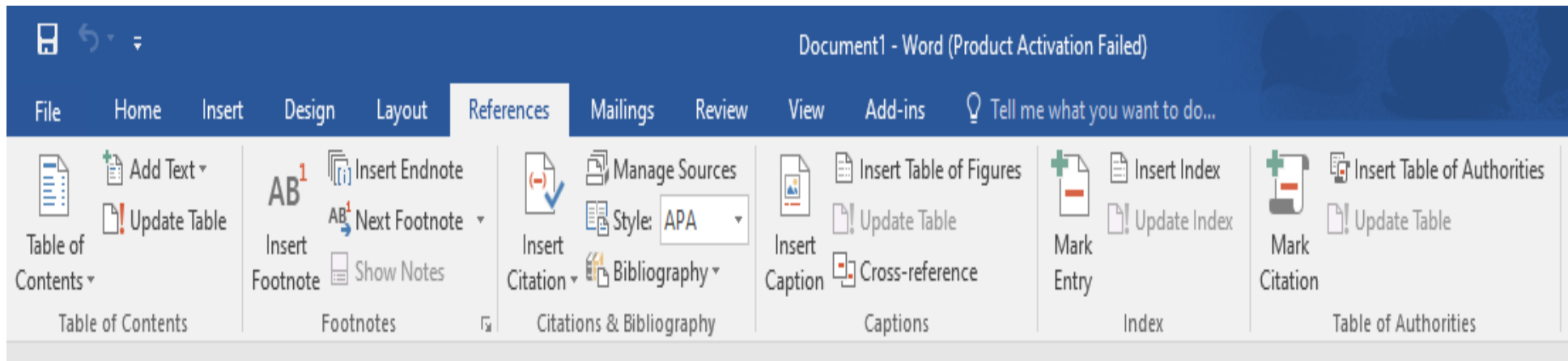
# Page Layout

Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.



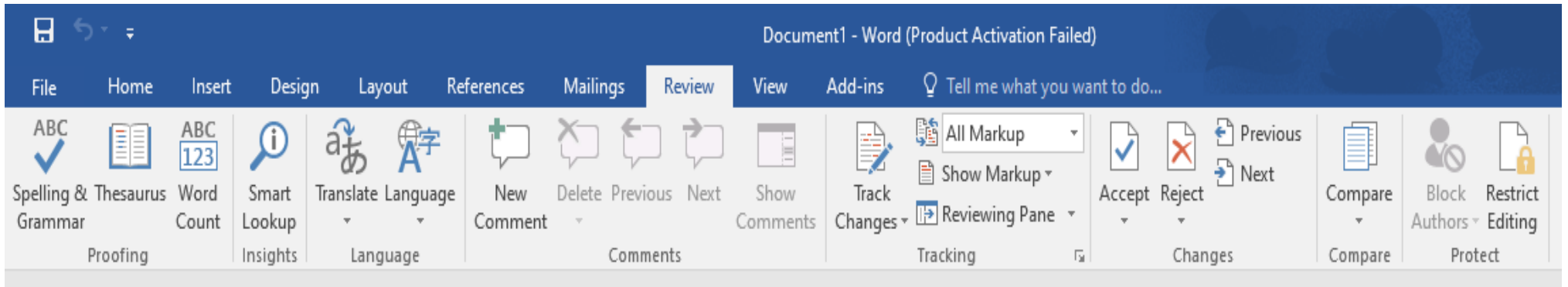
# References

This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.



# Review

Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.



## Uses of MS Word

**In Education:** It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online

**In Workplace:** Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word

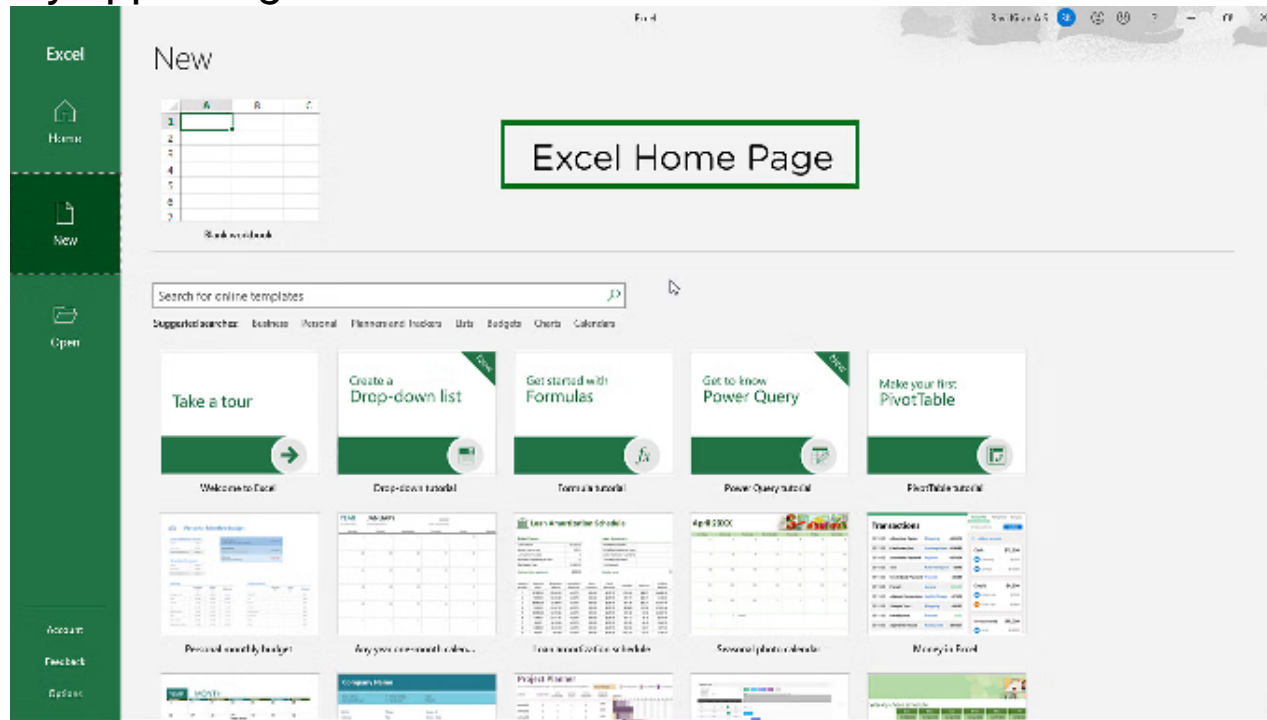
**Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience

**For Authors:** Since separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice



# What is Microsoft Excel?

Microsoft Excel is spreadsheet software designed and developed by Microsoft for various computing devices running on Windows, Linux, Android, and Mac Operating systems. MS Excel performs business intelligence and data analytics functions by generating visually appealing charts.



## Top 10 Features of MS Excel

01

Painless file sharing option

03

Complete cloud file support

05

Recommended charts

07

Quick Analysis tools

09

Six new functions

02

Integrated data model support

04

Office Add-ins

06

Recommended Pivot Tables

08

Pivot table filtering with  
slicers and timelines

10

Two new data types

# Why MS Excel is Important in Business





## **What is MS PowerPoint?**

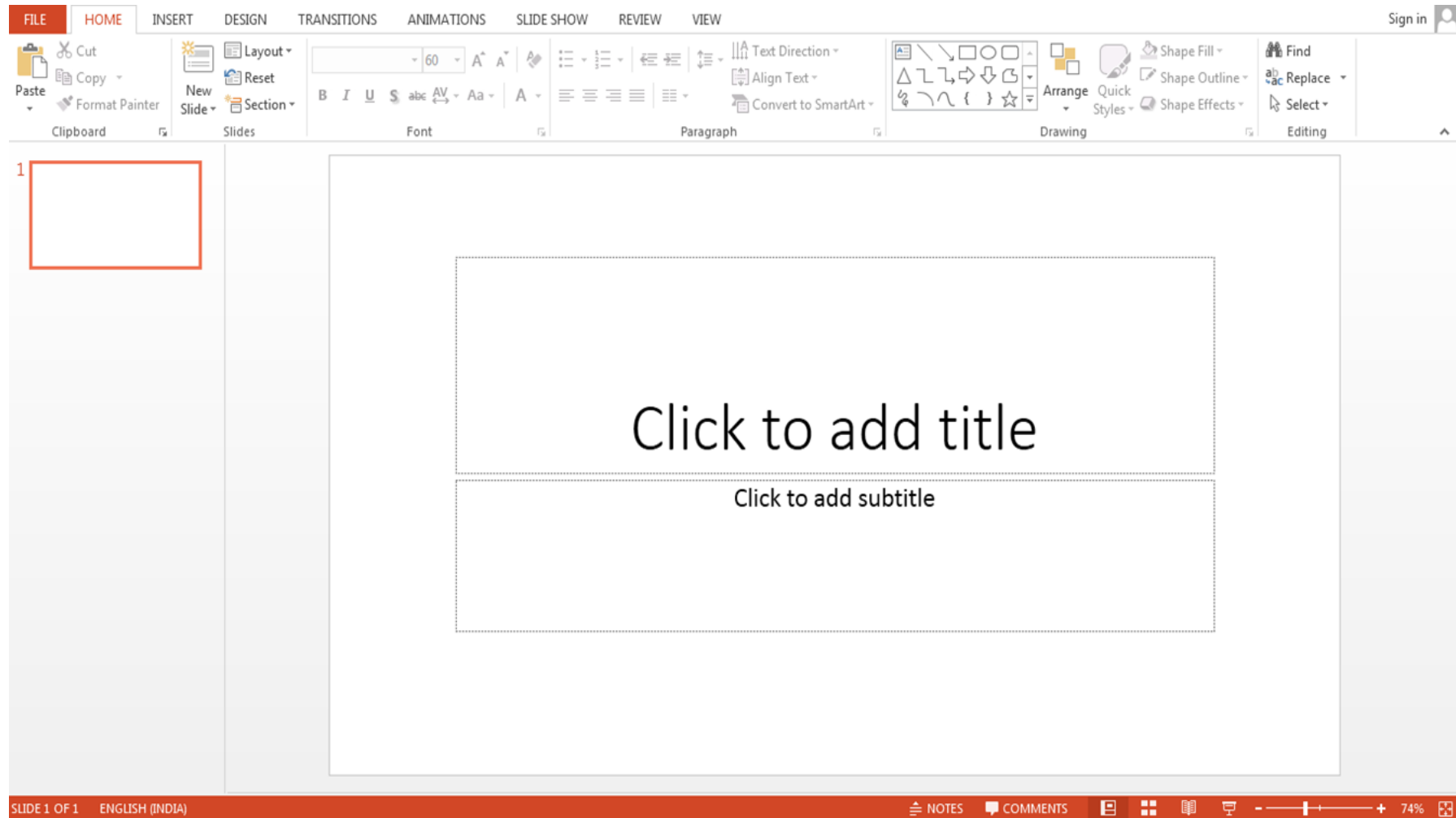
PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

## **What is a PowerPoint presentation or PPT?**

A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation or PPT.

The image given below shows the main page of MS PowerPoint, where a person lands when the program is opened on a computer system:



**Microsoft PowerPoint is a powerful presentation software that offers a wide range of features to create visually appealing and interactive presentations. Here are some key features:**

- **Slides:** PowerPoint allows users to create individual slides containing text, images, videos, charts, graphs, and other multimedia elements.
- **Templates:** It provides a variety of built-in templates and themes to choose from, making it easy to create professional-looking presentations quickly.
- **Transitions and Animations:** PowerPoint offers a range of transition effects and animations to add visual appeal and make presentations more engaging.
- **Graphics and Multimedia Integration:** Users can easily insert images, audio, video, and other multimedia elements into their presentations to enhance content and convey messages effectively.
- **Charts and Graphs:** PowerPoint includes tools for creating various types of charts and graphs, such as bar charts, pie charts, line graphs, and more, to visualize data and statistics.

**Microsoft PowerPoint is a powerful presentation software that offers a wide range of features to create visually appealing and interactive presentations. Here are some key features:**

- **SmartArt:** SmartArt graphics allow users to create visually appealing diagrams, hierarchies, and flowcharts to illustrate concepts and processes.
- **Presenter View:** Presenter View allows presenters to view speaker notes, upcoming slides, and a timer on their screen while the audience sees only the current slide.
- **Collaboration:** PowerPoint offers features for collaboration, such as co-authoring, comments, and version history, allowing multiple users to work on the same presentation simultaneously and track changes.
- **Slide Master:** The Slide Master feature allows users to create and customize slide layouts, fonts, colors, and backgrounds consistently throughout the presentation.
- **Integration with Other Microsoft Office Applications:** PowerPoint seamlessly integrates with other Microsoft Office applications like Word, Excel, and Outlook, allowing users to embed objects and content from these applications into their presentations.



Thats All About My  
Presentation

**Thank You**