Microsoft Office Basics with Kathryn

What is Microsoft Office?

- Microsoft Office is a suite of different programs that allows you to create documents, spreadsheets, posters, and presentations; send email, keep track of your life, take notes, and lots of other fun stuff.

- The iSchool IT lab has 9 Microsoft Office programs available for your use.

- Microsoft Office software is also available for *very* discounted purchase from the UT Campus Computer Store

Microsoft Office Programs:

- Access** – create databases, manage large quantities of information, create reports.

- Accounting – bookkeeping and accounting software for small businesses.

- Communicator – IM, video, and voice chat.

- Excel* – create spreadsheets, charts, tables, graphs, and otherwise organize and present lists or other raw data.

- Groove* – software for group working; allows file sharing and collaborative workspaces.

- InfoPath* – create and manage electronic forms for gathering information.

- OneNote* – note-taking software that allows you to save text, video, audio, and images in one place with full search capabilities.

- Outlook – email client that includes a calendar, contact manager, and to do list.

- PowerPoint* – create slideshow presentations with text, images, video, and audio…with pretty backgrounds!

- Project – project management software that allows you to control workflows, schedules, budgets, and other planning needs.

- Publisher* – create visual print materials such as fliers, posters, brochures, and newsletters.

- Visio** – visualize information by creating diagrams, flowcharts, and models with pictures, text and arrows.

- Word* – word processing software, used to create text documents like papers, outlines, and bibliographies, and format your work for better visual appeal.

*These programs are available for use in the iSchool IT lab.

**These programs are only installed on the IT lab PCs.

Navigating the Workspace:

1. The Ribbon - The Ribbon replaces the previous system of layered menus, toolbars, and task panes with a simpler system of interfaces optimized for efficiency and discoverability.
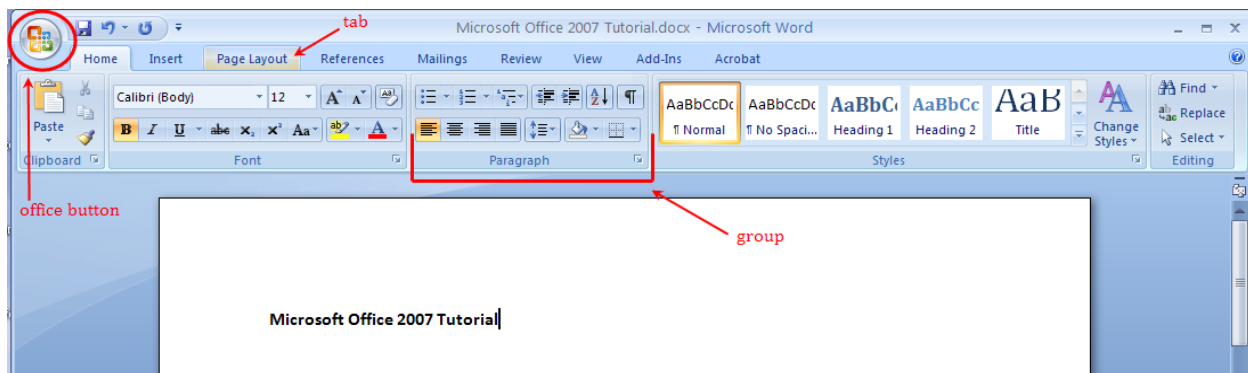
- The set-up of the ribbon differs greatly from the earlier editions of Word, and requires its own vocabulary. Each of the words across the top (Home, Insert, Page Layout, etc) are called **Tabs**, Tabs open a **Ribbon**, within each **Ribbon** are **Groups**.

- When selecting some **Groups**, a unique **Tab** will appear (for example, the **Design Tab**).

- Tabs will differ depending on which Office program you're using.

2. The Office Button - The **Office Button**, located in the upper left hand corner contains such options as:

The Office Button

- Save
- Save As
- Print
- New
- Open
- etc.

3. Customizing the Toolbar:

- The toolbar can be customized to include your favorite actions using the Quick Access Toolbar.
- Right-click any frequently used action (such as Paste) and choose "Add to Quick Access Toolbar".
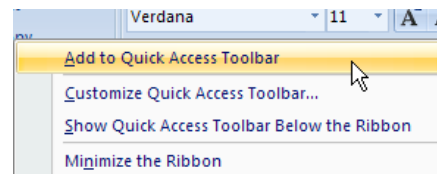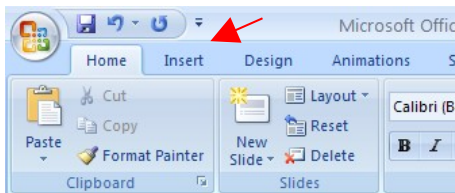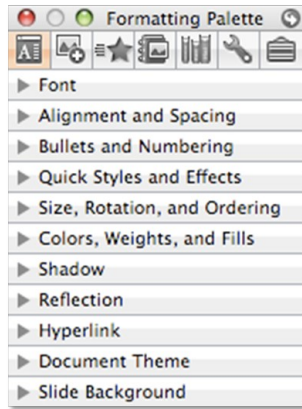

4. The Mac Interface:

- Instead of a Ribbon, Macs have a toolbar and formatting palettes which contain the tools used to format and customize documents.
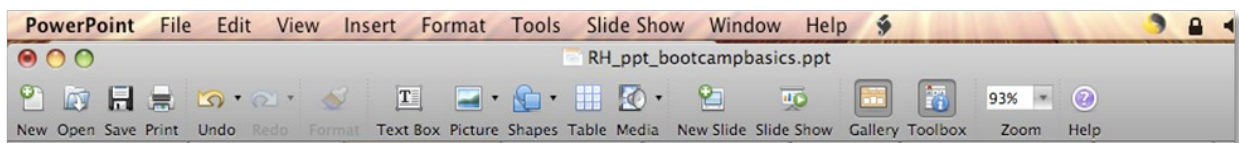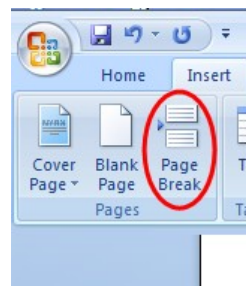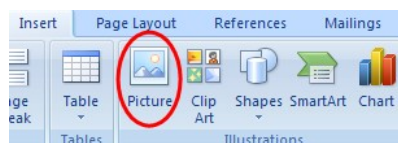

The toolbar

The formatting palette

Microsoft Word: Some Basic Actions
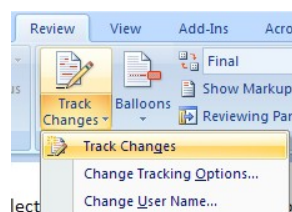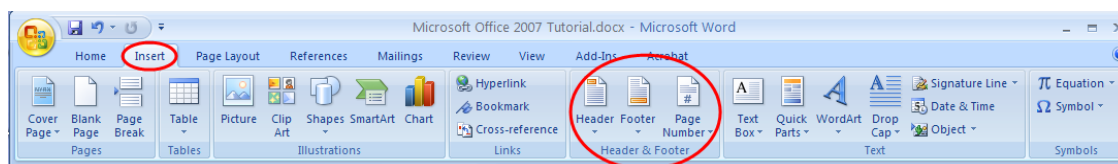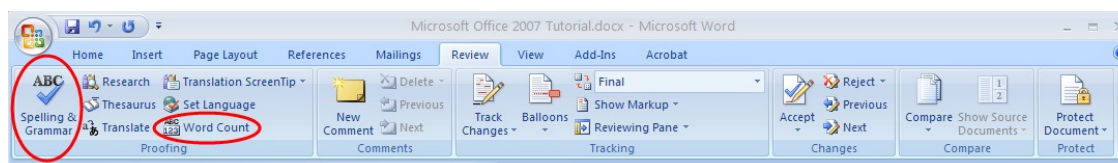

- To insert page breaks:

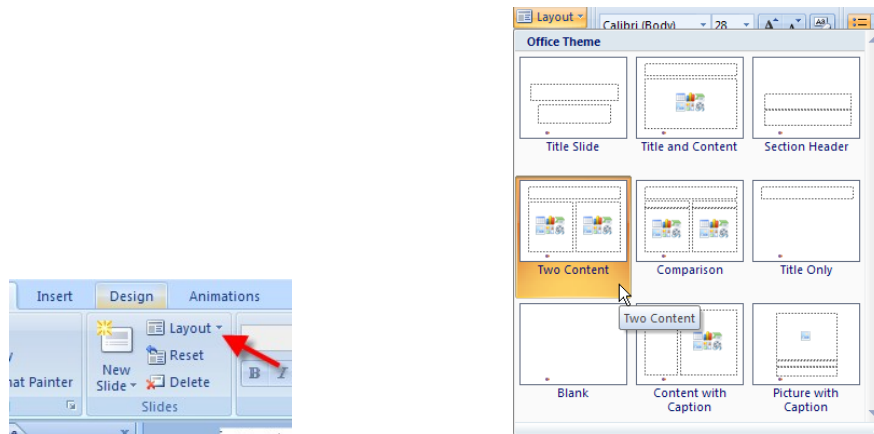- To insert pictures and graphics:

- To insert headers and footers:

- To track changes (useful for group projects):

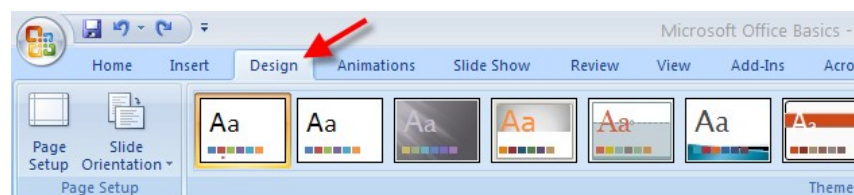- Do a spelling and grammar check or word count:

Microsoft PowerPoint: Some Basic Actions

- Use the Home tab to change the slide layout with the Layout button:
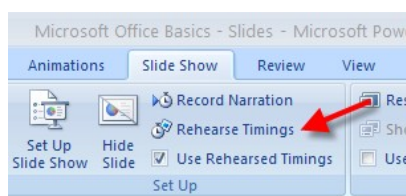

- Use the Design tab to change the colors and background of your slides

- There are pre-installed Themes that you can use and modify, or you can download new Themes from the Microsoft website

- Custom Slide Show: choose which slides to include in your presentation
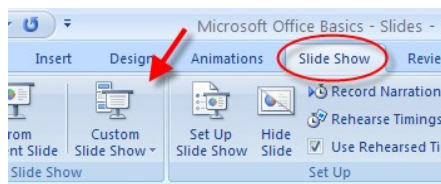
- Rehearse Timings: practice your presentation and automatically time how long you spend on each slide

Microsoft Excel: The Basics

- An Excel file is called a workbook.

- A workbook can be made up of any number of worksheets (up to a point, but the limit is very large)

- The worksheets are organized into tabs at the bottom of the document:

- These worksheets are composed of cells in which you can enter data.

- Use Functions to calculate information from your data (functions can be found in the Formulas tab).
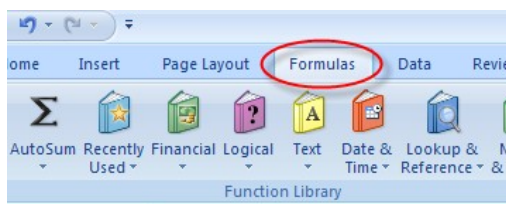
- Use the Insert tab to insert charts into your worksheet.

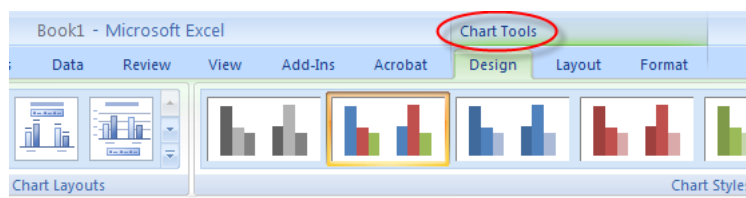- First highlight the data you want to use, then choose the chart type from the Ribbon:
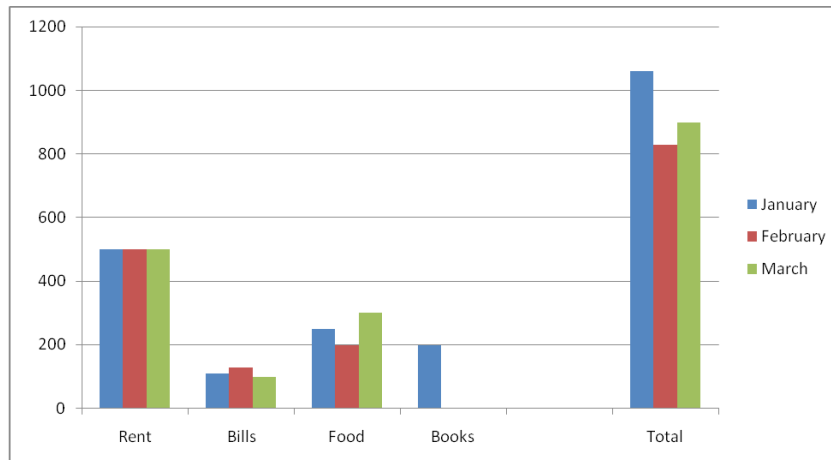
A chart

- When the chart is highlighted, use the Chart Tools tabs to change the design, layout, or format of the chart.

Microsoft Office Alternatives:

- If you don't have Microsoft Office, don't want to pay for it, or just don't like it, there are other software alternatives available for free.
- Open Office
    - Files can be exported to Microsoft Office
    - Open source software (anyone can report bugs, request new features, or enhance the software)
    - Completely free!
    - http://www.openoffice.org
- Google Docs
    - Online documents can be accessed from anywhere and shared with other Google users (great for group projects!)
    - Files can be uploaded from or exported to Microsoft Office

- o Completely free!
- o http://www.docs.google.com
  - ThinkFree Office
    - o Designed to be compatible with Microsoft Office
    - o $49.95 for software including word processing, spreadsheets, and presentations plus a file manager
    - o http://product.thinkfree.com/office

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