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# Microsoft® — Micro



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# What is Microsoft Office?

First introduced in 1990, Office software is made by the Microsoft Corporation. MS Office helps simplify basic office tasks and improve work productivity. Each application is designed to address specific tasks, such as word processing, data management, making presentations and organizing emails.

With the release of Office 2007, Microsoft made several improvements to the Office suite that includes Word, Excel, PowerPoint, Access, and Outlook. The biggest changes to the software have been in the graphical interface.

# **Popular Ms Office versions**

- 1.1 Microsoft Office 95. (August 24, 1995)
- 1.2 Microsoft Office 97.( November 19, 1996)
- 1.3 Microsoft Office 2000.( June 7, 1999)
- 1.4 Microsoft Office XP. (May 31, 2001)
- 1.5 Microsoft Office 2003. (August 19, 2003)
- 1.6 Microsoft Office 2007. (January 30, 2007)
- 1.7 Microsoft Office 2010. (June 15, 2010)
- 1.8 Microsoft Office 2013. (January 29, 2013)
- 1.8 Microsoft Office 2016. (September 22, 2015)
- 1.8 Microsoft Office 2019. (September 24, 2018)

# Most useful software of MS Office 2007

Basically Ms Office 2007 contents many applications like word, excel, power point, access, outlook, etc. But mostly useful applications are Ms Word, Excel. PowerPoint.

### **Ms Word 2007**

Microsoft Word is the world's leading word processing application. It can be used to work with a wide range of documents from simple letters, memos to complex documents like newsletters, forms and now with blogs too with Word 2007.

# Ms Excel 2007

Basically, it's a spreadsheet program used to store, organize, and analyze data. But it's much more than that. Excel has been around for a very long time (since 1982!) and since its inception tons of features have been added that help people create reports, charts, automate tasks, and much more.

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# Ms PowerPoint 2007

Microsoft Office PowerPoint 2007 enables users to quickly and easily create high-impact, vibrant slide presentations. PowerPoint 2007 has powerful graphics capabilities and great formatting features that enable even the novice to create professional looking presentations.

# **Microsoft Word 2007**

# what's new in Microsoft word 2007

Take a look at some of the new features you'll find in Word 2007:

# The Ribbon system

Cascading menu options and the many toolbars have been replaced by the tabbed Ribbon system. The tabs contain the same commands as the menus in earlier versions; however, related **command buttons** are organized together in **groups**, which often makes it easier to accomplish tasks in fewer steps. Also, the tabs, groups, and command buttons change as you take on various tasks—**revealing what you need, when you need it**.

# **Quick Styles**

Earlier versions of Word include Styles, but in Word 2007 these are extremely easy to access and use. Quick Styles are combinations of formatting and heading options that are displayed in the **Styles gallery** on the Home tab.

### Themes

Themes, like Styles, are a tool you can use to produce professional-looking documents without having to be a professional designer. A theme is a set of **formatting choices** that includes colors, heading, and body text fonts, as well as theme effects like lines and fill effects.

# Powerful graphics tools

There's a saying that a picture is worth a thousand words. If this is true, then your images are all the more powerful with Word 2007. In this version, you can easily access many new picture effects and use Smart Art to add a professional touch to your documents.

### Mini toolbar

The mini toolbar is a smaller version of the full toolbar found near the top of the application window.

# **Quick access toolbar**

It is a customizable toolbar that comes with a set of independent commands. It gives you quick access to commonly used commands such as Save, Undo, Redo, etc.

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# **Office Button**

The Office 2007 OFFICE BUTTON is located **in the upper-left of the program window** and is identified by the Office logo. The OFFICE BUTTON allows you to open, save, and print documents, and perform other document output functions.