Report: Configuration and Maintenance of Microsoft Word, PowerPoint, and Excel

# 1. Verifying Installed Office Software

**Verified programs and their versions:**

• Microsoft Word — Version 2019 (16.0.10396.20062)

• Microsoft Excel — Version 2019 (16.0.10396.20062)

• Microsoft PowerPoint — Version 2019 (16.0.10396.20062)

**Functionality check:**

• All three programs open without errors.

• New files created: Word document, Excel spreadsheet, PowerPoint presentation.

• File saving, opening, and editing were tested — no issues found.

# 2. Configuring Interface and Security Settings

## Microsoft Word

**Interface:**

• "Developer" tab added.

• Dark theme enabled.

• Quick Access Toolbar customized with essential commands.

**Security:**

• Auto-save enabled every 5 minutes.

• Macros disabled.

• Password protection feature tested and available for documents.

## Microsoft Excel

**Interface:**

• "Developer" tab added.

• Dark theme enabled.

• Quick Access Toolbar customized with essential commands.

**Security:**

• Auto-save enabled every 5 minutes.

• Macros disabled.

• Password protection feature tested and available for documents.

## Microsoft PowerPoint

**Interface:**

• "Developer" tab added.

• Dark theme enabled.

• Quick Access Toolbar customized with essential commands.

**Security:**

• Auto-save enabled every 5 minutes.

• Macros disabled.

• Password protection feature tested and available for documents.

# 3. Performing Offline Maintenance

**Actions performed:**

• Temporary files in AppData folders cleaned.

• Unused templates deleted.

• User settings and templates backed up.

• All files tested for proper opening and saving — no errors detected.

# 4. Summary and Conclusion

**Results:**

• All Office applications are installed and functioning properly.

• Interface customized for user convenience.

• Security settings updated.

• Temporary files cleaned and settings backed up.

• Performance improved, no errors during operation.

**Issues and Solutions:**

• "Developer" tab was missing in Word and Excel.

• Solution: Enabled via "File → Options → Customize Ribbon → Check 'Developer' tab".

# Conclusion:

All tasks were successfully completed. Office applications are ready for safe and effective offline work.