

Report: Configuring and Maintaining Office Software (Microsoft Word, PowerPoint, and Excel)

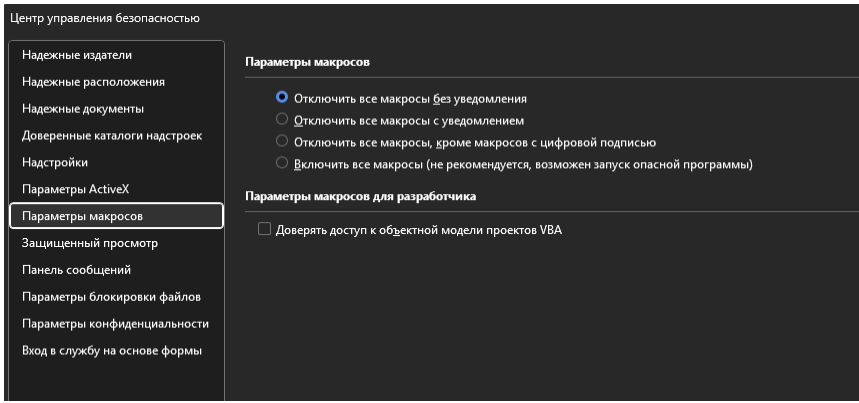
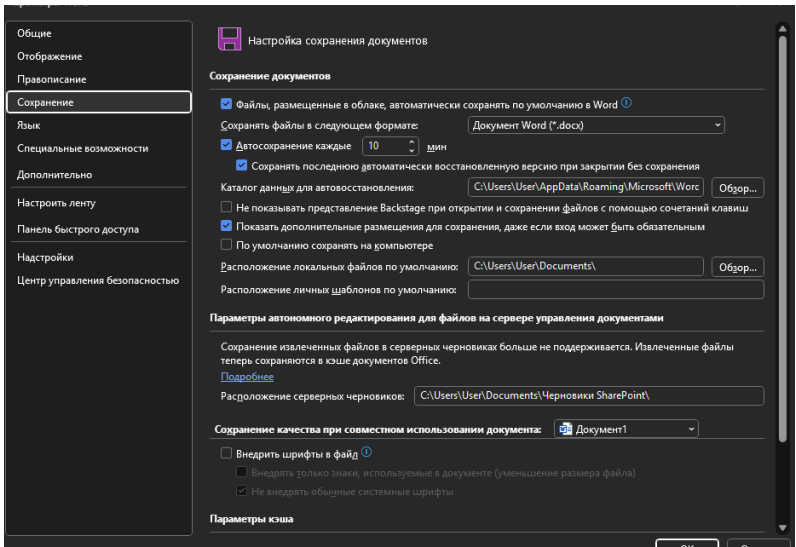
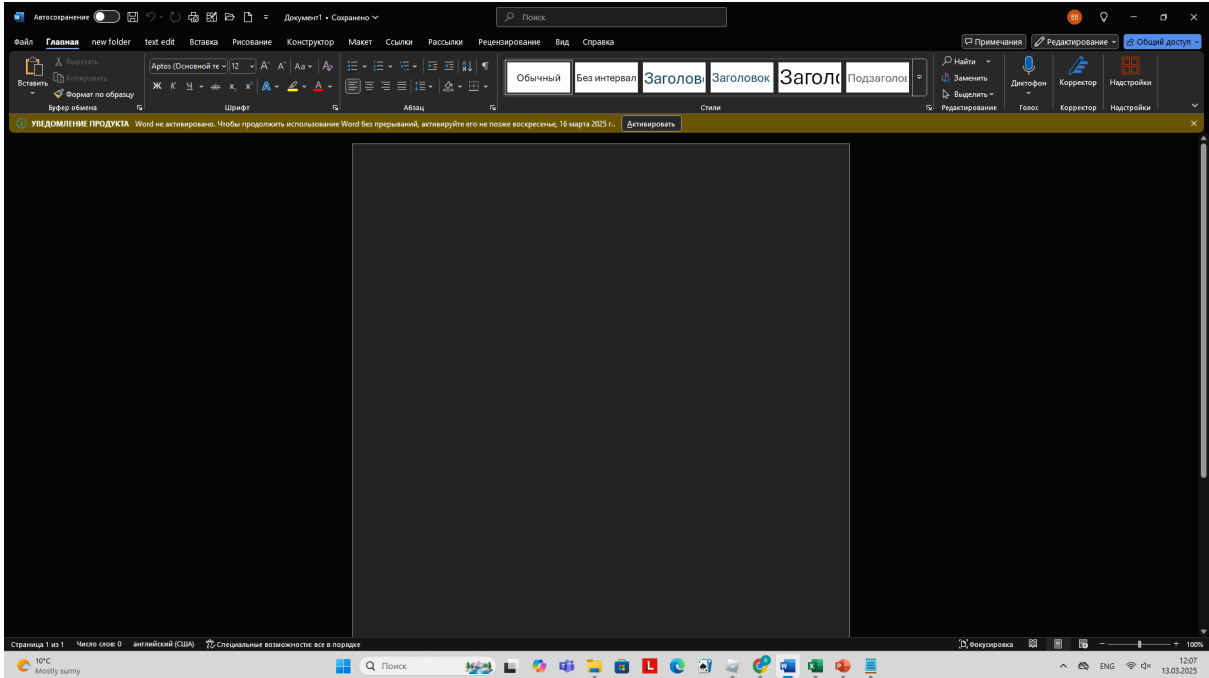
In my report I will explore three main Microsoft applications, such as Word, PowerPoint and Excel, which are used for different purposes. The main objective is to learn to verify installed office applications, configure their interface and security settings, and perform maintenance without internet access.

First things first, I verified the version of my applications by opening each one and navigating to my account. Under the **Product Information** section, I confirmed that all three applications are **Microsoft 365**. To get more detailed information, I clicked "**About Word**," where I found the exact version number and build details.

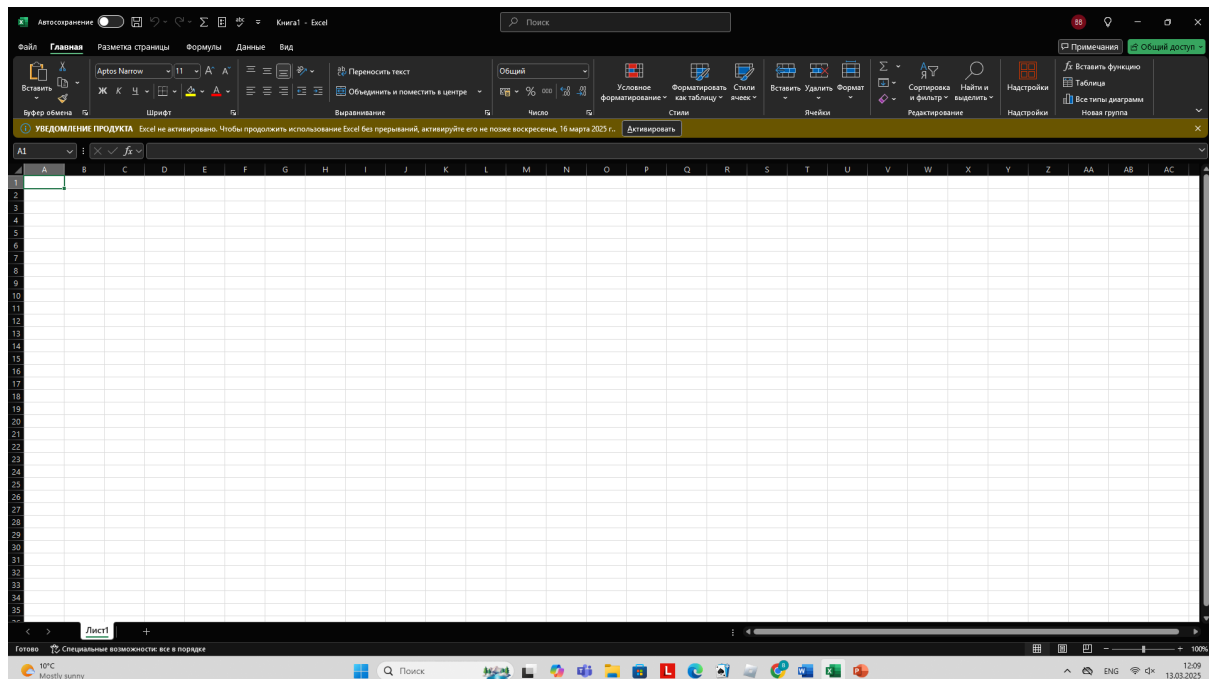


As part of the customization process, I customized the interface of these three applications while also ensuring security. To improve usability and efficiency in Microsoft Word, I customized the interface by adding a "Text Edit" ribbon with Crop, Copy, Paste, and Print for easier text editing and printing. Additionally, I enhanced the Quick Access Toolbar with frequently used tools such as Print, Open Folder, New Document, and Create Table. To create a more comfortable working environment, I applied the Dark Theme and set the background to "Figures". To enhance security, I reviewed the Save and AutoSave settings, ensuring that AutoSave is set to every 10 minutes and files are stored in the

correct folder. To maximize safety, I restricted macro usage by selecting "Disable all macros without notification." Additionally, to prevent unauthorized access, I can set a password to open and edit the document, ensuring protection against external interactions.



Another application I customized for better usability is Excel, and since the process was similar to Word, it was much easier. I applied the Dark Theme and the same background for consistency. In the toolbar, I added essential features for table creation and organization, such as SUM, Table Format, and Spelling. Additionally, I customize the ribbon by creating a new group within the main tab, including Diagrams, Tables, and Functions for easier table modifications. The security settings were configured the same way as in Word to ensure data protection.



The third application I customized is PowerPoint, and the process was nearly identical to Word and Excel. To ensure consistency and a smooth workflow, I modified the toolbar and ribbon, following the same steps as before. This helped maintain a familiar interface across all applications, making navigation and functionality more efficient.

The main purposes was to improve efficiency, streamline editing in Word and PowerPoint; to facilitate data organization and calculations in Excel; and maintain better security across all the applications

Over time, Office generates temporary files that can slow down performance. To Clean up temporary files and unused templates I've opened a TEMP folder and deleted all the temporary files as I couldn't find any Office temporary files.

Галерея	Diagnostics	12.03.2025 12:42	Патис с файлами
OneDrive	hyperdata_User	13.03.2025 08:32	Патис с файлами
	Roblox	13.03.2025 08:37	Патис с файлами
Рабочий стол	~DF7498EA458DC2A7.TMP	13.03.2025 11:10	Файл "TMP"
Загрузки	2a4ecc66-d2aa-46c3-a007-b843a2a3c151...	13.03.2025 11:08	Файл "TMP"
Документы	2a8448c4-6a7d-41d5-b3bf-6a2da7c68b...	13.03.2025 01:52	Файл "TMP"
Изображения	2f38b825-7f5e-4c42-b0f9-5e4a844a8bf...	13.03.2025 11:40	Файл "TMP"
Музыка	4b44c8f2-86cf-4a81-9a44-98631883170...	13.03.2025 10:56	Файл "TMP"
Видео	5cc88331-3609-4c01-9a44-98631883170...	13.03.2025 11:01	Файл "TMP"
Снимки экрана	9e5bc7a4-36cf-4572-9a65-53df42a3e6a...	13.03.2025 10:13	Файл "TMP"
2-23	21a9c2fe-42c7-47df-af07-af7d9175ad5e...	13.03.2025 11:36	Файл "TMP"
444	84abc16d-fa6d-440e-b09e-2a8a020634...	13.03.2025 01:53	Файл "TMP"
folder_bb	0241e97f-90b9-4ee9-8f19-1713b0e9822...	13.03.2025 11:24	Файл "TMP"
Этот компьютер	399f7a0f-9e6b-4c6a-985e-9e6993315176...	13.03.2025 01:53	Файл "TMP"
Сеть	880b6d2-7b0d-4129-ba4f-e3781600740a...	13.03.2025 10:19	Файл "TMP"
	88396928-f9c5-43b6-a4cf-e08fe9b2bca...	13.03.2025 11:02	Файл "TMP"
	308345fa-aac3-472f-9214-843c53d4896d...	13.03.2025 11:40	Файл "TMP"
	a2c03116-0988-4386-b72b-8b48ce8fbfd6...	13.03.2025 10:25	Файл "TMP"
	ae6ba8fe-5d8f-4d8f-a213-e3d7abc2731...	13.03.2025 10:42	Файл "TMP"
	ab9030a2-78af-4d8f-a213-e3d7abc2731...	13.03.2025 10:06	Файл "TMP"
	ac721a5d-e77b-477b-bc21-4b454c5a699...	13.03.2025 09:16	Файл "TMP"
	b3934299-34b1-47a7-8a39-9fa9f9c7731...	13.03.2025 11:08	Файл "TMP"
	bc3902a813243eae086a009979fa88	13.03.2025 01:52	Data Base File
	bc3902a813243eae086a009979fa88.db-s...	13.03.2025 01:52	Файл "DB-SHIM"
	bc3902a813243eae086a009979fa88.db-...	13.03.2025 11:41	Файл "DB-WAL"
	c5cc1a7d-ec07-49c1-af48-ae386a1e5d6a...	13.03.2025 08:46	Файл "TMP"
	c7dccc1f3-3447-4d44-ab3c-203b7a386f78...	13.03.2025 10:33	Файл "TMP"
	d672067b-bc44-4099-a952-27052c0cad7...	13.03.2025 10:56	Файл "TMP"
	de900a6e-400e-4c8e-9600-95a09270607...	13.03.2025 11:07	Файл "TMP"
	ee37eeb7-7803-4034-ba59-278c10d3cd7...	13.03.2025 10:23	Файл "TMP"

To back up all the Office application's settings, I opened the Registry Editor and navigated to the folders of the applications, then exported to save a backup of the settings. To back up templates, I've located the **Normal.dotm** file and copied it to a secure location for future use.

Компьютер\HKEY_CURRENT_USER\Software\Microsoft\Office\16.0\Excel			
Имя	Тип	Значение	
(По умолчанию)	REG_SZ	(значение не присвоено)	
ExcelName	REG_SZ	Excel	
ExcelPreviousSe...	REG_SZ	{2030DDC2-F8F8-4907-A1CA-12FDC6FE6101}	
ExcelPreviousSe...	REG_SZ	16.0.18526.20144	
ExcelWorkbook...	REG_DWORD	0x00000001 (1)	
FontInfoCache	REG_BINARY	60 00 00 00 60 00 00 00 f5 ff ff 00 00 00 00 00 0...	
HomePageUser...	REG_SZ	{}	
ImmersiveWork...	REG_DWORD	0x00000000 (0)	

To ensure that Word is functioning correctly, I opened the application and tried opening multiple documents to verify they load without issues. Next is to save and confirm there are no errors during the saving process. Additionally, run **Inspect Document command** to detect and address any potential problems within the file.

These steps helped me to optimize performance, secure important settings, and ensure smooth file management across Microsoft Office applications.

In conclusion, I encountered some minor problems during the process, but I was able to solve them quickly and efficiently. Through careful customization, maintenance, and security enhancements, I successfully optimized the performance of Microsoft Word, Excel, and PowerPoint. I achieved all my goals, including improving usability, ensuring file integrity, and enhancing security measures.