**A Beginner’s Guide to Microsoft Office**

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Microsoft Word is a word processing program that was first made public by Microsoft in the early 1980s. It allows users to type and manipulate text in a graphic environment that resembles a page of paper. Extra features, such as tables, images and advanced formatting give users more options to customize their documents. Over the past three decades, there have been a number of updates and additions to Microsoft Word. Today it is one of the most widely used word processors available for Macs and PCs. It is often taught to students in schools and required as part of the basic computer requirements for many office jobs. In this guide, new users will learn the basic functions of Microsoft Word and how to use them.

**Alignment**– The alignment options dictate whether the left and right edges of the text in a document adhere to the right side, left, center or justified. Alignment can be set from the formatting toolbar at the top of the window or under by choosing “Paragraph” under the Format menu.

**Bullets/Numbering** – When creating a list of text items, users can choose from several bullet or numbering system to add a small graphic icon or series of numbers before each item. To add bullets or numbering to a series of text, click on the corresponding buttons in the formatting toolbar or choose “Bullets and Numbering” from the Format menu.

**Clipboard**– The clipboard acts as a type of storage area when a piece of text is temporarily removed and stored for later use within the same session. Using the Cut or Copy commands will place the text in the clipboard. Click on “Clipboard” under the Edit menu to view any text that may be temporarily stored in it.

**Copy** – Copying text simply means making a replica of any text that is currently selecting and saving it to the clipboard. Pressing the Control and C keys in Windows or Command and C on a Mac will copy the text. Alternatively, users can also select the text and then click the “Copy” option under the Edit menu or in the main toolbar.

**Cut** – Cutting text removes the text entirely from the viewable document and stores it in the clipboard. Control-X or Command-X are the keyboard shortcuts for the Cut function on Windows and Mac respectively. The Cut function can also be found under the Edit menu or the toolbar.

**Document** – Each document in Microsoft Word is essentially a new file. Each document can be several pages long. A new document can be created by hitting Control-N or Command-N, or by choosing the “New Blank Document” option from the File menu or the standard toolbar.

**Edit** – The edit menu or toolbar in Microsoft Word allows users to perform basic editing functions in their document such as copying, cutting and pasting. It also contains options for the Undo and Find/Replace functions.

**Font**– A font is a type of design for text and typically incorporates this design into each letter, number and symbol found on a keyboard. Fonts can range from formal to whimsical. Microsoft Word comes with a series of provided fonts and additional ones can also be downloaded if needed. To change the font used in a document, select the text and either click on the main Font menu, the Font drop-down menu in the formatting toolbar or hit Control-D or Command D.

**Footer**– The footer is the text that consistently appears on every page of a document, at the bottom of each page. Footers normally include details such as the page number, or a company’s name and contact details in formal documents. Add or edit a footer by choosing “Header and Footer” under the View menu.

**Format**– The Format menu (or toolbar) goes one step further than the Edit menu. Users can make stylistic changes by changing the look of the text itself, paragraphs, lists and more.

**Header** – The header is similar to a footer except that it sits at the very top of every page in a document. Headers often contain page numbers, the document name or sub-titles within a document. The header can be edited by clicking on “Header and Footer” within the View menu.

**Justify, left justified, right justified** – Justification is a type of alignment for text in a word processor. Justify ensures that both the left and right sides of the text in every paragraph run in a straight line. Left justify makes only the left side of the text aligned, while the right side remains ragged. Right justified does the complete opposite, with only the right side of the text aligned. Users can apply justification to their text by clicking on the corresponding buttons in the formatting toolbar or by selecting the text and clicking on “Paragraph” under the Format menu.

**Open** – The Open command opens an existing document in Microsoft Word. Command or Control plus O, or choosing “Open…” from the File menu will provide a pop-up window for users to select the document they wish to open.

**Paste** – The paste command takes any previously copied or cut text and lays it down within the document where the cursor is pointing. Control or Command plus V, or “Paste” from the Edit menu or standard toolbar will run the paste function.

**Print**– The print command first opens a window where users can specify parameters of the paper, printer and ink they wish to print with and it provides a preview of what the physical print will look like. Control or Command plus P, or clicking on “Print” in the File menu or standard toolbar lets users access the print window.

**Quick access tool bar** – The quick access toolbar is a small and moveable toolbar at the top of the document window. It usually contains buttons to save, undo, redo and print. This toolbar can also be customized to include or remove other commands.

**Ribbon** – The Ribbon is a type of toolbar found in versions of Microsoft Office 2007. It contains graphic buttons for commands and similar commands are shown in groups for easy access.

**Save**– The save command is one of the most important ones. It saves all of the work done to date within a document. The save command enables users to return to the same document later and continue writing, editing or printing. Control or Command plus S, or clicking “Save” under the File menu or standard toolbar will save the document. The “Save As” option is slightly different; it allows users to save the document as a different version by adding a different file name.

**Text** – Text is any of the words and paragraphs that a user types within a document.

**Standard tool bar** – The standard tool bar is the row of icons at the top of the document. Each of these buttons are used for basic functions such as saving, opening or printing documents, among other commands.

**Undo** – The undo feature keeps track of each command that a user issues while working on their document. Issuing the undo command allows the user to go back one step and restore the document as it was before their latest editing command. Related to the Undo command is Redo, which lets the user redo the same formatting command again. Control or Command plus Z, or “Undo” under the Edit menu is used to undo a command, while Control or Command plus Y or “Redo” under Edit is to redo a command.

**Microsoft Excel for Beginners**

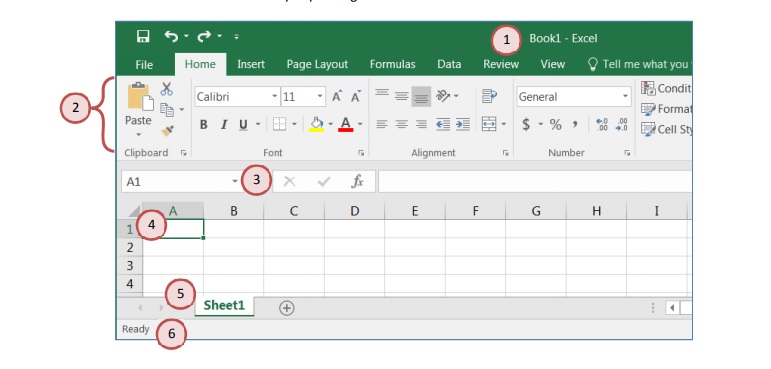
Vocabulary Microsoft Excel is a spreadsheet program. We use it to create reports that need calculations and charts.

1. An Excel file is called a Workbook.   - Default title is Book1

2. Ribbon broken into Tabs (Home, Insert, Page Layout…) - Tabs broken into groups (Clipboard, Font, Alignment)

3. Name box (left) and formula bar (right) - Name box shows address of current cell - Formula bar shows contents of current cell

4. Columns Headings are Lettered, Rows Headings are Numbered - Columns of a building, rows of chairs 5. Worksheet navigation buttons, Worksheet tabs - Sheet1 6. Status bar - Excel behaves differently depending on the current "mode"



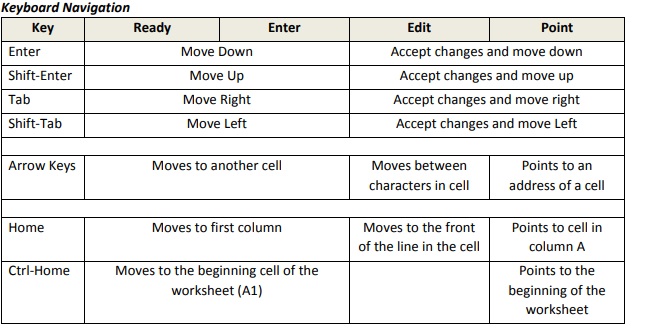
Status Bar Modes ‐

Ready mode. This means nothing is being entered or edited on the spreadsheet. ‐

Enter mode. This mode is when you are doing data entry, just typing in the contents. ‐

Edit mode. Edit the contents of the current cell. Double‐click on a cell with data in it, or click inside the formula bar for this mode.  ‐

Point mode. Used when linking to cell addresses within a formula or from an Excel dialog window.



Clipboard Cut, Copy and Paste are clipboard features built into Windows. The clipboard is a temporary storage place for pictures and data. The Windows clipboard can only store one item at a time. Microsoft Office has a Multi‐Clipboard that can store 24 items, but the Paste button and the shortcuts for the Paste option only correspond to the most recently copied item. The clipboard pane must be displayed to be able to use this feature.   Cut –  Copies selection to the clipboard. If the selection is text or an image, it will disappear. If it’s a cell, Excel waits until you paste it to delete the original cell. Copy – Copies selection to the clipboard. Paste – Retrieves most recent text/object on the clipboard.

Formatting Cells The most formatting options are found on the Home Tab. All the options can be found in the Format Cells window. This contains several tabs to help us format the contents of our spreadsheet. This window can be opened by using the   More Options button at the end of the Format, Alignment and Number groups. You can also use the Keyboard Shortcut – Ctrl‐1 or choose Format Cells… from the right‐click shortcut menu

. Font

1. Font – Sets the font of the selected cell(s). Fonts are different ways to show the same letters.

2. Font Size – Sets the size of the letters (the font). Larger numbers give larger fonts

   3. Increase Font – Increases the font size

4. Decrease Font – Decreases the font size

5. Bold – Makes the selected cell(s) Bold

6. Italic – Makes the selected cell(s) Italicized

7. Underline – Makes the selected cell(s) Underlined. The drop down has a double underline.

8. Borders – Adds and removes borders for the selected cell(s). The drop down has More Borders…

9. Fill Color – Changes the background color of the selected cell(s).

10. Font Color – Changes the color of the font of the selected cell(s).

11. More Options – This button will open the Format Cells dialog window.

Alignment 1. Top Align – Vertically aligns to the top of the cell. 2. Middle Align – Vertically aligns to middle of the cell. 3. Bottom Align – Vertically aligns to the bottom of the cell.   4. Orientation – Rotates the contents of the cell to the currently displayed option.   5. Wrap Text – Displays contents on multiple lines within the cell's column width. 6. Align Text Left – Horizontally aligns the contents to the left side of the column. 7. Center – Horizontally aligns the contents to the center of the cell.   8. Align Text Right – Horizontally aligns the contents to the right side of the cell.   9. Decrease Indent – Decreases the space between the text and the cell border   10. Increase Indent – Increases the space between the text and the cell border 11. Merge and Center – Joins selected (adjacent) cells into one cell and centers the result. If there is data in more than one cell, Excel will only keep the information from the upper left cell.   12. More Options – This button will open the Format Cells dialog window to the Alignment Tab.

**POWER POINT**

What is PowerPoint?  PowerPoint is a graphical presentation program used to organize and present  information. PowerPoint presentations consist of a number of individual pages or  "slides.” Slides may contain text, graphics, sound, movies, and other objects that can be  freely arranged.    Presentations can be printed, displayed live on a computer, or navigated through at the  command of the presenter. For larger audiences, the presentation is often projected onto  a large screen. Handouts, speaker notes, or outlines can also be produced from the slides.