Overview Chapter 1: Introducing Microsoft Office and Using Common Features

LABYRINTH
LEARNING™

Learning Objectives

- After studying this chapter, you will be able to:
  - Describe similarities and differences among Office 2016 for the desktop, Office 365, and Office Online
  - Identify uses of cloud storage
  - Identify parts of the Office user interface
  - Use the spelling checker and other review features
  - Identify Office features available through Backstage view
  - Use the Office Clipboard

(cont.)

LABYRINTH LEARNING™

Learning Objectives (cont.)

- After studying this chapter, you will be able to:
  - Format text in Office applications
  - Search for Help within Office applications
  - Capture a screen in an Office application

LABYRINTH
LEARNING™

Introduction to Microsoft Office

- A software suite that enables users to create, manipulate, and share files across multiple devices
  - **Software suite** – a collection of applications generally produced by the same manufacturer and bundled together
- Works on a variety of devices, including desktops, laptops, smartphones, and tablets

LABYRINTH
LEARNING™

Microsoft Office Storage

- Microsoft OneDrive: cloud storage
  - The amount of storage depends on the Microsoft Office product(s) purchased.
- Cloud storage allows file access from any computer connected to the Internet.

Microsoft OneDrive is accessible on a variety of devices that connect to the Internet.

•This Photo by Unknown Author is licensed under CC BY-SA

LABYRINTH LEARNING™

Microsoft Office Versions

- Office Online: Free, requires a Microsoft account
  - Limited version of Word, Excel, PowerPoint, and OneNote
  - Apps accessed and run in a Web browser
- Microsoft Office 2019: One-time purchase
  - Installed on a computer, does not require Internet connection
  - Not as many features as Office 365, but a variety of plans
- Office 365: Monthly or annual subscription fee
  - Updates included, more frequently updated than Office 2019
  - Includes all Office 2019 apps

LABYRINTH
LEARNING™

What Are the Microsoft Apps?

- The Four Primary Apps:

Application	What It Is Used For
Word	Word-processing software used to create, edit, format, and share documents, such as letters, reports, essays, and business plans.
Excel	Spreadsheet software, arranged with rows and columns, used to perform calculations and analyze numerical data. Use Excel to prepare a budget or income statement, or to determine the amount of interest paid on a loan.
Access	Database software that stores and helps you quickly retrieve data. In Access, you create and enter data into a table and then use forms, reports, and queries to display the desired results.
PowerPoint	Presentation software used to create, edit, format, and share slides designed to tell a story; market a product; or explain a concept.

- Also includes several additional apps:

Application	What It Is Used For
OneNote	Note-taking software used to organize notes (handwritten or typed), audio recordings, screen captures, or sketches you have collected or created to share with others.
Outlook	Personal information management software used to create, send, and receive emails, record tasks, maintain one or more calendars, schedule meetings and appointments, manage contacts, and take notes.
Publisher	Desktop-publishing software used to design and lay out text and images, often for newsletters or brochures.
Skype	Internet communication software used to share audio, video, text, messages, files, or desktop screens.

LABYRINTH LEARNING™

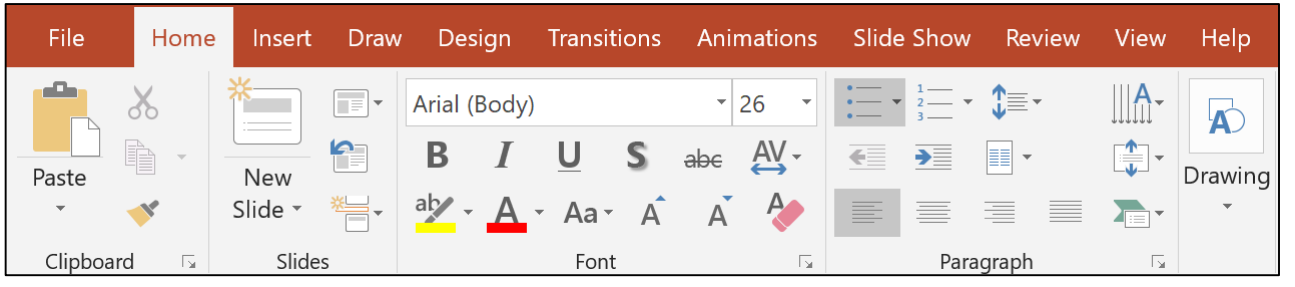
Microsoft Accounts

- It keeps track of Microsoft settings, files, contacts, and more.
- Microsoft account can include a large variety of Microsoft services.

LABYRINTH LEARNING™

Common Features in Microsoft Apps

- Ribbon – made up of tabs that contain buttons and other features arranged in groups.
- Quick Access Toolbar – customizable toolbar in the top-left corner
- Undo/Redo – buttons that can reverse or reapply the last action performed in a presentation

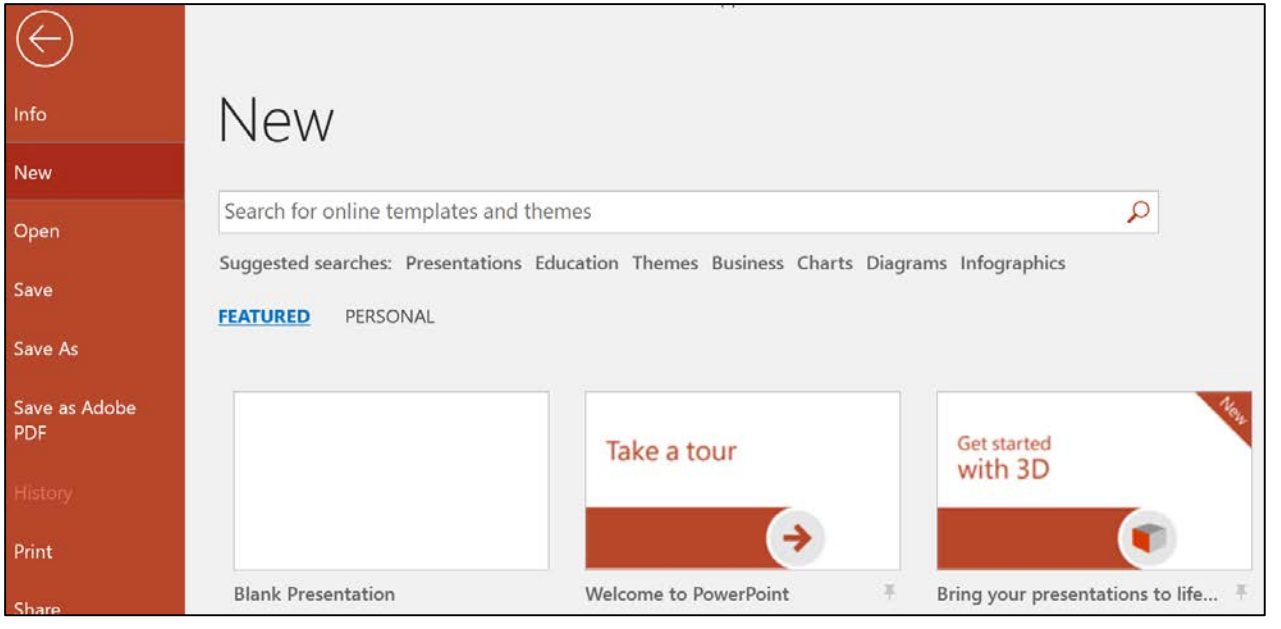


The Ribbon has many features that are common across all Microsoft Office Programs.

LABYRINTH LEARNING™

Common Features on the File Tab

- Backstage view
- Program- and file-management options
- Sharing and printing presentations

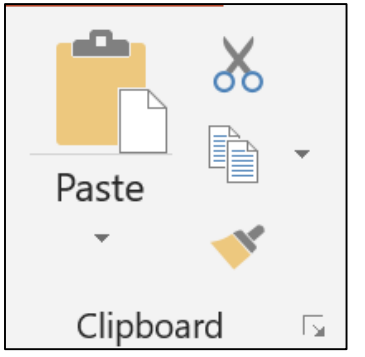


One of the file management options is creating a new file. When you choose it, you are provided with templates on which you can base a new presentation.

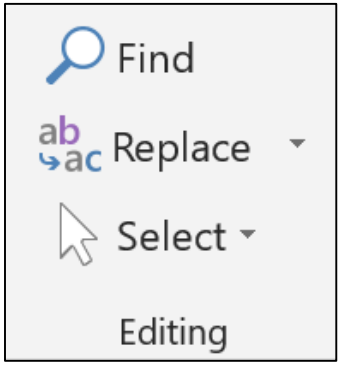
LABYRINTH LEARNING™

Common Features on the Home Tab

- Clipboard Group
  - Allows you to cut, copy, and paste
  - Format Painter allows you to copy & paste formatting
- Drag and drop on the same slide
- Find and replace
  - Locate text quickly
  - Replace allows substitution of text



Clipboard group

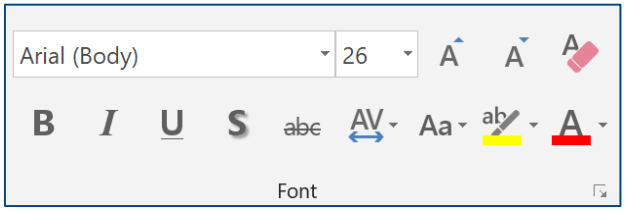


Editing group

LABYRINTH LEARNING™

Formatting Text

- Formatting commands affect selected text
- Font group on the Ribbon
  - Common formatting commands
  - Launch dialog box to access more formatting options



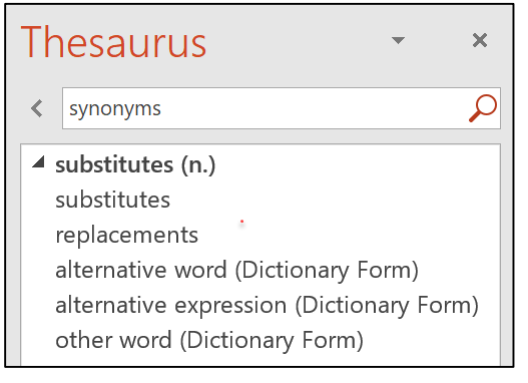
- Mini Toolbar
  - Floating toolbar with common formatting commands
  - Appears when text is selected

LABYRINTH LEARNING™

Common Features on the Review Tab

- Spelling & Grammar
  - Red squiggly line below a word: word is not recognized in the Dictionary
  - Not 100% correct—use as a guideline and confirm
- Thesaurus
  - Provides definitions, word forms, synonyms, and antonyms to aid in word choice for your presentation

When you select a word and then issue the Thesaurus command, a pane will display with synonyms you may wish to use.

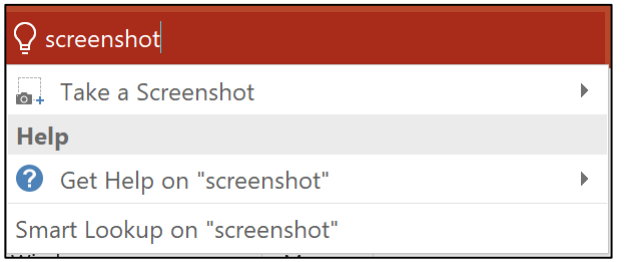


LABYRINTH LEARNING™

Other Common Features

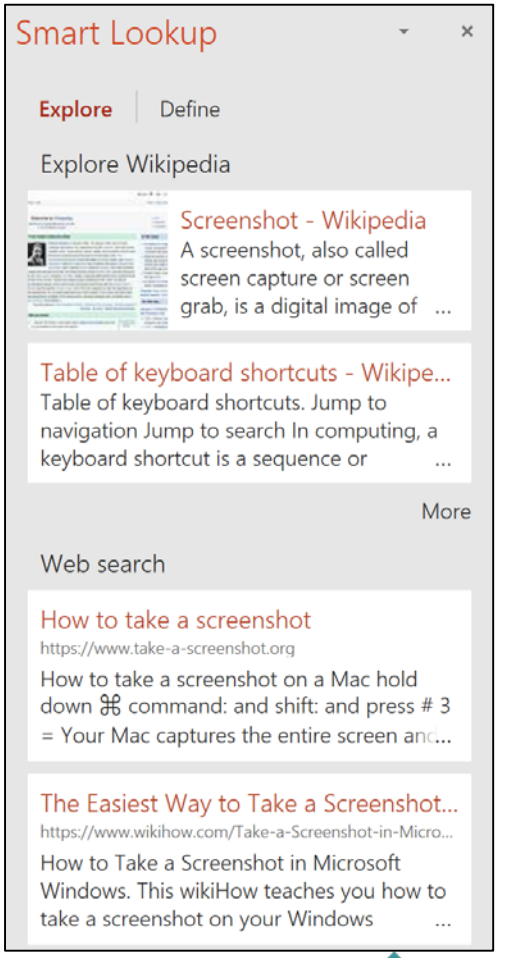
- Help
- Smart Lookup and the Insights pane
- Take a Screenshot

The help feature at the far right of the Ribbon tabs.



Type in a keyword to search for help.

The Smart Lookup will display as a panel on the right of the screen with information about the keyword.



LABYRINTH LEARNING™