

Introduced By
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MICROSOFT OFFICE APPLICATION

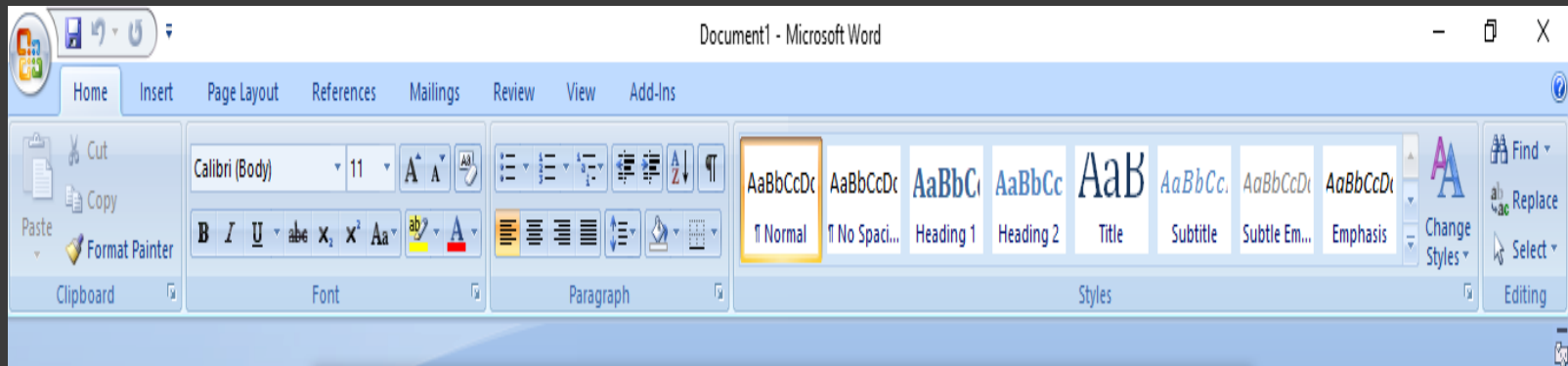
SUBJECT CODE - 66631

MS Office

- MS Word
- MS Excel
- MS Power point
- MS Access
- Publisher
- Outlook

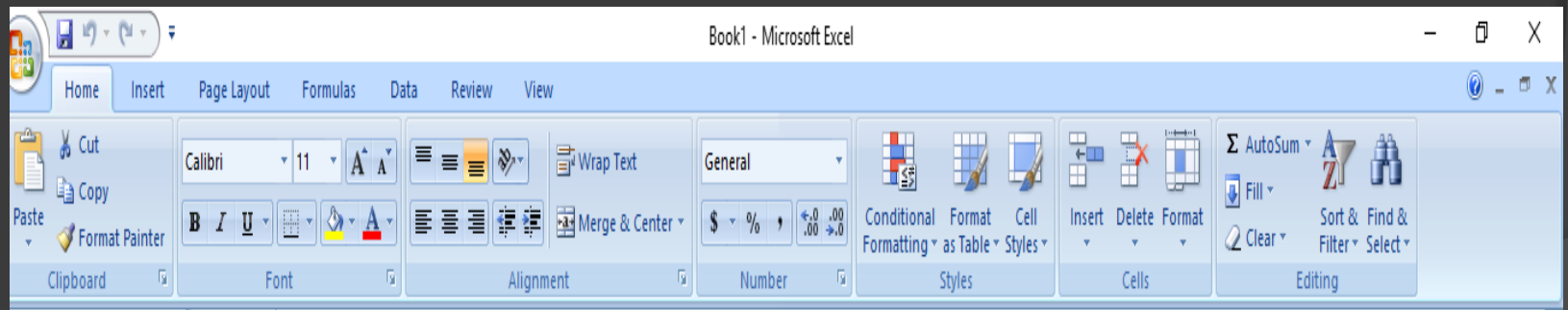
What is Word?

- The purpose of the MS Word is to allow the users to type and save documents.
- It has useful tools to make documents.



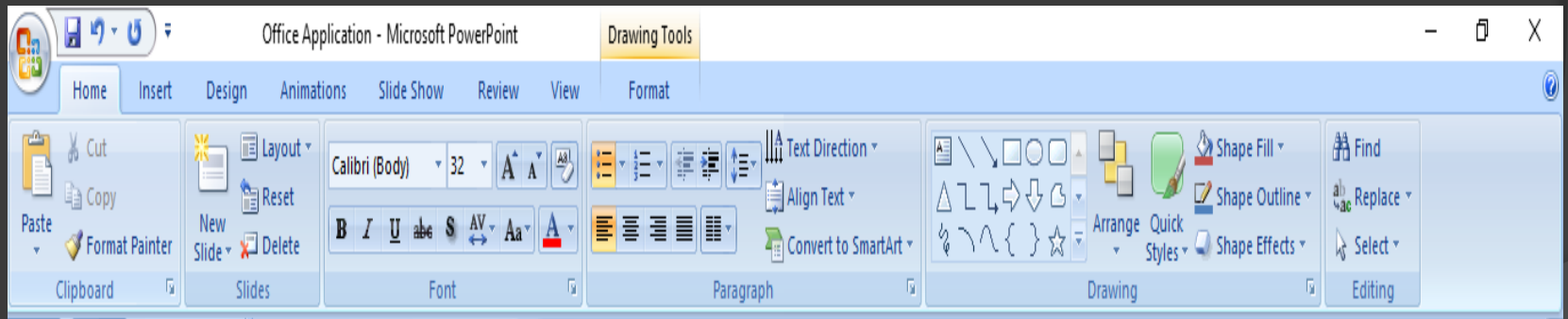
What is Excel?

- Microsoft Excel is a spreadsheet application that features calculation, graphing tools, pivot table and a macro programming language called Visual Basic for Applications.



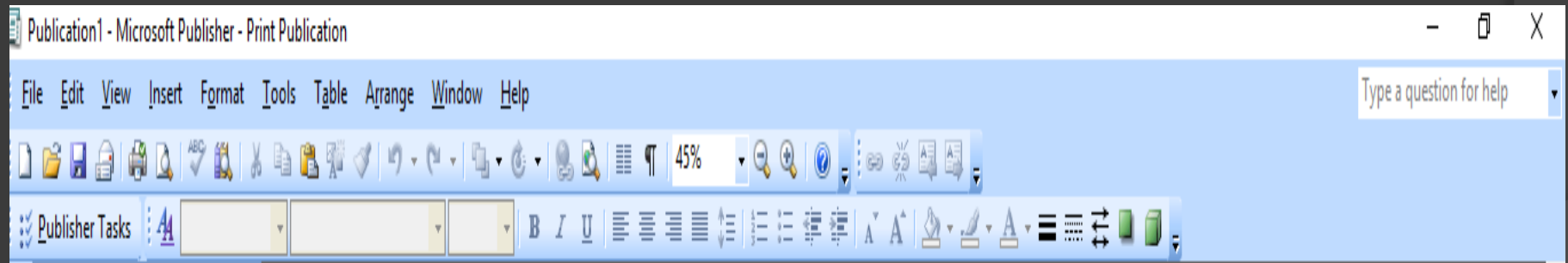
What is Power Point?

- Power point is a complete presentation graphics package. It offers word processing, outlining, drawing, graphing, and presentation management tools—all designed to be easy to use and learn.



What is Publisher

- Microsoft Publisher is an entry-level desktop publishing application. the emphasis is placed on page layout and design rather than text composition and proofing.



What is Outlook?

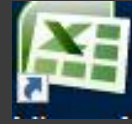
- Microsoft Outlook is a personal information manager available as a part of the MS Office suite. Although it is used mainly as an email application, it also includes a calendar, task manager, contact manager, note taking, journal and web browsing.

Uses of MS Word



- ◉ With this application we can check for grammar and spelling errors. We can also get text modification the way we want to.
- ◉ We can be able to write any kind of letters according to an object.
- ◉ Any assignment might be a reaction paper, a book report, an essay, or follow-up questions regarding any discussion.

Uses of MS Excel



- Using pie chart, graphs and clustered columns and rows adds meaning to data.
- Excel users can format their spreadsheet using different colors, bolds italics.
- Excel allows trend lines to be extended beyond the graph.
- Excel can be used to bring information from various files and documents together.
- Other object can be added using the insert tab.

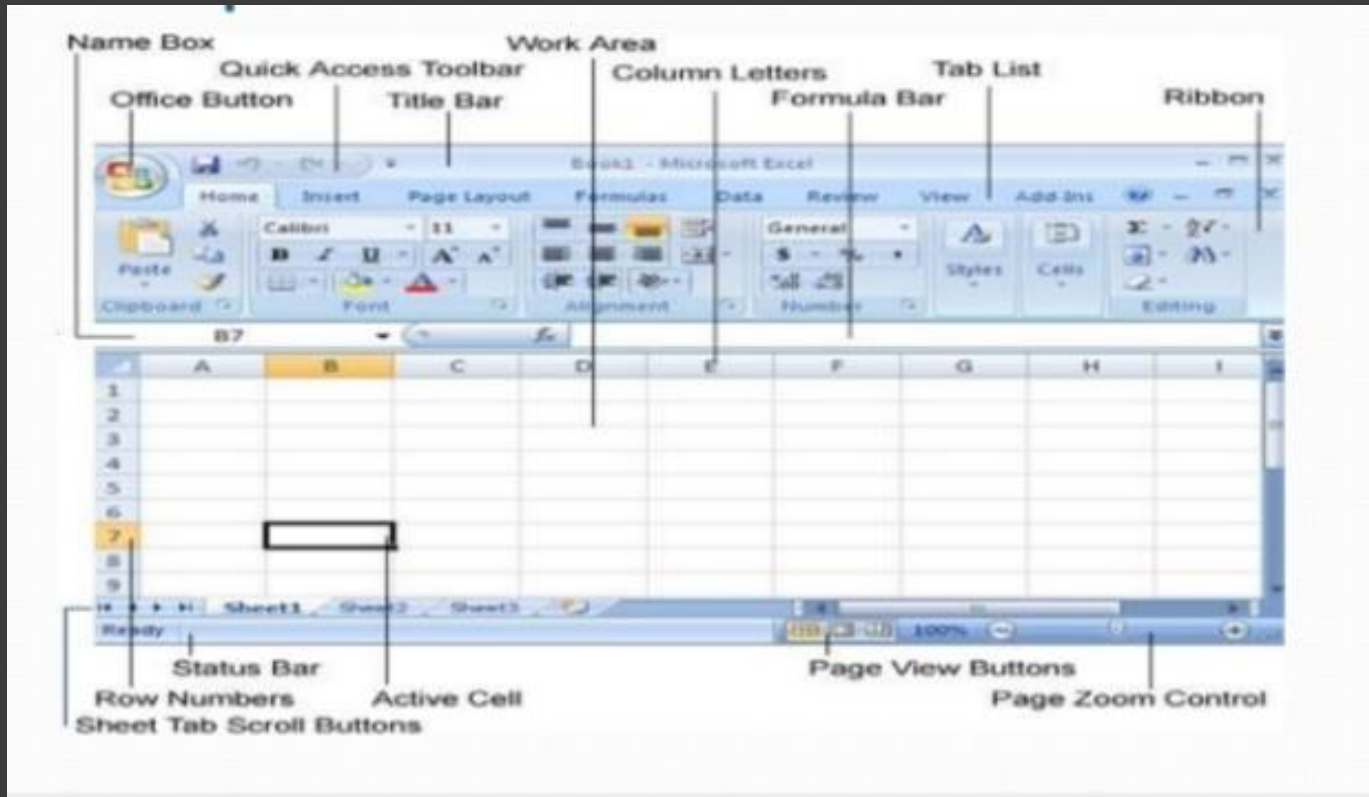
Some functions of MS Excel

- ⦿ Average
- ⦿ Sount
- ⦿ Pi
- ⦿ Sum
- ⦿ Product
- ⦿ Max
- ⦿ Min
- ⦿ If

Uses of MS Powerpoint

- Power Point allows the user to create slides with recordings, narrations, transitions, and other features in order to present information

Components of MS-Excel



Features of MS-Power Point

- ① Animation
- ① Auto Shapes
- ① Editing Presentation
- ① Spell checking in presentation
- ① Hiding and unhiding slides
- ① Running Presentation
- ① Slide Transition
- ① Saving and Printing Presentation

What is MS-Access?



Microsoft Access

Getting Started with Microsoft Office Access

Template Categories

- Featuring
- Local Templates
- From Microsoft Office Online
 - Business
 - Personal
 - Sample
 - Education

New Blank Database

Blank Database

Featured Online Templates

- Assets
- Contacts
- Issues
- Events
- Marketing projects
- Projects
- Sales pipeline

Open Recent Database

More...

Microsoft Office Online

What's new in Access 2007?

The new Access 2007 contains more powerful tools to help you quickly track, report, and share information in a manageable environment. Learn more about the new features and improvements.

More on Office Online:
Training | Templates | Downloads

- Get the latest content while working in the 2007 Microsoft Office system
- Guide to Access 2007 User Interface
- Organize all your objects using the new, easy access Navigation Pane

Automatically update this content from Office Online [Learn more](#)

Ready

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Features of MS-Access

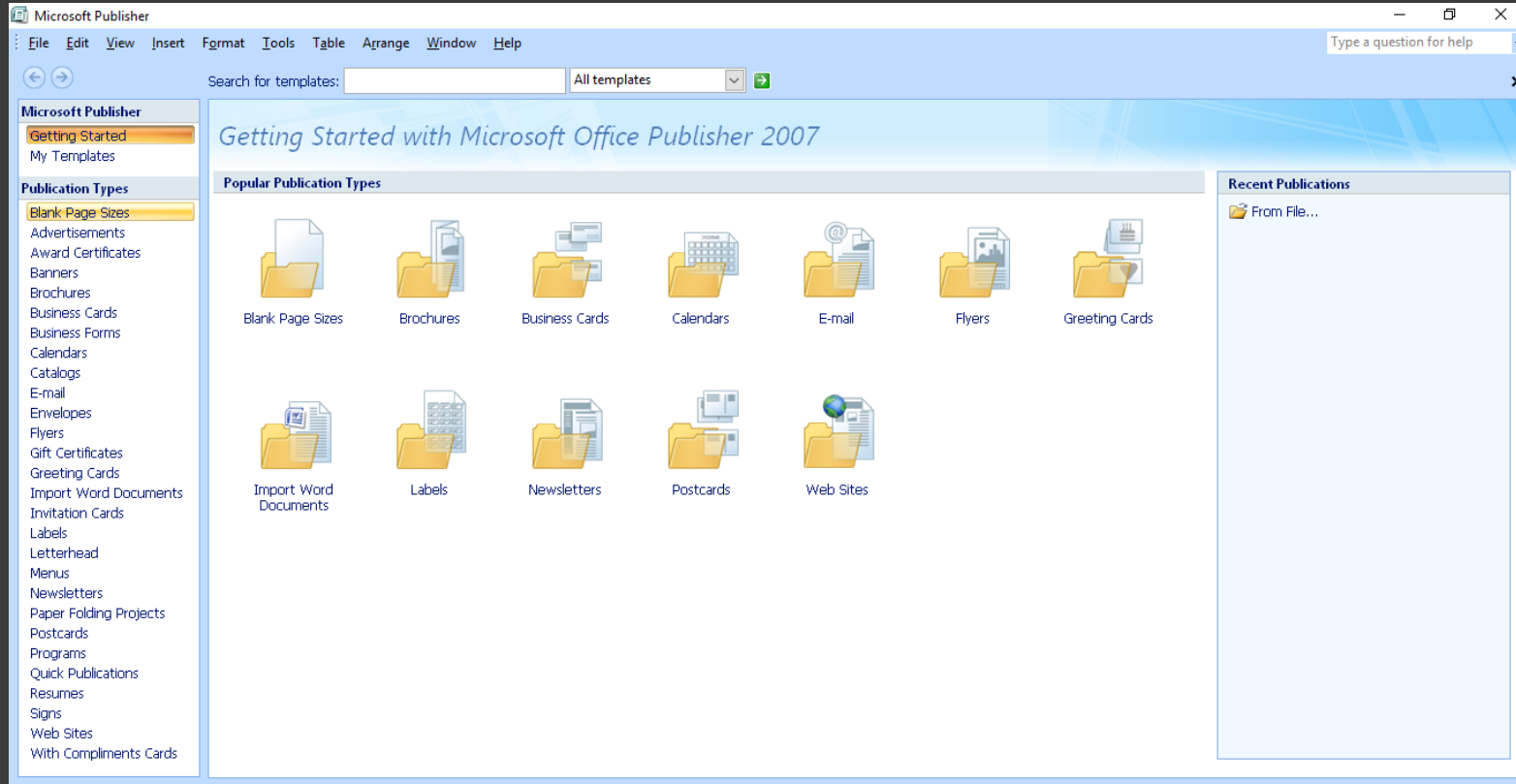
- ⦿ Database
- ⦿ Record
- ⦿ Field
- ⦿ Table
- ⦿ Form
- ⦿ Report
- ⦿ Primary Key

What is MS-Publisher?



- Is an entry level desktop publishing application.
- Emphasis is placed on page layout and design.
- Using Publisher, we can easily create business cards, greeting cards, calendars, etc

MS-Publisher



What is MS-Outlook?



- Is personal information manager.
- Mainly used as an Email Application.

THANK YOU