



Overview Chapter 1: Introducing Microsoft Office and Using Common Features



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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

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

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


What are the Microsoft Apps?

■ The Four Primary Apps



Application	What It Is Used For
	Word: Word-processing software to create, edit, revise, format, and share documents like letters, reports, essays, and business plans.
	Excel: Worksheet software, arranged with rows and columns, used to create calculations and to make what-if analyses. Use Excel to prepare a budget or income statement, or to determine amount of interest paid on a loan.
	Access: Database software that 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, revise, format, and share slides designed to tell a story, market a product, or explain a concept.

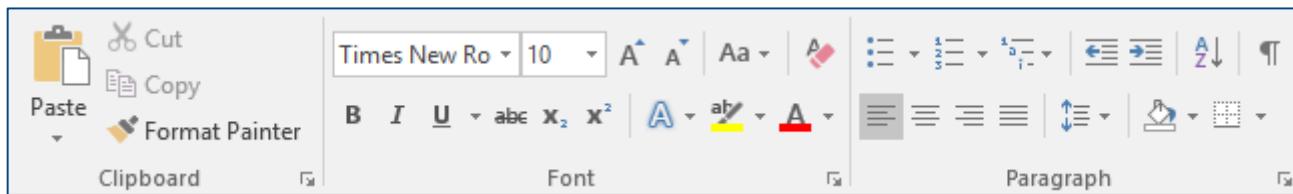
■ Also includes several additional apps

Logging Into Microsoft Office

- Lock screen – prevents others from gaining access to your account.
- Microsoft account connects computer with Microsoft services, such as OneDrive and Windows 
 - ▲ Local account allows access to computer but does not connect to a Microsoft account

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 above or below the Ribbon. 
- Undo/Redo – buttons that can reverse or reapply the last action performed in a document.

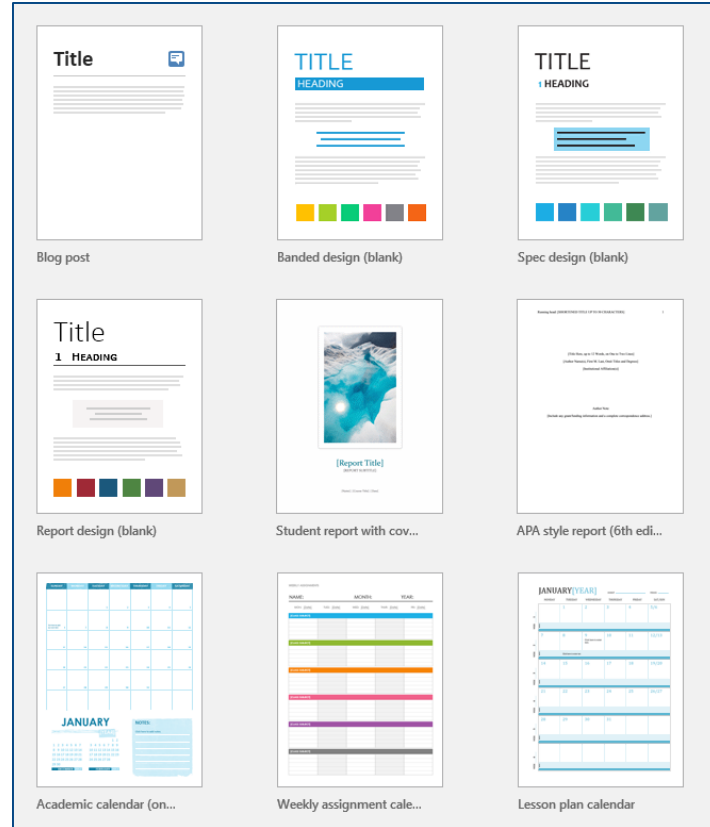


The Ribbon has many features that are common across all Microsoft Office Programs.



Common Features on the File Tab

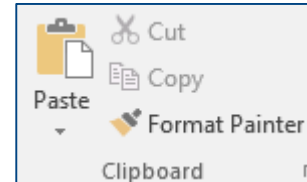
- Backstage view
- Program options
- File management options
- Printing
- Templates

The major Microsoft apps come with Templates for formatting your document.

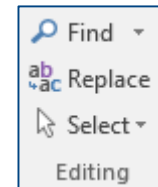


Common Features on the Home Tab

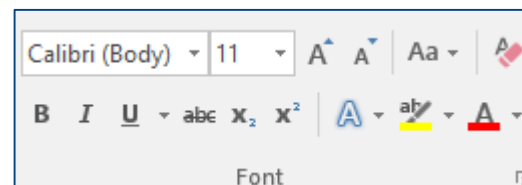
- Office Clipboard 
- Drag and drop 
- Find and replace
- Font formats



Copy/Paste commands



Find and Replace commands



Font formats



Other Common Features

- Spelling & Grammar
- Thesaurus
- Help
- Smart Lookup and the Insights pane
- Take a Screenshot