FastCourse Series

# 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 2019 for the desktop, Office 365, and Office Online
  - Identify uses of cloud storage
  - Identify parts of the Office user interface
  - Identify Office features available through Backstage view
  - Use the Office Clipboard

*(cont.)*



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# Learning Objectives (cont.)

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



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# 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



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# 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.

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

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# Microsoft Office Versions

- Office Online: Free, requires a Microsoft account
  - Limited versions of Word, Excel, PowerPoint, and OneNote
  - Apps are 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



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# 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. |



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# Microsoft Accounts

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

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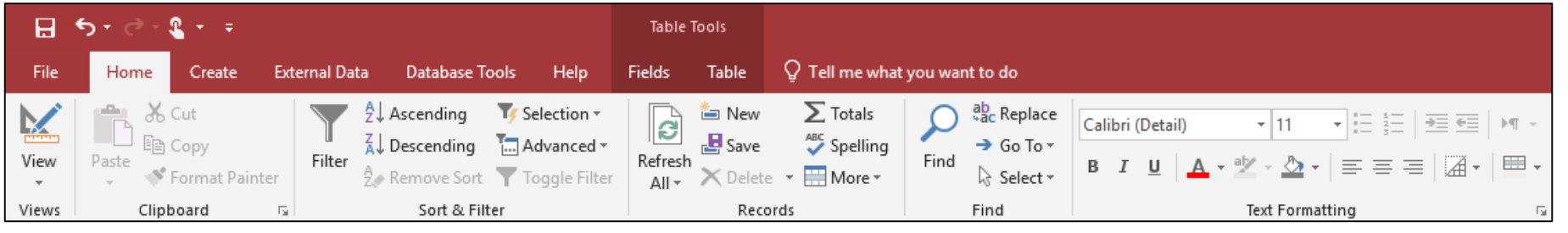
# Common Features in Microsoft Apps

- 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 database




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

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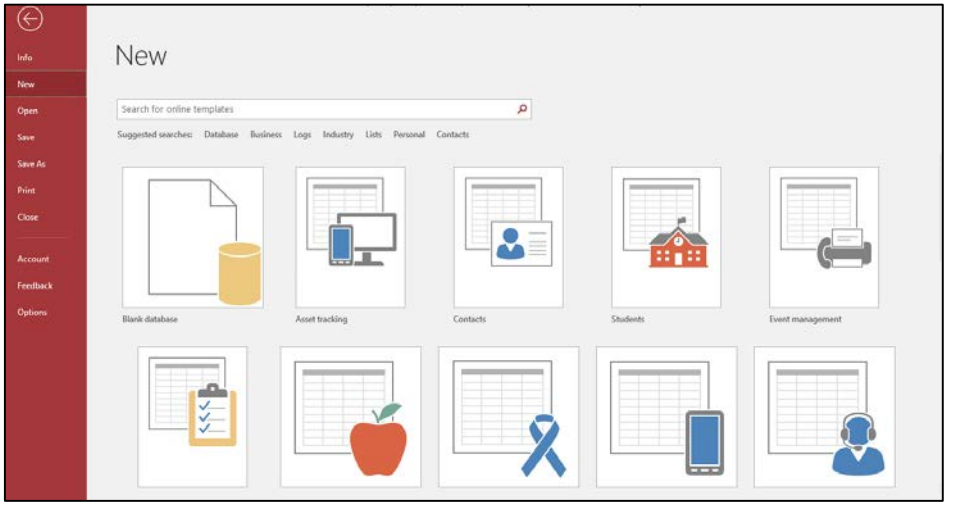
# Common Features on the File Tab

- Backstage view
- Program- and file-management options
- Printing




**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 database.**



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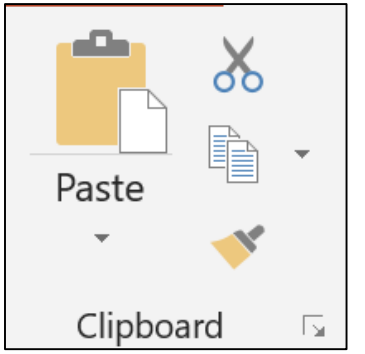
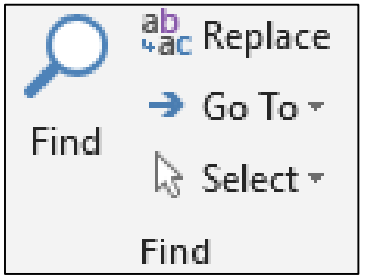
# Common Features on the Home Tab

- Clipboard Group
  - Allows you to cut, copy, and paste
  - Format Painter allows you to copy and paste formatting
- Find and replace
  - Locate text quickly
  - Replace allows for substitution of text




**Clipboard group**




**Find group**

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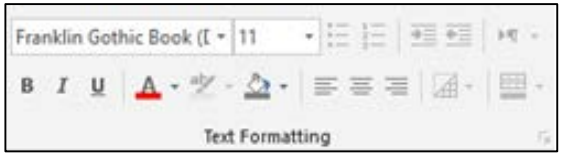
# Formatting Text

- Formatting commands affects selected text
- Text Formatting group on the Ribbon (Font group in other programs)
  - Common formatting commands




  - Launch dialog box to access more formatting options
- Mini Toolbar
  - Floating toolbar with common formatting commands
  - Appears when text is selected

  - Access is slightly different from other applications

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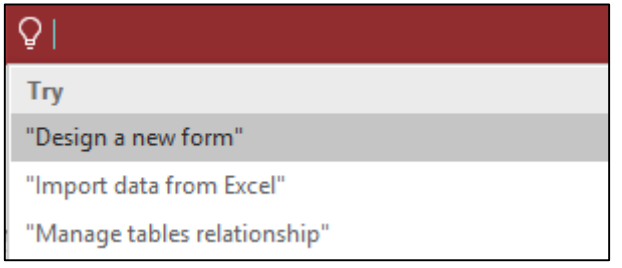
# Help

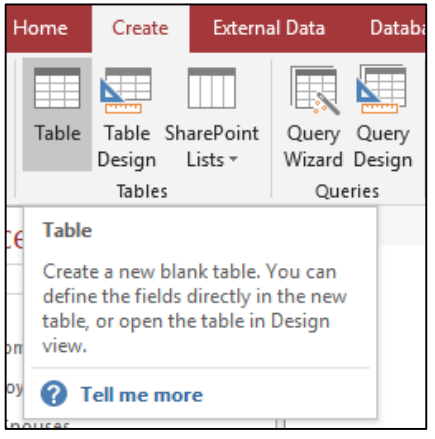
## Tell me what you want to do

**The help feature is located at the far right of the Ribbon tabs.**




**Make a selection or type in a keyword to search for help.**

## Tell me more




**The Tell me more link is located at the bottom of some buttons and provides additional information about the feature.**



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