



# BOOST YOUR SKILLS IN **Microsoft Excel 365/2021**

Overview Chapter 1: Introducing Microsoft  
Office and Using Common Features

# Learning Objectives

After studying this chapter, you will be able to:

- Describe similarities and differences between Microsoft 2021 for the desktop, Microsoft 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
- 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/notebooks, smartphones, and tablets

# Microsoft Office Storage

- Microsoft OneDrive is 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.**

# Microsoft Office Versions

- **Office Online:** Free, requires a Microsoft account
  - Limited versions of Word, Excel, PowerPoint, and OneNote
  - Apps accessed and run in a Web browser
- **Microsoft Office 2021:** One-time purchase
  - Installed on a computer and does not require Internet connection
  - Not as many features as Microsoft 365, and a variety of plans
- **Microsoft 365:** Monthly or annual subscription fee
  - Updates included; more frequently updated than Microsoft Office 2021
  - Includes all Office 2021 apps






# 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.
PowerPoint 	Presentation software used to create, edit, format, and share slides designed to tell a story; market a product; or explain a concept.
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.

# What are the Microsoft Apps? (cont.)

There are also 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.
Teams 	Communication software typically used in the workforce, providing online video calling, chat features, and sharing options across personalized groups.

# Microsoft Accounts

- Provide access to Microsoft settings, files, contacts, and more
- Can include a large variety of Microsoft services

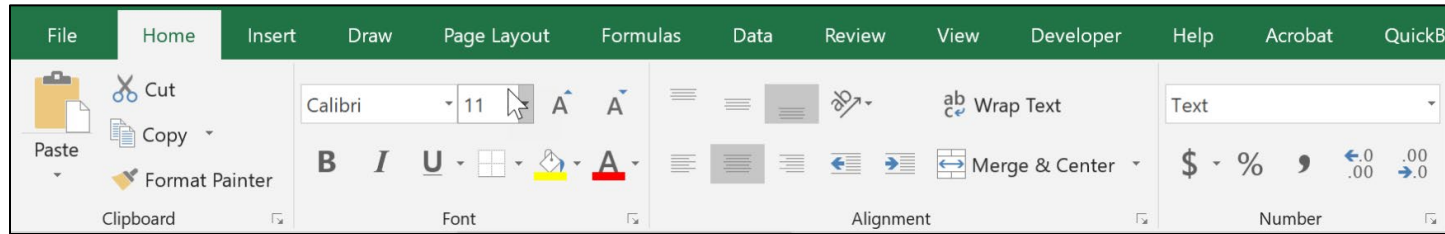


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# Common Features in Microsoft Apps

- **Ribbon:** made up of tabs that contain buttons and other features arranged in groups

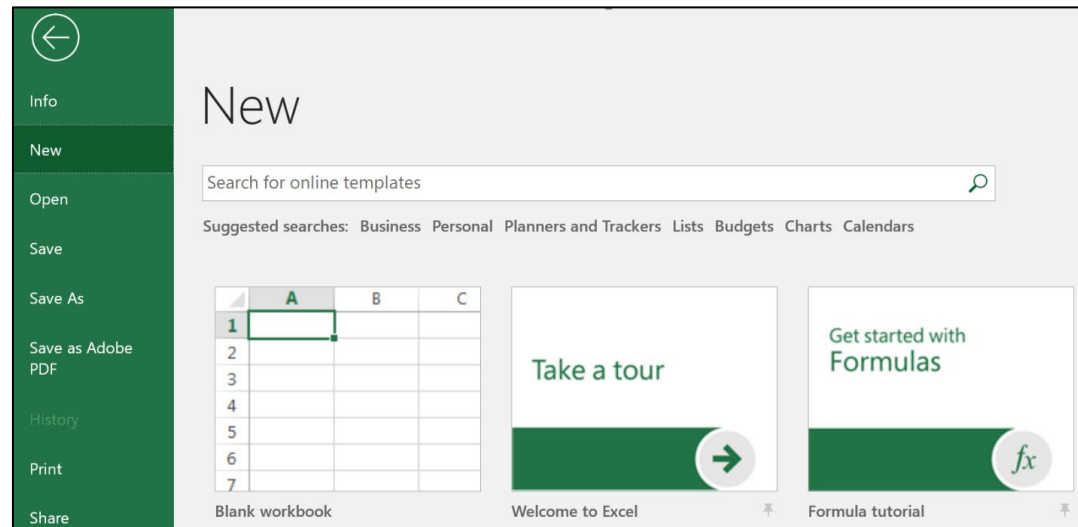


**The Ribbon has many features that are common across all Microsoft Office applications.**

- **Quick Access Toolbar:** customizable toolbar located below the Ribbon
- **Undo/Redo:** buttons that can reverse or reapply the last action performed in a presentation

# Common Features on the File Tab

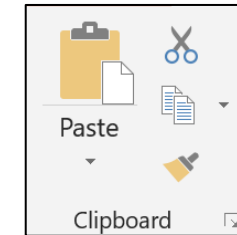
- Backstage view
- Program- and file-management options
- Sharing and printing presentations



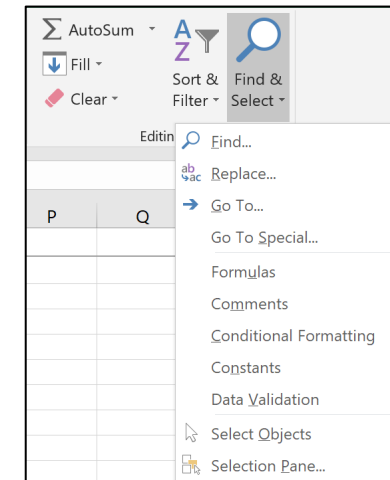
**One of the file management options is creating a new file. You can create a new blank file or use one of the available templates as a base.**

# Common Features on the Home Tab

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



**Clipboard group**



**Editing group and Find & Select drop-down menu**

# 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



# Common Features on the Review Tab

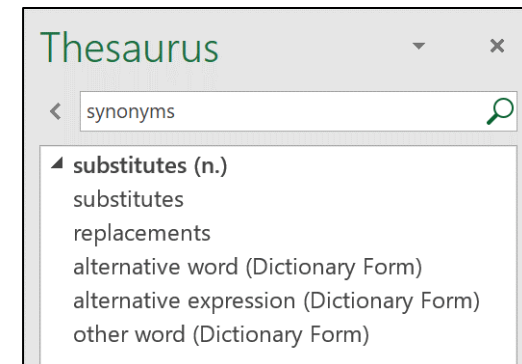
## Spelling & Grammar

- A red, squiggly line below a word indicates the word is not recognized in the Dictionary.
- This feature isn't always accurate—use as a guideline and confirm.

## Thesaurus

- This feature 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 that you may want to use.**

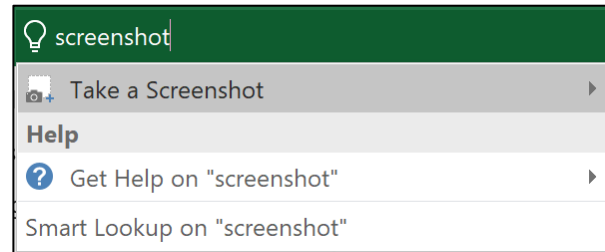


# Other Common Features

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

💡 Tell me what you want to do

**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.**

