Word

- ❖ **A word processing** enables you to create a document, store it electronically on a disk, display it on a screen, modify it by entering commands and characters from the keyboard, and print it on a printer.
- ❖ **Microsoft office** is a complete package or suite from Microsoft Corporation, which consists of applications such as MS Word, MS Excel, MS PowerPoint, MS Access, MS Publisher, and MS Outlook etc.
- ❖ **Word 2010** is a word processor that allows you to create various types of documents such as Letters, Flyers, Brochures, Manuals, CVs and more.
- ❖ **Interface** is a set of commands or menus through which a user communicates with a program.
- ❖ **A quick access toolbar** is a customizable toolbar that contains commands to perform common actions such as saving a document, undoing your last action, or repeating your last action.
- ❖ **A ribbon** is a set of toolbars placed on several tabs. These **Ribbons** are composed of groups which contain logically related commands.
- ❖ **Contextual Tabs** These are special tabs, which appear when we insert or select some objects like pictures, charts, tables etc. **The contextual tabs** contain the controls you need to format items like tables, pictures and text boxes.
- ❖ **The Dialog Box Launcher** is a button with a small arrow on it which appears in the lower-right corner of many groups. It provides additional options related to that group.
- ❖ **Workspace/ Work Area** is the white area in the middle where document is typed or work is done.
- ❖ **The insertion point** is the place in the document where you can insert text, images, graphics etc.
- ❖ **Scroll Bars** There are two scroll bars, vertical and horizontal, which scroll your document up, down and left, right respectively.
- ❖ **View Buttons** These buttons are located on the right side of the status bar. These buttons allow you to view your document in different views. **5 views** .
- ❖ **The zoom buttons** allow you to zoom in or out of the document. These buttons are located on the corner right side of the status bar.
- ❖ **Minimize Ribbon** This option allows you to maximize the work area by minimizing the ribbon or again maximizing the ribbon if minimized already.
- ❖ **The help button** is a command that users can click to display the help system of an application.
- ❖ **A Tooltip** provides a brief description about that command button.
- ❖ **Access keys** are a set of keyboard shortcuts used to access the Ribbon. They relate directly to the tabs, commands, and other things that you see on the screen.
- ❖ **A Template** is a pre-designed document created for common purposes such as a fax, invoice or business letter.
- ❖ **Undo** To reverse your last action, You can reverse more than one action.
- ❖ **Redo** To reverse your last Undo, You can reverse more than one action that has been undone. You can use Redo command only after Undo command.
- ❖ **Navigation through a document** means moving across the whole document in up, down, left and right directions.
- ❖ **navigation Pane**, you can search specific text and even browse the pages in the document.
- ❖ **'Go To'** option takes you directly to the required page, section etc., by inserting desired page number.

❖ **File tab** is used for Saving, Closing and Printing a document. It has 'Option' button, which you can use to customize Word options. "File" menu which is also called the **"Backstage View"**.

- **"Save As"** option is used to save an existing file with a new name, different location and different format (Like .Pdf, .doc, .dotx etc.).

❖ **Home tab** is generally used for formatting of document.

The Home Tab commands are divided into five groups:

- **Clipboard group** This group contains the main editing commands such as Cut, Copy and Paste. \ is **a temporary storage area** where text or other data which has been cut or copied from a file, is stored.
  - **The Clipboard Task Pane** is used to view the contents of the Clipboard.
  - **The "Copy" icon** is used to copy a selection to the "Clipboard".
  - **The "Cut" icon** is used to move a selection to the "Clipboard".
  - **The "Paste" icon** is used to insert the latest copied or cut item from the Clipboard into the document.
  - **"Paste Options" icon**: it has a 3 option :
  - **"Keep Source Formatting"** preserves the look of the original text.
  - **"Merge Formatting"** changes the formatting so that it matches the text that surrounds it.
  - **"Keep Text Only"** removes all the original formatting from the text.
  - **The "Format Painter"** command is used to copy the formatting applied to a section of text to another section of text.

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- **Font group**: This group commands enable you to modify and enhance the appearance of your text.
  - A **"Font"** is a design for a set of characters. **The "Font" box** is used to change the font of selected text.
  - **The "Font Size" box** is used to change the size of selected text.
  - **The "Grow Font" icon** is used to proportionately **increase** the size of selected text.
  - the **"Shrink Font"** icon is used to proportionately **decrease** the size of text.
  - **The "Font Color" icon** is used to change the color of selected text.
  - **Font Style:** Bold, Italic, Underline.
    - **The "Bold" icon** is used to make text appear darker and thicker.
    - **The "*Italic*" icon** is used to make the characters of selected text slant to the right.
    - **The "Underline" icon** is used to draw a line below text.
  - **Change Case** :
    - **Sentence case** Only the first letter of sentence is capital letter.
    - **lowercase** will change selected text in small letters.
    - **UPPERCASE** will change selected text in capital letters.
    - **Capitalize** Each Word will make first letter of each word capital.
    - **tOGGLE cASE** changes capital letters to small & small to capital.
  - **The "Text Highlight Color" icon** is used to make text look like it was marked with a highlighter pen.
  - **The "Text Effects" icon** is used to apply various effects to selected text.
  - **Clear format** is used to clear or remove all the changes or formatting done with the text but not to remove the text.
  - **The "Strikethrough" icon** is used to draw a line through the middle of selected text so that it indicates the text is stroked/ cancelled out.
  - **The "Subscript" icon** is used to create small letters **below** the text baseline.
  - **The "Superscript" icon** is used to create small letters **above** the line of text.
  - **The "Font" dialog box** is used to apply a combination of various formatting effects.

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- **Paragraph group** This group commands enable you to format complete paragraphs.
  - **Alignment** refers to the way text is positioned horizontally in a given space.
    - **Left**: make text align left (Ctrl + L).
    - **Centre**: make text align center (Ctrl + E).
    - **Right**: make text align right (Ctrl +R).
    - **Justify**: make text align justify (Ctrl +J).
  - **Indentation** determines the distance of the paragraph from either the left margin or the right margin.
  - **The "Line Spacing" icon** is used to change the spacing between lines of text or the spacing before or after paragraphs.
  - **Bullets and Numbering** helps you to list any text in an ordered or unordered form.
  - **Borders button** applies borders around the selected text
  - **Shading command** is used to change the color behind the selected text, paragraph or table cell.
  - **The "Paragraph" dialog box** is used to apply a combination of various paragraph formatting effects.
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- **Styles group** This group commands enable you to apply pre-defined formatting instructions \ is a set of formatting characteristics, such as font name, size, color, paragraph alignment, and spacing.
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- **Editing group** This group commands help you to find and replace text as well as make selections.
  - **Find button** enables you to search the text or a phrase in the whole document.
  - **Replace button** enables you to replace the text or phrase with other text or phrase in the document.
  - **Select button** is used to select text or objects in the document.

- ❖ **The Insert Tab** is the third tab in Microsoft Word 2010. This tab has a lot of useful features that enable you to insert things like pictures, clip art images, shapes, SmartArt graphics, Charts etc.
  - **Pages group**: Used for inserting a Cover page, new blank pages and page break.
    - **A cover page** is the very first page of any article or book etc**. The "Cover Page" icon** is used to insert a cover page at the beginning of the document.
    - **The "Blank Page" icon** is used to insert a blank page at the current cursor position.
    - **The "Page Break" icon** is used to position the cursor on the next page.
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  - **Table group** Used to insert table \ contains data or information in the form of **rows** and **columns**. In a table, **column is a vertical part** and **row is a horizontal**. An intersection of column & row is called **Cell**.
    - **Contextual Tabs for Table (Design and Layout):**
      - ❖ **Layout tab :**
        1. **insert additional rows or columns.**
        2. **Merging Cells** is Combining two or more cells together into one cell**.**
        3. **Splitting Cells** : Split the selected cells into multiple new cells**.**
        4. **Delete an entire table.**
      - ❖ **Design tab :**
        1. **Table Styles** a quick way of formatting a table automatically **.**
        2. **Shading** is used to highlight some or the complete table data.
        3. **Border** is the outlining of a table cells, rows, or columns.
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- **Illustrations group** : Used for inserting picture, various shapes etc.
  - **Inserting a Picture.**
    - **The Contextual Tab for picture (Format) :**
      - **Adjust group :**

- o **Artistic Effects icon** to apply various artistic effects to an inserted picture.
  - **Size group :**
    - o **crop icon** to crop a picture to remove unwanted parts**.**
  - **Arrange group :**
    - o **Text wrapping options** makes it easy to wrap the text around a picture in different ways.
      - ▪ The <u>default wrapping style</u> **is "In Line with Text"** This places the image in line with your text.
      - ▪ **Square** to wrap text around the border of your image.
      - ▪ **Tight** to wrap text closely around a clip art image or an irregularly shaped picture.
      - ▪ **Through** to drag the wrap points closer to the image, so that text can fill in more of the negative space around the image.
      - ▪ **Top and Bottom** to place the image on its own line.
      - ▪ **Behind** Text to display the text over the image.
      - ▪ **In Front of** Text to display the image over the text.
      - ▪ **More Layout Options** to change where the text wraps or the distance between the text and the image.
    - o **The Position button** helps you to position an inserted image at standard positions in a document**.**
  - o **The "Clip Art" icon** is used to insert various readymade illustrations, audios and videos offered by Microsoft.
  - o **The "Shapes" icon** is used to insert predefined shapes into your document. Available shapes include Rectangles, Basic Shapes, Block Arrows, Equation Shapes, Flow chart, Stars and Banners and Callouts etc.
    - ✚ **The Contextual Tab for shapes (Format) :**
  - o **SmartArt graphics** are visual representations of information that communicate your messages or ideas quickly and effectively.
  - o **A chart** is a visual representation of data and conveys information in an easy to understand and attractive manner.

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- **Links group** : Used for hyperlinking and bookmarks \ consists of commands that enable you to create bookmarks, links and cross references.
  - o **Hyperlinking** is a process to link some content or text to a webpage or place in the same document or to another file or document.
  - o **Bookmark** feature allows us to mark locations within the documents and jump around to these bookmarks.

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- **Header & Footer group** : Used to insert header & footer and page number.
  - o **Header icon** is the text, symbol, picture, page no., or anything that appears on **top** of every page of the document.
  - o **Footer icon** is the text, symbol, picture, page no., or anything appears in the **bottom** of every page of a document.
    - ✚ **The contextual tab for Header & Footer (Design) :** you can close the header and footer option from this tab .
  - o **The "Page Number" icon** is used to insert the page number on every page of your document at a position of your choice.
- **Text group**: Used for inserting various text boxes, date & time as well as wordart etc. \ p commands enable you to present text in different ways and insert embedded objects.
  - o **'Text Box' button** is a list of various text boxes.
  - o **The "WordArt"** is used to insert decorative text in the document.

- o The **"Drop Cap"** is used to enlarge the first character at the beginning of a paragraph.
  - o **Insert Date & Time.**
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- **Symbols group** : Used for inserting various symbols and math equations.

❖ **The Page Layout Tab** allows you to customize the way your document's page is set up. It helps you to change the document orientation, page size, margins, indentation, line spacing, and paragraph settings.
  - **The Page Setup Group :** The commands in this group enable you to modify the structure of your document with details like margins, page size, orientation, line numbers etc.
    - o **Margins** are the small area around the text (**left**, **right**, **top**, and **bottom**. **Gutter** is a special margin used for binding a book). \ **'Margin' button** a list will drop which contains pre-defined margins**.**
    - o **Orientation** is the direction of page \ There are two orientations, **Portrait** and **Landscape**. **By <u>default,</u> Word provides Portrait orientation.**
    - o **The "Size" icon** is used to set the size of the pages of your document.
    - o **The Columns button** is used to divide the text into two or more columns.
    - o **Line Numbers icon** counts the lines in a document and displays the appropriate number beside each line of text.
    - o **The "Hyphenation" icon** is used to split long words at the end of a line.
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  - **The Page Background Group** This group commands helps you to set colors and insert pictures in the background of a document.
    - o **Watermark icon** is a process of adding see-through text or images to the background of a document.
    - o **'Page Color' button** applies background color to a document.
    - o **'Page Border'** applies borders to selected or all pages within the document.

❖ **The References Tab :** the commands of this tab enable you to create various types of references like Table of Contents, Footnotes and Captions etc.
  - **Table of Contents Group** : contains commands which enable you create and update a Table of Contents. The table of contents facilitates locating topics in a document and gives it more professional look.
    - o **'Table of Content' button**, which will display a list of Table of Contents options.
    - o **'Update Table' button** This displays the Update Table of Contents dialog box with two options :
      1. **'Update page numbers only'** To update page numbers.
      2. **'Update entire table'** To update page numbers as well as if there is any change in headings .
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  - **The Footnotes Group** : enable you to insert footnotes and endnotes (**footnotes appear at the bottom of the page and endnotes come at the end of the document or section**).

❖ **The Review Tab** : the commands of this tab enable you to review and improve your document in various ways. This tab helps you to check Spelling & Grammar mistakes, Count Words, Translate, and change Language, in a document.
  - **The Proofing Group** contains proofing commands for spelling and grammar correction, research, word count, etc.
    - o **Spelling and Grammar check button** removes spelling and grammatical errors from a document.
      1. **Red** for flagged spelling errors (or words that MS Word does not know). Example: "I am a studnt."
      2. **Green** for grammatical errors. Example: "I will played."

3. **Blue** for contextual errors. A word spelled correctly but used out of context. Example: "I No You." Instead of "I Know You."

1. **options to fix the spelling mistake:**
   1) **Ignore once** to ignore the word.
   2) **Ignore All**: Like Ignore, but ignores all occurrences of the same misspelling, not just this one.
   3) **Add to Dictionary**: to add the word to the MS-Word dictionary.
   4) **Change**: This will change the wrong word using the suggested correct word.
   5) **Change All**: Like Change, but change all occurrences of the same misspelling, not just this one.
   6) **AutoCorrect**: If you select a suggestion, Word creates an AutoCorrect entry that automatically corrects this spelling error from now on.

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- **The Comments Group** : enable you to insert, delete and move between comments.
  - o **Inserting comments :** Comments in the document enhance understandability of document.
  - o **Delete' button** : Deleting comments **.**
  - o **Viewing next and Previous Comment** To view previous or next comment in a document**.**

❖ **The View Tab** This tab allows you to view a document in different ways.
- **The Document Views Group** : contains commands using which you can change your document view.
  - o **Print Layout** It displays the document as it will appear on the papers after printing. One advantage of working in this view is its adherence to **WYSIWYG** (What You See Is What You Get).
  - o **Full Screen Reading** This view shows a document in two page book-style, with the Ribbon and other screen elements hidden.
  - o **Web Layout view** create, view, and edit pages as they'll appear online when opened in a browser. This view provides an **approximation** of how content appears, not an exact match.
  - o **Outline view** create, view, and edit outlines. It shows the documents as collapsible levels of headings, allowing you to see a documents **structure** at a glance.
  - o **Draft** some page elements do not appear, such as the boundaries between pages, backgrounds, headers and footers. Draft view just shows the **main text** of the document.

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- **The Show Group** tab is used for displaying the Ruler, Gridlines and the Navigation Pane by clicking the related checkboxes.
  - o **Ruler** is used to measure and lineup objects in the documents.
  - o **Gridlines** are crisscross lines behind text.

❖ **PDF (Portable Document Format). Developed by Adobe, a PDF document may contain images and text, as well as hyperlinks and all the things a normal word document may have.**

❖ **A template** is a preset formatted document**.**

Excel

❖ **An electronic spreadsheet** is a software program that contains rows and columns used for storing, organizing, manipulating and performing calculations on data using mathematical formulas or functions. It is also known as **Worksheet**.

❖ **A spreadsheet** is an interactive computer application program for organization, analysis and storage of data in tabular form.

❖ **Microsoft Excel** is Application software to carry out calculations like Corporate Budgeting, Inventory Management and to plot graphs.

❖ **A worksheet** is a collection of cells where you keep and manipulate the data. It is divided into rows and columns.

❖ **Columns** are identified by a **letter**

❖ **rows** are identified by a **number**. …. ***By** default, each Excel workbook contains **three** worksheets.

❖ **A "Cell"** the intersection of a row and a column.

❖ **The Active cell** is recognized by its black outline.

❖ **The Formula Bar** is located above the worksheet and displays the contents of the active cell and used for entering or editing data and formulas.

❖ **The Name Box** displays the cell address of the active cell.

❖ **Cell address** is denoted by the column name followed by the row number , is also called the **cell reference** or the **name of the cell**.

❖ **The sheet tabs** at the bottom of the screen display the names of the worksheets.

❖ **A Template** is a pre-designed document created for common purposes such as a budget, inventory list or planner.

❖ **Home tab :**
- **The Font Group** This group commands enable you to modify and enhance the appearance of your data (Font, Font Size, Increase Font Size, Decrease Font Size, Font Color, Bold, Italic and Underline).
  - **The "Borders" icon** is used to apply borders to the selected cells.
  - **The "Format Cells" dialog box** is used to apply a combination of various effects to the selected cells.

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- **The Alignment Group** This group commands enable you to position data within cells as required.
  - The **"Align Text Left"**, **"Center"** and **"Align Text Right" icons** are used to specify the way text is positioned **horizontally.**
  - The **Top Align**, **Middle Align** and **Bottom Align** icons are used to specify **vertical** alignment of cell data.
  - **The "Orientation" icon** is used to rotate the data to a diagonal angle or vertical orientation.
  - the **"Wrap Text" icon** enables cell content to appear on multiple lines.
  - **The "Merge & Center" icon** is used to join selected cells into a larger cell and then **centers** the contents in the new cell.

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- **The Cells Group** The commands of this group enable you to insert, delete and format cells, rows, columns and sheets.
  - **The "Insert" icon** is used to insert additional columns, rows, cells and sheets.
    - ✓ **The Insert dialog box** opens with the following options:
      1) **Shift Cells Right-**shifts existing cells to the right to make room for the blank cells you want to insert.

2) **Shift Cells Down**-instructs Excel to shift existing cells down.This is the **default** option**.**
3) **Entire Row**-inserts complete rows in the cell range.
4) **Entire Column**-inserts complete columns in the cell range.
   o **The "Format" icon** is used to perform various functions such as changing the Row height and Column width as well as organizing sheets, visibility and protection of sheets.
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   o

- **Editing Group :**
  o **The "Sum" or the "AutoSum" icon** is used to calculate sum of the selected cells, directly after the cells**.**

❖ **Auto Fill** copies the same formula by dragging the fill handle over an adjacent cell or a range of cells \ used to complete common number series or series, such as days of the week and months of the year.

❖ **A formula** is an expression that performs calculations on data contained in a worksheet.

❖ **Decimal Place** the position of a digit to the right of a decimal point.

❖ **The "Show Formulas" icon** is used to display the actual formula applied to a cell instead of the resulting value.

❖ **Excel Error Messages** :
  - **#VALUE!** One or more cells that are included in an arithmetic formula contain text. (1+orange)
  - **#DIV/0!** Error when a number is divided either by zero (0) or by a cell that contains no value.
  - **#REF!** Cells may have been deleted that were referred to by other formulas.
  - **#NAME?** This error indicates that a function is trying to do a mathematical operation on text or is referring to a cell that does not exist.
  - **#NUM!** The result of a formula might produce a number that is too large or too small to be represented in Excel.
  - **#NULL!** This error indicates that Excel cannot determine which cell is being referred to.
  - **#####** The column is not wide enough to display the content (numbers & dates).

❖ **Auto Calculate** It allows Excel to automatically calculate formulas in real time.

❖ **Excel uses three types of cell references to create formulas :**
  1) **Relative Cell Reference**: Every relative cell reference in a formula automatically changes when the formula is copied down a column or across a row.
  2) **An absolute cell** reference is fixed. Absolute references don't change if you copy a formula from one cell to another. Absolute references have a dollar signs ($).
  3) **A mixed cell reference** has either an absolute column and a relative row, or an absolute row and a relative column \ the absolute reference stays the same but the relative reference changes.

❖ **Referencing multiple sheets** create formula based on data from multiple sheets.

❖ **A "Function"** is a prewritten formula that performs calculations automatically.

❖ **"syntax"** a set of rules associated with it.

❖ **The Sum Function** a predefined formula that calculates the total of values contained in two or more cells.

❖ **The AVERAGE function** can be used to find the average of a list of numbers**.**

❖ **The COUNT function** counts the number of cell in a range that contains numbers**.**

❖ **The COUNTA Function** counts the number of cells in a range that are not empty**.**

❖ **The MAX function** is used to find the **largest** or **maximum** number in a given list of values.

❖ **The MIN function** is used to find the **smallest** or **minimum** value in a range of data.

❖ **The DATE function** returns the sequential serial number that represents a particular date.

❖ **The "LOWER" function** is used to convert the text in a cell to **lowercase** i.e. **small** letters.

❖ **The "UPPER" function** is used to convert the text in a cell to **uppercase**, i.e. **capital** letters.

- ❖ **The PROPER function** capitalizes the **first** letter of each word and changes all other letters to lowercase.
- ❖ **The LEN function** returns the number of characters in a text string.
- ❖ **The IF function** returns one value if a specified condition evaluates to **TRUE**, or another value if it evaluates to **FALSE.**
- ❖ **Nested IF function** has more than two possible outcomes.
- ❖ **The SUMIF function** is used to add the values in a range that meets a specified criteria.
- ❖ **The COUNTIF function** counts the number of cells within a range that meets the specified criteria.

- • **Styles Group** The commands of this group enable you to apply pre-defined formatting instructions.
  - o **Conditional formatting options** allow you to apply different formatting options, such as background color, borders or font formatting to data that meets certain conditions
  - o **The "Format as Table" icon** enables you to quickly format a range of cells and convert it to a Table.
  - o **The Cell Styles icon** is used to quickly format a cell by choosing from the pre-defined styles.

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- • **Editing and Number Groups** commands help you to find, replace, sort and filter the data as well as clear data and formatting.
  - o **The "Sort & Filter" icon** is also used to filter data as required.
  - o **Sort** allows you to arrange the data in an order. You can sort data by text (A to Z or Z to A) and numbers (Smallest to Largest or Largest to Smallest).
  - o **Filter** is a quick and easy way to find and work with a subset of data in a range.

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- • **The Number group** contains the available number formats in Excel .

- ❖ **The Insert Tab** :
  - • **The Charts Group**
    - o A chart is a visual representation of data and conveys the information in an easy to understand and attractive manner.
      - ♣ **The contextual tab for charts :**
        - ✓ **Design tab :**
          - • **"Move Chart" icon** to move the chart to a separate worksheet.
          - • **The "Chart Styles" group** to apply a chart style.
          - • **The "Data" group, "Select Data" icon** to Change Chart Data**.**
          - • **The "Type" group, "Change Chart Type" icon** to change the chart type.
        - ✓ **Layout tab :**
          - • **Labels group** :
            - o **"Chart Title" icon** to display the chart title above the chart
            - o **"Axis Titles" icon** to label the X-axis and Y-axis of the chart.
            - o **"Data Labels" icon** to display the data labels.
        - ✓ **Format tab** :
          - • **"Shape Styles" group** to color the chart background.

- ❖ **The Page Layout Tab** allows you to customize the way your worksheet is set up. It helps you to change the themes, page size, margins, print area and many other options.
- ❖ **Themes** provide a unique and professional look to your Workbook. They use different combinations of font styles, color schemes and graphical effects.
  - • **The Page Setup group :**
    - o **The "Background" icon** is used to display a picture as the background of a worksheet.
    - o **A print area** is a range of cells that you select to print when you don't want to print the entire worksheet.
    - o **The "Print Titles" icon** is used to specify the rows to be printed at the top or columns to be printed at the left of each page.
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  - • **The "Sheet Options" group** is used to switch the sheet direction, specify whether you wish to view and print the gridlines and headings of your worksheet.
    - o **"Sheet Right-to-Left" icon** is used to change it to Right side .
    - o **Print boxes** to print the gridlines as well as row and column headings.
    - o **View boxes** to hide the gridlines as well as row and column headings.

- ❖ **The View Tab :**
  - • **The "Window" group :**
    - o **The "Split" icon** is used to split the worksheet window into separate panes and scroll the worksheet in each pane so that you can easily compare data from separate worksheet locations.
    - o **The "Freeze Panes" icon** is used to keep a portion of the sheet visible while the rest of the sheet scrolls.

PowerPoint

❖ **Presentation graphics software** is a type of software package designed to present graphic information in the form of a slides.

❖ **Microsoft PowerPoint** is a program that comprises of slides, which may contain text, images, and other media, such as audio clips and movies.

❖ **The Slide area** is the actual slide where you can add slide objects such as text, pictures, charts, etc..

❖ Dotted borders identify **"Placeholders",** where you can type text or insert pictures, charts, and other objects.

❖ **The Navigation Pane** appears on the left side of the PowerPoint window, which contains Slides tab and Outline tab.

❖ **Slide Tab:** Shows **thumbnails** of slides so you can see a visual representation of several slides at once.

❖ **Outline Tab:** Shows an outline of the slides and the text of each slide in the presentation.

❖ **Notes pane** is below the slides pane, which enables you to add notes to the presentation for each slide. These notes also called as **speaker notes.**

❖ **The Slides tab** allows you to perform various functions.Right-clicking a slide displays various options.

❖ **The Home tab** contains the most commonly-needed commands. These allow you to insert new slides, group objects and format text on your slides. This tab is divided into **six groups.**

- **The Slides group** the commands in this group enable you to insert new slides, organize & arrange slides.
  - o **The "New Slide" button** is used to insert a new slide after the currently active one.
  - o **The "Layout" button** is used to change the slide layout.
  - o **The "Reset" icon** is used to reset the position, size and formatting of the placeholders on a slide to their default settings.

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- **The Font group** the commands in this group enable you to modify and enhance the appearance of text (Change Font, Font size, Use of Increase Font size and Decrease Font size option, Change font color) and Apply (**Bold**, *Italic*, <u>Underline</u>, Shadow, ~~Strikethrough~~ effects to selected text).
  - o **The "Character Spacing" icon** is used to change the space between the characters of selected text.
  - o **The "Clear All Formatting" icon** is used to clear all applied formatting.

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- **The Paragraph group** the commands in this group enable you to format paragraphs of text.
  - o **The "Bullets" icon** is used to create a bulleted list on a slide (you may use pictures as bullets).
  - o **The "Numbering" icon** is used to create a numbered list on a slide.

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- **The Drawing group** the commands in this group enable you to insert shapes and arrange & enhance objects.
  - o **The "Shapes" icon** is used to insert predefined shapes on your slides.
    - ⬦ **Contextual tab (Format): The "Shape Height"** and **"Shape Width" boxes** on the contextual Format tab are used to specify the exact dimensions of a shape.
  - o **The "Quick Styles" icon** is used to apply styles to objects such as shapes, text boxes and placeholders.
  - o **The "Arrange" icon** is used to arrange objects on a slide by changing their order, position and rotation.

✓ The various Order options in Arrange button:
1) **"Bring to Front",** places the selected object in front of all other objects.
2) **"Send to Back",** places it behind all other objects.
3) **"Bring Forward",** the object moves one level forward.
4) **"Send Backward"** moves it one level behind.
- o **The "Shape Fill" icon** is used to fill an object with a solid color, gradient, texture or a picture.
- o **The "Shape Outline" icon** is used to specify the color, width etc. of the outlines of objects such as shapes, text boxes and pictures.
- o **The "Shape Effects" icon** is used to enhance the appearance of objects such as shapes and text boxes on your slide.

- -

- **The Editing group :**
  - o **The "Select" icon** can be used to make various other types of selections.

❖ **The Insert Tab** has a lot of useful features that enable you to insert objects like Pictures, Clip Art, Images, Tables, SmartArt graphics, Charts and a lot of other items.
- **The Links Group** The commands in this group enable you to create links and add action commands to objects.
  - o **hyperlink icon** to insert a hyperlink.
  - o **The "Action" icon** is used to add an action to an object to specify what should happen when you click on it or hover over with your mouse.

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- **The Text Group :**
  - o **Footer icon** to insert footer to the slides of a presentation.
  - o **The "Date & Time" icon** is used to insert the date and time on a slide

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- **The Media Group** The commands in this group enable you to insert audios and videos in the presentation.
  - o **The "Video" icon** is used to insert a video clip into a slide.
    - ♣ **contextual tab for video (Playback) : "Trim Video" option.**
  - o **The "Audio" icon** is used to insert an audio clip into a slide.

❖ **The Design Tab** lets you control the look and appearance of your presentation.
- **Page Setup group :**
  - o **The "Page Setup" icon** is used to specify the size of the slides in the presentation.
  - o **The "Slide Orientation" icon** is used to specify the orientation of the slides in your presentation.
  - o
- -

- **A "Theme"** is a pre-defined combination of colors, fonts and formatting effects which lets you change the entire design of a presentation.
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- **The "Background " group** :
  - o **The "Background Styles" icon** is used to change the background style of the slides.
  - o **Hide Background Graphics box** to show your slides with no background graphics.

❖ **The Transitions Tab :** A transition is an entrance animation that is applied to a slide as a whole when that slide is displayed.

- **The "Preview" group**
  - ○ **The "Preview" button** is used to preview the transition applied to the current slide.

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- **The "Transition to This Slide" group :** contains a gallery of different transition effects.
  - ○ **Effect Options button** to adjust many of the transitions .

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- **The "Timing" group :**
  - ○ **The "Sound" box** is used to select a sound to play during the transition between slides.
  - ○ **The "Duration" box** is used to specify the length of a transition.
  - ○ **The "Apply To All" icon** is used to apply the same transition effects of the current slide to all slides in the presentation.
  - ○ **"Advance Slide"** , **"Mouse Click"** for advancement on mouse click. **"After"** to specify the time interval between slides.

❖ **The Animations Tab :** **"Animation"** refers to the addition of special visual or sound effects to the objects on your slides.

- **The "Preview" group :**
  - ○ **The "Preview" icon** is used to preview the animations on the current slide.

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- **The "Animation" group** contains a gallery of icons representing different animation effects.

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- **"Advanced Animation" group :**
  - ○ **The "Add Animation" icon** is used to add an additional animation effect to an object.
  - ○ **The "Animation Pane"** is used to create custom animations**.**

❖ **The Slide Show tab** contains tools that help you control the way your presentation is displayed to an audience.

- **Start Slide Show group :**
  - ○ **The "From Beginning" icon** is used to run your presentation starting from the first slide.
  - ○ **The "From Current Slide" icon** is used to run the slide show starting from the current slide.

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- **The "Set Up" group:**
  - ○ **The "Hide Slide" icon** is used to hide a slide during the slide show.

❖ **View tab : A view** is a way of looking at a presentation.

- **The "Presentation Views" group :**
  - **The "Normal" view** is the main **editing** view which you use to create your presentations. It has four working areas (1. Outline tab, 2. Slides tab, 3. Slide pane, 4. Notes pane).
  - **The "Slide Sorter" view** presents your slides in **thumbnail** form to show you an overall picture of your presentation.
  - **The "Notes Page" view** shows your notes in full page format.
  - **The "Reading View"** is similar to the "Slide Show" view. The difference is that the title bar, status bar and the Windows task bar are **displayed**.

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- **Master view group :**
  Each layout is based on a slide in the "Slide Master". In effect, the Slide Master contains multiple "Layout Masters".

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- **the "Close" group : "Close Master View" icon** to close the master .

shortcut

Word

Used to delete the entire word(in the right)	Ctrl+ Delete
Used to delete the entire word(in the left)	Ctrl +Backspace
Undo	Ctrlz+
Redo	Ctrly+
Select all	CtrlA+
Save document	Ctrls+
Close document	Ctrlw+
Print document/print preview	Ctrlp+
Create new document	Ctrln+
Open document	Ctrlo+
Save document as	F12
Switch between multiple word document	Ctrl+f6
Open recent file	Alt thenf,r
Copy	Ctrlc+
Paste	Ctrlv+
Cut	Ctrlx+
Bold	Ctrlb+
Italic	Ctrli+
Underline	Ctrlu+
Make text align left	Ctrl+l
Make text align center	Ctrl+E
Make text align right	Ctrl+R
Make text align justify	Ctrl+J
Open the font dialog box to change the formatting of character	Ctrl+D
Double – underline text	Ctrl+shift+d
Find text or other content in the document	Ctrl+f
Maximized or restore a selected window	Ctrl+f10
Switch to print preview	Alt +ctrl+i
Close the active window	Ctrl +w or ctrl+f4
Switch to the next window	Alt+ Tab
Switch to the print layout view	Alt+ Ctrl+P
Switch to outline view	Alt + Ctrl +o
Switch to draft	Alt + Ctrl +n
Zoom in and zoom out	Crtl +scroll mouse
Open zoom dialog box	Alt +W then Q

Excel

Moves the active cell one row up	Shift +Enter
Moves the active cell one column to the right	Tab key
Moves the active cell one column to the left	Shift+ Tab
Moves the active cell to cell A1	Ctrl +Home
Move to the last cell in the worksheet that contains data	Ctrl +End
Moves the active cell to the last row in excel sheet	Ctrl+ Down arrow key
Moves the active cell to the last column in excel sheet	Ctrl+ Right arrow key
Display all formulas instead of the results	Ctrl +~

Powerpoint

Insert a new slide	Ctrl +M
Duplicated a slide	Ctrl + D
Delete a side	Delete
Run tour presentation starting from the first slide	F5
Run your slide show starting from the current slide	Shift + F5

Extension :

- **Word (.docx)**

- **Word template (.dotx)**

- **Powerpoint (.pptx)**