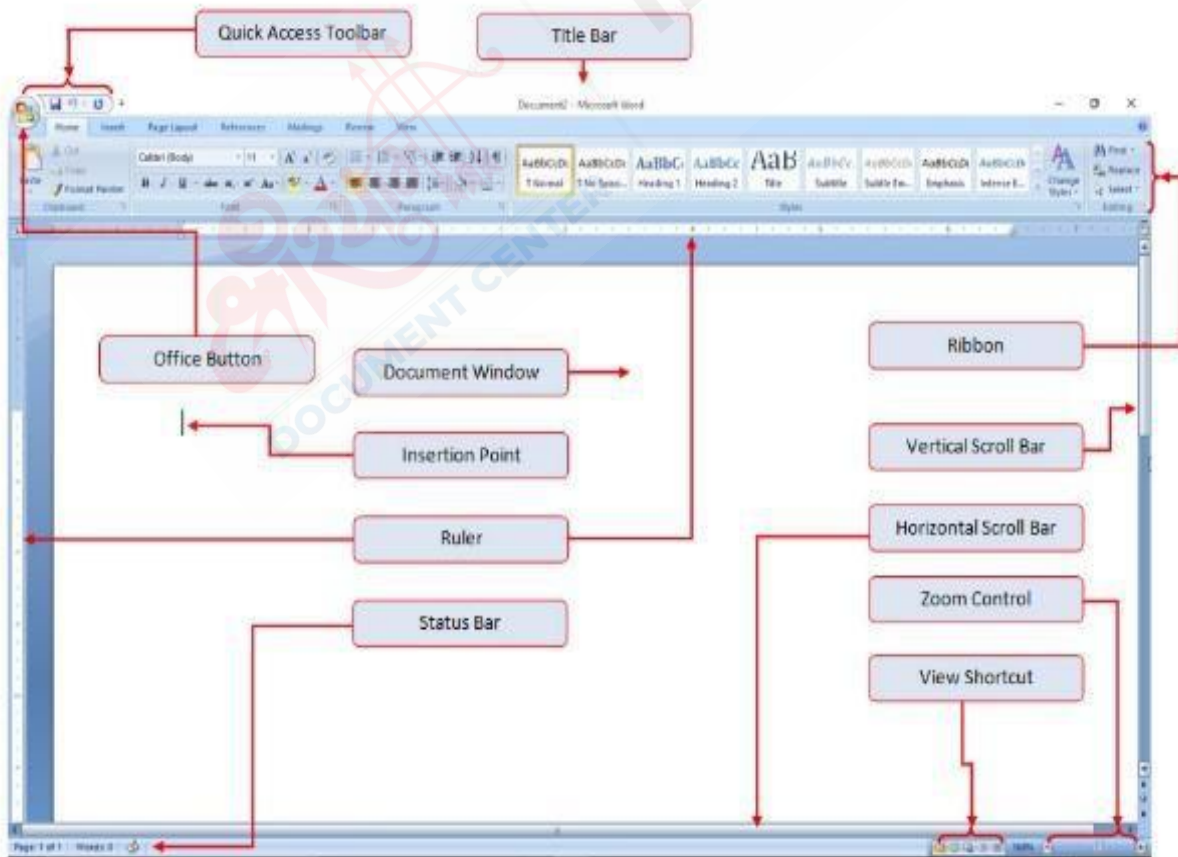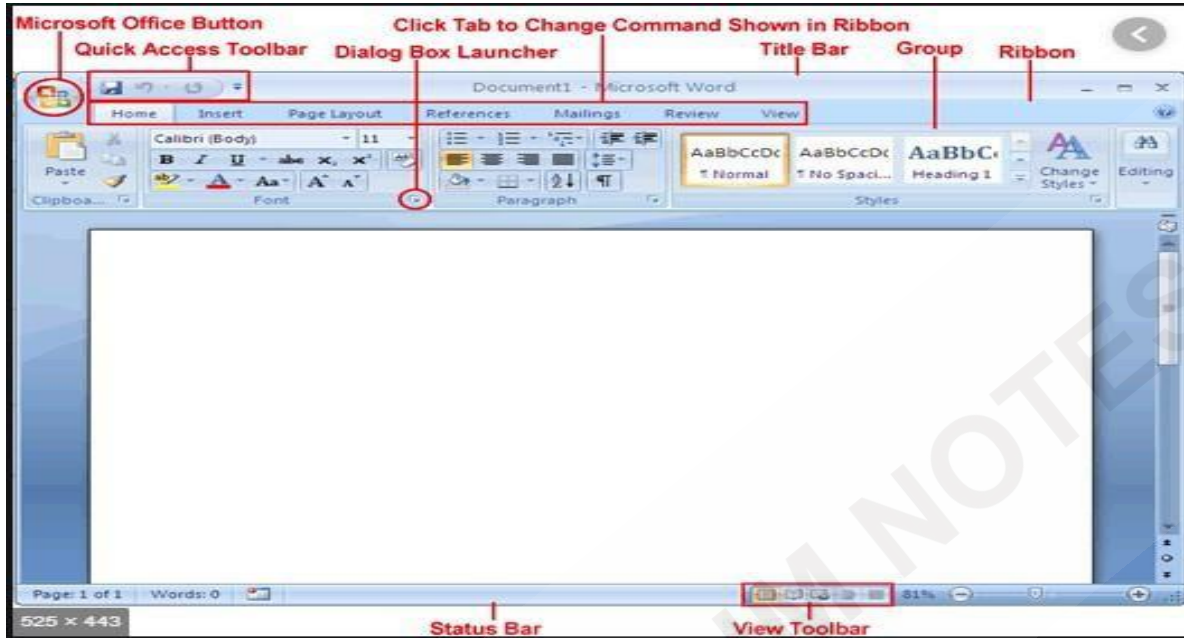# MS– WORD 2007 – PRACTICAL

What is MS-Word? And describe different Parts of MS-Word window - 2007 with diagram.

Title Bar
>Title Bar is the bar which display the name of the current document
>Default name is Document1
>Extension name of MS-word is .docx

Ribbon:
The Ribbon is the Region at the top of the user interface that provides quick access to task- specific command. It provides you with an easy to access set of commands organized onto tabs. All of the relevant commands for any particular task are placed under an individual tab that represents the main functionality.
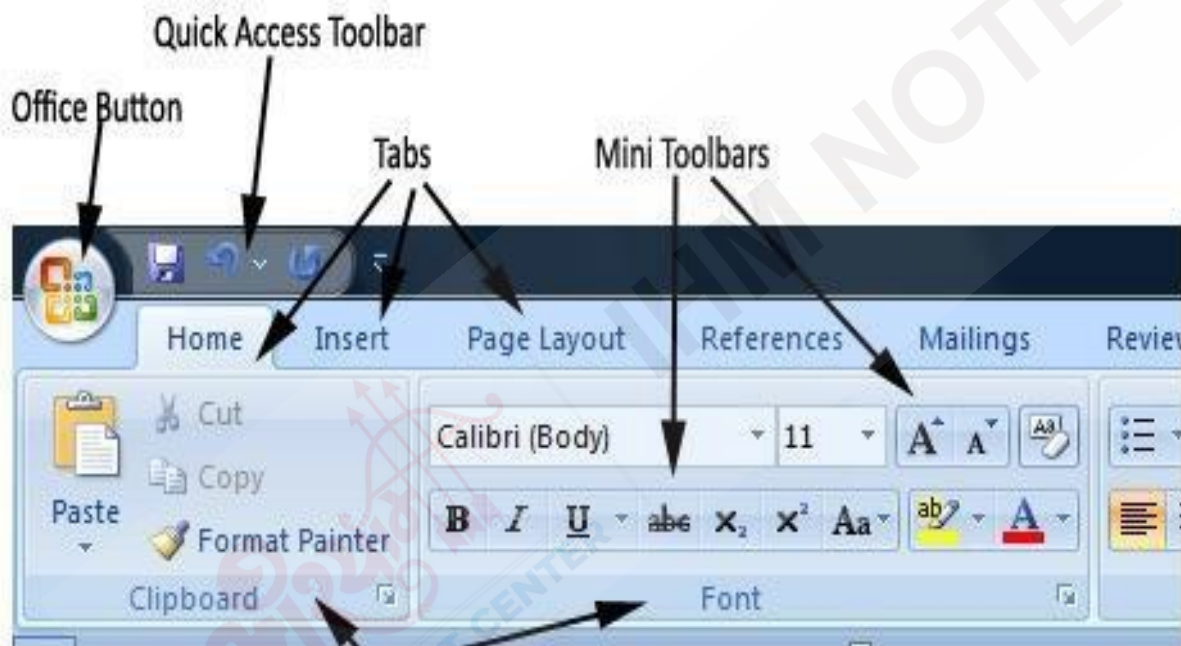

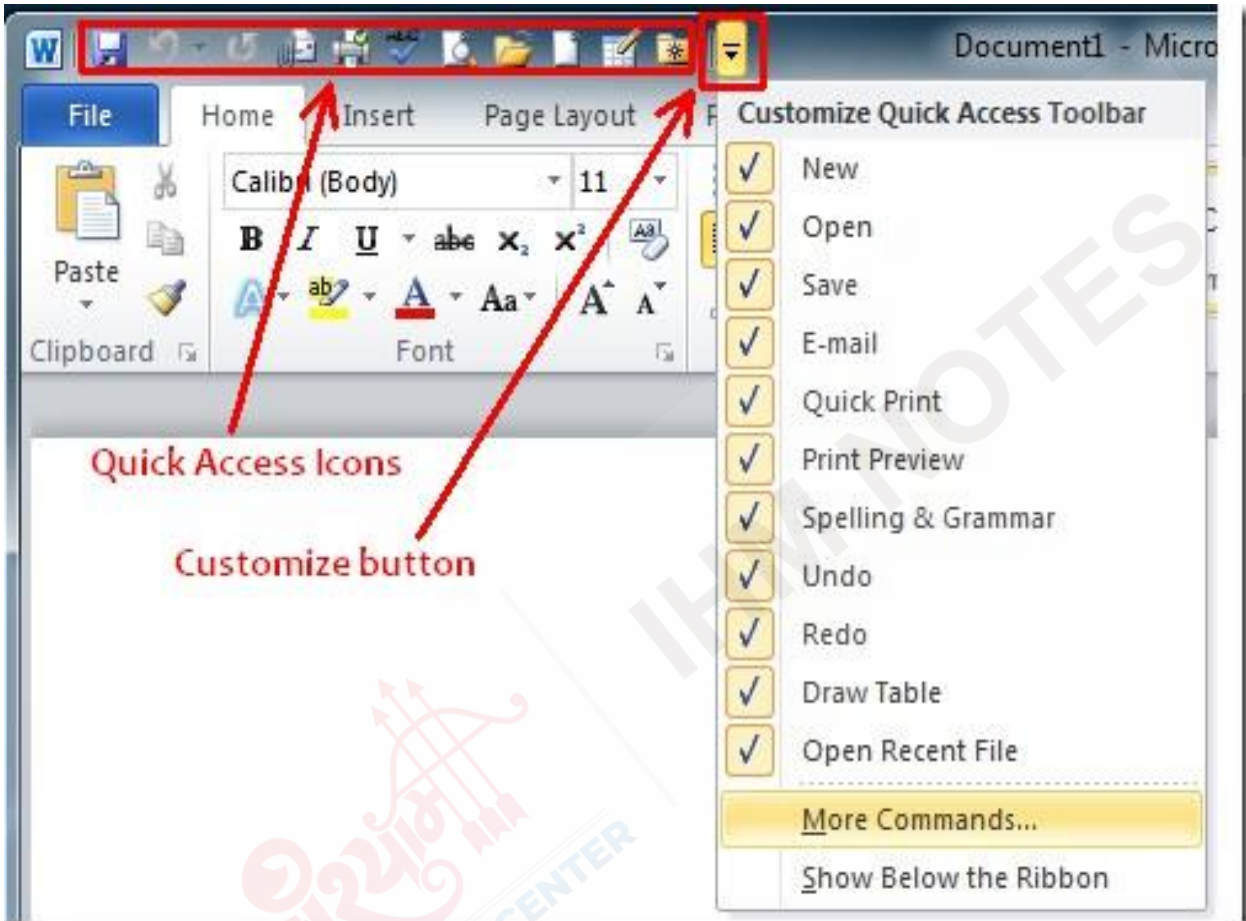Figure 1: The Ribbon Interface

Office button:

The Microsoft office button brings together all the level features , such as new, open save , save as. It provides access to the tab , which allows you to customized the environment . It also display the list of recently open document to enable you to quickly access the required the *document / presentation/ spread sheet program.*

Quick Access Toolbar

The Quick access Toolbar is a customizable toolbar that provides easy access to any command in the application.
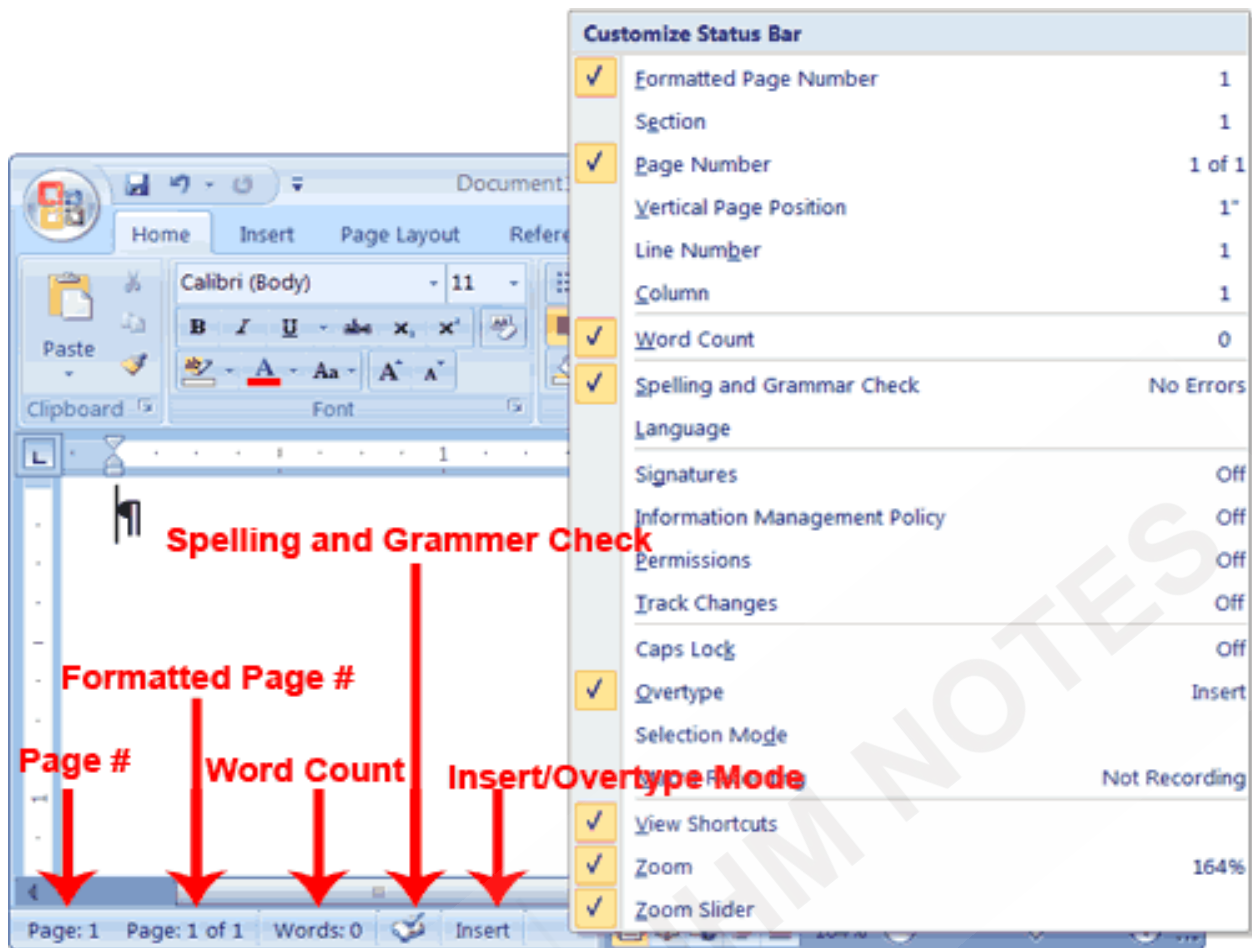
By default ,the Quick access bar is places on top of the Ribbon and includes core commands such as Save, Undo, Redo, Open.

The status bar

- The status bar at the bottom is display the page number, Line number , word count, zoom, etc.
- *Word's Status Bar* can keep track of and display statistics about your document. Statistics or features can be added, removed, or viewed simply.

Customize Status Bar	
✓ Formatted Page Number	1
Section	1
✓ Page Number	1 of 1
Vertical Page Position	1"
Line Number	1
Column	1
✓ Word Count	0
✓ Spelling and Grammar Check	No Errors
Language	
Signatures	Off
Information Management Policy	Off
Permissions	Off
Track Changes	Off
Caps Lock	Off
✓ Overtype	Insert
Selection Mode	
	Not Recording
✓ View Shortcuts	
✓ Zoom	164%
✓ Zoom Slider	

How to open Microsoft Word -2007

Start ———▶ Programs ———▶ Microsoft office ———▶ Microsoft Word.

OR

Click Windows + R button
Run

Run   winword

Ok

MS Excel- 2007

Question - What is MS-EXCEL & describe different Parts of MS-Excel window -2007 with diagram?
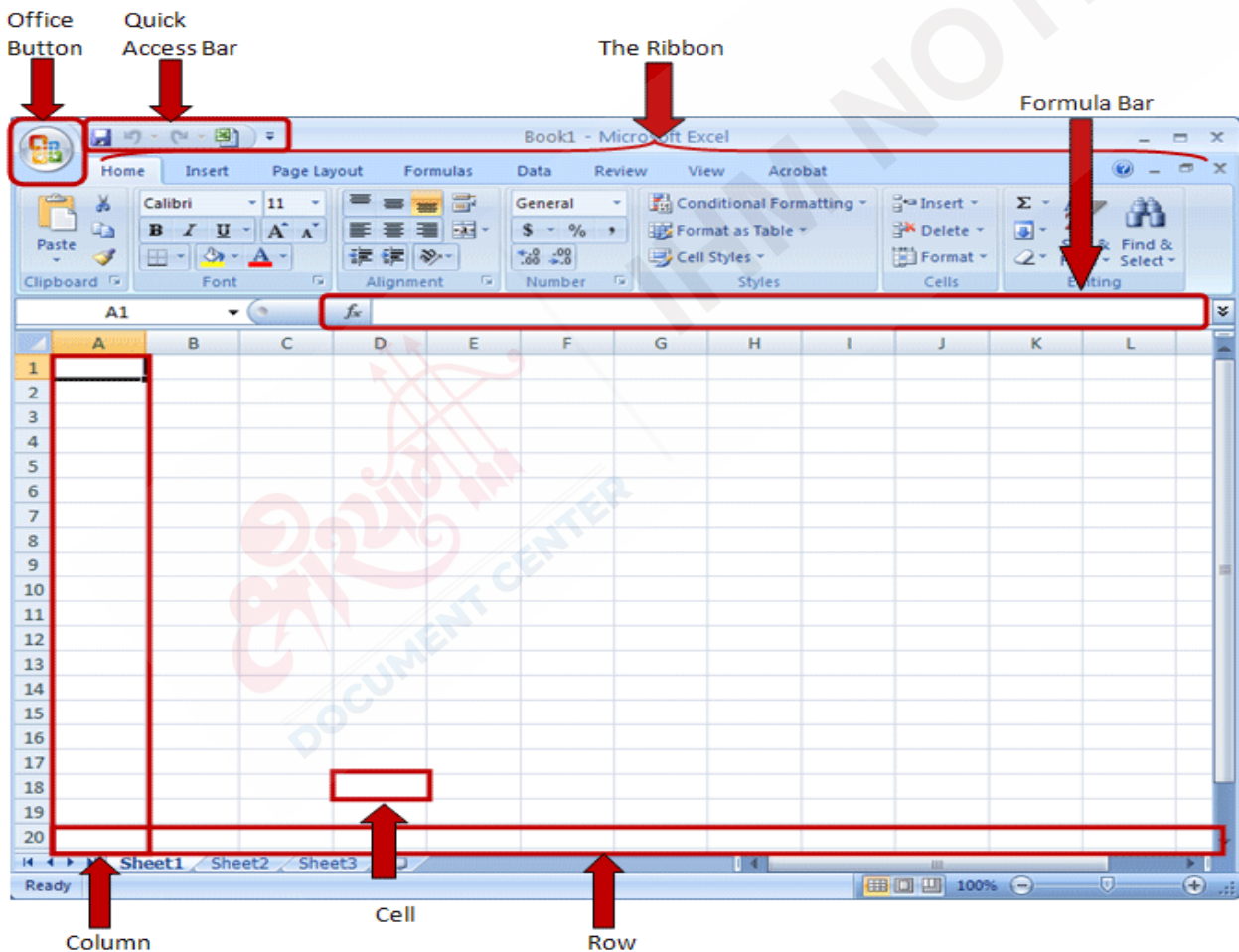
Microsoft excel is an Application software.

Microsoft excel is known as spreadsheet program.

Microsoft excel is a collection of Rows and Columns.

A spreadsheet is a program that manipulates number and string data in Rows and Columns.

Benefits – the main advantages of using a spreadsheet program is that it enables you to perform simple row and column arithmetic.

Worksheet

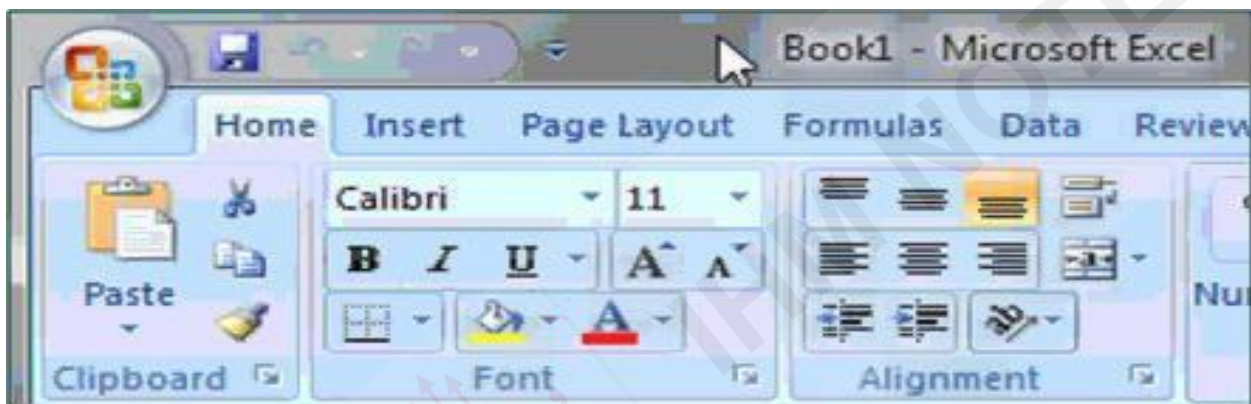A work sheet contains rows and columns of cell.

A numbers of worksheet is called a workbook. It is the file in which you work and store data in Excel. As a workbook contains a number of worksheets.

Title Bar

Title Bar is the bar which display the name of the current document

Default name is Book1

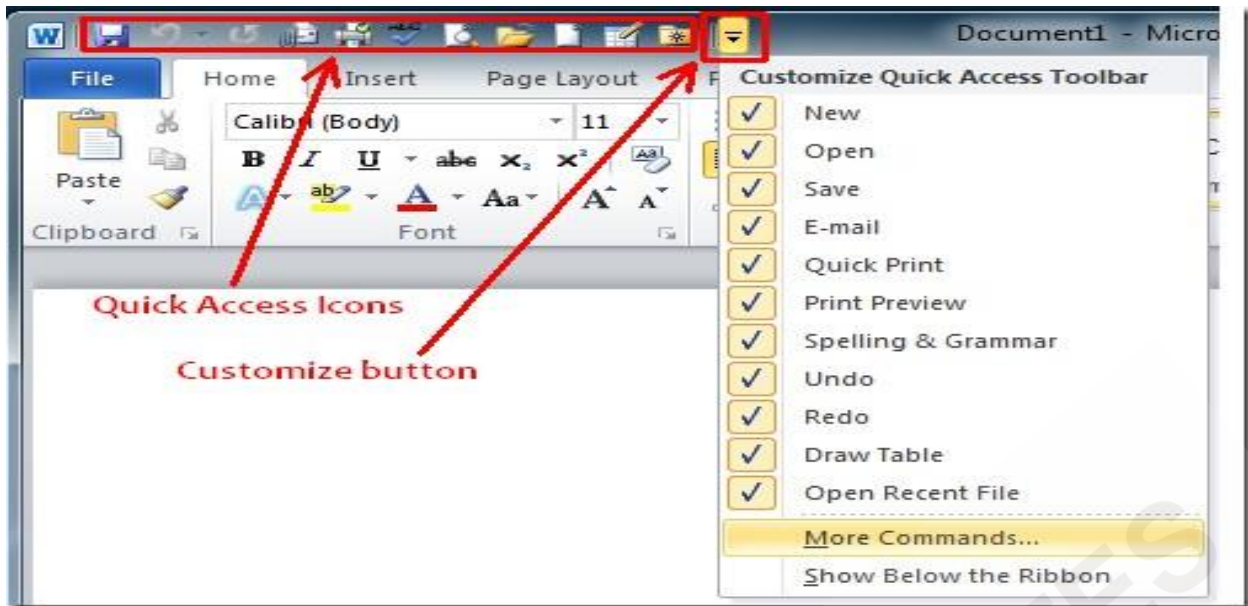Extension name of MS-Excel is .xlsx

Office Button

The Microsoft office button brings together all the level features, such as new, open save , save as.

It also displays the list of recently open document.
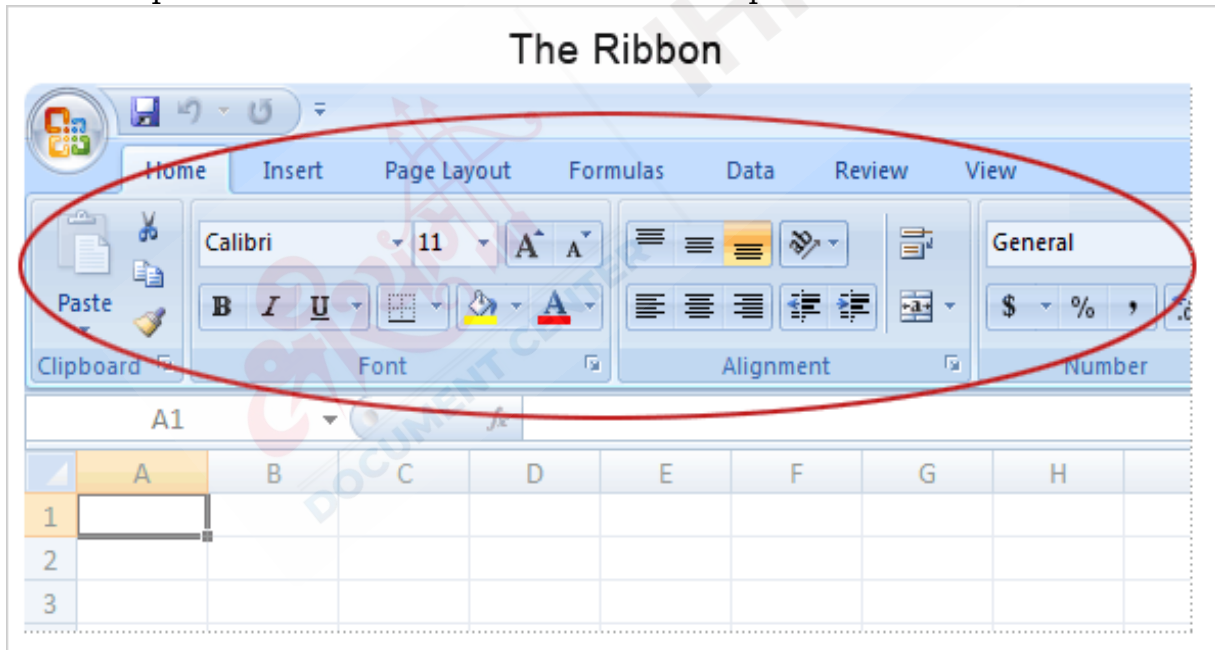
Quick Access Toolbar

The Quick access Toolbar is a customizable toolbar that provides easy access to any command in the application.

By default ,the Quick access bar is places on top of the Ribbon and includes core commands such as Save, Undo, Redo, Open.
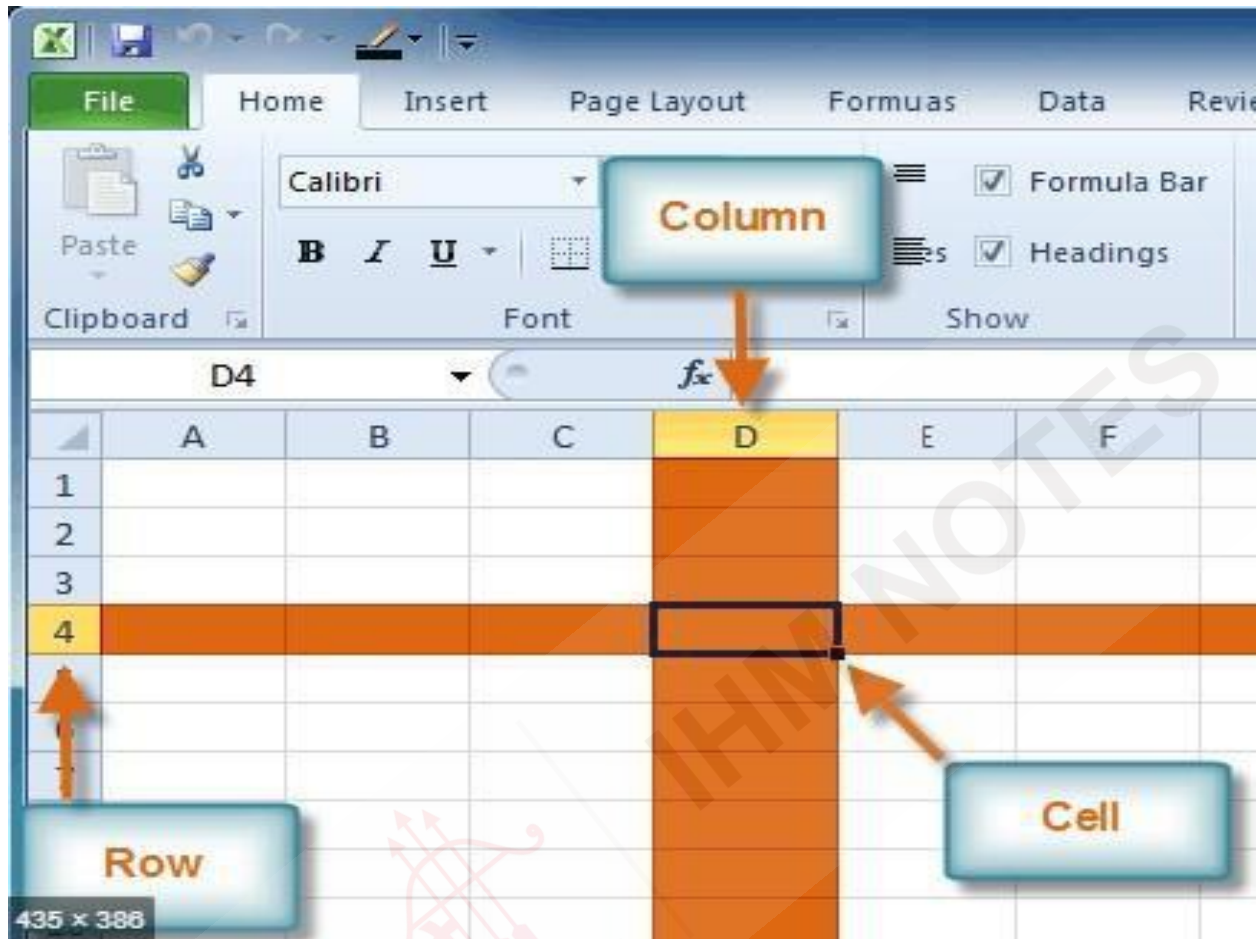
Ribbon:

The Ribbon is the Region at the top of the user interface that provides quick access to task- specific command. It provides you with an easy to access set of commands organized onto tabs. All of the relevant commands for any particular task are placed under an individual tab that represents the main functionality.

Row , Column & Cell

Row

Horizontal Lines are called Rows.

Named as 1, 2, 3, 4.........etc

In Ms-Excel 2007 Excel worksheet contains 10,48576 rows.

Column

Vertical Lines are called Columns.

Named as A,B, C, D.........etc

In Ms-Excel 2007 Excel worksheet contains 16384 columns.

Cell

A cell is an intersection of rows and columns.

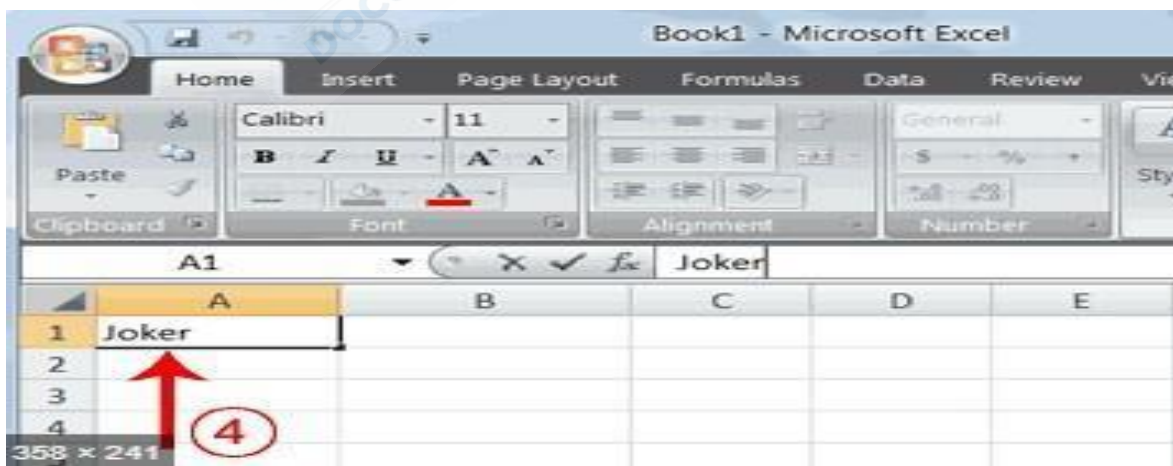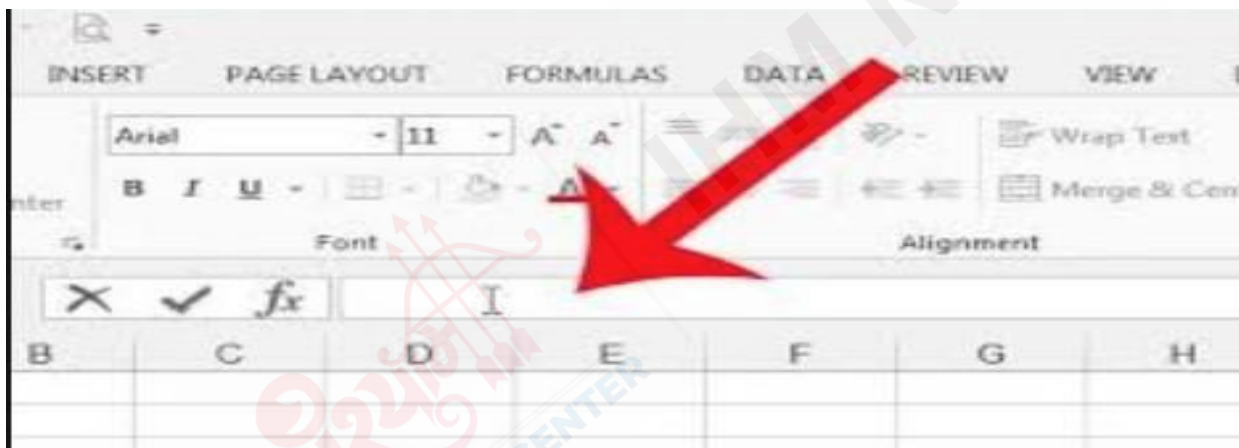A cell is represented by the combination of a column and row name.
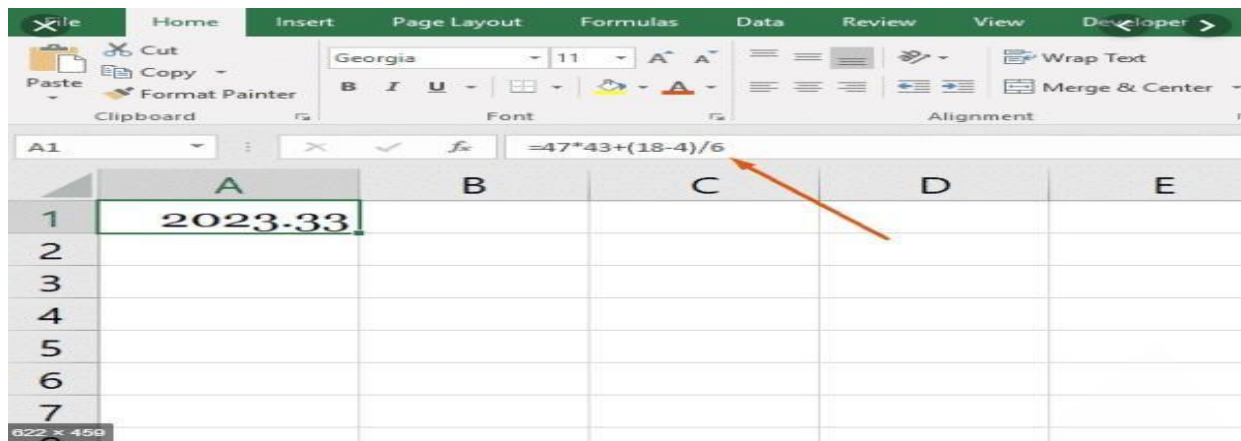
Ex - A1 is the first cell (Column A and Row 1)

You can enter data in excel in the cell.

Formula Bar

Formula bar is a section in Microsoft Excel .

It shows the contents of the current cell and allows you to create and view formulas.

Features of Microsoft Excel

Linking Worksheet

Linking Worksheets enable you to work on a number of worksheets at a time.

A large number of Rows and Columns

A single Excel worksheet contains 65,536 rows and 256 columns. A single cell in excel can contain 32,767 characters.

Charts

Charts enables you to graphical representation data in a worksheet.

AutoCorrect and Spell Check

Automatically corrects common typing and spelling and grammatically errors.

Conditional Formatting

Apply condition in a specific cell or range of cell.

How to open Microsoft Excel -2007

Start ⟶ Programs ⟶ Microsoft office ⟶ Microsoft ⟶ Excel

OR

Click Windows + R button
Run

Run ⎡ excel ⎤

Ok

This part is for practical.

Functions:-

	A	B
1	20	30
2	15	40
3	25	50

If the values are placed in the from A1 to B3

1.The total is

= sum(Range of the cell)

= sum(A1:B3)   (It display the result = 180)

2. The maximum value

=maximum(Range of the cell)

=maximum(A1:B3)   (It display the result = 50)

3. The minimum value

=minimum(Range of the cell)

=minimum(A1:B3)   (It display the result = 15)

4. The Average value

 = Average (Range of the cell)

= Average (A1:A3)   (It display the result = 20)

5. Show the date.

 =Today()   (It display the Current date in this format 8/4/2014)

6. Show both date & Time

 =Now()   (It display the Current date in this format 8/4/2014 15:55)

MS Power Point – 2007

Presentation

A presentation is a delivery mechanism used to deliver relevant information to specific audiences using visual aids.

The visual aid can be in the form of overheads, slides and paper handouts.

Power Point

A Power point presentation is a file that contains information that can be presented to an audience as slides in a sequence

The slides consist of placeholders in where you can insert text, pictures, graphics, table and charts.

A presentation can also contain transitions between slides.

Start – programs- MS Office – Ms PowerPoint

Using Power Point you can:-

Creating colorful Presentation

software designed to provide you the wide range of features to custom build your presentation

Creating Effective Presentation.

-----XXX-----

Parts of MS window

- My Computer
- My Documents
- My Network Places
- Start Button
- Taskbar
- Recycle Bin
- Icon
- Date Time Control
- Pointer

My Computer

My Computer allows the user to explore the contents of their computer drives as well as manage their computer files.

Although the name has changed this icon still acts identical to the earlier My Computer.

My Documents

My Documents is the name of a special folder on the computer's hard drive that the system commonly uses to store a user's documents, music, and pictures, downloads, and other files.

In the Microsoft Windows operating systems, My Network Places is the network browser feature in Windows Explorer from Windows XP, Windows Server 2003, Windows 2000 onwards.

Start Menu

Start is also a command that enables a user to start a separate window in Windows from the Windows command line.

The Start menu, which is accessed by a button on the taskbar, contains commands that can access programs, documents, and settings.

Taskbar

In computing, a taskbar is a bar displayed on a full edge of a GUI desktop that is used to launch and monitor running applications.

Windows Internet Explorer

Windows Internet Explorer is a series of graphical web browsers developed by Microsoft and included as part of the Microsoft Windows line of operating systems, starting in 1995.

A web browser is a software application for retrieving, presenting, and traversing information resources on the World Wide Web.

An *information resource* is identified by a Uniform Resource Identifier (URI) and may be a web page, image, video, or other piece of content.

A web browser can also be defined as an application software or program designed to enable users to access, retrieve and view documents and other resources on the Internet.

Recycle Bin

The Recycle Bin keeps some files that have been deleted, whether accidentally or intentionally.

Whether a deleted file is put into the Recycle Bin depends on how it is deleted.

Deleted files may be removed from the Recycle Bin by restoring them with a command, or by deleting them permanently.

Recycle bin is called the Dustbin of the computer.

Icon

A small picture that represents an object or program. Icons are very useful in applications that use windows, because with the click of a mouse button you can shrink an entire window into a small icon.

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