

MS-Word

Application File Name: winword.exe

Extension Name: doc

Introduction

Ms-Word is an advanced word processing program, developed by Microsoft Corporation USA. It is a family member of Ms-Office group. With the help of this program we can create any type of documents report, thesis, designing & news paper etc.

It also save the document for future use with revision facility.

➤ How to load Ms-Word?

- Click on start menu
- Choose program
- Click on Ms-Word

File Menu

New (Ctrl+N) :- To create a new blank document.

- ~ Go to file menu
- ~ Click on new command
- ~ Click on blank document

Open(Ctrl+O) :- To open saved file.

- ~ Go to file menu
- ~ Click on open button

Then display small dialog box.

- ~ Choose required file
- ~ Click on open button

Save(Ctrl+S) :- To save current document for future use,

- ~ Go to file menu
- ~ Click on save command

Then display small dialog box,

- ~ Type file name
- ~ Click on save button

Save as command :- To change file name & its location

- ~ Go to file menu
- ~ Click on save as
- ~ Choose target location to change file position
- ~ Type another name to change file name
- ~ Click on save button.

Page Setup :- To fixed pages properties.

- ~ Go to file menu
- ~ Click on page setup

Then display page setup dialog box,

- ~ Choose margin & fixed page margin
- ~ Choose paper size
- ~ When finish page setting, click on Ok

Close (Alt+F4):- This command is used to close opened file.

- ~ Go to file menu
- ~ Click on close

Print (Ctrl+P):- This command is used to print document on paper by the help of printer.

- ~ At first ready your document
- ~ Keep paper inside the printer
- ~ Go to file menu
- ~ Click on printer
- ~ Choose printer
- ~ Choose no of copies
- ~ Choose pages
- ~ Click on print button.

Edit Menu

Undo(Ctrl+z) :- To cancel some recently working document.

- ~ Go to edit menu
- ~ Click on Undo

Cut(Ctrl+X) :- To create original clipboard from selected text & objects.

- ~ Select text or object
- ~ Go to edit menu
- ~ Click on cut command

Copy(Ctrl+C) :- To create duplicate clipboard from selected text.

Select text or object

- ~ Go to edit menu
- ~ Click on copy

Paste(Ctrl+V) :- This command is used to Paste Clipboard in particular place.

- ~ Keep the cursor in required place
- ~ Go to edit menu

~ Click on paste command

Special Paste :- In this command we can paste special effect.

- ~ Select required text
- ~ Go to edit menu, Click on Cut or copy command
- ~ Again Go to edit menu
- ~ Click on paste special
- ~ Choose any option (Picture)
- ~ Click on ok

Replace: - Using this command we can replace required text in selected place.

- ~ Go to edit menu
- ~ Click on replace command
- ~ Type target text in find what criteria.
- ~ Also type required text in replace criteria
- ~ Click on replace button

View Menu

Page Number: - This command allows adding page number on the document.

- ~ Go to insert menu
- ~ Click on page number
- ~ Choose position of page for page number
- ~ Click on OK

Date & Time :- This command is used to insert current date & time on the document.

- ~ Go to insert menu
- ~ Click on Date & Time
- ~ Choose any format
- ~ Click on OK

Auto Text :- Using this command we can add automatic text set in the document.

- ~ Go to insert menu
 - ~ Click on auto text
 - ~ Choose any required text
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Symbol :- This command is apply to insert symbolic text from symbolic page.

- ~ Keep cursor in required place
- ~ Go to insert menu
- ~ Click on symbol
- ~ Choose any required symbol
- ~ Click on insert button
- ~ Click on close button

Picture :- Using this command we can insert different type of picture.

- ~ Go to insert menu
- ~ Click on picture
- ~ Choose any option which you want
- ~ If choose from file, computer display dialog box with picture file
- ~ Choose required picture file Click on insert button

File :- To insert another file in the current document

- ~ Keep the cursor in required place
- ~ Go to insert menu
- ~ Click on file, then display dialog box
- ~ Choose required file
- ~ Click on insert button

Format Menu

Font :- Using this command we can change font size, style & font effects.

- ~ Select your text
- ~ Go to format menu
- ~ Click on font

Then display font dialog box,

- ~ Choose any one option what you want
- ~ Click on OK

Bullets & Numbers :- To format our selected text with bulleting & numbering.

- ~ Select required text
- ~ Go to format menu
- ~ Click on format menu
- ~ Click on bullet & numbers
- ~ Choose any bullets
- ~ Click on OK

Border & Shading :- This option is used to applying borders in the pages.

- ~ Go to format menu
- ~ Click on borders and shading command
- ~ Choose page border tab
- ~ Choose any border
- ~ Click on OK

Columns :- Using this command we can divide our document page into column wise.

- ~ Select your page
- ~ Go to format menu
- ~ Click on columns command

Then display small dialog box,

- ~ Choose column number
- ~ click on OK

Change Case :- Using this option we can change our document in different case.

- ~ Select your text line
- ~ Go to format menu
- ~ Click on change case
- ~ Choose any one case
- ~ Click on OK

Background :- This command is used to change background color of pages.

- ~ Go to format menu
- ~ Click on background
- ~ Choose any color

Tools Menu

Spelling & Grammar :- This command is used to check spelling error & grammar.

- ~ Go to tools menu
- ~ Click on spelling & grammar command

Then display dialog box

- ~ Choose right word
- ~ Click on change button

Word Count:-This command is used to counting word of documents.

- ~ Select required text
- ~ Go to tools menu
- ~ Click on word count

Then display dialog with result.

Protect Document: - Using this command we can not modify file only read documents.

- ~ Go to tools menu
- ~ Click on protect document
- ~ Then display dialog box.
- ~ Click on forms
- ~ Type password, Click on OK
- ~ Again type same password
- ~ Click on OK

Latter & Mailing: - In this command we can easily join particular letter in different address.

- ~ At first type your letter
- ~ Go to tool menu

~ Click on letter & mailing & choose mail merge wizard

- ~ Select letter option & click on next
- ~ Choose “ Use the current document” & click on next
- ~ Choose “Typing a new list”
- ~ Click on create...

Then display “new address list” dialog box,

- ~ Click on OK
- ~ Type required address
- ~ Click on customize button & fixed address list
- ~ Click on OK
- ~ Type required address
- ~ Click on new button to entry more address
- ~ Click on close button
- ~ Type name to save address list
- ~ Click on save button
- ~ Click on OK

Then display letter & mailing toolbars

- ~ Click on ^^^^ “ Insert merge field icon”
- ~ Choose field, Click on insert button
- ~ Click on close button
- ~ Click on ^^^^merge to new document tool icon

Table Menu

Draw Table :- Using this command we can draw require table.

- ~ Go to table menu
- ~ Click on draw table
- ~ Now drawing your image by using toolbars.

Insert: - This command is used to insert defined table in the document.

- ~ Go to table menu
- ~ Click on insert
- ~ Click on table

Then display small dialog box,

- ~ Define number of row & column
- ~ Click on ok.

Delete: - This command is used to remove table from document.

- ~ Select table
- ~ Go to table menu
- ~ Click on delete
- ~ Choose table

Merge cells: - This command is used to join two or more cells each other.

- ~ Select required cells
- ~ Go to table menu
- ~ Click on merge cells

Formula: - This command is used to apply formula on the calculation.

- ~ Keep the cursor, where you want
- ~ Go to table menu
- ~ Click on formula
- ~ Choose required formula
- ~ Click on OK

*****MS-WORD END*****

MS-Power point

Application File Name: Powerpnt.exe

Extension Name: .ppt

Introduction:

Ms-Power point is the presentation package. This application software is developed by Microsoft Corporation. It is used to make slideshow, design, & formatting, set animation, sound in particular slide.

This is mostly use in display project overview, display program on monitor or projector.

How to open Power Point?

- ~ Go to start menu
- ~ Choose program
- ~ Click on power point
- How to create slide?
 - ~ Click on slide
 - ~ Type required text
- How to create duplicate slide?
 - ~ Select slide
 - ~ Go to Insert menu
 - ~ Click on duplicate slide
- How to remove slide from presentation?
 - ~ Select slide which you want to remove
 - ~ Go to edit menu
 - ~ Click on delete slide
- How to remove slide object?
 - ~ Select slide
 - ~ Go to edit menu
 - ~ Click on clear
- How to arrange slides?
 - ~ Go to view menu

~ Click on slide sorter

This display slide sorter window,

~ Hold mouse & drag up to target place.

➤ How to display slide in full screen?

~ Go to view menu

~ Click on slide show

➤ How to change slide color?

~ Select slide

~ Click on color/grayscale

~ Choose any color style

➤ How to show/ hide line from slide?

~ Go to view menu

~ Click on grid & guides

~ Select display grid on screen

~ Click on OK

➤ How to add new slide in the presentation?

~ Go to insert menu

~ Click on new slide

➤ How to add slide number?

~ Go to insert menu

~ click on slide number

~ Select slide number

~ Click on apply button

➤ How to insert slide from another file?

~ Go to insert menu

~ Click on slide from file

~ Choose require file

~ Click on insert button

➤ How to insert movies & sounds slide in current slide?

~ Go to insert menu

~ Click on movies & sounds

~ Choose movies from file

~ Choose any one movies file

~ Click on OK

- How to Change slide design?

- ~ Go to format menu
- ~ Click on slide design
- ~ Choose any design
- How to change slide layout?
 - ~ Select required slide
 - ~ Go to format menu
 - ~ Click on slide layout
 - ~ Choose any one layout what you want.
- How to change slide background color?
 - ~ Select slide
 - ~ Go to format menu
 - ~ Click on background
 - ~ Choose any color what you want.
- How to displaying presentation with continuous?
 - ~ Go to slide show menu
 - ~ Click on setup show

Then display setup show dialog box,

 - ~ Choose Loop continuously until 'Esc'
 - ~ Click on OK
- How to add custom animation in the slide object?
 - ~ Select object or text
 - ~ Go to slide show menu
 - ~ Click on custom animation
 - ~ Click on custom animation
 - ~ Click on add effect button
 - ~ Choose any option(entrance, emphasis...)
 - ~ Choose any one effects
- How to add effect when slide transition?
 - ~ Select slide menu
 - ~ Click on slide transition
 - ~ Choose any one effect Speed, sound & select automatically after

*****MS-POWER POINT END*****

MS-Excel

Application file name: excel.exe

Extension Name: xls

Introduction

Ms- Excel is one of the DBMS Software. It manipulates and manages the database in very well manner. It provides the sophisticated tool for calculating, projecting and analyzing numeric data & presenting the result in professional quality documents & chart.

Excel, for that matter any spreadsheet essentially comprises of row & column. Inter section of row & column is called cell.

Work Book: - A work book is the main document of excel. By default a work-book has three work-sheet, we can add more work-sheets.

Work sheet:-A work-sheet is the working document of excel. It has an electronic sheet where calculation & operation are performed. The worksheet has 256 column & 65536 rows.

How to load Ms-Excel

- ~ Go to start menu
- ~ Click on program
- ~ Click on Microsoft Excel

To setting print area

- ~ Select required cell range
- ~ Go to file menu
- ~ Click on print area
- ~ Click on set print area
- ~ Click on clear print area to remove print area

To remove sheets element.

- ~ Select required cell range
- ~ Go to edit menu
- ~ Click on clear

Then display dialog box,

- ~ Choose all to remove whole element
- ~ Choose formats to remove formatting effect
- ~ Choose Comments to remove comment text.

To Delete Cell.

- ~ Keep cell pointer in target cell
- ~ Go to edit menu
- ~ Click on delete
- ~ Choose any
- ~ one option what your requirement

To Jump defined place of sheet.

- ~ Go to edit menu
- ~ Click on Go to command
- ~ Type particular address
- ~ Click on OK

To Show page with page effect.

- ~ Go to view menu
- ~ Click on page break preview

Formula Bar :- To show/hide formula bar from screen

- ~ Go to view menu
- ~ Click on formula bar

Comment :- To show/hide comments from sheet.

- ~ Go to view menu
- ~ Click on comment

Custom View :- This command is used to define particular cell range.

- ~ Select required cell range
- ~ Go to view menu
- ~ Click on Custom view
- ~ Click on add button
- ~ Type required name
- ~ Click on OK

Fill :- This command is used to fill data, value, contents of sheet.

- ~ Select required cell from target cell
- ~ Go to edit menu
- ~ Click on fill, then appear small dialog box
- ~ Choose series
- ~ Type the starting or stop value
- ~ Click on OK

Clear :- This command is used to remove particular effect, value from selector cell.

- ~ Select cell range
- ~ Go to edit menu
- ~ Click on clear
- ~ Choose all to remove whole data from cell
- ~ Choose format to remove only formatting effect
- ~ After define effect click on OK

Delete :- Remove selected cell from sheet.

- ~ Keep the cursor in particular cell
- ~ Go to edit menu
- ~ Click on delete
- ~ Choose any one option what you want
- ~ Click on OK

Delete Sheet :- Using this command you can remove selected sheet from work book.

- ~ Select Sheet
- ~ Go to edit menu
- ~ Click on delete sheet

Move or Copy sheet :- This command allows changing sheet position & creating Duplicate sheet.

- ~ Select sheet
- ~ Go to edit menu
- ~ Click on move or copy sheet

Then display a dialog box,

- ~ Choose Sheet & its location
- ~ Click on OK

INSERT MENU

Cells :- To add cell in the work sheet.

- ~ Keep the cell pointer in required place
- ~ Go to insert menu
- ~ Click on cells
- ~ Then display dialog box,
- ~ Choose any one option

Rows :- To insert row in the work-sheet.

- ~ Select row where you wanton add cell
- ~ Go to insert menu
- ~ Click on rows

Columns :- To add column in particular place of sheet

Select column

- ~ Go to insert menu
- ~ Click on column

Work-Sheet :- This option allows inserting more worksheet in the work book.

- ~ Go to insert menu
- ~ Click on work-sheet

Chart :- Using this command you can insert different type of chart depending upon data

- ~ Prepare data select it
- ~ Click on insert menu
- ~ Click on chart, then display dialog box
- ~ Choose any chart format
- ~ Click on next tab
- ~ Click on series tab & define series name
- ~ Choose axis tab & define grid line
- ~ Click on finish

Function :- This option allow you to apply formula in your calculation.

- ~ Keep the cell pointer in required place
- ~ Go to insert menu
- ~ Click on function
- ~ Choose any types of formula
- ~ Select required formula
- ~ Click on OK

Comment :- This command is used to add comments about particular cell object.

- ~ Keep the cell pointer in required place
- ~ Go to insert menu
- ~ click on comment
- ~ Type required text.
- ~ Click outside the box.

FORMAT MENU

Cells:- It helps to change cells format & also change font, font color, border, number format, alignment of the cell.

- ~ Go to format menu
- ~ Click on cell
- ~ Choose number tab & select any one number format
- ~ Choose alignment tab & select alignment
- ~ After finishing format click on OK

Rows :- Using this command we can change rows height, hide/unhide row

- ~ Keep the cell pointer
- ~ Go to format menu
- ~ Click on rows
- ~ Choose height to determine row height
- ~ Click on OK

Column :- This command helps to determine the column width, Auto fit, hide/unhide & also fixed standard width.

- ~ Go to format menu
- ~ Click on column
- ~ Choose any one option
- ~ Choose its value
- ~ Click on Ok

Sheet :- It helps to change sheet name, hide/unhide sheet, define sheet, and define background color.

- ~ Go to format menu
- ~ Click on sheet
- ~ Choose rename & type its name
- ~ Choose background to change background effect
- ~ Click on OK

Auto Format :- This option is used to apply automatic style in to the required sheet.

- ~ Prepare data & select it
- ~ Go to format menu
- ~ Click on auto format, then appear dialog box with different style
- ~ Choose any one style
- ~ Click on OK

Conditional Formatting :- This option is used to set data in selected condition format.

- ~ Fill data & select it

go to format menu

- ~ Click on conditional format
- ~ Choose any condition as you like
- ~ Click on format option
- ~ Choose any format
- ~ Click on OK
- ~ Click on OK, & then appear data in selected format

TOOL MENU

Spelling :- This command is used to check spelling of work-sheet.

- ~ Keep the cell pointer in the beginning of the cell
- ~ Go to tool menu
- ~ Click on spelling, then display spelling dialog box
- ~ Choose any correct word & Click on change button
- ~ After finishing checking spelling click on OK.

Protection :-

- **Protect Sheet** :- This option is used to secured work-sheet. In this mode Excel cannot allow modifying document.
 - ~ Go to tools menu
 - ~ Click on protection
 - ~ Click on protect sheet
 - ~ Type password for protect sheet
 - ~ Retype same password to conform password

~

Click on OK

- **Protect Work-book :-** Using this command we can protect a work-books structure & window. In this mode excel cannot allows to delete sheet, rename sheet & insert.
- ~ Go to tools menu
 - ~ Click on protection
 - ~ Click on protect work –sheet
 - ~ Type password to protect work –book
 - ~ Retype same password to conform password
 - ~ Click on Ok

Goal Seeks :- Goal seek command allows to adjust the value in a specific cell until the formula that is dependent on that cell reaches a target value.

- ~ Keep the cell pointer on the result where must be apply formulas
- ~ Go to tools menu
- ~ Click on goal seek
- ~ Type target value on ‘to value’ criteria
- ~ Type cell name which value you want to change on ‘by changing cell’
- ~ Click on OK

Formula Auditing :- It helps to auditing the required cell where must be apply formula.

- ~ Place cell pointer where formula apply
- ~ Go to tools menu
- ~ Click on auditing, then display small dialog box
- ~ Choose trace precedents, then show arrow key up to formula
- ~ Choose trace dependents, then show arrow key up to first value cell
- ~ Click on remove arrow to clear arrow

Data Menu

Sort :- This is used to arrange data in ascending or descending order in the selected column of the work-sheet.

- ~ Select required data
- ~ Go to data menu
- ~ Click on sort, then display sort dialog box
- ~ Choose column & select order
- ~ Click on OK

Filter :- Using this command we can display only defined data of the column.

- ~ Select required cell range
- ~ Go to data menu
- ~ Click on filter & select auto filter

Then appear drop down arrow on the selected top of the row

- ~ Click on ^^ arrow & choose required value.

Form :- Using this command we can convert selected table data in to form. We can also fill data & delete other unnecessary data.

- ~ Select require data
- ~ Go to data menu
- ~ Click on form, then display data on form
- ~ Now fill your data
- ~ Click on close

WINDOWS MENU

Split :- This command is used to break windows in to two or more parts. Split command allows working easy in to the large sheet at a time.

- ~ Select entire row where you want to break window
- ~ Go to window menu
- ~ Click on split
- ~ Then display sheet in to two window
- ~ If you want to remove splitting window click on remove split window.

Freezing Window :- This command is used to fix(unmovable) of the some rows & columns of work-sheet. In this mode we can fill data in large table with easily.

- ~ Keep the cell pointer where you want to freeze sheet
- ~ Go to window menu
- ~ Click on freezing window
- ~ If you want to remove this effect, click on unfreeze panes.

Some Mathematical Operations

1. * (asterisk) :- Used for Multiplication
2. /(slash) :- Used for division
3. +(plus) :- Used for addition
4. -(minus) :- Used for subtraction
5. >(greater than :- Used for comparison
6. Σ (Summation) :- Auto sum.

*****MS-EXCEL END*****

Best of Luck!