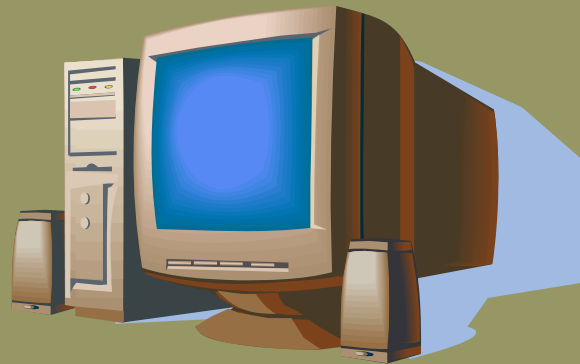


# MICROSOFT OFFICE BASICS



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## **CLASS OBJECTIVE:**

**Provide an overview of the types of products and documents that can be created using the Microsoft Office suite of programs.**

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# PROGRAMS:

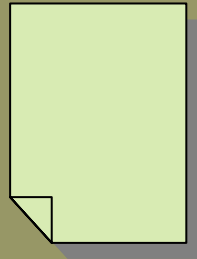
- Word
- Excel
- PowerPoint
- Publisher

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# MICROSOFT WORD

**Word Processor: A program used to create and print textual documents.**



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# MICROSOFT WORD

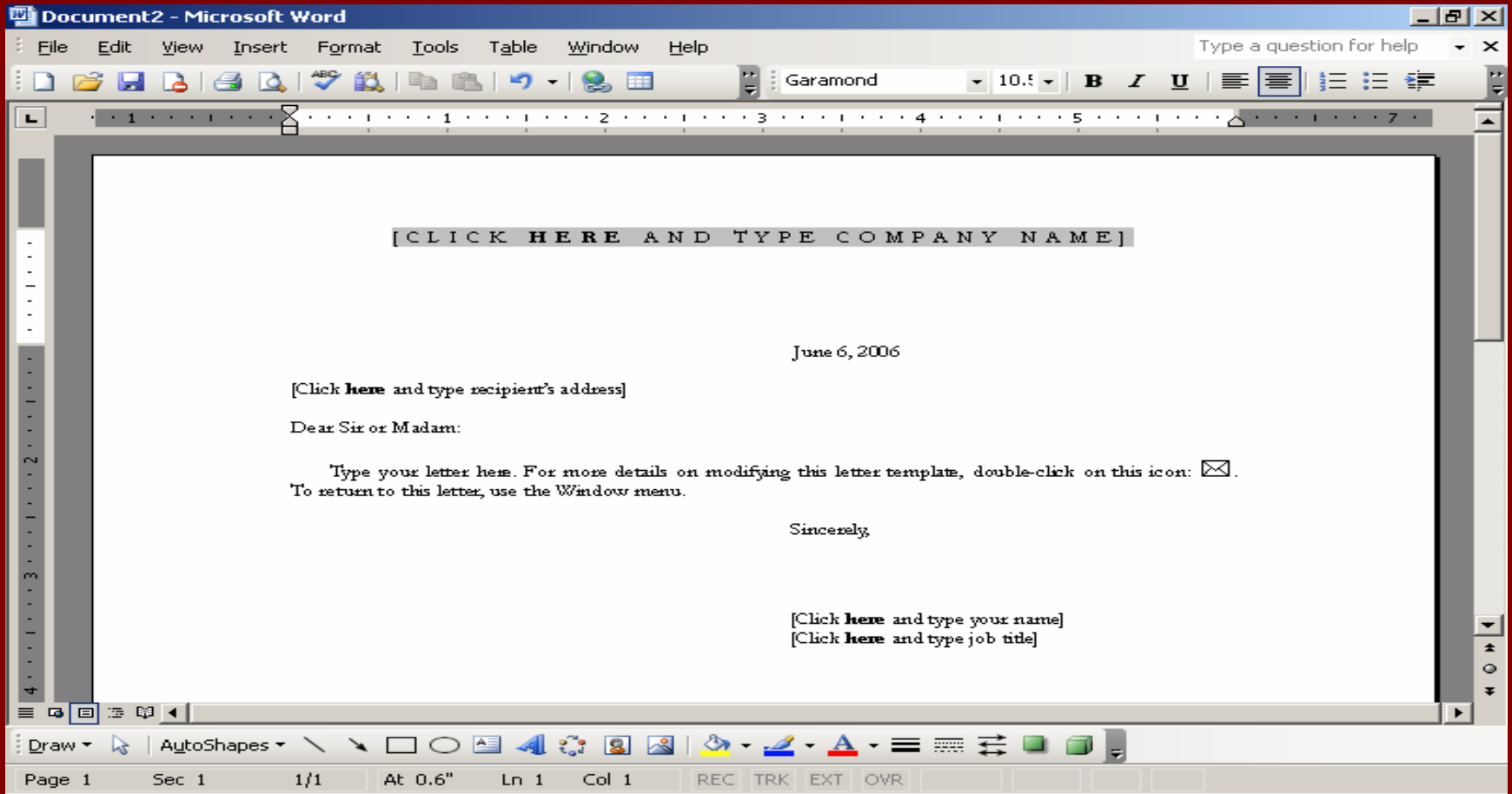
Word can be used to create the following types of documents:

- Letters and Memos
- Papers and Reports
- Resumes
- Newsletters
- Flyers
- Calendars
- Business Cards
- Pamphlets and Brochures
- Etc.

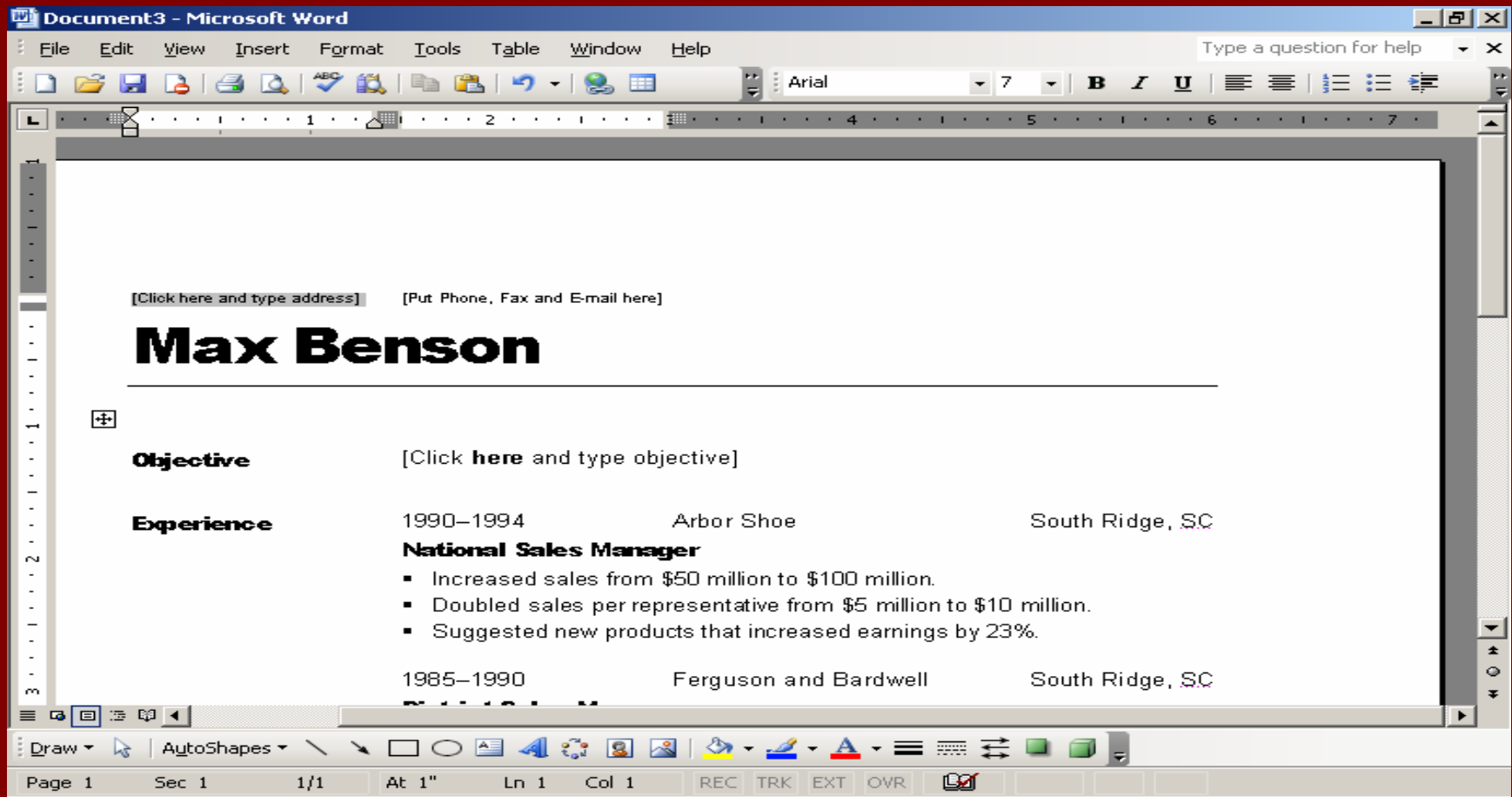
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# Example: Letter



# Example: Resume

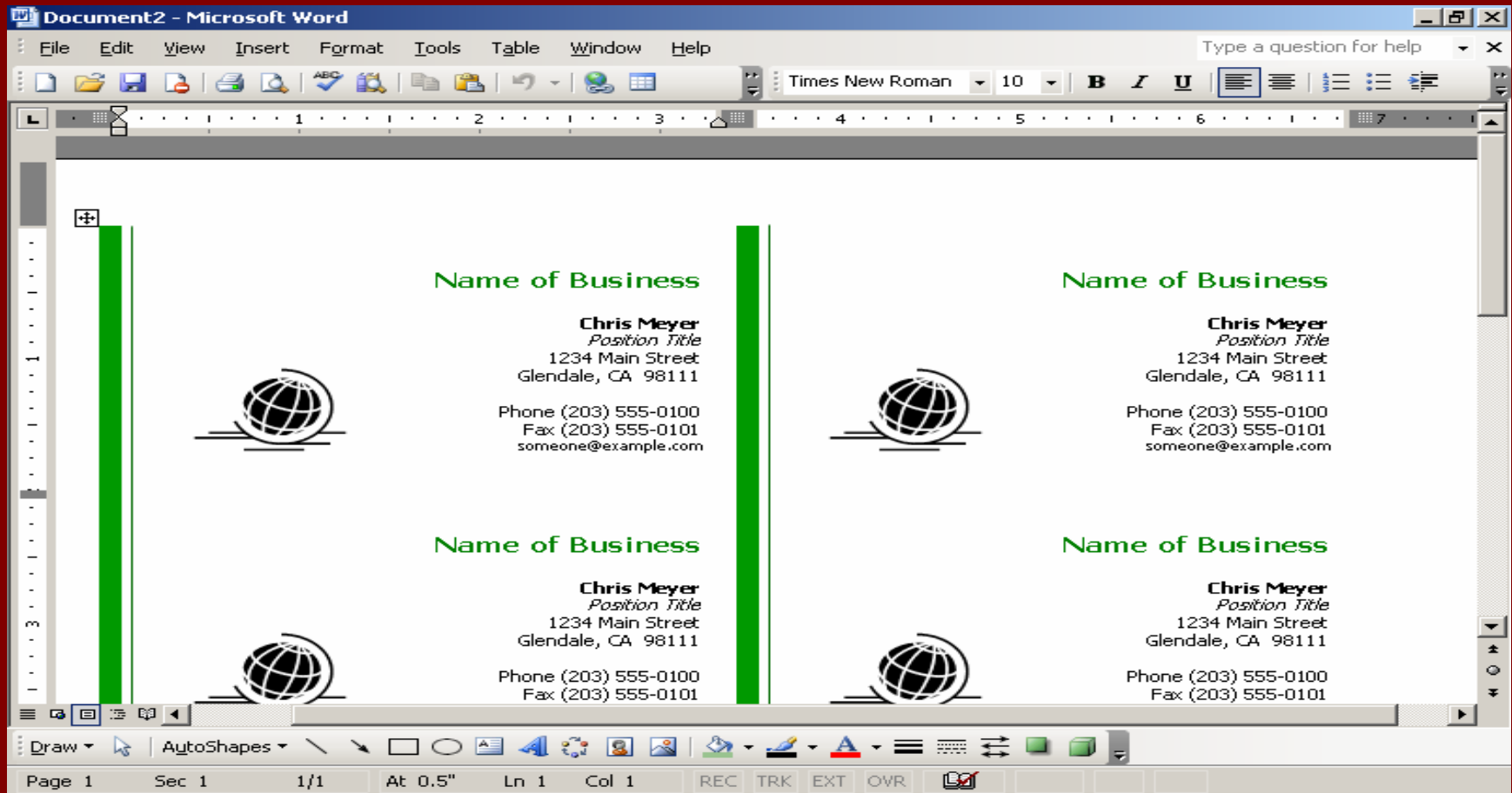


# Example: Calendar

The image shows a screenshot of the Microsoft Word application window titled "Document2 - Microsoft Word". The window displays a calendar for January 2006. The calendar is a table with 6 columns representing the days of the week (SUNDAY to FRIDAY) and 3 rows representing the weeks. The first row contains the numbers 1 through 7, the second row contains 8 through 14, and the third row contains 15 through 21. The text "January 2006" is centered at the top of the calendar area. The Word interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help), a toolbar with various icons, and a status bar at the bottom showing "Page 1", "Sec 1", "1/12", "At 0.9\"", "Ln 1", "Col 1", and "REC TRK EXT OVR".

January 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

# Example: Business Cards



# MICROSOFT EXCEL

Spreadsheet: A program that lets you lay out numerical data in rows and columns for comparative purposes.

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# MICROSOFT EXCEL

Excel can be used to create the following types of documents:

- **Budgets**
- **Invoices**
- **Payroll Sheets**
- **Fitness Charts**
- **Medication Logs**
- **Financial Calculators**
- **Financial Statements**
- **Sports Scorecards**
- **Etc.**

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# Example: Budget

Microsoft Excel - Personal budget1

File Edit View Insert Format Tools Data Window Help

Type a question for help

Tahoma 10 B I U

B5 = 0

	A	B	C	D	E	F	G
1	<b>Personal budget</b>						
2							
3		<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
4	<b>INCOME</b>						
5	Wages	0.00	0.00	0.00	0.00	0.00	0.00
6	Interest/dividends	0.00	0.00	0.00	0.00	0.00	0.00
7	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
8	<b>Income totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
9	<b>EXPENSES</b>						
10	<b>Home</b>						
11	Mortgage/rent	0.00	0.00	0.00	0.00	0.00	0.00
12	Utilities	0.00	0.00	0.00	0.00	0.00	0.00
13	Home telephone	0.00	0.00	0.00	0.00	0.00	0.00
14	Cellular telephone	0.00	0.00	0.00	0.00	0.00	0.00
15	Home repairs	0.00	0.00	0.00	0.00	0.00	0.00
16	Home improvement	0.00	0.00	0.00	0.00	0.00	0.00
17	Home security	0.00	0.00	0.00	0.00	0.00	0.00
18	Garden supplies	0.00	0.00	0.00	0.00	0.00	0.00
19	<b>Home totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
20							
21	<b>Daily living</b>						

Personal budget /

Ready NUM

# Example: Fitness Chart

Microsoft Excel - Fitness chart for women1

File Edit View Insert Format Tools Data Window Help

Type a question for help

K2 5

Century Gothic 9 B I U

## Fitness Progress Chart for Women

**Instructions:** Replace the sample data in the first seven columns, and in the Height boxes to the right. The last four (gray) columns will be calculated for you using formulas. Then, see your progress by looking at the Measurements, Weight and BMI, and Weight and Body Fat Charts on the other worksheets. For more information on formulas or using data in charts, see Excel Help.

	A	B	C	D	E	F	G	H	I	J
1	<b>Fitness Progress Chart for Women</b>									
2	<b>Instructions:</b> Replace the sample data in the first seven columns, and in the Height boxes to the right. The last four (gray) columns will be calculated for you using formulas. Then, see your progress by looking at the Measurements, Weight and BMI, and Weight and Body Fat Charts on the other worksheets. For more information on formulas or using data in charts, see Excel Help.									Height (fe
3										Height (in
4										
5	Date	Weight (pounds)	Chest (inches)	Waist (inches)	Hips (inches)	Wrist (inches)	Forearm (inches)	Estimated Lean Body Weight	Estimated Body Fat Weight	Estimated Fat Percent
6	6/10/2004	140	32	31	40	6.8	11.5	103.80	36.20	25.86
7	6/17/2004	140	32	31	39.5	6.7	11.5	103.89	36.11	25.79
8	6/24/2004	139	32	31	39.5	6.7	11.5	103.16	35.84	25.79
9	7/1/2004	139	32	28	39	6.3	11	103.41	35.59	25.61
10	7/8/2004	139	32	28	39	6.3	11	103.41	35.59	25.61
11	7/15/2004	138	32	28	39	6.3	11	102.68	35.32	25.60
12	7/22/2004	137	32	28	38	6.3	11	102.19	34.81	25.41
13	7/29/2004	136	31.5	27.5	38	6.3	11	101.54	34.46	25.34
14	8/5/2004	135	31.5	27.25	37.75	6.3	10.5	100.69	34.31	25.41
15	8/12/2004	135	31.5	27	37	6.3	10.5	100.92	34.08	25.25
16	8/19/2004	134	31	27	37	6.3	10	99.97	34.03	25.40
17	8/26/2004	133	31	27	37	6.2	10	99.21	33.79	25.41
18	9/2/2004	132	31	27	36	6.2	10	98.72	33.28	25.21
19	9/9/2004	130	31	26	36	6.2	10	97.42	32.58	25.06
20	9/16/2004	130	31	26	36	6.2	10	97.42	32.58	25.06

Ready NUM

# Example: Financial Calculator

Microsoft Excel - Buy vs. lease car calculator1

File Edit View Insert Format Tools Data Window Help

Type a question for help

Verdana 18 B I U

B2 Buy vs. Lease Car

	LEASE	BUY
1		
2	<b>Buy vs. Lease Car</b>	
3		Make & Model: _____
4		
5		
6	Suggested retail price	Suggested retail price
7	Tax, title, etc.	Tax, title, etc.
8	Refundable security deposit	
9	First month's payment	
10	Capital cost reduction payment	Down payment
11		
12	Last month payment in advance?	
13	Payment (if yes)	
14	Selling price at end of lease	Resale value
15	Monthly lease payment	Monthly loan payment
16	Lease term	Term of loan
17	Discount for present value	Loan rate
18		
19	Future value of last payment	Present value of resale
20		
21	Initial costs	Initial costs
22	Financing costs	Financing costs
23	Present value of refund	

Buy vs. Lease Car

Ready NUM

# MICROSOFT POWERPOINT

**Presentation Graphics: A program that allows you to incorporate multimedia features into your electronic presentations.**



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# MICROSOFT POWERPOINT

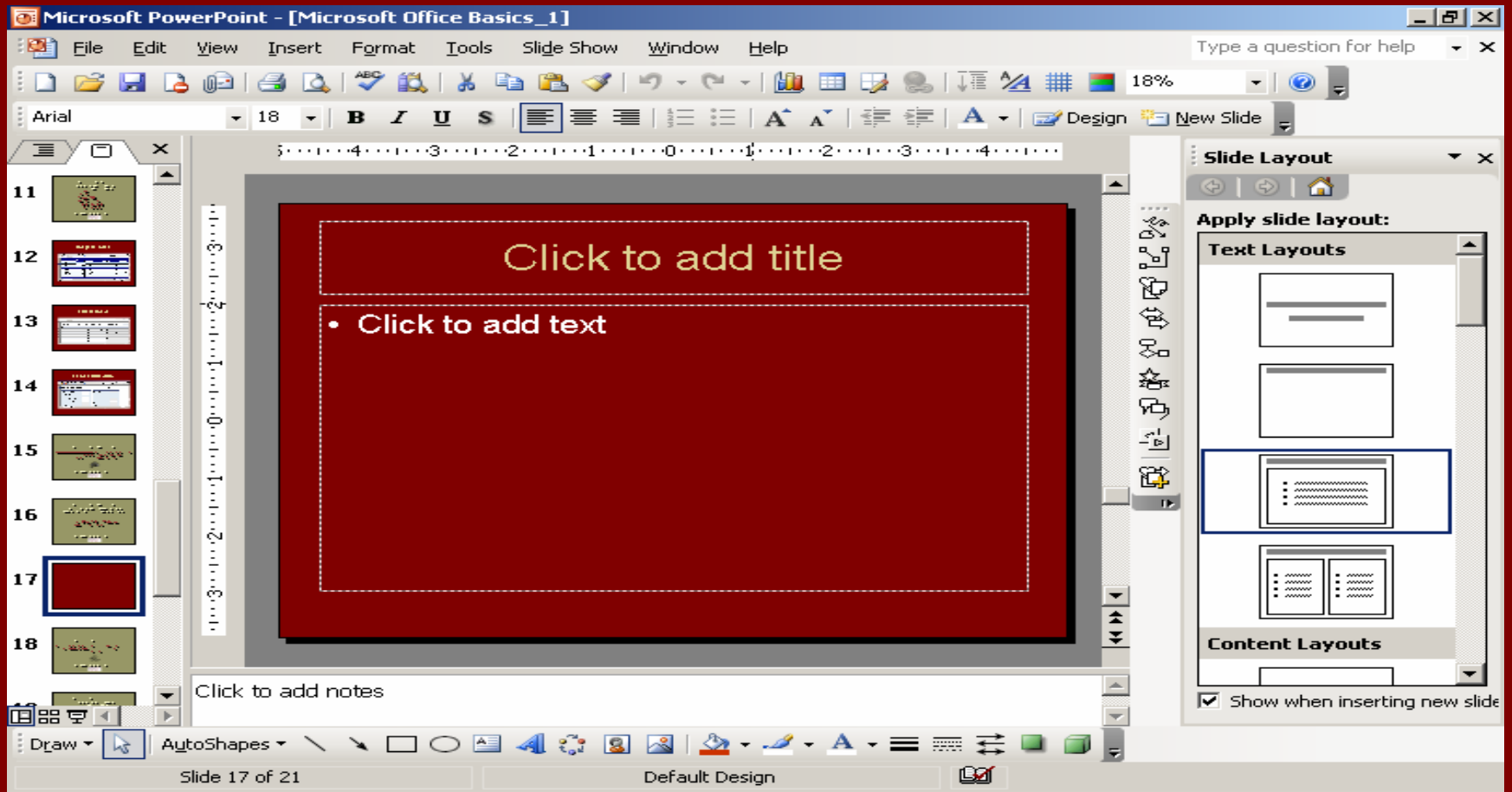
PowerPoint can be used to create and enhance presentations in the following types of environments:

- **School/Classroom (Reports, etc.)**
- **Office/Business (Project Proposals, etc)**
- **Home (Trip Slideshow, etc.)**

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# Example PowerPoint presentation



# MICROSOFT PUBLISHER

**A program that allows you to design and print  
a massive selection of high quality  
publications.**



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# MICROSOFT PUBLISHER

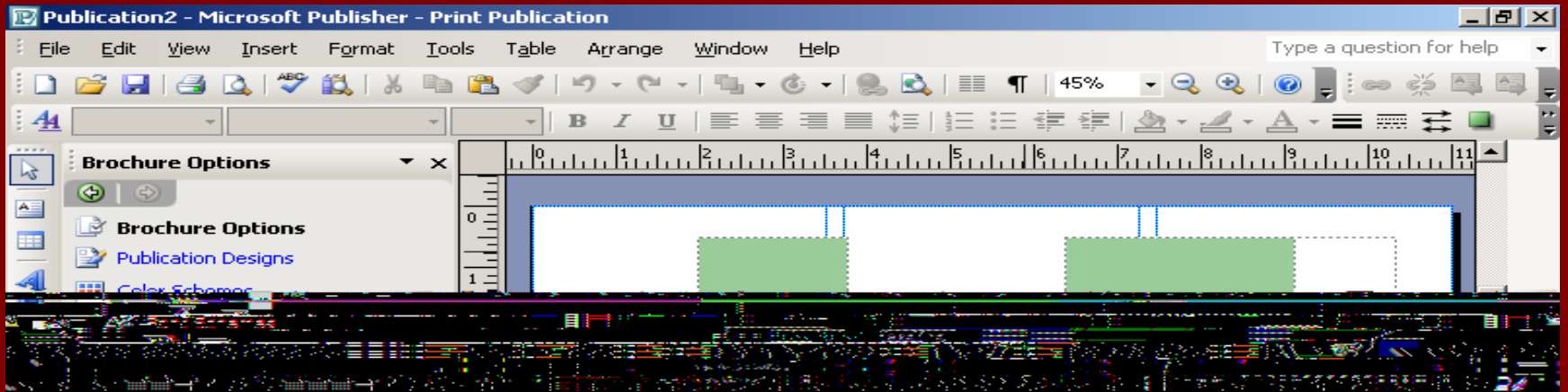
Publisher can be used to create the following types of documents:

- **Brochures and Booklets**
- **Business Cards**
- **Calendars**
- **Signs and Posters**
- **Cards and Envelopes**
- **Newsletters**
- **Wedding Stationery Sets**
- **Labels and Jackets**
- **Etc.**

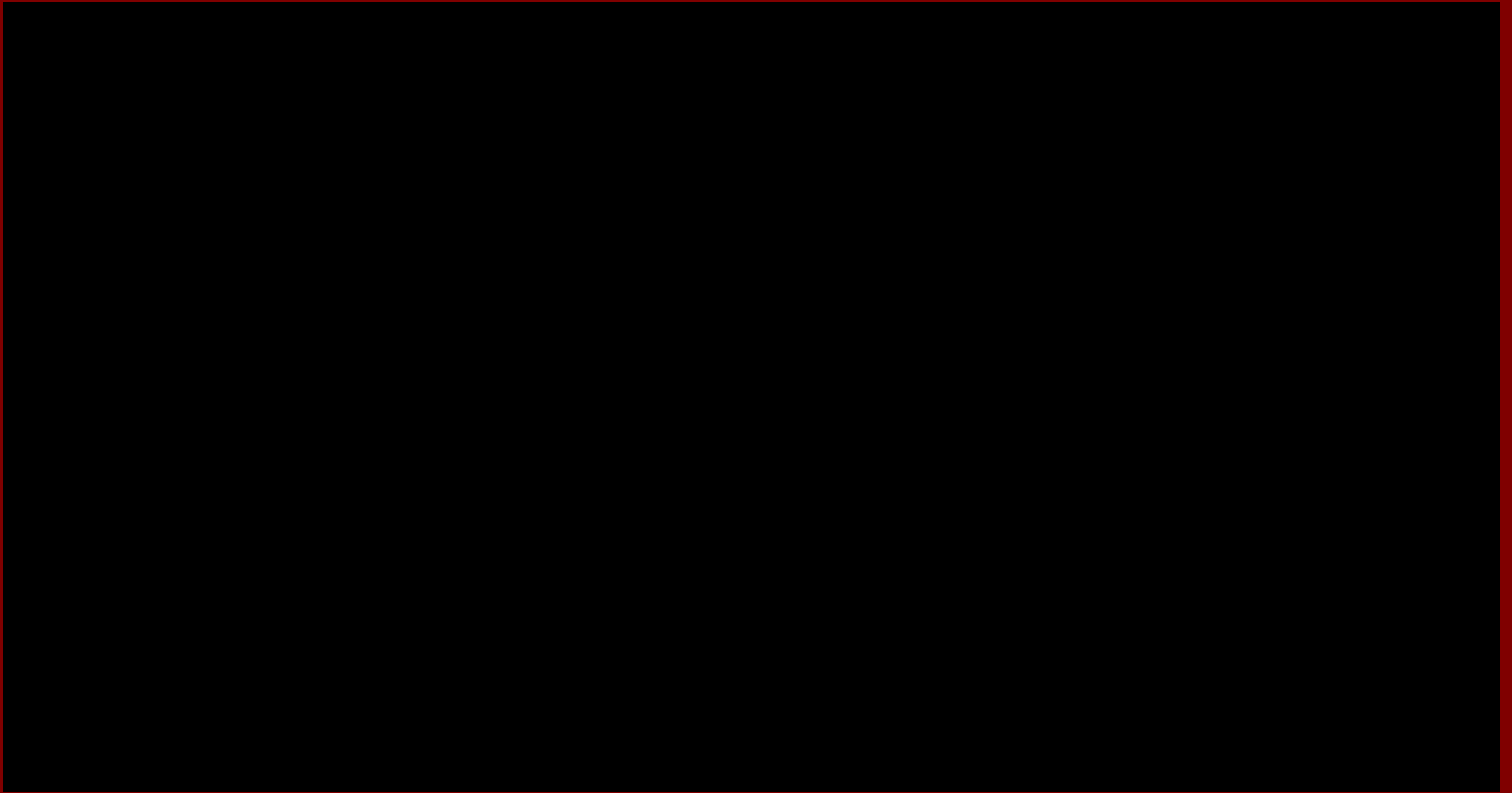
**Hart Memorial Central Library**



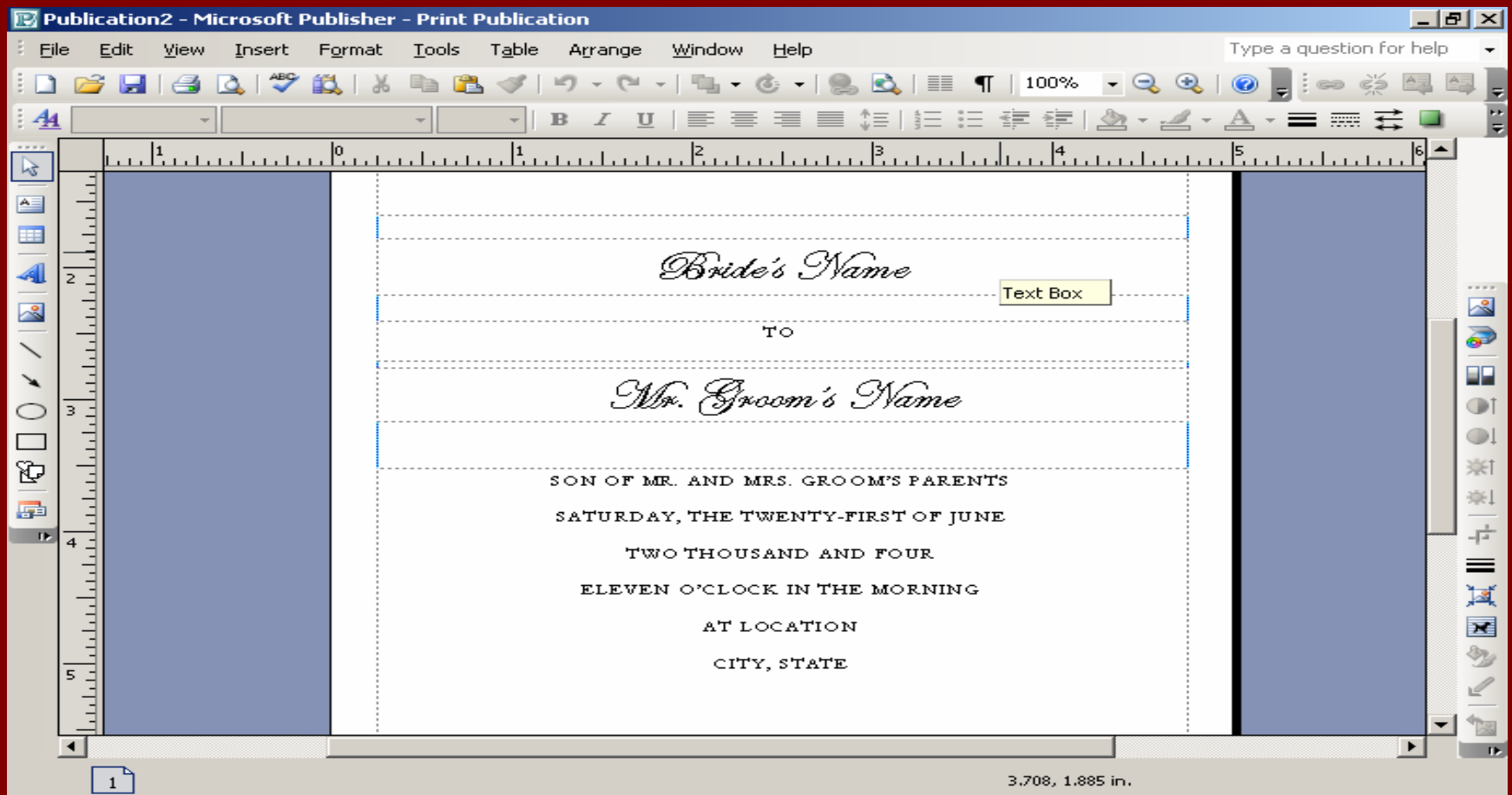
# Example: Brochure



# Example: Poster

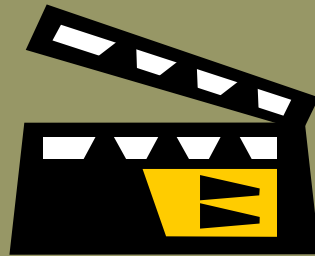


# Example: Wedding Invitation



# MICROSOFT OFFICE BASICS

**That's a wrap! Any questions?**



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