



ZRI ENTERPRISES

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MS OFFICE

(Introduction)

Need to learn MS Office

- ❑ very helpful tool **widely used** in home, office, Industries and schools, to **organize, manage and present information, data and figures.**
- ❑ used in most administrative positions **regardless of industry.**
- ❑ can make you more **productive** & confident.
- ❑ Helps you **step up** your position in **job hunting**(Depends upon Proficiency).

MICROSOFT OFFICE (MS OFFICE)

- ❑ Set of products developed by Microsoft Corporation.
- ❑ Includes Microsoft Word, Excel, Power point, Access, Publisher & Outlook.
- ❑ Each program serves a different purpose and is compatible with other programs included in the package.

MS WORD

- ❑ MS Word is a **Word Processor** .(Application Software).
- ❑ Word Processor - a **computer application** used for the **production** of potentially **printable material**.

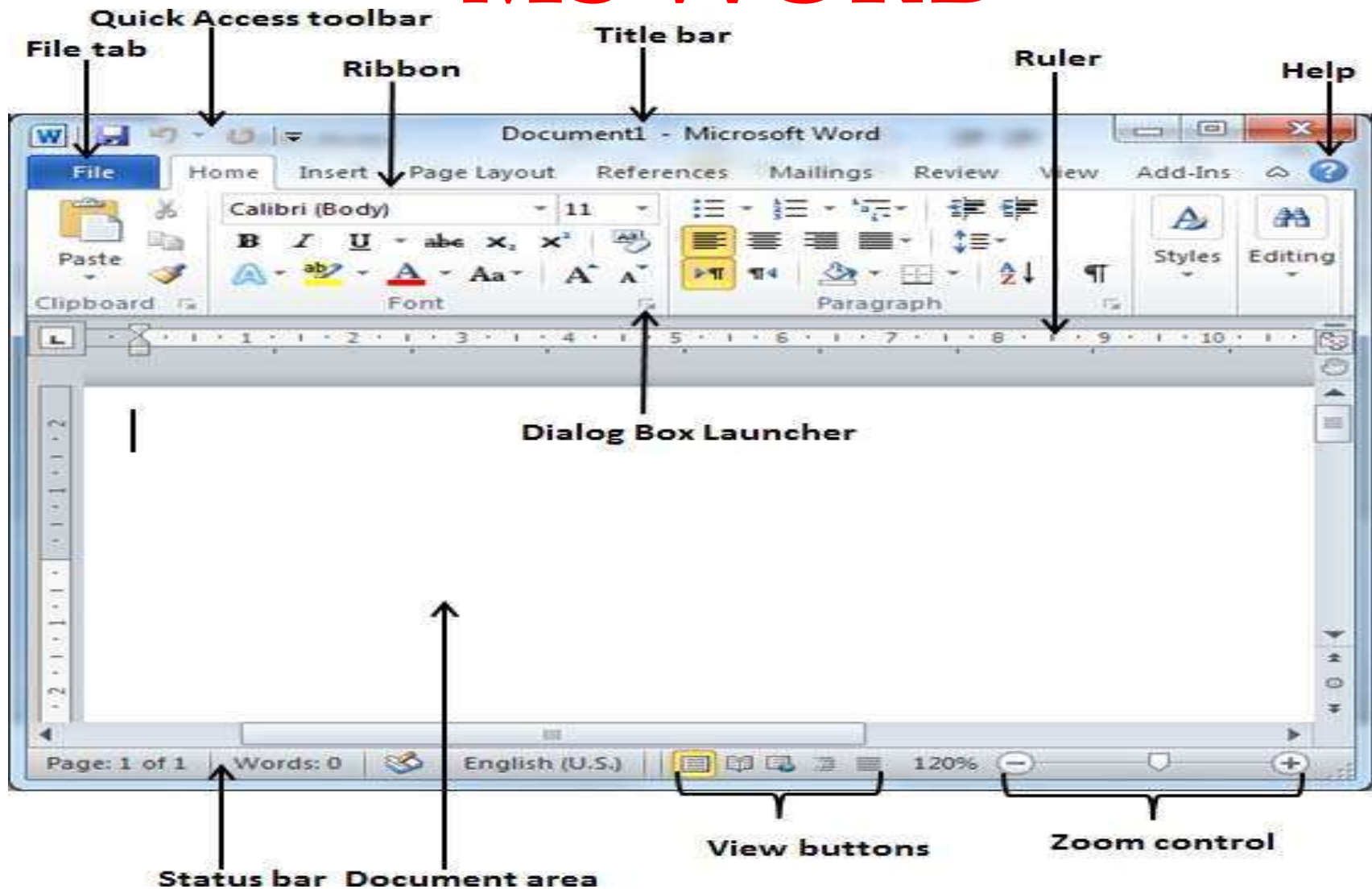
Logo of MS Word



What can we do with MS WORD

- ❑ Can create business documents having various graphics including pictures, charts, and diagrams.
- ❑ Can store and reuse readymade content and formatted elements such as cover pages and sidebars.
- ❑ Can create letters and letterheads for personal and business purpose.
- ❑ Can design different documents such as resumes or invitation cards etc.
- ❑ Can create a range of correspondence from a simple office memo to legal copies and reference documents.

MS WORD



MS Excel

- ❑ MS Excel is a **Spread Sheet** developed by Microsoft.(Application software).
- ❑ **Spread Sheet** - an electronic document in which data is arranged in the rows and columns of a grid used for **calculations**.
- is an interactive computer application for organization, analysis and storage of data in tabular form.

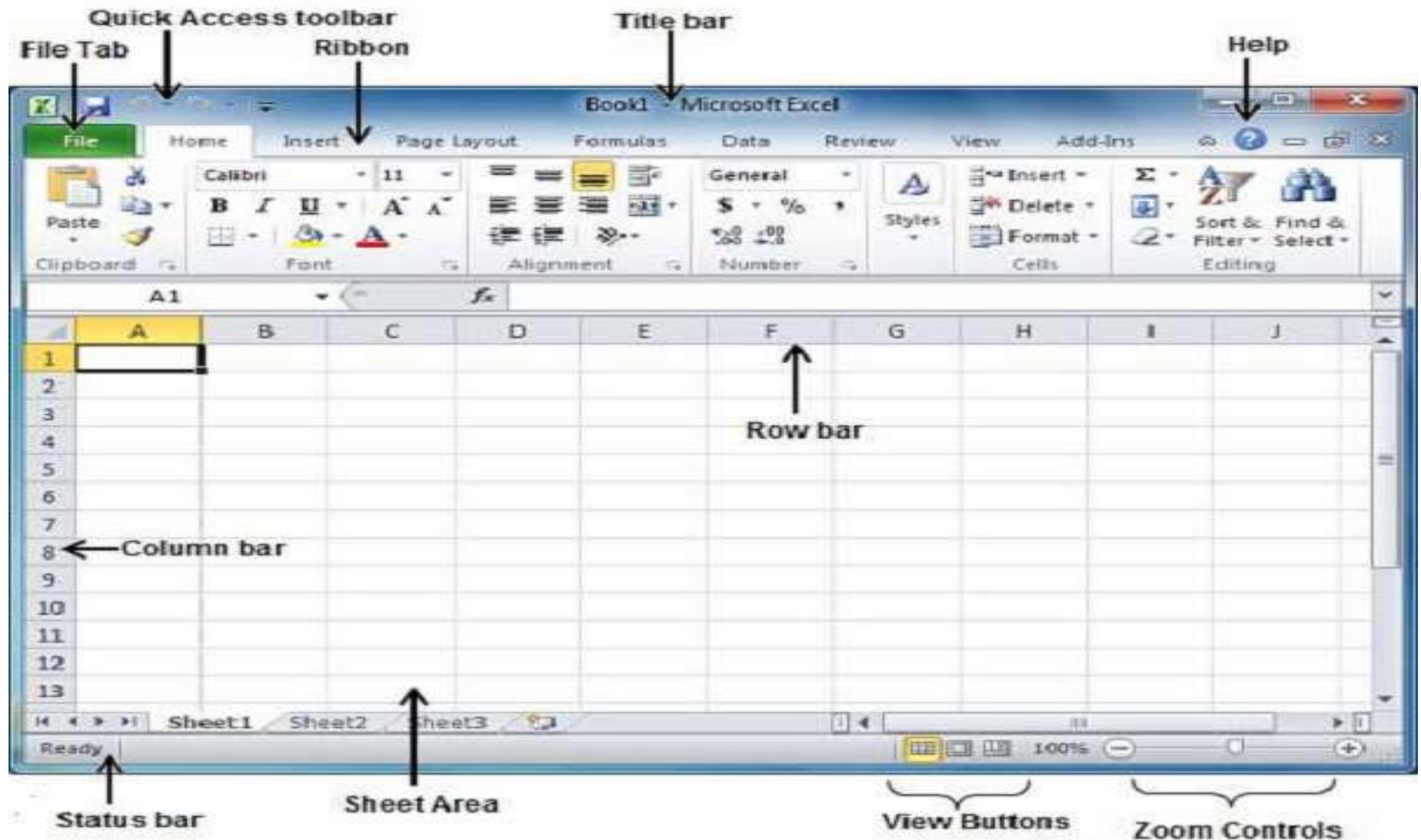
Logo of MS Excel



What can we do with MS Excel

- ❑ Basic Fundamental mathematical calculation.
- ❑ Graphs & Charts .
- ❑ Sales data & Analysis.
- ❑ Financial data & Analysis.
- ❑ Students performance data & Analysis – Academic.
- ❑ Business etc.,
- ❑ With Excel Output -Can get useful information – helps in decision Making.

MS Excel



MS Power Point

- ❑ MS PowerPoint is a **Presentation Program** developed by Microsoft.(Application software).
- ❑ **Presentation** -process of presenting a topic to audience.
(Demonstration,Lecture,Introduction, Speech etc.,)

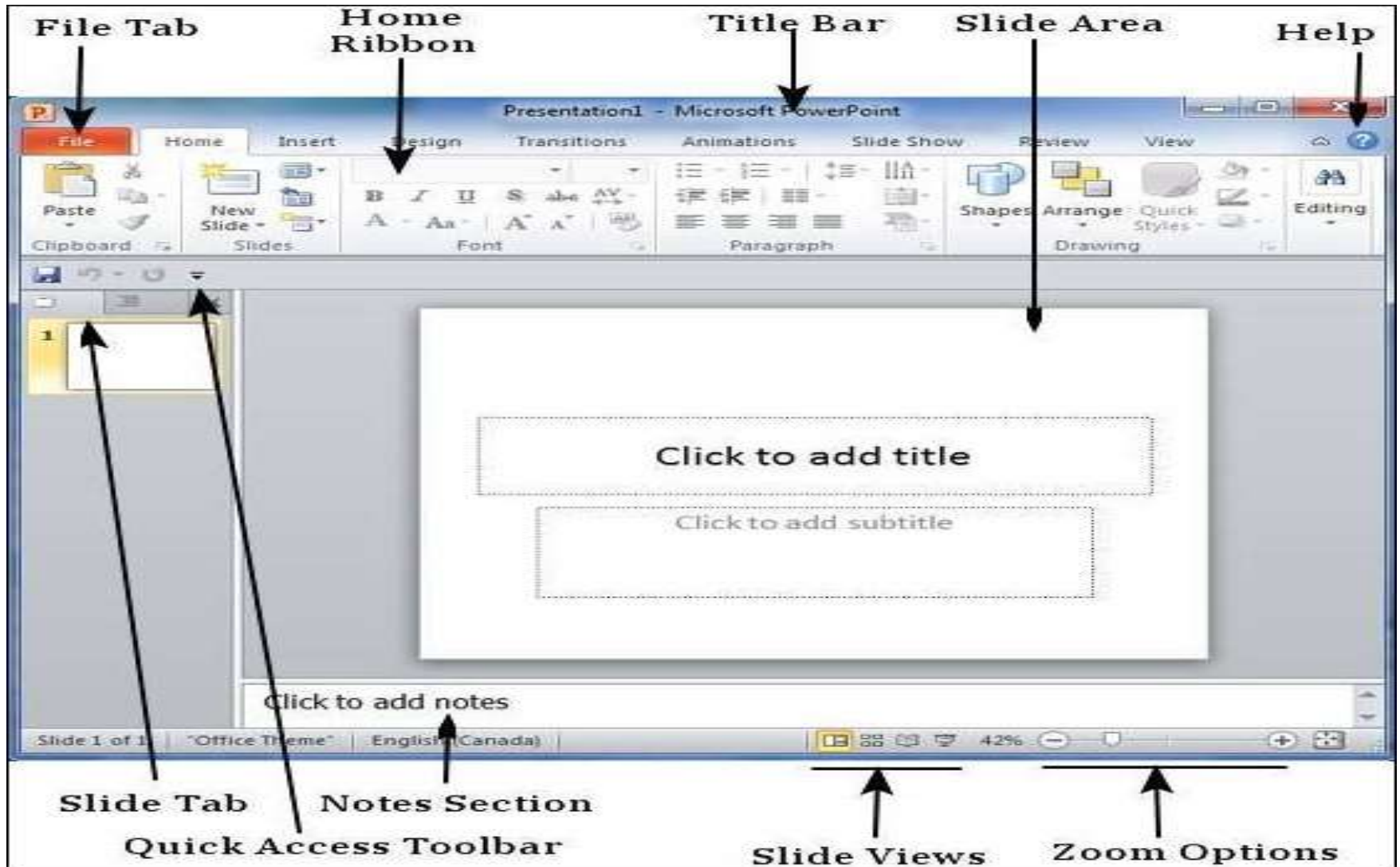
Logo of MS PowerPoint



What can we do with MS PowerPoint

- ❑ Making Tutorials- Training, Education etc.,
- ❑ Animations.
- ❑ Photo Slide Show.
- ❑ E-Brochures
- ❑ Personal Promotional Videos
- ❑ Customer Education
- ❑ Corporate policies Etc.,
- ❑ Project Presentation –Students, Professionals etc.,

MS Power Point



Format –File Saving

Documents saved in MS Word	.docx
Documents saved in MS Excel	.xls
Documents saved in MS PowerPoint	.ppt

MS ACCESS

- ❑ Is a **Data Base Management System(DBMS)** developed by Microsoft.
- ❑ Stores data in its own format. serves as an **electronic filing system**
- ❑ It can import or link directly to data stored in other applications and databases.
- ❑ the user is easily able to modify any data within the database, **produce reports** from the database and **submit queries** about all information stored into it.
- ❑ used to organize and use information for home or business

Logo of MS ACCESS



MS ACCESS



MS PUBLISHER

❑ Is an entry level desktop publishing application developed by Microsoft.

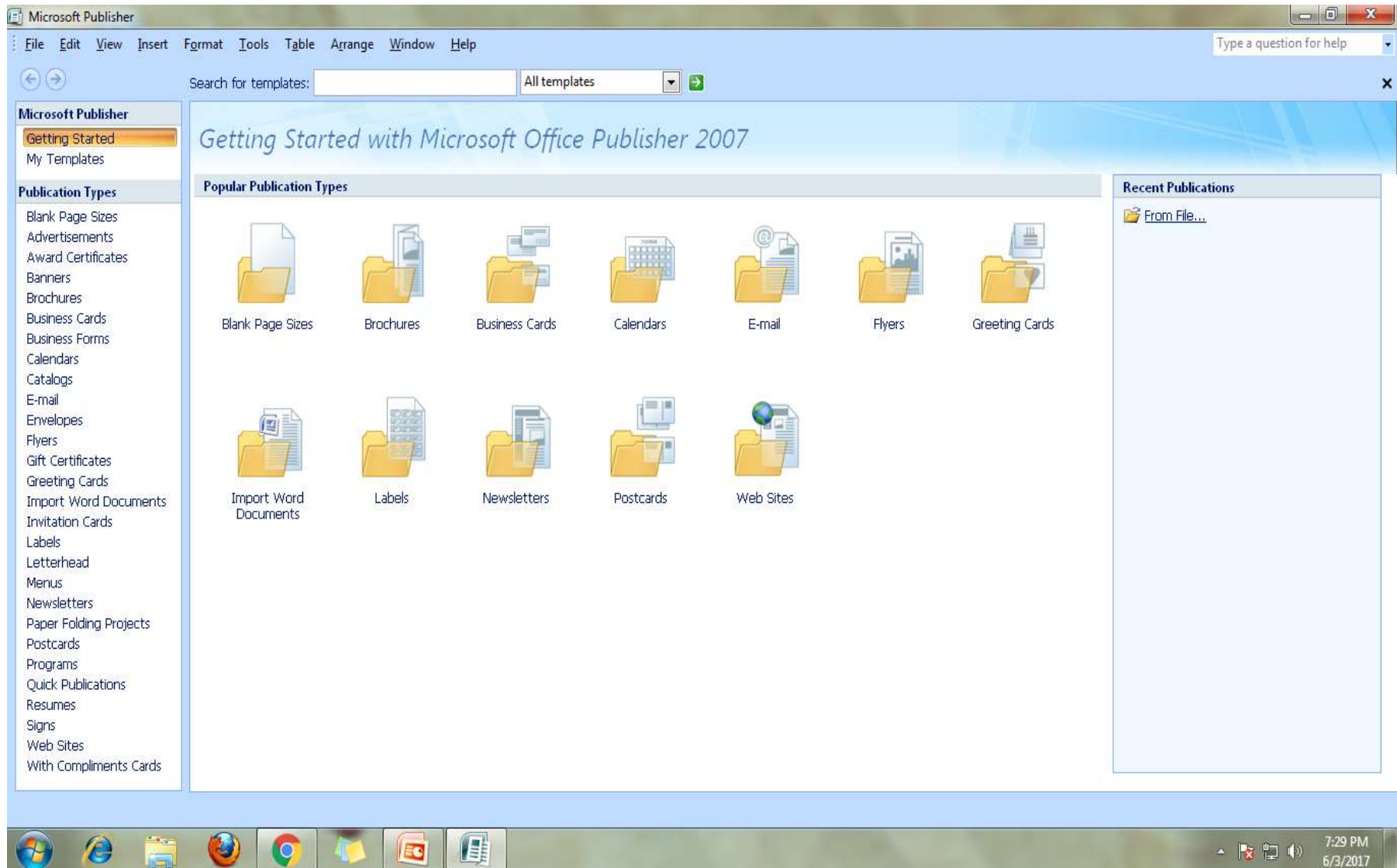
❑ Emphasis is placed on page layout and design.

❑ Using Publisher, we can easily create business cards, greeting cards, calendars, newsletters etc.,

Logo of MS Publisher



MS PUBLISHER



MS OUTLOOK

- ❑ Is **Personal Information Manager** developed by Microsoft.
- ❑ Mainly Used as an **Email Application**.
- ❑ But ,it also includes a calendar, task manager, contact manager, note taking, journal, and web browsing.

Logo of MS Outlook



Thank You