Hilla University
College of Medical and Health Technology
Anthesis department
Computer Application
Second stage / First course

Lec. No. 1



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Microsoft office

Microsoft Office is a suite of productivity applications developed by Microsoft. It includes several programs widely used for both personal and professional purposes. The core applications in Microsoft Office are:

1. Word - A word processing program for creating documents.
2. Excel - A spreadsheet application for data analysis, calculations, and charting.
3. PowerPoint - A presentation tool for creating slideshows.



Common Uses of Microsoft Office

- Businesses use Office for creating documents, spreadsheets, presentations, and managing email.
- Students and educators frequently use it for academic work, from essay writing in Word to data analysis in Excel.
- Individuals often use Office for tasks like managing personal budgets in Excel, creating family photo slideshows in PowerPoint, or organizing daily schedules and emails in Outlook.

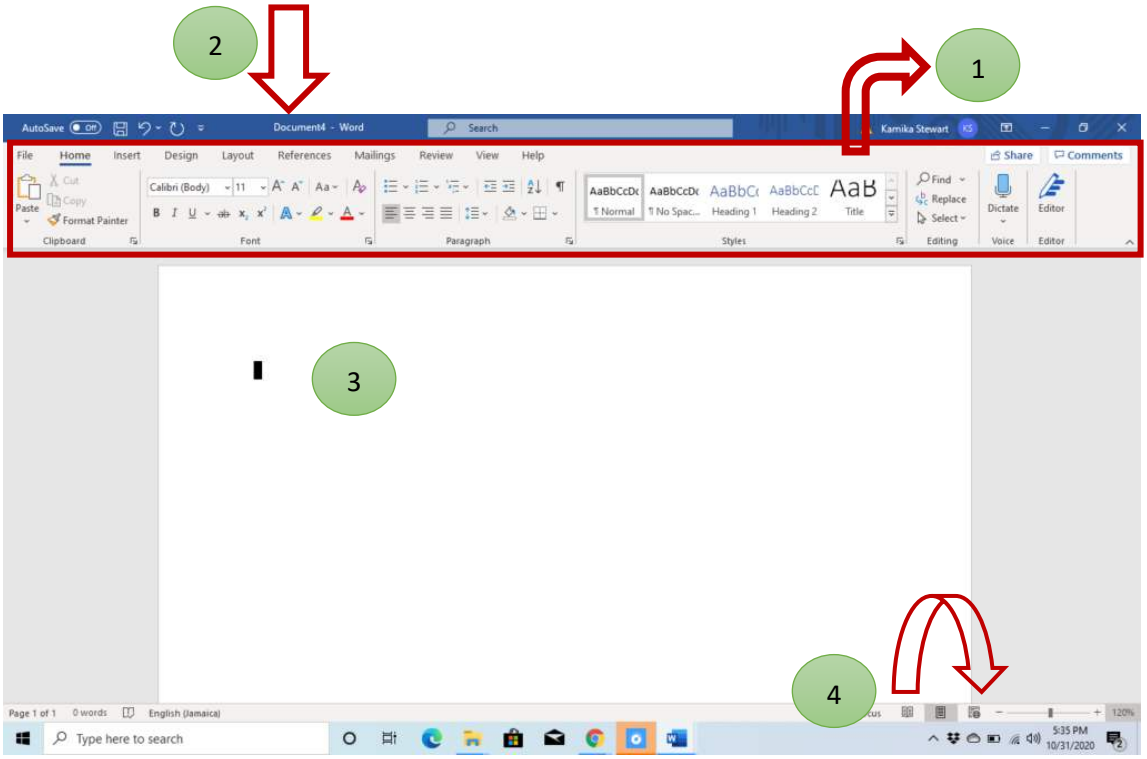
Microsoft Word

Microsoft Word is one of the most widely used word-processing applications. It's part of the Microsoft Office suite and is designed for creating, editing, and formatting text-based documents.

Common Uses of Microsoft Word

- Business Documents: Creating proposals, reports, contracts, and presentations.
- Educational Use: Writing essays, research papers, and study notes.
- Personal Projects: Writing journals, letters, or creating personalized documents like invitations or greeting cards.

Microsoft Word interface



1. Ribbon

- The Ribbon is located at the top of the interface and contains tabs like Home, Insert, Design, Layout, References, Mailings, Review, View, and Help.
- Each tab organizes related features and commands in groups, making it easy to find tools based on the task you're working on. For example:
  - Home: Contains basic editing tools like font, text alignment, copy/paste, and paragraph styles.
  - Insert: Allows you to add elements like images, tables, charts, headers, footers, and hyperlinks.
  - Design: Offers options to apply themes, colors, and fonts to the entire document.
  - Layout: Lets you control page setup, margins, orientation, and spacing.

2. Title Bar

Displays the name of the open document, followed by "Microsoft Word." This bar is at the very top of the window.

3. Document Area

- This is the main workspace where you type, edit, and format the content of your document.
- It resembles a blank sheet of paper and is formatted based on your current settings (e.g., margins, page size, layout).

4. Status Bar

- Page Number: Indicates the current page number and total pages.
- Word Count: Shows the total word count.
- View and Zoom Controls: Allows you to change the document view (e.g., Read Mode, Print Layout, Web Layout) and zoom level.

Microsoft Word extensions

- **.doc**: The older Word file format, used in early versions of Microsoft Word.
- **.docx**: The current default Word file format, more efficient and smaller in size than .doc.
- **.dotx**: Template format used for creating document templates with predefined settings.

Microsoft Excel

Microsoft Excel is a powerful spreadsheet application used for data organization, analysis, and visualization. Part of the Microsoft Office suite, Excel is popular in business, education, and personal finance due to its robust set of features.

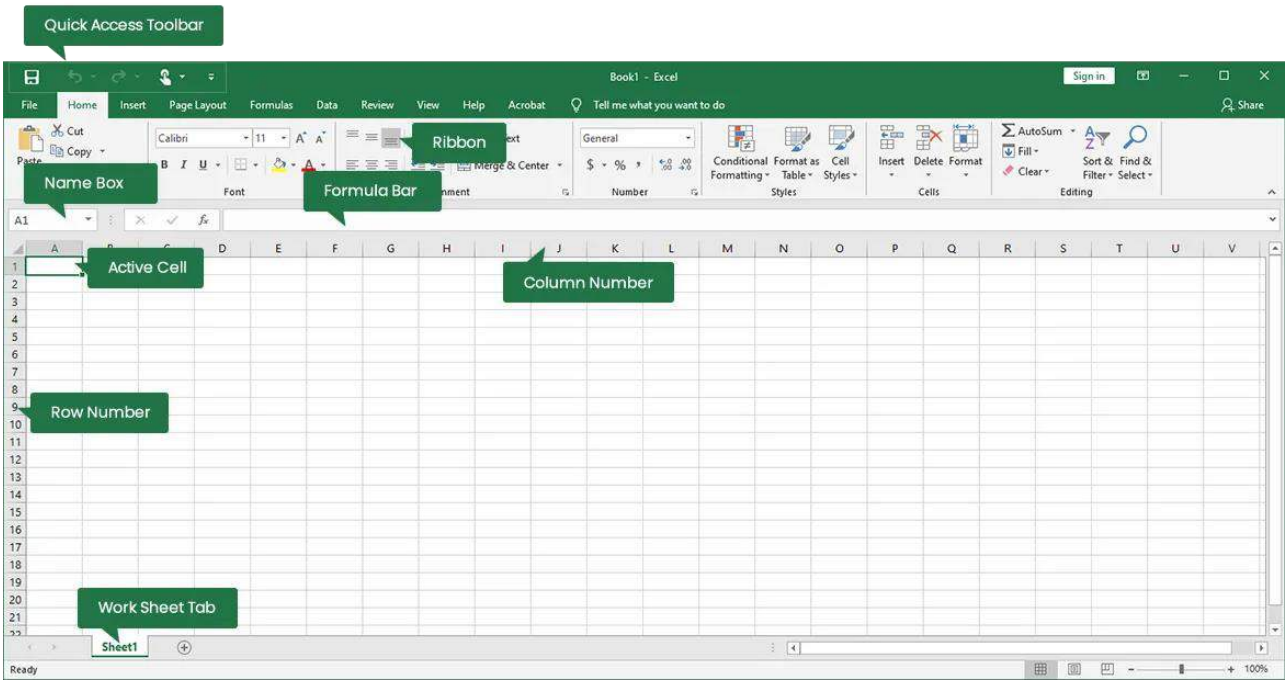
Common Uses of Microsoft Excel

1. Data Entry and Management
2. Data Analysis
3. Project Management
4. Sales and Marketing Reporting
5. Education and Research

Microsoft Excel extensions

- **.xls**: The older Excel file format, used in earlier versions.
- **.xlsx**: The current default Excel file format, more efficient for data management.
- **.xlsm**: Format for Excel files containing macros.
- **.xltx**: Template format used to create new Excel workbooks with preset formatting or data

Microsoft Excel interface



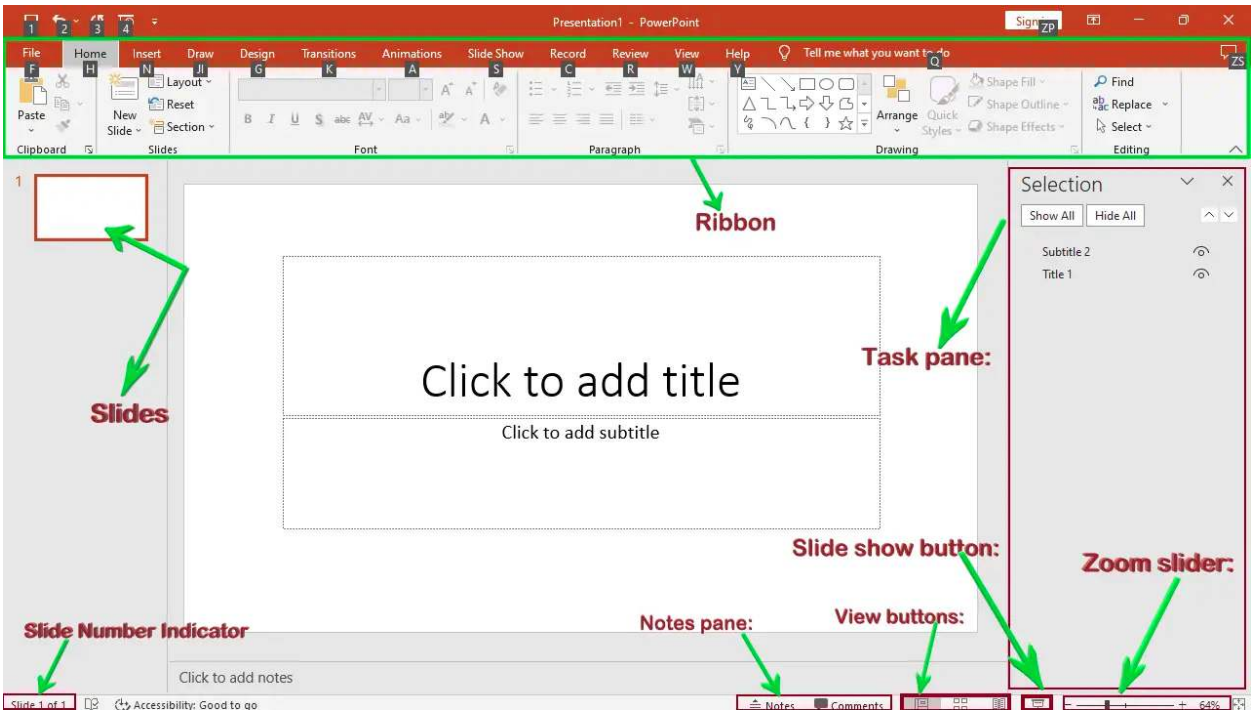
Microsoft PowerPoint

Microsoft PowerPoint is a popular presentation software used for creating slideshows. It allows users to combine text, images, charts, animations, and multimedia to effectively present ideas.

Common Uses of PowerPoint

- Business Presentations
- Educational Lectures and Training
- Event Planning and Management
- Marketing and Branding Presentations

Microsoft PowerPoint interface



Microsoft PowerPoint extensions

- **.ppt**: The older PowerPoint file format.
- **.pptx**: The current default PowerPoint file format.
- **.ppsx**: Format that opens directly in slideshow mode.
- **.potx**: Used for PowerPoint templates to create custom presentations.