

Tutorial Notes for Office Professional

Microsoft Office Professional is called a suite because it consists of multiple programs. Compare this to one large box. The large box has five smaller boxes. The large box would be called the suite where the smaller boxes are called the program inside the suite.

In Microsoft Office Professional Suite, you have several programs which serve a specific purpose.

Microsoft Word: allows you to type reports, brochures, documents, and fliers.

Microsoft PowerPoint: allows you to present ideas to a general audience in the form of a slide show.

Microsoft Excel: allows you to input data into a spreadsheet, manipulate it, and create charts and graphs using the data.

Microsoft Outlook: allows you to organize your e-mail (received) and send e-mail, make calendar appointments, posts tasks, and to keep you informed of what you have planned for the days ahead.

Microsoft Publisher: allows you to create tri-fold brochures that you can print and show to an audience. It can also be a source for web page creation.



To get started, let's look at Microsoft Word briefly. There is a lot to do in Microsoft Word but we are going to touch key points of what you need to know so that you will be able to perform specific tasks for assignments that are due in your classes.

To begin let's familiarize with the document looks like. Basically, a blank document looks like a sheet of paper in front of you and it is your job to type information onto this sheet of paper.

At the top of the screen, there are toolbars that you are able to see. One is called the Standard Toolbar. The standard toolbar is the toolbar that allows you perform standard commands that is shown in every Microsoft Professional software program. It integrates itself into Excel, PowerPoint, and Outlook.

On the standard toolbar, you will see buttons. These buttons have specific functions.

The first one looks like a white piece of paper. It allows you to create a new blank document to type onto.

The second button is a folder with an arrow coming out of it. This button allows you to open or retrieve a document from a specific place in your computer. You will open mostly from your G drive or from the student folder H drive in the network.

The third button looks like a floppy disk. This button allows you to save a document frequently when you make changes to the document or are saving it for the first time. The fourth button is the e-mail button. This allows you turn your document into an e-mail document so that you can type in your e-mail addresses to send to and type your information that you want to send.

The fifth button is called the print button. This button allows you to print the document immediately instead of seeing the print dialogue box when you go to File, Print.

The sixth button is called the print preview button. This button allows you to actually see what your document will look like when it is about to be printed. It allows you to see if you have your margins set correctly for all text to appear on the page. Do any of your graphics look as though the edges are missing? Doing print preview will allow you to correct the pictures and or text inconsistencies on the document before you print.

The seventh button is called the spell check/grammar button. This button allows you to check for misspelling of words and checks for grammar mistakes: subject-verb agreement, fragments, and other mistakes in the document. Use this before you print off a document and turn it in to anyone whether it is to me or a future college teacher or a teacher in the school.

The eighth button is called the research button to allow you to look for a word that you probably cannot spell in its dictionary. Click that button if you having trouble spelling a word and try to spell it the best you can in the search box. It will search all references available for the word until it finds what you might be looking for.

The ninth button you will see might be sometimes inactive or grey out. This means that you have not done anything to make this button become active yet. This button is called the cut button. The function basically allows you to take words and or paragraphs and cut them from the document. Remember to do one thing first. **HIGHLIGHT THE WORD OR PHRASE** you wish to cut from the document before you click the cut button.

The tenth button performs similarly to the ninth button except the words or phrases do not disappear when you click the button. It is called the copy button. This allows you take words or paragraphs from one place in the document and put it somewhere else in the document.

The eleventh button allows you to place these words that were cut and or copied in the document to a different location. This button is called the paste button. It looks like a clipboard with a piece of paper in front of it. The computer comes with a built in storage space commonly called the clipboard for when you cut or copy text to be pasted somewhere else in the document.

The twelfth button is called the format painter button. Basically, this button allows you to copy the font, font size, style, and etc. and apply it to other words or paragraphs in the document to show the same “formatting”.

Formatting means basically what the word or document looks like when you make changes to it.

Example of the format painter button: I am going to change two words in the sentence but I am not going to type the second word again to look like the first. I am going to use format painter to copy the format from one word and apply it to the second word.

In Mr. Mooney’s room, you will be able to type reports, do slide shows, and create spreadsheets.

The thirteenth button should be considered your “friend” because it allows you to undo mistakes that you make immediately. It is called the Undo button (backward arrow). Basically if you mistakenly typed an incorrect word, click the Undo button and it goes away and type the word you originally wanted.

The fourteenth button is the opposite of undo. It is called the redo button. This button is a forward arrow. Suppose you accidentally removed a word using Undo but you thought oh I’ll keep that word there, click the Redo button and the word comes back. You can click the redo button to apply what you did not mean to undo. Confused? I would be too. 😊

The fifteenth button is called insert hyperlink. A hyperlink is basically words that are linked to another document or to a web page on the internet. You won’t be linking documents but you can see how a hypertext link works in MS Word. [Yahoo](#), [Google](#), [MSN](#) are all hyperlinked to their referenced websites. Click on either words and you will see for yourself. Hold down the CTRL on your keyboard and click the blue colored words that will open a webpage for you associated with these hyperlinks.

The last few buttons that we will not discuss much about because they are not important at this time in your lessons are create a table, insert an Excel table, and create column buttons.

The formatting toolbar serves a purpose in Microsoft Word along with PowerPoint and Excel. It allows you to make your text appear in a way that you want it to appear. The formatting functions and buttons that you will need to pay close attention to are:

The font dropdown list: provides you with a list font types in which you can apply to **select to text** to give **emphasis**.

The font size dropdown list: provides you with a list of numbers of how big you want your words to appear. You make them appear **large** or smaller than the actual size.

The bold style button allows you to make **words** and **paragraphs** dark.

The italics style button gives your text a slanted look. Example: *Crestview Middle is a great school to go to.*

The underline style button allows you to apply underlining to words and phrases.

The next four buttons are the alignment buttons which allows your text to place itself in the document. See examples below.

The first one is left align. It aligns text to the left side of the document.

Left Align

The second one is center align. It aligns text to the center of the document.

Center Align

The third one is the right align. It aligns the text to the right side of the document.

Right Align

The fourth one is justify align. This allows your text to evenly align itself on both the left and right side of the document. Watch the letters below and see how they are evenly aligned to the justify alignment.

The new Yahoo! Mail gives you more ways to connect. With everyone, be a better chat fanatic! Chat instantly with friends online with built-in instant messaging. Be a better text master! Send updates to friends on the go with integrated text messaging. Be a better jet setter! Get mail whenever and wherever you want on your mobile phone.

The fifth button might or might not appear after the justification alignment button. It is called the line spacing button. This button allows you to apply line spacing between each of your typed lines. To give an example, a double spaced line looks like:

The new Yahoo! Mail gives you more ways to connect. With everyone, be a better chat fanatic! Chat instantly with friends online with built-in instant messaging. Be a better text master! Send updates to friends on the go with integrated text messaging. Be a better jet setter! Get mail whenever and wherever you want on your mobile phone.

There are more line spaces available to apply to your text. An alternate location to find this command is under the Format menu at the top in the menu bar. Go to Format, Paragraph, under Spacing tab, go to Line Spacing, and apply your single, 1.5, double, or triple line spacing between each line.

The next button is called the numbering button. It has numbers and small dashes (which are actually underlines) next to it. If you ever create a list of ten items, highlight the items, and click the number list button. Example:


1. Apple
2. Pear
3. Peach
4. Grapes
5. Carrots

The next button is called the bullets list. Basically it does something similar to a list of items. It applies bullets next to a list of items. Observe:


- Apple
- Pear
- Peach
- Grapes
- Carrots

The next button is called the decrease indent button. If you indent a paragraph too far over on your page, highlight the paragraph and click the decrease indent button to make your indent to go closer to the edge of the page.

(Increase Indent)

 The new Yahoo! Mail gives you more ways to connect. With everyone, be a better chat fanatic! Chat instantly with friends online with built-in instant messaging. Be a better text master! Send updates to friends on the go with integrated text messaging. Be a better jet setter! Get mail whenever and wherever you want on your mobile phone.

(Decrease Indent)

 The new Yahoo! Mail gives you more ways to connect. With everyone, be a better chat fanatic! Chat instantly with friends online with built-in instant messaging. Be a better text master! Send updates to friends on the go with integrated text messaging. Be a better jet setter! Get mail whenever and wherever you want on your mobile phone.

The next button is the border button. Basically it applies a border around your sentences. Observe. Caution, you will need to go to Format, Borders & Shading, and check to see if you want to apply the border to the text or paragraph.

The new Yahoo! Mail gives you more ways to connect. With everyone, be a better chat fanatic! Chat instantly with friends online with built-in instant messaging. Be a better text master! Send updates to friends on the go with integrated text messaging. Be a better jet setter! Get mail whenever and wherever you want on your mobile phone.

The next button is called the highlight button. This button allows you to highlight text as a certain color to emphasize a concept or idea. Observe.

The new **Yahoo! Mail** gives you more ways to connect. With everyone, be a better chat fanatic! **Chat** instantly with friends online with built-in instant messaging. Be a better text master! Send updates to friends on the go with integrated text messaging. Be a better jet setter! Get mail whenever and wherever you want on your mobile phone.

The last button you see on the formatting toolbar is called the font color button. It applies the color to text or a paragraph. Observe.

The **new Yahoo! Mail** gives you more ways to connect. With everyone, be a better chat fanatic! Chat instantly with friends online with built-in instant messaging. Be a better **text master! Send updates to friends** on the go with integrated text messaging. Be a better jet setter! Get mail whenever and wherever **you want on your mobile phone.**

Setting Margins...

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins (margin: The blank space outside the printing area on a page.). If you take a look at the top of this document and notice a ruler. The ruler has dots and numbers marked. It is difficult to explain how the margins work. When you set the margin to 1.25 inches, this means you have set your document to show 1.25 inches of blank space on both sides of the document. The ruler shows a grey color that demonstrates that it is set to 1.25 inch margins. To see that it is actually set to 1.25 inch margins, simply place your mouse pointer on the ruler, and with either

Blank space

Blank space

finger, hold down the ALT key on your keyboard and it will show 1.25” (inches) on both the left and right side of the ruler.

To change the document margin, go to File, Page Setup, Margins’ Tab, and just type in the number that you want. DO NOT TYPE IN THE quotation (inch mark). It will take care of that for you. You will be asked to set your margins to documents that I have you typed in this class.

Inserting Clipart and Pictures:

Clipart and pictures give illustration to the document. You can use these sometimes when you are typing documents when making brochures or typing a report in a given topic.

To insert a clipart,

1. Position your flashing cursor in the document where you want to insert your clipart.
2. Go to Insert, Pictures, Clipart.
3. If a box pops up to Organize your clip art, choose Now.
4. In the Search for box on the right side of the document, type in the type of picture that you are looking for. Use common nouns mostly. There might be some proper nouns that Word will show clipart for.
5. Once you have found the clip art, click 1 time on the clipart. Give it time to insert itself into the document. If you click on the clipart 5 times, you will get 5 clipart that are the same.
6. Once you have finished working with clipart, close the ClipArt Search box with its little X to the right of the word Clip Art.

To insert a picture taken from the digital camera or Internet,

1. Position your flashing cursor in the document where you want to insert the picture.
2. Go to Insert, Pictures, From File. Clicking From File indicates to Word that this picture is found on the computer and not in Word’s clip art gallery.
3. In the Insert Picture dialogue box where it says Look In..., find where you saved the picture whether it was brought in from a digital camera or saved from the Internet and then click Insert.

Saving Pictures from the Internet:

1. Find the picture you want to save.
2. Place your mouse on the picture and with you mouse, right click and choose Save Picture As...

3. Where it says Save In..., save the picture in your “My Documents” folder.
4. Click Save.

Downloading from a digital camera or scanner.

You must see your digital camera or scanner software, whatever it may be to download pictures from your digital camera or scanner to your computer and then follow steps of Inserting a picture taken from a camera.

Drawing Toolbar:

When you want to add shapes to your document, simply look at the bottom at the Drawing Toolbar indicated by Draw and AutoShapes below, and click on a shape of your choice and draw it into the document.

1. Click on a shape, line, or arrow button of your choice.
2. With your mouse, click and drag anywhere on the document to draw your shape.
3. Do you want to change the color of your shape?
 - a. Make sure that you select the shape first by clicking on it.
 - b. Click on the Fill Color button, indicated by the paint bucket with a color below it. Your shape is now that color.
4. Do you want to change the color of your line or arrow?
 - a. Make sure that you select the line or arrow.
 - b. Click on the Line Color button, indicated by what looks like a paint brush over a color. Your line or arrow will become that color.

There are many things I could keep going on with you in Microsoft Word but these are some basic commands and buttons that you need to know. Will we get to all of these? Maybe, maybe not. It depends on the time and the class.



Microsoft PowerPoint allows you to present a concept or a topic to an audience of your peers, use animations and pictures, and slides to show the purpose of your presentation.

The toolbars in MS PowerPoint and Word contain some of the same buttons as you saw in MS Word. The new buttons that you see in Microsoft PowerPoint that you won't see in Microsoft Word are:

Insert a chart button: which allows you to input an instant data table and chart into the slide show. Now you won't be using the rest of the buttons on the standard toolbar on the far right of the PowerPoint slide show you have opened. I encourage you to continue your computer skills in high school and use them in college as they are pretty much needed in college.

In the formatting toolbar of PowerPoint, again you see familiar buttons that were in MS Word. There are a few added buttons:

One is the Shadow Style button represented by an "S". It puts a shadow look behind your text.

You won't see the Justify alignment button in PowerPoint as you did see it in Word.

You will see buttons, a big A, and a little A, of which are Increase Font Size and Decrease Font Size buttons. Basically you can make your text enlarge by 4 font sizes if you don't want to type in a font size of your choice. The little A decreases the font size which means the text is decreased by 4 font sizes.

Demonstrate on screen for students.

You will see a button called Design. This allows you to apply a colored design that PowerPoint already has into your slide. They use what are called templates, which are already made and ready for your using in the MS PowerPoint program. To apply a design to your slide show, simply click the Design button and choose the design color template of your choice and all slides are given the same color and design.

The New Slide button basically does what it says...gives you a new slide to work on. Go ahead click it two to three times and see what it does in PowerPoint.

The drawing toolbar is pretty much the same as it was in Microsoft Word. There are two specific buttons to look at though...Shadow Style and 3-D style buttons. Basically if you have a shape drawn on the slide and want to give a Shadow Style to the shape, click on the shape and click on Shadow Style button. If you want to give it a 3-D style, click on the 3-D style button. You can ONLY APPLY ONE of these styles at one time. Both the 3-D and Shadow style buttons cannot be applied to a single shape on the slide show.

In PowerPoint you can do what is called applying a color scheme to a slides design template. Instead of keeping the current design template's color, you can actually change it to a different color.

Follow these steps:

1. Click on Slide Design button to give your slide show a color design.
2. Click on the Color Scheme below Design Templates in the slide design column.
3. Apply a color scheme of your choice.
4. It's done.

Now change the color scheme to colors you want.

1. Click on the Slide Design button to give your slide show a color design.
2. Click on Edit Color Schemes at the bottom of the Slide Design column.
3. The Custom tab will show. Click to change the background, text and lines, shadows, title text, fills, accent, accent and hyperlink, and or accents and followed hyperlink. Experiment with your colors for a while before confirming that this is what you want.
4. Click Apply button.
5. If you don't like the color scheme you created, go back through steps 2 to 4 and find one you like.

Animating your pictures. See [Inserting Your Pictures](#) Instructions before continuing to the next step.

To animate your pictures and or text, you must follow these instructions carefully:

1. SELECT your picture or HIGHLIGHT your text first.
2. Click on Slide Show at the top menu and select Custom Animation.
3. With the picture or text still highlighted, click on Add Effect.
4. Choose 1 from any of the 4 types of animations you wish to apply.
 - a. Entrance, animates text or pictures into the slide.
 - b. Exit, animates text or pictures to leave the slide.
 - c. Emphasis, to place emphasis on a text or picture that is on the slide.
 - d. Motion Path, a customized path drawn by you for the picture or text to follow in the animation.
5. Choose an animation or click on More Effects to find more animation effects.
6. Choose an animation and you are done.

Transitioning your slides:

You can have your slides transition from one to the other by special effects as well.

1. Select the slide you want the transition to occur on.
2. Click Slide Show and Slide Transition.
3. Under the Slide Transition column, click on the transition you like and then you are done.
4. Use slide transitions on all of your slides rather than just some of them. Use CTRL and click the slides you want to transition if you do not want all of them to have a transition.

Selecting slides to receive different color templates and color schemes.

There is a way in PowerPoint to select only the slides that you want to receive different design templates or color schemes. Follow directions carefully.

1. On the first slide, click on the Design button.
2. Without clicking on the actual design, move your mouse slightly to the right until you see a ▼ and click on that triangle. You will then see Apply to Selected Slides. That is the command you want when you only want to apply it to the selected slide. Do this to the slides that you want to apply a different design or color scheme to.

Applying Time to Slide Transitioning:

If you ever want to set your slide show to automatically transition without you having to click the mouse, click on Slide Show menu and choose Slide Transition. Under the Advance Slide section, you will see a box that says Automatically after... this will be in seconds and not minutes. So set your transition depending on how much text and graphics you have on the slide. No person can read every piece of information in 5 seconds. Set it at the transition that you feel people will be able to read the information without missing a single word.

We will also demonstrate how to order animations with text and pictures...which means create a sequence in which you want your animations to take place. Demonstration will be provided.

At the moment these are the high points of PowerPoint that are important to creating a slide show. Please consider taking more computer classes in high school or if you are in the middle school still, you will see more features of PowerPoint that you have not seen in the time we have had together.