

# Computers I

## 5. Office Techniques

In this lesson we will cover techniques, features, and usages of Windows Office products such as Microsoft Word 2013 and Microsoft Excel 2013.

### 5.1 Word

Microsoft Word 2013 is a word-processing program designed to help you create professional-quality documents by helping you organize and write your documents more efficiently.

Some uses for Word include

- Memos
- Newsletters
- Reports
- Resume
- Brochure

#### 5.1.1 Write and Modify Text

When writing a document, one of the most important things you can do is format your document.

Formatting is all about adding visual touches to a document

- Formatting makes reading a document easier
- Formatting makes documents look more appealing

Word allows you to simply edit text by

- Adding text to the middle of existing paragraph
- Replacing text with other text
- Undo and Redo actions

You can also add a header to your document, footer, and adjust the margins of your text.

### 5.1.2 Tools and Features

The insert tab provides tools such as SmartArt graphics, tables, and text boxes

Powerful editing and peer reviewing tools help you work with others to make your documents perfect.

One of the main features of word is the ability to create new documents using a **template.**

The word templates come ready to use with various themes and styles depending on what you are writing.

#### **Read Documents**

Another interesting feature is Read Mode

Open your document in Read Mode to hide most of the buttons and tools so you can get enjoy the document without distractions.



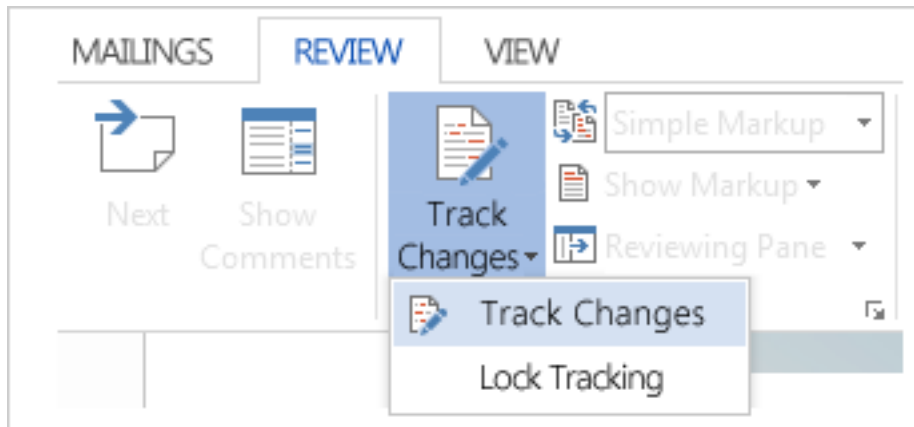
To view in read mode click view and then select read mode.

**Word 2013 allows for multiple people to edit a document.**

**To track changes click review then Track changes**

It tracks all of the

- Additions
- Deletions
- Moves
- Formatting changes



One of the most important tools is the multiple paste option

- Paste with style from source
- Paste with style of destination
- Paste without formatting

## 5.2 Excel

Excel is a powerful program that allows us to get meaning out of a lot of data.

Excel is also a program that allows us track any kind of information as well as performs simple calculations.

It depends on how you use it and to what extent.

**Excel is made up of a grid of cells**

The cells can contain numbers, text, and formulas.

Cells are referenced by their location in the row and column on the sheet, so cell A1 is in the first row of column A.

Putting data in the cells and grouping them by rows and columns allows you to

- Add the data
- Sort it
- Filter it
- Put it in tables
- Build charts

On a blank grid you can begin to work by immediately inserting data.

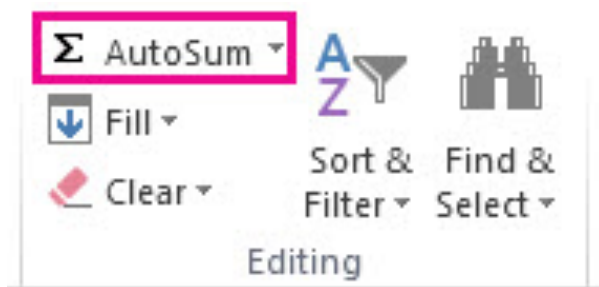
For example, in cell A1, insert the number 2. You have officially added data to your excel sheet.

### 5.2.1 Creating Formulas and inserting Functions in a Worksheet

When you've entered numbers in your sheet, you might want to add them up.

A fast way to do that is by using the AutoSum button.

Before you use the AutoSum you have to first select the cell to the right or below the numbers you want to add so that Excel knows what to add and where to put the result.



#### Creating a simple formula

- 1) Insert an equal sign in the cell (=). This tells Excel that this cell will contain a formula.
- 2) Type a combination of numbers and calculation operators, like the plus sign (+) for addition, the minus sign (-) for subtraction, the asterisk (\*) for multiplication, or the forward slash (/) for division. Pressing enter runs the calculation

For example, enter =2+4, =4-2, =2\*4, or =4/2.

Formulas can also be created for specific cells rather than numbers, for example

=A5+A7

=A5/A7

=A5\*A7

Functions are calculation designed to work within formulas.

=SUM

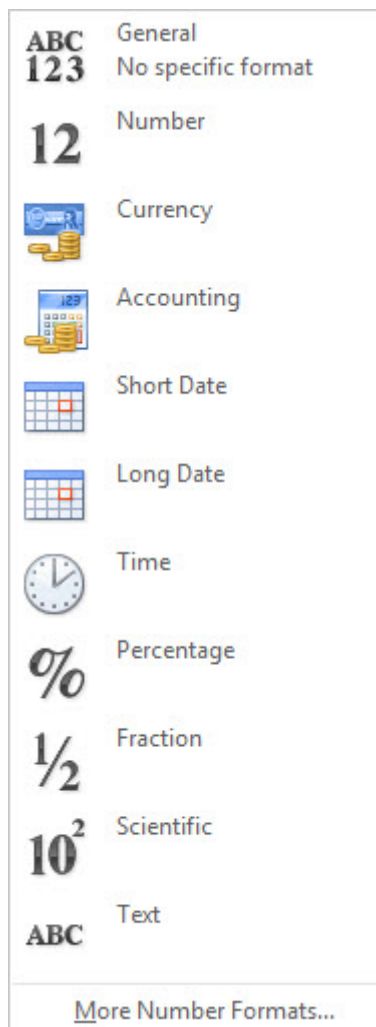
=AVERAGE

=MAX

=MIN

=COUNT

### 5.2.2 Manipulating Data



In Excel data can be manipulated and formatted to distinguish different types of data.

Do this by clicking the arrow next to general in home tab.

Manipulate data by putting them in a table this lets you quickly filter your data.

Excel has many different tools and options to manipulate the data, if learning Excel it is encouraged to play around with some of these options.

For example, options such as Total can be added to your data and used for

- Total Sum
- Total Average
- Total Percent