





Microsoft Office, or simply **Office**, is a family of client software, server software, and services developed by Microsoft. It was first announced by Bill Gates on **August 1, 1988**.

MS WORD

- 1) Step to open MS Word.
Click on Start Menu Click on All Program Click on Microsoft office Click on Microsoft Office Word 2007 or 2010
- 2) Step to type in Microsoft Office.
Type any line or paragraph Select the line by left click on mouse and drag
- 3) Step to make Font.
Select the line or paragraph click on home click on font click on font style select any style click on font size Click on font color () select any colors and for more colors click on more option Select standard custom in standard select any color and click on Ok and in custom select any colors and increase or decrease the color by clicking on upwards and downwards scale ok
- 4) Step to Insert Picture
Click on insert Click on pictures / click on clipart Double click on picture folder Double click on simple picture select any picture now click on format click on organized clips from the downside in the right hand side click on office collection lists (+) select any style from the collection lists right click on any picture left click on copy right click on document left click on paste select the picture by clicking on it click on format click on text wrapping select square / tight.
- 5) Step to Draw Table
Click on insert click on table() click on draw table left click on mouse and drag the mouse to draw the table type anything inside the table by click on tab or by clicking on mouse. If we will type clicking on tabs the new table folder open automatically. But if we will type with the help of mouse the table will not open automatically.
- 6) Step to Insert Table.
Click on insert click on table click on insert table type the number of columns by typing yourself or by clicking on () and enter the number of rows by typing yourself or by clicking on () OK type anything insert the table by clicking on tabs.

7) Steps for table Designed.

Click on the table click on designed click on () in the table style box click on new table styles click on style based on select any style click on the line the style by clicking on this arrow () click on border color click on all border again click on all border click on fill color for shading click on front size click on front color click on OK Again click on the style () . Select the style which I have selected.

8) Step to Insert rows and columns.

Right click on the table click on insert click on insert click on insert columns to the left/ insert column to the right/ insert rows above/ insert rows below.

9) Step to Delete cells.

Right click on the table click on Delete cells click on delete entire row/ Delete entire columns OK

10) Step for shape.

Click on insert click on shape () Select any shape styles Draw the style by dragging the mouse click on format click on text wrapping () select square/ tight and to type inside the shape right click on mouse left click on add text type anything inside the shape select it by left click on front () select front style/ front size / front color and give the underline style and color if required and to color inside the shape right click on mouse left click on format auto shape click all color underline click on OK and to make the line brightness and increase its weight right click on mouse left click on format auto shape click on dashed underline color click on weight in the right hand side and now click on style under fill effects option () now click on OK. ▼

11) Steps for Header.

Click on insert Header () click on header () click on edit header type anything in the header area click on designed click on close header and folder.

12) Step for Footer.

Click on edit footer type anything in the footer now click on close header and footer and if the close header and footer option is not displayed click on design and the click on close header and footer.

13) Step to Delete/ remove header.

Click on insert click on header () click on remove header

14) Step to delete Delete/ Remove footer.

Click on insert click on footer click on remove footer.

15) Step for Indents and Spacing.

Select the paragraph or line click on page layout click on paragraph () click on select indent and spacing click on alignment under general option select any style click on indentation select left/ right () select spacing before/ after click on line spacing () select any spacing styles click on OK.

16) Step for Background.

Click on page layout click on page color select any color and for more colors click on more color option click on standard Customs in standard select any colors then click on OK and in custom select any color by clicking on (▲) this arrow upward and downward for make the color light or brightness now click on OK and in fill effects click on fill effect select gradient/ texture/ pattern/ picture in gradient select one color, two color, present click on shading styles select any shading style.

In texture > select any styles then click on OK and for more picture click on other texture click on picture folder double click on sample pictures click on any picture click on insert select the start from the chart which I have selected click on OK.

In pattern click on foreground color and background color select pattern styles click on OK.

In picture click on select picture double click on picture folder double click on the sample picture click on any picture click on insert click on OK.

17) Steps for Water mark.

Click on page layout click on water mark () ▼ click on custom water mark select either picture mark or text water mark first select picture water mark in picture water mark select picture water mark click on select picture click on picture folder select any picture click on insert for a light color of the picture water mark select washout option () click on scale () click on apply ▼ click on close and for brightness Don't select washout option () ▼

18) Text to remove water mark

Click on page layout click on watermark (▼) click on remove water mark.

19) Step to insert watermark for text

Click on page layout click on water mark (▼) click on text watermark and select it Type anything near text click on size (▼) click on color (▼) select any color select layout select either diagonal or horizontal Apply Close

20) Step for remove water mark

Same Q-18

21) Step for Insert Page Number

Click on insert click on page number (▼) select either top of page / Bottom of page click on top of page option click on simple select any simple option click on close header and footer.

- 22) Step to Remove Page Number
Click on insert click on margins (▼) click on remove page number.
- 23) Step for Page Setup
Click on page layout click on margins (▼) click on custom margin select top /left/gutter/Bottom/Right/Gutter position under margin columns Now select on portrait / landscape under orientation Now click on ok.
- 24) Step for Drop cap.
Type any line or word select this line Now click on insert click on drop cap select drop cap option select either dropped or in margin select the line to drop click on ok.
- 25) Step to Delete drop cap.
Select the whole paragraph click on Drop cap click on None click on outside.
- 26) Step for Mailing.
Click on mailing click on start mail merge () ▼ click on normal word document click on normal word document click on select recipients () click on type new list click on customize columns
Delete the field names which is not required by selecting the field names click on Delete from the right hand side and for rename the field name . Select the field name and click on rename in the right hand side Type the new field name in the remove field command click on Ok Ok field the new address list in the new address list in the new address list command and for new entry of the new address list cells click on new entry command and for Delete entry select the row which wanted to Delete one command will come that Delete this entry click on yes filled the new address list now click on ok Type the file name accurately whatever is written in the save as type click on save click on insert merged field () Double click on each of field . ▼
- 27) Step to preview result.
Click on preview result Again for close preview results click on preview result again.
- 28) Step to view Records (◀◀ ▶▶)
Click first record / previous record / next record / last record.
- 29) Step for columns
Type a paragraph select page layout select columns select one/2/3/left/right then click on outside.
- 30) Step to Password.
Click on office bottom upside click on save as click on tools () ▼ click on general option type the password near password to open their also & have to type the save password click on Ok click on Save.
- 31) Step to Remove the password.

Click on office Bottom upside click on save as click on tools (▼) click on general option
Delete the password by clicking on backspace or by clicking on delete option click on ok click on save.

32) Step to convert into one paragraph.

Select the paragraph click on columns ()▼ click on more columns click on one click on ok.

33) Step for Word Art.

Type any word click on insert click on word art select the word Select any word art style
click on ok.

MS EXCEL:

1) Step to open MS Excel:

Click on start menu down side All programs Click on MS Office Click on MS Office Excel 2007

2) Step for Merge & Center:

Select the rows and columns, by dragging with cursor click on Merge & Center (▼(a)Double click inside the box Type the word which I want to enter By clicking on bold and increase font size (A /A) and decrease font size

3) Step for wrap text:

Type the name and before typing the name select the column and then click on merge and center click on tab Again click on table name where I have written Click on insert picture Click on Wrap Text Again click on Tab

4) Step for Border:

Select the cell how much we need Click on Home Menu Click on Font Click on Border Click on line style from the left hand side Click on color we want Click outline again select color click on inside Click on Ok.

5) Step for rows and columns style:

Click on home menu Click on conditional formatting (▼) Select any style Click on Ok.

FORMULA

Marks Obtained	=sum(select all sub)	eg: =sum(B3:B10)
Average	=(click Marks Obtained / no. of sub)	eg: =K6/6
Result	=IF(L6<30, "Fail","Pass")	L6 means click average 1 st row.
Division	= IF(L6>=60 , "1 st " , IF(L6>=45, "2 nd " , IF(L6>=30, "3 rd ", "Fail")))	L6 means average 1 st row.

MS POWERPOINT:-

- 1) Step to open MS PowerPoint
Click on Start menu Click on All Program Click on Microsoft office Click on MS PowerPoint 2007.
- 2) Step to Open New slide
Click on home menu Click on new slide Click on blank slide Right-click on slide one Click on cut.
- 3) Step to type inside the slide
Click on Insert menu click on Textbox click inside the slide.
- 4) Step for make the size (Increase of newline)
Select the line click on format click on text effects Click on transform Click on wrap square style.
- 5) Step for Designed.
Click on designed Click on this arrow (-) near themes right click on any designed left click on Apply to selected slides.
- 6) Step to Insert Picture.
Click on insert menu Click on picture click on picture folder click on any picture click on insert click on format resize the picture by clicking on mouse again click on format click on picture style (-) select any style by clicking on the picture style.
- 7) Step for Background.
Click on designed click on background style() click on format background select solid fill/gradient/picture fill on solid fill select the solid fill and click on color for selecting any color and in gradient fill select the gradient fill and then present the color then click on close and in on picture texture fill click on texture for selecting any texture style then click on close & for picture click on file select any picture by clicking on it and then click on insert and for clipart click on clipart option select any style by clicking on the picture then click on ok now click on close.
- 8) Step for Slide Transition.
Click on animation click on transition this slide() select any slide click transition speed for selecting first/medium/slow now select on mouse click() or automatically after (00:00) now click on apply to all.
- 9) Step for Animation.
Select the text/picture one by one-> click on animation click on custom animation-> click on add effect() Select any style click on more effects select in case of power point any style click

on Ok select next picture by clicking on it click on add effect again select any style click on it.

10) Step to Remove Add effect.

Select the picture which you want to delete now click on animation click on remove or right click on the add effect in the right hand side and left click on remove.

11) Step for slide show.

Click on slide show click on setup slide show select loop continuously until "Esc" (☒) select all click on Ok.

12) Step to Insert Shape.

Click on insert click on shape select any shape style for typing inside the shape right click on mouse click on edit text to type inside the shape in.

MS Access

1) Step to open M.S. Access

Click on start menu Click on all programs Click on Microsoft Office Click on Microsoft Access 2007.

2) Step to open Data base.

Click on blank data base upside type the file name under filename option in the right hand side Click on create Click on close (x) symbol in the right hand side which is black in color Click on create Click on table design.

3) Step to save table design

Click on close (x) symbol which is black in color after completing the table creation one command will open (Do you want to save changes in the design of table. 'table 1') Click on Yes Type the table name under the table name option Click on OK Another command will open (there is no primary key defined) Click on NO Left click on table name which is the left hand side Left click on open.

4) Step to enter the formula

Click on create Click on Query design Click on Add downside Click on Close (x) double click on field names which I want to enter Click on Update Right-click inside update to command row Left click on build Double click on Table click on sub tables, enter formulae Click on OK After completing the formula Again click on update Click on run one command will open click on Yes left click on table name.
When the update command will open appear than click on design option.

5) Step for Query.

One time when we enter Query then include the formula once in a Query for next field name we don't have to open another Query.

FORMULA

DA= (Double click on Basic \times 6/100)

TA= (Double click on Basic \times 7/100)

HRA= (Double click on Basic \times 14/100)

MA= (Double click on Basic \times 12/100)

Gross Salary= (Double click on Basic + Double Click on DA + TA + HRA + MA)

PF= (Double click on Gross Salary \times 10/100)

S. Tax= (Gross Salary \times 12.36/100)

LIC= (Gross Salary \times 10/100)

NET Deduction= (PF + S. Tax + LIC + PT)

NET Salary= (Gross Salary-Net deduction)