

This document provides a guide to using Microsoft Office applications: Word, Excel, and PowerPoint. It begins with an overview of the Microsoft Office suite, detailing its applications (Word, Excel, PowerPoint, Outlook, Publisher, Access, OneNote) and their functions. The guide then focuses on individual applications. For Word, it covers basic tasks like opening, saving, deleting files; navigational elements (tabs, dropdown menus, dialogue boxes, scroll bars, Quick Access Toolbar); and essential functions (undo, redo, copy, paste, cut, select all). Excel's introduction explains basic terminology (columns, rows, cells, worksheets, formula bar), navigation, and fundamental operations such as opening, saving, deleting, and renaming files, adding and deleting worksheets and cells, and selecting cells. Finally, the PowerPoint section introduces basic terminology, navigation tools, and slide types (Title Slide, Section Header, Title and Content, Two Content, Comparison, Title Only, Content With Caption, Picture With Caption, Quote With Caption, Blank), alongside instructions for creating new presentations and choosing .themes. The guide emphasizes keyboard shortcuts for increased efficiency.