

Microsoft Office

Microsoft Office is a collection of office-related applications. Each application serves a unique purpose and offers a specific service to its users. For example, Microsoft Word is used to create documents. Microsoft PowerPoint is used to create presentations. Microsoft Outlook is used to manage email and calendars. There are others as well.

There are so many applications to choose from, and because not every user needs all of them, Microsoft groups the applications together in collections called suites. There's a suite of applications for students, a suite for home and small business users, and a suite for large corporations. The latest version of Microsoft Office is called Microsoft Office 2019.

Here's a short description of the apps and their purpose:

- **Word** – to create documents, flyers, publications
- **PowerPoint** – to create presentations
- **Excel** – to store, organize, and manipulate data
- **One Drive** – to store data online
- **OneNote** – to organize data you collect including handwritten notes, drawings, screen captures, audio clips, and more
- **Publisher** – to create extensive publications, posters, flyers, menus
- **Outlook** - to manage email and calendars, to do lists, and contacts
- **Access** – to capture and analyze data from computers or networks.

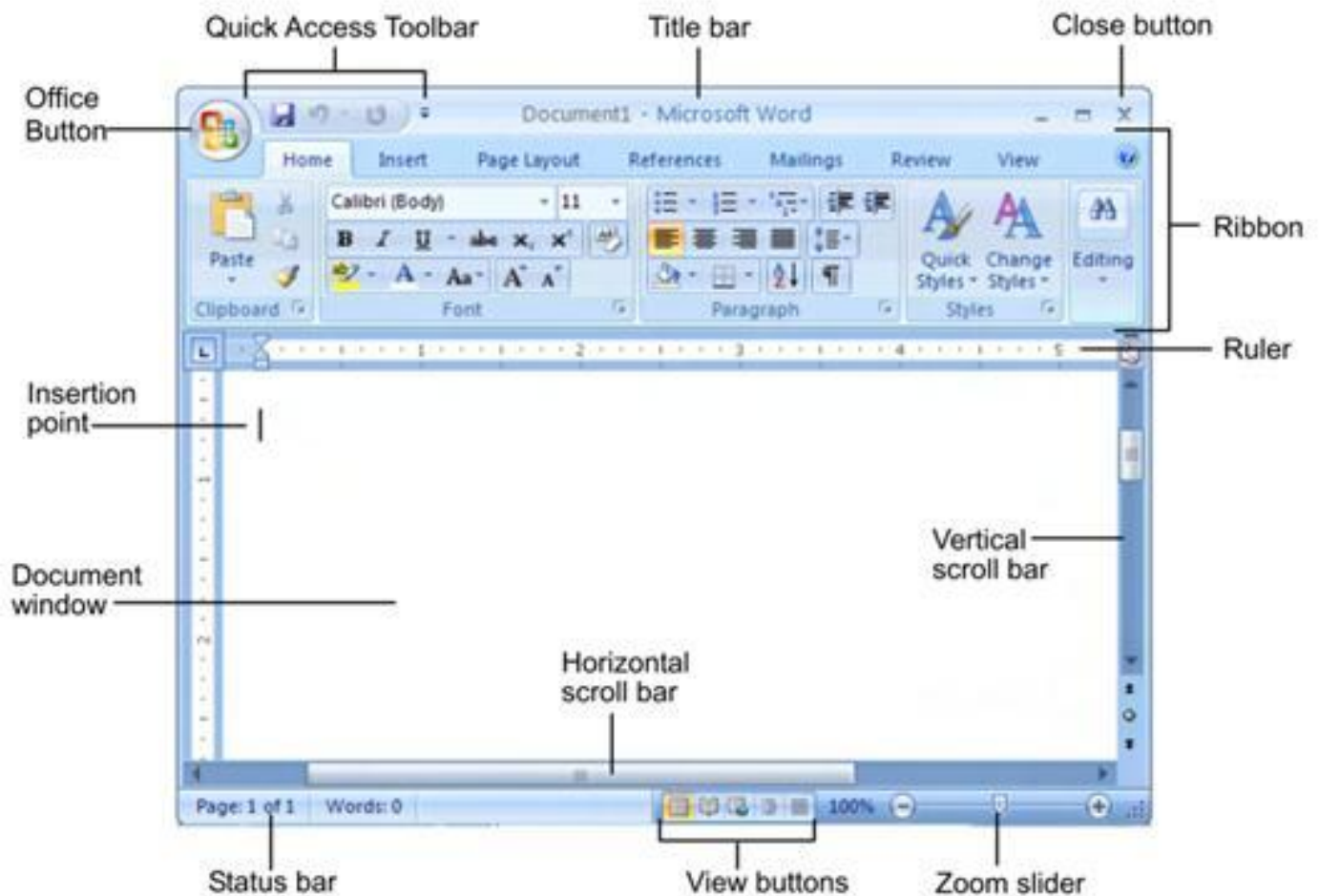
Ms. Word

Ms. Word

MS Word, or Word, Microsoft Word is a word processor published by Microsoft. It is one of the office productivity applications included in Microsoft Office. Originally developed by Charles Simonyi and Richard Brodie, it was first released in 1983. Microsoft Word is available for the Microsoft Windows, Apple macOS, Android, and Apple iOS. It could also be run on the Linux operating system using WINE.

Microsoft Word used for:

Microsoft Word allows you to create professional-quality documents, reports, letters, and résumés. Unlike a plain text editor, Microsoft Word has features including spell check, grammar check, text and font formatting, HTML support, image support, advanced page layout, and more.



Microsoft Office Shortcut Keys:

- **Ctrl+A:** Select all contents of the page.
- **Ctrl+B:** Bold highlighted selection.
- **Ctrl+C:** Copy selected text.
- **Ctrl+D:** open the font preferences window.
- **Ctrl +E:** Aligns the line
- **Ctrl + I:** Italic highlighted selection.
- **Ctrl+N:** Opens new, blank document window.
- **Ctrl+O:** Opens the dialog box
- **Ctrl+P:** open the print window.
- **Ctrl+S:** Save the open document.
- **Alt+F, A** : Save the document under a different file name.
- **Ctrl+U:** Underline the selected text.
- **Ctrl+V:** Paste.
- **Ctrl+W:** Close the currently open document.
- **Ctrl+X:** Cut selected text.
- **Ctrl+Z:** Undo last action.
- **Ctrl+1:** Single-space lines.
- **Ctrl+2:** Double-space lines.
- **Ctrl+5:** 1.5-line spacing.
- **F12:** Save As.