MICROSOFT SUITE 2016

OVERVIEW ON WORD, EXCEL, PUBLISHER AND POWER POINT

WORD

- To create a document in Word go to the file tab and select new, you will see a selection of documents to choose from. Mostly we use new blank templates to create our own.

- You can also use the keyboard shortcut ctrl+N

- Once you have created the file you may save it clicking save as button on the quick access toolbar. Select location to save. The file name should be related to the content of the file.

- You may also use the keyboard shortcut ctrl+S

- https://www.youtube.com/watch?v=TxLuuNprjXg

EXCEL

- The Microsoft Suite uses similar menus for easy access and learning of commands for all the programs.

- In excel once you open the file you can select a template. Usually we use a blank template to start.

- You just follow the commands in the menu if you want to insert, delete, etc.

- You may choose to have headers in the excel sheet by clicking format my table select "My table has headers."

- You can use Auto Sum for functions, Sort to alphabetize the columns, etc. https://www.youtube.com/watch?v=p1pZmbuygZY

PUBLISHER

- Similar commands – watch YouTube video presentation:

https://www.youtube.com/watch?v=n_RMDj33nR4

POWER POINT

- Power Point is similar to the rest of the suites. You have file, home, insert, design, transitions, animations, slide show, review, view and format.

- First you select a design then go back to home to select a new slide. You can change it later at any time if you don't like it or try another design for one slide or for the rest of the slides.

- You have a layout menu for the position of the slide.

- You start your presentation like this one completing information in each slide.

- Then you can add the transition of your choice by slide or for the complete presentation. Same process if you want to add animations.

- At the end select slide show from beginning to end by the click of the mouse or time it.

- Save the file "Save as" and select the location to save the file and choose a proper name for your file regarding the description of the contents of the file. For example for this file: "MICROSOFT SUITE 2016"

- https://www.youtube.com/watch?v=Ibc1HX8Jccw

Q&A

- Any questions?

- Any comments or suggestions?