



# Office



# Digital Document Options

## Installed Software

The programs are installed on the computer or mobile device and can be used if internet isn't available.

Microsoft Office

Libre Office

Open Office

## Online Browser

Website based applications that require internet connection at all times to use with user login.

Microsoft OneDrive

Google Docs

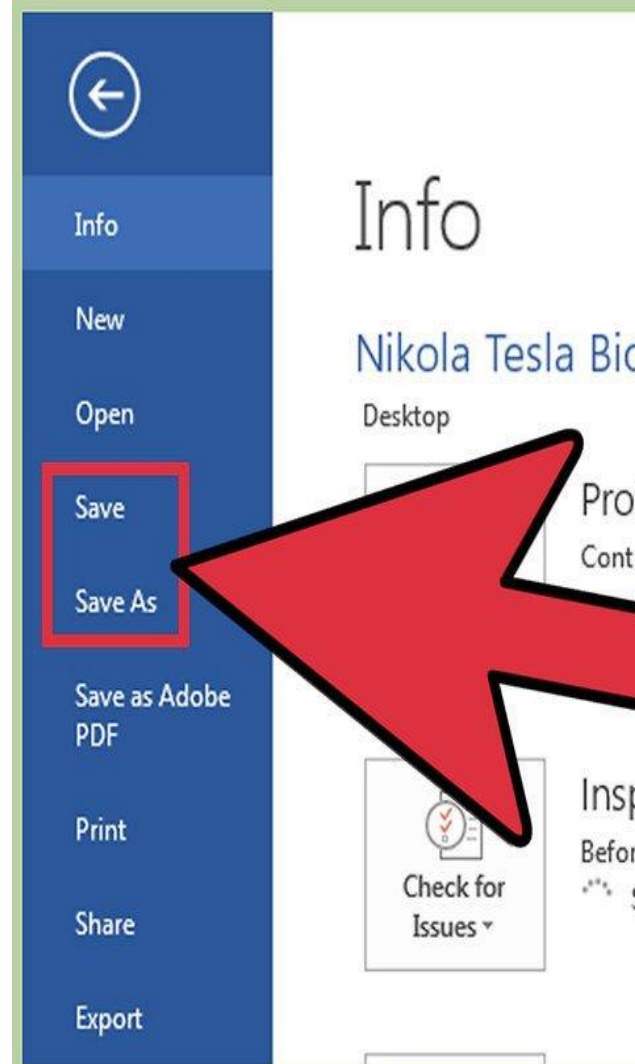
ZOHO

# Microsoft Office and More

1. Basics of Microsoft Office
  - i. Saving Work
  - ii. Keyboard Shortcuts
- b. Word
- c. Power Point
- d. Excel
- e. Publisher
- f. OneNote
2. *FREE Online* Alternatives
3. **FREE Offline** Alternatives
4. Library Resources
5. Weblinks

# Saving Work

1. Make sure document is open
2. Find the “File” tab and click on it.
3. Click “Save” or “Save As”
4. Under “Save As”, decide on save location
5. Double-click your save location
6. In the “File Name” field, type in preferred file name.
7. Click “Save” to save the file.
8. Verify that the file was saved before closing the document.



This table shows the most frequently used shortcuts in Microsoft Word.

To do this	Press
Go to "Tell me what you want to do"	Alt+Q
Open	Ctrl+O
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U

## Keyboard Shortcuts

Decrease font size 1 point	Ctrl+[
Increase font size 1 point	Ctrl+]
Center text	Ctrl+E
Left align text	Ctrl+L
Right align text	Ctrl+R
Cancel	Esc
Undo	Ctrl+Z
Re-do	Ctrl+Y

# Microsoft Word



## What can be made?

1. Mail Envelopes
2. Bills
3. Cash Memos
4. Receipt
5. Application / Resume
6. Custom Cards
7. Personal Diary
8. Novel / Book
9. Essay / Homework
10. Documentation

## Demonstrating

- Understanding Microsoft Word formatting.
- How to customize formatting restrictions
- Adding images around words
- Mailing Envelopes

# OFFICE 2016



## THE RIBBON

### Groups & Buttons

<https://www.youtube.com/watch?v=EwFLDKJlgbE>

# Microsoft Powerpoint



## **Presentations**

Powerpoint uses slides to convey info using multimedia.

The term "slide" refers to the slide projector, which this software effectively replaced.

## **Demonstrating**

- Insert different media formats
- Using transitions & animations
- Inserting links to websites
- Presentation mode



Microsoft  
Excel



## **Manage and Present Data**

Excel uses data that is put into cells to manage data.

Data in Excel can be placed in other Microsoft Office programs.

## **Demonstrating**

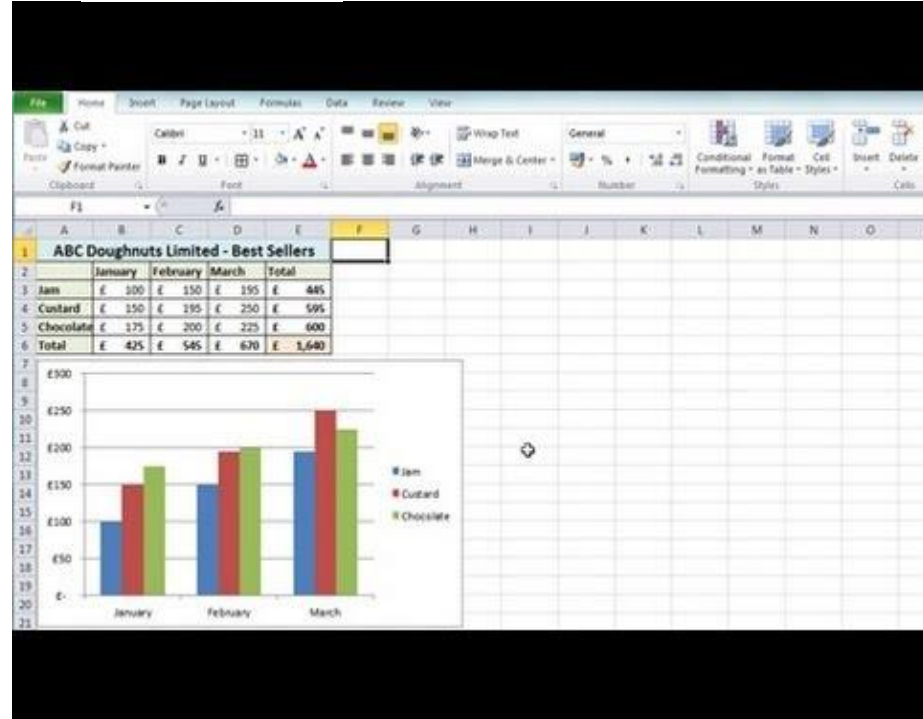
- Inserting data into cells
- Graphs and charts
- Organising data
- Workbooks

# Microsoft Excel



A screenshot of the Microsoft Excel interface. The ribbon shows the 'Home' tab with options for Clipboard, Font, and Alignment. The spreadsheet contains a table with the following data:

Product	Cost	Price	Profit	Units Projected	Total Sales	Total Profit
Chocolate Raisins	20.95	35.95	15	700	25165	10500
Chocolate Box	15.95	35.95	20	400	14380	8000
White Chocolate bar	25.95	45.95	20	600	27570	12000
Assorted Chocs	45.95	75.95	30	500	37975	15000
Chocolate Cake	18.95	25.95	7	800	20760	5600



<https://www.youtube.com/watch?v=rJbf-2XXsuY>

[https://www.youtube.com/watch?v=eI\\_7oc-E3h0&feature=player\\_embedded](https://www.youtube.com/watch?v=eI_7oc-E3h0&feature=player_embedded)

# Microsoft OneNote



## Create Digital Notebooks

Free-form information gathering and multi-user collaboration. Gather notes handwritten or typed, drawings, screen clippings and audio commentaries.

Unlike a word processor, OneNote features a virtually unbounded document window, in which users can click anywhere on the canvas to create a new text box at that location.

## Demonstrating

- Adding Sections
- Making Pages
- Importing different media
- Saving and exporting notebooks

# Microsoft Publisher



## Make Marketing Materials

Publisher is included in higher-end editions of Microsoft Office, reflecting Microsoft's emphasis on the application as an easy-to-use and less expensive alternative to the "heavyweights" with a focus on the small-business market.

## Demonstrating

- Customize Handouts
- Books
- Posters
- PDFs and Images



# Free Offline Alternatives

## OpenOffice & LibreOffice



Requires Internet connection to download.

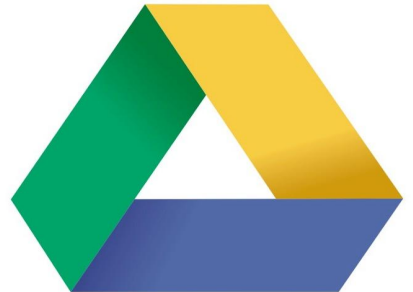
No need to keep product key or licence.

Documents are saved to computer.

100% Free, donation is optional.

# FREE Online Alternatives

[www.onedrive.live.com](http://www.onedrive.live.com) & Google Drive



Google Drive

Requires internet connection.

Requires an email and password.

Files are saved on the providers servers.

No need flash drives or storage solutions.

## **Library Books and Reference Material**

### **Office 2016 all-in-one for dummies**

Weverka, Peter, author.

Avon Lake Public Library

**Call Number** 005.369 OFFICE MICROSOFT

### **Office 2013 : the missing manual**

Conner, Nancy, 1961-

Avon Lake Public Library

**Call Number** 005.369 OFFICE CONNER

### **Discover Microsoft Word 2016. Basic & advanced.**

Wiest, Philip, teacher.

**Call Number** DVD 005.369 DISCOVER

### **Microsoft Excel 2013**

Miller, Michael, 1958- author.

**Call Number** 005.369 EXCEL MILLER

### **Microsoft Excel 2010 formulas & functions inside out**

Jeschke, Egbert.

**Call Number** 005.369 EXCEL

### **Discover Microsoft Powerpoint 2016. Basic & advanced skills.**

Wiest, Philip, teacher.

**Call Number** DVD 005.369 DISCOVER

### **Microsoft Office 2016**

Lambert, Joan.

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## **Weblinks**

www.ninite.com

www.openoffice.org

www.docs.google.com

www.onedrive.live.com

www.zoho.com/workplace/?src=zoho-home&ireft=ohome

www.makeuseof.com/tag/free-alternatives-microsoft-office-365/

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