



# Computer science

**First Stage**

**Lecture 6**

## Microsoft Office

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## Microsoft Office:

Microsoft Office is a collection of computer programs made by Microsoft. People use it at home and work to do different tasks. It has programs like Word, Excel, PowerPoint, Outlook, Access, OneNote, and Publisher.

These programs help with things like:

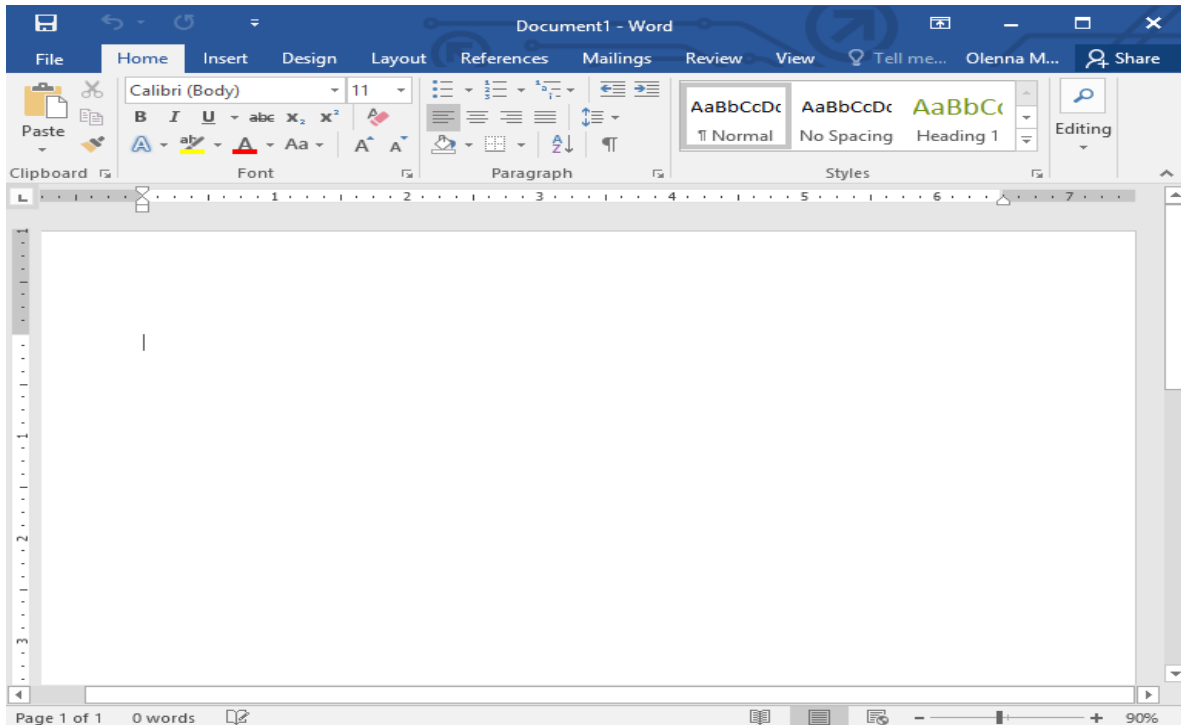
- writing documents
- working with numbers
- making presentations
- managing emails
- organizing data
- taking notes and creating professional-looking documents.



## Microsoft Word

is a word processing program used for creating and editing documents such as letters, reports, and essays. It provides tools for formatting text, inserting images, and creating professional-looking documents.

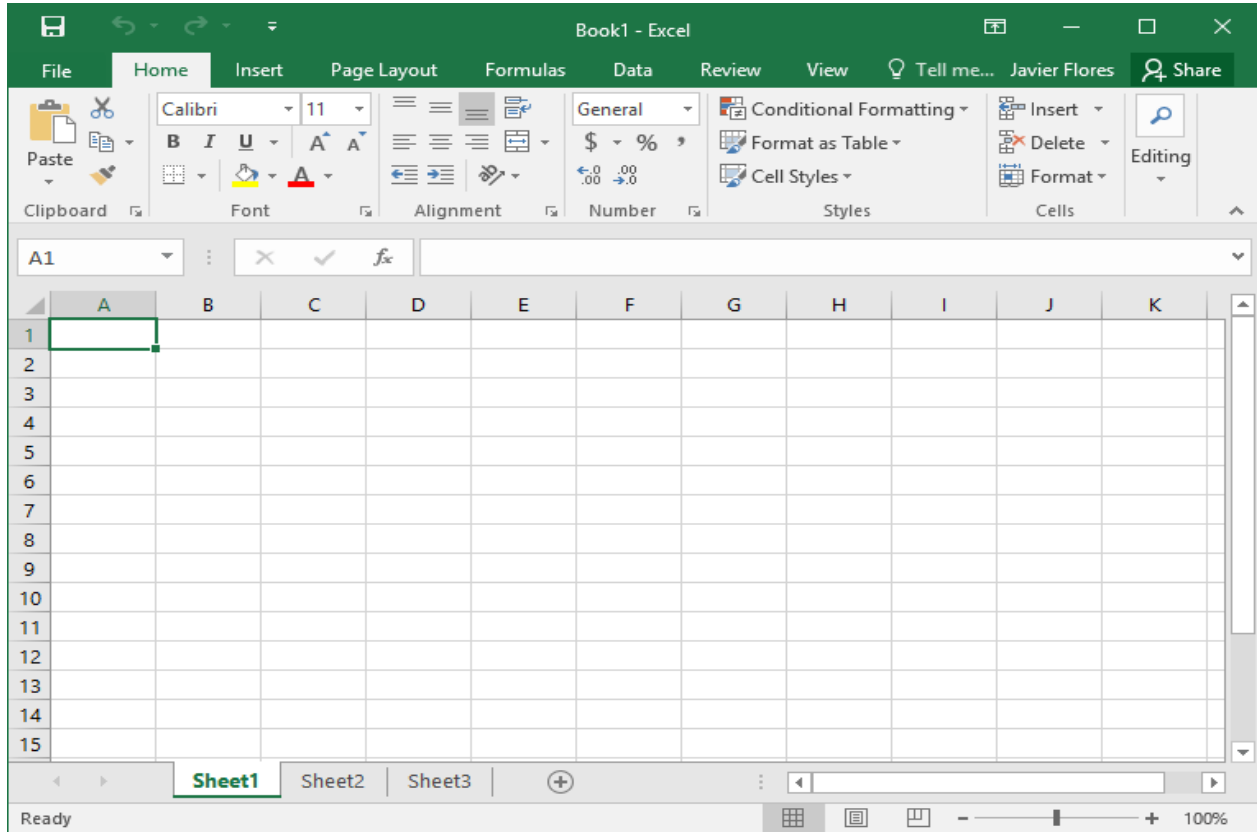
**Note: The file extension or format for Word is (docx or doc).**



## Microsoft Excel

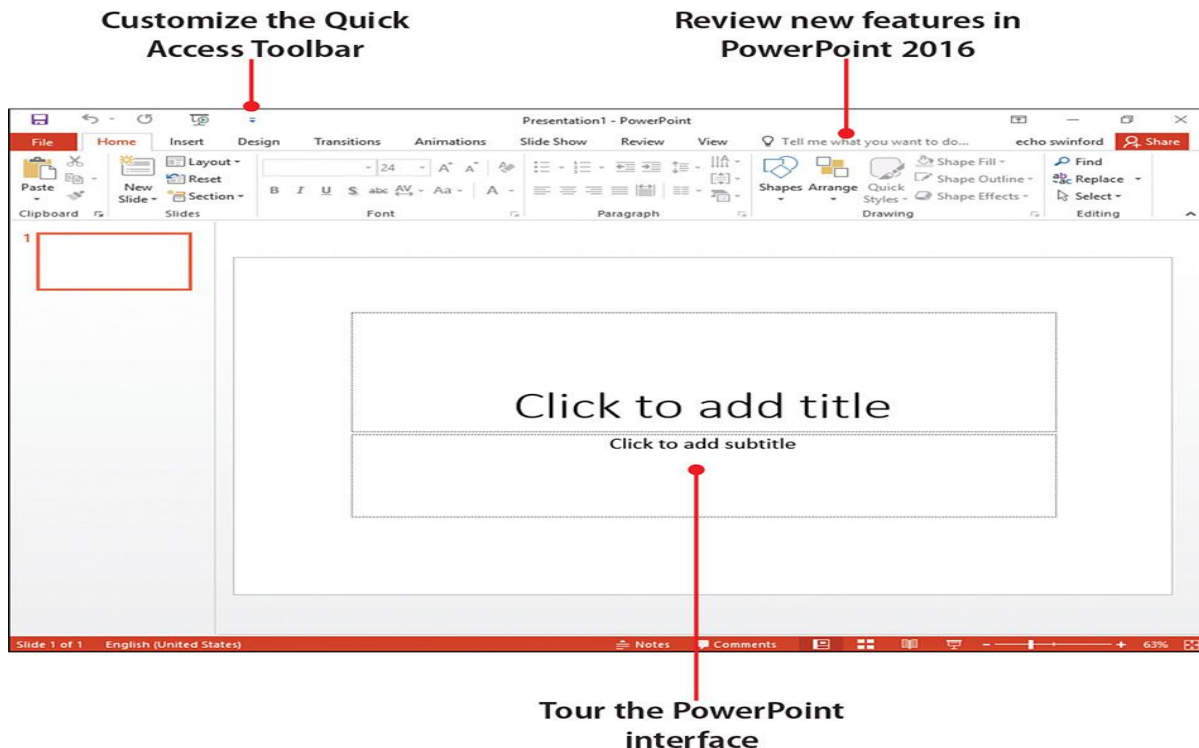
is a spreadsheet application used for organizing, analyzing, and calculating numerical data. It enables users to create tables, perform calculations, and create charts and graphs to visualize data.

**Note: The file extension or format for excel is (xlsx).**



## Microsoft PowerPoint

is a presentation program that allows users to create slideshows and deliver presentations. It offers features for designing slides, adding text, images, and multimedia elements to create engaging presentations.



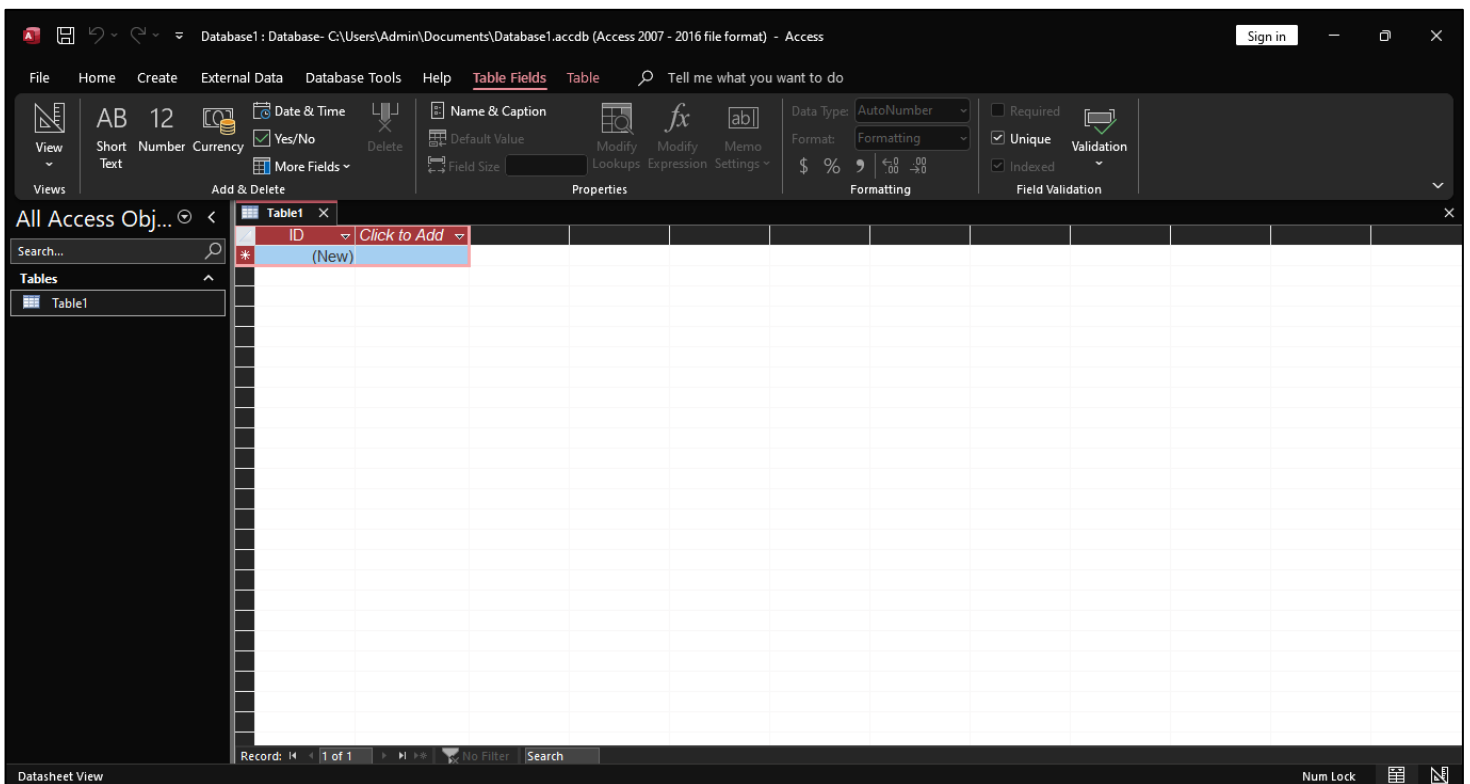
**Note: The file extension or format for PowerPoint is (pptx).**

## Microsoft Access:

Office Access, commonly known as Microsoft Access, is a relational database management system (RDBMS) developed by Microsoft.

It is a part of the Microsoft Office tools. Access allows users to create and manage databases.

With Access, users can design and build their own custom databases to store and retrieve information. It provides a user-friendly interface with tools and features for creating tables, defining relationships between tables, creating forms for data entry, designing queries to retrieve specific information, and generating reports based on the data.



**Note: The file extension or format for Access is (accdb).**

These programs are designed to enhance productivity and control different tasks. They are widely used across many industries, educational institutions, and personal settings to create, communicate, and manage information perfectly.