

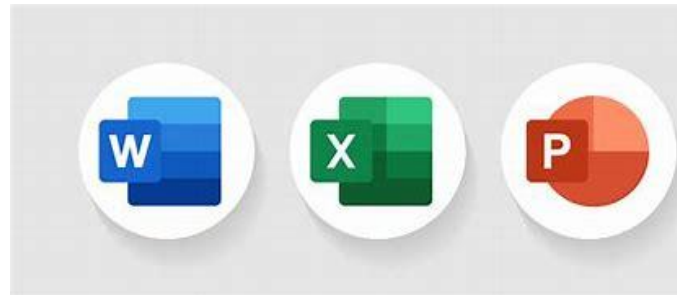


# Computer Science II

(UOMU013046)

## Lab No. 2

Microsoft Office Word, Excel, and PowerPoint tutorial



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# Tools and Commands in Microsoft Word

Microsoft Word is an essential tool for students in high school and university. Its features and commands help students efficiently create, edit, and format documents for assignments, projects, and presentations. Below is an overview of the most commonly used tools and commands.

## 1. Basic Formatting Tools

- **Font Settings:** Change the font type, size, color, and style (bold, italic, underline).
- **Paragraph Alignment:** Align text to the left, right, center, or justify.
- **Line and Paragraph Spacing:** Adjust spacing to meet academic formatting requirements (e.g., double-spacing for essays).
- **Styles:** Apply pre-defined styles for headings, subheadings, and text body.

## 2. Document Layout Tools

- **Margins:** Adjust margins to standard sizes (e.g., 1-inch for APA or MLA formats).
  - 1. **APA Format (American Psychological Association)**  
Primarily used in: Social sciences, education, psychology, and other scientific disciplines.  
**Key Features:**
- **Page Layout:**
  - **Margins:** 1 inch on all sides.
  - **Font:** Times New Roman, 12-point (or other legible fonts like Arial or Calibri).
  - **Line Spacing:** Double-spaced throughout, including the references page.
  - **Header:** Includes a running head (shortened title) and page numbers in the top-right corner.

## 2. MLA Format (Modern Language Association)

Primarily used in: Humanities, literature, arts, and language studies.

### Key Features:

- **Page Layout:**
  - **Margins:** 1 inch on all sides.
  - **Font:** Times New Roman, 12-point.
  - **Line Spacing:** Double-spaced throughout.
  - **Header:** Includes the writer's last name and page number in the top-right corner.
- **Orientation:** Switch between portrait and landscape orientation.
- **Page Breaks:** Insert page breaks for proper document structure.
- **Header and Footer:** Add page numbers, titles, and other relevant information.

## 3. Academic Tools

- **Spell Check and Grammar:** Automatically identify and correct errors.
- **Thesaurus:** Find synonyms to improve vocabulary.
- **References and Citations:** Use the References tab to insert citations, manage sources, and create a bibliography in formats like APA, MLA, or Chicago.
- **Table of Contents:** Automatically generate a table of contents from headings.



#### 4. Collaboration Tools ( review)

- **Comments:** Add and reply to comments for group projects.
- **Track Changes:** Monitor edits made by collaborators.
- **Share:** Share documents with peers and teachers via OneDrive.

#### 5. Visual Tools (insert)

- **Tables:** Create tables to organize data.
- **Charts:** Insert charts to present data visually.
- **SmartArt:** Use SmartArt for diagrams and flowcharts.
- **Images and Shapes:** Insert and format images, shapes, and icons.

#### 6. File Management Tools

- **Save As:** Save documents in various formats (e.g., .docx, .pdf).
- **Version History:** Access previous versions of your document.
- **Templates:** Use pre-made templates for resumes, essays, and reports.

#### Tips for Effective Use

- Always **save** your work frequently to avoid data loss.
- Use **keyboard shortcuts** (e.g., Ctrl+C for copy, Ctrl+V for paste) to improve efficiency.

By mastering these tools and commands, you can simplify academic work, produce professional-quality documents, and manage your time effectively.

# Introduction to PowerPoint: Basics of Design and Presentation for Beginners

- **Microsoft PowerPoint is one of the most popular presentation programs, widely used in businesses, educational institutions, and various fields to create visually appealing and well-organized presentations.**
- **Lecture Topics:**
- **Getting to Know the PowerPoint Interface**
  - **Toolbar and main menus.**
  - **Slides and layout types.**
- **Adding Content to Slides**
  - **Text and formatting.**
  - **Images, shapes, and charts.**
  - **Tables and graphs.**
- **Designing Slides Professionally**
  - **Choosing templates and layouts.**
  - **Using appropriate colors and fonts.**
  - **Adding animations and visual effects.**



## Preparing the Presentation

- Adjusting slide transitions.
- Controlling presentation timing.
- Adding comments and annotations.

## Tips for a Successful Presentation

- Engaging with the audience.
- Avoiding common presentation mistakes.
- Improving public speaking skills and confidence.



# Introduction to Excel: Basics for Beginners

Microsoft Excel is a powerful spreadsheet program used for data entry, analysis, and visualization. Whether you're a student, professional, or business owner, learning Excel can improve your productivity and help you manage information efficiently.

## 1. Excel Interface

- **Workbook:** A file containing multiple worksheets.
- **Worksheet:** A table where data is entered.
- **Cells:** Boxes where data is stored (e.g., A1, B2).
- **Ribbon:** Toolbar with features like Home, Insert, Formulas, Data, etc.

## 2. Entering and Formatting Data

- Type data in a cell and press Enter to confirm.
- Change font, color, borders, and number format from the Home tab.

## 3. Basic Formulas & Functions

**Addition:** `=A1 + B1`

**Subtraction:** `=A1 - B1`

**Multiplication:** `=A1 * B1`

**Division:** `=A1 / B1`

**SUM:** `=SUM(A1:A5)`

**AVERAGE:** `=AVERAGE(A1:A5)`



#### **4. Managing Rows & Columns**

- Insert/Delete:** Right-click a column/row > Select Insert/Delete.
- Resize:** Drag the edges of a column or row to adjust size.

#### **5. Sorting & Filtering Data**

- Sorting:** Select data > Click Sort & Filter > Choose order.
- Filtering:** Click Filter in the Data tab to display specific values.

#### **6. Creating Charts**

- Select data > Click Insert > Choose a chart type (Bar, Line, Pie, etc.).**

#### **7. Saving & Exporting**

- Save:** Click File > Save As > Choose a location and format (.xlsx, .csv).
- Export to PDF:** Click File > Export > Create PDF/XPS.