Accelerating and Strengthening Skills for Economic Transformation
(ASSET Project)

CBLM

Computer Operation

Competency Based Learning Materials (CBLMs)

Information and Communication Technology (14)

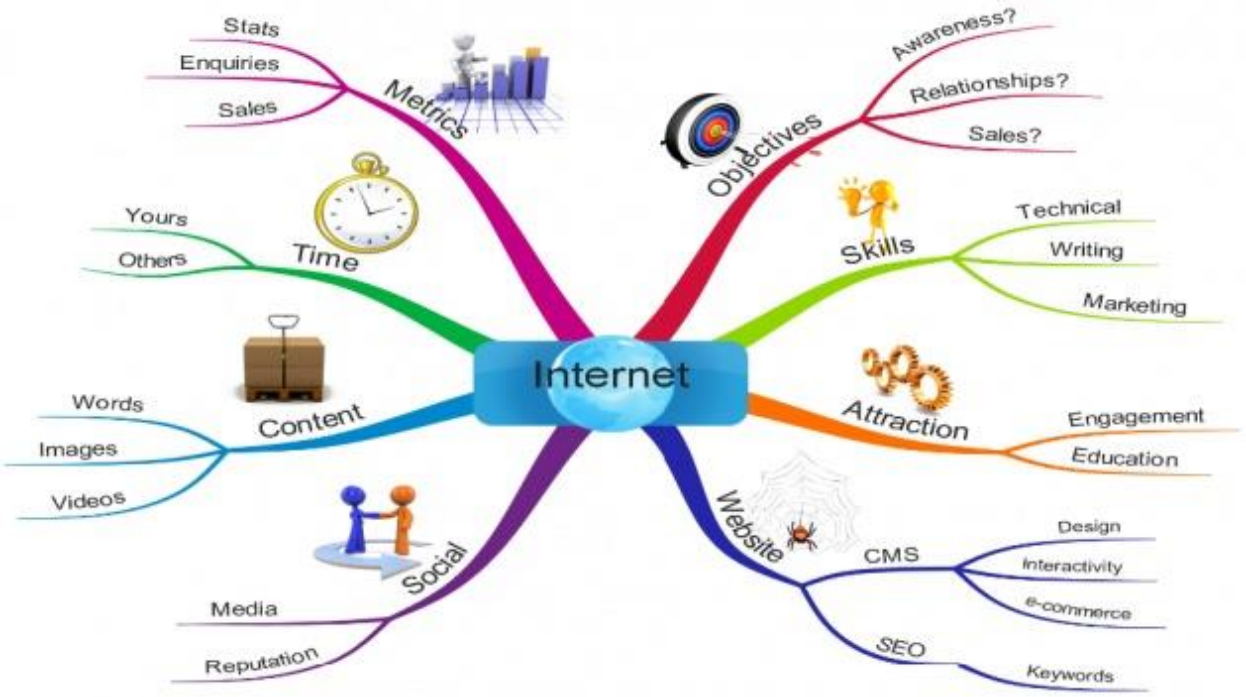
Computer Operation (208)

NTVQF/BNQF Level-3 Under BTEB/NSDA (25)

Barishal Mohila Technical Training Center (BMTTC)
C and B Road, Barishal

INTERNET RESOURC

Editing By: Arif Hosen



BARISHAL MOHILA TECHNICAL TRAINING CENTER (BMTTC)

ACCELERATING AND STRENGTHENING SKILLS FOR ECONOMIC TRANSFORMATION (ASSET)

C AND B ROAD, BARISHAL

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INTERNET RESOURC

Internet Browser

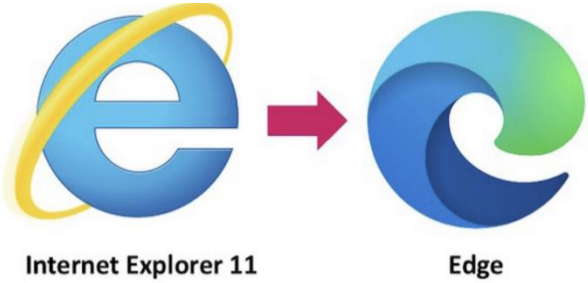
"A web browser, or simply 'browser,' is **an application used to access and view websites**. Common web browsers include Microsoft Edge, Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari.

Microsoft Internet / Internet Explore

Internet Explorer (IE) is a World Wide Web browser that comes bundled with the Microsoft Windows operating system (OS).

Microsoft Edge

Microsoft Edge is the default browser for all Windows 10 devices. It's built to be highly compatible with the modern web. For some enterprise web apps and a small set of sites that were built to work with older technologies like ActiveX, you can use Enterprise Mode to automatically send users to Internet Explorer 11



Mozilla Firefox

Mozilla Firefox, or simply Firefox, is a free and open-source web browser developed by the Mozilla Foundation and its subsidiary, the Mozilla Corporation. It uses the Gecko rendering engine to display web pages, which implements current and anticipated web standards

Google chrome

With Chrome browser, you can: Get pers rch results that appear instantly as you enter text. Synchronize bookmarks and settings across all your devices. Use Google Workspace products, such as Google Docs, Sheets, Slides, and more.

AOL explorer, Apple safari, Opera, Rockmelt, Maxthon

Search engine

A search engine is a software program that helps people find the information they are looking for online using keywords or phrases. Search engines are able to return results quickly—even with millions of websites online—by scanning the Internet continuously and indexing every page they find.

Google, Bing, Yahoo search, Pipilika, Ask, Aol Search, Wow, Webcrawler, Info, DuckDuckGo

Social Media

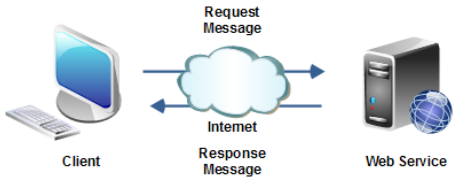
Social media refers to the means of interactions among people in which they create, share, and/or exchange information and ideas in virtual communities and networks. The Office of

Communications and Marketing manages the main Facebook, Twitter, Instagram, LinkedIn and YouTube accounts.

Facebook, Twi t er, Pinterest, LinkedIn, YouTube, Quora

Web based Services

Web services are a type of internet software that use standardized messaging protocols and are made available from an application service provider's web server for use by a client or other web-based programs.

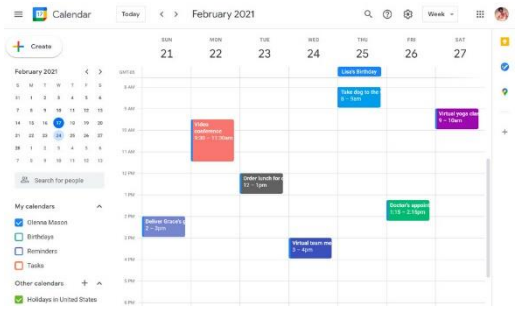


Drive

With Google Drive, you can store your files securely and open or edit them from any device. Files you create with Google apps open in your browser or mobile app. Other types of files in your Drive folder open in their regular applications (like Adobe Reader for PDF files).

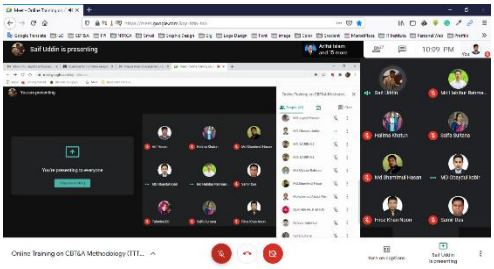
Calendar

Google Calendar is a time-management and scheduling calendar service developed by Google. It became available in beta release April 13, 2006, and in general release in July 2009, on the web and as mobile apps for the Android and iOS platforms. Google Calendar allows users to create and edit events.



Google Meet

You can use it to do instruction, to hold group discussions, and just to help students see each other's faces. Google Meet is available for G Suite users (in education, business, etc.). If you're a G Suite user, you can create meetings for others to join.

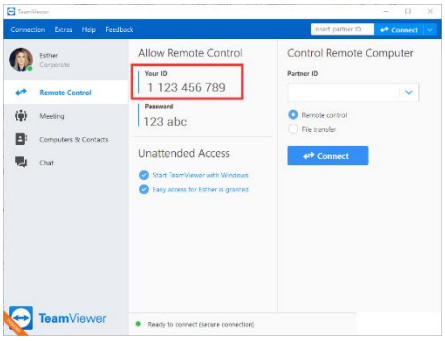


Zoom

Zoom is a communications platform that allows users to connect with video, audio, phone, and chat. Using Zoom requires an internet connection and a supported device. Most new users will want to start by creating an account and downloading the Zoom Client for Meetings.

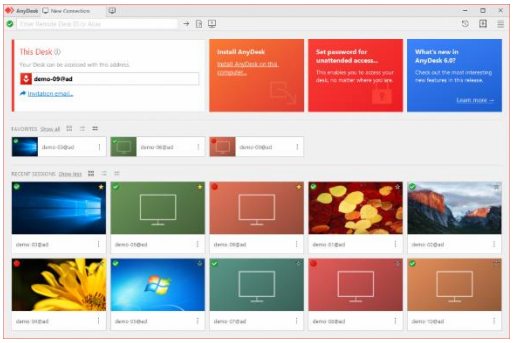
TeamViewer

TeamViewer Remote is a remote access software that allows users to connect to another computer from anywhere in the world.



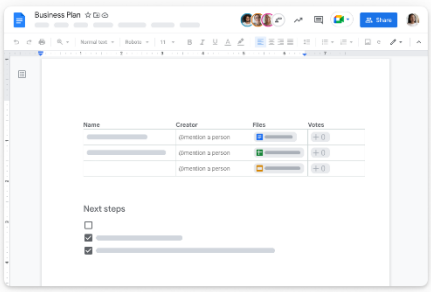
Anydesk

For desktop-based platforms (Windows, macOS, Linux), it is not necessary to install the AnyDesk client. In fact, the portable client can simply be run with a double-click and contains the vast majority of our features.



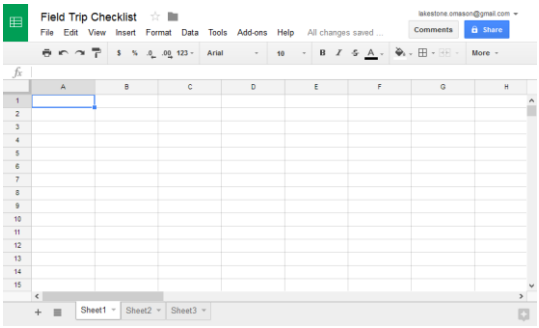
Google Docs

With Google Docs, you can create and edit text documents right in your web browser—no special software is required. Even better, multiple people can work at the same time, you can see people's changes as they make them, and every change is saved automatically. Google Workspace account—Don't have one?



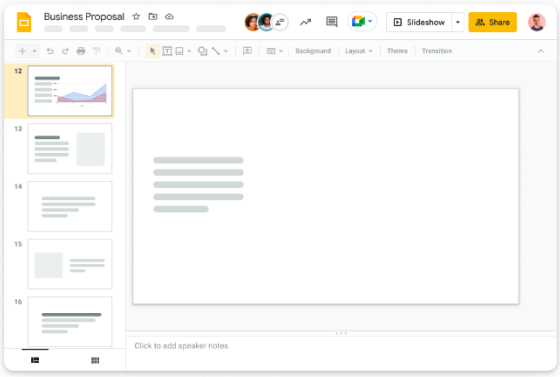
Google Sheet

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and work with other people.



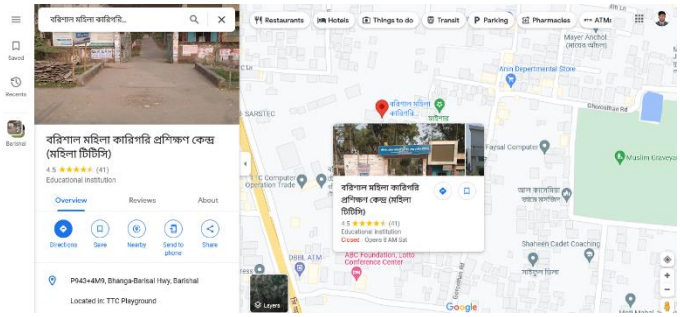
Google Slide

Google Slides is an online presentation app that lets you create and format presentations and work with other people.



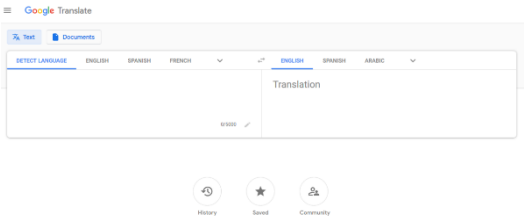
Map

Maps shows you directions and uses real-time traffic information to find the best route to your destination. With voice navigation, you can hear traffic alerts, where to turn, which lane to use, and if there's a better route.



Translator

Our can translate text, handwriting, photos, and speech in over 100 languages with the Google Translate app. You can also use Translate on the web.



Email Services

Email (electronic mail) is the exchange of computer-stored messages from one user to one or more recipients via the internet. Emails are a fast, inexpensive and accessible way to communicate for business or personal use.

Gmail

Electronic mail (e-mail) is a computer-based application for the exchange of messages between users. A worldwide e-mail network allows people to exchange e-mail messages very quickly. E-mail is the electronic equivalent of a letter, but with advantages in timeliness and flexibility.

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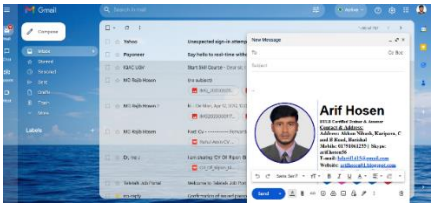
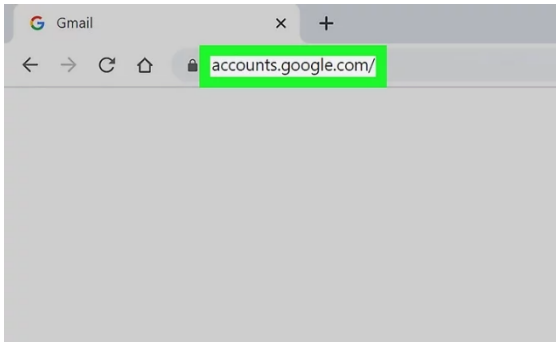


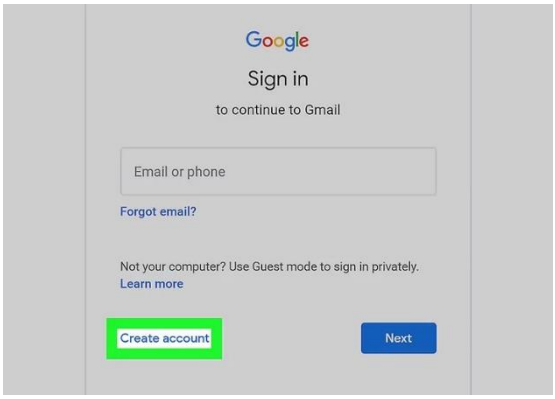
Create Email Account

Visit a website that offers an email service. Notable ones are yahoo.com, google.com, and outlook.com, all of which are free forever.

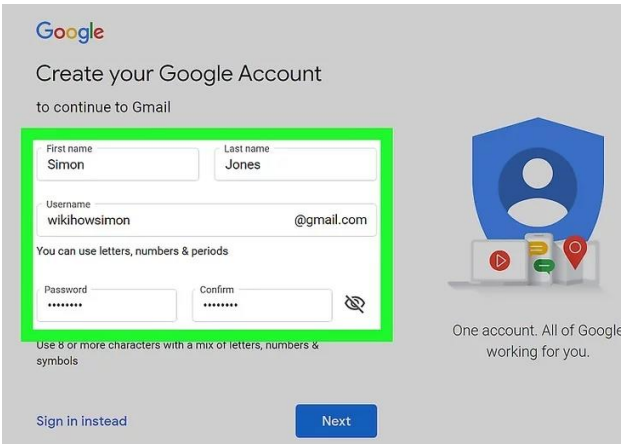


Find where to sign up. Usually, there is a small link image or text that says "register" or "sign up," although you may have to go to the login page to find this.

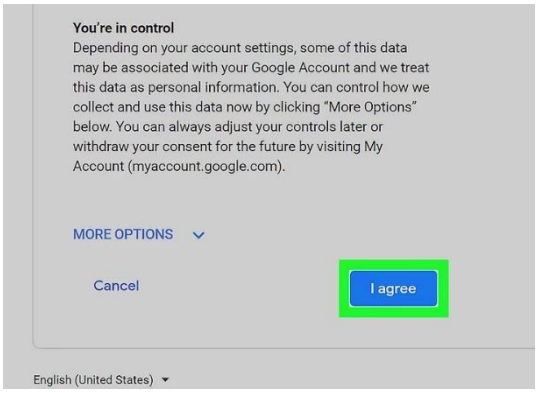
- Type in "free email account" and the website of your choice into a search engine. Click on the appropriate link, hopefully bringing you to the setup page for the desired email account.



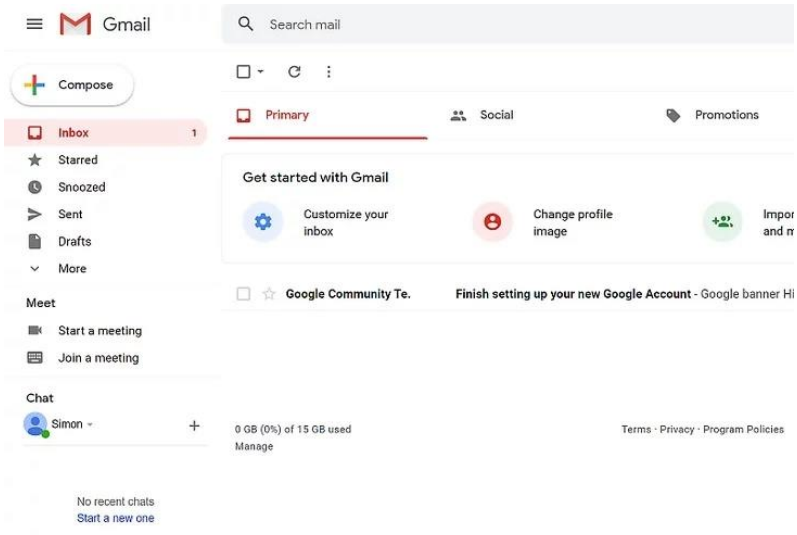
Follow all the instructions on the page, filling out all the needed details. In some cases, you may feel uncomfortable letting out certain information. Don't worry, most of the time email accounts do not need information such as telephone and street address, and you can skip these completely.



Read over the service agreement and click the box saying that you agree to abide by the email system's rules. Once completed, click on the Submit or Enter button at the bottom of the screen.



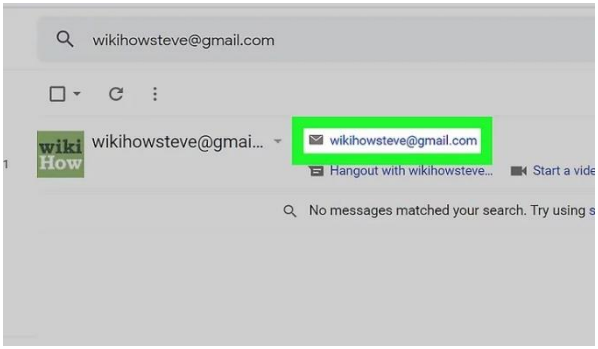
Congratulations! You have now created an email address. Continue on to import your contacts, message with friends, or write emails, plus much more.



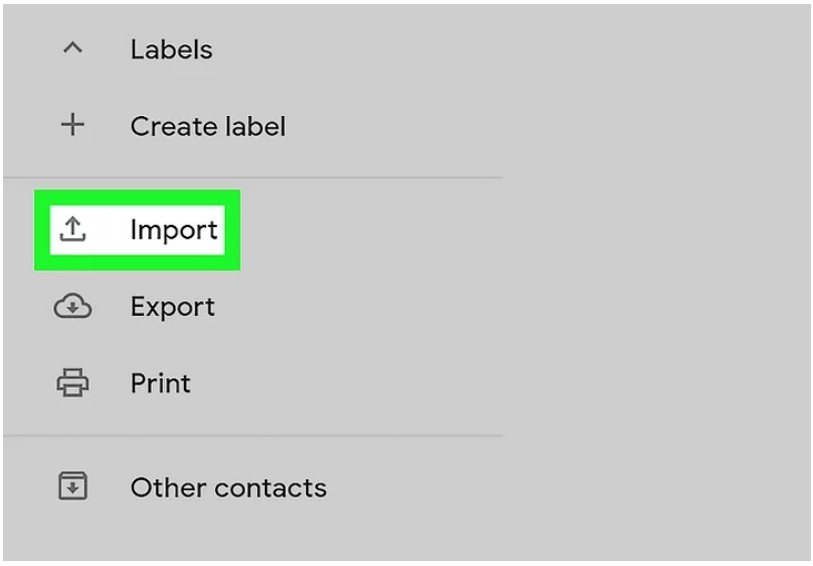
Gathering Contacts

ell your friends and family about your new email, gather their information and add them to your contacts list. Note that many email accounts nowadays save your contacts automatically when you send email to or receive email from a person or institution.

- To bring up contacts, find the contacts tab or simply type in the first or last name of the person you want to email, or the beginning of their email address. Their email address and contact information should automatically pop up.
    - This often means you don't have to "save" someone as a contact in order to send them an email.

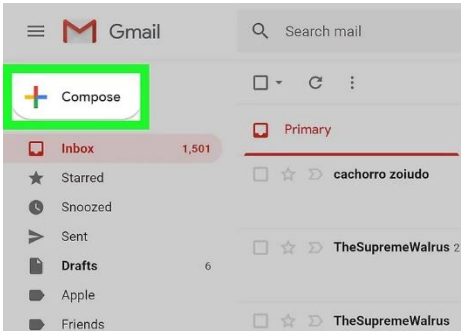


Import your contacts if you're changing email accounts. Navigate to your Contacts tab, and find the import button; then follow any directions that follow. Usually, it's as easy as dragging and dropping a .CSV file into your browser window.



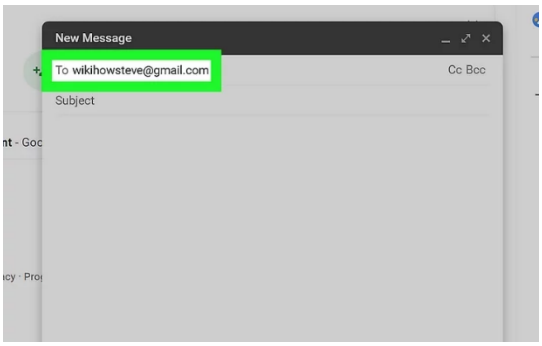
Sending an Email

Find the "Compose" button once logged in to your email account. It shouldn't be too hard to find; often it's a different-colored button.

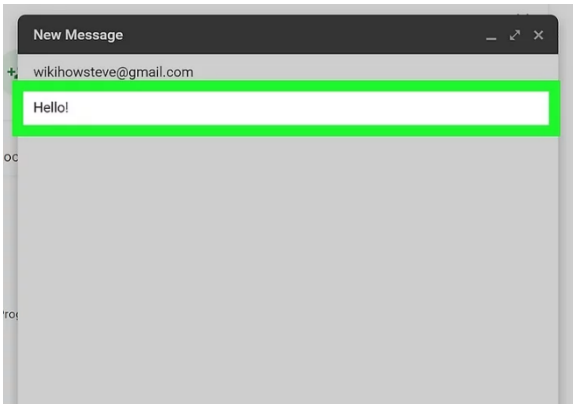


type in the email address of the person you want to send an email to. If you don't remember the person's email address but have previously sent them an email, your account might recognize the saved email address if you begin to type in their name.

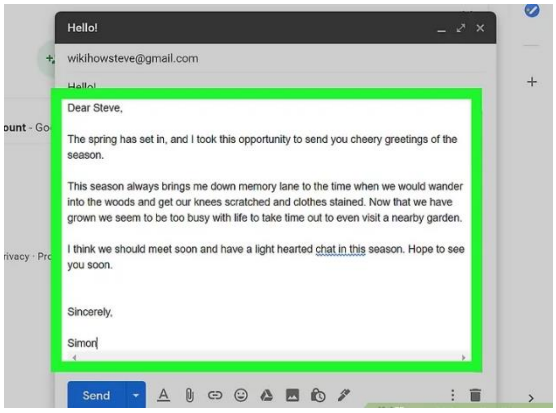
- If you want to copy a person on the email, hit "CC," which stands for "carbon copy."
- If you want to copy a person on the email without the original recipient knowing that you've copied the email, hit "BCC," which stands for "blind carbon copy."



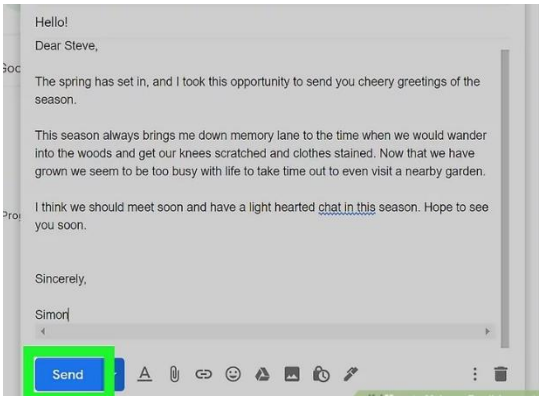
Include a subject. This is what the email is about or concerning.



Type the message, or body, of your email. This is your communication or what you want to explain to the other person.

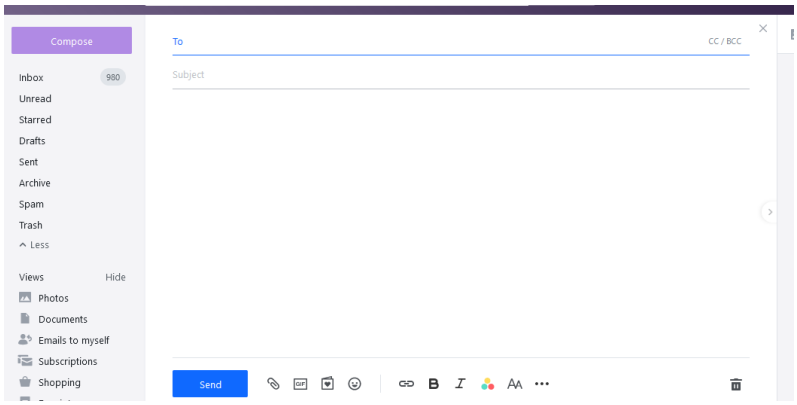


After double-checking for errors, click "Send." Make sure your contact's email address is correct, and that your message contains no spelling mistakes or formatting errors. Send your email.



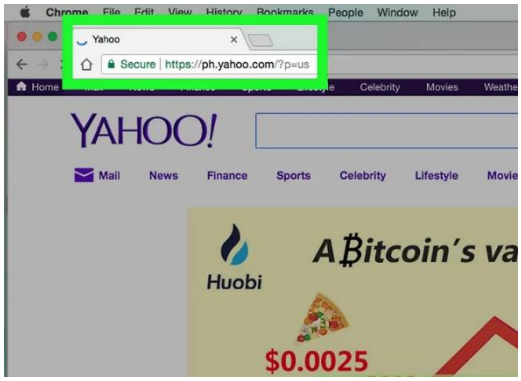
Yahoo

What is Yahoo! Mail? Yahoo Mail is **a web-based email app accessible on desktops and mobile devices, including iOS and Android devices**. Users can stay connected to their email with one-tap access to their inbox, multiple Yahoo account support, and instant email alerts from any device.

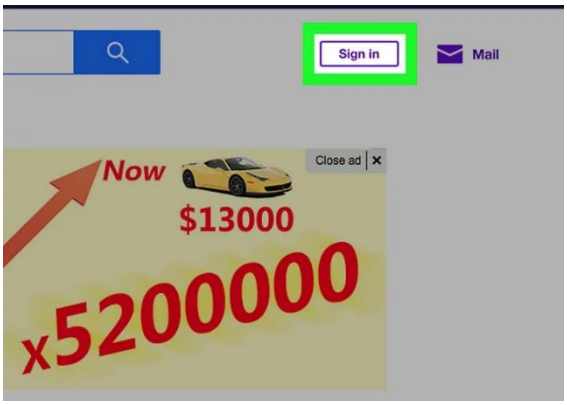


Create Yahoo! Mail Account

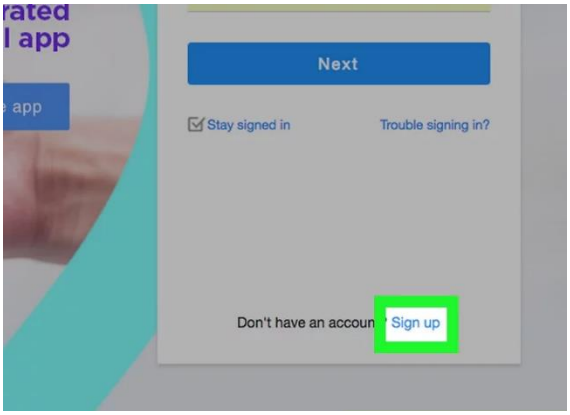
Open Yahoo. Go to https://www.yahoo.com/ in your browser. This will open the Yahoo main page.



Click Sign in. It's in the top-right corner of the page, to the left of the bell icon.

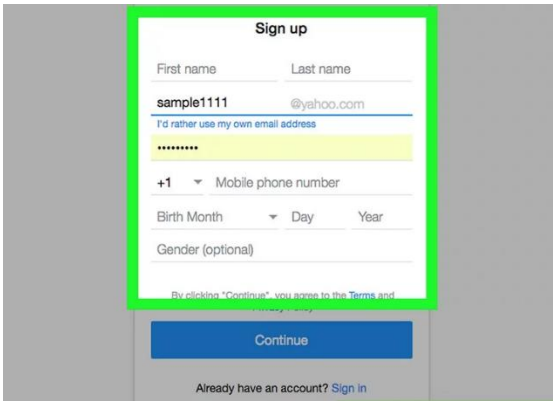


Click Sign up. This link is next to the "Don't have an account?" text in the bottom-right side of the page.



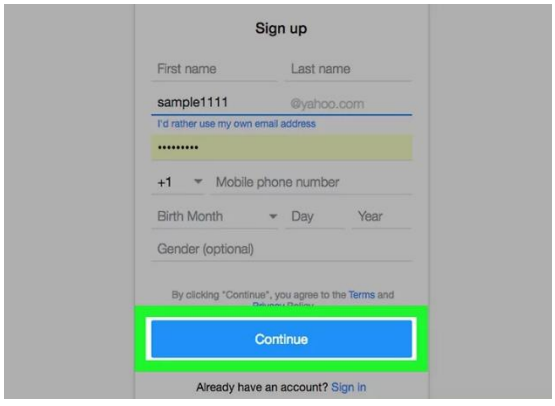
Enter your account details. You'll need to type in the following information:

- First name
- Last name
- Email address - Your preferred Yahoo email address. If your email address is already taken, you'll have to type in a different one.
- Password
- Mobile phone number - Without a mobile phone number, you can't create a Yahoo account.
- Birth date (month, day, and year)
- You can also add your gender to the "Gender" field if you like.



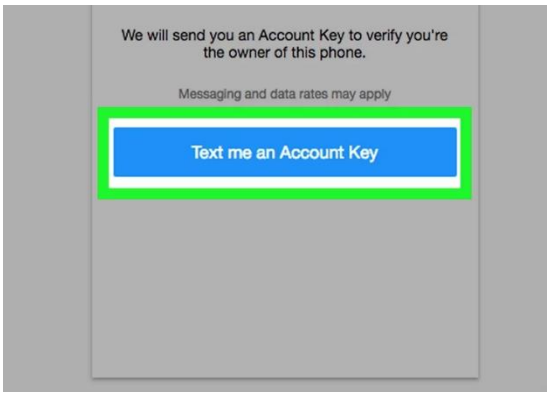
Click Continue. It's the blue button at the bottom of the page.

- If you've neglected to fill out any of the required fields or your selected username isn't available, you won't be able to proceed until fill out all required fields or replace your username with one that hasn't been taken.



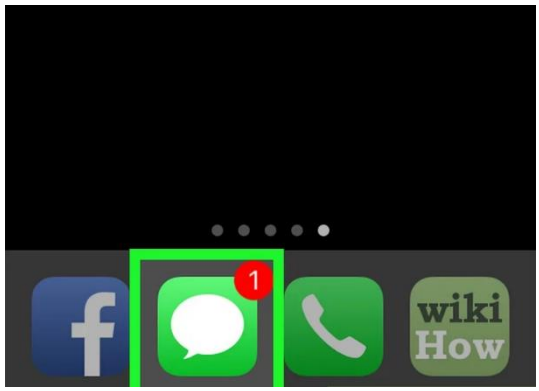
Click Text me an Account Key. This blue button is in the middle of the page. Doing so will prompt Yahoo to text a code to the mobile number you entered earlier.

- You can also tap **Call me with an Account Key** to have Yahoo call you and recite the code.

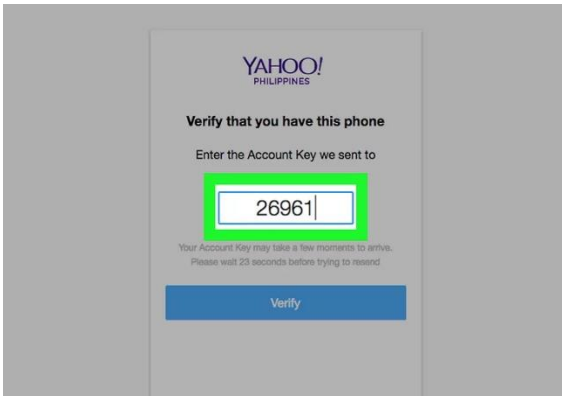


Retrieve the verification code. Open your phone's Messages app, look for and open the message from Yahoo, and review the five-digit security code in the message.

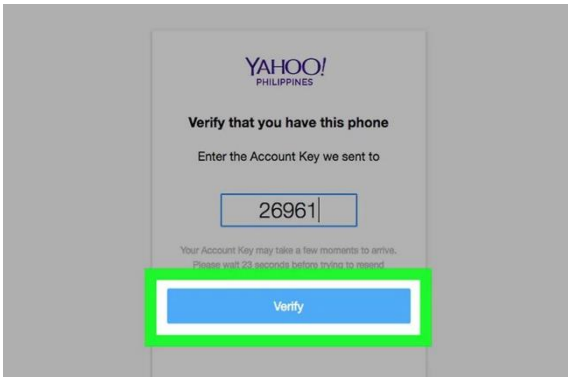
- If you chose the **Call** option, wait for your phone to ring, then answer the call and listen to the recited number.



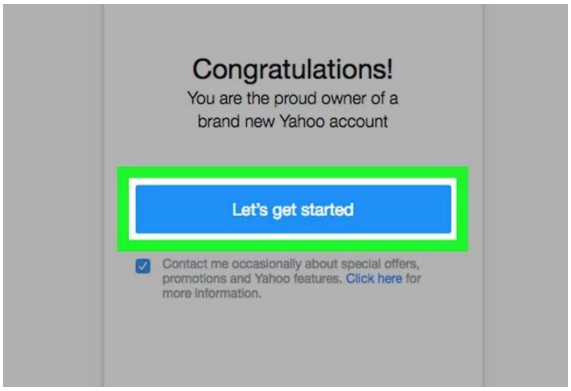
Type the code into the "Verify" field. This field is in the middle of the page, just below the "Enter the Account Key we sent to [your number]" heading.



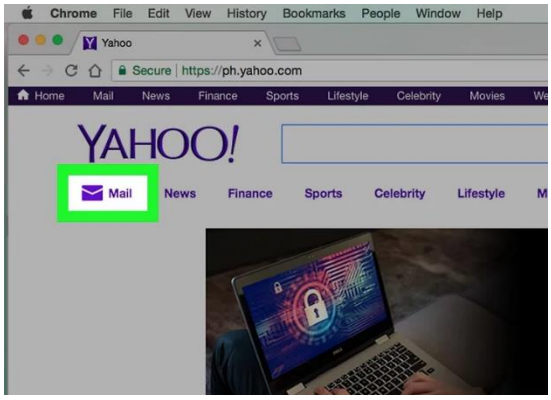
Click Verify. It's the blue button near the middle of the screen.



Click Let's get started. Doing so will take you back to the Yahoo main page.

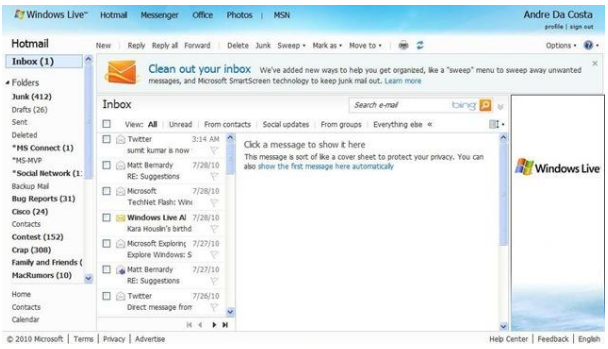


Click Mail. It's below the purple envelope icon in the top-right corner of the Yahoo home page. This will open your Yahoo inbox, which is set up and ready for you to begin using it.



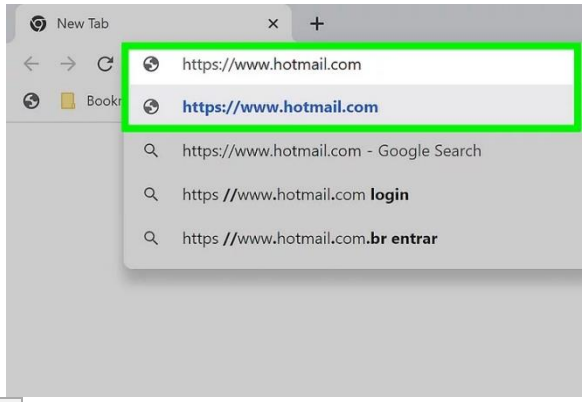
Hotmail

Hotmail is **a free e-mail service provided to Internet users which works with your PC and your iMac**. Linked to Windows, Hotmail allows you to create a virtual mailbox called "Windows Live ID".

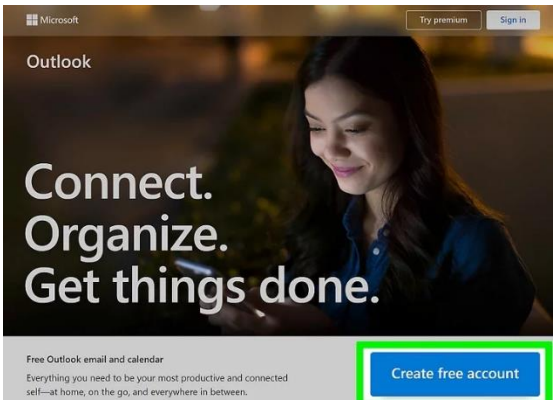


Create a Hotmail Account

Go to https://www.hotmail.com in a web browser. As you'll notice, this takes you to the Microsoft Outlook website. Microsoft has replaced Hotmail with its Outlook.com web-based email product, which is an improved version of Hotmail. When creating an Outlook.com account, you'll have the option to make your new email address end with the "@hotmail.com" domain name.

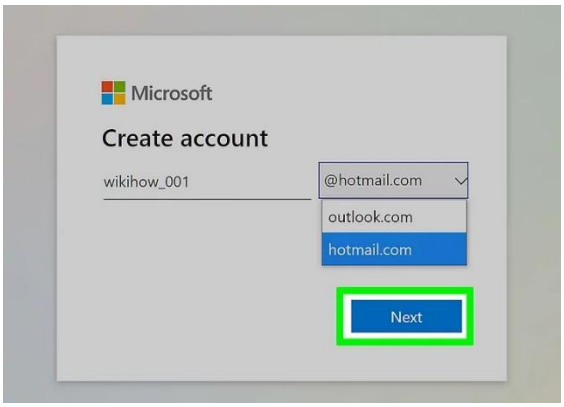


Click Create free account. It's the blue button on the right side of the page. link in the top-right side of the page.



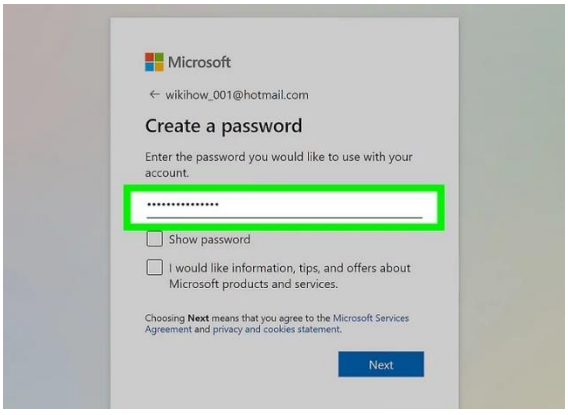
Create your new Hotmail email address and click Next. Type your preferred email name into the "New email" text field, and then select **hotmail.com** from the drop-down menu beside it.

- As long as your preferred email address is available, you'll be taken to a page that allows you to create a password after clicking "Next."
- If someone else has already claimed that address, you'll see a red error message telling you so. Try typing something different into the first field—you could add a number, some extra letters, an initial, or try something new altogether.

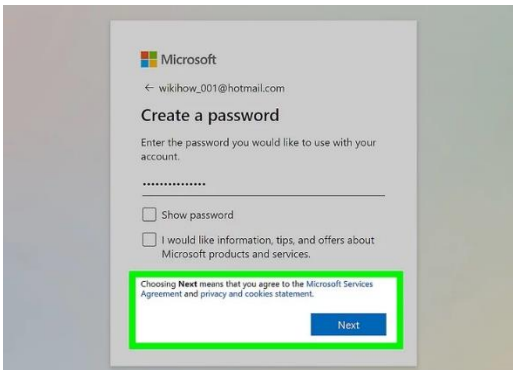


Create a password. Type the password that you want to use into the "Create password" text field. For the most secure password, choose something that's 8 characters or more, and contains a mix of capital letters, numbers, and symbols.

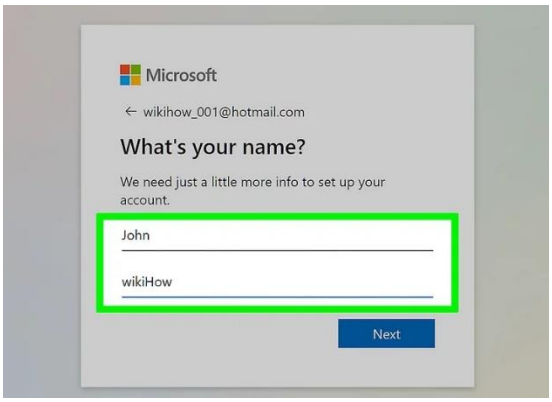
- If you don't want to receive promotional emails from Microsoft, remove the checkmark from the box that says "I would like information, tips, and offers about Microsoft products."



Review Microsoft's policies and click Next. By clicking the blue **Next** button, you're agreeing to Microsoft's Service Agreement and privacy and cookies statement. You can read either of these documents by clicking its corresponding link before you continue.

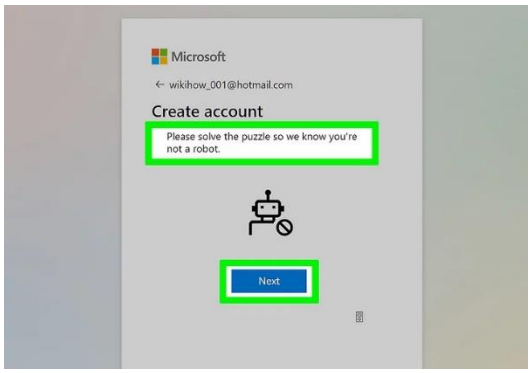


Enter your full name and click Next. Your full name will be attached to your new account and will also be displayed in the "From" field in all email messages you send to others.



Enter your birthdate and click Next. Your region is also selected by default—if it's incorrect, click the "Country/region" drop-down menu to select the right country.

Prove that you aren't a robot. In most cases, you'll be asked to solve a puzzle or click a button to ensure Microsoft that you're not a bot. Tap **Next** to begin the puzzle, and then follow the on-screen instructions to complete it.

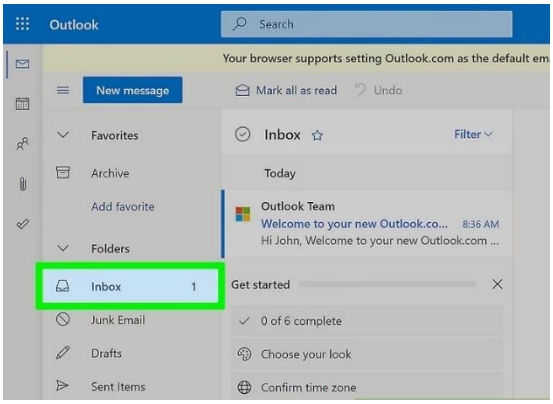


Choose whether to stay signed in. The last step in creating an account is to choose whether you want to stay logged in. If you're using a computer that only *you* use, you *could* choose **Yes** here so you don't have to sign in so often. However, clicking **No** is the safest option. Only choose **Yes** if you really know what you're

doing and there's no risk of anyone ever using your computer.

Browse your new inbox. When you're finished creating your account, you'll be taken to your Outlook.com inbox. It doesn't look much like the old Hotmail interface, but the idea is the same—free web-based email that's fast and easy to use!

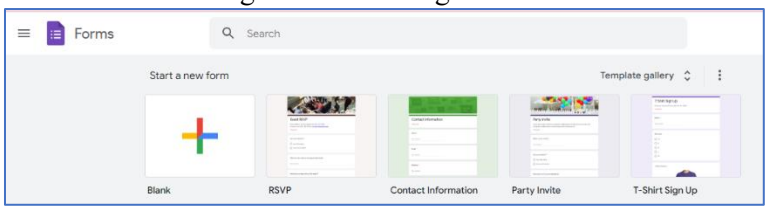
- To send a new message, just click **New message** at the upper-left corner of your inbox.
- Once you've created your new Hotmail account, you can also download the Microsoft Outlook app to your iPhone, iPad, or Android to access your email on the go.



How to create a new Google Form

Step 1: Go to forms.google.com or Google Drive

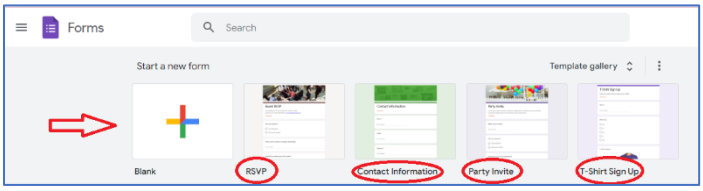
The first step is to open Google Forms. You can do this by going to forms.google.com in your web browser, or by going to Google Drive and selecting "New" > "Google Forms."



Step 2: Pick from different Google Forms templates

Next, you can select a template. The Google Forms platform offers many different types of Google Forms templates to choose from, so you can pick the one that best suits your needs. There are templates for RSVP, Contact information, Party invites, and more!

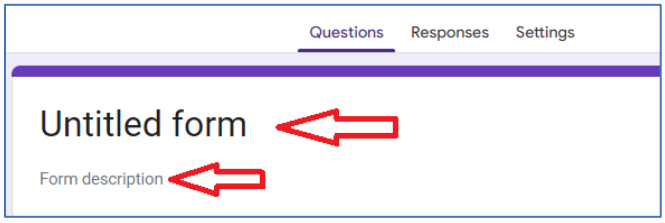
However, if you're unsure of which template to use, you can always start with the ''Blank'' template.



Step 3: Change the title of your Google Form survey

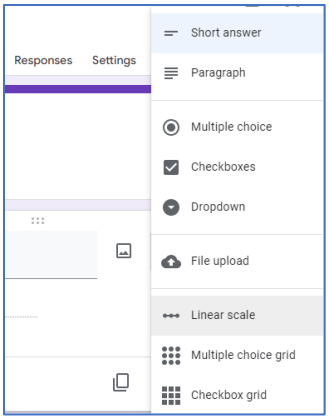
After you have selected a Google Form survey template, the next step is to change the title of your form. To do this, click on where it says "Untitled form" text at the top of the page and enter a new title. For example, you could title your form "RSVP for My Birthday Party" or "Contact Information Form."

You can also add a description to your form if you want to provide the responder with more context. To do this, click on the "Form description" text box and enter a short description of your form that will appear below the title.

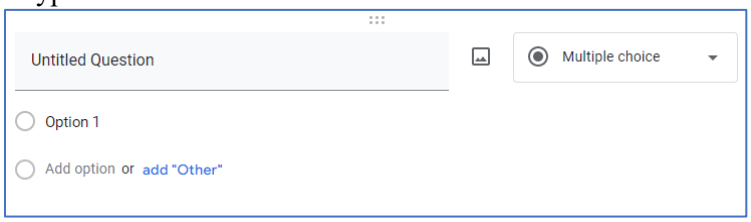


Step 4: Adjust questions and answers in your Google questionnaire

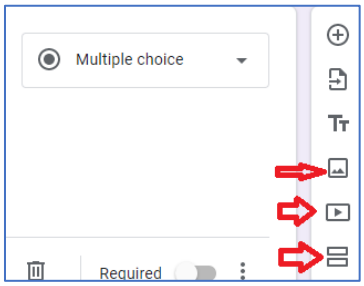
Once you have given your form a title and description, it's time to start adding questions to your Google questionnaire! Google Forms makes it easy to add a variety of different question types, including multiple-choice, drop-down, short answers, and more.



To add a question, simply replace the "Untitled Question" text with your question and then click on the answer type that you want to use. For example, if you are asking for someone's name, you would select the "Short answer" answer type.



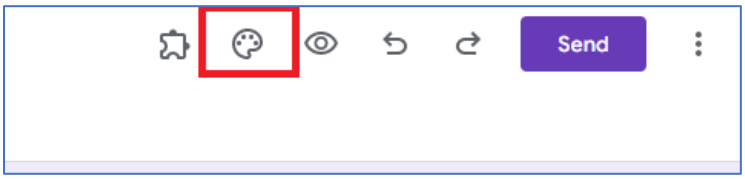
Google Forms also allows you to include images and videos in your questions. To do this, click on the image or video icon from the question toolbar. This is also where you can add section headers to your form if you want to divide it up into multiple parts. To do this, click on the "Add section" button from the question toolbar.



Once you've added all of the questions that you want, it's time to move on to customizing the form to your liking!

Step 5: Customize the Google Form theme

Google Forms offers a variety of themes that you can use to customize the look of your form. To select a theme, simply click on the "Theme" button from the top-right corner of the page.

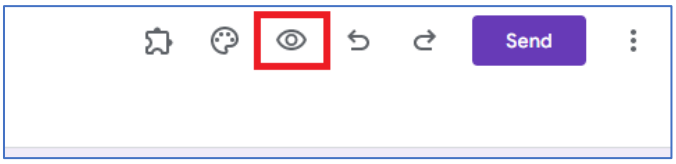


You can also create your custom theme by clicking on the "Customize" button. This will allow you to change the colors, fonts, and background of your form.

Step 6: Preview the Google Form survey you've created

Before you share your form with the world, it's a good idea to preview it first. To do this, simply click on the "Preview" button from the top-right corner of the page.

This will open your form in a new tab, and you can test out all of the questions to make sure everything is working as it should.

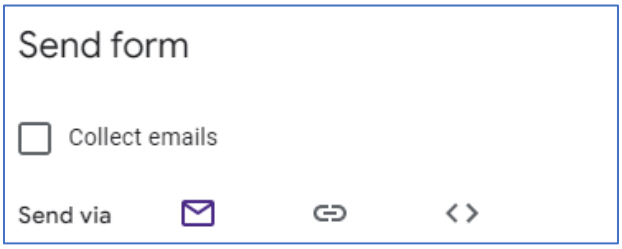


If you're happy with the way your form looks, it's time to move on to sending it out!

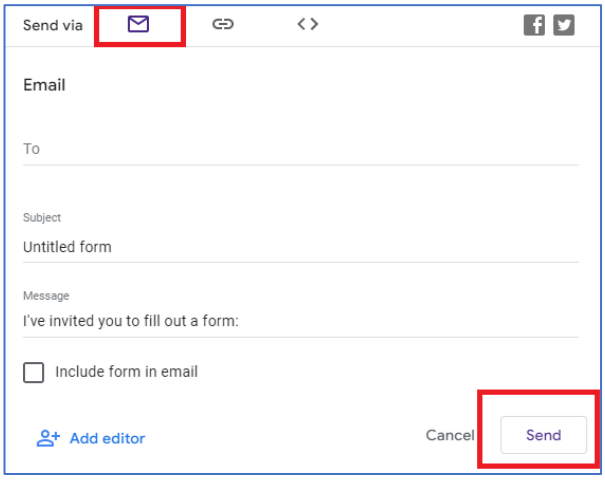
Step 7: How to create a Google Forms links or share through email

The final step is to share your form with the world! To do this, click on the "Send" button from the top-right corner of the page.

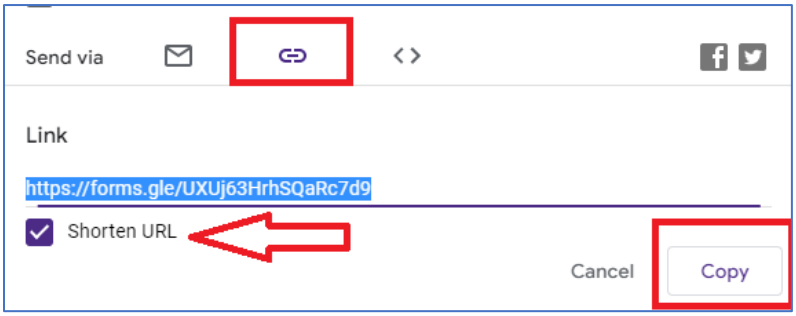
This will open a sharing dialog, and you can choose to send your form via email or share it via a link. You can also embed your form on a website if you want.



If you are sending your form via email, simply enter the email addresses of the people who you want to receive your form, add a subject and message, and then click on the "Send" button.



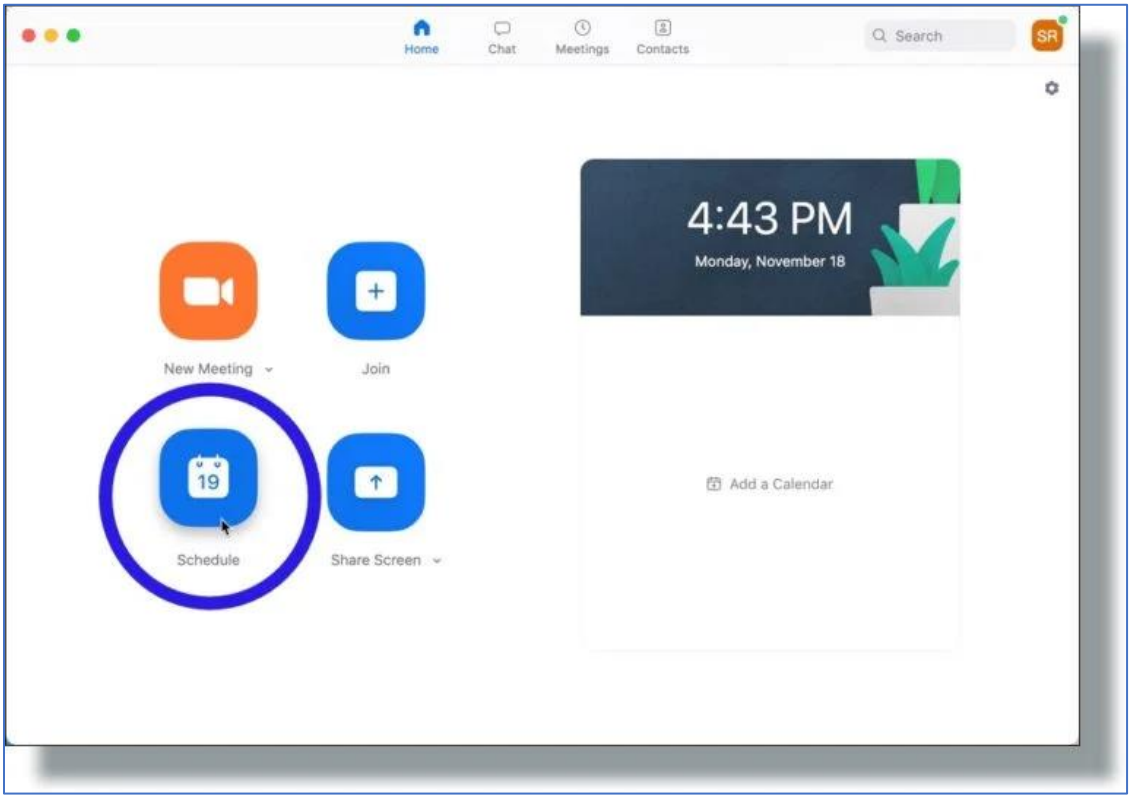
If you're sharing your form via a link, simply copy the link and share it with people through email, social media, or any other method. However, make sure to shorten the link if you are sharing it online, as the default link can be quite long.



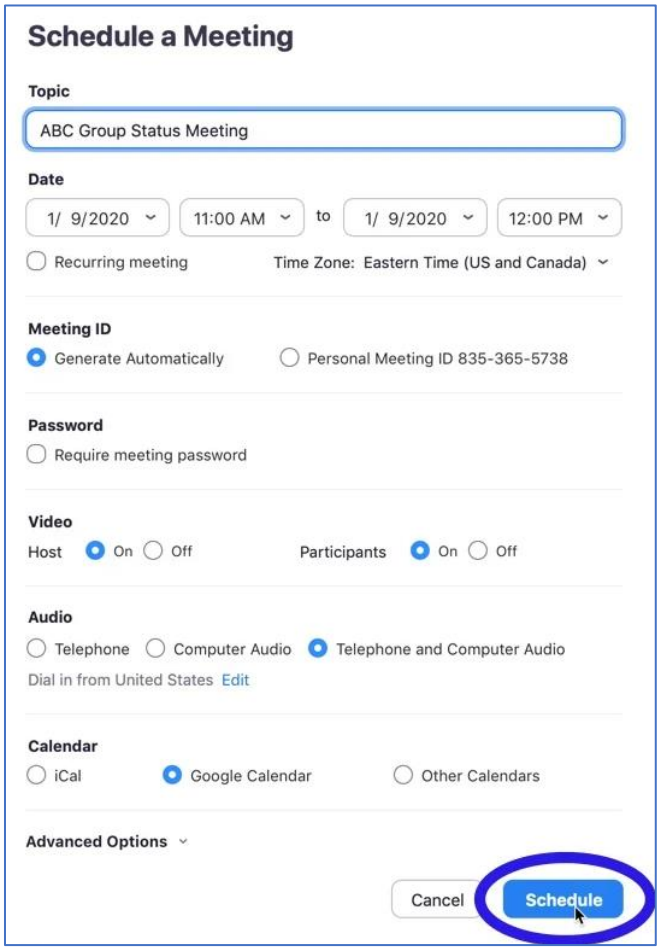
And that's it! You have now learned how to create a form using Google Forms.

Scheduling a Zoom Meeting and Inviting Participants

1. Install Zoom if you haven't done so already.
2. Open Zoom and then sign in to your Zoom account.
3. In the Zoom client window, click the **Schedule** icon.

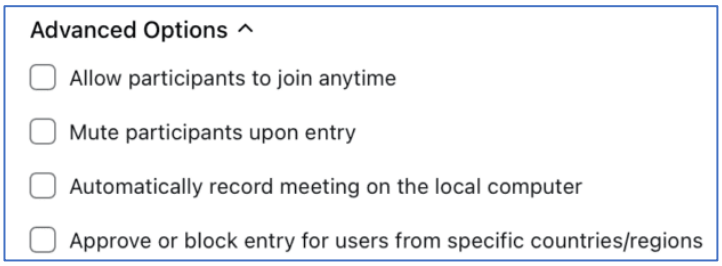


4. In the “Schedule a Meeting” window, perform the following:

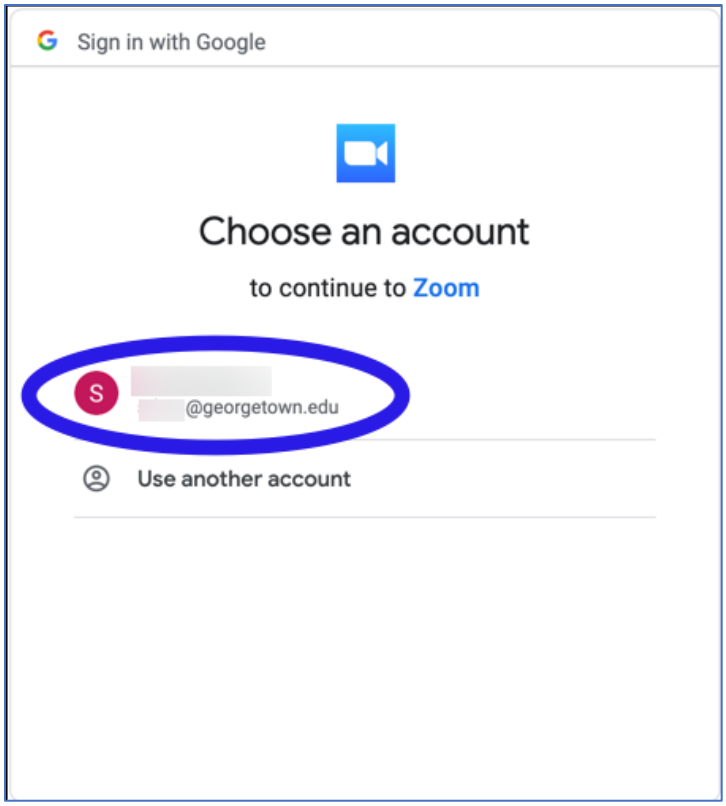


5. **Topic:** Enter a descriptive name for your meeting in the Topic field.
6. **Date**: Enter the date and time information in the **Date** field. (Optional: Select **Recurring meeting** if you want this meeting to occur regularly [e.g., weekly].)
7. **Meeting ID:** Select **Generate Automatically**. We do NOT recommend you use your Personal Meeting ID (PMI) when scheduling meetings. Your PMI is a virtual room that is permanently reserved for you, and is essentially one continuous meeting and anyone with the link can join at any time, all the time. Reusing your PMI for multiple meetings or class sessions could mean that guests not intended for that meeting could inadvertently join as the meeting ID does not change.
8. **Password**: Consider setting a meeting passcode for sensitive meetings. The meeting “join link” will encrypt the passcode, and participants with the link won’t actually have to enter the passcode, but participants without the join link will be asked for a passcode in order to join your meeting.
9. **Video**: Verify in the Video field that the video for both the **Host** and **Participants** are set to **On**.
10. **Audio**: We recommend you select both Telephone and Computer audio. This will allow your participants to choose the best option when connecting their audio to the meeting.

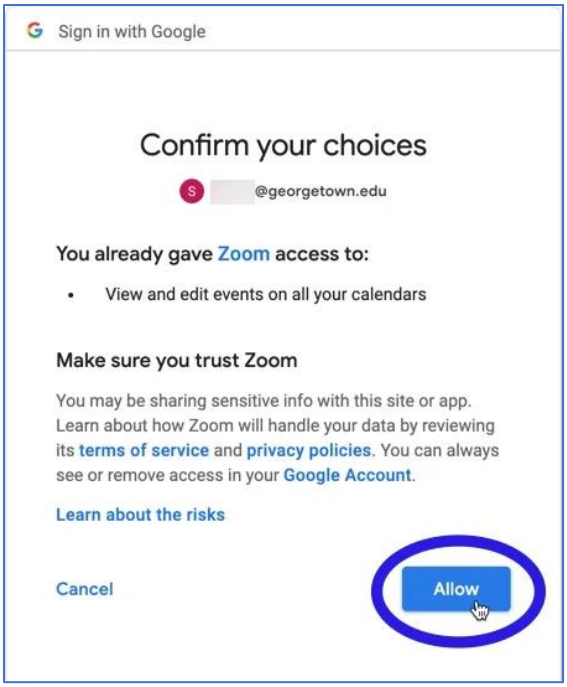
11. **Calendar**: We recommend Georgetown users choose to use **Google Calendar**. The Other Calendars option works well for those who do not use their Georgetown Google Calendar. ***Note***: If you want to schedule a Zoom meeting on your Georgetown Google Calendar, we recommend you first sign in to your Georgetown Google Apps account using your NetID and password.



12. Select **your** advanced options preferences from the list
13. Click Schedule when you're done.
14. **If** you **selected** ***Google Calendar***, your Georgetown Google Calendar will open automatically in your browser.

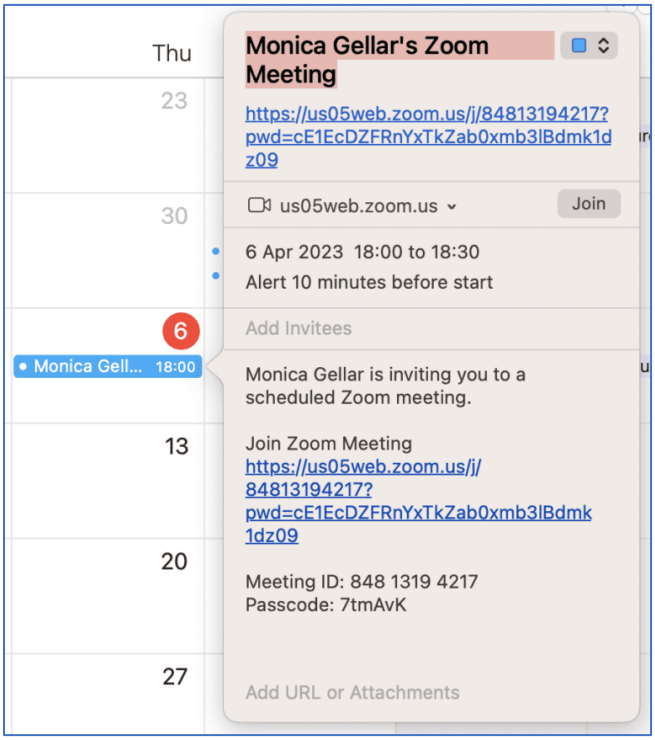


15. If the following screen is displayed, select your Georgetown account.

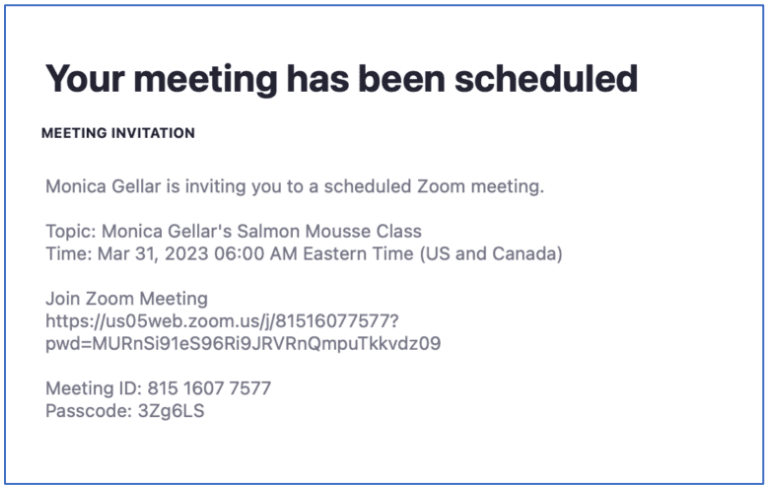


16. If you see the following screen, click **Allow**.

Allowing your participants to join anytime means they can join before the meeting starts. This also enables them to join before the host.
Once you click save, your scheduled meeting will appear as a calendar event in your calendar of choice. This calendar event will show on your screen as a new pop-up window.



If you choose “other calendar” then the meeting invitation will pop up as a text box.



If you are wondering how to create a Zoom meeting link, fear not. The link is automatically generated when you schedule a meeting.

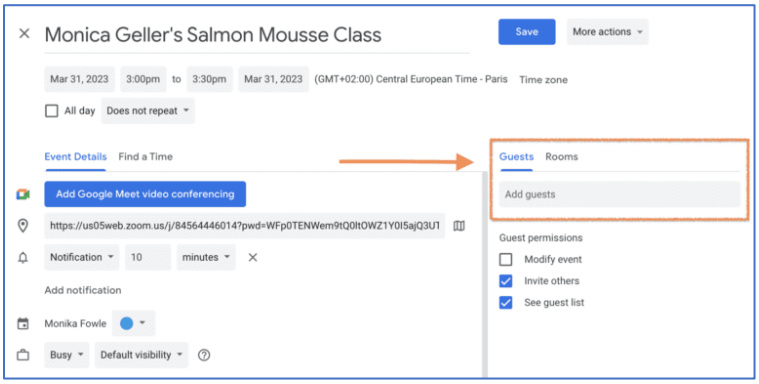
Send Zoom invite

You have two options for how to send a Zoom invite:

1. Copy and paste the meeting invitation from the text box into an email or text.
2. Invite guests with a calendar invitation from your calendar app.

Your meeting invitation will include all the important details like the meeting link and meeting passcode so your guests know where to find you, and how to join.

How to invite someone to a Zoom meeting varies depending on which calendar app you use. Your calendar will prompt you for important information like which guests you want to invite.



No matter which calendar you use, your guests will get an email invitation. They can choose to add it to their own calendar or not.

OPERATE OFFICE APPLICATION

Editing By: ARIF HOSEN

BARISHAL MOHILA TECHNICAL TRAINING CENTER (BMTTC)
ACCELERATING AND STRENGTHENING SKILLS FOR ECONOMIC TRANSFORMATION (ASSET)
C AND B ROAD, BARISHAL

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OPERATE OFFICE APPLICATION

Peripheral Devices

A peripheral device or peripheral is an auxiliary hardware device used to transfer information into and out of a computer. The term peripheral device refers to all hardware components that are attached to a computer and are controlled by the computer system, but they are not the core components of the computer.

Input device

Input devices are peripherals that are used to provide give information to the system in order to get the output. Examples of input devices are computer mouse, keyboards, scanners, joysticks and digital cameras.

Mouse

The mouse is a pointing device. You can give input to the computer with the help of the mouse. More information of computer mouse

Keyboard

The keyboard is used for entering data into the computer system. It can type words, numbers and symbols. More information of computer keyboard.

Scanner

A Scanner Copies pictures and pages, and turns them into images that can be saved on a computer

Touchscreen

A touch screen is an electronic display screen that is also an input device. A user interacts with the computer, tablet, smartphone or touch-controlled appliance by using hand gestures and fingertip movements to tap pictures, moving elements or type words on the screen.

Pen Tablet

A graphics tablet (also known as a digitizer, digital graphic tablet, pen tablet, drawing tablet, external drawing pad or digital art board) is a computer input device that enables a user to hand-draw images, animations and graphics, with a special pen-like stylus, similar to the way a person draws images with a pencil and paper.

Joystick

A joystick makes computer games a lot more fun. When it is moved, it passes information to the computer.

Digital Camera

A digital camera is a camera that captures photographs in digital memory. Most cameras produced today are digital, largely replacing those that capture images on photographic film.

Web Camera

A web camera is used to take live photos videos. You can save them in the computer

A Scanner Copies pictures and pages, and turns them into images that can be saved on a computer

Microphone

A microphone is the mike that can be attached to a computer. It allows you to input sounds like speech and songs into the computer. You can record your voice with the help of a microphone.

Output Device

An output device is something that connects to the user. It converts the computer language data into human-readable form. Output devices show the results of input to the user. These include computer monitor, printer etc.

Monitor

A monitor looks like a TV screen. It shows whatever you type on the keyboard or draw with the mouse

Printer

A printer prints the results of your work from the computer screen on a sheet of paper. This is called a printout.

Plotter

Plotters are used for all kinds of construction and MCAD applications, including technical drawings, maps, orthophotos, and renders. Any application that benefits from crisp text and precise lines on a larger, single-sheet output can see value in a large format HP plotter printer.

Dot Matrix Printer

A dot matrix printer is an impact printer that prints using a fixed number of pins or wires. Typically, the pins or wires are arranged in one or several vertical columns. The pins strike an ink-coated ribbon and force contact between the ribbon and the paper, so that each pin makes a small dot on the paper.

Projector

A projector or image projector is an optical device that projects an image (or moving images) onto a surface, commonly a projection screen. Most projectors create an image by shining a light through a small transparent lens, but some newer types of projectors can project the image directly, by using lasers.

TV Screen

There are four primary competing TV technologies: **CRT**. **LCD** (multiple variations of LCD screens are called QLED, quantum dot, LED, LCD TN, LCD IPS, LCD PLS, LCD VA, etc.) OLED.

Speakers

The speakers are the output devices that produce different types of sounds processed by the computer. You can listen to songs or speeches stored in the computer with the help of speakers

Headphone

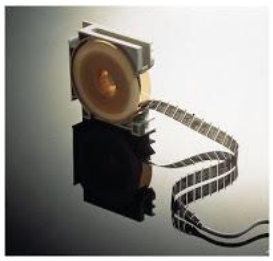
You can listen to music or any sound from a computer with the help of headphones without disturbing others**.**

GPS Devices

A global positioning system (GPS) is a network of satellites and receiving devices used to determine the location of something on Earth. Some GPS receivers are so accurate they can establish their location within 1 centimeter.

Computer Output Microfilm (COM)

Computer-Output-on-microfilm (COM) (also computer output microfilm) is. a process for copying data from storage media on a computer onto microfilm. COM can be produced as microfiche or as 16mm-roll microfilm. a technology enabling the output of computers be recorded directly on microfilm rather than on paper.



Input/Output Device

Input is the signals or data received by the system, and output is result of the input sent to the user in readable form. There are several input and output devices such as computer-based navigation systems. In the world of computing, input/output means source that

Network Interface Controller (NIC)

A NIC provides a computer with a dedicated, full-time connection to a network. It implements the physical layer circuitry necessary for communicating with a data link layer standard, such as Ethernet or Wi-Fi. Each card represents a device and can prepare, transmit and control the flow of data on the network.

Modem

A modem is a computational device which is used to convert data into a signal. By converting the data into a signal, it becomes incredibly easier to send the information over a wifi connection, phone line, etc. In the olden days, you could connect to the internet by using the telephone line.

Media Card Readers

A memory card reader (also known as a USB card reader and an SD card reader) is a small device that is used to access, read, copy and backup data from a wide variety of memory cards such as SD (Secure Digital), CF (CompactFlash), MMC (MultiMediaCardC)

Storage Device

works as a channel of communication between computer system and the user.

A storage device is computer hardware piece that is used to store, carry and pull out the data. These devices can keep the information for both short and long term. These devices are either inside the system or could be outside. These devices come in different shapes and sizes depending on the requirement of the user. They are further categorized into two types: primary and secondary.

Hard Disk Drive

Inside the CPU there is a hard disk. It is made up of one or more metallic disks. It stores a large amount of information.

Floppy Disk Drive

A floppy disk stores small amounts small amounts of information. It works when it is inserted into the floppy drive. The floppy drive is fixed in the CPU.

Solid State Drive

What is a solid-state drive (SSD)? A core component of computers, solid state drives (SSDs) feature swift read, write and boot times on modern machines that is unparalleled by traditional hard drives. A solid-state drive is non-volatile memory (NVM) computer hardware that stores data without moving parts.

USB Flash Drive

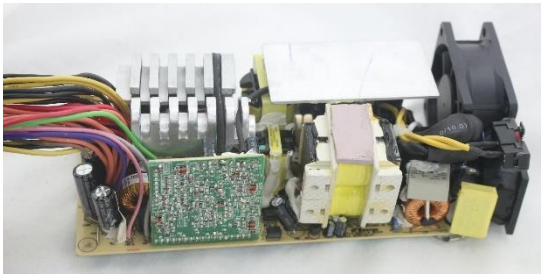
A USB drive, also referred to as a flash drive or memory stick, is a small, portable device that plugs into the USB port on your computer. USB drives are commonly used for storage, data backup, and transferring files between devices.

Compact disc (CD)

A CD stores many times more information than a floppy disk. It works when it is inserted into the CD drive. The CD drive is fixed in the CPU. Note: Not handling the CD properly may result in loss of data stored.

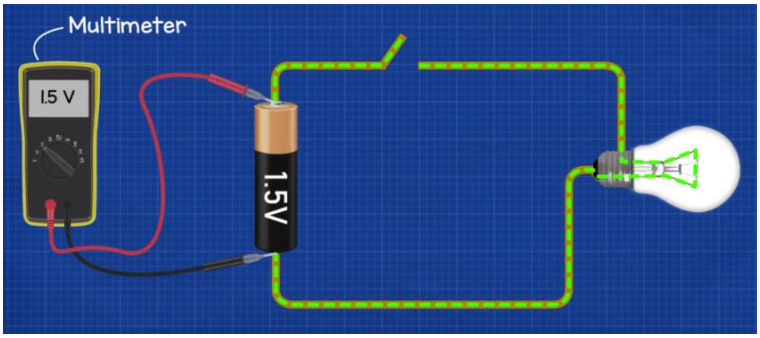
Electrical Parameters

The basic electrical quantities are electrical current and voltage, electrical charge, resistance, capacitance, inductance and electric power.



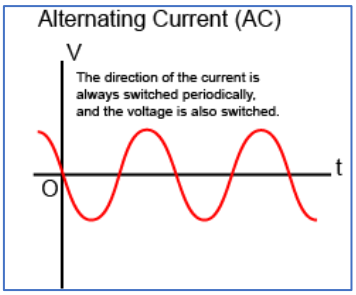
Voltage

Voltage is the pressure from an electrical circuit's power source that pushes charged electrons (current) through a conducting loop, enabling them to do work such as illuminating a light. In brief, voltage = pressure, and it is measured in volts (V)



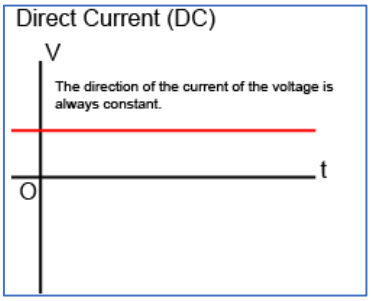
AC Volts

C stands for **alternating current** and it refers to how electrons are moving in an alternating direction in a conductor. In electronics, electrons move from a negative potential to a positive potential.



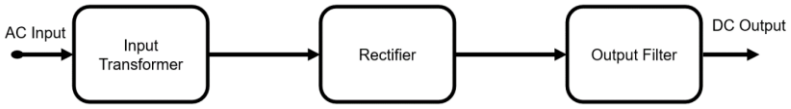
DC Volts

Direct current (DC) occurs when the current flows in one constant direction. It usually comes from batteries, solar cells, or from AC/DC converters. DC is the preferred type of power for electronic devices. Alternating current (AC) occurs when the electric current periodically inverts its direction



Linear AC/DC Power Supply

A linear AC/DC power supply has a simple design.
By using a transformer, the alternating current (AC) input voltage is reduced to a value more suitable for the intended application. Then, the reduced AC voltage is rectified and turned into a direct current (DC) voltage, which is filtered in order to further improve the waveform quality



Graphical User Interface (GUI)

A graphics-based operating system interface that uses icons, menus and a mouse (to click on the icon or pull down the menus) to manage interaction with the system.

Desktop

A desktop is a computer display area that represents the kinds of objects one might find on top of a physical desk, including documents, phone books, telephones, reference sources, writing and drawing tools, and project folders.

Icon

Desktop icons are designed to enable quick access to frequently-used programs, files, folders and so on. Many of these icons will be shortcuts, which are used to launch a program (or whatever) from another location.

Taskbar

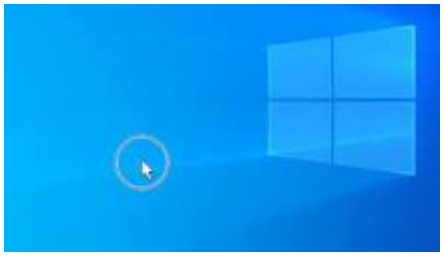
The taskbar is the access point for programs displayed on the desktop, even if the program is minimized. Such programs are said to have desktop presence. With the taskbar, users can view the open primary windows and certain secondary windows on the desktop, and can quickly switch between them.

Resolution

Resolution indicates the number of pixels that are displayed per inch for an image (or pixels per centimeter). Most computer monitors display at resolutions of 72 pixels per inch or 96 pixels per inch.

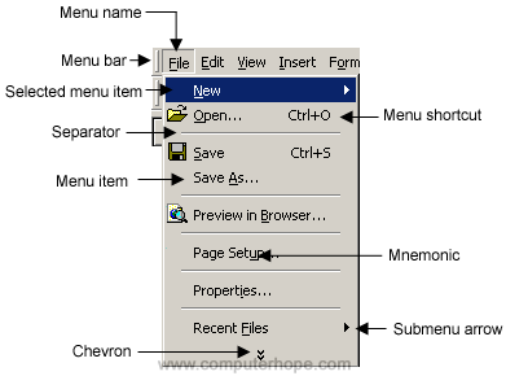
Pointer

In Mouse Properties, on the Pointer Options tab, at the bottom, select Show location of pointer when I press the CTRL key, and then select OK.



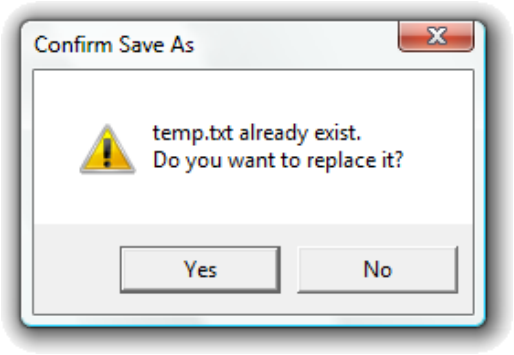
Menus

A menu is a set of options presented to the user of a computer application to help them find information or execute a function. Menus are common in GUIs provided in OSes such as Windows and macOS. They're also used in speech recognition and on internet websites and web pages.



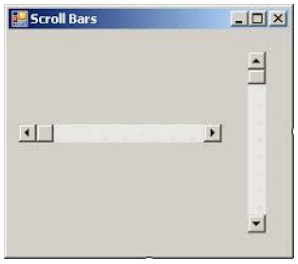
Dialog Box

A dialog box is a temporary window an application creates to retrieve user input. An application typically uses dialog boxes to prompt the user for additional information for menu items.



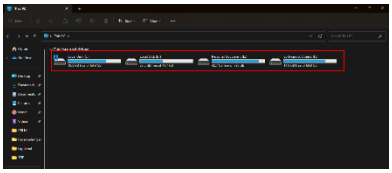
Scrollbars

A vertical bar on the right side of a window or a horizontal bar at the bottom of a window that is used to move the window contents up and down or left and right.



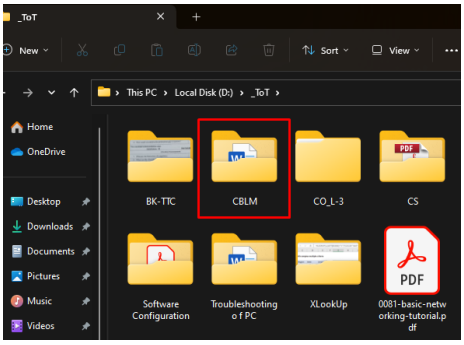
Drive

Disk drive (drive) – a computer device that stores and retrieves information, data, files, programs, etc., from a disk. The drive is often referred to by its letter (your drive letter may differ).



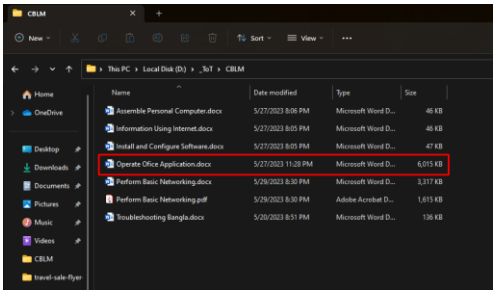
Folder

A folder holds one or more files, and a folder can be empty until it is filled. A folder can also contain other folders, and there can be many levels of folders within folders.



File

A computer file is a computer resource for recording data on a computer storage device, primarily identified by its file name. Just as words can be written on paper, so can data be written to a computer file.



Operating System

An operating system (OS) is the program that, after being initially loaded into the computer by a boot program, manages all of the other application programs in a computer. The application programs make use of the operating system by making requests for services through a defined application program interface (API).

Microsoft Windows

Microsoft Windows (also referred to as Windows or Win) is a graphical operating system developed and published by Microsoft. It provides a way to store files, run software, play games, watch videos, and connect to the Internet.

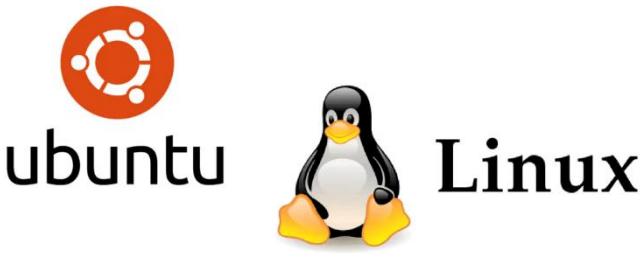
Microsoft Windows was first introduced with version 1.0 on November 10, 1983. Over a dozen versions of Windows were released after that, including the current version, Windows 11.

Microsoft Windows Version

- Windows 11, released in 2021
- Windows 10, released in 2015
- Windows 8.1, released in 2013
- Windows 8, released in 2012
- Windows 7, released in 2009
- Windows Vista, released in 2007
- Windows XP Professional x64 Edition, released in 2005
- Windows XP, released in 2001
- Windows ME, released in 2000
- Windows 2000, released in 2000
- Windows 98, released in 1998
- Windows NT 4.0, released in 1996
- Windows 95, released in 1995
- Windows NT 3.51, released in 1995
- Windows NT 3.5, released in 1994
- Windows 3.2, released in 1993
- Windows NT 3.1, released in 1993
- Windows 3.1, released in 1992
- Windows 3.0, released in 1990
- Windows 2.1x, released in 1988
- Windows 2.0, released in 1987
- Windows 1.0, released in 1985

Ubuntu Linux

Ubuntu is a Linux distribution based on Debian and composed mostly of free and open-source software. Ubuntu is officially released in three editions: Desktop, Server, and Core for Internet of things devices and robots. All of the editions can run on a computer alone, or in a virtual machine.



Apple Mac OS

macOS is a Unix operating system developed and marketed by Apple Inc. since 2001. It is the primary operating system for Apple's Mac computers. Within the market of desktop and laptop computers, it is the second most widely used desktop OS, after Microsoft Windows and ahead of ChromeOS.

Google Android

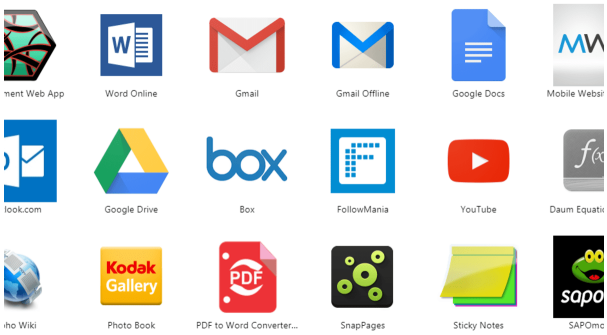
Android is a mobile operating system based on a modified version of the Linux kernel and other open-source software, designed primarily for touchscreen mobile devices such as smartphones and tablets.

iOS

Apple iOS stands for iPhone operating system and is designed for use with Apple's multitouch devices. The mobile OS supports input through direct manipulation and responds to various user gestures, such as pinching, tapping and swiping.

Application Software

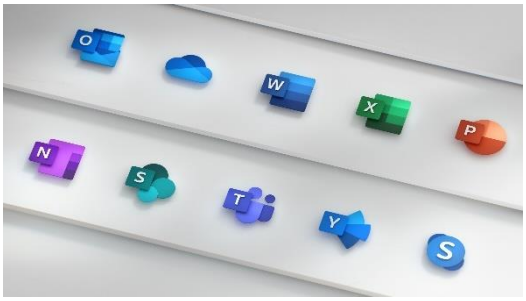
An application is computer software developed specifically to aid a user to perform any specific tasks. A computing platform generally possesses a hardware architecture and a software framework that permits application software to operate, for example, the operating system and programming languages.



Microsoft Office

Microsoft Office, or simply Office, is a family of client software, server software, and services developed by Microsoft. It was first announced by Bill Gates on August 1, 1988, at COMDEX in Las Vegas. Initially a marketing term for an office suite (bundled set of productivity applications), the first version of Office contained Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Over the years, Office applications have grown substantially closer with

shared features such as a common spell checker, OLE data integration and Visual Basic for Applications scripting language. Microsoft also positions Office as a development platform for line-of-business software under the Office Business Applications brand. On July 10, 2012, Softpedia reported that Office was being used by over a billion people worldwide
The current on-premises, desktop version of Office is Office 2021.

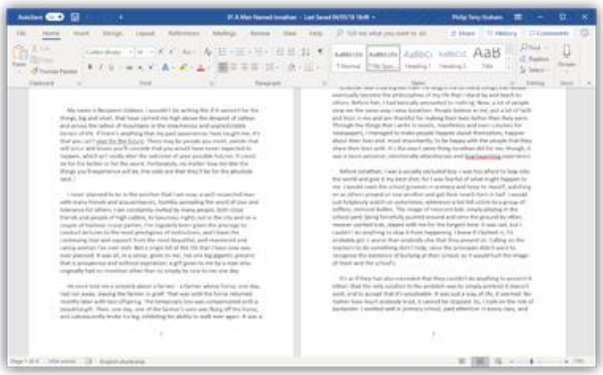


Microsoft Office Version

Microsoft Office 1.0	November 1990
Microsoft Office 3.0	August 1992
Microsoft Office 4.0	January 1994
Microsoft Office 95 (7.0)	August 1995
Microsoft Office 97 (8.0)	November 1996
Microsoft Office 2000 (9.0)	June 1999
Microsoft Office XP (10.0)	May 2001
Microsoft Office 2003 (11.0)	November 2003
Microsoft Office 2007 (12.0)	January 2007
Microsoft Office 2010 (14.0)	June 2010
Microsoft Office 2013 (15.0)	January 2013
Microsoft Office 2016 (16.0)	September 2015
Microsoft Office 2019(16.50)	September 2018
Microsoft Office 2021 (16.50+)	October 2021

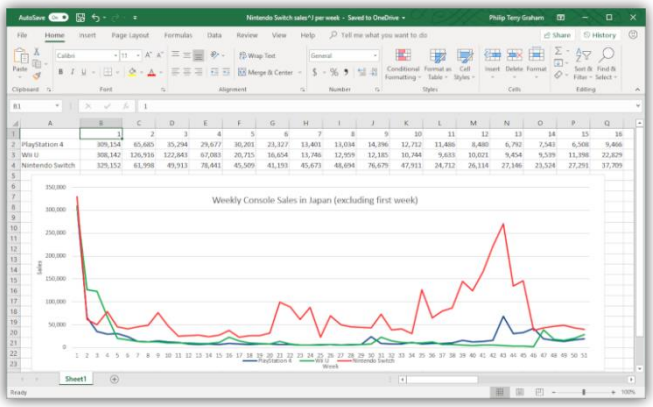
Microsoft Word

Microsoft Word or MS Word (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. Its purpose is to allow users to type and save documents.



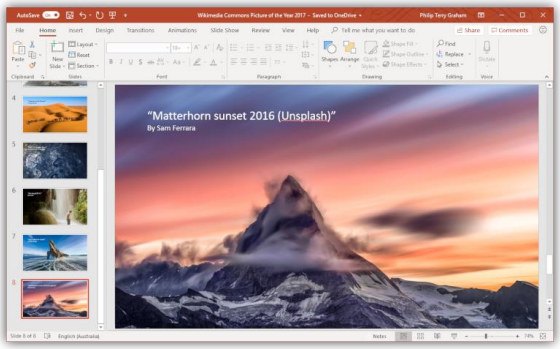
Microsoft Excel

Microsoft Excel is a helpful and powerful program for data analysis and documentation. It is a spreadsheet program, which contains a number of columns and rows, where each intersection of a column and a row is a “cell.” Each cell contains one point of data or one piece of information.



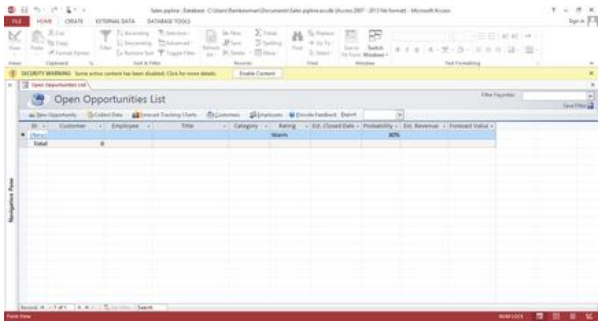
Microsoft PowerPoint

Microsoft PowerPoint is an electronic presentation program that helps people present a speech using a collection of slides. A PowerPoint presentation is a collection of slides that can be used to create oral presentations.



Microsoft Access

Microsoft Access is an information management tool, or relational database, that helps you store information for reference, reporting and analysis. Access can also overcome the limitations found when trying to manage large amounts of information in Excel or other spreadsheet applications.

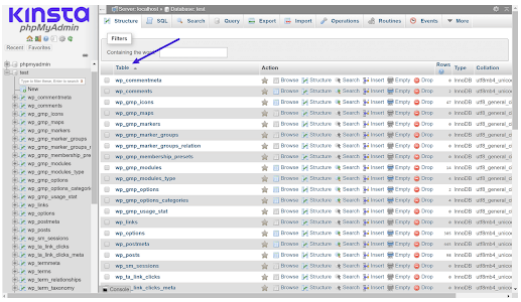


Outlook

Microsoft Outlook is a personal information manager software system from Microsoft, available as a part of the Microsoft Office and Microsoft 365 software suites.

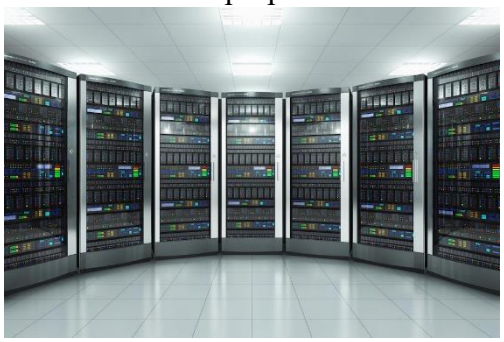
Database Program

A database program is the heart of a business information system and provides file creation, data entry, update, query and reporting functions. The traditional term for database software is "database management system" (see DBMS).



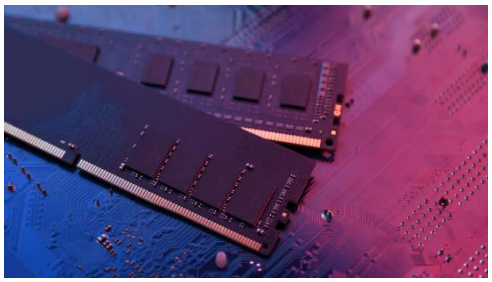
Data Storage

Data storage refers to the use of recording media to retain data using computers or other devices. The most prevalent forms of data storage are file storage, block storage, and object storage, with each being ideal for different purposes



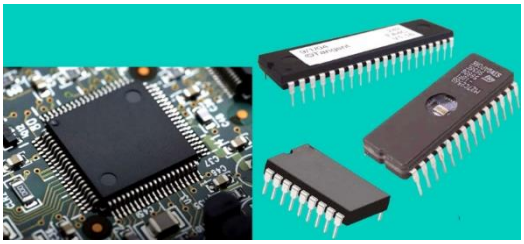
RAM

RAM is a common computing acronym that stands for random-access memory. Sometimes it's called PC memory or just memory. In essence, RAM is your computer or laptop's short-term memory. It's where the data is stored that your computer processor needs to run your applications and open your files.



ROM

What is ROM? ROM (**read-only memory**) is a non-volatile memory type. This means it receives data and permanently writes it on a chip, and it lasts even after you turn off your computer.



Hard Disk

A computer hard disk drive (HDD) is **a non-volatile data storage device**. Non-volatile refers to storage devices that maintain stored data when turned off. All computers need a storage device, and HDDs are just one example of a type of storage device.

CD/DVD

The term CD is an acronym for Compact Disk. The term DVD is an acronym for Digital Versatile Disk. Layer of Recording. It has its metal layer or recording layer closer to the provided disk's top.

Flash Drive

A USB drive, also referred to as a flash drive or memory stick, is a small, portable device that plugs into the USB port on your computer. USB drives are commonly used for storage, data backup, and transferring files between devices.

Floppy Drive

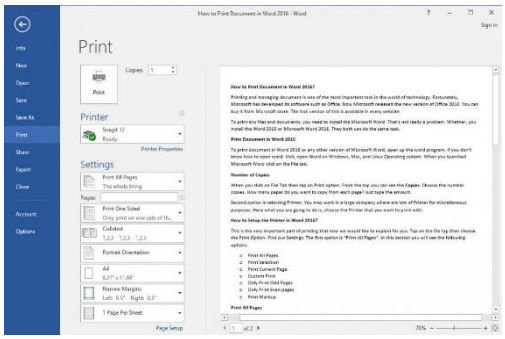
A floppy disk or floppy diskette is a type of disk storage composed of a thin and flexible disk of a magnetic storage medium in a square or nearly square plastic enclosure lined with a fabric that removes dust particles from the spinning disk.

External Hard Drive

External hard drives are useful for backing up computers and transferring data between computers. An external hard drive can be disconnected from your computer. They can be used to back up files or an entire computer depending on size. External hard drives do not require an internet connection to access files.

Print Setting

a copy made by printing. (2): a reproduction of an original work of art (such as a painting) made by a photomechanical process. (3): an original work of art (such as a woodcut, etching, or lithograph) intended for graphic reproduction and produced by or under the supervision of the artist who designed it.

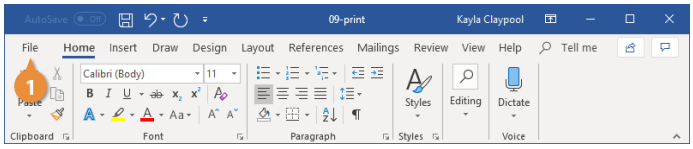


Default printer brand and model

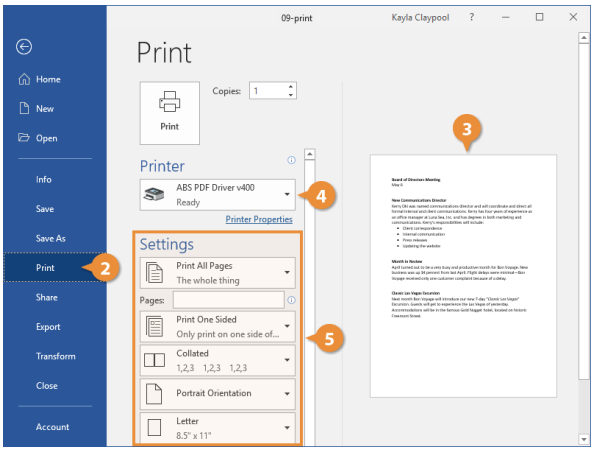
Here's a list of all printer manufacturers we can help with: Brother, Canon, Dell, Dymo, Epson, Fudjisu, HP, IBM, Kodak, Konica Minolta, Kyocera, Lexmark, Oki, Panasonic, Pantum, Pitney Bowes, Pyramid, Ricoh, Samsumg, Sharp, Tektronix, Toshiba, Xerox.

Print a Document

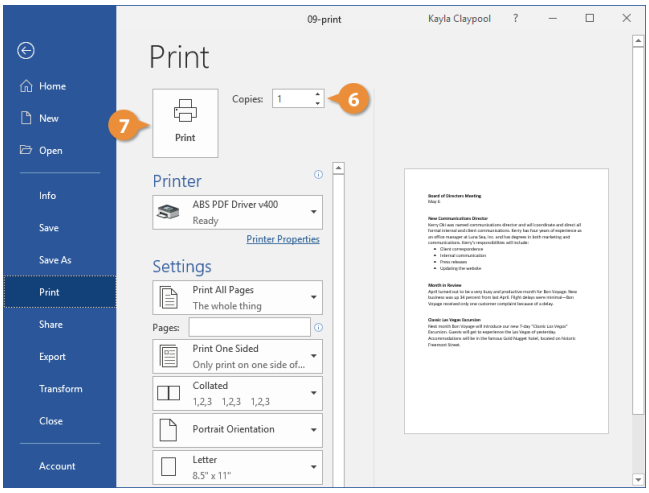
1. Click the File tab.



2. Click Print.
3. Examine the print preview on the right side of the screen to ensure the document appears correct.
4. Select the correct printer by clicking the Printer list arrow and selecting it from the list.



5. Adjust the printer settings using the options below the printer, described in the following table.



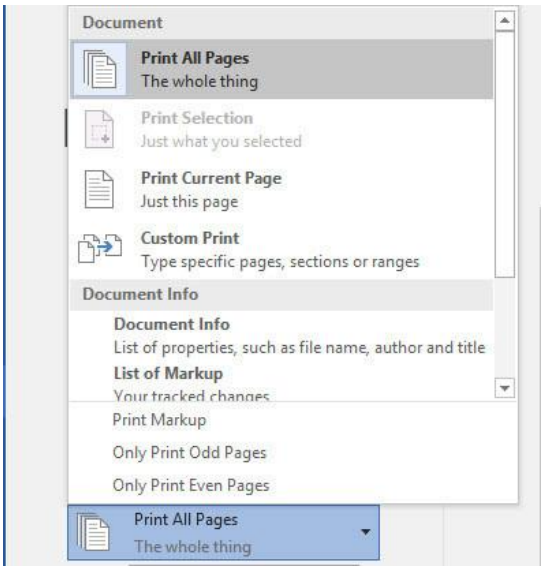
6. Set the number of copies in the Copies text field.
7. Click Print.

Page

This is the very important part of printing that now we would like to explain for you. Tap on the file tab then selects “Print Option” Find out Settings. The first option is “Print All Pages”. In this section, you will see the following options.

- Print All Pages
- Print Selection
- Print Current Page
- Custom Print
- Only Print Odd Pages
- Only Print Even pages
- Print All Pages

Whenever you select this option, this will allow you to print all the document pages. That’s not a problem, whether there should be one page or thousands of pages. The Printer will print all those pages.



Print Selection

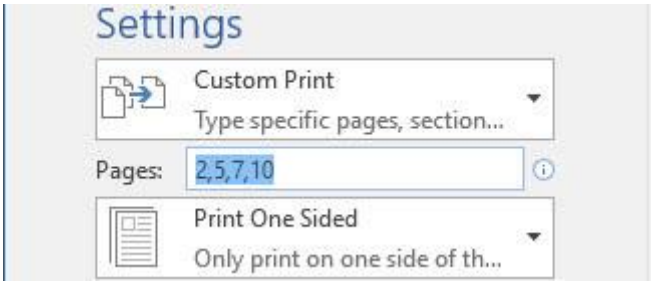
When you choose this option, it will help you to print a particular part of the page. For example; you want to print only a table from one page. This option is the best way to do this task.

Print Current Page

The print current page will allow the user to have the print of only the page is currently in use. This only prints the current page from that document.

Custom Print

Type the specific pages, sections, or ranges. Select Custom Print will help you to print some particular pages. For example; You want to print page 1,3,5,6,20. Just select those pages and hit the print button.

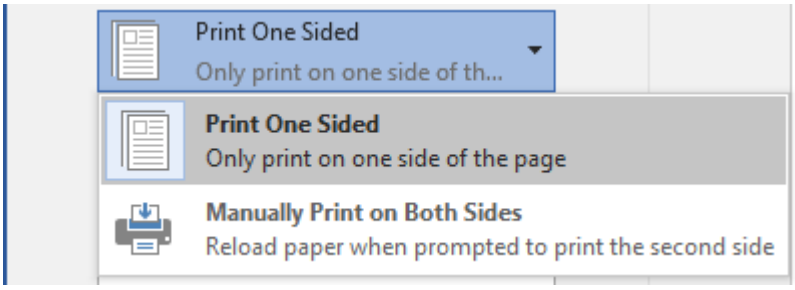


Only Print Odd Pages or Even Pages

There may be many times that you need to print either odd or even pages in a print job. For instance, you may want to put your pages through the printer twice so you can print on both sides. (This is a viable approach if your printer doesn't automatically print on both sides of the paper). If you choose the Even page, the Printer will print all even pages Like; 2,4,6,8,10,12, and so on. Whenever you select the Odd Pages, the Printer will print all those odd pages like; 1,3,5,7,9,11, and so on.

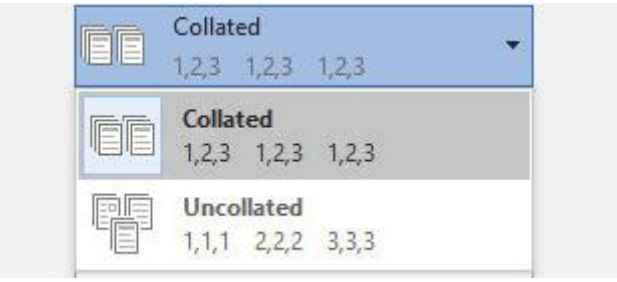
Printing Sides

If you want to print one side of the paper, you can select "Print One Sided". Otherwise, do select "Manually Print on Both Sides". When you select on both side of the paper. It has some advantages. For instance, you will avoid wasting papers.



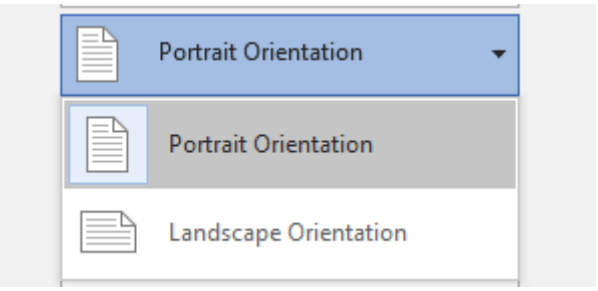
Collated or Uncollated

Collated, it means that when you want to print something, it will copy the first page then will go to the second page & third page. As an example; You have 5 pages and you want to copy each page 3 times. So now if you select the "Collated", the Printer will print the first-page second page till 5 page then start from the beginning until 3 times completed. On the other hand, if you choose the uncollated. This means that the Printer will print first page 3 time and second page 3 times till 5 pages.



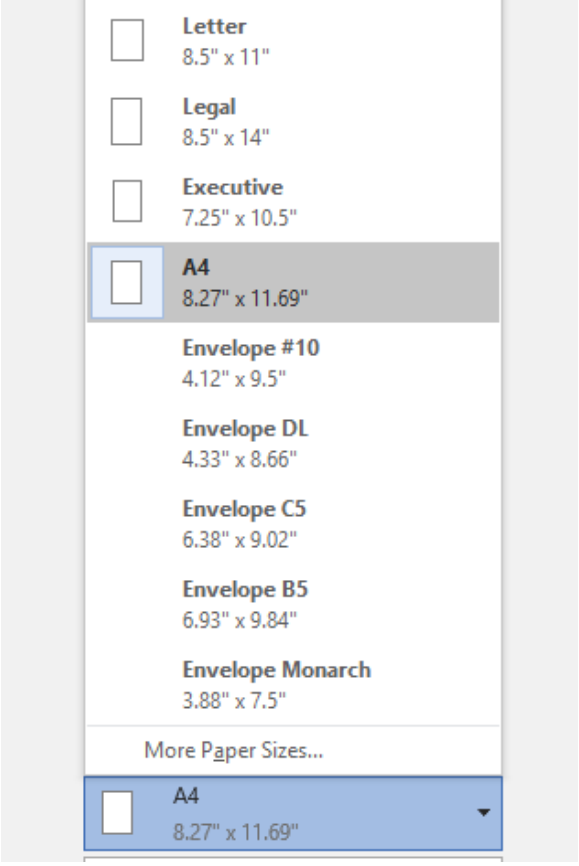
Page Orientation

You might see some papers that are landscape and some of them are Portrait. Portrait means vertical and Landscape means scenery.



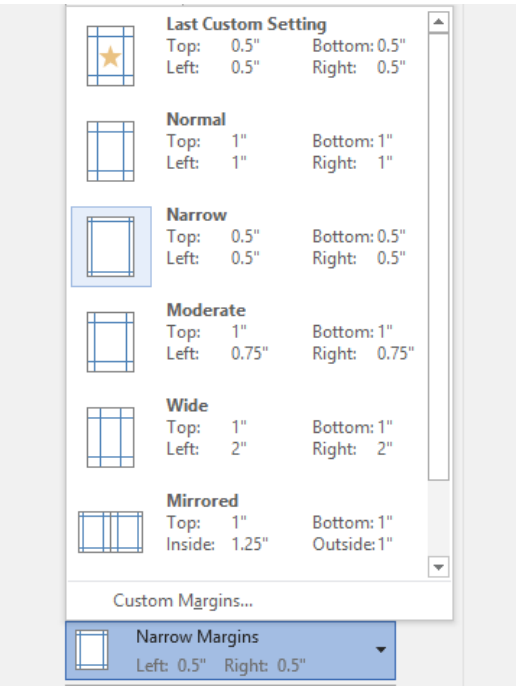
Page Size

This is very important everyone must know about it. When you have an idea to print some papers. First, you have to find a proper size in which type of paper, you would like to print. A4 paper, Legal, Executive, Envelope, Letter, and so many more sizes are there that you have to select the one which you have the paper with yourself.



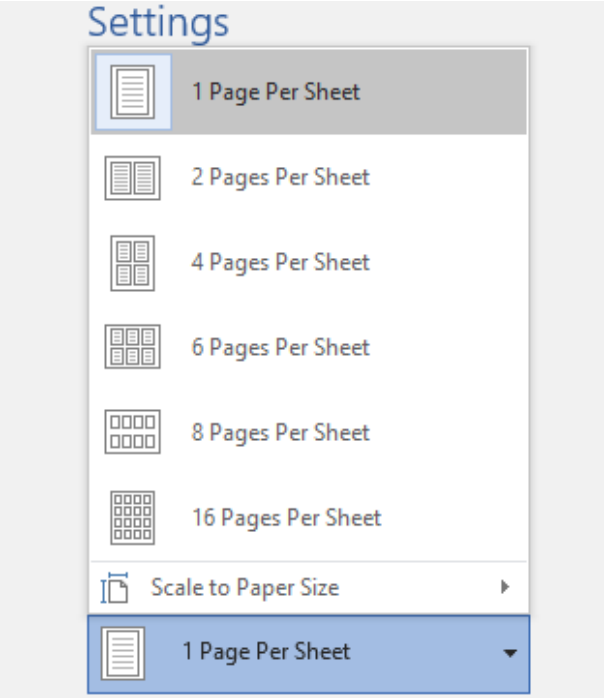
Margins

The margin is likely notebook's side. If you want to save your paper, so select the narrow margin from the list. You can find this tool under Layout Tab. You can be setting up the Page Setup.



Number of Page Per Sheet

Microsoft allows you to print multiple pages just in one page. As you can see the screenshot below. Even you can print 16 pages in one sheet. Moreover, you choose more page so the quality will decrease. The reader will not be able to read that without glasses. It's good on that time that you don't have enough paper. Just use this feature.



MICROSOFT OFFICE

Editing By: Arif Hosen

SKILL FOR EMPOLYMENT INVESTMENT PROGRAM (SEIP)

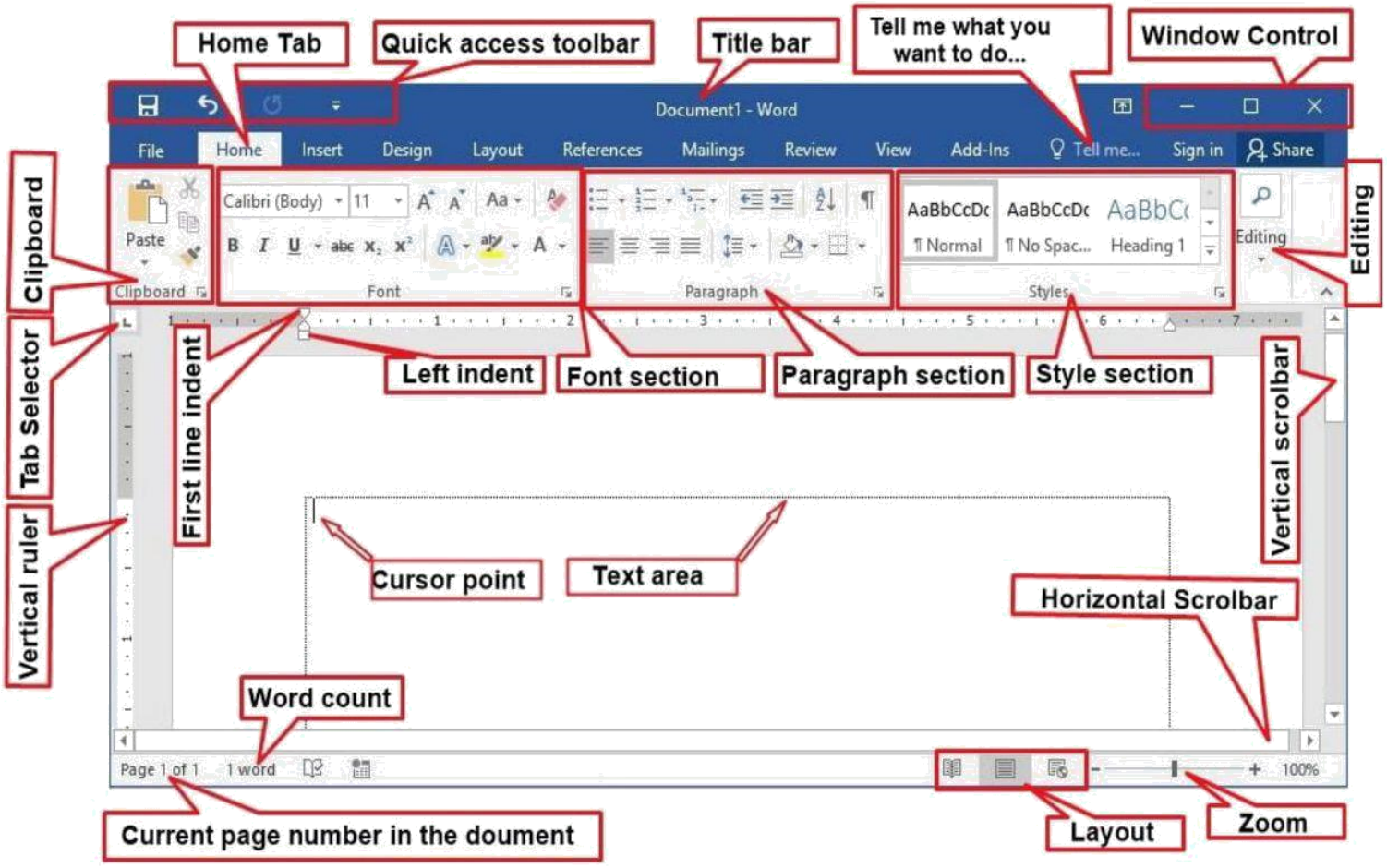
ACCELERATING AND STRENGTHENING SKILLS FOR ECONOMIC TRANSFORMATION (ASSET)

C and B Road, Barishal

Run Microsoft Word:

Run the application from the start menu, or clicking the Word icon

Following environment of MS Office will appear. You can create and format document here.

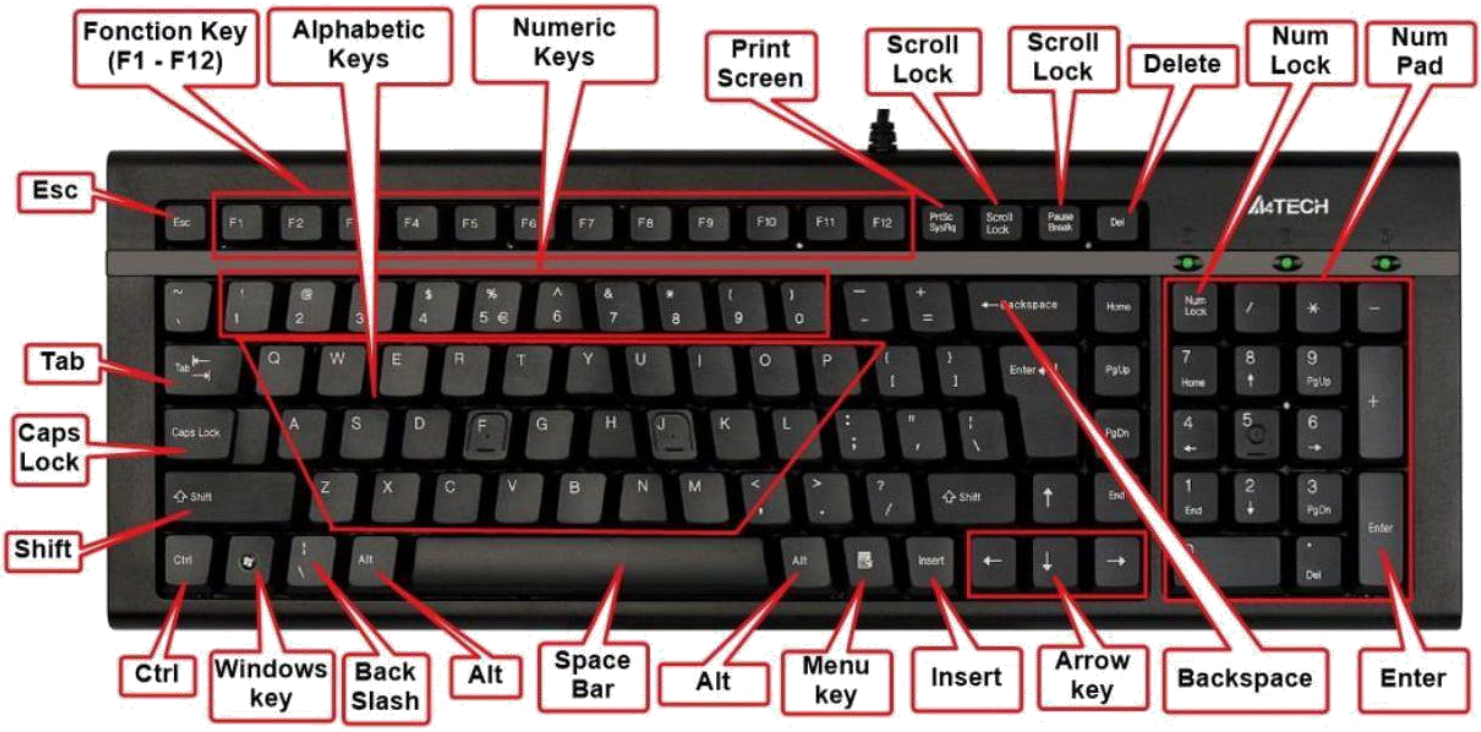


You can start creating document from the cursor point.

Keyboard Layout:

- It is important to know the use of Keyboard and its keys while you are creating documents.
- A keyboard layout is any specific mechanical, visual, or functional arrangement of the keys, legends, or key-meaning associations of a computer, typewriter, or other typographic keyboard. Mechanical layout is the placements and keys of a keyboard.
- Following figure oa aKeyoard is self explanatory.

Figure:



Use of Function key:

F1 Displays the Word Help window.

F2 Rename file or folder

F3 Building Block? Replaces an AutoText entry from the preceeding word

F4 Repeats the last command or action.

F5 Displays the GoTo dialog box.

F6 Moves to the next pane in a document (if the window is split)

F7 Displays the Spelling dialog box.

F8 Toggles whether to extend a selection with the arrow keys

F9 Updates all the field codes in the current selection

F10 Toggles the display of the ribbon shortcut keys otherwise known as Access keys.

F11 Moves to the next Field

F12 Displays the Save As dialog box.

Shift + Function

Shift + F1 Redundant see below.

Shift + F3 Toggles between lowercase, mixedcase and uppercase on the selection

Shift + F4 Repeats the last Find, the same as Find Next

Shift + F5 Moves to the position of the insertion point when the document was last saved

Shift + F6 Moves to the previous pane in a document (if the window is split)

Shift + F7 Displays the Thesaurus dialog box.
Shift + F8 Shrink / reduce selection
Shift + F9 Toggles between displaying field codes and field results
Shift + F10 Displays the Shortcut menu for the selected item.
Shift + F11 Moves to the previous Field
Shift + F12 Saves, Displays the Save As dialog box if a new document

Ctrl + Function

Ctrl + F1 Toggles the display of the Ribbon.
Ctrl + F2 Displays the Print Options on the File tab.
Ctrl + F3 Spike / cut to spike (multiple cuts to clipboard)
Ctrl + F4 Closes the active document or window (saving first).
Ctrl + F5 Restores the size of the active document or window
Ctrl + F6 Moves to the next open document or window
Ctrl + F7 Activates the Move window command
Ctrl + F8 Activates the Resize window command
Ctrl + F9 Inserts a blank Field containing two curly brackets
Ctrl + F10 Toggles between maximising and restoring the size of the active document or window
Ctrl + F12 Displays the Open dialog box.

Ctrl + Letters

Ctrl + A Selects all the text in the active document
Ctrl + B Toggles bold on the current selection
Ctrl + C Copies the current selection to the clipboard.
Ctrl + D Display the Font dialog box
Ctrl + E Centre aligns the current selection
Ctrl + F Displays the Navigation task pane.
Ctrl + G Displays the GoTo tab on the Find and Replace dialog box.
Ctrl + H Displays the Find and Replace dialog box with the Replace tab active.
Ctrl + I Toggles italics on the current selection
Ctrl + J Justifies the current selection / ie full paragraph justification
Ctrl + K Inserts a hyperlink (does is display dialog?)
Ctrl + L Left aligns the current selection
Ctrl + M Indents the paragraph. Increase indent
Ctrl + N Creates a new document based on Normal.dot template
Ctrl + O Displays the Open dialog box
Ctrl + P Displays the Print Options on the File tab.
Ctrl + Q Resets the formatting back to the original paragraph style (removes any manual character formatting)
Ctrl + R Right aligns the current selection
Ctrl + S Saves, Displays the Save As dialog if new document

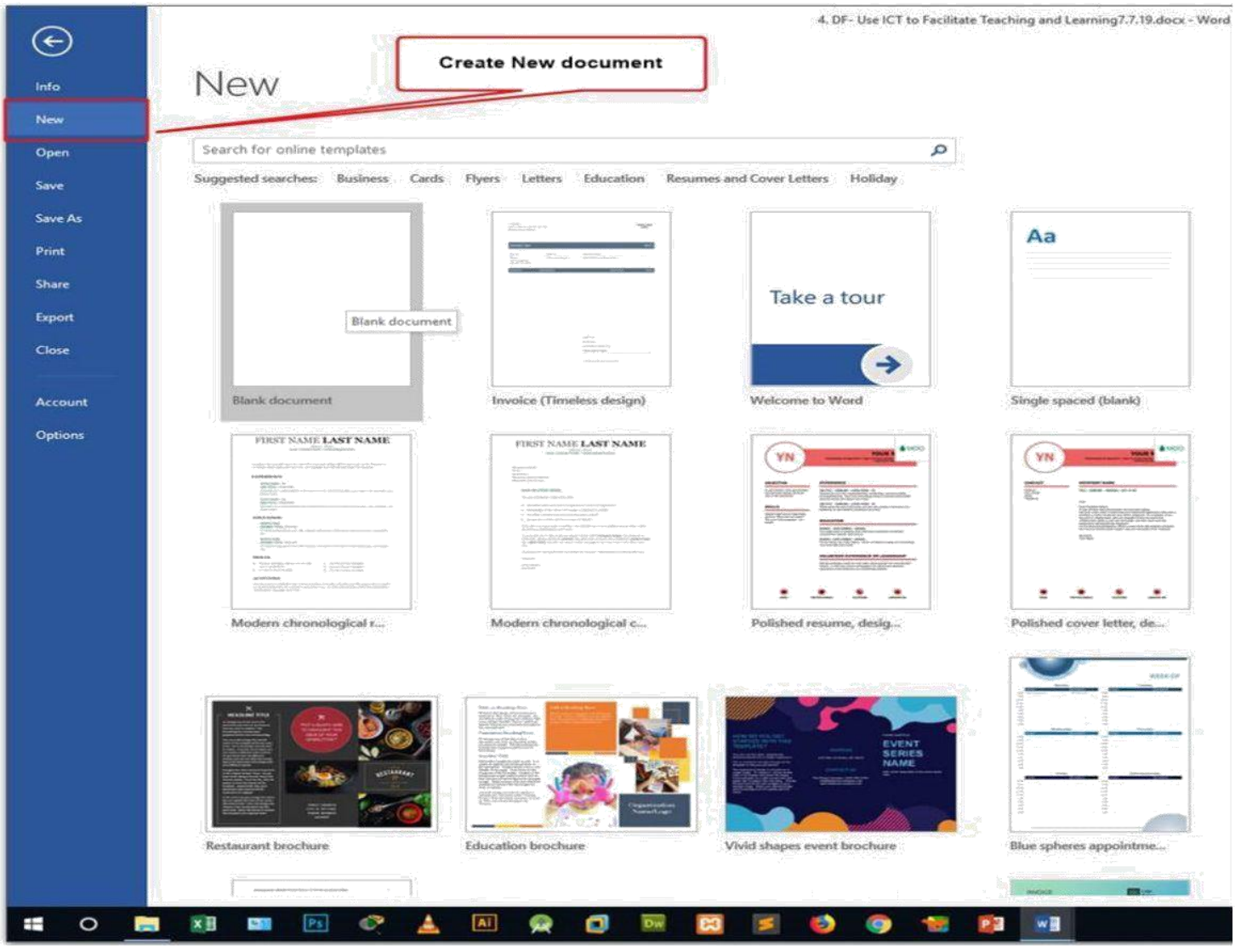
Ctrl + T Increases the Hanging Indent of the current paragraph
Ctrl + U Toggles underining (continuous) on the current selection
Ctrl + V Pastes the entry from the clipboard.
Ctrl + W Closes the active document or window (saving first).
Ctrl + X Cuts the current selection to the clipboard.
Ctrl + Y Redo the last Word operation.
Ctrl + Z Undo the last Word operation.

Formatting Data:

Ctrl +] Increases the font size of the current selection by 1 point
Ctrl + [Decreases the font size of the current selection by 1 point
Ctrl + Shift +] Increases the font size of the current selection by 1 point
Ctrl + Shift + [Decreases the font size of the current selection by 1 point
Ctrl + Shift + > Increases the font size to the next size in the font drop-down list
Ctrl + Shift + < Decreases the font size to the previous size in the font drop-down list
Ctrl + Shift + - Inserts a non breaking hyphen (iegrammer note 2 hyphens = 1 dash)
Ctrl + = Applies **Subscript** to the selection (automatic spacing ??)
Ctrl + Shift + = Applies **Superscript** to the selection
Ctrl + Spacebar Resets the formatting back to the original style (removes any manual formatting)
Alt + Shift + Right Arrow Demotes the paragraph to the previous heading style
Alt + Shift + Left Arrow Promotes the paragraph to the next heading style

Creating Document

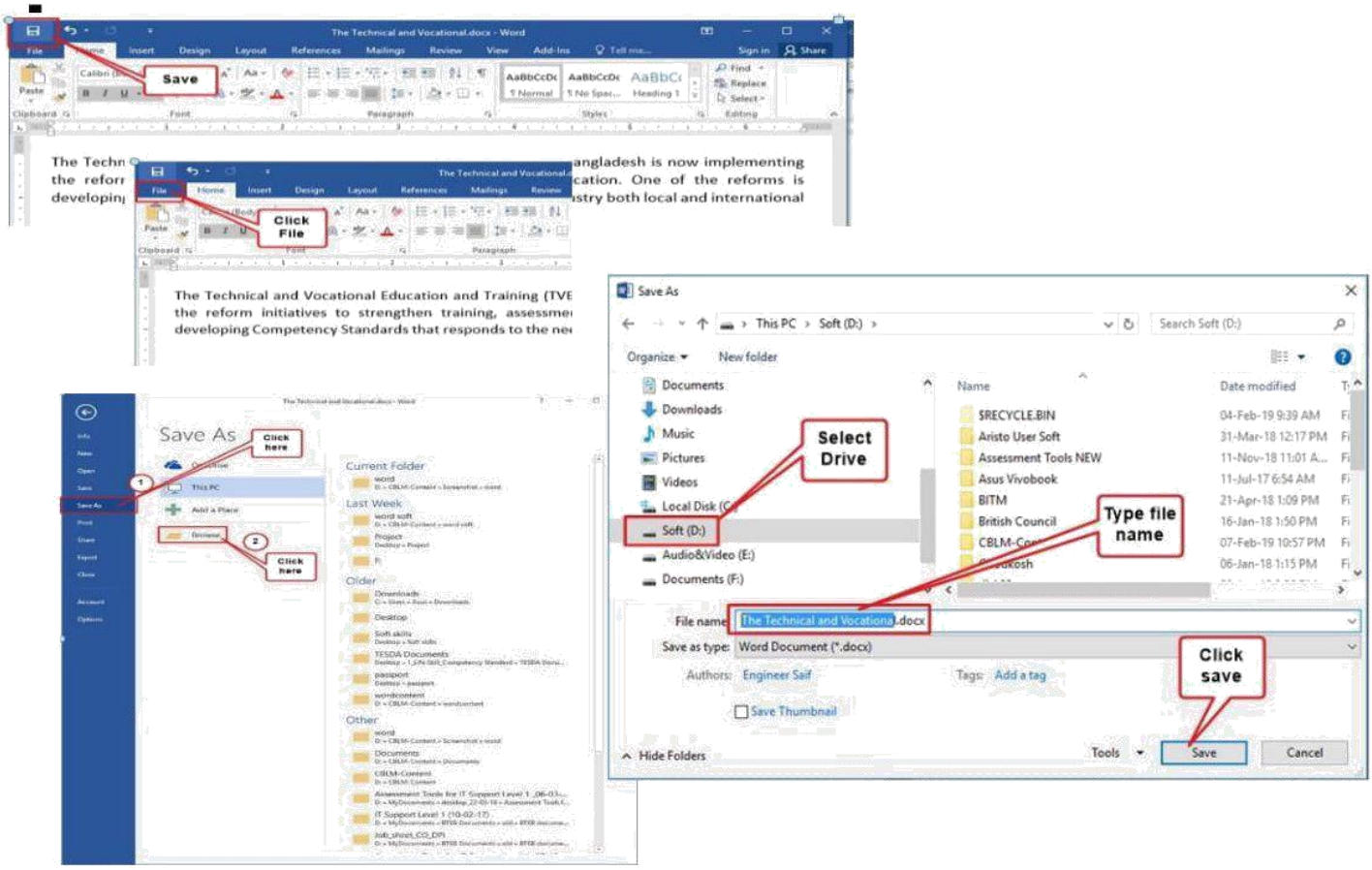
- Geneally the writing space will appear when you open MS Word or any word processing application.
- If you Choose New from filemenu, a dialogue box will appear with default templets for your document.



- Create document on the following topics –
  - Resume /Curriculum vitae.
  - Envelopes
  - Letters
  - Memos
  - Minutes
  - Short reports
  - Simple one-page flyers
- From File Tab choose Save or Save As
- A dialogue box will appear. Here –
  - Select a destination where the document will be saved. Default location is "Document" folder.
  - Put arelevent name for the document.
  - Click on the button marked "Save".
- You can use this document for editing, store or sending to other.

Save Document:

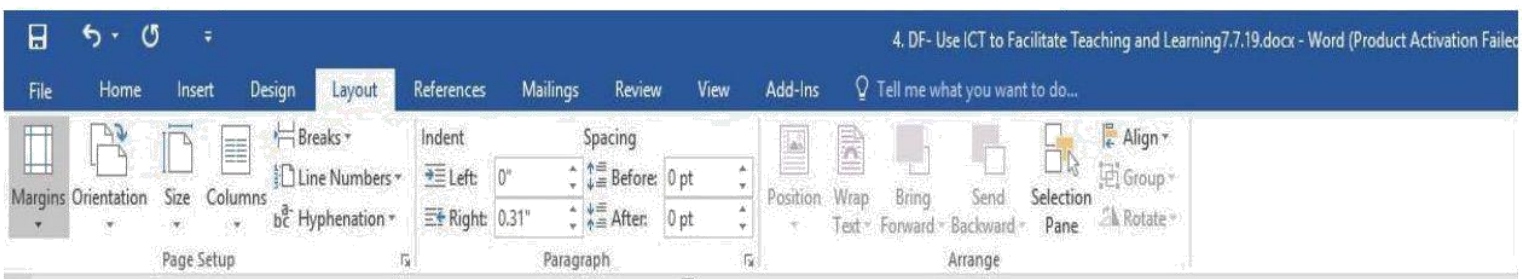
- You can save a file to a folder on your hard disk drive, a network location, the cloud, a DVD, the desktop, flash drive, or save as another file format such as RTF, CSV or PDF. While you must identify the target location, if it is different than the default folder, the saving process is the same regardless of what location you choose. Bydefault, Office programs save files in the default working folder. To save the copy in a different location, click a different folder in the folder list.
-



Document layout and formatting
Document layout and formatting includes followings –

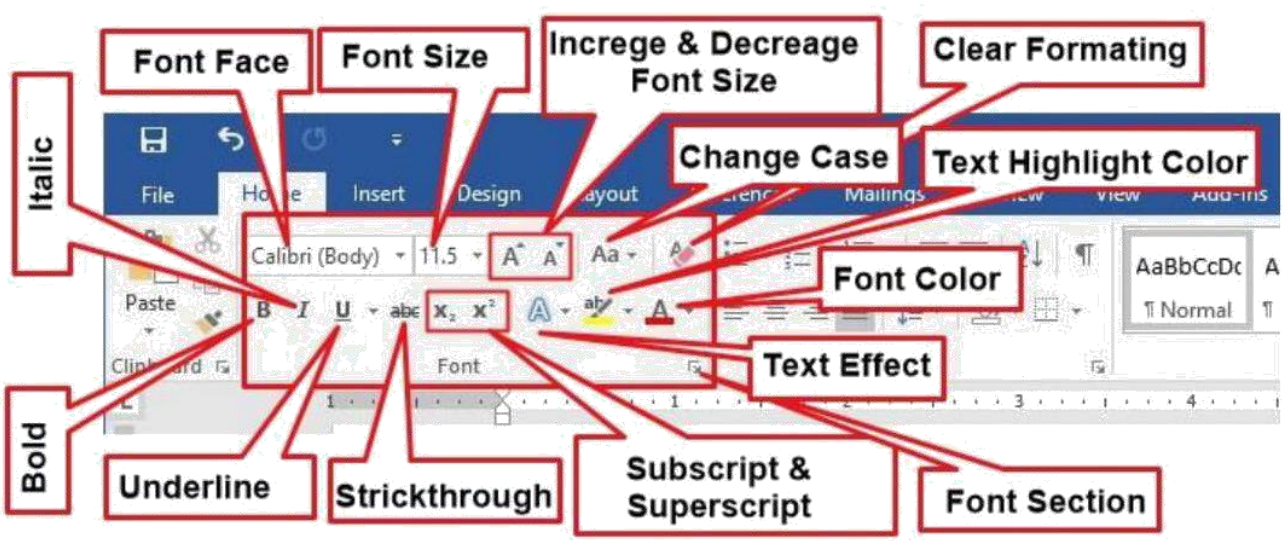
- Page settings
- Font Settings
- Formatting styles
- Table utilization

Page setting
For pge setting options press on the "Layout" tab and you will find options related to set up a document page.



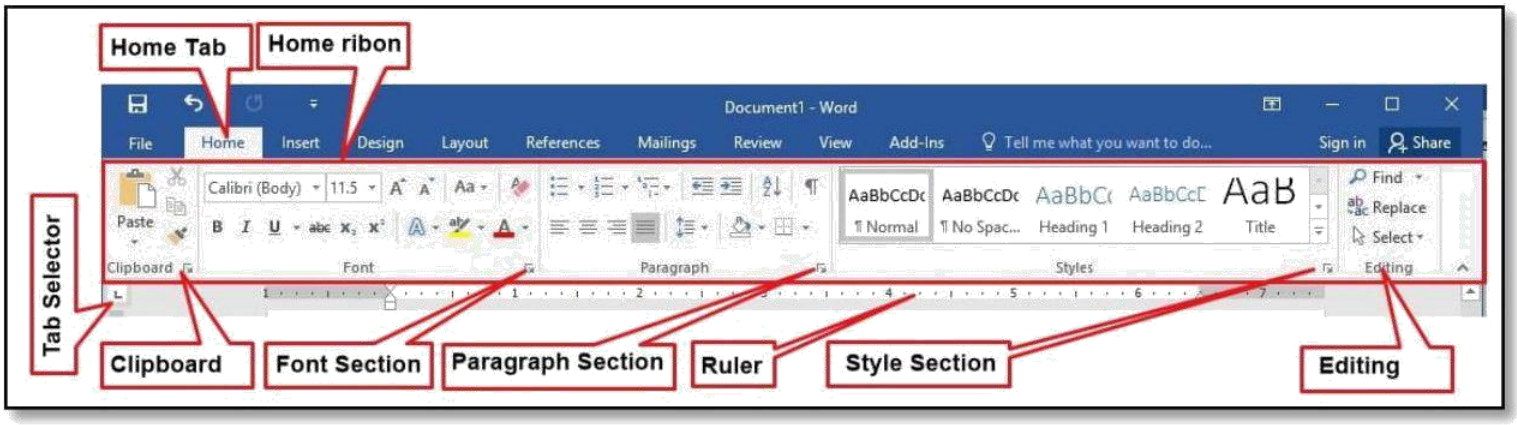
Use the options to make your document pages attractive.

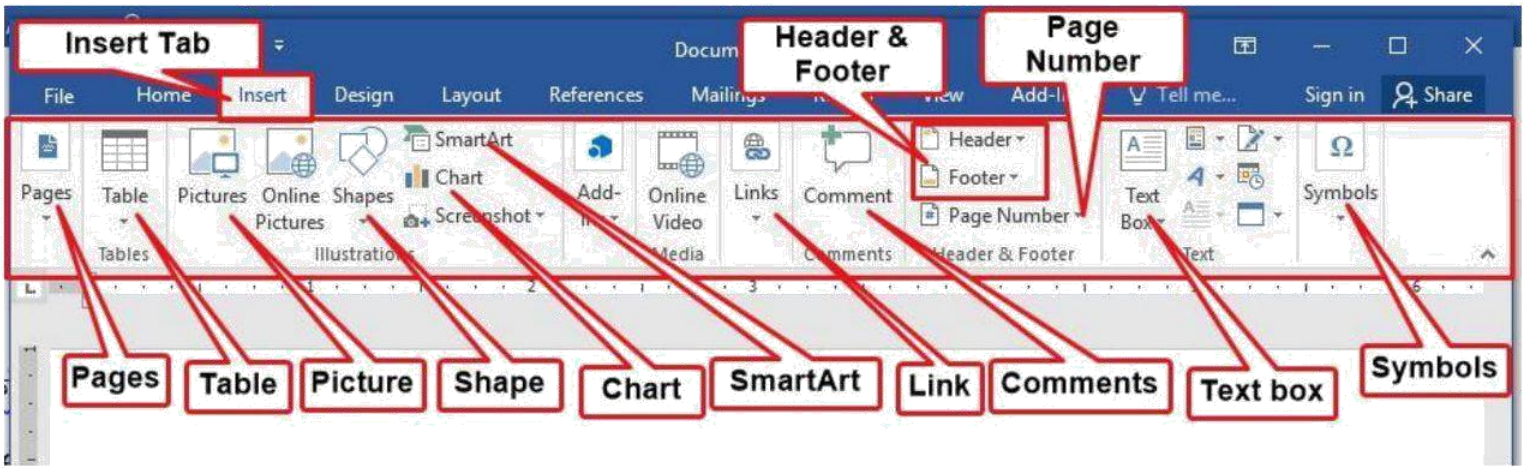
Font Settings
For choosing font and its attributes, you will find options on Home tab.



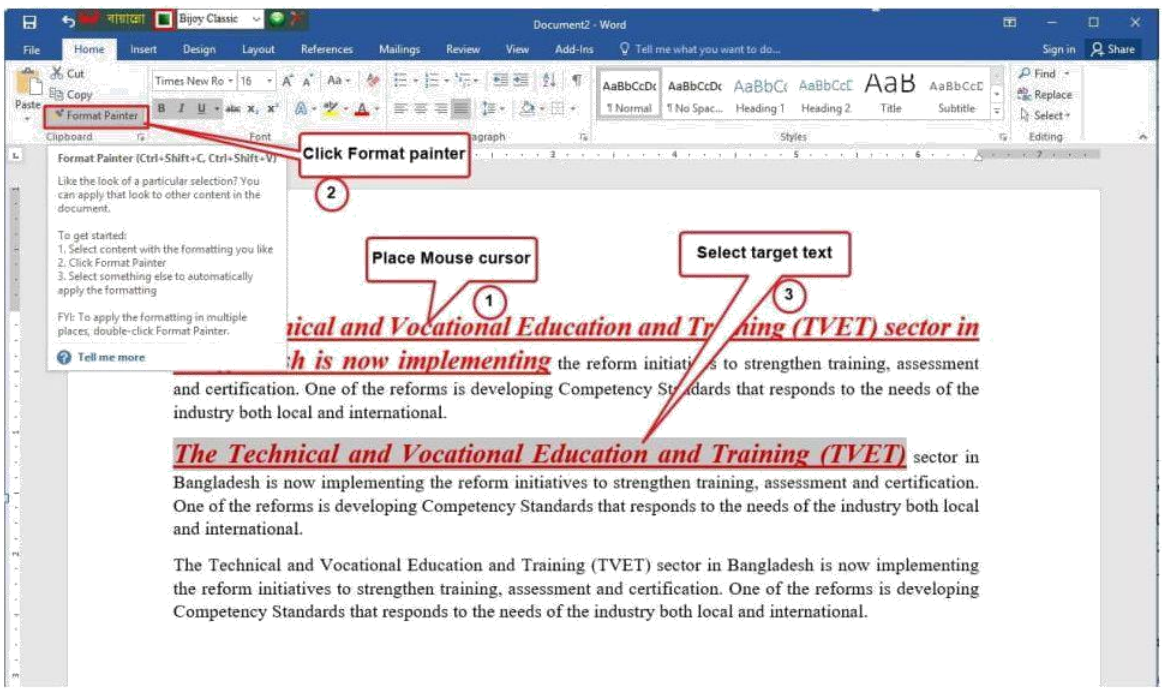
More options will be found by clicking on: Font section point.

Formatting styles



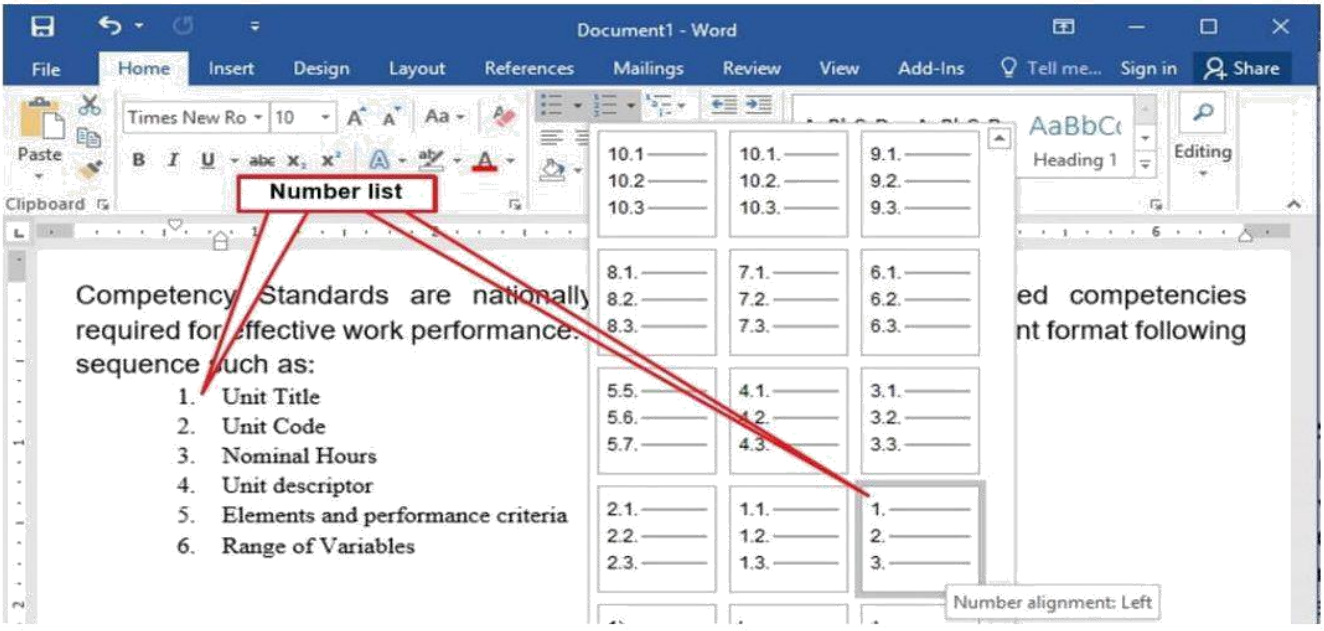


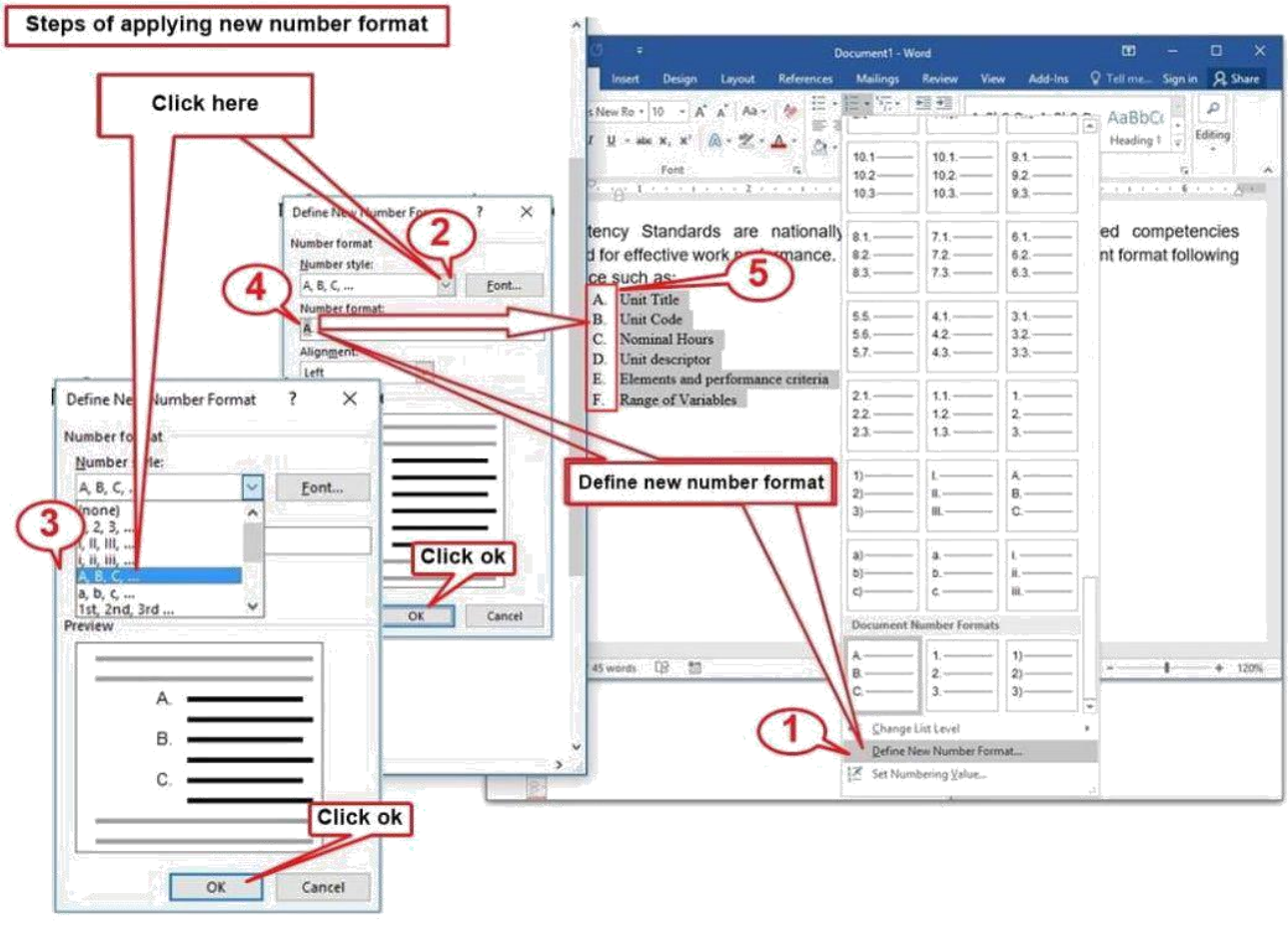
Format Painter:



Numbering:

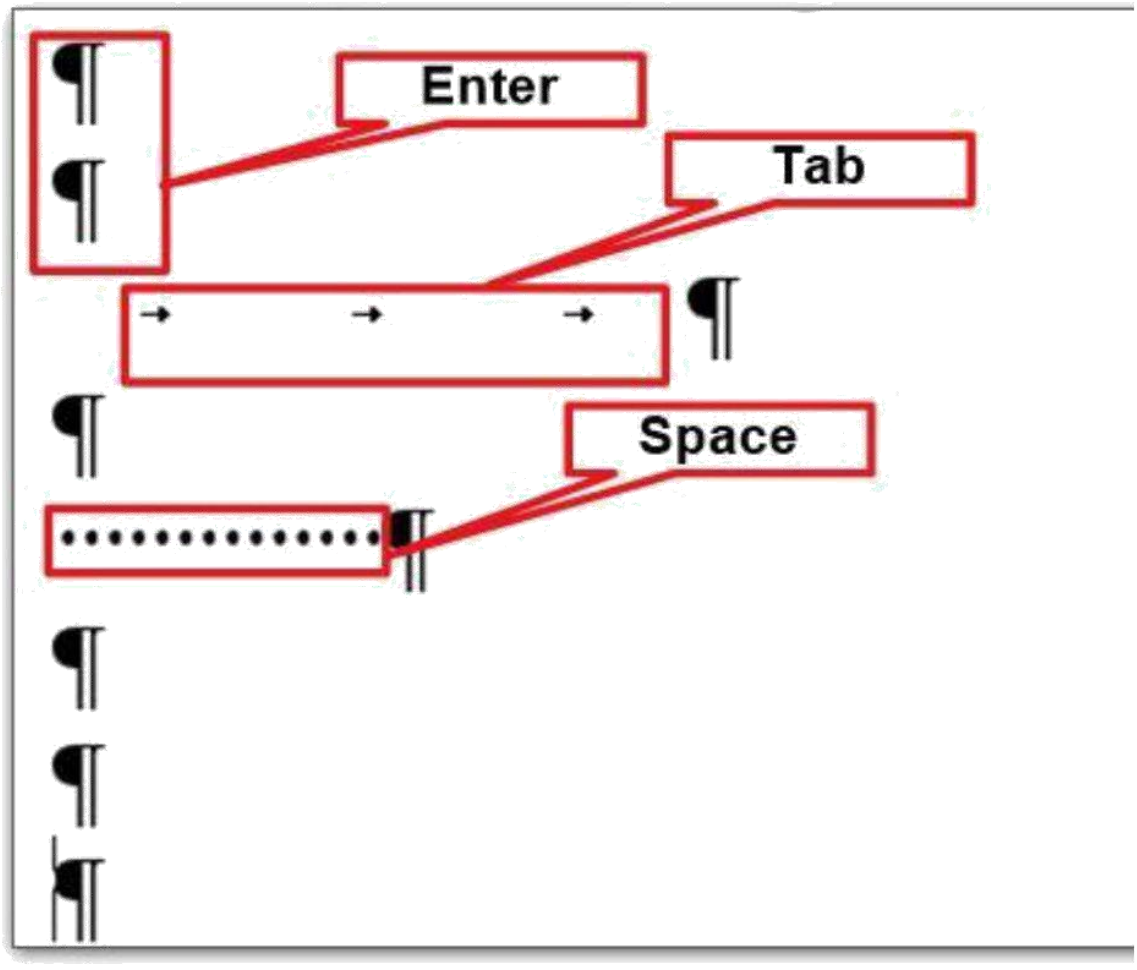
Numbering referred to as an ordered list, number format, or number list, numbering is a list order done with numbers for checklists or a set of steps.





Shower Hide Formatting Mark:

Formatting marks The button for the 'Show/Hide Formatting Marks' command looks like *marks* (e.g., spaces, tabs, and paragraph breaks) in a Microsoft *Word* document.

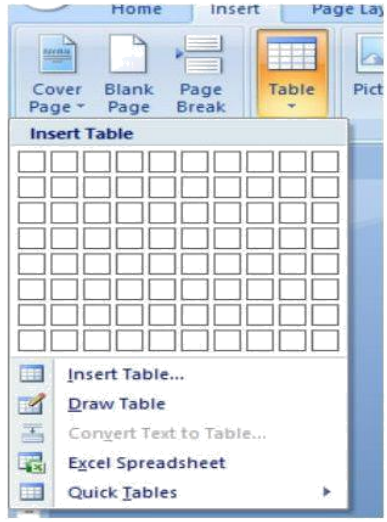


- You will find formatting styles options at the right side of "Home" Tab.

- You will find all styles by clicking on the drop down arrow at the right side of the style icons.

- Select text on your document and apply styles from the list. Check the effects.

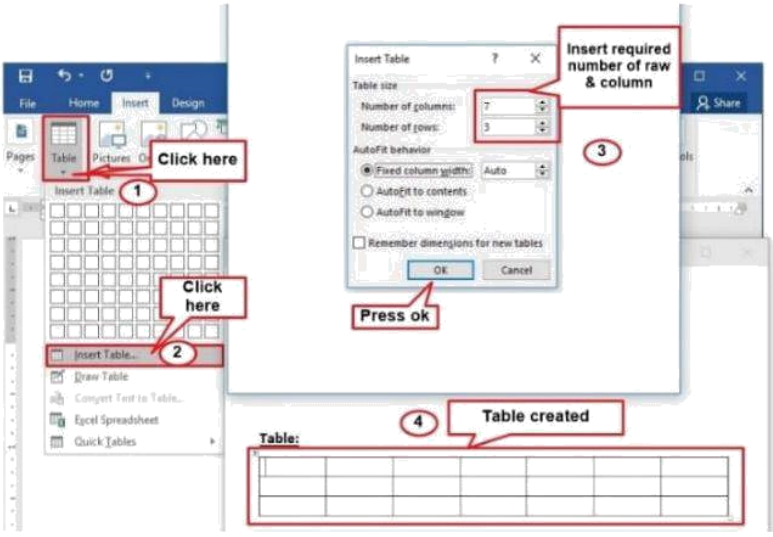
Table utilization



To work with table, you will find options on "Insert" Tab. Click on Table icon and following options will appear. Apply them to create or modify tables for your document.

Insert Table:

To inserta blank table Place your insertion point in the document where you want the tableto appear. Select the InserttabClick the Table command. Hover your mouse over the diagram squares to select the number of columns and rows in the table. Click your mouse, and the tableappears in the document.



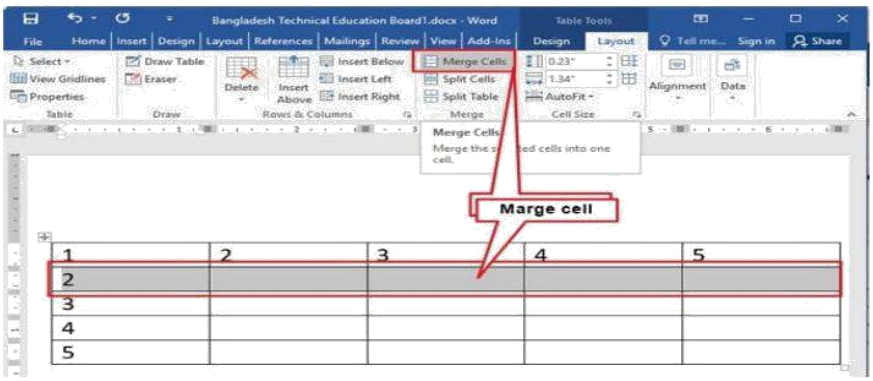
Here's how to make a table from the Insert Table dialogue box:

1. Click on Table from the insert tab. Select Insert table.
2. Enter the desired number of **rows** and columns.
3. Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them.
4. Click OK to insert your table.

Use of marge cell in table

Select the cells to be merged and press Alt + Enter key. It easily works in windows 2010. Select the cells or rows you want to merge and then press Alt + A and then press M (2 times).

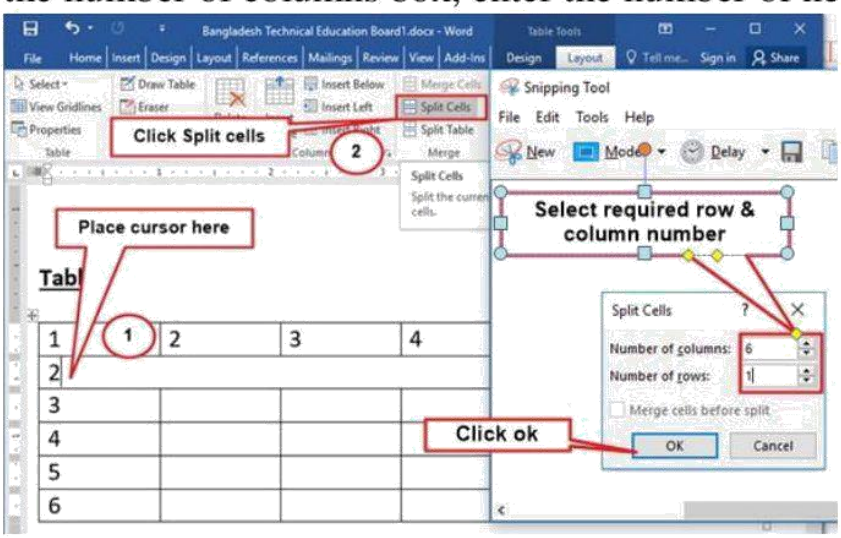
Figure:



1. All you need to do is select the cells you'd like to merge
2. right click inside the selected cells and select Merge cells.
3. You can also select Mergecells from the Table drop-down in the menu at the top of your screen.

Split Cell

Click the table cell that you want to split. undertable tools, on the layout tab, in the merge group, click split cells, and then do one or more of the following: To divide a cell vertically, in the number of columns box, enter the number of new cells that you want.

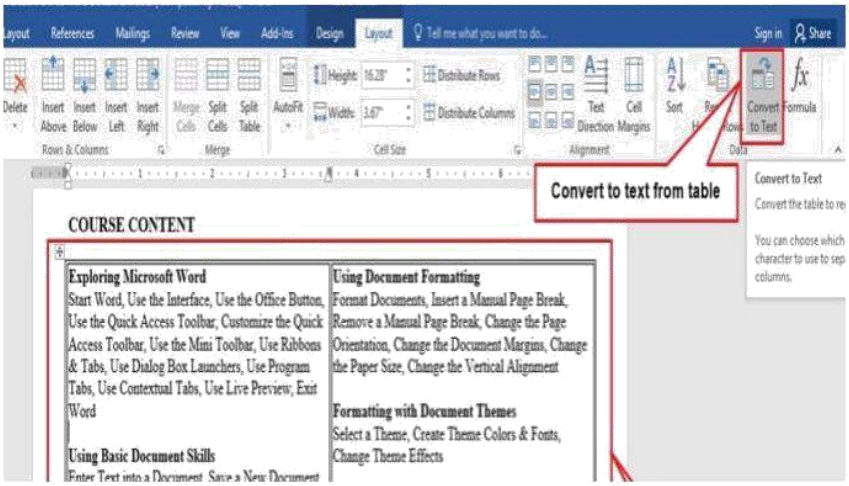


Split cells

1. Click in a cell, or select multiple cells that you want to split.
2. Under Table Tools, on the Layout tab, in the Merge group, click Split Cells.
3. Enter the number of columns or rows that you want to split the selected cells into.

Convert Text to Table:

To convert text to a table, select the text, and choose Format > Table > “Convert Text to Table.” When Pages encounters a paragraph return, it creates a new row. When Pages encounters a tab stop, it creates a new column. To convert a table to text, select the table, and choose Format > Table > “Convert Table to Text.



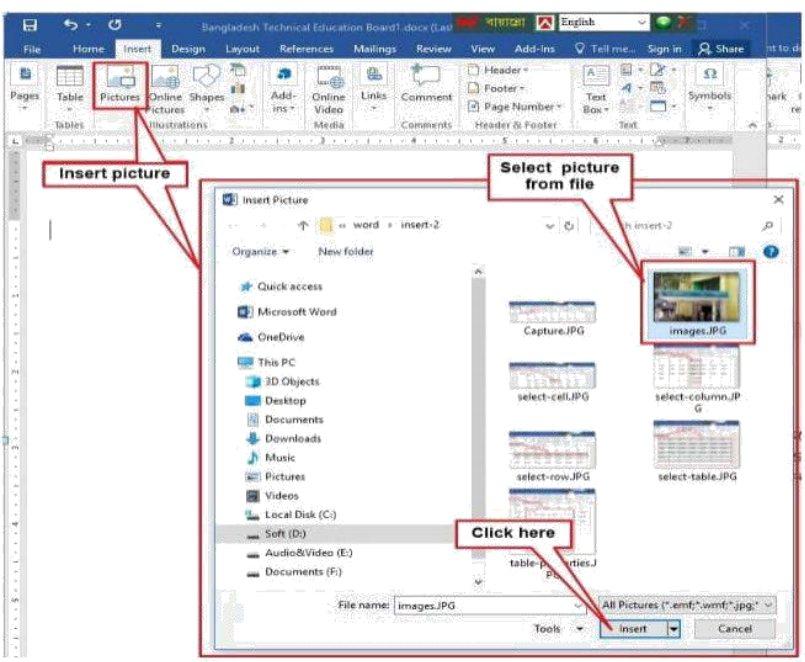
Convert text to a table

1. Insert separator characters such as commas or tabs to indicate where you want to divide the text into table columns.
2. Use paragraph marks to indicate where you want to begin a new table row.
3. Select the text you want to convert to a table.
4. On the Insert tab, click Table > Convert Text to Table.

Insert Picture:

To insertapicture from a file: Place your insertion point where you want the image to appear. Select the insert tab. Click the picturecommand in the illustrations group. The insert picture dialog box appears. Select the desired image file, then click Insert to add it to your document.

Selecting an image file.



To insert a picture from a file:

1. Place your insertion point where you want the image to appear.
2. Select the **Insert** tab.
3. Click the **Picture** command in the Illustrations group. The **Insert Picture** dialog box appears. ...
4. Select the desired image file, then click **Insert** to add it to your document. Selecting **an image** file.

Format document:

Formating document is the main purpose of using word processing applications. It starts from from the creating new blank page. Along with software functions, page setup functions includes

Default settings

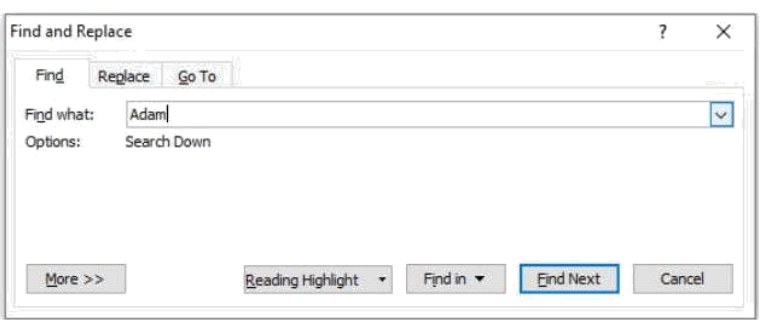
- Headers/footers
- Indent
- Line spacing
- Page numbers
- Page set up
- Paragraph formatting
- Spell check
- Text formatting

Some software functions

- At the right most corner of Home menu you will find options to find, replace and select text on your document.

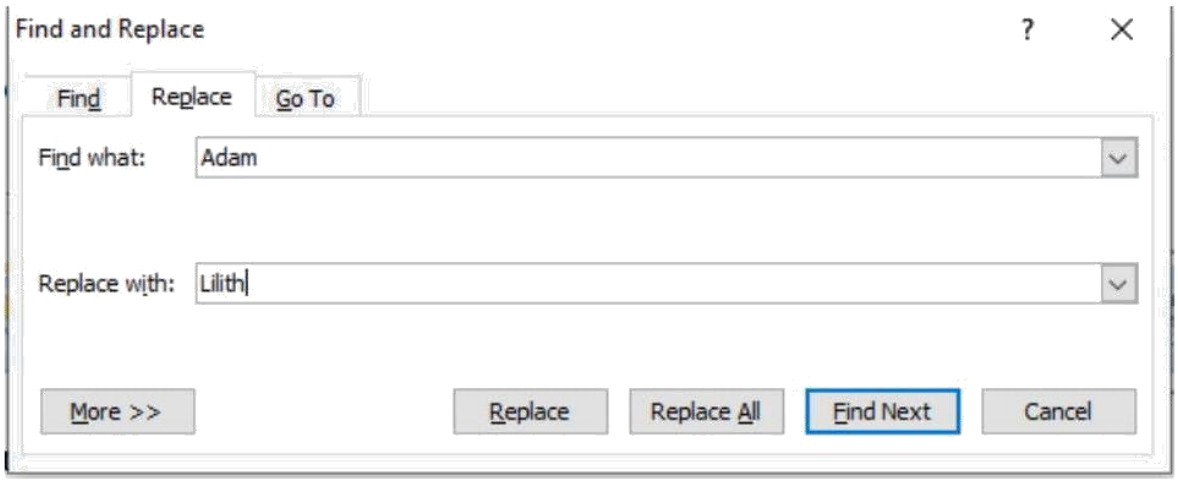
Find

To find specific word(s) on your document you can use this function. If you click on “Find” icon or press ctrl+f, the find dialogue box will appear. Write desired word and click on “Find Next”. Use other options of this box.



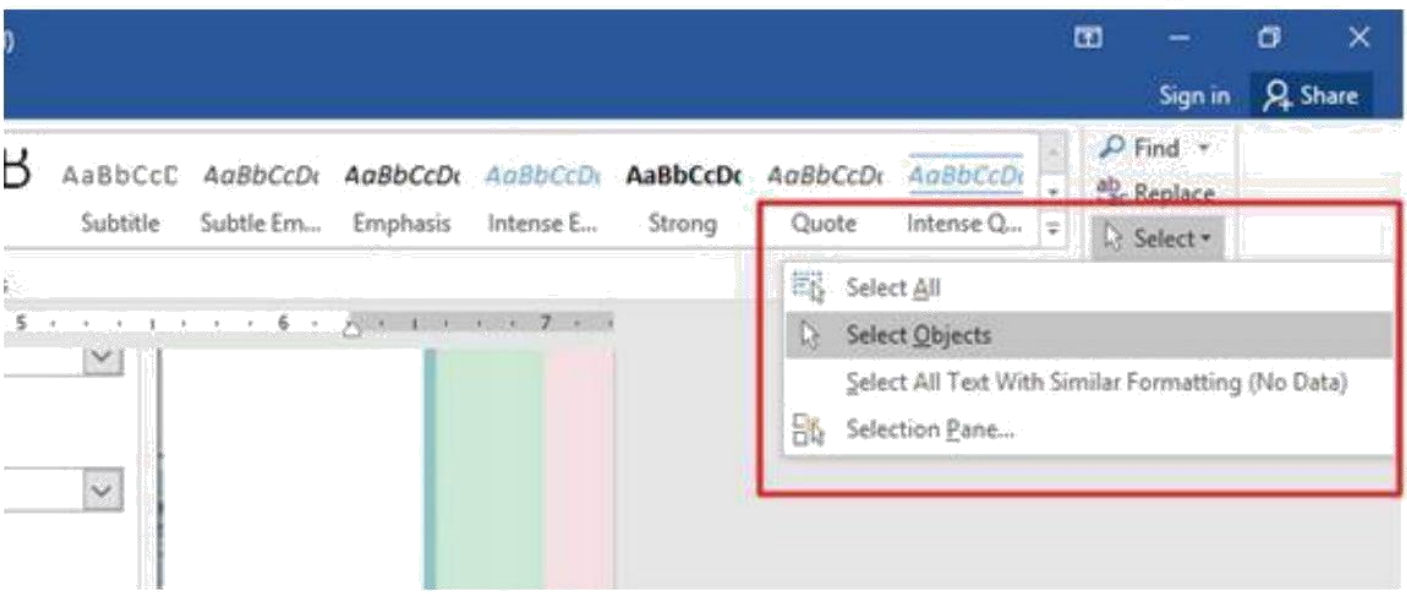
Replace

When you need to replace any word throughout the document, use replace function. Following figure is self explanatory.

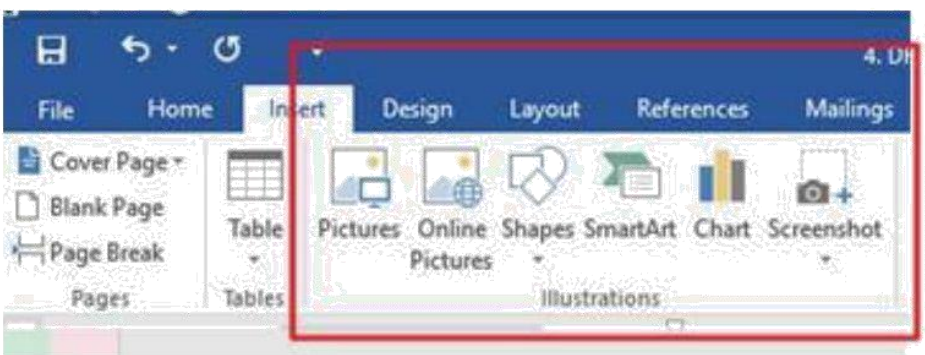


Select

Select options are –



- On insert tab, you will find options for "Illustration". You can insert pictures, clip art, shapes, smart art and chart using functions of illustration.

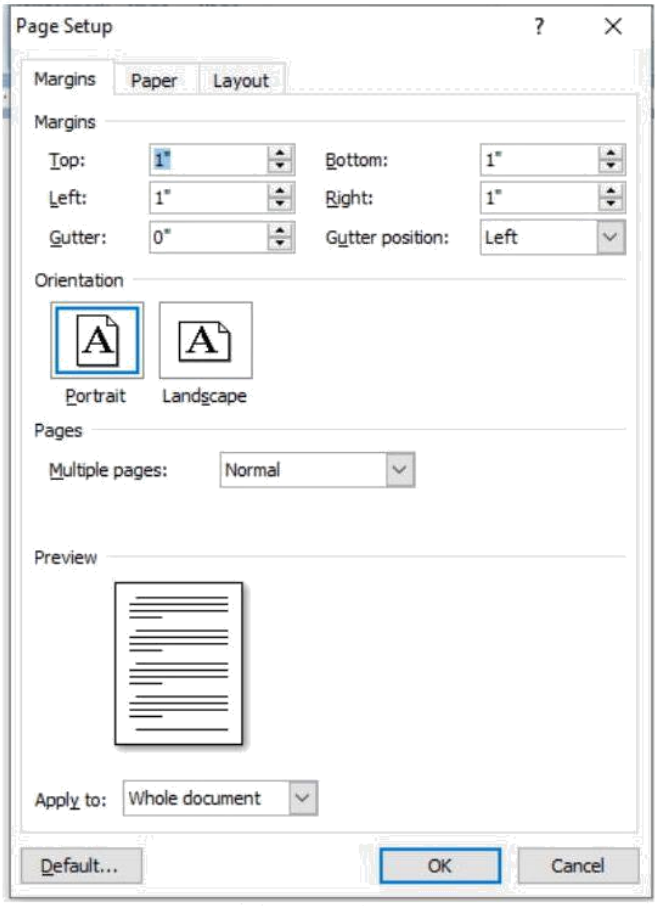


Page setup functions

We will discuss some commonly used page setup functions here.

Default settings

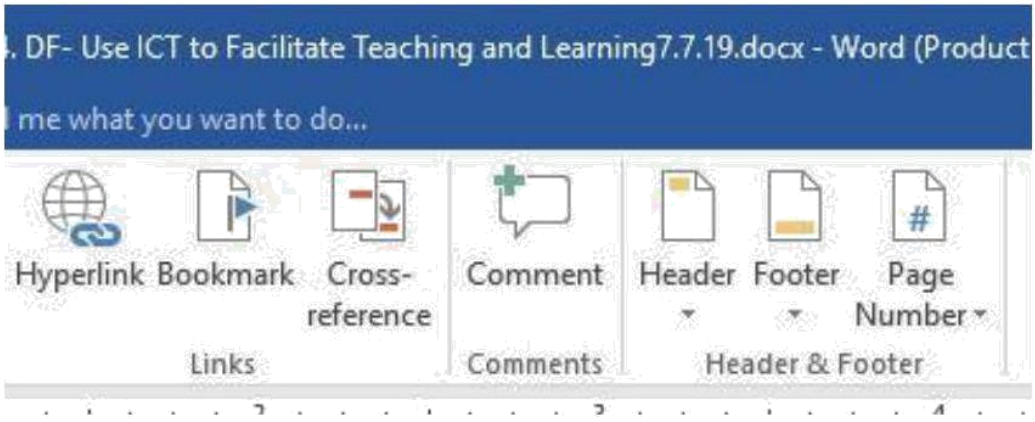
When you open a new document, it appears with some default settings. You can change these settings as you required and set as default. You will find default settings on the following figure –



You can set up your page layout from this window.

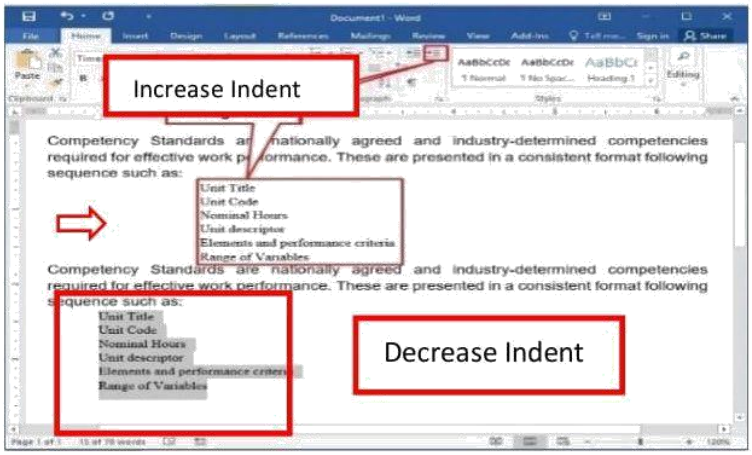
Headers, footers and page number

You will find the options for inserting headers, footers and page numbers on the "Insert" Tab.



Click on the icons and follow the instructions for headers, footers and page numbers.

Indent:

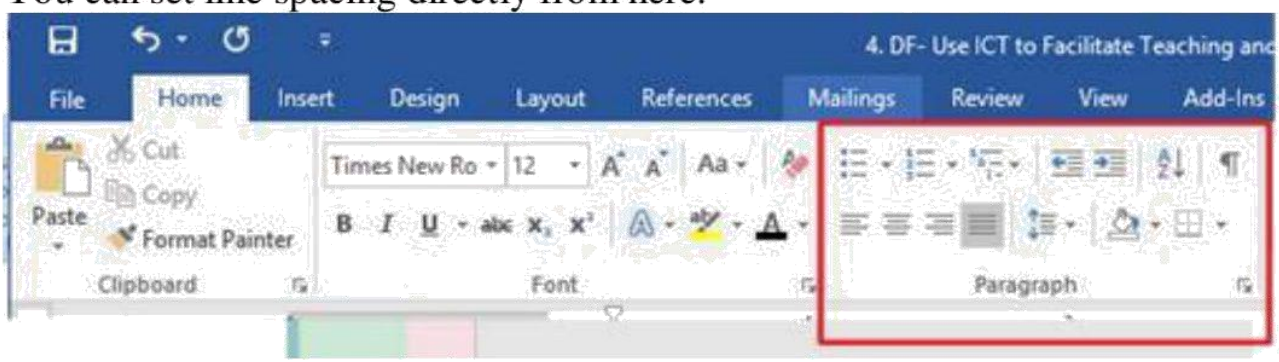


Increase/Decrease Indent. By pressing the 'Increase Indent' button on the Paragraph section, the indentation function is called: The distance is increased between the current paragraph (the selected one or the one where the cursor is placed) and the left page margin.

Increase or decrease the indentation of an entire paragraph. Select the paragraph that you want to change. On the home tab, in the Paragraph group, do one of the following: Click the Increase Indent button to increase the indentation of the paragraph and Click the decrease Indent button to decrease the indentation of the paragraph.

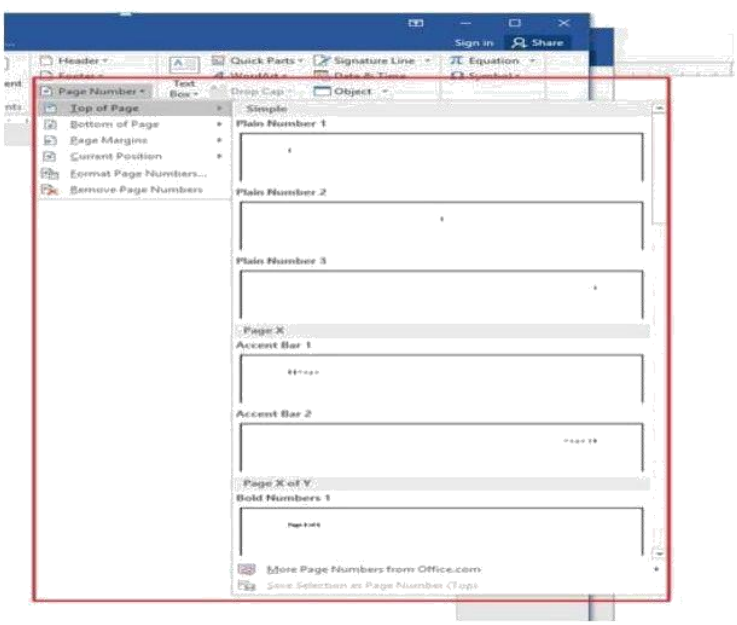
Line spacing

For line spacing, you need to go to “Paragraph” properties. It is included in “Home” Tab. You can set line spacing directly from here.



Page numbers

From insert Tab you will be able to insert page number to your document. Choose necessary options for your document. Folowing figure will show you the way.

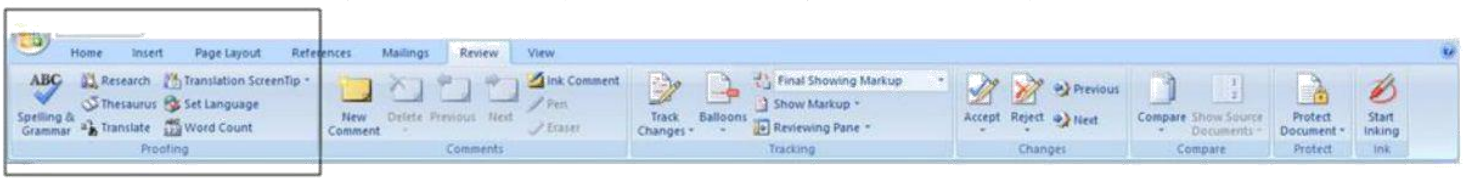


Paragraph formatting

The paragraph dialogue box will give you more options that is shown on the following figure –

Spell check

To check spelling and grammer of your document, you need to go to "Review" Tab.



Apply the options and check the results on your document.

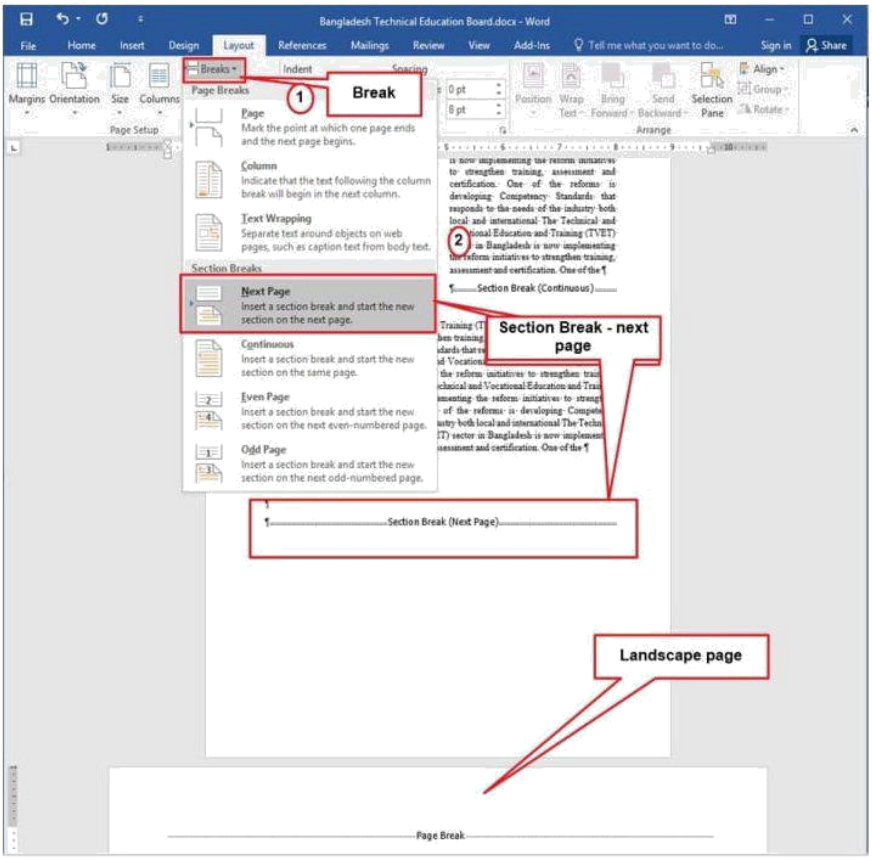
Text formatting

Text formatting options wil let you insert text box and other fascinating actions on your document. You will find the options on "Insert" Tab.

You will be able to insert text box, word art drop cap, signature line, date and time and objects from here.

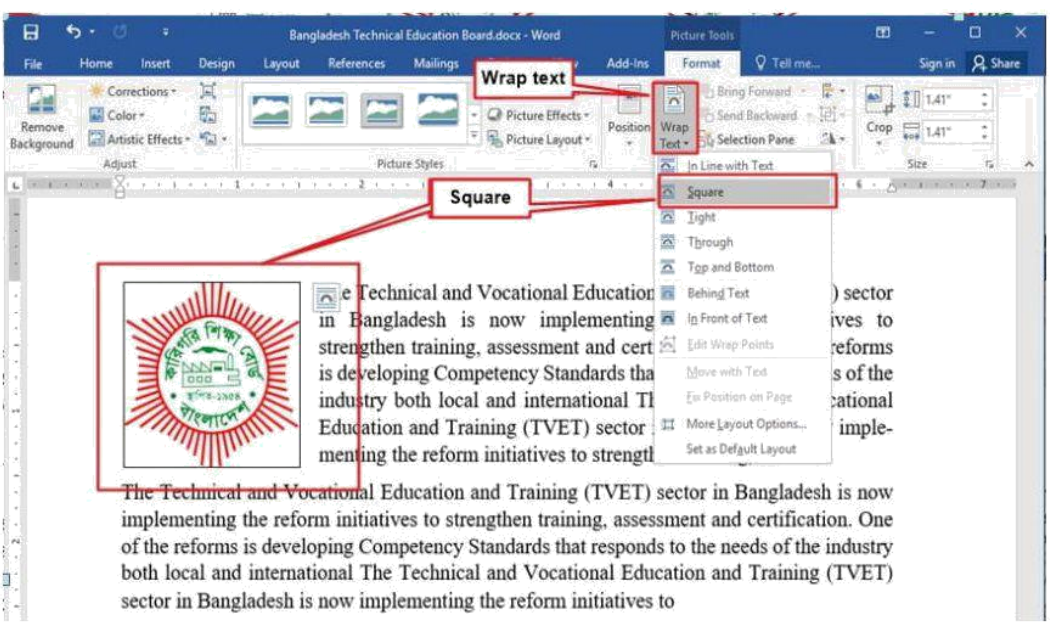
Use of Section break:

In a word processor, such as Microsoft Word, a section break splits your document's pages into sections that can have a different format or layout. For example, you could create pages that have different headers and footers.



Use of Wrap Text:

Word wrap is a **word** processing feature that forces all text to be confined within defined margins. When a line of text is filled, the **word** processor automatically moves the text to the next line, so the user doesn't have to press the return key after every line.



Appication features

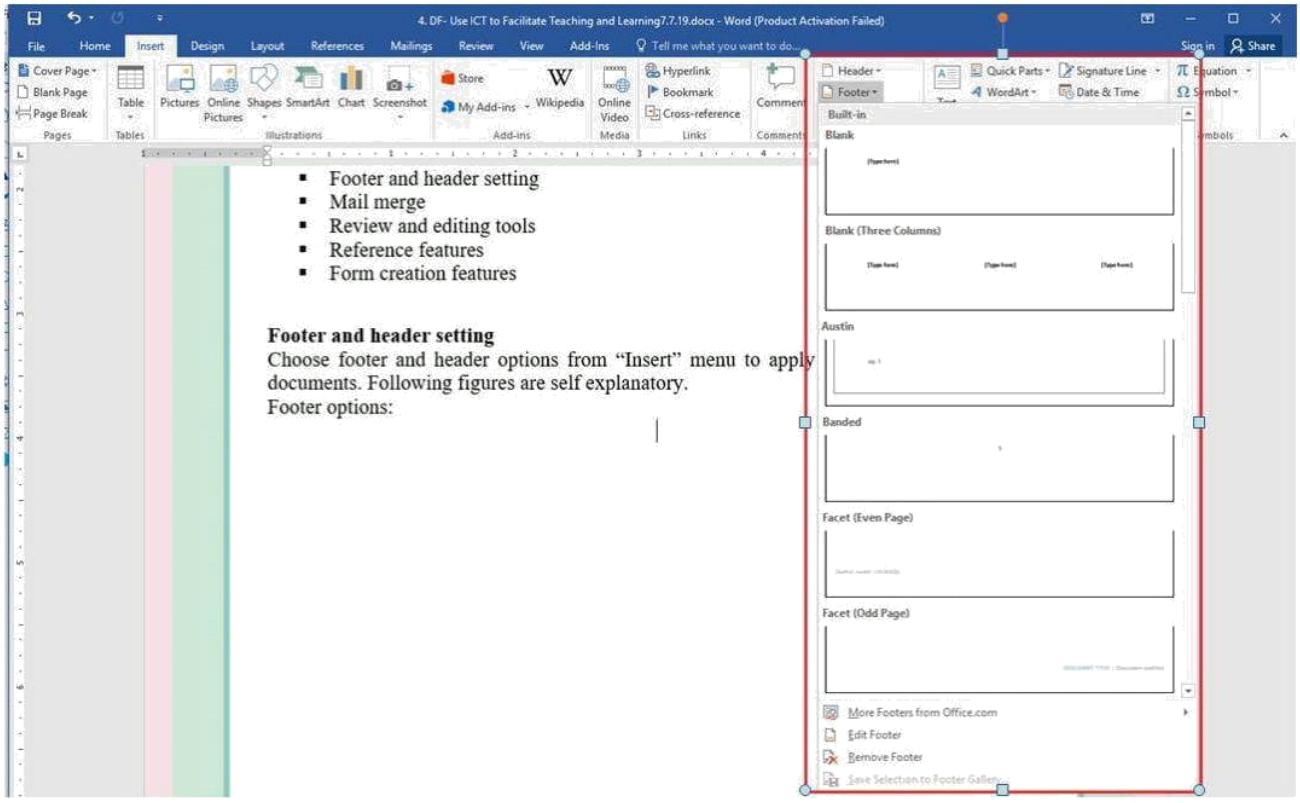
There are so many application features to make your document attacctive and useful. Here most commonly used features will be discussed and they are –

- Footer and header setting
- Mail merge
- Review and editing tools
- Reference features
- Form creation features

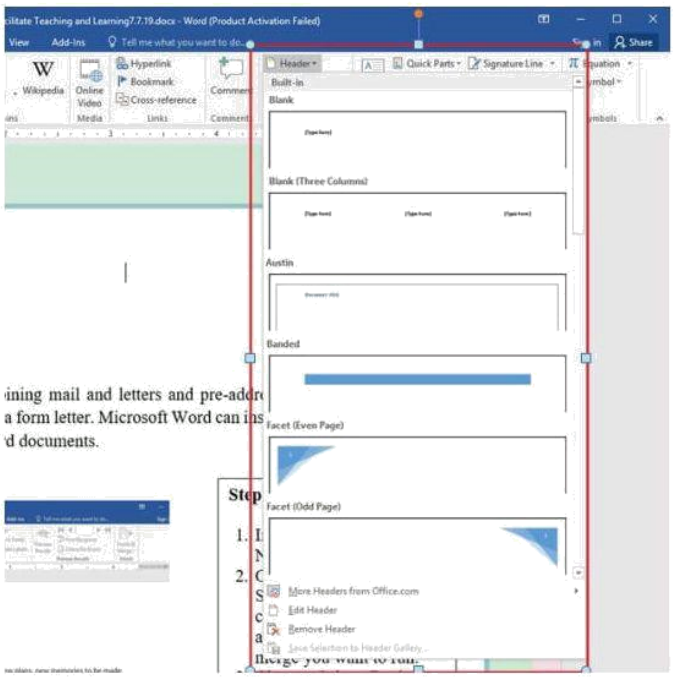
Footer and header setting

Choose footer and header options from "Insert" Tab to apply footer and header to your documents. Following figures are self explanatory.

Footer options:



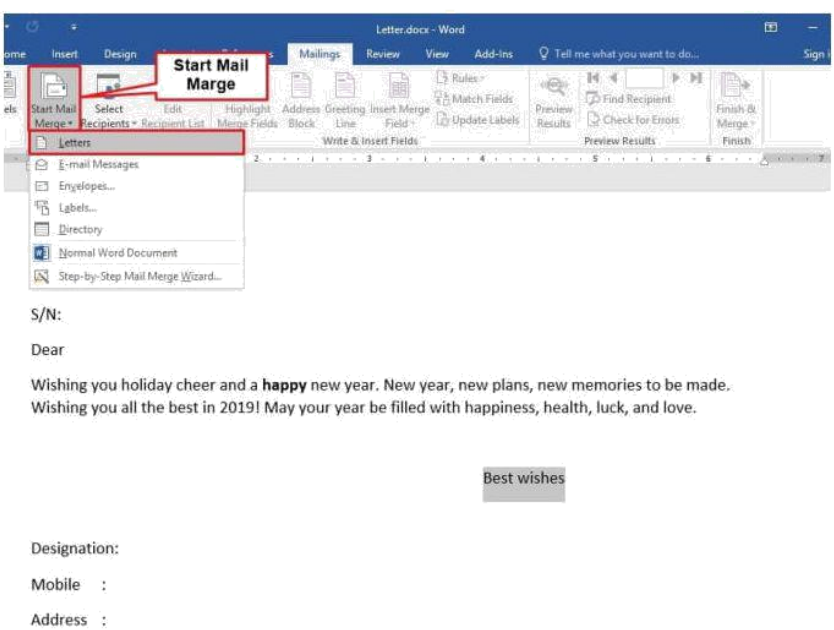
Header Options:



Mail merge

Mail merge consists in combining mail and letters and pre-addressed envelopes or mailing labels for mass mailings from a form letter. Microsoft Word can insert content from a database, spreadsheet, or table into Word documents.

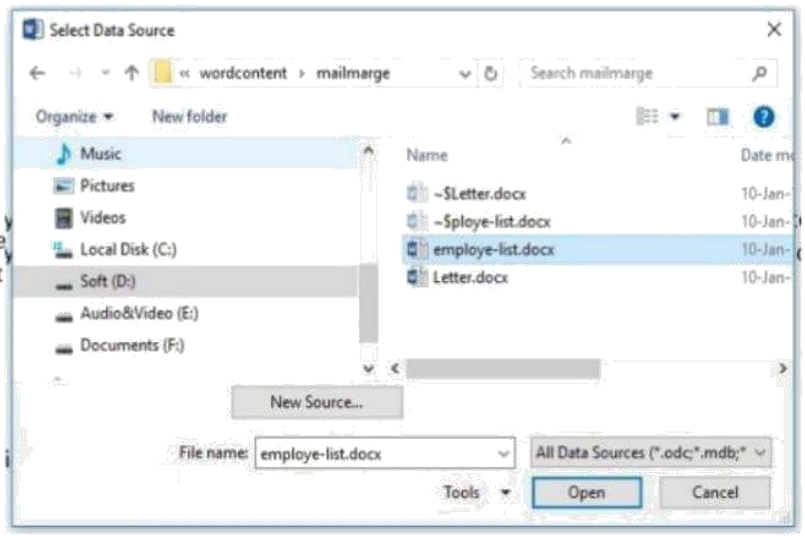
Step 1



Steps: Start the mail merge

1. In Word, choose File > New > Blank document.
2. On the Mailings tab, in the Start Mail merge group, choose Start Mail Merge, and then choose the kind of merge you want to run.
3. Choose Select Recipients > Use an Existing List.
4. Browse to your Excel spreadsheet, and then choose Open.

Step 2



S/N:

Dear

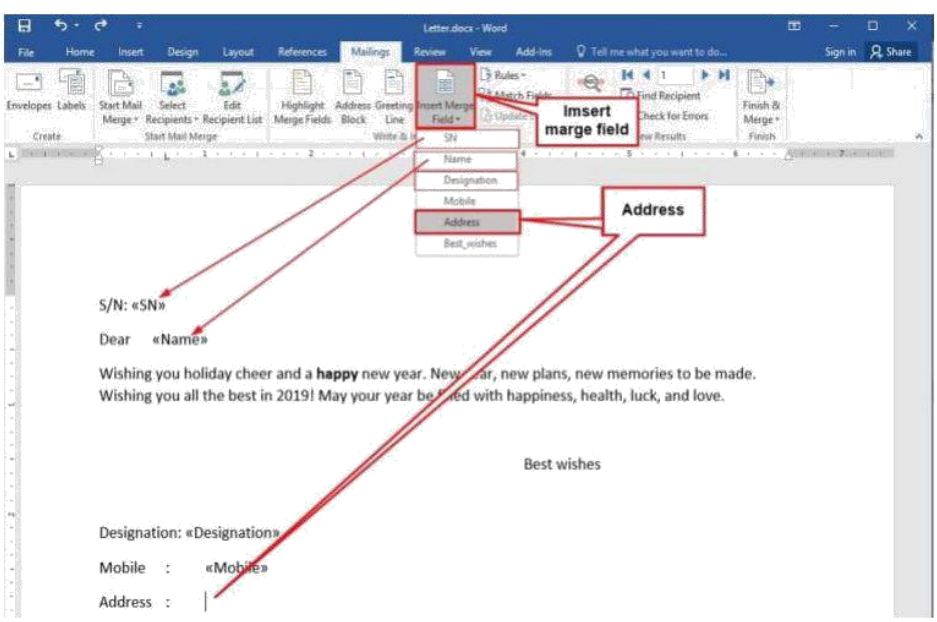
Wishing you holiday che
Wishing you all the best

Designation:

Mobile :

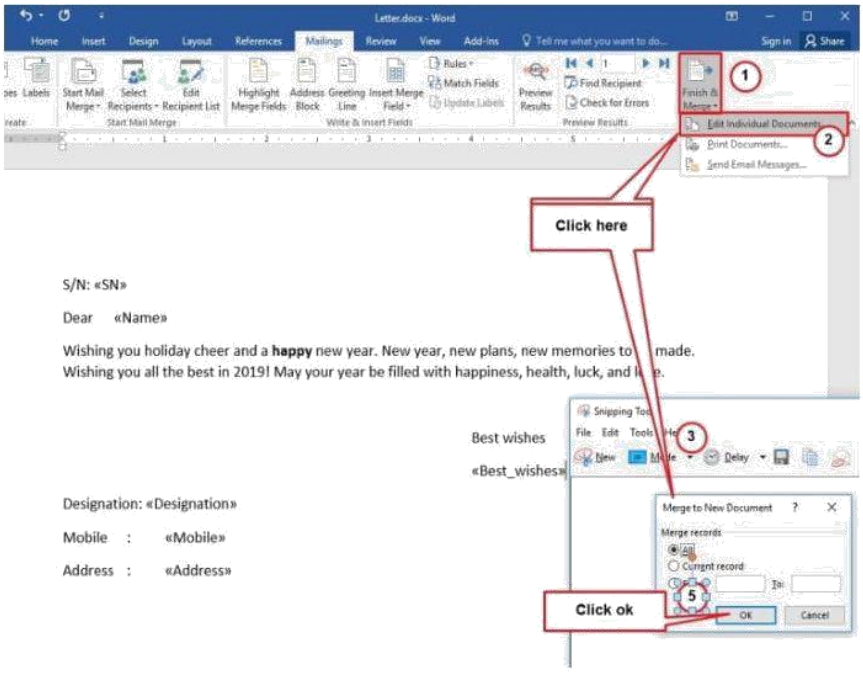
Address :

Step 3

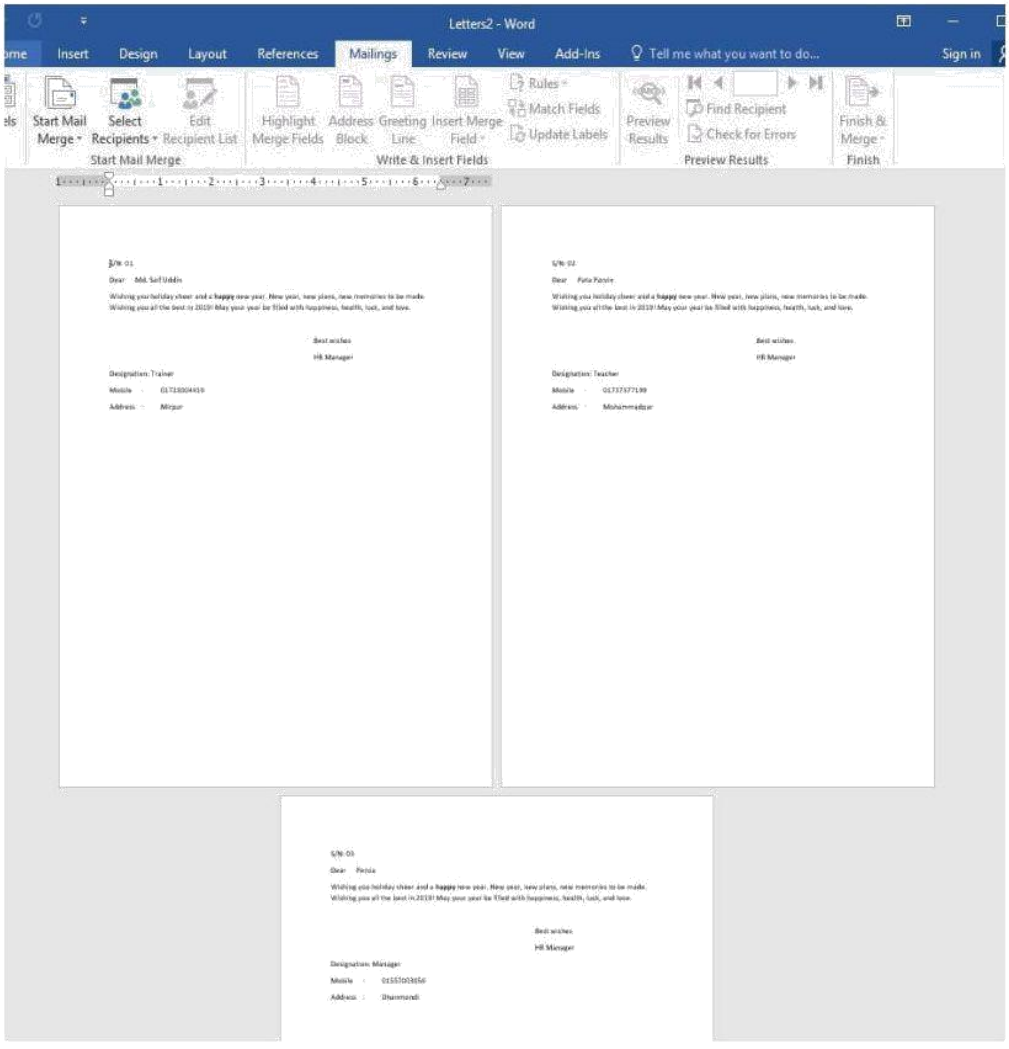


S/N	Name	Designation	Mobile	Address	Best wishes
01	Md. Saif Uddin	Trainer	01723004419	Mirpur	HR Manager
02	Pata Parvin	Teacher	01737377199	Mohammadpur	HR Manager
03	Persia	Manager	01557003056	Dhanmondi	HR Manager

Step 4

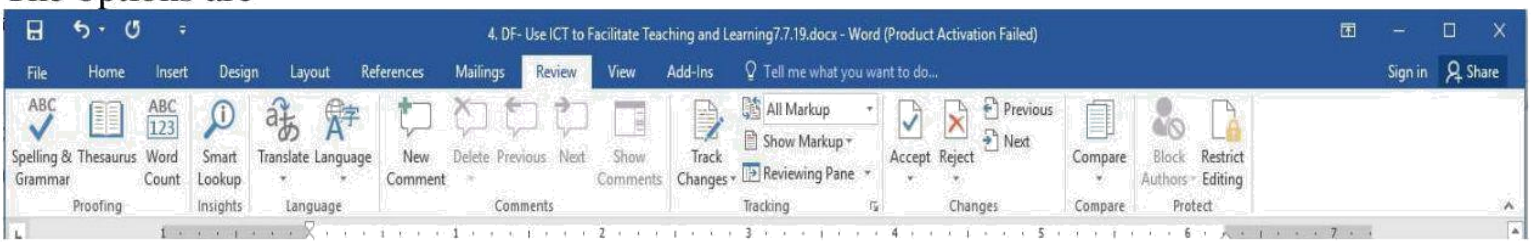


Step 5



Review and editing tools

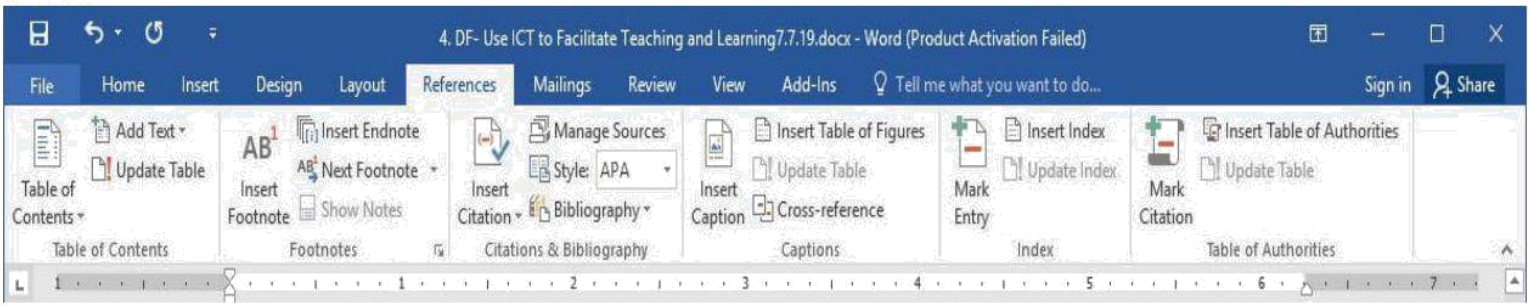
The review Tab content amazing editing tools. These will make your editing works smoother. The options are –



The proofing section contains spelling and grammer check, research. Thesaurus, translate, word count etc. options.
You can add comments using options on “Comment” section.
To track changes during editing, choose “Track Change” from tracking sections.
You can work with tack change ofdocument using options on “Changes” section.

Reference features

Reference featuers help you to decorate your document. Here are the features of “Reference” menu –

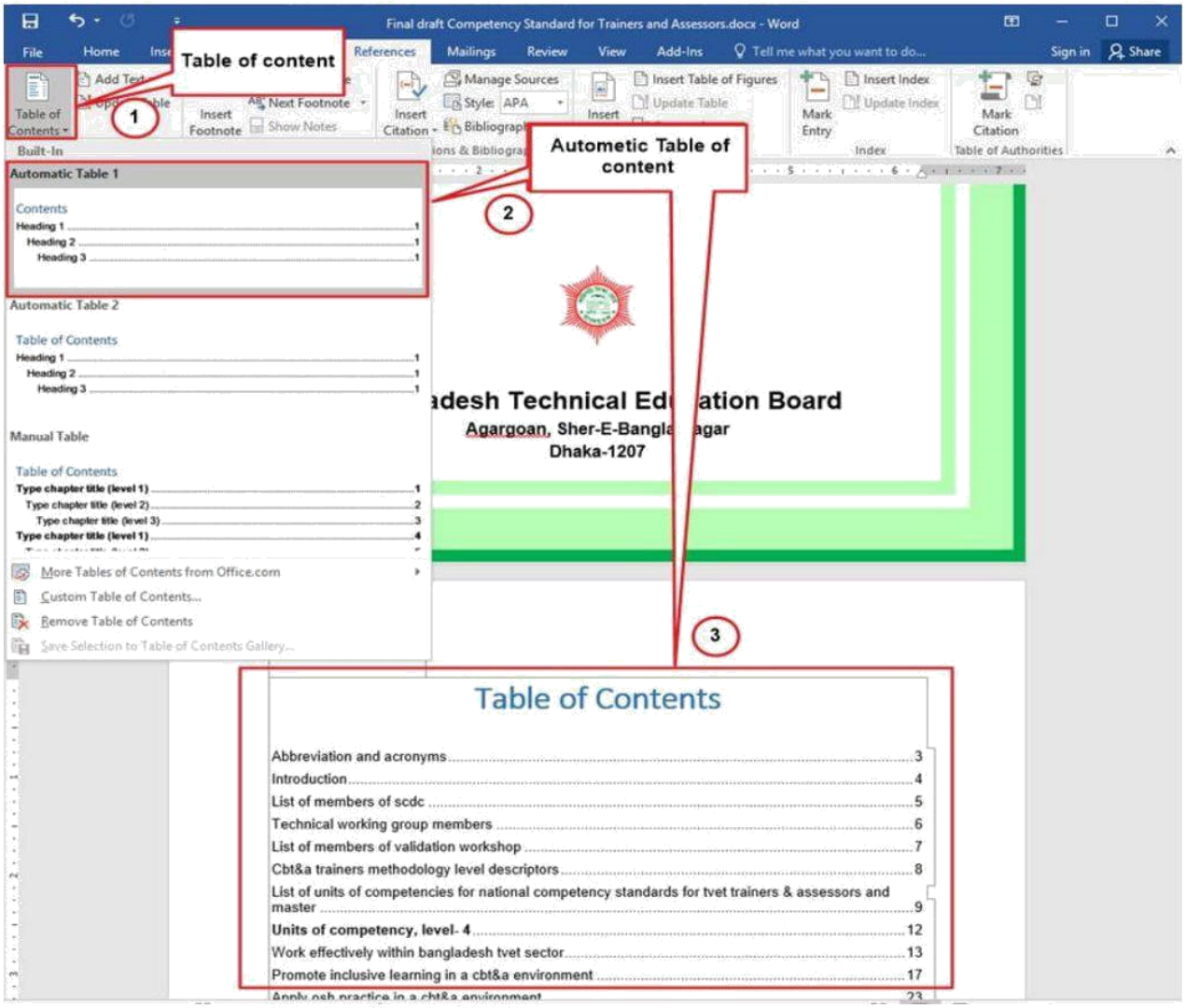


Features:

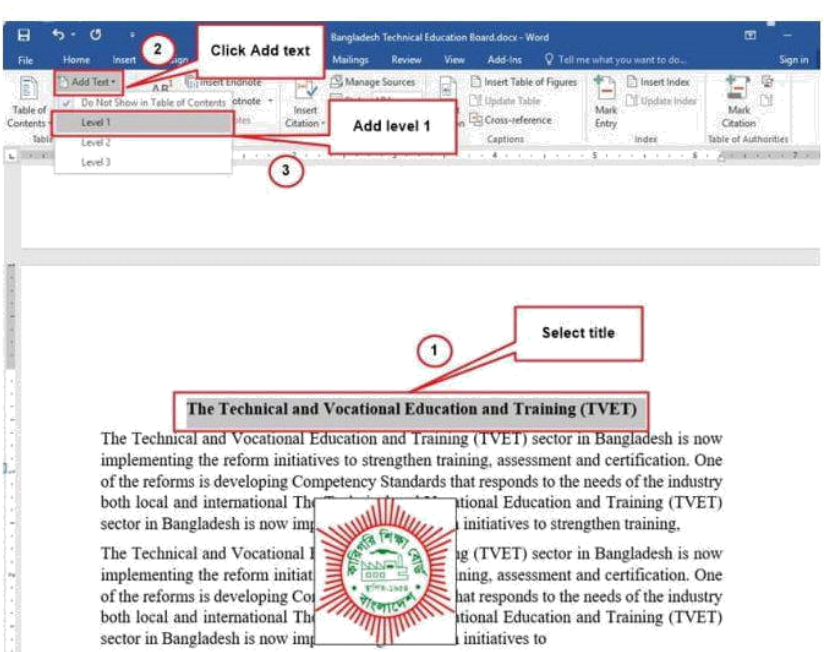
- You can add Table of content easily from here.
- Youwill be able to add footnotes.
- You can add citation and bibliography
- You can insert captions, index and table of Authority.

Table of Content:

A *table of contents*, usually headed simply Contents and abbreviated informally as TOC, is a list. Many popular *word* processors, such as Microsoft *Word*, WordPerfect, and StarWriter are capable of automatically generating a *table of contents.* Using a table of contents in your document makes it easier for the reader to navigate. In Word table of contents pages are helpful if your document is large.

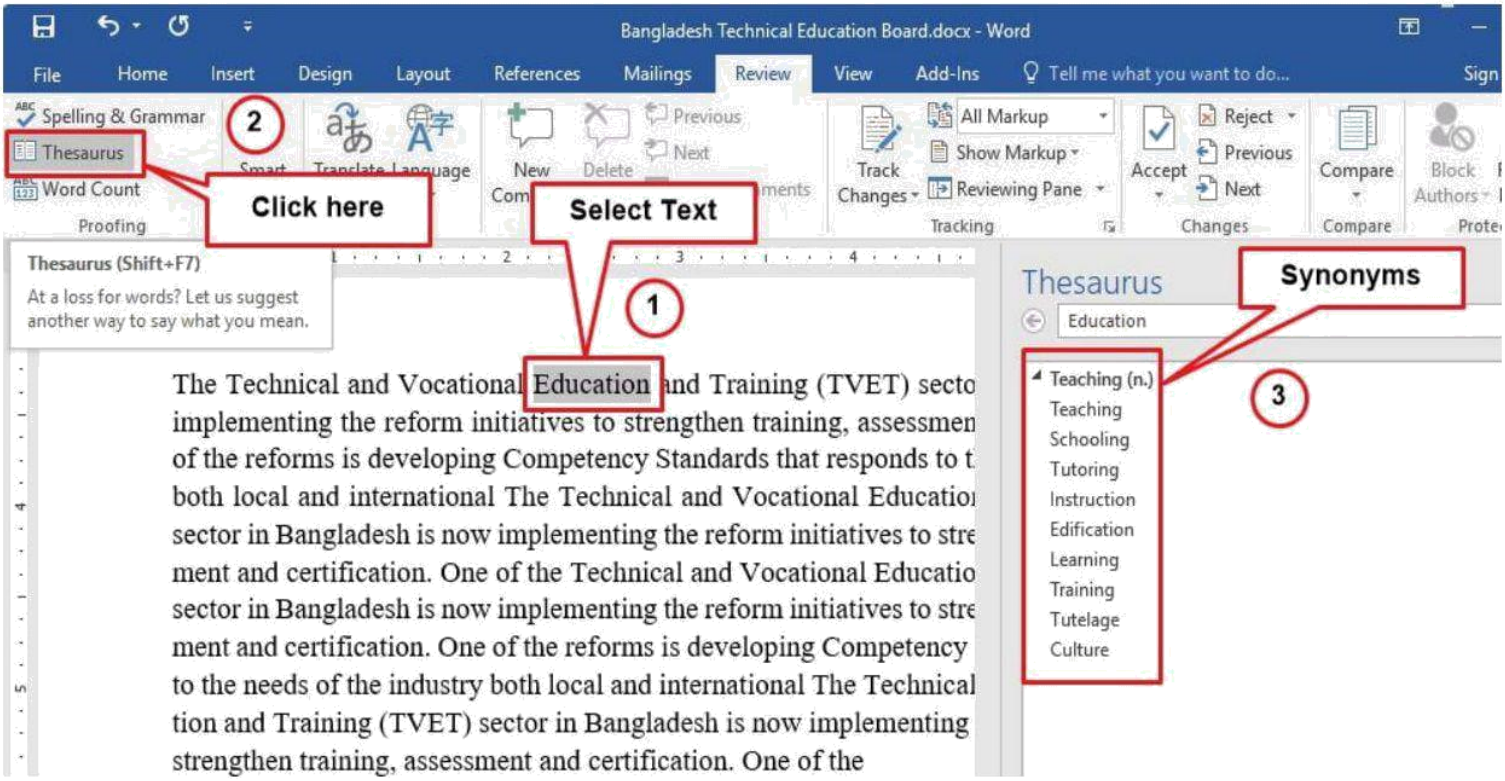


Manually Set Table of content:



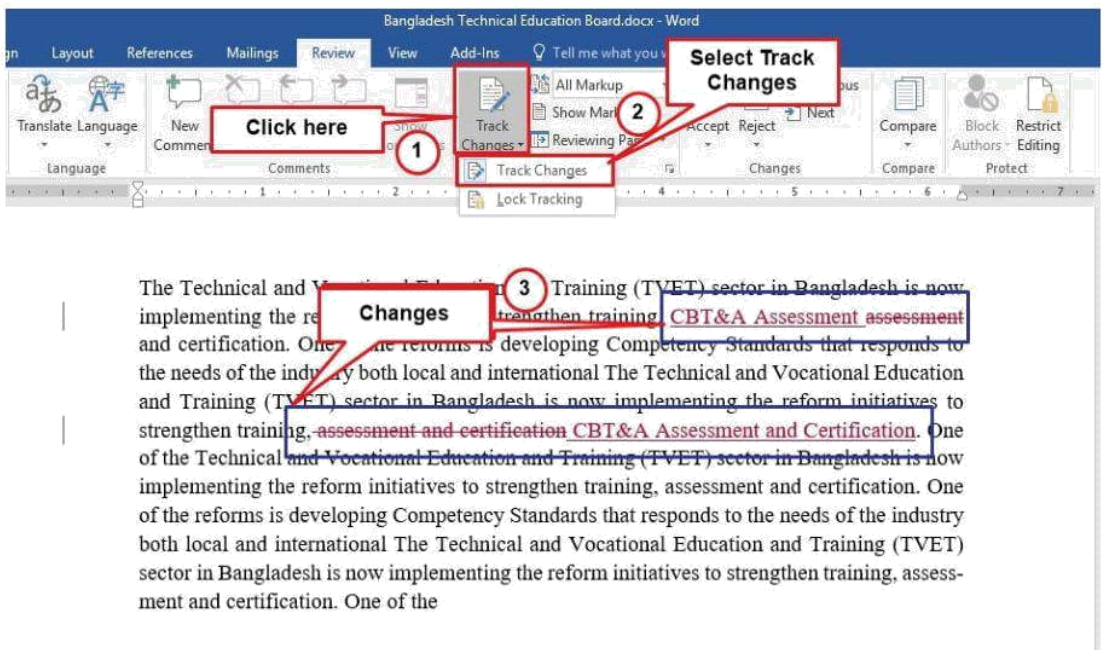
Use of Thesaurus:

A thesaurus is a software tool included with some word processors that provides synonyms for selected words on command. Users using Microsoft Word can open a thesaurus by highlighting the word they want to look up and pressing the shortcut key Shift+F7



Use of Track change:

Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes. Let's say Bill creates a document and emails it to his colleague, Lee, for feedback. Lee can edit the document with Track Changes on.



Form creation features

Create a form

Step 1: Set up Word for creating forms

1. Click the **Microsoft Office Button** , and then click **Word Options**.
2. Click **Popular**.
3. Select the **Show Developer tab in the Ribbon** check box, and then click **OK**.

Step 2: Open a template or a document on which to base the form

1. Click the **Microsoft Office Button** , and then click **New**.
2. Under **Templates**, click **My templates**.
3. Double-click Normal, and then click Template or Document under Create New.
4. Click the Microsoft Office Button , and then click Save As.
5. In the Save As dialog box, give the new template or document a file name, and then click **Save**.

Step 3: Add content controls to the form

Design the form by sketching a layout first, or use an existing form as a guide. In your form, you can add content controls, tables, and other graphics elements.

On the **Developer** tab, in the **Controls** group, click **Design Mode**, and then click where you want to insert a control.

Do any of the following:

Insert a text control where users can enter text

1. On the **Developer** tab, in the **Controls** group, click the **Rich Text** control or the **Text** control .

Insert a drop-down list that restricts available choices to those you specify

1. On the **Developer** tab, in the **Controls** group, click the **Drop-Down List** control .
2. Select the content control, and then on the **Developer** tab, in the **Controls** group, click **Properties**.

3. To create a list of choices, under **Drop-Down List Properties**, click **Add**.
4. Type a choice in the **Display Name** box, such as **Yes**, **No**, or **Maybe**.

   Repeat this step until all of the choices are in the drop-down list.

Step 4: Set or change properties for content controls

Each content control has properties that you can set or change. For example, the Date Picker control offers options for the format you want to use to display the date.

1. Right-click the content control that you want to change.
2. Click **Properties**, and change the properties that you want.

Step 5: Add instructional text to the form

Instructional text can enhance the usability of the form you create and distribute. You can change the default instructional text in content controls.

To customize the default instructional text for your form users, do the following:

1. On the **Developer** tab, in the **Controls** group, click **Design Mode**.

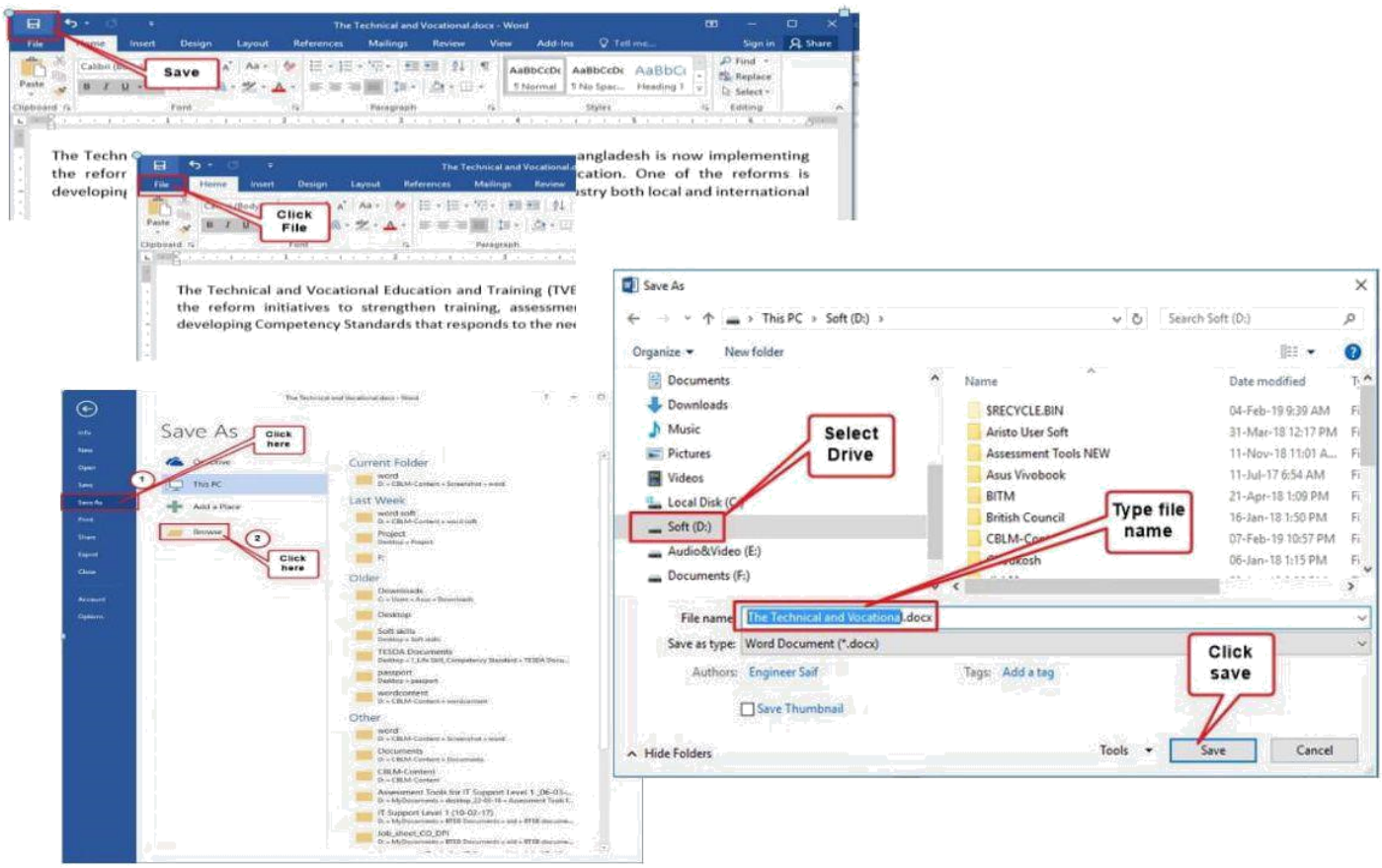
2. Click the content control where you want to revise the placeholder instructional text.
3. Edit the placeholder text and format it any way you want.
4. If you want the content control to disappear when someone types in their own content to replace your instructions in a Rich Text control or a Text control, click **Properties** in the **Controls** group, and then select the **Remove content control when contents are edited** check box.
5. On the **Developer** tab, in the **Controls** group, click **Design Mode** to turn off the design feature and save the instructional text.

Save Document

To save a document:

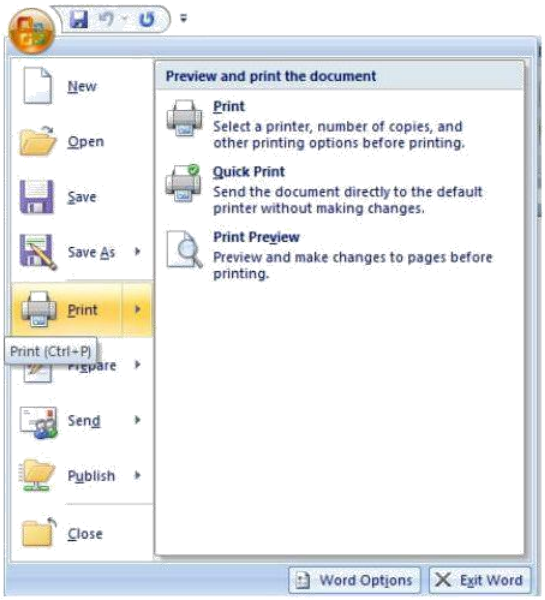
- Click save button on quick access bar.
- Or Choose “Save”or “Save As” from File Tab
- Or Press Ctr+S from keyboard.

A save as dialogue box will appear. Choose file, type, location, name from here and click save to save the document. You can save the document directly to external drives, USB sorage as well as any drive of your hard drive.

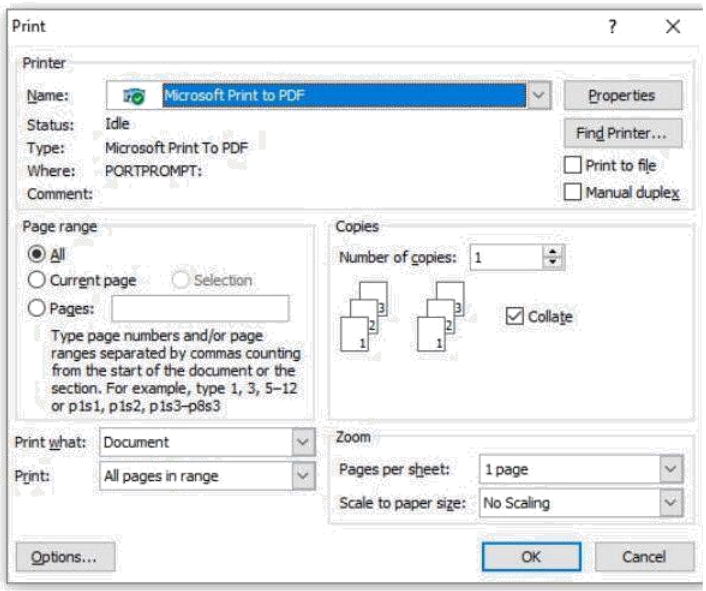


Print Dpcument

To print a document, choose option from "Print" of File Tab. Following figure is self explanatory.



If you press choose "Print" or press Ctrl+P from keyboard, following print dialogue box will be appeared.

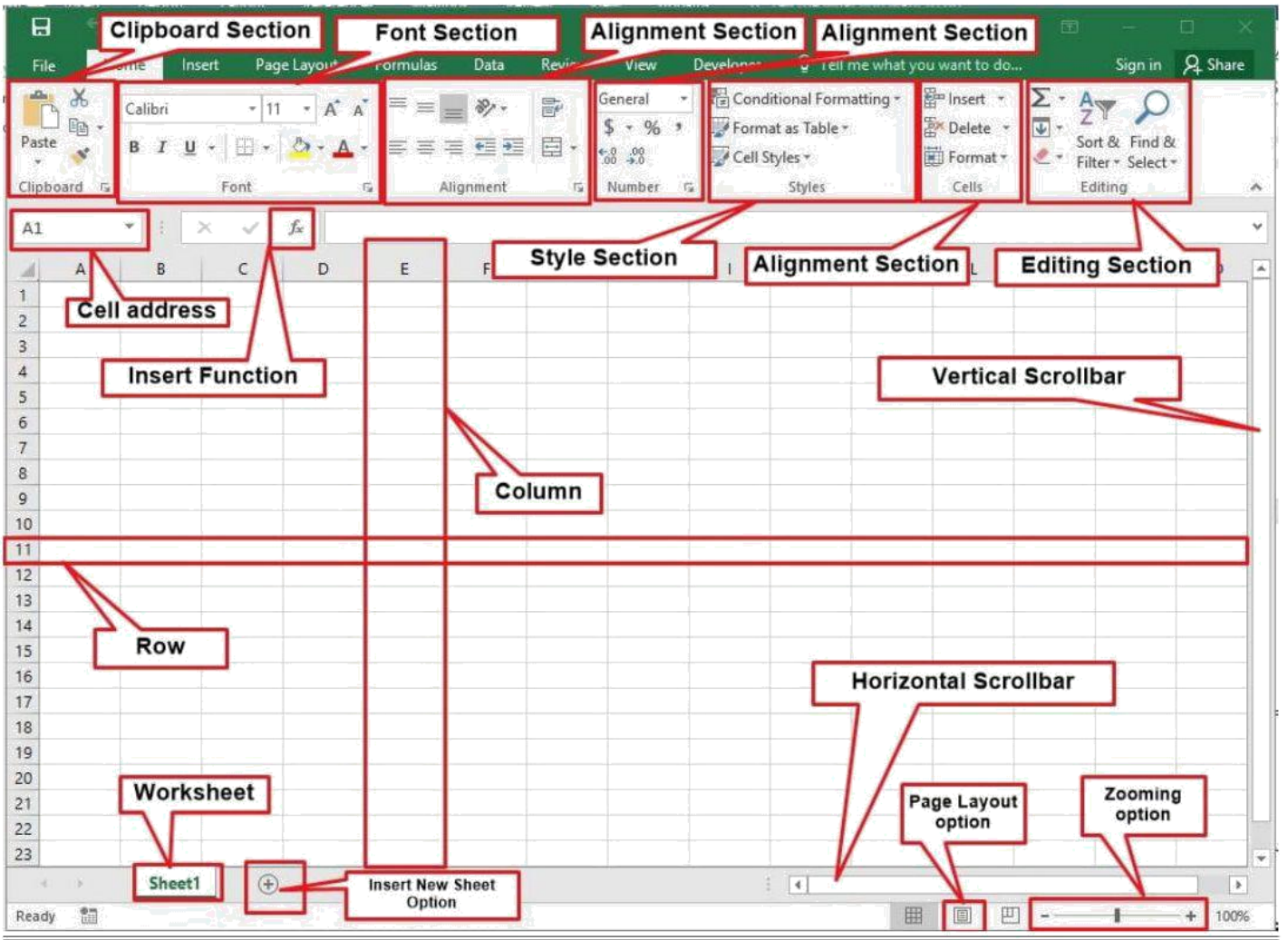


Choose printer name that is connected with computer. Carefully check other options of the dialogue box and choose values as you required. Press OK to print the document.

Introduction tospreadsheet application:

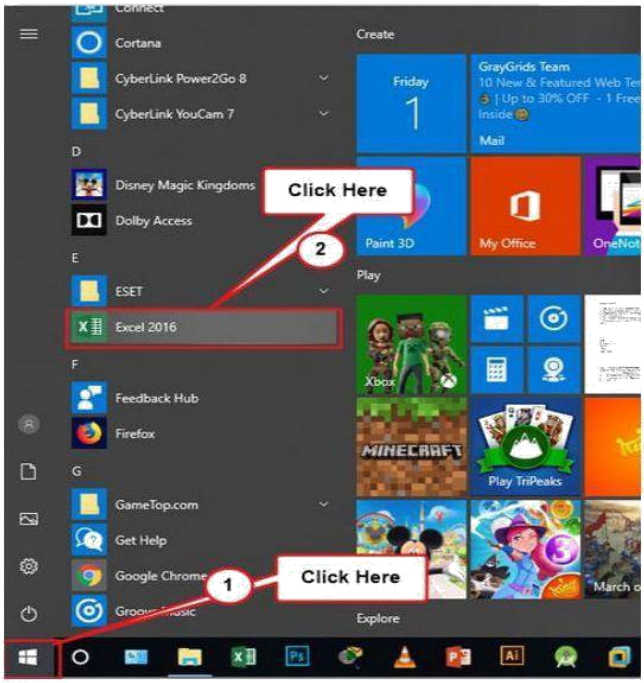
Spreadsheets are computer applications used to store, analyze, organize and manipulate data in the rows and columns of a grid. The program operates by taking in data, which can be numbers or text, into the cells of tables.

Layout:



A spreadsheet is a sheet of paper that shows accounting or other data in rows and columns; a spreadsheet is also a computer application program that simulates a physical spreadsheet by capturing, displaying, and manipulating data arranged in rows and columns.

Run Microsoft Excel:



Way 1 – From Start Menu

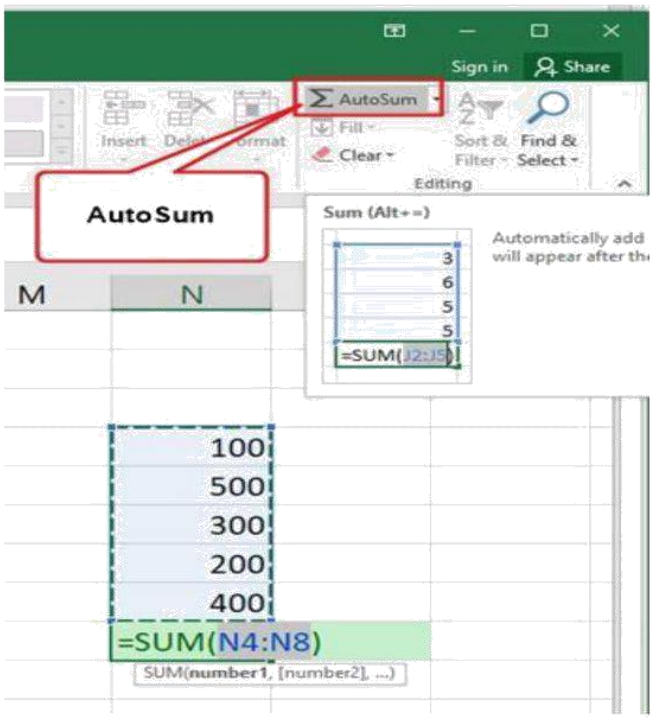
Step 1 – The most common way to open MS word is with the help of the Start menu. So, click on the **Start** button which is in the leftmost corner of the taskbar.

Step 2 – Here you will find all the applications arranged in the alphabetical order. Locate Microsoft Office in the M alphabet section and click on it to expand.

Step 3 – FindExcel in the list and then click on the same.

Use of SUM:

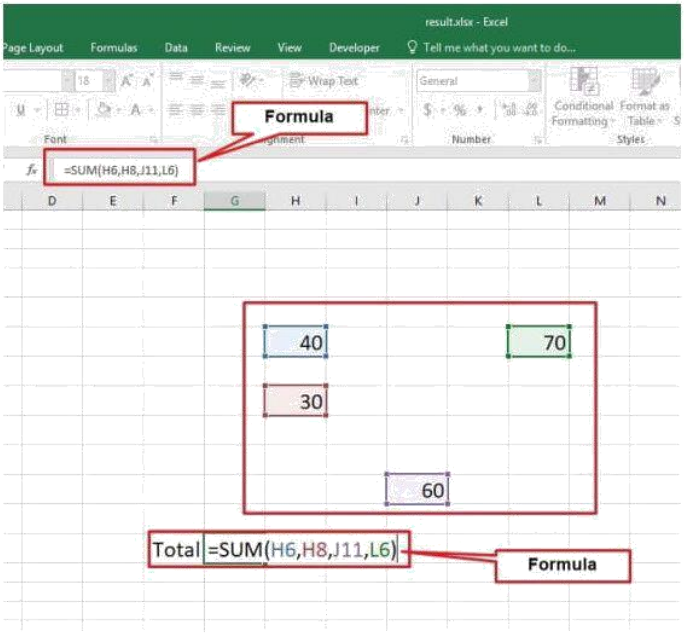
If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers. Here's an example.



Enter the SUM function manually to sum a column In Excel

1. Click on the cell in your table where you want to see the total of the selected cells.
2. Enter =sum (to this selected cell).
3. Now select the range with the numbers you want to total and press Enter on your keyboard.

Calculate SUM from diferrent cell:

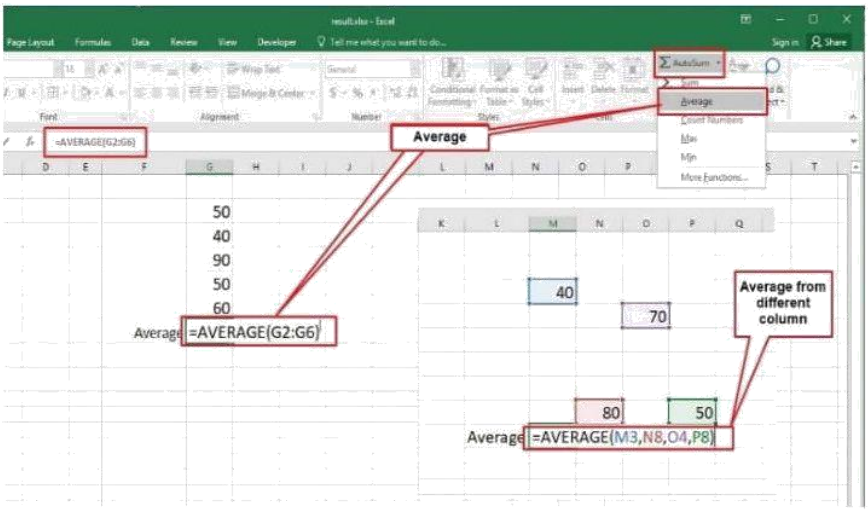


Enter the SUM function manually to sum a column in Excel:

1. Click on the cell in your table where you want to see the total of the selected cells.
2. Enter =sum (type cell address and separate using (,).
3. after typing the cell address which contain with the numbers you want to total and press Enter on your keyboard.

Calculate Average from different cell location:

The Excel AVERAGE function returns the average of values supplied as multiple arguments. AVERAGE can handle up to 255 individual arguments, which can include numbers, cell references, ranges, arrays, and constants. number1 - A number or cell reference that refers to numeric values.

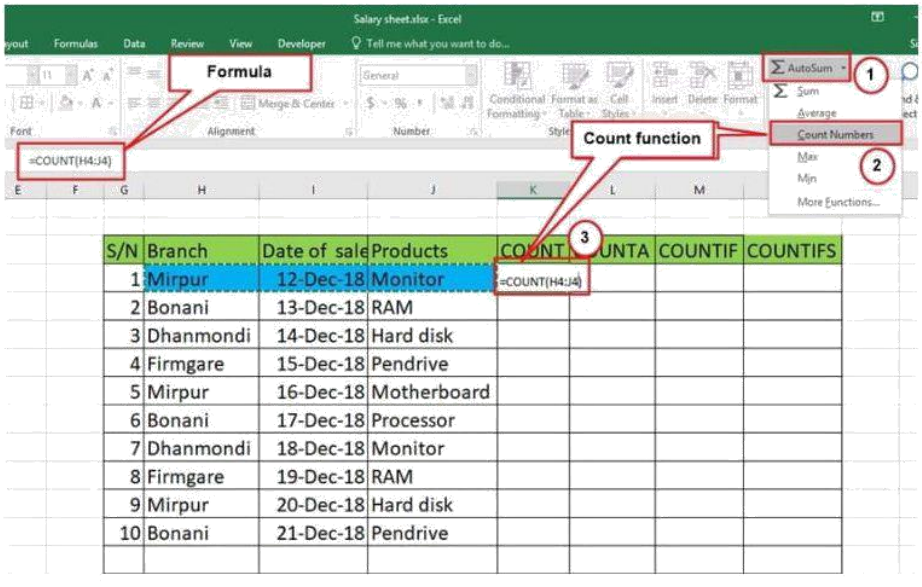


Enter the Average function manually to Average a column in Excel:

1. Click on the cell in your table where you want to see the total of the selected cells.
2. Enter =AVERAGE (type cell address and separate using (,).
3. After typing the cell address which contain with the numbers you want to average and press Enter on your keyboard.

Use of COUNT Function:

The COUNT function counts the number of numbers in supplied values. Values can be items, cell references, or ranges. For example COUNT(A1:A10) will count the number of **numeric** values in the range A1:A10.



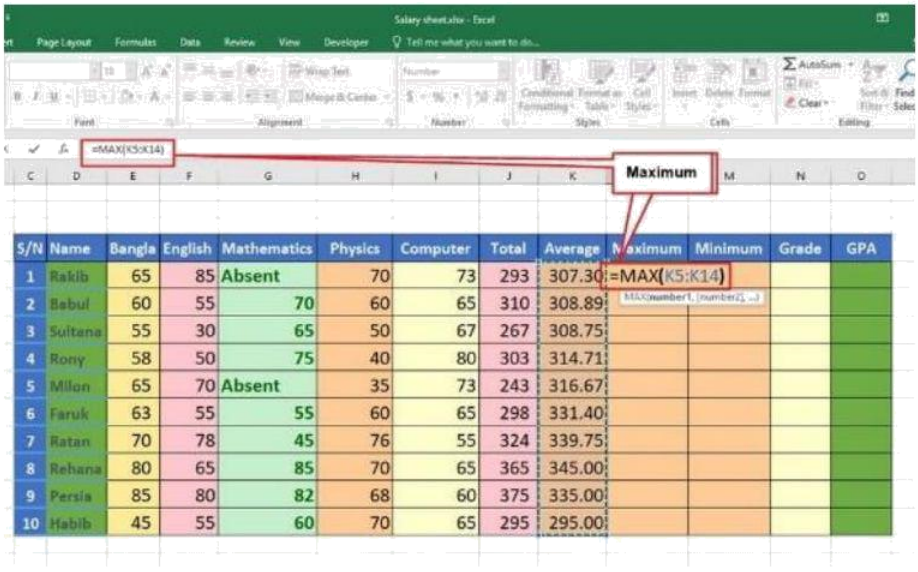
S/N	Branch	Date of sale	Products	COUNT	COUNTA	COUNTIF	COUNTIFS
1	Mirpur	12-Dec-18	Monitor	=COUNT(H4:J4)			
2	Bonani	13-Dec-18	RAM				
3	Dhanmondi	14-Dec-18	Hard disk				
4	Firmgare	15-Dec-18	Pendrive				
5	Mirpur	16-Dec-18	Motherboard				
6	Bonani	17-Dec-18	Processor				
7	Dhanmondi	18-Dec-18	Monitor				
8	Firmgare	19-Dec-18	RAM				
9	Mirpur	20-Dec-18	Hard disk				
10	Bonani	21-Dec-18	Pendrive				

Steps:

1. Enter the sample data on your worksheet.
2. In cell, enter an COUNT formula, to count the numbers in column.
3. Press the Enter key, to complete the formula.
4. The result will be the number of cells that contain numbers.

Use of MAXIMUM Function:

The Excel MAX function returns the largest value from a supplied set of numeric values. The syntax of the function is: MAX(number1, [number2], ...) where the number arguments are one or more numeric values (or arrays of numeric values), that you want to return the largest value.



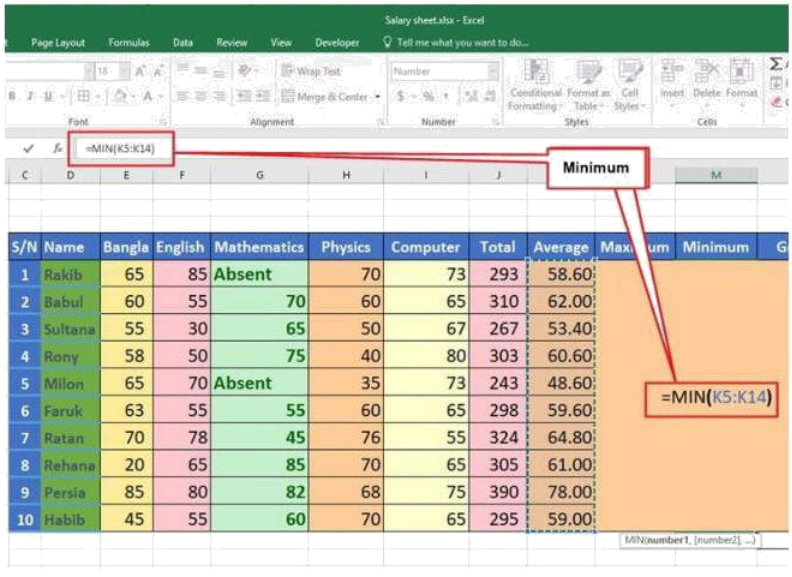
S/N	Name	Bangla	English	Mathematics	Physics	Computer	Total	Average	Maximum	Minimum	Grade	GPA
1	Rakib	65	85	Absent	70	73	293	307.30	=MAX(K5:K14)			
2	Babul	60	55	70	60	65	310	308.89				
3	Sultana	55	30	65	50	67	267	308.75				
4	Rony	58	50	75	40	80	303	314.71				
5	Milon	65	70	Absent	35	73	243	316.67				
6	Faruk	63	55	55	60	65	298	331.40				
7	Ratan	70	78	45	76	55	324	339.75				
8	Rehana	80	65	85	70	65	365	345.00				
9	Persia	85	80	82	68	60	375	335.00				
10	Habib	45	55	60	70	65	295	295.00				

Steps:

1. Just enter the formula =Max (A1:F12) in a blank cell
2. Then press Enter key to get the largest number in the range.

Use of MINIMUM Function:

The Excel MIN function returns the smallest value from a supplied set of numeric values. The syntax of the function is: MIN (number1, [number2], ...) where the number arguments are one or more numeric values (or arrays of numeric values), that you want to return the smallest value



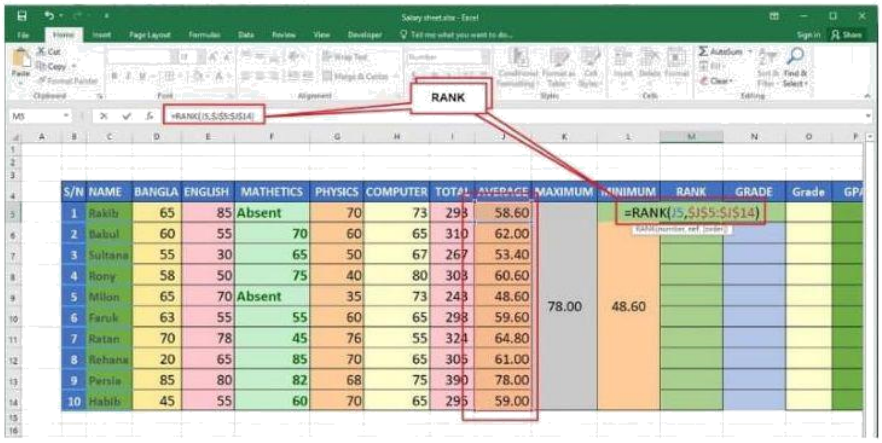
S/N	Name	Bangla	English	Mathematics	Physics	Computer	Total	Average	Maximum	Minimum	G
1	Rakib	65	85	Absent	70	73	293	58.60			
2	Babul	60	55	70	60	65	310	62.00			
3	Sultana	55	30	65	50	67	267	53.40			
4	Rony	58	50	75	40	80	303	60.60			
5	Milon	65	70	Absent	35	73	243	48.60			
6	Faruk	63	55	55	60	65	298	59.60			
7	Ratan	70	78	45	76	55	324	64.80			
8	Rehana	20	65	85	70	65	305	61.00			
9	Persia	85	80	82	68	75	390	78.00			
10	Habib	45	55	60	70	65	295	59.00			

Steps:

1. Just enter the formula like =MIN (A1:F12) in a blank cell
2. Then press Enter key to get the smallest number in the range.

Use of RANK function:

Excel RANK Function. The Excel RANK function returns the rank of a numeric value when compared to a list of other numeric values. RANK can rank values from largest to smallest (i.e. top sales) as well as smallest to largest values, using an optional order argument.



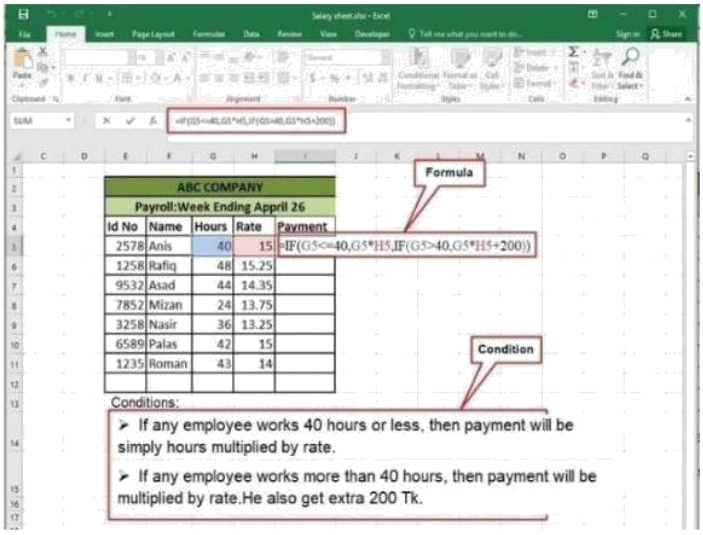
S/N	NAME	BANGLA	ENGLISH	MATHETICS	PHYSICS	COMPUTER	TOTAL	AVERAGE	MAXIMUM	MINIMUM	RANK	GRADE	Grade	GP
1	Rakib	65	85	Absent	70	73	293	58.60						
2	Babul	60	55	70	60	65	310	62.00						
3	Sultana	55	30	65	50	67	267	53.40						
4	Rony	58	50	75	40	80	303	60.60						
5	Milon	65	70	Absent	35	73	243	48.60						
6	Faruk	63	55	55	60	65	298	59.60						
7	Ratan	70	78	45	76	55	324	64.80						
8	Rehana	20	65	85	70	65	305	61.00						
9	Persia	85	80	82	68	75	390	78.00						
10	Habib	45	55	60	70	65	295	59.00						

Steps:

1. Just enter the formula like =RANK(B2,($C$5:$C$10),0) in a blank cell
2. Use zero, or leave this argument empty, to find the rank in the list in descending order.
3. For ascending order, type a 1.

Use of IF Function:

The Microsoft Excel IF function returns one value if the condition is TRUE, or another value if the condition is FALSE. The IF function is a built-in function in Excel that is categorized as a Logical Function. It can be used as a worksheet function (WS) in Excel.

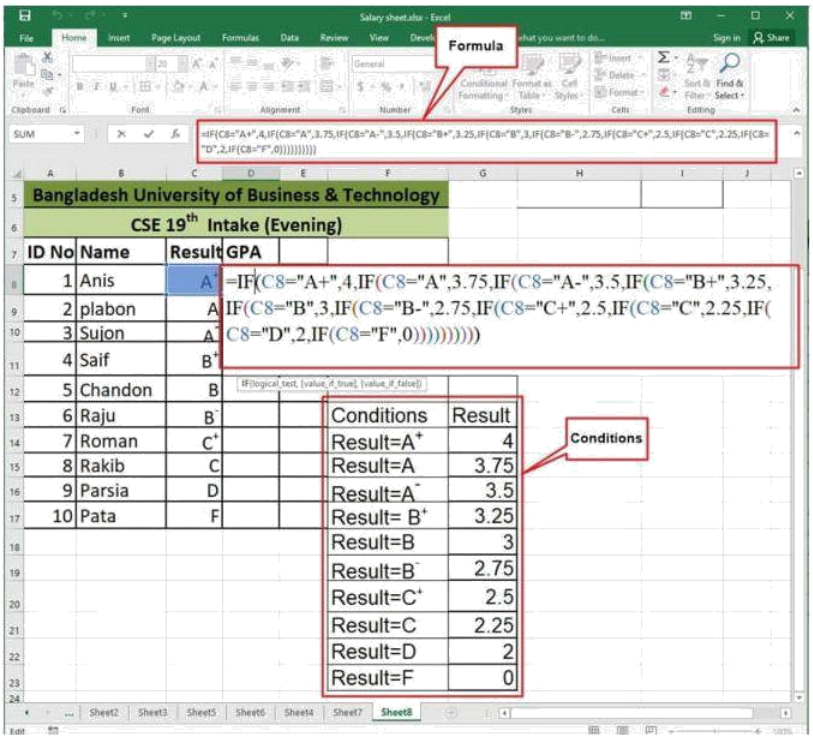


Steps:

1. Just enter the formula like =IF(logical_test, [value_if_true],[value_if_false]) in a blank cell
2. After entering all condition press enter from keyboard.

Calculate Grading system:

To assign letter grade for each student based on their scores may be a common task for a teacher, for example, we have a grading scale defined where the score A^+= 4, A = 3.75, A^- = 3.5, B^+ = 3.25, B= 3, b^- = 2.75, C^+ = 2.5, C=2.25, D=2, F= 0.

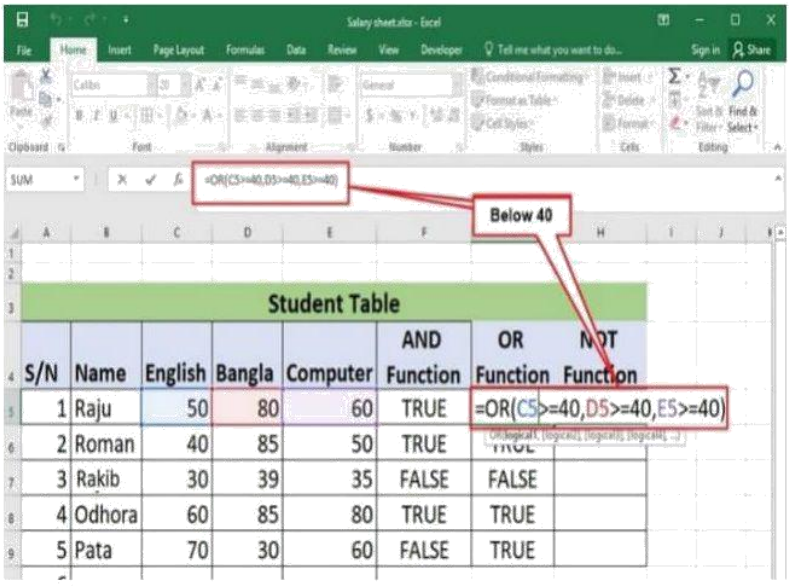


Steps:

1. Just enter the formula like =IF(logical_test, [value_if_true],[value_if_false]) in a blank cell
2. After entering all condition press enter from keyboard.

Use of OR Function:

The Microsoft Excel OR function returns TRUE if any of the conditions are TRUE. Otherwise, it returns FALSE. The OR function is a built-in function in Excel that is categorized as a Logical Function. As a worksheet function, the OR function can be entered as part of a formula in a cell of a worksheet.

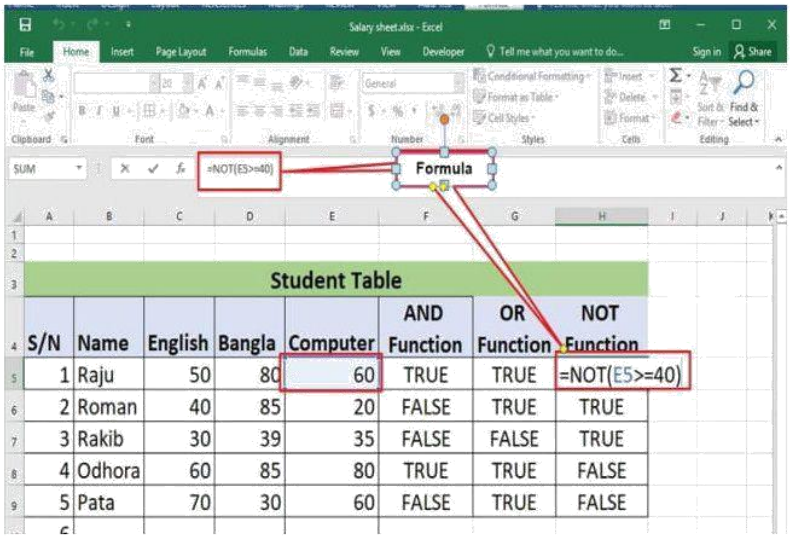


Steps:

1. Just enter the formula like =OR(logical1, [logical2],[logical3] …) in a blank cell
2. After entering all condition press enter from keyboard.

Use of NOT Function:

The Excel NOT function returns the opposite of a given logical or boolean value. When given TRUE, NOT returns FALSE.When given FALSE, NOT returns TRUE. Use the NOT function to reverse a logical value

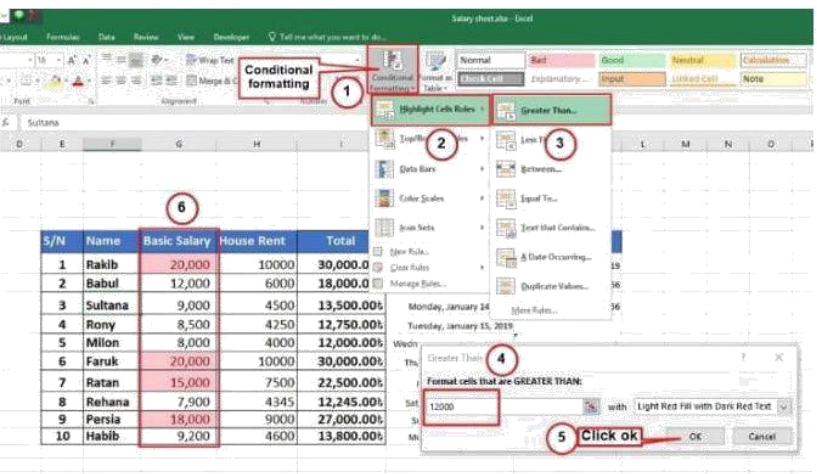


Steps:

1. Just enter the formula like =NOT(logical) in a blank cell
2. After entering all condition press enter from keyboard.

Use of Conditional formatting:

Select the range of cells, the table, or the whole sheet that you want to apply conditional formatting to. On the Home tab, click Conditional Formatting, point to Highlight Cells Rules, and then click Duplicate Values.



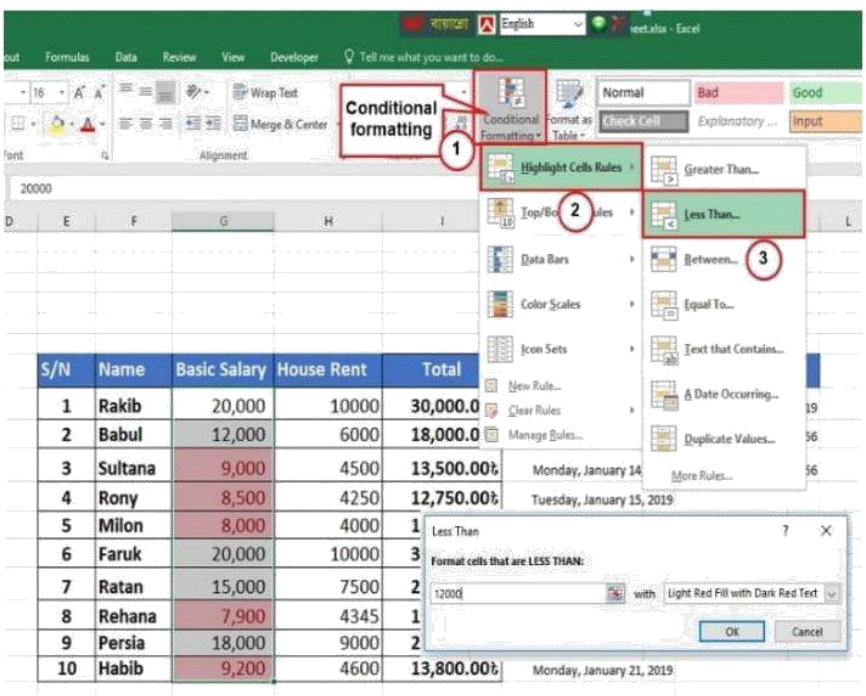
S/N	Name	Basic Salary	House Rent	Total
1	Rakib	20,000	10000	30,000.0
2	Babul	12,000	6000	18,000.0
3	Sultana	9,000	4500	13,500.00৳
4	Rony	8,500	4250	12,750.00৳
5	Milon	8,000	4000	12,000.00৳
6	Faruk	20,000	10000	30,000.00৳
7	Ratan	15,000	7500	22,500.00৳
8	Rehana	7,900	4345	12,245.00৳
9	Persia	18,000	9000	27,000.00৳
10	Habib	9,200	4600	13,800.00৳

To create a conditional formatting rule:

1. Select the desired cells for the conditional formatting rule.
2. From the Home tab, click the Conditional Formatting command.
3. Hover the mouse over the desired conditional formatting type, then select the desired rule from the menu that appears.
4. A dialog box will appear.
5. Then select greater than option.

Less Than:

Conditional formatting makes it easy to highlight certain values or make particular cells easy to identify. This changes the appearance of a cell range based on a condition (or criteria). You can use conditional formatting to highlight cells that contain values which meet a certain condition. Or you can format a whole cell range and vary the exact format as the value of each cell varies.



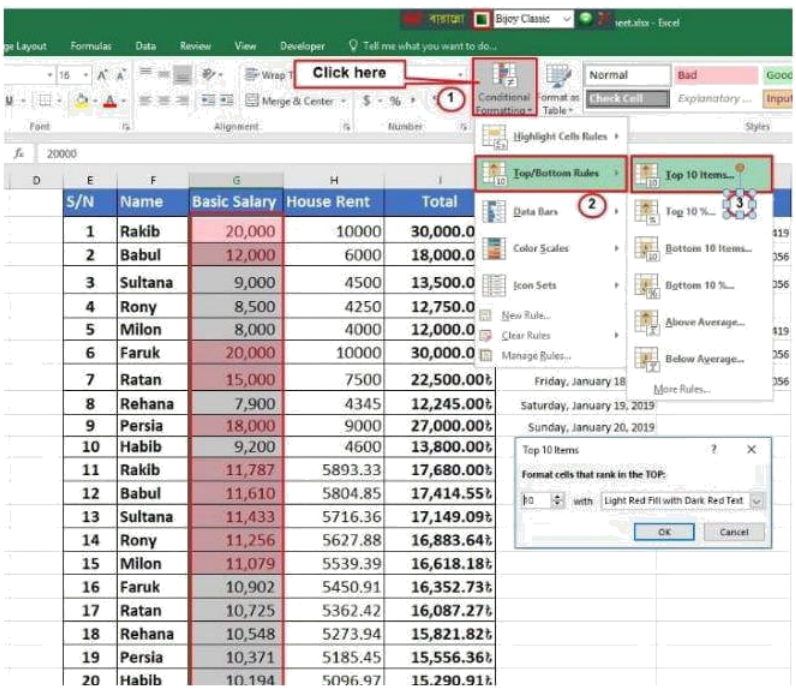
S/N	Name	Basic Salary	House Rent	Total
1	Rakib	20,000	10000	30,000.0
2	Babul	12,000	6000	18,000.0
3	Sultana	9,000	4500	13,500.00৳
4	Rony	8,500	4250	12,750.00৳
5	Milon	8,000	4000	1
6	Faruk	20,000	10000	3
7	Ratan	15,000	7500	2
8	Rehana	7,900	4345	1
9	Persia	18,000	9000	2
10	Habib	9,200	4600	13,800.00৳

To create a conditional formatting rule:

1. Select the desired cells for the conditional formatting rule.
2. From the Home tab, click the Conditional Formatting command.
3. Hover the mouse over the desired conditional formatting type, then select the desired rule from the menu that appears.
4. A dialog box will appear.
5. Then select less than option.

Top Ten Rules:

You can use conditionalformatting to highlight cells that contain values that. Excel for Office 365 for Mac Excel2019 for Mac Excel 2016 for Mac Excel for Mac 2011 More. conditionalformatting applied that shows *top* 10% and bottom 10% values. Point to Highlight Cells Rulesor Top/Bottom Rules, and then click on the rules



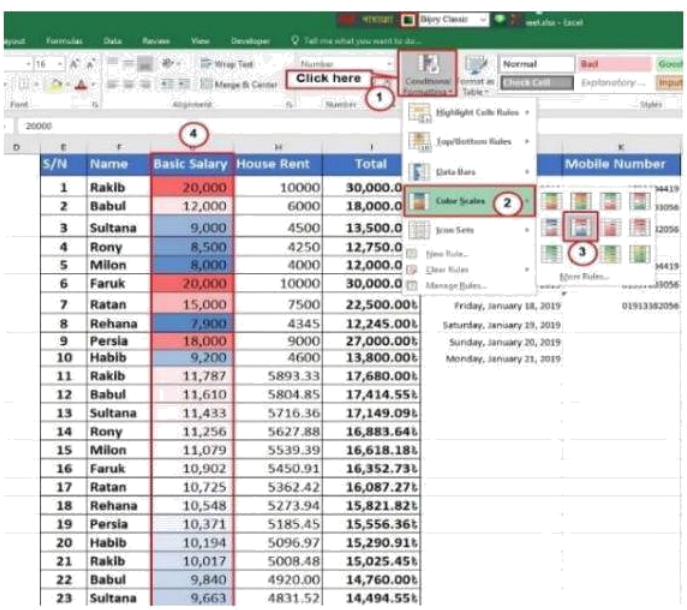
S/N	Name	Basic Salary	House Rent	Total
1	Rakib	20,000	10000	30,000.0
2	Babul	12,000	6000	18,000.0
3	Sultana	9,000	4500	13,500.0
4	Rony	8,500	4250	12,750.0
5	Milon	8,000	4000	12,000.0
6	Faruk	20,000	10000	30,000.0
7	Ratan	15,000	7500	22,500.00৳
8	Rehana	7,900	4345	12,245.00৳
9	Persia	18,000	9000	27,000.00৳
10	Habib	9,200	4600	13,800.00৳
11	Rakib	11,787	5893.33	17,680.00৳
12	Babul	11,610	5804.85	17,414.55৳
13	Sultana	11,433	5716.36	17,149.09৳
14	Rony	11,256	5627.88	16,883.64৳
15	Milon	11,079	5539.39	16,618.18৳
16	Faruk	10,902	5450.91	16,352.73৳
17	Ratan	10,725	5362.42	16,087.27৳
18	Rehana	10,548	5273.94	15,821.82৳
19	Persia	10,371	5185.45	15,556.36৳
20	Habib	10,194	5096.97	15,290.91৳

To create a conditional formatting rule:

1. Select the desired cells for the conditional formatting rule.
2. From the Home tab, click the Conditional Formatting command.
3. Hover the mouse over the desired conditional formatting type, then select the desired rule from the menu that appears.
4. A dialog box will appeared

Use of Conditional color scale:

Format cells by using color scales. Cells are shaded with gradations of two or three colors that correspond to minimum, midpoint, and maximum thresholds. Select the range of cells, the table, or the whole sheet that you want to apply conditional formatting to. On the Home tab, under Format, click Conditional Formatting



S/N	Name	Basic Salary	House Rent	Total	Mobile Number
1	Rakib	20,000	10000	30,000.0	
2	Babul	12,000	6000	18,000.0	
3	Sultana	9,000	4500	13,500.0	
4	Rony	8,500	4250	12,750.0	
5	Milon	8,000	4000	12,000.0	
6	Faruk	20,000	10000	30,000.0	
7	Ratan	15,000	7500	22,500.00৳	01913382056
8	Rehana	7,900	4345	12,245.00৳	
9	Persia	18,000	9000	27,000.00৳	
10	Habib	9,200	4600	13,800.00৳	
11	Rakib	11,787	5893.33	17,680.00৳	
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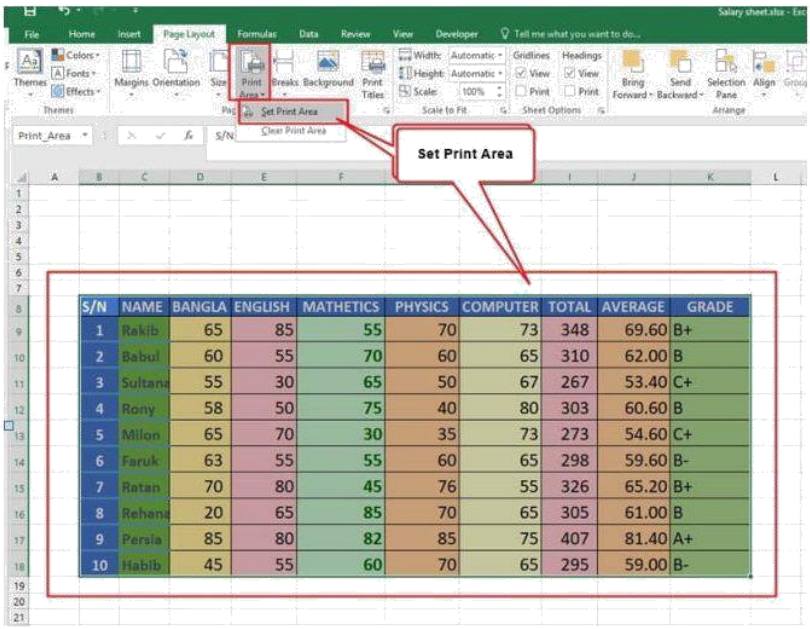
18	Rehana	10,548	5273.94	15,821.82৳	
19	Persia	10,371	5185.45	15,556.36৳	
20	Habib	10,194	5096.97	15,290.91৳	
21	Rakib	10,017	5008.48	15,025.45৳	
22	Babul	9,840	4920.00	14,760.00৳	
23	Sultana	9,663	4831.52	14,494.55৳	

To create a conditional formatting rule:

1. Select the desired cells for the conditional formatting rule.
2. From the Home tab, click the Conditional Formatting command.
3. Hover the mouse over the desired conditional formatting type, then select the desired rule from the menu that appears.
4. A dialog box will appear

Print worksheet:

When you're finished creating the worksheets in your workbook, you may want to print them out. Printing in MS Excel is very easy. Excel makes it that way. To print your workbooks and worksheets, click the File tab to get to the Backstage area. Print *a* sheet on just one page to reduce the amount of paper needed to print a large amount of information. You can also print *a* sheet.



S/N	NAME	BANGLA	ENGLISH	MATHETICS	PHYSICS	COMPUTER	TOTAL	AVERAGE	GRADE
1	Rakib	65	85	55	70	73	348	69.60	B+
2	Babul	60	55	70	60	65	310	62.00	B
3	Sultana	55	30	65	50	67	267	53.40	C+
4	Rony	58	50	75	40	80	303	60.60	B
5	Milon	65	70	30	35	73	273	54.60	C+
6	Faruk	63	55	55	60	65	298	59.60	B-
7	Ratan	70	80	45	76	55	326	65.20	B+
8	Rehana	20	65	85	70	65	305	61.00	B
9	Persia	85	80	82	85	75	407	81.40	A+
10	Habib	45	55	60	70	65	295	59.00	B-

Print all or part of a worksheet

1. Click the worksheet, and then select the range of data that you want to print.
2. Click File, and then click Print.
3. Under Settings, click the arrow next to Print Active Sheets and select the appropriate option.
4. Set print area
5. Click Print.

S/N	NAME	BANGLA	ENGLISH	MATHETICS	PHYSICS	COMPUTER	TOTAL	AVERAGE	GRADE
1	Rakib	65	85	55	70	73	348	69.60	B+
2	Babul	60	55	70	60	65	310	62.00	B
3	Sultana	55	30	65	50	67	267	53.40	C+
4	Rony	58	50	75	40	80	303	60.60	B
5	Milon	65	70	30	35	73	273	54.60	C+
6	Faruk	63	55	55	60	65	298	59.60	B-
7	Ratan	70	80	45	76	55	326	65.20	B+
8	Rehana	20	65	85	70	65	305	61.00	B
9	Persia	85	80	82	85	75	407	81.40	A+
10	Habib	45	55	60	70	65	295	59.00	B-

Introduction toPresentation application:

A presentation package is a software program that provides the resources necessary to give a professional presentation for meetings, lectures, speeches or other similar situations.

The most prominent example of presentation software is Microsoft PowerPoint. Other examples include Apple Keynote, OpenOffice Impress, Corel Presentations, Adobe Persuasion, Flowboard, Kingsoft Presentation and Prezi.

Here we discuss about Microsoft PowerPoint-

PowerPoint is computer applicatiom created by Microsoft which allows the user to create slides with recordings, narrations, transitions and other features in order to present information. PowerPoint is a presentation software made by Microsoft.

A PowerPoint presentation is a presentation created using Microsoft PowerPoint software. The presentation is a collection of individual slides that contain information on a topic. PowerPoint presentations are commonly used in business meetings and for training and educational purposes.

Run PowerPoint

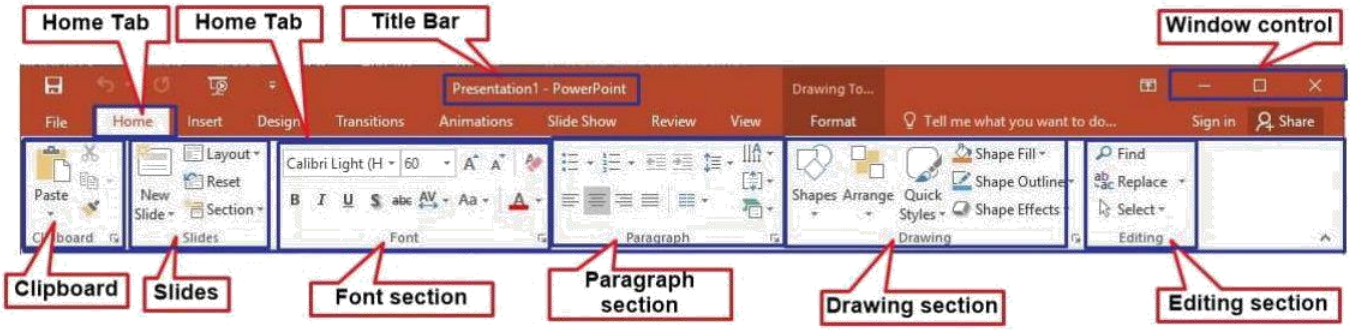
Way 1 – From Start Menu

Step 1 – The most common way to open PowerPoint is with the help of the Start menu. Click on the **Start** button which is in the leftmost corner of the taskbar.

Step 2 – Locate Microsoft Office in the M alphabet section and click on it to expand.

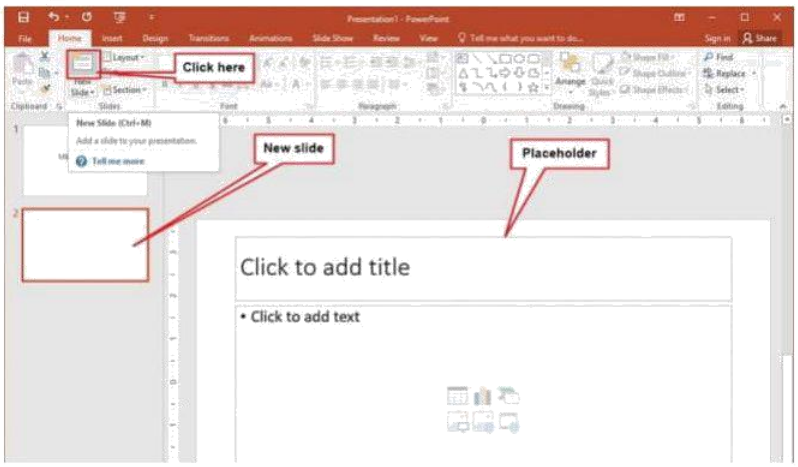
Step 3 – Find PowerPoint in the list and then click on it.

PowerPoint Layout:



Insert New Slide:

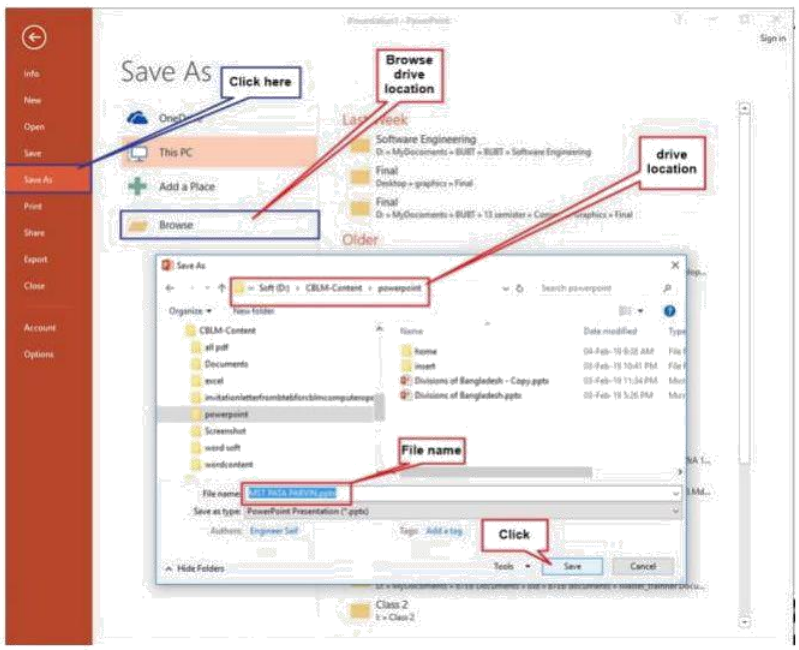
Here you will learn how to insert a new slide in PowerPoint. When you create a new presentation, PowerPoint gives you one default slide that contains a "Title Slide" layout. You can click into the placeholders shown in the title slide. Then click the "New Slide" button in the "Slides" button group.



Insert a New Slide in PowerPoint:

1. To insert a new slide that contains a "Title and Content" slide layout, click the "Home" tab in the Ribbon.
2. Then click the "New Slide" button in the "Slides" button group

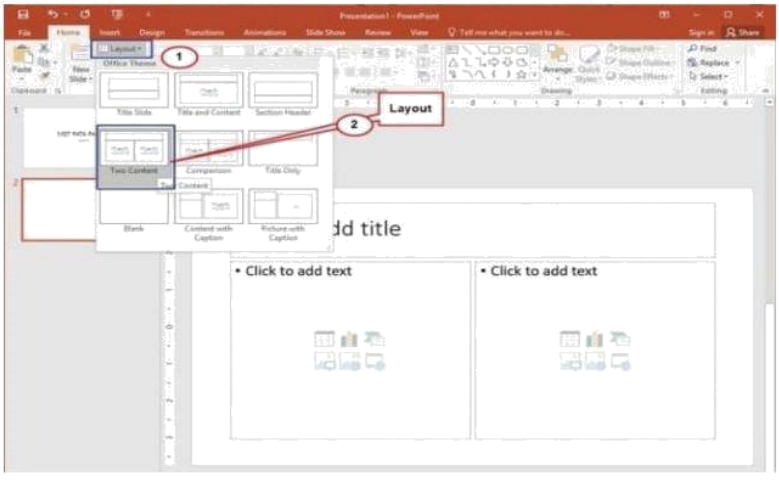
Save Presentation File:



1. Select File > Save as (or Save a Copy).
2. Click browse options.
3. Browse to the folder where you want to save your presentation.
4. In the File name box, type a name for your presentation.
5. Under Save as type, select PowerPoint Presentation (pptx).
6. Click save button

Insert Layout in Slide:

Apply a slide layout. You choose a layout from a menu in PowerPoint, then insert your words and graphics. The predefined layouts include a Title slide to begin with, a general Title and Content layout, a side-by-side Comparison layout, and a Picture-with-Caption layout.

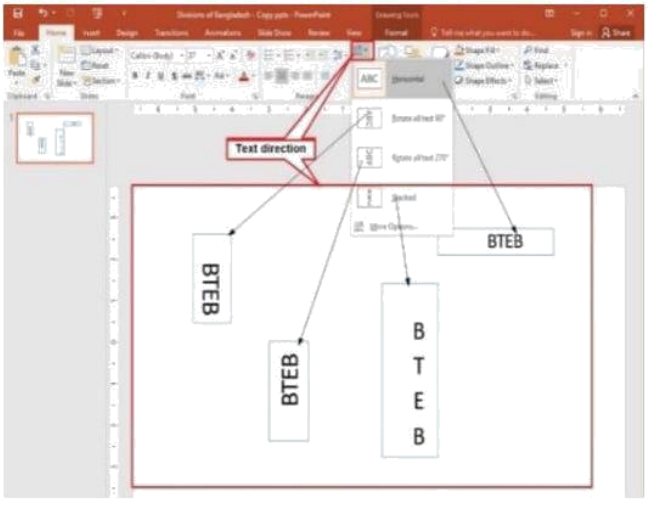


Insert a Slide layout in PowerPoint:

1. To insert a slide layout that contains layout button, click the "Home" tab in the Ribbon.
2. Then click the "layout" button in the "Slides" button group
3. Select required layout.

Text Direction:

You can change the direction of text in a shape or a text box between **horizontal** (**left** to right) and vertical (from the **top** to the **bottom** or from the **bottom** to the **top**). Double-click the shape or text box to select it and open the home tab. On the home tab, in the paragraph group, click Text Direction.

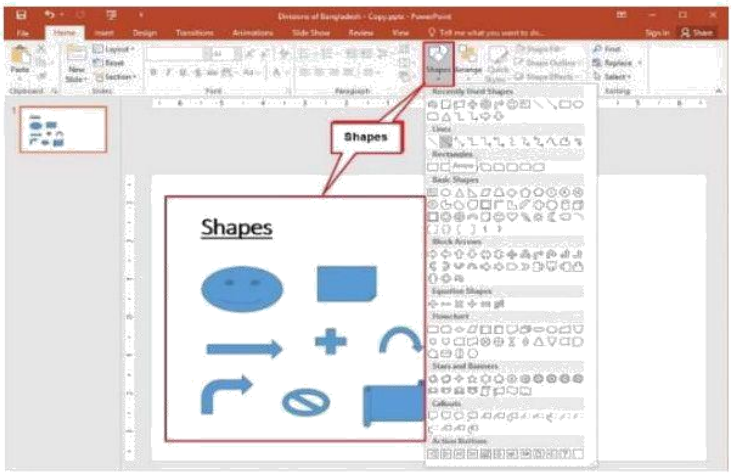


To change text orientation, follow these steps:

1. Select the AutoShape, text box, or table cell that contains the text whose orientation you want to change.
2. Choose the Text Direction option from the Format menu. Word displays the Text Direction dialog box.
3. Choose an orientation from those offered.
4. Click on OK.

Use of Shape:

PowerPoint has many useful shapes ready to insert into your slides. Basic shapes such as lines, bubbles, curves, and more can add a necessary visual element to your document.

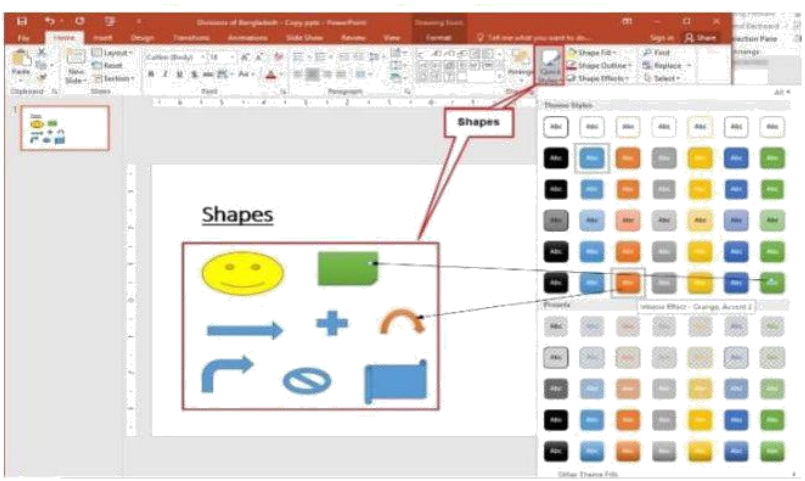


To insert a shape:

1. Select the Insert tab.
2. Click the Shape command.
3. Left-click a shape from the menu. Your cursor is now a cross shape.
4. Left-click your mouse and while holding it down, drag your mouse until the shape is the desired size.
5. Release the mouse button.

Use of Quick Style:

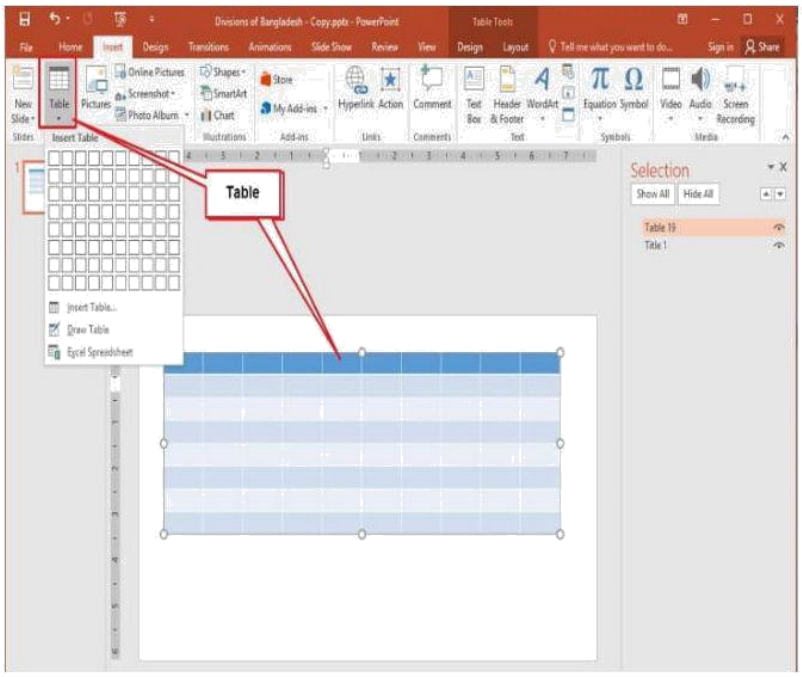
A Quick Style set contains the basic styles that you need to build a document. However, you may want to add a custom style. Select the text that you want to format as a new style. For example, perhaps you want text that contains certain information about your business to always appear as bold and red in your document.



1. Apply or change a Quick Style set. On the home tab, click the quick part bottom
2. Then choose a style set such as Basic or Casual. On the Home tab, the options in the Styles group change to reflect the Quick Style set that you clicked.

Use of Table in Slide:

When presenting ideas that include references to data, it can be helpful to make the point using a table. These visual methods can make the point much stronger than simply describing the data.

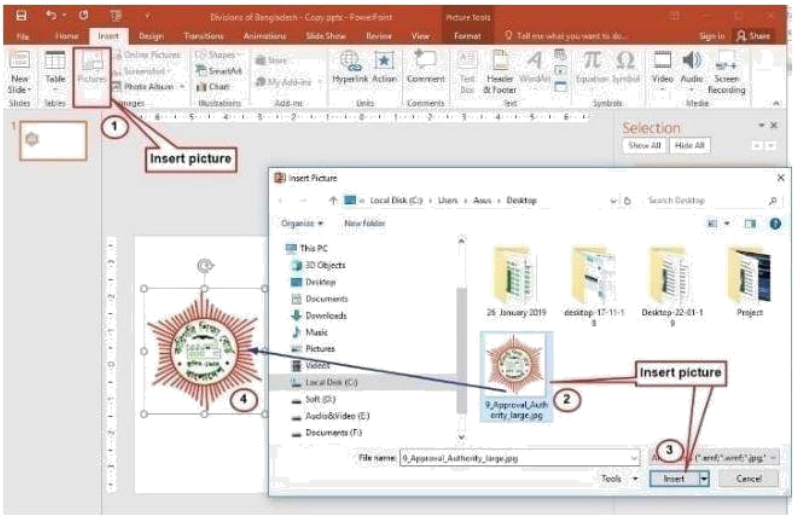


Create and format a table in PowerPoint

1. Select the slide that you want to add a table to.
2. On the Insert tab, select Table.
3. In the Insert Table dialog box, do one of the following: Use the mouse to select the number of rows and columns that you want.
4. To add text to the table cells, click a cell, and then enter your text.

Insert Picture:

Adding picturescan make your presentations more interesting and engaging. You can insert a picture from a file on your computer onto any slide. PowerPoint even includes tools for finding online pictures and adding screenshotsto your presentation.

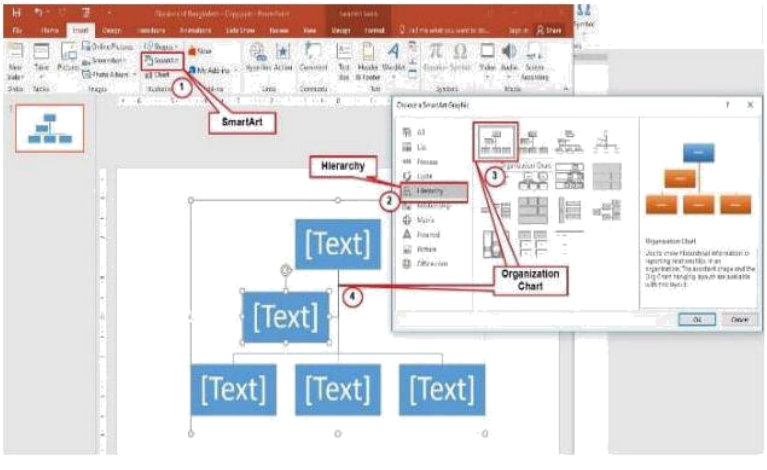


To insert a picture from a file:

1. Place your insertion point where you want the image to appear.
2. Select the Insert tab.
3. Click the Picture command in the Illustrations group. The Insert Picture dialog box appears.
4. Select the desired image file, then click Insert to add it to your document. Selecting an image file.

Use of SmartArt:

A SmartArt graphic is a visual representation of information and ideas, and a chart is a visual illustration of numeric values or data. Basically, SmartArt graphics are designed for text and charts are designed for numbers. Use the information below to decide when to use a SmartArt graphic and when to use a chart.

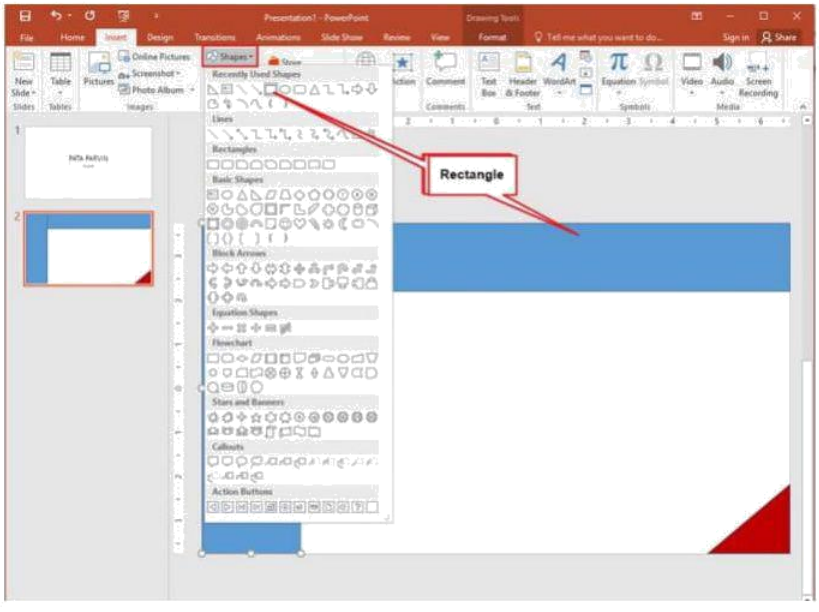


To insert a SmartArt graphic:

1. Select the slide where you want the SmartArt graphic to appear.
2. From the Insert tab, select the SmartArt command in the Illustrations group. Clicking the SmartArt command.
3. A dialog box will appear.
4. The SmartArt graphic will appear on the current slide.

Use of Rectangle:

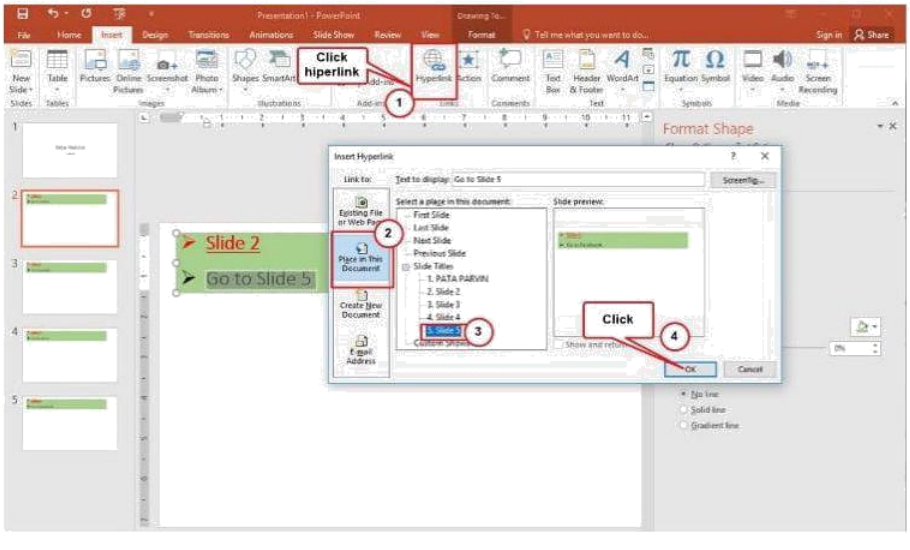
Select the Insert tab, then click the Shapes command in the Illustrations group. A drop-down menu of shapes will appear. Select the rectangle shape. Click and drag in the desired location to add the shape to the slide.



1. Select Insert tab.
2. Click rectangle from shapes command.
3. Click and drag in the desired location to add the shape to the slide.

Use of hyperlink:

In PowerPoint 2016, *a* hyperlink is simply a bit of text or a graphic image that you can click when viewing a slide to summon another slide, another presentation.

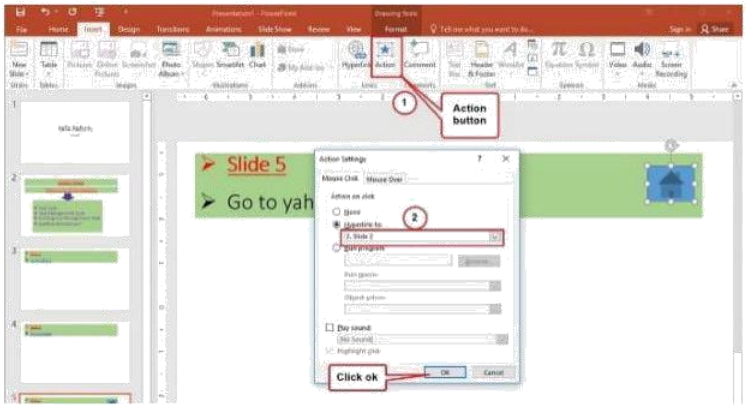


To insert a hyperlink to another slide:

1. Right-click the selected text or image, then click Hyperlink.
2. The Insert Hyperlink dialog box will appear.
3. On the left side of the dialog box, click Place in this Document.
4. A list of other slides in your presentation will appear.
5. Click OK

Use of Action Button:

Action buttons are built-in shapes you can add to a presentation and set to link to another slide, play a sound, or perform a similar action. When someone clicks or hovers over the button, the selected action will occur. Action buttons can do many of the same things as hyperlinks.

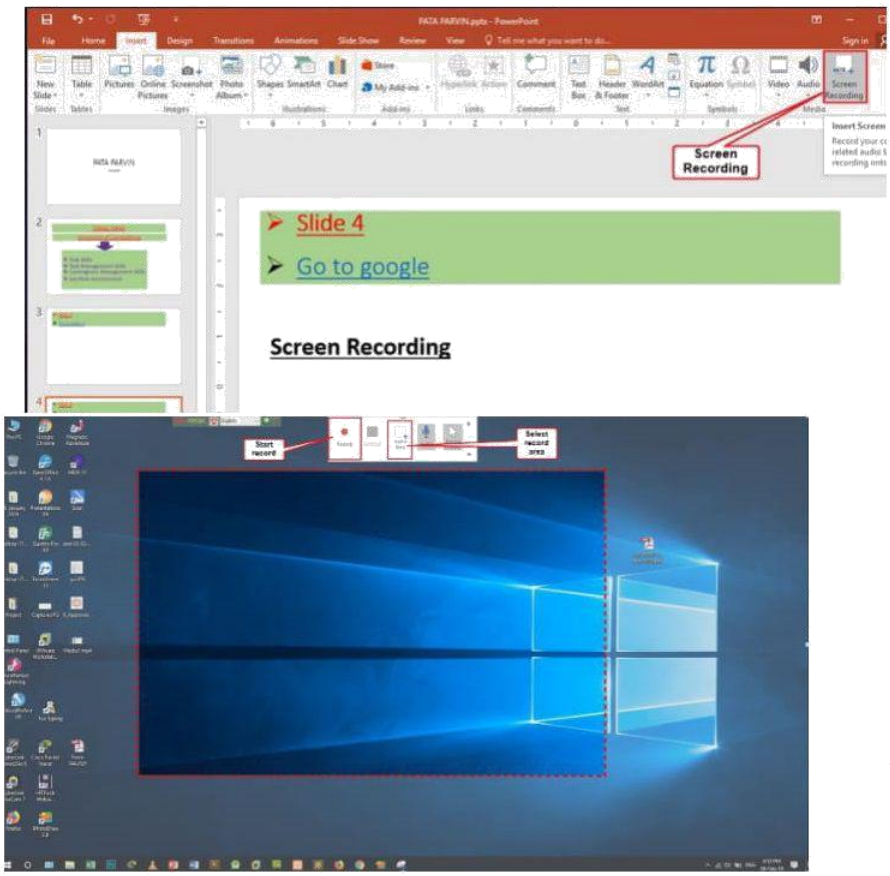


To insert an action button on one slide:

1. Click the Insert tab.
2. Click the Shapes command in the Illustrations group.
3. Select the desired action button.
4. Insert the button onto the slide by clicking the desired location.
5. Select the Mouse Click or Mouse Over tab.

Use of Recording Option:

The Recording tab introduced in PowerPoint 2016 gives you this ability and goes even further with more interactive elements—like quizzes—to include in a presentation. Your interactive video can contain: Audio narration.



Take a screen recording

1. As for screen capture.
2. Choose Insert, Screen Recording from the Media group.
3. To record part of the screen, click the Select Area button and drag across the area you want to record.
4. Click Record.
5. Press Windows button + Shift + Q and the video appears on your current slide

Use of Built-in Slide Templete:

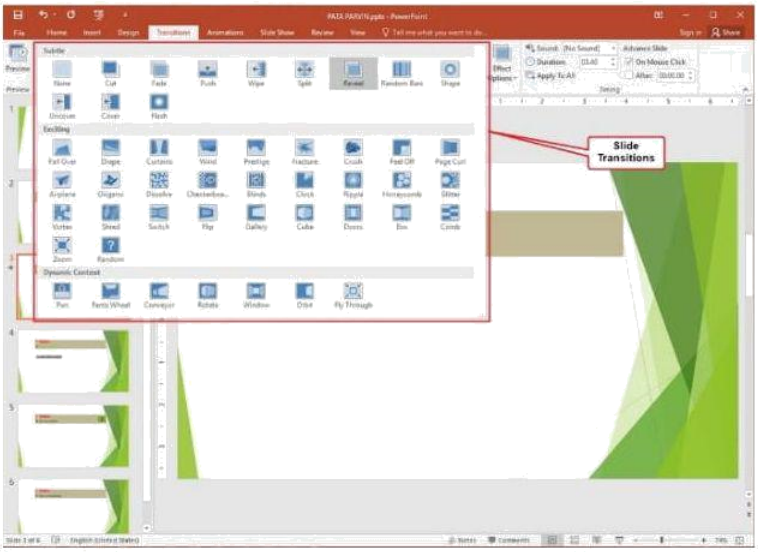
A PowerPoint template is a pattern or blueprint of a slide or group of slides that you save as a .potx file. Templates can contain layouts, colors, fonts, effects, background styles, and even content. You can create your own custom templates and store them, reuse them, and share them with others

Applying themes

1. Select the Design tab on the Ribbon, then locate the Themes group. Each image represents a theme.
2. Click the More drop-down arrow to see all available themes.
3. Select the desired theme.
4. The theme will be applied to the entire presentation. To apply a different theme, simply select it from the Design tab.

Use of Slide Transition:

Slide transitions are the effects that take place when one slide gives way to the next one in the presentation, like Roll down from top or Fly in from left. They add dynamic flair to a slideshow, smoothing the transition between slides. You can add transitions while in Slide Sorter view or in Normal view.

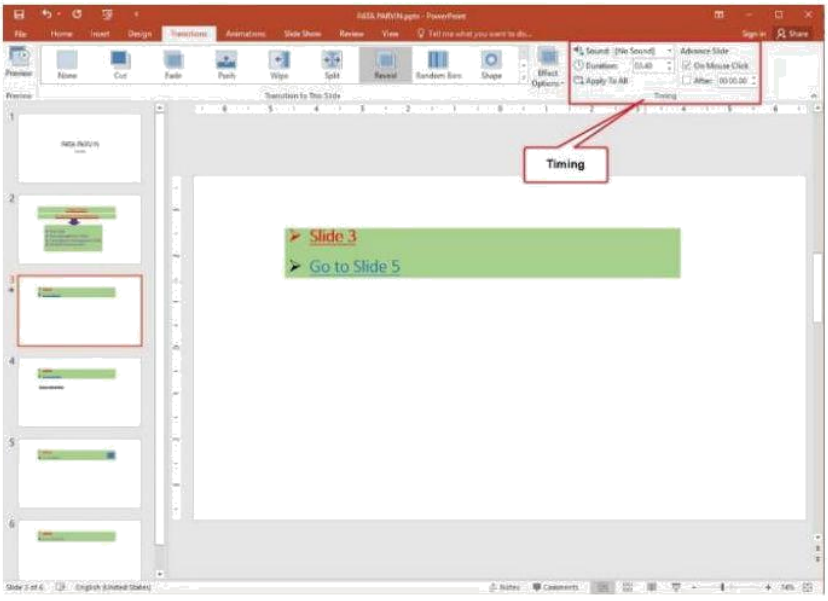


To apply a transition:

1. Select the desired slide from the Slide Navigation pane.
2. Click the Transitions tab, then locate the Transition to This Slide group.
3. Click the More drop-down arrow to display all transitions.
4. Click a transition to apply it to the selected slide.

Set Timing in Slide:

Specify a time to advance to the next slide. Select the slide that you want to *set* the timing for. On the Transitions tab, in the *Timing* group, under Advance Slide, do one of the following: To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box.

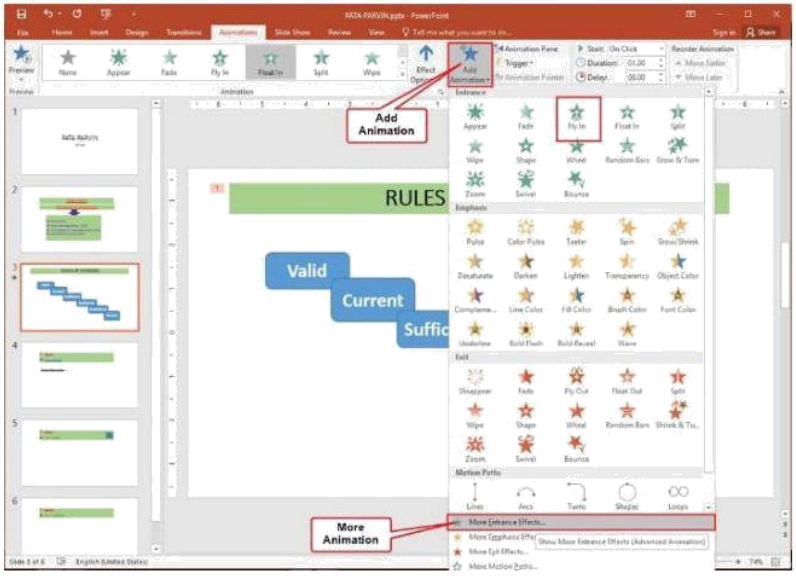


Specify a time to advance to the next slide

1. Select the slide that you want to set the timing for.
2. On the Transitions tab, in the Timing group, under Advance Slide, do one of the following: To make the slide advance to the next slide when you click the mouse, select the On Mouse Click check box.

Set Animation in Slide:

PowerPoint animation is a form of animation which uses Microsoft PowerPoint and similar programs to create a game or movie. The artwork is generally created using PowerPoint's AutoShape features, and then animated slide-by-slide or by using Custom Animation

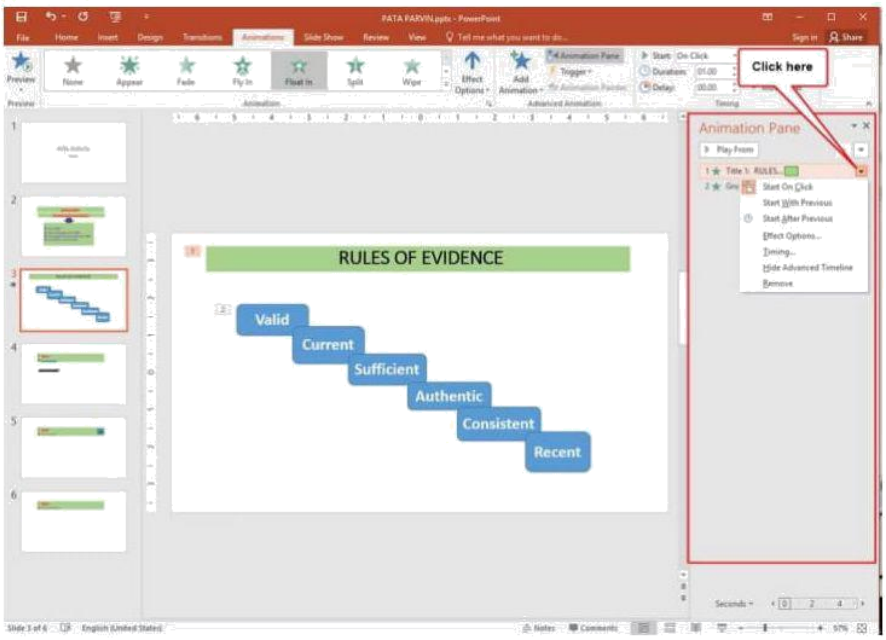


To apply a custom animation effect in Office PowerPoint, do the following:

1. Select the text or object that you want to animate.
2. On the Animations tab, in the Animations group, click Custom Animation.
3. In the Custom Animation task pane, click Add Effect, and then do one or more.

Control Animation:

Slide transition animation in PowerPoint is the animation that occurs when you advance from slide to slide within the presentation. You have many options for controlling the effects of the slide transition animation in PowerPoint.

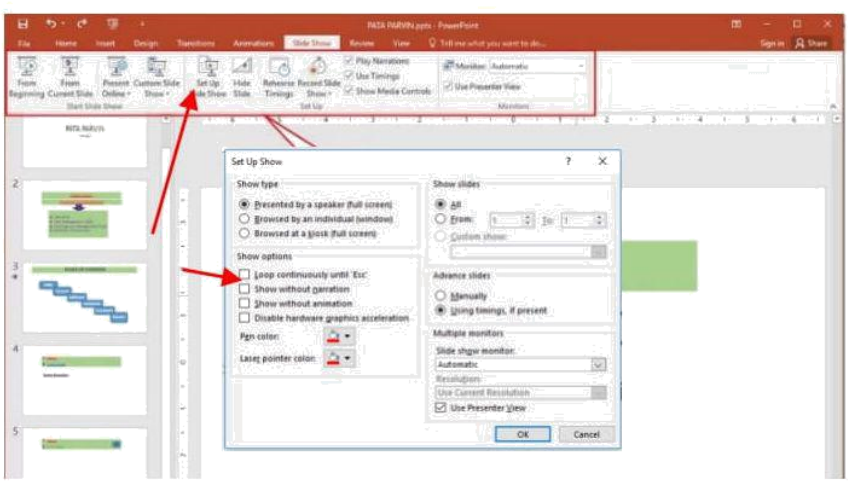


Open the Animation Pane

1. Select the object on the slide that you want to animate.
2. On the Animations tab, click Animation Pane.
3. Click Add Animation, and pick an animation effect.
4. To apply additional animation effects to the same object, select it, click Add Animation and pick another animation effect.

Use of Slide Show:

A slide show is a presentation of a series of still images on a projection screen or electronic display device, typically in a prearranged sequence. The changes may be automatic and at regular intervals or they may be manually controlled by a presenter or the viewer.

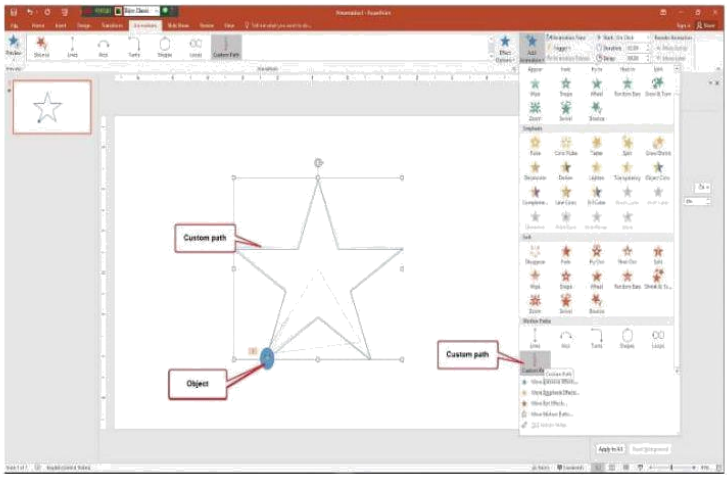


To set up a PowerPoint presentation to run automatically, do the following:

1. On the Slide Show tab, click Set Up Slide Show.
2. Under Show type, pick one of the following: To allow the people watching your slide show to have control over when they advance the slides, select Presented by a speaker
3. To allow autometicaly play slide show, select loop continuously until Esc.

Motion Paths.

A motion path moves an item, like a picture, on a line you specify. So, you use a motion path to move something in a very specific way on a slide. You can also combine motion paths with other effects.

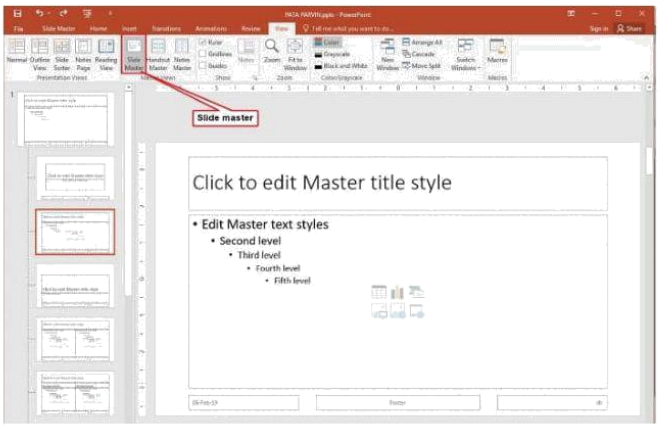


Add a motion path to an object

1. Click the object you want to animate.
2. On the Animations tab, click Add Animation.
3. Scroll down to Motion Paths, and pick one. Tip: If you choose the Custom path option, you will draw the path that you want the object to take. To stop drawing a custom path, press Esc.

Use of Slide Master:

In Microsoft PowerPoint, the Slide Master is the top slide that controls all information about the theme, layout, background, color, fonts, and positioning of all slides. Using the Slide Master can be an easy way to adjust the look of an existing theme or make overall changes to all slides in your presentation.



1. Select the View tab, then click the Slide Master command.
2. The presentation will switch to Slide Master view, and the Slide Master tab will be selected on the Ribbon.
3. In the left navigation pane, scroll up and select the slide. This is the slide master.