MICROSOFT OFFICE

Q1. PARTS OF MS -OFFCIE

1.MS -OFFICE WORD 2013

2.MS -OFFICE EXCEL 2013

3.MS -OFFICE POWERPOINT 2013

Q2.What is MS -office

Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. It is a proprietary product of Microsoft Corporation and was first released in 1990. Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants. It mainly consists of Word, Excel, PowerPoint, Access, OneNote, Outlook and Publisher applications.

Q3. owner of MS office?

On April 4, 1975, at a time when most Americans used typewriters, childhood friends Bill Gates and Paul Allen found Microsoft, a company that makes computer software.09-Oct-2015

Q4. Advantages and Disadvantages of Using Microsoft Office 2013.

1Cloud Integration

When your files and data are saved in the cloud, they're more secure than when simply stored on your hard drive.

2.Read Mode

As a practical and valuable addition to the new version of MS Office, the new "read mode" will allow users to read documents in an easy-to-read environment.

3.Tablet-Friendly

MS Office 2013 is tablet-friendly, unlike the older versions of Office. Mobile users can use the suite on their tablet without any issues or inconveniences.

4.Simple Editing

In MS Office 2013, editing files is easier than ever before. In addition, you can now edit PDF files using Office, which wasn't possible in the past.

5.Add Videos to Documents

In MS Office 2013, adding videos to your content is easy; it allows you to search for appropriate videos within the software application you're using.

Disadvantages of Using MS Office 2013

While there are many advantages and benefits, MS Office 2013 also has its fair share of disadvantages.

1New User Interface

The new user interface is overly simplistic, and many people find the simplicity lacks bulk. However, the animated transitions seem to make up for the simplistic user interface, as they're interesting and attractive.

2.Live Layout

You can add media and images to your documents with the "live layout" feature in Word 2013. However, many users have reported difficulty when adding pictures; apparently, the photos sometimes refuse to go where you want them to.

<u>MS -OFFICE WORD 2013</u>

Q1.What is Ms -office ?

Microsoft word 2013 is a part of Microsoft office package. It provides to create a letter, application or any type of document that may contains text, pictures, table, graphics and other more special effects, styles & formats applicable in the paragraph and documents. It provides to create paragraph in attractive style. This package allow to save your document with .doc (in Old version) and .docx (in Newer Version) at any given location of computer hard drive partition.

Q2. How to start Microsoft word 2013...?

1.mouse →start→Microsoft office →ms office word 2013 →ok

2.Keyboard →win+R→Run→winword →enter

Q3. Advantages and Disadvantages of Microsoft Word?

Advantages of Microsoft Word

Word allows you to produce most of the documents traditionally created by a secretarial pool or by a marketing department. It reduces the time and cost to produce the document.

The advantages of Word .

Integration:

 One of the most powerful features of Word is the ability to integrate any document with other media available within the Office suite. It is easy to incorporate graphs, presentation materials, worksheets, and any other media created in the suite. As the link is dynamic, any document you create can be instantly updated when other media changes.

Mail Merge:

Word makes it very easy to create personalized documents by using a database list of names and addresses and merge them into your document. This is ideal for mass mailings of brochures or letters. The mail merge feature is intuitive and feature-packed, allowing you to create many different documents like mailing labels.

Collaboration:

One feature that is outstanding on Word is the ability to markup the document for changes. This allows for a series of editors to amend and update the document and allow all users the ability to see the changes made to the document.

Templates:

The good thing about Word is that there are thousands of templates available, so it's very easy to create a brochure based on a template someone has already designed. Most templates are very easy to use and very customizable, allowing you to produce some stunning end results.

Smaller Files:

In the past, Word files had been notorious for being relatively large. This was a problem if your device had limited storage space. Word 2007 introduced the new DOCX format, which significantly reduced the size of Word files. This format is now the standard for documents.

Mobile App:

A mobile version of Word is available on Windows phones and tablets. While it is not as robust as the desktop version, it does allow you to create and edits documents. This is a great app for working on documents while you are on the go.

Disadvantages of Microsoft Word

Cost:

While Word is the best word processor available, it can be very expensive. You can get free word processors that are nearly as powerful that will satisfy the needs of most users.

Complexity:

Most users will probably never use 50% of the functionality of Word. The complexity can actually be a deterrent as some users will be overwhelmed by the features available. The ribbon does present some of the more frequently used elements, but the lack of intuitiveness of the ribbon can add to the confusion.

Not Always Intuitive:

Some functions are not always intuitive, and it can take a while to get your desired effects. I have personally had problems trying to insert pictures and align text correctly around the pictures. The options available seem to offer what I need, but I don't always get the desired effect.

Removed Features:

Some familiar features of Word have been removed in the past. This includes the iconic toolbar that was replaced by the ribbon. Word also previously had tools like speech recognition, although that feature became a part of Windows.

Ms -word

1.New page →ctrl+enter

2.Title bar →document -1

3.Tab button→8

4.Ribbon →ctrl+F1 (show /hide)

5.ruler →horizontal ruler (page left & right)

       Vertical ruler (page up & down)

6.New document →ctrl+Enter

7.Page zoom min→10%

8.Page zoom max→500%

9.Fit page →100%

10.close page →ctrl+W

11.paragraph key →=rand() press enter

            =rand.old()press enter

            =lorem()press enter

12.Extenson of ms -word→.Docx