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MS Office Tutorial for beginners

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MS Office Tutorial for beginners

To start with MS Office, you need to know how to use its main programs, such as Word for writing, Excel for making spreadsheets, PowerPoint for creating presentations, and Outlook for managing your email and schedules. This MS Office tutorial will help you understand them easily.

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Introduction to MS Office

Microsoft Office is a collection of programs meant to facilitate productivity and complete routine computer activities. We cover the following in this MS Office tutorial:

- Overview of MS Office
- MS Word
- MS Excel
- MS PowerPoint
- MS Access

Overview of MS Office

With MS Office, you can deal with data in databases and spreadsheets, make presentations and posters, and create and edit documents with text and

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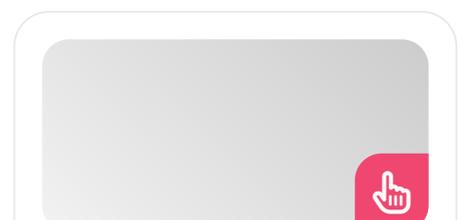
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images. Microsoft Office is a suite of specially designed apps designed to automate manual office tasks.

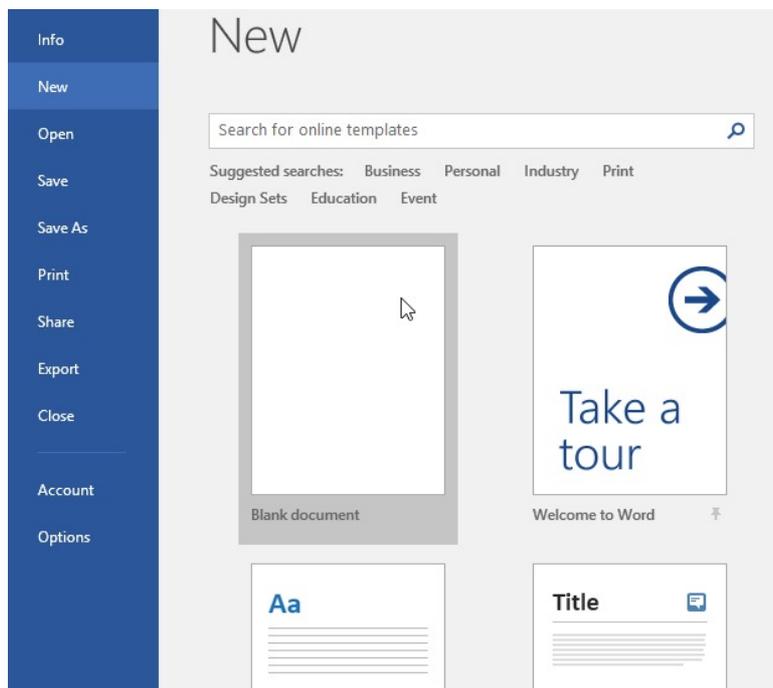
The primary apps included in MS Office are MS Word, MS Excel, MS PowerPoint, MS Access, OneNote, MS Outlook, and Publisher. Enroll in our **Artificial Intelligence Course** as it opens the door to various trending job opportunities in top IT companies.

MS Office Interview Questions and Answers

MS Word

Microsoft Word is a word processor that may be used to create papers, letters, reports, and other types of writing of professional caliber. With its sophisticated tools, you may format and modify your files and documents most effectively.

- The Start Screen will show up the first time you launch Word.
- You can select a template, start a new document, and view the documents you've recently changed from this menu.
- To open the Word interface, find and pick Blank document from the Start Screen.



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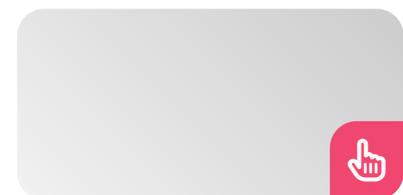
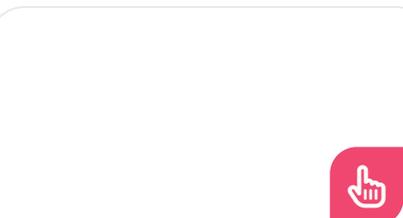


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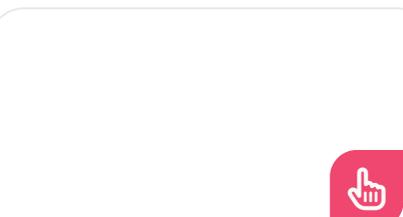
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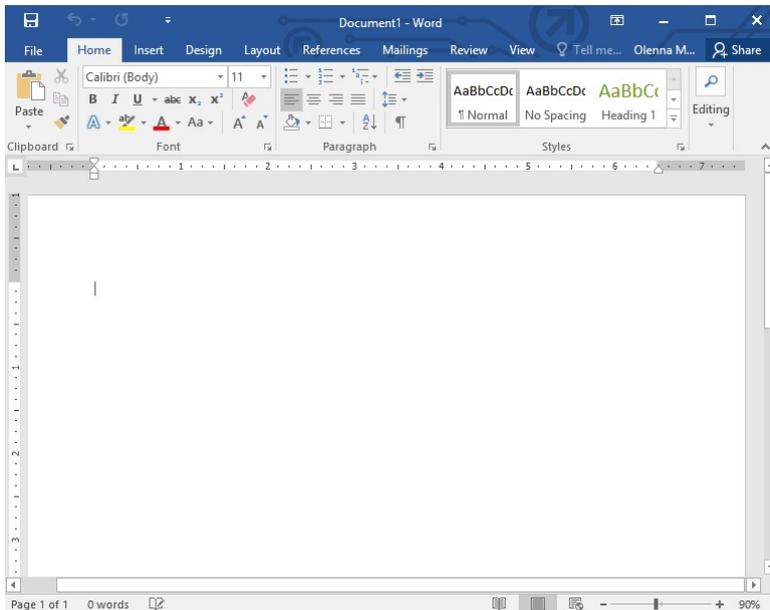
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- To find out more about the Word interface, click the icons in the interactive below.



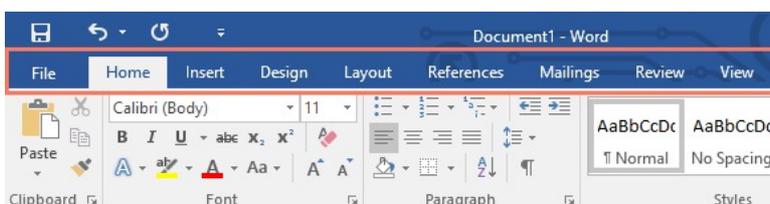
MS Office Tutorial 1

Working with the Word

Word has a *Backstage View* and the **Ribbon** and **Quick Access Toolbar**, which include commands for typical activities. All modern versions of Word have these features.

Ribbon

Word replaces traditional menus with a tabbed Ribbon interface. There are several tabs on the Ribbon, which is located close to the top of the Word window.

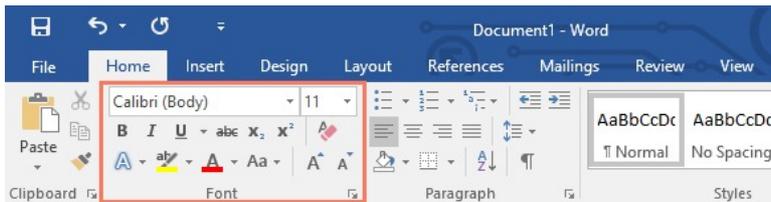


MS Office Tutorial 2

There are multiple groupings of related commands on each tab.

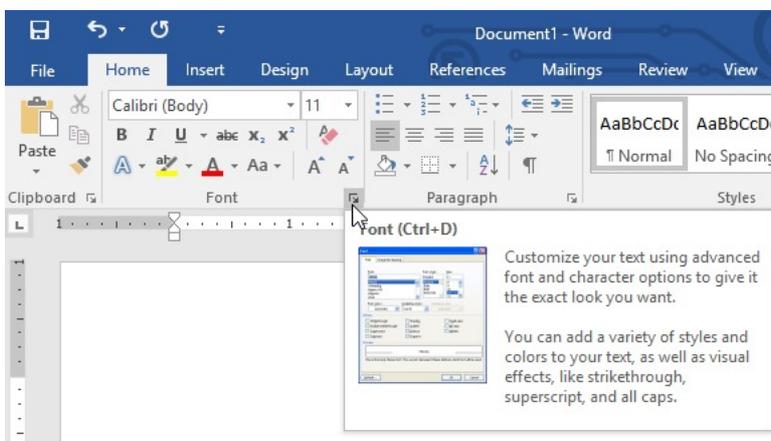
For example, you can format text in your document

using the commands found in the Font group on the Home page.



MS Office Tutorial 3

You can access additional options by clicking on the little arrow located in the bottom-right corner of certain groupings.



MS Office Tutorial 4

Showing and Hiding the Ribbon: You can hide the “Ribbon” if you find that it occupies too much screen real estate. To accomplish this, select the desired option from the drop-down menu by clicking the Ribbon Display Options arrow located in the Ribbon’s upper-right corner:

MS Office Tutorial 5

- **Ribbon auto-hide:** This option shows your

document in full screen and obscures the Ribbon entirely. Click the Expand Ribbon command at the top of the screen to see the Ribbon.

- **Show Tabs:** When this option is selected, all command groups are hidden but the tabs stay visible. Just click a tab to bring up the Ribbon.
- **Show Tabs and Commands:** Enables the Ribbon to its fullest. Every command and tab will be visible. When you launch Word for the first time, this option is automatically selected.

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Quick Access Toolbar

No matter which tab is selected, you may access frequently used commands with the Quick Access Toolbar, which is situated directly above the Ribbon. You can add more instructions based on your need, but by default, it displays the Save, Undo, and Redo commands.

- Click the drop-down arrow located to the right of the *Quick Access Toolbar* to add commands to it.

MS Office Tutorial 6

- From the menu, pick the command you wish to add.

MS Office Tutorial 7

- The Quick Access Toolbar will have the command added to it.

MS Office Tutorial 8

Backstage View

You have many options when it comes to sharing, printing, saving, and accessing files in Backstage View. Click the File tab in the Ribbon to see Backstage view.

MS Office Tutorial 9

- To find out more about using Backstage View, click the icons in the interactive below.

Try This!

1. Create a blank document in Word by opening it.
2. Select "Show Tabs" under Ribbon Display Options.
3. Spelling & Grammar, Quick Print, and New can be added using the Customize Quick Access Toolbar.
4. Type Shape into the Tell me bar and hit Enter.
5. Select a form from the menu and give it a double-click anywhere within your document.
6. If the Ruler isn't already visible, show it.
7. Zoom the document to 120%.
8. Select the Web Layout view for the document.
9. Reset the Document View to Print Layout and the Ribbon Display Options back to Show Tabs and Commands.

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MS Excel

With the spreadsheet application Excel, you can arrange, save, and analyze data. Although you might believe that only specific individuals use Excel to handle complex data, everyone can learn how to utilize the program's robust capabilities.

Excel makes working with many types of data

straightforward, whether you're preparing an invoice, maintaining a training log, or managing a budget.

The Start Screen for Excel

The Excel Start Screen will show up the first time you launch Excel. You can select a template, start a new workbook, and view your most recent workbooks from this screen.

- To open the Excel interface, find the Blank workbook and choose it from the Excel Start Screen.

MS Office Tutorial 11

The components of the Excel window

The ribbon and scroll bars in the Excel window are common to most other Microsoft applications. The formula bar, name box, and worksheet tabs are a few characteristics that are unique to spreadsheets, though.

- To familiarize yourself with the components of the Excel interface, click the buttons in the interactive below.

Utilizing the Excel Sheet

The Excel commands for typical tasks are located in the Ribbon and Quick Access Toolbar. You have many choices when it comes to sharing, printing, saving, and opening files in the Backstage view.

Ribbon

Excel replaces traditional menus with a tabbed Ribbon structure. There are numerous tabs on the Ribbon, each containing many command groups. The most frequent tasks in Excel are completed using these tabs.

- There will be one or more groups on each tab.

- You can click the arrows in certain groups to view more possibilities.

- To see more commands, choose a tab.

MS Office Tutorial 15

- The Ribbon Display Options allow you to customize how the Ribbon is shown.

MS Office Tutorial 16

Some applications, like Adobe Acrobat Reader, can add more tabs to the Ribbon. We refer to these tabs as add-ins.

To modify the Ribbon Display Options: Although the Ribbon is made to adapt to the job at hand, you can choose to reduce its size if you find that it takes up too much screen real estate. To see the drop-down menu, click the Ribbon Display Options arrow located in the Ribbon's upper-right corner.

MS Office Tutorial 17

The Ribbon Display Options menu has three modes:

- **Auto-hide Ribbon:** This option shows your worksheet in full screen and conceals the Ribbon entirely. Click the Expand Ribbon command at the top of the screen to see the

Ribbon.

MS Office Tutorial 18

- **Show Tabs:** When this option is selected, all command groups are hidden but the tabs stay visible. Just click a tab to bring up the Ribbon.

MS Office Tutorial 19

- **Show Tabs and Commands:** Enables the Ribbon to its fullest. Every command and tab will be visible. When you launch Excel for the first time, this option is automatically chosen.

The Quick Access Toolbar

No matter which tab is selected, you may access frequently used commands with the Quick Access Toolbar, which is situated directly above the Ribbon. It comes with the Save, Undo, and Repeat commands by default. Additional commands can be added based on personal desire.

To add commands in the Quick Access Toolbar:

1. Click the Quick Access Toolbar's drop-down arrow on the right.
2. Choose the command from the drop-down menu that you wish to add. Click More Commands to view and select other commands.

MS Office Tutorial 20

3. The Quick Access Toolbar will have the command added to it.

MS Office Tutorial 21

Worksheet Views: Excel offers numerous viewing options that alter the appearance of your workbook. These views come in handy for many applications, particularly if you intend to print the spreadsheet.

Choose Normal view, Page Layout view, or Page Break view from the commands located in the Excel window's bottom-right corner to alter the worksheet's view.

MS Office Tutorial 22

- The default view for every Excel spreadsheet is

called **Normal View**.

- **The Page Layout view** shows you how your worksheets will look on paper. In this view, headers and footers are also addable.

MS Office Project Ideas

Backstage View

You may save, open, print, and share your workbooks using the backstage view, among other choices.

To access the Backstage View:

- Click the File tab on the ribbon. A backstage view will appear.

MS Office Tutorial 23

- To find out more about using Backstage View, click the icons in the interactive below.

MS Office Tutorial 24

Try This

1. Open Excel.
2. Click New Spreadsheet to launch a new spreadsheet.
3. Select "Show Tabs" under Ribbon Display Options.
4. Click to add New, Quick Print, and Spelling using the Customize Quick Access Toolbar.
5. Type the word color into the Tell Me bar. Choose yellow by hovering over Fill Color. This will cause the color yellow to fill a cell.
6. Select the Page Layout option to change the worksheet view.
7. Return Show Tabs and Commands to the Ribbon Display Options.

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MS PowerPoint

Using the presentation software PowerPoint, you can make dynamic slide shows. These presentations can have a lot more content, such as graphics, videos, animation, and narration.

This part will walk you through using the Ribbon, Quick Access Toolbar, and Backstage view in the PowerPoint environment.

The PowerPoint interface

When you run PowerPoint for the first time, the Start Screen will appear. You can select a template, start a new presentation, and view your most recent edits to presentations from this screen.

To open the PowerPoint interface, find Blank Presentation on the Start Screen and choose it.

MS Office Tutorial 25

Learn how to use the PowerPoint interface by clicking the buttons in the interactive below:

MS Office Tutorial 26

Working with the PowerPoint

The controls to carry out typical activities in PowerPoint are located in the Ribbon and Quick Access Toolbar. You have many options when it comes to sharing, printing, saving, and accessing files in Backstage View.

The Ribbon

Traditional menus are replaced by a tabbed Ribbon interface in PowerPoint. There are numerous tabs on the ribbon, each containing many command groups.

For example, you can format text in your document using the commands found in the Font group on the Home page.

MS Office Tutorial 27

For even more alternatives, you can click on the small arrow located in the bottom-right corner of several groupings.

MS Office Tutorial 28

Showing and Hiding the Ribbon: Although the Ribbon is meant to adapt to the job at hand, you have the option to reduce its size if you think that it is taking up too much screen real estate.

To see the drop-down menu, click the Ribbon Display Options arrow located in the Ribbon's upper-right corner.

MS Office Tutorial 29

- **Auto-hide Ribbon:** This option shows your worksheet in full screen and conceals the Ribbon entirely. Click the Expand Ribbon command at the top of the screen to see the Ribbon.
- **Show Tabs:** When this option is selected, all command groups are hidden but the tabs stay

visible. Just click a tab to bring up the Ribbon.

- **Show Tabs and Commands:** Enables the Ribbon to its fullest. Every command and tab will be visible. When PowerPoint is opened for the first time, this option is automatically chosen.

The Quick Access Toolbar

The Quick Access Toolbar, which is located just above the Ribbon, allows you to access frequently used commands regardless of the tab that is selected.

It comes with the Save, Undo, Redo, and Start From Beginning commands by default.

Additional commands can be added based on personal desire.

To add commands in the Quick Access Toolbar:

- Click the Quick Access Toolbar's drop-down arrow on the right.

MS Office Tutorial 30

- Choose the command from the drop-down menu that you wish to add. Click More Commands to view and select other commands.

MS Office Tutorial 31

- The Quick Access Toolbar will have the command added to it.

MS Office Tutorial 32

The Ruler, guides, and gridlines

The Ruler, guidelines, and gridlines are just a few of the tools that PowerPoint offers to assist with content arrangement and organization in your presentations.

These tools make it easier to position elements on your slides. To display or hide these tools, just click the checkboxes in the Show group on the View tab.

Backstage View

You have many options when it comes to saving, opening, printing, and sharing your presentations using Backstage View.

- Click the File tab in the Ribbon to see Backstage view.

- To find out more about using Backstage View, click the icons in the interactive below.

Try This

1. Open PowerPoint and start with a blank slide show.
2. Select "Show Tabs" under Ribbon Display Options.
3. Select the Quick Access Toolbar and add New, Quick Print, and Spelling by using the drop-

down arrow adjacent to it.

4. Type Shape into the Tell me bar and hit Enter.
5. Select a form from the menu, then double-click on a slide location.
6. If the Ruler isn't already visible, show it.
7. Enlarge the slide show to 120%.
8. Set the Ribbon Display Options back to Commands and Tabs Shown.

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MS Access

Access arranges commands using the Ribbon. You should initially spend some time getting acquainted with the Access interface, whether you're new to the program or have more expertise with previous iterations.

To familiarize yourself with the Access interface, click on the buttons in the interactive below.

Working in your Access

Access makes use of Backstage View as well as features like the Ribbon and the Quick Access Toolbar, which provide commands for carrying out

frequent activities in Access.

The Ribbon

Traditional menus are replaced by a tabbed Ribbon layout in Access. There are numerous tabs on the ribbon, each containing many command groups.

For example, the Cut, Copy, and Paste commands are located under the Clipboard group on the Home tab.

MS Office Tutorial 37

You can access additional options by clicking on the little arrow located in the bottom-right corner of certain groupings.

MS Office Tutorial 38

How to maximize and reduce the Ribbon: The Ribbon can be minimized if you find it to be taking up too much screen real estate. Otherwise, it is meant to adapt to your current job.

- To minimize the Ribbon, click the arrow located in the lower-right corner of the Ribbon.

- The ribbon will reduce in size. To make the ribbon show again, click a tab. When it is not in use, it will vanish once more.

MS Office Tutorial 40

- To enlarge the ribbon, click on a tab and then the pin symbol located in the lower-right corner of the ribbon. There will always be a ribbon.

MS Office Tutorial 41

The Quick Access Toolbar

No matter which tab you are on, you may access common tasks with the Quick Access Toolbar, which is situated above the Ribbon.

By default, it shows the commands for saving,

undoing, and rearranging. You can add more commands to personalize it if you'd like.

MS Office Tutorial 42

Backstage View

You can save, open, and print your database using a variety of choices while using the Backstage View.

To access the backstage view:

- On the ribbon, select the File tab.

MS Office Tutorial 43

- Selecting the File tab
- The backstage perspective will show up.
 - Click on the icons in the interactive below to learn more about utilizing Backstage View.

The Navigation Pane

Every item in your database is listed in the navigation window. The objects are arranged by kind into groups for better viewing. In the Navigation pane, you can open, rename, and delete objects.

To minimize and maximize the navigation pane:

The navigation pane can be minimized if you feel that it takes up too much screen real estate. Its purpose is to assist you in managing all of your items.

- Click on the double arrow located in the upper-right corner of the navigation window to make it smaller.

MS Office Tutorial 46

- A minimization of the navigation window will occur. To maximize it, click the double arrow once again.

You can adjust the navigation pane to reduce its size without completely minimizing it. All you have to do is click and move the navigation pane's right edge. Release your mouse once the desired size has been reached.

MS Office Tutorial 47

Arranging objects within the navigation window:

Objects are arranged by type by default, with forms in one group, tables in another, and so on. However, you can arrange the elements in the navigation window in any way you see fit.

There are four ways to sort:

- You can make a custom group for item sorting using Custom. Just drag the desired objects into the newly created group after sorting.
- An item's type is grouped by object type. This is how things are configured by default.
- Tables and Related Views group forms, queries, and reports with the tables they refer to.
- Objects are sorted by Created Date or Modified Date according to when they were created or last edited.

To arrange objects in the Navigation pane:

- Select the desired sort from the drop-down menu by clicking the drop-down arrow located to the right of All Access Objects. Choosing a different sort option.

- As a result of your selection, the items in the Navigation pane will now be sorted.

MS Office Tutorial 49

- The navigation pane was sorted.

You can reduce the visibility of groupings of objects you don't want to view in the Navigation pane to further alter its appearance.

To access the group name, just click the double arrow pointing upward.

Click the downward double arrow to display a group. Groups can be shown and hidden in the Navigation pane.

MS Office Tutorial 50

Working on the Databases with the Navigation Form

When a database is opened, some databases come with an automatic navigation form that opens.

- The purpose of navigation forms is to serve as an intuitive substitute for the navigation pane.
- You can see and deal with standard forms, queries, and reports using the tabs that they contain.
- You can quickly and easily access your commonly used objects when they are all in one location.

Click the tab of an object to open it from a navigation form. The item will show up inside the form for navigation. You can interact with an object as usual once it's open.

The navigation form in the example below features tabs for orders, customers, and menu items near the top-left corner. Clicking on any of these tabs will access the corresponding object.

Your navigation form may not contain every form, query, or report since navigation forms typically only contain the objects that a normal user will need to work with regularly.

The database is now simpler to navigate as a result. It also lessens the possibility that users would inadvertently alter or remove important data from the database by concealing tables and infrequently used forms, queries, and reports.

It's crucial to consult your database designer or administrator before working with objects that aren't present in your navigation form because of this. If you have permission, you can simply maximize the navigation window and open the objects from there.

Try This!

1. Access our practice database.
2. As you navigate through each tab, take note of how the Ribbon's options alter.
3. Reduce the ribbon's size, then increase it once more.
4. Make the navigation pane smaller to make it more portable.
5. The items in the navigation pane can be rearranged.

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Advantages of Learning MS Office

Acquiring knowledge of Microsoft Office can provide many benefits, such as:

- **Easy Collaboration:** Employee collaboration can be facilitated by MS Office tools, and team members can access and store data from any location thanks to cloud capability.
- **Security:** Microsoft Office is built to guard against viruses, and files are routinely checked for disaster recovery.
- **Universal Fit:** There are various versions of Microsoft Office accessible for home users, small enterprises, schools, and more.
- **Efficiency:** Employees with varying degrees of experience can boost their productivity with

Microsoft Office training.

- **Adaptability:** Having an MS Office certification may make you a more adaptable worker and enable you to accept online employment that fits into your schedule.
- **Data Analytics:** With the use of Excel's features, you may combine worksheets into workbooks to analyze and combine massive volumes of data.
- **Flexibility:** Because MS Office applications are available online, you can work more flexibly and establish yourself as a leader.

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Conclusion

The majority of businesses utilize Microsoft Office. They utilize it for communications, sales, project management, office administration, and business accounting. It follows that most jobs will require you to be proficient with it. We hope this MS Office tutorial helps you understand the concepts easily. Enroll for the hands-on practice in our [MS Office training in Chennai](#).

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