



Al-Mustaqbal University

College of Engineering and Technology

Department of Medical Instrumentation Techniques Engineering

Class: Second Class

Subject: Computer Applications/2

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Lecture Address: Microsoft Office Introduction

2024 - 2025



CONTENTS

- **Brief overview of Microsoft Office.**
- **Importance of Microsoft Office.**
- **Microsoft Office components.**



Educational objectives

At the End of this Lecture the students will be able to understand the different components of Microsoft Office, their features, and how they can be used to increase productivity and efficiency.

Introduction

Brief overview of Microsoft Office

Microsoft Office is a suite of productivity software that includes popular applications such as **Word**, **Excel**, **PowerPoint**, **Outlook**, **Access** and others.

Importance of Microsoft.

Microsoft Office is so important in our everyday life and in our workplace, Because Microsoft Office is widely used in both personal and professional settings to create documents, spreadsheets, presentations, and manage emails.

Microsoft Office Components

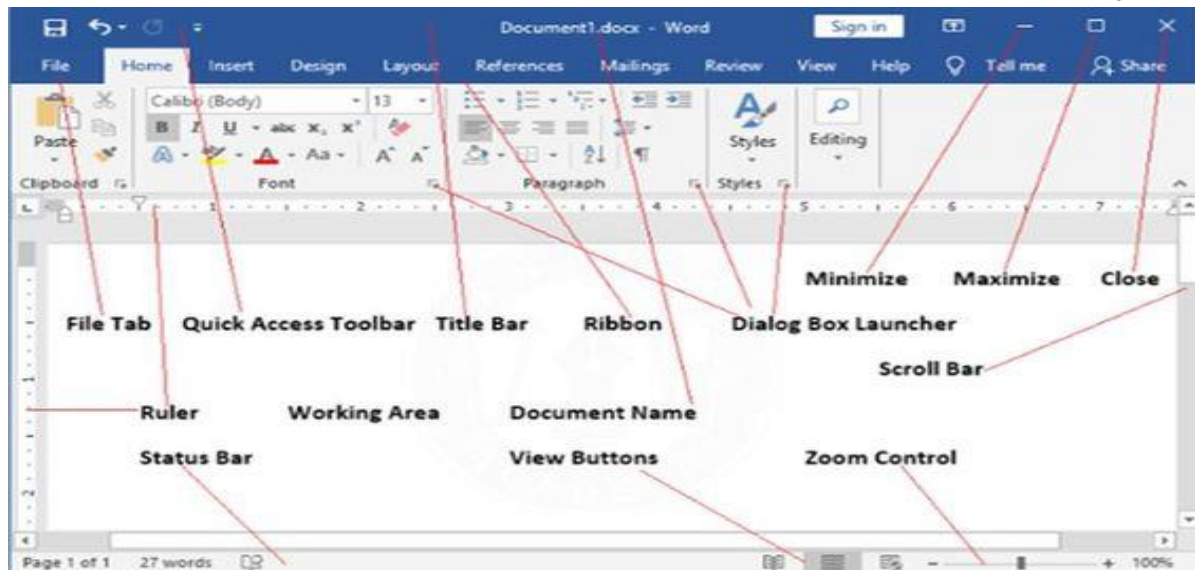
1. Microsoft Word



Microsoft Word is a word processing program that allows users to create, edit, and print documents.

Features of Microsoft Word:

- Text editing and formatting
 - Document templates and themes
 - Image and graphic insertion
 - Collaboration tools
- **Uses of Microsoft Word:** creating documents, reports, resumes, and other written materials.



Microsoft Word Interface description

2. Microsoft Excel



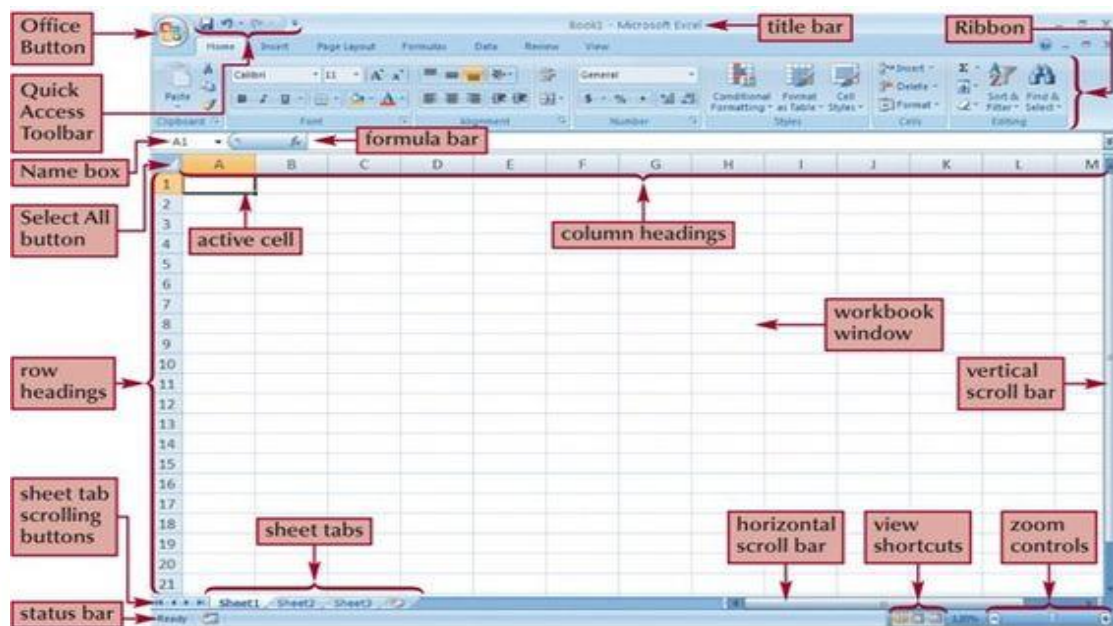
Microsoft Excel Icon

Microsoft Excel is a spreadsheet program that allows users to create, edit, and analyze data.

- Features of Microsoft Excel:

- Data entry and formatting
- Formula and function creation
- Chart and graph creation
- Data analysis and visualization

- **Uses of Microsoft Excel:** creating budgets, tracking data, analyzing statistics, and creating charts and graphs.



Microsoft Excel Interface description

3. Microsoft PowerPoint



Microsoft PowerPoint Icon

Microsoft PowerPoint is a presentation program that allows users to create, edit, and present slideshows.

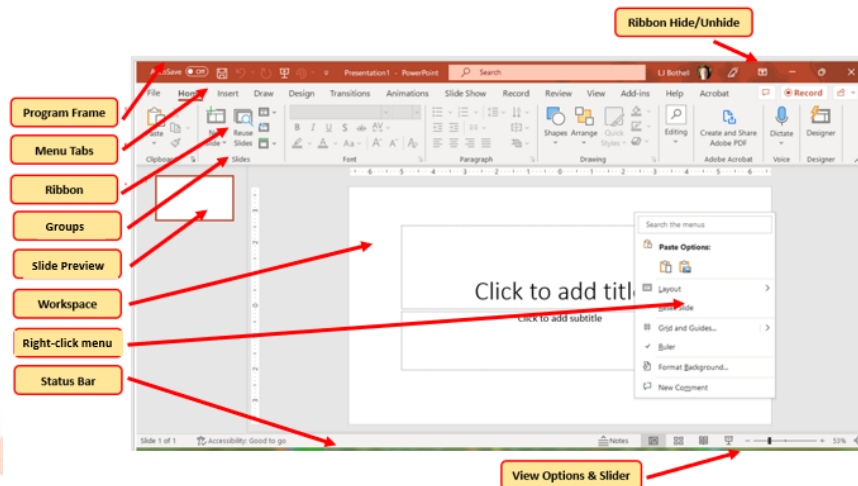
- Features of Microsoft PowerPoint:

- Slide creation and design
- Text and image insertion
- Animation and transition effects

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- Collaboration tools
- **Uses of Microsoft PowerPoint:** creating presentations, slideshows, and pitches.



Microsoft Powerpoint Interface description

Other Microsoft Office Components

4. **Microsoft Outlook:** Microsoft Outlook is an email client that allows users to manage emails, calendars, and contacts.
5. **Microsoft Access:** a database management program that allows users to create, edit, and manage databases.
6. **Microsoft Publisher:** a desktop publishing program that allows users to create, edit, and print publications.
7. **Microsoft OneNote:** a note-taking program that allows users to create, edit, and organize notes.
8. **Microsoft Visio:** a diagramming program that allows users to create, edit, and share diagrams.

Conclusion

- **Summary of Microsoft Office components:** Microsoft Office includes a range of productivity software that can be used to create documents, spreadsheets, presentations, and manage emails.



- **Importance of Microsoft Office in everyday life and in the workplace:** Microsoft Office is an essential tool for anyone who needs to create and manage documents, data, and presentations.
- **Final thoughts:** Microsoft Office is a powerful suite of productivity software that can help increase productivity and efficiency in both personal and professional settings.

Questions about Lecture

- What is the Microsoft Office Word program?
- What is the Microsoft office Excel program?
- What is the Microsoft Office PowerPoint program?
- One of Multiple benefits of Microsoft Office is?

