



Topic 2.1: Getting Started with Microsoft Office Products

When using Microsoft Office products it will become apparent that there are many similarities from one application to another. In addition to commonalities between the interface and features, there is also a common mindset that should shape a users choices during the first stages of creating Microsoft office products.

Part 1: Starting Microsoft Office Products

There are two ways to start Microsoft Word or PowerPoint.

a. **Look for a short cut on your desk top.**

If you see an icon for Word or PowerPoint simply double click on the icon.



b. **Go to Start Button.**

If you do not have an icon on your desktop follow these steps:

Step	Action
1	Click on Start Button
2	Click on All Programs
3	Select Microsoft Office
4	Select Microsoft Word or PowerPoint

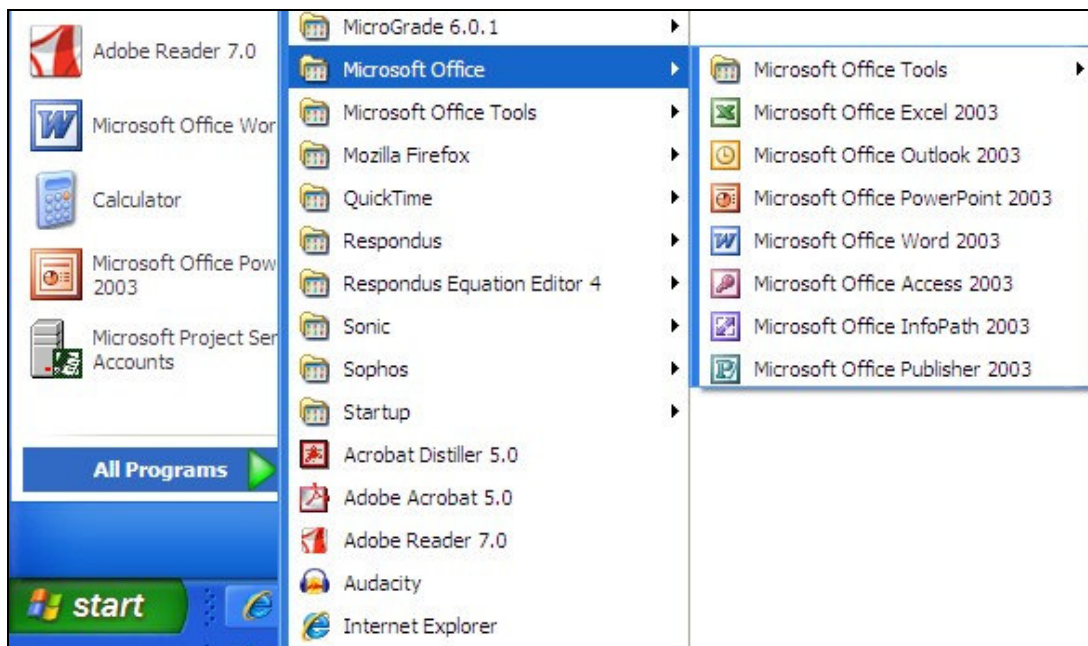


Figure 2.1: Microsoft Start

Part 2: Introduction to the Microsoft Office Interface

The first thing you will notice when using Microsoft Word and PowerPoint (Figures 2.1 & 2.2) is that the interface for each is fairly similar. Once you learn or you teach your student’s to navigate one application it should not be too difficult to learn or teach how to navigate a new Microsoft office product.

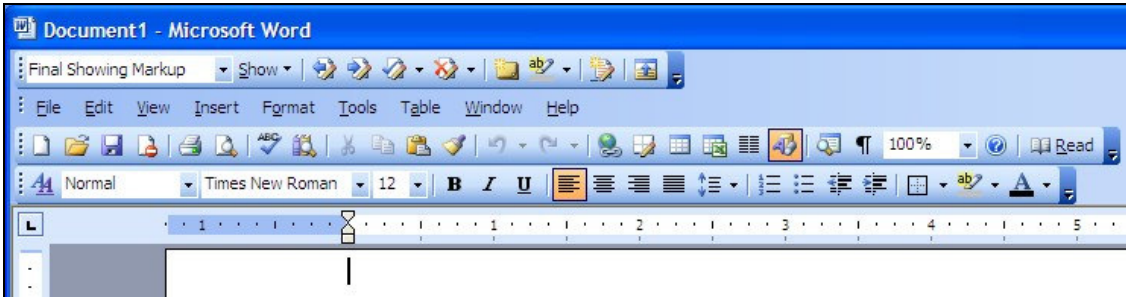







Figure 2.2: Microsoft Word Toolbar



Figure 2.3: Microsoft PowerPoint Toolbar

Toolbar Functions

There are several items on the toolbar that are common and used frequently in both Microsoft Word and PowerPoint. Many of these same functions can be found under the “File, Edit, View Menu” or be completed using keyboard shortcuts:

Toolbar	“File, Edit, View” Menu	Keyboard Command
 New Document	File/ New	Ctrl + N
 Open Document	File/ Open	Ctrl + O
 Save Document	File/ Save	Ctrl + S
 Permission Set-Up	File/ Permissions	
 Print Document	File/ Print	Ctrl +P