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I.MAM
VIRTUAL



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LESSON 2

HOW TO USE OFFICE

I.MAM VIRTUAL – 101083431 Programme(s): Erasmus+
(ERASMUS+) Topic(s): ERASMUS-EDU-2021-VIRT-EXCH-NDICI
Type of action: ERASMUS Project Grants ERASMUS-EDU-2021-
VIRT-EXCH- Virtual Exchanges



MAIN DIFFERENCES BETWEEN MICROSOFT OFFICE AND OPEN OFFICE

MICROSOFT OFFICE

- Paid subscription
- Polished and consistent user interface
- Regular updates
- High compatibility with other Microsoft products

 Office 365



OPEN OFFICE

- Open Source
- Utilitarian user interface
- Updates depending on the community of volunteers
- Widespread compatibility, but less adaptability





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 Office 365



- Microsoft Office typically requires a paid subscription or one-time purchase, although Microsoft offers some free versions with limited features. Polished and consistent user interface
- Microsoft Office is developed and supported by Microsoft Corporation, a major software company
- Microsoft Office has a more polished and consistent user interface across its applications. It often adheres closely to the Microsoft design language.
- Microsoft Office tends to offer more advanced features and capabilities in its applications, such as more sophisticated formatting options, built-in collaboration tools, and integration with other Microsoft services.
- Microsoft Office has become a de facto standard in many industries and organizations, leading to widespread compatibility with other Microsoft Office documents. However, it may have limited compatibility with non-Microsoft formats.
- Microsoft Office receives regular updates and new features from Microsoft, with a development team dedicated to improving the software.
- Microsoft Office integrates seamlessly with other Microsoft products and services, such as Outlook, Teams, and SharePoint.



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Apache
OpenOffice™

- OpenOffice is open-source and completely free to use, with no licensing fees.
- OpenOffice is developed by a community of volunteers and is supported by organizations such as The Apache Software Foundation.
- OpenOffice has a simpler and more utilitarian user interface. While functional, it may not be as visually appealing or intuitive as Microsoft Office.
- OpenOffice provides basic functionality for word processing, spreadsheets, presentations, etc., but may lack some of the more advanced features found in Microsoft Office.
- OpenOffice supports a wide range of file formats, including Microsoft Office formats, and can generally open and save documents in formats that are compatible with other office suites.
- OpenOffice updates may be less frequent and depend on the contributions of the open-source community. New features and updates may take longer to implement.
- OpenOffice has limited integration with other software products and services, although it may offer some compatibility with third-party tools and platforms.



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Text Documents –Microsoft Word

PURPOSE AND FUNCTIONS

is a versatile and powerful word processing application that is widely used for creating, editing, formatting, and sharing documents in various contexts, including professional, academic, and personal use.

- Write simple texts
- Document creation
- Text formatting
- Document Editing
- Spell checking and grammar checking
- Printing and sharing





Document creation: it allows users to create various types of documents, including letters, resumes, reports, essays, newsletters, brochures, and more. It provides a blank canvas for users to input text, images, and other elements to compose their desired document.

Text/Document formatting: it offers a wide range of formatting options to customize the appearance of text within documents. Users can change font styles, sizes, colors, alignments, and spacing, as well as apply bold, italic, underline, and other text effects. It allows users to format their documents to enhance readability and visual appeal. This includes adjusting page margins, setting up headers and footers, adding page numbers, creating bulleted or numbered lists, inserting tables and graphics, and applying styles and themes.

Document Editing: Microsoft Word enables users to edit and revise their documents easily. It provides tools for inserting, deleting, copying, cutting, and pasting text, as well as for undoing and redoing changes. Users can also track changes made to a document and review and accept or reject those changes as needed.

Spell checking and grammar checking: it allows users to format their documents to enhance readability and visual appeal. This includes adjusting page margins, setting up headers and footers, adding page numbers, creating bulleted or numbered lists, inserting tables and graphics, and applying styles and themes.

Printing and sharing: it enables users to print their documents directly from the application or save them in various file formats for sharing or distribution. Users can save documents in the native .docx format or choose from other formats such as PDF, RTF, TXT, or HTML.



Spreadsheet –Microsoft Excel

PURPOSE AND FUNCTIONS

is for creating, organizing, analyzing, and presenting data in a tabular format, often referred to as spreadsheets.

- Data entry and organization
- Data analysis and calculation
- Data visualization Financial management
- Data management reporting
- Data import and export





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Data entry and organization: it provides a grid-based interface where users can enter and organize data into rows and columns. It allows for easy input of numerical, text, and date/time data, which can be structured and arranged according to specific requirements.

Data analysis and calculation: it offers powerful tools for performing calculations, data analysis, and manipulation. Users can use built-in functions, formulas, and mathematical operators to perform various calculations, such as summing up values, calculating averages, finding minimum or maximum values, and performing complex statistical analyses.

Data visualization: it includes charting and graphing tools that allow users to visually represent their data. Users can create various types of charts, including bar charts, line charts, pie charts, scatter plots, and more, to visualize trends, patterns, and relationships within the data.

Financial management: it is widely used for financial tasks such as budgeting, forecasting, financial analysis, and accounting. It provides templates and functions specifically designed for financial calculations, including cash flow analysis, ROI calculations, loan amortization schedules, and financial modeling.

Data management reporting: serves as a central repository for storing and managing data. Users can organize data into multiple sheets within a workbook, create named ranges, apply filters and sorting options, and use data validation to maintain data integrity. Additionally, Excel allows users to generate reports and summaries based on the data stored in their spreadsheets.

Data import and export: supports importing data from external sources such as databases, text files, CSV files, and other spreadsheet applications. Users can also export data from Excel to various file formats for sharing or analysis purposes, including CSV, PDF, HTML, and more.





Presentation –Microsoft Power Point

PURPOSE AND FUNCTIONS

creating and delivering presentations, it is widely used in business, education, and other settings to convey information, ideas, and concepts in a visual and engaging manner.

- Presentation creation
- Slides designed and formatting
- Content organisation
- Animation and transition effect
- Presenter tools
- Integration with other office applications





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Presentation creation: it provides a user-friendly interface for creating professional-looking presentations. Users can add slides, text, images, videos, charts, graphs, and other multimedia elements to effectively communicate their message.

Slid designed and formatting: it offers a wide range of design tools and formatting options to customize the appearance of slides. Users can choose from various themes, layouts, colors, fonts, and styles to create visually appealing and cohesive presentations.

Content organization: it allows users to organize content logically and sequentially using slides. Users can structure their presentations with titles, headings, bullet points, and subpoints to guide the audience through the information being presented.

Animation and transition effect: it offers animation and transition effects to add visual interest and enhance the flow of presentations. Users can apply animations to individual elements within slides, such as text, images, and shapes, as well as add transitions between slides to create smooth transitions between content.

Presenter tools: it provides tools for presenters to deliver their presentations effectively. These include presenter notes, slide annotations, a presenter view with timer and preview of upcoming slides, and the ability to customize slide show settings for optimal delivery.

Integration with other office applications: it integrates seamlessly with other Microsoft Office applications, such as Word and Excel. Users can easily insert content from these applications into their presentations, such as tables, charts, and text, and maintain consistency across documents.





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thank you!



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