

# Microsoft Office is made up of several programs...

- Word
- PowerPoint
- Publisher
- Excel

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# Microsoft Word

Microsoft Word  
is a  
word processing program



# Microsoft PowerPoint

Microsoft PowerPoint  
is a  
presentation program

# Microsoft Publisher

Microsoft Publisher  
is a  
desktop publishing program

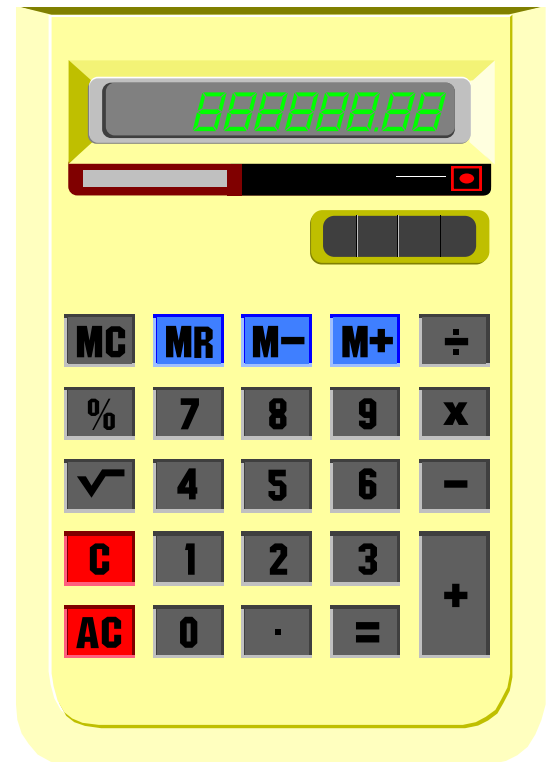
# Microsoft Excel

Microsoft Excel  
is a  
spreadsheet program

You use a Spreadsheet to...

# You use a Spreadsheet to...

- Perform calculations,
- Analyze data,
- Create forms
- Present information.





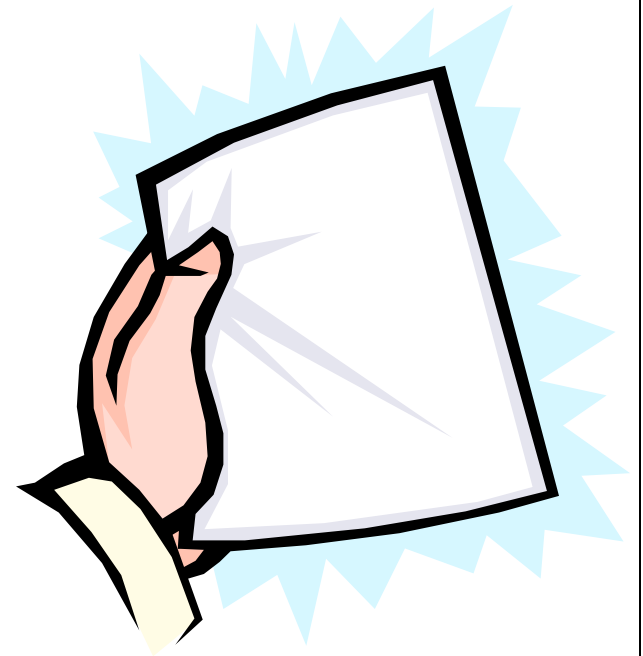
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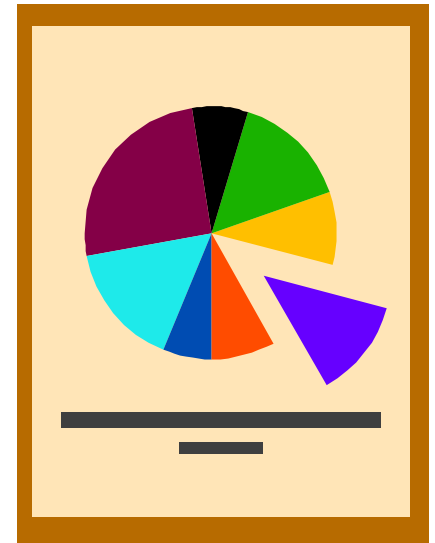
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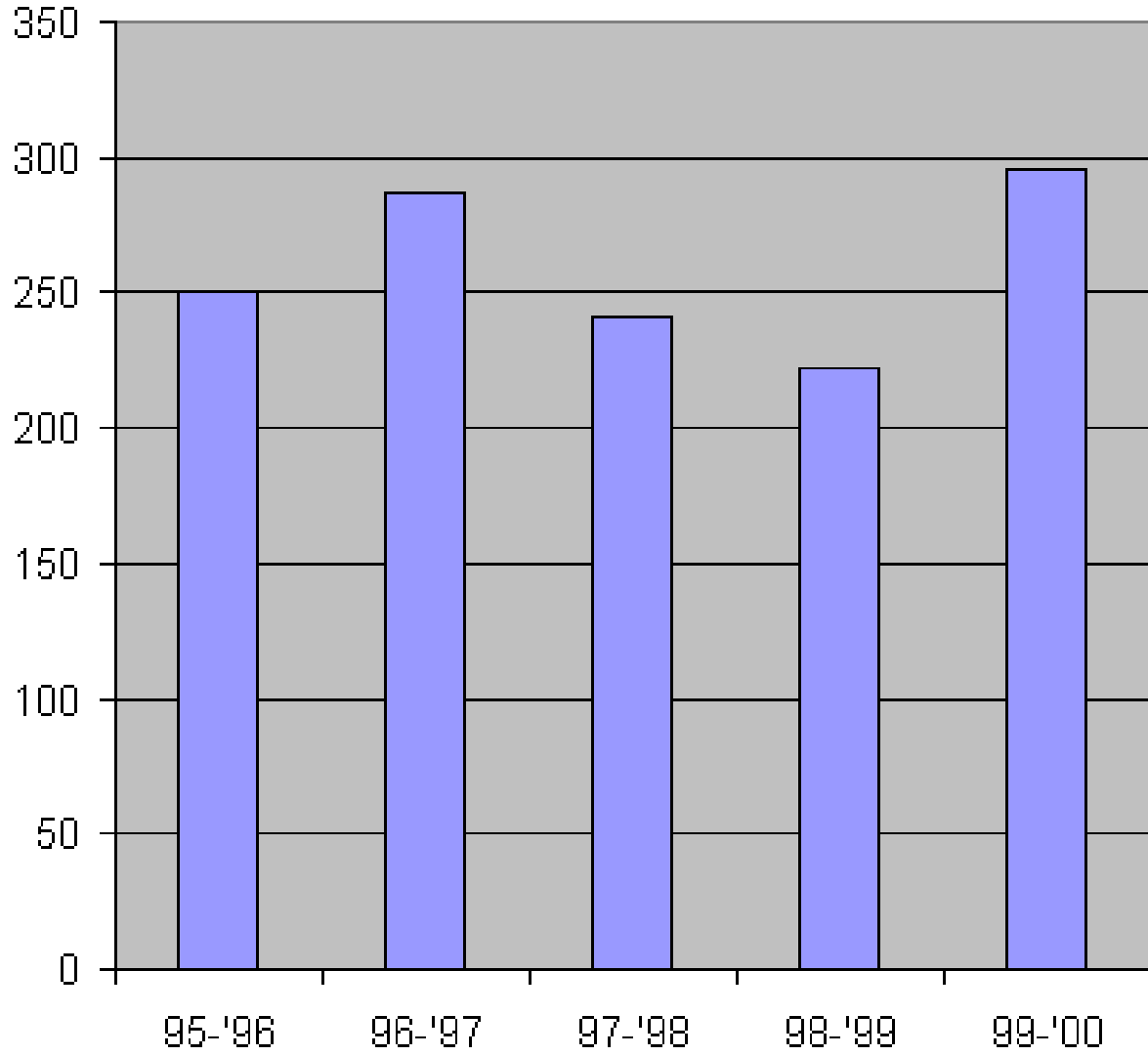
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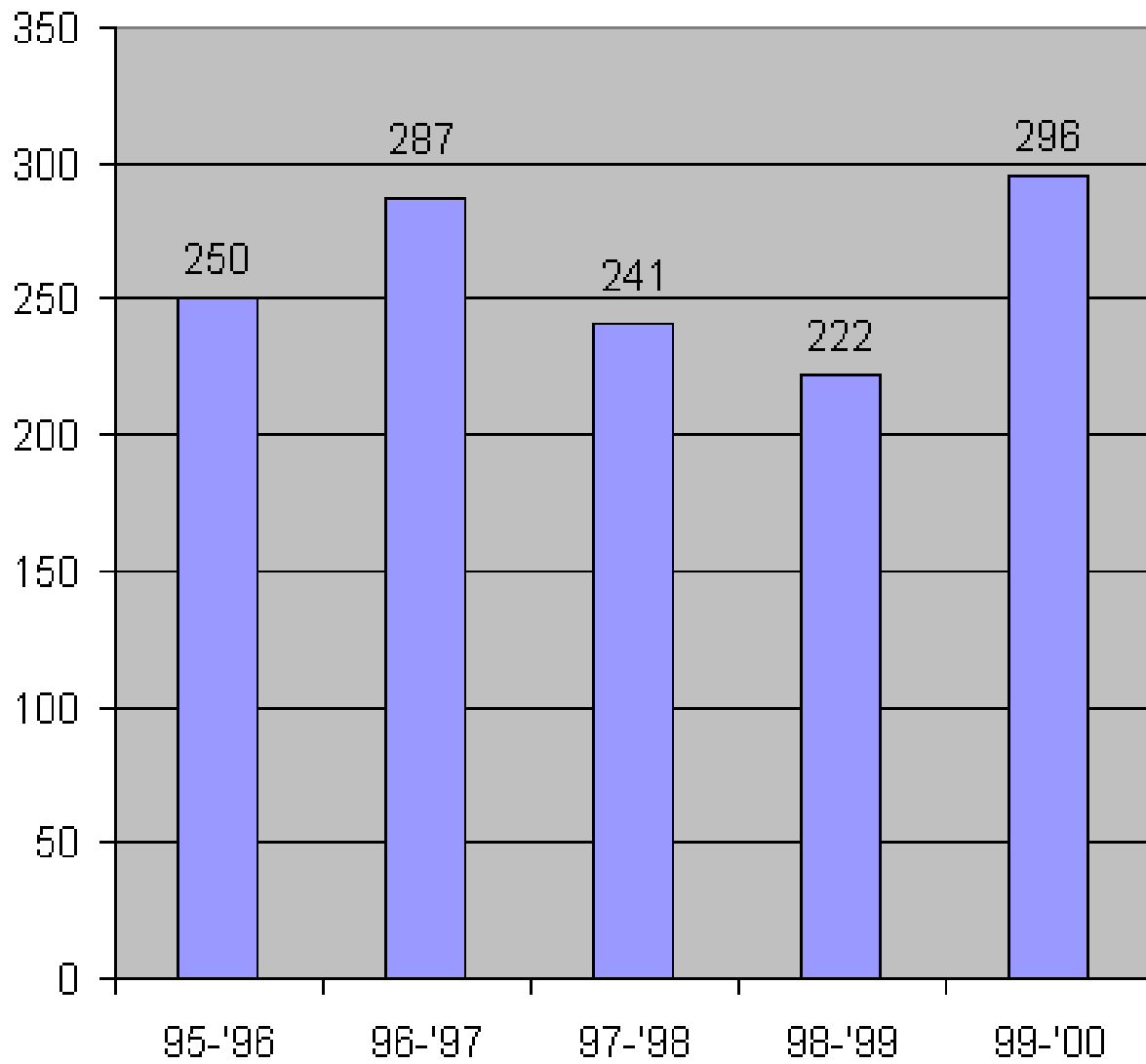
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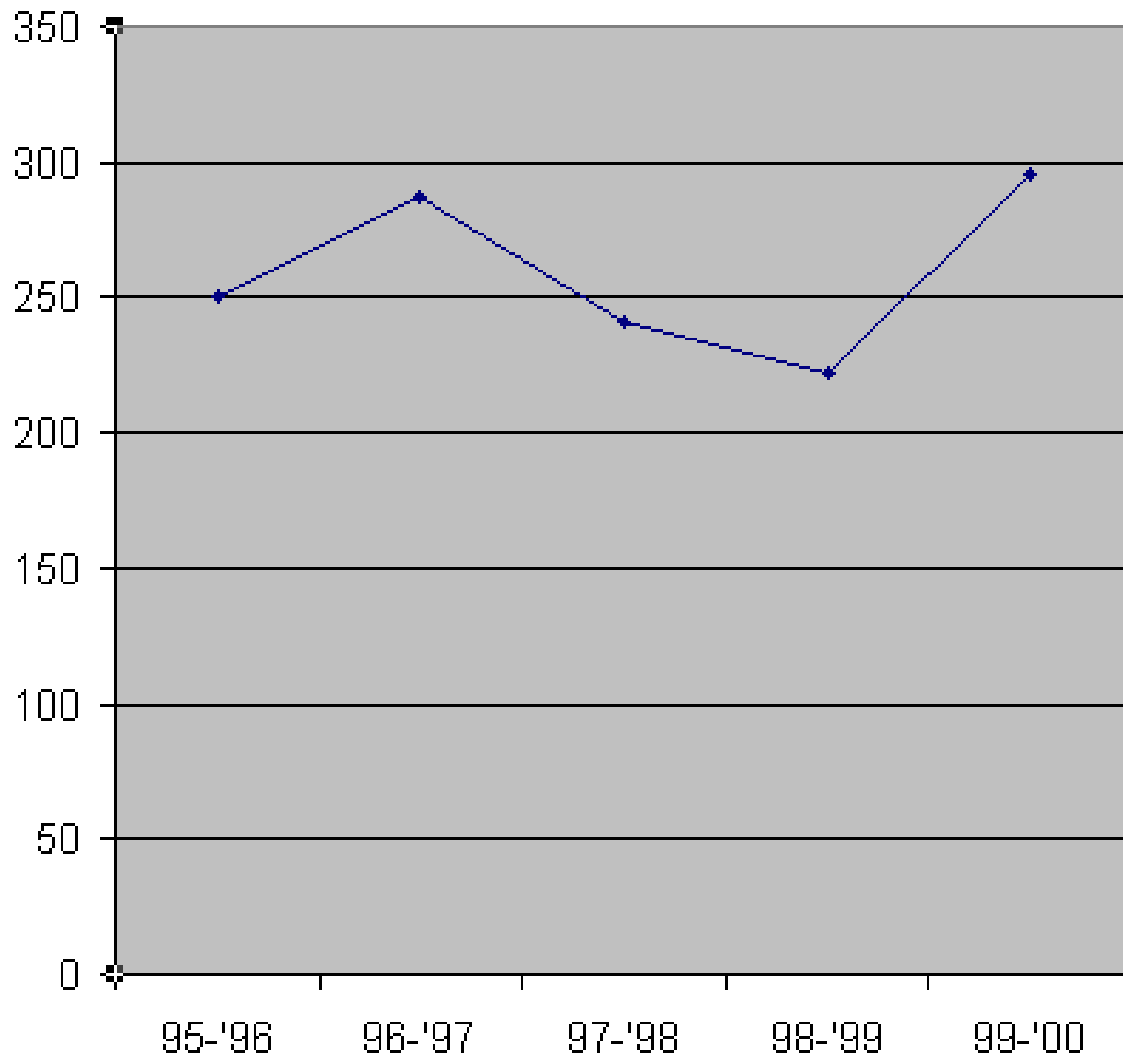




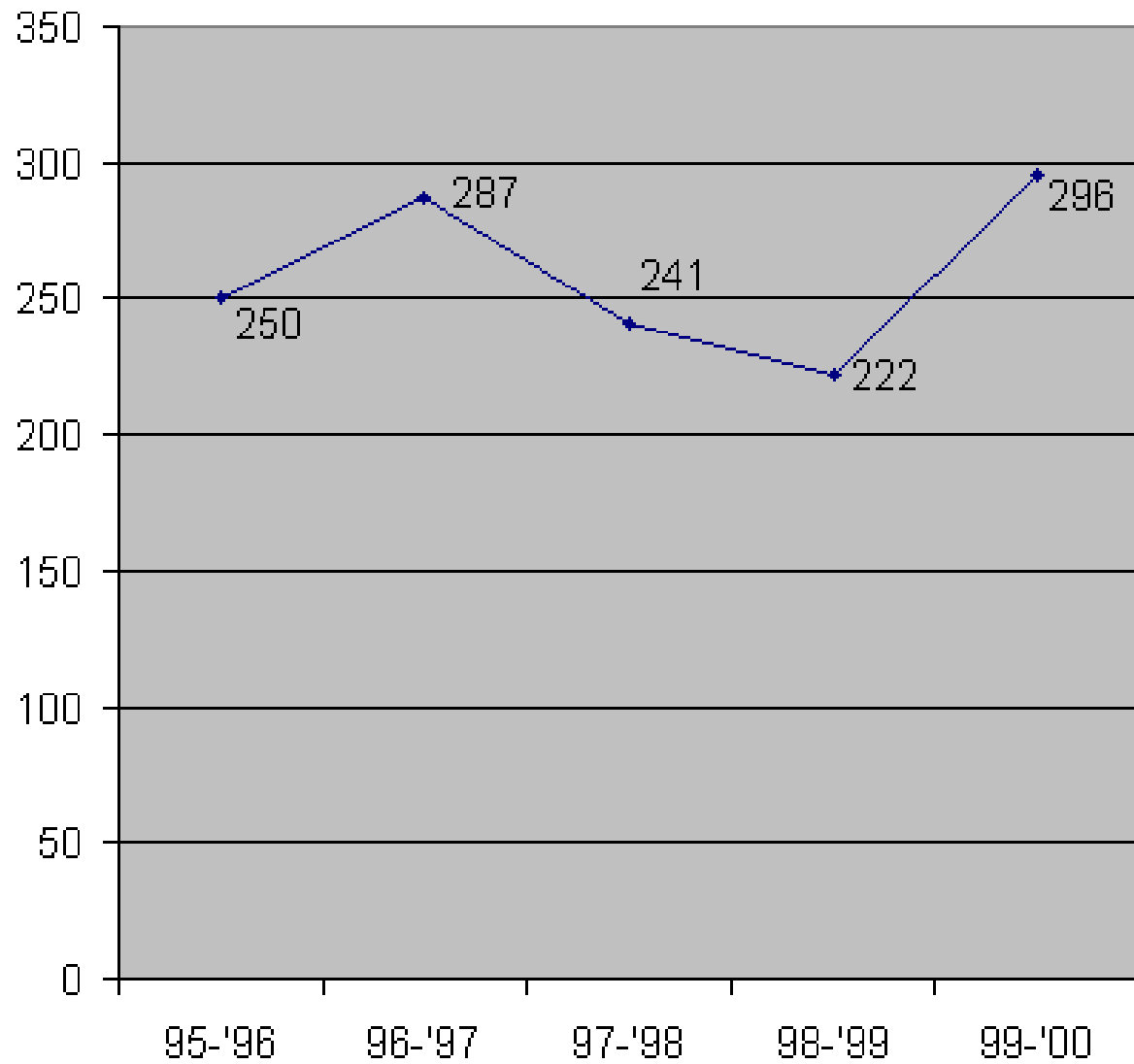
■ Total Number of 7<sup>th</sup> Grade Students



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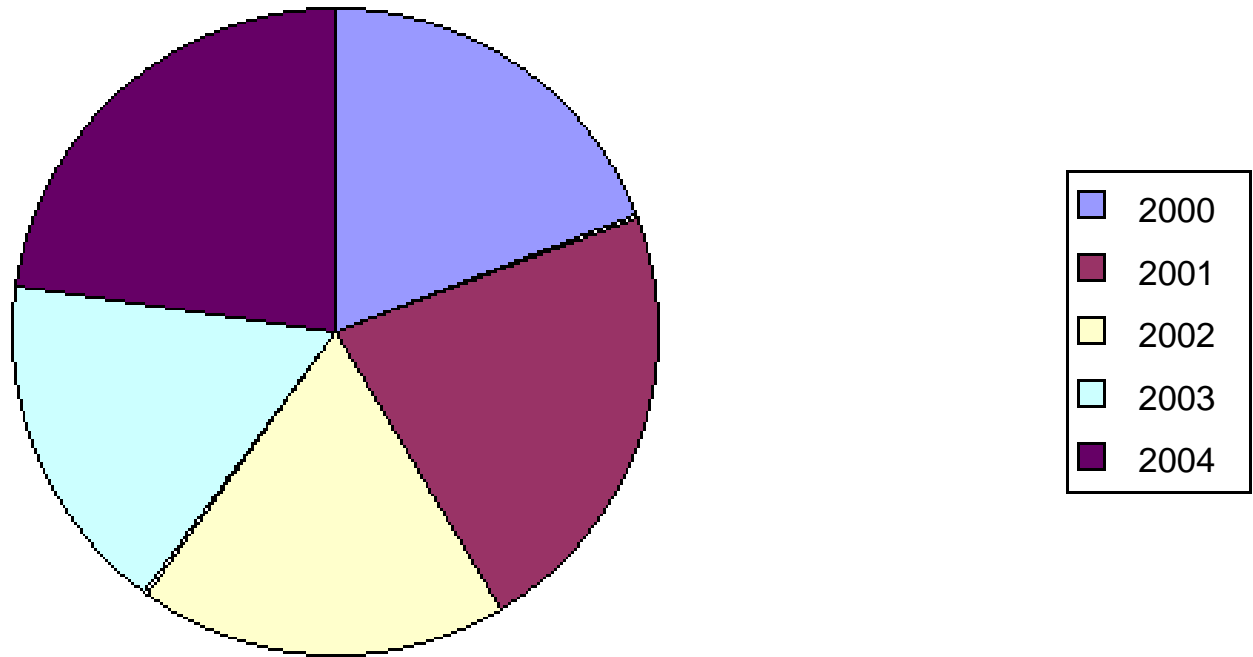


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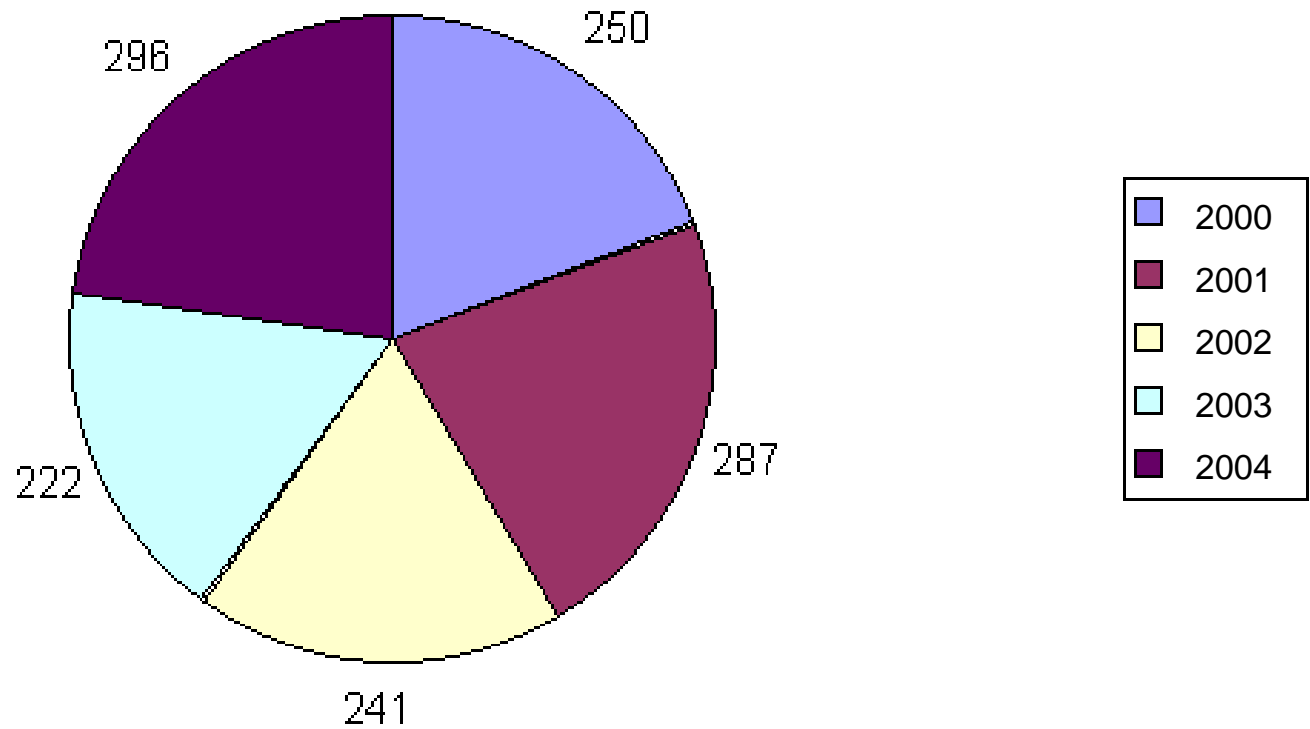
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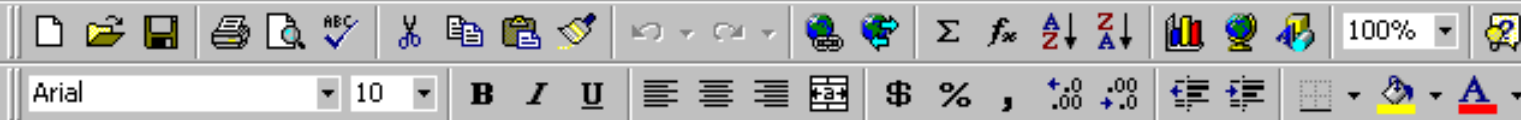
# Number of Employees in the Company





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A1 =

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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17												
18												
19												
20												
21												
22												
23												
24												

Cell - is one box in a spreadsheet.

The active cell has a bold line around it.



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
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21												
22												
23												
24												

Column - is a vertical line of boxes, or cells. A letter identifies each column.



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
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24												

Row - is a horizontal line of boxes, or cells. A number identifies each row.



A1

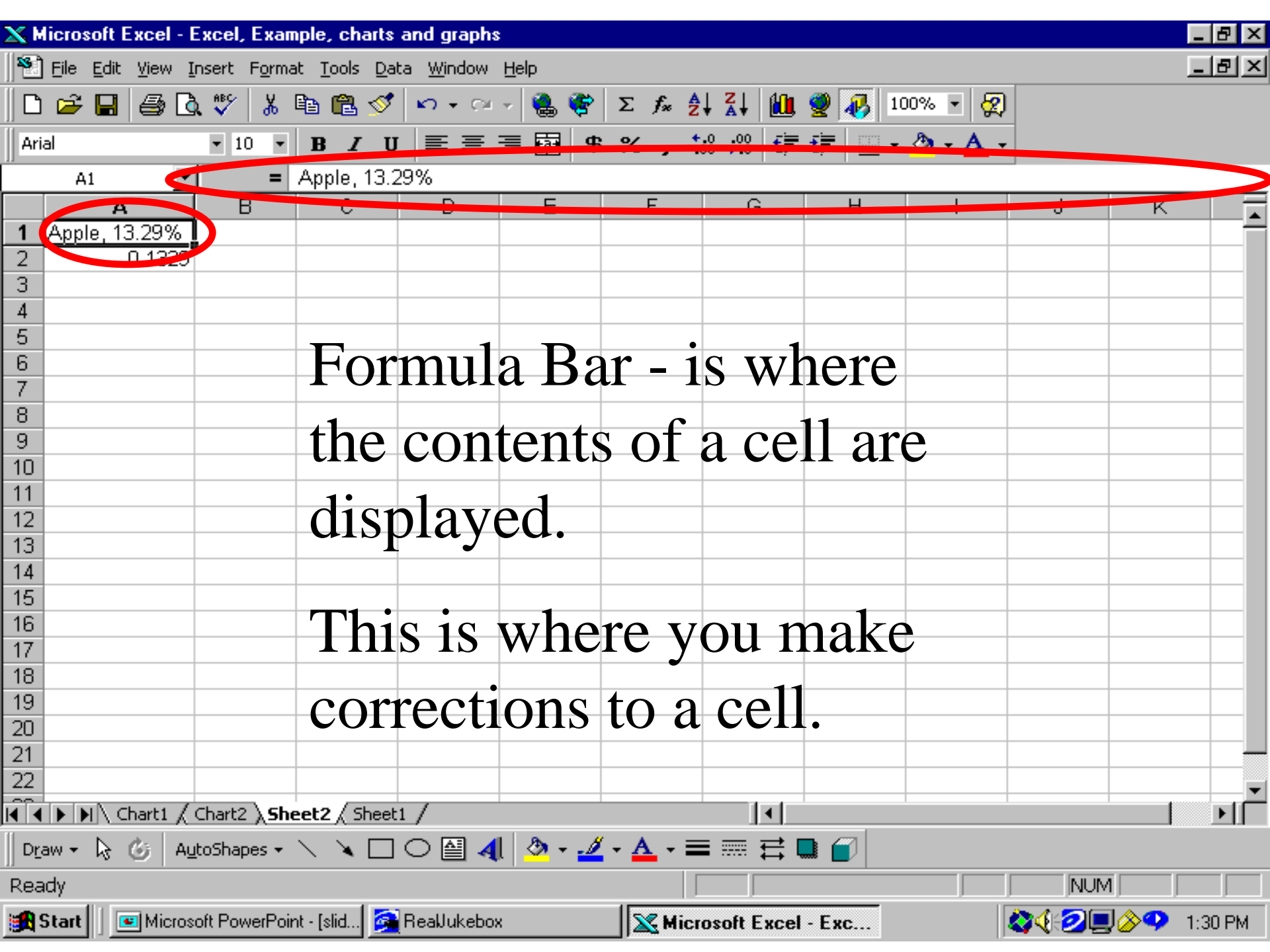
Cell Reference - or cell address defines the location of each cell in a spreadsheet.

It consists of a column letter followed by a row number.



Formula Bar - is where the contents of a cell are displayed.

This is where you make corrections to a cell.



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You are creating and saving a  
**book** called **Charts and Graphs.**

This book will consist of...



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This book will consist of...

- **one sheet** (the page with the typed information),
- **two charts** (a pie chart and a bar graph).

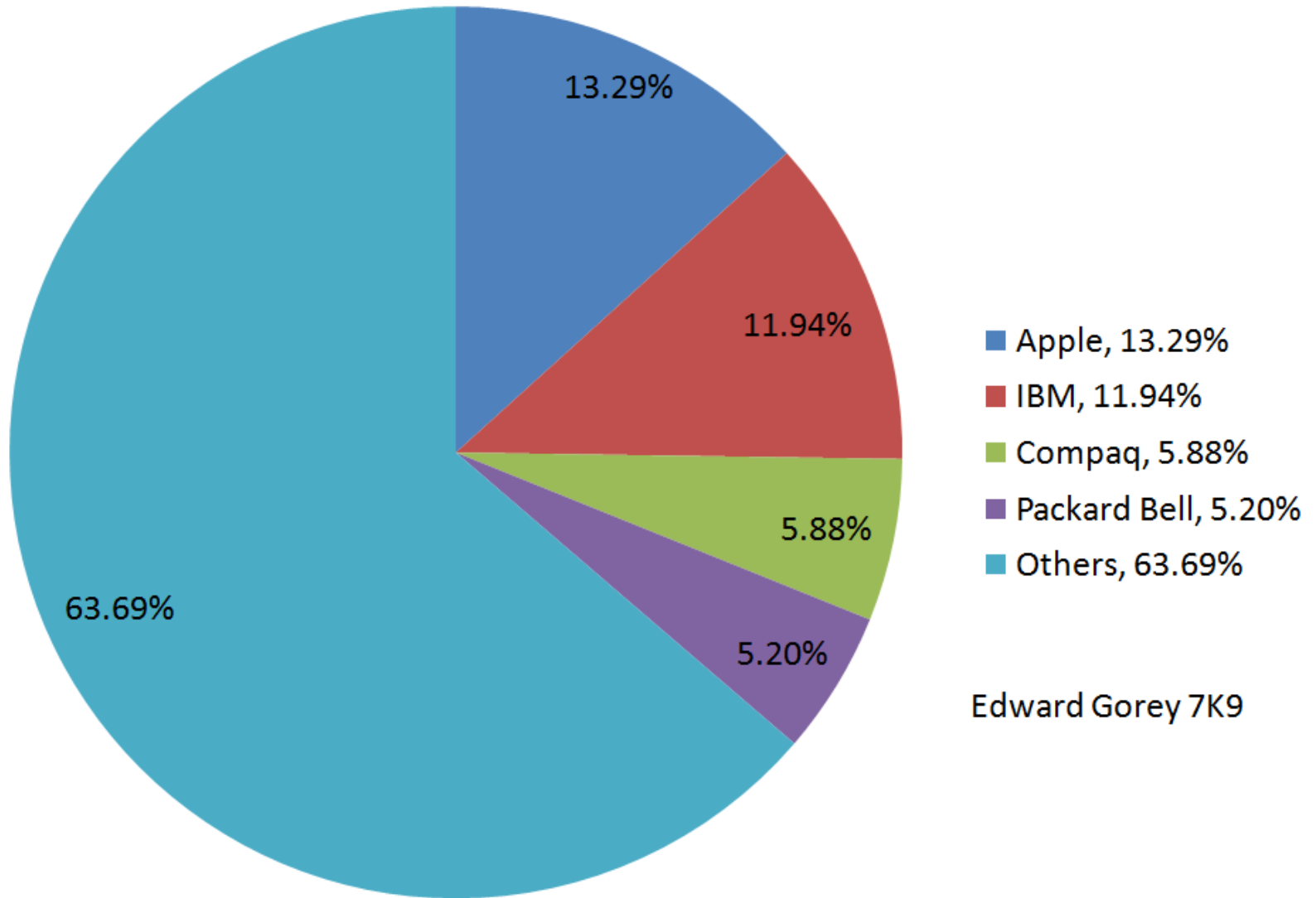
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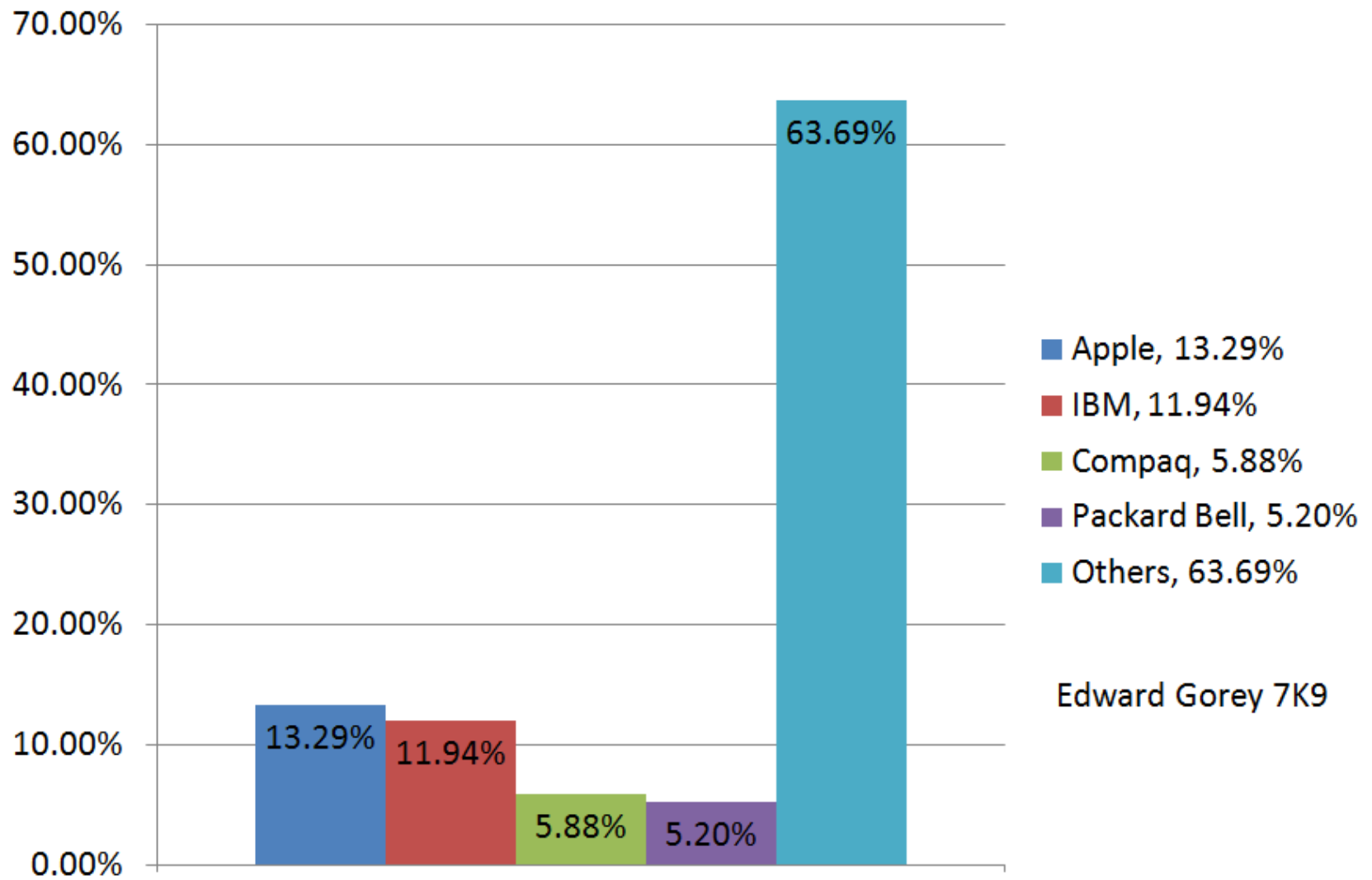
If your charts do not look like the examples  
on the instruction sheet, tell me!

### Top Four Personal Computer Companies



Edward Gorey 7K9

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Edward Gorey 7K9