Productivity Software

This module will cover usage of Microsoft 365 Free Option and Google Suite as well as Word, Excel, Powerpoint, and their equivalents.

can code communities

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Microsoft Office

Microsoft Office is a suite, or collection, of software programs or applications that work together and are used to perform a variety of office productivity tasks.

Among its most commonly used software programs are:
Microsoft Word is a document creator and editor.

Microsoft Excel is a spreadsheet creator and editor. A spreadsheet is an electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.

Microsoft PowerPoint is a presentation creator and editor.

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The Cloud

The **Cloud** is a group of computers that a user connects to over the internet. There are many different forms that the Cloud can take. When we talk about cloud storage we are talking about a platform that will take files that we want to back up, store in a different place, use from any place, or remove from our local computer but still keep. The Cloud stores those files for us on a **remote** server on a computer network. **Microsoft OneDrive** allows us to store files on a remote server and work on it from any computer with an internet connection.

Versions of Microsoft Office

There are two options for using Microsoft Office. You can use an online version called Microsoft Office 365 or you can download MS Office directly onto your computer.

MS Office 0365 (Online Browser Version)

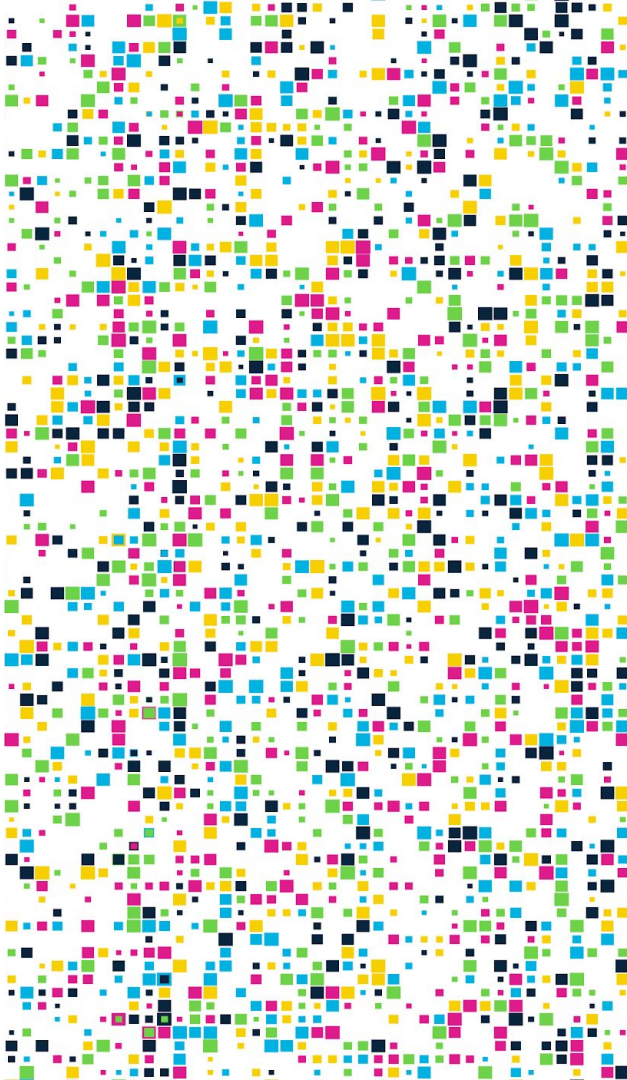
- ★ Available using your internet browser
- ★ Files are stored in Microsoft Onedrive
- ★ Sync data across all your devices
- ★ Good for use on public devices like at libraries
- ★ Free or subscription options available
- ★ Less tools and features available

Download of MS Office

- ★ Requires downloading to your computer
- ★ Files are stored locally on your computer or can be stored in Microsoft OneDrive
- ★ Wider set of features available
- ★ Easier to manage downloaded files
- ★ Good for private computers
- ★ Subscription or purchase options available

Microsoft Word

Microsoft Word (often just called **Word**) is a word processing program that users can type with, made by the computer company Microsoft. Its purpose is to allow users to type and save documents. It has helpful tools to make and edit documents.



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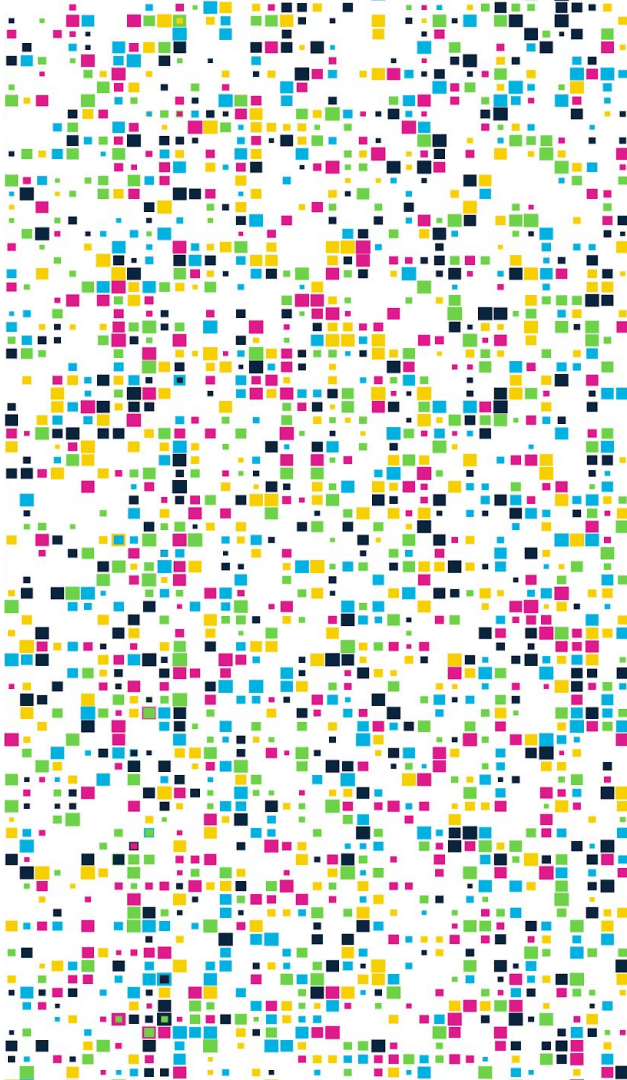
Microsoft Excel

Microsoft Excel is a program in the Microsoft Office Suite that can be used for many things such as **creating a budget** or **doing calculations**.

Microsoft Excel has a large amount of tools available. Similar to Microsoft Word, you can style your font or text with different colors and sizes.



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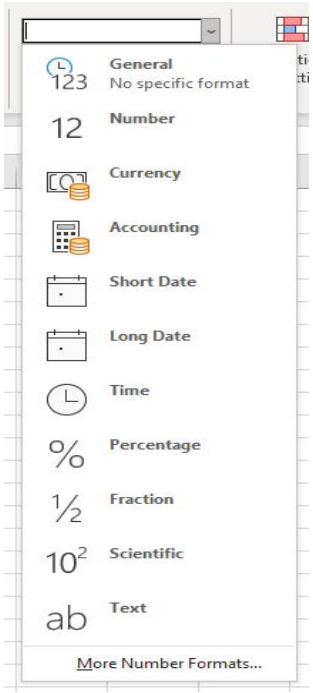
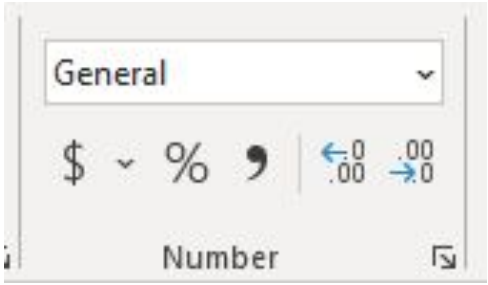
Microsoft Excel

The layout for Microsoft Excel consists of cells, rows, and columns. **Cells** are the small boxes that you see in the spreadsheet where the content goes. **Rows** are the horizontal groupings of cells and have numbers.
Columns are the vertical groupings of cells and have letters. Cells are identified by their column letter and row number, i.e. B3, F10, AA4.

You input numbers and text by selecting the cell you want it to go into and then type in the content you wish to see. You can format numbers in a bunch of different ways.





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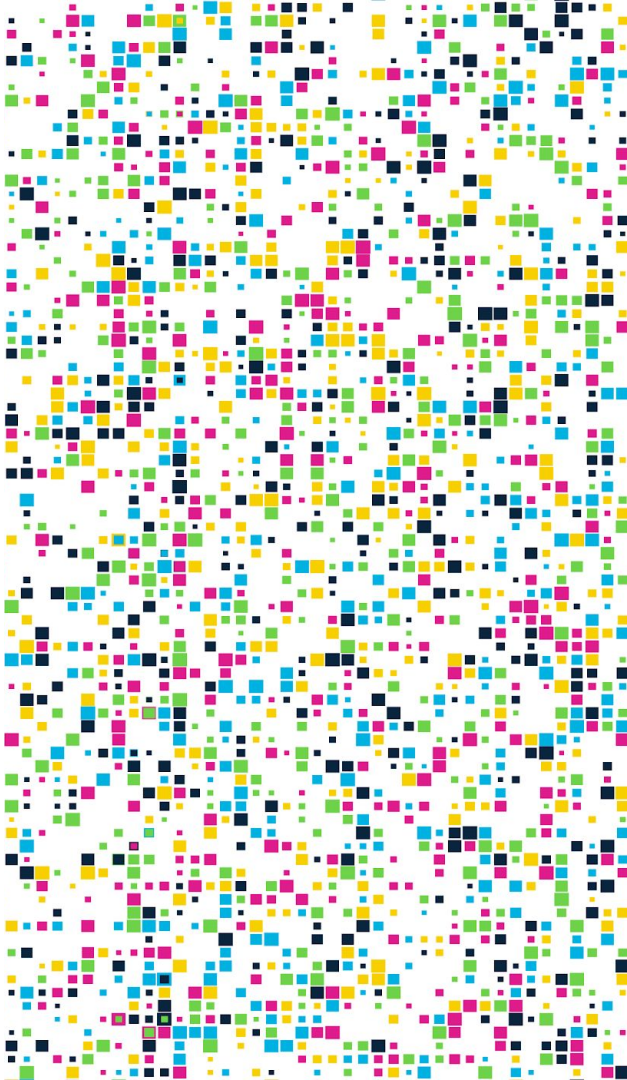
Microsoft PowerPoint

Microsoft PowerPoint is a tool used to **create presentations** of slides that consist of text and graphics.

This is a great tool to make professional looking presentations with ease. Microsoft PowerPoint can use many types of **media** like images, videos, and sounds. It does a great job of structuring information for sharing with a live audience.



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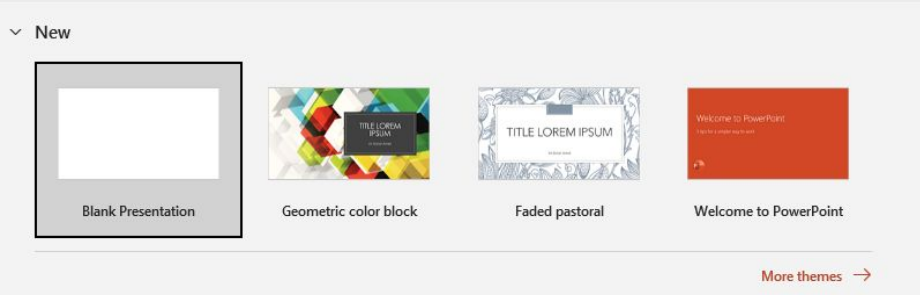
Microsoft PowerPoint



Once you have opened the Microsoft PowerPoint application you can start with a blank presentation or choose a **theme** from the theme gallery.

A **theme** will have a preset number of designs that you can use for different colors or styles of presentation. Microsoft PowerPoint includes an easy-to-use tool called “Design Ideas” or “Designer” depending on your version of the software. This tool will take a look at what you have on your slide and give ideas for how to format or arrange the content on the slide.

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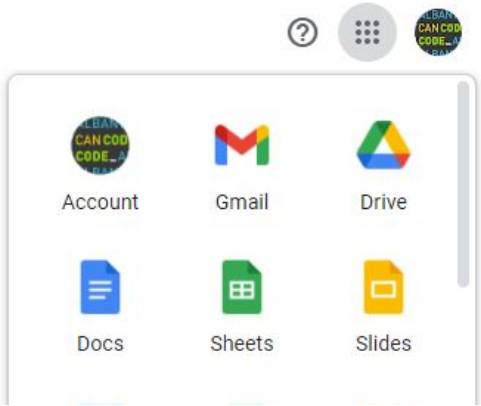
Google Drive

What is Google Drive?

Google Drive is an online file hosting service where Google stores files for you in the **Cloud** instead of on your local computer. Google Drive stores files for a number of different applications such as email, photos, docs, sheets, and slides. This is an alternative to Microsoft's OneDrive.



Google Drive

How to access Google Drive

If you have a Google account or Gmail (also known as Google Mail), you already have access to **Google Drive** as part of the Google Suite of tools available within your Google account.

*If you do not already have a Google or Gmail account, you can sign up for a Google account at Google.com.

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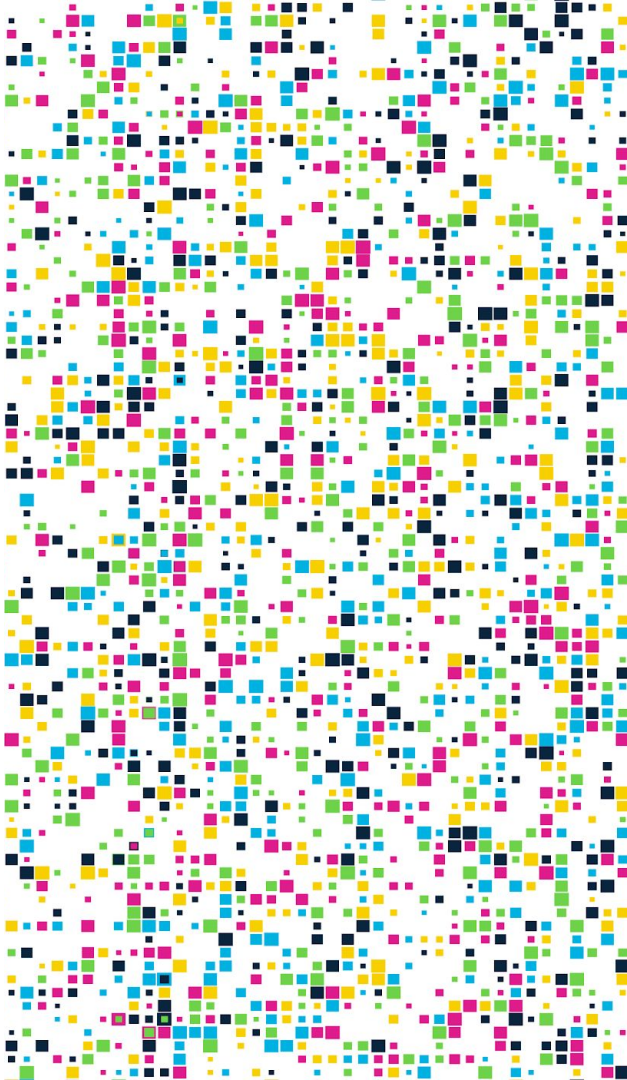
Google Apps

Like the Microsoft Office Suite, Google has several applications that can be used for word processing, spreadsheets, and presentations in the **Cloud**.

Google Docs is Google's solution for word processing, and is a cloud-based alternative to Microsoft Word. **Google Sheets** is Google's solution for spreadsheets and is a cloud-based alternative to Excel. **Google Slides** is Google's solution for presentations and is a cloud-based alternative to Microsoft PowerPoint.



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Google Apps

Google **Docs**, Google **Sheets**, and Google **Slides** are online-based tools that allow for collaboration with others together in real-time and are useful for sharing documents. The benefit to these tools is that they are completely accessible through a web browser and do not require you to download any software to your computer. This also means that you can access your files on any computer that is connected to the internet by logging into your Google account.

To access the Google Suite of applications, you click on the square dots in the top right corner of your Google account. This will open up a dialog box where you can open the applications by putting your cursor on the icon you want and right clicking.

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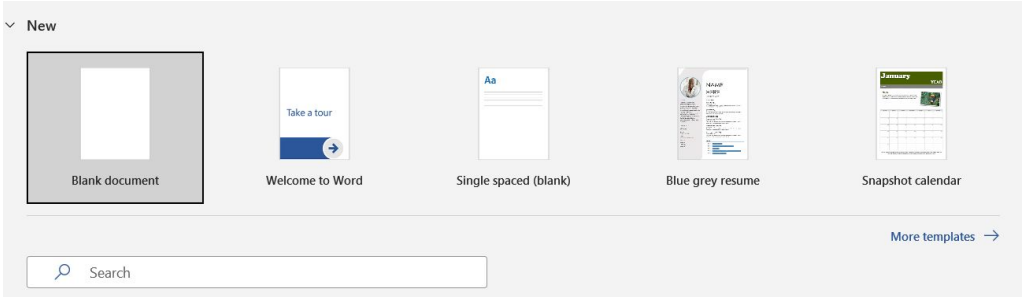
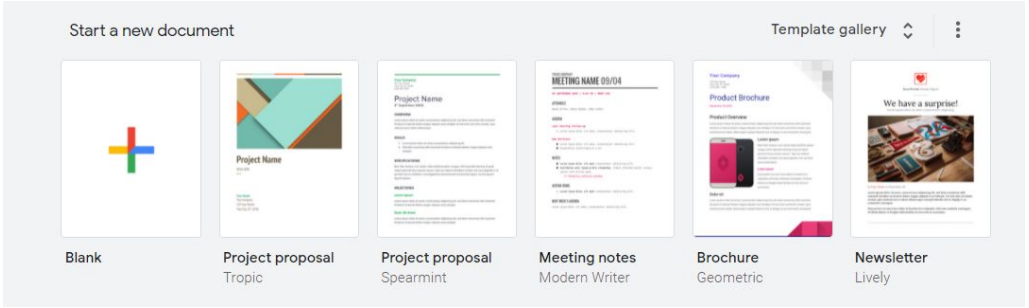
Creating Documents

Creating Documents

Once you have opened your word processing application (Microsoft Word or Google Docs) you can start with a blank document or a **template** from the template gallery. A template will have preset designs that you can use for different types of documents.





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Saving Documents

In Microsoft Word, as with all Microsoft products, you will need to **save** your work periodically. If you close out of Microsoft Word without saving, you will lose all of the progress you have made since you last saved your changes. You can save by clicking the Save icon at the top of your window.

Google Docs will automatically save the changes you have made, so you do not need to save what you have done in your document. This feature is called **autosave**.

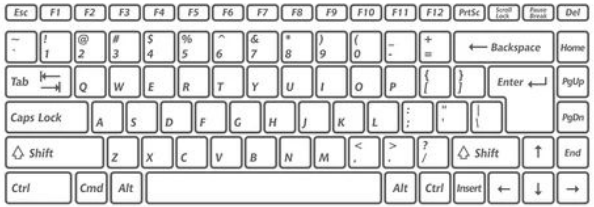
Copying and Pasting Text

Copying with the Mouse

Highlight the text you would like to copy by clicking it in one place and dragging your cursor until the targeted text is fully highlighted. **Right-click** on the highlighted text with your mouse or trackpad. Select **Copy** from the dropdown menu. Take your cursor to where you want to paste your text into your document. **Right-click** again in that spot and then left click to select the **Paste** option.

Using Keyboard Commands

You can also copy and paste using **shortcuts** or **hot keys** using the keyboard. Highlight the text by clicking and dragging, just as in copying and pasting with the mouse. Hold the Control (Ctrl) key and the C key at the same time. Move your cursor to where you want the text to go and press Control (Ctrl) and V at the same time.



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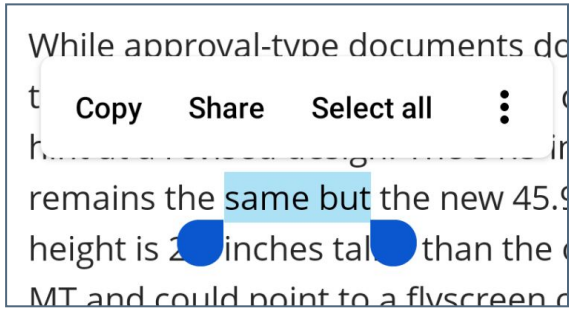
Copying and Pasting on Mobile Devices

On a mobile device, such as a tablet or a smartphone, tap and hold the text until it is highlighted. Next, use the controls on the right and left to adjust the highlighted area until it includes all the text you wish to copy. Tap and hold the text to make a menu pop up. Click **Copy** on that menu.

Find the space where you want to paste the text. Tap, and hold down until the menu pops up again. This time, select **Paste.**



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Old Slides

Introduction to Microsoft Office

Microsoft office is a suite of programs used to perform a variety of tasks.

Word is a document creator/editor.

Excel is a spreadsheet creator/editor.

PowerPoint is a presentation creator/editor.

For this class you should be logged into you provide microsoft account.

student@talent.cancode.org

The same one that you used to log into Teams

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Online Office vs. Downloaded Office

Available in your browser

Files are stored in Onedrive

Less tools and features available

Synced across devices

Good for public devices

Free or Subscription

Required to be downloaded

Files are stored locally (on your computer) or OneDrive

Wider featureset available

Can be synced but generally not

Easier to manage downloaded files

Good for private computer

Subscription or Purchase

Intro to Excel

Excel is another program in the Microsoft Office Suite.

Excel is typically used for spreadsheets (similar to a table)

We can use them for additional things.

Excel has a large amount of tools available to help us.

Similar to in Word, we can style how our font looks.

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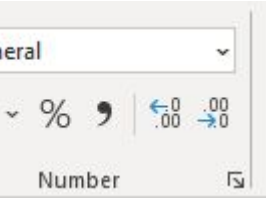
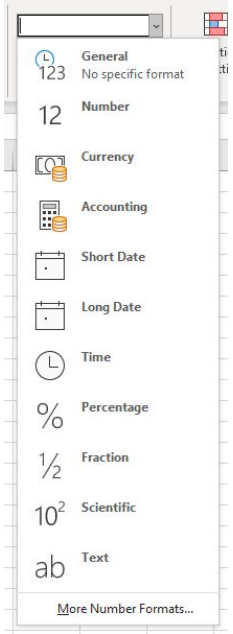
The Basics



The layout for excel consists of rows, columns, and cells. Rows are the horizontal groupings of cells, columns are the vertical groupings of cells, a cell is an individual point in the table a column, row pair (ie. B3, F10, AA4)

We input numbers and text by selecting the cell we want it to go into and then just type in what we want.

We can format numbers in a bunch of different ways.



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PowerPoint

Powerpoint is a tool used to create presentations.

It can be used for professional and personal presentations.

Creating a new PowerPoint project

Instead of templates we have themes.

Design Ideas

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Google Drive Review

What is Google Drive

How Online Storage/The Cloud works

What uses google drive space?

How to save files to to drive

How to download things from drive

Other cloud storage options

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Docs Review

Google Docs

Differences between Docs and Word

How to use Docs

AutoSave functionality

Features of Docs

How to Share with others

Templates in Google Docs

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Sheets

Google Sheets

Differences between Sheets and Excel

How to use Sheets

AutoSave functionality

Features of Sheets

How to Share with others

Templates in Sheets

Slides

Google Slides

Differences between Slides and Excel

How to use Slides

AutoSave functionality

Features of Sheets

How to Share with others

Templates in Sheets

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Creating and saving documents

- How to create
  - Microsoft Word v. Google Docs

- How to track medical goals or history, to add to medical resource organizer and keep track of doctor information

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Copying and pasting text

How to Copy and Paste

- Using the mouse
- Using Keyboard Commands
- Copying and Pasting on Mobile Devices

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Tracking Data in a Document

In a document:

- How to track medical goals or history, to add to medical resource organizer and keep track of doctor information

In a document:

- How to track usernames and passwords, security questions, case numbers (personal).

Saving and Sending Documents

Saving docs to pdf:

- Export to PDF in Microsoft Word
- Download to PDF in Google Docs

Sending files over Email

- Use the “Attach file” function in the email client being used.
- Can also be sent using Google Drive or as a Zipped folder

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