

Chapter V

Windows

Microsoft Windows is a series of graphical interface operating systems developed, marketed, and sold by Microsoft. Can be described as a application of programs, which are written for personal computer.

The DOS command is replaced with Graphical User Interface (GUI), which is much easier to learn than “DOS”.

When you use GUI all application & operations are represented visually while using both icons & dialog box.

Note: Microsoft introduced an operating environment named Windows on November 20, 1985 as a graphical operating system shell for MS-DOS in response to the growing interest in graphical user interfaces (GUI).[5] Microsoft Windows came to dominate the world's personal computer market with over 90% market share, overtaking Mac OS, which had been introduced in 1984.

As of September 2013, the most recent versions of Windows for personal computers, mobile devices, server computers and embedded devices are respectively Windows 8, Windows Phone 8, Windows Server 2012 and Windows Embedded 8.



Fig: Evaluation of windows *logo*

Microsoft Word: -

Microsoft word is a full-featured processing program for Windows and Mac from Microsoft. Available stand-alone or as part of the Microsoft Office suite, Word contains rudimentary desktop publishing capabilities and is the most widely used word processing program on the market. Word files are commonly used as the format for sending text documents via e-mail because almost every user with a computer can read a Word document by using the Word application.

Is a legendary Word processing program, you can use it for written letters, proposals, reports, & so on.

What are the Features of Microsoft Word?

Microsoft Word is an advanced word processing application with many features including spell check, grammar check, table of contents generation, and style sheets.

How to install Microsoft word features?

1. Close all Microsoft programs, such as Word, Outlook and Internet Explorer.
2. Click "Start" and select "Control Panel." Double-click "Add or Remove Programs.

How to get Microsoft word on my programs and features?

1. Click the "Start" button in Windows 7 and select "Control Panel" from the right pane in the pop-up list.
2. Click the "Programs and Features" option.



Fig: MS-Word Logo.

- **Power Point: -**

Is presentation software, presentation graphics in its simplest form allows you to create a series of slides, and then bur those slides in sequence for a presentation.

MS-PowerPoint is a presentation program developed by Microsoft. It is included in the standard Office suite along with Microsoft Word and Excel. The software allows users to create anything from basic slide shows to complex presentations.

PowerPoint is often used to create business presentations, but can also be used for educational or informal purposes. The presentations are comprised of slides, which may contain text, images, and other media, such as audio clips and movies. Sound effects and animated transitions can also be included to add extra appeal to the presentation. However, overusing sound effects and transitions will probably do more to annoy your audience than draw their attention. (Yes, we have all heard the car screeching noise enough times for one lifetime.)

Most PowerPoint presentations are created from a template, which includes a background color or image, a standard font, and a choice of several slide layouts. Changes to the template can be saved to a "master slide," which stores the main slide theme used in the presentation. When changes are made to the master slide, such as choosing a new background image, the changes are propagated to all the other slides. This keeps a uniform look among all the slides in the presentation.

When presenting a PowerPoint presentation, the presenter may choose to have the slides change at preset intervals or may decide to control the flow manually. This can be done using the mouse, keyboard, or a remote control. The flow of the presentation can be further customized by having slides load completely or one bullet at a time. For example, if the presenter has several bullet points on a page, he might have individual

points appear when he clicks the mouse. This allows more interactivity with the audience and brings greater focus to each point.

PowerPoint presentations can be created and viewed using Microsoft PowerPoint. They can also be imported and exported with Apple Keynote, Apple's presentation program for the Macintosh platform. Since most people prefer not to watch presentations on a laptop, PowerPoint presentations are often displayed using a projector. Therefore, if you are preparing a PowerPoint presentation for a room full of people, just make sure you have the correct video adapter.

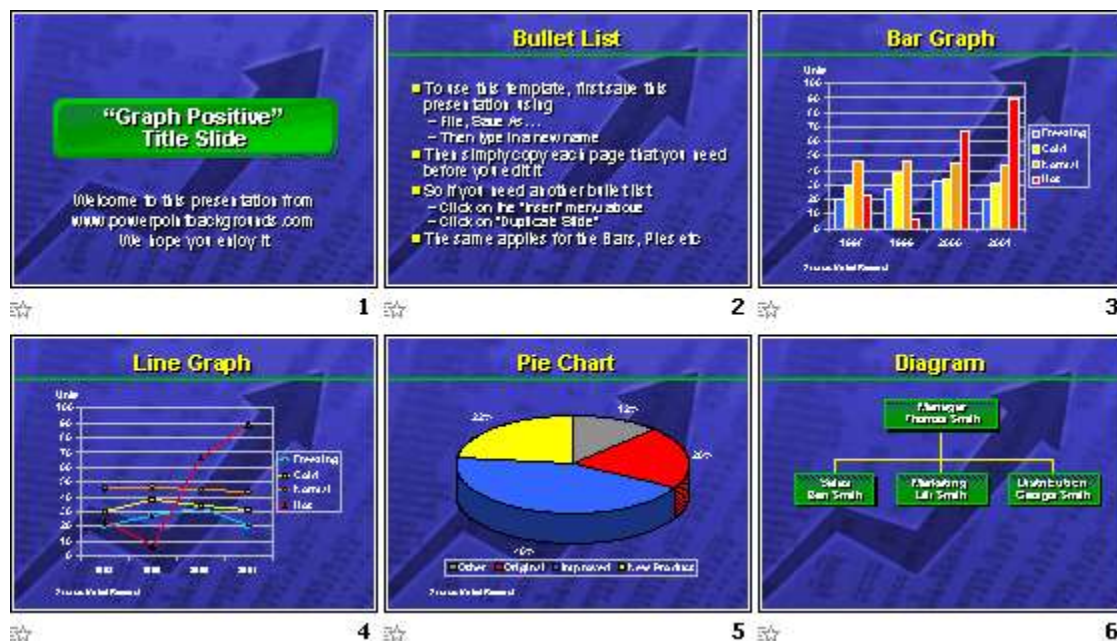


Fig: power point slid.

We can use Power Point to:

Produce slides which contain; text, graph, tables, shapes and animation.



Fig: Power Point Logo.

- **Microsoft Access: -**

- Microsoft Access, also known as Microsoft Office Access, is a database management system from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools. It is a member of the Microsoft Office suite of applications, included in the Professional and higher editions or sold separately.
- Microsoft Access stores data in its own format based on the Access Jet Database Engine. It can also import or link directly to data stored in other applications and databases

Let's you collect, organize, find, display, & print information about your personal and business life.

Data: *are values of qualitative or quantitative variables, belonging to a set of items. Data in computing (or data processing) are represented in a structure, often tabular (represented by rows and columns),*

Data base: *is a collection of useful Data. A database contains data stored in a structured format. It includes one or more tables, which each contain multiple fields. Each field is assigned a specific data type, such as a string or integer. These fields include data for each record that is entered into the database. By storing data in organized records, the information in a database can be easily searched, sorted, and updated.*

Information: *is "Knowledge communicated or received concerning a particular fact or circumstance", or rather, information is an answer to a question.*

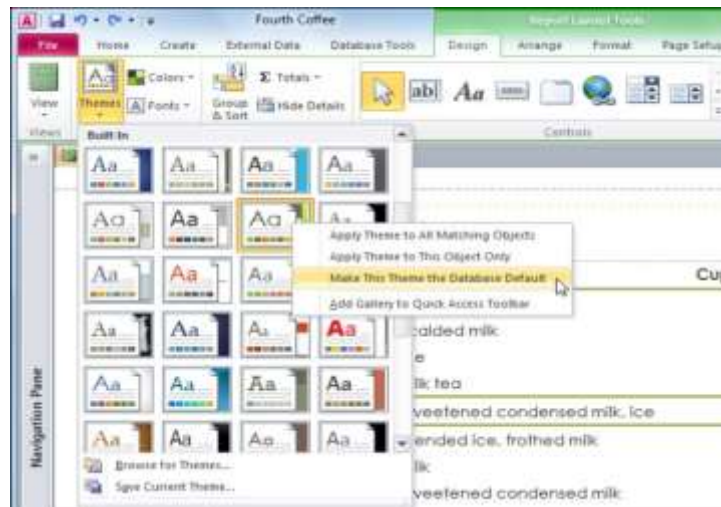


Fig: MS- Access.

The Most Powerful Data Analysis Program for Microsoft Access:

Microsoft Access queries offer basic data analysis. For more advanced computations and real number crunching, programming is required, sometimes lots of it, or you need to export your data to another program.

Fortunately, the Microsoft Access community has relied on Total Access Statistics for almost two decades for advanced number crunching within Access. Designed specifically for Microsoft Access, Total Access Statistics runs as an add-in for Access and offers a wide range of statistical functions to analyze your data. Your data can be in Access tables, linked from other sources, or from a query. Analyze multiple fields and an unlimited number of records at one time. You can even analyze data from multi-table select queries or crosstabs.

Best of all, the results are provided in tables which you can further analyze or add to your queries, forms, and reports. You'll be amazed at the powerful statistical analysis you can generate within Microsoft Access without being a mathematician or statistician!

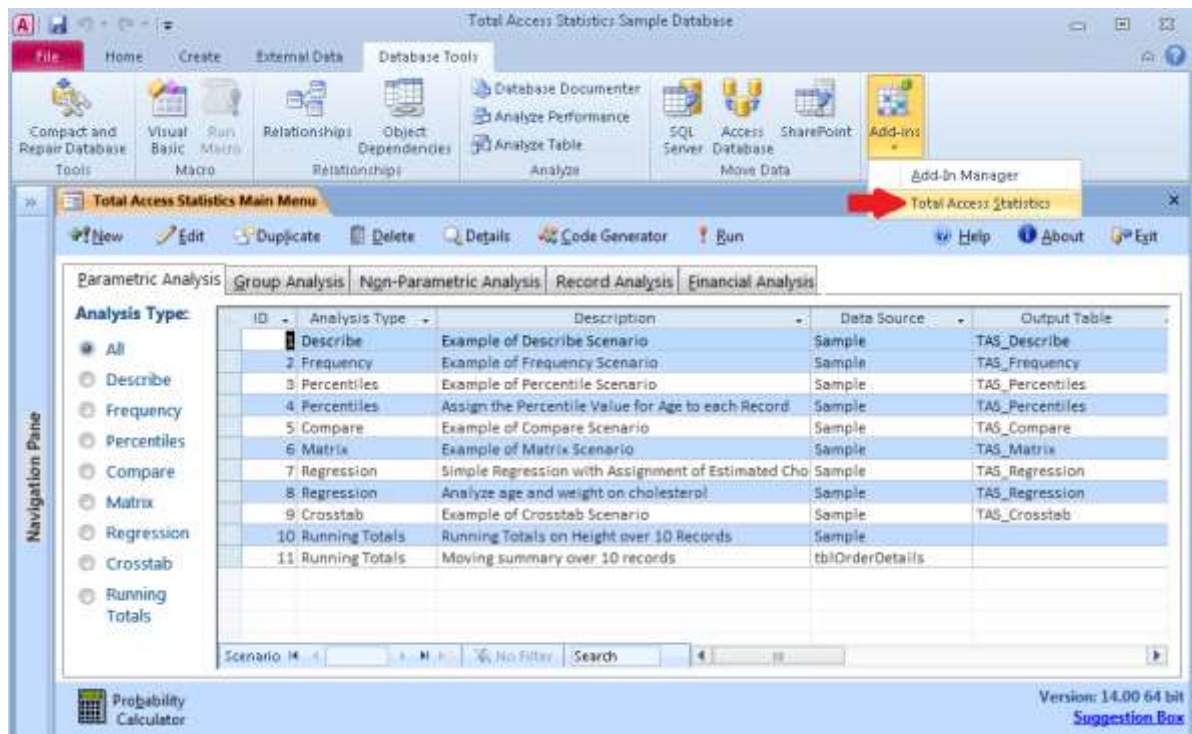


Fig: Access Data base.

- Microsoft Excel: -

An electronic spread sheet program is a tool not only for accountants, but for anyone who wants to organize information in tables.

Excel work sheet is composed of columns & Row, columns are labeled with the letters of the alphabet, Rows are labeled with numbers. The inter section of column & Row is called a Cell.

NOTE: MS-Microsoft Excel is a spreadsheet application developed by Microsoft for Microsoft Windows and Mac OS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications.

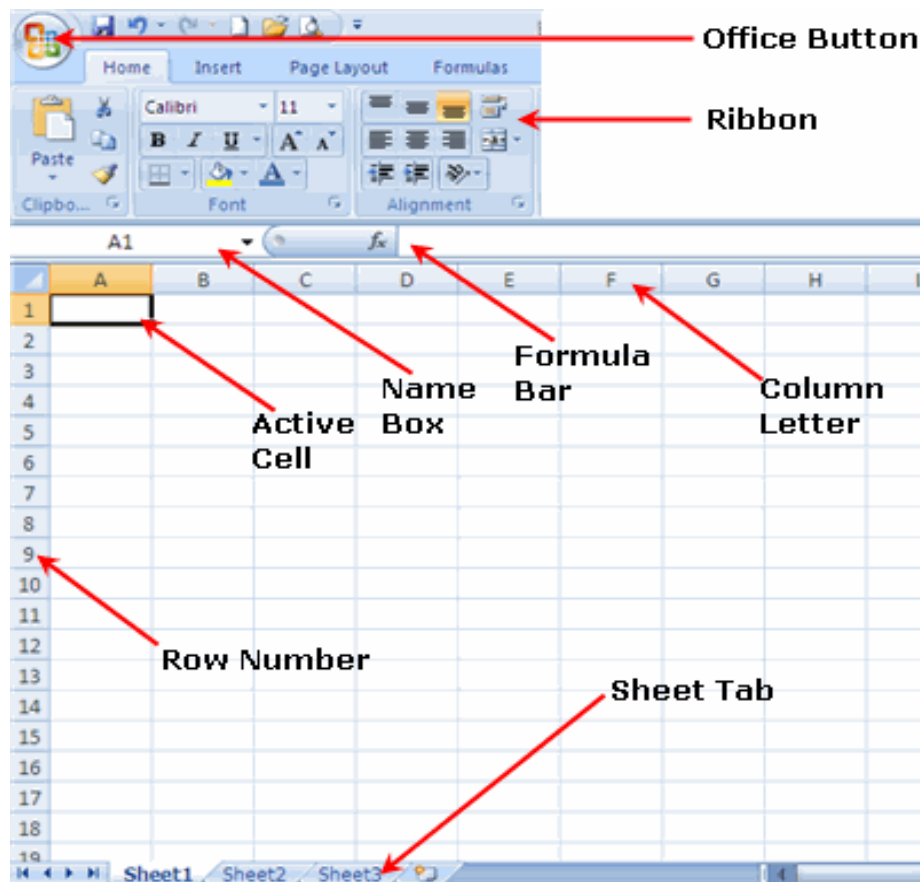


Fig: Parts of Excel screen.

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