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Further
Inside

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At This
Level

Note: The following material is only for the students to remember what has been taught in class.
MS – Office

Introduction To MS-Office:

A typical workday calls for carrying out routine tasks as:

- Checking the in-tray for mail and keeping track of them
- Analysing figures available through spreadsheets
- Hunting for information from various sources and putting them together
- Sending reports and memos
- Filling out forms required for office tasks like vouchers, task sheets etc.
- Making presentations both textual and graphical
- Communication with people via meetings, phone calls etc.

Working with Microsoft Office

Using Microsoft Office as it is meant to be used, changes your thinking about the applications. Instead of using Word or Excel individually, you can use Office to attack business problems. Let us see how the tasks we had listed above can be accomplished better by using Office.

- *Checking the in-tray for mail and keeping track of them*

Once you are connected by a network and have installed Office, you can check messages very quickly using Microsoft Mail. You can receive electronic messages that cut down on telephone use and are easier to answer.

Mail is also integrated with other Office applications. You can for instance, create a message from within Excel and attach the current workbook to a Mail message.

- *Analyzing figures available through spreadsheets*

If you want to put' together cost figures from spreadsheets for management decisions, Office lets you converts spreadsheet data into text format to use along with a word-processing document.

- *Hunting for information from various sources and putting them together*

You can access data stored in Access or Foxpro databases and also query on them. Data from spreadsheets and databases can be combined if required.

- *Sending reports and Memos*

Using Microsoft Mail, you can send reports and memos across the network, thereby, saving a lot of time and dependence on the routing staff.

- *Filling out forms required for office tasks like vouchers, task sheets etc.*

Office provides some tools to automate the completion of paper forms like requisitions and timesheets. These can be filled out and routed through Microsoft mail. Forms can be designed using Excel of Foxpro or Access.

- *Making presentations both textual and graphical*

You can use PowerPoint's striking presentation graphics to polish up speeches and proposals and making presentations. You can attach Excel spreadsheets or Word documents to your presentation also. This feature enables you to maintain data integrity, since, any changes in the spreadsheet will also be reflected in the presentation.

- *Communication with people via meetings, phone calls etc.*

Office can increase the efficiency of interpersonal communication by making it easier for people in the same workgroup to stay well informed. Also by using Microsoft Mail, the need for face-to-face meetings can be reduced.

To better appreciate the benefits of Office's "working together" style, let us reflect on the roles played by the common productivity applications.

- **Microsoft Access / Foxpro**

Database management systems like Access and Foxpro store and classify relatively larger amounts of data. Most of this data is stored internally in the form of tables and lists. It keeps track of relationships among tables, making it possible to create sophisticated reports and compute statistics. It also provides

programming tools to automate data entry, analysis and reporting.

Microsoft PowerPoint

at the opposite end of the spectrum from Foxpro is PowerPoint, which is designed to present data. If Access / FoxPro is the back end, PowerPoint is the front end. It possesses no capability to process data other than outlining major points to be presented visually. Essentially, PowerPoint takes data created by other programs and makes it look good.

Microsoft Word

like PowerPoint, Word can be seen as a presentation tool, but one that presents data in "written" form. Being a word processing program. It's designed to handle a greater amount of detail (mostly in the form of text) than PowerPoint. Its role differs from PowerPoint in that Word is heavily used to generate original data incorporating data from spreadsheet, database or graphical data.

Microsoft Excel

Excel occupies an intermediate position from data crunchers to presentation tools. It has an extremely powerful recalculating engine. You can also present data in the form of tables and graphs through Excel.

Object Linking And Embedding

Sharing Data

PC based software are more user friendly than ever and have extensive capabilities to do most of the routine tasks. However, there is a limit to which any single application program can provide all the required capabilities. Hence, many application programs are available with each performing, some of the tasks. Though these individual applications (like spreadsheets, word processors) provide a lot of facilities and flexibility, there are times when you need to combine or share data that is stored/created in different applications. This gives rise to the necessity of simultaneously looking at data stored in different applications.

Microsoft developed the **OLE (Object Linking and Embedding)** standard. It makes it possible for applications to share not only data, but common program operations. For example, the File Find dialog boxes of all Office applications use the same program code. This helps conserve memory and disk space. Also you have to learn only one spell-checking routine and one file searching procedure- this saves a lot of learning time.

Understanding Objects

Before the introduction of OLE, data could be shared by exporting and importing it between applications. Using this technique you would have to export and import files in specific formats for other application programs to recognize it.

The imported data would then have to be reformatted if required. This procedure was quite cumbersome and restricted the exchange. Using the format prescribed by OLE standard, programmers must ensure that data items (called *objects*) carry information about themselves, just in case they encounter a program that wants to make use of them. The OLE specifications prescribe a format for data to talk about its qualities, and for programs to describe what kind of data interests them.

What is Object Linking and Embedding?

Object Linking and Embedding (OLE) provides a way to integrate objects from diverse applications. An object is a block of information from a spreadsheet, a graphic from a drawing program, an audio clip from a sound application. Each object is created and maintained by its original application, but through OLE, it can be integrated with other applications. What this means is that users do not need to switch another application to edit an object in the current document.

OLE features

OLE implements a number of other interesting features, some of the features are: --

Drag and Drop

In the Windows environment, the Clipboard was the common utility used to transfer data between applications. It was necessary to execute a Copy command at the source, then a Paste command at the destination. The drag and drop approach provides a more natural way to achieve the same results. A user first outlines the object copy, then clicks the object to the destination. Document. The window frame is no longer as a wall that separates applications. Users can freely drag information from one application to another, simplifying the process of creating compound documents. Dragging and Dropping the object on the printer icon causes the object to print.

Property Inheritance

When an object is embedded in a compound document, it may have properties that are not consistent with the rest of the document. For Example, the fonts of eh embedded object may be different than the fonts used in the compound document. To make embedded objects look like the compound document, OLE allows the document to “export” properties to an object. The object then possesses these properties and transforms its appearance to be more consistent with the rest of the document.

Searching and Spelling

Since compound documents contain objects created in a number of applications and users want to treat the compound document as a single entity, OLE provides a way to search and perform spell checks on the entire document.

Examples of objects

Common examples of objects include

- A spreadsheet range or a single cell
- A chart
- A database record or field value
- A graphic object (bitmap)
- A page, paragraph, line or word of text in a word processing document
- An entire database, spreadsheet, text, or graphical file.

What is Shared Data?

There are a few different ways that the data created in a given application can by another application under OLE. Data passed from one application to another is called *shared* data. In either **linked** or **embedded** data.

A **source** document is a document whose data has been pasted, embedded, or linked to a client’s application’s document (the **destination** document). The specific data being shared is called **source data**. A document containing linked or embedded data is called a **compound** document.

To explain the terms used above let us take an instance of a spreadsheet range from an Excel file inserted in a Word document. For the object (a spreadsheet range):

Source / Server application	is	Ms-Excel
Destination / Client application	is	Ms-Word
Source Document	is	Excel file (i.e. .XLS file)
Destination document	is	Word file (i.e. .Doc file)
Compound document	is	Word file (i.e. .Doc file)

What is linked data?

OLE allows you to link data between applications. For instance, you can link a range in Excel to a Word document if the source data- the range inside the Excel worksheet-changes, the change can be instantaneously reflected in the Word document. It conserve memory and disk space, because the destination document store only the information necessary to re-create the link to the source fie. It also helps ensure that documents contain up-to-date data.

A linked object, does not exist in the compound document. The compound document contains a reference to the object file and a link is maintained to the source file.

Linking also has risks. Since a linked object exists in a file that is outside the compound document, if the source file is erased, the link is lost. If you decide to move the file, a new link must be established.

What is Embedding?

When you embed an object, you are essentially pasting a snapshot of it in the client application. Though an object’s appearance is the same whether it is linked or embedded, there is a major difference. Embedded objects are not linked tot eh server application, so changes in he source document will not be reflected in the destination document.

Client applications have to store all the information necessary to edit or format embedded objects. This amount to more information than is needed to store linked objects. As a result, embedded objects generally take up much more space in files than do linked objects.

Embedding offers two major advantages:

- You do not have to worry about deleting or moving source files by mistake
- You can send a document with an embedded object to anyone who has access to a

computer running the source application, regardless of whether the source document can be accessed or not.

An embedded object is stored, directly in the compound document. It becomes a part of the document.

It however maintains an association with the application that created it. When you double-click the object, the application is opened allowing you to edit the object.

The main difference between embedding and linking is where the data is stored. An embedded object becomes part of the destination document. A linked object is stored in a source file and the destination application only stores the location of the source file. The compound document in such cases is smaller since it contains only a reference to the linked object.

A compound document is a document that contains objects that are created in different applications. A compound document can contain more than one object and can have both linked and embedded objects.

Integrating MS Office:

A compound document is a document that contains objects that are created in different applications. A compound document can contain more than one object and can have both linked and embedded objects.

Transferring Data to Another Application

Once you have copied data, you have three different ways to place it another application:

- You can simply plain-paste it by choosing Paste from the edit menu. This will convert the data to the client application's native format, text, for example, is native to Word.
- You can embed it. Embedding leaves the data in its original "foreign" format. that is, it is in a form that can't be directly edited in the client application.
- You can link it as either native or foreign data, depending on the type you select in the Paste Special dialog box.

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