

1: What are the new document formats used in Microsoft Office ?

Learn microsoft office formatting with free interactive flashcards. Choose from 43 different sets of microsoft office formatting flashcards on Quizlet.

Such files are saved using an extra X letter in their extension. However, it can still save documents in the old format, which is compatible with previous versions. Alternatively, Microsoft has made available a free add-on known as the Microsoft Office Compatibility Pack that lets Office , XP, and open, edit, and save documents created under the newer format. However, due to legal objections from Adobe Systems , Office originally did not offer PDF support out of the box, but rather as a separate free download. This is part of Service Pack 2 and prior to that, was available as a free plug-in in a separate download. OpenDocument software Microsoft backs an open-source effort to support OpenDocument in Office , as well as earlier versions up to Office , through a converter add-in for Word, Excel and PowerPoint, and also a command-line utility. Peter Amstein and the Microsoft Office team are reluctant to make liberal use of extension mechanisms, even though provided in ODF 1. They want to avoid all appearance of an embrace-extend attempt. User assistance system[edit] In Microsoft Office , the Office Assistants were eliminated in favour of a new online help system. One of its features is the extensive use of Super Tooltips, which explain in about one paragraph what each function performs. Some of them also use diagrams or pictures. These appear and disappear like normal tooltips, and replace normal tooltips in many areas. The Help content also directly integrates searching and viewing Office Online articles. SharePoint[edit] Microsoft Office includes features geared towards collaboration and data sharing. As such, Microsoft Office features server components for applications such as Excel, which work in conjunction with SharePoint Services , to provide a collaboration platform. Excel server exposes Excel Services, which allows any worksheet to be created, edited and maintained via web browsers. It features Excel Web Access, the client-side component which is used to render the worksheet on a browser, Excel Calculation Service which is the server side component which populates the worksheet with data and perform calculations, and Excel Web Services that extends Excel functionalities into individual web services. SharePoint can also be used to host Word documents for collaborative editing , by sharing a document. SharePoint can also be used to hold PowerPoint slides in a Slide Library, from which the slides can be used as a formatting template. It also notifies users of a slide automatically in case the source slide is modified. Also by using SharePoint, PowerPoint can manage shared review of presentations. Any SharePoint hosted document can be accessed from the application which created the document or from other applications such as a browser or Microsoft Office Outlook. Groove[edit] Microsoft Office also includes Groove, which brings collaborative features to a peer-to-peer paradigm. Groove can host documents, including presentations, workbooks and others, created in Microsoft Office application in a shared workspace, which can then be used in collaborative editing of documents. Groove can also be used in managing workspace sessions, including access control of the workspace. To collaborate on one or more documents, a Workspace must be created, and then those who are to work on it must be invited. Any file shared on the workspace are automatically shared among all participants. The application also provides real-time messaging, including one-to-one as well as group messaging, and presence features, as well as monitoring workspace activities with alerts, which are raised when pre-defined set of activities are detected. Groove also provides features for conflict resolution for conflicting edits. Schedules for a collaboration can also be decided by using a built-in shared calendar, which can also be used to keep track of the progress of a project. However, the calendar is not compatible with Microsoft Outlook. The Document Theme defines the colors, fonts and graphic effects for a document. Almost everything that can be inserted into a document is automatically styled to match the overall document theme creating a consistent document design. The new Office Theme file format. Similar themes are also available for data reports in Access and Project or shapes in Visio. Quick Styles are galleries with a range of styles based on the current theme. There are quick styles galleries for text, tables, charts, SmartArt, WordArt and more.

2: MLA Format Microsoft Word

In Office (also known as Office 12), these three programs will use a new file format based on Open XML. Word, Excel, and PowerPoint documents will be saved in an XML format rather than binary.

A Works Cited page beginning on a separate page at the end of the paper. How to Set the Font and Size: When you first start Word , you are placed under the Home tab like in the image below , if not, click on the Home tab. Click on the font and select Times New Roman. Click on the size and select 12. If you already typed your text, you need to select all your text before you select the font in order to apply the text to the new font. How to Set the Margins in Word How To Create a Header in Word Now type in your Last Name and leave a space before the page number. Click on the Home tab. Click on the Line Spacing button. How to Enter the First Page Information: Do not use italics, boldfaced type, underlining, or all caps to format your title. Click on the Align Left icon to bring your blinking cursor to the left. Use the Tab key on every next new paragraphs. Your completed setting should look like this: How to Setup the Works Cited Page: Follow this how-to when you are ready to work on your Works Cited page. The Works Cited page has the following characteristics: Do not bold or underline this heading. No indent on the first line of each entry. Immediately after typing the final line of your paper, press the CTRL key and the ENTER key at the same time to begin a new page another method is to insert a page break from the toolbar. Your header with your last name and automatic page numbering should appear at the top left of your paper. Click on the align center icon so that the text is centered. Type Works Cited do not underline, boldface, italicize, or enclose the title in quotation marks. Press the Enter key once to begin a new line. Click on the align left icon so that the text is aligned left. Now type your sources. I hope you found this tutorial helpful.

3: How to Save a File in CSV Format in Microsoft Office | www.enganchecubano.com

Alternatively, Microsoft has made available a free add-on known as the Microsoft Office Compatibility Pack that lets Office , XP, and open, edit, and save documents created under the newer format.

Office plans include premium versions of these applications plus other services that are enabled over the Internet, including online storage with OneDrive and Skype minutes for home use. Office plans are available as a monthly or annual subscription. How do I know if my computer can run Office ? See system requirements for compatible versions of Windows and macOS, and for other feature requirements. Is internet access required for Office ? However, Internet access is required to install and activate all the latest releases of Office suites and all Office subscription plans. For Office plans, Internet access is also needed to manage your subscription account, for example to install Office on other PCs or to change billing options. Internet access is also required to access documents stored on OneDrive, unless you install the OneDrive desktop app. You should also connect to the Internet regularly to keep your version of Office up to date and benefit from automatic upgrades. To reactivate your Office applications, reconnect to the Internet. Will I still have control of my documents with Office ? Documents that you have created belong fully to you. If you cancel your subscription or it expires, you can still access and download all your files by signing in to OneDrive directly using the Microsoft account you used to set up Office You do lose the additional storage that comes with your subscription, so you must save your files elsewhere or buy more OneDrive storage if your OneDrive account exceeds the free storage quota. When would my subscription start? If you purchase an auto-renew subscription, your subscription starts when you complete your purchase. You can purchase auto-renew subscriptions from Office If you purchase a pre-paid subscription, your subscription starts when you activate your subscription and land on your My Account page. You can purchase pre-paid subscriptions from a retailer or reseller, or a Microsoft support agent. How do I share Office with the rest of my household? If you have an active Office Home subscription, you can share it with up to four members of your household. To add someone to your subscription, visit www.office.com. Each person you add will receive an email with the steps they need to follow. Once they have accepted and completed the steps, their information, including the installs they are using, will appear on your My Account page. You can stop sharing your subscription with someone or remove a device they are using at www.office.com. When you use cloud-based services, your IT infrastructure resides off your property off-premises , and is maintained by a third party hosted , instead of residing on a server at your home or business on-premises that you maintain. With Office , for example, information storage, computation, and software are located and managed remotely on servers owned by Microsoft. Many services you use every day are a part of the cloudâ€”everything from web-based email to mobile banking and online photo storage. Word resources Office is now retired Updates are required for support. Please update to Office to get product support.

4: File formats supported in the Office system (corrected) – Office IT Pro Blog

In the list of currently installed programs, select Microsoft Save as PDF or XPS Add-in for Microsoft Office programs and then click Remove or Add/Remove. If a dialog box appears, follow the instructions to remove the program.

To save the chart and spreadsheet save as. XLC is not supported in Excel or in any newer versions of Excel. Dialog Used in older versions of Excel. Template A pre-formatted spreadsheet created by the user or by Microsoft Excel. The most common are Dynamic Data Exchange: It is very common in financial markets, being used to connect to important financial data services such as Bloomberg and Reuters. This may take on the form of "embedding" where an application uses another to handle a task that it is more suited to, for example a PowerPoint presentation may be embedded in an Excel spreadsheet or vice versa. Excel can accept data in real time through several programming interfaces, which allow it to communicate with many data sources such as Bloomberg and Reuters through addins such as Power Plus Pro. Although it is easy for users to create such links, programming such links reliably is so difficult that Microsoft, the creators of the system, officially refer to it as "the protocol from hell". Network DDE Extended the protocol to allow spreadsheets on different computers to exchange data. Starting with Windows Vista, Microsoft no longer supports the facility. RTD although in many ways technically superior to DDE, has been slow to gain acceptance, since it requires non-trivial programming skills, and when first released was neither adequately documented nor supported by the major data vendors. These include opening Excel documents on the web using either ActiveX controls, or plugins like the Adobe Flash Player. ExcelPackage is another open-source project that provides server-side generation of Microsoft Excel spreadsheets. Excel Services is a current. Excel spreadsheets can be accessed from Python with xlrd and openpyxl. Password protection Microsoft Excel protection offers several types of passwords: Password to open a document [43] Password to modify a document [44] Password to unprotect worksheet Password to protect workbook Password to protect the sharing workbook [45] All passwords except password to open a document can be removed instantly regardless of Microsoft Excel version used to create the document. These types of passwords are used primarily for shared work on a document. The only type of password that can prevent a trespasser from gaining access to a document is password to open a document. The cryptographic strength of this kind of protection depends strongly on the Microsoft Excel version that was used to create the document. In Microsoft Excel 95 and earlier versions, password to open is converted to a bit key that can be instantly cracked. As regards services which use rainbow tables e. Password-Find , it takes up to several seconds to remove protection. In addition, password-cracking programs can brute-force attack passwords at a rate of hundreds of thousands of passwords a second, which not only lets them decrypt a document, but also find the original password. The situation changed fundamentally in Excel , where the modern AES algorithm with a key of bits started being used for decryption, and a 50-fold use of the hash function SHA1 reduced the speed of brute-force attacks down to hundreds of passwords per second. In Excel , the strength of the protection by the default was increased two times due to the use of a ,fold SHA1 to convert a password to a key. Microsoft Excel Viewer Microsoft Excel Viewer is a freeware program for viewing and printing spreadsheet documents created by Excel. There is not a current version for the Mac. Microsoft has announced some of these issues are addressed in Excel In the case of excessively large results, Excel will return the error warning NUM! Date range Excel supports dates with years in the range , except that December 31, can be entered as 0 and is displayed as 0-jan Converting a fraction of a day into hours, minutes and days by treating it as a moment on the day January 1, , does not work for a negative fraction. A similar problem occurs when a text happens to be in the form of a floating point notation of a number. In these cases the original exact text cannot be recovered from the result. In the case of entering gene names this is a well known problem in the analysis of DNA , for example in bioinformatics. The problem was first described in You cannot open two documents with the same name, even if the documents are in different folders. To open the second document, either close the document that is currently open, or rename one of the documents. Numeric precision in Microsoft Excel Excel maintains 15 figures in its numbers, but they are not always accurate: Despite the use of figure precision, Excel can display many more figures up to thirty upon user request. But

the displayed figures are not those actually used in its computations, and so, for example, the difference of two numbers may differ from the difference of their displayed values. Although such departures are usually beyond the 15th decimal, exceptions do occur, especially for very large or very small numbers. Serious errors can occur if decisions are made based upon automated comparisons of numbers for example, using the Excel If function , as equality of two numbers can be unpredictable. Although this number has a decimal representation that is an infinite string of ones, Excel displays only the leading 15 figures. In the second line, the number one is added to the fraction, and again Excel displays only 15 figures. In the third line, one is subtracted from the sum using Excel. This is because Excel calculates with about half a digit more than it displays. Excel works with a modified version of the IEEE specification. See the main article for details. Besides accuracy in user computations, the question of accuracy in Excel-provided functions may be raised. Particularly in the arena of statistical functions, Excel has been criticized for sacrificing accuracy for speed of calculation. IsText " in VBA , incorrectly returns "false". Versions Early history Microsoft originally marketed a spreadsheet program called Multiplan in Microsoft released the first version of Excel for the Macintosh on September 30, , and the first Windows version was 2. This accomplishment solidified Microsoft as a valid competitor and showed its future of developing GUI software. Microsoft maintained its advantage with regular new releases, every two years or so. Microsoft Windows Excel 2. Versions prior to 2. This included a run-time version of Windows. The magazine stated that the port of the "extraordinary" Macintosh version "shines", with a user interface as good as or better than the original. VBA is a powerful addition to the application and includes a fully featured integrated development environment IDE. Macro recording can produce VBA code replicating user actions, thus allowing simple automation of regular tasks. The automation functionality provided by VBA made Excel a target for macro viruses. This caused serious problems until antivirus products began to detect these viruses. Microsoft belatedly took steps to prevent the misuse by adding the ability to disable macros completely, to enable macros when opening a workbook or to trust all macros signed using a trusted certificate. Internal rewrite to bits. Almost no external changes, but faster and more stable. This was a major upgrade that introduced the paper clip office assistant and featured standard VBA used instead of internal Excel Basic. It introduced the now-removed Natural Language labels. This version of Excel includes a flight simulator as an Easter Egg. This was a minor upgrade, but introduced an upgrade to the clipboard where it can hold multiple objects at once. The Office Assistant, whose frequent unsolicited appearance in Excel 97 had annoyed many users, became less intrusive. Minor enhancements, most significant being the new Tables. This release was a major upgrade from the previous version. Similar to other updated Office products, Excel in used the new Ribbon menu system. This was different from what users were used to, and was met with mixed reactions. One study reported fairly good acceptance by users except highly experienced users and users of word processing applications with a classical WIMP interface , but was less convinced in terms of efficiency and organisation. Also added was an improved management of named variables through the Name Manager, and much improved flexibility in formatting graphs, which allow x, y coordinate labeling and lines of arbitrary weight. Several improvements to pivot tables were introduced. To illustrate, the number of rows was now 1,, and columns was 16, ; the far-right column is XFD. Minor enhancements and bit support, [84] including the following: Multi-threading recalculation MTR for commonly used functions Improved pivot tables.

5: File formats supported by Microsoft Office Project - Project

This download contains an administrative template for the Word, Excel, and PowerPoint Open XML Format converters. These converters are contained within the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats and are also included in Microsoft Office Word, Excel, and PowerPoint

6: Microsoft Office and File Compatibility - McCombs Tech Wiki - UT Austin Wikis

The binary file format for Excel , Excel , Excel , and Excel and Office Excel This is a fast load-and-save file format for users who need the fastest way possible to load a data file.

7: Word Auto Formatting - Microsoft Community

To type your document, click "Start" and then click "Microsoft Office Word " From the Office button, click "New" and then click "Blank document." Click "Create."

8: Microsoft Office | Productivity Tools for Home & Office

The software Classic Menu for Office is designed for the people who are accustomed to the old interface of Microsoft Office , XP () and It brings back the classic menus and toolbars to Microsoft Office (includes Word) , , and

9: Microsoft Excel - Wikipedia

Microsoft Office Project supports opening from and saving to the file format used by Microsoft Project and Microsoft Office Project Microsoft Project 98 file The standard file format for a project, which uses www.enganchecubano.com extension.

Fundamentals of nuclear science and engineering solutions manual The history of cinema a very short introduction McFarlanes Customs Law Handbook, 1989-90 U00a7 50. Second Question, 67 Redneck night before Christmas Episodic acidification of streams in the northeastern United States Edit format google drive Math For Grades 3-4 The printed picture in the Renaissance Charles Harrison The curse of maleficent Sketching drawing techniques for product designers by koos eissen Strength and power Money, Banking, and Usury The shattering of peace in Hungary Death Note, Volume 7 The curse of the photograph : Atjeh 1901 Quilted Gifts From Your Scrap Basket The roots of coincidence Africa for the African (Ceest Book Series, 12, 12) The contractors guide to quality concrete construction third edition Apprenticeship in Employment and Training Programs Youth writes 1973 1974 Annals of Covent Garden theatre from 1732 to 1897 Family-centred care of children and adolescents Iqbal poetry books Adjuvant hormonal treatment: the bicalutamide early prostate cancer program Wirth, M.P. Hakenberg, O.W. F U S S R-from an original idea by Karl Marx V. 2. Introduction, commentary, appendixes. Iron in american life Through the Year With Pope Benedict XVI Stories of Mystery (Dodo Press) What is to be done? towards a rationale for social movement building Jean Anyon Britains Royal National Theatre CLEP American Government Fundamentals of fiction writing Beach Babes 2008 Wall Calendar Working with the Dreaming Body (Arkana) Financial statements demystified Human factors and ergonomics design handbook Astm a615 grade 75