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Get in the notes paneChange dividing lineSee also thanks for joining us! In a few moments you will receive a welcome message. The Pane Notes is the key to some useful Footnote and Endnote options Now that layout printing is the main kind of editing in Microsoft Word, the Notes panel has been somewhat forgotten, but it's home details in footnotes and endnotes. Switch to the Notes Pane tab and select Show Notes. The Notes panel is only available in Web Layout or Draft View (on the View tab). If you're in outline, by choosing 'Show Notes', switch Word to project view. In print Layout, Show Notes simply moves the cursor to the next footnotes without the Notes panel. There is now a Notes panel at the bottom of the document window with a list of footnotes and notes in the document. Panel notes can only be shown footnotes or Endnotes - not both. If there are both types of notes in the document, you are asked which ones you want to display. To switch between footnotes and endnotes, click Show Notes again to hide the display and click a second time to replay the notes and ask again. Yes, it's cumbersome and shouldn't be necessary. Microsoft has taken a simple exit, rather than forcing Notes pane to work with both footnotes and Endnotes at the same time. What's more, there are a few interesting options in pulling down the list outside of the default display of all footnotes. Here you set up the dividing lines and switch the individual note between footnote and endnot. Change the dividing line Don't like that short dividing line between the document and footnotes/endnotes? You can change it, although it's hardly obvious. See Delete or Change the Separator Line for Footnotes and Endnotes Go to Notes Pan and pull down the list to see the separator options: Thank you for joining us! In a few moments you will receive a welcome message. Testbook updated: 25 Jun 2020 7:22 IST 11.7k ViewsComputer Awareness is an important part of many competitive exams, this question can be asked not only in another section for computers, but can be asked in the General Awareness section. Having an in-depth knowledge of computers and its various applications is essential in order to get a hold over the section through a proper understanding of the topic. The questions from this topic can be asked in various competitive exams like SSC, UPSC, IBPS PO, NABARD, bank exams and others that could test their knowledge of computers and its applications. Here we will look at various aspects related to Microsoft Office or MS Office, which is one of the widely used applications of people around the world to write documents to create graphs for statistics. What is Microsoft Office or MS Microsoft Office or MS Office can be seen as a form of collection collection Each of these Office-related applications was created by Microsoft's development team for a variety of purposes. Microsoft launched the latest version of its MS Office cloud computing platform called Microsoft 365 in 2019. The first set of MS Office containing various applications was launched in 1988, and since then various versions and a total of 16 suites have been released by Microsoft last time MS Office 19, which for offline use unlike Microsoft 365, which for online use.MS Office Notes - OverviewGiven below is a brief overview of MS Office Notes.Microsoft Office is a closed source software package containing various applications. It was first launched by Bill Gates on November 19, 1990, shortly after the launch of Microsoft Windows. The first version of MS Office contained MS Word, MS Excel and MS Powerpoint. Although they are called apps, Microsoft Office is called Software.Following Table provides a list of applications, MS Office: ApplicationFirst LaunchMain FunctionMS Word1983Revised text filesMS Excel1985Sorting tables Power Point1990Decemcent PresentationMS Access1992Database ManagementMS Outlook - Email - Calendar of workMS OneNote2003 NotesMS Publisher1991Desktop PublishingSky/Sky/SkyE2007Videoelec confing MS Word, MS Excel and MS Powerpoint are used the most worldwide. Let's now look at these separately.MS Office Notes - MS WordMicrosoft Word is the most convenient software used to create text files. These text files can be edited and transferred from the author to others and edited by them too. Here's what the word window looks like: As a word processing app, it has the following features: to process any commands for existing text in Word, first, you need to choose the text. To select any text, you need to place a cursor in front of the word and press the Shift-Right arrow. In addition, you can place a cursor after the word ends and click Shift-Left Arrow.From Home Menu, you can copy/cut existing text and insert it in another location in the same document or in another document. Other processes that can be made from the Home Menu, change fonts, size, color, body, alignment, intervals, etc. Bullets and numbers, paragraphs can also be entered from the same menu. You can look at a certain word in the document by clicking on Find From home menu or just by clicking Ctrl-F. There is a possibility of replacing that word too. From the Insert menu, you can insert files into the document other than text. For example, images, screenshots, tables, links and hyperlinks, diagrams, shapes, equations, special characters, headlines, lackeys and page numbers From the Design menu, you can get pre-decided font templates and font sizes for subtitle and other text text This helps to quickly improve the readability of the file. The page layout option gives you the ability to change the distance to paragraphs, indentations, and the total interval between the page. From the Links option, you can insert bibliography and quoting texts in various formats like MLA, APA, but for that, you need to insert a list of books that you mentioned. The verification option will help you check spelling errors and grammatical errors in the document and protect the document from editing by un trusted users. Now that we've looked at the basics of MS Word, now let's move on to MS Excel.MS Office Notes - MS ExcelMS Excel is used to process data that is in tabular form and then perform mathematical functions on it to analyze it. Here's what the Excel window looks like: MS Excel performs the following basic functions: MS Excel has strings and columns. Crossing lines and columns forms a cell. Thus, each of the cells is a separate piece of data. Each cell has a cell address, which is the number of the line and the alphabet column in which it is displayed. Neither of the two cells has the same address. The home insertion of the MS Excel menu is similar to MS Word. You can change the formatting of content from home and include circles, tables, and other files related to data from the insert menu. The unique features that MS Excel has are formulas and data. You can execute the formula on the data to analyze it quickly. You have to select the cells for this, and one cell becomes one piece of data. So if you select 10 cells and apply an average formula to them, you get an average amount of data placed in those 10 cells. To apply the formula to any data, you need to choose it without any space. Then in the function bar you need to enter the to and abbreviation of the formula you want to apply. From the Data menu, you can perform functions without changing the original data. You can filter and sort the data without changing it. For example, You can sort the data in alphabetical order. Directly from basic functions such as adding and subtracting, you can perform complex statistical functions such as correlation and t-test. Alternatively, you can convert them into pie charts or graphs within minutes. This does data analysis easy.MS Office Notes - MS PowerpointMS Powerpoint is an app that provides you with slides and run slideshows. First, Powerpoint has slides. You need to add content to them to make a presentation. From the home menu, you can add new slides, solve their sequence, layout, design, and other word processing features, such as font change, size change, etc. Menu design offers you ready-made templates and background for slides that make the presentation look very attractive. Transition and animation are unique Powerpoint features. These menus offer different variations in which text appears on slides slides from one slide to another. Finally, you can view the final form of the slideshow from the Slideshow menu. You can start the slideshow with the first slide or slide you're editing. In addition, you can also set display times for each slide from the 'Slideshow' menu. Other important microsofMS Office features - Microsoft Outlook i)Ms Outlook app is a personal information manager or in simple words, it is a form of personal organizer, like managing dates, tasks and others. ii) His main job though is to send and receive emails. Outlook was launched in 1997 and was launched as part of microsoft Office Suite 1997. Note: MS Outlook is an app that you need to pay for use when creating an email on Outlook free from cost.MS Office - Microsoft Publisher is a desktop publishing app and works as an entry-level graphic design app. ii) Although from the beginning it may seem similar to MS Word it has a greater emphasis on page layout and design. It can be used to create basic templates, page covers and logos. (iii) The first version of Microsoft Publisher 1.0 was released in 1991. File-expanding files created using Microsoft Publisher is .pub.MS Office - Microsoft Access)Microsoft Access Database Management System (DBMS). This helps users more effectively analyze vast amounts of information and manage data. (i) The application works through storage of information that is connected to each other and creates connections between different things to make a holistic and easier-to-use database.ii) This is an important application used to enter data by organizations. The first version of Access was released by Microsoft on November 13, 1992. (iv) There are a number of file extensions depending on file formats, the most common of which is .adn extension.MS Office - Skype i)Skype is one of the most commonly used applications for telecommunications purposes between computers via video chat and voice calls between computers, tablets, mobile phones and even through devices such as Xbox One. (ii) The app also supports messaging between respondents and can also be used for video conferencing purposes. (iii) Founded in 2003 by Niklas Senmstrom of Sweden and Janus Friis from Denmark. It was August 29, 2003, when the first beta version of Skype became public. Microsoft will continue to acquire Skype Communications for \$8.5 billion in 2011.Microsoft Office Notes as PDF! It's important to be aware of computers and the various applications associated with it. In this article, we looked at MS Office or Microsoft Office and various applications that are used for different purposes. Knowing about subject is important for various competitive exams like SSC, SSC, IBPS PO, NABARD, bank exams and other competitive exams where questions on this topic can come in the General Awareness Section. Applicants can download the Testbook app for additional updates and tips to prepare for their competitive exams. People who want exclusive benefits can check out our Testbook offers.MS Office Notes frequently asked questions.1 A total of 8 apps or software are included in MS Office.Ans.2 This was in 1988, when the first version of Microsoft Office Suite was released. Ans.3 Microsoft Access or MS Access functions as a database management system (DBMS). Microsoft acquired Ans.4 In 2011. Error: Content protected!!!

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