



Applications in MS Office

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MS Office

- Word
- Excel
- PowerPoint
- OneNote
- Outlook
- Publisher
- Access
- OneDrive
- Skype
- Microsoft Teams
- Microsoft To-Do
- Delve
- Planner
- SharePoint
- Yammer
- **Microsoft Forms**
- **Project**
- **Sway**
- **Visio**



OneNote

- Microsoft OneNote is an app that is designed for research, note-taking, and information storage.
- It lets you store text and images in free-form documents which you can keep private or share with others.
- OneNote uses the metaphor of a notebook, complete with books, sections, and pages.
- Once you set up a notebook and create a section, you are faced with a blank page. Like any word processor, you can start typing.
- OneNote will offer Word-like tools in the ribbon atop the screen: font selection, text style, bullets and numbering, highlighting, and more. You can also create tables to organize your notes and insert images, photos, audio, and video...

Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

View or switch between online accounts

Click your account ID to change settings or switch accounts.

Manage files

Open, create, share, and print your notes. You can also change your account settings here.

Show notebooks

Click the notebook icon to see all of your open notebooks.

Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

Tag important information

Prioritize and organize notes with instantly searchable tags.

Find your notes

Use the Search box to find anything in your notebooks; press **Ctrl+E**.

Create pages

Click **Add Page** to insert a page.

View a full page

Click the double arrow for Full Page View.

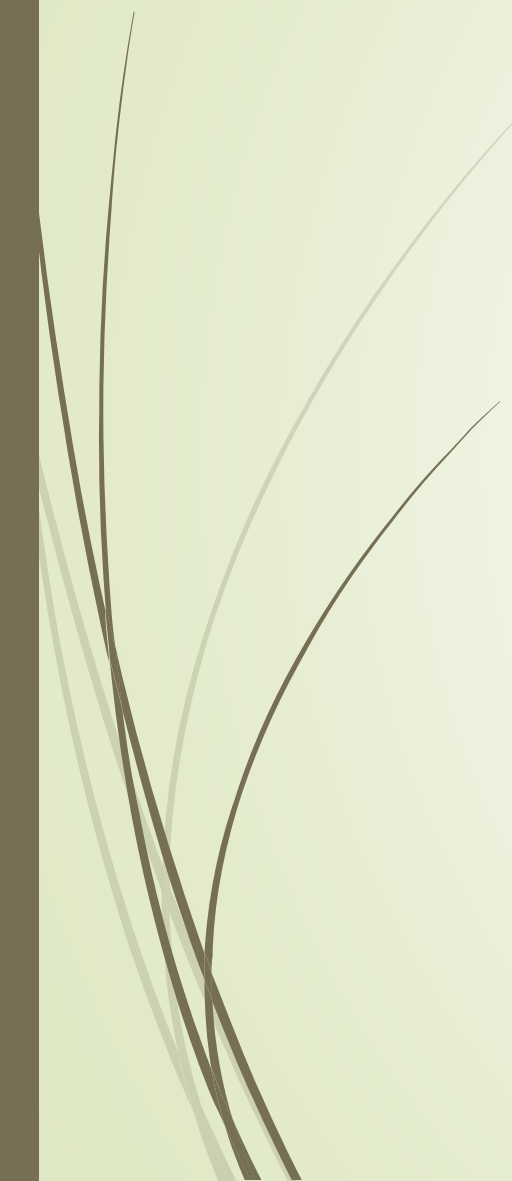
Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable device.

The screenshot shows the Microsoft OneNote application window titled "Company Picnic Plans - OneNote". The ribbon is set to the "DRAW" tab. The main content area displays a notebook page with the title "Company Picnic Plans". Handwritten notes in blue ink include "Park? Campus?", "Company Picnic", "Band", "Paddle Boats", "Entertainment", and "Games". A red handwritten note says "Food", with "Soda" and "Pie" written below it. A checklist titled "Follow-up items" is visible, with the following items: Contact the caterer, Book the band, Follow-up on safety, and Send out park directions. The interface includes a search box (Ctrl+E), a "Add Page" button, and a "Full Page View" button. The user's name "John Smith" is visible in the top right corner.



Outlook

- Microsoft Outlook is an application that is used mainly to send and receive emails.
 - It can also be used to manage various types of personal data including calendar appointments and similar entries, tasks, contacts, and notes.
 - With Microsoft Outlook you can sync your personal data with your phone, tablet, and other computers, provided you can log in to those with your Microsoft Account.
- 

Quick Access Toolbar

Keep favorite commands permanently visible.

Explore the ribbon

See what Outlook can do by selecting the ribbon tabs and exploring available tools.

Find whatever you need

Enter a keyword or phrase to look up Outlook commands, get Help, or search the Web.

Customize the ribbon display

Choose whether Outlook should auto-hide the ribbon.

Navigate your mail folders

Select a folder to see its contents. To turn this pane on or off, select **View > Folder Pane**.

Manage Outlook Groups

Communicate with teams and share conversations, messages, calendars, and events.

Northwind Traders Proposal

Your inbox, your way

Sort and filter messages, and group messages by subject in conversation view

Show or hide the ribbon

Select arrow to switch between the Simplified and Classic ribbons.

Read emails faster

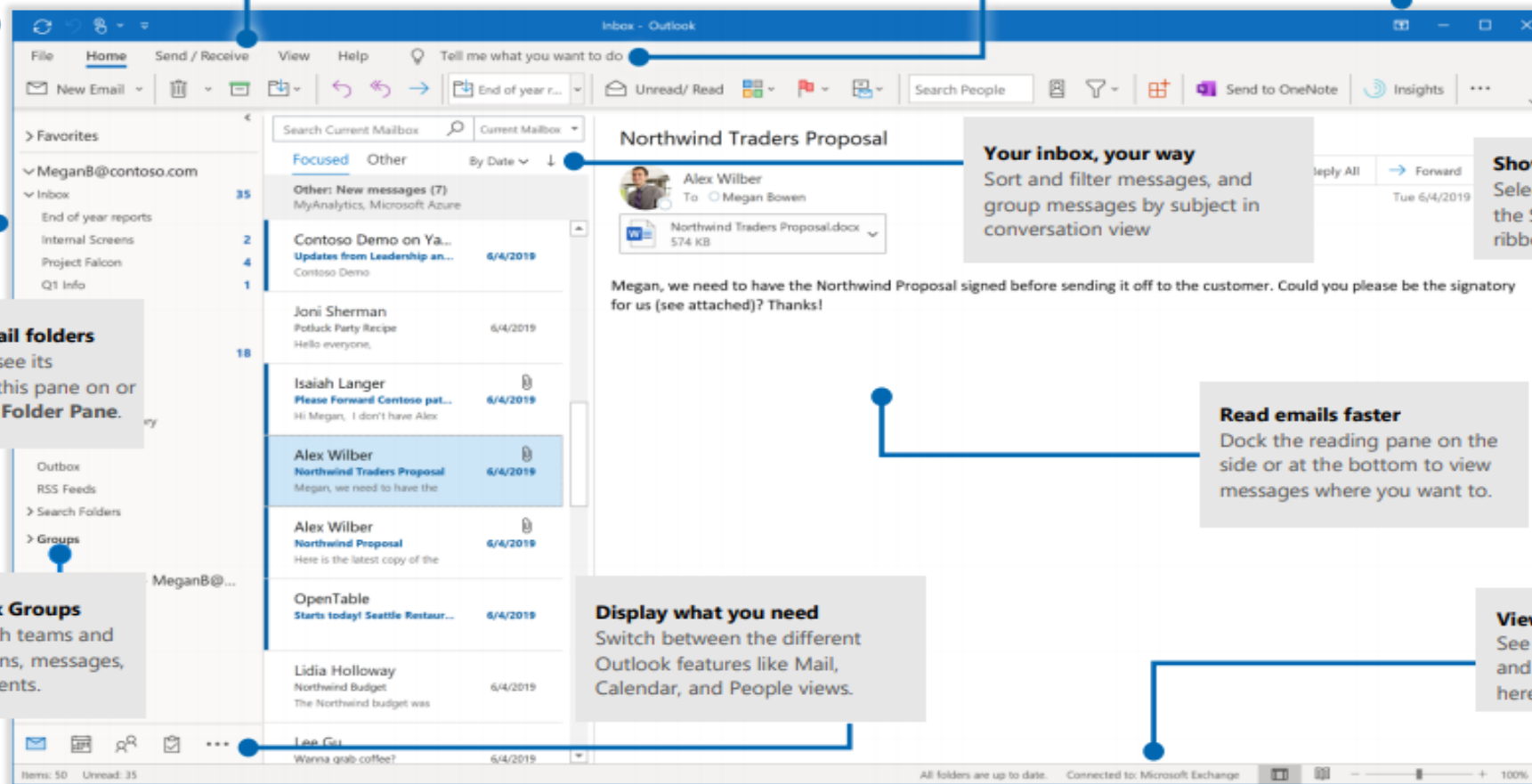
Dock the reading pane on the side or at the bottom to view messages where you want to.

Display what you need

Switch between the different Outlook features like Mail, Calendar, and People views.

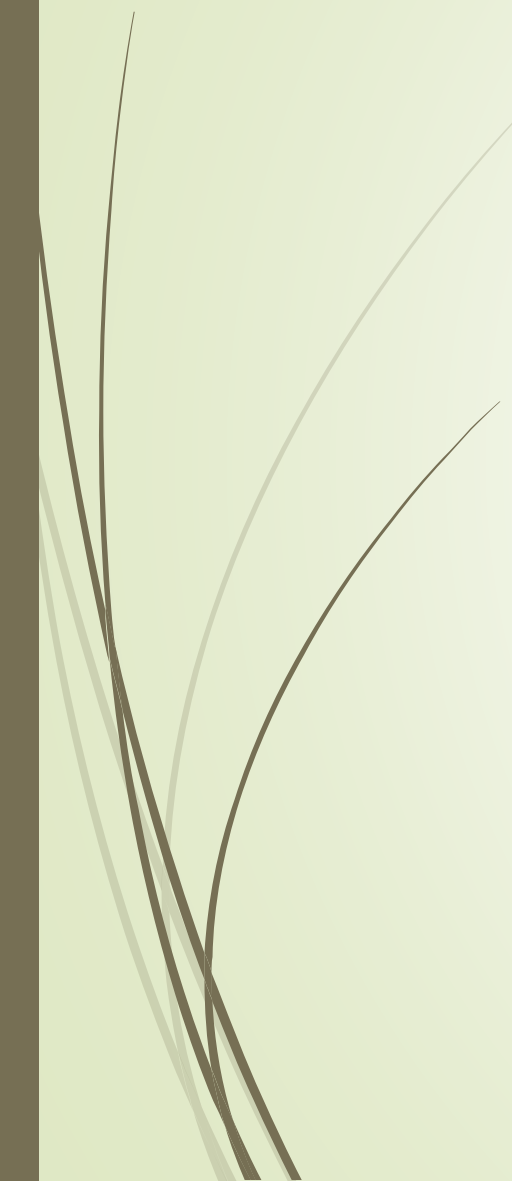
View connection status

See your folder sync status and server connection status here.



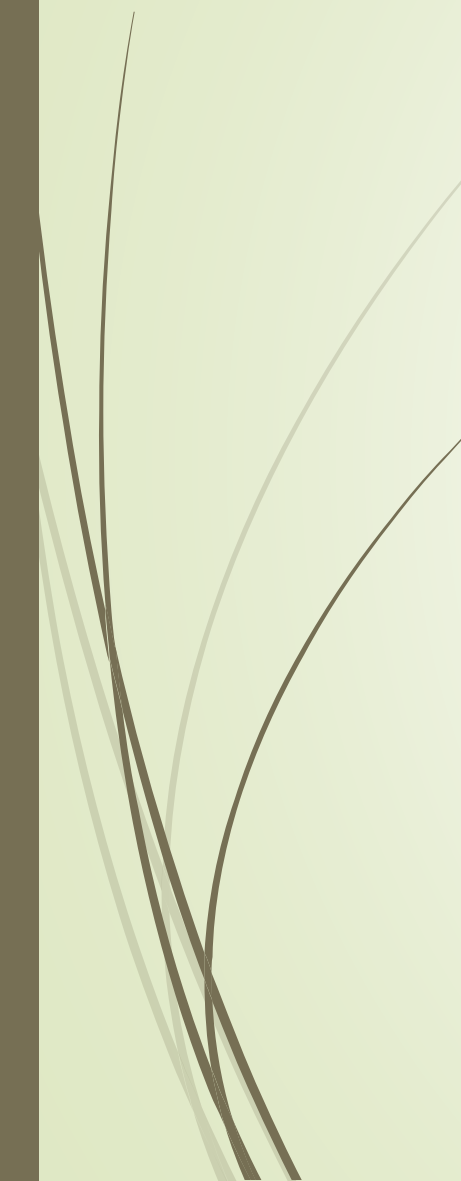


Publisher

- Publisher is a desktop publishing application that helps you create visually rich, professional-looking publications.
 - Lay out content for a print or online publication in a variety of pre-designed templates.
 - Create simple items like greeting cards and labels.
 - Create complex projects like yearbooks, catalogs, and professional email newsletters.
- 



Access

- ▶ With Access, you can build a database without writing code or being a database expert.
 - ▶ With Access, you can:
 - ▶ save data,
 - ▶ work with data,
 - ▶ use objects like Tables, Forms, Queries, Reports...
 - ▶ share data...
- 

Access

Recent

Today

 Music Documents

 Test Documents

 Open Other Files

Search for online templates

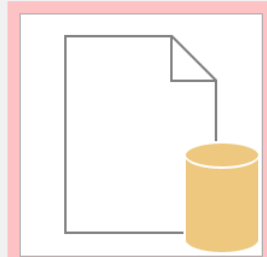
Sign in to get the most out of Office

[Learn more](#)

Suggested searches: Database Business

Logs Industry Lists Personal

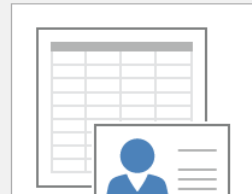
Inventories



Blank desktop database



Custom web app



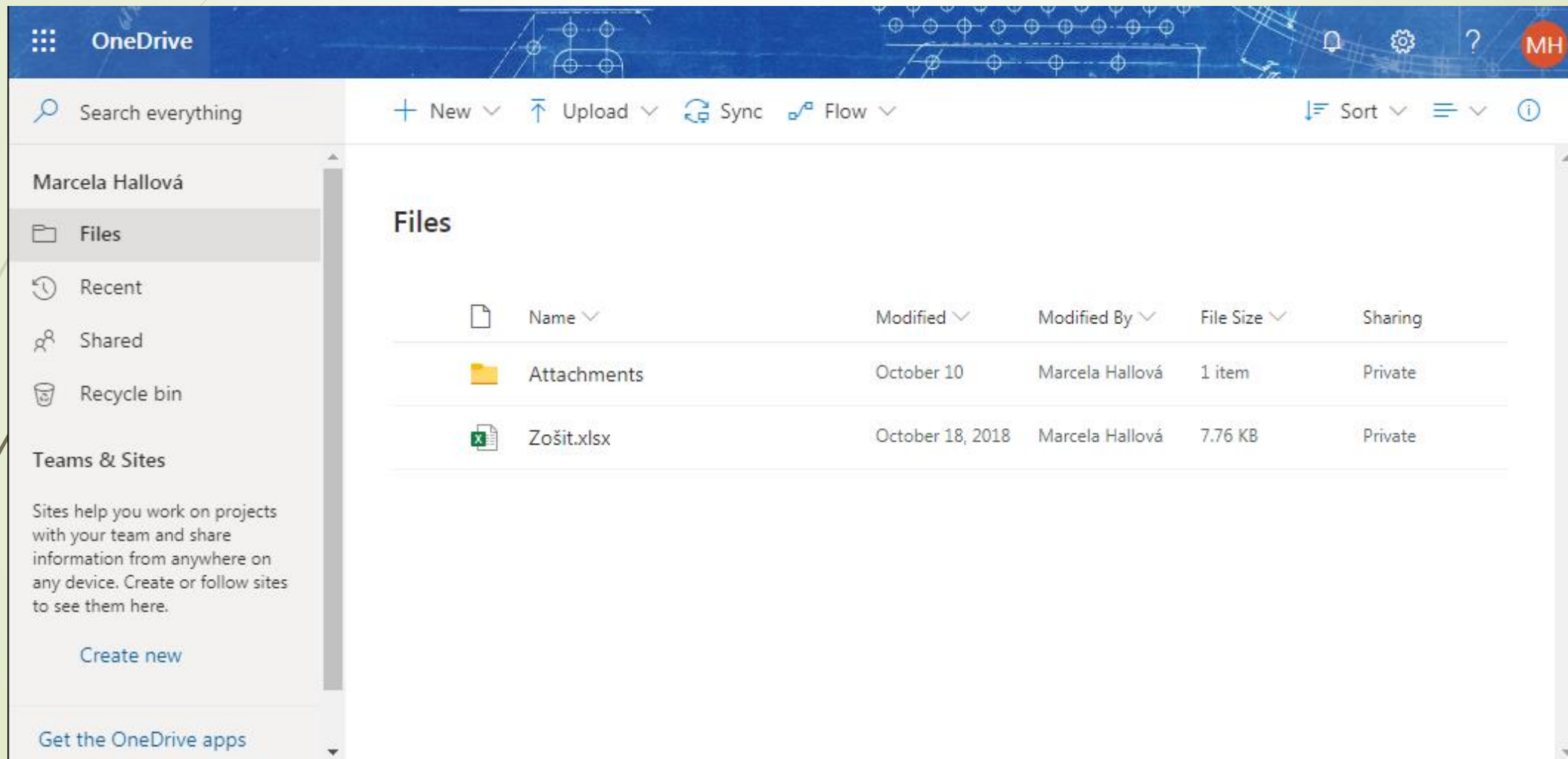
Microsoft Access Datasheet View: Country

Country	CountryCode	Capital	Province	Area	Population	Click to Add
Austria	A	Vienna	Vienna-Wien	83850	8023244	
Afghanistan	AFG	Kabul	Afghanistan	647500	22664136	
Antigua and Barbuda	AG	Saint Johns	Antigua and Barbuda	442	65647	
Albania	AL	Tirane	Albania	28750	3249136	
American Samoa	AMSA	Pago Pago	American Samoa	199	65628	
Andorra	AND	Andorra la Vella	Andorra	450	72766	
Angola	ANG	Luanda	Luanda	1246700	10342899	
Armenia	ARM	Yerevan	Armenia	29800	3463574	
Aruba	ARU	Oranjestad	Aruba	193	103065	
Australia	AUS	Canberra	Australia Capital Territory	7686850	18260863	
Anguilla	AXA	The Valley	Anguilla	102	14436	
Azerbaijan	AZ	Baku	Azerbaijan	86600	7676953	
Belgium	B	Brussels	Brabant	30510	10170241	
Bangladesh	BD	Dhaka	Bangladesh	144000	123062800	
Barbados	BDS	Bridgetown	Barbados	430	257030	
Benin	BEN	Porto-Novo	Benin	112620	5709529	
Bermuda	BERM	Hamilton	Bermuda	53	67837	
Burkina Faso	BF	Ouagadougou	Burkina Faso	274200	10623323	
Bulgaria	BG	Sofia	Bulgaria	110910	8612757	
Bhutan	BHT	Thimphu	Bhutan	47000	1822625	
Burundi	BI	Bujumbura	Burundi	278300	5943057	
Total					5774449258	

Record: 1 of 238 | No Filter | Search

OneDrive

- cloud space for uploading and storing files and folders

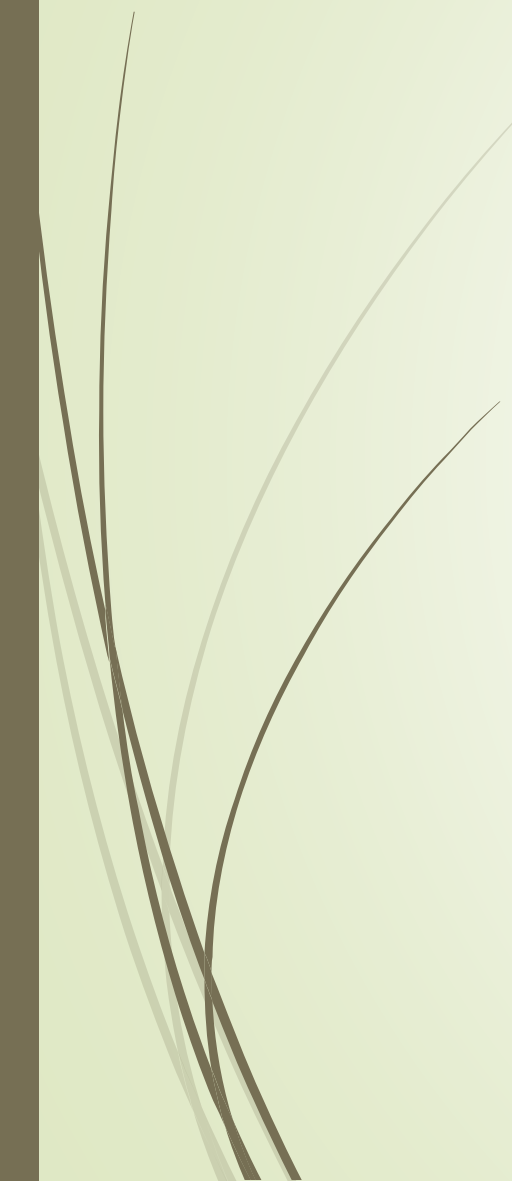


The screenshot displays the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and action buttons for New, Upload, Sync, and Flow. The left sidebar shows navigation options for Marcela Hallová, including Files, Recent, Shared, and Recycle bin. The main content area, titled 'Files', contains a table listing files and folders.

Name	Modified	Modified By	File Size	Sharing
Attachments	October 10	Marcela Hallová	1 item	Private
Zošit.xlsx	October 18, 2018	Marcela Hallová	7.76 KB	Private



Skype

- Skype is software that enables the world's conversations.
 - Millions of individuals and businesses use Skype to make free video and voice one-to-one and group calls, send instant messages and share files with other people on Skype.
 - Users can use Skype on whatever works best for them – on mobile, computer or tablet.
- 

Check account'."/>

Skype

Chris Hoffman

Search Skype

Chats Calls Contacts Notifications

TIME + Chat

- Untitled chat 12:27 PM
Chris Hoffman enabl...
- My Family 6/26/2017
Test User joined t...
- wgntvnews
- Skype Test Call

Welcome, Chris

Tell your friends what you're up to ✓

Start a conversation

Search for someone to start chatting with or go to
Contacts to see who is available.

Not you? [Check account](#)



Microsoft Teams

- group chat application,
 - center for teamwork,
 - more effective communication,
 - better cooperation,
 - workspace adaptation.
- 

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Every team has channels

Click one to see the files and conversations about that topic, department, or project.

Start a new chat

Launch a one-on-one or small group conversation.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Add tabs

Highlight apps, services, and files at the top of a channel.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Move around Teams

Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar

Click to see your schedule and join meetings.

Manage your team

Add or remove members, create a new channel, or get a link to the team.

Add files

Let people view a file or work on it together.

Reply

Your message is attached to a specific conversation.

Join or create a team

Find the team you're looking for, join with a code, or make one of your own.

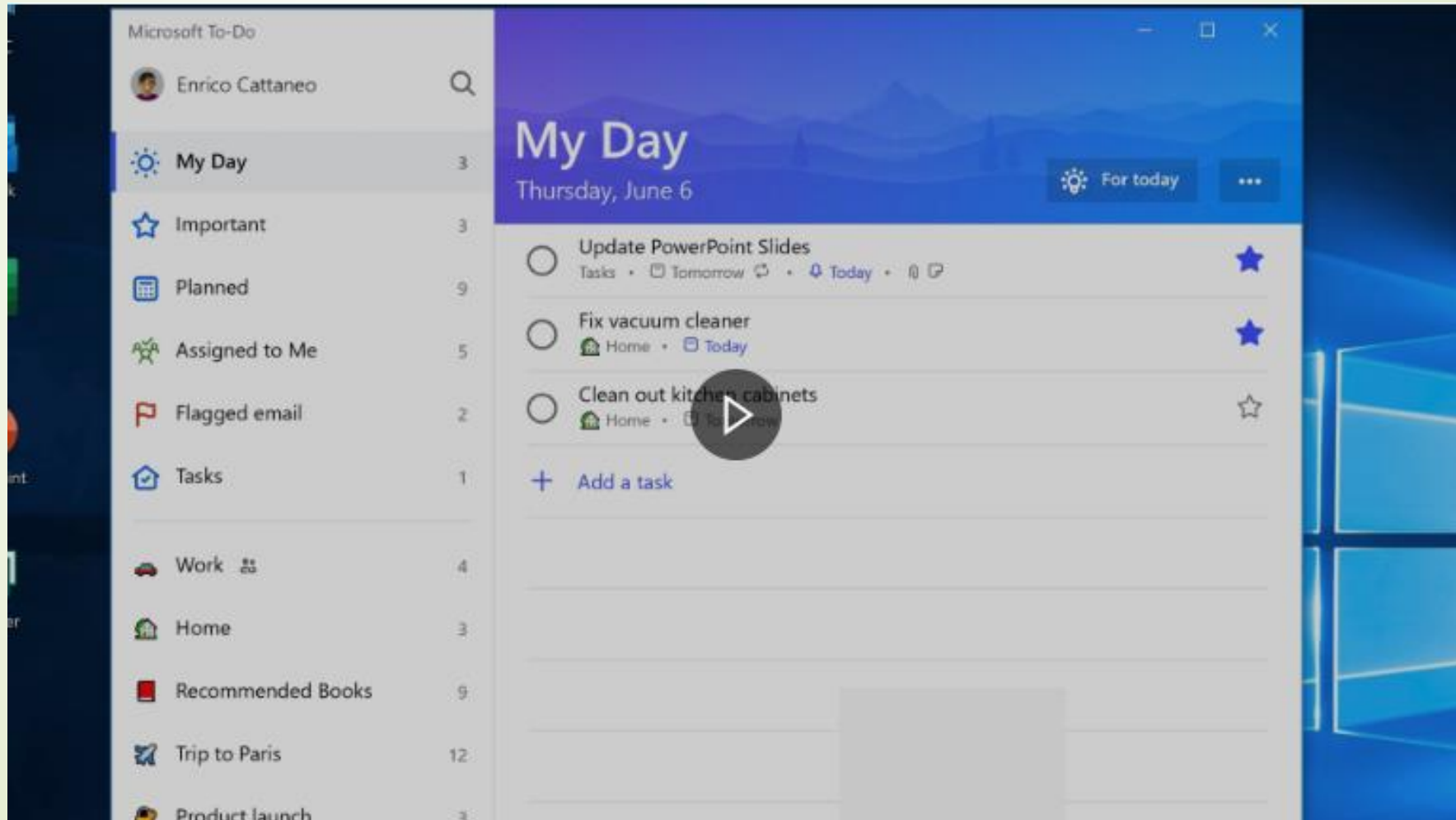
Access your apps

Find apps added for your teams or your personal use.

The screenshot shows the Microsoft Teams interface for a team named "Research and Development". The interface includes a left-hand navigation pane with buttons for Activity, Chat, Teams, Calendar, and Files. The main area displays a channel named "Mark & Project Team" with several messages and a file. A search bar is located at the top right. A profile card for "Megan Bowen" is visible on the right side. The callouts point to various elements: the navigation pane, the search bar, the channel list, the channel name, the message list, the file upload button, the reply button, the profile card, and the bottom navigation bar.

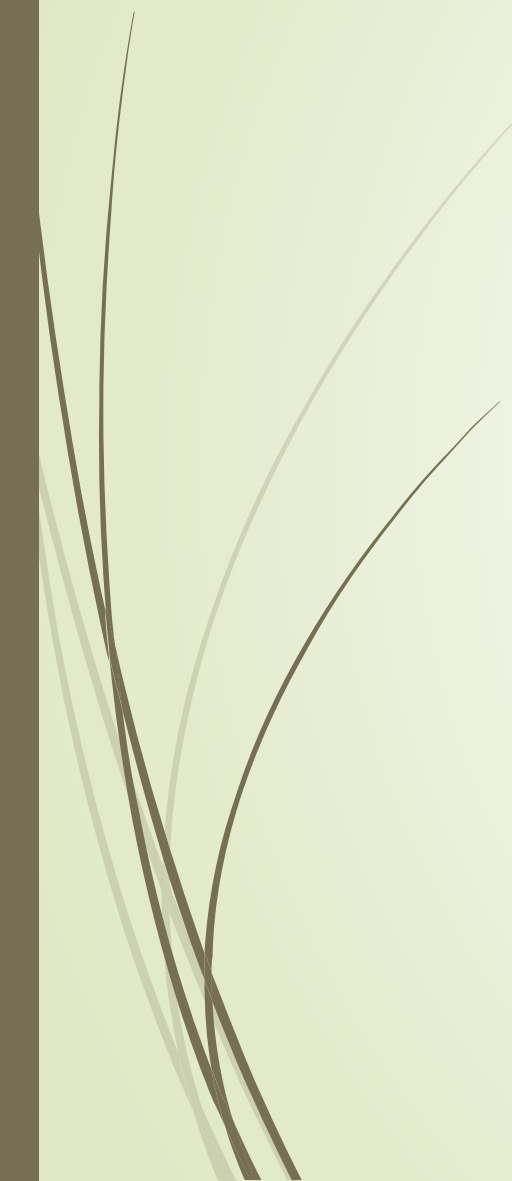
Microsoft To-Do

- Task scheduling for individual days.





SharePoint

- smart mobile intranet,
 - sharing files, data, messages and information sources,
 - involving employees in events and providing information via the intranet.
- 



SharePoint Online

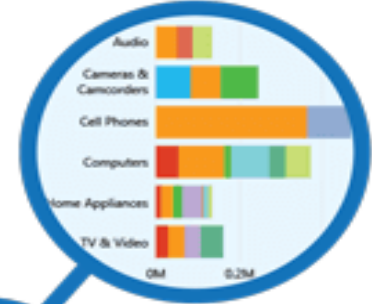
Share
Engage with people, share ideas, and reinvent the way you work together



Build
Create apps and new web experiences using familiar tools and internet standards



Organize
Manage information, people, and projects



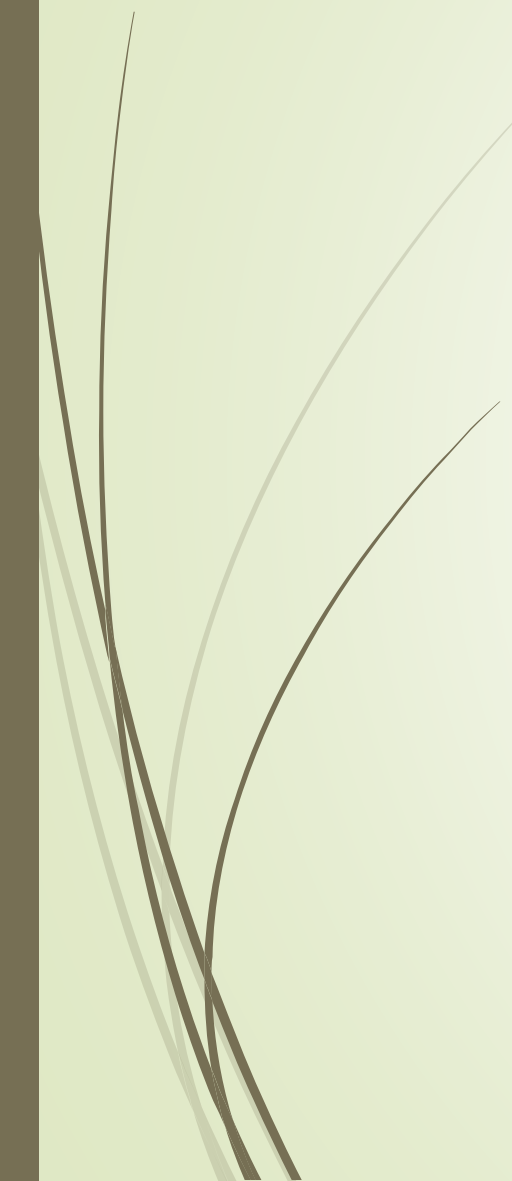
Manage
Effectively manage your infrastructure to reduce cost, risk, and time



Discover
Find answers, discover insights, and connect with the experts



Yammer

- Yammer is a social networking tool to openly connect and engage across your organization.
 - building communities based on interests,
 - gathering ideas and comments,
 - a way of communication similar to social networks.
- 



Search

SPU V NITRE GROUPS +

All Company

+ Create a group

Discover more groups

PRIVATE MESSAGES +

Create your first private message by clicking the + button next to this tip.

+ Create a message

Update Question Poll Praise

What are you working on?



DISCOVERY ALL FOLLOWING



All Company



Tomáš Kvaska – October 29 at 11:03 AM

xkvaska has #joined the SPU v Nitre network. Take a moment to welcome them.

LIKE REPLY SHARE ...

#Joined

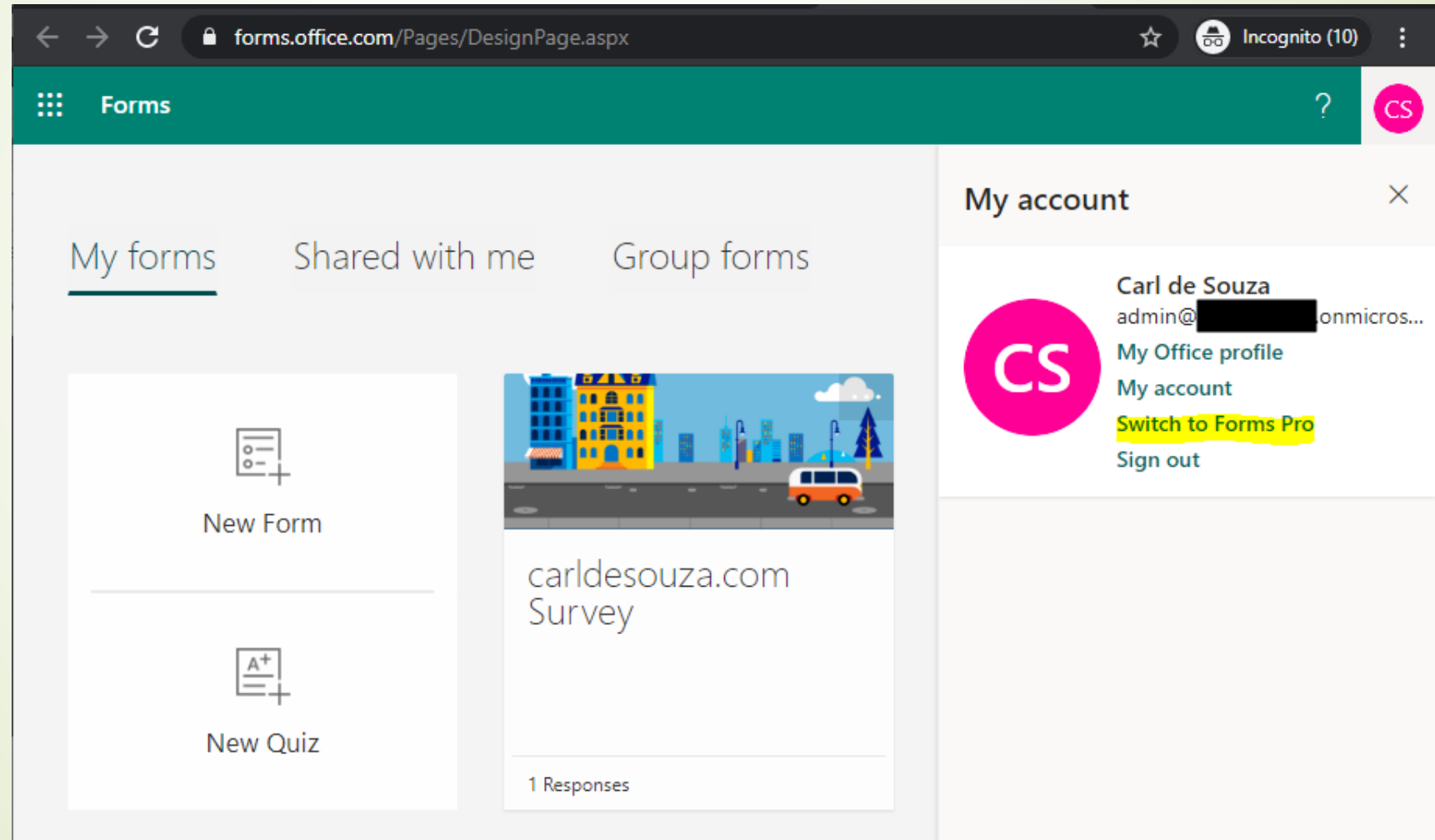


Write a reply



Microsoft Forms

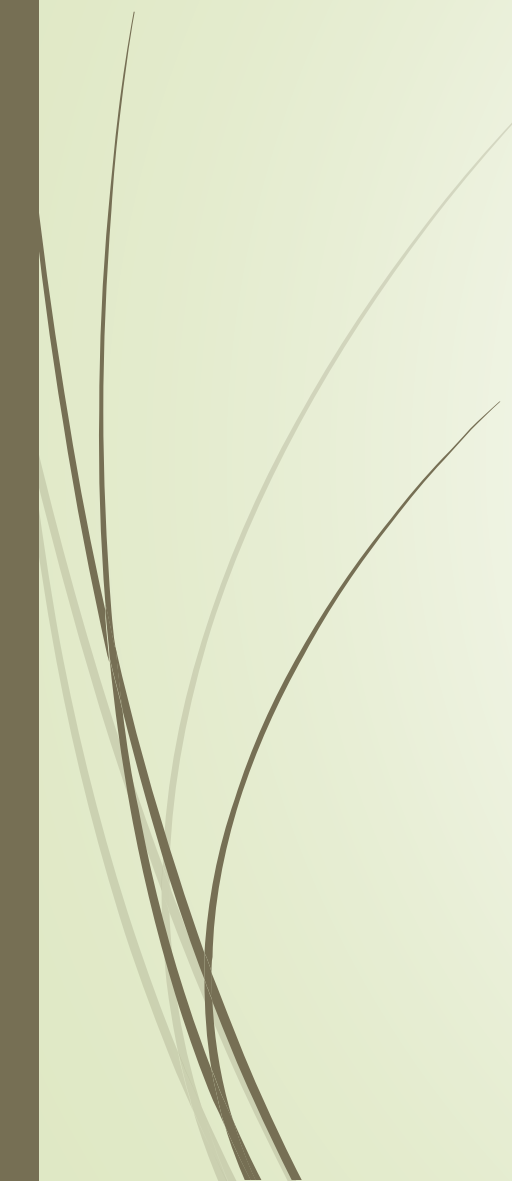
- It allows users to create surveys, quizzes, questionnaires and view the results easily as soon as they are received.



The screenshot shows the Microsoft Forms web application interface. The browser address bar displays the URL `forms.office.com/Pages/DesignPage.aspx` and indicates the browser is in Incognito mode. The page header features the 'Forms' logo and a user profile icon with the initials 'CS'. Below the header, there are three tabs: 'My forms', 'Shared with me', and 'Group forms'. The 'My forms' tab is active and shows two options: 'New Form' and 'New Quiz'. To the right, a 'My account' sidebar is visible, displaying the user's name 'Carl de Souza', email address, and profile information. The sidebar also includes a 'Switch to Forms Pro' button and a 'Sign out' option. The main content area shows a preview of a survey titled 'carldesouza.com Survey' with '1 Responses'.



Project

- application for creating and managing projects,
 - easy project management thanks to intelligent planning,
 - creating tasks and connecting them using links,
 - assign resources to tasks,
 - finding out the financial information about project,
 - display the project using various reports.
- 

File Task Resource Report Project View Format Tell me what you want to do... Sign in

Clipboard: Paste, Copy, Cut, Undo, Redo

Font: Calibri, 12, Bold, Italic, Underline, Color, Background Color

Schedule: Move, Copy, Paste, Link, Unlink, Connect, Disconnect

Tasks: Manually Schedule, Auto Schedule

Insert: Task, Summary, Milestone

Properties: Information, Editing



TRACKING GANTT

Task Mode	Task Name	Duration	Start	Finish
0	Valné zhromaždení	17 days	Mon 04.11	Wed 20.11
1	Prípravný plán	5,5 days	Mon 04.11.	Mon 11.11.
2	Naplánovanie d	2 days	Mon 04.11.	Tue 05.11.
3	Rezervácia sály	1 day	Wed 06.11.	Wed 06.11.
4	Výber hlavného	3 days	Wed 06.11.	Mon 11.11.
5	Prípravný plán c	0 days	Mon 11.11.	Mon 11.11.
6	Pozvánka	5,5 days	Mon 11.11.	Mon 18.11.
7	Objednanie pap	1 hr	Mon 11.11.	Mon 11.11.
8	Zostavenie listu	1 day	Mon 11.11.	Tue 12.11.
9	Kontrola listu	1 day	Tue 12.11.1	Wed 13.11.
10	Schválenie listu	1 day	Wed 13.11.	Thu 14.11.



Sway

- Sway is a new app from Microsoft Office that makes it easy to create and share interactive reports, personal stories, presentations, and more.
- Start by adding your own text and pictures, search for and import relevant content from other sources, and then watch Sway do the rest.
- With Sway, there's no need to spend lots of time on formatting. Its built-in design engine takes care of making your creation look its best.

Suggested

Search Bing

Italy Rome Venice Homer Ovid Herodotus Diocletian

Thucydides Baths of Caracalla Giorgio Napolitano Ilad Odyssey

Show more

You are responsible for respecting others' rights (including copyright). Learn more

Search results are images tagged with Creative Commons licenses. Learn more



Title



Once upon a time, in Italy...

I have always been in love with Rome.

But I had never truly known its people, or its food, or its culture - not any more at least. I fell in love with its past. The city itself was my favorite place, not as it is, but as it was.

The classics like Homer's *Ilad* and the *Odyssey* opened my eyes to a world long gone that held such adventure and mystery. Dvid's tales of gods and men mixed with the accounts of Herodotus - the man thought to be the first historian - and the lines of truth and myth blurred together to form what I thought of as ancient Rome.

Flouring over artist recreations and renderings in an architecture class, I was suddenly given the backdrop to my favorite stories; I could picture the summer home of Octavian on the coast and the gleam of the marble in the Baths of Diocletian.

Yet it was with these visions that I spent a summer in Italy hoping to glimpse the past I had spent so much time dreaming about. Instead, I found a totally different city.



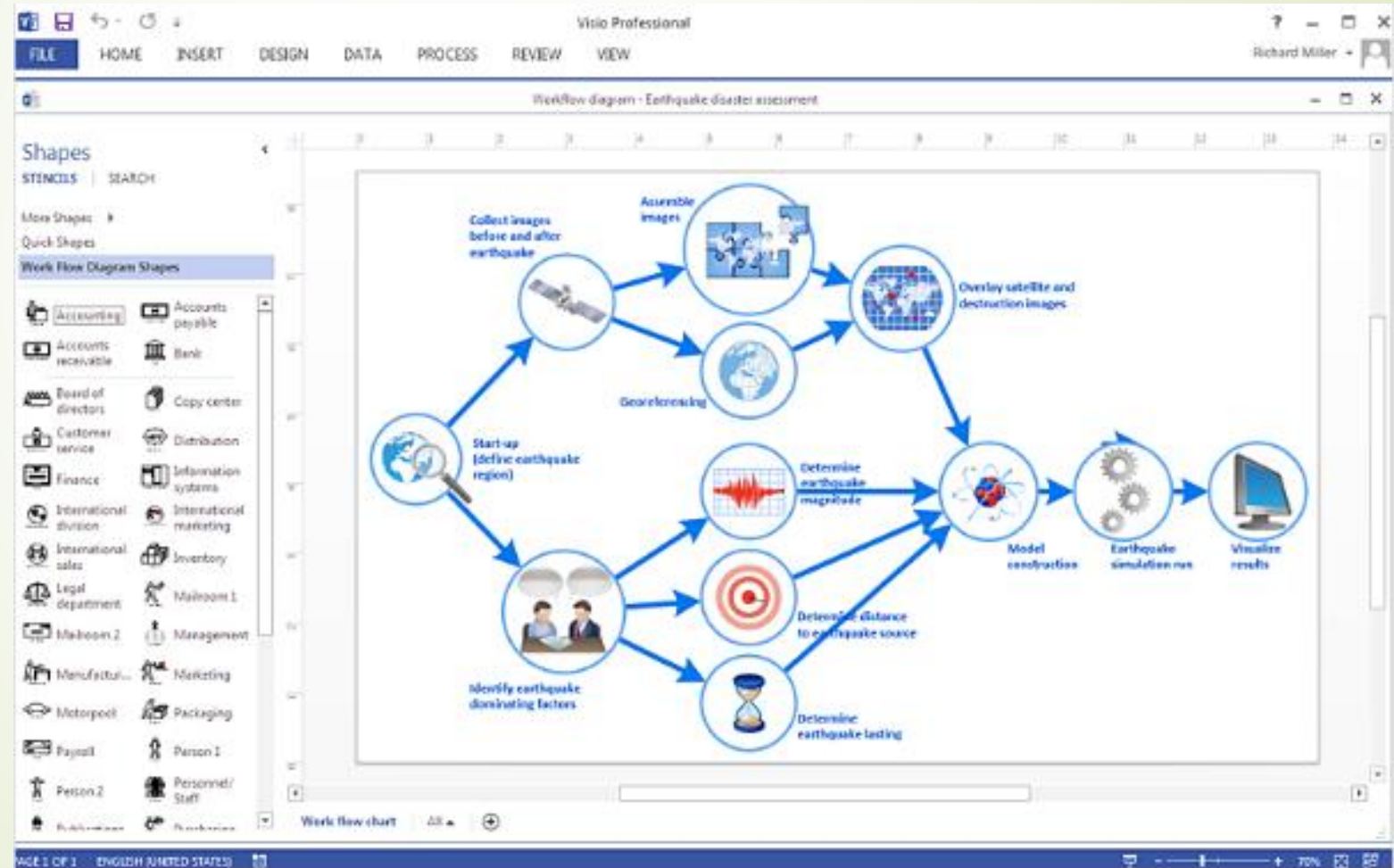
Caption



Caption

Visio

- ▶ creating diagrams, floor plans and various other schemes,





Thank you for your
attention!