

PHARMACIST BOOSTER - 49

COMPUTER

MICROSOFT OFFICE



Important for RRB, AIIMS,
ESIC, SEPOY, CISF, GSSSB,
DSSSB, SSC, CGHS etc.



Concept + Revision
कॉन्सेप्ट + रिवीजन

हिंदी + English में



Vijay Sir

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MICROSOFT OFFICE



INTRODUCTION

Microsoft Office is a suite of **productivity applications**.

It is used to create, edit and manage **digital information**.

Major applications include **Word, Excel and PowerPoint**.

MAIN APPLICATIONS



MS Word

Creates and formats documents.



MS Excel

Performs calculations and manages data.



MS PowerPoint

Creates and delivers presentations.



MS Outlook

Manages email and personal information.



MS Access

Manages databases.



EXAM FOCUS



Word →
Document



Excel →
Spreadsheet



PowerPoint →
Presentation



MS WORD

DEFINITION

-  MS Word is a word-processing application.
-  It is used to create, edit and format documents.
-  It supports text, tables, images and page formatting.

IMPORTANT SHORTCUTS



TEXT FORMATTING

- **Ctrl + B** → Bold 
- **Ctrl + I** → Italic 
- **Ctrl + U** → Underline 
- **Ctrl + E** → Center Align 
- **Ctrl + L** → Left Align 
- **Ctrl + R** → Right Align 
- **Ctrl + J** → Justify 

EDITING

- **Ctrl + C** → Copy 
- **Ctrl + X** → Cut 
- **Ctrl + V** → Paste 
- **Ctrl + Z** → Undo 
- **Ctrl + Y** → Redo 
- **Ctrl + A** → Select All 

DOCUMENT COMMANDS

- **Ctrl + N** → New Document 
- **Ctrl + O** → Open Document 
- **Ctrl + S** → Save 
- **Ctrl + P** → Print 

SEARCH & NAVIGATION

- **Ctrl + F** → Find 
- **Ctrl + H** → Replace 
- **Ctrl + G** → Go To 

OTHER HIGH-YIELD SHORTCUTS

- **Ctrl + K** → Insert Hyperlink 
- **Ctrl + Enter** → Page Break 
- **Ctrl + Shift + >** → Increase Font Size 
- **Ctrl + Shift + <** → Decrease Font Size 
- **F7** → Spelling & Grammar Check 
- **Shift + F3** → Change Case 
- **Ctrl + Home** → Beginning of Document 
- **Ctrl + End** → End of Document 



MS Word helps us to write better, organize information and create professional documents easily.



BEST PHARMACIST COURSE

RECOMMENDED FOR YOUR PREPARATION



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FEATURES

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- RECORDED CLASSES
- PREVIOUS YEAR PAPERS
- NON - PHARMA TEST SERIES
- PHARMA TEST SERIES
- SUBJECT-WISE E-NOTES

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MS EXCEL

DEFINITION

-  MS Excel is a **spreadsheet application**.
-  It is used to **organize, calculate** and **analyze data**.
-  Data is arranged mainly in **rows, columns** and **cells**.

MAIN USES



-  **Calculations** using formulas and functions
-  Data entry & **organization**
-  Data **analysis** using sorting and filtering
-  Charts & graphs for data **visualization**
-  Tables and **reports** preparation
-  Budgeting & **financial calculations**

BASIC FORMULAS

- **=SUM(A1:A5)** → Adds values 
- **=AVERAGE(A1:A5)** → Calculates average 
- **=MAX(A1:A5)** → Finds highest value 
- **=MIN(A1:A5)** → Finds lowest value 
- **=COUNT(A1:A5)** → Counts numeric cells 

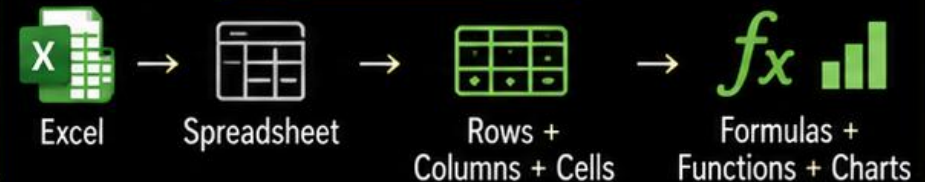
COMMON FUNCTIONS

- SUM()** → Adds values 
- AVERAGE()** → Calculates average 
- MAX()** → Highest value 
- MIN()** → Lowest value 
- COUNT()** → Counts numeric cells 
- IF()** → Logical test 

FILE EXTENSIONS

-  **.xlsx** → Modern Excel Workbook
-  **.xls** → Older Excel Workbook

EXAM FOCUS





MS POWERPOINT



IMPORTANT TERMS



Slide

→ Individual page of presentation



Theme

→ Overall design of presentation



Transition

→ Effect between slides



Animation

→ Effect on text/objects



Slide Master

→ Controls common slide formatting

DEFINITION



MS PowerPoint is a **presentation application**.



It is used to create and display **slide-based presentations**.



It supports **text, images, charts, audio, video and animations**.

SHORTCUTS

Ctrl + **M** → New Slide 

Ctrl + **D** → Duplicate 

F5 → Start Slide Show 

Shift + **F5** → Start from Current Slide 

Esc → Exit Slide Show 

FILE EXTENSIONS



.pptx

→ Modern PowerPoint Presentation



.ppt

→ Older PowerPoint Presentation

★ REMEMBER



Transition = Between Slides



Animation = Objects/Text



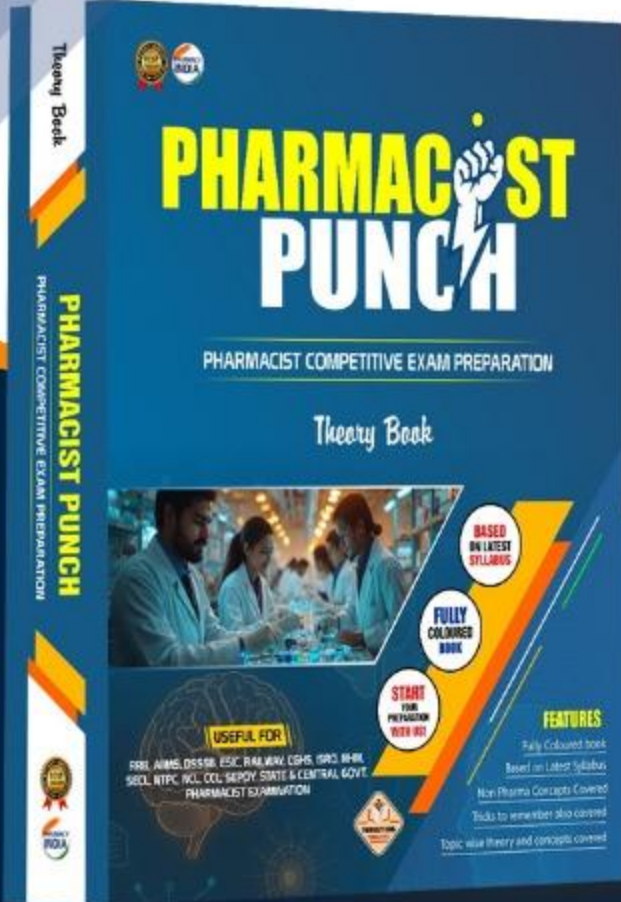
YOUR FINAL

PUNCH



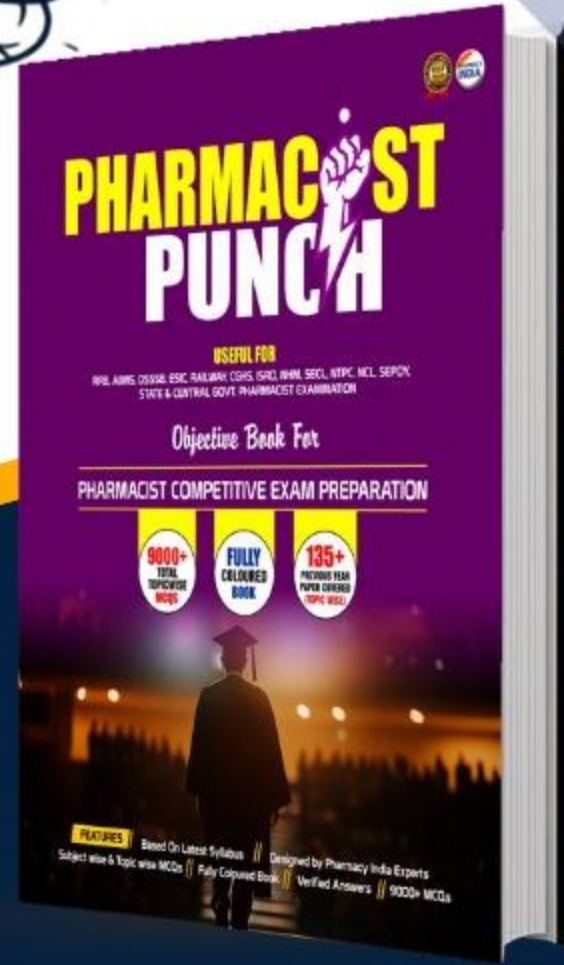
BEFORE SELECTION

BEST BOOK FOR PHARMACIST EXAMS



COMBO BOOKS

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