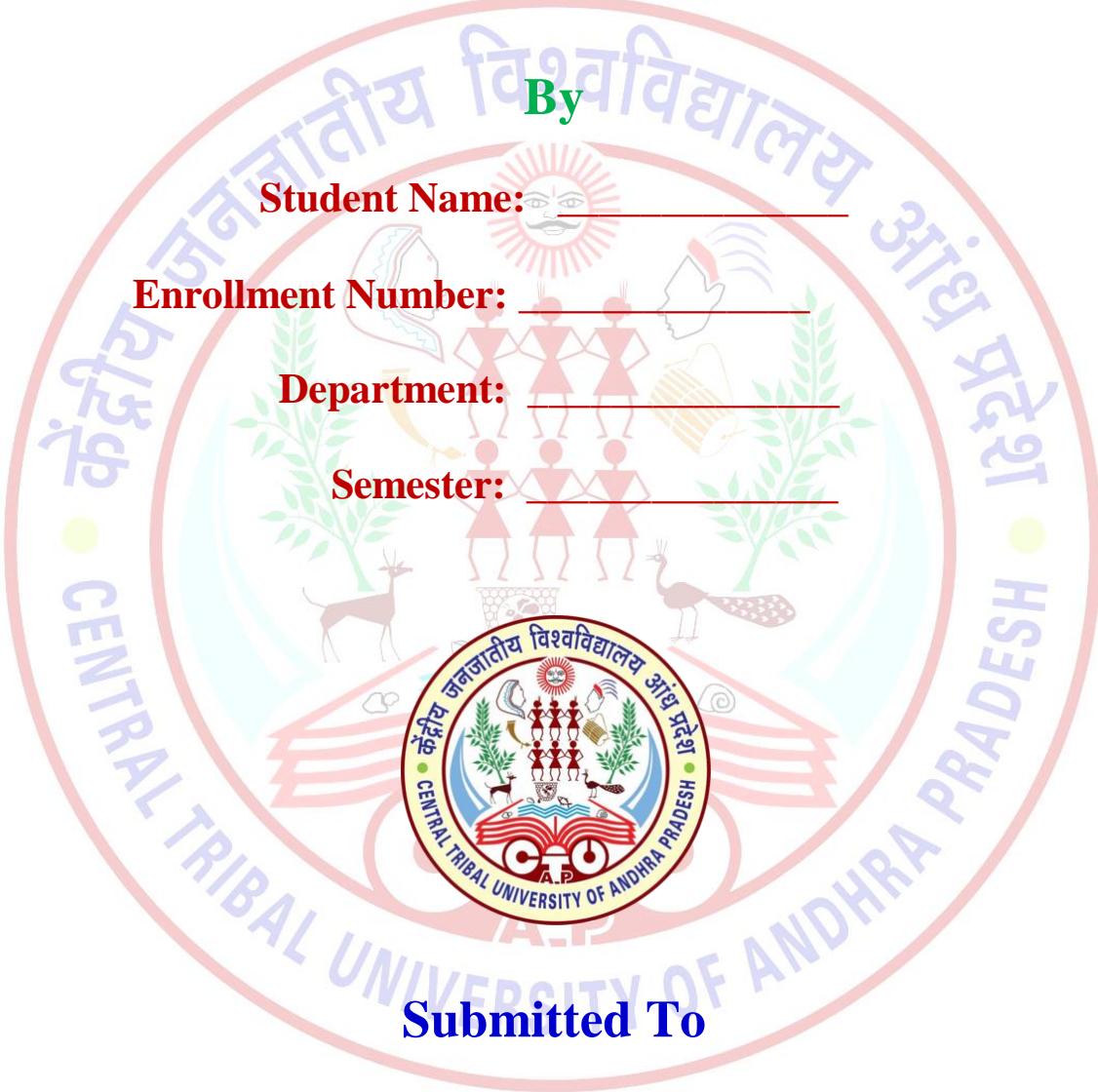


**CENTRAL TRIBAL UNIVERSITY OF  
ANDHRAPRADESH**  
**Kondakarakam, Vizianagaram**

**LAB REPORT FOR MICROSOFT OFFICE SUITE**



**Dr.Bonthu Kotaiah,  
Associate Professor cum Head  
Department of Computer Science**

**2024**

# **DECLARATION**

I, \_\_\_\_\_, bearing Enrollment Number \_\_\_\_\_ hereby declare that this Lab report on “MICROSOFT OFFICE SUITE LAB” is my own work except where specifically stated to the contrary and that it is not substantially the same as any Lab report, which has been submitted to any other University.

**Place:** Vizianagaram

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

# CERTIFICATE

This is to certify that the Lab Report entitled,  
"MICROSOFT OFFICE SUITE LAB" submitted by  
\_\_\_\_\_, bearing Enrollment  
Number \_\_\_\_\_ is a record of lab work done by the  
candidate during the period of study under my supervision  
and the dissertation has not previously formed the basis for  
the award to the candidate of any degree.

**Place:** Vizianagaram

**Date:** \_\_\_\_\_

**Dr.Bonthu Kotaiah,  
Associate Professor cum Head  
Department of Computer Science**

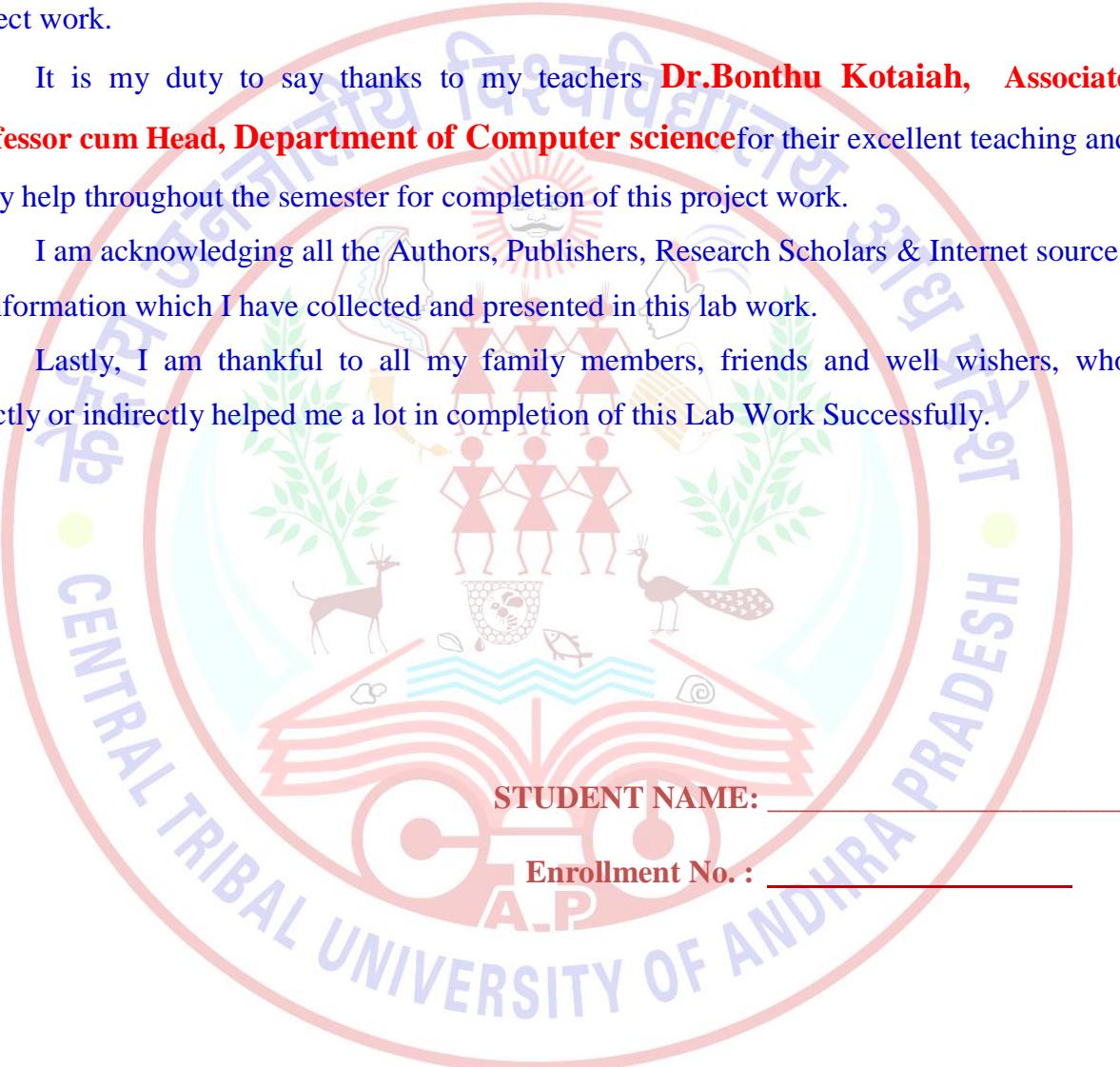
## ACKNOWLEDGEMENT

I express my sincere thanks to **Prof. T.V. Kattimani**, Hon'ble Vice-Chancellor, Central Tribal University of Andhra Pradesh, Vizianagaram for permitting me to carry out this Lab Report, his valuable blessings, and ready cooperation during the progress of my project work.

It is my duty to say thanks to my teachers **Dr.Bonthu Kotaiah, Associate Professor cum Head, Department of Computer science**for their excellent teaching and ready help throughout the semester for completion of this project work.

I am acknowledging all the Authors, Publishers, Research Scholars & Internet sources of information which I have collected and presented in this lab work.

Lastly, I am thankful to all my family members, friends and well wishers, who directly or indirectly helped me a lot in completion of this Lab Work Successfully.



# INDEX

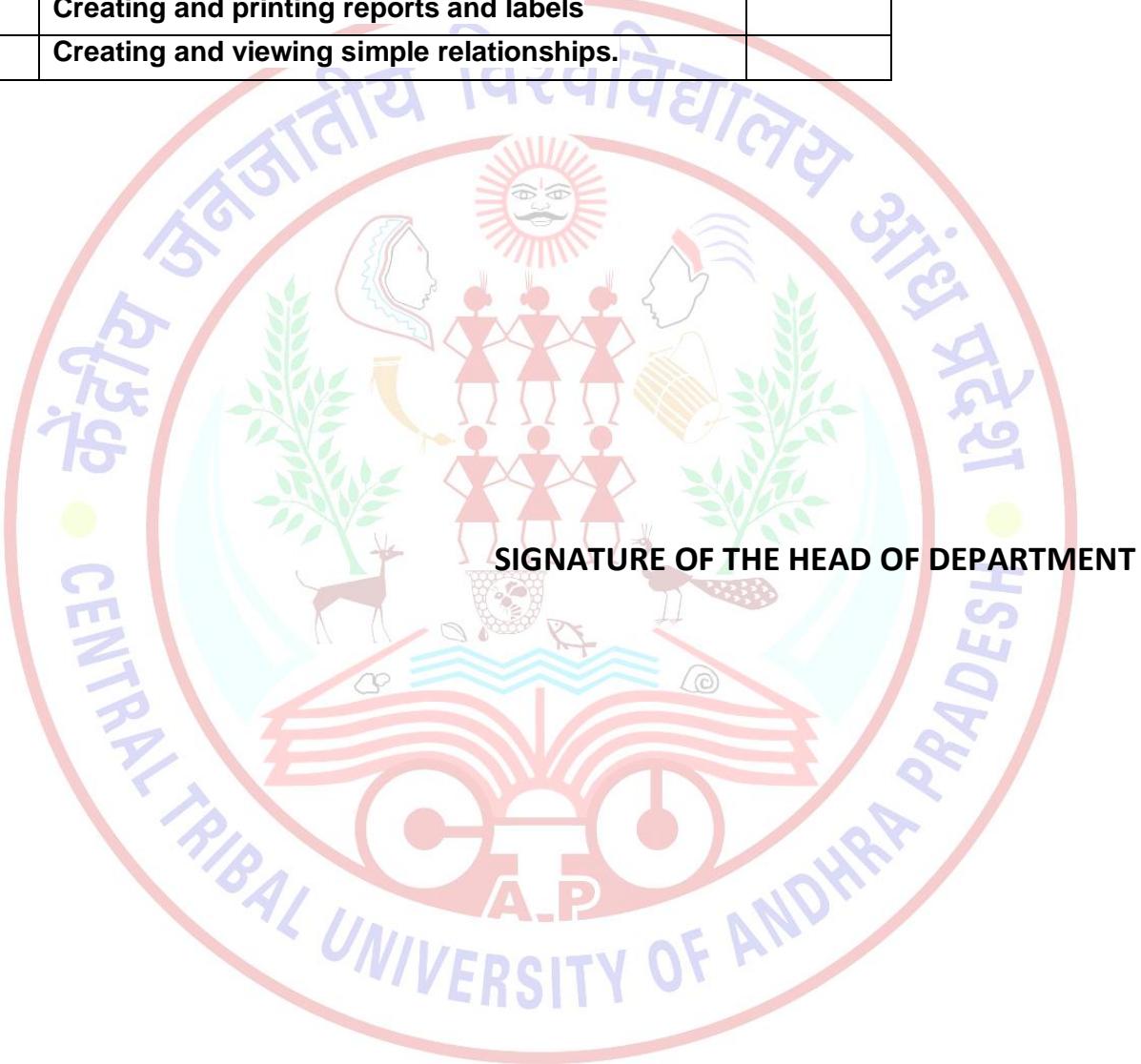
NAME:

ENROLLMENT NUMBER:

SUBJECT: MAJOR LAB (M.S .DOS , MS-Word, MS-Excel, MS-Power Point, MS-Access)

S.No.	NAME OF THE EXPERIMENT	PAGE No.
1	MS-WORD	
1.1	Creating, saving editing and printing of documents	
1.2	Find and replace options	
1.3	Formatting with tables, charts and pictures	
1.4	Mail Merge	
1.5	Spell check and grammar checks	
2	MS-EXCEL	
2.1	Creating, naming and saving worksheets	
2.2	Data entry-Manual and automatic	
2.3	Formatting cells and cell referencing	
2.4	Working with graphs and charts	
2.5	Creating and using formulas and functions	
2.6	Previewing and printing worksheets.	
2.7	Data management tools	
2.8	Statistical Applications –Measures of central tendency.	
3	MS-POWER POINT	
3.1	Presenting features.	
3.2	Creating presentation.	
3.3	Saving a presentation	
3.4	Editing a presentation.	
3.5	Formatting and displaying the presentation	

<b>4</b>	<b>MS-ACCESS</b>	
4.1	Creating a database and tables by different methods	
4.2	Entering and editing data	
4.3	Sorting, Filtering and displaying data	
4.4	Creating and printing reports and labels	
4.5	Creating and viewing simple relationships.	

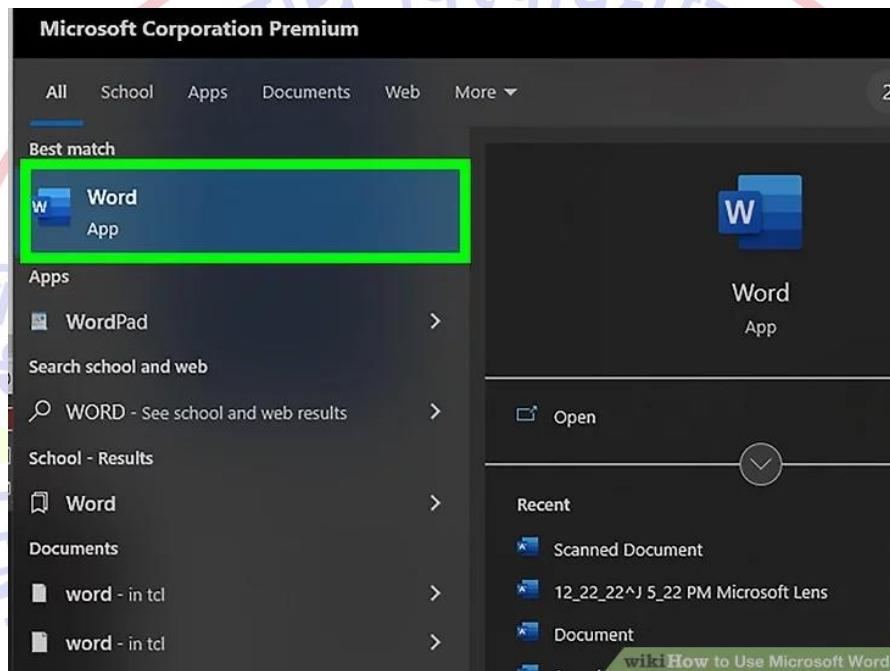


# MS-WORD

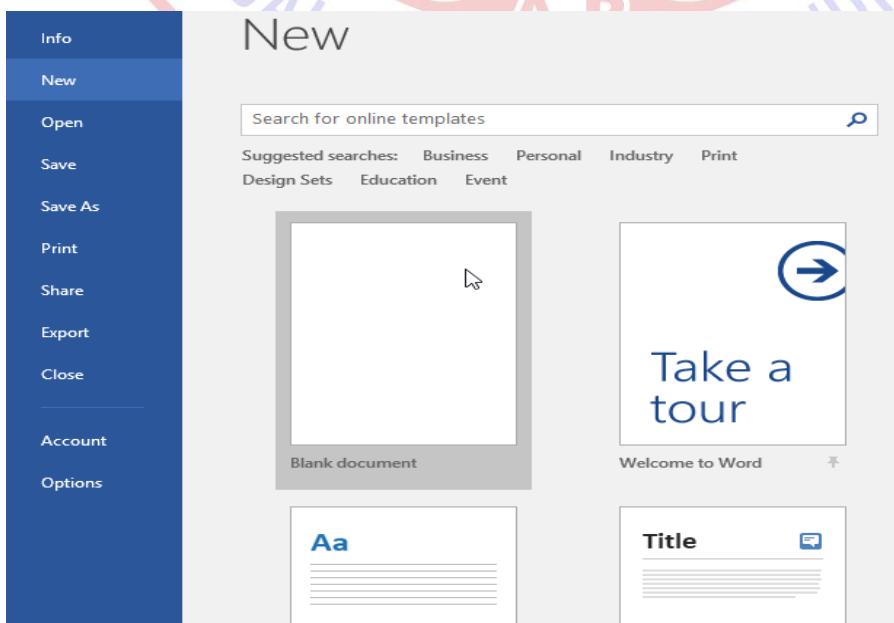


# 1. To create a new blank document:

1 Step: Open the Microsoft Word application. Do this by double-clicking the Microsoft Word icon.

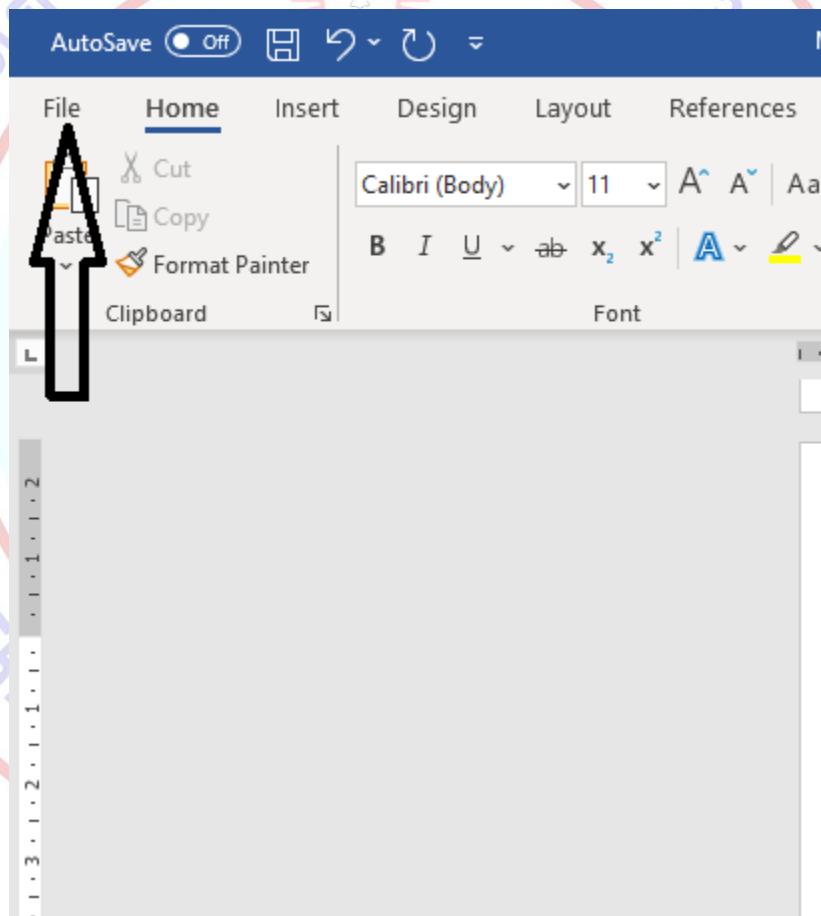


2 Step: Select New, then click Blank document.

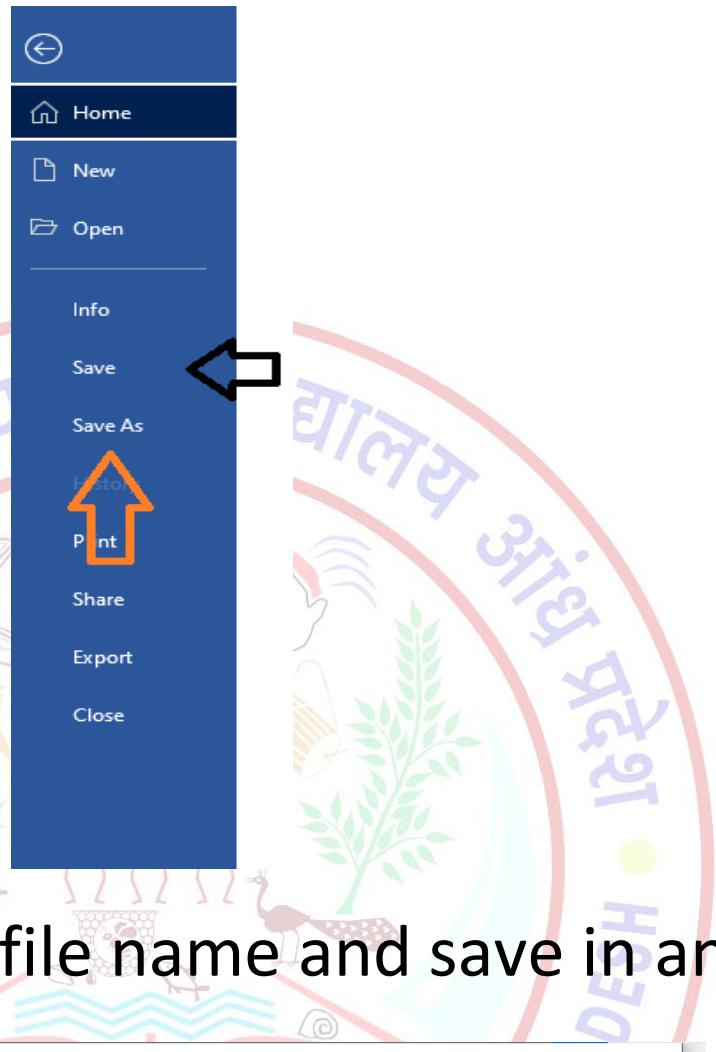


## 2. Saving a document

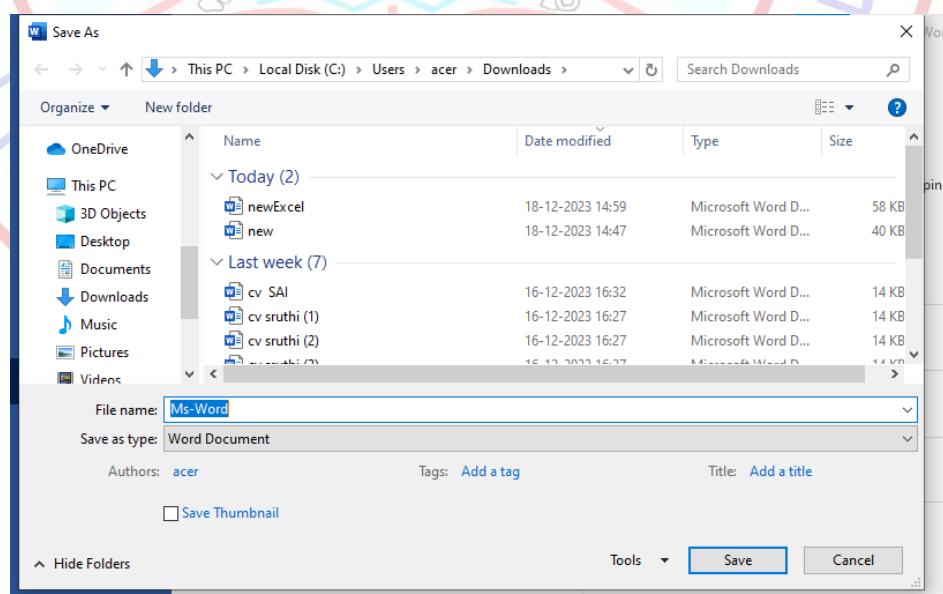
1 Step: Click on File. It's in the menu bar at the upper-left of the screen or a tab at the upper-left of the window



2. Step: Click on Save or Save As The Save dialog box will open.



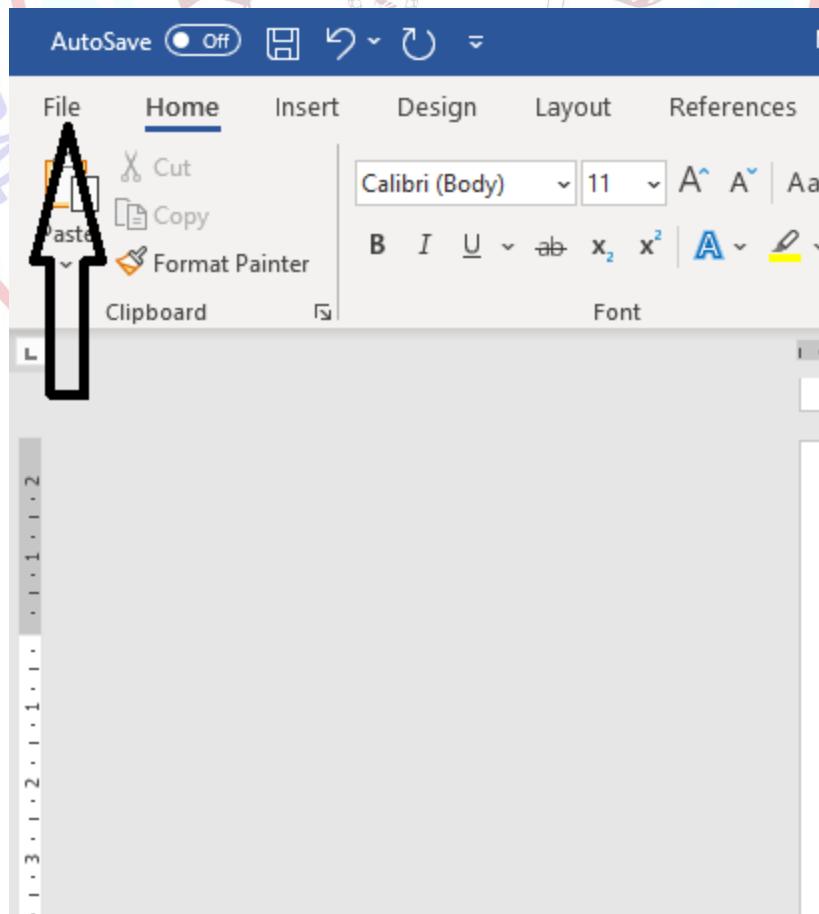
3. Step: Write a file name and save in any path.



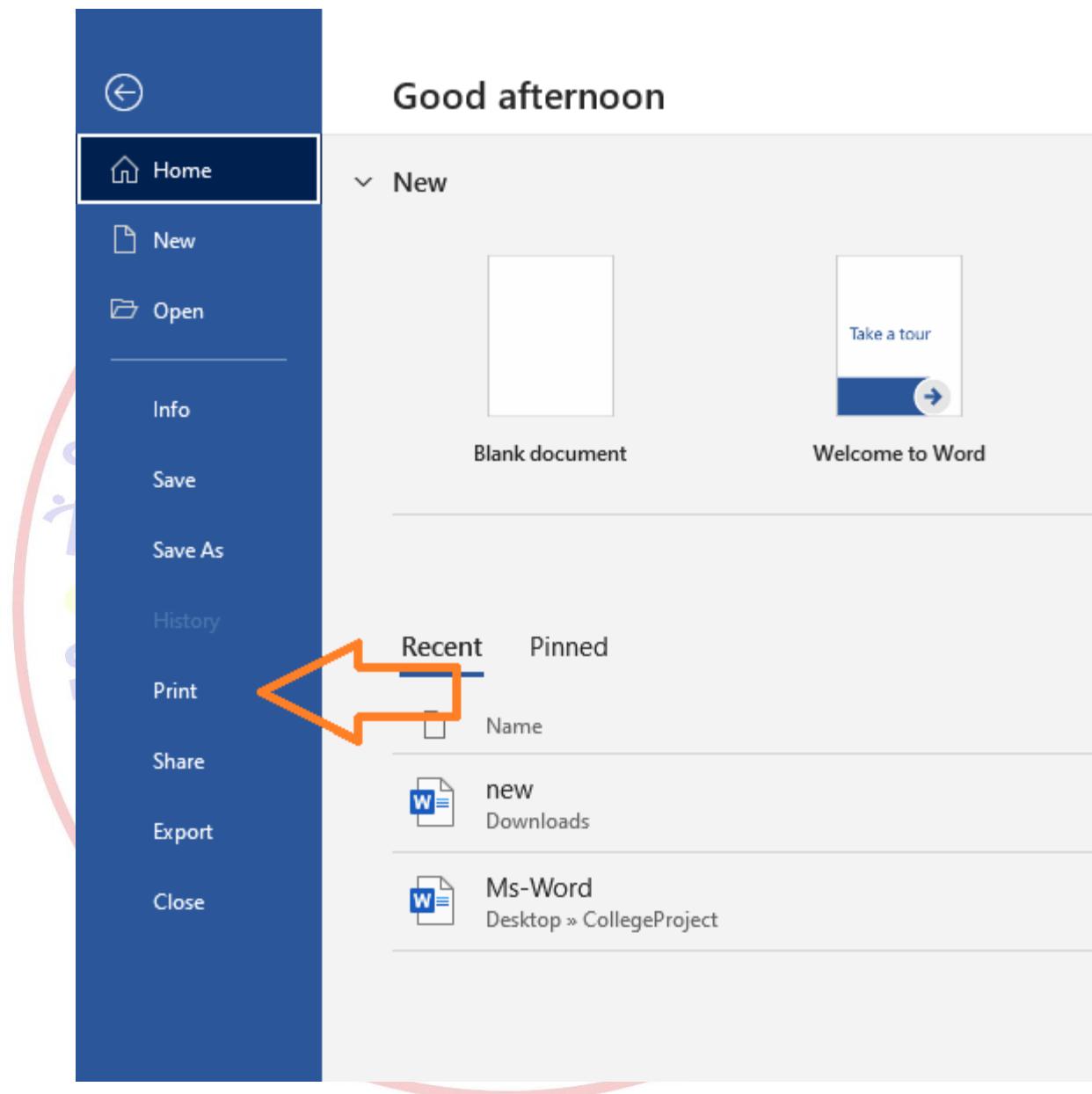
### 3. Printing a document

**1.Step:** Open or create a Microsoft Word document. To do so, click on the blue app with a white document icon and bold "W," then click on File in the menu bar at the upper-left of the screen. Click on Open... to open an existing document or New... to create a new one. When you are ready to print, open the Print dialog box.

**2.Step:** Click on File. It's in the menu bar at the upper-left of the screen or a tab at the upper-left of the window



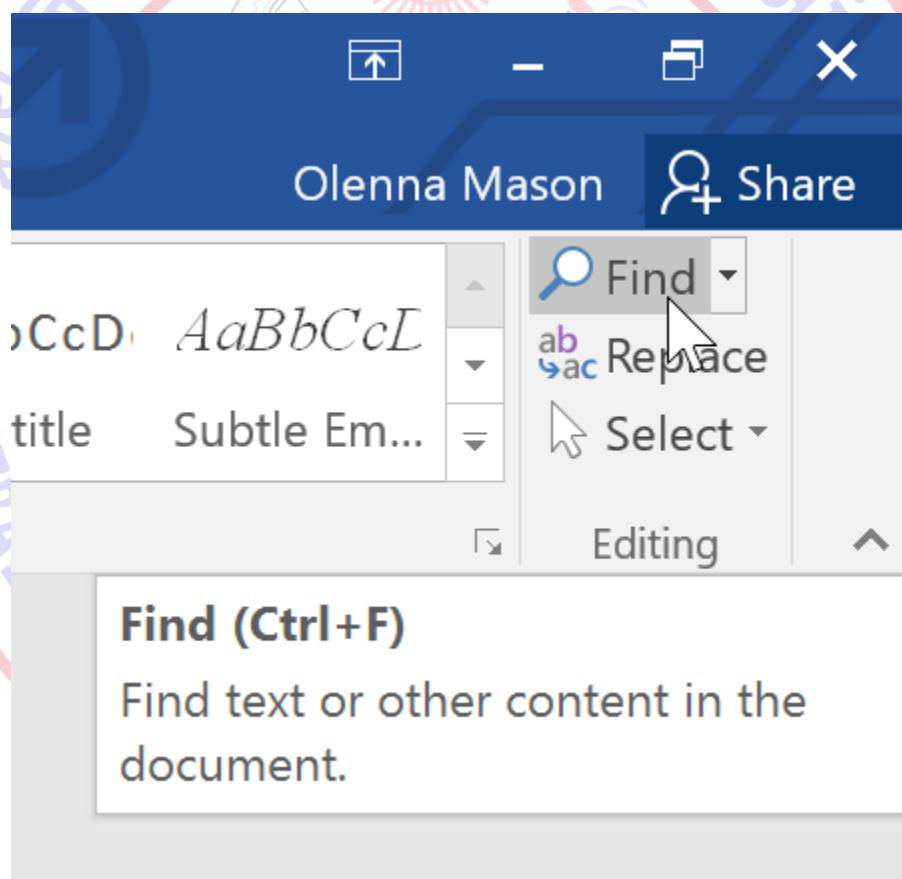
**3.Step: Click on Print.... The Print dialog box will open**



## FIND AND REPLACE

- **To find text:**

1. From the Home tab, click the Find command. You can also press Ctrl+F on your keyboard.



2. The navigation pane will appear on the left side of the screen.

3. Type the text you want to find in the field at the top of the navigation pane. In our example, we'll type the word we're looking for.

The screenshot shows the Microsoft Word ribbon with the Home tab selected. The Font group is open, displaying 'Times' and '12'. The Navigation pane is open, showing the search term 'fiction' and 25 results found. The Results section displays two snippets of text containing the word 'fiction'.

**Navigation**

fiction

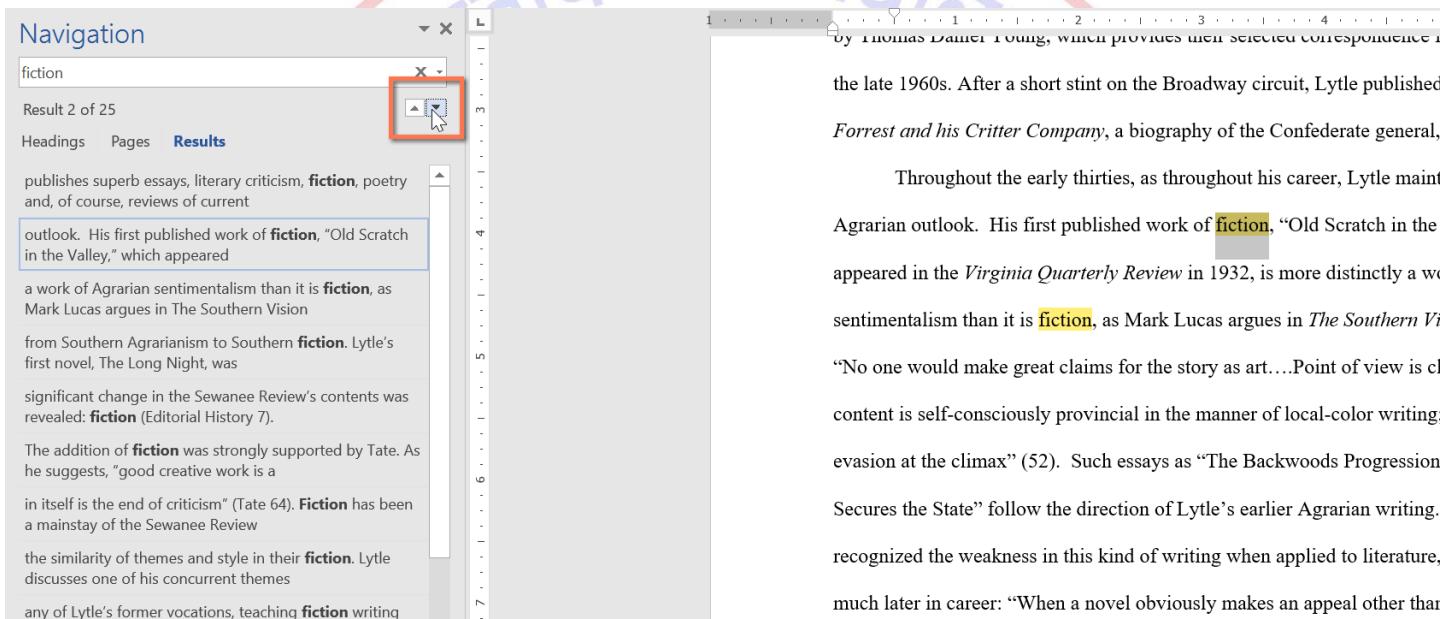
25 results

Headings Pages **Results**

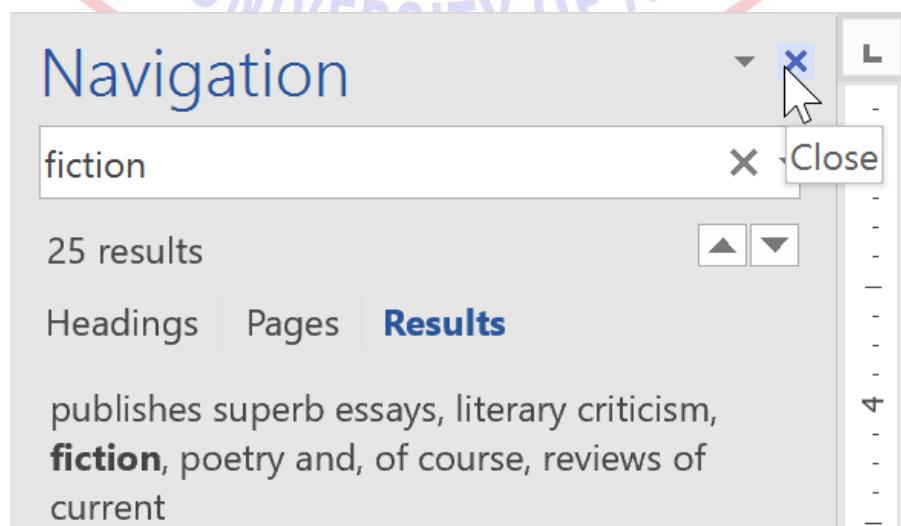
publishes superb essays, literary criticism, **fiction**, poetry and, of course, reviews of current

outlook. His first published work of **fiction**, "Old Scratch in the Valley," which appeared

4. If the text is found in the document, it will be highlighted in yellow and a preview of the results will appear in the navigation pane. You can also click one of the results below the arrows to jump to it



5. When you're finished, click X to close the navigation pane. The highlight will disappear.



6. For more search options, click the drop-down arrow next to the search field.

The screenshot shows the Microsoft Word search interface. A search bar at the top contains the word "fiction". To the right of the search bar is a dropdown menu with the following options:

- X
- L
- 
- 3
- Options...
- Advanced Find...
- Replace...
- Go To...

The "Replace..." option is highlighted. Below this is a "Find:" section with the following items:

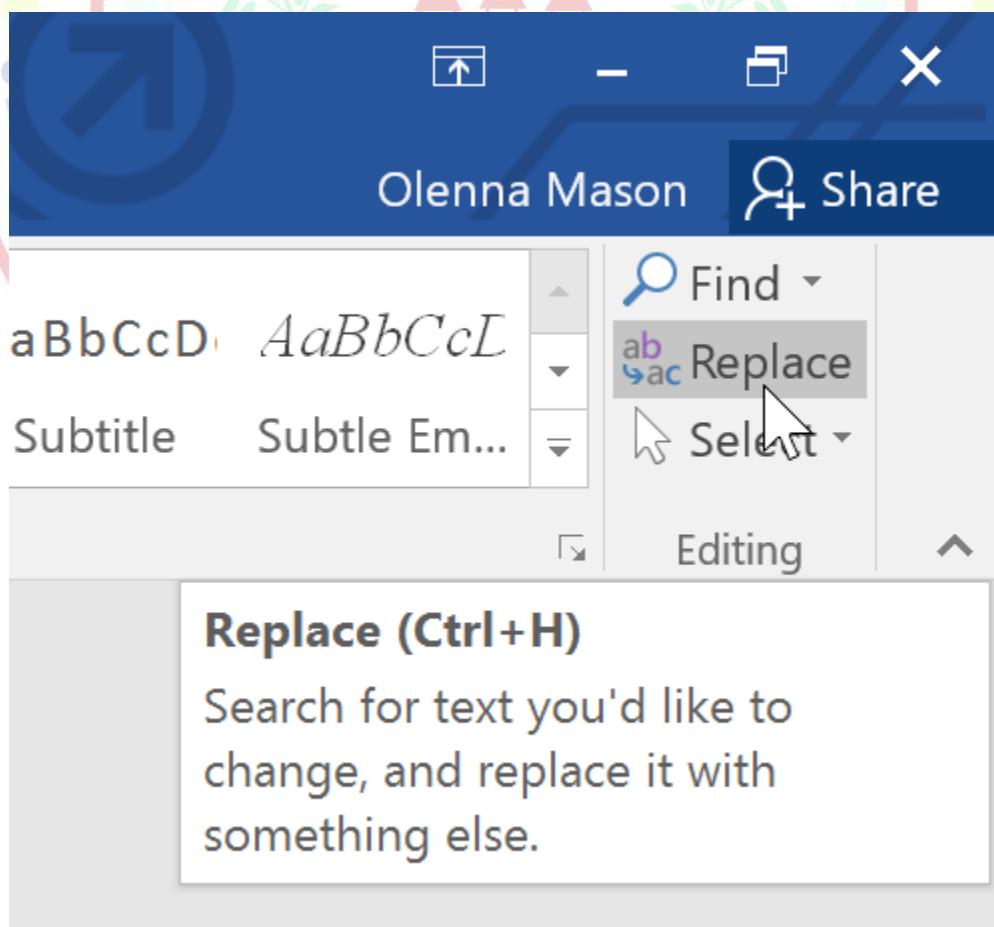
- Graphics
- Tables
- Equations
- Footnotes/Endnotes
- Comments

The "Comments" item is also highlighted. At the bottom of the dropdown menu, there are three small gray buttons with horizontal lines.

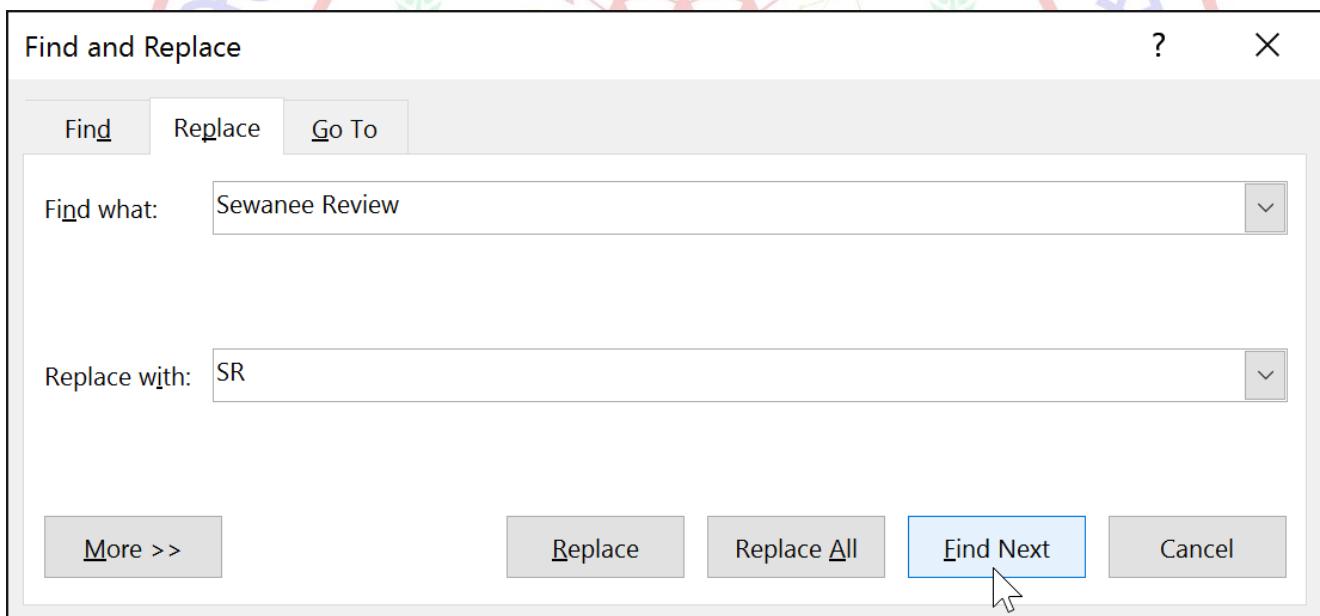
# To replace text:

You may discover that you've made a mistake repeatedly throughout your document, like misspelling someone's name, or that you need to exchange a particular word or phrase for another. You can use Word's Find and Replace feature to quickly make revisions. In our example, we'll use Find and Replace to change the title of a magazine so it is abbreviated.

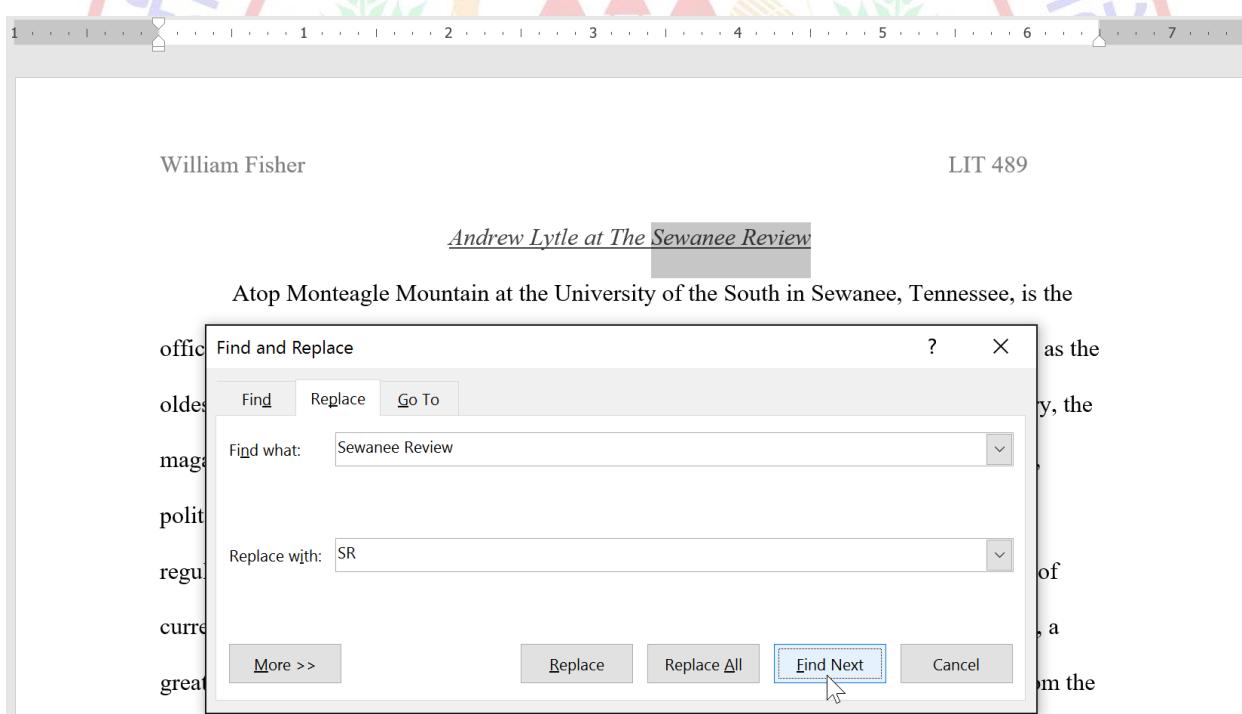
1. From the Home tab, click the Replace command. You can also press Ctrl+H on your keyboard.



2. The Find and Replace dialog box will appear.
3. Type the text you want to find in the Find what: field.
4. Type the text you want to replace it with in the Replace with: field, then click Find Next.

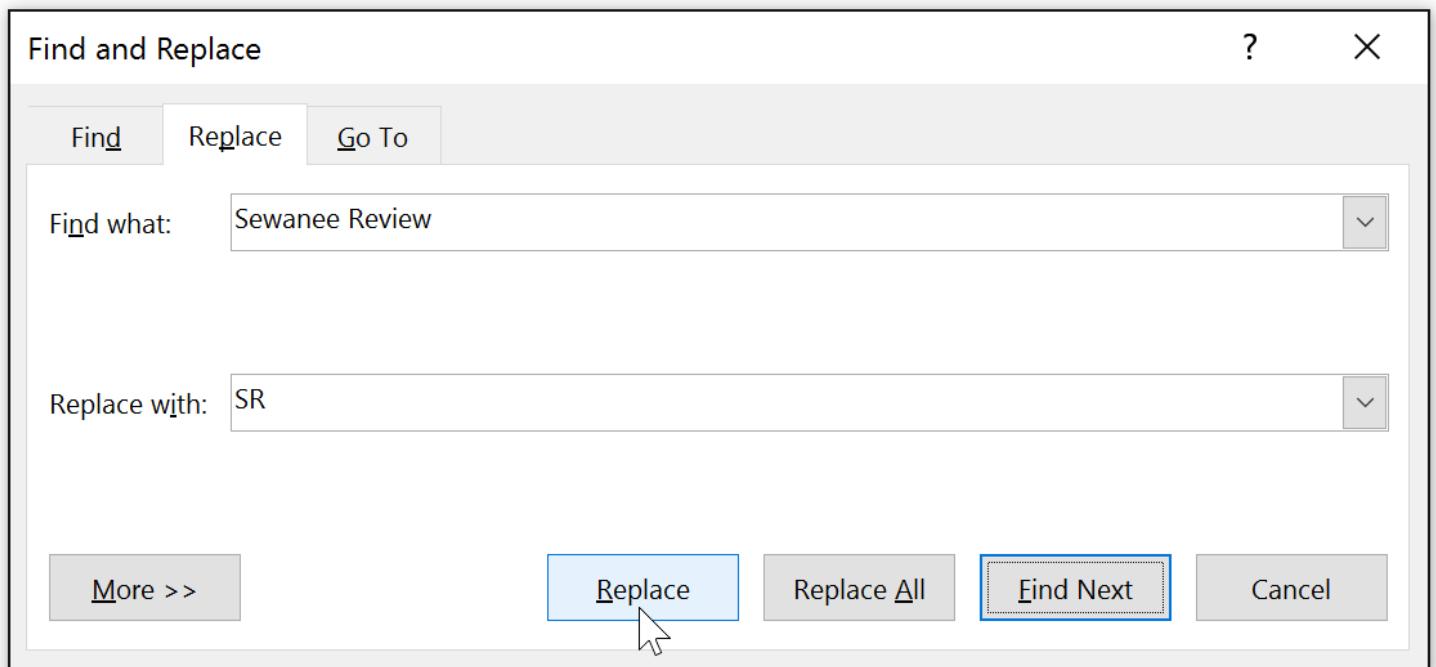


5. Word will find the first instance of the text and highlight it in gray.
6. Review the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click Find Next again to jump to the next instance.



7. If you want to replace it, you can click Replace to change individual instances of text. You can also click Replace All to replace every instance of the text throughout the document.

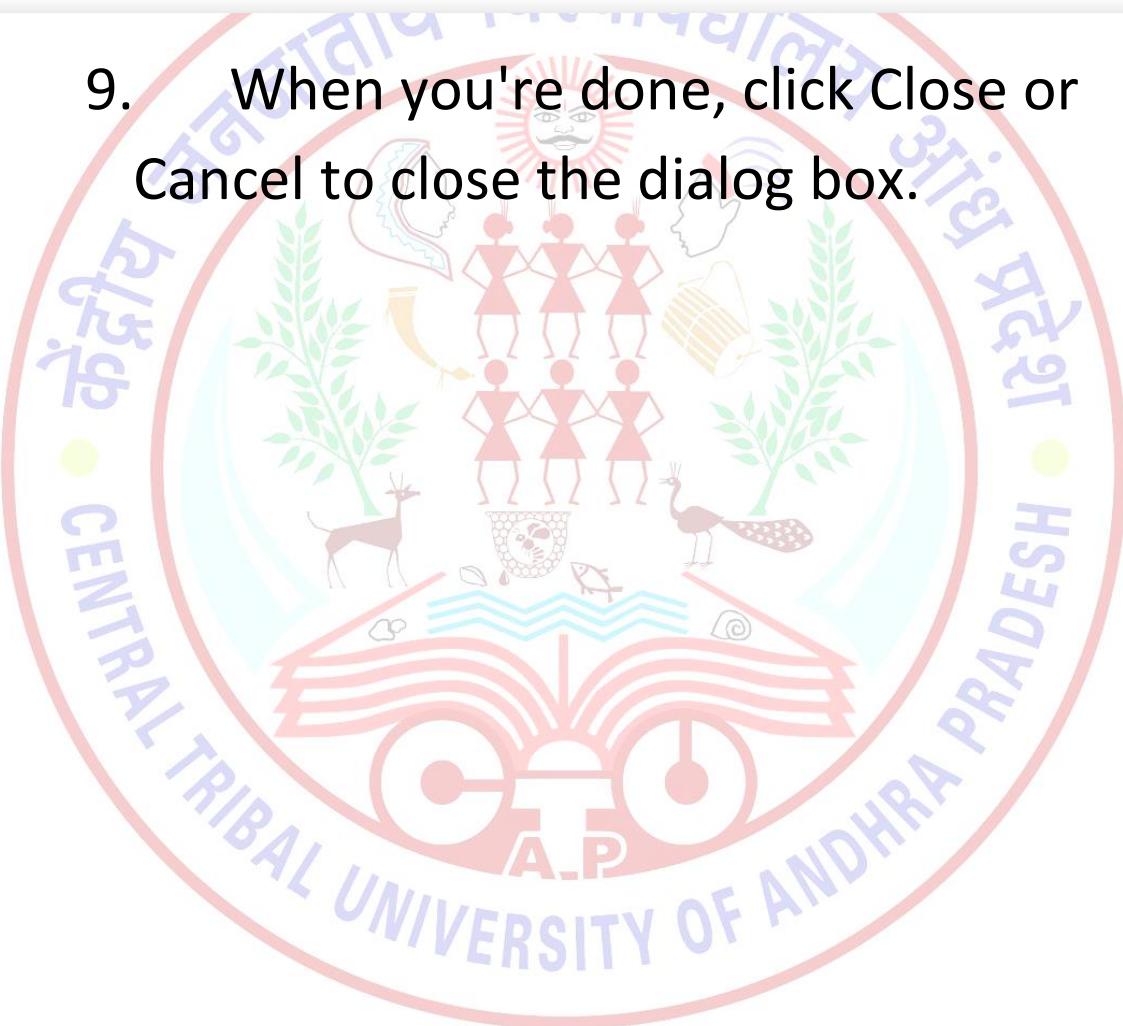
Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States. For its first half-century, the magazine existed as a general journal of the Humanities, featuring



## 8. The text will be replaced.

current books. This shift in tone was facilitated expressly by the editors of the t  
great deal of the magazine's continued excellence has depended on its editors, ✓  
SR would not have been able to solicit and select the excellent writers that have  
pages during these past decades. For the last seventy-six years, the office of the

## 9. When you're done, click Close or Cancel to close the dialog box.



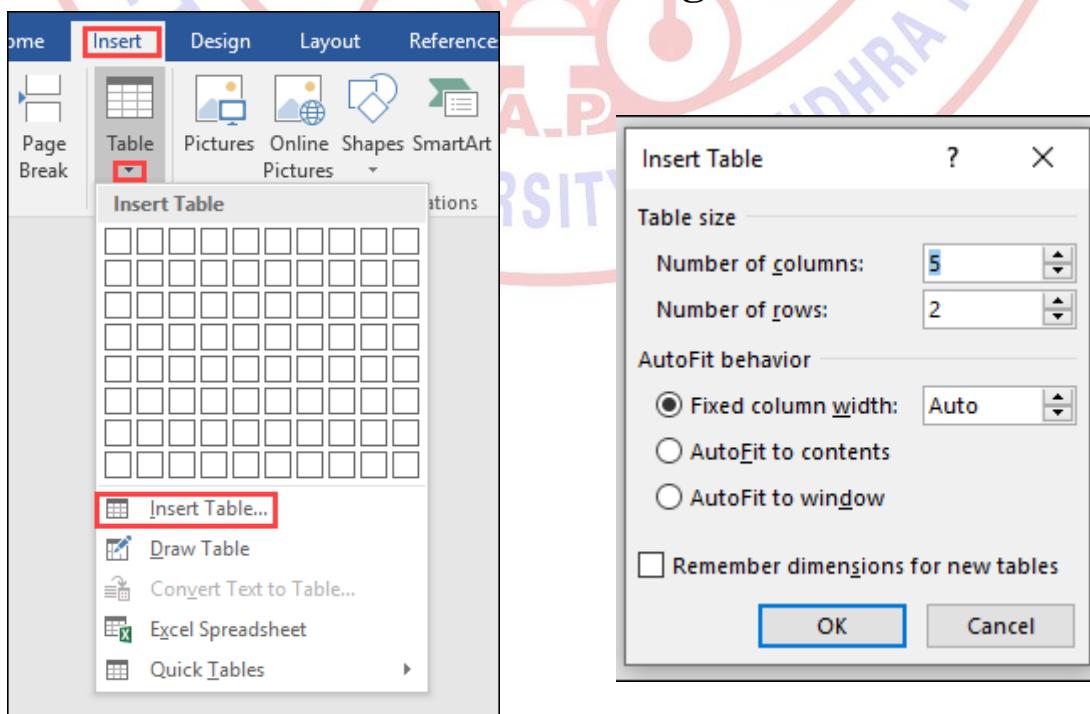
# Formatting with tables, charts and pictures

- Inserting a Table

Tables may be easily added to a text document.

1. Place cursor in document where you want to insert the table.
2. Click the **Insert tab**
3. In the **Tables** group, select dropdown menu.
4. Select **Insert Table** from the resulting menu.
  1. In the **Table Size** section, enter the number of columns and rows.
  2. *Optional:* Select options in the **AutoFit behaviour**
5. Click **OK**

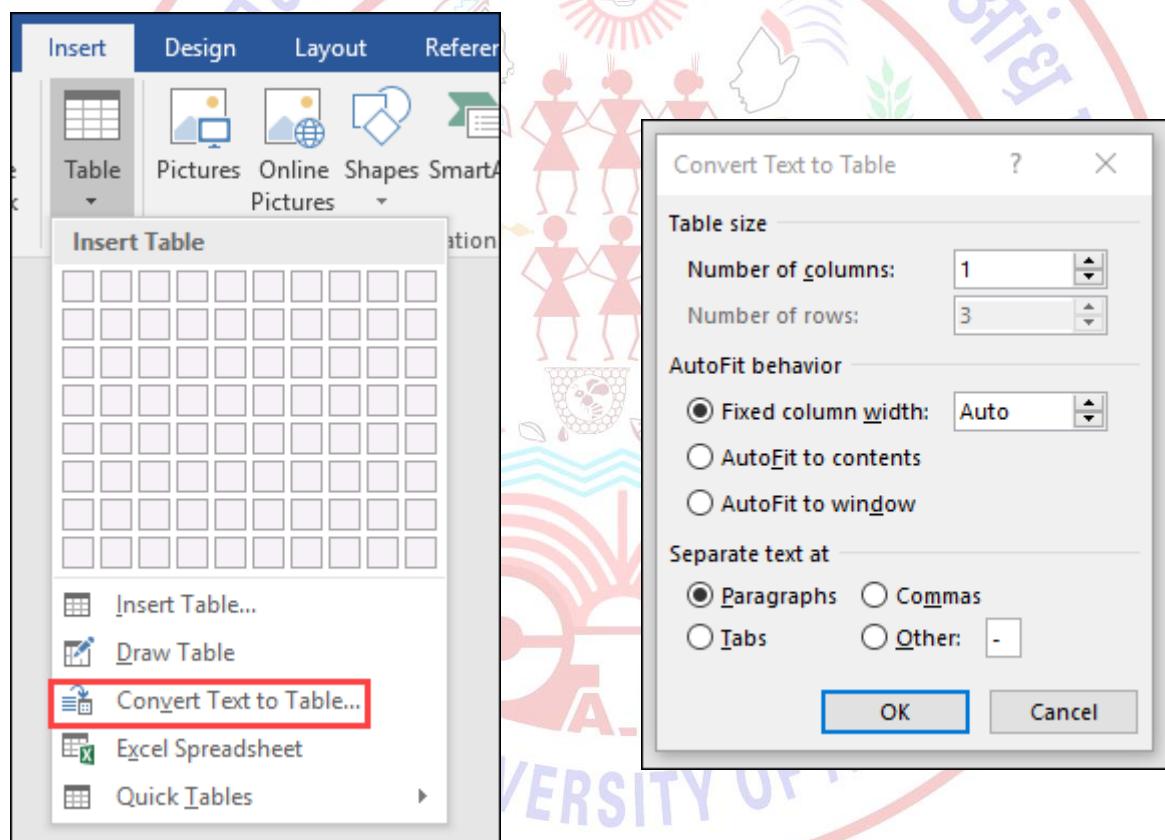
**Note:** To quickly insert a table, click the **Table** button in the **Tables** group and drag to select the number of rows and columns. Click in last selected cell of grid to insert Table.



- Converting Text to Table

**Sometimes text in a document may be better illustrated as a table. To convert existing text to a table:**

1. Highlight text to be converted to a Table
2. Click the **Insert** tab >**Table**> **Convert Text to Table**> dialog box opens
3. Complete fields for options: **Table Size, Auto fit and Separation character**
4. Click **OK**

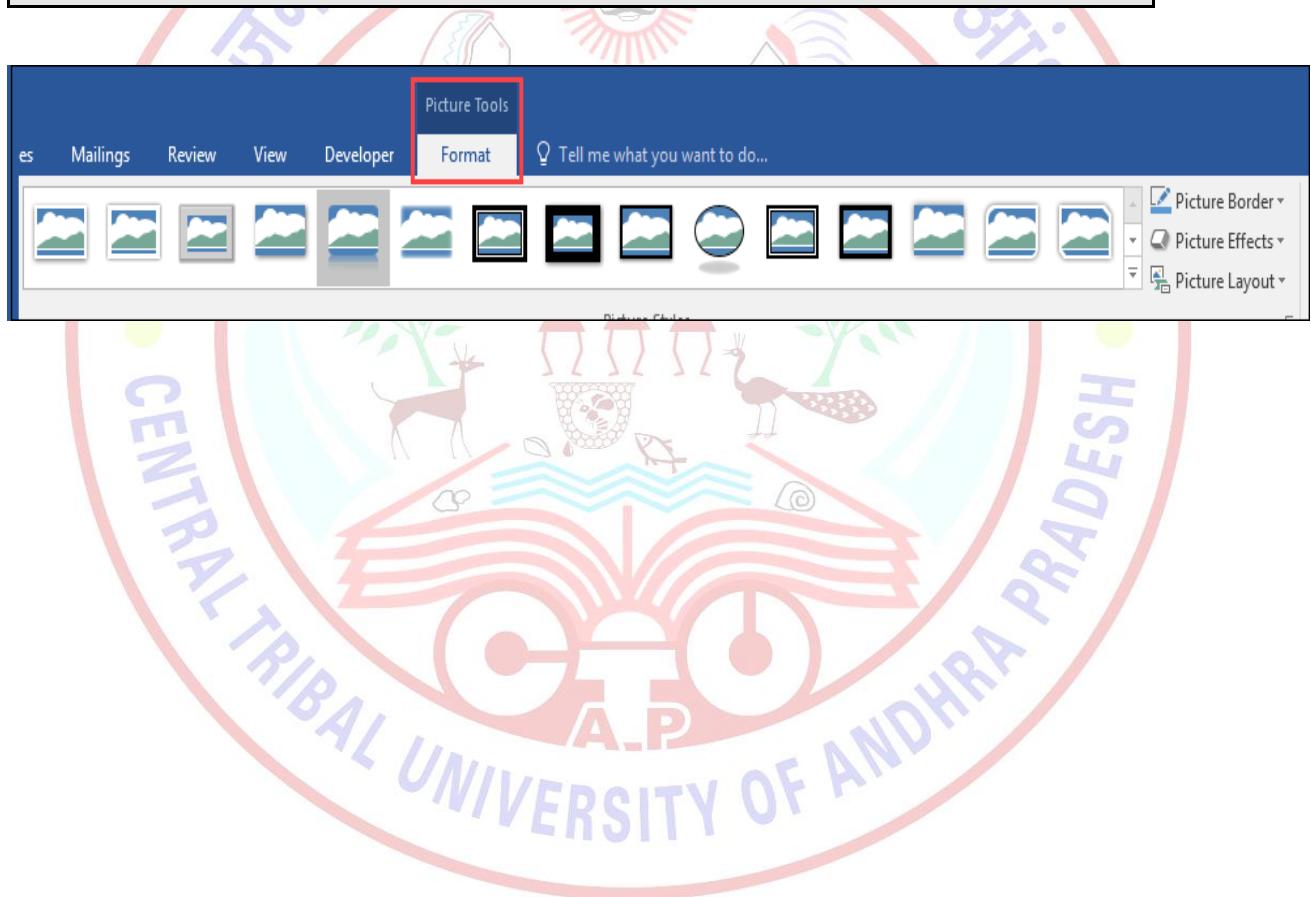
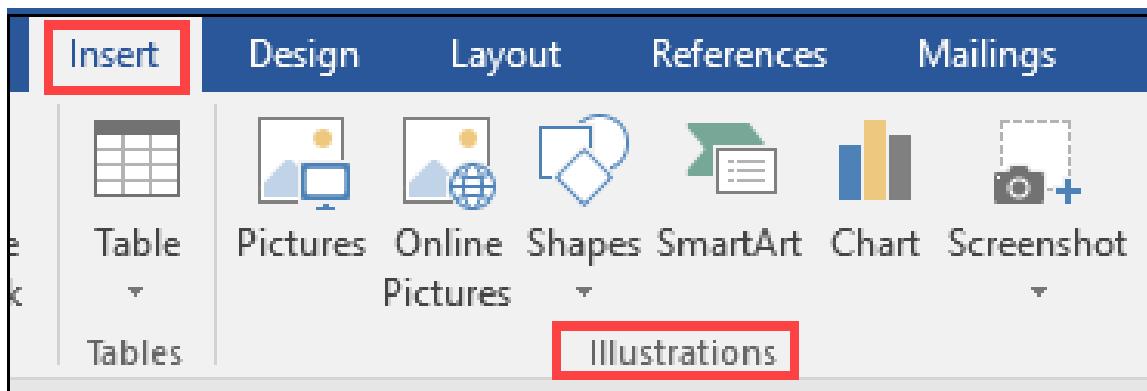


## Inserting a Picture:

Pictures and graphics add punch to your document, but remember not to overdo them! They are there to enhance your information, not eclipse it!

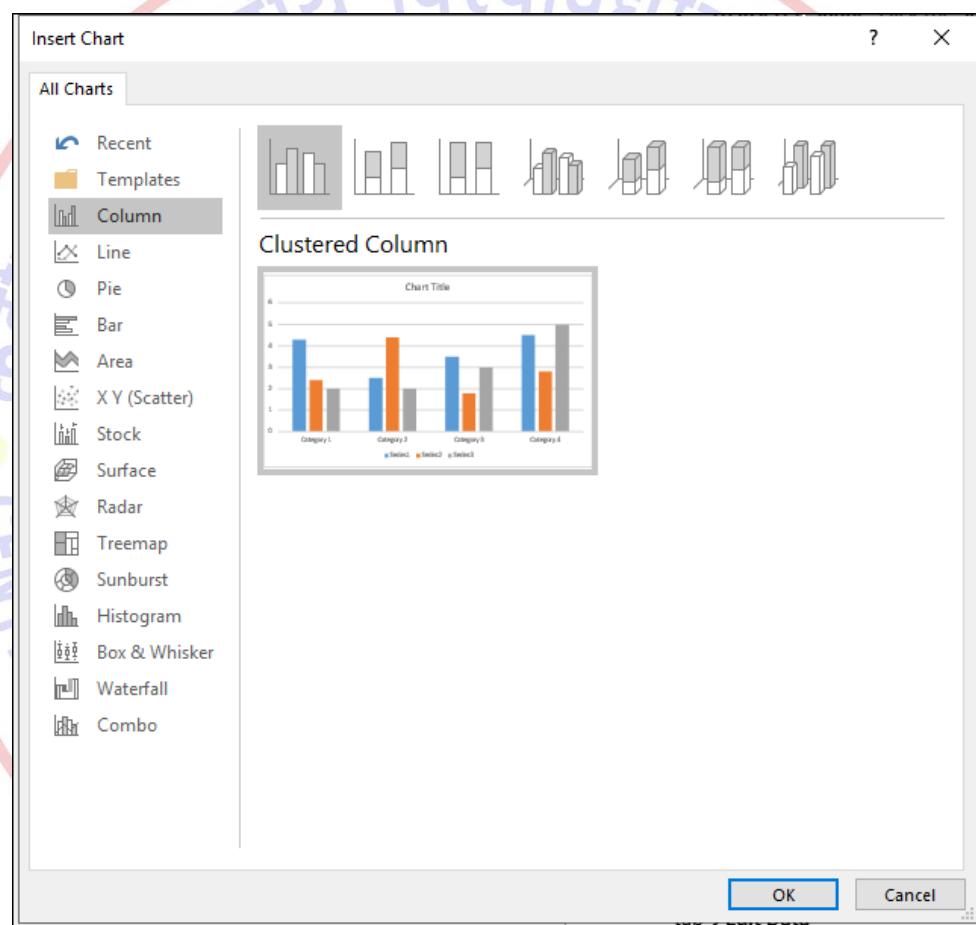
1. Place cursor in the document where you want to insert the item
2. On the **Insert** tab, in the **Illustrations** group, do one of the following:
  - **To insert a Picture from a file:** select **Picture**. Locate and select the file you want to insert from your computer and click the **Insert**
  - **To insert an Online Picture:** select **Online Pictures**. In the task pane, enter a keyword in the **Search** box and click the **magnifying glass icon**. Select desired image and click
  - **To insert a Shape:** click the **Shapes** dropdown menu. Select the **Shape** you want from the resulting menu. Click and drag in the document to create the **Shape**.
  - **To insert a SmartArt Graphic:** select **SmartArt**. Select the desired **SmartArt** graphic from the menu. Click **OK**.
  - **To insert a Screenshot:** select **Screenshot** button. To insert a screen that you have open on your computer, select the screen from the **Available Windows**. To create your own screenshot, select

**Screen Clipping.** Click and drag the area of your screen you want to insert.



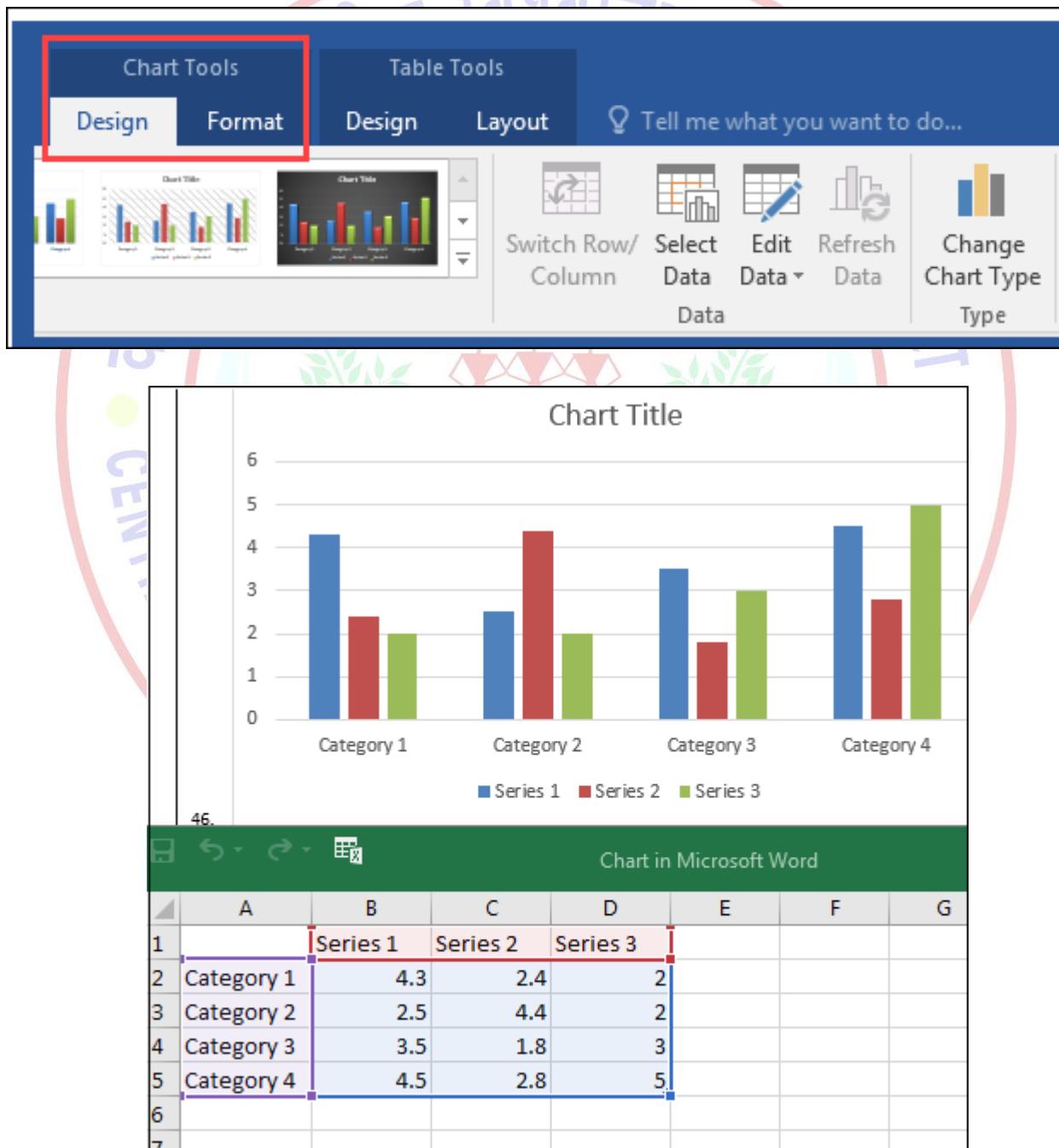
## Inserting a Chart or Graph

1. On the **Insert** tab, in the **Illustrations** group, click **Chart**.
  2. Select the type of chart desired and click **OK**.
  3. Edit the data in the **Excel** sheet that opens with the **Chart**.  
When you are finished editing the data, close the data sheet.



# Changing data in an existing chart:

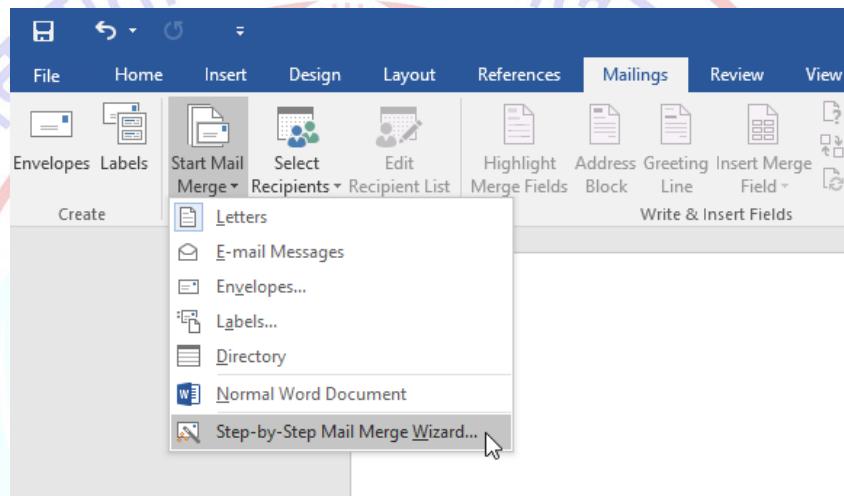
1. Select the **Chart** in your document
2. In the **Chart Tools** contextual tab in the **Ribbon**, select **Design** tab>**Edit Data**
3. A data spreadsheet will open; make desired changes



# Mail Merge

## To use Mail Merge:

1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step-by-Step Mail Merge Wizard** from the drop-down menu.



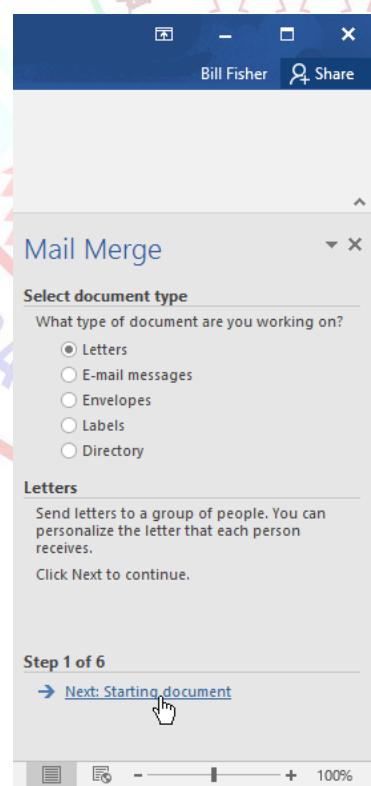
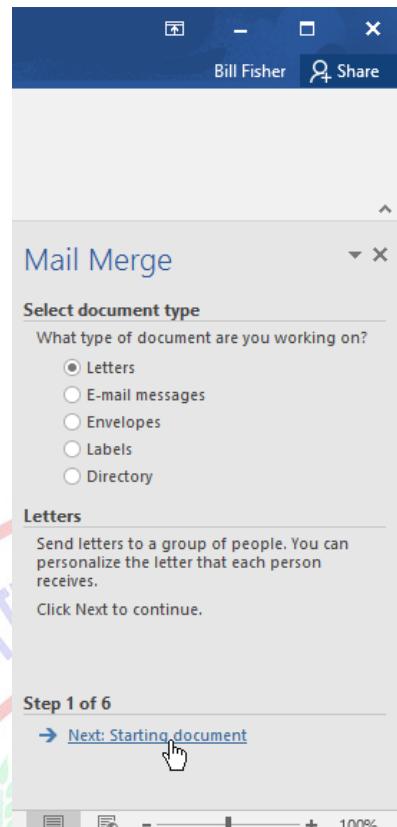
The Mail Merge pane will appear and guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a **recipient list**.

### Step 1:

- From the Mail Merge task pane on the right side of the Word window, choose the **type** of document you want to create. In our example, we'll select **Letters**. Then click **Next: Starting document** to move to Step 2.

**Step 2:**

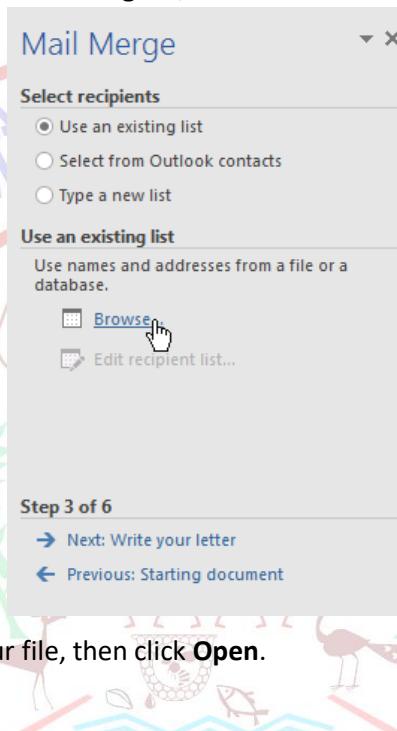
- Select **Use the current document**, then click **Next: Select recipients** to move to Step 3.



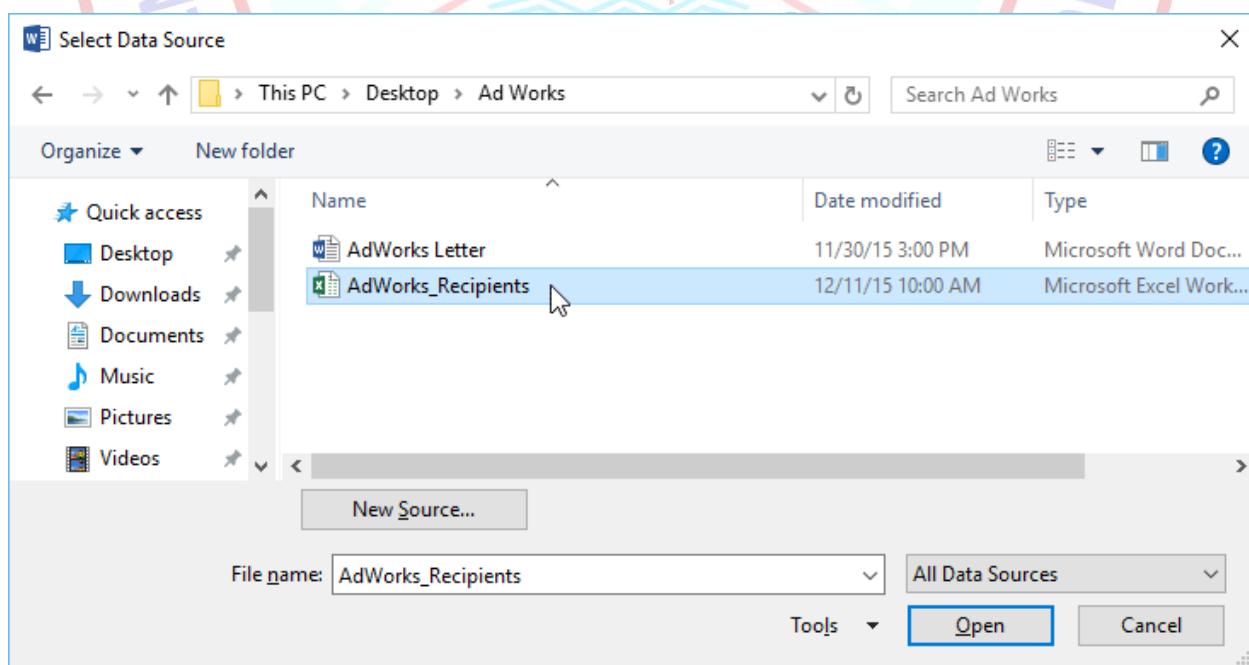
## Step 3:

- Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

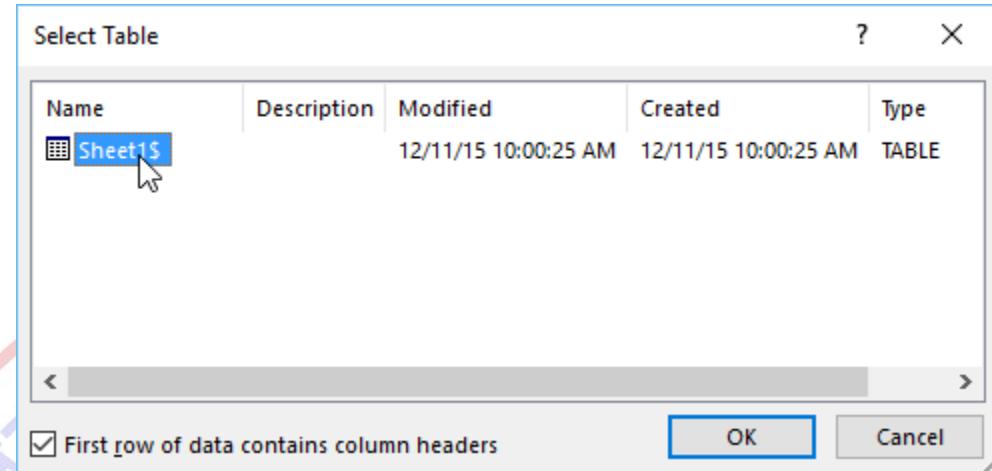
1. Select **Use an existing list**, then click **Browse** to select the file.



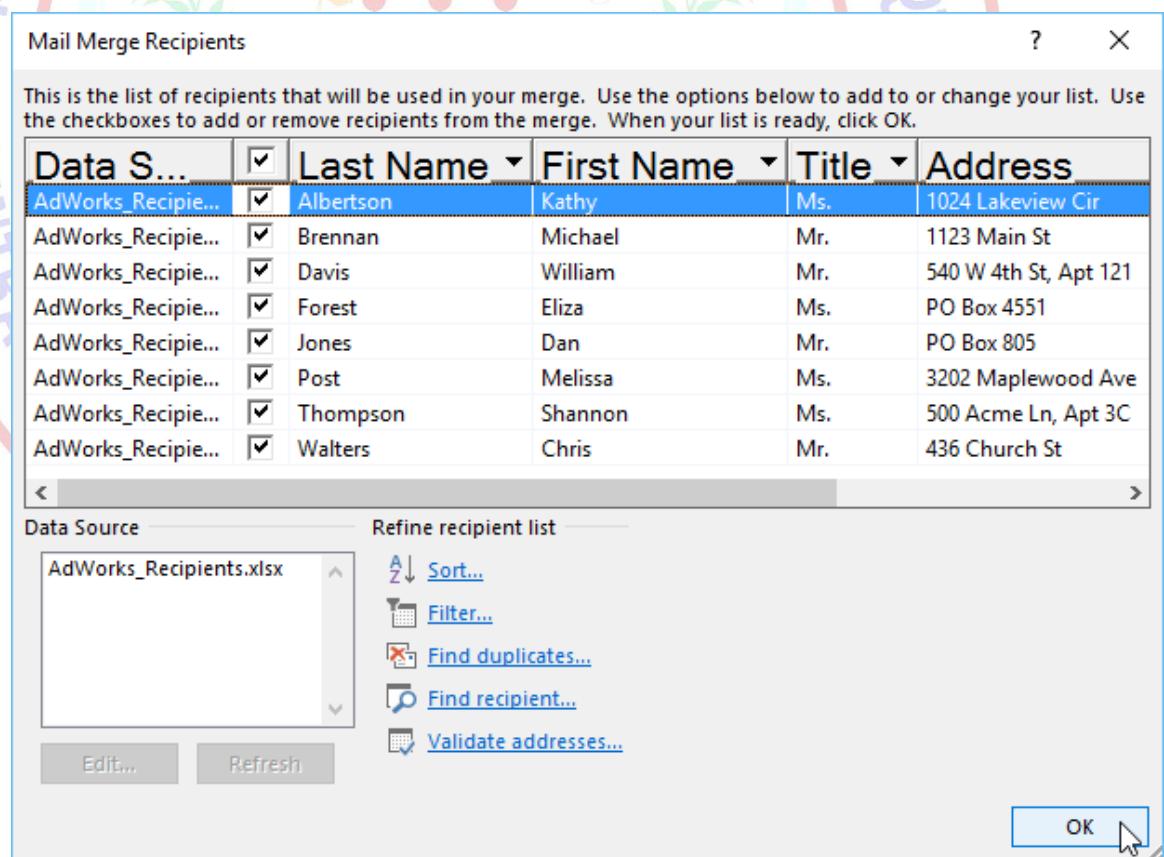
2. Locate your file, then click **Open**.



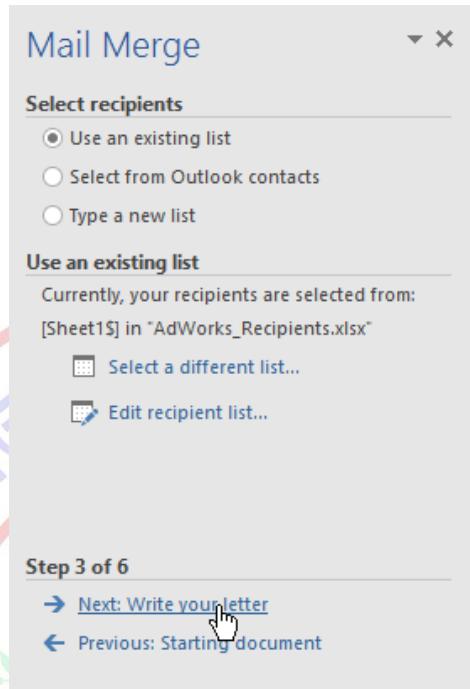
- 3.** If the address list is in an Excel workbook, select the **worksheet** that contains the list, then click **OK**.



- 4.** In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each box to control which recipients are included in the merge. By default, all recipients should be selected. When you're done, click **OK**.



**5.** Click **Next: Write your letter** to move to Step 4.



#### Step 4:

Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

#### ➤ To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.

| I

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal would like to extend to you a **20% discount on your next order**. It's continued business. We'll keep working hard to provide the best po innovative products, just as we've always done. Thanks again for ch

Sincerely,

Mail Merge

**Write your letter**

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

**Step 4 of 6**

→ Next: Preview your letters  
← Previous: Select recipients

Page 1 of 1 106 words

2. Choose one of the placeholder options. In our example, we'll select **Address block**.

Mail Merge

**Write your letter**

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

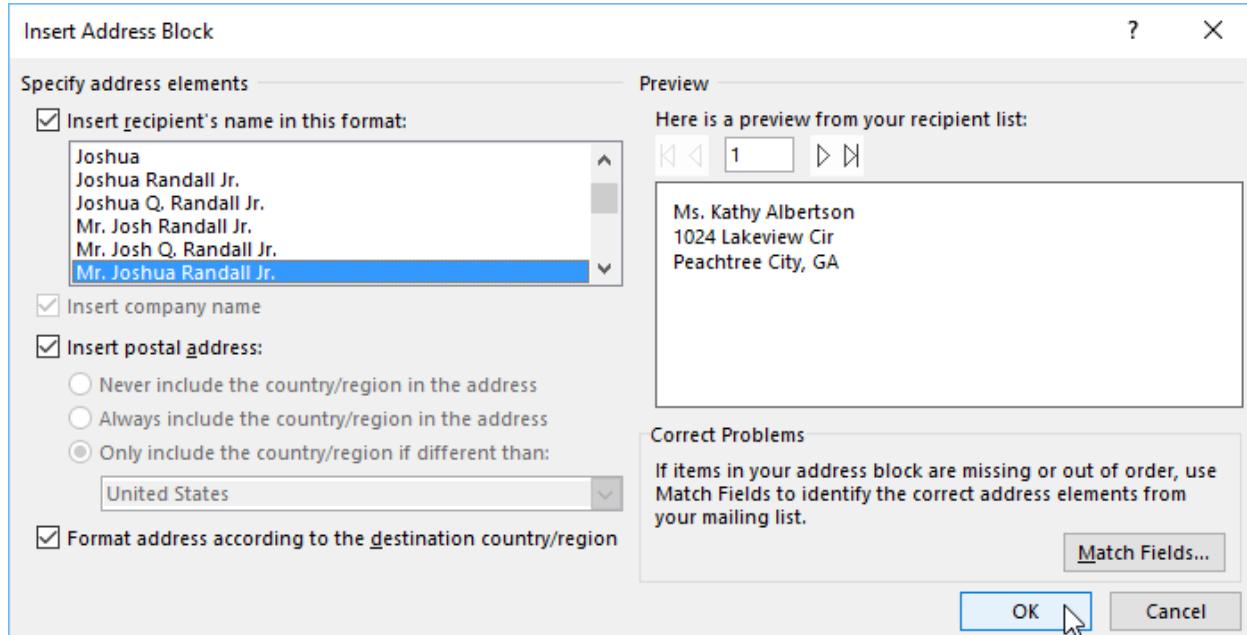
- Address block Insert formatted address
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

**Step 4 of 6**

→ Next: Preview your letters  
← Previous: Select recipients

3. Depending on your selection, a dialog box may appear with various customization options. Select the desired options, then click **OK**



4. A placeholder will appear in your document (for example, «AddressBlock»).

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal would like to extend to you a **20% discount on your next order**. It's continued business. We'll keep working hard to provide the best po innovative products, just as we've always done. Thanks again for ch

Sincerely,

5. Add any other placeholders you want. In our example, we'll add a **Greeting line** placeholder just above the body of the letter.

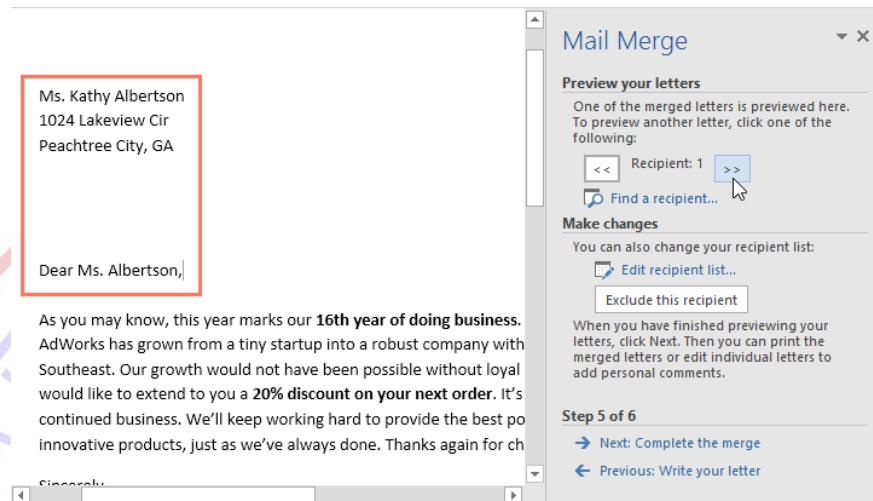
The screenshot shows a Microsoft Word document with a Mail Merge dialog box open. The dialog box is titled 'Mail Merge' and is on 'Step 4 of 6'. It has a section 'Write your letter' with instructions to add recipient information by clicking a location in the document and selecting from a list. The list includes 'Address block...', 'Greeting line...', 'Electronic postage...', and 'More items...'. A mouse cursor is hovering over the 'Greeting line...' option. The main document area contains two placeholder fields: «AddressBlock» and «GreetingLine». The «GreetingLine» field contains a block of text about AdWorks' 16th year of business, mentioning growth from a startup to a robust company, a 20% discount on the next order, and innovative products. It ends with 'Sincerely,'.

6. When you're done, click **Next: Preview your letters** to move to Step 5.

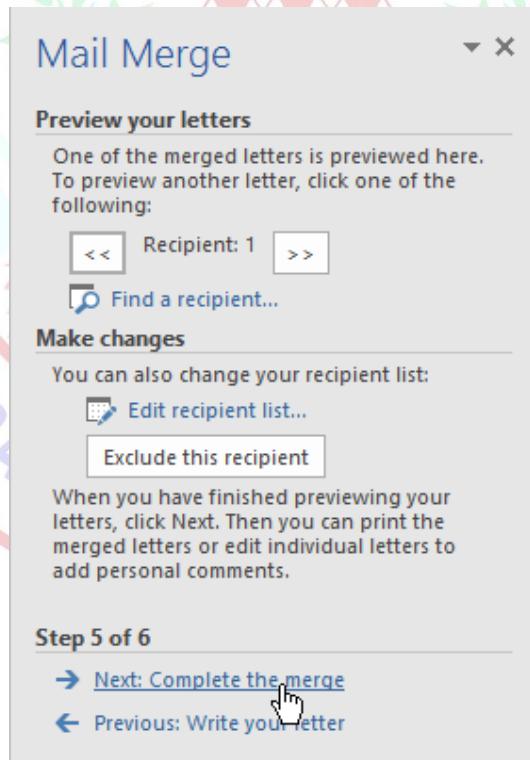
The screenshot shows the same Microsoft Word document and Mail Merge dialog box, but now on 'Step 4 of 6'. The 'Next: Preview your letters' button is highlighted with a red circle and a mouse cursor is hovering over it. The rest of the dialog box and document content are identical to the previous screenshot.

## Step 5:

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each version of the document.

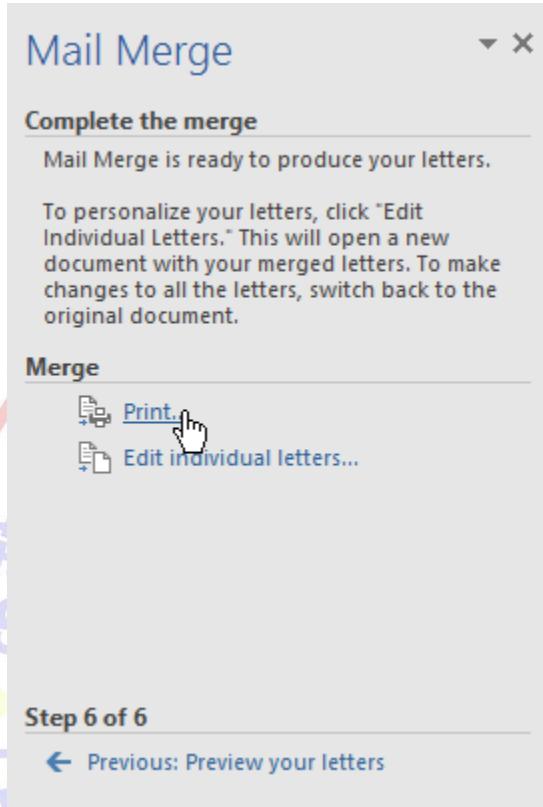


2. If everything looks correct, click **Next: Complete the merge** to move to Step 6.

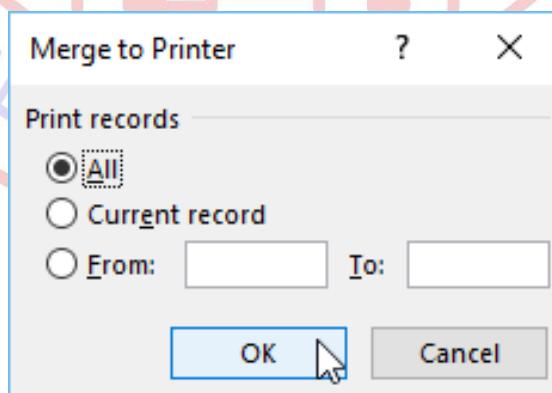


## Step 6:

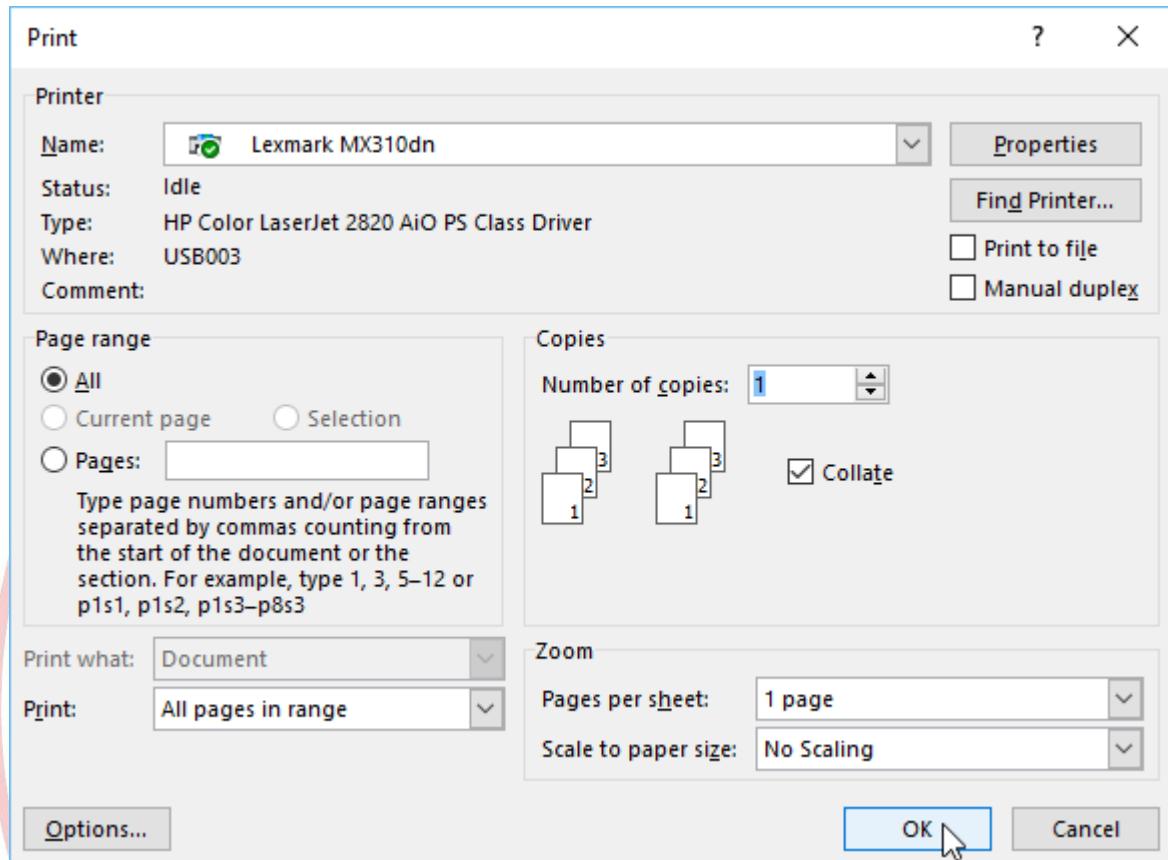
1. Click **Print** to print the letters.



2. A dialog box will appear. Decide if you want to print **All** of the letters, the current document (record), or only a select group, then click **OK**. In our example, we'll print all of the letters.



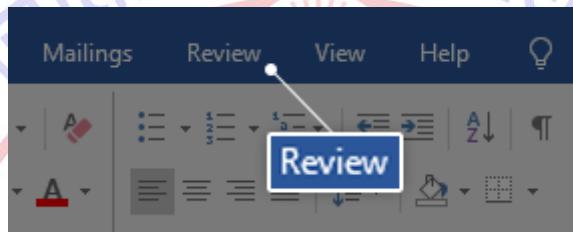
3. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**. The letters will be printed.



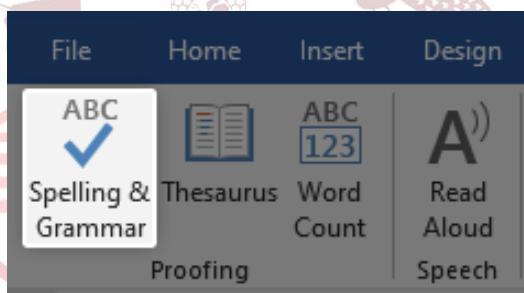
# Spell check and grammar checks

➤ Steps:

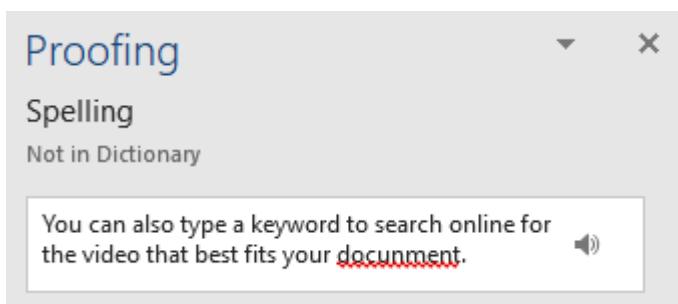
1. Launch Word, and either open an already existing document or create a new one from the welcome screen.
2. From the Ribbon on the top of your screen, select the **Review** tab.



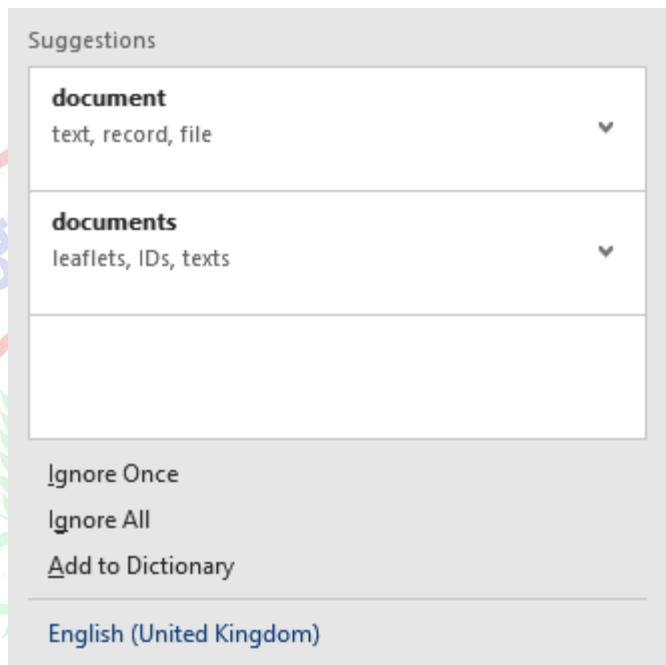
3. In the **Proofing** section, you can see a button that says **Spelling & Grammar**. Click on this to start a manual check.



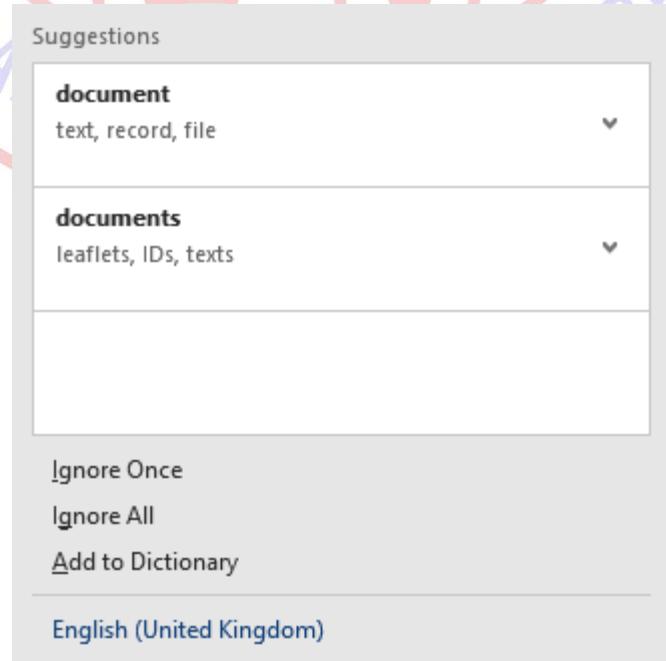
4. If Word is able to detect any spelling issues in the language your document is set to, a new pane will open up on the right side of the application. You can see the error underlined with a red line.



5. You'll see suggested words with definitions that allow you to select the correct spelling of the word you were trying to type. To implement any of these suggestions, simply click on them.

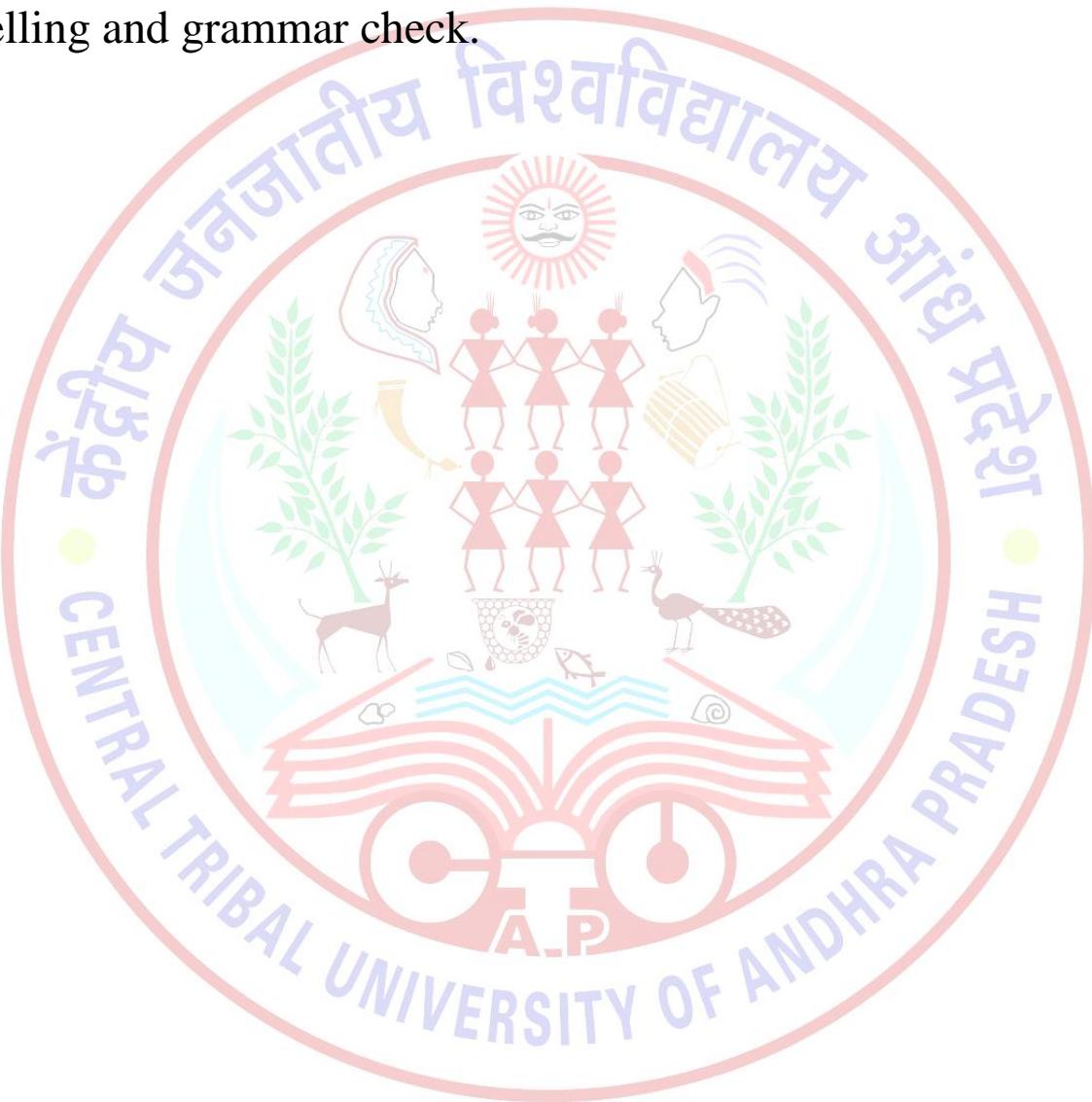


6. You also have the option to make Word ignore the presumably misspelled word or words by pressing **Ignore Once** or **Ignore All** under the suggestions. You can also **Add to Dictionary**, meaning that the word in question won't get detected by as a misspelling in the future.

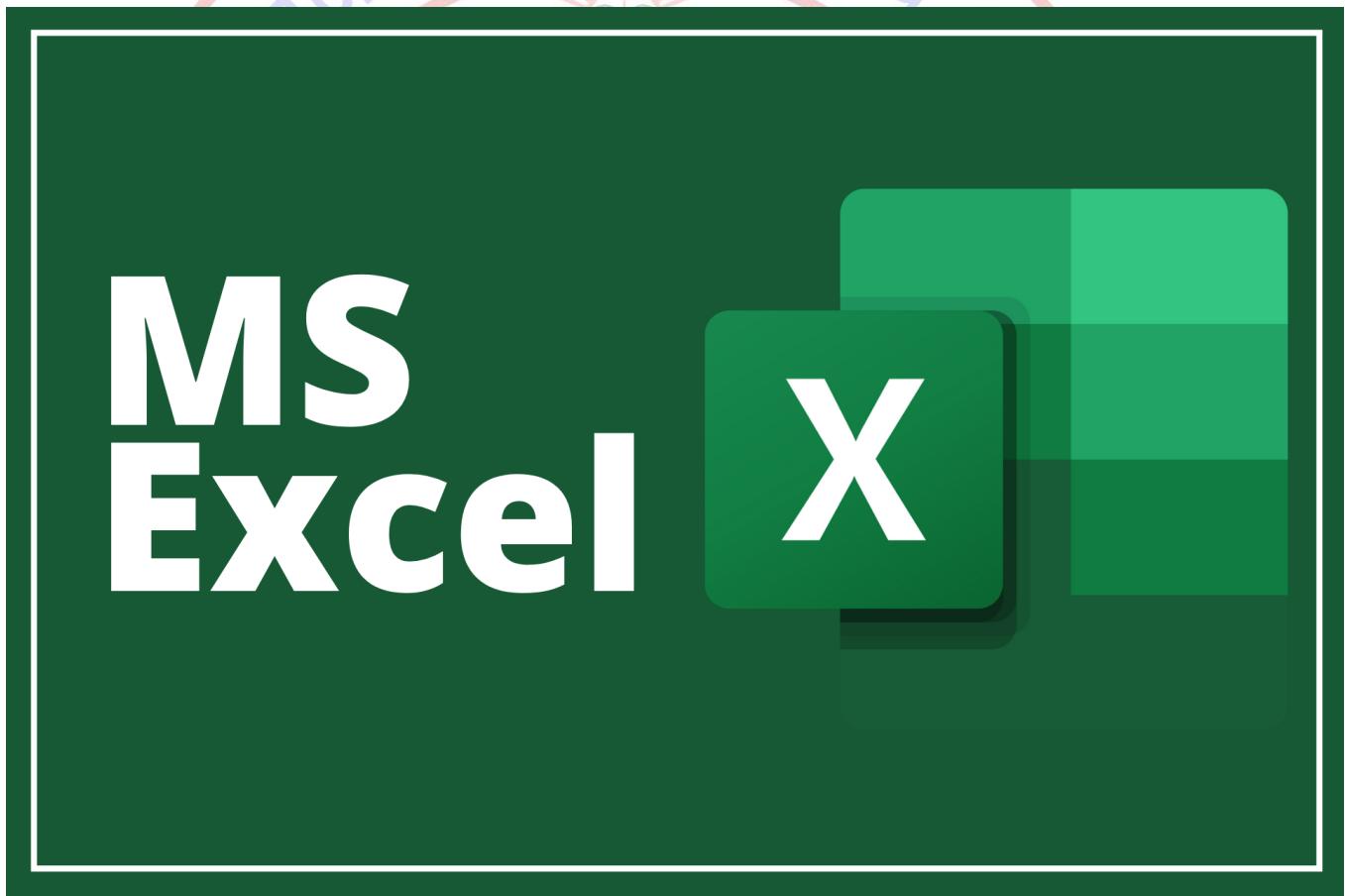


7. After you deal with the first misspelled word, you can move on to the next one if any more have been detected.

**Tip:** You can use a shortcut to activate the manual spelling and grammar check in Word. Simply press the **F7** key on your keyboard, and the application will automatically perform a spelling and grammar check.



# MS-EXCEL



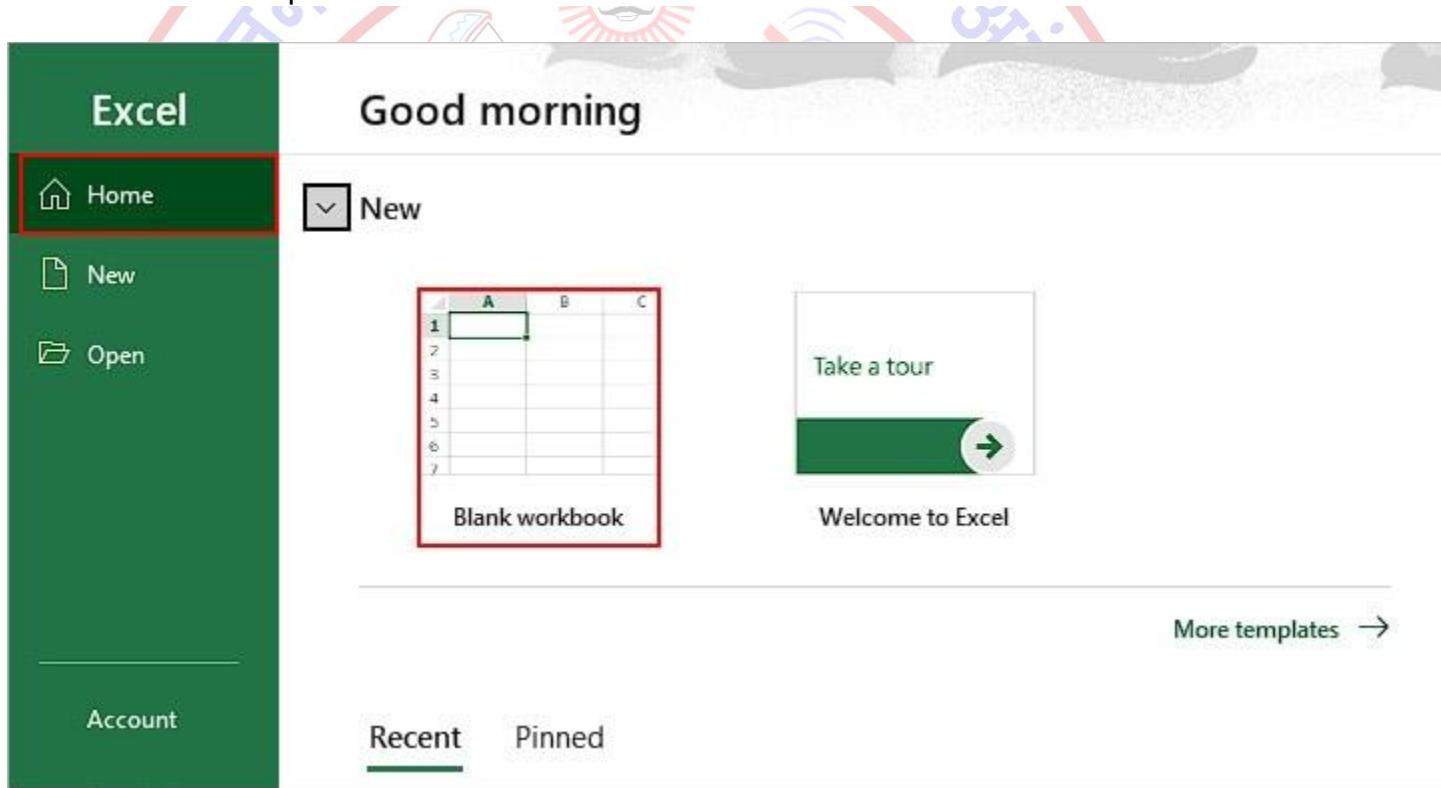
## **2. MICROSOFT OFFICE EXCEL**

### **Open a Workbook**

Once you launch the Excel app or open it after signing in to your Office account, you can start by creating a blank workbook or opening one of them.

To create a blank workbook, simply click Blank workbook on the Home tab or New tab.

You can also open recently created workbooks under the Recent tab or use one of the Excel workbook templates.

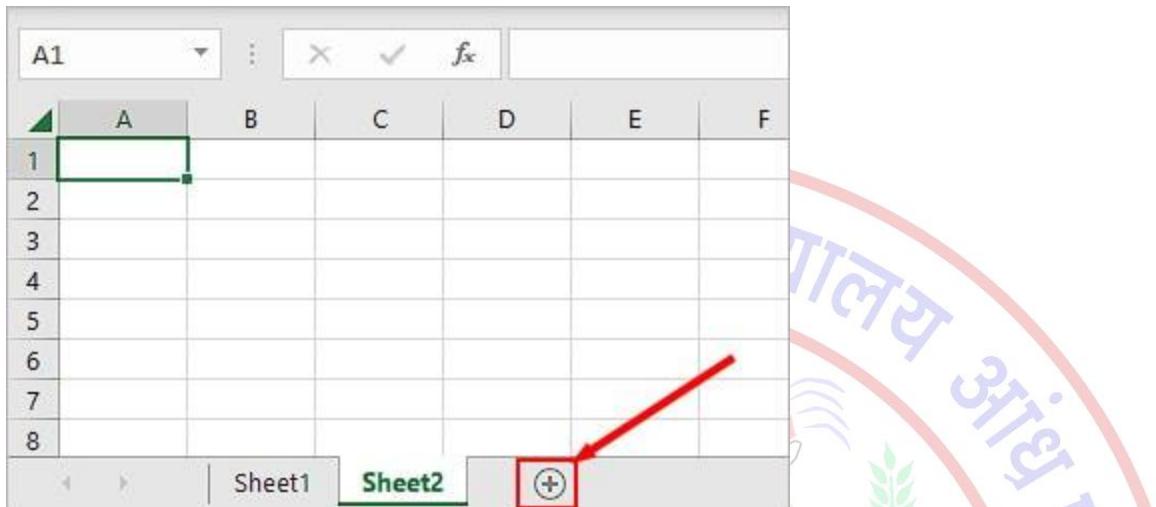


#### **2.1.1 Add/Create Worksheets**

No matter which workbook you work on, it must contain at least one worksheet. To add/create additional worksheets, you can use one of the several methods listed below.

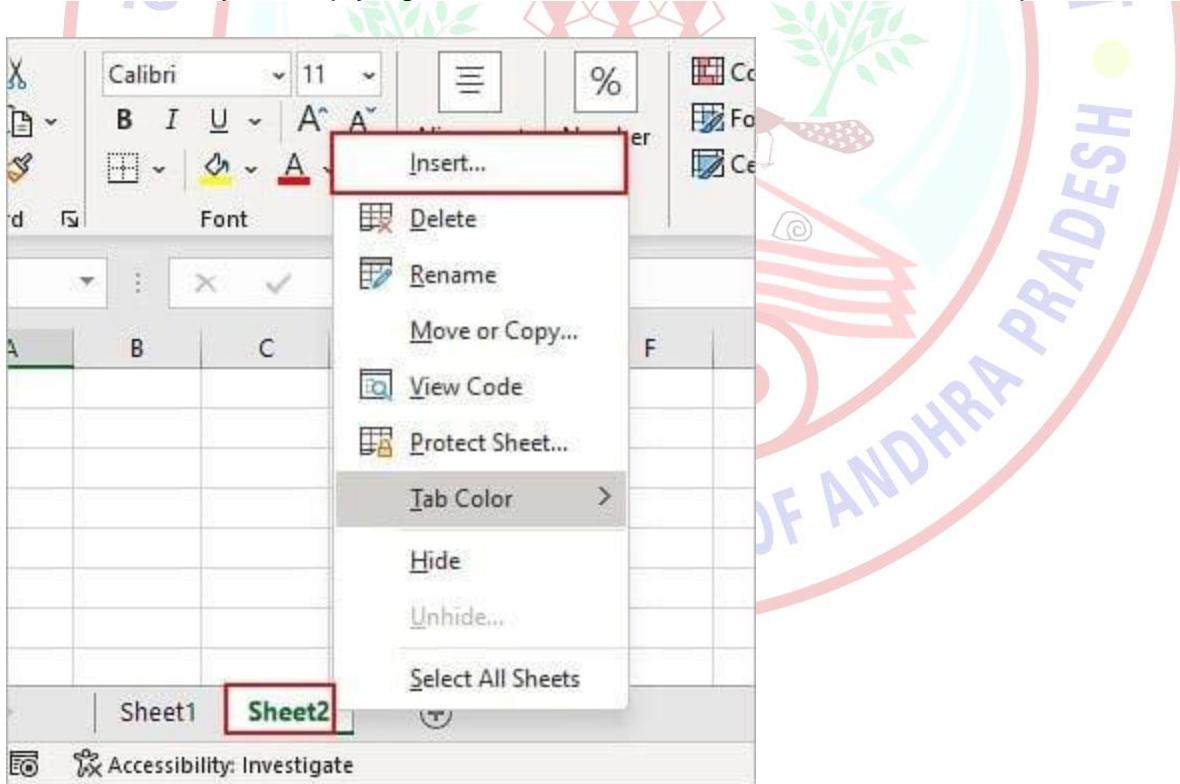
## Using the Plus Icon

Here, you simply click the plus icon at the end of the Sheets tab on a workbook. Once you click the button, a new sheet will appear right next to the selected worksheet.

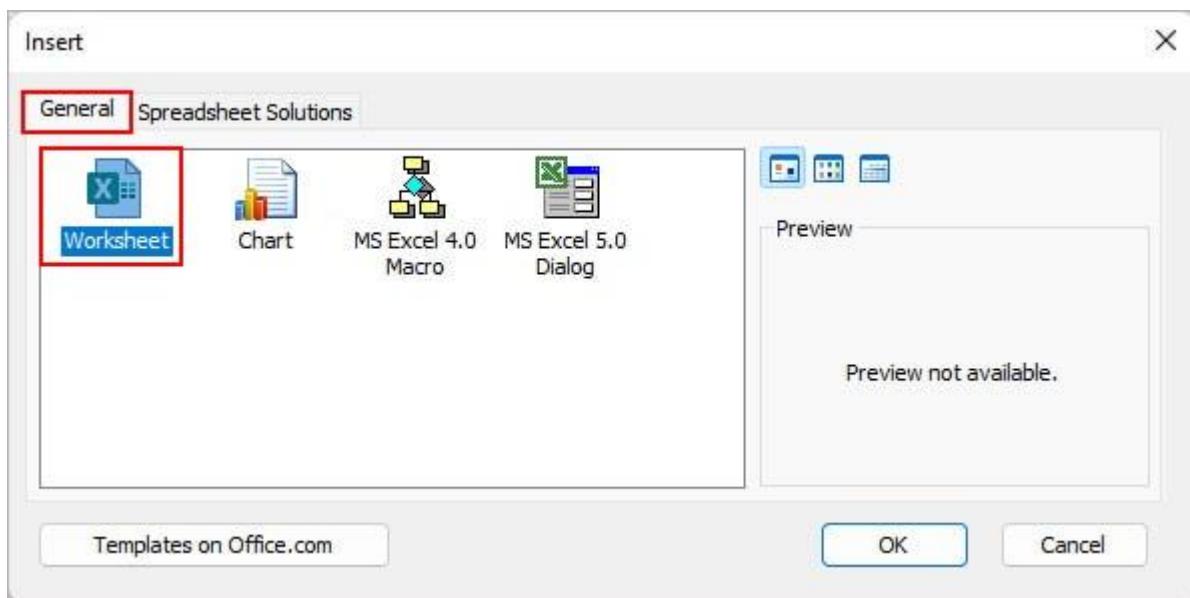


## Using the Right-Click Method

In this method, you simply right-click on a sheet and choose the Insert option.

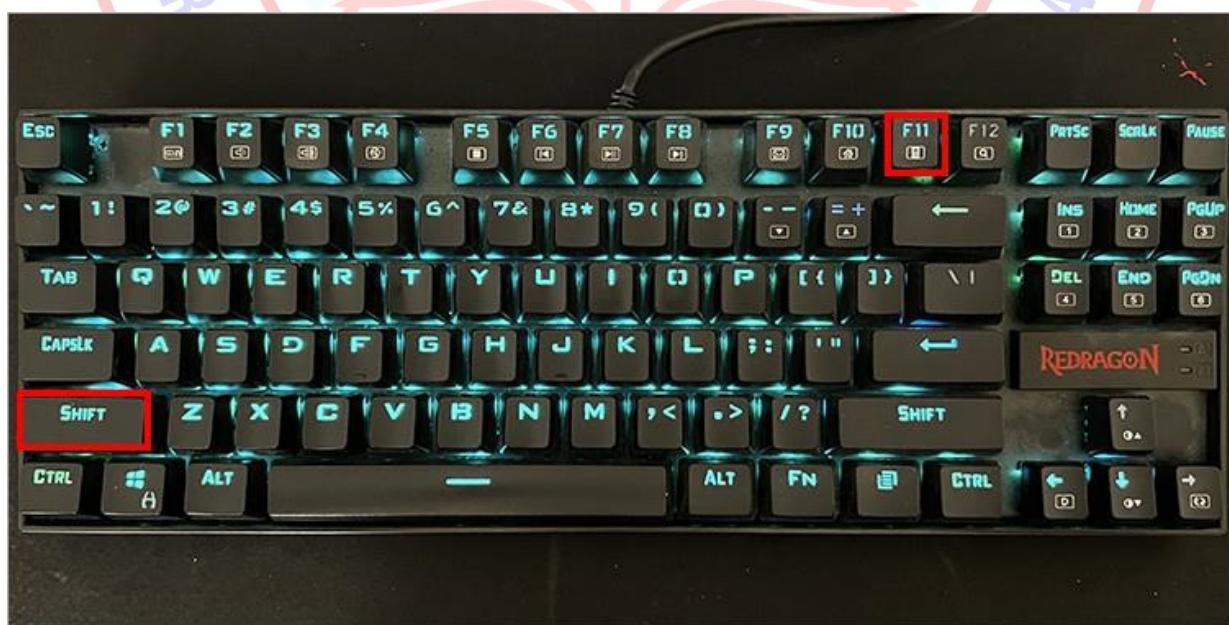


Then, select Worksheet on the next prompt and click OK. Unlike the above plus icon method, the newly created worksheets appear on the left side of the selected worksheet.



## Using the Shortcut Key

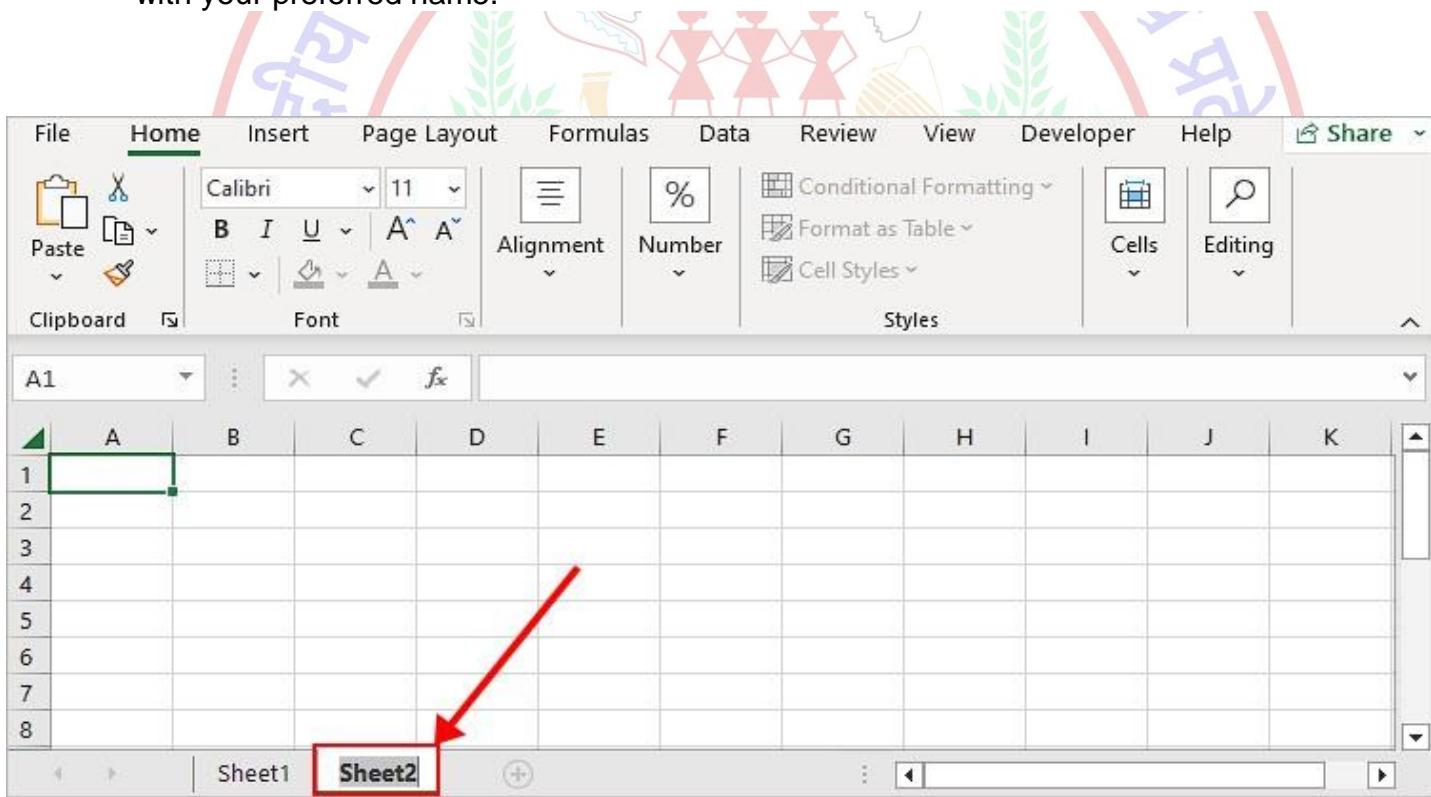
You can also use the shortcut key Shift + F11 to create a new blank worksheet. This will create the new worksheet on the left side of the selected worksheet.



## 2.1.2 Naming the Worksheets

By default, Excel names all the newly created sheets as Sheet with a number. For instance, Sheet1, Sheet2, Sheet3, and so forth.

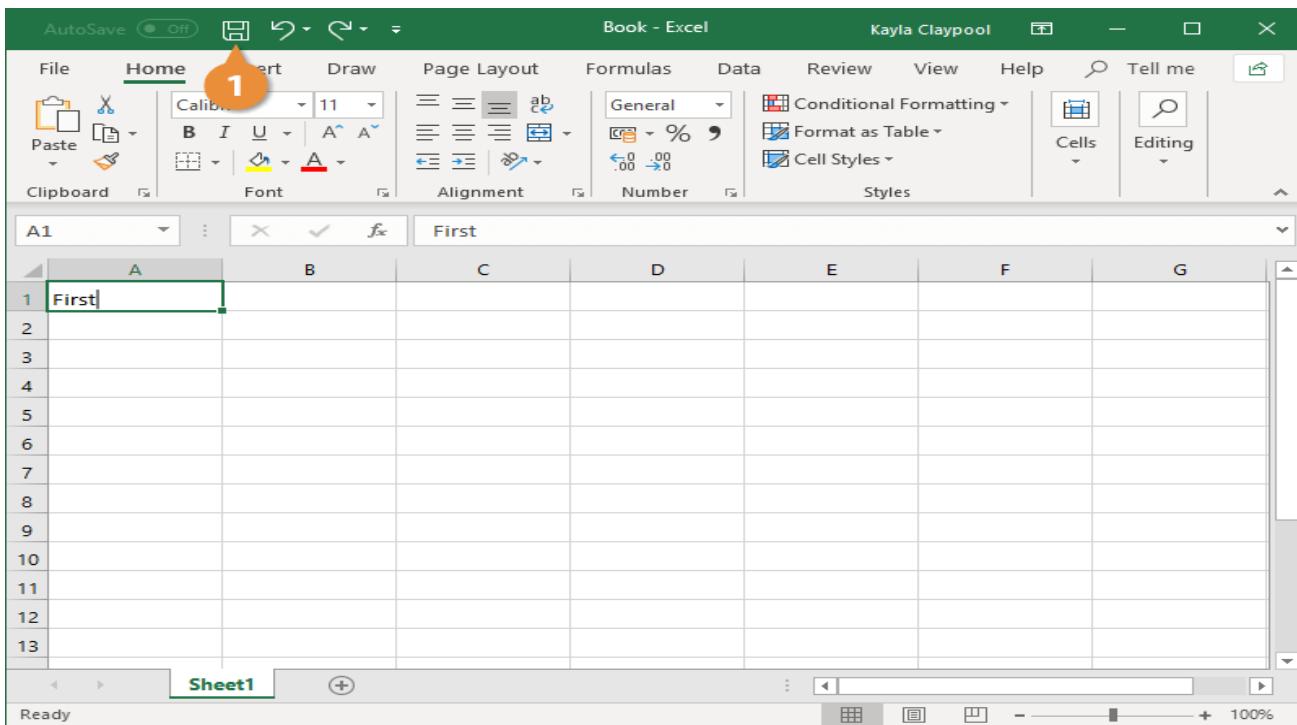
A better approach is to provide a relevant name for the sheets so that you can easily identify them. To rename a worksheet, double-click the sheet and replace the old name with your preferred name.



## 2.1.3 Saving a Workbook

Once you've created a new workbook, you'll need to save it if you want to use it again.

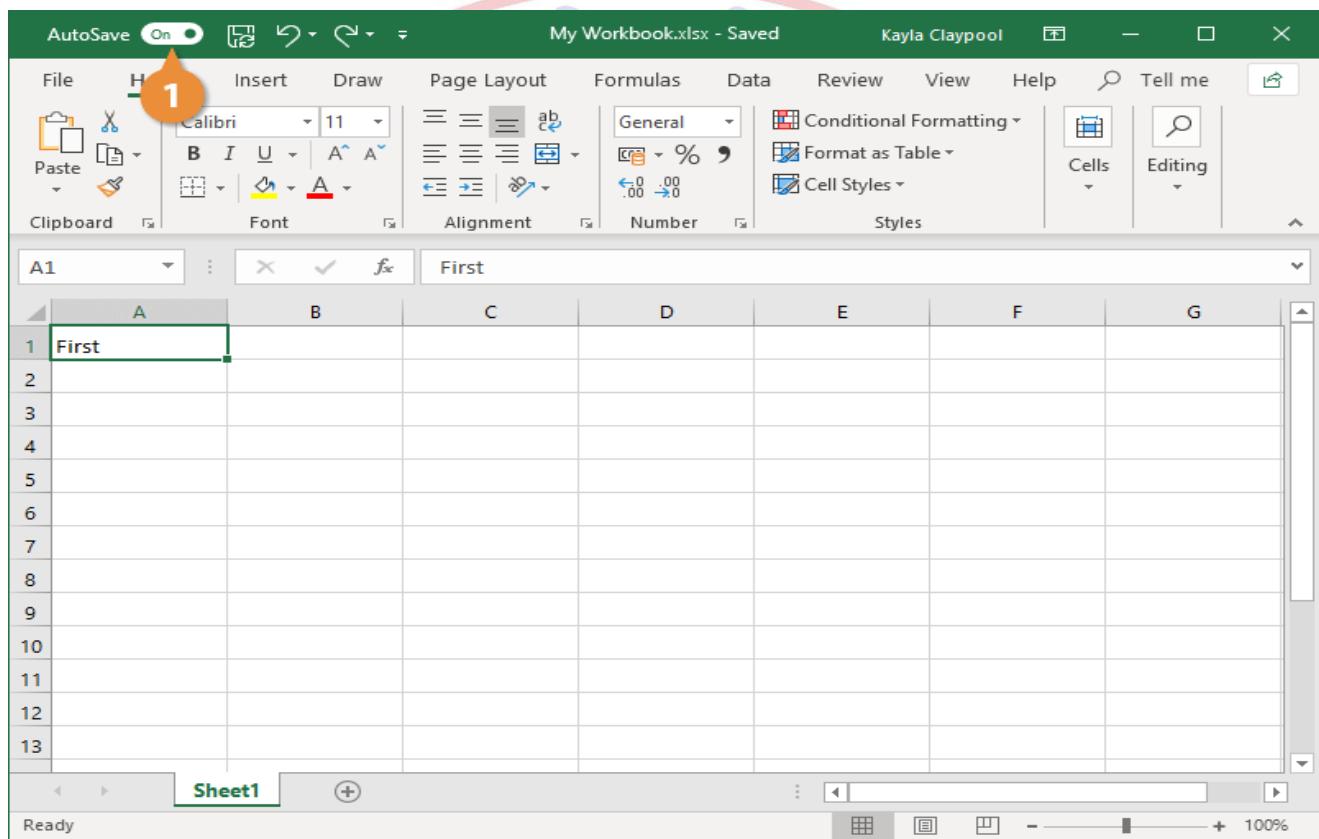
1. Click the Save button.



2. Press Ctrl + S to quickly save a workbook.
3. If this is the first time you've saved the workbook, the Save As screen will appear.
4. Choose where you want to save your file:
5. One Drive: Save to Microsoft's cloud-based storage so you can open the worksheet on another computer.
6. SharePoint: Save the workbook to a connected SharePoint server.
7. This PC: Save to the local storage on your computer.
8. Browse: Opens a dialog box, where you can browse through your computer's folders, drives, and network shares.
9. Enter a file name.
10. Click Save.
11. AutoSave Workbooks

12. If an Excel file is saved online, the AutoSave feature in the top-left is automatically turned on. However, this can be changed as needed.

13. Click the AutoSave toggle button to turn the feature on or off.



## 2.2 Excel data entry form

You may not know it, but Excel has a special form for entering data in a spreadsheet that makes the input process faster, more user-friendly and less error-prone, especially in large worksheets.

By typing data directly into cells. Sometimes, you scroll up to see the column headings and sometimes scroll to the right and then come back to the beginning of the table. With large data sets, there is a possibility to mix up something and enter information in a wrong cell.

To facilitate input, you can ask Excel to display one row of information in a handy dialog box. Here, you can accurately add new records as well as update and edit the existing

ones. You can also set up Data Validation to ensure that only the entries meeting certain criteria are accepted.

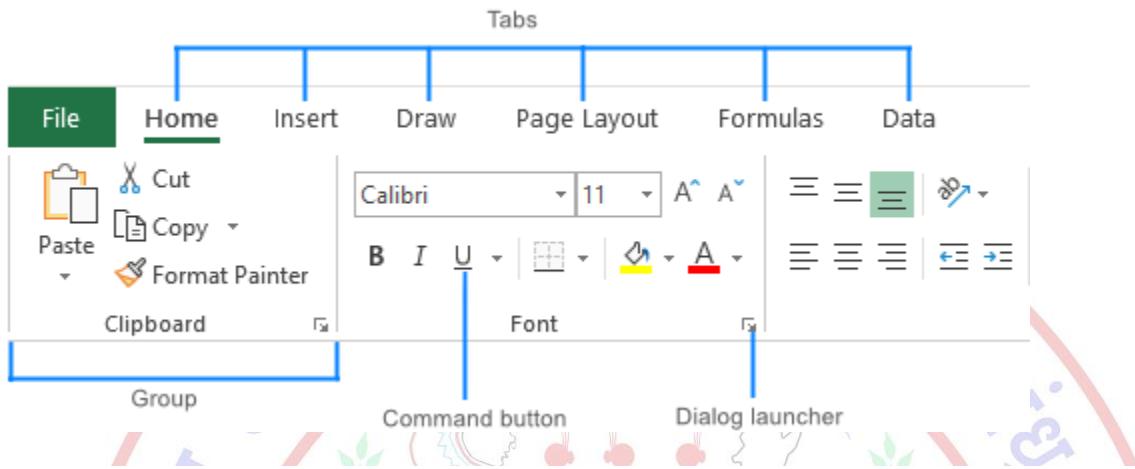
Data entry forms are supported in Excel 365, Excel 2019, Excel 2016, Excel 2010 and Excel 2007, but not available in Excel Online (Excel for the web).

Here's how Excel's Data Entry Form works:

The screenshot shows a portion of an Excel spreadsheet with data in columns A, B, C, and D. The first four rows contain data: Row 1 has headers 'Project', 'Department', 'Start date', and 'Budget'; Rows 2, 3, and 4 have data entries for 'Bigfoot', 'Planning', '8-Jan-21', '\$250,000'; 'Cascade', 'Design', '24-Mar-21', '\$370,000'; and 'Hornets', 'Testing', '4-Feb-21', '\$540,000' respectively. Below this is a data entry form window titled 'Sheet1'. The form has four text input fields labeled 'Project:', 'Department:', 'Start date:', and 'Budget:' from top to bottom. To the right of these fields are several buttons: 'New Record' (with 'New' button), 'Delete', 'Restore', 'Find Prev', 'Find Next', 'Criteria', and 'Close'. The 'New Record' section is highlighted with a light blue background.

## 2.3.1 How to format a cell in Excel

Using the title bar and tool bar you can formal your cell



## 2.3.2 How to create a reference in Excel

To make a cell reference on the same sheet, this is what you need to do:

1. Click the cell in which you want to enter the formula.
2. Type the equal sign (=).

Do one of the following:

Type the reference directly in the cell or in the formula bar, or

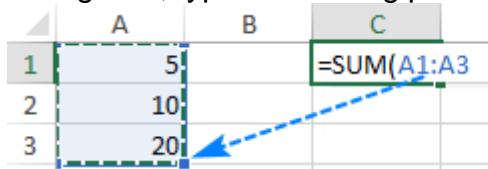
1. Click the cell you want to refer to.
2. Type the rest of the formula and press the Enter key to complete it.

For example, to add up the values in cells A1 and A2, you type the equal sign, click A1, type the plus sign, click A2 and press Enter:



3. To create a range reference, select a range of cells on the worksheet.

For example, to add up the values in cells A1, A2 and A3, type the equal sign followed by the name of the SUM function and the opening parenthesis, select the cells from A1 through A3, type the closing parenthesis, and press Enter:

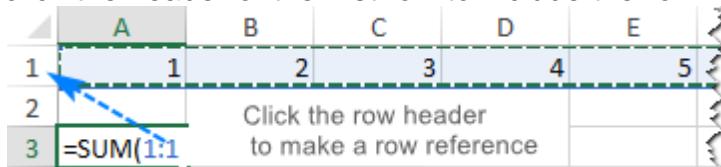


A screenshot of a Microsoft Excel spreadsheet. Row 1 contains cells A1 (5), B1 (10), and C1 (=SUM(A1:A3)). Row 2 contains cells A2 (10) and B2 (20). Row 3 contains cell A3 (20). A dashed blue arrow points from the text "Select a block of cells to make a range reference" to the cell C1, which contains the formula =SUM(A1:A3).

	A	B	C
1	5		=SUM(A1:A3)
2	10		
3	20		

To refer to the whole row or entire column, click the row number or the column letter, respectively.

For instance, to add up all the cells in row 1, start typing the SUM function, and then click the header of the first row to include the row reference in your formula:



A screenshot of a Microsoft Excel spreadsheet. Row 1 contains cells A1 (1), B1 (2), C1 (3), D1 (4), and E1 (5). A dashed blue arrow points from the text "Click the row header to make a row reference" to the row header of row 1 (the number 1).

	A	B	C	D	E
1	1	2	3	4	5
2					
3	=SUM(1:1)				

## 2.4 Working with graphs and charts

### Step 1: Fill the Excel sheet with data

Start by populating your Excel spreadsheet with the data you need.

You may import this data from different software, insert it manually, or copy and paste it.

For our example, let's say you're an owner of a movie theater in a small town, and you often screen older movies. You probably want to track the sales of your tickets to see which movie is a hit so you can screen it frequently.

Let's do that by comparing the ticket sales in January and February.

Here's what your data might look like:

The screenshot shows a Microsoft Excel spreadsheet titled "Movie Ticket Sales Tracking". The table has columns labeled A through G. Column A contains movie names, column B contains tickets sold in January, and column C contains tickets sold in February. Row 1 is a header row with bolded column titles. The data starts from row 2. Row 4 is highlighted in green.

	A	B	C	D	E	F	G
1	<b>Movie</b>	<b>Tickets Sold In Jan</b>	<b>Tickets Sold In Feb</b>				
2	Finding Nemo	100	60				
3	The Breakfast Club	30	35				
4	Sound Of Music	85	40				
5	The Godfather	60	80				
6	Modern Times	95	100				
7	The Lion King	65	70				
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Column A contains the movie names.

Column B contains tickets sold in January.

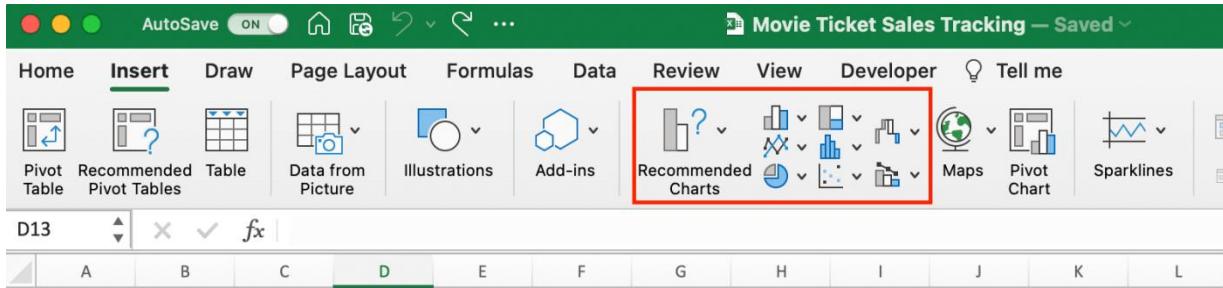
And column C contains tickets sold in February.

You can bold headings and center align your text for better readability.

## Step 2: Determine the Excel graph type you want

The type of graph you pick will depend on the data you have and the number of different parameters you want to track.

You'll find the different graph types under the Excel Insert tab, in the Excel Ribbon, arranged close to one another like this:



Note: The Excel Ribbon is where you can find the Home, Insert, and Draw tabs.

Here are some of the different Excel graph or chart type options you can choose from:

Line graph

Column graph or bar graph

Pie graph or chart

Combo chart

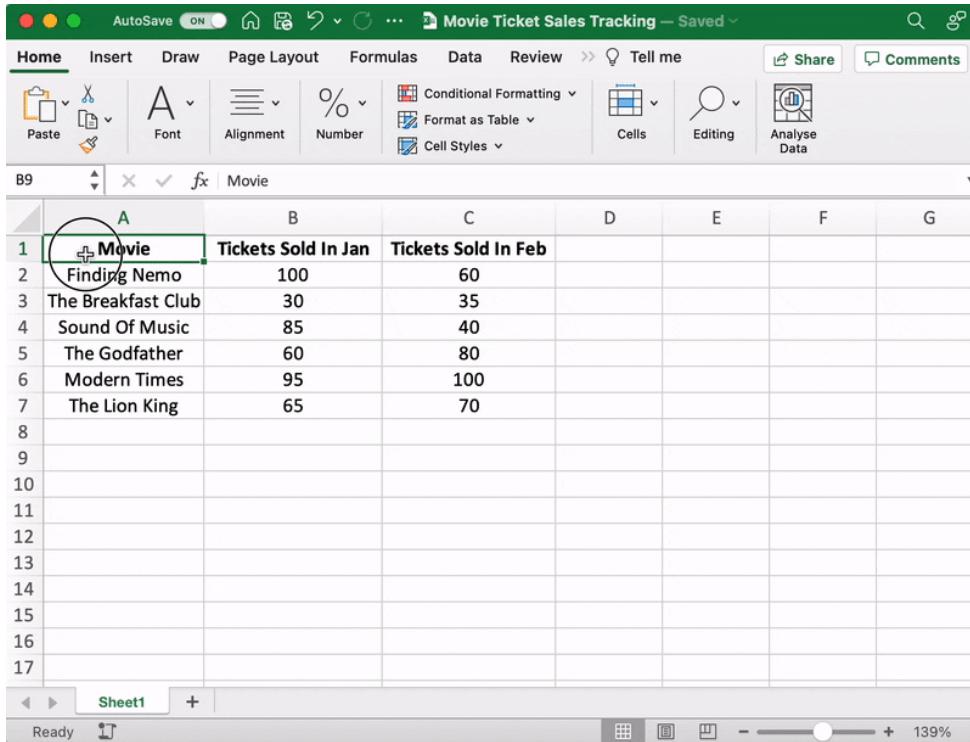
Area chart

Scatter plot chart

**Step 1:** select data to turn into a line graph

Click and drag from the top-left cell (A1) in your ticket sales data to the bottom-right cell (C7) to select. Don't forget to include column headers.

This will highlight all the data you want to display in your line graph.

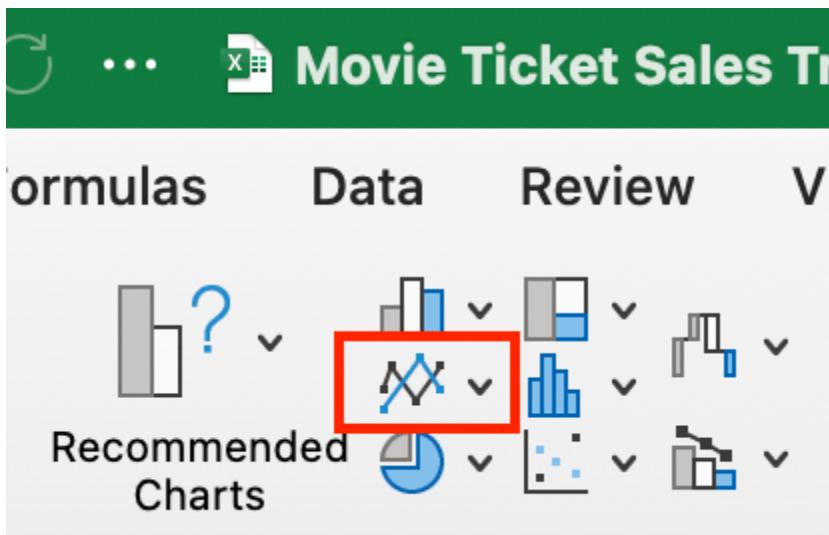


	A	B	C	D	E	F	G
1	+ Movie	Tickets Sold In Jan	Tickets Sold In Feb				
2	Finding Nemo	100	60				
3	The Breakfast Club	30	35				
4	Sound Of Music	85	40				
5	The Godfather	60	80				
6	Modern Times	95	100				
7	The Lion King	65	70				
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

## Step 2: insert line graph

Now that you've selected your data, it's time to add the line graph.

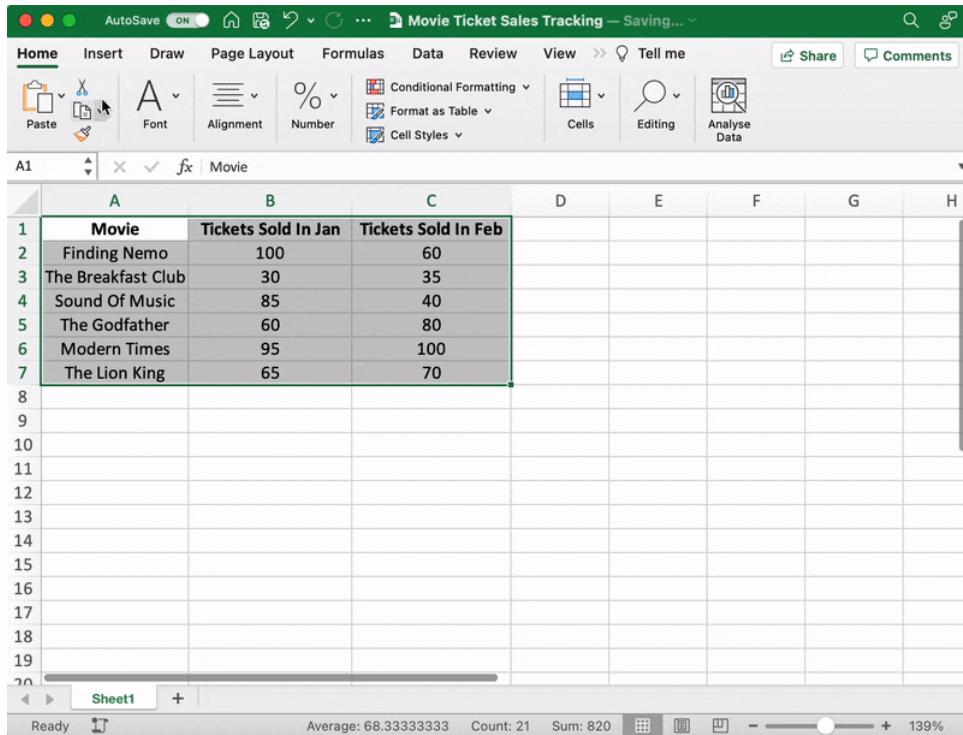
Look for the line graph icon under the Insert tab.



With the data selected, go to Insert > Line. Click on the icon, and a dropdown menu will appear to select the type of line chart you want.

For this example, we'll choose the fourth 2-D line graph (Line with Markers).

Excel will add your line graph representing your selected data series.



A screenshot of the Microsoft Excel application window titled "Movie Ticket Sales Tracking - Saving...". The ribbon menu is visible at the top, showing tabs like Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Tell me, Share, and Comments. The main area displays a table with data in columns A, B, and C. Column A contains movie names, column B contains "Tickets Sold In Jan" values, and column C contains "Tickets Sold In Feb" values. The table is highlighted with a green border. The status bar at the bottom shows "Ready", "Sheet1", and some statistical information: Average: 68.33333333, Count: 21, Sum: 820. The zoom level is set to 139%.

	A	B	C	D	E	F	G	H
1	Movie	Tickets Sold In Jan	Tickets Sold In Feb					
2	Finding Nemo	100	60					
3	The Breakfast Club	30	35					
4	Sound Of Music	85	40					
5	The Godfather	60	80					
6	Modern Times	95	100					
7	The Lion King	65	70					

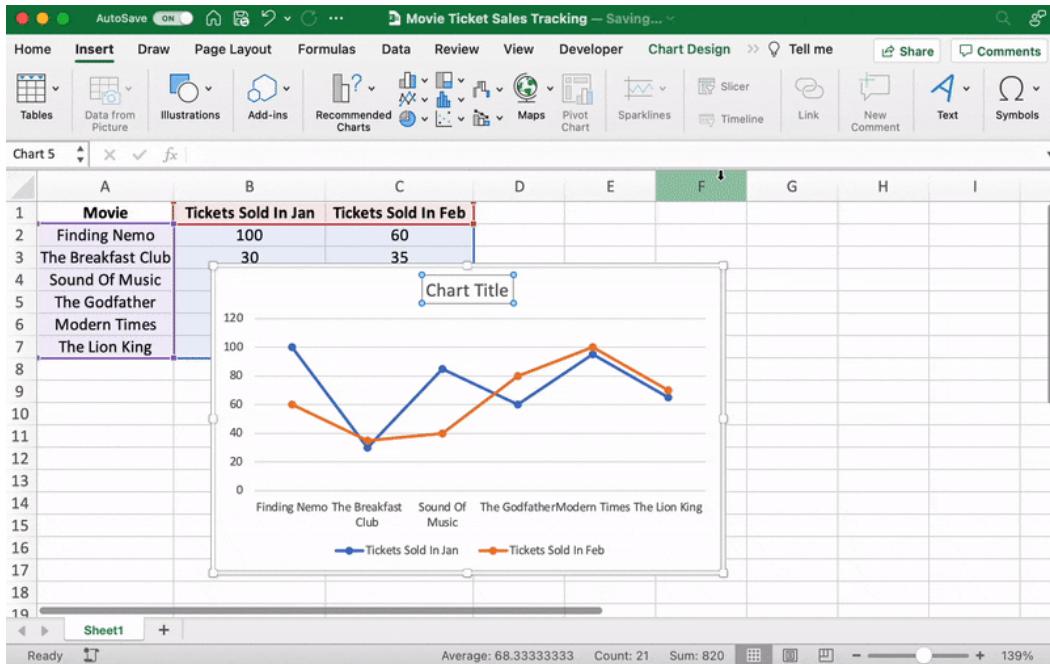
You'll then notice the names of the movies appear on the horizontal axis and the number of tickets sold on the vertical axis.

### Step 3: customize your line graph

After adding the line graph, you'll notice a new tab called Chart Design on your Excel Ribbon.

Select the Design tab to make the line graph your own by choosing the chart style you prefer.

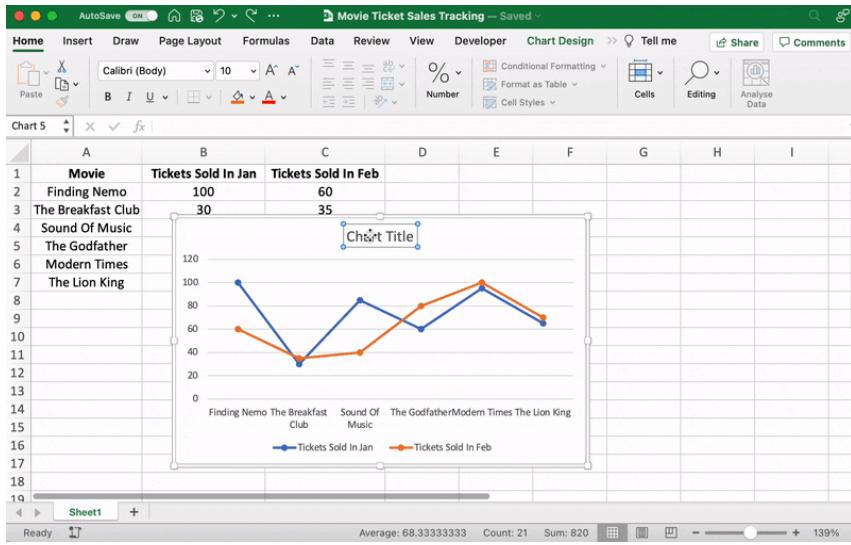




You can also change the graph's title.

Select the Chart Title > double click to name > type in the name you wish to call it. To save it, simply click anywhere outside the graph's title box or chart area.

We'll name our graph "Movie Ticket Sales."



Anything else you need to tweak?

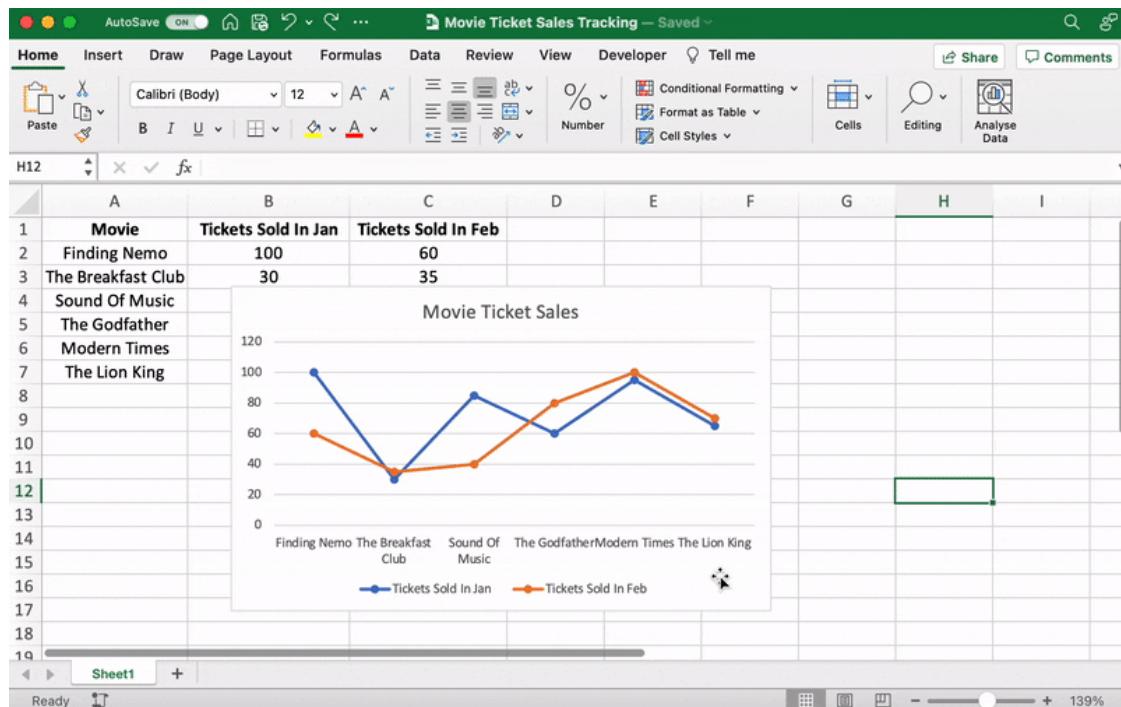
If you spot anything, now is the time to make those edits!

For example, here you can see *The Godfather* and *Modern Times* are smooshed together.

Let's give them some space.

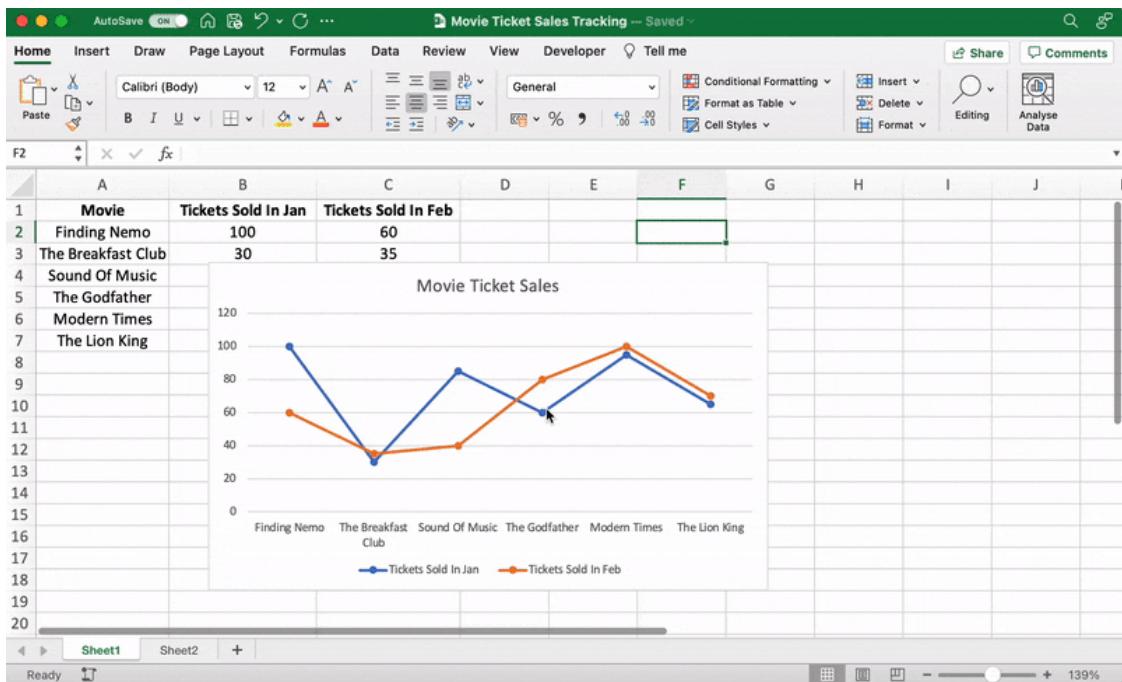
How?

Just drag any corner of the graph until it's how you desire.



These are just some examples. You can customize every chart element if you like including the Axis Labels (the color of the lines that represent each data point, etc.)

Just double click on any chart element to open a sidebar for formatting like this:



That's it! You've successfully created a line graph in Excel!

Now, let's learn how to make a bar graph. □

## 3 Steps To Create a Bar Graph in Excel

Any Excel graph or Excel chart begins with a populated sheet.

We've already done this, so copy and paste the movie ticket sales data to a new sheet tab in the same Excel workbook.

**Step 1:** Select data to turn into a bar graph

Like step 1 for the line graph, you need to select the data you wish to turn into a bar graph.

Drag from cell A1 to C7 to highlight the data.

	A	B	C	D	E	F	G	H	I	J
1	Movie	Tickets Sold In Jan	Tickets Sold In Feb							
2	Finding Nemo	100	60							
3	The Breakfast Club	30	35							
4	Sound Of Music	85	40							
5	The Godfather	60	80							
6	Modern Times	95	100							
7	The Lion King	65	70							
8										
9										
10										
11										
12										
13										
14										
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17										
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19										

Select destination and press ENTER or choose Paste

## Step 2: Insert bar graph

Highlight your data, go to the Insert tab, and click on the Column chart or graph icon. A dropdown menu should appear.

Select Clustered Bar under the 2-D bar options.

Note: you can choose a different type of bar chart option like a 3D clustered column or 2D stacked bar, etc.

As soon as you click on the bar graph option, it'll be added to your Excel sheet.

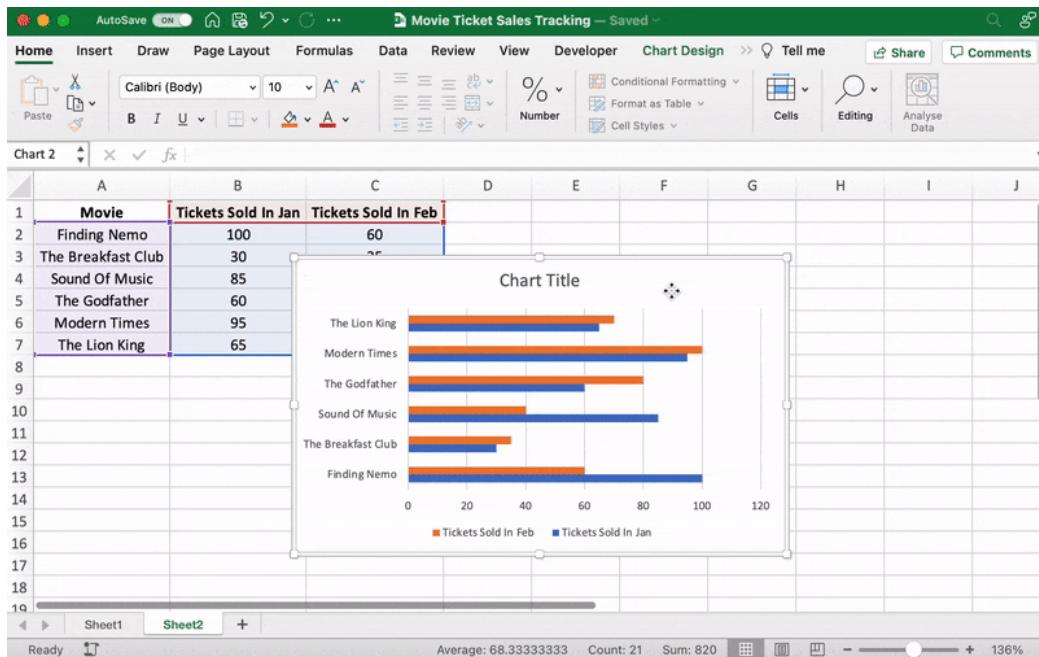
	A	B	C	D	E	F	G	H	I	J
1	Movie	Tickets Sold In Jan	Tickets Sold In Feb							
2	Finding Nemo	100	60							
3	The Breakfast Club	30	35							
4	Sound Of Music	85	40							
5	The Godfather	60	80							
6	Modern Times	95	100							
7	The Lion King	65	70							
8										
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10										
11										
12										
13										
14										
15										
16										
17										
18										
19										

Average: 68.33333333 Count: 21 Sum: 820

## □ Step 3: customize your Excel bar graph

Now, you can go to the Chart Design tab in the Excel Ribbon to personalize it.

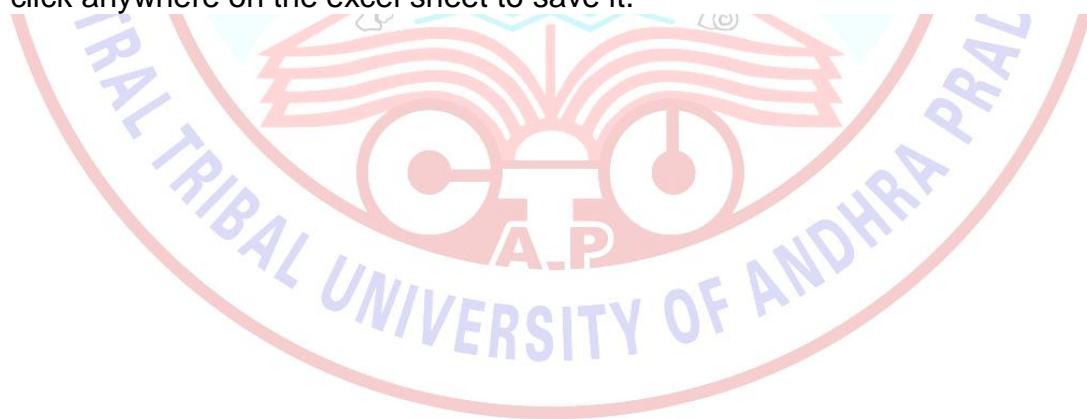
Click on the Design tab to apply a bar style you prefer from the many options.

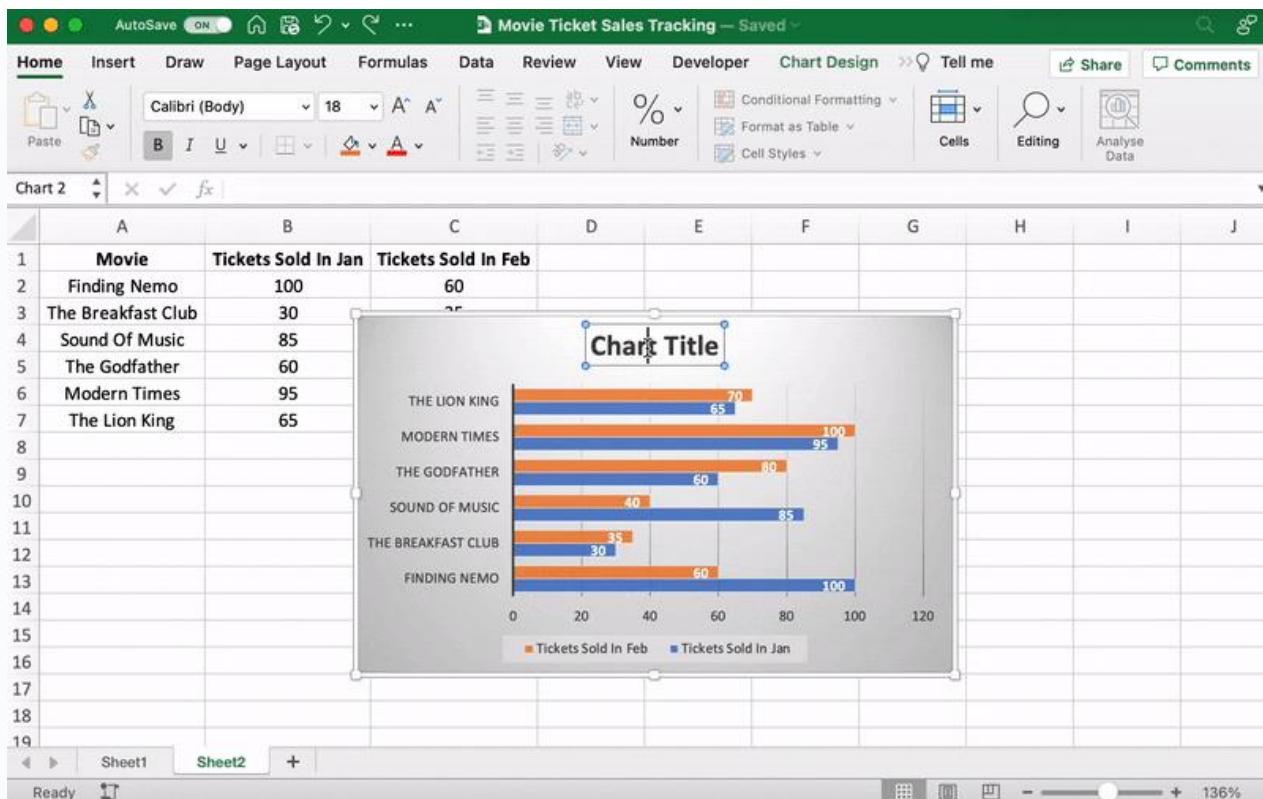


You know the next step! Change the bar graph's title.

Select the Excel Chart Title > double click on the title box > type in "Movie Ticket Sales."

Then click anywhere on the excel sheet to save it.





## 2.5 How to make a simple Excel formula by using constants and operators

In Microsoft Excel formulas, **constants** are numbers, dates or text values that you enter directly in a formula. To create a simple Excel formula using constants, just do the following:

- Select a cell where you want to output the result.
- Type the equal symbol (=), and then type the equation you want to calculate.
- Press the Enter key to complete your formula. Done!

Here is an example of a simple [subtraction formula](#) in Excel:

=100-50

### 2.5.1 How to write formulas in Excel using cell references

Instead of entering values directly in your Excel formula, you can **refer to the cells**, containing those values.

For example, if you want to subtract a value in cell B2 from the value in cell A2, you write the following subtraction formula:  $=A2-B2$

A screenshot of Microsoft Excel showing a subtraction formula. The formula bar at the top shows  $=A2-B2$ . Below it, a table has columns labeled A, B, and C. Row 1 contains "Revenue", "Expenses", and "Net income". Row 2 contains "\$1,000", "\$300", and "\$700". The cell A2 is highlighted with a green border. An orange arrow points from the formula bar down to the cell A2.

	A	B	C
1	Revenue	Expenses	Net income
2	\$1,000	\$300	\$700

When making such a formula, you can type the cell references directly in the formula, or **click the cell** and Excel will insert a corresponding cell reference in your formula. To add **range reference**, select the range of cells in the sheet.

A screenshot of Microsoft Excel showing a cell reference being added by clicking. The formula bar shows  $=A2$ . Below it, a table has columns labeled A, B, and C. Row 1 contains "Revenue", "Expenses", and "Net income". Row 2 contains "\$1,000", "\$300", and "\$700". The cell A2 is selected and highlighted with a dashed blue border. A blue arrow points from the formula bar to the cell A2. A tooltip says: "To add a cell reference to the formula, click the cell."

	A	B	C
1	Revenue	Expenses	Net income
2	\$1,000	\$300	\$700

**Note.** By default, Excel adds relative cell references. To switch to another [reference type](#), press the F4 key.

A big advantage of using cell references in Excel formulas is that whenever you change a value in the referred cell, the **formula recalculates automatically** without you having to manually update all the calculations and formulas on your spreadsheet.

## 2.5.2 How to create an Excel formula by using defined names

To take a step further, you can create a name for a certain cell or a range of cells, and then refer to that cell(s) in your Excel formulas by simply typing the name.

The fastest way to create a name in Excel, is to select a cell(s) and type the name directly in the *Name Box*. For example, this is how you create a name for cell A2:

A screenshot of Microsoft Excel showing a name being typed into the Name Box. A blue arrow points from the text "Type the name in the Name Box." to the Name Box. The Name Box contains the text "revenue". Below it, a table has columns labeled A, B, and C. Row 1 contains "Revenue", "Expenses", and "Net income". Row 2 contains "\$1,000", "\$300", and "\$700". The cell A2 is selected and highlighted with a green border. An orange arrow points from the Name Box down to the cell A2.

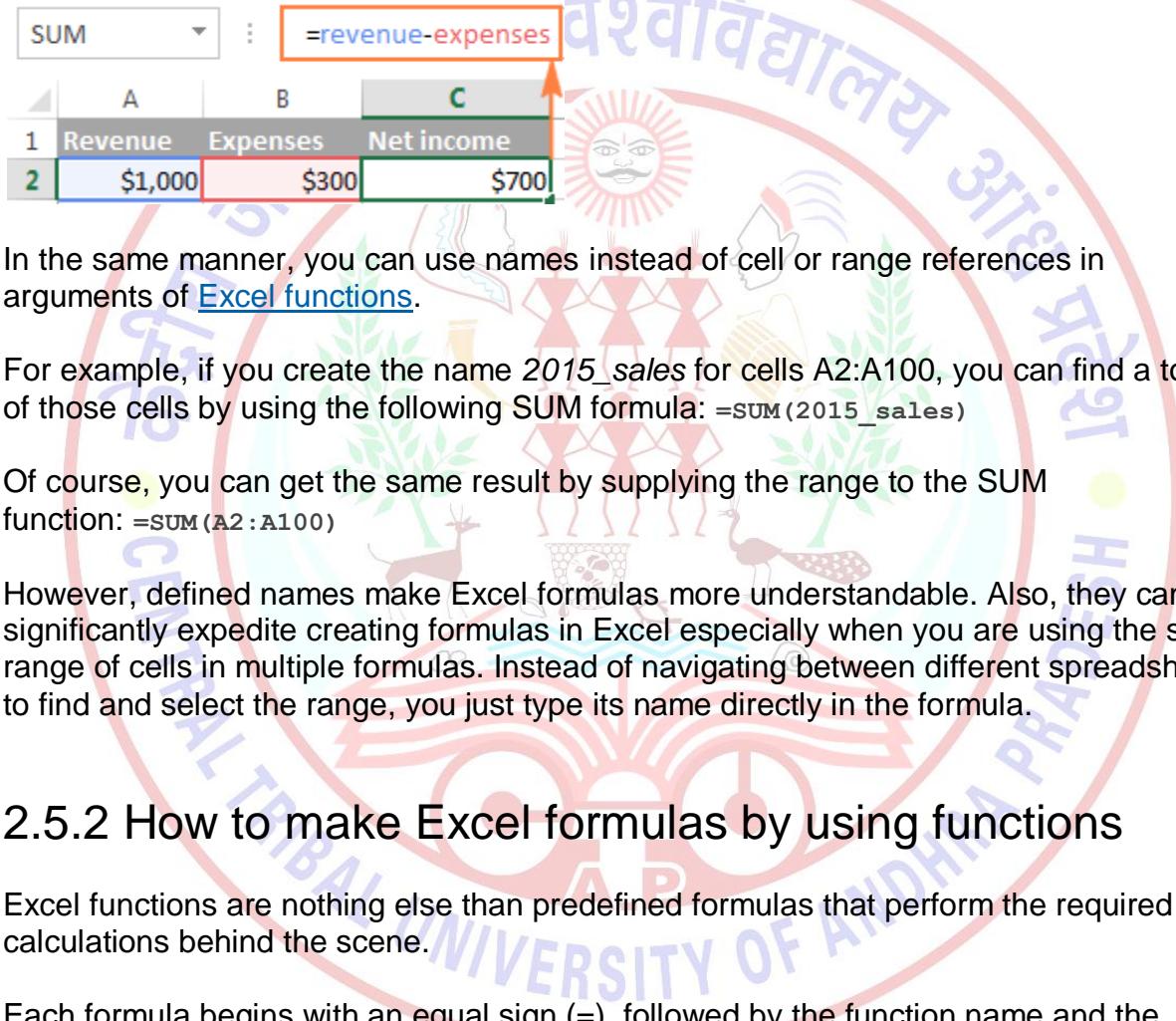
	A	B	C
1	Revenue	Expenses	Net income
2	\$1,000	\$300	\$700

A professional-like way to define a name is via the *Formulas* tab > *Defined names* group or **Ctrl+F3** shortcut. For the details steps, please see [creating a defined name in Excel](#).

In this example, I've created the following 2 names:

- *revenue* for cell A2
- *expenses* for cell B2

And now, to calculate the net income, you can type the following formula in any cell on any sheet within the workbook in which those names were created: `=revenue-expenses`



SUM		
		=revenue-expenses
A	B	C
1 Revenue	Expenses	Net income
2 \$1,000	\$300	\$700

In the same manner, you can use names instead of cell or range references in arguments of [Excel functions](#).

For example, if you create the name `2015_sales` for cells A2:A100, you can find a total of those cells by using the following SUM formula: `=SUM(2015_sales)`

Of course, you can get the same result by supplying the range to the SUM function: `=SUM(A2:A100)`

However, defined names make Excel formulas more understandable. Also, they can significantly expedite creating formulas in Excel especially when you are using the same range of cells in multiple formulas. Instead of navigating between different spreadsheets to find and select the range, you just type its name directly in the formula.

## 2.5.2 How to make Excel formulas by using functions

Excel functions are nothing else than predefined formulas that perform the required calculations behind the scene.

Each formula begins with an equal sign (=), followed by the function name and the function arguments entered within the parentheses. Each function has specific arguments and syntax (particular order of arguments).

For more information, please see a list of [the most popular Excel functions](#) with formula examples and screenshots.

In your Excel spreadsheets, you can create a function-based formula in 2 ways:

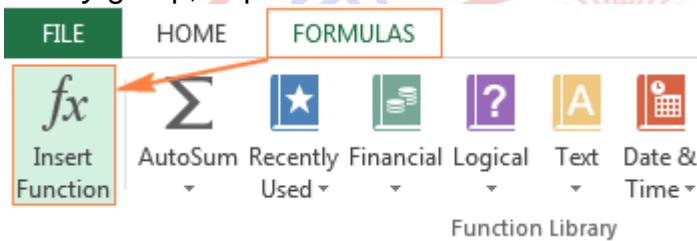
- [Using the Formula Wizard](#)
- [Writing a formula yourself in a cell or formula bar](#)

Create a formula in Excel by using the Function Wizard

If you do not feel very comfortable with Excel spreadsheet formulas yet, the *Insert Function* wizard will give you a helpful hand.

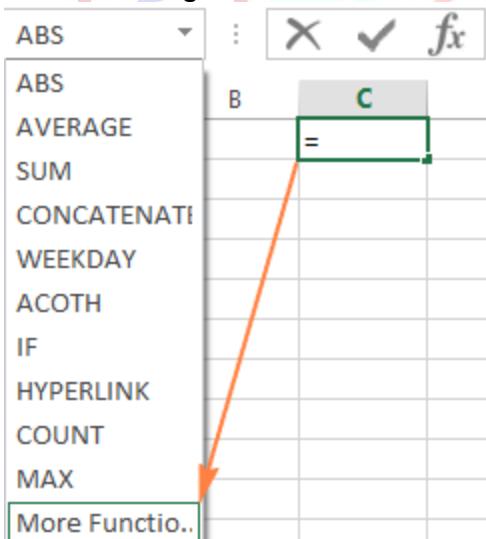
#### 1. Run the function wizard.

To run the wizard, click the **Insert Function** button on the **Formulas** tab > **Function Library** group, or pick a function from one of the categories:



Alternatively, you can click the **Insert Function** button to the left of the formula bar.

Or, type the equal sign (=) in a cell and pick a function from the drop-down menu to the left of the formula bar. By default, the drop-down menu displays 10 most recently used functions, to get to the full list, click **More Functions...**



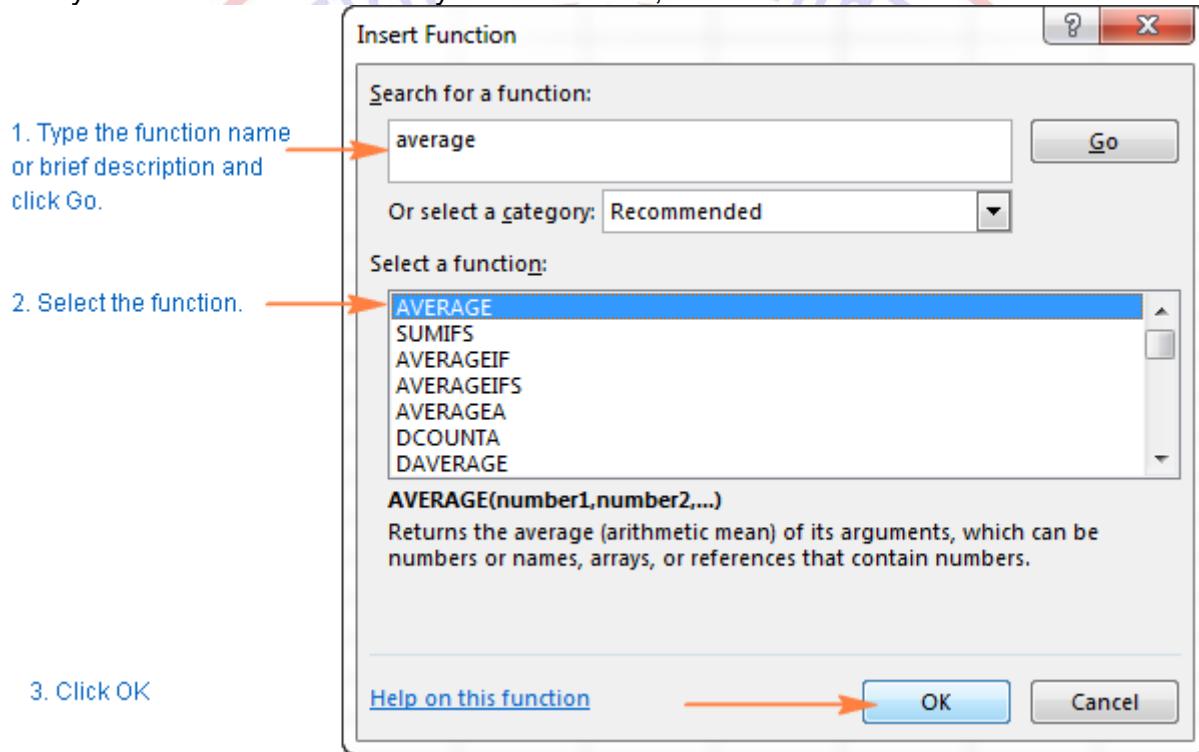
#### 2. Find the function you want to use.

When the *Insert Function* wizard appears, you do the following:

- If you know the function name, type it in the **Search for a function** field and click **Go**.
- If you are not sure exactly what function you need to use, type a very brief description of the task you want to solve in the **Search for a function** field, and click **Go**. For example, you can type something like this: "sum cells", or "count empty cells".
- If you know what category the function belongs to, click the small black arrow next to **Select a category** and choose one of the 13 categories listed there. The functions belonging to the selected category will appear in the **Select a function**

You can read a short description of the selected function right under the **Select a function** box. If you need further details regarding that function, click the *Help on this function* link near the bottom of the dialog box.

Once you've found the function you wish to use, select it and click **OK**.



3. Specify the function arguments.

In the second step of the Excel function wizard, you are to specify the function's arguments. Good news is that no knowledge of the function's syntax is required. You just enter the cell or range references in the arguments' boxes and the wizard will take care of the rest.

To **enter an argument**, you can either type a cell reference or range directly into the box. Alternatively, click the range selection icon next to the argument (or simply put the cursor into the argument's box), and then select a cell or a range of cells in the worksheet using the mouse. While doing this, the function wizard will shrink to a narrow

range selection window. When you release the mouse button, the dialog box will be restored to its full size.

A short explanation for the currently selected argument is displayed right under the function's description. For more details, click the *Help on this function* link near the bottom.

The screenshot illustrates the 'Function Arguments' dialog box for the AVERAGE function. At the top, there are two small preview windows showing a portion of an Excel spreadsheet. The left window shows a table with columns 'Item' and 'Sales' for the years 2014 and 2015. The right window shows a similar table for the year 2015. Arrows point from the 'Number1' and 'Number2' fields in the dialog to these preview windows, indicating the source ranges for those arguments.

**Function Arguments**

**AVERAGE**

**Number1** '2014'!B2:B5  
= {750;470;590;550}

**Number2** '2015'!B2:B5  
= {870;520;610;590}

**Number3**

= 618.75

Returns the average (arithmetic mean) of its arguments, which can be numbers or names, arrays, or references that contain numbers.

**Number2:** number1,number2,... are 1 to 255 numeric arguments for which you want the average.

Formula result = 618.75

[Help on this function](#)

OK Cancel

Excel functions allow you to perform calculations with cell residing on the same worksheet, different sheets and even different workbooks. In this example, we are calculating the average of sales for 2014 and 2015 years located in two different spreadsheets, which is why the range references in the above screenshot include the sheet names. Find more about [how to reference another sheet or workbook in Excel](#).

As soon as you've specified an argument, the value or array of values in the selected cell(s) will be displayed right to the argument's box.

#### 4. Complete the formula.

When you have specified all the arguments, click the OK button (or just press the Enter key), and the completed formula is entered into the cell.

A screenshot of an Excel spreadsheet. The formula bar at the top shows the formula =AVERAGE('2014'!B2:B5,'2015'!B2:B5). Below the formula bar, cell B1 contains the value 618.75. The cell B1 is highlighted with a green border. An orange arrow points from the formula bar down to the cell B1.

Write a formula directly in a cell or formula bar

As you've just seen, creating a formula in Excel by using the function wizard is easy, thought it's quite a long multi-step process. When you have some experience with Excel formulas, you might like a faster way - typing a function directly into a cell or formula bar.

As usual, you start by typing the equal sign (=) followed by the function name. As you do this, Excel will perform some kind of incremental search and display a list of functions that match the part of the function's name you've already typed:

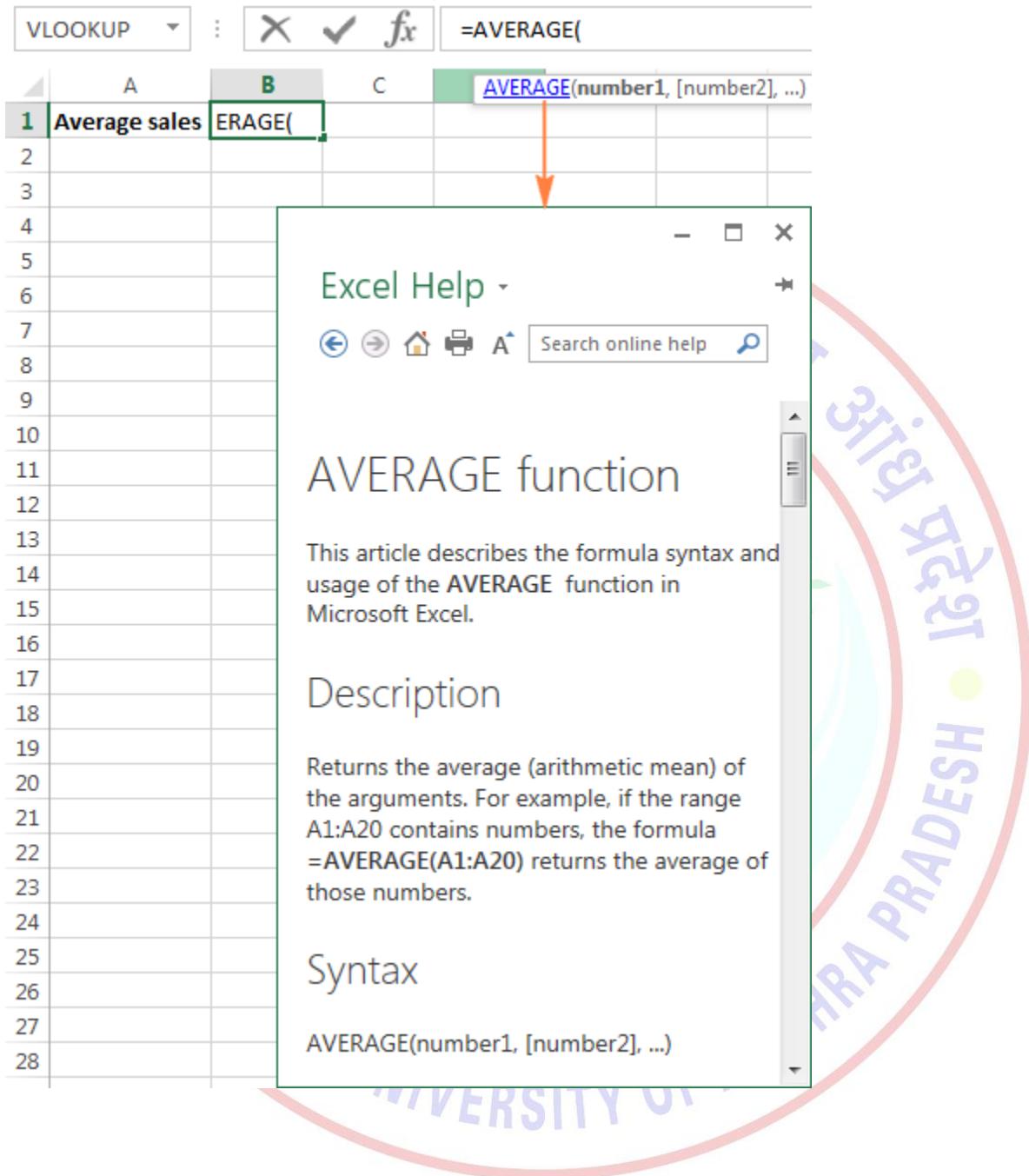
A screenshot of an Excel spreadsheet. The formula bar shows the partial formula =ave. A dropdown menu is open, listing several functions: AVEDEV, AVERAGE, AVERAGEA, AVERAGEIF, and AVERAGEIFS. The AVERAGE function is highlighted with a blue background. An orange arrow points from the formula bar down to the dropdown menu.

So, you can either finish typing the function name on your own or select from the displayed list. Either way, as soon as you type an opening parenthesis, Excel will show the **function screen tip** highlighting the argument you need to enter next. You can type the argument in the formula manually, or click a cell (select a range) in the sheet and have a corresponding cell or range reference added to the argument.

A screenshot of an Excel spreadsheet. The formula bar shows the formula =AVERAGE('2014'!B2:B5, '2015'!B2:B5). A function screen tip is displayed above the formula bar, showing the syntax AVERAGE(number1, [number2], [number3], ...). In the spreadsheet below, the range B2:B5 is selected. A dashed blue arrow points from the number1 position in the function screen tip to the selected range B2:B5 in the spreadsheet. Another dashed blue arrow points from the [number2] position to the cell B2, which contains the value \$870.

After you've input the last argument, type the closing parenthesis and hit Enter to complete the formula.

**Tip.** If you are not quite familiar with the function's syntax, click the function name and the **Excel Help topic** will pop-up right away.



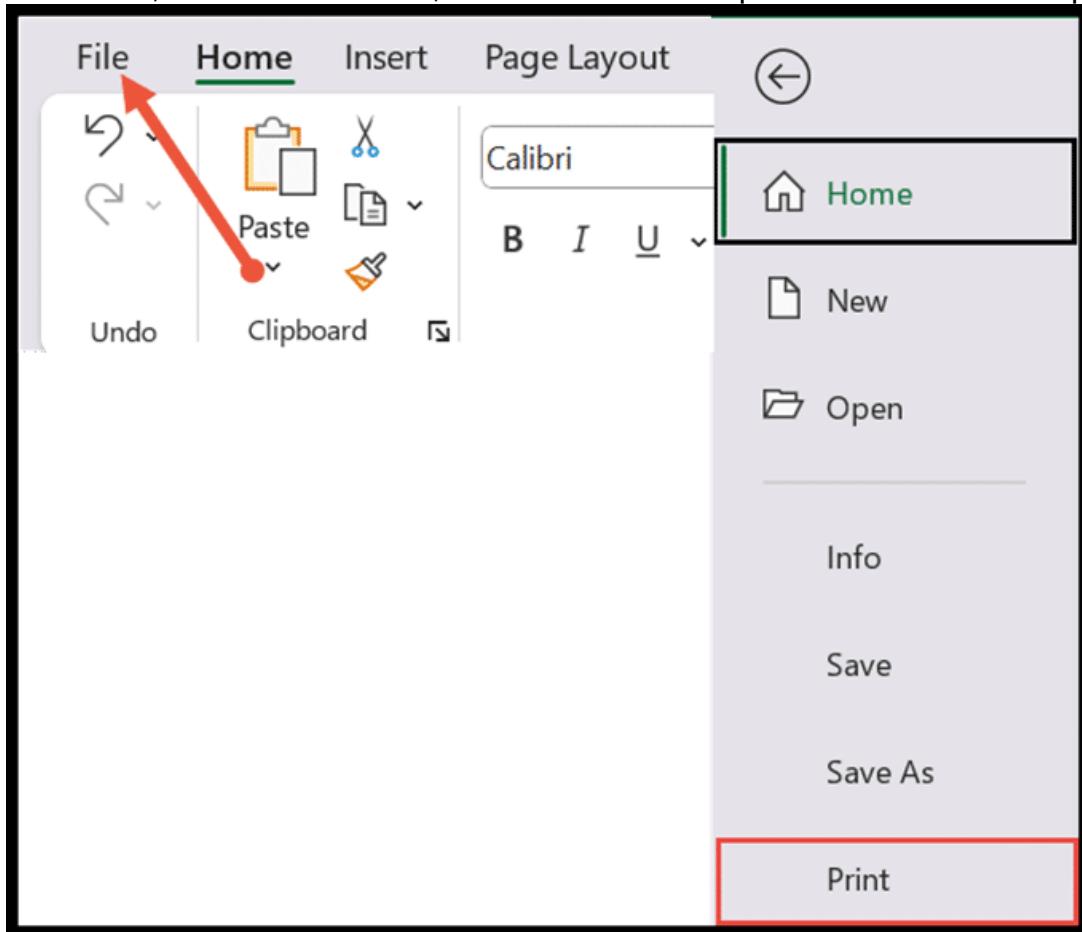
## 2.6 Steps to Show Print Preview

### From File Tab

- First, you need to select the entire data that you want to print.

	A	B	C	D	E	F	G	H
1								
2		<b>Monthly Sales Data</b>						
3	Name	January	February	March	April	May	June	
4	Peter	8580	7815	2546	3284	2669	5090	
5	Sherain	8715	8190	4567	3114	3452	7865	
6	Thames	8830	9318	8231	4568	2911	3312	
7	Harry	7620	7779	2551	2045	2796	7892	
8	John	8950	8531	4567	3102	2669	8765	
9	David	7798	9150	7865	6578	3319	4357	
10	Anthony	8156	8360	8090	9200	9763	6543	
11								

- After that, click on the file tab, and from the list of options select the Print option.

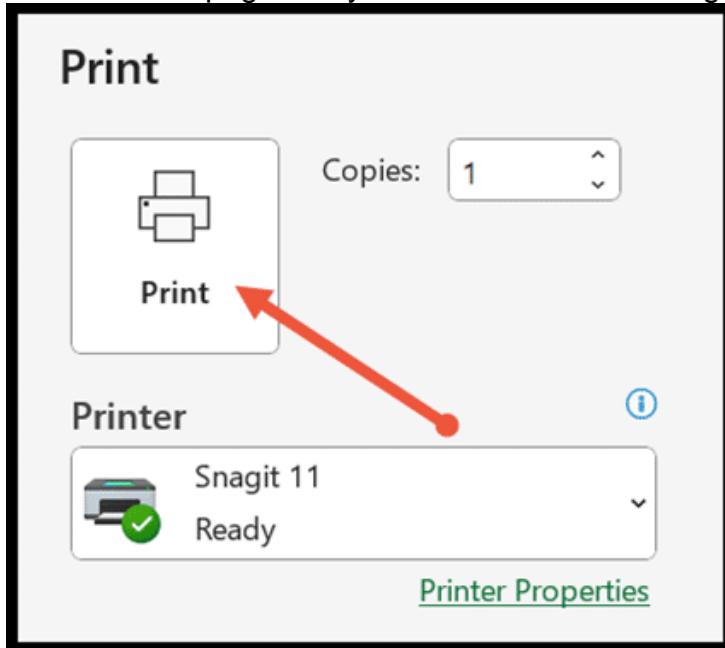


## Using a Keyboard Shortcut

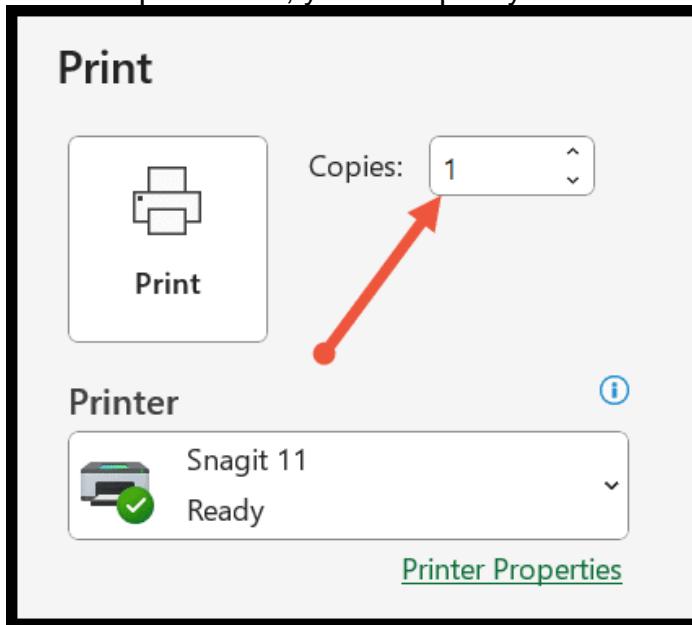
You can also print the data by pressing the keyboard shortcut keys that are CTRL +P. Once you press these keys, then it will directly open the print preview page.

### Page Settings

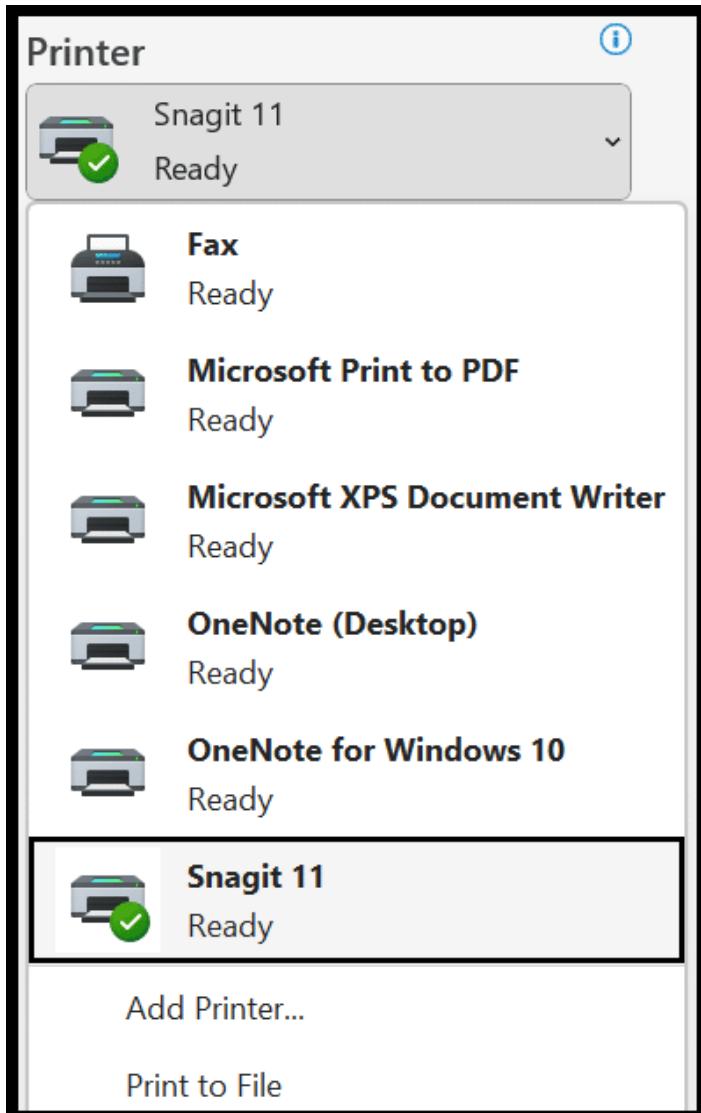
- Print Button: It is on the top left side of the page. And when you click, it will print out the page that you have shown on the right side.



- Copies: Here, you can specify the number of copies that you want to print.

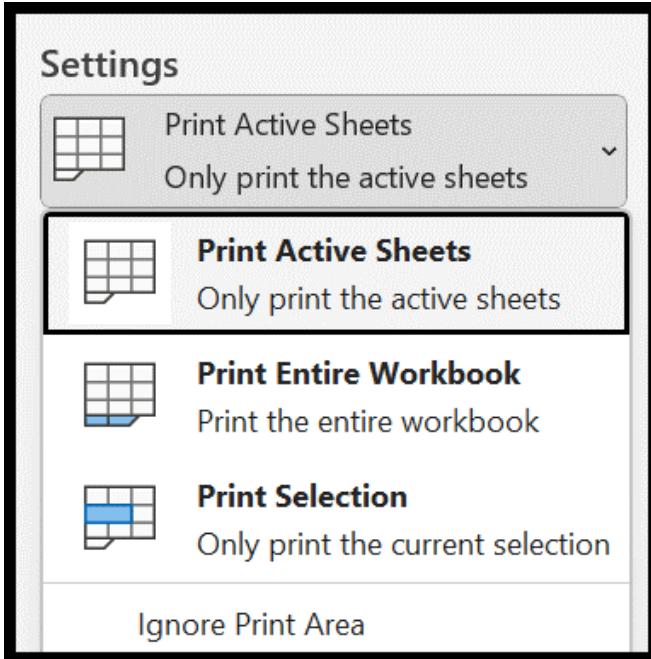


- Printer: Select the printer and give the command to print the page. If the printer is not available in the list, then add it first.

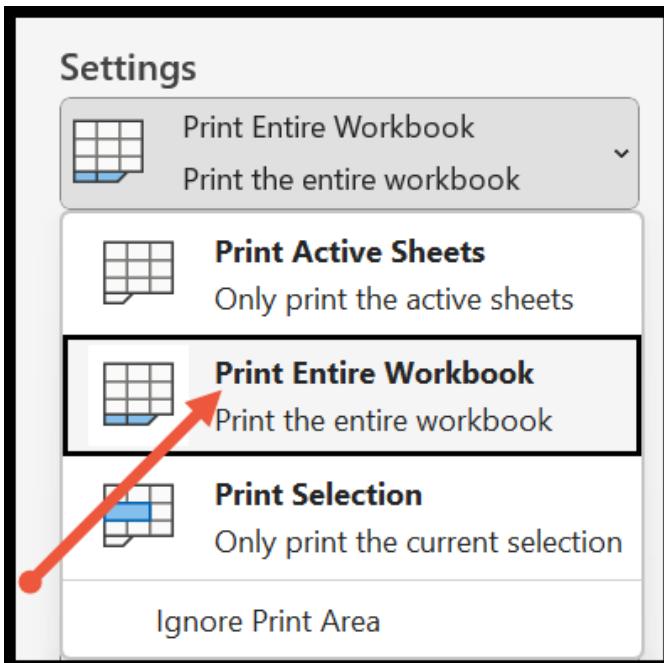


- Print Range Drop-down

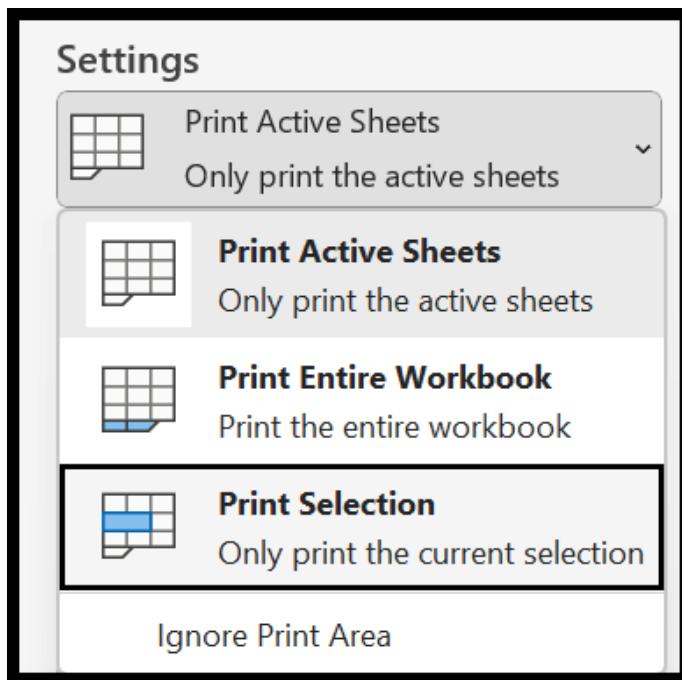
Active Sheet: To print an active sheet, select the print active sheets from the print range drop-down and then click print.



**Print Entire Workbook:** You have the option to print multiple worksheets altogether from a single workbook. And for this, you need to select the print entire workbook as you see below.



**Print Selection:** This option is specially used when you want to print a specific range of cells instead of an entire sheet. For print selection, you need to select the cells first and then click on the print selection from the drop-down.



- Page Orientation

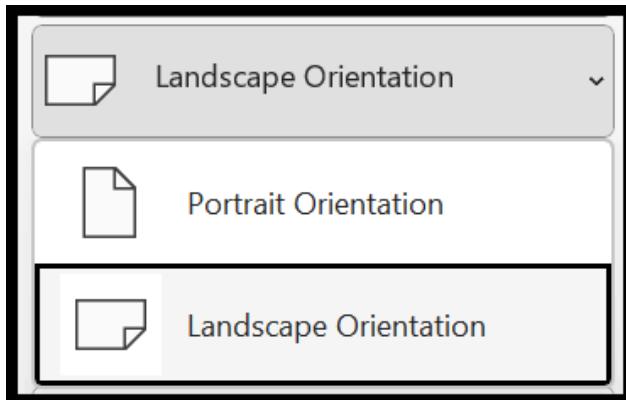
**Portrait Orientation:** When you have data with more rows in the worksheet, then select portrait orientation as it will help you to fit all the rows on a single page.

The screenshot shows the 'Print' dialog box with the following settings:

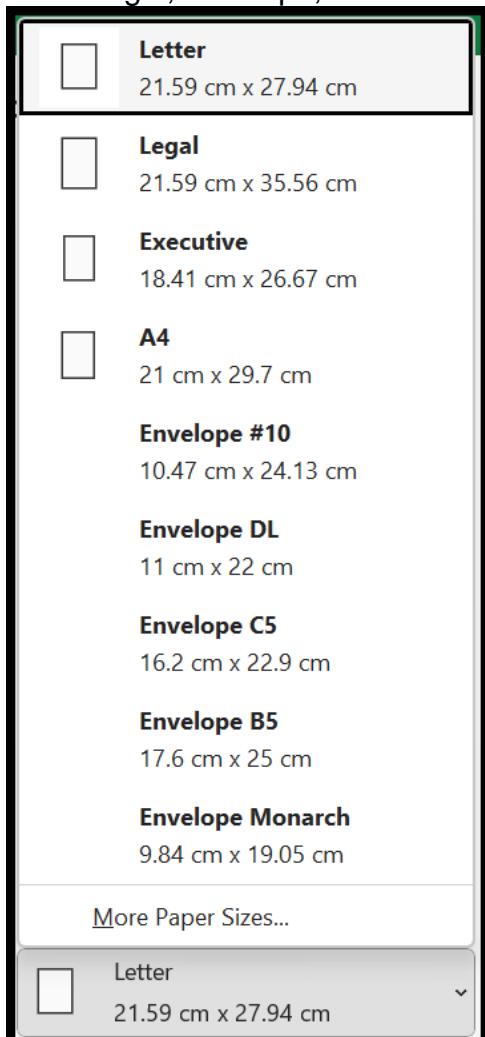
- Copies: 1
- Print button
- Printer: Snagit 11 Ready
- Printer Properties link
- Settings section:
  - Print Active Sheets: Only print the active sheets
  - Pages: [ ] to [ ]
  - Collated: 1,2,3 1,2,3
  - Portrait Orientation: Selected (highlighted)
  - Landscape Orientation

To the right is a preview window titled 'Monthly Sales Data' showing a table of sales data in portrait orientation. The table has columns for Name, January, February, March, April, May, and June. The data includes names like Peter, Shera, Thame, Harry, John, David, and Anthony, with corresponding sales figures for each month.

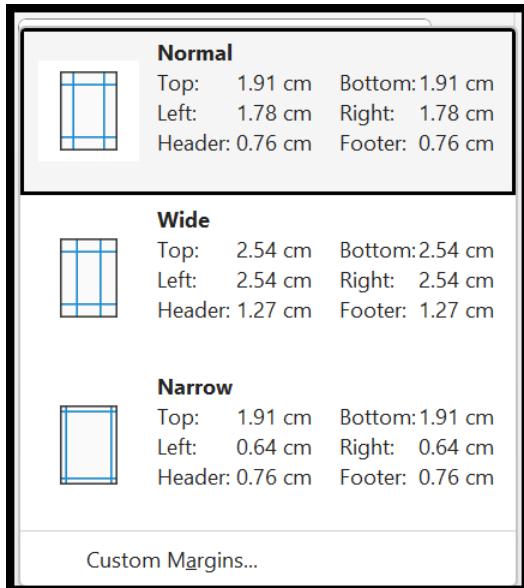
**Landscape Orientation:** Just like more rows, the landscape orientation will help you to fit a large number of columns on a single page.



- **Paper Size:** The next thing after selecting the page orientation is to select the size of the paper. It is in centimeters and of various forms like letters, A4 sheets, legal, envelope, and so on.



- **Margins:** It helps to set the margins of the sheet and the data from the top, bottom, left, right, header, and footer also. It divides into three categories normal, wide, and narrow and you can also customize it as per your need.

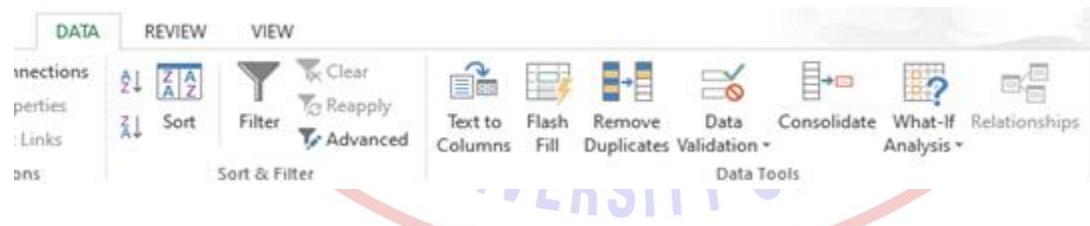


- **Scaling:** This feature is used to make some adjustments to fit your data on the page so that it would not be cut off by the printer while printing. In the scaling drop-down, you can select the desired option.



## 2.7 Data Management Tools in Excel

Microsoft Excel provides you with a number of tools which makes it easier to work with vast amount of data and help us to present it in a better way. These are categorized under data management tools. Here is the list of some of the basic management features of excel which you can find under 'data tab' like sorting, filtering, text to column, duplicate removal and data validation.



1. **Sorting:** Sorting in excel is nothing but rearranging data stored in excel according to your compulsion. It can be done by depending on the type of data stored in cells. For example: you may want to sort a table according to alphabetical order of names from A-Z or any numeric value like salary from largest to smallest. You can find this tool under 'Home' in the 'Editing' section as well as under 'Data Tab' of 'Sort and Filter'. It can be done on single as well as on multiple level (Advanced) according to your need.

- **Filtering:** This tool gives you the ability to filter a column of data within a table to isolate the key components you need. The **Excel Auto filter** allows you to view specific rows in spreadsheet, while hiding the others .When it is added to the header row of a spreadsheet, a drop-down menu appears in each cell of the header row **Filtering data** and you can only select data from given options only. You can find this tool too under data or home tab.
- **Text to Column:** As its name suggests, this tool is used to split the text into multiple columns. For example, if you have a first and last name in the same cell, then you can use this tool to quickly split these into two different cells. It can be very useful for format like text or CSV(Comma Separated Values)

To access Text to Columns tool, select the data and go to Data tab → Data Tools → Text to Columns.

- **Removing Duplicate:** This tool will help you to remove redundancy which may occur accidentally or due to incorrect formulae and helps in making data clean.

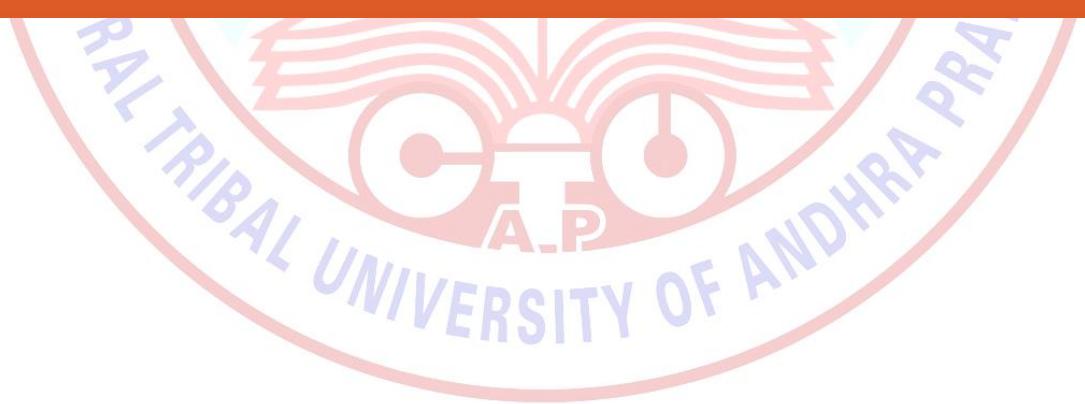
To remove duplicate values, click **Data → Data Tools → Remove Duplicates**.

- **Flash Fill:** This is a special tool that analyzes the information you are entering and automatically fills data when identifies a pattern. It is same as text to column but a quicker version of it. It easily cope up with dozens of different tasks which otherwise would require complex formulas or even VBA coding such as, cleaning data, formatting text , numbers, correcting inconsistencies, converting dates to the desired format etc.
- **Validation Tool:** This tool will allow you to limit the type of data that can be entered in the cell. Technically you are creating a rule which restrict certain entry in the cell. It has 3 tabs namely input message, setting and error alert. You can make changes according to what is suitable for your data weather an input message before entering any data or an error alert message which pops up just after the insertion incorrect entry. To access this tool select your column/row → Data → Data Validation.

# MS-POWERPOINT



PowerPoint

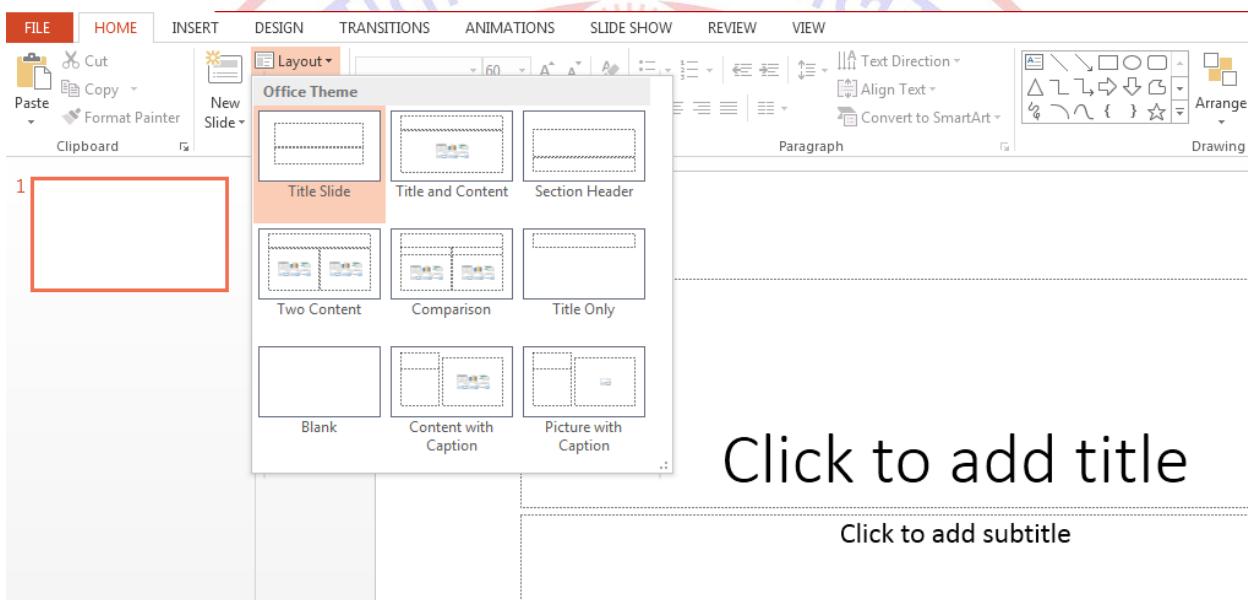


# Presenting features

## ➤ Features:

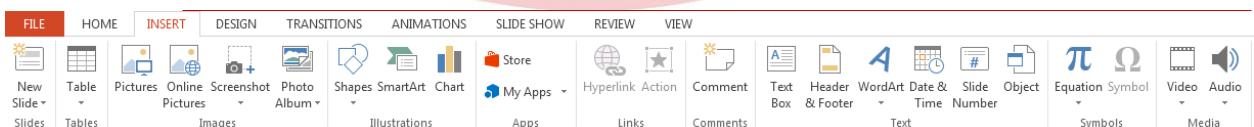
### 1. Slide Layout

Multiple options and layouts are available based on which a presentation can be created. This option is available under the “Home” section and one can select from the multiple layout options provided.



### 2. Insert – Clipart, Video, Audio, etc.

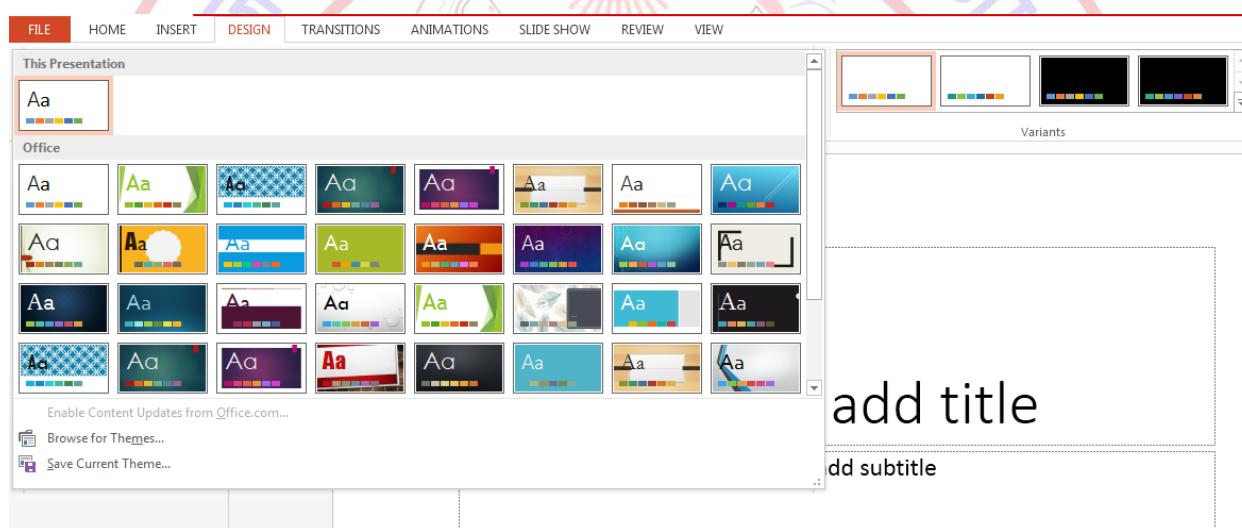
Under the “Insert” category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.



### 3. Slide Design

MS PowerPoint has various themes using which background color and designs or textures can be added to a slide. This makes the presentation more colorful and attracts the attention of the people looking at it.

This feature can be added using the “Design” category mentioned on the homepage of MS PowerPoint. Although there are existing design templates available, in case someone wants to add some new texture or color, the option to customize the design is also available. Apart from this, slide designs can also be downloaded online.



### 4. Animations

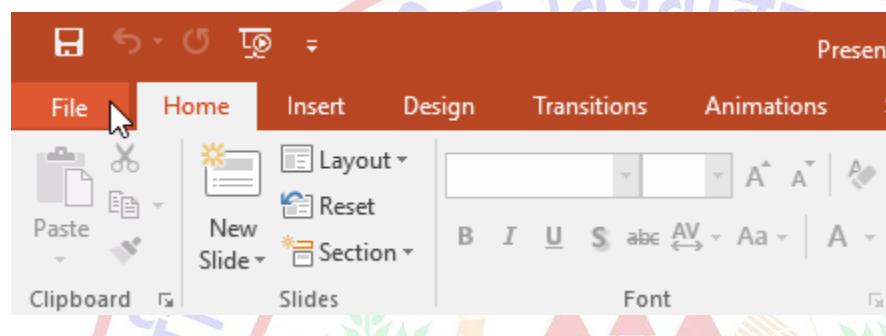
During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the “Animations” category.



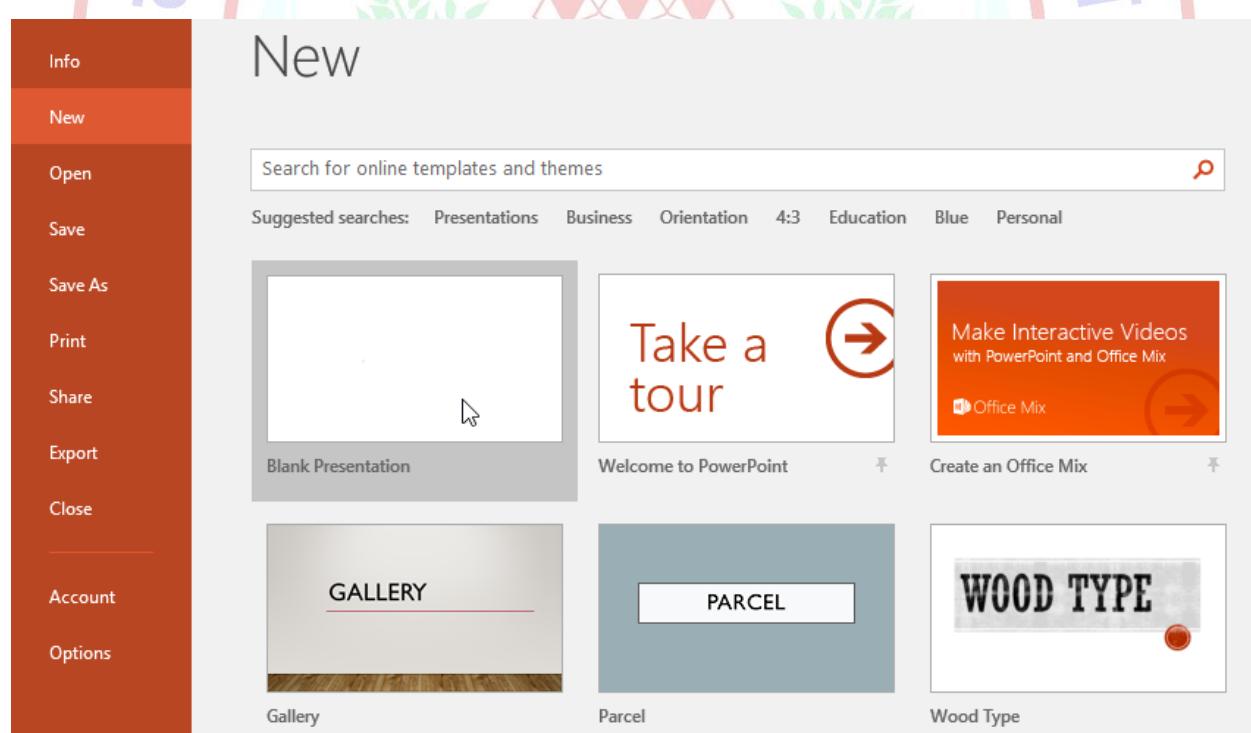
# To create a new presentation:

When beginning a new project in PowerPoint, you'll often want to start with a new blank presentation.

Select the File tab to go to Backstage view.



Select New on the left side of the window, then click Blank Presentation.

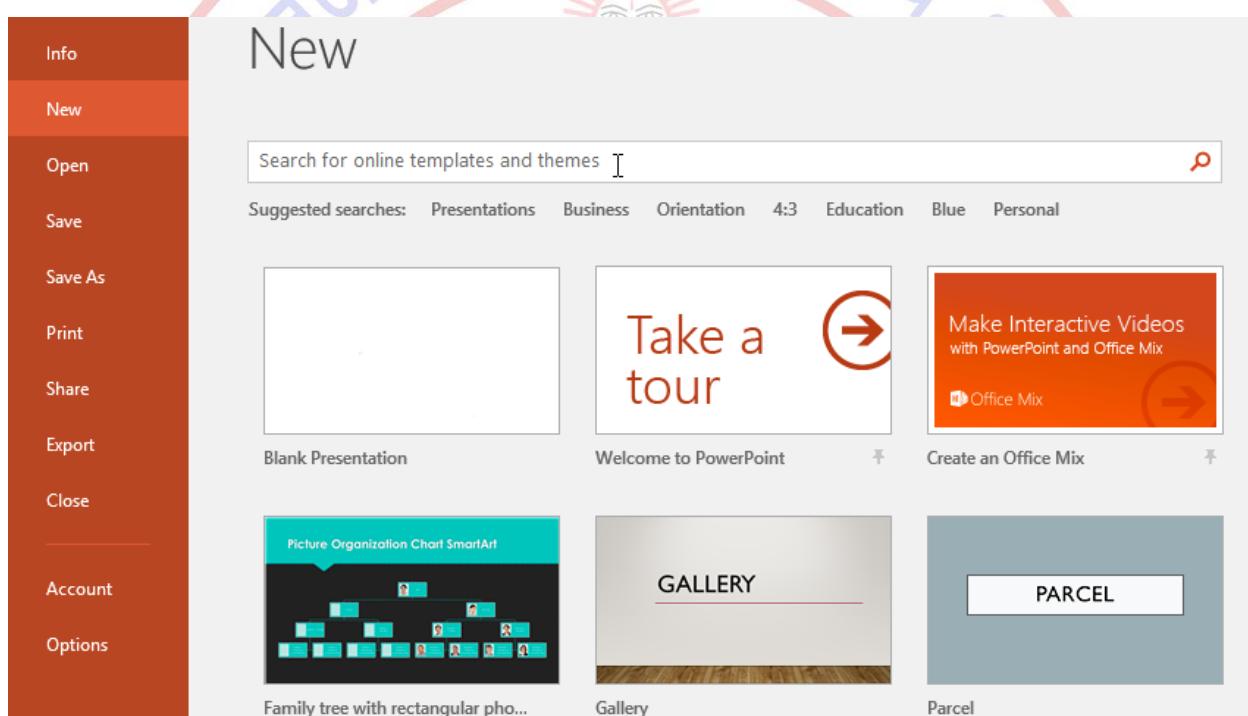


1. A new presentation will appear.

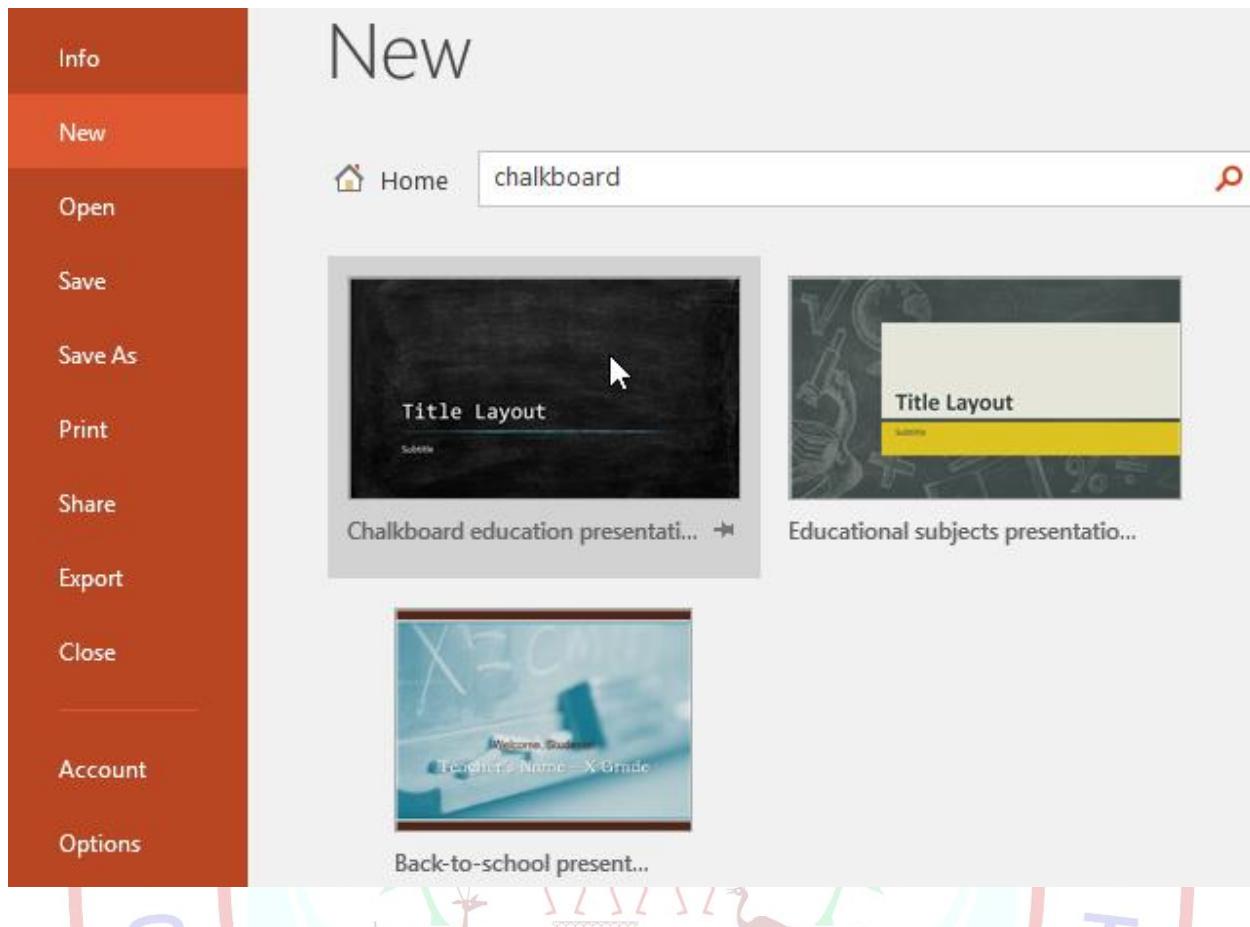
## To create a new presentation from a template:

A template is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.
2. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.

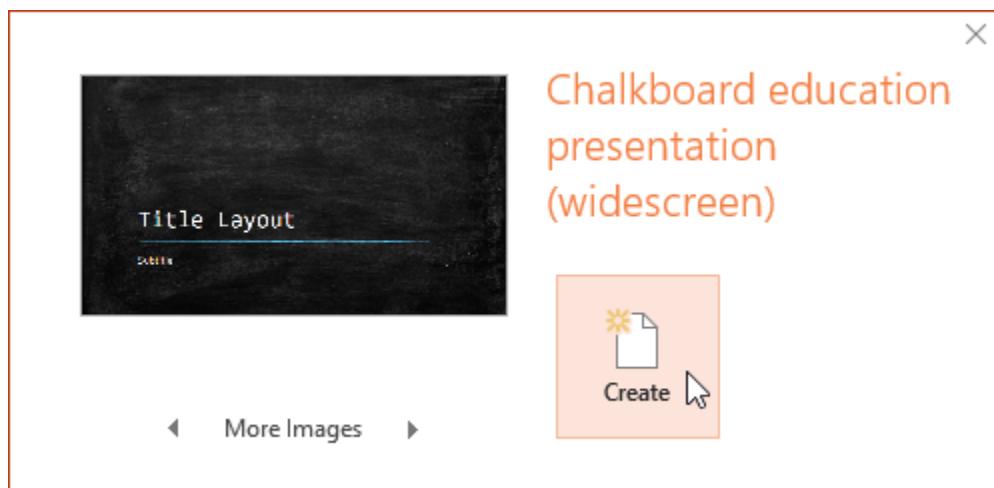


Select a template to review it.



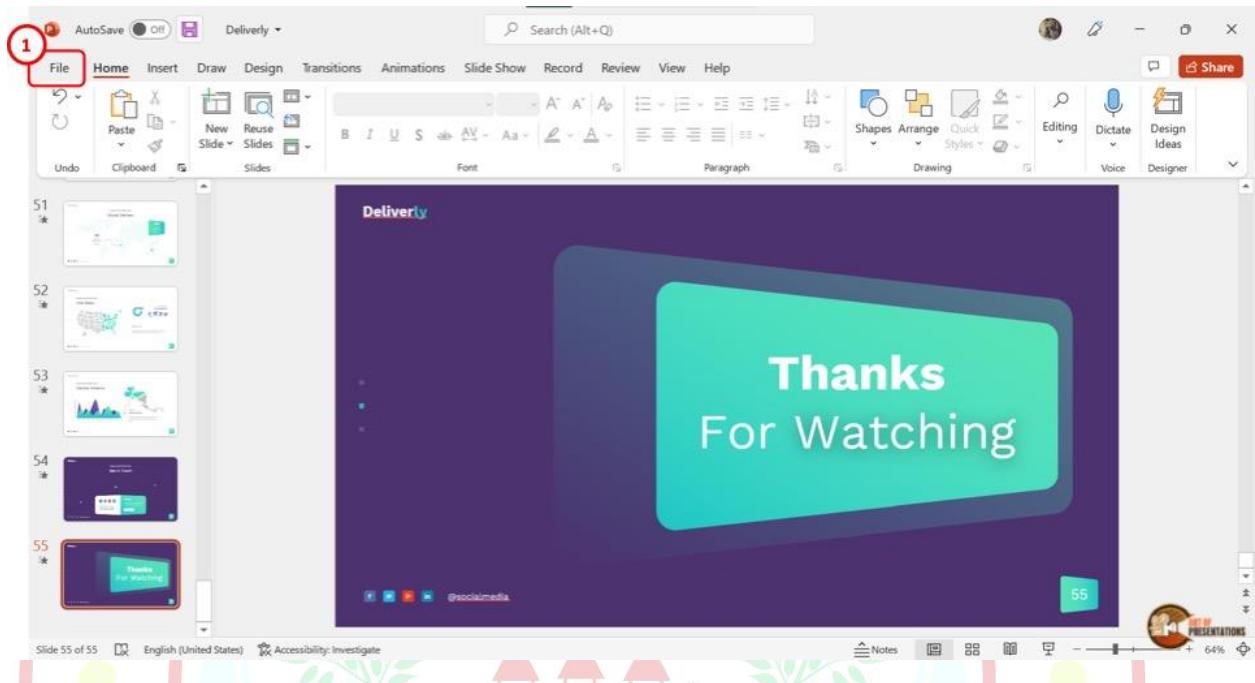
A preview of the template will appear, along with **additional information** on how the template can be used.

Click **Create** to use the selected template.

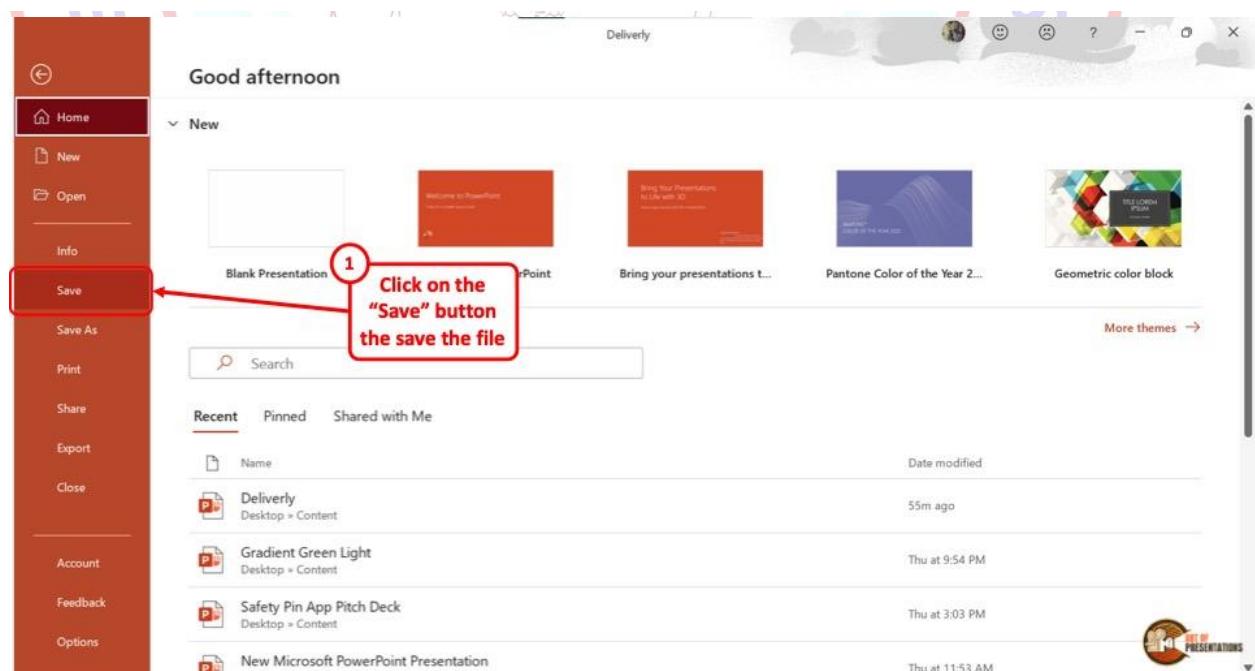


# 1. How to Save a PowerPoint Presentation?

## Step 1 – Click on the “File” Tab



## Step 2 – Click on the “Save” option

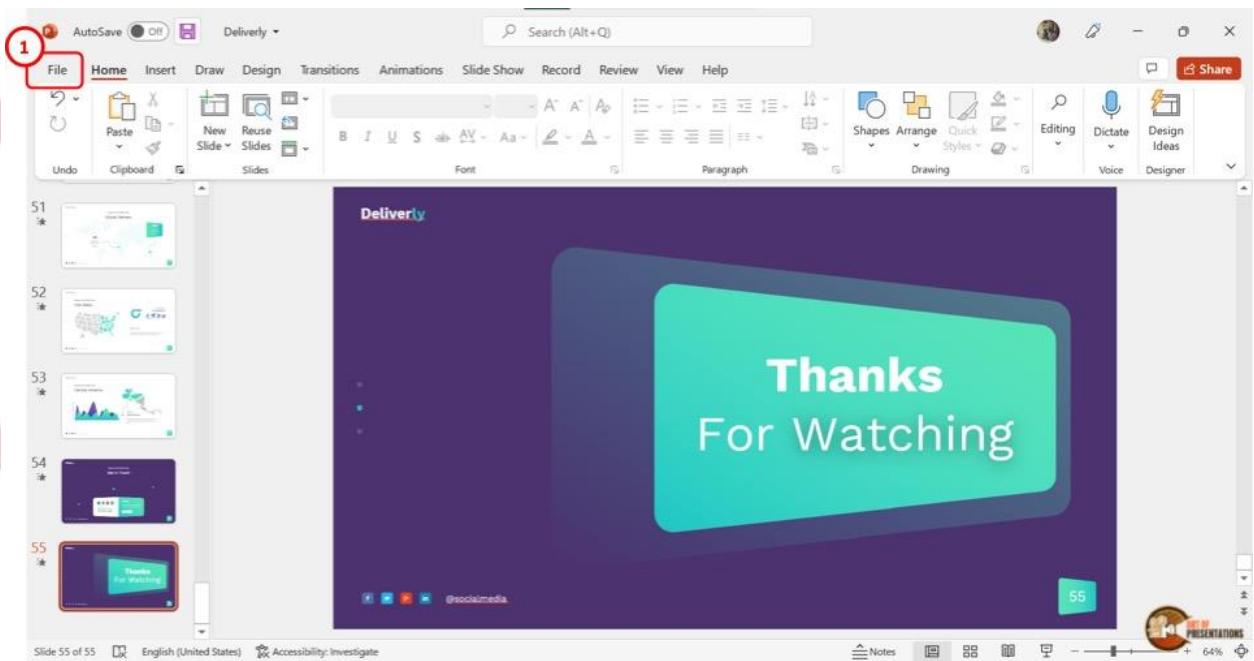


2.

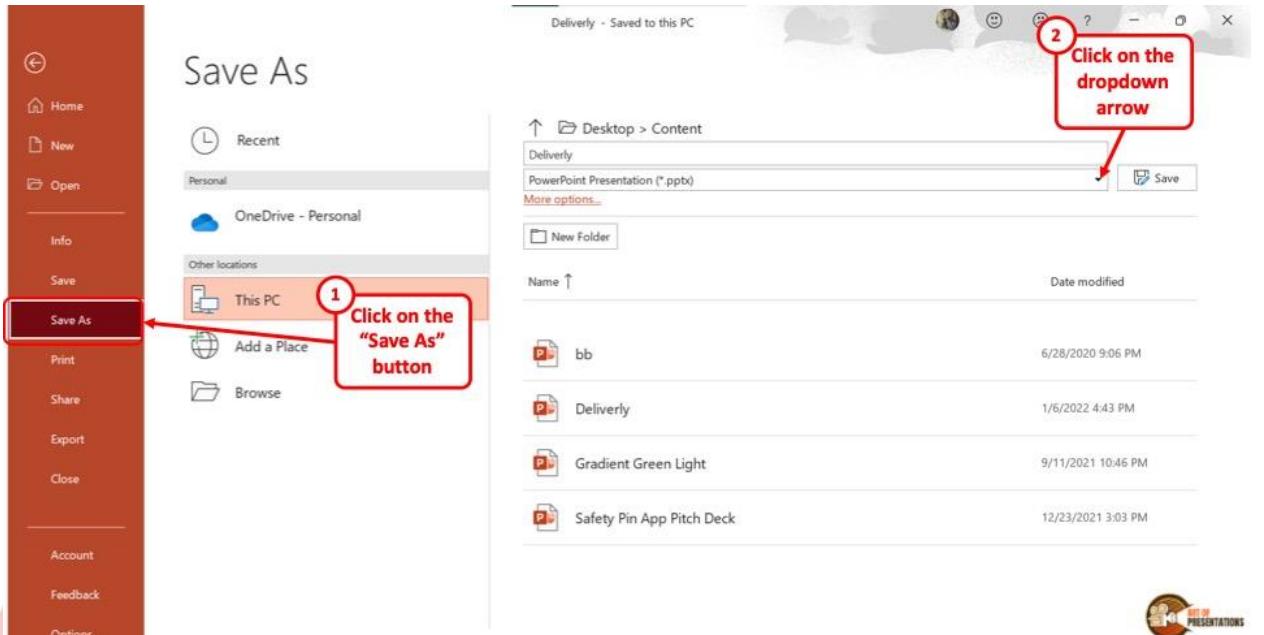
2.

## 2. How to Save a PowerPoint Presentation as PDF

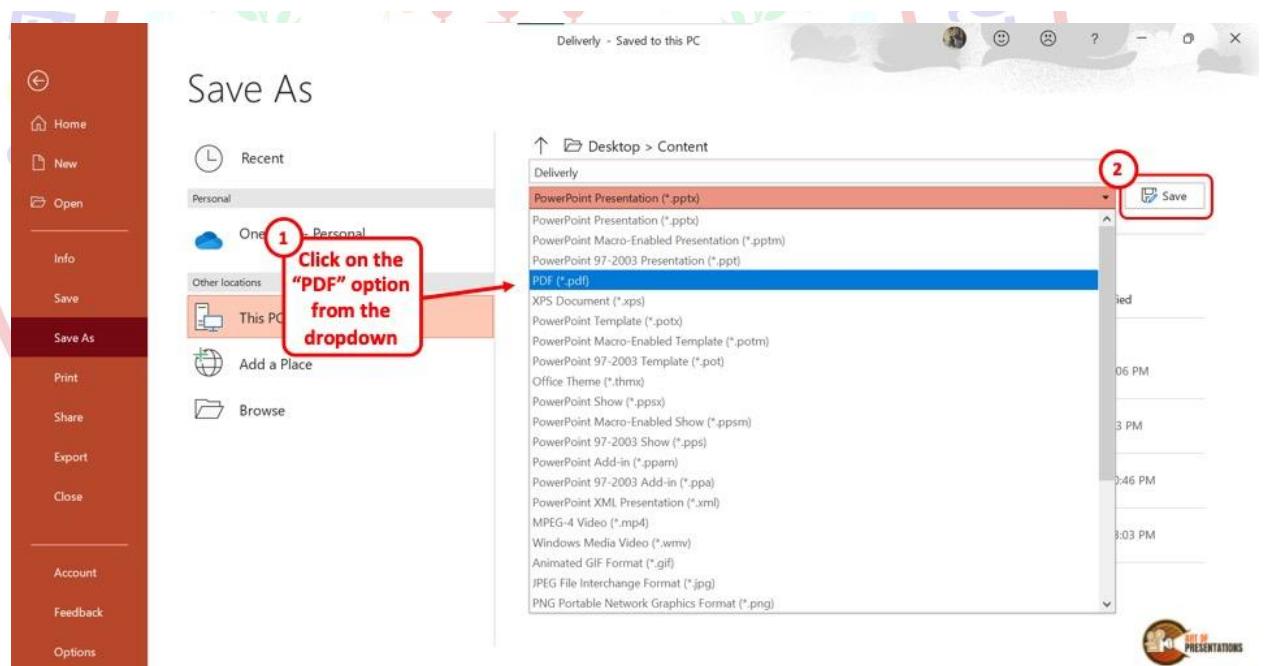
Step-1: Click on the “File” Tab



Step 2 – Click on the “Save As” option



### Step-3: Click on the “PDF (\*.pdf)” option



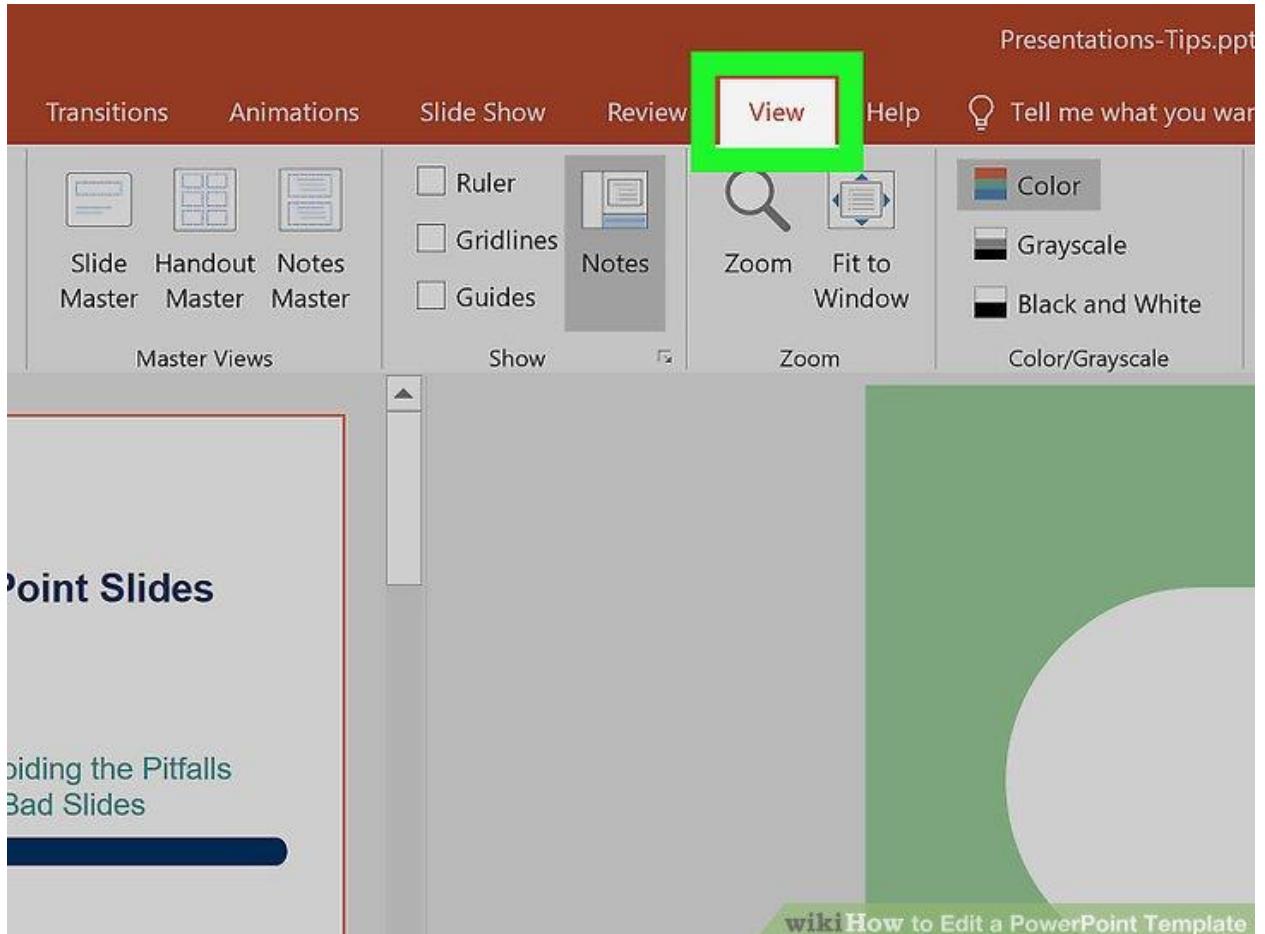
# Editing a presentation

## STEPS:

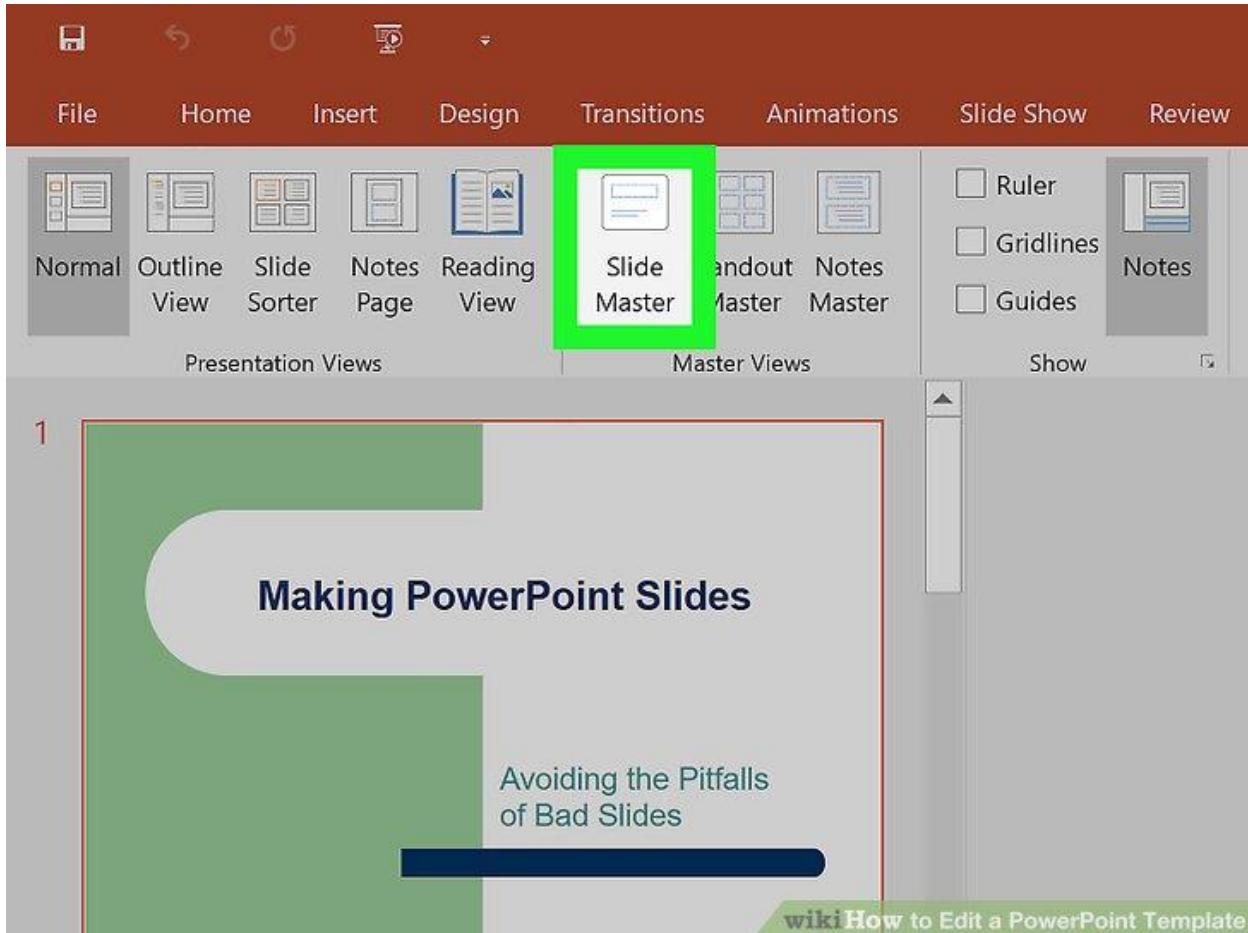
1. Open your PowerPoint template. Since the features are similar between the computer program, the web app, and the mobile app, this method works for them all.
  - If you don't have a PowerPoint template, you can search the web for one or create your own.



**2. Click the View tab.** You'll find this in the ribbon above the project.

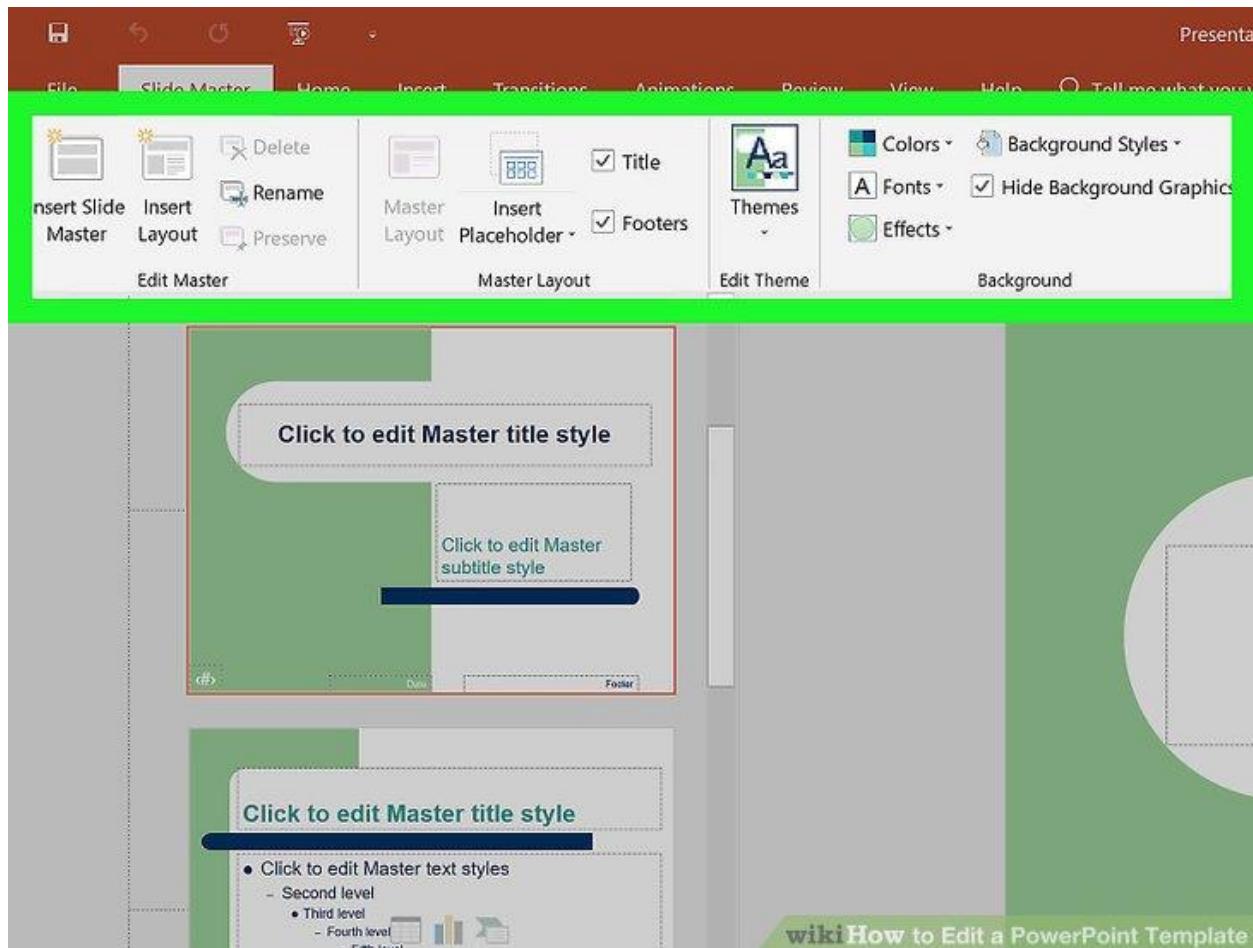


**3. Click Slide Master.** The program window will resize to fit both the single-slide preview and the blueprint of your entire slideshow. They are organized by groups, but there is usually only one group and one slide master. Any edits you make here (not contextual) will change on

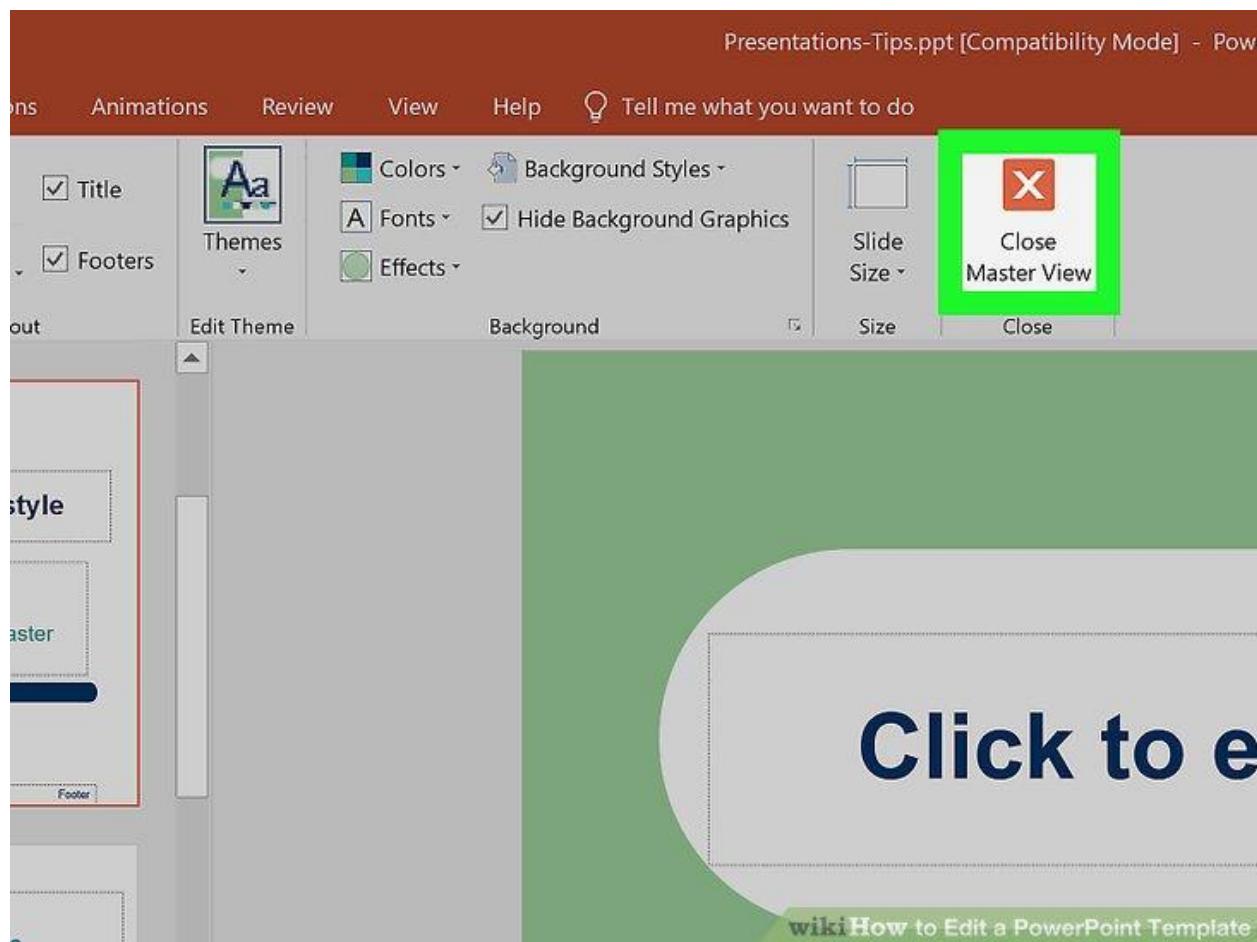


4. Edit the template. The slides on the left are your master slides, or blueprints, for all similar slides. Changing one thing on a slide will change it throughout the slideshow
- For example, if you change the font on a text-based slide, the entire group's font will change. In Slide Master view, you will see a menu of formatting options, like adding or removing the slide title and footers, changing the background styles, hiding or showing the background graphics, and changing the theme.
  - You can add elements such as an image placeholder throughout your slideshow, like a logo. Use **Insert Placeholder** from the **Slide Master** menu to add an image or a text box that will appear in the same spot, with the same dimensions, throughout the slideshow.

- Using the **Themes** drop-down, you can apply a pre-made consistent color scheme and font. Since not all themes will work with your customized template, you can use the colors and font styles as inspiration. Use the **Colors** and **Fonts** drop-downs to further customize your template.



**5. Click Close Master.** This looks like a red X in a box. You'll find this at the end of the Slide Master toolbar.



**6. Save your template.** You'll need to save it so you can use it again in PowerPoint.

- From the **File** tab, select **Save As**.
- In the "Save as File Type" menu, choose **PowerPoint template**. It will save in your *Custom Office Templates* folder with a .pptx extension.
- Click **Save** after you've given the template a name.

←

Info

New

Open

**Save**

Save As

History

Print

Share

Export

# Info

## Presentations-Tips

Desktop

Convert

Protect Presentation

Compatibility Mode

Some new features are disabled for improved compatibility with earlier versions of PowerPoint. Upgrading to the current file format preserves objects include charts, diagrams, and media objects.

Protect Presentation

Control what types of changes people can make to your presentation.

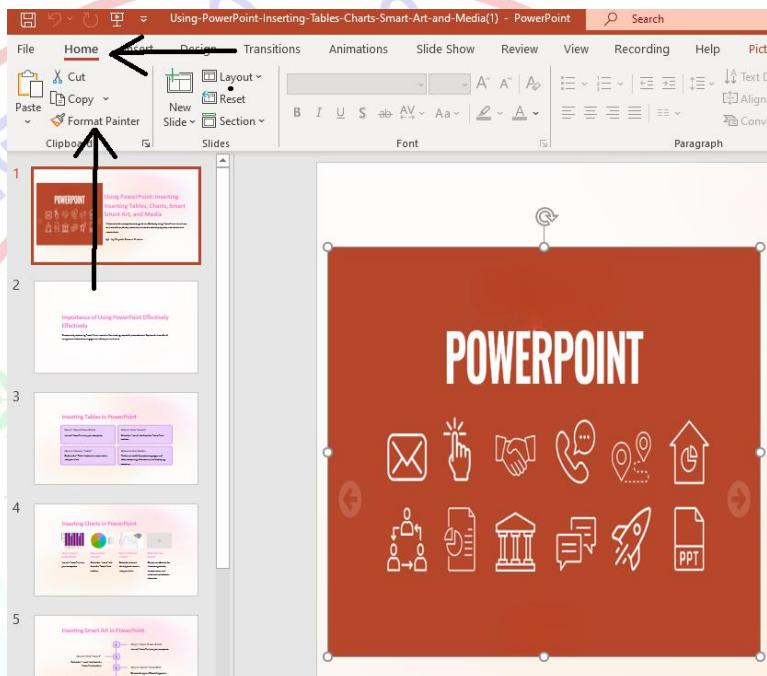
wikiHow to Edit a PowerPoint Template



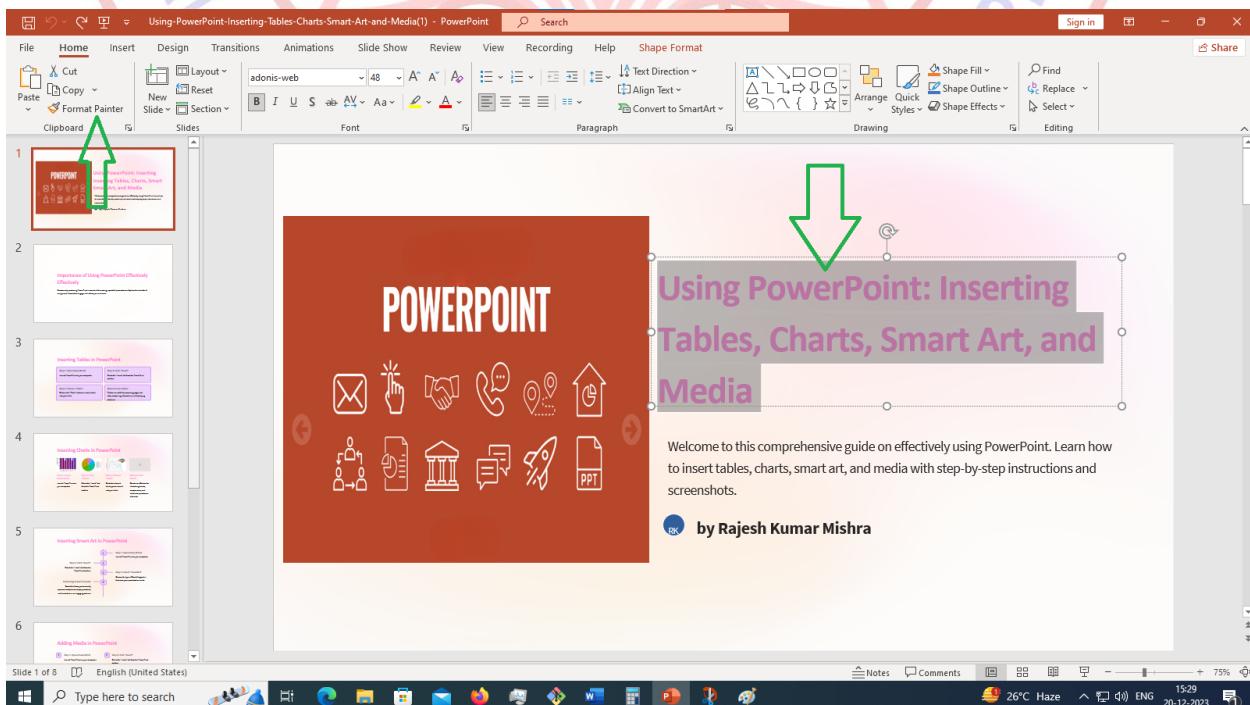
# Formatting and displaying the presentation

## ➤ Apply Formatting Steps:

1. Select the content you want to copy the formatting from.
2. Go to the **Clipboard** group under the **Home** ribbon.



3. Click on the **Format Painter** icon.



#### 4. Select the content you want to format

The screenshot shows a Microsoft PowerPoint presentation titled "Using PowerPoint: Inserting Tables, Charts, Smart Art, and Media". The slide features a large title "POWERPOINT" and several white icons on a dark red background. A callout arrow points from the text "Formatted Text" to a specific icon on the slide.

### ➤ Displaying the presentation:

1. Click the **Slide Show** tab on the ribbon.
2. Select **From Beginning** or **From Current Slide**.
  - You can also press **F5** on your keyboard or click the **Slide Show** button in the status bar to start the presentation.

The screenshot shows Microsoft PowerPoint in Slide Show mode. The ribbon is visible at the top, and the main area displays a slide with the title "Giving a Great Presentation". A callout arrow points from the number 2 to the "From Beginning" button in the ribbon's "Slide Show" tab.

3. To exit the presentation and return to normal view, click the **Options** button.
4. Select **End Show**.
  - Pressing the **Escape** key also ends the presentation.



# MS-ACCESS

**Microsoft  
Access**



CTO AP  
TRIBAL UNIVERSITY OF ANDHRA PRADESH

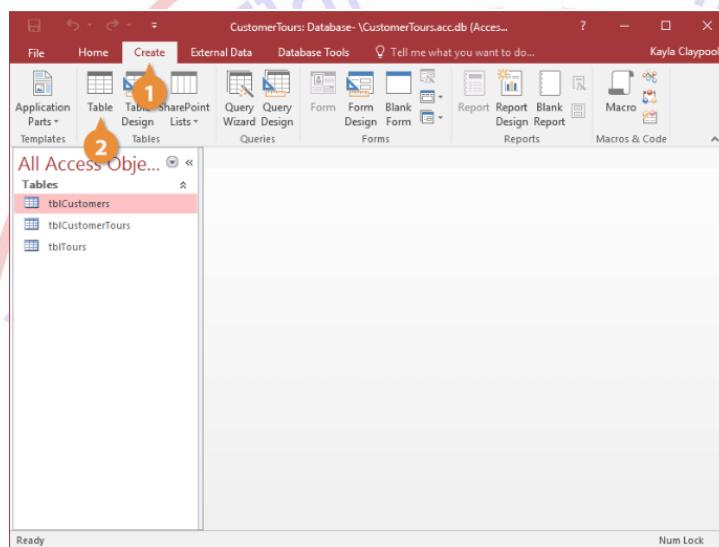
# MICROSOFT ACCESS:

In Access, you have several options when creating tables. You can create a new blank table from scratch or set up tables that are connected to SharePoint lists. If you use one of the Quick Start options in the Application Parts to create a new database, tables with predefined fields will be created.

## 1. Create a New Blank Table:

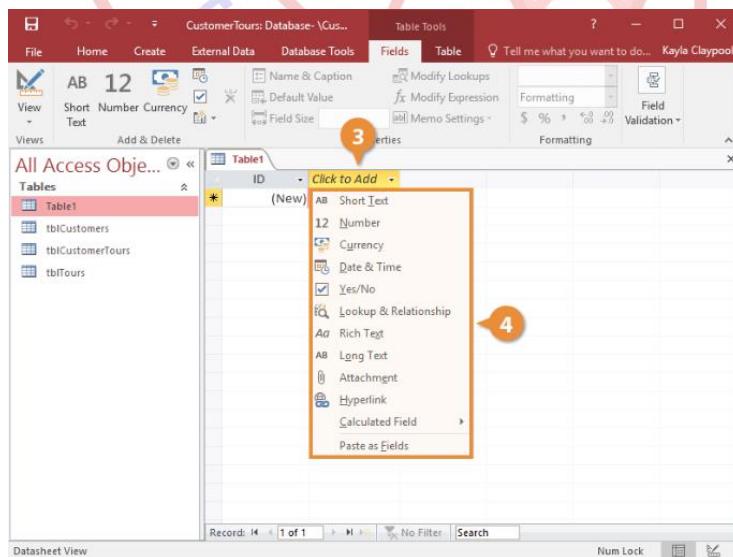
1. Click the create tab.

2. Click Table

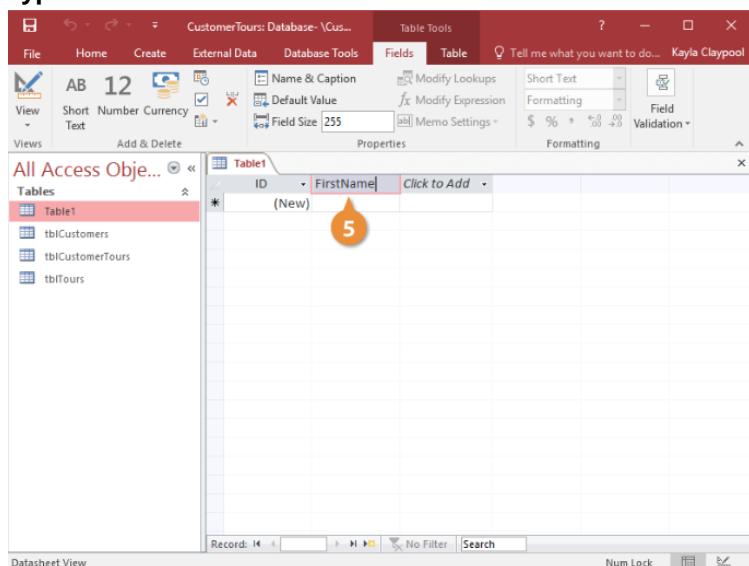


3. Click the CLICK TO ADD field heading.

4. Select the field type.

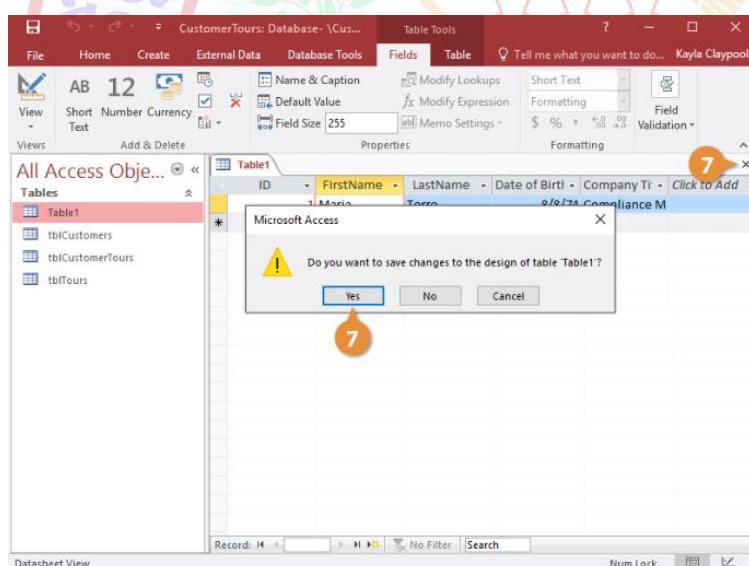


**5. Type a name for the field.**



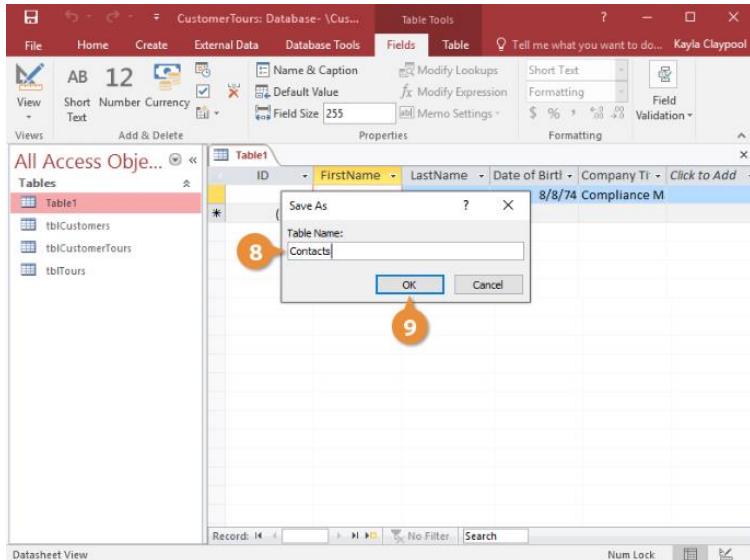
**6. Repeat steps 3-5 to add the remaining fields to your table.**

**7. When you're finished adding fields, click the CLOSE button and click YES to save your changes.**



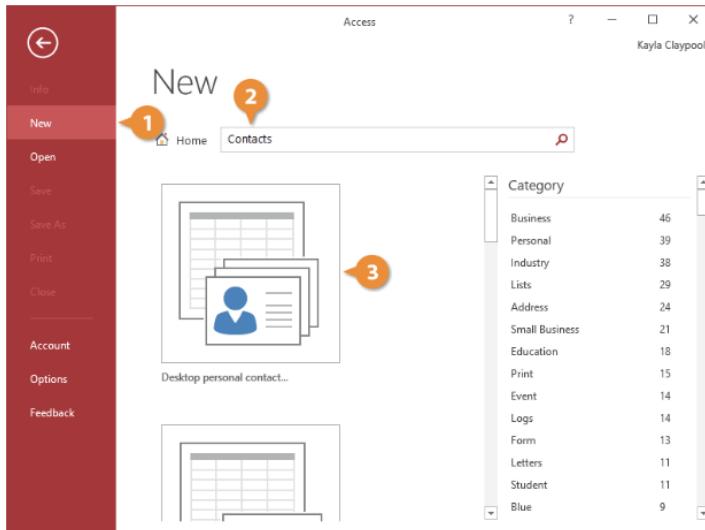
**8. Enter a name for your new table.**

**9. Click OK**

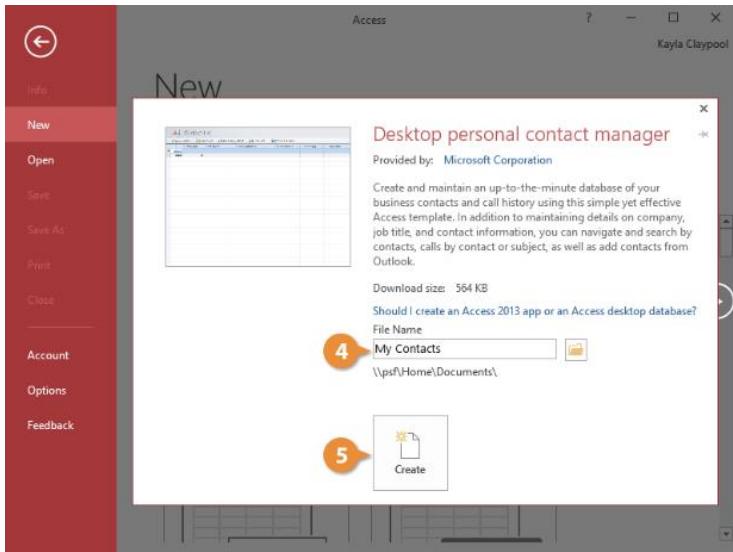


## 2. Create a Database from a Template

1. Start Microsoft Access or click the FILE tab on the ribbon and select NEW.
2. Type a word that describes the type of database you want to create in the SEARCH FOR TEMPLATES field and press ENTER.
3. Click a TEMPLATE BUTTON for the template you want to use.

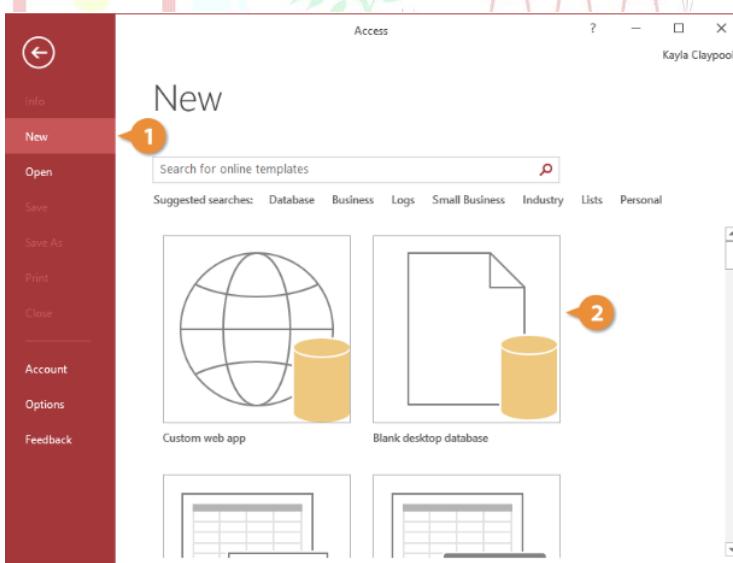


4. Give your new database a name.
5. Click the CREATE button or the DOWNLOAD button.

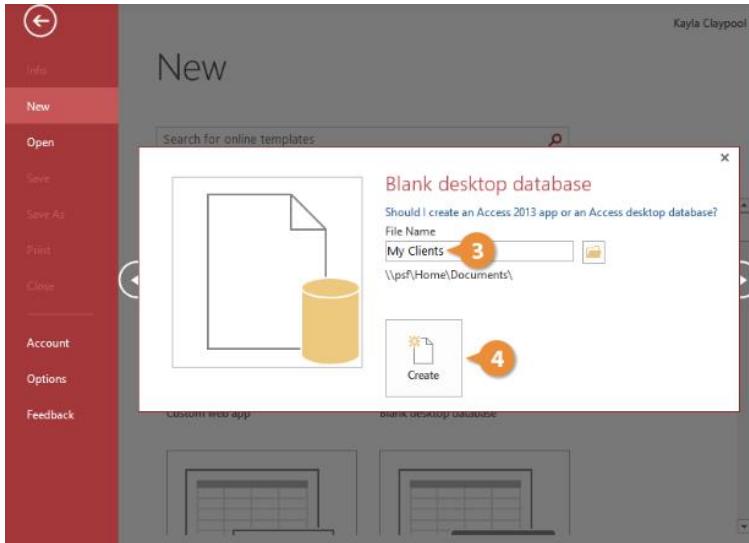


### 3. Create a New Blank Database

1. Start Microsoft Access or click the FILE tab on the ribbon and select NEW.
2. Click the BLANK DESKTOP DATABASE button in the available Templates section.



3. Give your new database a name.
4. Click the CREATE button.



## 4. Add a Record

1. Click the NEW RECORD button on the Record Navigation bar.

ID	Lastname	Firstname	Title	Hiredate	Address
1	Leverling	Janet	Sales Represer	01/04/1992	722 Moss Bay Rd
2	Peacock	Margaret	Sales Represer	03/05/1994	4110 Old Redmond Rd
3	Callahan	Laura	Inside Sales Cc	05/03/1994	4726 - 11th Ave
4	Davolio	Nancy	Sales Represer	01/05/1992	507 - 20th Ave
5	Fuller	Andrew	Vice President	14/08/1992	908 W. Capital Way
6	Suyama	Michael	Sales Represer	17/10/1993	Coventry House
7	King	Robert	Sales Represer	02/01/1994	Edgeham Holls
8	Buchanan	Steven	Sales Manager	17/10/1993	14 Garrett Hill
9	Dodsworth	Anne	Sales Represer	15/11/1994	7 Houndstooth Rd
*	(New)				

2. Click the DELETE button on the ribbon.
3. Click a field value in the new record and enter data as desired.

**All Access Objec... < Employees**

**Employees**

ID	LastName	FirstName	Title	HireDate	Address
1	Leverling	Janet	Sales Represer	01/04/1992	722 Moss Bay I
2	Peacock	Margaret	Sales Represer	03/05/1993	4110 Old Redn
3	Callahan	Laura	Inside Sales Cc	05/03/1994	4726 - 11th Av
4	Davolio	Nancy	Sales Represer	01/05/1992	507 - 20th Ave
5	Fuller	Andrew	Vice President	14/08/1992	908 W. Capital
6	Suyama	Michael	Sales Represer	17/10/1993	Coventry Hous
7	King	Robert	Sales Represer	02/01/1994	Edgeham Holl
8	Buchanan	Steven	Sales Manager	17/10/1993	14 Garrett Hill
9	Dodsworth	Anne	Sales Represer	15/11/1994	7 Houndstooth
11	Jefferson	Thomas	President		
*	(New)				

Datasheet View

## 5. Edit a Record

- Click the field value you want to edit and make the changes.

**All Access Objec... < Employees**

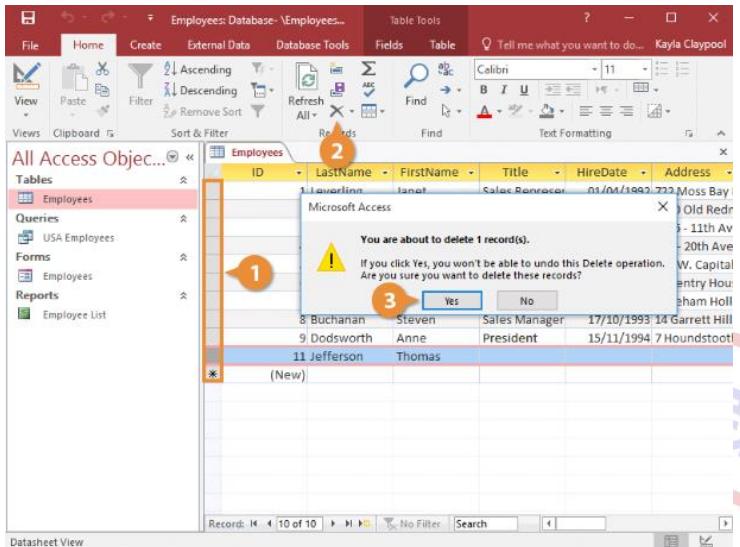
**Employees**

ID	LastName	FirstName	Title	HireDate	Address
1	Leverling	Janet	Sales Represer	01/04/1992	722 Moss Bay I
2	Peacock	Margaret	Sales Represer	03/05/1993	4110 Old Redn
3	Callahan	Laura	Inside Sales Cc	05/03/1994	4726 - 11th Av
4	Davolio	Nancy	Sales Represer	01/05/1992	507 - 20th Ave
5	Fuller	Andrew	Vice President	14/08/1992	908 W. Capital
6	Suyama	Michael	Sales Represer	17/10/1993	Coventry Hous
7	King	Robert	Sales Represer	02/01/1994	Edgeham Holl
8	Buchanan	Steven	Sales Manager	17/10/1993	14 Garrett Hill
9	Dodsworth	Anne	President	15/11/1994	7 Houndstooth
11	Jefferson	Thomas	President		
*	(New)				

Datasheet View

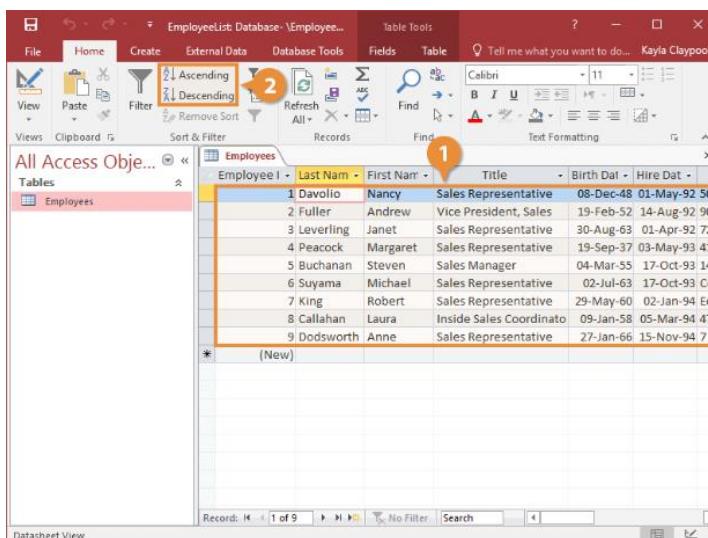
## 5. Delete a Record

- Click the record selector next to the record you want to delete.
- Click the DELETE button on the ribbon.
- Click YES to confirm the deletion.



## 7. Sort Records

1. Open the table you want to sort and click anywhere in the column (field) you want to use to sort by.
2. Click either the Ascending or Descending button.

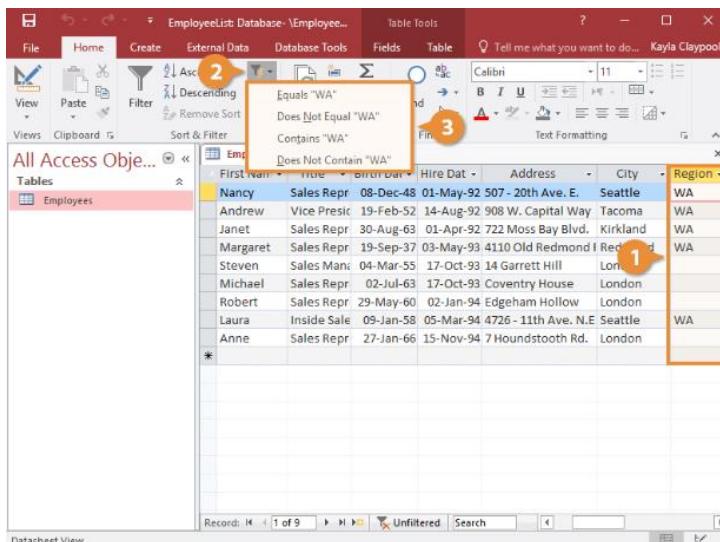


## 8. Filter by Selection

1. Click a cell with a value you want to filter by.
2. Click the Selection button on the ribbon.

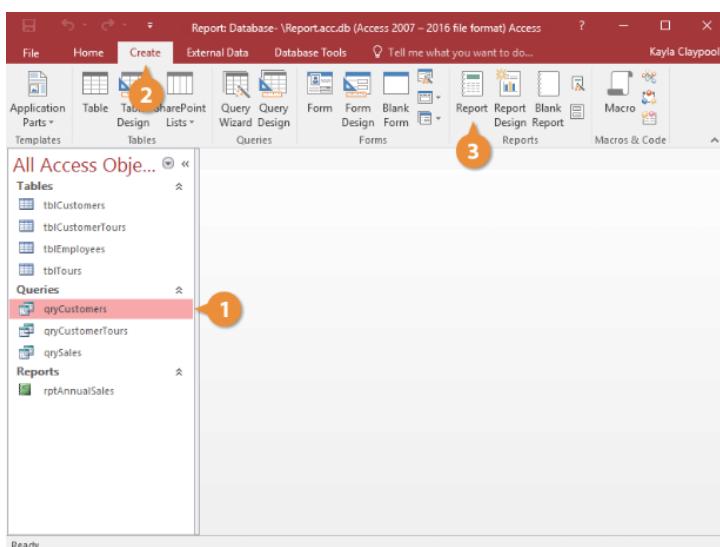
The menu that appears contains four filter-related commands, described in the table below.

3. Select an option from the menu.

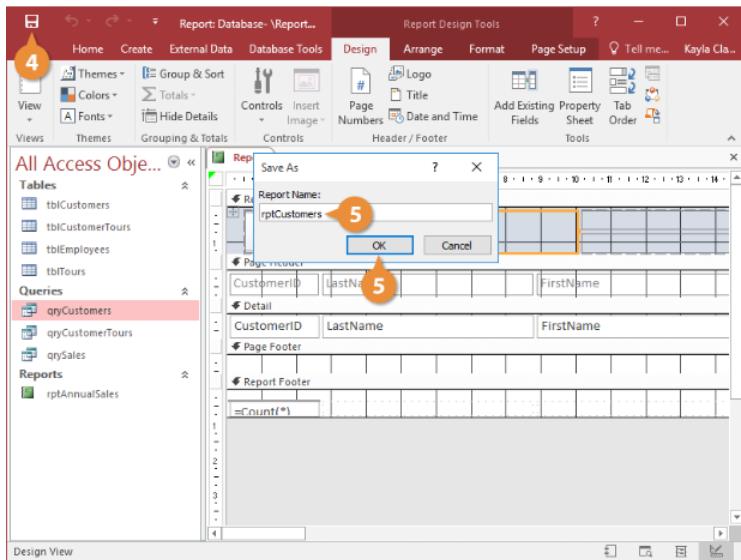


## 9. Create a Report

1. Select the table or query you want to base the report on.
2. Click the Create tab on the ribbon.
3. Click the Report button.



4. Click the Save button.
5. Give the report a name and click OK.



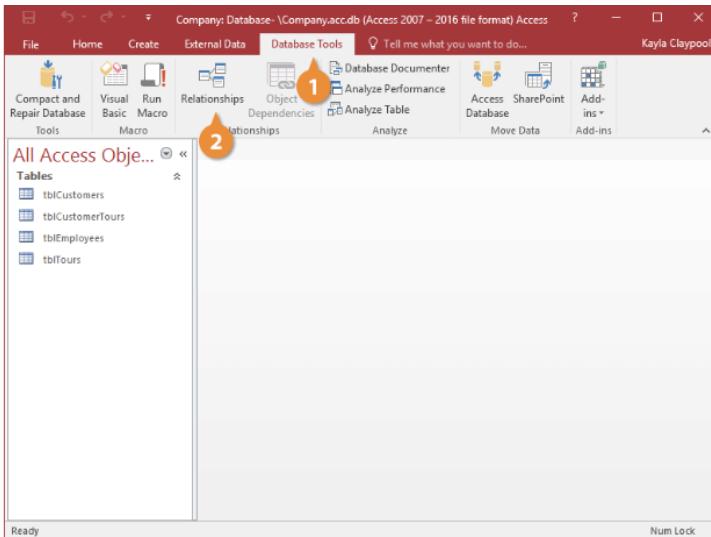
## 10. Create Relationships between Tables

### Rules for Linking Two Tables

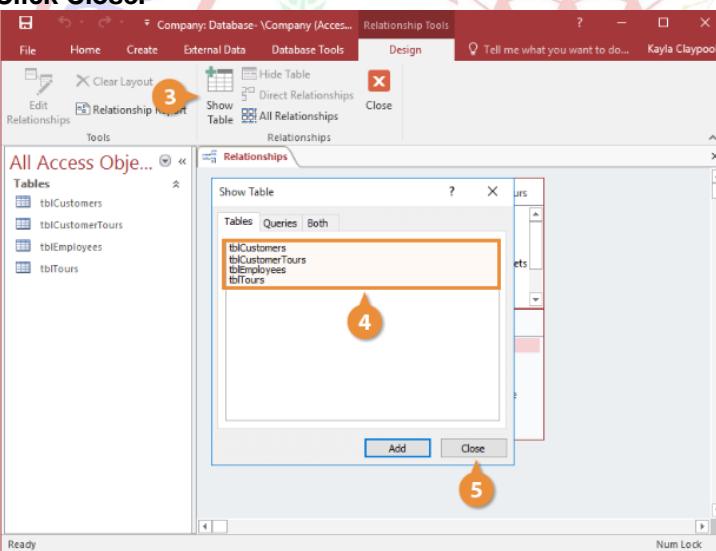
Make sure you keep these rules in mind when you link two tables together.

- Linked fields should be (almost) identical.
- Related fields must have the same data type and field size and must contain the same kind of information.
- The primary key in one table is usually linked with a matching field in the other table.
- Fields related to an AutoNumber primary key field must be Number fields with the Long Integer Field Size.

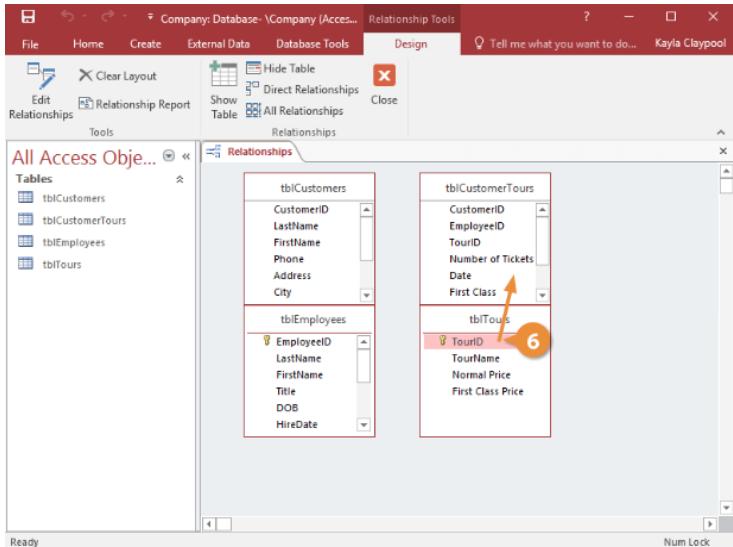
1. Click the Database Tools tab.
2. Click the Relationships button.



3. Click the Show Table button.
4. Double-click the table(s) you want to add.
5. Click Close.



6. Check the Enforce Referential Integrity option (optional).



7. Referential integrity helps you avoid “orphan” records and maintains database accuracy.
8. Click Create.

