Contents

NOTEPAD

START ⊞ → RUN (WINDOWS KEY ⊞ + R) → NOTEPAD → OK

MINIMISE→ ALT+SPACE+N: MINIMISE WINDOW OPENED

MAXIMISE→ ALT+SPACE+X: MAXIMISES WINDOW RESTORED

RESTORE → ALT+SPACE+R: RESTORES WINDOW MAXIMISED

CLOSE → ALT+F4: CLOSES WINDOW OPENED

FILE MENU (ALT + F)

NEW (CTRL + N): TO CREATE NEW FILE.

OPEN (CTRL + O): TO OPEN OLD EXISTING FILE.

 SAVE (CTRL + S): TO SAVE A NEW FILE.

SAVE AS (ALT+FA): TO SAVE ALREADY SAVED FILE WITH ANOTHER NAME KEEPING OLD AS IT IS.

PAGE SETUP (ALT + FU): TO SET PAPER SIZE, MARGINS, ORIENTATION ETC.,

PRINT (CTRL + P): TO PRINT NOTES.

EXIT (ALT + F4): TO CLOSE NOTEPAD

EDIT MENU (ALT+E)

UNDO (CTRL + Z): TO GO BACK A STEP.

CUT (CTRL + X): TO CUT SELECTED TEXT

PASTE (CTRL + V): TO PASTE THE CUT TEXT

COPY (CTRL +C): TO COPY THE SELECTED TEXT

PASTE (CTRL + V): TO PASTE THE COPIED TEXT

DEL (DELETE): TO DELETE TEXT RIGHT SIDE

OR TO DELETE SELECTED TEXT

FIND (CTRL + F): TO FIND TEXT IN A DOCUMENT

FIND NEXT (F3): TO FIND THE NEXT SIMILAR WORDS

REPLACE (CTRL + H): TO REPLACE THE TEXT FOUND WRONG AND TO BE REPLACED WITH OTHER WORD.

GO TO (CTRL + G): TO GO TO PAGE LINES.

SELECT ALL (CTRL + A): TO SELECT ALL TEXT IN A DOCUMENT

TIME/DATE (F5): TO GET DATE AND TIME AT CURSOR POINT.

FORMAT MENU (ALT+O)

WORD WRAP (ALT+OW): TO ARRANG TEXT LINE BY LINE WRAP TO WINDOW.

FONT (ALT+OF): TO APPLY DIFFENT FONT STYLES.

VIEW MENU (ALT+V)

SHOW STATUS BAR (ALT+VS):

TO MAKE USE OF THIS OPTION WE HAVE TO VERIFY WHETHER WORD WARD IS UNTCKED OR NOT.

WORDPAD

FILE MENU (ALT+F):

PRINT PREVIEW (ALT+FV): TO SEE BEFORE PRINT

VIEW MENU (ALT+V):

TOOL BAR (ALT+VT): TO VIEW TOOL BAR

RULER (ALT+VR): TO VIEW RULER

FORMAT BAR (ALT+VF): TO VIEW FORMAT BAR

STATUS BAR (ALT+VS): TO VIEW STATUS BAR

OPTIONS (ALT+VO): TO VIEW TEXT ON SCREEN INTO WORD WRAP TO WINDOW, WRAP TO RULER

INSERT MENU (ALT+I):

DATE AND TIME (ALT+ID): TO INSERT DATE AND TIME

OBJECTS (ALT+IO): TO ADD OR INSERT OTHER DOCUMENT FILE INTO OUR DOCUMENT FILE

STEPS: GOTO INSERT MENU→ CLICK ON "OBJECT" OPTION

→ CREAT FROM FILE → BROUSE → SELECT YOUR FILE

→ OPEN →OK

FORMAT MENU (ALT+O):

FONT (ALT+OF): TO ADD FONT

BOLD → CTRL+B

ITALIC → CTRL+I

UNDERLINE → CLTRL+U

INCREASE FONT → CTRL+SHIFT+>

DECREASE FONT → CTRL+SHIFT+<

BULLETS (ALT+OB): TO WRITE POINT WISE NOTES

PARAGRAPH (ALT+OP): TO SET PARAGRAPH.

THE FIRST LINE PARAGRAPH WILL START FROM MIDDLE AND THE HANGING LINES WILL BE ADJUSTED AT THE MARGIN LEVELS BOTH SIDES LEFT AND RIGHT AS USUAL.

LEFT ALIGN → CTRL+L

RIGHT ALIGN → CTRL+R

CENTRE ALGIN → CTRL+E

TABS (ALT+OT): TO PREPARE TABULAR DATA LIKE RESUME

FORMAT MENU → TABS → TAB STOP POSITION= 3" → SET → OK.

EXAMPLE:

NAME   SAI JYOTHI

FATHER'S NAME   RAMANA

DOB   23-03-1990

GENDER   FEMALE

MS PAINT

START----ALL PROGRAMS----ACCESSORIES---PAINT

    OR

START⬚ +R ----RUN----MSPAINT

THIS APPLICATION AVAILS TO PAINT DRAWINGS AND TO EDIT, RESIZE IMAGES AND APPLY COLORS TO SELECTIONS.

EXAMPLE IF YOU WANT TO UPLOAD YOUR SIGNATURE IN THE INTERNET FOR ONLINE EXAMINATION, SIMPLY FOLLOW THE FOLLOWING STPES.

      GO TO **FILE TAB** AND CLICK ON **OPEN**

      AND SELECT YOUR SIGNATURE IMAGE AND CLICK ON **'OPEN'**

      GO TO '**HOME TAB'** AND CLICK ON '**SELECT'** COMMAND

      DRAW MOUSE POINTER TILL REQUIRED PART OF IMAGE

      AND CLICK ON **CROP (**CTRL+ SHIFT+X)

IF YOU WANT TO RESIZE TO LOWER SIZE IN KBS MAINTAIN ASPECT RATIO SHOULD BE DESELECTED THEREFORE WE CAN GIVE REQUIRED PIXELS
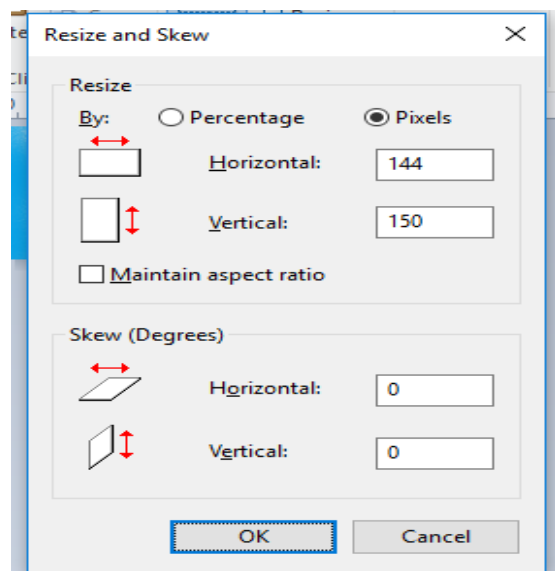
      CLICK ON **RESIZE** TOOL

      AND CLICK ON PIXEL OPTION AND GIVE HORIZONTAL AND VERTICAL VALUES

      AND FINALLY CLICK ON OK

      SAVE THE IMAGE CTRL+S.

TOOLS:

1. FREE FORM SELECT: FREE HAND SELECT

2. SELECT: RECTANGULAR OR SQUARE SELECTION

3. ERASER:

    TO INCREASE SIZE: CTRL+

    DECREASE: CTRL-

4. FILL COLOR (PAINT BUCKET): FILLS THE BACK GROUNDS

5. PICK COLOR: PICKING THE IMAGE COLOR

6. MAGNIFIER (ZOOM): USED TO INCREASE OR DECREASE IMAGE ON DISPLAY

7. PENCIL

8. PAINT BRUSH

9. AIR BRUSH:

10. A: TEXT TOOL

11. LINE: TO DRAW STRAIGHT LINES

SHIFT KEY AND DRAW A LINE

12. CURVES: IT DRAWS A STRAIGHT LIN E FIRST AND MAKE THE CURVE WHERE

REQUIRED

13. RECTANGLE: DRAWS THE RECTANGULAR OR SQUARE IMAGES

14. POLYGON: JOINING LINES

15. ELLIPSE: DRAWING ELLIPSES, CIRCLES, HYPERBOLA'S

16. ROUNDED RECTANGLE: CURVED SHAPE AT END POINTS

17. ZOOM IN – CTRL+PAGE UP

18. ZOOM OUT—CTRL+PAGE DOWN

MS WORD:

METHOD 1: START ▯ → ALL PROGRAMS → MS OFFICE → MS WORD 2007.

METHOD 2: WINDOWS ▯ +R → RUN → WINWORD → OK

METHOD 3: RIGHT CLICK ON DESKTOP WITH MOUSE AND GO TO OPTION ' **NEW**" AND THEN CLICK ON " **MICRO SOFT OFFICE WORD DOCUMENT"** AND NAME YOUR FILE.

FILE MENU (ALT+F):

NEW (CTRL+N): TO CREATE NEW FILE

     OFFICE BUTTON → NEW → BLANK DOCUMENT → CREATE

OPEN (CTRL+O): TO OPEN EXISTING FILES

     OFFICE BUTTON → OPEN → CHOOSE YOUR FILE LOCATION LIKE DESKTOP/ MY

     DOCUMENTS → WRITE YOUR FILE NAME → OPEN

SAVE (CTRL+S): TO SAVE A NEW FILE

OFFICE BUTTON → SAVE

           → CHOOSE YOUR FILE LOCATION LIKE DESKTOP/ MY DOCUMENTS

           → WRITE YOUR FILE NAME   → SAVE

SAVE AS (F12): TO SAVE FILE AT OTHER LOCATION AS A DUPLICATE COPY

OFFICE BUTTON → SAVE AS

           → WORD 97-2003 DOCUMENT / WORD DOCUMENT

           → FILE NAME: SATEESH

           → SAVE

PRINT (CTRL+P): TO PRINT DOCUMENT

OFFICE BUTTON → PRINT → PRINT

           → PAGE RANG   – ALL

           → COPIES   - 1

           → COLLATE   - ☑

           → CLICK ON   -OK

   →PRINT PRIVIEW   - CTRL+F2

ENCRYPT DOCUMENT (ALT+FEE): TO INCREASE THE SECURITY BY ENCRYPTING DOCUMENT

CLIPBOARD:

CUT (CTRL+X) → SELECT TEXT

→ CTRL+X –CUT → CTRL+V –PASTE

COPY (CTRL+C) → SELECT TEXT

→ CTRL+C –COPY →UNSELECT TEXT

→ CTRL+V PASTE

FONT (CTRL+D): SELECT TEXT AND PRACTICE

BOLD → CTRL+B

ITALIC → CTRL+I

<u>UNDERLINE</u> → CLTRL+U

INCREASE FONT → CTRL+SHIFT+>

DECREASE FONT → CTRL+SHIFT+<

STRIKE THROUGH → ~~TO CROSS A TEXT~~

SUBSCRIPT (H_2O) → TO GET BASE TEXT → CTRL+=

SUPERSCRIPT (A^2+B^2+2AB) → TO GET POWERS → CTRL+SHIFT++

CHANGE CASE (SHIFT+F3): TO GET CAPITAL LETTERS OR SMALL LETTERS OR TO CAPITALISE EACH WORDS

→ SELECT TEXT → SHIFT+F3

PARAGRAPH:

ALIGNMENT: SELECT TEXT ALIGN TO THE SIDE YOU WANT TO SEE

RIGHT ALIGN → CTRL+R

LEFT ALIGN → CTRL+L

CENTRE ALIGN → CTRL+E

JUSTIFY (PARAGRAPH) → CTRL+J

BULLETS & NUMBERS: TO SHOW NOTES WITH OUTLINE WISE.

TYPE NUMBER 1 AND GIVE FULLSTOP AND THEN GIVE SPACE

EXAMPLE: 1.(<u>SPACE</u>)

THEN MAIN POINTS WILL START TO SHOW

FOR SUB POINTS USE TAB KEY

EXAMPLE: 1. RAVI IS GOOD.↵(ENTER)

2. TAB KEY

TO GO BACK TO MAIN POINTS PRESS DOUBLE ENTER

NOTE: THIS OPERATION HAPPENS ONLY AT STARTING OF LINE

ILLUSTRATION:

1. RAVI IS GOOD PERSON

   a. RAVI HAS BIG FAN FOLLOWING

2.

METHOD 2: GO TO HOME MENU → CLICK ON DROP DOWN OF BULLETS OPTION → CHOOSE A BULLET→ AND START TO WRITE YOUR NOTES POINT WISE.

IF YOU WANT SUB POINTS TO WRITE SAME STEPS TO FOLLOW AND ALSO TO CLICK ON → CHANGE LIST LEVEL

INDENTATION:

INCREASE INDENTATION: USEFUL TO INCREASE LEFT INDENT

DECREASE INDENT: TO DECREASE LEFT INDENT.

SORT: TO SORT DATA IN ASCENDING OR DISCENDING ORDER.

SHADING: TO GIVE SHADE EFFECT WITH COLOR BEHIND TEXT

LINE SPACING: TO GIVE SPACE BETWEEN LINES OF A PARAGRAPH.

CTRL+1 → TO GET 1.0 SPACING

CTRL+2 → TO GET 2.0 SPACING

CTRL+0 → TO ADD/REMOVE SPACE BEFORE PARAGRAPH

CTRL+5 → TO GET SPACE 1.5

FOR MORE GO TO HOME

→ LINE SPACING → CLICK ON DROP DOWN

→ CLICK ON LINE SPACING OPTIONS AND SET YOUR OWN SPACE ADJUSTMENTS

TO REMOVE SPACE BETWEEN LINES OF A PARAGRAPH

→ SELECT PARAGRAPH

→ GO TO HOME

→ LINE SPACING → CLICK ON DROP DOWN

→ CLICK ON REMOVE SPACE AFTER PARAGRAPH

BOARDES: TO GIVE BOARDERS TO CONTENT

GO TO HOME → CLICK ON BOARDERS

→ CLICK ON DROP DOWN

→ CHOOSE YOUR BOARDERS STYLE

STYLES: TO GET HEADING STYLES LIKE HEADING 1, HEADING 2 ETC

→ SELECT TEXT

→ GO TO HOME → STYLES → MORE → HEADING1 OR ANY STYLE

OPEN **APPLY STYLES** TASK PANE.	CTRL+SHIFT+S
OPEN **STYLES** TASK PANE.	ALT+CTRL+SHIFT+S
START AUTOFORMAT.	ALT+CTRL+K
APPLY THE NORMAL STYLE.	CTRL+SHIFT+N
APPLY THE HEADING 1 STYLE.	ALT+CTRL+1
APPLY THE HEADING 2 STYLE.	ALT+CTRL+2
APPLY THE HEADING 3 STYLE.	ALT+CTRL+3

EDITING:

FIND (CTRL+F): TO FIND TEXT FROM WHOLE DOCUMENT

REPLACE (CTRL+H): TO REPLACE THE TEXT FIND WITH OTHER TEXT

GO TO (CTRL+G): TO GO TO LINES, PAGES, BOOK MARKS ETC.

SELECT (CTRL+A): TO SELECT ALL TEXT

SELECT (SHIFT+→): TO SELECT RIGHT SIDE TEXT

SELECT (SHIFT+↓): TO SELECT TEXT DOWNWARD

SELECT (SHIFT+↑): TO SELECT TEXT UPWARD

SELECT (SHIFT+←): TO SELECT TEXT LEFTSIDE

VIEW MENU (ALT+W):

DOCUMENT VIEWS:

PRINT LAYOUT (ALT+CTRL+P): TO SHOW CONTENT OF A DOCUMENT

FULL SCREEN READING LAYOUT (ALT+WF): HELPS TO READ CONTENT

WEB LAYOUT (ALT+WL): TO VIEW AS WEB PAGE

OUTLINE VIEW (ALT+CTRL+O): TO SHOW POINT WISE

DRAFT (ALT+CTRL+N): TO VIEW AS DRAFT HELPS US TO EDIT EASILY

SHOW/HIDE:

RULER: TO ADJUST PAGE MRGINS IN EASY MANNER

TO THE RULER WE HAVE SOME TOOLS TO OPERATE EASILY

→ FIRST LINE INDENT- SELECT PARAGRAPHS AND DRAG WITH MOUSE (CTRL+TAB).

→ LEFT INDENT/RIGHT INDENT- WE CAN ADJUST SPACING BOTH LEFT AND RIGHT SIDES OF PAGE

→ HANGING LINE INDENT- TO GIVE SPACING TO THE NEXT LINES OF A PARAGRAPH (CTRL+T). TO REMOVE CTRL+SHIFT+T

→MARGINS: WE CAN DRAG WITH MOUSE THE CORNERS OF RULER FOR MARGINS FOURSIDES

→ TABS: WE CAN GET LONG SPACES AND ALSO CAN PREPARE TABULAR DATA WITH

PERFECT SETUP. THERE ARE DIFFERENT TABS NAMELY LEFT TAB, RIGHT TAB, CENTRE

TAB, DECIMAL TAB AND BAR ETC.,

GRIDLINES: TO GET GRID LINES. WE CAN INCREASE OR DECREASE THE GRID SPACING

STEPS: GO TO **"PAGE LAYOUT"** → CLICK ON **"ALIGN"** OPTION

→ AGAIN CLICK ON **"GRID SETTINGS"** OPTION

→ **"DRAWING GRID"** DAILOGUE BOX APPEARS

→ GIVE YOUR "**GRID SETTINGS"**

HORIZONTAL SPACING   : 0.2

VERTICAL SPACING   : 0.2

→ CLICK ON **"OK"**

DOCUMENT MAP: TO SHOW MAP OF YOUR DOCUMENT WHICH CAN NAVIGATE YOU TO A CORRECT TOPIC

STEPS: TYPE YOUR HEADINGS OF YOUR DOCUMENT

→ SELECT ONE HAEDING

→ GO TO HOME MENU → CLICK ON STYLES

→ CHOOSE "**HEADING 1**"

AND IN THE SAME MANNER PREPARE YOUR INDEX AND GO TO "**VIEW TAB**" AND CLICK ON **"DOCUMENT MAP"**

YOU CAN SEE A DOCUMENT MAP LEF SIDE OF SCREEN AND IF YOU CLICK ON A TOPIC YOU CAN GO DIRECTLY TO THAT TOPIC.

THUMBNAILS: TO GET VIEW OF EACH PAGE LIKE A PICTURE WHICH ENABLES TO SCROLL SPEEDY

ZOOM: TO INCREASE OR DECREASE THE VISUALITY OF A PAGE (CTRL+MOUSE SCROLL).

ZOOM IN: INCREASES THE PAGE VIEW (CTRL+SCROLL MOUSE UP)

ZOOM OUT: DECREASES THE PAGE VIEW (CTRL+SCROLL MOUSE DOWN).

ONE PAGE: TO VIEW SINGLE PAGE WISE

TWO PAGES: TO SHOW TWO PAGES WISE

PAGE WIDTH: TO SHOW PAGE MATCHES WIDTH OF WINDOW

WINDOW:

NEW WINDOW: TO GET A DOC CONTAINING VIEW OF THE CURRENT DOCUMENT AS IT AVIALS TO DISPLAY DIFFERENT PAGES AT ONCE FROM BOTH VIEWS

ARRANGE ALL: TO ARRANGE OPEN WINDOWS IN CASECADE VIEW OR SIDE-BY-SIDE VIEW ETC.,

SPLIT: TO SPIT OR TO DEVIDE OPEN WINDOW INTO TWO PARTS BY THAT WE CAN VIEW TO DIFFERENT PAGES OF A DOCUMENT AT ONCE.

→TO SPLIT– ALT+CTRL+S AND

→TO REMOVE SPLIT– ALT+SHIFT+C

SWITCH WINDOWS: WE CAN SWITCH TO ONE ANOTHER OPEN WINDOWS.

MACROS ALT+F8: TO RECORD A TEXT OR A FORMULAE OR ATABULAR INFO TO AVOID THE STRAIN TO RETYPE

USE THIS OPTION TO RECORD A MACRO OR TO ACCESS OTHER MACRO OPTIONS

STEPS: GO TO "**VIEW MENU**" → "MACROS"

→ "**RECORD MACROS**" → "**KEYBOARD**"

→ PRESS ANY NEW SHORTCUT: ALT+CTRL+Z (OPTIONAL)

→ ASSIGN → CLOSE

→ NOW RECORDING HAS STARTED

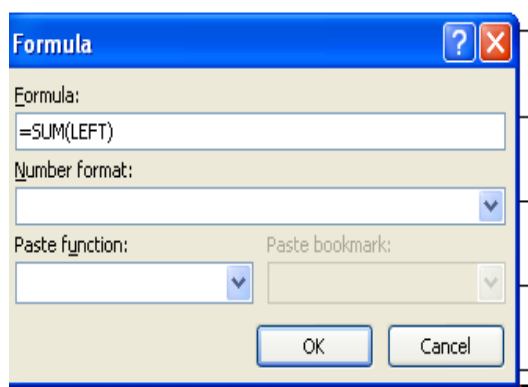GO TO "**INSERT MENU**" → CLICK ON "**TABLE**" OPTION

→ DRAW A TABLE AS LIKE SHOWN BELLOW

FOR EXAMPLE:

NAME	MATHS	SCIENCE	TOTAL
SHAREEF	90	98	
JANAKI	95	90	
TULASI	98	99	

→ PLACE CURSOR AT LAST COLUMN SECOND CELL

→ GO TO "**LAYOUT TAB**" → "**FORMULAES**"

→

→ CLICK ON **OK**

→ AUTOMATICALLY TOTAL WILL CALCULATED AND ALSO FOR REMAING CELLS WE CAN USE ALT+CTRL+Z TO GET TOTAL
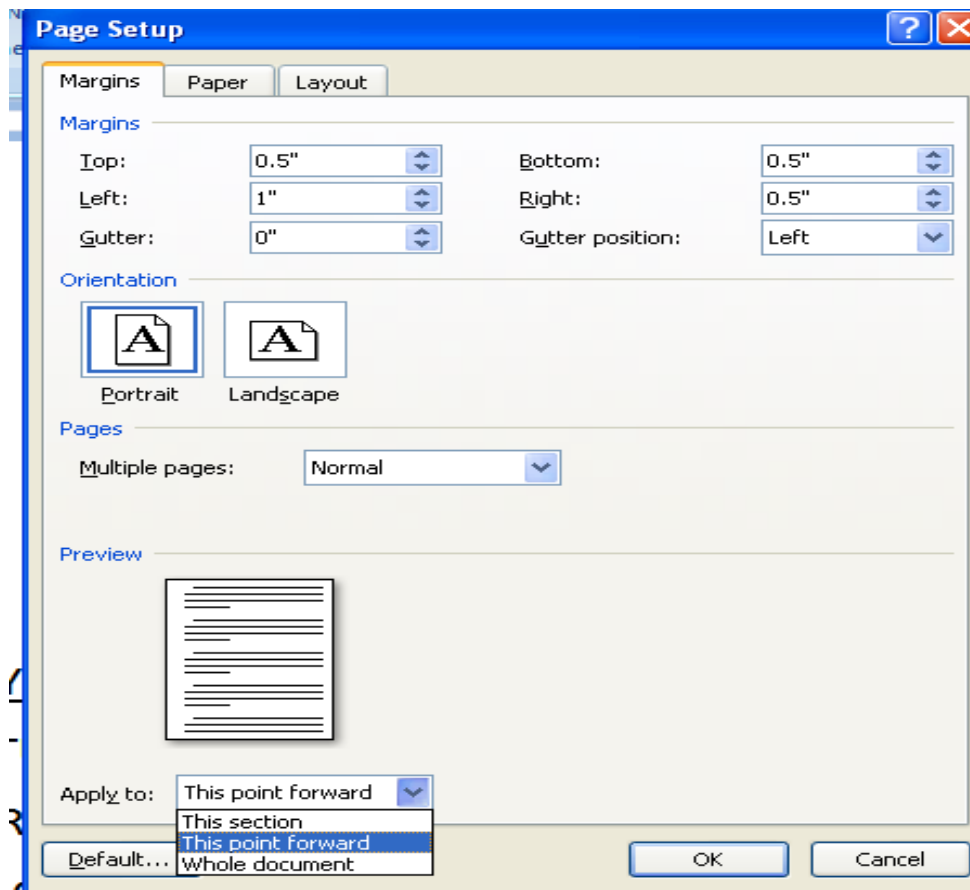
PAGE SETUP:

MARGINS: TO ALIGN MARGINS FOUR SIDES OF A PAGE

→ GO TO "**PAGE LAYOUT" → "MARGINS"**
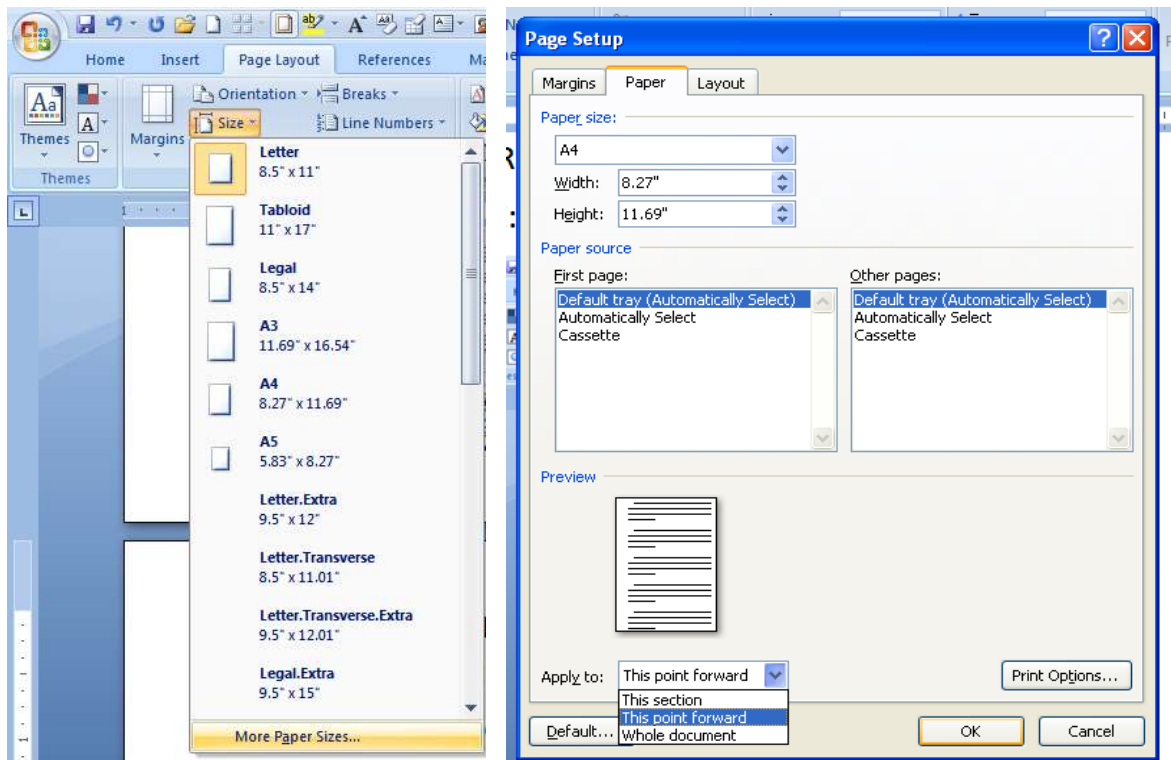
→ **"CUSTOME MARGINS"**

SET MARGINS ALL SIDES AND WE CAN ALSO APPLY TO A POINT OR TO WHOLE DOCUMENT

ORIENTATION: TO CHANGE LAYOUT OF A PAGE PORTRAIT (VERTICALLY) OR LANDSCAPE (HORIZONTALLY).

SIZE: TO CHANGE SIZE OF PAGE OF DOCUMENT.

GO TO "**PAGE LAYOUT" → "SIZE" → "MORE PAPER SIZES"**

→ GIVE YOUR OWN PAPER SIZES
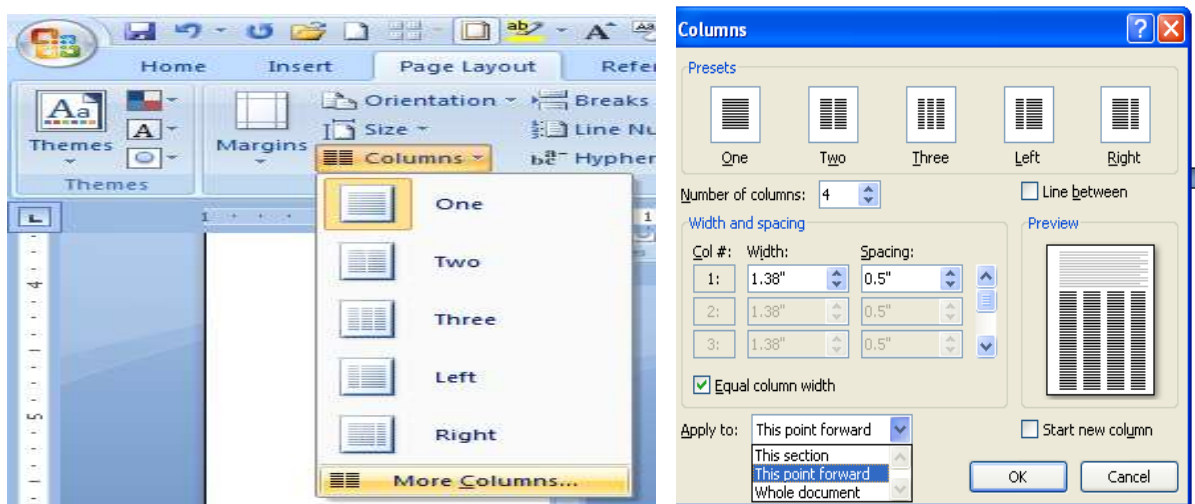
COLUMNS: TO PREPARE COLUMNAR PARAGRAGHS BY SPLITTING INTO TWO MORE COLUMNS AS LIKE AS NEWS COLUMNS IN THE NEWS PAPERS.

S.C.K: CTRL+SHIFT+ENTER TO GET COLUMN BREAK

GO TO "**PAGE LAYOUT**"→ "**COLUMNS**" → **"MORE COLUMNS"**

BREAKS: TO GET BREAKS BETWWEN CONTENT

LINE NUMBERS: TO GET NUMBERS AUTOMATICALLY TO EACH PAGE

HYPHENATION: TO GET HYPEN TO THE WORD THIS IS BROKEN INTO TWO LINES.

PAGE BACK GROUND:

WATERMARK: TO GET DESIGNED TEXT BEHIND OUR DOCUMENT CONTENT

GO TO "**PAGE LAYOUT**" → "**WATERMARK**"

→ "**CUSTOME WATERMARK'** →
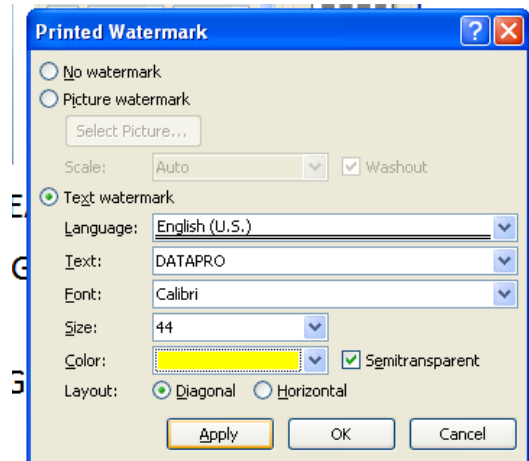
Figure 1 TEXT WATER MARK
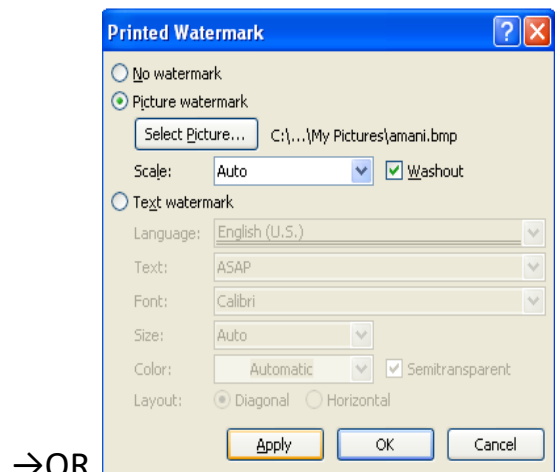
→OR

Figure 2 PICTURE WATER MARK

TO REMOVE GO TO → "**PAGE LAYOUT**" → "**WATERMARK**" → "**REMOVE WATER MARK**"

PAGE CLOR: TO EFFECTIVE COLORS TO PAGES

`   STEPS: → "**PAGE LAYOUT**" → "**PAGE COLOR**" → "**FILL EFFECTS**"

PAGE BOARDERS: TO SET BOARDERS TO PAGES.

STEPS: "**PAGE LAOUT**" → "**PAGE BOARDERS**" →

→ CHOOSE DIFFERENT BOARDER STYLES

NONE: NO BOARDERS WILL BE DISPALED ON YOUR PAGE

BOX: APPLIES BOARDERS FOUR SIDES OF PAGES

CUSTOM: APPLIES BOARDERS TO SPECIFIED SIDES ONLY

COLOR: APPLIES COLOR TO BOARDERS

ART: TO GET ARTISTIC BOARDERS

APPLY TO: TO APPLY BOARDERS TO SPECIED OPTIONS GIVEN IN THE DROPDOWNS

HORIZONTAL LINES: TO GET BEATIFUL LINES
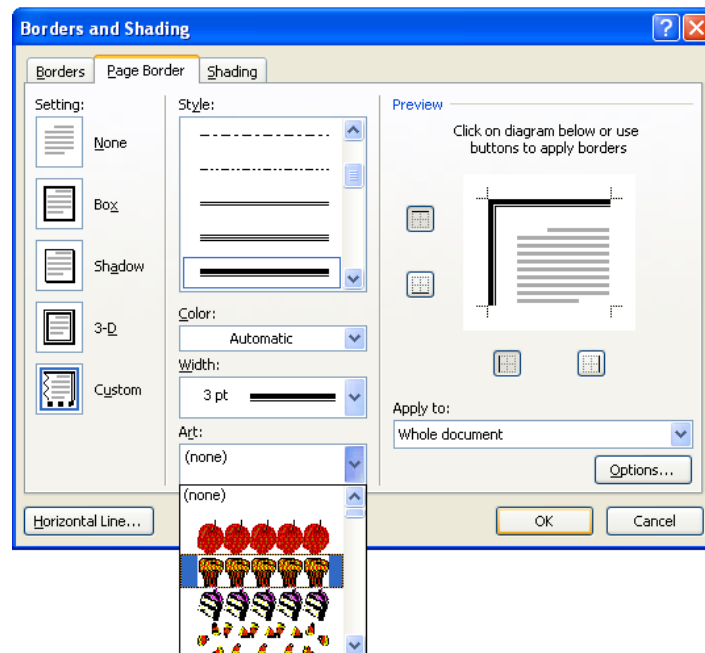
PARAGRAPH:

INDENT: TO ADJUST LEFT AND RIGHT INDENTS

SPACING: TO SET LINE SPACING

ARRANGE: WE HAVE INSERT ANY IMAGE THEN ONLY THIS OPTION WILL FUNCTION

GO TO "**INSERT**" → "**PICTURE**" → CHOOSE YOUR IMAGE TRY

INSERT TAB (ALT+N):

PAGES

COVER PAGE: TO INSERT FULLY FORMATTED COVER

BLANK PAGE (CTRL+ENTER): TO GET BLANK PAGE

PAGE BREAK: TO BREAK TEXT TO NEXT PAGE AT THE CURRENT POSITION

TABLES: TO INSERT OR DRAW TABLE. BY DEFAULT IN THIS TABLE OPTION WE TEN COLUMNS AND EIGHT ROWS. WE CAN CHOOSE ANY NUMBER OF ROWS AND COULUNS AND CLICK ANY WHERE OF DOCUMENT. AUTOMATICALLY TABLE WILL BE INSERTED.

INSERT TABLE: TO INSERT TABLE

→ CLICK ON "**INSERT TABLE**" OPTION

→ "**INSERT TABLE**" DAILOGUE BOX APPEARS

→ GIVE "**NO OF COLOUMNS:**   **12**

→   "**NO OF ROWS**":   **18**

→ **OK**

DRAW TABLE: A PENCIL OR DRAW TABLE TOOL APPEARS ON WORK AREA THEREFORE WE CAN DRAW TABLE BY OUR OWN

EXCEL SPREAD SHEET: AUTOMATICALLY WE CAN GO TO MS EXCEL

QUICK TABLES: THESE ARE DEFAULT TABLES GIVEN BY SOFTWARE.

QUICK TABLE: THESE ARE GIVEN BY SOFTWARE WE CAN USE EDIT EASILY.

WORK WITH TABLES: DRAW OR INSERT TABLE BY USING TABLE OPTIONS AND PLACE CURSOR IN THE TABLE. YOU WILL GET "TABLE TOOLS TAB". THERE IN IT YOU CAN SEE "DESIGN" TAB AND "LAYOUT" TAB.

"DESIGN TAB"

TABLE STYLE OPTIONS: TO HILIGHT THE TABLE STYLES

TABLE STYLES: TO SET DESIGNED TABLE STYLE TO OUR TABLE

SHADING: TO APPLY CULOR AS BACKGROUND.

BOARDERS: TO APPLY BOARDERS

NOTE: GIVE RIGHT CLICK ON TABLE AND CHOOSE OPTION

"**BOARDERS & SHADING**" AND CLICK AND OPERATE.

DRAW BOARDERS: TO DRAW TABLE BY OUR OWN AND TO ERASE LINES B OUR OWN.

STEPS: PLACE CURSOR IN A TABLE CELL

→ GO TO "**DESIGN TAB**" → "**DRAW TABLE**"

→ IF YOU WANT TO ERASE BOARDERS CLICK ON "ERASER" OPTION AND DRAG ON TABLE CELLS WHICH YOU ERASE.

"**LAYOUT TAB**" PLACE CURSOR IN TABLE CELL AND TRY THESE.

SELECT: TO SELECT TABLE CELLS, ROWS, COLUMNS OR TABLE

SHOW GRIDLINES: TO SHOW OR HIDE GRID LINES IN TABLE

DELETE: TO DELETE TABLE CELLS, ROWS, COLUMNS OR TABLE

      STEPS: GIVE RIGHT CLICK ON TABLE AND CLICK ON

      "DELETE CELLS" OPTION → CLICK ON YOUR OPTION → OK

INSERT: TO INSERT CELLS, ROWS, COLUMNS AND TABLE ETC.,

      STEPS: GIVE RIGHT CLICK ON TABLE

      → CLICK ON "INSERT" OPTION

      → CHOOSE YOUR OPTION

MERGE CELLS: TO COMBINE CELLS INTO SINGLE CELL

      STEPS: SELECT CELLS → RIGHT CLICK → MERGE CELLS

      NOTE: ERASER IS THE MOST USEFUL ALTERNATIVELY TO THIS.

SPLIT CELLS: TO DEVIDE SINGLE CELL INTO ROWS AND COLUMNS

      STEPS: PLACE CURSOR IN A CELL AND

          → RIGHT CLICK → SPLIT CELLS

      → GIVE "**NO OF COLOUMNS:**   **6**

      →   **"NO OF ROWS":**   **1**

                → OK

      NOTE: YOU CAN USE DRAW TABLE BUTTON FROM DESIGN   TOOL

CELL SIZE: TO INCREASE SIZE OF CELLS

AUTO FIT:

      → AUTOFIT TO CONTENT: BY TYPING TEXT AUTOMATICALLY WIDTH OF COLUMN INCREASES

      → AUTOFIT TO WINDOW: TABLE CAN BE ADJUSTED AUTOMATICALLY BASED ON WIDTH OF WINDOW

      → FIXED COLUMN WIDTH: COLUMN WIDTH REMAINS THE SAME TEXT WILL BE ADJUSTED WRAP TO COLUMN

ALIGNMENT: TEXT CAN BE ALIGNED LEFT, RIGHT, CENTRE ETC.,

TEXT DIRECTION: YOU CAN VIEW TEXT HORIZONTALLY OR VERTICALLY

CELL MARGINS: TO TYPE TEXT IN A CELL WITH GOOD SPACING

HERE WE CAN ALSO ALLOW SPACING BETWEEN CELLS.

SORT: WE CAN SET TEXT IN ALPHABETICAL ORDER EITHER IN ASCENDING OR DESCENDING ORDER

REPEAT HEADER ROWS: TO REPAEAT HEADINGS TO EACH PAGE AT FIRST ROW LEVEL

CONVERT TO TEXT: TABLE WILL BE ARRANGED WITHOUT TABLE VIEW WITH COMMAS, TABS OR OTHER MARKS. IF YOU WANT TO REARRANGE INTO TABLE FORMAT → SELECT TEXT

→ AND GO TO "**INSERT TAB**" **→** "**CONVERT TEXT TO TABLE**"

FORMULAE: THIS WAS ALREADY EXPAINED IN MACROS OPTION

ILLUSTRATIONS:

PICTURE:TO INSERT PICTURE. → GO TO **"INSERT TAB"**

→ "PICTURE" → INSERT PICTURE DAILOGUE BOX APPREARS

→ SELECT YOUR IMAGE → AND CLICK ON "INSERT"

CLIP ART: TO INSERT CLIPS GIVEN BY OFFICE COLLECTION

→ GO TO **"INSERT TAB" → "CLIP ART" →** RIGHT SIDE OF THE SCREEN CLIPART PANE WILL BE OPENED **→** TYPE YOUR TEXT IN **SEARCH →** CLICK ON GO **→** OR CLICK ON **SEACH IN DROP DOWN → "OFFICE COLLECTION"→** AND IT'S **SUB OPTIONS**

SHAPES: TO INSERT INSTANT SHAPES IN SUPPORT WITH OUR DOCUMENTATION → GO TO **"INSERT TAB" → SHAPES"**

→ SELECT A SHAPE → AND DRAG IT AT A PLACE.

→ SELECT SHAPE AND CHANGE STYLES, AND COLORS, SIZE ROTATION ETC., BY USING **"FORMAT TAB"** FOR THE SELECTED SHAPE → PRESS CTRL KEY AND DRAG THE SHAPE → YOU CAN GET A COPY OF SAME AND MULTI SELECTION OF SHAPES AND DRAGGING HELPS EASE OF ACCESS.

SMART ART: HELPS TO EXPLAIN A PROCESS, LIST, HEIRARCHY ETC., → GO TO "**INSERT TAB" →** CLICK ON " **SMART ART**"

→ "**CHOOSE A SMART ART GRAPHIC**" → "**HEIRARCHY**

→ SELECT ON STYLE → CLICK ON OK

TO ADD MORE SHAPES TO THE SMART ART DIAGRAM,

→ CLICK ON ONE SMART ART TEXT BOX AND → RIGHT CLICK

→ SELECT "**ADD SHAPE**"

CHART: TO PREPARE CHARTS FROM WORD ONLY AND THERE IS NO NEED TO GO TO EXCEL.

→ GO TO "**INSERT TAB**" → CLICK ON "**CHARTS**" → CHOOSE ONE CHART STYLE → EDIT DATA AT YOUR CONVENIENCE IN EXCEL SHEET. AUTOMATICALLY CHART IN WORD WILL BE SET.

HYPERLINK (CTRL+K): TO ADD ANOTHER FILES INTO CURRENT DOCUMENT AS LINKS. WE CAN CLICK ON LINKS AND OPEN LINKS AND READ.

      STEPS: GO TO "**INSERT TAB**" → "**HYPERLINK**"

      → "**INSERT HYPERLINK**" → CHOOSE YOUR FILE → OK

      NOTE: HOLD CTRL KEY AND CLICK ON LINK TO READ.

BOOKMARK: TO KEEP IMPORTANT TEXT AS LIKE AS FOLDING PAGES IN A BOOK FOR EASY REFERENCE.

      STEPS: SELECT TEXT → GO TO "**INSERT TAB**"

      → "**BOOKMARK**" → "**INSERT BOOKMARK**"

      → BOOKMARK NAME: IMP1 (NOSPACE) → **ADD**

      NOTE: TO READ BOOK MARKS AFTERWARD PRESS CTRL +G

CROSS REFERENCE: TO INSERT BOOKMARKS, FOOTNOTES, ETC ALL TOGETHER ON A PAGE.

      → GO TO "**INSERT TAB**" → "**CROSS REFERENCE**"

      →SELECT **BOOKMARK** FROM LIST → INSERT.

HEADER & FOOTER: TO INSERT HEADING TO ALL PAGES BY SINGLE ATTEMPT. WE CAN GIVE DATE, PAGE NUMBERS , AUTHOR NAME ETC.,

TEXT BOX: TO INSERT BOX TO WRITE OUR SUGGESTIONS, KEY POINTS, PHOTO BOXES ETC.,

→ GO TO "**INSERT TAB**" → "**TEXT BOX**"

→ CLICK ON"**DRAW TEXT BOX**"

→ DRAG MOUSE AND DRAW TEXT BOX

→ "**FORMAT TAB**" APPEARS. → YOU CAN APPLY DIFFERENT FORMAT STYLES.

QUICK PARTS: TO INSERT PREPARED BUILDING BLOCKS WITHOUT TIME WASTE TO PREPARE OUR OWN.

STEPS: GOTO "**INSERT TAB**" → "**QUICK PARTS**"

→ "**BUILDING BLOCKS ORGANISER**"

→ CHOOSE A STYLE FROM LIST → CLICK ON INSERT

WORDART: TO INSERT DECORATIVE TEXT TO YOUR PROJECT.

STEPS: GO TO "**INSERT TAB**" → "**WORDART**"

→ SELECT ONE WORDART STYLE AND

→ TYPE YOUR TEXT → CLICK ON OK

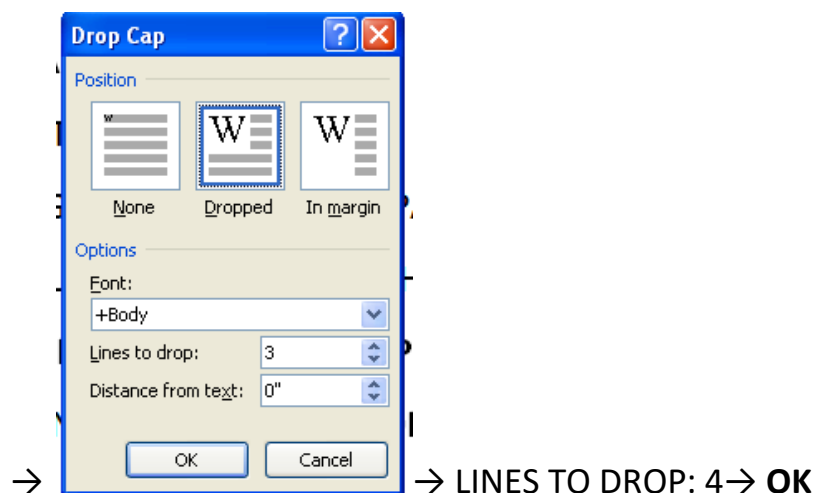→"**FORMAT TAB**" APPEARS.YOU CAN APPLY DIFFERENT FORMAT STYLES.

DROP CAP: TO GET FIRST LETTER OF PARAGRAPH BIG.

→PLACE CURSOR AT PARAGRAPH OR TEXT AND

→ GO TO "**INSRT TAB**" → "**DROP CAP**"

→ CLICK ON **"DROP CAP OPTTIONS"**

→   → LINES TO DROP: 4→ **OK**

DATE &TIME: TO INSERT DATE AND TIME.

OBJECT: TO INSERT ANOTHER FILE AS AN ITEM OBJECT FOR EASY DISPLAY

STEPS: GOTO INSERT MENU→ CLICK ON "OBJECT" OPTION

→ CREAT FROM FILE → BROUSE → SELECT YOUR FILE

→ OPEN →OK

SYMBOLS: TO INSERT SYMBOLS → GO TO "**INSERT TAB**"

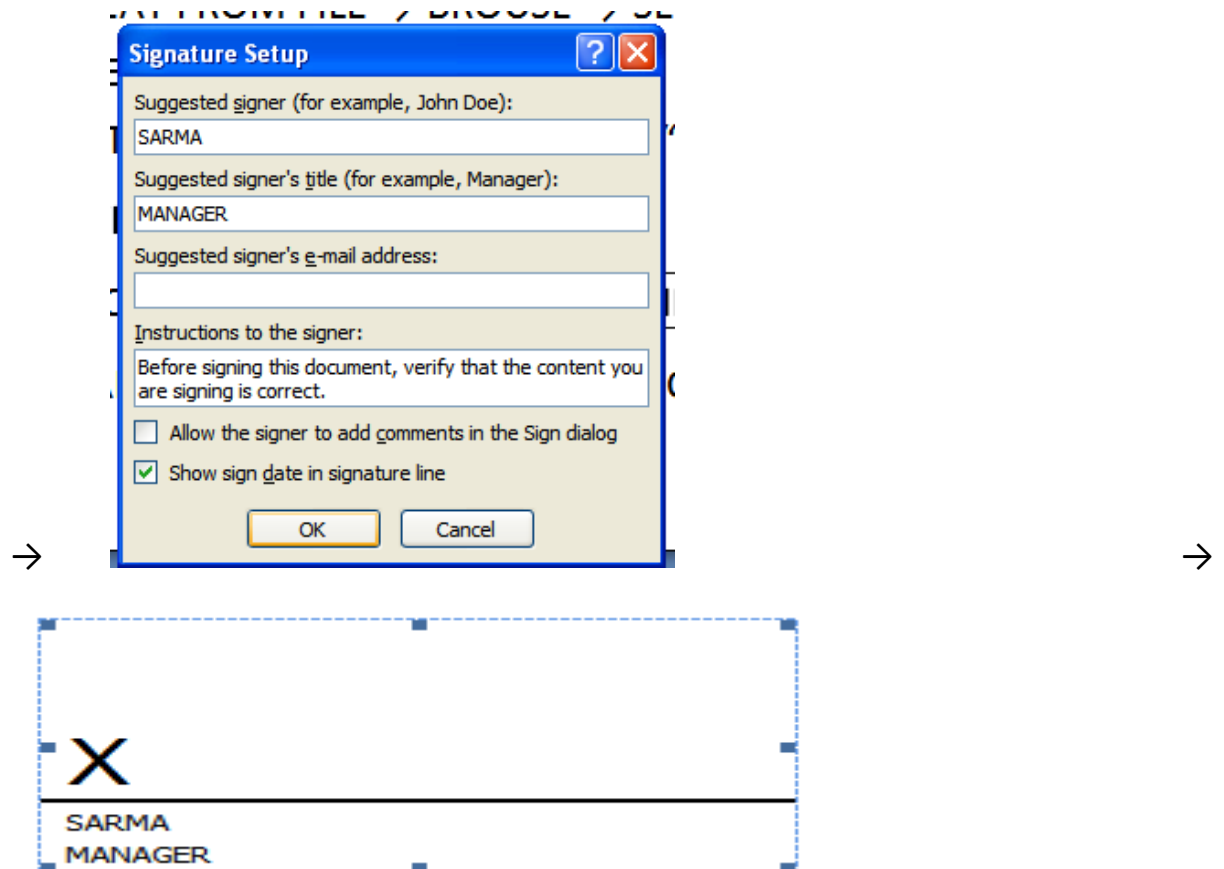→ "**SYMBOLS**" → **MORE SYMBOLS**

→ CHOOSE SYMBOLS AND CLICK ON INSERT

YOU CAN ALSO CHAGE FONTS AND GET MORE SYMBOLS.

SIGNATURE LINES: TO INSERT SIGNATURE AS AN IMAGE
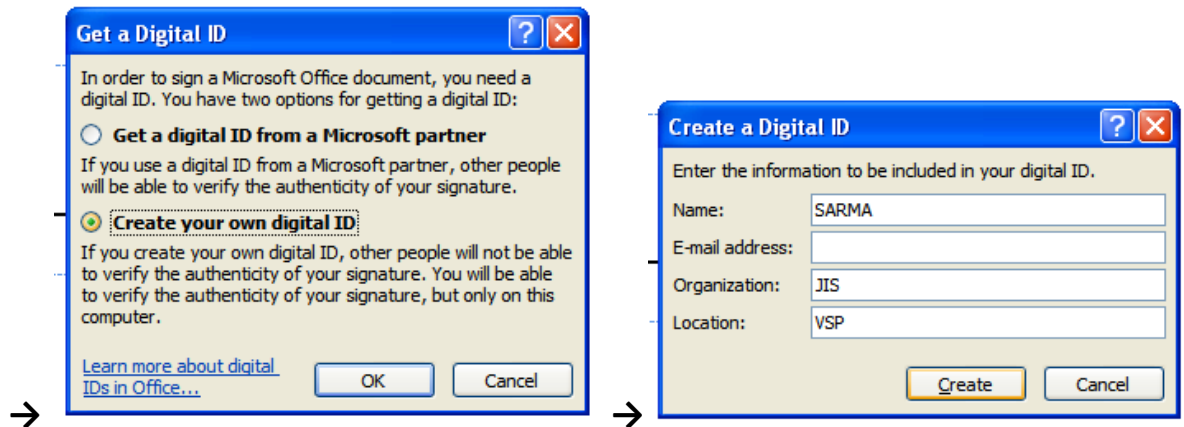
STEPS: GO TO "**INSERT TAB**" → "**SIGNATURE LINE**

→ CLICK ON OK

→ DOUBLE CLICK ON SIGN AGAIN AND CLICK ON OK

→ CLICK ON YES TO SAVE THE DOCUMENT→ SAVE FILE WITH A NAME.

THEN, CLICK ◉ CREATE YOUR OWN DIGITAL ID AND DO OK

→

→ SIGN DAILOGUE BOX APPEARS → CLICK ON SELECT IMAGE

→ INSERT PICTURE DAILOGUE BOX IS OPENED

→ SELECT SIGNATURE IMAGE AND CLICK ON INSERT

→
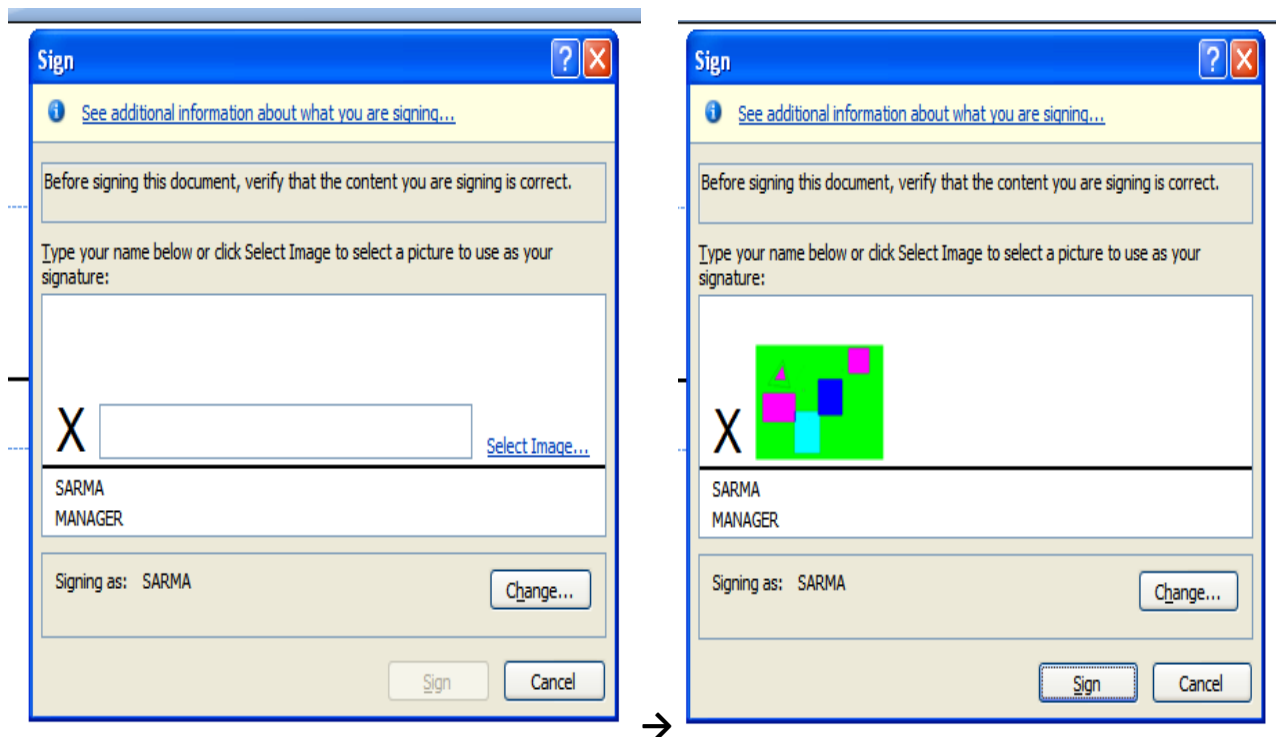
YOU CAN SEE RESULT AS SHOWN ABOVE

→ CLICK ON SIGN FINALLY

→ TO REMOVE IT GIVE RIGHT CLICK ON SIGNTAURE IMAGE AND CLICK ON **"REMOVE SIGNATURE"** AND PRESS DELETE.

EQUATIONS: TO PREPARE EQUATIONS FOR OUR DOCUMENT AND TO KEEP THEM SAVED FOR AUTO INSERTION. HELPFUL FOR DATA ENTRY OPERATOR TO PREPARE MATHEMATICAL AND SCIENTIFICAL DATA ENTRY.

STEPS: GO TO "**INSERT TAB**" **→** "**EQUATIONS**"

→ "INSERT NEW EQUATION" → "DESIGN TAB" WILL BE AVAILABLE THERE AT THE TOP AND HELPS IN PREPARATION OF EQUATIONS. → PLACE CURSOR IN EQUATION BOX ONLY AND GO TO "DESIGN TAB" → AND CLICK ON "MORE SYMBOLS"

→ AND YOU CAN FIND A DROP DOWN BUTTON AT THE TOP

→ CLICK ON IT AND THEN YOU CAN GET MORE SYMBOLS.

→ YOU CAN USE STRUCTURES IN THE SAME MANNER

REVIEW TAB (ALT+R):

PROOFING:

SPELLING & GRAMMAR (F7): TO CORRECT SPELLINGS.

IGNORE- TO IGNORE SPLLING AND GRAMMAR MISTAKES

CHANGE- TO CHANGE FROM SUGGESTED SPELLINGS LIST

ADD TO DICTIONARY: HELPS TO ADD A SPELLING INTO SOFTWARE WHICH IS NOT AVAILABLE EARLIER

→ BY GIVING RIGHT CLICK ON WORD ALSO YOU CAN CHECK SPEELING AND CORRECT.

RESEARCH %THESAURUS: TO GET MEANINGS, SYNONYMS, ANTONUMS ETC.,

WORD COUNT: COUNTS THE PAGE NUMBERS, WORDS, PARAGRAPHS ETC.,

COMMENTS:

NEW COMMENT: TO COMMENT A SELECTION OVER ITS PERFORMANCE

STEPS: TO DELETE CLICK ON DELETE OR DELETE ALL

TO MOVE ARROUND ALL COMMENTS CLICK ON PREVIOUS AND NEXT.

TACKING: TO KEEP THE CHANGES IN THE DOCUMENT TRACED AND TO FOLLOW THE TRACK. IT OBSERVES DELTIONS, EDITINGS, INSERTIONS, FORMATTINGS ETC., WITH THE HELP OF TRACKING. IF YOU WANT TO ACCEPT CAJANGES CLICK ON ACCEPT IF YOU DO NOT WANT TO ACCEPT CLICK ON REJECT

STEPS: GO TO "**REVIEW TAB**" → CLICK ON **"TRACK CHANGES"** → AND START TO WRITE AND SEE ANY THING IS TYPED. THE CONTENT WILL BE

SHOWN WITH COLOUR FORMATS. WE CAN EASILY IDENTIFY THE CHANGES DONE TILL THE TRACKER IS ON. THOUGH THE DOCUMENT IS CLOSED AND OPENED AFTERWARDS ALSO CAN HAVE SAME FEATURE TILL THE TRACKER IS OFF.

STEPS: GO TO "**REVIEW TAB**" → CLICK ON **"TRACK CHANGES"** AND ON IT → CLOSE THE FILE → AND AGAIN OPEN → DELETE SOME TEXT → TYPE SOME TEXT → AND INSERT COMMENT. → YOU WILL DEFINETELY UNDERSTAND.

PROTECT DOCUMENT: TO PROTECT OUR DOCUMENT WITH A PASSWORD UNLESS AND UNTILL YOU HAVE PASSWORD YOU CAN NOT OPEN

STEPS: GO TO "**REVIEW TAB**" → **"PROTECT DOCUMENT"**

→
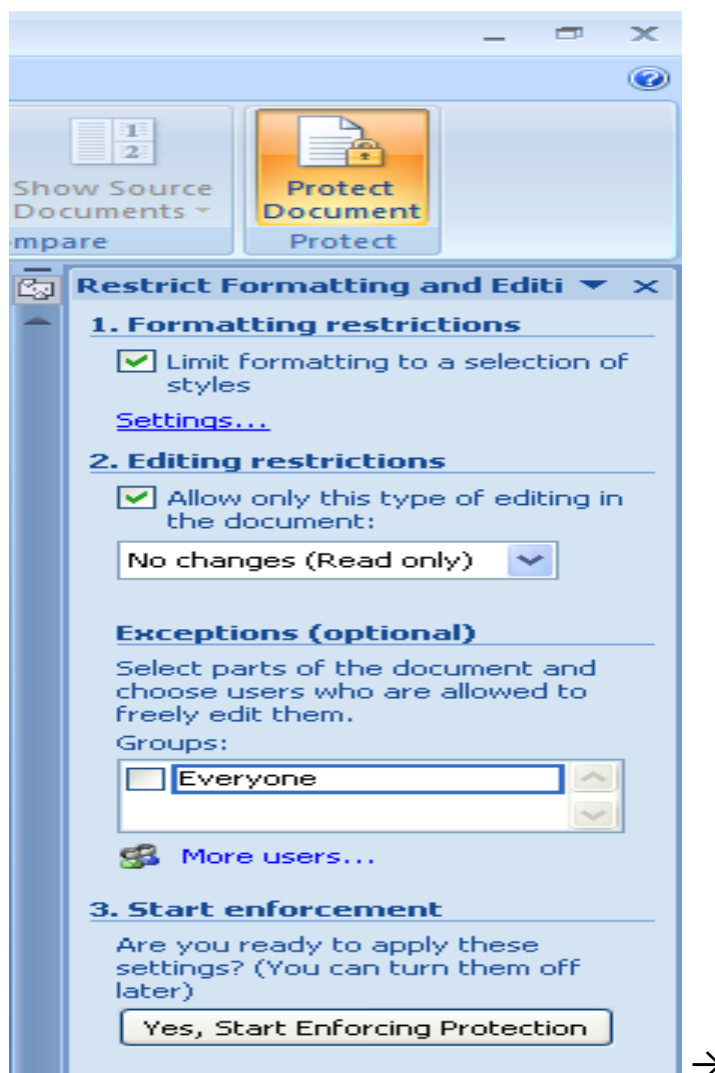
GIVE YOUR PASSWORD AND SAVE FILE NO ONE CAN MODIFY DATA UNLESS AND UNTILL THE PASSWORD IS ENTERED.

TO REMOVE PASSWORD, GO TO "**REVIEW MENU**" AND CLICK ON "**PROTECT DOCUMENT**" AND CLICK ON "**STOP PROTECTION**" → FINALLY ENTER PASSWORD → OK.

REFERENCES (ALT+S):

TABLE OF CONTENT: TO PREPARE INDEX OF SYLLABUS FOR DOCUMENT CONTENT FOR EASY REFERENCE.

STEPS: TYPE CONTENT.

→ LEAVE A BLANK PAGE AT THE TOP OF THE DOCUMENT FOR INDEX

→ SELECT TEXT WHICH ONE YOU WANT TO PUT AS HEADING.

→ GO TO **"REFERENCES TAB"**

→ CLICK ON "**ADD LEVEL**" CHOOSE YOUR LEVEL TO EACH HEADING.

→ CLICK ON "**TABLE OF CONTENT**" AUTOMATICALLY INDEX WILL BE GENERATED.

IF YOU WANT TO ADD MORE HEADINGS TO THE GENERATED OR PREPARED TABLE OF CONTENT, GO TO INDEX PAGE AND CLICK ON "**UPDATE TABLE**" OPTION

→

AND CLICK ON ⊙ UPDATE ENTIRE TABLE → **OK**
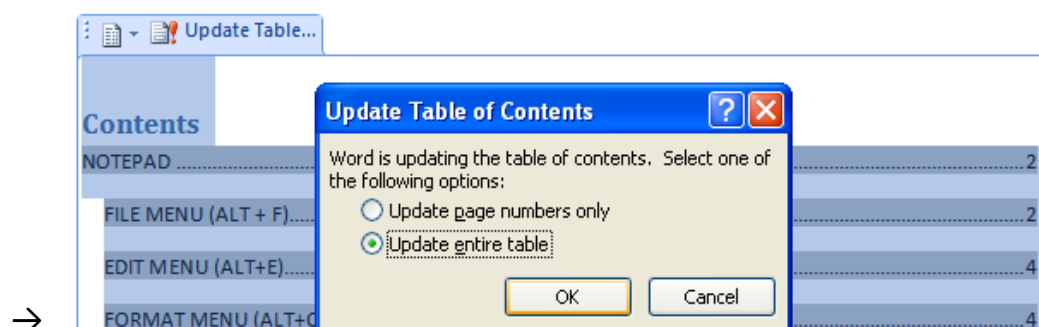
IF YOU WANT TO ADD LEVELS CLICK ON TABLE OF CONTENT → INSERT TABLE OF CONTENT

→ TABLE OF CONTENT DAILOGUE BOX OPENS

→ INCREASE "SHOW LEVELS: 5 → **OK**

FOOTNOTES:

INSERT FOOTNOTE (ALT+CTRL+F): TO INSERT FOOTNOTES TO MEANIGS OF DIFFICULT WORDS, QUOTATIONS ETC., TO EACH PAGES OF A DOCUMENT . AUTOMATICALLY FOOTNOTES WILL BE RENUMBERED BASED ON DATA ENTRY. IF YOU DO DOUBLE CLICK EXACTLY ON FOOTNOTE NUMBER CURSOR WILL TAKE US TO THE WORD.

END NOTE (ALT+CTRL+D): TO INSERT END NOTE TO INDICATE THAT THE DOCUMENTATION IS COMPLETED.

NEXT FOOTNOTE: IT HELPS TO MOVE FROM ONE FOOTNOTE TO ANOTHER.

SHOW NOTES: THIS OPTION TAKES US TO DIFFENT FOOT NOTES. PLACE CURSOR AT ANY ONE FOOTNOTE AND CLICK ON SHOW NOTES AND OBSERVE.
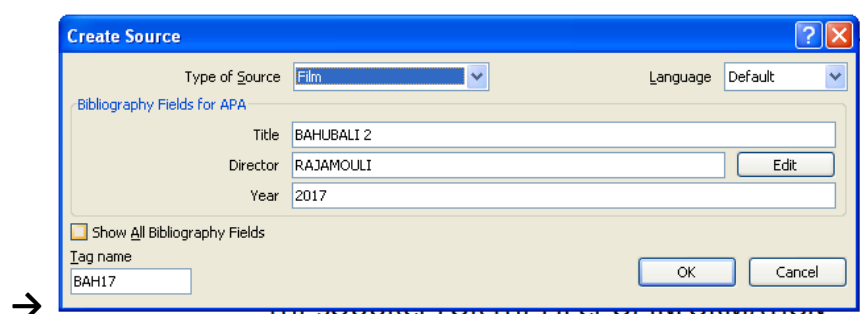
CITATION & BIBILIOGRAPHY:

INSERT CITATION: TO CITE A JOURNAL, ARTICLE AS THE SOUURCE FOR THE PIECE OF INFORMATION

SPTEPS: GO TO "**REFERENCE TAB**"

→ CLICK ON "**INSERT CITATION**"

→ AND THEN CLICK ON "**ADD NEW SOURCE**"

→ THE SOURCE FOR THE PIECE OF INFORMATION

→ **CLICK ON** ☑SHOW ALL BIBILIOGRAPHY FIELDS

→ ENTER MORE FIELDS AND CLICK ON OK

→ CLICK ON "**BIBILIOGRAPHY "** TO GET INDEX.

INSERT CAPTION:

TO INSERT CAPTION TO THE IMAGE SELECTED SO THAT WE CAN EASILY KNOW THE NAME OF IMAGEIN WHICH PAGE THE IMAGE IS INSERTED

STEPS: → GO TO "**REFERENCE TAB**"→ "**INSERT CAPTION**"

→ CLICK ON "**NEW LABEL**"

→
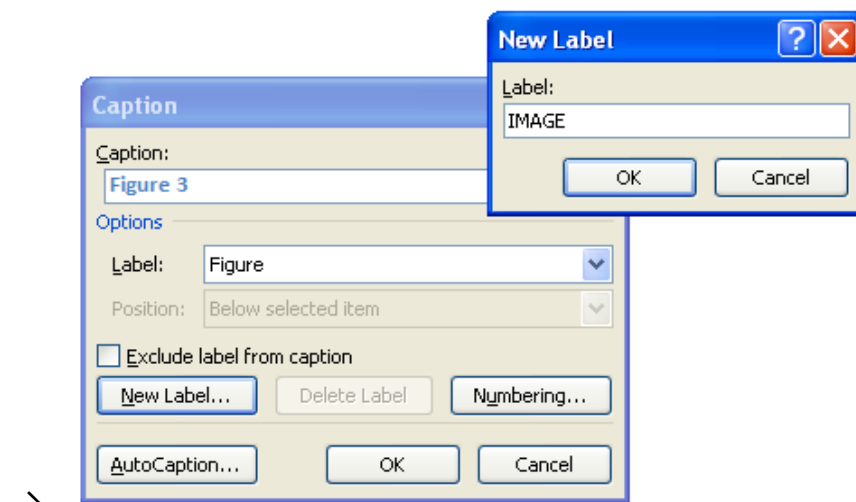
→ CLICK ON OK AND OK

→ SELECT EACH IMAGE ONE BY ONE AND NAME THEM

→ AND THEN CLICK ON "**INSERT TABLE OF FIGURES**" **AND** OBSERVE

MAILINGS (ALT+M)

MAIL MERGE:

TO SEND SAME TEXT MESSAGE TO DIFFENT RECIPIENTS IN FORM OF LETTER OR E-MAIL WHICH YOU INTEND TO TAKE PRINT MULTIPLE TIMES.

STEPS: GO TO "**REFERENCE TAB**"

STEP1:→ CLICK ON **"START MAIL MERGE"**

→ AND THEN CLICK ON "**LETTERS**"

STEP2:→ CLICK ON "**SELECT RECIPIENTS**"

→ CLICK ON "**TYPE A NEW LIST**"

→ **"NEW ADDRESS LIST"** DAILOGUE BOX APPEARS

→ FEED ADDRESS LIST OF NEW CONTACTS BY CLICKING ON NEW ENTRY
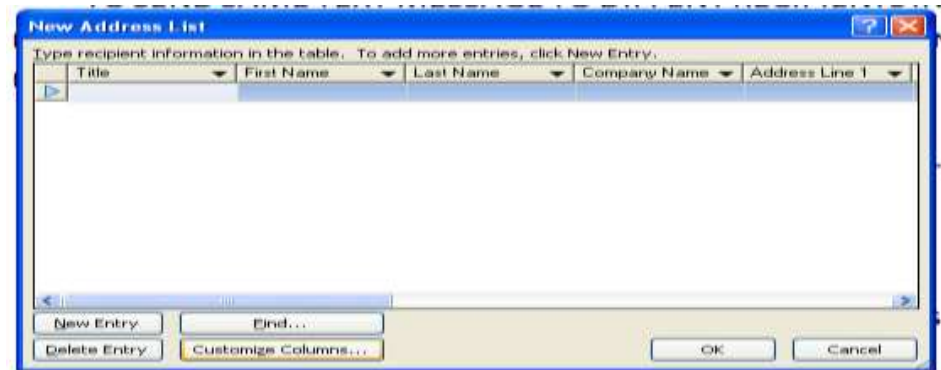
→ YOU CAN ADD MORE COLUMN FIELDS BY CLICKING ON "**CUSTOMIZE COLUMNS"**

→"**CUSTOMIZE ADDRESS LIST"** DAILOGUE BOX APPEARS**.**
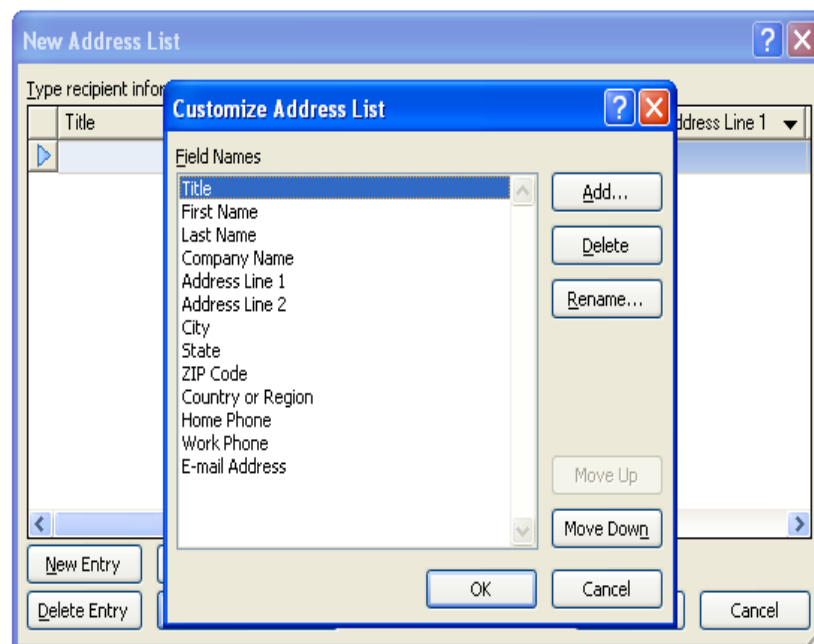
→ TO ADD MORE FIELDS, CLICK ON ADD.. OPTION
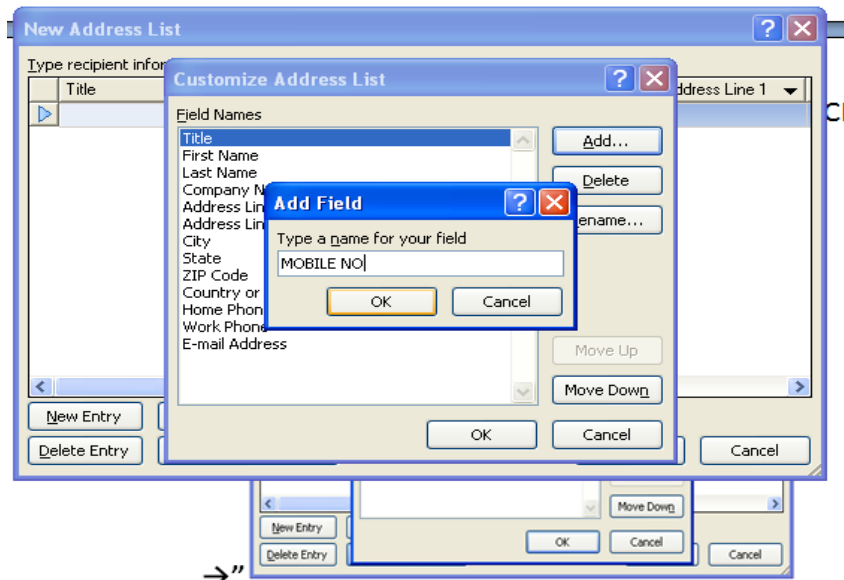
→ADD FIELD NAME AND DO **OK**

→ AND CLICK ON **OK** OF "**CUSTOMISE ADDRESS LIST**"

→ AND SAVE WITH AN ADDRESS

STEP3: → CLICK ON "**INSERT MERGE FIELD**"

→ CLICK ON YOUR ADDRESS FIELDS, AUTOMATICALLY ADDRESS FIELDS ARE INSERTED AT CURSOR POINT

STEP4:→ CLICK ON "**FINISH & MERGE**"

→ CLICK ON "**EDIT INDIVIDUAL DOCUMENT**"
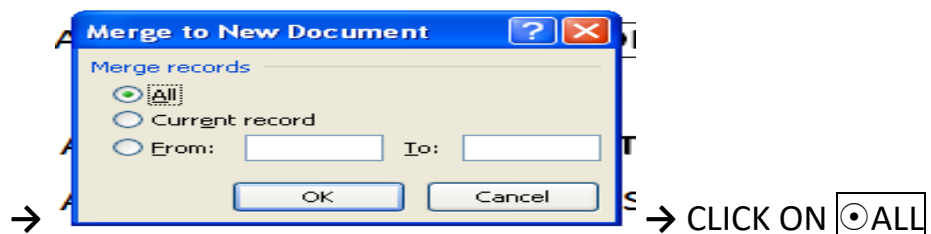
→ → CLICK ON ⊙ALL

→ FINALLY CLICK ON **OK**

ENVELOPES: TO PRINT ADDRESS ON ENVELOP COVER AS IT WILL BE VISIBLE OUTSIDE OF THE COVER.

STEPS: SELECT YOUR ADDRESS

→ GO TO "**REFERENCES**" → CLICK ON "**ENVELOPES**"

→
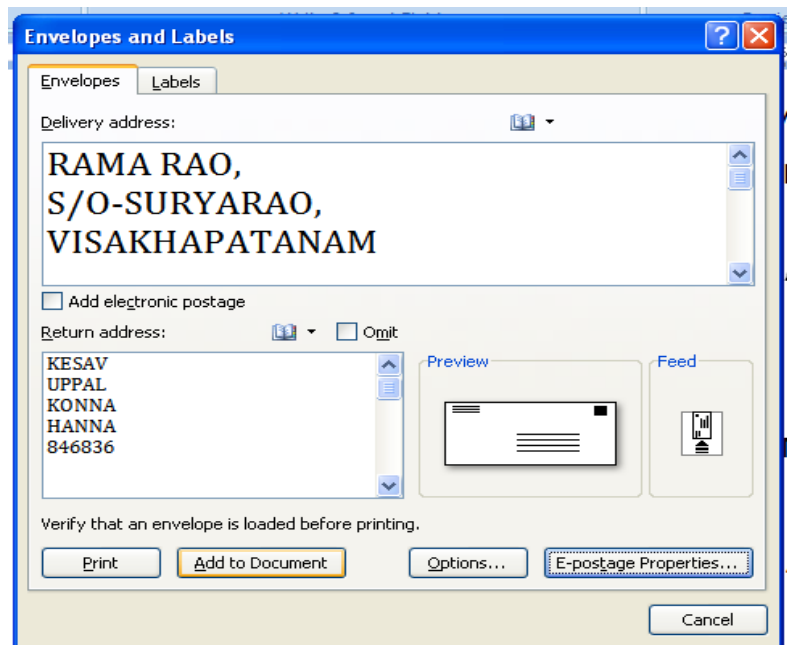
→ CLICK ON "**ADD TO DOCUMENT**"

→ PREVIEW WILL BE
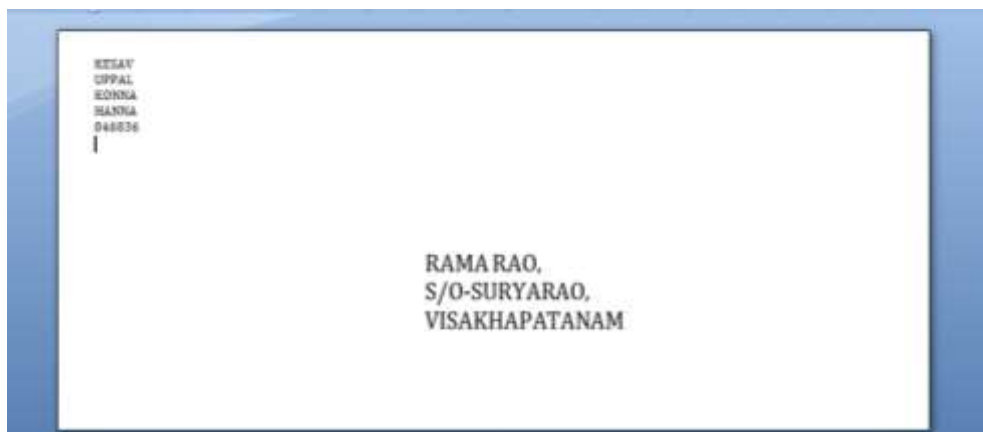
→ CLICK ON "**ENVELOPES**" AFTER PLACING CURSOR ON ENVELOP

→ AGAIN CLICK ON "**CHANGE DOCUMENT**", SO THAT WE CAN CHANGE

TO ADDRESS AND FROM ADDRESS.

→ TO REMOVE ENVELOP PAGE SELCT ENVELOP

PAGE AND PRESS DELETE KEY

LABLES:

TO INSERT ADDRESS AS LABLES, STICKERS.

STEPS: GO TO "**REFERENCE TAB**"

→ CLICK ON "**LABLES**"

→ "**ENVELOPES AND LABLES**" DAILOGUE BOX

APPEARS

→ CLICK ON ☑ USE RETURN ADDRESS IF YOU WANT

→ STAY IN ⊙FULL PAGE OF THE SAME LABLE
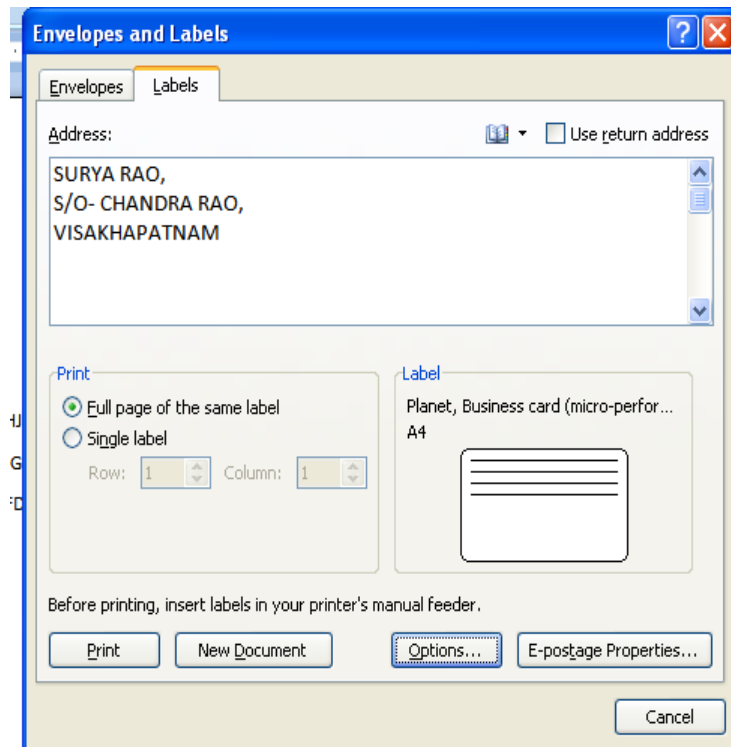
→ CLICK ON OPTIONS

→ CLICK ON "30 PER PAGE" FROM LIST AND CLICK OK

→
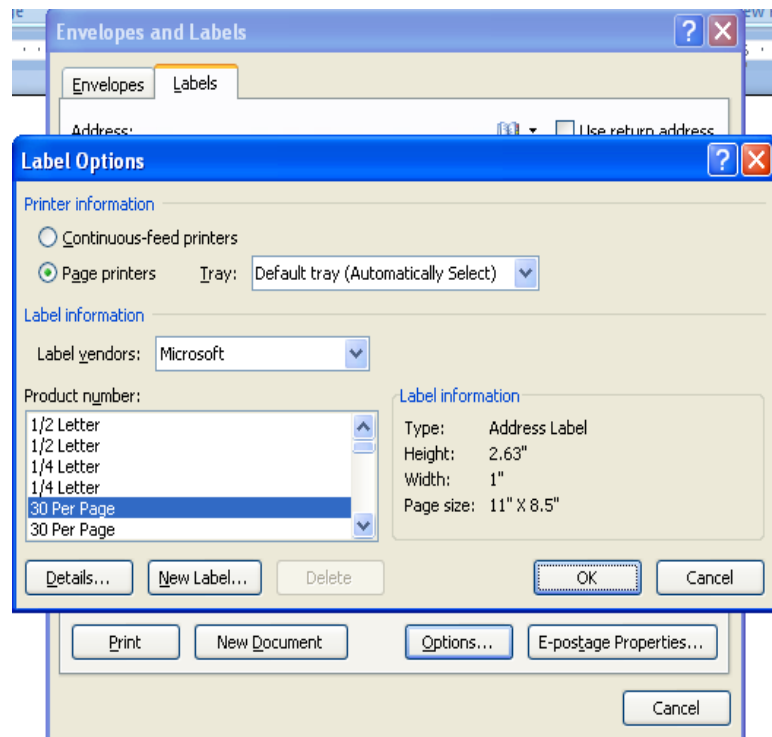
→ FINALLY CLICK ON NEW DOCUMENT AND SEE

MS EXCEL

METHOD 1: START ⊞ → ALL PROGRAMS → MS OFFICE → MS EXCEL 2007.

METHOD 2: WINDOWS ⊞ +R → RUN → EXCEL → OK

METHOD 3: RIGHT CLICK ON DESKTOP WITH MOUSE AND GO TO OPTION ' **NEW**" AND THEN CLICK ON " **MICRO SOFT OFFICE EXCEL WORKSHEET**" AND NAME YOUR FILE.

FILE MENU

ALL TOOLS IN "**FILE TAB**" ARE SIMILAR TO MS WORD FILE MENU'S OPTIONS.

IN EXCEL THREE IMPORTANT MOUSE OPERATIVES LIKE
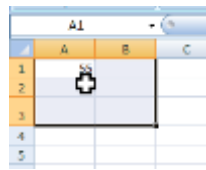
SELECTION PLUS: Bold white plus helps selection. But you have to hold mouse middle of the cell and drag.
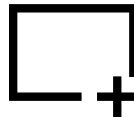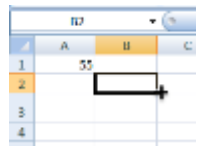
DRAGGING PLUS: Thin black corner plus helps in dragging cell and thereby formula will be automatically copied to the next cells. In other words it will be useful for '**Fill Series- Ctrl+D**. You have to hold mouse exactly at right below corner of the cell as show above and drag.

MOVING PLUS: It is useful to move selected content from one cell location to another cell.

HOME TAB

CLIP BOARD: CUT–CTRL+X & PASTE–CTRL+V
COPY–CTRL+C & PASTE CTRL+V
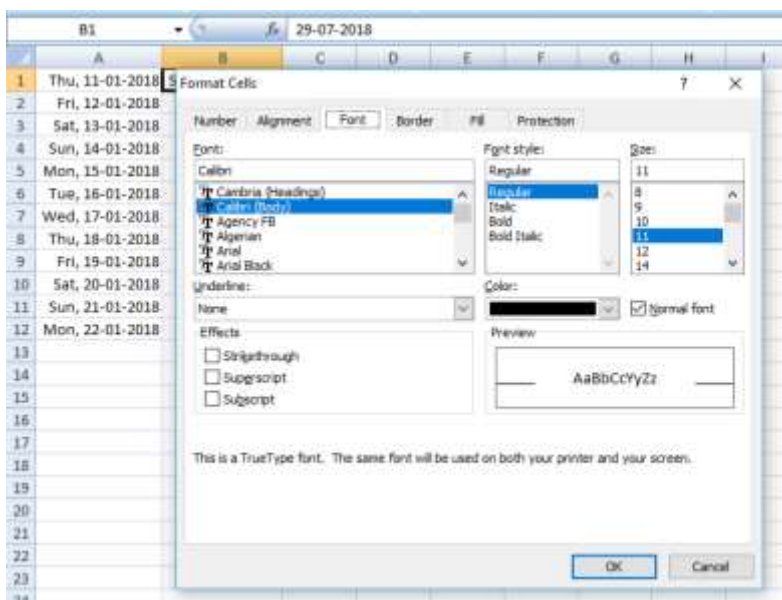
FONT (CTRL+SHIFT+F):
This option is more useful to arrange different fonts like bold, italic, underline, increase font and decrease font etc..

FILL COLOR: TO FILL COLOR TO THE CELL

FONT COLOR: TO FILL COLOR TO TEXT

BOARDERS: TO DRAW BOARDERS TO A SELECTED TABLE

      STEPS: GO TO "**HOME TAB**" → CLICKK ON "**BOARDERS**"

      → CLICK ON "**DRAW BOARDERS**" AND DRAW TABLE

      → CLICK ON "**ERASE BOARDERS**" AND ERASE

      → OR OTHERWISE GO TO MORE BOARDERS AND APPLY BOARDERS
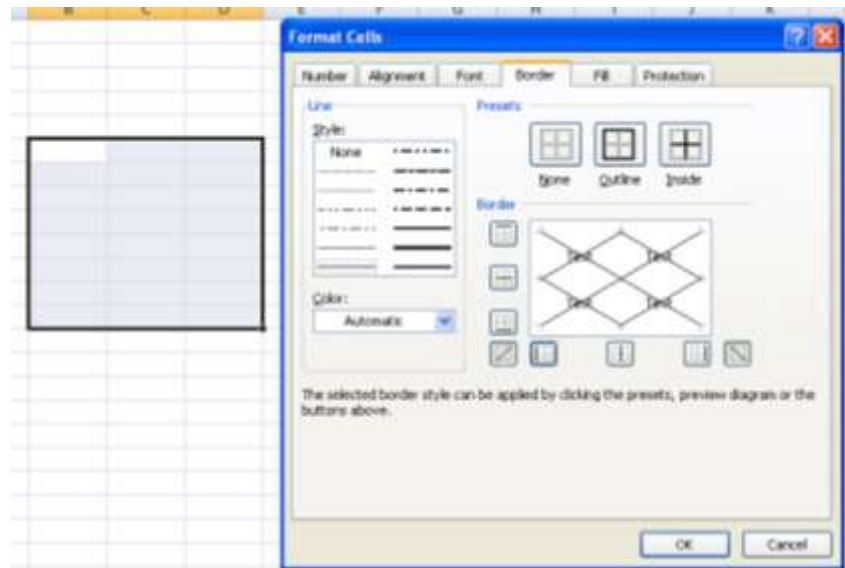
ALIGNMENT:

      ALIGNMENT: TO ALIGN TEXT LEFT, CENTRE OR RIGHT SIDE ETC., IN A SELECTED CELL. NINE ALIGNMENT STYLES ARE AVAILABLE.

      ORIENTATION IS ALSO POSSIBLE WITH OPTIONS IN THIS AND HELPS IN ROTATION AND FOR LABELING NARROW COLUMNS.
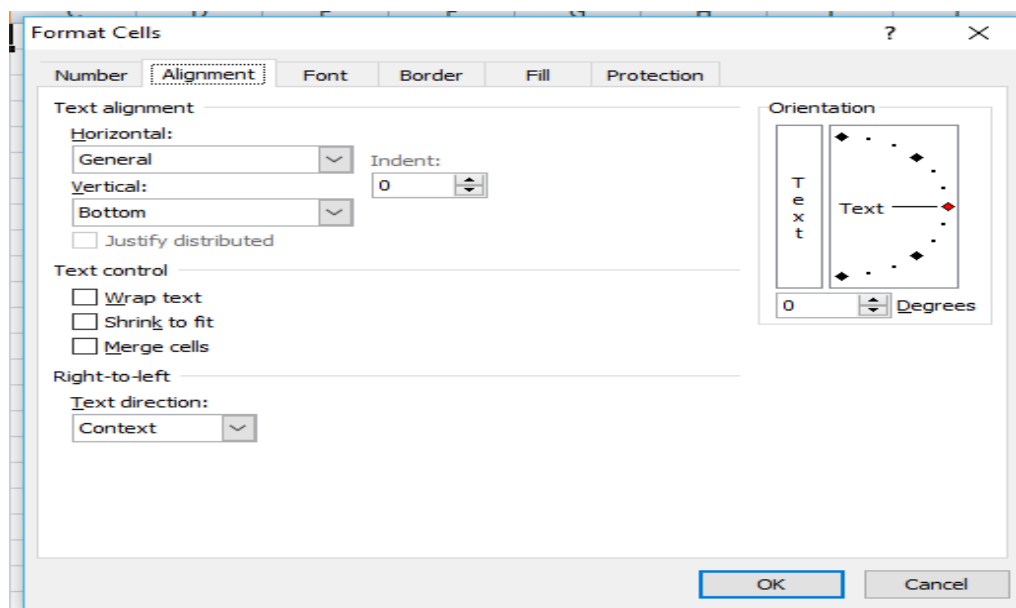
WRAP TEXT (ALT+ENTER): TO WRITE TEXT LINE BY LINE IN A SINGLE CELL TO FIT COLUMN WIDTH DEFAULT.

EXAMPLE: TYPE "**STATE BANK OF INDIA**"

→ GO TO HOME TAB

→ CLICK ON "**WRAP TEXT**" TOOL
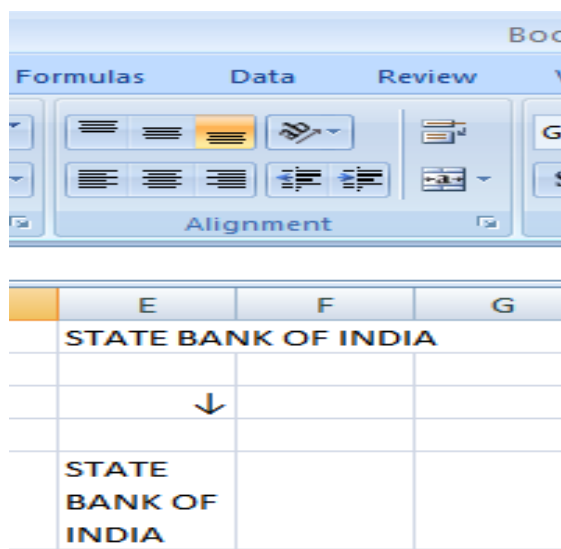
MERGE & CENTRE (ALT+H,M,C): TO COMBINE CELLS INTO SINGLE CELL.

STEPS: SELECT CELLS
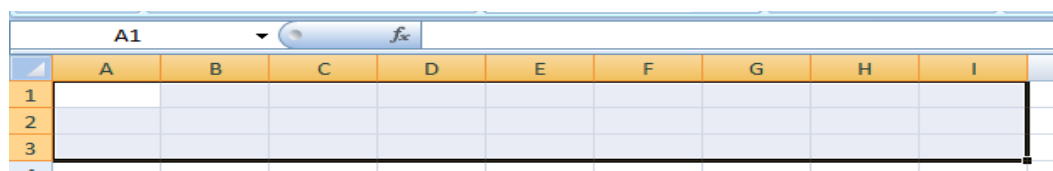
GO TO "**HOME TAB**" CLICK ON "**MERGE & CENTRE**"
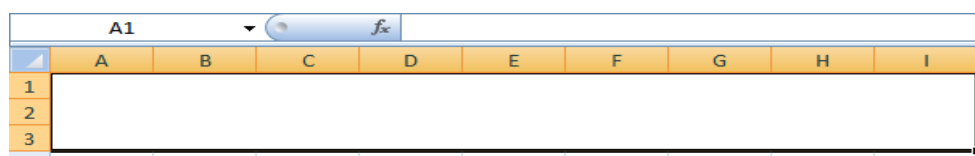
TO REMOVE MERGE & CENTRE, SELECT THE MERGED AREA

AND GO TO "**HOME TAB**" CLICK ON "**MERGE & CENTRE**"

"**MERGE ACROSS**" IS USEFUL TO MERGE COLUMNS

NUMBER (CTRL+1): TO ENTER NUMBERS, DATE AND TIME ETC., EXPERIMENTS WITH NUMBER OTION TAKES YOU TO RIGHT LEARNING PATH. AS A RESULT YOU CAN ENTER TIME & DATES IN DIFFENT FORMATS AND ALSO YOU CAN USE CUSTOME FORMAT.

Example: CLICK ON CELL

→ PRESS '**CTRL+1**'

→ FORMAT CELLS DAILOGUE BOX APPEARS

→ CLICK ON CUSTOME AND TRY AS SHOWN BELLOW

→
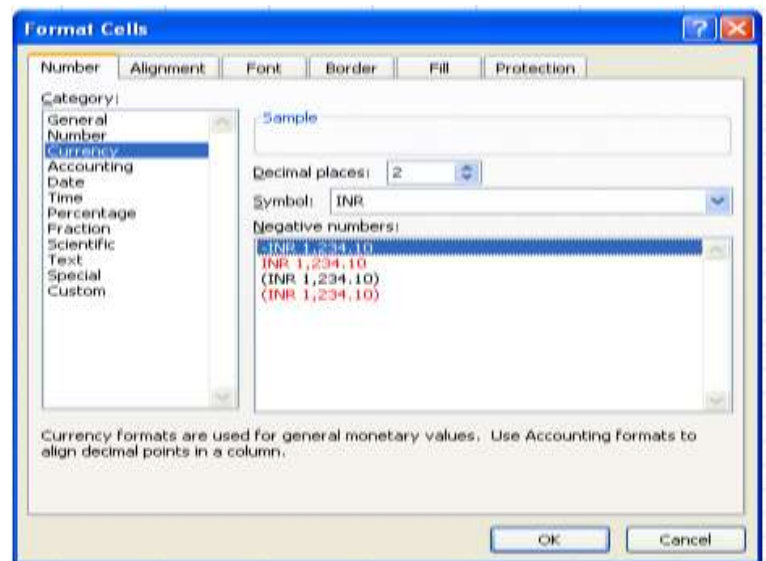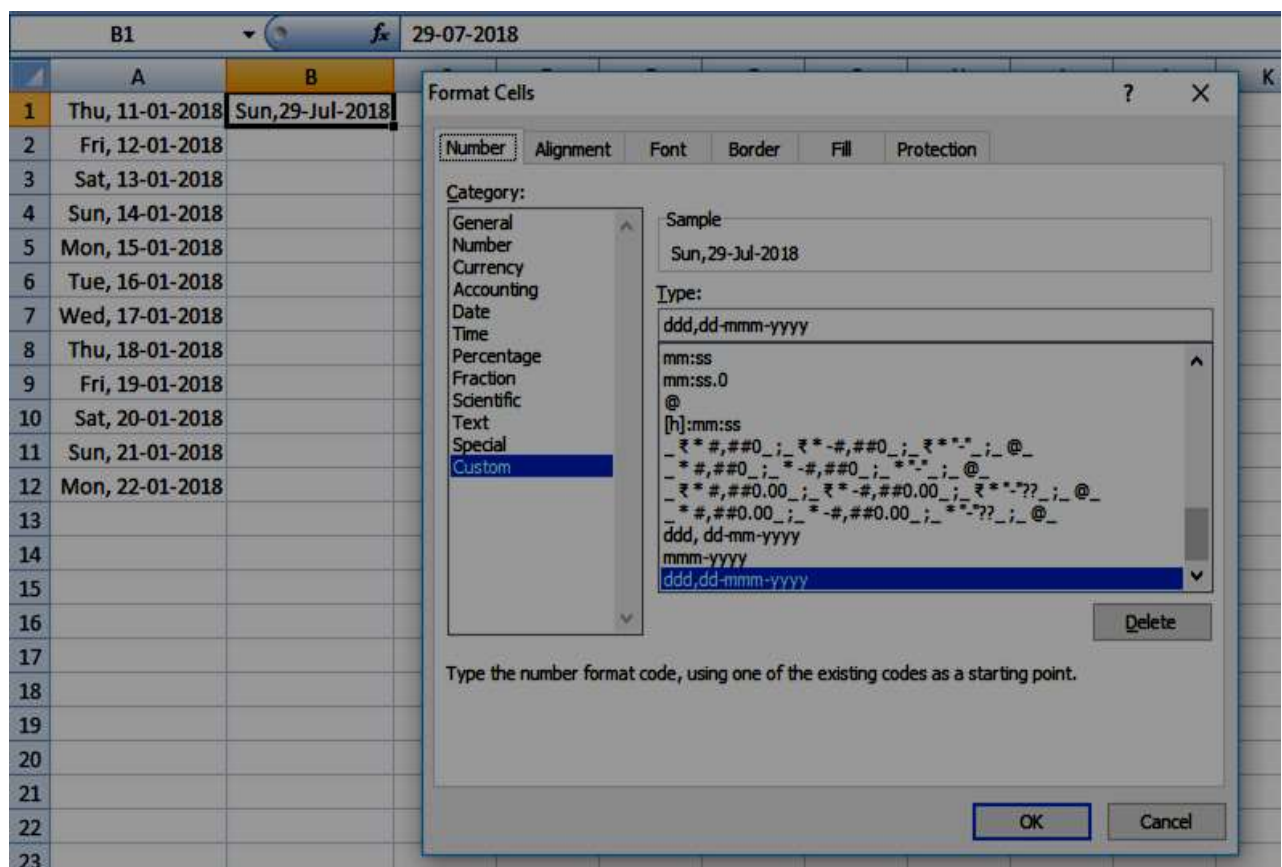
STYLES

CONDITIONAL FORMATTING: ITS USEFUL TO HILIGHT CELLS WITH COLORS ON A CONDITION THAT GIVES KNOWLEDGE TO UNDERSTAND IN EASY MANNER.

→ SELEECT TEXT (EX: STUDENTS SUBJECT WISE MARKS)

→ GO TO **'HOME'** AND **'CONDITIONAL FORMATTING'**

→ CLICK ON "**HIGHLIGHT CELL RULES"**

→CLICK ON "**GREATER THAN"**
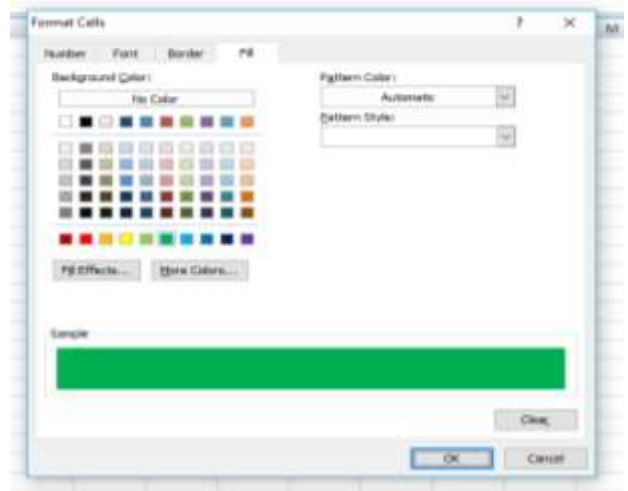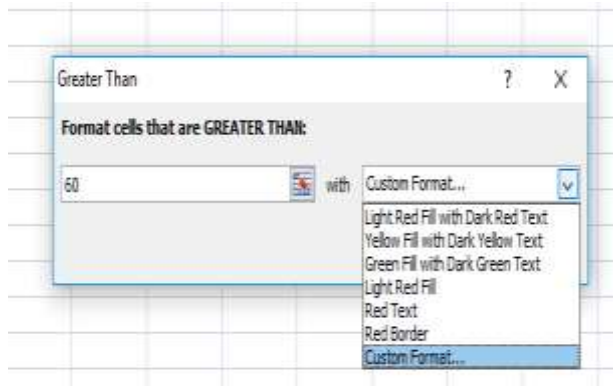
SAME MANNER WE HAVE TO SET RULES TO VALUES IN THE TABLE USING LESSTHAN, BETWEEN, EQUAL TO ETC.,

AND IN THE CONDITIONAL FORMATTING "TEXT THAT CONTAIN" ALSO IS A GOOD OPTION FOR FINDING TEXT WE WANT.

FORMAT AS TABLE

SELECTED CELLS FORM A TABLE COLORFULLY WITH THE HELP OF PREDEFINED TABLE FORMATS.

CELL STYLES

WE CAN APPLY COLOURS TO EACH CELL WITH THE HELP OF QUICK FORMATS GIVEN IN EXCEL.

INSERT (CTRL+)

WE CAN INSERT CELLS, ROWS, COLUMNS AND SHEETS.

INSERT CELL: IT HAS TWO OPTIONS TO USE. ITS OUR OPTION TO SHIFT CELLS RIGHT OR TO DOWN MEANS IN SIMPLE, IF WE WANT TO INSERT A CELL, WE HAVE TO THE PRIOR CELL MUST BE MOVED TO RIGHT OR DOWN.

EXAMPLE

VALUE 67 IN CELL B3 IS SHIFTED TO CELL C3

DELETE (CTRL-)

YOU CAN DELETE SELECTED CELLS SIMPLY BY PRESSING DELETE KEY IN KEYBOARD. AND ALSO IF YOU WANT TO SHIFT CELLS TO LEFT OR UP, THEN ITS SO EASY TO MOVE NOTES TO LEFT OR UP. AND YOU CAN ALSO DELETE ROWS, COLUMNS AND SHEETS BY USING THIS OPTION.

FORMAT: THE BELOW OPTIONS ARE THE FEATURES AND ADVANTAGES OF THIS OPTION.

ROW HEIGHT: WE CAN INCREASE ROW HEIGHT

→ SELECT A CELL AND CLICK ON 'ROW HEIGHT'

→ GIVE ROW HEIGHT VALUE AND PRESS OK

AUTOFIT ROW HEIGHT: ROW HEIGHT FITS AUTOMATICALLY TO FONT SIZE OF TEXT.

COLUMN WIDTH: TO INCREASE OR DECREASE COLUMN WIDTH.

→ SELECT A CELL AND CLICK ON 'COLUMN WIDTH'

→ GIVE COLUMN WIDTH VALUE AND PRESS OK

AUTOFIT COLUMN WIDTH: SELECTED COLUMNS FIT AUTOMATICALLY BASING ON CONTENT.

DEFAULT WIDTH: THE STANDARD COLUMN WIDTH IS **8.43.**

HIDE & UNHIDE: HIDES OR UNHIDES COLUMNS AND ROWS.

HIDE COLUMN (CTRL+0): SELECT COLUMNS AND HIDE

UNHIDE COLUMNS (SHIFT+CTRL+0): SELECT THE COLUMNS ADJACENT TO EITHER SIDE OF THE COLUMNS THAT YOU WANT TO UNHIDE.

HIDE ROW (CTRL+9): SELECT ROW AND HIDE

UNHIDE ROW (SHIFT+CTRL+9): SELECT THE ROWS ADJACENT TO EITHER SIDE OF THE ROWS THAT YOU WANT TO UNHIDE.

TO DISPLAY THE FIRST HIDDEN ROW OR COLUMN ON A WORKSHEET, SELECT IT BY TYPING **A1** IN THE **NAME BOX** NEXT TO THE FORMULA BAR.

RENAME SHEET: WE CAN GIVE NAME TO SHEET AT OUR OPTION.

MOVE OR COPY SHEET: TO MOVE OR COPY SHEET DATA TO OTHER SHEET. IT MEANS WE CAN GET A COPY OF SAME CONTENT IN THE OTHER SHEET.

TAB COLOR: WE CAN DESIGN GOOD COLOR TO SHEET TAB

PROTECT SHEET: PROTECTS WORKSHEET AND CONTENT OF LOCKED CELLS.

LOCK CELL: WE CAN LOCK CELLS FROM EDITNG AND DELETION ETC. WE HAVE TO PROTECT SHEET TO WORK ON IT.

FORMAT CELLS: TO FORMAT CONTENT IN A CELL.

AUTOSUM:

SUM (TOTAL) (ALT+=): SELECT CELLS AND CLICK ON AUTOSUM

OR TYPE OR TYPE =SUM(C3:H3)

EXAMPLE:

	C	D	E	F	G	H	I
	TELUGU	ENGLISH	HINDI	MATHS	SCIENCE	SOCIAL	TOTAL
1							
2	TELUGU	ENGLISH	HINDI	MATHS	SCIENCE	SOCIAL	TOTAL
3	95	77	67	62	73	64	438
4	55	36	44	69	98	97	399
5	33	30	54	71	54	95	337
6	35	32	82	74	54	96	373

AVERAGE: TO KNOW AVERAGE PERCENTAGE OF ELEMENTS

AVERAGE MEANS TOTAL OF ELEMENTS/NO OF ELEMENTS

EXAMPLE: SELECT ALL SUBJECTS AND GO TO AVERAGE OF IN AUTOSUM LIST.OR TYPE =AVERAGE(C3:H3) AND PRESS ENTER.

COUNT NUMBERS: TO COUNT NUMBER OF CELLS THAT CONTAIN VALUES. EXAMPLE: IN THE ABOVE TABLE SELECT CELLS C3-H3 AND CLICK ON **COUNT NUMBER** IN AUTOSUM OPTION. OR TYPE =COUNT(C3:H3) YOU CAN FIND ANSWER **6**

MAX: TO FIND HIGHEST VALUE AMONG SELECTED CELLS.

EXAMPLE: IN THE ABOVE TABLE SELECT CELLS C3-H3 AND CLICK ON **MAX** IN AUTOSUM OPTION. OR TYPE =MAX(C3:H3) YOU CAN FIND ANSWER **95**

MIN: TO FIND LOWEST VALUE AMONG SELECTED CELLS.

EXAMPLE: IN THE ABOVE TABLE SELECT CELLS C3-H3 AND CLICK ON **MIN** IN AUTOSUM OPTION. OR TYPE =MIN(C3:H3) YOU CAN FIND ANSWER **62**

AND MANY MORE FORMULAS ARE AVAILABE FOR PRACTICE IF YOU CLICK ON '**MORE FUNCTIONS'.** THERE WILL BE MORE OPTIONS AND YOU CAN OPERATE YOUR FORMULAS RELATING TO TEXT, MATHEMETICS, LOGICAL, LOOKUPS AND DATE AND TIME ETC
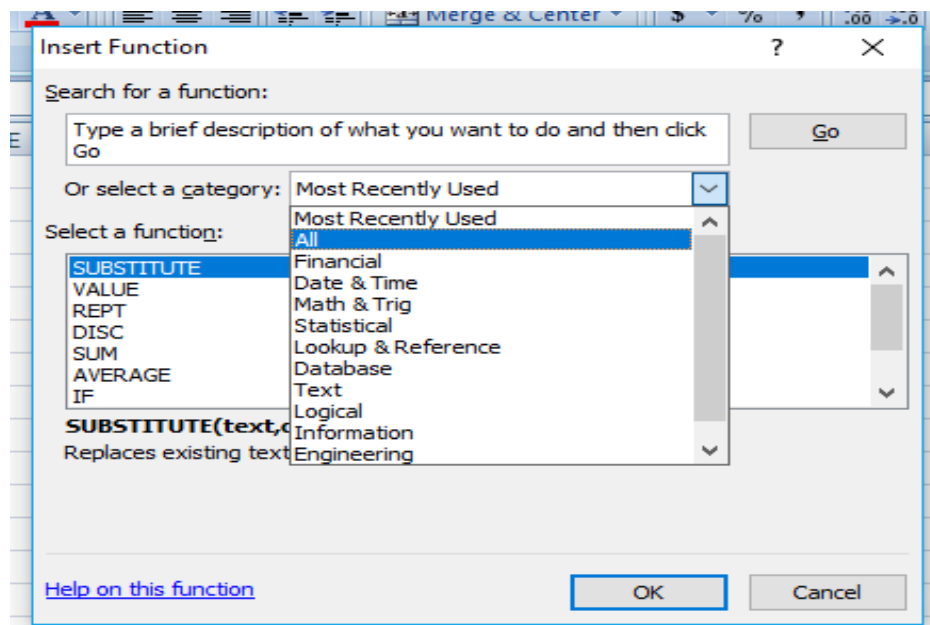
FILL: SERIAL NUMBERS, DATES, EVEN OR ODD SERIAL OF NUMBERS WEEKDAYS AND MONTHS ETC. ARE AUTOMATICALLY INSERTED IN CELLS.

EXAMPLE: TYPE SUNDAY IN ONE CELL AND DRAG MOUSE DOWN BY HOLDING RIGHT BELOW CORNER OF CELL. BY THAT YOU CAN SEE SUNDAY MONDAYS AUTOMATICALLY SAME FOR DATES AND MONTHS ALSO.

EXAMPLE: SUNDAY + AND DRAG DOWN.

TO GET SERIAL NUMBERS TYPE 1 IN ONE CELL AND DRAG RIGHT DOWN CORNER BY HOLDING CTRL KEY.

CLEAR: TO CLEAR CONTENT, COMMENTS, FORMATS ETC.

SORT & FILTER: TO SET COLUMN FIELDS IN AN ORDER ASCENDING OR A-Z OR DESCENDING Z-A ORDER. CUSTOM SORT HELPS A LOT.

FILTER: IT'S USEFUL TO FILTER DATA IN COLORWISE, NUMBERWISE, DATEWISE AND TEXT WISE ETC.

FIND & SELECT:

FIND (CTRL+F): TO FIND TEXT

REPLACE (CTRL+H): TO REPLACE TEXT

GO TO (CTRL+G): TO GO TO A CELL.

GO TO SPECIAL (F5): TO GO TO SPECIFIC CELLS.

FORMULAS: GO TO FORMULAS

COMMENTS: GO TO COMMENTS

INSERT TAB:

THIS MENU IS VERY MUCH USEFUL TO INSERT PICTURES, TABLES, CHARTS, OBJECTS, HEADER AND FOOTERS AND PIVOT TABLES ETC.

PIVOT TABLE:

PIVOT TABLE HELPS TO ARAANGE AND SUMMARISE COMPLICATED DATA AND DRILL DOWN ON DETAILS. AT FIRST PREPARE DAILY DATA TABLE AND THEN SELECT WHOLE TABLE. → CLICK ON '**PIVOT TABLE**' OPTION IN '**INSERT TAB**' → THEN '**CREATE PIVOT TABLE**' DAILOGUE BOX APPEARS → CLICK ON ⊙EXISTING WORKSHEET → PLACE CURSOR AT LOCATION BLOCK FIELD AND DRAG MOUSE ON WORK AREA OF EXCLE AT A FREE SPACE AND CLICK OK
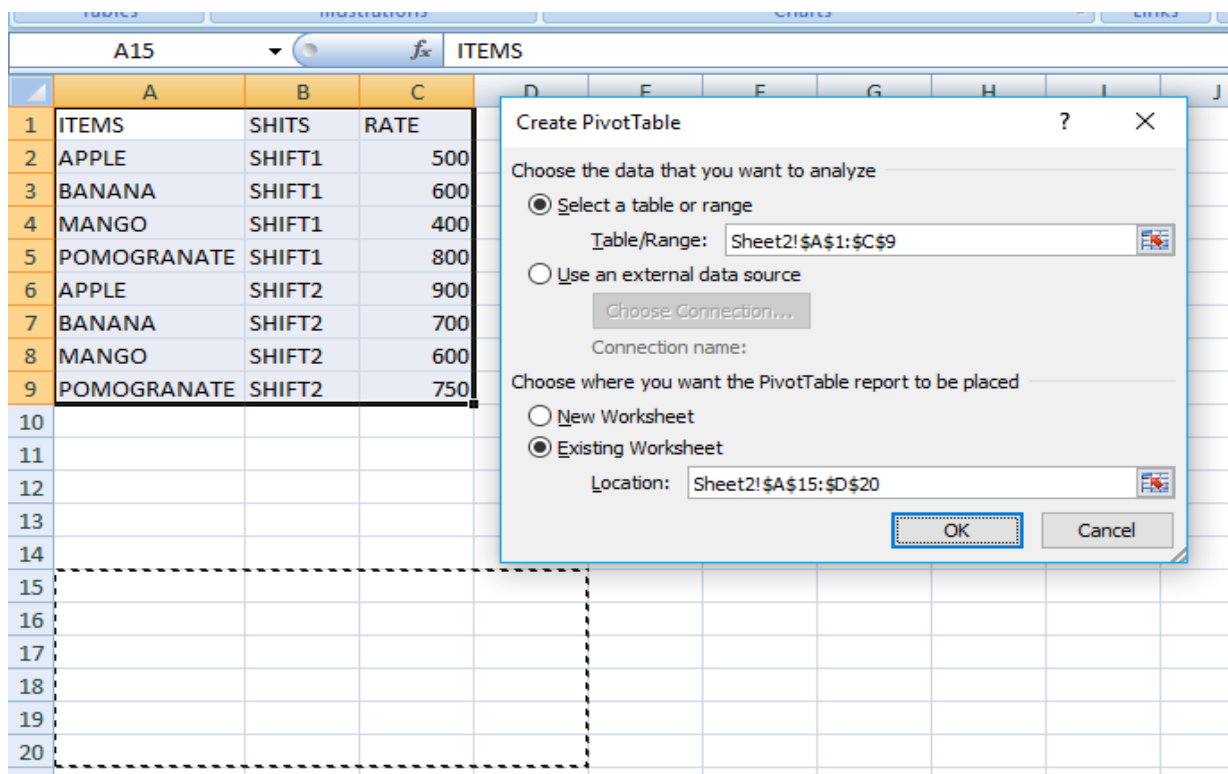
CHOOSE FIELDS TO ADD TO REPORTS AND DRAG FIELDS BETWEEN AREAS BELOW:

COLUMN LABLES: ARRANGES COLUMN WISE AUTOMATICALLY

ROW LABLES: ARRANGES ROW WISE AUTOMATICALLY

VALUES: TO SUMMARIZE DATA MEANS TO GET GRAND TOTALS OR AVERAGE OR IN ANY OTHER FORM

REPORT FILTER: WE CAN FILTER DATA IN THE WHOLE TABLE

EXAMPLE:
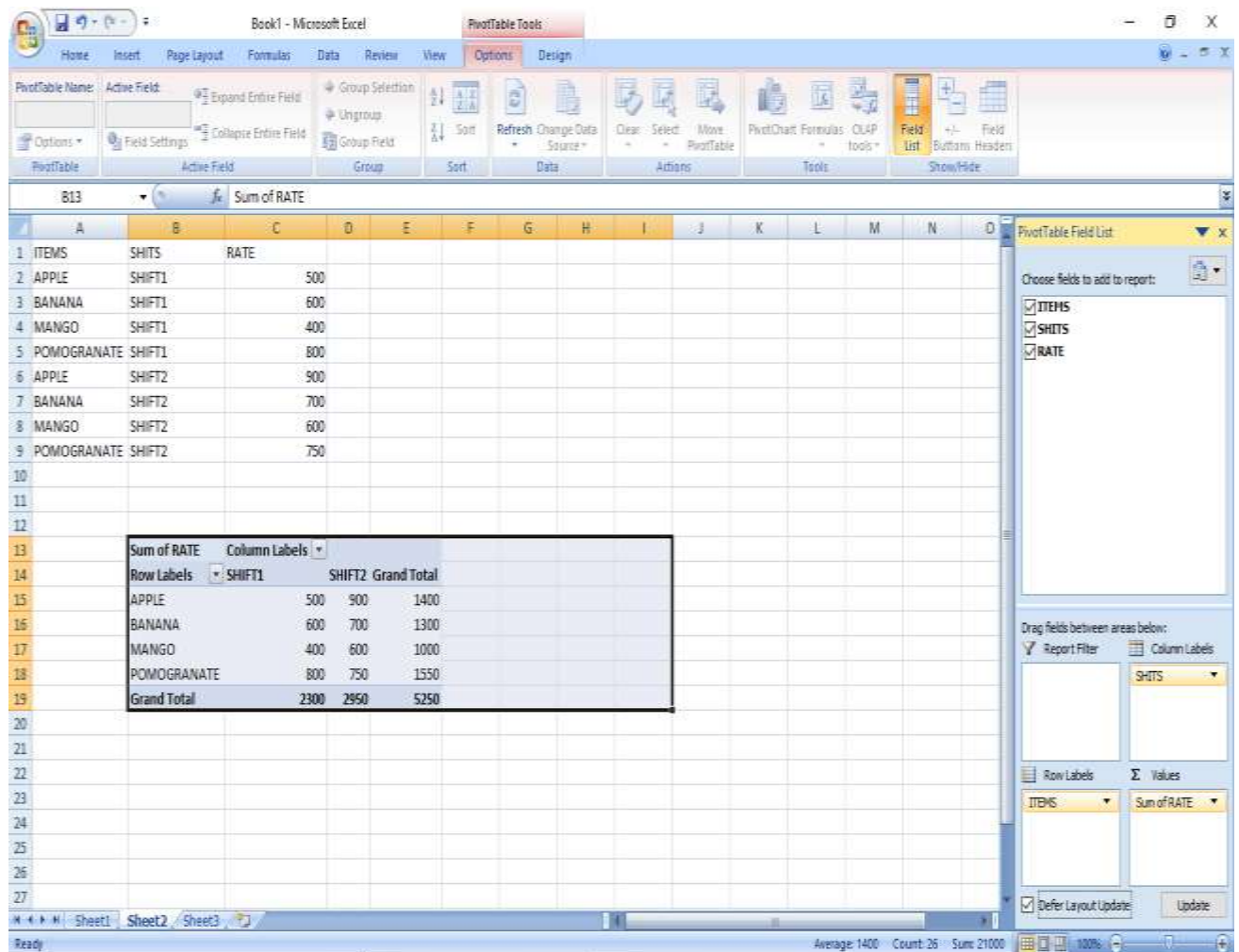
PIVOT CHART: SAME STEPS AS LIKE AS ABOVE.

TABLE (CTRL+T): Automatically table will be formed. After insertion of table to the selected table range automatically '**Design Tab**' exists on ribbon. You can resize table or design colors and etc. Choose table style '**None**' from all other styles. And observe the next rows and columns are formed with all boarders. In excel, table is the very important option.

CHART:

COLUMN CHART: Charts help us to understand a data in easy manner. The below shown image gives the impression in this regard. Data that is arranged in columns or rows on a worksheet can be plotted in a column chart. Column charts are useful for showing data changes over a period of time or for illustrating comparisons among items. In column charts, categories are typically organized along the horizontal axis and values along the vertical axis.
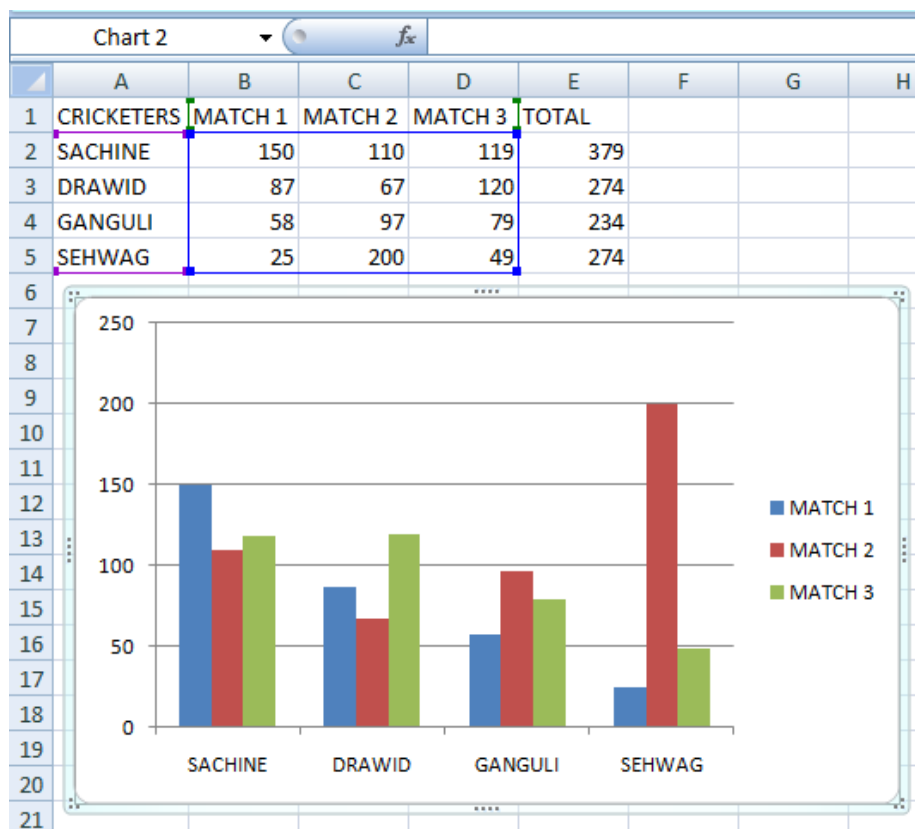
horizontal axis and values along the vertical axis.

LINE CHART: Data that is arranged in columns or rows on a worksheet can be plotted in a line chart. Line charts can display continuous data over time, set against a common scale, and are therefore ideal for showing trends in data at equal intervals. You should use a line chart if your category labels are text, and are representing evenly spaced values such as months, quarters,
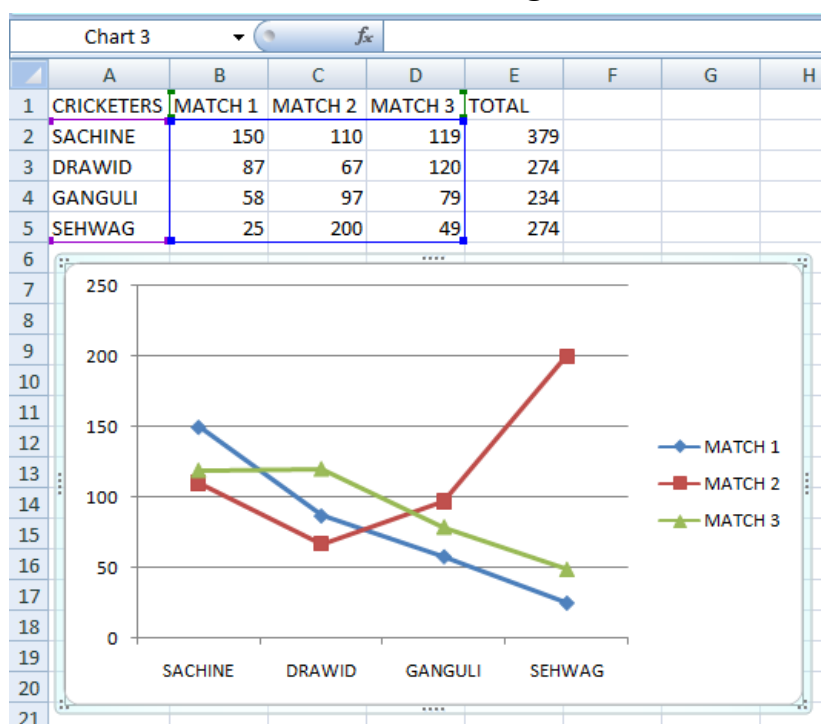
	A	B	C	D	E	F	G	H
1	CRICKETERS	MATCH 1	MATCH 2	MATCH 3	TOTAL			
2	SACHINE	150	110	119	379			
3	DRAWID	87	67	120	274			
4	GANGULI	58	97	79	234			
5	SEHWAG	25	200	49	274			

or fiscal years. This is especially true if there are multiple series—for one series, you should consider using a category chart.

PIE CHART:

Data that is arranged in one column or row only on a worksheet can be plotted in a pie chart. Pie charts show the size of items in one data series, proportional to the sum of the items. The data points in a pie chart are displayed as a percentage of the whole pie. You only have one data series that you want to plot. None of the values that you want to plot are negative. Almost none of the values that you want to plot are zero values. You don't have more than seven categories. The categories represent parts of the whole pie.
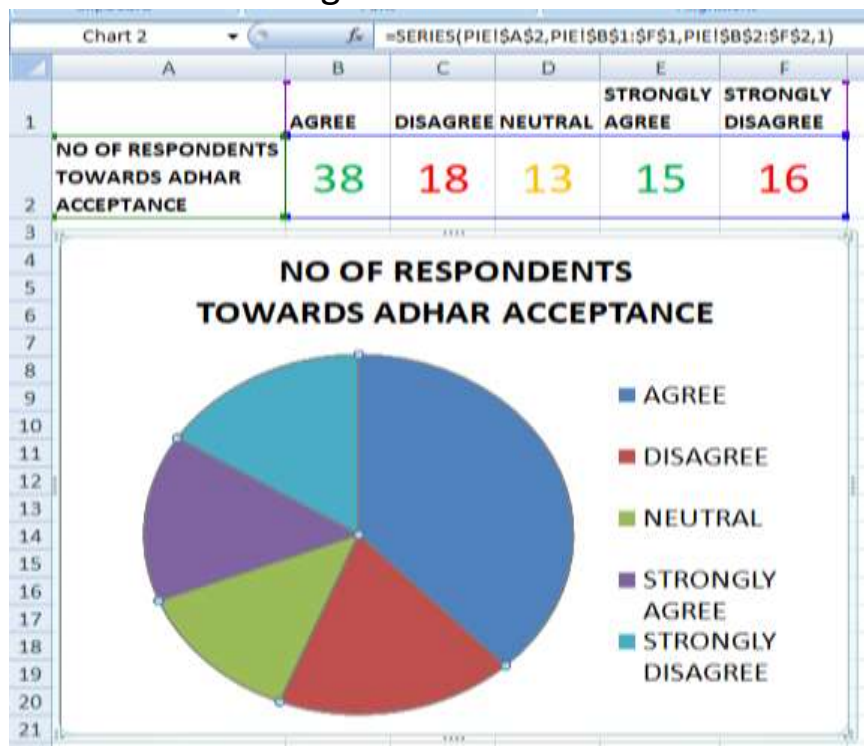
	A	B	C	D	E	F
1		AGREE	DISAGREE	NEUTRAL	STRONGLY AGREE	STRONGLY DISAGREE
2	NO OF RESPONDENTS TOWARDS ADHAR ACCEPTANCE	38	18	13	15	16
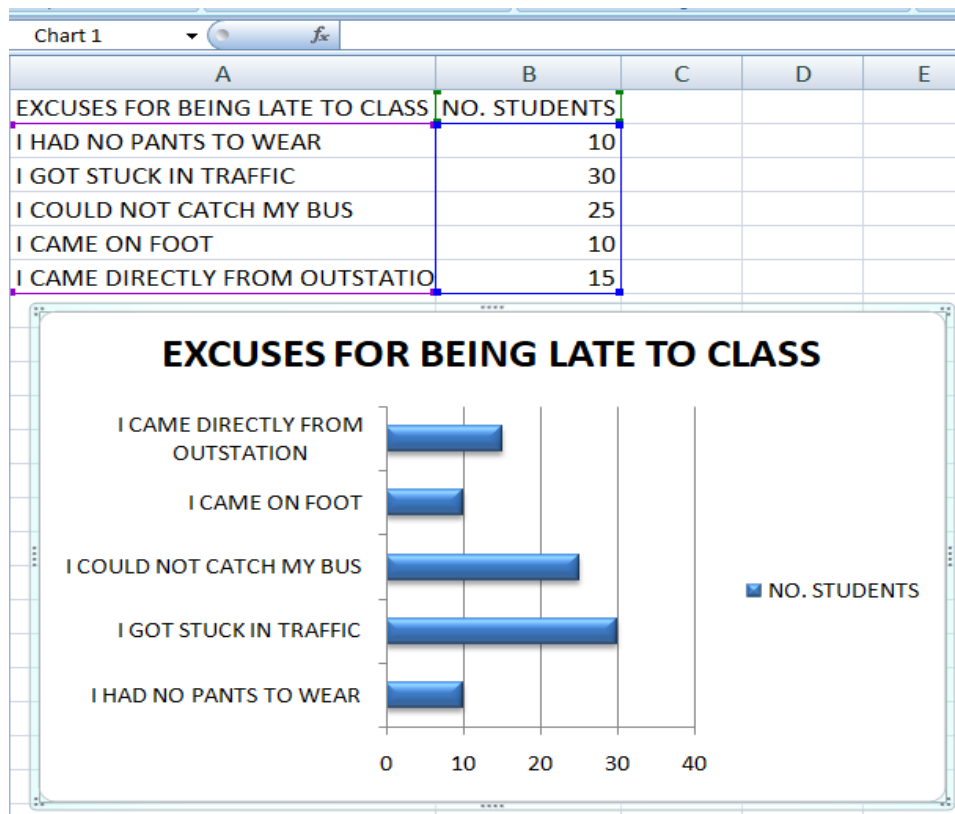
BAR CAHRT: Data that is arranged in columns or rows on a worksheet can be plotted in a bar chart. Bar charts illustrate comparisons among individual items. Consider using a bar chart when:

The axis labels are long.

The values that are shown are durations.

AREA CHART: Data that is arranged in columns or rows on a worksheet can be plotted in an area chart. Area charts emphasize the magnitude of change over time, and can be used to draw attention to the total value across a trend. For example, data that represents profit over time can be plotted in an area chart to emphasize the total profit. By displaying the sum of the plotted values, an area chart also shows the relationship of parts to a whole.
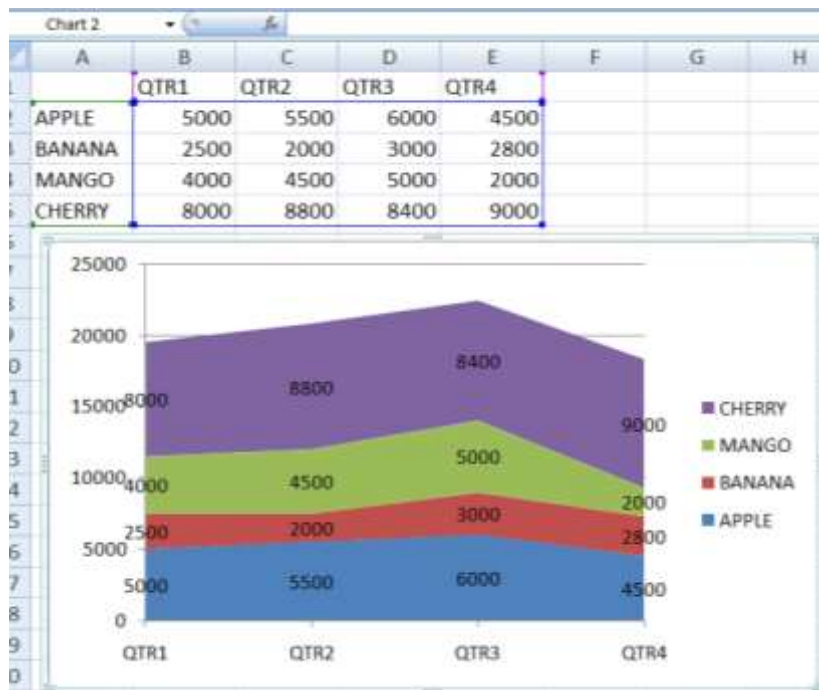
THE ABOVE ALL CHARTS ARE DESIGNED WITH THE HELP OF '**DESIGN TAB', 'LAYOUT TAB' AND 'FORMAT TAB'.**

MAJORLY '**LAYOUT TAB'** HAS MANY USEFUL OPTIONS IN IT FOR PREPARATION OF CHARTS.

CHART TITLE HELPS IN PROVIDING HEADING TO THE CHART.

LEGEND HELPS TO ADD OR REMOVE OR POSITION THE CHART LEGEND TO RIGHT SIDE OR LEFT OR TOP OR TO BOTTOM ETC.,

DATA LABLES HELPS TO SHOW ELEMENTS OF CHART WITH THEIR ACTUAL DATA VALUES, PERCENTAGES, CATEGORIES AND SERIES ETC

      SELECT CHART AND GO TO '**LAYOUT TAB'** AND '**DATA LABLES'** COMMAND AND CLICK ON '**MORE DATA LABLE OPTIONS'….**

DESIGN TAB

CHANG CHART TYPE HELPS CHANGING THE CHART TYPE LIKE FROM PIE CHART TO BAR CHART ETC

SWITCH ROW/ COLUMN HELPS TO CHANGE AXIS X TO Y AND VICE VERSA.

CHART STYLES HELPS TO CHANGE OVERALL VIEW STYLES COLORFULLY

MOVE CHART HELPS TO MOVE CHART TO OTHER SHEET OR TAB.

PAGE LAYOUT (ALT+P):

PAGE SETUP:

MARGINS: WE CAN SET MARGINS TO EXCEL SHEET TO EACH PAGE.
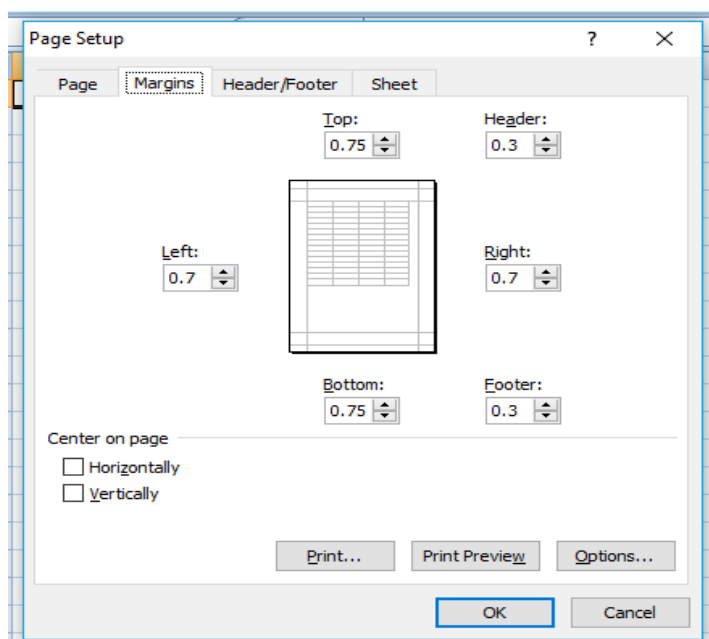
STEPS: GO TO PAGE '**LAYOUT MENU'** AND CLICK ON '**MARGINS'**

    WE CAN USE PREDEFINED MARGINS OTHERWISE WE CAN GO TO '**CUSTOM MARGINS'** AND CAN SET REQUIRED MARGINS.

ORIENTATION: PAGE WILL BE SWITCHING TO HORIZONTAL OR VERTICAL LAYOUTS WHICH AVAILS AND MAKE EASY TO PRINT THE PAGE.

SIZE: THERE ARE SEVERAL PAPER SIZES LIKE A4, A3, LEGAL, LETTER ETC. MOST OF THE PEOPLE USE THE ABOVE PAPER SIZES VERY OFTEN. WE CAN ALSO CHOOSE A PAPER SIZE WHICH SUITS OUR DOCUMENT.

STEPS: GO TO '**PAGE LAYOUT'** MENU AND CLICK ON '**SIZE'** OPTION AND THEN CLICK ON '**MORE PAPER SIZES'** AND SET YOUR REQUIRED PAPER SIZE.
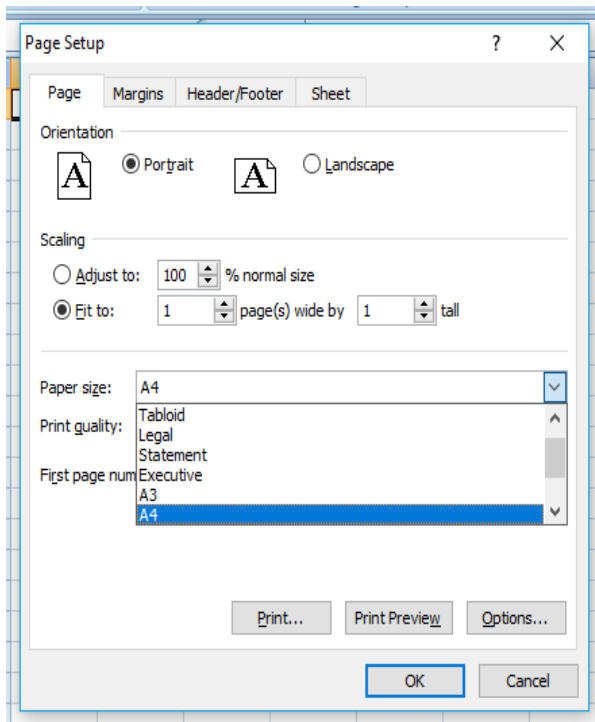
⊙**FIT TO** IS GOOD OPTION WHICH AUTOMATICALLY BRINGS ALL THE NOTES TO A SINGLE PAGE AND THEREFORE DATA WILL BE IN A SIGLE PAGES ALL TOGETHER BUT FONT SIZE WILL DECREASE BASED ON NUMBER OF PAGES. OTHER WISE WE CAN CHOOSE ⊙**ADJUST TO** NORMAL PRINT WILL BE AVAILABLE.

PRINT AREA: SET PRINT AREA OPTION ALLOWS TO PRINT ONLY A SELECTED PORTION. IF WE WANT TO REMOVE THIS OPTION TO THE SELECTED PORTION WE CAN CLICK ON CLEAR PRINT AREA.

BREAKS: THIS OPTION SHOWS WHERE NEW PAGE WILL BEGININ THE PRINTED COPY PAGE BREAKS ARE INSERTED ABOVE AND TO THE LEFT OF THE SELECTION.

BACK GROUND: WE CAN FIT AN IMAGE AS BACK GROUND TO THE EXCEL SHEET FOR LOOKFUL APPEARANCE.

SCALE TO FIT:

WE CAN TAKE PRINT PAGE AUTO ADUSTED TO SCALE. WIDTH AND HEIGHT SHOULD BE AUTOMATIC TO USE IT. WHOLE CONTENT STRETCHES OR SHRINKS AUTOMATICALLY TO A PERCENTAGE OF ITS ACTUAL SIZE.

SHEET OPTIONS:

GRID LINES: WE CAN VIEW GRIDLINES ON SHEET AND ALSO PRINT BY CLICKING ON HERE.

HEADINGS: WE CAN VIEW ROW AND COLUMN HEADINGS ON SHEET AND ALSO PRINT BY CLICKING ON HERE.

VIEW:

WORKBOOK VIEWS:

NORMAL: EXCEL SHEET ALWAYS OPENS WITH NORMAL VIEW. THIS IS THE BEST VIEW IN EXCEL.

PRINT LAYOUT: WE CAN SEE THE PAGE AS IT WOULD COME IN PRINT.

PAGE BREAK VIEW: THE PAGE WILL BREAK AND WE CAN SEE AS LIKE AS PREVIEW EXACTLY THE CONTENT TYPED.

CUSTOM VIEW: WE CAN SAVE A PAGE IN DIFFERENT VIEWS AVAILABLE IN EXCEL. CLICK ON ADD AND GIVE NAME AND CLICK ON OK

FULL SCREEN: VIEWS FULL EXCEL SHEET WITH NO OPTION THIS OTION ALLOWS ONLY TO READ AND SCROLL AROUND.

SHOW/HIDE:

SHOWS OR HIDES GRIDLINES, FORMULA BAR AND HEADINGS.

ZOOM:

VIEWS OUR DOCUMENT TO CUSTOMIZED ZOOM LEVEL.

WE CAN CLICK ON '**ZOOM TO SELECTION**' FOR SHOWING FOCUS ON PARTICULAR SELECTION.
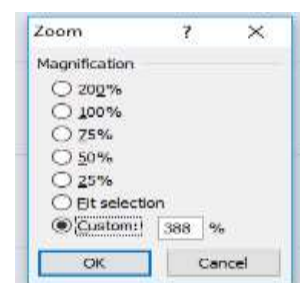
WINDOW:

FREEZE PANES: IT'S VERY USEFUL OPTION FOR FREEZING. ROWS AND COLUMNS
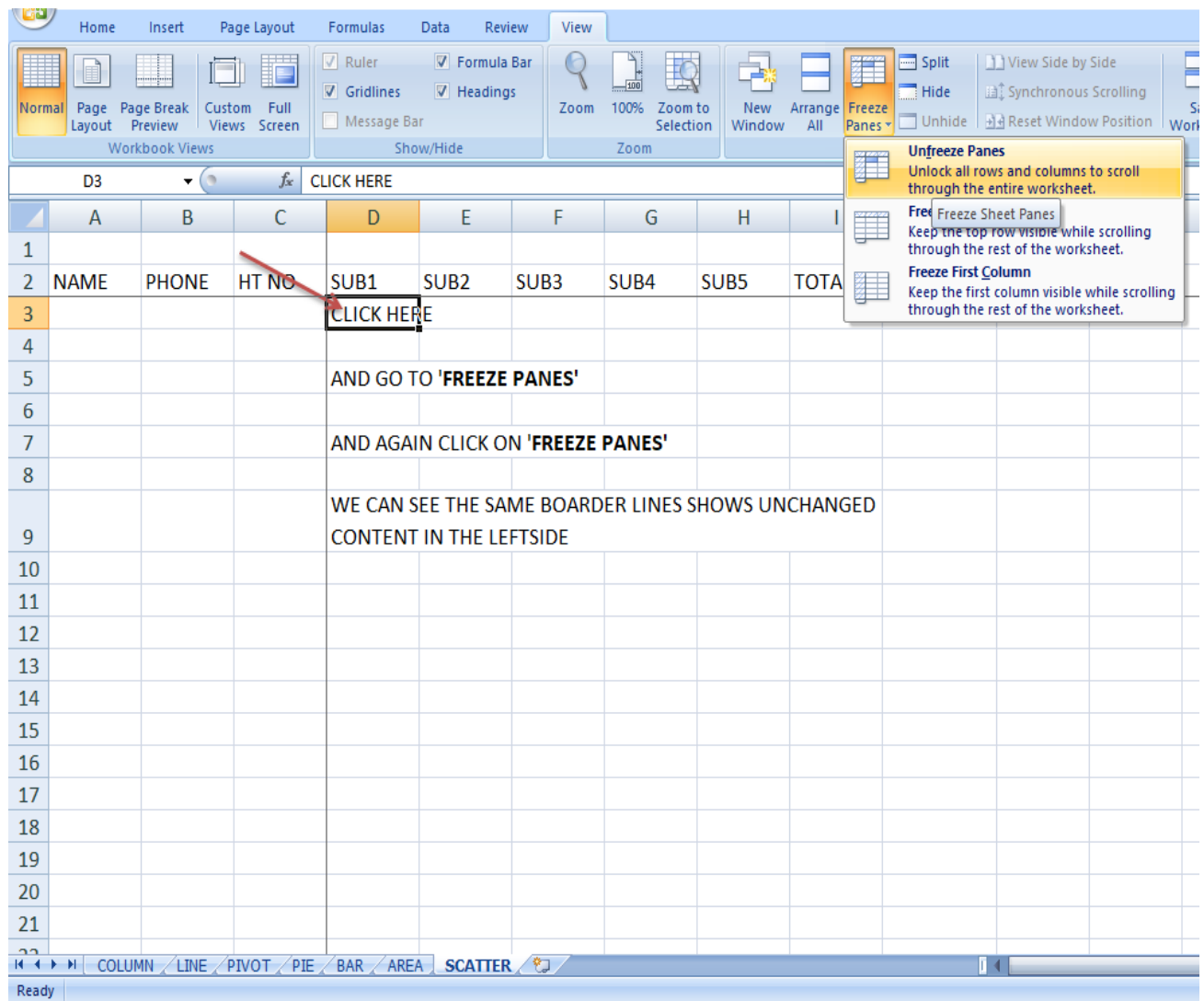
VISIBLE WHILE THE REST OF THE WORKSHEET SCROLLS BASED ON CURRENT SELECTION. IN SIMPLE A PARTICULAR PORTION IN EXCEL REMAINS UNCHANGED TILL THE CELL WE HAVE FREEZED AND WE CAN MOVE AROUND OTHER PORTION OF EXCEL. IF YOU WANT TO REMOVE IT CLICK ON UNFREEZE PANES AS SHOWN ABOVE. IF YOU CLICK ON '**FREEZE FIRST ROW'** OPTION, ONLY FIRST ROW WILL BE FREEZED. IF YOU CLICK ON '**FREEZE FIRST COLUMN**' OPTION, ONLY FIRST COLUMN ONLY WILL BE FREEZED.

SPLIT: IT'S USEFUL TO SPLIT WINDOW INTO MULTIPLE PARTS SO THAT WE CAN SEE DIFFERENT PARTS OF WORKSHEETS AT ONCE.

HIDE: HIDES WORKSHEET. CLICK '**UNHIDE'** SO WORKSHEET CAN BE SEEN.

SAVE WORK SPACE: IT'S AS LIKE AS 'SAVE AS'. WE CAN SAVE CURRENT WORK AREA OF ALL WINDOWS AND CAN CE RESORED LATER. WHEN WE CLICK THIS OPTION AND SAVE WITH A NAME IF YOU OPEN THE NEW WORK BOOK THE OLD WORK BOOK ONLY WILL BE OPENED.

SWITCH WINDOWS: WE CAN SWITCH TO DIFFERENT CURRENTLY OPENED WINDOWS.

MACROS: CLICK HERE TO RECORD MACROS OR TO ACCESS OFTEN MACRO OPTION.

REVIEW:

COMMENTS:

NEW COMMENT (SHIFT+F2): WE CAN INSERT COMMENT SO THAT WE CAN EASILY RECOLLECT KNOWLEDGE BY PLACING MOUSE AT CELL AND SEE THE NARRATION TO IT. **PREVIOUS, DELETE, NEXT** OPTIONS HELP US TO ACCESS WITH COMMENTS.

CHANGES:

PROTECT SHEET: THIS OPTION HELP US TO PREVENT UNWANTED CHANGES TO ACTIVE SHEET. WE HAVE TO GIVE PASSWORD TO THE SHEET FOR PROTECTION. HERE
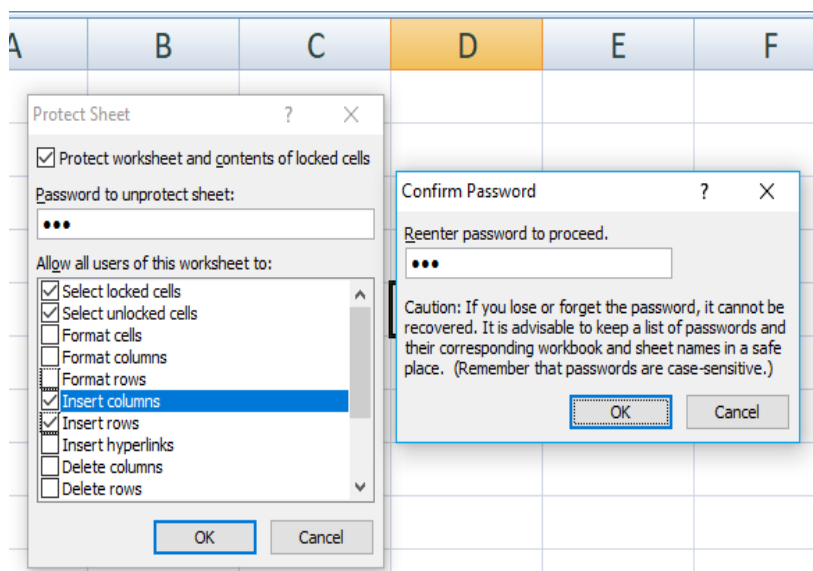
I ALLOWED TO INSERT ROWS AND COLUMNS ONLY SO I CAN NOT OPERATE OTHERS EDITING AND FORMATTING TOOLS. CLICK ON **'UNPROTECT SHEET' A**ND GIVE PASSWORD TO ACCESS OTHER OPTIONS ALSO.

PROTECT WORKBOOK: TO PROTECT WORKBOOK AND TO PREVENT USERS FROM VIEWING WORKSEETS THAT YOU HAVE HIDDEN, MOVING, DELETING CHANGING THE NAMES OF THE WORKSHEE, INSERTING NEW WORKSHEETS OR CHART SHEETS, MOVING COPYING WORKSHEETS TO ANOTHER WORKBOOK ETC AND MANY OTHER FEATURES.

GO TO '**REVIEW MENU'** AND CLICK ON **'PROTECT WORKBOOK'** THEN CLICK ON **'PROTECT STRUCTURE AND WINDOWS'** AND GIVE PASSWORD AND CLICK ON OK TO UNPROTECT ALSO SAME STEPS AND ENTER PASSWORD SO THAT YOU CAN SEE OPTIONS WHICH ARE INACTIVE.

DATA:

DATA TOOLS:

TEXT TO COLUMN:

SEPARATES CONTENT OF A CELL INTO SEPARATE COLUMNS. FOR EXAMPLE WE CAN SEPARATE A COLUMN OF FULL NAMES INTO SEPARATE FIRST NAME AND LAST NAME COLUMNS.

PREPARE SHEET DATA AS LIKE THE ABOVE.

SELECT FULL NAME COUMN AND GO TO **'DATA MENU'**

THEN CLICK ON '**TEXT TO COLUMN'**

CONVERT TEXT TO COLUMN WIZARD OPENS

CLICK ON ⊙DELIMITED OPTION AND CLICK ON NEXT AS SHOWN BELOW IN IMAGE INSERTED
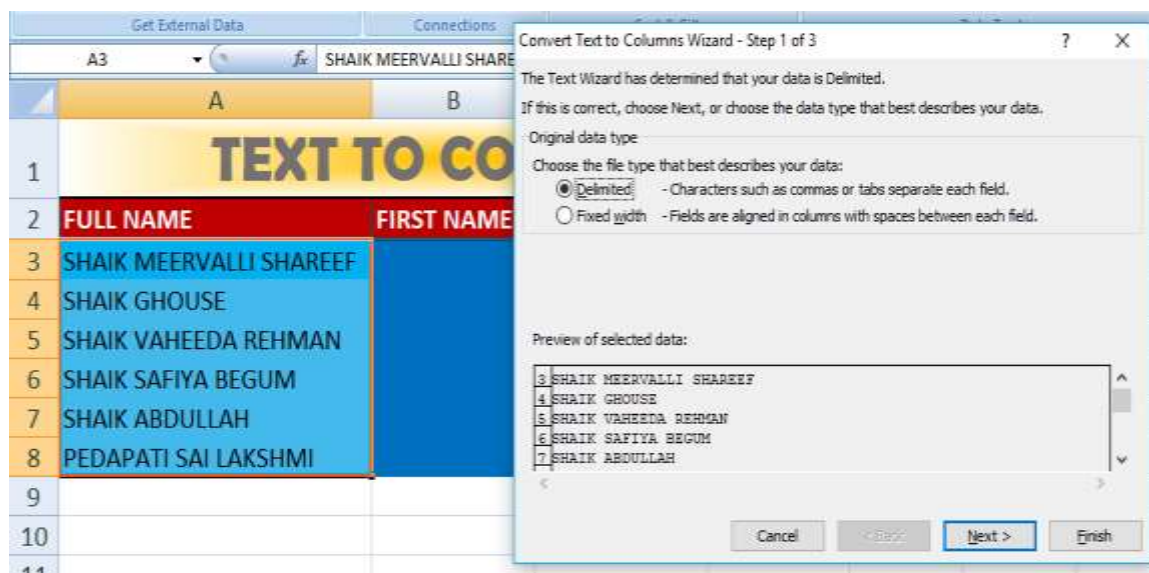
THEN CLICK ON ☑SPACES AS SHOWN BELOW AND CLICK **NEXT**
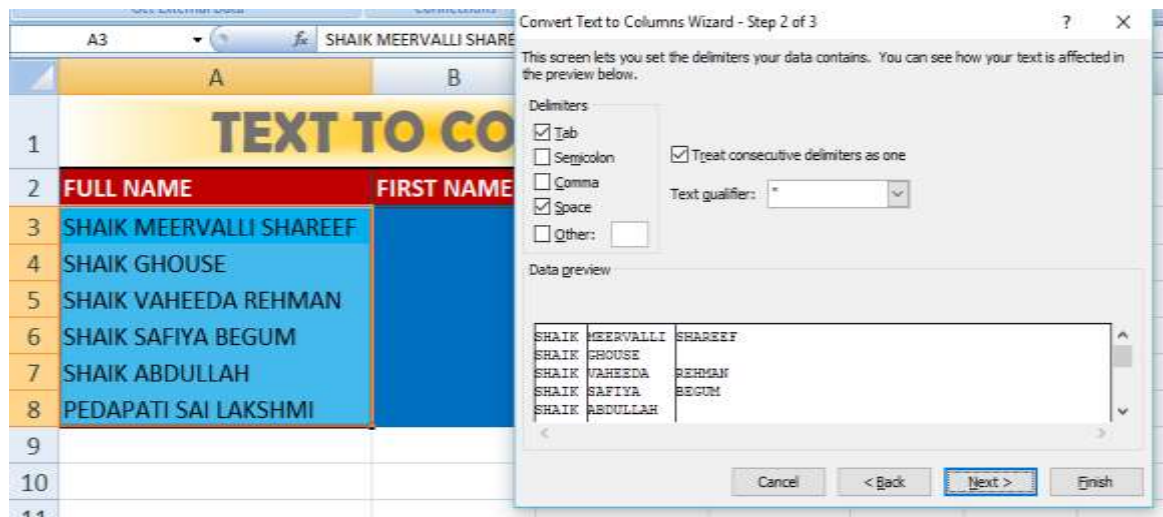
SELECT **DESTINATION** AND CLICK ON **FINISH.**
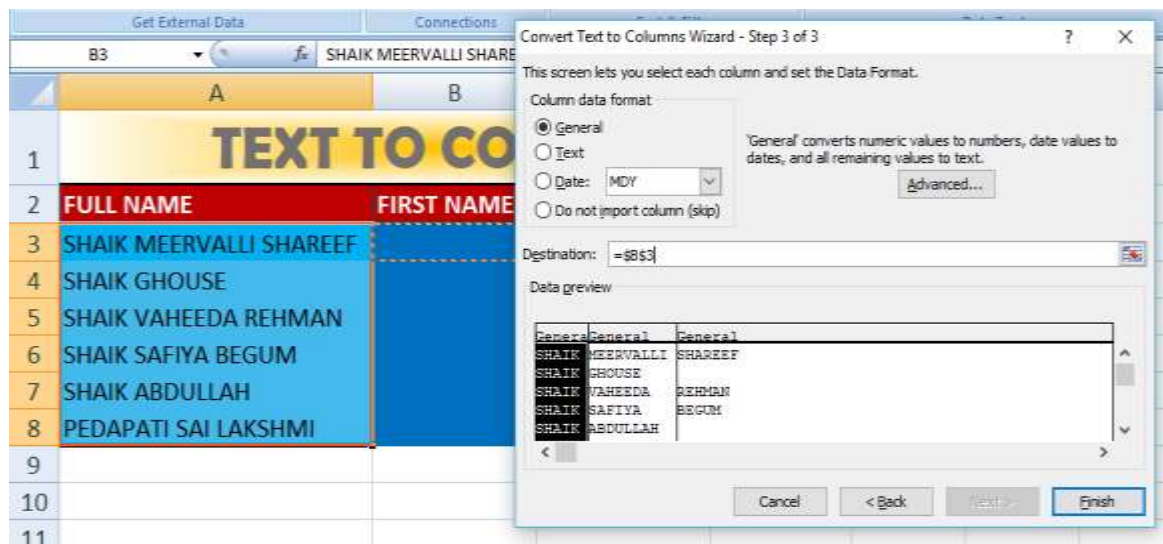
CLICK ON OK TO REPLACE THE CONTENTS OF DESITNATION CELLS

NOW YOU CAN SEE RESULT AS HEREUNDER GIVEN

FULL NAME	FIRST NAME	MIDDLE NAME	LAST NAME
SHAIK MEERVALLI SHAREEF	SHAIK	MEERVALLI	SHAREEF
SHAIK GHOUSE	SHAIK	GHOUSE	
SHAIK VAHEEDA REHMAN	SHAIK	VAHEEDA	REHMAN
SHAIK SAFIYA BEGUM	SHAIK	SAFIYA	BEGUM
SHAIK ABDULLAH	SHAIK	ABDULLAH	
PEDAPATI SAI LAKSHMI	PEDAPATI	SAI	LAKSHMI

THIS OPTION REMOVES THE DUPLICATE ENTRIES IN THE TABLE ARRAY WHICH LOOK ALIKE. EXAMPLE, SELECT WHOLE TABLE

CLICK ON '**REMOVE DUPLICATES**' OPTION AND THEN CLICK OK

→YOU CAN SEE LIKE THIS

THIS OPTION HEPLS IN VALIDATING DATA AND TO CIRCLE THE INVALID DATA AND TO CLEAR VALIDATION CIRCLES ETCGO TO '**DATA**' MENU AND CLICK ON '**DATA**
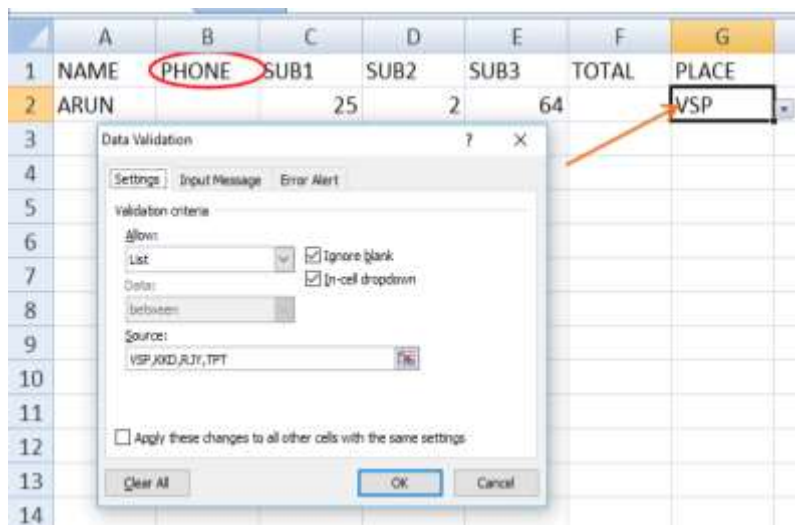
VALIDATION' THE SETTINGS ALL HAVE TO BE DONE TO FORM A LIST. IN THE SAME MANNER WE CAN USE ALL OTHER OPTIONS.

WE CAN ALSO INPUT A MESSAGE SAME AS BELOW.
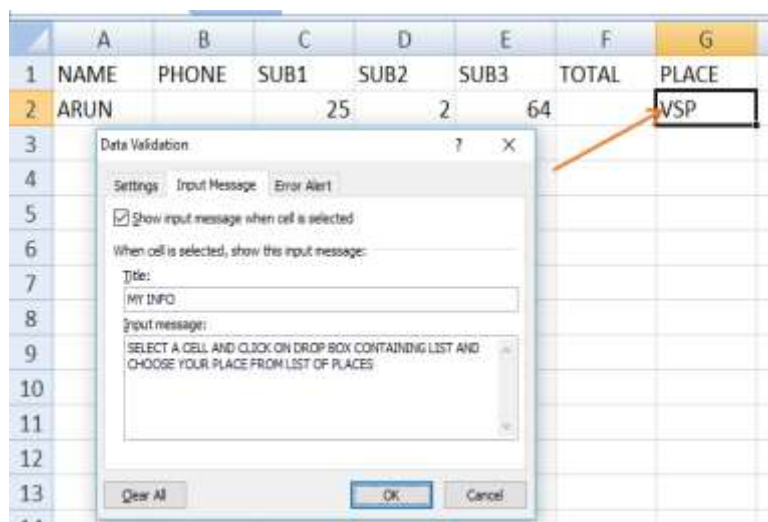
ERROR ALERT HEPLS IN WRITING OUR OWN COMMAND TO ALERT

CONSOLIDATE MEANS TO COMBINE VALUES. IN EXCEL, IT COMBILES MULTIPLE RANGES INTO ONE NEW RANGE THAT MEANS EACH CELL OF EACH SHEET INDIVIDUALLY AND SEPARATELY WILL BE COMBINED AND MAKES A COSOLIDATED REPORT.

PREPARE TABLE OF SALARY STATEMENT AS LIKE AS BELOW

NAME	SALARY	ATTENDANCE	LEAVE	WORKING DAYS	NET SALARY
SHAREEF	6000	30	0	30	6000
SAI	10000	28	2	30	9333.333
MANI	7000	25	5	30	5833.333

JAN (SHEET1)

NAME	SALARY	ATTENDANCE	LEAVE	WORKING DAYS	NET SALARY
SHAREEF	6000	30	0	30	6000
SAI	10000	28	2	30	9333.333
MANI	7000	25	5	30	5833.333

FEB (SHEET2)

SELECT A CELL IN THE REPORT SHEET MEANS EXAMPLE SHEET3

GO TO '**DATA MENU'** AND CLICK ON '**CONSOLIDATE'** CONSOLIDATE DIALOGUE BOX ARREARS. PLACE CURSOR AT REFERENCE
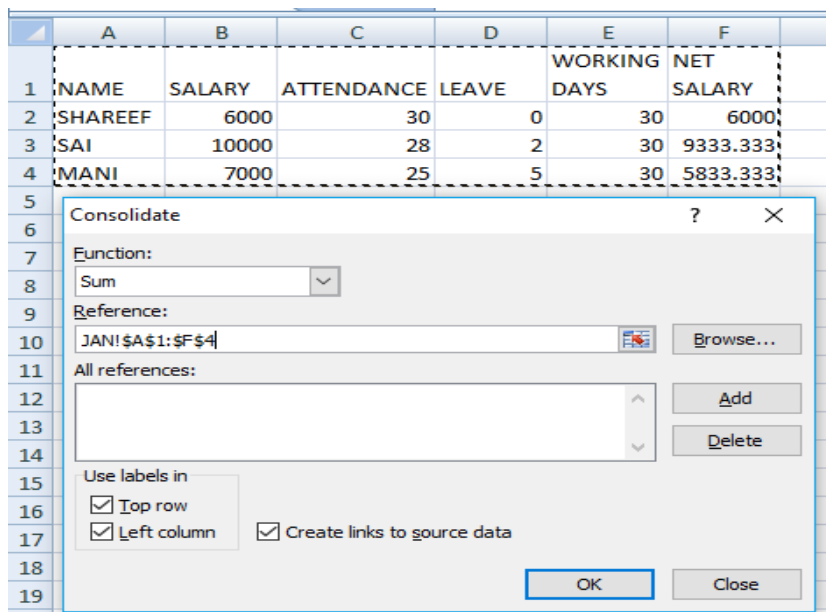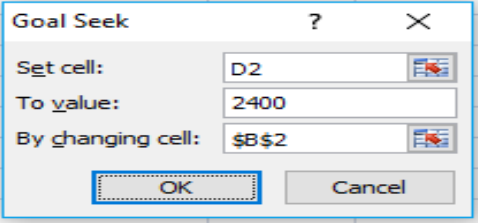
THEN CLICK ON JAN (SHEET1) AND DRAG WHOLE DATA TABLE AND CLICK ON ADD. SAME MANNER FEB (SHEET2) ALSO AND THEN FINALLY CLICK OK

YOU CAN ALSO EDIT OFTEN BY TICKING '☑ **CREATE LINKS TO SOURCE DATA'** OPTION.

WHAT IF ANALYSIS:

GOAL SEEK:

GOAL SEEK AVAILS TO KNOW THE REAL VALUE REQUIRED TO GET AND TO SET A CELL CONTAINING TOTAL VALUE BY CHANGING A CELL. A CELL WHERE YOU WANT TO GET GOOD RESULT THAT CELL MUST CONTAIN A FORMULA. AFTERWARDS WATCH THE RESULT.

SCENARIO MANAGER: THIS HELPS US TO MANAGE THE PROJECT WITH VARIOUS DEVELOPMENTS IN IT. AN ANALYZER CAN USE THIS OPTION TO PROVE WHAT HAPPENS IF VALUES IN THE TABLE DIFFER BETWEEN THE EARLIER ORIGINAL REPORT AND OTHER CHANGED DATA TABLES. HE CAN SHOW INDIVIDUAL VARIANCE AND ALSO OVERALL.

STEPS: PREPARE TABLE AS SHOWN BELOW

STUDENT NAME	SUB1	SUB2	TOTAL
SHAREEF	50	65	115
SAI LAKSHMI	60	75	135
JAYA SREE	80	85	165

Sheet1

GO TO '**WHAT IF ANALYSIS**' COMMAND IN '**DATA TAB**'

THEN CLICK ON '**SCENARIO MANAGER**'

'**SCENARIO MANAGER**' DAILOGUE BOX APPEARS

CLICK ON ADD

THE BELOW SHOWN DAILOGUE BOX APPEARS

AND WE CAN GIVE NAME TO THE SCENARIO

WE HAVE TO SELECT CHANGING CELLS AND THEN OK

ENTER VALUES FOR EACH OF CHANGING CELLS IN **SCENARIO VALUES** BOX
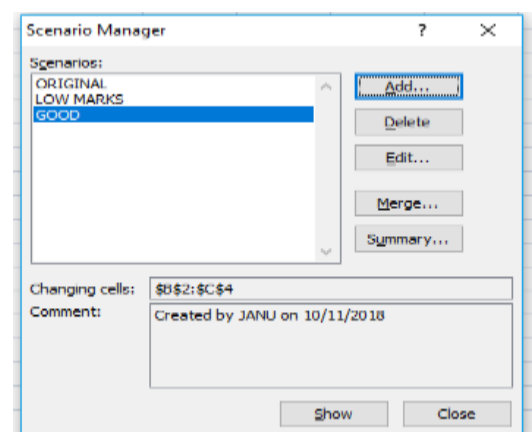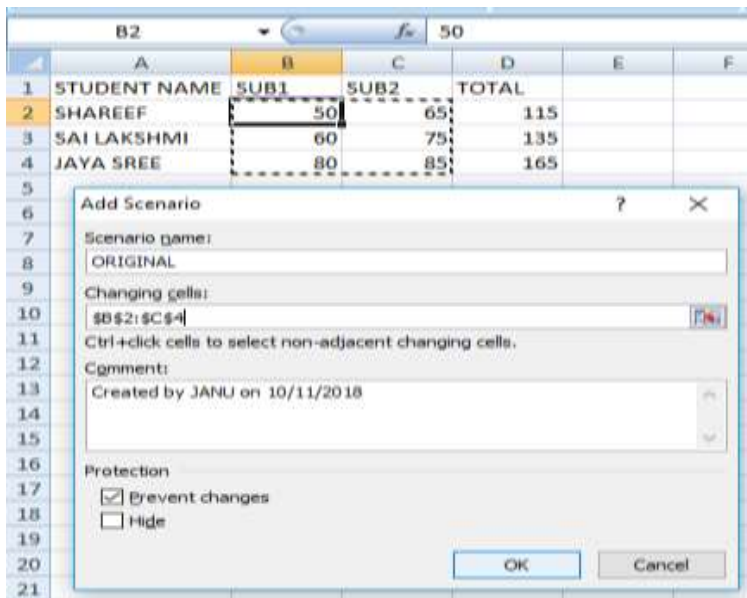
THEN IT'S SIMPLE PROCEDURE WE CAN PREPARE THE TABLE WITH DIFFERENT TITLE AND WITH DIFFERED VALUES SHOWING VARIANCES BETWEEN EACH SCENARIO BY CLICKING **'SHOW'** INDIVIDUALLY AND AS A WHOLE BY CLICKING ON **'SUMMARY'.** WHEN WE CLICK ON SUMMARY A SMALL DIALOGUE BOX APPEAR CHOOSE ⊙SCENARIO SUMMARY AND SO THAT A NEW SHEET WILL APPEAR AND SHOW US ALL VARIED SCENARIO.

DATA TABLE:

DATA TABLE ALLOWS YOU TO SEE THE RESULTS OF MANY DIFFERENT POSSIBLE INPUTS AT THE SAME TIME. STEPS:

1. PREPARE INTEREST CALCULATION PATTERN.
2. AND SELECT FROM RESULT CELL TO THE LEFT FULL CORNER AS SHOWN BELOW.
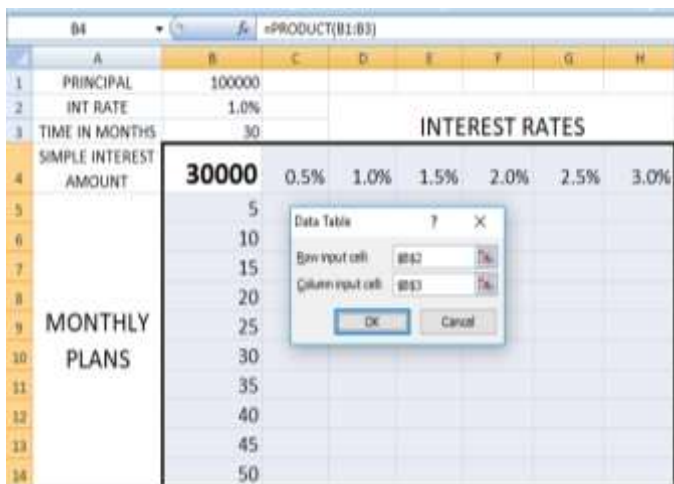
3. AND THE GO TO **'DATA TAB'** AND CLICK ON **'WHAT IF ANALYSIS'**

4. AND THEN CLICK ON **'DATA TABLE'** COMMAND THEREFORE YOU CAN SEE GOOD REPORT.

OUTLINES

GROUP

THIS OPTION IS USEFUL TO CLUB SOME ROWS OR COLUMN AT OUR OPTION BASED ON INFORMATION. SO THAT SOME TIMES WE CAN HIDE SOME UNWANTED DATA DURING PRINT.

IT HELPS IN UNGROUPING THE ROWS OR COLUMNS WHICH WERE PREVIOUSLY GROUPED

SUBTOTAL

IT WILL BE USEFUL TO GET SUBTOTALS OF EACH REPEATED ACTIVITY OR ITEMS AND ALSO TO KNOW TOTAL OF WHOLE ITEMS.

PREPARE TABLE AS SHOWN BELOW AND GO TO '**DATA TAB**' AND CLICK ON 'SORT A TO Z' SO THAT DATA WILL BE SORTED A TO Z AND THEN CLICK ON '**SUBTOTALS**' COMMAND AND SET ALL SETTINGS AS SHOWN BELOW.
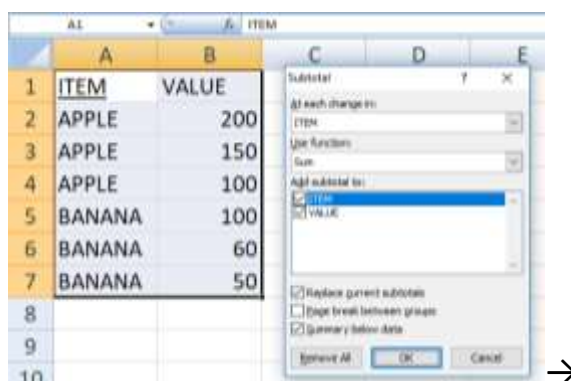
SORTED TABLE OF DATA

RESULT WILL BE SAME AS ABOVE

SHOW DETAILS HELPS TO SHOW FULL DETAILS OF INDIVIDUAL CELL AND SUBTOTALS OR GRAND TOTALS OF SELECTED TABLE.

HIDE DETAILS HELPS TO HIDE DETAILS OF TABLE AND SHOWS OVERALL AND SIMPLE TOTAL.

SORT & FILTER

SORT & FILTER: TO SET COLUMN FIELDS IN AN ORDER ASCENDING OR A-Z OR DESCENDING Z-A ORDER. CUSTOM SORT HELPS A LOT.

FILTER: IT'S USEFUL TO FILTER DATA IN COLORWISE, NUMBERWISE, DATEWISE AND TEXT WISE ETC.

ADVANCED FILTER

IT MAKES VERY SIMPLE TO FILTER DATA.

PREPARE TABLE IN EXCEL FOR SIMPLE UNDERSTANDING

AND COME OUTSIDE THE TABLE LITTLE BELOW AND TYPE COLUMN TITLE 'MATCH 1' AS IT IS IN THE ABOVE TABLE AND AS SHOWN IN THE BELOW TABLE. AND TYPE <=90 AND CLICK ON 'ADVANCED' IN 'DATA TAB'.

'ADVANCED FILTER' DAILOGUE BOX APPEARS AND THEN YOU CLICK ON

⦿'FILTER THE LIST, IN PLACE' AND LIST RANGE MEANS TABLE RANGE. THIS WILL AUTOMATICALLY BE SELECTED BY PLACING CURSOR SOMEWHERE IN TABLE. AND CRITERIA RANGE MEANS CELLS B7 & B8 WHICH WILL HELP TO FILTER DATA AND CLICK ON OK FINALLY AND YOU CAN SEE RESULT SHOWING SCORERS LESS THAN 90. AND THEN CLICK ON ⦿COPY TO ANOTHER LOCATION AND PLACE IN THE COPY TO FIELD AND CLICK ANY WHERE ON SHEET TO COPY FLTERED DATA AND CLICK ON OK AUTOMATICALLY TOTAL FILTERED DATA CAN BE COPEID TO ANOTHER LOCATION.

FORMULAS

EXCEL IS A DATABASE THAT IS COLLECTION OF SOME RELATED DATA IN FORM OF TABLES. EXCEL FILES ARE CREATED AS BOOK. EACH BOOK BY DEFAULT CONSISTS OF 3 SHEETS (SHEET1, SHEET2, SHEET3). MAXIMUM NUMBER OF SHEETS WE CAN INSERT IS 255. EACH SHEET CONSISTS OF 16384 COLUMNS (A----XFD) EACH SHEET CONSISTS OF 1048576 ROWS

THE CELL RANGE IS GIVEN BY COLUMN NAME WITH ROW NUMBER (FOR E.G: A1: HERE A IS COLUMN ,1 IS ROW)

FOR EXAMPLE COLUMN A IS: A1.....A1048576

FOR EXAMPLE ROW1 IS: A1.......XFD1

WE CAN CALCULATE NUMBER OF FORMULA'S OR FUNCTIONS

THE EXCEL FILES ARE SAVED AS .XLS

STUDENT MARKS LIST FOR PRACTICE

K4		fx	=IF(AND(C4>=35,D4>=35,E4>=35,F4>=35,G4>=35,H4>=35),"PASS","FAIL")									

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				DELHI PUBLIC SCHOOL									
2	STUDENT NAME	HT NO	TELUGU	ENGLISH	HINDI	MATHS	SCIENCE	SOCIAL	TOTAL	AVERAGE	RESULT	GRADE	RANK
3	JYOTHI	1053087	95	77	67	62	73	64	438	73	PASS	B+	1
4	GANESH		55	36	44	69	98	97	399	66.5	PASS	B	4
5	ROOPA		33	30	54	71	54	95	337	56.16667	FAIL	DETAINED	0
6	SHAREEF		35	32	82	74	54	96	373	62.16667	FAIL	DETAINED	0
7	SANTHOSH		62	91	52	38	92	77	412	68.66667	PASS	B+	3
8	SELVAM		61	99	60	39	65	95	419	69.83333	PASS	B+	2
9	LAVANYA		29	63	59	69	98	30	348	58	FAIL	DETAINED	0
10	ASHOK		63	43	76	43	45	83	353	58.83333	PASS	C	6
11	MAHA		29	56	28	84	63	30	290	48.33333	FAIL	DETAINED	0

TOTAL=SUM(C3:H3)

AVG(PERCENTAGE OF TOTAL MARKS): =AVERAGE(C3:H3)

RESULT: =IF(AND(SUB1>=35,SUB2>=35,SUB3>=35,....),"PASS","FAIL")

=IF(AND(C3>=35,D3>=35,E3>=35,F3>=35,G3>=35,H3>=35),"PASS","FAIL")

GRADE:=IF(RESULT="FAIL","DETAINED",IF(AVG>=60,"FIRST",IF(AVG>=50,"SECOND",THIRD")))

=IF(K3="FAIL","DETAINED",IF(J3>=92,"O",IF(J3>=84,"A+",IF(J3>=76,"A",IF(J3>=68,"B+",IF(J3>=60,"B",IF(J3>=52,"C",IF(J3>=44,"D",IF(J3>=36,"E",IF(J3<=35,"F")))))))))))

RANK: =IF(RESULT="FAIL",0,RANK(FIRST TOTAL,SELECT FULL TOTAL COLUMN WITH ABSOLUTE REFERENCES i.e. LIKE $I$3:$I$11

RANK: =IF(K3="FAIL",0,RANK(I3,($I$3:$I$11)))

EXCEL FUNCTIONS

1. LENGTH: IT IS USED TO COUNT THE NUMBER OF CHARACTERS IN THE GIVEN TEXT.

SYNTAX: =LEN("TEXT")

E.G: =LEN("DATAPRO") =7

NAME	LENTH
FORMULAES	=LEN(D4)
SAI	3
MANI	4
LAKSHMI	7
KANAKA RAO	10
GEETHA	6
RAMBABU	7
MANORAMA	8

2. LOWER: DISPLAYS THE GIVEN TEXT WITH LOWER CASE (SMALL LETTERS)

=LOWER("TEXT")   OR =LOWER(A1)

NAME	Lower
FORMULAES	=LOWER(C4)
SAI	sai
MANI	mani
LAKSHMI	lakshmi

3. UPPER: DISPLAYS THE GIVEN TEXT IN UPPER CASE

=UPPER("TEXT") OR =UPPER(A1)

NAME	UPPER
FORMULAES	=UPPER(A4)
sai	SAI
mani	MANI

4. PROPER: CAPITALISES EACH WORD AND DISPLAYS THE GIVEN TEST IN PROPER FORM.

=PROPER("TEXT") OR =PROPER(A1)

NAME	Proper
FORMULAES	=PROPER(B4)
sai	Sai
mani	Mani
sai lakshmi	Sai Lakshmi

5. LEFT: IT IS USED TO GIVE THE LEFT SIDE OF THE CHARACTERS ACCORDING TO GIVEN NUMBER.

=LEFT("TEXT",NUMBER) =LEFT("DATA ENTRY",4) DATA

NAME	LEFT
FORMULAES	=LEFT(A36,5)
SAI JYOTHI	SAI J
GANESH	GANES
CHAITANYA	CHAIT

6. RIGHT: IT IS USED TO GIVE THE RIGHT SIDE OF THE CHARACTERS ACCORDING TO THE GIVEN NUMBER.

=RIGHT("TEXT",NUMBER)   =RIGHT("DATA STRUCTURE",4) TURE

NAME	RIGHT
FORMULAES	=RIGHT(A41,5)
CHANDRA KALAVATHI	VATHI

7. TODAY: INSERTS THE SYSTEM PRESENT DATE

=TODAY()   10/22/2009

8. NOW: INSERTS THE SYSTEM PRESENT DATE & TIME.

=NOW()   10/22/2009 ,10:23 AM

9.   ABSOLUTE: THE VALUE WITHOUT ANY SIGN (+/-) IS CALLED ABSOLUTE VALUE.

=ABS(NUMBER)   =ABS(-100)   100

10. POWER: IT RETURNS THE VALUE ACCORDING TO THE GIVEN POWER.

=POWER(NUMBER,POWER)   =POWER(3,5)   243

NAME	POWER
FORMULAES	=POWER(A46,2)
8	64
16	256

11. SQRT: IT IS USED TO FIND THE SQUARE ROOT OF THE GIVEN NUMBER.

=SQRT(NUMBER) OR =SQRT(A1)   =SQRT(81)   9

NAME	SQUARE ROOT
FORMULAES	=SQRT(A30)
256	16
100	10

12. MOD: RETURNS THE REMAINDER OF THE GIVEN NUMBERS.

=MOD(NUMBER,DIVISOR)   =MOD(243,100)   43

NAME	MOD	
FORMULAES	=MOD(A34,C34)	RESULT
106	10	6
20	6	2

13. FACT:FINDS THE FACTORIAL OF THE GIVEN NUMBER.

=FACT(NUMBER)   =FACT(4)   24   [4*3*2*1]

NAME	FACTORIAL VALUE
FORMULAES	=FACT(A30)
4	24
5	120

14. PRODUCT: MULTIPLICATION OF THE GIVEN NUMBERS.

=PRODUCT(NO1,NO2,.......)=PRODUCT(2,4,6)   48

NAME	PRODUCT	
FORMULAES	=PRODUCT(A34,B34)	RESULT
5	6	30
7	5	35

15. COUNT: COUNTS THE GIVEN NUMBERS OF THE SELECTED NUMBERS.

=COUNT(NO1,NO2,....)   =COUNT(2,4,6)   3

	COUNT
VALUES	=COUNT(A1:F1)
3 4 7 10 6 5	6

16. MAX: IT IS USED TO GIVE THE HIGHEST NUMBER OF THE GIVEN NUMBER.

=MAX(NO1,NO2,....)   =MAX(2,4,6) 6

	MAXIMUM
VALUES	=MAX(A1:F1)
3 4 7 10 6 5	10

17. MIN:IT IS USED TO GIVE THE MINIMUM NUMBER OF THE GIVEN N UMBERS.

=MIN(NO1,NO2,......)   =MIN(2,4,6) 2

	MINIMUM
VALUES	=MIN(A1:F1)
3 4 7 10 6 5	3

18. SUM : ADDITION OF THE GIVEN NUMBERS.

=SUM(NO1,NO2,......)   =SUM(2,4,6)   12

VALUES	SUM =SUM(A1:F1)
3 4 7 10 6 5	35

19. AVERAGE: SUM OF THE NUMBERS / COUNT OF NUMBERS

=AVERAGE(NO1,NO2,.....)   =AVERAGE(2,4,6) 4

VALUES	AVERAGE =AVERAGE(A1:F1)
3 4 7 10 6 5	5.833333333

20. ROUND: ROUNDS A NUMBER TO A SPECIFIED NUMBER OF DIGITS.

=ROUND(NUMBER, NUMBER-DIGITS) =ROUND(12.5,0)   =13

NAME FORMULAES	ROUND =ROUND(A22*1.25%,0)
1000	13
975	12
400	5

21. ROMAN: CONVERTS NUMBERS TO ROMAN NUMBERS.

=ROMAN(A1)   =ROMAN(6) VI

NAME FORMULAES	ROMAN =ROMAN(A1)
65	LXV

22. REPEAT: REPEATS TEXT A GIVEN NUMBER OF TIMES.

=REPEAT("<(*_*)>",3)   <(*_*)><(*_*)><(*_*)>

23. TEXT: TO CONVERT VALUE TO TEXT IN A SPECIFIC NUMBER FORMAT.

=TEXT(NOW(),"DDD")   =WEEK DAY OF TODAY (E.G. SUN)

	H16			f_x	=DATE(2018,12,24)

	G	H
14	NAME	TEXT
15	FORMULAES	=TEXT(H16,"DDD")
16	Mon	12/24/2018 >>

PRACTICE EXAMPLES:

1. INTEREST CALCULATION

PRINCIPAL	RATE	DAYS	MONTHS	SIMPLE INTEREST	TOTAL	COMPOUND INTEREST	TOTAL2
				=A3*B3*D3	=A3+E3	=A3*(POWER(1+B3,D3))-A3	=A3+G3
10000	5%	30	3	1500	11500	1576.25	11576.25
25000	5%	45	3	3750	28750	3940.625	28940.625
40000	5%	39	3	6000	46000	6305	46305

CONTINUATION....

DAYWISE CALCULATION 30 DAYS P.M	DAYWISE CALCULATION P.A. I.e. 365 DAYS
=(A3*C3/30)*B3	=(A3*C3/365)*B3
500	41.09589041
1875	
2600	

2. AGE AS ON TODAY FROM DATE OF BIRTH

NAME	DOB	CURRENT DATE	YEARS	MONTHS
		=TODAY()	=DATEDIF(B3,C3,"Y")	=DATEDIF(B3,C3,"YM")
SAI BANGARAM	4/17/1998	28-10-2018	20	6
CHINNI	12/4/1989	28-10-2018	28	10
RUPA	2/18/1998	28-10-2018	20	8

CONTINUATION...

DAYS	BIRTH DAY	TODAY	TOTAL DAYS
=DATEDIF(B3,C3,"MD")	=TEXT(B3,"DDDD")	=TEXT(C3,"DDDD")	=C3-B3
11	Friday	Sunday	7499
24	Monday	Sunday	10555
10	Wednesday	Sunday	7557

3. POWER BILL CALCULATION

CUTOMER SERVICE NO.	NAME	UNITS COSUMED	UNIT RATE	CONSUMPTION CHARGES	CUSTOMER CHARGES
112394T056308123	RAMANA	118	3.60	424.8	35

CONTINUATION

ELECTRIC TARIFF	FUEL CHARGES	SURCHARGE FOR LATE PAY	TOTAL BILL	START DATE	END DATE	BILL PAID DATE
7.08		25	491.88	1-Oct-18	30-Oct-18	1-Nov-18

FORMULAS USEFUL FOR PREPARATION

UNIT RATE	IF(C2<=50,1.45,IF(C2<=100,2.6,IF(C2<=200,3.6,IF(C2>200,6.9))))
CONSUMPTION CHARGES	=IF(C2<=50,C2*1.45,IF(C2<=100,C2*2.6,IF(C2<=200,C2*3.6,IF(C2>200,C2*6.9)))) OR =C2*D2
CUSTOMER CHARGES	=IF(C2<=50,25,IF(C2<=100,30,IF(C2<=200,35,IF(C2>200,40))))
ELECTRIC TARIFF	=C2*0.06
FUEL CHARGES	--N/A--
SURCHARGE FOR LATE PAY	=IF(M2>L2,25,0)
TOTAL BILL	=SUM(E2:I2)
START DATE	PRESS CTRL+1 AND -> CUSTOM -> D-MMM-YY
END DATE	=K2+29
BILL PAID DATE	

4. ATTENDANCE REGISTER

AND ALSO SALARY STATEMENT

	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
4	DESIGNATION	BASIC	SALARY	DEARNESS ALLOWANCE	HOUSE RENT ALLOWANCE	CITY COMPENSATORY ALLOWANCE	TRAVEL ALLOWANCE	GROSS SALARY	PROVIDENT FUND	EMPLOYEE STATE INSURANCE	PROFESSIONAL TAX	TOTAL DEDUCTIONS	NET SALARY
5	SI	25000	21875	1312.5	5000	437.5	850	29475	2782.5	515.8125	200	3498.3125	25976.7
6	ASI	20000	20000	1200	4000	400	850	26450	2544	462.875	150	3156.875	23293.1
7	HD	18000	17250	690	3600	345	850	22735	2152.8	397.8625	150	2700.6625	20034.3
8	CI	28000	28000	1680	5600	560	850	36690	3561.6	642.075	200	4403.675	32286.3
9	CONSTUBLE	15000	13125	525	3000	262.5	850	17762.5	1638	310.84375	150	2098.84375	15663.7
10	OTHERS	10000	9583.333	191.6666667	2000	191.6666667	850	12816.7	1173	224.29167	0	1397.29167	11419.4
11	OTHERS	10000	10000	400	2000	200	850	13450	1248	235.375	0	1483.375	11966.6
12	OTHERS	10000	8750	175	2000	175	850	11950	1071	209.125	0	1280.125	10669.9
13	OTHERS	10000	10000	400	2000	200	850	13450	1248	235.375	0	1483.375	11966.6
14	OTHERS	10000	9583.333	191.6666667	2000	191.6666667	850	12816.7	1173	224.29167	0	1397.29167	11419.4

FORMULAS HELPFUL FOR PREPARATION

PRESENT	=COUNTIF(D5:AG5,"p") (FIRST CALCULATE ATTENDANCE THEN DESIGN HOLIDAY IN MIDDLE OF EACH WEEK)
ABSENT	=COUNTIF(D5:AG5,"a") (FIRST CALCULATE ABSENT DAYS THEN DESIGN HOLIDAY IN MIDDLE OF EACH WEEK)
WORKING DAYS	=AH5+AI5
DESIGNATION	NAME OF POST
BASIC	=IF(AK5="SI",25000,IF(AK5="ASI",20000,IF(AK5="HD",18000,IF(AK5="CI",28000,IF(AK5="CONSTUBLE",15000,IF(AK5="OTHERS",10000))))))
SALARY	=AL5*AH5/AJ5
DEARNESS ALLOWANCE	=IF(AM5>=30000,AM5*10%,IF(AM5>=20000,AM5*6%,IF(AM5>=10000,AM5*4%,AM5*2%)))
HOUSE RENT ALLOWANCE	=AL5*20%
CITY COMPENSATORY ALLOWANCE	=AM5*2%
TRAVEL ALLOWANCE	=ABS(850)
GROSS SALARY	=SUM(AM5:AQ5)
PROVIDENT FUND	=(AM5+AN5)*12%
EMPLOYEE STATE INSURANCE	=SUM(AM5:AQ5)*1.75%
PROFESSIONAL TAX	=IF(AL5>=25000,200,IF(AL5>=15000,150,0))
TOTAL DEDUCTIONS	=SUM(AS5:AU5)
NET SALARY	=AR5-AV5

SALARY SLIP USING FORMULA VLOOKUP

EMPLOYEE NAME			RAJESH	
ID CARD NO	SALARY& ALLOWANCES	AMOUNT	TOTAL DEDUCTIONS	AMOUNT
ARC002	BASIC	20000	PROVIDENT FUND	2544
	SALARY	20000	EMPLOYEE STATE INSURANCE	462.875
	DEARNESS ALLOWANCE	1200	PROFESSIONAL TAX	150
	HOUSE RENT ALLOWANCE	4000		
	CITY COMPENSATORY ALLOWANCE	400		
	TRAVEL ALLOWANCE	850	TOTAL DEDUCTIONS	3156.875
	GROSS SALARY	26450	NET SALARY	23293.125

STEPS TO GET VLOOKUP SUCCESSFULLY

1. WE HAVE TO FIRST UNDERSTAND WHT IS VLOOKUP MEANT BY, AND IN SIMPLE V MEANS HEREIN 'VERTICAL'
2. THAT MEANS BY USING THIS FORMULA WE CAN EASILY SEARCH INFORMATION FROM THE SELECTED DATA TABLE OF A PARTICULAR COLUMN (VERTICAL LOOKUP).
3. FOR THIS ALL WE HAVE TO TAKE A CELL OUTSIDE THE TABLE AND HAVE TO USE FOR SEARCHING [HEREIN WE HAVE TO KEEP IN MIND THAT THE FIRST COLUMN WILL ONLY BE THE LOOKUP REFERENCE (SOURCE) FOR SEARCHING]
4. AND THEN WE TO SELECT THE WHOLE DATA OF TABLE
5. AND WE HAVE TO WRITE THE COLUMN NUMBER ACCORDING TO THE SELECTION
6. FINALLY WE HAVE TO TYPE 0 (ZERO) FOR GETTING TRUE VALUE.
7. THE BELOW EXAMPLE GIVE YOU KNOWLEDGE ON THIS CONCERNED

=VLOOKUP(AK45,A1:AW14,2,0)

5. STUDENT TABLE

A	A	B	C	D	E	F	G	H	I	J	K	L	M
	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2	STUDENT NAME	HT NO	TELUGU	ENGLISH	HINDI	MATHS	SCIENCE	SOCIAL	TOTAL	AVERAGE	RESULT	GRADE	RANK
3	JYOTHI	1053087	95	77	67	62	73	64	438	73	PASS	B+	1
4	GANESH		55	36	44	69	98	97	399	66.5	PASS	B	4
5	ROOPA		33	30	54	71	54	95	337	56.16667	FAIL	DETAINED	0
6	SHAREEF		35	32	82	74	54	96	373	62.16667	FAIL	DETAINED	0
7	SANTHOSH		62	91	52	38	92	77	412	68.66667	PASS	B+	3
8	SELVAM		61	99	60	39	65	95	419	69.83333	PASS	B+	2
9	LAVANYA		29	63	59	69	98	30	348	58	FAIL	DETAINED	0
10	ASHOK		63	43	76	43	45	83	353	58.83333	PASS	C	6
11	MAHA		29	56	28	84	63	30	290	48.33333	FAIL	DETAINED	0

FORMULAS FOR LEARNING

TOTAL	=SUM(C3:H3)
AVERAGE	=AVERAGE(C3:H3)
RESULT	=IF(AND(C3>=35,D3>=35,E3>=35,F3>=35,G3>=35,H3>=35),"PASS","FAIL")
GRADE	=IF(K3="FAIL","DETAINED",IF(J3>=92,"O",IF(J3>=84,"A+",IF(J3>=76,"A",IF(J3>=68,"B+",IF(J3>=60,"B",IF(J3>=52,"C",IF(J3>=44,"D",IF(J3>=36,"E",IF(J3<=35,"F"))))))))))
RANK	=IF(K3="FAIL",0,RANK(I3,($I$3:$I$11)))

POWER POINT

POWER POINT IS VERY USEFUL SOFTWARE FOR PREPARING PRESENTATIONS. SLIDES ARE AVAILABLE TO PREPARE SLIDE SHOW. POWER POINT FILE WILL BE SAVED IN .pptx FORMAT USUALLY. WE CAN GO TO POWER POINT EASILY

1. WINDOWS⊞+ R → RUN → POWERPNT → OK

2. OR TYPE AS 'POWER POINT' IN SEARCH BAR FOR WINDOW

3. OR RIGHT CLICK ON DESKTOP → NEW → POWERPOINT

HOME

NEW SLIDE

ADD A NEW SLIDE TO THE PRESENTATION. TO GET A SLIDE GO TO "**HOME TAB**" AND CLICK ON '**NEW SLIDE**' AND CHOOSE A GOOD SLIDE FOR PRESENTATION.

LAYOUT HELPS TO CHANGE SLIDE LAYOUTS

DELETE HELPS TO DELETE SLIDE WHICH IS UNWANTED.

RESET HELPS TO GET PREEXISTING, DEFAULT SETTINGS TO SLIDE
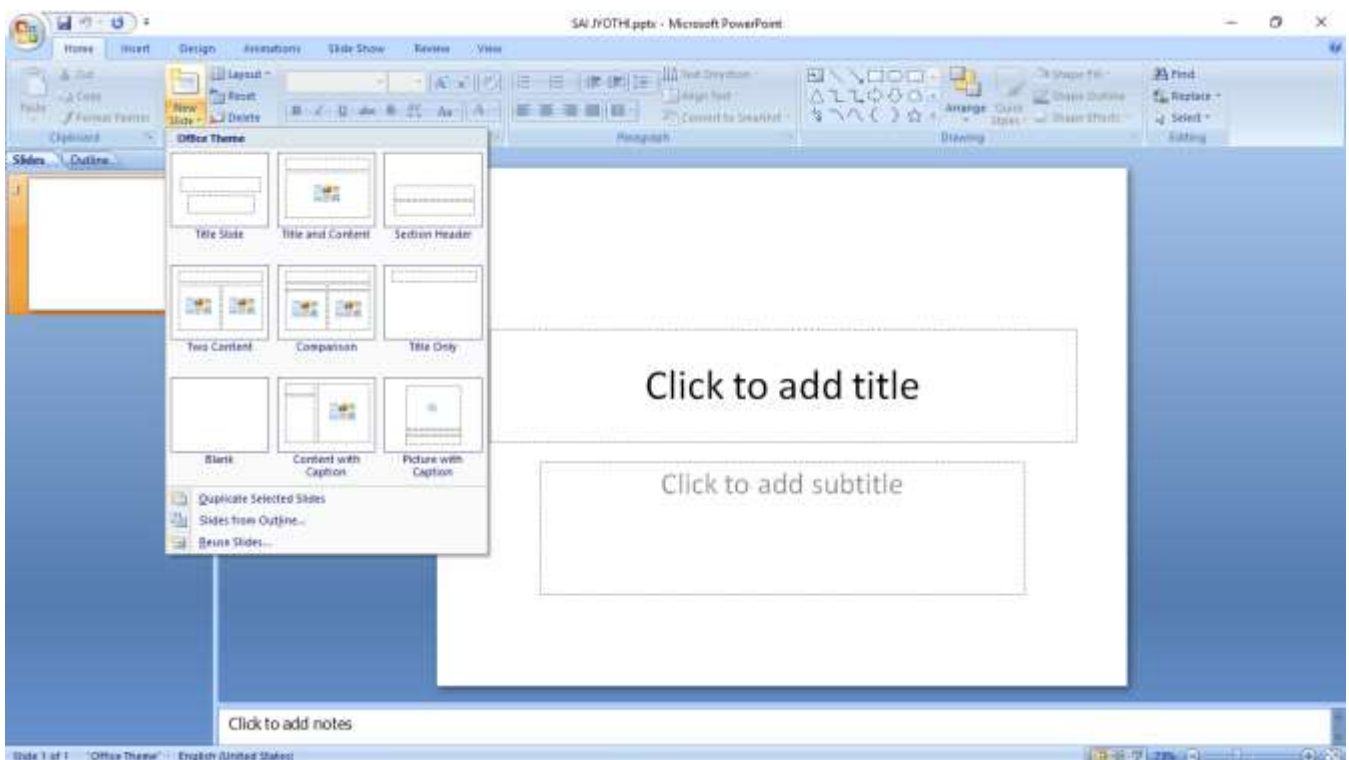
INSERT

PHOTO ALBUM

CREATE OR EDIT A PRESENTATION BASED ON A SET OF PICTURES. A FAMILY CAN PREPARE PHOTO ALBUM AND ALSO ARRANGE SOME BACKGROUND MUSIC ALSO TO MAKE EFFECTIVE PRESENTATION.

GO TO **'INSERT TAB'** AND CLICK ON **'PHOTO ALBUM'**

THEN CLICK ON **'NEW PHOTO ALBUM'**

CLICK ON **'FILE/DISK'** AND **'INSERT NEW PICTURES'**

SELECT 4 PICS IN THE BROWSER OR PICTURE GALLERY

AND CLICK ON **'PICTURE LAYOUT'** FEILD AND CHOOSE 4 PICTURES

THEN CLICK ON **'FRAME SHAPE'** AND CHOOSE ROUNDED RECTANGLE. AND FINALLY CLICK ON CREATE.
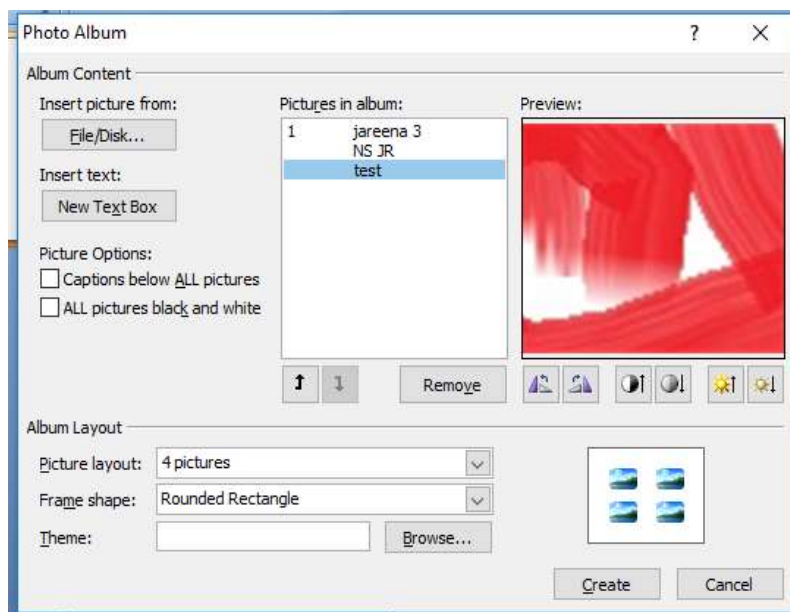
IF YOU WANT ADD MORE PHOTOS TO ALBUM GO TO **'PHOTO ALBUM'**

CLICK ON **'EDIT PHOTO ALBUM'**

MOVIES

WE CAN PLAY MOVIE IN POWER POINT. CLICK ON **'MOVIE'** AND THEN CLICK ON **'MOVIE FROM FILE'** AND BROWSE A FILE AND PLAY

SOUND

WE CAN SET SOUND TO ALBUM OR PRESENTATION. CLICK ON "**SOUND"** AND CHOOSE ONE OPTION WHICH EVER IS PREFERABLE

DESIGN

PAGE SETUP

IT HELPS TO SET PAGE BIG OR SMALL, VERTICALLY OR HORIZONTALLY.

THEMES

CHANGES THE OVERALL DESIGN OF ALL SLIDES

PLACE MOUSE POINTER ON ONE THEME AND GIVE RIGHT CLICK SO THAT YOU WILL GET MORE OPTIONS. THEREFORE YOU CAN PERFORM PRESENTATION MORE EFFECTIVELY. EXAMPLE YOU CAN DESIGN DEFFERENT THEMES TO EACH SLIDE THAT MEANS TO SELECTED SLIDES.

ANIMATIONS

CUSTOME ANIMATION

OPEN THE CUSTOME ANIMATION TASK PANE SO THAT YOU CAN ANIMATE INDIVIDUAL OBJECTS ON THE SLIDE.

SELECT TEXT OR OBJECT AND CLICK ON '**CUSTOME ANIMATION'**

CUSTOME ANIMATION TASK PANE APPEARS

CLICK ON '**ADD EFFECT'**

THEN CHECK ALL OPTIONS AND SET ONE ANIMATION

FOR MORE ANIMATIONS CLICK ON '**MORE PATHS' & 'MORE MOTION PATHS'**
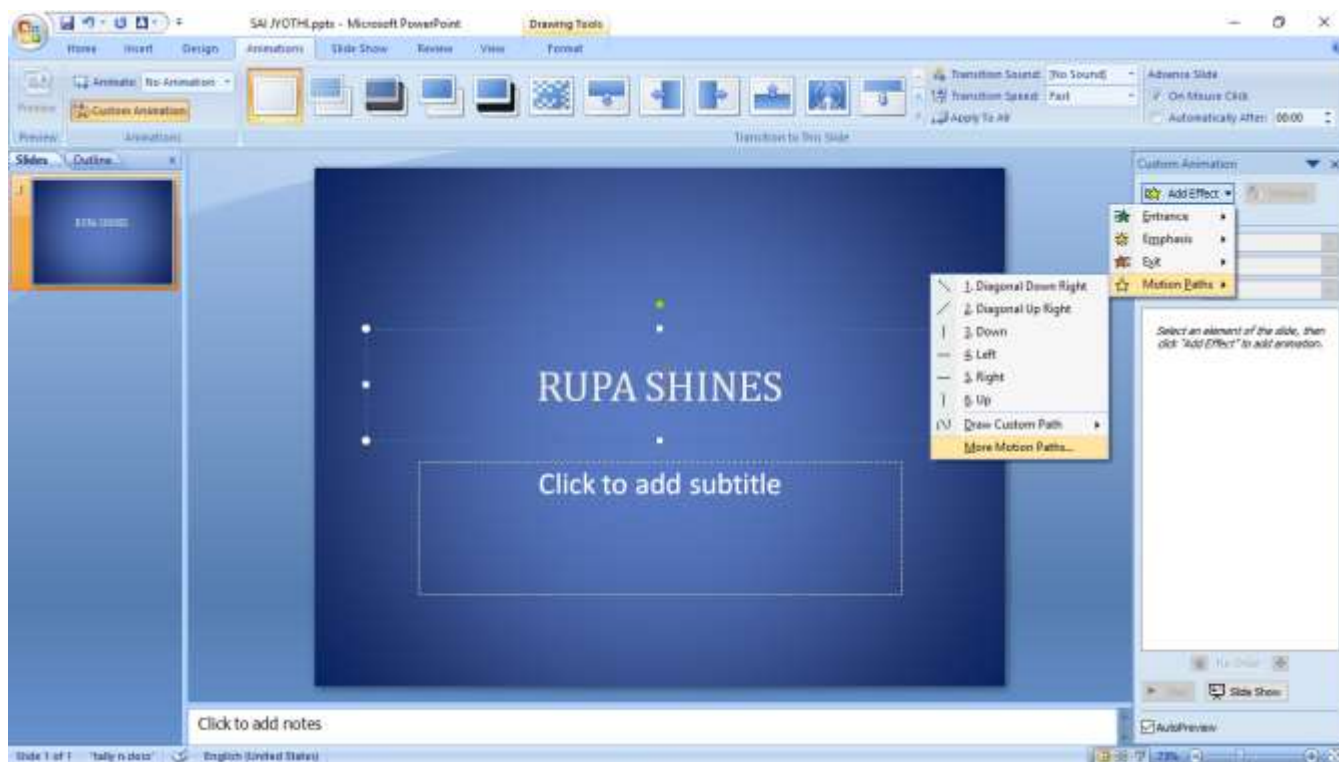
I AM TAKING **'HEART'** , A MOTION PATH AND CLICK ON OK
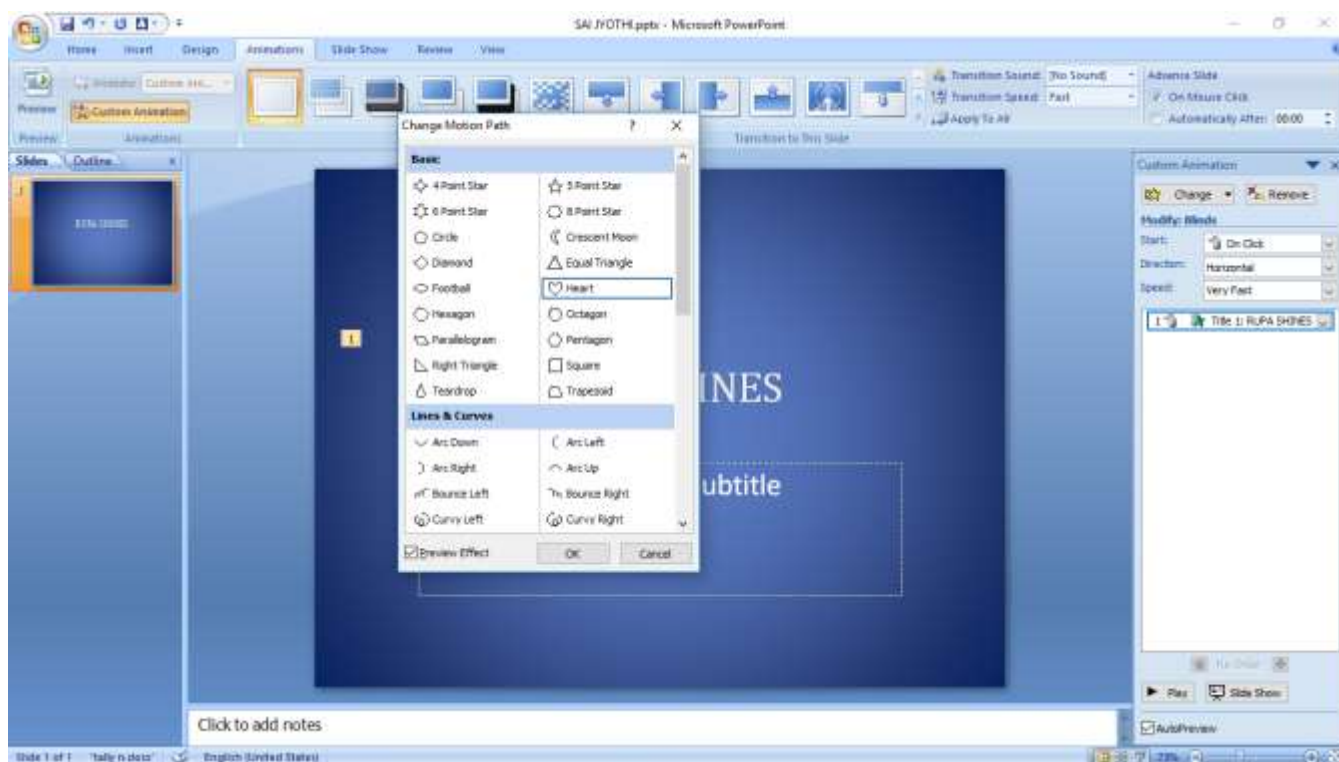
THEN SELECT ON TITLE 1 AND CLICK ON ITS DROP BUTTON AND CLICK ON

'EFFECT OPTIONS'
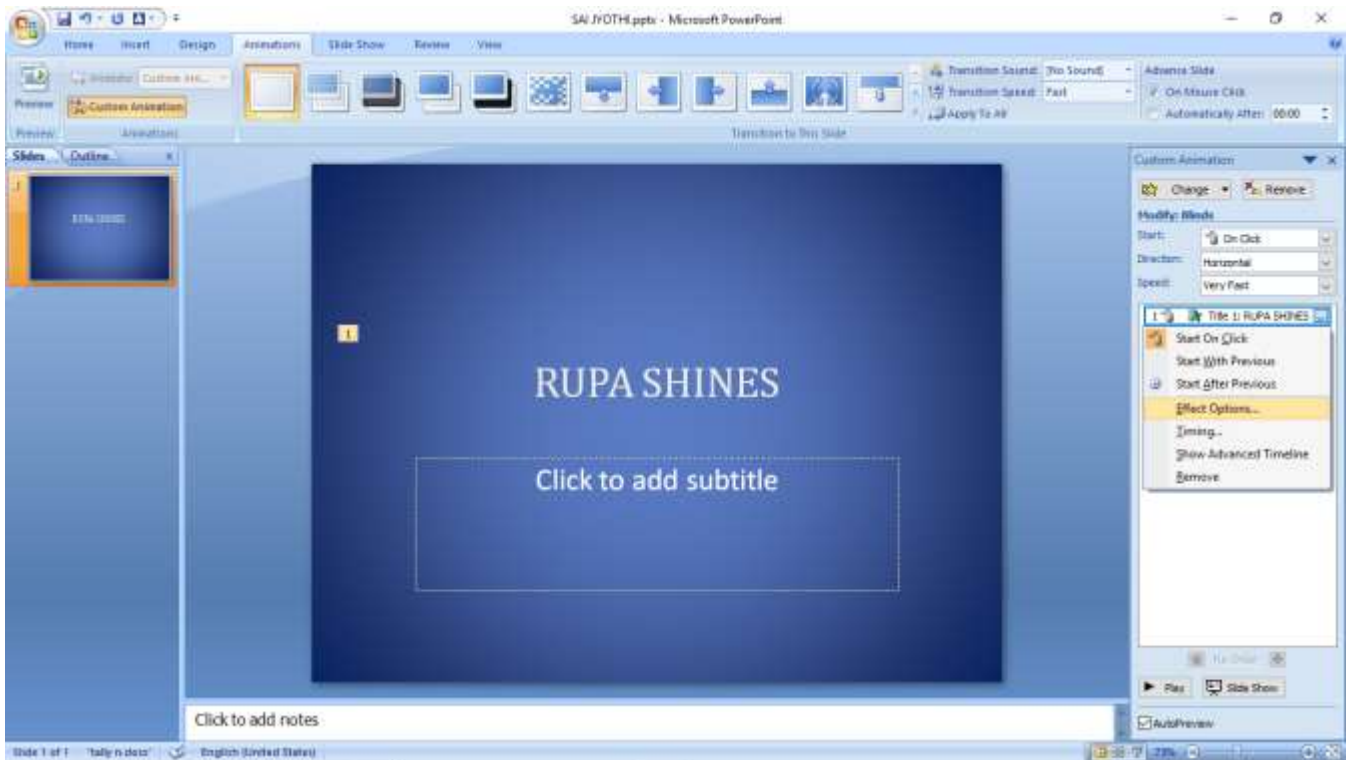
THEN CLICK ON 'BY LETTER' AND CLICK ON OK.

AND CLICK ON PLAY BUTTON AND SEE PREVIEW.

TRANSITION TO THIS SLIDE HELPS TO CHOOSE A SPECIFIC EFFECT THAT WILL BE APPLIED DURING THE TRANSITION BETWEEN THE PREVIOUS SLIDES AND THE CURRENT SLIDES

TRANSITION SOUND HELPS TO INSERT AUDIO

TRANSITION SPEED WILL BE SLOW, MEDIUM AND FAST.

☑AUTOMATICALLY AFTER   00:05

SLIDE SHOW

FROM BEGINNING F5: START THE SLIDE SHOW FROM THE BEGINNING

FROME CURRENT SLIDE SHIFT+F5 STARTS FROM PRESENT SLIDE

CUTOME SLIDE SHOW DISPLAYS ONLY SELECTED SLIDES.

STEPS: CLICK ON '**CUSTOME SLIDE SHOW'**

AGAIN CLICK ON **'CUSTOME SHOWS'**

CUSTOME SHOWS DAILOGUE BOX APPEARS AND CLICK ON NEW
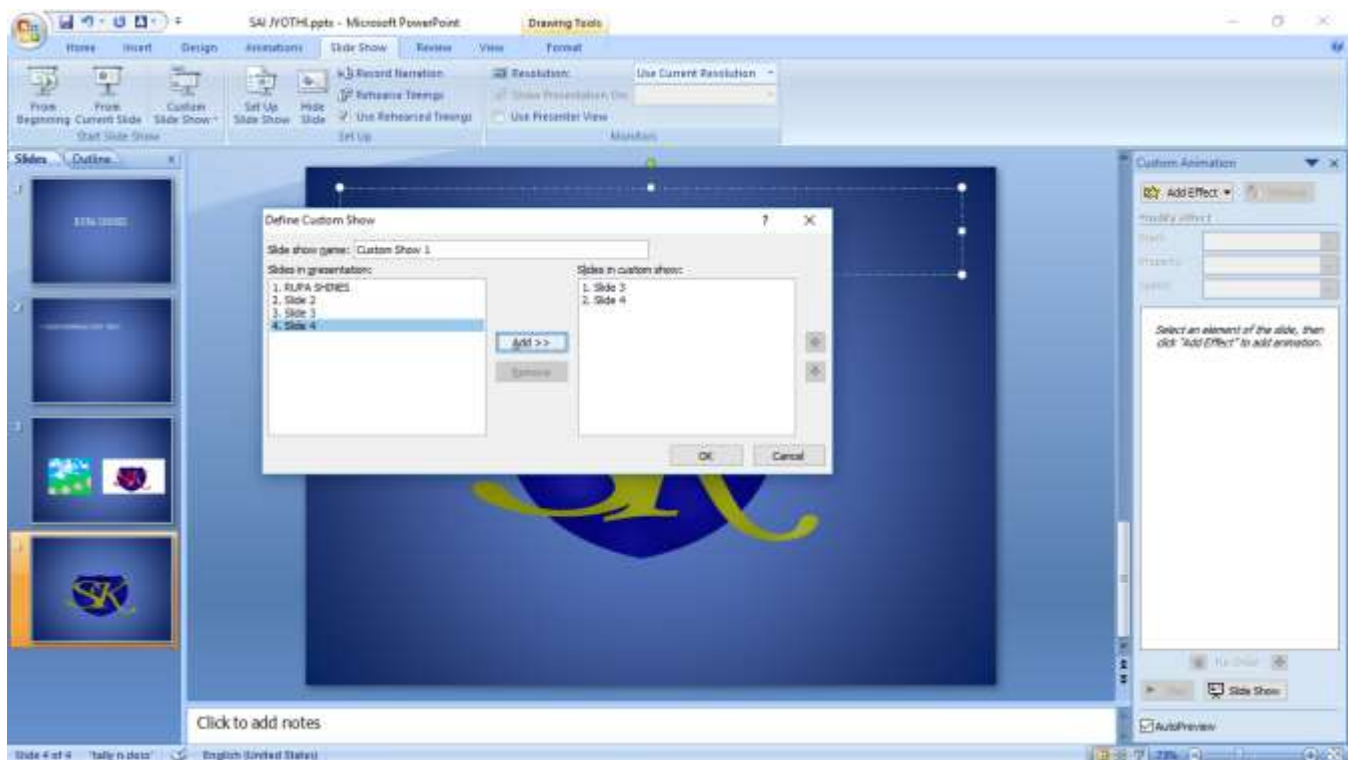
YOU CAN **ADD SLIDES AND ALSO REMOVE**

AND FINALLY CLICK ON OK

MS WORD MOST USEFUL SHORT CUT

Action	Keybord shortcut
Application window-maximize	Alt-F10
Application window-previous	Alt-Shift-F6
Application window-restore	Alt-F5
AutoFormat	Ctrl-Alt-K
AutoText-create	Alt-F3
AutoText-insert entry	Ctrl-Alt-V
AutoText-insert	entry F3
Bold	Ctrl-B
Bookmarks	Ctrl-Shift-F5
Break-column	Ctrl-Shift-Enter
Break-page	Ctrl-Enter
Browse a document	Ctrl-Alt-Home
Browse next/previous item	Ctrl-PgDn/PgUp
Capatilize word	shift+f3
Case-All Caps	Ctrl-Shift-A
Close	Ctrl-F4
Close	Ctrl-W
Copy	Ctrl + C
Copy formatting	Ctrl-Shift-C
Create a nonbreaking hyphen	CTRL+HYPHEN
Create a nonbreaking space	CTRL+SHIFT+SPACEBAR
Customize a menu	Ctrl-Alt =
Customize a shortcut	Ctrl-Alt-Num +
Cut	Ctrl-X
Date Field	Alt-Shift-D
Decrease font size	CTRL+SHIFT+<
Dialog box next tabbed section	Ctrl-Tab
Dialog box previous tabbed section	Ctrl-Shift-Tab
Document window-move	Ctrl-F7
Document window-restore	Ctrl-F5
Document window-size	Ctrl-F8
Drawing-constrain shape to symmetrical	Shift-drag
Drawing-draw from center	Ctrl-drag
Ellipsis	Ctrl-Alt-
Em Dash	Ctrl-Alt-Num -
Endnote	Ctrl-Alt-E
Exit application	Alt-F4
Fields-display code	Shift-F9
Fields-display codes (toggle)	Alt-F9
Fields-double-click in field	Alt-Shift-F9

Fields-insert blank field	Ctrl-F9
Fields-lock a field	Ctrl-3
Fields-lock a field	Ctrl-F11
Fields-next	field F11
Fields-previous field	Shift-F11
Fields-unlink a field	Ctrl-6
Fields-unlink a field	Ctrl-Shift-F9
Fields-unlock a field	Ctrl-4
Fields-unlock a field	Ctrl-Shift-F11
Fields-update	Alt-Shift-U
Fields-update link in source	Ctrl-Shift-F7
Fields-update selected	field F9
Find	Find Ctrl + F
Font	Ctrl-D
Font	Ctrl-Shift-F
Font grow/shrink 1 pt	Ctrl-] or [
Font next/previous size	Ctrl-Shift- >or <
Font Size Ctrl-Shift-P	Font Size Ctrl-Shift-P
Footnote	Ctrl-Alt-F
Create a new blank document	Ctrl + N
Go Back	Ctrl-Alt-Z
Go Back	Shift-F5
GoTo	Ctrl-G
GoTo Next/Previous Paragraph	Ctrl-Up/Down
GoTo Next/Previous Word	Ctrl-Left/Right
Graphic-crop	Shift-drag
Graphic-original proportions	Ctrl-click
Hanging indent-decrease	Ctrl-Shift-T
Hanging Indent-increase	Ctrl-T
Hard hyphen -	Ctrl-Shift -
Hard space	Hard space
Header/Footer-link to previous	Alt-Shift-R
Heading Level 1	Ctrl-Alt-1
Heading Level 2	Ctrl-Alt-2
Heading Level 3	Ctrl-Alt-3
Help	F1
Help-Whats This?	Shift-F1
Hidden text	Ctrl-Shift-H
Hyperlink	Ctrl-K
CTRL+SHIFT+>	Increase font size
Indent-decrease	Ctrl-Shift-M
Indent-increase	Ctrl-M

Ctrl-Alt-M	Insert Comment
Insert ListNum	field Ctrl-Alt-L
Italics	Ctrl-I
Justify-Center	Ctrl-E
Justify-Full	Ctrl-J
Justify-Left	Ctrl-L
Justify-Right	Ctrl-R
Line-spacing	Ctrl-1
Line-spacing 1.5	Ctrl-5
Line-spacing 2	Ctrl-2
List Bullet Style	Ctrl-Shift-L
Macros-edit	Alt-F8
Macros-view VBA code	Alt-F11
Mark-Index entry	Alt-Shift-X
Mark-TOA citation	Alt-Shift-I
Mark-TOC entry	entry Alt-Shift-O
Maximize window	Ctrl-F10
Menu Bar	F10
Merge-data edit	Alt-Shift-E
Merge-field insert	Alt-Shift-F
Merge-preview	Alt-Shift-K
Merge-to document	Alt-Shift-N
Merge-to printer	Alt-Shift-M
Microsoft Script Editor	Alt-Shift-F11
Microsoft System Info	Ctrl-Alt-F1
Move between master/subdocument	Ctrl-\
Newline within paragraph	Shift-Enter
Next window	Ctrl-F6
Nonprinting characters	Ctrl-Shift-8
Normal Style Ctrl-Shift-N	Ctrl-Shift-N
Open a document	Ctrl-O
Open	Ctrl + O Opens a saved document
Outlining-collapse	Alt-Shift-Num -
Outlining-expand	Alt-Shift =
Outlining-expand	Alt-Shift-Num +
Outlining-move	Alt-Shift-Up/Down
Outlining-promote/demote	Alt-Shift-Left/Right
Outlining-Show 1st line	Alt-Shift-L
Outlining-Show All Headings	Alt-Shift-A
Outlining-Show Heading 1	Alt-Shift-1
Outlining-Show Heading 2	Alt-Shift-2
Outlining-Show Heading 3	Alt-Shift-3

Outlining-Show Heading 4	Alt-Shift-4
Outlining-Show Heading 5	Alt-Shift-5
Outlining-Show Heading 6	Alt-Shift-6
Outlining-Show Heading 7	Alt-Shift-7
Outlining-Show Heading 8	Alt-Shift-8
Outlining-Show Heading 9	Alt-Shift-9
Page number field	Alt-Shift-P
Pane-Close	Alt-Shift-C
Paragraph Space Above (add/delete 12 pt.)Ctrl-0	Ctrl-0 (zero)
Paste	Ctrl-V
Print	Ctrl-P
Print Preview	Ctrl-Alt-I
Redo the last action	CTRL+Y
Remove Character formats	Ctrl-Shift-Z
Remove menu item	Ctrl-Alt -
Remove Paragraph formats	Ctrl-Q
Remove paragraph or character formatting	CTRL+SPACEBAR
Repeat the last command	Ctrl-Y
Repeat Find	Ctrl-Alt-Y
Repeat Find Shift-F4	Repeat Find Shift-F4
Replace	Ctrl-H
Revision Marks on/off	Ctrl-Shift-E
Save As	F12
Save	Ctrl-S
Select All	Ctrl-A
Selection extended	F8
Selection reduced	Shift-F8
Shortcut Menu	Shift-F10
Small Caps	Ctrl-Shift-K
Soft hyphen -	Ctrl -
Spelling and Grammar check	F7
Spell-It-display next misspelling	Alt-F7
Spike-cut to	Ctrl-F3
Spike-paste	Ctrl-Shift-F3
Split a window	Ctrl-Alt-S
Style box	Ctrl-Shift-S
Subscript	Ctrl =
Symbol Font	Ctrl-Shift-Q
Table-remove border lines	Ctrl-Alt-U
Table-to column	bottom Alt-PgDn
Table-to column top	Alt-PgUp
Table-to row beginning	Alt-Home

Table-to row end	Alt-End
Thesaurus	Shift-F7
Time Field	Alt-Shift-T
To bottom/top of screen	Ctrl-Alt-PgDn/PgUp
Type (c)	Ctrl-Alt-C
Type (r)	Ctrl-Alt-R
Type (tm)	Ctrl-Alt-T
underline	CTRL+U
Underline-double	Ctrl-Shift-D
Underline-word	Ctrl-Shift-W
Undo	Ctrl-Z
View-Normal	Ctrl-Alt-N
View-Outline	Ctrl-Alt-O
View-Page	Ctrl-Alt-P
Window pane-next	F6
Window pane-previous	Shift-F6

MSEXCEL

MICROSOFT EXCEL SHORTCUT KEYS

Action	Excel shortcut
Alternates between displaying cell values and displaying formulas in the worksheet.	CTRL+`
Alternates between hiding objects, displaying objects, and displaying placeholders for objects.	CTRL+6
Applies or removes bold formatting	CTRL+2
Applies or removes bold formatting	CTRL+B
Applies or removes italic formatting	CTRL+3
Applies or removes italic formatting	CTRL+I
Applies or removes underlining	CTRL+4
Applies or removes underlining	CTRL+V
Applies the Currency format with two decimal places	CTRL+$
Applies the Date format with the day, month, and year	CTRL+#
Applies the Exponential number format with two decimal places	CTRL+^
Applies the General number format	CTRL+~
Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values	CTRL+!
Applies the outline border to the selected cells	CTRL+&
Applies the Percentage format with no decimal places	CTRL+%
Applies the Time format with the hour and minute, and AM or PM	CTRL+@
Calculates all worksheets in all open workbooks, regardless of	CTRL+ALT+F9

whether they have changed since the last calculation	
Calculates all worksheets in all open workbooks	F9
Calculates the active worksheet	SHIFT+F9
Closes and reopens the current task pane	CTRL+F1
Closes the selected workbook window	CTRL+F4
Closes the selected workbook window	CTRL+X
Copies the selected cells	CTRL+C
Copies the value from the cell above the active cell into the cell or the Formula Bar"	CTRL+"
Creates a chart of the data in the current range	ALT+F1
Creates a chart of the data in the current range	F11
Cuts the selected cells	CTRL+Y
Displays or hides the outline symbols	CTRL+8
Displays or hides the Standard toolbar	CTRL+7
Displays the Create List dialog box. CTRL+N Creates a new, blank file	CTRL+L
Displays the Delete dialog box to delete the selected cells	CTRL+-
Displays the Find and Replace dialog box	CTRL+H
Displays the Format Cells dialog box	CTRL+1
Displays the Go To dialog box	CTRL+G
Displays the Go To dialog box	F5
Displays the Help task pane	F1
Displays the Insert dialog box to insert blank cells	CTRL++
Displays the Insert Function dialog box	SHIFT+F3
Displays the Macro dialog box to run, edit, or delete a macro	ALT+F8
Displays the Microsoft Office Clipboard	CTRL+C
Displays the Open dialog box to open or find a file	CTRL+O
Displays the Print dialog box	CTRL+R
Displays the Save As dialog box	F12
Displays the shortcut menu for a selected item	SHIFT+F10
Displays the Spelling dialog box to check spelling in the active worksheet or selected range	F7
Edits a cell comment	SHIFT+F2
Enters the current date	CTRL+;
Enters the current time	CTRL+:
Hides the selected columns	CTRL+0
Hides the selected rows	CTRL+9
Including cells not marked as needing to be calculated	CTRL+F9
Inserts a new worksheet	ALT+SHIFT+F1
Inserts a new worksheet	SHIFT+F11
Maximizes or restores the selected workbook window	CTRL+F10
Minimizes a workbook window to an icon	F10
Pastes a defined name into a formula	F3

Removes the outline border from the selected cells	CTRL+_
Repeats the last command or action, if possible	CTRL+Z
Repeats the last command or action, if possible	F4
Restores the window size of the selected workbook window	CTRL+F5
Saves the active file with its current file name and location	CTRL+S
Selects all cells that contain comments	CTRL+SHIFT+O
Selects the current region	CTRL+A
Selects the entire worksheet	CTRL+A CTRL+A (two times)
Undo command	CTRL+U
Unhide any hidden columns within the selection	CTRL+

MS POWER POINT

POWERPOINT SHORTCUT KEYS

Action	PowerPoint shortcut
Bold	Ctrl-B
Close	Ctrl-W
Close	Ctrl-F4
Copy	Ctrl-C
Find	Ctrl-F
Italics	Ctrl-I
Menu bar	F10
New slide	Ctrl-N
Next window	Ctrl-F6
Open	Ctrl-O
Paste	Ctrl-V
Print	Ctrl-P
Repeat Find	Shift-F4
Repeat/Redo	Ctrl-Y
Replace	Ctrl-H
Save	Ctrl-S
Slide Show: Begin	F5
Slide Show: Black screen show/hide	B
Slide Show: End	Esc
Slide Show: Erase annotations	E
Slide Show: Go to next hidden slide	H
Slide Show: Hide pointer and button always	Ctrl-L
Slide Show: Hide pointer and button temporarily	Ctrl-H
Slide Show: Mouse pointer to arrow	Ctrl-A
Slide Show: Mouse pointer to pen	Ctrl-P

Slide Show: Next slide	N
Slide Show: Previous slide	P
Slide Show: Set new timings while rehearsing	T
Slide Show: Stop/restart automatic slide show	S
Slide Show: Use mouse-click to advance (rehearsing)	M
Slide Show: Use original timings	O
Slide Show: White screen show/hide	W
Spelling and Grammar check	F7
Switch to the next presentation window	Ctrl-F6
Switch to the next tab in a dialog box	Ctrl-Tab / Ctrl-Page Down
Switch to the previous presentation window	Ctrl-Shift-F6
Switch to the previous tab in a dialog box	Ctrl-Shift-Tab / Ctrl-Page Up
Turn character formatting on or of	Num /
Underline	Ctrl-U
Undo	Ctrl-Z

BIO-DATA

Name	:	**PUJA SINGH**
Date of Birth	:	10-11-1995
Birth Time	:	12:00 PM
Birth Place	:	Karnataka
Complex	:	Fair
Manglik	:	No
Weight	:	62 Kg.
Height	:	5ft 6inch
Education	:	B.A. Hons. (English)
Religion	:	Hinduism
Gotra	:	Sandilya
Gan	:	Devgan

Family Background

Grand Father	:	Sri. Arjun Singh
Father	:	Sri. Sunil Singh
Father Occupation:		Businessman
Mother	:	Reena Singh (Home Maker)
Brother	:	Manas Singh & Sidhart Singh
Sister	:	No

Contact Details

Contact No	:	9800000000 (Father)
		9000000000 (Brother)
Email Address	:	yourmail@gmail.com

BIO - DATA

Please affix your photograph here.

(ALL IN CAPITAL)

1.	NAME	: _____
		(Surname) (Name) (Middle Name)
2.	FATHER'S NAME	: _____
3.	a) DATE OF BIRTH	: _____
	b) AGE IN YEARS	: _____
4.	NATIONALITY	: _____
5.	MARITAL STATUS	: _____
6.	a) ADDRESS (PERMANENT)	: _____

CITY : _____ PINCODE : _____

b) ADDRESS FOR COMMUNICATION : _____

CITY : _____ PINCODE : _____

7. CONTACT DETAILS
RESIDENCE : _____
OFFICE : _____
MOBILE : _____
E-MAIL ID : _____

8. EDUCATIONAL QUALIFICATIONS : (Please use separate sheet if required.)

Exam Passed	Year of passing	University/Board	Name of Institution	Main Subject / Specialization	%age / Marks

1

STUDENT ENQUIRY FORM

T.I.M.E.
Triumphant Institute of
Management Education Pvt. Ltd.

Centre : _____   SL. No. _____
Date : 8? - 4 - 2022   Time : _____

1. Name : Sk Abdul Sadhiq

2 Address : Mathewikara sundacolony

3. Backgroud (Tick on the appropriate Brackets)

   Student (✓)   Service ( )   Housewife ( )

   Professional ( )   Business ( )   Others ( )

   If Student, Name of the College : _____ Branch/Degree _____

4. Phone Number : 939844965 E-mail : _____

5. Date of Birth : _____

6. Qualificatiion : B. Tech

7. Course Preferred Bank PO

8. Time preferred (Tick in the appropriate Brackets)

   Morning (✓)   Afternoon ( )   Evening ( )   Weekend ( )

9. How did you come to know about T.I.M.E ?

   a) Recommended by Friends ( ) Relatives ( ) T.I.M.E Students ( )

   b) Newspaper (Name) _____

   c) Other (Specify) _____

10 Course Fee Rs. : _____

Signature of the Enquirer

FOR OFFICIAL USE

1. Decided to join (Course/ Courses): _____

2. Expected date of joining : _____

3. Remarks : _____

4. Counselor's Name _____

5. Signature _____

RESUME

SHEIK ODHA
W/O- SK MUSTAK
DOOR NO. 14-8-3,,
Reddy Street,
Himayathnagar,
Hyderabad-500061.

Email: sheikmun@gmail.com
Mobile: 8913106443, 92969002659

OBJECTIVE:

To associate with a progressing organization which gives me a change to improve my knowledge and enhance my skills and be a part of the team that works towards the growth of the organization and aim to get good position in the company by showing my hard work for the organization.

EDUCATIONAL PROFILE:

Course Duration	COURSE	UNIVERSITY/ BOARD	NAME OF THE INSTITUTION	PERCENTAGE& TOTAL MARKS GRADE	YEAR OF PASSING
2017-19	D.EI. Ed.,	Board of Secondary Education A.P.	S.V. College of Elementary	82% 656/800 FIRST	2019
2015-17	M.A. (English)	Acharya Nagarjuna University	Acharya Nagarjuna University	70% 699/1000 FIRST	2017
2010-11	B.Ed. Biological Science & Telugu	Osmania University	Sri Venkateswara College of Education	72.5% 1015/1400 FIRST	2011
2007-10	B.Sc. (C.B.Z.)	Osmania University	Gayathri Degree College	59% 1476/2500 SECOND	2010
2005-07	Bi.P.C	Board of Intermediate Education A.P.	Govt. Junior College for Girls, Hyd.	67% 671/1000 FIRST	2007
2005	SSC	Board of Secondary Education	Z.P. Girls High School, Hyd.	58% 349/600 SECOND	2005

PERSONAL SKILLS

- ❖ Strong analytical Ability & Soft skills.
- ❖ Positive Attitude.
- ❖ Hard Working.

EXPERIENCE

- ✓ **I have 5 years' experience as Natural Sciences and Telugu Teaching Faculty for secondary classes in MSR School, Hyderabad.**

Computer Certification : **Post Graduation** Diploma in Computer Applications

PERSONAL PROFILE:

Name	:	Sheik Odha
Date of Birth	:	19-08-1989
Gender	:	Female
Husband's Name	:	Sk.Mustak
Marital status	:	Married
Nationality	:	Indian
Religion	:	Muslim
Languages Known	:	Telugu, English and Hindi
Interests	:	Very much interested in listening to music

Address for communication:

DOOR NO. 14-8-3,,
Reddy Street,
Himayathnagar,
Hyderabad-500061.

DECLARATION:

I hereby declare that the information given above is true and honest to the best of my knowledge. I commit to discharge my duties in the best possible manner.

Place: Guntur   SIGNATURE

Date: (SHEIK ODHA)

DATAPRO COMPUTERS Pvt. Ltd.,

datapro
COMPUTER SPECIALIZATION

RINA

≡ STUDENT ENQUIRY FORM ≡

Place : _____   Centre : _____

Date : _____   Time : _____

1. Name : _____
   (Block Letters)

2. Address : _____

3. Background :   Student ( )   Service ( )   Housewife ( )

   Professional ( )   Business ( )   Others ( )

   If Student, Name of the College : _____

4. Phone Numbers: Residence : _____ Office _____

   Mobile : _____ Email _____

5. Date of Birth : _____ Aadhar Card No. _____

   (Tick in appropriate Brackets)

6. Course preferred : _____

7. Time preferred : (Tick in the appropriate Brackets)

   Morning ( )   Afternoon ( )   Evening ( )

8. How did you come to know about DATAPRO ?

   a) Recommended by : Friends ( ) Relatives ( )   Datapro Students ( )

   b) Newspaper (Name) : _____

   c) Others (Specify) : _____

9. Course Fee Rs.: _____

Signature of the Enquirer

FOR OFFICIAL USE

1. Decided to join (Course / Courses): _____

2. Expected date of joining : _____

3. Remarks : _____

4. Counselor's Name : _____

5. Signature : _____

An ISO 9001 : 2008 Company   www.datapro.in

Approved Partner of:
N·S·D·C
National
Skill Development
Corporation

DATAPRO COMPUTERS PVT. LTD.

datapro
EMPOWERING SKILLS

(STUDENT APPLICATION FORM)

ID No. _____ Centre _____
(In block letters)

Name _____

Address _____

_____ Aadhar No. _____ DoB: _____

Mobile No. _____ e-mail: _____

Group & College (in case of student) _____

Course Joined	Joining Date	Total Fee Rs.		Fee Paid Rs.	Bal Due. Date
	Duration	Status of Payment : TK / DP / LS			
		Receipt No.	Date	Amount	

Installment		Due Date	Receipt No.	Date	Amount Paid (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

DECLARATION I agree to pay th e fees as per the above-mentioed schedule, failing which I am liable to pay the penalty, as may be decided by the management. Also I have read the rules and regulations enclosed to the application form.

Date .... Signature of Applicant

Admin in-charge .... Centre Head ....

Remarks or Special Instructions:

dɑtɑpro
EMPOWERING SKILLS

Course Mateiral Issues

	Course	Issued on	Sign of Stud.		Course	Issued on	Sign of Stud.
1				6			
2				7			
3				8			
4				9			
5				10			

Modules attendance

Course	Time	Start Date	End Date	Admin Sign.

Break Details

1.

2.

3.

Applied for certificate :

Date _____ Certificate Application Number_____

Student Sign & :_____

Sent to HO on Dt_____

_____
(Admin Sign)

Received Certificate   Certificate No. _____ Marks list no_____

Date of issue _____ Signature _____

RULES & REGULATIONS

1. Admission is on 'first - come first - served' basis. The decision of the Management shall be binding on the students.

2. Course Fee once paid is not refundable/trasferable.

3. The Management reserves the right to reschedule the classes, duration & timing as per administrative convenience.

4. Certificates will be awarded only on successful completion of the course and passing the test conducted at the end of course.

5. Only one break is allowed for courses upto 6 months duration and a maximum of three breaks are allowed for course beyond 6 months duration.

6. Student cannot avail breaks in between of a course/module.

7. If the student looses / misplace the identity card on whatsoever the reasons may be liable to pay Rs. 20/- for obtaining the Duplicate Card.

8. Candidate should apply for certification within 45 days from the date of course completion.

...(P.T.O.)

N·S·D·C National Skill Development Corporation

CERTIFICATE APPLICATION FORM

datapro EMPOWERING SKILLS

ID No.

Center

Name:

Address :

Aadhar No. :

DoB:

State :   Pincode :   e-mail :

Gender : M ☐ F ☐

Mobile

Receipt No.	Date	Amount	Receipt No.	Date	Amount	Receipt No.	Date	Amount

Course title	Course Duration	Course start date	Course end date	Total Fee paid

Certified that the above details are true to best of my knowledge.

Signature of student

Date :

9. A fine of Rs. 100/- will be levied for all certifications applied after 45 days from the date of course completion.

10. A fine of Rs. 250/- will levied for all certificate applied after 1 year with in 2years from the date of course completion.

11. No certification would e entertained after 2 years from the date of course completion.

12. The certificate application will be processed and issued within 45 days from the date of applied at the center.

13. The Management reserves the right to add and / or amend these terms and conditions are required from time to time and the same shall be binding on the students.

14. All legal disputes are subject to the jurisdiction of Visakhapatnam.

I have read all 14 rules & regulations and I accept the same.

Date _____   Signature of the Student

(For Office use only)

Start Date _____ End Date _____ Type of Certificate _____

Subject	Max. Marks	Obtained	%	Subject	Max. Marks	Obtained	%

Above details have been verified and found correct. The student has completed all eligibility critieria and is recommended for certification.

Date :   Admin In-charge   Centre Manager

(For Head office use only)

Received on : _____   Approved / Rejected :

(If Rejected Reason : _____)

Certificate no. _____   Dispatched on : _____

Signature of Certificate incharge