

Introduction

The main objective of this lab session is to explore the features of MS-Word like

- Creating, saving, opening, editing, formatting, and printing document
- Using page setup
- Working with bullets and numbers
- Working with tables, table of contents
- Working with mail merge
- Working with macros
- Inserting pictures
- Checking spelling, thesaurus and grammar.

Materials and methods

MS-Word was opened and its features were explored.

Introduction

The main objective of this lab session is to explore the features of MS-Excel like

- Workbooks and worksheets, functions and formulas, cell referencing, sorting, data validation, conditional formatting;
- Creating charts

Materials and methods

MS-Excel was opened and its features were explored.

Introduction

The main objective of this lab session is to explore the features of MS-PowerPoint like

- Creating presentation slides;
- Adding animations;
- Inserting Charts, Graphics, Movies and Sound Clips

Materials and methods

MS-PowerPoint was opened and its features were explored.