

IGDTI

IGDTI BASIC COMPUTER NOTES

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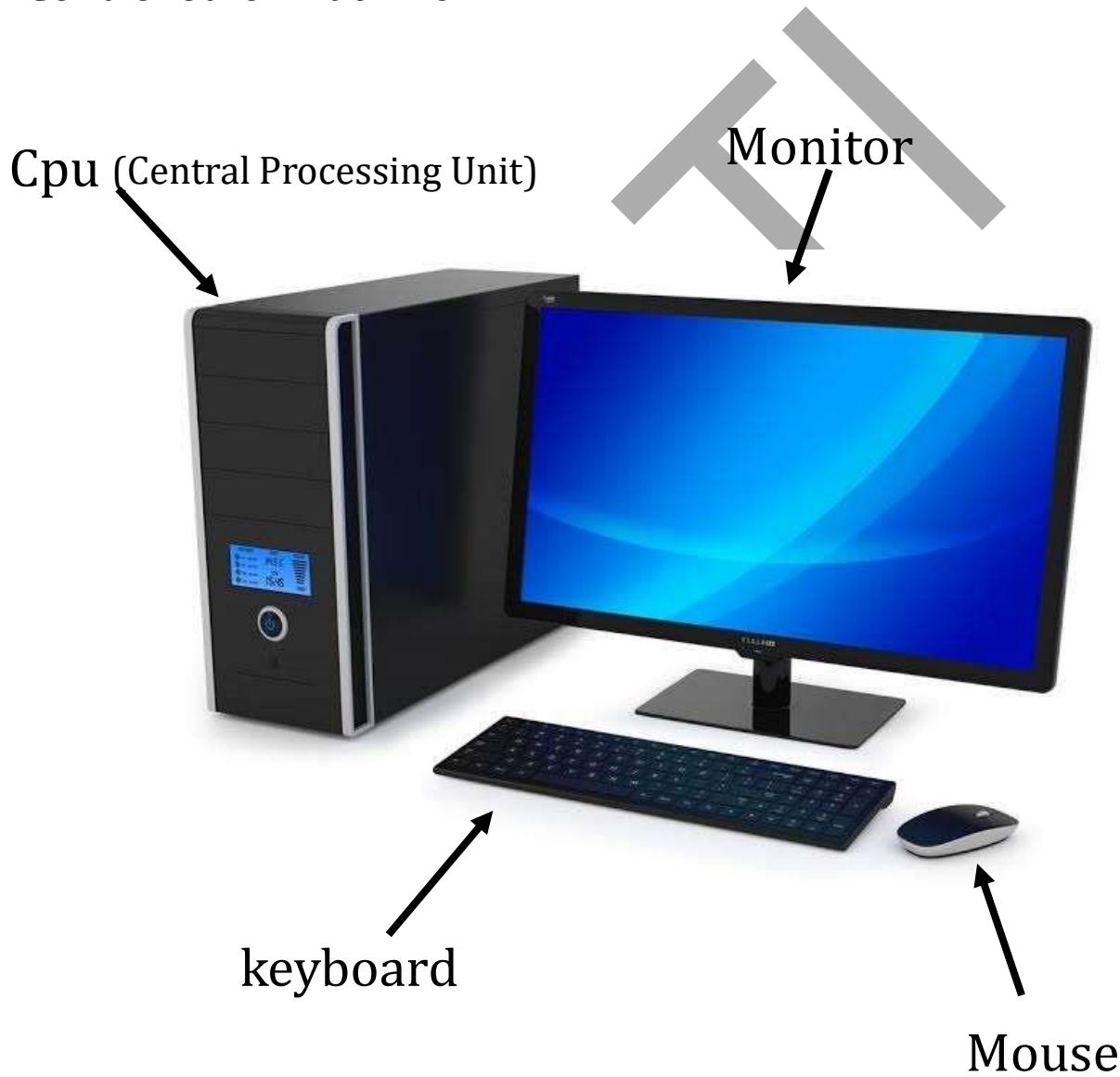
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Computer fundamentals

Q.1 what is computer ?

Computer is an electronic machine made up Of many parts .That can store Data , find & arrange information ,calculate amount and Control other machine .



Q. 2 Computer organization ?

Computer has divide in two parts. 1. Hardware. 2. Software.

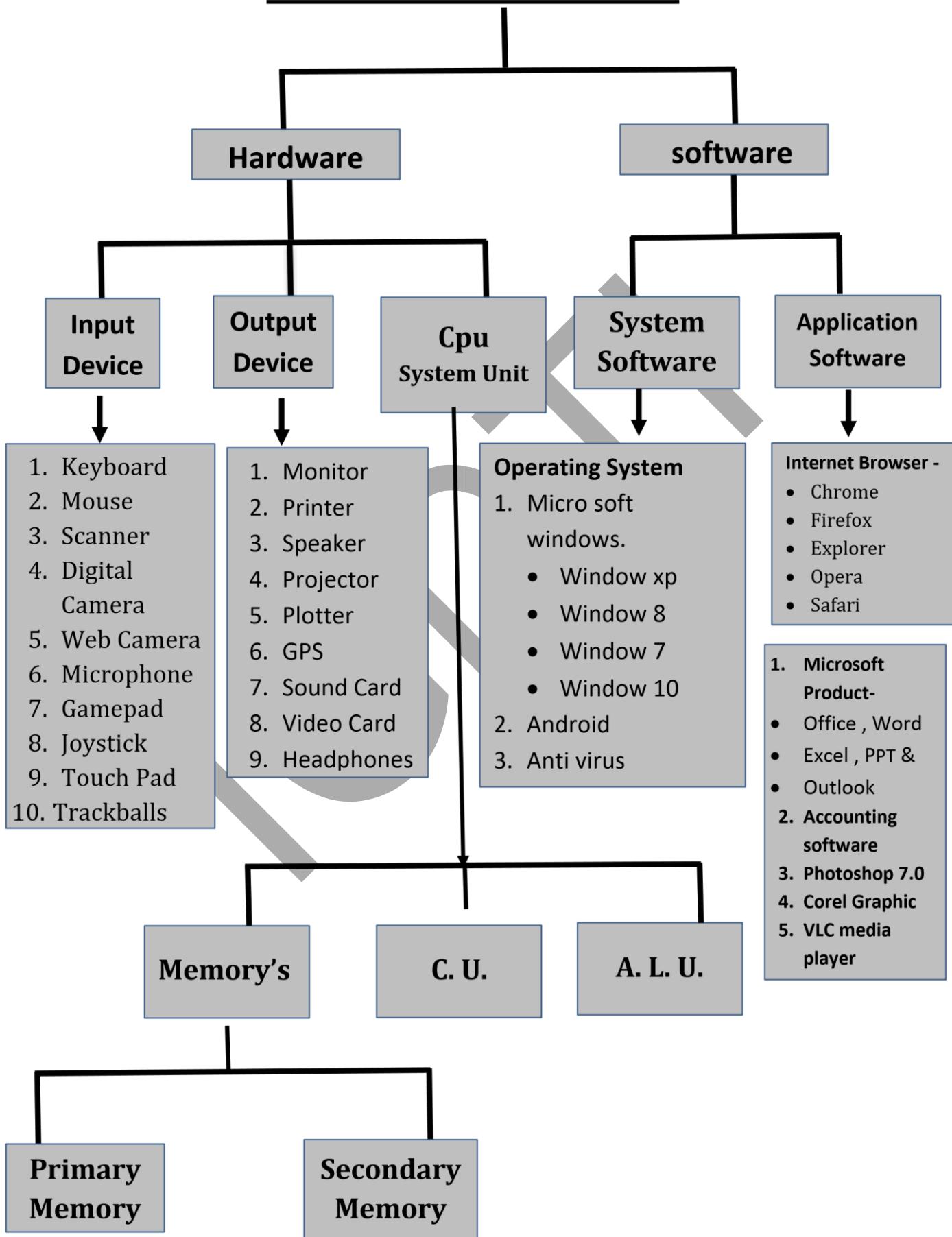
Hardware - hardware is the physical component of computer system that computer require. that we can control computer's operation. the hardware consist of : input , output & memory.

- Physical part of computer is called hardware.
- You can feel & touch.
- Computer is hardware which operate under the control of a software.
- If hardware is damaged, it is replace with new . Hardware is not effected by computer virus.

Software - software is a set of program, data or program used to operate computer and execute specific task. Software has divided in two part.

1. System software
2. Application software.

Computer system



INPUT DEVICES

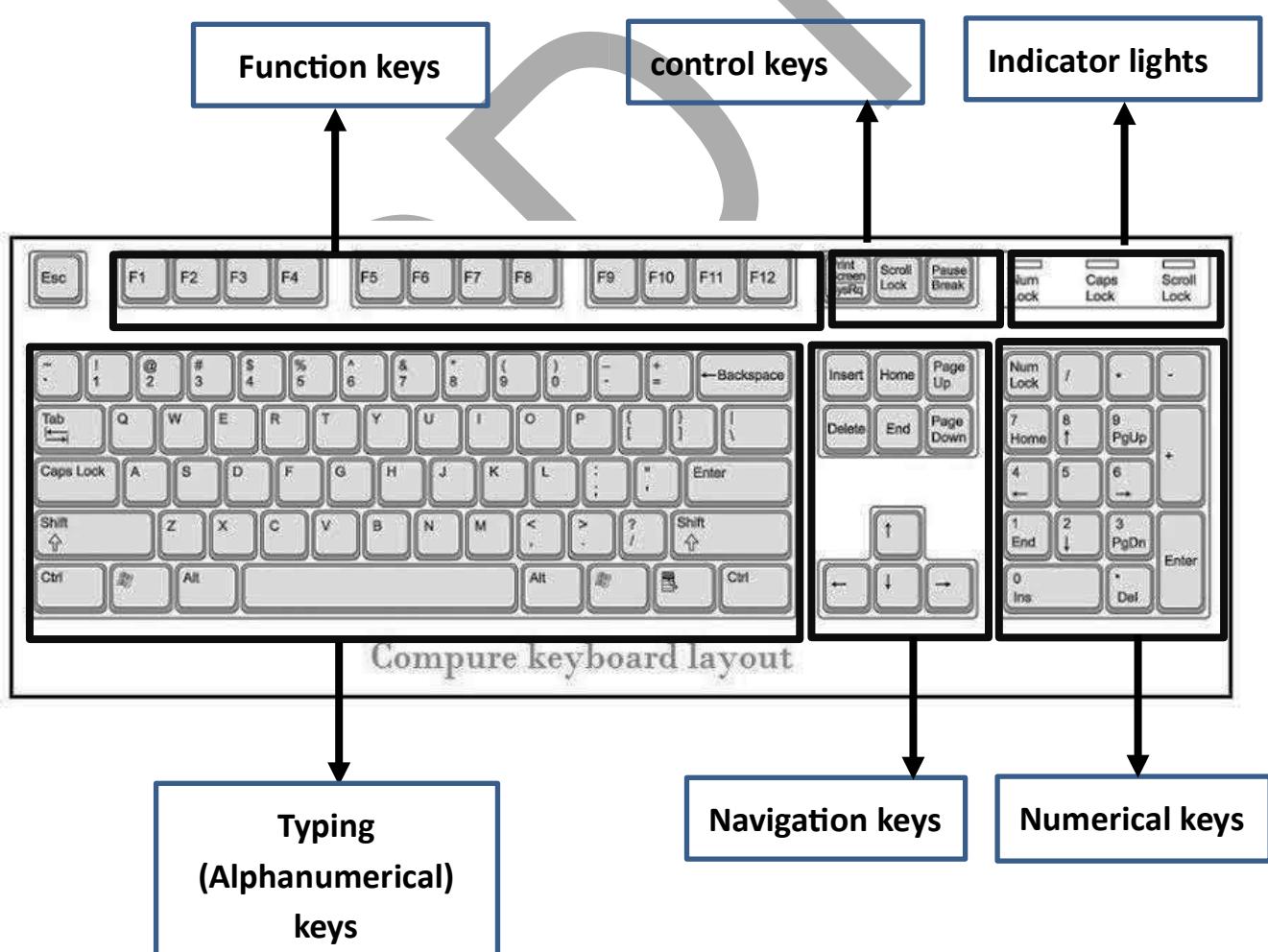
An Input Devices Is piece of Hardware used to provide Data To A Computer used for interaction and control . Input Devices Is Called “Pheripheral Devices” Also .

The Most Commonly Used Input Device On A Computer Are The Keyboard & Mouse.

KEYBOARD

- A Keyboard Is A Basically A Board Of Keys . The Keyboard Is A One Of The Primary Input Devices .

There are five main parts of desktop keyboards.



Mouse

- A Computer Mouse Is An Input Devices That Used To Move The Cursor To Different Item On The Screen. Items Can Be

Moved By Pressing The Mouse Button. Mouse is a pointer cursor.

Function of mouse:

- **Left button** - left button used to open any file, folder , application & selecting object.
- **Right button** - Right button used to open menu bar, property bar of any file & folder and open additional information .
- **Scroll button** – scroll Button Used Moved Page Up & Down And Its Most Commonly Used To Open A Link On Web Page.

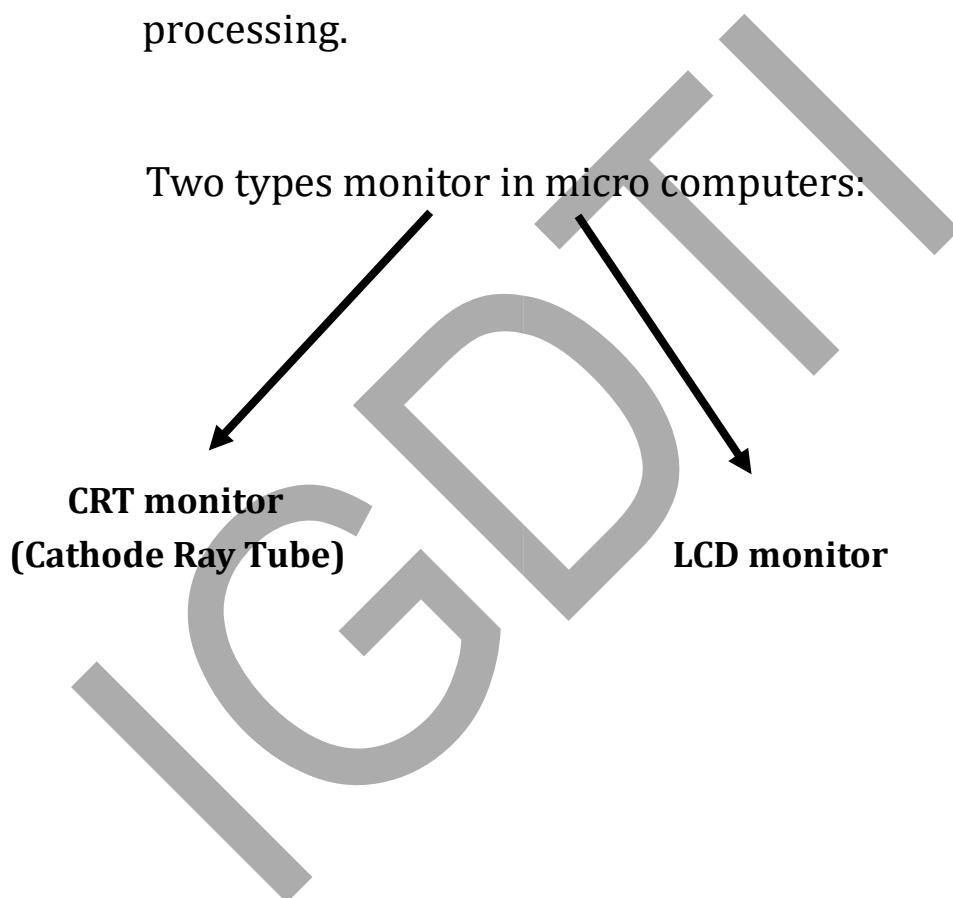


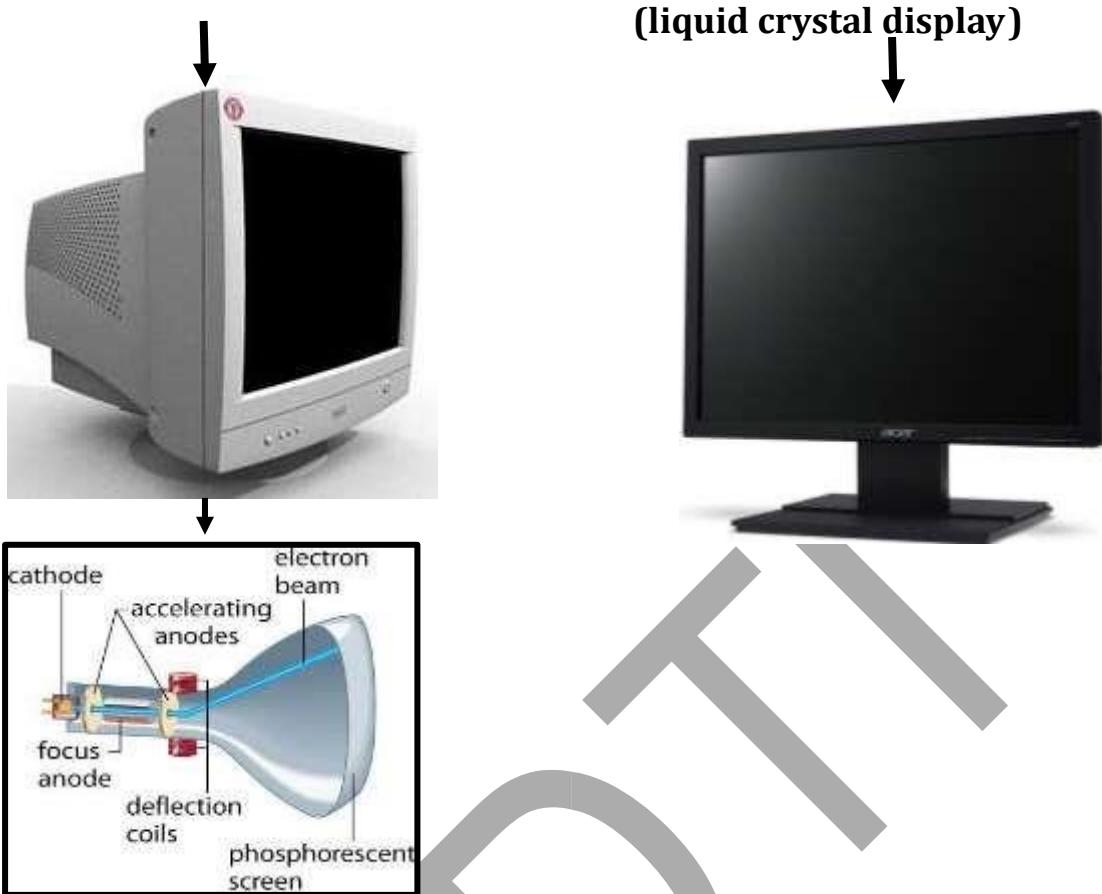
Output Devices

An output device is any pieces of computer hardware which received data from a computer & convert information into human readable form. The form may be – audio, visual, text and hard copy.

Monitor

- A computer monitor is an output device that displays information in video, audio & text. It used to data processing.





CRT Monitor

- The cathode ray tube is vacuum tube containing one more of electron gun.

LCD Monitor

- A flat plain screen that use the liquid crystal display technology and connect to a computer . LCD monitor is the standard display screen for desktop computer .

Printer

- A Printer Is An Output Devices That Print Paper Document . This Includede Text , Image , Or Both Combination. The Two Most Commaom Type Printer Inject And Laser Printer. Printers very in size speed & cost.

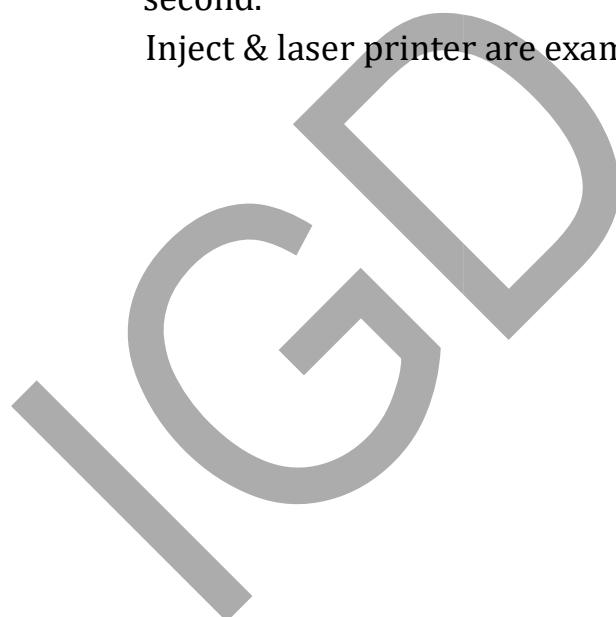
1. How many types of printers ?

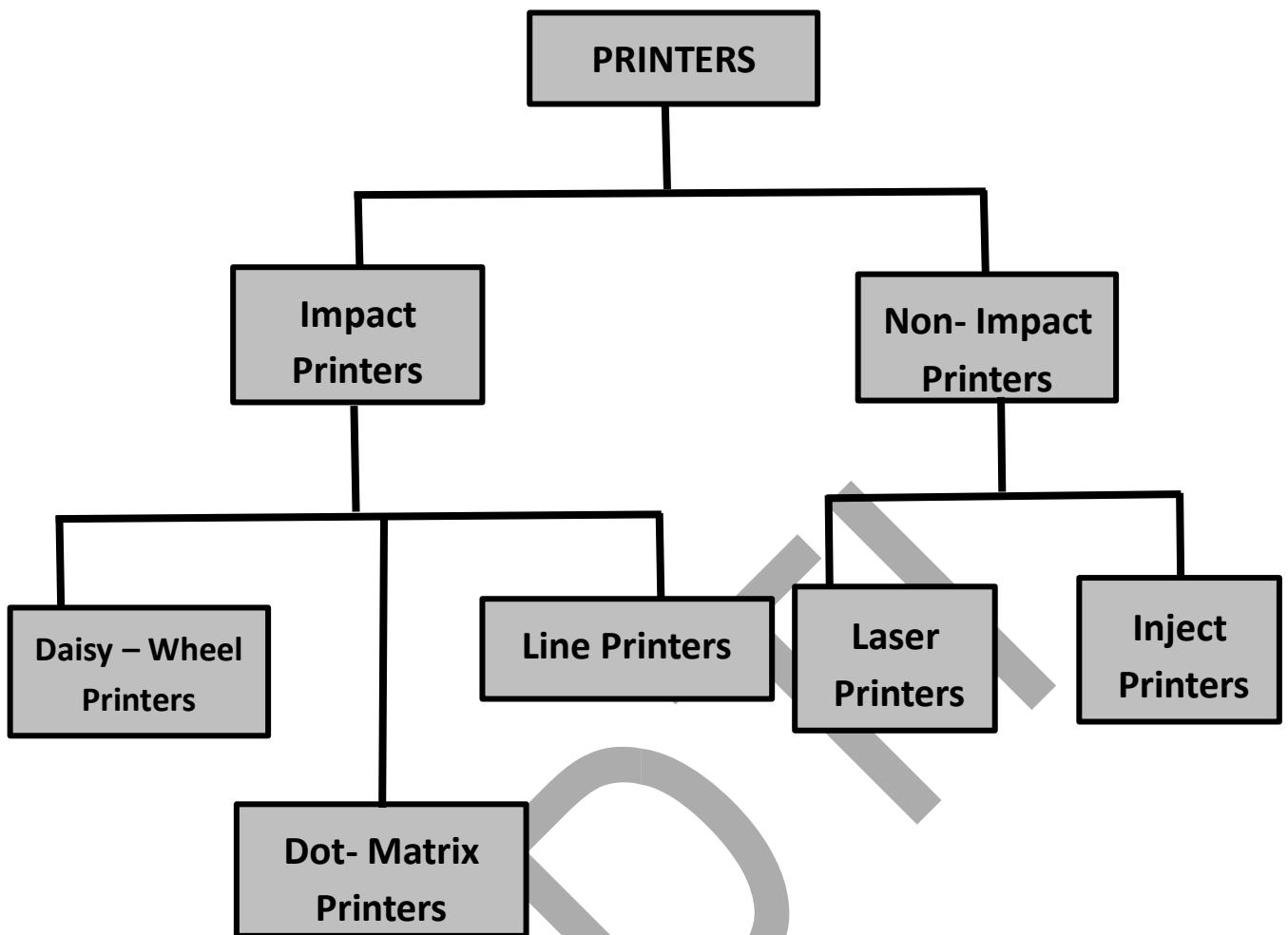
Printers divided into two categories : 1. Impact printers 2. Non- impact printers.

Impact printers : its a type of printers that produce character , graphic & image in pieces of paper .that direct connect with the ink ribbon. impact printers involve mechanical component for conducting printers .when these printer has banging noise of needle on paper. its printers faster speeds around 250 word per second. Dot -matrix printer , daisy wheel printer , line printer are examples of impact printers .

Non-Impact printers : its a type of printers that produce character , graphic in pieces of paper without striking .that does not hit impact a ribbon print. In this printer no mechanical device used .these work silently. its printers slower speeds around 1 page per 30 second.

Inject & laser printer are example of non - impact printers.





Daisy Wheel Printer - A Daisy Wheel Printer Can Be Used By Typewriters.

Dot Matrix Printer - A Dot Matrix Printers Used 9 To 24 Pins Print Head . Pin Generate Dot Pattern To Individual Character On The Page.

Line Printer - The Character At- To- Time Print Too Slow In A Business.

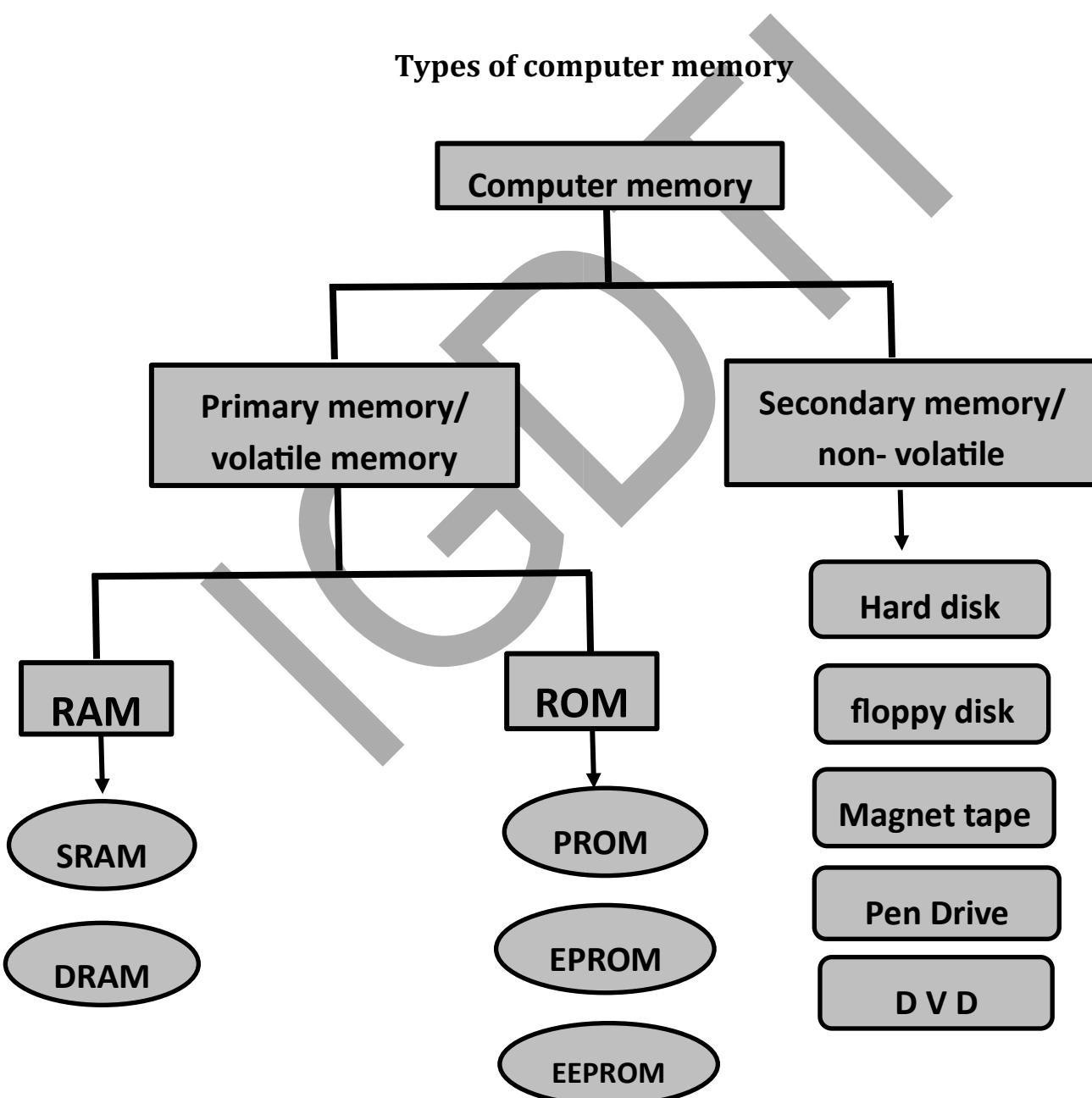
Laser Printer - The Majority Of Laser Printer Use Lights. Laser Shaft The Image In To A Spinning Drum.

Inject Printer - The Inject Printer is The First And Most Common Type. Their Greatest Advantage Is That They Can Combine Different Color.

CPU

The Computer Central Processing Unit Is The Brain Of Computer .The Cpu Is Often Simply Refer To Processor.

Computer Memory - Computer Memory Is Any Physical Device Used To Store Data And Instructions . computer memory is the storage space in the computer where data is to be processed .



1. Primary memory - Primary Memory Is Ram & Rom. Primary memory is a **(volatile)** internal memory of the computer it also know as temporary

memory .primary memory hold the data and instruction on when computer is working . it mean when power is switch off it lost all data .

Ram

- ram is refer to random access memory know as temporary memory .the data & information in this memory lost when power supply of the computer is switched off.

I. DRAM

- it stand for dynamic random access memory . it stored information a very short time (a few million second).

II. SRAM

- it stand for static random access memory . it stored information As long time. SRAM are of higher cost and consume more power .

Rom

- rom is refer to read only memory know as permanent memory the data & information are not lost when power supply of the computer is switched off. Rom also know as “ non- volatile ” memory.

I.

- PROM** - programming read only memory . it right data once and read many Once chip has been programmed , the record information can't be changed.

II.

- EPROM** - Erasable programmable read only memory . EPROM chip can that

Retain its data when its power supply is switched off .computer Memory that can store stored data after a power supply has been turned off and back on is called non- volatile.

III.

- EEPROM** - Electrically Eraser programmable read only memory. EEPROM Erased by using electric signals .

2. Secondary memory - Secondary memory refer to storage devices , such as hard drives. Secondary memory provide a feature of being non-volatile, which meant it can be hold data with or without electric power supply .

I. Hard disk

- Hard Disk Are Flat & Circular Plate Made Of Aluminum Or Glass . Hard Disk For Personal Computer Can Store Up To Billion Bytes Of Information . Data Are Stored On Their Surface.
- They are two types
 1. HDD (Hard Disk Drive)
 2. SSD (Solid State Drive)

Data storage capacity -

Data storage capacity is the measurement of how much data can be stored in storage devices.

Unit	value
4 Bit	1 Nibble
8 Bits	1 Byte
1024 Bytes	1 Kilobytes (KB)
1024 KB	1 Megabyte (MB)
1024 MB	1 Gigabyte (GB)
1024 GB	1 Terabyte (TB)
1024 TB	1 Petabyte (PB)
1024 PB	1 Exabyte (EB)
1024 EB	1 Zetabyte (ZB)

Smallest capacity - Bit

Largest capacity - Zetabyte

System software

- System software is a computer software design to operate the computer hardware and to provide a plate form for running application software.
- System software also provide service to computer user and application programs.
- Example of system software are operating system , devices and utility programs

Application software

Application software is a program or group of program design for special task .
Example of an application software include a:

- Word processor
- Accounting software
- VLC media player
- Photo editor □ Web browser.

History of computer

Abacus was the first calculation device was invented in china .

“Charles Babbage” Is The Father Of Computer. His Invented The First Calculation Device In 1822. It Was An Only Calculation Machine . “Lady Augusta Ada” Is The Mother Of Computer. She Was First Programmer Of Computer In 1642.

(First Calculation Device) - Abacus

Name	Years
Abacus	2000 year ago
Nappier's Bones	1617

Pascaline machine	1642
Leibniz's calculation	1671
<u>Babbage engine</u>	1822
Babbage different Engine	1822
ABC	1937-1942
ENIAC	1945
UNIAC (commercial computer)	1951

ABC - Atanasoff Berry Computer (1937-1942) Built The First Electronic Computer .

ENIAC - It Was The First General Computer That Called ENIAC - Electronic Numerical Integrator And Computer.

Generations of computer

s. no.	Generations	Technologies	Period
1	First	Vacuum Tube	1946
2	Second	Transistor	1955
3	Third	Integrated Circuit	1964
4	Fourth	Large Scale Integrated Circuit	1975
5	Fifth	Parallel Processing	1990

- Second generation in 1955 . it use transistor replace vacuum.
- Third generation made in 1964 Integrated Circuit . these ICS are popular know as chip.
- Fourth generation in 1975 . it used large Scale Integrated Circuit built silicon chip called “ micro processor” .

Keyboard keys

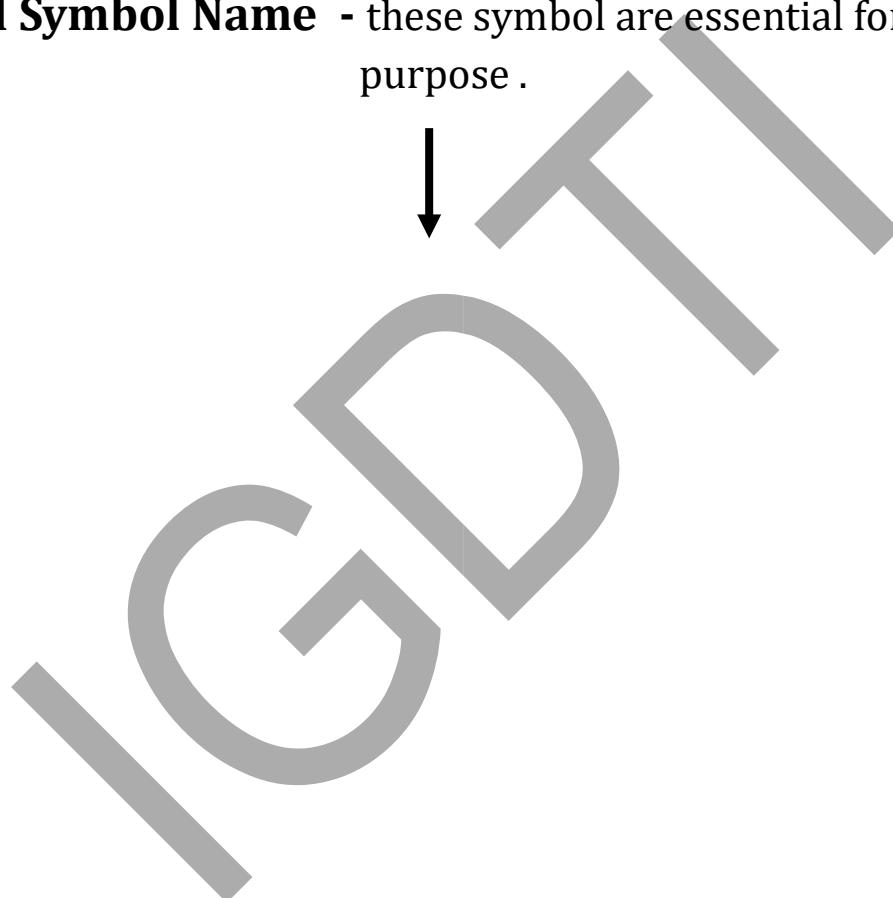
Function keys

- the function keys are lined across top of keyboard Labeled in **f1** to **f12**. These key act as shortcut for performing.

KEYS	USES
F1	Open display help center
F2	Rename of file & folder
F3	Open a search feature for an application.
F4	ALT + f4 close activate window or close current file
F5	Refresh the page or document window
F6	Move the cursor to address bar in internet browser
F7	Check spelling & grammar in Microsoft word
F8	Select text in winword
F9	Refresh a document in ms-word and send & Receives E- mail in Microsoft outlook

F10	Activate the menu bar of open application
F11	Enter & exits full screen mode in internet browser
F12	Open the save as dialog box in winword

Keyboard Symbol Name - these symbol are essential for their coding purpose .



Symbol	Name
~	Tilde & back quote
!	Exclamation mark
@	At the rate
#	Pound/number sign /hash
\$	Doller
%	Percent
^	Carat
&	Ampersand or and
*	Asterisk /multiply
(Open parenthesis
)	Close parenthesis
-	Minus or hyphen/under score
= +	Plus or equal
{	Curly & square bracket open
}	Curly & square bracket close
	Pipe or vertical bar
; ;	Colon and semi-colon
“ ”	Quote & single quote
< ,	Less then & comma
> .	Greater then & dot or full stop
? /	Question mark & forward slash

Control keys -

1. Print scrn - used to screen shot
2. Scroll lock - scroll lock key to stop scrolling of text
3. Pause break - used to pause video

4. Esc Key (Escape Key)
5. Window Key
6. Caps Lock Key
7. Shift Key
8. Alt (Alternate Key)

Navigation keys -

1. Insert key
2. Home key - to return cursor to the Beginning
3. Page Up Key
4. Delete key - Delete Any Program
5. End key - to return cursor to the end.
6. Arrow keys

Indicator lights -

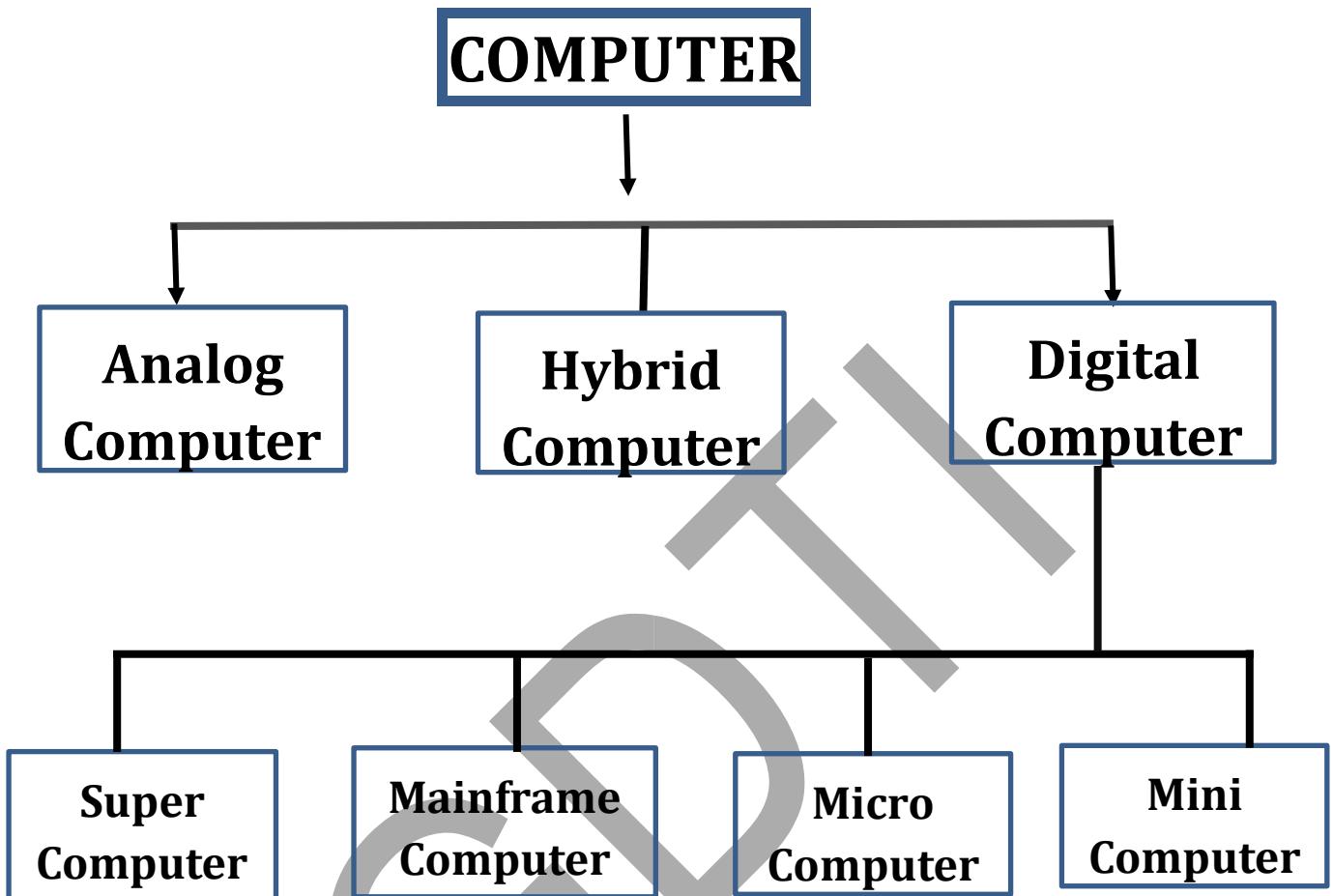
1. First light Indicate to num lock
2. Second light Indicate to Caps lock
3. Third Light Indicate To Scroll Lock

Caps Lock Key - Automatically Capitalized Until You Press

Space Bar - Create Empty Space

TYPES OF COMPUTER

Computer Can Be Classified In Many Ways . Some Important Classification Are Given Below -



ANALOG COMPUTER - Analog Computer Are Designed To Process The Analog Data . Analog Computer Measure The Continuous Changes In Physical Quantity & Work On Mathematical Arable . These Computer Only Measurement Data LIKE – Air Measurement , Distance Measurement.

Example : Speed Meter , World Clock , Voltmeter .

HYBRID COMPUTER - Hybrid Has Feature Of Both Analog And Digital Computer It Is Fast Like Analog Computer And Has Memory Like Digital Computer.

Example :

1. A Processor Is Used In Petrol Pump That Convert The Measurements Of Fuel Flow In To Quality And Price .
2. Hybrid Computer Used In ICU For Measure Patent Heart Beat.

DIGITAL COMPUTER - Digital Computer Are Work On Digital Form .

Two Types Of Digital Form – 0 , 1 . That Called Binary Digits. Its Accuracy Very High . Digital Computer Work Only - Adding , Multiply , Subtracts.

Example : Desktop Computer , Laptop & Digital Watch.

MINI COMPUTER - These Computer Are Of Multiple User .

MICRO COMPUTER – This The Most Common Type Of Computer In 20th Century Like – Tablet Computer , Smart Phone , Programmable calculator , Video Game.

MAIN FRAME COMPUTER - Mainframe Computer Was Created To Distinguish The Large , Institutional Computer To Services Multiple User From The Smaller .

SUPER COMPUTER - A Super Computer Is Focused On Performing Numerical Calculation Such As Weather Fore casting .

FULL FORMS

SMPS	Switch Mode Power Supply
NTFS	New Technology File System
LCD	Liquid Crystal Display
LED	Light Emitting Diode
PDF	Portable Document Format

HDD	Hard Disk Drive
FDD	Floppy Disk Drive
CD	Compact Disk
DVD	Digital Video Disk
VDU	Video Display Unit
LAN	Local Area Network
WAN	Wide Area Network
WWW	World Wide Web
ISP	Internet Service Provider
GUI	Graphical User Interface
UPS	Uninterruptible Power Supply
BSNL	Bharat Sanchar Nigam Limited
SIM	Subscriber identity module
VIRUS	Vital Information Resource Under Seize
BCC	Blind Carbon Copy
DTP	Desktop publishing
CU	Control unit
BPS	Bit per second
PNG	Portable network graphics
BMP	Bitmap image
JPEG	Joint photographic expert group
GIS	Geographical information system
GPS	Global positioning system
MPEG	Moving photographic expert group
TIFF	Tagged image file format
USB	Universal Serial Bus
ALU	Arithmetic Logic Unit

MICR	Magnetic ink character Recognition
------	------------------------------------

Q.3 What Is Virus & Anti Virus In Computer ?

virus

A computer virus is a program which can harm in your devices . when a virus program is executed it replicated itself by modify other computer program . it is not visible. But they can certain indications which can help you analysis that your device is virus hit . like –

- i. Low speed of system
- ii. Browser home page change without your input
- iii. Self execute program
- iv. Unusual message show.

Anti virus

Anti virus is a kind of software used to scan , delete virus from a computer . once you have installed this software runs automatically in the background to provide real time protection against virus attack.

VIRUS - Vital Information Resources Under Seize

FULL FORM OF COMPUTER ?

C - *Common*

O - *Operating*

M - *Machine*

P - *Particular*

U - *Used To*

T - *Technical*

E - *Education*

R - *Research*

Desktop concept

HOW TO SHUT DOWN COMPUTER

Shut Down Computer By Mouse - *Left Click On Start Button > Left Click On Shut Down Option*

Shut Down Computer By Keyboard - *Press Alt + F4 > Enter*

HOW TO SWITCH USER A/C

Press > Window +L > Left Click On Switch User

HOW TO LARGE, MEDIUM & SMALL ICONS

Right Click On Mouse > Left Click On View > Select Large ,Medium & Small Icons Option that you want .

HOW TO HIDE & UNHIDE ICONS ON DESKTOP

Right Click On Mouse > Left Click On View > Untick Show Desktop Icons

HOW TO AUTO ARRANGE ICONS

Right Click On Mouse > Left Click On View > Left Click On Auto Arrange Icons Option

HOW TO ARRANGE ICONS

Select Any Icons Move Right Side > Right Click On Mouse > Left Click On Sort By > Left Click On Name Option .

HOW TO SHOW GADGETS ON DESKTOP

Right Click On Mouse > Left Click On Gadgets > Select Any Gadgets

HOW TO HIDE & UNHIDE GADGETS ON DESKTOP

Right Click On Mouse > Left Click On View > Un tick Show Desktop Gadgets Option

HOW TO CREATE FOLDER

*Right Click On Mouse > Left Click On New > Left Click On Folder Option
Create Folder By Keyboard > Press **Ctrl + Shift + N***

HOW TO CREATE WITHOUT NAME FOLDER

*Right Click On Mouse > Left Click On New > Left Click On Folder Option > Press **ALT + 255** > Enter*

HOW TO COPY & PASTE DATA/FOLDER

Select Any Icons/Data On Desktop > Right Click On Mouse in Selected Icons/Data > Left Click of Mouse in Copy Option.

*Paste > Right Click On Mouse > Left Click On Paste Option
Copy By Keyboard > Press **Ctrl + C**
Paste By Keyboard > Press **Ctrl + V***

HOW TO CUT & PASTE DATA

Cut Option Used For – Icon/Files/Data Cut Into One Place And Paste On Other Place.

*Select Any Icons/Data On Desktop > Right Click On Mouse in Selected Icons/Data > Left Click of Mouse in cut Option.
Paste > Right Click On Mouse > Left Click On Paste Option*

Cut By Keyboard > Press *Ctrl + X*

Paste By Keyboard > Press *Ctrl + V*

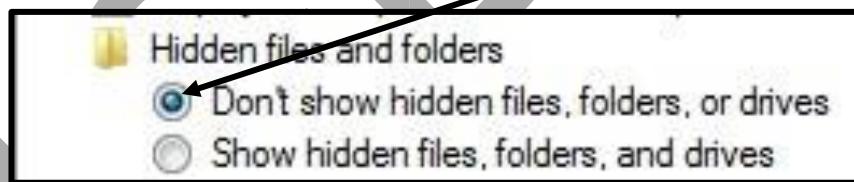
HOW TO DELETE DATA

Select Any Icons/Data On Desktop > Right Click of Mouse in Selected Icons/Data> Left Click On Delete Option

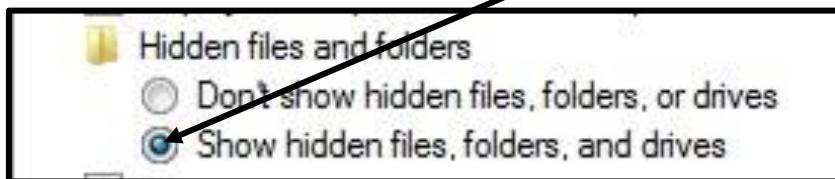
*Delete By Keyboard > Press ***Ctrl + D****

How to hide folder

- right click on folder
- click on properties
- tick hidden option
- click on apply > click on ok (folder hide) go to my computer > click on organize > click on folder & search option > click on view option > click on this option.



How to unhide folder go to my computer > click on organize > click on folder & search option > click on view option > click on this option.

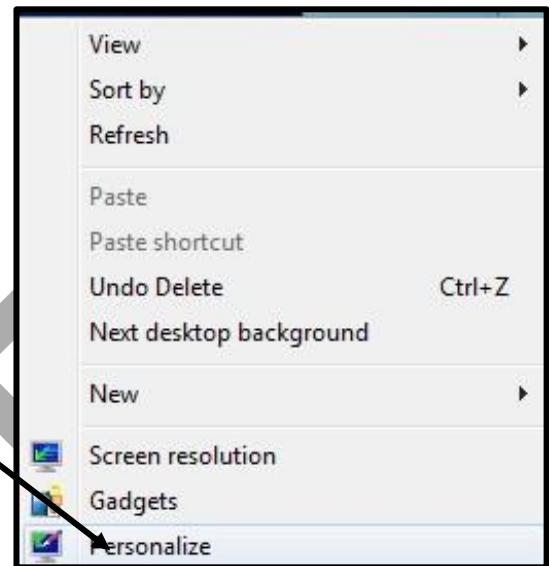


- right click on folder

- click on properties
- untick on hidden option
- apply > ok

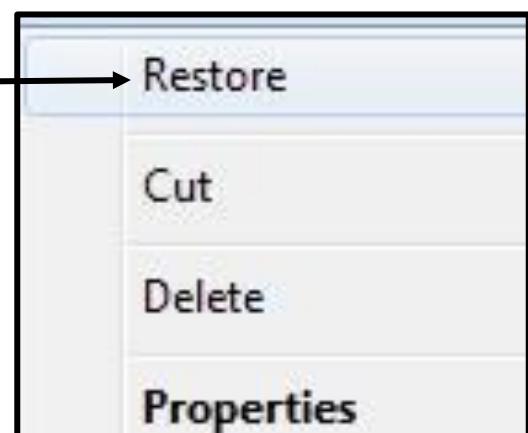
How to change desktop background

- right click on desktop
- click on personalize
- click on any background



How to Restore Data

- right click on recycle bin
- click on open
- search file or folder (that you want to restore)
- right click on it folder
- click on restore



NOTE PAD

What Is Notepad ?

*Notepad is A Simple Text Editor For Basic Text – Editing Program To Create Document . Notepad Is Developed By Microsoft Corporation It Has Been Part Of Microsoft Windows . A Notepad User Must Write Their Webpage Directly In The HTML . Notepad's Original Author Is (**Richard Brodie**) .*

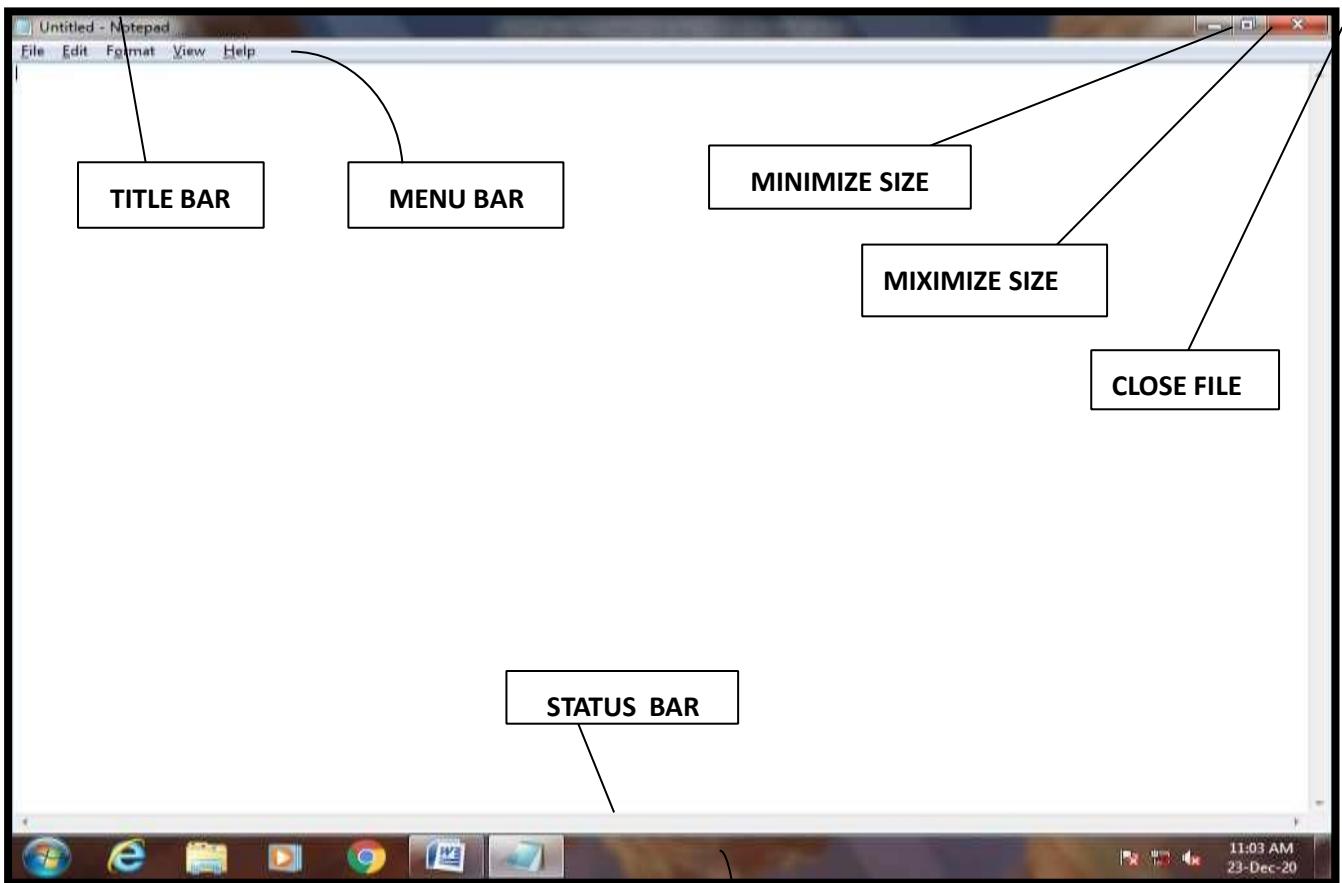
Notepad Only Accept Text In TEXT Format . So ".TXT" Extension Name of notepad File.

HOW TO OPEN NOTEPAD ?

By mouse -

Go To Start Option > Left Click On Start Option > Go To All Program > Accessories > Notepad

By Keyboard - Window Key + R > Type Notepad > Enter



ALT+SPACEBAR+R > RESTORE (Small Size)

ALT+SPACEBAR+X > MAXIMIZE (Big Size)

ALT+SPACEBAR+N > MINIMIZE

ALT+SPACEBAR+M > MOVE

ALT+TAB > RE OPEN

ALT + F4 > CLOSE

FILE OPTIONS USE

NEW

Open New Blank File

Left Click On File Option > Left Click On New Option

Short Key To Open New Blank File In Notepad > Ctrl +N

OPEN

Open Old Working File in Notepad

Left Click On File Option > Left Click On Open Option

Short Key To Open Old Working File in Notepad > Ctrl +O

SAVE

Save Your Current File In Notepad

*Left Click On File Option > Left Click On Save Option >
Put Your File Name*

Short Key To Save Current Working File To Notepad > Ctrl +S

SAVE AS

Rename Your Old File.

*Left Click On File Option > Left Click On Save As Option >
Put Your File Name*

PAGE SETUP

To Set Your Page Size , Page Orientation & Page Margin

*Left Click On File Option > Left Click On Page Setup
Option>*

To Set Your Page Size , Page Orientation & Page Margin

PRINT

Print Your Documents

*Left Click On File Option > Left Click On Print Option >
Short Key To Print Your Working File >
Ctrl +P*

EXIT

Exit From Notepad

Left Click On File Option > Left Click On Exit Option >

EDIT OPTION USE

UNDO

*To Move Existing Text/ Formatting
(Repeated Last Action)*

*Left Click On Edit Option > Left Click On Undo
Option*

*Short key Of Undo > **Ctrl +Z***

Cut

*To Cut Your Text One Place And Paste Your Text Other
Places*

*Select your text > Left Click On Edit Option > Left Click
On Cut Option*

*Short Key Cut > **Ctrl+ X***

Paste > Right Click On Mouse > Left Click On Paste Option

*Paste > Press **Ctrl + V***

COPY

To Copy Your Text

Select your text > Left Click On Edit Option > Left Click On Copy Option

*Short key Of Copy > **Ctrl + C***

Paste > Right Click On Mouse > Left Click On Paste Option

*Paste > Press **Ctrl + V***

PASTE

To Paste Your Text Other Place

Left Click On Edit Option > Left Click On Paste Option

*Short key Of Paste > **Ctrl + V***

DELETE

Delete Your Text

Select your text > Left Click On Edit Option > Left Click On Delete Option

*Short key Of Delete > **Ctrl + D***

FIND

Find Any Word And Line Which In Text

Left Click On Edit Option > Left Click On Find Option

*Put Your Find Word) Short key To Find Text > **Ctrl + F***

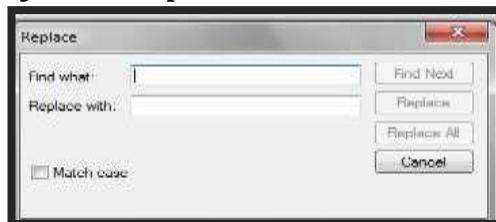
REPALCE

This Is Used To Replace Any Text In Another Text.

Left Click On Edit Option > Left Click On Replace Option

(Put Your Find And Replaced Word)

*Short key To Replace Text > **Ctrl +H***

**GO TO**

This Is Used To Find Any Line Number In File.

Left Click On Edit Option > Left Click On Go To Option

(Type Line Number In Line Number Box)

*Short key of Go To > **Ctrl +G***

SELECT ALL

Select All Text In Your File

Left Click On Edit Option > Left Click On Select All Option

*Short key > **Ctrl +A***

DATE /TIME

To Put Date/Time In Your File.

Left Click On Edit Option > Left Click On Date/Time Option

Short key > F5 (only in notepad)

USED FORMATE MENU

WORD WRAP

When Word wrap Option Is Untick And Type Any Text In Your File Then That Text Go To Same Line In One Side. And When Word wrap option Is Tick And Type Any Text In Your File then That Text Automatic Go To Next Line.

FONT

To Change Font Style And Size Of Any File.

Left Click On Font Option > Left Click To Choose Font Style & Size.

USED VIEW MENU

To Used Hide And Unhide Status Bar Below Text Area.

STATUS BAR

To Show Line Number And Column Number In Below Of Text Area.

Left Click On Menu Option > Left Click Status Bar

HELP

This option Used To Online help About Notepad.

Wordpad

Wordpad is a basic word processor .word pad replaced notepad .wordpad Can use for create and edit file, included text with different fonts & color and insert picture, object to other files . you can be doing By Word pad - letter , notes .

By mouse -

Go To Start Option >Left Click On Start Option> Go To All Program > Accessories > Wordpad

By Keyboard - Window Key + R > Type Wordpad > Enter



Clip Board

- In This option you have given three option - Cut, Copy & Paste.

Cut

To Cut Your Text One Place And Paste Your Text Other Places.

Left Click On HOME TAB > Select Your Text > Left Click On Cut Option
Short key Of Cut > **Ctrl + X**

Paste > Right Click On Mouse > Left Click On Paste Option
Short Key Of Paste > **Ctrl + V**

COPY

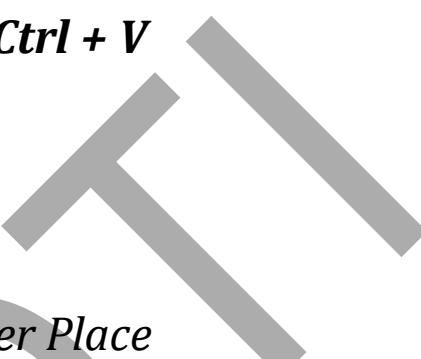
To Copy Your Text

Left Click On HOME TAB > Select Your Text > Left Click On Copy Option

*Short key Of Cut > **Ctrl + X***

Paste > Right Click On Mouse > Left Click On Paste Option

*Short Key Of Paste > **Ctrl + V***

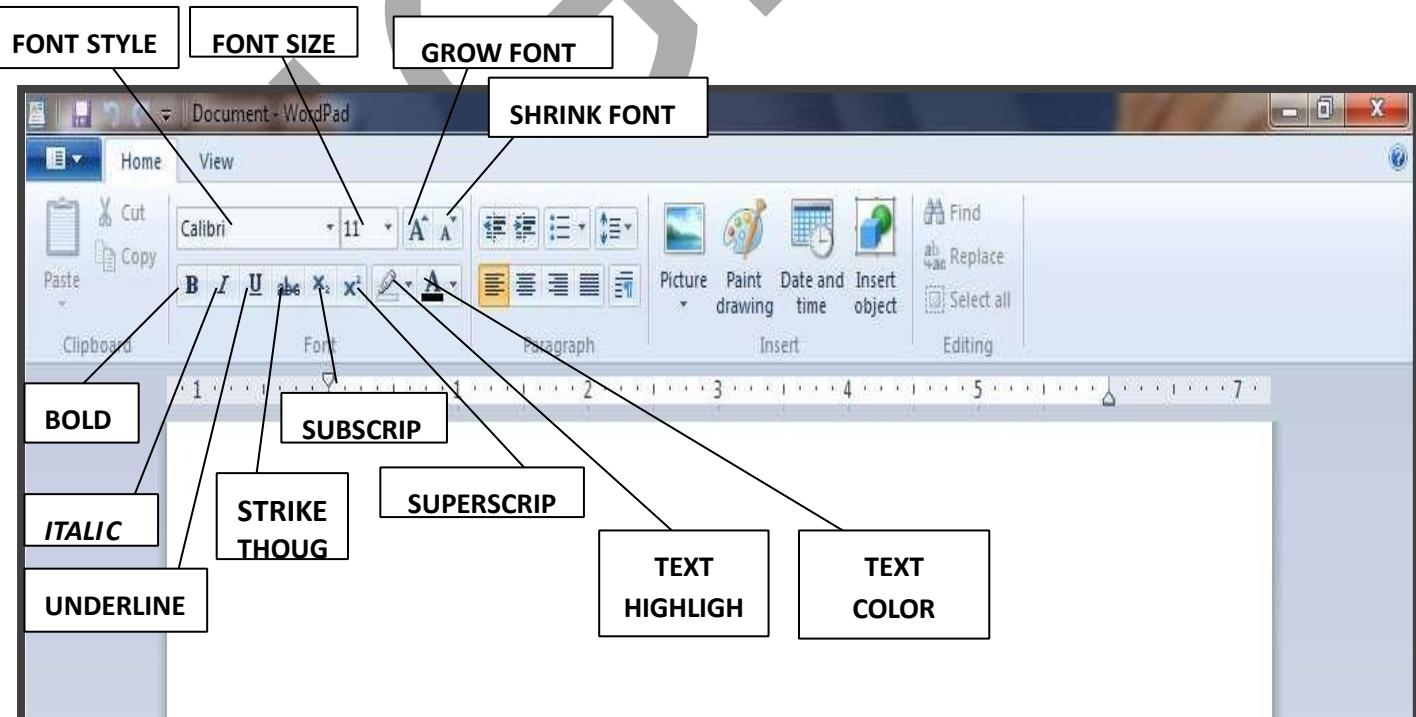


PASTE

To Paste Your Text Other Place

Left Click On HOME TAB > Left Click On Paste Option

*Short key Of Paste > **Ctrl + V***



B (BOLD)

Format The Selection With Bold. (Bold Your Text)

Select Your Text > Left Click On Bold Option

*Bold By Keyboard > **Ctrl +B***

I (ITALIC)

Format The Selection With Italic. (Italic Your Text)

Select Your Text > Left Click On Italic Option

*Italic By Keyboard > **Ctrl +I***

U (UNDERLINE)

Underline The Selected Text

Select Your Text > Left Click On Underline Option.

*Underline By Keyboard > **Ctrl +U***

~~abc~~ (STRIKETHROUGH)

Draw A Line The Middle Of Selected Text.

Select Your Text > Left Click On Strike Option.

x₂ (SUBSCRIPT)

Small Later Below The Text Line.

Select Your Text > Left Click On Subscript Option.

*Subscript By Keyboard > **Ctrl + =***



Small Later Above The Text Line.

Select Your Text > Left Click On Superscript Option.

*Superscript By Keyboard > **Ctrl + Shift + +***



(HIGHLIGHT TEXT)

Text Marked With Light Pen



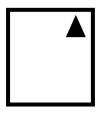
Select Your Text > Left Click On Highlight Text Option.



(TEXT COLOR)

Change The Text Color

Select Your Text > Left Click On Text Option.



(GROW TEXT)

Increase The Text Size

Select Your Text > Left Click On Grow Text Option.

*Grow Text By Keyboard > **Ctrl + Shift + >***



(SHRINK FONT)

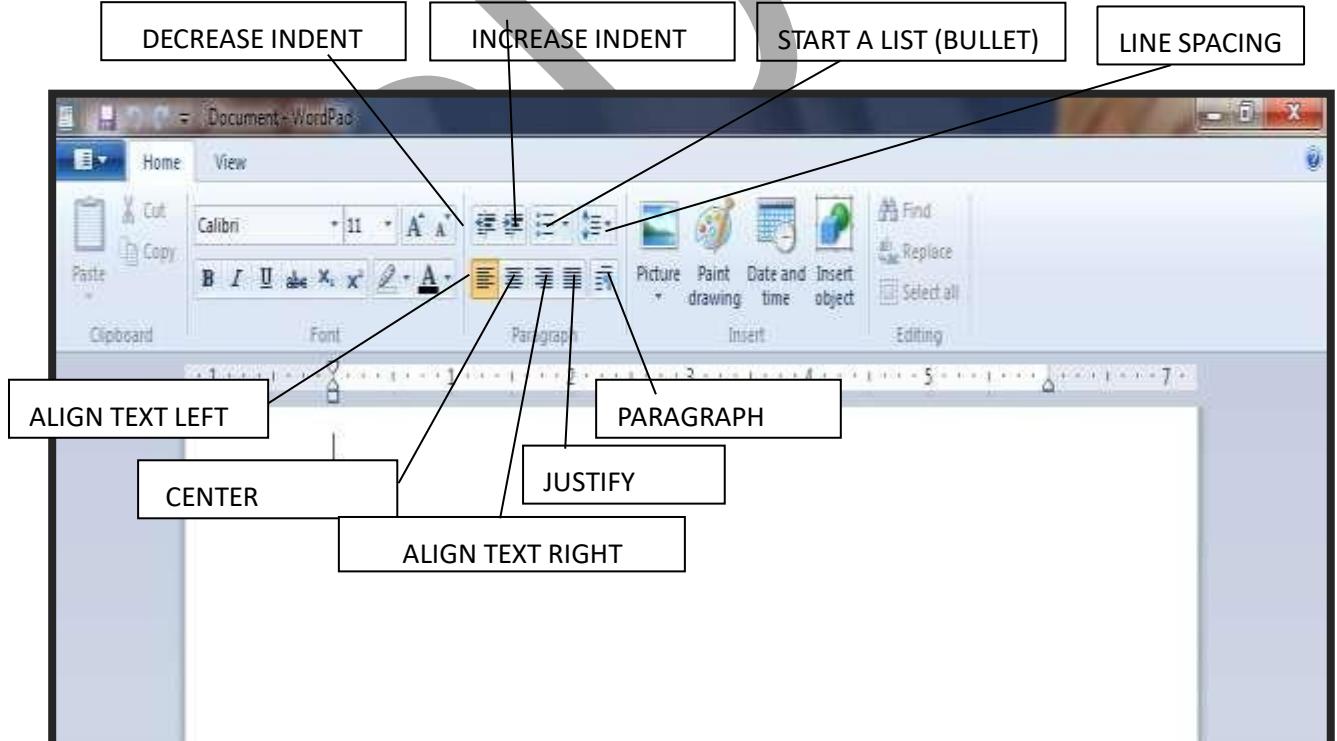
Decrease The Text Size

Select Your Text > Left Click On Shrink Text Option.

*Shrink Text By Keyboard > **Ctrl + Shift + <***

(FONTS)

Calibri ▼

*Change The Text Face**Select Your Text > Left Click For Select Font.***(FONT SIZE)***Change The Font Size**Select Your Text > Left Click For Select Font Size.***DECREASE INDENT**

Decrease Your Text Right Side In Page

Select Your Text > Left Click On Decrease Indent Option.

INCREASE INDENT

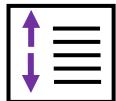
Increase Your Text Left Side In Page

Select Your Text > Left Click On Increase Indent Option.

BULLETS

Add Bullets In Your Text.

Select Your Text > Left Click On Bullets Option.

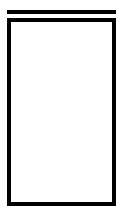


LINE SPACING

By keyboard – CTRL+SHIFT+L

Space Between Line Of Text. Add & Remove Space After Paragraph.

Select Your Text > Left Click On Line Spacing Option.

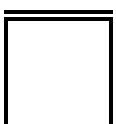


ALIGN LEFT

Align Text Left Side.

Select Your Text > Left Click On Align Left Option.

By Keyboard (CTRL+ L)

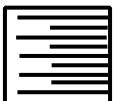




CENTER

*Center Your Text**Select Your Text > Left Click On Align Center Option.*

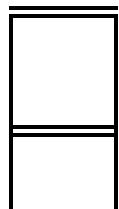
By Keyboard (CTRL+ E)



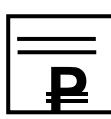
RIGHT

*Align Text Right Side.**Select Your Text > Left Click On Align Right Option.*

By Keyboard (CTRL+ R)



JUSTIFY

*Clean Look Along The Right & Left Side Of Page.**Select Your Text > Left Click On Align Left Option.*

PARAGRAPH

*Show The Paragraph Dialog Box. Set Your Indention &**Spacing Line.**Select Your Text > Left Click On Paragraph Option.*

PICTURE

To Insert Picture In Word pad Document.

*Left Click On Picture Option > Select Picture
After Open Picture You Can Change & Resize Your Picture.*

PAINT DRAWING

To Insert Your Paint File And Change The Image Size.

*Left Click On Paint Tab > Draw Your Object >
Short key Of Open Paint File > **Ctrl +D***

DATE & TIME

Insert Current Date & Time In Your File

*Left Click On Date/Time Tab > Select Date & Time >
Ok*

INSERT OBJECT

To Insert Graph And Text Object Of Microsoft Package

Left Click On Insert Object Tab > Select File > Ok

EDITING

FIND

Find Any Word And Line Which In Text

Left Click On Find Option(Put Your Find Word)

*Short key To Find Text > **Ctrl +F***

REPALCE

This Is Used To Replace Any Text In Another Text.

Left Click On Replace Option (Put Your Find And Replaced Word)

*Short key To Find Text > **Ctrl +H***

SELECT ALL

Select All Text In Your File

Left Click On Edit Option > Left Click On Go To Option

*Short key > **Ctrl +A***

VIEW TAB

Three Group In View Tab.

1. *Zoom In .*
2. *Show Or Hide.*
3. *Settings.*

**ZOOM IN**

Zoom In On The Documents

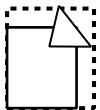
Select Text > Left Click On Zoom In



ZOOM OUT

Zoom Out On The Documents

Select Text > Left Click On Zoom Out



100%

Set Your Page In Normal Margin (100%)

RULER

Hide & Unhide Ruler

Left Click On Ruler — Show Ruler Top Of Page.

STATUS BAR

Hide & Unhide Status Bar

Left Click On Status Bar — Show Status Bar

Below The Page.

WORDWRAP

Word wrap – Text Automatically Moved To Next Line. Without Press The Enter Key After Text Line. In This Format You Have Given Three Option.

- *No Wrap*

- *Wrap To Window*
- *Wrap To Ruler*

MEASUREMENT UNITS

Measurement Unit For Ruler And Page Setup.

*Left Click On Measurement Units — Set
Ruler Margin In – Inches, Centimeters , Points
& Picas.*

Microsoft-Paint



Q.1 What is ms-paint ?

Microsoft Paint Is A Simple Raster Graphic Editor That Included All The Microsoft Windows Versions. The Program Open & Save Files In Bitmap, PNG, TIFF & JPEG. The Program Can Be In Color Mode Are Two – Color Black & White. Ms Paint Can Be Used To Draw, Color & Edit Picture, import picture From A Digital Camera.

- Develop By – Microsoft Corporation
- Initial Release Date – Nov. 1985
- Operating System – Microsoft Windows

Q.2 How To Start Ms - Paint ?

By mouse = Click On Start Button □ All Program □ Accessories □ Click On Paint

By Keyboard = Press Window Key + R □ Type mspaint □ Ok

When you opened ms- paint. the following paint window will appear on the screen the shown below.

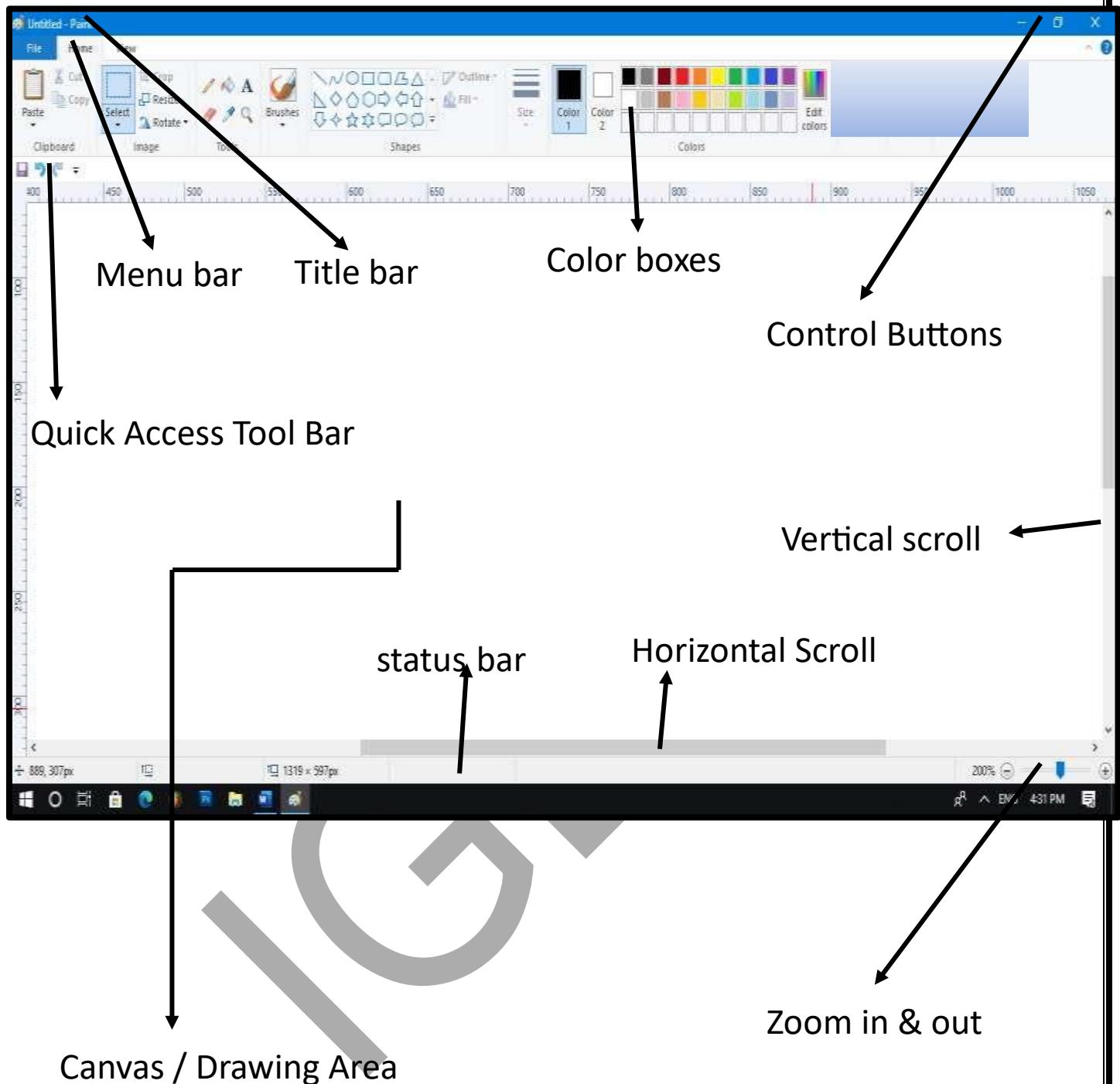
Components of ms – paint

- Title bar
- menu bar
- Tool box
- Color box
- Status bar
- Control button
- Horizontal & vertical bar

Maximum Zoom - 800%

Minimum Zoom - 12.5%





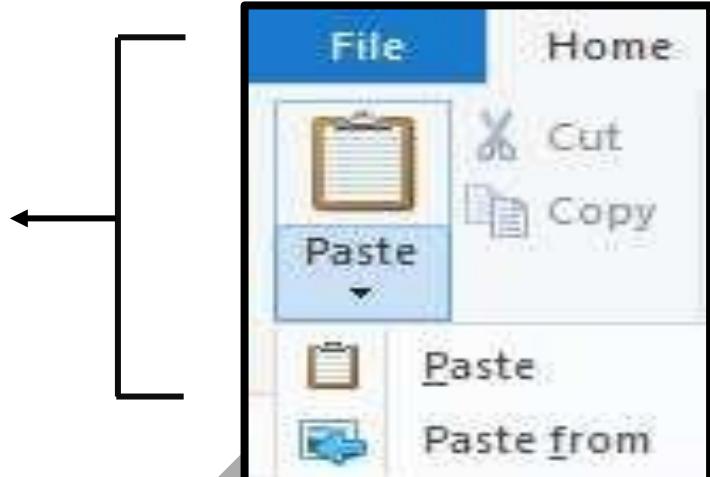
- If you are using Windows 7 or other advanced operating systems, you will find a much more improved MS-Paint program.

For example – 3D paint feature included in Windows 10

HOME TAB

Home tab divided in 5 parts. – clipboard, images, tools, shapes & color.

Clipboard



Clipboard is a temporary storage area in the memory which can store image & text. To paste data from clipboard and use the paste command. Four group in clipboard. Cut , copy, paste & paste from.

Cut - cut option used to cut any object one place & paste to other place.

- Select any object
- Click on cut option
- After then object gone in clipboard
- Paste other place to cut object

Copy - copy option used to copy your object .

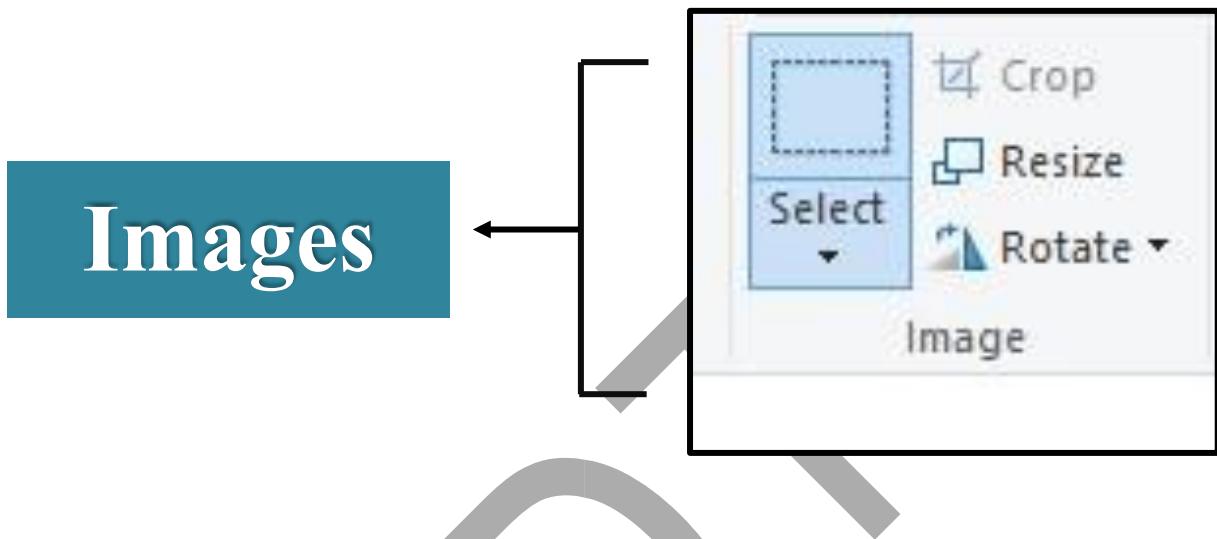
- Select any object
- Click on copy option
- After then object gone in clipboard
- Paste other place to copy object

Paste - this open used to paste your object

Paste from - this option used to paste another file into activate file.

- Click on paste from option
- Paste your object

You can also press **window key + v** To show clipboard history.



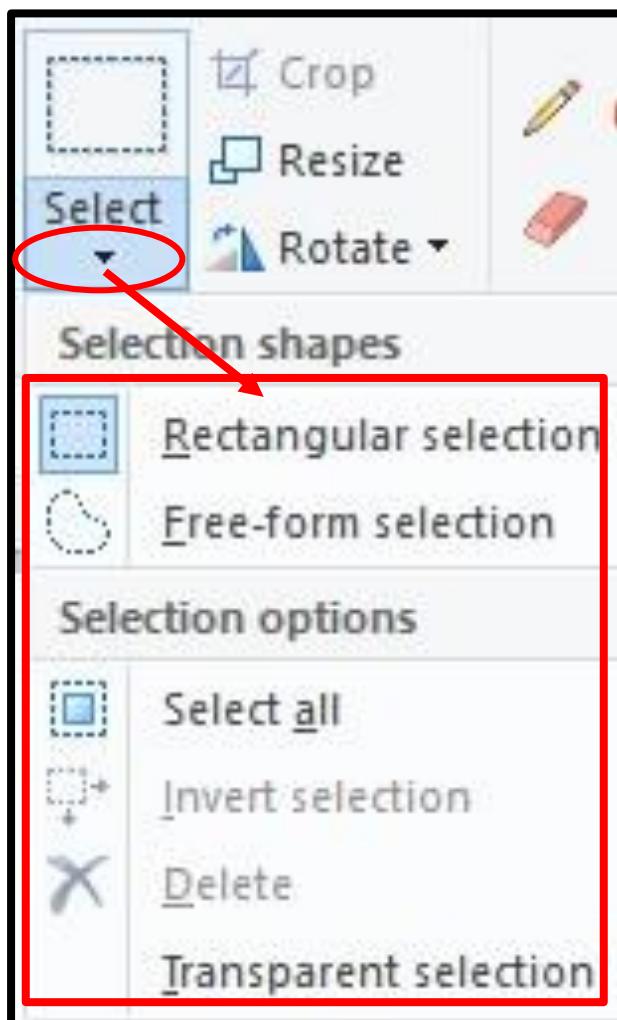
In this group you can select drawing, change size of image , rotate & crop drawing. In this group 4 option given. - select , crop, resize & rotate.

select - select option used to select your object in rectangular shape.

- Select any object
- Click on select option
- After then you can move & delete your object

You have given also sub options in drop down list in select option. when you click on drop down button. Which given shown below.





Explanation of all about this sub options □

Rectangular selection - this option used to select & crop your object in rectangular shape.

- Click on drop down button
- Click on rectangular selection
- Drag with mouse on any object

Free from selection - this option used to select & crop your object in customize shape.

- Click on drop down button □ Click on free from selection.
- Draw any customize shape on object

Select all

- this option used to select all object .(Ctrl+A)

Invert selection

- this option used to selected area nothing move.

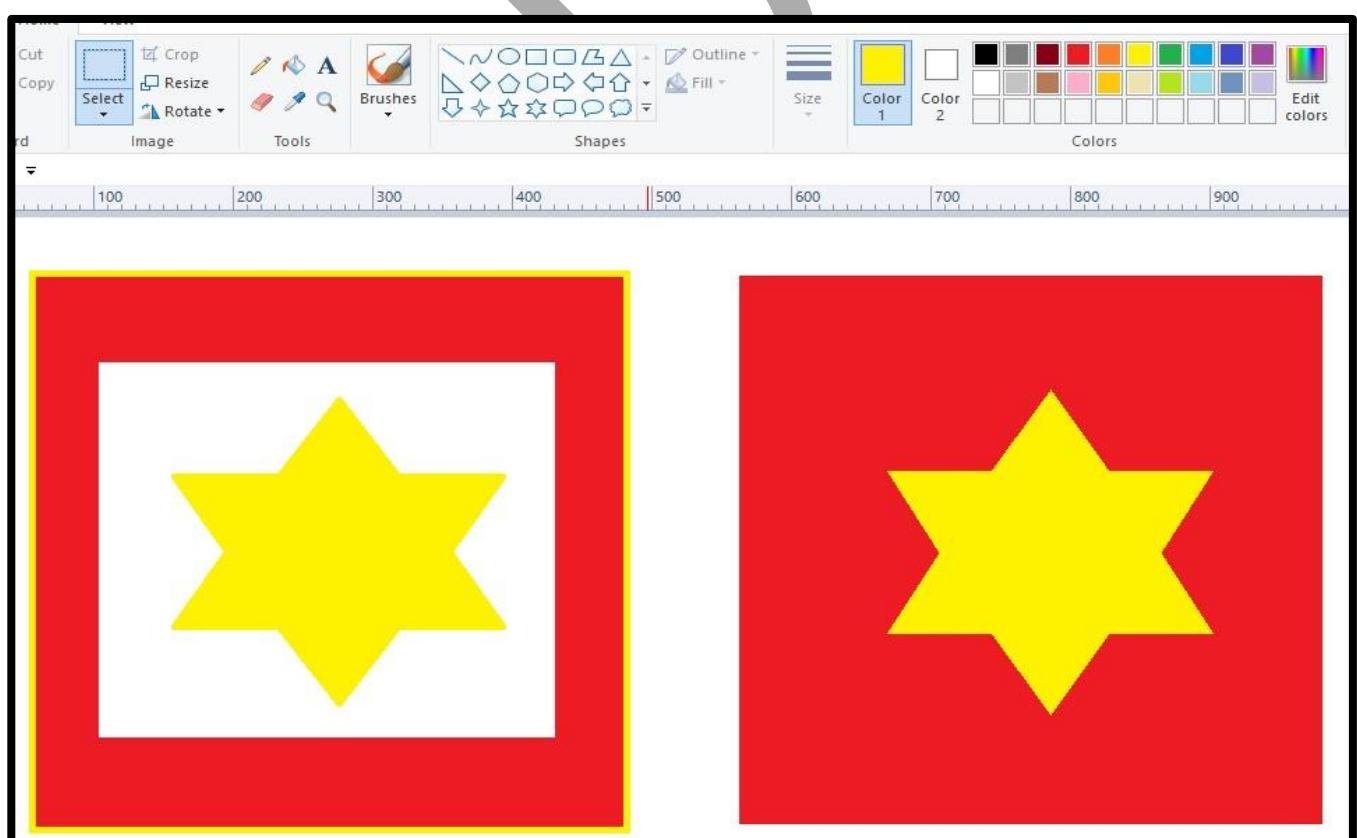
Delete

- this option used to delete selected part of object.

- Select object with rectangular OR free selection □
- Click on drop down button
- Click on delete.

Transparent selection - this option used to remove background of selected object.

- Select any object
- Click on drop down button
- Tick transparent selection ✓



Untick Transparent selection

✓ Transparent selection

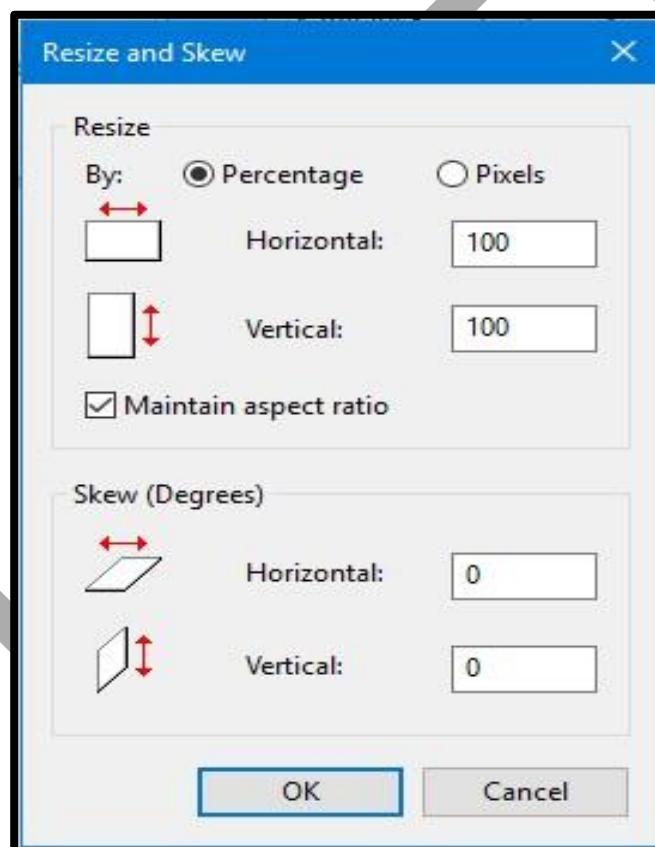
Crop - this option used to crop image in various shape.

- Select any object
- Click on crop tool

Resize - this option used to change image size in various shape.

- Open image
- Click on resize tool

When you click resize tool a dialog box will appear below □



You have given
resize & skew.

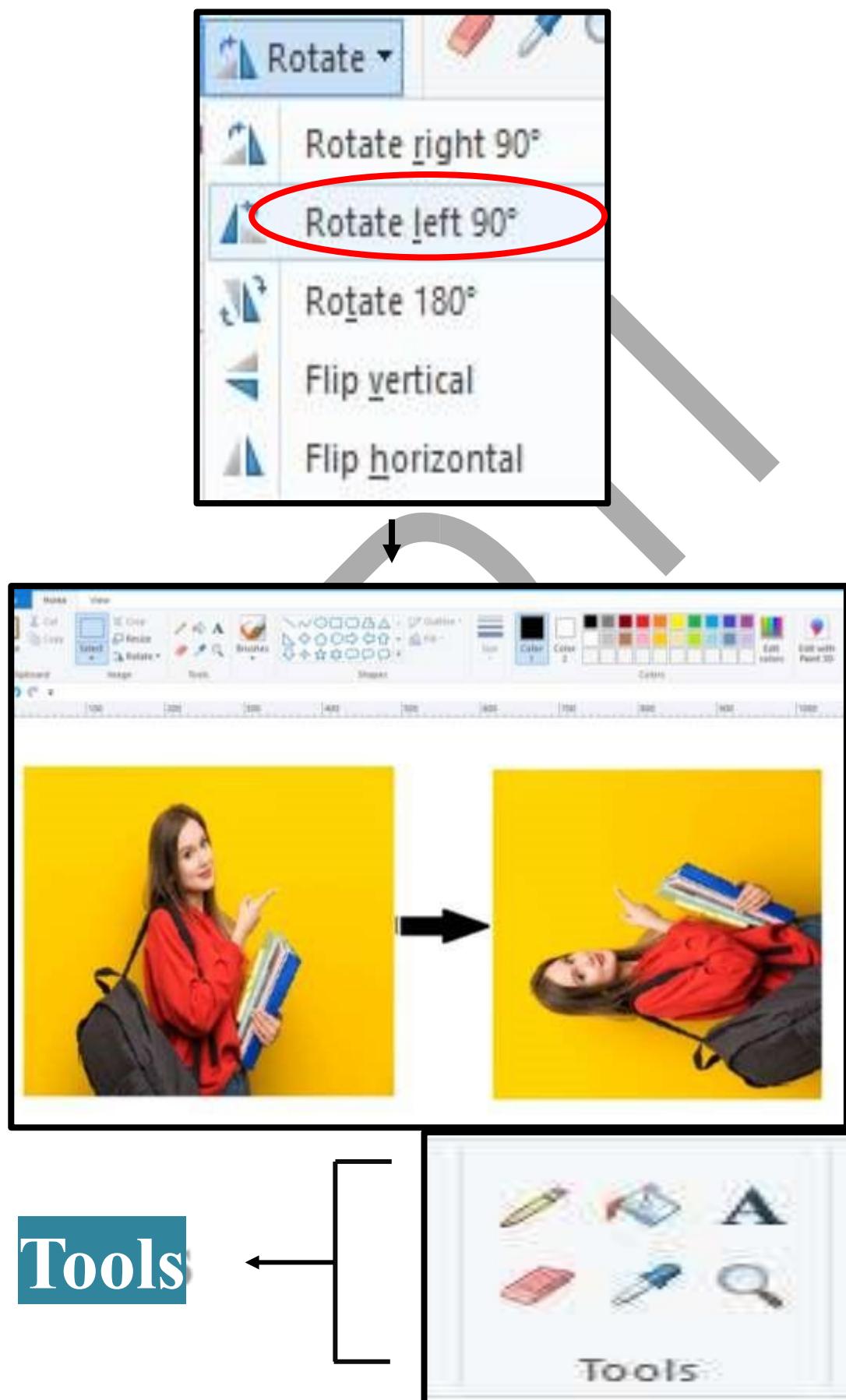
two option –

- You can change image size in horizontal & vertical.
- You can skew image.(degree)

Rotate - this option used to rotate image in various various degree

- Open image
- Click on rotate tool

When you click rotate tool a dialog box will appear ☐



In this option you have given 6 tools.- pencil, fill, text, eraser, color picker & magnifier.

pencil - this tool used to draw a free from line .

fill - this tool used to fill color in foreground & background.

- Click an area on the canvas to fill it with foreground color , or right click to fill it will the background color.
- Left click for Fill color 1 , right click for fill color 2

Eraser - this option used to erase object with left click or you can also used to foreground & background color.

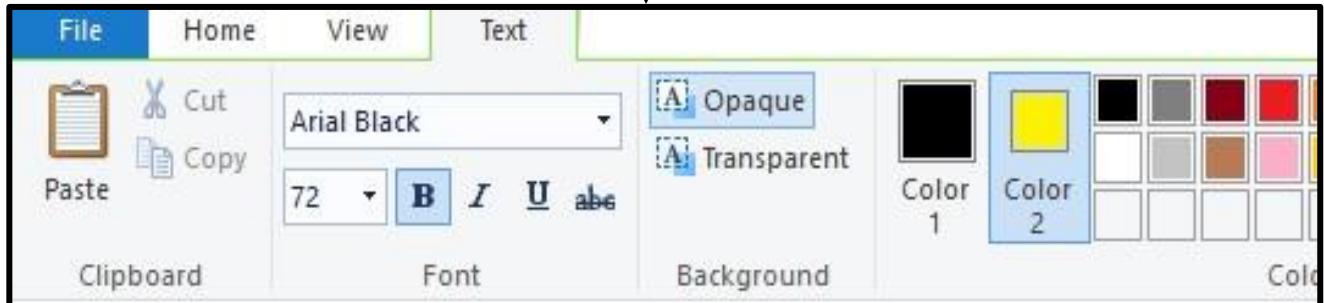
- Click on eraser tool
- Click color 2 (fill other color in color 2)
- right click for color 2 on color 1

note : you choose different color in foreground & background.

object color & color 1 is same then color 2 fill with right click.

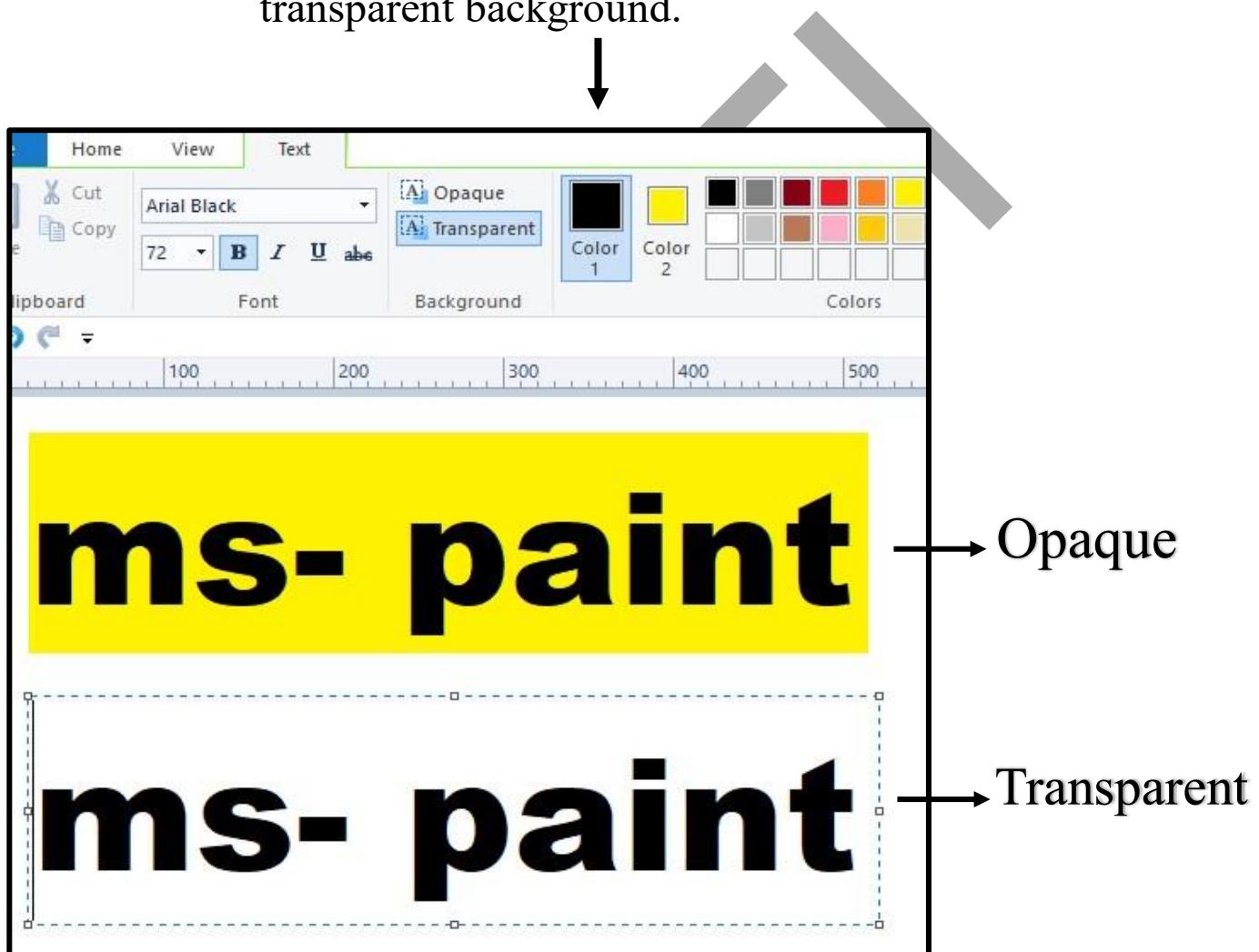
- ctrl + eraser increase
- ctrl - eraser decrease

Text - this tool used to text to be typed in primary color . the text controls in the tool bar can be used the font size, font , formatting, text rendering mode & justification .



by default the text background is transparent . click on opaque button to show text background button then click on color 2 and pick another color .

- Click on text tool
- Click on canvas
- Typed text
- Click opaque for background & click on transparent for transparent background.



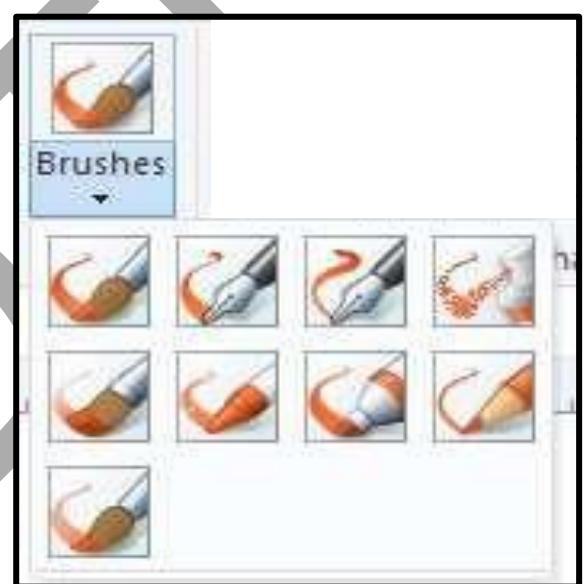
Color picker - this tool used to pick a color from picture and fill in drawing.

- Click on paste from option for open image
- Click on color picker tool
- Pick the color from the image using the color picker tool

- Picker color will be reflected in color 1 .
- Paint bucket selected by itself to fill with the color picker.
- Click on object for fill .

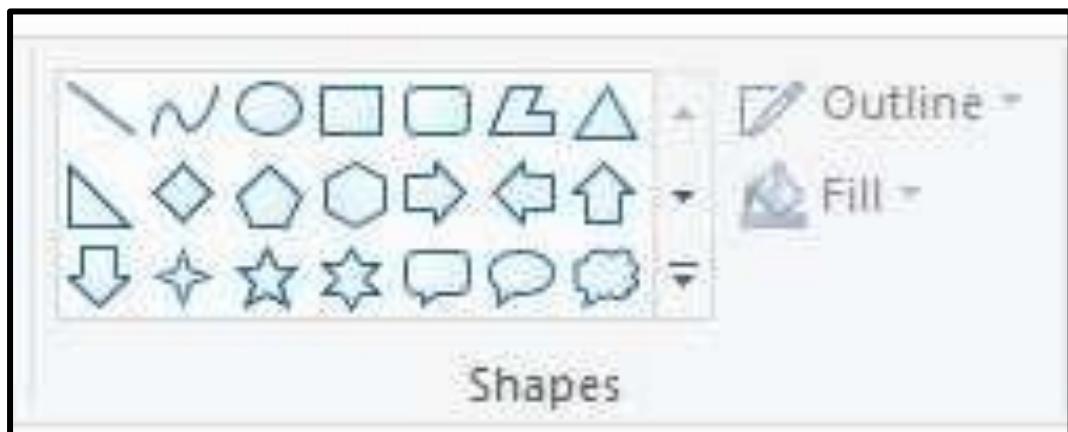
Magnifier - this tool used to change the zoom level of working object. click on the images , the zoom is applied to the whole images.

Brushes



This option used to different kind of brush tool in drawing. Like – air brush, marker, water color & calligraphy .

Click on drop down button which shown below in brush option.
Choose any brush and change brush size from size option.



This option used to insert ready made shapes. You have given – line, polygon, curve & six pointer shapes.

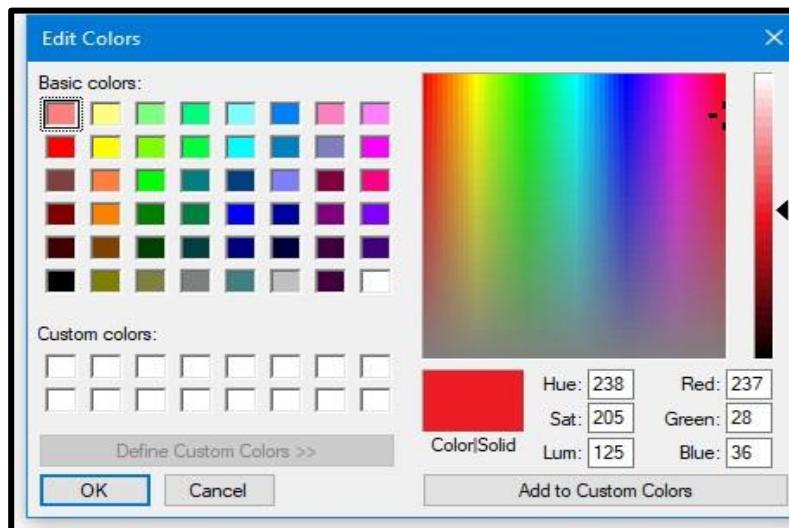
Note:

- Insert a shape with equal sides by holding the “shift” key as you drag pointer.
 - Insert a straight line holding “shift”
 - if you change shape outline color – drag shape □ now shape selected itself □ after then choose any color in color 1 □ then outline color changed.
 - outline color change only on color 1.
 - Select any shape
 - Drag the pointer to draw the shape to the desired size
 - You can edit your outline or fill – click outline & fill and change in to “no outline” or change with -marker, crayone, solid & water color.

If you want add a additional color in color boxes – click on edit color option . then edit color palate open.

select any color □ click ok





VIEW TAB



- Zoom in** - this option used to zoom in on the current picture
- Zoom out** - this option used to zoom out on the current picture
- Ruler** - ruler use to line up and measure object in your picture.
- Gridline** - use gridline to align object in your picture.
- Status bar** - this option used to show or hide status bar at the bottom of the window.
- Full screen** - this option used to see full screen view.
- Thumbnail** - this option used to small image represent of a large images.
- Click on zoom in □ click on thumbnail □ now thumbnail box appear .

Activity

- Draw any shape
- Click on select option
- Select the shape
- Click on select option □ click on drop down button □ tick on transparent selection.
- Holding “ shift” □ object move with left pointer.

How to blur something on paint

Navigate the image where you wish to add the blur.

- Open image
- Click on rectangle tool
- Single click on the object within the image that you wish to blur
- Drag the transparent rectangle around it.
- Choose color in “color 2”
- Click on fill button located next to the box with the shapes.
Choose either of the following options effects – crayon, marker, oil & water color. □ Click on outline □ click on “ no outline option”.

How to convert a drawing to a JPEG file.

Drawing can be easily convert in jpeg file .if you converted jpeg format, it become a picture just like any other. Thus you will able to share the drawing with people who may not be able to open a vision drawing on their computer.

- After you complete drawing□ click on file tab □ click save
- Type the name of drawing in the box marked “file name”.
- In the drop-down box marked save as type □ select “jpeg”. □ Click on save

Short key of ms -paint

Crop	-	ctrl+ shift+ x
Resize	-	ctrl+ w
Increase outline/brushes	-	ctrl + +
Decrease outline/brushes	-	crtl +-
zoom in	-	page up
zoom out	-	page down
ruler	-	ctrl + R
gridline	-	ctrl + G
full screen	-	f 11
increase eraser	-	ctrl +
decrease eraser	-	ctrl -
remove selection	-	ESC/delete
open file menu	-	Alt + f
image property	-	image property
create new picture	-	ctrl+ N
interchange color	-	ctrl+ shift + I

MICROSOFT OFFICE WORD

(WINWORD)

Microsoft Word is A Word Processor Develop By Microsoft It Was First Released On Oct. 25, 1983 . In 2007 .Docx (Extention Name) Become The File Format . Microsoft Office Word Help You Produce Professional Looking Document . You Can Create Later , Resume &

Office Document . You Can Add A Links , Insert Picture , Comments & Mailing By Winword

How To Open Winword ?

By mouse -

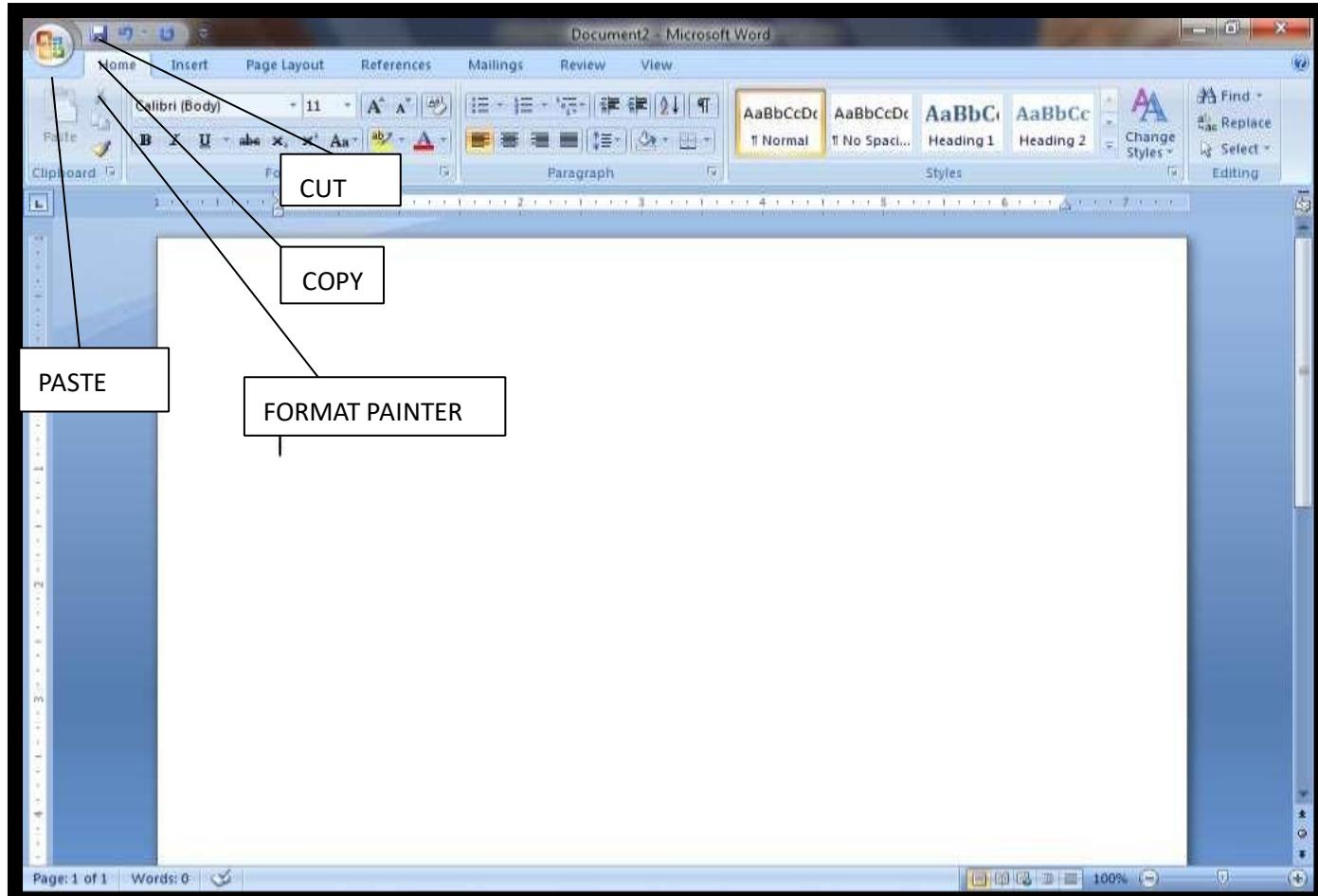
Go To Start Option > Left Click On Start Option > Go To All Program > Microsoft Office > Microsoft Office Word

By Keyboard - *Window Key + R > Type Winword > Enter*

HOW TO OPEN PARAGRAPH

Press =Rand() > Enter

HOME TAB



Clipboard

Four Options In This Group - Cut, Copy , Paste & , Format Painter.

Cut

*To Cut Your Text One Place And Paste Your Text Other Places
Left Click On HOME TAB > Select Your Text > Left Click On Cut Option*

*Short key Of Cut > **Ctrl +X***

Paste > Click On Paste Option

*Paste > Press **Ctrl + V***

COPY

To Copy Your Text

Left Click On HOME TAB > Select Your Text > Left Click On Copy Option

*Short key Of Copy > **Ctrl +C***

Paste > Click On Paste Option

*Paste > Press **Ctrl + V***

PASTE

To Paste Your Text Other Place

Left Click On HOME TAB > Left Click On Paste Option

*Short key Of Paste > **Ctrl +V***

FORMAT PAINTER

In This Option You Have Copy Format Of Text.

Left Click On Home Tab > Select Formated Your Text>

Left Click On Format Painter Option > Select Your Text

*Short key Of Format Painter > Select Formatted Your Text > **Ctrl +Shift +C.** > Copy Of Formatting
Ctrl + Shift + V > Paste Formatting.*

(BOLD)

Format The Selection With Bold. (Bold Your Text)

Select Your Text > Left Click On Bold Option

*Bold By Keyboard > **Ctrl +B***

I**(ITALIC)**

Format The Selection With Italic. (Italic Your Text)

Select Your Text > Left Click On Italic Option

*Italic By Keyboard > **Ctrl +I***

U**(UNDERLINE)**

Underline The Selected Text

Select Your Text > Left Click On Underline Option.

*Underline By Keyboard > **Ctrl +U***

—**(STRIKETHROUGH)**

Draw A Line The Middle Of Selected Text.

Select Your Text > Left Click On Strike Option.

X₂**(SUBSCRIPT)**

Small Later Below The Text Line.

Select Your Text > Left Click On Subscript Option.

*Subscript By Keyboard > **Ctrl + =***

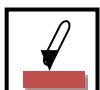


(SUPERSCRIPT)

Small Later Above The Text Line.

Select Your Text > Left Click On Superscript Option.

*Superscript By Keyboard > **Ctrl + Shift + +***



(HIGHLIGHT TEXT)

Text Marked With Light Pen

Select Your Text > Left Click On Highlight Text Option.



(TEXT COLOR)

Change The Text Color

Select Your Text > Left Click On Text Option.



A (GROW TEXT)

Increase The Text Size

Select Your Text > Left Click On Grow Text Option.

*Grow Text By Keyboard > **Ctrl + Shift + >***



(SHRINK FONT)

Decrease The Text Size

Select Your Text > Left Click On Shrink Text Option.

*Shrink Text By Keyboard > **Ctrl + Shift + <***



(FONTS)

Change The Text Face

Select Your Text > Left Click For Select Font.



(FONT SIZE)

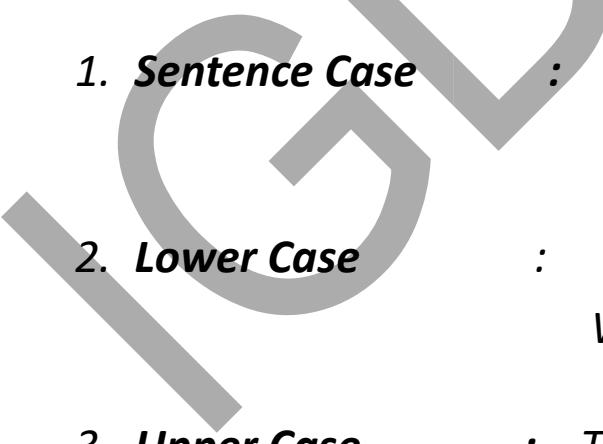
Change The Font Size

Select Your Text > Left Click For Select Font Size.



Aa (change cases)

This Option Used On Text. Change All The Text In Lower , Upper , Toggle Cases. Change Cases Are 5 Types.

- | | |
|---|--|
|  <p>1. Sentence Case</p> <p>2. Lower Case</p> <p>3. Upper Case</p> <p>4. Capital Each Word</p> <p>5. tOGGLE</p> | <p>: This Option Used To First Word In Capital Of Text.</p> <p>: This Option Used To All Word In Small Later.</p> <p>: This Option Used To All Word In Capital Letter.</p> <p>: This Option Used To Capital Each Word.</p> <p>: This Option Used To First Word In Small Later.</p> |
|---|--|

Select Your Text > Left Click On Change Cases > Select Any Cases. That You Want.
Short key Of Change Cases. Shift + F3



(CLEAR FORMATING)

Clear Formatting In Text Without Leaving Plain Text.

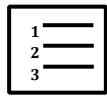
Select Your Text > Left Click On Clear Formatting Option.



BULLETS

Add Bullets In Your Text.

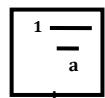
Select Your Text > Left Click On Bullets Option.> Select Any Bullet > ok



(NUMBRING)

Text Start With Numbers.

Select Your Text > Left Click On Numbering Option & Select Numbers.



(MULTILEVEL LIST)

Text Start With Multilevel List.

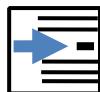
Select Your Text > Left Click On Multilevel List Option & Select List.



DECREASE INDENT

Decrease Your Text Right Side In Page

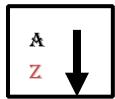
Select Your Text > Left Click On Decrease Indent Option.



INCREASE INDENT

Increase Your Text Left Side In Page

Select Your Text > Left Click On Increase Indent Option.



(SORT)

Alphabetized The Selected Text Or Sort Numerical Data.

Select Your Text > Left Click On Sort Option. (Select Ascending & Descending).



(SHOW PARAGRAPH MARK)

Show Paragraph Mark And Other Hidden Formatting Symbol.

Select Your Text > Left Click On Paragraph Mark Option.

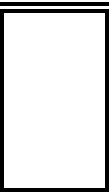
*Paragraph Mark By Keyboard. = **Ctrl + Shift + 8***



ALIGN LEFT

Align Text Left Side.

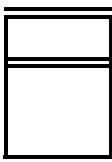
Select Your Text > Left Click On Align Left Option.



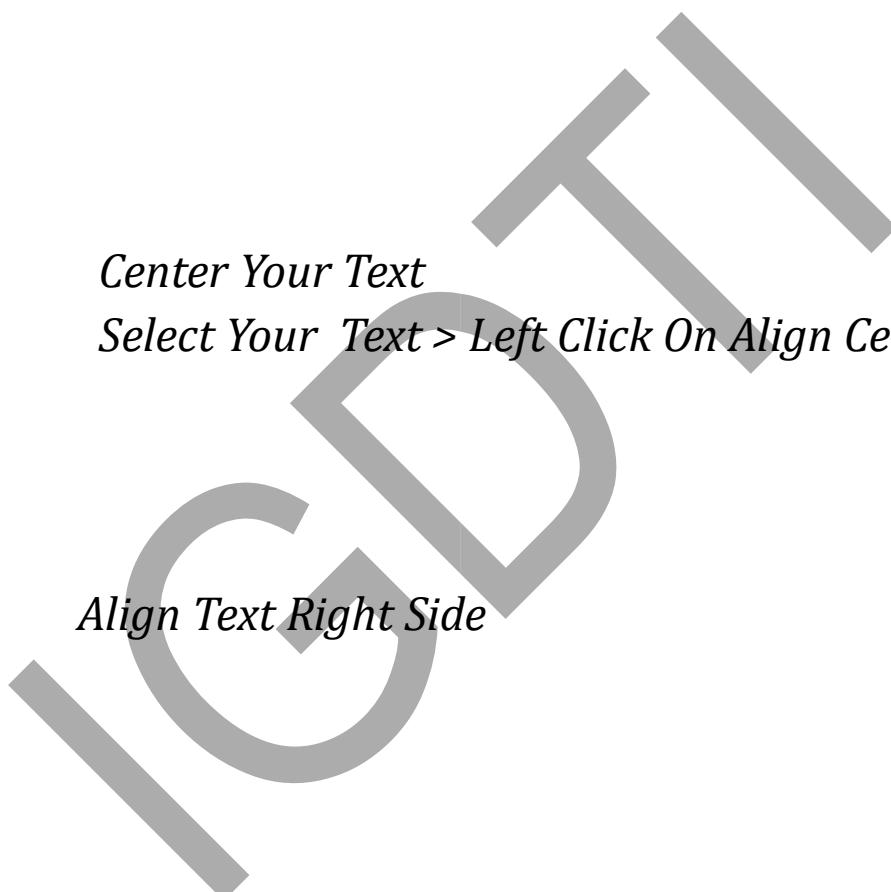
CENTER

Center Your Text

Select Your Text > Left Click On Align Center Option.



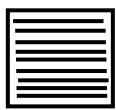
Align Text Right Side



RIGHT

IGHT

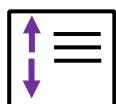
Select Your Text > Left Click On Align Right Option.



JUSTIFY

Clean Look Along The Right & Left Side Of Page.

Select Your Text > Left Click On Align Left Option.



Space Between Line Of Text. Add & Remove Space

LINE SPACIN

After Paragraph.

Select Your Text > Left Click On Line Spacing Option

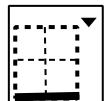


(SHADING)

Color The Background Behind The Selected Text

Select Your Text > Left Click On Shading Option >

Select Color.



(BORDER)

Insert Border In Selected Text.

Select Your Text > Left Click On Shading Option >

Select Color.



(CHANGE STYLE)

In This Option You Can Change The Set Of Style , Color , Font & Text Change In To Headings. (Heading 1 , Heading 2).



(EDITING)

In This Dialog Box You Have Given 3 Option. (Find, Replace, Select).

FIND = *Find Any Word And Any Line .*

Left Click On Edit Option > Left Click On Find Option Put Your Find Word.

*Short key To Find Text > **Ctrl +F***

Replace = *This Is Used To Replace Any Text In Another Text.*

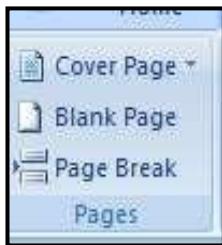
Left Click On Edit Option > Left Click On Replace Option (Put Your Find And Replaced Word)

*Short key To Find Text > **Ctrl +H***

Select = *This Option Used To Select All , Select Object , Select Text With Similar Formatting .*

INSERT TAB

This Tab Has A Lot Use full Features That Will Let You Insert Thing Like - Picture , Clip Art , Images , Shapes , Smart Graphics , Chart & Lot Of Other Items.



In This Dialog Box You Have Given Three Option - Cover Page , Blank Page , Page Break

COVER PAGE

Insert A Formatted Cover Page. Cover Page Always Insert The Beginning Of The Document . After You

Insert A Cove Page . It Will Replace First Cover Page. (You Fill The Tittle , Author , Date And Other.)

On The Insert Left Click On Cover Page Layout Of Options.

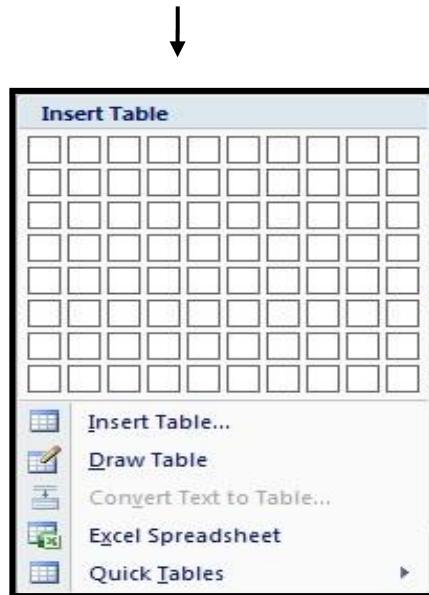
BLANK PAGE - *Insert A New Blank Page In Your Document.*

PAGE BREAK - *This Option Help To Break The Page In To Parts In Current Position. We Can Use Short Key Of Page Break. **Ctrl + Enter**.*



In This Option You Have Insert Or Draw A Table In Your Document. In This You Have Given Many Groups Related To Table Option.

Left Click On Table Option For Insert Table.



In This Dialog Box You Can See in Dialog Box You Can Create Basic Table.

Left Click On Insert Tab > Left Click On Table Option > Curser Over The Grids Until .Row & Column That You Want

INSERT TABLE

- *In This Option You Have Insert & Row And Column Number That You Want*

DRAW TABLE

- *In This Option You Have Draw A Table.*

CONVERT TEXT TO TABLE

- *In This Option You Have Convert A Text In To Table.*

EXCEL SPREAD SHEET

- *In This Option You Have Insert A Microsoft Excel Worksheet.*

QUICK TABLE

- *Insert Calendar*



PICTURE

- *Insert A Picture In File.*

*Left Click On Picture Option > Select Picture
> Click On Insert.*

CLIP ART

- *Clip Art In To Document Including Drawing ,
Movies , Sound .*

*Left Click On Clip Art
Option > Search Any Picture > Click On
Picture For Insert This Picture in document.*

SHAPES

- *Insert A Shape In File Like - Rectangular , Circle
Arrow , Lines , & Flow Chart Symbols.*

Left Click On Shapes Option > Select Any Shape . .

*Click The Shape That You Want To Apply
Different Style.*

SMARTART

- *Insert A Smart Art Graphic To Visually
Communication.*

*Left Click On Smart Art Option > Select Any
Graphic*

CHART

- *Insert Chart In File And Compare Data - Left . Click On chart Option > Select Any Chart . Click The format menu That You Want To Apply Different Style .*

**Hyperlink**

- *Create A Link On Web Page Or File , E - Mail Address & Other Program. Hyperlink is most commonly used tool in internet. You can create link in specified location in file that are saved in ms - office*

Left Click On hyperlink Option > Select the Picture or text that you want to displayed as a link > Left Click On ok

*Short key of Hyperlink = **CTRL + K***

Click with CTRL for open linked file in your current file.

BOOKMARK - *Create A Bookmark To Assign A Name To Specific Point In A Document. That You Find Again Easily.*

*Click The Line That You Want To Add A Bookmark
 > Left Click On Bookmark Option > Insert Any Name > Click On ADD*

For Open Added Bookmark -

Left Click On Bookmark Option > Select Bookmark Name > Click On Go To .

NOTE - *Bookmark Names To Begin With A Letter . They Can Include Both Number And Letter But Not Space.*

CROSS- REFRENCE - *Refer To Item Like – Heading , Table & Figure By Inserting A Cross-Reference. cross – Reference Are Automatically Update If Content Is Moved To Another Location.*

1. *In The Document Type The Text That Begins The Cross -Reference*

Like – Figure 1 , Figure 2 , Heading 1 Heading 2

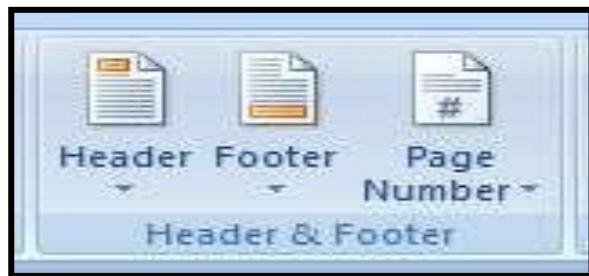
2 *Click Insert Tab*

3 *Click On Cross –Reference.*

4 *Reference Box Opened Then Click The Dropdown List To Pick What You Want To Link To.*

5 *Click Each Heading / Figure/Table/ That You Want To Link In Page. > After Then Click On Insert That Show In Bottom Of Refrence Box.*

- 6 Click With CTRL Each Items.(Refrence Allow To Jump The Refrence Items.**



Header -

Edit The Header Of The Document. You Can Make Your Document Professional By Using This Section. Header show In top of page.

1. Left click on insert tab
2. Left click on header
3. Select any header style

You can also edit header. if you want to remove header click On remove header option that show in header box.

Footer -

Edit The footer Of The Document .You Can Make Your Document Professional By Using This Section. Footer show In bottom of page.

1. Left click on insert tab
2. Left click on footer

3. Select any footer style

You can also edit footer. if you want to remove footer click On remove footer option that show in footer box.

- Page Number** - *Insert A Page Number In Document. In top , in bottom , In margin . you can also change page number formatting.*

Left click on insert tab > click on page number option > select Any page number style.



- TEXT BOX** - *Insert A Formatted Text Box. Text Box Let You Being Focus To Specific Text . You Can Choose From Varity Format Text Box Or Draw And Format You Own.*

Left Click On Insert Tab > Click On Text Box Option > Select Any Text Box.

- WORD ART** - *Insert Decorated Text In Your Document ..*

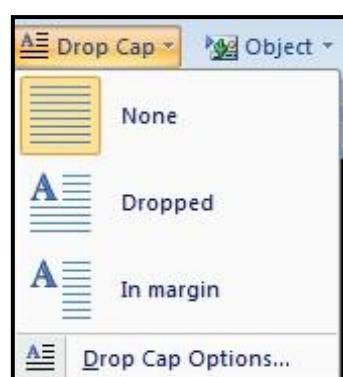
Left Click On Insert Tab > Click On Text Word Art Option > Select Any Format That You Want.



Enter any text in dialog box > click ok. You can apply different style in your text by format option.

Drop cap -

drop cap option used to a large letter Can be used to begin a chapter or to add a newsletter. In this option you have given three option. - drop & In - margin drop cap.



Select paragraph > Left Click On Insert Tab > Click On drop cap or margin drop cap Option

Signature line - *insert a signature line that specific the individual Who must sign. this option used to digital signature .Insert in document.*

Click the cursor that you want to insert signature Left Click On Insert Tab > Click On signature line option > click on Microsoft office Signature line > ok >



Enter Your Name Or Title > Ok

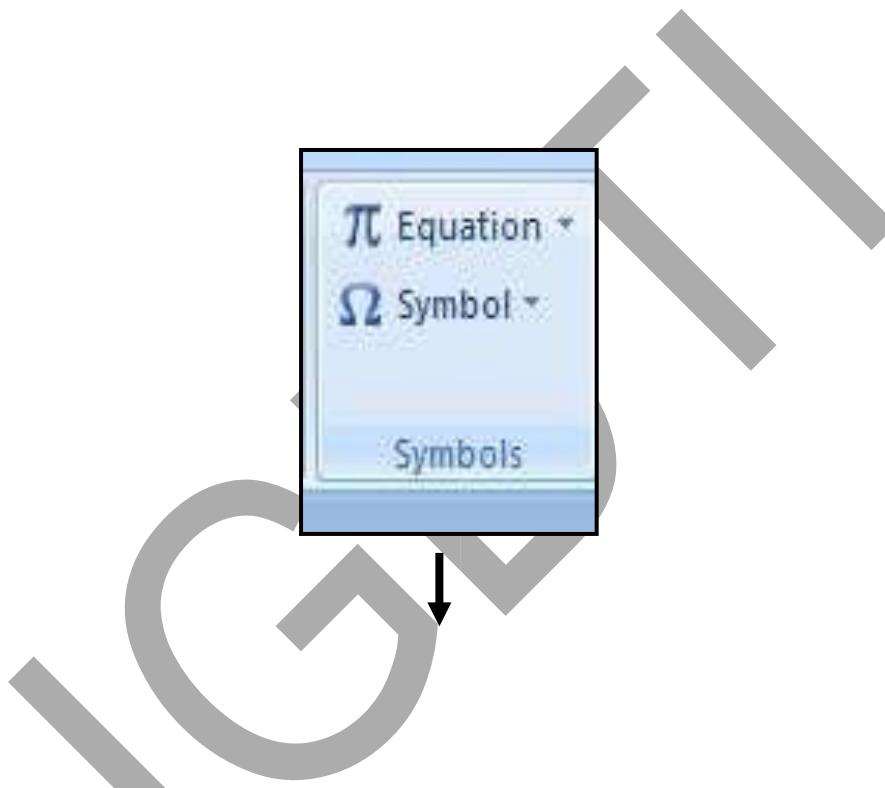
Date & Time - *insert current date & time in current document . Left click on insert tab > click on date & time option > Select any date & time > ok.*

Object -

insert an embed object . Microsoft allow you to embed Object create in other program in to one document.

For example – you can use excel spread sheet.

Left click on insert tab > click on object option > select Application that you want insert .

**Equation** -

insert mathematical commas , equations or build up Your equation. Using a library of math symbol . you Also insert new equations .

left click on insert tab > click on equation option > select equations .

(you can also change equations format like - in liner , in Professional , change in to line , justification)

Symbols -

insert symbols that are not on your keyboard such as copyrighter , trademark symbol , paragraph mark .

Left click on insert tab > select any symbol .

PAGE LAYOUT TAB



THEMES - *Change The Over all Design Of entire Document Including Colors , Fonts & Effects .*

Left Click On Page Layout Tab > Click On Theme Option > Select Any Theme.



Margins - *Select The Margin Size For The entire Document . Or The Current section. You Can Default Page Margin Or You Can Specify Your Own In Custom Margin .*

*Left Click On Page Layout Tab > Click On Margin Option > Select Any Margin That You Want .
 (Your Entire Document Automatically Change To Be Margin)*

For Most Commonly use Margin Width – Click Normal Margin .

Oriantation. - *In This Option You Can Choose Either Portrait & Landscape Orientation For All Or Part Of Document.*

Left Click On Page Layout Tab > Click On Orientation Option > Select Portrait Or Landscape That You Want.



Size - *Choose The Page Size For The Current Section. To Apply A Specific Paper Size To All Document Click More Paper Size.*

Left Click On Page Layout Tab > Click On Size Option > Select Any Size That You Want.

COLUMNS - *Split Your Text In Two Or More Columns In Your Text.*

Left Click On Page Layout Tab > Click On Columns Option > Select Any Column split That You Want.

BREAK - *Add Page , Section , Column Breaks To The Document.*

Left Click On Page Layout Tab > Click On Break Option > Select Any Option That You Want.

Line Numbers - *Add A Line Number In Margin Each Line Of The Document.*

Left Click On Page Layout Tab > Click On Line Number Option > Select Any Format Of Lines That You Want.

Hyphenation - *This Option Allows Word To Break Lin Between The Syllables Word. If Word Is Too Long To Fit At The End Of Line You Can The Word To The Beginning Of The Next Line Instead . By Using The Hyphenation Feature.*

Select Text > Left Click On Page Layout Tab > Click On Hyphenation Option > Click On Automatic.



Watermark - Insert A Ghosted Text In Behind The Content On The Page . this option used to indicate that a document Is to treated specially. You can added picture or text Watermark.

1. Click on page layout tab
2. Click on watermark option
3. Click on custom watermark
4. Click the radio button for text watermark

- 5.Put your text (you can also change font , size , color & layout)
- 6.Click on ok

Page color - Select a Color From The Background Of The Page.

1. Click on page layout tab
2. Click on page color option
3. Select any color(you can also fill effect in page)

Page Border - Insert Or Add A Border Around The Page.

1. Click on page layout tab
2. Click on page border option
3. Select any border (you can also insert a art border. Click on art border)
4. Click on ok.



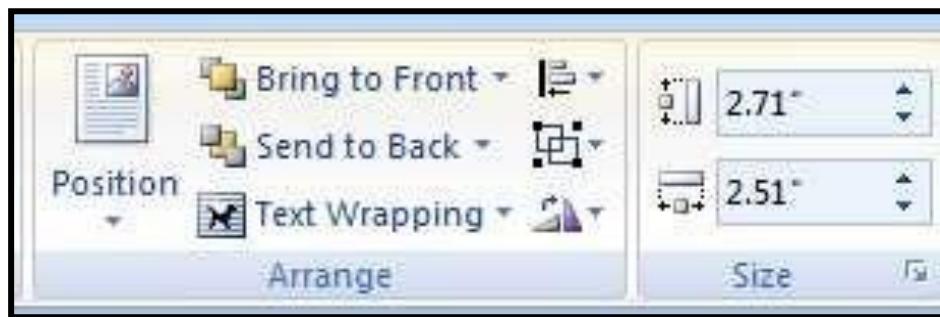
Indent - move in the left side of paragraph by a certain amount.

1. Click on page layout tab
2. Click on indent option
3. Click on right & left option that you want.

Spacing - Change The Spacing Between Paragraph By Adding Space above the selected paragraph.

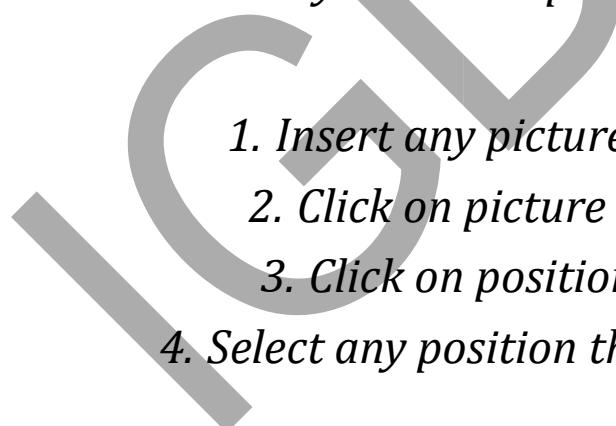
1. Click on page layout tab

2. Click on spacing option
3. Click on after and before option that you want.



Position - Position The Selected Object On The Page . Text Is Automatically set to wrap around the object .

1. Insert any picture or shape
2. Click on picture or shape
3. Click on position option
4. Select any position that you want.



Bring To Font - Bring The Selected Object In Font Of all Other Object no part of it is hidden behind another object.

Send To Back – Send The Selected Object Behind All Other Object.

Text Wrapping - Change The Way Text Wrap Of All Selected Object

1. Insert any picture or shape
2. Click on picture or shape
3. Click on text wrapping
4. Select any option that you want.

ALIGN : Align The Edge Of Multiple Selected Objected.
You Can Also Center Them , Distribute Them.

1. Insert any multiple picture or shape
2. Click on multiple picture or shape
3. Click on align option
4. Select any option that you want.

Group - Group The Object Together So That They Can Be Treated like a single object.

1. Insert any multiple picture or shape
2. Click on multiple picture or shape
3. Click on group option
4. Click group (your object has been changed a single object)
5. If you want to ungroup or regroup your object so click on ungroup or regroup option.

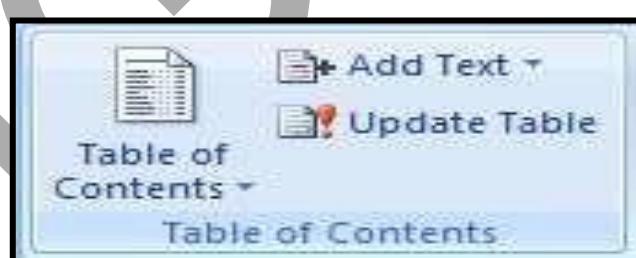
Rotate - Rotate Or Flip The Object.

1. Insert any picture or shape
2. Click on picture or shape

3. Click on rotate option
4. Click on any option that you want .

References

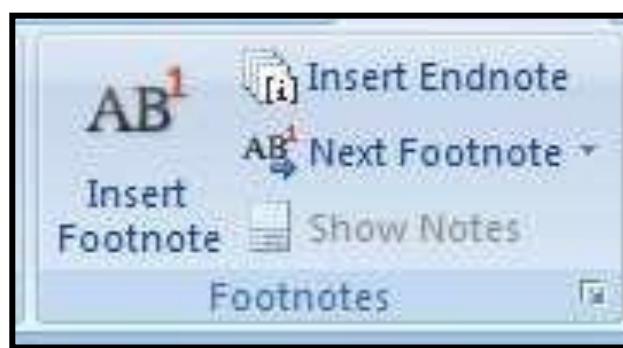
The Reference Tab Offered A Quick Way To Enter Your Document Sources , Citation And Choose Any Style On The Reference Tab You Will Find Things Like Content , Footnote , Bibliography , Table Of Figure , Caption & Index .



Add A Table Of Content To The Document .

1. Insert A Headings In Each Pages.
2. Insert Blank Page In Top Of Headings.
3. Move The Cursor On Blank Page And Click On Table Of Content.
4. Select Any Content.

5. If You Want To Add Other Heading And Update In Table Of Content So Create New Heading Then
6. Click On Add Text On Level 1 , 2 , 3 Any One.
7. Select Content
8. Click On Update Table 9. Click On Entire Table
10. Click On Ok.



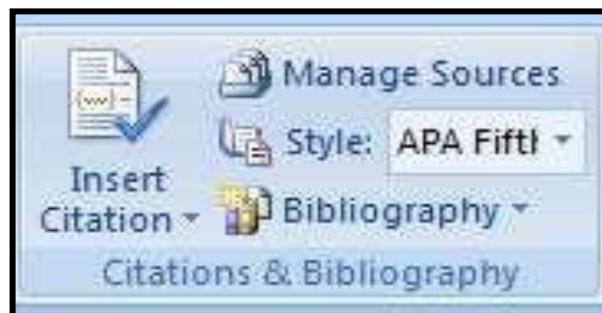
Footnote are renumbered as around the this option used footnote to the document.

Footnote added in always end of paragraph . & endnote always added in bottom of page.

automatically you move text Document . in to insert

1. Click where you want to reference to the footnote or endnote.
2. Click reference tab & click insert footnote option.
3. Footnote or endnote are show in numbering
4. If you want to return to your place in document you can use “Next endnote” options .
5. If you want to move your curser on footnote & endnote you
Can use “show note” option.

*Insert citation
cite a book,
and other
sources of a
information in
have to be
sources you have created information.*



*option used to be
journal article ,
periodical as there
piece of
the document . you
choose the list of*

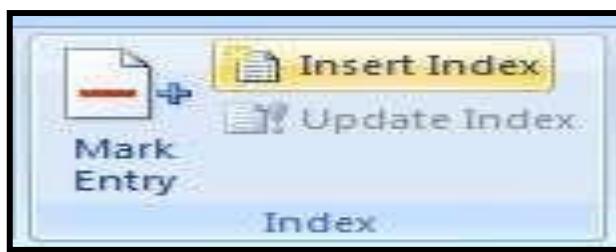
1. Click on insert citation option.
2. Click on added new sources option. & fill detail. > ok
3. Click on Bibliography option. & select any
Bibliography Style.



Add A caption Of picture or other image.

1. Click on insert caption option. Select any label > ok
2. Insert image each pages. (information about image)
3. Insert Blank Page .
4. Click on insert table of figure option > ok .
5. If You Want To Add Other caption And Update In Table Of figure click on insert caption > ok
6. insert image (information about image)

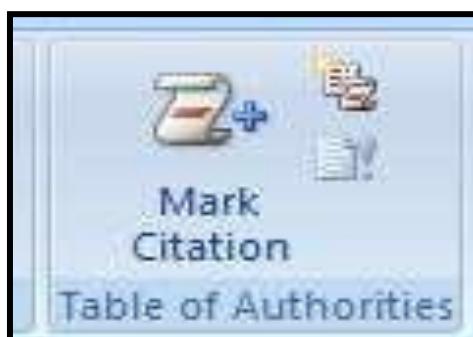
7. Select content
8. Click On Update Table
9. Click On Entire Table
10. Click On Ok.



*Include The
The Index Of The
Index List The
Topics That Are
Document .*

*Selected Text In
Document.
Term And
Discussed In A*

1. Select any word in text file.
2. Click on mark entry option . > click on mark .(for mark word).
3. Click on insert index option if you want that selected word show in index > ok
4. If you want to update other word so - Select other word in text file. And mark .
5. Select index
6. Click on update index .



*Insert The Selected
The Table Of*

*Text As An Entry In
Authority .*

1. Select word in text file.
2. Click on mark citation option > click on mark .
(selected word show in index)
3. Click on insert table authority option if you want
that selected word show in index > ok
4. If you want to update other word so - Select other
word in text file. And mark .Select other word in
text file .
5. Select index.
6. Click on update index .



Mailings option is most used to print or E-mail form letter to multiple recipients you can easily customize form letter for individual recipients you can also mail merge used to Create Envelopes .

- 1. Click On select recipient option 2.*
- Click on type a new list option .*

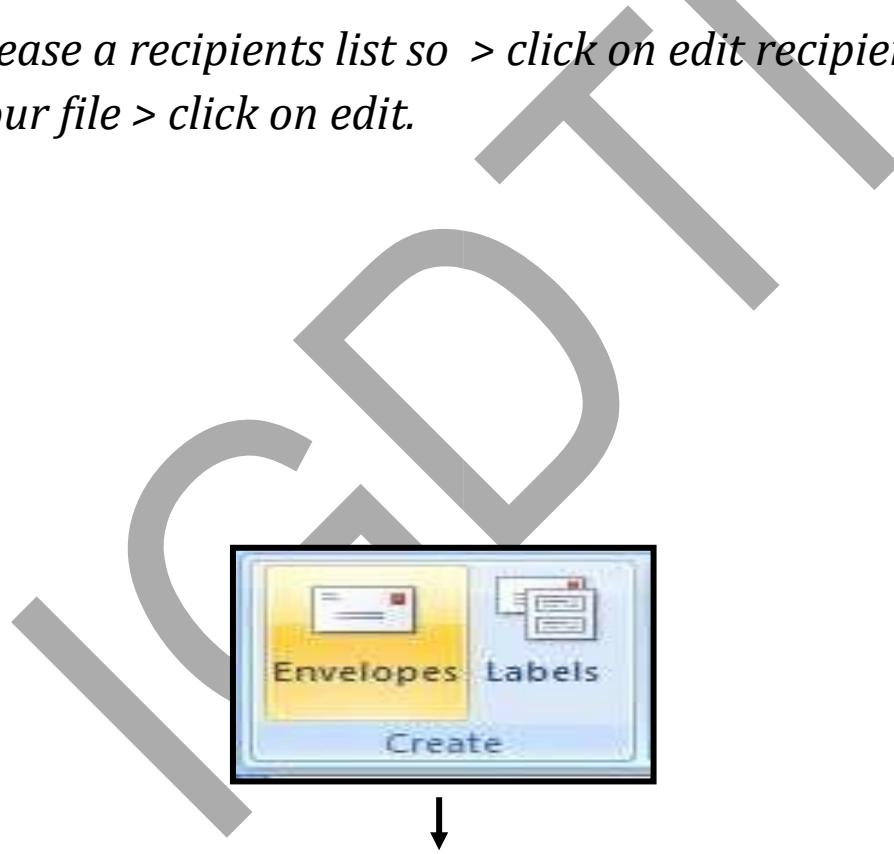


Click on customize column

- 3. Click each field > click delete > click yes . (for delete field)(short key of delete field is DYD)*
- 4. Click on add (for create new field) > type any field > click on add > click on ok*
- 5. Insert information in field. > click ok. > save this file .*

6. Click on insert merge field option & insert all field in your letter .
7. Click on greeting line option > ok
8. Type your letter that you want to send your recipient.
9. Click on preview result option
10. Click on auto check error > click on complete merge option .

If you increase a recipients list so > click on edit recipient option > click on your file > click on edit.



Envelopes option is commonly used to create & print envelopes .

1. Click on envelopes options
2. Fill delivery address & return address 3.
- Click on add to document option .

Review

Review tab has got some important command that you can modify your document you can use it adding or removing comments and tracking change including insertion , deletion & formatting .



Spelling &

In your text .

check spelling & grammar by keyboard - F7

grammar - *this option used to check spelling & grammar*

Research

Research Option Used To Research The Task Pane That Is Used To Search Reference Material Such As Dictionaries And Translation Services

Translate -

This Option Uses To Translate Selected Text. In To Different Language.

Word Counter -

This Option Used To Find The Number Of Word In - Lines , Words , Characters .Word Count Also Find On The Status Bar At The Button.



This Section Used To Add A Comment About The Selection .

New comment - *this option used to add a comment about the part has been selected .*

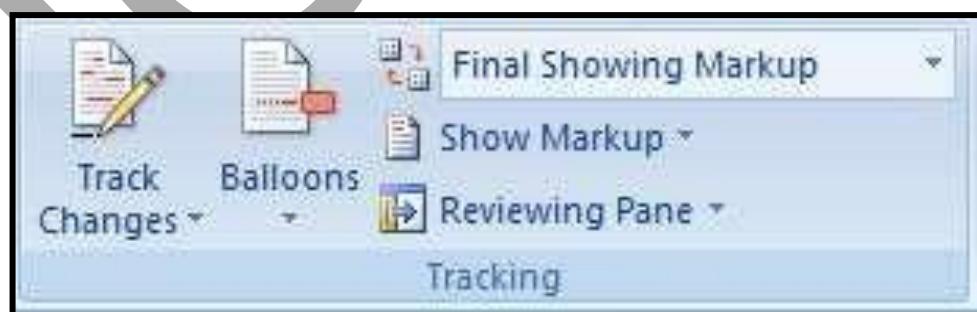
Select text > click on new comment option. > type your comment .

DELETE - *This Option Used To Delete A Selected Comment.*

PREVIOUS - *Navigate The Previous Comment In The Document*

.

NEXT - *Navigate The Next Comment In The Document*



Track Changes - *This Option Used To Tracks change To The Document .*

Click On Tracking Change Option > Click On Track Change Option > Select Color > OK

Or text highlight when you add text after comment.

BALLOONS - *This Option Use To Help Choose How To Show Revision To The Documents. They Are Two Ways Of Showing .*

1. *Show Revision In Balloons*
2. *Show Revision In Line*

Reviewing Pane - *This Option Used To Help Show Revision In A Separate Window. You Can Use Either The Horizontal & Vertical .*



This Option Help To Access Other Option Such As Accepting all Changes In Document .

Accepting - *This Option Use To Accept , Change Comment & Move To Next Comment .*

Reject - *This Option Use To Reject The Current Comment Document . And Move To Next Changes.*

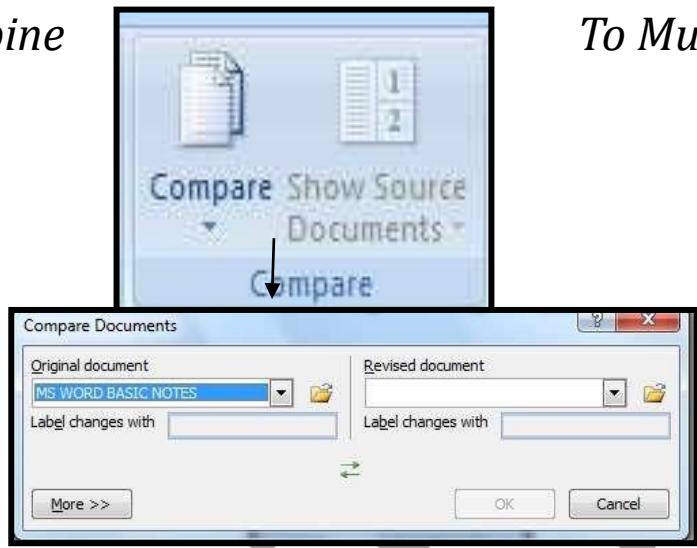
Previous - *Navigate The Previous Comment In The Document That You Can Accept & Reject It .*

Next - Navigate The Next Comment In The Document . That You Can Accept & Reject It .

Compare Or Combine Documents.

To Multiple

- Click



On
Compare
Option

- Select Different File Each Index

Show Sources Document - This Option Used To Show The Original , Revised Documents & Both .

- Click On Show Sources Option
- Click Any One That You Want .(Original , Revised)



This Option Used To How To People Can Access The Document .

- *Click On Protect Documents*
- *Click On Restrict & Formatting*
- *Tick On This Option*



- *Click On "Yes"*
- *Enter Your Password*
- *Ok*

If You Want Remove Protection In Your Document

- *Click On Stop Protection Option*
- *Enter Your Previous Password*
- *Ok*

VIEW

Print Layout

View The Documents As It Will Appear On The Printed Page.
Click On Print Layout Option.

Full Screen Reading - *View The Reading Full Document Reading .*
Click On Full Screen Option.

WEB LAYOUT

- *View The Document As It Like Web Page
Click On Full Web Layout Option.*

DRAFT

- View The Document As A draft Quickly Edit To Text.
Click On Full Draft Option.*

RULER

- Ruler Is Used To Measure Line Up Object In The Document.*

DOCUMENT MAP

- Open The Document Map That Show Headings*

GRIDLINES

- Turn To Gridline That You Can Align Object In Document.*

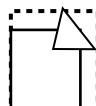
THUMBNAILS

- which you can use navigate a long document through small picture of each page.*



- Open A Zoom Dialog Box To Specify The Zoom Level Of The Documents*

- *Click On Zoom Option > Open Dialog Box.*
- *Zoom Your Page That You Want (75 % ,100 % ,200 %)*



- Set Your Page In Normal Margin (100%)*

100%*Click On This Option***ONE PAGE***Zoom The Documents So That An Entire Pages Fits In The Windows***Two Pages***Zoom The Documents So That An Two Pages Fits In The Windows***Page Width***Zoom The Documents So That The Width Of The Page Match The Width Of The Window .***NEW WINDOW***Open A New Window Containing A View Current Document.***ARRANGE ALL***Arrange All Open Program Window Side by Side on screen***SPILT***You can view different section of the document At the same time .***View side by side***- view two parts side by side so that You can compare their content***Switch window***- switch to a different currently open window .***Macros***click here to record or to access other macro point . You Can Run Create & Delete Macro.**Short key of macro - **ALT + F8***

Click On Macro Option



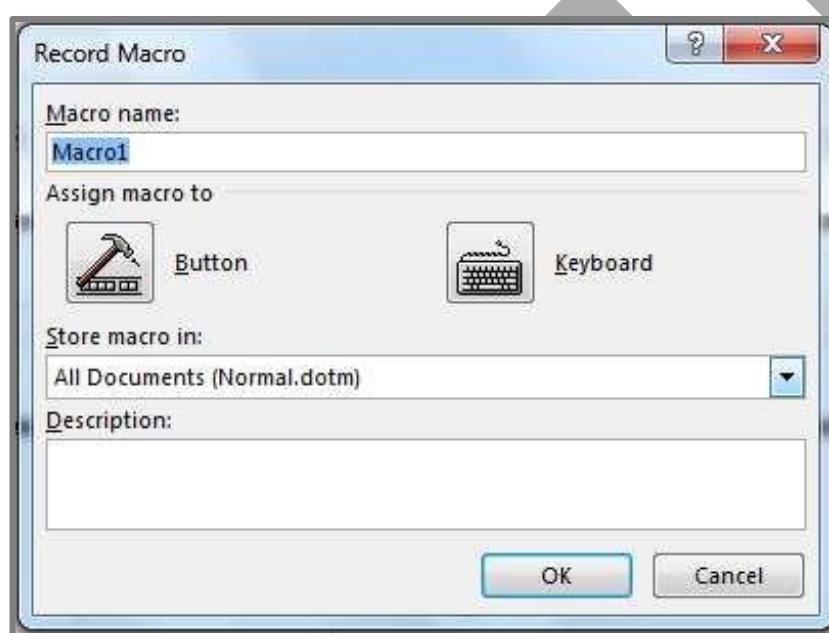
Click Record Macro



Click On Keyboard Option



Create Any Key



Click On Assign > OK

Create Any Activity

You Can Stop Recording & Check Preview . If You Want.

Click On Macro Option > Click On Stop

Stop Recording > Press Created Key

Short keys

<i>Ctrl + A</i>	<i>Select All</i>
<i>Ctrl + B</i>	<i>Bold</i>
<i>Ctrl + C</i>	<i>Copy</i>
<i>Ctrl + D</i>	<i>Duplicate</i>
<i>Ctrl + E</i>	<i>Align Center</i>
<i>Ctrl + F</i>	<i>Find</i>
<i>Ctrl + G</i>	<i>Go To Any Line</i>
<i>Ctrl + H</i>	<i>Replace</i>
<i>Ctrl + I</i>	<i>Italic</i>
<i>Ctrl + J</i>	<i>Justify</i>
<i>Ctrl + K</i>	<i>Hyperlink</i>
<i>Ctrl + L</i>	<i>Align Left</i>
<i>Ctrl + M</i>	<i>Text Move</i>
<i>Ctrl + N</i>	<i>New</i>
<i>Ctrl + O</i>	<i>Open New Window</i>
<i>Ctrl + P</i>	<i>Print</i>
<i>Ctrl + S</i>	<i>Save</i>
<i>Ctrl + Shift + D</i>	<i>Double Under Line</i>

<i>Ctrl + U</i>	<i>Underline</i>
<i>Ctrl + V</i>	<i>Paste</i>
<i>Ctrl + W</i>	<i>Close Document</i>
<i>Ctrl + X</i>	<i>Cut</i>
<i>CTRL + Y</i>	<i>Redo</i>
<i>Ctrl + Z</i>	<i>Undo</i>
<i>Shift +F3</i>	<i>Text Change Case</i>
<i>Ctrl + Alt +1</i>	<i>Text Change To Heading</i>
<i>Ctrl+F2</i>	<i>Print Preview</i>
<i>Ctrl+ Shift +C</i>	<i>Copy Formatting</i>
<i>Ctrl+ Shift +V</i>	<i>Paste Formatting</i>
<i>Ctrl +Shift+ F</i>	<i>Change Font</i>
<i>Ctrl +Shift + P</i>	<i>Change Font Size</i>
<i>Ctrl + Shift +></i>	<i>Increase Font</i>
<i>Ctrl +Shift + <</i>	<i>Decrease Font</i>
<i>Ctrl + =</i>	<i>Subscript</i>
<i>Ctrl + Shift + +</i>	<i>Superscript</i>
<i>Ctrl + Shift + *</i>	<i>Paragraph Mark</i>
<i>Ctrl + Enter</i>	<i>Page Break</i>
<i>F7</i>	<i>Check Spelling Grammar</i>
<i>Ctrl +Shift +E</i>	<i>Track Change Of Comments</i>
<i>Alt +Ctrl +F</i>	<i>Insert Footnote</i>
<i>Alt +Ctrl +D</i>	<i>Insert Endnote</i>
<i>Alt + Ctrl + S</i>	<i>Split A Window</i>
<i>Ctrl + Alt + V</i>	<i>Paste Special</i>
<i>Alt +Ctrl +O</i>	<i>Outline View</i>
<i>Alt +Shift +X</i>	<i>Mark Entry</i>
<i>Alt+ Shift +I</i>	<i>Mark Citation</i>
<i>Ctrl + Home</i>	<i>Beginning Of The Document</i>

<i>Ctrl + End</i>	<i>Move To The End Of Document</i>
<i>Shift + F5</i>	<i>Move To Last Point You Were Editing Before Close The Document</i>
<i>Backspace</i>	<i>Delete Text To Left</i>
<i>Ctrl + Backspace</i>	<i>Delete One Word To Left</i>
<i>Delete</i>	<i>Delete The Text To Right</i>
<i>Ctrl + Delete</i>	<i>Delete One Word To Right</i>
<i>Ctrl+1</i>	<i>Set Single Spacing</i>
<i>Ctrl+2</i>	<i>Set Double Spacing</i>
<i>Ctrl+5</i>	<i>Set 1.5 Line Spacing</i>
<i>Ctrl + 0</i>	<i>Remove one Line Spacing</i>

Powerpoint

1. What is Powerpoint ?

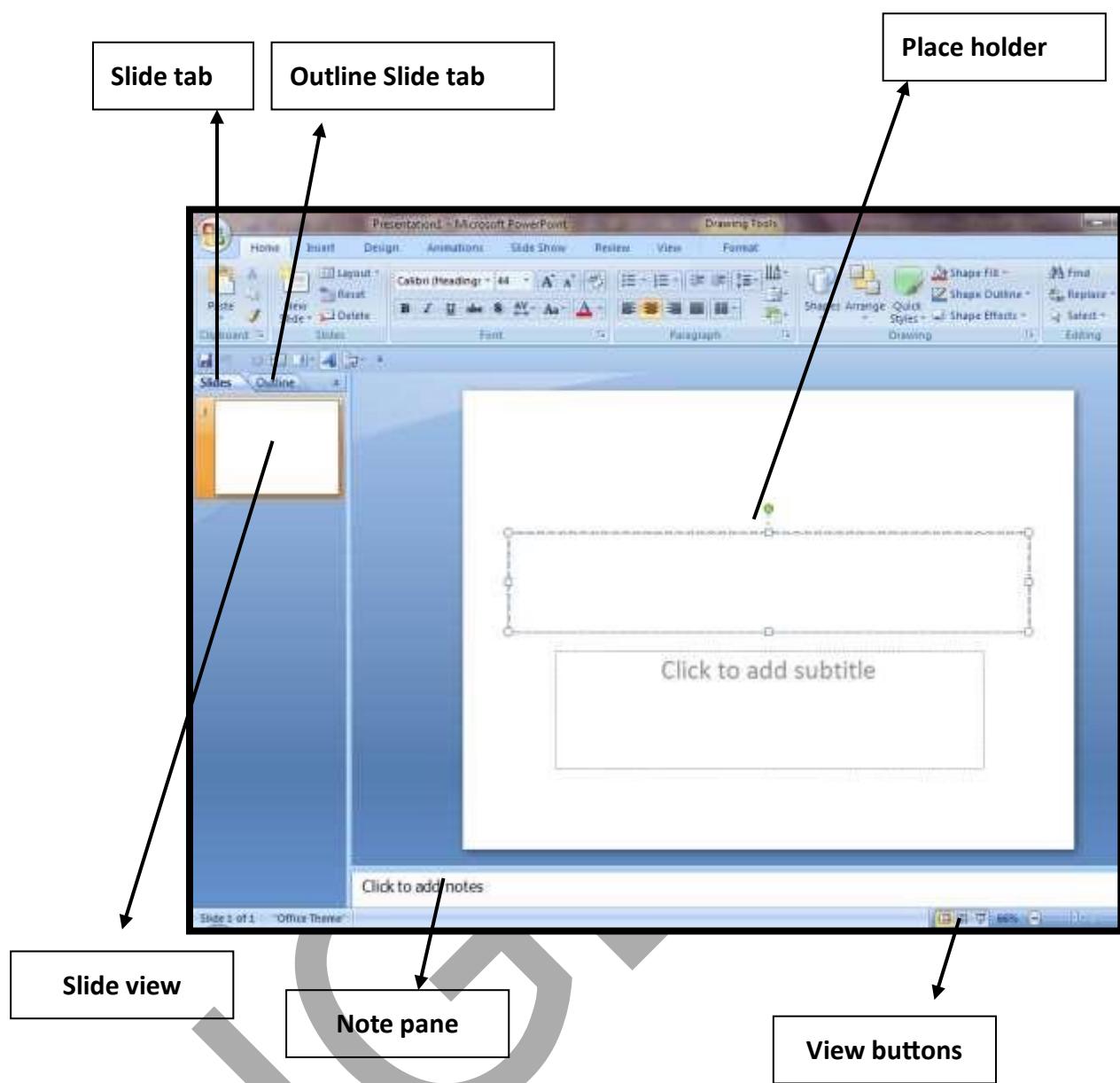
Powerpoint(PPT) Is A Powerful Presentation Graphic Software Program That Allows You To Create Professional Looking Electronic presentation Slide. It Most Often Used To Business & School Presentation. Powerpoint Created By Robert Gaskin And Dennis Austin. It was released on 20 April ,1987.

Getting stated power point 2007 :

Click start button on taskbar click all programs click on Microsoft office
 Click on Microsoft office powerpoint 2007.

By keyboard press window key + R > type powerpnt > ok

The following powerpoint window will appear on the screen as shown below



Design & layout theme

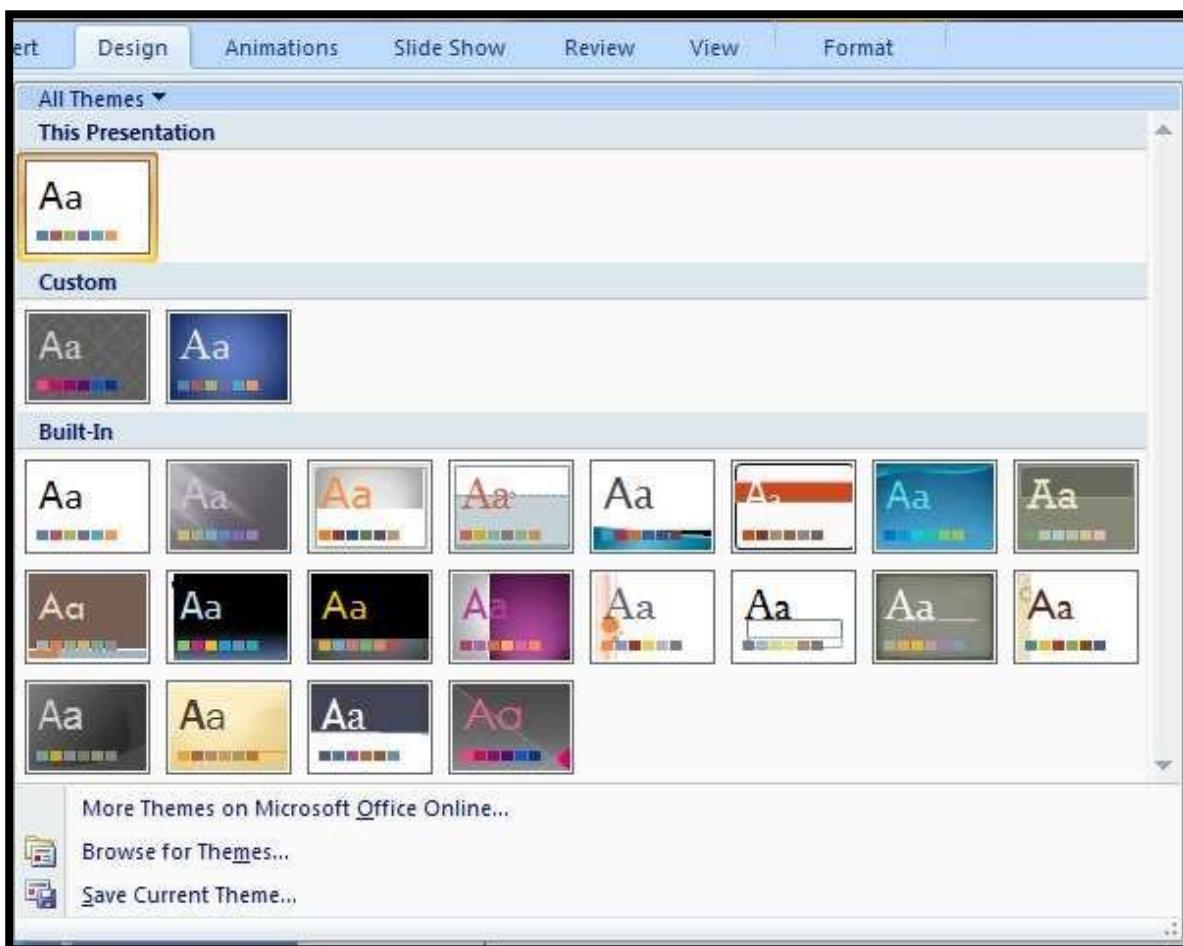
- Microsoft office powerpoint 2007 offers to different ways to create new presentation. you can choose from any of the following method, depending on your needs.
- Blank presentation – to create customized presentation.
- Installed presentation – to create presentation using a design new presentation.

A theme is a predefined combination of colors, fonts and effect can be applied to your presentation. Each has additional background styles associate with it can be applied to the slide to modify them

To Apply Theme :

- Select design tab□
- Located the theme group . each image represent a theme□

- Click on drop-down arrow to access more them. □
- Click any theme to apply it to the slides. □



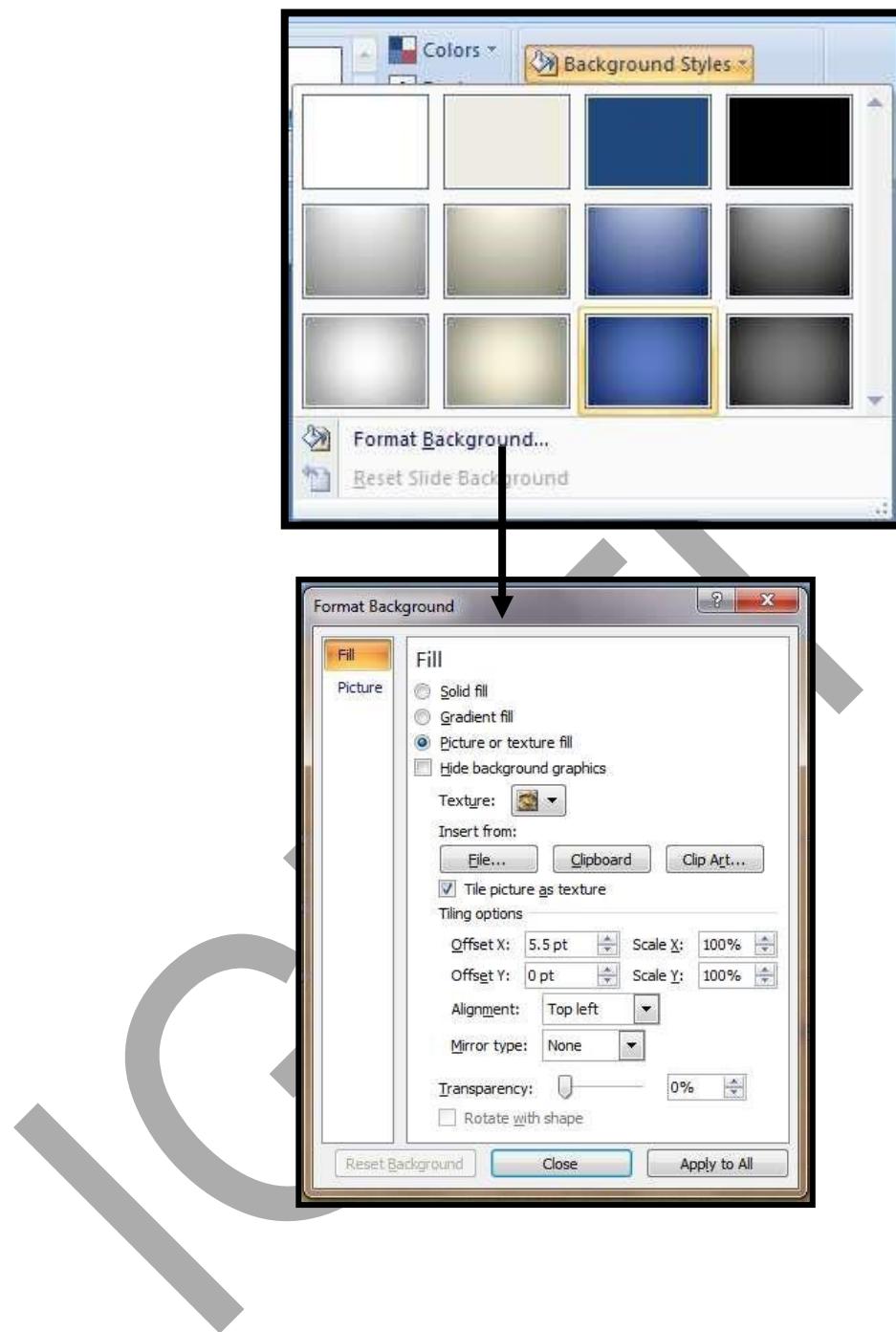
- You can additional theme on Microsoft office online or create own.

Font that are change with the font size and style menu will not change when you apply a new theme.

Apply background style :

Background style can be appeared to your slide after a theme applied .the style are fill variation based on theme color. the colors are different based on the theme colors.

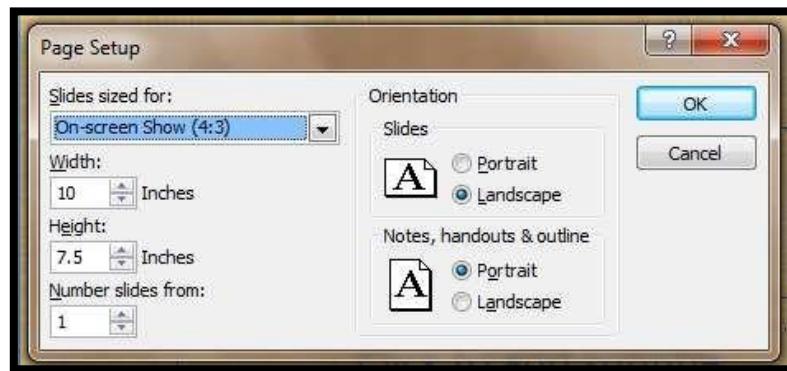
- Click on background style □
- You can select format background from the menu to open a dialog box and make change to the background color.□



How to change the slide size

You can easily change size of slide in ppt .

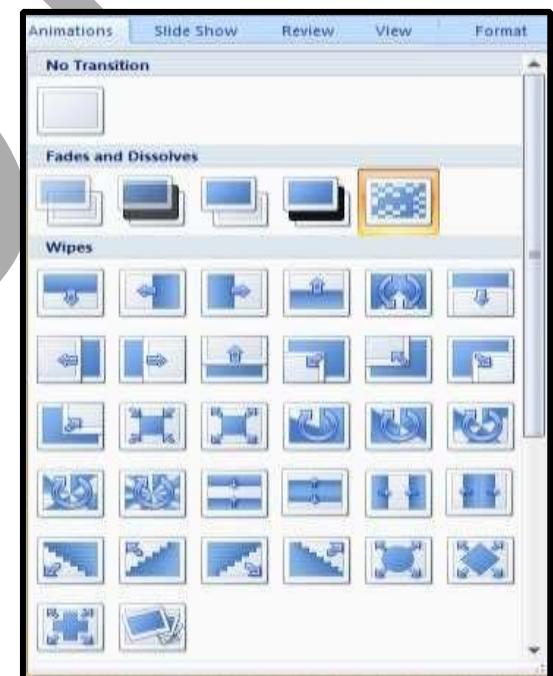
- Click On The Insert Tab.
- Click on page setup. A dialog box will be appear.
- To Change The Accept Ratio.



Animation tab

On the animation tab the advance pane. It can help make presentation more dynamic. type & duration of animation effects applied to text or object on a slide. The most common types of animation affects included entrance and exits. You can added sound to increase the intensity of your animation effects.

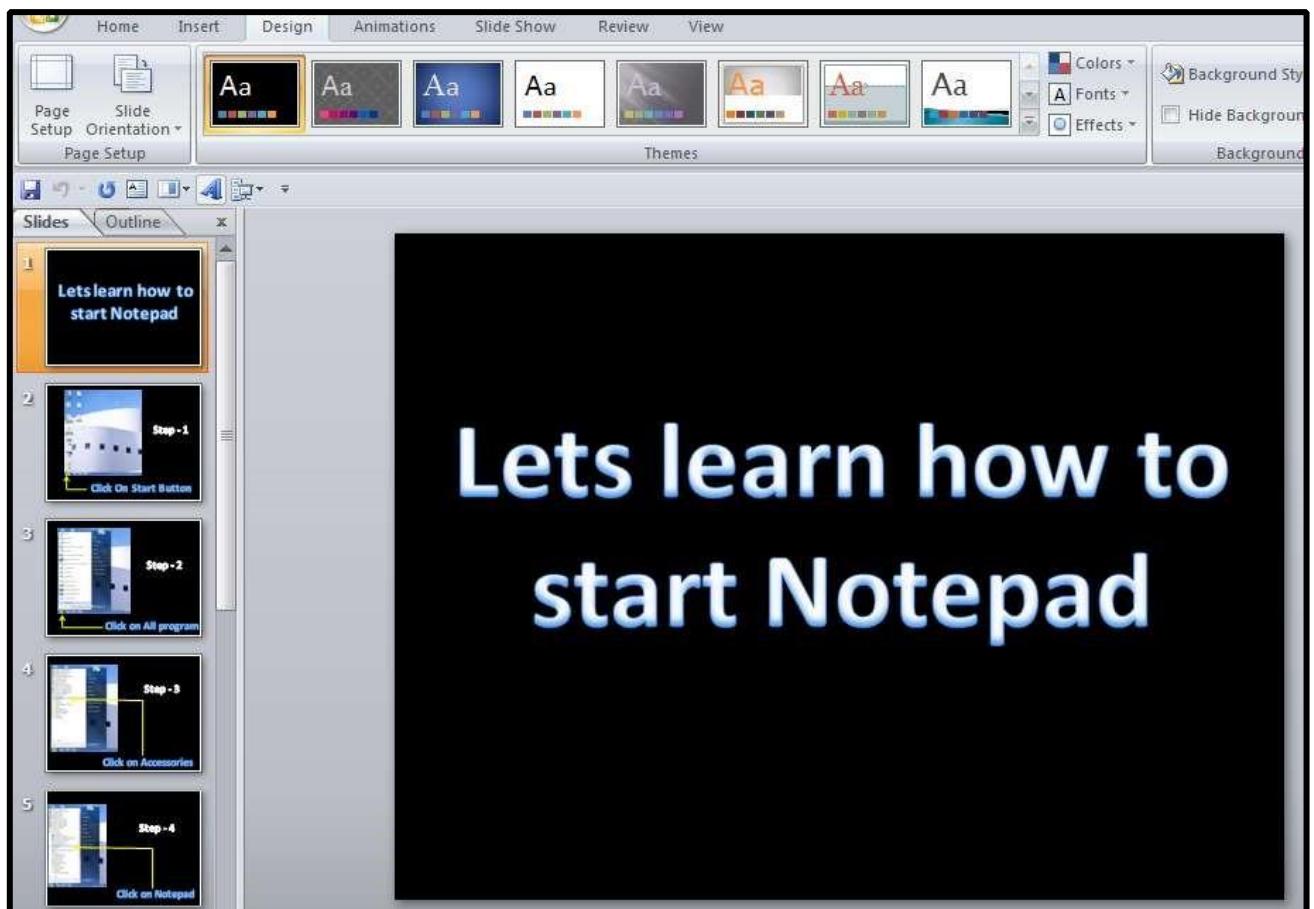
- Click on animation tab
- Click on drop down list .you have given many Animations.



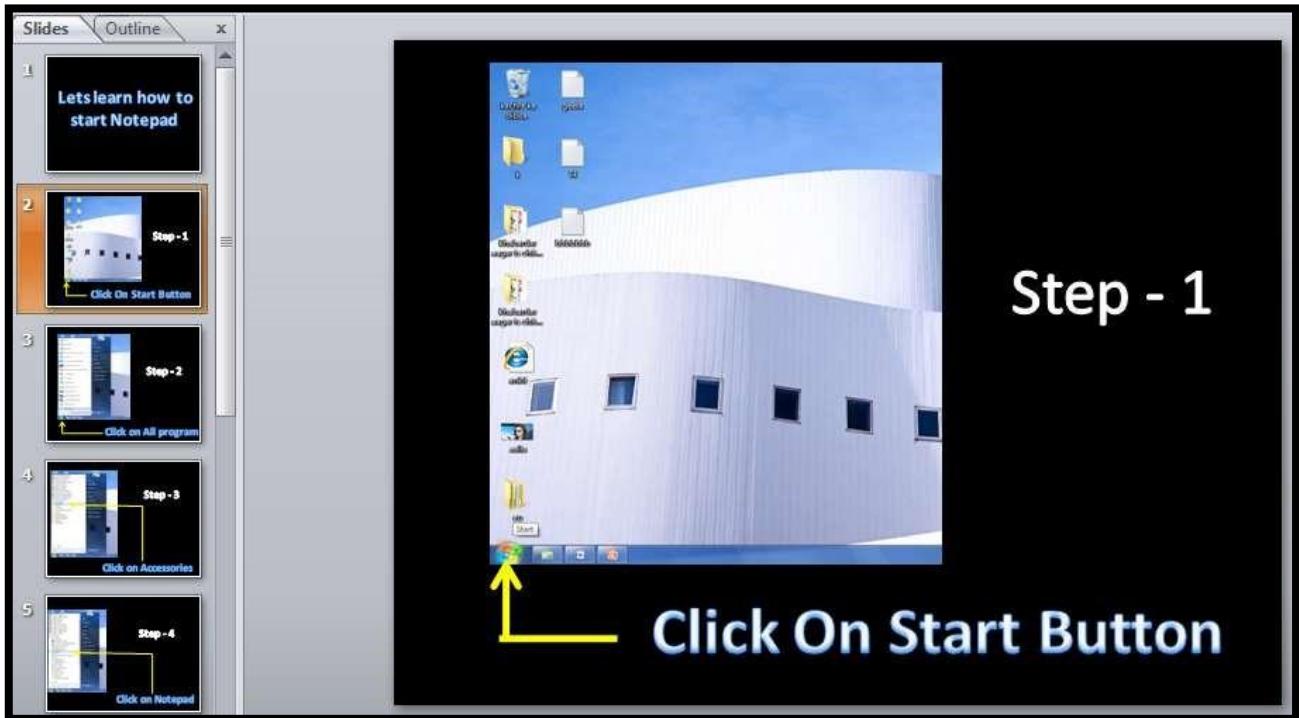
Lets Create Text Presentation With Multi Animations. We will create a Text presentation. We will present “step of open Notepad” with Animations.

- Click on design tab
- Click on background style option & apply any style on page.

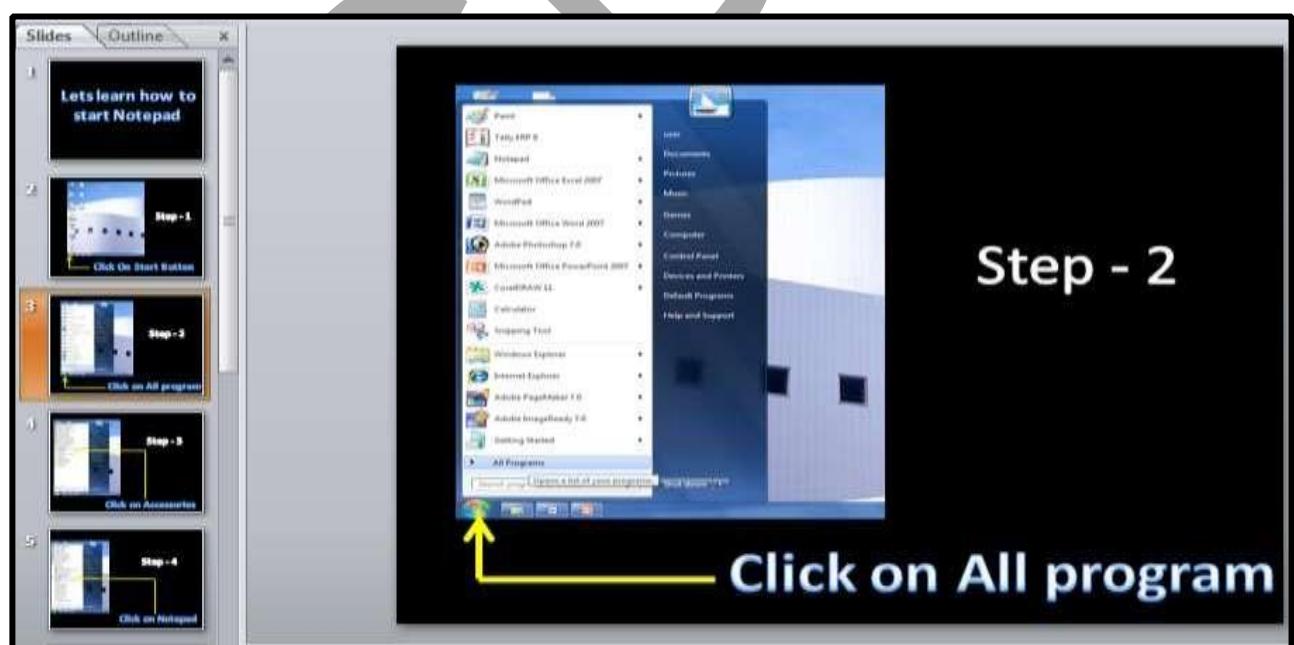
- select text box Insert your text



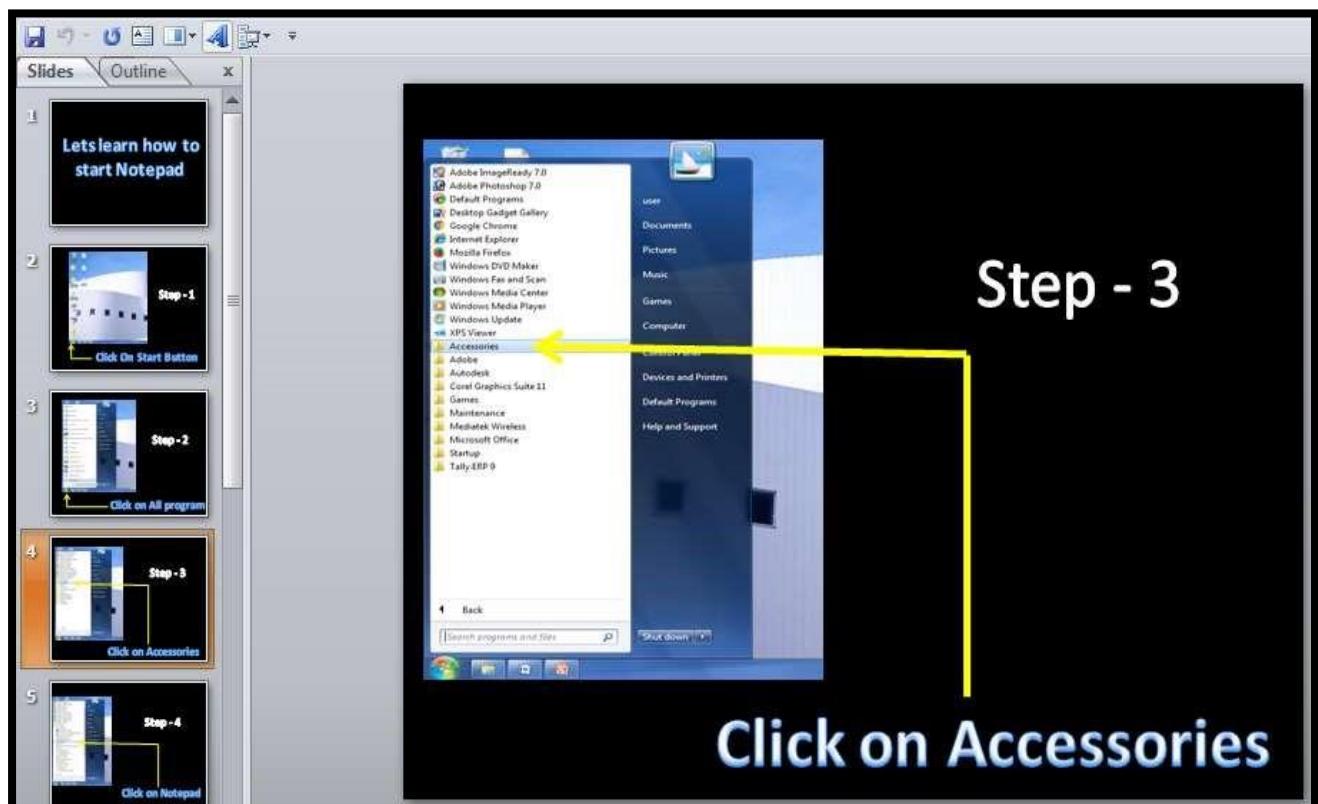
- Right click on home tab
- Click on new slide
- Click blank slide (CTRL+ M)
- Click on text box & insert your text.



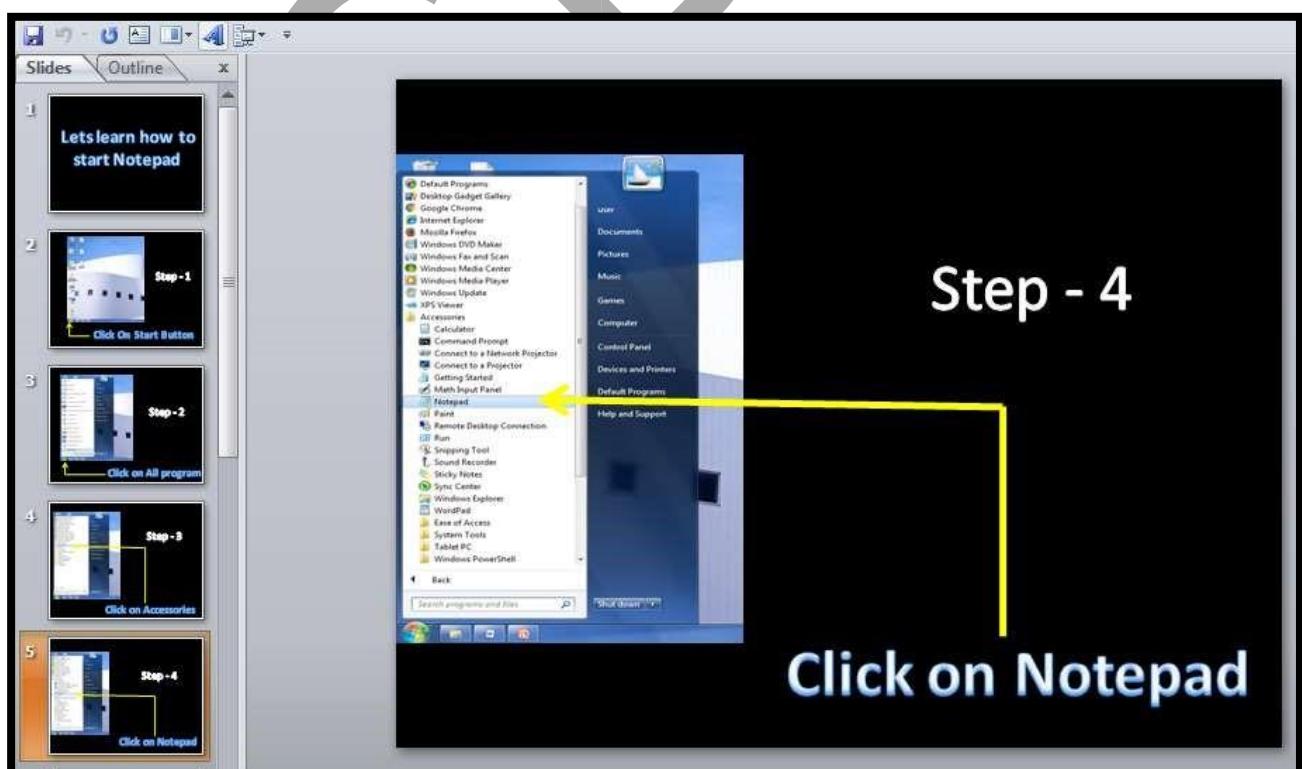
- Press CTRL + M (new slide)
- Click on text box & insert your text.



- Press CTRL + M (new slide)
 - Click on text box & insert your text

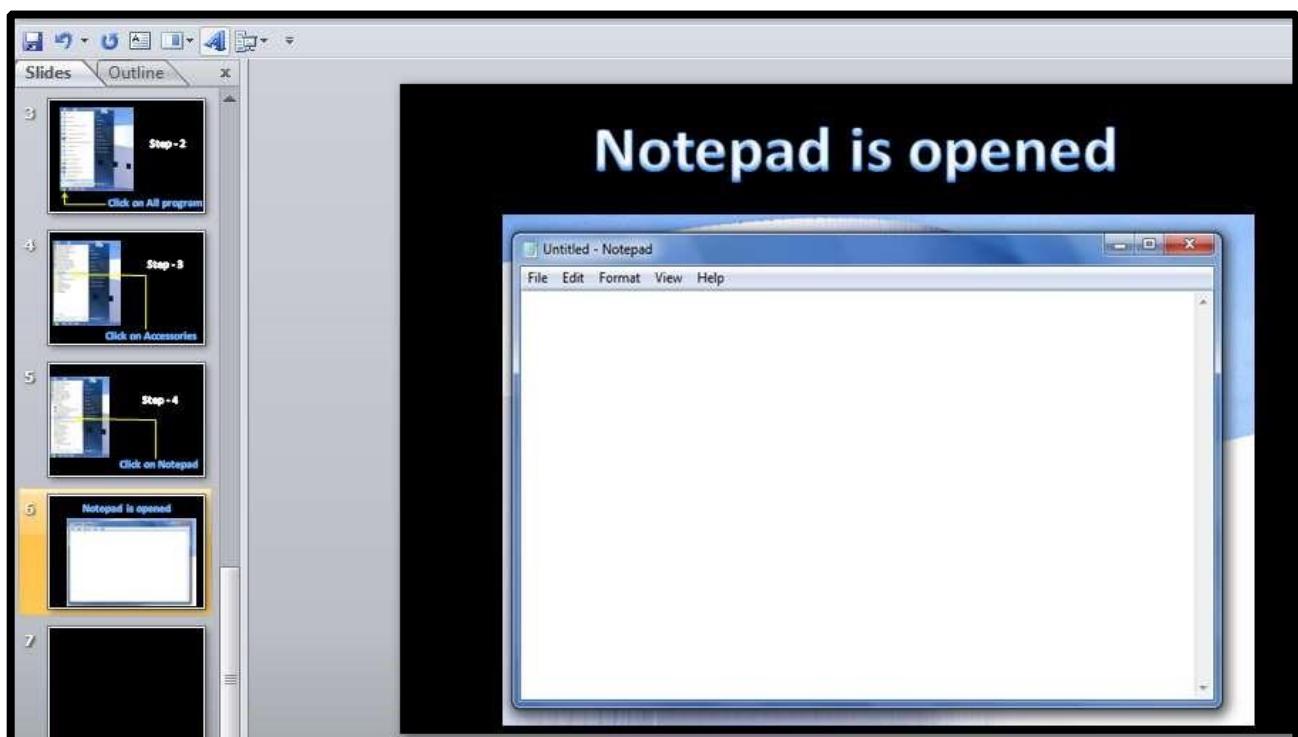


- Press CTRL + M (new slide)



- Click on text box & insert your text.
- Press CTRL + M (new slide)

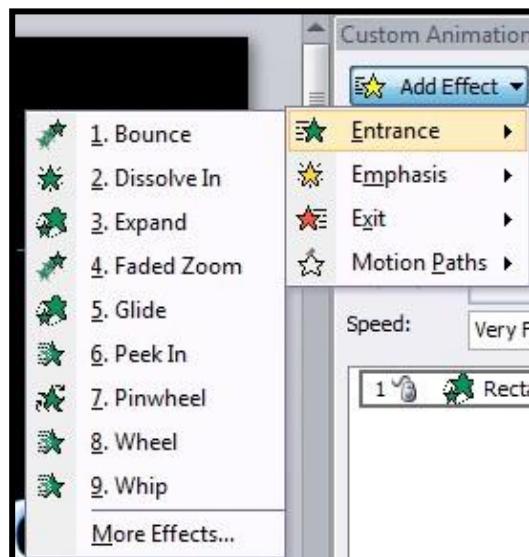
- Click on text box & insert your text.



To Applying Animations

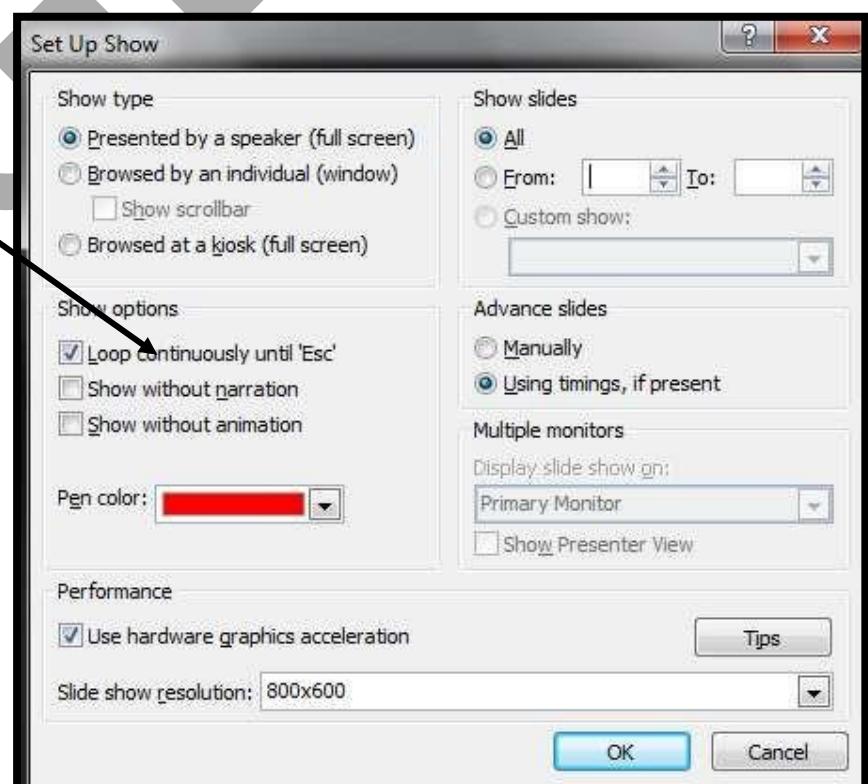
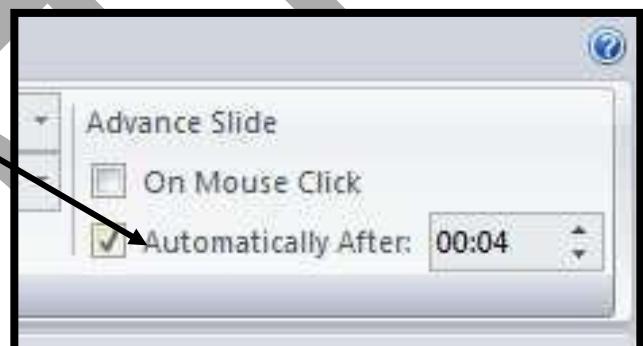
- Select the text or object on the slide you want to animate.
- Select the animation tab.
- Click on custom animation drop-down menu in animation group like- Entrance, Exit, Motion. Apply any animation in each slides.
- Click on play button to see animation view in normal view.





⇒ To preview an animation effects. ⇒

- Click on animation tab
- click on automatically after option



- insert timing
- click on apply to all

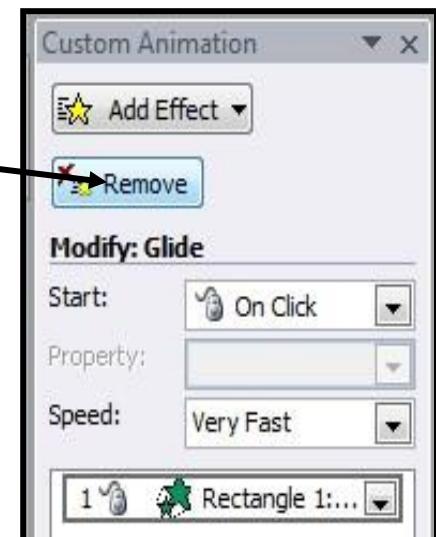
- click on slide show tab
- click on setup slide show
- Tick on – loop continuously until option.
- Click on ok

- Press **f5** (presentation view)
To Return Normal View – Press **ESC Key**.

⇒ How To Remove Animation. ⇒

In ppt you can remove & modify animations apply to an object for another .

- Click on animation tab
- click on custom animation
- click on animated object
- click on remove button for remove animation
- Or click on add effect button for modify animation



⇒ Short Key Of Powerpoint ⇒

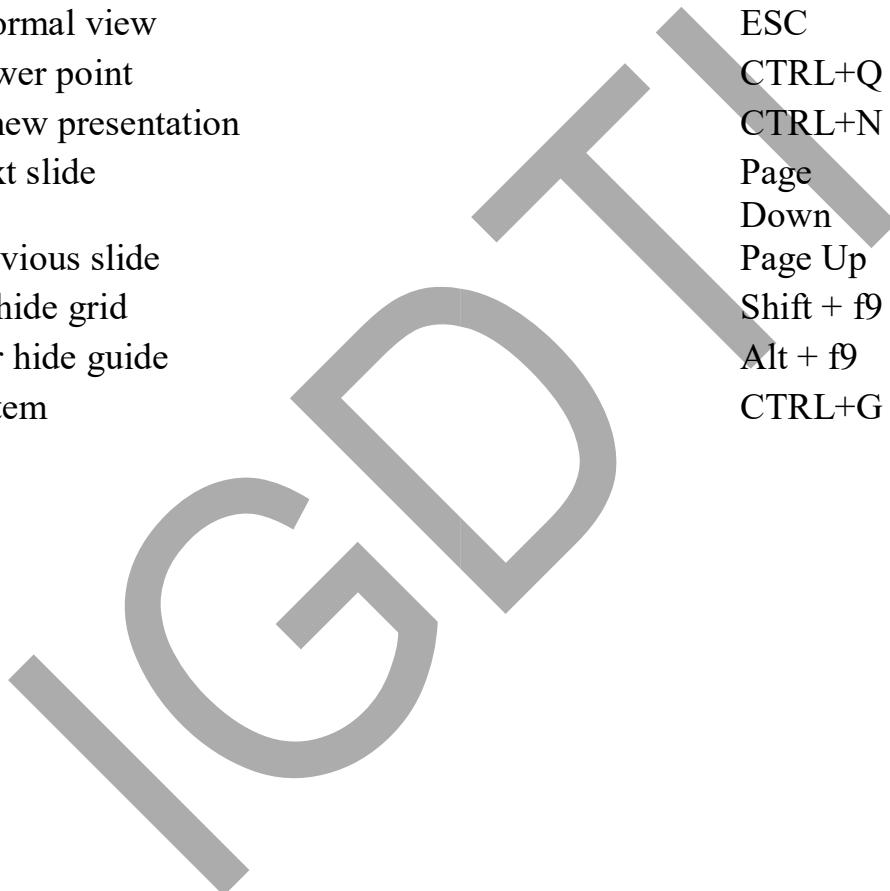
To do this

1. Duplicate object & text box.
2. Insert new slide
3. Animation preview
4. Return normal view
5. Close power point
6. Create new presentation
7. Go to next slide

8. Go to previous slide
9. Show or hide grid
10. Show or hide guide
11. Group item

Press

CTRL +
D
CTR+N
f5
ESC
CTRL+Q
CTRL+N
Page
Down
Page Up
Shift + f9
Alt + f9
CTRL+G



MS-Access

1.What is Ms- Access?

Microsoft office access is a database management system used to store and manage data & is made for business and enterprises users. That help you store information for reference, reporting and analysis. It was first released on 13 Nov. 1992.(first version 1.0)

Component of ms access

- Tables
- Queries
- Relationship
- Macros
- Form
- Report
- Module

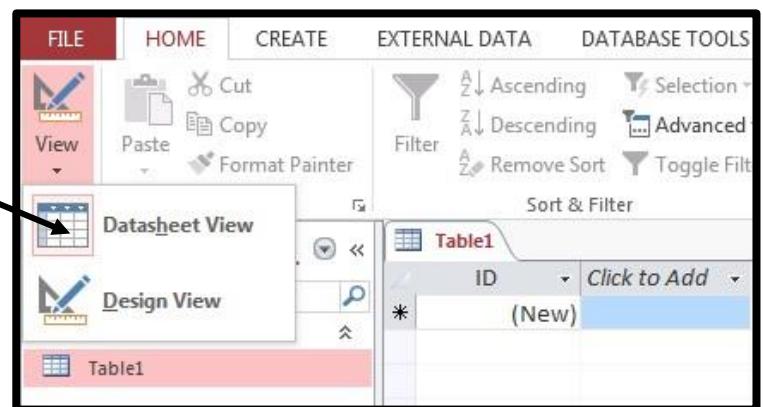
How to open ms-access

Click on start button > click on all program > click on Microsoft office > click on Microsoft office access .

1. Table Design

- ⇒ Open ms – access
- ⇒ Click on blank database.
- ⇒ Insert your file name > create

- ⇒ Click on Home.
- ⇒ click on view option > click on design view option.



iGDT

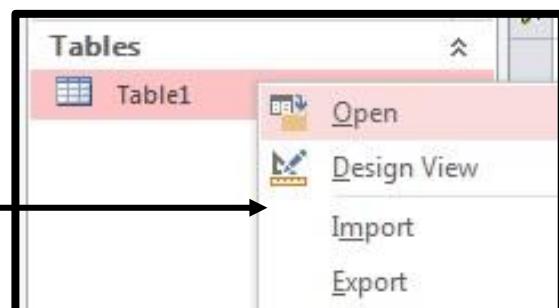
- ⇒ Insert your table name
- ⇒ Click on ok



- ⇒ Enter the name of field that you want to use. & click the data type arrow a data type for the field. Like- text, numbers, hyperlink, & attachment.
- ⇒ When you finish adding field click the close button
- ⇒ Click yes to save your changes

Field Name	Data Type
ID	AutoNumber
NAME	Short Text
LAST NAME	Short Text
CONTECT NO	Number
ADDRESS	Long Text
EMAIL ID	Hyperlink
PHOTO	Attachment

- ⇒ Right click on table option
- ⇒ Click on "open"



- ⇒ Insert your data.

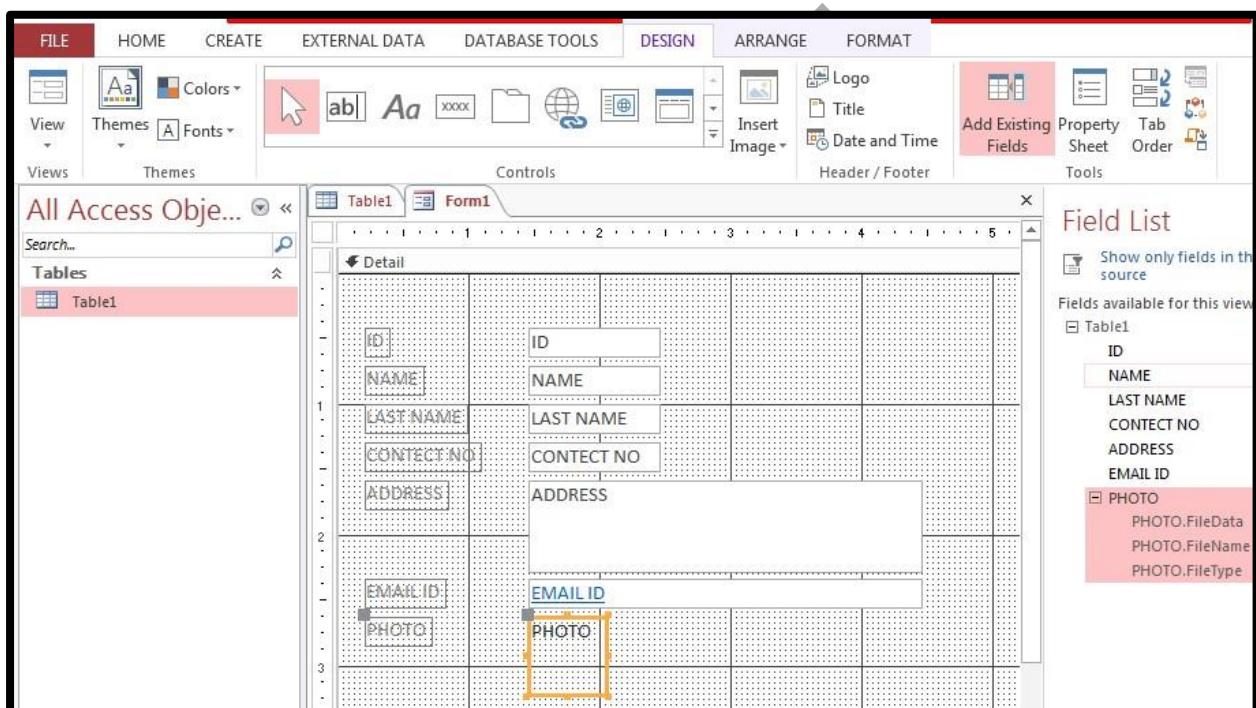
ID	NAME	LAST NAME	CONTECT NO	ADDRESS	EMAIL ID	0	Click to Add
1	SHIVANI	GUPTA	567656566	BLB	shivani@gmail	0(0)	
2	KRISHNA	SHARMA	676767676	FARIDABAD	krishna@gmsil	0(0)	
(New)				0		0(0)	

- ⇒ click on close button
- ⇒ save
- ⇒ ok

2. Form Design

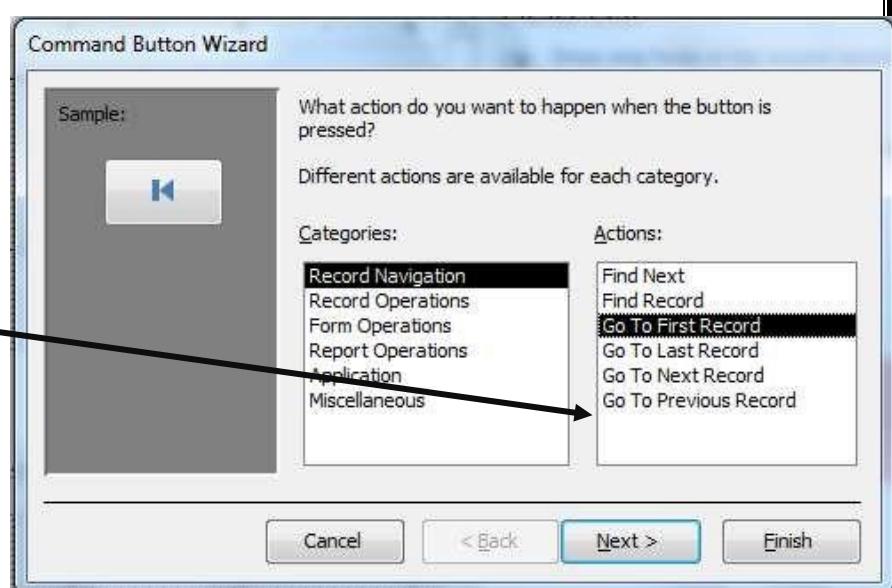
After generate table you can create a form & controls from buttons.

- ⇒ Click on create tab
- ⇒ Click on form Design Option (display the field list)
- ⇒ Double click on each field (table that contain the field that you want to see on the form)

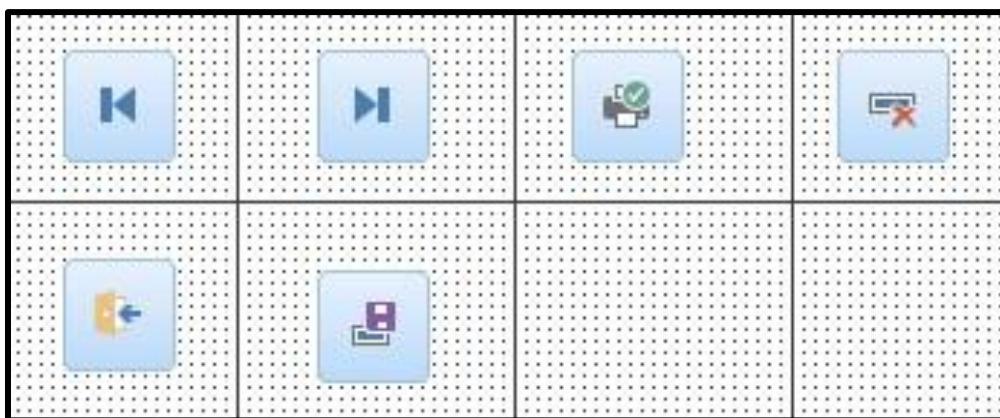


Creating buttons in access –

- ⇒ Click on button option
Create button on form
(a dialog box will be open after create button)
- ⇒ Set command on each buttons
- ⇒ Click on next
- ⇒ Click on finish



- ⇒ After create buttons the display of button below :



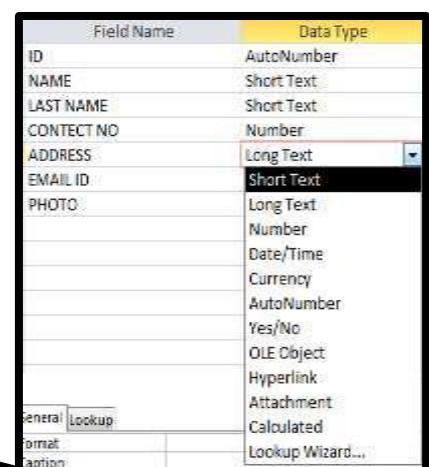
Check Form view –

- ⇒ Click on view option
- ⇒ Click on form view option
- ⇒ Click on each buttons for open command. (that you want set on each buttons)

ID	1
NAME	SHIVANI
LAST NAME	GUPTA
CONTECT NO	567656566
ADDRESS	BLB
EMAIL ID	shivani@gmail.com
PHOTO	[Empty Placeholder]
<input type="button" value="◀"/> <input type="button" value="▶"/> <input type="button" value="🖨"/> <input type="button" value="✖"/> <input type="button" value="⏪"/> <input type="button" value="⏩"/>	
Print Record	

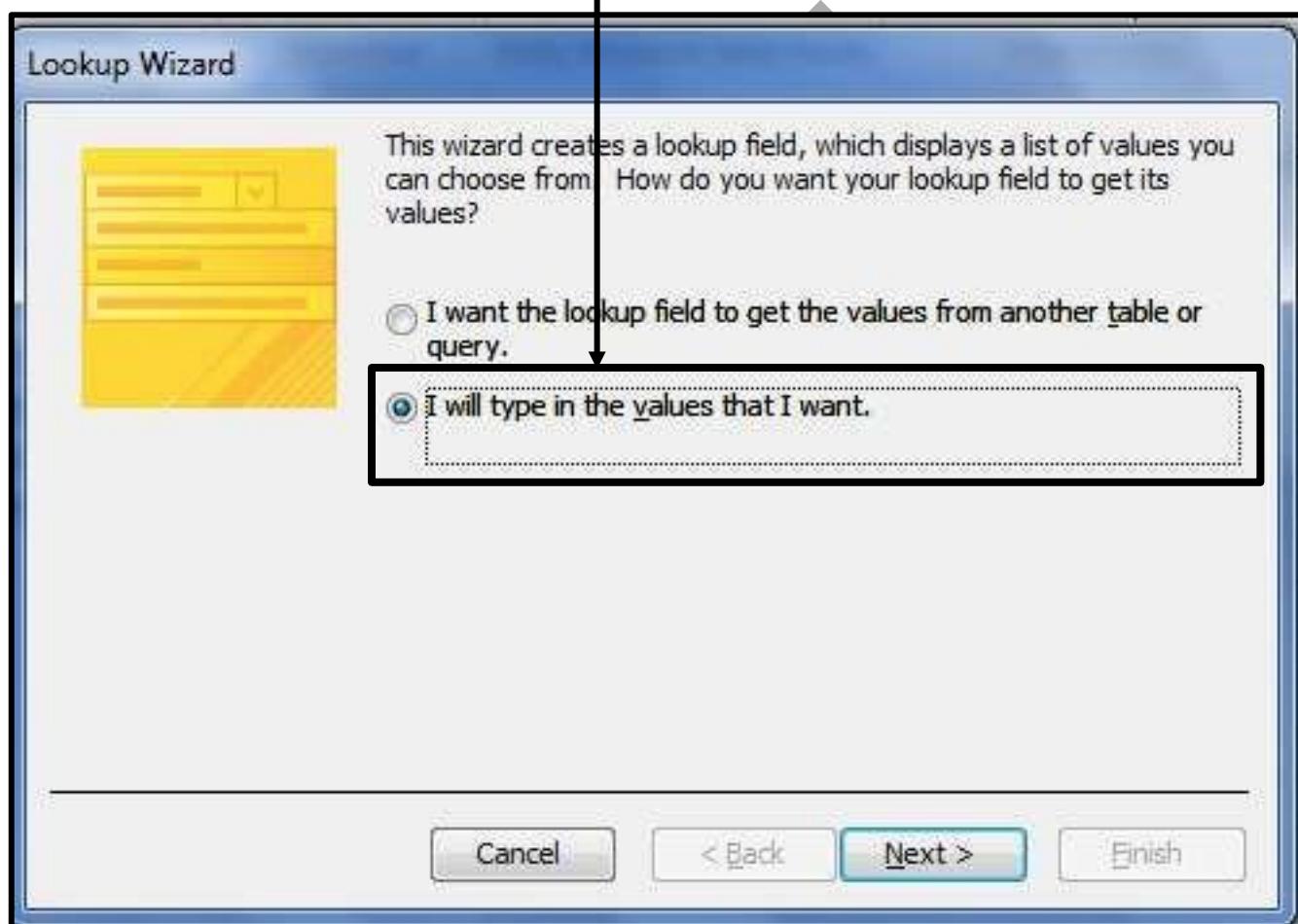
3. Create drop down list (lookup wizard)

- ⇒ After Design table click on design view
- ⇒ Click on data type of any field
- ⇒ Click on drop down button



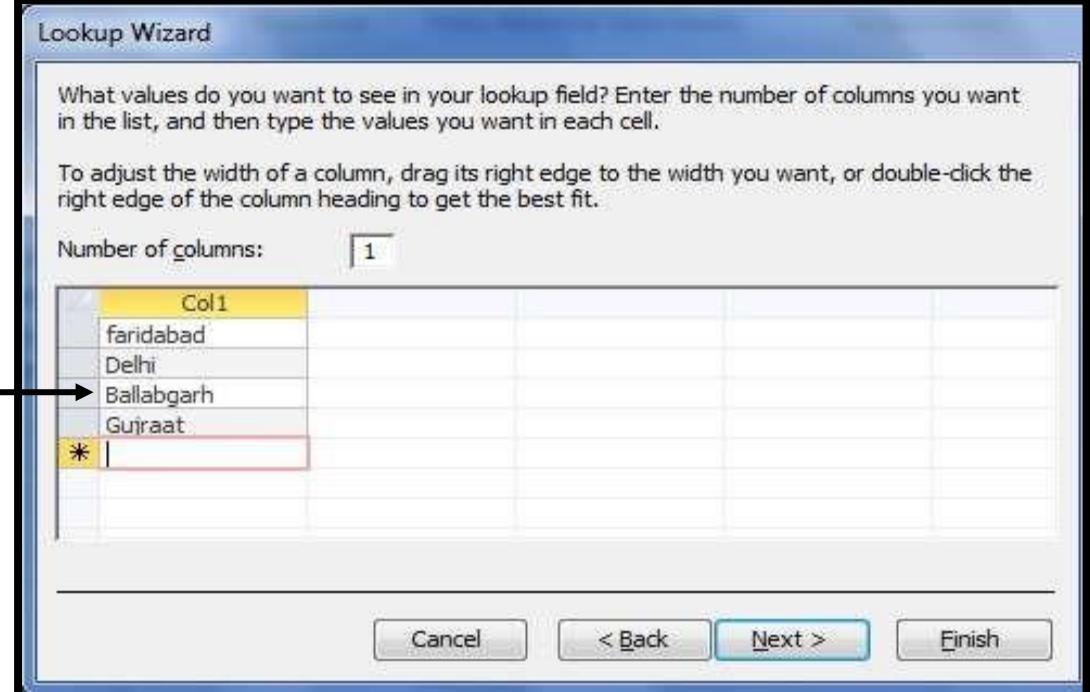
⇒ Click on lookup wizard

⇒ Click on this option



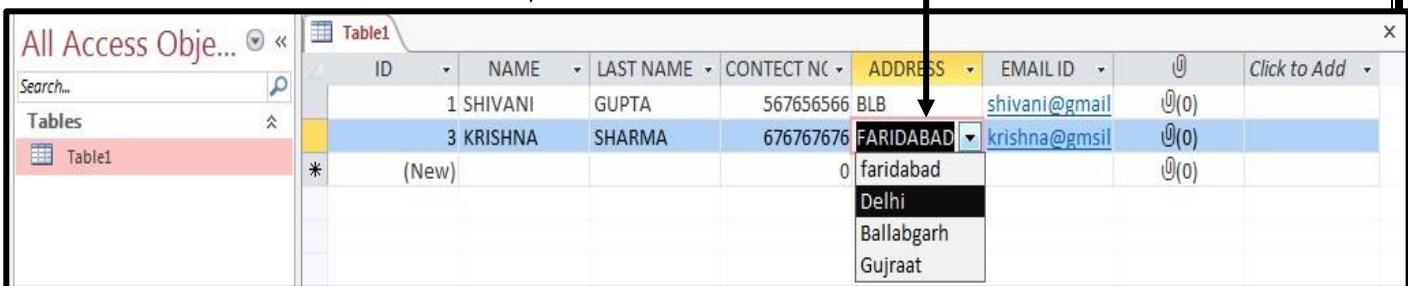
⇒ click on next

⇒ Insert your data in columns



IGD'

- ⇒ Click on next
- ⇒ Click on finish
- ⇒ Open table



The screenshot shows the Microsoft Access ribbon with 'File' selected. A dropdown menu is open over a table cell containing 'FARIDABAD'. The menu lists several suggestions: 'faridabad', 'Delhi', 'Ballabgarh', and 'Gujraat'. The suggestion 'Delhi' is highlighted.

ID	NAME	LAST NAME	CONTACT NO	ADDRESS	EMAIL ID	0	Click to Add
1	SHIVANI	GUPTA	567656566	BLB	shivani@gmail	0(0)	
3	KRISHNA	SHARMA	676767676	FARIDABAD	krishna@gmsil	0(0)	
*	(New)			0 faridabad Delhi Ballabgarh Gujraat		0(0)	

IGDTUW

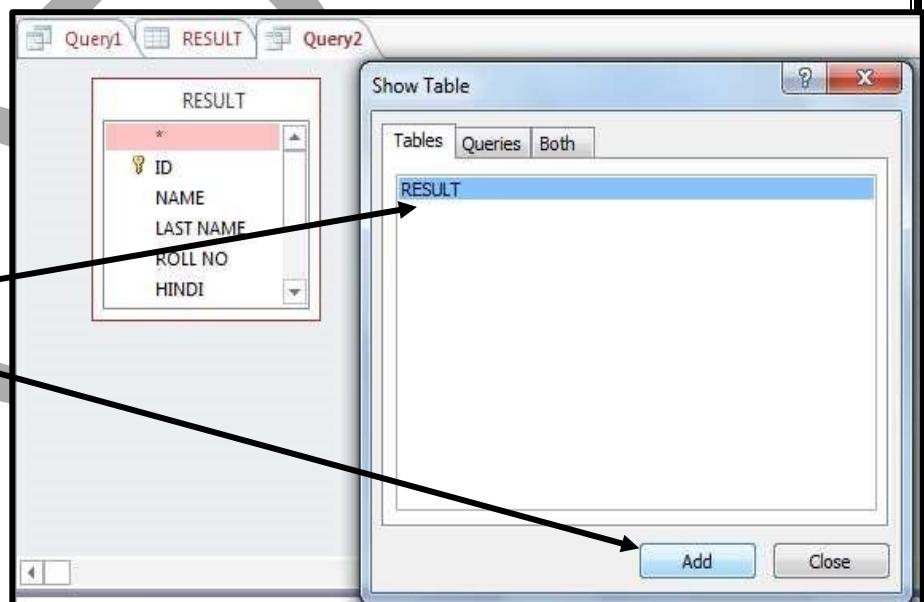
4. Generate Marksheets

- ⇒ Open ms – access
- ⇒ Click on blank database option. ⇒ Insert your file name > create ⇒ Click on Home.
- ⇒ Click on view option > click on design view option

- ⇒ Insert your table name
- ⇒ Click on ok
- ⇒ Enter the name of field that you want to use. & click the data type arrow a data type for the field. Like- text, numbers & hyperlink.

	Field Name	Data Type	Description (Optional)
ID	AutoNumber		
NAME	Short Text		
LAST NAME	Short Text		
ROLL NO	Number		
HINDI	Number		
ENGLISH	Number		
ACCOUNT	Number		
BUISNESS	Number		
ECONOMICS	Number		

- ⇒ click on close button
- ⇒ yes
- ⇒ ok
- ⇒ click on create
- ⇒ click on query design option
- ⇒ click on file name
- ⇒ click on Add
- ⇒ Click on close
- ⇒ A dialog box will be open “press CTRL+ A” on dialog box for select all field



- ⇒ Drag this field with mouse left click (bottom)

The screenshot shows the Microsoft Access interface. In the top navigation bar, there are three tabs: 'Query1', 'Query2', and 'Query3'. Below the tabs, the 'Tables' section lists 'RESULT' (which is highlighted in pink), and the 'Queries' section lists 'Query1'. The main area displays a 'RESULT' form with fields: ROLL NO, HINDI, ENGLISH, ACCOUNT, BUISNESS, and ECONOMICS. Below the form is a query design grid. The grid has three columns labeled 'ACCOUNT', 'BUISNESS', and 'ECONOMICS'. Under 'Table:', it says 'RESULT' for all three columns. Under 'Sort:', there are checkmarks for the first three columns. Under 'Show:', there are checkboxes for each column; the first three are checked, while the last three are unchecked. A large black arrow points from the 'RESULT' form down to the 'ACCOUNT' field in the grid.

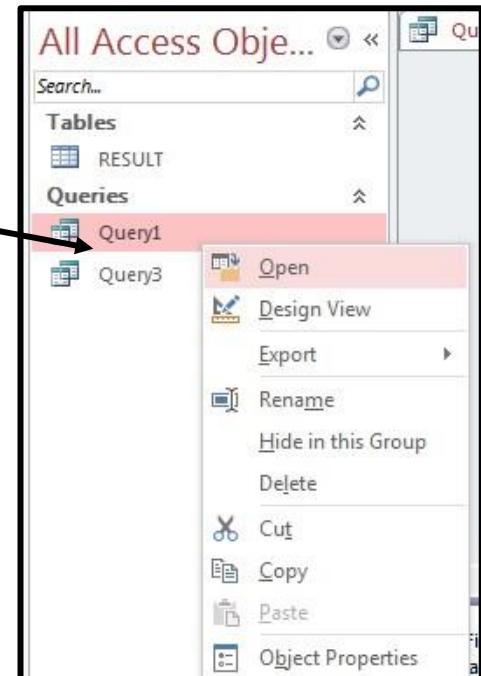
Insert formula:

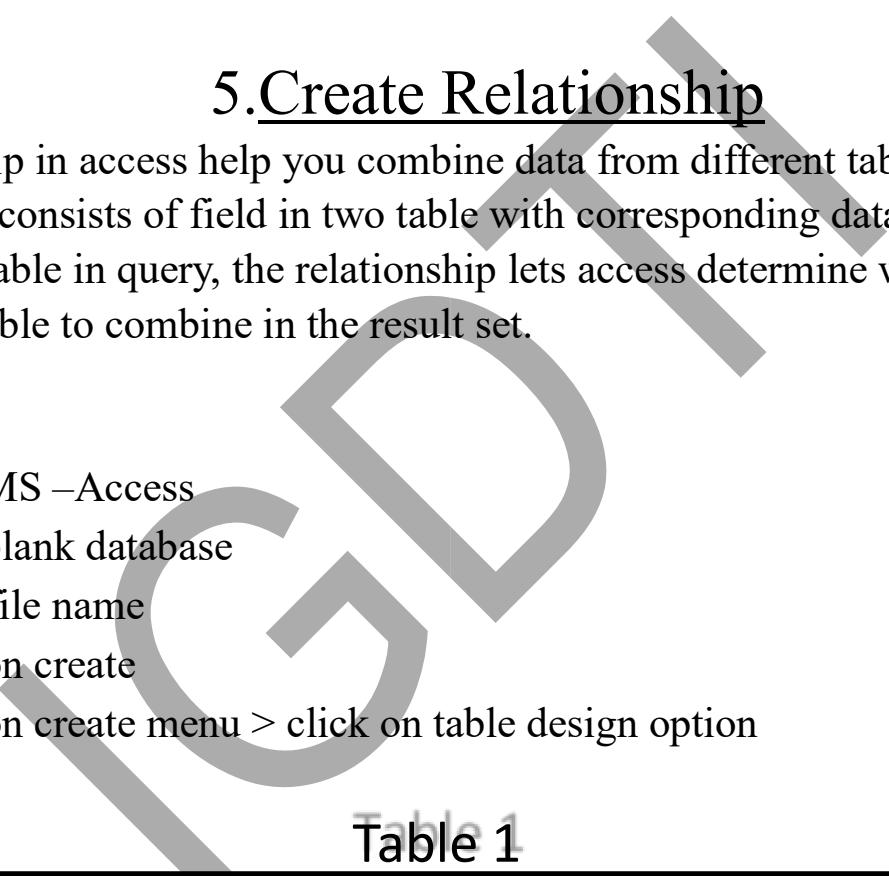
Total: Hindi+ English+ Account+ Business+ Economics - Press Enter

Per: Total/5

- ⇒ Click on close button
- ⇒ Click on ok
- ⇒ Right Click on your query name.

- ⇒ Click on open





All Access Obj... «

Tables RESULT

Queries Query1

ROLL NO	HINDI	ENGLISH	ACCOUNT	BUISNESS	ECONOMICS	TOTAL	PER
120	85	96	85	74	85	425	85
*	0	0	0	0	0	0	

5. Create Relationship

A relationship in access help you combine data from different tables. Each relationship consists of field in two table with corresponding data. When you use related table in query, the relationship lets access determine which record from each table to combine in the result set.

- ⇒ Open MS –Access
- ⇒ Click blank database
- ⇒ Insert file name
- ⇒ Click on create
- ⇒ Click on create menu > click on table design option

Table 1



All Access Obj... «

Tables detail 1

detail 2

Table1

Queries

Field Name	Data Type
ID	AutoNumber
reg no	Number
student name	Short Text
father name	Short Text
contect no	Number
e mail address	Hyperlink

- ⇒ Click on close button
- (you have to be create two file with different fields)

⇒ Click on create menu > click on table design option ⇒ on

Table 2

This screenshot shows the Microsoft Access Table Design View. On the left, there is a list of tables: 'detail 1' (selected), 'detail 2' (highlighted in red), and 'Table1'. The main area displays the structure of 'Table 2' with the following fields:

Field Name	Data Type
reg no	Number
course name	Short Text
address	Long Text
date of birth	Short Text
date of admission	Short Text

⇒ Click on close button

⇒ Right click table 1 > open > fill details in table 1

Table 1

This screenshot shows the Microsoft Access Datasheet View for 'Table 1'. The table structure includes columns for ID, reg no, student name, father name, contact no, and e-mail address. The data is as follows:

ID	reg no	student name	father name	contact no	e-mail address
1	1050	shivani	mr sandeep	767676766	shivani@gmail.com
2	1051	krishna	mr ram singh	675675565	krishna@gmail.com
3	1052	anjali	mr raghuveer	776767676	anjali@gmail.com

⇒ Click on close button

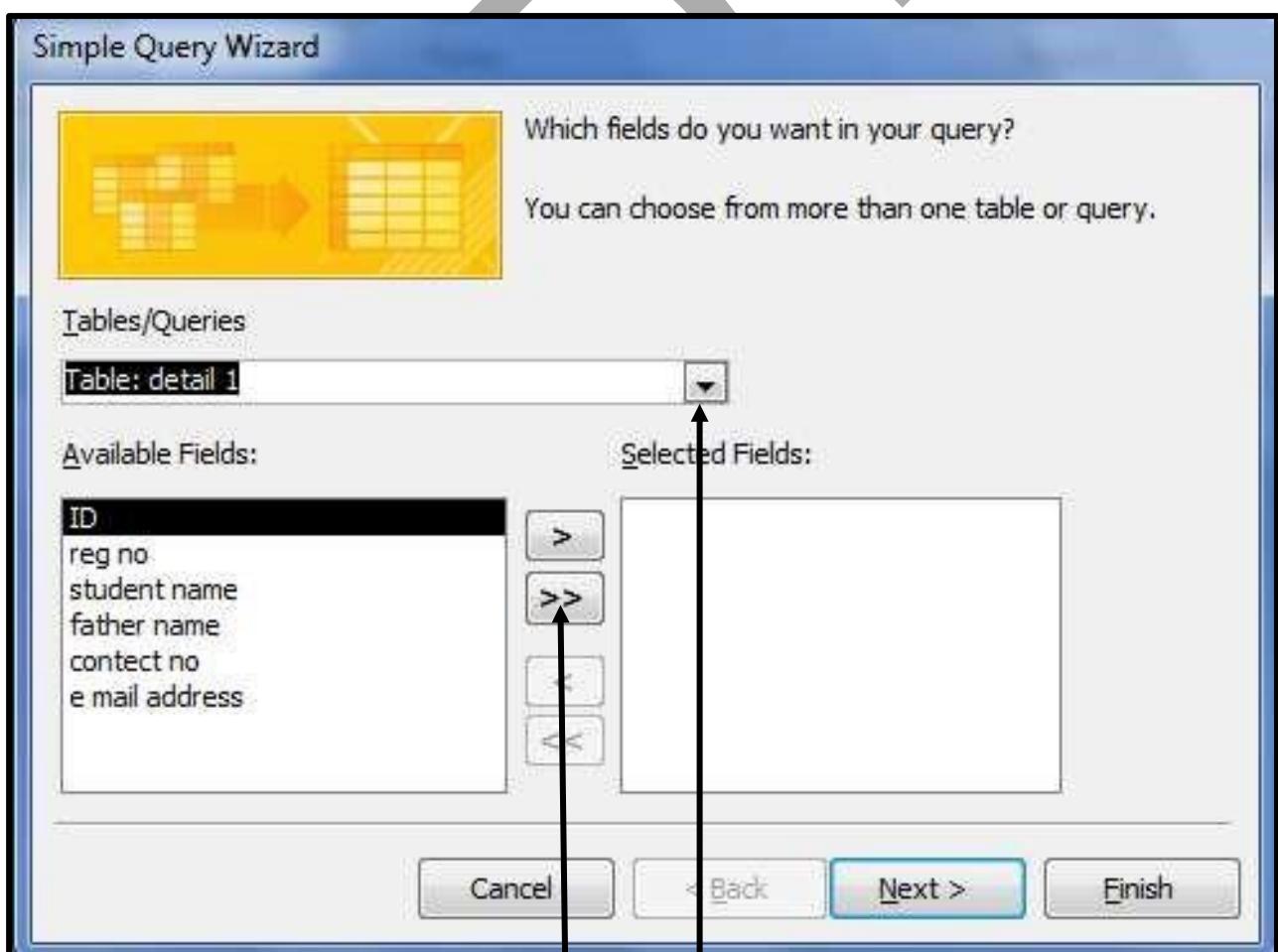
⇒ Right click on table 2 > open > fill details in table 2

Table 2

This screenshot shows the Microsoft Access Datasheet View for 'Table 2'. The table structure includes columns for reg no, course name, address, date of birth, and date of admission. The data is as follows:

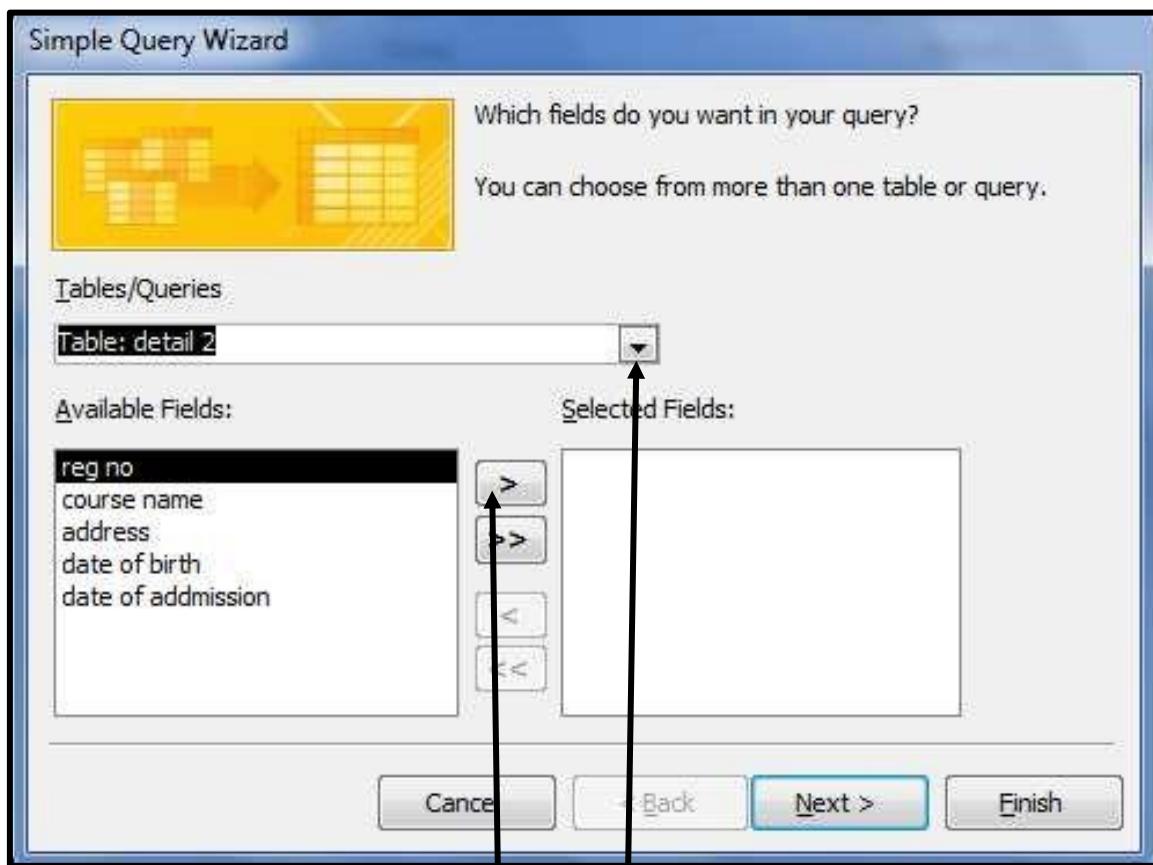
reg no	course name	address	date of birth	date of admission
1050	ACFA	rajiv colony	7-2-2005	5-1-2021
1051	DFA	Sikhri	8-6-2008	9-3-2018
1052	ADTP	Rajiv colony	4-7-2002	3-6-2019
*	0			

- ⇒ Click on close button
- ⇒ Click on create menu
- ⇒ Click on query wizard
- ⇒ Click on ok



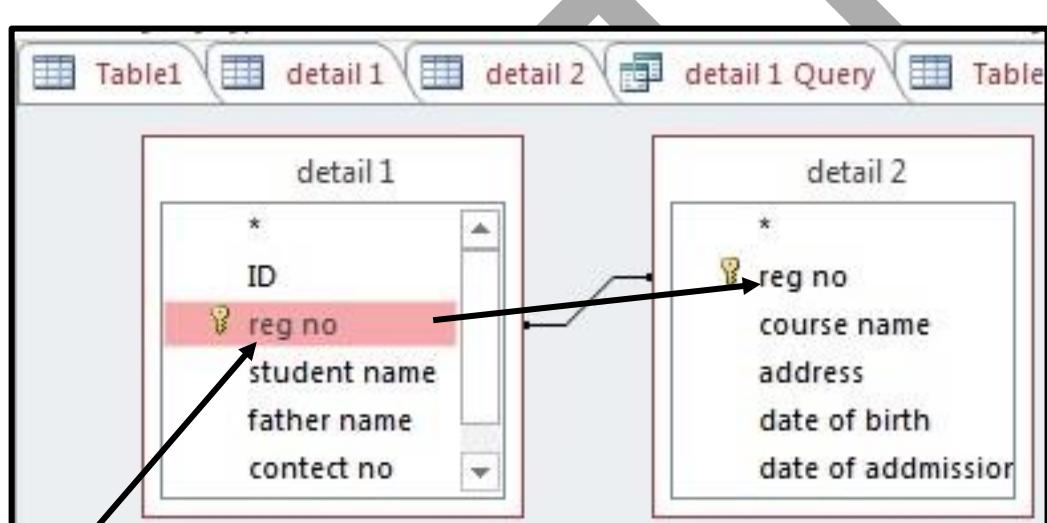
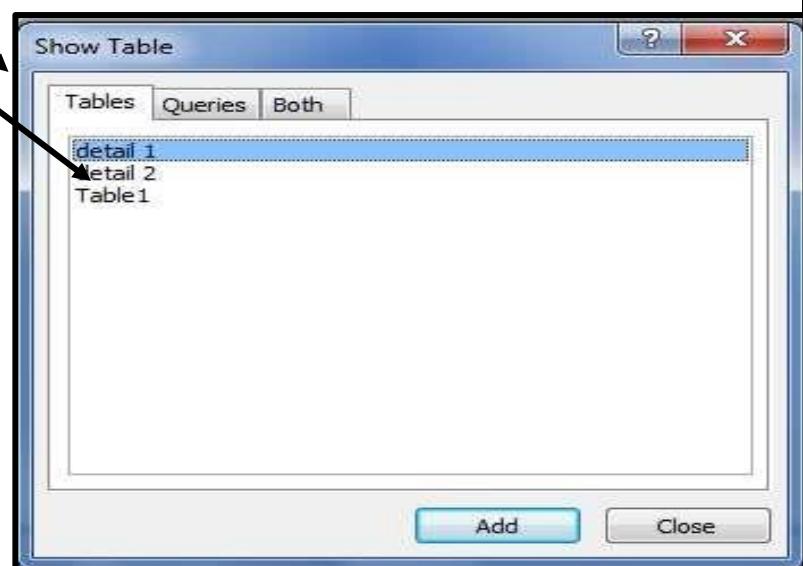
- ⇒ Select your table

- ⇒ Click on arrow button(forward field in selected field box)
- ⇒ Click on finish



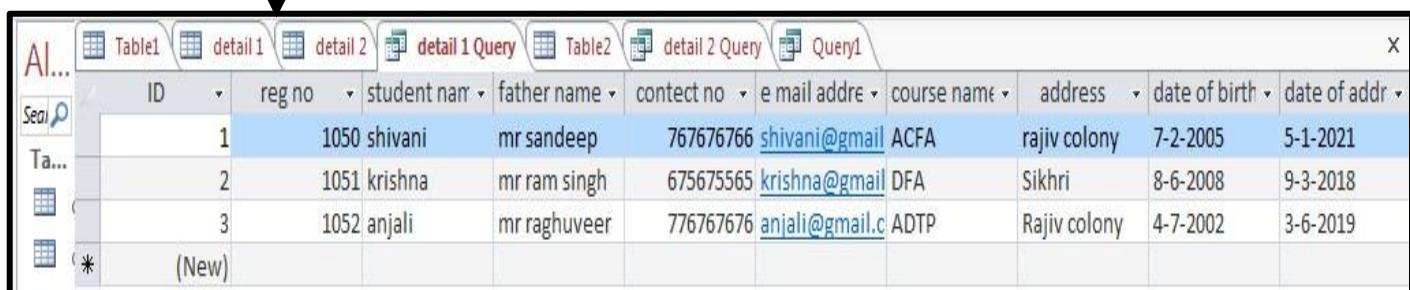
- ⇒ Select table 2
- ⇒ Click on arrow button(forward field in previous table)
- ⇒ Click next
- ⇒ Click finish
- ⇒ Click create

- ⇒ Click query design
- ⇒ Click on each field
- ⇒ Click on add
- ⇒ Click on close



- ⇒ Drag “Reg. no.” from table 1 to table 2 ⇒ Right click on query name

⇒ Click open



The screenshot shows a Microsoft Access interface with a joined table. The table has columns: ID, reg no, student name, father name, contact no, e-mail address, course name, address, date of birth, and date of add. The data is as follows:

ID	reg no	student name	father name	contact no	e-mail address	course name	address	date of birth	date of add
1	1050	shivani	mr sandeep	767676766	shivani@gmail.com	ACFA	rajiv colony	7-2-2005	5-1-2021
2	1051	krishna	mr ram singh	675675565	krishna@gmail.com	DFA	Sikhri	8-6-2008	9-3-2018
3	1052	anjali	mr raghuveer	776767676	anjali@gmail.com	ADTP	Rajiv colony	4-7-2002	3-6-2019
(New)									

Two table data has been combine in one table.

MICROSOFT OFFICE

EXCEL

Ms-Excel is A Software Program Created By Microsoft .Ms-Excel Is The Part Of Ms-Office . It Is A Spread Sheet That Can Present Data In Number , Formula & Function In Worksheet . Worksheet Divide In Rows & Columns . A Particular Name Of Every Rows & Columns .

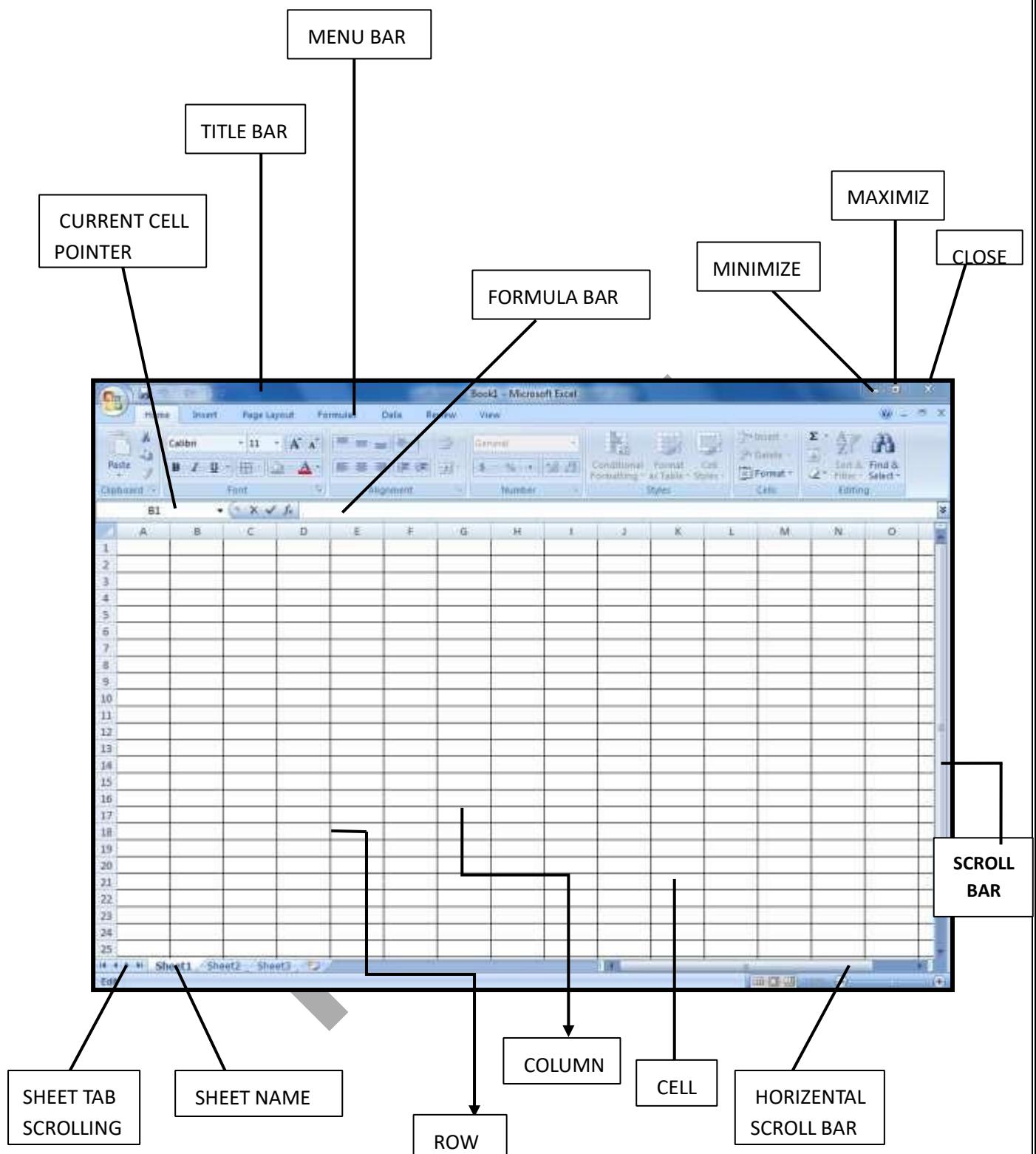
Many Versions Available In Market Of Excel. Like – Ms-Excel 2002 , Ms- Excel 2003 , Ms-Excel 2007 , Ms-Excel 2010(New Version).

.Xlx is Extension Name Of Ms-Excel 2003

.Xlxs is Extension Name Of Ms- Excel 2007

How To Open Ms-Excel ?

*Click On Start Button >All Programs >
Microsoft Office> Click On Microsoft Office
Excel*



MS-EXCEL 2003



ROWS

COLUMNS

CELLS

65536	256	16,77,7216
-------	-----	------------

MS-EXCEL 2007

ROWS	COLUMNS	CELLS
10,48,576	16,384	17,17,98,69,184

How To Calculate Rows , Columns & Cells ?

ROWS - =Rows(*Ctrl +Shift +Down Arrow*) > Enter

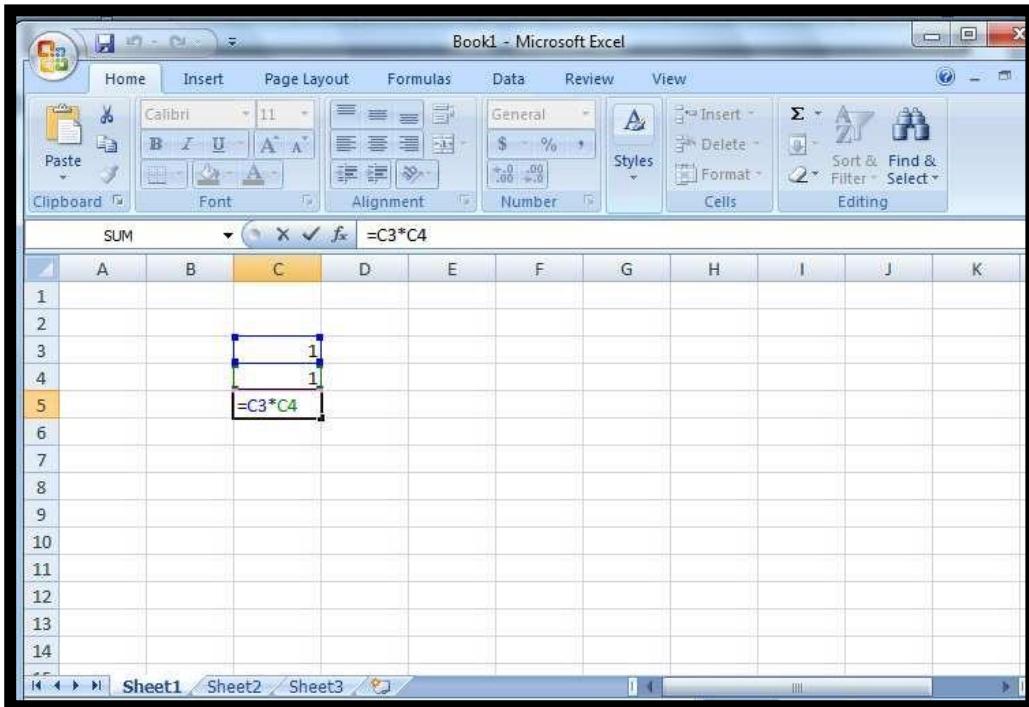
COLUMNS - =columns(*Ctrl +Shift +Right Arrow*) > Enter

CELLS - =Select Rows Value * Select Columns Value > Enter

1. MATH TABLE

1. Put 1 In Any One Cell

2. Put 1 In Second Cell



3. =Select First Cell *Select Second Cell > Enter
Show 1 In Third Cell

4. Select The Area Of Column As Far As You Want To Table
Insert >Put Counting To Third 1 In Columns (2 To 10 That
You Want)

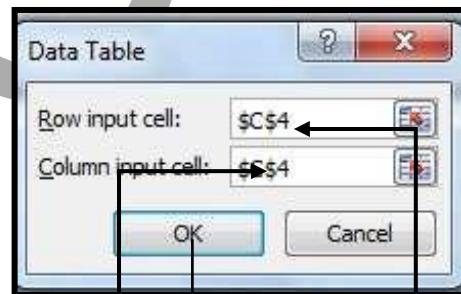
5. Select The Area Of Row As Far As You Want To Table
Insert > Put Counting To Third 1 In Columns (2 To 10 That
You Want)

1										
1										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

6 . Select Table To Third 1 > Click On Data Menu

Click On "What If Analysis Option "

Click On Data Table Option



SELECT FIRST 1

SELECT
SECOND 1

Click On Ok Option

2. Date Of Birth.

S. No.	Name	DOB	Years	Months	Days	Total Days
1	Mohit	4/5/1998	22	8	29	8188
2	Sachin	1/8/2000	20	6	1	7381
3	Manish	12/2/1995	25	11	21	9350

YEARS - $=\text{Datedif}(\text{Select Dob}, \text{Today}(), "Y") > \text{Enter}$

MONTHS - $=\text{Datedif}(\text{Select Dob}, \text{Today}(), "YM") > \text{Enter}$

DAYS - $=\text{Datedif}(\text{Select Dob}, \text{Today}(), "Md") > \text{Enter}$

TOTAL DAYS - $=\text{Days360}(\text{Select Dob}, \text{Today}()) > \text{Enter}$

3. Discount Sheet

S.NO.	Name	Product	UNIT	UNIT RATE	Total Amount	Dis. Rate	Dis. Amount	Total Pay Amount After Dis.
1	Neha	MONITOR	12	14000	168000	5%	8400	159600
2	Kavita	MOBILE	6	7000	42000	4%	1680	40320
3	Rakhi	BEG	8	1200	9600	5%	480	9120

Total Amount - $= \text{UNIT} * \text{UNIT RATE}$

Discount Amount -

= Total Amount * Discount Rate

TOTAL PAY AMOUNT AFTER DISCOUNT - = Total Amount - Discount Amount

4. salary sheet

S. no.	name	Post name	Basic salary	D.A. 10%	HRA 6%	CTA 7%	EPF 12%	ESI 2%	Gross salary	Net salary
1	Gourav	Supervisor	60000	6000	3600	4200	7200	1200	82200	73800
2	Neha	HR	45000	4500	2700	3150	5400	900	61650	55350
3	Mamta	Accountant	50000	5000	3000	3500	6000	1000	68500	61500

D.A. = Dearness Allowance

HRA = House Rent Allowance

CTA = Conveyance Travelling Allowance

EPF = Employee Provident Fund

ESI = Employee state insurance

D.A. = Basic Salary *10%

HRA = Basic Salary *6%

CTA = Basic Salary *7%

EPF = Basic Salary *12%

ESI = Basic Salary *2%

Gross Salary = Sum>Select Basic Salary Da Hra Cta Esi Epf) > Enter

Net salary = Gross Salary – EPF - ESI

5. Payroll Report

S. No.	Name	Post Name	Basic Salary	Present	Absent	Per day Salary	Per hour Salary
1	Rachna	Accountant	60000	28	2	2000	250
2	Muskaan	HR	18000	25	5	600	75
Advance.	Overtime HOURS	O. T. salary	Present Salary	Net Salary	Pay Salary	Pending	Clear/Pending
5000	72	18000	56000	69000	60000	9000	Pending
3000	45	3375	15000	15375	15375	0	clear

Per day salary = Basic/30

Per hour salary = per day salary /8

Overtime salary = per hour salary *overtime

Present salary = Per Day Salary *Present day

Net salary = Present Salary + overtime salary - advance

Pending salary = Net Salary - Pay Salary

Clear / pending = If(Select Pending Salary =0,"Clear","Pending")

6. Installment Calculation

s.no.	name	Product	Unit	Unit Rate	Total Amount	Down payment	Amount after down payment
1	Umesh	computer	4	60000	2400000	80000	160000
2	Ankit	car	2	600000	1200000	700000	500000

month	installment	interest	Interest with installment	Total installment	Grand total
8	20000	600	20600	164800	244800
24	20833.3333	625	21458.333	515000	1215000

Total

= Unit Rate * Unit

Amount after down payment

= total - down payment

Installment

= amount after down payment/month

Interest

= installment *3%

Interest with installment

= installment +interest

Total installment

= interest with installment *month

Grand total

= down payment +total installment

7. Loan Calculate

S. NO.	Name	Bank Name	Loan Amount	Month

1	PRIYA	SBI	200000	12
2	SUMAN	PNB	300000	10

Rate	Pmt	Ipmt	Ppmt
12%	17,769.76	2000	213,237.09
8%	31,110.96	2000	311,109.63

Pmt - Per Month Term

Ipmt - Interest Per Month Term

Ppmt - Principle Per Month Term

Pmt =Pmt(Interest Rate Select /12,Month,Loan Amount)

Ipmt =IPmt(Interest Rate Select /12,1,Month,Loan Amount)

Ppmt = Pmt * Month

ALT + H+ K = Remove Currency Symbol Or Click On Home Tab >Click On General.

8. MARK SHEET

S.NO.	NAME	CLASS	ROLL NO.	HINDI	ENGLISH	ACCOUNT	ECONOMICS	BUISNESS
1	RAM	12 TH	35	85	95	84	95	74
2	BABULAL	12 TH	36	74	75	85	85	60
3	JAI	12 TH	37	85	65	74	84	67

Total	Obtain Marks	Max.	Min.	Percentage	Grade	Rank	Result
-------	--------------	------	------	------------	-------	------	--------

-	500	-	-	-	-	-	-	-
-	500	-	-	-	-	-	-	-
-	500	-	-	-	-	-	-	-

TOTAL = $\text{sum}(\text{select all marks}) > \text{Enter}$

MAXIMUN = $\text{Max}(\text{Select all Marks}) > \text{Enter}$

MAINIMUN = $\text{Min}(\text{Select all Marks}) > \text{Enter}$

PERCENTAGE = $\text{Average}(\text{Select all Marks}) > \text{Enter}$

GRADE = $\text{If}(\text{Select Percentage}>90, "A",$
 $\text{If}(\text{Select Percentage}>80, "B",$
 $\text{If}(\text{Select Percentage}>70, "C",$
 $\text{If}(\text{Select Percentage}>60, "D")))) > \text{Enter}$

RANK = $\text{If}(\text{Select Percentage}>90, "1",$
 $\text{If}(\text{Select Percentage}>80, "2",$
 $\text{If}(\text{Select Percentage}>70, "3",$
 $\text{If}(\text{Select Percentage}>60, "4")))) > \text{Enter}$

RESULT = $\text{if}(\min(\text{select all marks})>=35, "pass", "fail") > \text{Enter}$

9. SALE REPORT

S.No.	Name	Jan.	Feb.	March	April	May	June	July
1	RAMVIR	1500	1700	2000	2500	3000	3500	3700
2	MANOJ	1200	1800	1700	1500	2500	3500	7100

August	Sept.	Oct.	Nov.	Dec.	Total Amount	Expenses	Commission	Net SALES AMT
3800	3900	4000	5000	2000	-	5000	-	-

8500	8600	7000	8500	9500	-	8000	-	-
------	------	------	------	------	---	------	---	---

Total Amount = $\text{Sum}(\text{Select All Amount}) > \text{Enter}$

Commission = $\text{Total Amount} * 5\%$

Net Profit = $\text{Total Amount} - \text{Expenses} - \text{Commission}$

10. INVOICE BILL WITH GST

S.No.	Name	Item Name	Unit	UNIT Rate	Total Amount	Tax type	Tax rate	Tax amount	Total Amount with tax
1	RAM	COMPUTER	5	1500	-	IGST	18%	-	-
2	GOPAL	MOUSE	50	120	-	IGST	18%	-	-

GST - Goods & Service Tax (indirect tax)

CGST - CENTRAL GOODS & SERVICES TAX

SGST - STATE GOODS & SERVICES TAX

IGST - INTEGRATED GOODS & SERVICES TAX

Total Amount $= \text{Unit} * \text{Rate}$ **Tax Amount** $= \text{Total Amount} * \text{Tax Rate}$ **Total Amount With Tax** $= \text{Total Amount} + \text{Tax Amount}$

11. ATTENDANCE REPORT

S.NO	EMP NAME	POST	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat						
			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	Total present	Total absent	Total Sunday	TOTAL Half Day	TOTAL DAYS	
1	Aman	Accountant	P	P	sun	a	P	a	P	P	P	sun	P	a	P	P	P	H	10	3	2	0.5	12.5	
2	Muskaan	Accountant	P	P	sun	P	a	P	H	P	a	sun	P	P	a	H	P	P	9	3	2	1	12	
3	Preeti	supervisor	P	P	sun	P	P	P	P	P	P	sun	P	H	P	P	P	H	12	0	2	1	15	
4	Abhi	foremen	P	P	sun	H	a	P	P	P	P	sun	P	P	P	a	P	P	11	2	2	0.5	13.5	
5	Kirti	supervisor	P	P	sun	P	P	P	H	P	sun	H	a	P	P	P	P	11	1	2	1	14		
6	Suman	Accountant	P	a	sun	H	P	a	P	P	P	sun	P	P	P	P	H	P	10	2	2	1	13	
7	Mohit	WEB Deziner	P	H	sun	P	P	P	P	P	P	sun	H	P	P	P	P	a	11	1	2	1	14	
8	Sumit	foremen	P	P	sun	P	a	P	P	P	P	sun	P	P	P	P	P	P	13	1	2	0	15	
9	Gopal	supervisor	P	P	sun	P	P	P	a	P	P	sun	P	P	a	P	H	P	11	2	2	0.5	13.5	
10	Rinki	Accountant	a	P	sun	P	H	P	P	a	P	sun	H	P	P	P	P	P	10	2	2	1	13	

Date

*insert date in cell and click on second →
=select first date + 1 — Enter — Select The Area That You Want To Put Date — ctrl + R*

Week Days $= \text{text}(\text{select date}, "ddd") > \text{Enter}$ **Total Present** $= \text{countif}(\text{select all Range}, "p") > \text{Enter}$

Total Absent $= \text{countif}(\text{select all Range}, "A") > \text{Enter}$ **Total Sunday** $= \text{countif}(\text{select all Range}, "Sun") > \text{Enter}$ **Total Half day** $= \text{countif}(\text{select all Range}, "H") * 0.5 > \text{Enter}$ **Total days** $= \text{total present} + \text{total Sunday} + \text{total Half day} > \text{Enter}$

12. V LOOK UP (1)

V Look Up Stand For “Vertical Lookup”. It Is A Function That Makes Excel Search For A Certain Value In Columns .V look Up Function Return A Number Such As “0” As The Col_Index_Num Agrument .

Create Any Data In Work Sheet Like –

A	B	C	D	E	F	G	H
1							
2							
3	S.NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE	
4	1	Shivani	Mr. Ram pal	3000	1800	1200	
5	2	Akash	Mr. Gopal	3000	1200	1800	
6	3	Mohit	Mr. Dheeraj	3000	3000	0	
7	4	Mamta	Mr.Kailash	3000	900	2100	
8	5	Sachine	Mr.Jag Mohan	3000	1500	1500	
9							
10							
11							
12							
13							
14	S.NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE	
15	<code>=VLOOKUP(\$B\$15,\$B\$3:\$G\$8,COLUMNS(\$B\$3:B3),0)</code>						
16							



press Enter > select columns > press CTRL + R

A	B	C	D	E	F	G	H
1							
2							
3	S .NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE	
4	1	Shivani	Mr. Ram pal	3000	1800	1200	
5	2	Akash	Mr. Gopal	3000	1200	1800	
6	3	Mohit	Mr. Dheeraj	3000	3000	0	
7	4	Mamta	Mr.Kailash	3000	900	2100	
8	5	Sachine	Mr.Jag Mohan	3000	1500	1500	
9							
10							
11							
12							
13							
14	S .NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE	
15	4	4 Mamta	Mr.Kailash	3000	900	2100	
16							

formula

= Vlookup(Select Blank Cell F4,Select All Data F4,Columns(column & row Name F4: column & row Name),0) > Press Enter .

13. V lookup (2)

Create Any Data In Work Sheet

Select headings & copy > click on any cell

click on paste option > paste special > transpose > ok

A	B	C	D	E	F	G
1						
2						
3	S.NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE
4	1	Shivani	Mr. Ram pal	3000	1800	1200
5	2	Akash	Mr. Gopal	3000	1200	1800
6	3	Mohit	Mr. Dheeraj	3000	3000	0
7	4	Mamta	Mr.Kailash	3000	900	2100
8	5	Sachine	Mr.Jag Mohan	3000	1500	1500
9						
10						
11				4		
12				=VLOOKUP(\$E\$11,\$B\$3:\$G\$8,ROWS(\$B\$3:B3),0)		
13			NAME			
14			FATHER NAME			
15			MONTHLY FEEC			
16			PAYED			
17			BALANCE			
18						

Formula

= Vlookup(Select Blank Cell F4,Select All Data F4,Rows(columns & row Name F4: column & row Name),0) > Press Enter .

Select Rows > Press Ctrl +D (Formula Follow In Rows)

A	B	C	D	E	F	G
1						
2						
3	S.NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE
4	1	Shivani	Mr. Ram pal	3000	1800	1200
5	2	Akash	Mr. Gopal	3000	1200	1800
6	3	Mohit	Mr. Dheeraj	3000	3000	0
7	4	Mamta	Mr.Kailash	3000	900	2100
8	5	Sachine	Mr.Jag Mohan	3000	1500	1500
9						
10						
11				4		
12	S.NO.			4		
13	NAME			Mamta		
14	FATHER NAME			Mr.Kailash		
15	MONTHLY FEEC			3000		
16	PAYED			900		
17	BALANCE			2100		
18						

IGD

13. H lookup

H Look Up Stand For “Horizontal Lookup ”. It Is A Function That Makes Excel Search For A Certain Value In Columns .H look Up Function Return A Number Such As “0” As The Col_Index_Num Agrument .

Create Any Data In Work Sheet(Horizontal pane)



Select headings & copy > click on any cell



click on paste option > paste special > transpose > ok



A	B	C	D	E	F	G	H	I
9								
10								
11								
12								
13	S.NO.	1	2	3	4	5		
14	NAME	Shivani	Akash	Mohit	Mantha	Sachine		
15	FATHER NAME	Mr. Ram pal	Mr. Gopal	Mr. Dheeraj	Mr.Kailash	Mr.Jag Mohan		
16	MONTHLY FEEC	3000	3000	3000	3000	3000		
17	PAYED	1800	1200	3000	900	1500		
18	BALANCE	1200	1800	0	2100	1500		
19								
20								
21								
22	S.NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE		
23		=HLOOKUP(\$C\$23,\$C\$13:\$H\$18,COLUMNS(\$B\$3:B3),0)						
24								

Formula

= Hlookup(Select Blank Cell F4,Select All Data F4,Columns(column & row Name F4: column & row Name),0) > Press Enter .



Select Columns > Press Ctrl +R (Formula Follow In columns)



A	B	C	D	E	F	G	H	I
9								
10								
11								
12								
13	S.NO.	1	2	3	4	5		
14	NAME	Shivani	Akash	Mohit	Mamta	Sachine		
15	FATHER NAME	Mr. Ram pal	Mr. Gopal	Mr. Dheeraj	Mr.Kailash	Mr.Jag Mohan		
16	MONTHLY FEEC	3000	3000	3000	3000	3000		
17	PAYED	1800	1200	3000	900	1500		
18	BALANCE	1200	1800	0	2100	1500		
19								
20								
21								
22	S.NO.	NAME	FATHER NAME	MONTHLY FEEC	PAYED	BALANCE		
23	2	2 Akash	Mr. Gopal	3000	1200	1800		
24								

Excel Functions

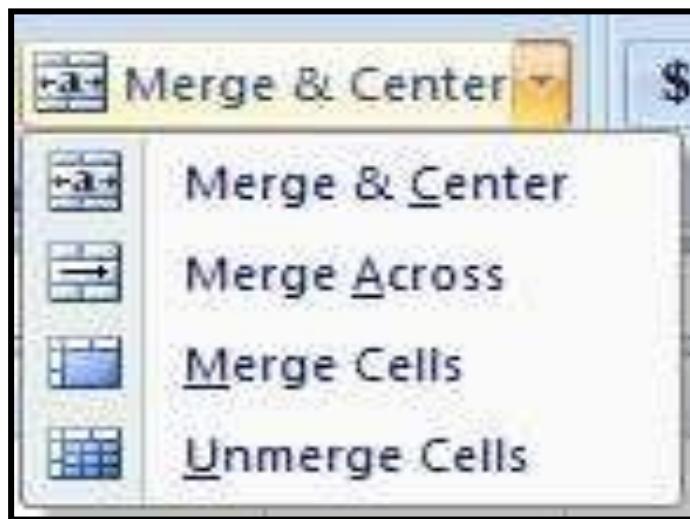
(HOME functions)

Wrap Text

- on the home tab , in the alignment group ,click wrap text . this function used to data in the cell wrap to fit the column width , so If you changed the column width adjust automatically .

Insert your data in cell > click on wrap text function.

Short key of wrap text = ALT + H + W



You can merge cell in excel as a quickly & easy and data neatly across column & row . this function given a different types of merge .

Merge Center

- Used To Ideal For A Title .

Merge Across

- Which Merge A Cell Across Number.

Merge Cell

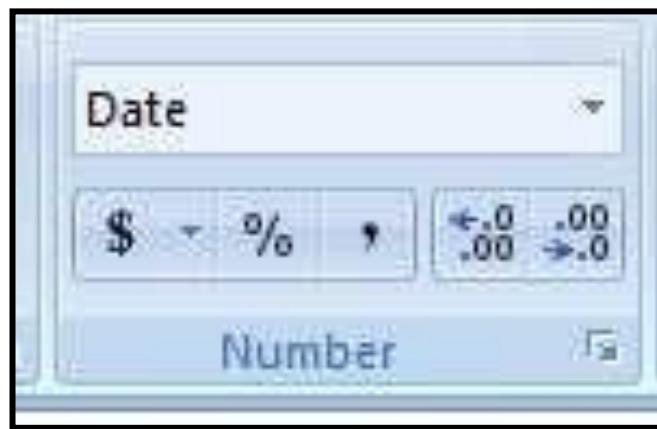
- Used To Combination Of Both Row & Column.

Unmerge Cell

- Used To Unmerge Cells .

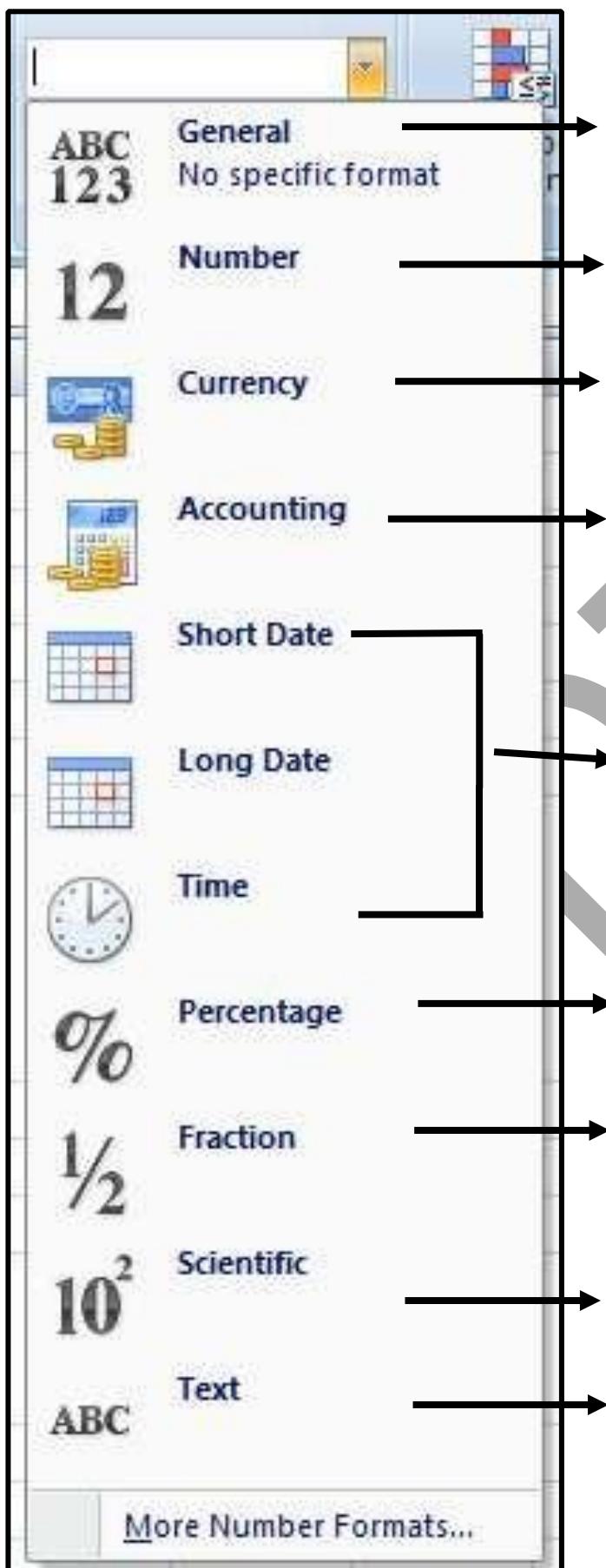
Select The Cells You Want To Merge And Center. >

Click On Merge & Center > Select Any Option That You Want .



In excel you can format your number in cell like - currency , percentage , decimals , dates , social security , accounting & fraction .

IGDT



The formatted with the general format are displayed just the way you type them .

Use the general display of numbers.(decimal places)

Use the general monetary value and display the currency symbol .

Align the currency symbol

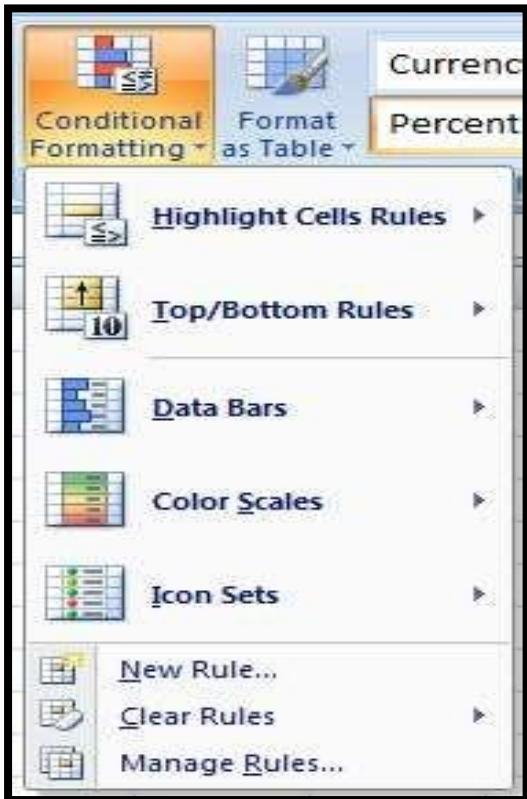
Displays date & time serial number as date value according to the type &

Multiple the cell value by 100 and display the result with a (%) symbol .

Display a number as a fraction according to the type of fraction

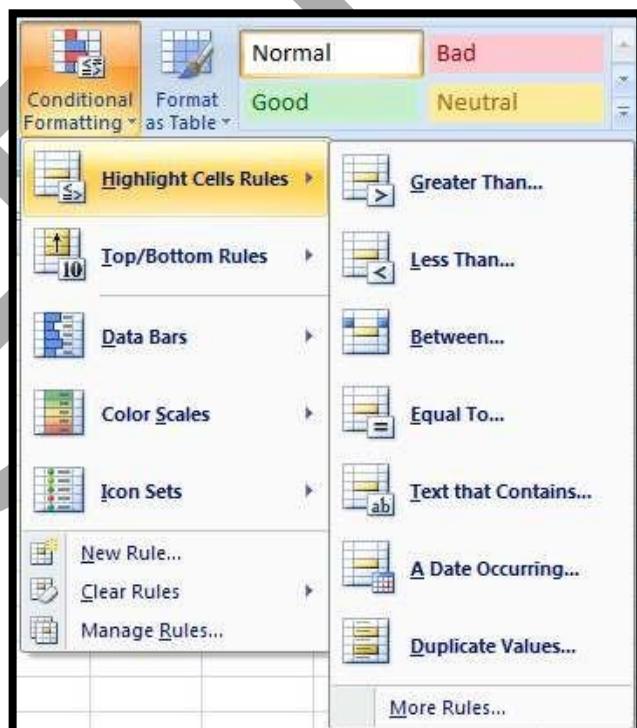
Scientific format Displays

Text Format



Conditional Formatting Used To Apply Formatting Like - Color , Icon , bar , Based On Cell Value . Icon Set In Criteria.

Example - If Value Is Less Then . Colored The Cell .



High Light Cell Rules

- To High Light Cell Are Greater & less, equal to, Between , & duplicate value. Then a value .

Steps -

1. Select range.
2. Click on any option of high light cells . that you want .
3. 

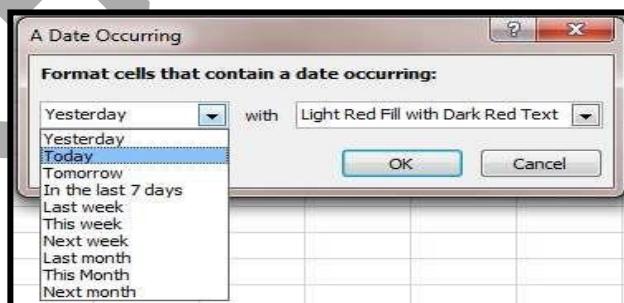


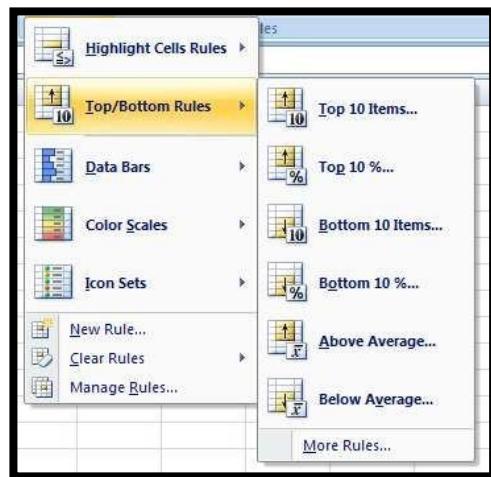
Ok

A date Occuring - This Option Used To Find Out Today & Previous Date.

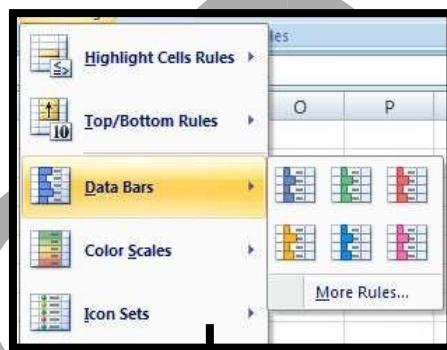
Steps -

1. Insert dates in cells
2. Click on this option & select any date that you want.





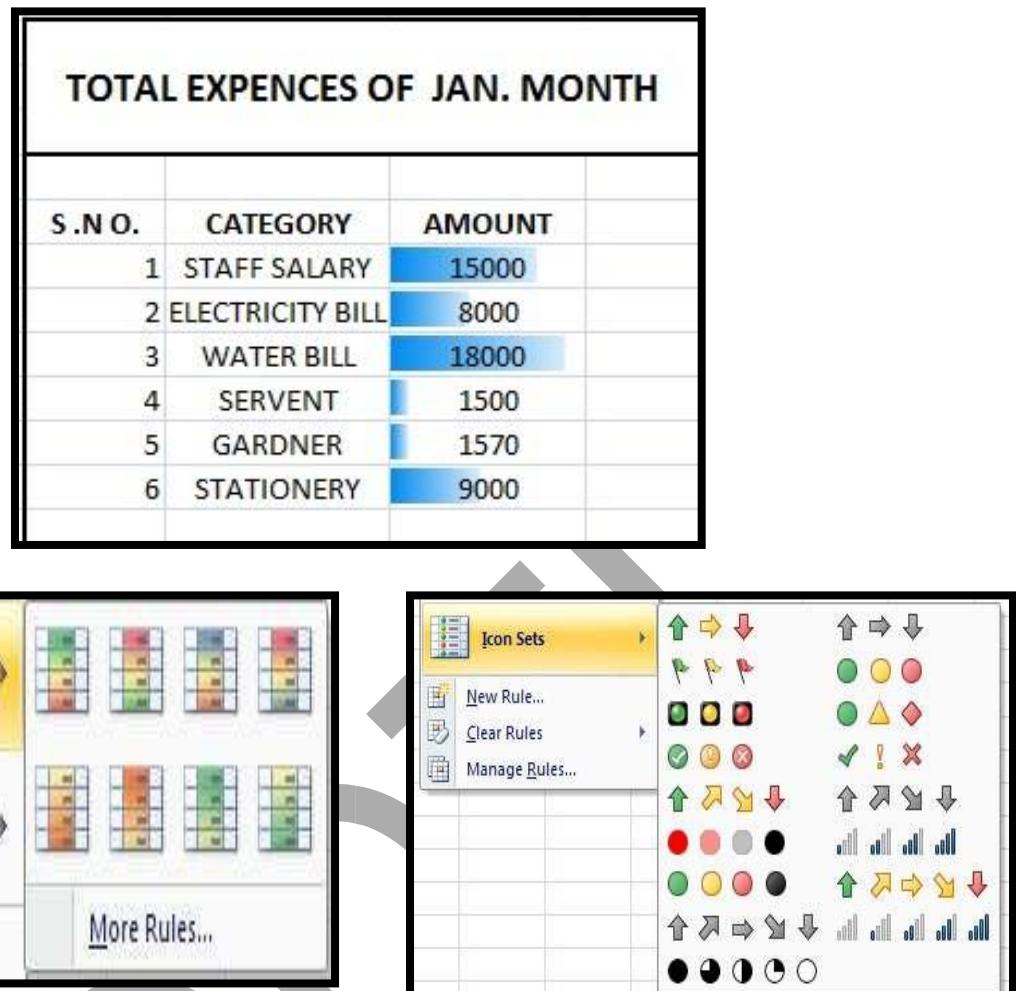
The excel conditional formatig top and bottom rules allow how to apply formating to cell that statistical condition to other cell the range .(above average , top 10%)



Data Bars Help How To Spot Large And Simimlar Number . A Longer Bar Value Show Large Value & A Small Value Bar Show Samll Value.

1. *Select The Range Of Cell That You Want To Apply Fomating.*
2. *Click On Data Bars That Under On Conditinal Formating .*
3. *Select Any Color.*





Color Scale & Color Set Can Used To Understand Data Distribute And More Variation .Cell Are Shed In Gradiant And More Color . Three Color Are Correspond Show To Minimun , Mid & Maximum

1. Select The Range Of Cell That You Want To Apply Fomating.
2. Click On color scale or icons That Under in Conditinal Formating

3. Select Any Color or icons .



TOTAL EXPENCES OF JAN. MONTH		
S.N.O.	CATEGORY	AMOUNT
1	STAFF SALARY	15000
2	ELECTRICITY BILL	8000
3	WATER BILL	18000
4	SERVENT	1500
5	GARDNER	1570
6	STATIONERY	9000

Top Color Represent The Large Value , Center Represent The Middle Value & Bottom Color Represent The Small Value . Each Color And Icon Represent The Value Of Cell .

TOTAL EXPENCES OF MONTH					
S.N.O.	CATEGORY	JANUARY	FEB.	MARCH	
1	STAFF SALARY	15000	20000	78000	
2	ELECTRICITY BILL	8000	8500	54000	
3	WATER BILL	18000	8700	12000	
4	SERVENT	1500	6000	65500	
5	GARDNER	1570	32000	50000	
6	STATIONERY	9000	10000	70000	



DATA BARS

COLOR SCALE

SET ICONS

If You Want Remove All Formatting Click On Clear Rules Option That Under In Conditional Formating > Click On Clear Formatting Cell Option .

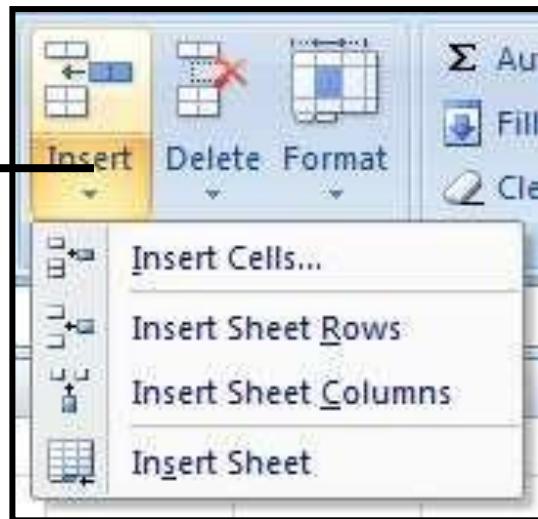


This option used to format your data as a table . table can improve the look of your worksheet .but they will also help to show your content and make your data easier to use.

1. Select the cell
2. Click on format as table option .
3. Select a table style the drop down menu.
4. A dialog box will appear to confirm selected cell range for the table.

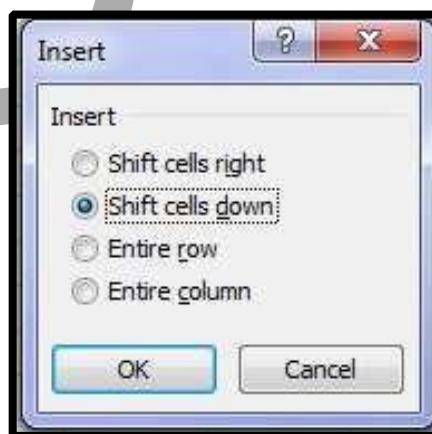


Click on Ok

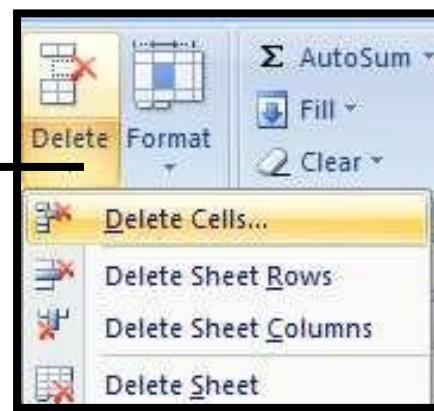


This Option Used To Insert To Row And Columns .

1. *Select Any Cell / Rows / Columns. That You Want .*
2. *Click On Insert Option > Select Any Option Like Insert Row/ Insert Column / Insert Sheet .*



3. *Click on ok .*

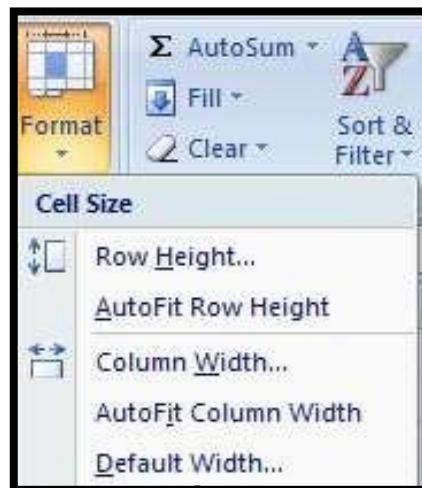


This Option Used To Delete Row And Columns .

1. *Select Any Cell/ Rows / Columns. That You Want Delete.*
2. *Click On In Delete Option > Select Any Option Like- delete Row/ delete Column / delete Sheet .*

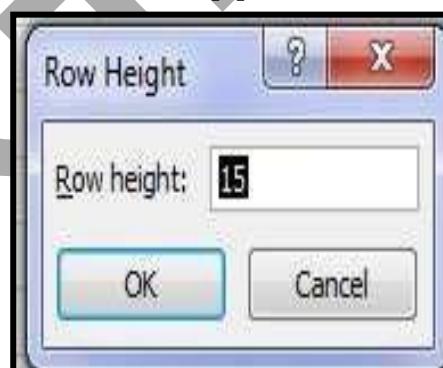


3. *Click on ok .*



Row & column height / width - this option used to change the height & width of cell.

1. Click on selected cell
2. Click on format option > click on row height /column width (that you want change it.) 3. A dialog box will appear



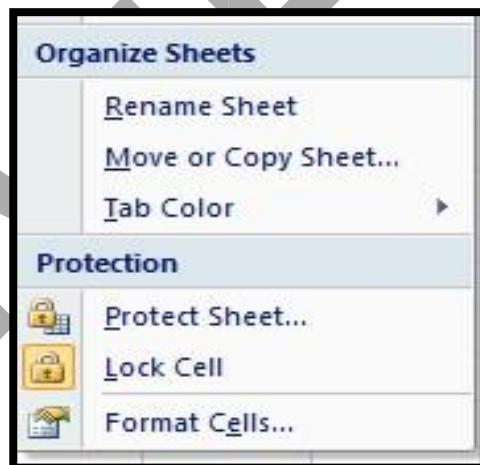
4. Insert row & column height/width in dialog box.

Click on Auto Resize To Set The Width Or Height Automatically.



This option used to how to hide & unhide column & rows. Or sheet.

1. Select row/column/sheet
2. Click on format button under visibility ,point to hide & unhide and then select any option .
3. Click to unhide row/column/sheet. To unhide row /column/sheet.



Rename sheet - *this option used to rename your sheet.*

Click on organize sheet option that under in format button. > click on rename sheet option >

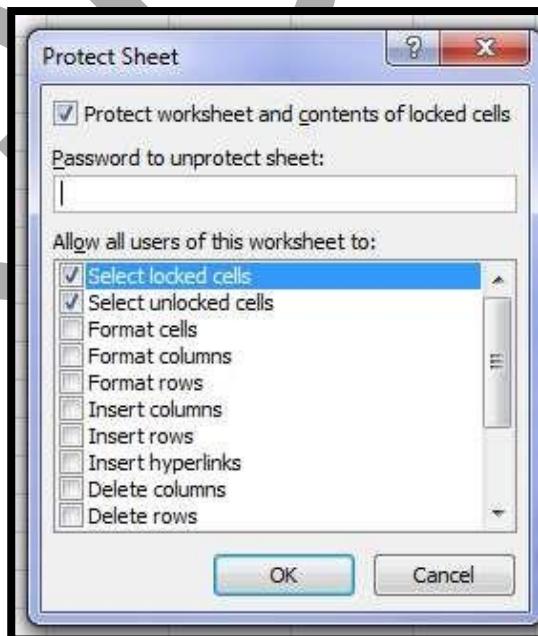
Insert sheet name that show in bottom of sheet.

Tab color

- *this option used to change tab color.*

Protect sheet - *To Prevent Other User From Accidentally Changing , Moving , Deleting Data In Worksheet You Can Lock The Worksheet & Cell*

1. *Click on organize sheet option that under in format button. > click on protect sheet option*
2. *Enter your password . > ok*



LOCK CELL

- *This Option Used To Lock Cell .*

FORMATE CELL

- *This Option Used To Format Your Cell In -*

Currency , Date , Time , Percentage Accounting



This Option Used To Remove - Formates , Contents & Comments.



Excel Fill Command Used To Fill Same Text Or Number That Form A Series . Its Example For Faster Of Copy & Paste .

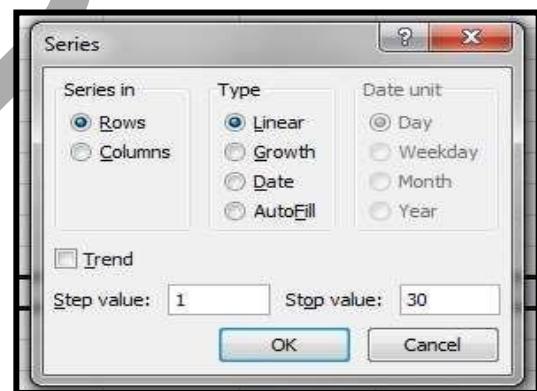
CTRL + D Is The Short Key Of Fill Down

CTRL + R Is The Short Key Of Fill Right.

We Can Also Series Menu To Filling Series Of Number.

Steps :

1. Enter 1 In First Cell > Press Ctrl + Enter To Keep The Cell Selected
2. Press & Hold The Ctrl Key
3. Click On Fill Option > Click On Series Option
4. Fill Step Value & Stop Value That You Want. In This Dialog Box.





Filter Option Most Commonly Used To Specific Set Your Data . So You Can Filter A Range And To Change The Order Of Your Data , Sort It



Text filter

If Your Worksheet A Lot Of Content , It Can Be Difficult To Find Information Quickly . Filter Can Be Used To Narrow Down The Data In Your Worksheet. Allowing To View Only The Information You Need.

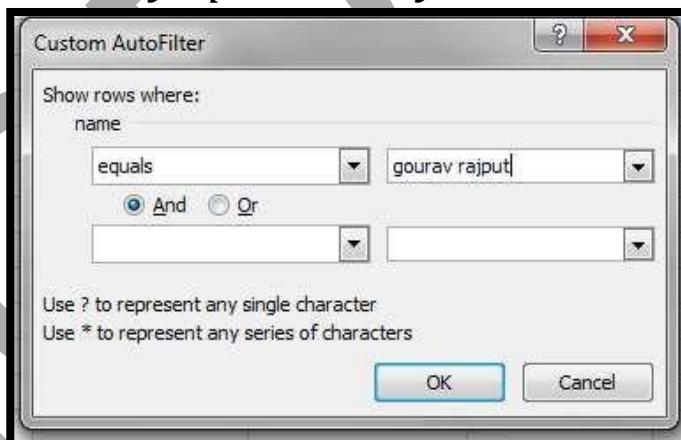
Steps

1. Select All Data (Check The Selected Area To Make Sure That The Data Is Included).
2. Click On Home Tab > Click Sort Filter >Click Filter Option.

s no	name	father name	monthly feec	payed	balance	student result
2	GOURAV RAJPUT	MR. KISHAN	5000	4500	500	pass

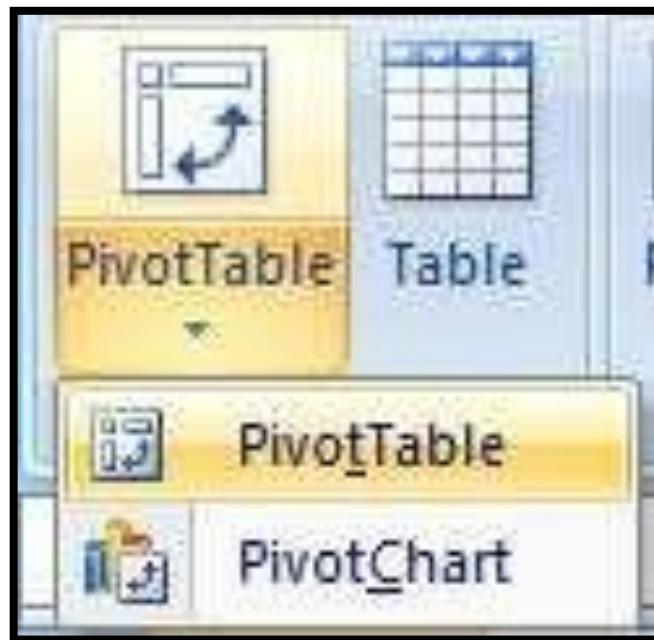
s no.	name	father name	monthly fee	payed	balance	student result
1	ABHISHEK RAWAT	MR. RAM PAL	5000	5000	0	PASS
2	GOURAV RAJPUT	MR. KISHAN	5000	4500	500	FAIL
3	NEHA GUPTA	MR. GOPAL GUPTA	5000	4100	900	FAIL
4	RAKHI KUMARI	MR. RAJENDER	5000	4000	1000	PASS
5	NEHA PRAJAPATI	MR. ABHIJEET	5000	3000	2000	PASS
6	MOHIT SHUKLA	MR. VIJENDER	5000	2000	3000	PASS
7	SURAJ RANA	MR. RAKESH	5000	890	4110	FAIL
8	MANSI KOUSHIK	MR. RAJKUMAR	5000	400	4600	PASS

3. Select Any Range That You Want Filter.
 4. Click On Drop Down Button That Show In Headings.
 5. Click on text filter option.
(in text filter option – you have given many option)
 6. Click on any option that you want & click on ok.



If you want to clear filter . so click on remove filter option

(Insert function)



Pivot table & pivot chart

Pivot table & pivot chart is connected to each other. You can find two dimensional Pivot Table . Pivot Table Allow To Create A Power Full View With Data Summarized In A Grid (Horizontal & Vertical). Pivot chart enable you to visualized data in multiple chart format.

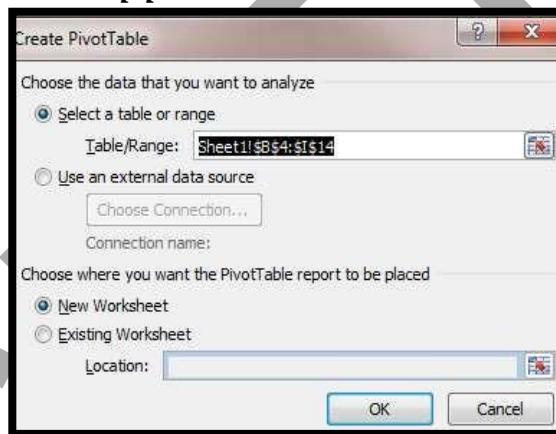
Steps :

creating pivot table

1. Create Any Data In Excel Worksheet .

S.No.	Month	City	Items	Amount	Category	Units	AMOUNT
1	january	DELHI	COMPUTER	40000	ZEBRONICS	20 PCS.	800,000.00 ₹
2	february	KOLKATTA	COMPUTER	40000	HP	15 PCS	600,000.00 ₹
3	march	DUBAI	MOBILE	12000	MICROIMAX	50 PCS	600,000.00 ₹
4	april	BANGLOUR	HEAD PHONE	6000	SONY	10 PCS	60,000.00 ₹
5	may	MUMBAI	BEGS	1200	FASTRACK	12 PCS	14,400.00 ₹
6	june	GOA	LAPTOP	30000	LENOVO	25 PCS	750,000.00 ₹
7	july	NOIDA	LED	16800	SAMSUNG	10 PCS	168,000.00 ₹
8	august	GUJRAT	MOUSE	800	HP	12 PCS	9,600.00 ₹
9	september	HARYANA	KEYBOARD	1500	HP	12 PCS	18,000.00 ₹
10	october	MANGLOUR	I PHONE	40000	VIVO	30 PCS.	1,200,000.00 ₹

2. Select Data & Click On Pivot Table Option. A Dialog Box Appear In Sheet.



If You Want That Pivot Table Show In New Worksheet So Click On New Worksheet Option & If You Want That Pivot Table Show In Existing Worksheet So Click On Existing Worksheet Option . > ok.

3. Select The Field For View Pivot

The screenshot shows the Microsoft Excel PivotTable Field List and the resulting PivotTable view. The PivotTable displays the sum of amounts for various items across different cities.

PivotTable Field List:

- Choose fields to add to report:
 - S.No.
 - Month
 - City
 - Items
 - Amount
 - CATEGORY
 - UNITS
 - AMOUNT

PivotTable View:

	Sum of Amount
BEGS	1200
MUMBAI	1200
COMPUTER	80000
DELHI	40000
KOLKATTA	40000
HEAD PHONE	6000
BANGLOUR	6000
I PHONE	40000
MANGLOUR	40000
KEYBOARD	1500
HARYANA	1500
LAPTOP	30000
GOA	30000
LED	16800
NOIDA	16800
MOBILE	12000
DUBAI	12000
MOUSE	800
GUJRAT	800
Grand Total	188300

Create pivot chart

Steps

1. select data.
2. Click on pivot chart option.(a dialog box will appear. click on new worksheet) > ok 3. Select the field for view pivot chart.



(Page layout function)

Set Print Area

- if you have print a specific selection on excel worksheet so you define print area that include just the selection . when you define a print area. Only a printed area is printed. You can added the print area after set print area click on clear print area.

Steps

1. Select the area that you want to define
2. Click on page layout option > click on set print area option
3. Check print preview (press ctrl + f2)



Text function (formula's)

The text function used to change the way of number appear by applying formatting codes. Its use in situation where you want a display number in more readable format and you want to combine number a text.

BAHTTEXT - convert a number to text.

=Bahttext(select number) > Enter

CHAR - convert specified the code number

=char(select number) > Enter

CLEAN - remove non printable area

=clean(select text) > Enter

CODE - return a numeric code in first character in text string

=code(select text) > Enter

CONCATENATE - concatenates a list of range of text.

=concatenate(select text 1, Select Text 2) > Enter **DOLLAR** -
convert a number to text using currency format.

=Dollar (select no., put decimal place) > Enter

- EXACT**
- if two text are string exactly same. Whether is true other wise false .
 $=\text{Exact}(\text{select text 1}, \text{select text 2}, \text{text 3}) > \text{Enter}$

- FIND**
- return the starting position of one text string within another text string.
 $=\text{find}(\text{"find text"}, \text{with text}) > \text{Enter}$ (show text value)

- FIXED**
- Round A Number To The Specified Number of decimal and return the result as text with or without commas.



fixed function	
DATA	formula
3924.361	$=\text{FIXED}(\text{E10}, 2, \text{FALSE})$
6598.636	6,598.64
325.54	$=\text{FIXED}(\text{E12}, 2, \text{TRUE})$
2100.524	2100.5
254	
5246.21	
6982.154	
231.74	

If you want add a comma in number so insert "false" in formula. Other wise insert true .

LEFT

- *return the specified number of character from the start text string .*

	=LEN(L8)
excel function	14
computer	8

=Left(Select Text, Insert Text Value That You Want)
 > Enter

LEN

- *Return The Number Of Character In A Text String . (Show All Character Value)*

=Len(Select Text) > Enter

LOWER

Text String In Lower

=Lower(Select Text)

	=LEFT(L8,4)
excel function	excel
computer	comp

Convert All Case.

> Enter

MID

- *Return The Character Form. The middle of supplying text string. The character exacted.*

=mid (Select Text, start number, no. of character) Enter

	=MID(C10,4,6)
computer education	puter
monitor	onitor
software	tware

PROPER - *Convert A Text String In Proper Case.*

= proper (select text) > enter

REPLACE - *replace part of text string with a different string.*

= replace (select text, start no. ,replace text value, "new text ") > enter

10	
11	=REPLACE(D12,7,4,"ment")
12	Employe Statement
13	Employmentatement

REPT - *Repeat Text Given No. Of Time.*

=Rept(Select Text,Put Any Number) . > Enter



	=REPT(D12,3)
COMPUTER	COMPUTERCOMPUTERCOMPUTER

RIGHT - *Return The Specified Number Of End Of Text.*

$=RIGHT(Select\ Text\ ,\ Put\ Text\ Value)$

	=RIGHT(D12,4)
COMPUTER	UTER

SEARCH

- *Return The Number Of The Character At Which Specified Character Or Text String In One Round.*

$=Search\ ("find\ text",with\ text) > Enter\ (show\ text\ value)$

	=SEARCH("MPU",D14)
COMPUTER	3

SUBSTITUTE

- *Replace Existing Text With New Text.*

$=Substitute(Select\ Text,"Old\ Text","New\ Text") > Enter$

T

Whether Value Is Text And Return The Text If It Is.

$=T(Select\ Text) > Enter$

	=T(D12)
EMPLOYEE	EMPLOYEE
9080	?

TRIM

- *Remove Space*

=*Trim(Select Text) > Enter*

					=TRIM(D12)
INDIRA	GANDHI	TRAINING	INSTITUTE	INDIRA GANDHI TRAINING INSTITUTE	

UPPER

- *Convert A Text String In Upper Case.*

=*Upper(Select Text) > Enter*

VALUE

- *Convert A Text String That Represent A Number To A Number.*

=*Value(Select value + Add New Value) > enter*

DEEPAK SHARMA

Extension names

Application software	Extension name	
Notepad	.Txt	
Wordpad	Rtf (Rich Text Format)	
Ms-Paint	Bmp (Bitmap Image)	
Microsoft Office Word	2003	2007
	.Doc	.Docx
Power Point	.Ppt	.Pptx
Microsoft Office Excel	.Xls	.Xlsx
Ms- Access	.Mbd	.Accdb

Excel short key

1. Merge cell - ALT + H+M+M
2. Cell merge according to text - ALT + O+C+A
3. Insert border on cells - ALT + H+B+A
4. Insert cell/row/column/sheet - CTRL +
5. Delete cell/row/column/sheet - CTRL -
6. Hide row - CTRL + (
7. Unhide any hidden row - CTRL + SHIFT + (8. Hide columns - CTRL +)
9. Unhide any hidden columns - CTRL + SHIFT +)
10. Outline border to selected cell - CTRL + SHIFT + & 11.
- Remove border to selected cell - CTRL + SHIFT + -
12. Open chart - F 11
13. Increase sheets - SHIFT + F11
14. Check print preview - CTRL + F2
15. Format cell - CTRL + 1
16. Move to sheet - CTRL + PAGE UP/PAGE DOWN
17. Insert a new line in cell - ALT + ENTER
18. Filter data - ALT + A + T
19. Create table - CTRL + L/T
20. Current date - CTRL + ;
21. Current time - CTRL + SHIFT + ;

- 22. Centre content - Alt + H+ Ac
- 23. Middle content - Alt +H +Am
- 24. Font size - Alt + H + Fs
- 25. Fill color - Alt + H + H
- 26. Autosum - Alt + =
- 27. Wrap Text - Alt + H+ W



IGDT

ASSIGNMENT: A-1

Student Name: _____ Father's Name: _____

Date of Exam: _____ Reg. NO. : _____ Course Name: _____

Branch Name: _____ Exam Time: _____

Max Marks: 25

Q1. What is Computer? Explain history of computer with pictures.

Q2. What is Deference between Laser Printer and Dot Matrix printer with pictures.

Q3. What is Storage Device ? Create a Chart of Storage Capacity with Explanation.

Q4. Define Generations of Computer with Pictures.

Q5. How many types of Computer? Define Deference between Analog and Digital Computer

Q6. How to Create, Save and Delete a Table in Ms-Word? Crate a Diagram of MS Word.

Q.7 What is use of Pivot Table in Ms-Excel? Explain Steps how to crate Pivot Table with Diagrams?

Q8. What is MS- Access ?How to Create a Report In Ms-Access?

Q9. How may types of Computer? What is Deference between Mainframe Computer and Super Computer.

Q10.What is Macro? Explain its advantages.