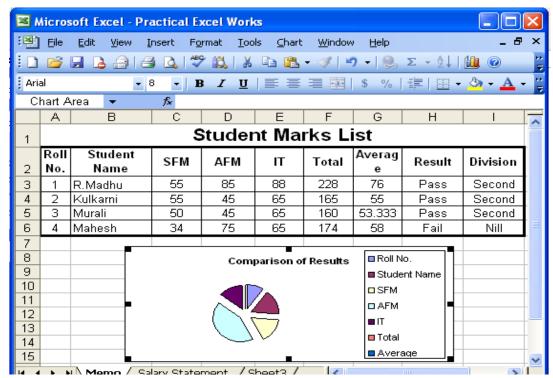
## **Mastering MS Office**

- 1.a. Draw the flowcharts using different shapes
  - a. To find largest of three numbers A, B and C.
  - b. To find the sum of first 50 natural numbers.
  - c. To generate prime numbers up to N.
- 1.b. Create worksheet with following fields Empno, Ename, Basic Pay(BP), Travelling Allowance(TA), Dearness Allowance(DA), House Rent Allowance(HRA), Income Tax(IT), Provident Fund(PF), Net Pay(NP).

**Given:** DA= 30% of BP, HRA=20% of BP, TA=17.5% of BP, IT=15% of BP, PF=12.5% of BP.

- 1.c. Prepare a presentation with 12-15 slides on any topics.
- 2.a. Draw the flowcharts using different shapes
  - a. To generate the Fibonacci series of N numbers.
  - b. To compute factorial N (N!) where N! = 1\*2\*3\*....\*N
  - c. To arrange the given data in ascending order using function.
- 2.b. Create an Excel Worksheet with fields as Roll No, Name, Marks and percentage.
  - a. Create an Excel Worksheet by inserting field names
  - b. Calculate total marks, Averages, Results and Divisions. (By using Mathematical and Logical Functions)
  - c. Represent the Data by inserting the Pie Chart.



- 2.c. Prepare a presentation with 12-15 slides.
- 3.a. To create a document for type the mathematical equation in MS-Word.

$$W = \frac{1}{2\mu_0} \left[ \frac{\Psi'^2 \pi^2}{b^2} \sum_{m,n} a_{mn}^2 n^2 (ab/4) + \frac{\Psi'^2 \pi^2}{a^2} \sum_{m,n} a_{mn}^2 m^2 (ab/4) + \Psi'^2 ab \left( \mu^2 + \sum_{m,n} \frac{8a_{mn}\mu^2}{\pi^2 mn} + \frac{a_{mn}^2 \mu^2}{4} \right) \right]$$

$$W = \frac{\Psi'^2 ab}{2\mu_0} \left[ \mu^2 + \sum_{m,n} \left( \frac{a_{mn}^2}{4} \left( \frac{m^2 \pi^2}{a^2} + \frac{n^2 \pi^2}{b^2} + \mu^2 \right) + \frac{8a_{mn}\mu^2}{\pi^2 mn} \right) \right].$$

3.b. Create an Excel Worksheet for the monthly sales of a product and also represent the data by using bar chart?

Months	Sales
January	80
February	120
March	100
April	60
May	54
June	112
July	32
August	97
September	45
October	78
November	145
December	101

3.c. Prepare a presentation with 12-15 slides on any topics.

4. a. Create and Design Forms as sample in the image below.

## EMPLOYMENT APPLICATION FORM

PLEASE	PRINT ALL INFO	RMATION REQUEST	ED EXCEP	T SIGNATURE	
	APPLICANTS MA	AY BE TESTED FOR I	LLEGAL DE	RUGS	
PLEASE COMPLETE P	AGES 1-5.		- 1	Date:	
Name:					
Last	First	Mic	ddie	Maiden	
Present Address:					
Number	Street	City			ip
How Long:			Social Se	curity No.:	
Telephone:					
If under 18, please list	age:				
Position Applied For:			Days	/Hours Available	to Work:
Salary Desired:			Mon Tue	ref Thur Fri Sat Sun	
How many hours can	you work weekly	? Can you	work night	s?	
Employment Desired:	D FULL-TIME O	ONLY DIPART-TIME	ONLY	FULL- OR PAR	T-TIME
When available for wo	rk?				
	EDUCAT	ION & OTHER INFOR	MATION		
TYPE OF SCHOOL	NAME OF SCHOOL	(Complete mailing		NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School		-			
College		T			
Post of Total Colored					
Bus. or Trade School		T			
Professional School					

4.b. Create an Excel Sheet with name, gender, attendance, assignment, midterm and final grades of five students. Find the total of the assessment marks. Students who pass need to have an attendance greater than 8 else he fails even if he has a total greater than 50

ZZ V	Microsoft Excel - Programs									
:	<u>File E</u> dit	<u>V</u> iew <u>I</u> ns	ert F <u>o</u> rmat	<u>T</u> ools <u>D</u> at	a <u>W</u> indow	<u>H</u> elp				
	<i>i</i>	8 1 6	🛕 l 🤔 蹴	🔏 📭 🖺	L - 🏈 🗀	$- \begin{bmatrix} A \\ Z \end{bmatrix} \begin{bmatrix} Z \\ A \end{bmatrix}$	🗼 🍟 Ari	al		
	A1	▼	<b>f</b> ∡ Name							
	Α	В	С	D	Е	F	G	Н		
1	Name	Gender	Attendance	Assignmer	Mid-term	Final	Total	Description		
2	Virak	М	9	12	14	45	71	pass		
3	Soa	M	13	11	12	34	57	pass		
4	Vibol	M	8	8	12	21	41	fail		
5	Theary	F	8	14	14	25	53	pass		
6	Sokha	M	3	4	10	20	34	fail		

- 4.c. Prepare a presentation with 12-15 slides on any topics.
- 5.a. Create and Design Forms as sample in the image below



## Abstract

A recent survey conducted jointly by Outsourcing Center and Wipro Technologies indicates companies still have significant challenges in managing their captive offshore centers.

The survey, which was not a scientific study, polled visitors at the Outsourcing Center portal during May 2006. It asked CIOs and Global Sourcing Managers to choose which of the following four

- •Rapid scalability of workforce and infrastructure while maintaining the cost advantage
- Aligning the offshore team with your organization's culture and business imperatives
- Lack of a long-term strategy or vision for your captive offshore operation
   Lack of adequate management bandwidth to effectively manage the model

This discusses the survey's findings as well as some best practices to combat the

5.b. Create an Excel Sheet with name, gender, attendance, assignment, midterm and final grades of students. Find the total of the assessment marks. Students who passed without considering attendance as criteria for passing, calculate the grades of the students as per the grade rule table given below:

If all the grades (A to F) are not displayed in your grade column add some student entries that have marks falling in the appropriate grades and verify your formula.

Marks Range	Grade
Score>=90	A
90>Total	В
Score>=80	
80>Total	C
Score>=70	
70>Total	D
Score>=60	
60>Total	Е
Score>=50	
Total Score < 50	F

5.c. Prepare a presentation with 12-15 slides on any topics.

## 6.a. To create a document using Tables and bullet

Input	Output	Memory		
Any order which is given	Answers of input are	Memory is a device which		
by user are known as	known as output.	stores our electronic data.		
input.		Like: audio, video, image,		
		document etc.		
> KENDO V DD	1. MONITOR	Primary Memory:		
➤ KEYBOARD	2. LED	<b>❖</b> RAM		
> MOUSE	3. LCD	❖ ROM		
> SCANNER	4. CRT	Secondary Memory:		
> TOUCHPAD	5. SPEAKER	Memory Card		
> TOUCHSCREEN	6. PRINTER	❖ Pen Drive		
➤ WEBCAME	7. PLOTTER	❖ CD/DVD		
> JOYSTICK	8. HEADPHONE	External Hard Disk		
> OMR	9. PROJECTOR			
➤ MICE				

6.b The following worksheet contains Names & Sale for 10 salesmen. Calculate their bonus as per the following:

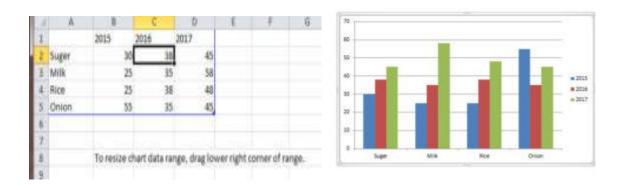
Sale	Bonus
0-30000	0
30000-40000	3000
40000-50000	4000
50000-60000	5000
60000-70000	6000
70000-80000	7000
80000 & above	8000

	A	В	C	D		H	I
1	NAME	SALE	BONUS			0	0
2	Deep	30000				30000	3000
3	Jayesh	40000				40000	4000
4	Yash	45000				50000	5000
5	Sara	48000				60000	6000
6	Gita	55000				70000	7000
7	Jinal	32000				80000	8000
8	Kavita	66000					
9	Minal	23000					
10	Naresh	43000					
11	Rima	37000					

To calculate BONUS using VLOOKUP

6.c. Prepare a presentation with 12-15 slides on any topics.

7.a. Create a chart in MS word and show the product price comparison between years and draw the graph



7.b. You are given two tables Element Table and Element Table 2. Fetch the melting points of the elements from the second table and fill in the first table.

- 4	A	В	С	D	E	F	G
4	A	Contract of the Contract of th		U	Е		
1	ELEMENT TABLE					ELEMEN	T TABLE 2
2	Atomic Mass	Density	Name	Melting Pt.		ELEMENT	MELTING Pt.
3	1.0079	0.09	Hydrogen			Helium	-272
4	4.0026	0.18	Helium			Hydrogen	-259
5	6.941	0.53	Lithium			Neon	-249
6	9.0122	1.85	Beryllium			Fluorine	-220
7	10.811	2.34	Boron			Oxygen	-218
8	12.0107	2.26	Carbon			Nitrogen	-210
9	14.0067	1.25	Nitrogen			Sodium	98
10	15.9994	1.43	Oxygen			Lithium	180
11	18.9984	1.7	Fluorine			Magnesium	639
12	20.1797	0.9	Neon			Beryllium	1278
13	22.9897	0.97	Sodium			Boron	2300
14	24.305	1.74	Magnesium			Carbon	3500

- 1. First element in the first table is in C3
- 2. We write the VLOOKUP formula for the first element in the first table in D3
- 3. The table from which we should fetch the values is F3:G14, we need absolute referencing so it is \$F\$3:\$G\$14
- 4. We need the second column values form table 2; so the index is 2
- 5. The formula at D3 in table 1 is
- =VLOOKUP(C3,\$F\$3:\$G\$14,2,FALSE)
- 1. Drag to get the melting points for other elements
- 7.c. Prepare a presentation with 12-15 slides on any topics.