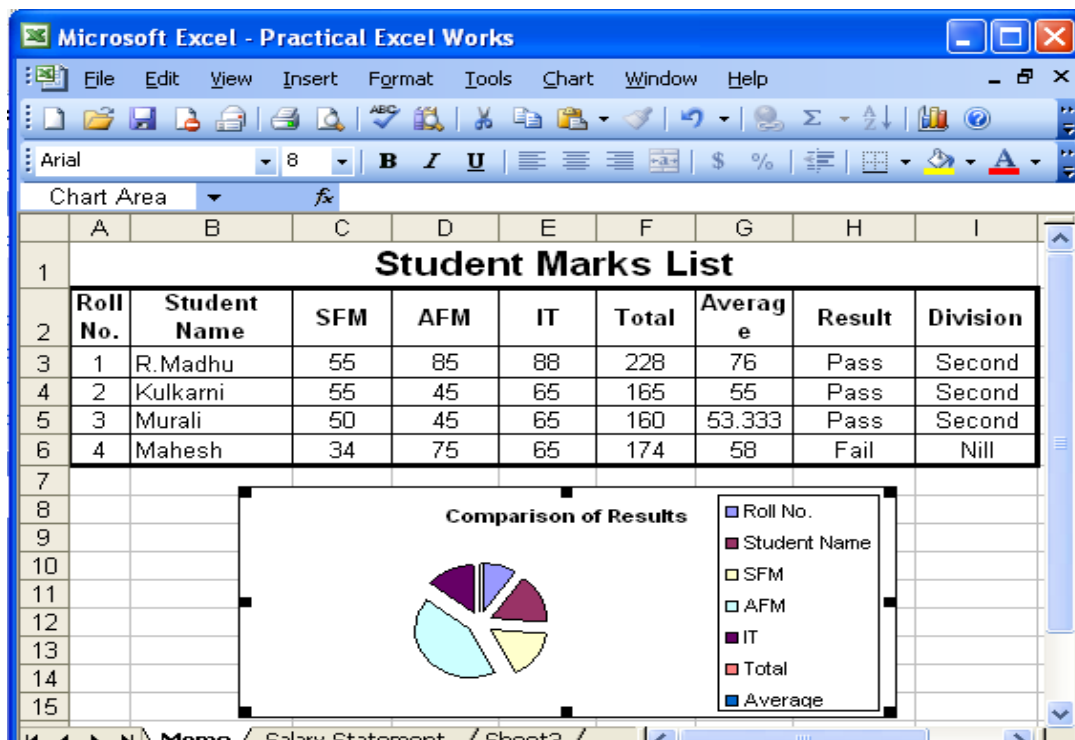


Mastering MS Office

- 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.

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

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 INFORMATION REQUESTED EXCEPT SIGNATURE				
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS				
PLEASE COMPLETE PAGES 1-5.			Date:	
Name:				
Last	First	Middle	Maiden	
Present Address:				
Number	Street	City	State	Zip
How Long:			Social Security No.:	
Telephone:				
If under 18, please list age:				
Position Applied For:			Days/Hours Available to Work:	
Salary Desired:			No Pref _____ Thur _____ Mon _____ Fri _____ Tue _____ Sat _____ Wed _____ Sun _____	
How many hours can you work weekly?			Can you work nights?	
Employment Desired:				
<input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME				
When available for work?				
EDUCATION & OTHER INFORMATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

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 \geq 90	A
90>Total Score \geq 80	B
80>Total Score \geq 70	C
70>Total Score \geq 60	D
60>Total Score \geq 50	E
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 Any order which is given by user are known as input.	Output Answers of input are known as output.	Memory Memory is a device which stores our electronic data. Like: audio, video, image, document etc.
<ul style="list-style-type: none"> ➤ KEYBOARD ➤ MOUSE ➤ SCANNER ➤ TOUCHPAD ➤ TOUCHSCREEN ➤ WEBCAME ➤ JOYSTICK ➤ OMR ➤ MICE 	1. MONITOR 2. LED 3. LCD 4. CRT 5. SPEAKER 6. PRINTER 7. PLOTTER 8. HEADPHONE 9. PROJECTOR	<ul style="list-style-type: none"> ❖ Primary Memory: ❖ RAM ❖ ROM ❖ Secondary Memory: ❖ Memory Card ❖ Pen Drive ❖ CD/DVD ❖ External Hard Disk

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

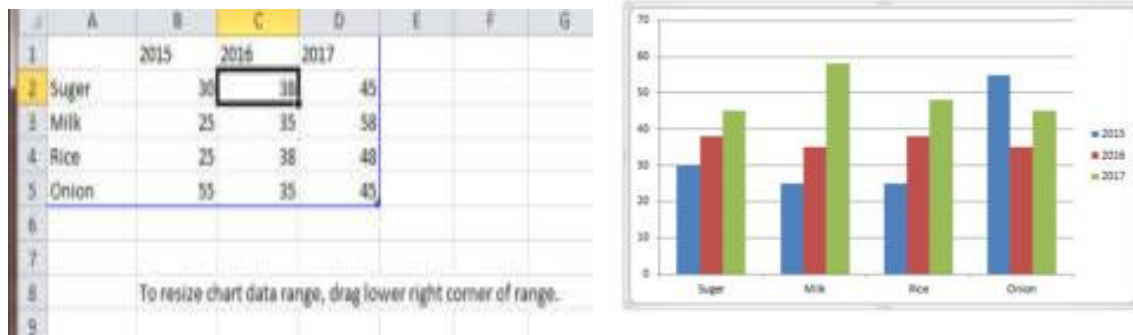
Sale	Bonus
0-30000	0
30000-40000	3000
40000-50000	4000
50000-60000	5000
60000-70000	6000
70000-80000	7000
80000 & above	8000

	A	B	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.

	A	B	C	D	E	F	G
1	ELEMENT TABLE					ELEMENT 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.