To create project certificate, Features to be covered:-Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colors, Inserting Header and Footer, Using Date and Time option in both LaTeX and Word.

AIM:

To create a document applying the above mentioned techniques.

Software Requirement: MS-WORD

Hardware Requirement: Personal computer

THEORY:

Header and Footer:

1. To create a header, enter text or graphics in the header area or click button on the header and footer toolbar.

2. To create footer, click switch between header andfooter.

3. Then click exit.

Date and Time:

Insert a date field that automatically updates so that the current date is displayed when you open or print the file.

Insert a time field that automatically updates so that the current time is displayed when you open or print thefile.

Border:

- On the format menu, click borders andshadings.

- To specify that the border appears on a particular side of a page, such as only at the top, click custom undersetting.

- To specify a particular page or section for the borders to appear, click the option you want toapply.

- To specify the exact position of the border on the page. Finally, clickOK.
  Color:

- Select the text you want to make a differentcolor.

- To apply the color most recently applied to text, click fontcolor.

- To apply different colors, click the arrow on the right of the font color button, select the color you want and then click thebutton.

PROCEDURE:

First click start button on the status bar. Then select program and again select Microsoft word. On the menu bar click the file option. Then again click new. Then enter the text not less than 100 words. A header appears at the top and the footer appears at the bottom of each page. On the view menu, click header and footer option. From dialogue box, make the required changes and then click OK. On the format menu, click borders and shading s make required changes and the click OK. Select the text you want and make the different color. Click on right of the font color button, and then select the color you want and then click on thebutton.

TEST DATA: No Test data for this Experiment

ERROR: No Errors for this Experiment

RESULT: A document is created by applying the above mentioned techniques

Viva Questions and Answers:

1) What is a titlebar?
2) What is menubar?
3) What is a toolbar?

Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check, Track Changes.

AIM:

To create a document applying the above mentioned techniques.

Software   Requirement: MS-WORD

Hardware Requirement: Personal computer

THEORY:

Table:

A table consists of rows and columns.

Cell Alignment:

Aligns contents written in a table in the top left corner or top right corner or in the

center etc...

Foot Note:

Foot notes are used to comments on, or provide references for text in a document.

Hyperlink:

It is a colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page in an intranet.

Symbols:

You may not be able to enter certain symbols into your word document, as there is a limitation on the keys on the key board. Creating these new symbols especially when working with mathematical terms it becomes very difficult .For example we can insert symbols such as$\equiv,\approx$,,..

Spell check:

It automatically checks for spelling and grammatical errors

Bullets and Numbering:

In Microsoft word we can easily create bulleted or numbered list of items.

Formatting Styles:

o   A style is a set of rules to be followed for the effectivedocument.

o   Style can be applied to text, paragraph, table or alist.

Changing text direction:

You can change the text orientation in drawing objects, such as text boxes, shapes, and callouts, or in table cells so that the text is displayed vertically or horizontally.

Track changes:

A track change is an excellent feature of Microsoft word as it enables a user or reviewer to keep track of the changes that have taken a period. Changes like insertion, deletion or formatting changes can be kept trackof.

Procedure:

Changing Text direction:

1. Click the drawing object or table cell that contains the text you want to change.
2. On the Format menu, click TextDirection.
3. Click the orientation youwant.

Table:

1. Click where you want to create atable.
2. On the Table menu, point to Insert, and then clickTable.
3. Under Table size, select the number of columns androws.
4. Under AutoFit behavior, choose options to adjust tablesize.
5. To use a built-in table format, clickAutoFormat.

Select the options you want

Cell Alignment:

1. Click the cell that contains text you want toalign.
2. On the Tables and Borders toolbar, select the option for the horizontal and vertical alignment you want— for example, Align Bottom Center or Align TopRight.

Foot Note:

1. In print layout view, click where you want to insert the note reference mark.
2. On the Insert menu, point to Reference, and then clickFootnote.
3. Click Footnotes orEndnotes.

By default, Word places footnotes at the end of each page and endnotes at the end of the document. You can change the placement of footnotes and endnotes by making a selection in the Footnotes or Endnotes box.

4. In the Number format box, click the format you want.

5. Click Insert.

   Word inserts the note number and places the insertion point next to the notenumber.

6. Type the notetext.
7. Scroll to your place in the document and continuetyping.

   As you insert additional footnotes or endnotes in the document, Word automatically applies the correct number format.

   Hyper link:

   Select the text or picture you want to display as the hyperlink, and then click Insert Hyperlink on the Standard toolbar

   Do one of the following:

 1. Link to an existing file or webpage:

1. Under Link to, click Existing File or WebPage.

2. In the Address box, type the address you want to link to or, in the Look in box, click the down arrow, and navigate to and select the file

 2. Link to a file you haven't createdyet

   Under Link to, click Create New Document.

3. In the Name of new document box, type the name of the newfile.
4. Under When to edit, click either Edit the new document later or Edit the new documentnow

   An e-mail address:

1. Select the text or picture you want to display as the hyperlink, and then click Insert Hyperlink on the Standardtoolbar
2. Under Link to, click E-mailAddress.
3. Either type the e-mail address you want in the E-mail address box, or select an e-mail address in the recently used e-mail addressesbox.
4. In the Subject box, type the subject of the e-mail message A specific location in

 anotherdocument

1. Insert a bookmark in the destination file or Webpage.
2. Open the file that you want to link from, and select the text or object you want to display as thehyperlink.
3. On the Standard toolbar, clickInsertHyperlink   .

4. Under Link to, click Existing File or WebPage.
5. In the Look in box, click the down arrow, and navigate to and select the file that you want to linkto.
6. Click Bookmark, select the bookmark you want, and then clickOK.

Symbol:

1. Click where you want to insert thesymbol.
2. On the Insert menu, click Symbol, and then click the Symbolstab.
3. In the Font box, click the font that youwant.
4. Double-click the symbol that you want toinsert.
5. Click Close

Spell check:

1. On the Standard toolbar, click SpellingandGrammar   .
2. When Word finds a possible spelling or grammatical problem, make your changes in the Spelling and Grammar dialogbox.

Bullets and Numbering:

1. Type 1**.** to start a numbered list or ***** (asterisk) to start a bulleted list, and then press SPACEBAR orTAB.
2. Type any text youwant.
3. Press ENTER to add the next listitem.

   Word automatically inserts the next number or bullet.

4. To finish the list, press ENTER twice, or press BACKSPACE to delete the last bullet or number in thelist

Formatting Styles:

1. Select the words, paragraph, list, or table you want tochange.
2. If the Styles and Formatting WEEK pane is not open, click Styles and Formatting on the Formattingtoolbar
3. Click the style you want in the Styles and Formatting WEEK pane. If the style you want is

   not listed, click All Styles in the Showbox

Track Changes:

1. Open the document you want torevise.
2. On the Tools menu, click TrackChanges

TEST DATA: No Test data for this Experiment

ERROR: No Errors for this Experiment

RESULT: A document is created by applying the above mentioned techniques

<u>Viva q & A:</u>

1) What is the feature of micro softword?
2) What is the undo and redocommands?
3) What are the various cellalignments?

TIME TABLE

Task 1:

Aim: Create your class time table by using different formatting styles.

Steps:

1. Open MS-EXCEL by clicking on START Button,go to Programs then click on Microsoft Office then select Microsoft Office Excel 2007.
2. Write the title name is Sree Chaitanya College of Engineering at (A1 address)
3. Write the sub title name is I.B.Tech IT TIME TABLE FOR ACADEMIC YEAR 2011-2012 at (A2 address)
4. Write the date is =Today() at G3 address
5. Write the fields A4 address to J4 address location
6.

DAY/ TIME	I 9:009:50	II 9:5010:40	10:40- 10:50	III 10:5011:40	IV 11:40-12:30	12:30- 1:10	V 1:10-2:00	VI 2:00-2:50	VII 2:50-3:40

In the above format the DAY/TIME will appear as above by right clicking the mouse button on A4 cell and go to Format cells and select Alignment .In that under the Text control select tick on wrap text then click on OK button

7. Write the MON at A5 address location and drag cell with auto fill option up sat(A10 address)
8. Write subject name MM fill all cells if you have lab hour's like ITWS LAB, Enter the lab name leave 2 cells.
9. If any break or lunch leave the cell

Formatting Styles:

10. Select the cell A1 to J1, click on HOME then click the merge and center button, set font size to 16.
11. Select the cell A2 to J2, click on HOME then click the merge and center button, set font size is 12.
12. Select the cell address G5 to G10, click on merge and center button, then type "LUNCH" and click on orientation button & select "Vertical Text".
13. Fill the cells with particular subjects according to schedule.
14. Write "MM" in B5, "M-1" in C5 and so on.
15. Select D5&D6, click on merge & center button then type "BREAK", click on orientation & select ""Vertical Text".
16. Select H5, I5,J5 cells & type "PHY/CHE LAB".
17. Repeat above steps for the remaining cells B5 to J5.
18. At last select A1 to J10 cells and keep borders by clicking on Borders Button and select All Borders.
19. At last save the file by clicking on office button then "save", give file name as Time Table then press "ok".

OUTPUT:

<table>
<tr><td colspan="10" align="center">www.btechsmartclass.com
I.B.Tech IT TIME TABLE FOR ACADEMIC YEAR 2015-2016</td></tr>
<tr><td colspan="10" align="right">D:13/01/2016</td></tr>
<tr>
<td>DAY/ TIME</td>
<td>I
9:00-9:50</td>
<td>II
9:50-10:40</td>
<td>10:40-10:50</td>
<td>III
10:50-11:40</td>
<td>IV
11:40-12:30</td>
<td>12:30 -1:10</td>
<td>V
1:10-2:00</td>
<td>VI
2:00-2:50</td>
<td>VII
2:50-3:40</td>
</tr>
<tr>
<td>MON</td>
<td>MM</td>
<td>M-1</td>
<td rowspan="2">BREAK</td>
<td>ENG</td>
<td>CPDS</td>
<td rowspan="6">LUNCH</td>
<td colspan="3" align="center">< -------PHY/CHE LAB------- ></td>
</tr>
<tr>
<td>TUE</td>
<td>CPDS</td>
<td>ED</td>
<td>MM</td>
<td>ENG</td>
<td colspan="3" align="center"><--------ITWS LAB------></td>
</tr>
<tr>
<td>WED</td>
<td>CHE</td>
<td colspan="4" align="center"><--------------CPDS LAB---------------></td>
<td>M-1</td>
<td>ED</td>
<td>PHY</td>
</tr>
<tr>
<td>THU</td>
<td>PHY</td>
<td>CPDS</td>
<td>BREAK</td>
<td>M-1</td>
<td>CHE</td>
<td colspan="3" align="center"><----------ED LAB-------></td>
</tr>
<tr>
<td>FRI</td>
<td>CPDS</td>
<td colspan="4" align="center"><---------------ENG LAB----------></td>
<td>ED</td>
<td>M1</td>
<td>MM</td>
</tr>
<tr>
<td>SAT</td>
<td>MM</td>
<td>CHE</td>
<td>BREAK</td>
<td>M-1</td>
<td>ED</td>
<td>CPDS</td>
<td>PHY</td>
<td>ENG</td>
</tr>
</table>

Calculating GPA - .Features to be covered:- Cell Referencing, Formulae in spreadsheet – average, std. deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function, Sorting, Conditional formatting. AIM:

To maintain a control chart for printing books with given data.

Software Requirement: MS-EXCEL **Hardware**

Requirement: Personal computer **THEORY:**

1. On the chart menu click charttype

2. Textdirection.

   Click the arrow down next to the text direction button. For right to left click right to left. For left to right reading order, click left to right.

   For reading order that is consistent with the language of the first entered character, click context. For reading order that is inconsistent with the language of the first entered character, click control.

3. In the tools menu click options and then click charttab.

4.   To show all worksheet data in the chart even if some rows and columns are hidden, clear the plot visible cells by checkbox.

5. To prevent hidden rows and columns from displaying in the chart, select the plot cells only checkbox.

   Hyper Linking:

1. Create a worksheet: On the file menu, click new, and then click blank workbook WEEKpane.

2. Insert a worksheet: C lick worksheet on the insert menu. Right click on sheet tab and then click insert double click the template for the type of sheet youwant.

   3. Hyperlink: Using hyperlink we can insert one more sheet in the present sheet

   4.   Count function: Create a blank worksheet press control +c. In the worksheet select cell A and press control +c. On the tools menu point to formula auditing and then click formula auditingmenu.

   Worksheet:

   1. In the file menu go to menu then a new worksheet is created.

   2 To add a single worksheet, click worksheet on the Insert menu. To add multiple worksheets hold down shift and then click the number of worksheet WEEKs to add in an open workbook

Sort:

1. Click a cell in the list you want to sort.

2. On the Data menu clicksort.

3. Under first key sort click the custom sort order you want and then clickok.

4. Click any other sorting option youwant.

PROCEDURE:

Formulae in Excel:

First click on start button at the bottom of the screen on status bar. Click on programs and then on Microsoft excel. Then open a new document. Give the main heading and subheading by changing the size so that they look in block letters. Enter the data. To calculate go to Insert menu in the menu bar and then click on function and then ok. Then select the data to which you want to calculate mean. Then you get the required answer. In same way, sample means standard deviation lower count limit and upper count limit. Go to insert menu and click on function and select the required operation to be done and select the data and calculate. Formulas for all the above are givenbelow.

Mean = (s1 + s2 + s3 + s4 + s5)/5;

Sample mean = avg (mean)

Standard deviation = (mean, sample, mean)

Sample standard deviation= avg (Standard deviation)

Lower count limit = sample mean – sample standard deviation. Upper count limit =

Sample mean + Sample Standard deviation

Hyper linking:

First click on start button of the screen on status bar. Click on programs and then Ms-excel. To get a new blank worksheet go to programs and then click on excel sheet. Rename the first sheet as student by right clicking on sheet 1 and renaming. Insert hyperlink insert and click on hyperlink. Then go to sheet 2 and rename as CSE type in particulars of ECE right click on sheet 3. Then go to sheet -4 rename as IT. In this type all the four sheets are created.

WORKSHEET

First click on start button at the bottom of the screen on statusbar.

Click on programs and then Ms-excel. Then enter the data as given. Enter the student's names, Subjective wise marks, total and avg. Then calculate the total and avg by using formula. Then go to Data menu and click sort. Under first key sort, click custom sort order needed i.e. ascending order or alphabetical order and then click o.k. Then the required worksheet is prepared.

Count Function

Some of the content in this topic may not be applicable to some languages.

1. To count words in selected text only, select the text youwant.

   If you don't select any text, Microsoft Word counts the words in the whole document.

2. On the **Tools** menu, click **WordCount**.

   Word displays counts for words, paragraphs, lines, and characters.

3. To add or remove footnotes and endnotes from the count, select or clear they **Include footnotes and endnotes** checkbox.

VLOOKUP and HLOOKUP Functions

This document explains the functions of VLOOKUP and HLOOKUP and how to use them in a spreadsheet. It can be used in all versions of Microsoft Excel.

VLOOKUP and HLOOKUP are functions in Excel that allow you to search a table of data and based on what the user has supplied and give appropriate information from that table.

If you have a table of Student ID numbers, Student Names and Grades, you can set up Excel so that if a Student ID number is supplied by the user, it will look through the table and output the student's name andgrade.

Student ID Number	Student Name	Semester Grade
1234	John Smith	A/B
1689	Jane Jones	B/C
2495	Michelle Schreiner	B
3697	Jack Lepak	A
9228	Rod Arneson	B

R.HimaSagarika
Asst professor

	A	B	C
	VLOOKUP		
	Student ID Number	1234 ←	User supplied
	Student Name	John Smith ←	From table
	Semester Grade	A/B ←	From table

VLOOKUP allows you to search a table that is set up vertically. That is, all of the data is set up in columns and each column is responsible for one kind of data. In the Student Record example, there would be a separate column of data for Student Names, one for Student ID numbers, etc.

HLOOKUP is the exact same function, but looks up data that has been formatted by

rows instead of columns.

Student ID Number	1234	1689	2495	3697	9228
Student Name	John Smith	Jane Jones	Michelle Schreiner	Jack Lepak	Rod Arneson
Semester Grade	A/B	B/C	B	A	B

The format of the VLOOKUP function is:

VLOOKUP (lookup _value, table _array, col _index _num, range _lookup)

The **lookup _value** is the user input. This is the value that the function uses to search on. If you are searching a table by the Student ID number, then the lookup _value is the cell that contains the inputted Student ID number being lookedup.

The **table _array** is the area of cells in which the table is located. This includes not only the column being searched on, but the data columns for which you are going to get the values that you need. Back to the example, the table_array would not only include the Student ID number column, but the columns for the Student Names and Grades aswell.

The **col _index _num** is the column of data that contains the answer that you want. If your table is set up as: column 1 - Student ID Number, column 2 - Student Names, column 3 - Grades and you inputted a Student ID Number and you want to retrieve the grade that was received for that person, the col _index
_num would be 3. 3 is the column number of the data column for the ANSWER that you are trying to look up.

Range _lookup is a TRUE or FALSE value. When set to TRUE, the lookup function gives the closest match to the lookup _value without going over the lookup _value. When set to FALSE, an exact match must be found to the lookup _value or the function will return #N/A. Note, this requires that the column containing the lookup _value be formatted in ascending order.

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To use the Function Wizard to insert a VLOOKUP function:

1. Select the cell that will contain the answer to the VLOOKUP andselect
   Insert ->**Function...**

2. Under the **Function Category**, choose either **All** or **Lookup &Reference**.

3. Under the **Function Name**, select **VLOOKUP**, and hit**O**

4. The Function Wizard for VLOOKUP will then display. The 4 values talked about
   above (lookup _value, table _array, col _index_num,

   required.Ifyouputthecursorintothefirstlineforlookup_value,
   down below it explains what the lookup _value is for your reference.
   Similar information is displayed when the cursor is in any of the other fields.
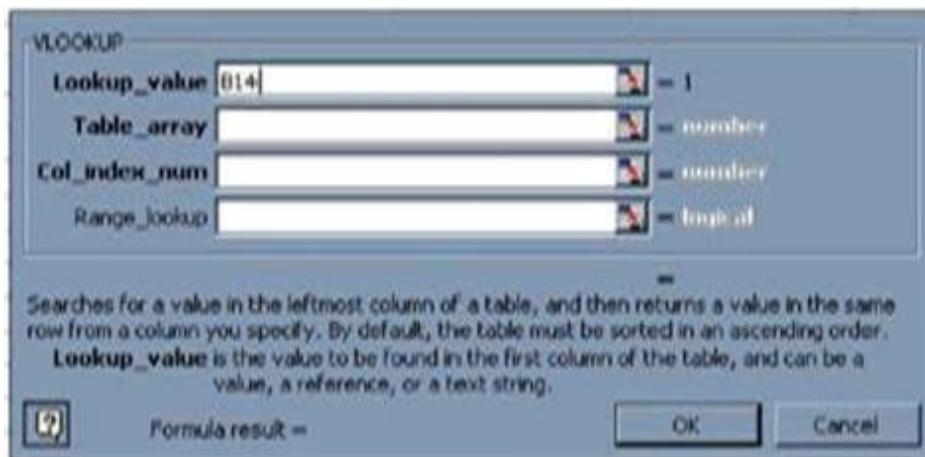
5. Enter in the lookup _value either by typing in the number for the cell, or, by selecting the cell
   on theworksheet.

6. Enter in the table _array by typing in the numbers for the cells, or, by selecting the
   group of cells on theworksheet.

7. Enter in the number for column which contains the data that you wish to obtain in the col
   _index _numarea.

8. Enter into the range _lookup field the value TRUE if the function should accept the
   closest value to your lookup _value without going over or FALSE if an exact match
   isrequired.

9. Hit **OK** whenready.

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TEST DATA: No Test data for this Experiment

ERROR: No Errors for this Experiment

RESULT: An Excel Sheet is created by applying the above mentioned techniques

<u>Viva Q & A:</u>

1) What is an average function?

2) What is the syntax of averagefunction?

3) What is a countfunction?

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Creating Power Point: Student should work on basic power point utilities and tools in Latex and Ms Office/equivalent (FOSS) which help them create basic power point

presentation. PPT Orientation, Slide Layouts, Inserting Text, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows, Hyperlinks, Inserting Images, Tables and Charts

TITLE:

Create a power point presentation consists of slide layouts inserting text, formatting text, bullets and numbering of five slides with following information's.

Slide 1 – contents Slide 2

– Name Slide 3 – Address

Slide 4 – Hobbies Slide 5

– Friends

AIM:

To maintain a PowerPoint presentation with some specifications

THEORY:

SLIDE LAYOUT:

1. On the format menu, click slidelayout.

2. On the slides tab in normal view, select the slides; you want to apply a layouttoo.

3. In the slide layout WEEK pane, point to layout you and then clickit.

4. A new slide can also be inserted within the WEEK pane. Point the layout you want the slide to have, click the arrow and then click the insert new slide.

INSERT TEXT:

1. Text can be added tolayout.

2. Align text in the top, middle or bottom of acell.

3. Align text on the right or left, or in the center of acell.

4. Change cellmargins.

5. Insert a tab in atable.

6. To make the symbol command available, in normal view, place the insertion point on the outbox tab or in a text place holders on theslide.

7. On the insert menu, clicksymbol.

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8. To change fonts, click a name in the fontbox.

FORMATTING TEXT:

1. Select the text you want to format as superscript orsubscript.

2. On the format menu, clickfont.

3. To show or hide text formatting, on the standard toolbar, click show formatting.

BULLETS AND NUMBERINGS:

1. Select the lines of text that you want to add bullets or numberingto.

2. Click bullets ornumbering.

AUTOSHAPES:

1. Select the auto shape that has the text you want toposition.

2. Double-click the selection rectangle of the auto shape or text box and then click the text box tab in the format dialogbox.

3. In the text anchor point box, click the position you want the text to start in.

LINES AND ARROWS:

1. In Microsoft power point, double click thechart.

2. Double click the chart item you want tochange.

3. On the patterns tab, do one or both of thefollowing.

4. To change the colors, patterns or lines, select the options youwant.

5. To specify a fill effect, click fill efeect and then select the options you want on the gradient, text patterns or picturetabs.

To return to the slide, click outside the about

PROCEDURE:

First click on start button at the button of the screen on status bar. Click on programs and then Microsoft PowerPoint. Go to file and new. Then you find different pattern of slides on right side of your screen. Then select which is completely empty. Then enter the contents in the first slide as per given information, name in the second slide, Address in the third slide, Hobbies in the fourth slide and friends in the fifth slide. Except first slide, all the second, third, fourth, fifth slides should be inserted. When you select pattern of slide from a new slide, on slide which you selected you will find an

arrow towards its right side, click that arrow and then again click insert slide. Then save it. Then adjust the layout. Then format the text then give bullets or numbering to the text if required. Go to auto shapes. Select more auto shapes and insert wherever required. Then again go to insert option and select new slides. And select chart and a chart with datasheet appear. Give the name, roll no, marks in three subjects and calculate the total. Then save thefile.

TEST DATA: No Test data for this Experiment **ERROR:**

No Errors for this Experiment

RESULT: A Power point Presentation is created by applying the above mentioned techniques

Viva Questions:

1) Explain about powerpoint

2) What is wordart?

3) Explain about slidetransition

4) How can you rotate the picture in powerpoint?

5) What is the different auto shapes available in powerpoint?

(B) AIM:

To maintain a PowerPoint presentation using some specifications

THEORY:

HYPERLINK:

1. Select the text or object that you want to represent thehyperlink.

2. Click inserthyperlink.

3. Under link to, click place in thisdocument.

INSERT IMAGES:

1. Click where you want to insert thepicture.

2. On the drawing tool bar, click insertpicture.

3. Locate the folder that contains the picture that you want to insert, and then click the picturefile.

CLIP ART:

1. On the insert menu, point to structure and then clickclipart.

2. In the clipart WEEK pane, in the search for box, type a word or phrase that describes the clip, you want to type in all or some of the file menus of theclip.

3. In the results box, click the clip to insertit.

AUDIO VIDEO OBJECTS:

1. On the slide show menu, click setup show. Under performance check box. If your computer has their capability, office PowerPoint will attempt to useit.

2. Animation performance will be much better with a video card that has Microsoft direct3D.

CHART:

1. Click the slide where you want to place the embeddedobject.

2. On the insert menu, clickchart.

3. Click a cell on the data sheet and then type the information youwant

To return to the slide, click outside the chart

PROCEDURE:

First click on start button at the bottom of the screen on status bar. Click on programs and then Microsoft power point goes to file menu. Then you find different pattern of slides on right side of your screen. Then select which is completely empty. Then enter the name of your college in bold letters. Address of your college in bold letters in the second slide. List of all the available courses in the third slide, extra co-curricular activities in the fourth slide except first slide, all the second, third, fourth slide should be inserted. When you select pattern of slide from a new slide, on slide which you selected, you will find an arrow towards it right side click that arrow and then again click insert slide. Then save it the select the slide show and then select the view show option. Then review the presentation in slide show by selecting next and after completing the slide show then click end show. Click on start button at the button of the screen on status bar, click on programs and then Microsoft power point. Go to file menu. On insert menu and select table option and give no. of rows and no. of columns and give the name, Roll no and marks in three subjects and find the total

TEST DATA: No Test data for this Experiment

ERROR: No Errors for this Experiment

RESULT: A Power Point Presentation is created by applying the above

mentioned techniques

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