

WEEK 1

1# Open a new document and type the following letter.

July 15, 2020,
Chennai

From

VENKATESH .P

Sri Ranga Apartment,
No: 120, || Avenue,
T. Nagar, Chennai-17

To

<<Name>>

<<Address>>

Respected<<name>>

With the current slowdown in hiring within the high- tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in

particular is highly marketable in this tight market:

I worked on the team that pioneered the technology that put the Palm Pilot on the map. In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you! Venkatesh.

Enclosure: Resume (the format given below).

i) Save the document as "Letter.doc."

Steps : Open a word file and type down the entire letter along with the resume. Save the file as letter.doc.

July 15, 2020,
Chennai

From
Mohd Yusuf
VM Hall, *Muzammil Hostel*,
Near Purani *Chungi*,
Aligarh Muslim University, *Aligarh*
Pin 202002

To
«Name»
«Address»
«Address_line_2»

Respected «Name»

With the current slowdown in hiring within the high- tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market.

I worked on the team that pioneered the technology that put the Palm Pilot on the map.

In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you!
Mohd Yusuf.

Format of Resume

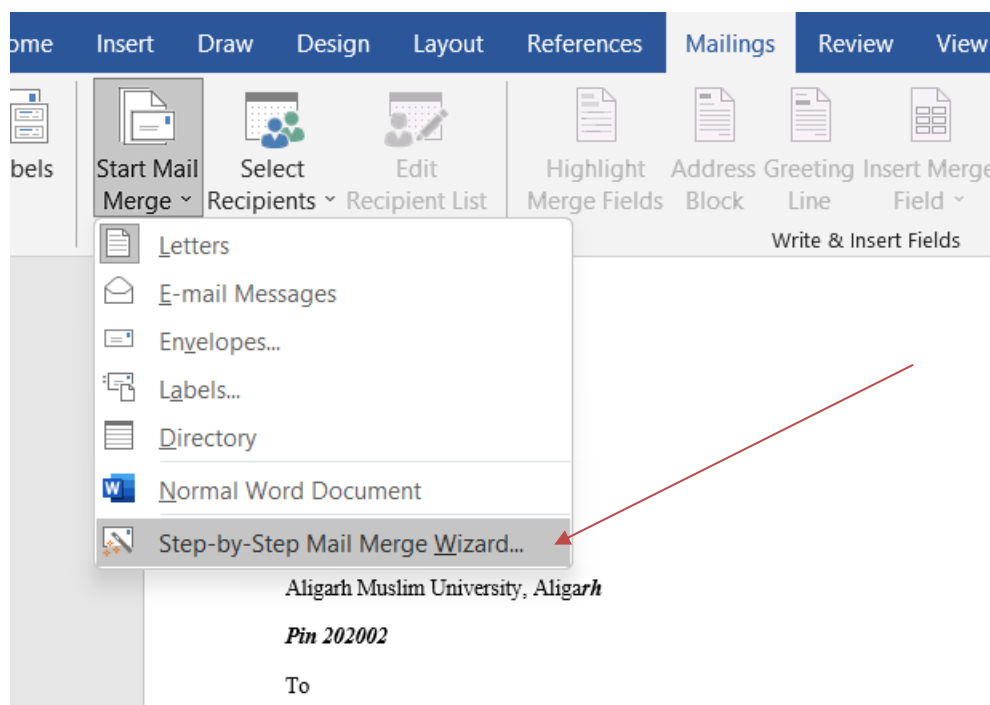
Name	:	
Father's Name	:	
Date of Birth	:	
Age	:	
Address	:	
Educational Qualification	:	

Sr.	Qualification	Board/University	Percentage

Work Experience :
Technical Skills :
Personal Skills :
Hobbies :
Dated: Signature

i) Send the document to 3 recipients using Mail merge. (Use 3 different addresses)

Steps : Go the mailings tab and click on the **Start Mail Merge** drop downbutton. From there, select **Step by Step Mail Merge Wizard**.



The mail merge wizard appears on the right side of the screen. Since we're working on letters, chose **letters** and click on **Next :Starting Document** at the bottom .

Mail Merge ▾ ×

Select recipients

- ☐ Use an existing list
- ☐ Select from Outlook contacts
- ☒ Type a new list

Type a new list

Type the names and addresses of recipients.

Create...

Step 3 of 6

→ Next: Write your letter

← Previous: Starting document

Next wizard step

74%

ENG IN 11:45 PM 22-Aug-23

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company	Address Line 1	Address Line 2	City	State

New Entry Find... Delete Entry Customize Columns...

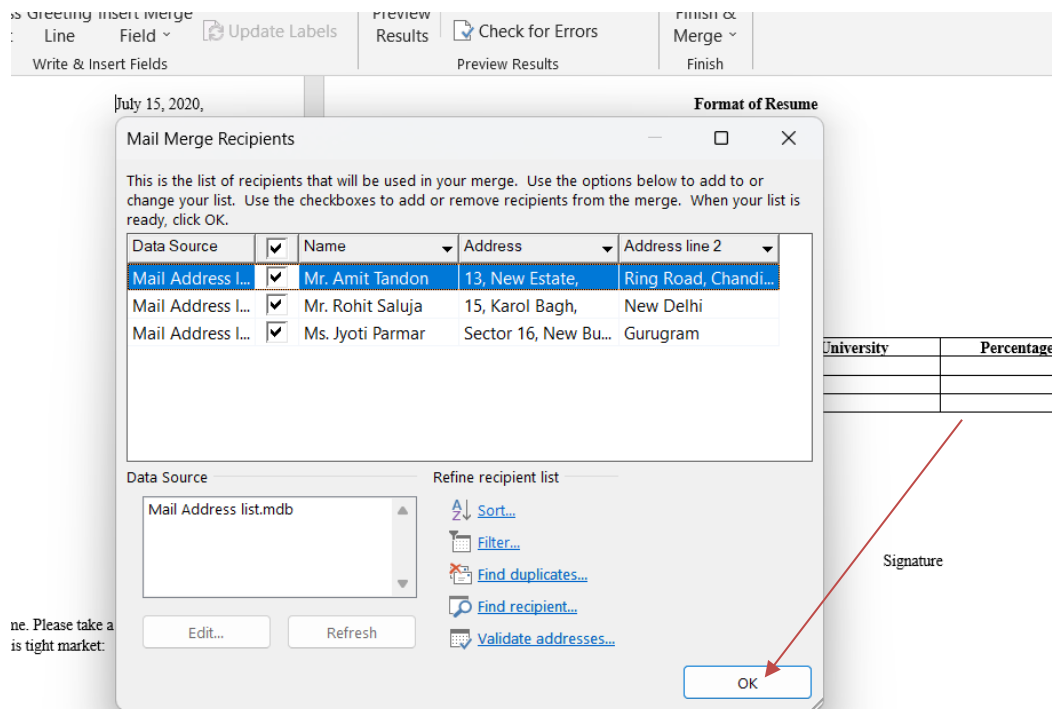
Customize Address List

Field Names

- Title
- First Name
- Last Name
- Company Name
- Address Line 1
- Address Line 2
- City
- State
- ZIP Code
- Country or Region
- Home Phone
- Work Phone
- E-mail Address

Add... Delete Rename... Move Up Move Down OK Cancel

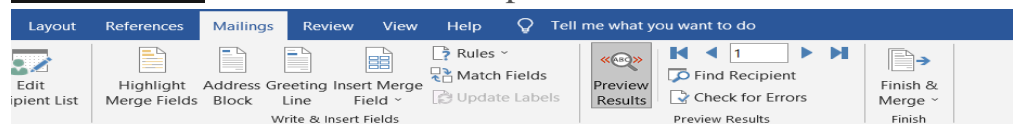
Type the fields that u want to insert in your letter. After clicking on **OK** type the names and other information of the recipients which are provided in the question. Then click on **Next:Write your letter** at the bottom.



Now on the letter which has been written already, select the fields that you want to insert by placing the cursor at the required place. You can see that the fields you inserted would appear like «Name»,«Address»,«Address_line_2». Now click on **Next:Preview your letters** at the bottom.

Here , all the letters can be individually previewed. This is how mail merge is done.

Final Result : The letters can be printed from here.



July 15, 2020,

Chennai

From

Mohd Yusuf

VM Hall, **Muzammil Hostel**,

Near Purani **Chungi**.

Aligarh Muslim University, **Aligarh**

Pin 202002

To

Mr. Amit Tandon

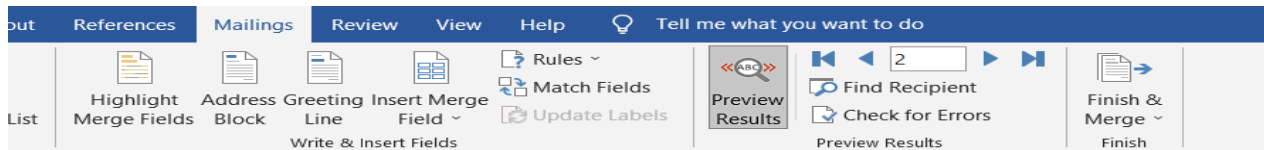
13, New Estate,

Ring Road, Chandigarh

Respected Mr. Amit Tandon

With the current slowdown in hiring within the high- tech field, you

must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market:



July 15, 2020,

Chennai

From

Mohd Yusuf

VM Hall, Muzammil *Hostel*,

Near Purani *Chungi*,

Aligarh Muslim University, Aligarh

Pin 202002

To

Mr. Rohit Saluja

15, Karol Bagh,

New Delhi

Respected Mr. Rohit Saluja

With the current slowdown in hiring within the high- tech field, you

must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market:



July 15, 2020,

Chennai

From

Mohd Yusuf

VM Hall, Muzammil *Hostel*,

Near Purani *Chungi*,

Aligarh Muslim University, Aligarh

Pin 202002

To

Ms. Jyoti Parmar

Sector 16, New Building,

Gurugram

Respected Ms. Jyoti Parmar

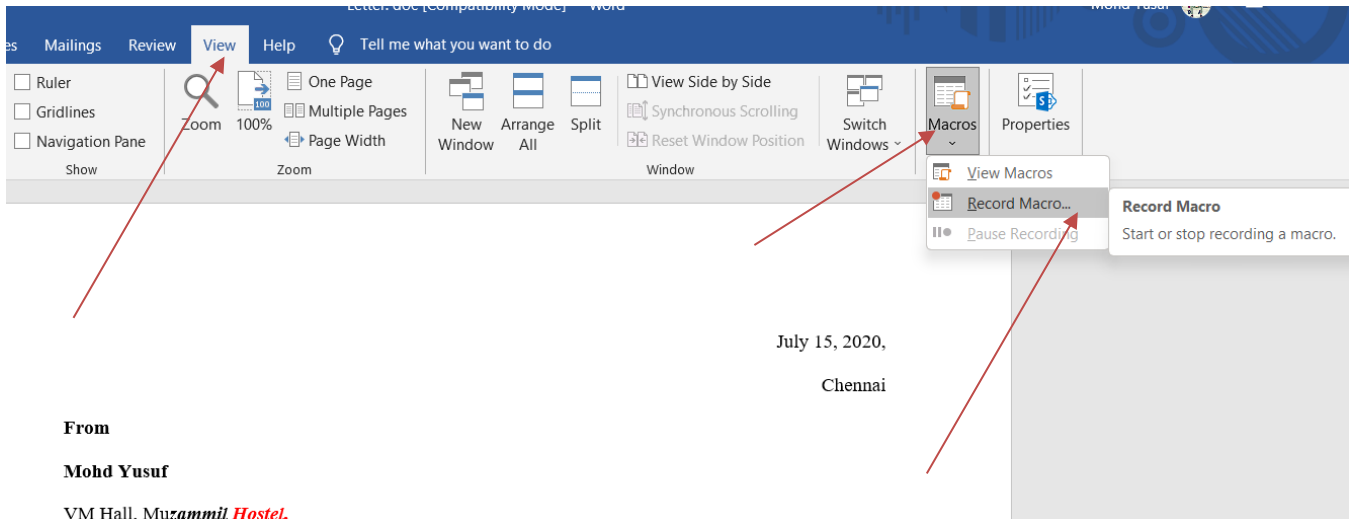
With the current slowdown in hiring within the high- tech field, you

must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market:

I worked on the team that pioneered the technology that put the Palm

(iii) Define a Macro ‘Decorate’ which makes the text bold, Red in color and italic, font size Assign a shortcut key Alt + Z to this macro.

Steps : Open a word document and go to the **View** tab. Click on the **Macros** dropdown button and select **Record macro**.

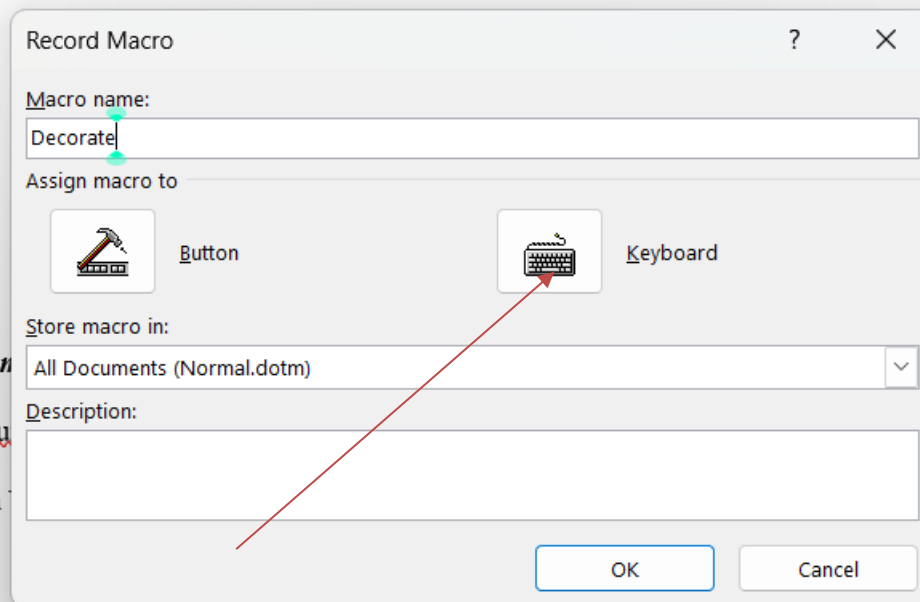


From

Mohd Yusuf

VM Hall, Muzammil Hostel,

A new window appears for recording a macro. Here, set the macro name as **Decorate**. After this select the **keyboard** icon.



From

Mohd Yusuf

VM Hall, Muzammil Hostel,

Near Purani Chauraha,

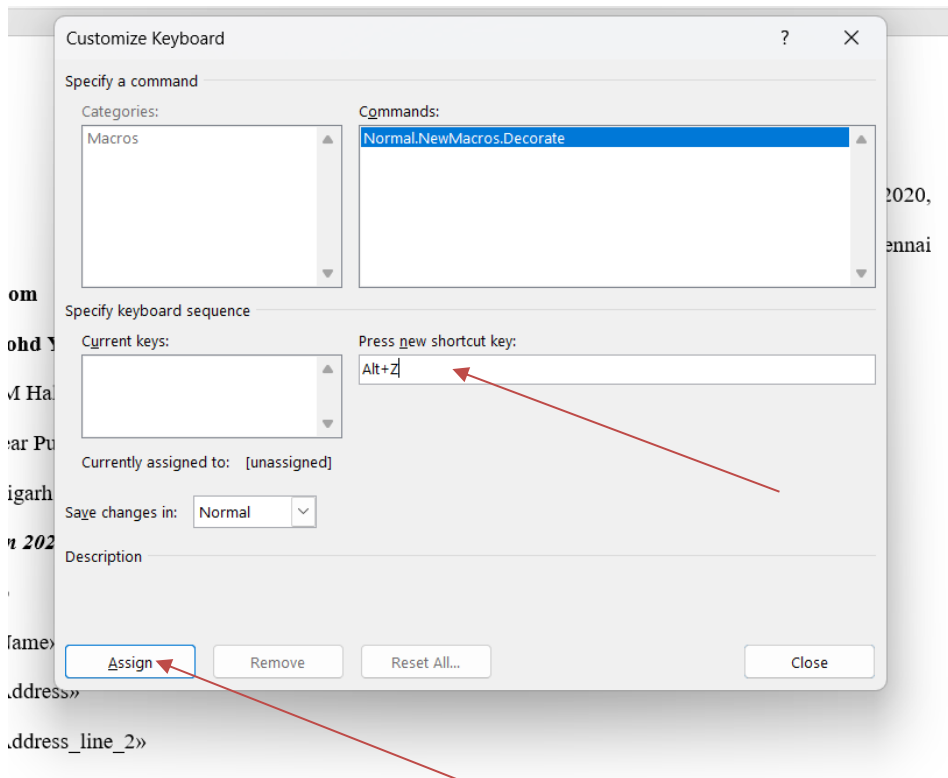
Aligarh Muslim University,

Pin 202002

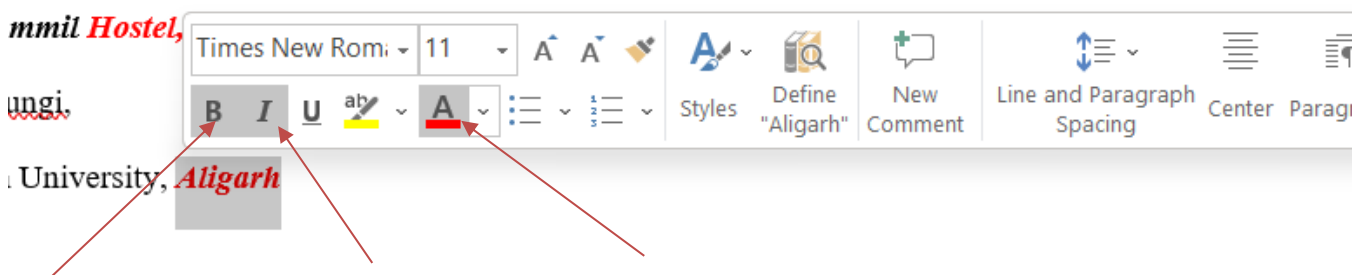
To

«Name»

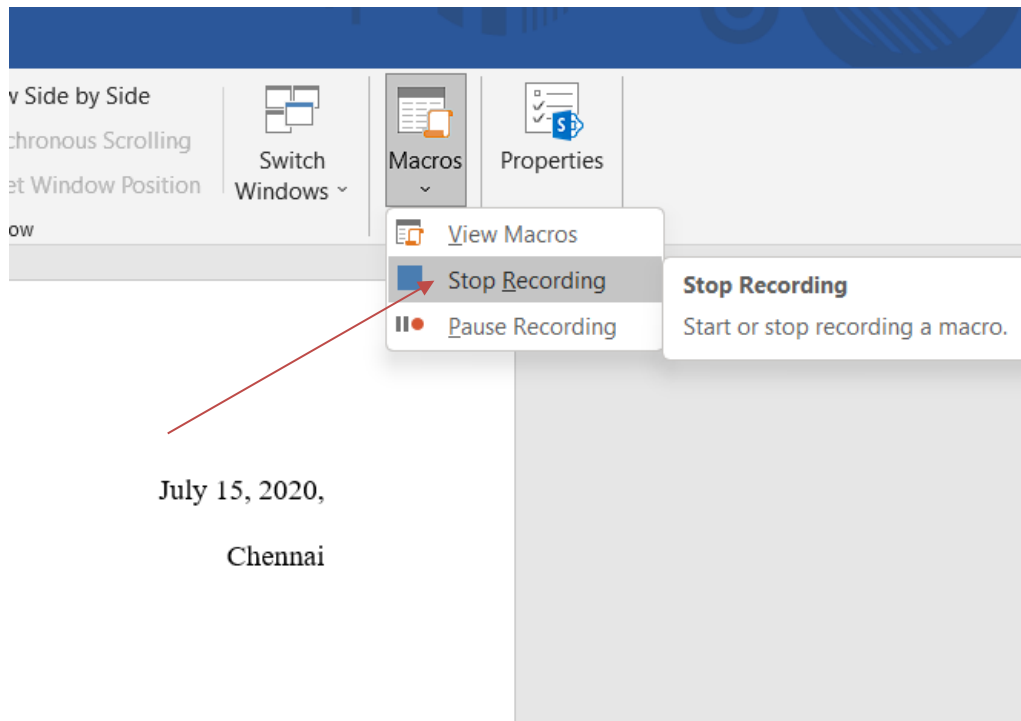
Assign the shortcut key as **Alt+Z**. Close the dialog box.



Press Ctrl+D to open the dialogue box for editing and applying the macro and select **BOLD**, **ITALIC** and **RED** font color.



Once again go to the **View** tab. Click on **Macros** and then click on **StopRecording**.



July 15, 2020,

Chennai

iii) Close the document.

iv) The Sample Addresses are:

i) Mr. Amit Tandon 13,
New Estate,

Ring Road, Chandigarh

ii) Mr. Rohit Saluja

15, Karol Bagh, New Delhi

iii) Ms. Jyoti Parmar

Sector 16, New Building, Gurugram

Format of Resume

Name :

Father's Name :

Date of Birth :

Age :

Address :

Educational Qualification :

Sr	Qualification	Board/University	Percentage
.			

Work Experience :

Technical Skills :

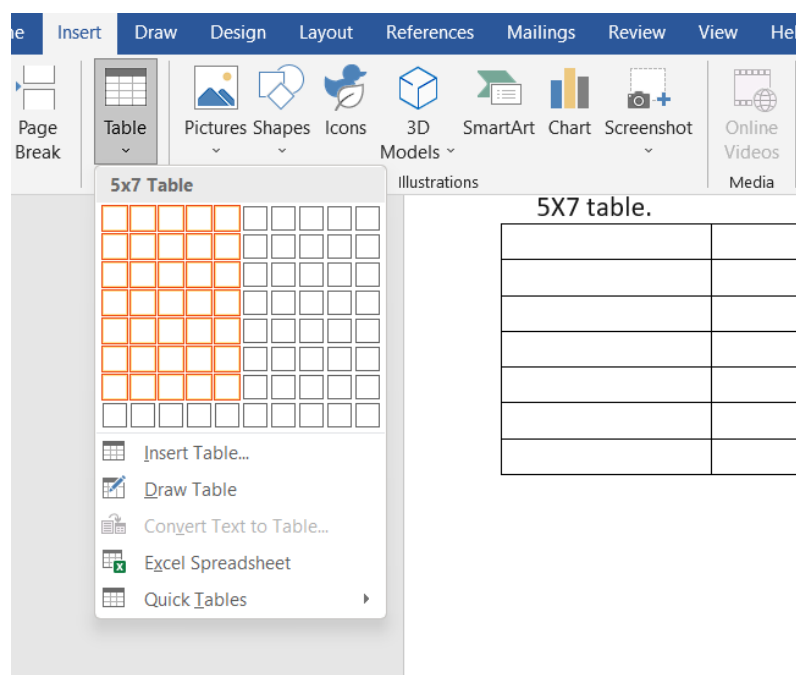
Personal Skills :

Hobbies:

2# Create a table in word as shown below:

Roll No	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	
2	Rohit	70	80	
3	Amit	60	50	
4	Rakesh	40	60	
5	Komal	30	70	
6	Garima	80	80	

Open a word document , go to **INSERT** tab and click on **TABLE** drop down box. Draw a 5X7 table.



Enter the headings of every column. From the LAYOUT tab, keep the headings centre aligned. From the HOME tab select bold and underlined to keep the headings that way as per the requirement of the question. Type down the rest of the entries.

Do the following:

- (a) In the total marks column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry.

Steps : To calculate the values for the 5th column select the given cell and then click on **formula** from the **LAYOUT** tab. We are using sum formula since marks of physics and chemistry are to be added as per the question.

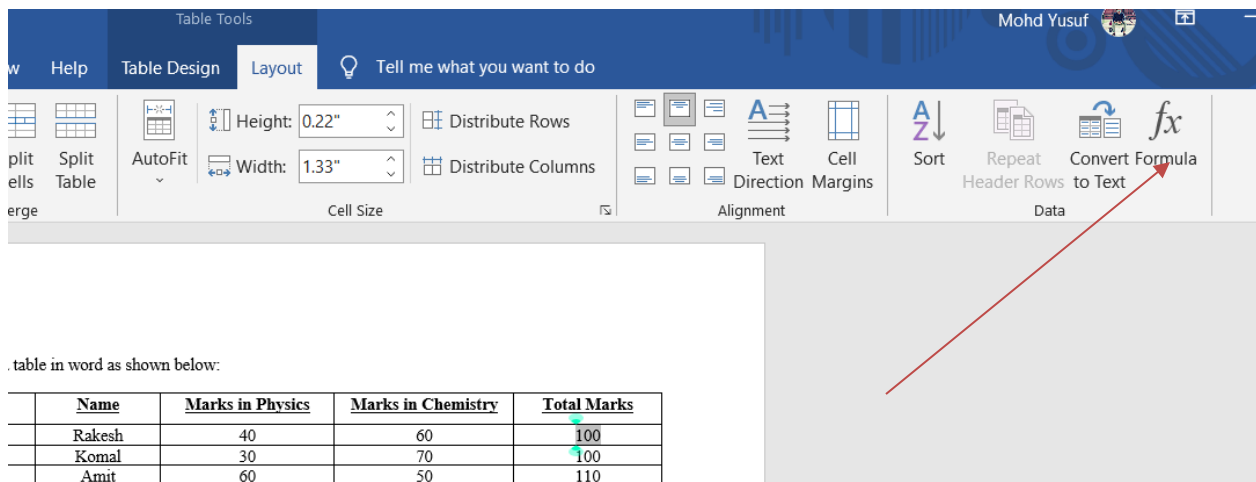


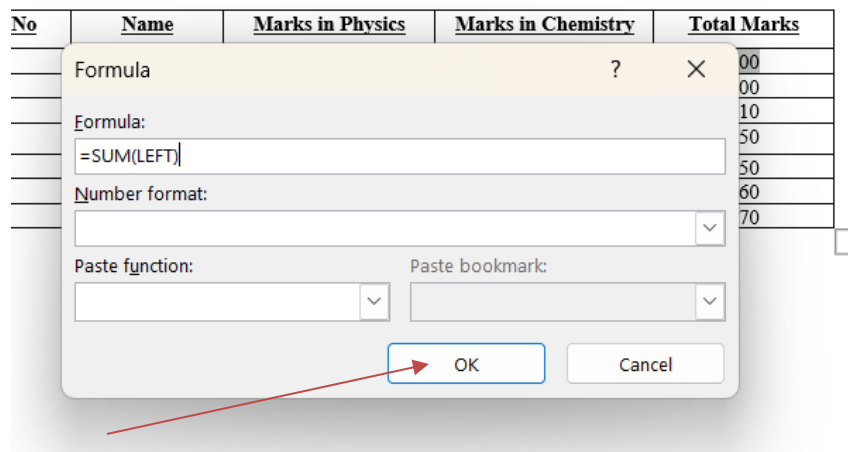
table in word as shown below:

Name	Marks in Physics	Marks in Chemistry	Total Marks
Rakesh	40	60	100
Komal	30	70	100
Amit	60	50	110

- (b) Insert a new row at the end of the table and also find grand total using formula.

Steps : After calculating the sum for each cell of the 5th column, insert a new row at the end of the table by using the Insert Below option from LAYOUT tab. Now calculate the grand total by clicking on the last cell and then using formula from LAYOUT tab. Type “ABOVE” in the formula to calculate the grand total of the marks.

te a table in word as shown below:



No	Name	Marks in Physics	Marks in Chemistry	Total Marks
				100
				100
				110
				10
				50
				50
				60
				70

able in word as shown below:

Chemistry		Total Marks
60		100
70		100
50		110
70		150
80		150
80		160
Grand Total		

(c) Sort the table based on total marks.

Steps : For sorting the table based on total marks, select the 5th column and click on the SORT option, and in the dialog box choose “descending order”.

te a tab

No

al Marks

100

100

110

150

150

160

770

Sort

Sort by

Total Marks

Type: Number

Using: Paragraphs

Ascending

Descending

Then by

Type: Text

Using: Paragraphs

Ascending

Descending

Then by

Type: Text

Using: Paragraphs

Ascending

Descending

My list has

Header row

No header row

Options...

OK

Cancel

Final table after Sorting:

2# Create a table in word as shown below:

<u>Roll No</u>	<u>Name</u>	<u>Marks in Physics</u>	<u>Marks in Chemistry</u>	<u>Total Marks</u>
4	Rakesh	40	60	100
5	Komal	30	70	100
3	Amit	60	50	110
1	Sakshi	80	70	150
2	Rohit	70	80	150
6	Garima	80	80	160
<u>Grand Total</u>				770

(d) The date and heading should be centre aligned.

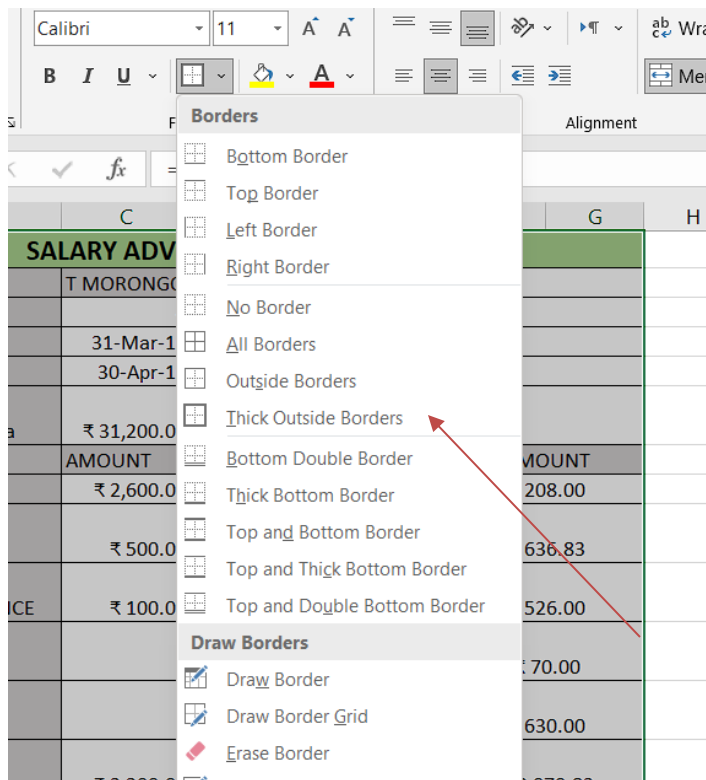
(e) Heading should be in bold and underlined.

3# Using a spreadsheet package you have studied, construct T Morongo's payslip for December 2016 following the instructions below. Insert a custom footer with your *name, subject, course, exam/Test & question number*. Save it as Salary advice.

Instructions:

- i) Housing Subsidy 6000.00 per year.
- ii) Car Allowance 100.00 per month.
- iii) Pension 8% on Basic Salary.
- iv) P.A.Y.E. 636.83
- v) Medical Aid 70.00
- vi) U.I.F. 1% on Basic Salary + Housing Subsidy
- vii) Bond Repayment 630.00

Steps : Open a new workbook and fill in the entries that are given in the table (provided in the question). Also, apply borders to the table with the help of the border icon on **Home** tab.



Using the division formula, calculate **basic salary** per month by dividing **basic salary p.a.** by 12.

Next calculate the housing subsidy by dividing Rs.6000 by 12. Type “=6000/12” in the formula box.

TE	31-Mar-16	
Y DATE	30-Apr-16	
LARY p.a	₹ 31,200.00	
OME	AMOUNT	DEDUCTION
ALARY	=C6/12	Pension@8%
	₹ 500.00	P.A.Y.A

➔

	4	
ATE	31-Mar-16	
Y p.a	₹ 31,200.00	
	AMOUNT	DEDUCTION
RY	₹ 2,600.00	Pension@8%
	=6000/12	P.A.Y.A

Fill the entries for P.A.Y.E , Medical Aid, and Bond Repayment as per provided in the question. Next repeating the same process as before calculate :
 Calculate the pension, using formula for “8% of base salary”, i.e., =C8*(8/100).
 Calculate U.I.F., using formula “1% of basic salary + Housing subsidy”, i.e., = C8*(1/100) + C9.

Calculate Gross income, using addition of above columns according to “sum”

formula, i.e., =C8+C9+C10.

Calculate Total Deductions, using addition of above columns according to “sum” formula, i.e., =G8+G9+G10+G11+G12.

viii) Calculate Net Salary.

Steps: Calculate Net salary by using formula “Net salary = Gross salary – Total deduction”, i.e., =C13-G13.

I14								
	A	B	C	D	E	F	G	H
1	SALARY ADVICE FOR MARCH 2016							
2	EMPLOY	T MORONGO						
3	STAFF	4						
4	DATE	31-Mar-16						
5	NEXT PAY DATE	30-Apr-16						
6	BASIC SALARY p.a	₹ 31,200.00						
7	INCOME	AMOUNT	DEDUCTION			AMOUNT		
8	BASIC SALARY	₹ 2,600.00	Pension@8%			₹ 208.00		
9		₹ 500.00	P.A.Y.A			₹ 636.83		
10	VEHICLE ALLOWANCE	₹ 100.00	U.I.F			₹ 526.00		
11			Medical Aid			₹ 70.00		
12			Bond Repayment			₹ 630.00		
13	GROSS INCOME	₹ 3,200.00	Total Deduction			₹ 2,070.83		
14	NET SALARY	₹ 1,129.17						
15								
16								
17								

To show all the formulas used in the sheet go to the FORMULA tab and click on Show formulas.

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Help

Tell me what you want to do

fx

Insert Function

Σ

AutoSum

★

Recently Used

📊

Financial

🔍

Logical

?

Text

📅

Date & Time

🔎

Lookup & Reference

🔢

Math & Trig

⋮

More Functions

📁

Name Manager

🏷️

Define Name

Use in Formula

Create from Selection

🔗

Trace Precedents

🔗

Trace Dependents

🗑️

Remove Arrows

🔍

Show Formulas

🚫

Error Checking

🧮

Evaluate Formula

👁️

Watch Window

🔧

Calculation Options

📊

Formula Auditing

📊

Calculation

📊

Options

114

✖

✔

fx

A

B

C

F

G

H

1

SALARY ADVISE FOR

2

EMPLOY

T MORONGO

3

STAFF

4

4

DATE

42460

5

NEXT PAY DATE

42490

6

BASIC SALARY p.a

31200

7

INCOME

AMOUNT

DEDUCTION

AMOUNT

8

BASIC SALARY

=C6/12

Pension@8%

=C8*(8/100)

9

=6000/12

P.A.Y.A

636.83

10

VEHICLE ALLOWANCE

100

U.I.F

=C8*(1/100)+C9

11

Medical Aid

70

12

Bond Repayment

630

13

GROSS INCOME

=C8+C9+C10

Total Deduction

=SUM(F8:F12)

14

NET SALARY

=C13-F13

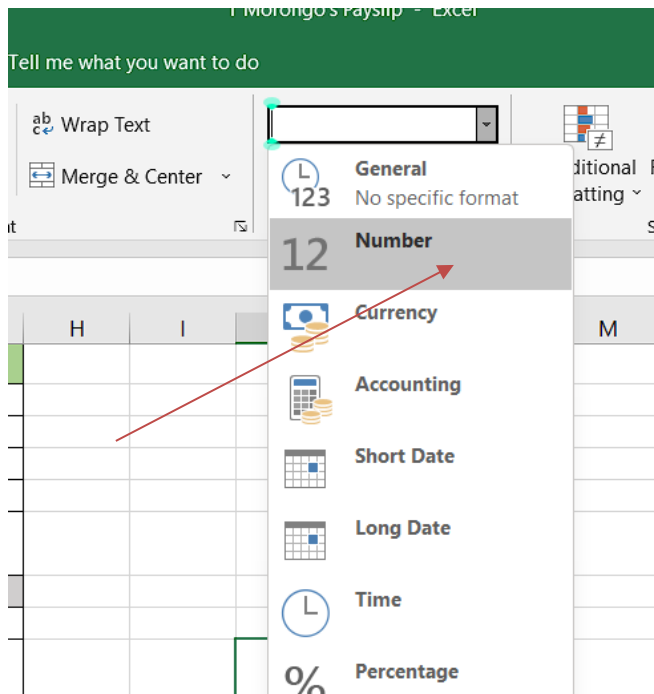
15

16

17

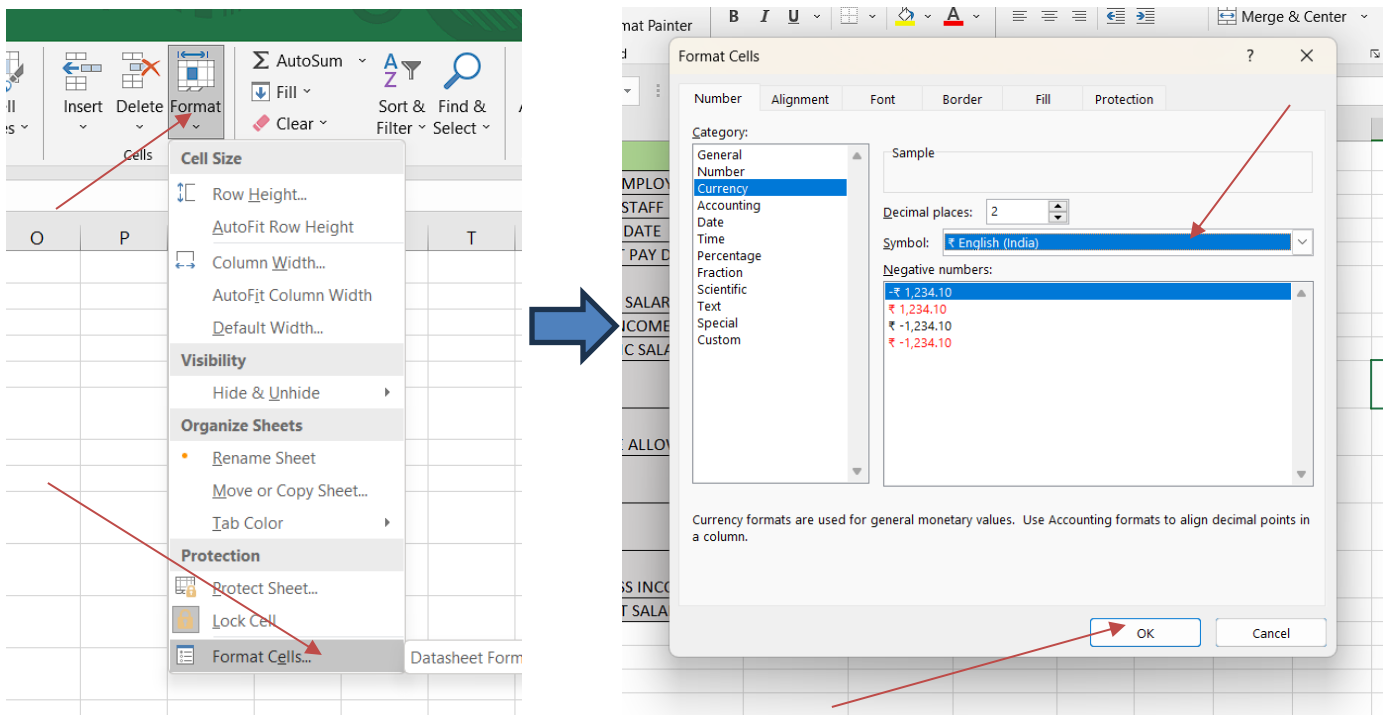
ix) Format all figures to two decimal places and insert ₹ currency symbol.

Steps : For formatting all the figures to two decimal places , select the column then click on the **General** drop down menu in the **HOME** tab and choose **Number** option.



For applying currency symbol, select the column of cells where the currency sign needs to be applied, then click on the **Format** drop-down menu on the left (from the **HOME** tab). In the drop-down menu, select **Format Cells**.

A pop-up window will appear. Select the **Currency** option and choose the **INR** symbol. Press **OK**.

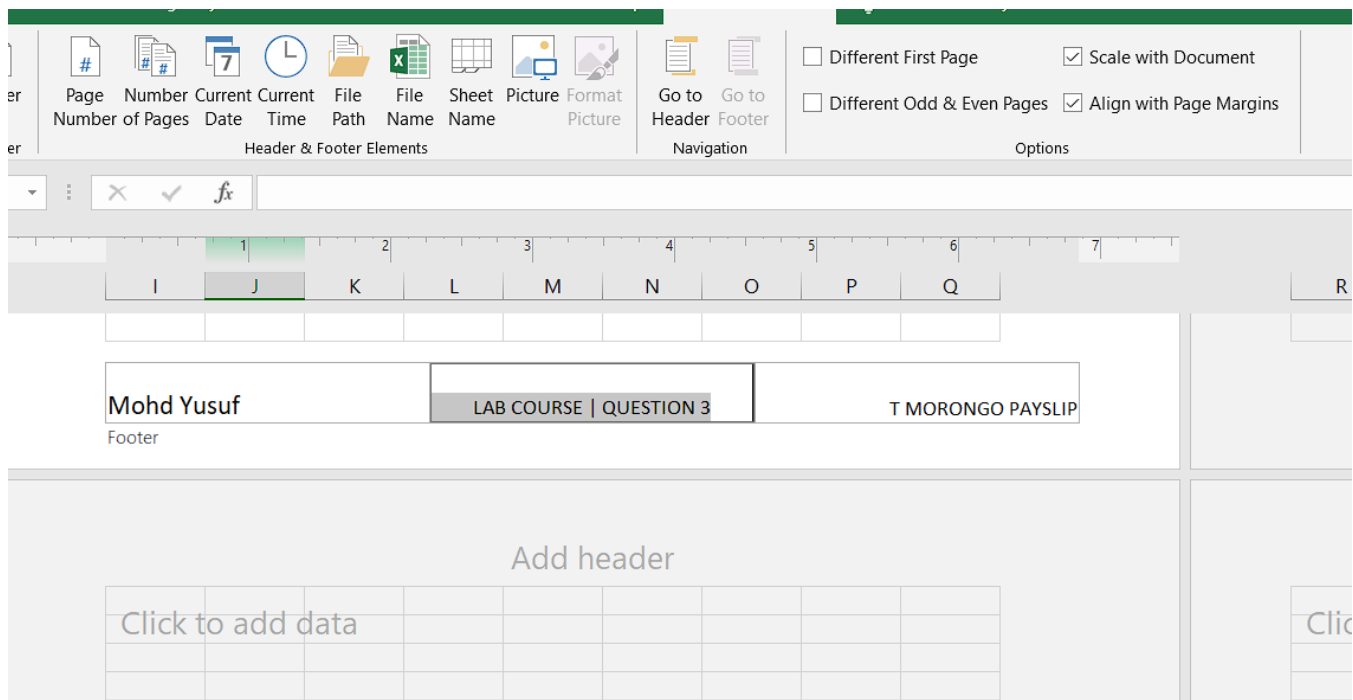
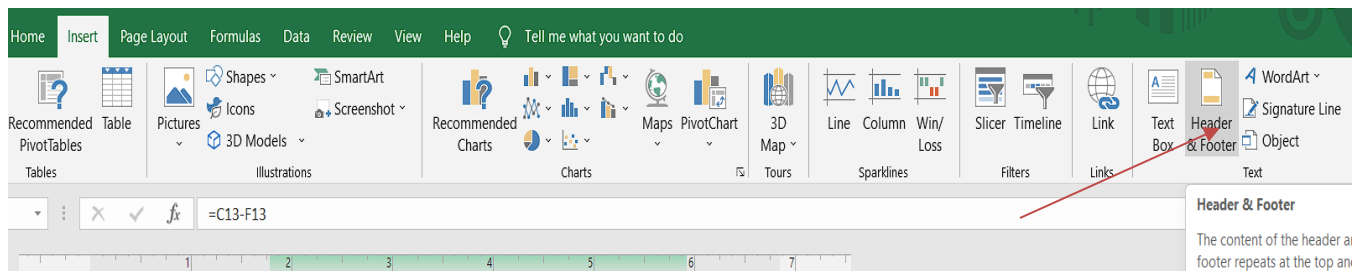


	A	B	C	D	E	F	G
1	SALARY ADVICE FOR MARCH 2016						
2	EMPLOY	T MORONGO					
3	STAFF	4					
4	DATE	31-Mar-16					
5	NEXT PAY DATE	30-Apr-16					
6	BASIC SALARY p.a	₹ 31,200.00					
7	INCOME	AMOUNT	DEDUCTION	AMOUNT			
8	BASIC SALARY	₹ 2,600.00	Pension@8%	₹ 208.00			
9		₹ 500.00	P.A.Y.A	₹ 636.83			
10	VEHICLE ALLOWANCE	₹ 100.00	U.I.F	₹ 526.00			
11			Medical Aid	₹ 70.00			
12			Bond Repayment	₹ 630.00			
13	GROSS INCOME	₹ 3,200.00	Total Deduction	₹ 2,070.83			
14	NET SALARY		₹ 1,129.17				
15							
16							

x) Insert a custom footer with your name, subject, and question number. Save it as salary advice2.

Steps : For adding custom footer, go to the **PAGE LAYOUT** tab and click on **page setup** at the bottom of the ribbon. A new window appears. Select **Header/Footer** and next click on custom footer.

A new window **Footer** opens. As per the question, write down your name , subject and question number and then click on **OK**.



4# Use a new workbook & construct a worksheet with the data given & save it as LYONS.

LYONS INC Orange JUICE Sales

Instructions

- ✓ **Markup** = Cost price/Litre x 35%
 - ✓ **Selling price** = Cost price/Litre + Mark up
 - ✓ **Total income** = Litres sold x Selling Price
 - ✓ **Profit** = Total income – (Cost price/Litre x Litres sold)
- a) The MARKUP % (35%) must be inserted in a separate cell under the heading. USE IT as an absolute cell reference in the formula to calculate the mark up per item.
- b) Calculate the mark up for each item.
- c) Calculate the selling price for each item.
- d) Calculate the Total Income for each item.
- e) Calculate the profit for each item.

Steps : Open a new workbook and construct a table of required size, fill in all the entries from the question.

Calculate the **markup** ,**selling price** ,**total income** and **profit** for each item.

PRICE PER LITRE	MARKUP PER ITEM
3.75	$= (B4 * 0.35)$
3.65	
4.25	
1.50	
1.50	



Orange JUICE !		
PRICE	MARKUP PER ITEM 35%	SELLING PRICE
3.75	1.31	$= (B4 + C4)$
3.65	1.28	
4.25	1.49	
1.50	0.53	
1.50	0.53	

Orange JUICE Sales			
KUP PER ITEM 35%	SELLING PRIC	LITRES SOLD	TOTAL IN
1.31	5.06	234	$= (E4 * D4)$
1.28	4.93	345	
1.49	5.74	456	
0.53	2.03	123	
0.53	2.03	245	



SELLING PRIC	LITRES SOLD	TOTAL INCOME	PROFIT
5.06	234	1184.63	3
4.93	345	1699.99	4
5.74	456	2616.30	6
2.03	123	249.08	
2.03	245	496.13	$= (F8 - (B8 * E8))$

- f) Format the column LITRES SOLD to display the number of litres as integers. The rest of the worksheet must be formatted to display two decimals.

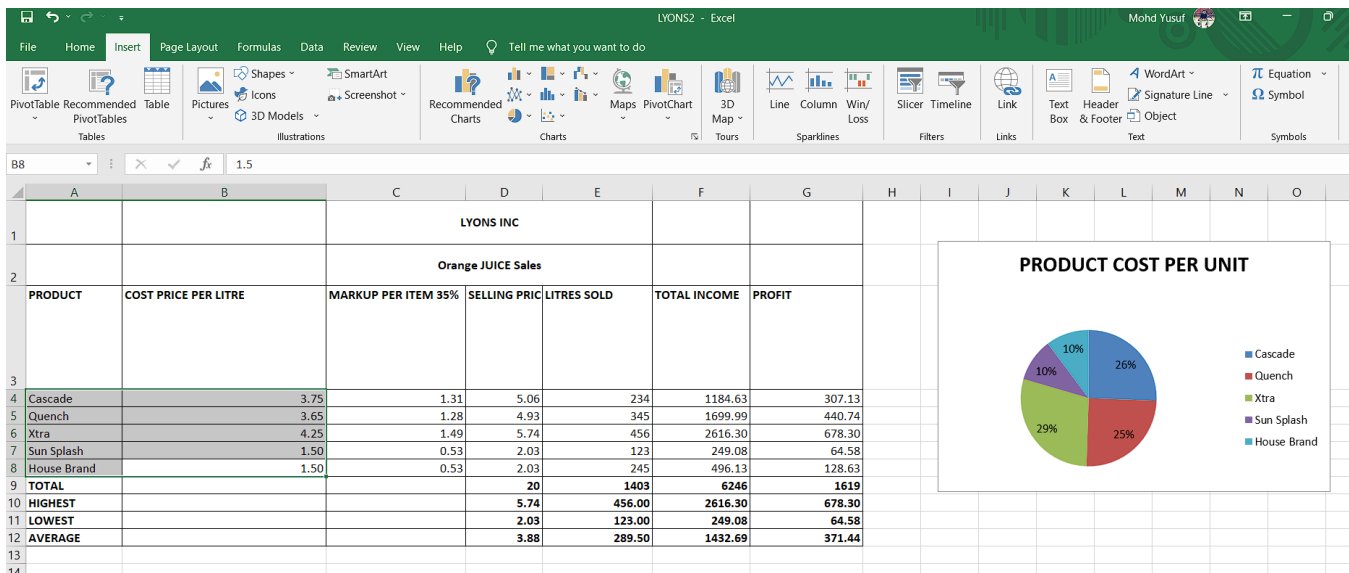
Select the required column and click on the **General** drop-down option in the **HOME** tab.

LYONS INC				
Orange JUICE Sales				
PRODUCT	COST PRICE PER LITRE	MARKUP PER ITEM 35%	SELLING PRICE	LITRES SOLD
Cascade	3.75	1.31	5.06	234
Quench	3.65	1.28	4.93	345
Xtra	4.25	1.49	5.74	456
Sun Splash	1.50	0.53	2.03	123
House Brand	1.50	0.53	2.03	245
TOTAL			20	1403
HIGHEST			5.74	456.00
LOWEST			2.03	123.00
AVERAGE			3.88	289.50

- g) Use statistical functions to calculate the:
- ✓ AVERAGE
 - ✓ HIGHEST (MAX)
 - ✓ LOWEST (MIN) for Selling Price column up to Profit Column.

Now calculate the **total** value, the **highest**, the **lowest** and **average** values for each column.

- h) Show all formulas you have used in a new sheet. Adjust the column widths so that the formulae are displayed in full and the sheet fits into one side of A4 landscape format and save it as formulas.



j) Put borders neatly on the on the work sheet & save it as LYONS2.
Apply borders to the table using the border icon from **HOME** tab.

