

Maharashtra State Board Class 11 Information Technology

Practicals Skill Set 1 Daily Computing (Libre Office)

SOP 1: Create a Resume

- The resume should contain the following:
- Title at the center with applicable font and size.
- It should contain points such as Name, Address, Mobile Number, Date of Birth, Nationality, Caste, Category, Hobbies, etc. Add some extra points.
- For educational qualifications, a student should insert a table.
- In the end, students should write a few lines about their aim.

Answer:

Step 1: Click on the LibreOffice Writer icon.

Step 2: Create a New File.

File Menu → New → Text Document

Step 3: Write Title at the center with applicable font size. (Resume).

Step 4: Type Name, Address, Mobile Number, Date of Birth, Nationality, Caste, Category, Hobbies, etc.

Step 5: Write Student educational qualifications (Insert Table).

Choose Table Menu → Insert Table → Select number of rows and columns → Insert.

Step 6: Write some lines about the aim, select the text and make it bold by clicking on the bold option from the formatting toolbar.

After Completing this practical students will learn how to create resumes using LibreOffice, also tab setting and table creation.

SOP 2: By using Mail Merge send an invitation for your birthday party.

- Use the mail merge feature.
- Send an invitation to at least 5 friends.

Answer:

Choose Tools – Mail Merge Wizard.

Step 1: Select Start from a template, and click the Browse button. You see the New dialog.

Step 2: Select five friends Details in the left list, and then the Invitation letter in the right list.

Click OK to close the Templates dialog, and click Next in the wizard.

Step 3: Select Letter and click Next.

Step 4: On the next step of the wizard, click the Select Address List button to check that you are using the correct address list. If you want to use an address block, select an address block type, match the data fields if necessary, and click Next.

Step 5: Next follows the Create a salutation step. Deselect the Insert personalized salutation box. Under General salutation, select the salutation that you want on top of all letters.

Step 6: If you want to place mail merge fields anywhere else in the Invitation document select the corresponding column in your address data source and then drag and drop the column header into the invitation document where you would like the field to be. Be sure to select the entire column.

Step 7: Click Next and finally Finish creating the mail merge.

SOP 3: Create a mark list. The mark list should display:

- Fields as Name, Math, Physics, Chemistry, Biology, Total, Percentage.
- Below each subject find out the lowest marks and highest marks.
- Enter a minimum of 10 records.
- Declare the first three ranker students.
- Create a chart based on the above data.

Answer:

Step 1: Open LibreOffice Calc and add fields like Name, Math, Physics, Chemistry, Biology, Total, Percentage.

Step 2: Enter 10 records in it.

Step 3: To Calculate Total

Click inside the cell where the total has to be calculated.

(Use =SUM(A2:D2) formula) – Type the range of cell.

Step 4: Now click inside the cell where the percentage has to be calculated.

Calculate Percentage using formula = E2* 100/400, drag the formula for remaining cells.

Step 5: Enter a minimum of 10 records. And calculate the result.

Step 6: Find out the Lowest Marks

Calculate Lowest marks using formula = min(A2:A11), drag formula for remaining cells.

Step 7: Find out the Highest Marks

Calculate Highest marks using formula =max(A2:A11), drag formula for remaining cells.

Step 8: Now Show the first three ranker students. Use Sort Option for sorting and auto filter.

Step 9: To find the first ranker use formula =large(F2:F11,1)

Step 10: To find the second ranker use formula =large(F2:F11,2)

Step 11: To find the third ranker use formula =large(F2:F11,3)

Step 12: To create a chart Select Complete Table → Click on Insert Menu → Click on Chart Option.

A window will appear, which starts with the chart wizard → Select Chart type.

SOP 4: Create an Informative presentation on your college.

- The presentation should contain a minimum of 8 slides.
- One slide should contain a chart.
- One slide with an image.
- Each slide should contain custom animation & slide transition effect.

Answer:

Step 1: Preparing an Eight slide for an Informative presentation of your college.

Press the Ctrl + N Keys. OR choose Slide → New Slide from Menu bar.

OR

Click on the New Slide icon on the Standard Toolbar.

Step 2: Specify the background image. OR background colour.

Now First Choose Slide Menu → Click on Insert Menu → Click on Image Submenu (inserting college Image with information)

Step 3: Click on Insert Menu → Click on Chart Option.

Step 4: Click on object presentation → from slide bar select Custom Animation each object → Choose category, effect, duration, direction, etc.

Step 5: Click on Press F5 function key for slide show

OR

Select slide menu → Start from the first Slide from the menu bar.

OR

Click on the start from the first slide Icon on the standard Conclusion: After Completing this practical students will be known how to create an informative presentation, custom animation & slide transition effect using Libre Office Impress.