

1. Creating the document with special effects like underline, bold, different size, different font & different colour.

Type the document in word, select text as

a) UNDERLINE : Go to home tab → select font group & choose U, or press "ctrl+U"

OR

click on font dialog box launches OR click "control+D" or "shift+control+F" → Font dialog box open → choose underline style → press ok

b) BOLD : Go to home tab → select font group & choose B, or press "ctrl+B"

OR

click on font dialog box launches OR click "control+D" or "shift+control+F" → Font dialog box opens → choose font style as Bold → press ok

c) Different size : Go to home tab → select font group & choose size → press ok

OR

click on font dialog box launches OR click "control+D" or "shift+control+F" → choose size → press ok

d) Different font : Go to home tab → select font group & choose font → press ok

OR

click on font dialog box launcher or press  $\text{ctrl} + \text{D}$  or  
 $\text{shift} + \text{ctrl} + \text{F} \rightarrow$  choose font press OK.

e. Different colour: Go to home tab  $\rightarrow$  select Colour & Press  
OK OR

click on font dialog box launcher or press  $\text{ctrl} + \text{D}$  or  
"shift + ctrl + F"  $\rightarrow$  choose colour press OK.

A screenshot of a Microsoft Word document titled "SAVE ENVIRONMENT". The document contains a single paragraph of text: "The environment gives us countless benefits that we can't repay our entire life. As they are connected with the forest, trees, animals, water, and air. The forest and trees filter the air and absorb harmful gases. Plants purify water, reduce the chances of flood maintain natural balance and many others." To the right of the text is a photograph of a hand reaching towards a small green tree growing in a patch of yellow and green grass. Below the image is a list of ten things to do to protect the environment: Save water, Save electricity, Using reusable bags, Avoid taking cars as much as possible, and Growing more trees and plants. The Microsoft Word ribbon is visible at the top, showing tabs like Home, Insert, Design, Layout, References, Mailings, Review, View, and Help. The status bar at the bottom shows the date as 29/02/2023 and the time as 7:54 AM.

Q. Creating paragraph: Inserting date and time, picture, bullets and numbering, indentation in Ms word.

A. Type the paragraph.

a) Inserting date and time — Move the pointer to where it is to be inserted → insert tab.

→ Text group → Date & time → choose desired format from dialogue box.

→ update automatically → OK

b) Pictures : Insert tab → illustration group pictures

→ select pictures from dialog box to insert → OK

c) Bullets & Numbering : Home tab → Paragraph

group → Bullets / Numbering → select from Option → enter.

d) Indentation → Indent is used to describe the space separating paragraph from left to right margins.

1) Line indent — Applied on first line of paragraph

2) Right indent — Applied on right side of paragraph

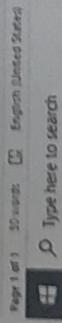
3) Left indent → Applied on left side of indent.

4) Hanging indent → Applies indent from the second line of paragraph

To used indent go to home tab → paragraph launcher → choose type of indent from dialog box → OK

A screenshot of a Microsoft Word document titled "LIST OF STUDENTS IN MSRCASC". The document contains a table with 6 rows and 3 columns, listing student names, admin numbers, and DOBs. The table has a light blue header row. The columns are labeled "SL. NO.", "NAME OF STUDENTS", and "ADMIN NO., DOB". The data is as follows:

SL. NO.	NAME OF STUDENTS	ADMIN NO., DOB
1.	Akshaya Krishnan	9302 15-10-2004
2.	Sangeetha S	9122 21-09-2004
3.	Anupama S	9314 21-07-2004
4.	Varsha Vinod	9733 14-04-2004
5.	Babita JS	9534 05-11-2003
6.	Venkata Lakshmi	9725 03-04-2001



3. Formatting of MS Word including paper size margins, header and page no and creation of table options.
- a) ~~page size → Page layout tab → page setup → choose desired paper size → OK~~
- b) ~~Margins → Page layout tab → Page Setup group → choose desired margins from dropdown list → OK~~
- c) ~~Header & footer → Insert tab → Header & footer group → choose divided header by footer at your choice~~
- d) ~~page no → Insert tab → Header & footer group  
→ Page no → select desired style of page number~~
- e) ~~creation of table → insert table → Table group → click on table → drag mouse on desired number of rows & columns you want in tab & click.~~

Yours

Document1 - Word

File Home Insert Design Layout References Mailings Review View Help

Sign in Share

Rules ▾ Find Recipient Match Fields Preview Results Check for Errors Preview Labels Update Labels Write & Insert Fields Finish

Highlight Address Greeting Insert Merge Line Field ▾ Merge Fields Block Recipient List Start Mail Merge

Summa  
MSR,  
rajajinagar,  
Dear suma,  
I wish you a very happy new year. I hope you enjoy the new year ahead and all your wishes come true. I wish you celebrate the new year with all your family and loved ones.

Page 1 of 1 21 words English [India]

4. Create a mail merge for sending new year wish to your class group.

To use mail merge → Mailing tab → start mail merge group → start mail merge → step by step mail merge wizard

Step 1:

Set document type to letter

Step 2

choose starting documents as "We current docu"

Step 3.

Select "Type a new list" for recusrement → create → add recipient details in dialog box → click on new entry to add new recipient

Step 4

Write letter using greeting line etc

Step 5

click on preview letter to view formatted

Step 6

Click on complete the merge → Mail merge is ready

A screenshot of Microsoft Excel showing a table of student marks. The table has columns for Sl. No., NAME, MATHS, SCIENCE, ENG, TOTAL, AVG, MAX, and MIN. The data includes marks for students 1 through 7, along with a total row and a bottom row. The Excel ribbon is visible at the top, and the status bar shows the date as 30-11-2022 and time as 10:52.

Sl. No.	NAME	MATHS	SCIENCE	ENG	TOTAL	AVG	MAX	MIN
1	Aishwarya Krishnan	80	95	260	66.66667	95	90	
2	Anupama Sivamya	89	77	85	254	83	99	77
3	Bhavya S	82	93	97	272	90.66667	97	82
4	Rushabhayya	79	58	91	228	76.00000	91	58
5	Senguttu S	83	88	95	266	88.66667	95	83
6	Nimra Thakur	57	96	90	243	81	90	57
7	Vansha Virod	78	57	91	226	75.33333	91	57
				TOTAL	1769	59	57	
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5. Creating a worksheet in excel.

a) Inserting a worksheet.

Insert → worksheet → OK

Insert worksheet from worksheet bar at the bottom of workbook.

b. Deleting a worksheet

Select worksheet to be deleted → edit → delete.

c. copying a worksheet

Right click on desired worksheet → move or right

copy option → move worksheet to desired worksheet

Create a copy → OK

d. Moving of formula

→ select cell where formula is to be applied → insert  
fun dialogue box by clicking on  in the formula  
box.

→ select the cell with '=' continue with desired formula

i) = sum (A<sub>2</sub>:A<sub>6</sub>)

ii) >= sum (A<sub>2</sub>+A<sub>3</sub>+A<sub>4</sub>+A<sub>5</sub>)

iii) = Average (A<sub>2</sub>:A<sub>6</sub>)

iv) = Max (A<sub>2</sub>:A<sub>6</sub>)

v) = Min (A<sub>2</sub>:A<sub>6</sub>)

Built-in function.

Here are 4 built function (entered as formula)

Ex :- ABS() :- Returns the absolute function.

$$\text{ABS}(2) = 2 \text{ on } \text{ABS}(-2) = 2$$

• POWER() = Returns a number raised to a power

$$\text{POWER}(2, 3) = 8$$

• FACT() = Returns the factorial of the function

$$\text{FACT}(4) = 24$$

• SQRT() = Returns the square root

$$\text{SQRT}(4) = 2.$$

Y2)

The screenshot shows a Microsoft Excel spreadsheet with two charts. The top chart is a pie chart titled "Chart Title" with three segments: blue, orange, and yellow. The bottom chart is a bar chart titled "Chart Title" with four bars representing different categories: ENG, C, DS, and MATHS. The data for the bar chart is as follows:

Category	Value
ENG	70
C	60
DS	50
MATHS	40

The Excel ribbon at the top includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, and a ribbon-specific tab. The Home tab is selected. The ribbon also contains various icons for font, alignment, and styling. The status bar at the bottom right shows "Ready".

## 6. Graph - plotting facilities in MS-EXCEL

- One graphical representation of data is called a chart.

Types

- a) columnchart
- b) Barchart
- c) <sup>line</sup> Barchart
- d) piechart
- e) Areachart
- f) Doughnut chart

g) Radarchart

h) Surfacechart

i) Bubblechart

j) Stackchart

~~Creating a chart:~~

- Enter all the data, select the cells for which a chart has to be created
  - Go to, Insert menu
  - select chart & click
- chart wizard dialogue box appears
- a) select chart subtype → Next
  - b) Select data range for which you want to draw → Next
  - c) Enter the chart title, category and value information are entered which will be displayed when the chart is viewed

- d) this wizard will provide you with an option to draw a chart, click finish
- e) your desired chart is created.

Search (Alt+Q)

Sign in

Share

Autofilter

Format Cells

Cells

Styles

Number

Editing

File Home Insert Page Layout Formulas Data Review View Help

1 Sl.no Name Maths DS C Df English Total Min Max Result

2 1 HARSHY 97 78 56 97 427 56 99 pass TRUE

3 2 RON 79 73 76 87 410 78 87 pass TRUE

4 3 USA 94 98 48 60 89 389 48 98 pass TRUE

5 4 ALICE 89 86 68 78 410 68 89 pass TRUE

6 5 TYLER 76 89 89 46 54 354 46 89 pass TRUE

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F. Writing conditional expression using its logical functions (AND, OR, NOT) using lookup, references functions (Vlookup, Hlookup, Match, Index).

a) using If

(returns one value)

Subject Marks

Language 60

English 59

CO 89

C 56

Maths 90

Ex : = IF (B2 > 35, "Pass", "FAIL")

b) using AND :-

(returns true, if all its arguments are true and false

if even one of its arguments is false.

Ex : AND (B3 > 35, B4 > 35, B5 > 35, B6 > 35) False.

c) using OR

(returns true even, if any one of its arguments are true and false, only if all its arguments are false

Ex : = OR (B2 < 35, B3 < 35) TRUE

d) Using NOT

- changes false to true and true to False

Ex - NOT (B2 > 35) → False.

e) Vlookup

- Vlookup is the value to look for in the column
- table array is the table from which data is retrieved
- col-index is the column from which value is retrieved - range is range of exact or approx match

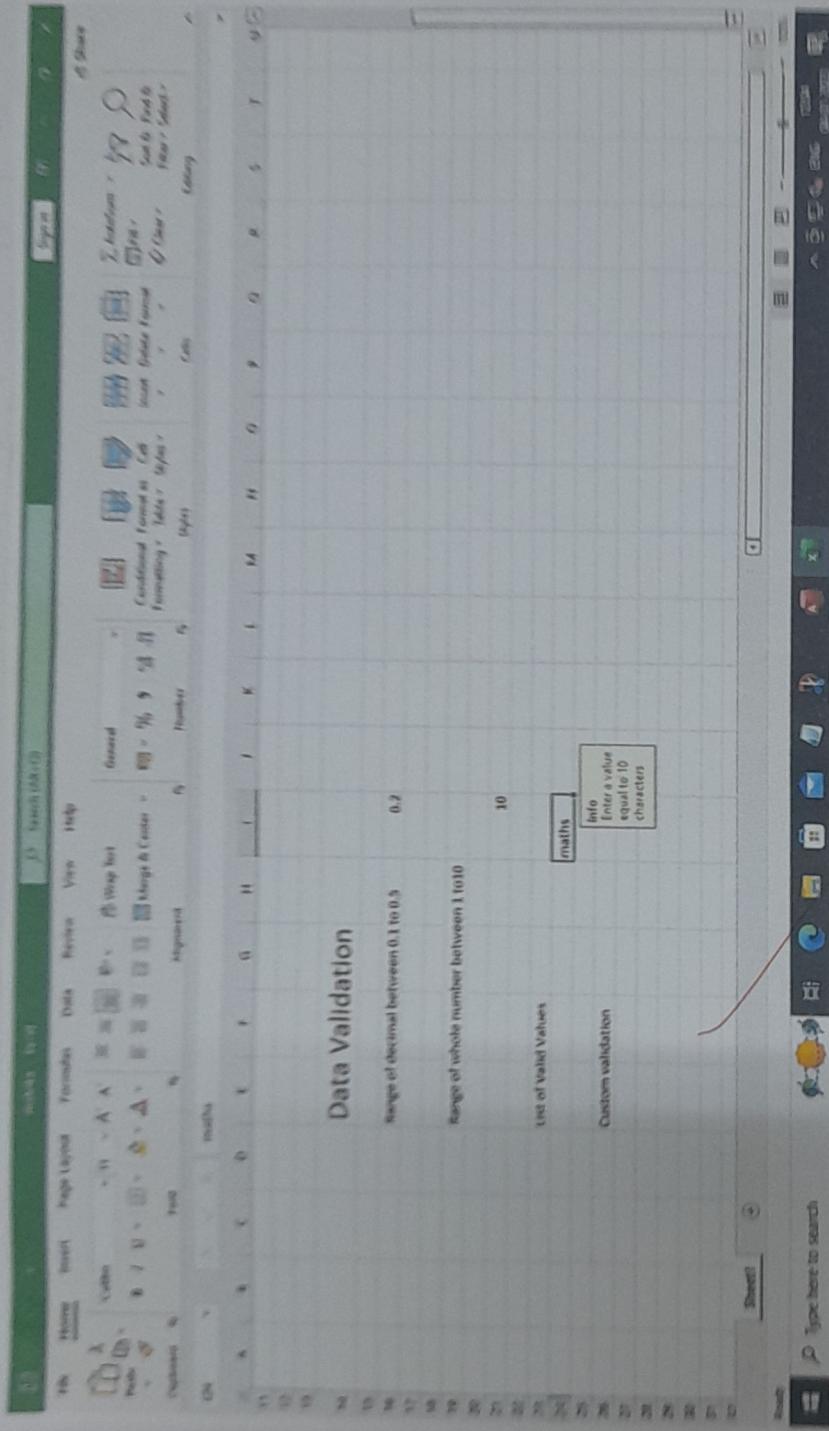
f) Hlookup

Searches, the value in the table horizontally, Syntax -  
Hlookup (lookupvalue, table array, row index range)

g) Match

If finds the position of the text in the table  
ex - Match Lookup value, vector exact match where  
lookup is aware, vector is the range cells  
exact match is the exact or next match.

Yay



### 8. Data validation.

- Specifying valid range of value for a cell.
- Specifying the list of valid values for cell
- Specifying custom validation, based on formula for a cell.
- Sorting & filtering data, macro facilities in M-S Excel

a Specifying a valid range of values for a cell.

Select the columns to which you want to specify  
valid range → go to data <sup>tools</sup> tabs → choose data

validation → In "allow" option choose "whole numbers"

In data option choose "between" and specify min &  
max range → OK

b Specifying a list of valid values for a cell

The column to which you want specify list of  
valid values → Go to data tools tab → choose  
data validation → In "Allow" option choose "text  
length" → In "data" option choose "equal to" & →  
specify "length" as 10 → OK

c Custom validation based on formulae for a cell.

Select a column to which you want to apply custom  
validation → In "allow" option choose "custom"  
validation → In "allow" option choose "custom" &

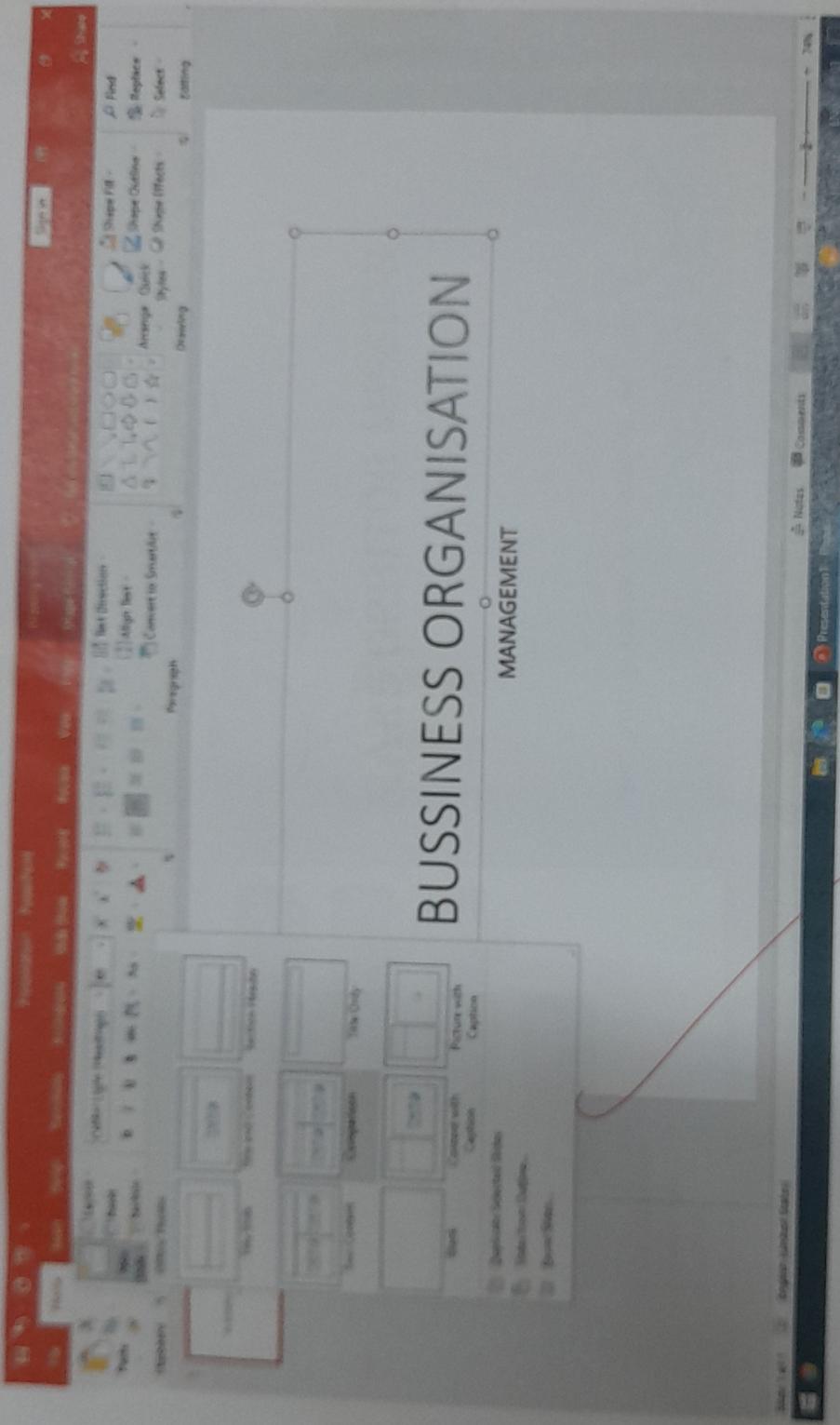
In formula option  
type = Is text (A<sub>2</sub>)  
    • Is number (C<sub>2</sub>)

d. Sorting & Filtering data.

1. Sorting : Select the column you want to sort →  
go to home tab → editing group → sort filter option  
→ choose the order in which you want to sort.

2 Filtering : By filtering information about a particular,  
row/column can be obtained → Go to home tab →  
editing option → choose sort & filter button →  
a drop down arrow appears at every header.

(2)



Q. Creating a presentation in powerpoint

Inserting / Deleting slides in powerpoint

I Inserting slides in ppt

Go to home tab → slides group → press New slide

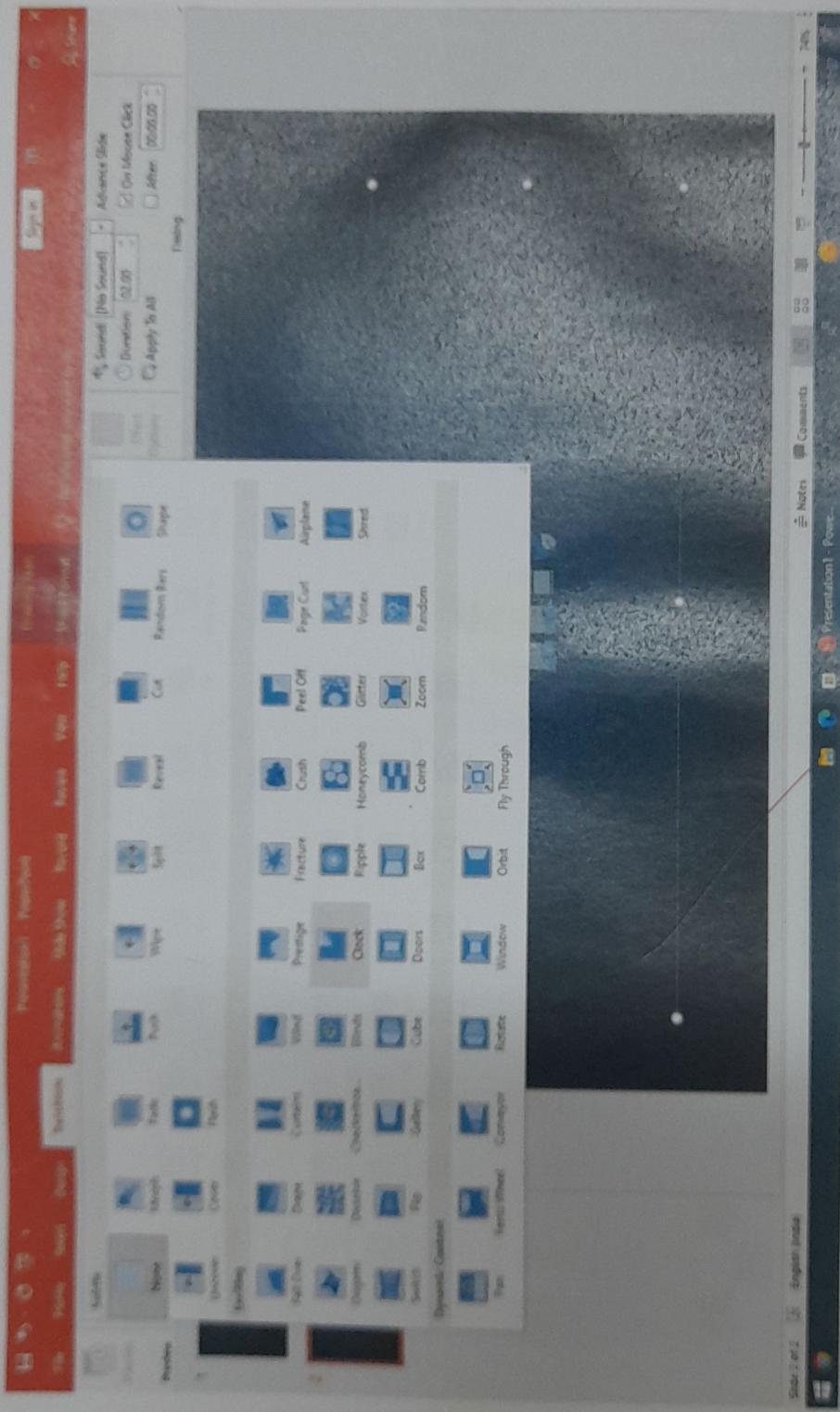
(or)  $\text{Ctrl} + \text{M}$  → to insert new slide

II Deleting slides in ppt.

~~Delete → Right click on the slide you want to delete → choose delete option~~

(or)

~~Select the slide you want to delete → press delete button.~~



10 Creating of slide transition and editing special effects on powerpoint

I Sliding transition : Go to transition tab → choose the slides → Apply the transition like round, time limit

II Special effects: Go to selection tab → choose column → Go to insert tab → word art → type of text → Go to home tab → choose font style → format → Alignment → Go to Insert tab → choose Audio / video → OK

Yoj

A screenshot of a Microsoft PowerPoint presentation titled "BUSINESS FINANCE". The slide features a dark blue background with a central image of a book titled "BUSINESS FINANCE" resting on a desk next to a calculator, pen, and glasses. The Microsoft ribbon menu is visible at the top, showing tabs like Home, Insert, Design, Animations, Transitions, Review, View, Record, and Help. Below the ribbon are various toolbars for font, paragraph, and drawing.

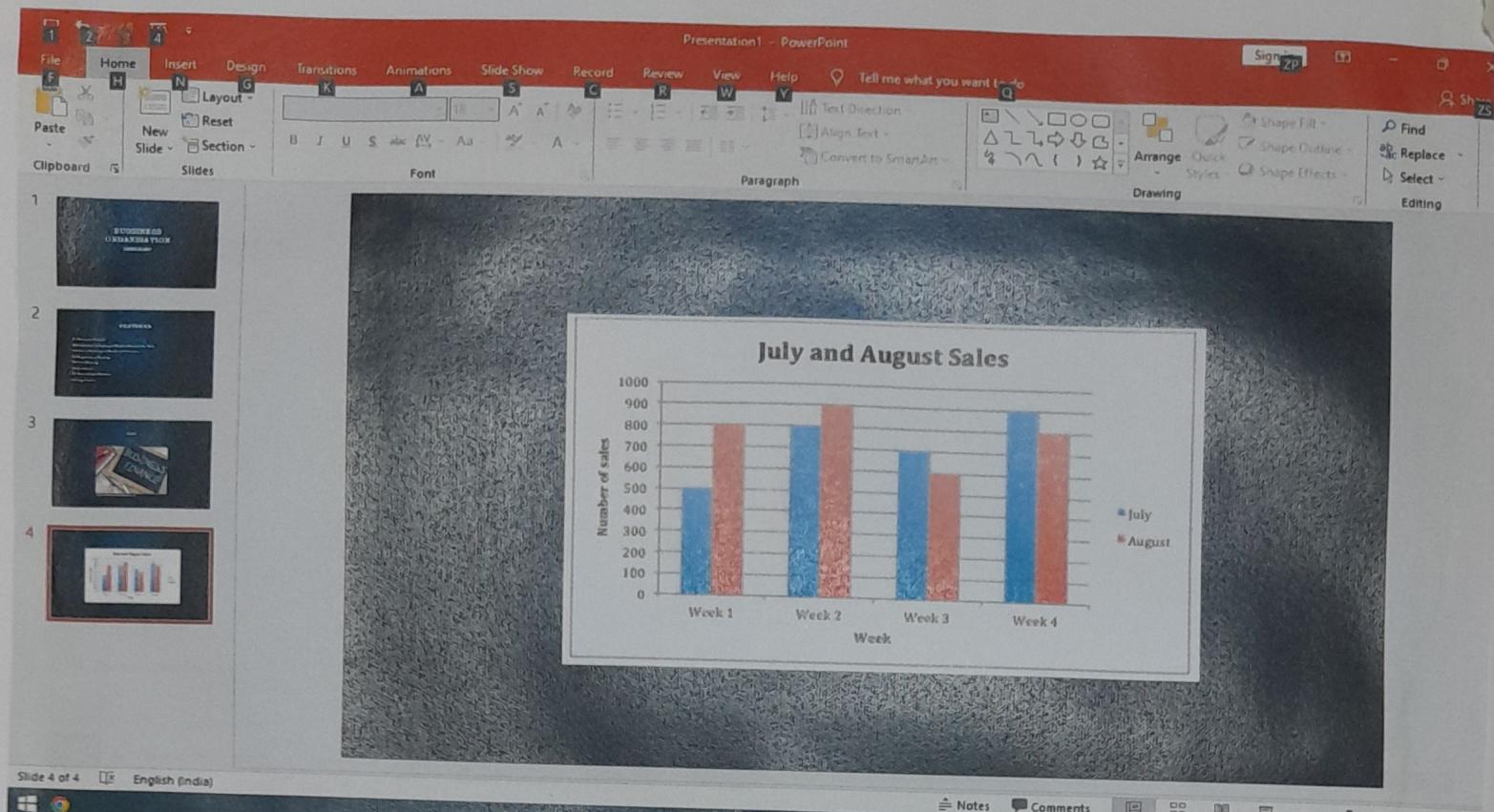
II. Creation of inserting sound and picture in powerpoint

a. Inserting sound : Go to insert tab → choose picture  
audio → select the audio file → open file  
→ click insert → OK.

b. Inserting picture : Go to insert tab → choose  
picture → open → click insert → OK

or

Go to clip art → choose photography → choose  
the picture you want to insert → OK.



Slide 4 of 4 English (India)

MARS ORBITOR MISSION(ANU) - PowerPoint

**SCIENTIFIC INSTRUMENTS**

LAP	Lyman-Alpha Photometer	1.97kg
MSM	Methane Sensor for Mars	2.94kg
MENCA	Mars Exospheric Neutral Composition Analyser	3.56kg
TIS	Thermal Infrared Imaging Spectrometer	3.20kg
MCC	Mars Colour Camera	1.23kg

Slide 4 of 7 English (India)

Type here to search

73°F Partly sunny 12:44 14-12-2022

Q Creation of inserting chart and organisation chart in power point

a. Inserting chart: Go to insert tab → Chart group → choose chart type → OK → excel file open → Enter the data → OK

b. Organisation chart: Go to insert tab → choose smart art → smart art graphic dialogue box will open → choose hierarchy option → OK

To add shape → right click on shape → add shape option → choose place where you want to add shape.

Yol

The screenshot shows the Microsoft Access 2016 interface. The main window displays a table named 'STUDENT' with the following data:

	COURSE	STUDENT	SUBJECT	CID	COURSE
1	1 SID	ALEX	REG NO - BLOOD GRO -	123456 A-VE	1
2	2 SAM			123457 O+VE	2
3	3 ALICA			123458 O+VE	2
4	4 USA			123459 B+VE	3
5	5 TYLER			123461 A+VE	1
6	6 CHRIS			123462 O-VE	3
7	0			0	0

The status bar at the bottom right shows the record number as 'Record: 14 - 1 of 6' and the date as '04-01-2023'. A red arrow points from the 'COURSE' column header to the status bar.

## MS Access

### 13 Creating table

→ creating data base:-

1 Start Access

2 Select blank database

3 Click create

Access automatically creates a new table in the data base

→ Entering field in table:-

1 Type a name for the first field in the table

2 Press enter

3 Select a data type

4 Press enter

5 Type a description for the field

6 Press enter

→ Setting a primary key:-

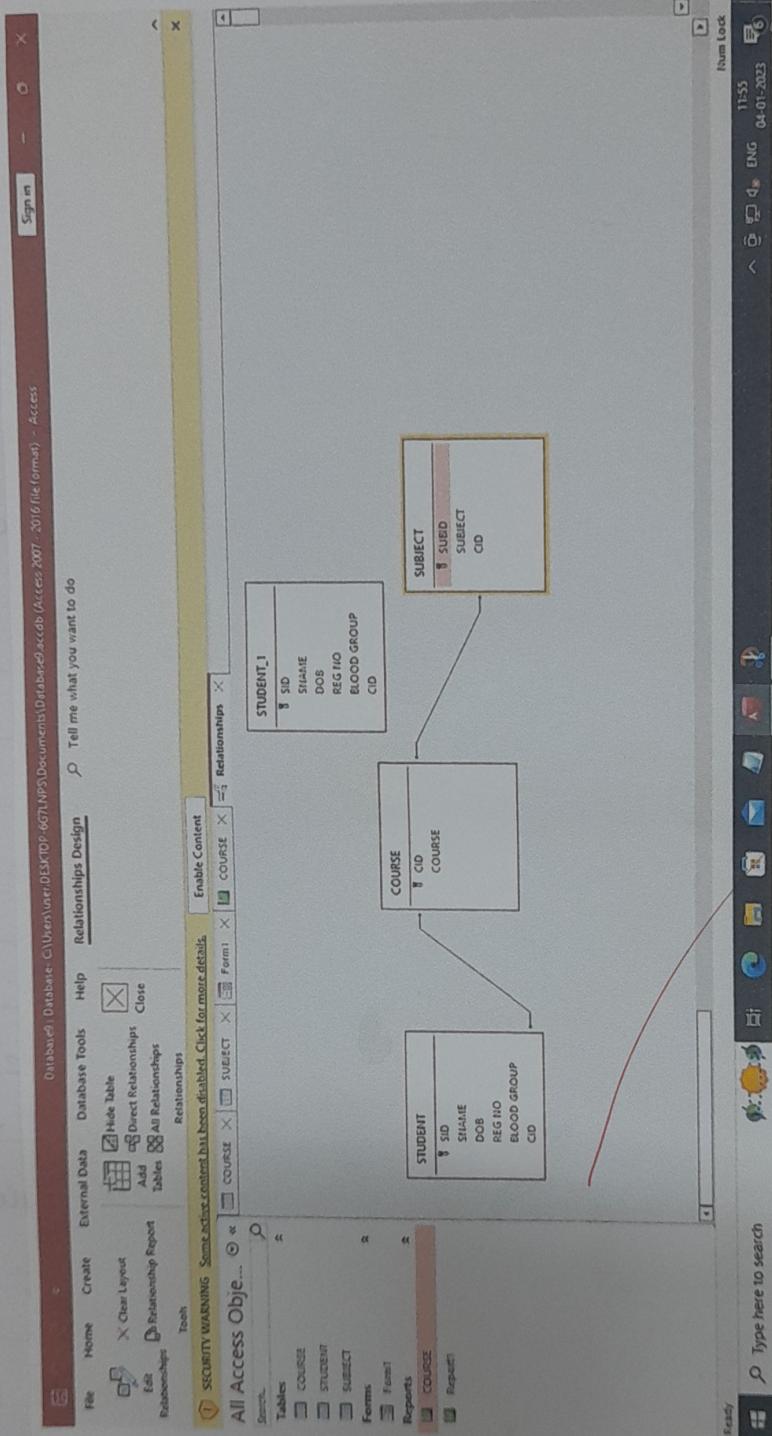
The primary key is the unique identifier for each record. By default, access set the first field in the table primary key field.

To set a primary key:-

1 Switch to design view

2 Position your cursor in the field you wish to set the primary key

3 Click the primary key button, on the ribbon



Ready

Type here to search



11:55

Num Lock

04-01-2023

ENG

~ ^ < = > <= >=

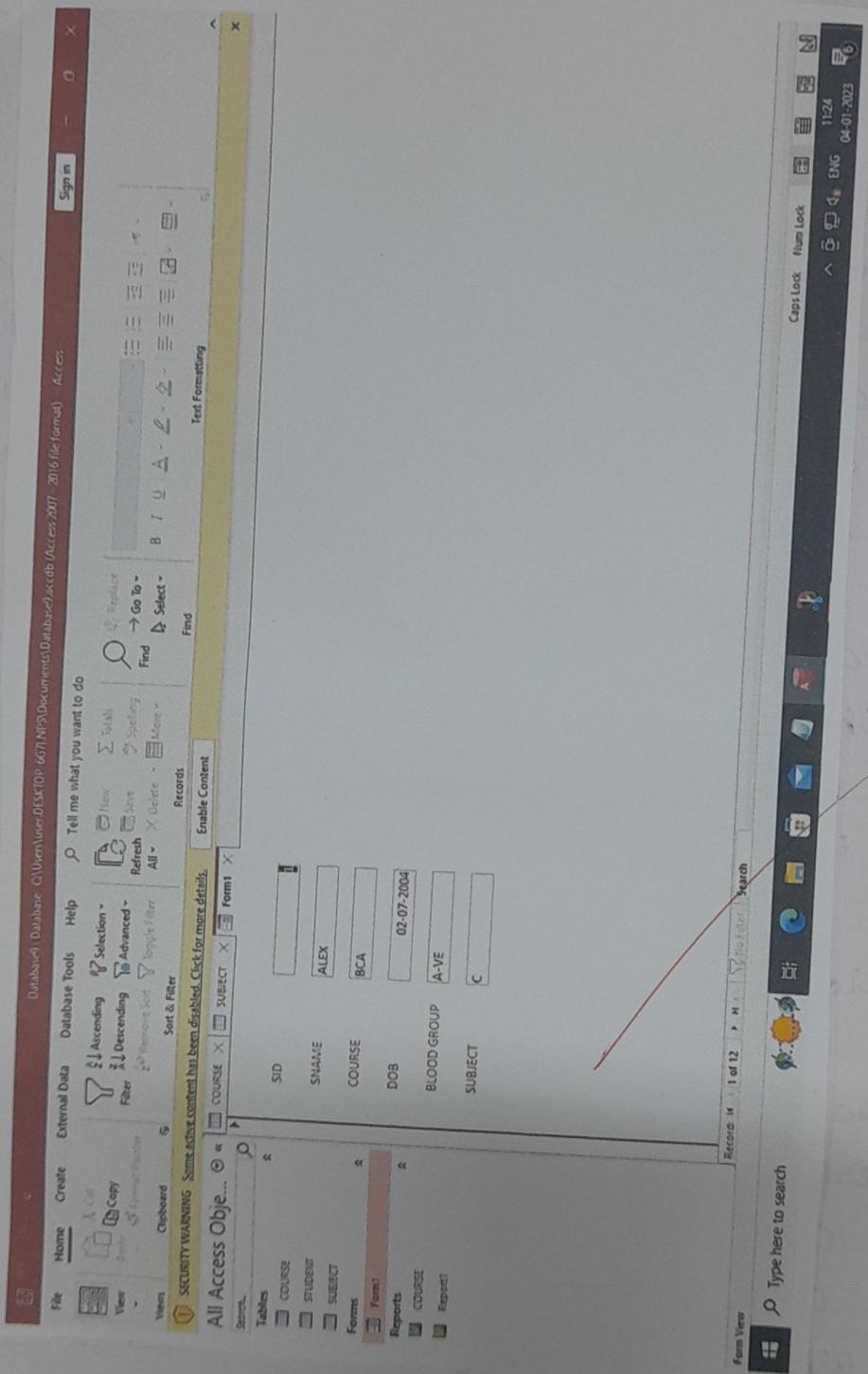
## 14 Creating a query and relationships in Ms access

Creating relationships :-

- After creating a table
- Go to database tools tab
- On relationships group select relationship options
- A table appears on the right side of the screen.
- Click on table you want to build relation between
- Click and drag field from the table to be title of another table to connect them

To Create query :-

1. Click the create tab on the ribbon.
2. Click the query design icon
3. Select the table that you would like to base your query
4. Click add
5. Close the show table windows  
The table will now be displayed in the upper part of the query design screen by boxes containing the tables field
6. Double click on the field names in the field list window which you would like to include in the query.



## 15 Creating form in MS Access

To create a form using the wizard

1. Navigate to the table you want to base the form on
2. Click Create on the ribbon
3. Click Forms

(or)

- Click on Create tab
- In forms group select Form Design
- Field list appears on the right side of the screen
- Click on Show All Tables
- Select the table you want to include in form
- Select a relation between them
- After completion of design, click on Create tab → in forms group → Form.

The screenshot shows a Microsoft Access 2016 window with the following details:

- File**, **Name**, **Create**, **External Data**, **Database Tools**, **Help**
- Table** (selected)
- COURSE** (highlighted)
- Fields**: STUDENT, DOB, CID, COURSE, SUBJECT
- Records**: 9
- Toolbar Buttons**: Refresh, Undo, Redo, Save, Print, Find & Filter, Sort & Filter, Records, Find, Find Next, Find Previous, Advanced, New, Open, Close, Save As, Print Preview, Help.
- Find Dialog Box** (overlaid):
  - Text: "Tell me what you want to do"
  - Buttons: Replace, Go To, Find, Select, Find Next, Find Previous, Find All, Find & Filter, Find, Find Next, Find Previous.
- Table Structure View**:

ID	STUDENT	DOB	CID	COURSE	SUBJECT
1	ALEX	1999-01-01	1	BCA	DS
2	SAM	1999-01-01	1	BCA	C
3	ALIA	1999-01-01	2	BSC	BIOLOGY
4	LISA	1999-01-01	3	BCOM	CHEMISTRY
5	TYLER	1999-01-01	1	BCA	MATHS
6	CHARLES	1999-01-01	3	BCOM	DS
7	CHARLES	1999-01-01	3	BCOM	C
8	CHARLES	1999-01-01	3	BCOM	ACCOUNTS
9	CHARLES	1999-01-01	3	BCOM	ACCOUNTS
- Status Bar**: Page 1 of 1, 04 January 2023, 11:24, ENG, 04-01-2023

## 16 Sorting record in a table & creating a report

To sort records in table:-

- 1) position your cursor in the field that you wish to sort by, by clicking on any record in that field
2. click either the sort smallest to largest or sort largest to smallest

To create report using wizard

- 1) click the create tab on the ribbon
- 2) click the report wizard icon
- 3) select the table or query upon which the report will be based
- 4) select the field that you want to include on the report by double clicking on item
- 5) click reset
6. If you would like to add grouping to your report select the field you wish to group by double clicking on it.
- 7) click reset
- 8) select a style for the report
- 9) select insert
- 10 Type a title for the report
- 11) click finish

Yadu  
1/1/2022

chandra's