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1. Introduction:-

Computer is an electronic device used in almost every field even where it is most unexpected. That is why this age is called as the era of IT. And now we cannot imagine a world without computers. Computer has become very important nowadays because it is very much accurate, fast and can accomplish many tasks easily. Otherwise to complete those tasks manually much more time is required.

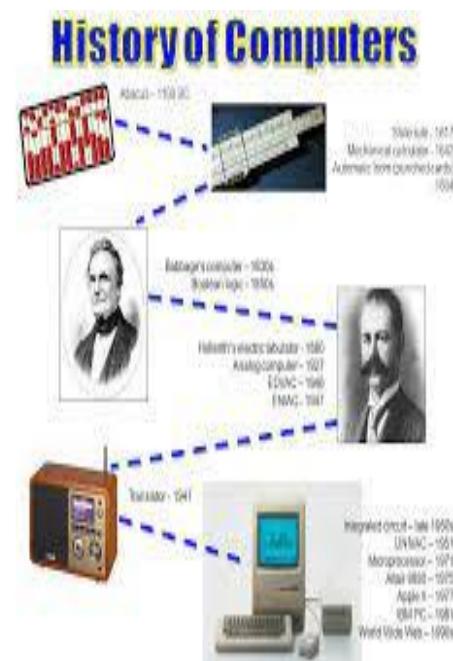
2. Definition & Meaning of a Computer:

The term computer is derived from the Latin word *COMPUTE* which means to calculate or to manipulate.

The computer is an electronic device that takes input from the user and processes these data under the control of a set of instructions (called program) and gives the result (output) and saves future use.

3. History of the Development of Computer:

- 1) **Abacus:** The history of computer begins with the birth of abacus which is believed to be the first computer. It is said that Chinese invented Abacus around 4,000 years ago.
- 2) **Punched Cards:** In 1802, a French textile manufacturer, Joseph Jacquard, invented a machine which was used to automatically control the weaving loom. Jacquard employed punched cards to control the patterns of woven cloth
- 3) **Pascaline:** Pascaline is also known as Arithmetic Machine or Adding Machine. It was invented between 1642 and 1644 by a French mathematician-philosopher Blaise Pascal.
- 4) **Difference Engine:** In the early 1820s, it was designed by Charles Babbage who is known as "Father of Modern Computer". It was a mechanical computer which could perform simple calculations.
- 5) **Analytical Engine:** This calculating machine was also developed by Charles Babbage in 1830. It was a mechanical computer that used punch-cards as input. It was capable of solving any mathematical problem and storing information as a permanent memory.



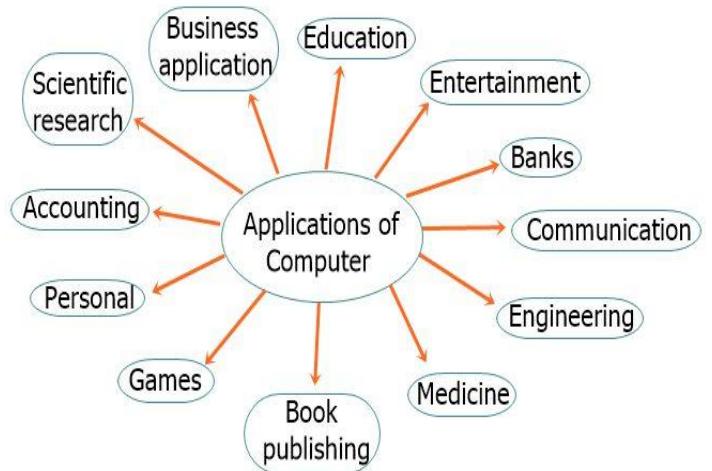
4. Generations of Computer:

Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system.

SN	Generation	Period	Main Component used	Merits/Demerits
1	First Generation	1942-1955	 Vacuum tubes	<ul style="list-style-type: none"> • Big in size • Consumed more power • Malfunction due to overheat • Machine Language was used
First Generation Computers - ENIAC , EDVAC , UNIVAC 1 ENIAC weighed about 27 tons, size 8 feet × 100 feet × 3 feet and consumed around 150 watts of power				
2	Second Generation	1955-1964	 Transistors	<ul style="list-style-type: none"> • Smaller compared to First Generation • Generated Less Heat • Consumed less power compared to first generation • Punched cards were used • First operating system was developed - Batch Processing and Multiprogramming Operating System • Machine language as well as Assembly language was used.
Second Generation Computers IBM 1401, IBM 1620, UNIVAC 1108				
3	Third Generation	1964 -1975	 Integrated Circuits (IC)	<ul style="list-style-type: none"> • Computers were smaller, faster and more reliable • Consumed less power • High Level Languages were used
Third Generation Computers IBM 360 series, Honeywell 6000 series				
4	Fourth Generation	1975-1980	 Microprocessor Very Large Scale Integrated Circuits (VLSI)	<ul style="list-style-type: none"> • Smaller and Faster • Microcomputer series such as IBM and APPLE were developed • Portable Computers were introduced.
5	Fifth Generation	1980 - till date	 Ultra Large Scale Integration (ULSI) AI-Artificial Intelligence	<ul style="list-style-type: none"> • Parallel Processing • Super conductors • Computers size was drastically reduced. • Can recognize Images and Graphics • Introduction of Artificial Intelligence and Expert Systems • Able to solve high complex problems including decision making and logical reasoning

5. Areas of Applications :

A computer is a device that allows you to accomplish a wide range of tasks through its use. Changing the software packages on your computer gives you the ability to use it for a variety of different applications. The following is a list of purposes or applications that computers can be put to:



6. Characteristics of Computer:

- Speed:** A computer works with much higher speed and accuracy compared to humans while performing mathematical calculations. Computers can process millions (1,000,000) of instructions per second.
- Accuracy:** Computers perform calculations with 100% accuracy. Errors may occur due to data inconsistency or inaccuracy.
- Diligence:** A computer can perform millions of tasks or calculations with the same consistency and accuracy.
- Versatility:** Versatility refers to the capability of a computer to perform different kinds of works with same accuracy and efficiency.
- Reliability:** A computer is reliable as it gives consistent result for similar set of data
- Automation:** Computer performs all the tasks automatically i.e. it performs tasks without manual intervention.
- Memory:** A computer has built-in memory called primary memory where it stores data. Secondary storage are removable devices such as CDs, pen drives, etc.,

7. Types of Computers

A computer is a device that transforms data into meaningful information. It processes the input according to the set of instructions provided to it by the user and gives the desired output. Computers are of various types and they can be categorized in two ways on the basis of size and on the basis of data handling capabilities.

So, on the basis of size, there are five types of computers:

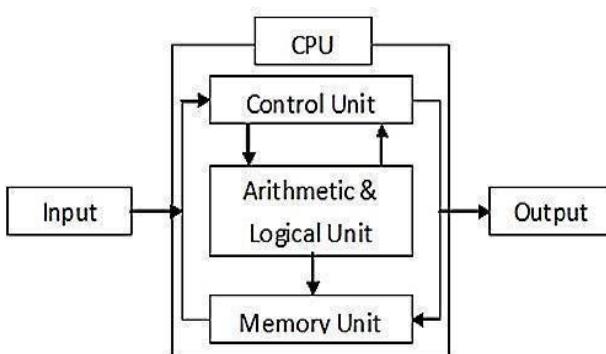
1. Supercomputer
2. Mainframe computer
3. Minicomputer
4. Workstation
5. PC (Personal Computer)

And on the basis of data handling capabilities, there are three types of computer:

1. Analogue Computer
2. Digital Computer
3. Hybrid Computer

II. Computer Fundamental-2

1. Block Diagram of computer:



There are 3 basic functional units in a digital computer.

- 1] Input Unit
- 2] System Unit
- 3] Output Unit

1) Input Unit: Input unit is an external device that is connected to the CPU. It is used to feed data and instructions for solving the problem at hand. The Control Unit sends signals to this unit to receive data and instructions from the user, this data and instructions are communicated to the CPU. Some of the important input devices are:

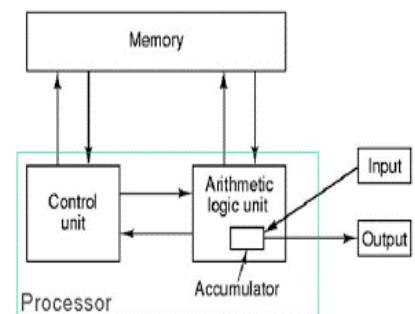
1] Keyboard : 	It is the most common input device it is used to enter both numerical and character type data. It is like a mechanical typewriter with alphanumeric and special Keys. All IBM compatible Keyboards contain 104 Keys. Keyboards with 84 Key are also available. and Dell having 101 Keys
2] Mouse : 	It is a Pointing device mainly used to select purpose or to open Programs. Wire and Wireless mouse also available. Mouse consist of Three Buttons 1) Left click 2) Scroll Button 3) Right Click
3] Scanner : 	It is an input device. It is used to acquire (scan) both character and graphics required for image processing or character recognition. Sensors are used in scanners. Flatbed scanner is the most commonly used scanner.

1. System Unit: Once the data and instructions are received from the input unit they are stored and processed in the system unit. The system unit further consists of mainly two sub-units. They are:

- 1] Central Processing Unit 2] Memory Unit

1] Central Processing Unit: This is generally called the CPU. Once the data and instructions are received from the input device, they are to be processed in this unit. So, it can be considered as the heart and brain of the computer system. CPU consists of two important functional units.

a) Control Unit: The control unit co-ordinates all the activities of the computer and instructs the computer system to carry out the programs. It directs the control signals between the CPU, input and output device.



b) Arithmetic and Logic Unit: ALU performs arithmetic, logic and comparison functions. Arithmetic operations consist of addition, subtraction, multiplication and division. Logic operation include the comparison of data so as verify it to be greater than, smaller than or equal to the other data.

2]Memory Unit: Memory is an important part of a computer that stores the program or data that is under process that is to be processed or it is already processed. The memory capacity differs from computer to computer. In modern computers, a memory can store billions of instructions or characters, whereas an IBM PC can hold 6,40,000 characters.

Computer memory is classified into:

- 1] Main Memory 2] Secondary Memory 3] Cache Memory

1] Main Memory: This is the place where the data and instructions supplied by the input devices are stored. This is a temporary memory because the data and instructions stored here are erased when the power goes off. This is also referred to as the primary memory. It consists RAM and ROM memories.



RAM

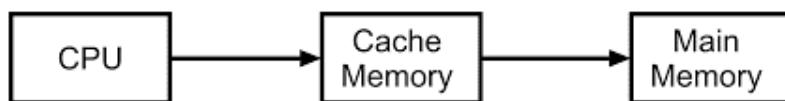
- RAM stands for **Random Access Memory**
- It is **volatile** in nature. Its contents are erased when power is turned off.
- We can **read** as well as **write** through this memory



ROM

- ROM stands for **Read only Memory**
- It is **non-volatile** in nature. Its contents are non erased when power is turned off.
- We can **only read** this memory and cannot write through it

2] Cache Memory: This is a high speed memory and placed between the CPU and the main memory. The data and instructions stored in it are accessed at a higher speed as compared to the main memory. Users cannot access this memory. It stores data and instructions that are currently to be executed.



3] Secondary Memory: [Auxiliary Storage Devices]

It is very difficult to enter the data and instructions for a large application again and again. Therefore, it is necessary to store the data permanently for future usage. Data can be stored permanently on secondary storage devices and the data can be retrieved whenever required.

Secondary storage devices



Measurement of Memory:

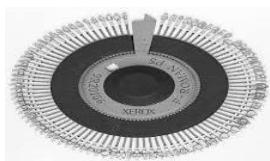
Memory unit	Description
Kilo Byte	1 KB = 1024 Bytes
Mega Byte	1 MB = 1024 KB
Giga Byte	1 GB = 1024 MB
Tera Byte	1 TB = 1024 GB
Peta Byte	1 PB = 1024 TB
Hexa Byte	1 EB = 1024 PB
Zetta Byte	1 ZB = 1024 EB
Yotta Byte	1 YB = 1024 ZB
Bronto Byte	1 Bronto Byte = 1024 YB
Geop Byte	1 Geo Byte = 1024 Bronto Bytes

Output Unit: This is used to display the results obtained after execution of a program. Whenever the user wants output from the computer, the control unit sends signal to this unit to be ready to accept processed data from memory and to display it. The following are various output devices.

Printers: Printer is an output device that prints the programs, illustrations etc. from the computer on the paper and transparencies. A printer is an electromechanical device which receives signals from the computer and acts accordingly.



Types of Printers:



Daisy Wheel



Dot - Matrix



Plotter



Laser



Inkjet

3. Hardware:-

A computer system consists of two major elements: hardware and software. Computer **hardware** is the collection of all the parts you can physically touch. Computer **software**, on the other hand, is not something you can touch. Software is a set of instructions for a computer to perform specific operations. You need both hardware and software for a computer system to work.

Hardware are the physical components of a computer which we can touch and work such as the case, central processing unit (CPU), random access memory (RAM), monitor, mouse, keyboard etc.

4. Software:-

A set of instructions are called a programme and a group of Programs are called a Software. A **computer program** is a specific sequence of instructions written in programming code that is carried out by a computer processor to complete a specific task. Thus, a computer program is a piece of software designed for a certain use or task. There are two types in software 1) System Software 2) Application Software

System Software

System software is a category that includes many kinds of software, all of which directly relate to the functioning of the computer itself. System software includes highly technical programs that allow users to make use of the computer's capabilities.

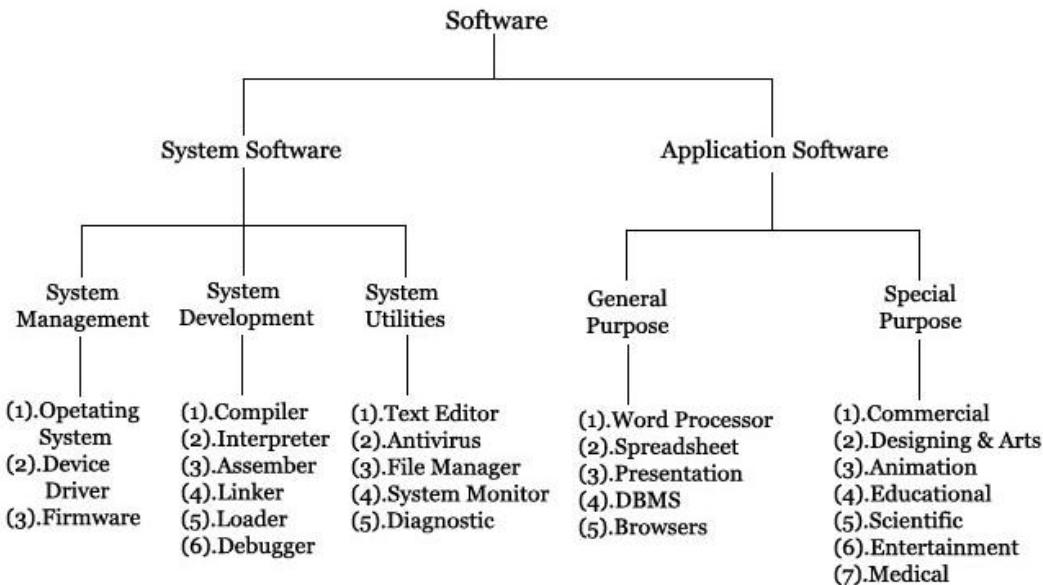
Some examples of system software include: Operating Systems, Utility Software, Firmware, Device Drivers

Application Software

Application software is another type of computer software, one that is less technical than system software. Users are generally much more familiar with application software because it includes the programs that allow users to perform tasks. Some examples of commonly used application software include:

Web browsers, Word processors, Multimedia software, Spreadsheet software, Email clients, Graphics software

Types of Computer Software



Operating System: This is an integrated collection of programs which make the computer operational and help in executing user programs. It acts as an interface between the man and machine. It manages the computer system resources such as memory, processors, input-output devices and files. Without an operating system, the most powerful computer a useless monster. Therefore, an operating system is a must for a computer to do any tasks.

The functions of operating system are given below.

- 1) **Memory Management:** Allocating memory to the running programs and de-allocating when they are terminated.
- 2) **Processor Management:** Processing the jobs, deciding on the job scheduling technique and how long a job is to be processed. Releasing the processor when the jobs are terminated.
- 3) **Device Management:** Allocating the input and output devices to the running processes and de-allocated them when the processes are terminated.
- 4) **File Management:** Managing the file system in terms of where the files are stored, their status and memory locations. Opening and closing the files. Providing access permissions to the files.

There are different types of operating systems available today. Those are, DOS, Unix, Windows95, Windows 98, Novel Netware, Windows NT, Windows 2000, Linux, Windows XP etc..

Versions Of Windows



IV. Introducing Windows

Windows is an **operating system** designed by Microsoft. The operating system is what allows you to use a computer. Windows comes **preloaded** on most new personal computers (PCs), which helps to make it the most popular operating system in the world. Windows makes it possible to complete all types of **everyday tasks** on your computer. For example, you can use Windows to browse the Internet, check your email, edit digital photos, listen to music, play games, and do much more.

Desktop: The desktop is the area you see when the computer is not running applications. It



consists of the icons on top of it, as well as the Start button and other features. The desktop can be used to temporarily store information or to move around documents and windows.

Icon: Icons are little pictures that represent different programs or saved items on Desktop information icons represent

Window: Recycle Bin is windows default icon which can store all deleted Files



Dialogue Box: You ask the computer to do certain commands, such as to save your work, the computer will need more Information from you, and this will appear in a dialogue box. These boxes contain options and commands for the computer to execute.

Start Menu: In the lower left the Start button. When you click on the button a menu will appear, which we will call the Start menu. This menu gives you access to all the different parts and functions of the computer.

Task Bar: At the very bottom of the screen is a horizontal bar called the task bar. This bar contains (from left to right) the Start button, shortcuts to various programs, minimized programs, and another section of shortcuts that includes sound volume, printers and the time.



Windows Exercises

1) Change the Date and Time of the Computer Lab Solution Steps:

- 1) Click on Date and Time (Task bar Right Bottom Side)
- 2) Click on Change date and Time Settings
- 3) You will get Date and Time Dialog Box
- 4) Click on Change Date and Time Button
- 5) Change the Date and Time
- 6) Click OK Button



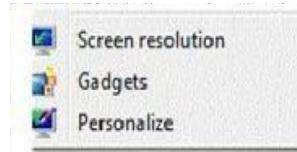
2) Add Clock Widget on Desktop *Lab Solution Steps:*

- 1) Right Click on Desktop ->Click on Gadget
- 2) Select the Clock and Press Enter Key *Or* Double Click on Clock



3) Remove Clock Widget from Desktop *Lab Solution Steps :*

- 1)
- 2) Move the mouse over the Clock ->Click on Close Button



4) Change the Wallpaper *Lab Solution Steps:*

- 1) Right Click on Desktop ->Click on Personalize
- 2) Click on Desktop Background
- 3) Select the Image-> Click on Save Changes



5) Change the Windows Theme *Lab Solution Steps:*

- 1) Right Click on Desktop -> Click on Personalize
- 2) Click on the Theme



6) Set Bubble Screen Saver *Lab Solution Steps:*

- 1) Right Click on Desktop -> Click on Personalize
- 2) Click on Screen Saver
- 3) Select the Bubbles-> Click on apply Button ->Click on OK Button

7) Open the Calculator and Pin it in Task bar

- 1) Click on Start Button ->All Programs -> Accessories->Calculator
- 2) Right Click on the Calculator Icon (In Task Bar)->click on Pin this program to taskbar

8) Un Pin Calculator from Task bar *Lab Solution Steps:*

- 1) Right Click on the Calculator Icon(In Taskbar)-> click on Unpin this program from taskbar

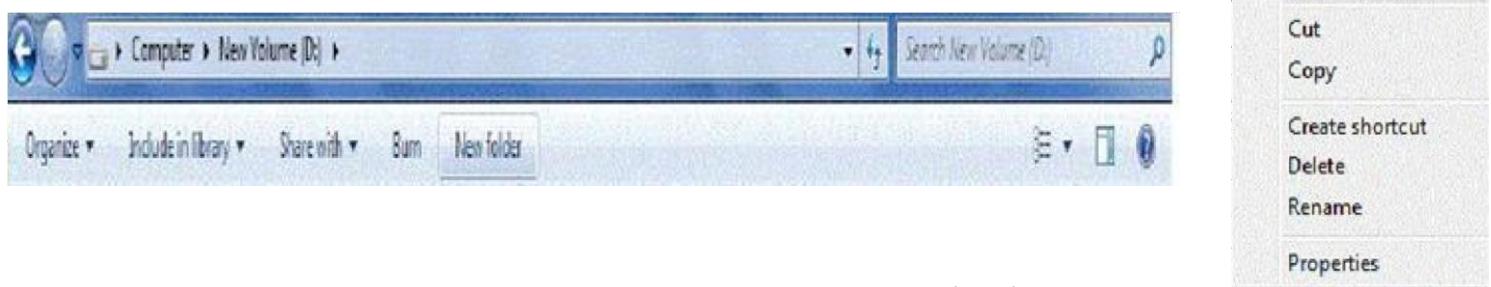


9) Create a Folder “KEONICS” in D Drive *Lab Solution Steps:*



Start Button -> My Computer -> Double Click on D Drive

- 2) Right Click--- Select on new Folder Button -> Enter your Folder Name -> Press Enter Key or Click out side



- 3) **Rename “KEONICS” Folder to “KTC Hubli” Lab Solution Steps:**
- 4) Right Click on the Folder -> Type the new name ->Press Enter Key or Click out side
- 5) **Cut “KTC Hubli” Folder and Paste it on Desktop Lab Solution Steps:**
 - 1) Right Click on the Folder -> Click on Cut
 - 2) Minimize the Window
 - 3) Right Click on Desktop -> Click on Paste

Windows Accessories

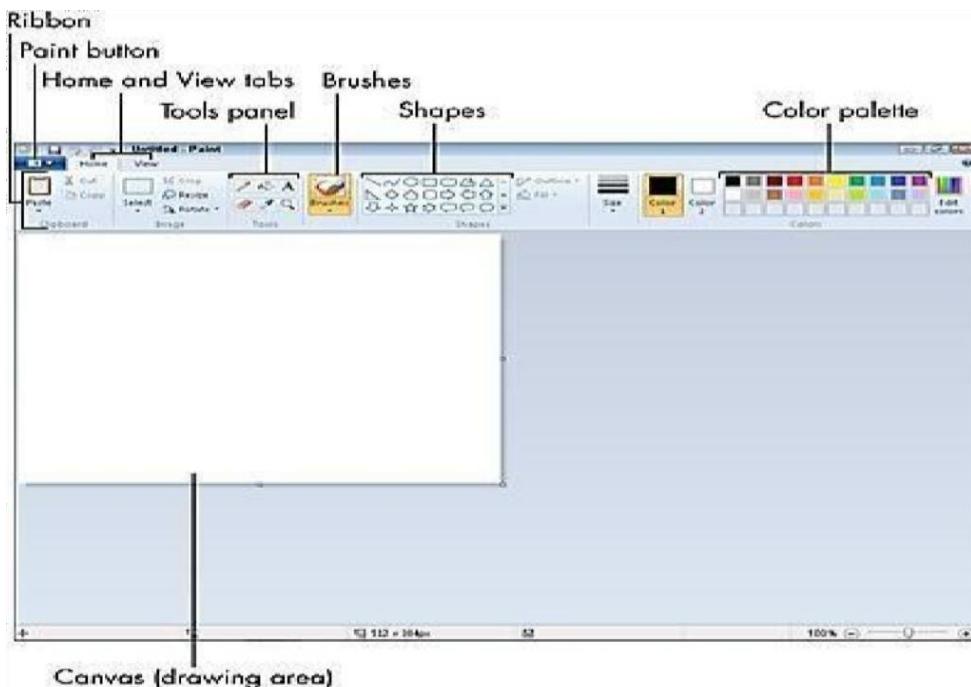
Window Accessories Group is a very important part of the window, very important tools are available inside Window Accessories, which we can use according to our need. Inside the Window Accessories Group, a list of many facilities is displayed so that we can do Simple Type. Can apply some special characters, can calculate Mathematics, can manage the performance of your computer, although there are many tools inside the Window Accessories Group, but some important tools are as follows.

Character Map, Calculator, Notepad, word pad, Remote Desktop Connection, Paint, Math input panel

Calculator:- We use this tool available in Window Accessories to do arithmetic and scientific calculations. To run the calculator, a normal calculator is displayed on the screen, which we run with the help of a mouse so that we can do Mathematical Sums very easily. This is an important tool of our Windows
Start button→ All program→ Window accessories→ calculator

M.S.Paint

Microsoft Paint is also known as **MS Paint**. It is a basic graphics drawing program that has been an indispensable part of all versions of the Microsoft



Open the Windows Start menu -> Select All Programs Click on Accessories-> Select Paint



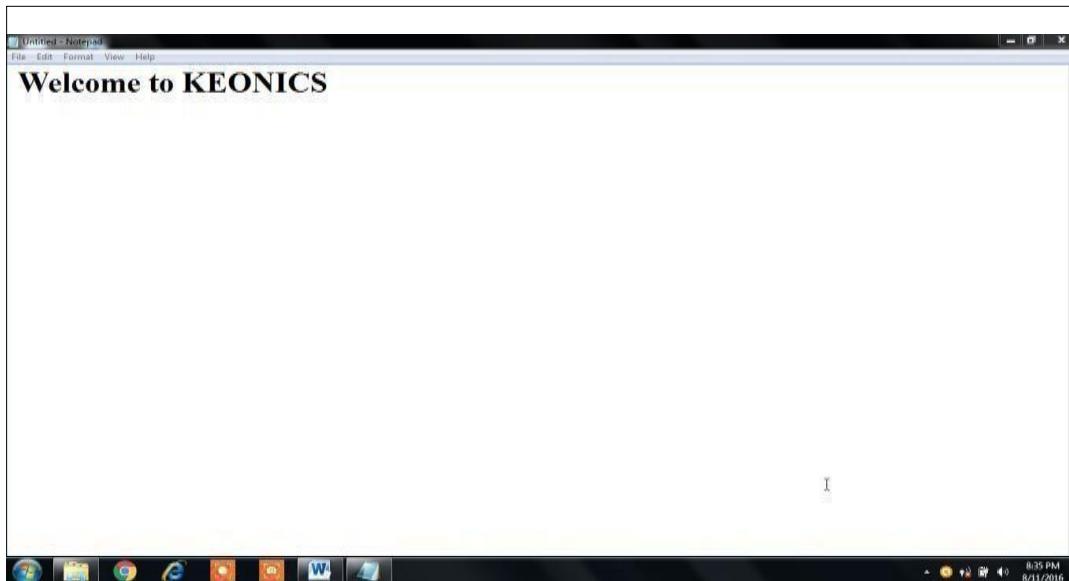
Saving File: File ->Save As ->Type your File Name (Example: KEONICS-Hubli) -> Save

Notepad

Introduction : Note Pad is the Window's Text Editor Program, we use it to create a text file in the window, the extension (.txt) of the file created inside it is that there is some limit to the text in this text editor, in this we are in some limited size.

How to Open Notepad

Start button→ All programs→Accessories→ notepad

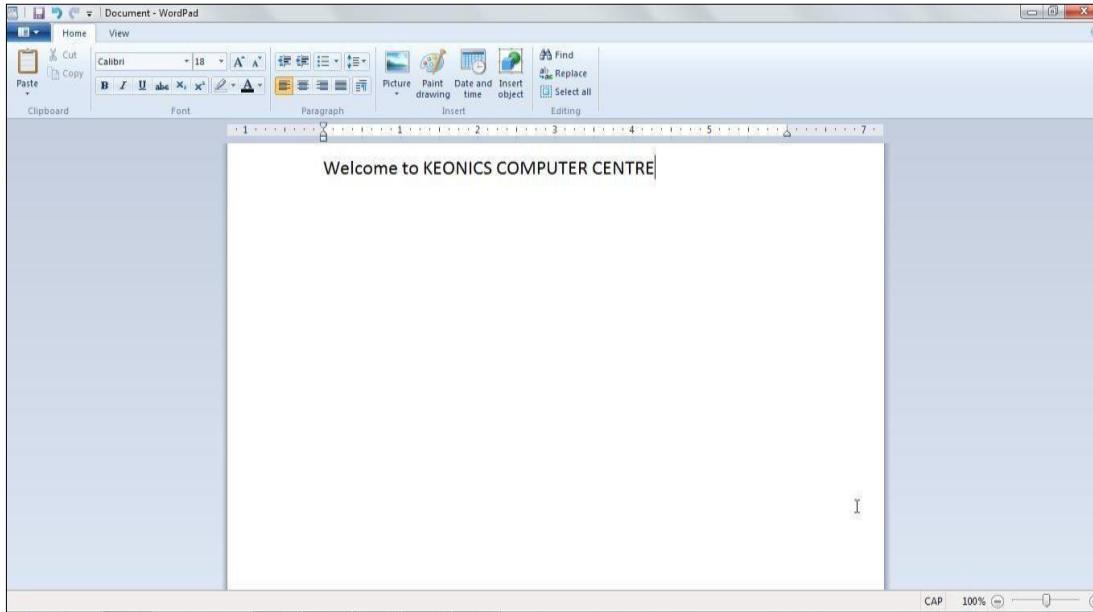


WordPad

Introduction: Word Pad is also called a Word Processor, it is also a text editor program, it is an advanced form of note pad. You can change the size of the font in it, we can fix the date and time, it is an important tool of Window Accessories.

How to Open Word pad:

1. Start button→ All program→ Window accessories→ word pad



V. Microsoft Office

1. Introduction to MS Office:-

MS Office is a application software which was developed by Microsoft Corporation in 1988. This Office suite comprises various applications which form the core of computer usage in today's world. Microsoft Office is a suite of desktop productivity applications that is designed specifically by Microsoft for business use. It is a proprietary product of Microsoft Corporation and was first released in 1990.

Following are the most used application of MS Office.

MS Word

- Word processing tool
- Extension for Doc files is “.docx”
- It is useful in creating text documents
- We can create, Edit, Alter Letter, Documents, Question papers etc

MS Excel

- Majorly used for making spreadsheets
- It is a data processing application
- Large data can easily be managed and saved in tabular format using MS Excel
- Calculations can be done based on the large amount of data entered into the cells of a spreadsheet within seconds
- File extension, when saved in the computer, is “.xlsx”

MS PowerPoint

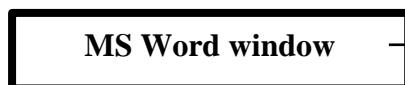
- It was released on April 20, 1987
- Used to create audiovisual presentations
- Each presentation is made up of various slides displaying data/information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
- The extension for PowerPoint presentations is “.pptx”

2. MS Word

I.Introduction:-Microsoft Word is a word processing software package. You can use it to type letters, reports, and other documents. It gives you the ability to use your computer for desktop publishing.

Starting of MS-Word

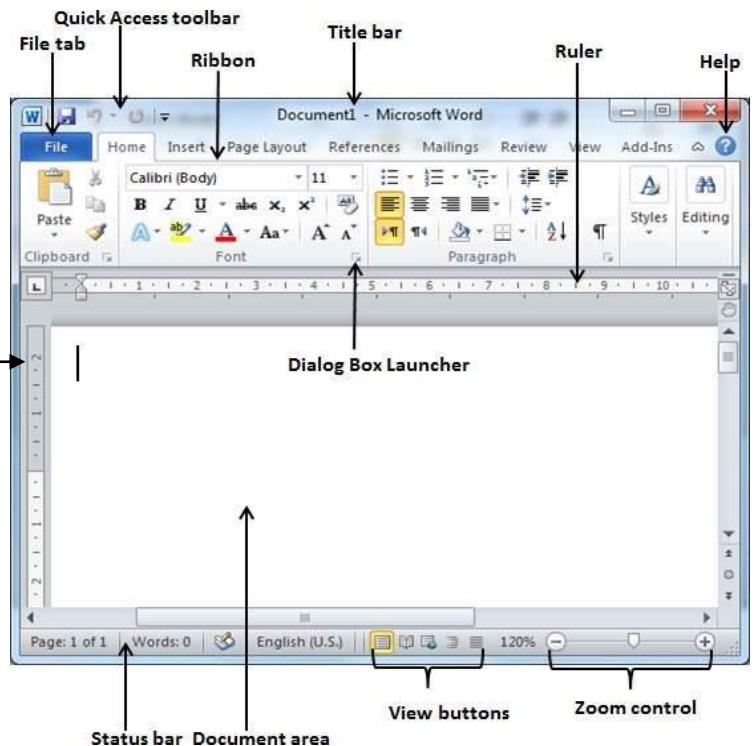
- Click on start Button
- Click on All Programs
- Click on MS-Office
- Click on MS Word Or
(Use Window + R Key and Type
WinWord Give enter)



Title bar: This lies in the middle and at the top of the window. Title bar shows the program and document titles.

Office Button/File Menu:

- 1)New [Ctrl+ N] 2) Open [Ctrl+ O]
- 3)save [Ctrl+ S] 4)Save as [F12]
- 5)Print [Ctrl+ P] 6)Send 7) Exit



Quick Access Toolbar is a toolbar menu that appears in Microsoft Excel, Microsoft Word, and other Office 2007 in the top left corner of the window. As seen in the picture, the Quick Access Toolbar gives you quick access to commonly used features such as Save, Open, New, Print, Mail etc

Tabs: Microsoft Word is a powerful program that is used to create many different types of documents, including articles, letters, books, contracts, marketing documents, and much more.

1. **HOME.** The HOME tab includes commands for formatting documents.
2. **INSERT.** Use the INSERT tab to insert pages, tables, pictures, links, headers and footers, custom text and symbols, and more.
3. **PAGE LAYOUT.** Use the PAGE LAYOUT tab to change your margins, add columns, change the page orientation, and more.
4. **REFERENCES.** Use the REFERENCES tab to add a table of contents, add footnotes, add a bibliography, and more.
5. **MAILINGS.** Use the MAILINGS tab to create labels, start a mail merge, and more.
6. **REVIEW.** Use the REVIEW tab to check spelling and grammar, track and accept or reject changes, compare Documents, and more.
7. **VIEW.** Use the VIEW tab to change your document view, show the Ruler or navigation pane, zoom in or out, and more.
8. **Help:** The Help Icon can be used to get word related help anytime you like. This provides nice tutorial on various subjects related to word.

Ribbon :



Rulers: Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath the Ribbon and is used to set margins and tab stops.

Zoom Control: Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out; you can click the + buttons to increase or decrease the zoom factor.

View Buttons

- **Print Layout view** – This displays pages exactly as they will appear when printed.
- **Full Screen Reading view** – This gives a full screen view of the document.
- **Web Layout view** – This shows how a document appears when viewed by a Web browser
- **Outline view** – This lets you work with outlines established using Word's standard heading styles.
- **Draft view** – This formats text as it appears on the printed page with a few exceptions. For example, headers and footers aren't shown. Most people prefer this mode.

Document Area

This is the area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.

Status Bar

This displays the document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language, etc.

Editing With Clipboard

With the cut, paste, and copy commands as well as Clipboard, Office lets you move text, graphics, and more in a file or across the apps.

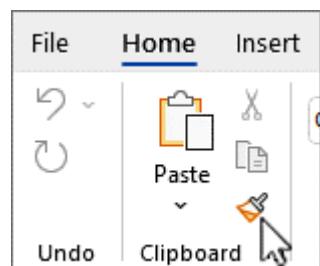
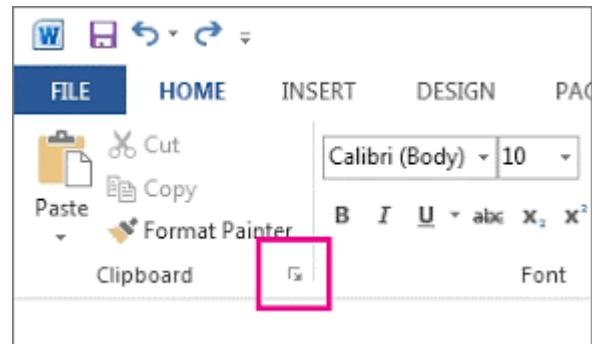
1) **Cut**:-Select **Cut** or press Ctrl + X.

2) **Paste** :- Select **Paste** or press Ctrl + V.

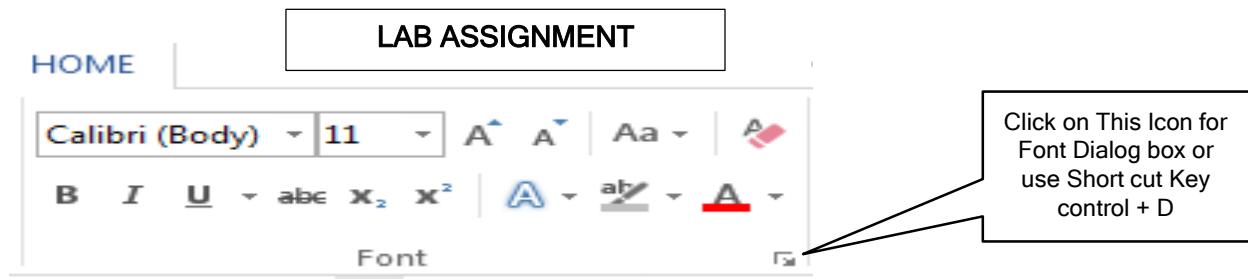
Note: Paste only uses your most recently copied or cut item.

3) **Copy** Select **Copy** or press Ctrl + C.

Format Painter to quickly apply the same formatting, such as color, font style and size, or border style, to multiple pieces of text or graphics. With format painter, you can copy all of the formatting from one object and apply it to another one—think of it as copying and pasting for formatting.



II. Applying Basic Formatting: We can change Font and Font style of Text, Applying Bold, Italic, Underline, Text Colour, Text Highlighter, Change Case, Text effect, Subscript, Super Script, etc using Font Group



This is Bold

Select the text and click on

This is Italic

Select the text and click on

This is Underline

Select the text and click on

This is strike

Select the text and click on

We need H₂O

Select the Number 2 and click on

This is Math's 10²

Select the text and click on

Applied Text Effect

Select the text and click on

This is blue colored text

Select the text and click on

This text is highlighted

Select the text and click on

Sentence case is applied for the line

Select the text and click on

This is lower case text

Select the text and click on

This is upper case text

Select the text and click on

Capitalize each word

Select the text and click on

Toggle case is applied for this line

Select the text and click on

Increase Font

Select the text and click on

Decrease Font

Select the text and click on

This font size is 28

Select the text and click on

This font is Times New Roman

Select the text and click on

Using Font Dialogue Box

Select the text and click on

Selecting a font and font style

Font: Times New Roman, Font Size: 16, Apply **Bold**

Selecting a font & choosing a font

Font: Monotype Corsiva, Font Size: 16, Apply *Italic*

Applying Underline Style

Font: Algerian, Font Size: 16, Apply Underline

This is expanded text

Go To Font Dialogue box Advanced Spacing Expanded 6pts

This is condensed text

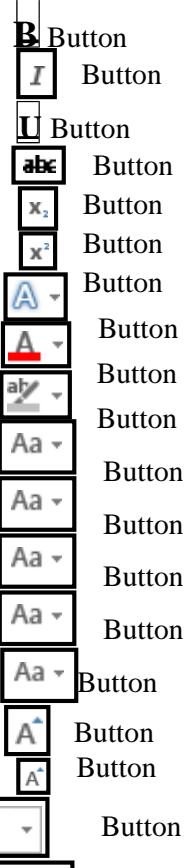
Go To Font Dialogue box Advanced Spacing Condensed 2pts

We need H₂O

Go To Font Dialogue box Advanced Position Lowered 4pt

This is Math's 10²

Go To Font Dialogue box Advanced Position Raised 4pt



Using Paragraph Group We can align text, Applying Bullets and Numbers and adding Borders and shading



This is left aligned text

Select the text and click on Button

This is center aligned text

Select the text and click on Button

Select the text and click on Button

This is right aligned text

This is justified text

Select the text and click on Button

Fill color for this line

Select the text and click on Button

MSOffice

DTP

Tally-ERP9

Select the text and click on Button

Bullets & Numbering

Steps to save files

- Go to file or click on office Button or Press Ctrl + S.
- Click on Save or Save as Select the folder or drive.
- Type the file name.
- Click on Save

TYPES OF BULLETS

- | | | |
|----------------|--------------|--------------|
| 1. Motherboard | a. Memory | • DTP |
| 2. Hard disk | b. RAM | • PageMaker |
| 3. DVD | c. ROM | • Corel draw |
| 4. SMPS | d. Pen Drive | • Photoshop |
| 5. Processor | e. CD | • Nudi |

Steps to open file

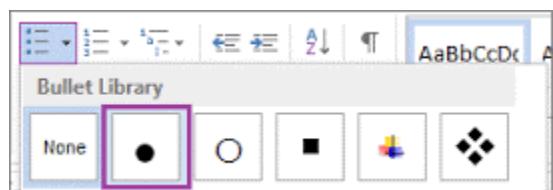
- 1] Go to file or Click on Office Button or Press Ctrl + O
- 2] Click on Open
- 3] Select the file from folder or drive.
- 4] Click on Open

Steps to print file

- a) Prepare a letter
- b) Go to file or Click on Office Button
- c) Click on Print or Press Control + P Button
- d) Select the required setting
- e) Click on Print option

How to apply Bullets and Numbering

- 1) Go to paragraph Group
- 2) Choose bullet or number Icons to apply

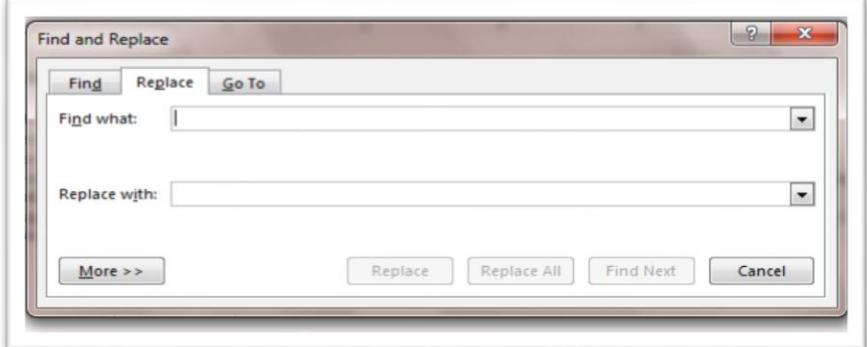


III. Working with Style & Editing

- **Apply style**
 1. Go to style group
 2. Select any one style to apply
- **How to create new style**
 1. Go to style section
 2. Select Create new style
 3. Name the style which you want to give
 4. **Modify** it by giving Font style , Size and Colour etc

Find, Replace & Go to (Edit Group)

1. Go to **Home > Replace.**
2. Enter the word or phrase you want to replace in **Find what**. Short cut key (Ctrl + F)
3. Enter your new text in **Replace with**. Short cut key (Ctrl + H)
4. Choose **Replace All** to change all occurrences of the word or phrase. Or, select **Find Next** until you find the one you want to update, and then choose **Replace**.
5. To specify only upper or lowercase in your search, select **More > Match case**. There are several other ways to search in this menu.

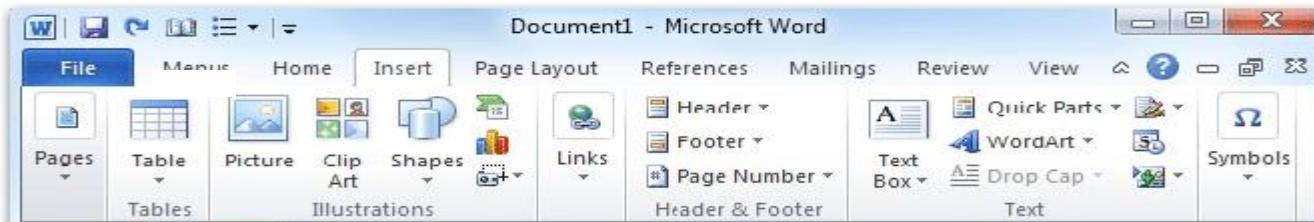


GoTo: is another way that you can save huge amounts of time when working with a large document. Whilst you can use your keyboard and mouse to scroll through a document, Word provides a handy feature known as 'GoTo,' which makes it easy to move to certain pages, sections, headings, footnotes, and endnotes.

Follow the steps below to use Word's GoTo feature: (Short cut Key - Ctrl + G)

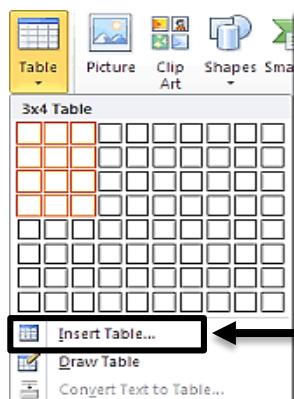
- Click Edit at the top of the screen
- Hover over Find and then click on GoTo Or if you are on a Windows PC:
- Go to the home page
- Then go to the far right and locate the Find tool
- Click on the dropdown arrow next to find
- Then click Go To.

IV. Working with Table



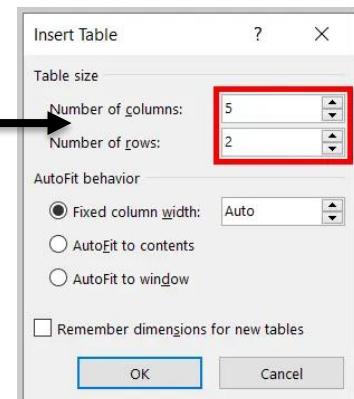
Inserting Table:-

1. Go to insert Tab
2. Click on table Icon
3. Select Rows & Column box
4. Automatically table will get inserted to page



Using Insert table dialogue box

1. Go to insert Tab
2. Click on table Icon
3. Enter column Number
4. Enter Row Number
5. Click on Ok Button



Student Marks Sheet						
ROLLNO	NAME	KAN	ENG	HIN	TOTAL	PER
101	AAA	89	96	98	283	94.33
102	BBB	56	85	98	239	79.67
103	CCC	23	52	56	131	43.67

Bill Detail			
ITEM	QTY	RATE	AMOUNT
PEN	8	10	80
BOOK	5	5	25
BAG	2	20	40
TOTAL AMOUNT			145

WORD FORMULA

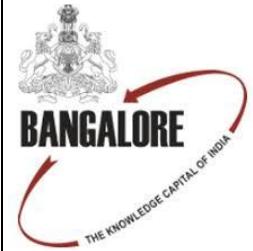
- ❖ =SUM(LEFT)
- ❖ =SUM(ABOVE)
- ❖ =SUM(BELOW)
- ❖ =SUM(RIGHT)
- ❖ =AVERAGE(LEFT)
- ❖ =PRODUCT(LEFT)
- ❖ =MIN(LEFT)
- ❖ =MAX(LEFT)

Big bazar		
Big bazar	Product	Rate
	Keyboard	1200
	Mouse	800



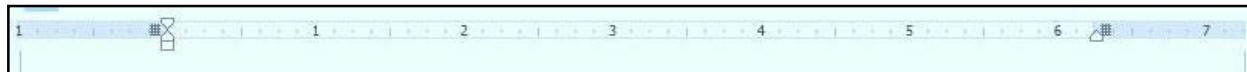
ISO 9001-2015
(A GOVERNMENT OF KARNATAKA ENTERPRISE)

ಕ್ರಿಯಾನಿಕ್ಸ್ ಕಂಪ್ಯೂಟರ್ ತರಬೇತಿ ಕೇಂದ್ರ
(ಕನಾಡಿಕ ಸರ್ಕಾರದ ಒಂದು ಉದ್ದೇಶ)
ಶ್ರೀ ಗಾಳಿ ದುರ್ಗಮ್ಮ ದೇವಸ್ಥಾನದ ಹತ್ತಿರ, ಇಟಿ ಪಾರ್ಕ್, ಹೋಸ್ತರು,
ಹುಬ್ಬಲ್ಲಿ-29
KEONICS COMPUTER TRAINING CENTRE
(A Govt. of Karnataka Enterprise)
Near Shree Gaali Durgamma Temple, IT PARK, Hosuru, HUBBALLI-29
50% Discount for SC/ST



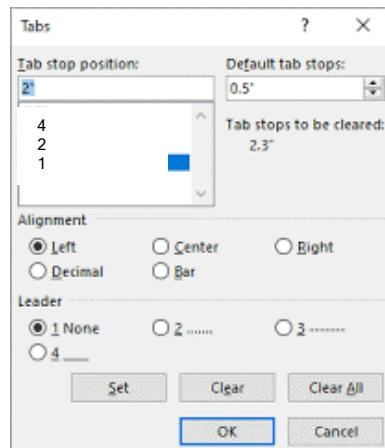
Course Code	Course Name	Course Details	Course Duration	Fees For GM	Fees For SC/ST			
ADCA	Advance Diploma In Computer Application	Basics of Computer, MS-Office, Kannada Nudi, DTP (PageMaker, Corel Draw, Photoshop), Tally With GST, C, C++, Java, Oracle, HTML, CSS, Java Script	12 Months	9876	5038			
DICFA	Diploma In Computer Financial Accounting	OM: Basics of Computer, MS-Office (Word, Excel, PowerPoint), Kannada Nudi, Tally: Fundamentals of Accounting, Introduction to Tally, Accounting Masters, Cost Centres & Cost Categories, Inventory Masters, Accounting Vouchers, Bill wise Details, Inventory Vouchers, Export & Import XML Data, GST, GSTR-1, GSTR2, POS Invoice, Reports	6 Months	5510	2855			
DICA	Diploma In Computer Application	OM: Basics of Computer, MS-Office (Word, Excel, PowerPoint), Kannada Nudi, DTP: Desktop Publishing (PageMaker, Corel Draw, Photoshop)	6 Months	5510	2855			
DIWD	Diploma In Advanced Web Designing	HTML, CSS, Java Script, PHP, My SQL	6 Months	5982	3091			
DIAP	Diploma In Advanced Programming	C, C++ and Java Programming	6 Months	5982	3091			
TALLY	Tally with GST	Fundamentals of Accounting, Introduction to Tally, Accounting Masters, Cost Centres & Cost Categories, Inventory Masters, Accounting Vouchers, Billwise Details, Inventory Vouchers, Export & Import xml data, GST, GSTR-1, GSTR2, POS Invoice, Reports	3 Months	3504	1852			
OM	Office Management	Basics of Computer, Internet, MS-Office (Word, Excel, PowerPoint), Kannada Nudi	3 Months	3504	1852			
CLC	Computer Literacy Course	Basics of Computer, Internet, MS-Office (Word, Excel, PowerPoint), Kannada Nudi	3 Months	3504	3504 No Discount for SC/ST			
AI with Python	Artificial Intelligence with Python	Introduction, Python, Statistics, Linear Algebra and Calculus, Anaconda, Jupiter Notebook, NumPy Pandas and Matplotlib, AI, ML, Deep Learning & Neural Networks, Computer Vision and Natural Language Processing and Mini Project	4 Months	-	-			
Programming Courses	Fees For GM	Fees For SC/ST	BENEFITS <ul style="list-style-type: none"> ❖ Government Digital Certificate ❖ Experienced Faculties ❖ Good Infrastructure with Internet Facility ❖ Professionally designed practical assignments ❖ Training at your convenient hours ❖ Placement Assistance 					
C- Programming	3504	1852						
C++ Programming	3504	1852						
Documents Required to take admission: 1) 2-Photos 2) PUC marks card xerox 3) Aadhar card Xerox 4) Caste certificate (Only for SC/ST Candidates)								
For more details contact: 0836-2357675 Mr. Mahantesh Bannimaranad 8296834510 Website: www.keonics.in and www.keonicssx.com								

V. Applying Tab and Charts:



Set tab 1", 2", 4"

Roll No	Name	Address
101	Ajay Patel	Hosur, Hubli
102	Chitin Jain	Keshwapur, Hubli
103	Ganesh Habib	Karwar Road, Hubli



Preparing a simple calendar using Tab Options

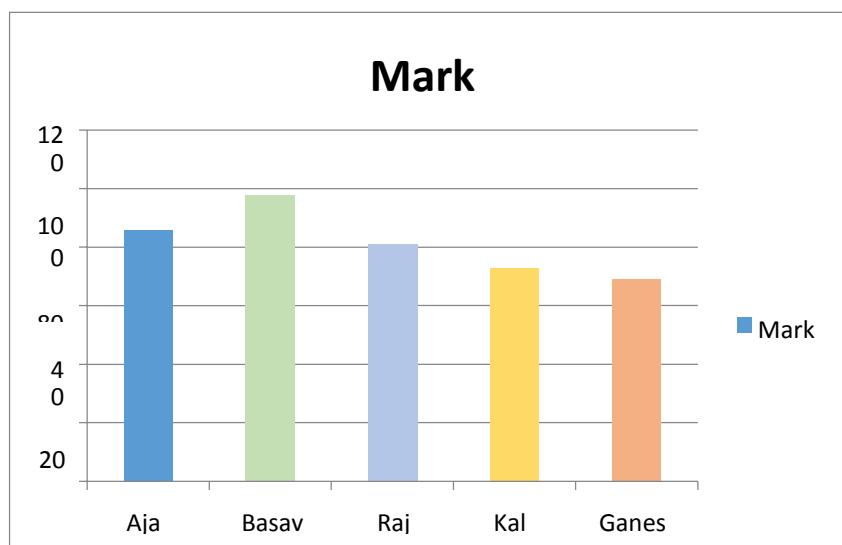
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Chart Inserting



Steps To Insert Chart

- ✓ Go to insert Tab
- ✓ Click On Chart Icon
- ✓ Default Excel Sheet will be Open
- ✓ Enter the Data in Excel Sheet
- ✓ Automatically the entire data will be update into chart page



RESUME

NiKhil V,
Email:niKi-V@gmail.com

Insert
Photo
from -
Format
Shape Fill
picture

Personal Profile:

Name : Nikhil V
Father's Name : Mr. Naveen V
DOB : 01-01-2000
Gender : Male
Religion : Hindu
Marital Status : Unmarried
Computer Skill : MSO, Tally and DTP.
Known Languages : Kannada, Hindi and
English.Nationality : Indian
State : Karnataka
E-Mail ID : NiKi-V@gmail.com
Contact Number : 1234567890
Hobbies : Reading newspaper, Singing, Writing
Address : Electronic City
Bangalore

Academic Details:

Qualification	Name of the University/Board	Percentage	Year of Passing
SSLC	Karnataka Education Board, Bangalore	75%	2008
PUC	Karnataka Education Board, Bangalore	68%	2010
B.COM	Karnataka University	80%	2013

STRENGTH: Good Patience Skill, Strong Human Relation, Challenging Surveying Works,

DECLARATION:

I hereby declare that all the above information is true and correct best of my Knowledge and belief.

Place: Hubli

(Signature)

Date: 01-01-0000

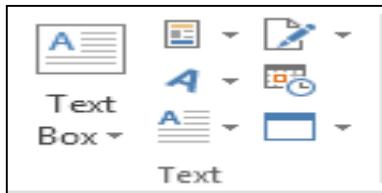
(NIKHIL V)

VI. Insert Drop Cap, Picture, Clipart, Shape, Text Box

- Go to Insert Tab – Apply by selecting Particular option

Lab –Assignment

How to Insert Drop Cap:



Select First Letter in paragraph go to insert tab click on drop cap option select dropped Min: 1 lines Max: 10 lines Default: 3 lines

Process and gives results to the user. The term computer is derived from the Latin word compute which means to calculate or to manipulate. Therefore, the computer is a calculation machine. A computer can store any amount of data and instructions in its memory.



It gives consistent connections and electronic. Computers are used for business processing. They are used for simulation, media and feel tiered. It can also be used for a number of work satisfactorily without fatigue.



results even though it runs on electrical circuits which are often prone to errors. It is used everywhere – be it scientific calculations, used in teaching, training, entertainment etc. It does not break down for days or months nonstop. It will

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a Keyword to search online for the video that best fits your document. Video provides a powerful way to help you prove your point. When you

click Online Video, you can paste in the embed code for the video you want to add. You can also type a Keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header,

Video provides a powerful way to help you

and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures,



charts, tables and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To

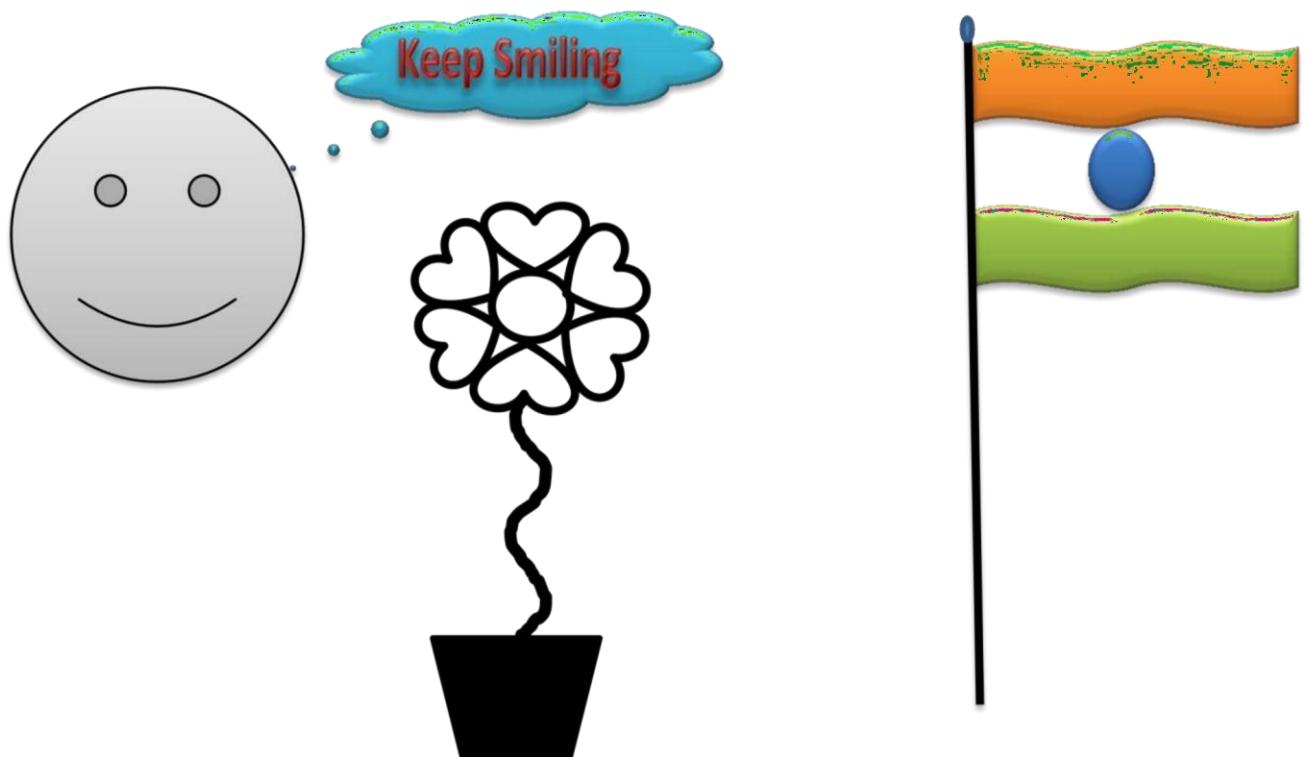
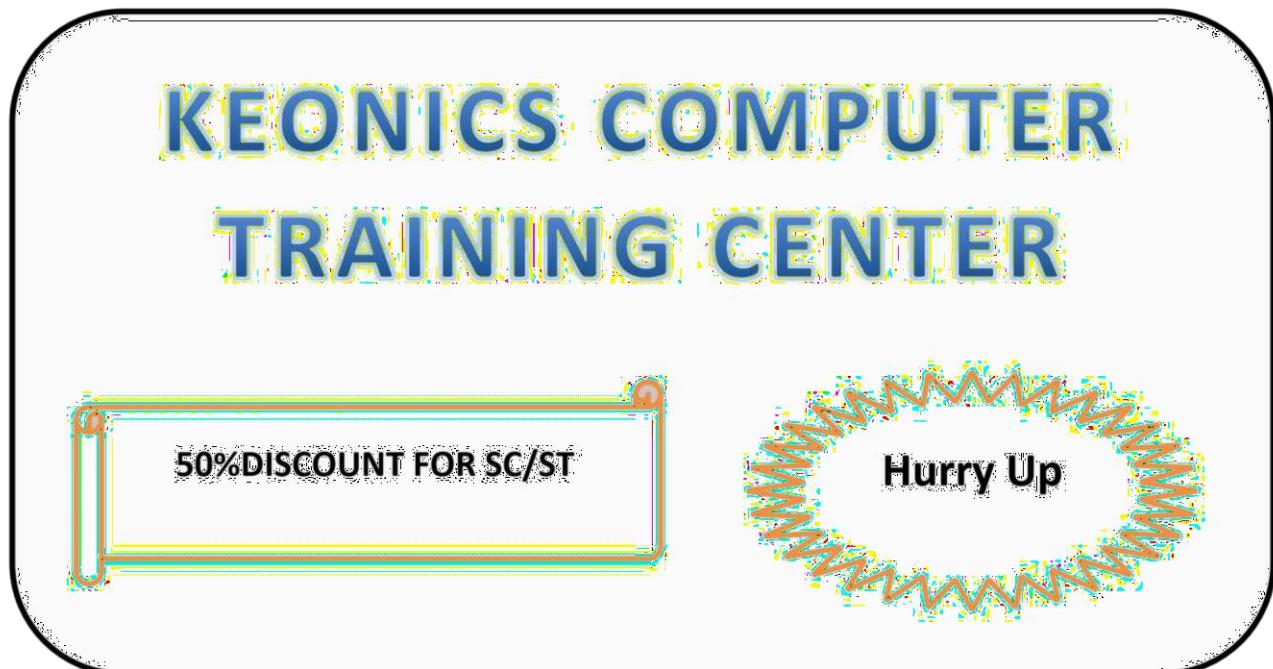
change the way a picture fits in your document, click it and a button for layout options

appears next to it. When you work on a table, click where you want to add a row or a

column, and then click the plus sign

VII. Designing and Reviewing a Word Document

Click on Insert Tab Click On Shapes Select Round Rectangle Draw rectangle as shownBelow
Choose Word Art Type Text Choose Proper Word Art Style Similarly Draw the Shapes as given below and type text



Inserting a Smart Art

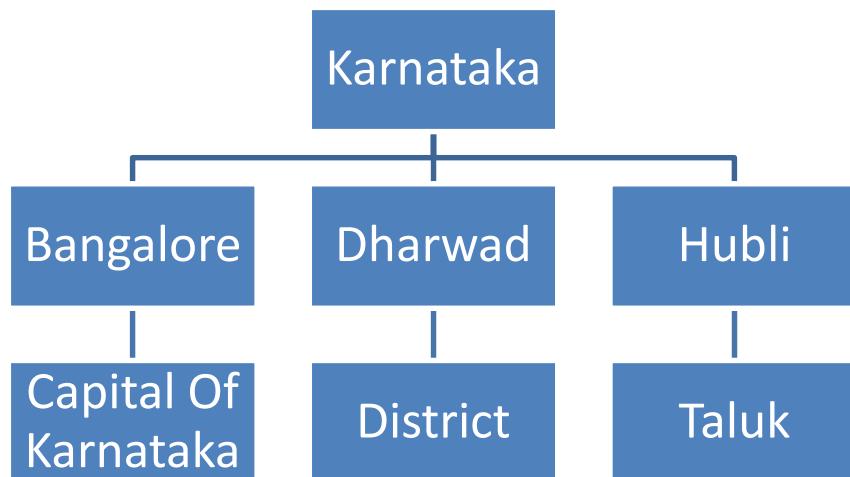
- 1) Click on Insert tab → Choose Smart Art → Select Pyramid → Type the below content



- 2) Click on Insert tab → Choose Smart Art → Select Cycle → Type the below content

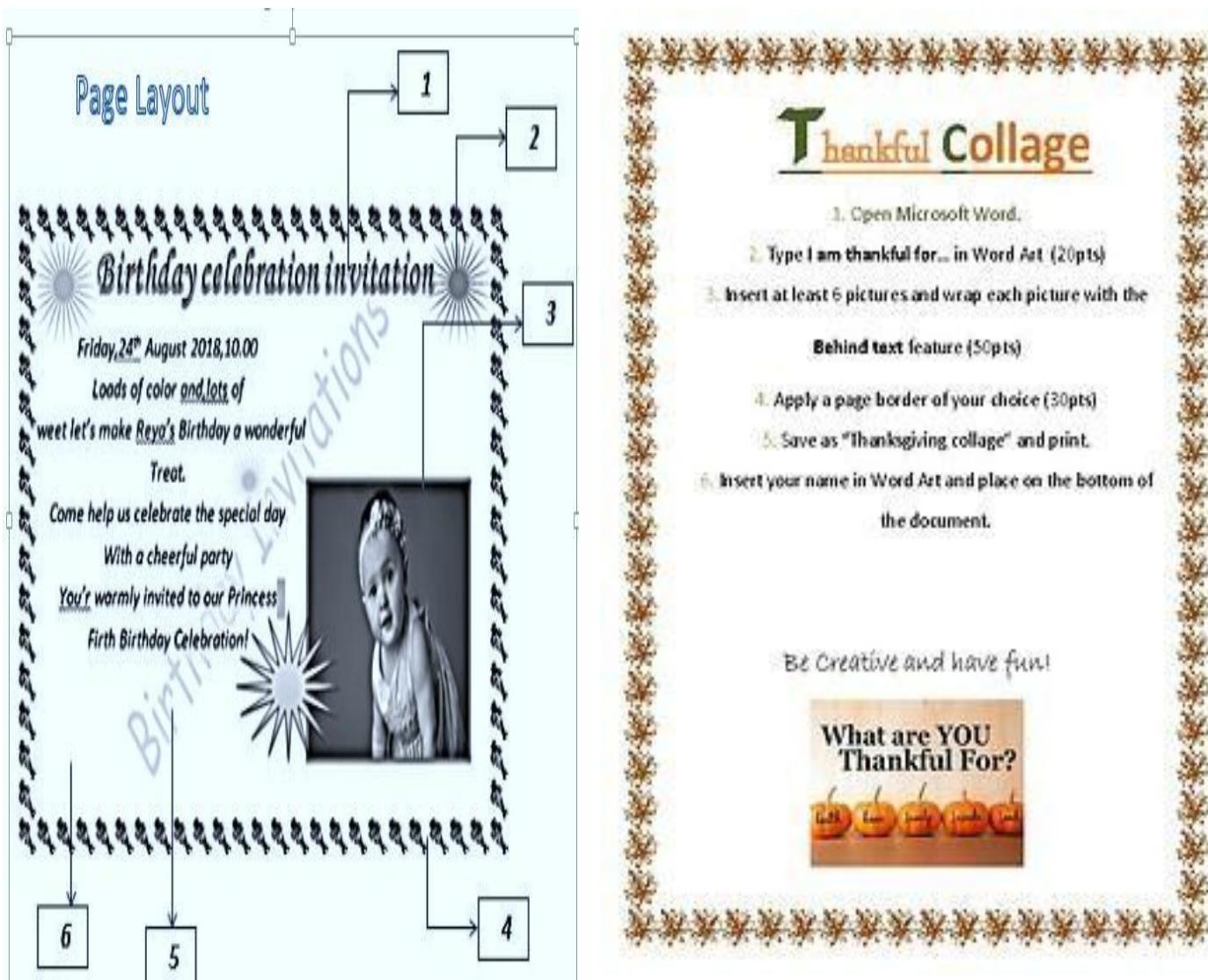


- 3) Click on Insert tab → Choose Smart Art → Select Hierarchy → Type the below content



VIII. Applying Page Background (Page Layout Tab)

Page Layout tab will help to add Page background features such as Page border, Page colour, Watermarks etc. do the following assignment to add this features.



Inserting Header and Footer:

Introduction:

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers**, **dates**, **an author's name**, and **footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

How to insert Header & Footer:

Go to Insert > Header or Footer. Choose from a list of standard headers or footers, go to the list of Header or Footer options, and select the header or footer that you want.



Keonics Computer Training Centre

IT Park, Hubli

★ ★

Date: _____

From,

Ramesh
Vidyanagar
Hubli

To,

MD
Keonics
IT PARK
Hubli

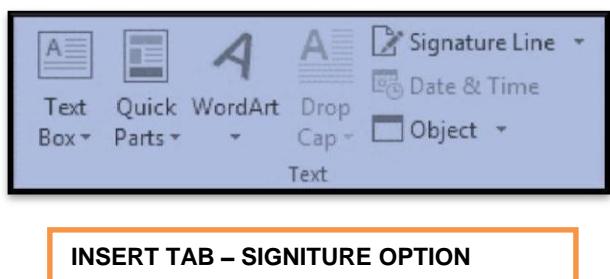
Respected Sir,

Sub: Requesting letter for leave regards..

I hereby Ramesh requesting you that, I am doing DICFA course and my batch timing is 11-12. Due to my semester examination, I couldn't attend the classes for 1 week so kindly give me permission to the same.

Thanking You

Yours faithfully,



01-01-0000

X _____
ABC
Manager

IX. Adding Table of Content (Reference Tab)

- It is use for create a table of contents
- Create a computerized booklets
- Create Bibliography / Author Details.

Steps to Create a Booklet:-

- 1) Design First page by referring your assignment first page – Go to insert and select cover page
- 2) Leave second page as blank later you should add Table of content
- 3) Start to develop above list and text by using different types of Bullets, Number and Alphabets
- 4) Go to Reference Tab and click on Add Text option and add one after on like Level -1 = Main heading
Level -2 = Sub heading
Level – 3 = Sub Option
- 5) After Adding all heading Go to Table of Content and add Automatic Table into 2 page
- 6) Finally you will get automatic contents with page number

The screenshot shows the Microsoft Word ribbon with the 'REFERENCES' tab selected. On the left, there's a tree view of the document structure with 'Automatic Table 1' expanded. On the right, a detailed list of topics is displayed under various categories:

- ☒ Fundamental of Computer
 - 1. Introduction Of Computer
 - 2. What is Computer
 - 3. Generations of Computer
 - a) First Generation
 - b) Second
 - c) Third
 - d) Fourth
 - e) Fifth
 - 4. History Of Computer
 - a) Abacus
 - b) Punched Cards
 - c) Differential Engine
 - d) Analytical Engine
 - 5. Software
 - a) Application Software
 - b) System Software
 - 6. Accessories Of Windows
 - a) Paint
 - b) Notepad
 - c) Wordpad
 - d) Calculator

☒ MS Office

 - 1. Ms Word
 - 2. MS Excel
 - 3. MS Power Point

☒ Nudi Application

☒ Internet & Net working

Note : want to add Reference and Bibliography you can add to content

The screenshot shows the Microsoft Word ribbon with the 'REFERENCES' tab selected. The 'Bibliography' section is open, displaying a list of references:

- Bibliography
 - Chen, J. (2001). *Citations and References*. New York: Contoso Press.
 - Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
 - Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.
- References
 - Chen, J. (2001). *Citations and References*. New York: Contoso Press.
 - Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
 - Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.
- Works Cited
 - Chen, J. (2001). *Citations and References*. New York: Contoso Press.
 - Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.
 - Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

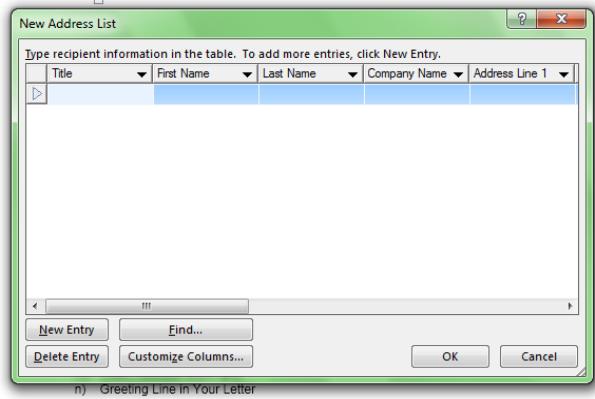
The screenshot shows the Microsoft Word ribbon with the 'REFERENCES' tab selected. The 'Bibliography' section is open, displaying a list of references:

- Bibliography
 - STAFF, K. (2015). OM. HUBLI:
- References
 - STAFF, K. (2015). OM. HUBLI:
- Works Cited
 - STAFF, K. (2015). OM. HUBLI:

X. Working with Mail Merge and Macros

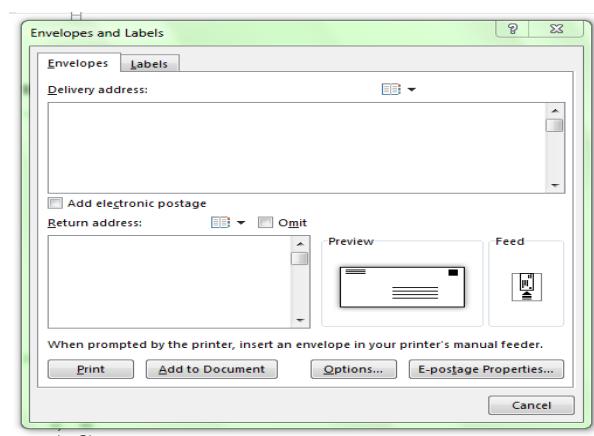
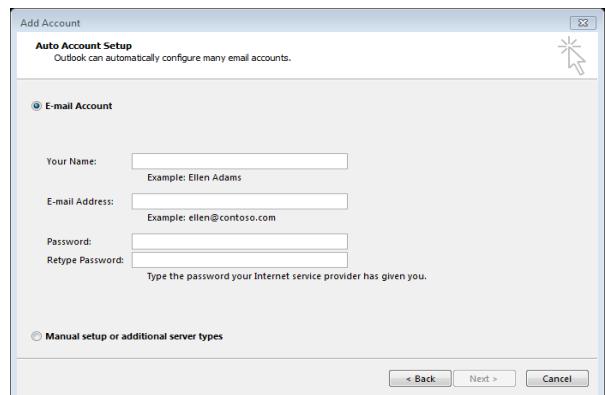
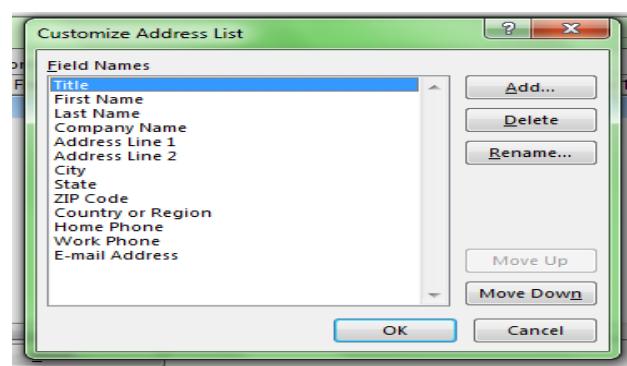
1) Go to Mailings Tab:

- a) Click on select Recipients
- b) Type a new List
- c) New Address List
- d) Click on Customize columns
- e) Add or Delete Columns
- f) Type There All Contact Details
- g) Save Your Address List
- h) Select Documents In
- i) Organize List
- j) Give File Name
- k) Save
- l) Create a Letter on Page
- m) Insert Address Block and
- n) Greeting Line in Your Letter
- o) Click on Preview Results



2) Steps for Make a duplicate:

- a) Letter for other contacts
- b) Click On Finish & Merge
- c) Edit Individual Documents
- d) All
- e) OK
- f) Steps for open your address list
- g) Go to mailings tab
- h) Click On Select Recipients
- i) Use an Existing list
- j) Select Documents in
- k) Organize list
- l) Select Your File Name
- m) Open
- n) Steps for sending E-Mail
- o) Message
- p) Click On Finish & merge
- q) Send Email Messages
- r) All
- s) OK
- t) Send any way
- u) Type there all your email
- v) Details
- w) Click on next



Exercise for mail merge

(Type the following letter to give notice to Students of 5 member to attend exams)

Date:

To,
XYZ
Teacher's Colony,
Hubli

Sub: Regarding examination date declaration....

Dear Students,

We hereby Keonics Computer training Centre, IT Park, Hubli informing you that, Your exam date has declared on or before this month end, kindly you should come and attend the Exam. We hope that you will take this into concern as a priority very soon.

Thanking you

Yours Faithfully



Macros

In Word, you can automate frequently used tasks by creating and running macros. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.

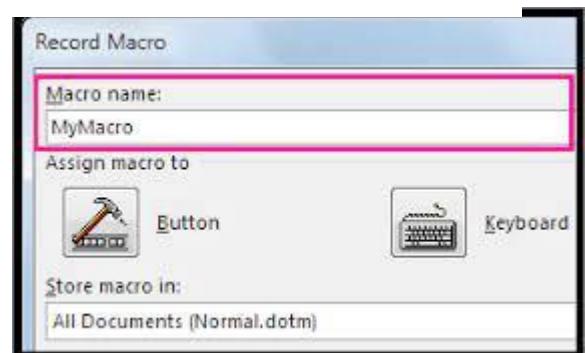
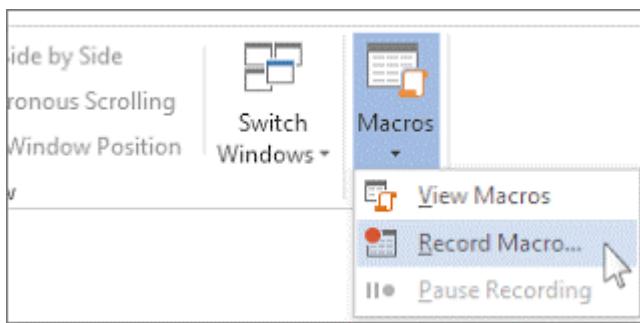
Record a macro with a button

1. Click **View > Macros > Record Macro.**
2. Type a name for the macro.
3. To use this macro in any new documents you make, be sure the **Store macro in** box says **All Documents (Normal.dotm)**.
4. To run your macro when you click a button, click **Button**.
5. Click the new macro (it's named something like Normal. New Macros.<your macro name>), and click **Add**.
6. Click **Modify & Choose a button image**, type the name you want, and click **OK** twice.
7. Now it's time to record the steps. Click the commands or press the keys for each step in the task. Word records your clicks and keystrokes.

Note: Use the keyboard to select text while you're recording your macro. Macros don't record selections made with a mouse.

8. To stop recording, click **View > Macros > Stop Recording**.

The button for your macro appears on the Quick Access Toolbar. To run the macro, click the button.



Note : We can set Keyboard shortcut – Go to Record macro and click on Keyboard Button and Set Short cut key

Microsoft Word shortcut Keys

Shortcut Keys	Description
Ctrl + 0	Adds or removes 6pts of spacing before a paragraph.
Ctrl + A	Select all contents of the page.
Ctrl + B	<u>Bold</u> highlighted selection.
Ctrl + C	<u>Copy</u> selected text.
Ctrl + E	Aligns the line or selected text to the center of the screen.
Ctrl + F	Open find box.
Ctrl + I	<u>Italic</u> highlighted selection.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + K	Insert link.
Ctrl + L	Aligns the line or selected text to the left of the screen.
Ctrl + M	Indent the paragraph.
Ctrl + P	Open the print window.
Ctrl + R	Aligns the line or selected text to the right of the screen.
Ctrl + T	Create a hanging indent.
Ctrl + U	Underline highlighted selection.
Ctrl + V	<u>Paste</u> .
Ctrl + X	<u>Cut</u> selected text.
Ctrl + Y	Redo the last action performed.
Ctrl + Z	Undo last action.
Ctrl + Shift + L	Quickly create a <u>bullet point</u> .
Ctrl + Shift + F	Change the font.
Ctrl + Shift + >	Increase selected font +1pts up to 12pt and then increases font +2pts.
Ctrl +]	Increase selected font +1pts.
Ctrl + Shift + <	Decrease selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.
Ctrl + [Decrease selected font -1pts.
Ctrl + / + c	Insert a cent sign (¢).
Ctrl + Shift + *	View or hide non printing characters.
Ctrl + <left arrow>	Moves one word to the left.
Ctrl + <right arrow>	Moves one word to the right.
Ctrl + <up arrow>	Moves to the beginning of the line or paragraph.
Ctrl + <down arrow>	Moves to the end of the paragraph.
Ctrl + Del	Deletes word to right of cursor.
Ctrl + Backspace	Deletes word to left of cursor.
Ctrl + End	Moves the cursor to the end of the document.
Ctrl + Home	Moves the cursor to the beginning of the document.
Ctrl + Spacebar	Reset highlighted text to the default font.
Ctrl + 1	Single-space lines.
Ctrl + 2	Double-space lines.

Ctrl + 5	1.5-line spacing.
Ctrl + Alt + 1	Changes text to heading 1.
Ctrl + Alt + 2	Changes text to heading 2.
Ctrl + Alt + 3	Changes text to heading 3.
Alt + Ctrl + F2	Open new document.
Ctrl + F1	Open the <u>Task Pane</u> .
Ctrl + F2	Display the <u>print preview</u> .
Ctrl + Shift + >	Increases the highlighted text size by one.
Ctrl + Shift + <	Decreases the highlighted text size by one.
Ctrl + Shift + F6	Opens to another open Microsoft Word document.
Ctrl + Shift + F12	Prints the document.
F1	Open Help.
F4	Repeat the last action performed (Word 2000+)
F5	Open the find, replace, and go to window in Microsoft Word.
F7	Spell check and grammar check selected text or document.
F12	Save as.
Shift + F3	Change the text in Microsoft Word from <u>uppercase</u> to lowercase or a capital letter at thebeginning of every word.
Shift + F7	Runs a Thesaurus check on the word highlighted.
Shift + F12	Save.
Shift + Enter	Create a break instead of a new paragraph.
Shift + Insert	Paste.
Shift + Alt + D	Insert the current date.
Shift + Alt + T	Insert the current time.

Kannada Nudi

Introduction:

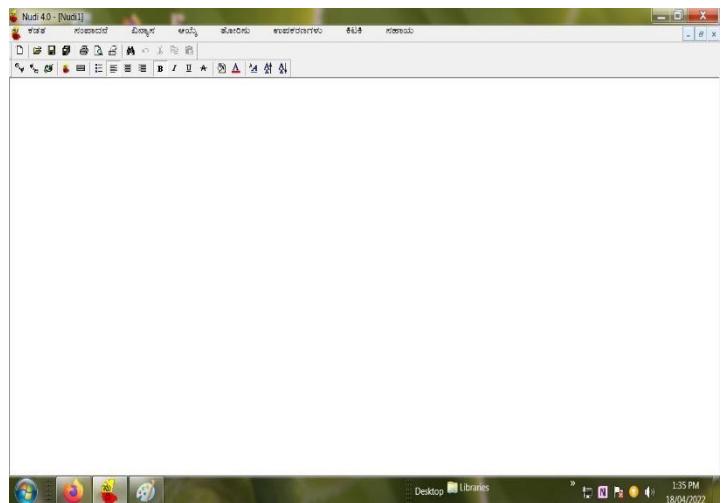
Kannada Nudi is an Application Software. The Karnataka government had funded the development of Nudi in 2001 Bangalore, . It was published by Kannada Ganaka Parishat, a non-profit organisation. Upto version 5.0, it was developed based on the Monolingual font-encoding standard prescribed by the Government of Karnataka. From Nudi 6.0, it is based on Unicode. Nudi supports most of the Windows based desktop Applications. Nudi supports most of the windows based database systems like Access, Oracle, SQL, DB2 etc., It also supports MySQL.

Applications: there are two Applications.

- 1)Nudi 2) Nudi Direct.

Steps For To Open Kannada Nudi

- Click on Start Button
- Go to All Programs
- Nudi 4.0 □ Click on Nudi or Nudi Direct



Nudi Versions:

- | | | |
|--------|---|---|
| 1. 2.0 | } | same Versions |
| 2. 3.0 | | |
| 3. 4.0 | } | same versions |
| 4. 5.0 | | |
| 1. 6.0 | } | It has a 12 languages.
1) Assam 2) Bengal 3)Gujarati 4)Kannada 5) Tamil 6) Telugu 7)Malayalam
8)Punjab 9) Orissa 10)English 11) Hindi 12)Marathi |
| 2. 6.1 | | |
| 3. 6.5 | | |

Keyboard Layout		ಕನ್ನಡ ಸರ್ಕಾರದ ಅಧಿಕೃತ ಕೇಲಿಮಣಿ ವಿನ್ಯಾಸ									
approved by Govt. of Karnataka		ವುಲ: ಕೆ. ಹಿ. ರಾವ್, ಸುಧಾರಣೆ: ಕನ್ನಡ ಗಣಕ ಪರಿಷತ್ತು									
!	@	#	\$	%	^	&	*	()		
1	2	3	4	5	6	7	8	9	0		
q	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ
q	w	e	r	t	y	ಉ	ಈ	ಉ	ಉ	ಉ	ಉ
a	ಸ	ದ	ಫ	ಫ	ಗ	ಹ	ಜ್	ಖ	ಳ	ಳ	ಳ
ಃ	ಸ	ದ	ಫ	ಫ	ಗ	ಹ	ಜ್	ಖ	ಳ	ಳ	ಳ
z	ರಿಂ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ	ಃ
x	c	v	b	n	m						

ಉದಾಹರಣೆಗಳು: ಅರ್ಥಾತ್ ಮೂಡಿಸಲಿ: ರ+ f + ಕ = ರ್ಹ (r+f+k= ರ್ಹ), ತ್ತ = ಕ + f + ರ (k+f+r= ತ್ತ)

ನೋ= r+f+n+shift O, ರಾಜ್ಯಪಾಠ= r+Shift A+j+f+k+u+m+shift A+r

ರ ಅಕ್ಷರಕ್ಕೆ ಒಟ್ಟು ಮೂಡಿಸಲಿ : ರ + F + ಯ= ರ್ಹ / (r+shift F+y), ರ್ಹ್ಯ= r+shift F+y+shift O

ಕ	ಬ	ಗ	ಘ್	ಜ್
k	K	g	G	Z
ಜ್	ಃ	ಃ	ರ್ಹ್	ಳ್
c	C	j	J	z
ಟ	ರ	ಡ	ಢ	ಣ
q	Q	w	W	N
ತ್ತ	ಃ	ದ	ಧ್	ನ್
t	T	d	D	n
ಃ	ಃ	ಃ	ಃ	ಮ್
p	P	b	B	m
ಯ್	ರ	ಲ	ವ	ಶ್
y	r	l	v	S
ಃ	ಸ	ಹ	L	kfx
x	s	h		jfz

ಗುಣಿತಾಕ್ಷರಗಳು

ಅ	ಆ	ಇ	ಆ	ಉ	ಉ	ಈ	ಈ	ಎ	ಎ	ಒ	ಒ	ಓ	ಓ	ಔ	ಔ	ಅಂ	ಅಃ	
ಕ	ಕಾ	ಕಿ	ಕಿ	ಕು	ಕು	ಕ್ರ	ಕ್ರ	ಕೆ	ಕೆ	ಕೈ	ಕೈ	ಕೋ	ಕೋ	ಕೌ	ಕೌ	ಕೊ	ಕೊ	
K	kA	ki	kI	ku	kU	kR	kRX	ke	kE	kY	ko	kO	kV	kM	kh			
ಖ	ಖಾ	ಖಿ	ಖಿ	ಖು	ಖು	ಖ್ಯ	ಖ್ಯ	ಖೆ	ಖೆ	ಖೈ	ಖೈ	ಖೋ	ಖೋ	ಖೌ	ಖೌ	ಖೊ	ಖೊ	
K	KA	Ki	KI	Ku	KU	KR	KRX	Ke	KE	KY	Ko	KO	KV	KM	KH			
ನ್ನ	ಣ್ಣ	ದ್ವ್ಯ	ವ್ರ್ಣ	ನ್ನ್ರ್ಣ	ಕ್ರ್ಣ	ತ್ತ್ರ್ಣ	ವ್ರ್ರ್ಣ	ಕ್ಸ್ರ್ಣ	ಗ್ರ್ರ್ಣ	ತ್ತ್ರ್ಣ	ದ್ರ್ರ್ಣ	ದ್ವ್ರ್ಣ	ಗ್ರ್ರ್ಣ	ಬ್ರ್ರ್ಣ	ನ್ನ್ರ್ಣ			
nfn	NfN	dfd	vfv	sfs	kfk	tft	pfp	kfs	gfn	tfr	dfr	pft	gfr	bfr	Sfr			
rfy	yF	sMKfye	Ssftfr	DYrfy	nirfBy	AvixfkAr	nirfmAN	spfrEm	Dnfy	hubfbLfLi	rAjfy	rtfn	sVKfy	SfrI	sftfri	rAxfqfr		
ಯ್ಯ	ಯ್ಯ	ನಂಖ್ಯ್ಯ	ಭ್ಯನ್ಯ	ಧ್ಯಯ್ಯ	ನಿಭ್ಯಯ	ಅವಿಷ್ಯಾರ	ನಿಮಾಂಜ	ನಂಪ್ಯೇಮ್ಯ	ಧ್ಯನ್ಯ	ಹುಬ್ಯಳ್ಯ	ರಾಜ್ಯ	ರತ್ಯ	ನಂಖ್ಯ್ಯ	ಶ್ರೀ	ಫ್ಯ್ಯ	ರಾಜ್ಯ		

ಬೆರೆ ಯಾವುದೇ ಅಲ್ಟಿಕೆಂಪ್ನಾಗಳಲ್ಲಿ ನುಡಿ ಬಳಸಬೇಕಾದರೆ (ಹಳ್ಳಿ ನುಡಿ Software ಆದರೆ) ನೇರ ನುಡಿ (Nudi Direct) ಗೆ ಅಥವಾ (ಹೊಸ ನುಡಿ Software) ನುಡಿ Open ಮಾಡಿ Minimize ಮಾಡಿ ಬದಲಾಯಿಸಬೇಕು
ಉದಾಹರಣೆಗೆ : MS Word ನಲ್ಲಿ ಈ ರೇಖಿನ Assignment ಮಾಡಿ



ಕಂಪ್ಯೂಟರ್ ಕ್ವೆಜ್ಶನ್



- ಪ್ರಪ್ರಥಮ ಕಂಪ್ಯೂಟರ್ ಎಂದು ಮಾನವನು ಗುರುತಿಸಿದ್ದ ಯಾವುದನನ್ನು ?
– ಅಭ್ಯಾಸಕ್ಸ್
- ಕಂಪ್ಯೂಟರ್ ಹಿತಾಮಹ ಎಂದು ಯಾರನ್ನು ಕರೆಯುತ್ತಾರೆ ?
– ಚಾಲಾಸ್ ಬ್ಯಾಬೇಜ್
- ಪ್ರಪ್ರಥಮ ವಿದ್ಯುನ್ನಾಣ ಕಂಪ್ಯೂಟರ್ ಯಾವುದು ?
– ENIAC
- ENIAC ಅನ್ನು ವಿನ್ಯಾಸಗೊಳಿಸಿದವರು ಯಾರು ?
– ಮ್ಯಾಚಿಟಿ
- ಯಾವ ಸಂಖ್ಯಾಪದ್ಧತಿಯನ್ನು ಕಂಪ್ಯೂಟರಿನ ಭಾಷೆಯಾಗಿ ಸೂಚಿಸಲಾಗಿದೆ?
– ದ್ವಿಮಾನ ಪದ್ಧತಿ
- ಕಂಪ್ಯೂಟರಿನ ಸಂಸ್ಕರಣಾ ವೇಗವನ್ನು ಯಾವುದರಿಂದ ಮಾಡಿ ಮಾಡು
ತಾರೆ ?
– ನ್ಯಾನೋ ಸೆಕೆಂಡ್
- ಒಂದು ನ್ಯಾನೋ ಸೆಕೆಂಡ್ ಎಂದರೆ ಎಷ್ಟು ಸೆಕೆಂಡುಗಳು ?
– ೧೦^{-೯}
- ಕಂಪ್ಯೂಟರ್ ಎಂಬ ಪದ ಯಾವ ಭಾಷೆಯಿಂದ ಉಳ್ಳತ್ತಿಯಾಗಿದೆ ?
– ಲ್ಯಾಟಿನ್
- ಕಂಪ್ಯೂಟರಿನ ಮುಖ್ಯ ಘಟಕ ಯಾವುದು ?
– ಕೇಂದ್ರ ಸಂಸ್ಕರಣಾ ಘಟಕ (CPU)

ಕರಿಣ ಪದಗಳು

- ಪ್ರೈಸ್
- ವೀಶನ್
- ವೀಲ್
- ಜಿಲ್ಲೆನ್ನಾರ್
- ಗೋಲಿಬಾರ್
- ರೀಟೀಲ್
- ಶಾಪ್
- ಪೇಟೆಂಟ್
- ಲೇಡಿಟ್
- ಡಿವಾಜಿಟ್
- ಇರಾದೆ
- ಜಂಕ್ಷನ್
- ಕಾಯ್
- ಶೆಸ್ಟ್
- ಆಸ್ಟ್ರೇ
- ರಾಕೆಟ್
- ಬೈಪಾರ್
- ಸಕಾರ
- ದೂದ್ ಹುರ್ಮಾ
- ಜಿಲ್ಲೆನು
- ಪರತ್ತು
- ಬಾಬತ್ತು, ಇತ್ತಾದಿ.



ದೂರವಾಳ/Phone : 080-22354784/83
ಇ-ಮೆಲ್/e-mail:ksgoaabangalore@rediffmail.com

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸರಕಾರಿ ನೋಕರರ ಸಂಘ

Karnataka State Government Employee's Association

ಅಂತರ್ಗ್ರಹಿ ನಂ. ೫೬೭
Post Box No.: 592

ಕಬ್ಬನ್ ಉದ್ಯಾನವನ, ಬೆಂಗಳೂರು-೫೬೦ ೦೦೧
Cubbon Park, Bangalore - 560 001

ನಂ. ಆಳಿ 180/2018-19
No. GEA.....

ದಿನಾಂಕ 16-3-2018
Date:.....

ಗೆ
ಮಾನ್ಯ ಅಪರ ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳು
ಹಾಗೂ ಸರ್ಕಾರದ ಪ್ರಥಾನ ಕಾರ್ಯದರ್ಶಿಗಳು
ಆರ್ಥಿಕ ಇಲಾಖೆ
ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಬೆಂಗಳೂರು.

ಮಾನ್ಯರೆ.

ವಿಷಯ: ರಾಜ್ಯ ಸರ್ಕಾರಿ ನೋಕರರಿಗೆ ದಿನಾಂಕ 1-1-2018ರಿಂದ ಬಾಕಿ ಇರುವ
ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ನಗದು ರೂಪದಲ್ಲಿ ಬಿಡುಗಡೆಗೊಳಿಸುವ ಬಗ್ಗೆ ಮನವಿ.
www.ksge.in

ಉಲ್ಲೇಖ: ಆದೇಶ ಸಂಖ್ಯೆ: 1/1/2018-ಇ-2(ಬಿ), ದಿನಾಂಕ 15-3-2018

ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ಕೆಂಪ್ತ ಸರ್ಕಾರವು ತನ್ನ ನೋಕರರಿಗೆ
ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ಮಂಜೂರು ಮಾಡಿದ ದಿನಾಂಕದಿಂದಲೇ ಮೂವಾರ್ಷದ್ವಯವಾಗಿ ರಾಜ್ಯ ಸರ್ಕಾರವೂ
ಸಹ ರಾಜ್ಯ ಸರ್ಕಾರಿ ನೋಕರರಿಗೆ ತುಟ್ಟಿಭ್ರತ್ಯೇ ಮಂಜೂರು ಮಾಡುವುದು ಸಂಪ್ರದಾಯವಾಗಿರುತ್ತದೆ.
ಪ್ರಸ್ತುತ ಕೆಂಪ್ತ ಸರ್ಕಾರವು ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ದಿನಾಂಕ 1-1-2018ರಿಂದ
ಮೂವಾರ್ಷದ್ವಯವಾಗಿ ತನ್ನ ನೋಕರರಿಗೆ ಶೇ. 2.00 ರಷ್ಟು ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ಮಂಜೂರು ಮಾಡಿ
ಉಲ್ಲೇಖಿತ ಆದೇಶವನ್ನು ಹೊರಡಿಸಿದೆ. (ಪ್ರತಿ ಲಗತ್ತಿಸಿದೆ)

ಆದ್ದರಿಂದ ತಾವು ದಯವಾಡಿ, ಪ್ರಸ್ತುತ ಅವಿಲ ಭಾರತ ಬೆಲೆ ಸೂಚ್ಯಾಂಕವನ್ನಾಧರಿಸಿ ರಾಜ್ಯ
ಸರ್ಕಾರಿ ನೋಕರರಿಗೆ ಯುಗಾದಿ ಕೊಡುಗೆಯಾಗಿ ದಿನಾಂಕ 1-1-2018ರಿಂದ ಮೂವಾರ್ಷದ್ವಯವಾಗಿ ಶೇ.
ಒರಪ್ಪು ತುಟ್ಟಿಭ್ರತ್ಯೇಯನ್ನು ಸಂಪೂರ್ಣ ನಗದು ರೂಪದಲ್ಲಿ ಬಿಡುಗಡೆಗೊಳಿಸಿ ಆದೇಶ ಹೊರಡಿಸಲು
ಕೂ ಮೂಲಕ ತಮ್ಮಲ್ಲಿ ಮನವಿ ಮಾಡುತ್ತೇವೆ.

ವಂದನೆಗಳಿಂದಿಗೆ,

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

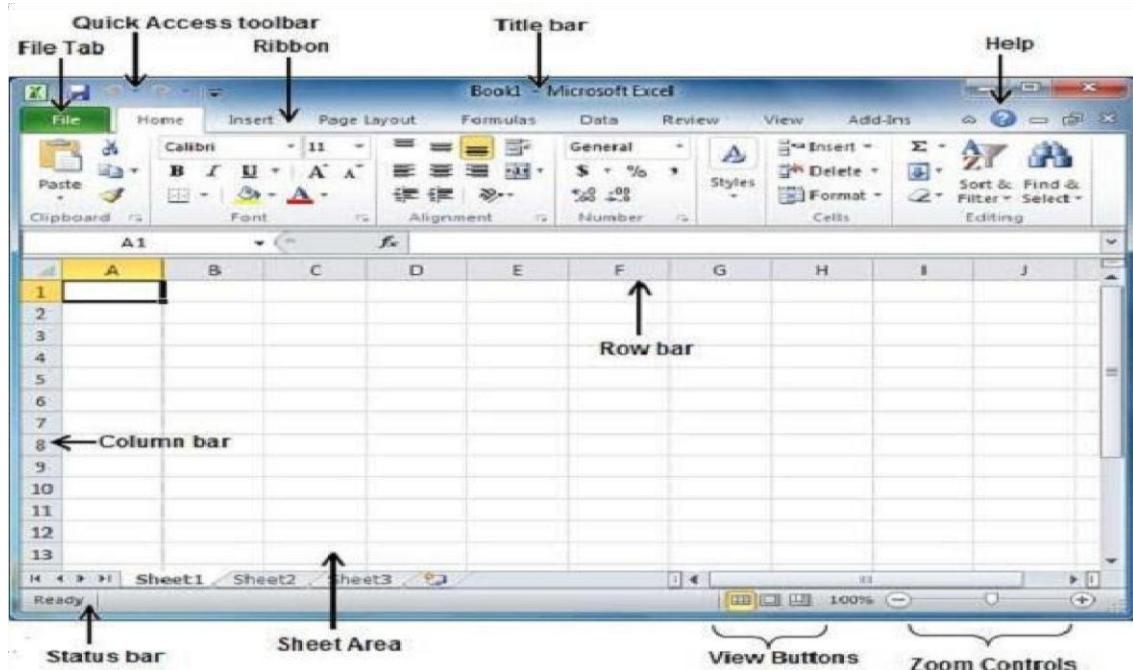
(ಬ.ಿ.ಮಂಜೇಗೌಡ)

ಅಧ್ಯಕ್ಷರು

Microsoft Excel

I. Introduction to MS- Excel : Microsoft Excel is a commercial spreadsheet application, written and distributed by Microsoft for Microsoft Windows and Mac OS X. At the time of writing this tutorial the Microsoft excel version was 2010 for Microsoft Windows and 2011 for Mac OS X. By default, documents saved in Excel 2010 are saved with the .xlsx extension whereas the file extension of the prior Excel versions are .xls. The following basic window appears when you start the excel application

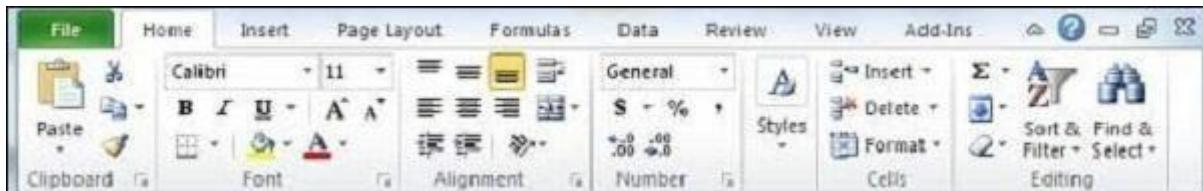
Parts of Excel window Screen:



File Tab

The File tab replaces the Office button from Excel 2007. You can click it to check the **backstage view**, where you come when you need to open or save files, create new sheets, print a sheet, and do other file-related operations. Quick Access Toolbar

Ribbon



Ribbon contains commands organized in three components –

- **Tabs** – they appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are the examples of ribbon tabs.
- **Groups** – they organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment
- **Commands** – Commands appear within each group as mentioned above.

Title Bar: This lies in the middle and at the top of the window. Title bar shows the program and the sheet titles.

Help: The Help Icon can be used to get excel related help anytime you like. This provides nice tutorial on various subjects related to excel.

Zoom Control: Zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out. The + buttons can be clicked to increase or decrease the zoom factor.

View Buttons

The group of three buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch among Excel's various sheet views.

Normal Layout view – this displays the page in normal view.

- **Page Layout view** – this displays pages exactly as they will appear when printed. This gives a full screen look of the document.
- **Page Break view** – this shows a preview of where pages will break when printed.

Sheet Area: The area where you enter data. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.

Row Bar: Rows are numbered from 1 onwards and keeps on increasing as you keep entering data. Maximum limit is 10,48,576 rows.

Column Bar: Columns are numbered from A onwards and keeps on increasing as you keep entering data. After Z, it will start the series of AA, AB and so on. Maximum limit is 16,384 columns. Status Bar

Dialog Box Launcher

This appears as a very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.

II. Applying Data using Auto fill :-

A	B	C	D	E
1	Auto Fill			
2	Sl No	Days	Month	Year
3	1	Monday	January	2001
4	2	Tuesday	February	2002
5	3	Wednesday	March	2003
6	4	Thursday	April	2004
7	5	Friday	May	2005
8	6	Saturday	June	2006
9	7	Sunday	July	2007
10	8	Monday	August	2008
11	9	Tuesday	September	2009
12	10	Wednesday	October	2010
13	11	Thursday	November	2011
14	12	Friday	December	2012
15	13	Saturday	January	2013
16	14	Sunday	February	2014
17	15	Monday	March	2015

III. Working with Formatting Worksheet

Insert Columns or Rows:

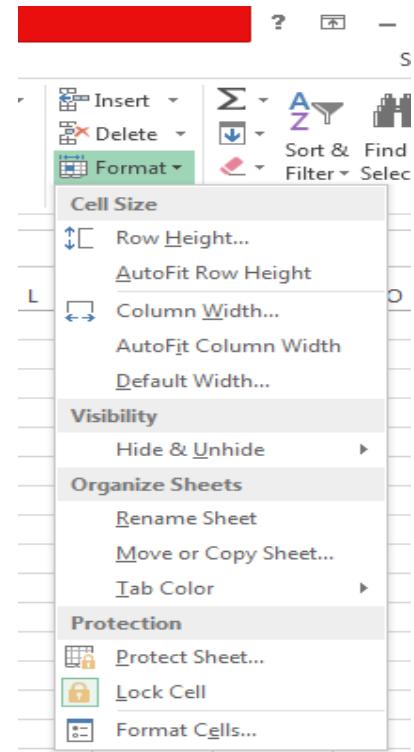
1. Select Column or Cell to be insert
2. Go to Home tab > Insert option or Short cut Key **Ctrl +**

Delete a column or Row

1. Select any cell within the column or row then go to **Home > Delete Sheet** Or Short Cut Key **Ctrl + -**
2. Alternatively, right-click the top of the column, and then select **Insert** or **Delete**. Or Short cut Key **Ctrl + -**

Increase Row Height & Column Width

1. Select Row or Column to be Increase Height Or Width
2. Go to Home Tab --- Cells Group – Choose Option Row eight Or Column width



IV. Formula and Functions:

A formula in Excel is **used to do mathematical calculations**. Formulas always start with the equal sign (=) typed in the cell, followed by your calculation. Formulas can be used for calculations such as: =1+1. =2*2.

Excel Assignment -1

	A	B
Arithmetic Operations		
1	First Number	10
2	Second Number	5
3	Addition	=B2+B3
4	Substration	=B2-B3
5	Multiplication	=B2*B3
6	Division	=B2/B3

Excel Assignment -2

	A	B	C
Finding total			
1	First Number	10	
2	Second Number	5	
3	Addition	Click on Σ AutoSum	
4		=B2+B3	
5	Addition		
6		=sum(B2+B3)	
7			

Excel Assignment -3

	A	B	C	D
"Calculating of simple Interest"				
1	Details	Amount		
2	Principles amount	9600		
3	Time(days)	4		
4	Rate of Int	8.50		
5	Simple Interest	3264.00		
6				
7				
8				
9				
10	Solution:			
11	Simple Int:	P Amt*Time*Rate of Int =B4*B5*B6/100		
12				
13				

Excel Assignment -4

	A	B	C	D
"Electricity Bill"				
1	Meter No	B123/C23		
2	Present Reading	4523		
3	Past reading	4228		
4	Consumed Unit	=B3-B4		
5	Rate/Unit	2.5		
6	Bill	=B5*B6		
7				
8				
9	Sollution:			
10	Consumed Unit:	Present Reading-Past Reading		
11	Bill:	Consumed Unit*Rate		
12				
13				

Excel Assignment-5

	A	B	C	D	E	F	G	H	I	J	K	L
1	"PRODUCT DETAILS"											
2	SL.NO	PRODUCT	QTY	RATE	AMOUNT	DISCOUNT @12%	Amount After Discount	GST@ 12%			Inter State	State
3								CGST @6%	SGST @6%	IGST @12%		
4	1	Pen	10	₹ 5.00	₹ 50.00	₹ 6.00	₹ 44.00	₹ 2.64	₹ 2.64	₹ 5.28	₹ 49.28	₹ 49.28
5	2	Book	5	₹ 35.00	₹ 175.00	₹ 21.00	₹ 154.00	₹ 9.24	₹ 9.24	₹ 18.48	₹ 172.48	₹ 172.48
6	3	Bag	2	₹ 200.00	₹ 400.00	₹ 48.00	₹ 352.00	₹ 21.12	₹ 21.12	₹ 42.24	₹ 394.24	₹ 394.24
7	4	Chair	6	₹ 500.00	₹ 3,000.00	₹ 360.00	₹ 2,640.00	₹ 158.40	₹ 158.40	₹ 316.80	₹ 2,956.80	₹ 2,956.80
8	5	Table	1	₹ 1,000.00	₹ 1,000.00	₹ 120.00	₹ 880.00	₹ 52.80	₹ 52.80	₹ 105.60	₹ 985.60	₹ 985.60
9												
10		TOTAL	24	1740	4625	555	4070	244.2	244.2	488.4	4558.4	4558.4
11		MIN	1	5	50	6	44	2.64	2.64	5.28	49.28	49.28
12		MAX	10	1000	3000	360	2640	158.4	158.4	316.8	2956.8	2956.8
13		AVERAGE	4.8	348	925	111	814	48.84	48.84	97.68	911.68	911.68
14												
15	Solution:	TOTAL =SUM(C4:C8)		AMOUNT =C4*D4 Or =Product(C4:D4)								
16		MIN =MIN(C4:C8)		DISCOUNT @12% =E4*12/100 Or =E4*12%								
17		MAX =MAX(C4:C8)		Amount After Discount =E4-F4								
18		AVERAGE =AVERAGE(C4:C8)		CGST @6% =G4*6/100 Or =G4*6%								
19				SGST @6% =G4*6/100 Or =G4*6%								
20				IGST @12% =G4*12/100 Or =G4*12%								
21				Net (AAD+IGST) =G4+J4								
22				NET (AAD+SGST+CGST) =G4+H4+I4								

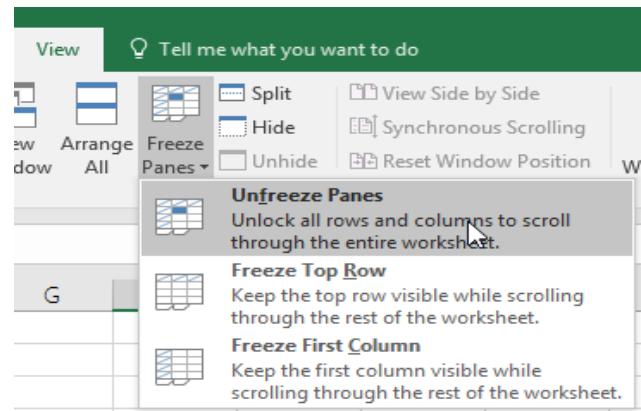
Excel Assignment -6

	A	B	C	D	E	F	G	H	I	J	K	
1	"PROFIT AFTER TAX AND INTEREST"											
2	YEAR	INCOME/YEAR	INCOME/MONTH	INTEREST PAID15%/YEAR	INTEREST PAID15%/MONTH	PROFIT/YEARLY	PROFIT/MONTHLY	GST 18%/YEAR	GST 18%/MONTH	PROFIT AFTER TAX/YEAR	PROFIT AFTER TAX/MONTH	
3	2001	Rs 75,000.00	Rs 6,250.00	Rs 11,250.00	Rs 937.50	Rs 63,750.00	Rs 5,312.50	Rs 11,475.00	Rs 956.25	Rs 52,275.00	Rs 4,356.25	
4	2002	Rs 50,000.00	Rs 4,166.67	Rs 7,500.00	Rs 625.00	Rs 42,500.00	Rs 3,541.67	Rs 7,650.00	Rs 637.50	Rs 34,850.00	Rs 2,904.17	
5	2003	Rs 45,000.00	Rs 3,750.00	Rs 6,750.00	Rs 562.50	Rs 38,250.00	Rs 3,187.50	Rs 6,885.00	Rs 573.75	Rs 31,365.00	Rs 2,613.75	
6	2004	Rs 65,000.00	Rs 5,416.67	Rs 9,750.00	Rs 812.50	Rs 55,250.00	Rs 4,604.17	Rs 9,945.00	Rs 828.75	Rs 45,305.00	Rs 3,775.42	
7	2005	Rs 80,000.00	Rs 6,666.67	Rs 12,000.00	Rs 1,000.00	Rs 68,000.00	Rs 5,666.67	Rs 12,240.00	Rs 1,020.00	Rs 55,760.00	Rs 4,646.67	
8	2006	Rs 78,000.00	Rs 6,500.00	Rs 11,700.00	Rs 975.00	Rs 66,300.00	Rs 5,525.00	Rs 11,934.00	Rs 994.50	Rs 54,366.00	Rs 4,530.50	
9	2007	Rs 85,000.00	Rs 7,083.33	Rs 12,750.00	Rs 1,062.50	Rs 72,250.00	Rs 6,020.83	Rs 13,005.00	Rs 1,083.75	Rs 59,245.00	Rs 4,937.08	
10	2008	Rs 82,000.00	Rs 6,833.33	Rs 12,300.00	Rs 1,025.00	Rs 69,700.00	Rs 5,808.33	Rs 12,546.00	Rs 1,045.50	Rs 57,154.00	Rs 4,762.83	
11												
12	TOTAL	Rs 5,60,000.00	Rs 46,666.67	Rs 84,000.00	Rs 7,000.00	Rs 4,76,000.00	Rs 39,666.67	Rs 85,680.00	Rs 7,140.00	Rs 3,90,320.00	Rs 32,526.67	
13												
14	INCOME/MONTH =B3/12											
15	INTERESTPAID15% =B3*15%											
16	INTEREST PAID/MONTH=C3/12 OR =C3*15%											
17	PROFIT= =B3-D3											
18	PROFIT/MONTH=I =C3-E3											
19	GST18% = /YEAR =F3*18%											
20	GST18%/MONTH = G3*18%											
21	PROFIT AFTER TAX=I =F3-H3											
22	PROFIT AFTER TAX/MONTH= =G3-I3											

V. Advance Features in Excel

Freeze columns and rows

1. Select the cell below the rows and to the right of the columns you want to keep visible when you scroll.
2. Select View > Freeze Panes > Freeze Panes.



Freeze the following assignment 7

Excel Assignment-7

	A	B	C	D	E	F	G	H	I	J	K	L
1	"Employee Pay Slip"											
2	ECODE	NAME	DESIGN	BASIC	HRA	DA	GROSS	PF	ESI	TAX	DED	NET
3	101	Raj	Accountant	15000	4800	2400	22200	1800	262.5	2700	4762.5	17437.5
4	102	Rahul	Manager	19000	6080	3040	28120	2280	332.5	3420	6032.5	22087.5
5	103	Priya	Rec	12000	3840	1920	17760	1440	210	2160	3810	13950
6	104	Nayana	Assi Man	10000	3200	1600	14800	1200	175	1800	3175	11625
7	105	Madhu	off Ass	8000	2560	1280	11840	960	140	1440	2540	9300
8	106	Jaya	Accountant	15000	4800	2400	22200	1800	262.5	2700	4762.5	17437.5
9	107	Lalit	Manager	20000	6400	3200	29600	2400	350	3600	6350	23250
10												
11		Total		99000	31680	15840	146520	11880	1732.5	17820	31432.5	115088
12												
13												
14												
15												
16												
17												
18												
19												

VI. Data Sort & Filter:

Excel Assignment-8

Sort data in Excel quickly, in just a few clicks. To change the order of your data, sort it. To focus on a specific set of data, filter a range of cells or a table.

Select the data that you want to sort

Select a range of data, such as A1:L5 (multiple rows and columns), or C1:C80 (a single column). The range can include titles (headers) that you create to identify columns or rows.

Sort quickly

1. Select a single cell in the column you want to sort.
2. Click **Sort A to Z** to perform an ascending sort (A to Z or smallest number to largest).
3. Click **Sort Z to A** to perform a descending sort (Z to A or largest number to smallest).

A	B	C	D
Sort Student Details			
1	SI No	Name of the Student	Address
2	1	Ganesh	Hosur
3	2	Mahesh	Jss
4	3	Vilas	Gokul Road
5	4	Rakesh	Gandhi Nagar
6	5	Jay	NehruNagar
7			Hubli
8			Dharwad
9	Select all Student Names and Click on Sort & Filter		
10			
11			

VII. Working with Function

A function in Excel is a preset formula that helps perform mathematical, statistical and logical operations. Once you are familiar with the function you want to use, all you have to do is enter an equal sign (=) in the cell, followed by the name of the function and the cell range it applies to.

1) IF Function

The IF function in Excel performs a logical comparison between two values. The result of the IF function is either TRUE or FALSE. For example, we can test if the value in cell B2 is greater than the value in cell A2. If so, the result is TRUE, if not, the result is FALSE.

Excel Assignment-9

	A	B	C	D	E	F	G
1	"STUDENT MARKS CARD"						
2	NAME	SUBJECT	MARKS	REMARKS	PHY	COUNT	=COUNTIF(B3:B9,E2)
3	AKASH	PHY	85	Outstanding		TOTAL	=SUMIF(B3:B9,E2,C3:C9)
4	ARUN	CHE	75	Outstanding	BIO	COUNT	=COUNTIF(B3:B9,B5)
5	DEEPAK	BIO	68	Excellent		TOTAL	=SUMIF(B3:B9,E5,C3:C9)
6	ARUN	MAT	35	Pass	CHE	COUNT	=COUNTIF(B3:B9,E8)
7	AKASH	CHE	88	Outstanding		TOTAL	=SUMIF(B3:B9,E8,C3:C9)
8	DEEPAK	PHY	55	Good	AKASH	COUNT	=COUNTIF(A3:A9,E11)
9	AKASH	BIO	25	Fail		TOTAL	=SUMIF(A3:A9,E11,C3:C9)
10							
11					DEEPAK	COUNT	=COUNTIF(A3:A9,E14)
12	Total	=SUM(C3:C9)				TOTAL	=SUMIF(A3:A9,E14,C3:C9)
13	Min	=MIN(C3:C9)					
14	Max	=MAX(C3:C9)					
15	Average	=AVERAGE(C3:C9)					
16	REMARKS =IF(C3>=75,"Outstanding",IF(C3>=60,"Excellent",IF(C3>=50,"Good",IF(C3>=35,"Pass","Fail"))))						

Excel Assignment-10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	PUR INVOICE			SALES INVOICE			STOCK IN HAND			REPORT				
2	ITEMS	QTY	RATE	AMOUNT	ITEMS	QTY	RATE	AMOUNT	ITEMS	QTY	RATE	AMOUNT	REMARKS	PROFIT&LOSS
3	PEN	100	5	500	PEN	50	10	500	PEN	50	5	250	STOCK IN	250
4	BOOK	50	35	1750	BOOK	48	40	1920	BOOK	2	35	70	ORDER	240
5	BAG	20	200	4000	BAG	20	199	3980	BAG	0	200	0	OUT OF STOCK	-20
6	ERASER	10	3	30	ERASER	5	6	30	ERASER	5	3	15	STOCK IN	15
7	SCALE	3	6	18	SCALE	3	10	30	SCALE	0	6	0	OUT OF STOCK	12
8				0	PEN			0				0	OUT OF STOCK	0
9			PUR AMOUNT	6298			SAL AMOUNT	6460			STOCK AMOUNT	335	NET PROFIT	497
10														
11														
12														
13														
14														
15	Purchase Amount	(=qty*rate)			Auto Sum									
16	Sales Amount	(=qty*rate)	Total Amount		Auto Sum									
17	Stock Amount	(=qty*rate)			Auto Sum									
18														
19	Stock Qty Formula (=sumif(select all purchase items,purchase item,select all purchase Qty)-(sumif(select all Sales items,Sales item,select all Sales Qty)))													
20	Remarks	(=if(select stock Qty>=5,"In Stock",if(select stock Qty>=1,"Order","Out Of Stock"))												
21	Report	(=Sales Amount-Purchase Amount+Stock Amount)												

2) Dated IF : Calculates the number of days, months, or years between two dates. Warning: Excel provides the DATEDIF function in order to support older workbooks from Lotus 1-2-3. The DATEDIF function may calculate incorrect results under certain scenarios

Excel Assignment-11

	A	B	C	D	E	F	G	H
1	Employee Exp Details							
2	ECODE	NAME	DESIGN	DOJ	Total Exp			Total Exe
3					Year	Month	Days	
4	101	Raj	Accountant	01-10-2000	21	6	11	21-Year-6-Months-11-Days
5	102	Rahul	Manager	26-08-2004	17	7	17	17-Year-7-Months-17-Days
6	103	Priya	Rec	29-01-2000	22	2	14	22-Year-2-Months-14-Days
7	104	Nayana	Assi Man	10-06-1999	22	10	2	22-Year-10-Months-2-Days
8	105	Madhu	off Ass	12-01-2001	21	3	0	21-Year-3-Months-0-Days
9	106	Jaya	Accountant	02-10-1998	23	6	10	23-Year-6-Months-10-Days
10	107	Lalit	Manager	27-06-1993	28	9	16	28-Year-9-Months-16-Days
11								
12	Year=DATEDIF(D4,NOW(),"Y")							
13	Month=DATEDIF(D4,NOW(),"YM")							
14	Days=DATEDIF(D4,NOW(),"MD")							
15	Total Exe=DATEDIF(D4,NOW(),"Y")&"-YEAR-"&DATEDIF(D4,NOW(),"YM")&"-MONTH-"&DATEDIF(D4,NOW(),"MD")&"-DAYS"							

2_Logical Function In Excel

The screenshot shows the Microsoft Excel interface with the ribbon at the top. The 'FORMULAS' tab is active. Below it, the formula bar displays 'Book1 - Excel (Product Activation)'. The main area shows a portion of a worksheet with columns A and B and rows 1 through 6. Cell H3 is currently selected. The formula bar also shows 'fx'.

- ❖ **AND** – =IF(AND(Something is True, Something else is True), Value if True, Value if False)
- ❖ **OR** – =IF(OR(Something is True, Something else is True), Value if True, Value if False)
- ❖ **NOT** – =IF(NOT(Something is True), Value if True, Value if False)

Excel Assignment-12

A	B	C	D	E	F	G	H	I	J	K	L	
"STUDENT RESULT DETAILS"												
1	ROLLNO	NAME	KAN	ENG	HIN	TOTAL	PER	Result/And	Result/OR	Result/Not	GRADE	REMARKS
2	101	AAA		85	99	78	262	87.3333	Pass	Pass	Pass	A First
3	102	BBB		65	65	54	184	61.3333	Pass	Pass	Pass	B Second
4	103	CCC		50	40	60	150	50	Pass	Pass	Pass	C Third
5	104	DDD		54	36	52	142	47.3333	Pass	Pass	Pass	Pass
6	105	EEE		69	32	36	137	45.6667	Fail	Pass	Fail	Fail
7												
8												
9	TOTAL=C3+D3+E3											
10	PER=F3/3											
11	Result/And=IF(AND(C3>=35,D3>=35,E3>=35),"Pass","Fail")											
12	Result/OR=IF(OR(D3>=35,E3>=35,F3>=35),"Pass","Fail")											
13	Result/Not=IF(NOT(C3>=35),"Fail","Pass")											
14	GRADE=IF(AND(C3>=35,D3>=35,E3>=35),IF(G3>=75,"A",IF(G3>=60,"B",IF(G3>=50,"C",IF(G3>=35,"Pass")))),"Fail")											
15	REMARKS=IF(AND(C3>=35,D3>=35,E3>=35),IF(G3>=75,"First",IF(G3>=60,"Second",IF(G3>=50,"Third",IF(G3>=35,"Pass")))),"Fail")											

VIII. Applying Chart to Data and Its Elements:-

Charts are visual representations of data used to make it more understandable.

Commonly used charts are:

- Pie chart
- Column chart
- Line chart

Steps to Insert Chart

- 1) Select your data
- 2) Go to Insert Tab & Click on chart Icon
OR
Use **F11 Short cut Key** to insert chart sheet

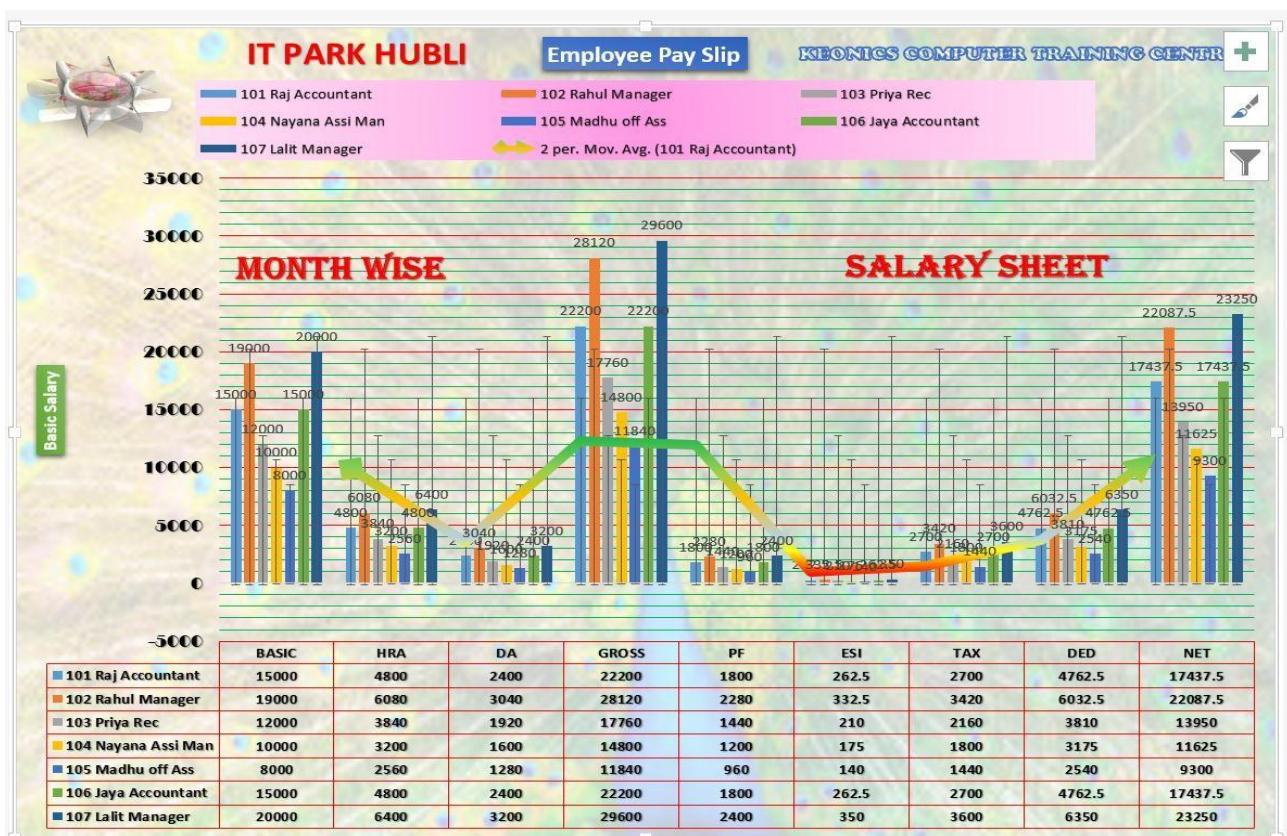
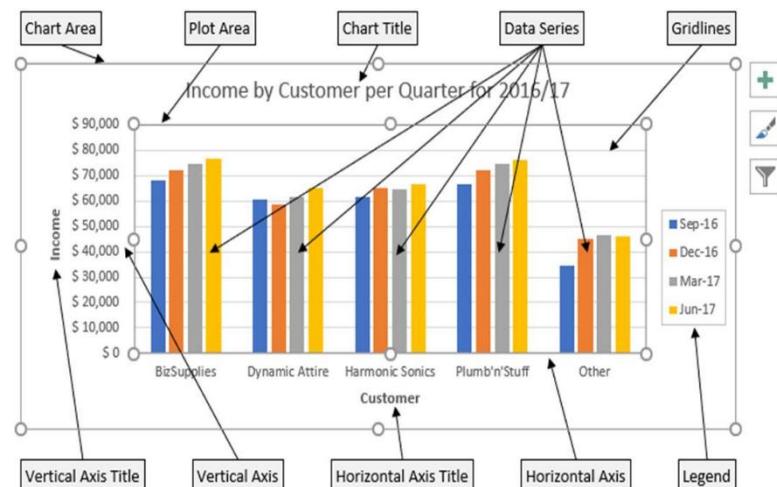
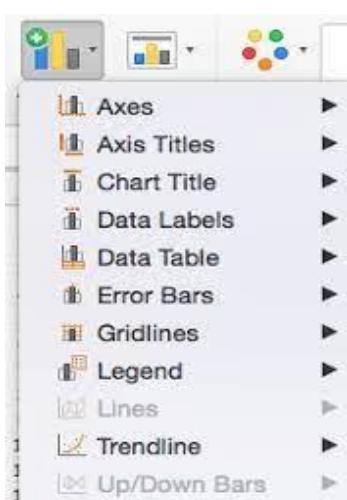


Chart Elements



IX. Working with Lookup Function:

Introduction: The **LOOKUP** Function is categorized under Excel Lookup and Reference functions. The function performs a rough match lookup either in a one-row or one-column range and returns the corresponding value from another one-row or one-column range.

There are mainly 3 Types of Lookup Function

1) LOOKUP function

The LOOKUP function in Excel can perform the

Simplest types of vertical and horizontal lookups.

Insert data Validation

=LOOKUP(B2,D2:D5,E2:E5)

	A	B	C	D	E
1	Result		Seller	Product	
2	Seller	Sally	Adam	Bananas	
3	Product	Oranges	Robert	Apricots	
4		Sally	Oranges		
5		Tom	Apples		

2) HLOOKUP function

It's a **Horizontal** counterpart of VLOOKUP that searches for a value in the first row of the lookup table and returns the value in the same position from another row.

H-Lookup Value

	A	B	C	D	E	F	G
1	Product Details						
2		Bar Code	101	102	103	104	105
3		Item	Bag	Table	TV	Fridge	Computer
4		Quantity	30	40	17	15	10
5		Rate	300	500	15000	12000	50000
6		Amount	9000	20000	255000	180000	500000
7							
8		Bar Code	101				
9		Item	Bag				
10		Quantity	30				
11		Rate	300				
12		Amount	9000				

Insert data Validation

3) VLOOKUP function

VLookup is an improved version of the LOOKUP function specially designed to do **vertical lookup** in

The diagram illustrates the VLOOKUP function. On the left, a source table titled "V-Lookup Value" contains columns for Bar Code, Item, Quantity, Rate, and Amount. An arrow points from the "Bar Code" column to a destination table on the right, which has columns for Bar Code, Item, Quantity, Rate, and Amount. The value "101" is highlighted in the source table's "Bar Code" column, and its corresponding value "Bag" is shown in the destination table's "Item" column.

A	B	C	D	E	
1	V-Lookup Value				
2	Product Details				
3	Bar Code	Item	Quantity	Rate	Amount
4	101	Bag	30	300	9000
5	102	Table	40	500	20000
6	103	TV	17	15000	255000
7	104	Fridge	15	12000	180000
8	105	Computer	10	50000	500000

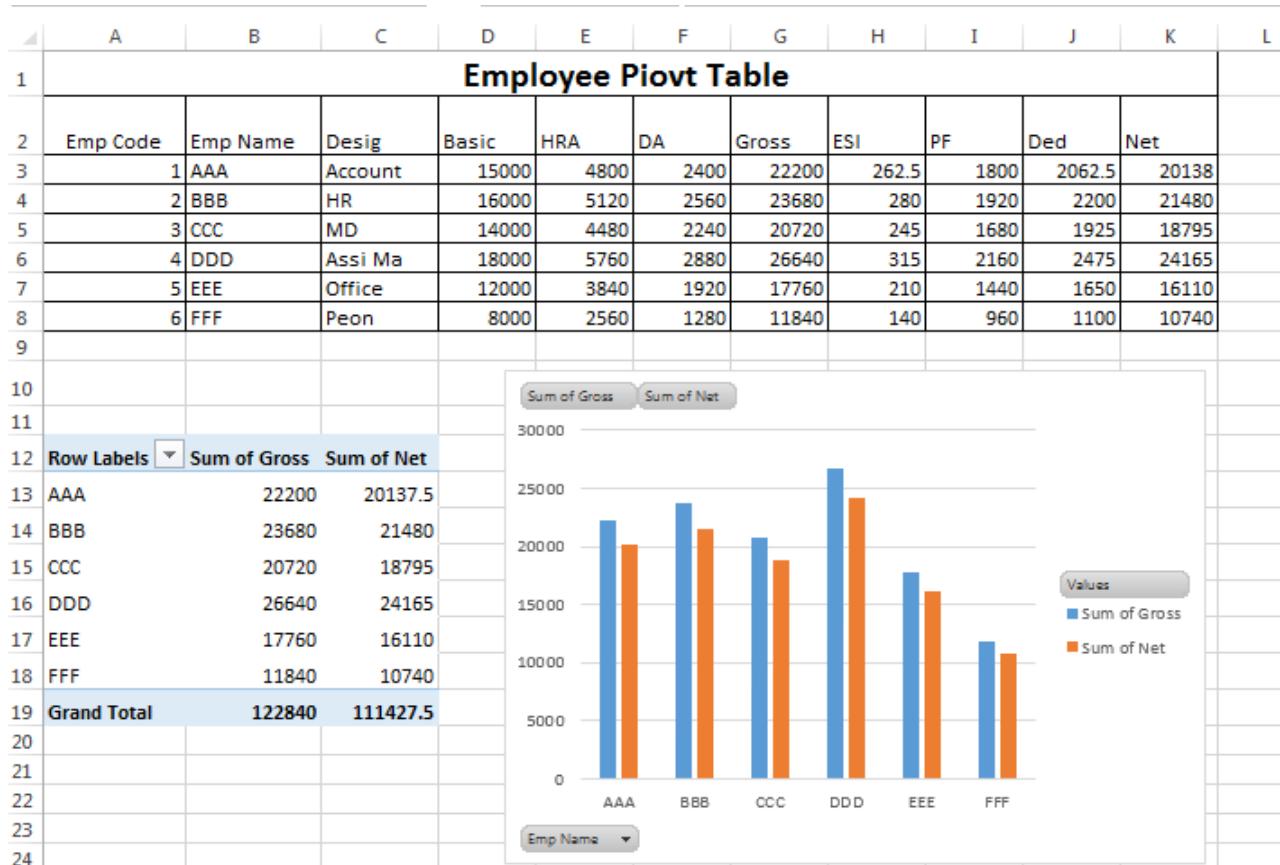
Bar Code	101
Item	Bag
Quantity	30
Rate	300
Amount	9000

X. Pivot Table & Chart

A PivotTable is a powerful tool to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data

Create a PivotTable in Excel for Windows

1. Select the cells you want to create a PivotTable from. ...
2. Select Insert > PivotTable.
3. This will create a PivotTable based on an existing table or range. ...
4. Choose where you want the PivotTable report to be placed. ...
5. Click OK.



Microsoft Excel shortcut Keys

Shortcut Keys	Description
F2	Edit the selected cell.
F5	Go to a specific cell. For example, C6.
F7	Spell check selected text or document.
F11	Create chart.
Ctrl + Shift + ;	Enter the current time.
Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert New Worksheet.
Shift + F3	Open the Excel formula window.
Shift + F5	Bring up search box.
Ctrl + 5	Strikethrough highlighted selection.
Ctrl + F9	Minimize current window.
Ctrl + F10	Maximize currently selected window.
Ctrl + F6	Switch between open workbooks or windows.
Ctrl + Page up	Move between Excel work sheets in the same Excel document.
Ctrl + Page down	Move between Excel work sheets in the same Excel document.
Ctrl + Tab	Move between Two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells
Ctrl + '	Insert the value of the above cell into cell currently selected.
Ctrl + Shift + !	Format number in comma format.
Ctrl + Shift + \$	Format number in currency format.
Ctrl + Shift + #	Format number in date format.
Ctrl + Shift + %	Format number in percentage format.
Ctrl + Shift + ^	Format number in scientific format.
Ctrl + Shift + @	Format number in time format.
Ctrl + Arrow Key	Move to next section of text.
Ctrl + Space	Select entire <u>column</u> .
Shift + Space	Select entire <u>row</u> .

SOME MICROSOFT EXCEL FUNCTIONS

Functions	Syntax	Description
DATE	=DATE(year,month,day)	Returns the serial number of a particular date
MONTH	=MONTH(serial number)	Converts a serial number to a month
NOW	=NOW()	Returns the serial number of the current date and time
TIME	=TIME(hour,minute,second)	Returns the serial number of a particular time
TODAY	=TODAY()	Returns the serial number of today's date
PRODUCT	=PRODUCT (number1, number 2,)	Multiplies its arguments
IS NUMBER	=IS NUMBER(value)	Returns TRUE if the value is a number
SUM	=SUM (number1, number2,)	Adds its arguments
SUMIF	=SUMIF(range, criteria,[sum_ range])	Adds the cells specified by a given criteria
SUMIFS	=SUMIF (sum_range,criteria_range,criteria)	Adds the cells in a range that meet multiple criteria
AVERAGE	=AVERAGE (number1, number 2...)	Returns the average of its arguments
COUNT	=COUNT (value1, value2...)	Counts how many numbers are in the list of arguments
COUNTA	=COUNTA (value1,value2,)	Counts how many values are in the list of arguments
COUNTIFS	=COUNTIFS (criteria_range,cr,criteria,)	Counts the number of cells within a range that meet multiple criteria
MAX	=MAX (number1, number2...)	Returns the maximum value in a list of arguments
MIN	=MIN (number1, number2...)	Returns the minimum value in a list of arguments
CONCATENATE	=CONCATENATE (text1, text2...)	Joins several text items into one text item. Easier to use „&“
EXACT	=EXACT(text1,text2)	Check to see if two text values are identical
LEN	=LEN(text)	Returns the number of characters in a text string
LOWER	=LOWER(text)	Converts text to lowercase
UPPER	=UPPER(text)	Converts text to uppercase
CEILING	=CEILING(number, significance)	Rounds a number to the nearest integer
EVEN	=EVEN(number)	Rounds a number up to the nearest even integer
FACT	=FACT(number)	Returns the factorial of a number
FLOOR	=FLOOR(number, significance)	Rounds a number down, toward zero
ODD	=ODD(number)	Rounds a number up to the nearest odd integer
PI	=PI()	Returns the value of pi
POWER	=POWER(number, power)	Returns the result of a number raised to a power
SQRT	=SORT(number)	Returns a positive square root
SUMSQ	=SUMSQ (number1, number2...)	Returns the sum of the squares of the arguments

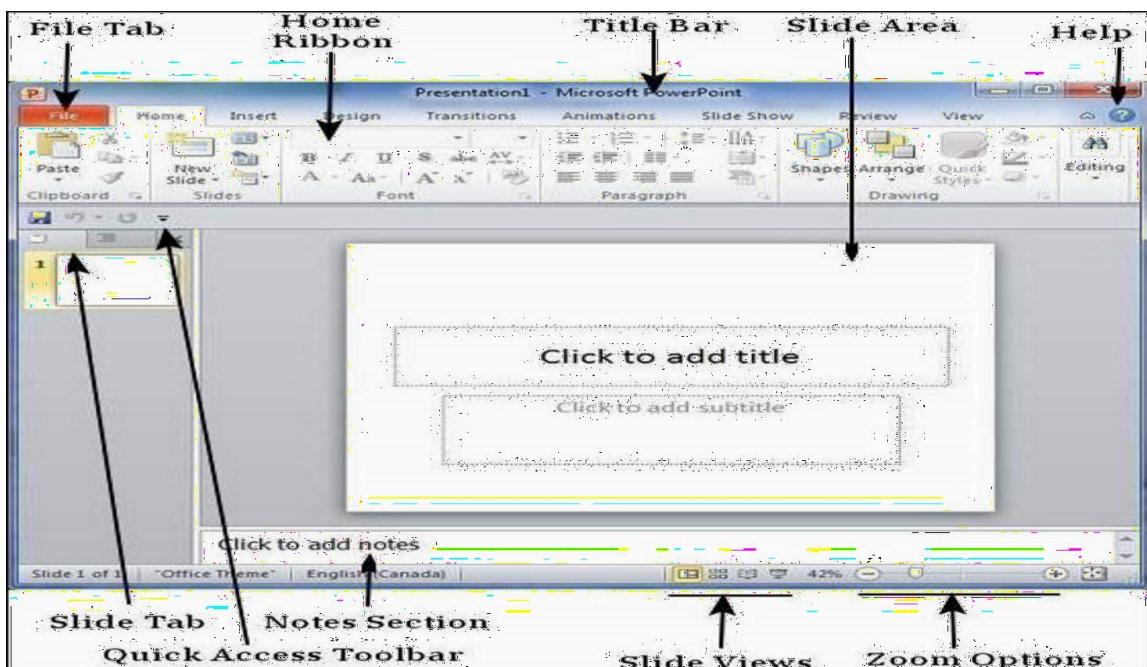
MS- PowerPoint

I. Introduction to PowerPoint: MS Power Point is useful in creating presentation, where one can add animation, Photo, Video and Sound Effects making it more readable. It is an excellent tool to support your **presentation** with visual information, graphics, and supplemental points.

- 1) How To Open Power Point:**
 - 1) Start—All programs --- MS Office—MS Power Point
 - 2) Window + R Key --- Run Command will open ---Type **Powerpnt** – click Ok
 - 3) Double click on Power point desktop Icon

2) Window Screen Of Power Point :-

The following screenshot shows the various areas in a standard PowerPoint file. It is important to familiarize yourself with these areas as it makes learning and using PowerPoint easier.



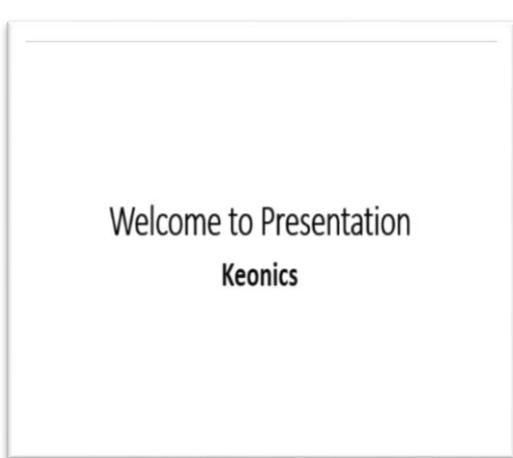
II. Create Slid Layout and Designing Slide

Start Your Assignment By using different types of Slide Layouts

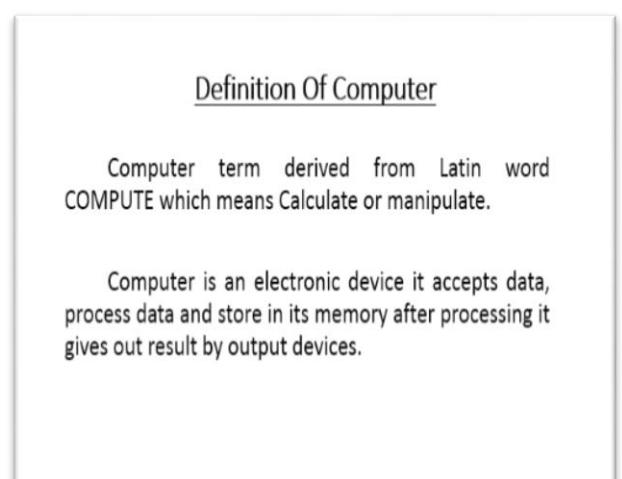
- To Add Slide layout** ---- 1) Got home tab
2) Select Slide layout option to take layouts



1) Title Slide

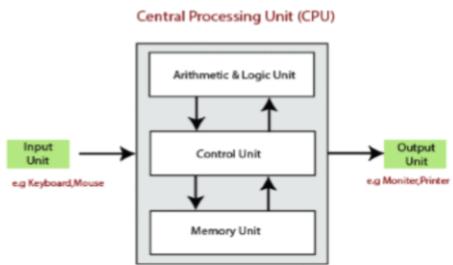


2) Title and Content Slide



3) Use Blank Slide Layout

Block Diagram Of Computer



4) Comparision Slide Layout

Input & Output Devices

Input Devices

- ✓ Keyboard
- ✓ Mouse
- ✓ Scanner
- ✓ Web camera
- ✓ Light pen
- ✓ Barcode reader
- ✓ Joystick

Output Devices

- Monitor
- Printer
- Speakers
- Plotter
- Projector
- Headphone
- GPS

5) Title and Content Slide

Memory

Computer memory is just like the human brain. It is used to store data/information and instructions. It is a data storage unit. It can store both the input and output can be stored here.

Characteristics of Main Memory:

- It is faster computer memory as compare to secondary memory.
- It is semiconductor memories.
- It is usually a volatile memory.
- It is the main memory of the computer.
- A computer system cannot run without primary memory.

6) Use Blank Slide Layout

Measurements of memory

1 Bit (Binary Digit)	= The Value 0 & 1
8 Bits	= 1 Byte
1024 Bytes	= 1 Kilo Byte
1024 KB	= 1 Mega Byte
1024 MB	= 1 Giga byte
1024 GB	= 1 Tera Byte
1024 TB	= 1 Peta Byte

7) Title and Content Slide insert Video

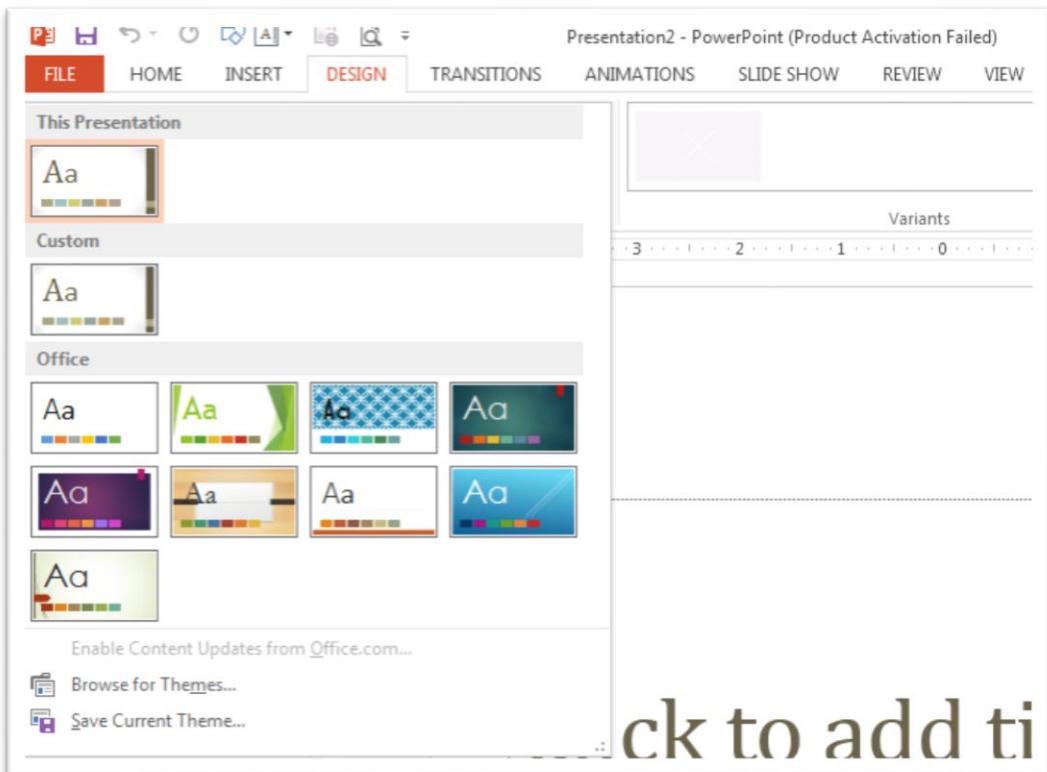
Video



8) Take Blank slide layout & Insert word art

THANK YOU
ONE AND ALL.....

III. Applying Design to Slides



Prepare the following assignment by using shapes & apply custom by giving Appear animation effect to show one after one list

Few guidelines for the assignment submission

- 01 Take care of the file format
- 02 Use a clear font style
- 03 Maintain the proper spacing between text
- 04 Make headings easy to recognize
- 05 Create title page
- 06 Mention proper numbering
- 07 Insert headers and footers
- 08 Mention word count
- 09 Mention reference list
- 10 Appendices

IV. Applying Transitions Effect

Transitions are the Power point animation effects between 2 slides

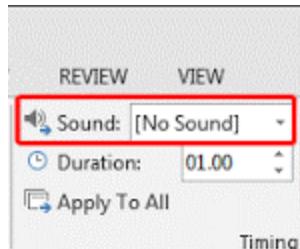
How to add transition effect :-

- 1) Select a Slide
- 2) Go to Transition tab
- 3) Select any one effect to apply each slide

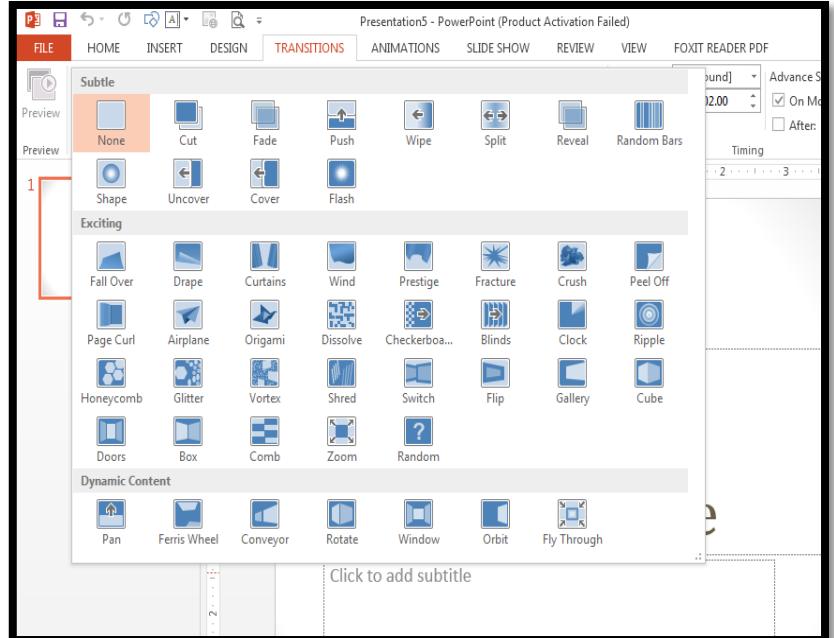
How Add Sounds to a slide

1. Select a Slide
2. Go to Transition Tab or Insert Tab
- 3) Select any one sound from timing Group

From Transition



From Insert Tab



How to Set Automatic slide show

1. Select a Slide
2. Go to Transition Tab
- 3) Click and Mark ✓ in After and set Time

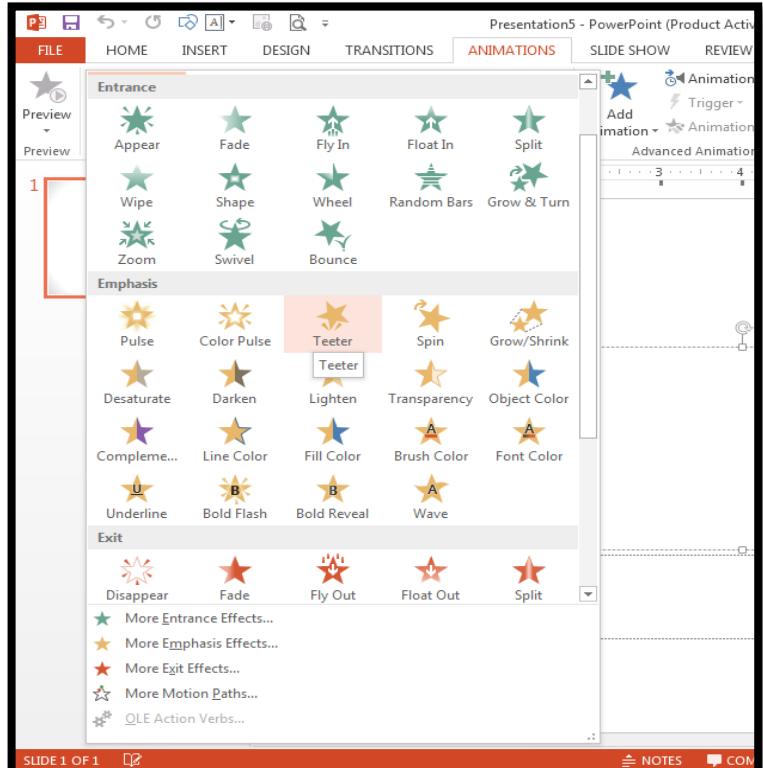


V. Adding Custom Animation

Custom animation are the power point effects that we can add to contents and images which we created into the slides.

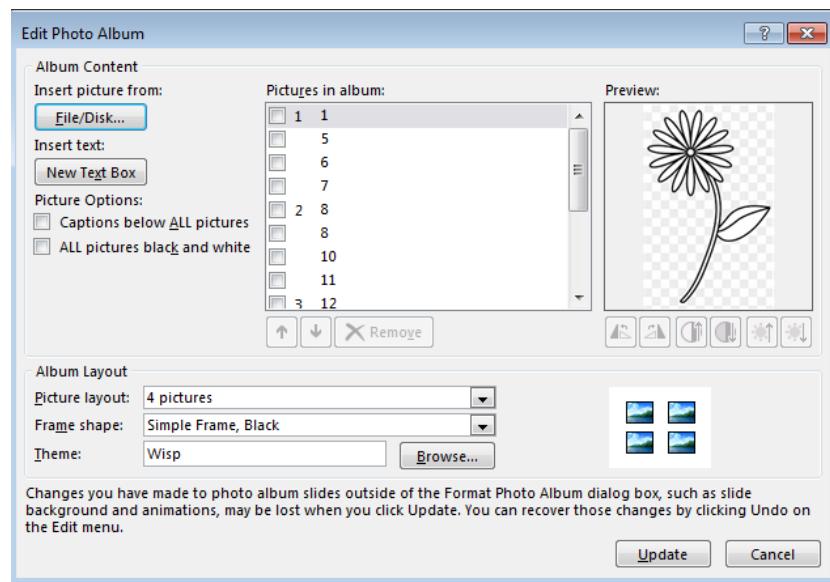
How to Add Animation

1. Select the text or image you want to animate.
2. Click the Animations tab.
3. Click the Animation Styles button in the Animation group.



VI. Creating Photo Album

To Create Photo Album 1) Go to Insert Tab 2) Select Photo Album 3) Select File/ Disc option from box



The screenshot shows a PowerPoint slide titled 'Presentation4 - PowerPoint (Product Activation Failed)'. The ribbon is visible with the 'INSERT' tab selected. The 'Photo Album' button in the 'Pictures' group is highlighted with a red box and labeled '1'. Below it, a thumbnail of a photo album slide is shown with the title 'Photo Album by student' and four flower images. To the right, the main slide area shows a large red arrow pointing right, with the text 'Photo Album' and 'by student' overlaid. The slide has a light green background. Numbered arrows 2 through 5 point to other thumbnails of the photo album slide, indicating the steps of creating and viewing the album.

INTERNET

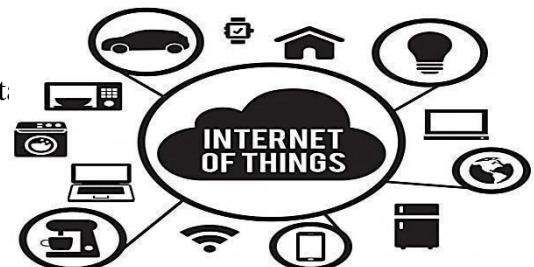
Introduction: The Internet, sometimes called simply "the Net," is a **worldwide system of computer networks** -- a network of networks. The internet is a globally connected network system facilitating worldwide communication and access to data resources through a vast collection of private, public, business, academic and government networks.

Network: Two or More computer linked together to share information are called Networking

Types of computer network

I. Local Area Network (LAN)

- 1) A LAN connects network devices over a relatively short distance.
- 2) A networked office building, school, or home usually contains a single LAN, though sometimes one building will contain a few small LANs (perhaps one per room), and occasionally a LAN will span a group of nearby buildings.



II. Metropolitan area network (MAN)

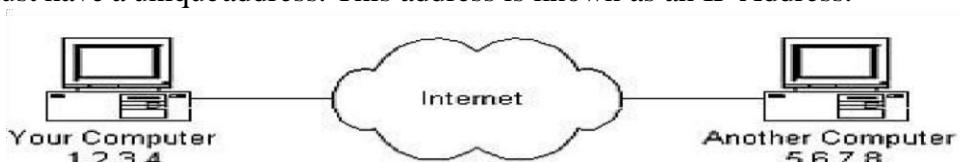
- 1) A metropolitan area network (MAN) is a large computer network that usually spans a city or a large campus.
- 2) A MAN often acts as a high speed network to allow sharing of regional resources.
- 3) A MAN typically covers an area of between 5Km and 50Km diameter.
- 4) A MAN might be owned and operated by a single organization, but it usually will be used by many individuals and organizations.

III. Wide area network(WAN)

- 1) WAN covers a large geographic area such as country, continent whole of the world.
- 2) A WAN is a geographically-dispersed collection of LANs.
- 3) Most WANs (like the internet) are not owned by any one organization but rather exist under collective or distributed ownership and management.

Internet Access

1. To gain access to the internet, the user has to register to any internet service provider (ISP).
2. Types of internet connection:
 - Dial-up
 - Integrated service digital network
 - Asymmetric digital subscriber line
 - Wireless internet connections Internet over satellite How Internet Works?
 - Because the internet is a global network of computers, each computer connected to the internet must have a unique address. This address is known as an IP Address.



❖ Internet Requirements

1. Computer with MODEM/Router/Network Card.
2. Internet account with ISP.
3. Application Software:
4. Web Browser(Firefox, Chrome)
5. Email client (MS Outlook)
6. Plugins software(Adobe Reader, Flash Player)
7. Optional: Speaker, Printer, Webcam

Uses of Internet

- Electronic mail. At least 85% of the inhabitants of cyberspace send and receive e-mail. ...
- Research.
- Downloading files.
- Discussion groups. ...
- Interactive games. ...
- Education and self-improvement. ...
- Electronic newspapers and magazines.

World Wide Web:

- The World Wide Web is a System of interlinked Hypertext document accessed via the internet.
- With a web browser, one can view web pages that may contain text, images, videos and other multimedia and navigate between them via hyperlinks.
- It uses a protocol called HTTP-Hypertext Transfer Protocol.
- HTTP Define how messages are formatted and transmitted, and what actions Web servers and browser should take in response to various commands?
- A uniform resource locator or URL is the address of a document you will find on the WWW.
 - The element in aURL:
Protocol://server's address/filename Example:<http://www.google.com/index.html>

Electronic Mail (Email)

- The transmission of messages over communications networks.
- It is a fast and efficient way to communicate with friends or colleagues.
- You can communicate with one person at a time or thousands; you can receive and send files and other information.

Basic email functions:

- Send and receive mail messages
- Save your messages in a file
- Print mail messages
- Reply to mail messages

Email address : **Someone@mail server**

The email address has three parts:

- A user name
- An “at” sign (@)
- The address of the user’s mailserver

Example Harris@ftms.edu.my Search Engines

- A search engine is designed to search for information on the internet.

- Search Engine presents the search results in the form of a search results list.

The search results can be web pages, Images, Videos and other type of files. Examples:
o Google o Bingo Yahoo O Info seek

E-Commerce

- Electronic commerce or E-Commerce consists of the buying and selling of products or services over electronic systems such as the Internet and other computer networks.
- It includes the entire online process of developing, marketing, selling, delivering, servicing and paying for products and services.
- Examples: Amazon, flip Kart, Snap deal, Shop clues etc.

Terms of Internet:

- **A Webpage** is a single page of information on the World Wide Web.
- **HTML** (Hypertext Markup Language) is used to design webpages.
- **A Website** refers to a group of web pages identified by a single domain. For example: All of the web pages on the Keonics websites begin with “www.Keonics.in”
- **A Home page** is the first or a front page of a website. If you were to type “www.Keonics.in” into your web browser, the first web page that came up would be the website’s Home page.
- **A URL** or “Uniform Resource Locator” is the unique address of each web page. For Example: “www.Keonics.in”
- **Domain Name:** The domain name consists of two parts. In our example “Keonics.in” is the domain name.
- Where “Keonics” is the host and “.in” is the top level domain.

Common Top level domains are

- I. .com □ Commercial or business websites
- II. .Gov. □ Governments Websites.
- III. .mil □ Military websites
- IV. .org □ Organization
- V. .nic □ national informatics Centre
- VI. .in □ India Websites
- VII. .kar □ Karnataka websites

Email Id Creation steps: - Go to Google Click on email button

The image consists of four screenshots illustrating the process of creating a Google account via email:

- Screenshot 1:** Google Sign in page. A red box highlights the "Create account" button (labeled 1). Below it are two options: "For myself" (labeled 2) and "To manage my business". A red box highlights the "Next" button (labeled 3).
- Screenshot 2:** Create your Google Account page. A red box highlights the "First name" field with "Zulaikha" and the "Last name" field with "Khan" (labeled 4). Below these are fields for "Username" and "Password". A red box highlights the "Next" button (labeled 5).
- Screenshot 3:** Verifying your phone number page. A red box highlights the "Phone number" input field (labeled 6). Below it are "Back" and "Next" buttons.
- Screenshot 4:** Verifying your phone number page. A red box highlights the "Enter verification code" input field (labeled 7). Below it are "Back", "Call instead", and "Verify" buttons (labeled 8).

Basic PC shortcut Keys

Shortcut Keys	Description
Alt + F	File menu options in current program.
Alt + E	Edit options in current program
F1	Universal Help in almost every Windows program.
Ctrl + A	Select all text.
Ctrl + X	<u>Cut</u> selected item.
Shift + Del	Cut selected item.
Ctrl + C	<u>Copy</u> selected item.
Ctrl + Ins	Copy selected item
Ctrl + V	<u>Paste</u>
Shift + Ins	Paste
Home	Goes to beginning of current line.
Ctrl + Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl + End	Goes to end of document.
Shift + Home	Highlights from current position to beginning of line.
Shift + End	Highlights from current position to end of line.
Ctrl + Left arrow	Moves one word to the left at a time.
Ctrl + Right arrow	Moves one word to the right at a time.

Office management Q & A.

1. CD-ROM stands for _____?
 a. Compactable read only memory
 b. Compact data read only memory
 c. Compactable disk read only memory
 d. **Compact disk read only memory**
2. Cd comes under _____ types of storage device?
 a. Magnetically storage
 b. **Optical storage**
 c. Data storage
 d. All of the above
3. The 0 and 1 in the binary numbering system are called binary digits or _____?
 a. **Bits**
4. Pointing device _____?
 a. Joy stick
 b. Mouse
 c. Track ball
 d. **All of the above**
5. Characteristic of computer _____?
 a. Iq power
 b. Decision making
 c. **Speed**
 d. None

6. To select multiple files hold_____button?
- Shift
 - Alt + shift
 - Control**
 - Control + shift
7. An example of an operating system is_____?
- Windows xp
 - Unix or Linux
 - Mac Os
 - All of the above**
8. Date and time are available in desktop __corner?
- Right**
 - Left
 - Top
 - Bottom
9. A file is a computerized_____?
- Path**
 - Record
 - Drive
 - Folder
10. _____ is an operating system?
- MS windows**
 - Word
 - Tally
 - None of the above
11. What are the uses of internet?
- Communication
 - Information retrieval
 - Presentation of information
 - All of the above**
12. In www .Keonics.com www refer_____?
- Worldwide window
 - Word wide window
 - World wide web**
 - Worldwide window
13. Http stands for_____?
- Hypertext markup language
 - Hypertext transfer para
 - Home text transfer protocol
 - Hypertext transfer protocol**
14. E mail is Kind of facility related to_____?
- Education
 - Advertisement
 - Commerce
 - Communication**
15. IP stands for_____?
- Internet provider
 - Internet protocol**
 - Internet procedure
 - Internet policy
16. To select a block of ext. ClicK at the beginningof the selection. Scroll to end of the selection, position the mouse pointer at the end of the selection, hold down the_____Key, and then clicK (or drag through the text).
- Ctrl
 - Alt
 - Shift**
 - Tab
17. In MS word short cut Key for replace is_____?
- Ctrl + h**
 - Ctrl + f
 - Ctrl + a
 - Ctrl + u
18. The word count command on the tools menu displays the number of words as well as the number of_____in the current document.
- Lines
 - Characters
 - Paragraphs
 - All of the above**
19. In MS word headers and footers appear only_____?
- Normal view
 - Web layout
 - Outline view
 - Print layout view**
20. Which can be used for quick access to commonly used commands and tools?
- Status bar
 - Tool bar**
 - Menu bar
 - Title bar
21. The feature of word that automatically adjuststhe amount of space between certain combinations of characters so that an entire word looks more evenly spaced. What is that feature called?
- Spacing
 - Scaling
 - Kerning**
 - Positioning
22. In ms word short cut Key to align justify is_____?
- Shift + j
 - Ctrl + j**
 - Alt + j
 - Shift + ctrl + j
23. A_____ is a collection of predefined design elements and color schemes.
- Feature
 - Hyperlink
 - Palette
 - Theme**
24. A bookmark is an item or location in document that you identify as a name for future reference.Which of the following task is accomplished by using bookmarks?
- To add anchors in web page
 - To mark the ending of a paragraph of document
 - To quickly jump to specific locationin document**
 - To add hyperlinks in webpage
25. Which of the following helps to reduce spelling error in the document?
- Auto format
 - Auto correct**
 - Smart tags
 - Auto text
26. If you want to you the text in a1 to g1 range cells, option used is_____?
- Merge cells**
 - More cells
 - Insert cells
 - All cells
27. Which of the following function will use to findthe highest number in a series of number in excel?
- Max(b1:b3)**
 - Maximum(b1:b3)
 - High(b1:b3)
 - Highest(b1:b3)

28. What is the quickest way to select entire worksheet in excel?
- Choose edit -> select all from the menu
 - ClicK on the first column, press ctrl and then clicK on the last column.
 - ClicK on the first column, press shift and then clicK on the last column
 - ClicK on the rectangle box on the upper left corner where column and row headings meet.**
29. Which is not a data source component?
- Mail merge**
 - Header row
 - Data fields
 - Data records
30. If you want to record experiment information and create a chart that shows the rate of crystalgrowth over a period of time the best application to use would be _____?
- Word processing
 - Spreadsheet**
 - Database
 - Graphics
31. Which of the following is correct in excel?
- =power(2^3)
 - =power(2,3)**
 - =power(2#3)
 - =power(2*3)
32. What should be add before a fraction to avoid entering it as a date?
- //
 - Fr
 - Zero
 - Zero space**
33. Selecting the rows 5 & 6 then choose row what will happen in excel?
- 2 rows will be inserted after row 4**
 - 2 rows will be inserted after row 5
 - 2 rows will be inserted after row 6
 - 2 rows will be inserted after row 7
34. How to remove the unwanted action from recorded macro without recording the whole macro again in excel?
- By using the find and edit action option
 - By clicking on the refresh button in the macro toolbar
 - By edit the macro in the visual basic editor**
 - Macro cannot be edited
35. In order to arrange the countries from those with the highest population to those with the lowest. You need to sort on the population fieldin_____?
- Ascending order
 - Descending order**
 - Alphabetical order
 - Random order
36. _____is the extension name for PowerPoint
- .doc
 - .xls
 - .bmp
 - None of the above**
37. Which of the following should you use if you want all the slides in the presentation to havethe same' look'?
- The slide layout option
 - Add a slide option
 - Outline view
 - A presentation design template**
38. Shortcut Key to slide from current slide is _____?
- F9
 - F6
 - F3
 - F5**
39. _____shortcut Key is used for slide show
- F5**
 - F3
 - F1
 - None of the above
40. Which of the following section does not exist in a slide layout?
- Titles
 - Lists
 - Charts
 - Animations**
41. Nudi can be used for dynamic font embedding purposes
- False
 - True**
 - A & b
 - None
42. We can type file name in Kannada using_____?
- Ekbhashe
 - Unicode**
 - Dwibhashe
 - Nudi 01 e
43. Ksclp stand for
- Script code for language processing
 - Karnataka script code for language processing
 - Kannada script code for language processing**
 - None
44. Nudi is a _____
- Application software**
 - System software
 - Utility software
 - Driver
45. Web enabled font in Nudi is?
- Nudi 01-e
 - Nudi b akshara(Unicode)**
 - Nudi sarala
 - Nudi – web
46. A web site's front page/main page is called_____?
- Browser page
 - Search page
 - Home page**
 - Bookmark
47. Moving from one website to another is called?
- Downloading
 - Browsing**
 - Uploading
 - Attachment

48. Usb stands for _____?
 a. **Universal serial bus.**
 b. Universal series bus
 c. Universal switch band
 d. All the above
49. ISP stands for _____?
 a. **Internet service provider**
 b. Internet service publisher
 c. Internet server provider
 d. All the above
50. A computer on internet are identified by:
 a. E-mail address
 b. Street address
 c. **Ip address**
 d. None of the above
51. _____ Number of user interfaces are there?
 a. 4
 b. **2**
 c. 3
 d. 1
52. The two Kinds of main memory are _____?
 a. Primary and secondary
 b. Random and sequential
 c. **Rom and ram**
 d. All of above
53. _____ is responsible for at calculations and logical operations that have to be performed on the data?
 a. Control unit
 b. **Arithmetic and logic unit**
 c. Central processing unit
 d. None of the above
54. Which is the device that converts computer output into a form that can be transmitted overa telephone line?
 a. Switch
 b. **Modem**
 c. Scanner
 d. Monitor
55. A binary numbers are represented by _____?
 a. **Digits 0 and 1**
 b. Digits 0, 1,..... 8
 c. Digits a,b, c ...
 d. All of the above
56. *.txt is the extension name for _____?
 a. Word pad
 b. **Note pad**
 c. Paint brush
 d. None of the above
57. Start button will appear in _____?
 a. Desktop
 b. Document
 c. **Task bar**
 d. My computer
58. Shortcut Key to rename files & folders is _____?
 a. F5
 b. F3
 c. F1
 d. **F2**
59. A bar contacting a scale that indicates, paragraph indents and margins is _____?
 a. **The ruler**
 b. The ribbon
 c. The menu bar
 d. None of the above
60. Short cut Key to close a files is _____?
 a. **Alt + f4**
 b. Ctrl + f4
 c. F1
 d. F5
61. Internet is a _____?
 a. Software programmer
 b. Operating system
 c. **Network of Networks**
 d. None of above
62. Expansion of www is _____?
 a. Wide web word
 b. **World wide web**
 c. Web wide web
 d. Web world wide
63. In MS word which of the following is not available in font spacing?
 a. Normal
 b. **Loosely**
 c. Condensed
 d. Expanded
64. “Ctrl + f” is _____ in MS-word?
 a. **Open find and replace dialog box with activating find tab**
 b. Open page setup dialog box with activating layout tab
 c. Open font dialog box with activating font tab
 d. Open file save as dialog box
65. Which of the following is required before performing mail merge in MS-word?
 a. Create
 b. Modify
 c. Sort
 d. **All of the above**
66. In MS word short cut Key to select all is
 a. Shift +a
 b. **Ctrl +a**
 c. Alt +a
 d. Shift +Ctrl +a
67. In MS word short cut Key for replaceis _____?
 a. **Ctrl +h**
 b. Ctrl +f
 c. Ctrl +a
 d. Ctrl +u
68. To underline the text Keyboard shortcut is _____?
 a. Alt +u
 b. Shift +u
 c. Esc +u
 d. **Ctrl +u**
69. In MS word short cut Key of center alignment _____?
 a. Ctrl +I
 b. Ctrl +r
 c. Ctrl +K
 d. **Ctrl +e**

70. Which of the following is not available on the ruler of MS word screen?
- Tab stop box
 - Left indent
 - Right indent
 - Center indent**
71. Word art is present in _____ menu in MS-word?
- Review
 - View
 - Insert**
 - Home
72. In MS word which of the following function Key activates the speller?
- F5
 - F7**
 - F9
 - Shift +f7
73. Special category of number tab in format cells dialog box can be used to apply formats like _____ in excel?
- Zip code
 - Phone number
 - Both of above**
 - None of above
74. To drag a selected range of data to another worksheet in the same workbook use the _____?
- Tab Key
 - Alt Key
 - Shift Key
 - Ctrl Key**
75. Which of the following is not an option of the spelling dialog box in excel?
- Ignore
 - Ignore all
 - Edit**
 - Change
76. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
- Formula**
 - Field
 - Data
 - Query
77. You accidentally erased a record in the sheet, what command can be used to restore it immediately?
- Insert
 - Copy
 - Undo**
 - Replace
78. _____ is a workbook?
- Excel**
 - WordPad
 - MS-Word
 - None of the above
79. Formulas in excel start with _____?
- %
 - =
 - +
 -
80. Worksheet can be renamed by?
- Adding symbol at the end of filename while saving workbook
 - ClicK on worksheet tab by holding ctrl Key and type new name
 - Double clicK on the worksheet tab and type new name**
 - Worksheet cannot renamed
81. In excel, a1 refers for _____?
- Cell address**
 - Cell add
 - Cell line
 - Cell border
82. Which of the following is correct in excel?a.
- =average(4,5,6,7)
 - =average(a1,b1,c1)
 - =average(a1:a9,b1:b9)
 - All of the above**
83. What happens if you select first and secondslide and then clicK on new slide button on toolbar?
- A new slide is inserted as first slide in presentation
 - A new slide is inserted as second slide in presentation
 - A new slide is inserted as third slide in presentation**
 - None of above
84. _____ animation effect present in PowerPoint
- Windows**
 - Dos
 - Web
 - Linux
85. To insert a hyperlink in a slide _____?
- Choose insert >> hyperlink
 - Press ctrl +K
 - Hyperlinks can't be inserted in slides
 - Both a & b**
86. If you have a PowerPoint show you createdand want to send using email to another teacher you can add the show to your emailmessage as a ?
- Inclusion
 - Attachment**
 - Reply
 - Forward
87. What term describes a background that appears as a grainy, Non-smooth surface?
- Gradient**
 - Pattern
 - Sold
 - Texture
88. Nudi can be used for dynamic font embedding purposes?
- False
 - True**
 - A&B
 - None
89. If you do not see Kannada after running Nudi, what will you change to make it visible?
- Application
 - Nudi
 - User
 - Font**
90. Starting Nudi 4.0 program?
- Start button - all programs – choose nknudi 4.0.**
 - Choose Nudi 4.0 in MS-office tab
 - Start button – all programs – choose MS-word.
 - None

91. Ksclp stands for?
- Script code for language processing
 - Karnataka script code for language processing
 - Kannada script code for language processing**
 - None
92. Html is used to create _____?
- Machine language program
 - High level program
 - Web page**
 - Web server
93. Which one of the following is not a search engine?
- Bing
 - Google
 - Yahoo
 - Windows**
94. Www. Keonics. In where .in refers?
- Domain name**
 - Organization
 - Both a & b
 - None of the above
95. The process of transferring files from a computer on the internet to your computer is called _____?
- Uploading
 - Forwarding
 - Ftp
 - downloading**
96. Verification of a login name and password is known as?
- Configuration
 - Accessibility
 - Authentication**
 - Logging in
97. F1 to F12 are called _____ Keys
- Functional**
 - Numerical
 - Alphabetical
 - Cursor control
98. Collection of programs is called a _____?
- Procedure
 - Batch
 - Command
 - Software**
99. Which of the following statement is wrong?
- Photoshop is a graphical design tool by adobe
 - Windows xp is an operating system
 - Linux is owned and sold by Microsoft**
 - None of the above
100. A Kilobyte also referred to as Kb. Is equal to:
_____?
- 1024 bits
 - 1024 bytes**
 - 2024 bytes
 - 512 bytes
101. Folder are the collection of _____?
- Computers
 - Networking
 - Files and sub-folders**
 - Users
102. Files stores in _____?
- Drives
 - Folder
103. Dde stands for _____?
- Data deflection estimation
 - Dynamic data exchanger**
 - Both a & b
 - None of the above
104. Note pad is used to create _____?
- Documents
 - Text files**
 - Picture files
 - All the above
105. Icons defined in _____ types
- 1
 - 4
 - 2**
 - 3
106. Which of the following is not an example of web browser?
- Internet explorer
 - Google chrome
 - Mozilla Firefox
 - Windows explorer**
107. Which of the following is not a font style?
- Bold
 - Italic
 - Regular
 - Superscript**
108. Which of the following commands should you always use before submitting a document to others?
- Find command
 - Replace command
 - Spelling and grammar**
 - Thesaurus
109. Thesaurus tool in MS word is used for
_____?
- Spelling suggestions
 - Grammar options
 - Synonyms and antonyms words**
 - All of above
110. Which of the following is not one of the three 'mail merge helper' steps in MS-word?
- Merge the two files
 - Create the main document
 - Set the mailing list parameters**
 - Create the data source
111. From where you can access save command?
- Home tab
 - Insert tab
 - Review tab
 - None of above**
112. What is the purpose of inserting header and footer in document?
- To enhance the overall appearance of the document
 - To mark the starting and ending of page
 - To make large document more readable
 - To allow page headers and footers appear on document when printed**
113. Gutter margin in word is usually referred for
_____?
- Binding margin**
 - Left margin
 - Top margin

- d. Both a and c
114. In MS word pressing f8 Key for three times selects _____?
- Word
 - A sentence**
 - A paragraph
 - Entire document
115. What is the shortcut Key to display field codes in MS-word?
- Alt +f9
 - Ctrl + f9**
 - Shift +f9
 - Space +f9
116. What is entered by the function =today ()?
- The date value for the day according to system clock**
 - The time value according to system clock
 - Today's date as text format
 - All of above
117. Formatting a cell in number format you can't set in excel
- Decimal places
 - Use 100 separator
 - Negative numbers
 - Currency symbol**
118. In a report, you need to show the monthly rainfall in nepenthe best way to do this is to insert a _____ in excel?
- Calendar
 - Photograph of rainfall
 - Chart showing rainfall amounts**
 - Database of rainfall
119. Formatting a cell in currency, you can specify _____ in excel?
- Decimal places
 - Currency symbol
 - Both of above
 - None of above
120. Which of the following shortcuts can be used to insert a new line in the same cell excel?
- Enter
 - Alt + enter**
 - Ctrl + enter
 - Shift + enter
121. What is the symbol for multiplying?
- >
 - /
 -
 - *
122. If function button in _____ wizard in excel?
- Format painter
 - Function**
 - Auto sum
 - None of the above
123. Which file format can be added to a PowerPoint show?
- .jpg
- b. .gif
c. .wav
d. All of the above
124. In Microsoft PowerPoint, two Kinds of sound effects files that can be added to the presentation are?
- .wav files and .mid files
 - .wav files and .gif files**
 - .wav files and .jpg files
 - .jpg files and .gif files
125. In the context of animations, what is a trigger?
- An action button that advances to the next slide
 - An item on the slide that performs an action when clicked**
 - The name of a motion path
 - All of above
126. To start slide show of a presentation _____?
- !*Hit f5 Key
 - From slide show menu choose view show option
 - From slide show menu choose rehearse timing
 - Both a & b**
127. While using Nudi 4.0 using scroll lock should be on
- False
 - True**
 - Both a & b
 - None
128. Nudi supports most of the windows based database systems like access, oracle, sql, db2,MySQL?
- False
 - True
 - Both A & B
 - None of the above
129. Kannada Nudi developed by?
- Hcl
 - Kannada ganaka parishat
 - Ngo
 - none
130. Man stands for _____?
- Metro area net
 - Metropolitan area network**
 - Both a & b
 - All the above
131. E mail is a Kind of facility related to _____?
- Education
 - Advertisement
 - Commerce
 - Communication**
132. What is the step to send a file in email?
- Send file
 - Type the file content
 - Write to a cd/Dvd
 - Attach file**
 - e.