

INTRODUCTION TO COMPUTERS

Definition of a Computer:

A computer is an electronic device that is used for information processing. It accepts the data and instructions, stores it in its memory, processes and gives the results to the user. The term computer is derived from the Latin word *Compute* which means to calculate or to manipulate.

Capabilities of a Computer:

A computer is capable of performing the following tasks:

- 1] **Huge Data Storage:** A computer can store a huge amount of data and instructions in its memory. The computer's storage is just like a human brain where information is stored and retrieved from.
- 2] **Input and Output:** A computer receives the data and instructions from the user and displays it after the execution.
- 3] **Processing:** It processes the data input by the user. Processing means performing the necessary operations such as arithmetic operations or logical operations on the data.

Characteristics of a Digital Computer:

The following are the characteristics of a digital computer.

- 1] **High Speed:** A computer is a fast information processing electronic device. It carries out all sorts of computations within a fraction of a second. It executes millions of instructions per seconds.
- 2] **Accuracy:** It gives accurate results for correct input data. Here accuracy means the correctness of the processed data. If the input data is erroneous, then the output will not be correct.
- 3] **Reliability:** It gives consistent results, even though it is running on electrical connections and electronic circuits, which are often prone to errors.
- 4] **Versatility:** its role is versatile. It is used for scientific calculations, business processing, computer games, teaching, training, simulations, music, fine-art etc.
- 5] **Diligence:** It does not feel tired. It can be used for hours. It can also be used for a number of days or months nonstop. It will work satisfactorily without fatigue.

Limitations of a Computer:

- 1] **Not Intelligent:** The computer simply performs the specified operations. It does not think, whenever it finds a command, instead it works accordingly. It does not possess any intelligence for analyzing the problem.
- 2] **Inactive:** If the power supply is stopped then the computer ceases to work. When the power supply is resumed it becomes active.
- 3] **Cannot Learn:** Computers cannot learn by experience.
- 4] **No Alternatives:** Humans have the potential to try out various alternatives to solve the unexpected which computer do not have.
- 5] **Maintenance:** Computer is a delegated machine. It should always maintain in cool and dust free places.
- 6] **Costliest:** Computers are costliest. Normal people cannot afford to buy computers. 7] **Virus:** Computer Virus can destroy the information stored in computers.

History of the Development of Computer:

Abacus is the first recorded computer, whose existence dates back to 2500 B.C. It was a rectangular wooden frame with beads stung on parallel wires. It was similar to the slates used by school kids.

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.

In 1822, a professor of mathematics at Cambridge University, Charles Babbage, invented the Differential Engine. This was a hand operated machine built with wheels, levers and mechanical linkages. It was used to calculate various mathematical functions.

In 1833, Charles Babbage developed the Analytical Engine. This machine consisted of five functional units such as Input Unit, Memory Unit, Arithmetic Unit, Control Unit and Output Unit. This architecture resembles the modern computers hence Charles Babbage is called Father of Computers.

Five Generations of Modern Computers:

Computers developed after 1945 are categorized into five generations. Computers are classified into different generations based on the time period of development and their features.

1] First Generation [1945-1956]:

The first generation computer was invented in 1946. They named it as ENIAC (Electronic Numerical Integrated and Calculator Machine). It was the fastest machine consisting of 18,000 Vacuum tubes. Its weight was 27 tones. Its speed was 10-3 sec. They used punched cards to input and output operations. The Machine Language programming was adapted in these machines. Example: ENIAC, UNIVAC-I, EDSAC, EDVAC etc.

Characteristics of First Generation Computers:

- 1] Each computer had different binary coded program.
- 2] Vacuum tubes like diodes, triodes, resistors and capacitors were used.
- 3] It was too heavy and occupied large space.
- 4] It had limited memory.
- 5] It consumes very high power.
- 6] It had limited programming capacity, speed and versatility. 7] As tubes had to be heated it took a long time to start.

2] Second Generation [1956-1963]:

In 1956 Vacuum tubes were replaced by transistors. Transistors were small in size, low power consuming, low heat production, more accurate results, reliable, could handle an enormous amount of data. Their speed was 10-6 sec. In 1960 computers replaced machine language with assembly language. The high level languages like COBOL and FORTRAN came into common use. Example: BURROUGHS 5000, IBM 1401, GE633, CDC 1604, Honeywell 400 etc.,

Characteristics of Second Generation Computers:

- 1] Transistors were used in place of Vacuum tubes.
- 2] It had low power consumption.
- 3] It had more memory size, accurate results were found.
- 4] It had high speed and versatility.
- 5] High level languages like COBOL and FORTRAN come into common use.

3] Third Generation [1954-1971]:

These computers were built with Integrated Circuits (IC's). These IC's were small in size and combine hundreds of transistors, capacitors and resistors on a single chip. Their speed was 10-9 sec. They used semiconductor memory. They had higher reliability and reduced size. The concept of operating system, multi-programming, parallel processing were introduced.

Example: IBM System, UNIVAC 1108/9000, CDC-6600, NCR 395, CYBER-175 etc.

Characteristics of Third Generation Computers:

- 1] Transistors were replaced by semiconductors on circuit boards.
- 2] In case of any defect the board could be easily replaced.
- 3] Heat generation was reduced to a great extent.
- 4] There was a tremendous decrease in the size of the computer.
- 5] Multiprogramming, Scientific processing and record keeping facilities were provided.

4] Fourth Generation [1971-Present]:

Fourth Generation computer came out with a modified integrated circuit capacity. Firstly, Large Scale Integration (LSI) was developed that could fit hundreds of components on one chip. Then Very Large Scale Integration (VLSI) was developed where thousands of components could fit on one chip. The Ultra Large Scale Integration (ULSI) was developed fitting millions of components on single chip. They have a huge storage capacity and their processing speed is from 10-9 - 10-12 sec. The concept of networking was introduced. Example: IBM 3033, HP-3000, PDP-11, CYBER-205 and all modern PC's.

Characteristics of Fourth Generation Computers:

- 1] All the components of the computer were located on one Minuscule Chip.
- 2] Computers came out in smaller sizes and affordable prices.
- 3] Many user-friendly software packages were developed for people of different fields, interests and ages.

5] Fifth Generation [Present and Future]:

The development of super computers was the key motivation of fifth generation computers. Super computers were developed with Super Large Scale Integration i.e., millions of transistors per chip. These computers came out with a new concept called artificial intelligence. CD ROM, WORM are introduced. Today's computers are helpful to the doctors in diagnosing and then assisting step by step in problem solving. Example: CRAY (Japan), PARAM-10000 (India) etc.

Aims/Objectives of Fifth Generation Computers:

- 1] To make the computers accept the instructions given orally just like instructions given on mobile.
- 2] To make the computers solve highly complex problems that require expertise knowledge and reasoning ability.
- 3] Able to translate foreign languages.

Classification of Computers on the basis purpose:

- 1] Analog Computers
- 2] Digital Computers
- 3] Hybrid Computers

1] Analog Computers: Analog computers are computers that measure physical quantities (e.g. pressure, temperature, length etc.,) and convert them to numeric values. These computers mainly used for scientific and engineering purpose.

2] Digital Computers: Most computers are digital devices i.e., they count the numbers that represent numerals, letters or other special symbols. These computers can be fixed permanently in the machine e.g. processors that are installed in automobiles to control fuel, braking system etc.,

3] Hybrid Computers: The features of analog and digital machines are combined to create a hybrid computing system. For e.g., analog devices measure a patient's vital signs like temperature, heart functions. These are then converted to numbers and supplied to the digital components.

Basic Functional Units of a Computer:

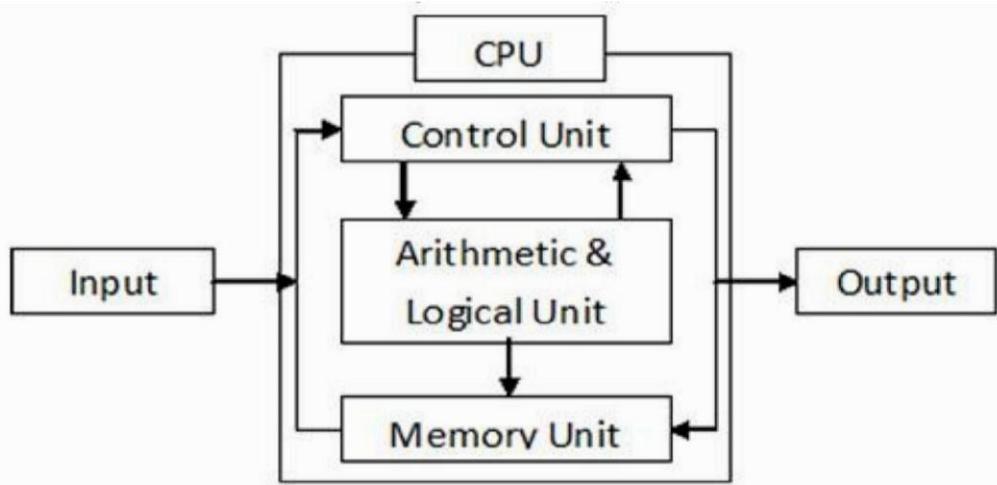


Fig. Block Diagram of Computer

There are 3 basic functional units in a digital computer. They are,

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

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 2] Mouse 3] Joystick 4] Light Pen 5] Trackball 6] Optical Scanner 7] Digitize 8] Microphone

Input Devices: The device that accepts data from the user and communicates it to the CPU is called an input device. There are variety of input devices. Some of them are discussed below.

| | |
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| 1] Keyboard :  | <p>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 101 keys. Keyboards with 84 key are also available.</p> |
| 2] Mouse :  | <p>It is a small hand held pointing device connected to the CPU through a cable. It has rotating ball at the bottom and has two click buttons on the top. It controls the cursor and move the pointer in the same direction as the mouse. The arrow point is called mouse pointer.</p> |
| 3] Scanner :  | <p>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. The scanner is connected to the CPU from outside.</p> |

| | |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4] Joystick :  | <p>It consists of a small rod mounted on a rolling ball. This rod is used to control the screen cursor. The movement of rod is converted into electrical signals which are then sent to the CPU for the subsequent processing. The CPU interprets these signals and displays the movement on the CRT screen.</p> |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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.

1] Control Unit

2] Arithmetic & Logic Unit

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.

The following are some of the functions performed by the control unit:

- ✓ Fetching data & instructions from the main memory
- ✓ Interpreting these instructions
- ✓ Controlling the transfer of data and instructions to and from the main memory
- ✓ Controlling input and output devices
- ✓ The overall supervision of computer system

1] 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.

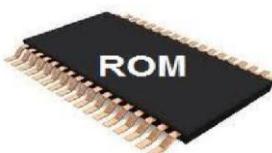
Computer memory is classified into:

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

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:

This is the short form of Random Access Memory. It is the read and write memory. The RAM chip is made of metal oxide semiconductor, therefore any memory stored in any memory location can be accessed directly without scanning it sequentially. Because of this, it is called random access memory. It is a temporary memory because during power failure, the information stored in RAM will be erased. Sometime it is called volatile memory.

ROM:

This is the short form of Read Only Memory. It is a permanent memory. That is, the information stored in it will not be lost even if the power goes off. It stores mainly monitor program and BIOS programs. The information stored in it can only be read. The contents of ROM cannot be changed. But, it can be programmed under special conditions. It is a manufacturer programmed memory

The following are different varieties of ROM.

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.

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. The secondary storage devices are also called *Auxiliary Storage Devices*.

The most commonly used secondary storage devices are:

Floppy Disk: A floppy disk, also called a floppy, diskette, or just disk, is a type of medium, sealed in a rectangular plastic enclosure lined with fabric that removes dust particles. Floppy disks are read and written by a floppy disk drive (FDD).



Hard Disk: When you save data or install programs on your computer, the information is typically written to your hard disk. The hard disk is a spindle of magnetic disks, called platters, that record and store information. Because the data is stored magnetically, information recorded to the hard disk remains intact after you turn your computer off. This is an important distinction between the hard disk and memory, which is reset when the computer's power is turned off.



CD ROM: Short for Compact Disc-Read Only Memory, a CD-ROM (shown right) is an A CD-ROM Drivers optical drive is the device used to read them. CD-ROM drives have speeds ranging from 1x all the way up to 72x, meaning it reads the CD roughly 72 times faster than the 1x version. As you would imagine, these drives are capable playing audio CDs and reading data CDs.



Dvd: Digital Video Disk

DVD is an optical disc technology with a 4.7 gigabyte storage capacity on a single sided, one-layered disk, which is enough for a 133-minute movie. DVDs can be single- or double-sided, and can have two layers on each side; a double-sided, two layered DVD will hold up to 17 gigabytes of video, audio, or other information.

This compares to 650 megabytes (.65 gigabyte) of storage for a CDROM disk.



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.

- 1] Monitor
- 2] Printer
- 3] Plotter
- 4] Speakers
- 5] Plasma Display panel
- 6] LCD display

Monitor: The monitor is the piece of displays the video and graphics information generated by the computer through the Monitors are very similar to televisions but usually display information at a much higher resolution.



Printer: A printer is an output device it. For example, if you created a report on your computer you could print several copies to hand out at a staff meeting. Printers are one of the most popular computer peripherals and are commonly used to print text and photos.



Plotter: A plotter is a computer hardware device much like a printer that is used for printing plotters use a pen, pencil, marker, or another writing tool to draw multiple, continuous lines onto paper rather than a series of dots like a traditional printer. Though once widely used for these devices have more or less been phased out by wide-format printers. Plotters are used to produce a schematics and other similar applications.



Speaker: A computer speaker is that connects to a computer to generate sound. The signal used to produce the sound that comes from a computer speaker is created by the computer's



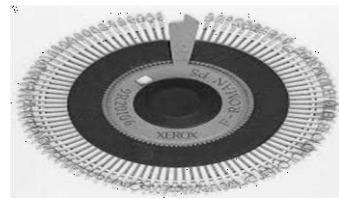
Printers: Printer is an output device that prints the programmers, illustrations etc. from the computer on the paper and transparencies. A printer is an electromechanical device which receives signals from the computer and acts accordingly.

Classification of Printers:

Dot Matrix Printer: Dot matrix printing or impact matrix printing is a type of computer printing which uses a print head that moves back-and-forth, or in an up-and-down motion, on the page and prints by impact, striking an ink soaked cloth ribbon against the paper, much like the print mechanism on a



Daisy Wheel Printer: A daisy wheel printer is an early type of David S. Lee at Diablo Data Systems. The printer uses a metal or plastic disk containing each of the letters, numbers, and other characters it supports. When something is printed, the printer rotates the disk to each character and then using a hammer strike each character into an ink ribbon to create the character on paper.



Plotter: A plotter is a computer hardware device much like a printer that is used for plotters use a pen, pencil, marker, or another writing tool to draw multiple, continuous lines onto paper rather than a series of dots like a traditional printer. Though once widely used for these devices have more or less been phased out by wide-format printers. Plotters are used to produce a schematics and other similar applications.



Laser Printers: A laser printer is a popular type of personal computer that uses a non-impact (keys don't strike the paper), photocopier technology. When a document is sent to the printer, a laser beam "draws" the document on a selenium-coated drum using electrical charges. After the drum is charged, it is rolled in toner, a dry powder type of ink. The toner adheres to the charged image on the drum. The toner is transferred onto a piece of paper and fused to the paper with heat and pressure. After the document is printed, the electrical charge is removed from the drum and the excess toner is collected. Most laser printers print only in monochrome. A color laser printer is up to 10 times more expensive than a monochrome laser printer.



Inkjet Printer: An inkjet printer is a computer spraying ink onto paper. A typical inkjet printer can produce copy with chine along with the printer in a single box.



Software:

Software is a collection of programs. Program is a set of commands. Command is a instruction given to the computer to perform specific task. Software are broadly classified into two types. Those are,

- 1] Application Software
- 2] System Software

1] **Application Software:** This is a general purpose program or a collection of programs written by the users to solve a particular problem. For example, Payroll, Inventory system, Student Information System, Library Management System, Hotel and Hospital Management System, etc., are the applications. Anybody who knows programming languages and has problem solving capability, can write the application software. Examples of application software's are: MS-Office, PageMaker, Corel Draw, Photoshop, Tally, Nudi etc.

2] **System Software:** This is a collection of programs written for computer system management. These programs are developed by the manufacturer. They are supervisory programs and help in executing the user's programs effectively. We can classify system software into the following three types. 1) Operating System 2) Language Processors 3) System Utilities

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.

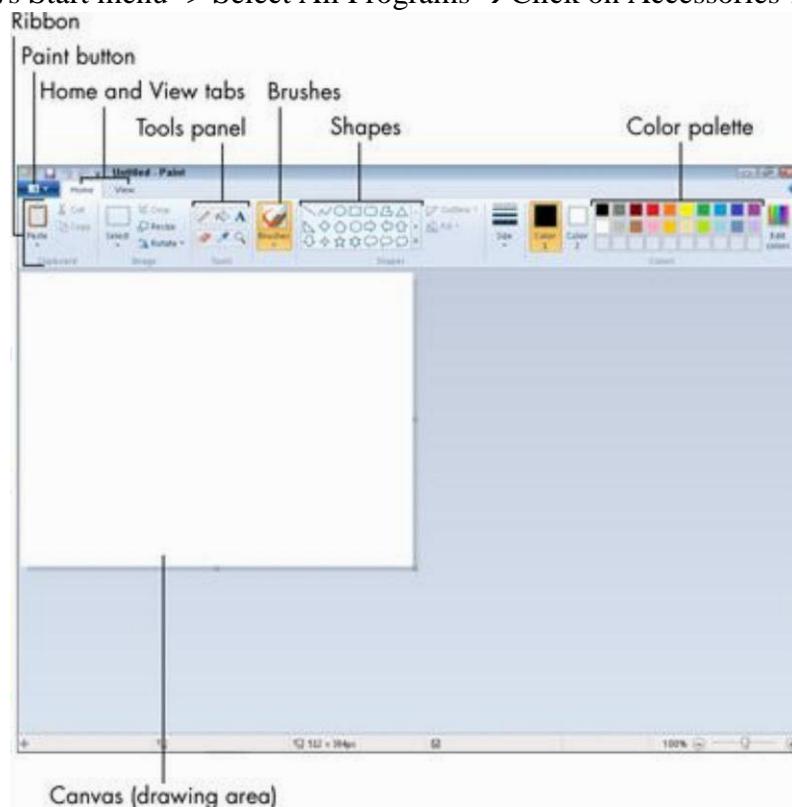
There are different types of operating systems available today. Those are, DOS, UNIX, Windows95, Windows

98, Novel Netware, Windows NT, Windows 2000, Linux, Windows XP etc,

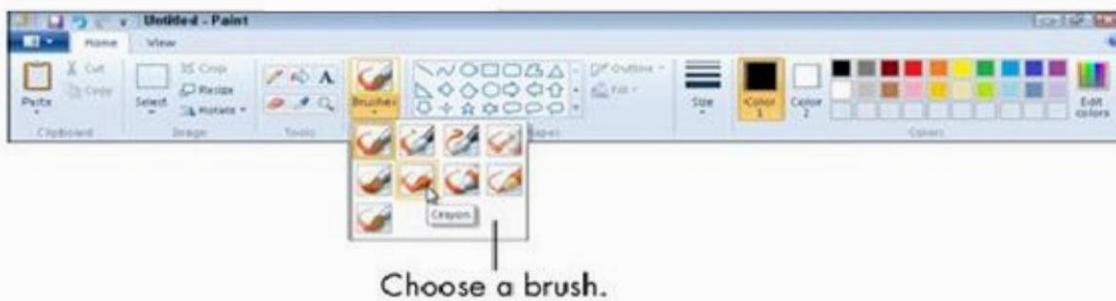
M.S.Paint

Starting up Microsoft Paint To run Microsoft Paint independently:

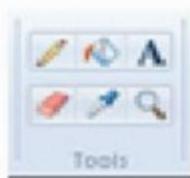
Open the Windows Start menu -> Select All Programs → Click on Accessories-> Select Paint



Click the down arrow on the Brushes button in the Ribbon to see a panel of brushes. Select one you like.



To add text to your drawing, click the A button on the Tools panel; then click the canvas and start typing in the text box that appears.

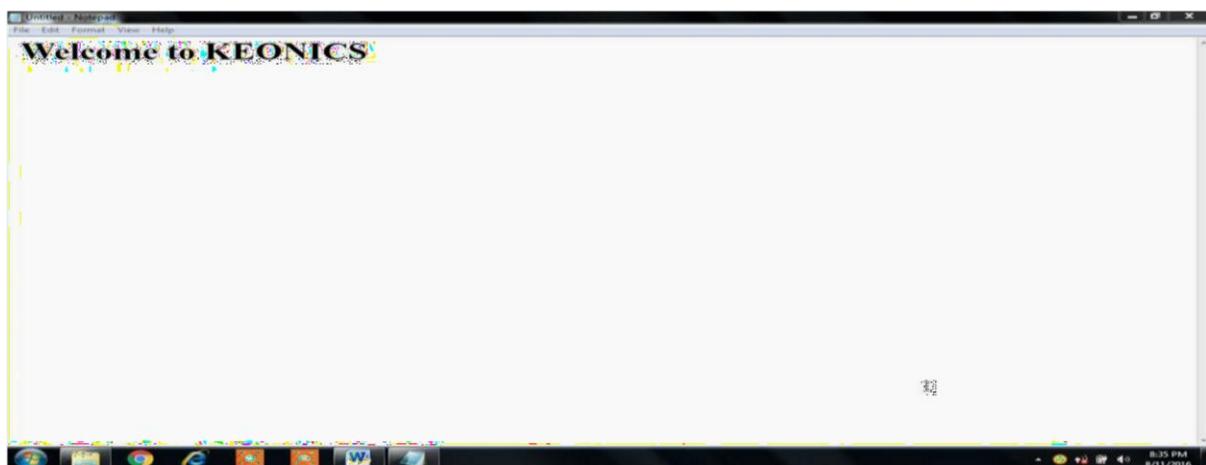


Saving File: File ->Save As ->Type your File Name (Example: KEONICS-Hubli) -> Save

Notepad

Notepad is a handy program that a user can type in text quickly and easily. It is not for publishing a book but more of a scratchpad.

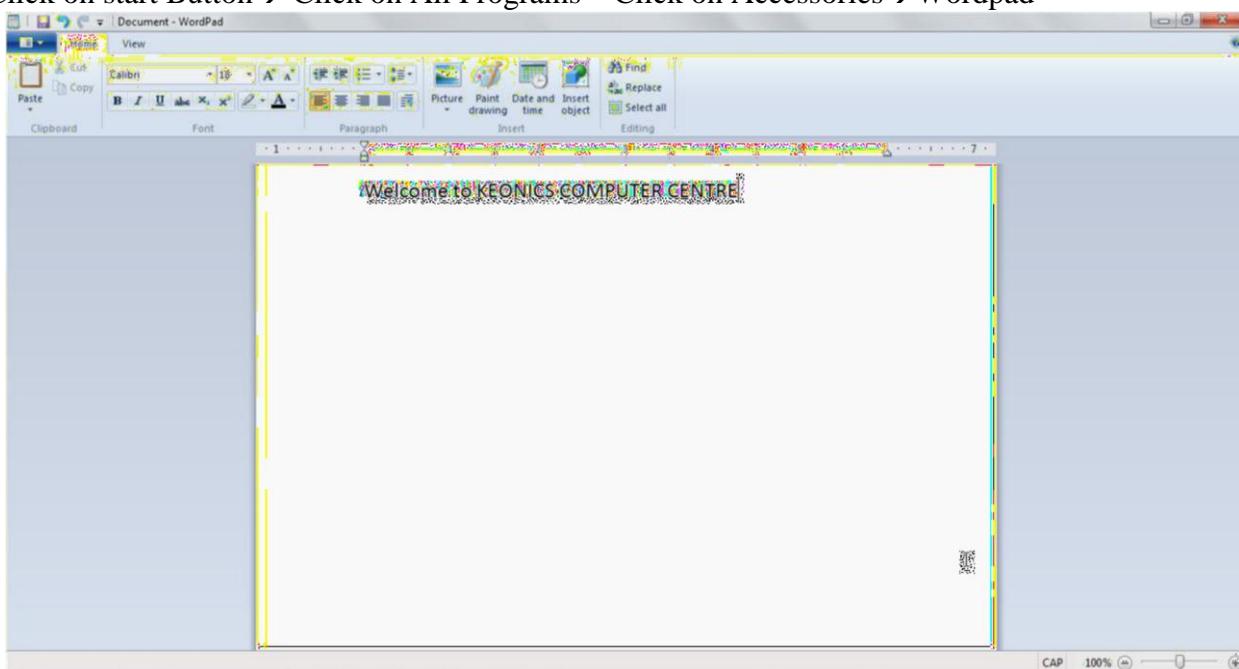
To open Notepad click on start -> All Programs -> accessories -> Notepad



To enter text, just start typing in Notepad. To Save your work click on File > Save As

Starting a WordPad:

Click on start Button → Click on All Programs → Click on Accessories → Wordpad



THE WINDOWS OPERATING SYSTEM

Every computer needs an operating system which lets you, literally, operate your computer. There are a few around and Microsoft Windows is just one of them, albeit one of the most popular ones. Some of the functions the Windows operating system allows you to do are:

- Access applications (programs) on your computer (word processing, games, spread sheets, calculators and so on)
- Load any new programs on to the computer
- Manage hardware such as printers, scanners, mouse, digital cameras
- Manage how files are stored on your computer (File Management, covered later in this module)
- Change computer settings such as color schemes, screensavers, and the resolution of your monitor.

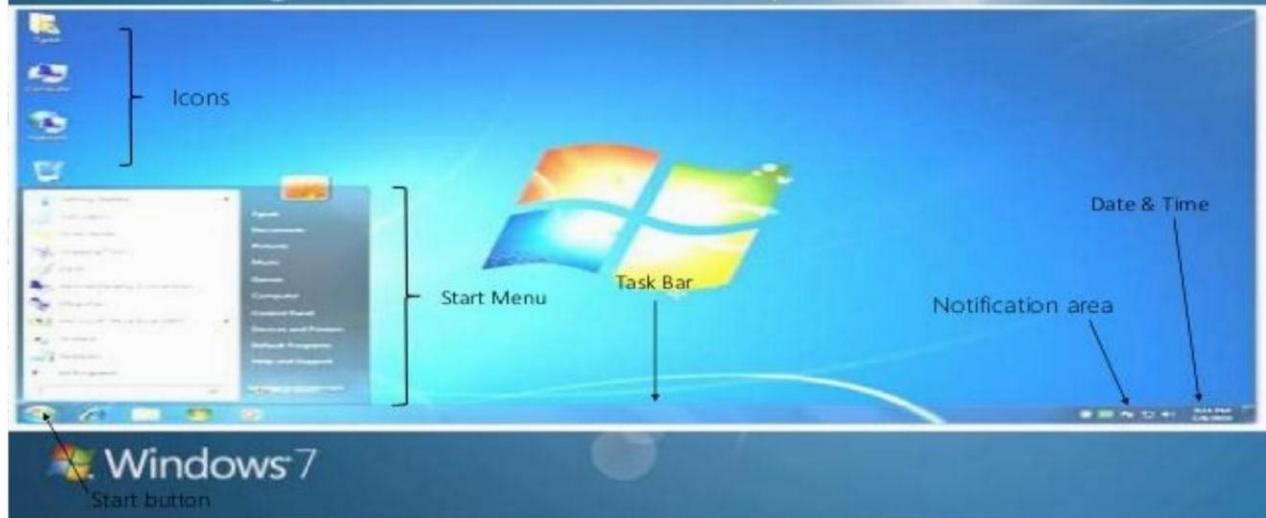
The operating system is what allows you as the user to access the information in the computer. To understand how to use a computer, it is important to know several features of the Windows system.

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.

Execute.

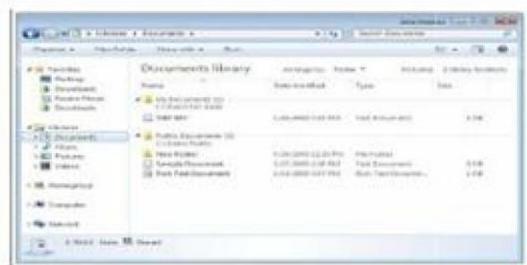
Start Menu:

Learning Windows 7 desktop



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

Window: Each application opened will appear in its own window, or its own little section of the screen.



Windows can be moved and resized so that you can operate many different applications at the same time.



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 follow. In the lower left is 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

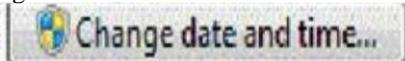
1) Change the Date and Time of the Computer

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 ->Click on Change Date and Time Button

4) Change the Date and Time-> Click OK Button

2) Add Clock Widget on Desktop Lab

Solution Steps :

1) Right Click on Desktop ->Click on Gadgets



2) Select the Clock and Press Enter Key *Or* Double Click on Clock

3) Remove Clock Widget from Desktop Lab Solution Steps :

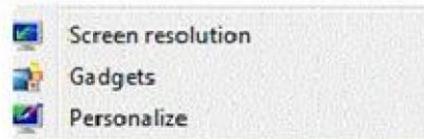
1) Move the mouse over the Clock ->Click on Close Button



4) Change the Wallpaper

L a b Solution Steps :

1) Right Click on Desktop ->Click on Personalize



2) Click on Desktop Background

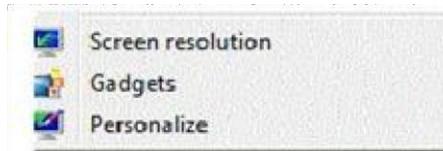


3) Select the Image-> Click on Save Changes

5) Change the Windows Theme

L a,b Solution Steps :

1) Right Click on Desktop -> Click on Personalize



2) Click on the Theme

6) Set Bubble Screen

Saver L a, b 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 Taskbar L a,b Solution Steps :

- 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 Taskbar L a,b Solution Steps :

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



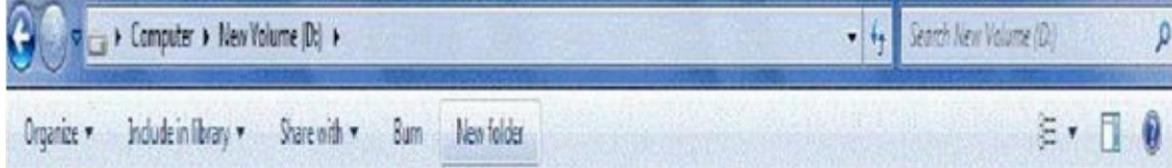
9) Create a Folder “KEONICS” in D Drive Lab

Solution Steps:

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



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



10) Rename “KEONICS” Folder to “KTC Hubli” Lab

Solution Steps:

- 1) Right Click on the Folder -> Type the new name ->Press Enter Key or Click out side

11) 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

12) Copy “KTC Hubli” Folder and Paste it in D Drive

Lab Solution Steps:

- 1) Right Click on the Folder which is on Desktop-> Click on Copy

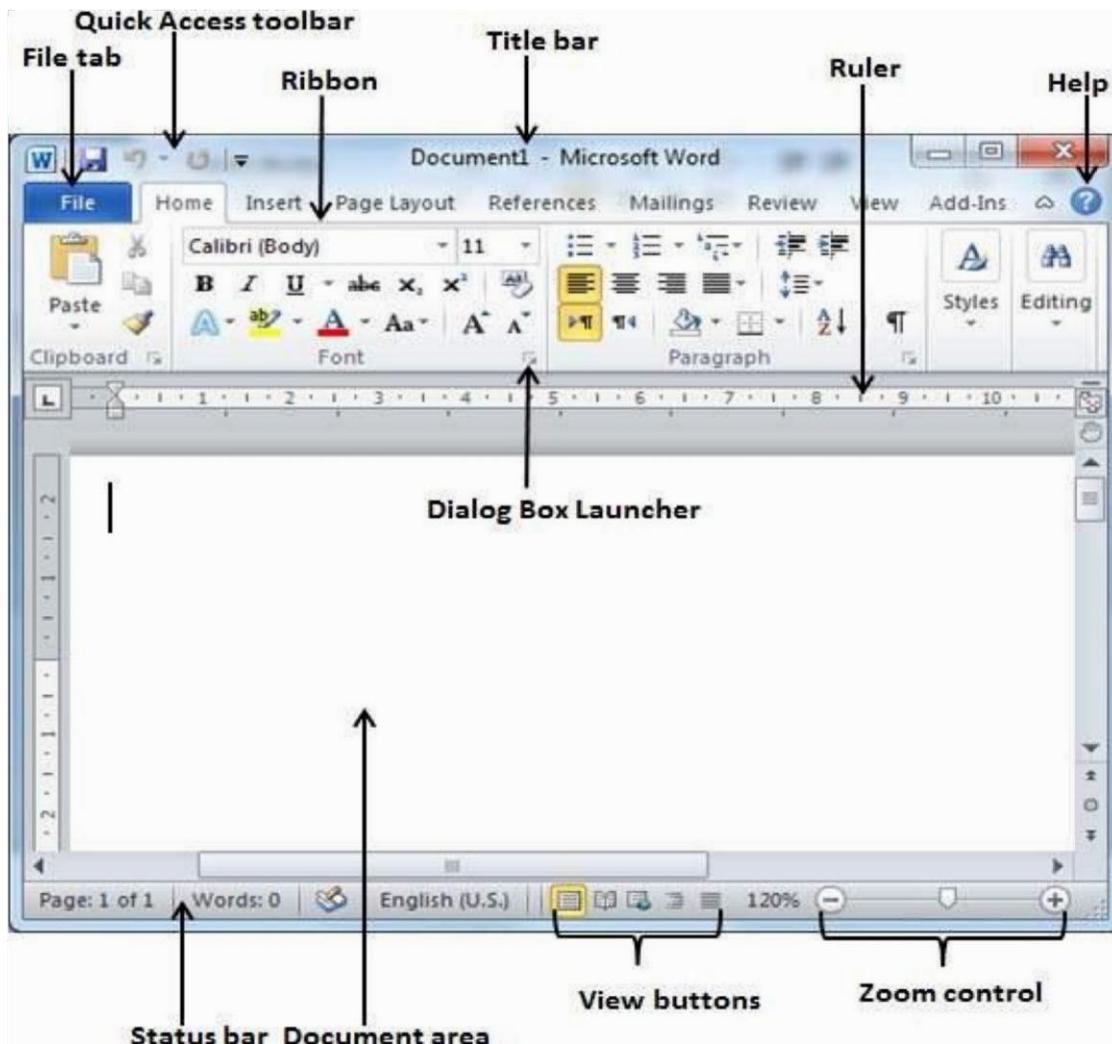
- 2) Open D Drive -> Right Click -> Click on Paste

MS Word

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-Office

Click on start button → Click on All Programs → Click on Ms-Office → Click on Ms Word



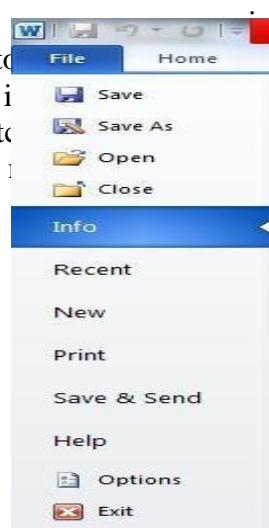
About Office Button or File Menu:

A button available in Microsoft Office 2007 and File menu in case of Microsoft Office 2010 and introduced along with the new Ribbon feature. The Office button is found in the top left corner of Excel, Word, and other Office 2007 program windows. When the Office button is clicked, a menu will appear showing options you'd see in the File menu, such as New, Open, Save, Print, etc.



are the commonly used options found in the Office button. The following options are in Office Button/File Menu:

- ✓ New[Ctrl+N]
- ✓ Open[Ctrl+O]
- ✓ Save[Ctrl+S]
- ✓ Save as [F12]
- ✓ Print[Ctrl+P]
- ✓ Send
- ✓ Exit



Quick Access Toolbar (QAT) :

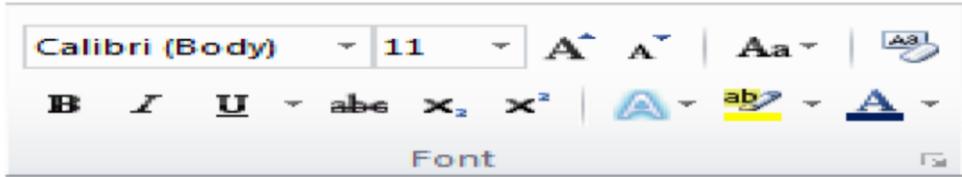


Quick Access Toolbar is a toolbar menu that appears in Microsoft Excel, Microsoft Word, and other Office 2007 in the top left corner of the window. As seen in the picture, the Quick Access Toolbar gives you quick access to commonly used features such as the Save feature. Clicking on the Quick Access Toolbar down arrow gives you the ability to customize the Quick Access Toolbar and add and remove any of the commands shown in the toolbar.

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. Microsoft Word has hundreds of *commands* for working with documents. To make it easier for users to find the specific commands they are looking for, commands are organized onto seven main tabs:

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.

Type the below text with font size 20 and Apply the proper
Formatting options Font Group options are given below



This is Bold

Select the text and click on **B** Button

This is Italic

Select the text and click on *I* Button

This is Underline

Select the text and click on U Button

~~This is strike~~

Select the text and click on ~~abc~~ Button

We need H₂O

Select the Number 2 and click on _{x²} Button

This is Maths 10²

Select the number 2 and click on ^{x²} Button

Applied Text Effect

Select the text and click on **A** Button

This is blue colored text

Select the text and click on **A** Button

This text is highlighted

Select the text and click on **abz** Button

Capitalize each word

Select the text and click on **Aa** Button
And choose Capitalize each word option

Sentence case is applied for the line

Select the text and click on **Aa** Button
And choose Sentence case option

This is lower case text

Select the text and click on **Aa** Button
And choose Lower Case option

This is upper case text

Select the text and click on **Aa** Button
And choose Upper Case

Toggle case is applied for this line Select the text and click on
Button and choose Toggle Case

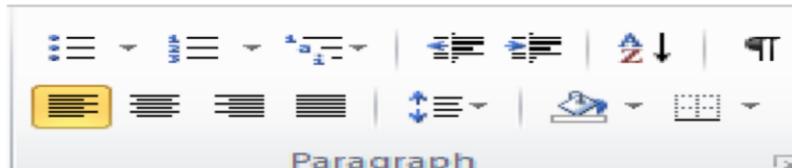
Increase Font ← Select the text and click on  Button

Decrease Font ← Select the text and click on  Button

This font size is 28 ← Select the text and click on  28

This font is Times New Roman ← Select the text and click on
 Times New Rom | 11

Paragraph options



This is left aligned text ← Select the text and click on  Button

This is center aligned text ←

Select the text and click on 

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

MS-Office
DTP
Tally-ERP9

Select the text and click on   Button

Using Font Dialogue Box

Font: Times New Roman, Font Size: 16, Apply Bold, Alignment: Center

Selecting a font and font style

Font: Comic Sans Ms, Font Size: 16, Apply Bold, & Underline, Choose center alignment

Selecting a font &

Choosing a font

Size: 16, Apply Bold & Choose center alignment

Font: Impact, Font

Applying Underline Style

Font: Arial Narrow, Font Size: 18, Apply Underline & right alignment

THIS IS MATHEMATICS 10

Font: Algerian, Size: 16, Apply Bold, Choose number 2 Select text → Click on Font Dialog Box → Superscript

We Need H₂O

Font: Arial Black, Size: 16, Choose number 2 Select text → Click on Font Dialog Box → Subscript

Applying Font Color

Font: Bookman Old Style, Font Size: 16, Apply Text Effects & center alignment

→ Choosing Strikethrough

Font: Courier New, Font Size: 16, Apply right alignment & Select Double Strike from Font Dialog Box

This is expanded text

Font: Calibri, Font Size: 16, → Click on right alignment → Click on Font Dialogue

Box → Advanced → Spacing → Expanded → 6pts APPLYING SMALL CAPS

Font: Times New Roman, Font Size: 16, Apply Text Effects → Click on Font Dialogue Box → Small Caps

APPLYING ALL CAPS

Font: Bookman Old Style, Font Size: 14, Apply Text Effects → Click on Font Dialogue Box → All Caps

This is condensed text

Font: Calibri, Font Size: 16, Click on Center alignment → Click on Font Dialogue

Box → Advanced → Spacing → Condensed → 2pts

This is raised

Font: Times New Roman, Font Size: 16, Select text "raised" → Click on Font Dialogue Box → Advanced → Position → Raised → 6pts

Bullets and Numbering

Type the below text and select all the steps → Choose Times New

Roman → Font size: 14 → And choose required bullets and number style



Steps to save files

Type the paragraph or text

- ❖ 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

Steps to Open file

Go to file or Click on Office Button or Press Ctrl + O.

1. Click on Open
2. Select the file from folder or drive.
3. 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

Tables

Click on Insert Tab → Click on Table option → Select required number of columns and rows → Select first row and right click on the same row → Choose Merge Cells Option → Next type the below given text → Select entire table and choose required font, font size and other formatting options

| Students Marks Sheet | | | | | | |
|-----------------------------|----------------|------------|------------|-------------|---------------|------------|
| Name | Kan/Hin | Eng | Phy | Chem | Math's | Bio |
| Ajay | 82 | 77 | 81 | 91 | 76 | 76 |
| Basav | 86 | 72 | 83 | 79 | 76 | 92 |
| Raj | 88 | 81 | 84 | 67 | 74 | 75 |

| Name | Kan/Hin | Eng | Phy | Chem | Maths | Bio |
|-------|---------|-----|-----|------|-------|-----|
| Ajay | 82 | 77 | 81 | 91 | 76 | 76 |
| Basav | 86 | 72 | 83 | 79 | 76 | 92 |
| Raj | 88 | 81 | 84 | 67 | 74 | 75 |

| Name | Kan/Hin | Eng | Phy | Chem | Math's | Bio |
|-------------|----------------|------------|------------|-------------|---------------|------------|
| Ajay | 82 | 77 | 81 | 91 | 76 | 76 |
| Basav | 86 | 72 | 83 | 79 | 76 | 92 |
| Raj | 88 | 81 | 84 | 67 | 74 | 75 |

| BIG BAZAR | BIG BAZAR | | |
|------------------|----------------------|-------------|---------------|
| | QTY | RATE | AMOUNT |
| | 2 | 5 | 10 |
| | 5 | 6 | 30 |
| | 6 | 6 | 36 |
| | | | |

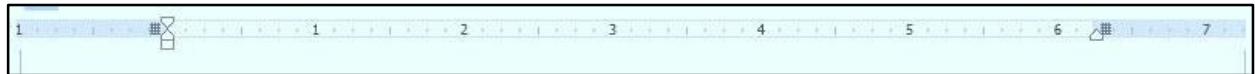
| | | |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  Updating People ISO 9001:2015 | KEONICS COMPUTER TRAINING CENTRE (A GOVT OF KARNATAKA ENTERPRISE) 50% DISCOUNT FOR SC/ST/PH Opp. Indira Glass House, IT PARK, HUBBALLI Contact No: 0836-2357675, Cell: 9731560726, 8296834510 Email: shoukatyes@gmail.com, Website: www.keonics.in |  |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

| Course Code | Course Name | Course Details | Course Duration | Fees For GM | Fees For SC/ST/PH |
|-------------|----------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------|-------------|-------------------|
| ADCA | Advance Diploma In Computer Application | Ms-Office, DTP, Tally, Kannada Nudi, Internet, Photoshop, C, C++, JAVA, ASP.NET with C#, ORACLE | 12 Months | 820 0 | 4100 |
| DCTTC | Diploma In Computer Teachers Training Course | Ms-Office, DTP, Tally, Kannada Nudi, Internet, Photoshop, C, C++, JAVA, Teaching Practice | 12 Months | 720 0 | 3600 |
| DICA | Diploma In Computer Application | Ms-Office, DTP, Tally, Kannada Nudi, Internet | 6 Months | 4500 | 2250 |
| ATWD | Advance Training In Web Designing | HTML, CSS, JAVA SCRIPT, ORACLE, ASP.NET, PHP, C, C++, JAVA | 6 Months | 4900 | 2450 |
| CHWN | Computer Hardware & Networking | Assembling, Disassembling, Troubleshooting, Networking | 6 Months | 4900 | 2450 |
| OM/DEO/CLC | Office Management/ Computer Literacy | Computer Basics, Ms-Word, Ms-Excel, Ms-Powerpoint, MsAccess Internet, | 3 Months | 2800 | 1400 |
| Tally ERP-9 | Tally ERP-9 | Basics of Accounting, Groups, Ledgers, Vouchers, Invernotory, Taxation, Payroll, VAT etc | 3 Months | 2800 | 1400 |
| DTP | Desktop Publishing | Pagemaker, Corel Draw, Kannada Nudi | 3 Months | 2800 | 1400 |
| MSO/DLC | Ms-Office / Digital Literacy Course | Ms-Word, Ms-Excel, Kannada Nudi | 1 Month | 900 | 450 |

Note: Above Course Fees is Exclusive of Service Tax

| | | |
|---------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programming Courses | Duration | Benefits: <ul style="list-style-type: none"> ❖ Experienced Faculty ❖ Easy Installments ❖ Placement Assistance ❖ Government Certificate ❖ 50% Discount for SC/ST/PH |
| C | 3 Months | |
| C++ | 3 Months | |
| Java | 3 Months | |

Applying Tab Settings

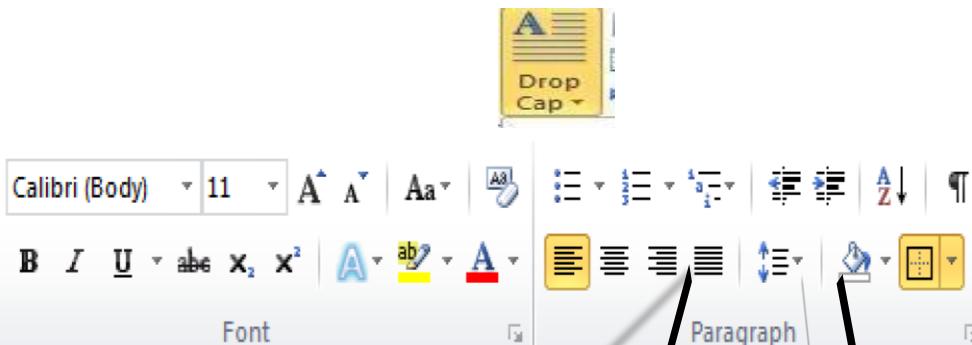


Set tab 1", 2", 4"

| Roll No | Name | Address |
|----------------|--------------|--------------------|
| 101 | Ajay Patil | Hosur, Hubli |
| 102 | Chetan Jain | Keswapur, Hubli |
| 103 | Ganesh Habib | Karwar Road, Hubli |

Preparing a simple calendar using Tab Options

| Holiday And Week off Table | | | |
|-----------------------------------|-----------------|--------------------|----------|
| Sunday's | Week Off | Every Month | 4 |
| Saturday | Off | Every Month | 2 |
| | | Total Off | 6 |



Applying paragraph, Drop Cap, Inserting picture between paragraphs:

Type the below text → Select Entire Page → Go to Home Tab → Select Font → Times New Roman → Font Size: 14 → Line spacing 1.15 → Click on Justify Icon → Click on Paragraph Option → Choose First Line Indentation from Indentation Group → Select letter A → Click

on Insert Tab → Choose Drop Cap option →

Justify

Line Spacing

Computer is an electronic device that is used for information processing. It Accepts data and instructions, stores it in its memory, process and gives results to the

User. The term computer is derived from the Latin word compute which means to calculate or computer is a computer can store any instructions in its is just like a human stored and retrieved data and instructions after the execution. information processing instructions per second result for correct input correctness of the processed data. If the input data is erroneous, the output.



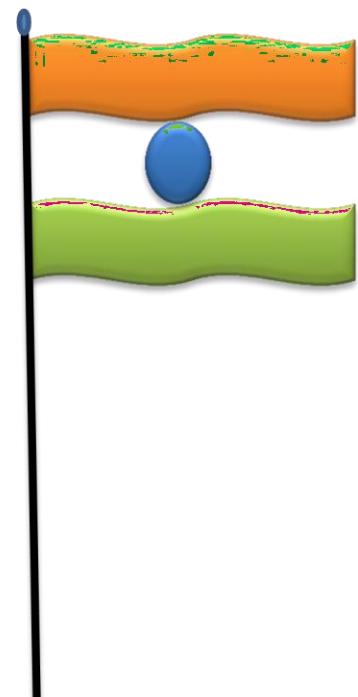
to manipulate. Therefore, the calculation machine. A amount of data and memory. The computer's memory brain where information is from. A computer receives the from the user and displays it Computer is an extremely fast device it carries out all the (MIPS). It gives accurate data. Here accuracy means the

It gives consistent results even though it runs on electrical connections and electronic circuits which are often prone to errors. Computers are used everywhere – be it scientific calculations, business processing. They are used in teaching, training, simulation, media and entertainment etc. It does not feel tired. It can also be used for a number of days or months nonstop. It will work satisfactorily without fatigue.

Shapes & Word Art & Different type of Designs.

Click on Insert tab → Click on Shapes → Select Round Rectangle → Draw rectangle as shown below → Choose Word Art → Type Text → Choose proper Word Art Style → Similarly Draw the shapes as given below and type text

KEONICS COMPUTER TRAINING CENTER



Smart Art

Click on Insert tab Choose Smart Art → Type the below content

memory, 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.

Type the below text → Select Entire Page → Go to Home Tab → Select Font → Times New Roman → Font Size: 14 → Line spacing 1.15 → Click on Paragraph Option → Choose First Line Indentation from Indentation Group → Click on Page layout Tab → Click on Columns → Choose Three columns



A Computer is an electronic device that is used for Information processing. It accepts data and instructions, stores it in its

A computer can store any amount of data and instructions in its memory. The computer's Memory is just like a human brain where information is stored and retrieved from.

It gives consistent results even though it runs on electrical connections and electronic

A computer receives the data and instructions from the user and displays it after the execution. Computer is an extremely fast Information Processing device it carries out all the instructions

circuits which will work satisfactorily without fatigue. Errors. Computers are used very where – be it scientific Nonstop. It

per second (MIPS). It gives accurate result for correct input data. Here accuracy means the correctness of the processed data. If the input data is erroneous, the output.

simulation, media and entertainment etc. It does not feel tired. It can also be used for a number of days or months

Different type of Letters

Go to Insert Tab → Symbol → More Symbol → Choose Font Style "Wingdings" → choose symbol

Date:

From,
D Suman
Bangalore.

Select Text → Home Tab → Click on Change Case → Capitalize Each Word

To,
The General Manager,
Smith & Co. Ltd.,
Calcutta.

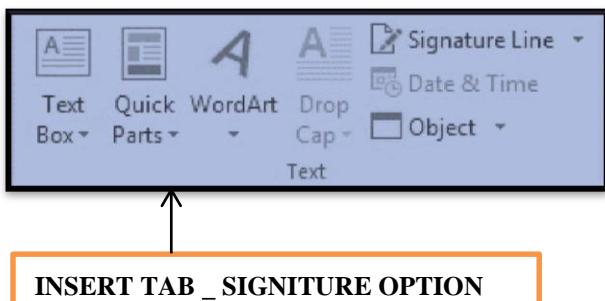
Select both the Paragraphs → Home Tab → Line Spacing → 1.15,
Next Click on Paragraph → Indentation → First Line Indent

Dear Sir,

I understand that Mr. Ronit is leaving by the end of next month. I venture to apply for the post of the senior clerk. I have been with this company for five years and three years were spent in working under Mr. Ronit and I officiated in his place when he

was away.

efficiently and to your full satisfaction.



D.Suman

10

X
ABC
MANGER

I know the work of the senior clerk intimately and feel assured that could do the



UPPERCASE

INTER OFFICE NOTE

| | |
|---------------------------------------------------------|------------------------------------------------|
| From: Assistant Manager Technical-Hubballi | To : The Manager – ITED Bangalore |
|---------------------------------------------------------|------------------------------------------------|

Date:

Respected Sir,

Sub: Proposal to hire ERP data entry operator for 3 hours of work every day.

Due to over loaded work, I am unable to enter all students details in our online ERP portal. Therefore, I would like to hire ERP data entry operator for everyday 3 hours of online data entry work. Hence, kindly approve the proposal of an amount Rs 2000/- (Rupees Two Thousand Only)
Per month to pay to the hired Data Entry Operator.

Yours faithfully,

Assistant Manager – Technical
KTC - Hubballi

RESUME

MANI RAO

Residential address
MANI R RAO
Navanagar
Tq: Hubli
Dist.: Dharwad
PIN: 580025

PERSONAL PROFILE:

| | | |
|----------------|---|----------------------------|
| Name | : | Mani M Rao |
| Father's name | : | Mr. Raj Rao |
| Birth date | : | 01-01-2000 |
| Sex | : | Male |
| Religion | : | Hindu |
| Marital status | : | Unmarried |
| Computer Skill | : | Basic with Tally |
| Known Language | : | Kannada, Hindi, English |
| Nationality | : | Indian |
| State | : | Karnataka |
| E-Mail ID | : | Manirao@gmail.com |
| Contact number | : | 80958095100 |

ACADEMIC DETAILS:

| Qualification | Name of the University/Board | Percentage | Year of Passing |
|----------------------|-----------------------------------------|-------------------|------------------------|
| SSLC | Karnataka Education Board, Bengaluru | 75% | 2008 |
| PUC | Karnataka Education Board, Bengaluru | 68% | 2010 |
| B.COM | Karnataka University, Dharwad | 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.

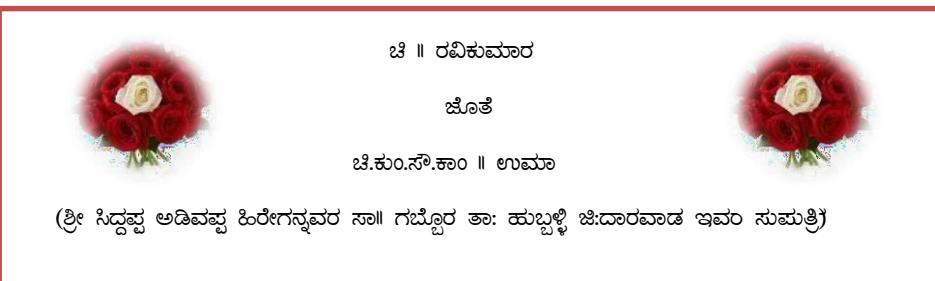
Place: Hubli

Date: 01-01-2017

(MANI R RAO)

(Signature)

ಸಂಪ್ರೇಮ ವಂದನೆಗಳು ತರುವಾಯ ಶ್ರೀ ಕುಲದೇವರ ಅನುಗ್ರಹದಿಂದ ಗುರು ಹಿರಿಯರ ಕೃಷಣಾಶಿವಾದದಿಂದ ನಮ್ಮ
ಮನೆಯಲ್ಲಿ ನಮ್ಮ ಸುಪುತ್ರನ ಲಗ್ನ ನೇಮಕ ಮಾಡಿದ ವಿವರ,
(ಕೃಷಣಾಶಿವ ಗದ್ದೆಪ್ಪ ರಾಮಪ್ಪ ತಜವಾರ ಸಾ:ನಿಚ್ಚಣಕಿ ಇವರ ಮೊಮ್ಮೆಗಳಿಗೆ)



ಇವರ ಶುಭ ವಿವಾಹವು ಇದೇ ಶ್ರೀ ಶಾಲಿವಾಹನ ಶಕ 1936 ಜಯನಾಮ ಸಂಪತ್ತರ, ವೈಸಾಹಿ
ಮಾನ ಶುದ್ಧ ರವಿವಾರ ದಿ: 25-5-2014 ರಂದು ಮದ್ಯಾಹ್ನ 12-35 ಗಂಟೆಗೆ ಸಲ್ಲುವ ಅಭಿಜಿತ್ ಲಗ್ನದ ಶುಭ
ಮುಹೂರ್ತದಲ್ಲಿ ವ ಅಕ್ಷತಾರೋಪಣವನ್ನು ನೆರವೇಸಲು ಗುರು ಹಿರಿಯರು ನಿಶ್ಚಯಿಸಿದ್ದಾರೆ. ಕಾರಣ ಈ ಮಂಗಲ ಕಾರ್ಯಕ್ರಮ
ಸಹಕರಿಯಿಂಬ ಪರಿವಾರದೊಡನೆ ಆಗಮಿಸಿ, ವಥ್ಯ-ವರರಿಗೆ ಆಶೀರ್ವದಿಸಬೇಕಾಗಿ ವಿನಂತಿ

ತಮ್ಮ ಆಗಮನಾಭಿಲಾಖಿಗಳು

ಹಿರಿಯಾಸೆ

ಶ್ರೀ ಮಲ್ಲಿಕಾಜುನ ಗದ್ದೆಪ್ಪ ತಜವಾರ

ಶ್ರೀಮತಿ ಯಲ್ಲಮ್ಮ ಗದ್ದೆಪ್ಪ ತಜವಾರ

ಶ್ರೀ ಸಾವಿತ್ರಿ ಮಲ್ಲಿಕಾಜುನ ತಜವಾರ

ವಿವಾಹ ಮುಹೂರ್ತ ವಿವಾಹ ಸ್ಥಳ

ರವಿವಾರ ದಿ: 25-05-2014 ವರನ ಸ್ವ-ಗೃಹ

ಮದ್ಯಾಹ್ನ : 12-35ಕ್ಕೆ ಸಾ:ನಿಚ್ಚಣಕಿ

ಅಕ್ಷತಾರೋಪಣ ತಾ:ಚ ಕಿತ್ತೂರ ಜಿ: ಬೆಳಗಾವಿ ತಮ್ಮ ಸುಖಾಗಮನ

ಬಯಸುವವರು



ತಜವಾರ, ಹಿರೇಗನ್ನವರ, ಕಾಲವಾಡ ಬಂದುಗಳು ಆಪ್ತ ವಿಶ್ವರು ಮತ್ತು ನಿಜ್ಞಣಕಿ, ಗಬ್ಬಾರ ಗ್ರಾಮಗಳ
ಸಮಸ್ತ ಗುರು ಹಿರಿಯರು

Excel Assignment-1

Numerical Heading

Alphabetical Heading

| | A | B |
|---|------------------------------|--------|
| 1 | Arithmetic Operations | |
| 2 | First Number | 10 |
| 3 | Second Number | 5 |
| 4 | Addition | =B2+B3 |
| 5 | Substration | =B2-B3 |
| 6 | Multiplication | =B2*B3 |
| 7 | Division | =B2/B3 |

Excel Assignment-2

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

Excel Assignment-3

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

Excel Assignment-4

| A | B | C | D |
|---------------------------|------------------------------|---|---|
| "Electricity Bill" | | | |
| 2 Meter No | B123/C23 | | |
| 3 Present Reading | 4523 | | |
| 4 Past reading | 4228 | | |
| 5 Consumed Unit | =B3-B4 | | |
| 6 Rate/Unit | 2.5 | | |
| 7 Bill | =B5*B6 | | |
| 8 | | | |
| 9 Solution: | | | |
| 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 |
|--------------------------|-------|-----------|----------|---------------------|---------|------------|--------------------|-----------|
| "Product details" | | | | | | | | |
| 2 | SI No | Products | Quantity | Rate | Amount | Disc @ 12% | Amt after Discount | CGST @ 6% |
| 3 | 1 | TV | 15 | 15000 | 225000 | 27000 | 198000 | 11880 |
| 4 | 2 | Fridge | 20 | 19000 | 380000 | 45600 | 334400 | 20064 |
| 5 | 3 | Computer | 21 | 32000 | 672000 | 80640 | 591360 | 35481.6 |
| 6 | 4 | Fan | 16 | 2500 | 40000 | 4800 | 35200 | 2112 |
| 7 | 5 | Iron | 18 | 3500 | 63000 | 7560 | 55440 | 3326.4 |
| 8 | 6 | Printer | 17 | 6800 | 115600 | 13872 | 101728 | 6103.68 |
| 9 | 7 | W Machine | 32 | 18000 | 576000 | 69120 | 506880 | 30412.8 |
| 10 | 8 | Scanner | 35 | 17000 | 595000 | 71400 | 523600 | 31416 |
| 11 | | Total | 174 | 113800 | 2666600 | 319992 | 2346608 | 140796.48 |
| 12 | | Total | | = SUM(D3:D10) | | | | |
| 13 | | maximum | | = MAX(D3:D10) | | | | |
| 14 | | Minimum | | = MIN(D3:D10) | | | | |
| 15 | | Average | | = AVERAGE(D3:D10) | | | | |
| 16 | | | | | | | | |
| 17 | | | | AMOUNT=C3*D3 | | | | |
| 18 | | | | DISS=E3*12% | | | | |
| 19 | | | | AMT after Dis=E3-F3 | | | | |
| 20 | | | | CGST @ 6%=G3*6% | | | | |
| 21 | | | | SGST @ 6%=G3*6% | | | | |

Excel Assignment-6

| A | B | C | D | E | F | G | H | | | | | |
|-----------------------------|---------------------------|------------------|--------------|------------|-----------|--------------|-----------|--|--|--|--|--|
| "Employees Pay slip" | | | | | | | | | | | | |
| 2 | Emp | Desig | Basic | HRA | DA | Gross | PF | | | | | |
| 3 | Raj | Accountant | 15000 | 2400 | 4800 | 22200 | 1800 | | | | | |
| 4 | Rahul | Manager | 19000 | 3040 | 6080 | 28120 | 2280 | | | | | |
| 5 | Priya | Receptionist | 12000 | 1920 | 3840 | 17760 | 1440 | | | | | |
| 6 | Nayana | Asst.Manager | 10000 | 1600 | 3200 | 14800 | 1200 | | | | | |
| 7 | Madhu | Office Assistant | 8000 | 1280 | 2560 | 11840 | 960 | | | | | |
| 8 | Jaya | Accountant | 15000 | 2400 | 4800 | 22200 | 1800 | | | | | |
| 9 | Lalit | Manager | 20000 | 3200 | 6400 | 29600 | 2400 | | | | | |
| 10 | HRA | | $= C3*16\%$ | | | | | | | | | |
| 11 | DA | | $= C3*32\%$ | | | | | | | | | |
| 12 | GROSS | | $= C3+D3+E3$ | | | | | | | | | |
| 13 | PF | | $= C3*12\%$ | | | | | | | | | |
| 14 | NETSAL | | $= F3-G3$ | | | | | | | | | |
| 15 | HRA=BASIC*16% | | | | | | | | | | | |
| 16 | DA=BASIC*32% | | | | | | | | | | | |
| 17 | GROSS=BASIC+HRA+DA | | | | | | | | | | | |
| 18 | PF=BASIC*12% | | | | | | | | | | | |
| 19 | NET=GROSS-PF | | | | | | | | | | | |

Excel Assignment-5

| A | B | C | D | E | F | G | H | I | J |
|-----------------------------|---------------------------|----------------|------------------------------------------------------------------------------------------------|----------------|---------|---|---|---|---|
| "Student Marks Card" | | | | | | | | | |
| 2 | Student | Subject | Marks | Remarks | | | | | |
| 3 | Akash | Physics | 85 | Outstanding | | | | | |
| 4 | Arun | Chemistry | 75 | Outstanding | | | | | |
| 5 | Deepak | Biology | 68 | Excellent | | | | | |
| 6 | Arun | Maths | 35 | Poor | | | | | |
| 7 | Akash | Chemistry | 88 | Outstanding | | | | | |
| 8 | Deepak | Physics | 55 | Good | | | | | |
| 9 | Akash | Biology | 72 | Excellent | | | | | |
| 10 | Total | | $= SUM(C3:C9)$ | | 478 | | | | |
| 11 | Maximum | | $= MAX(C3:C9)$ | | 88 | | | | |
| 12 | Minimum | | $= MIN(C3:C9)$ | | 35 | | | | |
| 13 | Average | | $= AVERAGE(C3:C9)$ | | 68.2857 | | | | |
| 14 | Count of Phy | | $= COUNTIF(B3:B9,B3)$ | | 2 | | | | |
| 15 | Count of Bio | | $= COUNTIF(B3:B9,B5)$ | | 2 | | | | |
| 16 | Count for Che | | $= COUNTIF(B3:B9,B4)$ | | 2 | | | | |
| 17 | Total Marks of Phy | | $= SUMIF(B3:B9,B3,C3:C9)$ | | 140 | | | | |
| 18 | Total marks of Che | | $= SUMIF(B3:B9,B4,C3:C9)$ | | 163 | | | | |
| 19 | Total marks of Bio | | $= SUMIF(B3:B9,B5,C3:C9)$ | | 140 | | | | |
| 20 | Count for Akash | | $= COUNTIF(A3:A9,A3)$ | | 3 | | | | |
| 21 | Count for Deepak | | $= COUNTIF(A3:A9,A5)$ | | 2 | | | | |
| 22 | Remarks | | $= IF(C3>=75, "Outstanding", IF(C3>=60, "Excellent", IF(C3>=50, "Good", IF(C3<=50, "Poor"))))$ | | | | | | |

Excel Assignment-7

| | A | B | C | D | E | F |
|----|------|--------|-------------------------------------------------|----------------------------------------------|-------------------------------------------------|-----------------------------------------|
| 1 | Year | Income | Interest Paid | Profit | Tax | Profit After Tax |
| 2 | 2001 | 75000 | | | | |
| 3 | 2002 | 50000 | | | | |
| 4 | 2003 | 45000 | | | | |
| 5 | 2004 | 65000 | To Be calculated as 15% of the Income (=B2*15%) | To be Calculated as Income-Interest (=B2-C2) | To Be calculated as 10% of the profit (=D2*10%) | To Be caculated as Profit -Tax (=D2-E2) |
| 6 | 2005 | 80000 | | | | |
| 7 | 2006 | 78000 | | | | |
| 8 | 2007 | 82000 | | | | |
| 9 | 2008 | 67000 | | | | |
| 10 | | | | 11250 | 63750 | 6375 |
| | | | | | | 57375 |

Excel Assignment 8

| | A | B | C | D | E | F | G |
|----|-------------|------|----------|-------|-----------------|----------------------------------------------------------------------------|---------|
| 1 | | | | | | | |
| 2 | Products | Code | Quantity | Price | Sales | Commission for Executives | Remarks |
| 3 | Mouse | 101 | 50 | 500 | =Product(C3:D3) | =IF(E3>=5000,"Excellent", if(F3>=1000,"Good", if(F3<=1000,"Poor")))) | |
| 4 | Keyboard | 102 | 8 | 750 | =C3*D3 | | |
| 5 | Moniter | 103 | 9 | 5000 | | | |
| 6 | CPU | 104 | 6 | 10000 | | | |
| 7 | Pendrive | 105 | 12 | 500 | | | |
| 8 | CD | 106 | 250 | 15 | | | |
| 9 | DVD | 107 | 15 | 20 | | | |
| 10 | Card Reader | 108 | 17 | 280 | | | |

Excel Assignment 9

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

Σ AutoSum ▾
Fill ▾
Clear ▾
Sort & Find & Filter ▾
Select ▾

Excel Assignment 10

| | A | B | C | D | E | F | G | H | I | J |
|---|---------|--------|----|----|----|-------------|---------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1 | | | | | | | "STUDENT RESULT DETAILS" | | | |
| 2 | Roll no | Name | M1 | M2 | M3 | Total | Percentage | Result | Grade | Remarks |
| 3 | 101 | AJAY | 85 | 35 | 65 | =sum(C3:E3) | =AVERAGE(C3:E3) | =IF(and(C3>=35, D3>=35, E3>=35), "PASS", "FAIL") | =IF(G3>=70,"A", IF(G3>=60,"B", IF(G3>=50,"C", IF(G3<50,"D")))) | =IF(G3>=70,"Distinction", IF(G3>=60,"First Class", IF(G3>=50,"Second Class", IF(G3>=35,"Just Pass", "Fail")))) |
| 4 | 102 | CHETAN | 32 | 87 | 74 | =C3+D3+E3 | =F3/3 | | | |
| 5 | 103 | DEEPAK | 78 | 47 | 89 | | | | | |
| 6 | 104 | GANESH | 69 | 65 | 56 | | | | | |
| 7 | 105 | MAHESH | 85 | 98 | 47 | | | | | |

Excel Assignment-11

| | A | B | C | D | E | F | G | H |
|----|--------|-------------|--------------|----------|------------|--------|-----------------|---|
| 1 | EMP NO | NAME OF THE | DESIGNATAION | DOJ | EXPERIENCE | | | |
| 2 | | | | | YEARS | MONTHS | TOTAL EXP | |
| 3 | 1 | Ajay | Clerk | 01-01-10 | 7 | 10 | 7years 10months | |
| 4 | 2 | Chetan | Salesman | 01-05-11 | 6 | 6 | 6years 6months | |
| 5 | 3 | Deepak | Acct | 01-12-12 | 4 | 11 | 4years 11months | |
| 6 | 4 | Ganesh | Supervisor | 01-01-13 | 4 | 10 | 4years 10months | |
| 7 | 5 | Mahesh | Manager | 01-01-15 | 2 | 10 | 2years 10months | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |

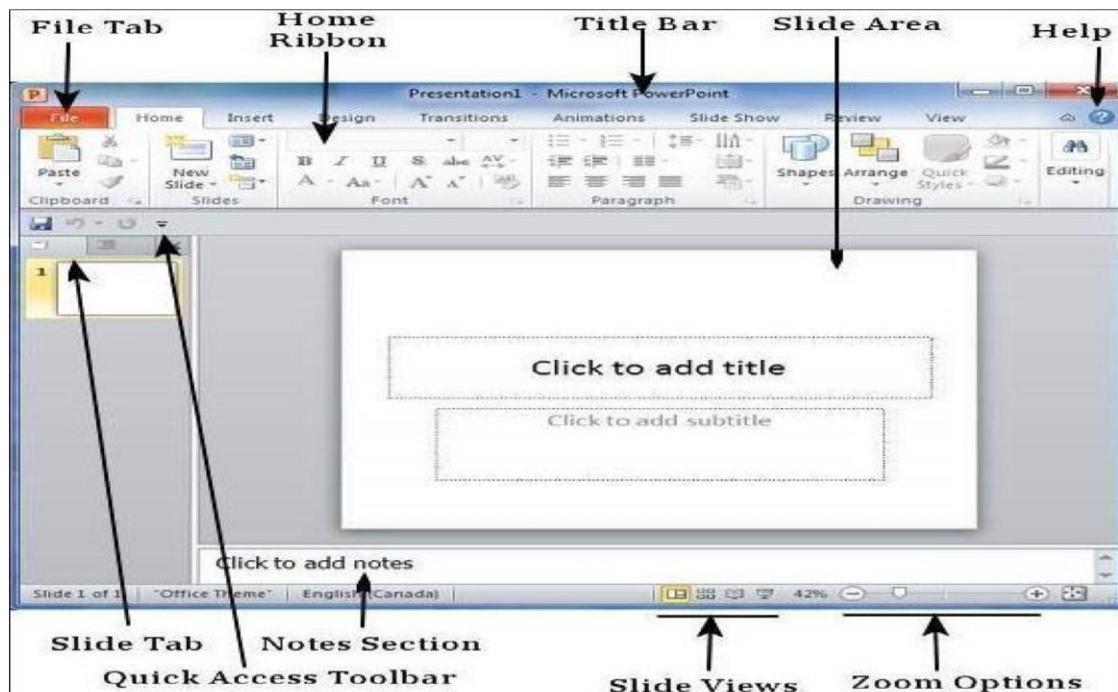
=DATEDIF(D3,NOW(),"y")
 =DATEDIF(D3,NOW(),"YM")
 =DATEDIF(D3,NOW(),"y")&"years "&DATEDIF(D3,NOW(),"ym")&"months"

PowerPoint

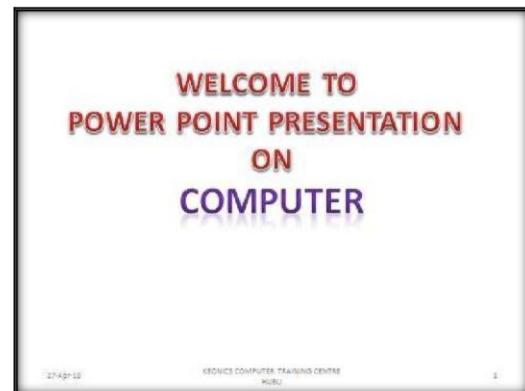
Microsoft PowerPoint is a commercial presentation application written and distributed by Microsoft for Microsoft Windows.

Windows in PowerPoint

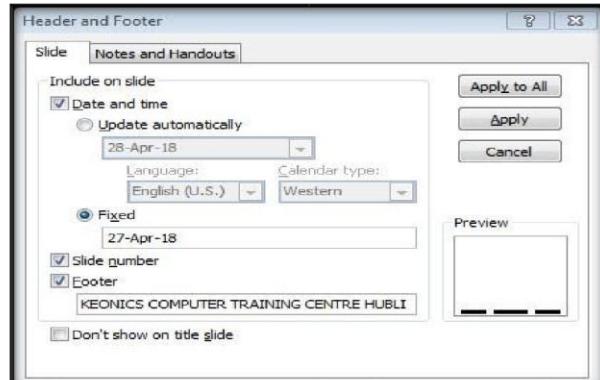
The following screenshot shows the various areas in a standard PowerPoint file. It is important to familiarize yourself with these areas as it makes learning and using PowerPoint easier.



1. **Creating a New PowerPoint**
2. **Start → all programs → ms office → Open PowerPoint.** Or double-click the PowerPoint app icon, which resembles an orange box with a white "P" on it. This will open the PowerPoint templates page.
3. Go to Home Tab → Select layout option → choose title slide.
4. Type text in text box
5. Go to design tab apply themes for all slides.



6. Go to insert tab select header & footer show below in diagram → click on Apply to all.



14. Go to Home Tab → Select layout option →

tab select videos.

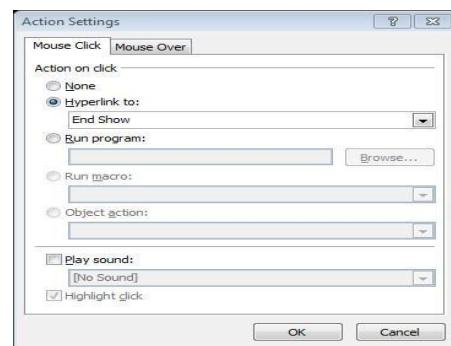
15. Video from file → choose video → ok.



16. Adding Transitions

17. **Select a slide.** In the left-hand column of the PowerPoint window, click the slide to which you want to apply a transition.

18. **Click the Transitions tab.** It's at the top of the PowerPoint window. This will open the **Transitions** toolbar near



➤ Apply an animation:

1. Select the object or text on the slide that you want to animate.
2. On the **Animations** tab of the ribbon, click **Add Animation**, and pick an animation effect.

choose Title only. Go to insert **Select the animation you would like.**

These are split into 4 categories: **entrances, exits, emphasis, and paths.**

Entrance animations will change how an object enters the page. □ Exit

animations will change how an object leaves the page. Emphasis

animations will add movement or highlights to bring attention to an object.

Paths determine a course of movement for an object on the page. **Slide Show:**

Go to slide show tab → select from beginning or from current slide option. Or

press F5 function key to view slide show Or click icon from status bar KEONICS COMPUTER CENTRE (A GOVT OF KARNATAKA ENTERPRISE), IT PARK, HUBBALLI PHNO:0836-2367675 Pg No: 38

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. |
| Shift + Del | Cut selected item. |
| Ctrl + Ins | Copy selected item |
| 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. |

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 + E | Aligns the line or selected text to the center of the screen. |
| Ctrl + F | Open find box. |

| | |
|----------------------|------------------------------------------------------------------------------------|
| 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 + Y | Redo the last action performed. |
| Ctrl + Z | Undo last action. |
| 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 + 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 + F7 | Runs a Thesaurus check on the word highlighted. |
| Shift + F12 | Save. |
| Shift + Insert | Paste. |
| Shift + Alt + D | Insert the current date. |

| | |
|-----------------|--------------------------|
| Shift + Alt + T | Insert the current time. |
|-----------------|--------------------------|

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 + A | Select all contents of the worksheet. |
| Ctrl + B | Bold highlighted selection. |
| Ctrl + I | Italic highlighted selection. |
| Ctrl + K | Insert link. |
| Ctrl + U | Underline highlighted selection. |
| Ctrl + 5 | Strikethrough highlighted selection. |
| Ctrl + P | Bring up the print dialog box to begin printing. |
| Ctrl + Z | Undo last action. |
| 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. |

ನುಡಿ

ಕನ್ನಡದಲ್ಲಿ ನುಡಿತಾಷ್ಟರಗಳು ಮತ್ತು ಸಂಯುಕ್ತಾಷ್ಟರಗಳನ್ನು ಪಡೆಯುವ
ಉದಾಹರಣೆಗಳು

| | | | | | | | |
|----|-----|-------|-----|-------|-----|-------|-----|
| ಅ | a | ಇ | Ke | ಇ | Z | ಋ | Ce |
| ಆ | A | ಇಂ | KE | ಇಂ | ZA | ಋಂ | CE |
| ಇ | i | ಇಂಗ್ | KY | ಇಂಗ್ | Zi | ಇಂಗ್ | CY |
| ಈ | I | ಇಂಂ | Ko | ಇಂಂ | ZI | ಇಂಂ | Co |
| ಉ | u | ಇಂಂಗ್ | KO | ಇಂಗ್ | Zu | ಇಂಗ್ | CO |
| ಊ | U | ಇಂಗ್ | KV | ಇಂಗ್ | ZU | ಇಂಗ್ | CV |
| ಘು | R | ಇಂಂ | KM | ಇಂಗ್ | ZR | ಇಂಗ್ | CM |
| ಖೂ | RX | ಇಂಂಗ್ | KH | ಇಂಗ್ | ZRX | ಇಂಗ್ | CH |
| ಎ | e | ಇಂ | g | ಇಂ | Ze | ಇಂ | j |
| ಏ | E | ಇಂಂ | gA | ಇಂಂ | ZE | ಇಂಂ | jA |
| ಇ | Y | ಇಂ | gi | ಇಂಗ್ | ZY | ಇಂಗ್ | ji |
| ಒ | o | ಇಂಂ | gl | ಇಂಂ | Zo | ಇಂಂ | jl |
| ಔ | O | ಇಂಗ್ | gu | ಇಂಂಗ್ | ZO | ಇಂಗ್ | ju |
| ಔ | V | ಇಂಗ್ | gU | ಇಂಗ್ | ZV | ಇಂಗ್ | jU |
| ಅಂ | aM | ಇಂಗ್ | gR | ಇಂಗ್ | ZM | ಇಂಗ್ | jR |
| ಅಃ | aH | ಇಂಗ್ | gRX | ಇಂಗ್ | ZH | ಇಂಗ್ | jRX |
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| ಕು | ku | ಇಂಂಗ್ | gO | ಇಂಗ್ | cu | ಇಂಂಗ್ | jO |
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| ಕು | kR | ಇಂಗ್ | gM | ಇಂಗ್ | cR | ಇಂಗ್ | jM |
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|--------|-----|------|-----|------|-----|------|-----|
| ಖೀ | KI | ಫೊ | Go | ಬೀ | CI | ಫೊ | zo |
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| ಖೂ | KU | ಫ್ರು | GV | ಬೂ | CU | ಫ್ರೂ | zV |
| ಖು | KR | ಫ್ರಂ | GM | ಬ್ರು | CR | ಫ್ರಂ | zM |
| ಖ್ರೂ | KRX | ಫ್ರೇ | GH | ಬ್ರೂ | CRX | ಫ್ರೇ | zH |
| ಟೀ | q | ಡೈ | wo | ತ್ರೀ | tR | ಥಾ | DA |
| ಟಾ | qA | ಡೋ | wO | ತ್ರೋ | tRX | ಥಿ | Di |
| ಟಿ | qi | ಡೋ | wV | ತೆ | te | ಥಿಂ | DI |
| ಟೀಂ | ql | ಡಂ | wM | ತೇ | tE | ಥು | Du |
| ಟು | qu | ಡಃ | wH | ತೈ | tY | ಥೂ | DU |
| ಟೂ | qU | ಡಾ | W | ತೋ | to | ಥ್ರೂ | DR |
| ಟ್ರು | qR | ಥಾ | WA | ತೋ | tO | ಥ್ರೂ | DRX |
| ಟ್ರ್ಯಾ | qRX | ಬಿ | Wi | ತ್ರೋ | tV | ಥೆ | De |
| ಟೀ | qe | ಡಿ | WI | ತಂ | tM | ಥೇ | DE |
| ಟೀಂ | qE | ಥು | Wu | ತಃ | tH | ಥೈ | DY |
| ಟ್ರೀ | qY | ಥೂ | WU | ಥ | T | ಥೋ | Do |
| ಟೊ | qo | ಥ್ರು | WR | ಥಾ | TA | ಥೋ | DO |
| ಟೊಂ | qO | ಥ್ರೂ | WRX | ಥಿ | Ti | ಥ್ರೌ | DV |
| ಟೊ | qV | ಡಾ | We | ಥಿಂ | TI | ಥಂ | DM |
| ಟಂ | qM | ಥಃ | WE | ಬು | Tu | ಥಃ | DH |
| ಟಃ | qH | ಥೈ | WY | ಥೂ | TU | ನ | n |
| ಠ | Q | ಡೋ | Wo | ಥ್ರು | TR | ನಾ | nA |
| ಠಾ | QA | ಥೋ | WO | ಥ್ರೂ | TRX | ನಿ | ni |
| ಠಿ | Qi | ಥಾ | WV | ಥೆ | Te | ನಿಂ | nI |
| ಠೀ | QI | ಥಂ | WM | ಥೇ | TE | ನು | nu |
| ಠು | Qu | ಥಃ | WH | ಥೈ | TY | ನೂ | nU |
| ಠೂ | QU | ಬಿ | N | ಥೊ | To | ನ್ಹ | nR |
| ಠ್ರು | QR | ಬಾ | NA | ಥೊಂ | TO | ನ್ಹೂ | nRX |
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| ಠೆ | Qe | ಬಿಂ | NI | ಥಂ | TM | ನೇಂ | nE |
| ಠೇ | QE | ಬಾ | Nu | ಥಃ | TH | ನೈ | nY |
| ಠೈ | QY | ಬಾ | NU | ದ | d | ನೋ | no |
| ಠೊ | Qo | ಬ್ರಾ | NR | ದಾ | dA | ನೋ | nO |
| ಠೊಂ | QO | ಬ್ರಾ | NRX | ದಿ | di | ನ್ಹಾ | nV |
| ಠೊ | QV | ಬೆ | Ne | ದೀ | dl | ನಂ | nM |
| ಠಂ | QM | ಬೆಂ | NE | ದು | du | ನಃ | nH |
| ಠಃ | QH | ಬೈ | NY | ದೂ | dU | ನ | p |
| ಡಾ | w | ಜೊ | No | ದ್ರು | dR | ತಾ | pA |
| ಡಾ | wA | ಜೋ | NO | ದ್ರೂ | dRX | ತಿ | pi |

| ಡಿ | wi | ಣ್ಣಾ | NV | ದೆ | de | ಪೀ | pl |
|--------|-----|------|-----|------|-----|------|-----|
| ಡೇ | wl | ಇಂ | NM | ದೇ | dE | ಮು | pU |
| ಡು | wu | ಇಃ | NH | ದೈ | dY | ಮೂ | pU |
| ಡೂ | wU | ತ | t | ದೊ | do | ವ್ಯಾ | pR |
| ಡ್ರು | wR | ತಾ | tA | ದೊಎ | dO | ವ್ಯಾ | pRX |
| ಡ್ರ್ಯೂ | wRX | ಫ್ರಾ | ti | ದೊ | dV | ವೆ | pe |
| ಡ್ರೆ | we | ಶೀ | tl | ದಂ | dM | ವೇ | pE |
| ಡೇ | wE | ತು | tu | ದಃ | dH | ವೈ | pY |
| ಡ್ರೈ | wY | ತೂ | tU | ಧ | D | ಮೋ | po |
| ಮೋ | pO | ಭ್ರಂ | BRX | ರಿ | ri | ಹೌ | vV |
| ವೋ | pV | ಭೇ | Be | ರಿಂ | rl | ಹಂ | vM |
| ವಂ | pM | ಭೇಂ | BE | ರು | ru | ವಃ | vH |
| ವಃ | pH | ಭ್ರು | BY | ರೂ | rU | ಶ | S |
| ಫ | P | ಭೋ | Bo | ರ್ಯಂ | rR | ಶಾ | SA |
| ಫಾ | PA | ಭೋಂ | BO | ರ್ಯಾ | rRX | ಶಿ | Si |
| ಫಿ | Pi | ಭ್ರೋ | BV | ರ್ಯಂ | re | ಶಿಂ | SI |
| ಫಿಂ | PI | ಭಂ | BM | ರೇಂ | rE | ಶು | Su |
| ಫು | Pu | ಭಃ | BH | ರ್ಯೇ | rY | ಶೂ | SU |
| ಫೂ | PU | ಮು | m | ರೊ | ro | ಶ್ರು | SR |
| ಫ್ರು | PR | ಮೂ | mA | ರೊಂ | rO | ಶ್ರಂ | SRX |
| ಫ್ರ್ಯಾ | PRX | ಮೀ | mi | ರ್ಯಂ | rV | ಶೇ | Se |
| ಫೇ | Pe | ಮೀಂ | ml | ರಂ | rM | ಶೇಂ | SE |
| ಫೇ | PE | ಮು | mu | ರಃ | rH | ಶ್ರೇ | SY |
| ಫೈ | PY | ಮೂ | mU | ಲ | I | ಶೊ | So |
| ಫೋ | Po | ಮ್ಯಂ | mR | ಲಾ | IA | ಶೋ | SO |
| ಫೋಂ | PO | ಮ್ಯಾ | mRX | ಲಿ | li | ಶೊ | SV |
| ಫೋ | PV | ಮೀ | me | ಲೀಂ | II | ಶಂ | SM |
| ಫಂ | PM | ಮೀಂ | mE | ಲು | lu | ಶಃ | SH |
| ಫಃ | PH | ಮ್ಯು | mY | ಲೂ | lU | ಷ | x |
| ಬ | b | ಮೋ | mo | ಲ್ರ | IR | ಷಂ | xA |
| ಬಾ | bA | ಮೋಂ | mO | ಲ್ರಂ | IRX | ಷಿ | xi |
| ಬಿ | bi | ಮೊ | mV | ಲ್ರೆ | le | ಷಿಂ | xl |
| ಬಿಂ | bl | ಮುಂ | MM | ಲ್ರೇ | lE | ಷು | xu |
| ಬು | bu | ಮಃ | mH | ಲ್ರೈ | lY | ಷೂ | xU |
| ಬೂ | bU | ಯ | y | ಲೊ | lo | ವ್ಯಾ | xR |
| ಬ್ರು | bR | ಯಾ | yA | ಲೊಂ | IO | ವ್ಯಾ | xRX |
| ಬ್ರಂ | bRX | ಯಿ | yi | ಲೊ | IV | ವೆ | xe |
| ಬೇ | be | ಯಿಂ | yl | ಲಂ | IM | ವೈ | xE |
| ಬೇಂ | bE | ಯು | yu | ಲಃ | IH | ವೈ | xy |
| ಬ್ರೈ | bY | ಯೂ | yU | ವ | v | ವೊ | xo |

| | | | | | | | |
|------|-----|----|-------|--------------|--------|----------------|--------|
| ಬೊ | bo | ಯು | yR | ವಾ | vA | ಷೋ | xO |
| ಬೋ | bO | ಯೂ | yRX | ವಿ | vi | ಷೌ | xV |
| ಬೊ | bV | ಯೆ | ye | ವೀ | vl | ಷಂ | xM |
| ಬಂ | bM | ಯೇ | yE | ವು | vu | ಷಃ | xH |
| ಬಃ | bH | ಯೈ | yY | ವೂ | vU | ನ | s |
| ಭ | B | ಯೋ | yo | ವ್ಯಾ | vR | ನಾ | sA |
| ಭಾ | BA | ಯೋ | yO | ವ್ಯಾ | vRX | ಸಿ | si |
| ಭಿ | Bi | ಯೋ | yV | ವೆ | ve | ಸಿ | sl |
| ಬಿ | BI | ಯಂ | yM | ವೇ | vE | ಸು | su |
| ಭು | Bu | ಯಃ | yH | ವೈ | vY | ಸೂ | sU |
| ಭೂ | BU | ರ್ | r | ವ್ಯೋ | vo | ಸ್ಲ | sR |
| ಭು | BR | ರಾ | rA | ವ್ಯೋ | vO | ಸ್ಲಾ | sRX |
| ಸೆ | se | ಳೇ | LE | ಅಂ | LXM | ಸ್ಪ್ಲೋ | sfpR |
| ಸೇ | sE | ಳೈ | LY | ಇಂ | LXH | ಟ್ರೈ | xfkfri |
| ಸೇ | sY | ಳೋ | Lo | ಸಂಯುಕ್ತರ್ಹಗಳ | | ಟ್ರೆ | kftfy |
| ಸೋ | so | ಳೋ | LO | ಉದಾಹರಣೆಗಳು | | ಟ್ರೆ | xfqfy |
| ಸೋ | sO | ಳೋ | LV | ಕ್ರ | kfk | ಟ್ರೆ | kftfr |
| ಸೋ | sV | ಳಂ | LM | ಬಿ | KfK | ಪ್ಲೋ | pfrO |
| ಸಂ | sM | ಳಃ | LH | ನ್ | gfg | ತ್ಲೋ | tfrfyO |
| ಸಃ | sH | ಣ | rX | ಪ್ರ್ | Gfg | ತ್ರ್ಯಂ | tfrfyM |
| ಹ | h | ಅಂ | rXA | ಜ್ | ZfZ | ವಿಶೇಷ ಅಕ್ಷರಗಳು | |
| ಹಾ | hA | ಣ್ | rXi | ಜ್ಜ್ | jfz | ಜ್ | jX |
| ಹಿ | hi | ಣೇ | rXI | ಡ್ವ | wfv | ಫ್ | PX |
| ಹಿ | hl | ಅಂ | rXu | ಬಾಂ | bfyA | ಭಿ | KX |
| ಹು | hu | ಉಂ | rXU | ಬ್ರ | Bfr | ಅವರ್ತಕ ಚಿಹ್ನೆ | |
| ಹೂ | hU | ಉಂ | rXR | ಮ್ಯಂ | mfy | . | aX |
| ಹ್ಯಾ | hR | ಉಂ | rRXRX | ಮಿಂ | mfyi | | |
| ಹ್ಯಾ | hRX | ಅಂ | rXe | ಪ್ರೈ | xfqfri | | |
| ಹೆ | he | ಉಂ | rXE | ಎಂ | NfNu | | |
| ಹೆ | hE | ಅಂ | rXY | ದ್ರ್ಂ | dfDU | | |
| ಹ್ಯೆ | hY | ಅಂ | rXo | ದೆ | dfve | | |
| ಹೋ | ho | ಅಂ | r XO | ಸ್ಪೇ | sfqE | | |
| ಹೋ | hO | ಅಂ | r XV | ಪ್ರೇ | dfvY | | |
| ಹೋ | hV | ಅಂ | r XM | ತ್ಲೋ | tfyo | | |
| ಹಂ | hM | ಅಂ | r XH | ಷೋ | xfNO | | |
| ಹಃ | hH | ಅಂ | LX | ಸ್ಲಾ | sfkV | | |
| ಳ | L | ಅಂ | LXA | ಪ್ರಂ | SfvM | | |
| ಳಾ | LA | ಅಂ | LXR | ಸ್ಪಂ | sfvH | | |
| ಳಿ | Li | ಅಂ | LXRX | ತ್ಸ್ | tsfF | | |
| ಳೀ | LI | ಅಂ | LXe | ತ್ತಾ | xfqfr | | |

| | | | | | | | |
|----|-----|----|-----|------|--------|--|--|
| ಇ | Lu | ಇೇ | LXE | ತೋ | tfsfyO | | |
| ಇಂ | LU | ಇೇ | LXY | ನ್ನ | nN | | |
| ಇಂ | LR | ಇೇ | LXo | ವೆ ಅ | kfxfmY | | |
| ಇಂ | LRX | ಇೇ | LXO | ವೆ | xfqfrY | | |
| ಎ | Le | ಇೇ | LXV | ನ್ನ | sfpR | | |

| ಕನ್ನಡದ ಸಾಮಾನ್ಯ ಬರವಣಿಗೆಯಂತೆ ರ ಅಷ್ಟರ್ದಿಂದ ಮೊದಲಾಗುವ ಗುಣಿತಾಕ್ಷರಗಳು | | | | ಅಕಾಂಪ್ಲೋತ್ತು ಚಿಹ್ನೆಯನ್ನು ಬಳಸಿಕೊಂಡಿರುವಂತೆ ರ ಅಷ್ಟರ್ದಿಂದ ಮೊದಲಾಗುವ ಗುಣಿತಾಕ್ಷರಗಳು | | | |
|----------------------------------------------------------------------|-----|------------|---------|---------------------------------------------------------------------------------|----|-----------------|--------|
| ರ ಅಕ್ಷರಕ್ಕೆ ಇತರ ವ್ಯಂಜನಗಳು ಒತ್ತುಗಳು | | ಉದಾಹರಣೆಗಳು | | ಇತರ ವ್ಯಂಜನಗಳಿಗೆ ಅಕಾಂಪ್ಲೋತ್ತಿನ ಚಿಹ್ನೆಯ ಬಳಕೆ | | ಉದಾಹರಣೆಗಳು | |
| ರ್ತ | rfk | ಅರ್ತ | arfk | ರ್ಫ | kF | ಅರ್ಫ | akF |
| ರ್ಖ | rfK | ಮೂರ್ಖ | mUrfK | ರ್ಬಿ | KF | ಮೂರ್ಬಿ | mUKF |
| ರ್ಧ | rgf | ಮಾರ್ಧ | mArfg | ರ್ಬ್ರ | gF | ಮಾರ್ಬ್ರ | mAgF |
| ರ್ಘ | rfG | ಭರ್ಘ | BrfG | ರ್ಬ್ರ್ಫ | GF | ಭರ್ಬ್ರ್ಫ | BGF |
| ರ್ಜ | rfZ | | | ರ್ಬ್ರ್ಜ | ZF | | |
| ರ್ಚ | rfc | ಅರ್ಚನೆ | arfcone | ರ್ಬ್ರ್ರ್ಚ | cF | ಅರ್ಬ್ರ್ರ್ಚನೆ | acFne |
| ರ್ಛ | rfC | ಮೂರ್ಛೆ | mUrCe | ರ್ಬ್ರ್ರ್ಛೆ | CF | ಮೂರ್ಬ್ರ್ರ್ಛೆ | mUCeF |
| ರ್ಜ | rfj | ಮಾರ್ಜ | mArfj | ರ್ಬ್ರ್ರ್ಜೆ | jF | ಮಾರ್ಬ್ರ್ರ್ಜೆ | mAjF |
| ರ್ಝ | rfJ | | | ರ್ಬ್ರ್ರ್ಝೆ | JF | | |
| ರ್ಜ್ಞ | rfz | | | ರ್ಬ್ರ್ರ್ಜ್ಞೆ | zF | | |
| ರ್ಜಃ | rfq | ಚಾರ್ಜಃ | cArfqf | ರ್ಬ್ರ್ರ್ಜಃೆ | qF | ಚಾರ್ಬ್ರ್ರ್ರ್ಜಃೆ | cAqfF |
| ರ್ಜಂ | rfQ | | | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | QF | | |
| ರ್ಜಂ | rfw | ಬರ್ಜಂ | brfdyu | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | wF | ಬರ್ಬ್ರ್ರ್ರ್ಜಂೆ | bwuF |
| ರ್ಜಂ | rfW | | | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | WF | | |
| ರ್ಜಂ | rfN | ಕರ್ಜಂ | krfN | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | NF | ಕರ್ಬ್ರ್ರ್ರ್ಜಂೆ | kNF |
| ರ್ಜಂ | rft | ಕರ್ಜಾರ್ತ | krftAr | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | tF | ಕರ್ತಾರ | ktAFr |
| ರ್ಜಂ | rfT | ಅರ್ಥ | arfT | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | TF | ಅರ್ಬ್ರ್ರ್ರ್ಜಂೆ | aTF |
| ರ್ಜಂ | rfd | ಜರ್ಜಂ | jrfdA | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | dF | ಜರ್ಬ್ರ್ರ್ರ್ಜಂೆ | jdAF |
| ರ್ಜಂ | rfD | ಅರ್ಥ | arfD | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | DF | ಅರ್ಬ್ರ್ರ್ರ್ಜಂೆ | aDF |
| ರ್ಜಂ | rfn | ಕರ್ಜಾಟೆಕ | krfnAqk | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | nF | ಕರ್ಬ್ರ್ರ್ರ್ಜಂೆ | knAFqk |
| ರ್ಜಂ | rfp | ಅರ್ಪಣೆ | arfpNe | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | pF | ಅರ್ಬ್ರ್ರ್ರ್ಜಂೆ | apFNe |
| ರ್ಜಂ | rfP | ಅರ್ಥ | arfP | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | PF | ಅರ್ಬ್ರ್ರ್ರ್ಜಂೆ | aGF |
| ರ್ಜಂ | rfb | ಜರ್ಜಂ | jrfbu | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | bF | ಜರ್ಬ್ರ್ರ್ರ್ಜಂೆ | jbuF |
| ರ್ಜಂ | rfB | | | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | BF | | |
| ರ್ಜಂ | rfm | ಕರ್ಜಂ | krfm | ರ್ಬ್ರ್ರ್ರ್ಜಂೆ | mF | ಕರ್ಬ್ರ್ರ್ರ್ಜಂೆ | kmF |

| ರ್ಯ | rfy | ಆರ್ಯ | Arfy | ಯ್ರ | yF | ಆಯ್ರ | AyF |
|-----|-----|--------|--------|-----|----|-------|------|
| ರ್ತ | rfr | ಸರ್ತನೆ | srfrne | ರ್ಣ | rF | | |
| ರ್ಳ | rfl | ಪೇರ್ಲ | pErfl | ಲ್ರ | lF | ಪೇಲ್ರ | pElf |
| ರ್ವ | rvf | ಗ್ರ್ವ | grfv | ವ್ರ | vF | ನವ್ರ | gvF |
| ರ್ಶ | rfS | ವರ್ಶ | vrfS | ಶ್ರ | SF | ವಯ್ರ | vyF |
| ರ್ಷ | rfx | ಹರ್ಷ | hrfx | ಷ್ರ | xF | ಹವ್ರ | hxF |
| ರ್ಸ | rfs | ಪರ್ಸ | prfsu | ಸ್ರ | sF | ಪನ್ರ | psuF |
| ರ್ಹ | rfh | ಅರ್ಹ | arfh | ಹ್ರ | hF | ಅಹ್ರ | ahF |
| ರ್ಳ | rfL | | | ಳ್ರ | LF | | |

ಮೇಲ್ಕೊಂಡ ಎರಡು ರೂಪಗಳೂ ಕನ್ನಡದಲ್ಲಿ ಬಳಕೆಯಲ್ಲಿವೆ.

| ಮುತ್ತಪ್ಪ ಉದಾಹರಣೆಗಳು | | ಅಕಾಂತೋತ್ತಿನ್ನೊಡನೆ ಮುತ್ತಪ್ಪ ಉದಾಹರಣೆಗಳು | |
|---------------------|-------------|---------------------------------------|------------|
| ಅರ್ಚನೆ | arfcne | ಅರ್ಜನೆ | acFne |
| ಮೂರ್ಖೆ | mUrfCe | ಮೂರ್ಖೀ | mUCeF |
| ಭರ್ಜಿ | Brfji | ಭರ್ಜೀ | BjiF |
| ಪಾರ್ಷಿ | pArfqi | ಪಾರ್ಟೀ | pAqiF |
| ಬರ್ಧು | brfwu | ಬರ್ಡು | bwuF |
| ಸರ್ಪ | srfp | ಸರ್ಪ | spF |
| ಕರ್ನನೆ | krfrne | | |
| ಸರ್ಪ | srfv | ಸರ್ಪ | svF |
| ನಿರ್ದೇಶ | nirfdES | ನಿಡೆಂಶ | nidEFS |
| ಅರ್ಕ | arfk | ಅರ್ಕ | akF |
| ದುರ್ಗೇಶರಿ | durfgESfvri | ದುರ್ಗೇಶರಿ | dugEFSfvri |
| ಹರ್ಮೋದಗರ | hrfxOdfgAr | ಹರ್ಮೋದಗರ | hxOFdfgAr |

MS OFFICE ONLINE EXAM MULTIPLE CHOICE QUESTIONS AND ANSWERS

1. Vga stands for_____?
 - a. Video graphic adopter
 - b. **Video graphic array**
 - c. Visual graphic array
 - d. None of the above
2. Portrait and landscape are_____?
 - a. **Page orientation**
 - b. Paper size
 - c. Page layout
 - d. All of the above
3. Microsoft word is an example of _____?
 - a. Processing device
 - b. **Application software**
 - c. An input device
 - d. System software
4. What does ext. indicator on status bar of MS word indicate?
 - a. It indicates whether the external text is pasted on document or not
 - b. It indicates whether extended add-ons are installed on MS word or not
 - c. **It indicates whether extended selection mode is turned on or off**
 - d. None of these
5. To view headers and footers, you must switch to _____ in MS-word?
 - a. Normal view
 - b. Print layout view
 - c. Print preview mode
 - d. **Both b and c**
6. TFT stands for_____?
 - a. Thin film transformer
 - b. Thin film translator
 - c. **Thin film transistor**
 - d. All the above
7. In MS word _____ shortcut key is used for paste option?
 - a. Ctrl + p

- b. Ctrl + c
 - c. **Ctrl + v**
 - d. None of the above
8. To select a block of text, click at the beginning of the selection, scroll to the 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).?
- a. Ctrl
 - b. Alt
 - c. **Shift**
 - d. tab
9. Cu stands for_____?
- a. input
 - b. output
 - c. **processing unit**
 - d. information
10. Gutter margin in word is usually referred for_____?
- a. **Binding margin**
 - b. left margin
 - c. Top margin
 - d. Both b and c
11. A _____ is a collection of predefined design elements and color schemes.
- a. feature
 - b. hyperlink
 - c. palette
 - d. **theme**
12. Which feature helps you to inserts the contents of the clipboard as text without any formatting in MS-word?
- a. **paste special**
 - b. format painter
 - c. page setup
 - d. styles
13. What are inserted cross-reference in word?
- a. placeholders
 - b. bookmarks
 - c. objects
 - d. **Word fields**
14. 1 kb= _____?
- a. 1024 MB
 - b. 1024 GB
 - c. 1024 KB

d. **1024 Bytes**

15. “Ctrl+f” is _____ in MS-word?
- open find and replace dialog box with activating find tab**
 - open page setup dialog box with activating layout tab
 - open font dialog box with activating font tab
 - open file save as dialog box
16. A kilobyte also referred to as kb, is equal to: _____?
- 1024 bits
 - 1024 bytes**
 - 2024 bytes
 - 512 bytes
17. Which of these toolbars allows changing of fonts and their sizes in ms-word?
- standard
 - formatting**
 - print preview
 - none of these
18. envelopes and labels comes under _____ menu
- mailings**
 - view
 - format
 - tools
19. Which of the following is internal memory?
- disks
 - pen drives
 - ram**
 - cd's
20. In MS word shortcut keys for select all_____?
- Formula palette
 - status bar
 - formula bar
 - none of these**
21. _____ Steps used to merge the cells in excel.
- file – merge cells
 - edit – merge**
 - select the right click merge cells
 - select the table right click merge cells
22. Symbol appears to find auto sum in excel_____?
- sigma symbol**
 - plus symbol
 - add symbol

- d. floppy symbol
- 23. A function inside another function is called_____?
 - a. **nested function**
 - b. round function
 - c. sum function
 - d. text function
- 24. The auto fill feature _____ in excel?
 - a. extends a sequential series of data
 - b. **automatically adds a range of cell values**
 - c. applies a border around selected cells
 - d. none of the above
- 25. Which the correct sequence to remove the spread sheet?
 - a. file – save as – save as type – worksheet
 - b. **right click on spreadsheet tab – select delete**
 - c. right click on spreadsheet tab – insert entire column
 - d. none of the above
- 26. To calculate the addition function is _____?
 - a. =sum
 - b. =add
 - c. =+
 - d. =(total)
- 27. Where can you set the shading color for a range of cells in excel?
 - a. choose required color from patterns tab of format
 - b. choose required color on fill color tool in format
 - c. choose required color on fill color tool in drawing
 - d. **all of the above**
- 28. MS-excel can be used to automate_____?
 - a. financial statements, business forecasting
 - b. transaction registers, inventory control
 - c. accounts
 - d. **any of the above**
- 29. Short cut key to data menu is _____?
 - a. shift + d
 - b. **Alt + d**
 - c. Ctrl + d
 - d. Alt + shift + d
- 30. If function button present in_____ wizard in excel.
 - a. format painter
 - b. **function**
 - c. auto sum

- d. none of the above
- 31. You can set page border in excel form _____?
 - a. from border tab in format cells dialog box
 - b. from border tool in formatting tool bar
 - c. from line style tool in drawing toolbar
 - d. **You cannot set page border in excel**
- 32. Extension of MS excel file is _____?
 - a. .docx
 - b. **.xls**
 - c. .avi
 - d. .bmp
- 33. Border option can be applied for only table in excel?
 - a. **true**
 - b. false
 - c. both A & B
 - d. None of the above
- 34. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
 - a. **Formula**
 - b. Field
 - c. Data
 - d. Query
- 35. Formatting a cell in currency you can specify _____ in excel
 - a. Decimal places
 - b. Currency symbol
 - c. **Both of above**
 - d. None of the above
- 36. If you want to type the text in a1 to g1 range cells, option used is _____?
 - a. **Merge cells**
 - b. More cells
 - c. Insert cells
 - d. All cells
- 37. Which of the following is not true regarding conditional formatting in excel?
 - a. you can add more than one condition to check
 - b. **you can set condition to look for bold and apply it**
 - c. you can apply font, border and pattern formats
 - d. you can delete any condition from conditional format
- 38. Cell is a intersection of _____?
 - a. 2 rows

- b. 2 Columns
 - c. **Row & Column**
 - d. None of the above
39. In excel, a1 refers for_____?
- a. **Cell address**
 - b. Cell add
 - c. Cell line
 - d. Cell border
40. There are _____ columns in excel
- a. 65536
 - b. **16384**
 - c. 286
 - d. 1200
41. What is a slide – title master pair?
- a. The title area and text area of a specific slide
 - b. A slide master and title master merged into a single slide
 - c. **A slide master and title master for a specific design template**
 - d. All of the above
42. Which of the following section does not exist in a slide layout?
- a. Titles
 - b. Lists
 - c. Charts
 - d. **Animations**
43. To select one hyperlink after another during a slide presentation, what do you press? a. **Tab**
- b. Ctrl + K
 - c. Ctrl + H
 - d. All of the above
44. _____ is the PowerPoint exe file
- a. **Powerpnt**
 - b. PowerPoint
 - c. Power point
 - d. MS- PowerPoint
45. Which of the following should you use if you want all the slides in the presentation to have the same ‘look’?
- a. The slide layout option
 - b. Add a slide option
 - c. Outline view
 - d. **A presentation design template**
46. Presentations can contain bulleted and numbered items are_____?

- a. **Home**
 - b. Insert
 - c. Format
 - d. Help
47. _____ controls all the main slide control tasks for your presentation.
- a. **Task Pane**
 - b. Task bar
 - c. Control panel
 - d. None of the above
48. What term describes a background that appears as a grainy, non-smooth surface? **a. Gradient**
- b. Pattern
 - c. Solid
 - d. Texture
49. To preview a motion path effect using the custom animation task pane, you should _____?
- a. **Click The Play Button**
 - b. Click the show effect button
 - c. Double click the motion path
 - d. All of the above
50. What PowerPoint feature will you use to apply motion effects to different objects to different objects of a slide?
- a. Slide transition
 - b. Slide design
 - c. Animation objects
 - d. **Animation Scheme.**