

1. Create an organizational chart in ms office which contains

5. Departments, Managers, Assistant managers and employees.

Aim :

the open a new word is document 5 Departments, managers. assistant managers and employees.

procedure:

open a new document word and switch to the Insert tab. All objects that you can into word document including images and shapes, are located on the insert tab.

to click the 'insert' tab

to move the over the grid until you highlight the number of columns and grow we want for larger table, or to customize a table.

to Select Insert > table > Insert table

Already have go it separate tabs, Select, Insert > table and then Select text to table.

To draw your own table, select Insert > table > Draw table.

to Select the table button in the Tables Group

To change the Insert columns to the left, Insert columns to the right Insert rows above, Insert rows below and Insert cells.

Select one of the style from gallery

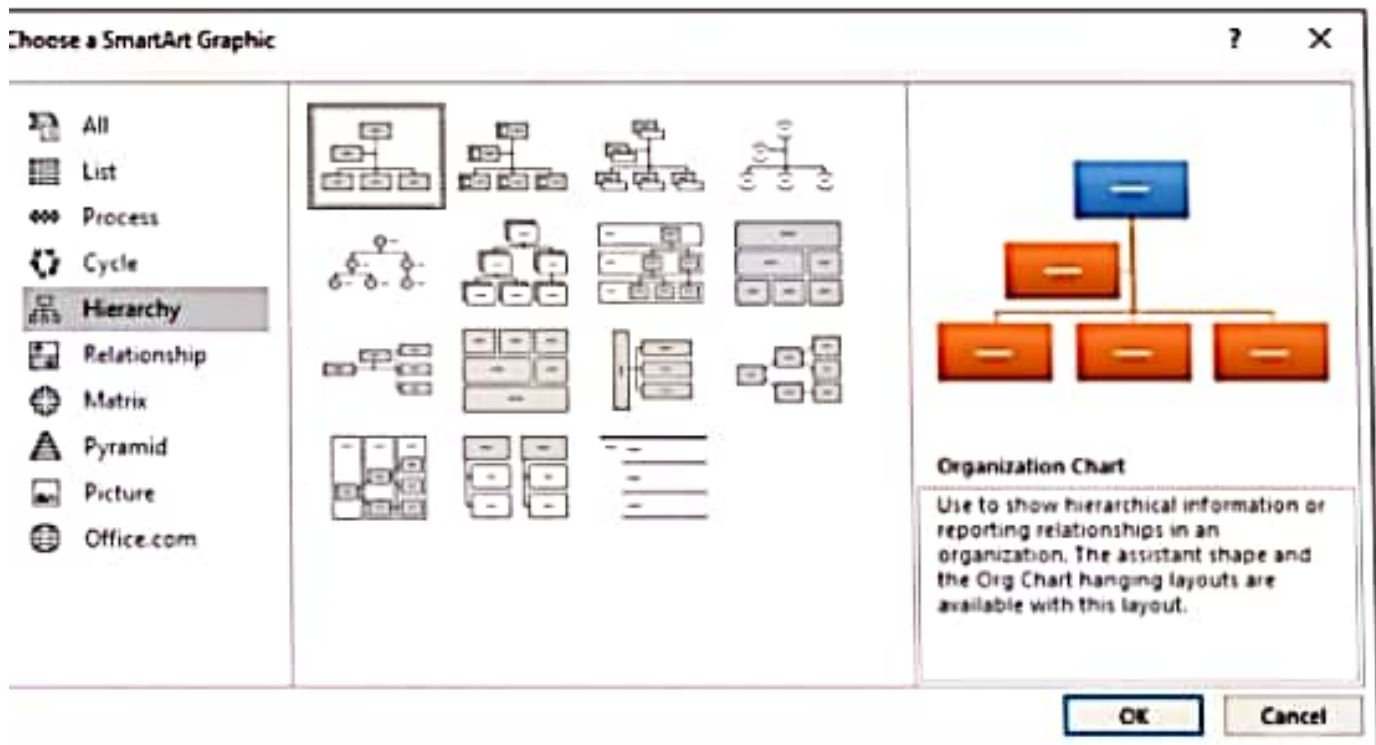
finally to table for 5 departments  
managers, Assistant managers and employees.

Result:

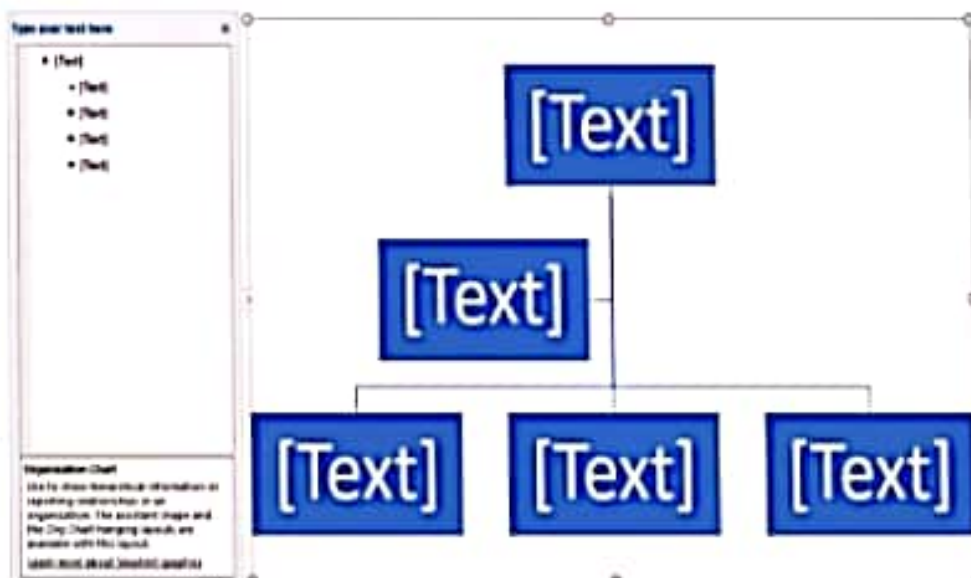
Thus the required operation in the word document have been made and the output has been obtained.

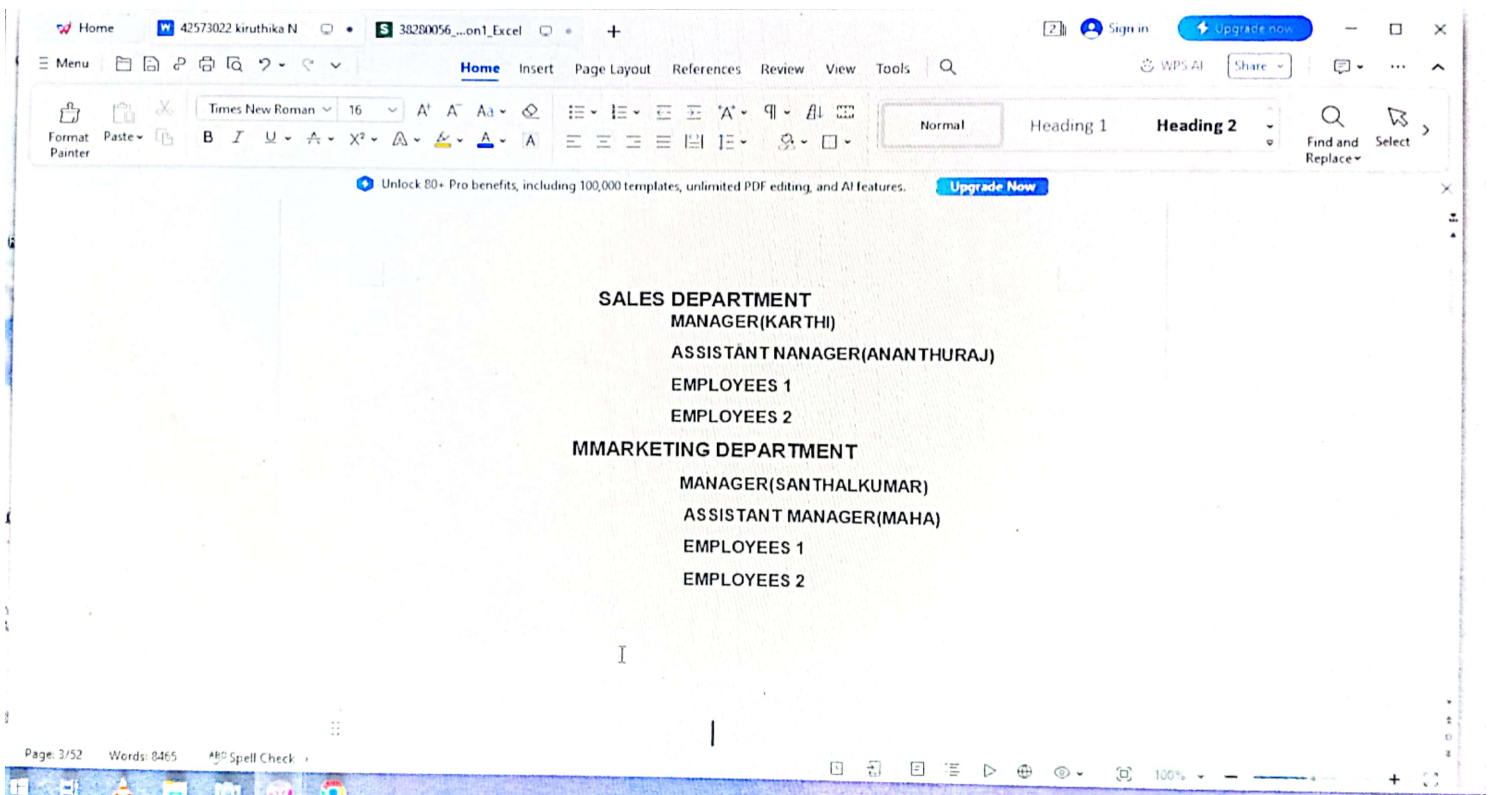


## SMARTART



## HIERARCHY





2)

AIM:

To create basic charts in Excel.

Procedure:

Step 1: To create an employee database in Excel, you first need to collect and collate the information you be tracking. Some of the most common employee information ~~per~~ name, ID, qualification, designation (Dept), years of experience.

Step 2:

open Excel and click on the New Blank Workbook, box. This opens a new blank spreadsheet. Start by creating title for your employee database. We'll go with employee Database. To clicking file and then save as. In the top left you'll now see your file has a name.



Step 3:

The columns you add will depend on the information want to track for each employee. You do that by right clicking at the top of the column to the right of where you want to add a new column, then click Insert column.

Step 4:

the simple select the data for this create an insert column chart in a new tab. which can be customized to meet your needs

Step 5: or instead of pressing F11 go to the Insert tab and select the type of chart you would like to create.

use formulas to create the summary data use the Ctrl button on the keyboard to select non-adjacent data.

to remember to select titles so that Excel can appropriately title the chart.

Result:

thus, the various are created and verified successfully.

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F8 fx

	A	B	C	D	E	F
1	name	employees id	qualificatio	desigation	dept	years of experience
2	moni	CL983456	UG	CEO	HR	11 Y
3	logapriya	CL733886	UG	MANAGER	HR	9 Y
4	ganthimathi	CL733887	PG	WEP DEVELOPER	HR&IT	7 Y
5	tamilselvi	CL733888	UG	DATA ANALYST	HR REQUIREMENT	13 Y

Sheet1

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