

# WEEK #1

## OBJECTIVES

- To help the students in learning *the practical use of MS-Word, MS-Excel.*

## OUTCOMES

After completing this, the students would be able to:

- Use MS-Word, MS-Excel in real life applications.

## PROBLEMS

1# Open a new document and typing the given letter with the resume.

**1# Open a new document and type the following letter.**

From  
VENKATESH.P  
Sri Ranga Apartments,  
No:120, II Avenue,  
T. Nagar. Chennai-17

To  
<<Name>>  
<<Address>>  
Respected <<Name>>  
With the current slowdown in hiring within the high- tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market.  
I worked on the team that pioneered the technology that put the Palm Pilot on the map.  
In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.  
Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you!  
Venkatesh.

**Enclosure: Resume (the format given below):**

i) Save the document as "Letter.doc."  
ii) Send the document to 3 recipients using Mail merge. (Use 3 different addresses)  
iii) Define a Macro 'Decorate' which makes the text bold, Red in color and italic, font size Assign a shortcut key Alt + Z to this macro.  
iv) Close the document.  
v) The Sample Addresses are:  
i) Mr. Amit Tandon  
13, New Estate,  
Ring Road, Chandigarh  
ii) Mr. Rohit Saluja  
15, Karol Bagh, New Delhi

**iii) Ms. Jyoti Parmar**  
Sector 16, New Building, Gurugram

**Format of Resume**

Name: Suhel Khan  
Father's Name: Ayyoob Khan  
Date of Birth: 08/08/2001  
Age:  
Address:  
**Educational Qualification:**

Sr.	Qualification	Board/University	Percentage
1	BSc	AMU	80%
2	12 <sup>th</sup>	UP BOARD	79%
3	10 <sup>th</sup>	UPBOARD	90.1%

Work Experience: 1 years  
Technical Skills: C/C++, JAVA, LAMP Stack  
Personal Skills: Initiative, Leadership qualities  
Hobbies: Creating videos and Playing cricket  
Dated 1<sup>st</sup> of August 2023.

Suhel Khan  
Signature

**2# Create a table in word as shown below:**

Roll No	Name	Marks in Physics	Marks in Chemistry	Total marks
1	Sachshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
6	Gemma	80	80	160
Grand Total of Marks				770

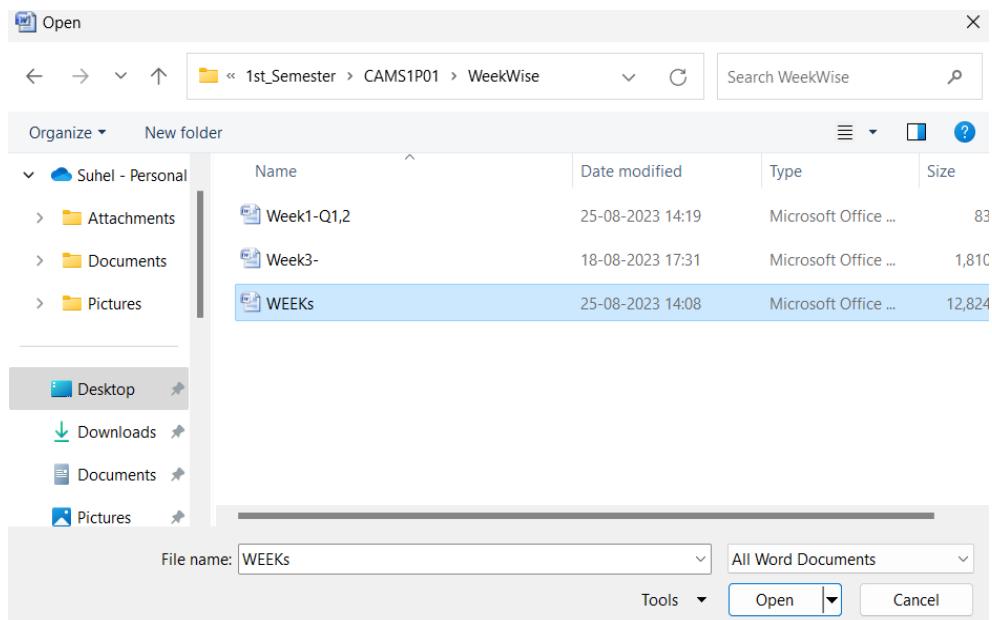
**Do the following:**

- In the total 'marks' column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry.
- Insert a new row at the end of the table and also find grand total using formula.
- Sort the table based on total marks.
- The date and heading should be center aligned.
- Heading should be in bold and underlined.

- i. Save the document as "Letter.doc."

**Steps:**

- i. Press **ctrl+s**.
- ii. Type the file name as “Letter”
- iii. Click on “Save” Option.



- ii. Send the document to 3 recipients using Mail merge. (Use 3 different addresses)

**Steps for Mail Merge:**

- Go the mailingstab and click on the **Start Mail Merge** dropdown button. From there, select **Step by Step Mail Merge Wizard**.
- The mail merge wizard appears on the right side of the screen. Since we're working on letters, choose **Letters** and click on **Next: Starting Document** at the bottom.
- Next we have to select the document from where we wish to start. In our case we chose **the current document**. Proceeding further, click on **Next: Select Recipients** at bottom.
- Now we have to select the recipients. For this, select **Type new list**. Then click on **Create**. An address list window appears, click on **customize columns**.
- Type the fields that you want to insert in your letter. After clicking on **OK** type the names and other information of the recipients which are provided in the question. Then click on **Next: Write your letter** at the bottom.
- Now on the letter which has been written already, select the fields that you want to insert by placing the cursor at the required place.
- You can see that the fields you inserted would appear like **«Address Block»**, **«Title»**, **«First\_Name»** and so on. Now click on **Next: Preview your letters** at the bottom.

Here, all the letters can be individually previewed. This is how mail merge is done.

**Mail Merge**

**Select starting document**

How do you want to set up your letters?

- Use the current document
- Start from a template
- Start from existing document

**Use the current document**

Start from the document shown here and use the Mail Merge wizard to add recipient information.

**Step 2 of 6**

→ Next: Select recipients  
← Previous: Select document type

**Letter - Word**

July 15, 2020,  
Chennai

No: 120, II Avenue,  
T. Nagar. Chennai-17

To  
<>Name<>  
<>Address<>

Respected <>Name<>

With the current slowdown in hiring within the high-tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market: I worked on the team that pioneered the technology that put the Palm Pilot on the map.

In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you!  
Venkatesh.

Format of Resume			
Name	:	VENKATESH P.	
Father's Name	:	MUKHESH P.	
Date of Birth	:	28-03-1995	
Age	:	26	
Address	:	DHORRA MAFI, ALIGARH	
Education Qualification	:		
Sr.	Qualification	Board/University	Percentage
1.	Post Graduation	Jamia Millia Islamia	95%
2.	Graduation	A.M.U	85%
3.	S.S.S.C	A.M.U Board	76%

Work Experience		
Technical Skills	:	MS. Office, Java, C++
Personal Skills	:	Team Leader, Orator, Writer
Hobbies	:	Reading, Writing



New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Company	Address Line 1	Address Line 2	City	State

New Entry      Find...  
Delete Entry      Customize Columns...  
OK      Cancel

Mail Merge

**Select document type**

What type of document are you working on?

Letters  
 E-mail messages  
 Envelopes  
 Labels  
 Directory

**Letters**

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

**Mail Merge Recipients**

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	Last Name	First Name	Title	Address
contact.mdb	Tandon	Amit	Mr.	13, New Estate, Ri...
contact.mdb	Saluja	Rohit	Mr.	15, Karol Bagh
contact.mdb	Parmar	Jyoti	Ms.	Sector 16, New Bu...

**Data Source**

- contact.mdb

**Refine recipient list**

- Sort...
- Filter...
- Find duplicates...
- Find recipient...
- Validate addresses...

Edit... Refresh

**Mail Merge**

**Write your letter**

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

**Step 4 of 6**

→ Next: Preview your letters  
← Previous: Select recipients

**Insert Address Block**

**Specify address elements**

Insert recipient's name in this format:

- Mr. Josh Randall Jr.
- Mr. Josh Q. Randall Jr.
- Mr. Joshua Randall Jr.
- Mr. Joshua Q. Randall Jr.
- The Randall Family
- Josh and Cynthia

Insert company name

Insert postal address:

- Never include the country/region in the address
- Always include the country/region in the address
- Only include the country/region if different than:

India

Format address according to the destination country/region

**Preview**

Here is a preview from your recipient list:

Mr. Amit Tandon  
13, New Estate, Ring Road,  
Chandigarh -

**Correct Problems**

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

**Mail Merge**

**Select recipients**

Use an existing list

Select from Outlook contacts

Type a new list

**Type a new list**

Type the names and addresses of recipients.

Create...

**Step 3 of 6**

→ Next: Write your letter  
← Previous: Starting document

**From**  
VENKATESH.P  
Sri Ranga Apartments,  
No: 120, II Avenue,  
T. Nagar, Chennai-17

**To:**  
Mr. Amit Tandon  
13, New Estate, Ring Road,  
Chandigarh -

Respected Mr. Tandon,

With the current slowdown in hiring within the high-tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market: I worked on the team that pioneered the technology that put the Palm Pilot on the map.

In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you!  
Venkatesh.

July 15, 2020,  
Chennai

**Mail Merge** X

**Preview your letters**

One of the merged letters is previewed here. To preview another letter, click one of the following:

**Make changes**

You can also change your recipient list:

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

**Step 5 of 6**

**From**  
**VENKATESH. P**  
Sri Ranga Apartments,  
No: 120, II Avenue,  
T. Nagar. Chennai-17

July 15, 2020,  
Chennai

**To.**  
Mr. Rohit Saluja  
15, Karol Bagh,  
New Delhi -

Respected Mr. Saluja,

With the current slowdown in hiring within the high- tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market: I worked on the team that pioneered the technology that put the Palm Pilot on the map.

In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you!  
Venkatesh.

**Mail Merge**

**Preview your letters**  
One of the merged letters is previewed here. To preview another letter, click one of the following:

**Make changes**  
You can also change your recipient list:

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

**Step 5 of 6**  
→ Next: Complete the merge  
← Previous: Write your letter

- iii. Define a Macro '**Decorate**' which makes the text bold, Red in color and italic, font size Assign a shortcut key **Alt + M** to this macro.

#### Creating a Macro:

- Open a word document and go to the **View** tab. Click on the **Macros** dropdown button and select **Record macro**.
- A new window appears for recording a macro. Here, set the macro name as **Decorate**. After this select the **Keyboard icon**.
- Assign the shortcut key as **Alt+M**. Close the dialog box
- Press **Ctrl+D** to open the dialogue box for editing and applying the macro and select **BOLD**, **ITALIC** and **RED** font color.
- Once again go to the **View** tab. Click on **Macros** and then click on **Stop Recording**. Now click on **View Macros**. A new window appears which has the saved macro. Select **DECORATE** and click **run**.
- Select all the text and then use the assigned key **Alt+M**. We get the desired result.

**From**  
**VENKATESH. P**  
Sri Ranga Apartments,  
No: 120, II Avenue,  
T. Nagar. Chennai-17

July 15, 2020,  
Chennai

**To.**  
Ms. Jyoti Parmar  
Sector 16, New Building,  
Gurugram -

Respected Ms. Parmar,

With the current slowdown in hiring within the high- tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market: I worked on the team that pioneered the technology that put the Palm Pilot on the map.

In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you!  
Venkatesh.

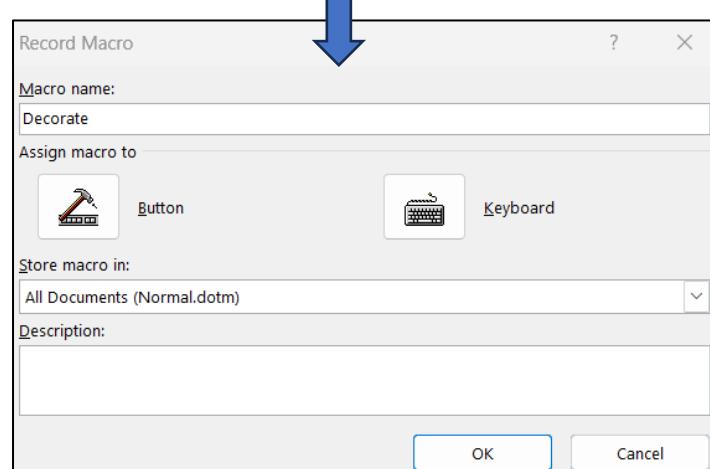
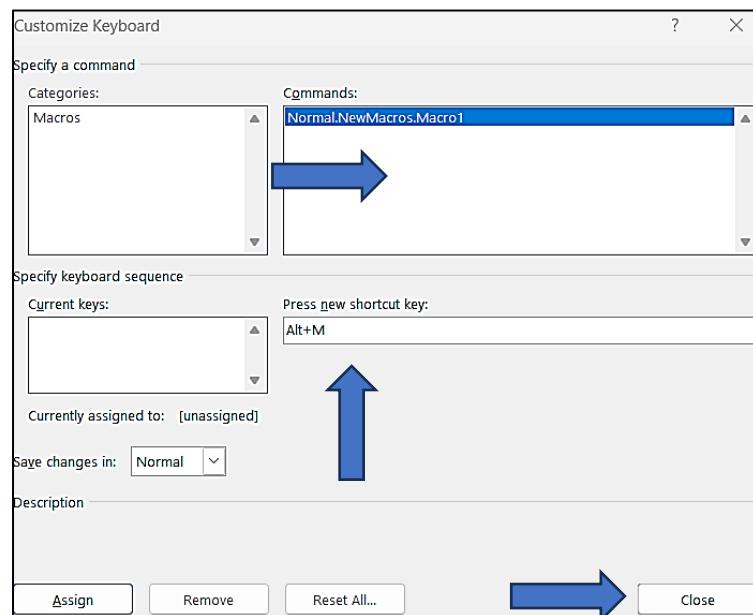
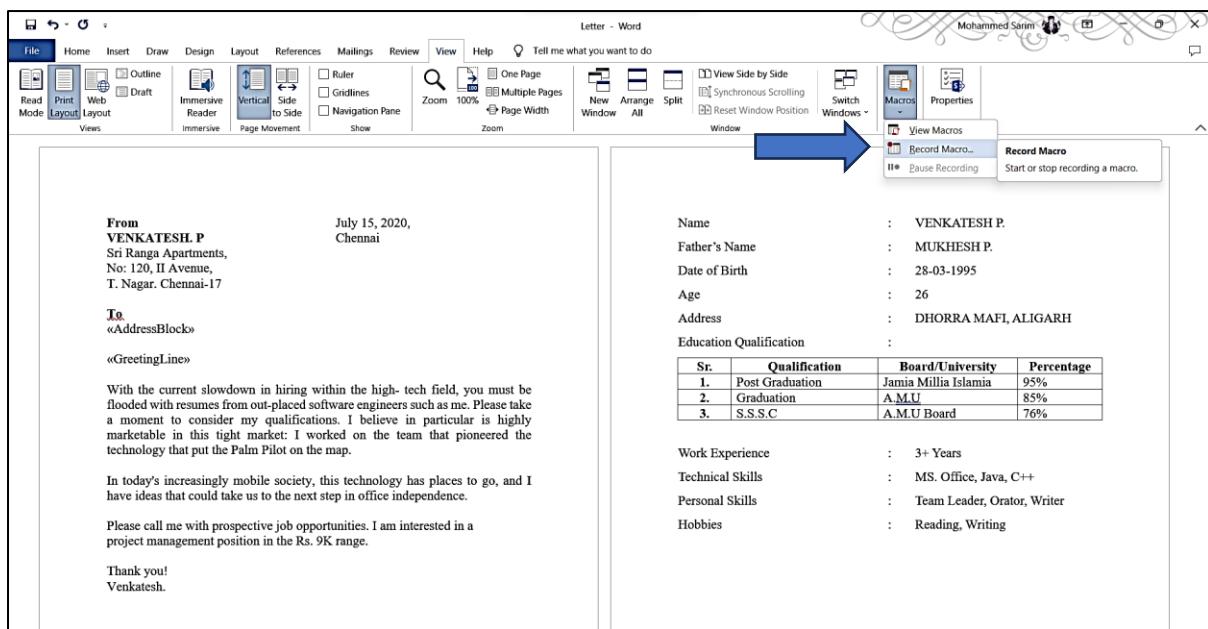
**Mail Merge**

**Preview your letters**  
One of the merged letters is previewed here. To preview another letter, click one of the following:

**Make changes**  
You can also change your recipient list:

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

**Step 5 of 6**  
→ Next: Complete the merge  
← Previous: Write your letter





**From**  
**VENKATESH. P**  
Sri Ranga Apartments,  
No: 120, II Avenue,  
T. Nagar. Chennai-17

July 15, 2020,  
Chennai

**To**  
«AddressBlock»  
  
«GreetingLine»

***With the current slowdown in hiring within the high- tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market: I worked on the team that pioneered the technology that put the Palm Pilot on the map.***

On Pressing  
ALT+M

In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence.

Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

2# Creating a table in word below:

Roll No.	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	
2	Rohit	70	80	
3	Amit	60	50	
4	Rakesh	40	60	
5	Komal	30	70	
6	Garima	80	80	

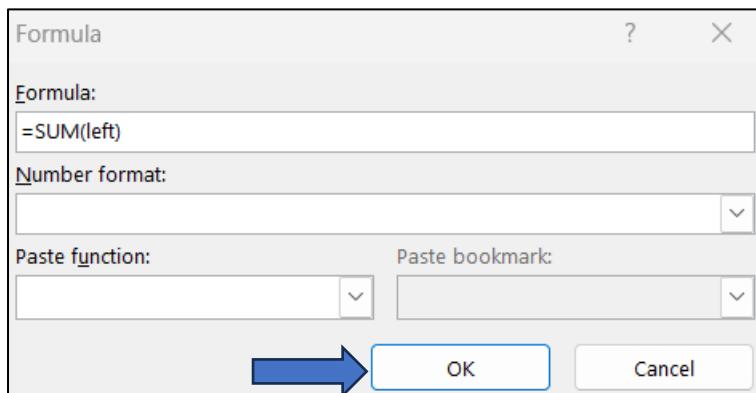
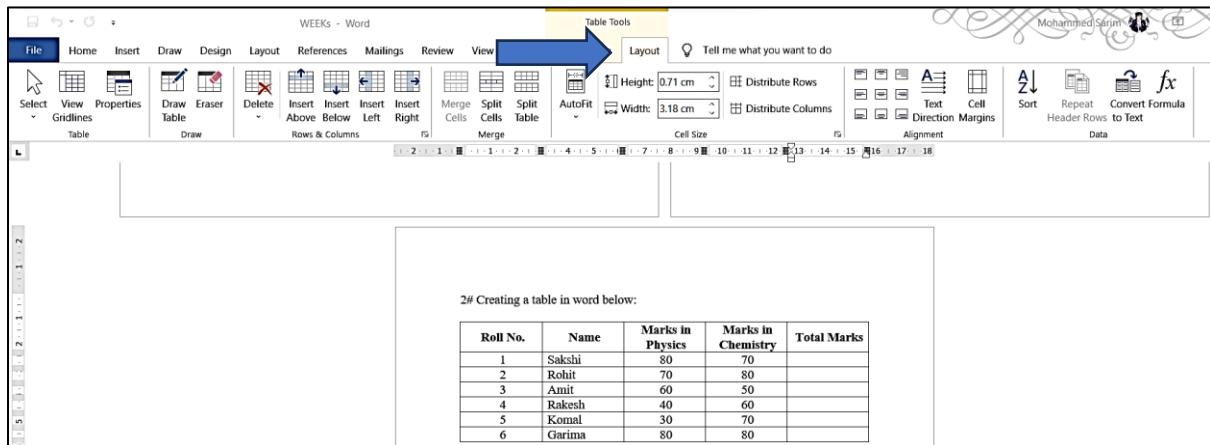
Do the following:

- a. In the total marks' column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry.

**Steps for calculating sum using function:**

- To calculate the **Total Marks**, first select the column where you want to get the sum. After selecting it go to the **Layout** in **Table Tools**. Then select **formula** in the **Data** section. After

clicking on it a window will open, click on **Ok** to add the total marks. After that repeat it for the other **Roll No.s**.

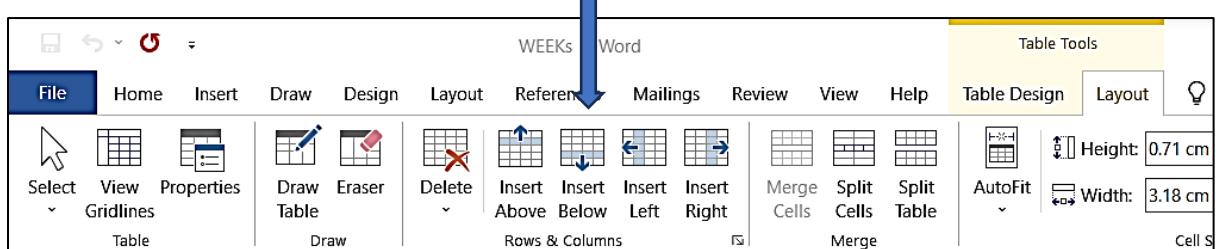


Roll No.	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
6	Garima	80	80	160

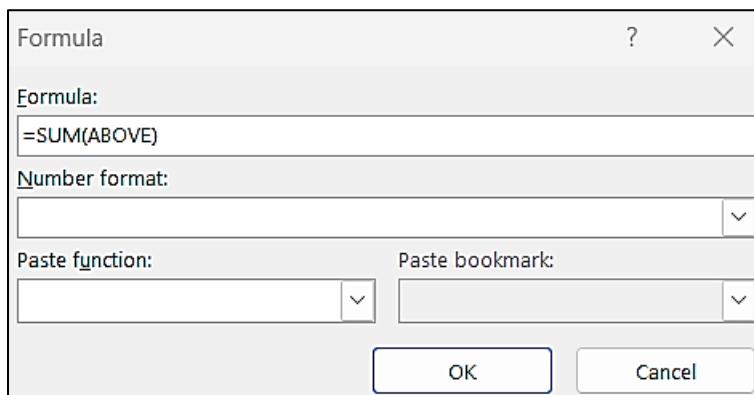
b. Insert a new row at the end of the table and also find grand total using formula.

#### **Steps for inserting new row and calculating grand total:**

- Insert a new row at the end of the table by using the **Insert Below** option from **LAYOUT** tab. Now calculate the grand total by clicking on the last cell and then using **formula** from **LAYOUT** tab. Type “**ABOVE**” in the formula to calculate the grand total of the marks.



Roll No.	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
6	Garima	80	80	160



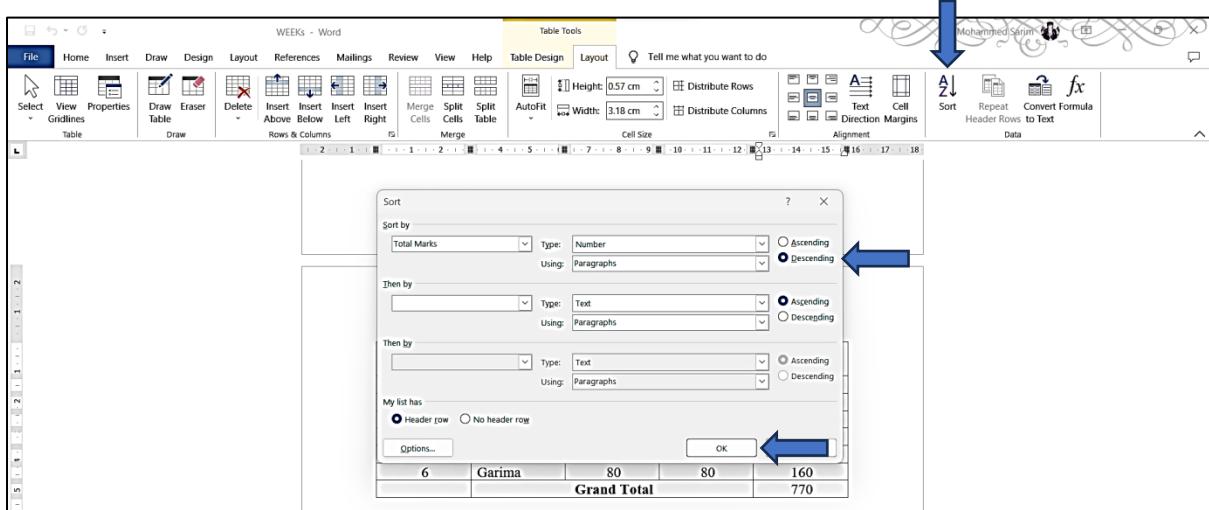
Roll No.	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
6	Garima	80	80	160
<b>Grand Total</b>				770

c. Sort the table based on total marks.

**Steps for sorting:**

- For sorting the table based on total marks, select the 5th column and click on the

**SORT** option, and in the dialog box choose “descending order”.



Roll No.	Name	Marks in Physics	Marks in Chemistry	Total Marks
6	Garima	80	80	160
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
<b>Grand Total</b>				770

d. The data and heading should be centre aligned.

#### **Steps for centre aligning data and heading:**

- Select the table then from the **LAYOUT** tab, keep the headings centre aligned by clicking on **Align Centre** in the **Alignment** Section.

• Select the table then from the LAYOUT tab, keep the headings centre aligned by clicking on Align Centre in the Alignment Section.

Roll No.	Name	Marks in Physics	Marks in Chemistry	Total Marks
6	Garima	80	80	160
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
<b>Grand Total</b>				770

c. Sort the table based on total marks.

**Steps for sorting:**

- For sorting the table based on total marks, select the 5th column and click on the **SORT** option, and in the dialog box choose “descending order”.

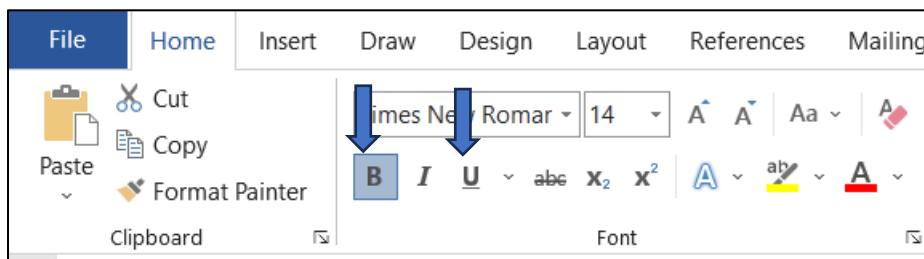
Roll No.	Name	Marks in Physics	Marks in Chemistry	Total Marks
----------	------	------------------	--------------------	-------------

6	Garima	80	80	160
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
<b>Grand Total</b>				770

e. Heading should be in bold and underlined.

**Steps for making heading Bold and Underlined:**

- From the **HOME** tab select bold and underlined to keep the headings that way as per the requirement of the question.



<b><u>Roll No.</u></b>	<b><u>Name</u></b>	<b><u>Marks in Physics</u></b>	<b><u>Marks in Chemistry</u></b>	<b><u>Total Marks</u></b>
6	Garima	80	80	160
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
<b>Grand Total</b>				770

3# Using a spreadsheet package you have studied; construct TMorongo's payslip for December 2016 following the instructions below.

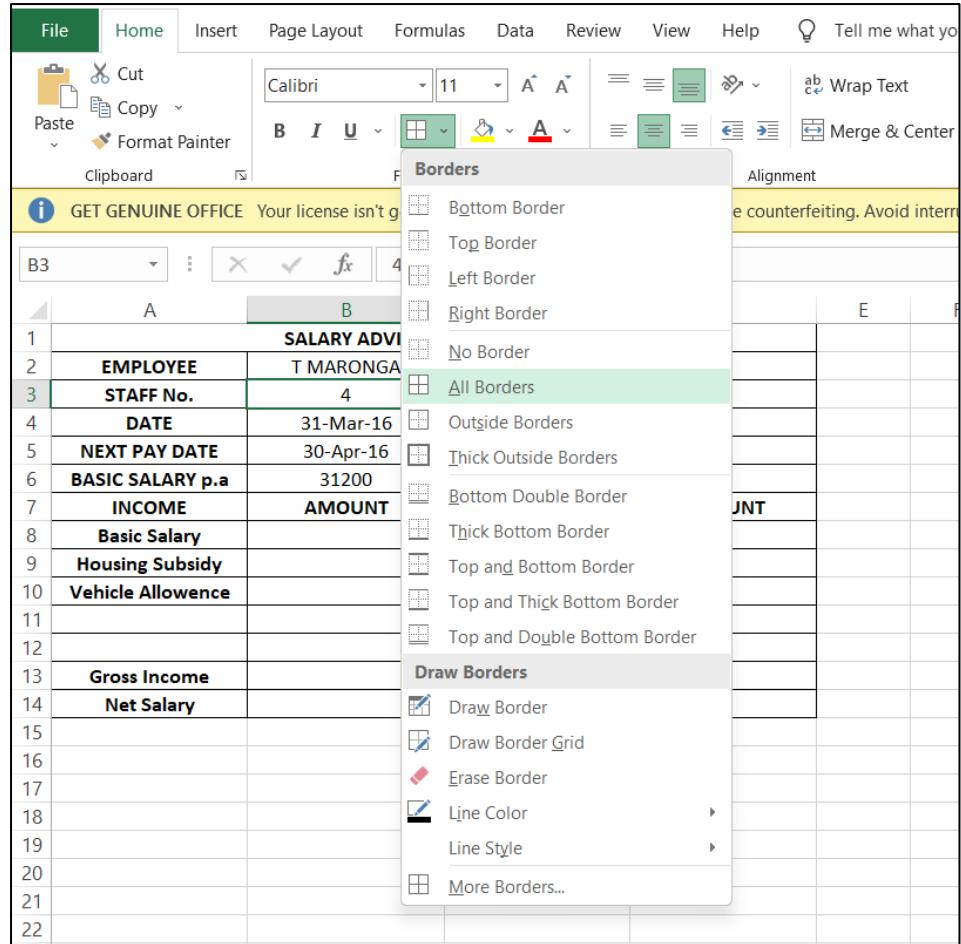
- Housing Subsidy 6000.00 per year.
- Car Allowance 100.00 per month.
- Pension 8% on Basic Salary.
- PAYE 636.83
- Medical Aid 70.00
- U.I.F. 1% on Basic Salary + Housing Subsidy

- vii. Bond Repayment 630.00
- viii. Calculate Net Salary.
- ix. Format all figures to two decimal places and insert ₹ currency symbol.
- x. Insert a custom footer with your name, subject, and question number. Save it as salary advice2.

**Steps:**

- Open a new workbook and fill in the entries that are given in the table (provided in the question). Also, apply borders to the table with the help of the border icon on **Home** tab.

- Using the division formula, calculate **basic salary** per month by dividing **basic salary p.a.** by 12.



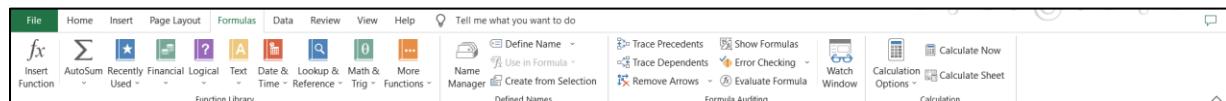
A	B	C	D
<b>SALARY ADVICE FOR MARCH 2016</b>			
<b>EMPLOYEE</b>	T MARONGA		
<b>STAFF No.</b>	4		
<b>DATE</b>	31-Mar-16		
<b>NEXT PAY DATE</b>	30-Apr-16		
<b>BASIC SALARY p.a.</b>	31200		
<b>INCOME</b>	<b>AMOUNT</b>	<b>DEDUCTION</b>	<b>AMOUNT</b>
<b>Basic Salary</b>	2600	Peson @8%	
<b>Housing Subsidy</b>	6000/12	P.A.Y.E	
<b>Vehicle Allowence</b>		U.I.F	
		Medical Aid	
		Bond Repayment	
<b>Gross Income</b>		Total Deductions	
<b>Net Salary</b>			

- Next calculate the housing subsidy by dividing Rs. 6000 by 12. Type "**=6000/12**" in the formula box.

- Fill the entries for P.A.Y.E, Medical Aid, and Bond Repayment as per provided in the question. Next repeating the same process as before calculate:
  - Calculate the **pension**, using formula for “8% of base salary”, i.e.,  $=B8*(8/100)$ .
  - Calculate **U.I.F.**, using formula “1% of basic salary + Housing subsidy”, i.e.,  $=B8*(1/100) + B9$ .
  - Calculate **Gross income**, using addition of above columns according to “sum” formula, i.e.,  $=B8+B9+B10$ .
  - Calculate **Total Deductions**, using addition of above columns according to “sum” formula i.e.,  $=D8+D9+D10+D11+D12$ .
  - Calculate **Net salary** by using formula “Net salary = Gross salary – Total deduction”, i.e.,  $=B13-D13$ .

A	B	C	D
<b>SALARY ADVICE FOR MARCH 2016</b>			
<b>EMPLOYEE</b>	T MARONGA		
<b>STAFF No.</b>	4		
<b>DATE</b>	31-Mar-16		
<b>NEXT PAY DATE</b>	30-Apr-16		
<b>BASIC SALARY p.a</b>	31200		
<b>INCOME</b>	<b>AMOUNT</b>	<b>DEDUCTION</b>	<b>AMOUNT</b>
<b>Basic Salary</b>	2600	Pension @8%	208
<b>Housing Subsidy</b>	500	P.A.Y.E	636.83
<b>Vehicle Allowence</b>	100	U.I.F	526
		Medical Aid	70
		Bond Repayment	630
<b>Gross Income</b>	3200	Total Deductions	2070.83
<b>Net Salary</b>	1129.17		

- To show all the formulas used in the sheet go to the **FORMULAS** tab and click on **Show formulas**.



A	B	C	D	E
<b>SALARY ADVICE FOR MARCH 2016</b>				
<b>EMPLOYEE</b>	T MARONGA			
<b>STAFF No.</b>	4			
<b>DATE</b>	31-Mar-16			
<b>NEXT PAY DATE</b>	30-Apr-16			
<b>BASIC SALARY p.a</b>	31200			
<b>INCOME</b>	<b>AMOUNT</b>	<b>DEDUCTION</b>	<b>AMOUNT</b>	
<b>Basic Salary</b>	=B6/12	Pension @8%		
<b>Housing Subsidy</b>		P.A.Y.E		
<b>Vehicle Allowence</b>		U.I.F		
		Medical Aid		
		Bond Repayment		
<b>Gross Income</b>		Total Deductions		
<b>Net Salary</b>				
15				
16				

SALARY ADVICE FOR MARCH 2016			
EMPLOYEE	T MARONGA	DEDUCTION	AMOUNT
STAFF No.	4	Pension @8%	=B8*(8/100)
DATE	42460	P.A.Y.E	636.83
NEXT PAY DATE	42490	U.I.F	=B8*(1/100)+B9
BASIC SALARY p.a	31200	Medical Aid	70
INCOME	AMOUNT	Bond Repayment	630
Basic Salary	=B6/12	Total Deductions	=D8+D9+D10+D11+D12
Housing Subsidy	=6000/12		
Vehicle Allowence	100		
Gross Income	=B8+B9+B10		
Net Salary	=B13-D13		

- For formatting all the figures to two decimal places, select the column then click on the **General** drop-down menu in the **HOME** tab and choose **Number** option.

The screenshot shows an Excel spreadsheet titled "Salary Advice - Excel". The "Home" tab is selected. A context menu is open over cell D12, showing various number formats like General, Number, Currency, Accounting, etc. A red arrow points from the "Number" option in this menu to the cell D12, which contains the formula  $=B8*(8/100)$ . Another red arrow points from the "Number" option in the same menu to the right edge of the table, indicating it applies to the selected range (D8:D13).

SALARY ADVICE FOR MARCH 2016			
EMPLOYEE	T MARONGA	DEDUCTION	AMOUNT
STAFF No.	4	Pension @8%	208.00
DATE	31-Mar-16	P.A.Y.E	636.83
NEXT PAY DATE	30-Apr-16	U.I.F	526
BASIC SALARY p.a	31200	Medical Aid	70
INCOME	AMOUNT	Bond Repayment	630
Basic Salary	2600	Total Deductions	2070.83
Housing Subsidy	500		
Vehicle Allowence	100		
Gross Income	3200		
Net Salary	1129.17		

**SALARY ADVICE FOR MARCH 2016**

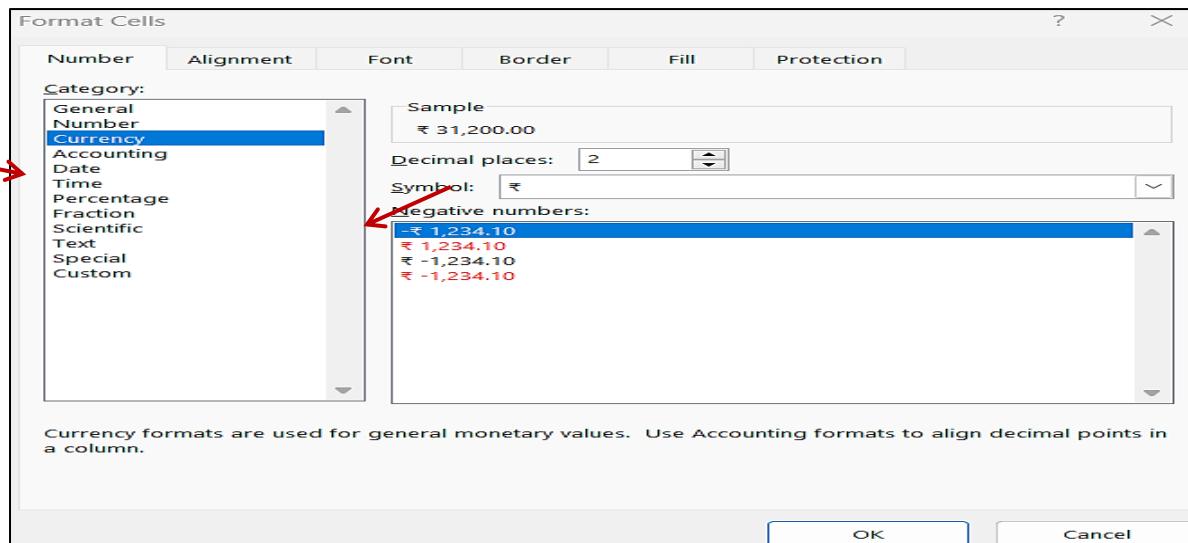
INCOME	AMOUNT	DEDUCTION	AMOUNT
Basic Salary	2600	Pension @8%	208.00
Housing Subsidy	500	P.A.Y.E	636.83
Vehicle Allowance	100	U.I.F	526.00
		Medical Aid	70.00
		Bond Repayment	630.00
<b>Gross Income</b>	<b>3200</b>	Total Deductions	2070.83
<b>Net Salary</b>	<b>1129.17</b>		

- For applying currency symbol, select the column of cells where the currency sign needs to be applied, then click on the **Format** drop-down menu on the left (from the **HOME** tab). In the drop-down menu, select **Format Cells**.

**SALARY ADVICE FOR MARCH 2016**

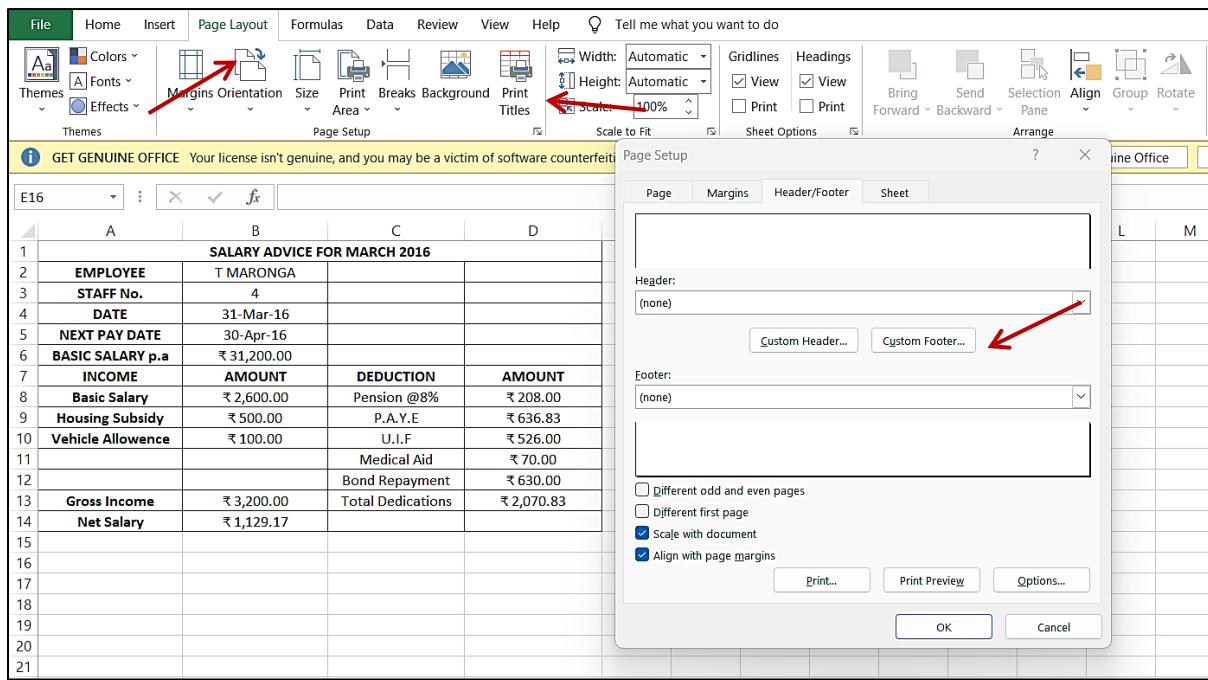
INCOME	AMOUNT	DEDUCTION	AMOUNT
Basic Salary	2600.00	Pension @8%	208.00
Housing Subsidy	500.00	P.A.Y.E	636.83
Vehicle Allowance	100.00	U.I.F	526.00
		Medical Aid	70.00
		Bond Repayment	630.00
<b>Gross Income</b>	<b>3200.00</b>	Total Deductions	2070.83
<b>Net Salary</b>	<b>1129.17</b>		

- A pop-up window will appear. Select the **Currency** option and choose the **INR** symbol. Press **OK**.

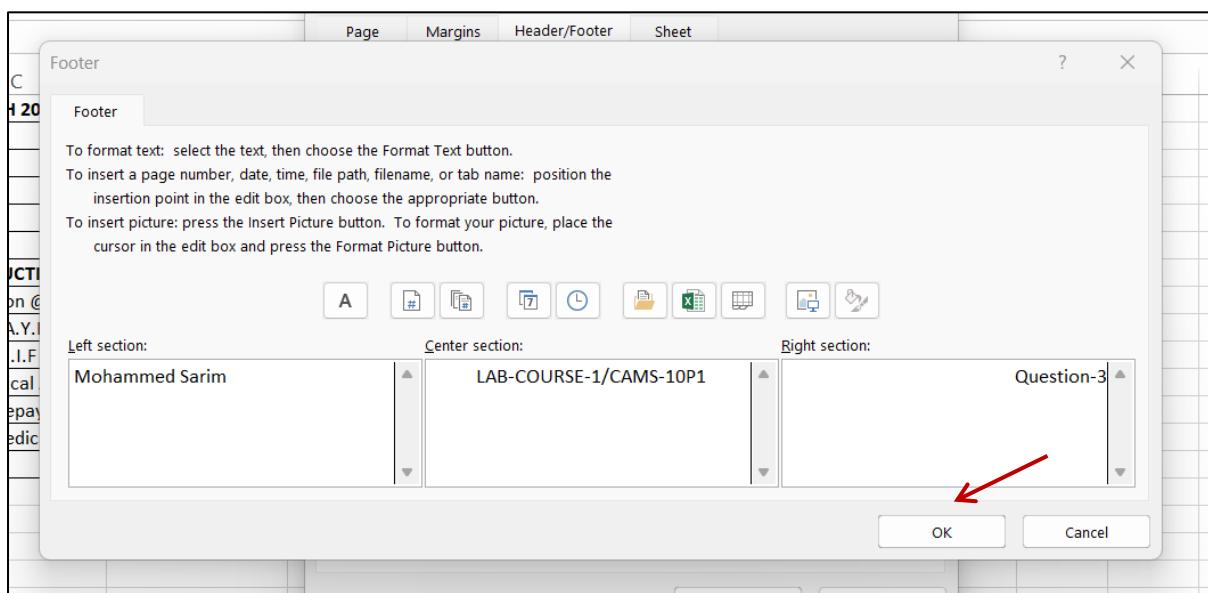


SALARY ADVICE FOR MARCH 2016			
EMPLOYEE	T MARONGA		
STAFF No.	4		
DATE	31-Mar-16		
NEXT PAY DATE	30-Apr-16		
BASIC SALARY p.a	₹ 31,200.00		
INCOME	AMOUNT	DEDUCTION	AMOUNT
Basic Salary	₹ 2,600.00	Pension @8%	₹ 208.00
Housing Subsidy	₹ 500.00	P.A.Y.E	₹ 636.83
Vehicle Allowence	₹ 100.00	U.I.F	₹ 526.00
		Medical Aid	₹ 70.00
		Bond Repayment	₹ 630.00
Gross Income	₹ 3,200.00	Total Deductions	₹ 2,070.83
Net Salary	₹ 1,129.17		

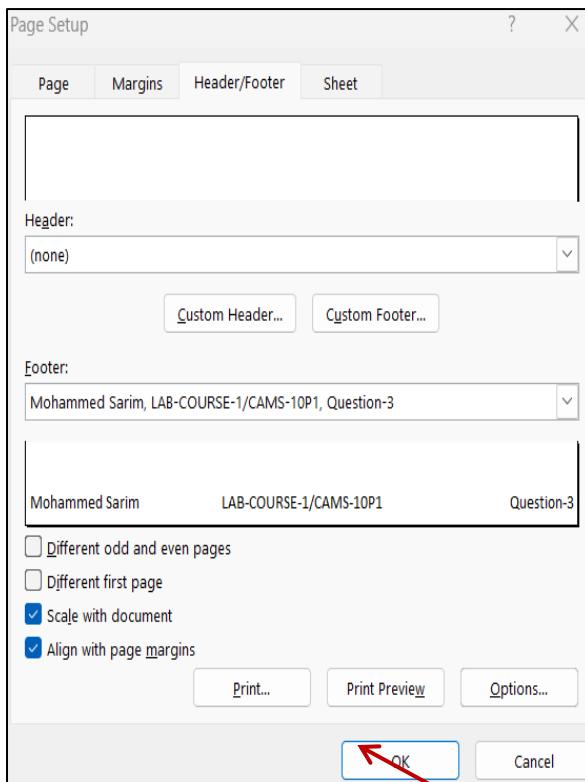
- For adding custom footer, go to the **PAGE LAYOUT** tab and click on **Page Setup** at the bottom of the ribbon. A new window appears. Select **Header/Footer** and next click on custom footer.



- A new window **Footer** opens. As per the question, write down your name, subject and question number and then click on **OK**.



- Click on **Print**.



SALARY ADVICE FOR MARCH 2016			
EMPLOYEE	T MARONGA		
STAFF No.	4		
DATE	31-Mar-16		
NEXT PAY DATE	30-Apr-16		
BASIC SALARY p.a	₹31,200.00		
INCOME	AMOUNT	DEDUCTION	AMOUNT
Basic Salary	₹2,600.00	Pension @8%	₹208.00
Housing Subsidy	₹500.00	P.A.Y.E	₹636.83
Vehicle Allowance	₹100.00	U.I.F	₹526.00
		Medical Aid	₹70.00
		Bond Repayment	₹630.00
Gross Income	₹3,200.00	Total Deductions	₹2,070.83
Net Salary	₹1,129.17		

- **Here is the final result:**

- To save the excel file Press **ctrl+s**, then type the file name as “Salary Advice” and click on “Save” Option.

4# Use a new workbook & construct a worksheet with the data given & save it as LYONS.

- The MARKUP % (35%) must be inserted in a separate cell under the heading. USE IT as an absolute cell reference in the formula to calculate the markupper item.
- Calculate the markup for each item.
- Calculate the selling price for each item.
- Calculate the Total Income for each item.
- Calculate the profit for each item.
- Format the column LITRES SOLD to display the number of litres as integers. The rest of the worksheet must be formatted to display two decimals.
- Use statistical functions to calculate the:
  - ✓ AVERAGE
  - ✓ HIGHEST(MAX)
  - ✓ LOWEST(MIN) for Selling Price column upto Profit Column.
- Show all formulas you have used in a new sheet. Adjust the column widths so that the formulae are displayed in full and the sheets fits into one side of A4 landscape format and save it as formulas.
- Under the worksheet Create a pie chart titled PRODUCT COST PER UNIT for Product & Cost price per Litre columns. Data labels indicating percentages should be displayed.
- Put borders neatly on the worksheet & save it as LYONS2.

### Steps:

- Open a new workbook and construct a table of required size, fill in all the entries from the question.
- Calculate the **markup, selling price, total income and profit** for each item using these:
  - $\text{Markup} = \text{Cost price}/\text{Litres} \times 35\%$
  - $\text{Selling price} = \text{Cost price}/\text{Litre} + \text{Markup}$
  - $\text{Total income} = \text{Litres sold} \times \text{Selling Price}$
  - $\text{Profit} = \text{Total income} - (\text{Cost price}/\text{Litres} \times \text{Litres sold})$

LYONS INC Orange JUICE SALES					
MARK UP					
COST PER LITRE	PER ITEM	SELLING PRICE	LITERS SOLD	TOTAL INCOME	PROFIT
3.75	1.3125	5.0625	234	1184.625	$=E4 * E4$
3.65	1.2775	4.9275	345	1699.988	
4.25	1.4875	5.7375	456	2616.3	
1.5	0.525	2.025	123	249.075	
1.5	0.525	2.025	245	496.125	

LYONS INC Orange JUICE SALES			
MARK UP			
PRODUCT	COST PER LITRE	PER ITEM	SELLING PRICE
Cascade	3.75	1.3125	
Quench	3.65	1.2775	
Xtra	4.25	1.4875	
Sun Splash	1.5	0.525	
House Brand	1.5	0.525	
<b>TOTAL</b>			
<b>HIGHEST</b>			
<b>LOWEST</b>			

LYONS INC Orange JUICE SALES				
MARK UP				
COST PER LITRE	PER ITEM	SELLING PRICE	LITERS SOLD	TOTAL INCOME
3.75	1.3125	5.0625	234	$=D4 * E4$
3.65	1.2775	4.9275	345	
4.25	1.4875	5.7375	456	
1.5	0.525	2.025	123	
1.5	0.525	2.025	245	

LYONS INC Orange JUICE SALES				
MARK UP				
PRODUCT	COST PER LITRE	PER ITEM	SELLING PRICE	
Cascade	3.75	1.3125	$=B4 + C4$	
Quench	3.65	1.2775		
Xtra	4.25	1.4875		
Sun Splash	1.5	0.525		
House Brand	1.5	0.525		
<b>TOTAL</b>				
<b>HIGHEST</b>				
<b>LOWEST</b>				

- Now calculate the **total value, the highest, the lowest and average values** for each column using

the given statistical formulas:

- TOTAL =SUM(CELLADDRESS)

	A	B	C	D	E	F	G	H
1			LYONS INC					
2			Orange JUICE SALES					
3			MARK UP					
4	PRODUCT	COST PER	PER ITEM	SELLING	LITERS	TOTAL		
5	Cascade	LITRE	35%	PRICE	SOLD	INCOME	PROFIT	
6	Quench	3.75	1.3125	5.0625	234	1184.625	307.125	
7	Xtra	3.65	1.2775	4.9275	345	1699.988	440.7375	
8	Sun Splash	4.25	1.4875	5.7375	456	2616.3	678.3	
9	House Brand	1.5	0.525	2.025	123	249.075	64.575	
10	<b>TOTAL</b>	<b>=SUM(B4:B8)</b>						
11	<b>HIGHEST</b>							
	<b>LOWEST</b>							

- HIGHEST=MAX(CELLADDRESS)

	A	B	C	D	E	F	G
1			LYONS INC				
2			Orange JUICE SALES				
3		MARK UP					
4	PRODUCT	COST PER	PER ITEM	SELLING	LITERS	TOTAL	
5	Cascade	LITRE	35%	PRICE	SOLD	INCOME	PROFIT
6	Quench	3.75	1.3125	5.0625	234	1184.625	307.125
7	Xtra	3.65	1.2775	4.9275	345	1699.988	440.7375
8	Sun Splash	4.25	1.4875	5.7375	456	2616.3	678.3
9	House Brand	1.5	0.525	2.025	123	249.075	64.575
10	<b>TOTAL</b>	14.65	5.1275	19.7775	1403	6246.113	1619.363
11	<b>HIGHEST</b>	<b>=MAX(B4:B8)</b>					
	<b>LOWEST</b>						

- LOWEST=MIN(CELLADDRESS)



For this, select the required column and click on the General drop-down option in the **HOME** tab.

The screenshot shows a Microsoft Excel spreadsheet with a table of juice sales data. The 'Borders' dropdown menu is open, displaying various border styles. The 'Thick Outside Borders' option is highlighted with a red arrow. The table has columns for Product, Cost per Litre, Mark Up per Item, Total Income, and Profit.

			LITRE	MARK UP PER ITEM		PROFIT
<b>PRODUCT</b>	<b>COST PER LITRE</b>	<b>35%</b>				
Cascade	3.75	1.3125				07.125
Quench	3.65	1.2775				0.7375
Xtra	4.25	1.4875				678.3
Sun Splash	1.5	0.525				4.575
House Brand	1.5	0.525				18.625
<b>TOTAL</b>	<b>14.65</b>	<b>5.1275</b>				19.363
<b>HIGHEST</b>	<b>4.25</b>	<b>1.4875</b>				678.3
<b>LOWEST</b>	<b>1.5</b>	<b>0.525</b>				4.575
<b>AVERAGE</b>	<b>2.93</b>	<b>1.0255</b>				3.8725

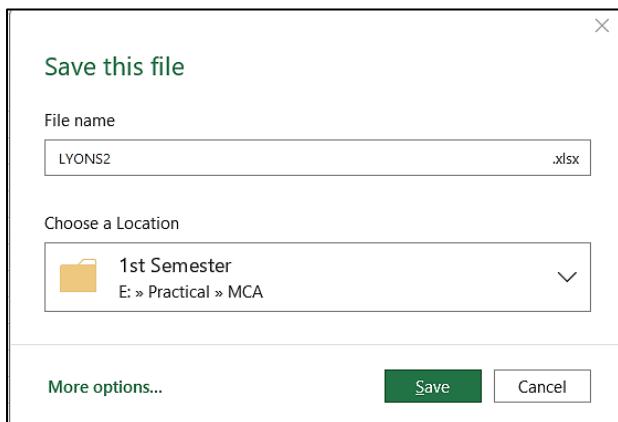
The screenshot shows a Microsoft Excel spreadsheet with a table of juice sales data. The 'Number Format' dropdown menu is open, displaying various format options. The 'General' option is highlighted with a red arrow. The table has columns for Product, Cost per Litre, Mark Up per Item, Selling Price, Liters Sold, Total Income, and Profit.

			LITRE	MARK UP PER ITEM	SELLING PRICE	LITERS SOLD	TOTAL INCOME	PROFIT
<b>PRODUCT</b>	<b>COST PER LITRE</b>	<b>35%</b>						
Cascade	3.75	1.3125	5.0625	234	1184.625	307.125		
Quench	3.65	1.2775	4.9275	345	1699.988	440.7375		
Xtra	4.25	1.4875	5.7375	456	2616.3	678.3		
Sun Splash	1.5	0.525	2.025	123	249.075	64.575		
House Brand	1.5	0.525	2.025	245	496.125	128.625		
<b>TOTAL</b>	<b>14.65</b>	<b>5.1275</b>	<b>19.7775</b>	<b>1403</b>	<b>6246.113</b>	<b>1619.363</b>		
<b>HIGHEST</b>	<b>4.25</b>	<b>1.4875</b>	<b>5.7375</b>	<b>456</b>	<b>2616.3</b>	<b>678.3</b>		
<b>LOWEST</b>	<b>1.5</b>	<b>0.525</b>	<b>2.025</b>	<b>123</b>	<b>249.075</b>	<b>64.575</b>		
<b>AVERAGE</b>	<b>2.93</b>	<b>1.0255</b>	<b>3.9555</b>	<b>280.6</b>	<b>1249.223</b>	<b>323.8725</b>		





- To save the excel file Press **ctrl+s**, then type the file name as “LYONOS2” and click on “Save” Option.



## **WEEK #2**

### **OBJECTIVES**

- To help the students in learning about MS-Power Point.

### **OUTCOMES**

After completing this, the students would be able to:

- Understand the usage of MS-Power Point in real life.

### **PROBLEMS**

1# Design Seasonal Greeting cards using MS-Power Point.



2# Design an AMU Magazine cover in MS-Power Point. Use the following:

- i. Select a theme for the page,
- ii. Insert either a picture or clipart, and
- iii. Use WordArt.



The image shows a template for an AMU Magazine cover. The background is white with a blue border. On the left, the text "Aligarh Muslim University" is written vertically in green. On the right, the text "AMU Magazine" is written vertically in red. In the center is a large green circular seal of Aligarh Muslim University. The seal features a palm tree, an open book, and a crescent moon. The text "ALIGARH MUSLIM UNIVERSITY" is written in English at the top and bottom of the seal, and "الجامعة الإسلامية في أليغاره" is written in Urdu/Hindi on the sides. To the right of the seal is a vertical dark blue sidebar with the text "S u h e l K h a n" written vertically in white. At the bottom, there is a light blue footer area containing the text "Department of Computer Science", "Aligarh Muslim University", and "Aligarh-202002".

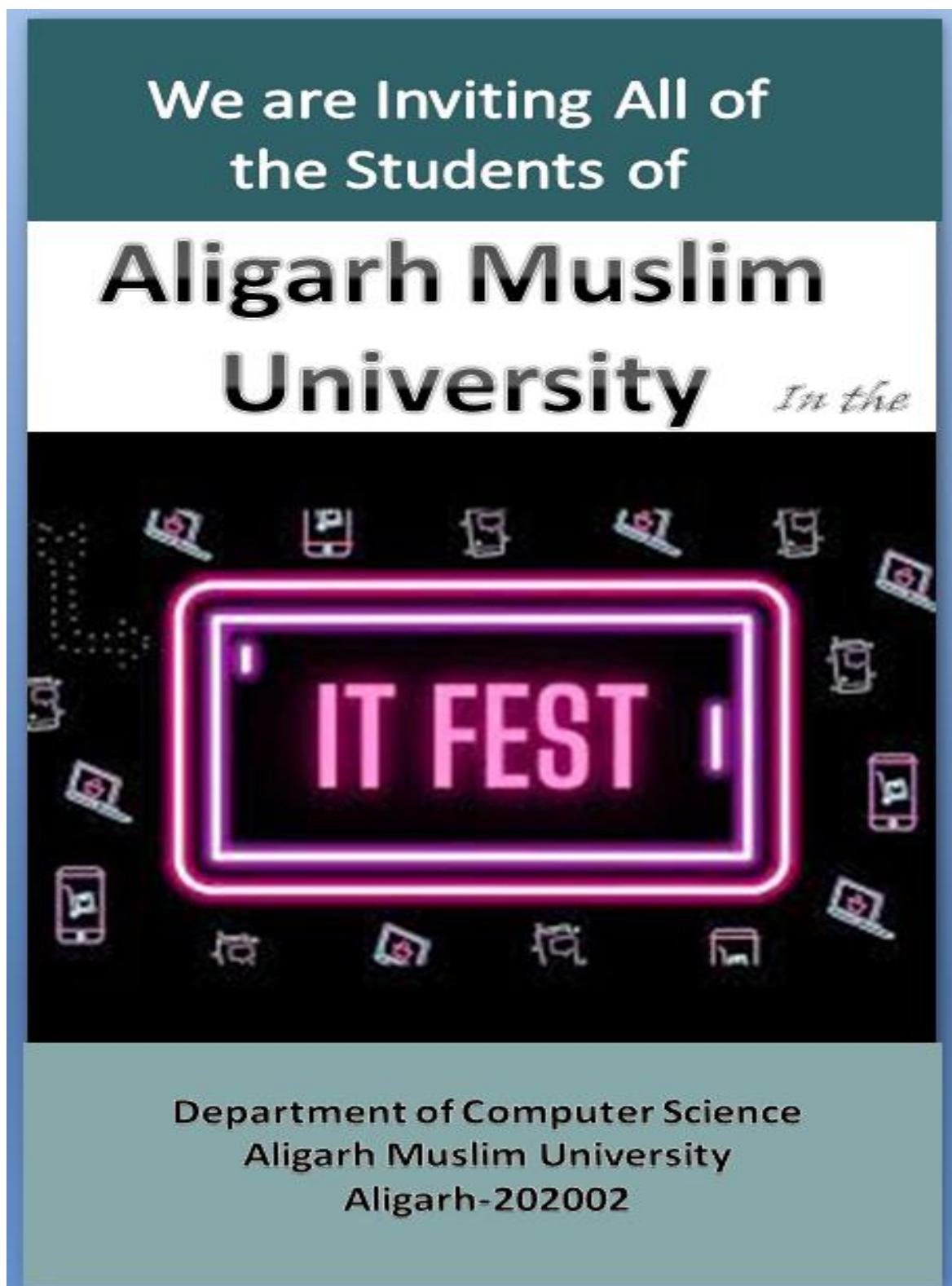
**AMU Magazine**

Aligarh Muslim University

S u h e l K h a n

Department of Computer Science  
Aligarh Muslim University  
Aligarh-202002

3# Design a poster inviting all students of your department to the IT Fest (using MS-Power Point).



4# Create a 5-slide presentation on any topic. Use Images, Graphs, Chart, Tables, Animation, Time, Bullets, Transition, Sound, Hyperlink, Background template, Header and Footer (using MS-Power Point).

## Slide - 1

## Slide – 2

## Slide – 3

## Slide – 4

Week2-Q4 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Record Review View Help

Clipboard Font Paragraph Drawing Editing

APPLICATION AREAS

Application Area	Percentage
HOME APPLIANCES	8.9%
AUDIOVISUAL EQUIPMENTS	3.2%
ENTERTAINMENT EDUCATION	3.7%
PERSONAL INFORMATION	3.6%
TELECOMMUNICATION	5.3%
COMMUNICATION EQUIPMENT	10.1%
TRANSPORTATION RELATED	4.1%
AGRICULTURE	3.6%
ELECTRICAL EQUIPMENT	8.5%
MACHINERY EQUIPMENT	9.4%
COMPUTER SYSTEM	19.4%
MISCELLANEOUS INSTRUMENTS	3.2%
OTHER	3.2%

Components of an Embedded System Diagram

CONCLUSION

➤ IT MAKE CONTROLLING ALL THE SYSTEMS AROUND JUST BY A SIMPLE GESTURE AND THE THINGS RESPOND TO YOU AS IF IT WAS SOME MAGIC.

➤ AS MICROPROCESSORS ARE BECOMING SMALLER AND CHEAPER, MORE AND MORE PRODUCTS ARE BECOMING 'SMART' WITH MICROPROCESSORS EMBEDDED IN THEM.

Slide 4 of 5 9:26 AM 8/29/2023

## Slide – 5

Week2-Q4 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Record Review View Help

Clipboard Font Paragraph Drawing Editing

CONCLUSION

➤ IT MAKE CONTROLLING ALL THE SYSTEMS AROUND JUST BY A SIMPLE GESTURE AND THE THINGS RESPOND TO YOU AS IF IT WAS SOME MAGIC.

➤ AS MICROPROCESSORS ARE BECOMING SMALLER AND CHEAPER, MORE AND MORE PRODUCTS ARE BECOMING 'SMART' WITH MICROPROCESSORS EMBEDDED IN THEM.

CONCLUSION

➤ IT MAKE CONTROLLING ALL THE SYSTEMS AROUND JUST BY A SIMPLE GESTURE AND THE THINGS RESPOND TO YOU AS IF IT WAS SOME MAGIC.

➤ AS MICROPROCESSORS ARE BECOMING SMALLER AND CHEAPER, MORE AND MORE PRODUCTS ARE BECOMING 'SMART' WITH MICROPROCESSORS EMBEDDED IN THEM.

Slide 5 of 5 9:27 AM 8/29/2023

5# Create a 5-slide presentation on any topic. Use Images, Graphs, Chart, Tables, Animation, Time, Bullets, Transition, Sound, Hyperlink, Background template, Header and Footer (using MS-Power Point).

## Slide – 1

Week2-Q5 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Record Review View Help

Clipboard Font Paragraph Drawing Editing

INTRODUCTION – WHAT IS IOT?

- The Internet of Things (IoT) is a rapidly growing technology that connects devices to the Internet and each other, allowing them to communicate and exchange data.
- Network of Electronic devices that are connected to each other to perform some common tasks are known as Internet of Things
- Examples: Smart Appliances, Connected Healthcare monitors.

IOT Presentation - Suhel Khan

Slide 1 of 5 9:33 AM 8/29/2023

## Slide – 2

Week2-Q5 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Record Review View Help

Clipboard Slides

Font Paragraph Drawing Editing

Find Replace Select

1 INTRODUCTION - WHAT IS IOT

2 ADVANTAGES OF IOT

3 CHALLENGES OF IOT

4 CHALLENGES OF IOT

5 APPLICATION OF IOT

## ADVANTAGES OF IOT

- Better decision-making:** IoT can provide real-time data and insights, enabling faster and more informed decision-making. For example, smart traffic systems can monitor traffic flow and adjust traffic lights in real-time to reduce congestion.
- Improved safety and security:** IoT devices can enhance safety and security in many settings. For example, smart home security systems can detect and alert homeowners to potential threats, while connected vehicles can improve road safety by providing real-time information on road conditions and potential hazards.
- Health monitoring:** IoT can enable remote monitoring of patient health, allowing healthcare providers to detect and respond to health issues quickly and effectively. Wearable devices such as fitness trackers and smart watches can also help individuals monitor their own health and fitness levels.

IoT things presentation - Suhel Khan

A B C D E

Aa	Bb	Cc	Dd	Ee
Ab	Bb	Cc	Kk	Hh
Hh	Vv	B	Nn	Bb
Hh	Hh	H	H	Hg
G	T		Jh	
J	Ug	U	N	
K	I	Ki		

Slide 2 of 5 Accessibility: Investigate 9:33 AM 8/29/2023

## Slide – 3

Week2-Q5 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Record Review View Help

Clipboard Slides

Font Paragraph Drawing Editing

Find Replace Select

1 INTRODUCTION - WHAT IS IOT

2 ADVANTAGES OF IOT

3 CHALLENGES OF IOT

4 CHALLENGES OF IOT

5 APPLICATION OF IOT

## CHALLENGES OF IOT

- Security:** The vast number of interconnected devices creates a large attack surface for cybercriminals. IoT devices are often vulnerable to hacking, and compromised devices can be used for a variety of nefarious purposes, including stealing personal data, launching denial-of-service attacks, and even physical harm.
- Data privacy:** With so many devices collecting and transmitting data, there is a risk that personal information could be shared or misused. Additionally, users may not fully understand the data that is being collected, who has access to it, or how it is being used.
- Interoperability:** With a multitude of different devices and protocols, ensuring that they can communicate with each other effectively can be a challenge. Lack of interoperability can lead to data silos and reduced efficiency.

IoT things presentation - Suhel Khan

9:33 AM 8/29/2023

## Slide – 4

Week2-Q5 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Record Review View Help

Clipboard Slides

Font Paragraph Drawing Editing

CHALLENGES OF IOT

- Scalability:** As the number of IoT devices grows, managing and maintaining the network becomes increasingly complex. Additionally, as more devices are added, the potential for conflicts and network congestion increases.
- Power and connectivity:** Many IoT devices are designed to operate on battery power, which can limit their functionality and longevity. Additionally, some devices may struggle to maintain a reliable connection to the network, particularly in remote or challenging environments.
- Standards and regulation:** With the rapidly evolving landscape of IoT, there is a lack of standardized protocols and regulations, making it difficult to ensure consistent quality and security across devices and networks.

IoT things presentation - Suhel Khan

Slide 4 of 5 Accessibility: Investigate

9:33 AM 8/29/2023

## Slide – 5

Week2-Q5 - PowerPoint

File Home Insert Design Transitions Animations Slide Show Record Review View Help

Clipboard Slides

Font Paragraph Drawing Editing

APPLICATION OF IOT

IoT has numerous applications across various industries, including:

- Healthcare:** IoT devices and systems can improve patient care, increase efficiency, and reduce costs in the healthcare industry.
- Transportation:** IoT can be used to optimize transportation systems, improve safety, and security.
- Manufacturing:** IoT can increase productivity, reduce waste, and improve the quality of products in the manufacturing industry.
- Energy:** IoT can improve energy efficiency, reduce costs, and improve energy security.

<https://www.omg.org/>