RegNo- 21CO1024 (DcA)

Chandra's ®

BLUE BOOK

Name __Ankit Kumar Burnwal__
Class __BcA.IA-I__
Subject __Skill-based__
School __Presidency College__

Reg No – 21C01024   Subject – Skill-based

C O N T E N T S

Sl. No.	Date	Particulars	Date of Submission	Marks Obtained	Initials of Staff	Page

CERTIFICATE

This is to certify that Smt/Sri...... Ankit kr. Burnwal ....

satisfactorily completed the course of assignment prescribed by the.. Presidency college ..

..................................University for the Semester.... BCA – A/I ....degree

Course in the Year 20.21....20.24.....

Marks	
Max	Obtained

Ankit kr. Burnwal

Signature of the Student   Head of the Department   Signature of Staff Member incharge of the Batch

Part -A

2) Fill in the blanks —

a) The intersection of row and column is called _cell_

b) _.xlsx_ is the default extension of microsoft Excel Save file.

c) _lanscape_ and _fortrait_ are the two orientations that can be fixed in page set up.

d) Superscript and subscript facility is available in _Home_ tab of format cell.

3) Copy —   Ctrl + C
   Paste —   Ctrl + V
   Cut —   Ctrl + X
   Print —   Ctrl + P

4) a) Ctrl + U — Underline text
   b) Ctrl + N — New document
   c) Ctrl + S — Save
   d) Ctrl + F — Navigation

Name - Ankit kr Burnwal

Reg No - 21C0l024

5) Add digital signatures in word, steps are:-

Step 1 - Click the file tab.
Step 2 - Click Info
Step 3 - Click protect document, Protect workbook or
        Project presentation.
Step 4 - Click Add a Digital signature
Step 5 - Read the word message and then click ok.

6) On the Review tab, click Spelling and Grammar.
If word finds a potential error, the Spelling and
Grammar dialog box will open, spelling errors
will be shown as red text, and grammatical errors
will be shown as green text. To fix an error, do
one of the following: Type the correction in the
box and then click change.

Part-B

1) a) four tasks that you can do in word application are:-

- Creating text documents.
- Editing and formatting the existing documents.
- We can print any document
- Making a text document interactive with different features and tools.

b) Microsoft word is a word processing software developed by microsoft. Its purpose is to allow users to type and save document, it is a graphical word processing program.

Five elements of word interface are:-

- Title bar - This displays the document name followed by a program name.

- Menu bar - This contains a list of options to manage and customize documents.

- Standard toolbar - This contains shortcut buttons for the most popular commands.

- formatting toolbar - This contains buttons used for formatting.

Name - Ankit Kr. Burnwal

Reg no - 21C01024

Ruler — This used to set margins, indents and tabs.

2) Mail - Merge is a handly feature that incorporates data from both microsoft word and microsoft Excel and allows you to create multiple documents at once, such as letters, saving you the time and effort of retyping the same letters over and over.

The mail - merging process generally requires the following steps:-

Step1: Creating a main document and the Template
Step2: Creating a Data source
Step3: Defining the Merge fields in the main document.
Step4: Merging the Data with the main document.
Step5: Saving / Exporting.

Usage of mail - Merge are:-

A mail merge is used to create form letters, mailing labels, envelopes, directories, and mans e-mail message and fax distribution. There are three documents that are involved in the mail merge process: the main document, the data source, and the merged document.