

Blue Book

INTERNAL ASSESSMENT BOOK

Name Ankit kumar Burnwal

Subject Data Processing and analytics Ass. Class 1BCA / A

SL.No.	PARTICULARS	Test Date	Page No.	Marks Awarded	Signature of Staff incharge
1	TEST - I				
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CERTIFICATE

This is to Certify that Smt. / Sri, Ankit kumar Burnwal has Satisfactorily completed the course of Assignment prescribed by the Presidency college University for the semester 1BCA / A Degree Course in the Year 2021-2024

MARKS	
MAX	OBTAINED

Ankit kumar Burnwal

Signature of the Student

Signature of
H.O.D

Signature of the Staff Member
(Incharge of the Batch)

Name - Ankit kumar Burnwal

Class - 1 Bca/A

Reg No - 21C01024

Sub: Data analytics Assignment.

Assignment-1

Q1) How to write digital signature and mail merge in word document?

Ans: E-signature are a lot faster to use than traditional signature. Since we don't need to print, physically sign, and then scan a document back to the computer. E-signatures only need to be raised once, and then can be added quickly and easily to any future document.

Following are the necessary steps to add E-signature to a Microsoft Word document (these steps apply to Microsoft Word version 2007, 2010, 2013, 2016, 2019, and Word in Office 365.)

- 1) Place the cursor where you'd like your signature line to go in your word document.
- 2) Go to the insert tab and under "Text" click "signature line" followed by "Microsoft Office Signature Line".
- 3) Complete the fields about signature details in the setup box that pops up and select your preference for the signature box.
- 4) Right click on the signature box in the document.

- Click "Select Image" to choose an image of a signature that you have already saved.
- Alternating, if you're using a touch screen, you can draw your signature into the box.
- Or type a printed version of your name directly into the box.

Steps to create mail merge are as follows-

- 1) Type the letter
- 2) Click on mailing Tab
- 3) Click on Start mail merge
- 4) Click on Step by step mail merge wizard
- 5) Click on letters than starting documents.
- 6) Click on current document.
- 7) Select recipients.
- 8) Click type a new list.
- 9) Click on create, New address list dialogue box with appear
- 10) Click on customize columns and delete all the fields which are in the list.
- 11) Click on add button and add all the fields names by entering the values for 2 or 4 records.
- 12) Save the file with file name.
- 13) Place the cursor in 'to-field' and click on insert merge field which will display the created fields. individually and select write your letter, complete the merge, edit individual letters and select all.

2) What is function in excel? Explain Numeric, string and data function in excel?

Ans: Function are Pre-defined formulas that perform calculations by using specific values called argument in a particular order, or structure. Function can be used to perform simple or complex calculations.

- **Numeric Functions:-** In excel it is used to perform various arithmetic operations like sum, average, count, max, min, etc. It is also known as mathematical functions.

- **String Function:-** It is a category of function in excel that allow us to manipulate blocks of text in various way, like

- **Data function:-** The data function creates a valid data from individual year, month and day components. It is useful for assembling dates the need to change dynamically based on other value in worksheet.

3) Define Pivot table and steps to create a pivot table to analyse worksheet data with example.

Ans: A Pivot table is a statistics tool that summarize and recognize selected columns and rows of data into a spreadsheet or database itself, it simply "pivots" or turns the data to view it from different perspective. It is especially useful with large amounts of data.

Steps to create pivot table —

1) click any single cell inside the data set.

2) on the Insert tab, in the table group, click Pivot table. Then a dialogue box appears.

Excel automatically selects the data for you. The default location of new pivot table is new worksheet.

3) click ok.

4) write a short note on application of

- word
- Excel
- Power point

a) word-

- Add headers, footers and page formatting.
- Use mail merge box letters, envelopes and labels.
- Access, add-on like dictionaries, mail, climb
- Insert pictures from your hard drive or from the region from the microsoft word insert tool box.

b) Excel-

- It is used to store the data
- Add charts and graphs
- Used for time management and task management
- Customer relationship management (CRM)

c) Power point-

- To add custom animation
- Add photos, videos and sound effects
- Print presentation and handouts.
- Embedded youtube videos.