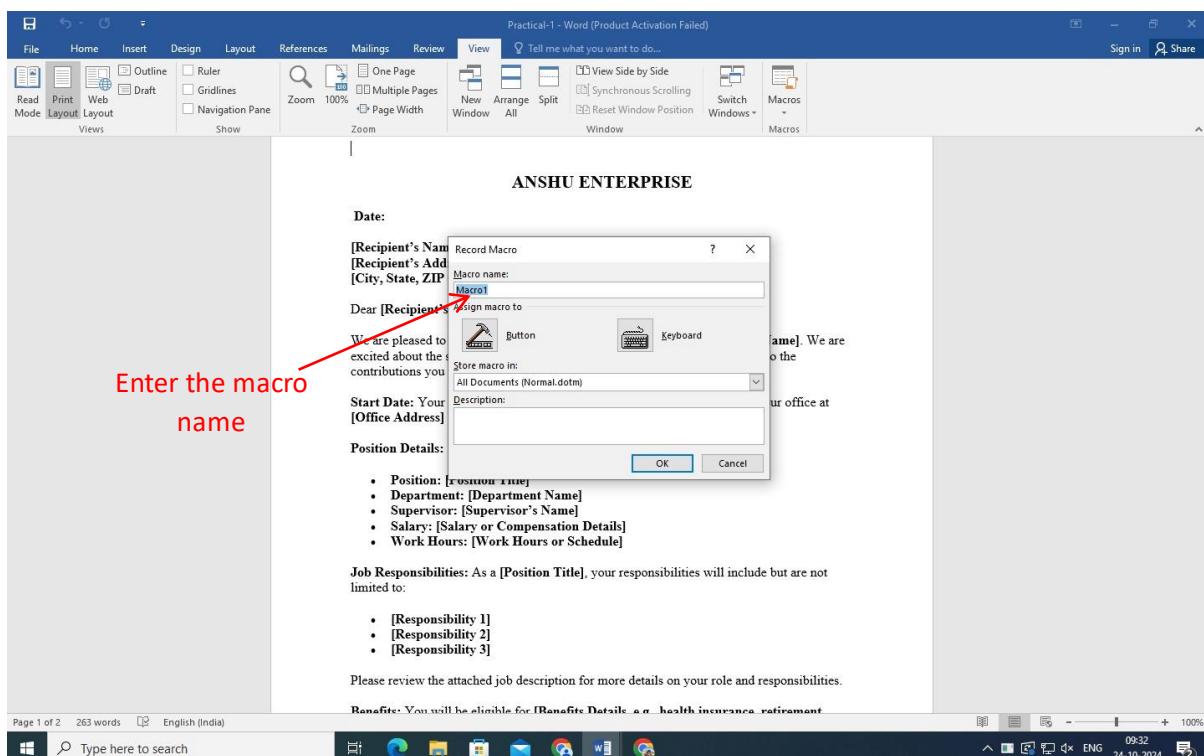
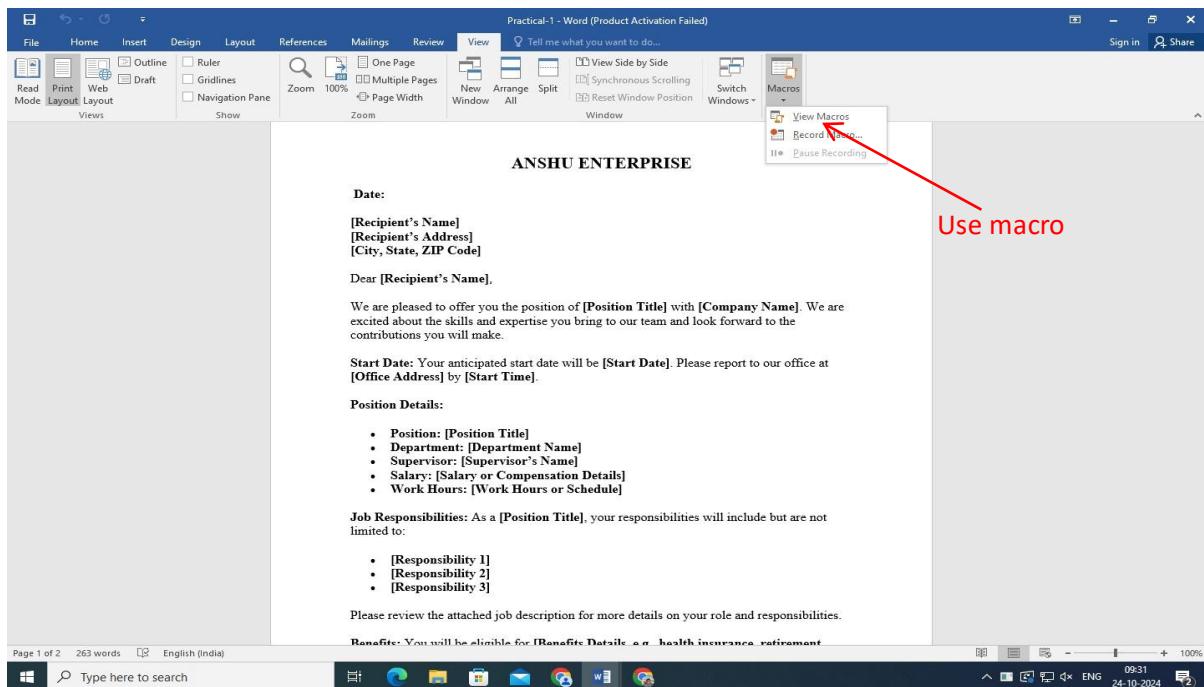
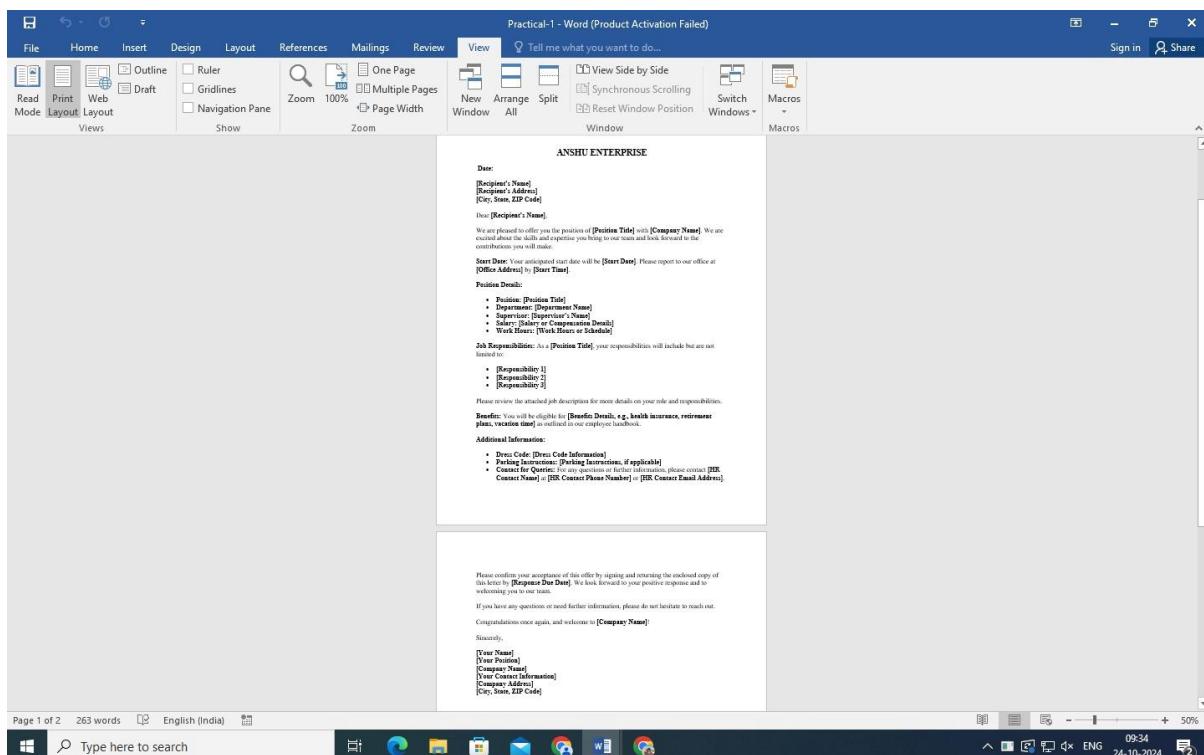
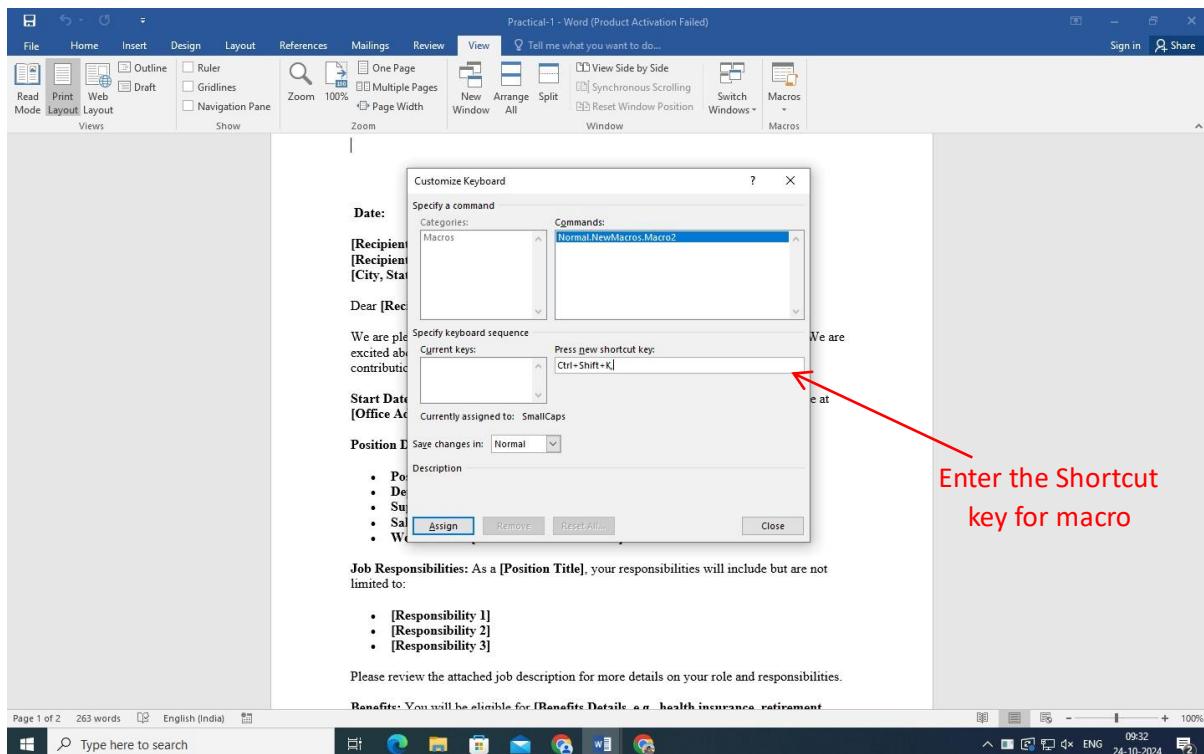
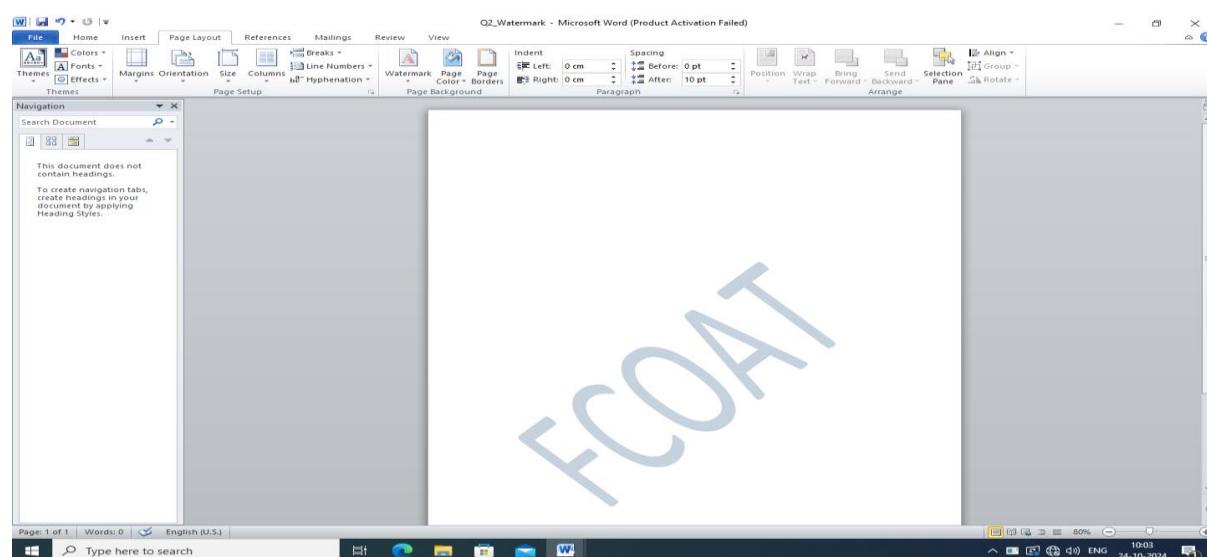
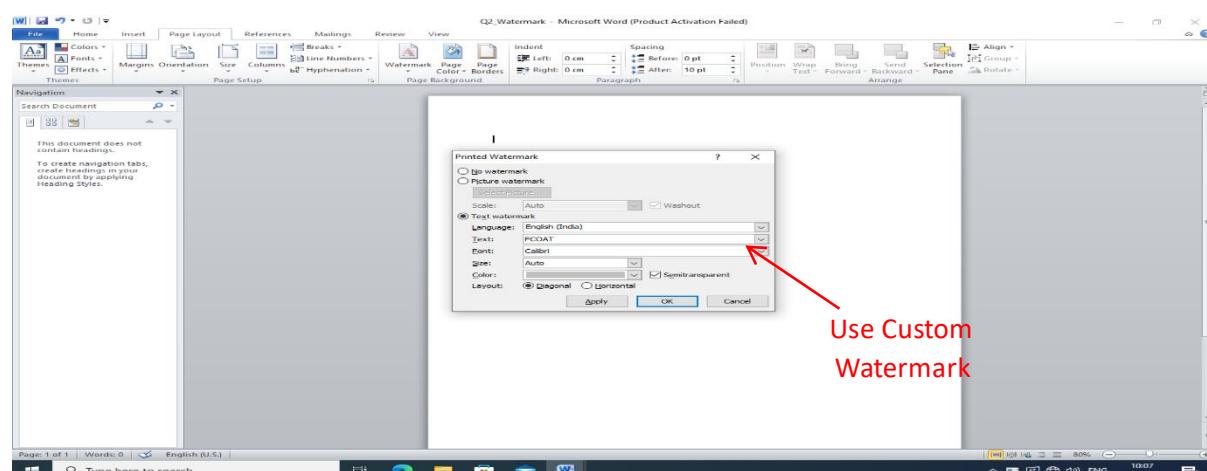
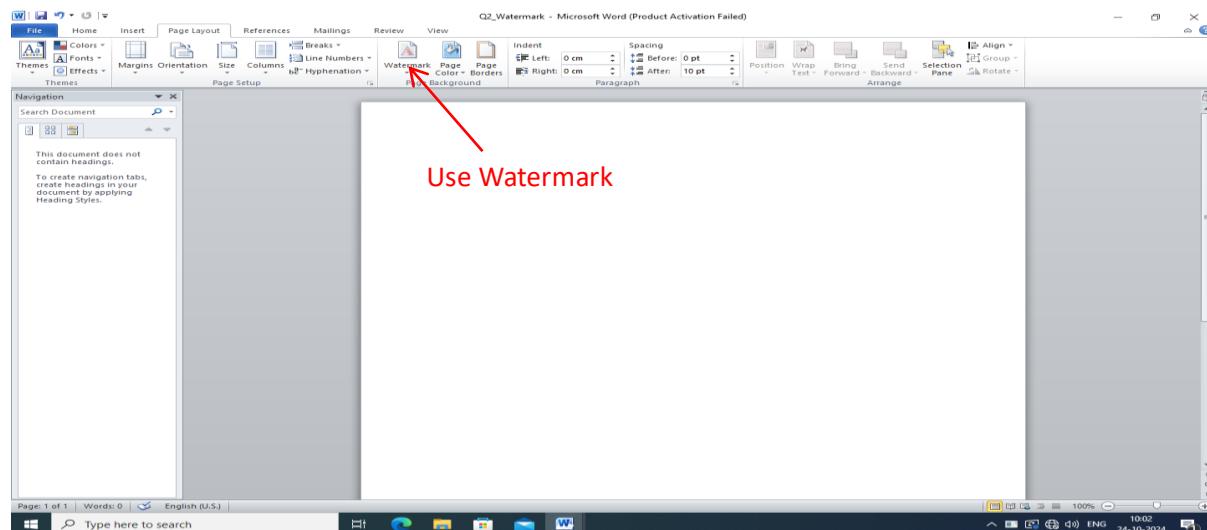


1) How do you create a macro in Microsoft Word to generate a customized appointment letter that includes placeholders for the recipient's name, position, start date, and other details, and then execute the macro to produce a formatted letter?

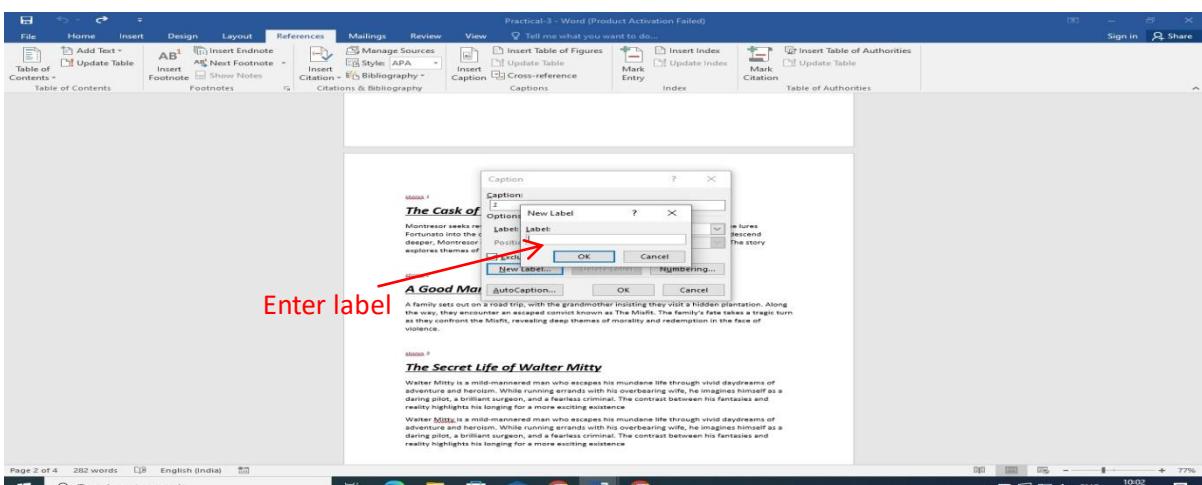
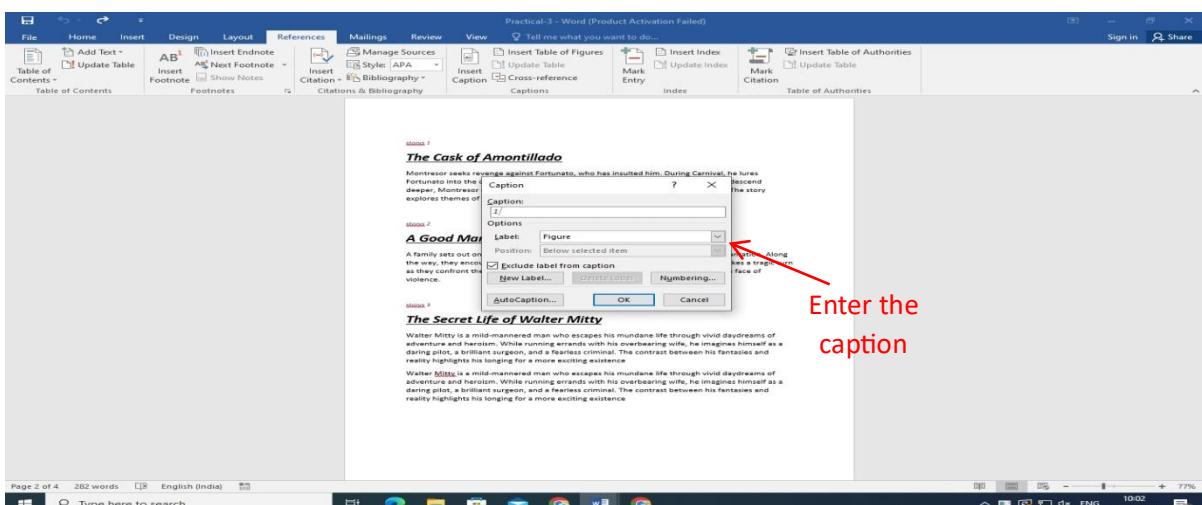
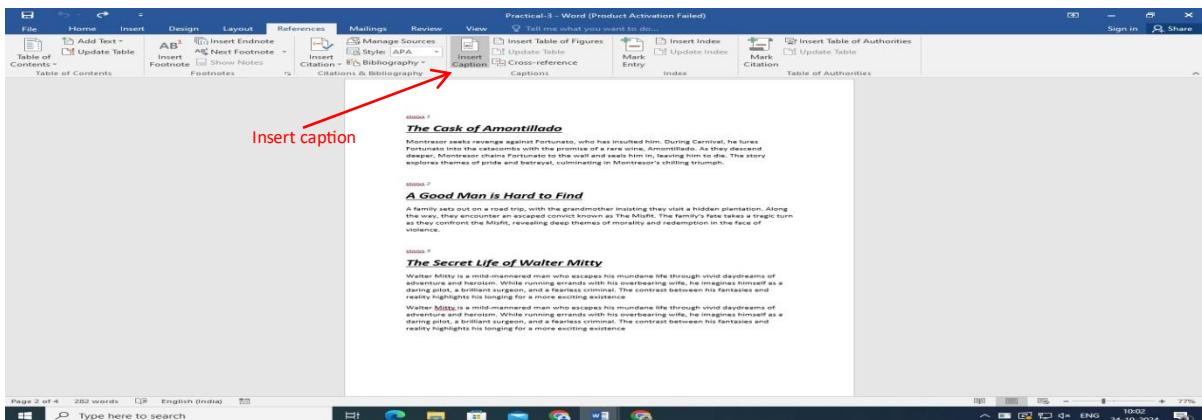


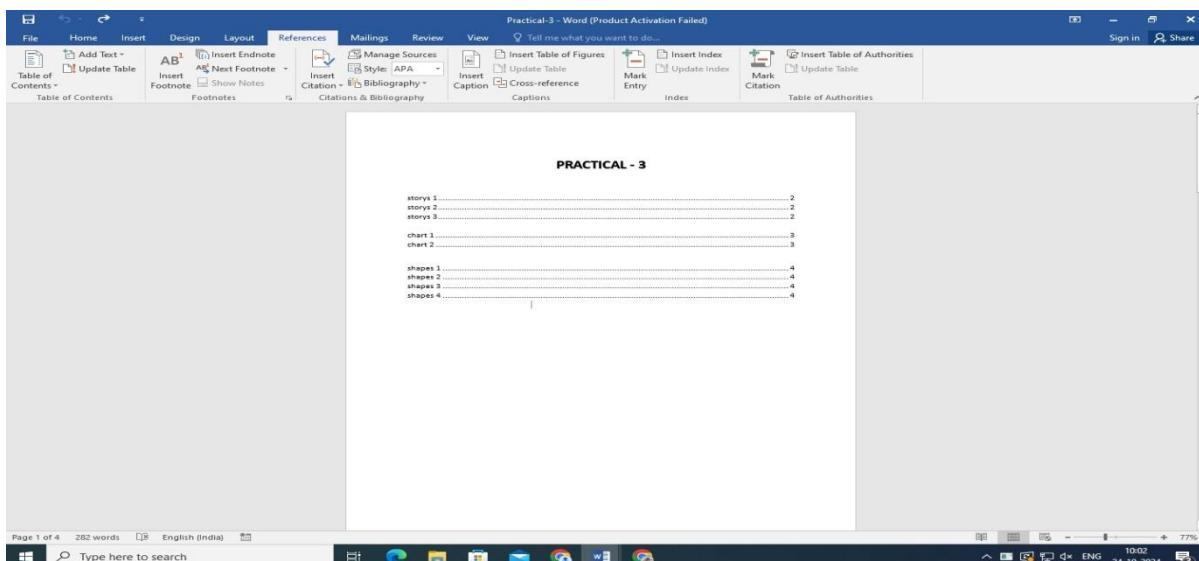
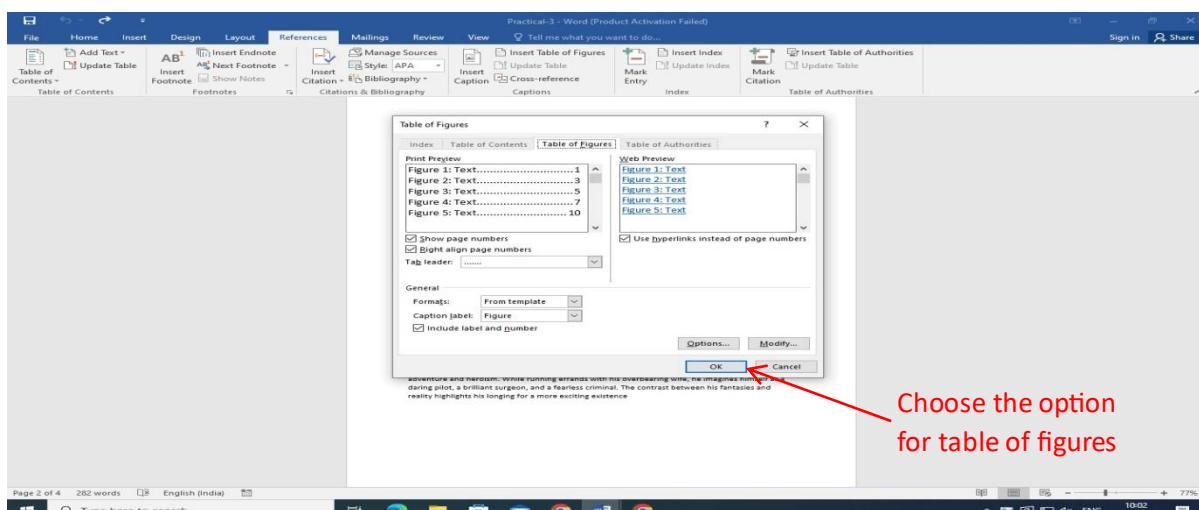
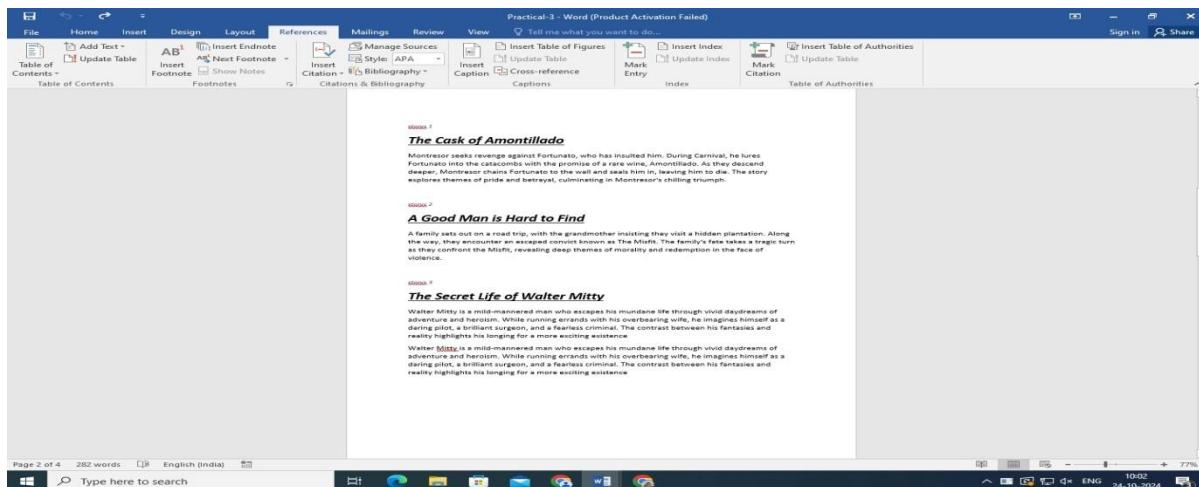


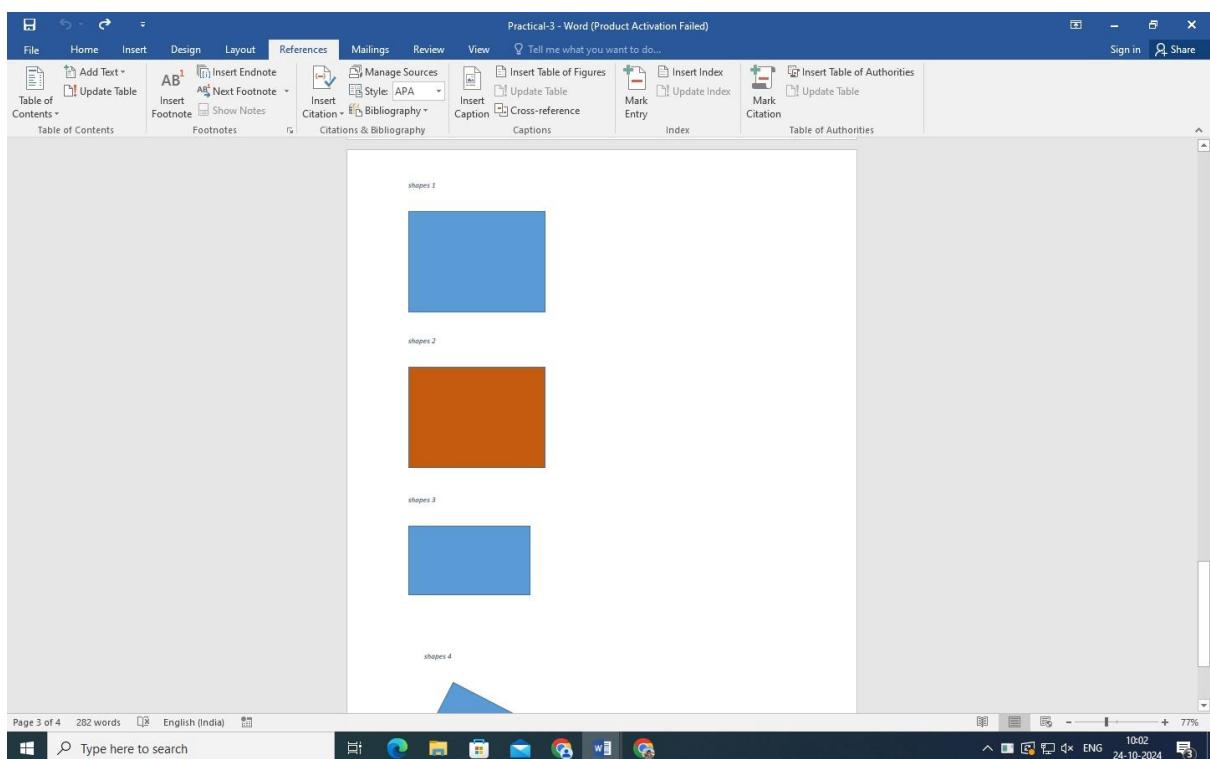
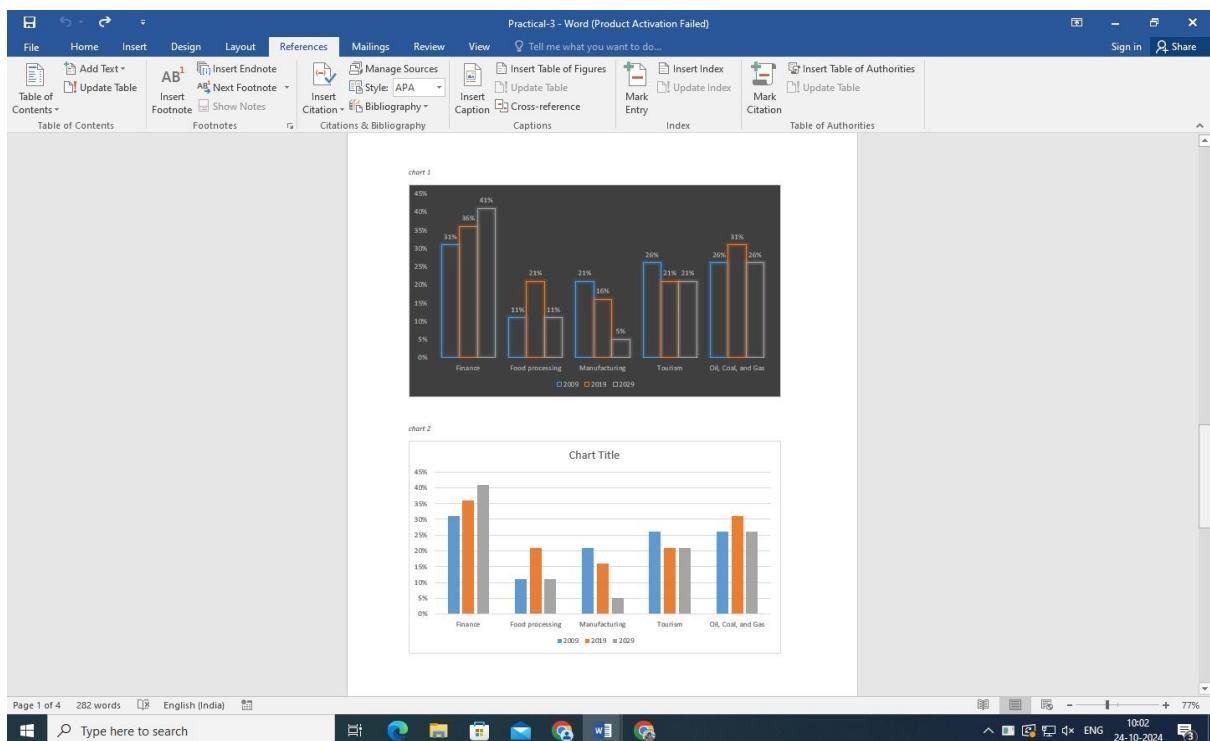
2) How can you add custom watermarks to specific sections of a document, such as confidential or draft, based on the document's status?



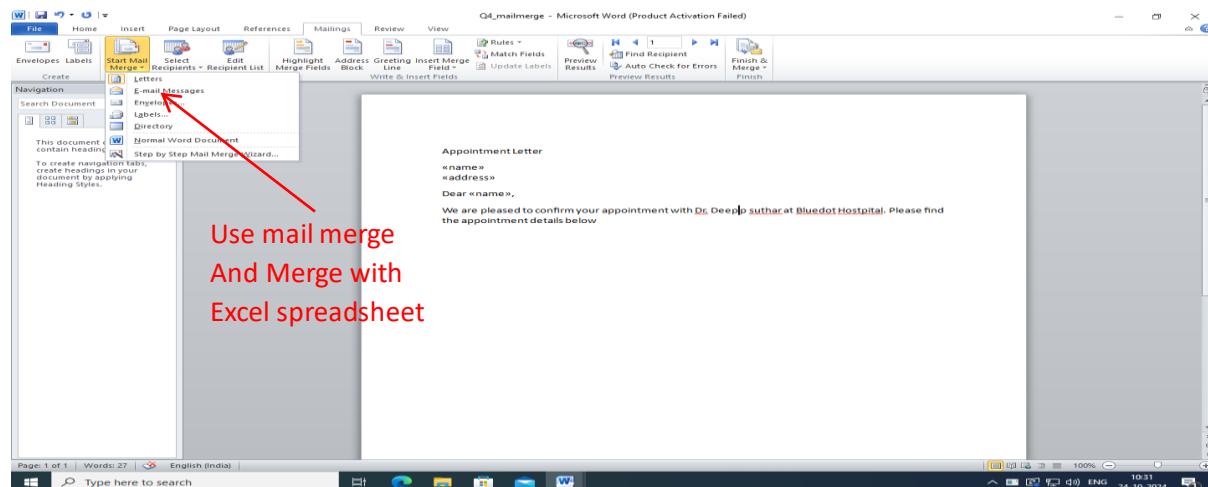
3) How can you set up a document to include a table of figures and a table of tables, each automatically updating as figures and tables are added or modified?





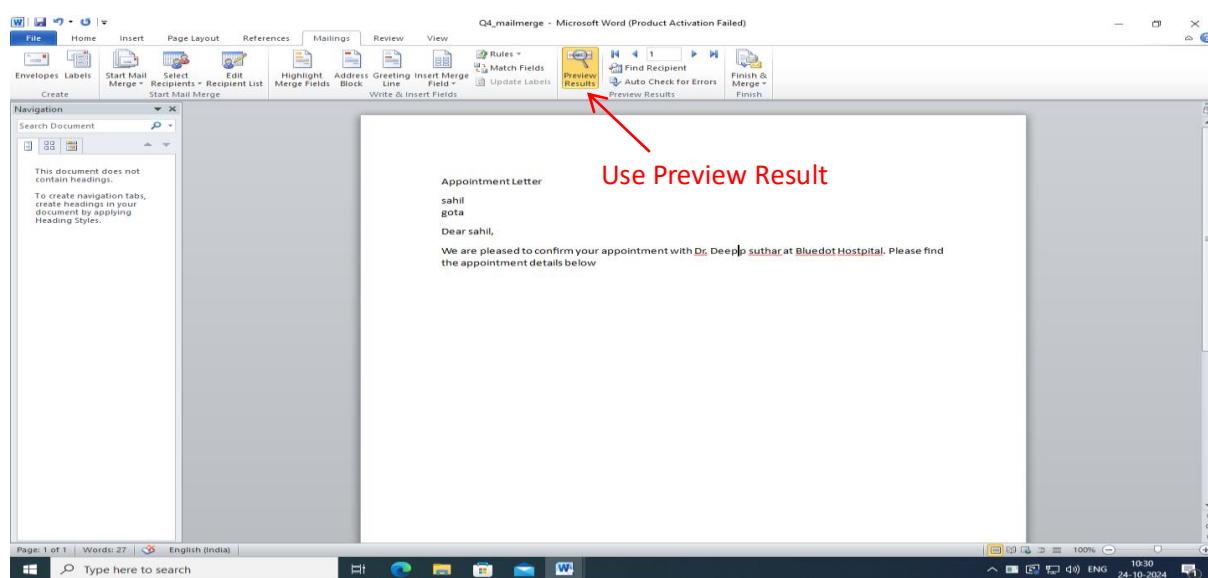


4) How do you perform a mail merge to generate personalized form letters, labels, or envelopes from a data source like an Excel spreadsheet?

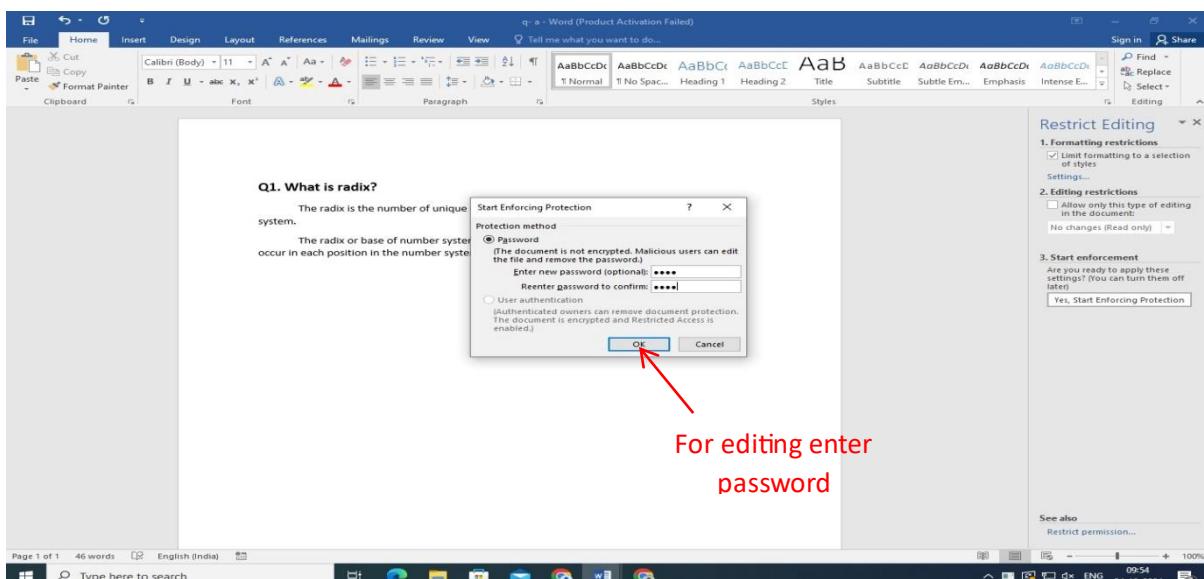
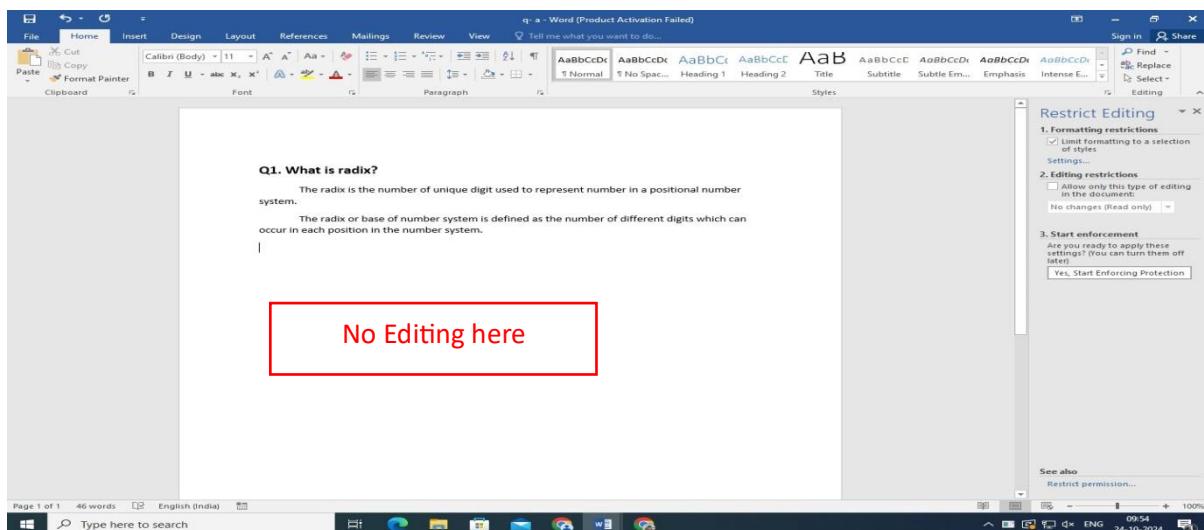
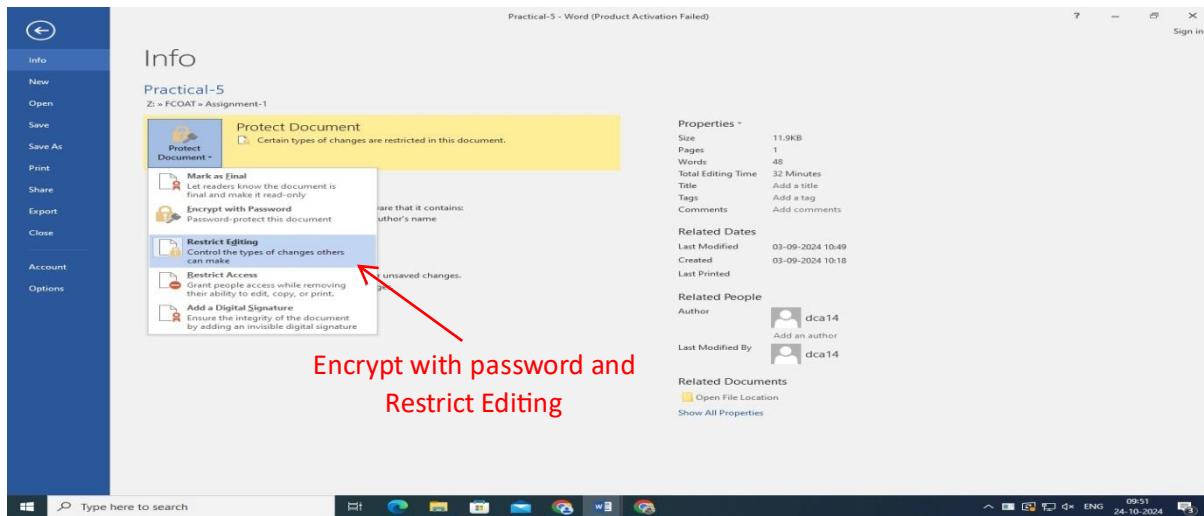


A	B	C
1	index	name
2	1	sahil
3	2	rohan
4	3	sujan
5	4	ketan
6	5	piyush
		address
		gota
		vandematram
		thaltej
		anand
		tharad

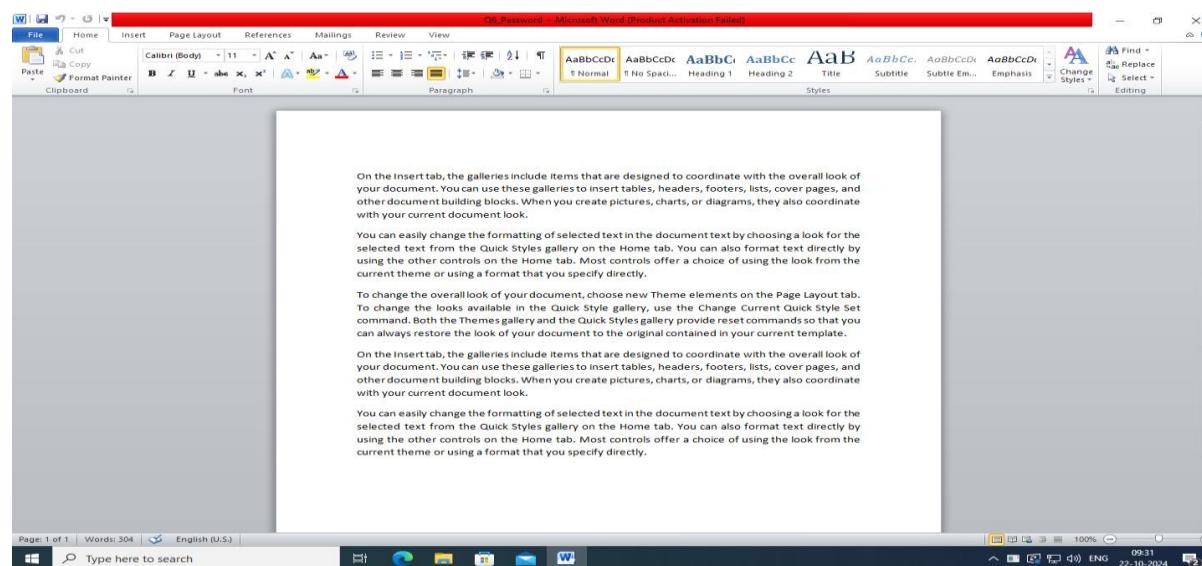
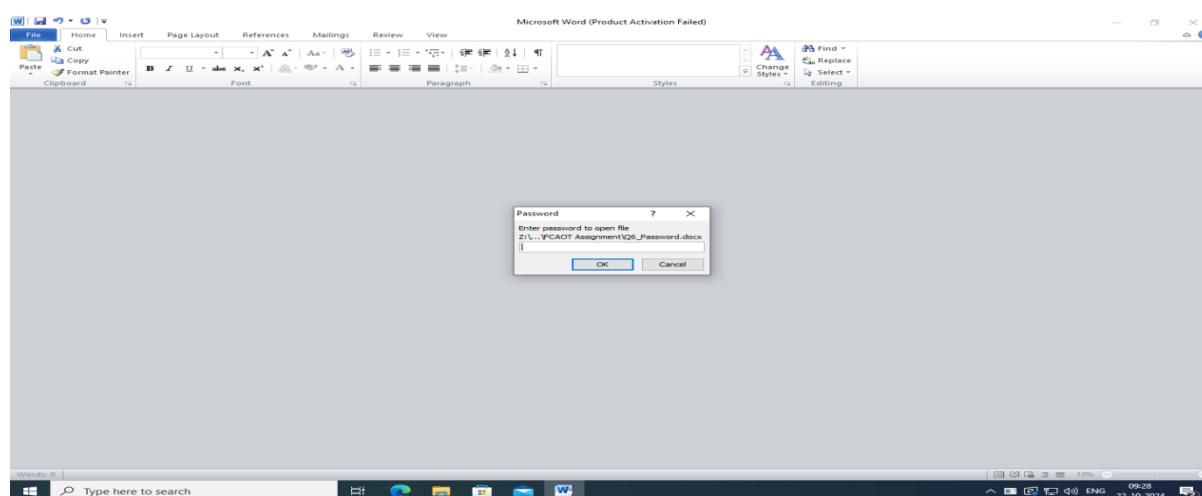
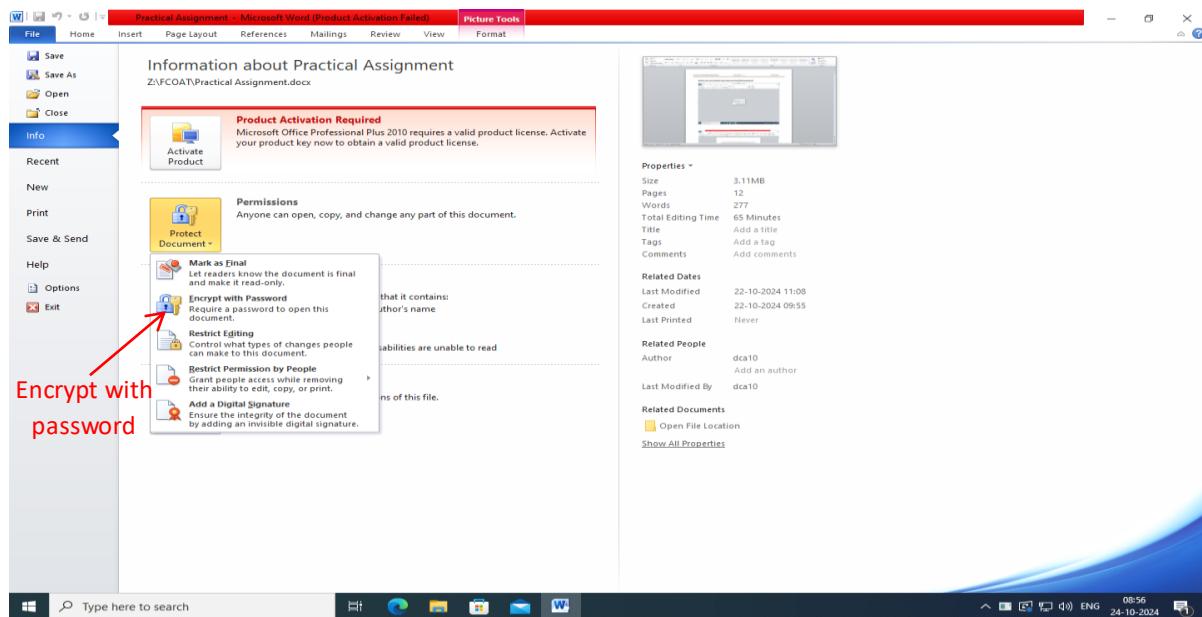
Merge with the Word file



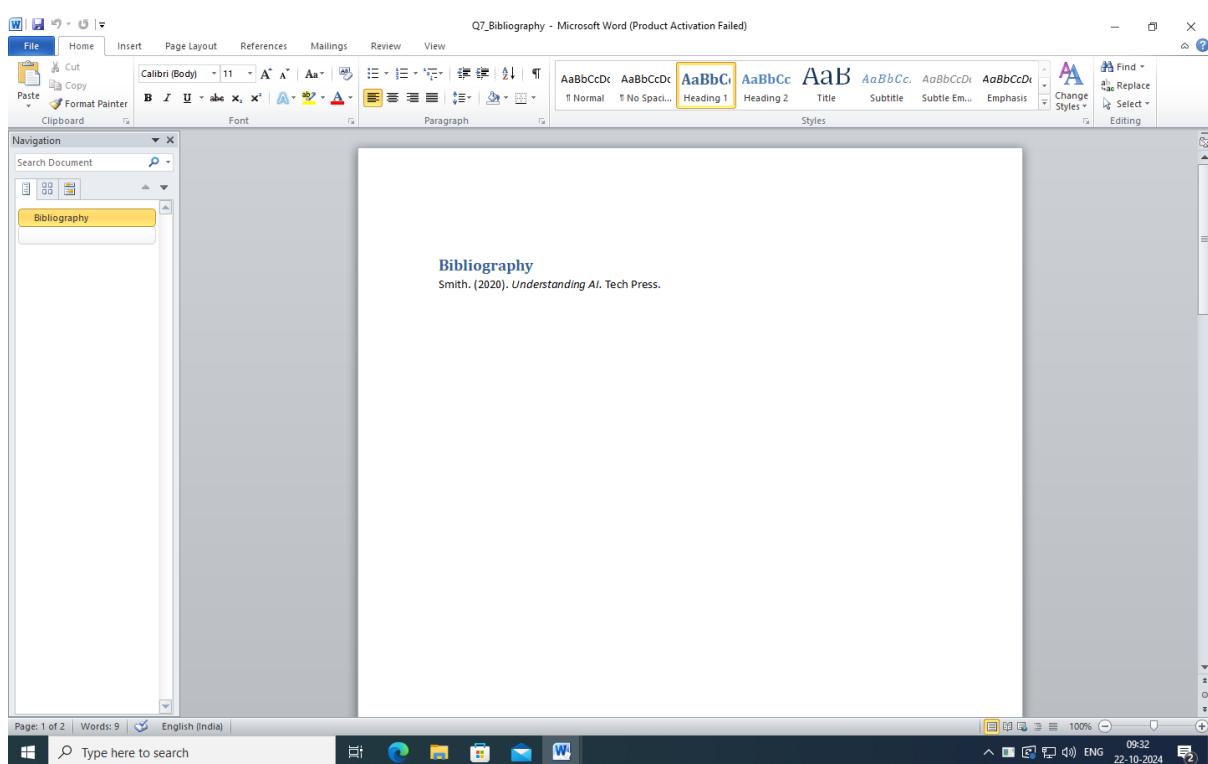
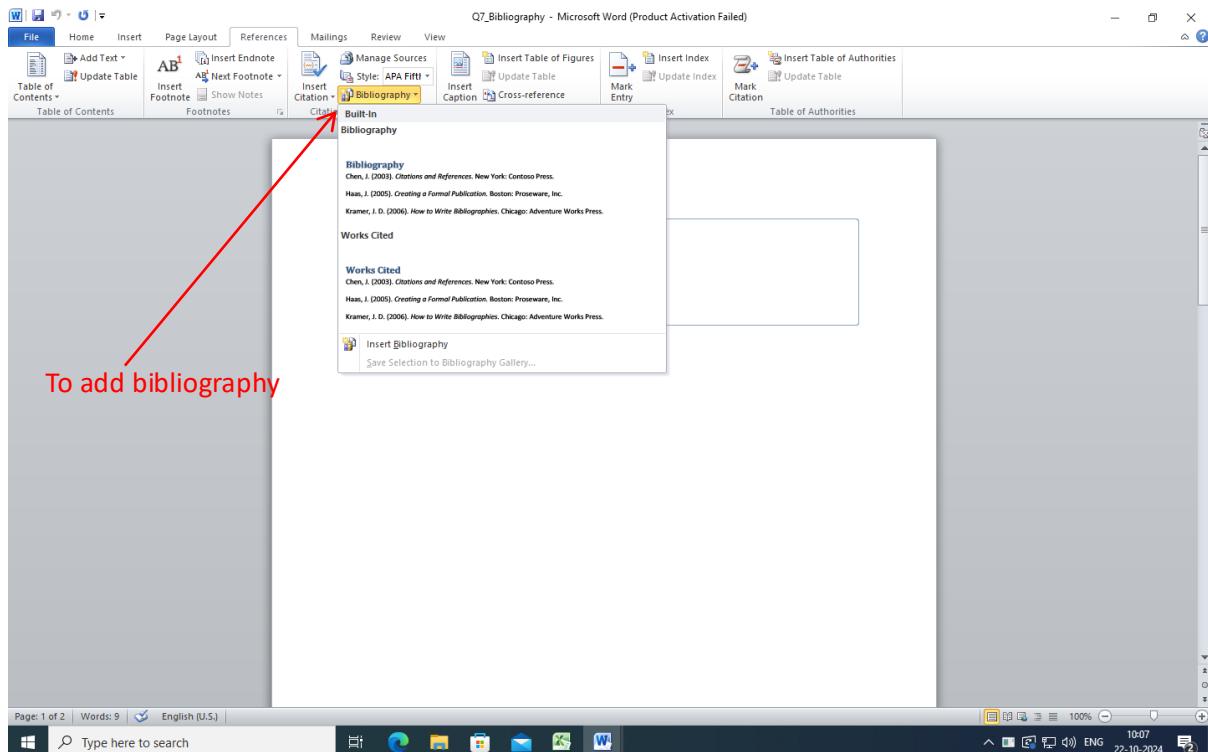
5) How can you protect a document from editing ?



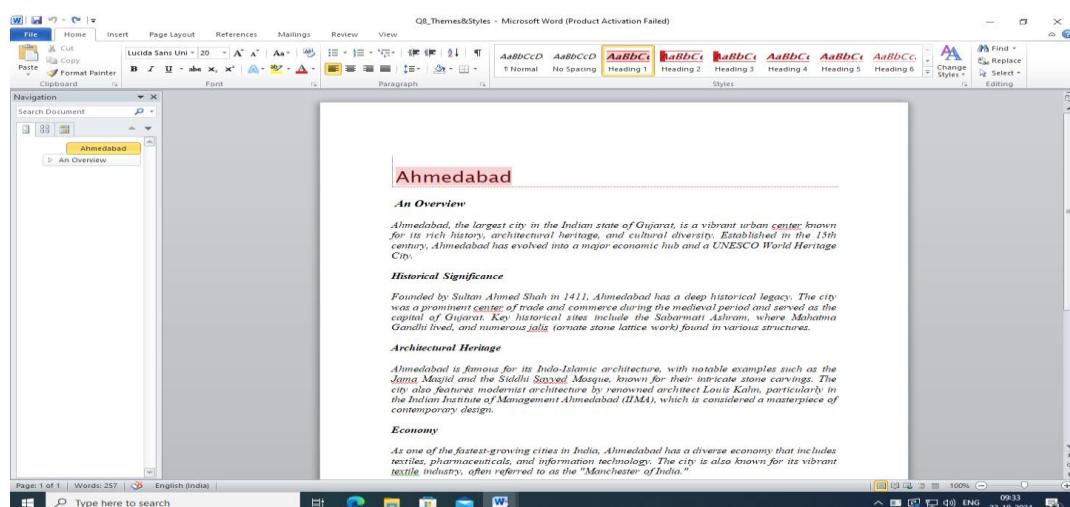
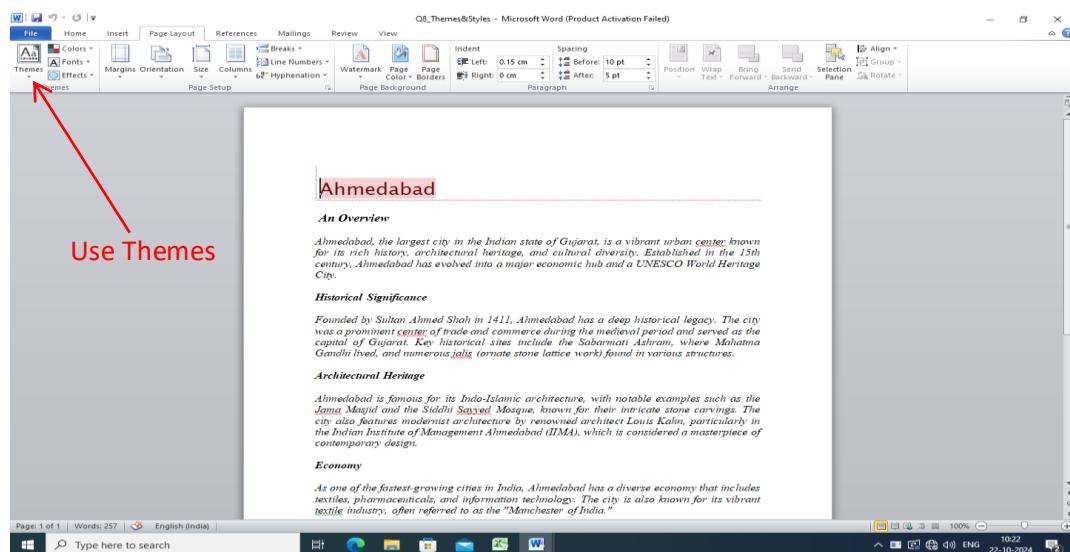
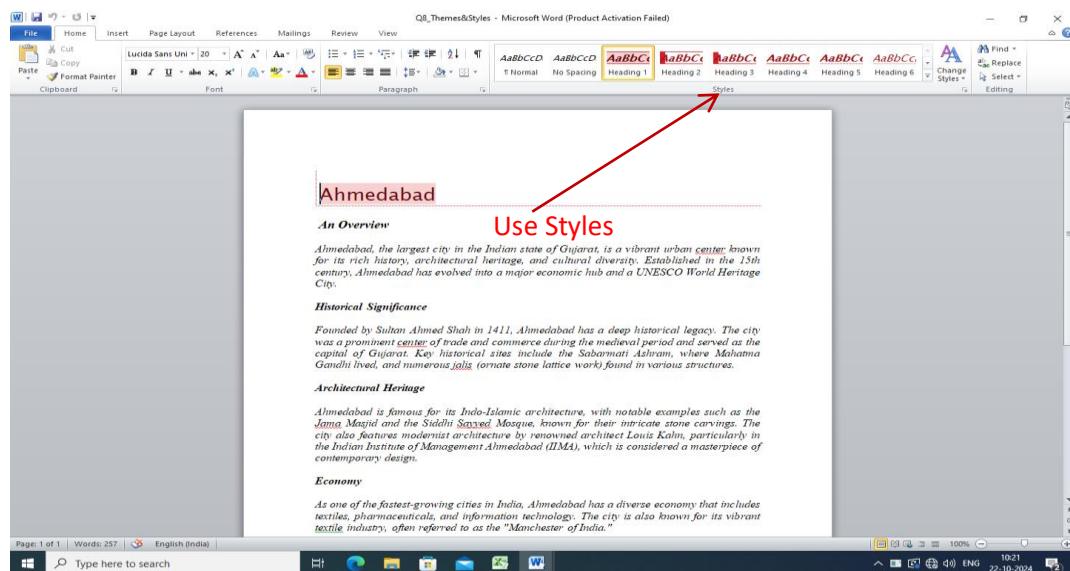
6) How can you protect a document and save with password?



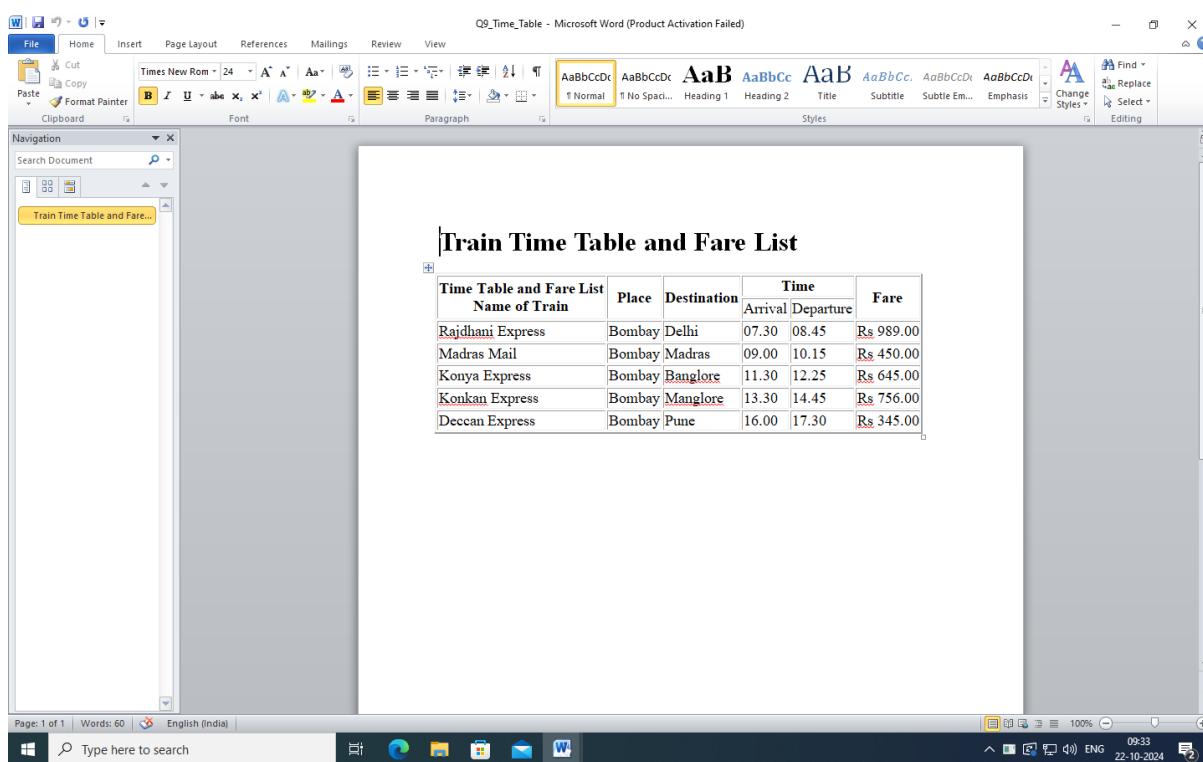
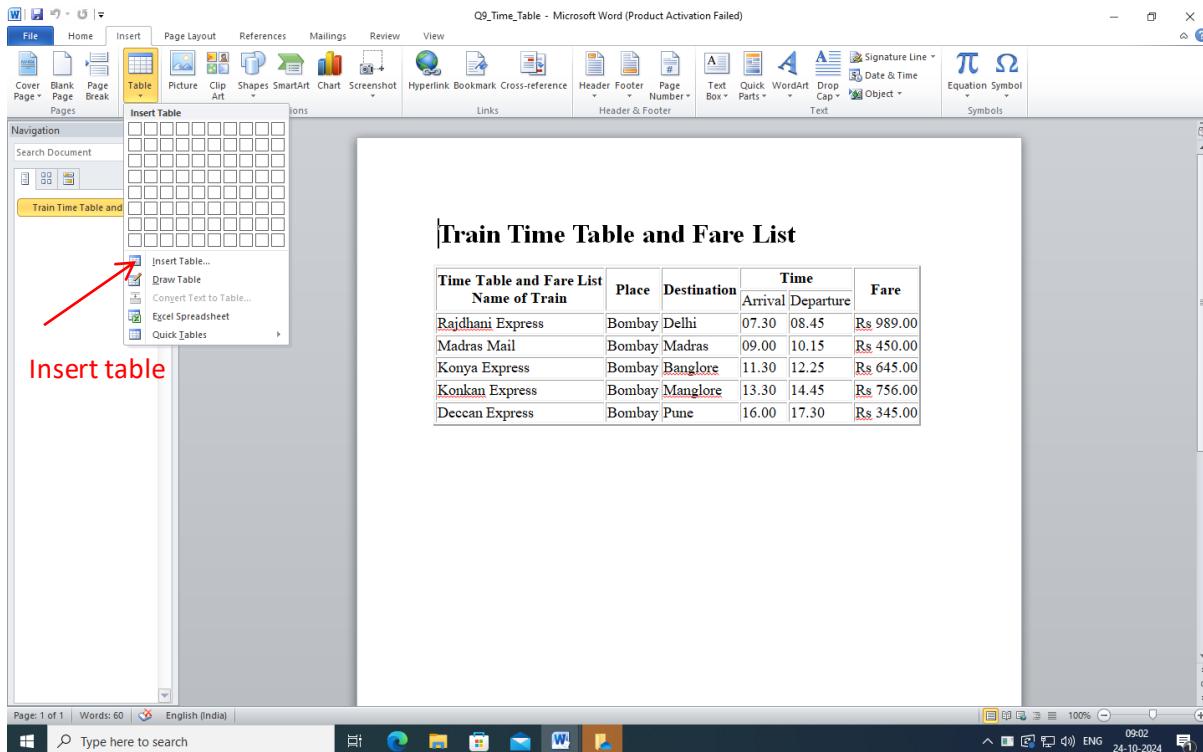
7) How can you create and manage a custom bibliography with citations from different sources and styles, and ensure consistency throughout the document?



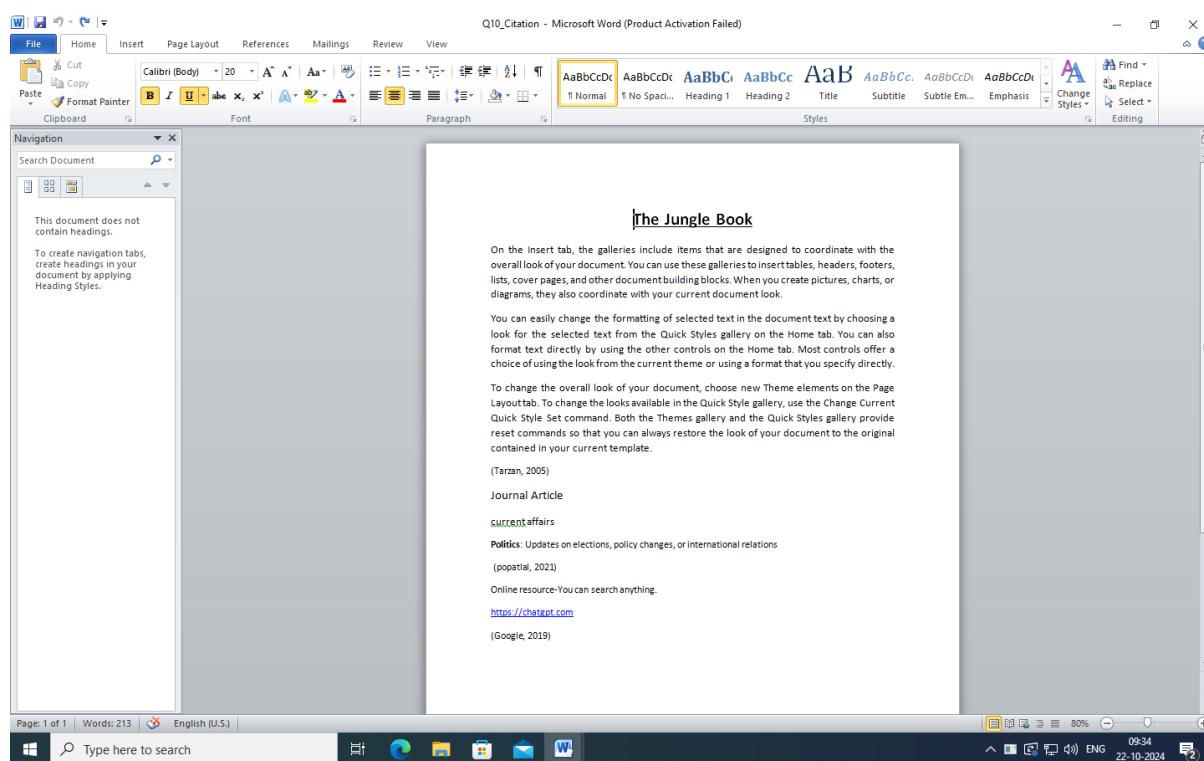
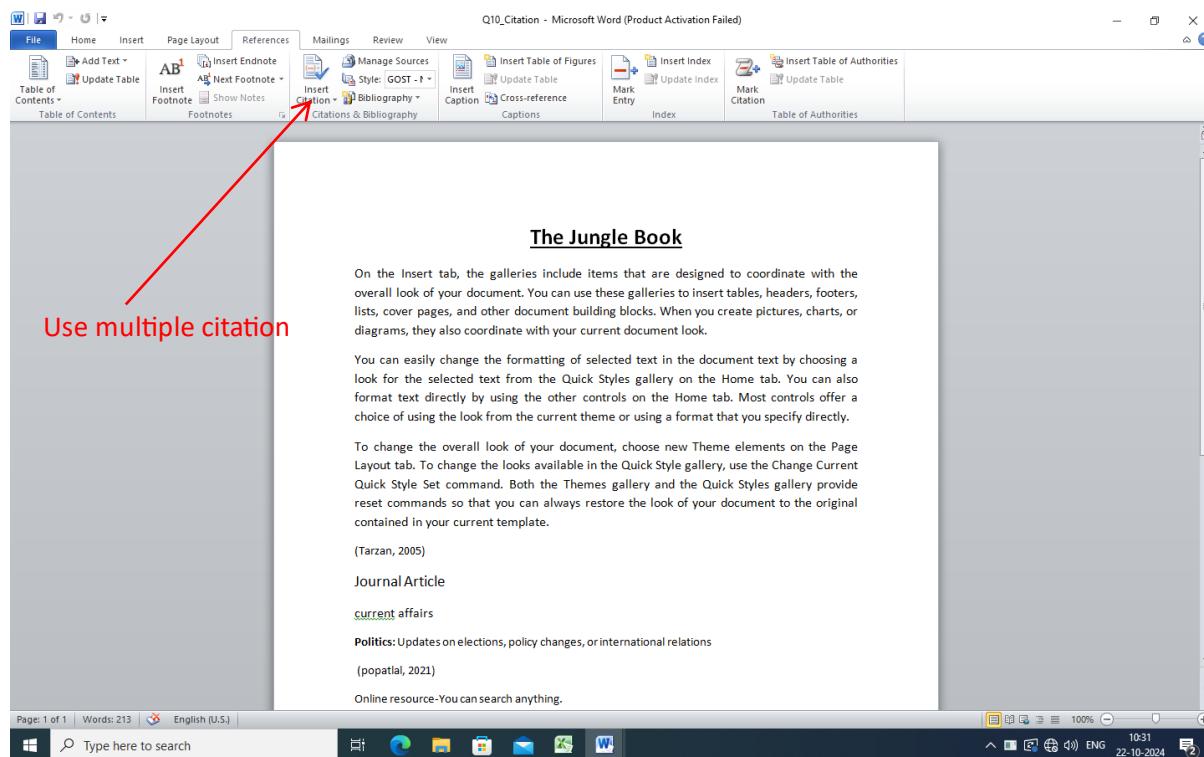
8) How do you apply advanced formatting to a document using themes and styles to ensure a consistent look across different sections?



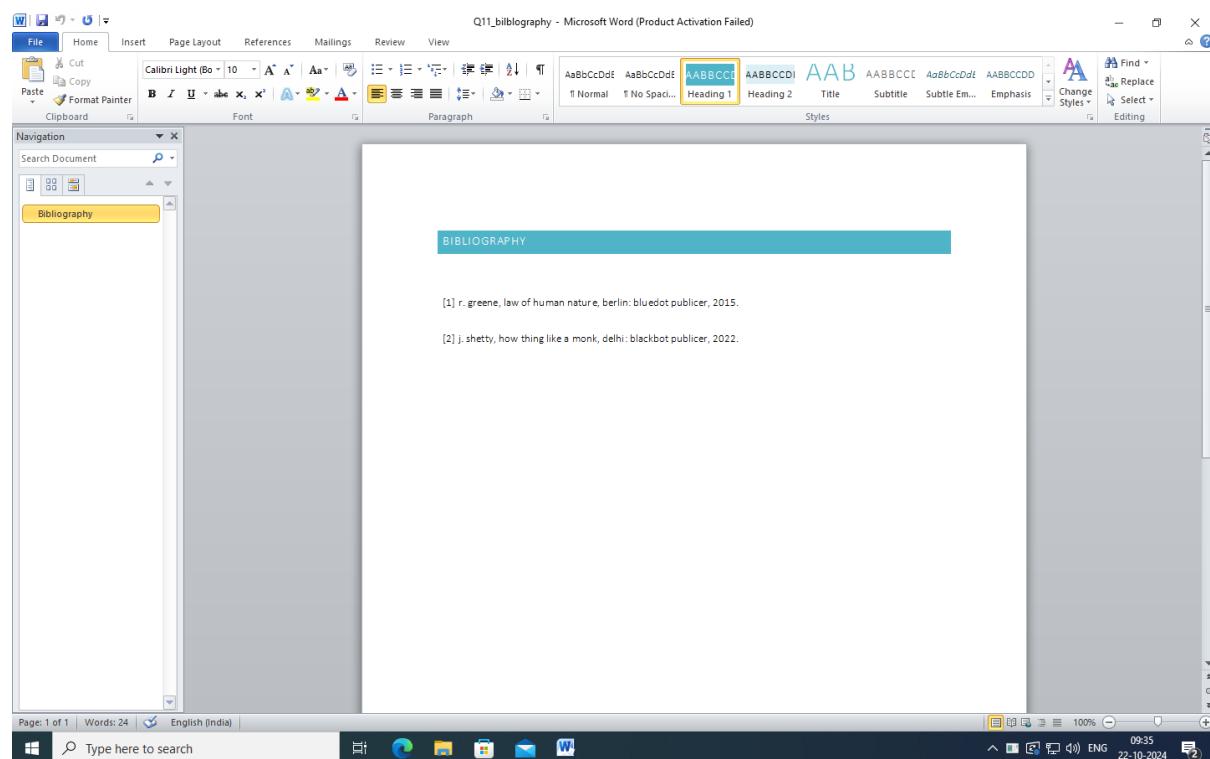
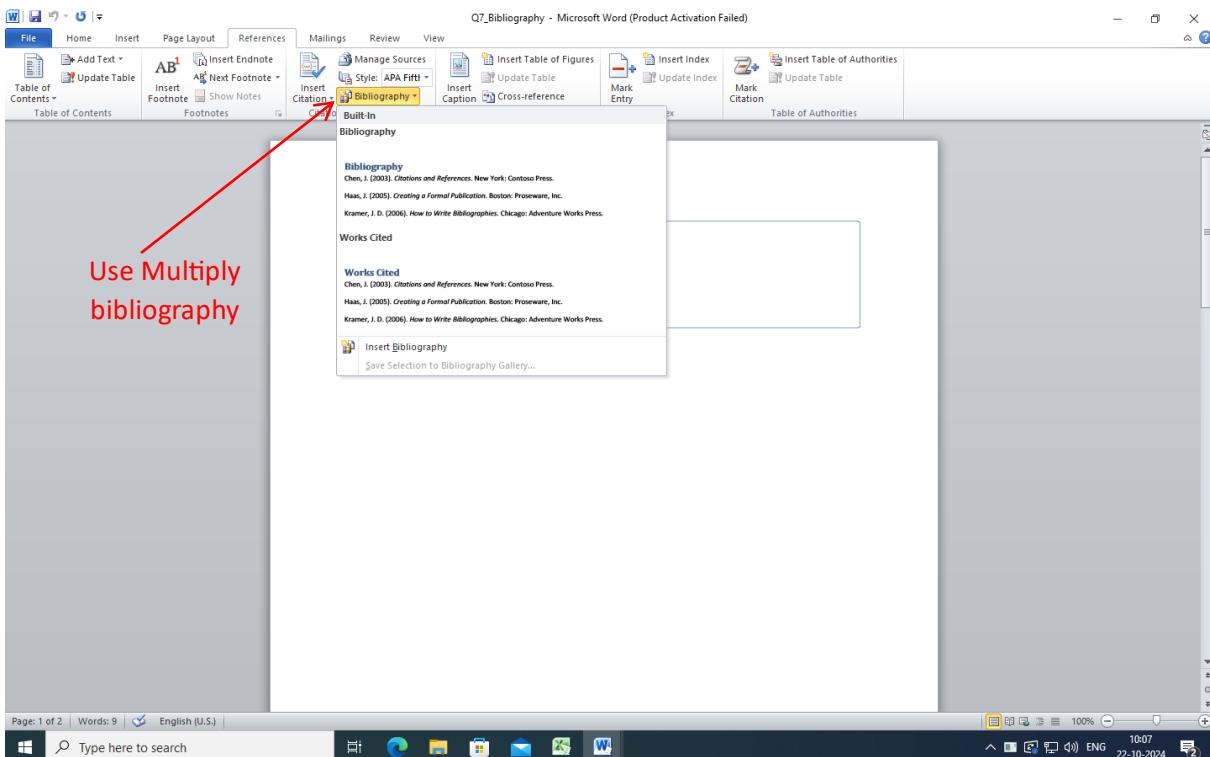
9) How do you create a custom table (Train Time Table)



10) How do you add and manage multiple citation sources in a document, including books, journal articles, and online resources, and ensure they are correctly formatted according to a chosen citation style?



11) How can you create and update a bibliography or works cited page in your document that automatically reflects all the sources you have cited?



12) How do you use the “Style” feature to apply consistent formatting to citations, footnotes, and endnotes, and ensure they match the rest of the document?

Use footnotes, and endnotes

Polo Forest

An Overview:

Polo Forest, located in the Gujarat state of India, is renowned for its natural beauty, historical significance, and biodiversity. Nestled in the foothills of the Aravalli Range, it covers a vast area featuring a variety of landscapes, including dense forests, rivers, and ancient ruins.

Historical Significance

The region is dotted with ancient temples and archaeological sites, which date back to the 12th century. The most notable among these is the Jain Temple complex, showcasing intricate carvings and architecture indicative of the period.¹ These sites reflect the rich cultural heritage of the region and attract historians and archaeologists alike.

Biodiversity

Polo Forest is home to a diverse array of flora and fauna. The forests consist mainly of teak, bamboo, and various medicinal plants. Wildlife enthusiasts may spot species such as leopards, deer, and numerous bird species in their natural habitat. The ecosystem here is vital for conservation efforts, supporting a range of endangered species.²

Tourism

Tourism plays a crucial role in the economy of Polo Forest. Visitors are drawn to its serene environment for activities such as trekking, wildlife photography, and nature walks. The best time to visit is during the monsoon season when the landscape is lush and vibrant.¹

Cultural Events

Page: 1 of 1 | Words: 306 | English (U.S.) | 10:51 22-10-2024

Use footnotes, and endnotes

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Cultural Events

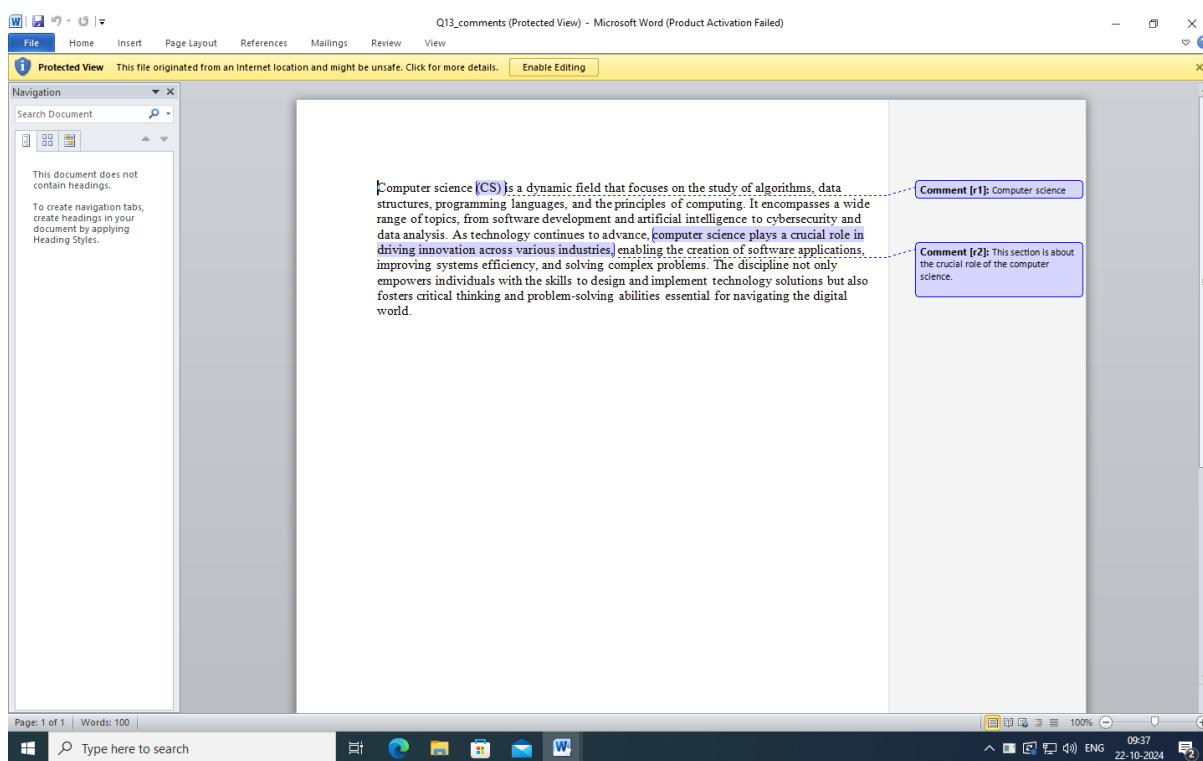
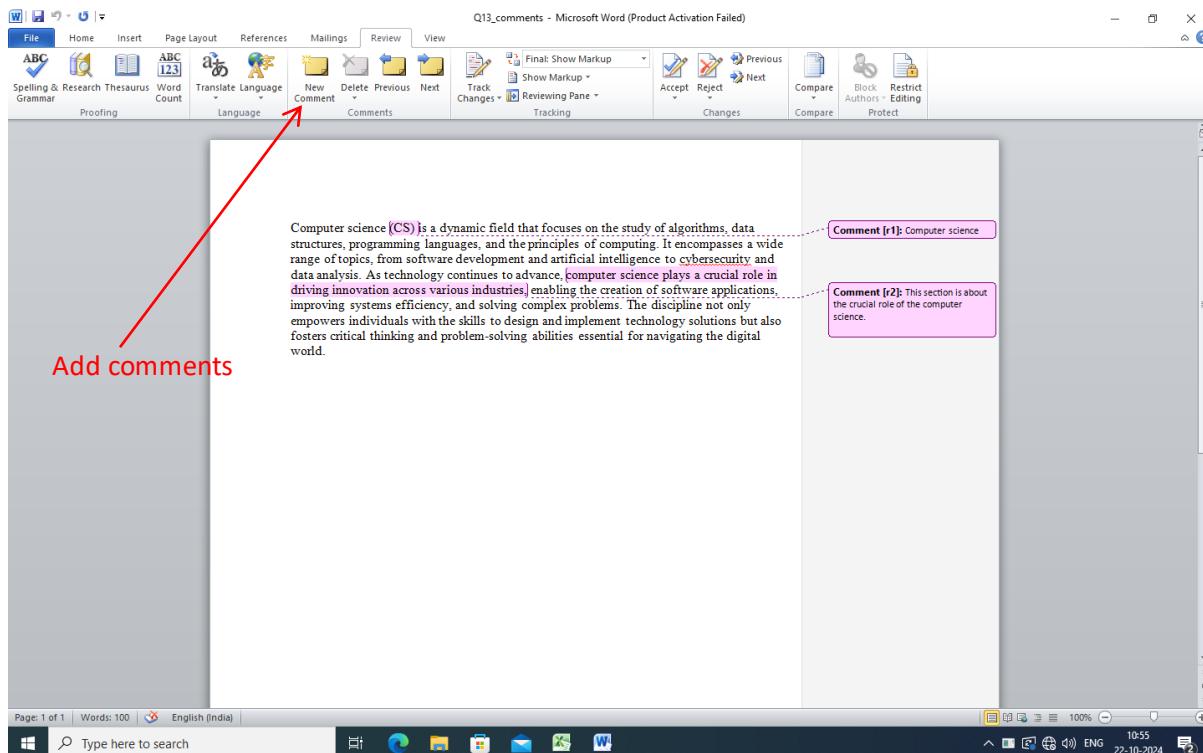
Local festivals and cultural events often take place in Polo Forest, offering tourists a glimpse into the vibrant traditions of the indigenous communities. Events like the **Tribal Festival** celebrate local culture through music, dance, and traditional crafts.²

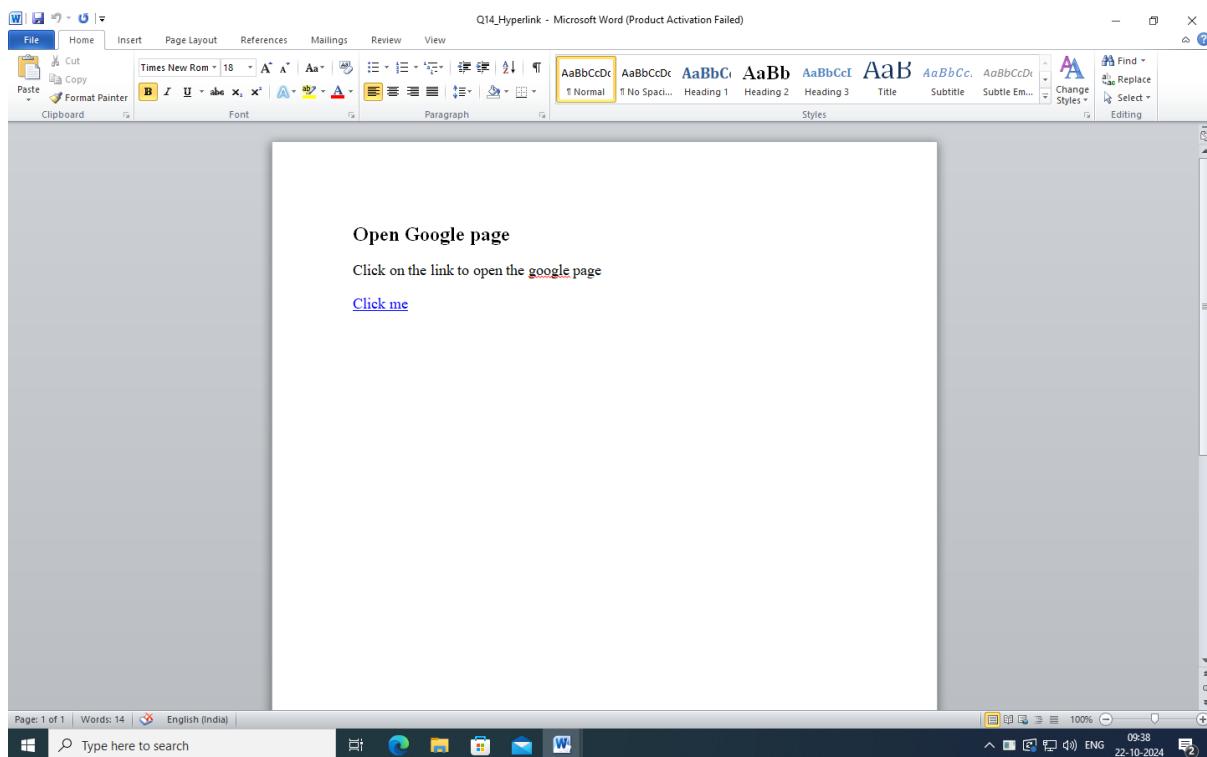
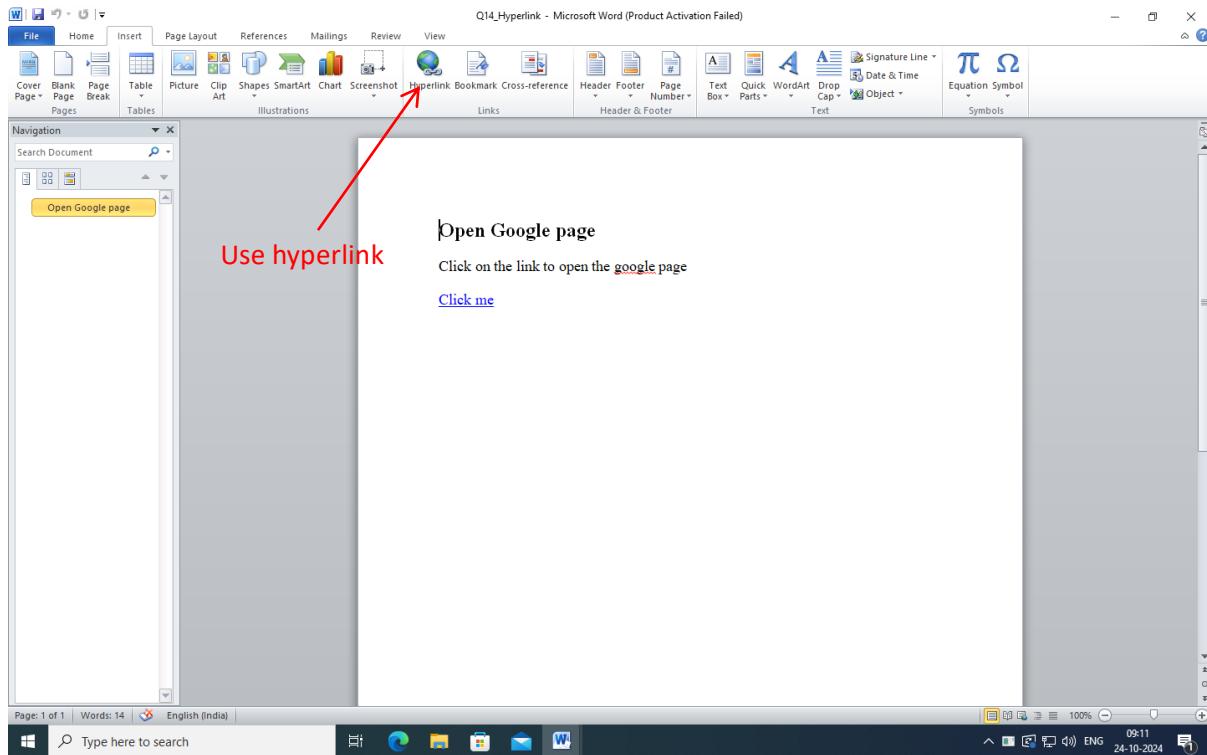
¹ Desai, K. (2021). "Best Times to Visit Gujarat's Eco-Tourism Sites." *Travel Gujarat Magazine*, 12(4), 58-60.
² Kumar, L. (2022). *Cultural Festivities of Tribal Communities in Gujarat*. New Delhi: Tribal Affairs Ministry.

¹ Patel, R. (2020). *Ancient Temples of Gujarat: A Historical Perspective*. Ahmedabad: Gujarat Historical Society.
² Sharma, A., & Mehta, S. (2019). *Biodiversity in Indian Forests: A Focus on Gujarat*. Journal of Environmental Studies, 45(3), 234-245.

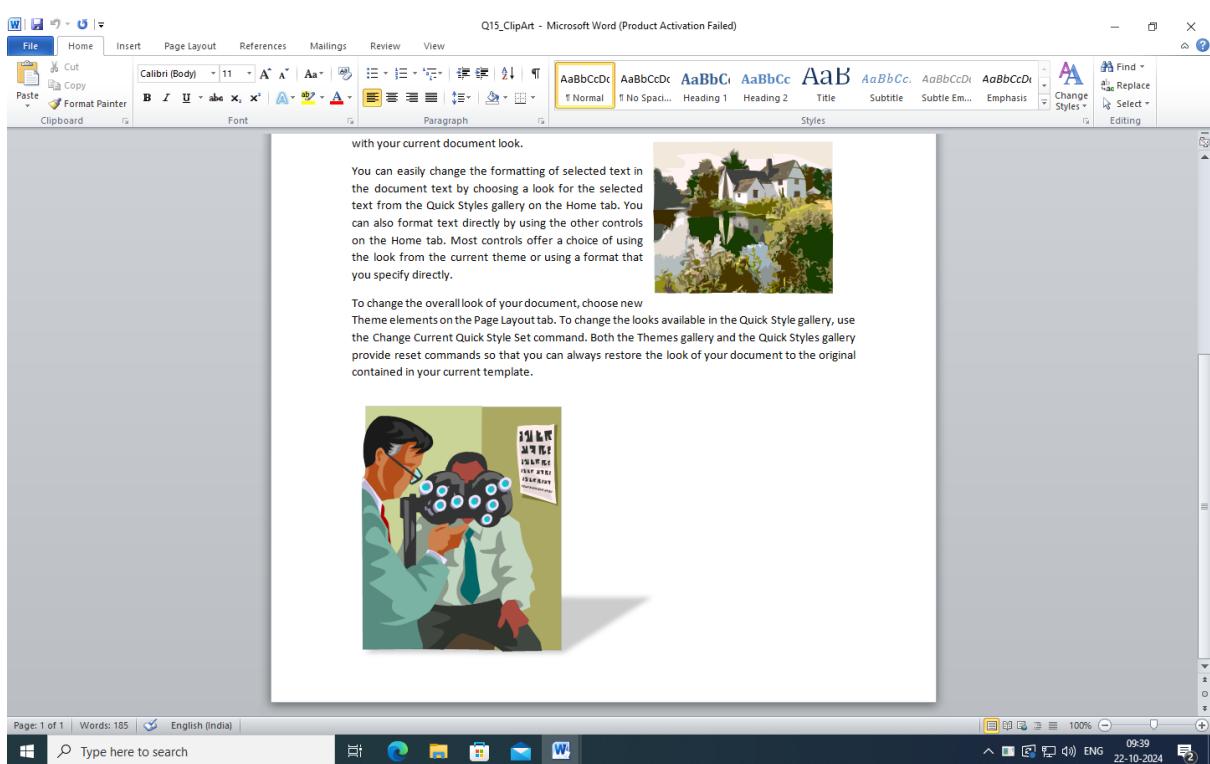
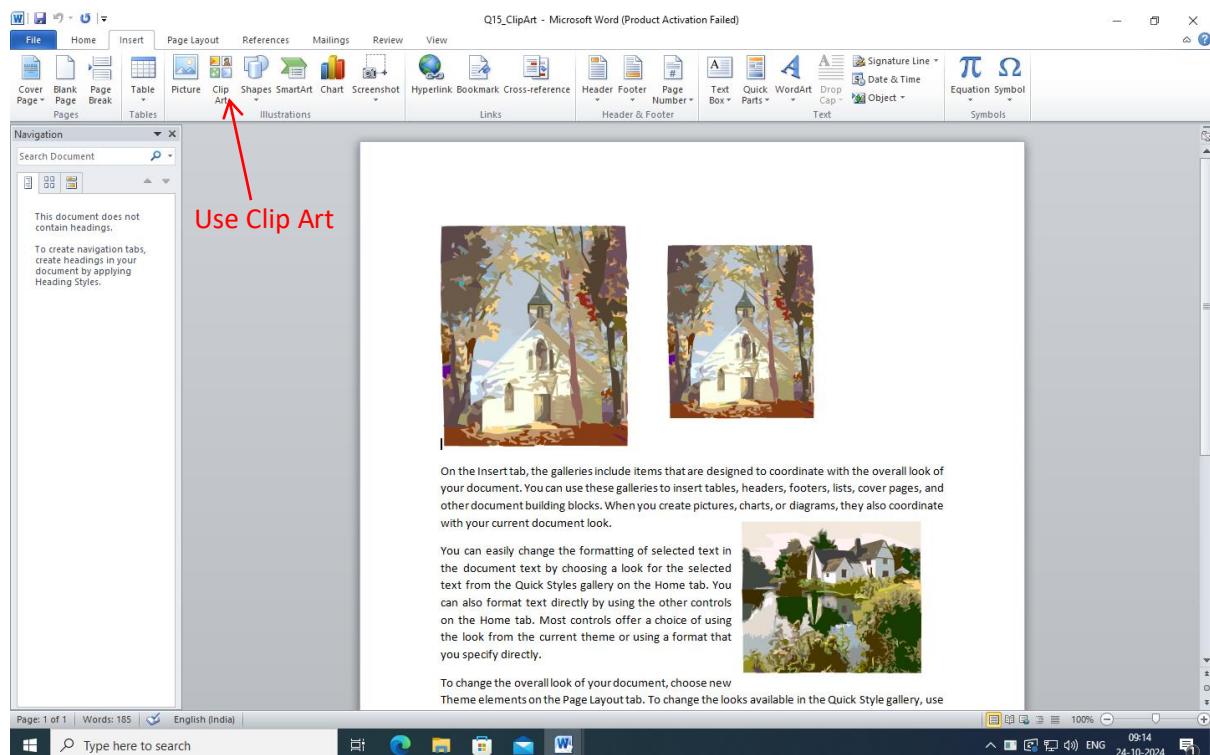
Page: 1 of 1 | Words: 306 | English (U.S.) | 09:36 22-10-2024

13) How do you add comments to specific text or sections of a document, and ensure they are linked to the relevant text for easy reference?

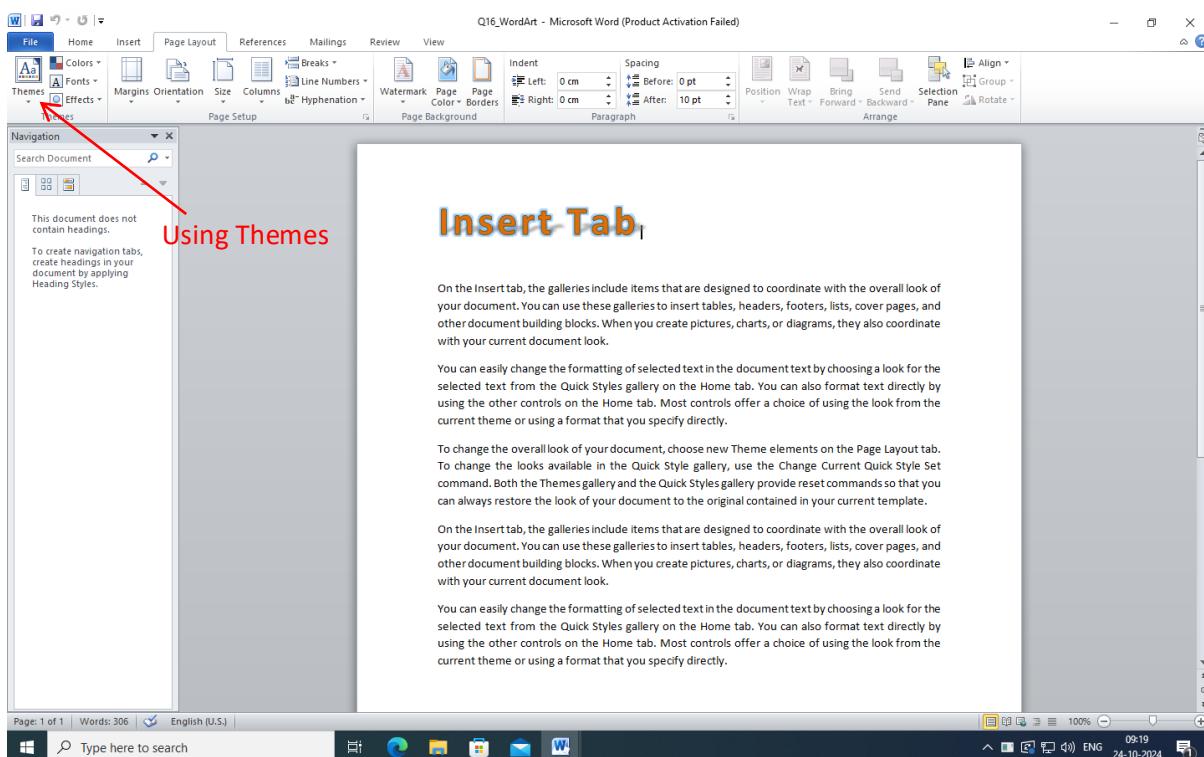
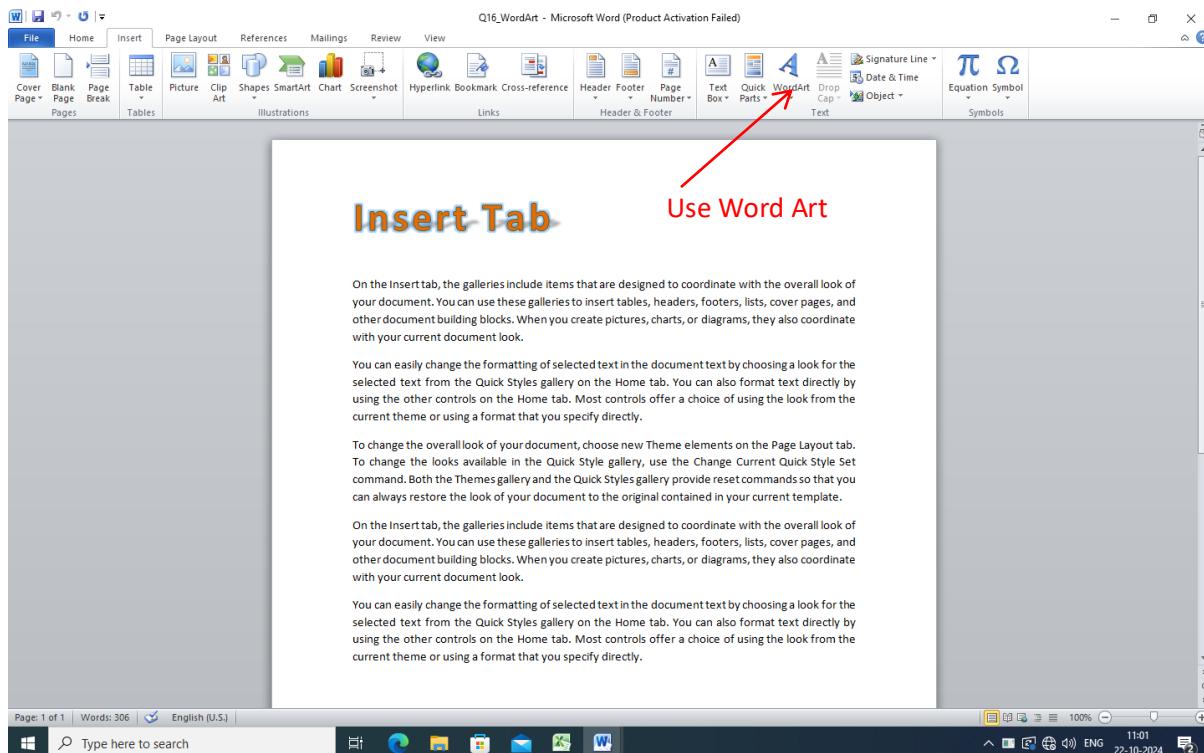


14) How can you create a text as a hyperlink?

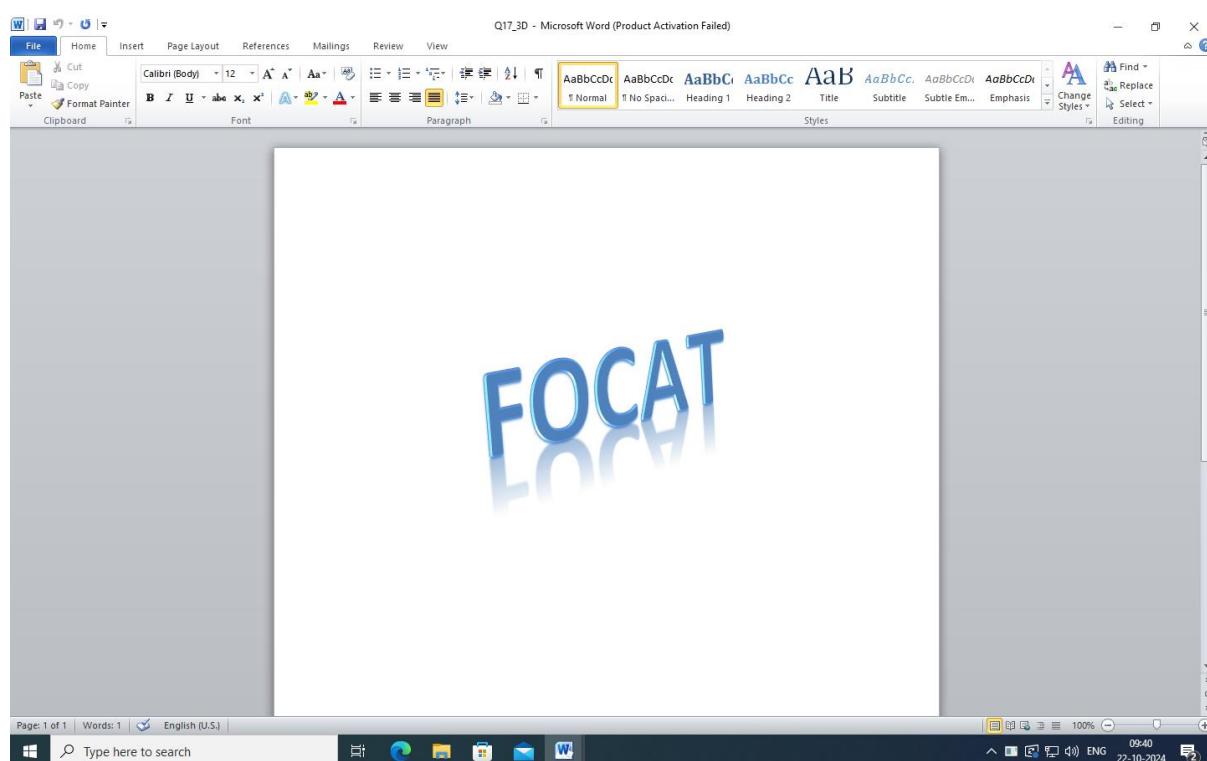
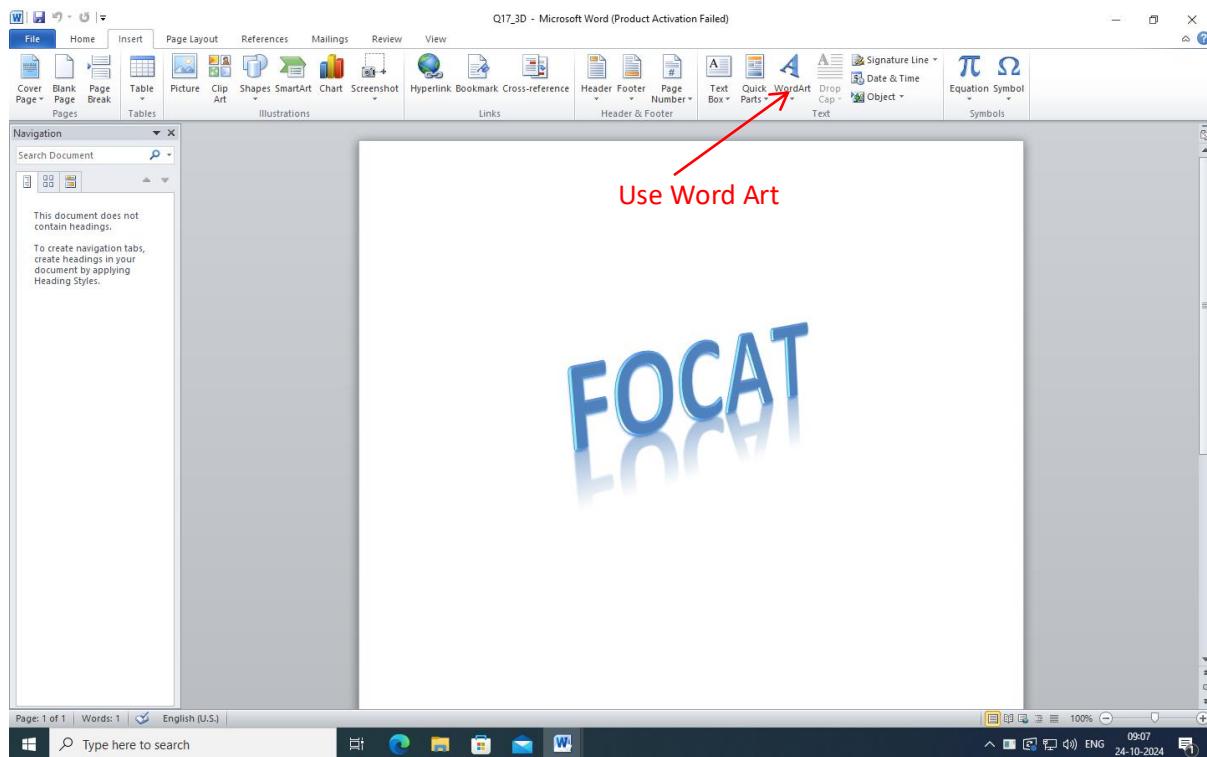
15) How do you insert and format Clip Art in a document, including adjusting its size, position, and applying effects like shadows or reflections?



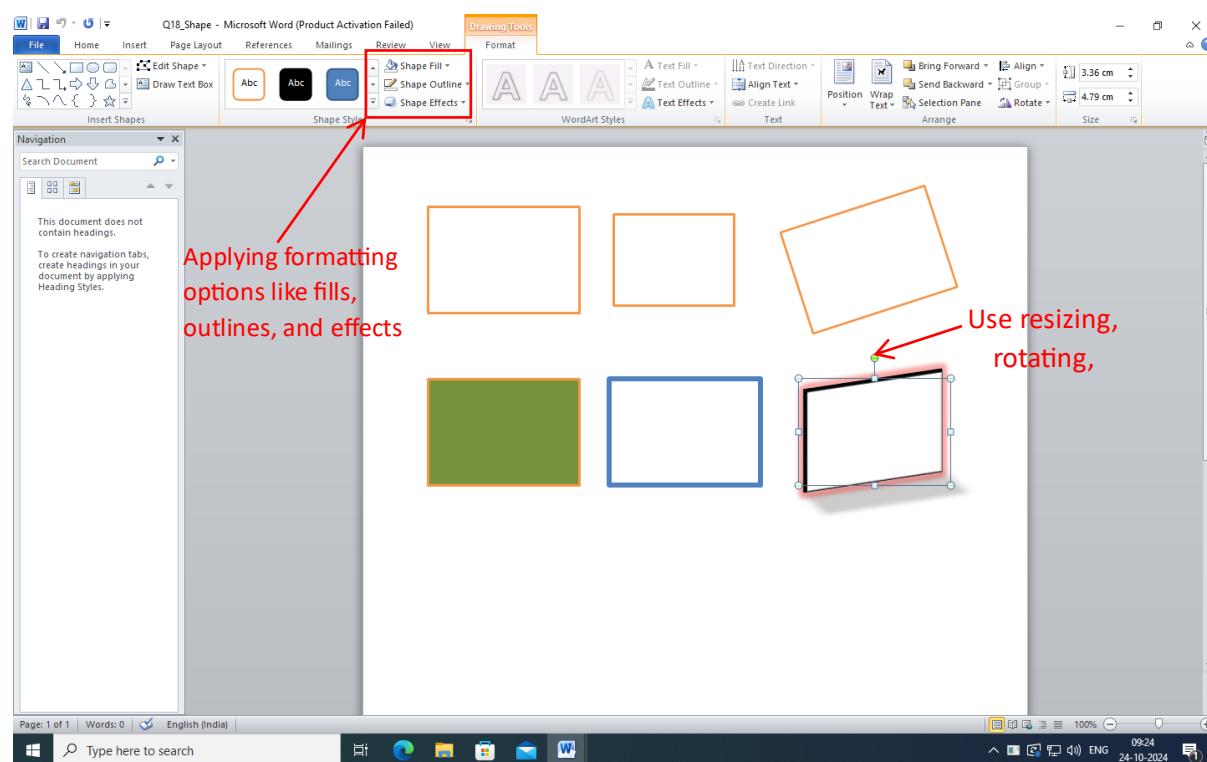
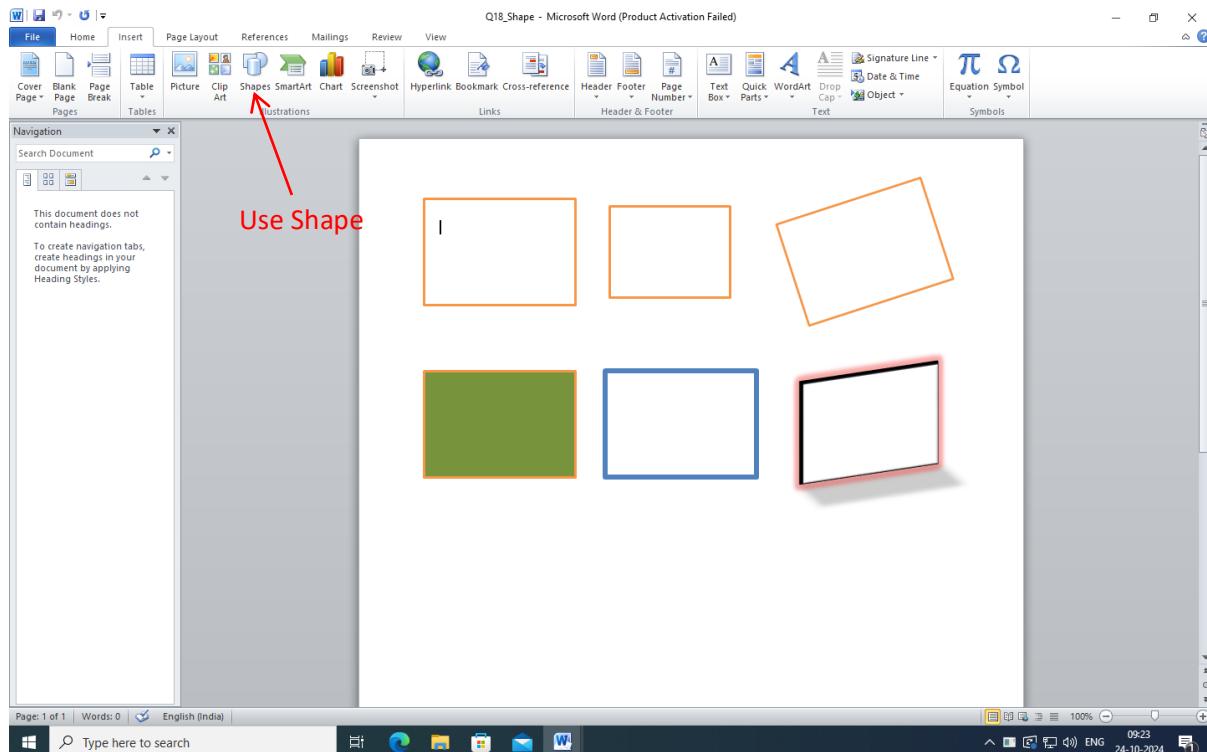
16) How do you create and format custom Word Art, including choosing styles, colors, and effects to match the theme of your document?



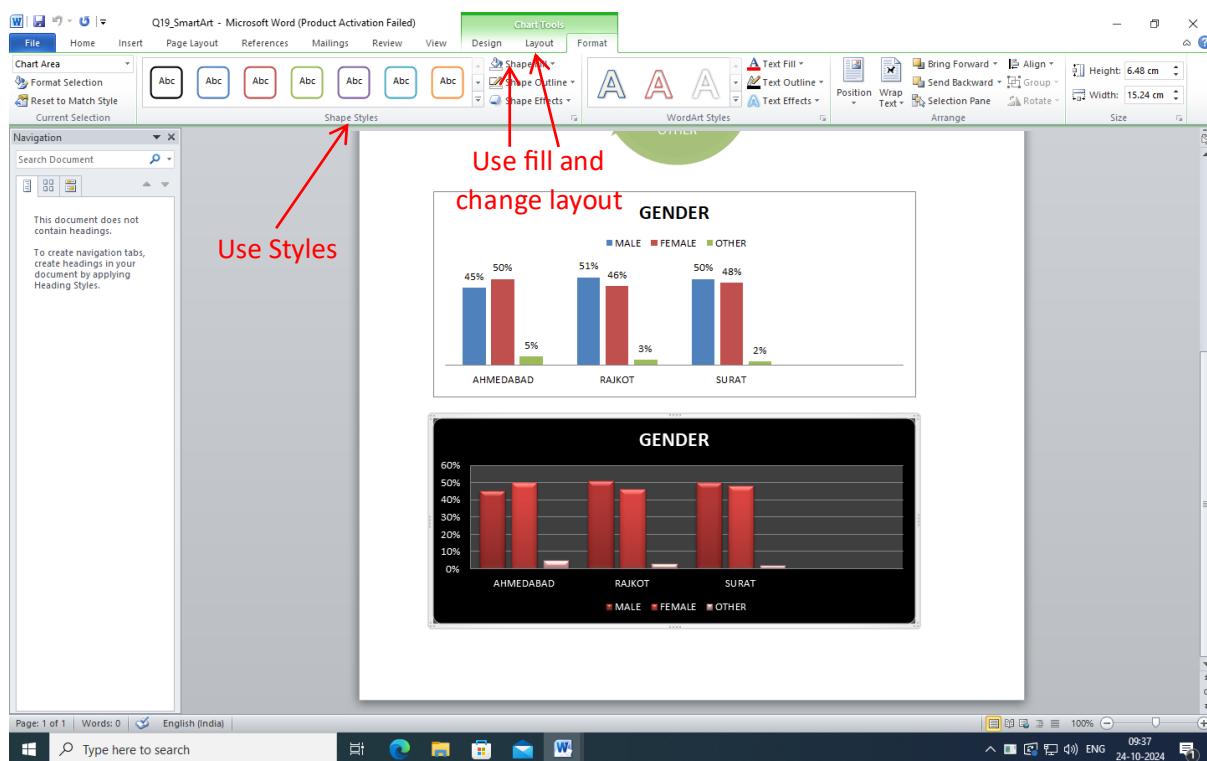
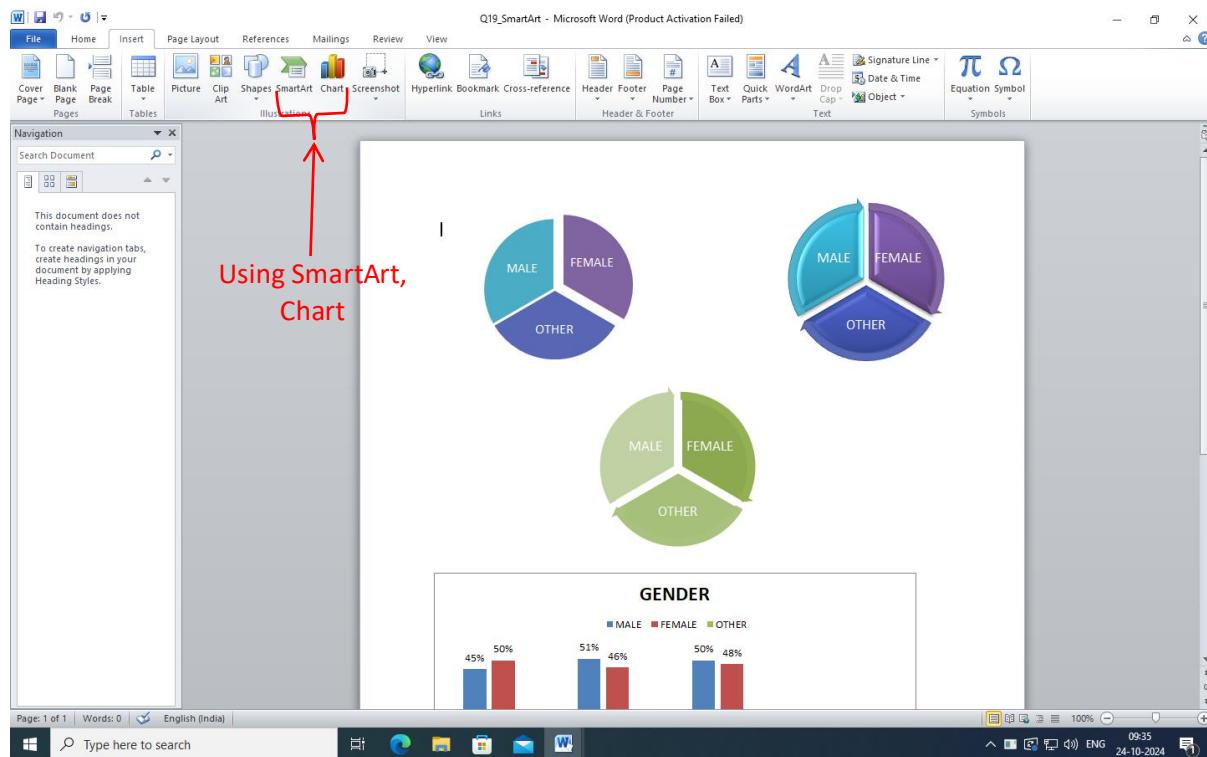
17) How can you convert regular text into Word Art and apply advanced text effects such as 3D rotation or gradient fills?

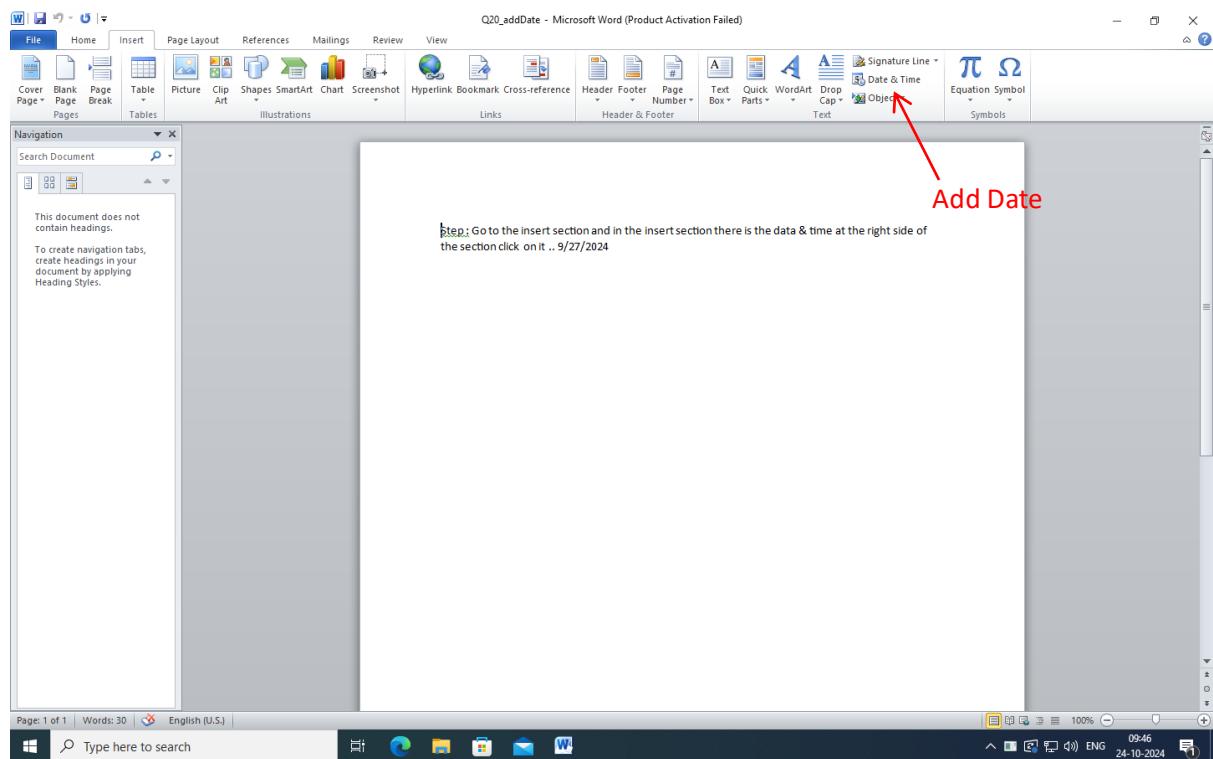


18) How do you insert and customize shapes in a document, including resizing, rotating, and applying formatting options like fills, outlines, and effects?

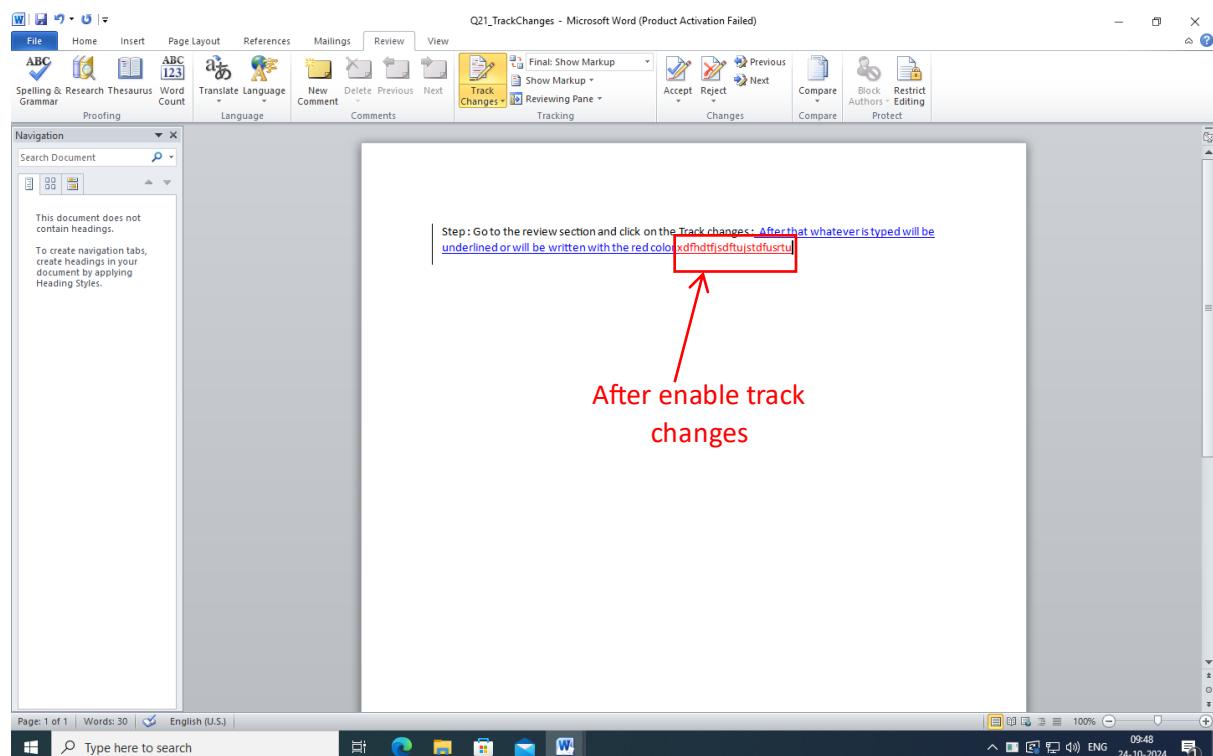
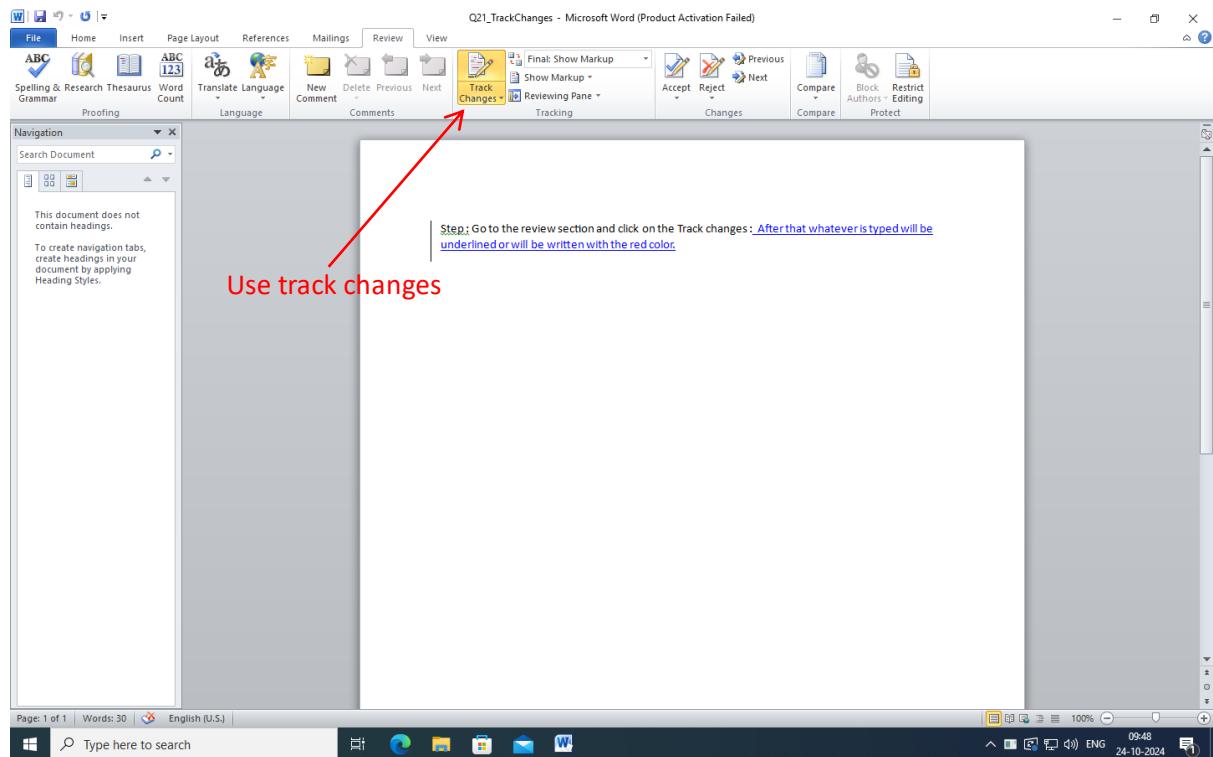


19) How do you use SmartArt to create a hierarchical chart or process diagram, and customize it with different layouts, styles, and color?



20) How can you add Date in Document.

21) How can you check track changes in document.



Que. 1 Enter and edit different types of data (text, numbers, dates) into a spreadsheet. Then, erase specific entries and resize rows and columns accordingly.

Sr. No	Book Name	Publishing Date
1	PHARMACOGNOSY/	12-03-1996
2	A TEXTBOOK OF SOCIAL PHARMACY/	03-05-2021
3	A TEXTBOOK OF SOCIAL PHARMACY/	20/5/2024
4	A TEXTBOOK OF HUMAN ANATOMY AND PHYSIOLOGY/	12-03-1996
5	A TEXTBOOK OF SOCIAL PHARMACY/	03-05-2021
6	A TEXTBOOK OF PHARMACOGNOCY/	
7		
8	A TEXTBOOK OF EXPERIMENTAL BIOPHARMACEUTICS AND PHARMACOKINETICS/	12-03-1996
9		03-05-2021
10	DIPLOMA IN PHARMACY EXIT EXAMINATION/	20/5/2024
11	A TEXT BOOK OF PHARMACY LAW AND ETHICS/	
12		12-03-1996
13	PLANT BIOSYNTHESIS/	
14	A TEXTBOOK OF HOSPITAL AND CLINICAL PHARMACY/	03-05-2021
15	A TEXTBOOK OF PHARMACOTHERAPEUTICS/	20/5/2024
16	A TEXTBOOK OF BIOCHEMISTRY AND CLINICAL PATHOLOGY/	
17		

18		12-03-1996
19	A TEXTBOOK OF COMMUNITY PHARMACY AND MANAGEMENT/	
20	A TEXTBOOK OF PHARMACOLOGY/	20/5/2024
21		
22		

23	A TEXTBOOK OF PHARMACEUTICAL CHEMISTRY /	12-03-1996
24		
25	PHARMACEUTICAL MICROBIOLOGY : PRINCIPLES AND APPLICATIONS/	20/5/2024

Que. 2 Hide and unhide certain rows and columns in a dataset. Explain why this could be useful in data analysis

Sr. No	Students Name	Gender
3	Heer Gohil	Female
5	Dipti Parmar	Female
6	Mayur Solanki	Male
9	Hetansh Gohil	Male
10	Himakshi Rathod	Female

Explain why this could be useful in data analysis

Because it helps you focus on relevant data and limit your analysis to a subset of the data

Sr. No	Students Name	Contact No	Gender
1	Dev Patel	8200 39283	Male
2	Krishna Gandhi	9728301244	Male
3	Meet Desai	8920341202	male
4	Jeel Shah	8433562522	Female
5	Dipti Parmar	6345 32322	Female
6	Mayur Solanki	8905463222	Male
7	Priya Shah	9033246543	Female
8	Ansh Dave	7365492821	Male
9	Hetansh Gohil	9099343023	Male
10	Geet Patel	9562433623	Female

ten, apply
Name:Zahanvi Prajapati

Rollno:21

PGDCSA

Date of Birth

20/12/1990

04-03-2001

12-11-1998

23/06/2000

19/02/2004

18/05/2001

21/12/2003

22/10/1995

03-04-2000

22/02/1999

Que. 4 Use auto formatting to quickly style a large data set. Compare the differences between automatic formatting

Sr. No	Students Name	Contact No	Gender
1	Purav Parikh	8200339283	Male
2	Krish Desai	9728301244	Male
3	Heer Gohil	8920341202	Female
4	Bansari Patel	8433562522	Female
5	Dipti Parmar	6345632322	Female
6	Mayur Solanki	8905463222	Male
7	Pushti Panchal	9033246543	Female
8	Ansh Dave	7365492821	Male
9	Hetansh Gohil	9099343023	Male
10	Himakshi Rathod	9562433623	Female

Compare the differences between manual and automatic formatting

Feature	Auto Formatting	Manual Formatting
Time Efficiency	Quick and applies consistent styling instantly.	Takes time, especially for large datasets.
Consistency	Automatically applies uniform style across the dataset.	Prone to inconsistencies if styles are applied by hand.
Customization	Limited to available pre-set styles.	Allows full customization of every detail (fonts, colors, borders).
Formatting Updates	Easily change style by selecting a new pre-set.	Requires re-applying individual styles for each update.
Complex Formatting Rules	Limited to basic table designs.	Allows for detailed and complex formatting, including conditional formatting.
Highlighting Patterns	Often includes alternate row colors for readability.	Manual adjustments needed for alternate rows, etc.

reen manual and

Date of Birth
20/12/1990
04-03-2001
12-11-1998
23/06/2000
19/02/2004
18/05/2001
21/12/2003
22/10/1995
03-04-2000
22/02/1999

Que. 5 Add comments to certain cells to explain the content or provide

Product ID	Product Name	Category	Price (\$)
P101	Apple iPhone 14	Electronics	799
P102	Samsung Galaxy S22	Electronics	699
P103	Dell XPS 13	Computers	999
P104	Nike Air Max	Apparel	120
P105	Levi's Jeans	Apparel	60
P106	Kitchen Blender	Home Goods	85
P107	Office Chair	Furniture	150
P108	Coffee Maker	Home Goods	45
P109	Sony Headphones	Electronics	200
P110	Logitech Mouse	Computers	25

e feedback.

Stock Quantity	Supplier
50	ABC Corp
40	ABC Corp
30	XYZ Ltd
200	FashionCo
150	FashionCo
80	HomeStuff
20	FurniMart
60	HomeStuff
75	ABC Corp
100	XYZ Ltd

Que. 6 Define a range of cells and demonstrate how to work with ranges to perform bulk op

Product	Region	Sales Q1 (\$)	Sales Q2 (\$)	Sales Q3 (\$)	Sales Q4
	West	15000	14000	14500	15500
	North	4000	4500	4200	4800
	South	3000	3200	3100	3300
	North	12000	15000	13000	14000
	West	7000	7500	7400	7800
	East	2500	2700	2600	2800
	North	6000	5800	6200	6400
	South	5000	5200	5100	5300
	South	18000	16000	19000	20000
	East	8000	9000	8500	8800
					(\$)

Desktop
Headphones
Keyboard
Laptop
Monitor
Mouse
Printer
Scanner
Smartphone
Tablet

Total	80500	82900	83600	88700
Average	8050	8290	8360	8870

perations.

Total Sales

59000

17500

12600

54000

29700

10600

24400

20600

73000

34300

Que. 7 Use basic arithmetic formulas (addition, subtraction, multiplication, division) to calculate the following:

Product	Price	Available Stocks	Sales Q1	Sales Q2	Sales Q3
Laptop	54000	2	120000	0	130000
Smartphone	18000	4	18000	16000	19000
Tablet	20000	4	8000	9000	8500
Desktop	5000	2	15000	14000	0
Headphones	1000	6	4000	4500	4200
Keyboard	500	4	3000	3200	3100
Mouse	400	6	0	2700	2600
Monitor	2500	5	7000	0	7400
Printer	12000	2	6000	5800	6200
Scanner	2000	6	0	5200	5100

ubtraction, multiplication, division) to calculate totals or averages in a dataset

Sales Q4	Total Sales	Avarage Sales	Addition	subtraction
140000	390000	97500	390000	20000
200000	253000	63250	253000	182000
88000	113500	28375	113500	80000
15500	44500	11125	44500	500
4800	17500	4375	17500	800
0	9300	2325	9300	-3000
2800	8100	2025	8100	2800
7800	22200	5550	22200	800
0	18000	4500	18000	-6000
5300	15600	3900	15600	5300

multiplication	division
108000	27000
72000	4500
80000	5000
10000	2500
6000	166.6667
2000	125
2400	66.66667
12500	500
24000	6000
12000	333.3333

Que. 8 Apply functions like SUM, AVERAGE, COUNT, MAX, and MIN to a range of data.
Show how to nest functions for more complex calculations

Salesperson	Sales Q1 (\$)	Sales Q2 (\$)	Sales Q3 (\$)	Sales Q4 (\$)
Alice	12000	15000	13000	14000
Bob	15000	17000	16000	18000
Charlie	8000	9000	8500	8800
Dave	13000	12000	13500	14500
Eve	11000	10000	11500	12000
Frank	18000	16000	17000	20000
Grace	14000	14500	15000	16000
Hannah	9000	9500	9800	10000
Ian	5000	7000	6000	7500
John	16000	15500	17000	18000
Total	121000	125500	127300	138800
Average	12100	12550	12730	13880
Count	10	10	10	10
Max	18000	17000	17000	20000
Min	5000	7000	6000	7500
Nest Function	1.487603306	1.354581673	1.335428123	1.44092219
Count	7	6	7	7

Que. 9 Record a macro that automates a repetitive task like formatting or calculating. Demonstrate how to store and use the macro in different worksheets

Salesmen	Sales Q1	Sales Q2	Sales Q3	Sales Q4
Alice	4400	22900	65000	88000
Bob	33000	34000	34000	99000
Dave	13230	5560	44000	22000
Lan	3300	80000	55884	44000
John	5500	7500	99000	66000
Total	59430	149960	297884	319000
	Macros Key	ctrl + k		
Salesmen	Sales Q1	Sales Q2	Sales Q3	Sales Q4

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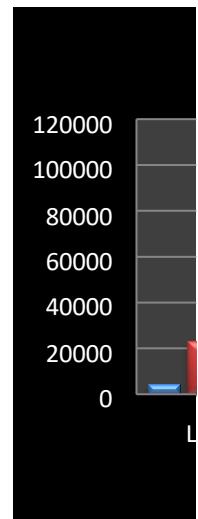
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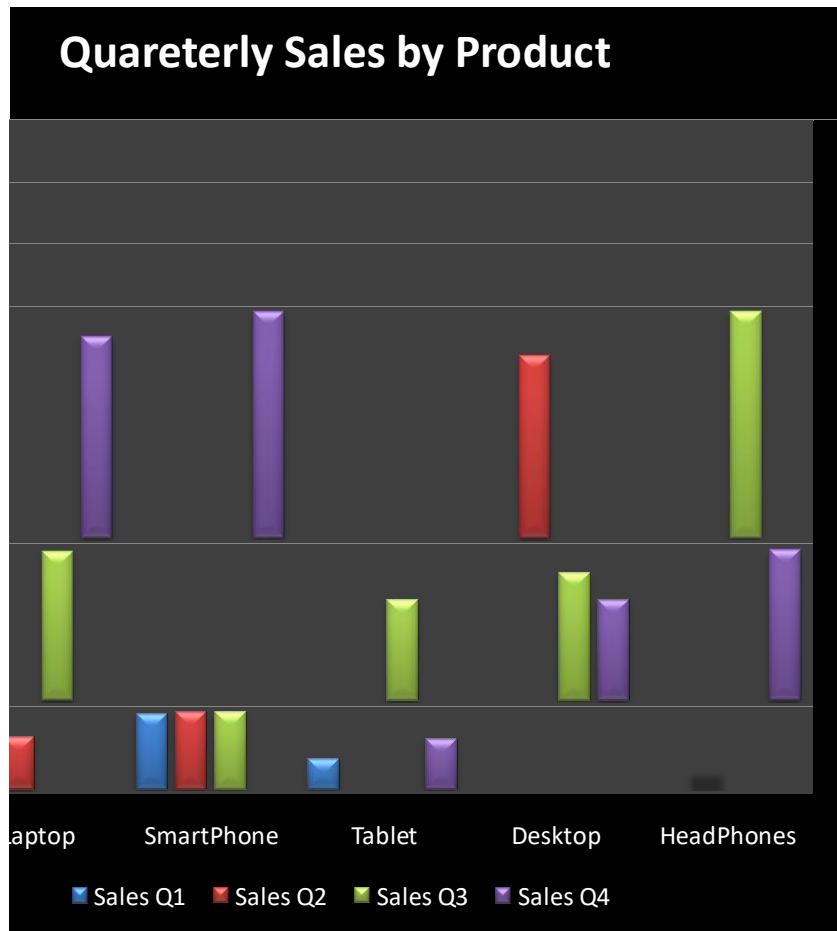
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Alice	4400	22900	65000	88000
Bob	33000	34000	34000	99000
Dave	13230	5560	44000	22000
Lan	3300	80000	55884	44000
John	5500	7500	99000	66000
Total	59430	149960	297884	319000

Que. 10 Create a data series and use it to generate a category-based chart using the chart wizard

Product	Sales Q1	Sales Q2	Sales Q3	Sales Q4
Laptop	4400	22900	65000	88000
SmartPhone	33000	34000	34000	99000
Tablet	13230	5560	44000	22000
Desktop	3300	80000	55884	44000
HeadPhones	5500	7500	99000	66000

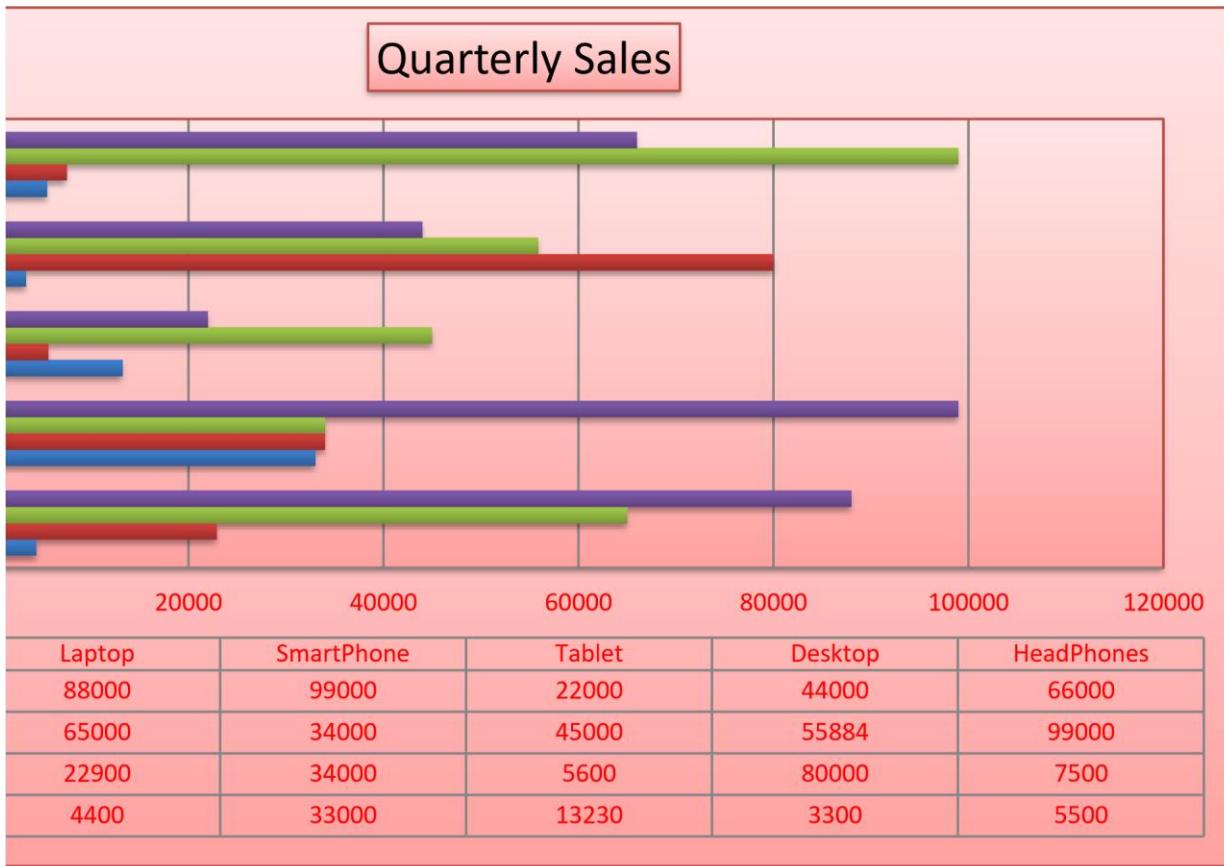




Que. 11 Adjust the data in an existing chart and explore how this affects the visualization. Change the formatting of the chart for a more professional presentation.

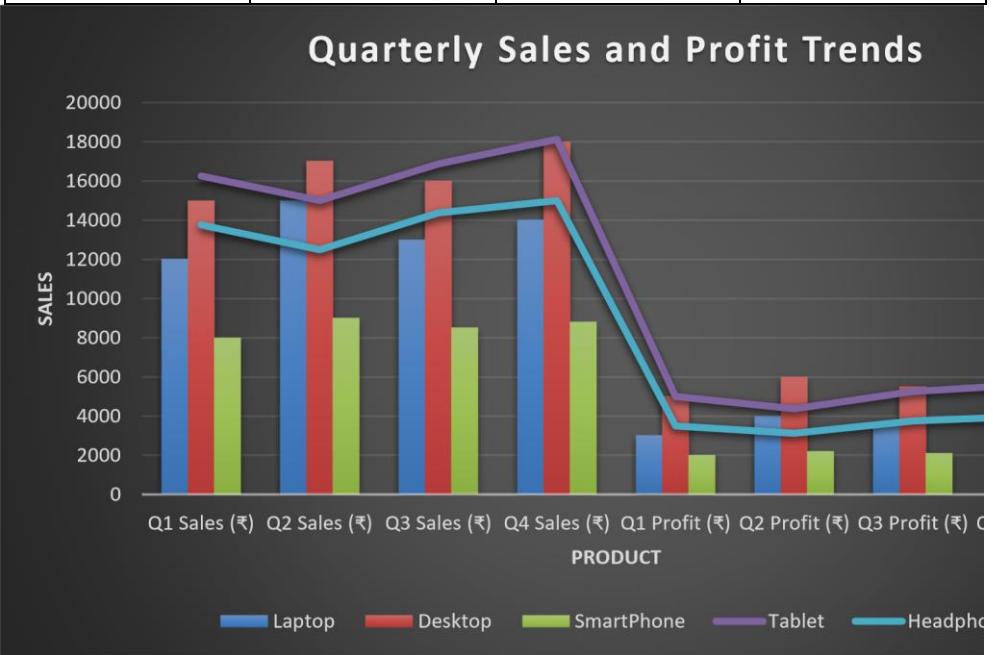
Product	Sales Q1	Sales Q2	Sales Q3	Sales Q4
Laptop	4400	22900	65000	88000
SmartPhone	33000	34000	34000	99000
Tablet	13230	5600	45000	22000
Desktop	3300	80000	55884	44000
HeadPhones	5500	7500	99000	66000





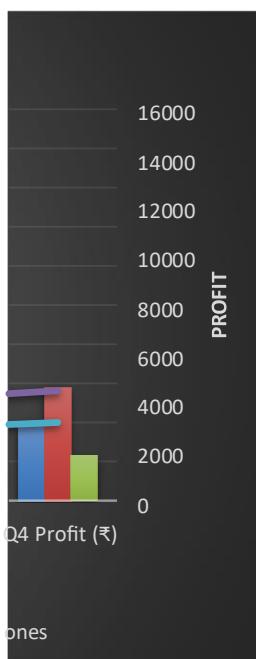
Que. 12 Combine different types of charts (e.g., bar and line charts) in the same chart to display multiple data trends

Product	Q1 Sales (₹)	Q2 Sales (₹)	Q3 Sales (₹)
Laptop	12000	15000	13000
Desktop	15000	17000	16000
SmartPhone	8000	9000	8500
Tablet	13000	12000	13500
Headphones	11000	10000	11500



bar and line charts) in the same chart to display multiple data trends

Q4 Sales (₹)	Q1 Profit (₹)	Q2 Profit (₹)	Q3 Profit (₹)
14000	3000	4000	3500
18000	5000	6000	5500
8800	2000	2200	2100
14500	4000	3500	4200
12000	2800	2500	3000



Q4 Profit (₹)
3800
5800
2300
4500
3200

Que. 13 Filter a dataset using Auto Filter and Advanced Filter to isolate specific info

Sr. No.	Book Name	Author	Year	Publication
2	A TEXTBOOK OF SOCIAL PHARMACY/	MISHRA ARUN K.	2021	NIRALI PRAKASHAN
3	A TEXTBOOK OF SOCIAL PHARMACY/	KOSEY SOURABH.	2021	NIRALI PRAKASHAN
5	A TEXTBOOK OF SOCIAL PHARMACY/	BHISE S.B.	2021	NIRALI PRAKASHAN
6	A TEXTBOOK OF PHARMACOGNOCY/	HABBU PRASANNA.	2021	NIRALI PRAKASHAN
7	A TEXTBOOK OF PHARMACOGNOCY/	DAS KUNTAL.	2021	NIRALI PRAKASHAN
8	A TEXTBOOK OF PHARMACOGNOCY/	SHUKLA PADMINI.	2021	NIRALI PRAKASHAN
26	A TEXTBOOK OF PHARMACEUTICAL CHEMISTRY /	BILANDI, AJAY.	2021	NIRALI PRAKASHAN
28	A TEXTBOOK OF PHARMACEUTICS/	BAKLIWAL, SUNIL.	2021	NIRALI PRAKASHAN
46	A TEXTBOOK OF PHARMACEUTICAL INORGANIC CHEMISTRY/	GUPTA, ARUNKUMAR.	2021	NIRALI PRAKASHAN
50	A TEXTBOOK OF HUMAN ANATOMY AND PHYSIOLOGY - 1/	SRIDHARA, MURTHY N.B.	2021	NIRALI PRAKASHAN
59	A TEXTBOOK OF EXPERIMENTAL BIOPHARMACEUTICS AND PHARMACOKINETICS/	YADAV, A. K. .	2020	NIRALI PRAKASHAN
60	A TEXTBOOK OF PRINCIPLE AND FUNDAMENTALS IN PHARMACOLOGY/	SANKARKAR, D. M..	2018	NIRALI PRAKASHAN
65	NOVEL DRUG DELIVERY SYSTEMS/	BAVISKAR, DHEERAJ.	2021	NIRALI PRAKASHAN
70	A TEXTBOOK OF BIO CHEMISTRY/	PRAKASH, SURYA.	2021	NIRALI PRAKASHAN
77	A TEXTBOOK OF HUMAN ANATOMY AND PHYSIOLOGY - II/	PRASAD, MAHESH.	2021	NIRALI PRAKASHAN

82	A TEXTBOOK OF PHARMACEUTICAL ORGANIC CHEMISTRY/	BHUSHAN, BIDYA.	2020	NIRALI PRAKASHAN
87	A TEXTBOOK OF INSTRUMENTAL METHODS IN PHARMACEUTICAL	HADKAR, U.B.	2020	NIRALI PRAKASHAN

89	A TEXTBOOK OF COSMETIC LEGISTATION/	SWARLATA, SARAF.	2018	NIRALI PRAKASHAN
92	DRUGS INSECTOR : MULTIPLE CHOICE QUESTIONS/	RAJASEKARN, A..	2021	NIRALI PRAKASHAN
93	COMPILED OF SELECTED HERBAL DRUGS /	GOKHALE, S. B..	2017	NIRALI PRAKASHAN
94	PRINCIPLES OF PHARMA COVIGILANCE /	BHISE, S. B..	2020	NIRALI PRAKASHAN
96	A TEXTBOOK OF PRINCIPLES OF PATHOPHYSIOLOGY/	JANGME, C. M.	2018	NIRALI PRAKASHAN
97	DRUG REGULATORY AFFAIRS/	VYAWAHARE, N. S.	2021	NIRALI PRAKASHAN
99	RESEARCH METHODOLOGY	KOKARE CHANDRAKA NT	2020	NIRALI PRAKASHAN
100	DRUG DESIGN/	KULKARNI, V. M.	2018	NIRALI PRAKASHAN
101	FUNDAMENTAL OF PHARMACOLOGY/	BOTHARA, K.G..	2021	NIRALI PRAKASHAN
102	FUNDAMENTAL OF PHARMACOLOGY VOL.2/	BOTHARA, K.G..	2021	NIRALI PRAKASHAN
104	PHARMACEUTICAL MICROBIOLOGY : PRINCIPLES AND APPLICATIONS/	KOKARE, CHANDRAKA NT .	2020	NIRALI PRAKASHAN
105	PHARMACEUTICAL AND MEDICINAL IN ORGANIC CHEMISTRY/	RAO, GUNDU .	2021	VALLABH PRAKASHAN
115	BIPHARMACEUTICS/	PATEL, PRIYA.	2018	NIRALI PRAKASHAN
116	NUMERICELS FOR PHARMACY STUDENTS/	CHAKOLKAR, MADHAV.	2021	NIRALI PRAKASHAN
117	A REFERENCE BOOK OF SPACTOOMETRIC METHOD OF PHARMACEUTICAL ANALYSIS/	RAJASEKARA N, A..	2021	NIRALI PRAKASHAN
118	PHARMACEUTICAL ORGANIC CHEMISTRY/	DEODHAR, MEENAKSHI.	2018	NIRALI PRAKASHAN

119	INTEGRATION OF AYARVEDIC HERBAL MEDICINE INTO MORDEN MEDICINAL PRACTICES/	JAIN, ASHISH.	2021	NIRALI PRAKASHAN
122	A TEXTBOOK OF METABOLIC PATHWAYS/	SHARMA, MANVI.	2021	NIRALI PRAKASHAN
125	HUMAN ANATOMY AND PHYSIOLOGY/	INGAWALE, DEEPA.	2020	NIRALI PRAKASHAN
131	PRINCIPLES OF MEDICINAL CHEMISTRY/	KADAM, S.S. .	2021	NIRALI PRAKASHAN
132	PRACTICAL PHARMACOGNOSY/	KHANDELWA, K.R..	2020	NIRALI PRAKASHAN
134	UNIT OPERATIONS - 1/	GAVHAVE, K.A.	2021	NIRALI PRAKASHAN

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Que. 14 Sort a list of data by multiple criteria (e.g., alphabetically by name, then b

Sr. No.	Book Name	Author
84	A TEXTBOOK OF PHARMACEUTICS -I	JANI G K .
43	A BOOK OF PHARMACEUTICAL INORGANIC CHEMISTRY/	KASTURE, A.V .
30	A BOOK OF PHARMACEUTICAL ORGANIC CHEMISTRY/	JAIN K S.
1	A NEW APPROACH TO PHARMACEUTICAL ANALYSIS - 1/	SUDHA T.
46	A PRACTICAL BOOK OF PHARMACEUTICAL ORGANIC CHEMISTRY	BHOLE RITESH
22	A TETXTBOOK OF BIOSTATISTICS AND INTRODUCTORY CALCULUS	SINGH SHUBHRA
33	A TEXTBOOK OF A GLIMPSE ON PHARMACOLOGY	RAO LAKSHMANA
73	A TEXTBOOK OF BIOCHEMISTRY	DAS KUNTAL.
74	A TEXTBOOK OF BIOCHEMISTRY	AGARKAR P H .
18	A TEXTBOOK OF BIOCHEMISTRY/	AGARKAR P H .
31	A TEXTBOOK OF CHEMISTRY OF NUTURAL PRODUCTS/	JALALPURE SUNIL
26	A TEXTBOOK OF COMMUNICATION SKILL/	PANDEY MEENA
13	A TEXTBOOK OF HOSPITAL PHARMACY/	GOYAL R K .
75	A TEXTBOOK OF PATHOPHYSIOLOGY	SINGH SUNIL
76	A TEXTBOOK OF PATHOPHYSIOLOGY	MADAN KAUSHIK
41	A TEXTBOOK OF PHARMACEUTICAL ANALYSIS VOL.1/	KASTURE, A.V.
39	A TEXTBOOK OF PHARMACEUTICAL ANALYSIS/	JAIN K. S.
40	A TEXTBOOK OF PHARMACEUTICAL ANALYSIS/	KUMAR, PUSPENDRA.
44	A TEXTBOOK OF PHARMACEUTICAL CHEMISTRY	BOTHARA, K.G.
19	A TEXTBOOK OF PHARMACEUTICAL CHEMISTRY/	TIWARI ABHISHEK.
5	A TEXTBOOK OF PHARMACEUTICAL JURISPRUDENCE/	JANI, GIRISH .

45	A TEXTBOOK OF PHARMACEUTICAL ORGANIC CHEMISTRY 2	TIWARI, ABHISHEK.
14	A TEXTBOOK OF PHARMACEUTICS - 1/	JANI G K.
53	A TEXTBOOK OF PHARMACEUTICS - 1/	JANI, G K.
63	A TEXTBOOK OF PHARMACEUTICS/	SETH A K.

7	A TEXTBOOK OF PHARMACOGNOSY AND PHYTHOCHEMISTRY - 1/	SHUKLA PADMINI.
20	A TEXTBOOK OF PHARMACOLOGICAL SCREENING METHODS/	JAIN N S.
87	A TEXTBOOK OF PHARMACOLOGY - I/	KAUSHIK MADAN.
16	A TEXTBOOK OF PHARMACY PRACTICE/	GOYAL R K.
24	A TEXTBOOK OF REMEDIAL BIOLOGY/	GOKHALE, S. B..
25	A TEXTBOOK OF REMEDIAL MATHEMATICS/	SHARMA P K
70	ANALYTICAL CHEMISTRY : PRINCIPLES	KENNEDY J H
86	ANATOMY PHYSIOLOGY & HEALTH EDUCATION/	AGRAWAL ROHINI
36	BRITISH PHARMACOPOEIA 2023	MEDICINES & HEALTHCARE PRO. REGULATORY AGENCY
11	C S SHAH'S PHARMACOGNOSY/	SHAH C S.
77	CONCISE COURSE IN PATHOPHYSIOLOGY/	SALUKHE ATISH
78	CONCISE COURSE INPHARMACEUTICAL ORGANIC CHEMISTRY - III	NERKER AMIT
29	DRUG DISCOVERY & DEVELOPMENT IN MEDICINAL CHEMISTRY/	DANIEL, KRATIKA.
57	ELEMENT OF HUMAN ANATOMY AND PHYSIOLOGY AND HEALTH EDUCATION/	GOYAL R K.
60	ESSENTIAL OF PHYSICAL PHARMACY/	SUBRAHMANAYAM C V S.
34	FUNDAMENTALS OF PHARMACOECONOMICS	FULORIA, NEERAJ.
32	INDUSTRIAL BIOTECHONOLGY/	BANDELA N N

23	INTRODUCTION TO BIOSTATISTICS AND COMPUTER SCIENCE	SHAH I Y
2	NEW CONCEPTS IN PHARMACEUTICAL ORGANIC CHEMISTRY/	RAJENDRA S S.
38	NOMENCLATURE OF ORGANIC AND MEDICINAL COMPOUNDS/	BARI SANJAY
55	ORGANIC CHEMISTRY/	MORRISON ROBERT.
35	PHARMACEUTICAL ANALYSIS	WALODE, SANJAY.
64	PHARMACEUTICAL AND MEDICINAL INORGANIC CHEMISTRY/	RAO GUNDU.
27	PHARMACEUTICAL BIOTECHNOLOGY	KOKARE CHANDRAKANT
54	PHARMACEUTICAL CHEMISTRY INORGANIC 1/	CHATWL G R.
49	PHARMACEUTICAL DRUG ANALYSIS	KAR ASHUTOSH.

52	PHARMACEUTICAL ENGINEERING : THE PRACTICAL APPROACH UNIT OPERATION/	SUBRAHMANAYAM C V S .
81	PHARMACEUTICAL ENGINEERING THEORY CUM PRATICAL	SHARMA SHALINI.
4	PHARMACEUTICAL ENGINEERING UNIT OPERATIONS /	SUBRAHMANYAM C V S .
10	PHARMACEUTICAL ENGINEERING/	JANI G K .
58	PHARMACEUTICAL MICROBIOLOGY /	WANI IMTIYAZ.
3	PHARMACEUTICAL MICROBIOLOGY LABORATORY MANUAL /	RATHI SANJAY.
47	PHARMACEUTICAL MICROBIOLOGY PRINCIPLES AND APPLICATIONS/	KOKARE.
17	PHARMACEUTICAL MICROBIOLOGY/	JANI G K .
79	PHARMACEUTICAL ORGANIC CHEMISTRY - III	ARORA VARUN
72	PHARMACEUTICAL ORGANIC CHEMISTRY - I	BHUSHAN, BIDYA.
71	PHARMACEUTICS -1	ALAM SANJAR
65	PHARMACOGNOSY AND PHYTOCHEMISTRY 1/	RANGARI VINOD.

66	PHARMACOGNOSY AND PHYTOCHEMISTRY - 2/	RANGARI VINOD.
61	PHYSICAL PHARMACRUTICS - 1/	SHARMA SHALINI.
9	PRACTICAL BIOCHEMISTRY AND CLINICAL PATHOLOGY/	GOYAL R K.
12	PRACTICAL IN ORGANIC AND MEDICINAL CHEMISTRY/	BHATT HARDIK.
8	PRACTICAL IN PHARMACOGNOSY TECHNIQUES AND EXPERIMENT/	KHANDELWAL K R.
6	PRACTICAL ORGANIC CHEMISTRY/	RAVAL Hitesh.
83	PRACTICAL PHARMACEUTICAL ENGINEERING	GOTI SETH.
42	PRACTICAL PHARMACOGNOSY/	KHANDELWA, K.R. .
59	PRATICAL PHARMACEUTICAL MICROBIOLOGY/	USMAN RAGEEB.
82	PRATICAL PHARMACEUTICAL ORGANIC CHEMISTRY - II	UMARKAR ARVIND.
28	PRINCIPLES AND INDUSTRIAL APPLICATION OF PHARMACOKINETICS AND BIOPHARMACRUTICS/	HARLE, UDAY.
48	RANG AND DALE'S PHARMACOLOGY/	RITTER JAMES.
67	ROBBIN AND COTRAN PATHOLOGIC BASIS OF DISEASE VOL. 1 /	SINGH MANOJ.

68	ROBBIN AND COTRAN PATHOLOGIC BASIS OF DISEASE VOL. 2/	SINGH MANOJ.
37	STEPS IN QUALITY ASSURANCE IN PHARMACEUTICALS/	SALUNKHE VIJAY
62	SYSTEMATIC APPROACH TO PRATICAL PHARMACEUTICAL /	SETH A K.
51	TEXTBOOK OF INDUSTRIAL PHARMACOGNOSY/	KALIA A. N. .
56	TEXTBOOK OF ORGANIC CHEMISTRY/	SONI P L.
50	TEXTBOOK OF PHARMACEUTICAL ANALYSIS/	SANKAR RAVI.
15	TEXTBOOK OF PHYSIOLOGY FOR PHYSIOTHERAPY/	GOYAL R K.
21	THE PHARMACEUTICAL SCIENCES PHARMA PATHWAY/	SAVANT, D. A.

80	THEORY CUM PRACTICAL MEDICINAL CHEMISTRY - I/	PATIL SHEETAL.
88	THEORY CUM PRACTICAL MEDICINAL CHEMISTRY - I/	PATIL SHEETAL.
69	VOGEL'S TEXTBOOK OF PRACTICAL ORGANIC CHEMISTRY/	FURNISS BRIAN.
85	WILSON'S TEXTBOOK OF ORGANIC MEDICINAL & PHARMACEUTICAL CHEMISTRY/	BEALE JOHN.

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Que. 15 Create a Pivot Table to summarize large datasets, and use the Pivot Table wizard, columns, and filters

Row Labels	Values			
	Sum of Math	Sum of English	Sum of Science	Sum of Social Science
Ansh Dave	87	81	86	54
Bansari Patel	66	52	63	55
Dipti Parmar	36	88	83	32
Heer Gohil	45	83	35	63
Hetansh Gohil	69	68	35	58
Himakshi Rathod	55	39	92	42
Krish Desai	33	59	88	38
Mayur Solanki	67	54	57	53
Purav Parikh	44	47	56	73
Pushti Panchal	54	64	63	66
Grand Total	556	635	658	534

Name:Zahanvi Prajapati

Rollno:21

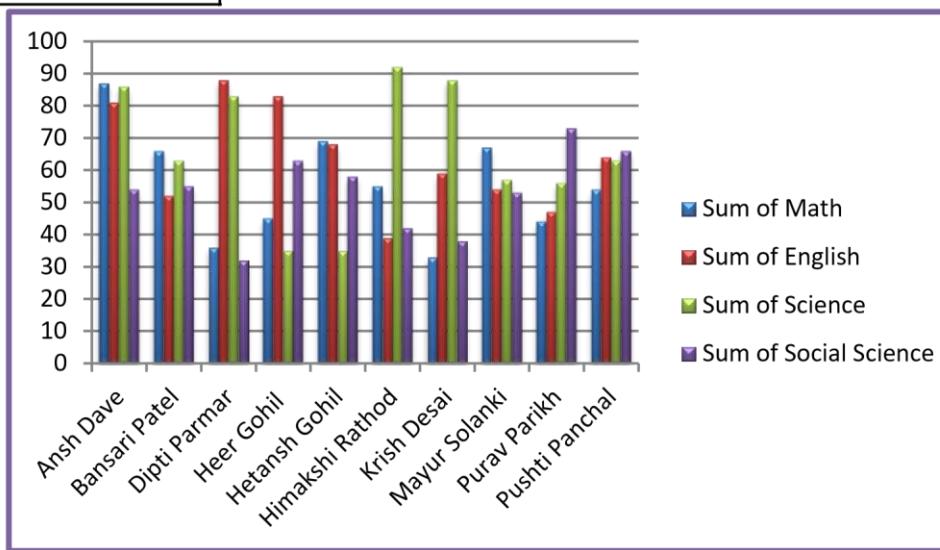
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ard to adjust rows,

Que. 16 Generate a Pivot Chart based on the Pivot Table data to visually represent the information

Row Labels	Values			
	Sum of Math	Sum of English	Sum of Science	Sum of Social Science
Ansh Dave	87	81	86	54
Bansari Patel	66	52	63	55
Dipti Parmar	36	88	83	32
Heer Gohil	45	83	35	63
Hetansh Gohil	69	68	35	58
Himakshi Rathod	55	39	92	42
Krish Desai	33	59	88	38
Mayur Solanki	67	54	57	53
Purav Parikh	44	47	56	73
Pushti Panchal	54	64	63	66
Grand Total	556	635	658	534

he summarized



Que. 17 Perform a one-variable data table to analyze how changes in a single variable affect a formula or function

Input	
Amout	\$2,00,000
Int. Rate	5%
Year	25

Output
\$1,00,000
\$1,20,000
\$1,40,000
\$1,60,000
\$1,80,000
\$2,00,000

(\$8,440.54)
-4220.269626
-5064.323551
-5908.377476
-6752.431401
-7596.485326
-8440.539251

Que. 18 Use a two-variable data table to analyze multiple scenarios and how different inputs affect the final result

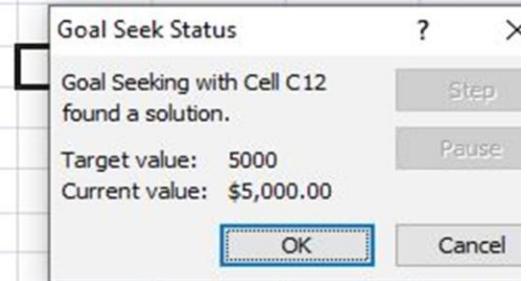
Loan Amount	\$4,00,000	(\$1,968.21)
interest Rate	4%	352
No of Monthly Payments	340	364
Monthly Payments	(\$1,968.21)	376
		388
		400
		412
		424
		436
		448
		460
		472
		484
		496

100000	150000	200000	250000	300000	350000	400000
-483.0486	-724.5729	-966.0972	-1207.621	-1449.146	-1690.67	-1932.194
-474.7021	-712.0532	-949.4042	-1186.755	-1424.106	-1661.457	-1898.808
-466.9496	-700.4245	-933.8993	-1167.374	-1400.849	-1634.324	-1867.799
-459.7355	-689.6033	-919.4711	-1149.339	-1379.207	-1609.074	-1838.942
-453.0107	-679.5161	-906.0215	-1132.527	-1359.032	-1585.538	-1812.043
-446.732	-670.0979	-893.4639	-1116.83	-1340.196	-1563.562	-1786.928
-440.8608	-661.2912	-881.7216	-1102.152	-1322.582	-1543.013	-1763.443
-435.363	-653.0445	-870.726	-1088.408	-1306.089	-1523.771	-1741.452
-430.2081	-645.3122	-860.4162	-1075.52	-1290.624	-1505.728	-1720.832
-425.3687	-638.053	-850.7374	-1063.422	-1276.106	-1488.79	-1701.475
-420.8202	-631.2303	-841.6404	-1052.051	-1262.461	-1472.871	-1683.281
-416.5405	-624.8107	-833.081	-1041.351	-1249.621	-1457.892	-1666.162
-412.5095	-618.7643	-825.019	-1031.274	-1237.529	-1443.783	-1650.038

Que. 19 Conduct a "what-if" analysis using Goal Seek to find the input needed to achieve a specific outcome

What-if- Analysis	
Price	\$32.00
Quantity	100
Total Revenue	\$3,200.00
Transport Cost	\$320.00
Item Cost	2000
Total Cost	\$2,320.00
Profit	\$880.00

What-if- Analysis	
Price	\$32.00
Quantity	568
Total Revenue	\$18,181.82
Transport Cost	\$1,818.18
Item Cost	11363.63636
Total Cost	\$13,181.82
Profit	\$5,000.00



Name:Zahanvi Prajapati

Rollno:21

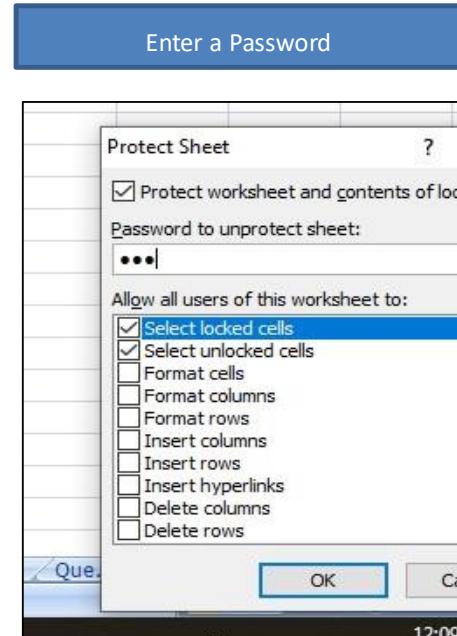
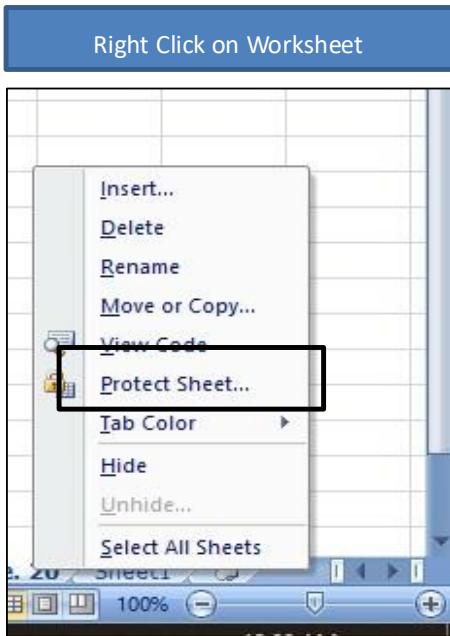
PGDCSA



Que. 20 Protect a worksheet and workbook, set a password, and demonstrate how to unprotect.

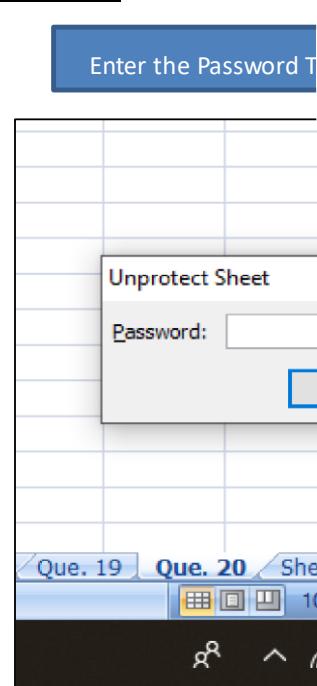
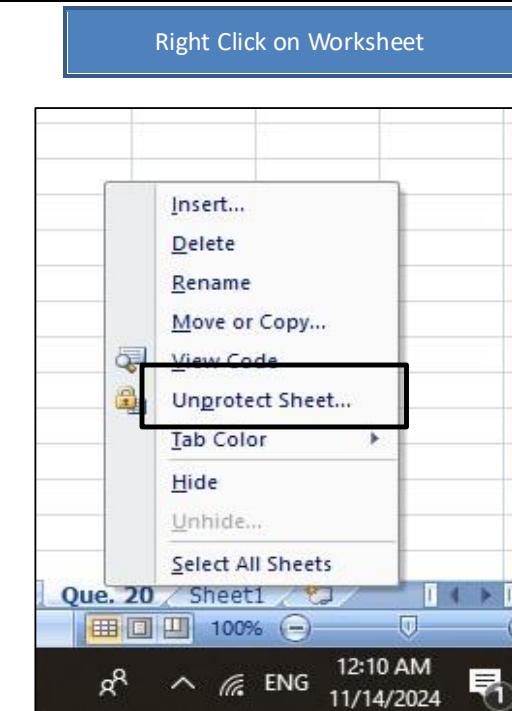
Protect a worksheet

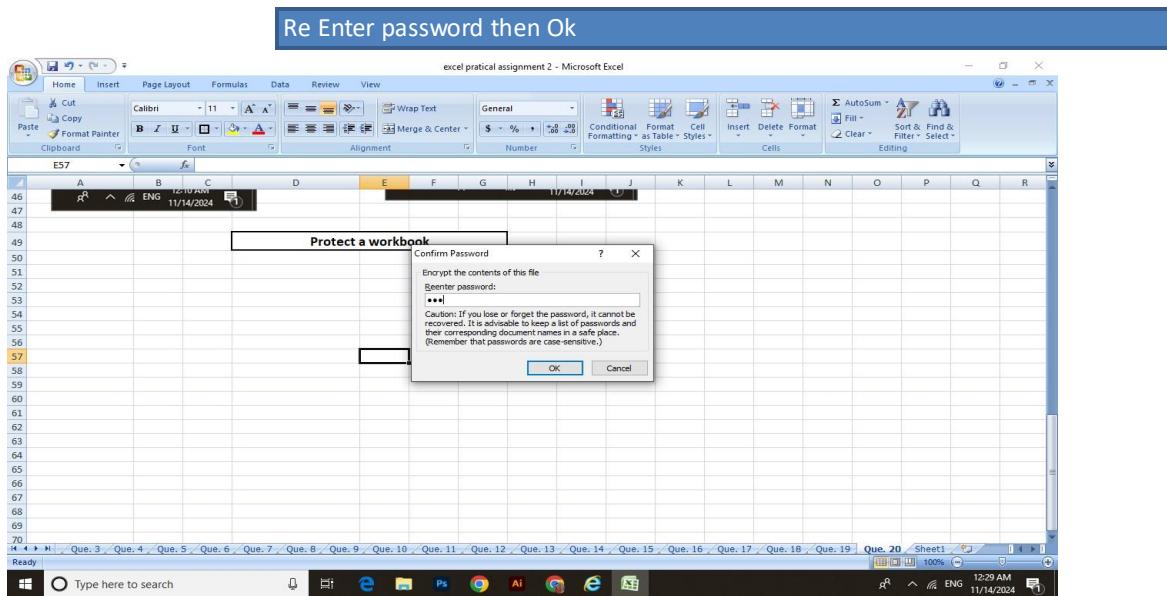
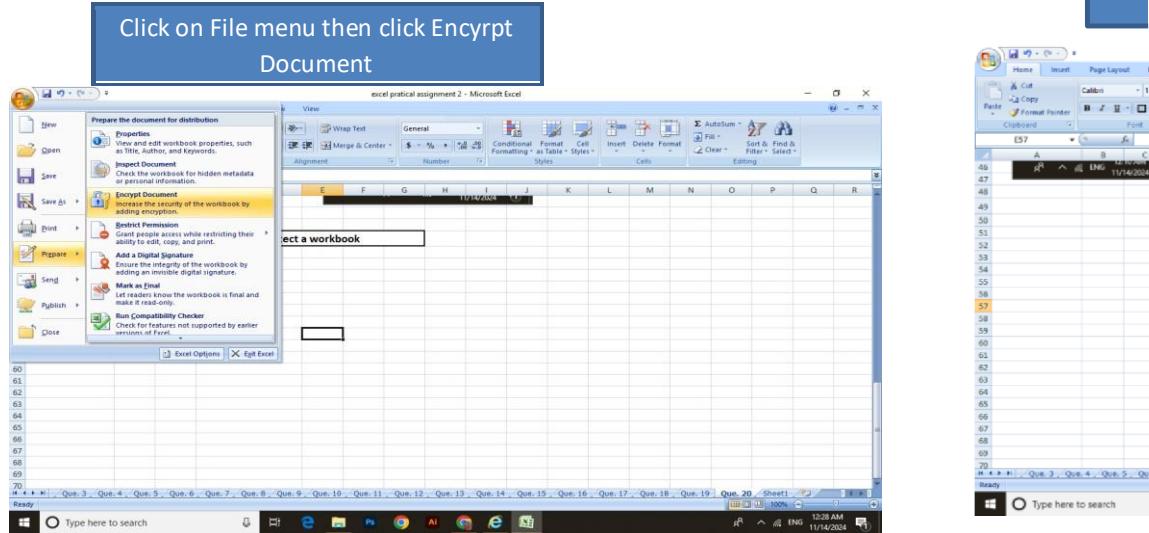
Password : 123



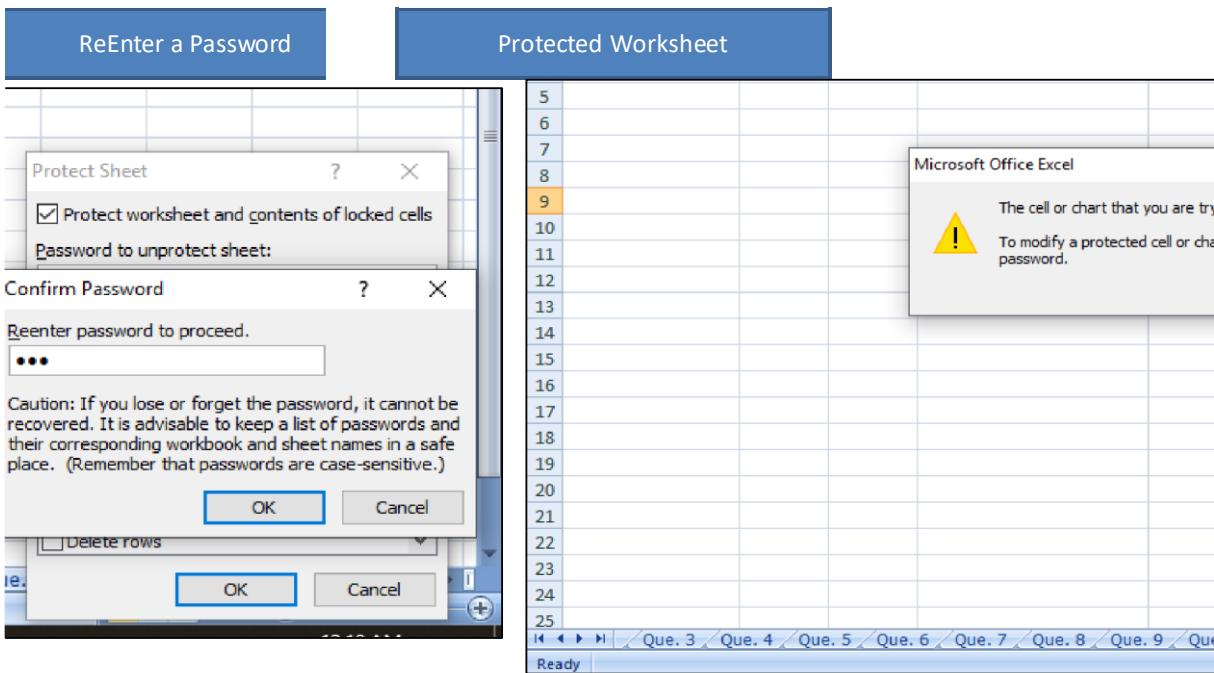
UnProtect a worksheet

Protect a workbook

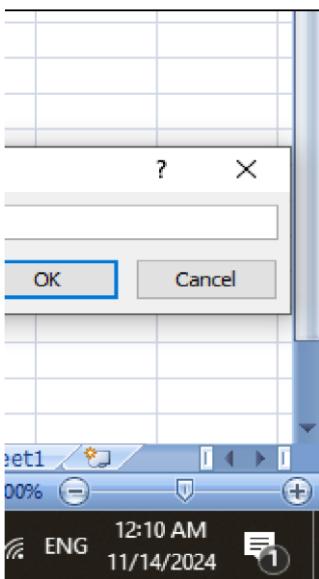


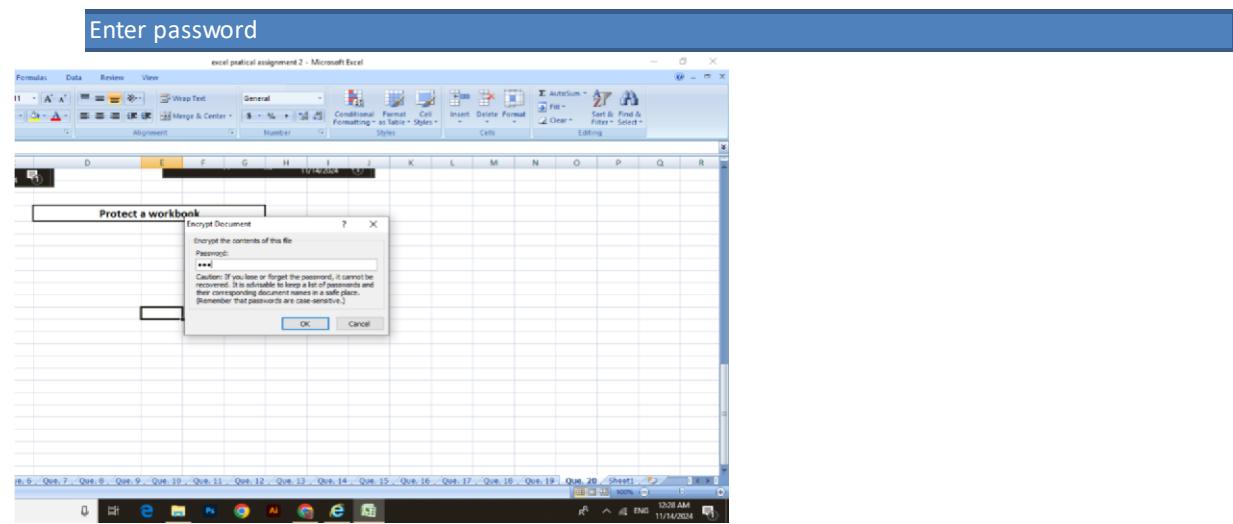


tect it.

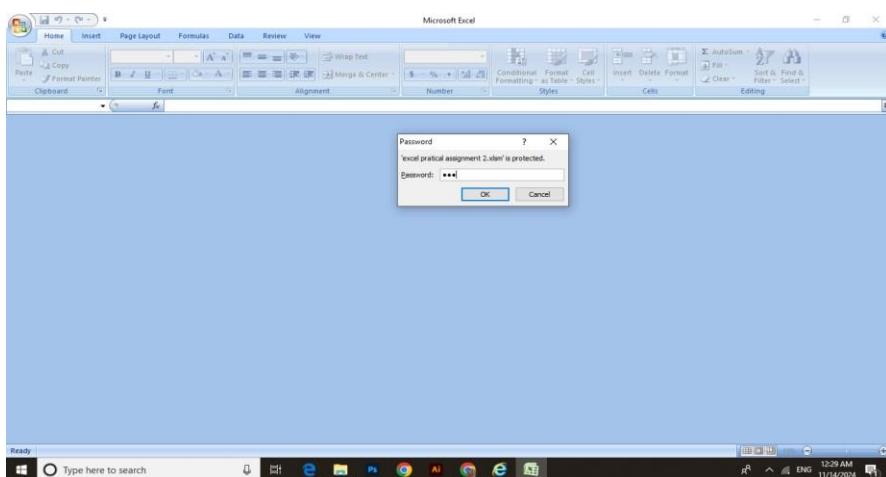


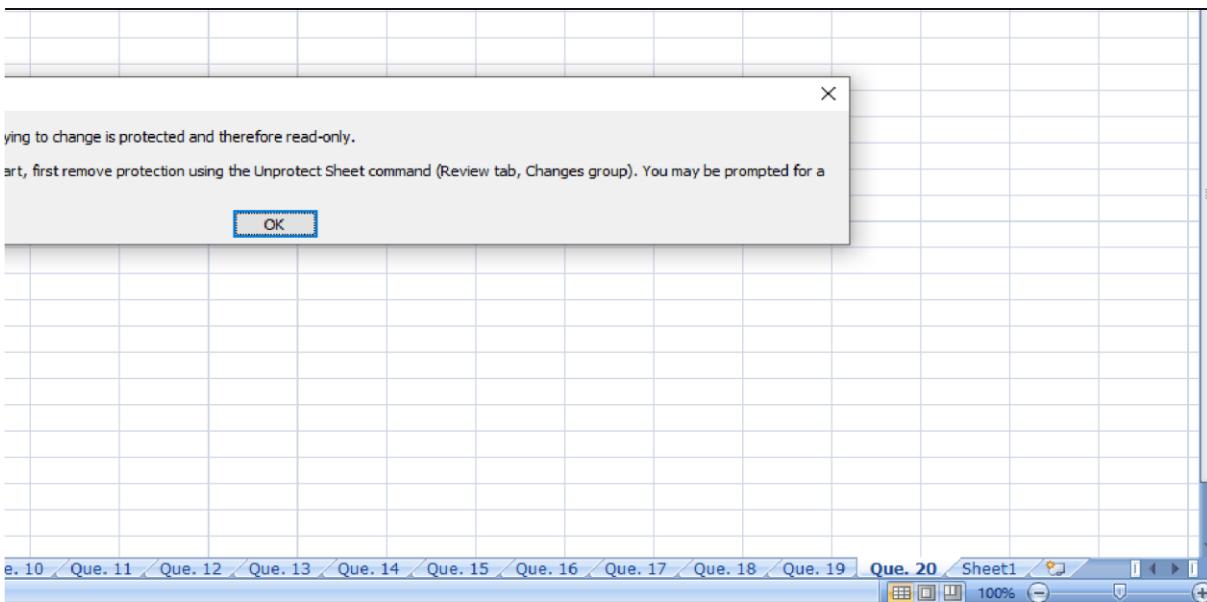
Then Click Ok





Protected workbook





Name:Zahanvi Prajapati

Rollno:21

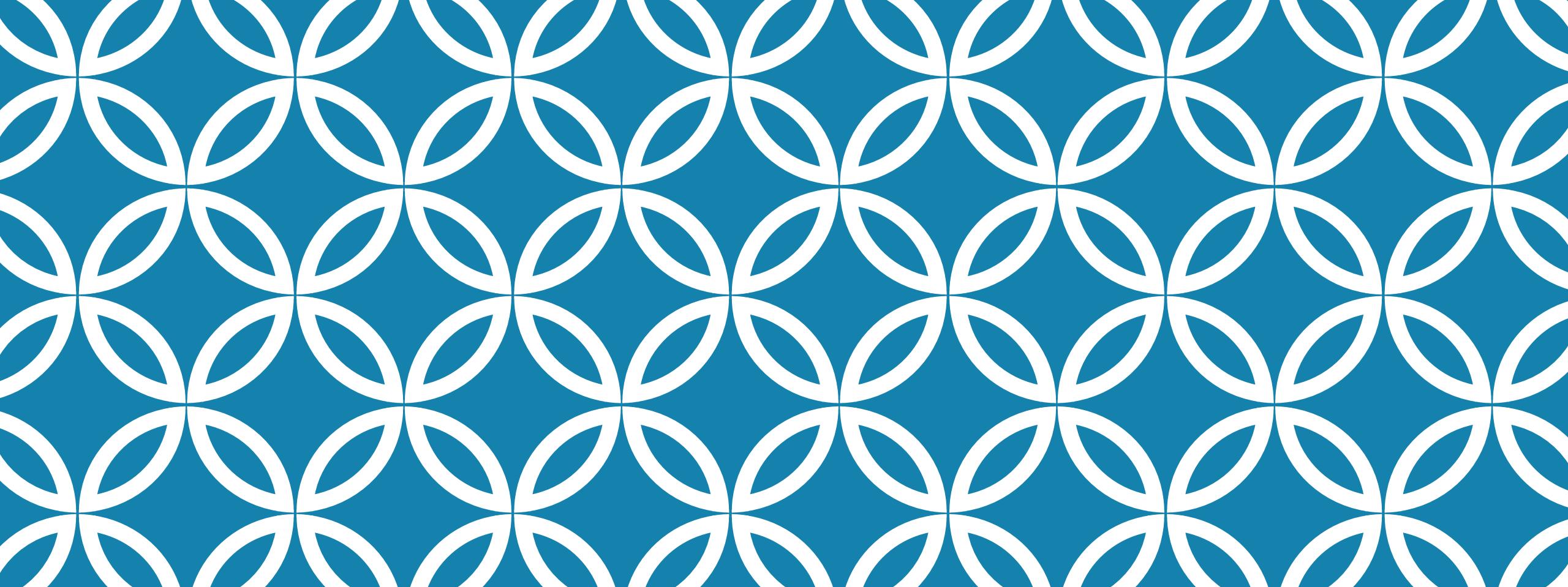
PGDCSA

Name:Zahanvi Prajapati

Rollno:21

PGDCSA





ASSIGNMENT FCOAT -3

NAME :- PRAJAPATI ZAHANVI
ROLL NO :- 21
COURSE :- PGDCSA

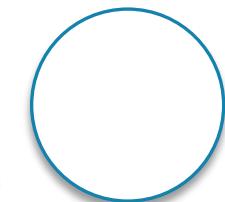
Q-1 : AUTO-CONTENT WIZARD

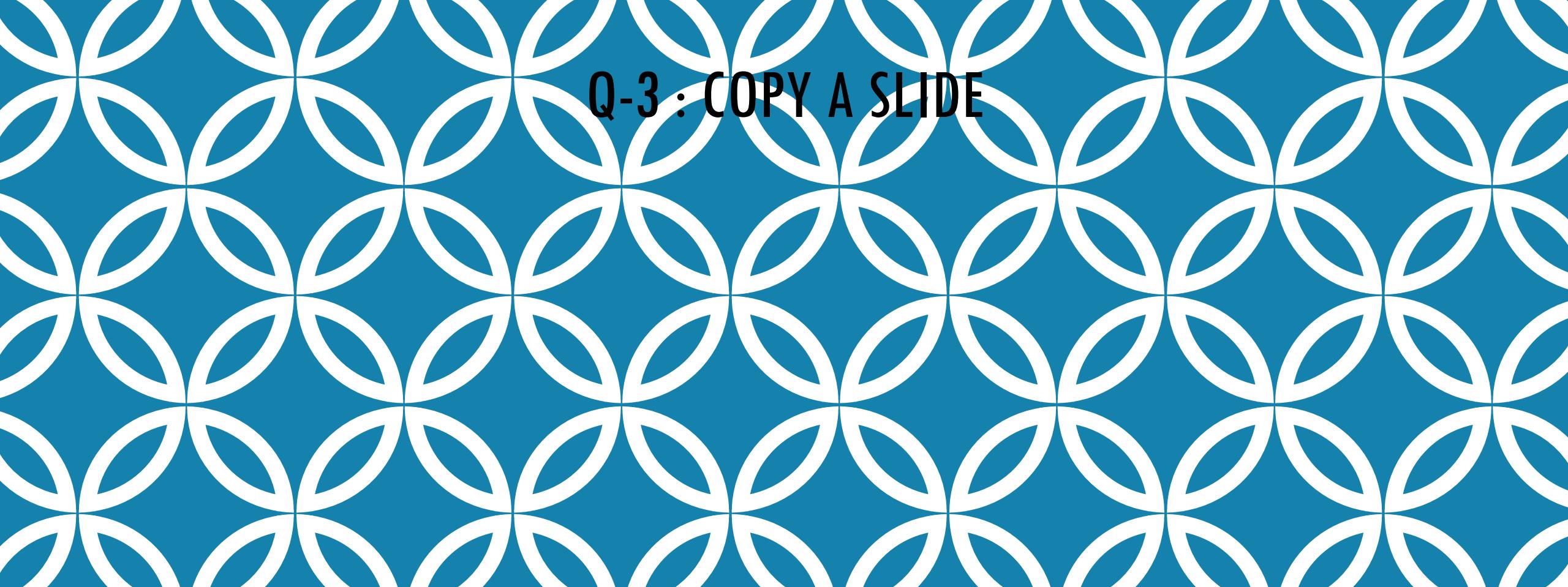
1. FILE
2. NEW
3. SELECT TEMPLATE
4. FILL IN CONTENT



Q-2 : NEW PRESENTATION

1. FILE
2. BLANK PRESENTATION
3. HOME
4. LAYOUT
5. CLICK TITLE SLIDE
6. CLICK NEW SLIDE





Q-3 : COPY A SLIDE

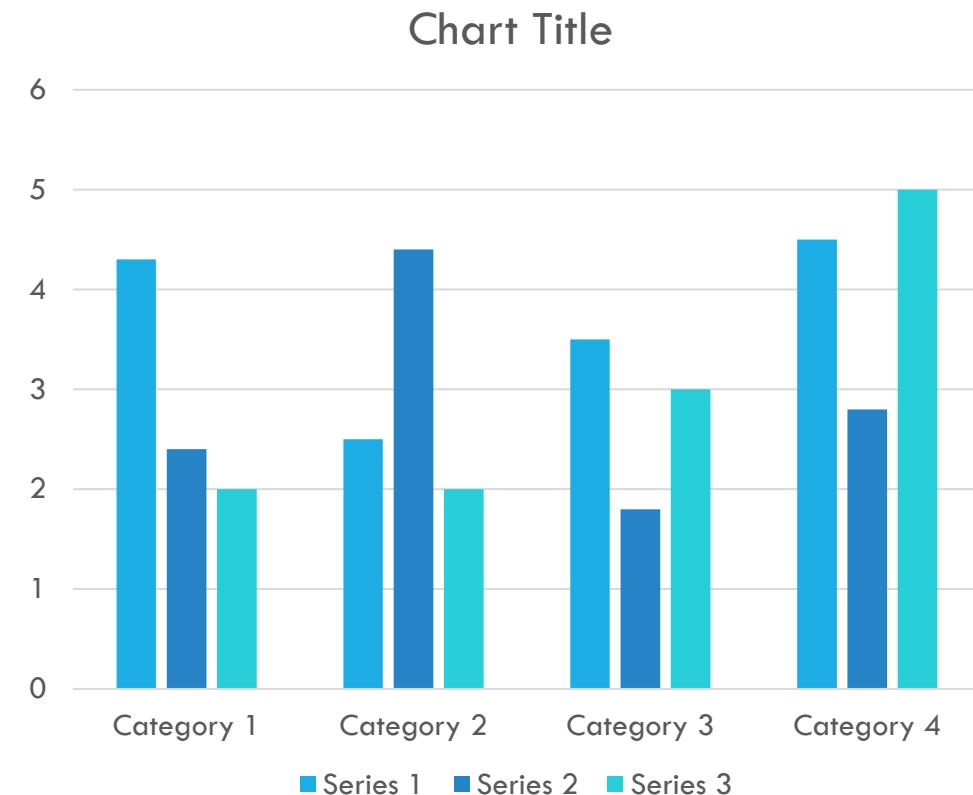
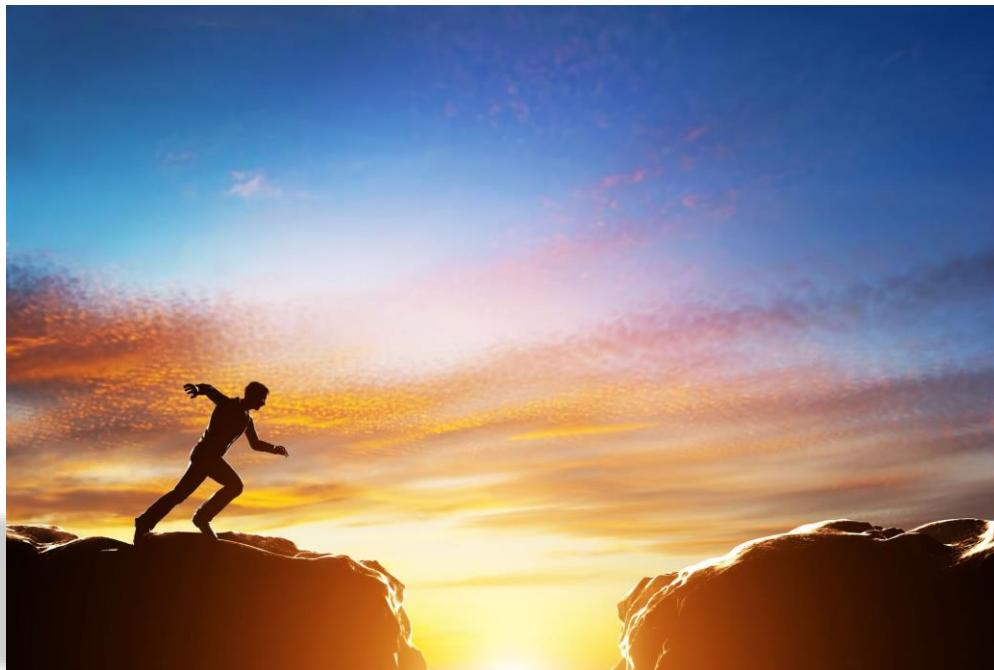
FCOAT ASSIGNMENT -3

**NAME :- PRAJAPATI ZAHANVI
ROLL NO :- 21
COURSE :- PGDCSA**

Q-4 : BULLET POINT

- 1. FOP
 - 2. FCOAT
 - 3. ITWD
 - 4. RDBMS
- ❖ FOP
 - ❖ FCOAT
 - ❖ ITWD
 - ❖ RDBMS

Q-5 : IMAGE, CHART

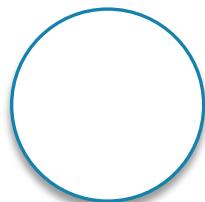


Q-6 : SLIDE TRANSITIONS

TRANSITIONS

TRANSITION TO THIS SLIDE

SELECT ONE FOR TRANSITIONS



Q-7 : ANIMATIONS

CLICK THE TEXT

ANIMATIONS

ANIMATION

SELECT ONE FOR TRANSITIONS

TIMING

6.START SELECT AFTER PREVIOUS

7.SET DURATION



Q-8 : SOUND IN SLIDE

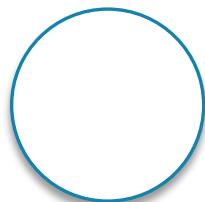
TRANSITIONS

TIMING

SELECT ONE SOUND

SET DURATION

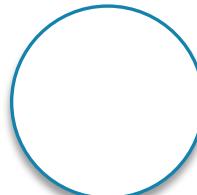
APPLY TO ALL



Q-9 : WORDART TEXT

- INSERT
- TEXT
- WORDART
- SELECT ONE STYLE
- WRITE A TEXT

PGDCSA



Q-10 : HEADER & FOOTER

INSERT

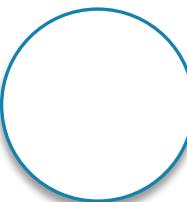
TEXT

HEADER & FOOTER

SLIDE

DATA AND TIME , SLIDE NUMBER, FOOTER

APPLY TO ALL



Q-11 : LINK SLIDE

COPY SLIDE

SELECT TEXT

BULLET POINT

INSERT

PHOTO

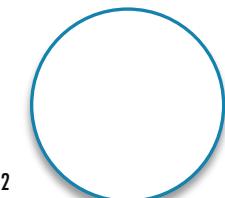
LINK

WORDART TEXT

PLACE IN THIS DOCUMENT

SELECT A SLIDE TITLES

OK



Q-12 : MASTER SLIDE

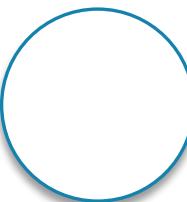
VIEW

MASTER VIEWS

SLIDE MASTER

APPLY YOU WANT TO DO

CLOSE MASTER VIEW



Q-13 : HANDOUT & NOTES MASTER

HANDOUT MASTER

VIEW

MASTER VIEWS

HANDOUT MASTER

APPLY YOU WANT

CLOSE MASTER VIEW

NOTES MASTER

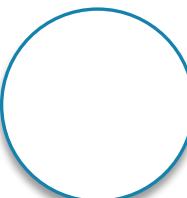
VIEW

MASTER VIEWS

NOTES MASTER

APPLY YOU WANT

CLOSE MASTER VIEW



Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

SLIDE SHOW

SET UP

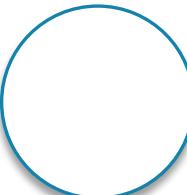
HIDE SLIDE

UNHIDE SLIDE

SLIDE SHOW

SET UP

HIDE SLIDE



Q-15 : ADD COMMENT

REVIEW

COMMENT

NEW COMMENT

WRITE A COMMENT



Q-16 : CUSTOM SLIDE SHOW

SLIDE SHOW

START SLIDE SHOW

CUSTOM SLIDE SHOW

CUSTOM SHOW

NEW

GIVE SLIDE SHOW NAME

7.SELECT SLIDES YOU WANT TO
SHOW

8.ADD

9.OK

10.SHOW



Q-17 : RECORD SLIDESHOW

RECORD

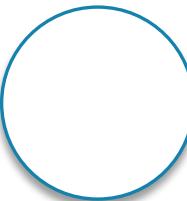
RECORD

FORM BEGINNING

CLICK RECORD

CLICK STOP

CLICK CLEAR



Q-18 : SELF-RUNNING PRESENTATION

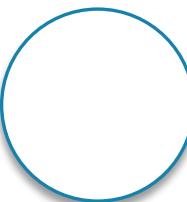
TRANSITIONS

TIMING

ADVANCE SLIDE

SELECT AFTER

SELECT TIMING



Q-19 : SAVE PRESENTATION

FILE

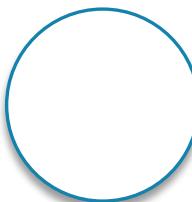
SAVE AS

THIS PC

GIVE FILE NAME

CHOOSE LOCATION

SAVE



Q-20 : PRINT SLIDES

FILE

PRINT

SELECT PRINT LAYOUT

SELECT PAGE COLOR

CLICK PRINT

