Microsoft Word: - Exercise 1 to 9

Exercise 1: Table Formatting

1. On a new document, create a new table as below.

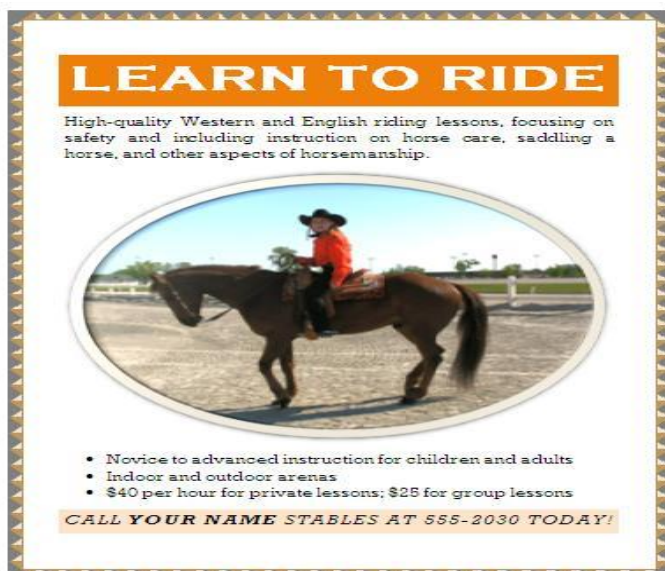|	Jan	Mar
John	1430	1240
Steve	1820	1530

2. Format the table as below.
   Resize the table third columns to <u>1</u>" width.
   Align <u>Jan</u> and <u>Mar</u> to center.
   Align Numbers to right.
   Change <u>John</u> and <u>Steve</u> font format to <u>Bold</u>, Font: <u>Times New Roman</u>.
3. Change space between cells to 0.05"
4. Distribute <u>Jan</u> and <u>Mar</u> column width evenly.
5. Add a new row and a new column and enter the new data into the cells.

	Jan	Feb	Mar
John	1430	2410	1240
Steve	1820	940	1530
Total			

6. Delete <u>Mar</u> column and use formula to calculate the total.
7. Add Borders to the table and shade the Jan and Feb cell in light blue.
8. Insert a new row above the table and merge the row cells. Type in the table title as below.

Sales for Year 2003		
	Jan	Feb
John	1430	2410
Steve	1820	940
Total	3250	3350

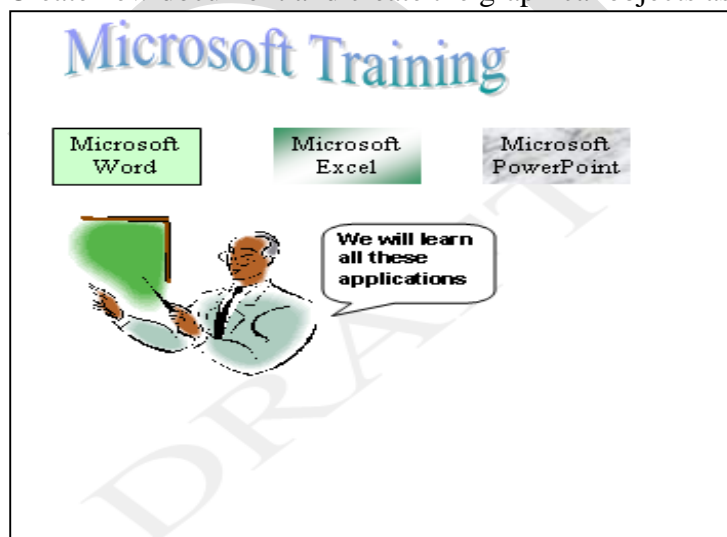### Exercise 2: Generate following layout in word document

1) insert image and apply oval format on it
2) use shading effect on "learn to ride"
3) apply border effect to given page.

Exercise 3: word art and clip art

1. Create new document and create the graphical objects as below.

2. Use WordArt to create the title **Microsoft Training**.

3. Create text box for the
   Microsoft Word: Filled in **Green**, Font: **20pt Times New Roman**.
   Microsoft Excel: Filled in **Gradient Green and White**, **no line borders**,
   Font: **20pt Times New Roman**.
   Microsoft PowerPoint: Filled with **Marble Texture**, **no line borders**, Font:
   20pt Times New Roman.

4. Add the ClipArt.
   Tips: Use Education as search term.

5. Add callouts object and insert text as shown.

6. Insert **DRAFT Text Watermark** as shown above.

Exercise 4: Formatting Paragraph in Word

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form--neglected youngest child is tested, found worthy, rewarded with mate--dates back to the Old Stone Age.

Cinderella

Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winning poem.

Other fairytales include :

- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

Exercise:

1. Save your work as " Fairytales" on my Desktop.
2. Embold and underline " The Fairy Tales we deserve"
3. Change the line spacing of the paragraphs to 1.5.
4. Apply a hanging indentation to the second paragraph starting " Folk versions…"
5. Replace the word "beautiful" with magnificent.
6. Apply the style Heading 1 to "Cinderella"
7. Apply a 6pt width page border to the document.
8. Add a header to the document and write your Name and Surname.
9. Change the bullets points to a numbered list.
10. Make your word document password protected.
11.

Exercise 5: Auto text Auto correct and Auto format

Computar---→computer
Butarfly--→Butterfly

PU->parul university
PICA->parul institute of computer application

PIET→parul institute of Engineering and Technology

Exercise 6: Invitation letter format

Parul Institute of Computer Application
Parul University
Limda
Vadodara

To,
«studentname»
«address»

Subject: Invitation for Fresher Party

Dear

I m Aalap Mehta Student Caretaker of our institute. First of all welcome to the institute behalf of whole staff members and seniors students. You are invited to attend the fresher party, which is given by your seniors. We are arranging party especially for you so join our function.

Place of function: Parul University.
Time   : 9:00 AM on wards
Date   :6th September,2017

Hope you would attend the party and enjoy it. Wishing you a bright future.

Thanking you.

Yours truly,

Aalap Mehta

Exercise 7: Macro

Exercise:
1. Create Macro to print Welcome
2. Create Macro in that put the Company name and Logo.

Exercise 8: Water mark and header footer
   Exercise:
1. Inserting and removing

Exercise 9: Mail Merge

Exercise:
Use mail merge feature to send progress Report to all parents. Insert at least 6 records. Use proper formatting. To calculate total use formula.

To,
Fathers Name
Address>>

        Subject: Progress report of your Son/Daughter.

Dear Guardian,
        This is to inform u the following is the progress report of your son/daughter for internal exam.

Student Name:
Student ID

Subject	Internal Marks (out of 50)
Communication Skill	
Mathematics	
Fundamental of Computer	
Fundamental of program	
Fundamental of WEB	
Practical (106)	
Total	

Parul institute of compute application offers best service to student and wants your co-operation to improve their performance at all level your positive suggestion shall help us to maintain our top position in computer education.

Thanking you.

From: Yours sincerely,

(Caretaker of Student)

Microsoft Excel: - Exercise 1 to 9

Exercise 1: Salary Calculation
Create a spread sheet with employee name, designation and basic salary
Calculate Allowance based on given Condition.
1. HRA is 10% on Basic Salary if Salary more than 20000.
2. DA is on 25% on Basic Salary.
3. Medical Allowance (MA) = Executives get MA Rs 1000, Officers get MA Rs 700 & Assistants get MA Rs 500
4. Calculate Gross Salary. Gross Salary =Total of Basic + HRA + DA + MA
5. Calculate Professional Tax Upto 5000 = 0, upto 1000 = 60,upto 15000 = 100 & over 15000 = 150
6. Calculate Annual Salary
7. Calculate Income Tax Upto 100000 = 0, then 50000 = 10%, then 100000 = 20%, over 250000 = 30% Hint:Formula =IF (K2<=100000,0,IF(K2<=150000,(J2-100000)*10%,IF(K2<=250000,(K2-150000)*20%+5000,(K2-250000)*30%+25000)))
8. Calculate Net Salary Payable Annual salary - income tax

Exercise 2: Created the following worksheet and do as directed
All India Drama Contest

Yea r	Tickets Sold	Revenue
1997	20000	989,050
1999	26,123	1,645,890
2000	24,670	1,198,070

1. Insert a column 'Number of Teams' between columns 'Year' and 'Tickets sold' with values '32','38', '39'.
2. Insert a row between row 3 and row 4 with values '1998', '37', '23,290', '1,200,490'.
3. Delete column 'Revenue'.
4. Rename the Sheet1 with name 'Format cells'.
5. Delete Sheet3.
6. Hide row 4.
7. Insert a sheet and rename it with name 'insdel'.

Exercise- 3: Table Exercise
The table below outlines rainfall levels, in millimeters, for seven UK cities during a six-month period.
Rain fall

City	Jan	Feb	Mar	Apr	May	Jun
Birmingham	56	51	47	42	30	22
Bristol	64	58	53	47	34	24
Glasgow	76	68	65	56	42	26
Liverpool	59	50	51	43	30	23
London	49	52	42	33	26	17
Sheffield	53	54	49	44	35	24

Southampton   42   45   36   29   20   11
Complete the following tasks:
a) Widen the first column to 15.
b) Add a row beneath the details on Southampton to show the average monthly rainfall.
c) Add a new column after the June rainfall statistics to show the total rainfall in each city over the   period.
d) The rainfall in Birmingham during March should be 58.
e) Insert a new row between the rows holding the London and Sheffield rainfall statistics. Enter the following details:
Newcastle 65 63 57 50   39 21
f) Copy the appropriate formula to obtain the total rainfall for Newcastle during the period

Exercise 4: Table Column Exercise
Create the following worksheet and do as directed.

	A	B	C
1	**Orient Industries Ltd**		
2	**Item**	**Quantity**	**UnitPrice**
3	PC	2	30000
4	Printer	2	16000
5	Diskette	40	30

1. Change the column width of column B to 15.
2. Change column width of column D to G to 20.
3. Change column width of column A and B to 14
4. Calculate Total Sales for each item and store result in column D.
1. Hint: Total sales=Quantity * Unit Price.
5. Calculate Total Sales for all the items and store result in cell B6.
6. Copy Unit Price for PC in cell D7. Move Total sales from cell B6 to D8

Exercise 5: Math Exercise

Players NAME	TEAM A	TEAM B	TEAM C
SACHIN TENDULKAR	12	23	12
AVERAGE			
AVERAGE DEVIATION			
STANDARSDDEVIATION			
CORRELATION			
MODE			
MAXIMUM			
MINIMUM			

Following should be considered:
1) Input proper value for each filed
2) Find out team wise value of above function and according to value draw pie chart for each team
4) Insert at least 11 records

Exercise 6: -Conditional Formatting

Information about data:
1) Input marks of 6 subject with student Id.Id must be in format like 17BCA01
2) Marks of subject 1 to 5 are out of 100
3) Marks of subject 6 is out of 200
4) Minimum marks for subject 1 to 5 is 40 otherwise the student is considered fail in that subject
5) Minimum marks for subject 6 is 56 else students are considered failed in that subject.
6) Save this file as marksheet

Calculate following results:
1) Calculate total marks and percentage of each student.
2) Condition for calculating result filed
Calculate % only if all subject (1 to 5) are >=40 & subject 6>=56 otherwise 0
Result filed contains **fail** if students are fail in any subject. and display grade if student are pass.
3) Display Mean, Maximum, Minimum and Average for each subject.
4) **Conditional Format** the Student results with different color ex: red for fail
5) Apply **conditional formatting** on those cells whose percentage is more than 80% with different color.
6) apply **Conditional formatting** on those cells whose marks is less than 40 in subject 1 to subject 5 and subject 6 less than 56

ID	Sub1	Sub2	Sub3	Sub4	Sub5	Sub6	Total	percentage	results
17BCA01	70	70	70	70	70	150	500	62.5	1ST CLASS
‖ ‖ ‖									
17BCA10	---	----	---	---	---	----	----	----	-----
AVE								---	----
MAX								----	ID
MIN								-----	-----

Exercise 7:-calculate total sales and commission

Sr. No	Item name	Basic price	Commission (%)	Quantity	Total Sales	Commission(Rs)
1	Pen drive	200	5	2	400	10

Following should be considered:

1) Basic price <500 rs then comission=5.0%, otherwise 10%
2) Total Sales=Basic price * Quantity
3) For Total Sales take two digits precision
4) Draw column chart->Total Sales
5) Insert at least 10 records

Exercise 8: Using the data on the Pie sheet create a Pie Chart representing the deaths in Inner South London for all age groups.

Age of declared at Death						
	0-1 year	1-14 years	15-24 years	25-44 years	45-64 years	Over 65 years
East London	0	0	1	2	6	1
West London	12	12	22	3	81	129
South London	13	14	17	124	112	104
North London	20	6	27	121	127	155
Inner North London	10	12	26	111	129	173
Inner south london	3	4	14	82	101	102

Exercise 9: Filter Data of Excel Sheet

Order no.	Date	Driver's name	Item	Number of items	Transport	Destination
100001	2/1/2013	John May	TV	25	truck 4	Boston
100002	2/1/2013	Peter White	washing machine	30	truck 3	NY
100003	2/2/2013	Carl Nowak	washing machine	15	truck 3	Philadelphia
100004	2/3/2013	Peter White	TV	32	truck 4	NY
100005	2/3/2013	George Ramsay	refrigerator	25	truck 3	Boston
100006	2/3/2013	Carl Nowak	washing machine	18	truck 1	Baltimore
100007	2/3/2013	John May	refrigerator	15	truck 2	Philadelphia
100008	2/4/2013	Carl Nowak	refrigerator	25	truck 3	Baltimore
100009	2/4/2013	Peter White	TV	30	truck 1	Pittsburgh
100010	2/4/2013	George Ramsay	refrigerator	15	truck 2	NY
100011	2/4/2013	Mertl Pavel	microwave	25	truck 3	Philadelphia
100012	2/4/2013	John May	washing machine	14	truck 4	NY
100013	2/5/2013	John May	washing machine	25	airplane	Baltimore
100014	2/5/2013	Carl Nowak	TV	30	truck 4	Philadelphia
100015	2/5/2013	George Ramsay	microwave	15	truck 3	Boston
100016	2/5/2013	Peter White	TV	15	truck 1	Pittsburgh

1.Count number of order in Boston.

2. Count number of Microwave order.

3. Count number of journeys with truck 3.

4. Count number of Peter White journeys.

5. How many times is no. of items less than 20.

6. Display sum of refrigerator items.

7. Display sum of washing machine items.

8.Display sum of items transported by truck 4.

 9. Sum of items transported by trucks.

10. Number of microvawe orders in Boston .

11. Number of Peter White journeys with truck 1.

12. Number of orders in Boston after 2/3/2013:

13. Number of orders between 2/3/2013 and 2/6/2013:

14. sum of microwaves transported to NY:

15. sum of items transported to Pittsburgh by truck 1:

16. sum ofitems ordered between 2/3/2013 and 2/6/2013:

17. sum of items transported to NY, Baltimore and Philadelphia:

(Generate Output in following format: write only formula)

	countif	
number of orders in Boston :	COUNTIF(G2:G25,"Boston")	
number of microwave orders :		
number of journeys with truck 3:		
number of Peter White journeys:		
how many times are no. of items less than 20:		
	sumif	
sum of refrigerator items:	SUMIFS(E2:E25,D2:D25,"refrigerator")	
sum of washing machine items:		
sum of items transported by truck 4:		
sum of items transported by trucks:		
	countif	
number of microvawe orders in Boston :	COUNTIFS(D2:D25,"microwave",G2:G25,"Boston")	
number of Peter White journeys with truck 1:		
number of orders in Boston after 2/3/2013:		
number of orders between 2/3/2013 and 2/6/2013:		
	sumifs	
sum of microwaves transported to NY:	SUMIFS(E2:E25,D2:D25,"microwave",G2:G25,"NY")	
sum of items transported to Pittsburgh by truck 1:		
sum of items ordered between 2/3/2013 and 2/6/2013:		
sum of items transported to NY, Baltimore and Philadelphia:		

Microsoft Excel: - Exercise 1 to 2

Exercise 1: Prepare presentation on 'BCA' course that you are studying in (make minimum 5 slides)

Exercise 2: Creates presentation that depicts everything about Indian cricket team. The following things must be covered in presentation.

1) The structure of 'board of control for cricket in India (BCCI)
  Hint: use organization chart
2) The current Indian team
 Hint: use table
3) Team in categorized fashion
(Batsman/Bowler/All-rounder)
 Hint: use bullets
4) Statistic for all the players (No of matches, innings/runs scored/average/strike rate/wicket taken/average etc.) Hint: use table
5) Graph for best bates man Hint: use graph
6) Graph for best bowler Hint: use graph
7) Graph for team's success ration Hint: use graph
8) Team best performance with statistics (venue/against/when/key player etc) Hint: table
9) Team worst performance with statistics: Hint table
10) Your thought about India's performance in recent times use blank slide and use word art.

- Presentation should be animated
- Use drawing objects to give an additional impact
- Use design template
- Give appropriate header and footer
- You are free to add anything more to the presentation from your side but the above given specification is must for the presentation. The presentation should be complete in all the sense.
- Insert handouts & notes whenever required.

Microsoft Access: - Exercise 1 to 2

Exercise 1: Create table in Access

Create employees table as shown in the following table in Access

Field Name	Data Type
EmployeeID	AutoNumber
FirstName	Varchar(15)
LastName	Varchar(15)
Address1	Varchar(15)
Address2	Varchar(50)
City	Varchar(15)
State	Varchar(15)
Zip	Varchar(15)
Phone	Varchar(15)

Exercise 2: Table Relationship Exercise