Graphic Era
Deemed to be University

LAB INTERNAL ASSIGNMENT

Lab Course Code :- 23OBC107
Lab Course Title :- Digital Productivity Tools for Modern Workplaces
Last Date of Submission :- 15/1/2024
Maximum Marks :- 30

Note: -

1. The lab assignment will consists of 6 (Six) experiments out of which 4 (four) to be answered
2. All questions carry equal marks

Paragraph:

Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983,[9] under the name Multi-Tool Word for Xenix systems. Subsequent versions were later written for several other platforms including: IBM PCs running DOS (1983), Apple Macintosh running the Classic Mac OS (1985), AT&T UNIX PC (1985), Atari ST (1988), OS/2 (1989), Microsoft Windows (1989), SCO Unix (1990), macOS (2001), Web browsers (2010), iOS (2014) and Android (2015). Using Wine, versions of Microsoft Word before 2013 can be run on Linux.

Commercial versions of Word are licensed as a standalone product or as a component of Microsoft 365 suite of software, which can be purchased either with a perpetual license or as part of a Microsoft 365 subscription, respectively.

Experiment No. 1 : -

Use paragraph given above and perform the below activities,

A. Type the paragraph above using "Calibri font", font size 12.
B. Change the font type to "Lucida Calligraphy" and size to 14.
C. Align the paragraph to right margin.
D. Save this file as ms-word.docx in "my documents" folder using save option.
E. Edit some part of your document and save again using save option.
F. Close the file.
G. Open this file you have created using open option from office button.
H. View the file you have created using print preview option
I. Take a printout of this document through print option.
J. Create a new file using new option.
K. Select some part of your document as "Practical-1" and copy it to new file created in bullet. Use shortcut keys for copy and paste.
L. Highlight "Microsoft Word is a word processor developed by Microsoft".
M. Search for word "Document" using find option.
N. Replace the word "Microsoft" with "MS".

Experiment No. 2 : -

Use paragraph given above and perform the below activities,

A. Make the word "MS-WORD" as the watermark of the document
B. Set the background color of the document as BLUE using page color option.
C. Change the border of the page using page border option.

D. Choose the indents tab.
E. Change the spacing between paragraphs by adding space above the paragraph.
F. Add a table of contents to the document
G. Update the content table
H. Insert a header and footer to the document
I. Create labels to the documents.

Experiment No. 3 : -

NAME	DEPT	POST	BASIC	DA 2.5 %	HRA 3.5 %	PF 1.5 %	TOTAL	GRADE
RAMESH	COMPUTER	MANAGER	8000	?	?	?	?	?
RAKESH	COMPUTER	SUPERVISOR	9000	?	?	?	?	?
RAHUL	COMPUTER	PEON	3000	?	?	?	?	?
POOJA	ELECTRICAL	GUARD	1500	?	?	?	?	?
MANOJ	ELECTRICAL	PEON	3000	?	?	?	?	?
ALOK	ELECTRICAL	MANAGER	8000	?	?	?	?	?
AMRIT	FINANCE	MANAGER	8000	?	?	?	?	?
SUNNY	FINANCE	ACCOUNTANT	6000	?	?	?	?	?
SHASHI	ELECTRICAL	GUARD	1500	?	?	?	?	?
JOY	FINANCE	CASHER	5000	125	175	50	5250	D

A. How many employees are in computer, finance and electrical department? → use countif
B. Total of the basic salaries in computer department only → use sumif
C. If total salary is greater than 20000 then mark there grade as "A", if salary is between 10000 – 19999 then mark there grade as "B", if salary is 6000 – 9999 then mark there grade as "C", otherwise grade is "D".
D. Find Alok and Rakesh's post and grade. → use Vlookup
E. Find total number of employee who are manager and guard. → use countif

Experiment No. 4 : -

SR NO	ITEMS	QTY	RATE	AMOUNT	GRADE
1	AC	20	40000	800000	EXPENSIVE
2	FRIDGE	30	20000	?	?
3	COOLER	15	10000	?	?
4	WASHING MACHINE	14	15000	?	?
5	TV	18	20000	?	?
6	FAN	17	2000	?	?
7	COMPUTER	10	25000	?	?
8	KEYBOARD	5	250	?	?
9	MOUSE	25	100	?	?
10	PRINTER	30	12000	?	?

A. Use product formula for calculating amount = QTY * RATE

B. Total items in a list ?

C. How many items in QTY are greater than > 20 and less than < 20 ?

D. Calculate : item –"Computer's" QTY, RATE and Amount using sumif formula.

E. If the ITEMS amount is greater > 500000, than mark them as "Expensive", others as "Lets buy".

Experiment No. 5 : -

Prepare a presentation on the subject – "Indian Prime Ministers". Make sure you have at least eight slides, as well as a title slide and an acknowledgements slide.

Experiment No. 6 : -

Prepare a presentation on the subject – "Indian movies". Make sure you have at least eight slides, as well as a title slide and an acknowledgements slide.