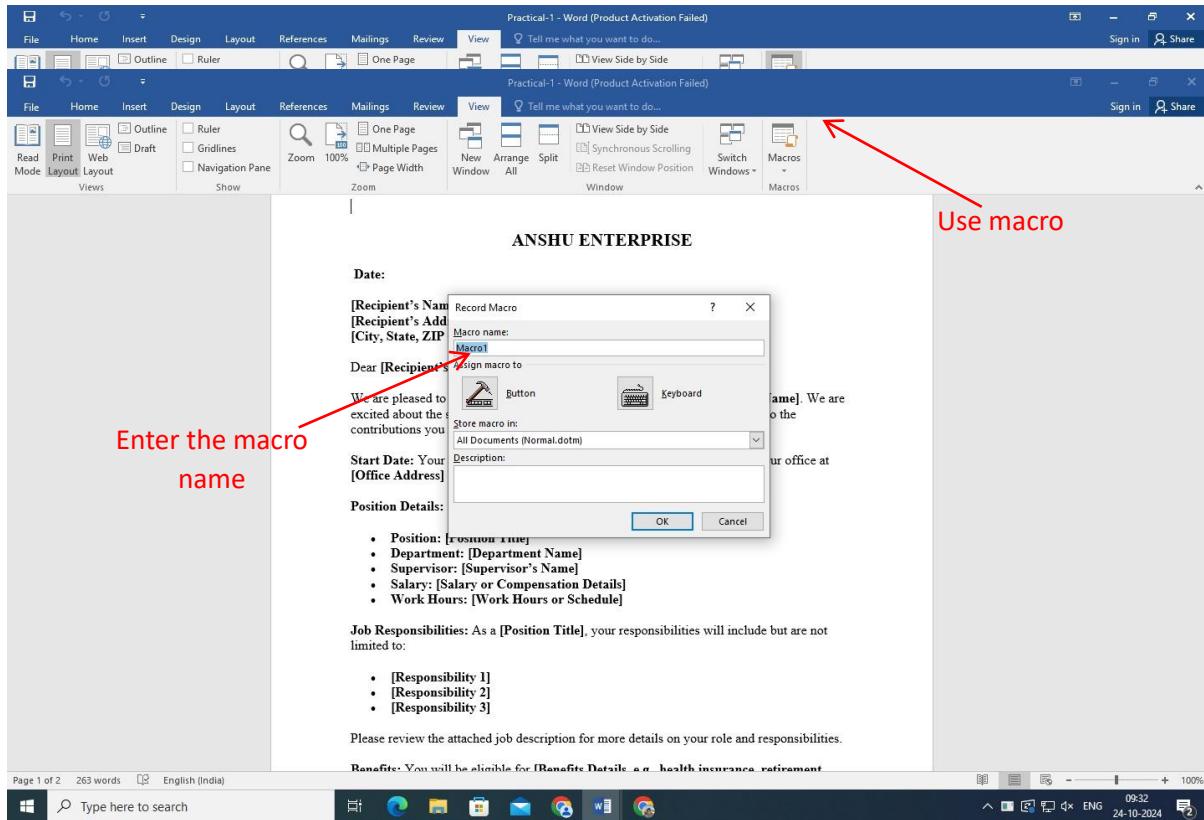
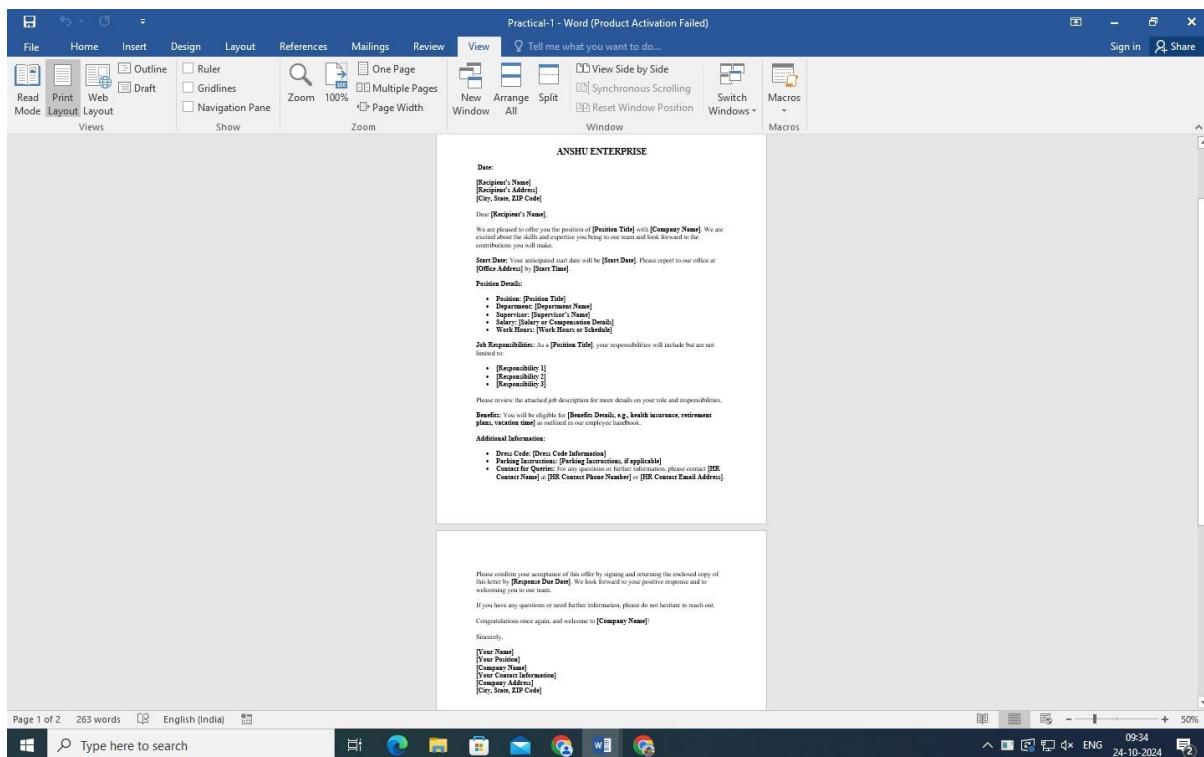
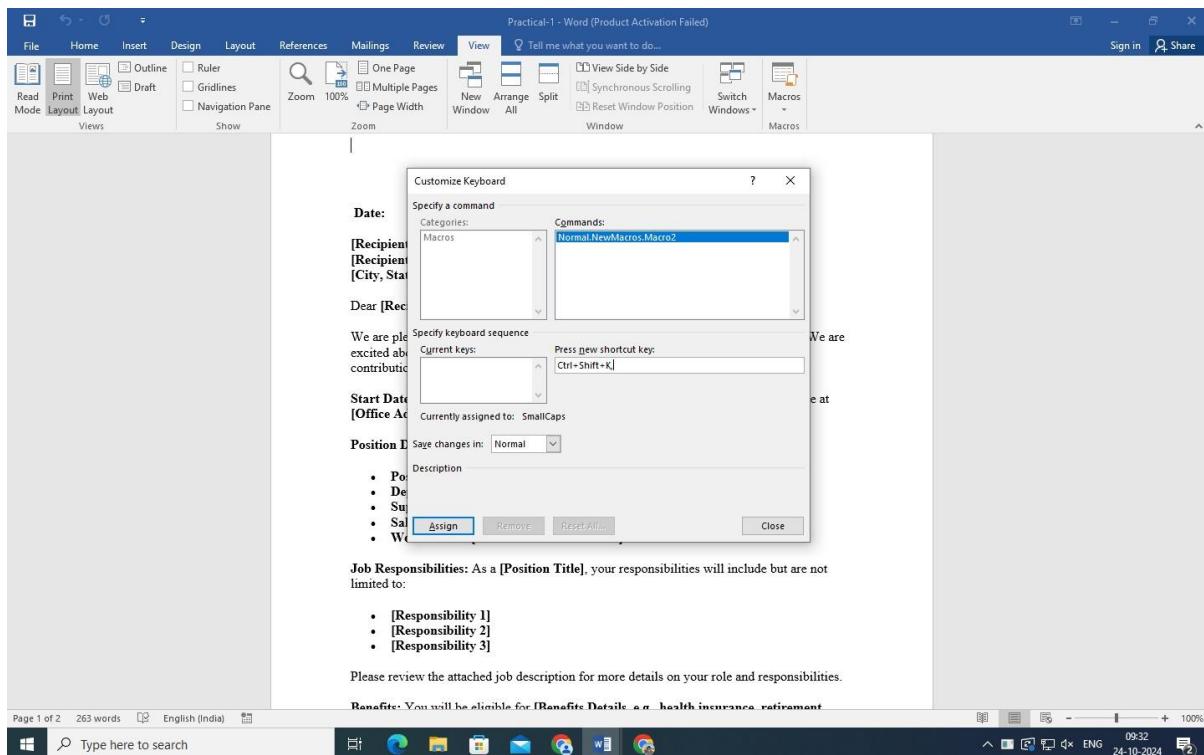
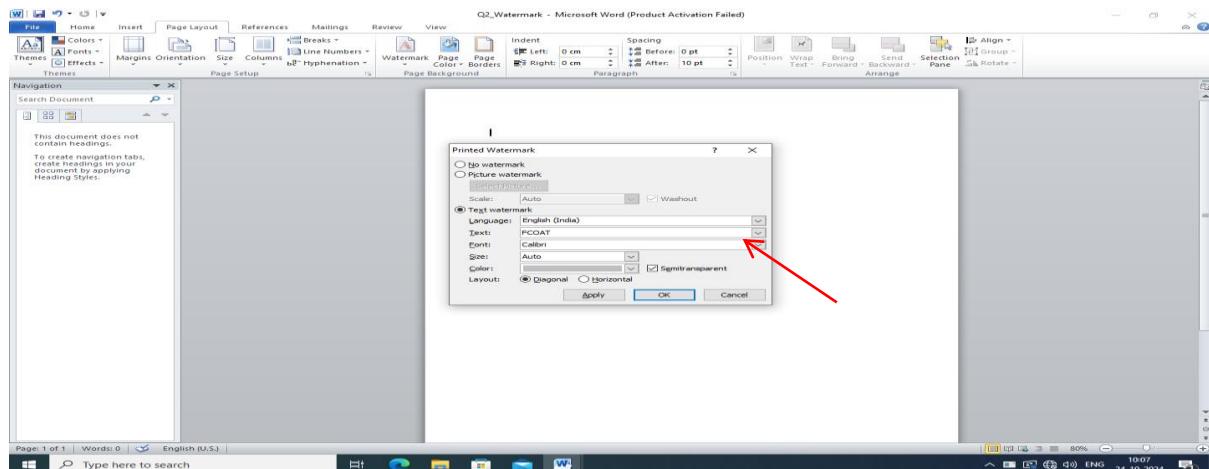
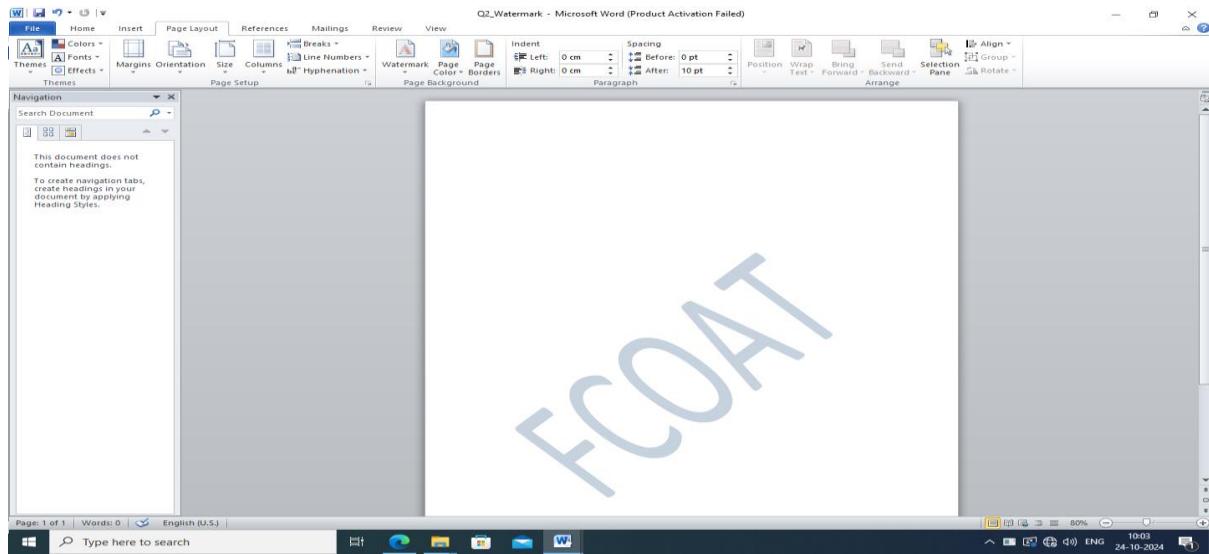


- 1) How do you create a macro in Microsoft Word to generate a customized appointment letter that includes placeholders for the recipient's name, position, start date, and other details, and then execute the macro to produce a formatted letter?**

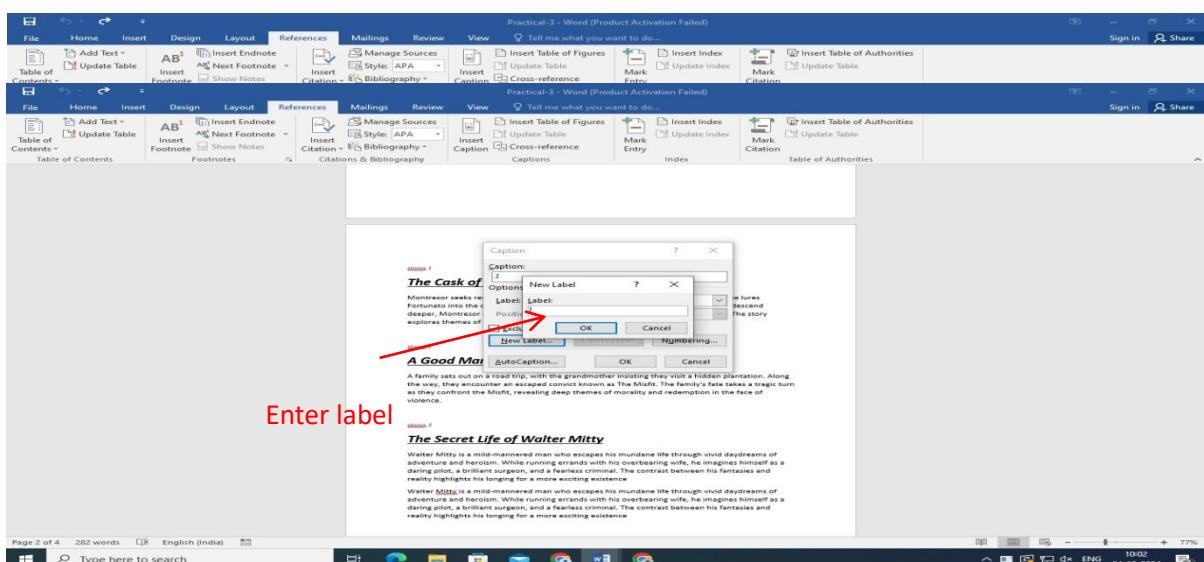
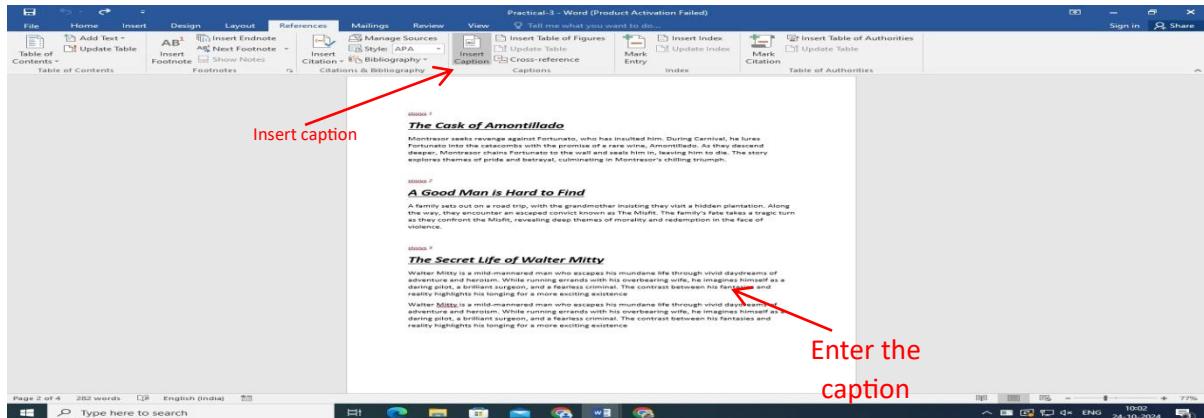


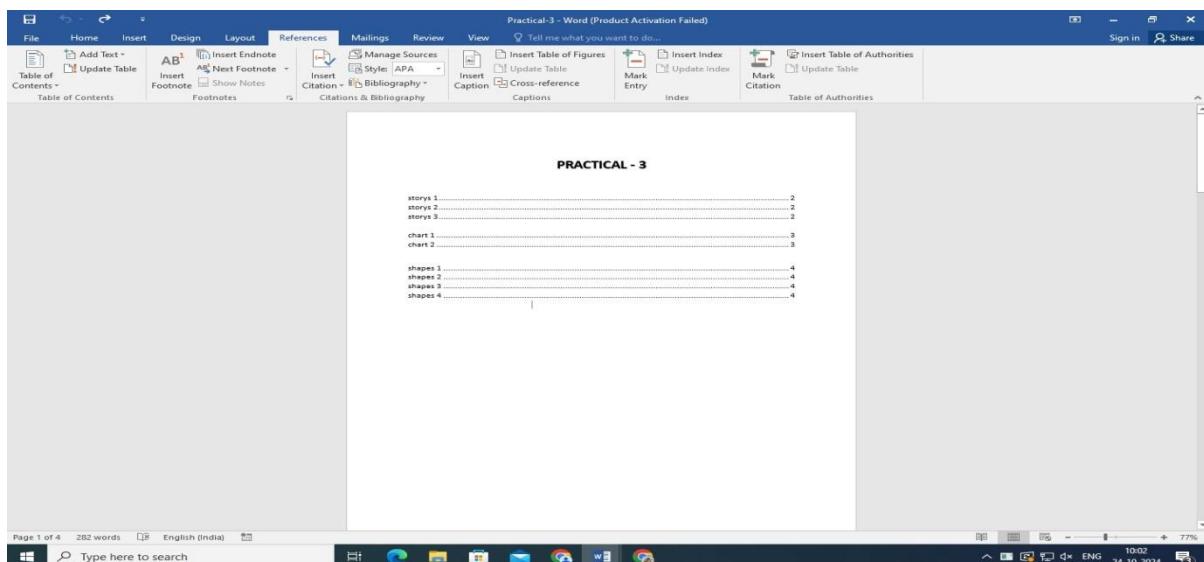
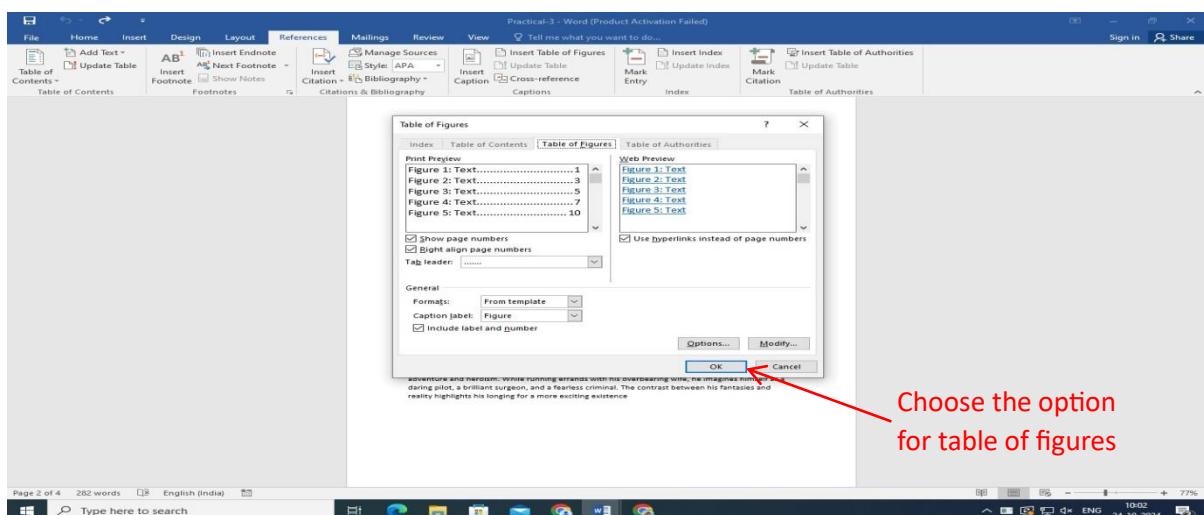
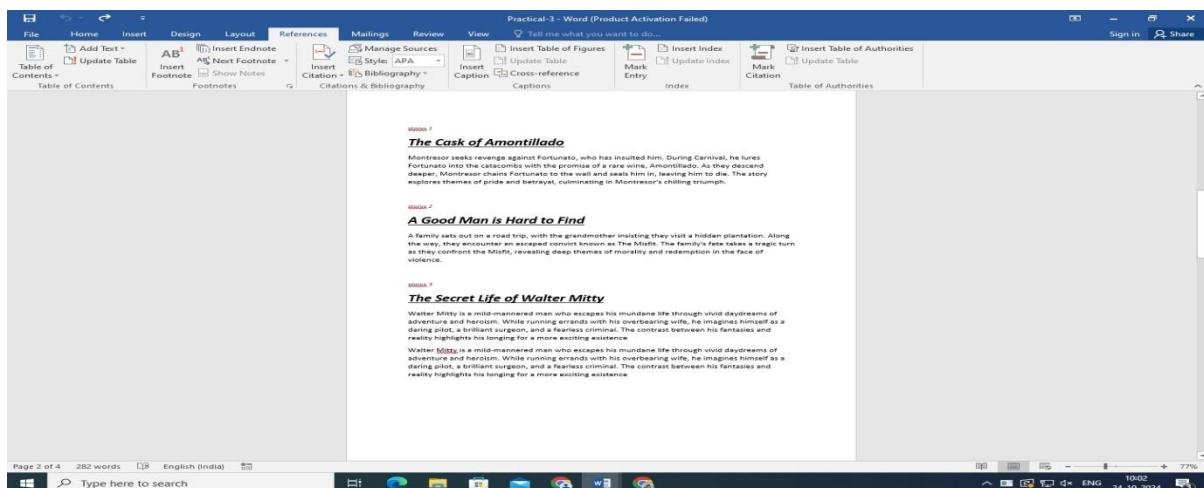


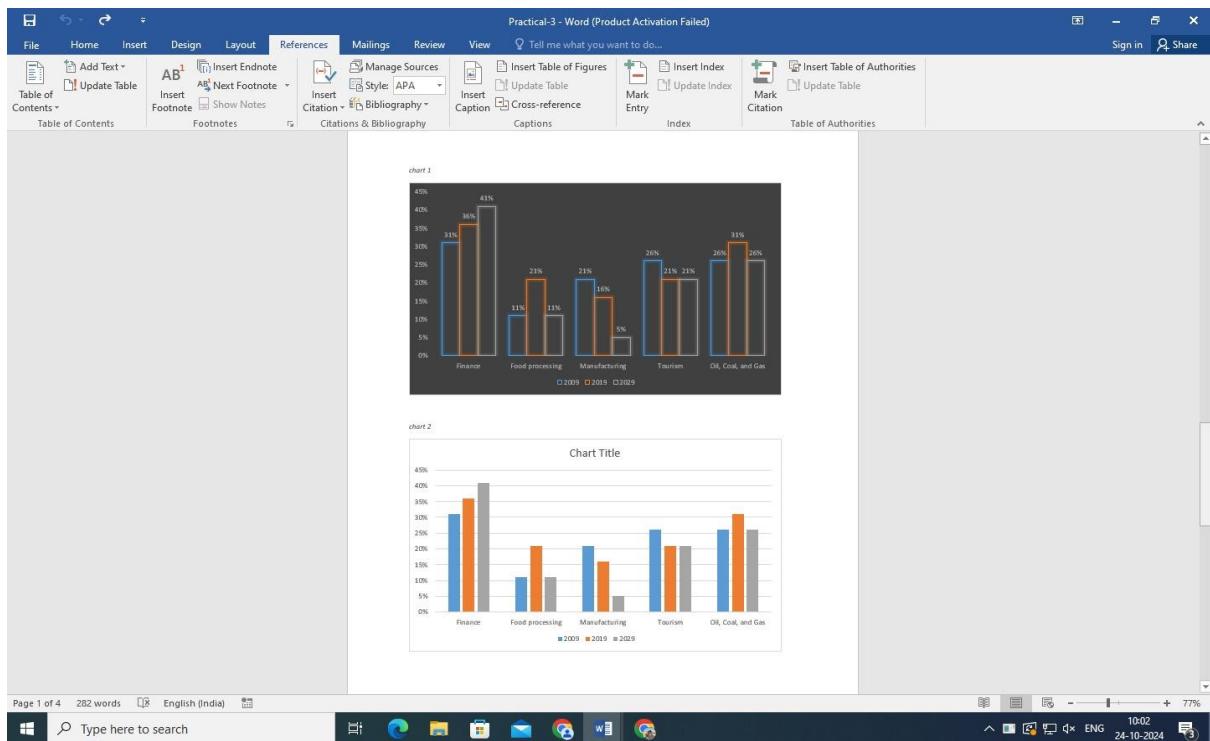
2) How can you add custom watermarks to specific sections of a document, such as confidential or draft, based on the document's status?

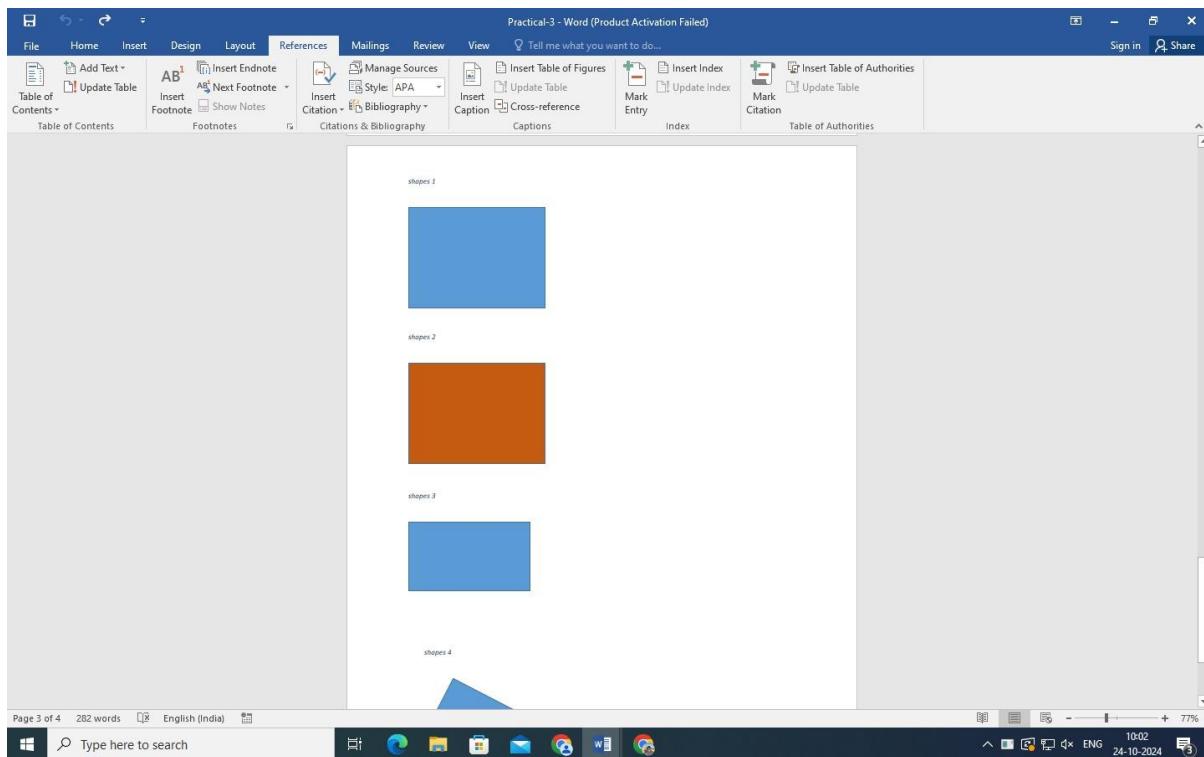


3) How can you set up a document to include a table of figures and a table of tables, each automatically updating as figures and tables are added or modified?



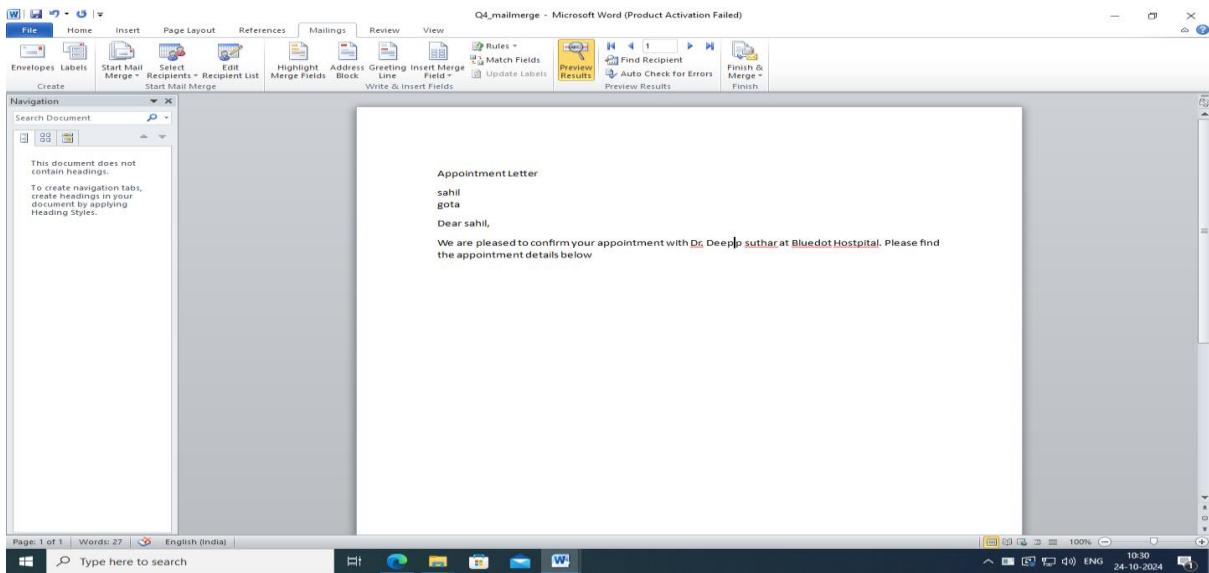




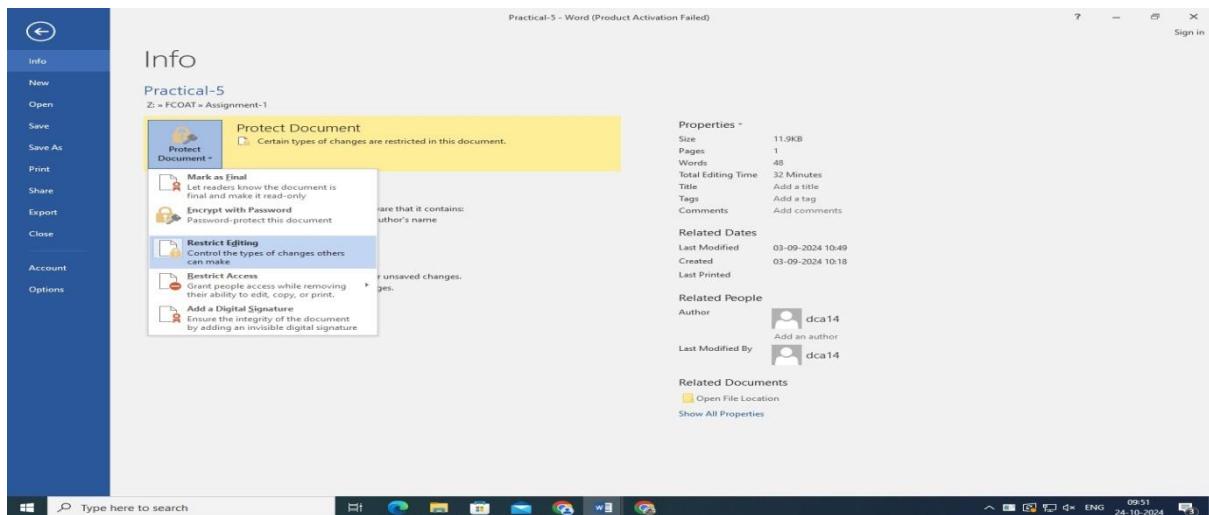


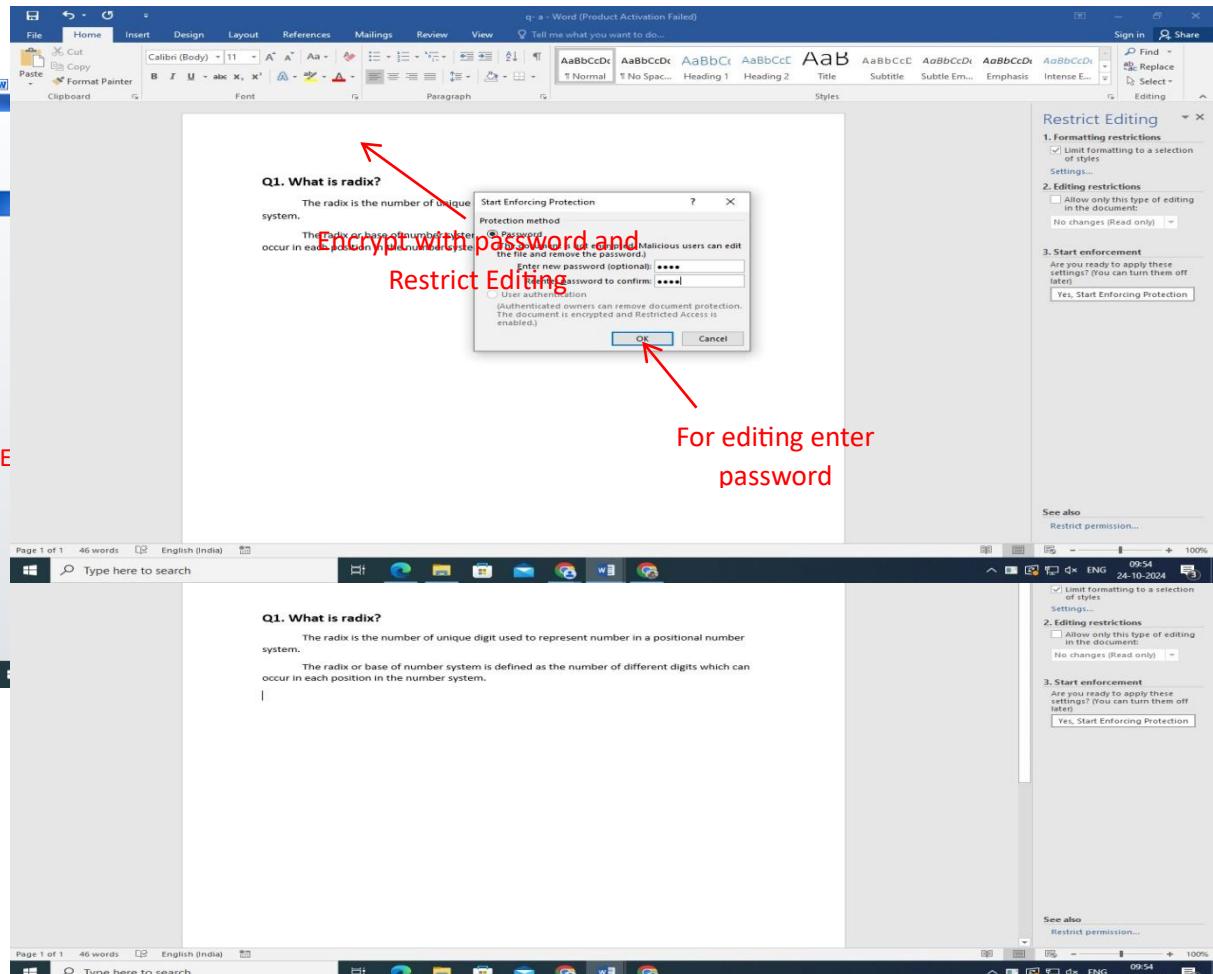
4) How do you perform a mail merge to generate personalized form letters, labels, or envelopes from a data source like an Excel spreadsheet?

The screenshot shows a Microsoft Word document titled "Q4_mailmerge - Microsoft Word (Product Activation Failed)". The ribbon menu is visible at the top, and the "Mailings" tab is selected. An Excel spreadsheet titled "Sheet1" is embedded in the Word document. The spreadsheet contains a table with columns "index", "name", and "address". The data rows are: 1. sahil, geta; 2. rohan, vandematram; 3. sujan, thaltej; 4. ketan, mad; 5. piyush, tharad. A red arrow points to the "Insert" tab in the ribbon, and a red box highlights the "Merge with the Word file" button in the ribbon. Red text annotations say "Use mail merge And Merge with Excel spreadsheet" and "Merge with the Word file". The status bar at the bottom indicates "10:32" and "24-10-2024".



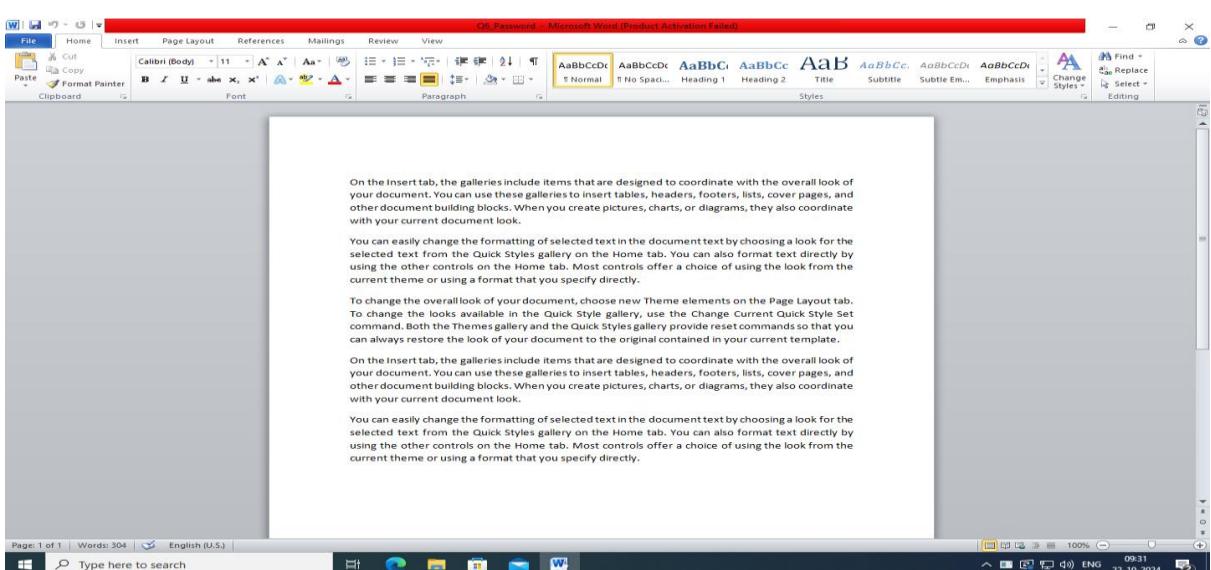
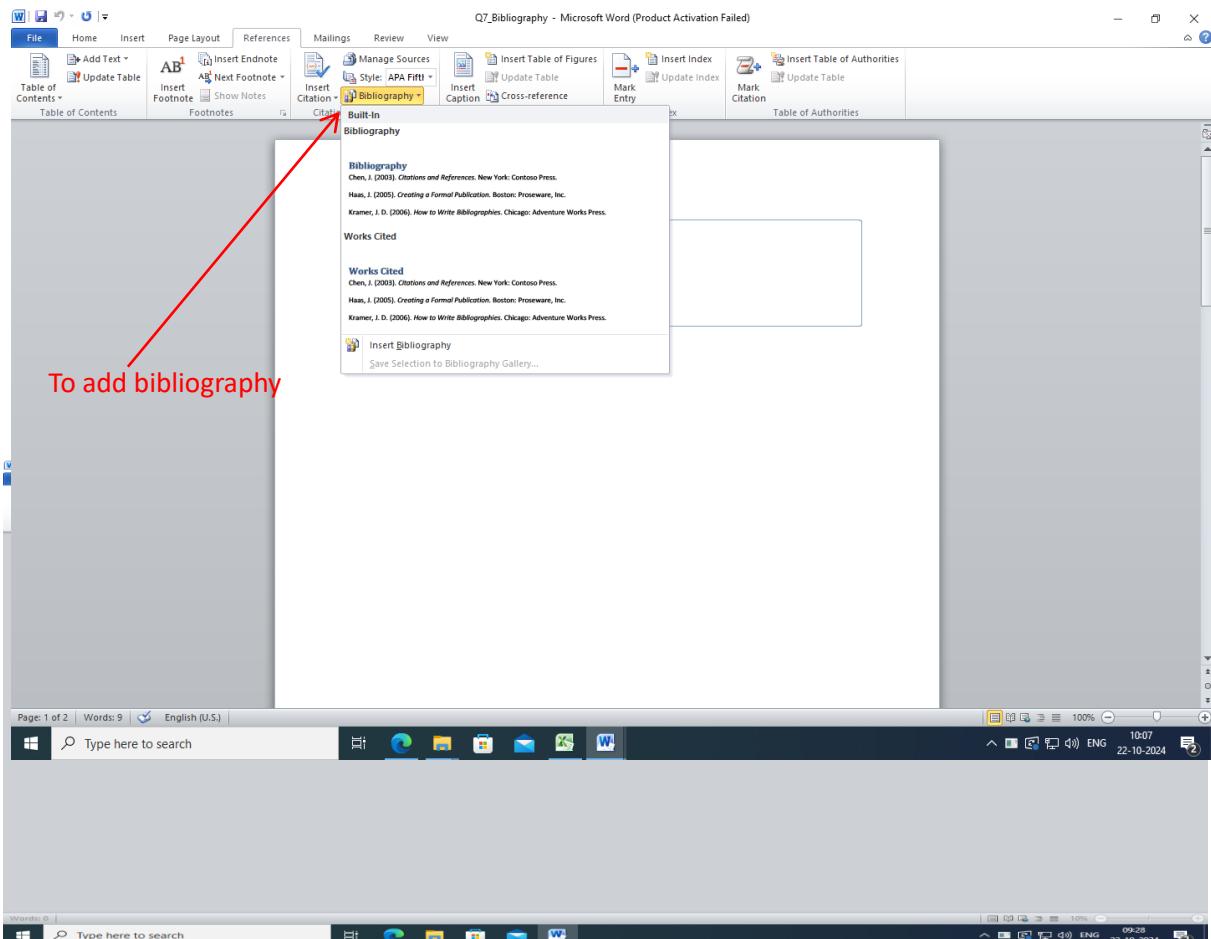
5) How can you protect a document from editing ?

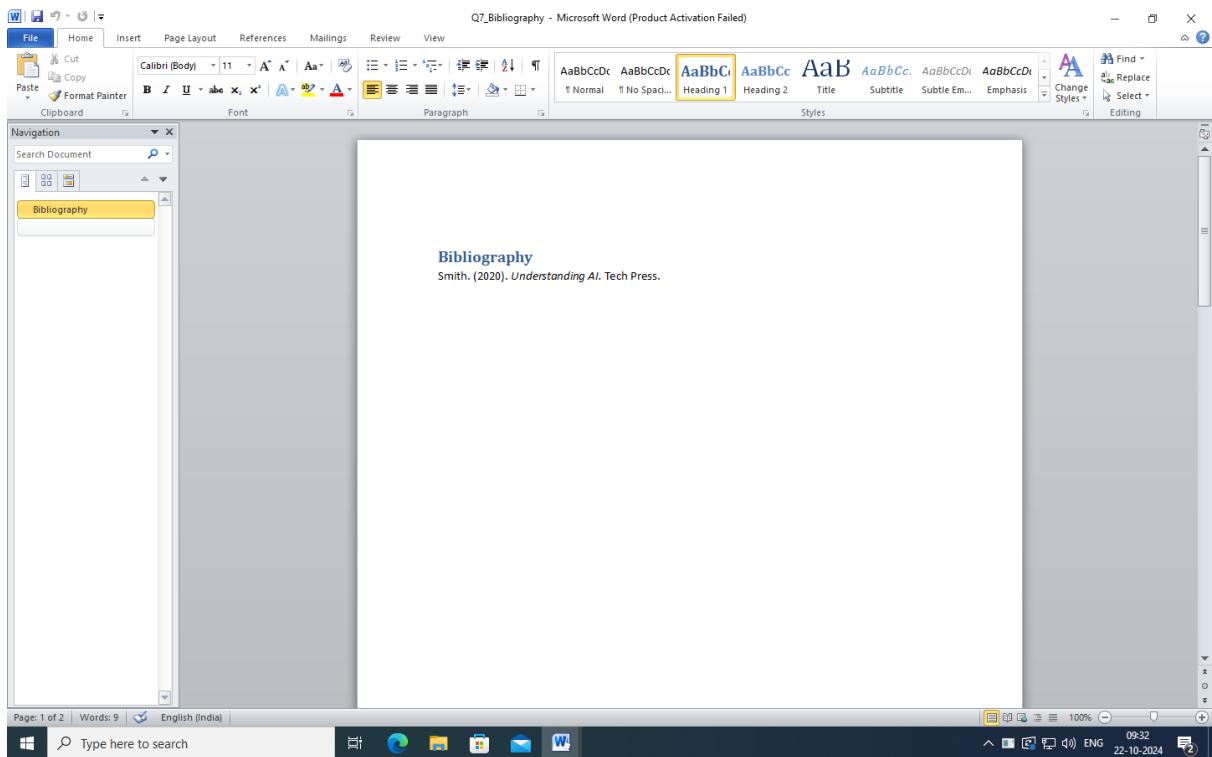




6) How can you protect a document and save with password?

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



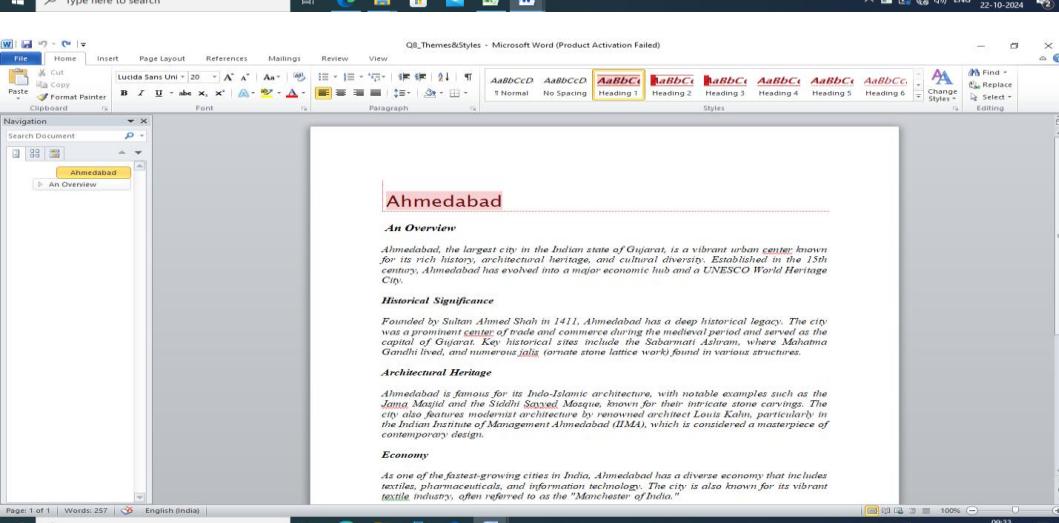
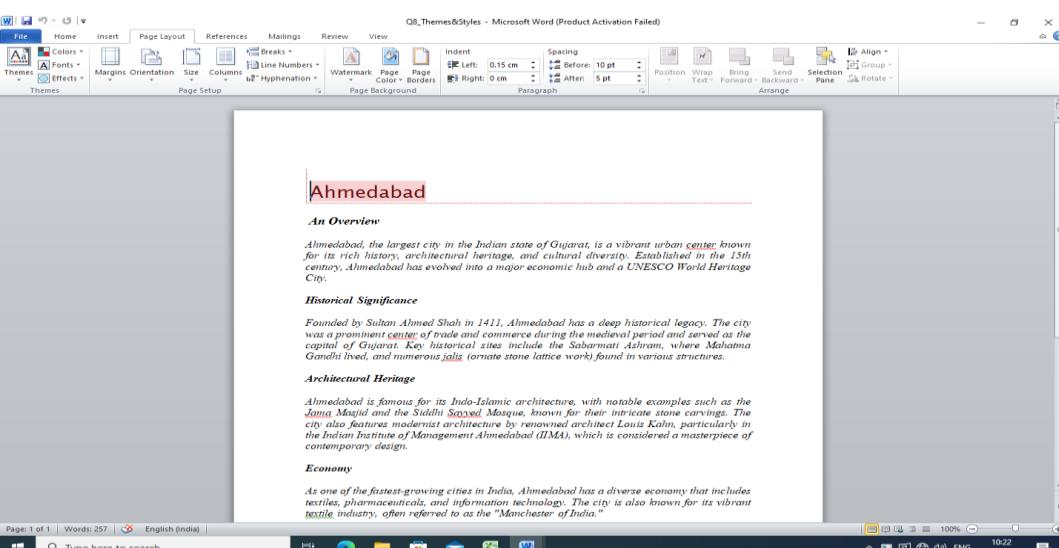


8) How do you apply advanced formatting to a document using themes and styles to ensure a consistent look across different sections?

The screenshot shows a Microsoft Word document titled "Q8_Themes&Styles - Microsoft Word (Product Activation Failed)". The ribbon menu is visible at the top. The document content includes:

- A red header section with the text "Ahmedabad".
- A blue sub-section with the text "An Overview".
- A green text block describing Ahmedabad's history and significance.
- A purple sub-section with the text "Historical Significance".
- A grey text block describing the city's historical legacy.
- A yellow sub-section with the text "Architectural Heritage".
- A pink text block describing Ahmedabad's architectural features.
- A light blue sub-section with the text "Economy".
- A dark blue text block describing the city's diverse economy.

Each section uses a different color from a theme palette. The taskbar at the bottom is identical to the one in the previous screenshot.



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

The screenshot shows a Microsoft Word document titled "Q9_Time_Table - Microsoft Word (Product Activation Failed)". The ribbon menu is visible at the top, with the "Insert" tab selected. A context menu for a table is open in the center of the screen, showing options like "Insert Table...", "Draw Table", "Convert Text to Table...", "Excel Spreadsheet", and "Quick Tables". The main content area displays a table titled "Train Time Table and Fare List". The table has columns for "Name of Train", "Place", "Destination", "Time", and "Fare". The data is as follows:

Name of Train	Place	Destination	Time	Fare
			Arrival Departure	
Rajdhani Express	Bombay	Delhi	07.30 08.45	Rs 989.00
Madras Mail	Bombay	Madras	09.00 10.15	Rs 450.00
Konya Express	Bombay	Banglore	11.30 12.25	Rs 645.00
Konkan Express	Bombay	Mangalore	13.30 14.45	Rs 756.00
Deccan Express	Bombay	Pune	16.00 17.30	Rs 345.00

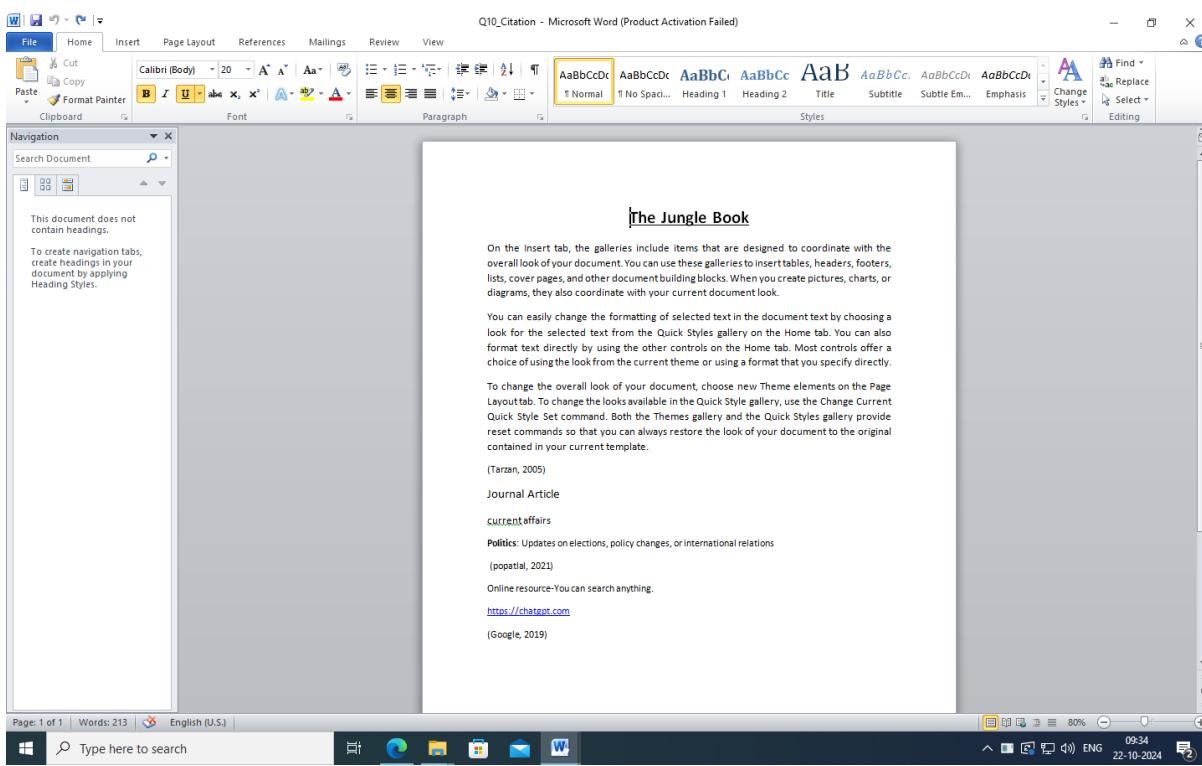
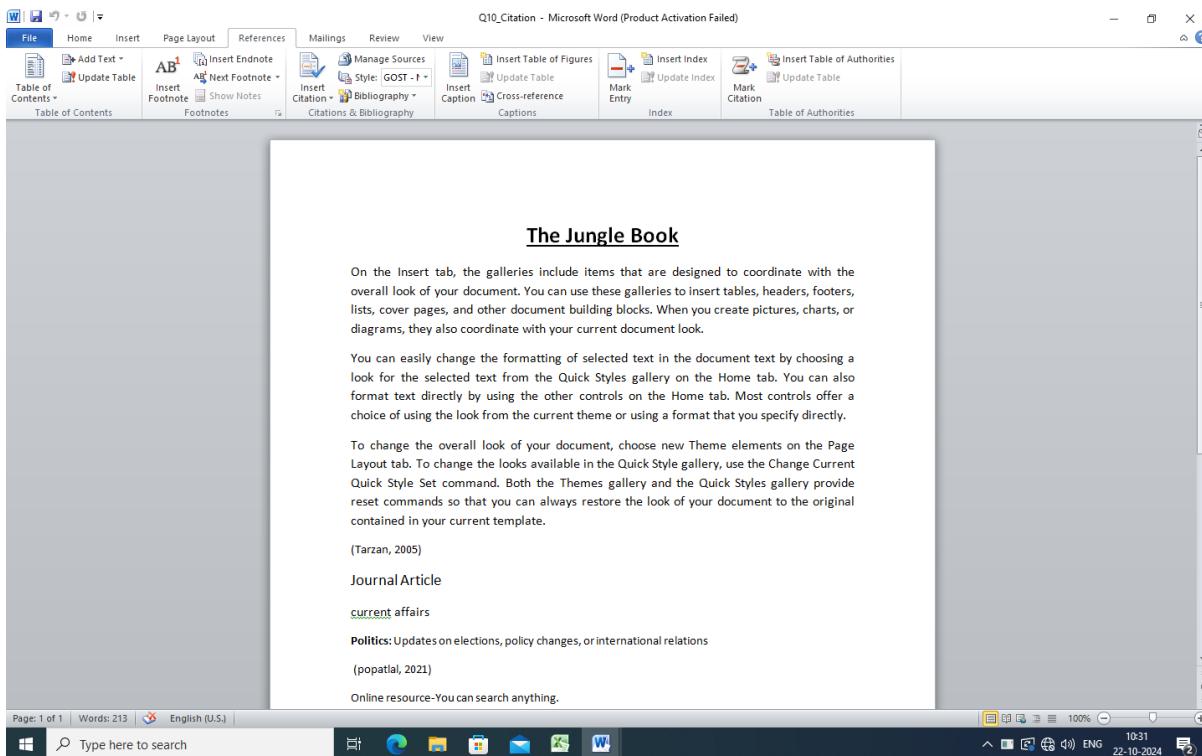
The status bar at the bottom shows "Page: 1 of 1", "Words: 60", "English (India)", "Type here to search", and a date/time stamp "24-10-2024 09:02".

The screenshot shows a Microsoft Word document titled "Q9_Time_Table - Microsoft Word (Product Activation Failed)". The document contains a table with the following data:

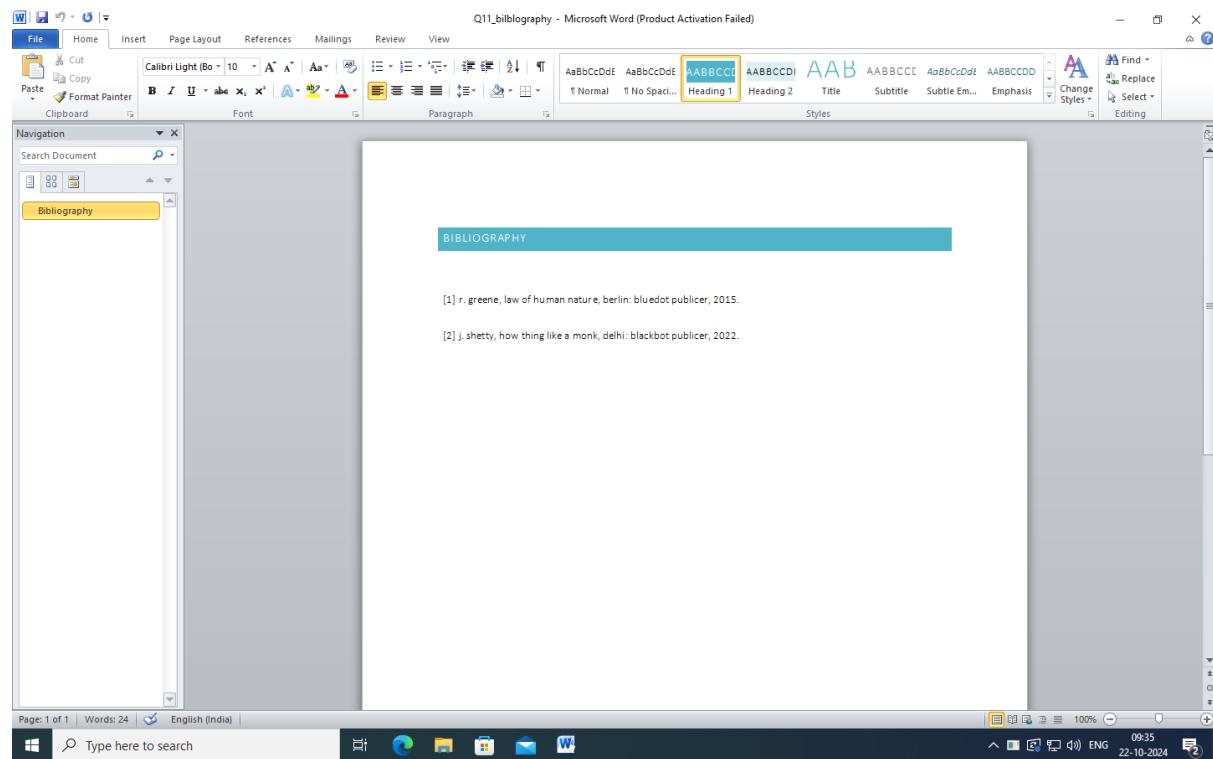
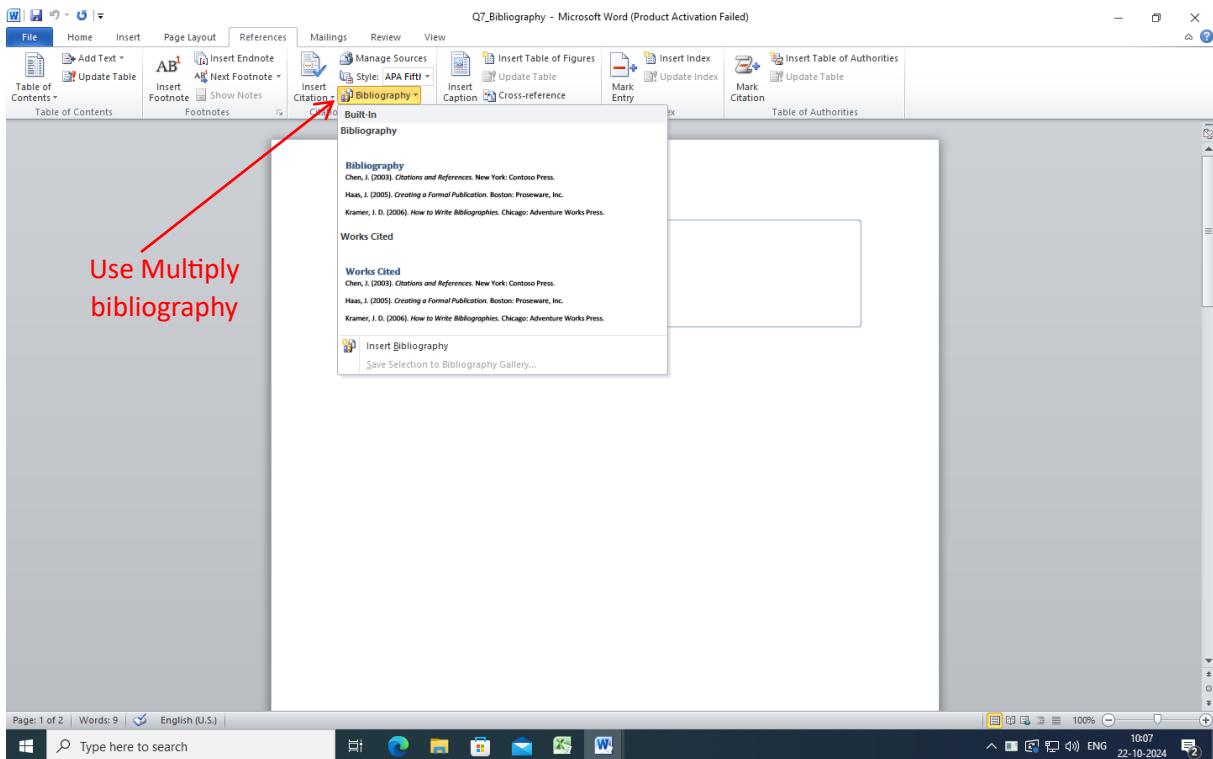
Name of Train	Place	Destination	Time	Fare
			Arrival	Departure
Rajdhani Express	Bombay	Delhi	07.30	08.45
Madras Mail	Bombay	Madras	09.00	10.15
Konya Express	Bombay	Banglore	11.30	12.25
Konkan Express	Bombay	Mangalore	13.30	14.45
Deccan Express	Bombay	Pune	16.00	17.30

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?

Use multiple citation



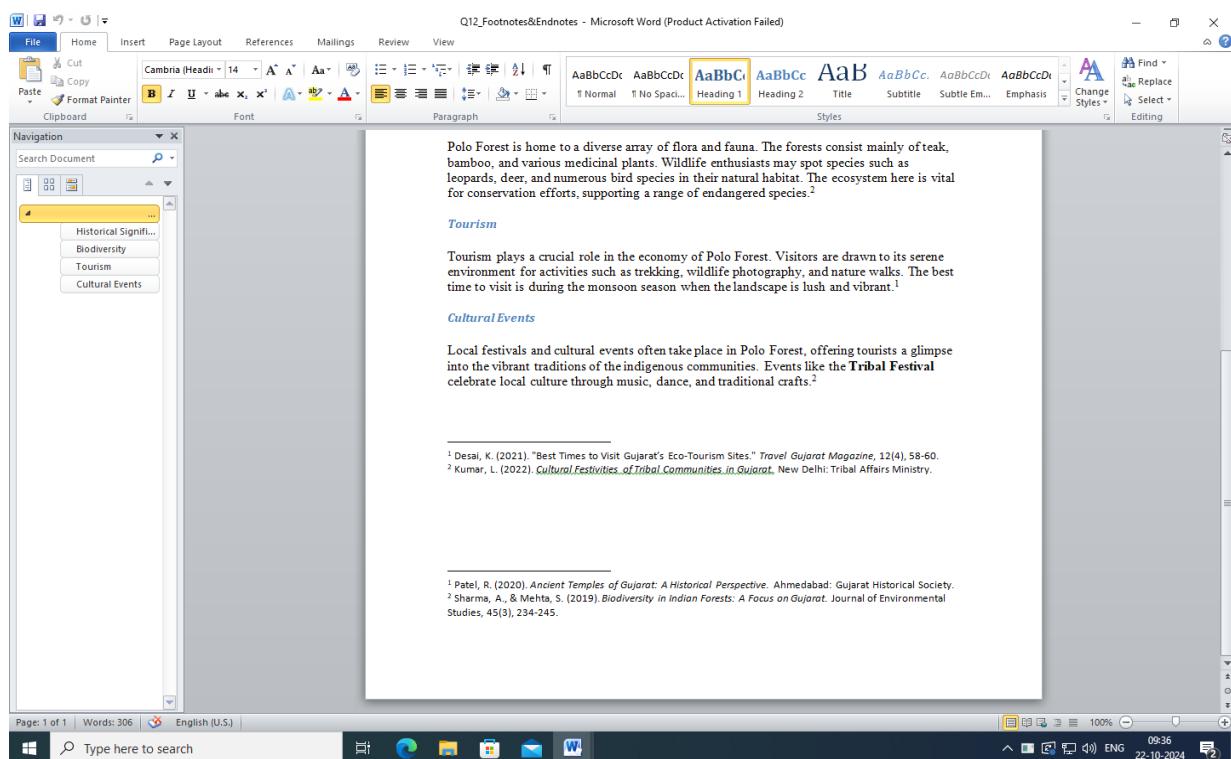
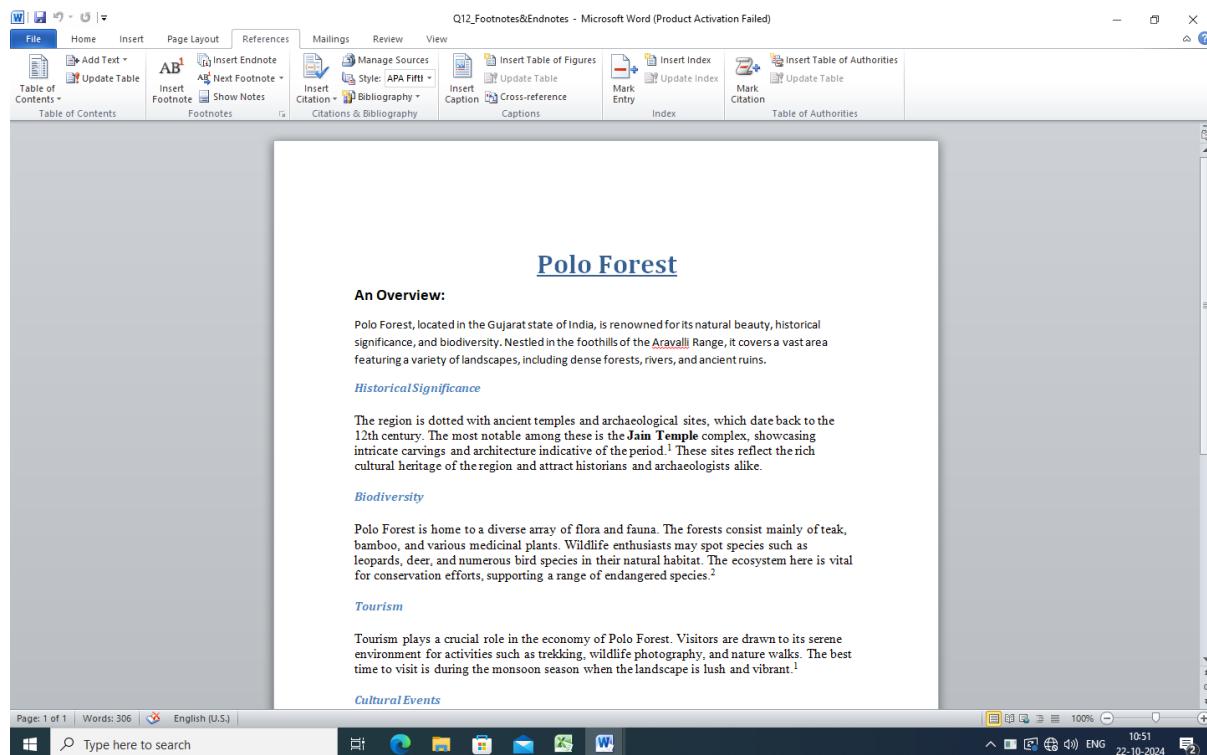
11) How can you create and update a bibliography or works cited page in your document that automatically reflects all the sources you have cited?



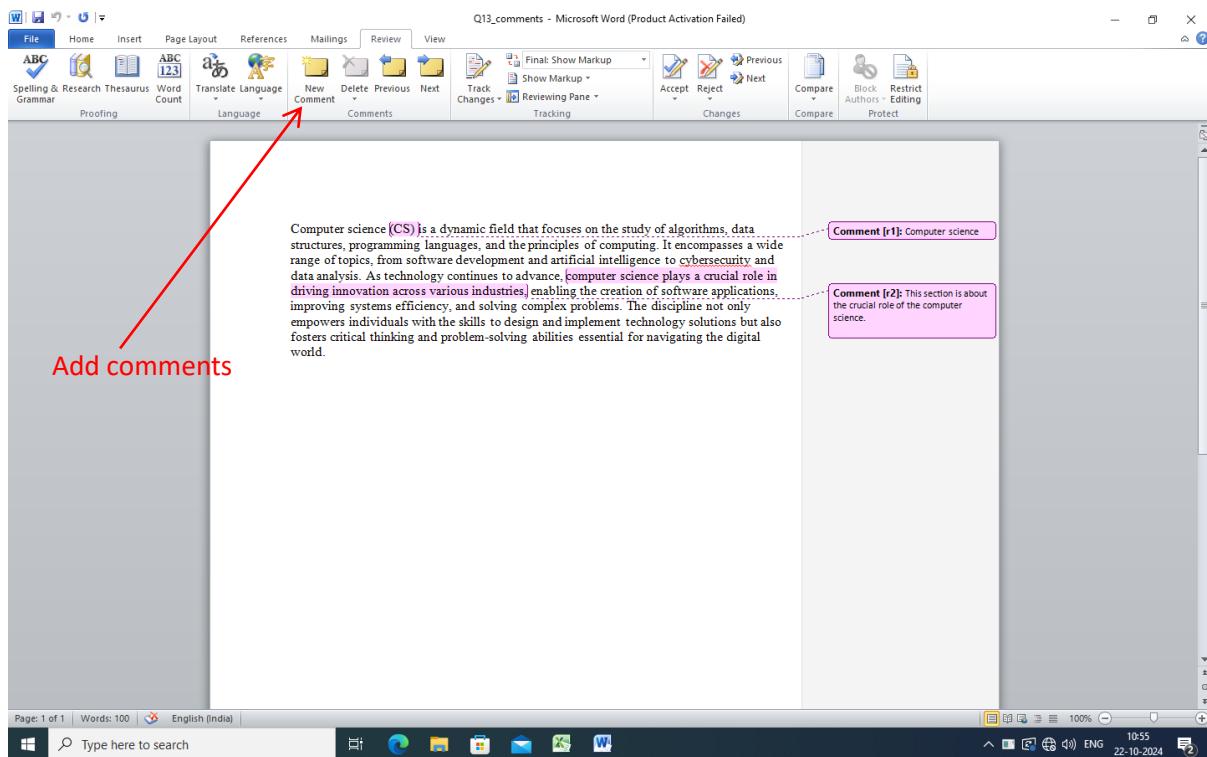
12) How do you use the “Style” feature to apply consistent formatting to citations, footnotes, and endnotes, and ensure they match the rest of the document?

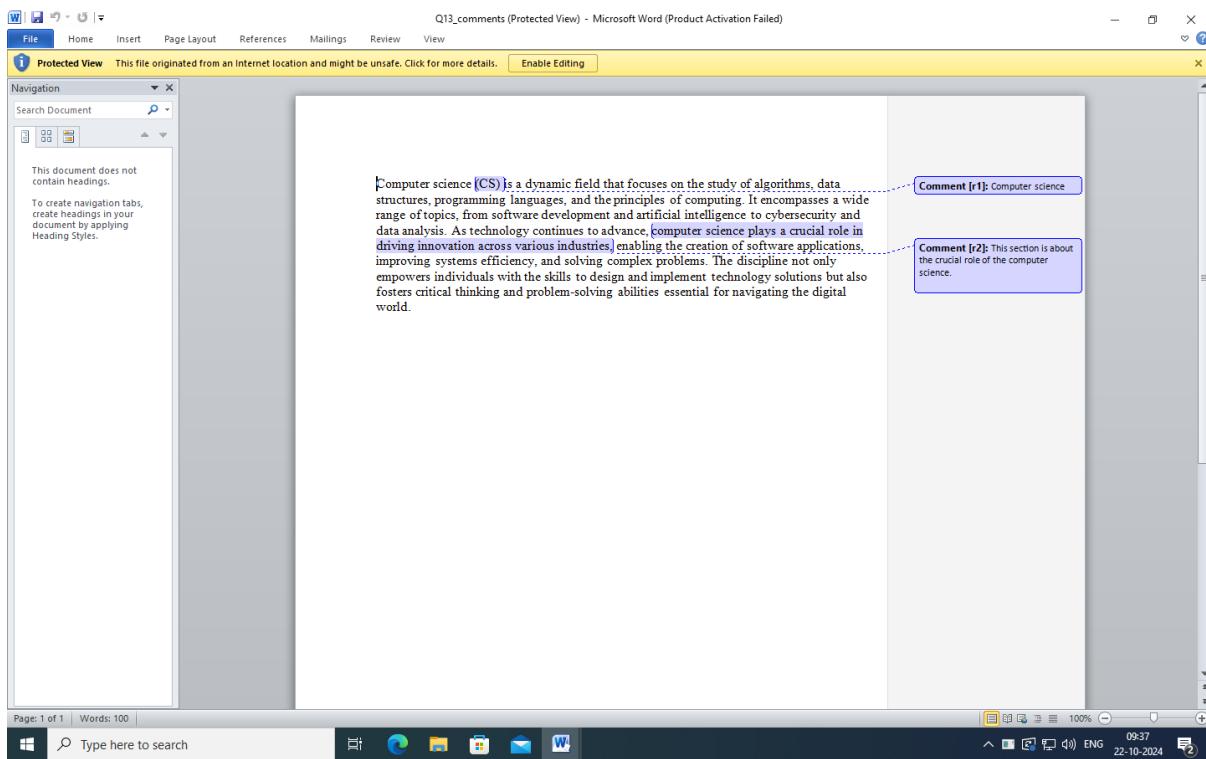
Use footnotes, and
endnotes

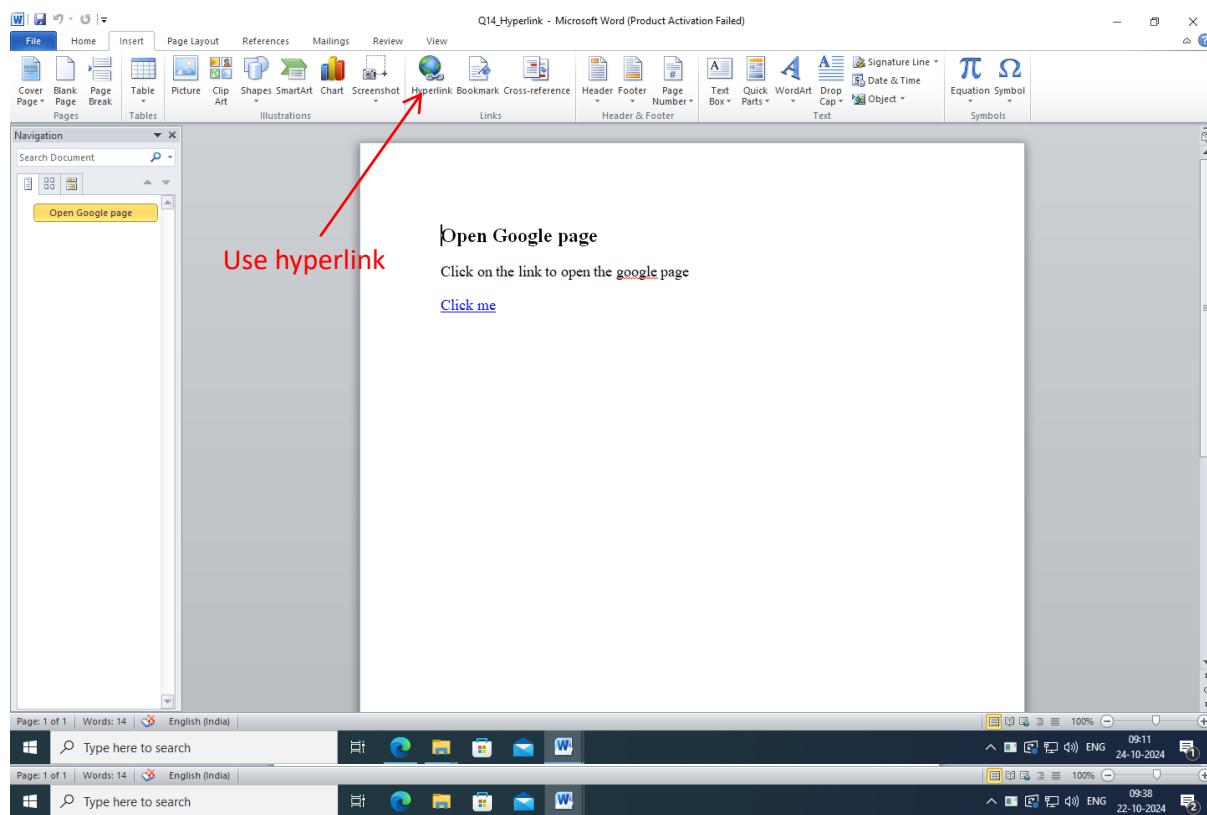




13) How do you add comments to specific text or sections of a document, and ensure they are linked to the relevant text for easy reference?

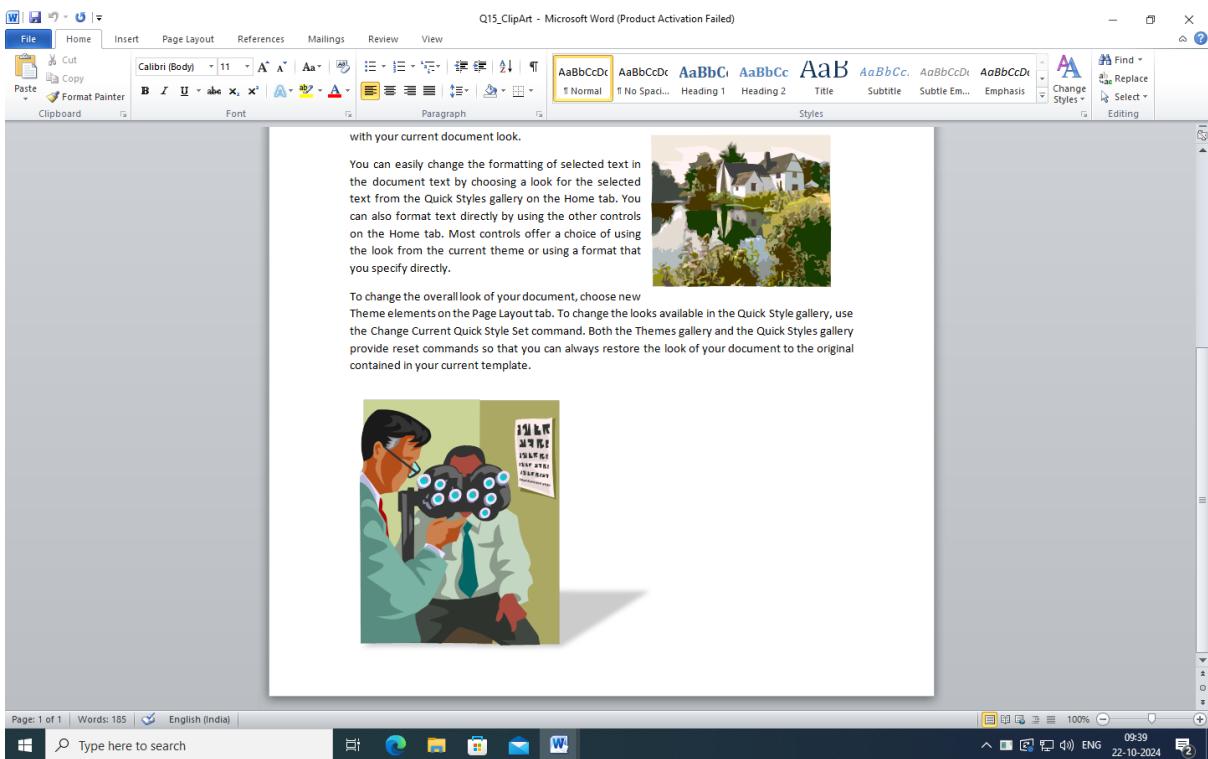
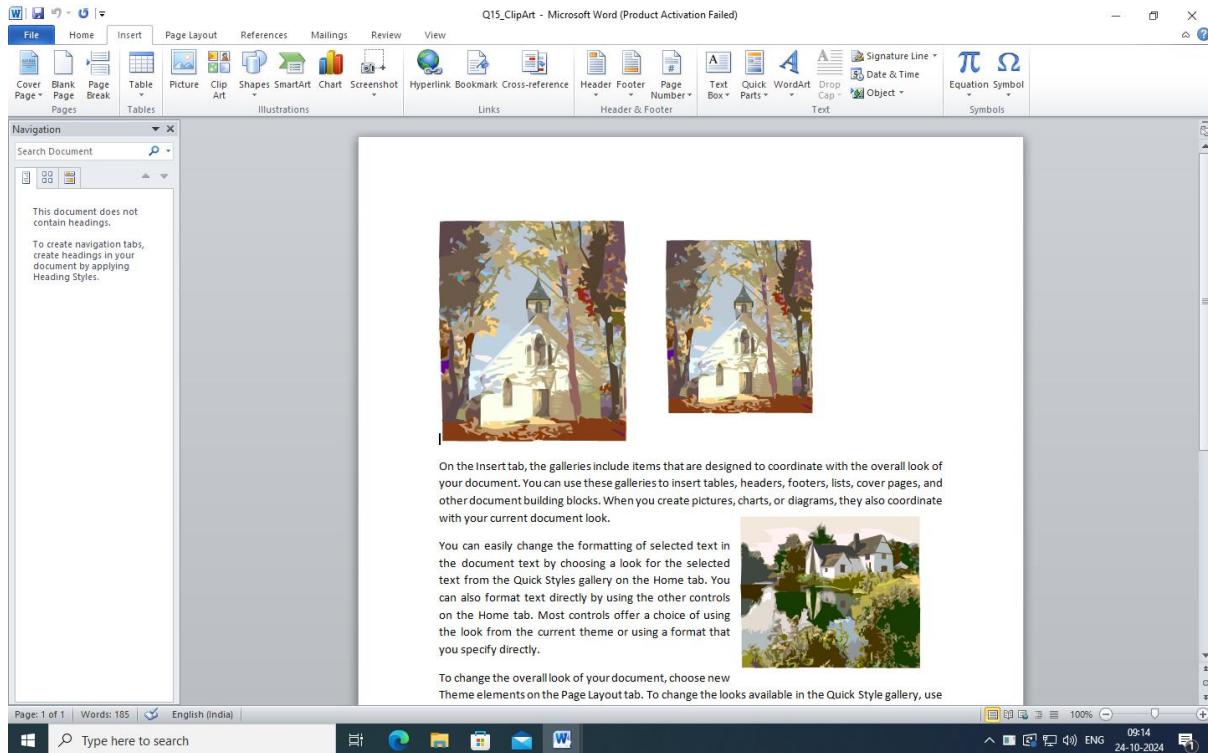


**14) How can you create a text as a hyperlink?**

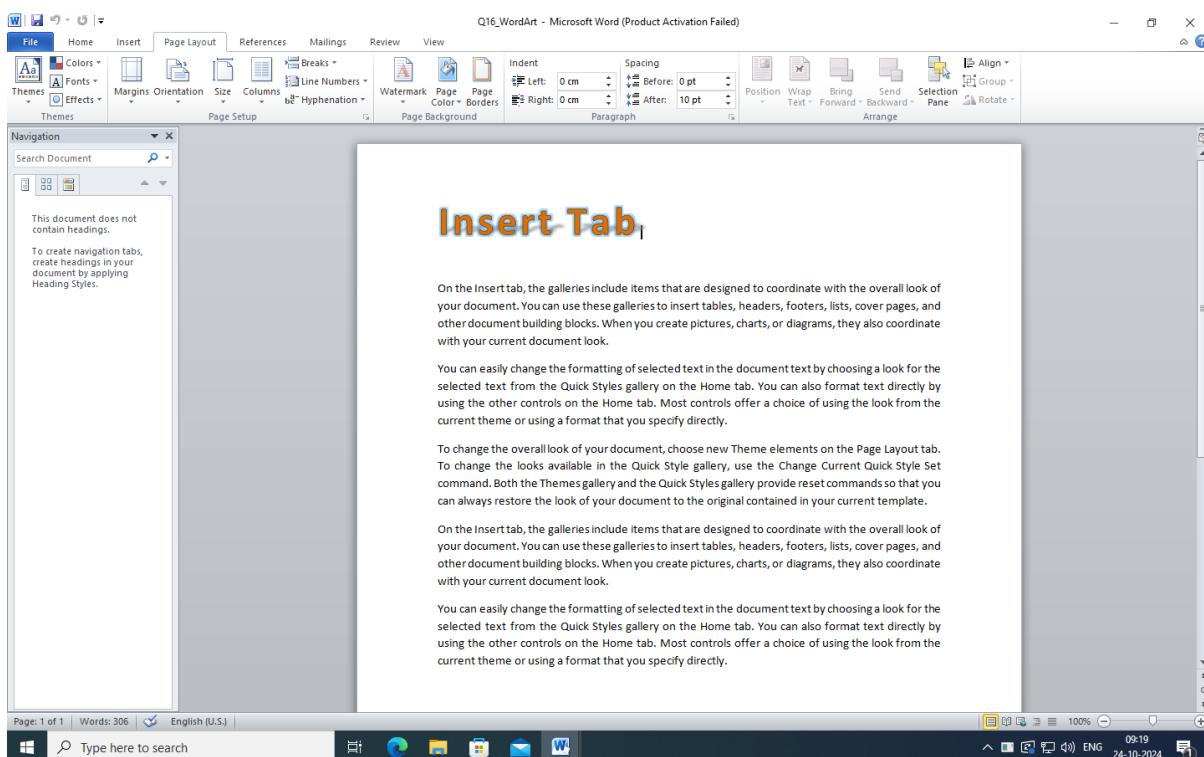
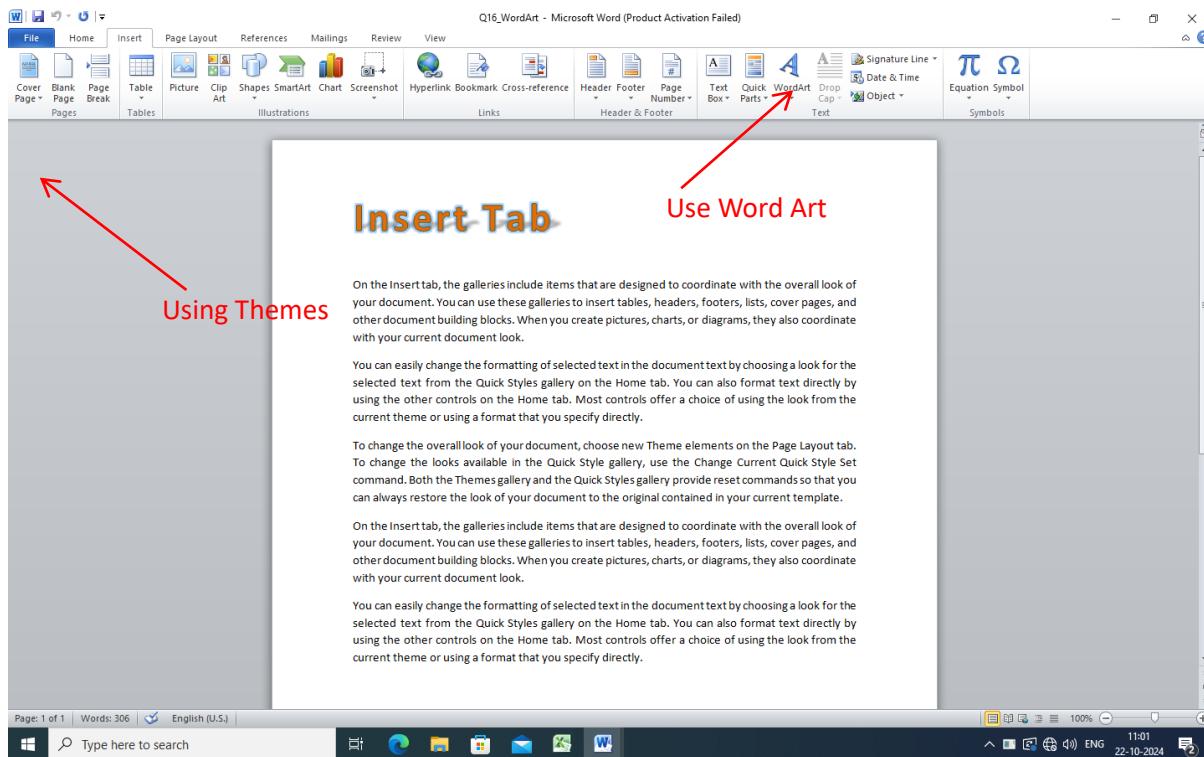


15) How do you insert and format Clip Art in a document, including adjusting its size, position, and applying effects like shadows or reflections?

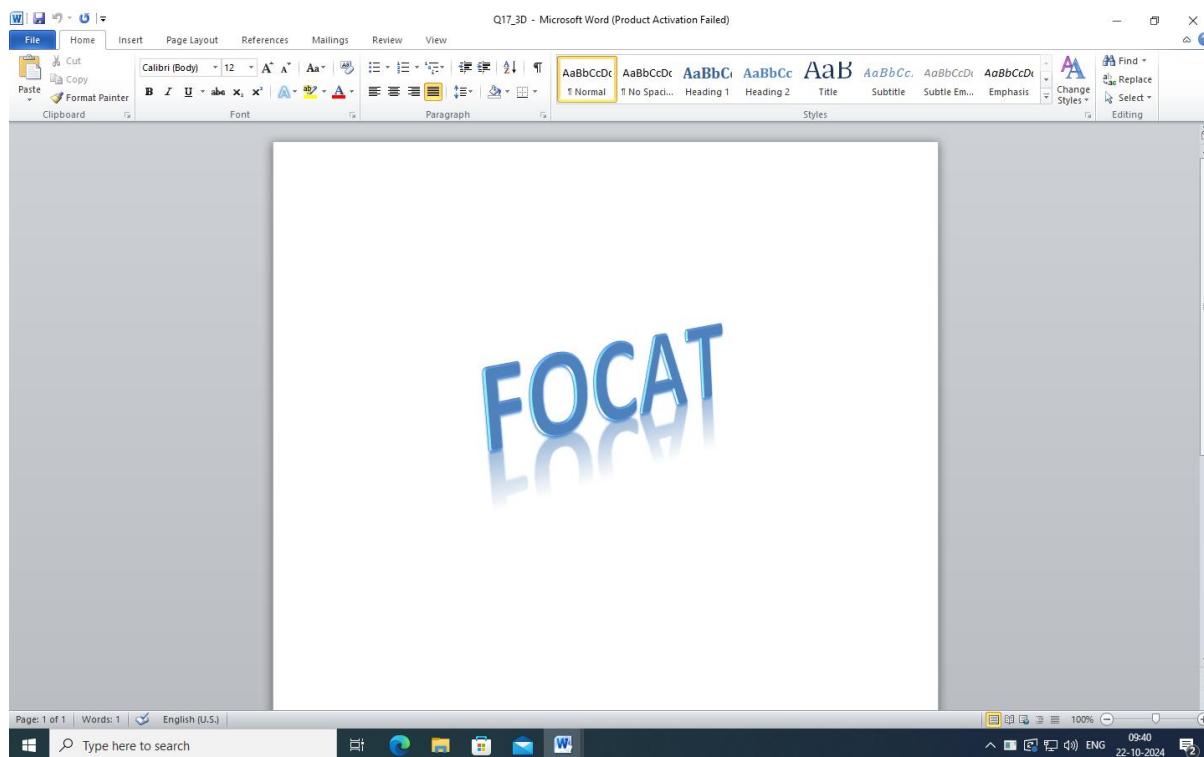
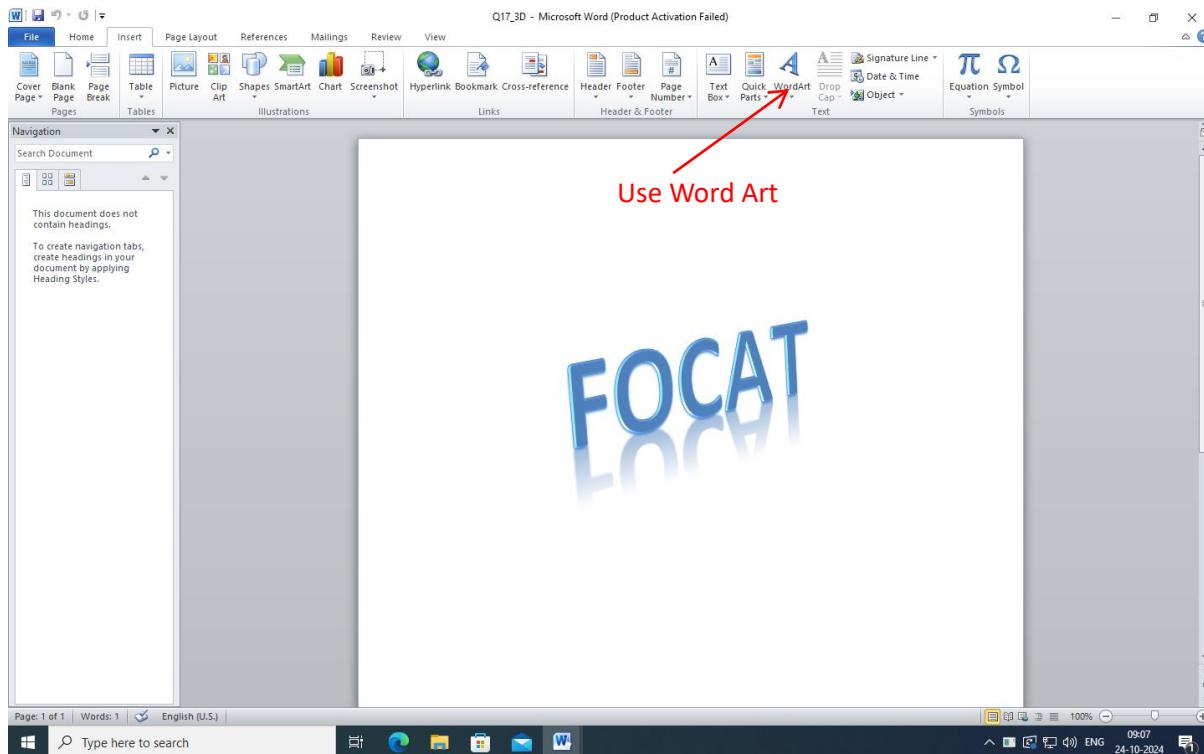
Use Clip Art



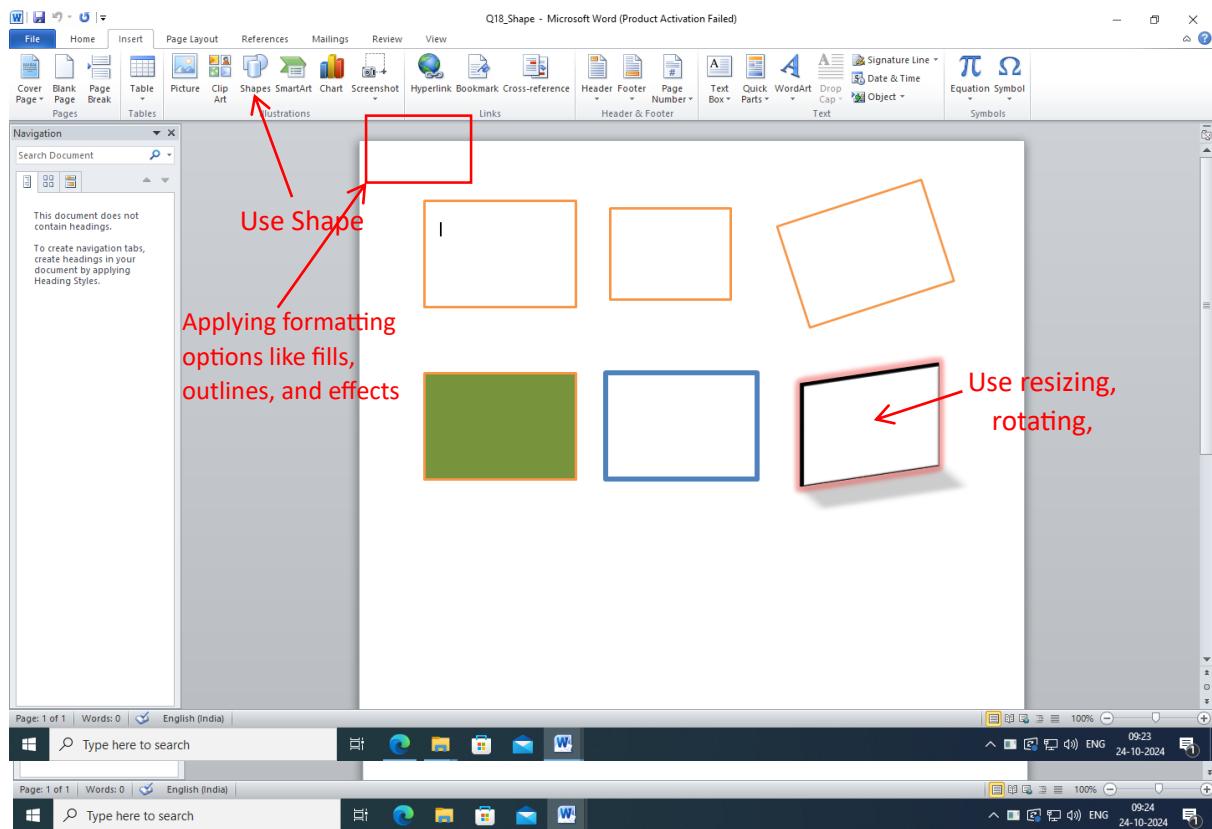
16) How do you create and format custom Word Art, including choosing styles, colors, and effects to match the theme of your document?



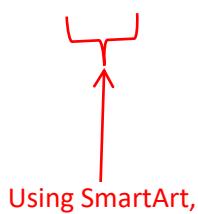
17) How can you convert regular text into Word Art and apply advanced text effects such as 3D rotation or gradient fills?

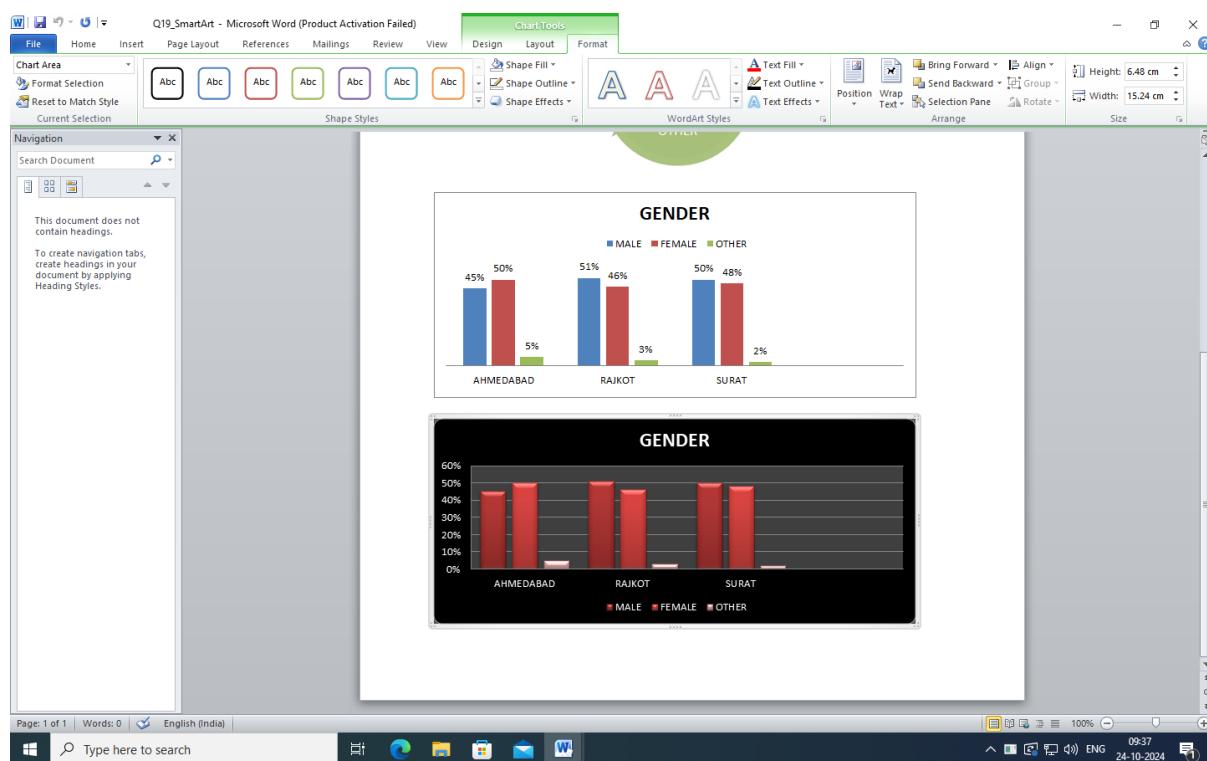
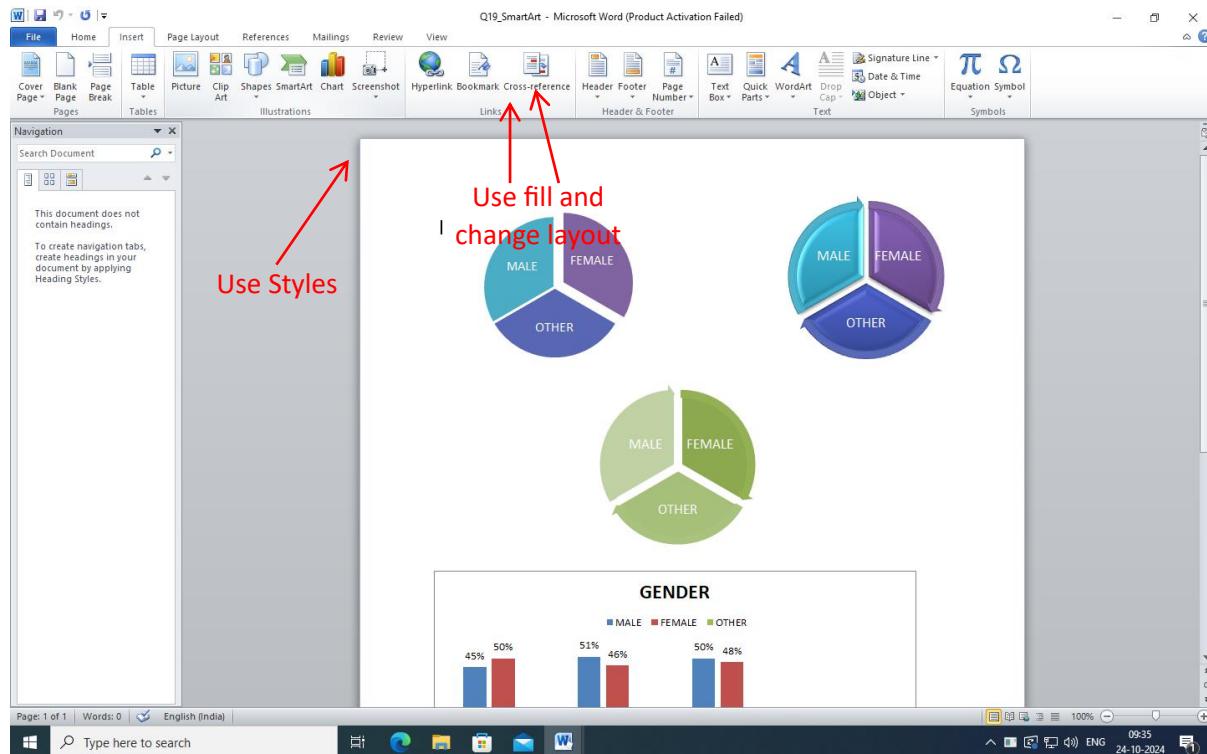


18) How do you insert and customize shapes in a document, including resizing, rotating, and applying formatting options like fills, outlines, and effects?



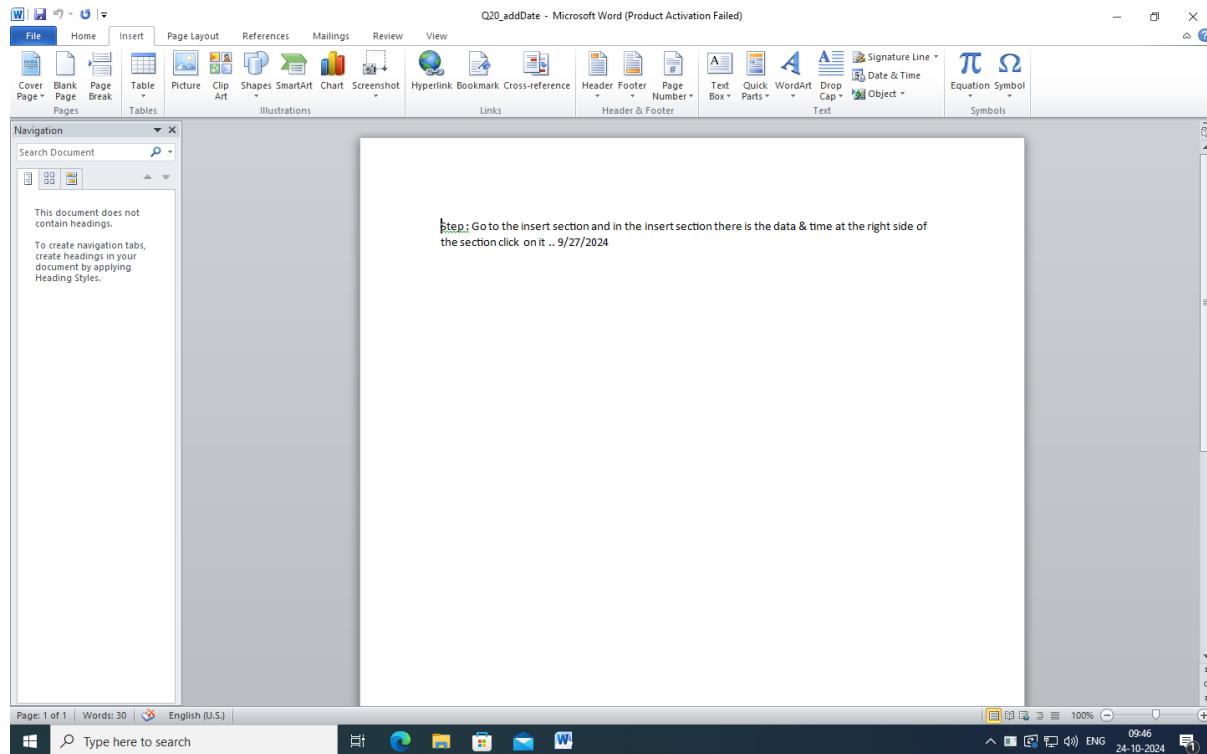
19) How do you use SmartArt to create a hierarchical chart or process diagram, and customize it with different layouts, styles, and color?

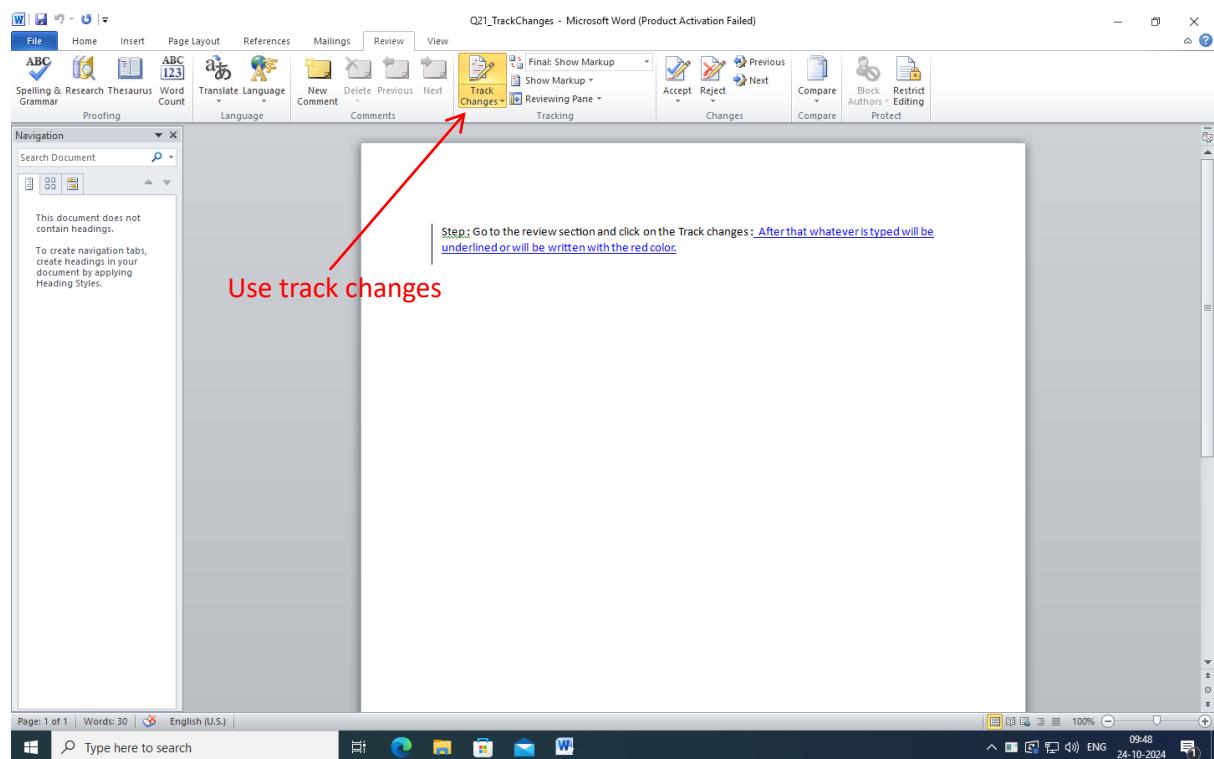


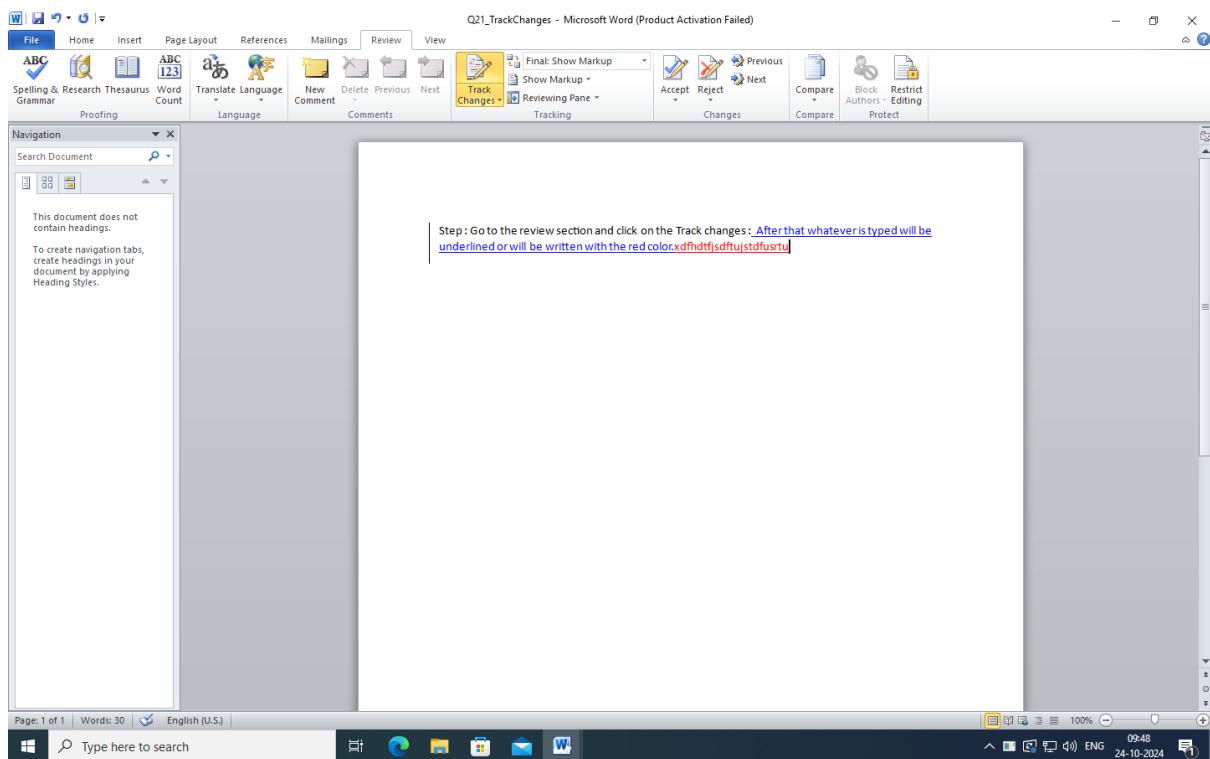


20) How can you add Date in Document.

Add Date



21) How can you check track changes in document.



Assignment 2

1) Enter and edit different types of data (text, numbers, dates) into a spreadsheet. Then,

erase specific entries and resize rows and columns accordingly.

		Resized Column	Resized Column	
StudentName	DOB	FOP	FOCT	Total
Ashish Sehgal	31-10-1999	85.5	87	172.5
Ashnit Kaur Bagga	25-08-2000	85	89	174
Rita Rajpal	05-04-2001	87	93	180
Rashi Kaur	14-03-1995	55	Erased D6 entry for FOCT Marks	
Pallomi Mehta	21-11-1970	23	10	33
				Resized Row
				Edited C3 from 85 to 85.5 by double clicking on the cell

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

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

StudentName	DOB	FOCT	RDBMS	Total	
Ashish Sehgal	31-10-1999	87	89	261.5	Hided column B and C and unhided columB
Rita Rajpal	05-04-2001	93	95	275	Hide Row 6
Rashi Kaur	14-03-1995	86	88	229	
Pallomi Mehta	21-11-1970	10	32	65	
<hr/>					
Hiding and unhiding rows and columns in Excel is useful because it:					
1. Simplifies your view: Focus on relevant data by reducing clutter.					
2. Enhances readability: Make essential information stand out.					
3. Protects sensitive info: Keep certain data intact without accidental changes.					
4. Improves reports: Present a cleaner, professional view					

3) Format a set of cells to have specific font styles, colors, and borders. Then, apply

conditional formatting to highlight cells that meet specific conditions.

House	Sales Pric	Size(sqft)	Age(in yrs)	
Avalon	2050	2650	12	
Cross Win	2080	2000	15	
The white	2150	25544	18	
the Rector	2150	29221	2	
Larchwood	2000	1500	1	
Orchad hc	1500	1700	1	
Shangri-La	1000	1000	5	
The stable	1200	1200	15	

If Age>5 then apply condition formatting

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

StudentName	DOB	FOP	FOCT	Total
Ashish Sehgal	31-10-1999	85.5	87	172.5
Ashnit Kaur Bagga	25-08-2000	85	89	174
Rita Rajpal	05-04-2001	87	93	180
Rashi Kaur	14-03-1995	55	88	143
Pallomi Mehta	21-11-1970	23	10	33

Aspect	Manual Formatting	Automatic Formatting
Customization	High - Customizable every detail	Limited - Predefined styles
Time Required	High - Time-consuming	Low - Quick application
Consistency	Medium - Prone to inconsistency	High - Ensures uniform look

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

StudentName	DOB	FOP	FOCT	Total	AVG
Ashish Sehgal	31-10-1999	85.5	87	172.5	86.25
Ashnit Kaur Bagga	25-08-2000	85	89	174	87
Rita Rajpal	05-04-2001	87	93	180	90
Rashi Kaur	14-03-1995	55	87	142	71
Pallomi Mehta	21-11-1970	23	10	33	16.5

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

7. Use basic arithmetic formulas (addition, subtraction, multiplication, division) to calculate totals or averages in a dataset.

Use basic arithmetic formulas (addition, subtraction, multiplication, division) to calculate totals or averages in a dataset.						
Item	Quantity Sold in 1 Month	Quantity Sold (Month 2)	Price per Unit	Difference	Total Sale	Average Quantity Sold for first month
Apple	30	20	1.5	10	45	9
Banana	45	50	0.75	-5	33.75	6.75
Cherry	25	30	2	-5	50	10
Orange	50	40	1.2	10	60	12
Grape	40	35	2.5	5	100	20
Total Quantity Sold						
	190			175		

8. Apply functions like SUM, AVERAGE, COUNT, MAX, and MIN to a range of data.

Show how to nest functions for more complex calculations.

Apply functions like SUM, AVERAGE, COUNT, MAX, and MIN to a range of data. Show how to nest functions for more complex calculations.				
Item	Quantity Sold	Price per Unit	Maximum Quantity	Minimum Quantity
Apple	30	1.5	50	25
Banana	45	0.75		38
Cherry	25	2		
Orange	50	1.2		
Grape	40	2.5		
Total Quantity Sold				
190				
Total No. of items:		5		
Calcualte the average of max and min				

9) Record a macro that automates a repetitive task like formatting or calculating.

Demonstrate how to store and use the macro in different worksheets.

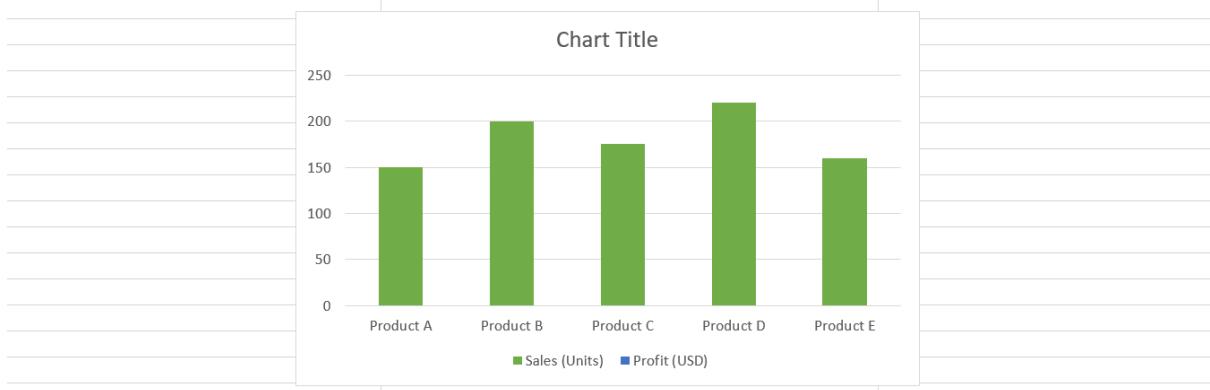
Student ID	Name
1	Ashok
2	Anjali
3	Satish
4	Rahul
5	Ashi

Record the macro, store it in Personal Macro Workbook to use across all workbooks, or run it directly in the current workbook via View > Macros > View Macros.

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

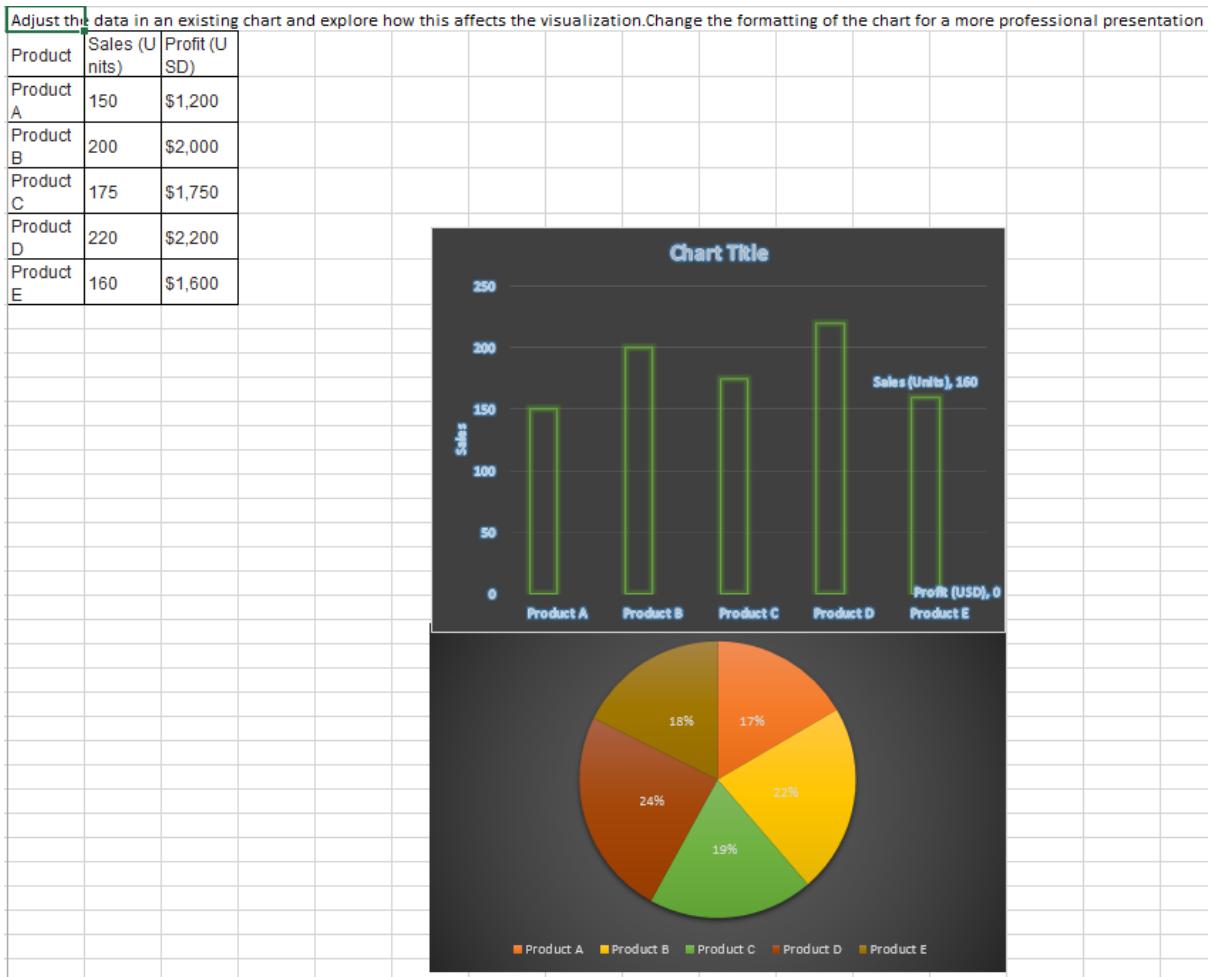
Create a data series and use it to generate a category-based chart using the chart wizard.

Product	Sales (Units)	Profit (USD)
Product A	150	\$1,200
Product B	200	\$2,000
Product C	175	\$1,750
Product D	220	\$2,200
Product E	160	\$1,600



11) Adjust the data in an existing chart and explore how this affects the visualization.

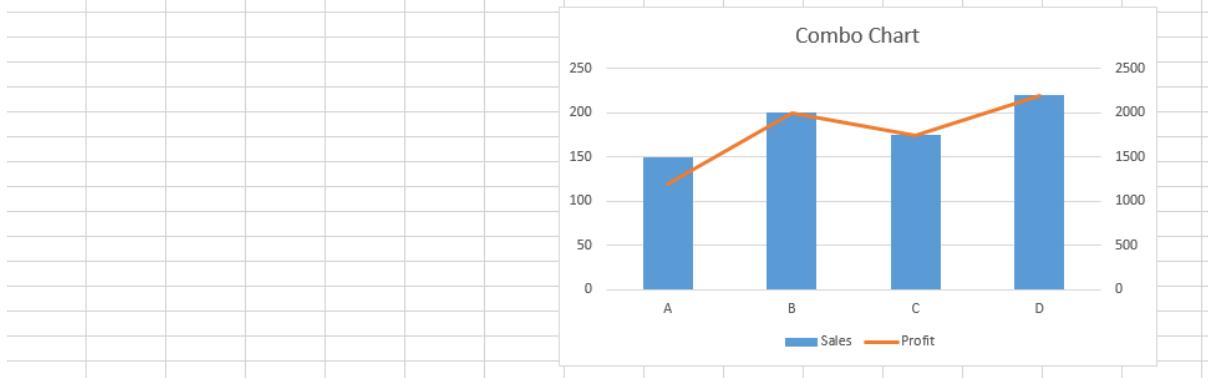
Change the formatting of the chart for a more professional presentation.



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

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

Product	Sales	Profit
A	150	1200
B	200	2000
C	175	1750
D	220	2200



13) Filter a dataset using Auto Filter and Advanced Filter to isolate specific information.

Filter a dataset using Auto Filter and Advanced Filter to isolate specific information.n.

Product	Sales	Profit		Used auto filter to show sales greater than 170
B	200	2000		
C	175	1750		
D	220	2200		

I want to see Product A Data , so I have selected this whole data set using advance filter

Product	Sales	Profit	Profit
A	150	1200	
B	200	2000	
C	175	1750	
D	220	2200	

In advance filter I have specified criteria range from A22 TO C22

Product	Sales	Profit
A	150	1200

Copied the data over here

Product	Sales	Profit
A	150	1200

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

Sort a list of data by multiple criteria (e.g., alphabetically by name, then by date).

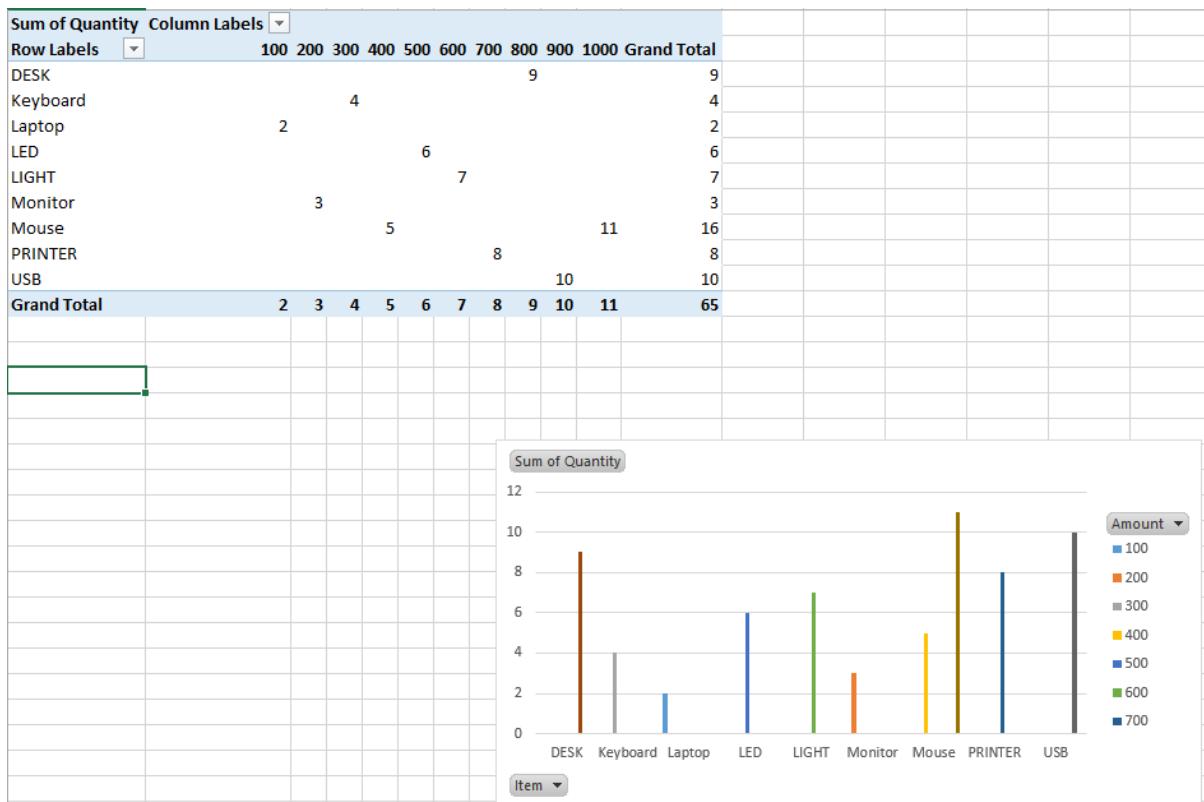
Name	Date of Joining	Department	Salary	Age
Alice	21-08-2022	Marketing	65000	28
Alice	15-01-2023	IT	65000	28
Bob	20-08-2022	IT	70000	32
Carol	30-11-2021	HR	68000	29
Dave	10-03-2021	Marketing	55000	35
Eve	22-07-2020	Finance	72000	31
Frank	17-02-2022	IT	71000	33
Grace	05-05-2021	Marketing	63000	27
John	01-12-2022	Finance	60000	30
John	12-04-2023	HR	60000	30

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

Employee	Item	Quantity	Rate	Amount	
Alice	Laptop	2	100	100	
BERLY	Monitor	3	50	200	
Bob	Keyboard	4	200	300	In sheet 5 , I have applied the filter for pivot table
Carol	Mouse	5	300	400	
Dave	LED	6	800	500	
Eve	LIGHT	7	900	600	
Frank	PRINTER	8	1000	700	
Grace	DESK	9	1200	800	
John	USB	10	1300	900	
John	MOUSE	11	1500	1000	

Item	LED	
Row Labels	Sum of Quantity	Sum of Amount
Dave	6	500
Grand Total	6	500

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



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

Perform a one-variable data table to analyze how changes in a single variable affect a formula or function		
.		
LoanAmount	10000000	
Interest Rate	6%	
NofMonthlyPayment	2000	No of monthly payment
Monthly Payment	₹ 50,002.33	₹ 50,002.33
		70 169665.742
		80 151970.359
		90 138252.735
		100 127319.369
		120 111020.502
		140 99493.0229
		160 90946.3841
		180 84385.6828
		200 79213.8474
		220 75050.8121

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

Use a two-variable data table to analyze multiple scenarios and how different inputs affect the final result.											
LoanAmou	10000000	Interest R	6%	Loan Amount							
NofMonth	2000			₹ 6,00,000.00	50,000	60000	70000	80000	90000	100000	1100000
Monthly P	₹ 6,00,000.00	MonthlyP		70	3051.6565	3661.988	4272.319	4882.65	5492.982	6103.313	67136.44
				80	3028.627	3634.352	4240.078	4845.803	5451.529	6057.254	66629.8
				90	3015.9181	3619.102	4222.285	4825.469	5428.653	6031.836	66350.2
				100	3008.8678	3610.641	4212.415	4814.189	5415.962	6017.736	66195.09
				120	3002.7594	3603.311	4203.863	4804.415	5404.967	6005.519	66060.71
				140	3000.8599	3601.032	4201.204	4801.376	5401.548	6001.72	66018.92
				160	3000.2681	3600.322	4200.375	4800.429	5400.482	6000.536	66005.9
				180	3000.0836	3600.1	4200.117	4800.134	5400.15	6000.167	66001.84
				200	3000.0261	3600.031	4200.036	4800.042	5400.047	6000.052	66000.57
				220	3000.0081	3600.01	4200.011	4800.013	5400.015	6000.016	66000.18

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

Conduct a "what-if" analysis using Goal Seek to find the input needed to achieve a specific outcome.
Name Ashish
Hindi 55
English 49
Math 57
Science 68
Computer -335544
Total 229

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

it.

Protect a Worksheet:**1. Select the Sheet:**

Go to the worksheet you want to protect.

2. Review Tab:

Click on the "Review" tab.

3. Protect Sheet:

Click "Protect Sheet."

4. Set Password:

Enter a password and click "OK."

Protect a Workbook:**1. File Tab:**

Click on the "File" tab.

2. Info:

Select "Info."

3. Protect Workbook:

Click "Protect Workbook" and choose "Encrypt with Password."

4. Set Password:

Enter a password and click "OK."

Unprotect a Worksheet or Workbook:**1. Review Tab (Worksheet):**

Click "Unprotect Sheet" and enter the password

2. File Tab (Workbook):

Go to "Info," click "Protect Workbook," and select "Remove Password," then enter the password.

Assignment1

- 1) Create a presentation using the AutoContent Wizard and compare it to one created from scratch. Discuss the differences.

The slide has a light beige background with a green border. At the top center, the title 'Q-1 : AUTO-CONTENT WIZARD' is displayed in a serif font. Below the title is a horizontal line. To the right of the line, there is a small circular icon containing the number '2'. On the left side of the slide, there is a vertical decorative element consisting of a black bar at the top and bottom, with a yellow gradient in between. A thin green line runs vertically along the left edge of the slide area. At the bottom left, the text 'ROLL NO 2 , ASHNIT KAUR BAGGA, PGDCSA' is printed. At the bottom right, the date '11/17/2024' is shown.

Q-1 : AUTO-CONTENT WIZARD

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

ROLL NO 2 , ASHNIT KAUR BAGGA, PGDCSA

11/17/2024

2

- 2) Start a new presentation using a template. Add a title slide and at least two additional content slides.

Q-2 : NEW PRESENTATION

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

3

3. Insert, delete, and rearrange slides within a presentation. Copy a slide to use it in another part of the presentation.

Q-3 : COPY A SLIDE

FCOAT ASSIGNMENT -3

NAME :-ASHNIT

ROLL NO :- 2

COURSE :- PGDCSA

4. Add bullet points and numbers to organize information on a slide.
Customize their
styles and spacing.

Q-4 : BULLET POINT

<ul style="list-style-type: none">1. FOP2. FCOAT3. ITWD4. RDBMS	<ul style="list-style-type: none">❖ FOP❖ FCOAT❖ ITWD❖ RDBMS
--	--

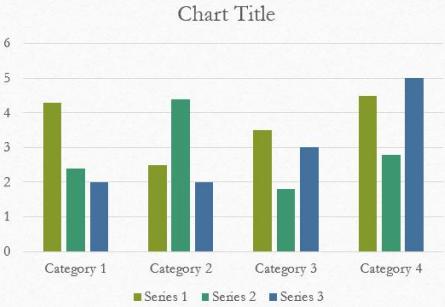
5

5. Enhance a slide by inserting an image, a graph, and a chart. Adjust their positions to fit
well on the slide.

Q-5 : IMAGE, CHART



Chart Title



Category	Series 1	Series 2	Series 3
Category 1	4.5	2.5	2.0
Category 2	2.5	4.5	2.0
Category 3	3.5	1.8	3.0
Category 4	4.5	2.8	5.0

6

6. Apply slide transitions to all slides and preview them in slideshow mode.

Q-6 : SLIDE TRANSITIONS

1. TRANSITIONS
2. TRANSITION TO THIS SLIDE
3. SELECT ONE FOR TRANSITIONS

7

7) Apply slide transitions to all slides and preview them in slideshow mode.

Q-6 : SLIDE TRANSITIONS

1. TRANSITIONS
2. TRANSITION TO THIS SLIDE
3. SELECT ONE FOR TRANSITIONS

7

8.Create a slide with a sound or video file embedded. Set the media to start automatically when the slide is shown.

Q-7 : ANIMATIONS

-
- 1. CLICK THE TEXT
 - 2. ANIMATIONS
 - 3. ANIMATION
 - 4. SELECT ONE FOR TRANSITIONS
 - 5. TIMING
 - 6. START SELECT AFTER PREVIOUS
 - 7. SET DURATION

9.Design a title slide using WordArt to make the text more visually appealing. Modify colors and styles to suit the presentation theme.

Q-8 : SOUND IN SLIDE

-
- 1. TRANSITIONS
 - 2. TIMING
 - 3. SELECT ONE SOUND
 - 4. SET DURATION
 - 5. APPLY TO ALL

10 Design a title slide using WordArt to make the text more visually appealing. Modify colors and styles to suit the presentation theme.

Q-9 : WORDART TEXT

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

PGDCSA

11) Add headers and footers to all slides, including date, slide number, and custom text.

Q-10 : HEADER & FOOTER

1. INSERT
2. TEXT
3. HEADER & FOOTER
4. SLIDE
5. DATA AND TIME , SLIDE NUMBER, FOOTER
6. APPLY TO ALL

12) Use Action buttons to link to another slide, another presentation, or an external website.

Q-11 : LINK SLIDE

- | | |
|------------------------|---------------------------|
| 1. <u>COPY SLIDE</u> | 1. SELECT TEXT |
| 2. <u>BULLET POINT</u> | 2. INSERT |
| 3. <u>PHOTO</u> | 3. LINK |
| 4. <u>WORDART TEXT</u> | 4. PLACE IN THIS DOCUMENT |
| | 5. SELECT A SLIDE TITLES |
| | 6. OK |

12.)Customize the Slide Master to apply a consistent background, font style, and color scheme across all slides.

Q-12 : MASTER SLIDE

- | |
|-------------------------|
| 1. VIEW |
| 2. MASTER VIEWS |
| 3. SLIDE MASTER |
| 4. APPLY YOU WANT TO DO |
| 5. CLOSE MASTER VIEW |

13. Modify the Handout Master and Notes Master to format handouts and speaker notes to include branding or specific layouts.

Q-13 : HANDOUT & NOTES MASTER

HANDOUT MASTER

1. VIEW
2. MASTER VIEWS
3. HANDOUT MASTER
4. APPLY YOU WANT
5. CLOSE MASTER VIEW

NOTES MASTER

1. VIEW
2. MASTER VIEWS
3. NOTES MASTER
4. APPLY YOU WANT
5. CLOSE MASTER VIEW

14. Rearrange and hide specific slides in a presentation, then unhide them and preview in slideshow mode.

Q-14 : HIDE & UNHIDE SLIDE

HIDE SLIDE

1. SLIDE SHOW
2. SET UP
3. HIDE SLIDE

UNHIDE SLIDE

1. SLIDE SHOW
2. SET UP
3. HIDE SLIDE

15. Add comments to specific slides to provide feedback or notes for future revisions.

Q-15 : ADD COMMENT

-
- 1. REVIEW
 - 2. COMMENT
 - 3. NEW COMMENT
 - 4. WRITE A COMMENT

16

16. Set up a custom slideshow to display only selected slides from the presentation.

Q-16 : CUSTOM SLIDE SHOW

-
- 1. SLIDE SHOW
 - 2. START SLIDE SHOW
 - 3. CUSTOM SLIDE SHOW
 - 4. CUSTOM SHOW
 - 5. NEW
 - 6. GIVE SLIDE SHOW NAME
 - 7. SELECT SLIDES YOU WANT TO SHOW
 - 8. ADD
 - 9. OK
 - 10. SHOW

17

17) Record narration for a slideshow and test the playback on each slide to ensure clarity.

Q-17 : RECORD SLIDESHOW

1. RECORD
2. RECORD
3. FORM BEGINNING
4. CLICK RECORD
5. CLICK STOP
6. CLICK CLEAR

18

18)Create a self-running presentation by setting automatic slide timings and transitions.

Q-18 : SELF-RUNNING PRESENTATION

1. TRANSITIONS
2. TIMING
3. ADVANCE SLIDE
4. SELECT AFTER
5. SELECT TIMING

19. Use the Pack and Go wizard to save a presentation with linked media files for sharing or transport.

Q-19 : SAVE PRESENTATION

1. FILE
2. SAVE AS
3. THIS PC
4. GIVE FILE NAME
5. CHOOSE LOCATION
6. SAVE

20. Print the slides, speaker notes, and handouts in various layouts, and print an outline of the presentation.

Q-20 : PRINT SLIDES

1. FILE
2. PRINT
3. SELECT PRINT LAYOUT
4. SELECT PAGE COLOR
5. CLICK PRINT