

**Certification Course in Data Entry and Office Automation**  
**Assignment**

**Submitted by:**

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## MS WORD LAB EXERCISE

Create the following table

<b>SALES REPORT FOR THE MONTH OF MAY IN DIFFERENT BRANCHES</b>						
UDUPI			MANGALORE		MANIPAL	
ITEM	RATE	QTY	RATE	QTY	RATE	QTY
LUX	22	25	25	50	22.5	30
HAMAM	18	20	20	25	19	32
BREEZE	12	35	11	35	15	15
CINTHOL	30	12	32	15	31	14

## MICROSOFT EXCEL EXCERCISE

1. Create a Column chart by using the given data

Particulars	Jan	Feb	Mar	Apr	May	Jun
Basic Salary	1400	1600	1400	1300	1500	1250
Allowance	1550	1450	1350	1120	1250	1350
Travelling exp	1450	1350	1250	1350	1450	1550
Accomodation	2500	1250	1150	1520	1500	1450
Education	1300	1100	1000	900	1050	1250

2. Make a pie Chart with the given set of data

Budget                      1995  
Rural Development    5,00,000  
Education                6,00,000  
Employment            ` 3,50,000  
Housing                 2,80,000

3. Make a line chart with the following data

Days	Temperature
Mon	30
Tue	40
Wed	24
Thu	32
Fri	38
Sat	27

4. Create a hyper link to another file from the current file. 5. Save the file as "Chart1"

## MS PowerPoint

1. Prepare a presentation using PowerPoint to present the following data in three slides.

### Flash Once

- Watch how
- As you click the mouse
- Each bulleted item
- Once

### Drive In

- Watch how
- AS you click the mouse
- Each bulleted item
- Seems to Drive in from the right side

### Drop In

- Watch how
- As you click the mouse
- Each bulleted item
- Drops from the sky
- Chicken-Little-like

2. Animate the slide contents with different effects.

3. Insert an object from file paint and ClipArt in a new slide.

4. Give a different transition effects to the slides.

5. Save this as "this is good" in your folder.

6. Automate the presentation by specifying a waiting time of 2 seconds.

7. Apply a design template to the slide.

8. Provide a footer "Automation" and slide number to the above slides.