Certification Course in Data Entry and Office Automation

Assignment

Submitted by:

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MS WORD LAB EXERCISE

1.Create a word document file and do the required operations to answer the questions given below: Here are some of the important points of word of windows basic. If you've never used word, start here. When word starts, you are placed in a blank document where you can begin to enter the text. Title bars, menu bars, toolbars and scroll bars are common to all windows application. The rules let you use the mouse to change the paragraph indents, adjust page margins, change the width of the columns and set the tab stops. When you are working with a document the document area contains the document . When you are not working with the document, the document area contains nothing but a white background.

Starting from the left side of formatting toolbars, you will first see the style list box. This let you apply any of the word's style to section. Next comes the font list which lets you to change the appearance of the character by choosing different type faces near the center of the formatting toolbar, you will find the font list box: this let you change the size of a document's characters. Next are the three character formatting buttons: Bold, Italics, and underline .

The four alignment buttons- Align Left, Center, Align Right and Justify allows to change the paragraph alignment. Following those are the numbering, bullets, decrease indent and increase indent buttons. Finally you will find borders. Highlight and font color buttons which lets you place various types of borders and shading on a sections of a document.

1. Enable page numbering to display the numbers at the center of the bottom page.
 2. Insert the symbol "♠" at the beginning of the first line in the second page.
3. Insert a comment over the symbol inserted in Step2, to display the following message "A non-ASCII character"
4. Insert a heading "Microsoft word" and align center
5. Create another page and copy the first paragraph of the first page into the new page.
6. Insert a bookmark at the end of the first line in the newly added page with the name "quick"

7. Come to the first line of the document and use the "GOTO" option to reach the bookmarks location

8. Expand the document display to full screen and bring it back to normal size.

9. Insert a page break at the end of the second page.

10. Now, in the next page, type the following text, inside a rectangular box

If you want to change the Word Art text after you have inserted it into the slide double- click on the text to activate the text box and to make changes to it.

11. Now, change the display of the word "if" to Drop cap style, to drop for 3 lines.

12. Draw a small bitmap using "paint Brush" and insert it in your document.

13. Run spelling and grammar check and observe the results.

14. Run "Word Count" to observe the statistics about the current document.

15. Paint the format of text "What a fine day" (Bold, Italics) to the text "Have a nice day".

1. Type the text as follows: H_2SO_4, H_2O, MC_2, A_3

2. Save the file as "Lab3"

3. Increase the space between the characters in the heading

4. Include a double underline for the heading.

5. Create a macro for the shortcut "CTRL+G" to display a long message.

6. Change the text color to blue with background color yellow

7. Change the case of the all paragraph to sentence case

MICROSOFT EXCEL EXCERCISE

CLEAN ME ENTERPRICES		
SOAP	TOOTHPASTE	DETERGENT
LUX	COLGATE	RIN
CINTHOL	PROMISE	WHEEL
HAMAM	CLOSEUP	VIM
CAMAY	BABOOL	SURF
These are the soaps available easily in any shop	**These are the toothpaste generally used by the people in the cities and towns**	**These are the detergents used to wash cloths and household article**

1. Align the products diagonally and add different text colours

2. Use text wrap property to wrap the cell and to add text in row number 7

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.