

1. TEXT MANIPULATION

AIM: To create a document and edit text using MS-Word.

PROCEDURE:

1. Deletion of Character, Word, Line, and Block of Text

To Delete a Character:

- Place the cursor before or after the character you want to delete.
- Press **Backspace** to delete the character before the cursor.
- Press **Delete** to remove the character after the cursor.

To Delete a Word:

- Double-click on the word to select it.
- Press the **Delete** or **Backspace** key.

To Delete a Line:

- Move the cursor to the beginning of the line.
- Press **Shift + End** to select the entire line.
- Press **Delete** or **Backspace**.

To Delete a Block of Text:

- Click and drag the mouse over the text to highlight the block.
- Press **Delete** or **Backspace**.

2. Undo and Redo Process

Undo a Change:

- Press **Ctrl + Z** to undo the last action.
- Alternatively, click the **Undo** button () on the Quick Access Toolbar.

Redo a Change:

- Press **Ctrl + Y** to redo the last undone action.
- Alternatively, click the **Redo** button () on the Quick Access Toolbar.

3. Moving, Copying, and Renaming Text

To Move Text:

- Select the text you want to move.
- Press **Ctrl + X** to cut the text.
- Place the cursor where you want to move the text.
- Press **Ctrl + V** to paste the text.

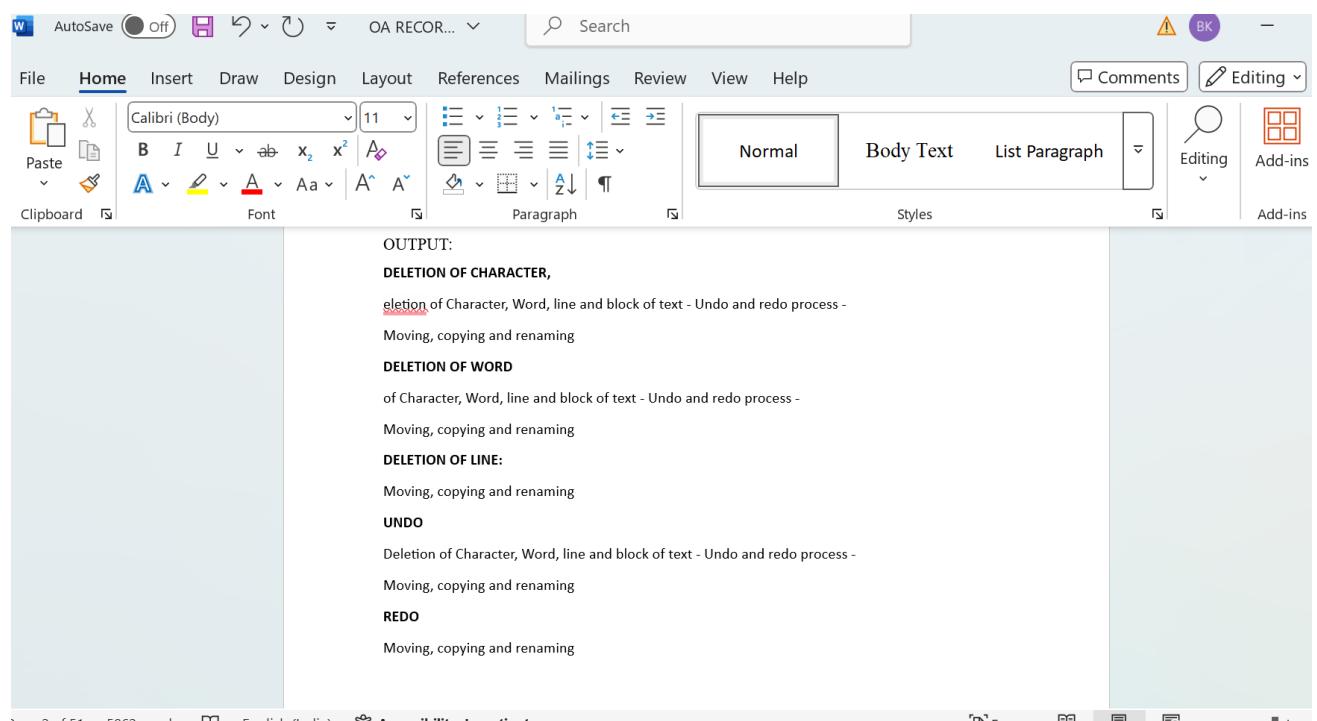
To Copy Text:

- Select the text you want to copy.
- Press **Ctrl + C** to copy the text.
- Place the cursor where you want to paste the copied text.
- Press **Ctrl + V** to paste the text.

To Rename a File in MS Word:

- Click **File** in the top menu.
- Select **Save As**.
- Enter the new file name in the text box.
- Choose the desired location and click **Save**.
- Alternatively, locate the saved file in File Explorer, right-click on it, select **Rename**, type the new name, and press **Enter**.

OUTPUT:



2. TEXT FORMATTING

AIM: To create a document and format text using MS-Word.

PROCEDURE:

1. Character Formatting (Changing Font, Size, Color, Style)

- Select the text you want to format.
- Go to the **Home** tab.
- Use the **Font** group to:
 - Change the **font** (e.g., Arial, Times New Roman).
 - Adjust the **font size** using the dropdown menu.
 - Change **text color** using the “A” icon.
 - Make text **Bold (B)**, **Italic (I)**, or **Underlined (U)**.
 - Use **Strikethrough, Superscript, or Subscript** if needed.

2. Paragraph Formatting (Alignment, Spacing, and Indentation)

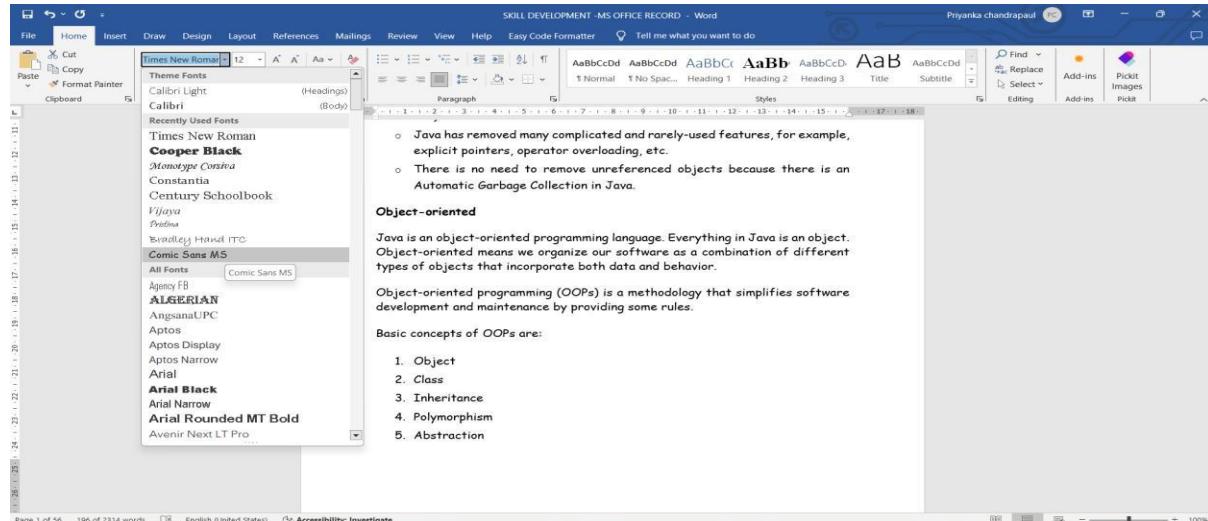
- Select the paragraph(s) you want to format.
- Go to the **Home** tab and find the **Paragraph** group.
- Adjust:
 - **Alignment** (Left, Center, Right, Justify).
 - **Line spacing** (Single, 1.5, Double) using the **Line Spacing** button.
 - **Indentation** (Increase/Decrease Indent) to shift text inward.
 - **Bullets and Numbering** for lists.
 - **Borders and Shading** to highlight text.

3. Page Formatting (Margins, Orientation, Page Size)

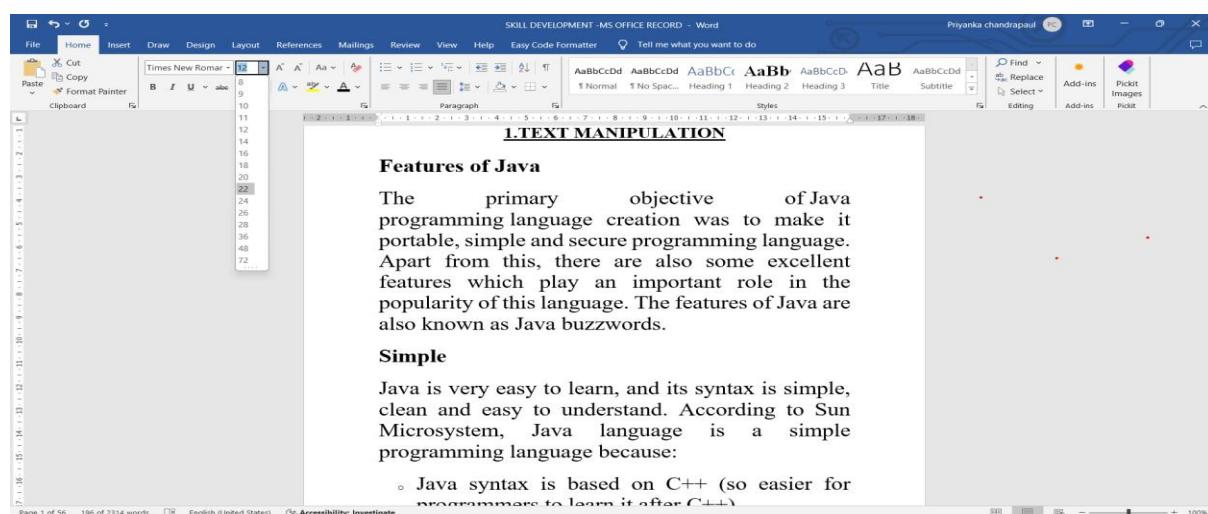
- Go to the **Layout** tab.
- Adjust:
 - **Margins** (Narrow, Normal, Wide, or Custom).
 - **Page Orientation** (Portrait or Landscape).
 - **Page Size** (A4, Letter, Legal, or Custom).
 - Use **Columns** to split text into sections.
 - Add a **Page Border** using the "Design" tab.

OUTPUT:

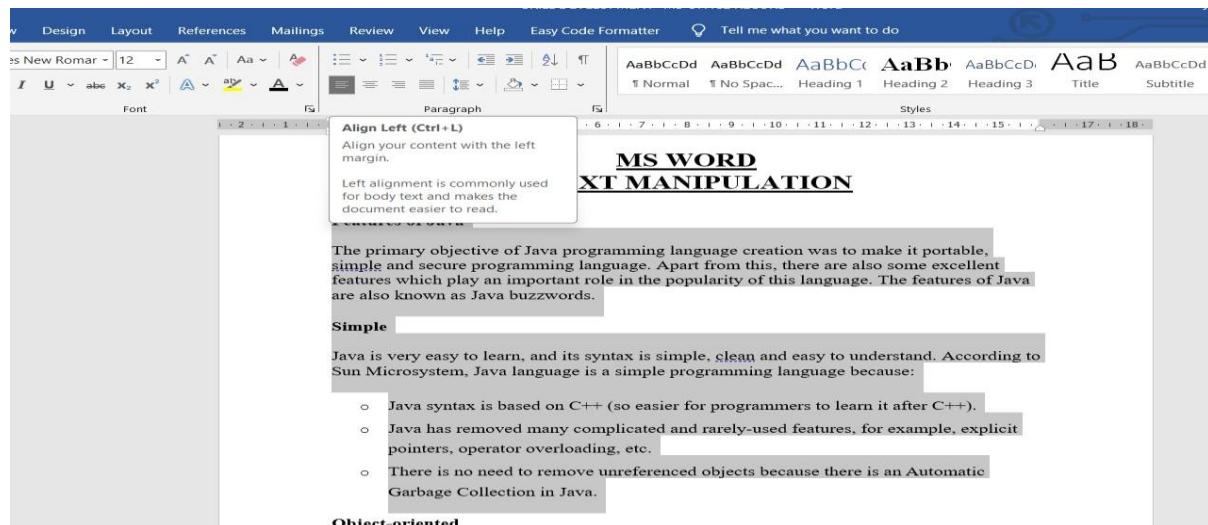
FONT STYLE



FONT SIZE



LEFT ALIGNMENT



RIGHT ALIGNMENT



MS WORD 1.TEXT MANIPULATION

Features of Java

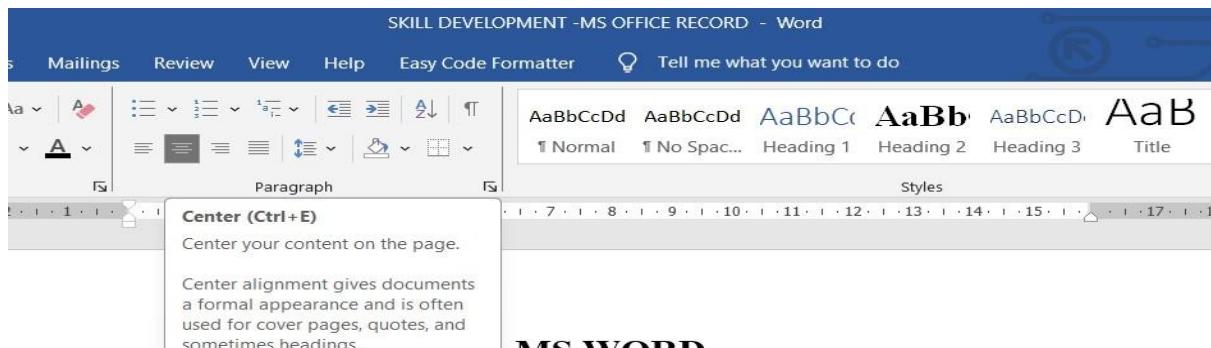
The primary objective of Java programming language creation was to make it portable, simple and secure programming language. Apart from this, there are also some excellent features which play an important role in the popularity of this language. The features of Java are also known as Java buzzwords.

Simple

Java is very easy to learn, and its syntax is simple, clean and easy to understand. According to Sun Microsystem, Java language is a simple programming language because:

- o Java syntax is based on C++ (so easier for programmers to learn it after C++).
- o Java has removed many complicated and rarely-used features, for example, explicit pointers, operator overloading, etc.

CENTRE ALIGNMENT



MS WORD 1.TEXT MANIPULATION

Features of Java

The primary objective of Java programming language creation was to make it portable, simple and secure programming language. Apart from this, there are also some excellent features which play an important role in the popularity of this language. The features of Java are also known as Java buzzwords.

Simple

Java is very easy to learn, and its syntax is simple, clean and easy to understand. According to Sun Microsystem, Java language is a simple programming language because:

- o Java syntax is based on C++ (so easier for programmers to learn it after C++).
- o Java has removed many complicated and rarely-used features, for example, explicit pointers, operator overloading, etc.
- o There is no need to remove unreferenced objects because there is an Automatic Garbage Collection in Java.

JUSTIFIED ALIGNMENT



WORD

1.TEXT MANIPULATION

Features of Java

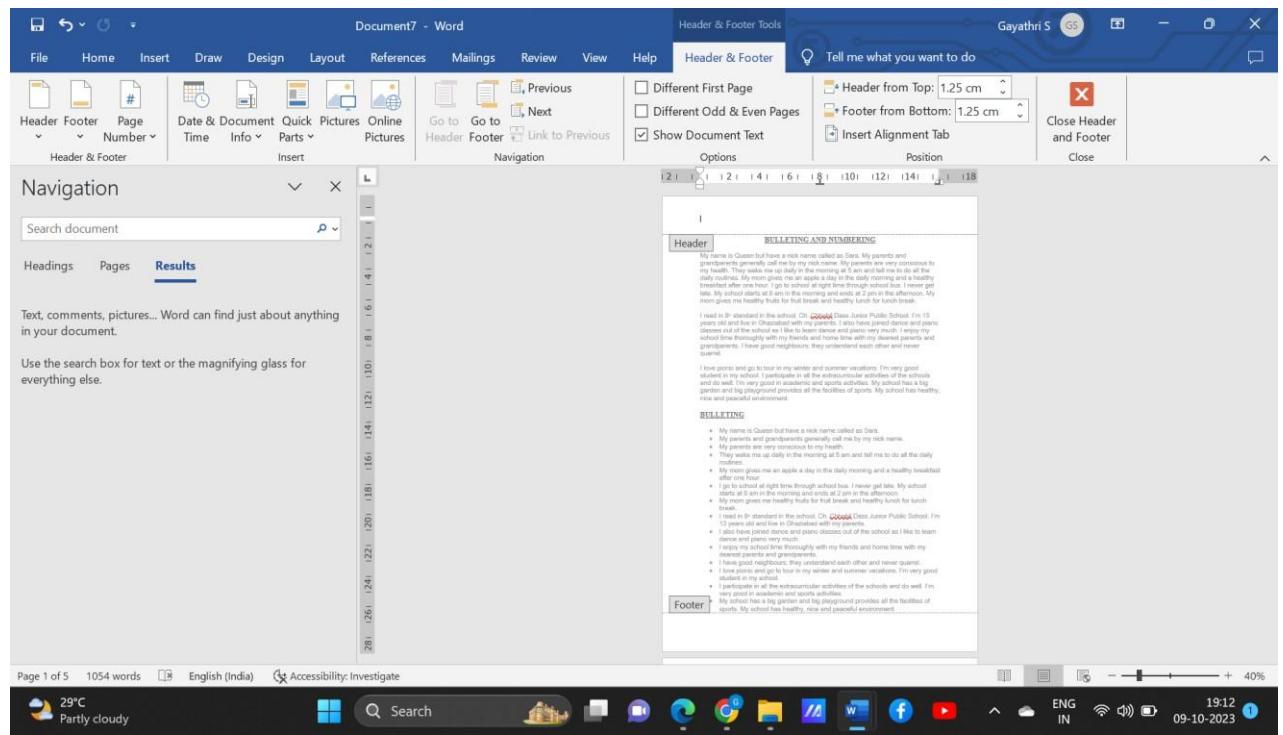
The primary objective of Java programming language creation was to make it portable, simple and secure programming language. Apart from this, there are also some excellent features which play an important role in the popularity of this language. The features of Java are also known as Java buzzwords.

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Java is very easy to learn, and its syntax is simple, clean and easy to understand. According to Sun Microsystem, Java language is a simple programming language because:

- Java syntax is based on C++ (so easier for programmers to learn it after C++).
- Java has removed many complicated and rarely-used features, for example, explicit pointers, operator overloading, etc.

HEADER AND FOOTER



3. SPELL CHECK, FIND AND REPLACE

AIM: To create a document and do spell check, find and replace and grammar check using MS-Word.

PROCEDURE:

1. Spell Check & Grammar Check

A. Checking Spelling and Grammar Automatically

1. Open your MS Word document.
2. Go to the **File** tab → Click **Options**.
3. In the **Word Options** dialog box, select **Proofing**.
4. Ensure the checkboxes for:
 - **"Check spelling as you type"**
 - **"Mark grammar errors as you type"**
 - **"Frequently confused words"**are enabled.
5. Click **OK**. Now, misspelled words will be underlined in **red**, and grammar errors in **blue**.

B. Checking Spelling and Grammar Using the Dictionary

1. Click on a word with a red or blue underline.
2. Right-click and choose **Spelling** or **Grammar** suggestions.
3. Click the correct suggestion or **Add to Dictionary** if the word is correct but unrecognized.
4. Alternatively, go to the **Review** tab → Click **Spelling & Grammar** to check the entire document.

2. Finding and Replacing Text

A. Finding Text in a Document

1. Press **Ctrl + F** or go to the **Home** tab.
2. Click **Find** (in the **Editing** group).
3. Type the word or phrase you want to search for in the **Navigation Pane**.
4. Word will highlight all instances of the searched text.

B. Replacing Text in a Document

1. Press **Ctrl + H** or go to the **Home** tab → Click **Replace**.
2. In the **Find what** box, type the text you want to replace.
3. In the **Replace with** box, type the new text.
4. Click **Replace** (to change one instance) or **Replace All** (to change all occurrences).

3. Bookmarks and Searching for Bookmarks

A. Adding a Bookmark

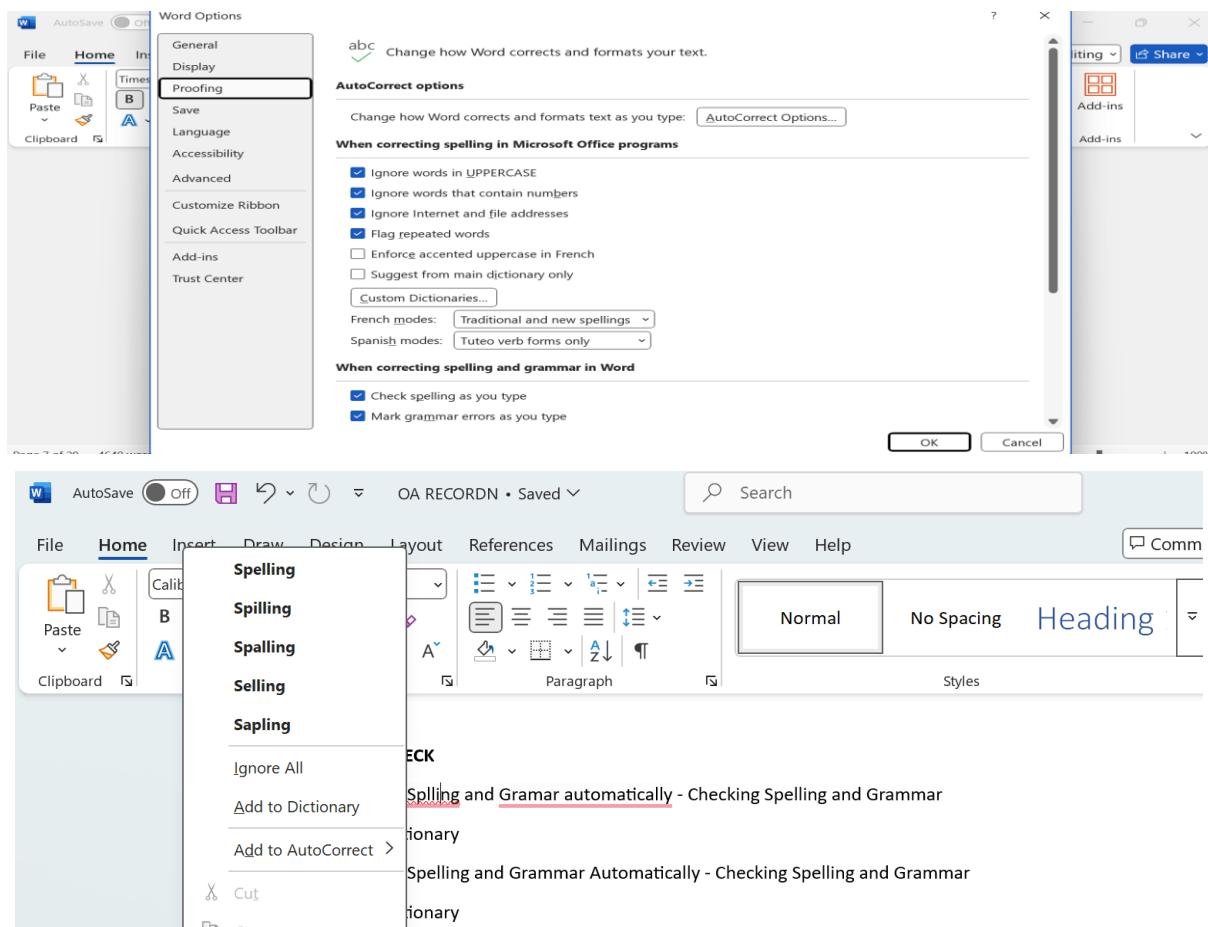
1. Select the text or place the cursor where you want to insert a bookmark.
2. Go to the **Insert** tab → Click **Bookmark** (in the **Links** group).
3. Type a name for the bookmark (without spaces).
4. Click **Add**.

B. Searching for a Bookmark

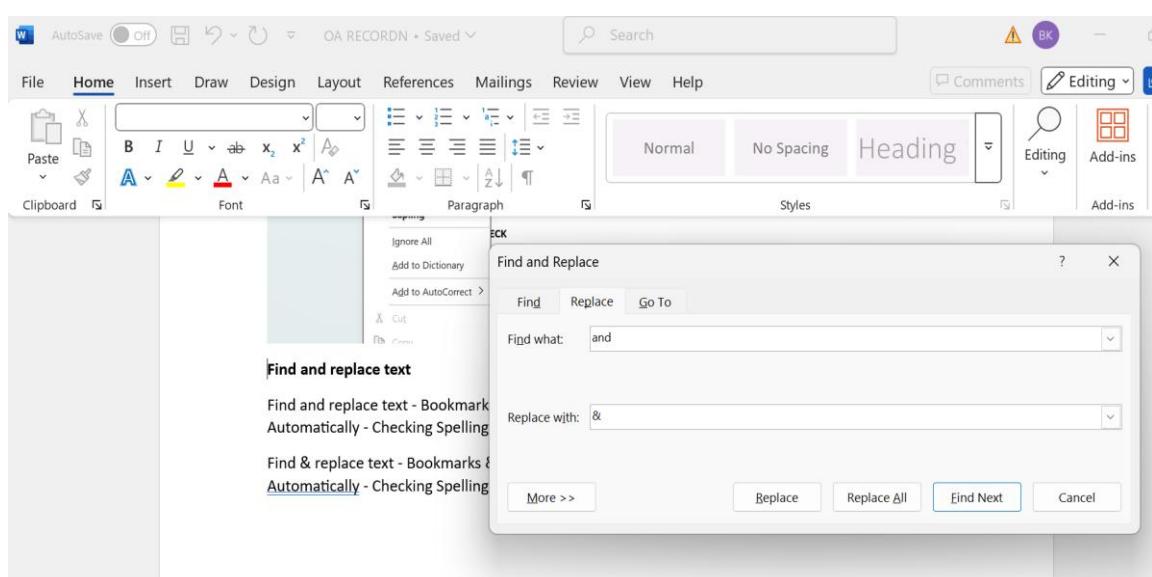
1. Press **Ctrl + G** (or press **F5**).
2. Go to the Go To tab in the Find and Replace dialog box.
3. Select "**Bookmark**" from the list.
4. Choose the bookmark name and click **Go To**.

OUTPUT:

SPELL CHECK AND GRAMMAR



FIND AND REPLACE TEXT



4 PRINTING A DOCUMENT IN MS WORD

AIM: To create a document and print using MS-Word.

PROCEDURE:

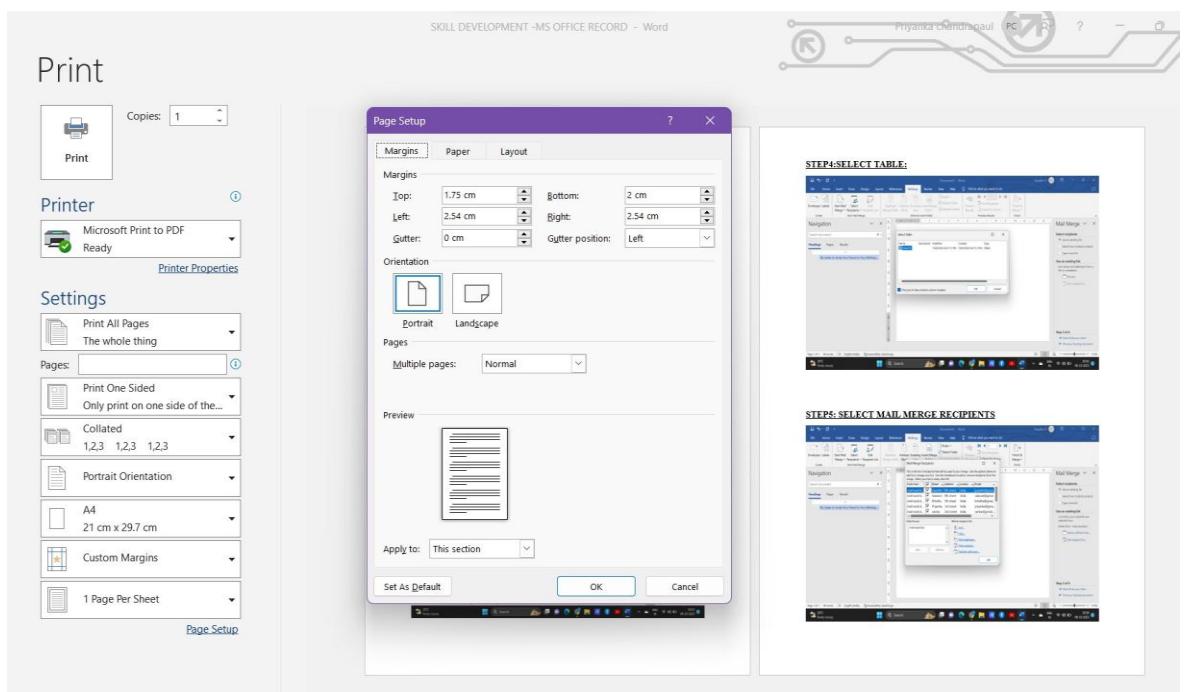
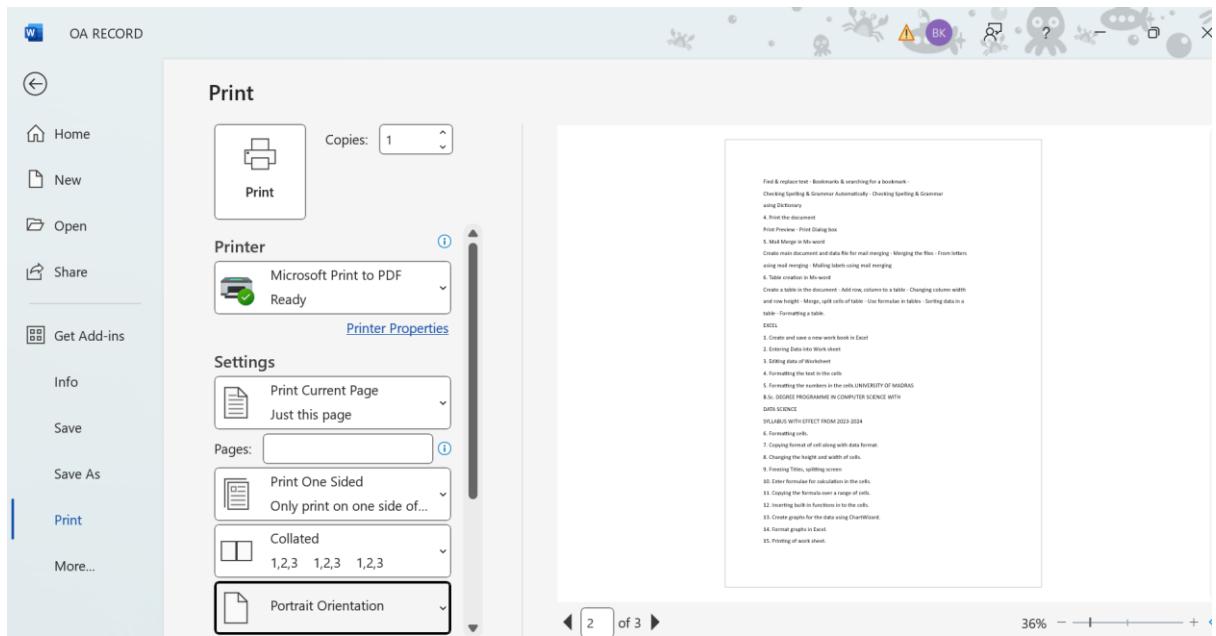
1. Print Preview (Check the document before printing)

1. Open your MS Word document.
2. Click on the **File** tab (top-left corner).
3. Select **Print** from the menu.
4. The right side of the screen will display a **Print Preview**.
5. Scroll through the preview to check the formatting, margins, and layout.

2. Print Dialog Box (Adjust settings before printing)

1. Press **Ctrl + P** or go to **File → Print**.
2. The **Print** window will appear, showing:
 - **Printer Selection** – Choose your printer from the drop-down list.
 - **Print Range** – Select **All Pages**, **Current Page**, or a specific range (e.g., 1-5).
 - **Copies** – Choose the number of copies to print.
 - **Pages per Sheet** – Print multiple pages on a single sheet.
 - **Orientation** – Select **Portrait** or **Landscape**.
 - **Margins & Scaling** – Adjust page margins and fit content to the page.
3. Click **Print** to start printing.

OUTPUT



5. MAIL MERGE IN MS WORD

AIM: To create a document and do mail-merge using MS-Word.

PROCEDURE:

1. Creating the Main Document and Data File for Mail Merge

A. Creating the Main Document

1. Open MS Word.
2. Click on the **Mailings** tab.
3. Click **Start Mail Merge** → Select the document type (**Letters, E-mails, Labels, or Envelopes**).
4. Type the content of your document (e.g., a letter) and leave space for placeholders like **Name, Address, etc.**

B. Creating the Data File (Recipient List)

1. Click **Select Recipients** → Choose **Type a New List**.
2. A **New Address List** window appears. Enter details like:
 - First Name
 - Last Name
 - Address
 - City, State, ZIP Code
 - Phone Number (if needed)
3. Click **OK** and save the data file as a **.mdb** (Microsoft Database) or **Excel (.xlsx)** file.

2. Merging the Files (Main Document + Data File)

1. Click **Insert Merge Field** in the **Mailings** tab.
2. Select the fields to insert (e.g., First Name, Last Name, Address).
3. Place them correctly in the document. Example:
4. Dear <<First Name>> <<Last Name>>,
5. We are pleased to invite you to our event...
6. Click **Preview Results** to see how the final document looks for each recipient.
7. Click **Finish & Merge** → **Print Documents** or **Edit Individual Documents** to review before printing.

3. Creating Mailing Labels Using Mail Merge

A. Setting Up Labels

1. Open MS Word and go to the **Mailings** tab.
2. Click **Start Mail Merge** → **Labels**.
3. In the **Label Options** window, select your label type (Avery, etc.) and click **OK**.

B. Connecting the Data File

1. Click **Select Recipients** → **Use an Existing List**.
2. Choose your saved data file (**Excel or Access Database**).
3. Click **Insert Merge Field** → Add fields like **Name and Address** to the first label.

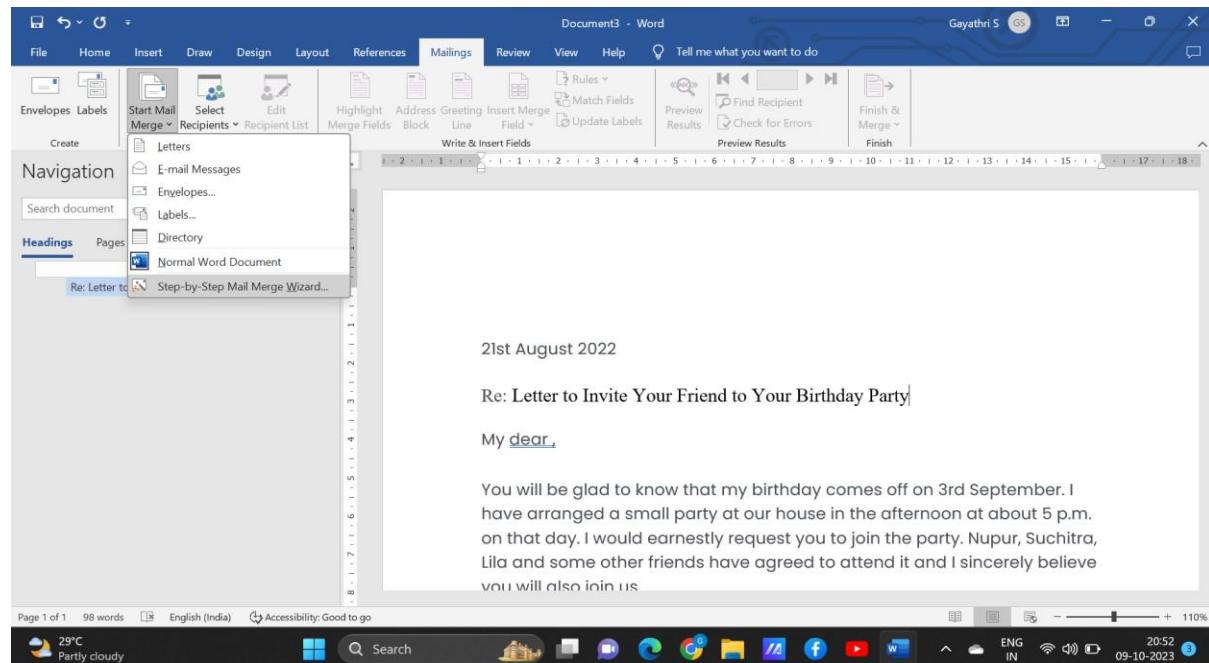
- Click **Update Labels** to apply formatting to all labels.

C. Merging and Printing Labels

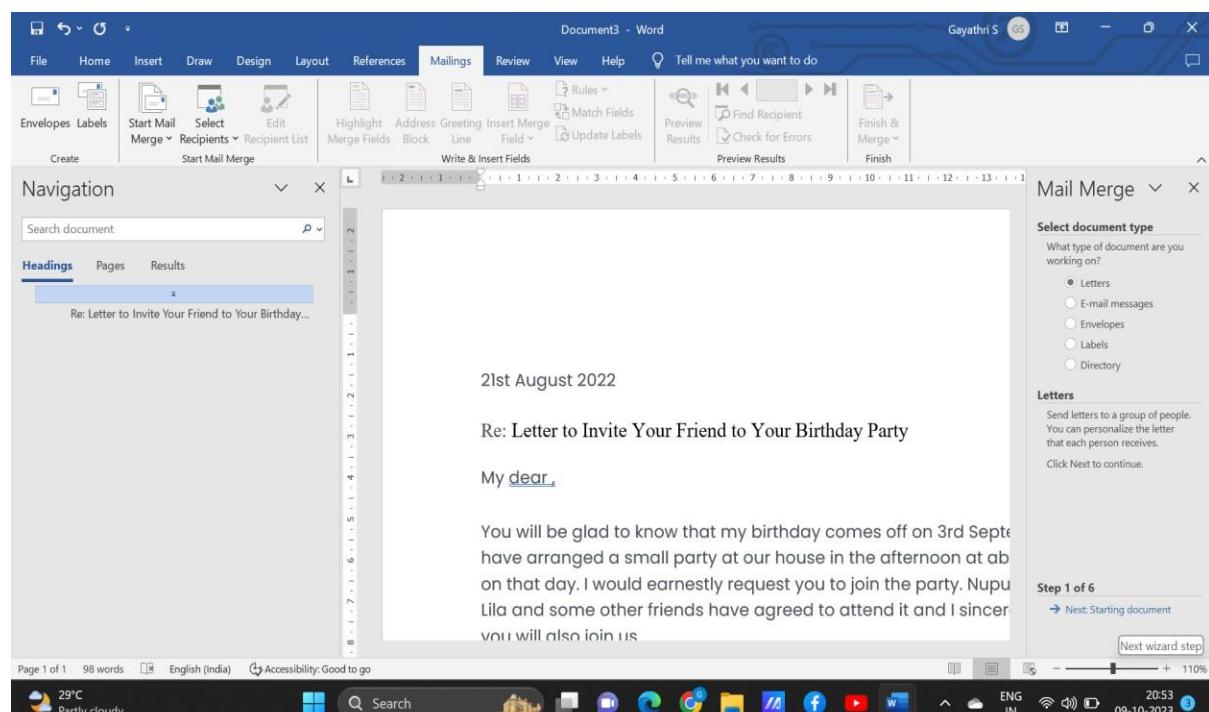
- Click **Preview Results** to check each label.
- Click **Finish & Merge → Print Documents or Edit Individual Documents** to make changes before printing.

OUTPUT

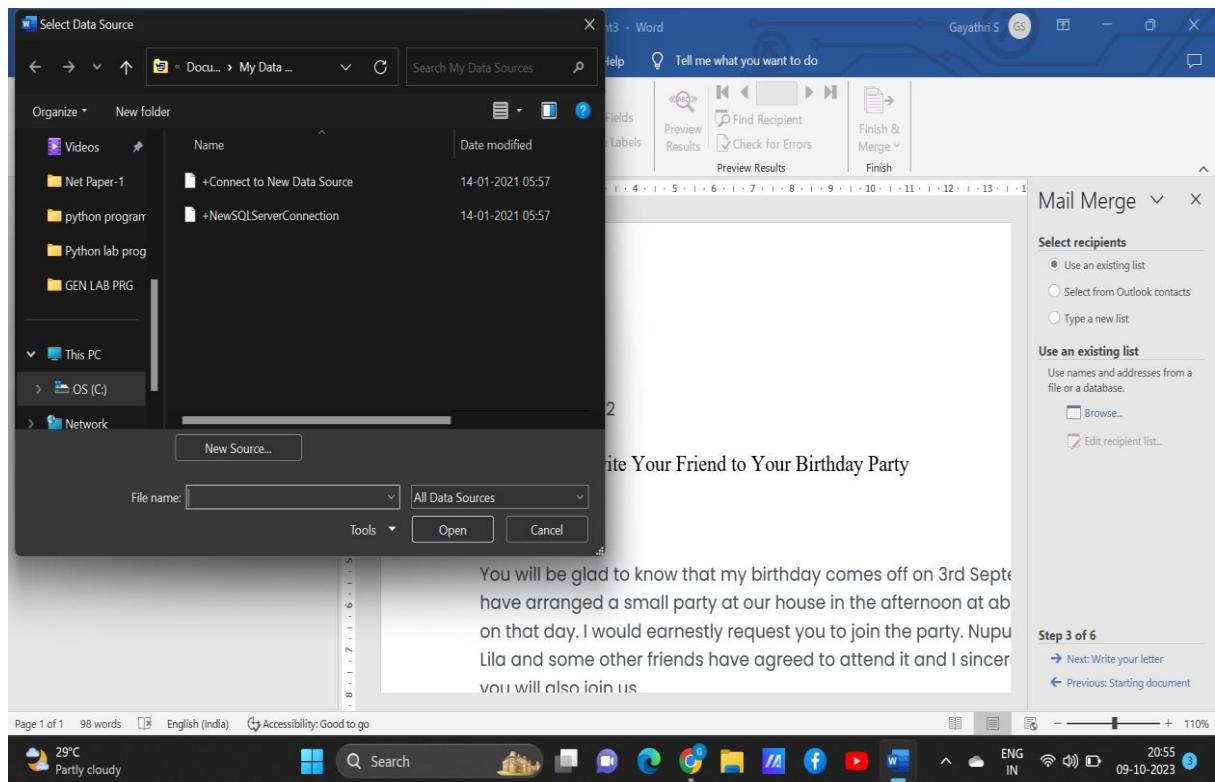
STEP1: START MAIL MERGE (OPENING WIZARD)



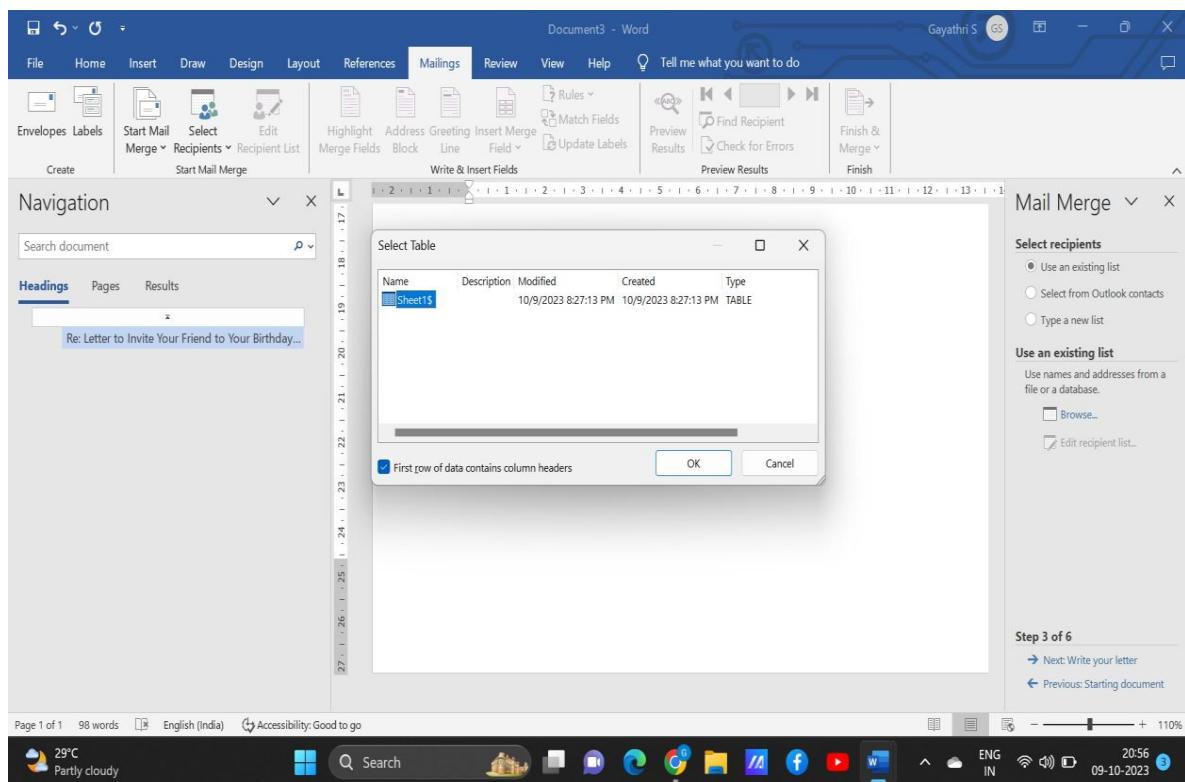
STEP2:WIZARD



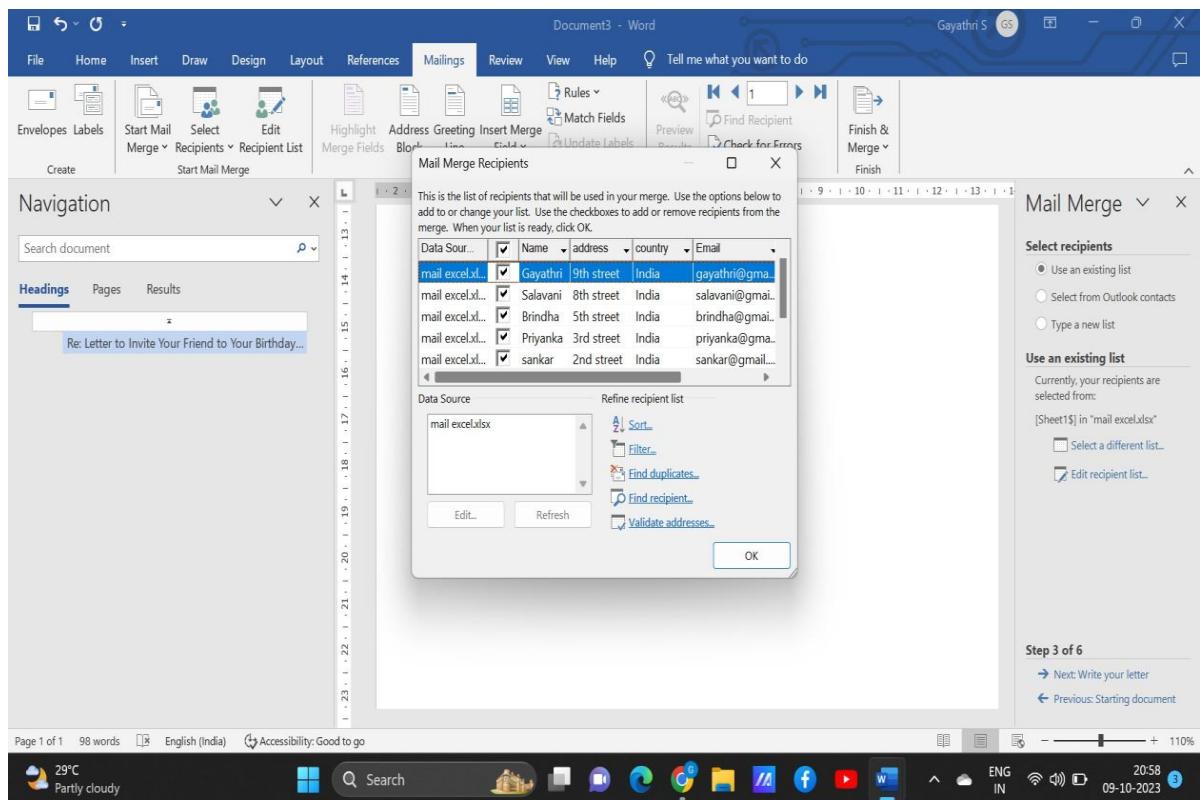
STEP 3: USE AN EXISTING LIST:



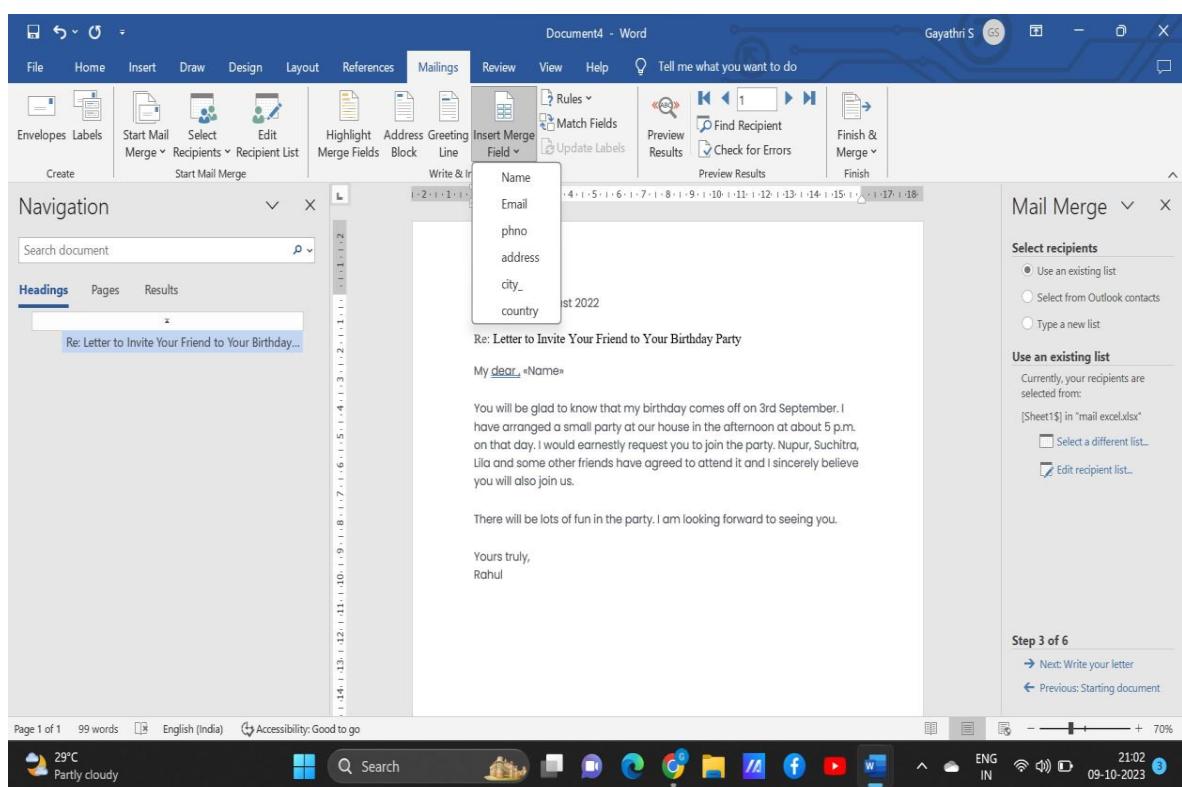
STEP4:SELECT TABLE:



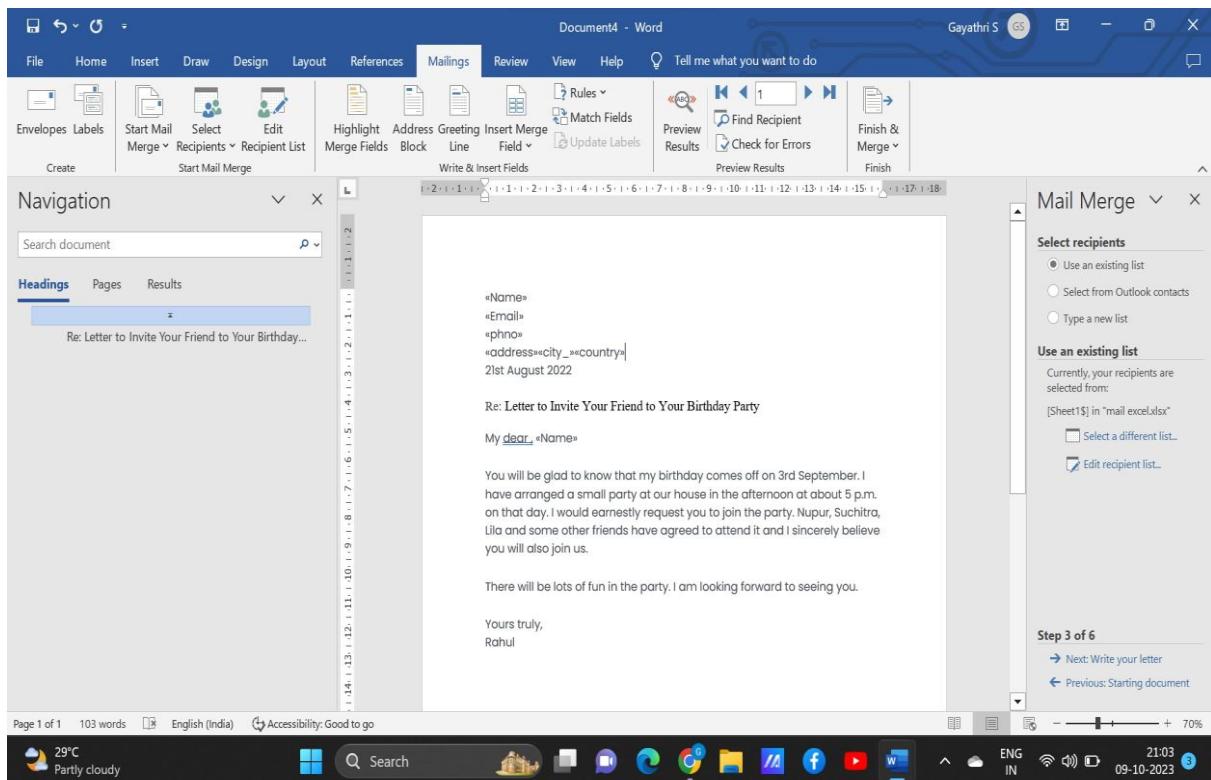
STEP5: SELECT MAIL MERGE RECIPIENTS



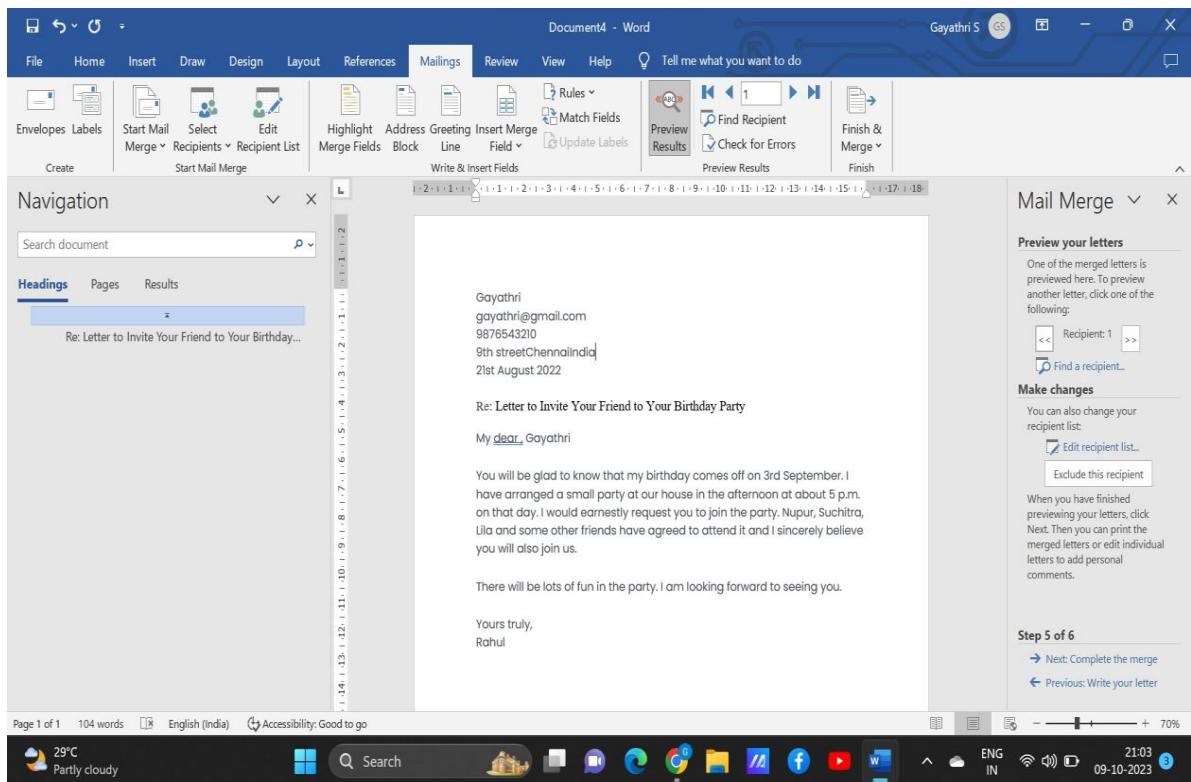
STEP6: INSERT MERGE FIELDS:



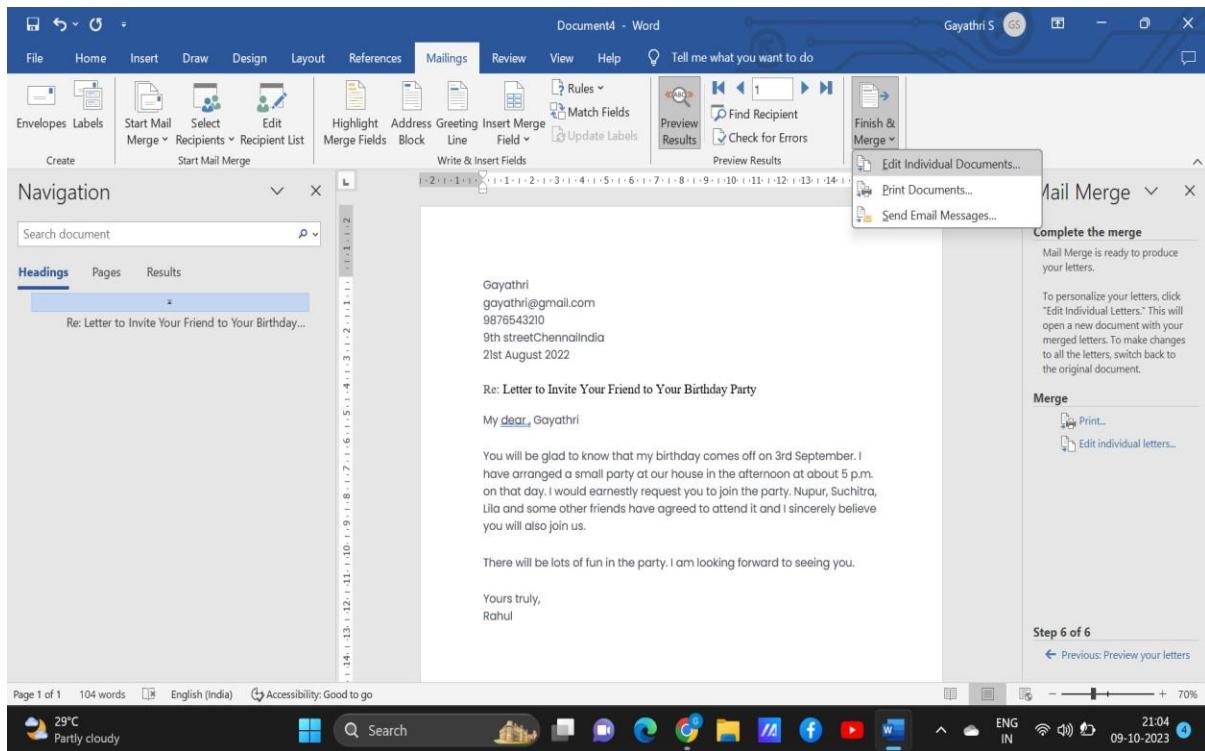
STEP7:FIELDS CREATED:



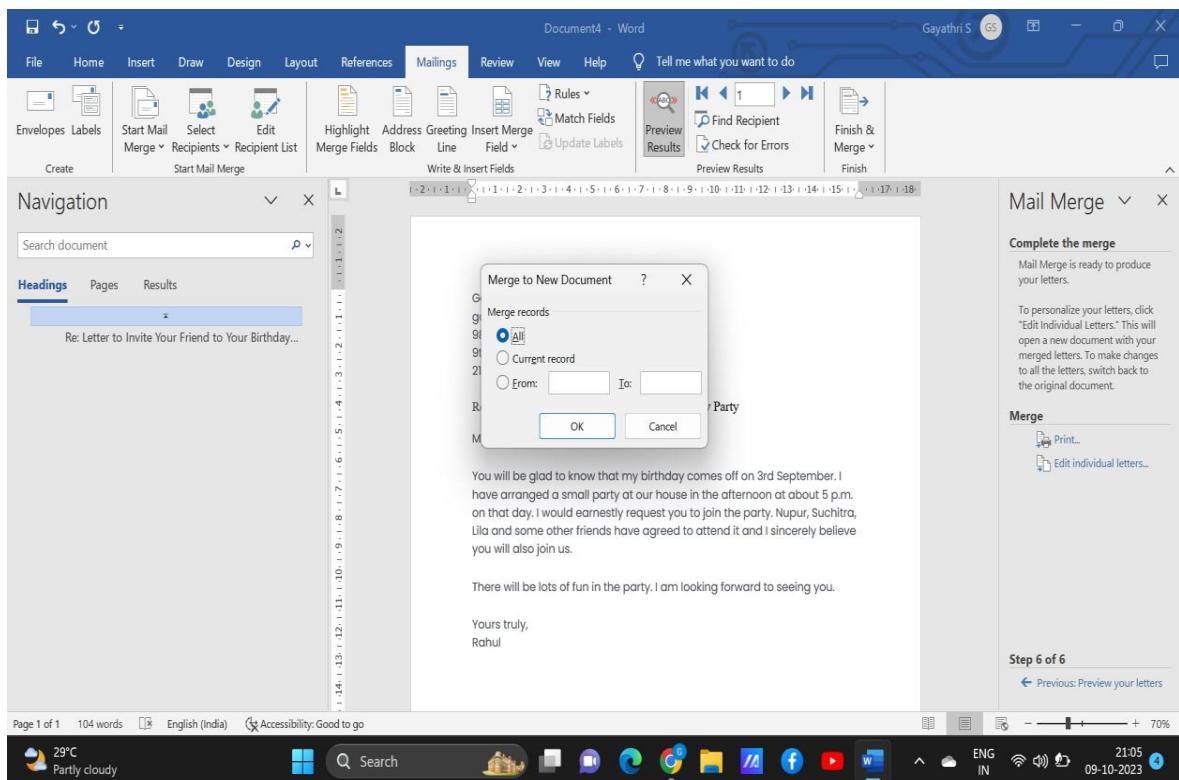
STEP8:PREVIEW MAIL:



STEP9: EDIT INDIVIDUAL DOCUMENT:



STEP10: MERGE TO NEW DOCUMENT:



The screenshot shows a Microsoft Excel spreadsheet titled "mail excel - Excel". The table has columns labeled A through Q. Column A contains names, column B contains emails, column C contains phone numbers, column D contains addresses, column E contains cities, and column F contains countries. The data includes:

	Name	Email	phno	address	city	country
1	Gayathri	gayathri@gmail.com	9876543210	9th street	Chennai	India
2	Salavani	salavani@gmail.com	8765432109	8th street	Chennai	India
3	Brindha	brindha@gmail.com	7654321890	5th street	Chennai	India
4	Priyanka	priyanka@gmail.com	9087654321	3rd street	Chennai	India
5	sankar	sankar@gmail.com	8970654321	2nd street	Chennai	India
6	Dhana	dhana@gmail.com	9078654321	7th street	Chennai	India
7						

Brindha brindha@gmail.com 7654321890

5th street Chennai India 21st

August 2022

Re: Letter to Invite Your Friend to Your Birthday Party My dear, Brindha

You will be glad to know that my birthday comes off on 3rd September. I have arranged a small party at our house in the afternoon at about 5 p.m. on that day. I would earnestly request you to join the party. Nupur, Suchitra, Lila and some other friends have agreed to attend it, and I sincerely believe you will also join us.

There will be lots of fun at the party. I am looking forward to seeing you.

Yours truly, Rahul

Dhana dhana@gmail.com

9078654321

7th street Chennai India 21st

August 2022

Re: Letter to Invite Your Friend to Your Birthday Party My dear, Dhana

You will be glad to know that my birthday comes off on 3rd September. I have arranged a small party at our house in the afternoon at about 5 p.m. on that day. I would earnestly request you to join the party. Nupur, Suchitra, Lila and some other friends have agreed to attend it, and I sincerely believe you will also join us.

There will be lots of fun in the party. I am looking forward to seeing you.

Yours truly,

Rahul

Gayathri gayathri@gmail.com

9876543210

9th street Chennai India 21st

August 2022

Re: Letter to Invite Your Friend to Your Birthday Party My dear, Gayathri

You will be glad to know that my birthday comes off on 3rd September. I have arranged a small party at our house in the afternoon at about 5 p.m. on that day. I would earnestly request you to join the party. Nupur, Suchitra, Lila and some other friends have agreed to attend it, and I sincerely believe you will also join us.

There will be lots of fun at the party. I am looking forward to seeing you.

Yours truly, Rahul

John john@gmail.com

8765432109

8th street Chennai India 21st August
2022

Re: Letter to Invite Your Friend to Your Birthday Party My dear, John

You will be glad to know that my birthday comes off on 3rd September. I have arranged a small party at our house in the afternoon at about 5 p.m. on that day. I would earnestly request you to join the party. Nupur, Suchitra, Lila and some other friends have agreed to attend it, and I sincerely believe you will also join us.

There will be lots of fun at the party. I am looking forward to seeing you.

Yours truly,

Rahul

sankar sankar@gmail.com

8970654321

2nd street Chennai India 21st
August 2022

Re: Letter to Invite Your Friend to Your Birthday Party My dear, sankar

You will be glad to know that my birthday comes off on 3rd September. I have arranged a small party at our house in the afternoon at about 5 p.m. on that day. I would earnestly request you to join the party. Nupur, Suchitra, Lila and some other friends have agreed to attend it, and I sincerely believe you will also join us.

There will be lots of fun at the party. I am looking forward to seeing you.

Yours truly,

Rahul

6. CREATING A TABLE IN MS WORD

AIM: To create a Table and edit using MS-Word.

PROCEDURE:

A. Insert a Table

1. Open MS Word and place the cursor where you want the table.
2. Click on the **Insert** tab → Click **Table**.
3. Choose one of the methods to create a table:
 - **Drag and Select Grid** – Hover over the grid to select rows & columns.
 - **Insert Table** – Manually enter the number of rows and columns.
 - **Draw Table** – Use this for freeform table creation.
 - **Excel Spreadsheet** – Inserts an Excel table into Word.

2. Adding Rows and Columns to a Table

A. Add a Row

1. Click inside a table cell.
2. Go to the **Layout** tab (under Table Tools).
3. Click **Insert Above** (adds a row above) or **Insert Below** (adds a row below).
4. Alternatively, press **Tab** while in the last cell to add a new row automatically.

B. Add a Column

1. Click inside any cell in the column next to where you want a new column.
2. Go to the **Layout** tab.
3. Click **Insert Left** (to add a column on the left) or **Insert Right** (to add a column on the right).

3. Changing Column Width and Row Height

A. Manually Adjust Column Width

1. Place the cursor over the **column border** until it turns into a double arrow.
2. Click and drag left or right to adjust the width.
3. Alternatively, go to the **Layout** tab → Click **Cell Size** → Adjust the **Column Width**.

B. Manually Adjust Row Height

1. Place the cursor over the **row border** until it turns into a double arrow.
2. Click and drag up or down to change the height.
3. Alternatively, go to the **Layout** tab → Click **Cell Size** → Adjust **Row Height**.

4. Merging and Splitting Cells in a Table

A. Merge Cells

1. Select two or more adjacent cells.
2. Go to the **Layout** tab.

3. Click **Merge Cells**.

B. Split Cells

1. Click inside a cell to split.
2. Go to the **Layout** tab → Click **Split Cells**.
3. Enter the number of rows and columns for the split.
4. Click **OK**.

5. Using Formulas in a Table

1. Click inside the cell where you want the formula.
2. Go to the **Layout** tab → Click **Formula** (in the Data group).
3. Use formulas like:
 - **=SUM(ABOVE)** (adds values in the column above)
 - **=SUM(LEFT)** (adds values in the row to the left)
 - **=AVERAGE(ABOVE)** (calculates the average of numbers above)
4. Click **OK** to apply the formula.

6. Sorting Data in a Table

1. Select the table or the column to sort.
2. Go to the **Layout** tab → Click **Sort**.
3. In the **Sort dialog box**:
 - Select the **Column Name** to sort by.
 - Choose **ascending (A-Z)** or **descending (Z-A)** order.
4. Click **OK** to apply sorting.

7. Formatting a Table

1. Click anywhere inside the table.
2. Go to the **Table Design** tab.
3. Apply formatting options:
 - **Table Styles:** Choose a pre-made style.
 - **Shading:** Add background color to cells.
 - **Borders:** Change border styles and colors or remove borders.
 - **Text Alignment:** Adjust text position inside the table (left, center, right).

OUTPUT

TABLE CREATION:

The screenshot shows a Microsoft Word document titled "Document1 - Word". The "Table Tools" ribbon is open, specifically the "Table Design" tab. A 10x10 grid is displayed in the center of the screen. The status bar at the bottom indicates "Page 1 of 1" and "100%".

MARKSHEET CREATION:

The screenshot shows a Microsoft Word document titled "Document1 - Word". The "Table Tools" ribbon is open, specifically the "Table Design" tab. A 10x10 grid is displayed in the center of the screen. The status bar at the bottom indicates "Page 1 of 3" and "100%".

SL.NO	NAME	REG.NO	TAMIL	ENGLISH	FINANCIAL ACCOUNTING	OFFICE AUTOMATION	BUSINESS ECONOMICS
1	Akash	2001901	65	78	87	88	87
2	Charu	2001902	60	67	78	97	77
3	Divya	2001903	68	67	67	67	76
4	Mohit	2001904	88	80	76	89	89
5	Saravana	2001905	77	78	88	98	78
6	Yuvraj	2001906	83	67	87	78	98

INSERTION:

The screenshot shows a Microsoft Word document titled "Document1 - Word". The ribbon tabs are visible at the top, and the "Table Tools" tab is selected. A table is inserted into the document, containing the following data:

SL.NO	NAME	REG.NO	TAMIL	ENGLISH	FINANCIAL ACCOUNTING
1	Akash	2001901	65	78	87
2	Charu	2001902	60	67	78
3	Divya	2001903	68	67	67
4	Mohit	2001904	88	80	76
5	Saravana	2001905	77	78	88
6	Yuvaraj	2001906	83	67	87

A context menu is open over the last row of the table, specifically over the "Insert Rows Below" option. The menu also includes "Insert Cells...", "Delete Cells...", "Split Cells...", "Border Styles", "Text Direction...", "Table Properties...", "Link", and "New Comment".

The screenshot shows a Microsoft Word document titled "Document1 - Word". The ribbon tabs are visible at the top, and the "Table Tools" tab is selected. A larger table is inserted into the document, containing the following data:

SL.NO	NAME	REG.NO	TAMIL	ENGLISH	FINANCIAL ACCOUNTING	OFFICE AUTOMATION	BUSINESS ECONOMICS
1	Akash	2001901	65	78	87	88	87
2	Charu	2001902	60	67	78	97	77
3	Divya	2001903	68	67	67	67	76
4	Lavanya	2001904	77	76	76	67	89
5	Mohit	2001905	88	80	76	89	89
6	Saravana	2001906	77	78	88	98	78
7	Yuvaraj	2001907	83	67	87	78	98

DELETION:

The screenshot shows a Microsoft Word document titled "Document1 - Word". A table is open on the screen. A context menu is displayed over the table, specifically the "Delete Cells" option. The dialog box has the following options: "Shift cells left", "Shift cells up", "Delete entire row" (which is selected), and "Delete entire column". The table itself contains the following data:

SLNO	NAME	REG.NO	TAMIL	ENGLISH	FINANCIAL ACCOUNTING	OFFICE AUTOMATION	BUSINESS ECONOMICS
1	Akash	2001901	65	78	87	88	87
2	Charu	2001902	60	67	78	97	77
3	Divya	2001903	68	67	67	67	76
4	Lavanya	2001904	77	76	76	67	89
5	Mohit	2001905	88	80	76	89	89
6	Saravana	2001906	77	78	88	98	78
7	Yuvraj	2001907	83	67	87	78	98

Below the table, the word "DELETION:" is written in bold capital letters.

The screenshot shows a Microsoft Word document titled "Document1 - Word". A table is open on the screen. A context menu is displayed over the table, specifically the "Delete Cells" option. The dialog box has the following options: "Shift cells left", "Shift cells up", "Delete entire row" (which is selected), and "Delete entire column". The table itself contains the following data:

SLNO	NAME	REG.NO	TAMIL	ENGLISH	FINANCIAL ACCOUNTING	OFFICE AUTOMATION	BUSINESS ECONOMICS
1	Akash	2001901	65	78	87	88	87
2	Charu	2001902	60	67	78	97	77
3	Divya	2001903	68	67	67	67	76
4	Lavanya	2001904	77	76	76	67	89
5	Mohit	2001905	88	80	76	89	89
6	Saravana	2001906	77	78	88	98	78
7	Yuvraj	2001907	83	67	87	78	98

Below the table, the word "DELETION:" is written in bold capital letters.

7. CREATE AND SAVE A NEW WORKBOOK IN MS EXCEL

AIM: To create and save a new workbook in MS Excel.

PROCEDURE:

1. Creating a New Workbook

1. Open **Microsoft Excel**.
2. Click on **Blank Workbook** (if Excel opens the Start screen).
 - o Alternatively, go to **File → New → Click Blank Workbook**.
3. A new Excel workbook will open with a default name like **Book1**.

2. Saving the Workbook

1. Click on the **File** tab.
2. Select **Save As** (For the first time saving).
3. Choose the location where you want to save the file:
 - o **This PC** – Saves the file on your computer.
 - o **OneDrive** – Saves the file in cloud storage.
 - o **Browse** – Opens a window to select a folder manually.
4. Enter a **File Name** (e.g., Sales_Report.xlsx).
5. Select the **File Type** from the "Save as type" dropdown:
 - o **Excel Workbook (.xlsx)** – Default format.
 - o **Excel 97-2003 Workbook (.xls)** – For compatibility with older versions.
 - o **CSV (.csv)** – For plain text, comma-separated values.
6. Click **Save**.

3. Saving Changes to an Existing Workbook

1. Press **Ctrl + S** (Quick Save) OR
2. Click on **File → Save**.

4. Saving a Copy with a New Name

1. Click **File → Save As**.
2. Choose a new location or enter a different file name.
3. Click **Save**.

OUTPUT

The screenshot shows a 'Save As' dialog box from a Microsoft Office application. The left sidebar contains navigation options like Home, New, Open, Get Add-ins, Info, Save, Save As, History, Print, Share, Export, Publish, Close, Account, Feedback, and Options. The 'Save As' option is selected.

The main area displays a list of recent files under 'Recent'. A pinned folder 'I BSc cs -DS' is listed under 'Pinned'. The list is organized by time: 'Today', 'Yesterday', 'Last Week', and 'Older'. Each item shows its name, location, and last modified date.

Date	File	Last Modified
Today	I BSc cs -DS	27-02-2024 17:42
Today	college day	27-02-2024 12:53
Yesterday	obt	26-02-2024 12:51
Last Week	convocation	22-02-2024 11:03
Last Week	2021-24 BATCH	21-02-2024 13:50
Last Week	passed out	21-02-2024 13:39
Last Week	dept act	21-02-2024 12:22
Last Week	Timetable	21-02-2024 10:57

8. WORKING WITH DATA IN MS EXCEL

AIM: To create and work with data in a workbook using MS Excel.

PROCEDURE:

1. Entering Data into a Worksheet

1. Open Microsoft Excel.
2. Click on a **cell** where you want to enter data.
3. Type the desired **text, number, or date**.
4. Press **Enter** to move to the next row or **Tab** to move to the next column.
5. Repeat for additional data entries.

2. Editing Data in a Worksheet

1. Click on the **cell** containing the data to edit.
2. Either:
 - o Double-click the cell to edit inside it.
 - o Click the **Formula Bar** and modify the content.
3. Press **Enter** to save changes.
4. To delete data:
 - o Select the cell and press **Delete** (removes content but keeps formatting).
 - o Press **Backspace** to remove part of the content.

3. Formatting Text in Cells

1. Select the **cell(s)** containing the text.
2. Go to the **Home** tab.
3. Apply formatting options:
 - o **Font Type & Size:** Click the font dropdown and select a style.
 - o **Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U):** Click respective buttons.
 - o **Text Color:** Click **Font Color** and choose a color.
 - o **Alignment:** Use **Left, Center, or Right Align** options.

4. Formatting Numbers in Cells

1. Select the **cell(s)** with numbers.
2. Go to the **Home** tab → Locate the **Number** group.
3. Choose the desired number format:
 - o **General** – Default number format.
 - o **Number** – Adds decimals and commas.
 - o **Currency** – Displays monetary values.
 - o **Percentage** – Converts values into percentages.

- **Date & Time** – Formats numbers as dates or times.
4. Press **Enter** to apply changes.

Formatting Cells

1. Select the **cell(s)** to format.
2. Right-click and choose **Format Cells** OR press **Ctrl+1**.
3. Select from different formatting tabs:
 - **Number** – Choose number type (currency, percentage, etc.).
 - **Alignment** – Adjust text alignment (horizontal, vertical, wrap text).
 - **Font** – Change font style, size, and effects.
 - **Border** – Apply cell borders.
 - **Fill** – Add background color.
4. Click **OK** to apply the changes.

2. Copying Cell Formatting Along with Data Format

1. Select the **formatted cell** you want to copy.
2. Click on the **Format Painter** (found in the Home tab).
3. Click on the target cell(s) where you want to apply the format.
4. To copy formatting to multiple cells, **double-click** Format Painter and apply formatting to multiple locations.
5. Press **Esc** to turn off the Format Painter.

3. Changing the Height and Width of Cells

A. Adjusting Column Width

1. Hover over the **column letter** (A, B, C...) until the cursor turns into a double arrow.
2. Click and drag **left or right** to adjust the width.
3. OR: Select the column, go to **Home → Format → Column Width** → Enter a value.

B. Adjusting Row Height

1. Hover over the **row number** (1, 2, 3...) until the cursor turns into a double arrow.
2. Click and drag **up or down** to adjust height.
3. OR: Select the row, go to **Home → Format → Row Height** → Enter a value.

4. Freezing Titles & Splitting Screen

A. Freezing Titles (Headers) in Excel

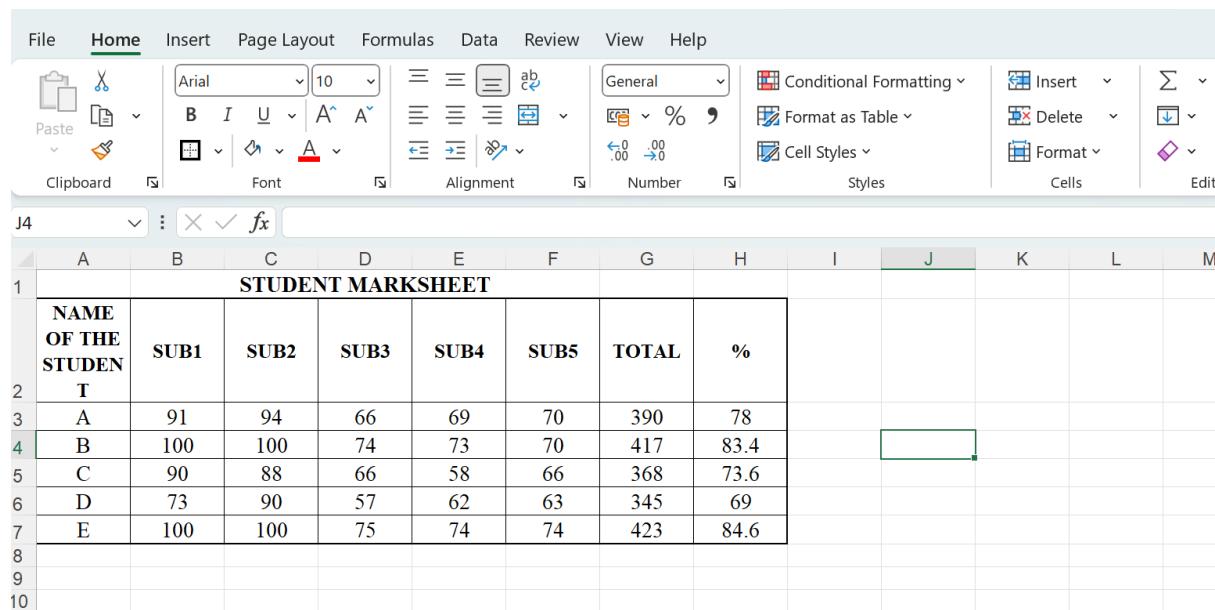
1. Select the **row below** the headers (e.g., if headers are in Row 1, select Row 2).
2. Go to **View tab** → Click **Freeze Panes**.
3. Select one of the options:
 - **Freeze Top Row** – Keeps the first row visible while scrolling.

- **Freeze First Column** – Keeps the first column visible.
- **Freeze Panes** – Locks selected rows and columns.

B. Splitting the Screen

1. Click on the **cell** where you want to split the screen.
2. Go to **View** tab → Click **Split**.
3. Excel will divide the screen into multiple panes for easier comparison.
4. To remove the split, go to **View** → Click **Remove Split**.

OUTPUT



The screenshot shows a Microsoft Excel spreadsheet titled "STUDENT MARKSHEET". The table structure is as follows:

NAME OF THE STUDEN	SUB1	SUB2	SUB3	SUB4	SUB5	TOTAL	%
T	91	94	66	69	70	390	78
B	100	100	74	73	70	417	83.4
C	90	88	66	58	66	368	73.6
D	73	90	57	62	63	345	69
E	100	100	75	74	74	423	84.6

9. WORKING WITH FORMULAS AND FUNCTIONS IN MS EXCEL

AIM: To create and work with formulas and functions in workbook using MS Excel.

PROCEDURE:

1. Entering Formulae for Calculation in Cells

Steps to Enter a Formula:

1. Click on the **cell** where you want to enter the formula.
2. Type the **equal sign (=)** to start the formula.
3. Enter the formula (e.g., =A1+B1 to add values in cells A1 and B1).
4. Press **Enter** to calculate the result.

Common Excel Formulas:

- **Addition:** =A1 + B1
- **Subtraction:** =A1 - B1
- **Multiplication:** =A1 * B1
- **Division:** =A1 / B1
- **Average:** =AVERAGE(A1:A10)
- **Sum:** =SUM(A1:A10)

2. Copying a Formula Over a Range of Cells

If you want to apply the same formula to multiple cells, use **AutoFill**.

Steps:

1. Enter the formula in the **first cell**.
2. Click on the **cell with the formula**.
3. Move the mouse to the **bottom-right corner** of the cell (cursor changes to a **plus sign +**).
4. Click and **drag the fill handle** down or across the range.
5. Release the mouse; Excel will automatically adjust the cell references.

3. Inserting Built-in Functions into Cells

Steps to Insert a Function:

1. Click on the **cell** where you want to insert the function.
2. Go to the **Formulas** tab → Click **Insert Function (fx)**.
3. In the **Insert Function** dialog box:
 - Choose a function category (e.g., Math, Financial, Logical).
 - Select a function (e.g., **SUM**, **AVERAGE**, **IF**).
4. Click **OK**.
5. Enter the **required cell range or values**.
6. Click **OK** to apply the function.

Common Built-in Functions:

- **SUM:** =SUM(A1:A10) (Adds all values in range A1 to A10).
- **AVERAGE:** =AVERAGE(A1:A10) (Finds the average of values).
- **IF:** =IF(A1>50, "Pass", "Fail") (Checks if value is above 50).
- **VLOOKUP:** =VLOOKUP(1001, A2:D10, 2, FALSE) (Finds a value in a table).
- **COUNT:** =COUNT(A1:A10) (Counts numeric values in a range).

OUTPUT

STUDENT MARKSHEET							
NAME OF THE STUDENT	SUB1	SUB2	SUB3	SUB4	SUB5	TOTAL	%
A	91	94	66	69	70	390	78
B	100	100	74	73	70	417	83.4
C	90	88	66	58	66	368	73.6
D	73	90	57	62	63	345	69
E	100	100	75	74	74	423	84.6
MAX	100	100	75	74	74	423	84.6
MIN	73	88	57	58	63	345	69

10. CREATING AND FORMATTING GRAPHS USING CHART WIZARD IN EXCEL

AIM: To create and format graphs using chart wizard in MS Excel.

PROCEDURE:

Steps to Create a Chart:

1. Select the **data range**, including headers.
2. Go to the **Insert** tab → Click on **Recommended Charts** or **Chart Type**.
3. Choose a **chart type** (Column, Line, Pie, Bar, etc.).
4. Click **OK** to insert the chart.
5. Drag and resize the chart as needed.

5. Formatting Graphs in Excel

Steps to Format a Chart:

1. Click on the **chart** to select it.
2. Use the **Chart Tools** in the Ribbon.
3. Modify the following:
 - **Chart Title:** Click the title and type a new one.
 - **Axis Labels:** Go to **Chart Elements** (**Plus + icon**) → Add Axis Titles.
 - **Legend & Data Labels:** Click **Chart Elements** and enable them.
 - **Change Colors:** Click on the **Format** tab. → Select a new color theme.
 - **Change Chart Type:** Go to **Design** → **Change Chart Type**.

OUTPUT

Excel programs - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Font Alignment Number Conditional Formatting Styles Cells Editing

General % .00 Add-ins

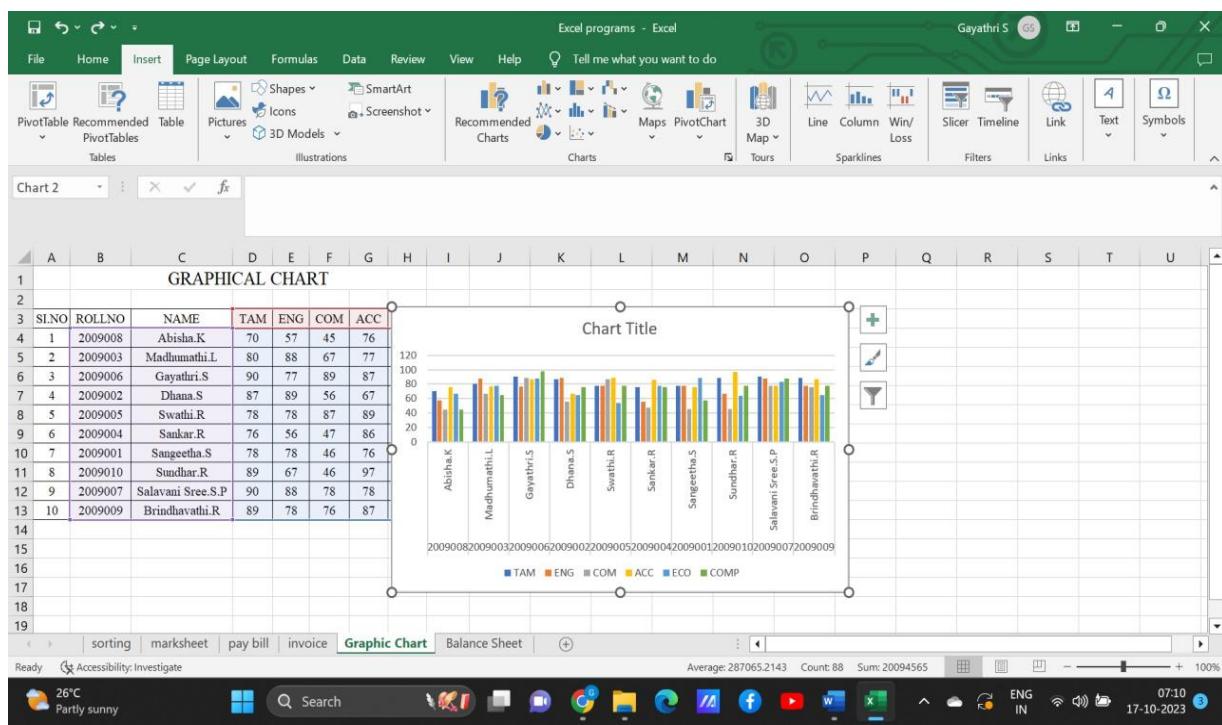
Q8

GRAPHICAL CHART

SLNO	ROLLNO	NAME	TAM	ENG	COM	ACC	ECO	COMP
1	2009008	Abisha.K	70	57	45	76	67	45
2	2009003	Madhumathi.L	80	88	67	77	78	65
3	2009006	Gayathri.S	90	77	89	87	88	98
4	2009002	Dhana.S	87	89	56	67	65	76
5	2009005	Swathi.R	78	78	87	89	54	78
6	2009004	Sankar.R	76	56	47	86	78	76
7	2009001	Sangeetha.S	78	78	46	76	89	57
8	2009010	Sundhar.R	89	67	46	97	64	78
9	2009007	Salavani Sree.S.P	90	88	78	78	83	88
10	2009009	Brindhavathi.R	89	78	76	87	65	78

sorting marksheets pay bill invoice Graphic Chart Balance Sheet

Ready Gayathri S 26°C Partly sunny 26°C Partly sunny Search 07:08 17-10-2023 ENG IN



11. PRINTING A WORKSHEET IN EXCEL

AIM: To create and print a worksheet in MS Excel.

PROCEDURE:

Print Preview Before Printing

1. Click **File** → Select **Print**.
2. The **Print Preview** will show how the sheet looks before printing.
3. Use the settings to adjust margins, scaling, and layout.

Printing a Worksheet

1. Click **File** → **Print** or press **Ctrl + P**.
2. Select the **printer** from the drop-down list.
3. Choose **Print Settings**:
 - **Print Active Sheets** – Prints only the current worksheet.
 - **Print Entire Workbook** – Prints all sheets.
 - **Print Selection** – Prints only the selected range.
4. Click **Print** to print the document.

OUTPUT

Copy of NM NAME LIST(1) • Saved to this PC

Print

Copies: 1

Printer
Microsoft Print to PDF Ready

Settings
Print Active Sheets
Only print the active sheets
Pages: 1 to 2
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
A4
21 cm x 29.7 cm

SHRI KRISHNASWAMY COLLEGE FOR WOMEN NAAN MUDHALAIYAN COURSE PARTICIPANTS NAME LIST DEPARTMENT OF COMPUTER SCIENCE CLASS: III BSCS-C SEM: V COURSE NAME: Foundation of A.I.M.L - 3rd Year Springboard		
S.NO	REG. NO	STUDENT NAME
1	222308731	ABINATHA V
2	222308732	ANANDH S
3	222308733	ANURADHA V
4	222308734	ANUPAMA K
5	222308735	ANUPAMA K
6	222308736	APARAJITA R
7	222308737	AVINASHA V
8	222308738	AYTHRA BISMA G
9	222308739	AYTHRA BISMA G
10	222308740	BALAJI V
11	222308740	BRAVAVYA G
12	222308741	EZHILARASI S
13	222308742	FATHIMA S
14	222308743	HAEQUA Y
15	222308744	HARSHALI AMALA A
16	222308745	JAIKUMAR P
17	222308746	JAIKUMAR P
18	222308747	JAYASRI V
19	222308748	JEEVAN SHREYA T
20	222308749	MENAKI S
21	222308750	MENAKI S
22	222308751	MUTHU R
23	222308752	PANTHRA M
24	222308753	PANTHRA M
25	222308754	PRIYADEEPTI D
26	222308755	PRIYATR
27	222308756	PRITHIVI SHARMILA P
28	222308757	PRITYAKALA G
29	222308758	PREETHA B
30	222308759	PREETHA B
31	222308760	SOORYA V
32	222308761	SOONYA R
33	222308762	SRIKALA S
34	222308763	UDAYASRI E
35	222308764	VISHNU N
36	222308765	VAIDYAN D

CLASS: III BSCS-C SEM: V
COURSE NAME: BUSINESS PROCESS MANAGEMENT
S.NO REG. NO STUDENT NAME

Copy of NM NAME LIST(1) • Saved to this PC

Print

Copies: 1

Printer
Microsoft Print to PDF Ready

Settings
Print Selection
Only print the current sel...
Pages: 1 to 1
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
A4
21 cm x 29.7 cm

SHRI KRISHNASWAMY COLLEGE FOR WOMEN NAAN MUDHALAIYAN COURSE PARTICIPANTS NAME LIST DEPARTMENT OF COMPUTER SCIENCE CLASS: III BSCS-C SEM: V COURSE NAME: BUSINESS PROCESS MANAGEMENT		
S.NO	REG. NO	STUDENT NAME
1		

12. CREATING AND SAVING A PRESENTATION IN MS POWERPOINT

AIM: To create and save a presentation in MS PowerPoint.

PROCEDURE:

1. Creating and Saving a New Presentation in MS PowerPoint

Steps to Create a New Presentation:

1. Open Microsoft PowerPoint.
2. Click on Blank Presentation or choose a template.
3. A new slide appears with a Title Slide Layout by default.
4. Click inside the text boxes to enter a title and subtitle.
5. To add new slides:
 - o Press Ctrl + M or
 - o Click Home tab → New Slide → Select a slide layout.
6. Continue adding content like text, images, charts, or videos.

Steps to Save a Presentation:

1. Click on File → Save As.
2. Choose a location (Desktop, Documents, or OneDrive).
3. Enter a file name.
4. Select PowerPoint Presentation (.pptx) as the file type.
5. Click Save.

2. Layout of the Opening Screen in PowerPoint

When you open PowerPoint, the screen consists of the following:

1. **Title Bar** – Displays the presentation name.
2. **Ribbon** – Contains all PowerPoint tools and commands.
3. **Slide Pane** – Displays the currently selected slide.
4. **Slides Tab (on the left)** – Shows all slides in the presentation.
5. **Notes Pane (below the slide)** – Allows adding speaker notes.
6. **Status Bar (bottom)** – Shows slide number, view options, and zoom control.

3. Toolbars in MS PowerPoint

A. Home Tab

- **Clipboard:** Cut, Copy, Paste.
- **Slides:** Add, delete, or change slide layout.
- **Font:** Change text style, size, and color.
- **Paragraph:** Align text, bullets, and numbering.
- **Drawing:** Insert shapes, lines, and colors.

B. Insert Tab

- **Tables, Pictures, and Videos:** Insert images, videos, charts, and tables.
- **Text Box:** Add additional text areas.
- **Header & Footer:** Insert slide numbers and dates.

C. Design Tab

- **Themes:** Apply a visual design to the slides.
- **Slide Size:** Change the dimensions of slides.

D. Transitions Tab

- **Slide Transitions:** Add animations between slides.
- **Duration & Effects:** Adjust speed and effect options.

E. Animations Tab

- **Add Animation:** Apply effects to text and objects.
- **Animation Pane:** Manage the sequence of animations.

F. Slide Show Tab

- **Start Slide Show:** Present slides from the beginning.
- **Rehearse Timings:** Practice slide timings.

G. Review Tab

- **Spelling & Grammar:** Check for mistakes.
- **Comments:** Add reviewer notes.

H. View Tab

- **Normal View:** Default view for editing slides.
- **Slide Sorter:** View thumbnails of all slides.
- **Notes Page:** View and edit speaker notes.

OUTPUT:

SLIDE SHOW PRESENTATION FOR A SEMINAR

The screenshot shows a Microsoft PowerPoint slide titled "ANIMATION". The slide contains the following text:

Animation is defined as a series of images rapidly changing to create an illusion of movement. We replace the previous image with a new image which is a little bit shifted. Animation Industry is having a huge market nowadays. To make an efficacious animation there are some principles to be followed.

Below the slide, the Windows taskbar is visible, showing the date and time as 16-10-2023, 06:37, and the weather as 27°C Partly sunny.

The screenshot shows a Microsoft PowerPoint slide with the "Animations" tab selected in the ribbon. The slide contains the following text:

There are 12 major principles for an effective and easy to communicate animation.

1. Squash and Stretch:
This principle works over the physical properties that are expected to change in any process. Ensuring proper squash and stretch makes our animation more convincing.
For Example: When we drop a ball from height, there is a change in its physical property. When the ball touches the surface, it bends slightly which should be depicted in animation properly.

2. Anticipation:
Anticipation works on action. Animation has broadly divided into 3 phases:

- Preparation phase
- Movement phase
- Finish

In Anticipation, we make our audience prepare for action. It helps to make our animation look more realistic.
For Example: Before hitting the ball through the bat, the actions of batsman comes under anticipation. This are those actions in which the batsman prepares for hitting the ball.

Below the slide, the Windows taskbar is visible, showing the date and time as 16-10-2023, 06:40, and the weather as 27°C Partly sunny.

13. LAYOUT AND INSERTION IN POWER POINT

AIM: To create and edit slides in Ms PowerPoint.

PROCEDURE:

1. Choosing Auto Layout for a New Slide

1. Open **Microsoft PowerPoint**.
2. Click on the **Home** tab.
3. Click **New Slide** (or press **Ctrl + M** to insert a slide).
4. Click the **Layout** dropdown in the Home tab.
5. Select a layout based on your content needs:
 - o **Title Slide** – For title and subtitle.
 - o **Title and Content** – For text, images, or charts.
 - o **Two Content** – For side-by-side content.
 - o **Blank** – For custom layouts.
 - o **Comparison** – For comparing two topics.
6. The slide layout will be applied.

2. Inserting Text and Pictures into a Blank Slide

A. Inserting Text into a Blank Slide

1. Open PowerPoint and go to a **Blank Slide**.
2. Click **Insert → Text Box**.
3. Click anywhere on the slide and type your text.
4. Use the **Home** tab to change font style, size, and color.

B. Inserting Pictures into a Blank Slide

1. Click on the **Insert** tab.
2. Click **Pictures → Choose from:**
 - o **This Device** – Select an image from your computer.
 - o **Stock Images** – Choose built-in images.
 - o **Online Pictures** – Search and insert from the web.
3. Select the image and click **Insert**.
4. Resize or move the picture as needed.

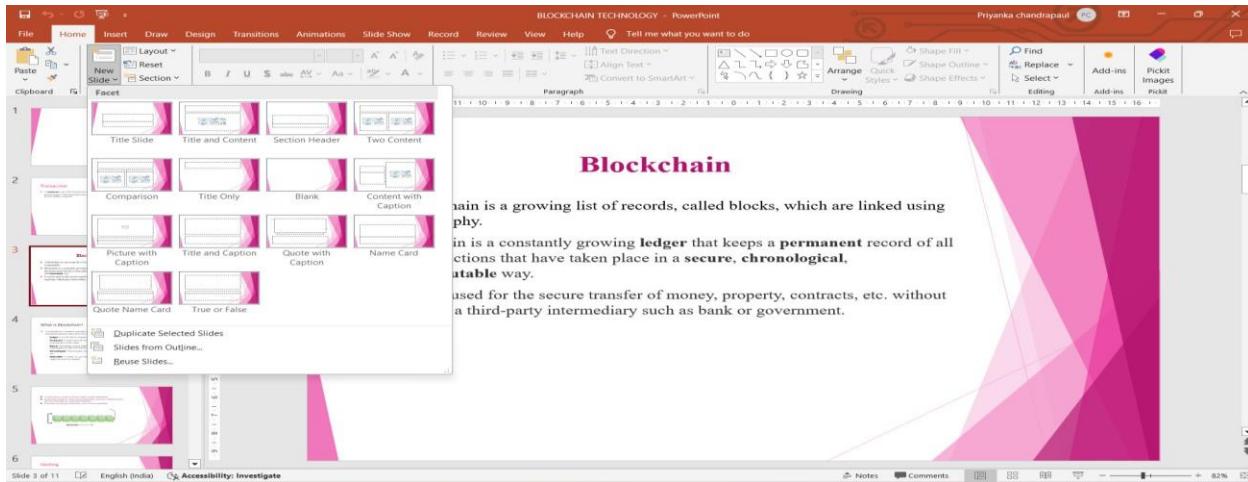
3. Inserting New Slides into the Presentation

1. Open your PowerPoint presentation.
2. Click on the **Home** tab.
3. Click **New Slide** (or press **Ctrl + M**).
4. Select a **slide layout** (optional).

5. The new slide will be added to your presentation.

OUTPUT

AUTO LAYOUT



INSERT TEXT AND PICTURES

► A blockchain is a chain of blocks which contain information.
► Each block records all of the recent transactions, and once completed goes into the blockchain as a permanent database.
► Each time a block gets completed, a new block is generated.

► A blockchain is a chain of blocks which contain information.
► Each block records all of the recent transactions, and once completed goes into the blockchain as a permanent database.
► Each time a block gets completed, a new block is generated.

14. SLIDE TRANSITIONS, SLIDE SHOWS, AND ANIMATIONS IN MS POWERPOINT

AIM: To create slide show using animations and transitions in Ms PowerPoint.

PROCEDURE:

1. Applying Slide Transition Effects

Steps to Apply Slide Transitions:

1. Open your **PowerPoint presentation**.
2. Click on the **Transitions** tab.
3. Select a slide from the **Slide Pane (left side)**.
4. In the **Transition to This Slide** group, choose a transition effect (e.g., **Fade, Push, Wipe**).
5. Click **Effect Options** (if available) to customize the effect.
6. Set the **Duration** (time taken for transition).
7. Check the **Apply to All** button to apply the same transition to all slides (optional).
8. Click **Preview** to see the effect.

2. Running a Slide Show

Steps to Start a Slide Show:

1. Open your **PowerPoint presentation**.
2. Click the **Slide Show** tab.
3. Choose how to start the slide show:
 - **From Beginning** – Starts from the first slide (**F5** shortcut).
 - **From Current Slide** – Starts from the selected slide (**Shift + F5**).
4. Click to **advance slides** or press **Spacebar/Right Arrow**.
5. Press **Esc** to exit the slide show.

3. Setting Animations for Text and Pictures

Steps to Apply Animation:

1. Select the **text or picture** you want to animate.
2. Click on the **Animations** tab.
3. In the **Animation** group, choose an effect:
 - **Entrance Effects** (e.g., Appear, Fade, Fly In) – Object appears.
 - **Emphasis Effects** (e.g., Spin, Grow/Shrink) – Object highlights.
 - **Exit Effects** (e.g., Disappear, Fly Out) – Object disappears.
 - **Motion Paths** – Object moves along a path.
4. Click **Effect Options** to customize animation direction.

4. Setting Sound, Order, and Timing for Animation

A. Adding Sound to an Animation

1. Click on the **Animations** tab.
2. Click **Animation Pane** (opens a list of all animations).
3. Click the **drop-down arrow** next to an animation → Select **Effect Options**.
4. In the dialog box, go to the **Effect** tab.
5. Under **Enhancements**, choose a **Sound** from the list or select **Other Sound...** to upload a custom audio file.
6. Click **OK**.

B. Changing Animation Order

1. Open the **Animation Pane** (from the Animations tab).
2. Click and **drag** **animations** up or down to reorder them.

C. Setting Animation Timing

1. Click on the animation in the **Animation Pane**.
2. Go to the **Timing** section in the Animations tab.
3. Set the **Start Option**:
 - **On Click** – Starts when you click.
 - **With Previous** – Starts automatically with the previous animation.
 - **After Previous** – Starts after the previous animation finishes.
4. Adjust the **Duration** to set the speed.
5. Set a **Delay** if needed.

OUTPUT DESIGNS

Technical_Paper_Presentation - Compatibility Mode • Saved to this PC

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Shape Format

Themes Variants

Slide Size Format Background Customize

Facet

1 PAPER TITLE Authors

2 2. Introduction (1 slide) Introduce clear topic & paper title. Be as brief as possible. Use only relevant data. Use short but meaningful points. Explain every point briefly.

3 3.4. Problem & Theories (1 slide) Since the problem you're addressing is the main reason for writing the paper, it's important to introduce it clearly. A good introduction will help the reader understand the context and purpose of the research. Use only relevant data. Use short but meaningful points. Explain every point briefly.

4 5. Methods (OPTIONAL) (1 slide) Briefly summarize your method of analysis (or content analysis) on one slide.

Click to add notes

2. Introduction (1 slide)

- Introduce your topic & paper title.
- Be as brief as possible.
- Use only relevant data.
- Use short but meaningful points.
- Explain every point briefly.

ANIMATIONS

Technical_Paper_Presentation - Compatibility Mode • Saved to this PC

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Shape Format

Preview Animation Effect Options Advanced Animation Timing

Start: On Click Duration: 00:50 Delay: 00:00 Reorder Animat Move Earlie Move Later

None Appear Fade Fly In

Add Animation Trigger Animation Painter

2 2. Introduction (1 slide) Introduce clear topic & paper title. Be as brief as possible. Use only relevant data. Use short but meaningful points. Explain every point briefly.

3 3.4. Problem & Theories (1 slide) Since the problem you're addressing is the main reason for writing the paper, it's important to introduce it clearly. A good introduction will help the reader understand the context and purpose of the research. Use only relevant data. Use short but meaningful points. Explain every point briefly.

4 5. Methods (OPTIONAL) (1 slide) Briefly summarize your method of analysis (or content analysis) on one slide.

5 6.1. Results & Discussion (1 slide) The result of the analysis can be presented in various ways, such as tables, graphs, or text. It's important to present the results clearly and accurately. Use only relevant data. Use short but meaningful points. Explain every point briefly.

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5. Methods {OPTIONAL} (1 slide)

Briefly summarize your literature (or content) analysis method on one slide.

TRANSITIONS

Technical_Paper_Presentation - Compatibility Mode • Saved to this PC

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Shape Format

Preview Transition to This Slide Effect Options Sound Duration Advance Slide

None Fade Push Wipe Split Cut

Apply To All On Mouse Click After: 00:03.00

1 None The slide doesn't have a transition effect.

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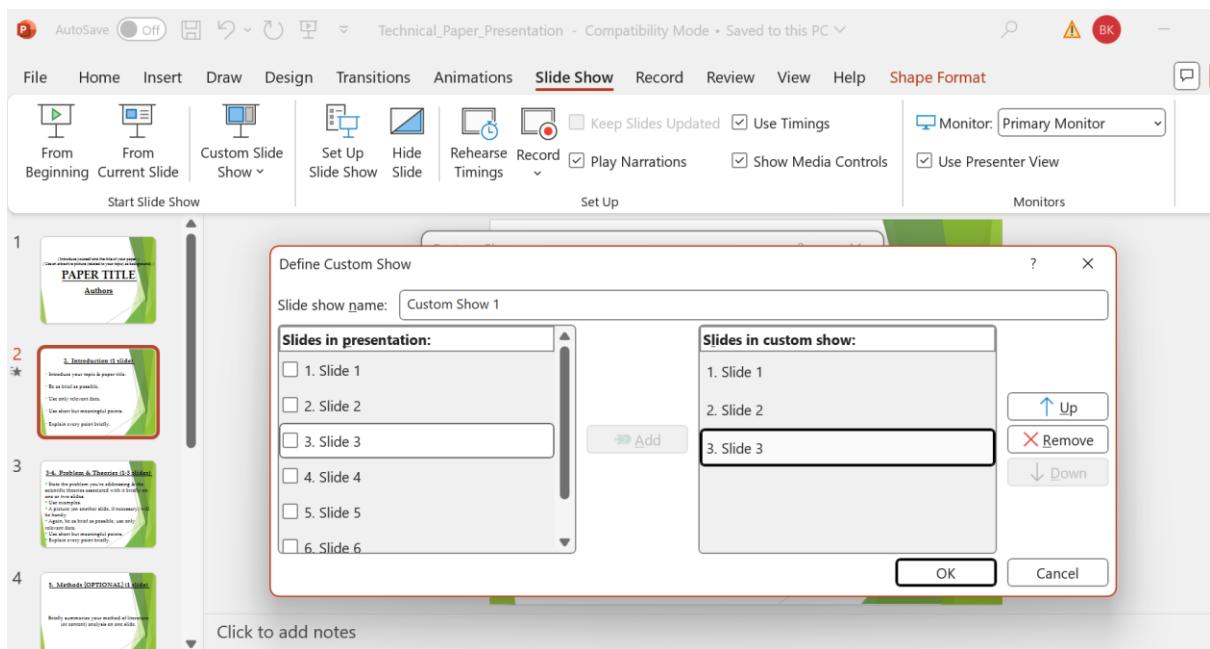
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