Syntax Examples, Output

1. Syntax ⇒ Drive : \ Directory \ CD [directory name]
Example ⇒ D. drive \ Gaurabh \ Text > cd MS office.
Output ⇒ D. drive \ Gaurabh \ MS office.

2. Syntax - D: \ Directory \ Drivename > Cd.
Example - D: \ Gaurav \ MS office > cd
Out Put - D: \ Gaurabh >

3. Syntax = Drive: \ Directory name \ Sub-directory > cd
Example = D: \ Gaurabh \ MS-office > CD \
Out Put = D: \ >

4. Syntax = Drive: \ Directory \ MD [File name] ↵
Example = D: \ md C.
Output = The 'C' directory made in D drive.

5. Syntax ⇒ Drive \ Directory \ CLS
Example = C: \ > CLS
Output =

6. Syntax - Drive : \ Directory \ Exit
Example - D: \ Gaurabh > Exit
Output - Quit the Command Prompt

DIRECTORY STRUCTURE OF DOS

The thing to keep in mind is that a directory can hold as many child sub-directories but the child dir can have only one parent dir...

CD ⇒ This command is used to change the Directory.

CD - This Command is used to go to Home Directory.

CD\ - This Command is used to go to Root Directory.

MD = This Command is used to Make a New Directory.

CLS - This Command is used to clear the screen display completely leaving only the Prompt.

Exit - This Command is used to Quit from Command prompt

7. Syntax - Drive:\Directary > DIR ↵
Example - Directary of D:> dir Gaurabh
Out Put - D:/Gaurabh > Dir

8. Syntax - Drive:\Directary > RD [Filename]
Example - The 'c' directary Removed from D dri
OutPut - D:\> rd 'c'

9. Syntax - Drive:\ Drive Directary > Date
Example - This Date is fri 12 Sep 2017
OutPut - D:/> Date enter the New date:
[mm:dd:yy]

10. Syntax - Drive:\Directary > Time
Example - The Current Time is 19:30,10:12
Out Put - D:\> time Enter the New time:-

11. Syntax - Drive:\Directary > Versions
Example - Microsoft windows [Version 6.1760]
Out Put - D:\> Ver.

12. Syntax - Drive:\Directory > Copy Con file name
Example - 1 File Copied
OutPut - D:/Gaurabh> Copy Con a.txt ↵

13. Syntax - Drive:\Directary > Type filename
Example - Gaurav-sharma Hello
Out Put - D:/ Gaurabh> Type a.txt

7. DIR - This Command is used to display all the sub-directary & files of specified drive / directary.

8. RD - This Command is used to Remove directary.

9. Date - This Command is used to dispaly or set the date

10. Time - This Command is used to display or set the Time.

11. VERSION - This Command display the verion of operating.
Label - For label name

12. COPY CON - This Command is used to create the new text file Copy Core file version.

13. Type - This Command display the Content of a text file.

14. Syntax - Drive:\ directary > del filename
Example - Gaurabh.txt deleted from Gaurav dir in D-drive
Out Put - D:\ Gaurabh> del Gaurav.txt.

15. Syntax - Drive:\ directary name > Edit filename
Example - MS DOS editor opened
Out Put - D:\ Gaurabh> Edit Gaurabh.txt

16. Syntax - Drive:\ Dir name > ren file name target name
Example - Gaurav.txt file name Converted
Out Put - D:\ Gaurabh> ren Gaurav.txt.

17 Syntax - Drive:\ directary name > Copy file name
Example - 1 file Copied
Out Put - D:\ Gaurabh> Copy Gaurav.txt D:\

18 Syntax - Drive:\ dir name > move filename target
Example - E:\ Gaurabh> Move introduction.txt D:\ doc
Out Put - 1 file moved

Bteh file - Bt Command - (1) Copy Can be but the to word
Md Ray
block & Sum Md Hemet

DEL - This Command deletes a directory & all sub-directory & file.

EDIT - This Command Creates & changes Ascii files.

REN - This Command Rename the old file name by the new name.

Copy - This Command Creates a Copy of the specified file.

Move - This Command is used in move the file from one source at the specified destination.

More Command - D:\> To chuk ame hge do time chapk fat : more

This Command used to change the MS DOS Command to always any type of special symbol

COMMANDS :-

1. Syntax - Drive :/ directary : Prompt $ R
Eample - d: / Prompt $ n
OutPut - New line

2. PrSyntax - Drive :/ directary / Prompt $ b
Example - d: / Prompt $ b
OutPut - :

3 Syntax - Drive :/ directary / Prompt $ G
Example - d: / Prompt $ g
OutPut - >

4. Syntax - Drive :/ directary / Prompt $ E
Example - d: / Prompt $ e
Out Put - <

5. Syntax - Drive :/ directary / Prompt $ P
Example - d: / Prompt $ p
Out Put -

6. Syntax - Drive :/ directary / Prompt $ (F)
Example - d: / Prompt $ f
Out Put -)

7. Syntax - Drive :/ directary / Prompt $ (V)
Example - d: / Program Prompt $ v
Output - microsoft version (1.760 1)

1. Prompt (H) - This Command is used to start a new line with Backspace

2. PROMPT (B) - This Command is used to store a new line with greater than sig

3. Prompt (G) - This Command is used to start a new line with greater than sign.

4. Prompt (E) - This Command is used to start a new line with less than sign.

5. Prompt (R) This Command is used to start a new line with Current directory.

6. Prompt (F) - This Command is used to start a new line with Right.

7. Prompt (V) - This Command is used to show the version of Computer

8. Syntax :- Drive :\ directary \ Prompt $n
Example - d: \ Prompt $n
Out Put - D

9. [Prompt (D)] Syntax - Drive :\ Directary \ Prompt $D
Example - d:\ Prompt $ D
Out Put - Date

10. Syntax - Drive :\ directary \ Prompt $ s
Example - d:\ Prompt $ s
Out Put - Space

11. Syntax - Drive :\ directary \ Prompt $ t
Example - d:\ Prompt $ t
Out Put - time

12. Syntax - Drive :\ Directory \ Prompt $ e
Example - d:\ Prompt $ e
Out Put - ↵

13. Syntax - Drive :\ Directary \ Prompt $ c
Example - d:\ Prompt $ c
Out Put - c

14. Syntax - Drive :\ directary \ Prompt $ q
Example - d:\ Prompt $ q
Out Put - =

15. Syntax - Drive :\ directary \ Prompt $ &
Example - d:\ Prompt $ &
Out Put - &

Prompt (n) - This Command is used to start a new line with current drive.

Prompt (D) - This Command is used for date.

Prompt (S) - This Command is used for space.

Prompt (t) - This Command is used for time.

Prompt (e) - This Command is used for ↵

Prompt (C) - This Command is used for start a line with left Braces.

Prompt - This Command is used for use (=) sign.

Prompt (a) - This is Command is used for & sign to a new line.

11/10/22 ~~10/17/22~~ 18:50 PM <DIR> a.txt
11/15/22 ~~11/5/17/22~~ 18:59 PM <DIR> b.txt

"An external Command is an MS DOS Command that is not included in Command Com exterence Command are Commoney exterance either Because they Requires Range Requirements or are not Commoney used Commands.

1. Syntax - Drive :| Help < Command Name >
Example - d:| Help time
OutPut - Compler information about time is display.

2. (Label) Syntax - Drive :| label
Example - d:| label
OutPut - Valume is drive D: is Yes valume labell

3. Syntax - Drive :| CHKDSK
Example - d:| CHKDSK
OutPut -

4 Syntax - Drive :| dir name >
Example - Attrib file name
OutPut -

Syntax - drive :| dir name > attrib the filename
Example - d:| RK > attrib the anubhav txt
OutPut - Anubhav txt become hidden file

1. Help - Provide Help information to the window Command

2. Label :- This command is used to Create change or delete volume label of a disk.

3 CHKDSK - This Command is used to check the start of a disk & show the report of result.

4. Attrib - This Command is used to display or change file attribute.

⇒ This Command is used to Ride any file.

" Syntax - drive:/dir name > attrib -h file name
" Example - d:/ anubhav > attrib - R anubhav.txt
Output - Anubhav became unhidden files

5. Syntax - Drive /dir name > restore destination
Example -
Output - d:/ Axim > restore :/Anubhav/
Anubhav.txt d:/ Anubhav
Anubhav.txt Restore into RK Folder of d drive

6. Syntax - Tree [drive:] [Path] [/F] [/A]
Example - /F - display name of file in each folder
Output - /A - use ASCII instead of extended character

Output - D: /> Tree d:/ univ

```
D:/ univ
 |_ College
    |_ Branch
       |_ bba
       |_ bca
       |_ bsc
```

D:/ > Tree d:/ univ /F

```
D:/ univ
 |_ College
    |_ branma
       |_ bba
       |_ bca
       |_ bsc
       |_ IP
       |_ bba
       |_ bca
       |_ bsc
```

⇒ This Command is used to unhide any hidden file.

5. Restore :- Restore file that with Backed up by using the Backup Command.

6. Tree - Graphics display the folder structure of a directed Path

26-11-23

Date 25/12/2022 MS ACCESS

Power Point :-

INTRODUCTION -

Power Point is a Presentation tool Power Helps you create Eye-catching and effective Presentat in a matter of Minutes. A presentation Comprises of individual Seides arranged in a sequential Manner. Power Point share a common look & fall with other MS office Components. The nex Page shows you the various parts of a Powe Point Screen. Word & excel director into a Power Point Presentation & vice-versa.

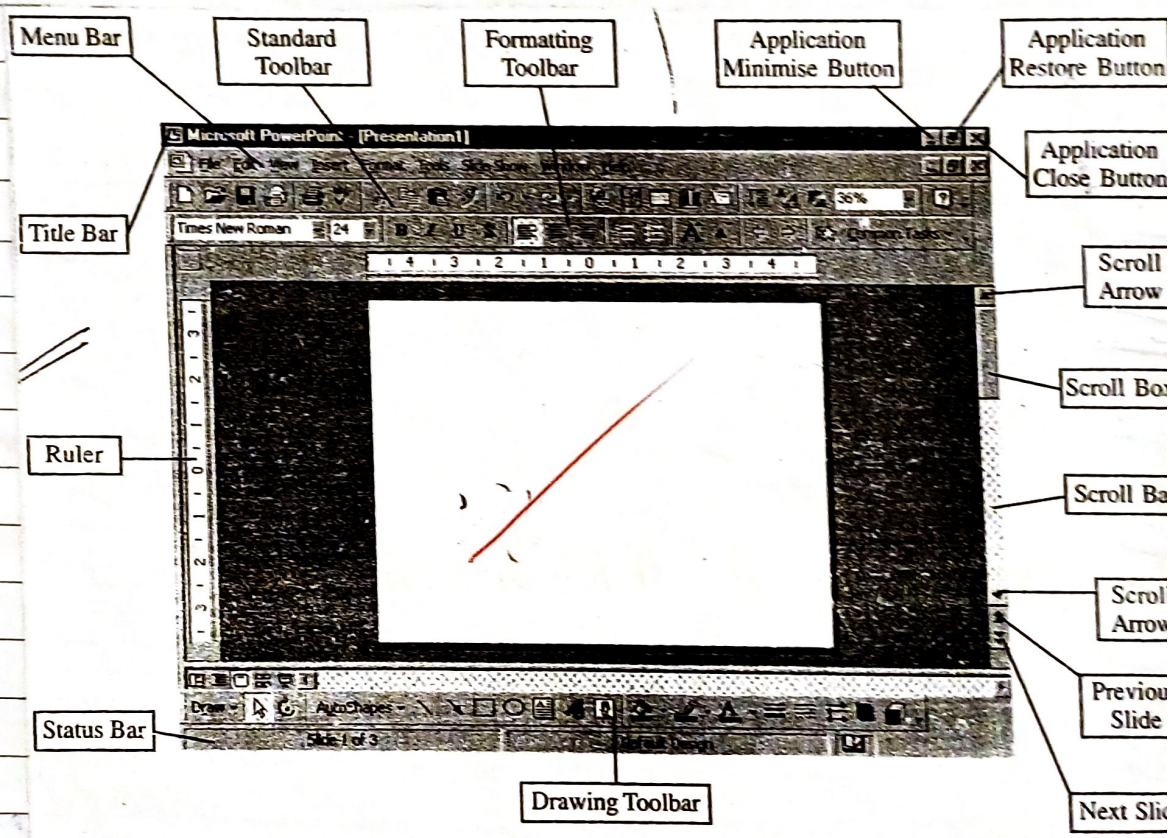


Figure 14.1 Parts of a PowerPoint Window

⇒ Creating a New Break Presentation :-

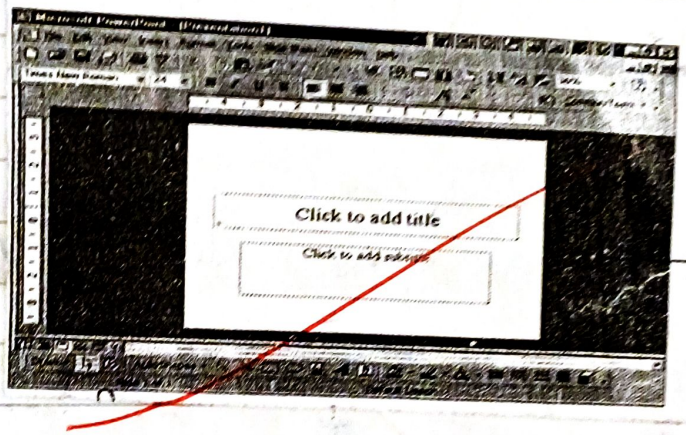
1. Choose New from the file Menu.

2. Choose New Blank Presentation option from the new presentation dialog Box.

3. Click on the Ok Button to continue.

4. The following dialog Box would be displayed click on the types of slide that you want.

5. Click on the ok Button.
A following Blank presentation would be displayed



⇒ OPENING A PRESENTATION :-

1. Choose open from the file Menu
2. Choose the file that you want to open or type the name of file in the file name window.
3. Click on the open window.

A Requested file would be open up

⇒ CREATING A NEW SLIDE :-

1. Click on the New slide icon from the standard toolbar or alternatively.
   Click on the Common Tasks Roll down Menu & choose new slide Command.
2. Choose the slide type that wants
3. Choose on the Ok Button

A Blank new slide would be inserted.

⇒ DELETING A SLIDE

1. choose Delete slide from the Editmenu.
2. The slide choosen has been deleted & no of slide has an angles 8 to 7.

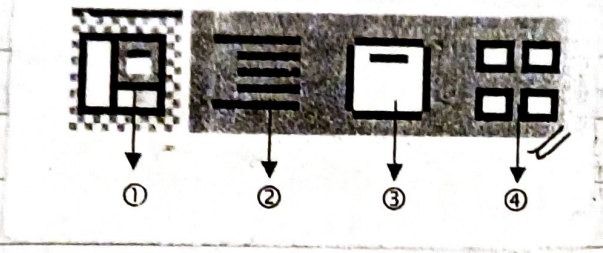
⇒ COPYING A SLIDE :-

1. Choose duplicate slide from insertmenu.

A duplicate slide has been inserted.

DIFFERENCE VIEWS OF POWERPOINT

Many powerpoint presentation can be viewed in for different types of views



1. Normal View – By defaults each new Presentation opens in normal view. This view permits to work on all aspects of your Presentation at one place.

2. BUTLINE PANE :- Display a Table of Content so that you can Navigate through your presentation.

3. SLIDE PANE – Here Easily can view the Contant of individuals slides.

4. SLIDE SHORT VIEW – Display the Thumbnais views of your presentation you can Rearrage the order of your slides. delete and duplicate this view

⇒ REHARSHING SLIDE SHOW -

1. Choos Reheare timings from the slide show Menu. The slide show start with the Rehearse dialog Box.

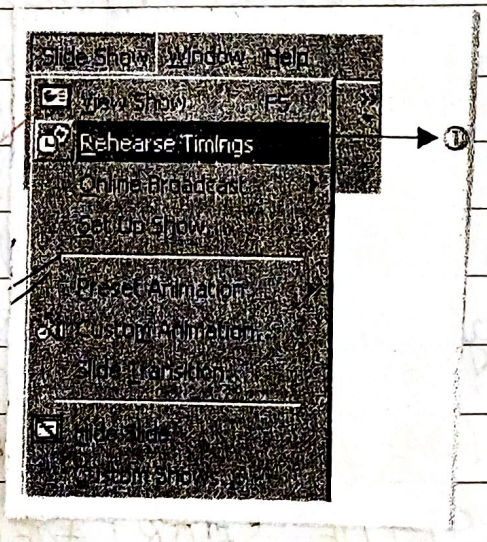
2. Click Bers to advance to the next slide.

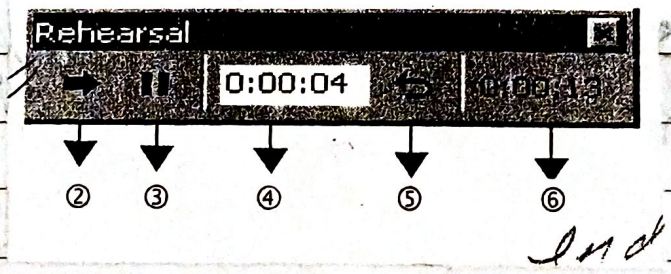
3. Click here to paure the slide show.

4. Esapsed time of current slide.

5. Restarte a slide.

6. Display the alogsed time of the slide menu.





end

MS Access is a Relational data Base Management system access is used to make data Base. Ms access is used as Back & in many application.

⇒ Features of MS Access.

1. We can quickly search desired Record.
2. It Reduces data inconsistency problem.
3. It Reduces data Redundancy.
4. It make data independent of application program that is field can be added change from data Base without.
5. It also include data security feature.

⇒ Advantages –

1. Adveages user can work.
2. Access has come on industry standard in desktop.
3. You can involve displine when entering data.

⇒ Dis Advantages –

1. Access have difficulty in dealing with database larger then 2GB in side.

As you say of the size the performance dis degrades.

2. Another difficulty printed out day by user that is publishing anything other then static files is a problem with access.

⇒ Creating file in MS Access –

1. An the file tab, click new & then click blank data base

2. Type a file name in the filename box

3 Click create.

4. Typing to add data, or you can paste data form another source as described in the section Copy. data from another source in to an access table.

⇒ sharing Files –

Network enable to share information with other Compo Connect to the network.

⇒ sharing Resources –

This means that you can setup certain Computer Resources such as disk drive an a printer. so that all of the Comp on the network can than for ex. The laser printa attach to screen Com if a share Resources.

⇒ sharing Program —

some times it is better to save program that every use Rather then keep separate copies of the program in each computer.

⇒ we can transmit Message over a

⇒ Network provide a very fast means of sharing & turns filled of file.

⇒

1. Click new on toolBar.

2. New file task.

3. In file new data Base dialog Box specified a come & location for the data Base & then click.

⇒

1. Enter the MS Access for open.

2 Enter the key ctrl + N on keyboard then enter.

3 Then creating a new MS access file then save now.

4. Select creat menu from MenuBar & New left click on table or table design. Now a new table or data base or MS sheet in open.

Date 26/12/2022

Microsoft Access (MS Access)

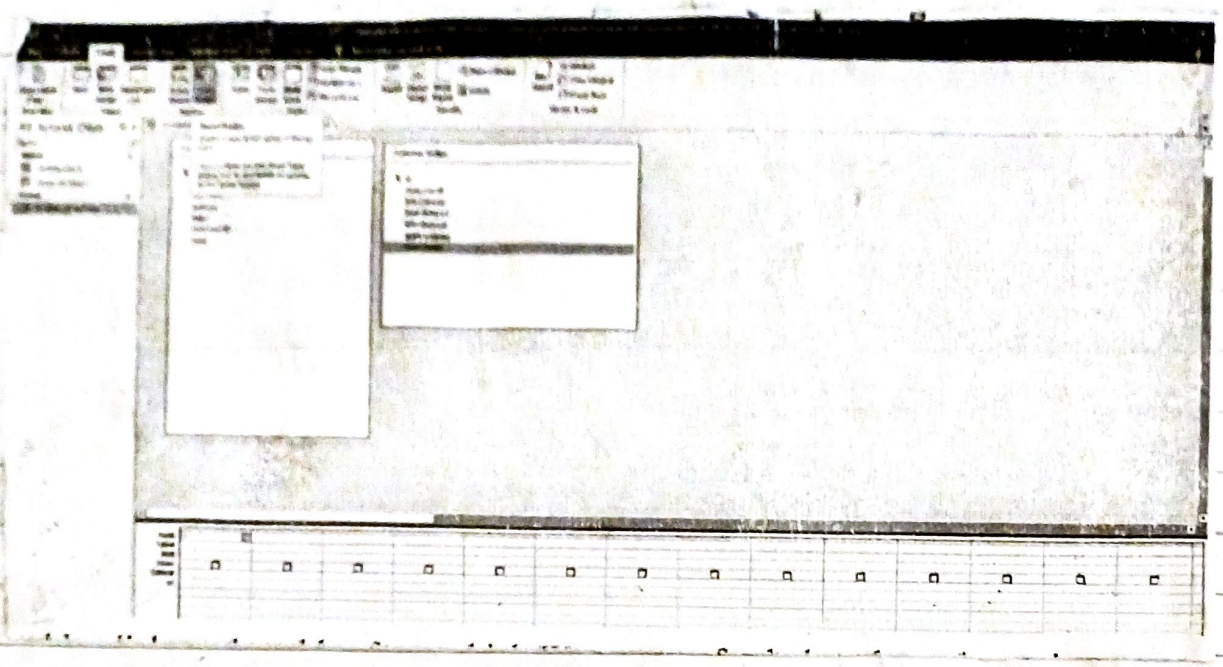
Microsoft Access is a GUI-based from-end data base app that brings the power of software development tools and Microsoft Jet Database Engine in one no-Code and low-Code platform. Therefore, creating a relational database in Access is a breeze. To create a desktop based Access database using a template. It'll also explain the steps to create an Access database from scratch by building our own, forms, tables, reports, and other objects.

Using Templates to Create a Database in Microsoft Access.

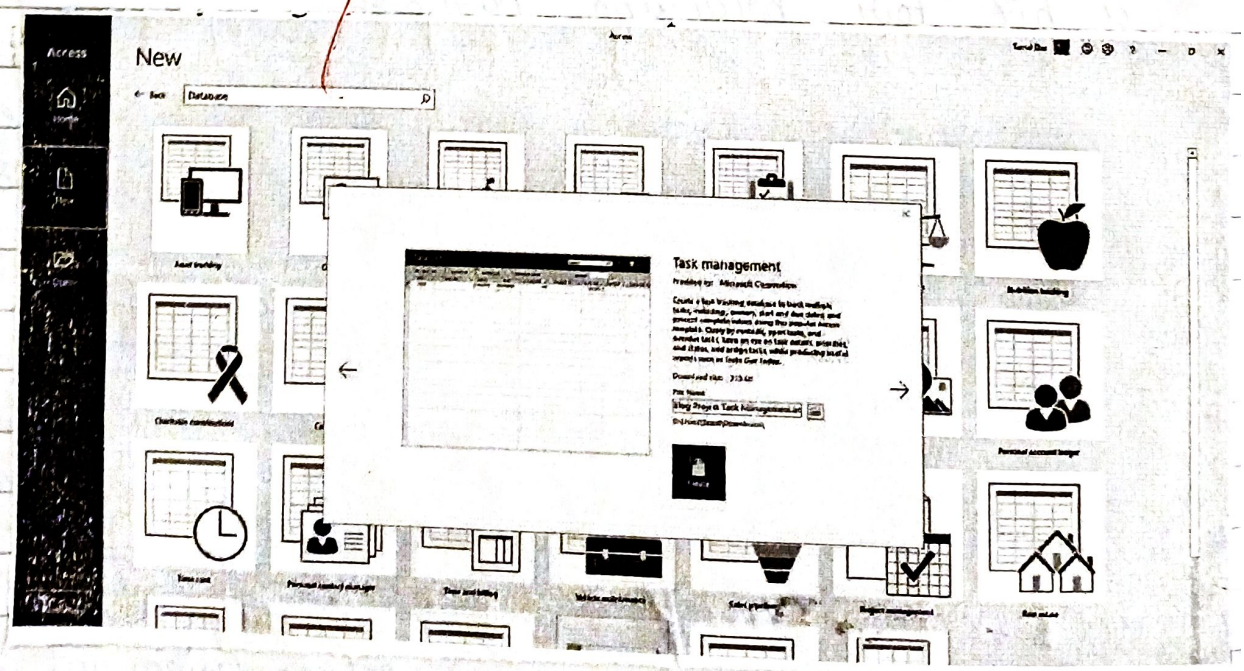
Microsoft gives We access to several production-ready Access database templates. We can use these templates without modification or personalize them a bit for branding purposes.
An Access database template comes with all the necessary object that a functional database needs. For example, we will find tables, queries macros, reports and forms in any template that we pick.

We can pick any database template to get started with the Microsoft Access database. Here is how.

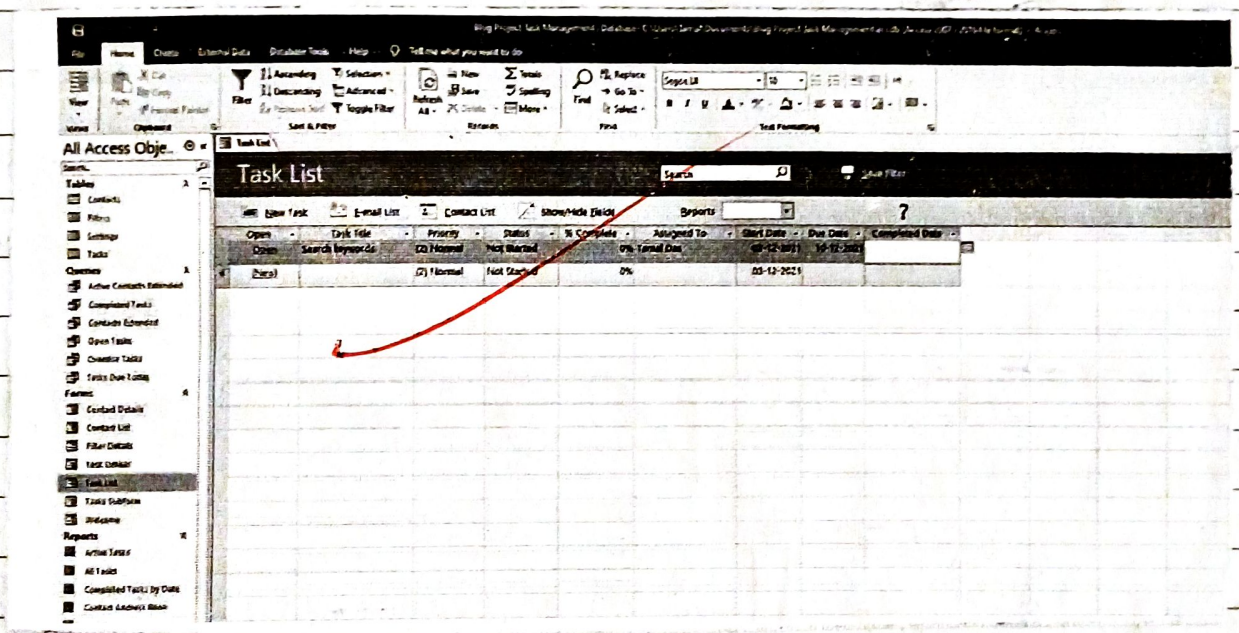
1. Open Microsoft Access on our laptop or desktop.
2. We should see the home screen view of Access.
3. Click on New on the left side Panel.
4. We should see many Access database templates



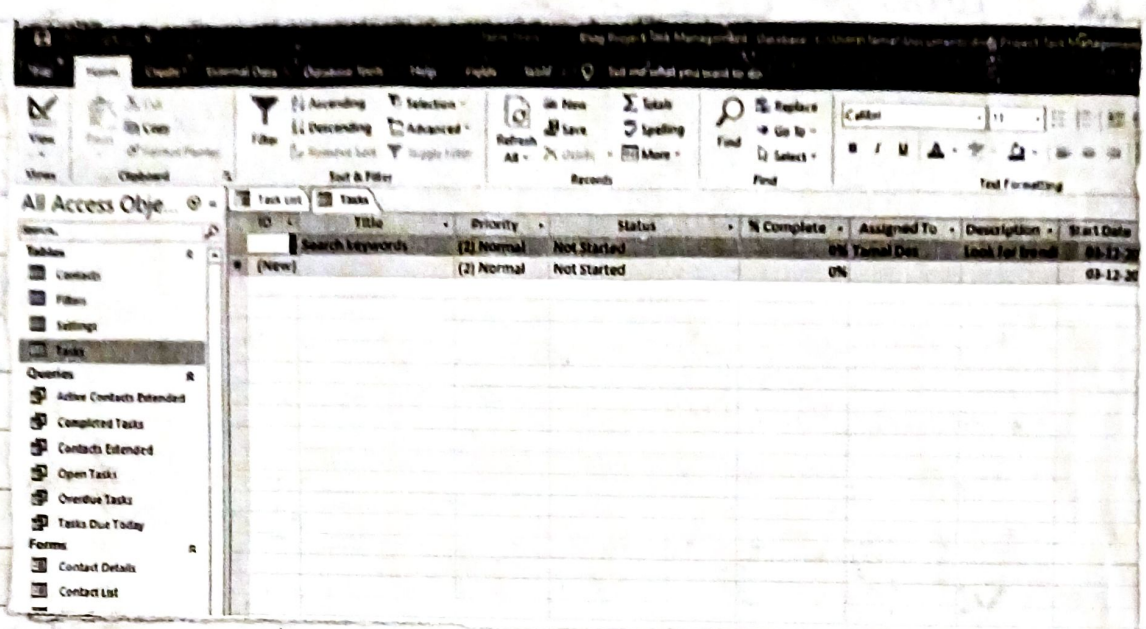
5. Use the search box to look for online templates if we don't find we're looking for.
6. The template overview window will open once we choose a template



7. Here, we may change the File Name and file Path
8. Click Create to build the database. It'll open automatically.
9. We will see the welcome screen. Click on Get Started to use the date base.
10. The left side Navigation Pane shows We all date base objects like Tables, Queries, forms, and so on.
11. We can start entering project tasks by clicking on New Task within the Task List Form.



12. We can double click on Tasks beneath the Tables menu on the left side to review the raw database.



13. Click on the Close (X) button in the top-right corner the ribbon to close any open data base objects.

Create a Database in Microsoft Access from scratch

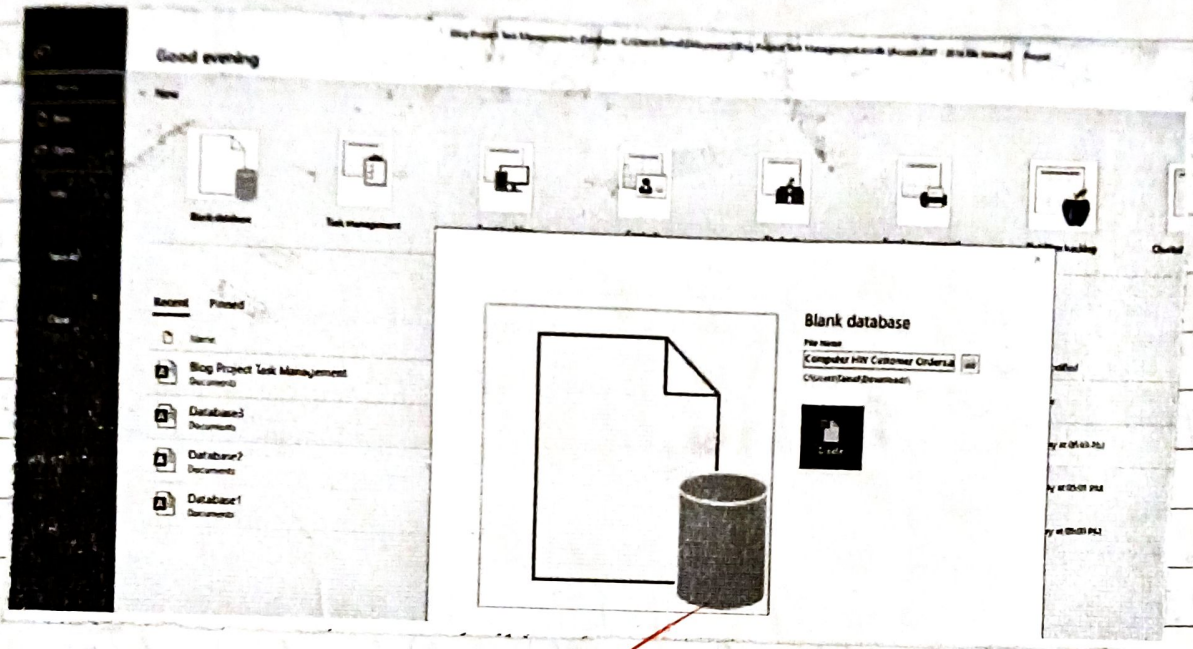
Though Access templates save our sometime, it doesn't let we dive deep into the working of a database. We need to create form a blank Access file using our own data, table, ~~form~~, forms and other Part. Download this <u>sample Access data base</u> to start building our own.

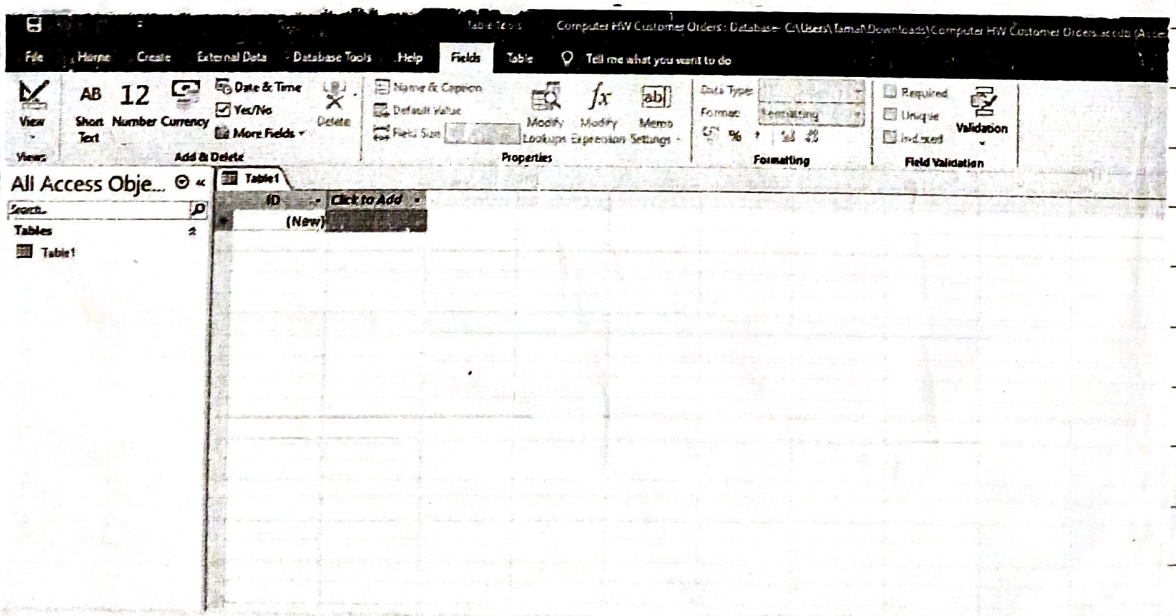
We can start creating our own Access database by following these easy steps.

1. On the Access ribbon menu, click on the File tab.

2. We will see the Blank database option. Click on that.

3. Change the name and path in the Blank data base overview window.





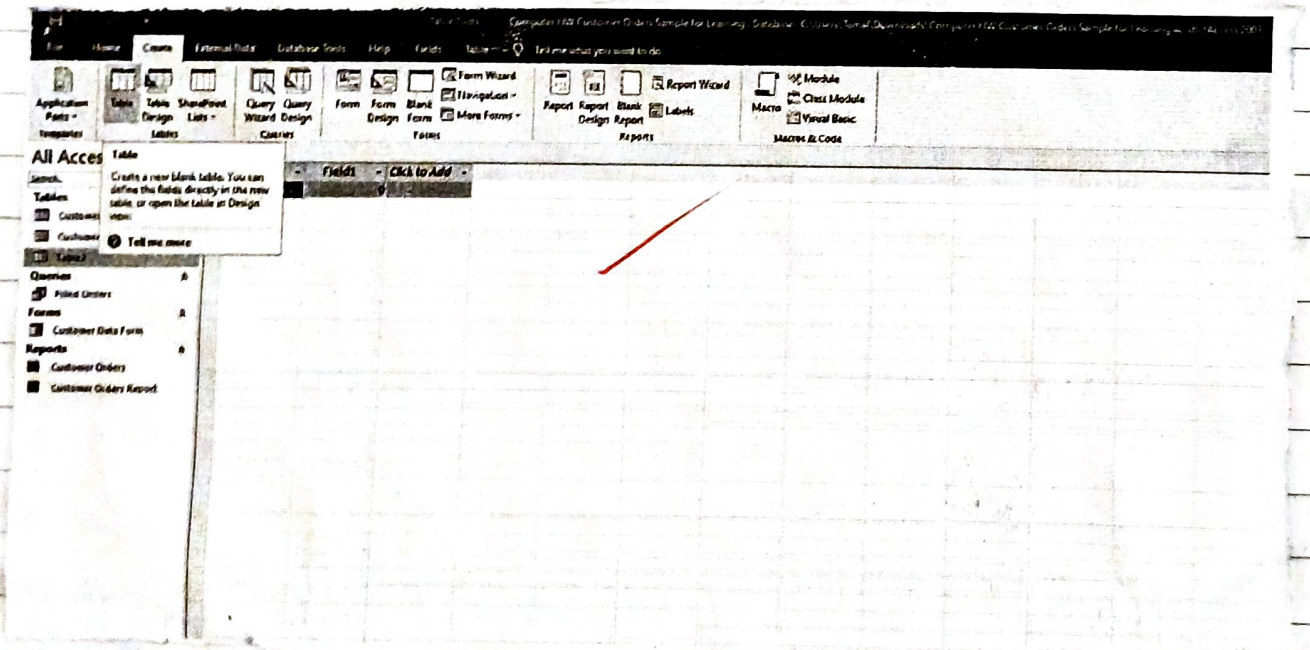
The empty database is the foundation. We need to add data and database parts to make it a functional database. The following sections will show the steps to add basic database parts of Access.

1. Add a Table

The empty database will automatically add a table, Table. The table in the Datasheet view resembles an Excel worksheet. However, Assess uses the term Field for colums and Record for rows.

If we want to added a new table to our database

1. Click on the Create tab of the ribbon menu.
2. We'll see six section of database parts like Application, Table, Query, Form, Report, and Marco.

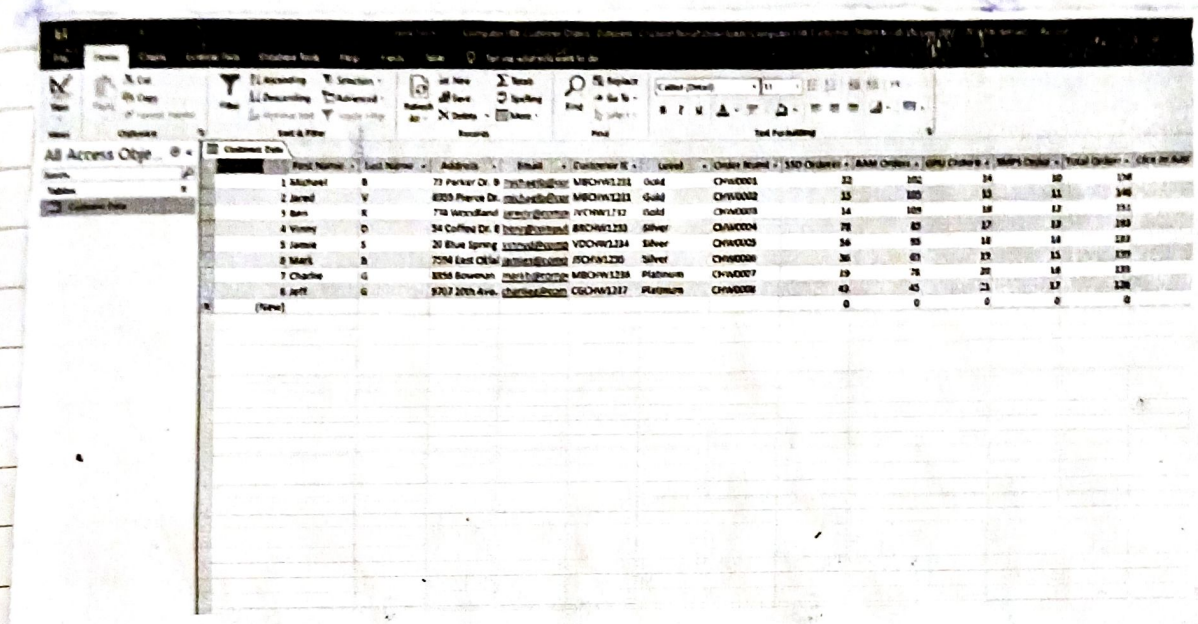


1. Simply click on Table to create Table2.

2. Adding Data to Tables.

Though the Access database looks quite similar to excel, adding data is different. Here are the steps that we should buy to add data to a table.

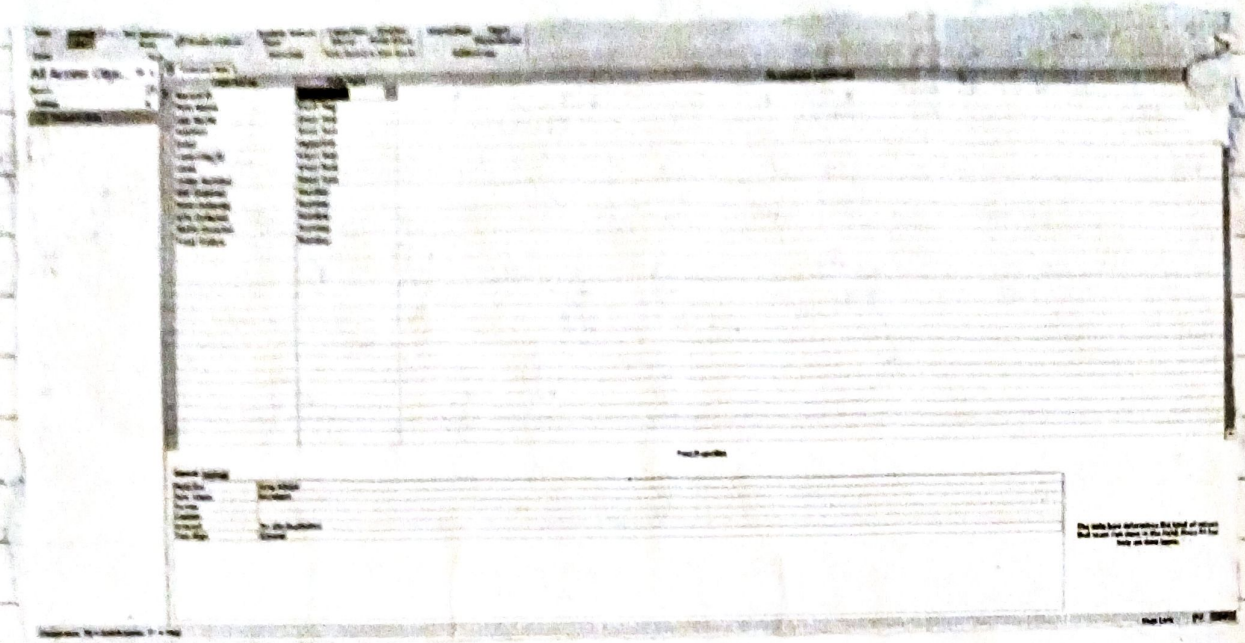
1. The first field will show as ID. Double-click on that to rename it to Record ID.



2. Now click on Click to Add and the data type. Data type lets Access know what kind of records we will store in that field.

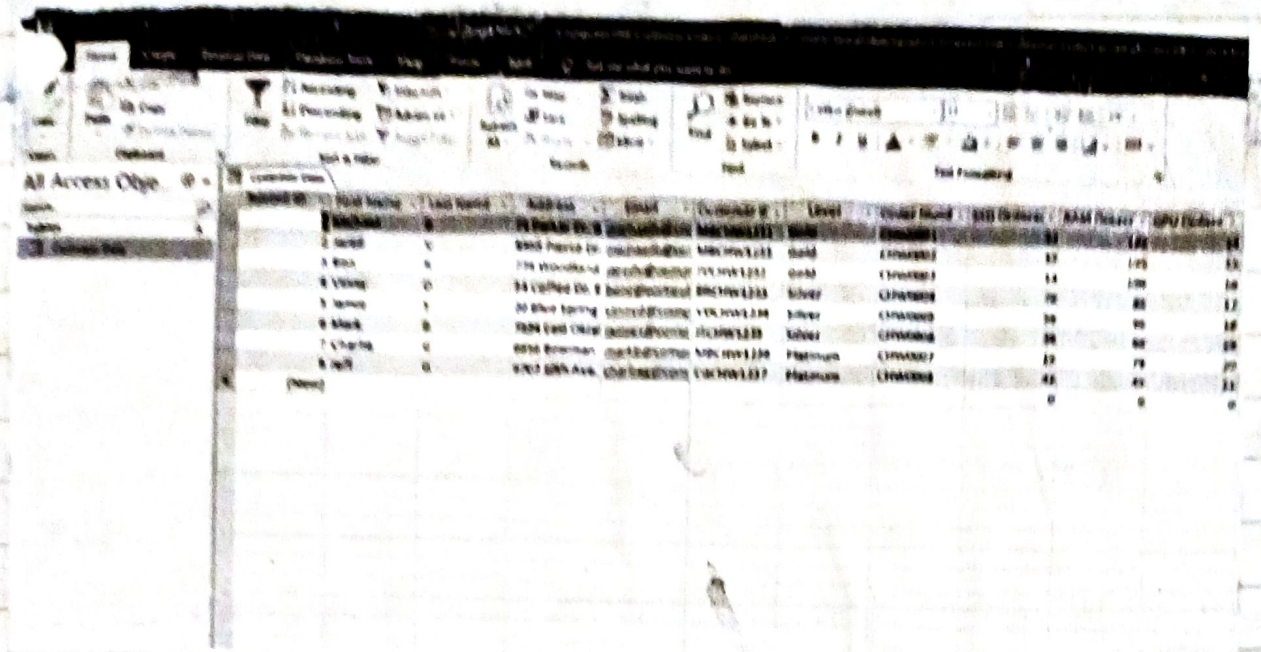
3. Choose Short Text for fields such as First Name Last Name, Address etc.

4. To add fields and data types, click on the Design View icon in the bottom-right corner.



5. We can add Field Name and Data Type side-by-side.

6. Now it's time to add records. Once we add a record beneath First Name, Access will assign the Primary key 1 in the cell below Record ID.

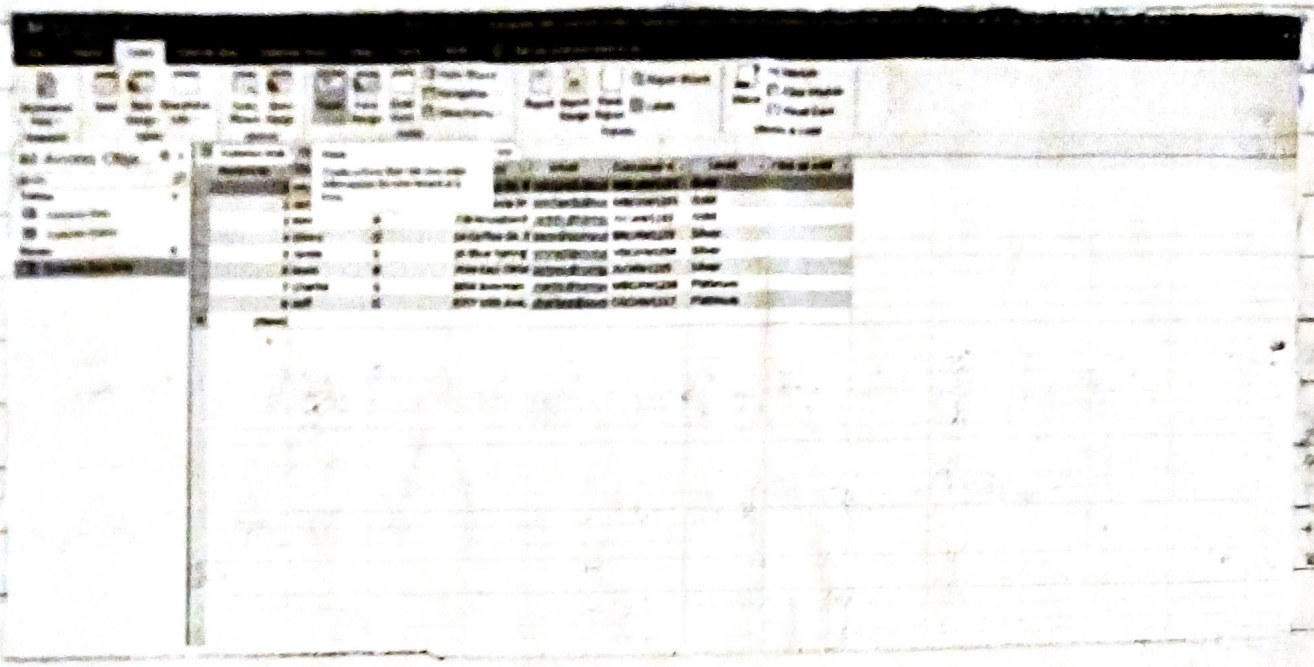


7 Primary keys are unique for each record. Access uses it to build tables relationships.

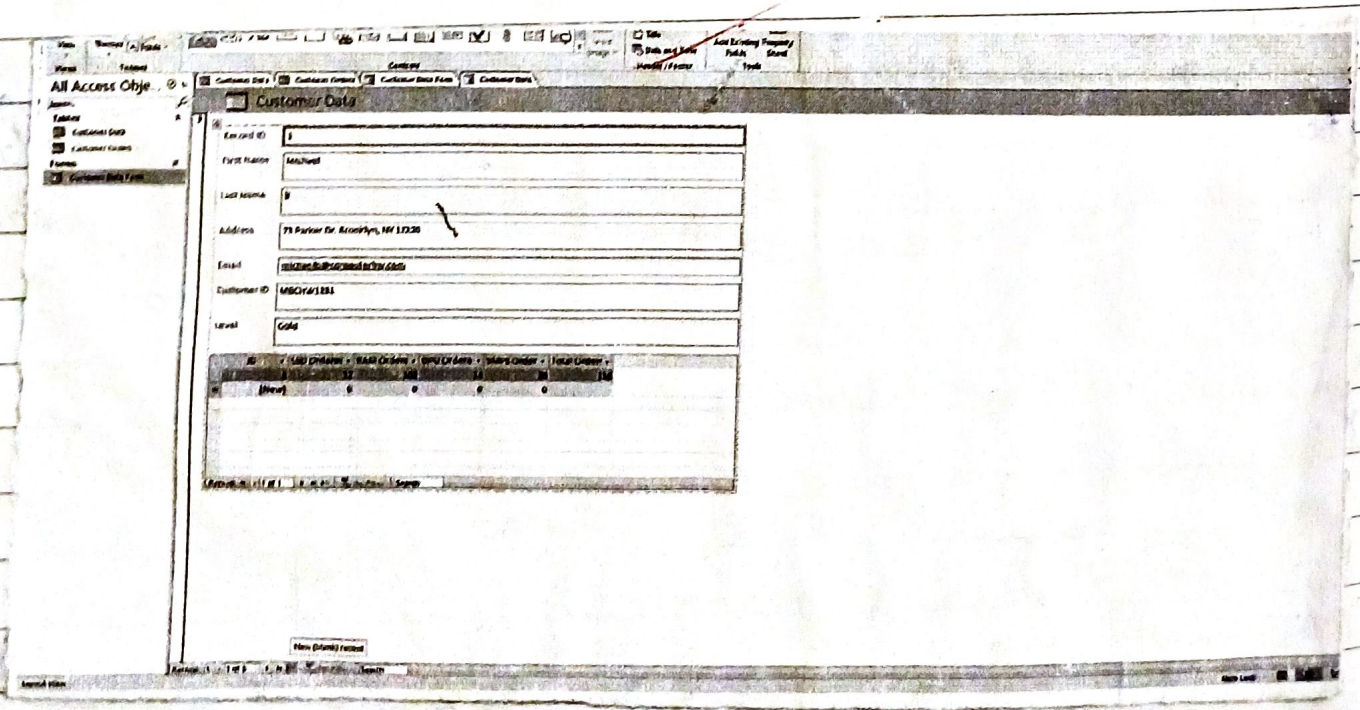
3. Add a Form

Form help we and our team members to add data quickly. It also makes data entry easier. Replicate the following steps to build a form.

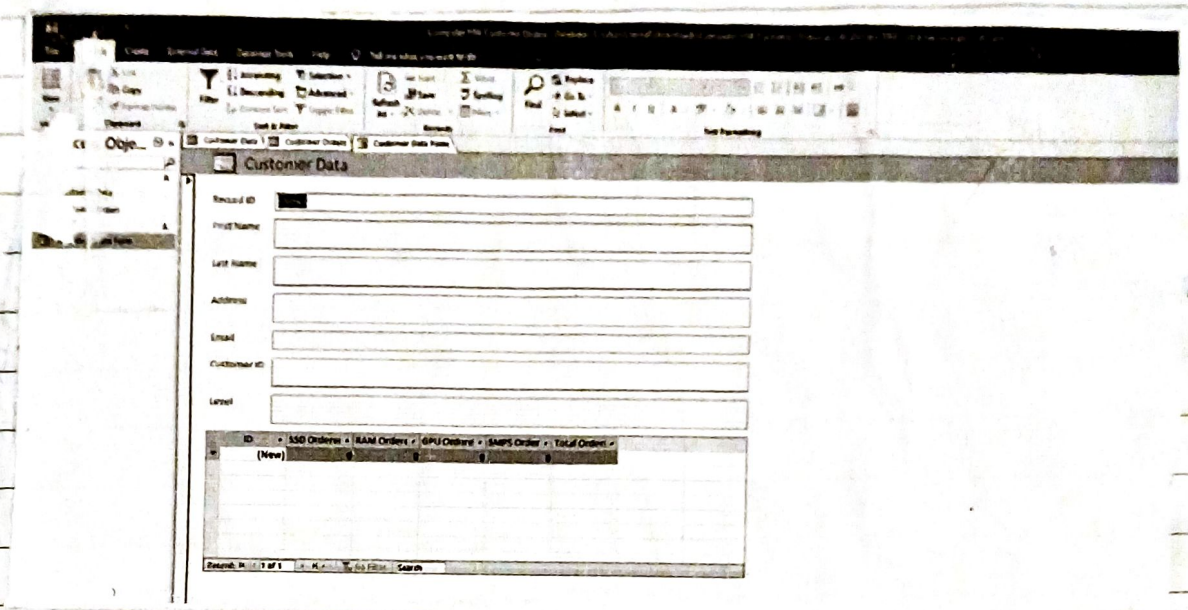
1. Choose a database table for form building.
2. Click on Create tab on the ribbon menu.



3. Click on Form
4 Access will automatically create a form based on the table data



5. The form will also show data from other linked tables.
6. Click on the New (blank) record button at the bottom of the from to enter new customer details.



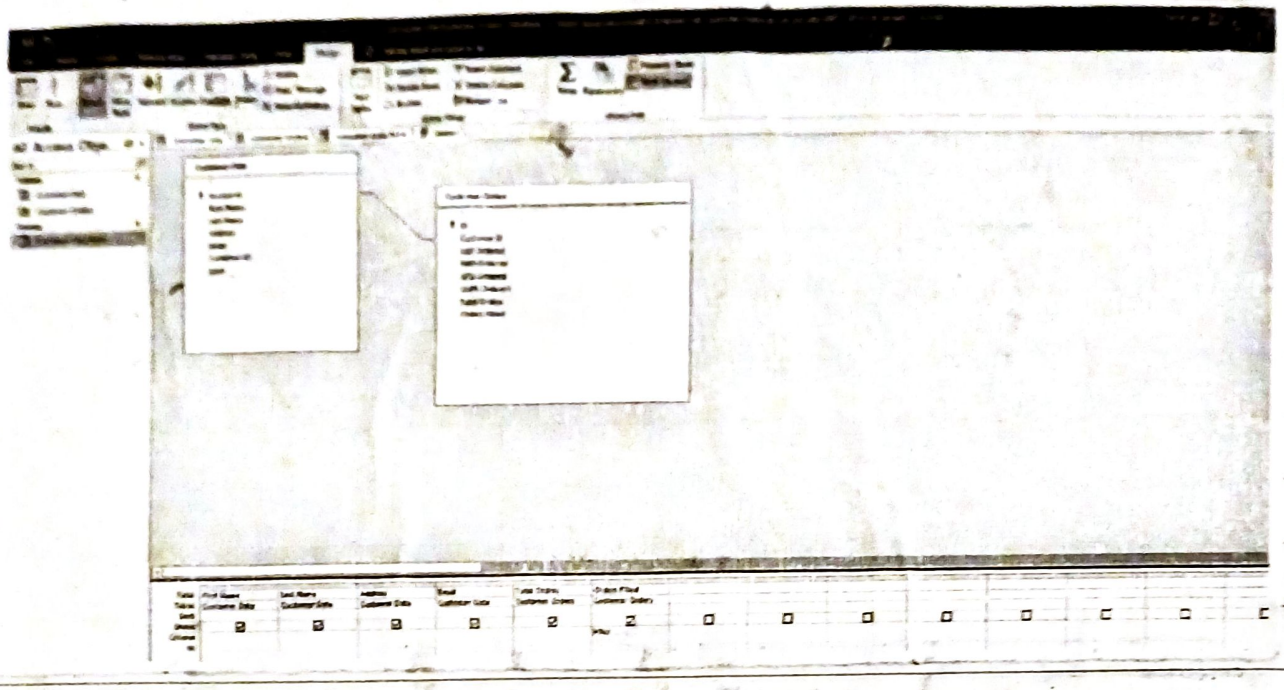
7. Now, if we attempt to close the from, Access will ask we to save and rename the form.

4. Add and Run a Query

Running a query and fetching data is a vital task that we can perform in our Access database. We may wants to try these steps.

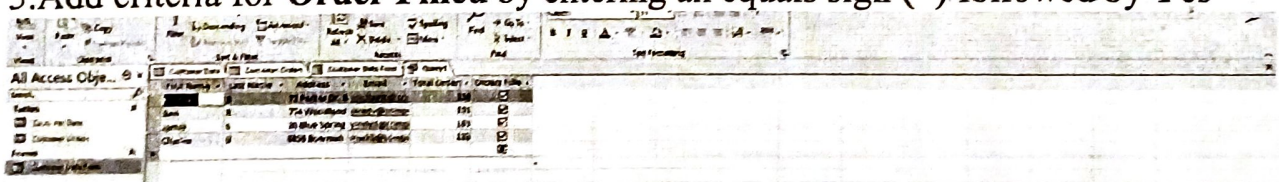
1. From the Create tab on the ribbon menu click On Query Design.

3. Double-click on the fields that we want to include in our query from each table.
4. We can also add criteria for each to show specific data.



5. Add criteria for Order Filled by entering an equals sign (=) followed by Yes.

5.Add criteria for **Order Filled** by entering an equals sign (=) followed by **Yes**

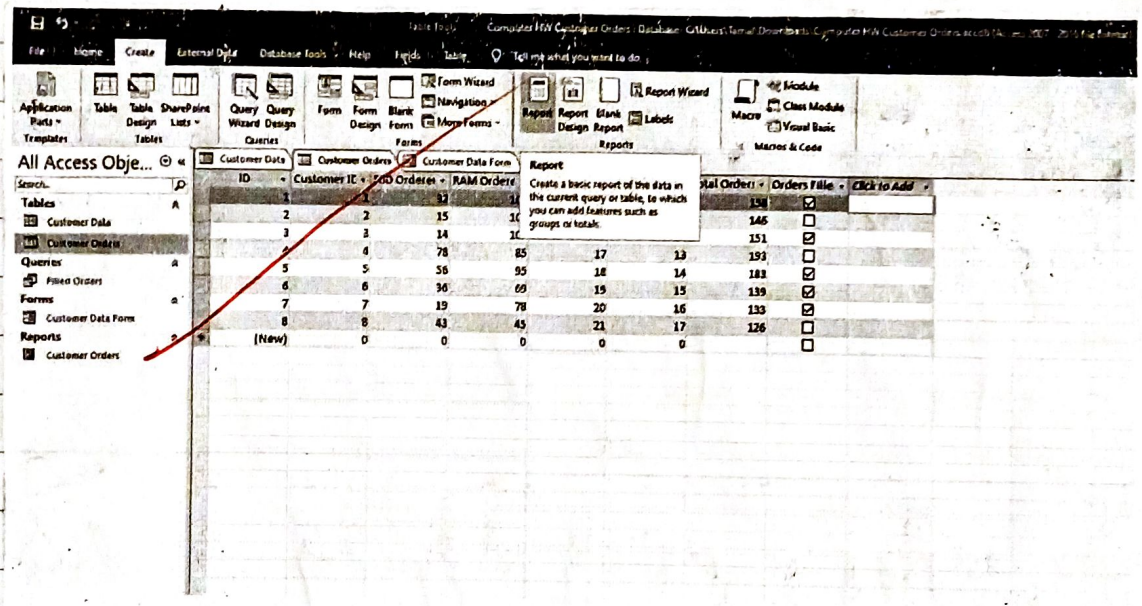


6. Switching the database to Database View will execute the query and fetch customer data for filled orders.

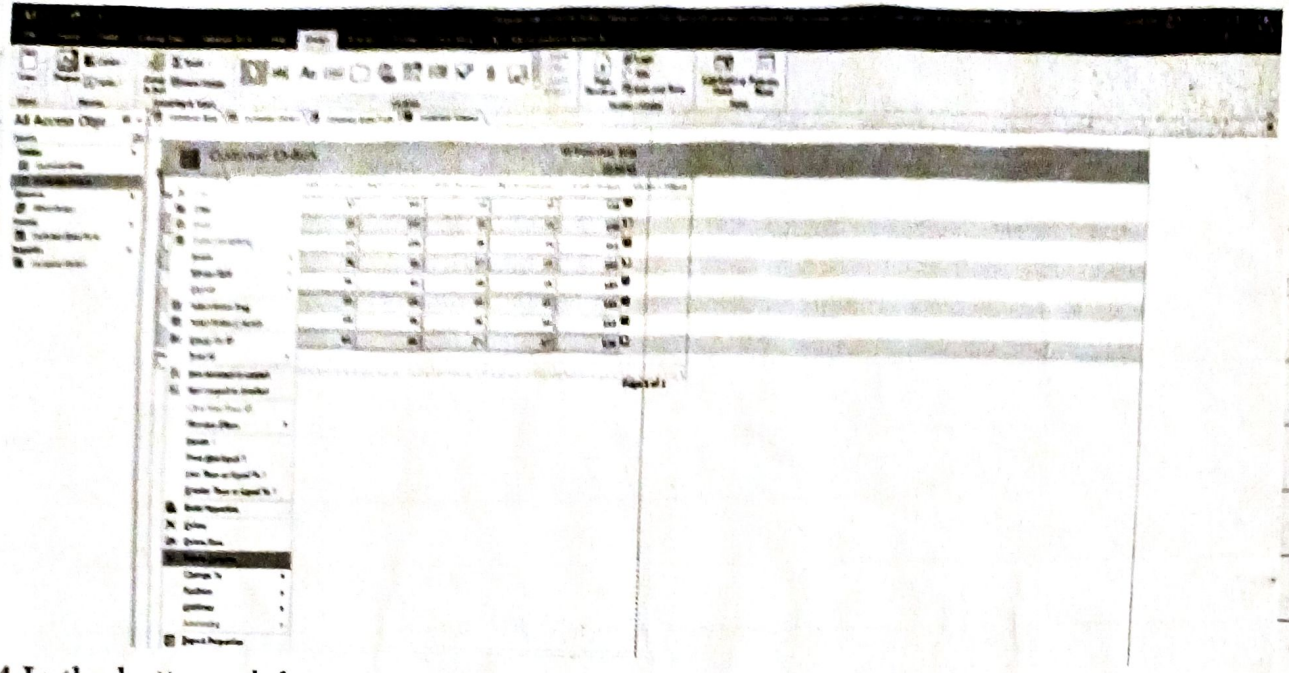
5 Add a Report

We can create structured reports for our Access database. Down the line, reports offer vital insights about the project or workflow. Simple steps to create a report.

1. Select the table for which we want to build a report.
2. Click on Report from the Create tab of the ribbon menu.

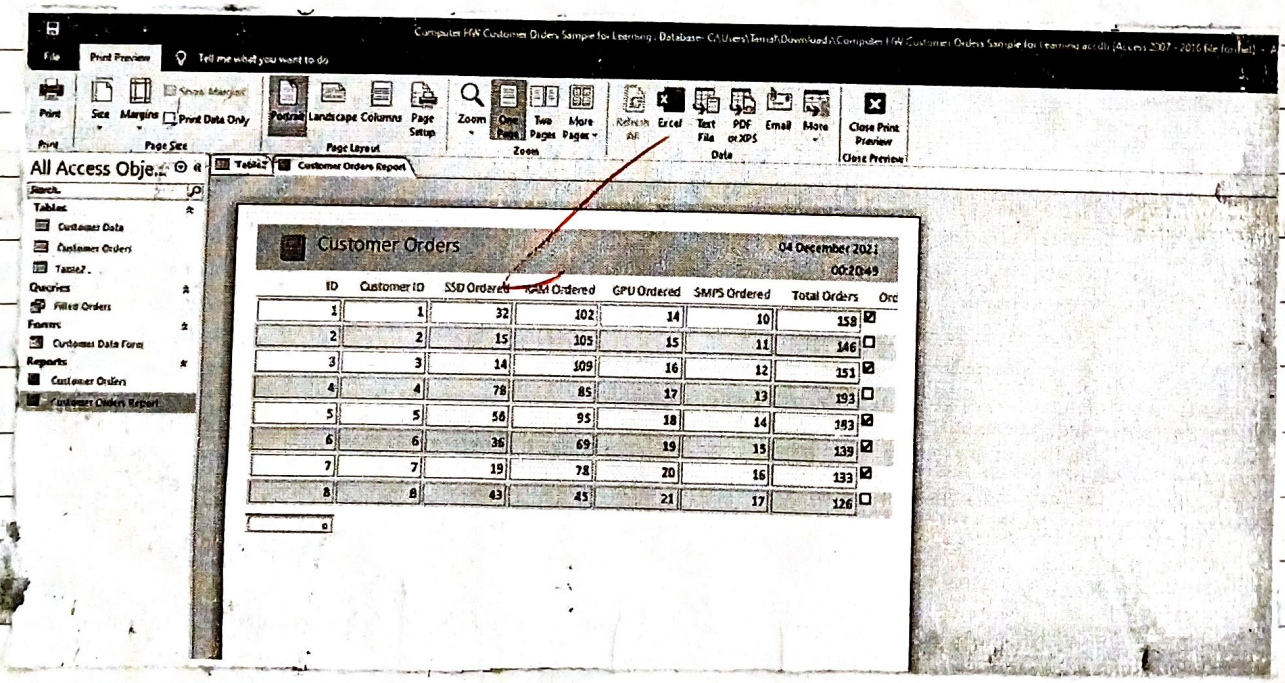


3. Right-click on a field and select Delete Column to remove any fields.



4.In the bottom-right corner, click on **Print Preview** to visualize Wer report.

4. In the bottom-right corner, click on Print Preview to visualize We report.



5. Close the report, and Access will give We the option to save it.

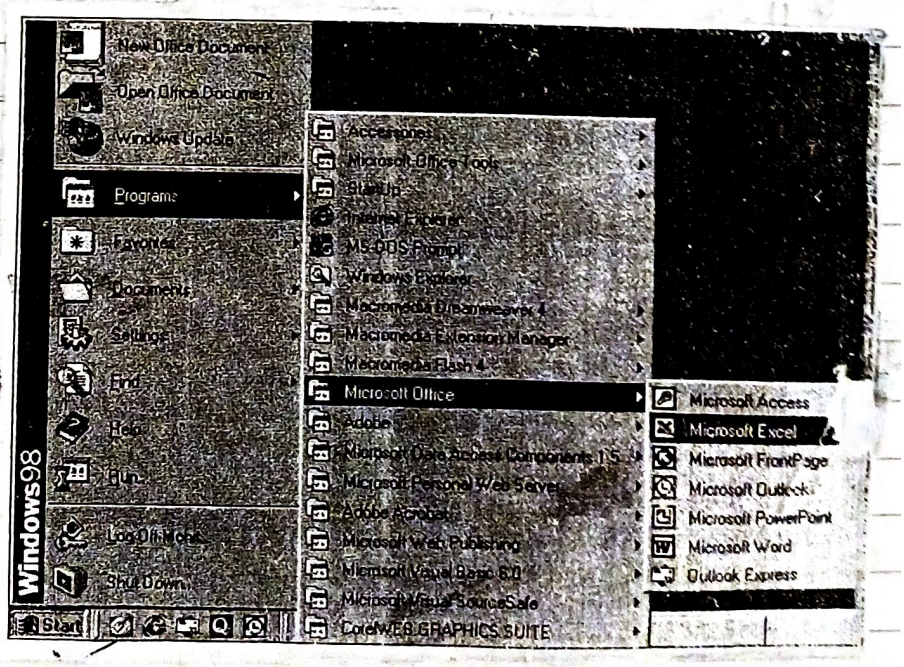
MS-EXCEL

INTRODUCTION TO MS-EXCEL

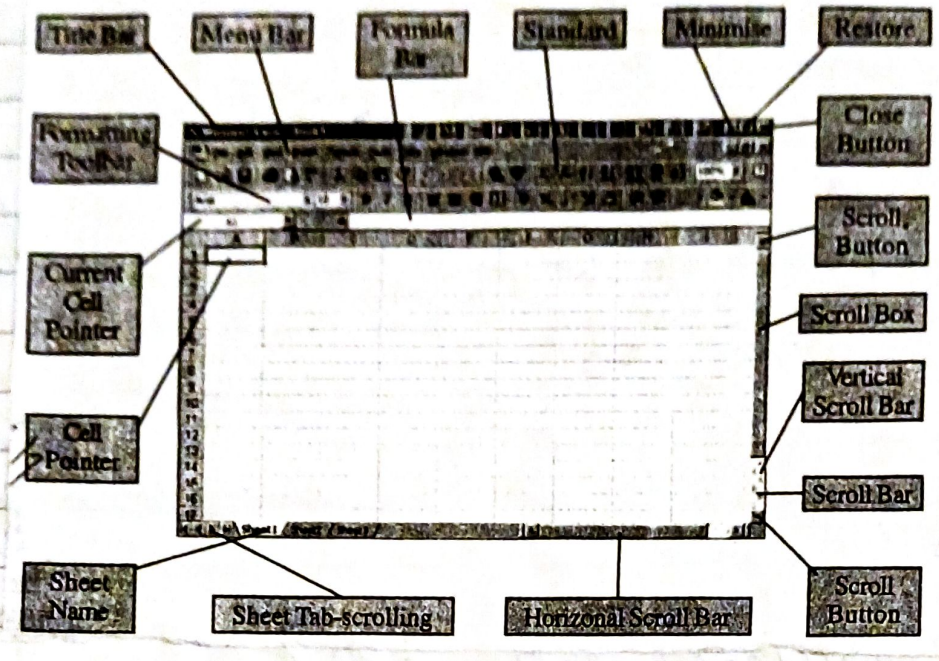
If the Job at Hand Requires Lot of Lists, Tables, Financial Calculation, Analysis & Graphs. Excel or For that Matter any spreadsheet - Essentially Comprises of a grid of Row & Columns Intersection of a Row & a Column is called a Cell. Typically, Rows are Numbered Numerically, i.e 1, 2, 3 .... and So on, and Colume are Labelled alphabtically. i.e. A.B.C .... and labelled alphabtically. i.e. Each page/ sheet in a work Book is called a work sheet

Each Spreedsheet Calso called a worksheet Contains 65536 Rows And 256 Columns that Matter 16,777,216 Cells [65536 x 256] Each Holding either text or Number or formulas. The Real Power of Excel - Number crunching apart - Rise in its Cood graphical user Interface and user Friendliness.

STARTING EXCEL-
To start MS excel choose MS excel from programs from start Butten.



Elements of an Excel Window :-



⇒ MENUS, COMMANDS, TOOL BARS & THEIR ICONS :-

For MS Excel thus Physical Tools are Replo by Commands. Commands are Exceuted by clicking their specific icon. Group of icon that Perfo Related Tasks are Replaced Together in a Ribben and Called a Toodbar. For Mostly Commonly used the commande to simplify to use the standard Toolbar & formating toolbar icons.

1. Choose the disined command from the Menu option provided.

2. Press the appropriate shortcut keys combinat from the keyboard, or.

3. Click once on the relevant icon from the displ

toolbars.

⇒ STANDARD TOOLBARS :-

New
Creates a new blank file.
Alternative: File→New
Shortcut→Ctrl+N

Open
Opens or finds a file.
Alternative: File→Open
Shortcut→Ctrl+O

Save
Saves the active file.
Alternative: File→ Save
Shortcut→Ctrl+S

E-mail
Sends contents of the current worksheet as body of the e-mail message.

Print Preview
Displays full page as they are printed.
Alternative: File→Print Preview
Shortcut→Ctrl+F2

Print
Prints the active file using current defaults.
Alternative: File→Print
Shortcut→Ctrl+P

Cut
Cuts the selection and puts it on the Clipboard.
Alternative: Edit→Cut
Shortcut→Ctrl+X

Spelling
Checks the spelling in the active file.
Alternative: Tools→Spelling
Shortcut→F7

Paste
Inserts the Clipboard contents at the insertion point.
Alternative: Edit→Paste
Shortcut→Ctrl+V

Copy
Copies the selection and puts it on the clipboard.
Alternative: Edit→Copy
Shortcut→Ctrl+C

Undo
Reverses certain last commands.
Alternative: Edit→Undo
Shortcut→Ctrl+Z

Format Painter
Copies the formatting of the selection to a specified location.
Shortcut→Ctrl+Shift+C

Insert Hyperlink
Displays the destination object, document or page.
Shortcut→Ctrl+K

Redo
Reverses the action of the Undo command.
Alternative: Edit→Repeat
Shortcut→Ctrl+Y

AutoSum
Adds numbers automatically with the SUM function. Excel suggests the range of cells to be added. If the suggested range is incorrect, drag through the range you want, and then press ENTER.

Paste Function
Displays a list of functions and their formats and allows you to set values for arguments.

Sort Ascending
Sorts the selected items in order from the beginning of the alphabet, the lowest number, or the earliest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect.
Alternative: Table→Sort →Ascending

Sort Descending
Sorts the selected items in the order from the end of the alphabet, the highest number, or the highest date, using the column that contains the insertion point. If you previously set other sorting options, those options are still in effect.
Alternative: Table→Sort→ Descending

Chart Wizard
Starts the Chart Wizard, which guides you through the steps for creating an embedded chart on a worksheet or modifying an existing chart.

Drawing
Shows or hides the Drawing Toolbar.
Alternative: View→Toolbars→Drawing

Zoom Control
Scales the editing view (Zoom).
Alternative: View→Zoom

Microsoft Excel Help
Provides help topics and tips to accomplish your task.
Alternative: Help→ Microsoft Word Help
Shortcut →F1

Formatting Toolbar

Font
Changes the font of the selection.
Alternative: Format→Font
Shortcut→Ctrl+Shift+F

Font Size
Changes the font size of the selection.
Alternative: Format→Font→Size
Shortcut→Ctrl+Shift+P

Bold
Makes the selection Bold.
Alternative: Format→Font→Font style
Shortcut→Ctrl+B

Italic
Makes the selection italics.
Alternative: Format→Font→Font style *Shortcut*→Ctrl+I

Underline
Formats the selection with continuous underline.
*Alternative:*Format→Font→effects
Shortcut→Ctrl+U

Align Left
Aligns the paragraph at left indent.
Alternative:
Format→Paragraph→Alignment
Shortcut→Ctrl+L

Align Right
Aligns the paragraph at right indent.
Alternative:
Format→Paragraph→Alignment
Shortcut→Ctrl+R

Centre
Centres the paragraphs between the indents.
Alternative:
Format→Paragraph→Alignment
Shortcut→Ctrl+E

Merge and Centre
Combines two or more selected adjacent cells to create a single cell. The resulting merged cell contains only the upper left most data in the selection, which is centered within the cell. The cell reference for a merged cell is the upper left cell in the original selected range.

Currency
Applies on International currency style to the selected cells. Depending on the country selected in the **Windows Regional Settings** dialog box, the **International Currency Style** button might appear instead of the **currency style** button.

Percent Style
Applies the percent style to the selected cells. To change the Percent Style, use the **Style** command on the **Format** menu.

Comma Style
Applies the comma style to the selected cells. To change the comma style, use the **Style** command on the **Format** menu.

Increase Decimal
Increases the number of digits displayed after the decimal point in the selected cells.

Decrease Decimal
Decreases the number of digits displayed after the decimal point in the selected cells.

Decrease Indent
Decreases or promotes the selection one level.
Alternative:
Format→Paragraph→Indentation

Increase Indent
Increases indent or demotes the selection one level.
Alternative:
Format→Paragraph→Indentation

Borders
Shows or hides the border toolbar.
Alternative:
Format→Borders and Shading

Fill Color
Adds, modifies, or removes the fill color or fill effect from the selected object. Fill effects include gradient, texture, pattern or picture fills.

Font Color
Selects and applies Font Color.
Alternative: Format→Font →Color

Drawing Toolbar

Draw
Activates the Draw Menu.

Select Objects
Changes the pointer to a selection arrow so you can select objects in the active Window. To select a single object, click the object with the arrow. To select one or more objects, drag the arrow over the objects you want to select.

Free Rotate
Rotates the selected object to any degree. Select the object, click on the icon and then drag a corner of the object in the direction you want to rotate it.

AutoShapes
Activates the AutoShapes menu.

Line
Draws a straight line where you click or drag in the active Window. To constrain the line to draw at the 15-degree angles from its starting point, hold down SHIFT as you drag.

Arrow
Inserts a line with an arrowhead where you click or drag in the active Window. To constrain the line to draw at the 15-degree angles from its starting point, hold down SHIFT as you drag.

Rectangle
Draws an rectangle where you click or drag in the active Window. To draw a square, press SHIFT and drag.

Oval
Draws an oval where you click or drag in the active Window. To draw a circle, press SHIFT and drag.

Text Box
Draws a text box where you click or drag in the active Window. Use a text box to add a text – such as captions or callouts to your pictures or graphics.
Alternative: Insert→TextBox

WordArt
Creates text effects by inserting a Microsoft Office drawing object.

Line Color
Adds, modifies, or removes the line colour from the selected objects.

Insert Clip Art
Inserts existing picture into the file at the desired position from the picture gallery.
Alternative: Insert→Picture →ClipArt

Font Color
Formats the selected text with the colour you click.

Fill Color
Adds, modifies, or removes the fill colour or fill effect from the selected object. Fill effects include gradient, texture, pattern or picture fills.

Dash Style
Click the dashed line or dashed-dot line style you want for the selected shape or border. Click the solid line if you don't want the dotted line.

Line Style
Click the width you want for the selected line.

Shadow
Click the shadow style you want for the selected object.

Arrow Style
Click the arrowhead style you want for the selected line.

3-D
Click the 3-D style you want for the selected object.

⇒ SELECTING CELL :-

1. To select a single cell simply Paint and click on it Make it Active

2. Click on Row Number to select the Enter Row

3. Click on a Colum Alphabet to select the Enter Column.

4. Click And Drag to select a Range of Cell

5. Cell an empty Button at intersection of Column & Row numbers to select the entire worksheet.

⇒ CREATING A NEW WORK BOOK :-

Follow the steps Bellow to Create a workbook

1. Choose New from the Filemenu.

2. Click an workbook in the new dialogue Box

3. Click an OK Button to create the workbook.

⇒ SEVING A WORKBOOK :-
Excel File Extension-

Extensions	Description
• xls	workbook
• xlw	workspace
• xlt	Template
• xlk	Backup File

Follow the steps Below to save your workbook

1. Choose save from the Filemenu.

2. Type a Filemenu, it is always advisable to give meaingful file Name.

3. Specify the path as location chose you wish

4. Click on the save Button to come to save your file.

⇒ RENAME WORKSHEET

To Rename a worksheet, select the sheet & choose rename. Farm sheet command the Format Menu. By double click on the Desired sheet tab & type the New worksheet Name.

⇒ MOVING WORK SHEETS

1. The drepdown Box will contrad the list of All open worksheet. If Everrent workbook will be display at the Fist position.

2. Click on the Ok Button to perform the selected options.

3. Select the option if want to create a copy.

⇒ ENERING FARMILA:

A Farmal is an Equation that can be used to perform simple as well as complex operations on worksheet data.

1. ARLTHMETIC OPERATOR :-

They used to Perform Basic Mathemitic operator such I as addition. Substraction e
Example:- -, +, x, ÷, etc

⇒ INSERTING ROWS:-

1. Highlight the ROW where you with wish to insert a Row.
2. Choose Rows Command insented ~~here~~ Menu. A Blank Row inserted here.

⇒ INSERTING COLUMNS

1. Highlight the Colums where you wish to insert a Column.
2. choose column command from. the insert menu. A Blank column inserted Here.

⇒ FORM.

1. Type a formale & Press enter.
2. Remaining in the cell where you have give formale click an copy icon.

An indicate that the value cannot fits within the current cale within. Used auto fit selection to increase the with of colum.

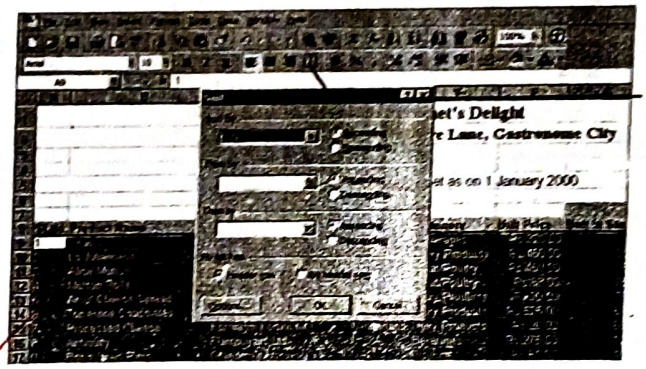
⇒ DATA SORT –

1. Highlight the Range starting from cell A8 & ending at 160.

2. Choose sort Command. From data Menu following window should be displayed.

3. Click Here to see a Roll down displaying all the Column and heating Code product Name.

4. Click Here once to choose the ascending order Radio Button.



⇒ DATA FILTER :-

All Command are always Preceded by selection of Range. Hight the enter table including the column heading & data Rows.

Choose auto filter Command from the filter option from the data Menu.

A

Sl.1	Product Name	Supplier	Country	Category	Unit Pric
8	Antiquity	Flamboyant Ltd	U.S.A	Beverages	Rs 275
44	Black Lable Beer	United Breweries	India	Beverages	Rs 50
1	Chai	Exotic Liquids	India	Beverages	Rs 325

⇒ ROUND

1. Place the cursor where you want the function Result to appear & choose function from Insert Menu.

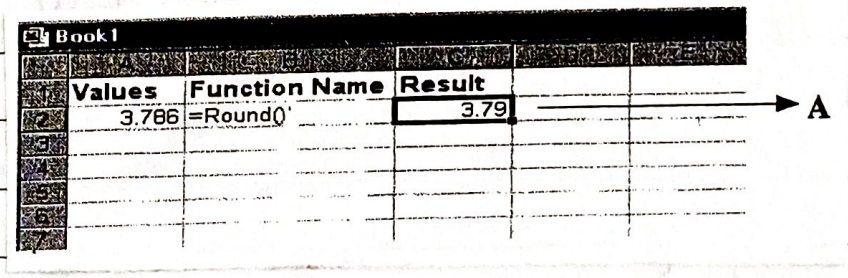
2. Choose the Menu Math & Trigo from the functions category & Round from the Function Name.

3. Click once on OK Button.

4. Type or Point on the cell Number which has to be Rounded.

5. Type the digit you wants its Round off.

6. Click on the OK Button.



⇒ OTHER MATHEATICAL FUNCTION

S.No	function	DESCRIPTION	EXAMPLE
1.	ABS Number	Returns absolute where of a No without + or - signs	fact(5) = 120
2.	FACT (NUMBER)	Recturns the Fanctorical of a No. equal to No	Fact (5) = 120
3	INT (Number)	Rounds a No docon to need singh	int (4.9) = 4
4.	MCQ (number) division	Returns the Reminder after a No is divided by division.	MCQ (10.3) = 1
5	ROMAN (No form)	Coverts Aratic No to Roman	ROMAN (4.0) = IV
6.			
6.	SIGN	Return the sign of a number	sign (-5) = -1
7.	SORT	Return the square Root of a number	SORT (9) = 3
8.	SUM (or 2)	Adds all the No in arrangement of all	Sum (3, 2, 3) = 8
9.	SUMIF	Adds all the cell specific by given criteria.	suppose - 2, 3. - 2, 3, 3

⇒ STATISTICAL FUNCTIONS -

1. Plca the cursor where you want the function Result to appear & choose function from the insert Menu.

2. choose statistical from the Menu function Category & whereage form the function Name.

3. Either type Range or point the Cells (with the Mouse) within contains the No of which the average to be calculate.

4. Click once on the ok Button.

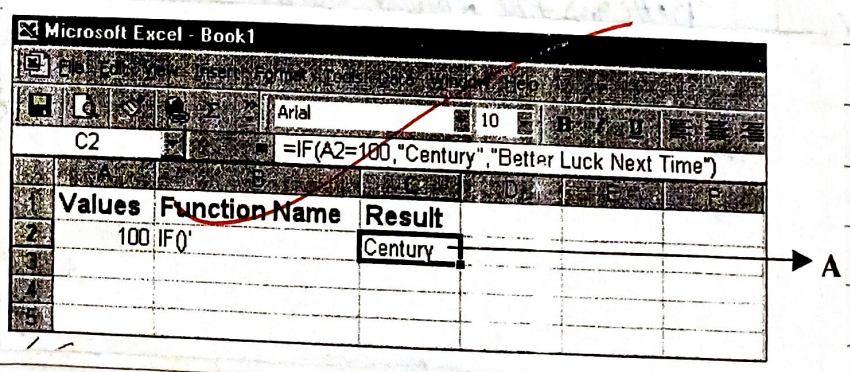
SNO	Function	Description	example
1	Count	Return the No of entries in a spaifical the can be contain to variety of d/f data	suppose A Contains Hello - A_1 10, A_2 20 than Cont (A_1, A_3) = 3
2	MAX	Betterns the largest value in a set of value	if A_1 A_5 Contain 1, 2, 3, 4 then MAXE (A_1 = A_2) = 5
3	MIN	Return the smallest value in a set of values	in A_1 : A_5 = 12 than min = 1

⇒ LOGICAL FUNCTION

They use the an else statment to evaluate a condition an Return information.

⇒ If STATMENT.

1. Place the cursor where you want the function Result to appear & choose from insert Menu.
2. choose the logical from the functions Category & If from the function Name click once on the Ok Menu.
3. Type the logical test true
4. Type the value if true.
5. Type the value if false.
6. Click on the Ok Button.



03-01-23