GOVERNMENT ARTS COLLEGE FOR WOMEN

SALEM – 636 008

INTERNSHIP FOR LATEX

B.SC,STATISTICS

To the Government arts college for women,

Salem – 636 008.

By

KIRUBA.V

C21UG104STA009

GOVERNMENT ARTS COLLEGE FOR WOMEN

SALEM – 636 008

2023 - 2024

CERTIFICATE

GOVERNMENT ARTS COLLEGE FOR WOMEN

SALEM – 636 008

CERTIFICATE

This is to certify that this a bonafide record of the

Internship on

MS-OFFICE AND SPSS

Done by

KIRUBA.V

C21UG104STA009

Submitted in partial fulfillment of the requirement for the

Award of the degree of B.SC, STATISTICS

To the Government arts college for women, Salem.

Signature of the Guide   Head of the Department

Submitted for the examination held on ………………………

DECLARATION

DECLARATION

This is to certify that Internship entitled "MS-OFFICE AND SPSS".

V.KIRUBA submitted to the Government arts college for women, Salem – 08, in partial fulfillment of the requirement for the award of the degree of B.SC, Statistics is an original Internship done by me during the period 2023-2024 in Government arts college for women, Salem – 08, under the supervision of

Mrs. P.LATHAMAHESWARI, MCA., The Senior Trainer of **LM TECH'S –** Technical and Technology Training Institute,No.C13\51, 2nd Floor, Rajaram Nagar, 2nd Cross, Salem – 07.

Name of the candidate : KIRUBA.V

Register number :C21UG104STA009

ACKNOWLEDGEMENT

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I take great privilege to express sincere thanks to my project guide **Mrs.P.LATHAMAHESWARI , MCA.,** The Senior Trainer of**LM TECH'S –** Technical and Technology Training Institute,No.C13\51, 2nd Floor, Rajaram Nagar, 2nd Cross, Salem – 07 for her valuable guidance, productive encouragement and moral support for the completion of this project.

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DYNAMICAL SYSTEM

AND

ERGODIC THEORY

ABSTRACT

ABSTRACT

You can define a title for your document using \title{} and then create the title itself using \maketitle. You can also add other information such as the author(s) and the date

Note the use of \today to automatically insert the date you created the document. Of course you can just write a date if you prefer!

To add a table of contents, simply add \table of contents to your document You can also use \listoffigures to show all the figures in your document (see later).

Up to this point we've been using LaTe X's default page numbering. Under most circumstances this is fine, but for the first few pages, such as the contents and title pages, you might want something a bit different.

- ❖ \ page style{empty} stops the pages being numbered
- ❖ \page style{plain} this is the default; it puts the numbers at the bottom of the page
- ❖ \page style{headings} puts the numbers at the top of the page; the precise style and content depends on the document class
- ❖ \page numbering{roman} numbers pages using Roman numerals; use arabic to switch it back

You can define a document title, author and date with \title, \author and \date; they will only be typeset when you use the \maketitle command (inside the document environment)
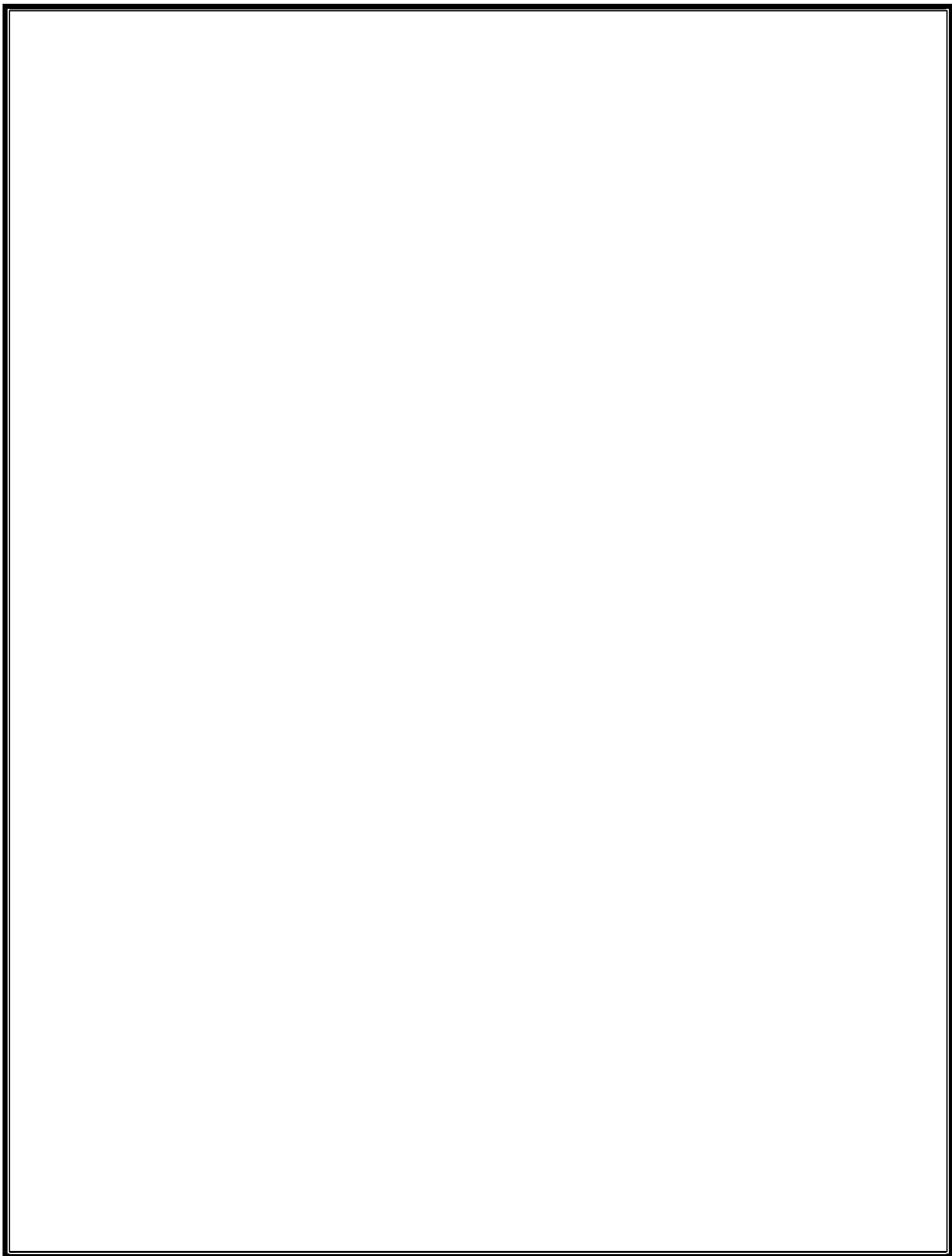
You can add a contents table with \tableofcontents

You can add a list of figures with \listoffigures

Page numbering is controlled by \pagestyle and \pagenumbering

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;INTRODUCTION:

- ➤ It is the most commonly used word processor software. It is used to create professional quality documents , Letters, Reports, Resumes,etc.
- ➤ The allows you to edit or modify your new or existing document.

ADVANTAGE OF MS-WORD:

- ➤ Saves time
- ➤ Enhances document appearance
- ➤ Allows sharing of documents
- ➤ Allows collaboration of documents
- ➤ Add visual effects to your text
- ➤ Add visual impact to your document.

SHORTCUT KEYS FOR MS- WORD:

- ❖ CTRL+ SHIFT+ C= Copy Formats
- ❖ CTRL+ SHIFT+ D= Doubl Underline text
- ❖ CTRL+ SHIFT+ E= Track Changes
- ❖ CTRL+ SHIFT+ F= Change the font
- ❖ CTRL+ SHIFT+ H= Apply hidden text formatting
- ❖ CTRL+ SHIFT+ K= Formet letters as small capitals
- ❖ CTRL+ SHIFT+ L= Apply the style
- ❖ CTRL+ SHIFT+ P= Change the font size
- ❖ CTRL + SIIFT + V= Paste formats

HOME TAB:

- Change the font and size of the text, Paragraph, and line Spacing, Copy
and Paste, Change the organizational structure of the document.

  ✓ Clipboard
  ✓ Font
  ✓ Paragraph
  ✓ Styles and editing

It helps you change document settings like

  ✓ Adjusting styles
  ✓ Font size
  ✓ Adding bullets

HOME TAB MS-WORD
Clip Board

- Undo (ctrl+ z) - this option is use to go back for one step.
- Redo (ctrl+ y)- This option is use to go forward for one step
- Cut (ctrl+ x) - This option is use to cut the selected data.
- Copy (ctrl +c)- This option is use to copy the cut selected data
- Paste (ctrl = v)- This option is use to paste the cut or copied data

FOND

- Fond (ctrl+ Shift +f) – This fond Box is use to select the different fond styles for the selected paragraph or text.
- Font Size (ctrl+ Shift +p)- This option is use to change the size of the selected fond.
- Bold (ctrl +b) – This option is use to makes the selected font bold.
- Italic (ctrl +i) – This option use to make the selection font italic
- Underline (ctrl +u) – This option is use to draw a line under the selected text.

DATE: 15/06/2023		

PARAGRAPH ALLIGNMENT

PARAGRAPH OF HIGHLIGHTING

- ➢ Document bullets are, or the down arrow, if you are at the beginning Place your cursor at the start of the paragraph.
- ➢ To align the text left, press ctrl+ L.
- ➢ To align the text right, press Ctrl +R.

BULLETS POINTS

- ➢ Main Bullet Point
- ➢ Sub Bullet point
- ➢ Change Bullet colors
- ➢ Change Bullet Styles

- ➢ Bullet styles in a point of topic by bullets cord use Different

Styles, Designs, Shapes and more

PAGES:

- ❖ COVER PAGE – This option is use to insert the fully formatted cover page template for document , or any book, magazines, notes, or record file. User can specify the title, author, date and other information on the cover page.
- ❖ BLANK PAGE - This option is use to insert the blank page in the document.

❖ PAGE BREAK – Using this option user can break the page where mouse cursor is present and move the remaining matter to the next page.

TABLS

▪ TABLE ➔ This option is use to insert a table by selection of blocks, user can also specify rows and column number according to the need. There are many preformatted table option available in this option.

ILLUSTRATIONS:

▪ Picture
▪ Clip art
▪ Shapes
▪ Smart art
▪ Chart

LINKS

✓ HYPERLINK (ctrl + k) ➔This option is use to create links for selected information with web pages, folders, pictures or programs.

✓ BOOKMARK➔ This option is use to create bookmarks by assigning a name of selected information. Later we can access them by using bookmarks option.

✓ Cross – reference ➔ This option is use to create cross –references to any information using table, headings, figures or bookmarks.

HEADER & FOOTER

✓ HEADER ➔ This option is use to edit the header of the document , it is appear top of the each page. User can specify the header with any short information as page number, data and time and any short information.

✓ FOOTER → This option behaves same as header but footer located bottom of the page.

TEXT:

- o Text Box
- o Quick Parts
- o Word Art
- o Drop cap
- o Signature Line
- o Date and Time
- o Object

SYMBOLS

- o Equation – This option is use to insert the common mathematical equations or build up your own equation using a library of mathematical symbols.

- o Symbols – This option is use to insert the special symbols that are not present in keyboard.

DATE: 16/06/2023		PAGE NO:

PAGE SETUP:

- Margins → This option is use to select and change the present margins size for the entire document.
- Orientation → With this option user can switch the page between landscape and portrait mode.
- Size → This option is use to choose the paper size to the current document for printing or give custom size.
- Columns → This option is use to divide the document information in to two or more columns.
- Breaks → This option is use to add pages breaks, section, or column breaks, wrap the text matter to the document.
- Line Number → With this option user can insert the line number to the each line.
- Hyphenation → This option is use to break the word with a –to the next line if no more room to fit word end of line.

PAGE BACKGROUND:

- Wtermark → User can add a ghosted text behind the content of the text on the page. User can add the custom water mark of any text or picture.
- Page Colour → This option is use to choose and apply the color for background of the document page.
- Page Border: → This option is use to add a border around the page.

PARAGRAPH:

- ❖ Indent Left – This option is use to move the line or paragraph right side from the left margin by given a value.
- ❖ Indent right – This option is use to move the line or paragraph left side from the right margin by giving a value.
- ❖ Spacing Before – Using this option we can add a space above the selected paragraph.
- ❖ Spacing After – Using this option we can add a space below the selected paragraph.

ARRANGEMENT:

- ❖ Position → This option is use to set the object or image with text. There are multiple wrapping options are Left, Right, Center and middle position etc.

- ❖ Bring to Front → Bring the selection object forword one level to the other object or all objects.

- ❖ Send to Back → Send the selected object behind one level to the other object or all object.

- ❖ Text Wrapping → This option is use to set the object with text by multiple text wrapping option.

- ❖ Align → This option is use to align the multiple selected object to the page or margin with top, bottom, right, left, center or middle.

- ❖ Rotate → This option is use to rotate or flip the selection object.

- To create the of contents for any book or magazine.

Table of contents:

- Table of contents - This option is use

- Add Text ➔ This option is use to add the current paragraph or heading as an entry in the table of contents.
- Update Table ➔ This option is use to update the table of contents, if document modified of update

FOOTNOTES:

- Insert footnotes (alt + ctrl + f) ➔ This option is use to add footnote to the current page of the document to write current page details.
- Insert Endnote (alt +ctrl + d) ➔ This option is use to add endnote to the last page of the document to write document details.
- Next Footnote ➔ This option is use to navigate the next footnote in the document, if two or more footnote inserted.
- Show Notes ➔ By this option user can show all the notes inserted in the document.

Citation & Bibliography:

- Insert Citation ➔ This option is use to cite the document or a book by adding journal article, or a piece of information from other source and provide credit to main source.

- Mange Source → This option is use to view the list of all cited source in the document.
- Style → Use to choose the style of citation.
- Show Notes → By this option is use to add a bibliography.

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CREATE:

- ❖ Envelopes → This option is use to create and print the envelopes for sending message and letters.
- ❖ Labels → This option is use to create and print the labels.

START MAIL MERGE:

- ❖ Start Mail merge → This option contains many options to start mail merge. We can start with a letter, Email, Envelope or step by step mail merge wizard.
- ❖ Select Recipient → This option is use to choose the list of peoples (Recipient) whom you want to send the letter. User can also type a new list of recipients including details and email addresses.

   Edit Recipient → This option is use to change or modify the list of recipients.

WRITE & INSERT FIELDS

- ❖ Highlight Merge Field → This option is use to highlight the fields that you have inserted in to the document.
- ❖ Address Block→ This option is use to insert the address block for the recipient in the document.
- ❖ Greeting Line → This option is use to insert the greeting line for the recipient such as – Dear Sir/ madam.
- ❖ Rules → this option is use to specify rules to add decision – making ability to the mail merge.
- ❖ Update Labels → This option is use to update all the labels created in letters.

PREVIEW RESULT:

- ✓ Preview result ➔ This option is use to preview the letter and replaces the merge fields with actual data from the recipient list.
- ✓ Previous/First record ➔ This option is use to preview the first or previous record in the recipient list.
- ✓ Next /Last Record ➔ This option is use to preview the next or last record in the recipient list.
- ✓ Find Recipient ➔ This option is use to find and preview the specific record in the recipient list.
- ✓ Auto check errors ➔ This option is use to auto handle the errors that occurs when completing the mail merge.

Introduction to MS-Excel:

➢ MS EXCEL is a part of Microsoft office suite software. It is an electronic spreadsheet with numerous rows and columns, used for organizing data, graphically represent data(s), and performing different calculation.

➢ It consists of 1048576 rows and 16384 columns, a row and column together make a cell. Each cell has an address defined by column name and row number example A1, D2, etc. This is also known as a cell reference.

ADVANTAGES OF USING MS EXCEL

➢ As there is no boundary to the amount of data that can be saved in a spreadsheet, MS Excel is extensively used to save or to analyze the data.

➢ Earlier when working with pen – paper mode, data were to be stored in different files and registers.

➢ When the data is

➢ in the form of a table, explaining it becomes easier.

➢ Performing various mathematical calculations such as addition , subtraction, average, and other operation have becomes more manageable and less time- consuming with the choice of the formula in MS excel.

➢ The information is drafted on a piece of paper, finding something in it may take longer, though this is not the case with excel spreadsheets.

HOME MENU IN MS – EXCEL:

➢ The excel Home tab is used to execute regular instructions like bold, underline copy, and paste. It is also us 11ed to apply formats to calls in a worksheet. It contains clipboard, font, alignment, number, cells, and editing.

CLIPBOARD:

➢ This clipboard group is primarily used for cut copy and paste. It means, if you want to transfer data from one place to another, then you have two choices, either COPY (preserves the data in the original location) or CUT (deletes the data from the original location).

➢ There are option of Paste Special, which implies copy in the desired format.

➢ And there is also Format Painter Excel, which is used to copy the format from the original cell location to the destination cell location.

- FONTS: this font group within the home tab is used for choosing the desired Fond and Size. There are hundreds of fonts available in the dropdown, which we can use for.
- ALIGNMENT: this group is use to align tabs, such as Top, Middle, or Bottom alignment of text within the cell. And there are other standard alignment option like left, middle and right alignment.
- Merge and center
- Wrap text
- NUMBER: This group provides option for displaying number format. There are various formats available, such as general, accounting, percentage, comma style in excel etc.
- STYLE: you can have various styles for cells like Good, Bad, and Models like calculation, Check, Warning, etc.
- Format Table
- Conditional formatting
- CELLS: This group is use