St. Soldier Divine Public School

Session 2025-26

Computer Practical

Pranjal Joshi Class 10-A Rollno. 28

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Name: Pranjal Joshi
Class: 10-A
Subject: Computer

Practical 1: Basic Formatting in OpenOffice Writer

1. Font Styles Example:
   - This is written in Calibri.
   - This is written in Arial.
   - This is written in Comic Sans MS.

2. Font Colors Example:
   - This is red text.
   - This is green text.
   - This is blue text.

3. Alignment Example:
   - This line is Left Aligned.
   - This line is Centre Aligned.
   - This line is Right Aligned.
   - This paragraph is Justified. It adjusts text evenly between the left and right margins, making the paragraph look clean and professional.

4. Heading Styles Example:

- Main Heading (Use Heading 1)
- Subheading (Use Heading 2)
- Section Title (Use Heading 3)

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Practical 2: Using Styles in OpenOffice Writer

1. Applying Built-In Character Style (Text Style)

   - This is an *important* word in the middle of a sentence.

2. Creating a Custom Character Style (Text Style)

   - This is an ***important*** word in the middle of a sentence.

3. Applying Built-In Paragraph Style

- *This is a paragraph using the Text Body or Default Style.*
It helps in maintaining consistent formatting across long documents.

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4. Creating a Custom Paragraph Style

   - This paragraph is using a **custom paragraph style**. It may have:
   - Font: Georgia
   - Size: 14pt
   - Line spacing: 1.5
   - Indent: 1cm
   - Space before/after: 0.5cm

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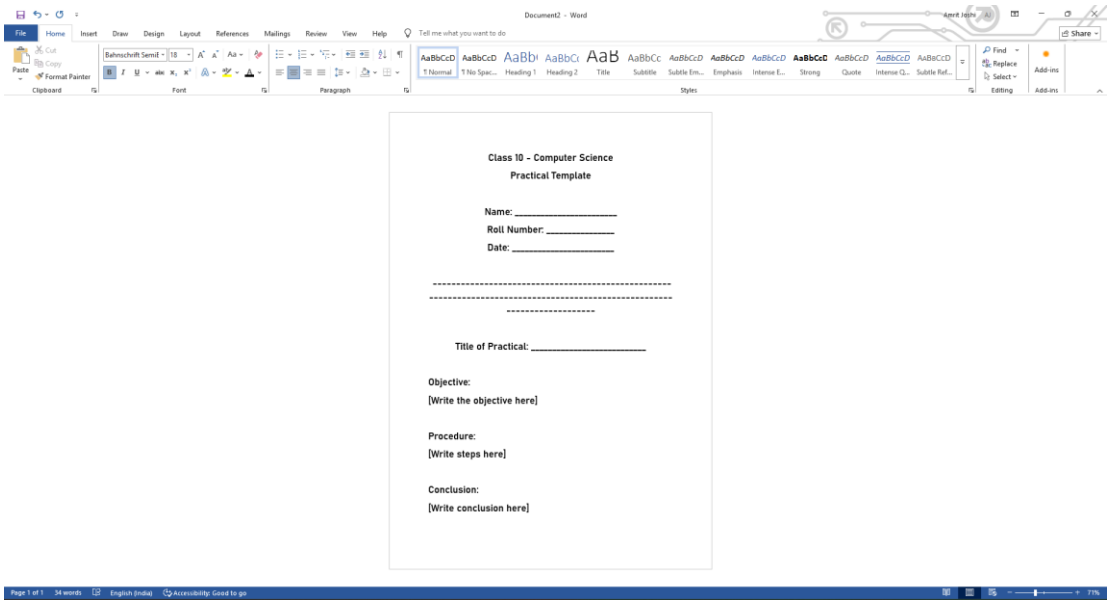
Practical 3: Templates in OpenOffice Writer

1. Create and Use a Template

- Create a New Document

Open **OpenOffice Writer** and type the following structure:



Class 10 - Computer Science
Practical Template

Name: _____
Roll Number: _____
Date: _____

Title of Practical: _____

Objective:
[Write the objective here]

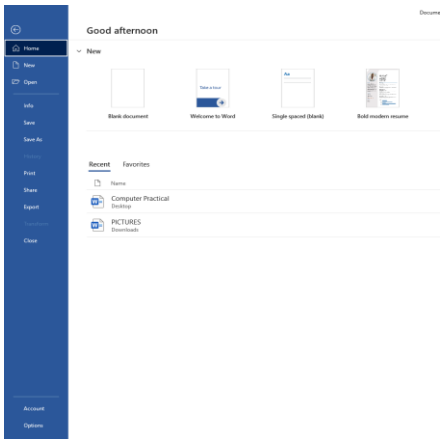
Procedure:
[Write steps here]

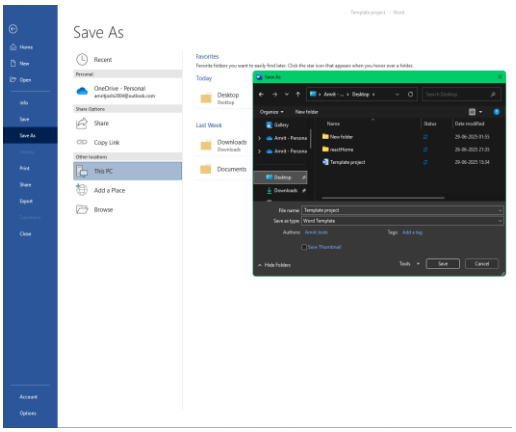
Conclusion:
[Write conclusion here]

- Save it as a Template

Steps:

1. File → **Templates → Save As Template**
2. Name: Template project
3. Category: **Word Templates**
4. Click **Save**





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Practical 4: Images and Graphics in OpenOffice Writer

1. Insert an Image

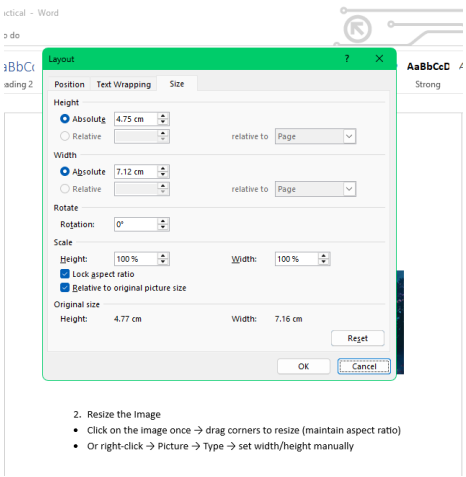
- Go to Insert → Pictures → This Device/Online...
- Choose any image from your computer (e.g., school logo, computer icon).
- Click Open to insert it into the document.

ONLINE

THIS DEVICE

2. Resize the Image

- Click on the image once → drag corners to resize (maintain aspect ratio)
- Or right-click → Picture → Type → set width/height manually



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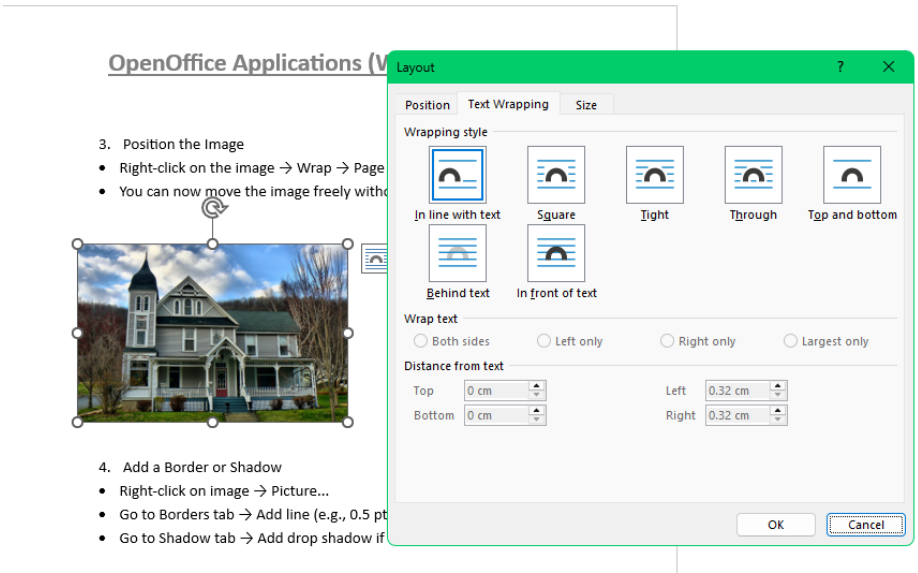
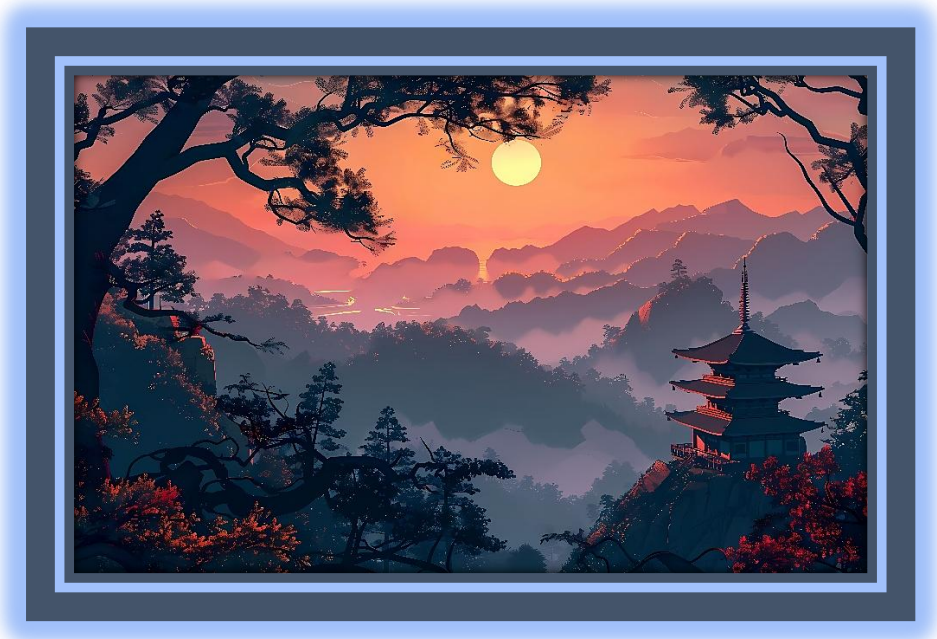
3. Position the Image

- Right-click on the image → Wrap → Page (or “Optimal Page Wrap”)
- You can now move the image freely without disturbing text



4. Add a Border or Shadow

- Right-click on image → Picture...
- Go to Borders tab → Add line (e.g., 0.5 pt solid blue grey)
- Go to Shadow tab → Add drop shadow if desired



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Practical 5: Table of Contents (TOC)

1. Inserted the Table of Contents
    - On that blank page, I clicked:

References tab → Table of Contents → Automatic Table 1

Table of Contents

Practical 1: Basic Formatting in OpenOffice Writer 2

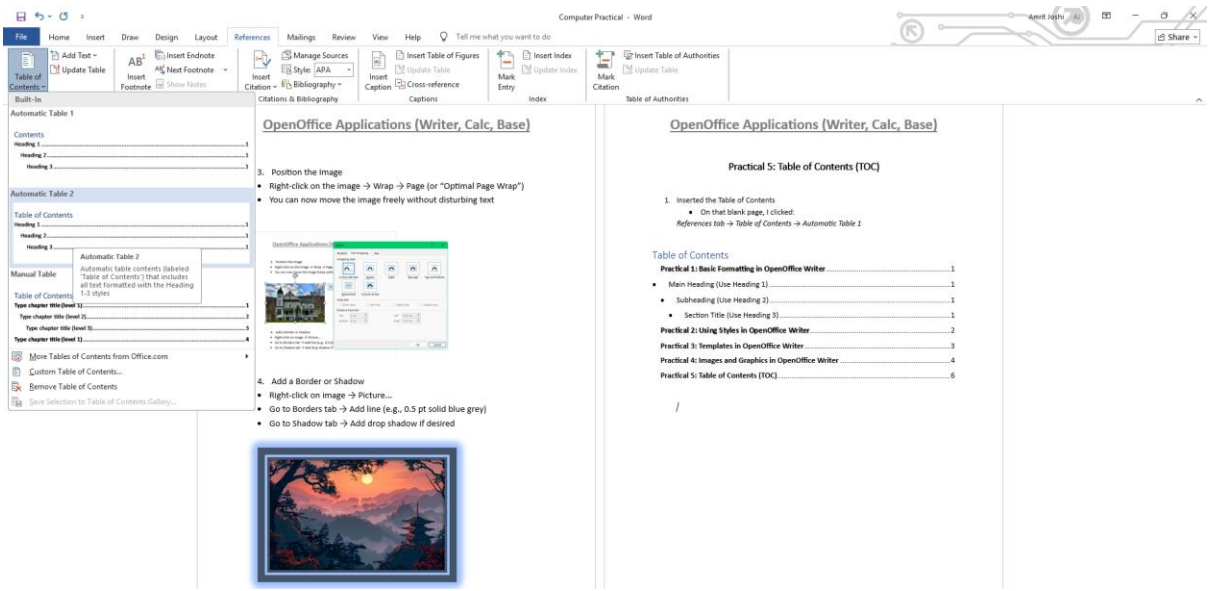
- Main Heading (Use Heading 1) 2
    - Subheading (Use Heading 2) 2
        - Section Title (Use Heading 3) 2

Practical 2: Using Styles in OpenOffice Writer 3

Practical 3: Templates in OpenOffice Writer 4

Practical 4: Images and Graphics in OpenOffice Writer 5

Practical 5: Table of Contents (TOC) 7



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Practical 6: Mail Merge – Personalized Documents in MS Word

Step 1: Prepare the Main Document

St. Soldier Divine Public School

Class 10 – Computer Science Department

To,

Pranjal joshi

Roll No: 101

Subject: Participation in Summer Coding Workshop

Dear Pranjal joshi,

We are pleased to inform you that you have been selected to participate in the **Summer Coding Workshop 2024** organized by our Computer Science Department.

The workshop aims to enhance your programming skills and encourage creative problem-solving through hands-on projects and group activities.

Kindly report to the computer lab on **July 5, 2024**, at **9:00 AM**. Attendance is mandatory.

We look forward to your enthusiastic participation!

Best Regards,

[Pranjal joshi]

Subject Teacher

St. Soldier Divine Public School

Name: Pranjal Joshi
Class: 10-A
Subject: Computer

Step 2: Open Excel and Make Your List

Open Excel and type something like this:

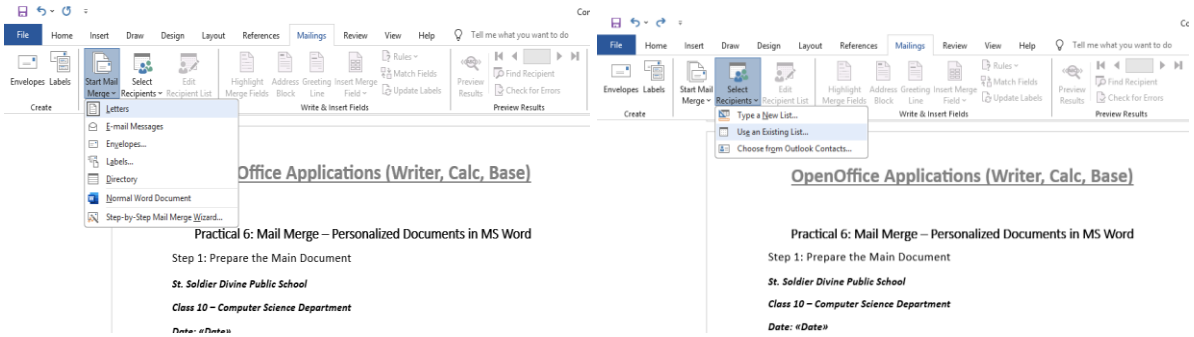
Name	RollNo	Date
Pranjal Joshi	**101**	**29-06-2025**
Harry Potter	**102**	**29-06-2025**
Chota Bheem	**103**	**29-06-2025**
Virat Kohli	**104**	**29-06-2025**

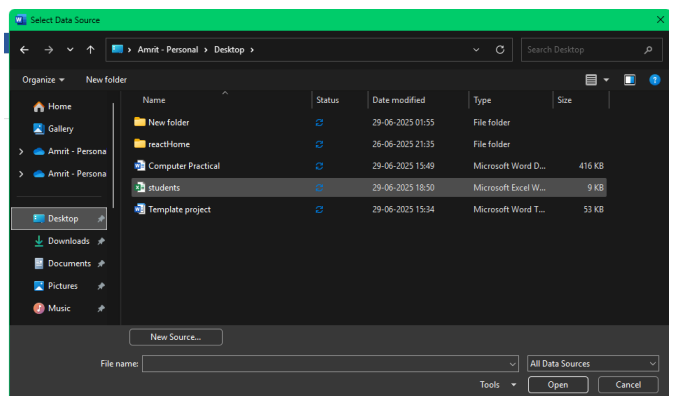
Save it as: students.xlsx

Step 3: Connect Excel File to Word

1. In your Word document, click on the **Mailings tab**.
2. Click **Select Recipients → Use an Existing List**
3. Browse and select your Excel file students.xlsx
4. Select the correct sheet (e.g., Sheet1$) → Click OK

Your Word is now linked to your Excel data!





Name: Pranjal Joshi
Class: 10-A
Subject: Computer

Step 4: Insert Merge Fields

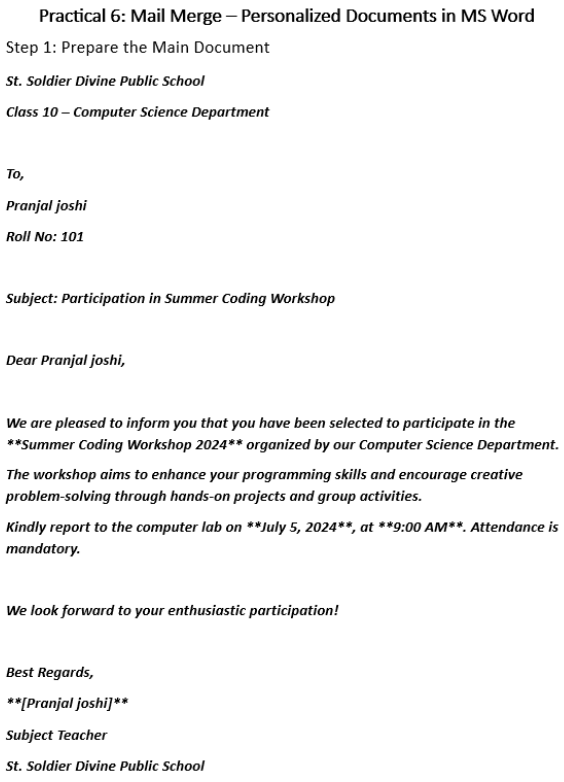
Now replace the placeholders in your letter («Name» and «RollNo») like this:

1. Click where you wrote «Name»
2. Click **Insert Merge Field** → Select **Name**
3. Do the same for «RollNo» → Insert **RollNo**

Step 5: Preview and save the Letters

1. Click Preview Results in the Mailings tab
2. *Click Finish & Merge → Edit Individual Documents*
3. *Select All*
4. *A new Word file will open with all letters customized for each student*

You can print or save this file.



Practical 6: Mail Merge – Personalized Documents in MS Word

Step 1: Prepare the Main Document

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To,

Pranjal joshi

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We look forward to your enthusiastic participation!

Best Regards,

****[Pranjal joshi]****

Subject Teacher

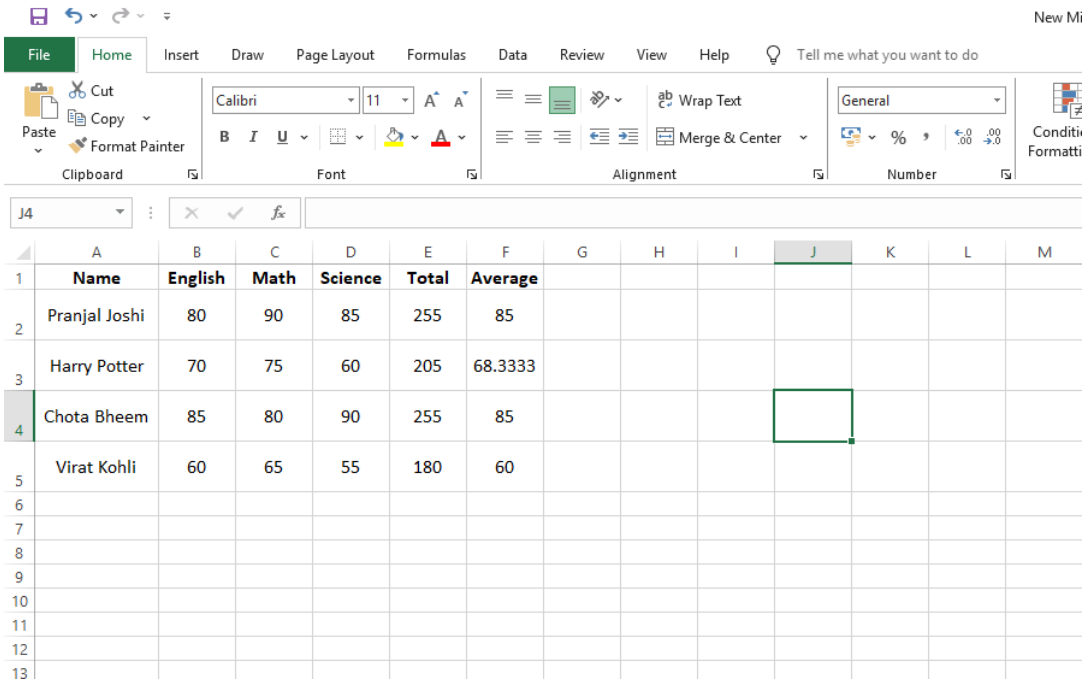
St. Soldier Divine Public School

Name: Pranjal Joshi
Class: 10-A
Subject: Computer

Practical 7: Spreadsheet Work (MS Excel / OpenOffice Calc)

1: Create a student marksheet and calculate **Total** and **Average** using formulas.

Name	English	Math	Science	Total	Average
Pranjal Joshi	80	90	85	=SUM(B2:D2)	=AVERAGE(B2:D2)
Harry Potter	70	75	60	=SUM(B3:D3)	=AVERAGE(B3:D3)
Chota Bheem	85	80	90	=SUM(B4:D4)	=AVERAGE(B4:D4)
Virat Kohli	60	65	55	=SUM(B5:D5)	=AVERAGE(B5:D5)



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	**Name**	**English**	**Math**	**Science**	**Total**	**Average**							
2	Pranjal Joshi	80	90	85	255	85							
3	Harry Potter	70	75	60	205	68.3333							
4	Chota Bheem	85	80	90	255	85							
5	Virat Kohli	60	65	55	180	60							
6													
7													
8													
9													
10													
11													
12													
13													

Name: Pranjal Joshi
Class: 10-A
Subject: Computer

2. Create a Bar Chart and a Pie Chart using the marks data.

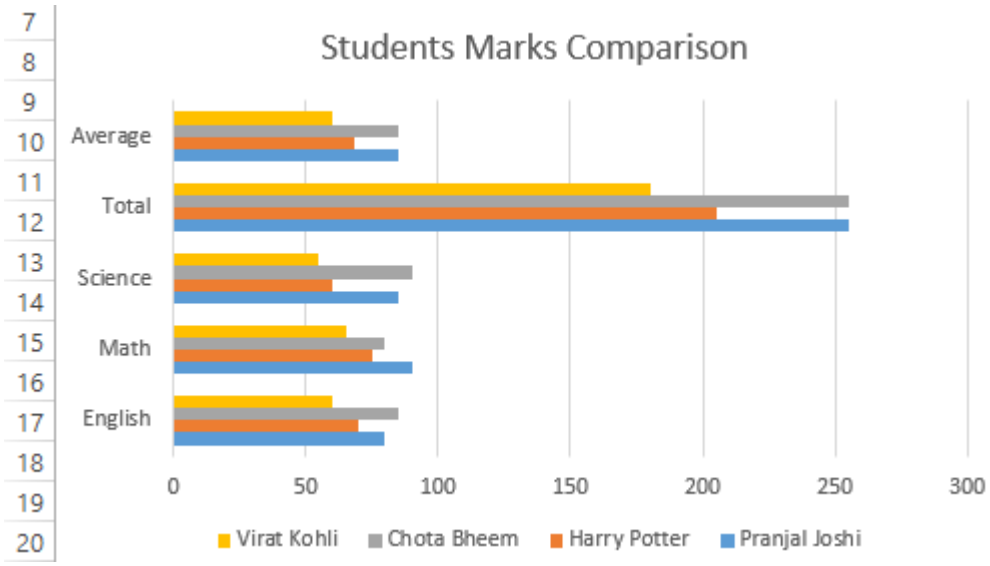
1. Select the marks table
2. Go to Insert → Chart

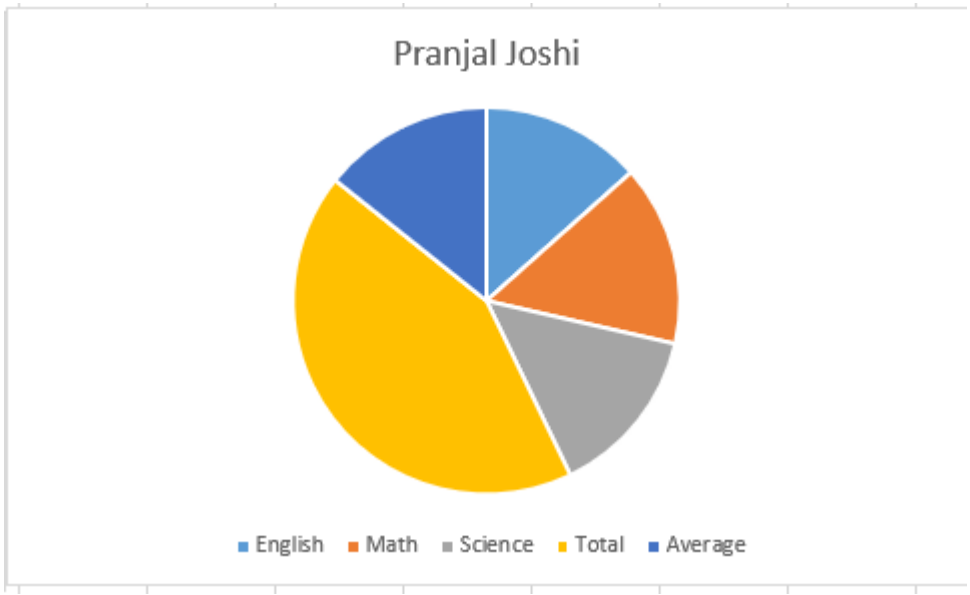
   Choose:

- Bar Chart to compare marks across subjects
- Pie Chart to show distribution of one student's marks

  Add a chart title like:

“Student Marks Comparison”

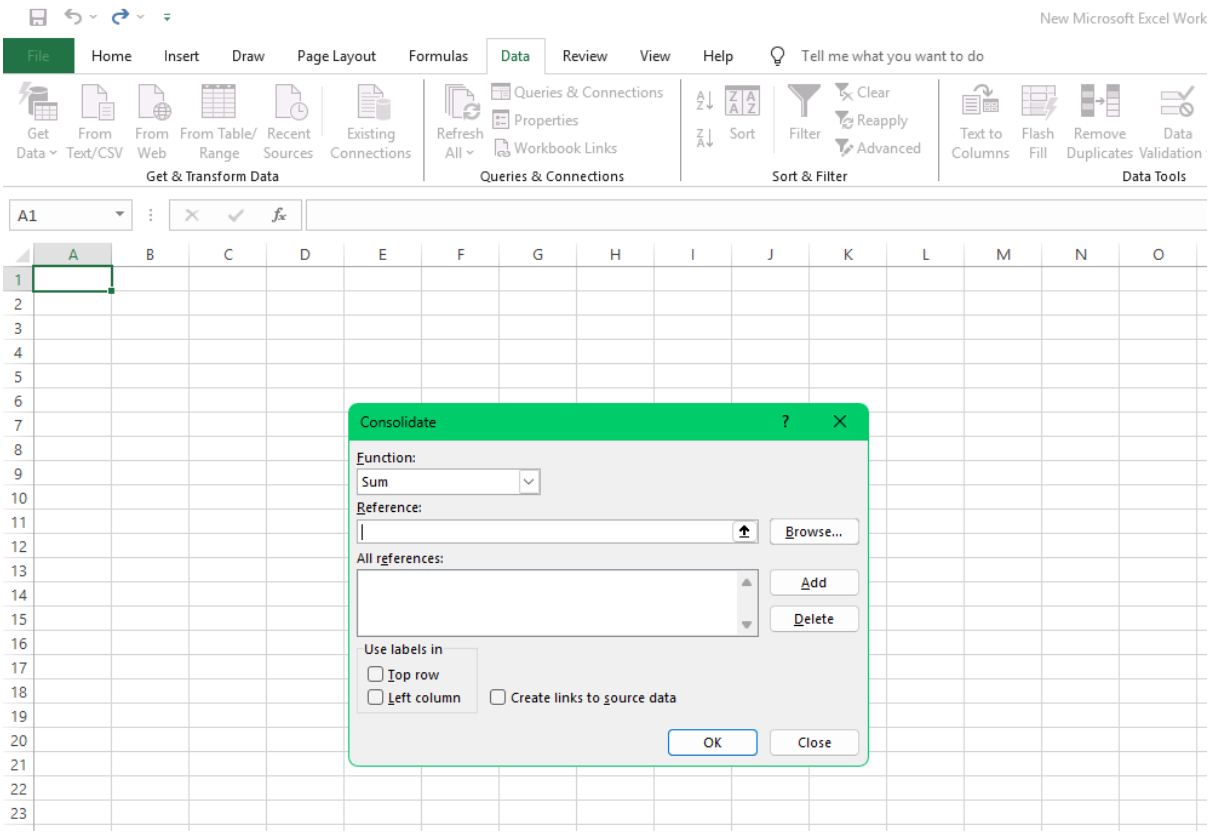




Name: Pranjal Joshi
Class: 10-A
Subject: Computer

3. Merge data from two different sheets into one.

- **Sheet1**: Contains English, Math and Science
- **Sheet2**: Contains SST and Hindi
- **Sheet3**: We are using built in consolidate function by OpenOffice



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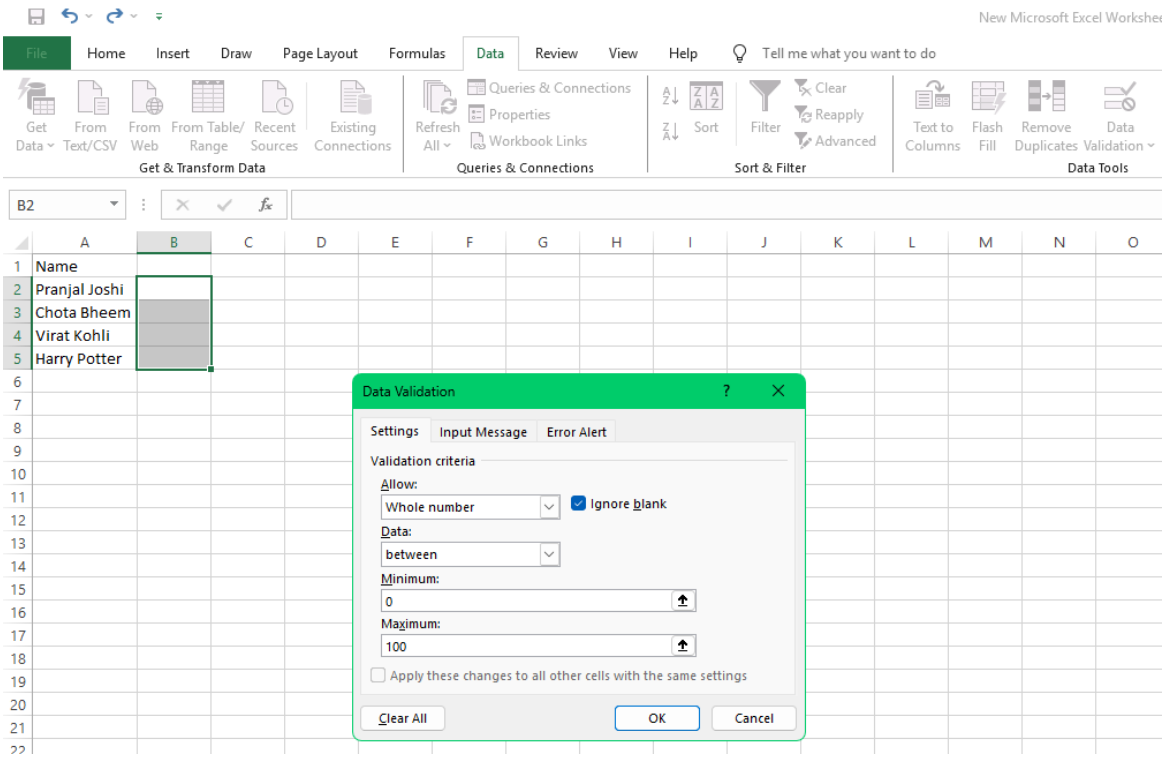
4. **Data Validation in Excel**

   STEP 1: Allow Only Numbers Between 0–100

1. Open **Excel**
2. Type names in column A (like A2 to A4)
3. Click and select **B2 to B4** (Marks column)
4. Go to the top menu: **Data → Data Validation**
5. In the pop-up:
   - Under **Allow**: Select Whole Number
   - Under **Data**: Select between
   - **Minimum**: 0, **Maximum**: 100
6. (Optional) Go to **Error Alert** tab:
   - Style: Stop
   - Title: Invalid Marks
   - Message: Please enter marks between 0 and 100 only!
7. Click **OK**



Name: Pranjal Joshi
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Subject: Computer

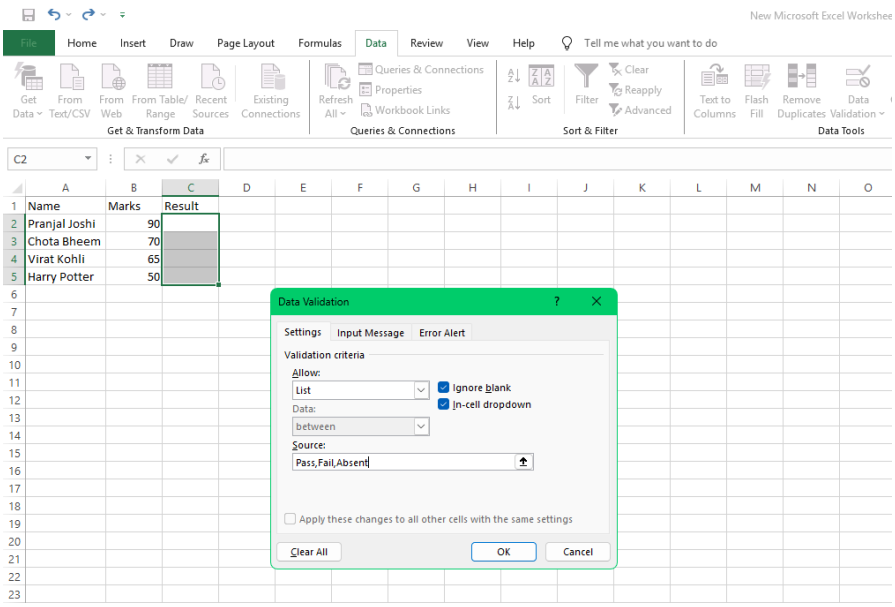
STEP 2: Create Drop-down (Pass / Fail / Absent)

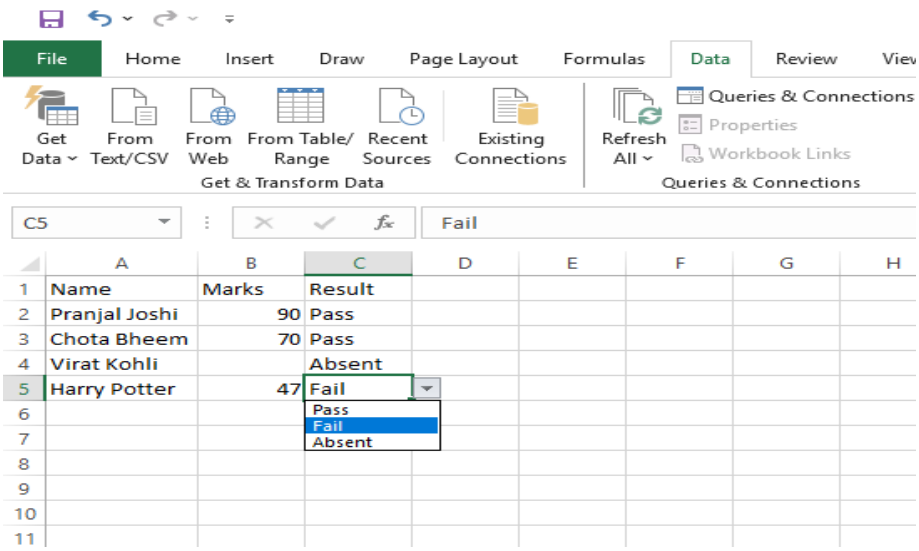
1. Select **C2 to C4** (Result column)
2. Go to: **Data → Data Validation**
3. In the pop-up:
    - Under **Allow**: Select List
    - In **Source**: Type:

    Pass,Fail,Absent
4. Click OK

    Now a drop-down will appear in each cell!

    You can choose “Pass”, “Fail” or “Absent” only.





Name: Pranjal Joshi
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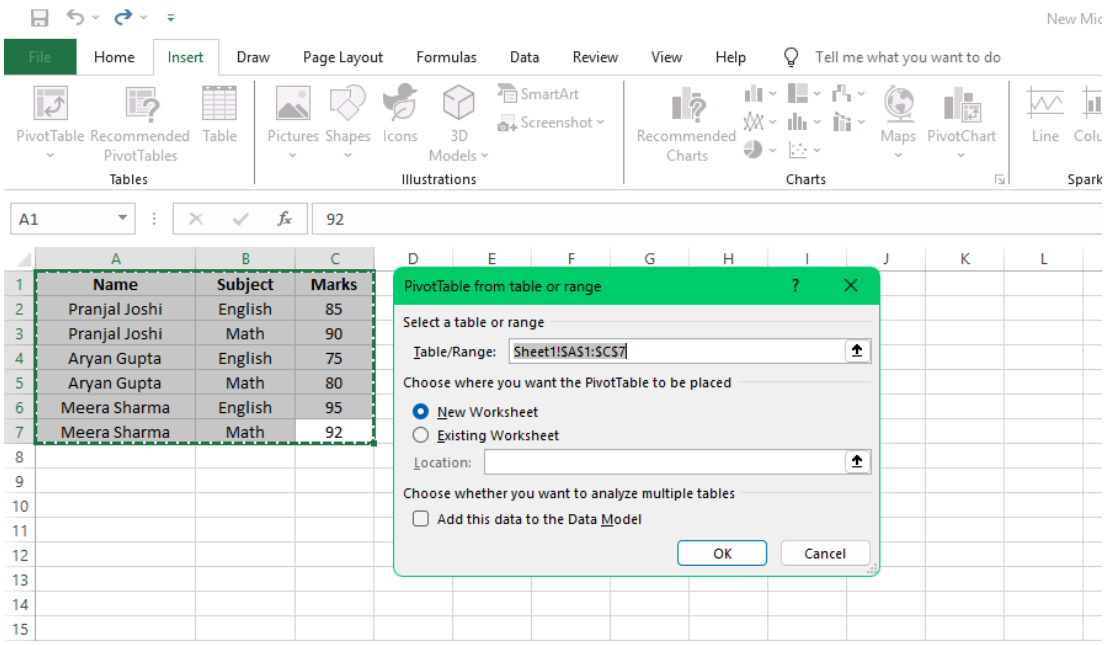
5. Pivot Tables in Excel

- Open Excel
- Enter the data like above (Name, Subject, Marks)
- Select the entire table (including headers)
- Go to **Insert → PivotTable**
- In the pop-up:
    - Choose: "New Worksheet" → OK



What to do in Pivot Table:

1. Drag:
    - Name → Rows
    - Subject → Columns
    - Marks → Values

This will create a **table like this**:

Name	English	Math	Grand Total
Pranjal Joshi	85	90	175
Aryan Gupta	75	80	155
Meera Sharma	95	92	187

Now you see **subject-wise marks and total** for each student.

Name: Pranjal Joshi
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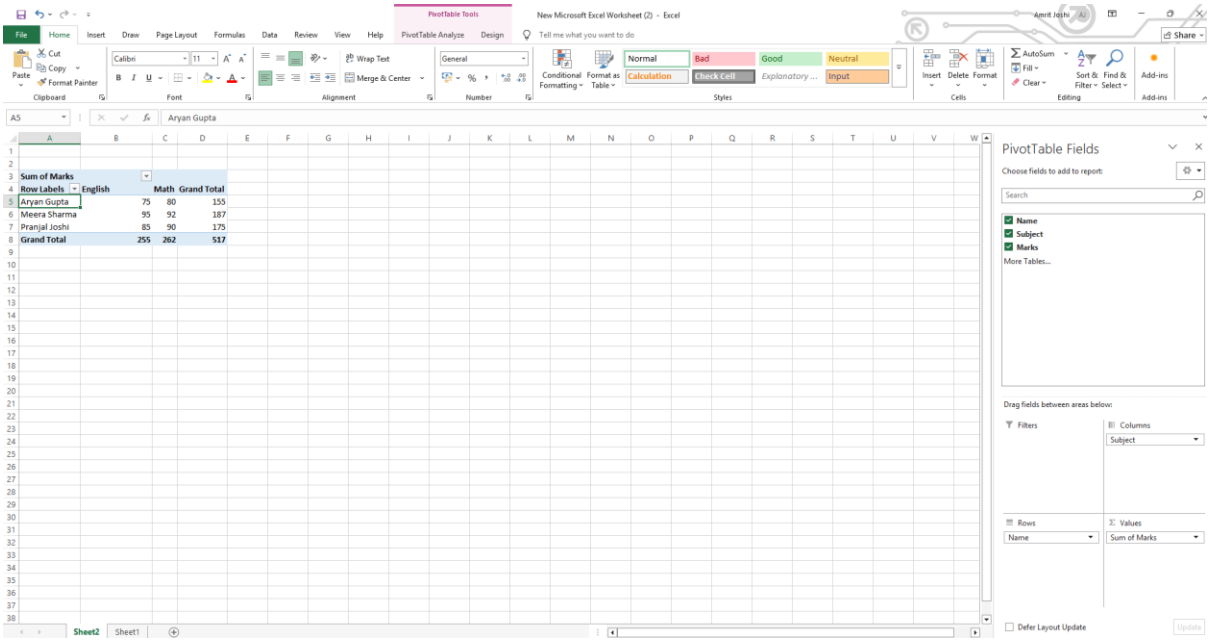

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