

GE3361 – PROFESSIONAL DEVELOPMENT**(R2021)****SYLLABUS****COURSE OBJECTIVES:**

- To be proficient in important Microsoft Office tools: MS WORD, EXCEL, POWERPOINT.
- To be proficient in using MS WORD to create quality technical documents, by using standard templates, widely acceptable styles and formats, variety of features to enhance the preventability and overall utility value of content.
- To be proficient in using MS EXCEL for all data manipulation tasks including the common statistical, logical, mathematical etc., operations, conversion, analytics, search and explore, visualize, interlink, and utilizing many more critical features offered
- To be able to create and share quality presentations by using the features of MS PowerPoint, including: organization of content, preventability, aesthetics, using media elements and enhance the overall quality of presentations.

LIST OF TOPICS**MS WORD: 10 Hours**

Create and format a document
 Working with tables
 Working with Bullets and Lists
 Working with styles, shapes, smart art, charts
 Inserting objects, charts and importing objects from other office tools
 Creating and Using document templates
 Inserting equations, symbols and special characters
 Working with Table of contents and References, citations
 Insert and review comments
 Create bookmarks, hyperlinks, endnotes footnote
 Viewing document in different modes
 Working with document protection and security
 Inspect document for accessibility

MS EXCEL:	10 Hours
Create worksheets, insert and format data	
Work with different types of data: text, currency, date, numeric etc.	
Split, validate, consolidate, Convert data	
Sort and filter data	
Perform calculations and use functions: (Statistical, Logical, Mathematical, date, Time etc.,)	
Work with Lookup and reference formulae	
Create and Work with different types of charts	
Use pivot tables to summarize and analyse data	
Perform data analysis using own formulae and functions	
Combine data from multiple worksheets using own formulae and built-in functions to generate results	
Export data and sheets to other file formats	
Working with macros	
Protecting data and Securing the workbook	
MS POWERPOINT:	10 Hours
Select slide templates, layout and themes	
Formatting slide content and using bullets and numbering	
Insert and format images, smart art, tables, charts	
Using Slide master, notes and handout master	
Working with animation and transitions	
Organize and Group slides	
Import or create and use media objects: audio, video, animation	
Perform slideshow recording and Record narration and create presentable videos	

TOTAL: 30 PERIODS

Course Outcomes

- C01:** Create document in MS word for technical and academic requirement.
- C02:** Perform Data operation and analytics, record and retrieve data for academic requirements
- C03:** Develop document for academic presentation using media objects in MS PowerPoint.

GE3361 – PROFESSIONAL DEVELOPMENT

Exp No	Date	INDEX	Page No	Marks (100)	Faculty signature
MS WORD					
1.		Create and format a document			
2.		Divide 3 paragraphs for the given paragraph, make 1.5" line spacing, change font size 17 for last paragraph			
3.		Create a table in MS Word and show your class timetable.			
4.		Working with bullets and lists.			
5.		Creating and using document templates.			
MS EXCEL					
6.		Open a new workbook and create a spreadsheet that looks like the following			
7.		Work with different types of data: text, currency, date, numeric etc.			
8.		Perform calculation and use function (statistical, logical, mathematical, data, time etc...)			
9.		Create work sheets, insert, and form at data			
10.		Create and work with different types of charts			
MS POWER POINT					
11.		Insert and format images, smart art, tables, chart			
12.		Select slide templates, layout and themes			
13.		Using handout master in slide.			
14.		Working with transition and animation			
CONTENT BEYOND SYLLBUS					
15.		TREND function in excel			

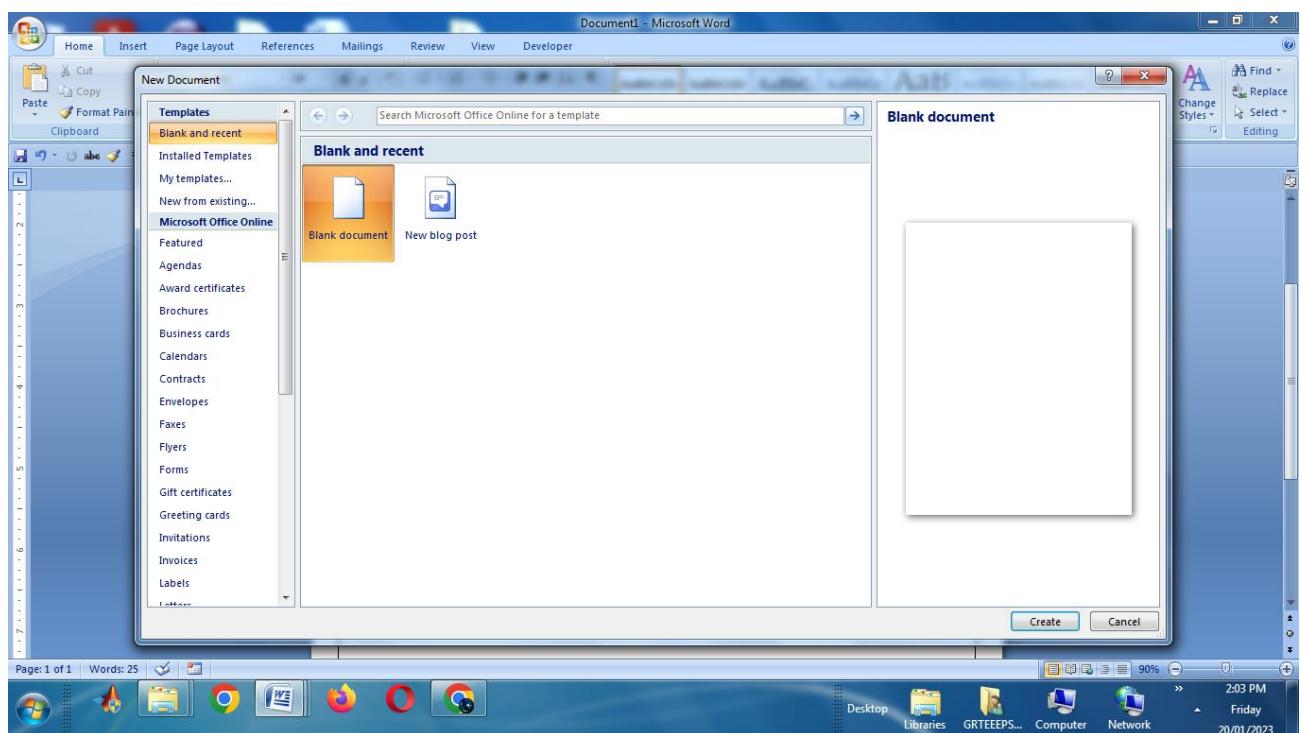
Exp. No.:1	Create And Format A Document
Date:	

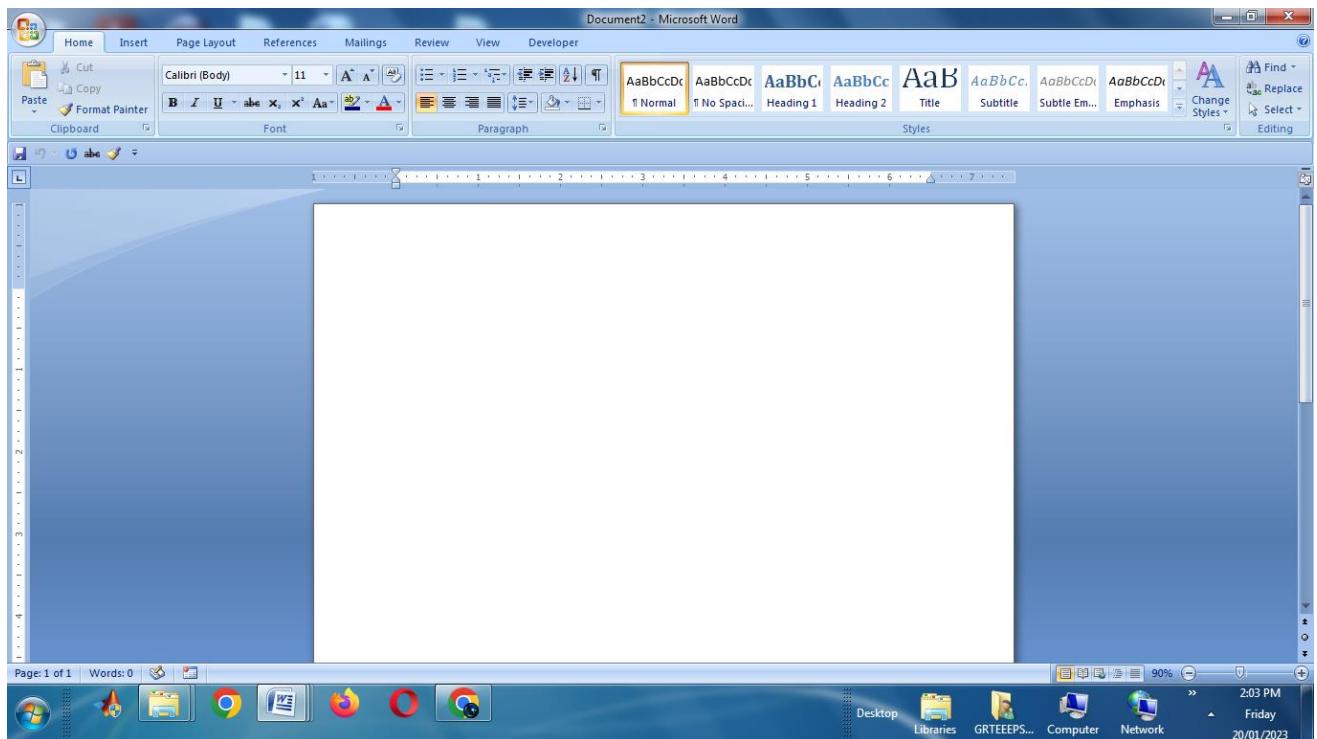
AIM:

To create and format a document in MS WORD.

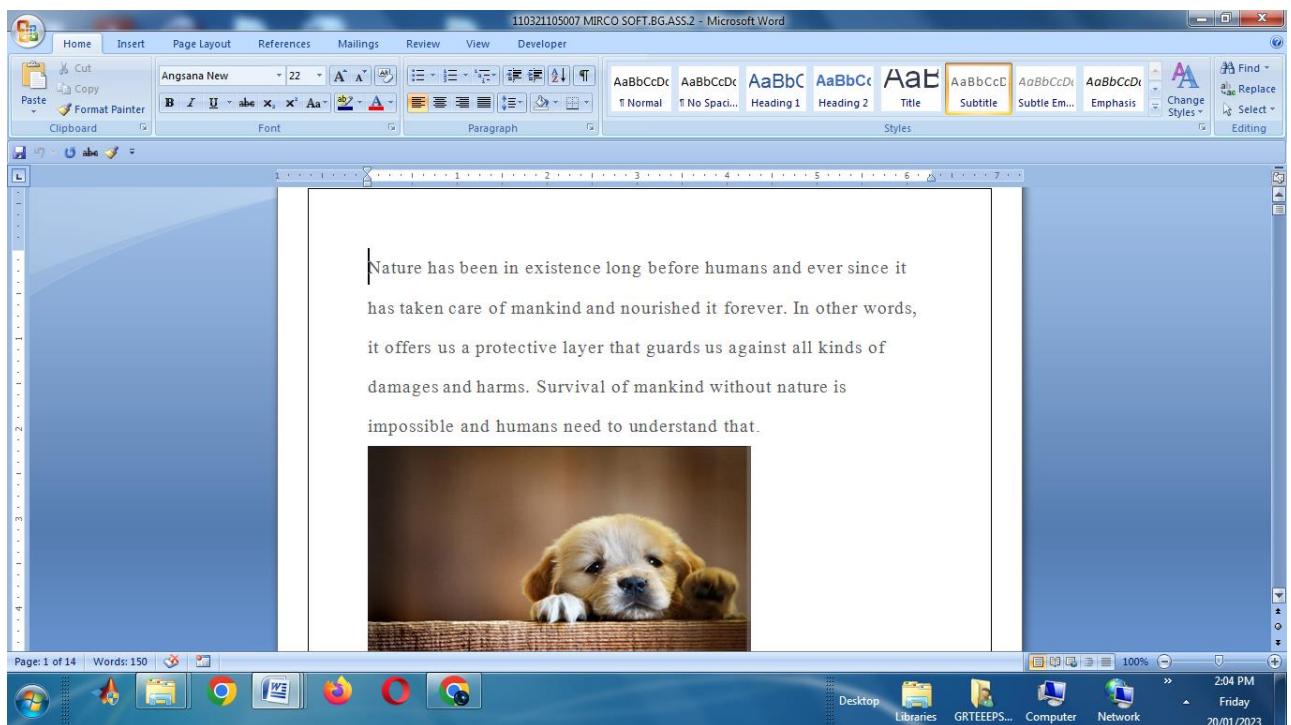
SOFTWARE REQUIRED:

MS WORD

PROCEDURE:**Creating A Word Document:**



Formatting a document:



RESULT:

Thus the creating and formatting a document in MS word is successfully.

Exp. No.:2	Divide 3 Paragraphs For The Given Paragraph, Make 1.5" Line Spacing, Change Font Size 17 For Last Pparagrap
Date:	

AIM:

To divide the given paragraph and as per the given condition.

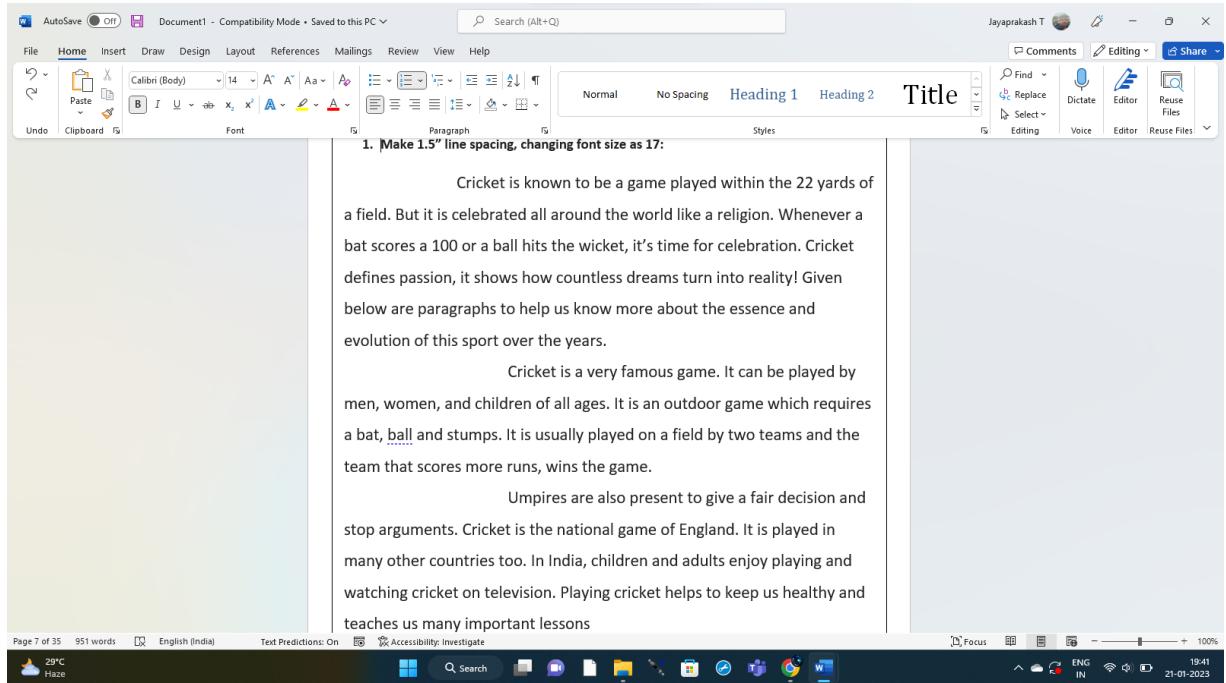
SOFTWARE REQUIRED:

MS WORD

PROCEDURE:**Given paragraph:**

Cricket is known to be a game played within the 22 yards of a field. But it is celebrated all around the world like a religion. Whenever a bat scores a 100 or a ball hits the wicket, it's time for celebration. Cricket defines passion, it shows how countless dreams turn into reality! Given below are paragraphs to help us know more about the essence and evolution of this sport over the years. Cricket is a very famous game. It can be played by men, women, and children of all ages. It is an outdoor game which requires a bat, ball and stumps. It is usually played on a field by two teams and the team that scores more runs, wins the game. Umpires are also present to give a fair decision and stop arguments. Cricket is the national game of England. It is played in many other countries too. In India, children and adults enjoy playing and watching cricket on television. Playing cricket helps to keep us healthy and teaches us many important lessons.

Dividing paragraph and, make 1.5"line spacing , changing font size as 17:



RESULT:

Thus the given paragraph divided into 3 paragraph and make 1.5"line space, change font size 17 in Ms word successfully.

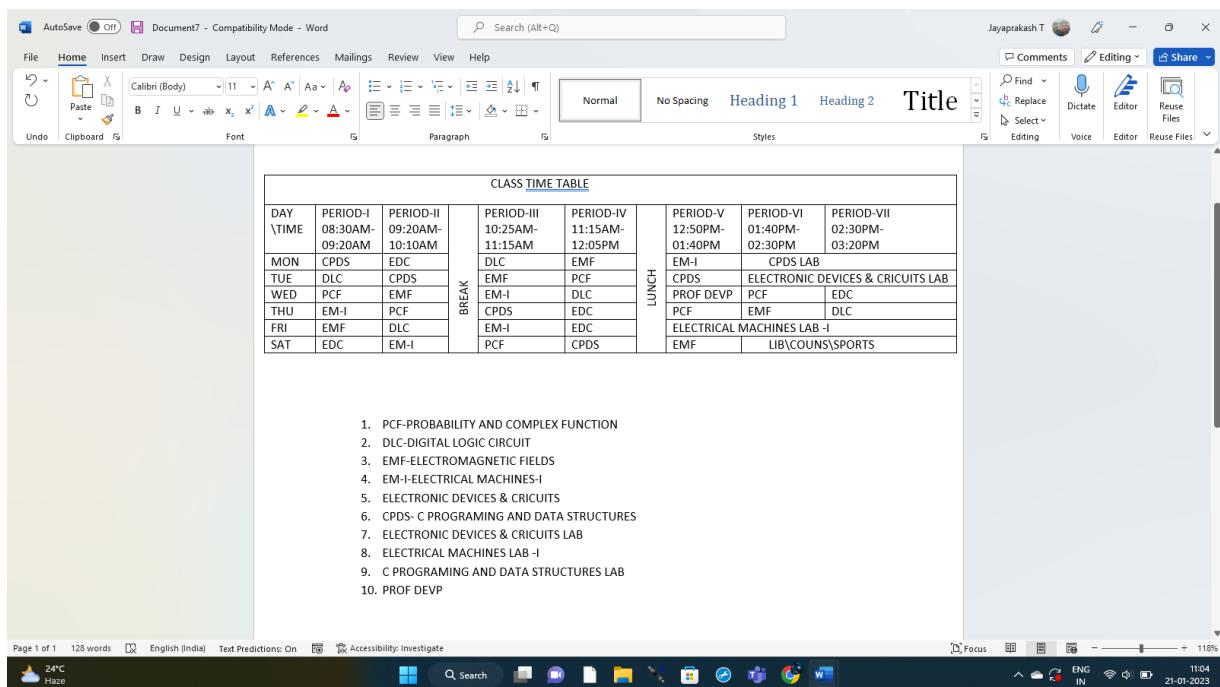
Exp. No.:3	Create a table in MS Word and show your class timetable.
Date:	

AIM:

To create a table in MS word and show your class timetable.

SOFTWARE REQUIRED:

MS WORD

PROCEDURE:**Creating timetable in MS word:**


The screenshot shows a Microsoft Word document titled "Document7 - Compatibility Mode - Word". The ribbon menu is visible at the top. A large table titled "CLASS TIME TABLE" is centered on the page. The table has 7 columns representing time slots from 08:30AM to 03:20PM, with a break slot between 10:25AM and 11:15AM. Rows represent days of the week from Monday to Saturday. The table contains various course names like CPDS, DLC, PCF, EMF, etc., and some slots are labeled "LUNCH". Below the table, a numbered list provides the names of the courses corresponding to each slot. The bottom status bar shows page information and system icons.

CLASS TIME TABLE						
DAY \TIME	PERIOD-I 08:30AM- 09:20AM	PERIOD-II 09:20AM- 10:10AM	PERIOD-III 10:25AM- 11:15AM	PERIOD-IV 11:15AM- 12:05PM	PERIOD-V 12:50PM- 01:40PM	PERIOD-VI 01:40PM- 02:30PM
MON	CPDS	EDC	DLC	EMF	EM-I	CPDS LAB
TUE	DLC	CPDS	EMF	PCF	CPDS	ELECTRONIC DEVICES & CIRCUITS LAB
WED	PCF	EMF	EM-I	DLC	PROF DEV	PCF
THU	EM-I	PCF	CPDS	EDC	PCF	EDC
FRI	EMF	DLC	EM-I	EDC	EMF	DLC
SAT	EDC	EM-I	PCF	CPDS	ELECTRICAL MACHINES LAB - I	
					EMF	LIB\COUNS\SPORTS

1. PCF-PROBABILITY AND COMPLEX FUNCTION
 2. DLC-DIGITAL LOGIC CIRCUIT
 3. EMF-ELECTROMAGNETIC FIELDS
 4. EM-I-ELECTRICAL MACHINES-I
 5. ELECTRONIC DEVICES & CIRCUITS
 6. CPDS- C PROGRAMING AND DATA STRUCTURES
 7. ELECTRONIC DEVICES & CIRCUITS LAB
 8. ELECTRICAL MACHINES LAB - I
 9. C PROGRAMING AND DATA STRUCTURES LAB
 10. PROF DEV

RESULT:

Thus the timetable is created in the MS word successfully.

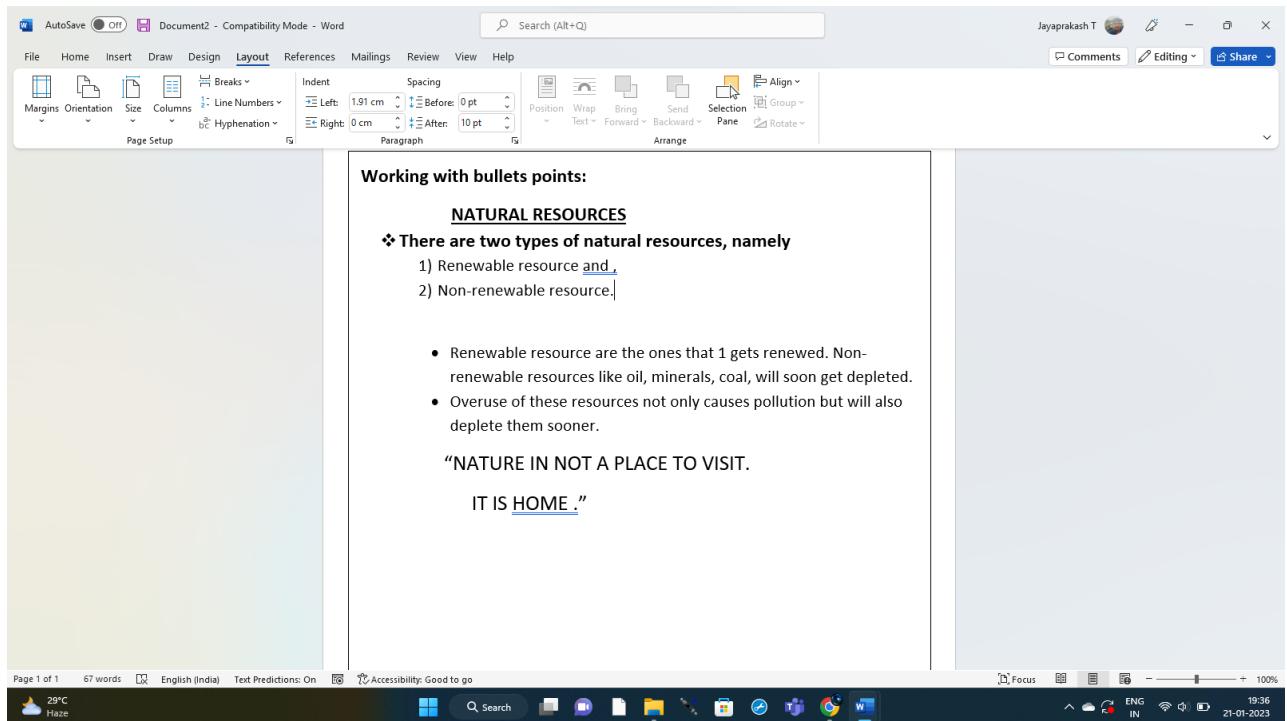
Exp. No.:4	Working With Bullets And Lists
Date:	

AIM:

To working with bullets and lists in ms word.

SOFTWARE REQUIRED:

MS WORD

PROCEDURE:**Working with bullets points:****RESULT:**

Thus the working with bullets in ms word is successfully.

Exp. No.:5	Creating and using document templates.
Date:	

AIM:

To create a templates in word.

SOFTWARE REQUIRED:

MS WORD

PROCEDURE:

Step 1: Open the Word document.

Step 2: Go to the **File** tab on the Ribbon and click on the **New** option.

Step 3: Click on the **Blank document**.

Step 4: Add the desirable content that you use further as a template.

Registration Form	
Registration NO:	_____
First Name:	_____
Last Name:	_____
Date:	_____/_____/_____
Contact Number:	_____
Address:	_____
State:	_____
City:	_____
<input type="button" value="Add Photograph"/>	

Step 5: Save the file, In Microsoft Word, you can save Microsoft Word Template as a **.dotx**, **.dot**, or **.dotm** file format.

Edit the Word Template

Step 1: Go to the **File** tab at the top left corner of the Word document and click on the **Open** button.

Step 2: An **Open dialog box** will appear on the screen. **Browse the location** where you save an earlier created template and click on the **Open** button at the bottom of the screen.

Step 3: Do the changes that you want to add to your template.

Registration NO:	_____
First Name:	_____
Last Name:	_____
Date:	_____/_____/_____
Contact Number:	_____
Address:	_____
Country:	_____
State:	_____
City:	_____

Add Photograph

Step 4: Once you made all your desired changes in your template, you can Save your template and close it.

Use Microsoft Word Template

Step 1: Open the new Word document.

Step 2: Go to the **File** tab on the Ribbon. A File menu options will appear on the screen. Click on the **New**.

Step 3: An Available Templates window appears. Click on the **Personal**.

Step 4: A list of Word templates appears on the screen. Select and double-click on the template that you want to apply.

Now, you can see that the selected template is added to the Word document.

RESULT:

Thus the word templates was created successfully.

Exp. No.:6	
Date:	

Open a new workbook and create a spreadsheet

AIM:

To Open a new workbook and create a spreadsheet that looks like the following

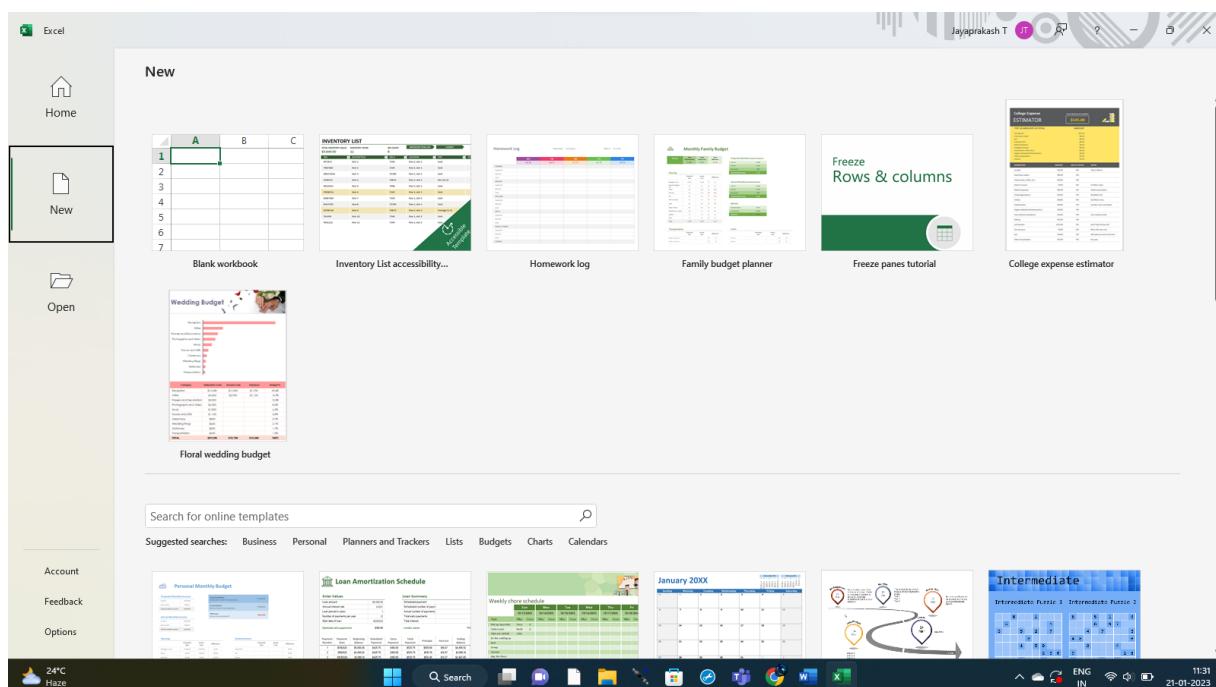
	A	B	C	D	E
1	Cost of Party				
2					
3	Item	Number	Cost (€)	Total Cost (€)	
4					
5	Catering	20	3.00	60.00	
6	Magician	1	60.00	60.00	
7	Party Bag	20	1.00	20.00	
8	Balloons	1	10.00	10.00	
9	Cake	1	15.00	15.00	
10			Total	165.00	
11			Per Child	8.25	
12					

SOFTWARE REQUIRED:

MS EXCEL

PROCEDURE:

Opening the Excel sheet:



Create a spreadsheet:

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Excel". The data is organized into columns A through X. Column A is labeled "Cost of party". Columns B, C, and D are labeled "item", "number", and "cost" respectively. Column E is labeled "total cost". The data entries are as follows:

	item	number	cost	total cost
5	catering	20	₹ 3.00	₹ 60.00
6	magician	1	₹ 60.00	₹ 60.00
7	party bag	20	₹ 1.00	₹ 20.00
8	balloons	1	₹ 10.00	₹ 10.00
9	cake	1	₹ 15.00	₹ 15.00
10			total	₹ 165.00
11			per child	₹ 8.25

The formula bar at the top shows the formula $=D5*D6$. The status bar at the bottom indicates "Sheet1", "Ready", "24°C Haze", and the date "21-01-2023".

RESULT:

Thus the new workbook and create a spreadsheet in MS excel successfully.

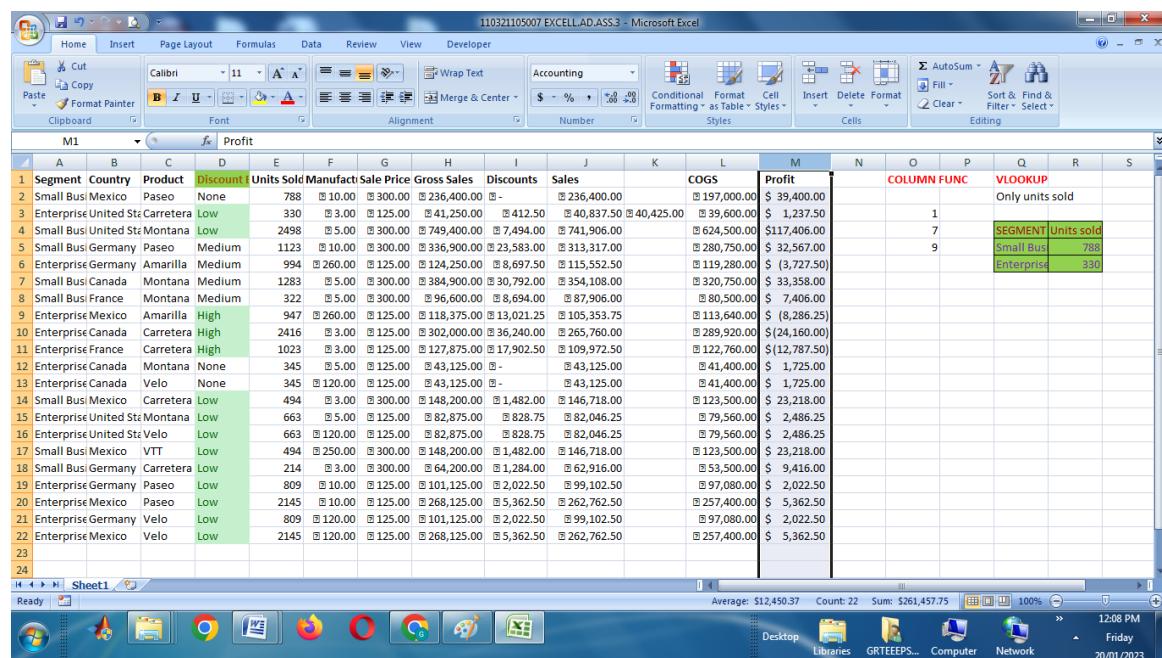
Exp. No.:7	Work with different types Of Data: Text, Currency, Date, Numeric etc
Date:	

AIM:

To work with different types of data: text, currency, date, numeric etc...

SOFTWARE REQUIRED:

MS EXCEL

PROCEDURE:**Work with different type of data (text, currency, date, numeric etc...):**


The screenshot shows a Microsoft Excel spreadsheet titled "110321105007 EXCELL.ADXSS.3 - Microsoft Excel". The data is organized into columns labeled A through S. The first few rows contain headers like "Segment", "Country", "Product", "Discount", "Units Sold", "Manufacture Sale Price", "Gross Sales", "Discounts", "Sales", "COGS", and "Profit". The "Profit" column is highlighted in green. The "Discount" column contains values like "None", "Low", and "High". The "Sales" column contains numerical values such as 788, 330, 2498, etc. The "COGS" column contains values like \$39,400.00, \$1,237.50, \$624,500.00, etc. The "Profit" column contains values like \$39,400.00, \$1,237.50, \$624,500.00, etc. The "COLUMN FUNC" and "VLOOKUP" columns show formulas used for data retrieval. The "VLOOKUP" column includes formulas like =VLOOKUP("Only units sold", ..., ...) and =VLOOKUP("SEGMENT", ..., ...). The bottom status bar shows "Average: \$12,450.37", "Count: 22", "Sum: \$261,457.75", and "100%". The bottom taskbar includes icons for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Help.

Microsoft Excel - 110321105007 EXCELL AD.ASS.1 - Microsoft Excel

Date	Segment	Country	Product	Discount	Units Sold	Manufacture	Sale Price	Gross Sales	Discounts	Sales	COGS	Profit
25.08.2022	Small Busi	Mexico	Paseo	None	788	10.00	\$ 300.00	\$ 236,400.00	-	\$ 236,400.00	\$ 197,000.00	\$ 39,400.00
26.08.2022	Enterprise	United St	Carretera	Low	330	3.00	\$ 125.00	\$ 41,250.00	\$ 412.50	\$ 40,837.50	\$ 40,425.00	\$ 39,600.00 □ 1,237.50
27.08.2022	Small Busi	United St	Montana	Low	2498	5.00	\$ 300.00	\$ 749,400.00	\$ 7,494.00	\$ 741,906.00	\$ 624,500.00	\$ 117,406.00
28.08.2022	Small Busi	Germany	Paseo	Medium	1123	10.00	\$ 300.00	\$ 336,900.00	\$ 23,583.00	\$ 313,317.00	\$ 280,750.00	\$ 32,567.00
29.08.2022	Enterprise	Germany	Amarilla	Medium	994	260.00	\$ 125.00	\$ 124,250.00	\$ 8,697.50	\$ 115,552.50	\$ 119,280.00	\$ -3,727.50
30.08.2022	Small Busi	Canada	Montana	Medium	1283	5.00	\$ 300.00	\$ 384,900.00	\$ 30,792.00	\$ 354,108.00	\$ 320,750.00	\$ 33,358.00
31.08.2022	Small Busi	France	Montana	Medium	322	5.00	\$ 300.00	\$ 96,600.00	\$ 8,694.00	\$ 87,906.00	\$ 80,500.00	\$ 7,406.00
32.09.2022	Enterprise	Mexico	Amarilla	High	947	260.00	\$ 125.00	\$ 118,375.00	\$ 13,021.25	\$ 105,353.75	\$ 113,640.00	\$ -8,286.25
33.09.2022	Enterprise	Canada	Carretera	High	2416	3.00	\$ 125.00	\$ 302,000.00	\$ 36,240.00	\$ 265,760.00	\$ 289,920.00	\$ -24,160.00
35.09.2022	Enterprise	France	Carretera	High	1023	3.00	\$ 125.00	\$ 127,875.00	\$ 17,902.50	\$ 109,972.50	\$ 122,760.00	\$ -12,787.50
36.10.2022	Enterprise	Canada	Montana	None	345	5.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00
37.12.2022	Enterprise	Canada	Velo	None	345	120.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00
38.15.09.2022	Small Busi	Mexico	Carretera	Low	494	3.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00	\$ 123,500.00	\$ 23,218.00
39.17.09.2022	Enterprise	United St	Montana	Low	663	5.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25	\$ 79,560.00	\$ 2,486.25
40.19.09.2022	Enterprise	United St	Velo	Low	663	120.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25	\$ 79,560.00	\$ 2,486.25
41.21.09.2022	Small Busi	Mexico	VTT	Low	494	250.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00	\$ 123,500.00	\$ 23,218.00
42.23.09.2022	Small Busi	Germany	Carretera	Low	214	3.00	\$ 300.00	\$ 64,200.00	\$ 1,284.00	\$ 62,916.00	\$ 53,500.00	\$ 9,416.00
43.25.09.2022	Enterprise	Germany	Paseo	Low	809	10.00	\$ 125.00	\$ 101,125.00	\$ 2,022.50	\$ 99,102.50	\$ 97,080.00	\$ 2,022.50
44.27.09.2022	Enterprise	Mexico	Paseo	Low	2145	10.00	\$ 125.00	\$ 268,125.00	\$ 5,362.50	\$ 262,762.50	\$ 257,400.00	\$ 5,362.50
45.29.09.2022	Enterprise	Germany	Velo	Low	809	120.00	\$ 125.00	\$ 101,125.00	\$ 2,022.50	\$ 99,102.50	\$ 97,080.00	\$ 2,022.50
46.30.09.2022	Enterprise	Mexico	Velo	Low	2145	120.00	\$ 125.00	\$ 268,125.00	\$ 5,362.50	\$ 262,762.50	\$ 257,400.00	\$ 5,362.50
47.												
48.												

Microsoft Excel - 110321105007 EXCELL AD.ASS.1 - Microsoft Excel

Segment	Country	Product	Discount	Units Sold	Manufacture	Sale Price	Gross Sales	Discounts	Sales	COGS	Profit
2 Small Busi	Mexico	Paseo	None	788	10.00	\$ 300.00	\$ 236,400.00	-	\$ 236,400.00	\$ 197,000.00	\$ 39,400.00
3 Enterprise	United St	Carretera	Low	330	3.00	\$ 125.00	\$ 41,250.00	\$ 412.50	\$ 40,837.50	\$ 39,600.00	\$ 1,237.50
4 Small Busi	United St	Montana	Low	2498	5.00	\$ 300.00	\$ 749,400.00	\$ 7,494.00	\$ 741,906.00	\$ 624,500.00	\$ 117,406.00
5 Small Busi	Germany	Paseo	Medium	1123	10.00	\$ 300.00	\$ 336,900.00	\$ 23,583.00	\$ 313,317.00	\$ 280,750.00	\$ 32,567.00
6 Enterprise	Germany	Amarilla	Medium	994	260.00	\$ 125.00	\$ 124,250.00	\$ 8,697.50	\$ 115,552.50	\$ 119,280.00	\$ -3,727.50
7 Small Busi	Canada	Montana	Medium	1283	5.00	\$ 300.00	\$ 384,900.00	\$ 30,792.00	\$ 354,108.00	\$ 320,750.00	\$ 33,358.00
8 Small Busi	France	Montana	Medium	322	5.00	\$ 300.00	\$ 96,600.00	\$ 8,694.00	\$ 87,906.00	\$ 80,500.00	\$ 7,406.00
9 Enterprise	Mexico	Amarilla	High	947	260.00	\$ 125.00	\$ 118,375.00	\$ 13,021.25	\$ 105,353.75	\$ 113,640.00	\$ -8,286.25
10 Enterprise	Canada	Carretera	High	2416	3.00	\$ 125.00	\$ 302,000.00	\$ 36,240.00	\$ 265,760.00	\$ 289,920.00	\$ -24,160.00
11 Enterprise	France	Carretera	High	1023	3.00	\$ 125.00	\$ 127,875.00	\$ 17,902.50	\$ 109,972.50	\$ 122,760.00	\$ -12,787.50
12 Enterprise	Canada	Montana	None	345	5.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00
13 Enterprise	Canada	Velo	None	345	120.00	\$ 125.00	\$ 43,125.00	\$ -	\$ 43,125.00	\$ 41,400.00	\$ 1,725.00
14 Small Busi	Mexico	Carretera	Low	494	3.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00	\$ 123,500.00	\$ 23,218.00
15 Enterprise	United St	Montana	Low	663	5.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25	\$ 79,560.00	\$ 2,486.25
16 Enterprise	United St	Velo	Low	663	120.00	\$ 125.00	\$ 82,875.00	\$ 828.75	\$ 82,046.25	\$ 79,560.00	\$ 2,486.25
17 Small Busi	Mexico	VTT	Low	494	250.00	\$ 300.00	\$ 148,200.00	\$ 1,482.00	\$ 146,718.00	\$ 123,500.00	\$ 23,218.00
18 Small Busi	Germany	Carretera	Low	214	3.00	\$ 300.00	\$ 64,200.00	\$ 1,284.00	\$ 62,916.00	\$ 53,500.00	\$ 9,416.00
19 Enterprise	Germany	Paseo	Low	809	10.00	\$ 125.00	\$ 101,125.00	\$ 2,022.50	\$ 99,102.50	\$ 97,080.00	\$ 2,022.50
20 Enterprise	Mexico	Paseo	Low	2145	10.00	\$ 125.00	\$ 268,125.00	\$ 5,362.50	\$ 262,762.50	\$ 257,400.00	\$ 5,362.50
21 Enterprise	Germany	Velo	Low	809	120.00	\$ 125.00	\$ 101,125.00	\$ 2,022.50	\$ 99,102.50	\$ 97,080.00	\$ 2,022.50
22 Enterprise	Mexico	Velo	Low	2145	120.00	\$ 125.00	\$ 268,125.00	\$ 5,362.50	\$ 262,762.50	\$ 257,400.00	\$ 5,362.50
23.											
24.											

RESULT:

Thus the work with different type of data: text, currency, date, numeric in Ms excel successfully.

Exp. No.:8	Perform Calculation And Use Function (statistical, logical, mathematical, data, time etc...)
Date:	

AIM:

To perform calculation and use function (statistical, logical, mathematical, date, time etc...).

SOFTWARE REQUIRED:

MS EXCEL

PROCEDURE:**Perform Calculation:**

S.N.O	REG.NO	STUDENT NAME	EE8701	EE8702	EE8703	OEC753	EI8075	EE8010	No.of Sub Failed	Average Marks
			HVE	PSOC	RES	S&S	FOLI	PST		
1	110319105002	ASHOKAN M A	22	62	52	42	36	50	3	Average Marks
2	110319105003	BALASUBRAMANYAM P	84	76	84	78	82	64	0	Average Marks
3	110319105004	GANAPATHY S	60	74	64	36	82	64	1	Average Marks
4	110319105005	GOWSIYA BANU M H	84	94	78	84	98	88	0	Average Marks
5	110319105006	GUNASEKAR R	58	64	80	54	50	61	0	Average Marks
6	110319105007	S	50	88	72	56	64	60	0	Average Marks
7	110319105009	JAGADESH J	54	68	86	60	62	56	0	Average Marks
8	110319105010	LALITHRAJ D	44	AB	42	18	38	32	6	Average Marks
9	110319105011	MANO S	AB	52	72	82	70	75	1	Average Marks
10	110319105012	MOHAN V	80	88	68	64	92	81	0	Average Marks
11	110319105014	PRAVEEN KUMAR C	56	98	64	80	AB	56	1	Average Marks
12	110319105015	PRAVEEN KUMAR D M	58	62	66	50	54	41	1	Average Marks
13	110319105017	SANTHOSH R	42	50	62	AB	28	45	4	Average Marks
14	110319105018	SATHISH KUMAR L	50	80	66	81	68	60	0	Average Marks
15	110319105019	SATHYA VANI K	88	94	84	80	98	71	0	Average Marks
16	110319105020	SEKAR S	26	62	60	64	54	44	2	Average Marks

Using Function:

The screenshot shows a Microsoft Excel spreadsheet titled "Book1 - Microsoft Excel". The spreadsheet contains several tables and formulas. At the top, there is a ribbon with tabs like Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The Home tab is selected.

Table 1: Subject Averages

	IV EEE	HVE	PSOC	RES	S&S	FOLI	PST
Highest Mark	88	98	86	84	98	88	
Lowest Mark	22	50	42	18	28	32	
Subject Average	56.6	73.4	68.3	60.5	66.1	58.4	
100	0	0	0	0	0	0	
91-99	0	3	0	0	3	0	
81-90	3	2	3	3	3	2	
71-80	1	3	5	3	0	2	
61-70	0	6	6	2	4	3	
50-60	8	2	3	5	3	7	
<50	4	0	1	4	3	4	

Table 2: Faculty Details

SUBCODE/TITLE	NAME OF THE FACULTY	Total	PRES	ABSEN	No.PASS	No.Fail	PASS %
HVE / EE8701	Ms. N. Ramadevi	18	16	2	12	4	75.00
PSOC / EE8702	Dr. R. Ashokkumar	18	16	2	16	0	100.00
RES / EE8703	Mr. K. Anibasha	18	18	0	17	1	94.44
S&S / OEC753	Mr. S. Nijandan	18	17	1	13	4	76.47
FOLI / EI8075	Mr. Govindarajan	18	16	2	13	3	81.25
PST / EE8010	Dr. B. Swapna	18	18	0	14	4	77.78

Summary Row 42:

No. of Students Passed :	9
No. of Students Failed :	9

The status bar at the bottom right shows the date as "20/01/2023" and the time as "1:51 PM".

RESULT:

Thus the perform calculations using function in ms excel successfully.

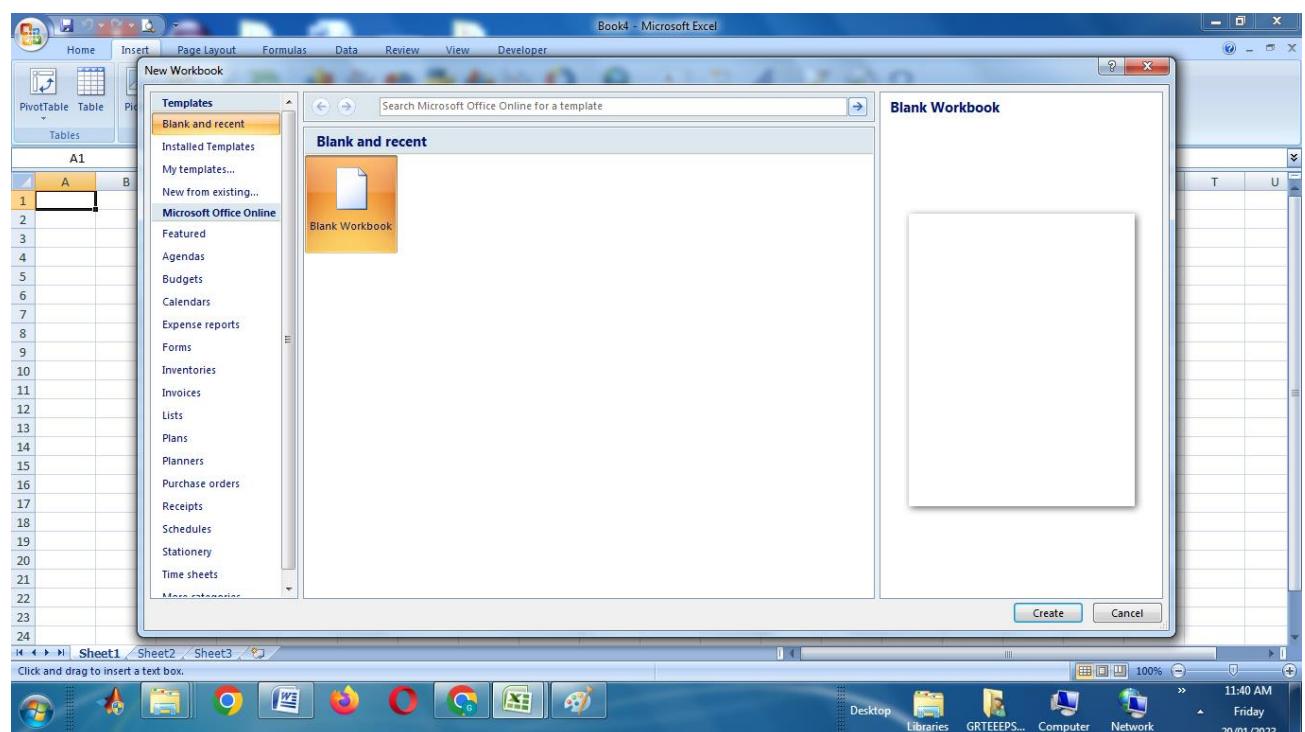
Exp. No.:9	Create work sheets, insert and format data
Date:	

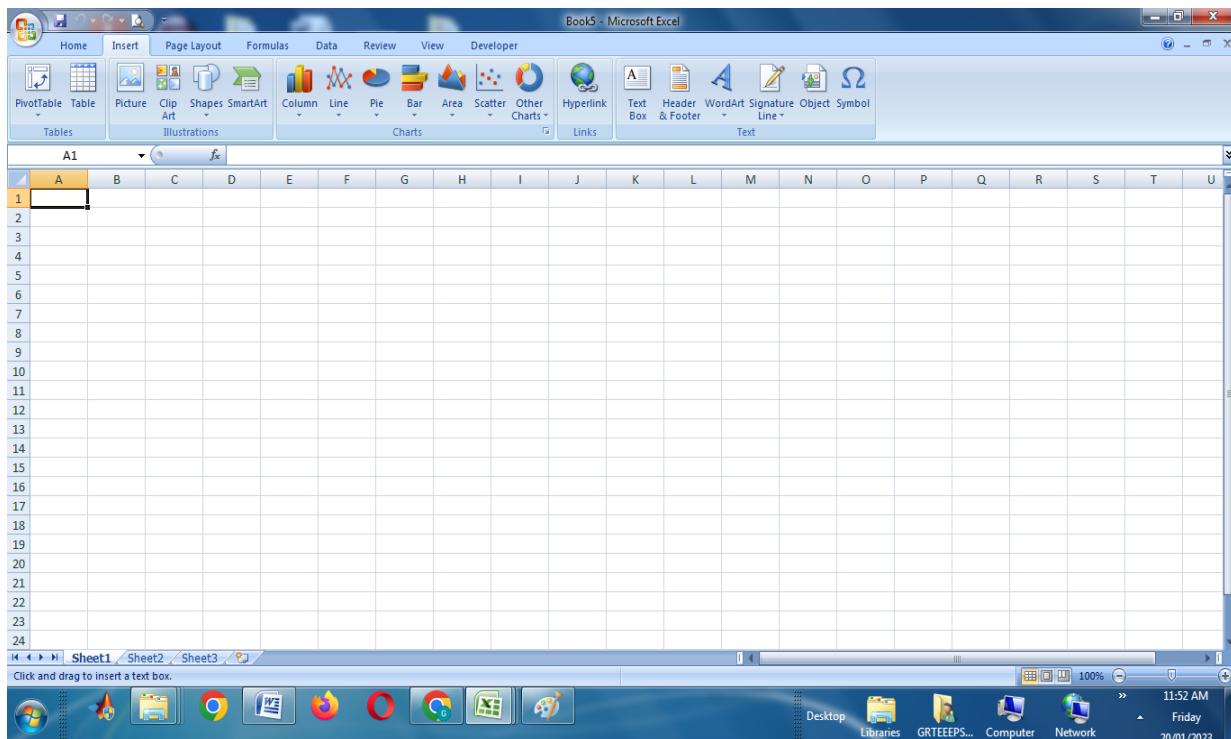
AIM:

To create work sheets, insert and format data.

SOFTWARE REQUIRED:

MS EXCEL

PROCEDURE:**Creating Worksheet:**



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Segment	Country	Product	Discount	Units So	Manufacture	Sale Price	Gross Sales	Discounts	Sales		COGS		Profit		
2	Small Busin	Mexico	Paseo	None	788	10.00	300.00	236,400.00	-	236,400.00		197,000.00		39,400.00		
3	Enterprise	United St	Carreter	Low	330	3.00	125.00	41,250.00	412.50	40,837.50	40,425.00	39,600.00		1,237.50		
4	Small Busin	United St	Montana	Low	2498	5.00	300.00	749,400.00	7,494.00	741,906.00		624,500.00		117,406.00		
5	Small Busin	Germany	Paseo	Medium	1123	10.00	300.00	336,900.00	23,583.00	313,317.00		280,750.00		32,567.00		
6	Enterprise	Germany	Amarilla	Medium	994	260.00	125.00	124,250.00	8,697.50	115,552.50		119,280.00		-3,727.50		
7	Small Busin	Canada	Montana	Medium	1283	5.00	300.00	384,900.00	30,792.00	354,108.00		320,750.00		33,358.00		
8	Small Busin	France	Montana	Medium	322	5.00	300.00	96,600.00	8,694.00	87,906.00		80,500.00		7,406.00		
9	Enterprise	Mexico	Amarilla	High	947	260.00	125.00	118,375.00	13,021.25	105,353.75		113,640.00		-8,286.25		
10	Enterprise	Canada	Carreter	High	2416	3.00	125.00	302,000.00	36,240.00	265,760.00		289,920.00		-24,160.00		
11	Enterprise	France	Carreter	High	1023	3.00	125.00	127,875.00	17,902.50	109,972.50		122,760.00		-12,787.50		
12	Enterprise	Canada	Montana	None	345	5.00	125.00	43,125.00	-	43,125.00		41,400.00		1,725.00		
13	Enterprise	Canada	Velo	None	345	120.00	125.00	43,125.00	-	43,125.00		41,400.00		1,725.00		
14	Small Busin	Mexico	Carreter	Low	494	3.00	300.00	148,200.00	1,482.00	146,718.00		123,500.00		23,218.00		
15	Enterprise	United St	Montana	Low	663	5.00	125.00	82,875.00	828.75	82,046.25		79,560.00		2,486.25		
16	Enterprise	United St	Velo	Low	663	120.00	125.00	82,875.00	828.75	82,046.25		79,560.00		2,486.25		
17	Small Busin	Mexico	VTT	Low	494	250.00	300.00	148,200.00	1,482.00	146,718.00		123,500.00		23,218.00		
18	Small Busin	Germany	Carreter	Low	214	3.00	300.00	64,200.00	1,284.00	62,916.00		53,500.00		9,416.00		
19	Enterprise	Germany	Paseo	Low	809	10.00	125.00	101,125.00	2,022.50	99,102.50		97,080.00		2,022.50		
20	Enterprise	Mexico	Paseo	Low	2145	10.00	125.00	268,125.00	5,362.50	262,762.50		257,400.00		5,362.50		
21	Enterprise	Germany	Velo	Low	809	120.00	125.00	101,125.00	2,022.50	99,102.50		97,080.00		2,022.50		
22	Enterprise	Mexico	Velo	Low	2145	120.00	125.00	268,125.00	5,362.50	262,762.50		257,400.00		5,362.50		
23																

RESULT :

Thus the work sheet is created, formatting and inserting the data in ms excel successfully.

Exp. No.:10
Date:

Insert And Format Images, Smart Art, Tables

AIM:

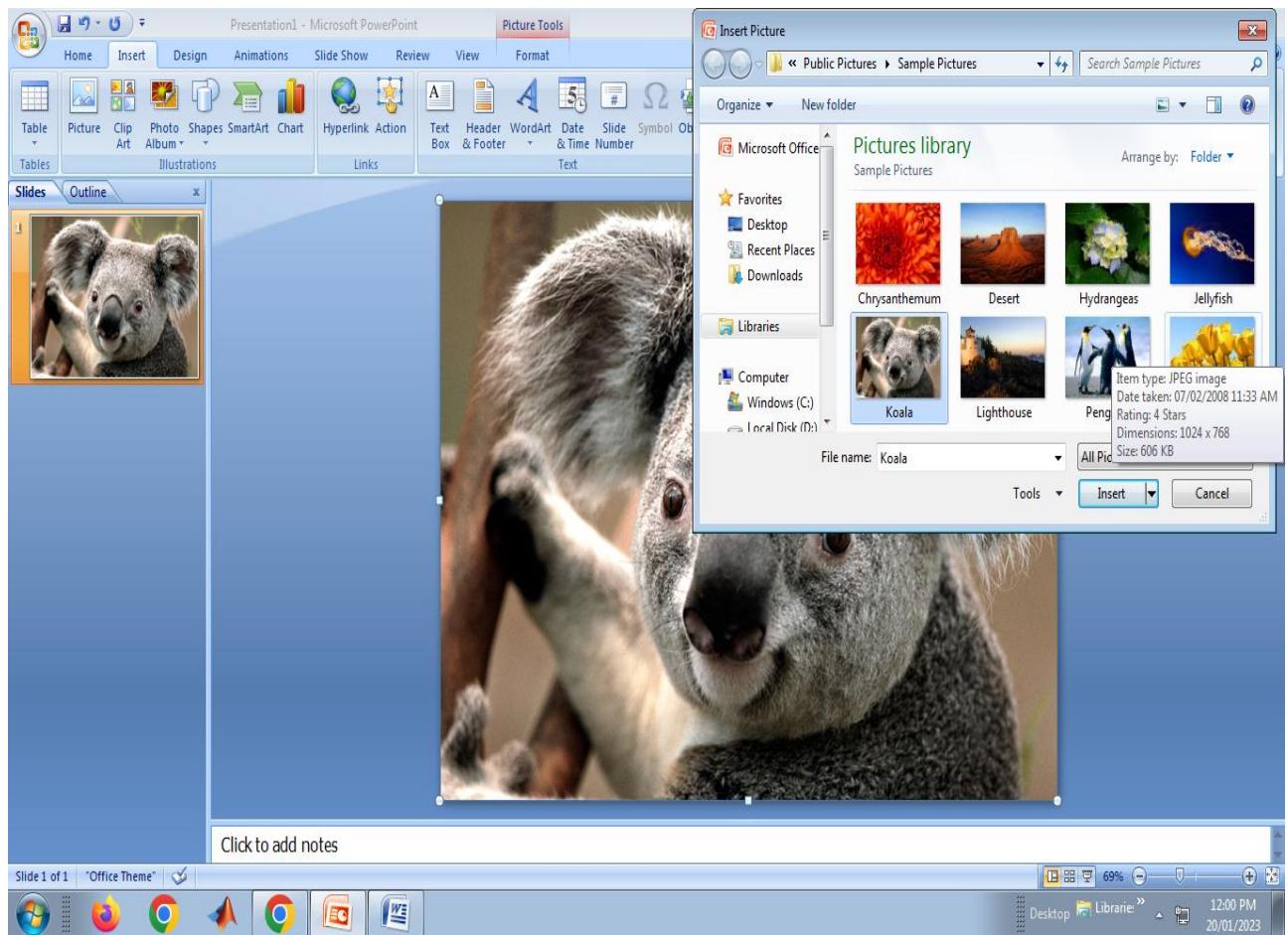
To Insert and format Images, Smart Art, Tables in PowerPoint.

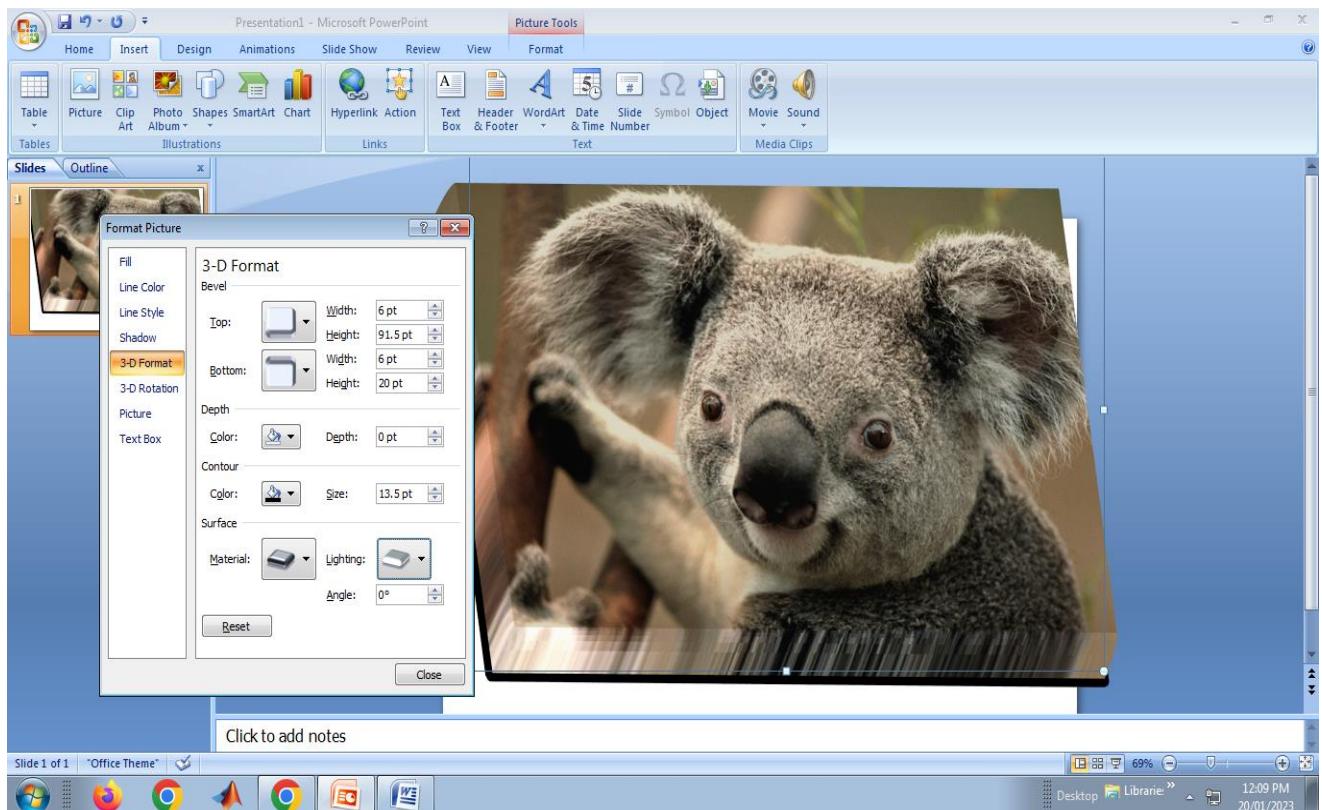
SOFTWARE REQUIRED:

MS POWERPOINT

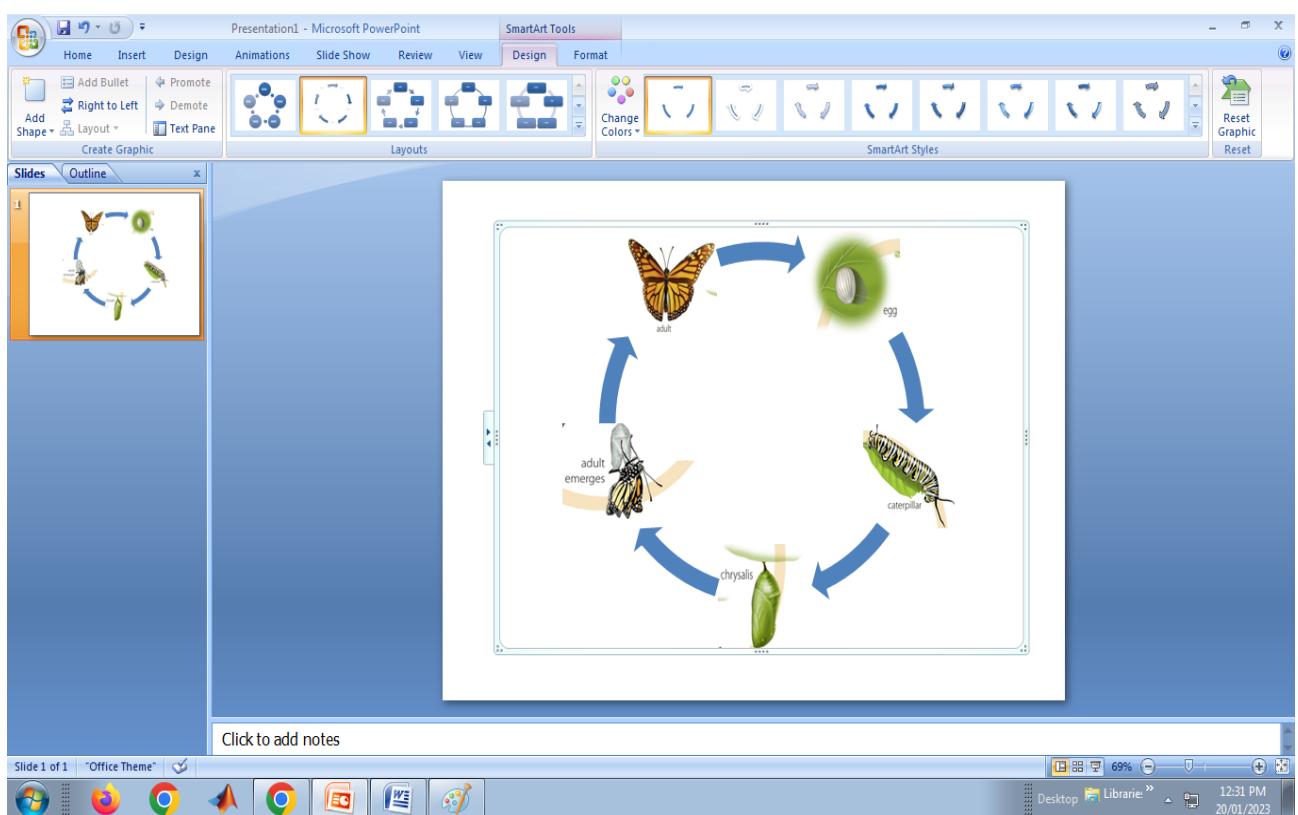
PROCEDURE:

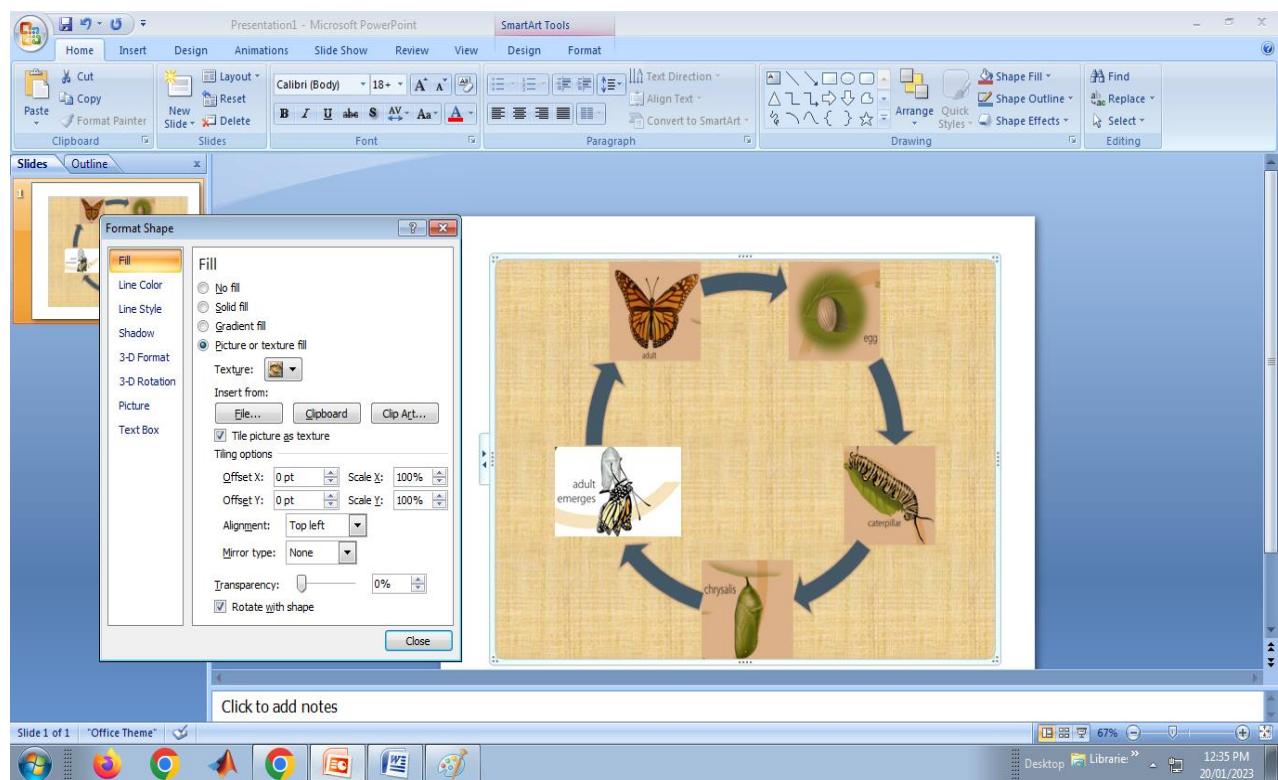
Inserting And Formatting Images:



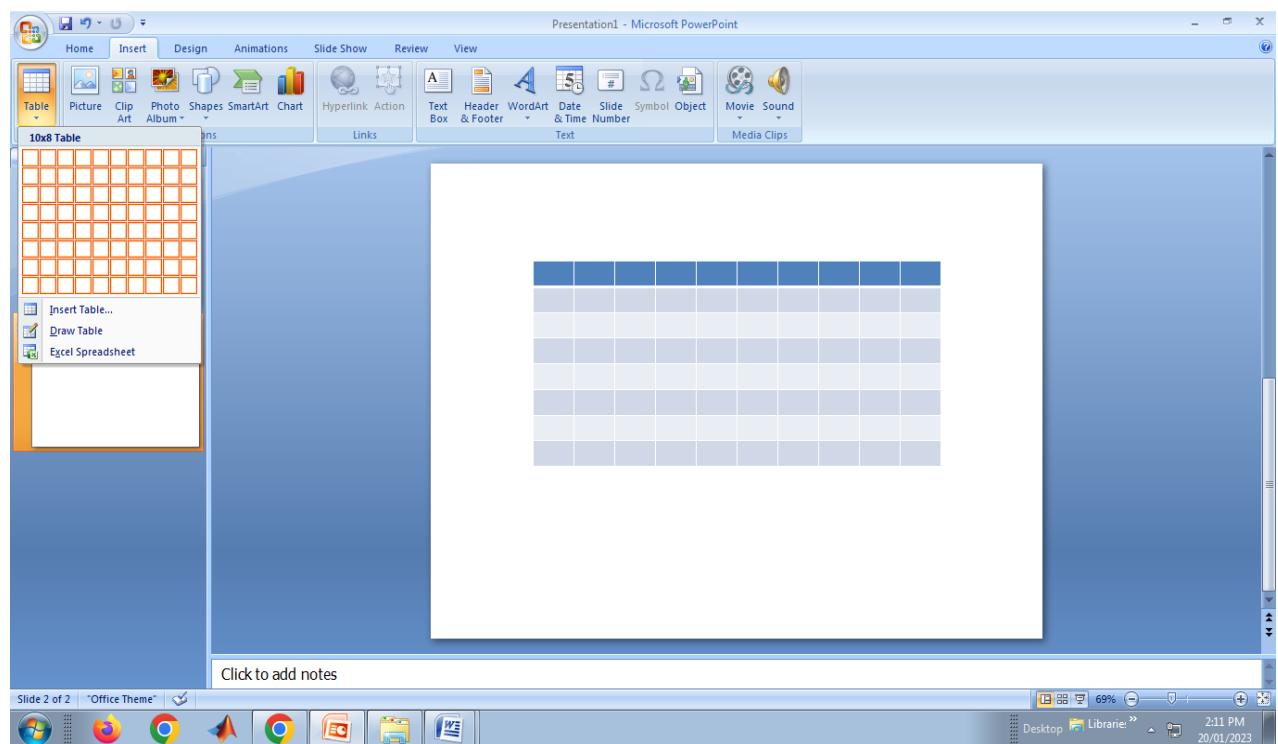


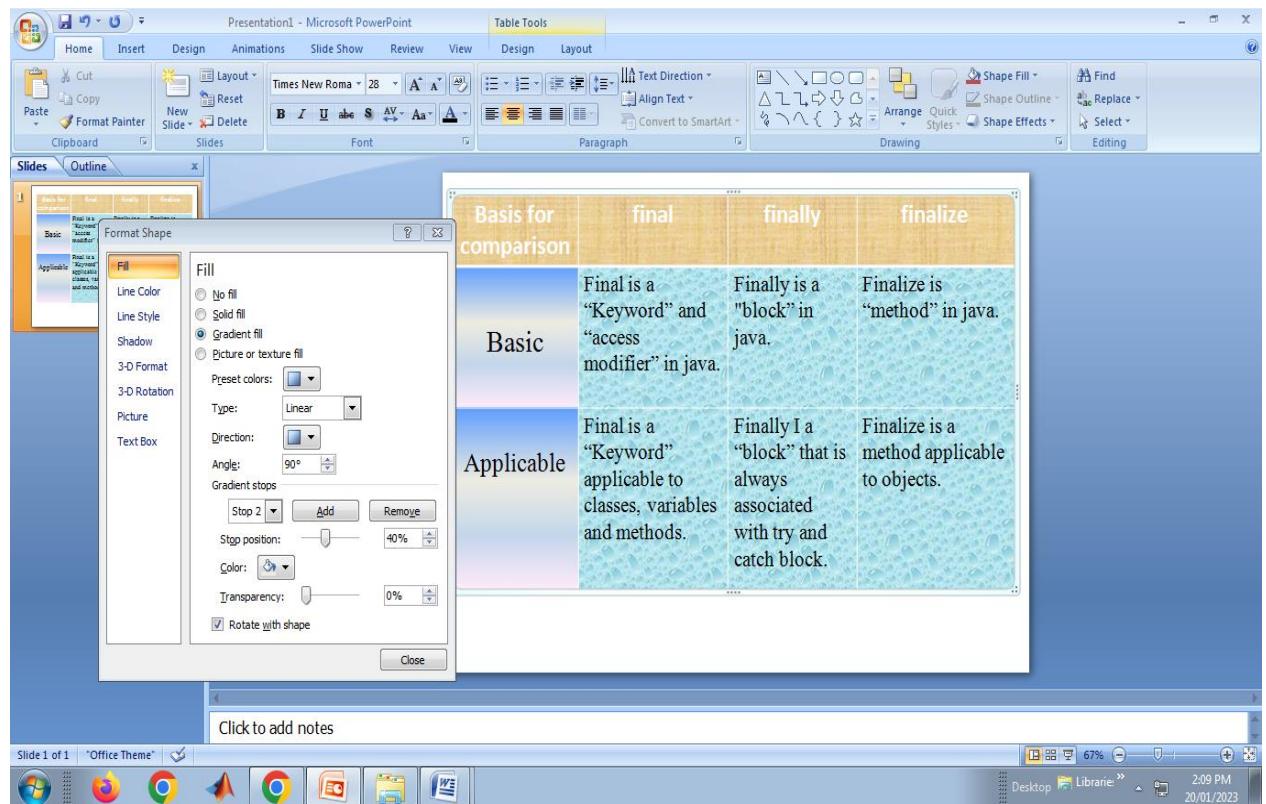
Inserting And Formatting Smart Art:





Inserting And Formatting Tables:





RESULT:

Thus the Inserting and Formatting of images, smart art, tables in MS Power point is performed successfully.

Exp. No.:11	
Date:	

Create and work with different types of charts**AIM:**

To create and work with different types of charts.

SOFTWARE REQUIRED:

MS POWERPOINT

PROCEDURE:

Step 1: Open Excel.

Step 2: Enter the data from the sample data table above

Step 3: Your workbook should now look as follows

The screenshot shows an Excel spreadsheet with data for four items: Desktop Computers, Laptops, Monitors, and Printers, across four years: 2012, 2013, 2014, and 2015. The data is presented in a grid format. A red box highlights the row for 'Desktop Computers'. A blue box highlights the column for '2015'. An orange arrow points to the header 'Sales Year' above the year column. A red arrow points to the header 'Items sold' below the item names. A blue arrow points to the header 'Sales volumes' next to the 2015 column.

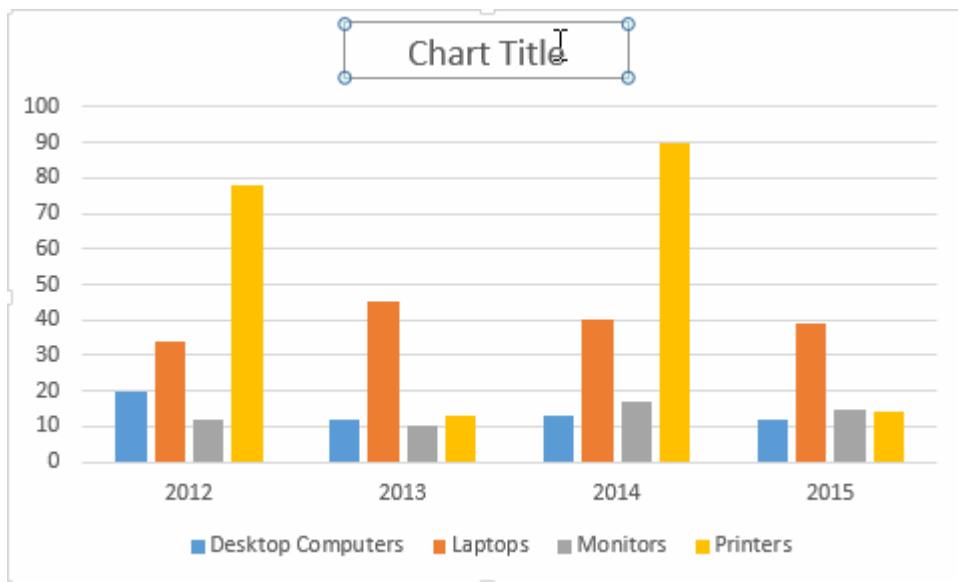
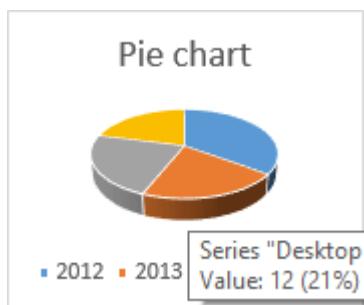
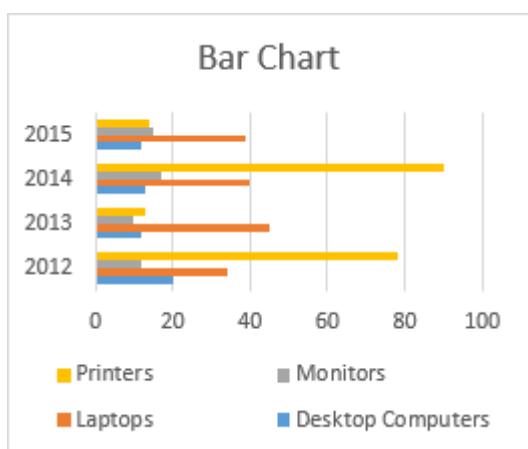
	A	B	C	D	E	F
1		2012	2013	2014	2015	
2	Desktop Computers	20	12	13	12	
3	Laptops	34	45	40	39	
4	Monitors	12	10	17	15	
5	Printers	78	13	90	14	
6						
7	Items sold				Sales volumes	
8						

Step 4: Select the data you want to represent in graph

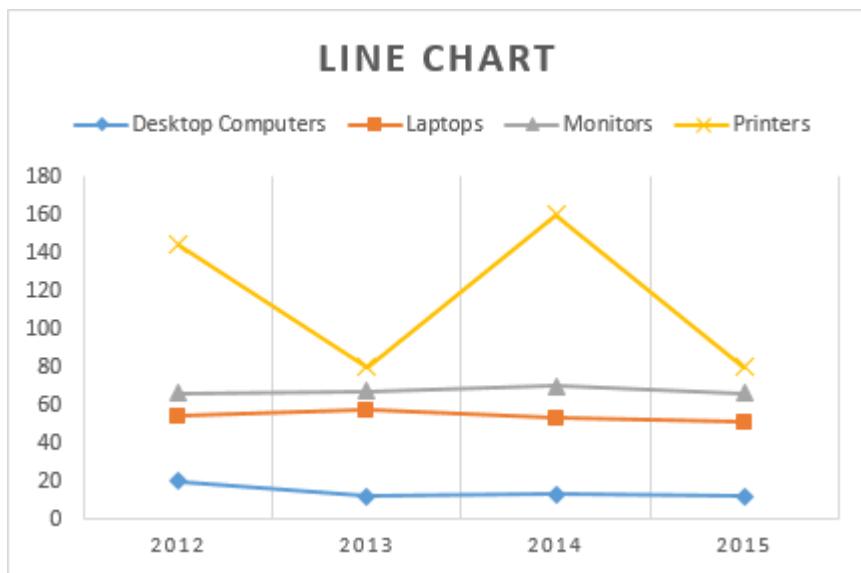
Step 5: Click on INSERT tab from the ribbon.

Step 6: Click on the Column chart drop down button.

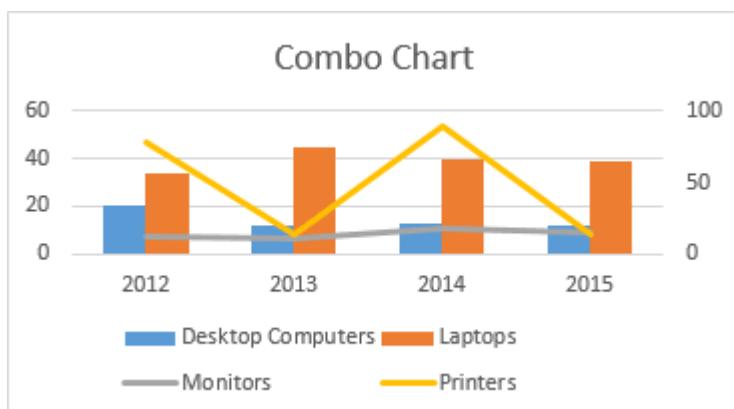
Step 7: Select the chart type you want.

Column chart:**Pie chart:****Barchart:**

Line chart:



Combo chart:



RESULT:

Thus different types of charts are created successfully in Excel.

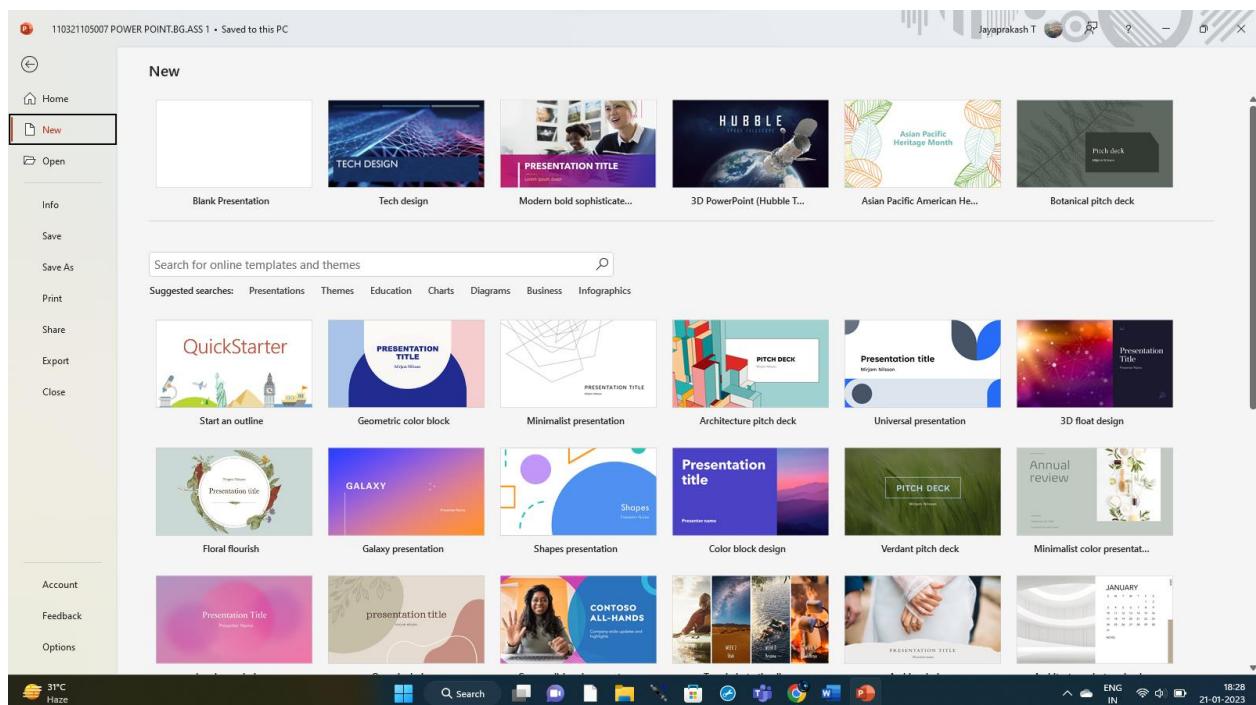
Exp. No.:12	SELECT SLIDE TEMPLATES, LAYOUT AND THEMES
Date:	

AIM:

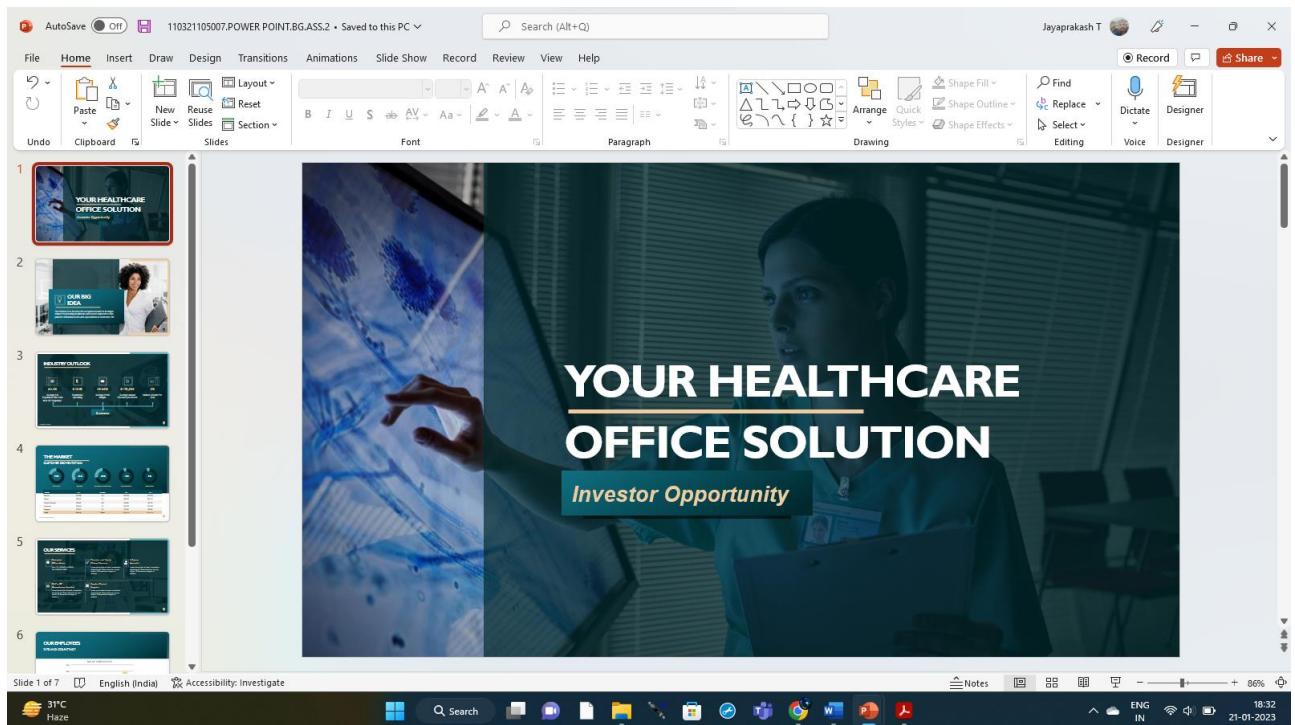
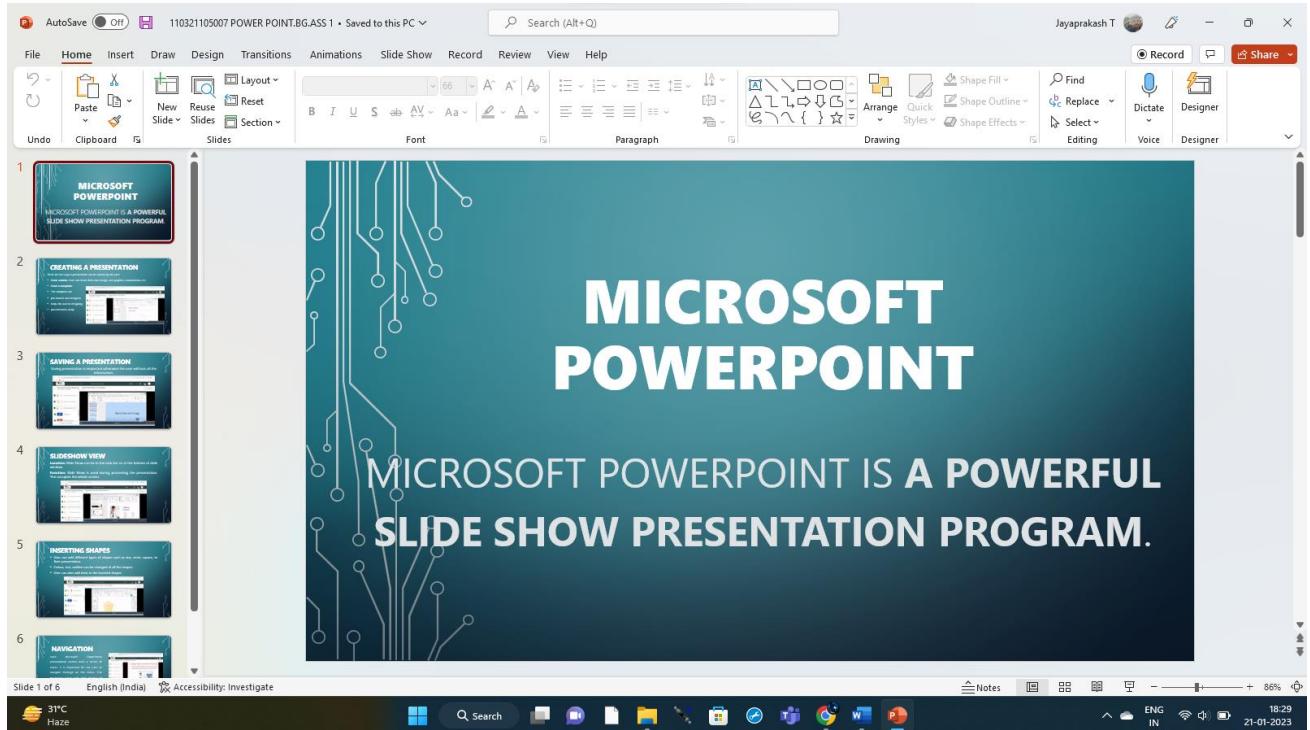
To select slide templates, layout, and themes in Ms power point.

SOFTWARE REQUIRED:

MS POWER POINT

PROCEDURE:**Select slide templates:**

Layout and themes:



The screenshot shows a Microsoft PowerPoint presentation titled "OUR EMPLOYEES" with the subtitle "2478 AND COUNTING!!". The main content features a bar chart titled "NO OF EMPLOYEES" showing employee counts for the years 2019, 2020, 2021, and 2022. The chart has a y-axis from 0 to 3000 and an x-axis with years 2019, 2020, 2021, and 2022. The data points are approximately 500 for 2019, 1000 for 2020, 1250 for 2021, and 2500 for 2022. The slide also includes a navigation bar on the left with slides 3 through 7, and a status bar at the bottom showing weather (31°C Haze), language (English (India)), and date (21-01-2023).

The screenshot shows the same Microsoft PowerPoint presentation on slide 7. The slide features a large "THANK YOU" text at the top, followed by a portrait of a person wearing glasses. Below the portrait, the text "KUMAR RAMAN" and "CEO" is displayed, along with an email address "kumargoindhan@example.com" and a phone number "678-555-0100". The slide layout is similar to the previous one, with a navigation bar on the left and a status bar at the bottom.

RESULT:

Thus, the selected slide templates, layout, and themes in MS Power Point successfully.

Exp. No.:13	Using handout master in slide.
Date:	

AIM:

To create a handout master in Ms Power point.

SOFTWARE REQUIRED:

MS POWER POINT

PROCEDURE:

Step 1: click the **View** tab, and then click **Handout Master** in the **Master Views** group.

Step 2: In the **Page Setup** group, you can specify the number and layout of slides to print on each page, change the orientation of handouts, and set the slide size. You can use settings on all three menus—**Handout Orientation**, **Slide Size**, and **Slides Per Page**—to customize your layout exactly how you want it.

Set the slides per page

1. Click **Slides Per Page**.
2. Choose a layout option from the thumbnail images.

Set the orientation

- Click **Handout Orientation**, and then choose **Portrait** or **Landscape**.

Set the slide size

- Click **Slide Size**, and then choose one of the options.

Step 3:Change headers and footers

You can adjust headers and footers in the **Placeholders** group. By default, the placeholders appear in the top and bottom corners of the Handout Master page.

Click in a text placeholder (Header, Footer, Date, or Page Number) to make changes to it. You can do things like:

- **Edit or add content in the text placeholders:** In addition to text changes, you can use commands on the **Insert** tab to add graphics or other content types.
- **Format text shape and appearance:** Select the text and use the options on the **Format** tab to make changes.
- **Change text placeholders:** Drag a text placeholder to move it, and use the text box sizing handles to change its size.

- **Turn placeholders on or off:** Clear the check box of the placeholder (Header, Date, Footer, or Page Number) that you want to turn off.

Step 4: Preview your handouts

To preview the way your handout will look when printed:

1. Click **File > Print**.
2. Go to **Settings > Full Page Slides**, and then under **Handouts**, select the layout you want and look at the preview pane. Click the **File** tab again to return to your previous view.

RESULT:

Thus the handout master is created successfully.

Exp. No.:14	Working with Transition and Animation
Date:	

AIM:

To make animation and transitions to the slide.

SOFTWARE REQUIRED:

MS POWER POINT.

PROCEDURE:**Adding an Animation to a Text:**

Step 1: Select the object that you want to animate.

Step 2: click the Animations tab.

Step 3: Select the animation that you want from the list.

Step 4: If you want to see which animations are applied to an object, click Animation Pane. You can also rearrange the animations as you see fit.

Step5: Use the timing options to set the timing of the animation. You can choose when you want the animation to start: on click, with previous or after previous. You can also set the duration and even set a delay before the animation begins.

Adding Transitions to the slide:

Step1: Select the slide you want to apply a transition to.

Step2: Click the Transitions tab.

Step3: After you select any transition from the list, you'll see a preview of the resulting effect.

Step4: If you want to adjust the direction of the effect, among other settings, click the Effect Options drop-down arrow.

Step5: To remove a transition, on the Transitions tab, click None.

RESULT:

Thus the animation and transition to the slide was successfully done.

Exp. No.:15	
Date:	

Trend Function In Excel

AIM

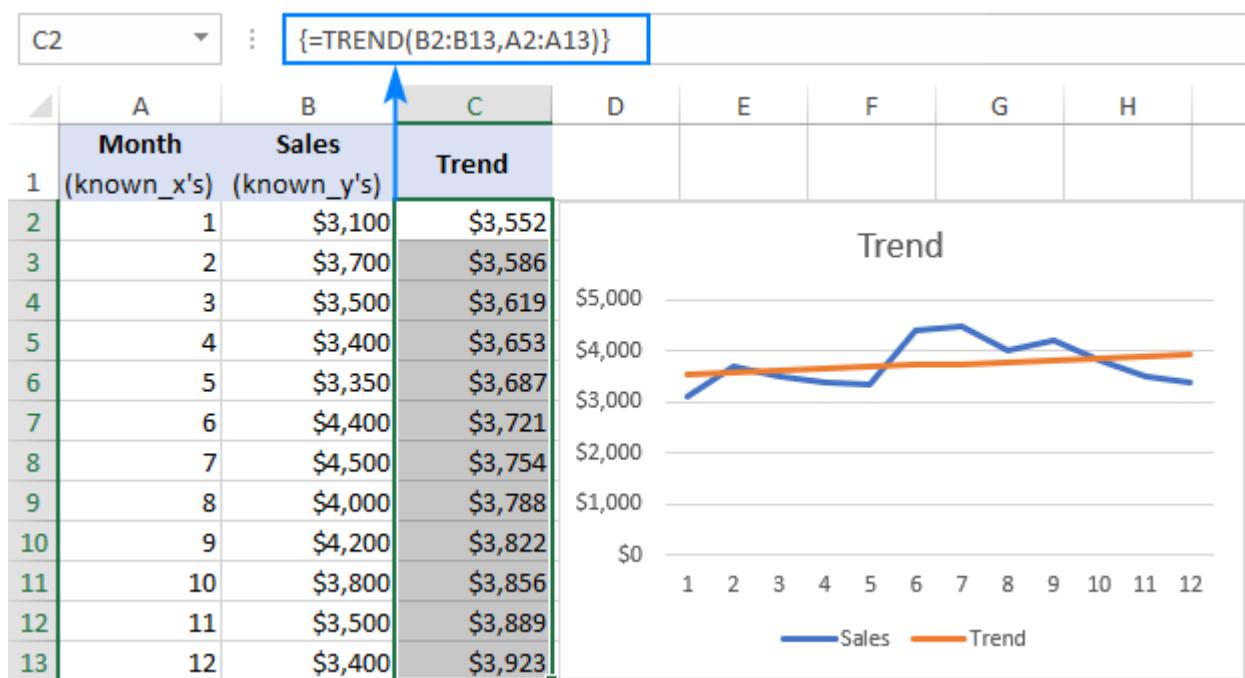
To create document using trend function in MS Excel

SOFTWARE REQUIRED:

MS EXCEL

PROCEDURE:

Document using trend function:



RESULT:

Thus document are created by trend function using Excel.