**ACKNOWLEDGEMENT**

I **Himanshu Pal** would like to express my special thanks of gratitude to my teacher **Ms. Swati Jha** who gave me the golden opportunity to do this wonderful project on the topic **Personal Computing Software**, which also helped me in doing a lot of Research and I came to know about so many new things I am really thankful to them.

Secondly I would also like to thank my parents and friends who helped me a lot in finalizing this project within the limited time frame.

**INDEX**

1. **MS-DOS**

* Introduction **Pg.06**
* Features of DOS **Pg.07**
* Types of DOS Commands
* Internal Commands **Pg.08**
* External Commands **Pg.12**

1. **MS–WORD**

* Introduction **Pg.17**
* The Word Interface
  + Title Bar **Pg.17**
  + The Ribbon **Pg.18**
  + The Quick Access Toolbar **Pg.18**
  + The Status Bar **Pg.18**
  + The Text Area **Pg.18**
  + Backstage View **Pg.19**
  + Document Views **Pg.19**
* Creating / Opening /Saving Documents
  + New Blank Document **Pg.20**
  + New from Template **Pg.20**
  + Open Existing Document **Pg.20**
  + Saving the Document **Pg.20**
* Formatting Text
  + Font Size **Pg.21**
  + Font Style **Pg.21**
  + Font Color **Pg.21**
  + Bold / Italic / Underline **Pg.22**
  + Text Case **Pg.22**
  + Text Alignment **Pg.22**
  + Highlight Text **Pg.22**
  + Creating List **Pg.23**
* Previewing / Printing Documents **Pg.23**
* Word Shortcut Keys **Pg.24**

1. **MS–EXCEL**

* Introduction **Pg.25**
* The Excel Interface
  + Title Bar **Pg.25**
  + The Ribbon **Pg.26**
  + The Quick Access Toolbar **Pg.26**
  + Backstage View **Pg.26**
  + Formula Bar **Pg.27**
  + Worksheet **Pg.27**
  + Worksheet Views **Pg.27**
* Creating / Opening / Saving Workbooks
  + New Blank Workbook **Pg.28**
  + New from Template **Pg.28**
  + Opening Existing Workbook **Pg.28**
  + Saving the Workbook **Pg.28**
* Cells
  + Introduction **Pg.29**
  + Selecting Cells **Pg.29**
  + Selecting Cell Range **Pg.30**
  + Cell Content **Pg.30**
* Modifying Columns / Rows / Cells
  + Modifying Column Width **Pg.31**
  + Autofit Column Width **Pg.31**
  + Modifying Row Height **Pg.31**
  + Modifying All rows and Columns **Pg.31**
* Formulas in Excel **Pg.32**
* Working with Multiple Worksheets
  + New Worksheet **Pg.33**
  + Deleting Worksheet **Pg.33**
  + Changing Worksheet tab Colour **Pg.33**
* Charts in Excel
  + Inserting Chart **Pg.34**
  + Changing Chart Type **Pg.35**
  + Switching Row / column Data **Pg.35**
  + Moving Chart **Pg.35**
* Formatting Cells
  + Changing Font Size **Pg.36**
  + Changing Font **Pg.36**
  + Changing Font Color **Pg.36**
  + Bold / Italic / Underline **Pg.36**
  + Changing Horizontal Text Alignment **Pg.37**
  + Changing Vertical Text Alignment **Pg.37**
* Cell Border and Fill Color
  + Adding Fill Color **Pg.37**
  + Adding Border **Pg.37**
* Printing
  + Printing Selection **Pg.38**
* Excel Shortcut Keys **Pg.39**

Sign:…………………….

**BIBLIOGRAPHY**

[**Google**](https://google.co.in/)

**https://google.co.in**

[**Scribd**](https://scribd.com/)

**https://scribd.com**

[**DLSCRIB**](https://dlscrib.com/)

**https://dlscrib.com**

[**TurboFuture**](https://turbofuture.com)

**https://turbofuture.com**

[**Wikipedia**](https://en.wikipedia.org)

**https://en.wikipedia.org**

[**Computer Hope**](https://computerhope.com)

**https://computerhope.com**

[**Encyclopaedia Britannica**](https://britannica.com)

**https://britannica.com**

[**Goodwill Community Foundation**](https://edu.gcfglobal.org)

**https://edu.gcfglobal.org**