

Practical File

DIGITAL PRODUCTIVITY AND MODERN WORKSPACES (PBC 102)

BCA First Semester Session 2023-2026

Submitted to: Mr.Janmejay pant

Assistant Professor School of Computing Graphic Era Hill University Bhimtal Campus

Submitted by: Himanshu Chauhan

BCA

Section: A

Roll no:-2371145

College Roll No:	Examination Roll no:





Established by an Act of the State Legislature of Uttarakhand (Adhiniyam Sankhya 12 of 2011)

NAME OF EXA	MINER:	
CONCERNED FAC	CULTY	HEAD OF DEPARTMENT
THE LABORATOR EXPERIMENTS / REQUIREMENT DEGREEE COURS	RY OF THIS COL TERM WORK IN PARTIAL FUINSE SE PRESCRIBED	LL THE EXPERIMENTS IN LEGE. THE COURSE OF THE ULLFILLMENT OF THE EMESTER OF BCA O BY THE GRAPHIC ERA HILL THE YEAR 2023-2026.
THIS IS TO CERT	IFY THAT MR. I	HIMANSHU CHAUHAN HAS





Established by an Act of the State Legislature of Uttarakhand (Adhiniyam Sankhya 12 of 2011)

INDEX

Exp. No.	Date	Experiment	Page No.	Remarks

MS WORD EXERCISES



Question 1. Create and Design Admission/Enquiry Forms etc.

To create this kind of form, you need to use shapes, text boxes, colors, formatting options, tables, and horizontal lines in MS Word. This is a very good exercise to practice because it will give you an idea of how to use such options practically on various official documents that we use in our daily official life.

Example is shown on the next slide.

Reference Link:

to create a **forms** in ms word

CHRISTMAS PARTY ENQUIRY FORM

Name:			
Phone Number:			
Email address:			
Company:			
Please tick all which apply:			
☐ Restaurant Table Lunch			
☐ Restaurant Table Dinner			
☐ Private Dining Lunch			
☐ Private Dining Dinner			
□ Drinks Party Day			
☐ Drinks Party Evening			
□ Other			
Expected numbers:			
Preferred date(s):			

Please return this form to a member of staff and one of the events team will be in touch as soon as possible

> = The Gun =27 COLDHARBOUR, DOCKLANDS, LONDON, E14 9NS T: 020 7515 5222 W: THEGUNDOCKLANDS.COM





Question 2. Create Business Cards using different Shapes, text, and colors in ms word.

Reference link:

<u>Click here</u> to see how to create a business card using different shapes ,text,and colors in ms word

EXAMPLE:



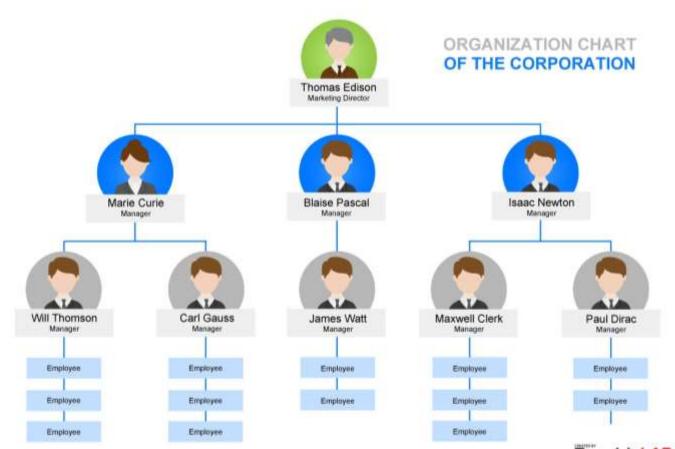
Question 3.

Use smart art and create organizational charts and showcase relations:

Smart Art is one of the favorite options in Microsoft Word. Smart art is used to draw diagrams that are used to showcase the content visually that will be easy to understand and manage. As you see below the smart art image Hierarchy Diagram is used to create an organizational chart or structure of the Telecom company.

Reference link:

How to create Organisational Charts in Ms word



Question 4. Make book content page or index page ?

This is another idea in which you need to create an index or content page of the book. In this process, you will learn about the first-line indent, hanging indent, and the perfect use of the ruler bar in Microsoft Word.

And also about a page number, and a hyperlink (if it is an eBook).

EXAMPLE IS ALSO GIVEN ON THE NEXT SLIDE.

Reference link:

Click here to see how you can create a book content page or index page in ms word

CONTENTS

Introduction	(
Literature review	8
Methodology	1.2
Procedures	20
Procedure I	21
Procedure II	27
Procedure III	33
Procedure IV	3.5
Results	56
Test results	58
Lab Results	59
Measurements	61
Histograms	63
Discussion	66
Market Analysis	68
Region X	71
Country Y	73
Male vs Female	75
Age Groups	78
Conclusions	81
Recommendations	83
Group Meeting	86
Regulatory Bodies	87
Agents	88
Appendix A. Transcriptions with Institutions	91
Appendix B. Tables with Results	98

^{*)} The table of contents comes between your abstract and your introduction. It should be written in the same font and size as the rest of your text (usually 12pt Times New Roman). At the top of the page, write Contents, centered and in bold. In APA Style, you can use up to five levels of heading, each with its own formatting style. In the table of contents, you should include all level 1 and 2 headings, left-aligned and formatted as plain text. Level 2 headings are indented. Including lower-level headings in the table of contents is optional. Add an additional indent for each level. If you have a lot of headings in your text, you may not be able to include them all—your table of contents should not be more than two pages long in total.

Quesition 5.

Practice hyperlinking and creating links between Word document texts to D: /, Play songs from Microsoft Word text, and create links between internal and external files?

This is the most important option in Microsoft Word. Most of the processes on the internet contain links. The hyperlink is the starting point in which you learn how things are connected with each other.

Reference link to create a <u>Hyperlink</u> in ms word...

Example:



Question 6. Design a Happy Birthday Message by using Word Art and print it.

You can use the Word Art option for this. You can create the best wishes message in MS Word. After that, you can print. And give it to the person. It's about creating small things at home. This is also a good way to make kids interested in learning the computer.



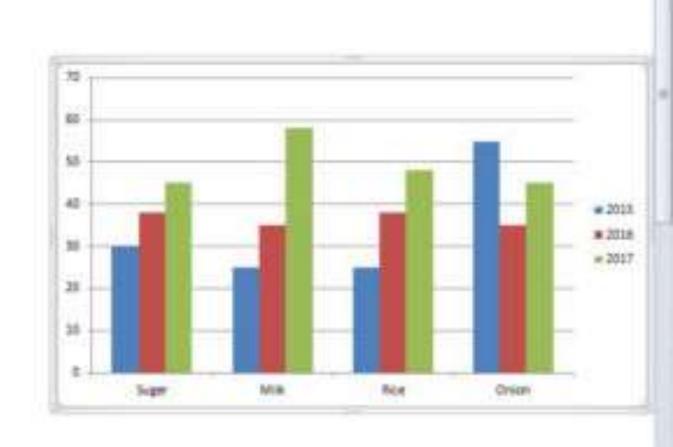
Question 7. Create a chart and show the product price comparison between years:

The chart option is very important in Microsoft Word and Excel. However, the use of the chart option and any other option in MS Word depends on the demand for a certain content type.

For example, you're writing a book or making notes about something in which you have to write and explain the price comparison between 3-4 years. Then you can use the chart for visualizations to analyze the data.

Reference link:

Charts in MS word



Question 8.

Take a double-column book or newspaper and design or create a similar paragraph style in the Word document.

find the newspaper similarly as you see below and create or type the text as you're seeing in the newspaper. And if you're having a problem, ask your teachers. So, when your teachers teach you how to do that thing or this thing, it will be great for your knowledge. Reference links:

Link 1 Link 2



Zun Eldgen Dank Under Franken Wienee

Das ander Cevient der Schweiz

Lasern ipsom dolor alt atter, come allipsicolog elli. Pedentitusue er lors Ut digettacion, erat eget malesanda erit eriter malesanda partis, ut semple inter de estir. Aerezas Fongilla lacco Vestillosium eget lortoc eget mauris

Materic a veilt. Sed non mauris. Visureus nist nist, inevallis eu, ultraces visus, pieterear eu, tellus Ra el deles eed distos (dorris sagens. Mirrhi risi, Ruffan verputate pubvirar vestifustum conneccio a risia deles especiales en el consecutation de la confessiona del confessiona de la confessiona del confessiona de la confessiona del confessiona de la confessiona del

Cran motivatie ultamentper est. Fusce quant fringilla rives autopetiforescapar nos useit. Damee ante matrices a, pretium sur arest, gravida vi exacestra gelle magna, phaestra at, sia loborus non, meno. Nam in tapien, sia loborus non, meno. Nam in tapien, sia loborus non, meno. Nam in tapien, sia loborus non, meno. Nam in tapien solorensus modits tigula. Nunc Informis curtaus facutions, facution facution facution facution facution pede massa ager sist. As segue, blander pede massa ager sist. As segue, blander est, accomman as, titudi quam. Prazioni maurits soci. utiricies sovel, lauriest nu, taros.

turem ignum debe sit arret, turen adlipracing etit. Pellemengue et lon Ut dignissim, erat eget matesaada etit enim matestie paras, et sempe nibit id oliti. Arresa fringilis laton Vestibulum eget turter eget mauris

Maunts a vetit. Seif non mouris. Wisamus nich neut, rienvallis est, alltities vitine, placesta est, tellis. Ba et dotor sed diam loborits sagitife. Morto est diam volgutate poivirsar Vestibulism commido accumtan turp Sospendisse poreent. Vestibulism graturger venesats ornare diam. Ut sed tellus. Ut egestas justo quis fi.

Cras molecules ullianocorper est. Palace quain Armgilla Pissia, Proin condimenta Patheniesague non vellt. Bones, anne en ultrices a, préclum sit amet, gravida v Praesses pede magnia, pharetra at, bil loborito non, menus. Mam di sapien, M fermentum mullis ligistà. Muni liborale cursas fautibus. Rigota mauris accumager l'accident pade massa ager livicident pade massa ager livicides evel, siament est. lacet.

Cras molestic ultamorper est. Futce core quam fongiña mus. Pesin condimentum. Pellentesque non vela. Deolec ante mussa,

Lorem lipsum dolor sit amet, const. adipriscing elit. Petiemienque et lon tit dignissim, erat eget enabrisada elit erim molestie preus, et sempe ribis il odio. Aerican fringilla lauss vestibulum eget torior eget mauris.

Mauris a vetit. Sed non mauris.
Vivarrus nist mist, convailis eu,
ultrices vitae, piaceral est, rellus. Na
id door sed diam loboeris sagirms.
Morbi mi. Nullam visiputate purionar
Vestibulum commodo accumiant unisuspensibose potenti. Vestibulum grainteger venenatis oriare diam.
Ut sed tellus. Ut egratas justo quis fi

Cras Holestie ullamcorper est. Fusce quam fisiglità risses, Proto condimento relientesque non velli. Donec ante mutrices a, pretium sit a-os, gravida v reassent pede magna, pharetra at, bio lobertis non, mettra. Nam id Sapien Merrenetum mollis ligula, Num tobortis cursus faucibus, ligula muntis accums, eget tincidum pede musta eget sini. E) alique, blandit vel, accumsan ac, fincid quam. Praesent mauris arci, ultricies ei vel. Laoreet mi, 1604.

Das ander Cevient der Schweiz

Cran molestire ollamicroturi est, Fasce comtuales trongilla titus. Prein condimention, tellectrorique con velle. Dobel carbo marcha, utitices a, perisum of enret, graziela sel, Praesient pode magina, praestra at, titaria infentis, rome, metas. Sami di sappiri. Har telesentare medit, liquita, Busic inbantis, e Cortus Saucilione. Gipala mauris accumus aggit micidant pede massa eggit mui. El augue, Mardir est, accumusa accumus quare, Praesient mauris orti, utitulem est uel, timenet est, lazio.

Can resemble villare. Spein conditional handle cross-spein conditional state in the condition of the conditi

Cox maleyon ulluncings eth Functions, quant troughly from From conditions and subsettinged man new Yorks, artis manna

Question 10:

Insert Images and Practice on Format Menu and Image Options.

You can use image options and style to decorate, retouch, and adjustment of colors and brightness in MS Word. As you can see, I have created various styles and image effects. These are easy to create.



THANK YOU