



Graphic Era

HILL UNIVERSITY

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

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:_____



Graphic Era
HILL UNIVERSITY

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THIS IS TO CERTIFY THAT MR. HIMANSHU CHAUHAN HAS
SATISFACTORILY COMPLETED ALL THE EXPERIMENTS IN
THE LABORATORY OF THIS COLLEGE. THE COURSE OF THE
EXPERIMENTS / TERM WORK

_____ IN PARTIAL FULLFILLMENT OF THE
REQUIREMENT IN _____ SEMESTER OF BCA
DEGREEE COURSE PRESCRIBED BY THE GRAPHIC ERA HILL
UNIVERSITY BHIMTAL DURING THE YEAR 2023-2026.

CONCERNED FACULTY

HEAD OF DEPARTMENT

NAME OF EXAMINER:

SIGNATURE OF EXAMINER:

[illegible]

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

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T: 020 7515 5222 **W:** THEGUNDOKLANDS.COM



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Question 2.

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

Reference link:

[Click here](#) to see how to create a business card using different shapes ,text,and colors in ms word

EXAMPLE:



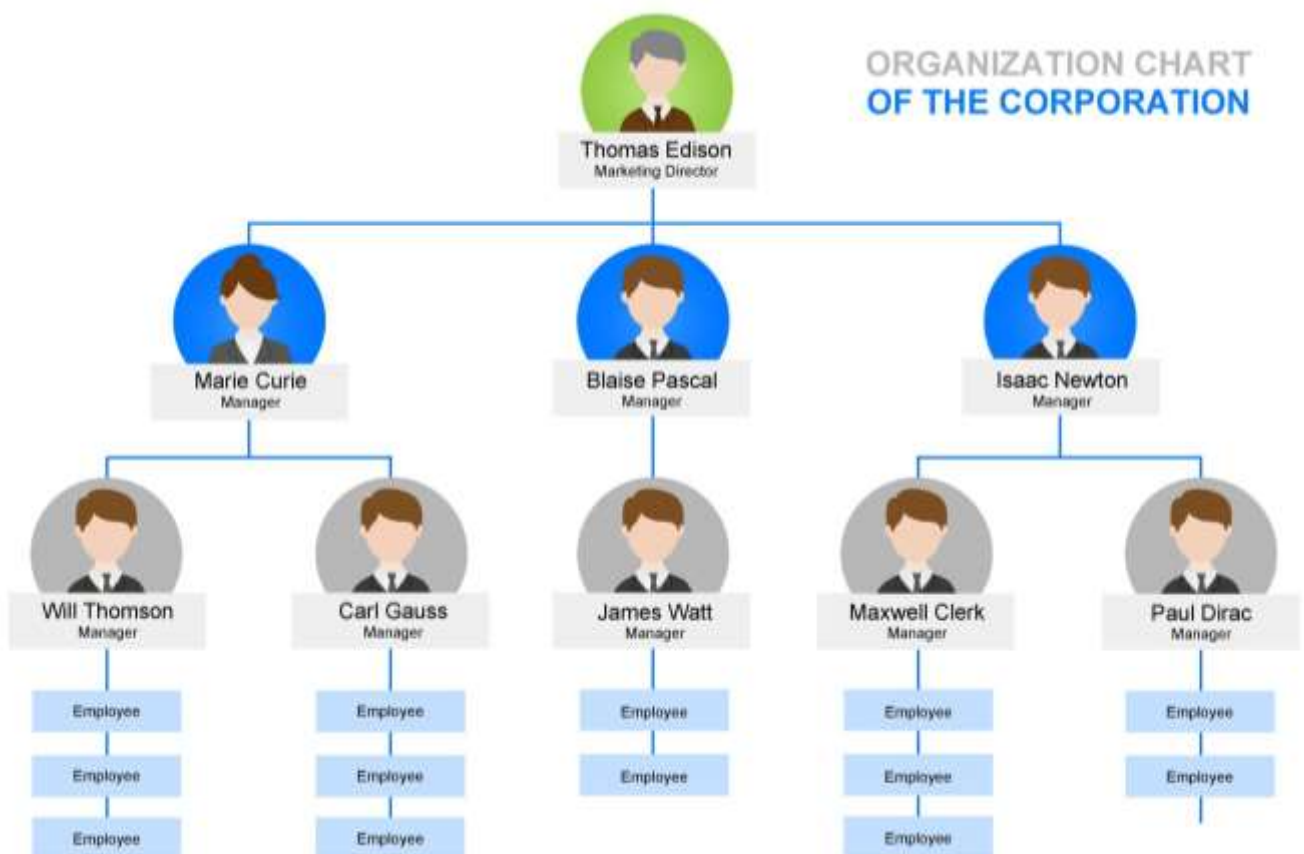
Question 3.

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

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*) 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.

Question 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 [Hyperlink](#) in ms word..

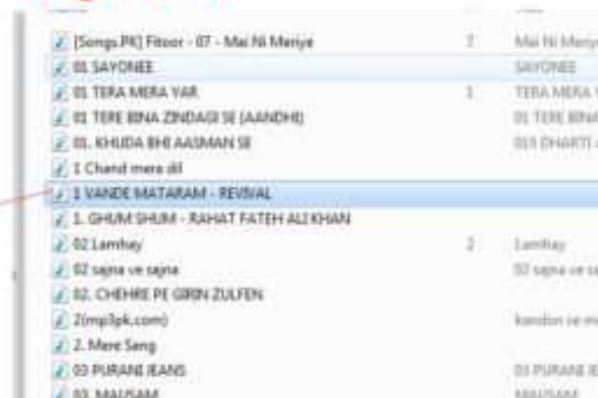
Example:

MS - Word Document

9. Practice hyperlink and create links between word document texts to D: /, [Play songs](#) from Microsoft word text, create link between internal and external files.

Hyperlink

Songs Folder



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.

Happy

Birthday



Question 7.

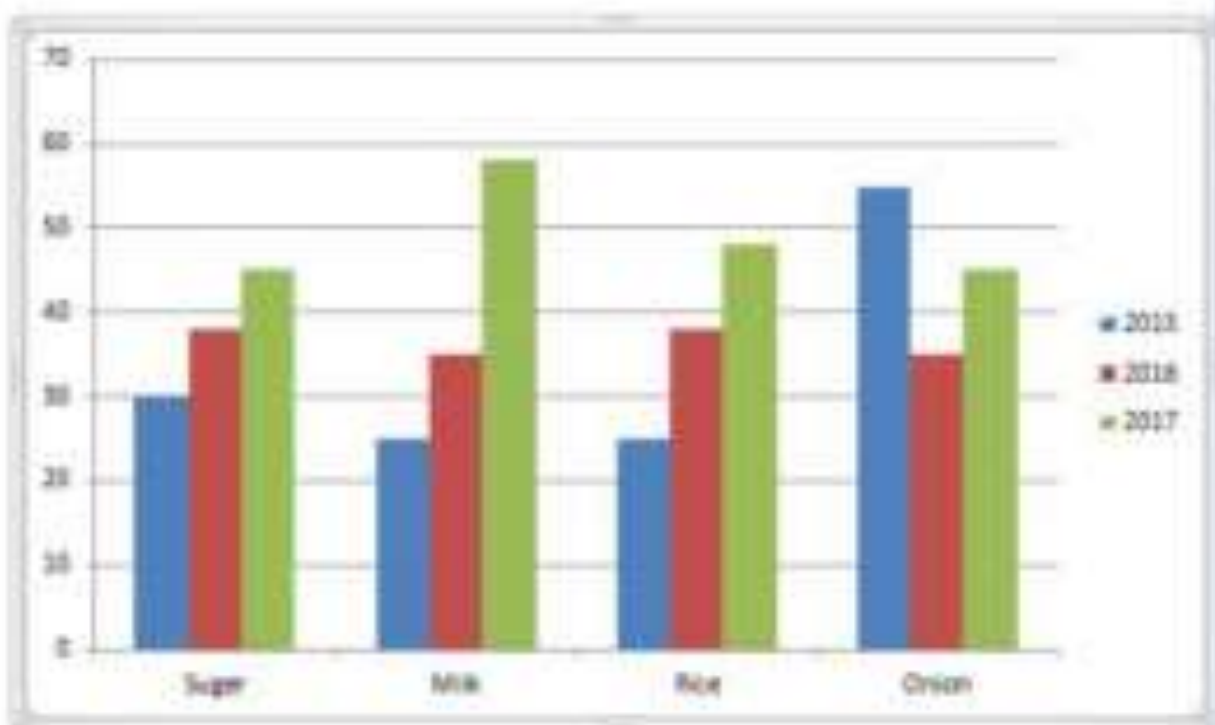
Create a chart and show the product price comparison between years:

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](#)



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