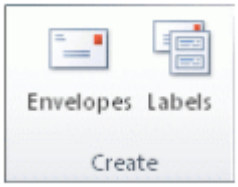
## Experiment no 1: How to create and print envelope in MS Word.

Set up a return address

1. Start Word.
2. Click the File tab.
3. Click Options.
4. Click Advanced.
5. Scroll down, and under General, type your return address in the Mailing address box.
6. Click OK.

Verify printing options before you run a batch of envelopes through your printer, you can verify that the printer options are set up correctly.

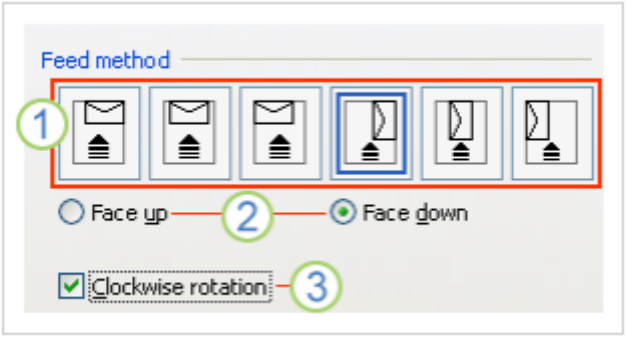
1. On the Mailings tab, in the Create group, click Envelopes.




2. Click Options, and then click the Envelope Options tab.

3. In the Envelope size box, click the choice that matches the size of your envelope. If none of the choices matches your envelope size, scroll to the bottom of the list, click Custom size, and then type the dimensions of your envelope in the Width and Height boxes.

Click the Printing Options tab. The printer driver tells Word which way the envelope should be loaded into the printer, and this information is displayed in the Printing Options tab of the Envelope Options dialog box.




1. The feed method determines the position of the envelope (right, middle, left) and whether the long or short edge is being fed into the printer.

2. The envelope can be face up or face down. The face is the side that the address is printed on.

3. If the envelope is fed short edge first, the envelope may need to be rotated to prevent the text from appearing upside down on the face of the envelope. The envelope in the illustration below is positioned to the right, face down, flap at the top, and the short edge is being fed into the printer, in accordance with the settings in the dialog box shown above

Load the envelope as indicated in the dialog box.

- Click OK.
- Type some test text in the Delivery address box, and then click Print to print the envelope.
- Verify that the envelope printed correctly.
- If the envelope did not print correctly, do any of the following:
- Consult your printer information, if available, to find out how to load the envelopes into the printer.
- Update your printer driver.
- Go back to the Printing Options tab of the Envelope Options dialog box, and make adjustments to the printing options. Print the envelope again. Repeat this process until you discover a configuration of printing options that yields the results that you want.

Create and print or save an envelope

1 On the Mailings tab, in the Create group, click Envelopes.
2 In the Delivery address box, type the mailing address. If you want to use an address in the electronic address book installed on your computer, click Insert Address.
3 If you want to format the text, select the text, right-click the selected text, and then click Font on the shortcut menu.
4 In the Return address box, type the return address or use the preconfigured one. If you want to use an address in the electronic address book installed on your computer, click Insert Address.
5 If you want to keep the return address for future use, but you don't want to include it on the current envelope, select the Omit check box.
6 If you have access to electronic postage, for example if you purchased it from a service on the World Wide Web, you can add it to your envelope.
How?

- Select the Add electronic postage check box. If you do not have an electronic postage program installed, Microsoft Word prompts you to install one and offers to connect to the Office.com site. There, you can get more information and links to other sites that offer electronic postage.

- To set options for the electronic postage programs that are installed on your computer, click E-postage Properties.

7 Do one of the following:

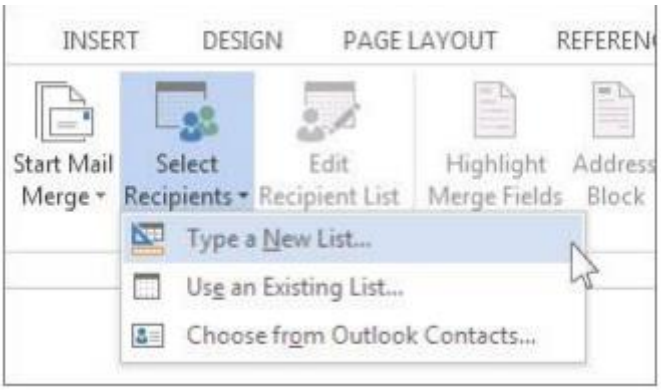
- If you want to print the envelope without saving it for reuse, insert an envelope in the printer as shown in the Feed box, and then click Print.
- If you want to save the envelope for reuse, click Add to Document, and then click the File tab, click Save As, and type a name for the document. Word adds the envelope to the current document as Page 1. If you want, you can use the rest of the document for typing correspondence that will automatically be stored with the envelope.

To print the envelope, insert an envelope in the printer as shown in the Feed box on the Printing Options tab in the Envelope Options dialog box, and then click Print

## Experiment no 2: How to mail merge in MS Word.

Create a new mail merge list

1. On the File tab, select New and choose Blank Document.
2. On the Mailings tab, choose Select Recipients and select Type a New List.

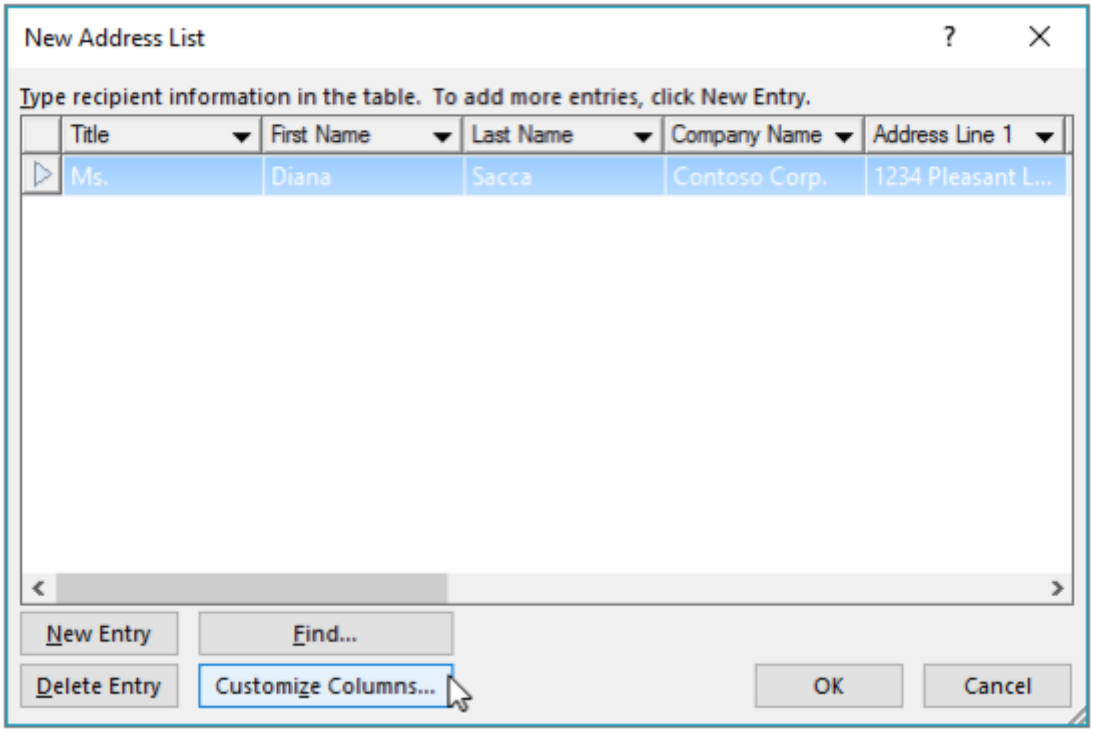



3 In the New Address List dialog box type recipient information in each column as appropriate. For more info on using the dialog box, see Edit Data Source.

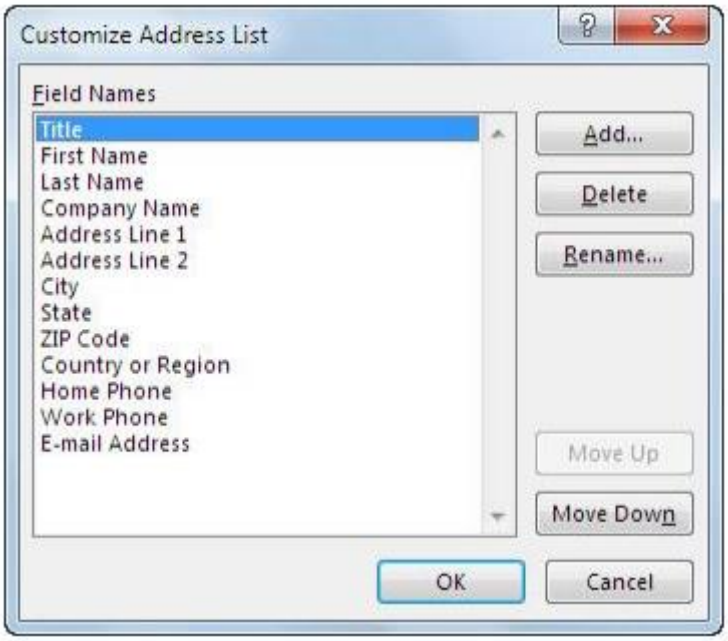
4 For each new record, select Add New.

5 If you need more columns, such as for an order number, follow these steps:

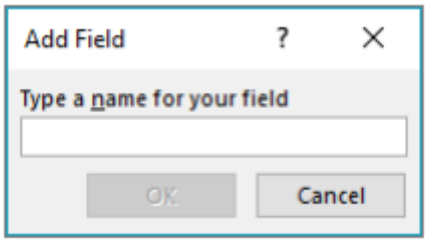
- In the New Address List dialog box choose Customize Columns.




- Choose Add.




- Type a field name and then select OK.




- Repeat steps b and c for each column or field to add.

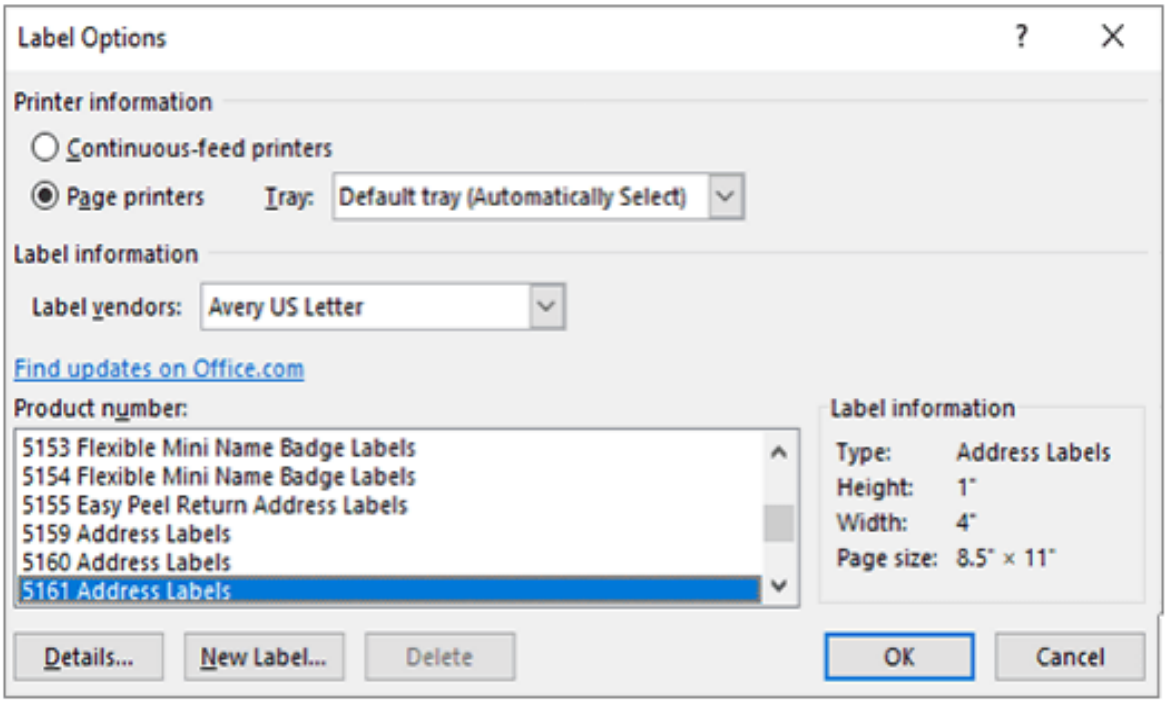
**6** When you're done adding all the people you want to your list, choose OK.

**7** In the Save Address List dialog box, give your new file a name, and then choose Save

## Experiment no 3: How to print labels in MS Word.

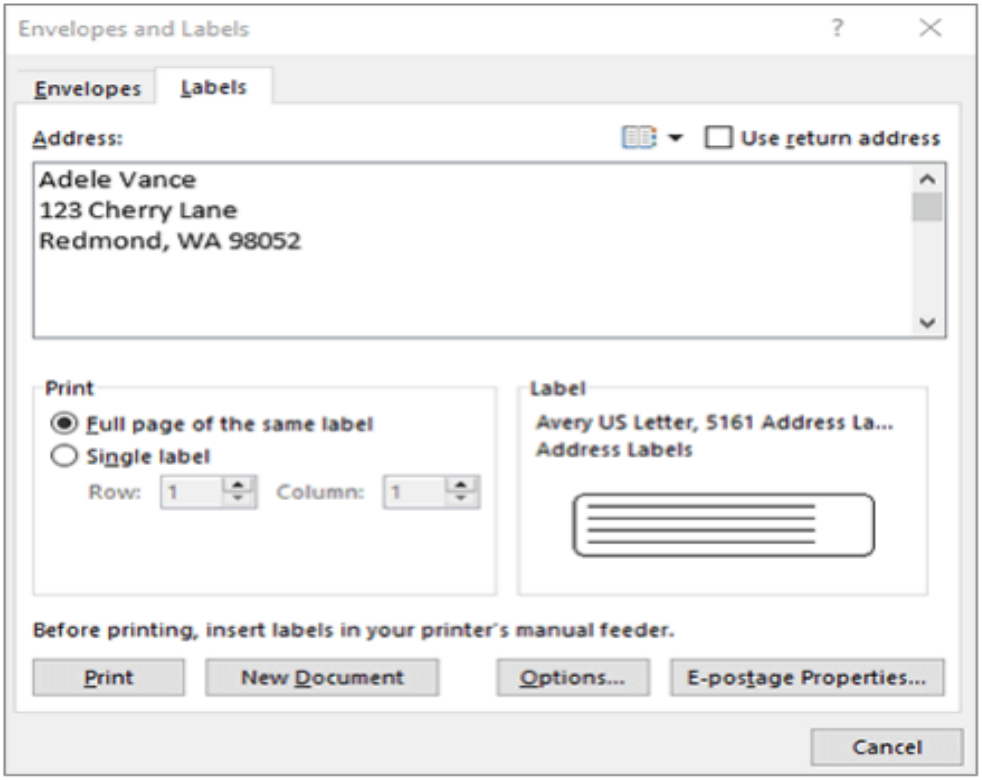
Create and print a page of identical labels

1. Go to Mailings > Labels.
2. Select Options and choose a label vendor and product to use. Select OK. If you don't see your product number, select New Label and configure a custom label.




---

3. Type an address or other information in the Address box (text only). To use an address from your contacts list select Insert Address.
4. To change the formatting, select the text, rightclick, and make changes with Font or Paragraph.
5. Select OK.
6. Select Full page of the same label.
7. Select Print, or New Document to edit, save and print later.




If you need just one label, select Single label from the Mailings > Labels menu and the position on the label sheet where you want it to appear. Select OK, the destination, and Save

**Experiment no 4: Use the inbuilt functions in MS Excel to calculate basic statistics from a list of data.**

**STATISTICAL FUNCTIONS IN EXCEL:**

**There are different ways, one can use, excel's statistical functions, let us look at them**

- Statistical functions help in analyzing the data by providing insights about its characteristics such as average, variability, and distribution.
- It helps in summarizing large datasets into meaningful metrics, this makes it easier to understand and interpret the information.
- Based on data trends and patterns, these functions help in informed decision-making with the application of statistical measures like averages, standard deviations, and correlations.
- The quality control aspect is maintained by identifying outliers, detecting trends, and assessing the consistency of data.
- With the help of historical data, statistical functions help in creating forecasts and predictions, which ultimately helps in planning and decision-making.
- The best point about its application is that it helps you to compare different datasets and bring out their similarities, differences, and relationships.
- The ultimate advantage is its conjunction with Excel's charting tool, it helps to create visual representations of data, which enhances understanding and communication for the stakeholders involved.

Some of the commonly used statistical functions:

1. **AVERAGE**

The average function simply adds up all those numbers and then divides the total by how many numbers there are. It gives you a typical or central value of your data.

- Syntax AVERAGE(number1, [number2], …)
- Description: Calculates the arithmetic mean (average) of a range of numbers.
- Example =AVERAGE(A1:A10) will return the average of numbers in cells A1 through A10.

2. **STDEV**

This function measures how spread out your numbers are from the average. If the numbers are all close together, the standard deviation is small. If they are more spread out, the standard deviation is larger.

- Syntax STDEV(number1, [number2], …)
- Description: Calculates the standard deviation, a measure of the amount of variation or dispersion in a set of values.
- Example =STDEV(B1:B10) will return the standard deviation of numbers in cells B1 through B10.

3. **COUNT**

In Excel, it counts how many cells in a range have numbers in them.

- Syntax: COUNT(value1, [value2], …)
- Description: Counts the number of cells in a range that contain numbers.
- Example: = COUNT(C1:C10) will count the number of non-empty cells in the range C1 through C10.

4. **MAX**

If you have a bunch of numbers, the MAX function tells you which one is the biggest.

- Syntax MAX(number1, [number2], …)
- Description: Returns the largest value in a set of values.
- Example = MAX(D1:D10) will return the maximum value from cells D1 through D10.

5. **MIN**

On the other hand, MIN does the opposite of MAX. It tells you which number is the smallest in your group.

- Syntax MIN(number1, [number2], …)
- Description: Returns the smallest value in a set of values.
- Example = MIN(E1:E10) will return the minimum value from cells E1 through E10.

6. **SUM**

Similar to COUNT, but instead of just counting the numbers, SUM adds them all up.

- Syntax SUM(number1, [number2], …)
- Description: Adds up all the numbers in a range.
- Example = SUM(F1:F10) will add all the numbers in cells F1 through F10.

7. **MEDIAN**

It’s the number that splits your data into two equal halves.

- Syntax MEDIAN(number1, [number2], …)
- Description: Returns the median, which is the middle value in a set of numbers.
- Example = MEDIAN(G1:G10) will return the median of numbers in cells G1 through G10.

8. **MODE**

If you have a list of numbers, the mode is simply the number that appears most frequently.

- Syntax MODE(number1, [number2], …)
- Description: Returns the most frequently occurring value in a range of values.
- Example = MODE(H1:H10) will return the mode of numbers in cells H1 through H10.

9. **CORREL**

This function tells you how closely related two sets of numbers are to each other.

- Syntax: CORREL(array1, array2)
- Description: Calculates the correlation coefficient between two sets of data.
- Example = CORREL(I1:I10, J1:J10) will return the correlation coefficient between the values in cells I1 through I10 and J1 through J10.

10. **VAR**

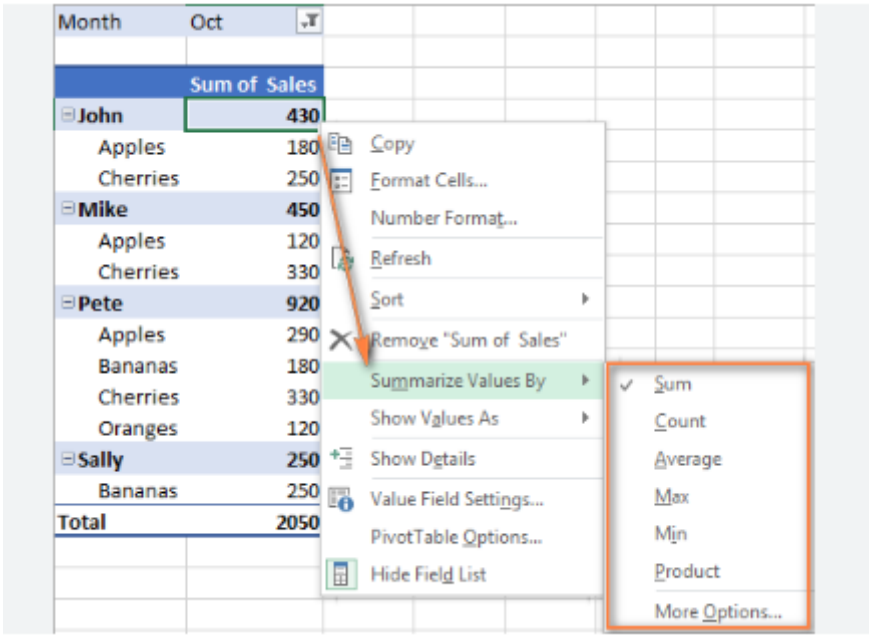
It calculates the variance which is a measure of the dispersion of a set of values around their mean.

- Syntax VAR(number1, [number2], …)
- Description: Calculates the variance, a measure of the dispersion of a set of values around their mean.
- Example =VAR(K1:K10) will return the variance of numbers in cells K1 through K10.

## Experiment no 5: Use MS Excel pivot tables to filter your data and generate statistics.

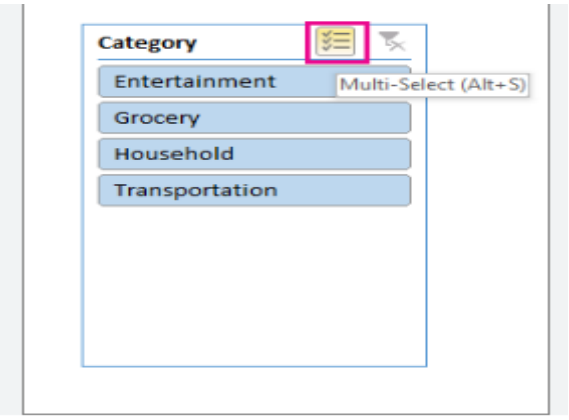
### Create a PivotTable in Excel for Windows

1. Select the cells you want to create a PivotTable from.
2. Select Insert > PivotTable.
3. This creates a PivotTable based on an existing table or range.
4. Choose where you want the PivotTable report to be placed.
5. Select OK.



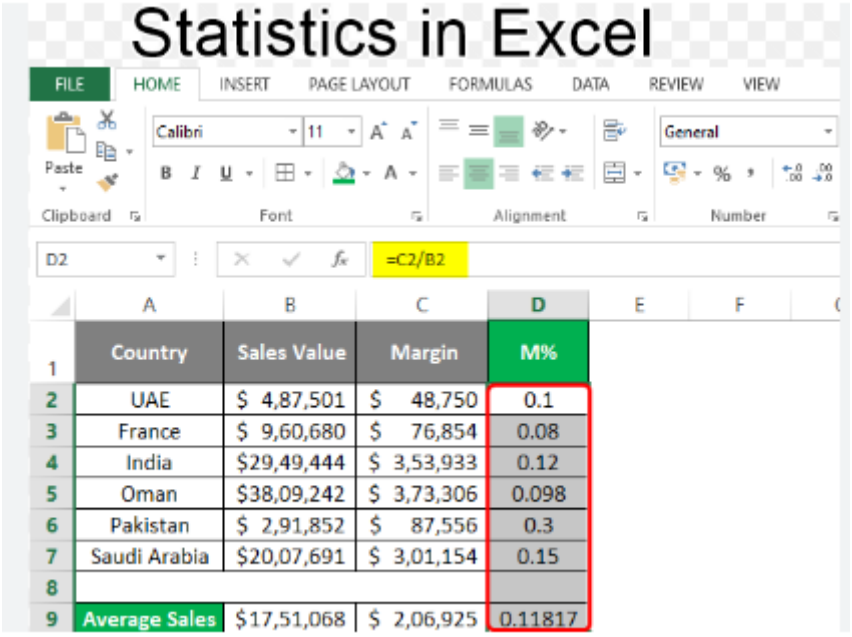

### Filter data in a PivotTable with a slicer

1. Click anywhere in the PivotTable to show the PivotTable tabs (PivotTable Analyze and Design) on the ribbon.
2. Click PivotTable Analyze > Insert Slicer.
3. In the Insert Slicers dialog box, check the boxes of the fields you want to create slicers for.
4. Click OK.



**To generate descriptive statistics for these scores, execute the following steps.**

1. On the Data tab, in the Analysis group, click Data Analysis. ...
2. Select Descriptive Statistics and click OK.
3. Select the range A2:A15 as the Input Range.
4. Select cell C1 as the Output Range.
5. Make sure Summary statistics is checked.
6. Click OK.




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Country | Sales Value | Margin | M% | | |
| 2 | UAE | $ 4,87,501 | $ 48,750 | 0.1 | | |
| 3 | France | $ 9,60,680 | $ 76,854 | 0.08 | | |
| 4 | India | $29,49,444 | $ 3,53,933 | 0.12 | | |
| 5 | Oman | $38,09,242 | $ 3,73,306 | 0.098 | | |
| 6 | Pakistan | $ 2,91,852 | $ 87,556 | 0.3 | | |
| 7 | Saudi Arabia | $20,07,691 | $ 3,01,154 | 0.15 | | |
| 8 | | | | | | |
| 9 | Average Sales | $17,51,068 | $ 2,06,925 | 0.11817 | | |

**Experiment no 6: Use MS Excel to create simple calculations those can be quickly copied to other cells.**

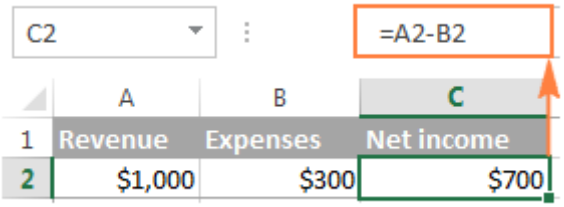
In Microsoft Excel formulas, constants are numbers, dates or text values that you enter directly in a formula. To create a simple Excel formula using constants, just do the following:

- Select a cell where you want to output the result.
- Type the equal symbol (=), and then type the equation you want to calculate.
- Press the Enter key to complete your formula.

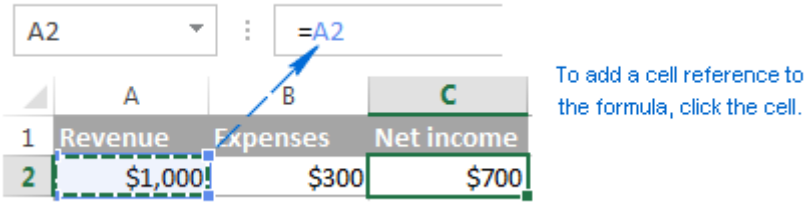
Here is an example of a simple subtraction formula in Excel:

**=100-50**

For example, if you want to subtract a value in cell B2 from the value in cell A2, you write the following subtraction formula: **=A2-B2**



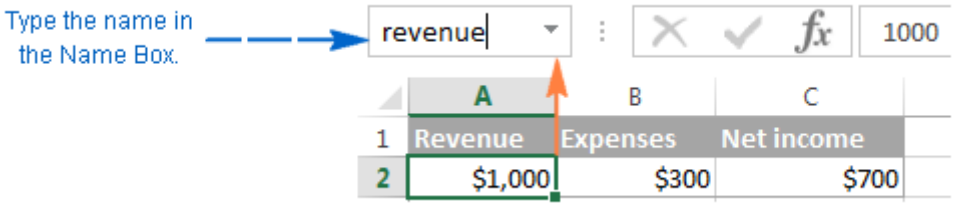

When making such a formula, you can type the cell references directly in the formula, or **click the cell** and Excel will insert a corresponding cell reference in your formula. To add **range reference**, select the range of cells in the sheet.




**How to create an Excel formula by using defined names**

To take a step further, you can create a name for a certain cell or a range of cells, and then refer to that cell(s) in your Excel formulas by simply typing the name.

The fastest way to create a name in Excel is to select a cell(s) and type the name directly in the Name Box. For example, this is how you create a name for cell A2:

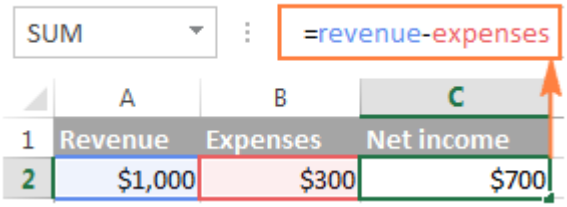



A professional-like way to define a name is via the Formulas tab > Defined names group or Cntrl+F3 shortcut. For the details steps, please see creating a defined name in Excel.

In this example, I've created the following 2 names:

- Revenue for cell A2
- Expenses for cell B2

And now, to calculate the net income, you can type the following formula in any cell on any sheet within the workbook in which those names were created: **=revenue-expenses**




In the same manner, you can use names instead of cell or range references in arguments of Excel functions.

For example, if you create the name 2015_sales for cells A2:A100, you can find a total of those cells by using the following SUM formula: **=SUM (2015_sales)**

Of course, you can get the same result by supplying the range to the SUM function: **=SUM (A2:A100)**

However, defined names make Excel formulas more understandable. Also, they can significantly expedite creating formulas in Excel especially when you are using the same range of cells in multiple formulas. Instead of navigating between different spreadsheets to find and select the range, you just type its name directly in the formula.

**How to make Excel formulas by using functions**

Excel functions are nothing else than predefined formulas that perform the required calculations behind the scene.

Each formula begins with an equal sign (=), followed by the function name and the function arguments entered within the parentheses. Each function has specific arguments and syntax (particular order of arguments).

For more information, please see a list of the most popular Excel functions with formula examples and screenshots.

In your Excel spreadsheets, you can create a function-based formula in 2 ways:

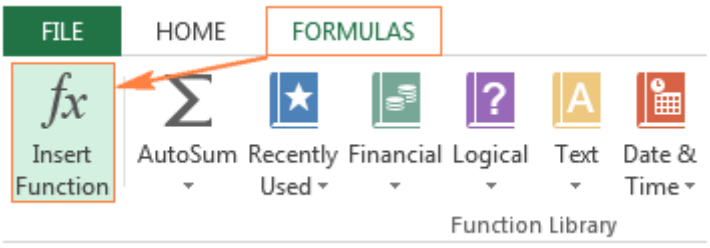
- Using the Formula Wizard
- Writing a formula yourself in a cell or formula bar

Create a formula in Excel by using the Function Wizard

If you do not feel very comfortable with Excel spreadsheet formulas yet, the Insert Function wizard will give you a helpful hand.

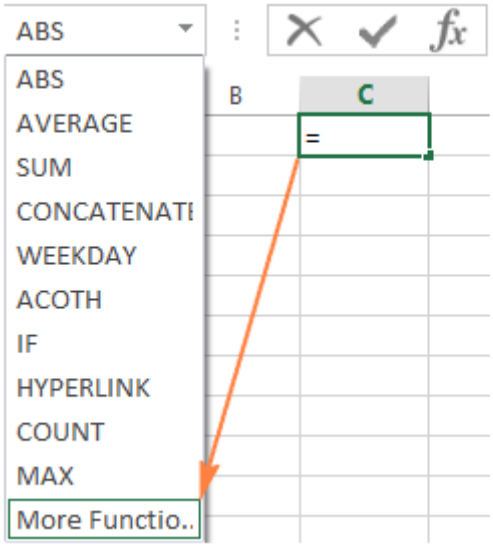
1. Run the function wizard.

To run the wizard, click the **Insert Function** button on the Formulas tab > Function Library group, or pick a function from one of the categories:




Alternatively, you can click the **Insert Function** button  to the left of the formula bar.

Or, type the equal sign (=) in a cell and pick a function from the drop-down menu to the left of the formula bar. By default, the drop-down menu displays 10 most recently used functions, to get to the full list, click **More Functions.**



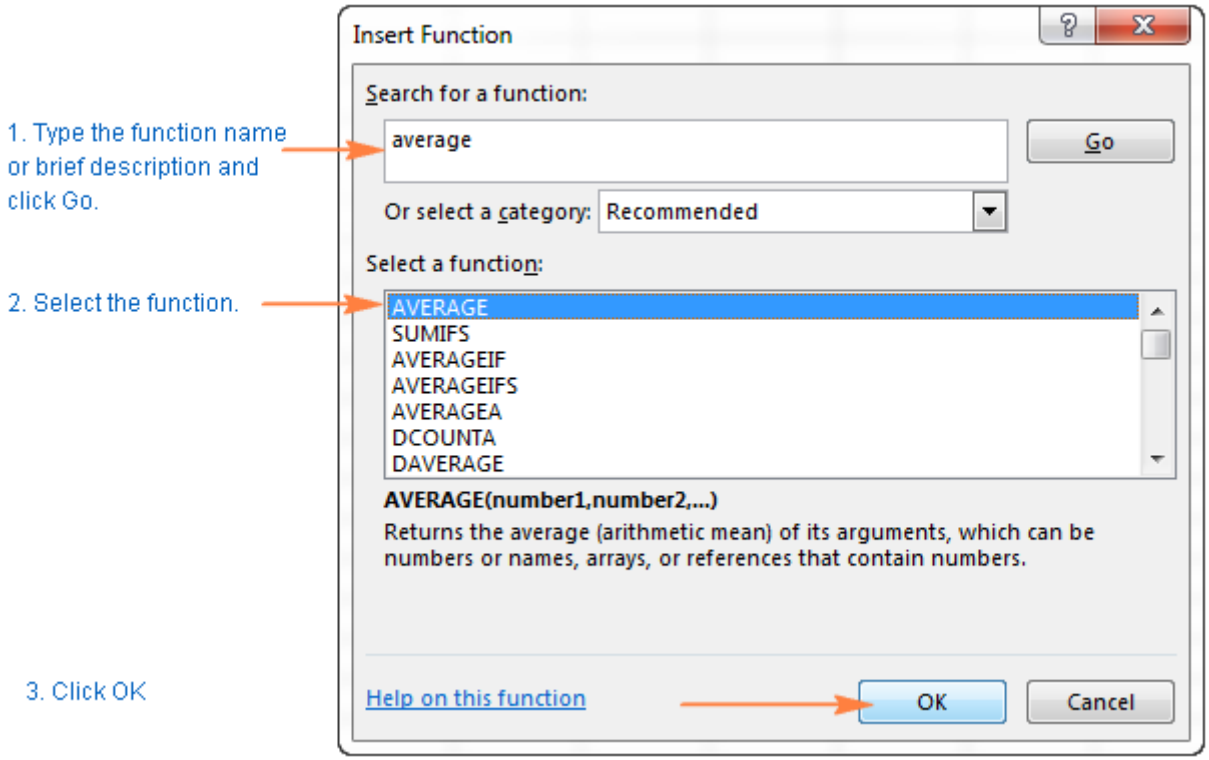

2. Find the function you want to use.

When the Insert Function wizard appears, you do the following:

- If you know the function name, type it in the **Search for a function** field and click **Go**.
- If you are not sure exactly what function you need to use, type a very brief description of the task you want to solve in the **Search for a function** field, and click **Go**. For example, you can type something like this: "sum cells", or "count empty cells".
- If you know what category the function belongs to, click the small black arrow next to **Select a category** and choose one of the 13 categories listed there. The functions belonging to the selected category will appear in the **Select a function**

You can read a short description of the selected function right under the Select a function box. If you need further details regarding that function, click the Help on this function link near the bottom of the dialog box.

Once you've found the function you wish to use, select it and click OK.

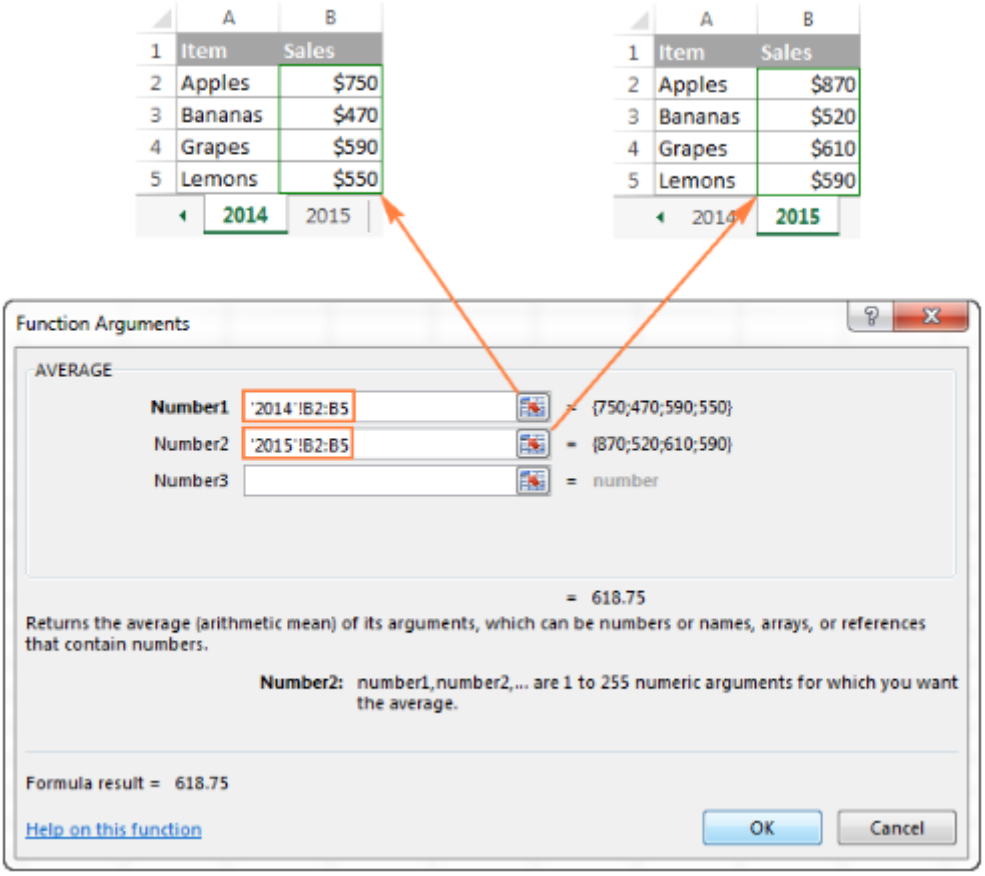



3. Specify the function arguments.

In the second step of the Excel function wizard, you are to specify the function's arguments. Good news is that no knowledge of the function's syntax is required. You just enter the cell or range references in the arguments' boxes and the wizard will take care of the rest.

To **enter an argument**, you can either type a cell reference or range directly into the box. Alternatively, click the range selection icon next to the argument (or simply put the cursor into the argument's box), and then select a cell or a range of cells in the worksheet using the mouse. While doing this, the function wizard will shrink to a narrow range selection window. When you release the mouse button, the dialog box will be restored to its full size.

A short explanation for the currently selected argument is displayed right under the function's description. For more details, click the Help on this function link near the bottom.

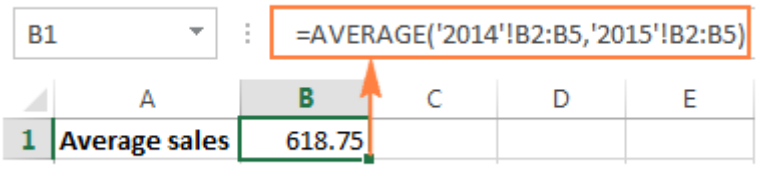



Excel functions allow you to perform calculations with cell residing on the same worksheet, different sheets and even different workbooks. In this example, we are calculating the average of sales for 2014 and 2015 years located in two different spreadsheets, which in why the range references in the above screenshot include the sheet names. Find more about how to reference another sheet or workbook in Excel.

As soon as you've specified an argument, the value or array of values in the selected cell(s) will be displayed right to the argument's box.

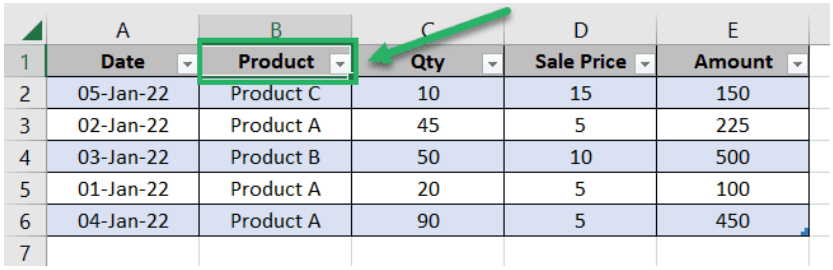
4. Complete the formula.

When you have specified all the arguments, click the OK button (or just press the Enter key), and the completed formula is entered into the cell.



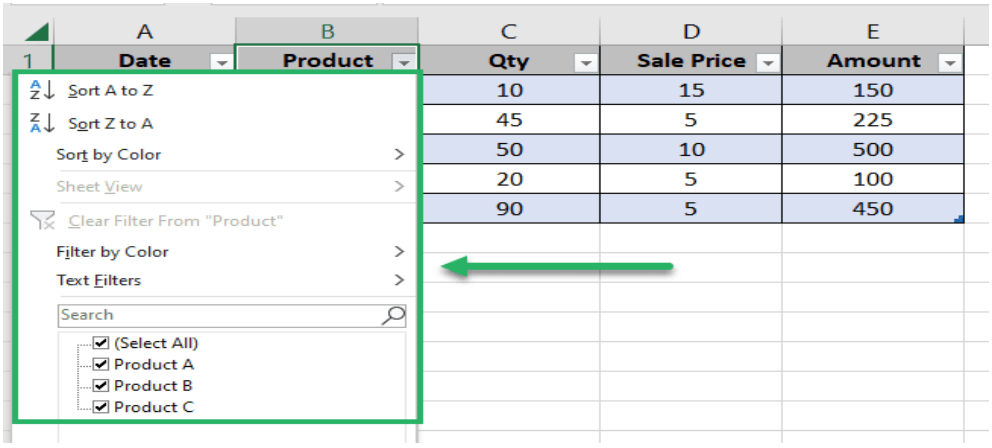
**Experiment no 7: Use tables in MS Excel to filter large amount of data to retrieve specific information.**

1. Click on the drop-down icon in the Products header.

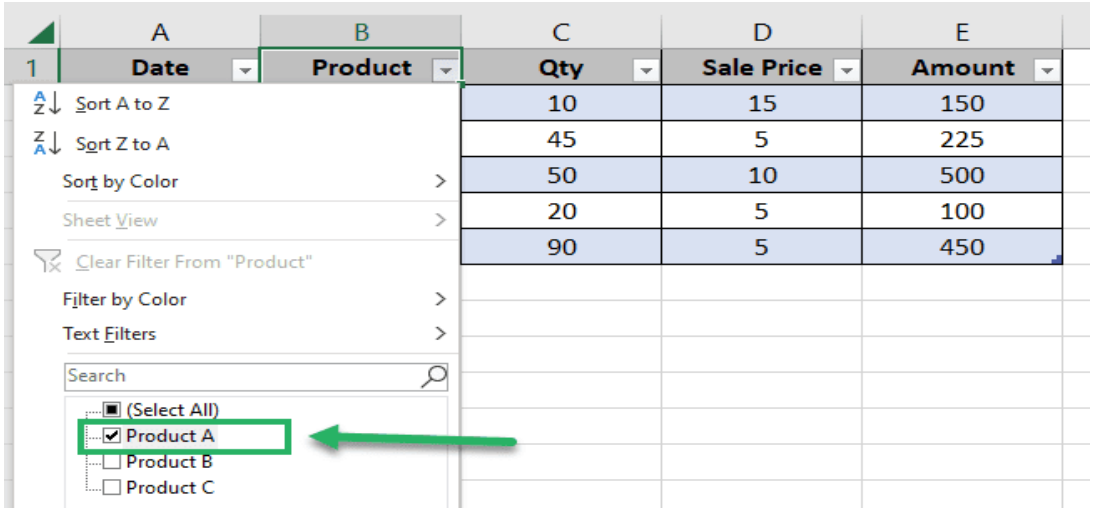


| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Date | Product | Qty | Sale Price | Amount |
| 2 | 05-Jan-22 | Product C | 10 | 15 | 150 |
| 3 | 02-Jan-22 | Product A | 45 | 5 | 225 |
| 4 | 03-Jan-22 | Product B | 50 | 10 | 500 |
| 5 | 01-Jan-22 | Product A | 20 | 5 | 100 |
| 6 | 04-Jan-22 | Product A | 90 | 5 | 450 |
| 7 | | | | | |

2. This will launch the Filter menu, as shown below.




3. Unselect all the products and only select Product A.




4. And swish! We now only have the sales for Product A

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Date | Product | Qty | Sale Price | Amount |
| 3 | 02-Jan-22 | Product A | 45 | 5 | 225 |
| 5 | 01-Jan-22 | Product A | 20 | 5 | 100 |
| 6 | 04-Jan-22 | Product A | 90 | 5 | 450 |
| 7 | | | | | |

Similarly, you can filter the sales for any particular date or colour by using the filtering option for tables.

1. On the worksheet, select the cell in which you want to enter the formula.
2. Type the = (equal sign) followed by the constants and operators (up to 8192 characters) that you want to use in the calculation.

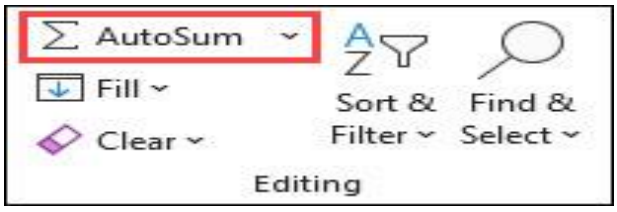
   For our example, type **=1+1**.

1. Press **Enter** (Windows) or **Return** (Mac).

Let's look at another variation of a simple formula. Type **=5+2*3** in another cell and press **Enter** or **Return**. Excel multiplies the last two numbers and adds the first number to the result.

**Use AutoSum**

You can use AutoSum to quickly sum a column or row or numbers. Select a cell next to the numbers you want to sum, select **AutoSum** on the **Home** tab, press **Enter** (Windows) or **Return** (Mac), and that's it!

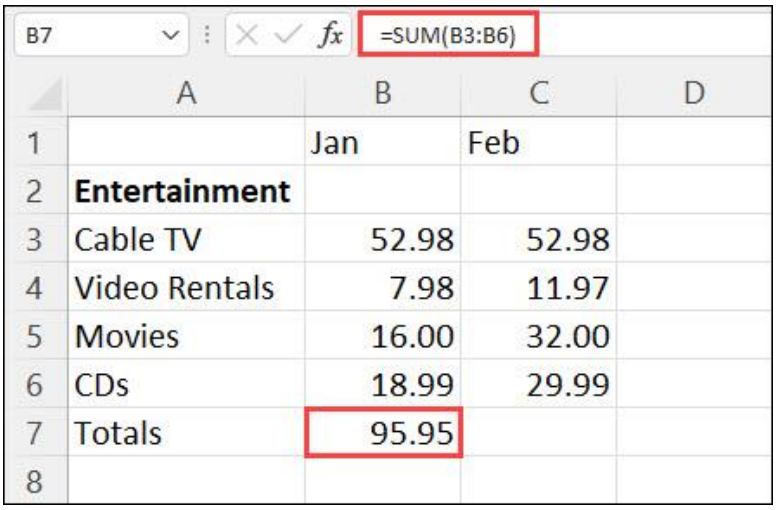



When you select **AutoSum**, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then select **AutoSum**. A formula appears in cell B7, and Excel highlights the cells you're totaling.

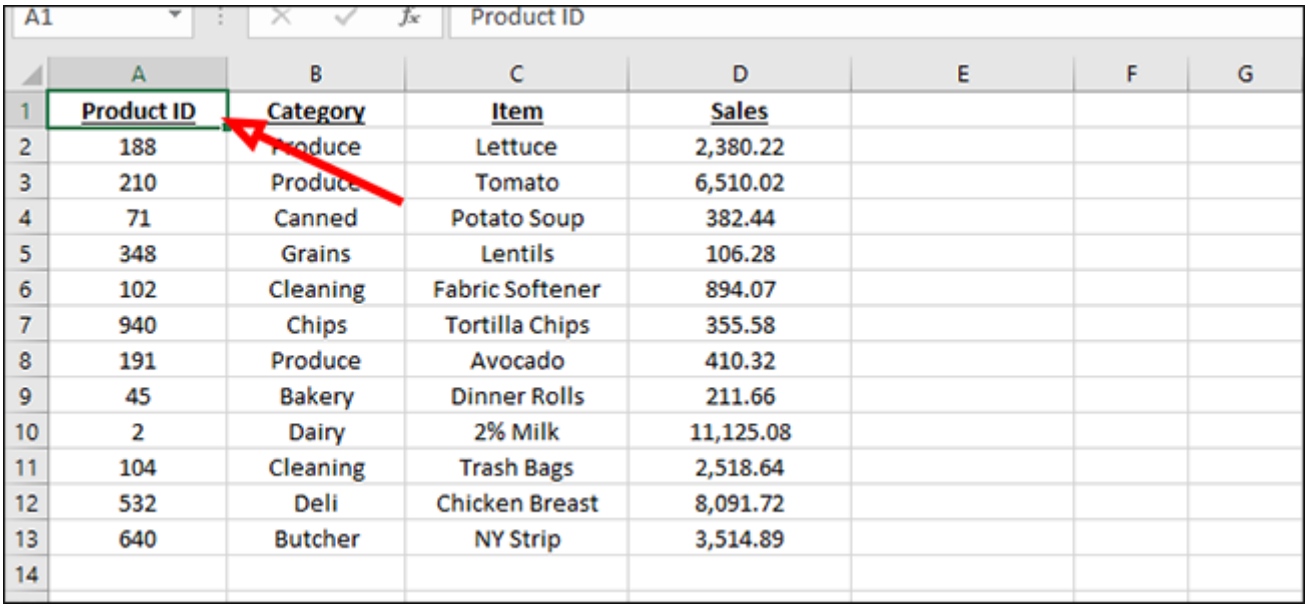
| | A | B | C | D |
|---|---|---|---|---|
| 1 | | Jan | Feb | |
| 2 | **Entertainment** | | | |
| 3 | Cable TV | 52.98 | 52.98 | |
| 4 | Video Rentals | 7.98 | 11.97 | |
| 5 | Movies | 16.00 | 32.00 | |
| 6 | CDs | 18.99 | 29.99 | |
| 7 | Totals | =SUM(B3:B6) | | |
| 8 | | | | |

Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.



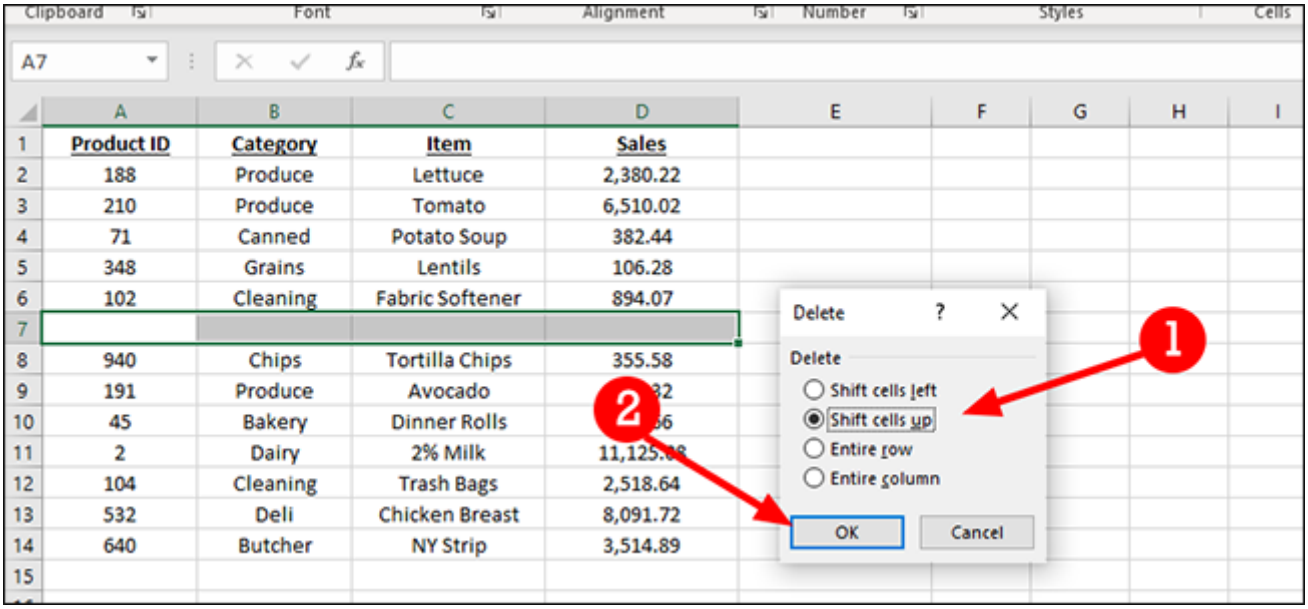

| | A | B | C | D |
|---|---|---|---|---|
| 1 | | Jan | Feb | |
| 2 | **Entertainment** | | | |
| 3 | Cable TV | 52.98 | 52.98 | |
| 4 | Video Rentals | 7.98 | 11.97 | |
| 5 | Movies | 16.00 | 32.00 | |
| 6 | CDs | 18.99 | 29.99 | |
| 7 | Totals | 95.95 | | |
| 8 | | | | |

First, we'll label the top row so that we can better organize our data once we apply the PivotTables in a later step.

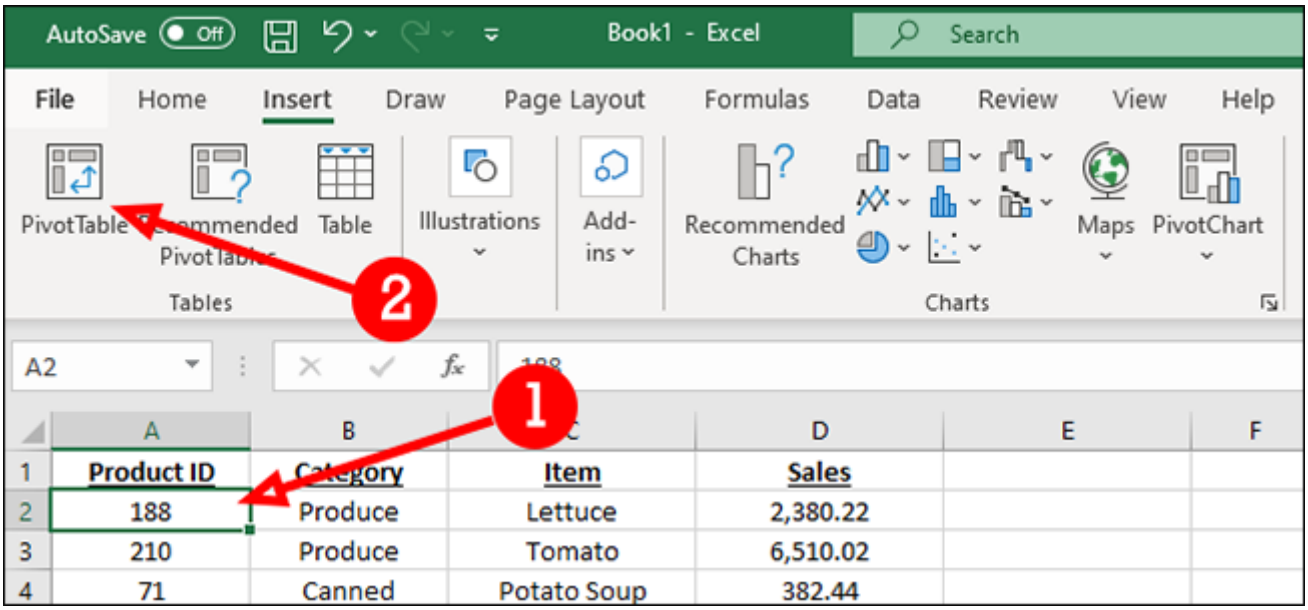



| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | **Product ID** | **Category** | **Item** | **Sales** | | | |
| 2 | 188 | Produce | Lettuce | 2,380.22 | | | |
| 3 | 210 | Produce | Tomato | 6,510.02 | | | |
| 4 | 71 | Canned | Potato Soup | 382.44 | | | |
| 5 | 348 | Grains | Lentils | 106.28 | | | |
| 6 | 102 | Cleaning | Fabric Softener | 894.07 | | | |
| 7 | 940 | Chips | Tortilla Chips | 355.58 | | | |
| 8 | 191 | Produce | Avocado | 410.32 | | | |
| 9 | 45 | Bakery | Dinner Rolls | 211.66 | | | |
| 10 | 2 | Dairy | 2% Milk | 11,125.08 | | | |
| 11 | 104 | Cleaning | Trash Bags | 2,518.64 | | | |
| 12 | 532 | Deli | Chicken Breast | 8,091.72 | | | |
| 13 | 640 | Butcher | NY Strip | 3,514.89 | | | |
| 14 | | | | | | | |

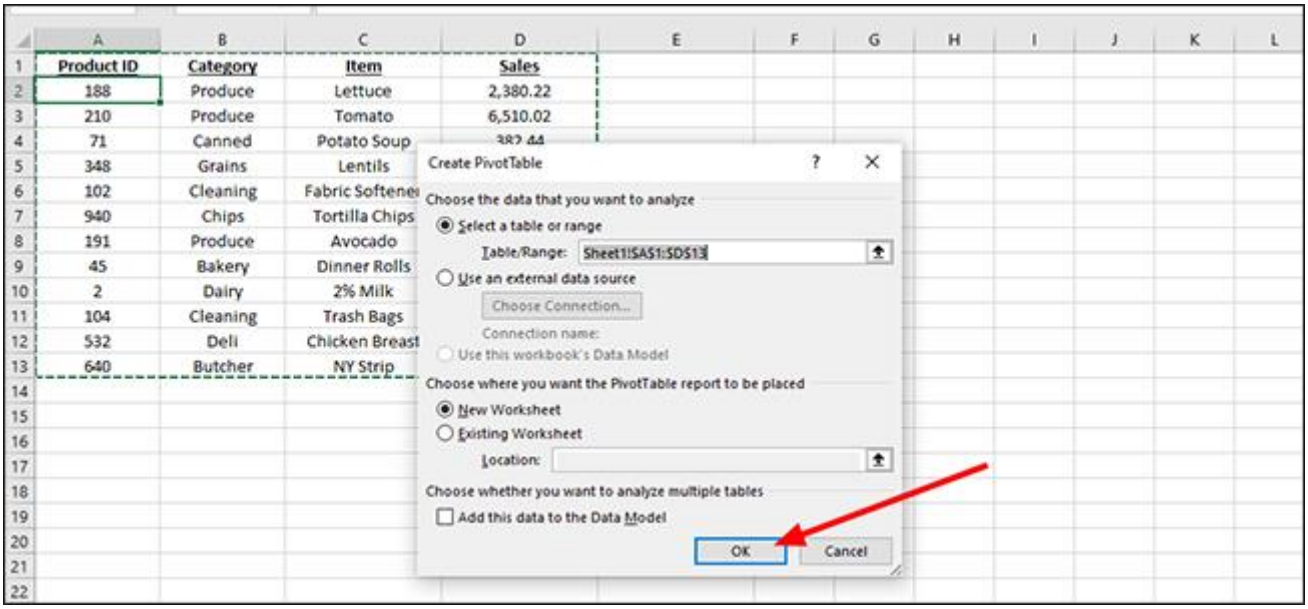
Before we continue, this is a good opportunity to get rid of any blank rows in your workbook. PivotTables work with blank cells, but they can't quite understand how to proceed with a blank row. To delete, just highlight the row, right-click, choose "Delete," then "Shift cells up" to combine the two sections.



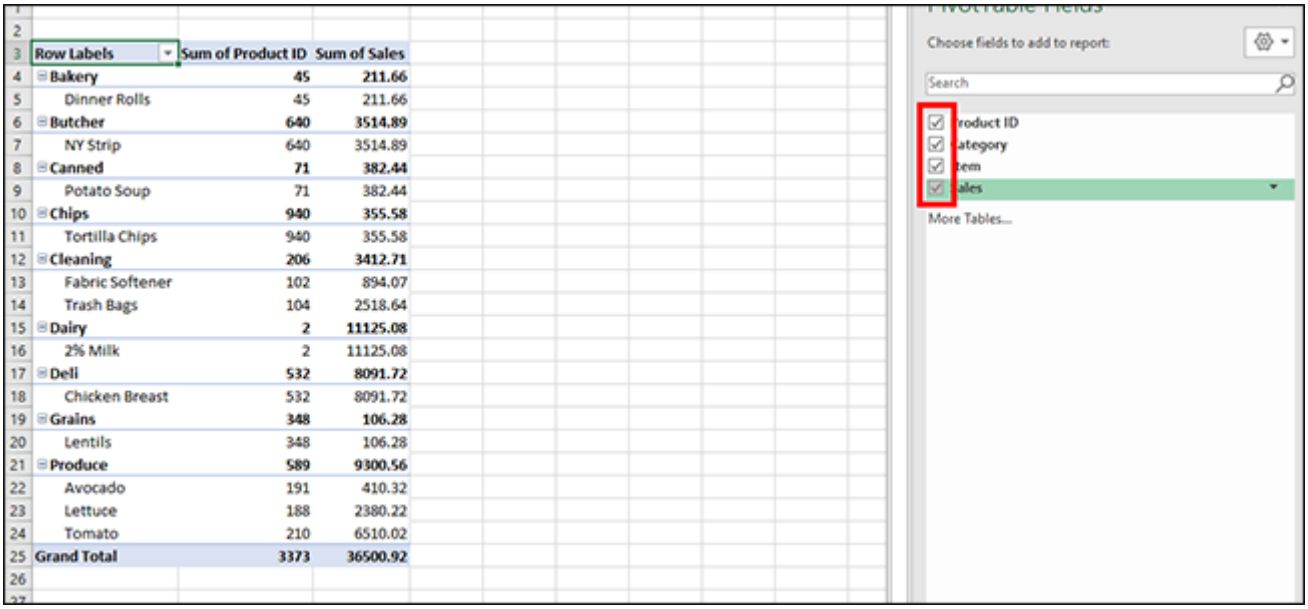

Click inside any cell in the data set. On the "Insert" tab, click the "PivotTable" button.



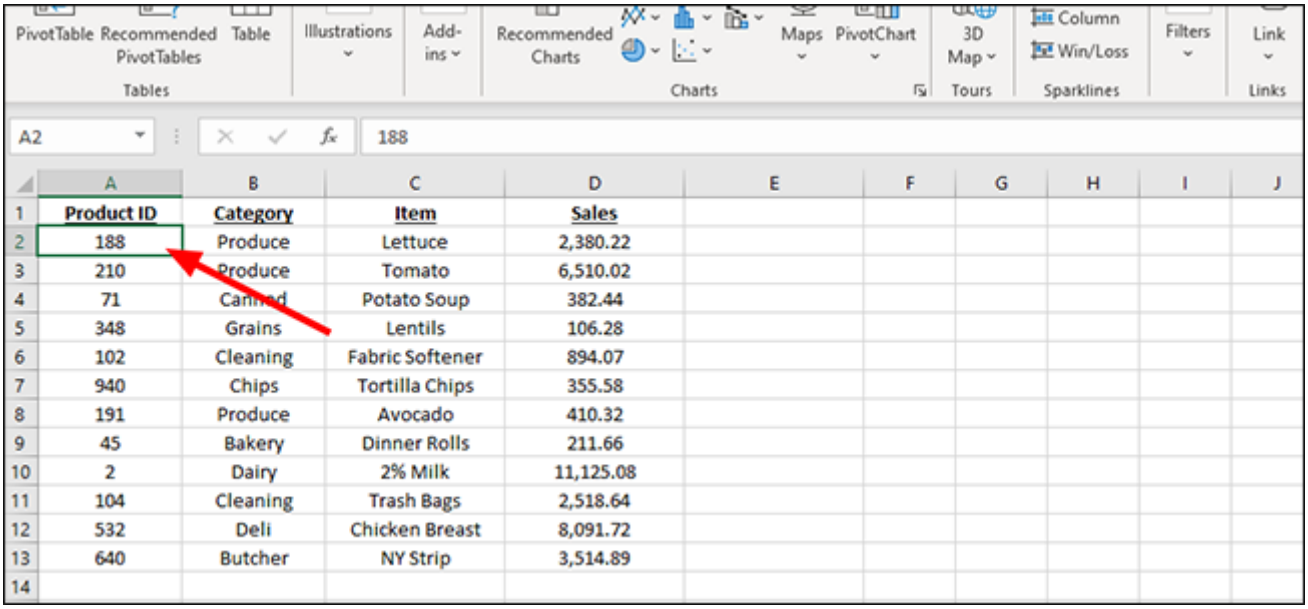

When the dialogue box appears, click "OK." You can modify the settings within the Create PivotTable dialogue, but it's usually unnecessary.




We have a lot of options here. The simplest of these is just grouping our products by category, with a total of all purchases at the bottom. To do this, we'll just click next to each box in the "PivotTable Fields" section.

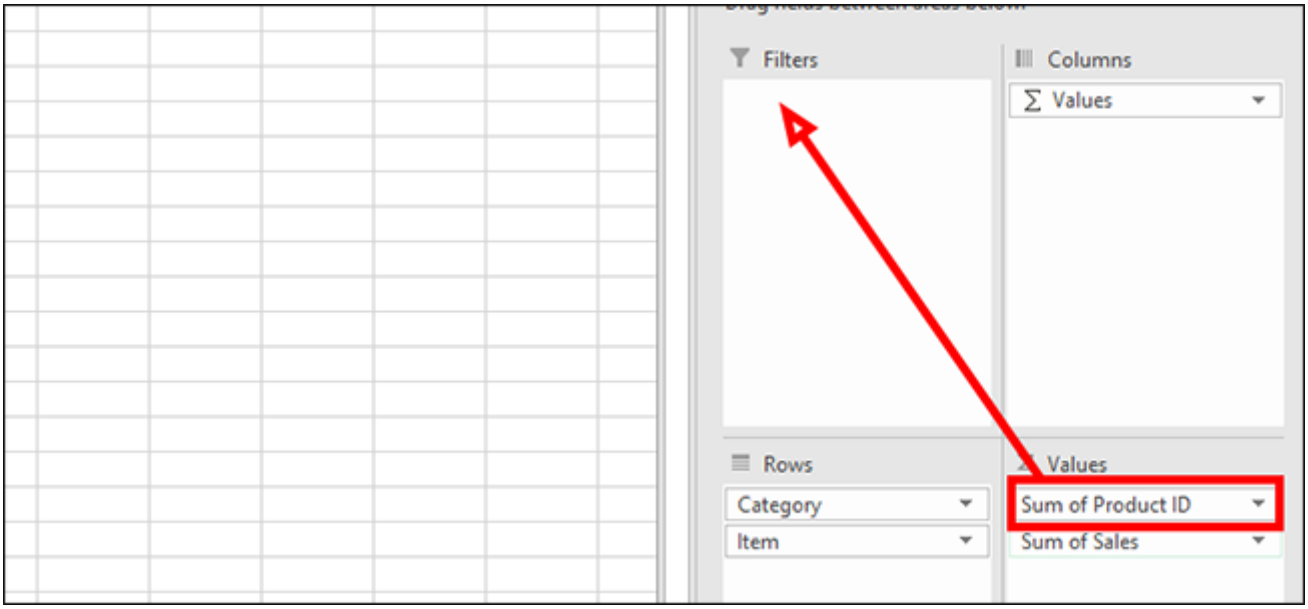



To make changes to the PivotTable, just click any cell inside the dataset to open the "PivotTable Fields" sidebar again.

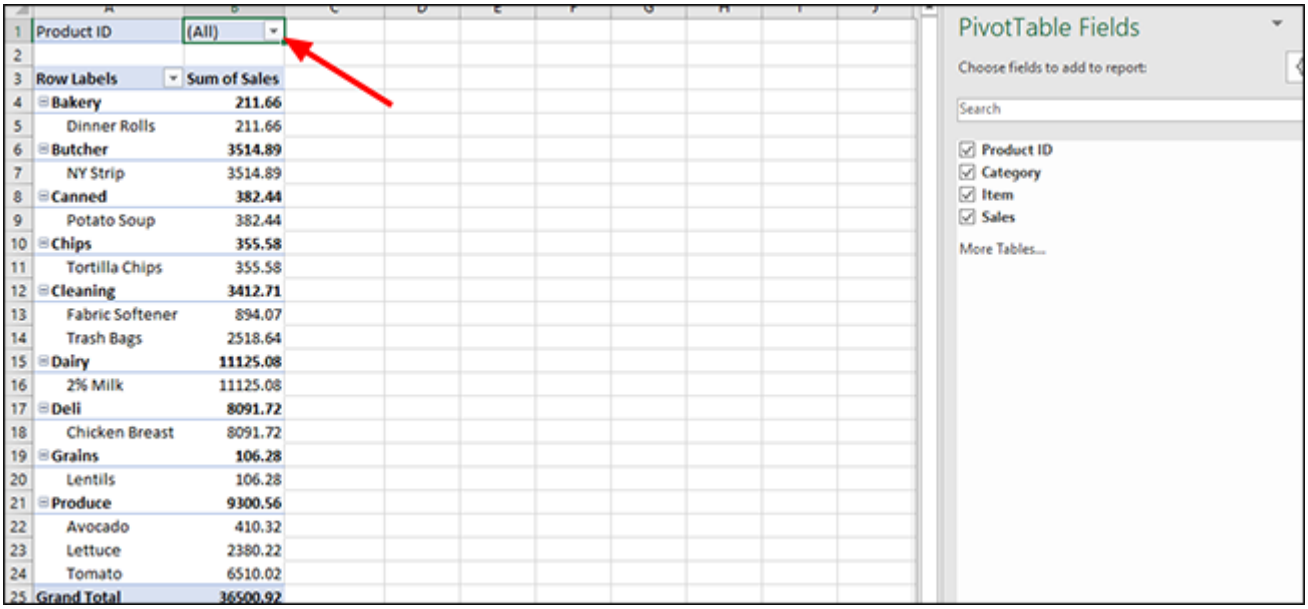



| | A | B | C | D |
|---|---|---|---|---|
| 1 | **Product ID** | **Category** | **Item** | **Sales** |
| 2 | 188 | Produce | Lettuce | 2,380.22 |
| 3 | 210 | Produce | Tomato | 6,510.02 |
| 4 | 71 | Canned | Potato Soup | 382.44 |
| 5 | 348 | Grains | Lentils | 106.28 |
| 6 | 102 | Cleaning | Fabric Softener | 894.07 |
| 7 | 940 | Chips | Tortilla Chips | 355.58 |
| 8 | 191 | Produce | Avocado | 410.32 |
| 9 | 45 | Bakery | Dinner Rolls | 211.66 |
| 10 | 2 | Dairy | 2% Milk | 11,125.08 |
| 11 | 104 | Cleaning | Trash Bags | 2,518.64 |
| 12 | 532 | Deli | Chicken Breast | 8,091.72 |
| 13 | 640 | Butcher | NY Strip | 3,514.89 |
| 14 | | | | |

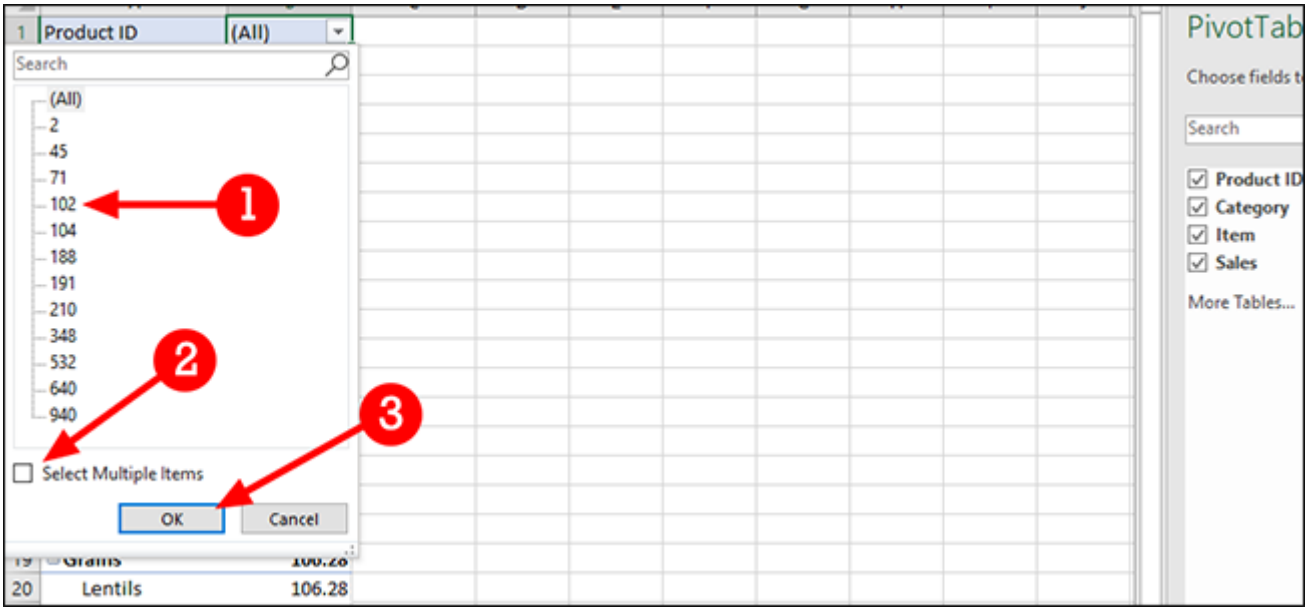
Once open, we're going to clean up the data a bit. In our example, we don't need our Product ID to be a sum, so we'll move that from the "Values" field at the bottom to the "Filters" section instead. Just click and drag it into a new field and feel free to experiment here to find the format that works best for you.



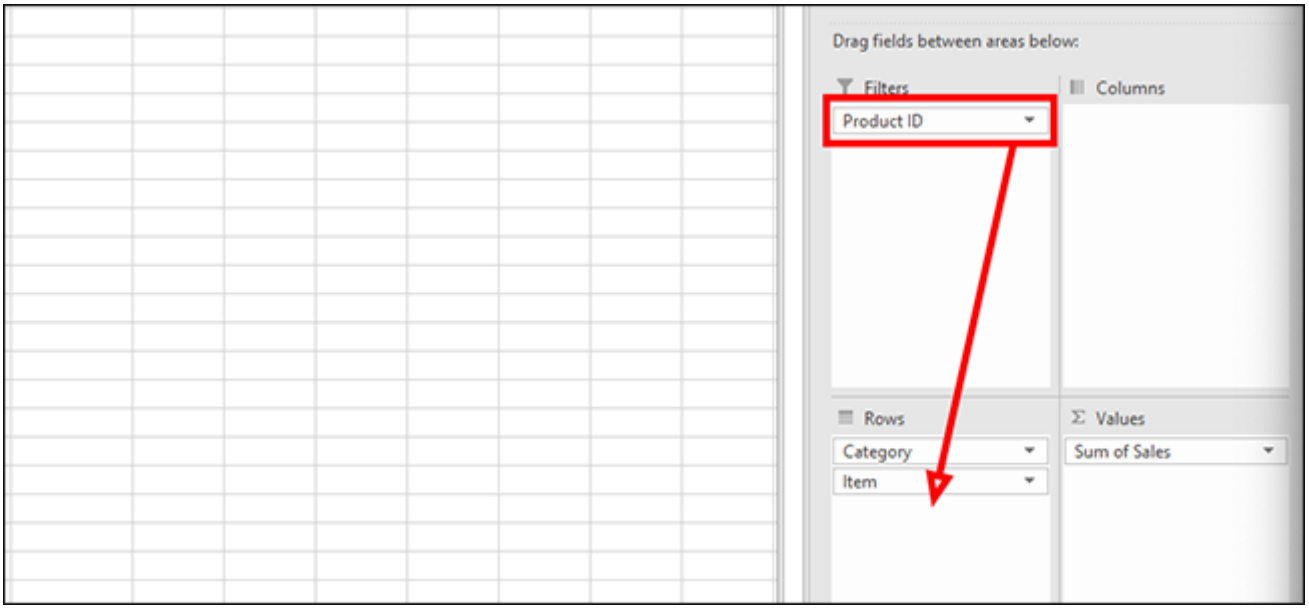

To view a specific Product ID, just click the arrow next to "All" in the heading.



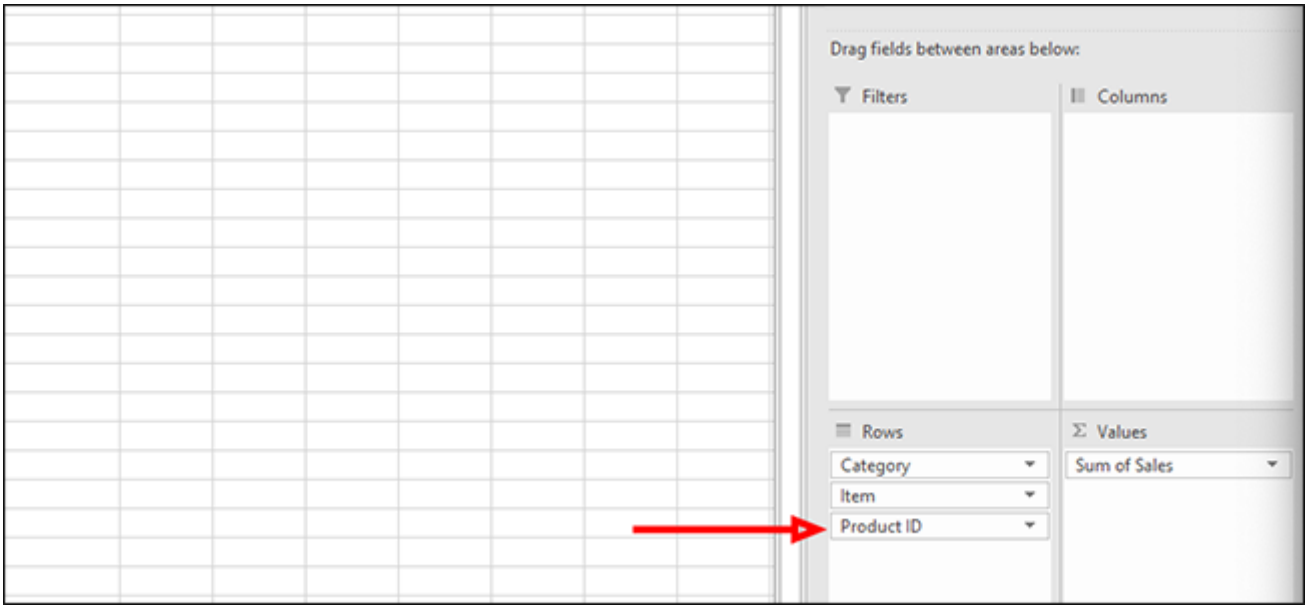

This dropdown is a sort able menu that enables you to view each Product ID on its own, or in combination with any other Product ID. To pick one product, just click it and then click OK or check the "Select Multiple Items" option to choose more than one Product ID.



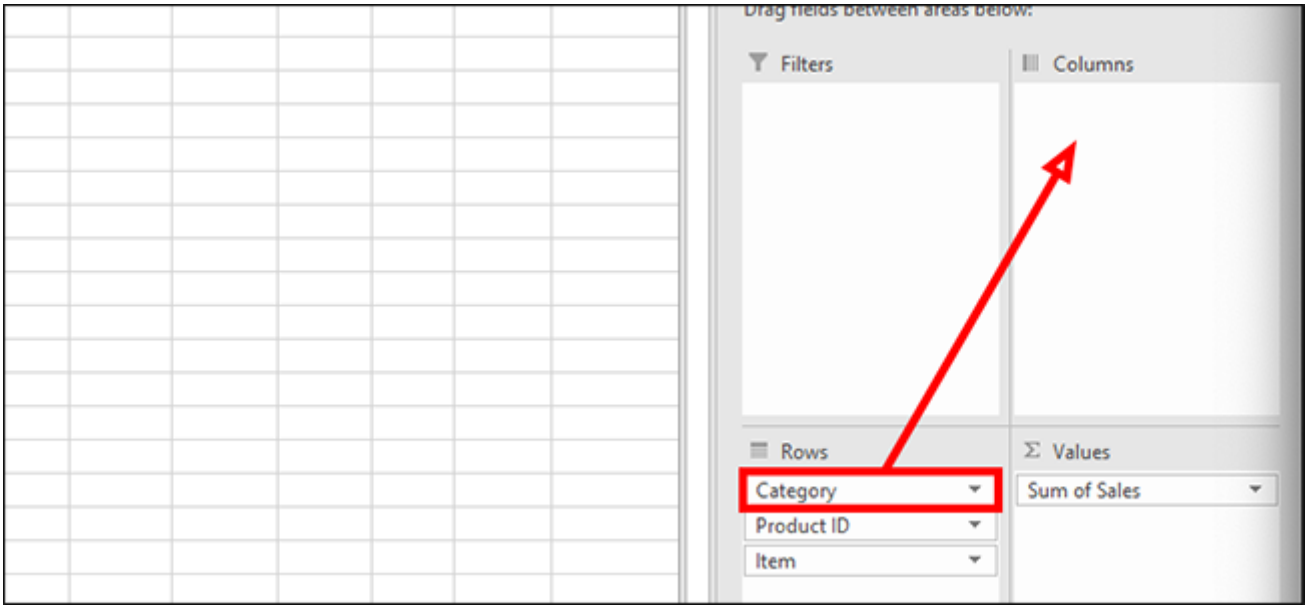

This is better, but still not ideal. Let's try dragging Product ID to the "Rows" field instead.



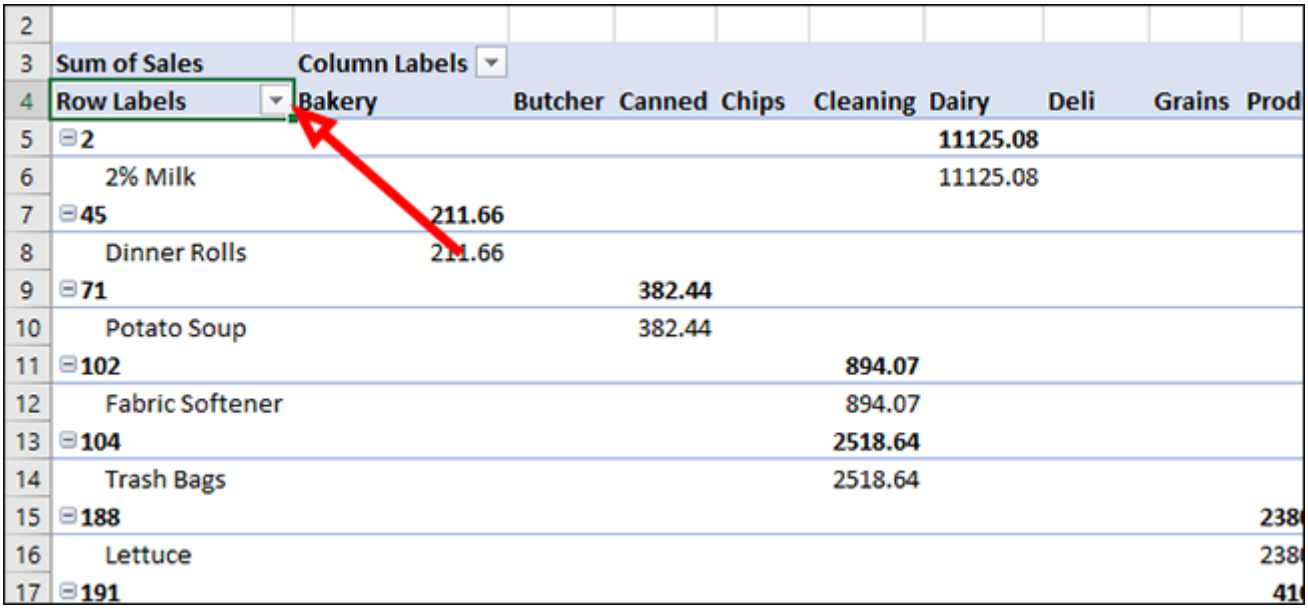

We're getting closer. Now the Product ID appears closer to the product, making it a bit easier to understand. But it's still not perfect. Instead of placing the Product ID below the product, let's drag Product ID above Item inside the "Rows" field.




This looks much more usable, but perhaps we want a different view of the data. For that, we're going to move Category from the "Rows" field to the "Columns" field for a different look.

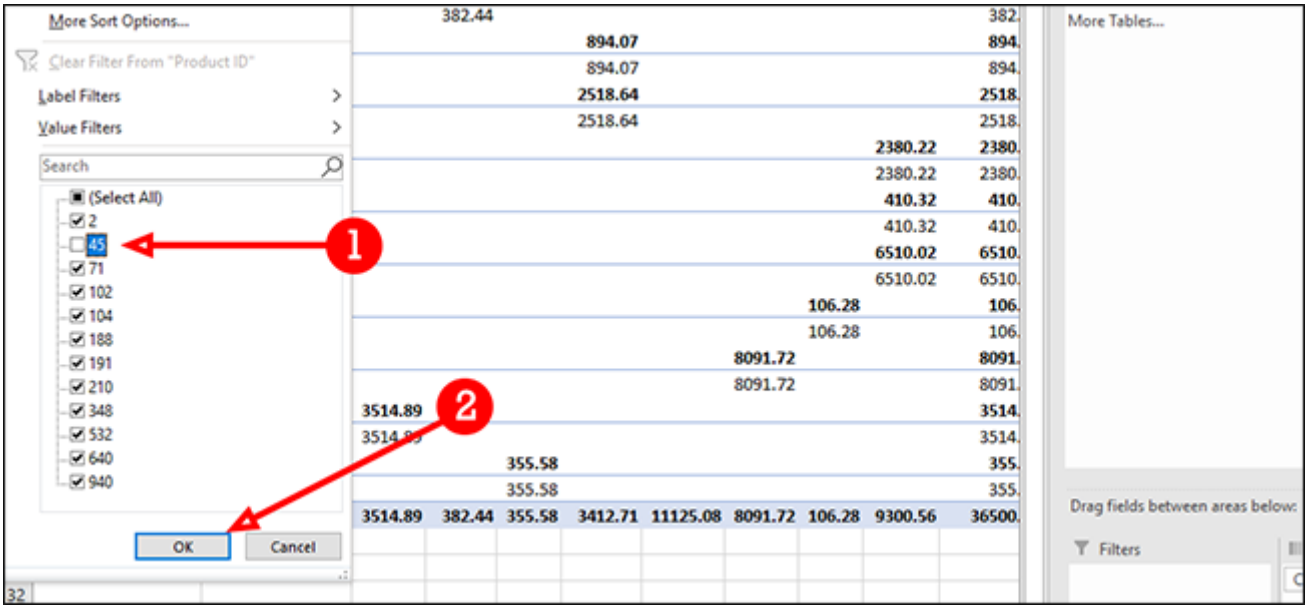



We're not selling a lot of dinner rolls, so we've decided to discontinue them and remove the Product ID from our report. To do that, we'll click the arrow next to "Row Labels" to open a dropdown menu.



| Sum of Sales | Column Labels | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Row Labels | Bakery | Butcher | Canned | Chips | Cleaning | Dairy | Deli | Grains | Prod |
| 2 | | | | | | 11125.08 | | | |
| 2% Milk | | | | | | 11125.08 | | | |
| 45 | 211.66 | | | | | | | | |
| Dinner Rolls | 211.66 | | | | | | | | |
| 71 | | | 382.44 | | | | | | |
| Potato Soup | | | 382.44 | | | | | | |
| 102 | | | | | 894.07 | | | | |
| Fabric Softener | | | | | 894.07 | | | | |
| 104 | | | | | 2518.64 | | | | |
| Trash Bags | | | | | 2518.64 | | | | |
| 188 | | | | | | | | | 238 |
| Lettuce | | | | | | | | | 238 |
| 191 | | | | | | | | | 41 |

From the list of options, uncheck "45" which the Product ID for dinner rolls is. Unchecking this box and clicking "OK" will remove the product from the report.




As you can see, there are a number of options to play with. How you display your data is really up to you, but with PivotTables, there's really no shortage of options.

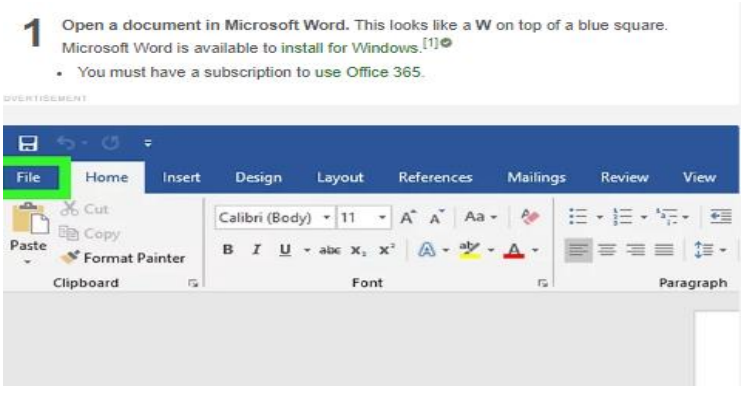
**Experiment no 8: Compare two word documents and create document security for word file.**

## Compare two word documents

- Open one of the two versions of the document that you want to compare.
- On the Review menu, select Compare Documents.
- In the Original document list, select the original document.
- In the Revised document list, browse to the other version of the document, and then select OK.

## Create document security for word file

- Open a document in Microsoft Word. This looks like a W on top of a blue square. Microsoft Word is available to install for Windows.
- Click file this will be at the top-left corner of the window, next to Home.
- Click Info. You can find this in the left panel.
- Click Protect. This is the first tile of the Info tab.
- Set as Read-Only (optional). If you want to prevent accidental changes from others when you share a document, you can set it as "Read-Only". Keep in mind that others will be able to change this mode if they choose.
    1. Click Always Open Read-Only in the drop-down menu.
    2. You'll see an icon of a pencil and cancel symbol underneath Protect Document.
- Click Encrypt with Password. This will be below Always Open Read-Only.
    1. A pop-up box will open.
- Enter a password and click OK. Keep in mind you won't be able to reset or recover the password if you forget it. Be sure to use a password you can remember.



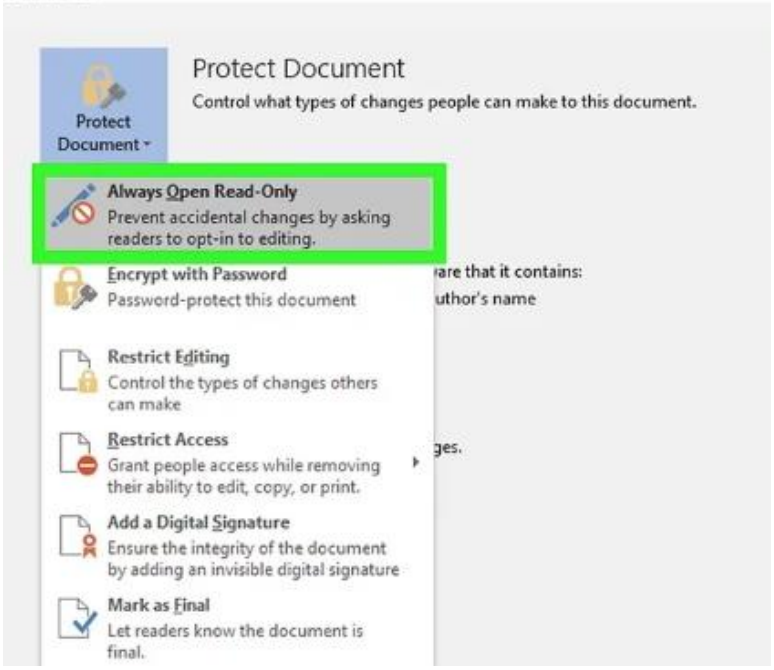
2 Click File. This will be at the top-left corner of the window, next to Home.

- A new page will open.


3 Click Info. You can find this in the left panel.


4 Click Protect Document. This is the first tile of the Info tab.

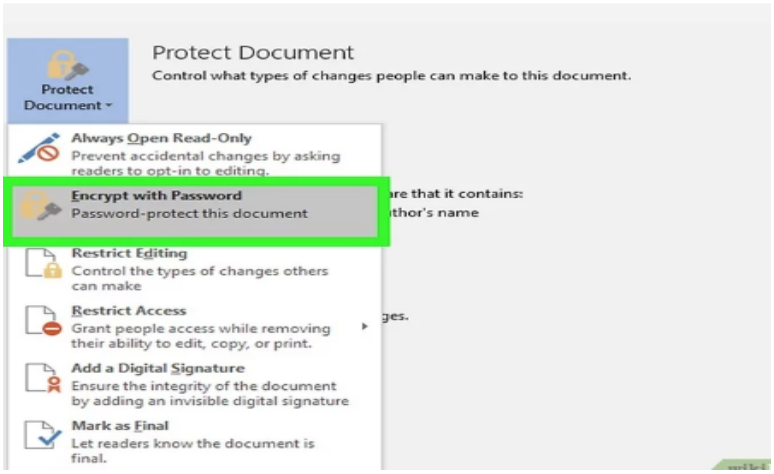
- A drop-down menu will open.



**5** **Set as Read-Only (optional).** If you want to prevent accidental changes from others when you share a document, you can set it as "Read-Only". Keep in mind that others will be able to change this mode if they choose.

- Click **Always Open Read-Only** in the drop-down menu.
- You'll see an icon of a pencil and cancel symbol underneath **Protect Document**.

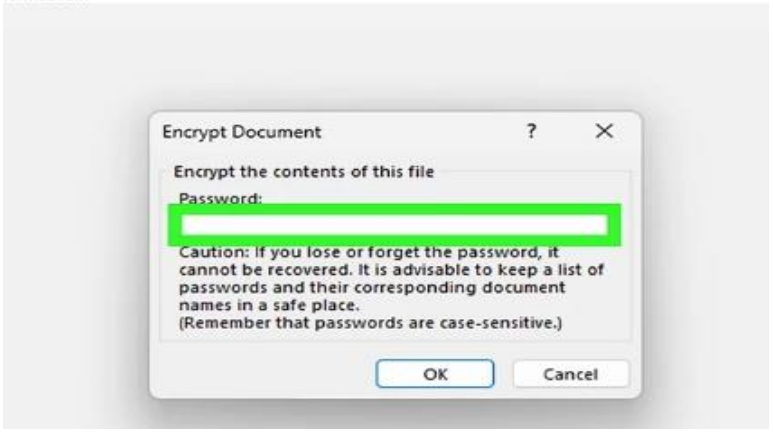





**6** Click **Encrypt with Password**. This will be below **Always Open Read-Only**.

- A pop-up box will open.

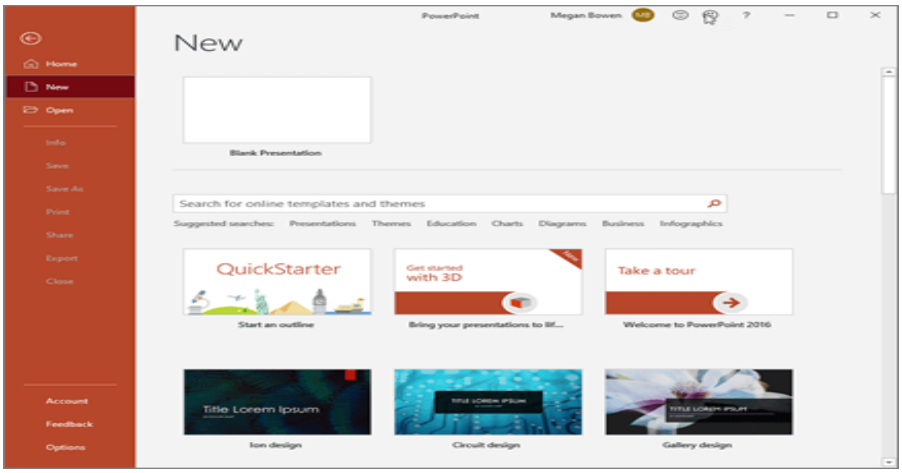





**7** Enter a password and click **OK**. Keep in mind you won't be able to reset or recover the password if you forget it. Be sure to use a password you can remember.

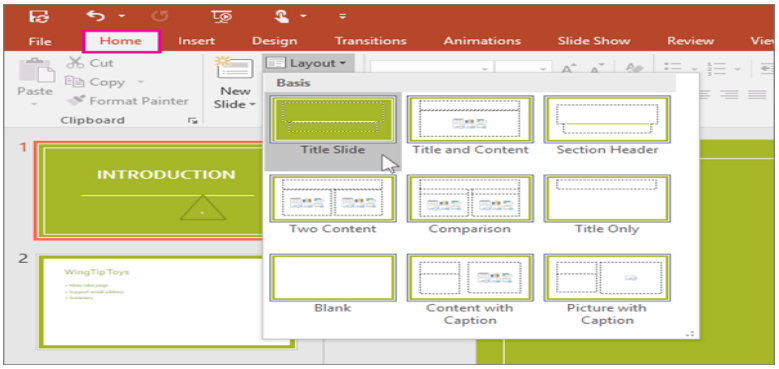
## Experiment no 9: Create PPT using MS PowerPoint and Setting watermark for word file.

1. Open PowerPoint.
2. In the left pane, select New.
3. Select an option:
    - To create a presentation from scratch, select Blank Presentation.
    - To use a prepared design, select one of the templates.
    - To see tips for using PowerPoint, select Take a Tour, and then select Create.



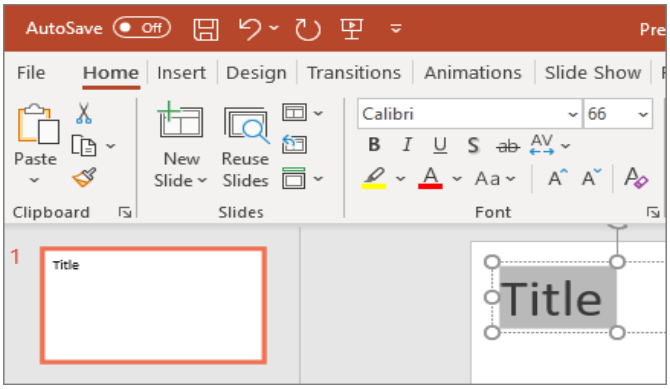

Add a slide

1. In the thumbnails on the left pane, select the slide you want your new slide to follow.
2. In the Home tab, in the Slides section, select New Slide.
3. In the Slides section, select Layout, and then select the layout you want from the menu.



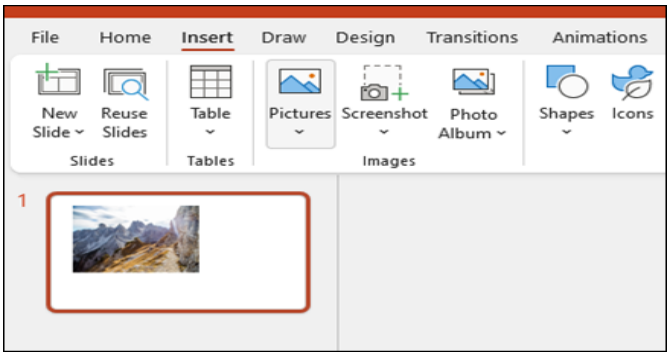

Add and format text

1. Place the cursor inside a text box, and then type something.
2. Select the text, and then select one or more options from the Font section of the Home tab, such as Font, Increase Font Size, Decrease Font Size, Bold, Italic, Underline, etc.
3. To create bulleted or numbered lists, select the text, and then select Bullets or Numbering.



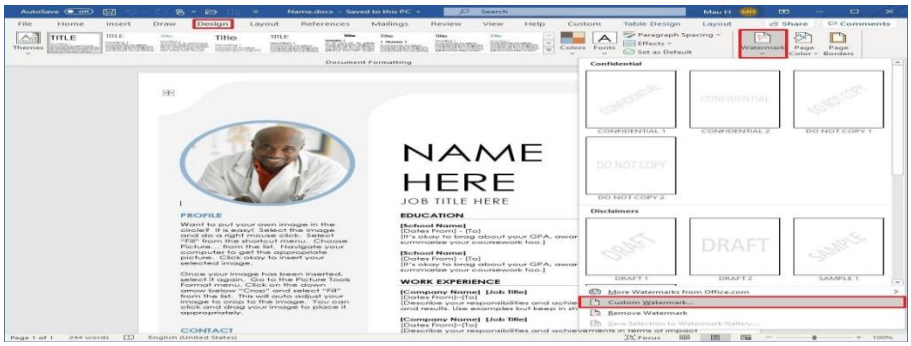

Add a picture, shape, and more

1. Go to the Insert tab.
2. To add a picture:
    - In the Images section, select Pictures.
    - In the Insert Picture From menu, select the source you want.
    - Browse for the picture you want, select it, and then select Insert.

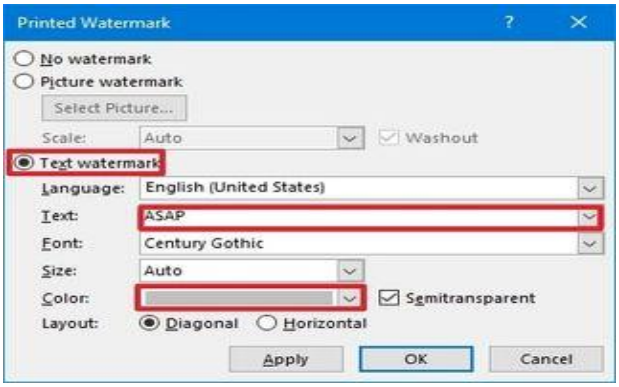



To add illustrations:

- In the Illustrations section, select Shapes, Icons, 3D Models, Smart Art, or Chart.
- In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it
- Open Word.
- Click the Blank document option in the Home section. (Or open the document you want to customize.)
- Click the Design tab.
- In the "Page Background" section, click the Watermark option.
- Click the Custom Watermark option.



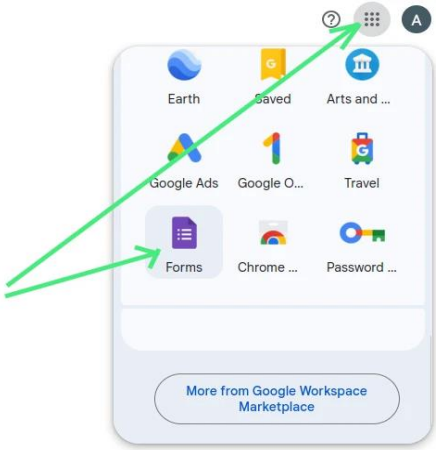
6. Select the Text watermark option.
7. In the Text box, type the text as you want it to appear in the document.



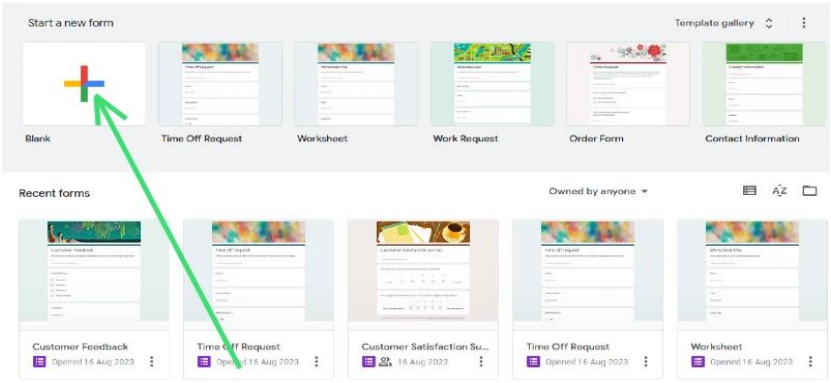

8. Use the Font drop-down menu to select the font style for the watermark.
   - Use the Size drop-down menu to specify the size for the font. Quick tip: Usually, the default size is enough for most cases.
   - Use the Colour drop-down menu to change the colour of the watermark.
   - Check the Semitransparent option.
   - Select the layout of the watermark:
   - Diagonal.
   - Horizontal.
9. Click the Apply button to preview the watermark.
10. Click the OK button.
11. Click the Close button.
12. Click the File menu.
13. Select the Save button.

## Experiment no 10: Creating Google form and making use of Google sheets and Google drive.

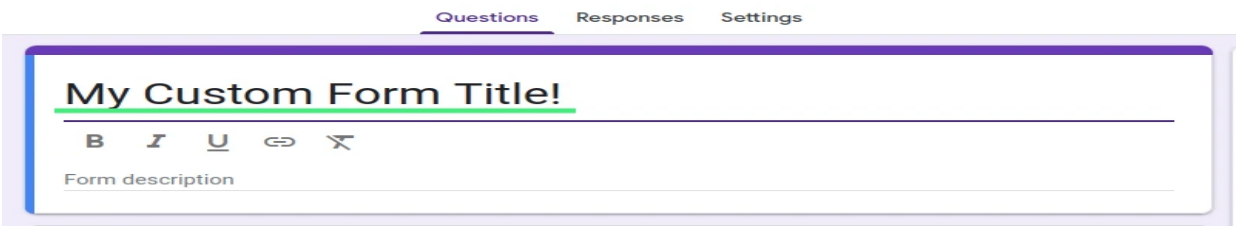
**Step 1: Access Google Forms:** Begin by navigating to **docs.google.com/forms/** in your web browser. Alternatively, you can go to Google Drive and select "Google Apps" > "Google Forms."




**Step 2: Opt for a Template:** Google Forms boasts a range of templates. Whether you're organizing an event, collecting contact data, or sending out party invitations, there's likely a template for you. If you're uncertain, initiating with the ''Blank'' template is always a good choice.




**Step 3: Change Title of Your Form:** Once your template is in place, modify the title by clicking on the "Untitled form" text at the top. This could be something specific like "RSVP for John's Wedding" or "Feedback Form." Furthermore, you can detail your form with a description, offering clarity to respondents.

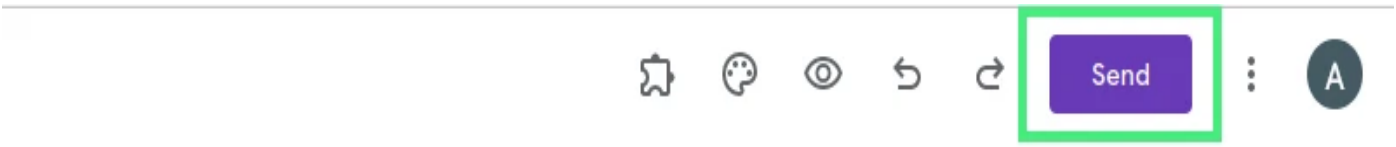


**Step 4: Craft Your Questions:** Start populating your form with relevant questions. Google Forms supports multiple question formats from multiple-choice to short answers. You can intersperse questions with images, videos, or even use section headers to better organize your form.


**Step 5: Personalize with Themes:** Google Forms offers an array of customization options tailored to your specific needs. By clicking on the "Palette" icon located on the top right of the screen, you can access and personalize the available theme to match your preferences. If you're aiming for a distinct flair, the customization options allow you to tweak colours, fonts, and more.


**Step 6: Preview before Publishing:** Always preview before launching. Click the "Preview" button on the top-right, which lets you experience the form as a respondent would. This ensures there are no errors or oversights.


**Step 7: Share Your Form:** Ready to roll. Click the "**Send**" button on the upper right. Here, you have the option to distribute your form through an email or a link. If you have a website or blog, embedding it there is also an option. If using a link, consider shortening it for better share ability, especially on platforms with character limits.




**Steps to extract data from Google form to Google sheets:**

- On your computer, open a spreadsheet in Google Sheets.
- Hover over a cell with a single chip.
- Click Data extraction to open a sidebar on the right.
- Under “Data to extract,” select the data types you want to extract.
- Under “Extract to,” select a cell or a range of cells for the extracted data.