

EXERCISE 1

PROCEDURE TO CREATE PERSONAL LETTER:

1. Open **MS Office 2003 – MS Word – File – New.**
2. Go to **Tool-Letters and mailings-Letter Wizard-** Under **Letter Format** tab tick **Date Line-** Select the **Date Format-** a **Page Design** and **Letter Style.**
3. Click on **Recipient Info** Tab-Enter the **Recipient's name** (and Address if necessary) - Select **Informal** Option.
4. Click **Sender Info** Tab- Enter the **Sender's Name** (and address if necessary) - click **ok.**
5. Now you will get Date, Recipient name and Sender's name along with a selected text **"Type your text here"**- Start writing your message in this area.
6. If you want to align Date to the right of the page then select the date and click **Align right** button in the **standard tool bar.**

OUTPUT

PERSONAL LETTER

October 5, 2010

Dear Smith

By the grace of almighty, I am fine here. I hope you are also fine there.
My semester exam starts from 11th November that is this month end. I am very much confident that I will get good marks in this exam and I am working very hard for that.

Then how is your study going on? I know you are very well in studies.
When is your exam? After your exam please come home. I will be waiting to meet you. I have many doubts regarding mathematics which I wanted to clarify from you.

Please do write a letter

Your loving brother
John

EXERCISE 2

PROCEDURE TO CREATE COMPANY LETTER HEAD:

1. Open **MS Office-MS Word – File – New**.
2. Go to **View- Header and Footer**- Type the complete address of a company.
3. Select the Text and click **align right** on the standard tool bar.
4. In order to insert the company logo (create a logo using paint software and save it or use the existing one) inside the header go to **Insert- Picture-From File**-and browse for the required Picture/file/logo where you have saved – click **Insert**.
6. After inserting the logo/image resize the logo to fit the top left corner of the page by right clicking on the logo, go to **Format Picture** – select **Layout** tab – select the **Wrapping Style to Infront of text**- click **ok**.
- 7.To insert a Line go to **Insert- picture- Auto shapes**- Select the line and draw below the Logo and the address inside the header.
8. Format the line by Right clicking and selecting **Format Auto shape**- select the **Color and Line** tab- chose your style- click **ok**.
9. Then go to the footer- Insert and format a line as did for header.
10. Type the text inside the footer and below the line.
11. Go to **Format-Background-Printed Watermark-Picture Mark**-Click **Select Picture**- Browse for the required background- click **Washout- Apply- Ok**

OUTPUT



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EXERCISE 3

PROCEDURE TO CREATE SIMPLE NEWS LETTER:

1. Open **MS Office-MS Word – File – New** - Type the heading
2. When ever you want to change the number of columns then go to
Insert – Break - Select the section break type as **continuous** - Click **OK**
3. Go to **Format – Column** - select the number of columns u want and click **ok**.
4. Type news and when ever you need curser in the next column then go to
Insert - Break- now select **Column Break** – click **Ok**.
5. If you want picture to be inserted then go to **Insert- Picture-From file-** and
browse for the required picture/file-then click **Insert**
6. Format the text by changing the font size and color by selecting the
required text and chose font size, style and color in the formatting tool bar
below the menu.
7. Formatting text can also be done by selecting the text and applying the
Wordart. For that go to **Insert- Picture-Wordart-** then chose the style u
Want and click **Ok**. To change the color of the wordart text, right click on
the text and go to **Format Wordart**.

OUTPUT**October Second, Celebration of Gandhi Jayanti**

Gandhi Jayanti is a National Holiday celebrated in India to mark the occasion of the birthday of Mahatma Gandhi, the "Father of the Nation". He was born on October 2, 1869. Hence Gandhi Jayanti is celebrated every year on the 2nd of October. It is one of the three official declared National Holidays of India and is observed in all Indian states and union territories. The United Nations General

Assembly announced on 15 June 2007 that it adopted a resolution which declared that the 2nd of October will be celebrated as the International Day of Non-Violence.[1]

On this day, in India, liquor is neither sold nor consumed in his honour.

Some of the famous quotes by Mahatma Gandhi have been listed below :



Live as if you were to die tomorrow. Learn as if you were to live forever.

Fear is not a disease of the body; fear kills the soul.

Computers have Become the part of Life

Computers have come a long way spanning all work areas and influencing every one to become computer literate irrespective of the profession they are in. A thorough knowledge of computer has become a prerequisite for any job. Computers are now being used in each and every field of science, engineering

and technology. On an average almost every day an organization or a company is being computerized!

Computers are being used in banks, transport corporations, Finance Institutions, Schools, Colleges, Factories, Grocery shops, Post offices and at many other organization.

New DTE website

Director of technical Education, Bangalore has launched a new website for its users.

Users are requested to go through the following website for more information.
<http://dte.karnic.in>.

EXERCISE 4

PROCEDURES TO CREATE A MEMO:

1. Open **MS Office-MS Word – File – New**
2. Go to **View- Header and Footer-** Insert the Institution name/code in the Header.
3. Go to **Insert- Page Number-**select the position **bottom of the page** and Alignment to **Center** – Click **Ok**.
4. Type the content. Go to **File- Page Setup- Margin** tab- adjust left, right, top, bottom margins – click **ok**.
5. Use Standard tool bar to align the text to the left, right and center of the page.
6. Place the cursor where you want to insert the date then go to **Insert- Date and Time-** Chose in the **Available Formats-** Click **Ok**.

OUTPUT

CPCP

**GOVERNMENT OF KARNATAKA
DEPARTMENT OF TECHNICAL EDUCATION**

No: cpcp/est/2010-2011/156

office of the principal Gr II
Govt Polytechnic,
Gulbarga ,Dated: 5-Oct-10

MEMO

All the staff members and students of the polytechnic are hereby informed to participate and celebrate the "**INDEPENDENCE DAY**" at 8:00 am on 15th Aug 2010 without fail.

Sd

PRINCIPAL GR II

To
All the staff Members.
All the Students

EXERCISE 5

PROCEDURES TO CREATE A RESUME:

1. Open **MS Office-MS Word – File – New**
2. Go to **View- Header and Footer-** Type name, mobile number inside the Header
3. Go to **Insert- Page Number-**select the position **bottom of the page** and Alignment to **Center** – Click **Ok**.
4. Go to **Table-Insert-Table-** chose **Number of Columns 2** and **Rows** to 1.
Enter the name, format it (bold and increase the font size via standard tool Bar). And in the second column type the whole address.
5. When ever you want to increase the number of column in the existing row, Select that row and go to **Table-click Split Cells-** enter number of columns- click **Ok**.
6. In order to decrease the existing column numbers, select that columns and Go to **Tables-** click **Merge cells**.
7. Finally type the declaration out side the table with your name aligning right side and date to the left side.

OUTPUT

Mr. John Smith (M) +0898889324 (Email) John.smith@yahoo.com

Mr. JOHN SMITH	Address: # 25678, Newman Complex Bright Stall road New York - 009384239 Mobile: +0898889324 Email: John.smith@yahoo.com
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Career Objective					
Seeking a challenging work in your company and look forward to contribute to the company's growth and success and thereby make a good start to my career.					
Personal Attributes					
A desire to learn, able to be creative, pursues adaptability, updates with contemporary trends, hard working, dedicated.					
Educational Qualifications					
SL No	Class	Institution/University		% of Marks	Year
1	BE in CS	Oxford University	London	89	2010
2	Diploma in CS	Goodrich Institution	New York	91	2007
3	SSLC	Newman institution	New York	97	2004

Mr. John Smith (M) +0898889524 (Email) John_smith@yahoo.com

Personal Details :	
<i>Name</i>	Mr. John Smith
<i>Date of Birth</i>	02-oct-1990
<i>Hobbies</i>	Reading books and Listening to Music
<i>Permanent Address</i>	Address : # 25678, New man Complex Bright Stall road New York- 000384230
<i>E-mail</i>	John_smith@yahoo.com
<i>Contact Numbers</i>	Mobile: +0898889524
<i>Languages Known</i>	English, French

DECLARATION

I hereby declare that all the declarations made above are true to the best of my knowledge.

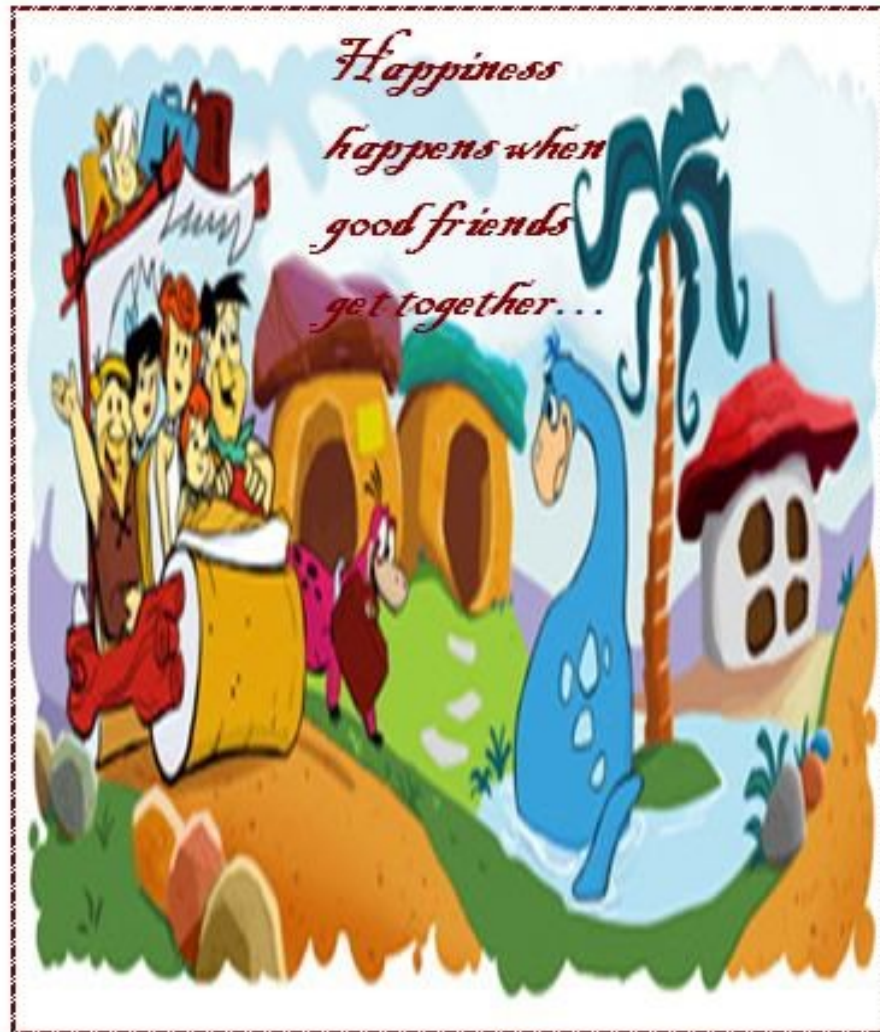
Place: New York

Mr. John Smith

EXERCISE 6**PROCEDURE TO CREATE GREETING CARD:**

1. Open **MS Office-MS Word – File – New**
2. Keep the cursor where you want to insert a picture and then go to **Insert-Picture-From file**-and browse for the required picture/file-then click **insert**.
3. In order to insert text on the picture go to **Insert-Text box**-and draw it on the page. Enter the required text and Format the text by selecting the required text and choosing font size, style and Color in the formatting tool bar below the menu.
4. Select the text box and drag it on to the picture. Place it where ever you want.
5. Select the text box on the picture and go to **Format Text box** –select the **Color and lines** Tab- Make **Fill Color** to **Nil** and **Transparency** to **100%**.
6. Make **Line Color** to **No Line** –click **Ok**.
7. Go to the **Format- Border and Shading**- Select the **Border** tab and the style and color of your choice-click **OK**.

OUTPUT




EXERCISE 7

PROCEDURES TO CREATE A COVER PAGE OF A PROJECT REPORT:

1. Open **MS Office-MS Word – File – New**
2. Type university name, project title, guide name etc line by line. Select the text and click align center on the standard tool bar. Keep the cursor where you want to insert the institution logo and then go to **Insert-Picture-From File**-and browse for the required picture/file - then click **insert**.
3. Format the title of your project by selecting and applying the Wordart. For that go to **Insert- Picture-Wordart**- then chose the style you Want and click **Ok**. To change the color of the wordart text, right click on the text and go to **Format Wordart**- chose the color- click **ok**
7. In order to insert the border for your project cover page Go to the **Format- Border and Shading**- Select the **Border** tab and the style and color of your choice-click **OK**.

OUTPUT

<p>BASIC COMPUTER SKILL LAB</p> <p>MINI PROJECT REPORT</p> <p>Submitted in partial fulfillment of the requirement for the award of</p> <p>FIRST SEMESTER DIPLOMA IN INFORMATION SCIENCE AND ENGINEERING</p> <p>By the board of Technical Education, Bangalore</p>  <p>Submitted By</p> <p>XYZ</p> <p>Guided By</p> <p>SAVITHA R</p> <p>Lecturer, Information Science Dept.</p> <p>DEPARTMENT OF INFORMATION SCIENCE AND ENGINEERING GOVT. POLYTECHNIC, GULBARGA</p>
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EXERCISE 8

PROCEDURES TO CREATE A MAIL MERGE LETTER:

1. Open **MS Office-MS Word – File – New**
2. Type your letter which you want to send to the multiple addresses.
3. Go to **Tool-Letters and Mailings-Mail Merge-** click **next: Starting Document- Next: Select Recipients-** Click **Type a new list-** Click **Create –**
Enter the address- to enter one more click **New Entry.**
4. If you want to change the field names then click **Customize-** Select the Field- **Rename-** Click **ok.**
5. Then in Mail Merge tool bar click **Insert Merge fields** where ever needed.
6. Then finally in the mail Merge tool bar click **Merge to New Document- All- Ok-** Save the file.

OUTPUT

TO

«Name»

«Address_Line_1»

«Address_Line_2»

«City»

«State»

Sir/Madam,

Subject: Interview letter for the post of «Job_Title»

You are hereby informed to attend the interview for the post of «Job_Title» on 29th sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10

Mysore

Your faithfully
MANAGER

TO
Ramachandra
2nd cross,3rd main
Kuvempu nagar
Mysore
Karnataka

Sir/Madam,

Subject: Interview letter for the post of Clerk

You are hereby informed to attend the interview for the post of Clerk on 29th sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10
Mysore

Your faithfully
MANAGER

TO
Sagam
7th cross, 5th main
rajaji nagar
bangalore
karnataka

Sir/Madam,

Subject: Interview letter for the post of Engineer

You are hereby informed to attend the interview for the post of Engineer on 29th sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10
Mysore

Your faithfully
MANAGER

TO
Devraj
1st cross, 4th main
HSR layout
bangalore
karnataka

Sir/Madam,
Subject: Interview letter for the post of Cook

You are hereby informed to attend the interview for the post of Cook on 29th sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10
Mysore

Your faithfully
MANAGER

TO
Roopesh kumar
3rd cross, 3rd main
N R Moholla
Mysore
Karnataka

Sir/Madam,
Subject: Interview letter for the post of Assistant Manager

You are hereby informed to attend the interview for the post of Assistant Manager on 29th sept, 2010. Bring all the documents and original marks cards without fail.

Date: 5-Sept-10
Mysore

Your faithfully
MANAGER

EXERCISE 9

PROCEDURES TO CREATE A MACRO FOR INSERTING A PICTURE AND FORMATTING THE TEXT:

1. Open **MS Office-MS Word – File – New**
2. Go to **Tool-Macro-Record new Macro-** Give the macro name
3. Go to **Insert- Picture- From File-** browse for the required picture- click **Insert.**
4. Type some text – Select it by holding **shift Key** and **right/left arrow**
Keys- change the font size, color and style by the **standard tool bar.**
5. Go to **Tool- Macro-** click **Stop recording.**
6. Open a new File go to- **Tool-Macro-** Select the **macro name** which u have Created- click **Run.**

OUTPUT



A beautiful sunset

EXERCISE 10

PROCEDURES TO CREATE A SIMPLE PRESENTATION TO LIST SIMPLE DOS COMMANDS, HARDWARE, SOFTWARE:

1. Open **MS Office-MS Power Point – File – New - Blank Presentation**
2. Click the **Other Task Panes** drop down menu- tick **Slide Layout**- Select the Layout you want.
3. Click the **Other Task Panes** drop down menu- tick **Slide Design** – Select the Design of your choice.
4. Click on the slide to type the text- **align** the text using **standard tool bar**.
5. In order to insert new slide –go to **Insert** - New **Slide**-Type your text.
6. Each slide may have the different slide layouts depending on the content.
7. After creating all the slides- By holding Ctrl key select all the slides- go to **Slide show - Slide transition**- the transition- select **speed** to **minimum** – tick **Automatically after** and enter the **time** of interval for each slide to appear in slide show- Click **Apply to all the slide**.
8. You can also use **Custom animation** to apply animation to the Text/Content, for that select the object- go to **Slide Show- Custom animation**- click **add effect**- choose the style.
9. Finally go to **Slide Show- view Show**

OUTPUT

Simple Dos Command

Created By
XYZ



Dos Commands

- Dir→ Displays the directories and files
- Md→ Make directory
- Cd→ change directory path
- Del→ Delete a file
- Copy→ copies the file to the destination
- Fc→ compares the two files
- Echo→ display message

Computer Hardware

Hardware

- Keyboard
- Mouse
- Monitor
- Hard disk
- Processor
- Memory chip

Computer Software

Software

- Operating System
 - Device drivers
 - Compiler
 - Linker
 - Loader
 - Interpreter
 - Assembler
-



Thank you

EXERCISE 11**PROCEDURES TO CREATE A WORKSHEET WITH 4 COLUMNS, ENTER 10 RECORDS AND FIND THE SUM OF ALL COLUMNS:**

1. Open **MS Office-MS Excel – File – New**
2. Select 3 column and 3 rows at the center of the beginning- **right click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**- Type the Heading.
3. Enter the 4 column Heading and 10 row heading by clicking the cursor on to the particular cell.
4. Enter the data for the 4 columns.
5. Select the first column whole data, except the heading and click Σ (**auto sum**) in the **standard tool bar**- this will add the column's data and places the result at the end.
6. Repeat the same for remaining 3 columns.

OUTPUT

Microsoft Excel - Exercise 11

File Edit View Insert Format Tools Data Window Help

Σ A Z

Arial 1

E31 fx

	A	B	C	D	E	F	G	H	I
1									
2									
3				SAVINGS PER YEAR					
4									
5									
6				2001	2002	2003	2004		
7			jan	200	4000	8000	345		
8			feb	300	300	346	123		
9			mar	250	790	787	345		
10			apr	400	380	790	346		
11			may	4500	245	806	230		
12			june	600	466	560	350		
13			july	150	546	350	567		
14			aug	390	677	240	579		
15			sept	350	435	245	780		
16			oct	560	233	100	800		
17			TOTAL	7700	8072	12224	4465		
18									

EXERCISE 12**PROCEDURES TO CREATE A REPORT CONTAINING THE PAY DETAILS OF THE EMPLOYEE:**

1. Open **MS Office-MS Excel – File – New**
2. Select few column and few rows at the center of the beginning- **right Click- Format cells** - click select the **alignment tab**- tick **Merge cells** option- **ok**-Type the Heading.
3. Enter the column Headings. Enter the data of following columns manually
Sl No, Name, Employee Id, Basic, CCA (100 for all the employee) and LIC.
4. Enter the following formula to calculate the respective values.

DA (60% of BASIC)	=D5*0.6
HRA (7.5% of BASIC)	=D5*0.075
Gross	=SUM (D5:G5) or D5+E5+F5+G5
GPF (7% of BASIC)	=D5*0.07
KGID (8% of BASIC)	=D5*0.08
Tot Deduction	=SUM (I5:K5) or I5+J5+K5
Net Salary	=H5-L5

5. After Writing each formula select the cell and drag to the entire column to apply.

OUTPUT

Microsoft Excel - Exercise 12

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10 B I U

J31

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				Employee Salary Details									
2													
3													
4	Sl.No	NAME	Employee ID	Basic	DA	HRA	CCA	GRASS	GPF	KGID	LIC	Tot Deduction	Net Salary
5	1	Smith	101	8000	4800	600	100	13500	560	640	1000	2200	11300
6	2	John	102	900	540	67.5	100	1607.5	63	72	800	935	672.5
7	3	Shek	103	12000	7200	900	100	20200	840	960	550	2350	17850
8	4	Raj	104	9800	5880	735	100	16515	686	784	560	2030	14485
9	5	Anand	105	15000	9000	1125	100	25225	1050	1200	500	2750	22475
10	6	Suresh	106	20000	12000	1500	100	33600	1400	1600	450	3450	30150
11	7	Sharan	107	10000	6000	750	100	16850	700	800	250	1750	15100
12	8	Jimmi	108	12000	7200	900	100	20200	840	960	300	2100	18100
13	9	amit	109	15000	9000	1125	100	25225	1050	1200	260	2510	22715
14	10	daniel	110	22000	13200	1650	100	36950	1540	1760	200	3500	33450
15													