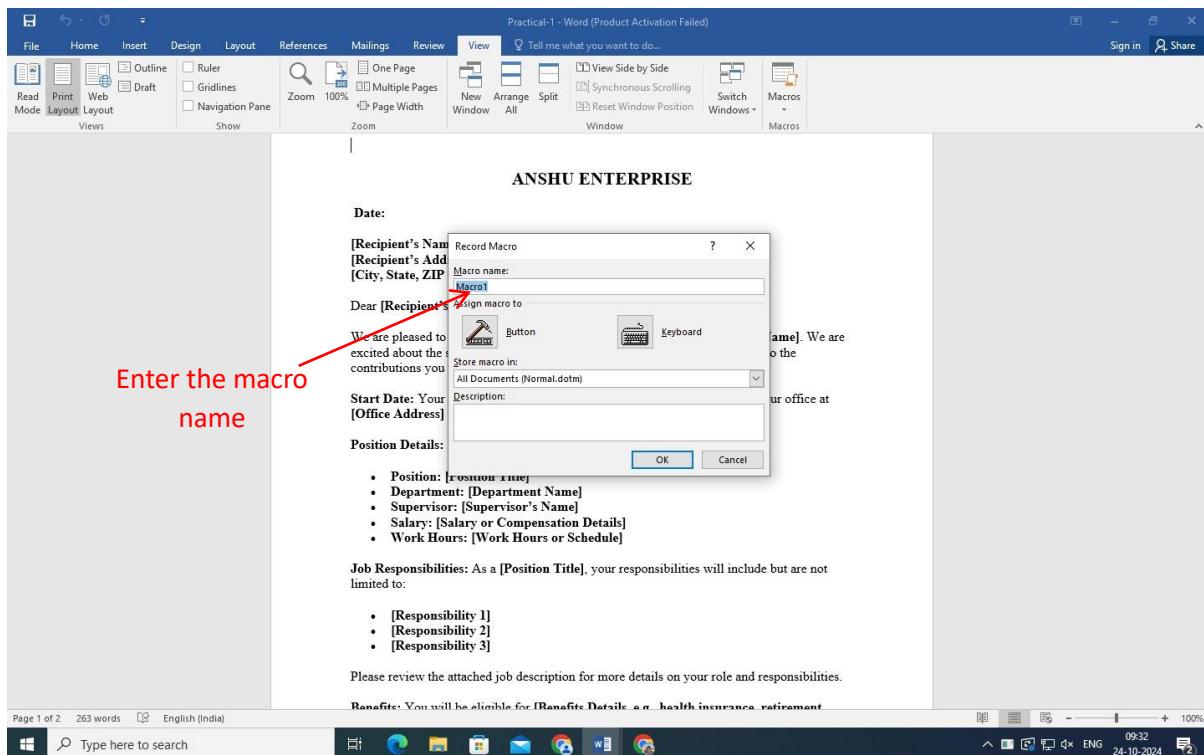
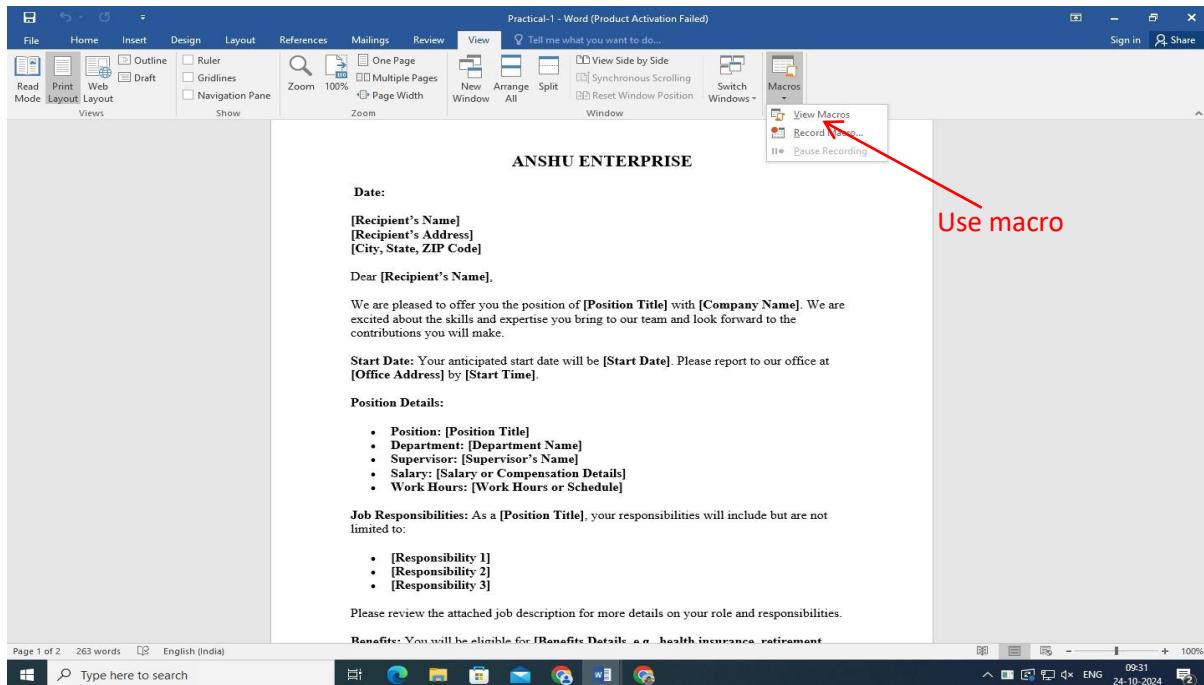
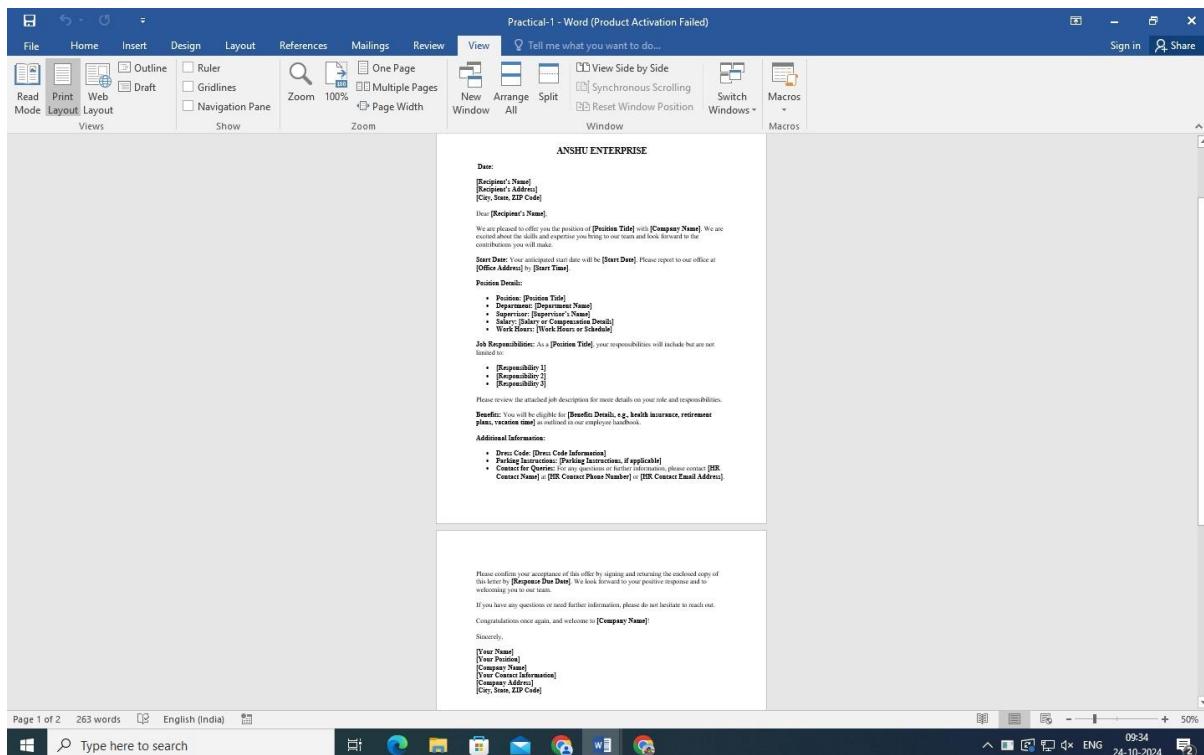
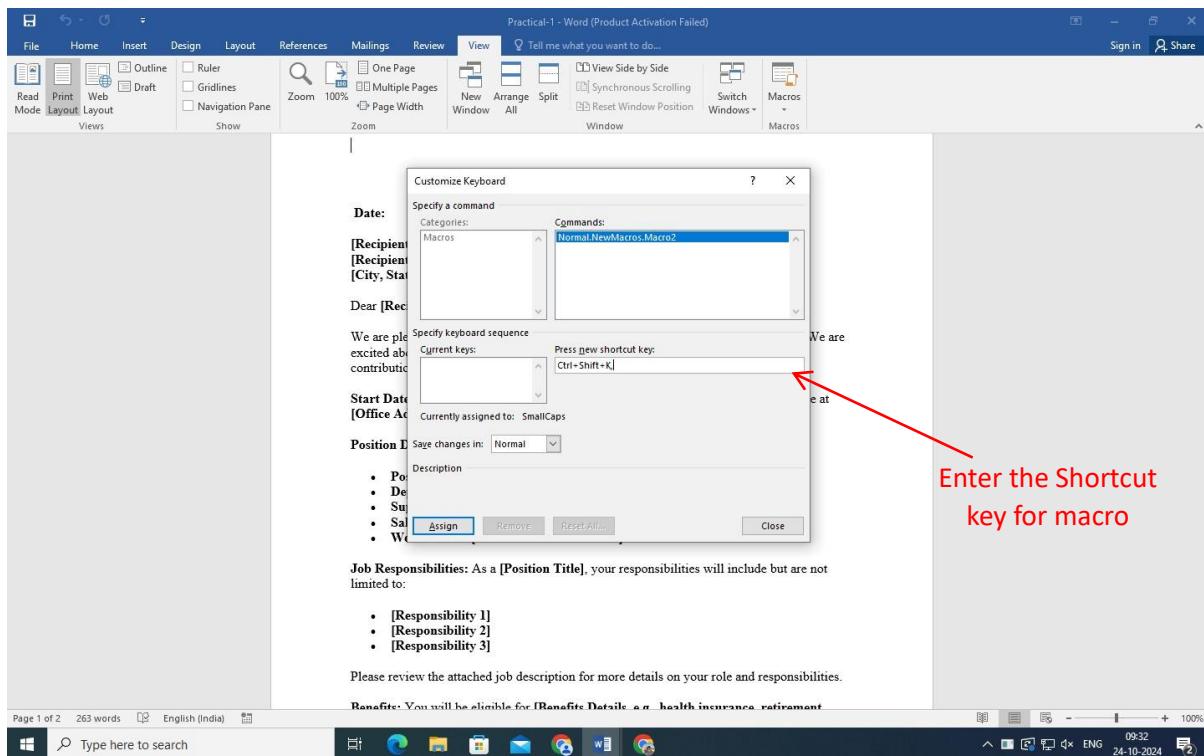
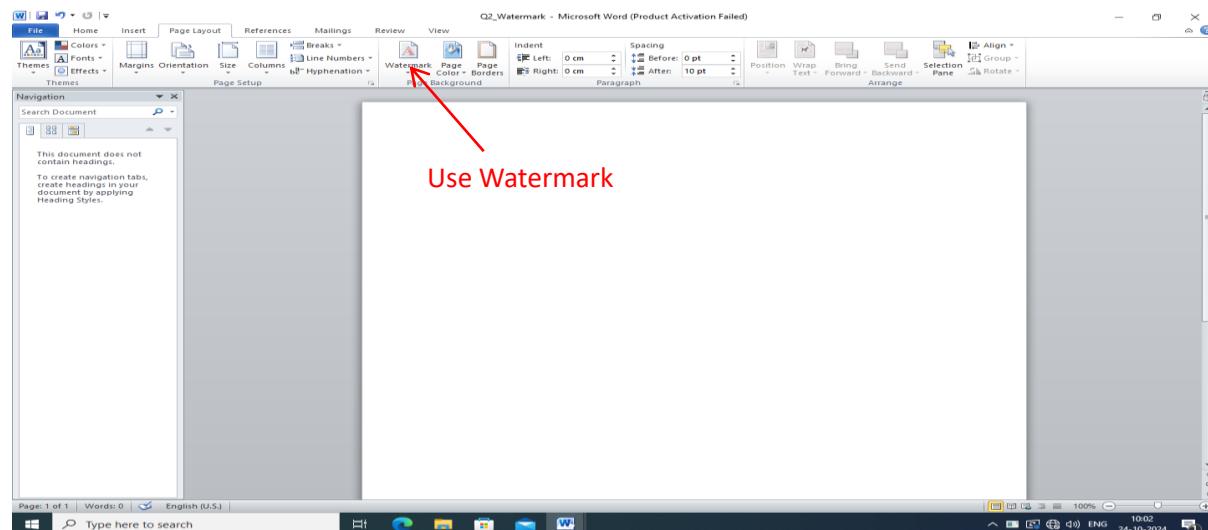


- 1) How do you create a macro in Microsoft Word to generate a customized appointment letter that includes placeholders for the recipient's name, position, start date, and other details, and then execute the macro to produce a formatted letter?

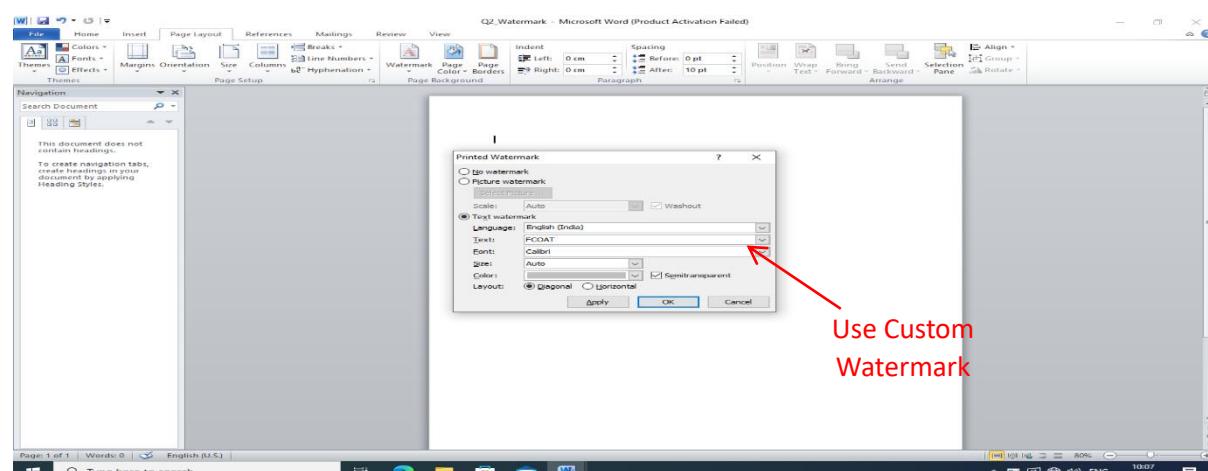




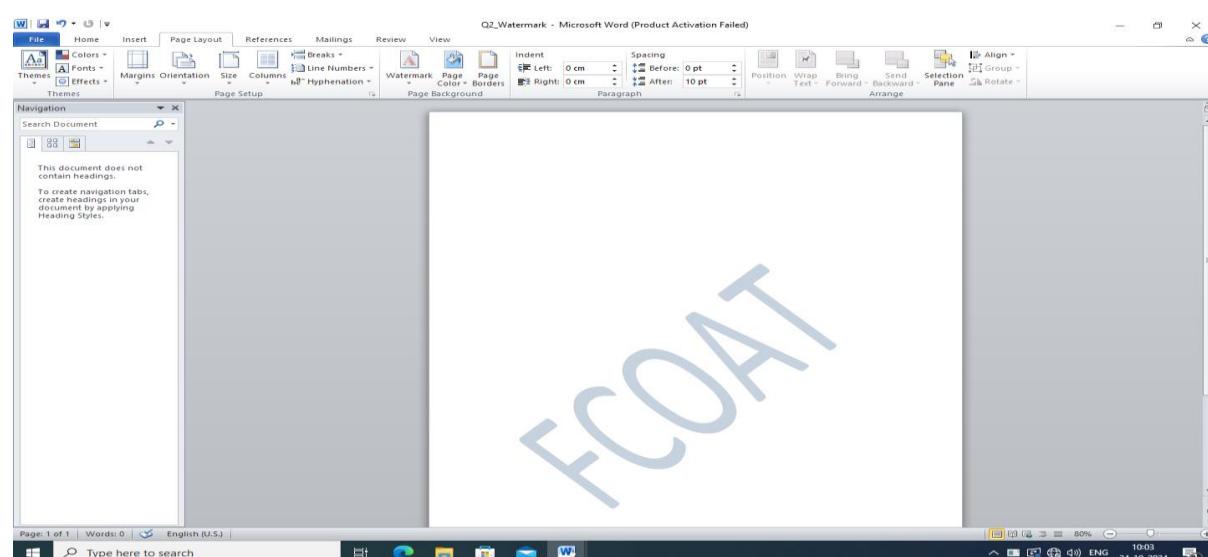
2) How can you add custom watermarks to specific sections of a document, such as confidential or draft, based on the document's status?



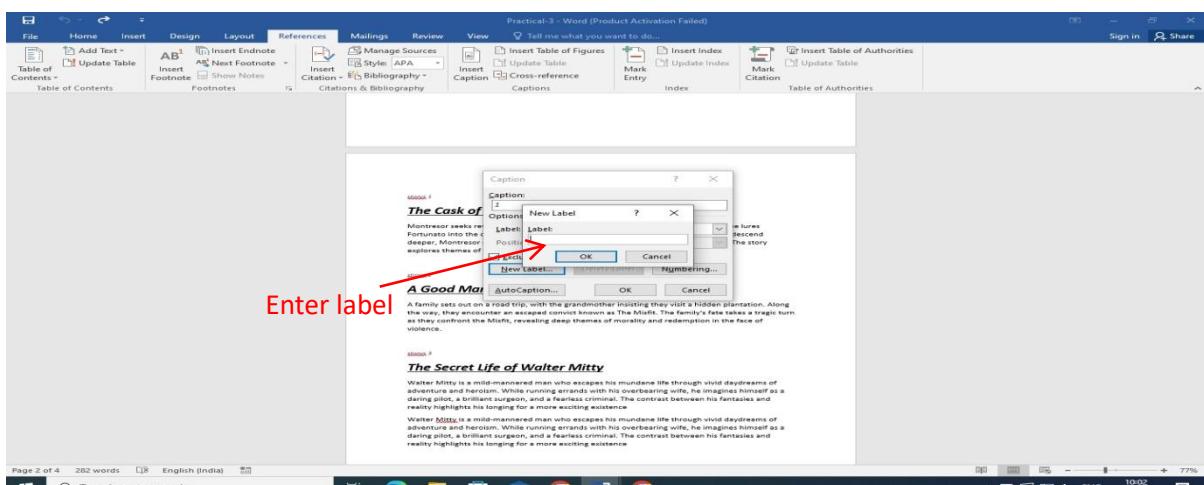
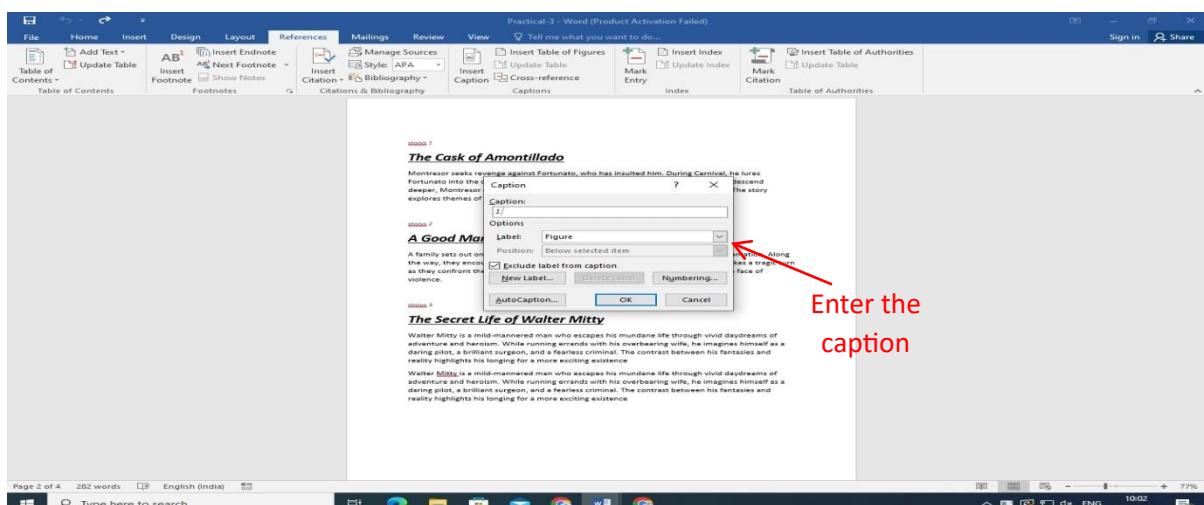
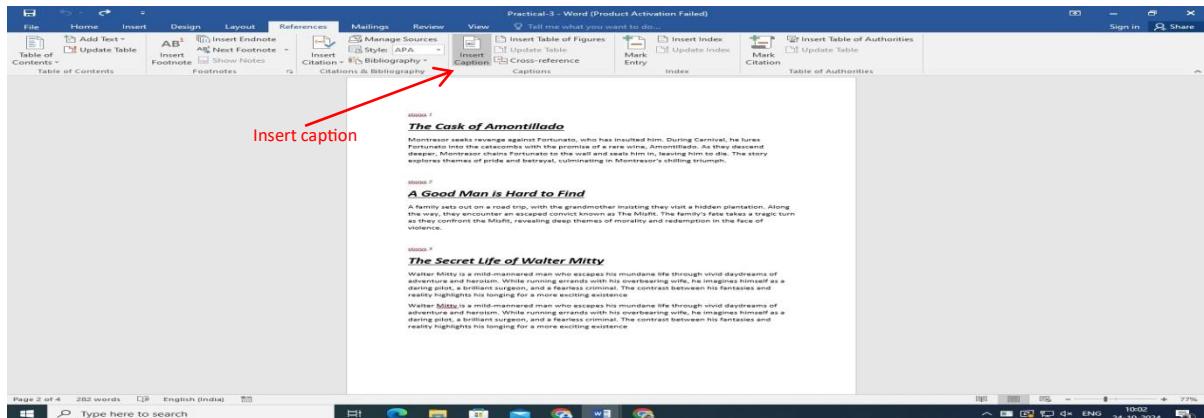
Use Watermark

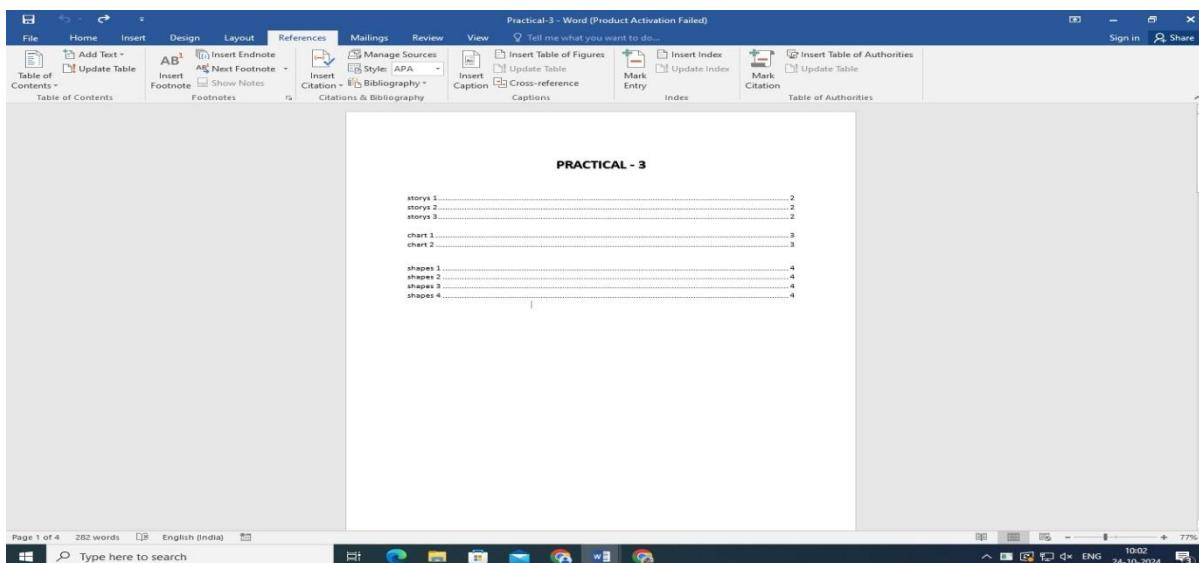
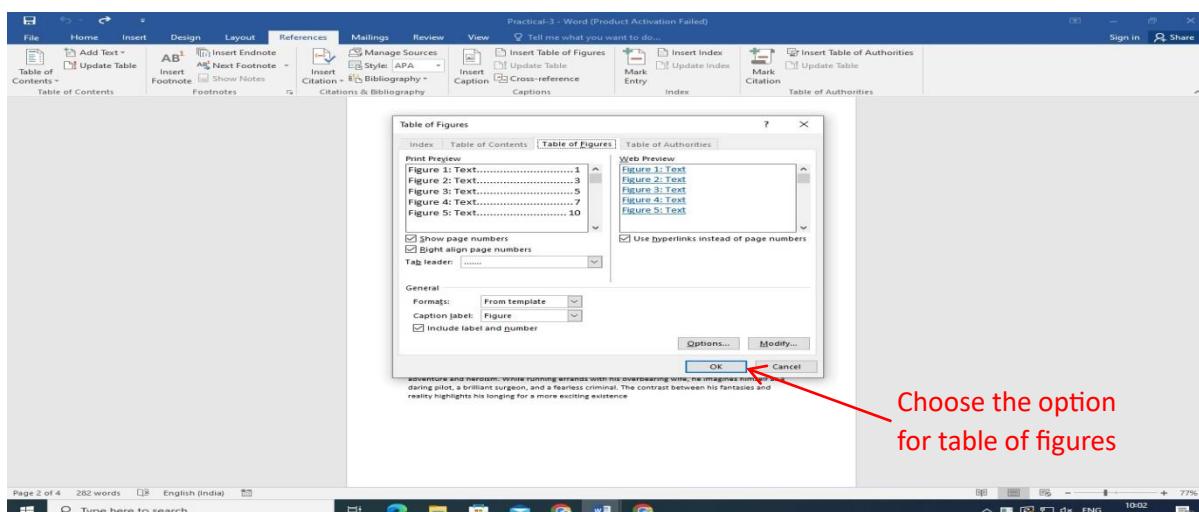
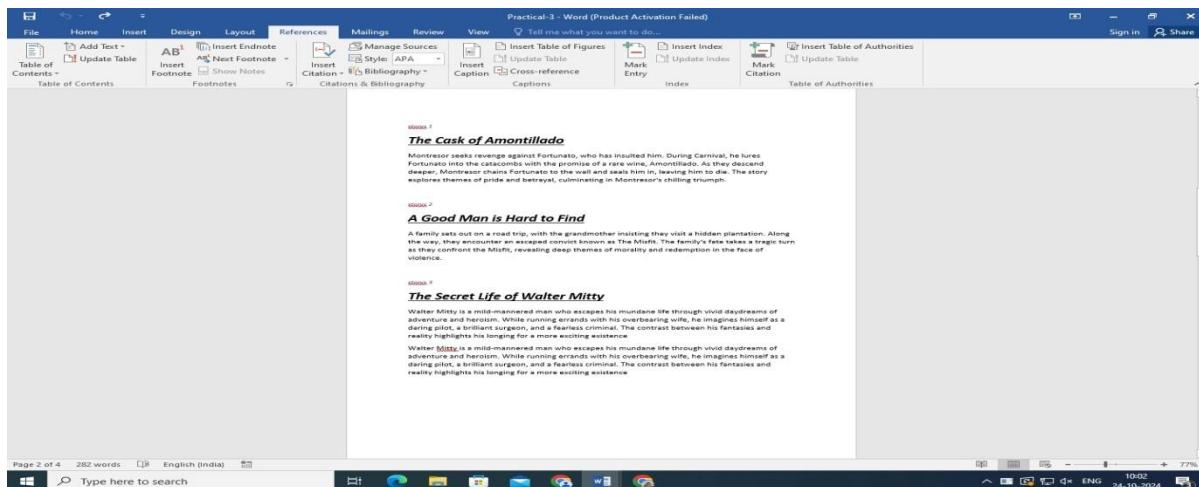


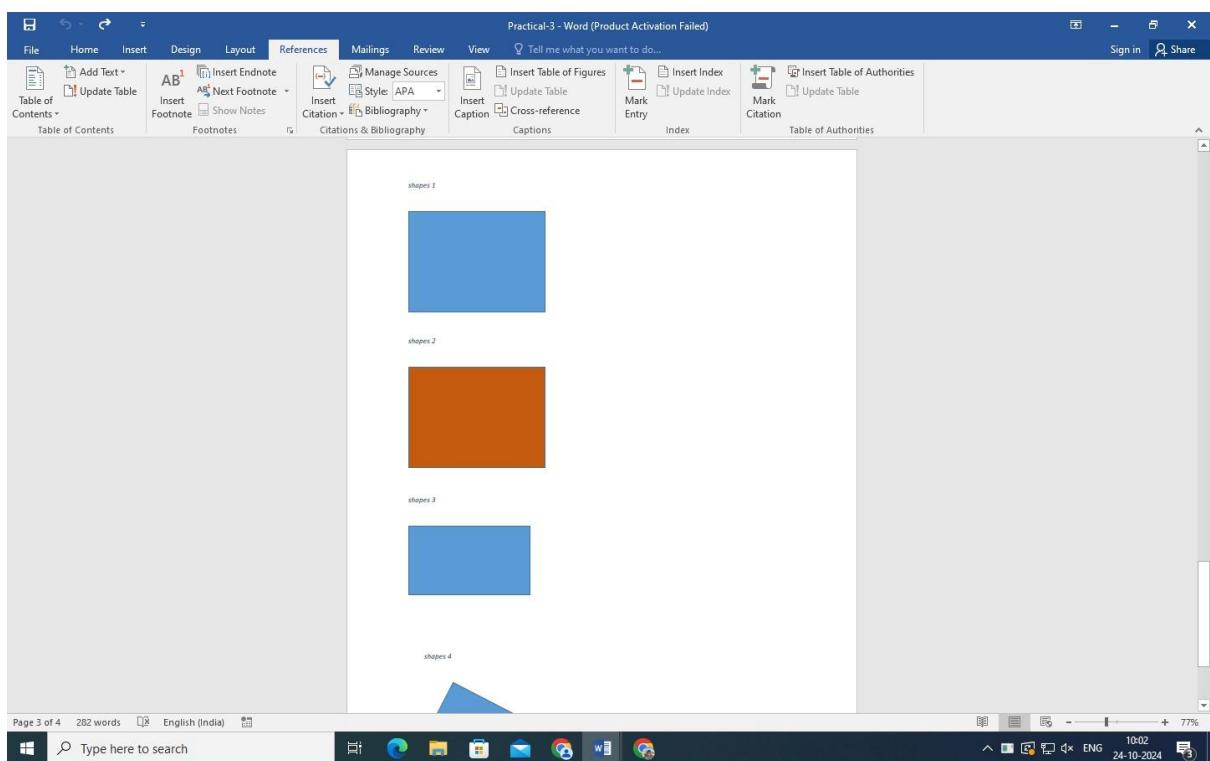
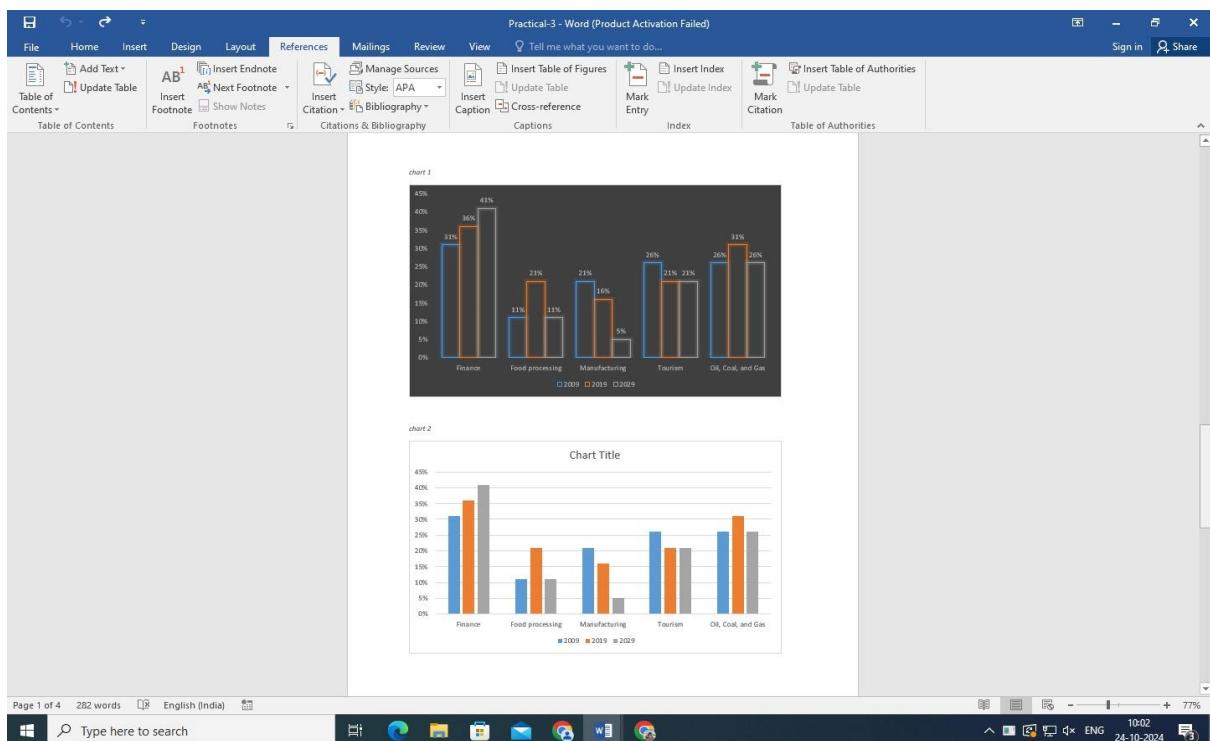
Use Custom  
Watermark



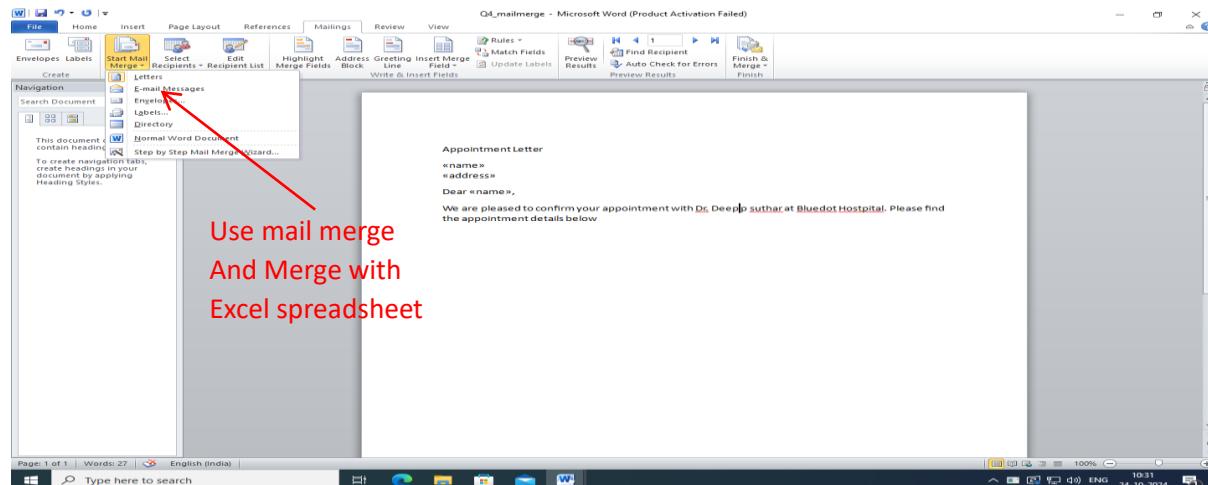
3) How can you set up a document to include a table of figures and a table of tables, each automatically updating as figures and tables are added or modified?





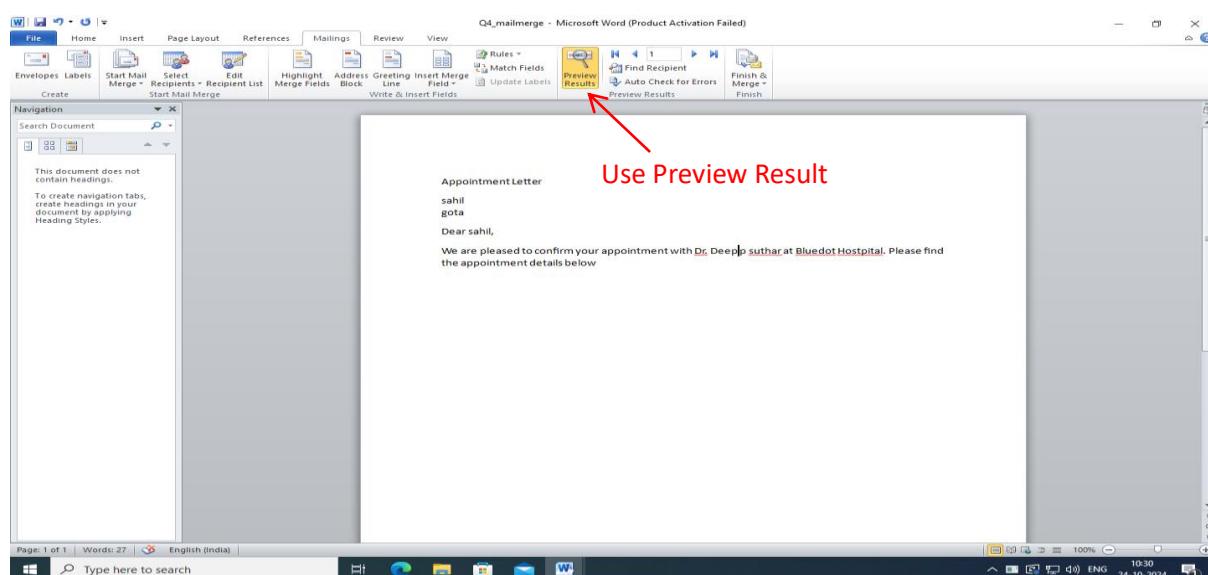


4) How do you perform a mail merge to generate personalized form letters, labels, or envelopes from a data source like an Excel spreadsheet?

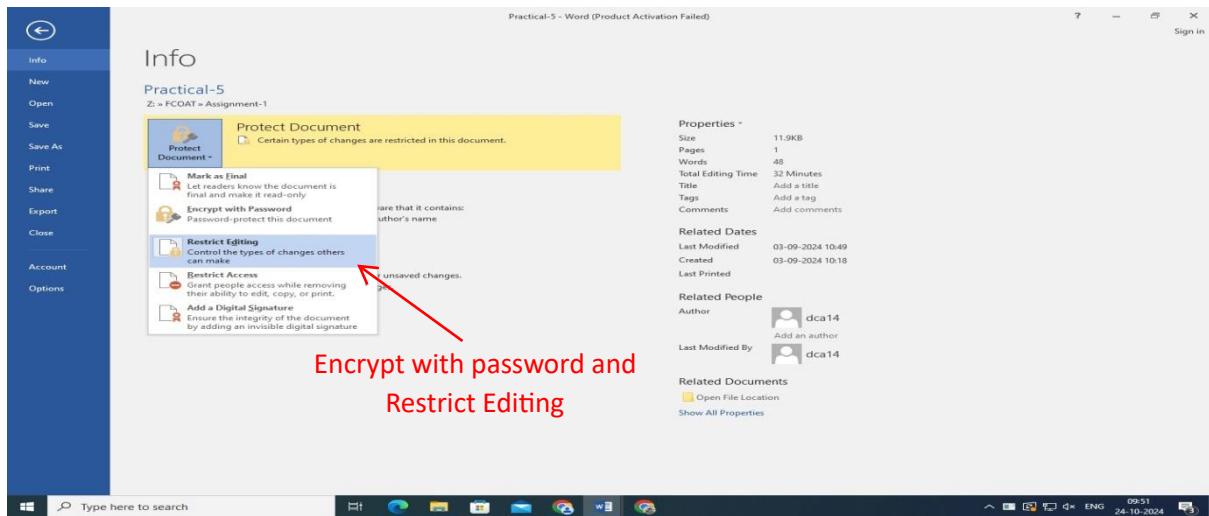


	A	B	C	D	E	F	G	H	I	J	K
1	index	name	address								
2		1 sahil	gota								
3		2 rohan	vandematram								
4		3 sujan	thaltej								
5		4 ketan	anand								
6		5 piyush	tharad								
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

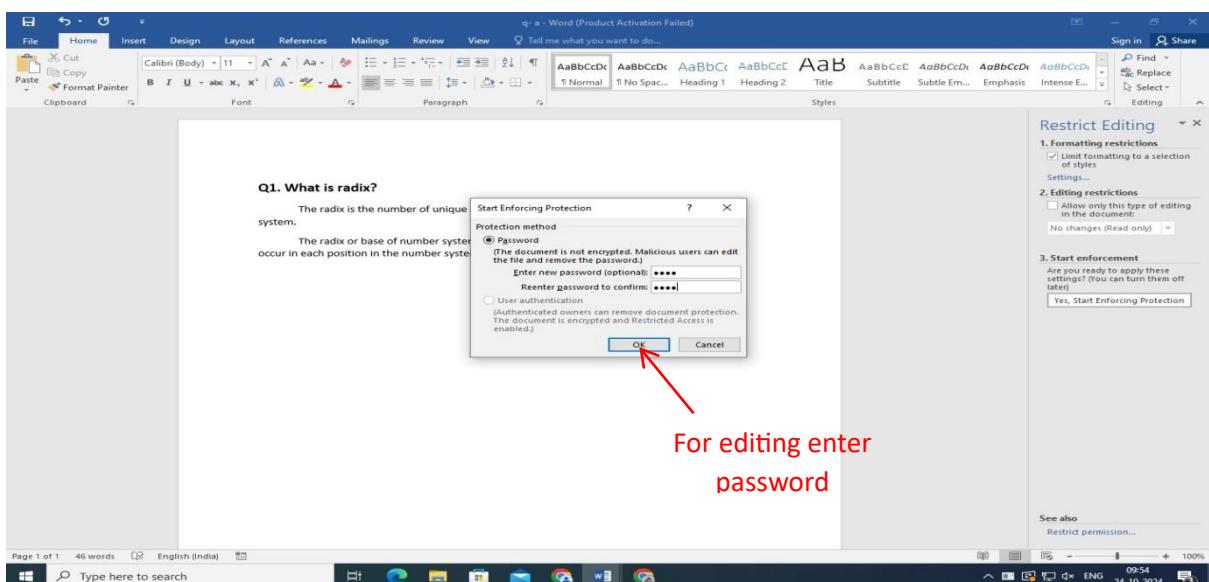
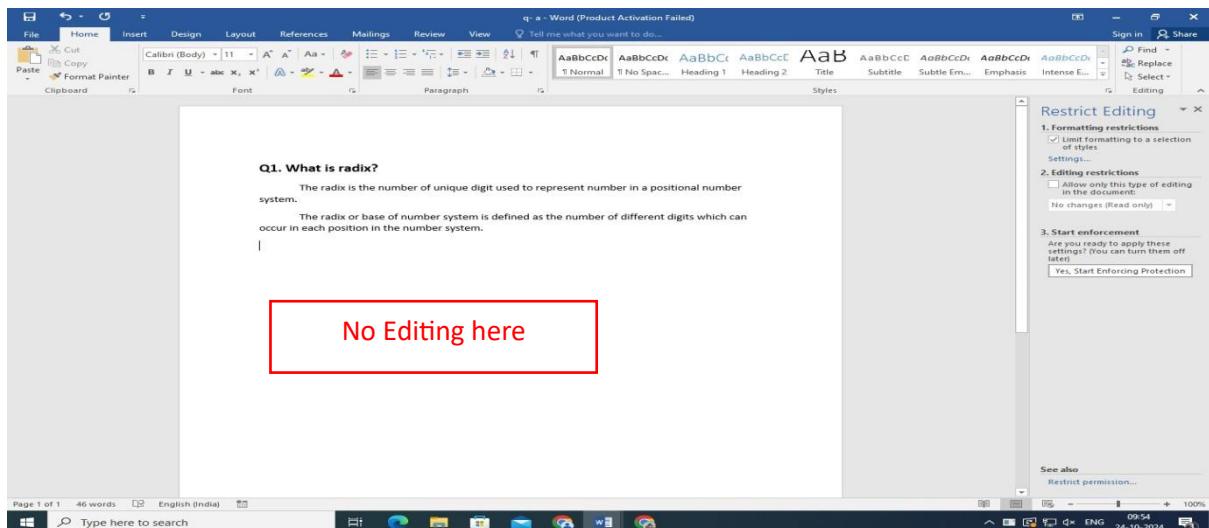
Merge with the Word file



## 5) How can you protect a document from editing?

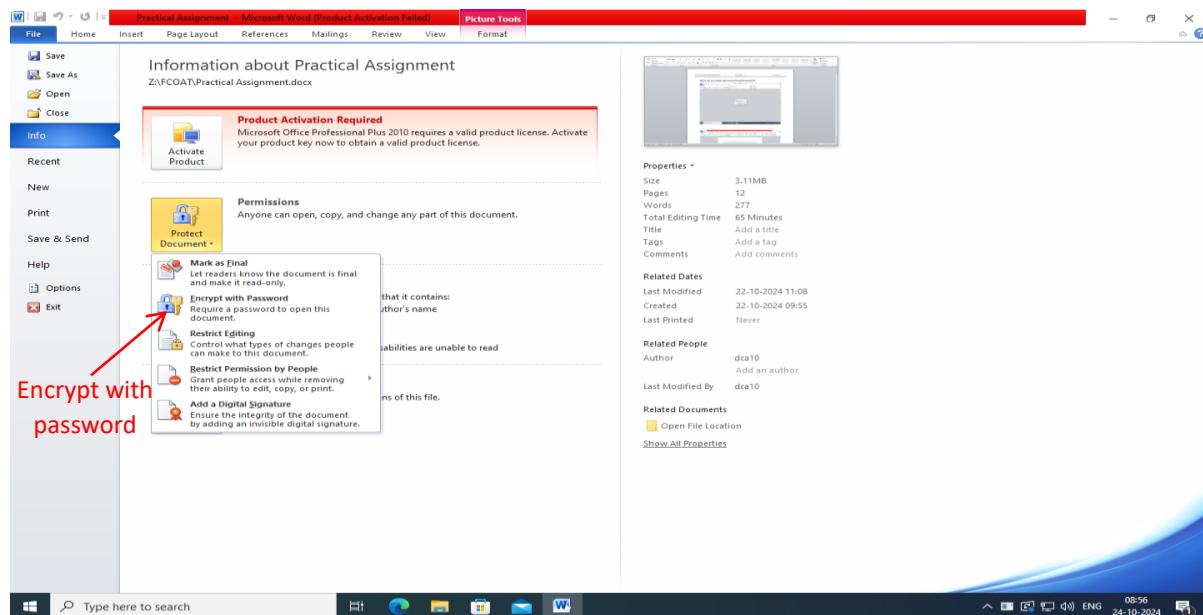


Encrypt with password and  
Restrict Editing

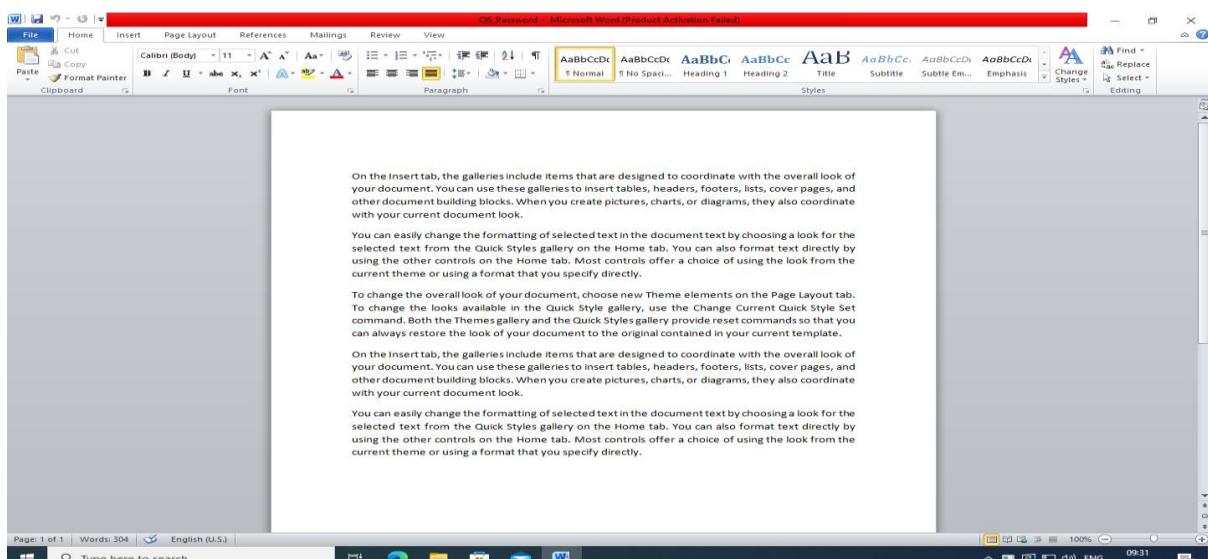
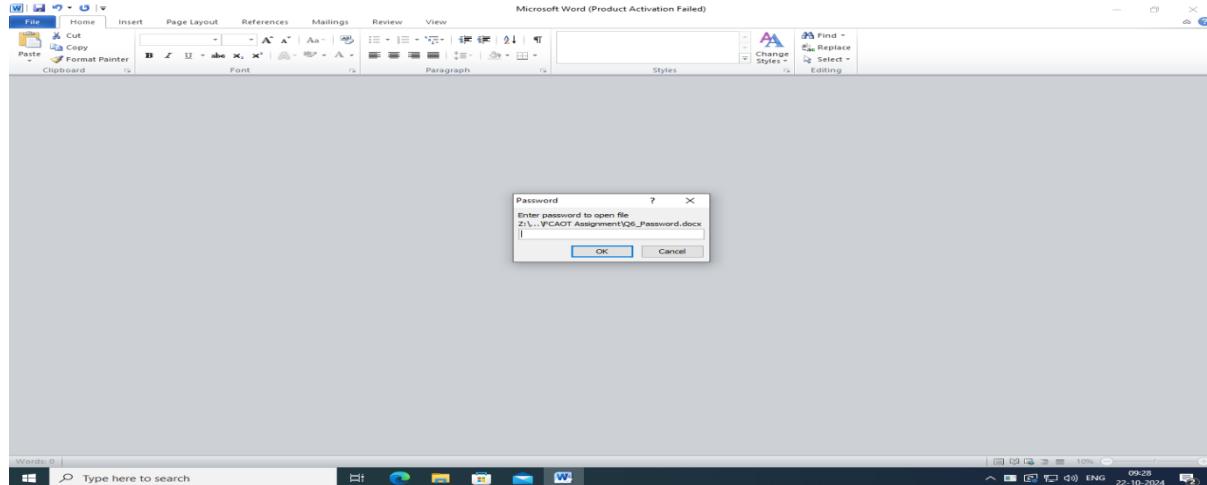


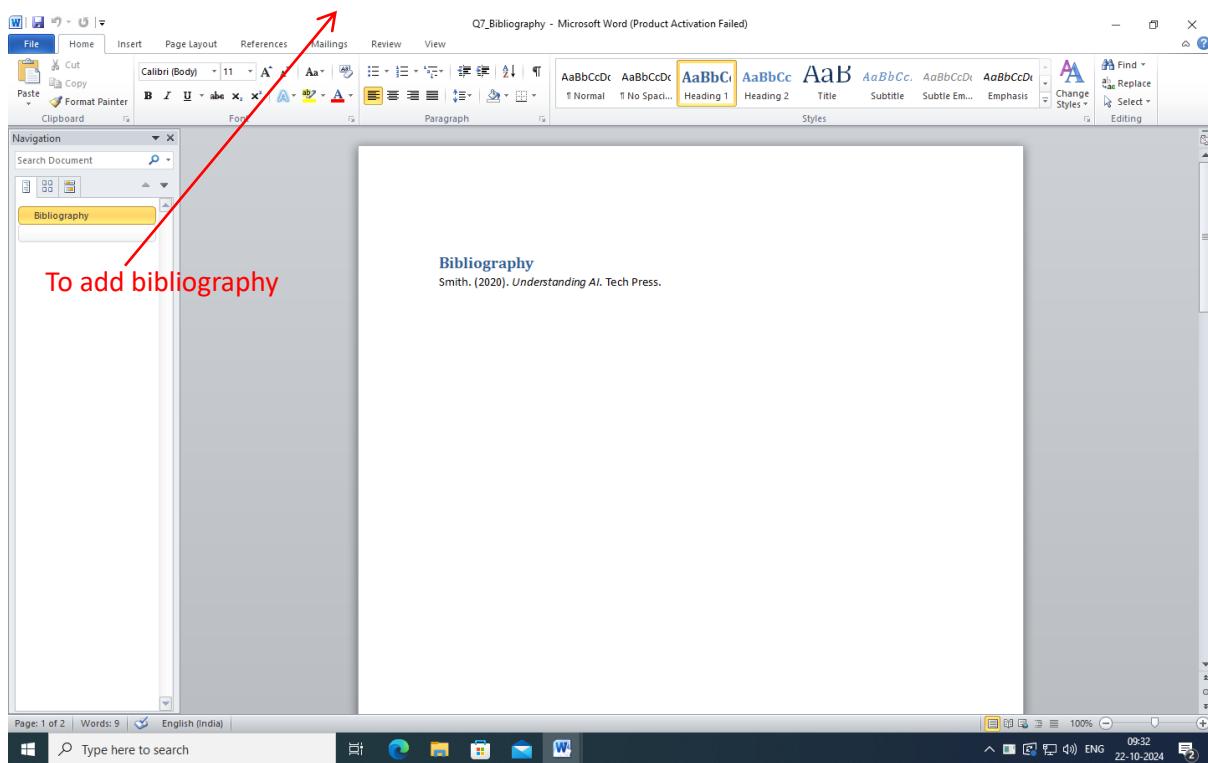
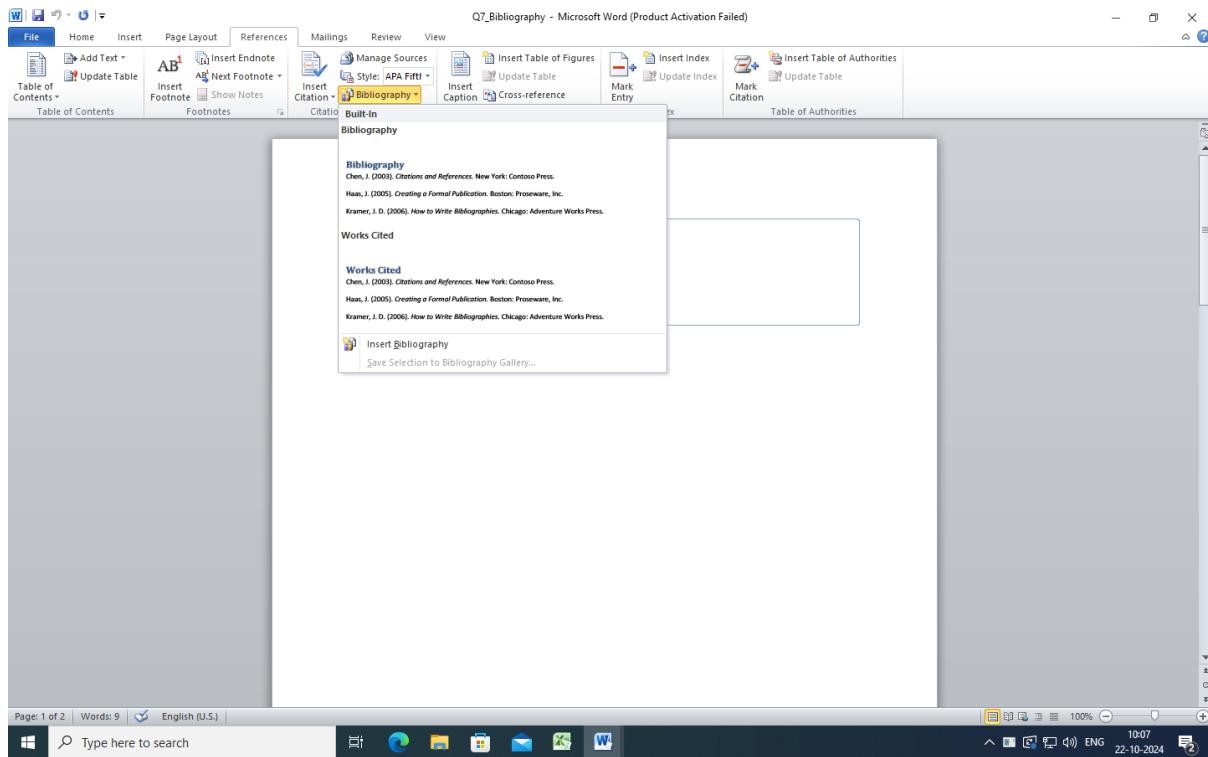
For editing enter  
password

## 6) How can you protect a document and save with password?

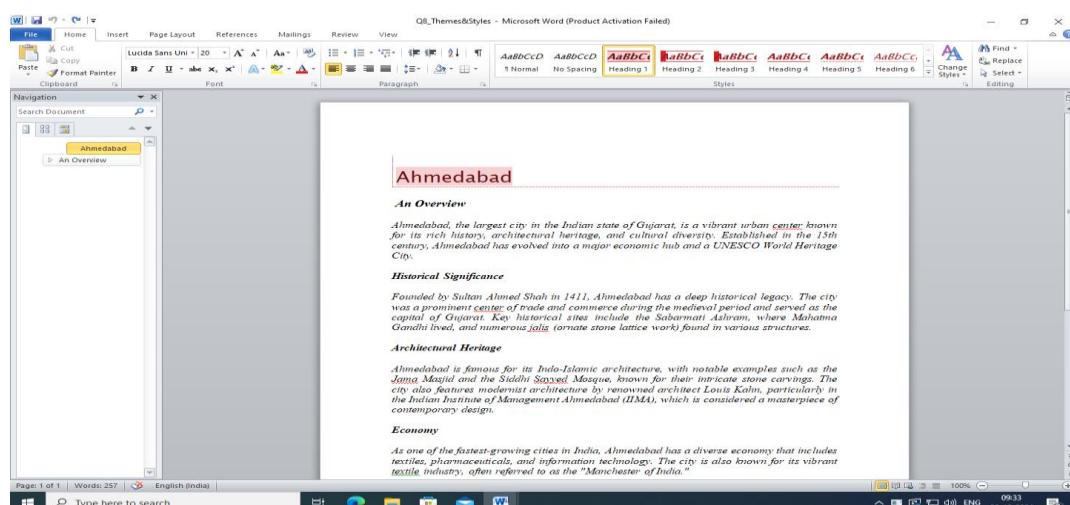
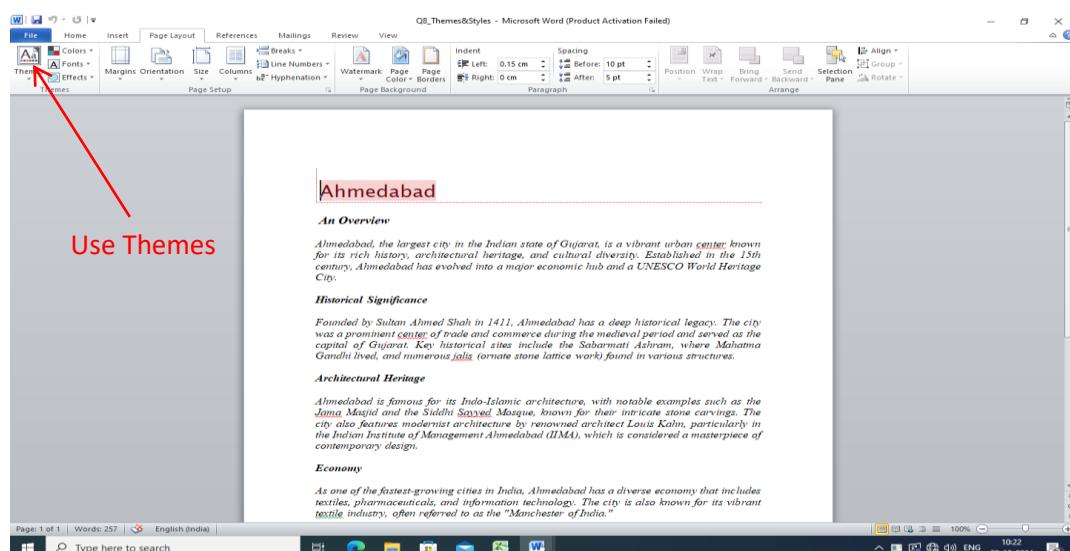
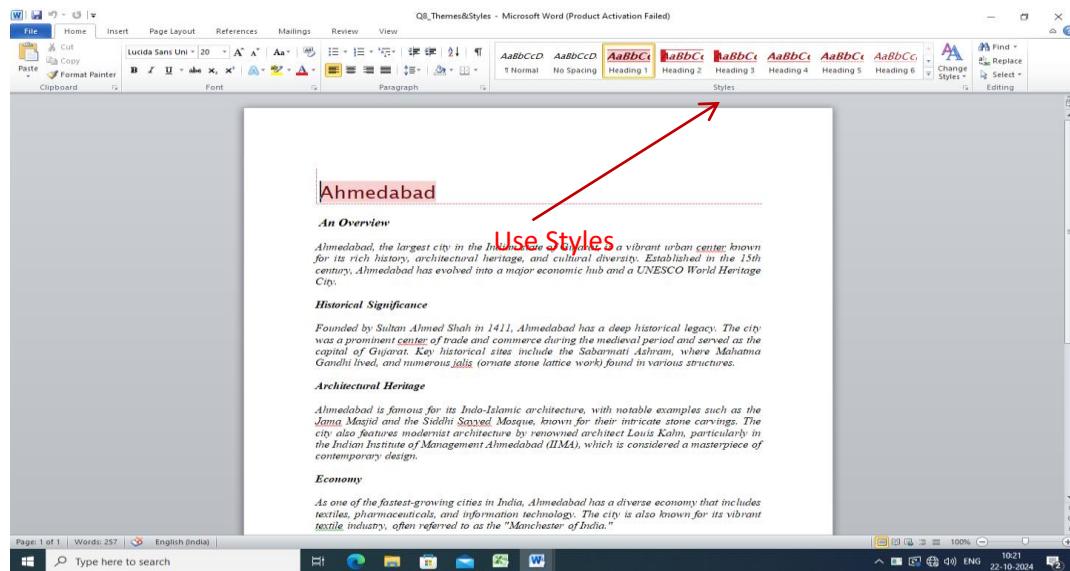


## 7) How can you create and manage a custom bibliography with citations from different sources and styles, and ensure consistency throughout the document?

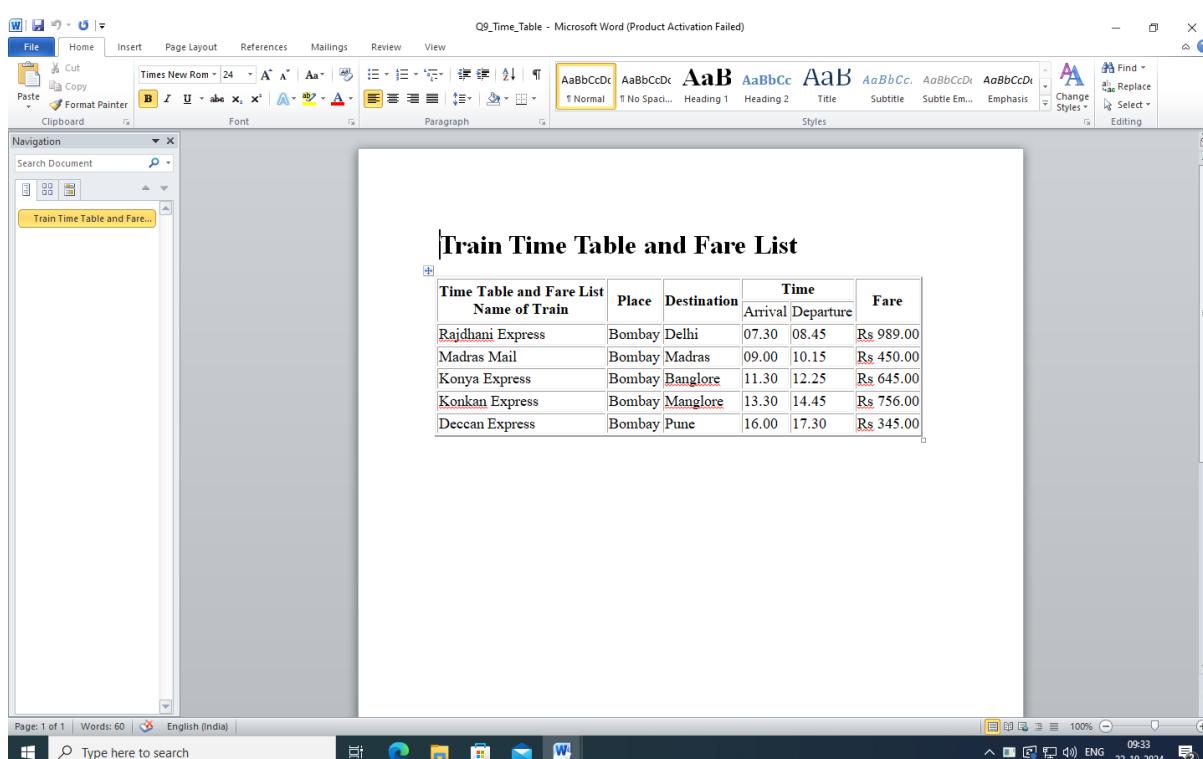
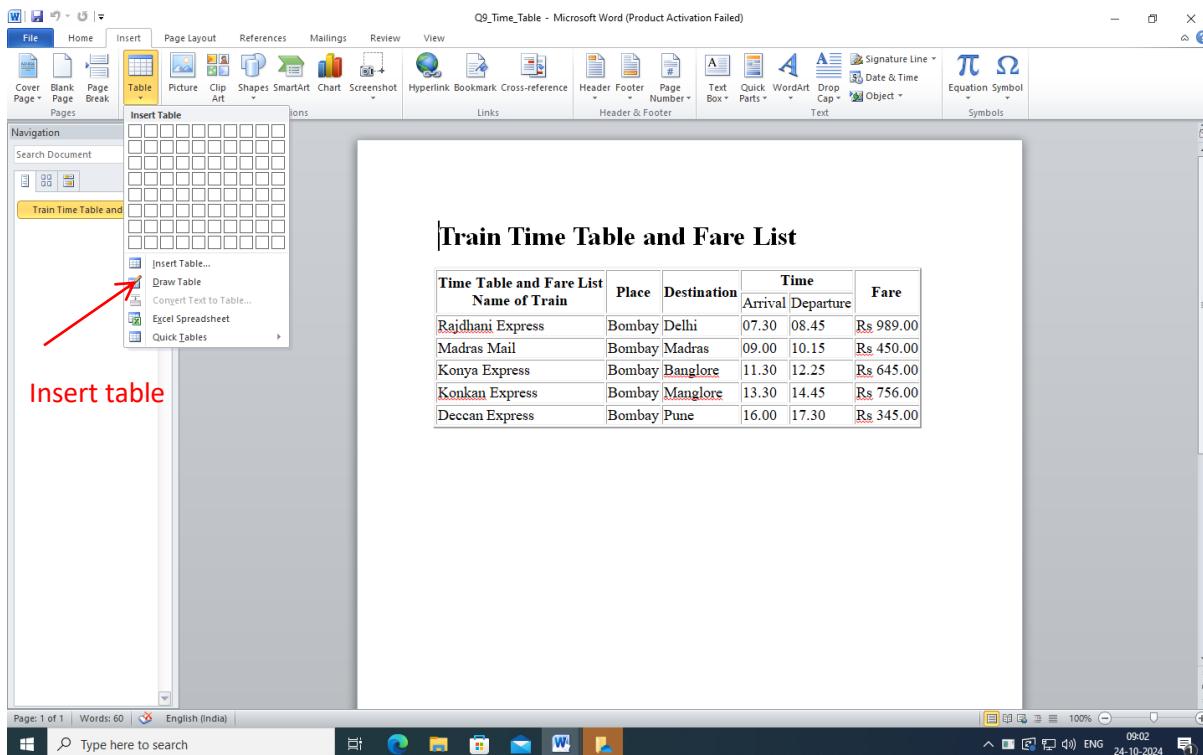




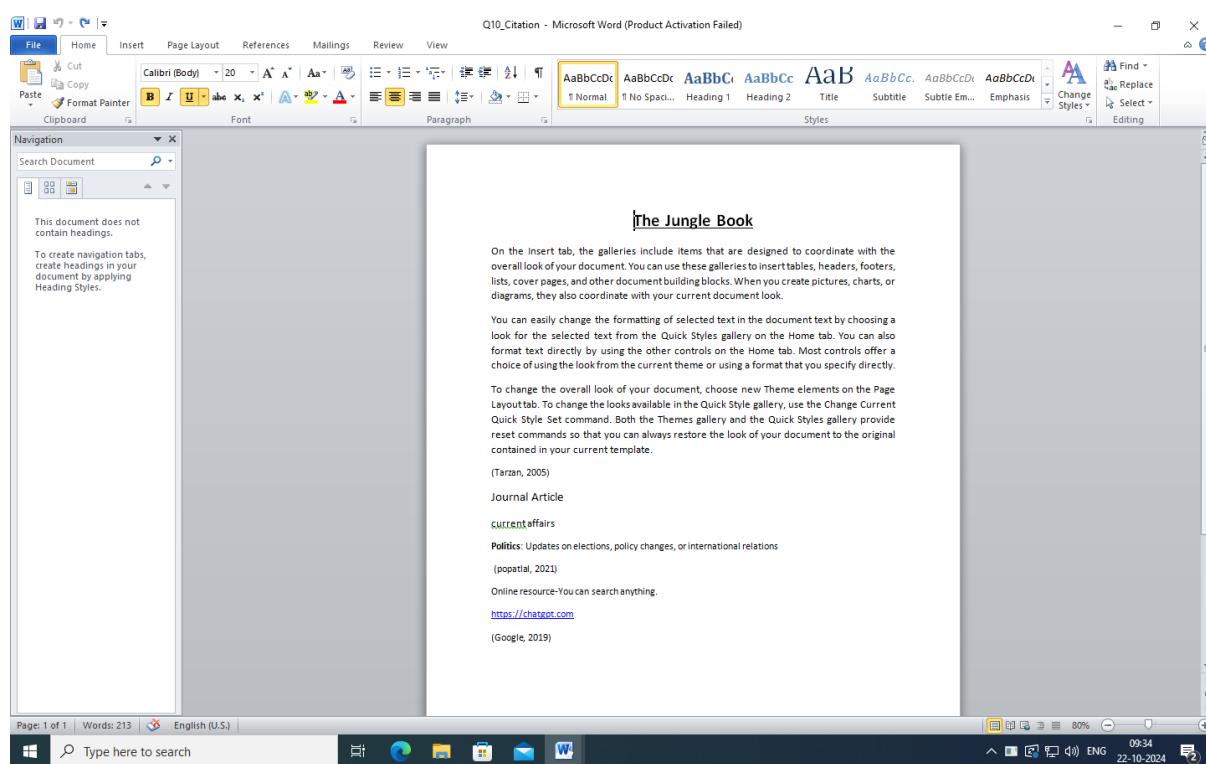
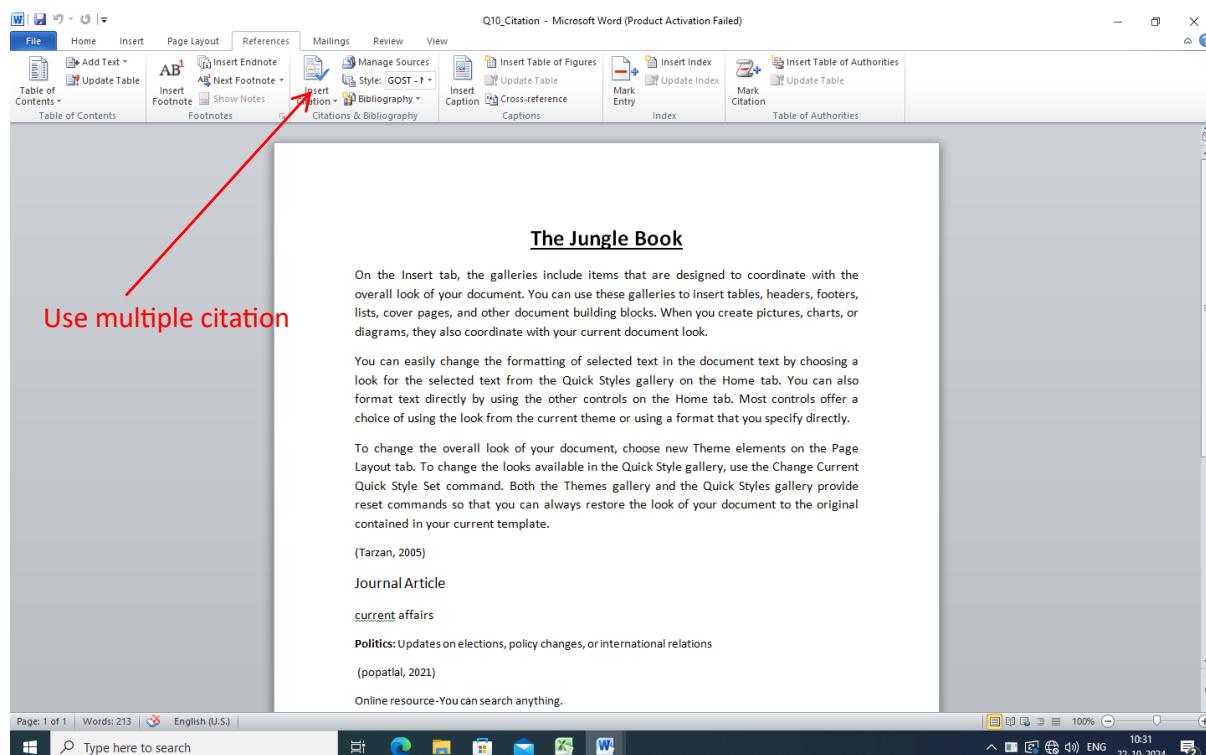
8) How do you apply advanced formatting to a document using themes and styles to ensure a consistent look across different sections?



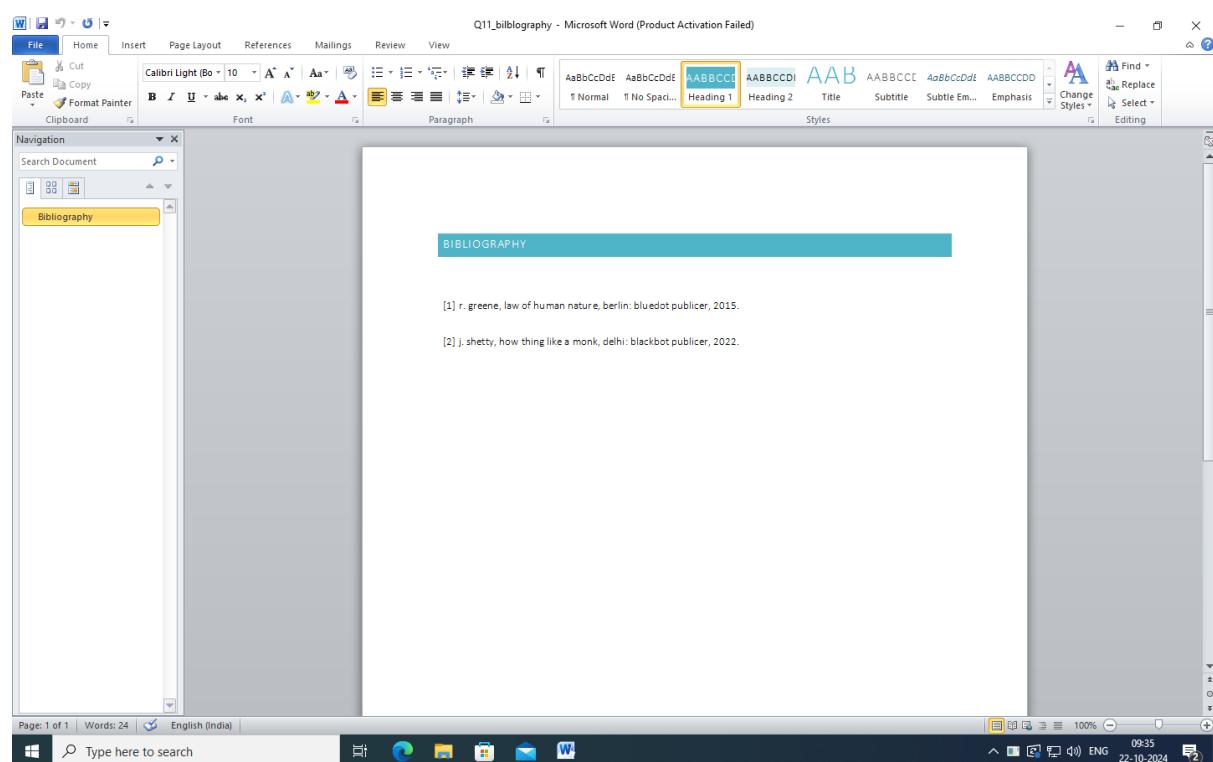
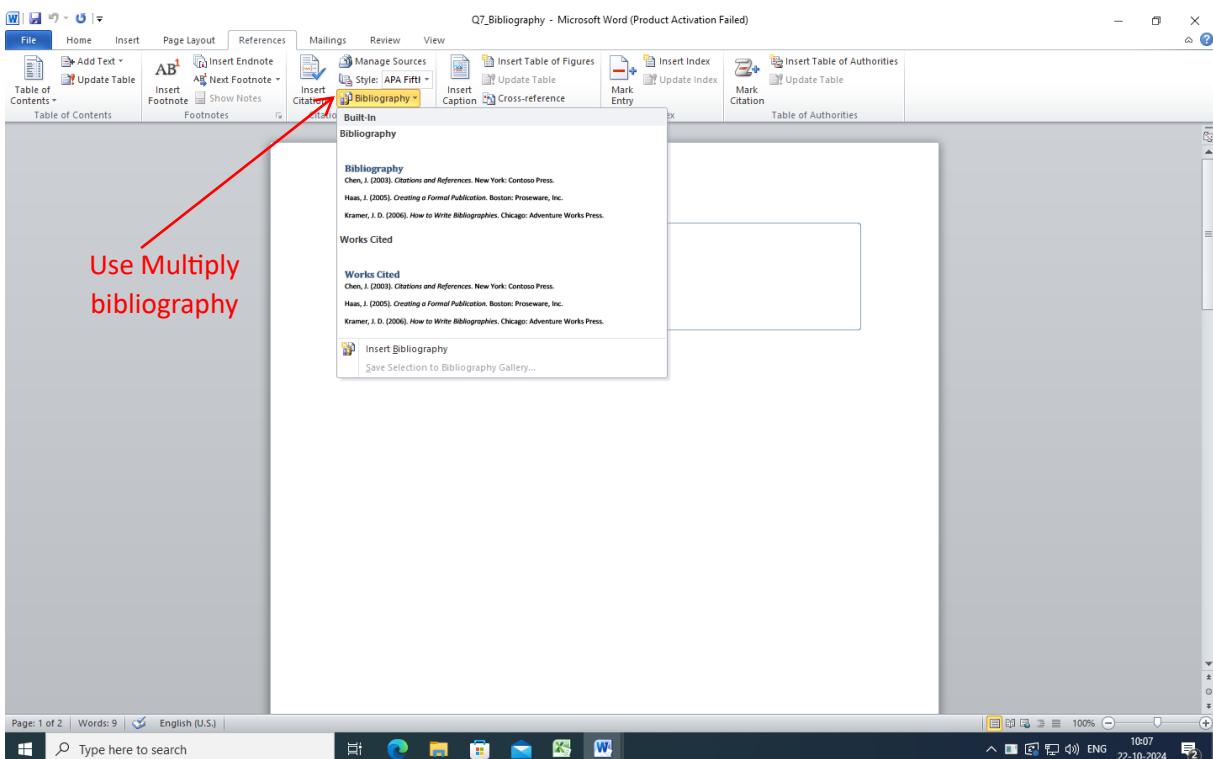
## 9) How do you create a custom table (Train Time Table)



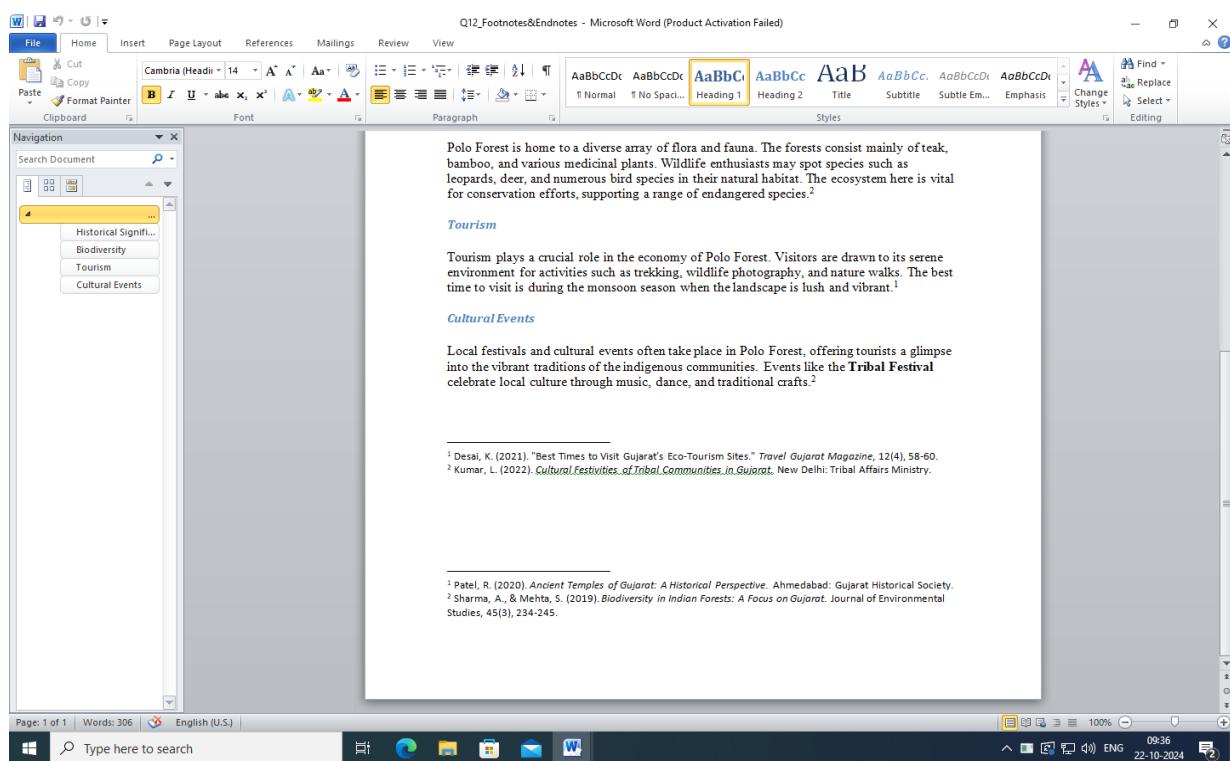
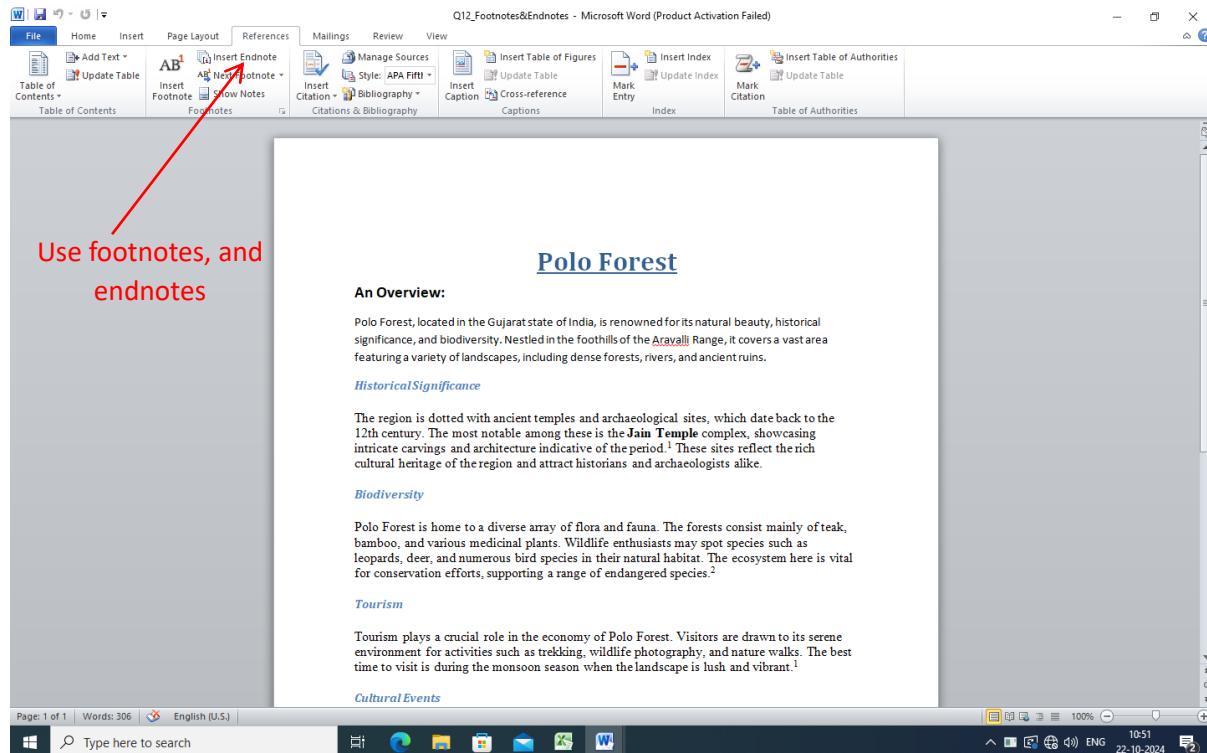
10) How do you add and manage multiple citation sources in a document, including books, journal articles, and online resources, and ensure they are correctly formatted according to a chosen citation style?



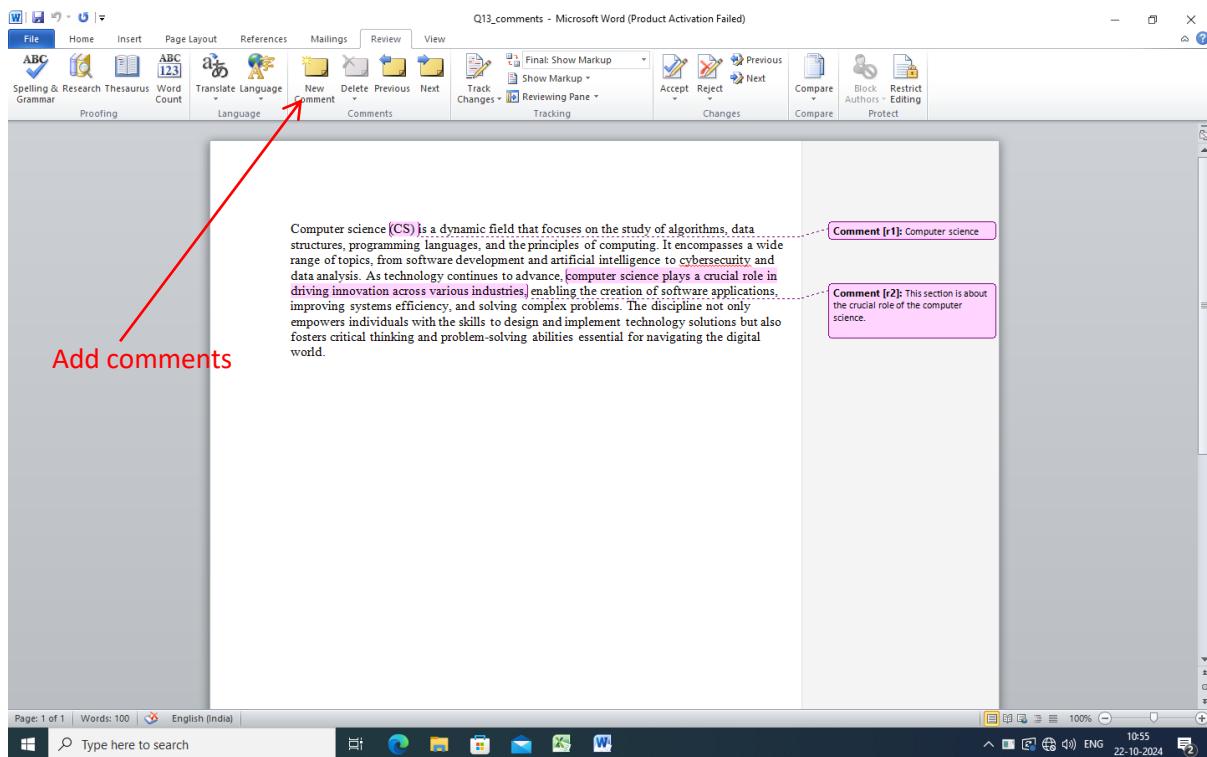
11) How can you create and update a bibliography or works cited page in your document that automatically reflects all the sources you have cited?

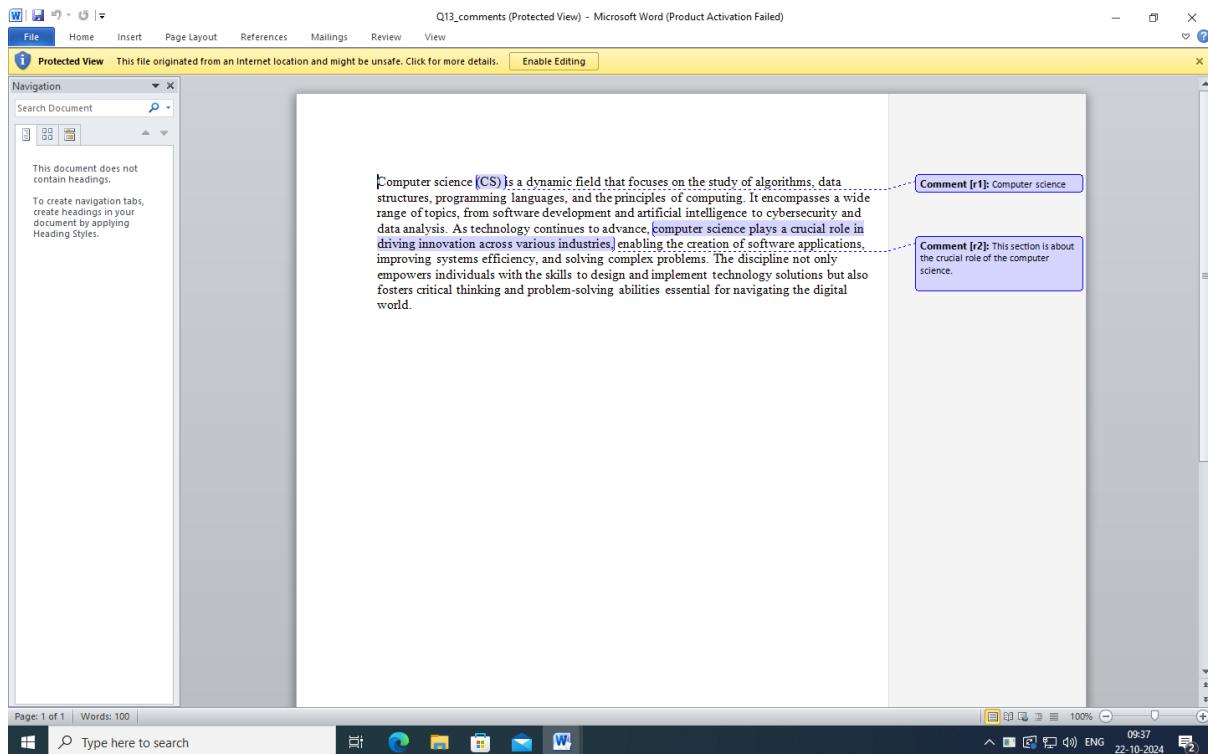


12) How do you use the “Style” feature to apply consistent formatting to citations, footnotes, and endnotes, and ensure they match the rest of the document?

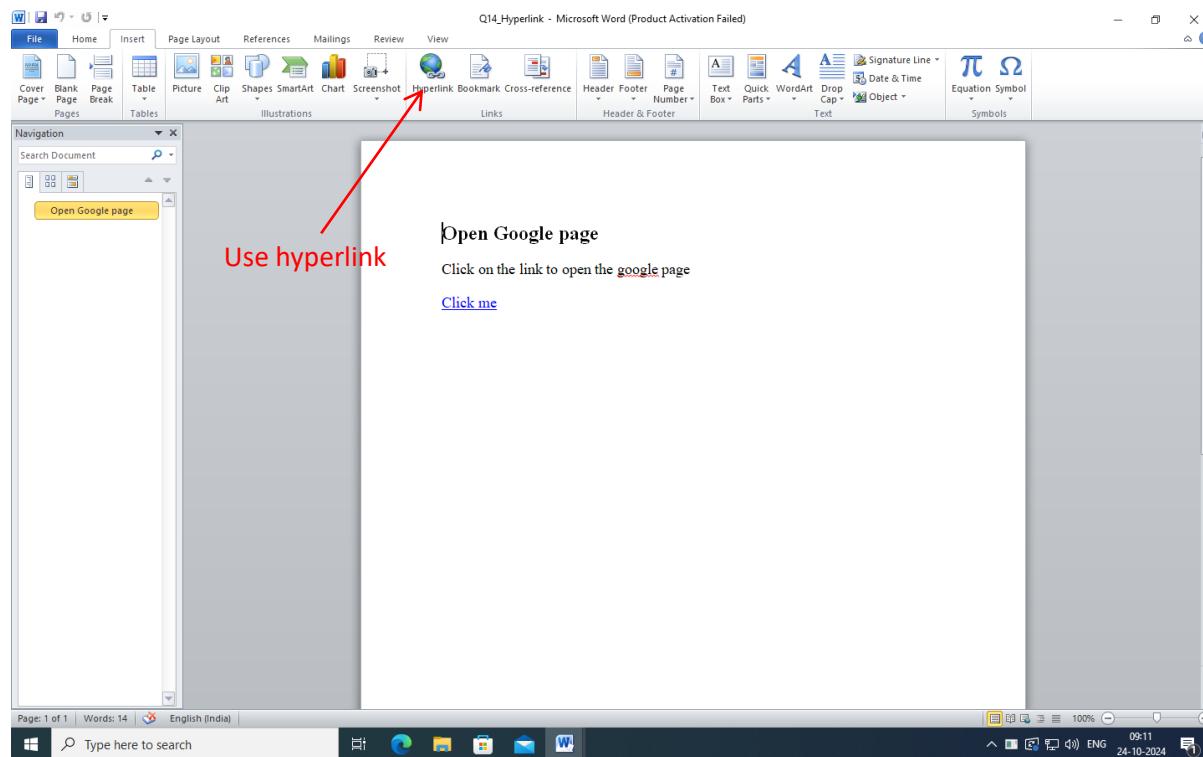


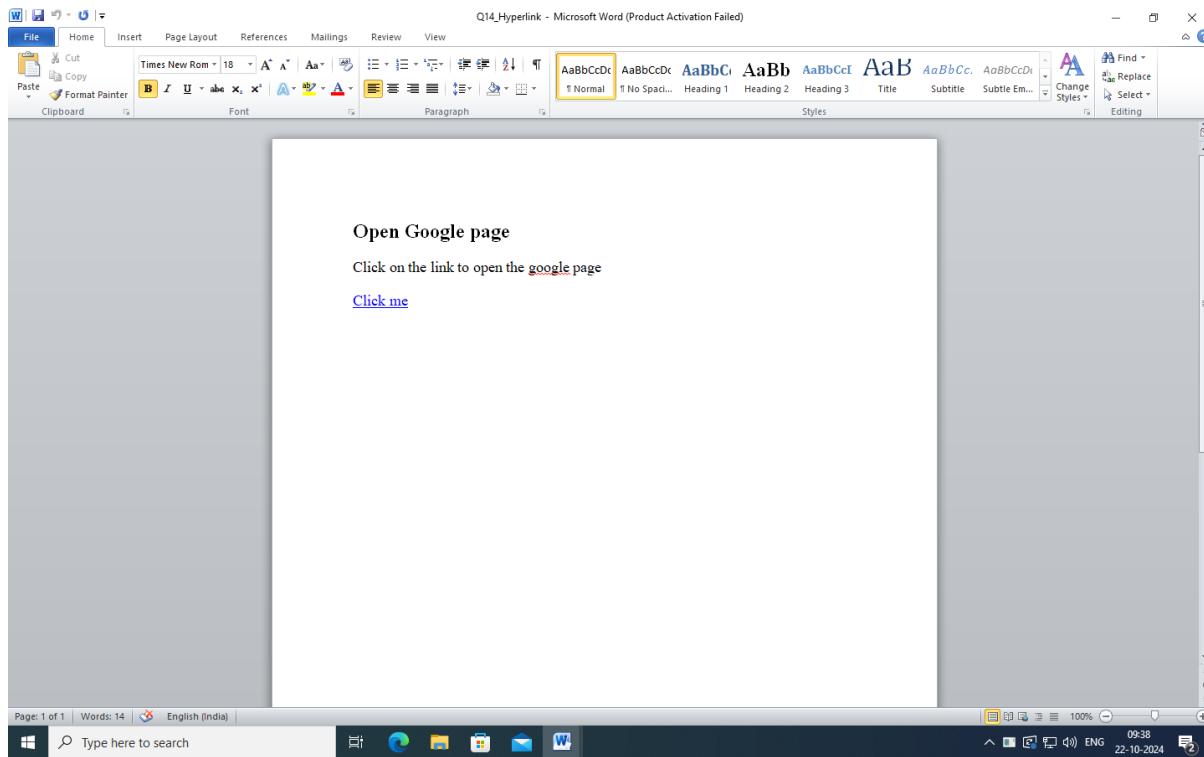
13) How do you add comments to specific text or sections of a document, and ensure they are linked to the relevant text for easy reference?



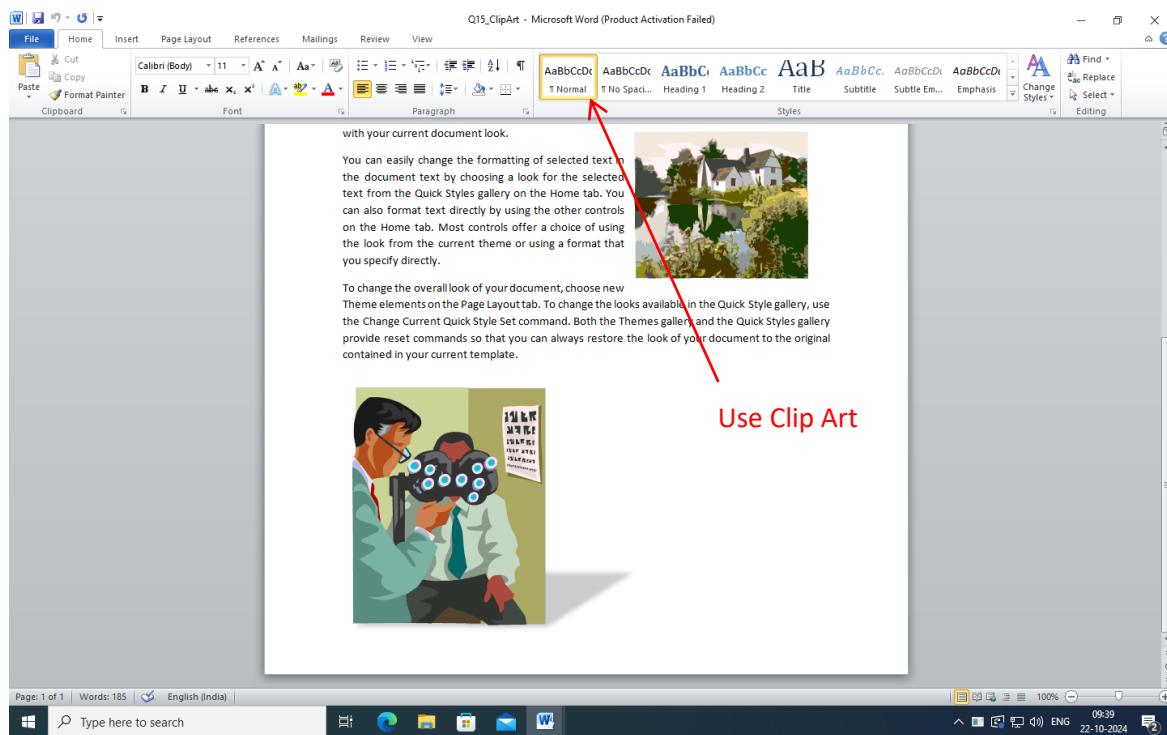


#### 14) How can you create a text as a hyperlink?

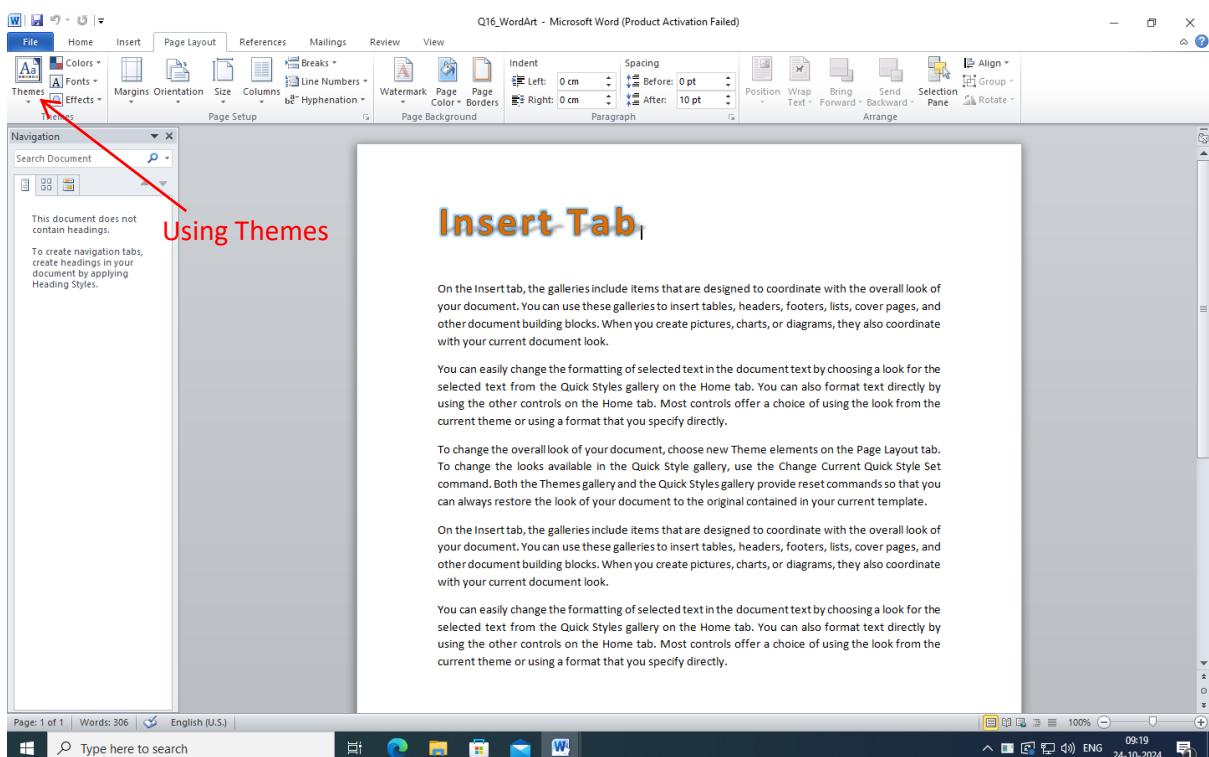
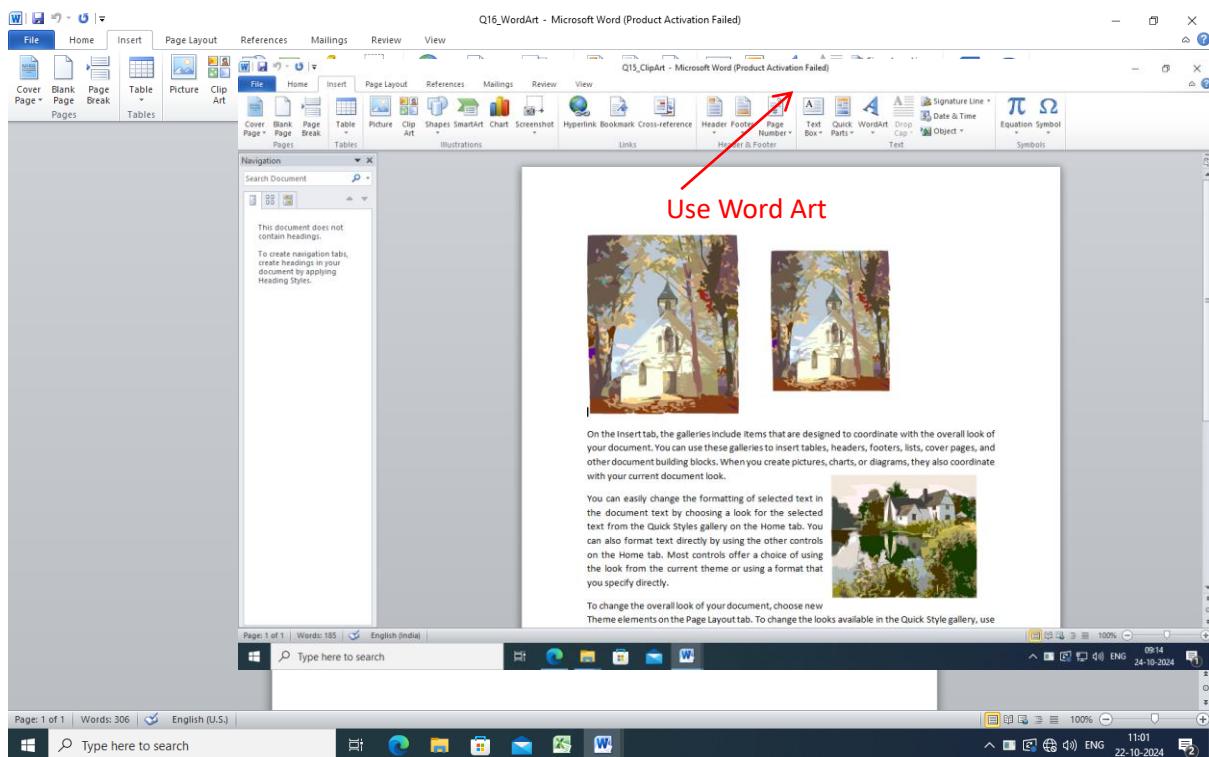




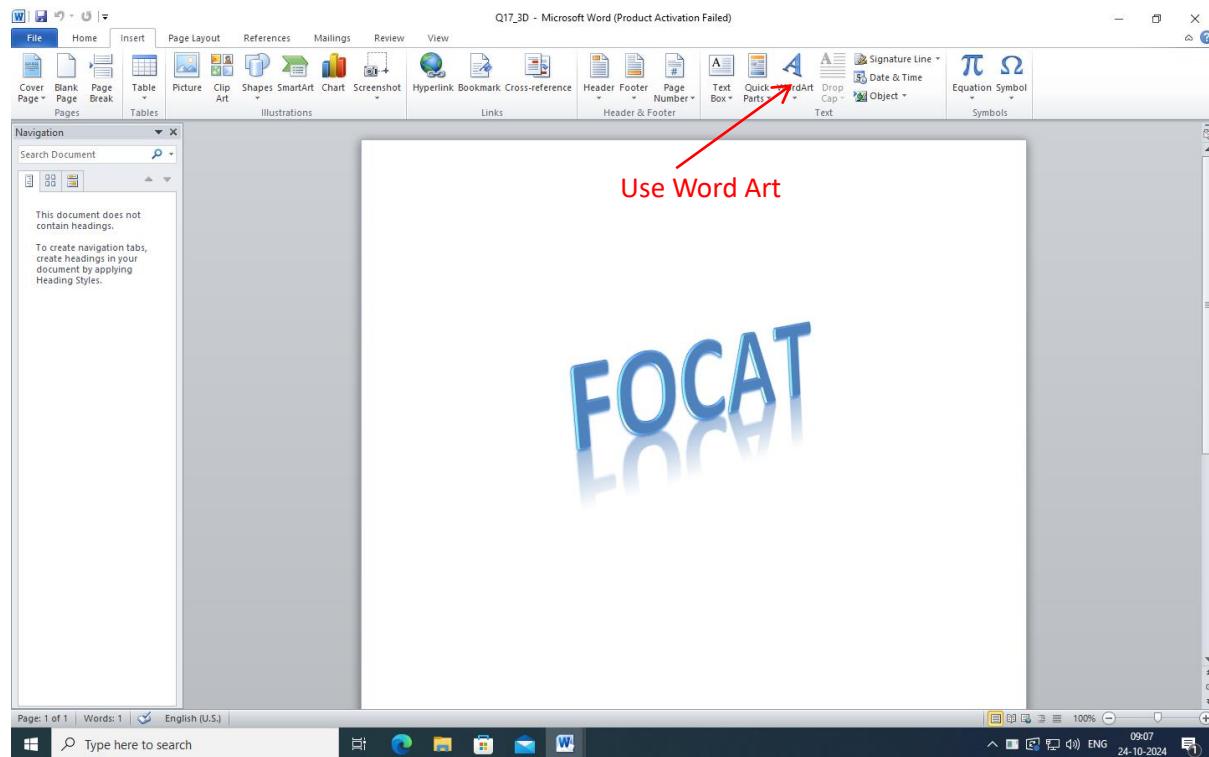
15) How do you insert and format Clip Art in a document, including adjusting its size, position, and applying effects like shadows or reflections?



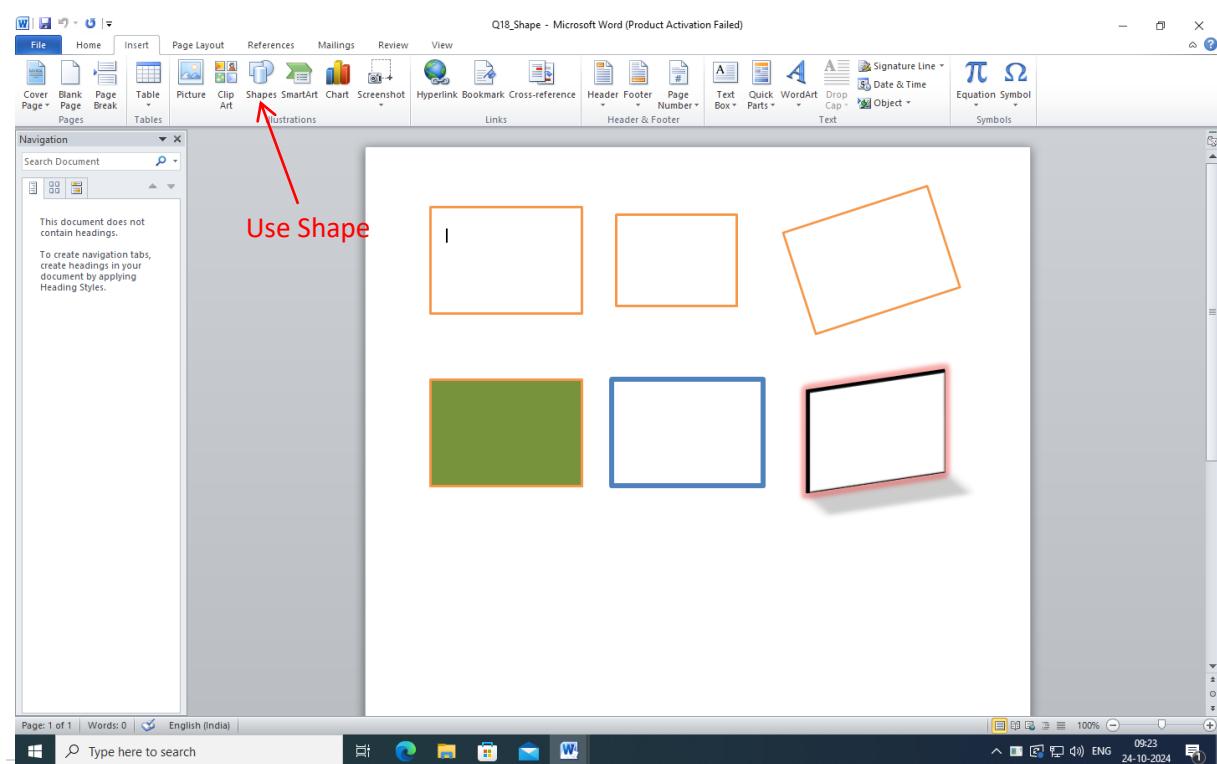
16) How do you create and format custom Word Art, including choosing styles, colours, and effects to match the theme of your document?

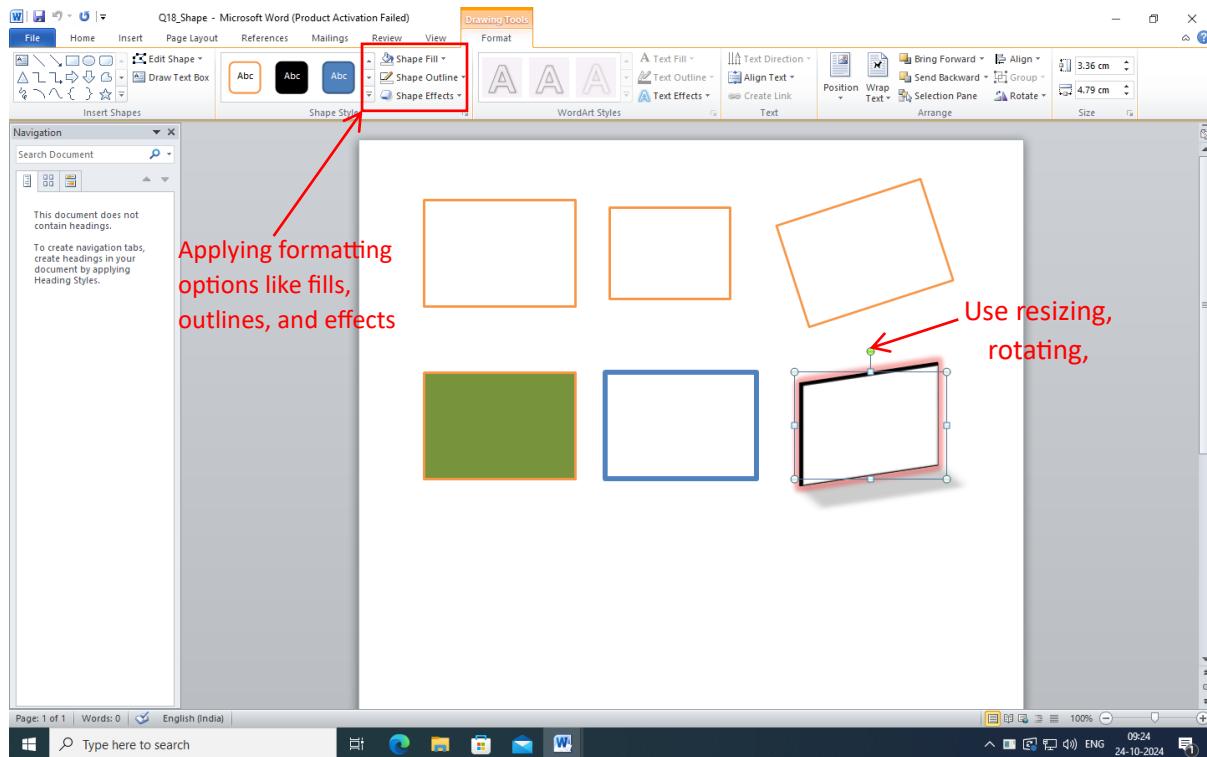


17) How can you convert regular text into Word Art and apply advanced text effects such as 3D rotation or gradient fills?

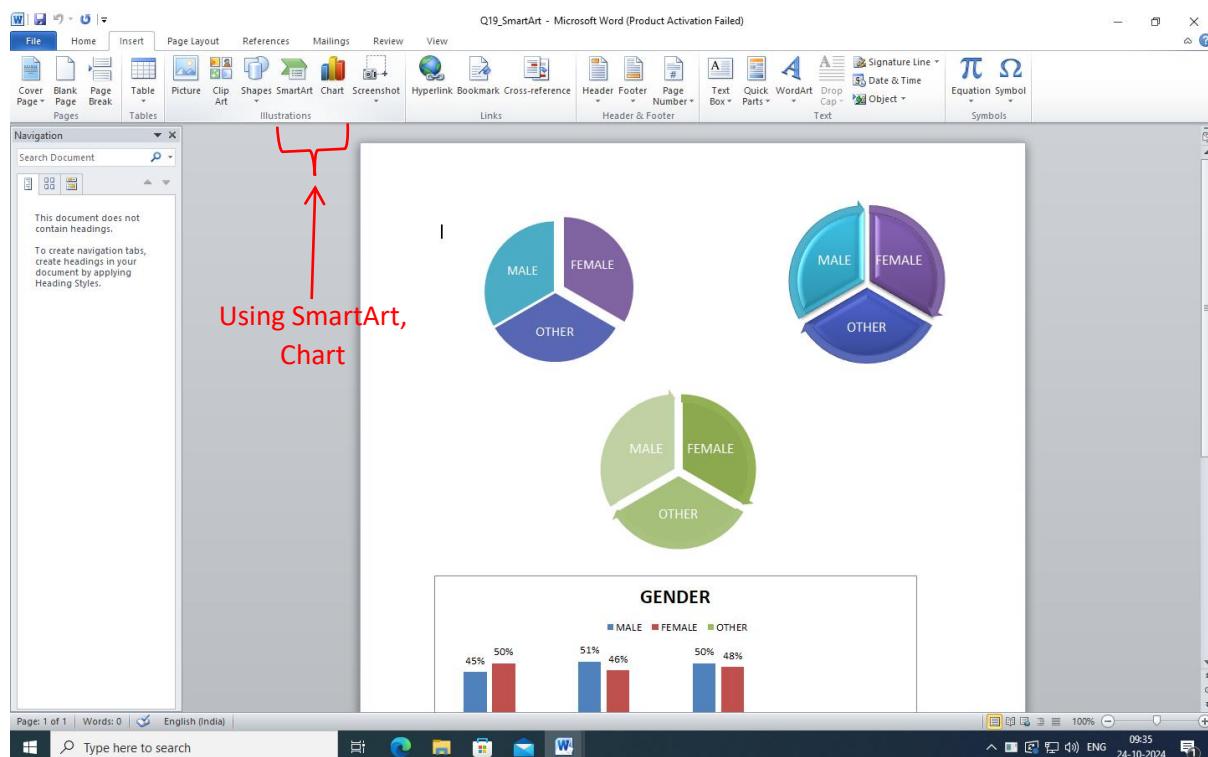


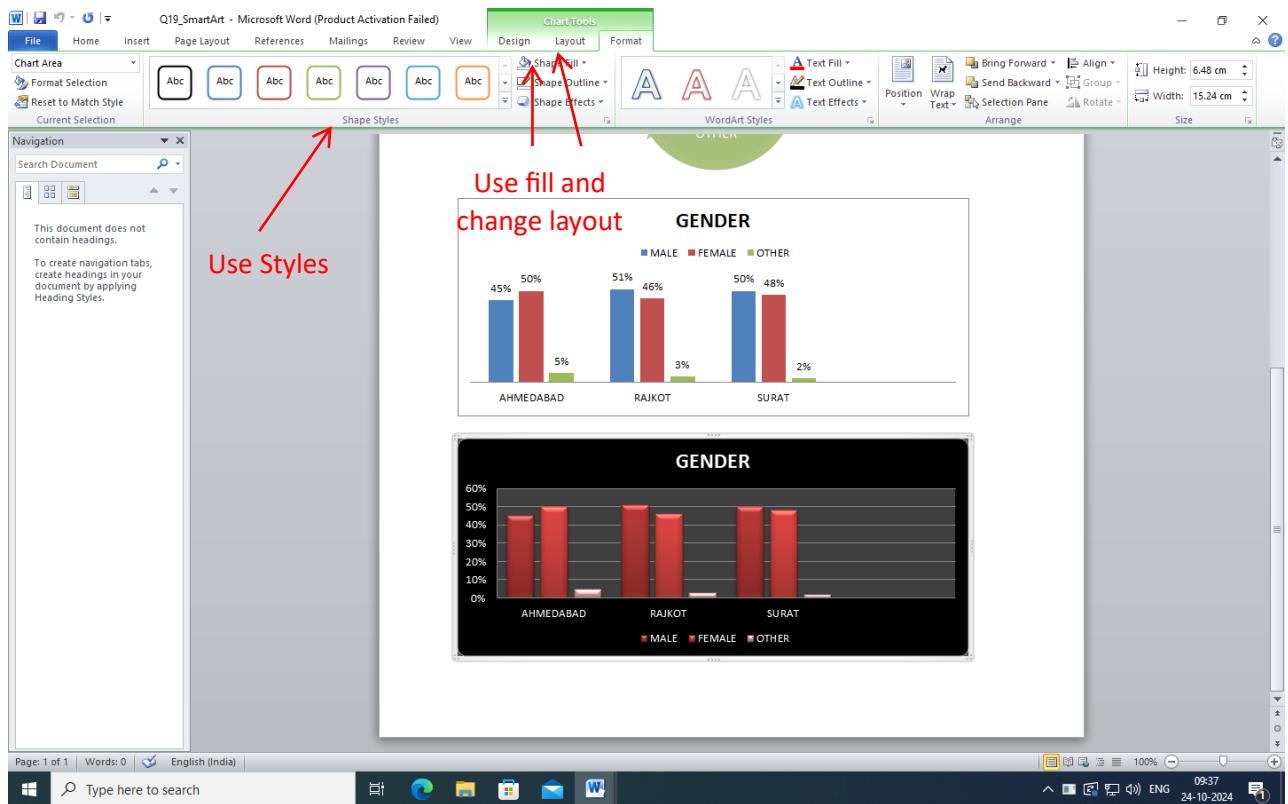
18) How do you insert and customize shapes in a document, including resizing, rotating, and applying formatting options like fills, outlines, and effects?



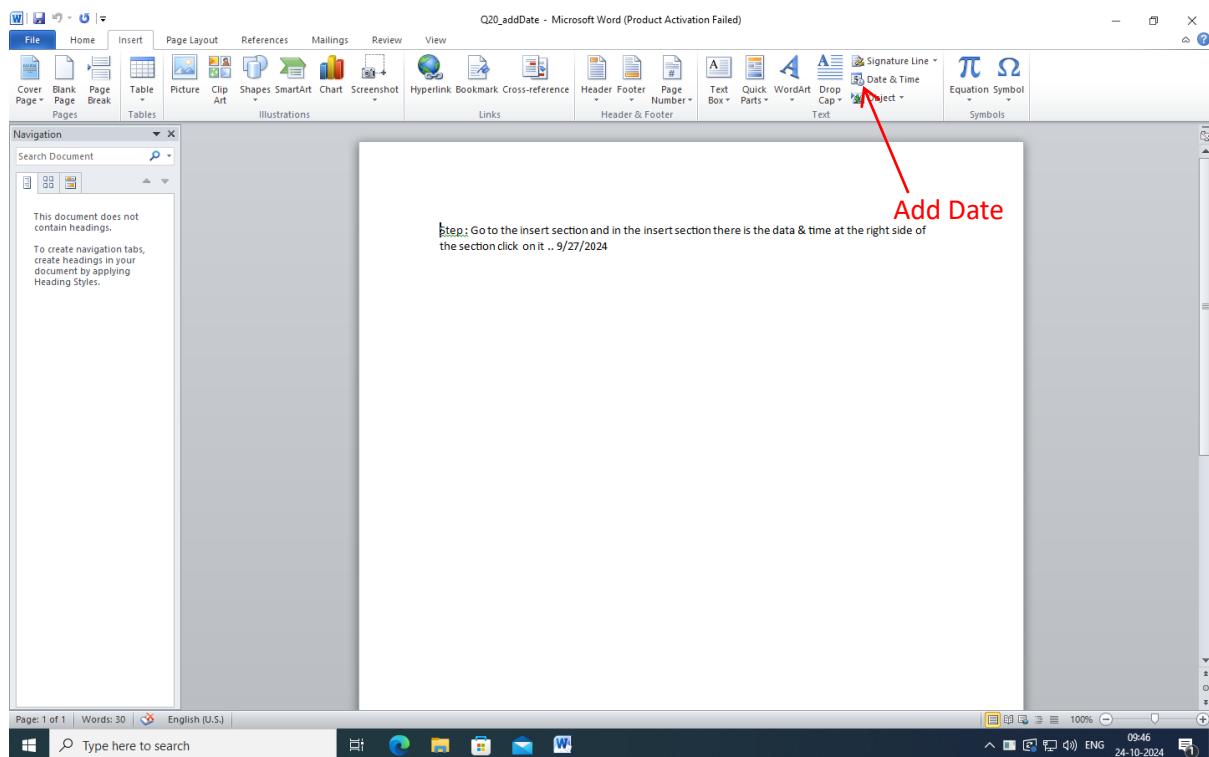


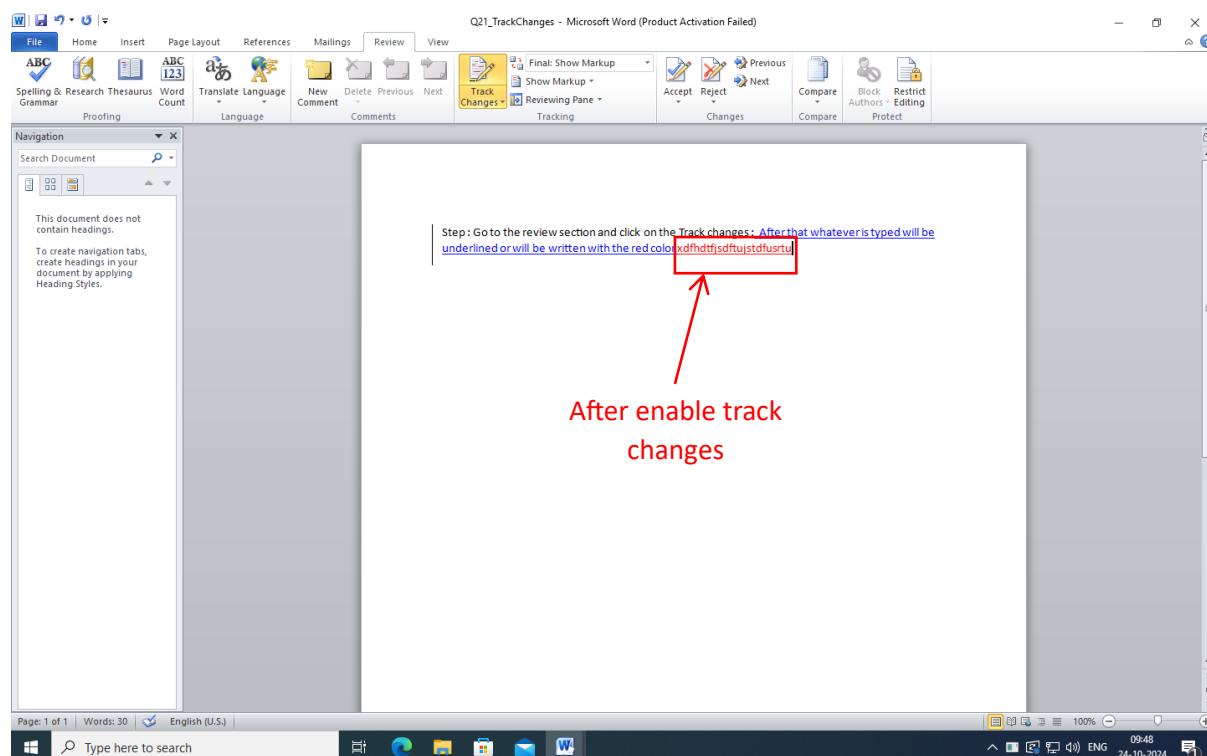
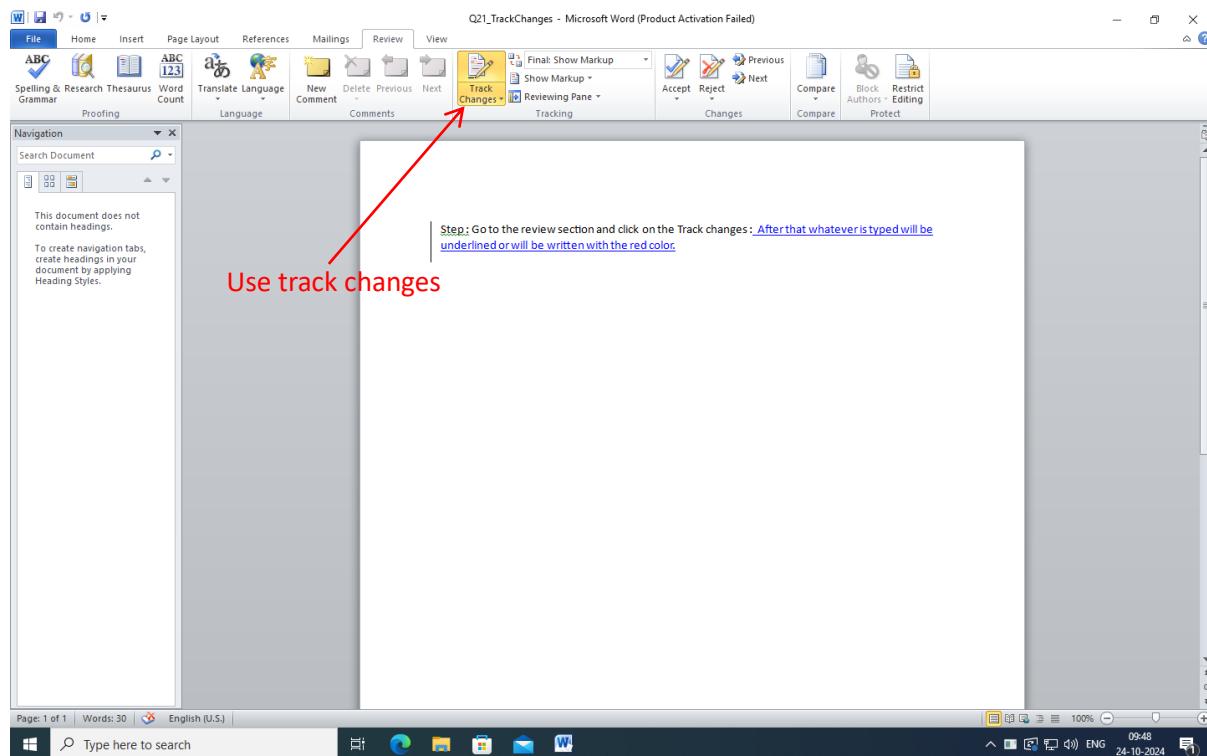
19) How do you use SmartArt to create a hierarchical chart or process diagram, and customize it with different layouts, styles, and colour?





## 20) How can you add Date in Document.



**21) How can you check track changes in document.**

# ASSIGNMENT: 2

- 1) Enter and edit different types of data (text, numbers, dates) into a spreadsheet. Then, erase specific entries and resize rows and columns accordingly.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Name	Product	Quantity	price	orderdate	Total										
2	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00										
3	Priyanka	Pen	5	₹ 10.00	03-11-2024	₹ 50.00										
4	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00										
5	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00										

- 2) Hide and unhide certain rows and columns in a dataset. Explain why this could be useful in data analysis.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	C
1	Name	Product	Quantity	price	orderdate	Total									
2	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00									
4	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00									
5	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00									

- 3) Format a set of cells to have specific font styles, colors, and borders. Then, apply conditional formatting to highlight cells that meet specific conditions.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Product	Quantity	price	orderdate	Total	G	H	I	J	K	L	M	N
2	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00								
3	Priyanka	Pen	5	₹ 10.00	03-11-2024	₹ 50.00								
4	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00								
5	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00								
6														
7														
8														
9														
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14														
15														
16														
17														
18														
19														

- 4) Use auto formatting to quickly style a large data set. Compare the differences between manual and automatic formatting.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Name	Product	Quantity	price	orderdate	Total	G	H	I	J	K	L	M	N
2	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00								
3	Priyanka	Pen	5	₹ 10.00	03-11-2024	₹ 50.00								
4	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00								
5	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00								
6														
7														
8														
9	Name	Product	Quantity	price	orderdate	Total	G	H	I	J	K	L	M	N
10	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00								
11	Priyanka	Pen	5	₹ 10.00	03-11-2024	₹ 50.00								
12	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00								
13	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00								
14														
15														
16														
17														
18														
19														

5) Add comments to certain cells to explain the content or provide feedback.

A screenshot of Microsoft Excel showing a table of purchases. The table has columns: Name, Product, Quantity, price, orderdate, and Total. A comment is added to the cell F7, which contains the formula =SUM(Table356[Total])/COUNT(Table356[Total]). The comment text is: "payal patel: this column shows total price".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	C
1	Name	Product	Quantity	price	orderdate	Total	G	H	I	J	K	L	M	N	C
2	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00									
3	Priyanka	Pen	5	₹ 10.00	03-11-2024	₹ 50.00									
4	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00									
5	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00									
6															
7															
8															
9															
10															
11															
12															
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16															
17															
18															

6) Define a range of cells and demonstrate how to work with ranges to perform bulk operations.

A screenshot of Microsoft Excel showing a table of purchases. The table has columns: Name, Product, Quantity, price, orderdate, and Total. There are three comments in the table:

- Comment in cell F7: "payal patel: this column shows total price" (with formula =SUM(Table356[Total])/COUNT(Table356[Total]))
- Comment in cell G7: "payal patel: =D5\*C5 performing bulk operation"
- Comment in cell H7: "payal patel: =SUM(Table356[Total])/COUNT(Table356[Total])"

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Product	Quantity	price	orderdate	Total	G	H	I	J	K	L	M	N	O
2	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00									
3	Priyanka	Pen	5	₹ 10.00	03-11-2024	₹ 50.00									
4	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00									
5	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00									
6															
7							Averageprice	₹ 225.00							
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															

7) Use basic arithmetic formulas (addition, subtraction, multiplication, division) to calculate totals or averages in a dataset.

A screenshot of Microsoft Excel showing a table with data and formulas highlighted. The table has columns labeled Name, Product, Quantity, price, orderdate, and Total. Row 2 shows a multiplication formula: =D2\*C2. Row 7 shows a sum formula: =SUM(Table356[Total])/COUNT(Table356[Total]). Row 8 shows an average formula: Average.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Product	Quantity	price	orderdate	Total									
2	Payal	notebook	18	₹ 40.00	02-11-2024	₹ 720.00									
3	Priyanka	Pen	5	₹ 10.00	03-11-2024	₹ 50.00									
4	Annu	Pencil	10	₹ 5.00	04-11-2024	₹ 50.00									
5	Ankush	Book	4	₹ 20.00	05-11-2024	₹ 80.00									
6															
7	Total items		37		₹ 225.00										
8	<b>payal patel:</b> =SUM(C2:C5)														
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															

- 8) Apply functions like SUM, AVERAGE, COUNT, MAX, and MIN to a range of data.  
Show how to nest functions for more complex calculations.

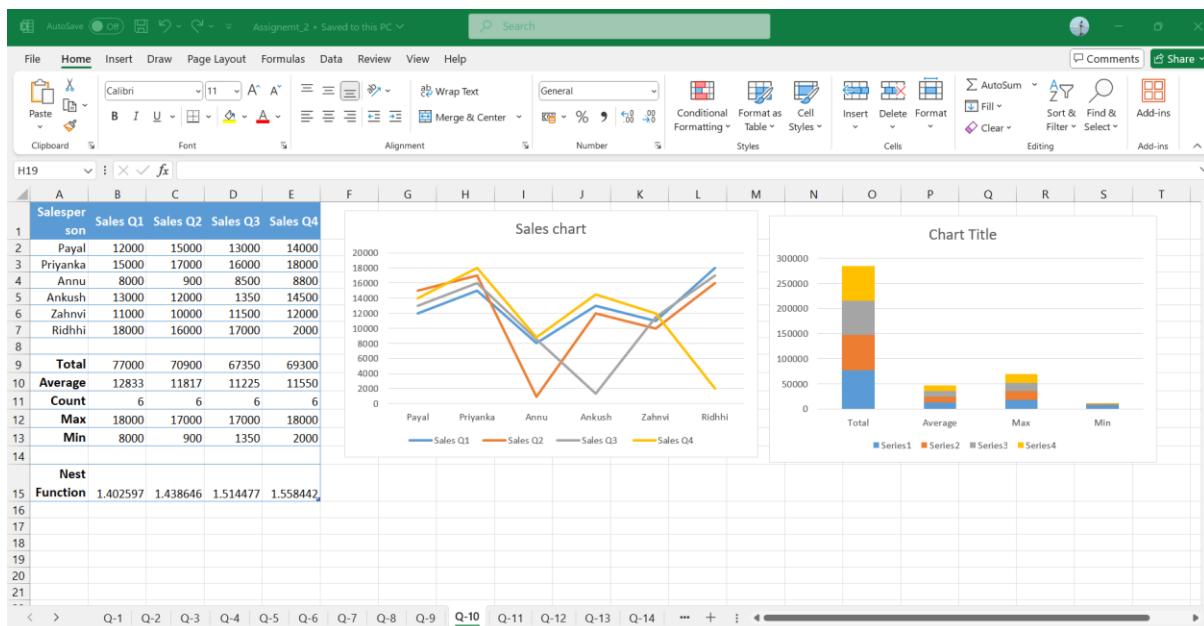
A screenshot of Microsoft Excel showing a table with data and formulas highlighted. The table has columns labeled Salesperson, Sales Q1, Sales Q2, Sales Q3, and Sales Q4. Row 10 shows an average formula: =AVERAGE(B2:B7). Row 11 shows a count formula: =COUNT(B2:B7). Row 12 shows a max formula: =MAX(B2:B7). Row 13 shows a min formula: =MIN(B2:B7). Row 15 shows a nest function formula: =Nest Function.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Salesperson	Sales Q1	Sales Q2	Sales Q3	Sales Q4									
2	Payal	12000	15000	13000	14000									
3	Priyanka	15000	17000	16000	18000									
4	Annu	8000	900	8500	8800									
5	Ankush	13000	12000	1350	14500									
6	Zahnvi	11000	10000	11500	12000									
7	Ridhhi	18000	16000	17000	2000									
9	<b>Total</b>	77000	70900	67350	69300									
10	<b>Average</b>	12833	11817	11225	11550									
11	<b>Count</b>	6	6	6	6									
12	<b>Max</b>	18000	17000	17000	18000									
13	<b>Min</b>	8000	900	1350	2000									
15	<b>Nest Function</b>	1.402597403	1.43864598	1.514476615	1.558441558									
16														
17														
18														
19														
20														

- 9) Record a macro that automates a repetitive task like formatting or calculating.  
Demonstrate how to store and use the macro in different worksheets.

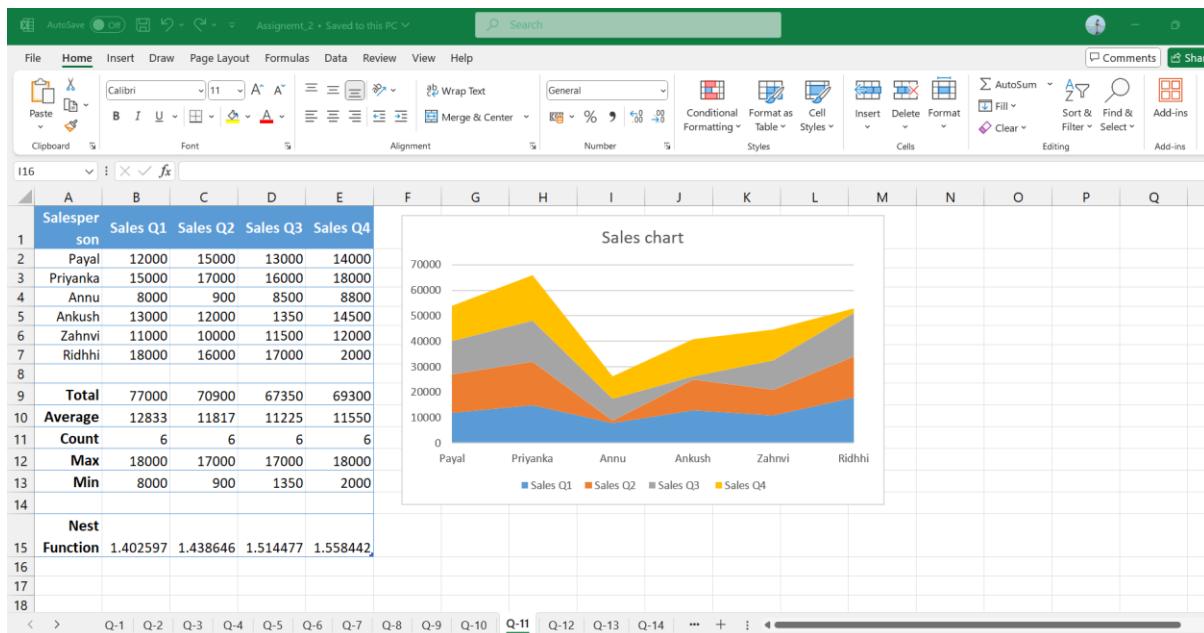
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Science	Math	Social Skills	Computer	PT	Total	Average %							
2	Payal	76	88	85	89	80	418	83.6							
3	Priyanka	80	70	80	90	85	405	81							
4	Annu	90	70	89	70	67	386	77.2							
5	Ankush	78	76	74	70	71	369	73.8							
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															

10) Create a data series and use it to generate a category-based chart using the chart wizard.

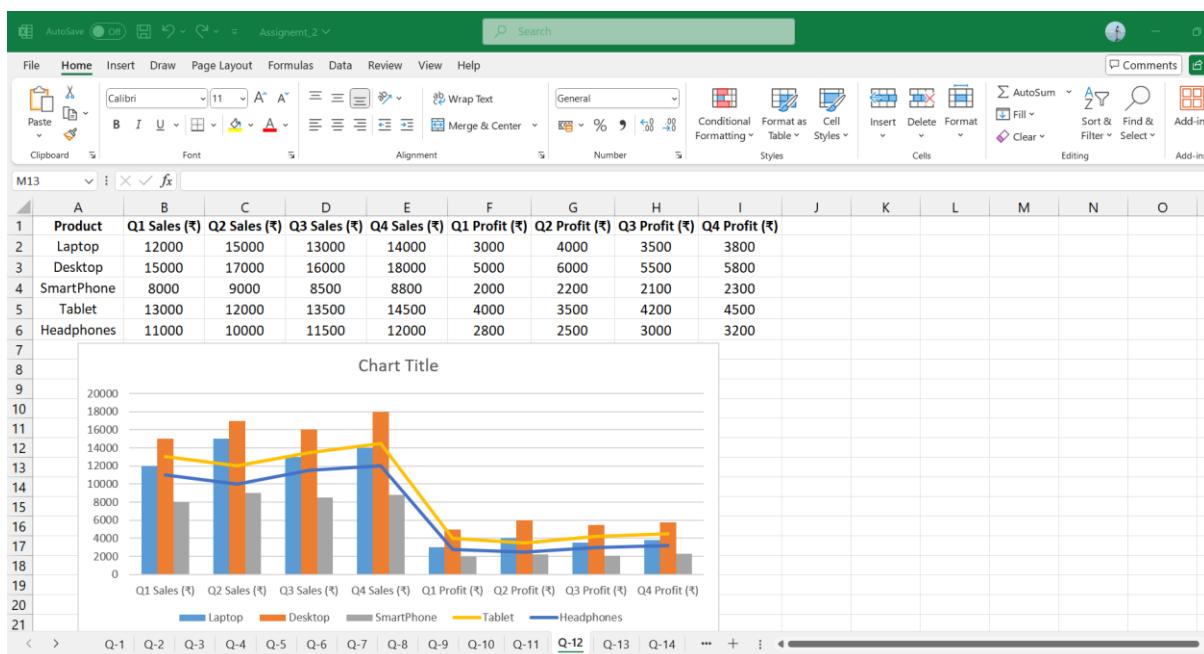


11) Adjust the data in an existing chart and explore how this affects the visualization.

Change the formatting of the chart for a more professional presentation.



12) Combine different types of charts (e.g., bar and line charts) in the same chart to display multiple data trends.



13) Filter a dataset using Auto Filter and Advanced Filter to isolate specific information.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Product	Q1 Sales ₹)	Q2 Sales ₹)	Q3 Sales ₹)	Q4 Sales ₹)	Q1 Profit ₹)	Q2 Profit ₹)	Q3 Profit ₹)	Q4 Profit ₹)					
2	Laptop	12000	15000	13000	14000	3000	4000	3500	3800					
4	SmartPhone	8000	9000	8500	8800	2000	2200	2100	2300					
7		payal patel: filter												
8														
9														
10														
11														
12														
13														

14) Sort a list of data by multiple criteria (e.g., alphabetically by name, then by date).

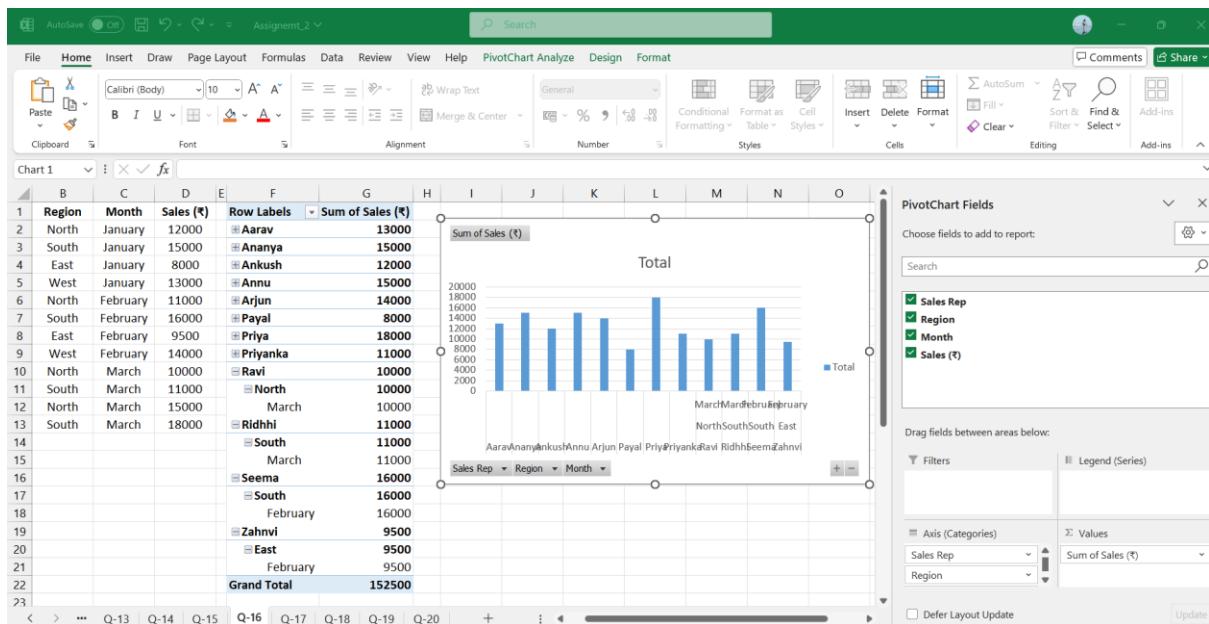
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Employee	Department	experience (y)											
2	Ankush	IT	10											
3	Annu	HR	8											
4	Payal	HR	7											
5	Aarav	Sales	5											
6	Priyanka	HR	4											
7	Seema	Sales	4											
8	Zahnvi	IT	3											
9	Arjun	Sales	2											
10	Ravi	Sales	1											
11	Ridhhi	IT	1											
12														
13														
14														
15														
16														
17														

15) Create a Pivot Table to summarize large datasets, and use the Pivot Table wizard to adjust rows, columns, and filters.

A screenshot of Microsoft Excel showing a PivotTable. The PivotTable Fields pane on the right indicates that 'Sales Rep', 'Region', and 'Month' are in the Row Labels area, and 'Sales (\$)' is in the Values area (summed). The main table shows sales data by Sales Rep, Region, and Month.

	Sales Rep	Region	Month	Sales (\$)	Row Labels	Sum of Sales (\$)
2	Ankush	North	January	12000	Aarav	13000
3	Annu	South	January	15000	West	13000
4	Payal	East	January	8000	Ananya	15000
5	Aarav	West	January	13000	Ankush	12000
6	Priyanka	North	February	11000	Ann	15000
7	Seema	South	February	16000	South	15000
8	Zahnvi	East	February	9500	Arjun	14000
9	Arjun	West	February	14000	West	14000
10	Ravi	North	March	10000	Payal	8000
11	Ridhhi	South	March	11000	East	8000
12	Ananya	North	March	15000	Priya	18000
13	Priya	South	March	18000	Priyanka	11000
14					North	11000
15					Ravi	10000
16					Ridhhi	11000
17					South	11000
18					Seema	16000
19					Zahnvi	9500
20					East	9500
21					Grand Total	152500

16) Generate a Pivot Chart based on the Pivot Table data to visually represent the summarized information.



17) Perform a one-variable data table to analyse how changes in a single variable affect a formula or function.

A screenshot of Microsoft Excel showing a data table in the main workspace. The table has columns labeled Product, Unit Price (₹), Quantity Sold, and Total Cost (₹). The data rows are as follows:

	Product	Unit Price (₹)	Quantity Sold	Total Cost (₹)
1	A	50	9	450
2	B	55	10	550
3	C	60	10	600
4	D	65	10	650
5	E	70	10	700
6	F	75	10	750

In cell C9, there is a comment box containing the following text:

**payal patel:**  
change sold item from 10 to 9 in product A.  
It will affect the Total cost

- 18) Use a two-variable data table to analyse multiple scenarios and how different inputs affect the final result.

A screenshot of Microsoft Excel showing a data table in the main workspace. The table has columns labeled Product, Unit Price (₹), Quantity Sold, and Total Cost (₹). The data rows are as follows:

	Product	Unit Price (₹)	Quantity Sold	Total Cost (₹)
1	A	50	10	500
2	B	55	9	495
3	C	60	10	600
4	D	65	10	650
5	E	70	10	700
6	F	75	10	750

In cell C9, there is a comment box containing the following text:

**payal patel:**  
change sold item from 10 to 9 in product A.  
It will affect the Total cost and Total sales

- 19) Conduct a "what-if" analysis using Goal Seek to find the input needed to achieve a specific outcome.

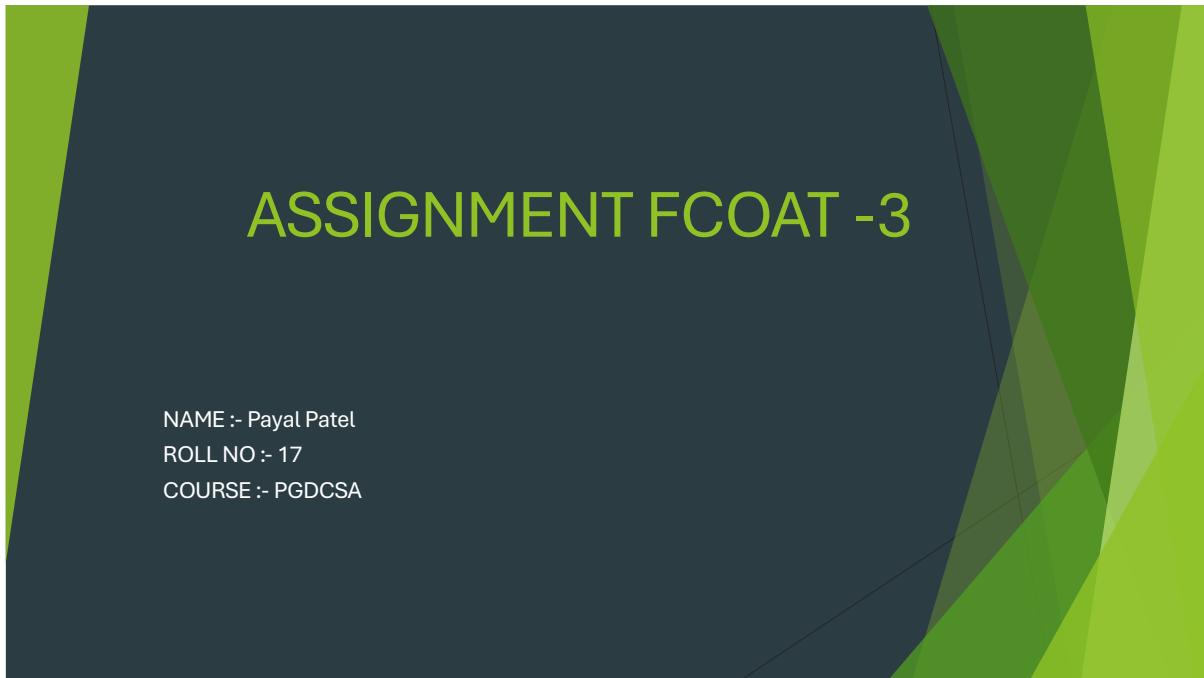
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	Science	Math	Social Skills	Computer	PT	Total								
2	Payal	76	88	85	89	80	418								
3	Priyanka	80	70	80	90	85	405								
4	Annu	90	70	89	70	67	386								
5	Ankush	109	76	74	70	71	400								
6															
7															
8															
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16															
17															
18															

20) Protect a worksheet and workbook, set a password, and demonstrate how to unprotect it.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>Protect the worksheet</b>													
2	<b>Protect the workbook</b>													
3	<b>payal patel:</b> Click on the 'Review' tab in the Ribbon. In the 'Protect' group, click 'Protect Sheet'/'workbook'. Set Permissions: In the dialog box : Check the actions you want to allow users to perform (select locked cells, format cells, insert columns). Click 'OK'.													
4	<b>payal patel:</b> Click on the 'Review' tab in the Ribbon. click 'Protect Workbook' Set Password: click ok Confirm Password:													
5														
6														
7														
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# ASSIGNMENT: 3

- 1) Create a presentation using the AutoContent Wizard and compare it to one created from scratch. Discuss the differences.



- 2) Start a new presentation using a template. Add a title slide and at least two additional content slides.

A content slide with a dark blue background and green geometric patterns on the right side. The slide title "Q-2: New Slide With Two Additional Content Slides" is centered in white text. Below the title, there are two large, stylized smiley faces, each with a halo above its head. At the bottom of the slide, the footer text "Payal Patel | Rollno 17 | PGDCSA -1", the date "11/17/2024", and the page number "2" are visible.

- 3) Insert, delete, and rearrange slides within a presentation. Copy a slide to use it in another part of the presentation.

**Q-3: Duplicate (Copied Slide)**  
Insert | Delete | Rearranged Slide



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- 4) Add bullet points and numbers to organize information on a slide. Customize their styles and spacing.

**Q-4 : Bullet Point**

**Types Of Seats In Train**

- 1. Upper
- 2. Lower
- 3. Side
- 4. Slipper

**Types Of Train**

- ⌚ Bullet Trains
- ⌚ Maglev Trains:
- ⌚ Electric Trains
- ⌚ Hydrogen-powered Trains:

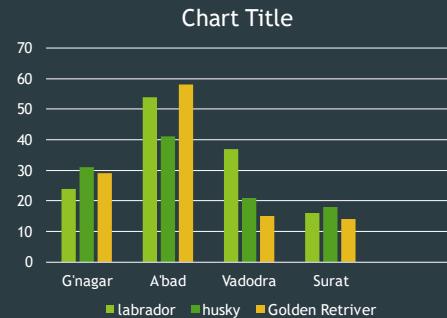
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- 5) Enhance a slide by inserting an image, a graph, and a chart. Adjust their positions to fit well on the slide.

### Q-5 : Graph And Image



6) Apply slide transitions to all slides and preview them in slideshow mode.

### Q-6 : Slide Transitions

- Apply A Transition
- Set Transition Timing
- Preview In Slideshow Mode

7) Use an animation scheme to animate elements on a slide, such as text, images, or charts. Try different schemes to see their effects.

## Q-7 : Animations

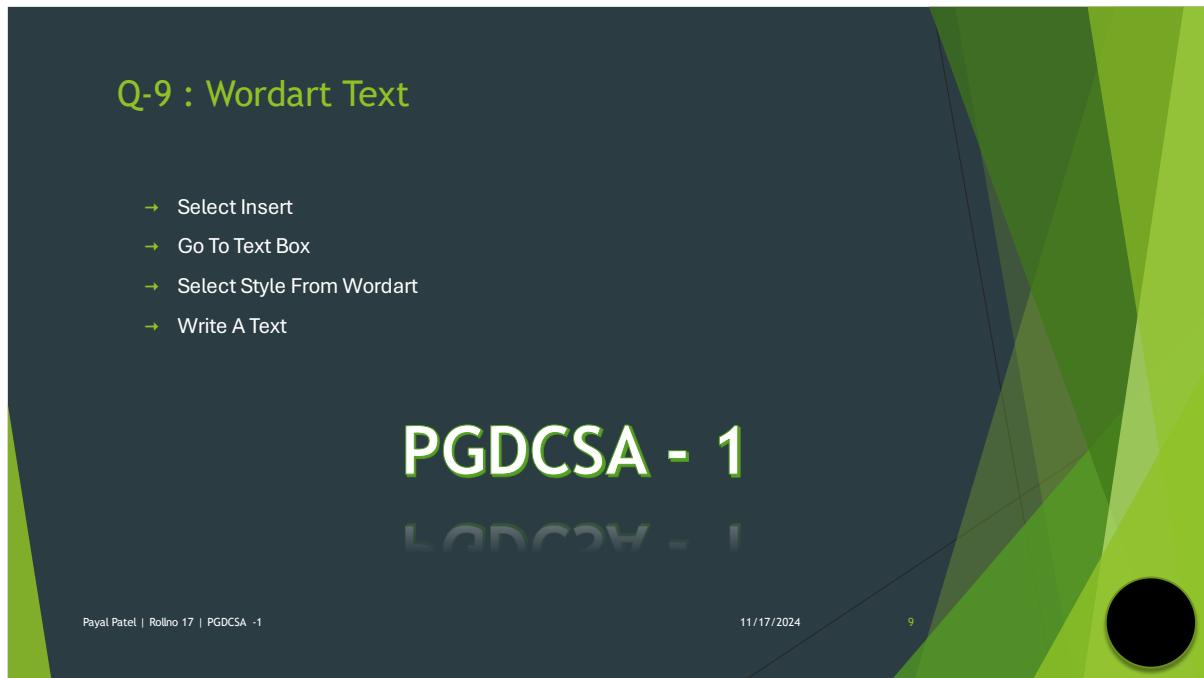
- ▶ Click The Text/Image
- ▶ Add Animations
- ▶ Select Transition
- ▶ Set Duration And Timing

8) Create a slide with a sound or video file embedded. Set the media to start automatically when the slide is shown.

## Q-8 : Sound in Slide

- ▶ In The Transition Panel
- ▶ Go To Timing Box
- ▶ Select Sound Effects
- ▶ Set Duration
- ▶ We Can Apply The Effect To All The Slides

9) Design a title slide using WordArt to make the text more visually appealing. Modify colors and styles to suit the presentation theme.



10) Add headers and footers to all slides, including date, slide number, and custom text.



11) Use Action buttons to link to another slide, another presentation, or an external website.

## Q-11 : Link Slide

- ▶ Select Text
- ▶ Right Clink/ Go To Insert Panel
- ▶ Link /Hyperlink
- ▶ Place In This Document
- ▶ Select A Slide Titles

12) Customize the Slide Master to apply a consistent background, font style, and color scheme across all slides.

## Q-12 : Master Slide

- ▶ Go To View
- ▶ In Master Views Box
- ▶ Slide Master
- ▶ Apply The Required Style

13) Modify the Handout Master and Notes Master to format handouts and speaker notes to include branding or specific layouts.

### Q-13 : Handout & Notes Master

#### Handout Master

- ▶ View
- ▶ Master Views
- ▶ Handout Master
- ▶ Apply You Want
- ▶ Close Master View

#### Notes Master

- ▶ View
- ▶ Master Views
- ▶ Notes Master
- ▶ Apply You Want
- ▶ Close Master View

### Q-14 : Hide & Unhide Slide

#### Hide Slide

- ▶ Slide Show
- ▶ Set Up
- ▶ Hide Slide

#### Unhide Slide

- ▶ Slide Show
- ▶ Set Up
- ▶ Hide Slide

15) Add comments to specific slides to provide feedback or notes for future revisions.

### Q-15 : ADD COMMENT

- ▶ Review
- ▶ Comment
- ▶ New Comment
- ▶ Write A Comment

16) Set up a custom slideshow to display only selected slides from the presentation.

### Q-16 : CUSTOM SLIDE SHOW

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>▶ Slide Show</li><li>▶ Start Slide Show</li><li>▶ Custom Slide Show</li><li>▶ Custom Show</li><li>▶ New</li><li>▶ Give Slide Show Name</li></ul> | <ul style="list-style-type: none"><li>▶ Select Slides You Want To Show</li><li>▶ Add</li><li>▶ Ok</li><li>▶ Show</li></ul> |
|--|--|

17) Record narration for a slideshow and test the playback on each slide to ensure clarity.

### Q-17 : RECORD SLIDESHOW

- ▶ Record
- ▶ Record
- ▶ Form Beginning
- ▶ Click Record
- ▶ Click Stop
- ▶ Click Clear

### Q-18 : SELF-RUNNING PRESENTATION

- ▶ Transitions
- ▶ Timing
- ▶ Advance Slide
- ▶ Select After
- ▶ Select Timing

19) Use the Pack and Go wizard to save a presentation with linked media files for sharing or transport.

### Q-19 : SAVE PRESENTATION

- ▶ File
- ▶ Save As
- ▶ This Pc
- ▶ Give File Name
- ▶ Choose Location
- ▶ Save

20) Print the slides, speaker notes, and handouts in various layouts, and print an outline of the presentation.

### Q-20 : PRINT SLIDES

- ▶ File
- ▶ Print
- ▶ Select Print Layout
- ▶ Select Page Colour
- ▶ Click Print