CIS 11042 – Practical for Essential of ICT and PC Applications

Information and communication Technology

Faculty of Technology

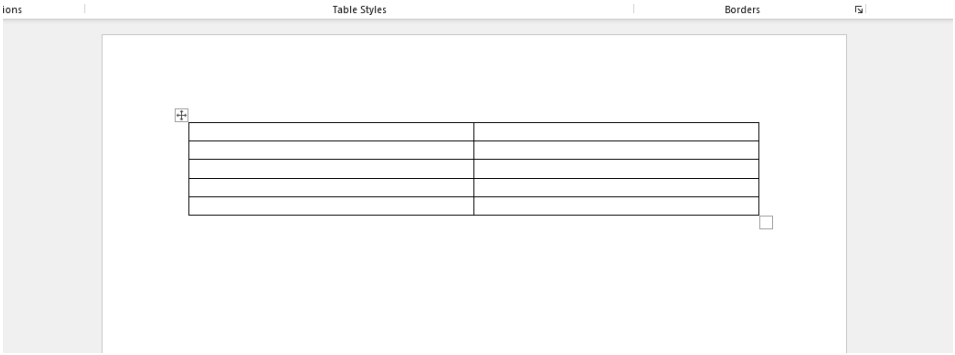
South Eastern University of Sri Lanka

Registration Number: SEU/IS/22/ICT/075

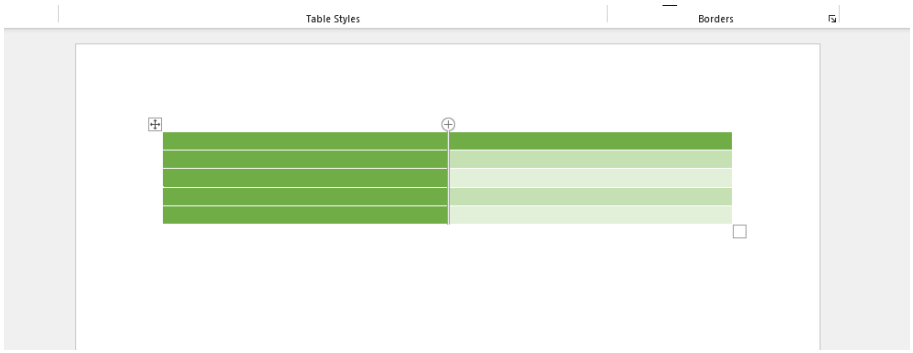
Academic year: 22/23

Exercise 01

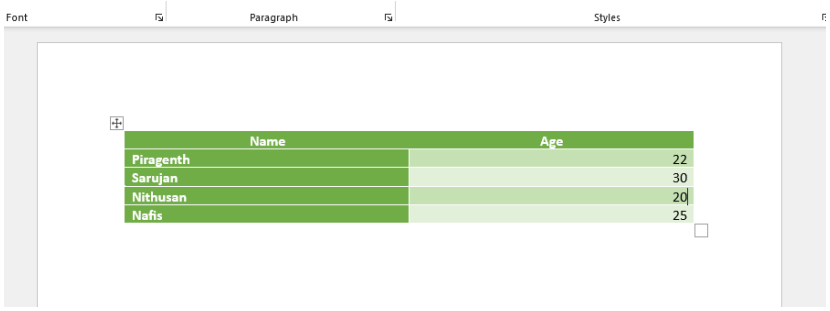
1.



2.



3.



Name	Age
Piragenth	22
Sarujan	30
Nithusan	20
Nafis	25

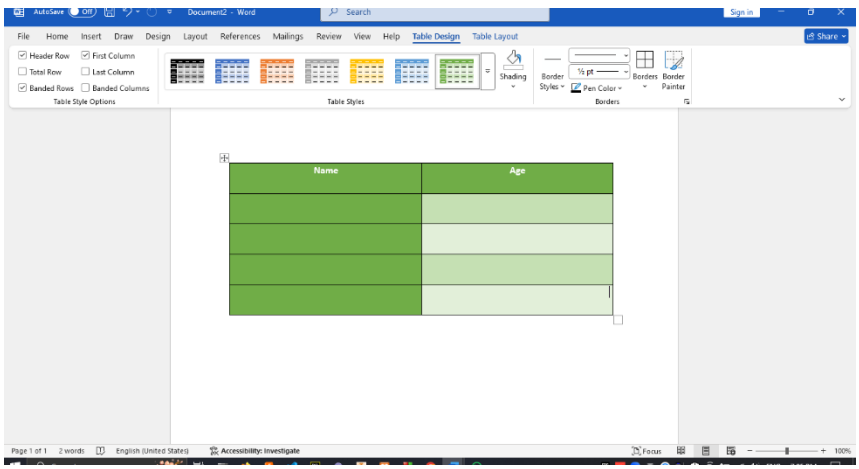
4. Under table layout → cell size → change the cell to desired size

Name	Age
Piragenth	22
Sarujan	30
Nithusan	20
Nafis	25

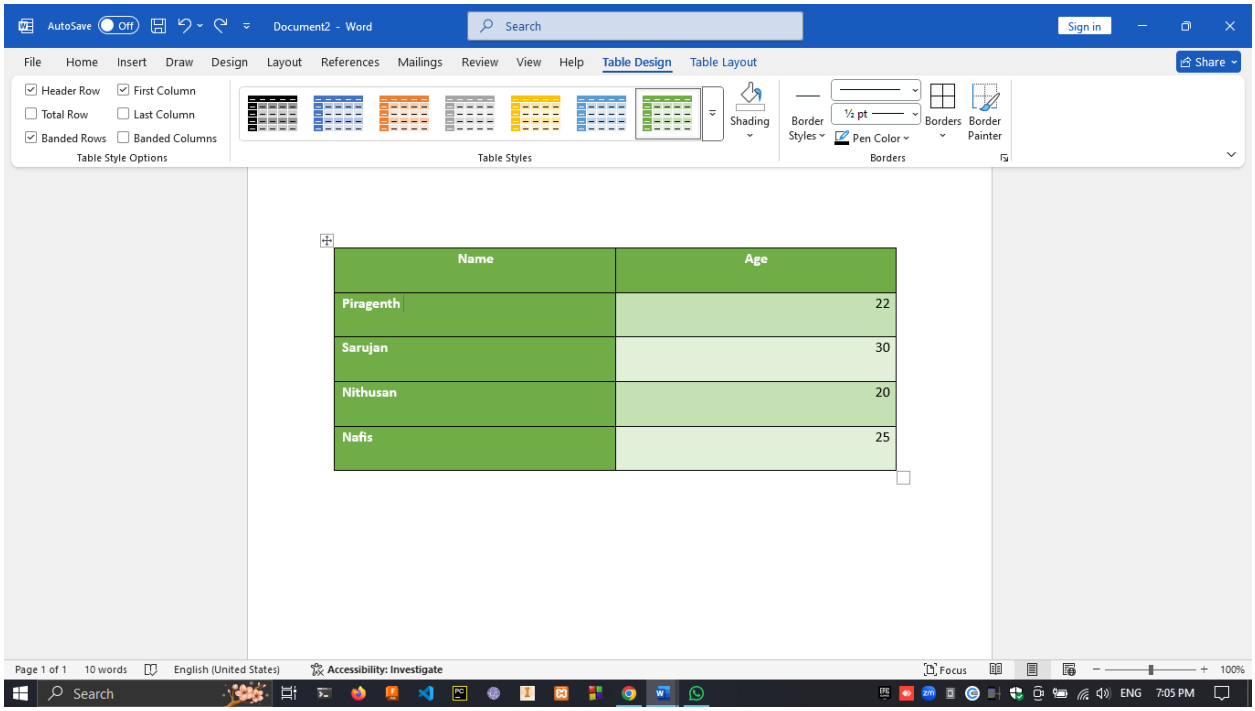
5. Under table layout → table design → borders.

Name	Age
Piragenth	22
Sarujan	30
Nithusan	20
Nafis	25

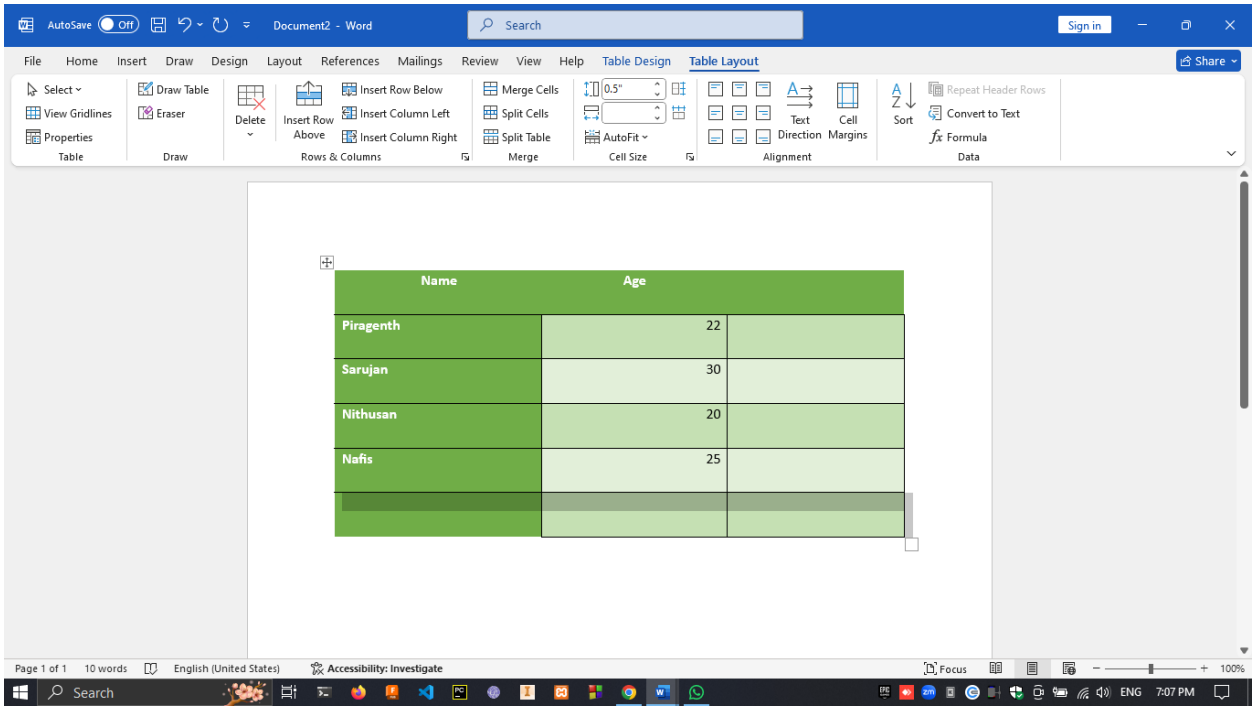
6.



7.

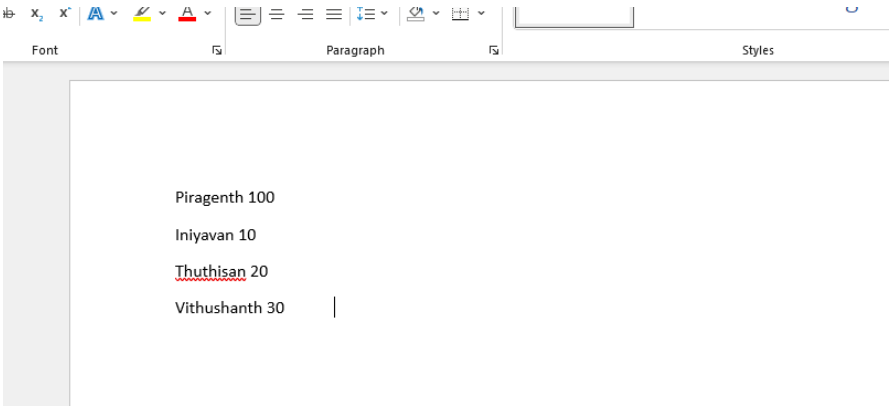


8. Under table layout → click on ‘insert row below’ and ‘insert column right’.

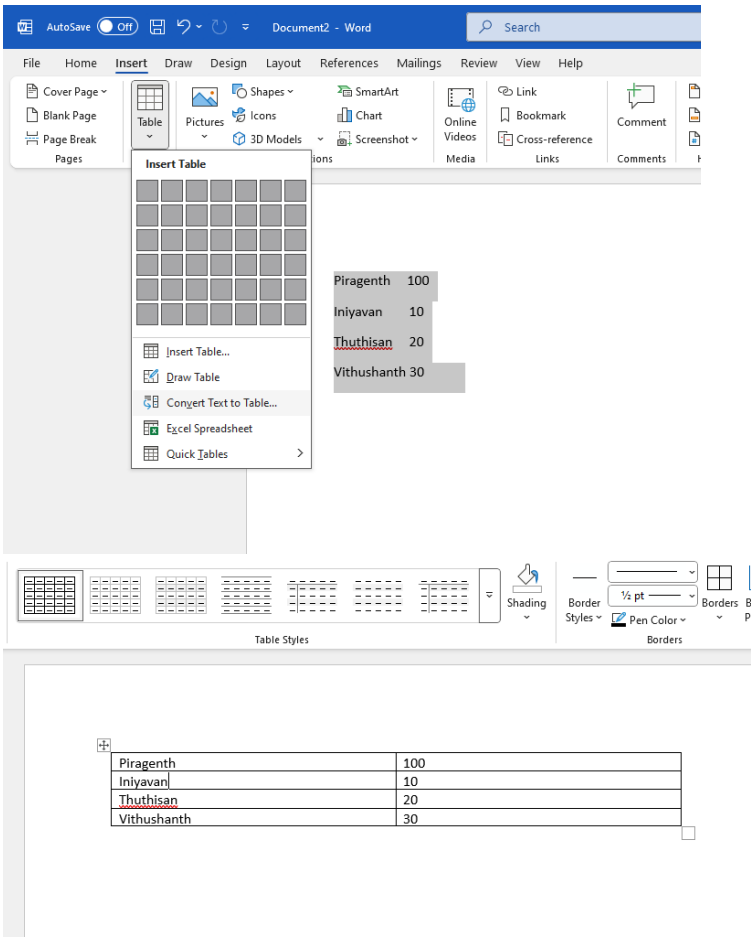


Exercise 02

1.



2.



3.

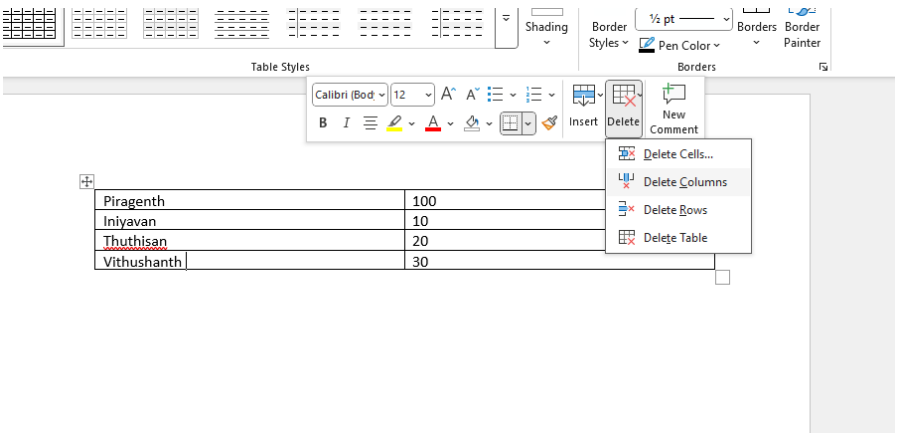
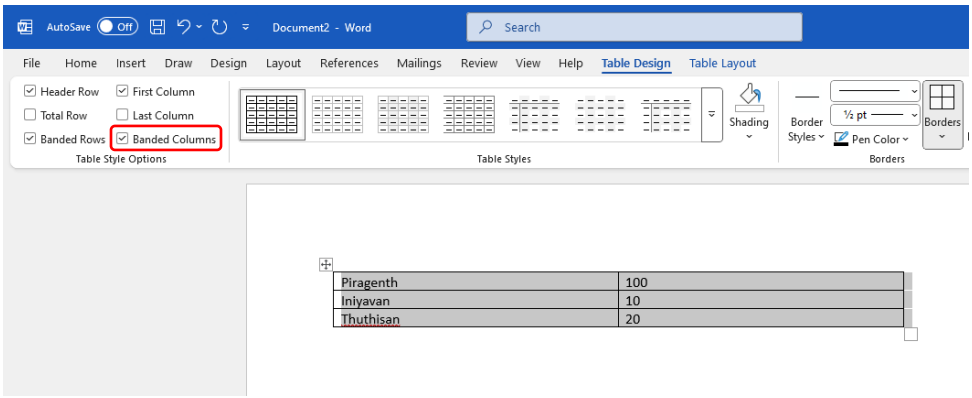
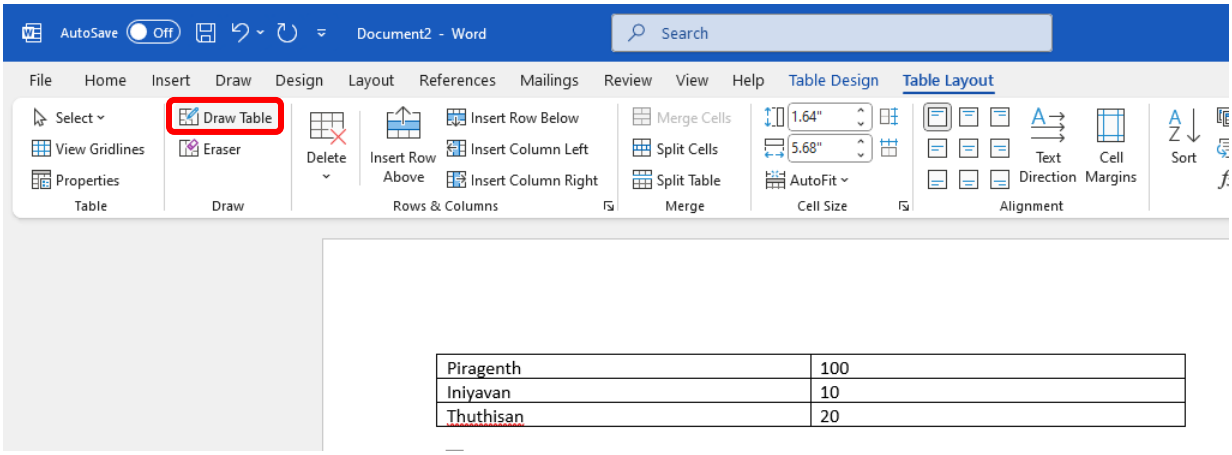


Table Styles
Shading
Border Styles
½ pt
Pen Color
Borders
Border Painter
Borders
Calibri (Bod
12
Insert
Delete
New Comment
Delete Cells...
Delete Columns
Delete Rows
Delete Table
Piragenth 100
Iniyavan 10
Thuthisan 20
Vithushanth 30

4.

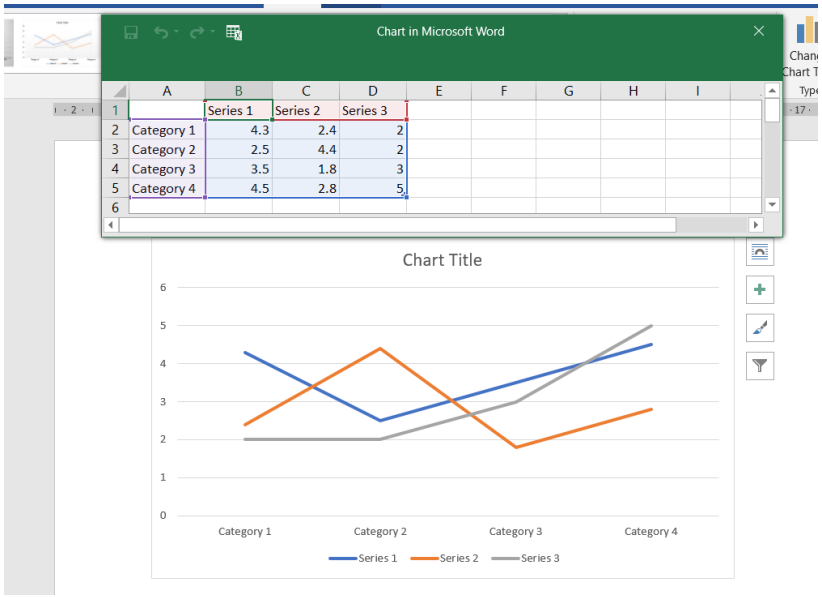

AutoSave Off
Document2 - Word
Search
File Home Insert Draw Design Layout References Mailings Review View Help Table Design Table Layout
Header Row
First Column
Total Row
Last Column
Banded Rows
Banded Columns
Table Style Options
Table Styles
Shading
Border Styles
½ pt
Pen Color
Borders
Borders
Piragenth 100
Iniyavan 10
Thuthisan 20

5.

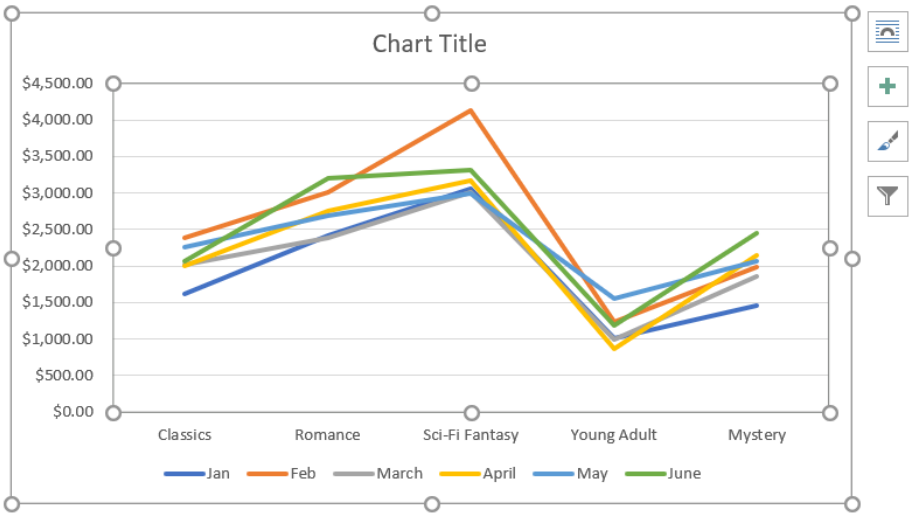

AutoSave Off
Document2 - Word
Search
File Home Insert Draw Design Layout References Mailings Review View Help Table Design Table Layout
Select
View Gridlines
Properties
Table
Draw Table
Eraser
Draw
Delete
Insert Row Above
Insert Row Below
Insert Column Left
Insert Column Right
Rows & Columns
Merge Cells
Split Cells
Split Table
Merge
1.64"
5.68"
AutoFit
Cell Size
Text Direction
Cell Margins
Alignment
Sort
Piragenth 100
Iniyavan 10
Thuthisan 20

Exercise 03

1.



2.



3.

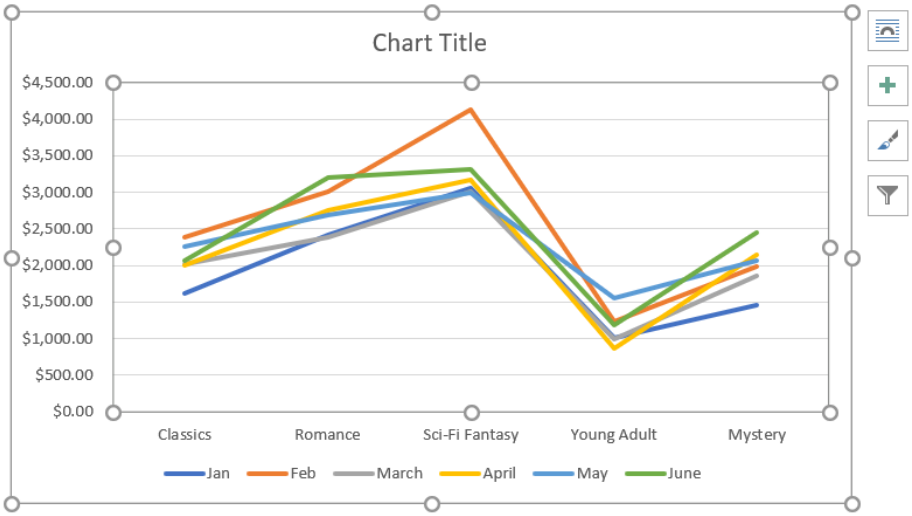
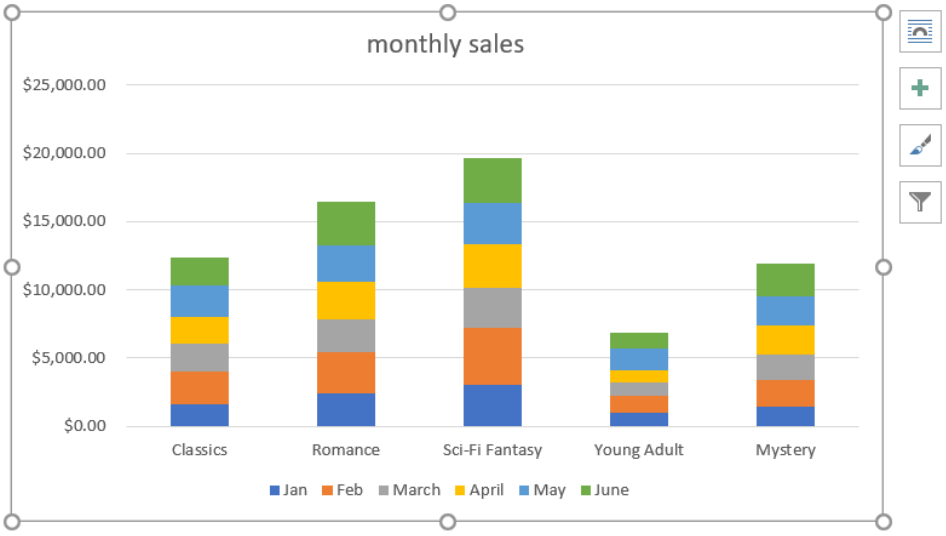
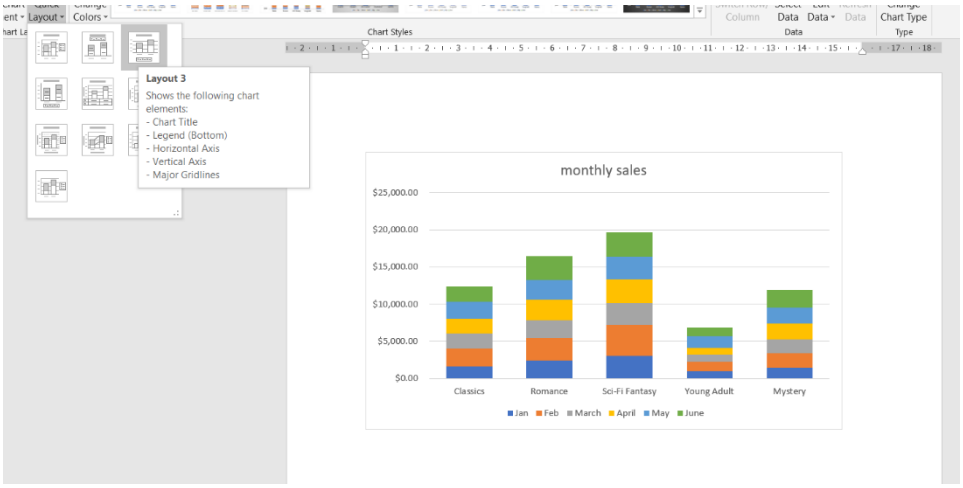


Chart Title
$4,500.00
$4,000.00
$3,500.00
$3,000.00
$2,500.00
$2,000.00
$1,500.00
$1,000.00
$500.00
$0.00
Classics
Romance
Sci-Fi Fantasy
Young Adult
Mystery
Jan
Feb
March
April
May
June

4.


monthly sales
$25,000.00
$20,000.00
$15,000.00
$10,000.00
$5,000.00
$0.00
Classics
Romance
Sci-Fi Fantasy
Young Adult
Mystery
Jan
Feb
March
April
May
June

5.


Layout
Colors
Chart Styles
Column
Data
Data
Data
Chart Type
Type
Layout 3
Shows the following chart elements:
- Chart Title
- Legend (Bottom)
- Horizontal Axis
- Vertical Axis
- Major Gridlines
monthly sales
$25,000.00
$20,000.00
$15,000.00
$10,000.00
$5,000.00
$0.00
Classics
Romance
Sci-Fi Fantasy
Young Adult
Mystery
Jan
Feb
March
April
May
June

6.

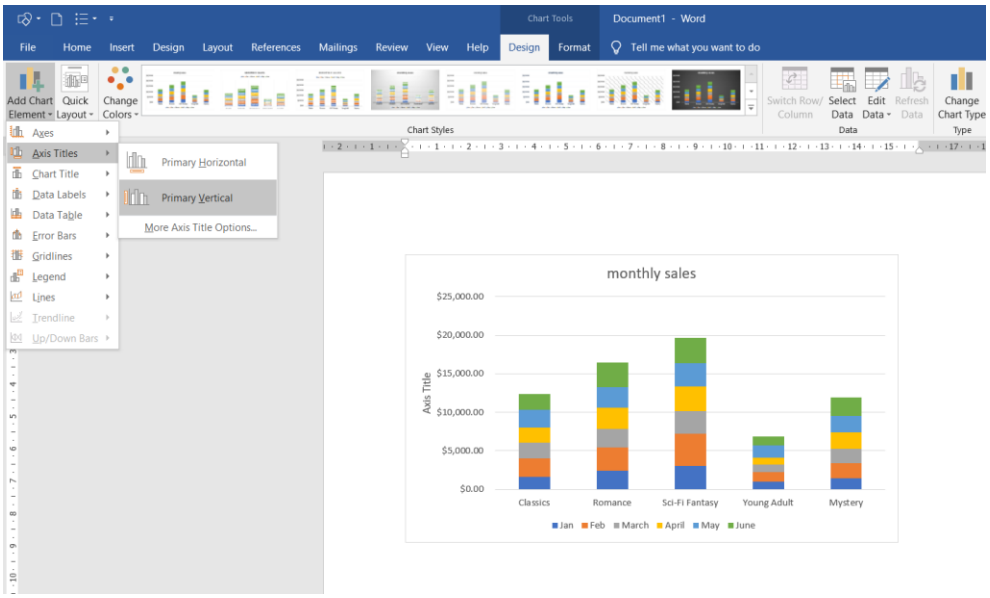
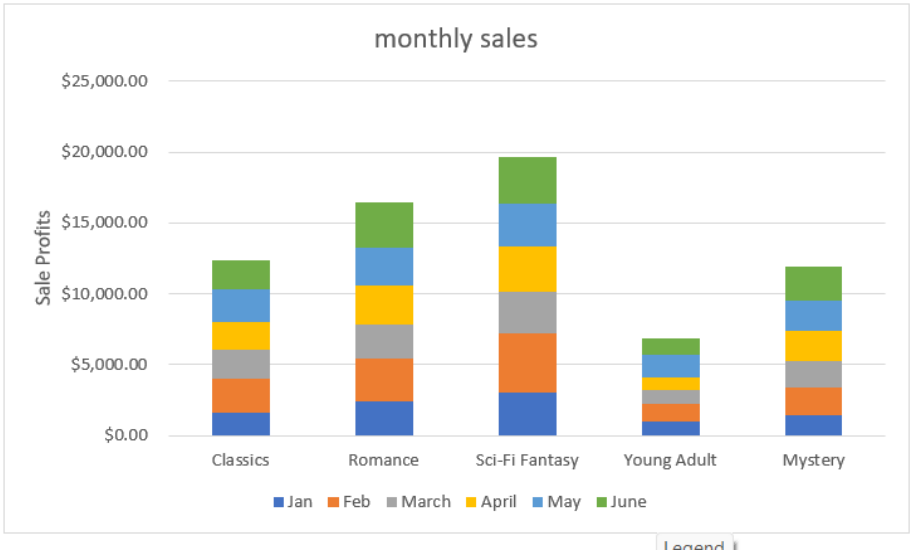
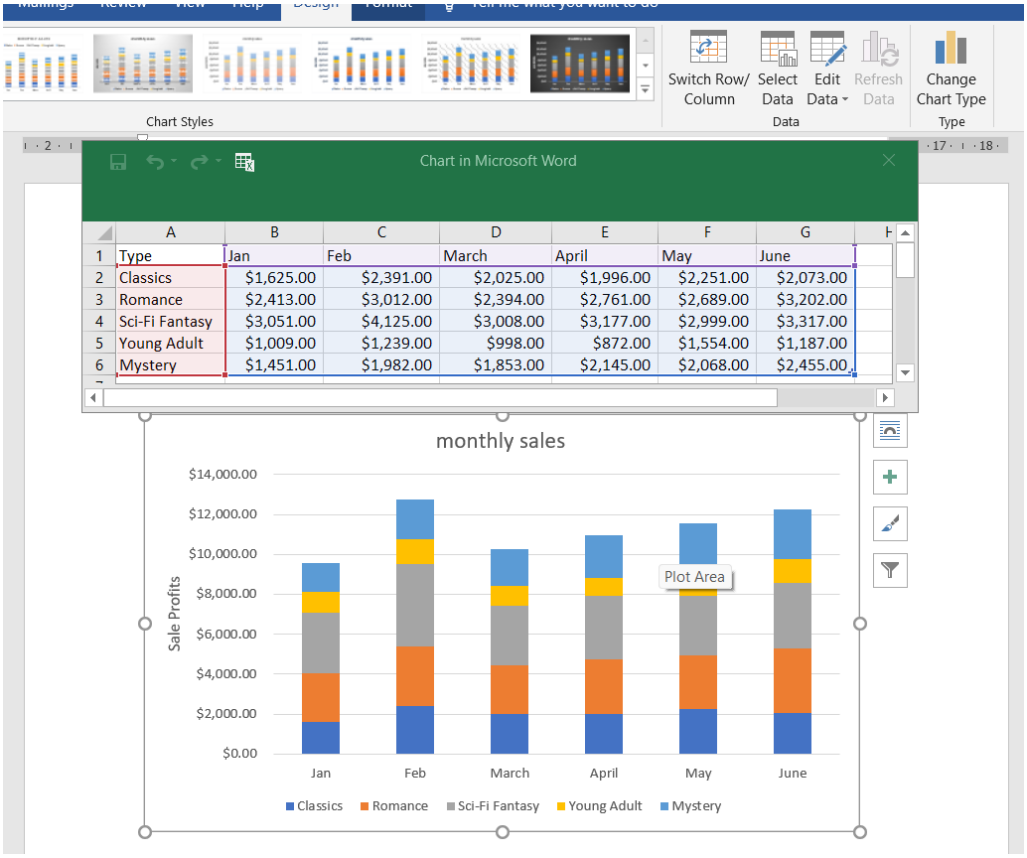


Chart Tools
Document1 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Help
Design
Format
Tell me what you want to do
Add Chart Element
Quick Layout
Change Colors
Chart Styles
Switch Row/ Column
Select Data
Edit Data
Refresh Data
Data
Change Chart Type
Type
Axes
Axis Titles
Chart Title
Data Labels
Data Table
Error Bars
Gridlines
Legend
Lines
Trendline
Up/Down Bars
Primary Horizontal
Primary Vertical
More Axis Title Options...
monthly sales
$25,000.00
$20,000.00
$15,000.00
$10,000.00
$5,000.00
$0.00
Axis Title
Classics
Romance
Sci-Fi Fantasy
Young Adult
Mystery
Jan
Feb
March
April
May
June

7.



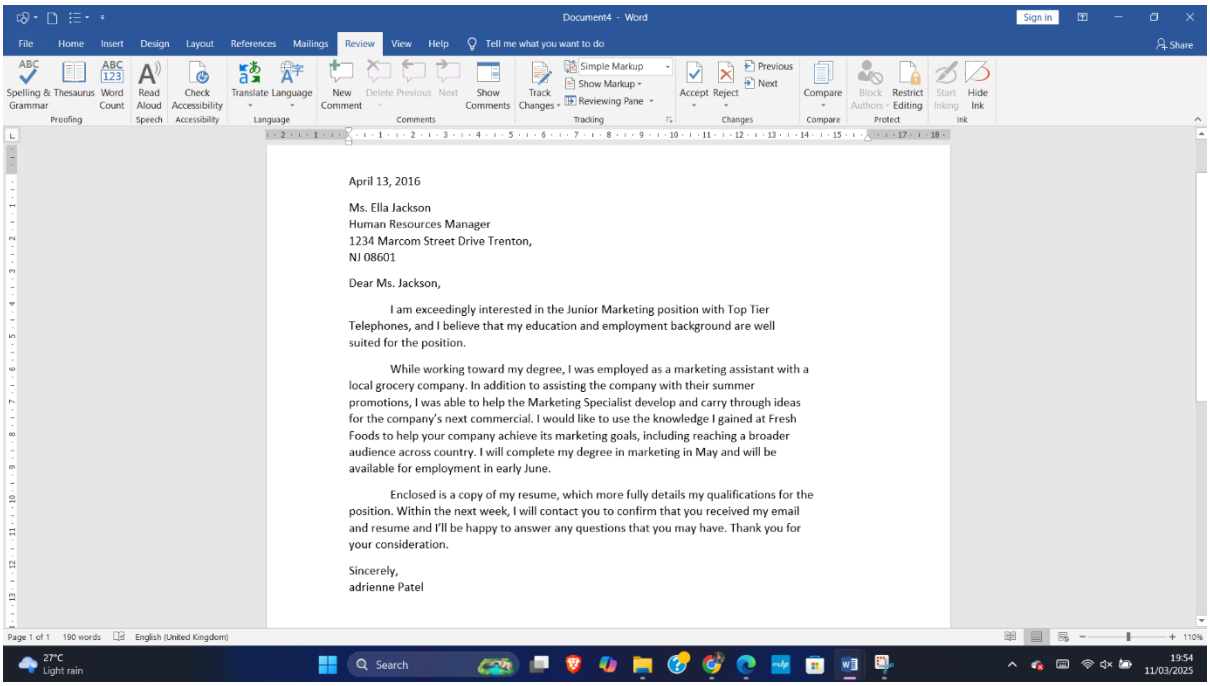
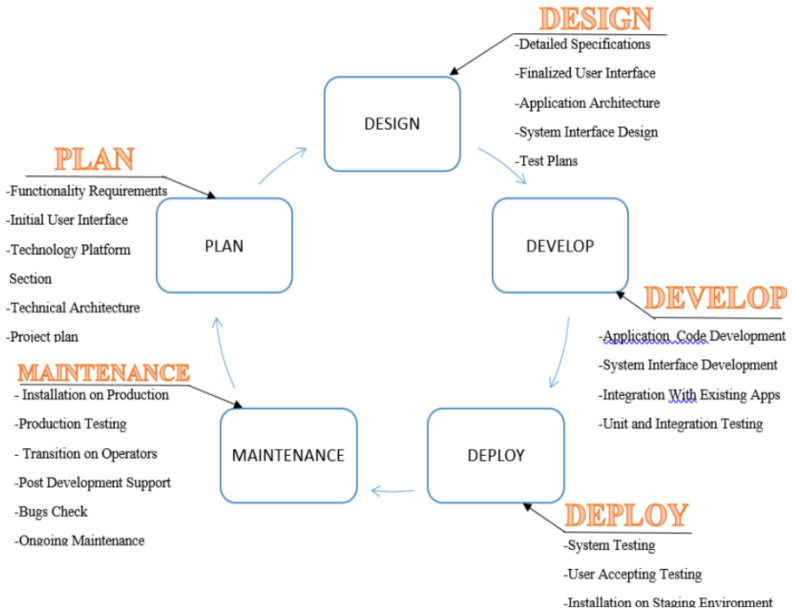
8.



	A	B	C	D	E	F	G
1	Type	Jan	Feb	March	April	May	June
2	Classics	$1,625.00	$2,391.00	$2,025.00	$1,996.00	$2,251.00	$2,073.00
3	Romance	$2,413.00	$3,012.00	$2,394.00	$2,761.00	$2,689.00	$3,202.00
4	Sci-Fi Fantasy	$3,051.00	$4,125.00	$3,008.00	$3,177.00	$2,999.00	$3,317.00
5	Young Adult	$1,009.00	$1,239.00	$998.00	$872.00	$1,554.00	$1,187.00
6	Mystery	$1,451.00	$1,982.00	$1,853.00	$2,145.00	$2,068.00	$2,455.00

Exercise 4

1.



Exercise 05