

Office automation tools

Lab programs

Practical : 1

Title: Visiting Card

AIM: Design a Visiting Card for a College as per following specification.

- **A Size of visiting card is 3.5" * 2.2".**
- **Name of the college with big font and bold letters on the center of the card.**
- **Using Water mark to display the College name.**
- **In this card we display Phone number, e-mail address with appropriate font style.**

Procedure:

Step(1): Open a New Document.

Start □ Programs □ Microsoft Office 2007 □ Microsoft Word 2007.

Step(2): Open File Menu and click on "Page Setup".

File □ Page setup.

Step(3): Set all margins as 0's (Top, Left, Right, and Bottom).

Step(4): Select "Paper" Tab.

Step(5): Enter the Page Width 3.5".

Step(6): Enter the Page Height 2.2".

Step(7): To display the College name by using water mark on the horizontal in the card.

Format → Background → Printed Water Mark → Select Text Water Mark.

Step(8): Enter the College name in the text water mark column.

Step(9): Click on "Apply" button.

Step(10): Click on "Close" button.

Step(11): Enter the College name with big font and bold letters on the center of the card.

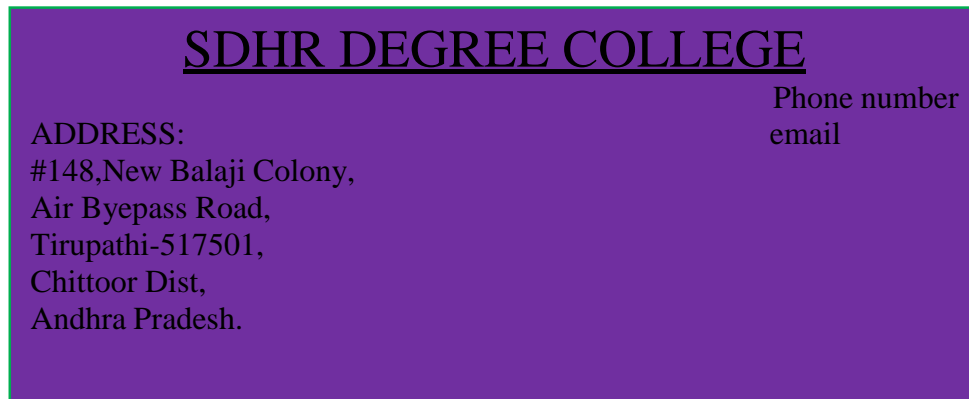
Step(12): Enter the text to display phone number on right side of the card.

Step(13): Enter the text to display e-mail id on the right side of the card.

Step(14): Enter the text to display address lines on the left side of the card.

Step(15): Save the document with represent to the file name.

Output:



Conclusion: The Visiting Card is designed successfully.

Practical:2

Title: Office Letter Head

AIM: To Create an Office Letter Head of your College with the given Specification.

- **Name of the College on top of the page with using font and good style.**
- **Phone number, Fax, E-mail, Address with appropriate symbols.**
- **The Course Offer to be described at the bottom of the Page.**

Procedure:

Step(1): Open a New Document.

Start □ Programs □ Microsoft Office 2007 □ Microsoft Word 2007.

Step(2): Open File Menu and click on "Page Setup".

File □ Page setup.

Step(3): Set the margins of the Document.

Step(4): Setup required height & width of the Document.

Step(5): Click on OK button.

Step(6): Set required formatting style to be includes in the document.

Format □ Font □ Choose the Font Style & Size.

Step(7): Click on OK button.

Step(8): Type the College name on the center of the page with bold letters, type phone No, fax, e-mail.

Step(9): Insert symbols of require place.

Insert □ Symbol □ Choose the symbol in the dialog box.

Step(10): Type the details of Courses are available in our college on the bottom of page

Step(11): Save the current document with file name.

Output:

SDHR DEGREE COLLEGE & PG COLLEGE:TIRUPATHI
(Affiliated S.V.University,Tirupathi)
#146,New Balaji Colony,Air Bypass Road,Tirupathi,Chittoor Dist.

Date: _____

Conclusion: The Office Letter Head is successfully designed.

Practical:3

Title: Employee Details

AIM: Create a table in MS-Word with the following columns and display the results in cells

For the following.

- Enter the Employed name, basic salary, DA, HRA, Total Salary.
- Calculate Total Salary of Each Employee.
- Calculate Grand Total Salary of all Employees.
- Sort all Employees names in Ascending Order.
- Find the who is getting the Highest Salary.
- Find the who is getting Lowest Salary.

Procedure:

Step(1): Open a New Document.

Start □ Programs □ Microsoft Office 2007 □ Microsoft Word 2007.

Step(2): Create a table with following column and display the result in the cells.

Table □ Draw table.

Step(3): Draw the table in current document divided in to the rows & columns

Table □ Insert □ Tables

Here to select the number of columns and number of rows.

Step(4): Click OK button. It will appear table in the current document.

Step(5): In that table enter the column name like Employee Name, Basic, DA, HRA, and Total Salary.

Step(6): To enter the test in the table values row wise like Employee Name, Basic, DA and HRA.

Step(7): Short all Employee Names in Ascending order.

Table □ Sort □ Ascending Order.

Step(8): Calculate Total Salary of each Employee.

Table → Formula → = SUM(Left) (OR) = SUM(Value1, Value 2, and soon).

Step(9): Repeat the above step 7, to find out the Total Salary of all employee in the table.

Step(10): To Calculate the Grand Total Salary, merge the cells between Basic Salary to HRA.

Table □ Merge Cells

Step(11): To enter the text "Grand Total Salary" in to the merge cells and find out Grand Salary

Table □ Formula □ =SUM(above)

Step(12): Merge the cells Minimum Salary and Maximum Salary, so repeat the step 10.

Step(13): Find the High Salary by using Max

Table □ Formula □ =MAX(above)

Step(14): Find the Lowest Salary by using Min.

Table □ Formula □ =MIN(above).

Step(15): Save the current document table is successfully created.

Output:

Emp_Name	Basic Salary	D.A	HRA	Total Salary
Venkat	45000	80	100	46800
Lakshmi	60000	70	120	61900
Harshini	30000	90	150	32400
Akhil	50000	50	60	51100
Grand Total				192200
Maximum Salary				61900
Minimum Salary				32400

Conclusion: The Employee Details table is successfully created.

Practical 4:

Title: Employee Salary Calculation.

AIM: Calculate the net pay of the employees following the conditions given below

- DA : 56% of the Basic pay if Basic pay < 8000 else 44%
- HRA : 12.5% of the Basic pay subject to a maximum of Rs. 1000/-
- GPF : 10% of the Basic pay.
- IT : If Gross pay \geq 6000 then Income Tax = 2% of Gross pay otherwise IT = 1% of Gross

[illegible]

Procedure:

Step 1: Open a New Worksheet.

Start → Programs → MS Office → MS Excel

Step 2: Type the columns heading S.No, EName, Basic pay, DA, HRA, GPF, Gross, yearly, IT, Netsal.

Step 3: To Calculate the "DA" by using below formula.

DA: =IF(C2<8000,C2*0.056,C2*0.044)

Apply the Same formula to remaining cells.

Step 4: To Calculate the "HRA" by using below formula.

HRA: =IF(C2>1000,C2*12.5/100,0)

Apply the same formula to remaining cells.

Step 5: To calculate the "GPF" By using below formula.

GPF: =C2*10/100

Apply the Same formula to remaining cells.

Step 6: To Calculate the "Gross" by using below formula.

Gross: =C2+D2+E2-F2

Apply the Same formula to remaining cells.

Step 7: To Calculate the "yearly" by using below formulas

Yearly Salary: =G2*12

Apply the same formula to remaining cells.

Step 8: To Calculate the "IT" by using below formula.

IT:

=IF(AND(H2>=100000,H2<=200000),H2*10/100,IF(H2>200000,H2*11.5/100,0))

Apply the Same formula to remaining cells.

Step 9: To Calculate the 'NetSal" By Using below formula.

Net Salary: =(H2-I2)

Apply the Same formula to remaining cells.

Step 10: Save the Worksheet with proper name.

Output:

Book1 - Excel

SNO	ENAME	BASIC PAY	DA	HRA	GPF	GROSS	YEARLY	IT	NETSAL
1	AKHIL	8000	352	1000	800	8552	102624	10262.4	92361.6
2	HARSHINI	9000	396	1125	900	9621	115452	11545.2	103906.8
3	VENKAT	10000	440	1250	1000	10690	128280	12828.2	115452
4	LAKSHMI	12000	528	1500	1200	12828	153936	15393.6	138542.4
5	SUDHEER	15000	660	1875	1500	16035	192420	19242	173178

Conclusion: The Employee Salary details generate successfully.

Formulas:

- DA:** =IF(C2<8000,C2*0.056,C2*0.044)
- HRA:** =IF(C2>1000,C2*12.5/100,0)
- GPF:** =C2*10/100
- Gross:** =C2+D2+E2-F2
- Yearly Salary:** =G2*12
- IT:** =IF(AND(H2>=100000,H2<=200000),H2*10/100,IF(H2>200000,H2*11.5/100,0))
- Net Salary:** =(H2-I2)

Here: **C:** Basic Pay, **D:** DA, **E:** HRA, **F:** GPF, **G:** Gross, **H:** Yearly salary, **I:** IT, **J:** Net Salary.

Practical:5

Title: Company Progress with Charts

AIM: Create a Company sale of different products from 5 Years. And represented the graphical charts like Column Charts, Line Chart, etc.,

A1							
	A	B	C	D	E	F	G
1			COMPANY PRODUCT DETAILS				
2	S NO	YEAR	CREAM	SOAPS	PASTE	HAIR OILS	
3	1	2016	900	1000	800	750	
4	2	2017	540	220	1000	900	
5	3	2018	100	540	820	677	
6	4	2019	600	740	500	625	
7	5	2020	1000	900	800	950	
8							
9							
10							
11							
12							

Procedure:

Step 1: Open New Worksheet. Start → Programs → MS Office → MS Excel.

Step 2: Type the details sales production year wise details ,as shown in the problem.

Step 3: select the sales product details (or)(B2:F2 X B7:F7)

Step 4: Choose insert menu and select charts click on chart wizard.

Insert → charts → chart wizard (or) Standard tool bar → Click on chart icon.

Step 5: Click the chart wizard button and select the chart type list.

Step 6: Under the Sub-type, click the sub chart you want.

Step 7: Click the next button.

Step 8: Excel displays the 'chart source data dialogue box'.

Step 9: In this wizard we select the data range of the chart.

Step 10: Then click "Next" button.

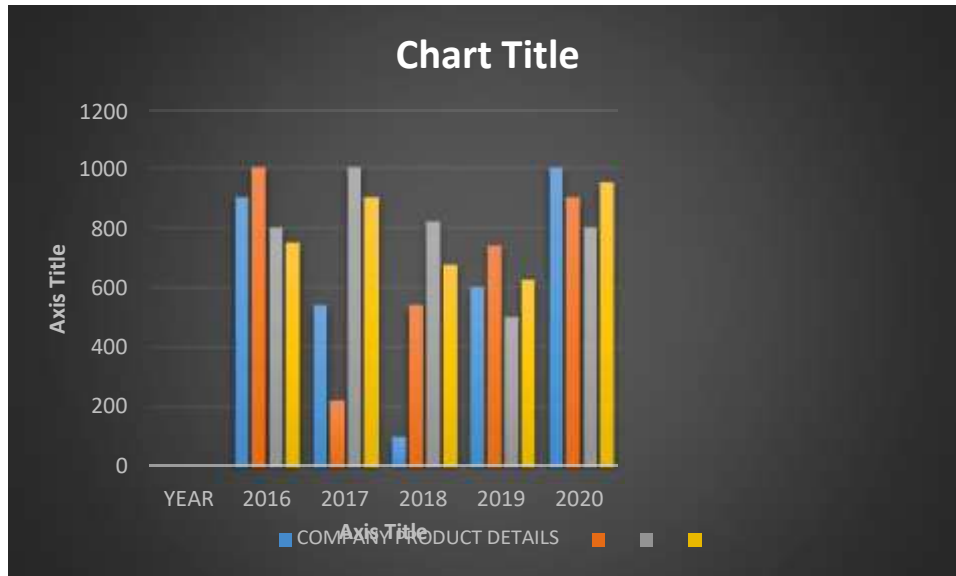
Step 11: In this Chart wizard we enter the chart title, X-axis, title, y-axis title option.

Step 12: Click the "Next" button.

Step 13: In this wizard select the charts which we placed (Active work sheet or New work sheet) then click finish button.

Step 14:It will appear the chart in the work sheet.

OUTPUT:



Conclusion: Ms Excel chart is successfully designed

Practical :6 Title: POWER POINT PRESENTATION

**AIM: Make a Power Point Presentation about on
Favorite topics in Computers.**

Procedure:

Step 1: Open a New Power Point Presentation.

Start → Programs → MS Office → MS Power Point

Step 2: Insert a New Slide, by selecting Blank Slide.

Step 3: Type a text as 'Welcome' by using 'WordArt'.

Step 4: Apply desire 'Animation Effects'.

Step 5: Right click on the slide and select 'Apply design'.

Step 6: It display all available design select any one of effect, then click on 'OK' button.

Step 7: Insert another New Slide by using 'Ctrl+N' command.

Step 8: Type the title as 'COMPUTER', write a small description about computer. Apply design and

Animation effects to the typed data.

Step 9: Insert another New Slide by using 'Ctrl+N'.

Step 10: Display and organization chart to represented types of computers as Analog, Digital and Hybrid.

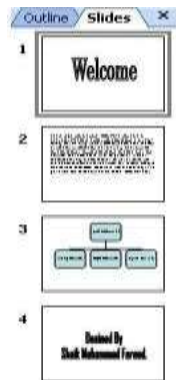
Step 11: Insert another New Slide and by typing text as 'By Fareed' by using word art command.

Step 12: Now Go to Slide 'Show' Menu and Chose 'View Show' or Press 'F5'.

Step 12: Save the Presentation.

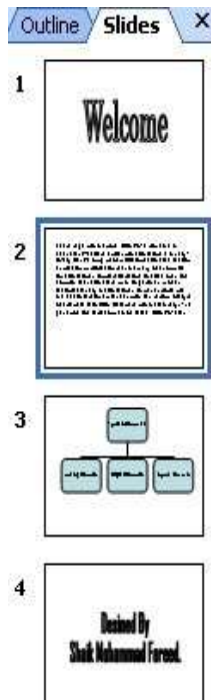
Output:

Slide 1



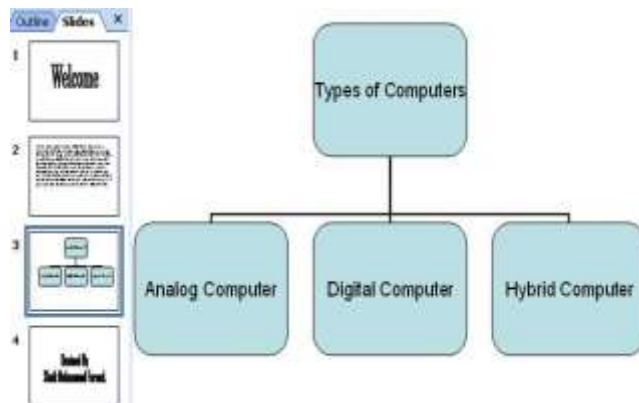
Welcome

SLIDE 2



Let us begin with the word “COMPUTE”. It means to calculate. We all are familiar with calculations in our day-to-day life. We apply mathematical operations like addition, subtraction, multiplication, etc, and many other formulae for calculations. Simpler calculations take less time. But complex calculations take much longer time. Another factor is accuracy in calculations. So man explored with the idea to develop a machine, which can perform this type of arithmetic calculation faster, and with full accuracy. This gave birth to a device or machine called “COMPUTER”.

Slide 3



Conclusion: Power Point Presentation is successfully designed.

Practical:7

Title: Presentation on National Games.

AIM: Create as National Games by using Power Point Presentation Slides.

Procedure:

Step 1: Open a New Power Point Presentation.

Start → Programs → MS Office → MS Power Point.

Step 2: Type the Slide can be contents.

Step 3: Right click on empty area of Slides 'Pop-Up' Menu will appear.

Step 4: Choose background command after selecting the 'Background Color' click on 'Apply' button.

Step 5: Choose Background Command, the dialog box will appear.

Step 6: Right Click on text item, 'Pop-Up' Menu will appear.

Step 7: Choose 'Custom Animation' from 'Pop-Up' Menu, the dialog box will appear.

Step 8: Choose the Text clicked 'Effect' tab set Animation Effect and entry animation, sound frames.

Step 9: Choose Slide Transaction from 'Slide Show' Menu side transaction (slide) dialog box will appeared

Step 10: Choose Effect from 'Effect Frame'.

Step 11: Unchecked on 'Mouse Click' check the automatically after and type '01.05' and click 'Apply'.

Step 12: Click 'New Slide' in 'Insert' Menu and insert the New Side.

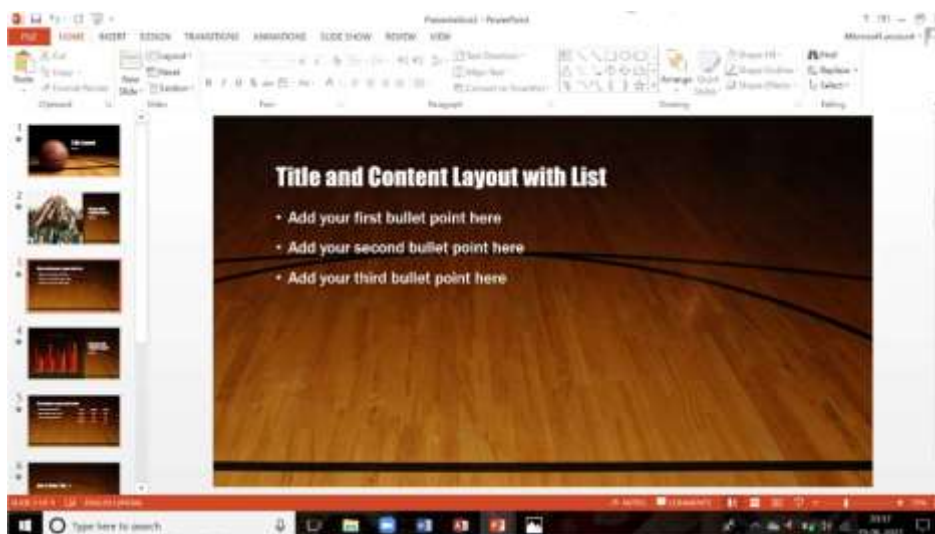
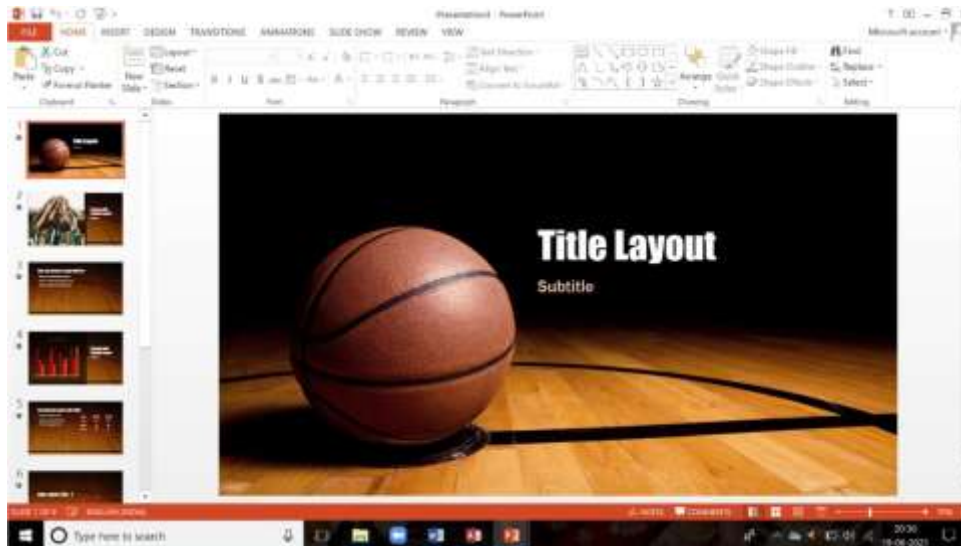
Step 13: Repeat Side Show from 'Slide Show' Menu to view the Presentation.

Step 14: Repeat the Steps from 2 to 11 for remaining Slides.

Step 15: Now Go to Slide 'Show' Menu and Chose 'View Show' or Press 'F5'.

Step 16: Save the Presentation.

Output: different slides are created



Conclusion: Power Point Presentation is successfully designed.

Practical:8

Title: Create Mathematical Equation

AIM: Create a Mathematical question paper using, at least five equations

- a. With fractions, exponents, summation function
- b. With at least one „m*n“ matrix
- c. Basic mathematical and geometric operators.
- d. Use proper text formatting, page color and page borderTable

Procedure:

- Step 1:** start → program→MS-Office2007 → MS-Word.
- Step 2:** Go to office button → New.
- Step 3:** Type the name of the equation.
- Step 4:** Go to insert → Equation → insert new equation.
- Step 5:** Go to insert → object .
- Step 6:** From object submenu, select Microsoft equation 3.0 and click ok.
- Step 7:** Then by using the equation tool, type the following mathematical equations.
- Step 8:** Save the document

output:

$$pq = \sqrt{(x^1 - x^2)^2 + (y^1 - y^2)^2 + (z^1 - z^2)^2}$$

$$= \left[\frac{\lambda x^2 + x^1}{x+1} \quad \frac{\lambda y^2 + y^1}{x+1} \quad \frac{\lambda z^2 + y^1}{x+1} \right]$$

$$= \left[\frac{a1}{\sqrt{\varepsilon a1^2}} \quad \frac{b1}{\sqrt{\varepsilon a1^2}} \quad \frac{c1}{\sqrt{\varepsilon a1^2}} \right]$$

$$\int \frac{dx}{x^n} = x^{-n+\frac{1}{n}+1} - c$$

$$\int dx \sqrt{a^2 + x^2} = \log |x + \sqrt{n^2 - a^2}| + c$$

Conclusion: Mathematical equation is successfully created

Practical:9

Title: Create Flow chart in MS word

AIM: Create a flowchart using,

- a. Proper shapes like ellipse, arrows, rectangle, and parallelogram.
- b. Use grouping to group all the parts of the flowchart into one single object.

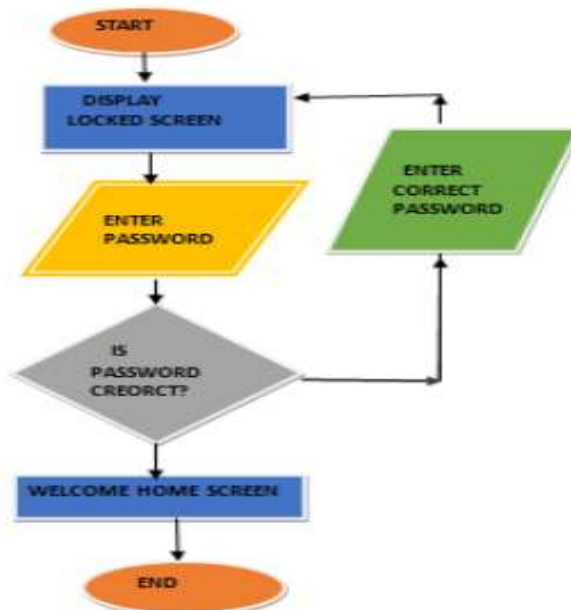
Procedure:

Step 1: Insert various shapes as given above one below another using insert tab

Step 2: Then use arrow shape to connect various shapes.

Step 3: Now we can group various shapes by selecting them into one single object

Output:



Conclusion: Successfully created flowchart in MS word

Practical:10

Title: Create A letter using Mail Merge

AIM: Create a letter, which must be sent to multiple recipients.

- a. Use Mail-Merge to create the recipient list.
- b. Start the mail merge using letter and directory format.

Procedure

Step 1: Go to mailing

Step 2: Step by Step mail merge wizard

Step 3: Go letters

Step 4: Start from a template, select template

Step 5 :Go to letters

Step 6: Select proper template, Create new document then click OK

Output:

Tirupati
22-04-2024

To
The principle,
Sdhr degree college,
Tirupati.
Respected mam,

I am ravi studying 1st bca in our college. I have completed my course and cleared all my fee. Kindly issue my certificates.

Thanking you,

Yours obediently,
Ravi

Conclusion:

Successfully created letter using mail merge

