

MAHENDRA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

**SBECI
OFFICE AUTOMATION
(M16CCAS01)**

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KALIPPATTI, NAMAKKAL.**

UNIT - I:

MS-Word: Introduction to Word: Starting Word - Creating Documents – Saving the Document – Printing a Document – Closing a Document.

Editing a Document: Opening a Document – Cursor Movement- Editing a Document – Selecting, Deleting, Selecting Text – Undoing and Redoing Changes – Cut, Copy and Paste Text - Help System - Moving Text.

Formatting Text and Paragraph:

Formatting Text- Using the Font Dialog Box- Paragraph Formatting- Using Bullets and Numbers in Paragraphs.

Finding and Replace Text and Spelling Checking:

Finding Text- Replace Command- Spelling Checking and Correction- Inserting Date and Time.

MS-Word: Introduction to Word:

Microsoft Word using to typing, saving and printing of the document & Letter Drafting, producing mailing list, report etc.

Special Features :

1. Word Adjusting
2. Add and delete Text
3. Copying a Text
4. Search and Replace
5. Checking a document
6. Character formatting
7. Page formatting
8. Margin setting and column
9. Text justification
10. Line spacing
11. Tab setting

Starting Word:

- Click on Start' Button.
- A list will open.
- Point to 'Programs' option.
- A list will open again.
- Click on 'Microsoft word' option.
- MS Word will start.
- Click the open option
- Select the new option

Microsoft Office Button

Quick Access Toolbar

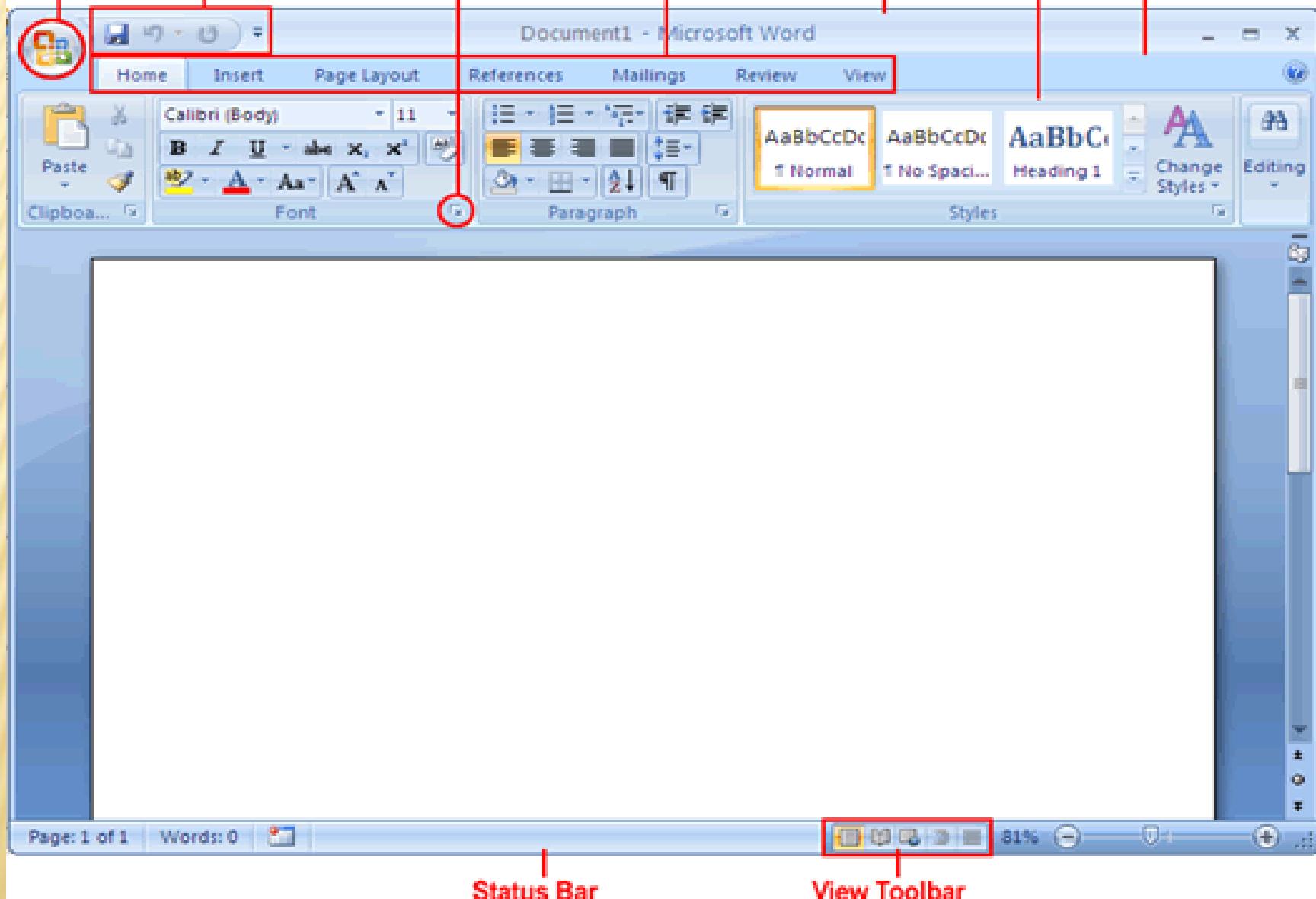
Click Tab to Change Command Shown in Ribbon

Dialog Box Launcher

Title Bar

Group

Ribbon

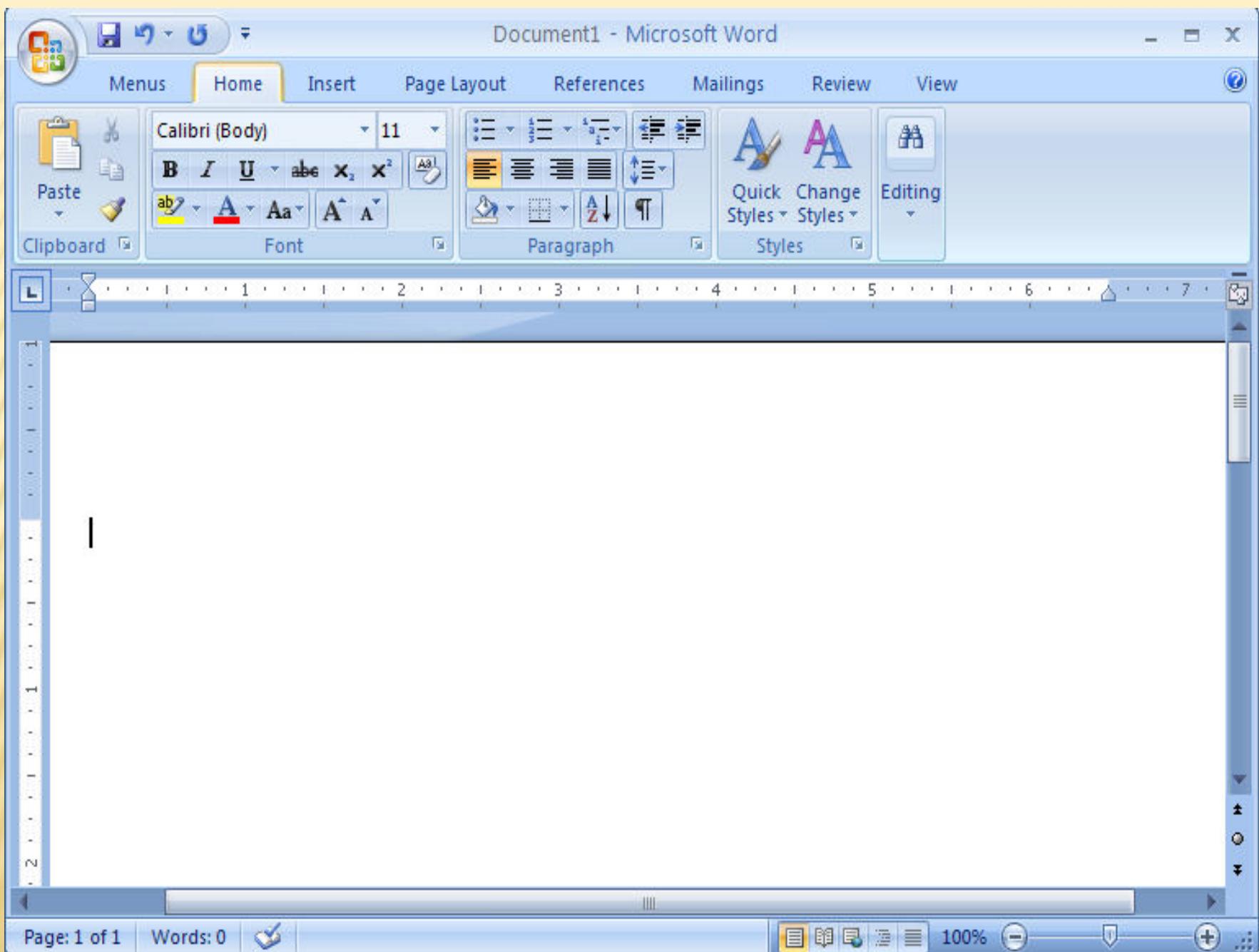


Status Bar

View Toolbar

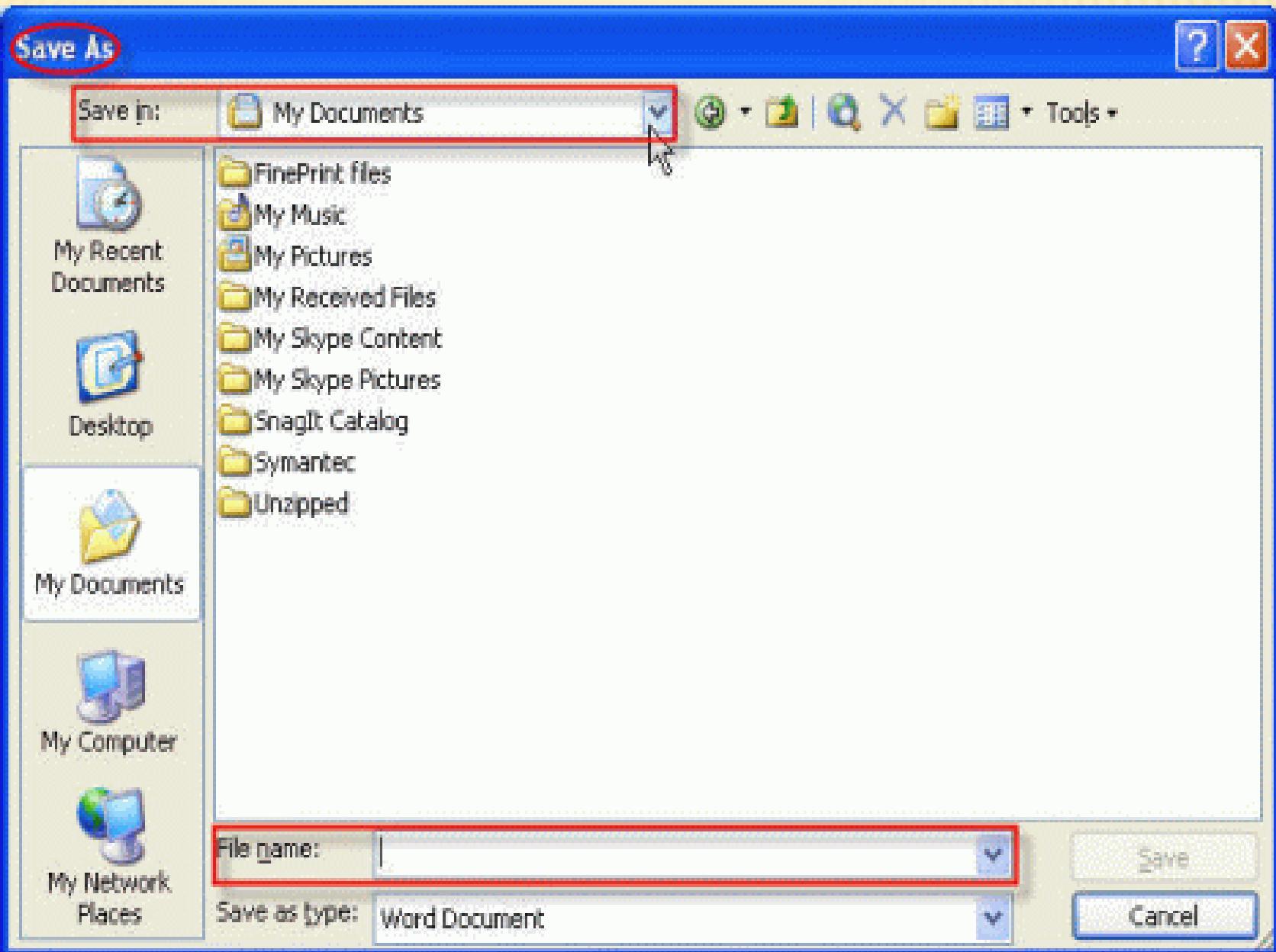
Creating Documents:

- Click on start option
- select the MS office option
- Click the word option
- Click on new option in this drop down list.
- ‘New’ dialog box will open.
- Select ‘Blank or New Document’
- Click on ‘OK’ button.



Saving the Document:

- Click on ‘Save’ button in ‘Microsoft Office’ menu.
- ‘Save As’ dialog box will appear.
- Type filename in the box ‘File name’ and click on save button.
- The document will save.



Printing a Document:

- Open the any one document for printing.
- Click on ‘Print’ option.
- Print dialog box will appear on the screen.
- Select the ‘Print’ option
- Click on ‘OK’ button.
- Printing of document will start.

Print



Printer

Name:  Microsoft XPS Document Writer



Properties

Status: Idle

[Find Printer...](#)

Type: Microsoft XPS Document Writer

Print to file

Where: XPSPort:

Manual duplex

Comment:

Page range

All

Current page

Selection

Pages:

Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

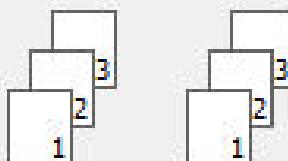
Copies

Number of copies:

1



Collate



Zoom

Pages per sheet:

1 page



Scale to paper size:

No Scaling



Print what: Document



Print: All pages in range



[Options...](#)

OK

Cancel

Closing a Document:

- Both ***Ctrl-W*** and ***Ctrl-F4*** will close the current document without closing Word itself. (or)
- If more than one document is open, we can
- close it by clicking the **Close button** at the right end of the title bar. (or)
- Select the MS office button (left top)
- Click the Close option



Editing a Document:

Opening a Document:

- Click on ‘Open’ button in ‘Microsoft Office’ menu.
- ‘Open’ dialog box will appear.
- Select the particular document from the given list and click on ‘Open’ button
- The document will open.

Open



Look in:

My Documents



Trusted
Templates

My Recent
Documents

Desktop

My
Documents

My
Computer

My Network
Places

My Music

My Pictures

Doc1

File name:



Files of type:

Word 97-2003 Documents



Tools ▾

Open ▾

Cancel

Cursor Movement:

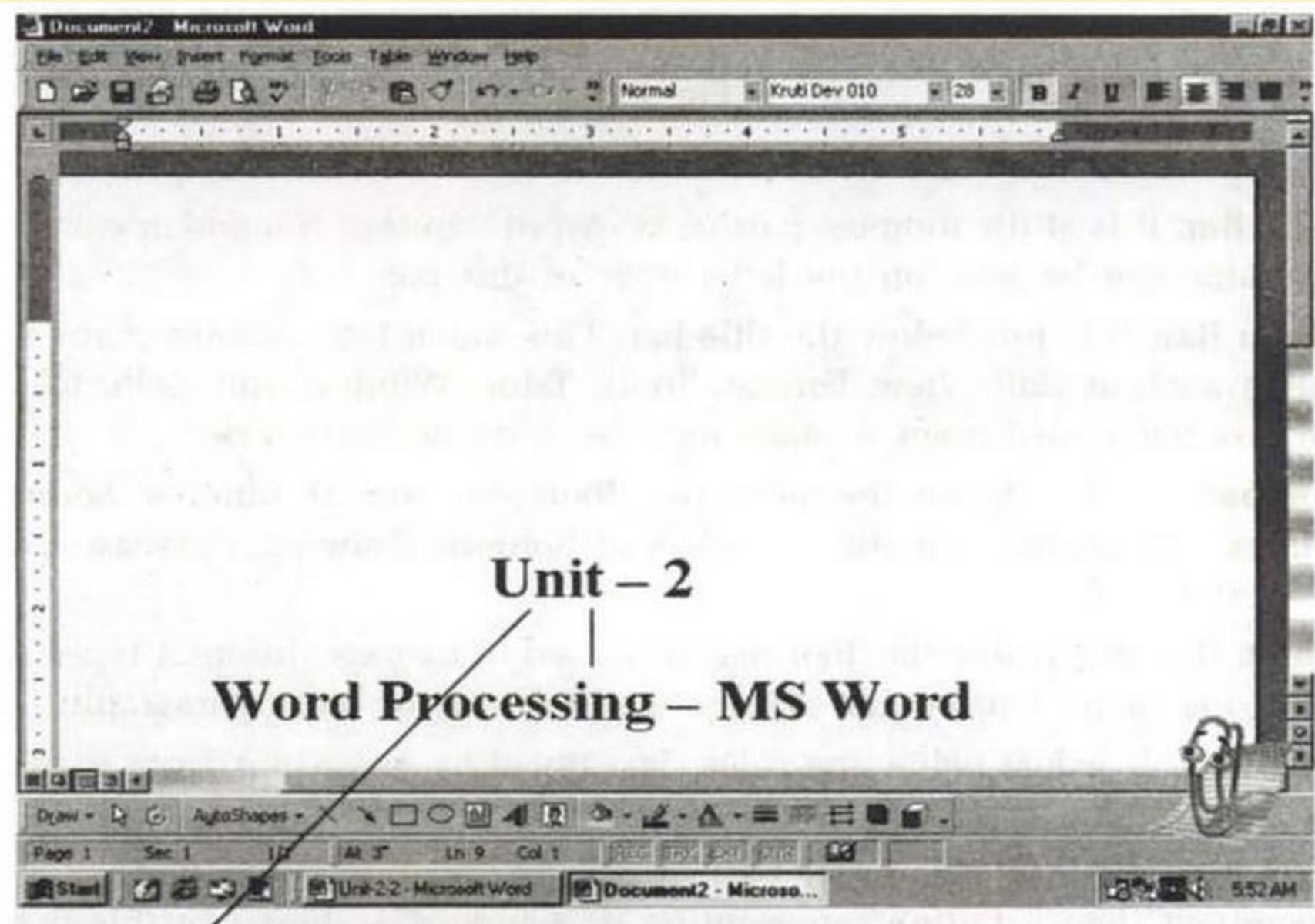
- It's using to Moving, Scrolling in a Document
- The help of Mouse Pointer and Insertion Point we can move within any part of document.

Mouse Pointer:

- It is a form arrow symbol . We can move it anywhere on the screen.

Insertion Point:

- It is called cursor of document. It is in the form of a large line ‘|’. Any typed text is inserted in text area with the help of it



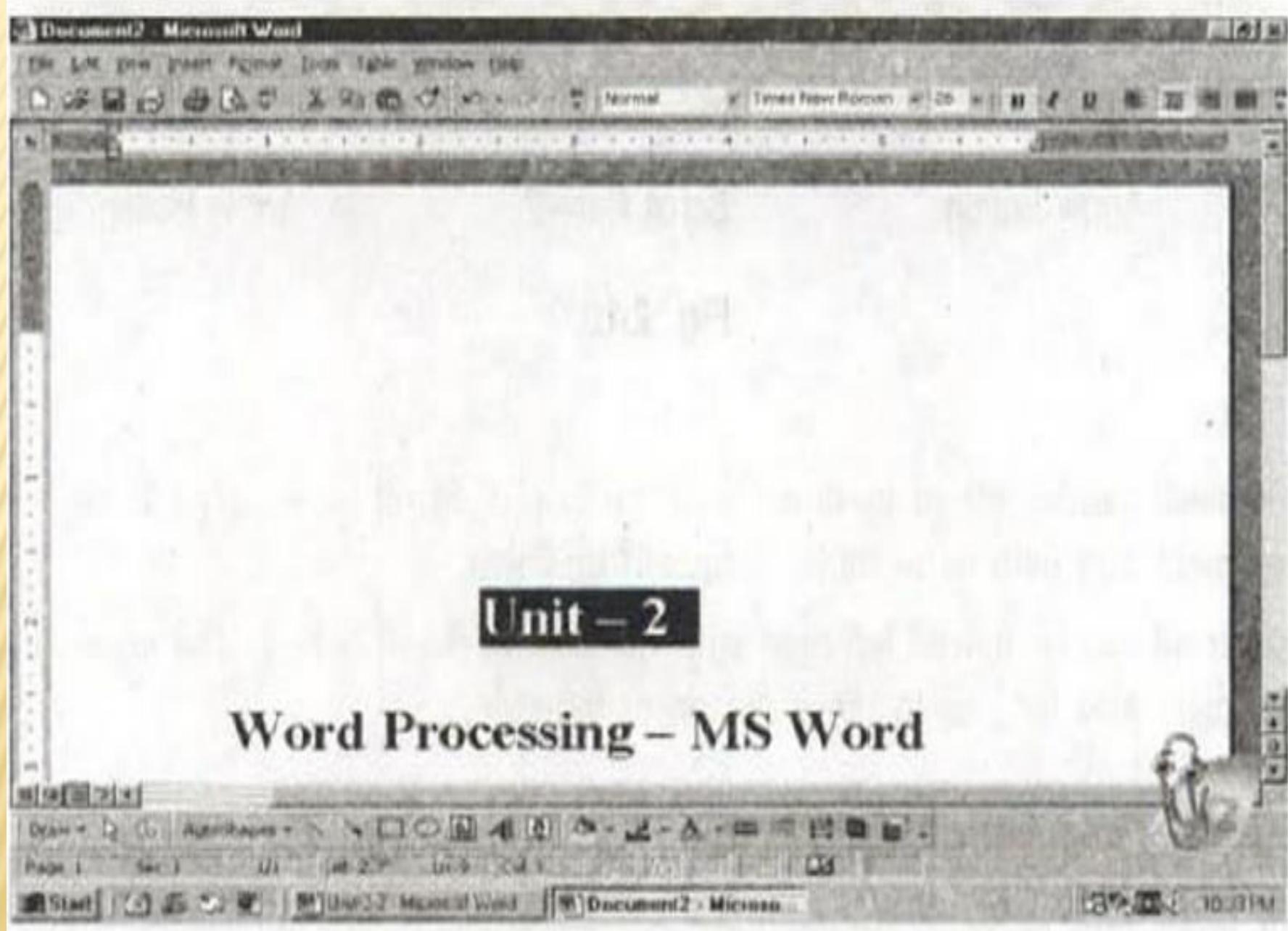
Insertion Point

Editing a Document:

- Its basically three types of options
select, insert and delete.

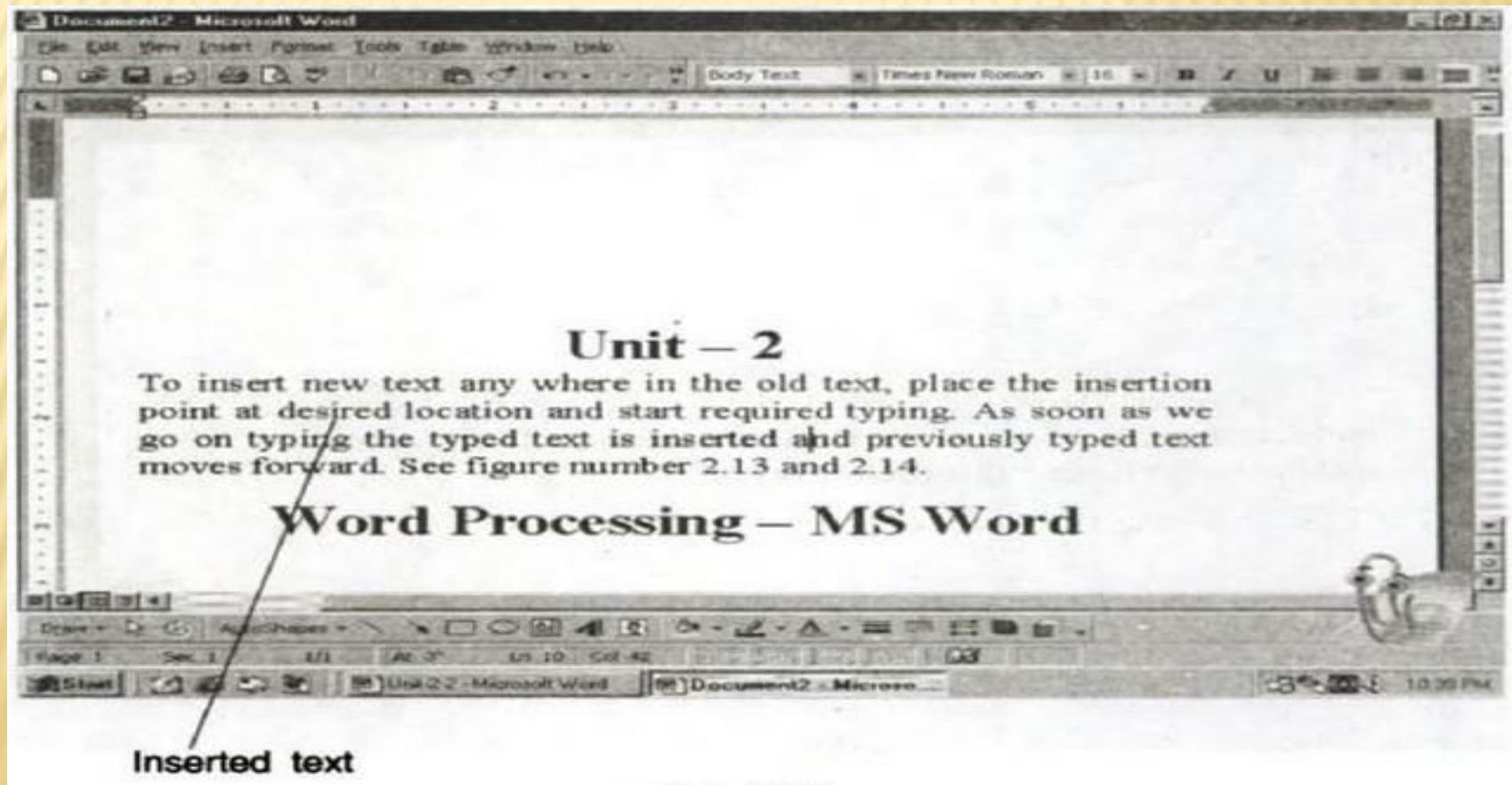
Selecting Text

- In order to select a single word, simply double click that word.
- To select a line press the ‘Ctrl’ key and click anywhere in the line.
- In order to select a line, place the mouse cursor at the beginning of the line.
- In order to select a single paragraph, simply triple click that paragraph.



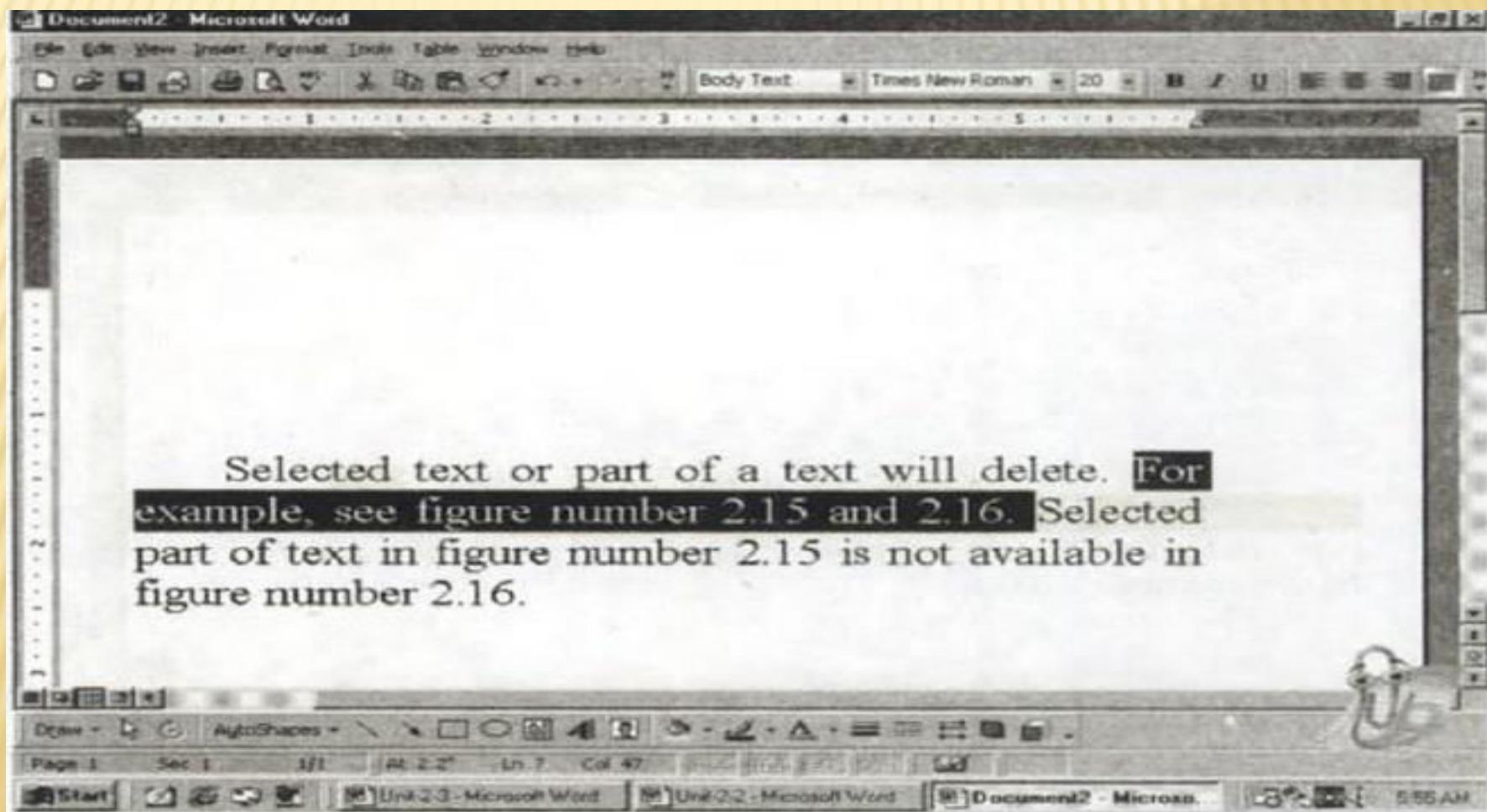
Inserting Text

- To insert new text anywhere in the old text, place the insertion point at the location and start typing.



Deleting Text:

- Select the part for deleting.
- Press 'Delete' button from keyboard.



Undoing and Redoing Changes:

Undo:

- Its using to review the past several things you have done, or that can be undone (Ctrl+Z)
- Click the Undo command button on the Quick Access Toolbar

Redo:

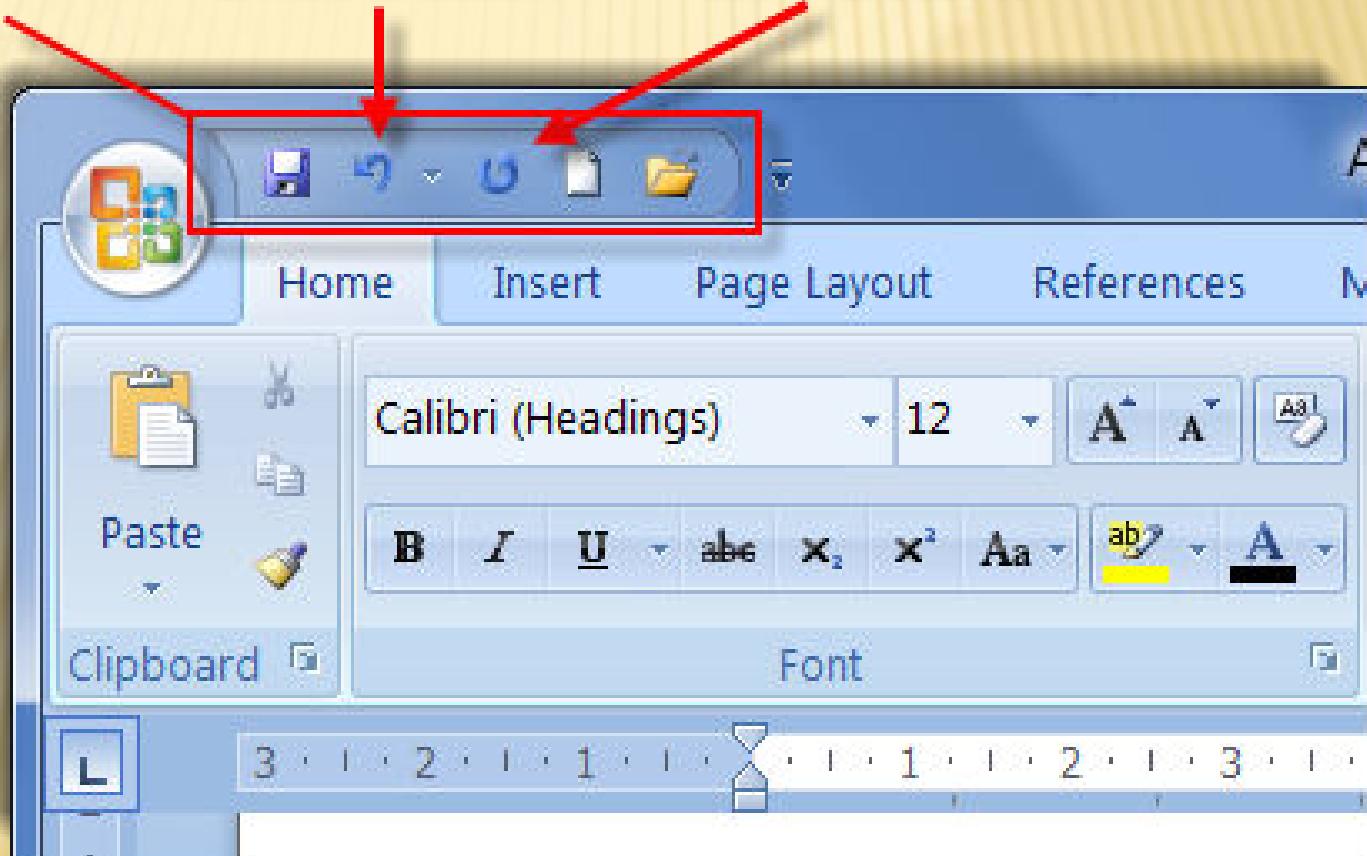
- Its using to Redo recovers the text
- If you use Undo to recover deleted text, Redo deletes the text again (Ctrl + Y)
- Click the Undo command button on the Quick Access Toolbar

Images of Undoing and Redoing Changes:

Quick Access
Toolbar

Undo Button

Redo Button



Cut, Copy and Paste Text :

Cut:

- Highlight the text you wish to copy and right click and click **Cut (Cntrl+X)**,

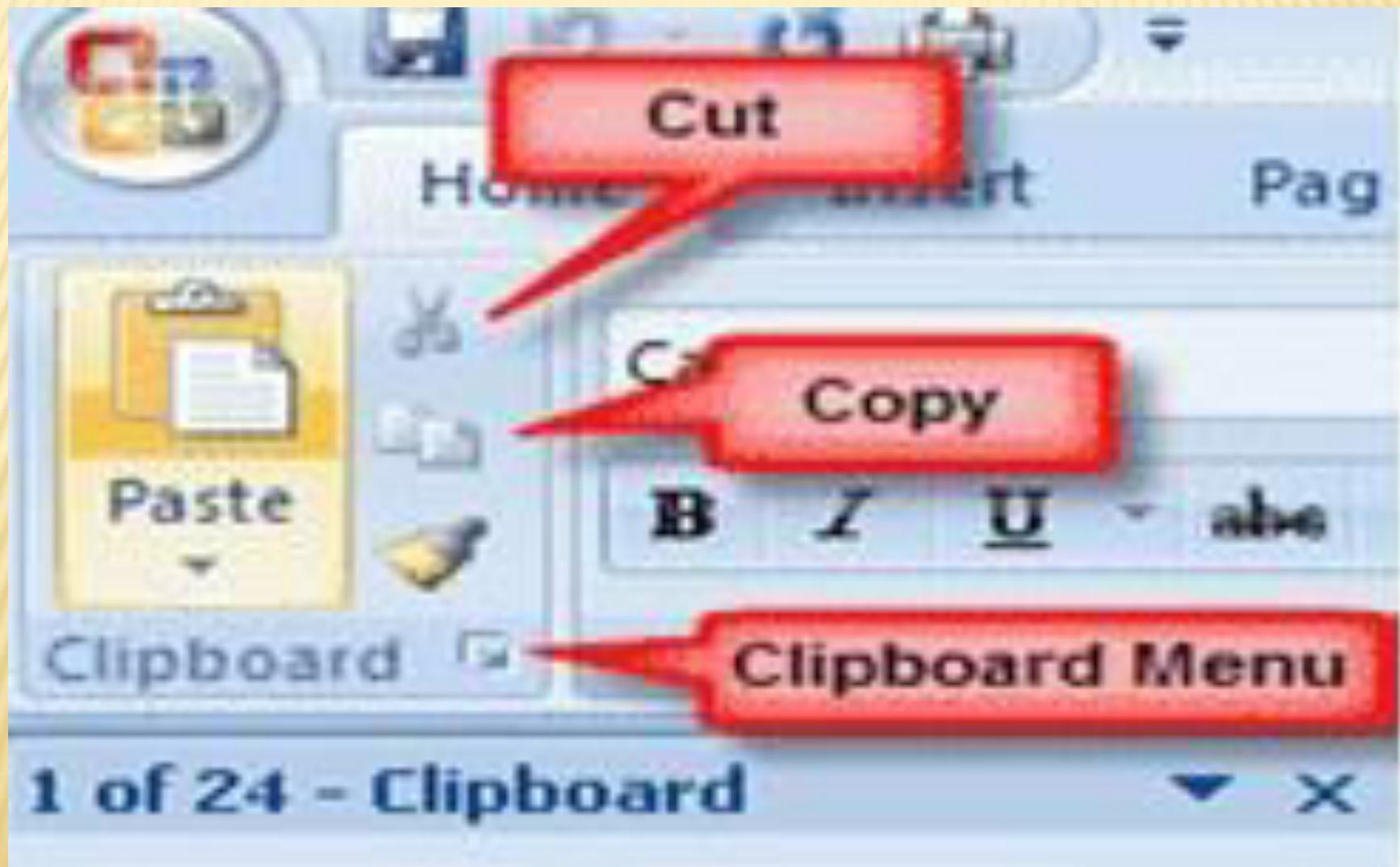
Copy:

- Highlight the text you wish to copy and right click and click **Copy (Cntrl+C)**,

Paste:

- Put your cursor where you want the text in the document and right click and click **Paste (Cntrl+V)**.

Cut, Copy and Paste Text :



Help System:

- Its Asking the Assistant for Help Control
- What sets Office Assistant apart from other help features is that you can use simple to ask for assistance.

Word Help

Search

Loading help from Microsoft Office Online

Show me offline help from my computer.

All Word

Connected to Office Online

Moving Text:

- It's using to Selected part of a text will move from one place to another place
- Select desired part of text to be moved.
- Place the mouse pointer in selected area.
- Press left button and hold it.
- Drag the cursor at desired place.
- Release the left button of mouse.

Selected text or part of a text will delete. For example, see figure number 2.15 and 2.16. Selected part of text in figure number 2.15 is not available in figure number 2.16.

Selected text or part of a text will delete. Selected part of text in figure number 2.15 is not available in figure number 2.16. For example, see figure number 2.15 and 2.16.

Formatting Text and Paragraph:

Using the Font Dialog Box:

- Its using to change the font typeface.
- Click the font arrow next to the font name and choose a font
- Click here once to get a pull down list of all the fonts available to you choose the any one font you like



Times New Roman



Theme Fonts

Cambria

(Headings)

Calibri

(Body)

Recently Used Fonts

T Tw Cen MT

T **Wide Latin**

T *Informal Roman*

T *Monotype Corsiva*

T Arial

T **Times New Roman**

T Arial Narrow

All Fonts

T Agency FB

T **ALGERIAN**

T Arial

T **Arial Black**

T Arial Narrow

T **Arial Rounded MT Bold**

T Arial Unicode MS

T **Baskerville Old Face**

T **Bauhaus 93**

T Bell MT

T **Berlin Sans FB**

T **Berlin Sans FB Demi**

Paragraph Formatting:

- Word supports four types of paragraph alignments.

- Left Alignment - Left margin (**Ctrl +L**)
- Center Alignment - Center (**Ctrl +E**)
- Right Alignment - Right margin (**Ctrl +R**)
- Justify - Left and Right margin

Using Bullets and Numbers in Paragraphs:

Bullets:

- Select the bulleted list you want to customize
- On the *Home* command tab, in the *Paragraph* group, click on the **BULLETS** button
- The *Bullets* pull-down menu appears
- Select the desired numbering option

MS Word - Microsoft Word

Home Insert Page Layout References Mailings Review View

Calibri (Bold) 11 A A A A

B I ab A A A A

Cut Copy Paste Font... Paragraph...

Bullets Numbering Hyperlink... Look Up... Synonyms Translate Styles

Bullet Library

None ● ○ ■ ↗ ✓

Change List Level Define New Bullet...

Page: 1 of 1 Words: 0 English (United Kingdom)

Inbox (171) - su... Microsoft Powe... MS Word - Micr...

90% 09:31 PM

Numbers in Paragraphs:

- Word provides different ways of customizing numbers in order to create an effective numbered list.
- Select the numbered list you want to customize
- On the *Home* command tab, in the *Paragraph* group, click on the **NUMBERING** button.
- Select the desired numbering option

OA Unit I - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Format Drawing Tools

Paste New Slide Layout Reset Delete Slides

Franklin Gothic Bo 32 A A A B I U S AV Aa A

Font

None

1. — 1) —
2. — 2) —
3. — 3) —

I. — A. — a) —
II. — B. — b) —
III. — C. — c) —

a. — i. —
b. — ii. —
c. — iii. —

Bullets and Numbering...

Numbers in Paragraph

➤ Word provides different numbers in order to create numbered list.

i. Select the number and customize

➤ On the Home command tab, in the Paragraph group, click on the NUMBERING button.

➤ Select the desired numbering option

Click to add notes

Slide 35 of 40 "Trek" English (United States) 50% 10:32 AM

Inbox (169...) OA III BCA OA Syllab... UNIT I & ... New Micr... OA Unit I

Finding and Replace Text and Spelling Checking:

Finding Text:

- Open any word document.
- From the *Home* command tab, in the *Editing* group, click **FIND** or Press [**Ctrl**] + [**F**].
- The *Find and Replace* dialog box appears, with the *Find* tab displayed.
- Type the word you want to locate.
- Click on Find Next.
- The particular Word will be displayed with high lighting.

Find and Replace



Find

Replace

Go To

Find what:



Highlight all items found in:

Main Document



More ▾

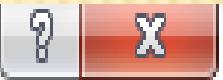
Find Next

Cancel

Replace Command:

- It's used to locate text and change it to something else.
- From the *Home* command tab, in the *Editing* group, click **REPLACE** or Press **[Ctrl] + [H]**
- The *Find and Replace* dialog box appears.
- Click on Replace.
- The Find and Replace dialog box will open.
- Type the text for the search.
- Click in the Replace With text box.
- Type a replacement word and click the ok button.

Find and Replace



Find

Replace

Go To

Find what:

format



Replace with:

with



More >>

Replace

Replace All

Find Next

Cancel

Spelling Checking and Correction:

- Word can run both a spelling and grammar check at the same time.
- Click the **Review** Tab on the Ribbon
- Click **Spelling & Grammar** on the Group
- Click on Spelling and Grammar
- Click on the correct spelling if available
- Click on OK

Spelling and Grammar: English (U.S.)



Not in Dictionary:

Speeling



Ignore Once

Ignore All

Add to Dictionary

Change

Change All

AutoCorrect

Suggestions:

Speling

Spelling

Speeding

Steeling

Peeling

Check grammar

Options...

Undo

Cancel

Inserting Date and Time:

- Many types of documents require the date. You may be working with a memo, a letter, a report, or some other document in which you must put the date.
- Select the digital clock time symbol in bottom right corner
- Click the ‘change date and time setting’
- Select the apply & OK icon.

Home Insert Design Animations Slide Show Review View

Paste New Slide Reset Delete Clipboard Slides

Font Paragraph Drawing Editing

41 Inserting Date and Time

42 Inserting Date and Time

43 Inserting Date and Time

44 Inserting Date and Time

45 Inserting Date and Time

46 Inserting Date and Time

Click to add notes

24 November 2020

November 2020

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

11:36:57 AM Tuesday

Change date and time settings...

Slide 43 of 50 "Trek" English (United Kingdom) OA Unit I Date an... 11:36 AM

OA Unit I - Microsoft PowerPoint

Picture Tools

Home Insert Design Animations Slide Show Review View Format

Paste New Slide Delete Slides

Clipboard

Layout New Slide Delete Slides

Date and Time

Date and Time Settings

Set the date and time:

Date: November 2020

Mo Tu We Th Fr Sa Su
26 27 28 29 30 31 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 1 2 3 4 5 6

Time: 11:37:38 AM

Change calendar settings

OK Cancel

Shapes Arrange Quick Styles

Find Replace Select

Drawing Editing

41

42

43

44

45

46

Slide 44 of 50 "Trek" English (United Kingdom) 50% 11:37 AM

Inbox (...) OA III B... OA Syll... UNIT I... New Mi... OA Unit I Date an...

THANK YOU

MAHENDRA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

SBECI
OFFICE AUTOMATION (M16CCAS01)

STAFF NAME :
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UNIT – II

Enhancing Document:

Page Setup- Inserting Page Breaks- Adding Borders and Shading to Paragraph- Using Headers and Footers in the Document- Print Preview.

Columns, Tables and Other Features:

Creating Tables in Document- Formatting a Table - Using Multiple Columns- Sorting Text.

Using Graphics, Templates and Wizards:

Using Templates- Using the Wizard to Create a Document- Inserting Graphics.

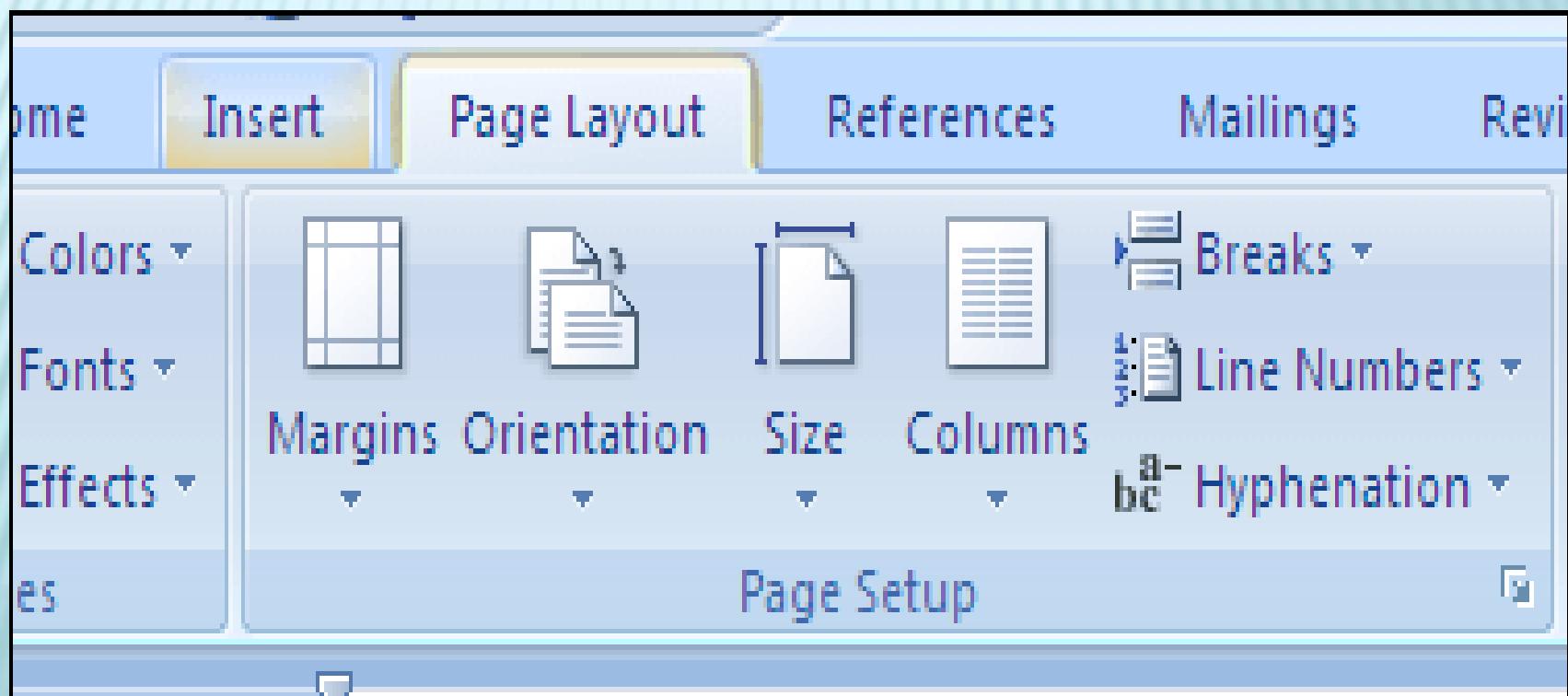
Using Mail Merge:

Mail Merge- Examples of Mail Merge- Viewing and Printing Merged Letters- Creating Mailing labels.

Enhancing Document:

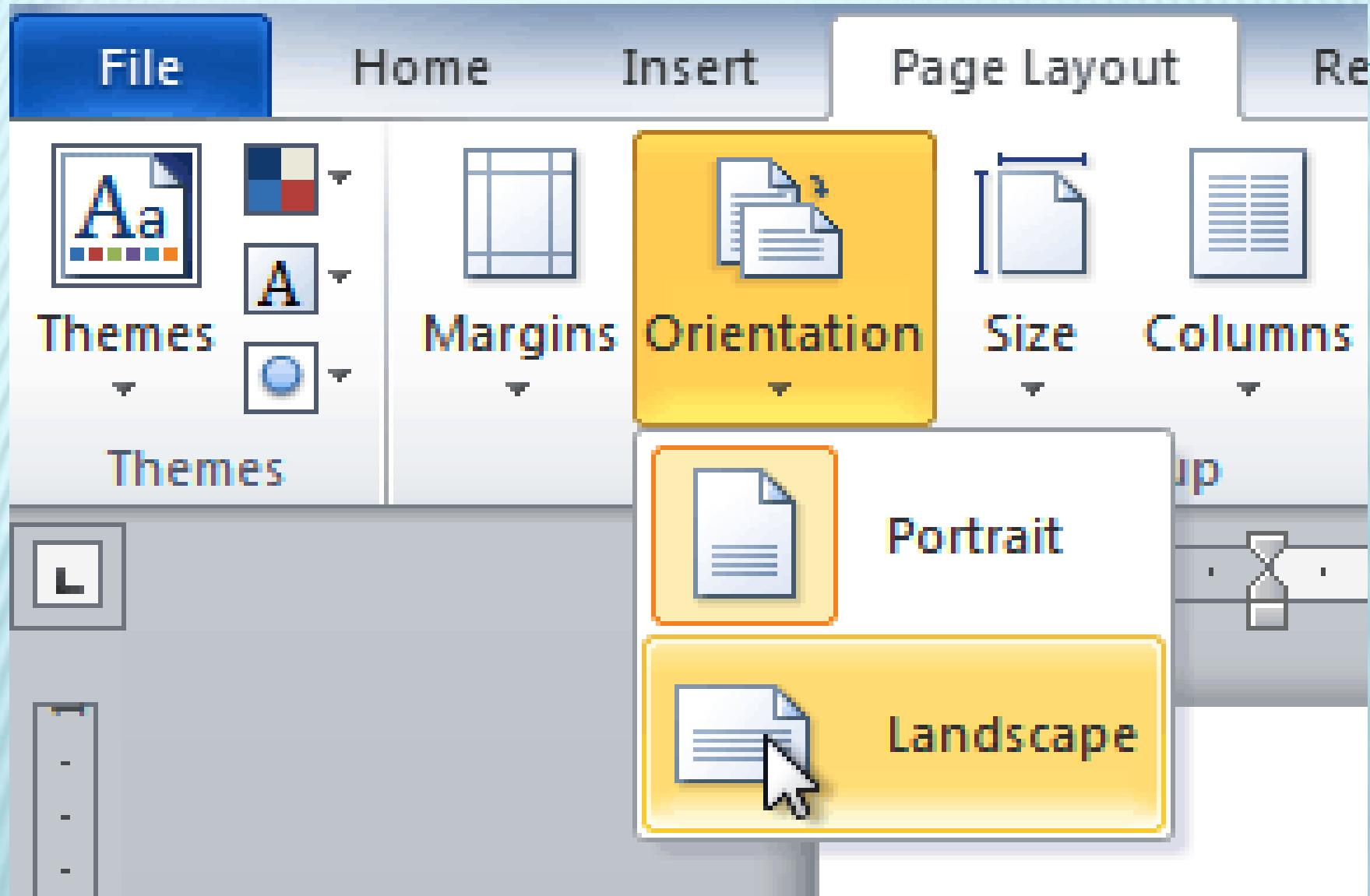
Page Setup:

- It's used to **page orientation**, **paper size**, and **page margins** depending on how you want your document to appear.



Page orientation:

- Select the Page Layout tab
- Click the Orientation command in the Page Setup group.
- Click either Portrait or Landscape to change the page orientation.
- **Landscape** format means the page is oriented horizontally, while **portrait** format means it is oriented vertically.



Page size:

- Select the **Layout** tab, and then click the **Size** command.
- A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.
- The page size of the document will be changed.

File Home Insert Design Layout References Mailings Review View

Margins Orientation Size Columns Hyphenation

Breaks Line Numbers

Indent Spacing

Left: 0" Before: 0 pt

Right: 0" After: 0 pt

Paragraph

Letter
8.5" x 11"

Legal
8.5" x 14" 

Executive
7.25" x 10.5"

A4
8.27" x 11.69"

EASE JOIN US FOR GROVE PUBLICATIONS!

Page Margins:

- Select the **Page Setup** dialog box.
- Click the **Margins**.
- Select **Custom Margins** from the drop-down menu.
- From the **Layout** tab,
- Click **Margins**.
- Select **Custom Margins** from the drop-down menu.
- The **Page Setup** dialog box will appear.
- Adjust the values for each margin, then click **OK**.

File Home Insert Design Layout Ref

Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Last Custom Setting
Top: 0.3" Bottom: 0.3"
Left: 0.35" Right: 0.35"

Normal
Top: 1" Bottom: 1"
Left: 1" Right: 1"

Narrow
Top: 0.5" Bottom: 0.5"
Left: 0.5" Right: 0.5"

Moderate
Top: 1" Bottom: 1"
Left: 0.75" Right: 0.75"

Wide
Top: 1" Bottom: 1"
Left: 2" Right: 2"

Mirrored
Top: 1" Bottom: 1"
Inside: 1.25" Outside: 1"

Office 2003 Default
Top: 1" Bottom: 1"
Left: 1.25" Right: 1.25"

Custom Margins
Custom Margins...

Inserting Page Breaks:

- Different types of **breaks** you can add to your document to change the page layout.
- Place the **insertion point** where you want the **break** to appear.
- Select the **Page Layout** tab.
- Click the **Breaks** command. A menu appears.
- The desired **break option** to create a break in the document.

Page Layout References Mailings Review View

Breaks Watermark Indent Position Wrap Text

Page Size Columns Page Setup

Page Breaks

Page
Mark the point at which one page ends and the next page begins.

Column
Indicate that the text following the column break will begin in the next column.

Text Wrapping
Separate text around objects on web pages, such as caption text from body text.

Section Breaks

Next Page
Insert a section break and start the new section on the next page.

Continuous
Insert a section break and start the new section on the same page.

Even Page
Insert a section break and start the new section on the next even-numbered page.

Odd Page
Insert a section break and start the new section on the next odd-numbered page.

Spacing
Before: 0 pt After: 10 pt

Paragraph

1 2 3 4 5 6 7

Break will be added at insertion point

AdWorks, Inc.
Monthly Report
2010 |

The company has shown growth in many arenas. Revenues have increased since 4th quarter in the Sales department. Additionally, the role of VP of sales was filled, a new sales

chief position was created, and the sales team accrued 24 new clients, including one national chain. Additionally, online ad sales doubled since July of last year. Statistics indicate that sales in most markets are increasing with the use of online ads and our clients are reading those statistics and responding to them. Marketing trends indicate that this growth will continue.

AdWorks received the Triangle Business of the Year award for its role in developing local awareness advertisements for the Local Disaster Relief Fund and the Fight the Drought awareness campaign. President Pete Moss accepted the award on behalf of the creative team at AdWorks.

Adding Borders and Shading to Paragraph:

Adding Borders:

- It's using to decorate a document, use ‘Borders and Shading’ option.
- Open desired document.
- Select the Page Layout tab.
- Click on ‘Page Borders’ option, a dialog will be appear.
- Select the border style
- Click the OK button

Borders and Shading



Borders

Page Border

Shading

Setting:



None



Box



Shadow

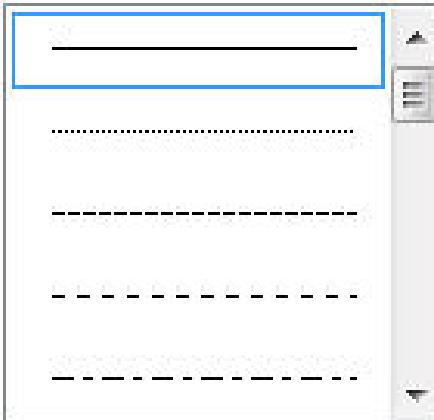


3-D

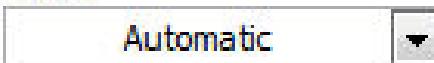


Custom

Style:



Color:



Width:



Preview

Click on diagram below or use
buttons to apply borders



Apply to:

Paragraph

Options...

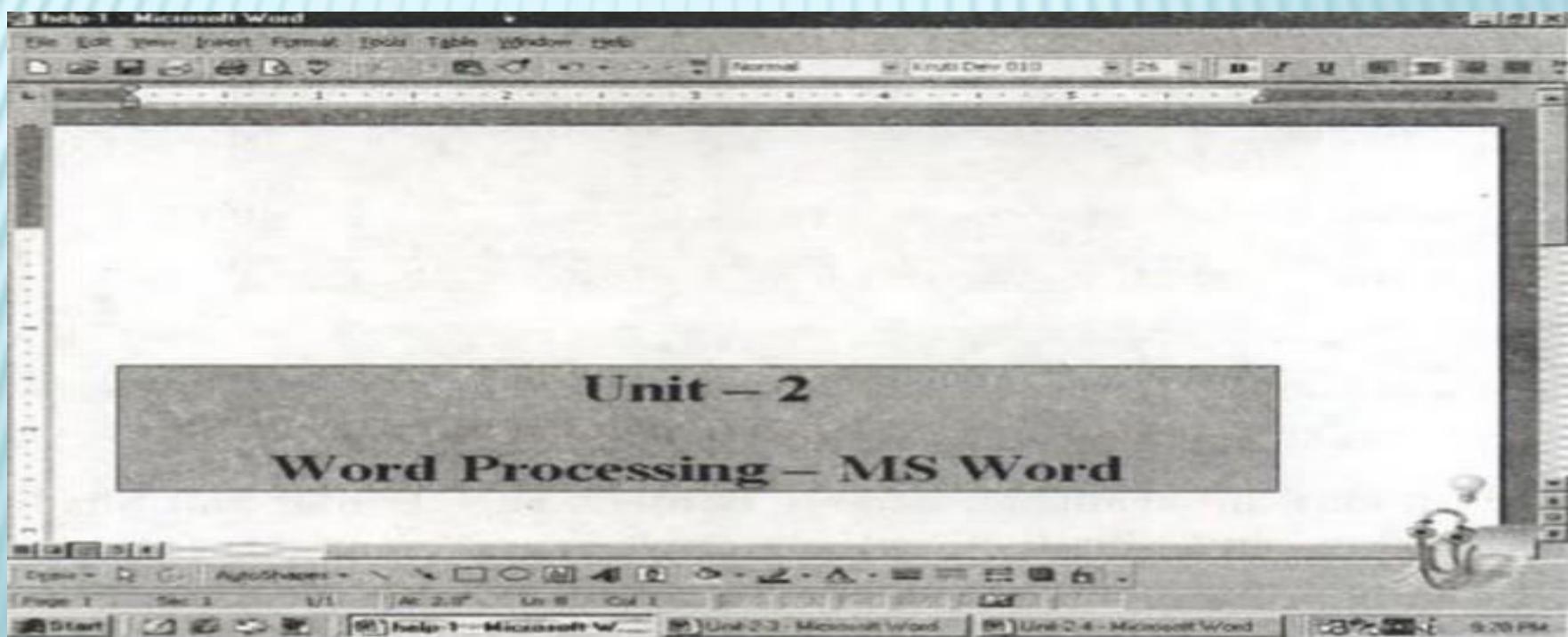
Horizontal Line...

OK

Cancel

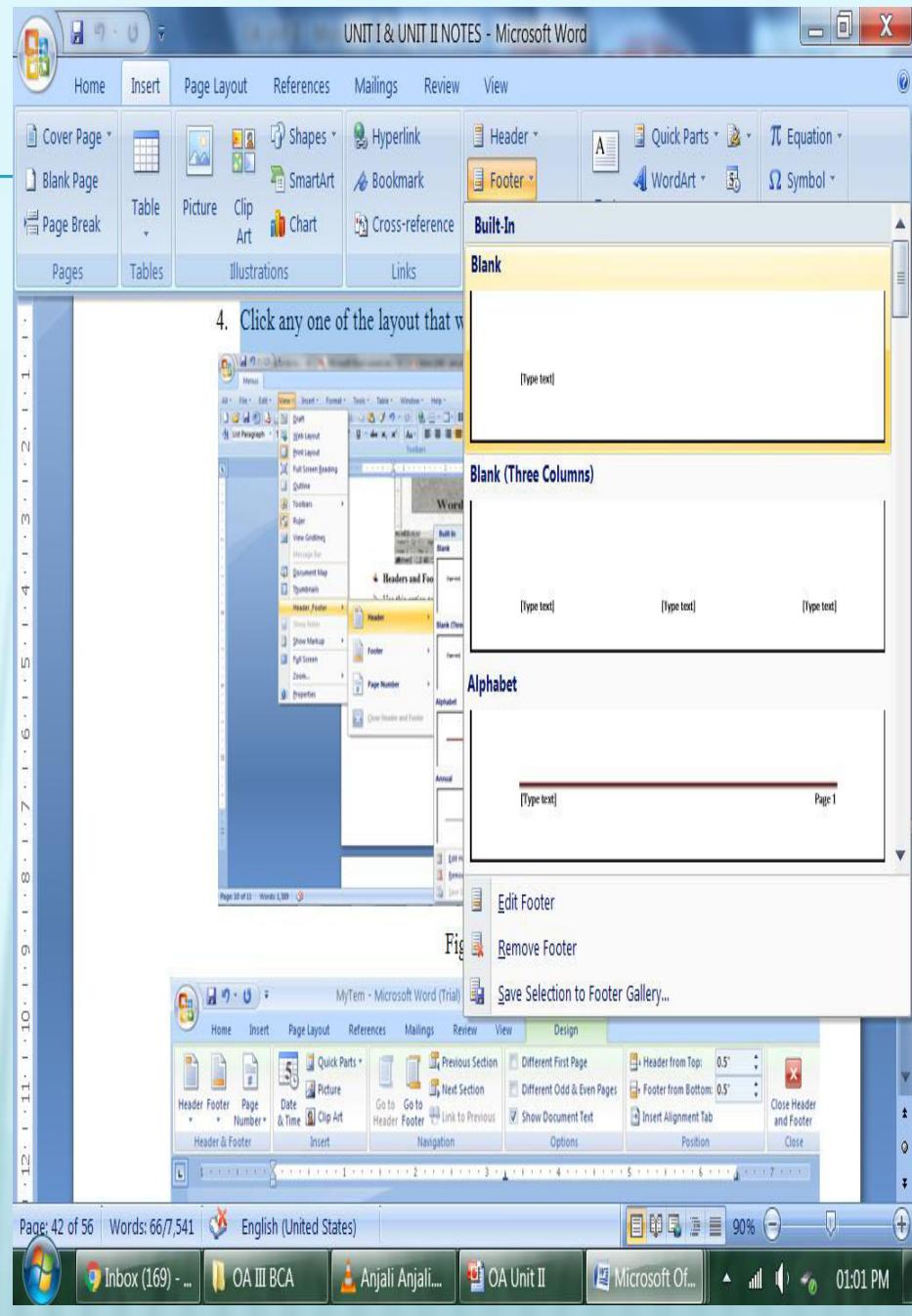
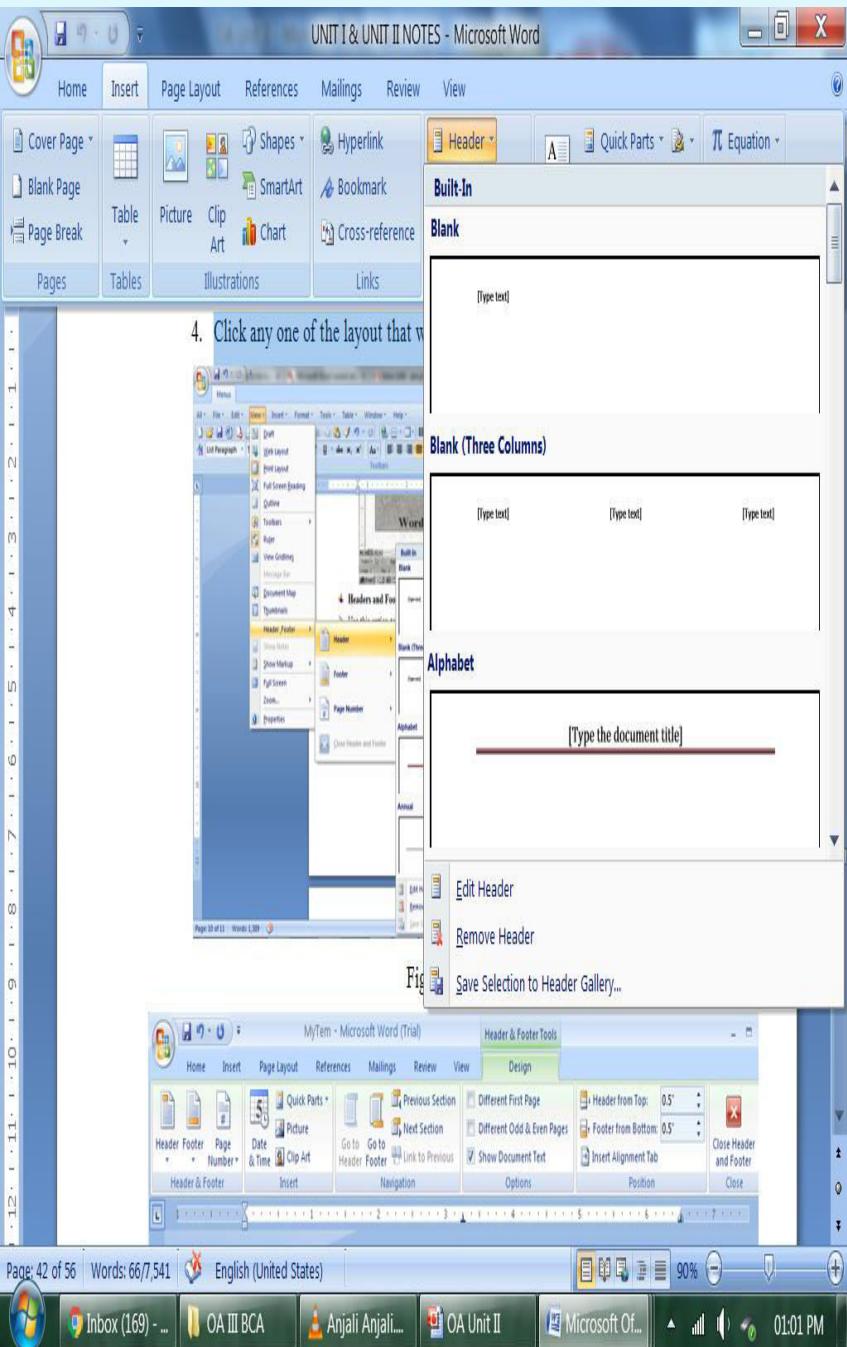
Shading to Paragraph:

- Select desired part of the document.
- Click on ‘Shading’ option.
- Select required colour.
- Click on ‘OK’ button.



Using Headers and Footers in the Document:

- This option uses to insert page number, file name, author name and all other such type of information related to document.
- Open desired document
- Click on ‘insert’ or ‘view’ menu, a drop down list will open.
- Click on ‘Header and Footer’ button, many of the layouts appear.
- Click any one of the layout that will appear in the text.
- Header is top of the details declarations
- Footer is bottom of the details declarations.



Print Preview:

- Select the word document
- Click the office button
- Select the print option
- Click the print range
- Select the OK button

Print

Printer

Name: Samsung M2020 Series (USB001)

Status: Printing : 1 document waiting

Type: Samsung M2020 Series

Where: USB001

Comment: Print to file

Print range

All Current slide Selection
 Custom Show:
 Slides:

Enter slide numbers and/or slide ranges. For example, 1,3,5-12

Copies

Number of copies: Collate

Print what:

Slides

Color/grayscale:

Grayscale

Handouts

Slides per page:

Order: Horizontal Vertical

Scale to fit paper Print hidden slides
 Frame slides High quality
 Print comments and ink markup

Click to add notes

Slide 19 of 20 "Trek" English (United Kingdom) 51% 01:05 PM

16
17
18
19
20

Tables and Other Features:

Creating Tables in Document:

- Select the MS word
- Click the insert icon
- Select the table option
- In the Insert Table window that appears, specify the number of rows and column
- Click the mouse left click option

Home Insert Page Layout References Mailings Review View

Cover Page Blank Page Page Break Pages

Table Picture Clip Art Shapes Hyperlink Header Footer Page Number Text Box Quick Parts WordArt Drop Cap Symbols

9x3 Table

Links Header & Footer Text Symbols

Insert Table... Draw Table Convert Text to Table... Excel Spreadsheet Quick Tables

Page: 42 of 56 Words: 0 English (United States) 90% 01:12 PM

Inbox (...) OA III B... Anthon... OA Unit... OA Syll... UNIT I... New Mi... 01:12 PM

Formatting a Table with Using Multiple Columns:

- Its using to insert no of rows & column for left side, right side.
- Place the cursor in a row above or below which you want to add row
- Right click the mouse
- A menu appears
- Place the arrow over Insert option
- It will display a menu
- As required select 'Insert Rows Above' or 'Insert Rows Below'

Home Insert Page Layout References Mailings Review View

Cover Page Blank Page Page Break Pages

Table Picture Clip Art SmartArt Chart Hyperlink Bookmark Cross-reference Header Footer Page Number Text Box WordArt Drop Cap Text Symbols

9x6 Table

Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

Sorting Text:

- Sort a list alphabetically in Word
- Select the list you want to **sort**.
- Go to Home
- Select sort option
- Set **Sort by** to Paragraphs and **Text**.
- Choose Ascending (A to Z) or Descending (Z to A).
- Select OK.



Home

Insert

Page Layout

References

Mailings

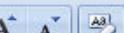
Review

View



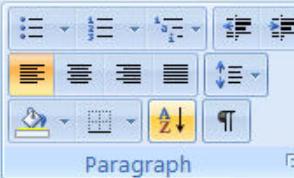
Calibri (Body)

23

**B**IU^{ab}^{x₂}^{x²}AaabA

Clipboard

Font



AaBbCcDd

AaBbCcDd

AaBbCc

Normal

No Spacing

Heading 1

AA

Change Styles

Editing

M
A
H
E
D
R
A

Sort

Alphabetize the selected text or
sort numerical data.

Press F1 for more help.

1 · 2 · 3 · 4 · 5 · 6 · 7 · 8 · 9 · 10 · 11 · 12 · 13 · 14 · 15 · 16 · 17 · 18 · 19 · 20 · 21 · 22 · 23 · 24 · 25 · 26 · 27 · 28 · 29 · 30 · 31 · 32 · 33 · 34 · 35 · 36 · 37 · 38 · 39 · 40 · 41 · 42 · 43 · 44 · 45 · 46 · 47 · 48 · 49 · 50 · 51 · 52 · 53 · 54 · 55 · 56 · 57 · 58 · 59 · 60 · 61 · 62 · 63 · 64 · 65 · 66 · 67 · 68 · 69 · 70 · 71 · 72 · 73 · 74 · 75 · 76 · 77 · 78 · 79 · 80 · 81 · 82 · 83 · 84 · 85 · 86 · 87 · 88 · 89 · 90 · 91 · 92 · 93 · 94 · 95 · 96 · 97 · 98 · 99 · 100

Page: 1 of 1

Words: 7/7



English (United Kingdom)



Sort a list alp...

OA III BCA

Bharathikku K...

OA Unit II

Microsoft Of...



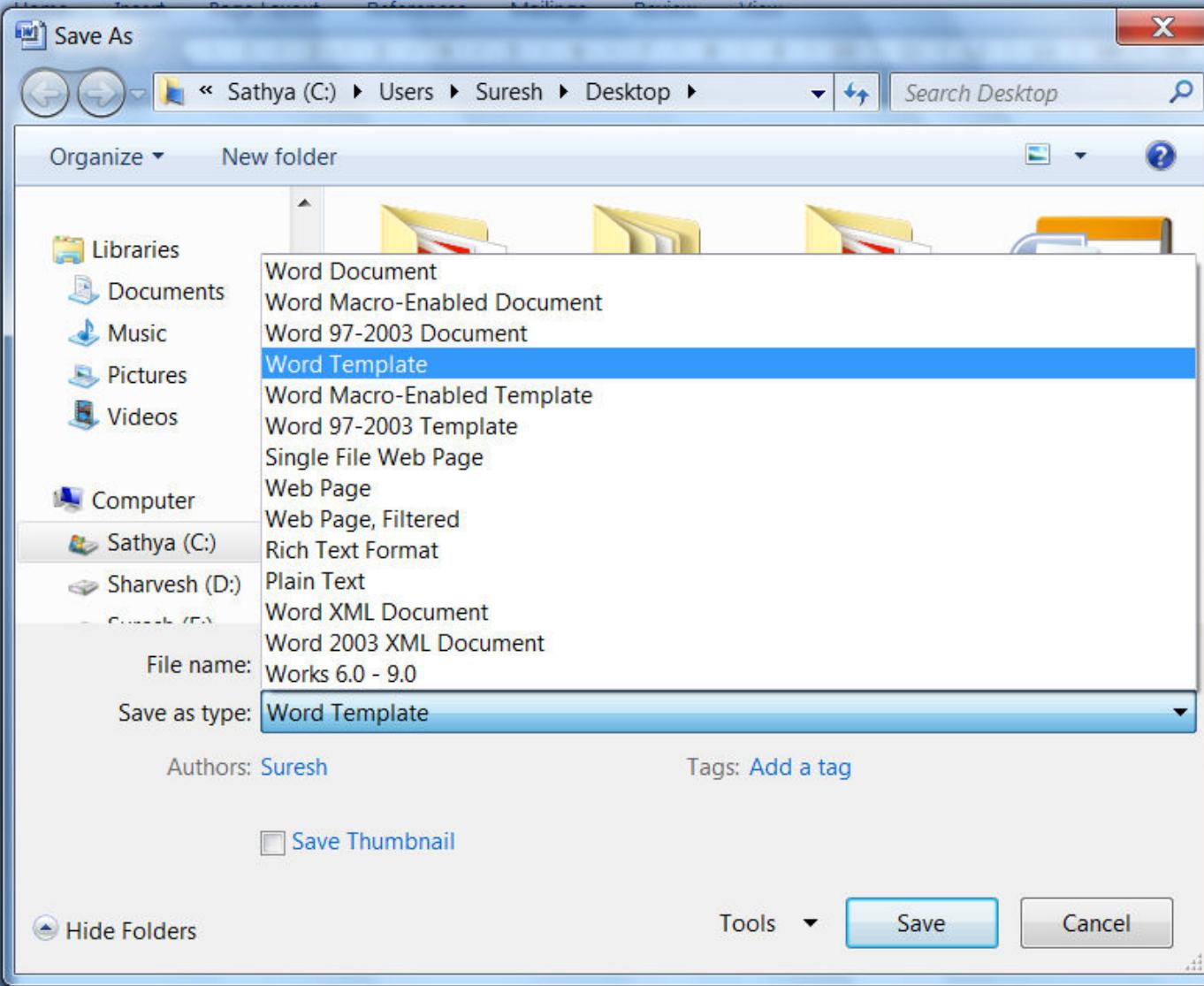
01:32 PM



Using Graphics, Templates and Wizards:

Using Templates:

- Select the particular MS word document
- Click the office button
- Select the save as option
- Click the save as type
- Select word template option
- Click the save button



Inserting Graphics:

- It's using to Insert Clip Art and Insert Picture Document
- Place the cursor
- Select the Insert tab
- Click the Illustrations option
- A task pane appears on the right side of document

-
- Clip art menu will appear
 - Select the suitable option
 - Click the desired clip art with a left click
 - Select the desired picture art with a left click
 - Select Insert option. The image should appear in the document.

Insert Format Tools Table Window Help

Page Break
Page Number
Date & Time...
Quick Parts
Field...
Symbol
Comments
Equation
References
Web Component...

Illustrations
Diagram...
Text Box
Text from File...
Object...
Bookmark...
Hyperlink...
Cover Page
Signature Line

Toolbars

Clip Art...
Picture...
From Scanner or Camera...
New Drawing Canvas
Shapes
WordArt

Using Mail Merge:

Mail Merge- Examples of Mail Merge:

- Its using to send details with multiple persons.
- Select the MS word
- Click the mailing option
- Select the wizard option
- Create the no of details in excel sheet
- Attach the excel sheet in wizard document
- Click the OK options.

Home Insert Page Layout References Mailings Review View

Create

- Envelopes
- Labels
- Start Mail Merge**
- Merge Recipients Recipient List
- Letters
- E-Mail Messages
- Envelopes...
- Labels...
- Directory
- Normal Word Document
- Step by Step Mail Merge Wizard...**

Write & Insert Fields

Rules Match Fields Preview Results Find Recipient Auto Check for Errors Finish & Merge Finish

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

Next: Select recipients
Previous: Select document type

Page: 1 of 1 Words: 0 English (United Kingdom)

OA III BCA En Kannanuk... OA Unit II Microsoft Of... 90% 02:34 PM

Viewing ,Printing Merged Letters:

- Click **Use an existing list** under **Select recipients**
- Click **Browse**
- Select the file
- Click **Open** button
- Select the worksheet tab name that contains the data
- Click **Update all labels** to include the fields on all labels
- Click **Next** and **Preview your labels**
- Click **Print** to send directly to the printer
- Create the label
- Click **OK** button

«AddressBlock»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

Mail Merge

Arrange your labels

If you have not already done so,
lay out your label using the first
label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

-  Address block...
 -  Greeting line...
 -  Electronic postage...
 -  More items...

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

Replicate labels

You can copy the layout of the first label to the other labels on the page by clicking the button below.

Update all labels

Step 4 of 6

- Next: Preview your labels
 - Previous: Select recipients

THANK YOU

MAHENDRA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

**SBECI
OFFICE AUTOMATION (M16CCAS01)**

**STAFF NAME :
N.SURESH, M.Sc., M.Phil.,
ASSISTANT PROFESSOR OF
COMP. SCIENCE & APPLICATIONS
KALIPPATTI, NAMAKKAL.**

UNIT – III

MS-Excel: Excel Basics: Introduction - Menus, Toolbars and their Icons: Menus: File, Edit, View, Insert, Format, Tools.

Data and Window Menu – Toolbars and their Icons – Creating a Chart .

Database: Data Forms – Data Sort – Data Filters - Formulas and Functions.

MS-Excel: Excel Basics:

Introduction :

- Ms-excel are one of the powerful packages that store the data
- Intersection of a row and a column is called a cell
- Typically rows are numbered numerically 1, 2, 3....
- The columns are labeled alphabetically A, B, C... and so on.
- Each sheet provides 256 columns and 65536 rows to work with.

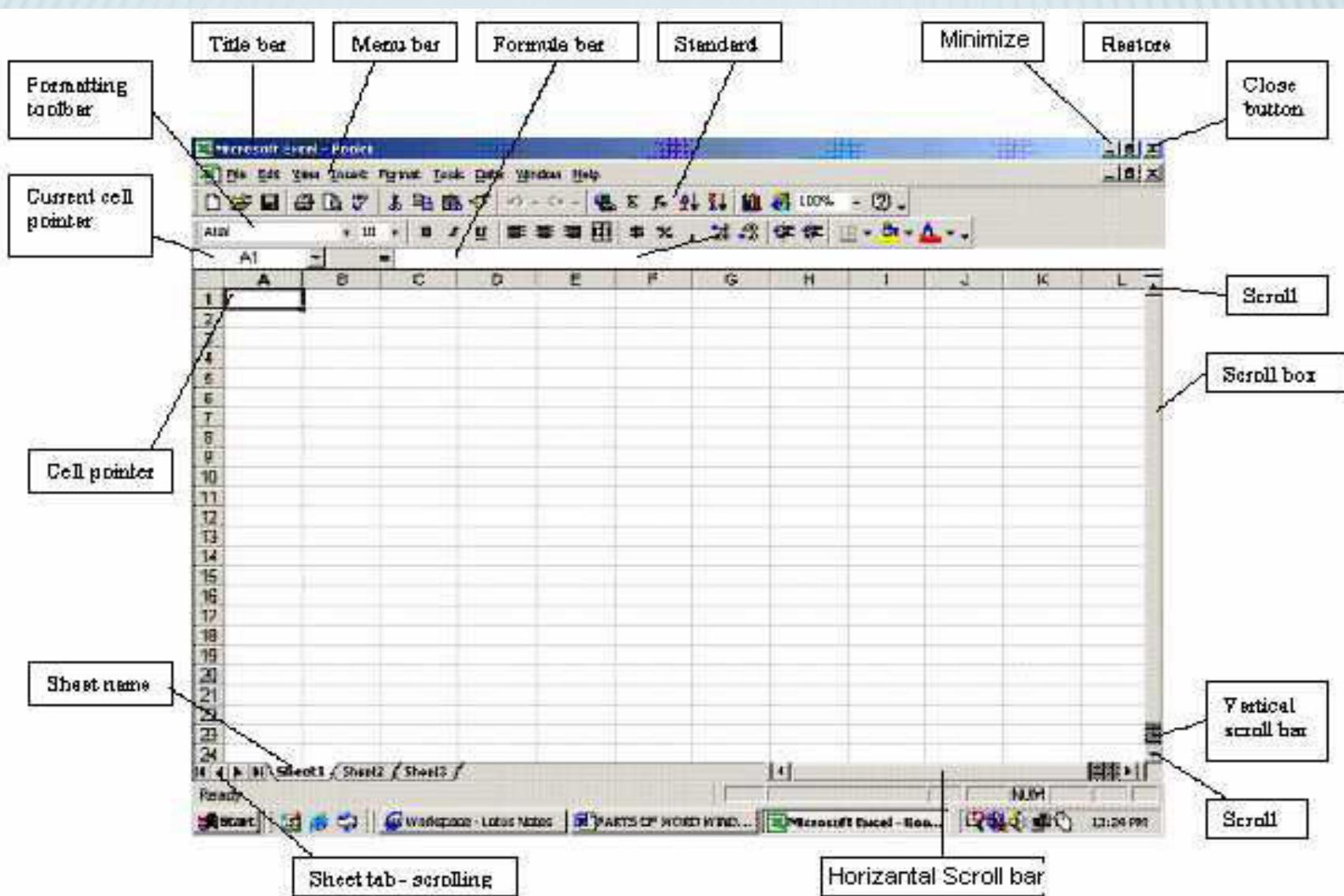
Menu:

- Different types of command is called a menu.

Command:

- Long size of string code or words.
- The menu bar can contain the menus like file, edit, view, insert, format, tool, help etc....

Menu:

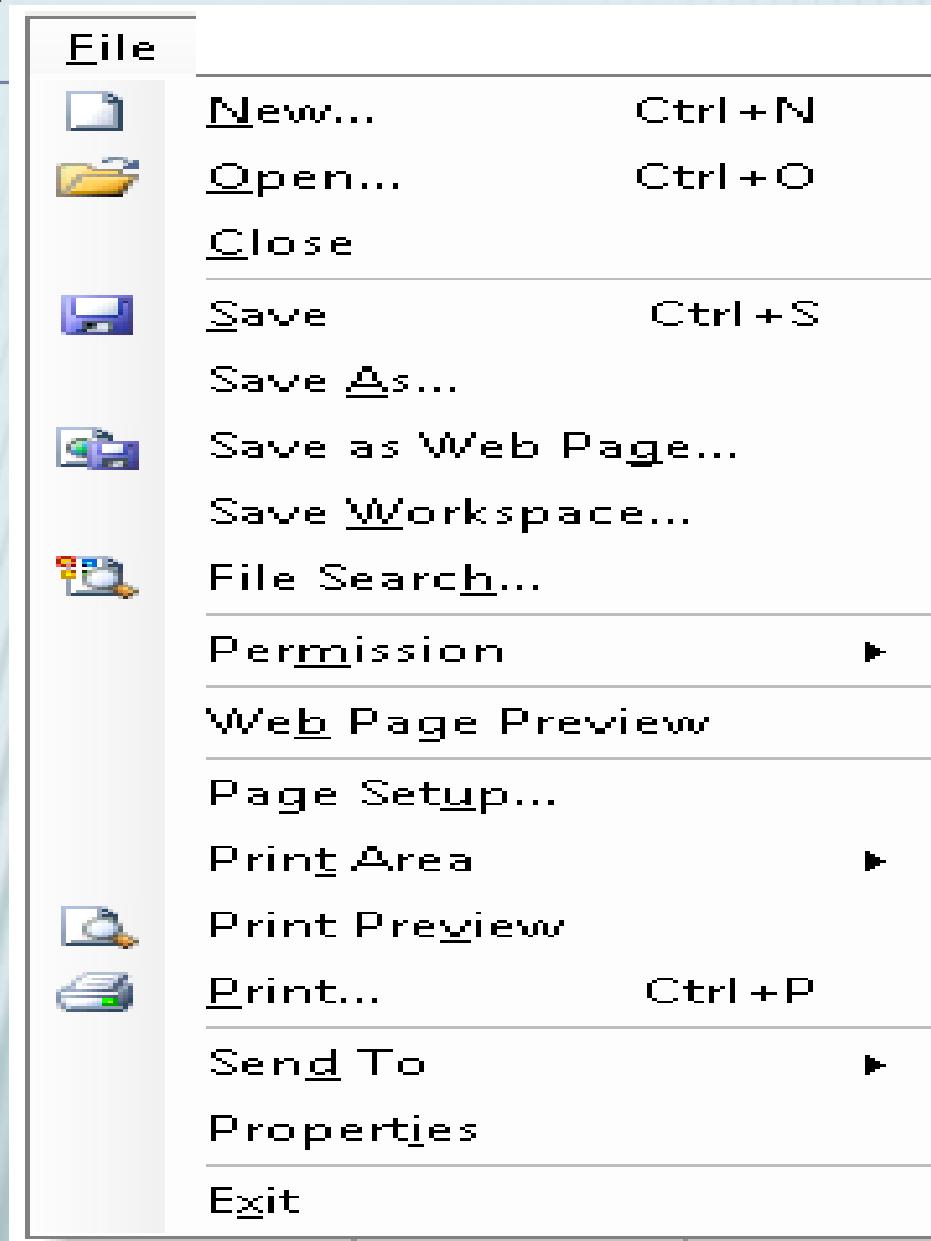


Parts of Excel Window

Types of Menu:

1. FILE MENU
2. EDIT MENU
3. VIEW MENU
4. INSERT MENU
5. FORMAT MENU
6. TOOLS MENU
7. DATA MENU
8. Window Menu

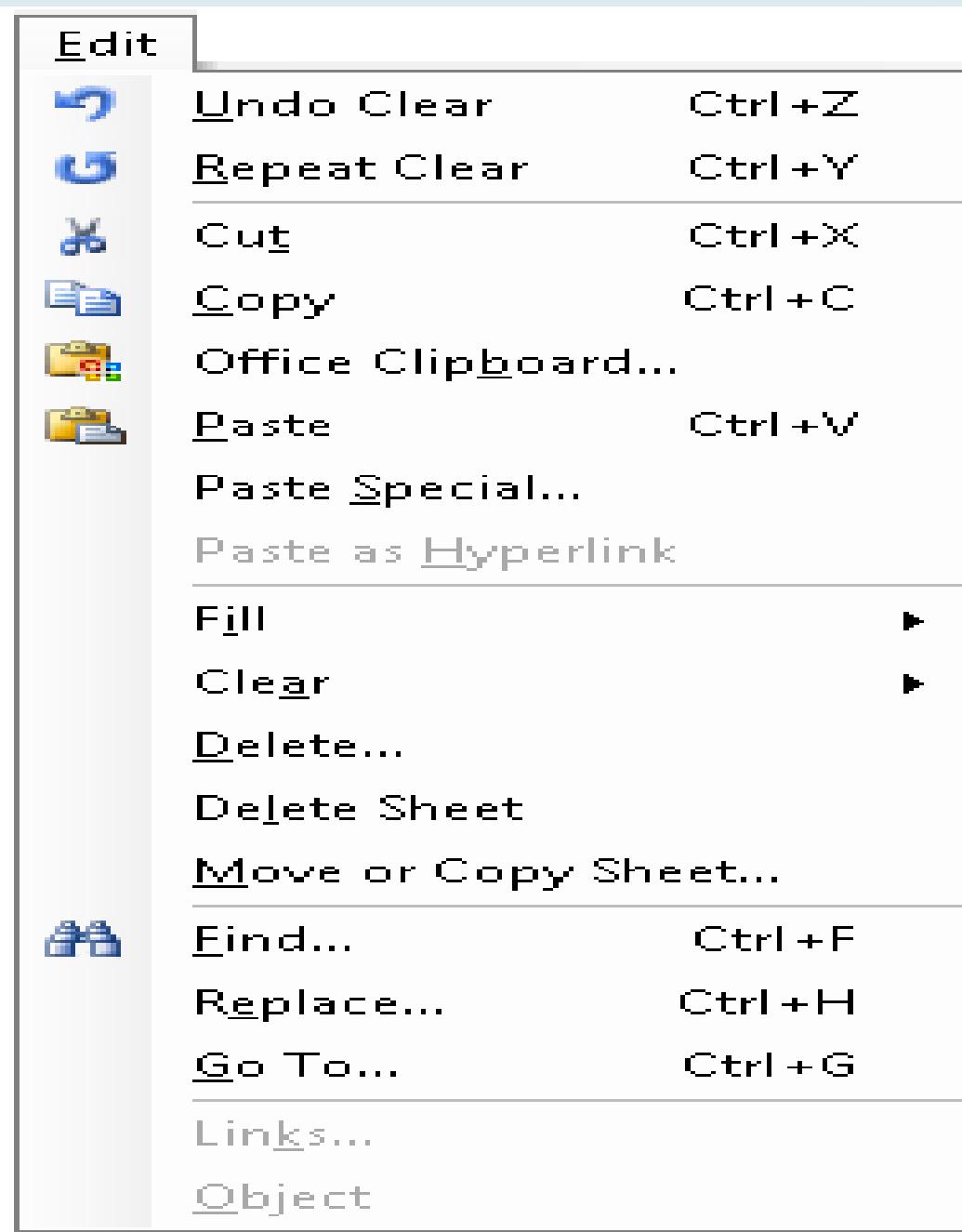
FILE MENU:



- **New:** creates a new blank file.
- **Open:** Find the existing document.
- **Close:** Remove the active file.(save the file before closing).
- **Save:** Store active file with its current file name, location, and file format.
- **Save as:** Store the file with a different file name, location or file format.
- **Save as web page:** Saves the file in web page format.
- **Web page preview:** Allows you to preview the current file as web page.

- **Page setup:** sets margins, paper source, paper size, page orientation.
- **Print preview:** shows a preview of how exactly a file will look when you print it.
- **Print:** Prints the active file or selected items, to the selected printer or fax.
- **Send to:** Sends the document to a mail recipient as an e-mail.
- **Exit:** close the Ms Excel file.

EDIT MENU:

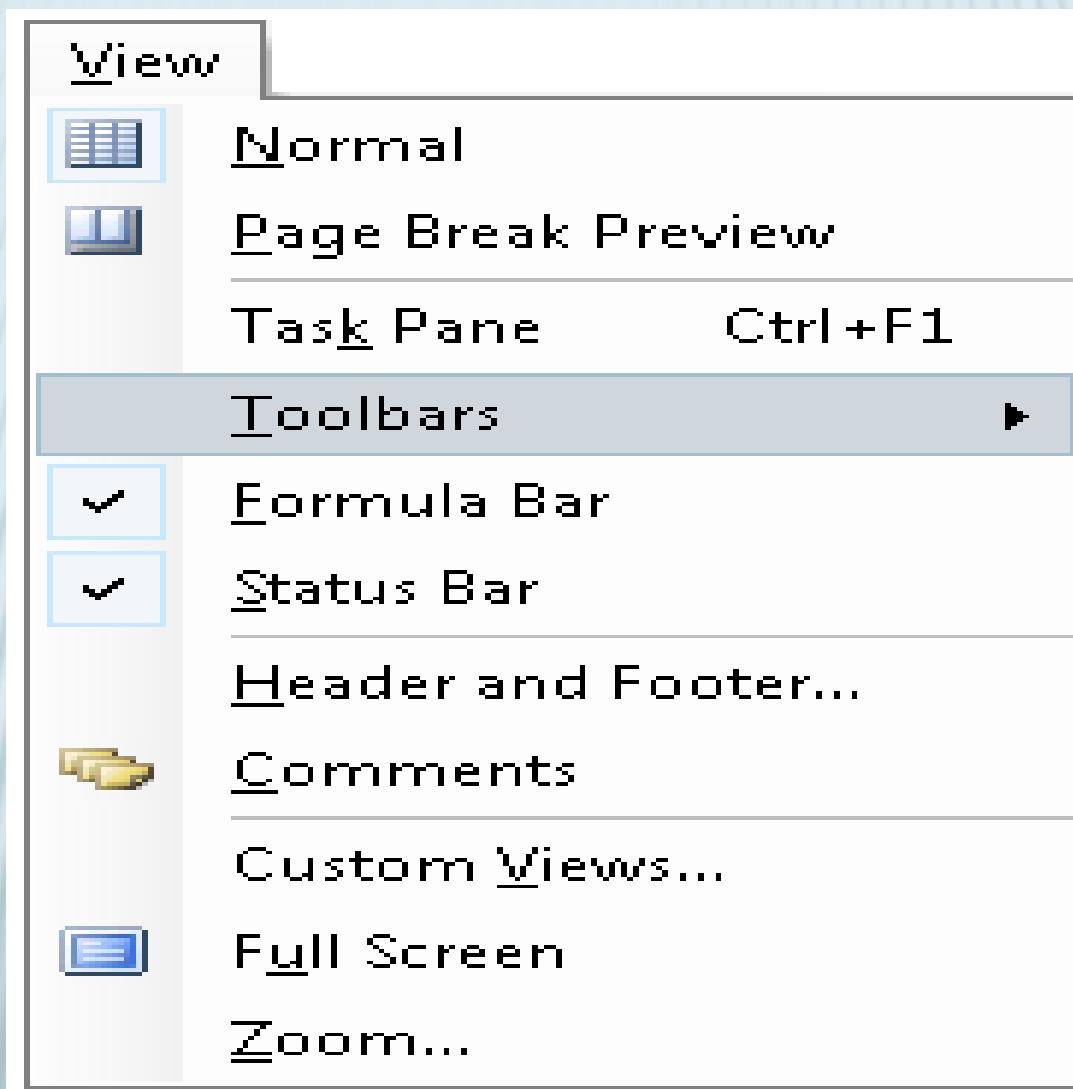


- **Undo** : Reverse the last executed command.

- **Replace** : Reverses the Undo command i.e. restores the last command.
- **Cut**: Remove the selective document and paste another locations.
- **Copy**: Select the document and paste another locations
- **Paste**: Display the cut or copy document in to another locations
- **Paste special**: Display the clipboard content
- **Paste as Hyperlink**: Inserts the clipboard content

- **Fill:** Set of records that numbers, dates, or other items.
 - **Clear:** Deletes the selected object or text.
-
- **Delete:** Remove the selected cells.
 - **Delete Sheet:** Remove the selected sheets.
 - **Move or Copy Sheet:** Passing the selected worksheets from one workbook to another workbook or different locations
 - **Find:** Search the specified text, formatting, symbols, comments.
 - **Replace:** Replace the specified text
 - **Go To:** Moves the insertion pointer to the item where you want to go.
 - **Links:** Displays the information for each link in the current file.
 - **Object:** Set of application editing applications.

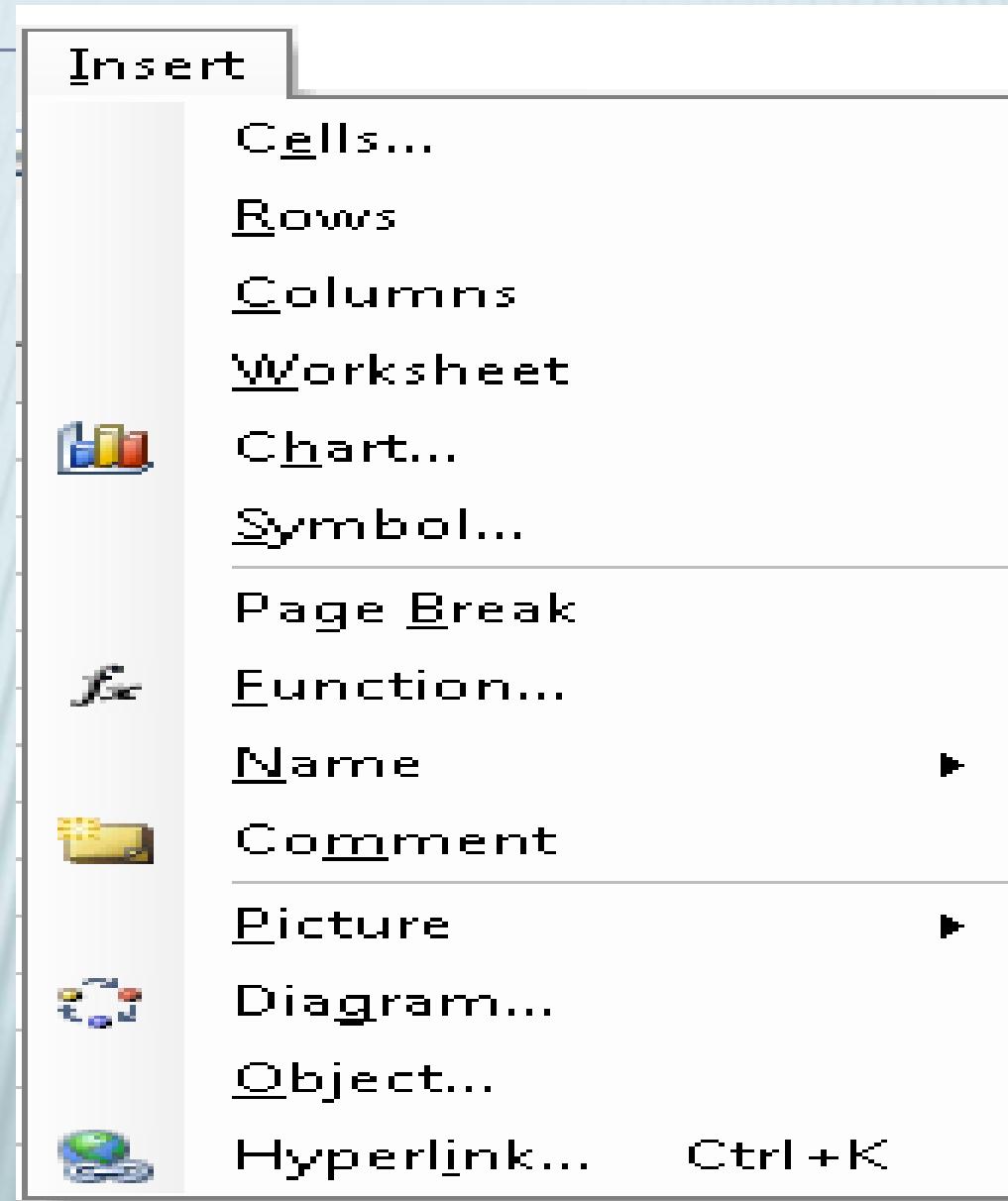
VIEW MENU:



- **Normal:** Normal or default view.
- **Page break preview:** It's a Page layout which is an editing view.
- **Task pane:** Displays the task pane, an area where we can create new files, search for information.
- **Toolbars:** Toolbars allow you to organize the commands.
- **Formula bar:** Displays or hides the formula bar

- **Status bar:** Displays or hides the commands
- **Header & footer:** Adds or changes the text and numbers that appears at the top and bottom of every worksheet.
- **Comments:** Review in the comment pane.
- **Customs Views:** Creates different views of a worksheet.
- **Full screen:** Large display of document.
- **Zoom:** Enter a magnification between 10 & 200 percent to reduce or enlarge the display of the active document.

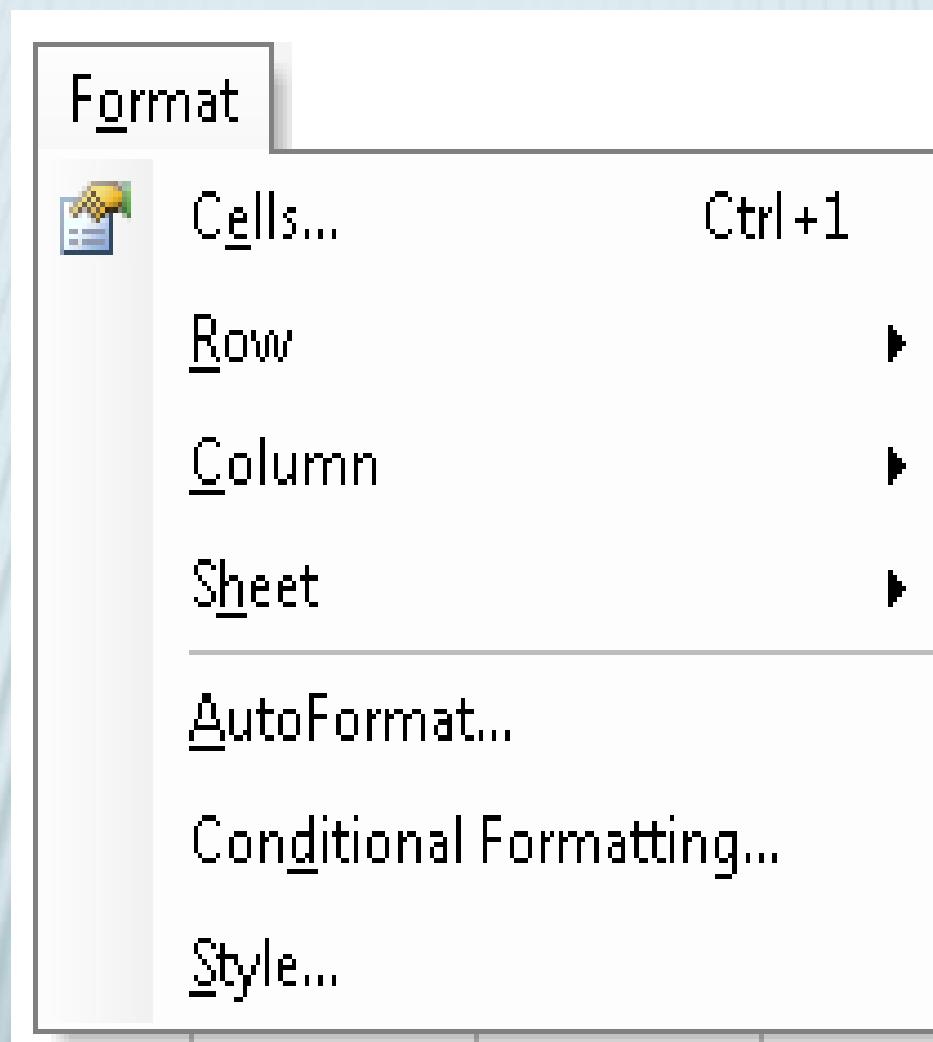
INSERT MENU:



-
- **Cells:** Inserts the number
 - **Rows:** Horizontal order of list selection
 - **Columns:** Vertical order of list selection
 - **Worksheet:** Inserts a new worksheet
 - **Chart:** Different steps of document details creations
 - **Page break:** Divided the Insert pages

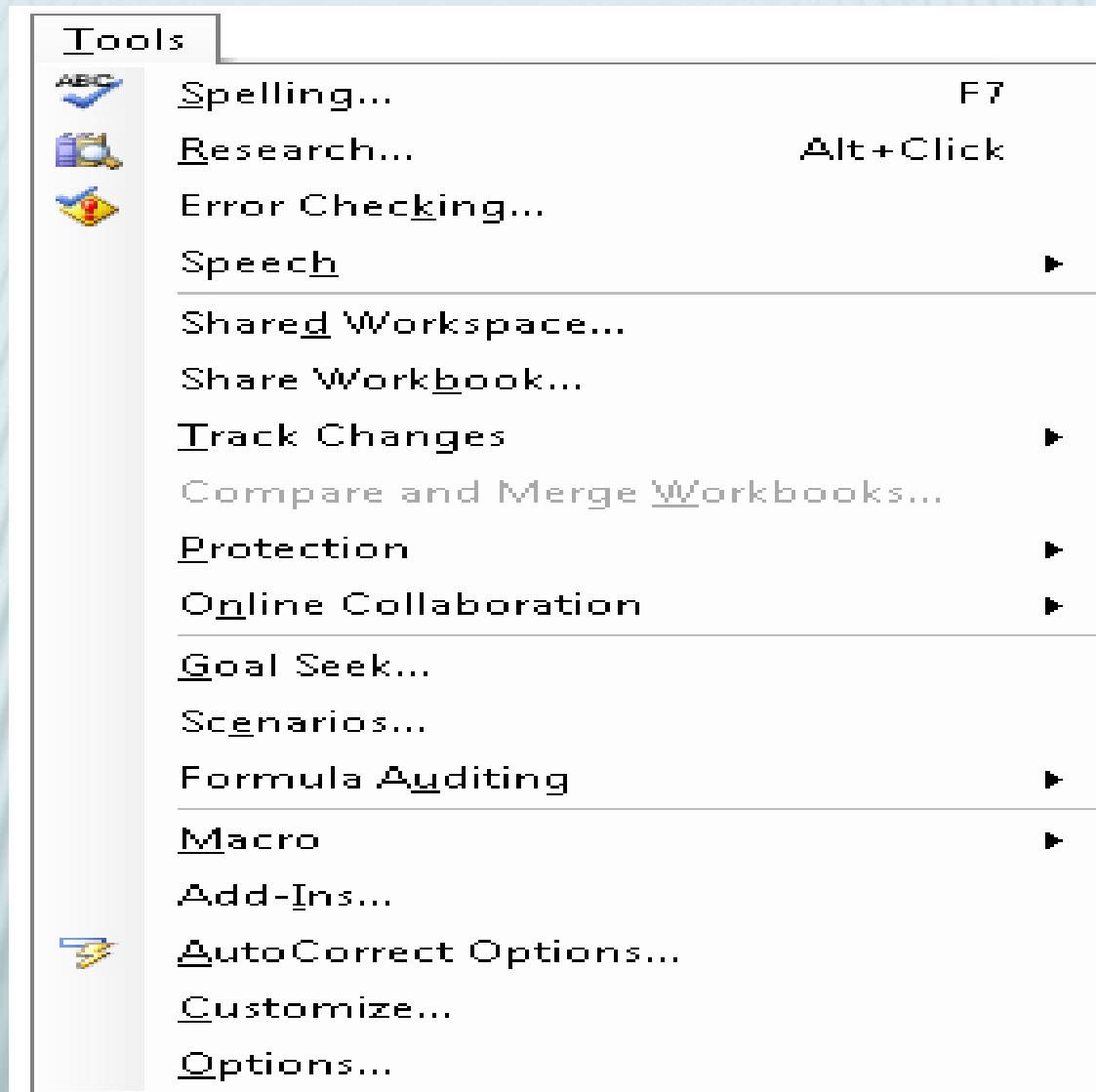
-
- **Function:** Displays a list or values of arguments.
 - **Name:** Defines, creates, pastes and applies letters or text
 - **Comment:** Inserts pictures from clip art
 - **Picture:** Insert images or pixels from the clip art
 - **Object:** Inserts the applications

FORMAT MENU:



- **Cells:** The protected excel sheet
- **Rows:** Formats horizontal line increases / decreases heights, autos fits selection and hides / unhide rows.
- **Column:** Formats vertical line increases / decreases heights, autos fits selection and hides / unhide columns.
- **Sheet:** Formats worksheets –renames, hides or unhide sheets
- **Auto format:** It's using to automatically selected the list.
- **Conditional formatting:** Criteria based values or formulas
- **Style:** Defines or applies to the selection a combination of formats

TOOLS MENU:

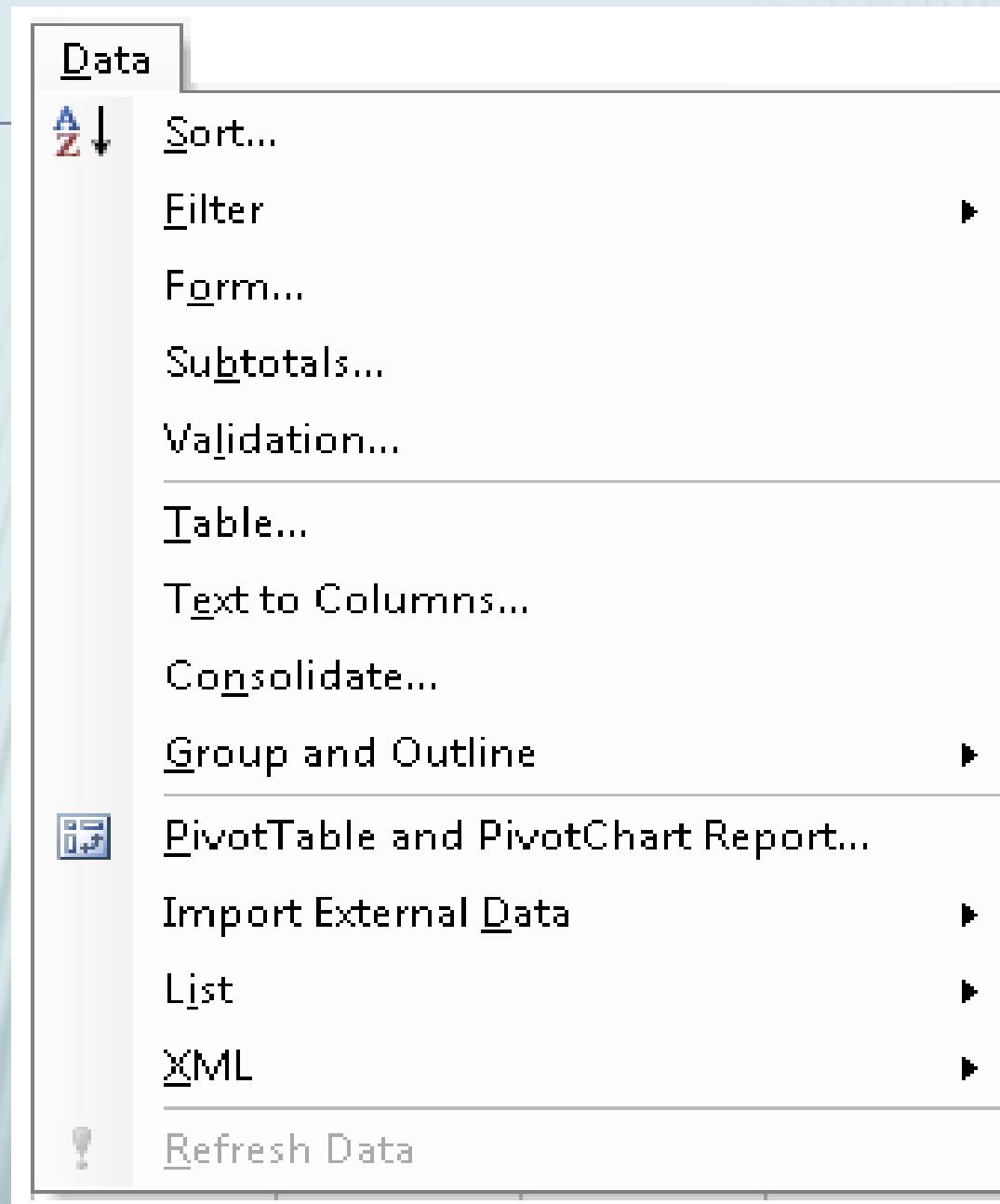


- **Spelling & grammar:** Checks the active document for spelling, grammar and writing style errors
- **Research:** It's a free-based reference tools
- **Error checking:** Worksheet spell corrections
- **Speech:** Text dictating text.
- **Shared work space:** SharePoint Services sites and its using to web browser opening controller.
- **Share workbook:** It's using to network based workbook editor
- **Track Changes:** Marks changes in the current document

-
- **Compare & Merge workbooks:** Track changes from the active document
 - **Protection:** Using to Prevents changes system that mean password setting
 - **Online Collaborations.** It's a e-mail address books
 - **Goal seeks:** Adjusts the value in a specified cell
 - **Scenarios:** Creates & saves sets of data

- **Formula Auditing:** Find the different types of cells
- **Macro** Using to edit or delete record and slow security level of files (VB controller)
- **Add-Ins** Attaches a different types of template to the active document
- **AutoCorrect Options:** Used to correct text automatically and store , reuse the text
- **Customize** Using to shortcut key assignments
- **Options** Modify the MS office settings

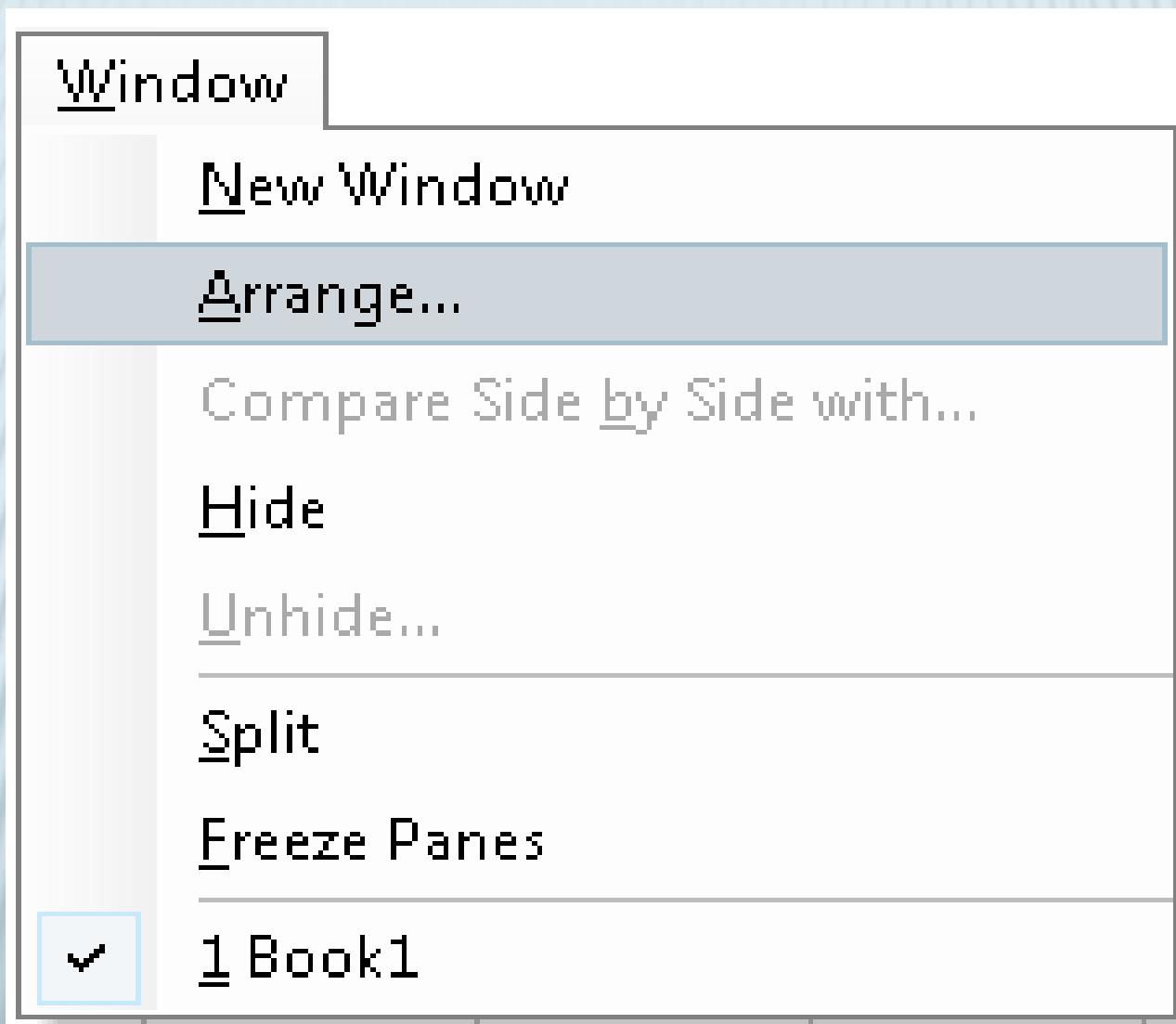
DATA MENU:



- **Sort:** Arranges the information (alphabetical order)
- **Filter:** AutoFilter of the arrows and label
- **Form:** Using to add, delete and find records in the database.
- **Subtotals:** Calculate the grand total automatically
- **Validation:** Using to set the time limits on the valid entries.

- **Table:** Data tables collections and formula setting
- **Text To Columns:** Veridical order of text setting
- **Consolidate:** Summarizes the data
- **Group & Outline:** Creates & clean outlines.
- **Pivot table & chart report:** Creating or modifying a table record.
- **Get External Data:** Creates & runs Web or data base Queries.
- **Refresh data:** Updates the databases and changes.

Window Menu and Help:



- **New window:** opens the new window with the same contents at the same time.
- **Arrange all:** Displays all open files. it easier to cut, copy and paste between files.
- **Hide:** Hides the active workbook window. A hidden window remains open.
- **Unhide:** Displays hidden workbook window.
- **Split:** Separate the active window into panes.
- **Freeze Panes:** Freezes the top pane. It's keep columns & rows title in view while you're scrolling a worksheet. Freezing titles in a worksheet does not affect printing.
- Help is using to MS Office Online Assistant.

Toolbars and their Icons :

- Group of icons is called toolbars

Types:

1. Standard toolbar
2. Formatting toolbar
3. Drawing toolbar

View**Normal****Page Break Preview****Task Pane** **Ctrl+F1****Toolbars****Formula Bar****Status Bar****Header and Footer...****Comments****Custom Views...****Full Screen****Zoom...****Standard****Formatting****Borders****Chart****Control Toolbox****Drawing****External Data****Forms****Formula Auditing****List****Picture****PivotTable****Protection****Reviewing****Task Pane****Text To Speech****Visual Basic****Watch Window****Web****WordArt****Custom 1****Customize...**

STANDARD TOOLBAR;

PERMISSION (Unrestricted access)

SORT DESCENDING

OPEN

PRINT
OVERVIEW

RESEARCH

COPY

FORMAT
PAINTER

REDO
(ctrl+y)

AUTO SUM

DRAWING

EXCEL HELP



NEW

SAVE

PRINT

SPELLING

CUT

PASTE

UNDO
(ctrl+z)

SORT
ASCENDING

ZOOM

INSERT HYPERLINK

CHART WIZARD

- **New** : Creates a new document.
-

Alternative: File → New

Shortcut → Ctrl + N.

- **Open** : Opens an existing document

Alternative: File → Open.

Shortcut → Ctrl + O.

- **Save** : Store the active document

Alternative: File → Save.

Shortcut → Ctrl + S.

- **Print** : Prints the active document.

Alternative: File → Print.

Shortcut → Ctrl + p.

- **Print Preview** : Displays full page.
Alternative: File → Print Preview.
Shortcut → Ctrl + F2.
- **Spelling** : Checks the spelling.
Alternative: Tools → Spelling and grammar.
Shortcut → F7.
- **Format Painter** : Select the specified location.
Shortcut → Ctrl + Shift + c.
- **Cut** : Cuts the selection clipboard.
Alternative: Edit → Cut.
Shortcut → Ctrl + X.

➤ **Copy** : Copies the selection clipboard.

Alternative: Edit → Copy.

Shortcut → Ctrl + C.

➤ **Paste** : Inserts the clipboard contents

Alternative: Edit → Paste.

Shortcut → Ctrl + V.

➤ **Undo** : Reverses certain commands.

Alternative: Edit → Undo.

Shortcut → Ctrl + Z.

➤ **Redo** : Reverses the action of text

Alternative: Edit → Repeat.

Shortcut → Ctrl + Y.

➤ **Insert Hyperlink** : Displays the destination object

Alternative: Edit → Repeat.

Shortcut → Ctrl + K.

➤ **Auto Sum**: Adds numbers automatically with the SUM function. It's based on Excel.

➤ **Sort Ascending**: Order of the alphabet (Start of the alphabet)

Alternative: Table->Sort->Ascending

➤ **Chart Wizard**: Creating or modifying an embedded chart on worksheet

- **Sort Descending:** Order of the alphabet (end of the alphabet).

Alternative: Table->Sort->Descending

- **Drawing:** Shows or hides the Drawing Toolbar.

Alternative: View->Toolbar->Drawing

- **Microsoft Excel Help:** MS office assistants

Alternative: Help->Microsoft Word Help

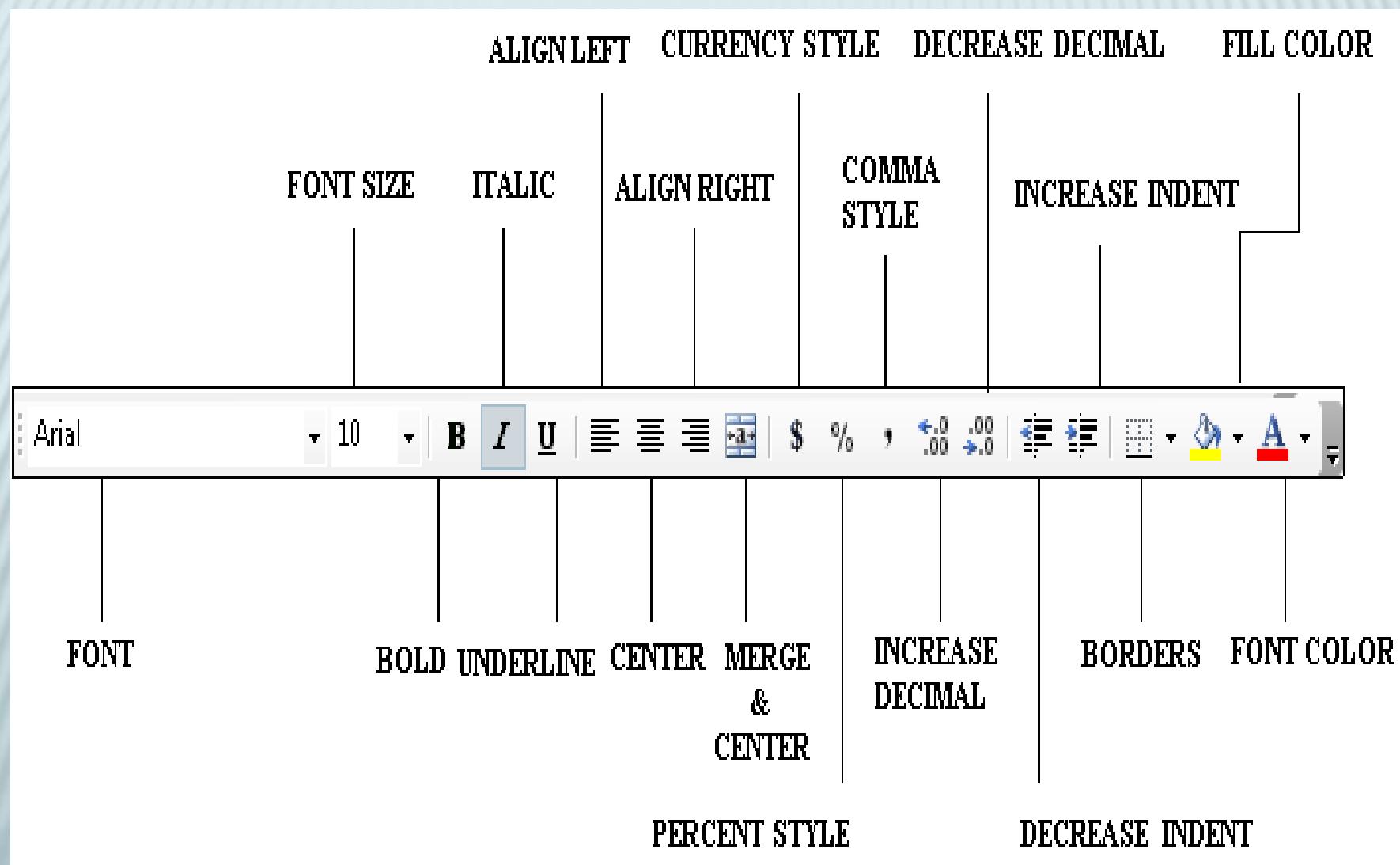
Shortcut->F1

- **Zoom Control :** Scales the editing view (Zoom).

Alternative: View → Zoom.

Shortcut → Ctrl + S.

FORMATTING TOOLBAR:

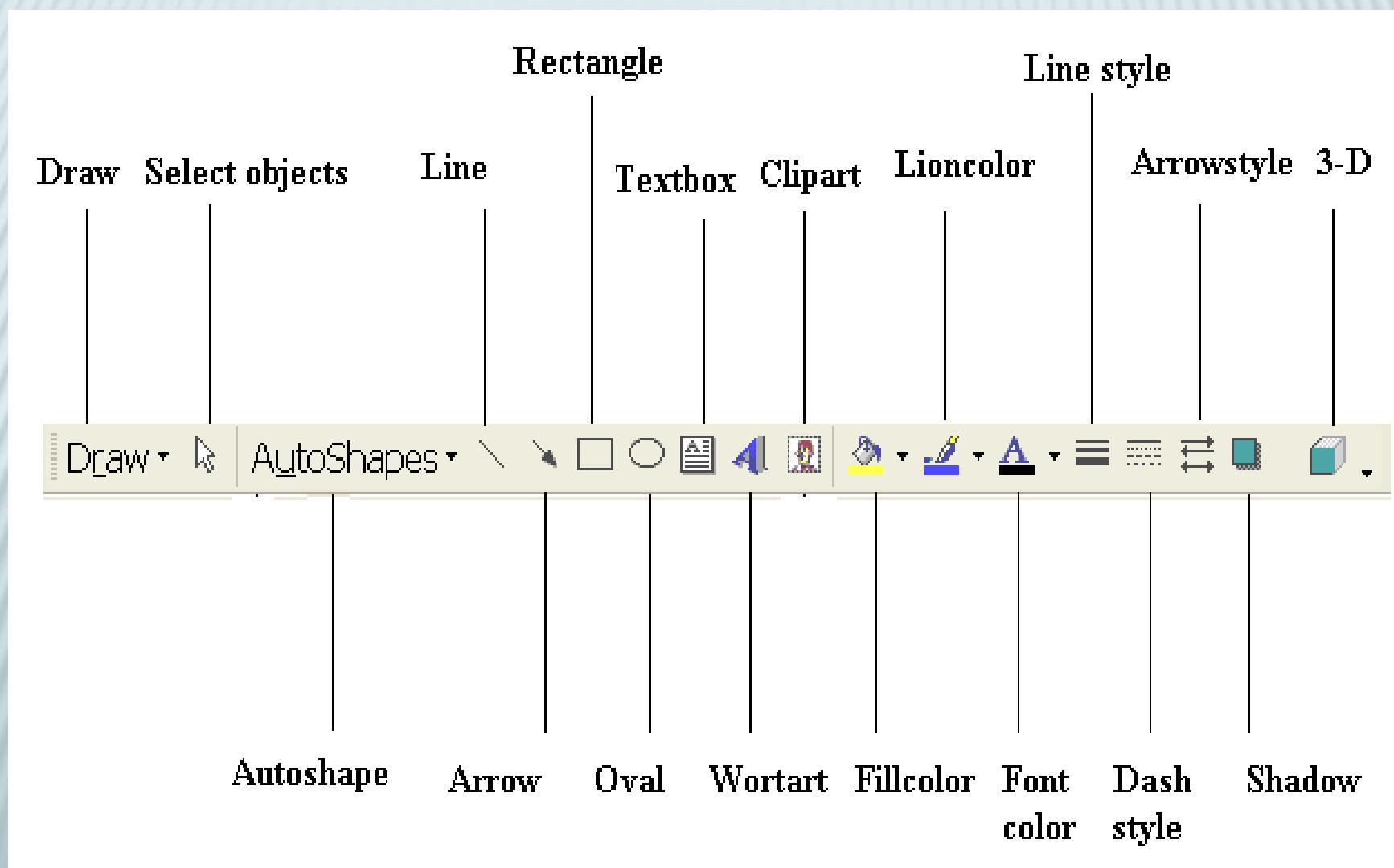


- **Font style:** Apply the style of record that's mean Bold, Italic, Regular, Bold Italic.
- **Font size:** Changes the format size. Short cut key is **ctrl+shift+P**
- **Bold:** Makes the selection bold. **ctrl+B**
- **Italic:** Makes the selection italics. **ctrl+I**
- **Underline:** Continuous underline of the record. **ctrl+U**
- **Align left:** Paragraph at left indent. **ctrl+L**
- **Center:** Centers the paragraph. **ctrl+C**

- **Align right:** Paragraph at right indent. **ctrl+R.**
- **Merge & center:** combines 2 or more selected adjacent cells to create a single cell.
- **Currency:** Applies on the international currency style to the selected cells.
- **Percent Style:** applies the % style to the selected cells.
- **Comma style:** Applies the , style to the selected cells.
- **Increase Decimal:** Increase the number of digits displayed after the decimal point.

- **Decrease Decimal:** Decrease the number of digits displayed after the decimal point.
- **Decrease indent:** Decrease or promotes the selection one level.
- **Increase indent:** Increases indent or denote the selection one level.
- **Borders:** Shows or hides the border toolbar.
- **Fill color:** Adds, modifies, or removes the fill colors.
- **Font color:** Selects & applies font color.

DRAWING TOOL BAR:

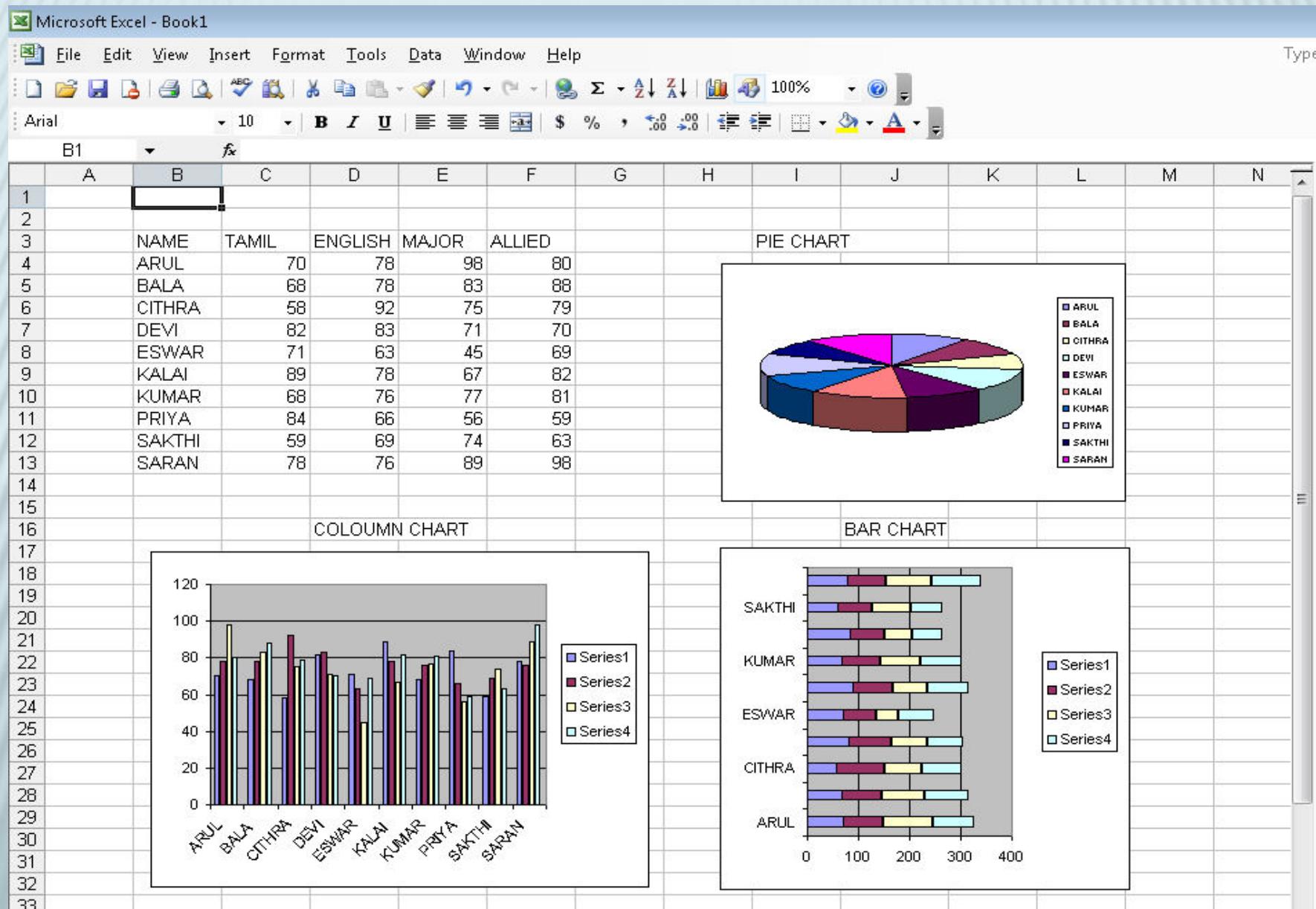


- **Draw:** Activates the menu list.
- **Selected objects:** Changes the pointer to a selection.
- **Auto shapes:** Activates the auto shapes menu.
- **Arrow:** Inserts a line with an aero head.
- **Oval:** Draws an oval shape or press SHIFT and drag.
- **Word art:** Creates text effects.
- **Line color:** Adds, modifies, or removes the line colors
- **Insert clip art:** Inserts existing pictures.
- **Fill color:** Adds, modifies, or removes the colors
- **Shadow:** Style of the selected objects.

Creating a chart:

- Select the start button
- Click the programs
- Select the MS office options
- Click the Excel option
- Type the no of students marks
- Select the design menu
- Click the different types of chart options
- Select the save icon

Creating a Chart:



Database:

- Collections of objects is called databases.

Data Forms:

- Data form using add, delete, modify & find records in a list or database.
- Add: Create a new record.
- Delete: Remove the record
- Modify: Edit the record
- Find: Search the record

Data Sort:

- It's using to alphabetical order of name or list implementations.
- **Types:**
 1. Ascending
 2. Descending

Ascending:

- Its based on starting to end order of the letter designing (A-Z).

Descending:

- Its based on end to starting order of the letter designing (Z-A).



Home Insert Page Layout Formulas Data Review View

Paste
Font
Alignment
Number
Styles
Cells
Sort & Filter

	B	C	D	E	F	
1	Name	Department	Reg No	Mobile N	Alternate Mobile N	
49	SHIVAKUMAR E	BCA	17BCA1060	9.788E+09	7530001256	shivaelan
50	DEVAPRIYAN M	BCA	17BCA1013	7.55E+09	9787808025	devapr
51	SUDHAKAR S	BCA	17BCA1063	9.789E+09	9080743500	sudhaka
52	HARI PRASANTH.R	BCA	17BCA1021	9.524E+09	8220846924	rhariprasanthmp@gmail.com
53	NITHISRAJ S	BCA	17BCA1040	9.025E+09	9095009225	nithisraj0@gmail.com
54	SRIRAM R	BCA	17BCA1062	9.677E+09	6379577940	sriramrathinamk11319@gmail.c
55	ANNAMALAI M	BCA	17BCA1005	8.926E+09	7010173575	annamalai1352000@gmail.cor
56	K.MEENA	BCA	17BCA1080	9.026E+09	9942016153	nithyakumar970@gmail.com
57	S PRAKASH	BCA	17BCA1044	6.374E+09	8056806689	skprakash89@gmail.com
58	ARUNKUMAR J	BCA	17BCA1008	8.609E+09	7904031451	arunsindhu79@gmail.com
59	SABARINATHAN A	BCA	17BCA1052	9.043E+09	9597573060	sabarinathanbca22@gmail.co
60	G.KAVIPRIYA	BCA	17BCA1077	9.598E+09	9965196653	Kavipriyajoshnny@gmail.com
61	S.nithishraj	BCA	17BCA1039	9.566E+09		nithishraaj1999@gmail.com
62	Thirubala Raja	BCA	17BCA1067	9.843E+09	8056748288	thirubala200@gmail.com
63	J.GOKULAPRIYA	BCA	17BCA1075	9.488E+09	9003477293	gokulapriyai231299@gmail.co
64	M.NANDHINI	BCA	17BCA1082	9.894E+09	6379368835	nandhinisanthi2809@gmail.co
137						
138						
139						
140						
141						
142						

Sheet1 Sheet2

Ready Filter Mode

Count: 16

85%



MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel

The screenshot displays a Microsoft Excel spreadsheet titled "MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel". The spreadsheet contains a single sheet named "Sheet1". The data is presented in a table with the following columns:

- B**: Name
- C**: Department
- D**: Reg No
- E**: Mobile N
- F**: Alternate Mobile N
- G**: Email id

The table rows are numbered from 49 to 64. The data entries are as follows:

	Name	Department	Reg No	Mobile N	Alternate Mobile N	Email id
49	ANNAMALAI M	BCA	17BCA1005	8.926E+09	7010173575	annamalai135200@gmail.com
50	ARUNKUMAR J	BCA	17BCA1008	8.609E+09	7904031451	arunsindhu79@gmail.com
51	DEVAPRIYAN M	BCA	17BCA1013	7.55E+09	9787808025	devapm256@gmail.com
52	G.KAVIPRIYA	BCA	17BCA1077	9.598E+09	9965196653	Kavipriyajoshnny@gmail.com
53	HARIPRASANTH.R	BCA	17BCA1021	9.524E+09	8220846924	rhariprasanthhp@gmail.com
54	J.GOKULAPRIYA	BCA	17BCA1075	9.488E+09	9003477293	gokulapriyaj231299@gmail.com
55	K.MEENA	BCA	17BCA1080	9.026E+09	9942016153	nithyakumar970@gmail.com
56	M.NANDHINI	BCA	17BCA1082	9.894E+09	6379368835	nandhinisanthi2809@gmail.com
57	NITHISRAJ S	BCA	17BCA1040	9.025E+09	9095009225	nithisraj0@gmail.com
58	S PRAKASH	BCA	17BCA1044	6.374E+09	8056806689	skprakash89@gmail.com
59	S.nithishraaj	BCA	17BCA1039	9.566E+09		nithishraaj1999@gmail.com
60	SABARINATHAN A	BCA	17BCA1052	9.043E+09	9597573060	sabarinathanbca22@gmail.com
61	SHIVAKUMAR E	BCA	17BCA1060	9.788E+09	7530001256	shivaelango1817@gmail.com
62	SRIRAM R	BCA	17BCA1062	9.677E+09	6379577940	sriramrathinamk11319@gmail.com
63	SUDHAKAR S	BCA	17BCA1063	9.789E+09	9080743500	sudhakarsrini5@gmail.com
64	Thirubala Raja	BCA	17BCA1067	9.843E+09	8056748288	thirubala200@gmail.com

The status bar at the bottom shows "Count: 16", "85%", and the date/time "07:44 PM".



Home Insert Page Layout Formulas Data Review View

Clipboard

Font

Alignment

Number

Styles

Cells

Sort & Filter

	B2		NAVEEN N				
1	S.No	Name	Department	Reg No	Mobile No	Alternate Mobile No	
2	1	NAVEEN N	B Sc COMPUTER SCIENCE	17BCS1036	9.79E+09	9944501075	re...
3	2	M RAMYA	B Sc COMPUTER SCIENCE	17BCS1118	8.779E+09	NA	ra...
4	3	SARATHKUMAR P	B Sc COMPUTER SCIENCE	17BCS1052	7.872E+09	9043644335	sar...
5	4	S PRIYA	B Sc COMPUTER SCIENCE	17BCS1114	7.872E+09	9788305260	priyasevam...@gma...
6	5	SANDHIYA P	B Sc COMPUTER SCIENCE	17BCS1119	9.08E+09	9047049979	sandhiyaprakash1002@g...
7	6	KAVIYA SHREE J	B Sc COMPUTER SCIENCE	17BCS1096	9.444E+09	9042096324	kaviyajothiraman@g...
8	7	DIVYALAKSHMI R	B Sc COMPUTER SCIENCE	17BCS1085	9.151E+09	9514390999	divyaravichandran2705@...
9	8	DHARANI C	B Sc COMPUTER SCIENCE	17BCS1082	8.871E+09	6379788867	dharanisekar@gmail...
10	9	K BHUVANESWARI	B Sc COMPUTER SCIENCE	16BCS1062	6.369E+09	9655060339	bhuvanakarthi00@gmail...
11	10	SOWMIYA R	B Sc COMPUTER SCIENCE	17BCS1123	9.586E+09	8056963548	sowmiyaraju03@gmail...
12	11	LAVANYA K	B Sc COMPUTER SCIENCE	17BCS1099	9.789E+09	NA	lavanyakannan928@g...
13	12	K.PRIYANKA	B Sc COMPUTER SCIENCE	17BCS1117	9.025E+09	9445135088	Priyanka201120@gmail...
14	13	S.KAVIPRIYA	B Sc COMPUTER SCIENCE	17BCS1094	7.55E+09	6379412498	Kavipriyasekarsenthil@gmail...
15	14	A.prasanth	B Sc COMPUTER SCIENCE	17BCS1041	6.381E+09	9976841157	aprasanth599@gmail...
16	15	Baharath.R	B Sc COMPUTER SCIENCE	17BCS1006	7.449E+09	9344320210	bharathraja15@gmail...
17	16	Arthika.S	B Sc COMPUTER SCIENCE	17BCS1078	9.945E+09	9443647532	arthikaarthi26@gmail...
18	17	Divya.C	B Sc COMPUTER SCIENCE	17BCS1083	9.953E+09	9361666576	divyachandrasekar2000@gmail...
19	18	E.MUTHUMALA	B Sc COMPUTER SCIENCE	17BCS1105	7.709E+09	9171912989	muthumala7708722989@gmail...
20	19	K.surya	B Sc COMPUTER SCIENCE	17BCS1061	9.501E+09	9500732637	420surya003@gmail...
21	20	S.jothimani	B Sc COMPUTER SCIENCE	17BCS1093	8.057E+09	9943253738	jothisasi1999@gmail...
22	21	D.pavithra	B Sc COMPUTER SCIENCE	17BSC1110	9.08E+09	8124090903	pavithradhinakaran80801@gmail...
23	22	M.vignesh	B Sc COMPUTER SCIENCE	17BCS1074	6.369E+09	6369317838	vickyvicky2163@gmail...

Sheet1

Ready

Count: 22

85%

07:45 PM



How to ...

OA III B...

Micros...

OA Syll...

Unit III - ...

New Mi...

Micros...

MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel

The screenshot shows a Microsoft Excel spreadsheet titled "MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel". The table contains 23 rows of data with the following columns:

S.No	Name	Department	Reg No	Mobile No	Alternate Mobile No
40	Vijayapraba.R	BA ENGLSIH	17BEN1064	7.503E+09	vijaya...
87	VIGNESH	BIO TECHNOLOGY	17BBT1055	9.601E+09	vigne...
69	Vennila.S	BCOM	17BCM1125	9.443E+09	ven...
133	VasanthaRani.K	BSC PHYSICS	17BPH1052	9.79E+09	vasan...
85	V.VASUKI	BIO TECHNOLOGY	17BBT1098	9.942E+09	Vasukiveera485@g...
93	V.sasikumar	BIO TECHNOLOGY	17BBT1046	9.688E+09	sasi05june2000@g...
42	V PRIYADHARSHINI	BA JMC	17BJM1017	6.379E+09	dharshini2169@g...
74	V DIVYA	BCOM CA	17BCC1092	9.443E+09	dhivyavijayakumar@g...
61	Thirubala Raja	BCA	17BCA1067	9.843E+09	thirubala200@gmail...
102	SURESH KUMAR E	BSC MATHEMATICS	17BMA1023	9.361E+09	sk6669927@gmail...
38	Sujitha.S	BA ENGLSIH	17BEN1058	8.973E+09	vigneshsri194@gmail...
50	SUDHAKAR S	BCA	17BCA1063	9.789E+09	sudhakarsrini5@gmail...
53	SRIRAM R	BCA	17BCA1062	9.677E+09	sriramrathanmk11319@gmail...
104	SRINATH T	BSC MATHEMATICS	17BMA1022	9.345E+09	snath3750@gmail...
10	SOWMIYA R	B Sc COMPUTER SCIENCE	17BCS1123	9.586E+09	sowmiyaraju03@gmail...
48	SHIVAKUMAR E	BCA	17BCA1060	9.788E+09	shivaelango1817@gmail...
3	SARATHKUMAR P	B Sc COMPUTER SCIENCE	17BCS1052	7.872E+09	sarathkumarp04@gmail...
5	SANDHIYA P	B Sc COMPUTER SCIENCE	17BCS1119	9.08E+09	sandhiyaprakash1002@gmail...
41	Sabeena Naaz.S	BA ENGLSIH	17BEN1049	8.839E+09	seemasabeena99@gmail...
58	SABARINATHAN A	BCA	17BCA1052	9.043E+09	sabarinathanbca22@gmail...
123	S.SOWMIYA	BSC MATHEMATICS	17BMA1085	9.752E+09	sowmiya4959@gmail...
82	S.santhiya	BCOM CA	17BCC1118	6.38E+09	sandyssanthiya@gmail...

The "Sort & Filter" dropdown menu is open, showing options: Sort A to Z (highlighted), Sort Z to A, Custom Sort..., Filter, Clear, and Reapply.

Bottom navigation bar: Ready, How to ..., OA III B..., Microsoft..., OA Syll..., Unit III ..., New Mi..., Microsoft..., 85%, 07:46 PM

Data Filters:

- Its using to row or column order of selected record only implementations.

The screenshot shows a Microsoft Excel spreadsheet titled "MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel". The spreadsheet has a header row with columns labeled C1, Department, Reg No, Mobile N, Alternate Mobile N, and Email id. The data starts from row 1, with columns B through G. A filter dropdown menu is open over the "Department" column, specifically for the first row (C1). The dropdown menu includes options like "Sort A to Z", "Sort Z to A", "Sort by Color", "Clear Filter From 'Department'", "Filter by Color", and "Text Filters". Under "Text Filters", a list of departments is shown with checkboxes: "(Select All)", "B Sc COMPUTER SCIENCE", "BA ENGLSIH", "BA JMC", "BCA" (which is checked), "BCOM", "BCOM CA", "BIO TECHNOLOGY", and "BSC MATHEMATICS". The "OK" button is at the bottom left of the filter dialog, and the "Cancel" button is at the bottom right. The status bar at the bottom indicates "Ready 16 of 135 records found" and "Count: 17".

	B	C	D	E	F	G
1	Name	Department	Reg No	Mobile N	Alternate Mobile N	Email id
49	SHIVAKU	Sort A to Z	17BCA1060	9.788E+09	7530001256	shivaelango1817@gmail.com
50	DEVAPR	Sort Z to A	17BCA1013	7.55E+09	9787808025	devapm256@gmail.com
51	SUDHA	Sort by Color	17BCA1063	9.789E+09	9080743500	sudhakarsrini5@gmail.com
52	HARIPRAS	Clear Filter From "Department"	17BCA1021	9.524E+09	8220846924	rhariprasanthhp@gmail.com
53	NITHIS	Filter by Color	17BCA1040	9.025E+09	9095009225	nithisraj0@gmail.com
54	SRIRAM	Text Filters	17BCA1062	9.677E+09	6379577940	sriramrathanamk11319@gmail.c
55	ANNAM		17BCA1005	8.926E+09	7010173575	annamalai1352000@gmail.cor
56	K.ME		17BCA1080	9.026E+09	9942016153	nithyakumar970@gmail.com
57	S PRAK		17BCA1044	6.374E+09	8056806689	skprakash89@gmail.com
58	ARUNKU		17BCA1008	8.609E+09	7904031451	arunsindhu79@gmail.com
59	SABARINA		17BCA1052	9.043E+09	9597573060	sabarinathanbca22@gmail.cor
60	G.KAVI		17BCA1077	9.598E+09	9965196653	Kavipriyajoshnny@gmail.com
61	S.nithi		17BCA1039	9.566E+09		nithishraaj1999@gmail.com
62	Thiruba		17BCA1067	9.843E+09	8056748288	thirubala200@gmail.com
63	J.GOKUL		17BCA1075	9.488E+09	9003477293	gokulapriyaj231299@gmail.co
64	M.NAN		17BCA1082	9.894E+09	6379368835	nandhinisanthi2809@gmail.co
137						
138						
139						
140						
141						
142						



Home Insert Page Layout Formulas Data Review View

Paste Clipboard Font Alignment Number Styles Cells Editing

C1 Department

	B	C	D	E	F	G
1	Name	Department	Reg No	Mobile N	Alternate Mobile N	Email id
49	SHIVAKU	Sort A to Z	17BCA1060	9.788E+09	7530001256	shivaelango1817@gmail.com
50	DEVAPR	Sort Z to A	17BCA1013	7.55E+09	9787808025	devapm256@gmail.com
51	SUDHA	Sort by Color	17BCA1063	9.789E+09	9080743500	sudhakarsrini5@gmail.com
52	HARIPRAS	Clear Filter From "Department"	17BCA1021	9.524E+09	8220846924	rhariprasanthhp@gmail.com
53	NITHIS	Filter by Color	17BCA1040	9.025E+09	9095009225	nithisraj0@gmail.com
54	SRIRAM	Text Filters	17BCA1062	9.677E+09	6379577940	sriramrathinamk11319@gmail.com
55	ANNAMALAI	(Select All)	17BCA1005	8.926E+09	7010173575	annamalai1352000@gmail.com
56	K.MEENAKSHI	B Sc COMPUTER SCIENCE	17BCA1080	9.026E+09	9942016153	nithyakumar970@gmail.com
57	S PRAKASH	BA ENGLSIH	17BCA1044	6.374E+09	8056806689	skprakash89@gmail.com
58	ARUNKUMAR	BA JMC	17BCA1008	8.609E+09	7904031451	arunsindhu79@gmail.com
59	SABARINA	BCA	17BCA1052	9.043E+09	9597573060	sabarinathanbca22@gmail.com
60	G.KAVIPRIYA	BCOM	17BCA1077	9.598E+09	9965196653	Kavipriyajoshnny@gmail.com
61	S.nithishraaj	BCOM CA	17BCA1039	9.566E+09		nithishraaj1999@gmail.com
62	Thirubala	BIO TECHNOLOGY	17BCA1067	9.843E+09	8056748288	thirubala200@gmail.com
63	J.GOKULANANDHINI	BSC MATHEMATICS	17BCA1075	9.488E+09	9003477293	gokulapriyaj231299@gmail.com
64	M.NANDHINI		17BCA1082	9.894E+09	6379368835	nandhinisanthi2809@gmail.com
137						
138						
139						
140						
141						
142						

Sheet1

Ready 16 of 135 records found Count: 17 85% 05:42 PM

Just a reminder OA III B... Microsoft OA Syllabus Unit III - New Microsoft Micros...

MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel

The screenshot shows a Microsoft Excel spreadsheet titled "MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel". The ribbon menu is visible at the top, showing tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home tab is selected.

The main content of the spreadsheet is a table with the following columns:

- B**: Name
- C**: Department
- D**: Reg No
- E**: Mobile N
- F**: Alternate Mobile N
- G**: Email id

The data in the table is as follows:

	Name	Department	Reg No	Mobile N	Alternate Mobile N	Email id
1	SHIVAKUMAR E	BCA	17BCA1060	9.788E+09	7530001256	shivaelango1817@gmail.com
49	DEVAPRIYAN M	BCA	17BCA1013	7.55E+09	9787808025	devapm256@gmail.com
50	SUDHAKAR S	BCA	17BCA1063	9.789E+09	9080743500	sudhakarsrini5@gmail.com
51	HARIKRASANTH.R	BCA	17BCA1021	9.524E+09	8220846924	rhariprasanthhp@gmail.com
52	NITHISRAJ S	BCA	17BCA1040	9.025E+09	9095009225	nithisraj0@gmail.com
53	SRIRAM R	BCA	17BCA1062	9.677E+09	6379577940	sriramrathinamk11319@gmail.com
54	ANNAMALAI M	BCA	17BCA1005	8.926E+09	7010173575	annamalai1352000@gmail.com
55	K.MEENA	BCA	17BCA1080	9.026E+09	9942016153	nithyakumar970@gmail.com
56	S PRAKASH	BCA	17BCA1044	6.374E+09	8056806689	skprakash89@gmail.com
57	ARUNKUMAR J	BCA	17BCA1008	8.609E+09	7904031451	arunsindhu79@gmail.com
58	SABARINATHAN A	BCA	17BCA1052	9.043E+09	9597573060	sabarinathanbca22@gmail.com
59	G.KAVIPRIYA	BCA	17BCA1077	9.598E+09	9965196653	Kavipriyajoshnny@gmail.com
60	S.nithishraj	BCA	17BCA1039	9.566E+09		nithishraaj1999@gmail.com
61	Thirubala Raja	BCA	17BCA1067	9.843E+09	8056748288	thirubala200@gmail.com
62	J.GOKULAPRIYA	BCA	17BCA1075	9.488E+09	9003477293	gokulapriyaj231299@gmail.com
63	M.NANDHINI	BCA	17BCA1082	9.894E+09	6379368835	nandhinisanthi2809@gmail.com
64						
137						
138						
139						
140						
141						
142						

The status bar at the bottom indicates "Ready" and "16 of 135 records found". The zoom level is set to 85%.

Formulas and Functions:

Formulas:

- Select the start button
- Click the program option
- Select the MS office
- Click the Excel sheet
- Type the no of fields
- Select the particular record
- Type the formulas as you want add , subtract and so on....
- For Ex. adding numbers =b3+c3+d3+e3
- See the figure.

MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Paste **Font** Alignment Number Styles Cells Editing

SUM =b3+c3+d3+e3

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3	10	15	30	50	=b3+c3+d3+e3						
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

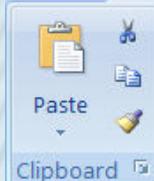
Sheet1 Sheet2

Enter 100% 05:54 PM

How to ... OA III B... Microsoft OA Syll... Unit III ... New Mi... Micros...

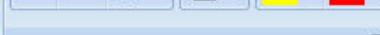


Home Insert Page Layout Formulas Data Review View

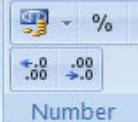


Calibri 11 A A

B I U



General



Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Cells



Sort & Filter Find & Select



	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3		10	15	30	50		105				
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

Sheet1 Sheet2

Ready



How to ...

OA III B...

Microso...

OA Syll...

Unit III - ...

New Mi...

Micros...

100%

05:54 PM

Functions:

- Different types of calculations.

Types:

- Sort()
- Average ()
- Max ()
- Min ()
- Count ()
- Sum ()

MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

fx Insert Function

Σ AutoSum ↴ Logical ↴ Name Manager Define Name ↴ Trace Precedents ↴ Watch Window

Σ Sum ↴ Use in Formula ↴ Trace Dependents ↴ Calculation Options ↴

Σ Average ↴ Create from Selection ↴ Remove Arrows ↴ Calculation ↴

Σ Count Numbers ↴

Max ↴ =SUM(300)

Mjn ↴

More Functions...

C D E F G H I J K L

	300	15	30	50	335	146	6				
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											

Sheet1 Sheet2

Average: 126 Count: 7 Sum: 882 100% 07:39 PM

Ready

How to use t... OA III BCA Microsoft Po... Microsoft Of... Microsoft Exc... 07:39 PM

MNW Selects for Final Round [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

fx

AutoSum Logical Define Name Trace Precedents
Recently Used Text Use in Formula Trace Dependents
Insert Function Financial Date & Time Create from Selection Remove Arrows
Function Library

Name Manager Watch Window
Defined Names Calculation Options
Formula Auditing Calculation

B3 =SUM(300)

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3		300	15	30	50	335	146	6	335			
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												

Sheet1 Sheet2

Average: 152.125 Count: 8 Sum: 1217

Ready 100% 07:39 PM

How to use t... OA III BCA Microsoft Po... Microsoft Of... Microsoft Exc...

THANK YOU

MAHENDRA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

**SBECI
OFFICE AUTOMATION
(M16CCAS01)**

**STAFF NAME :
N.SURESH, M.Sc., M.Phil.,
ASSISTANT PROFESSOR OF
COMP. SCIENCE & APPLICATIONS
KALIPPATTI, NAMAKKAL.**

UNIT IV:

Charting and Printing Your Data:

Charting your Data: Creating Charts-
Modifying your Data: Changing Chart
types- Enhancing Charts- Formatting
Charts automatically.

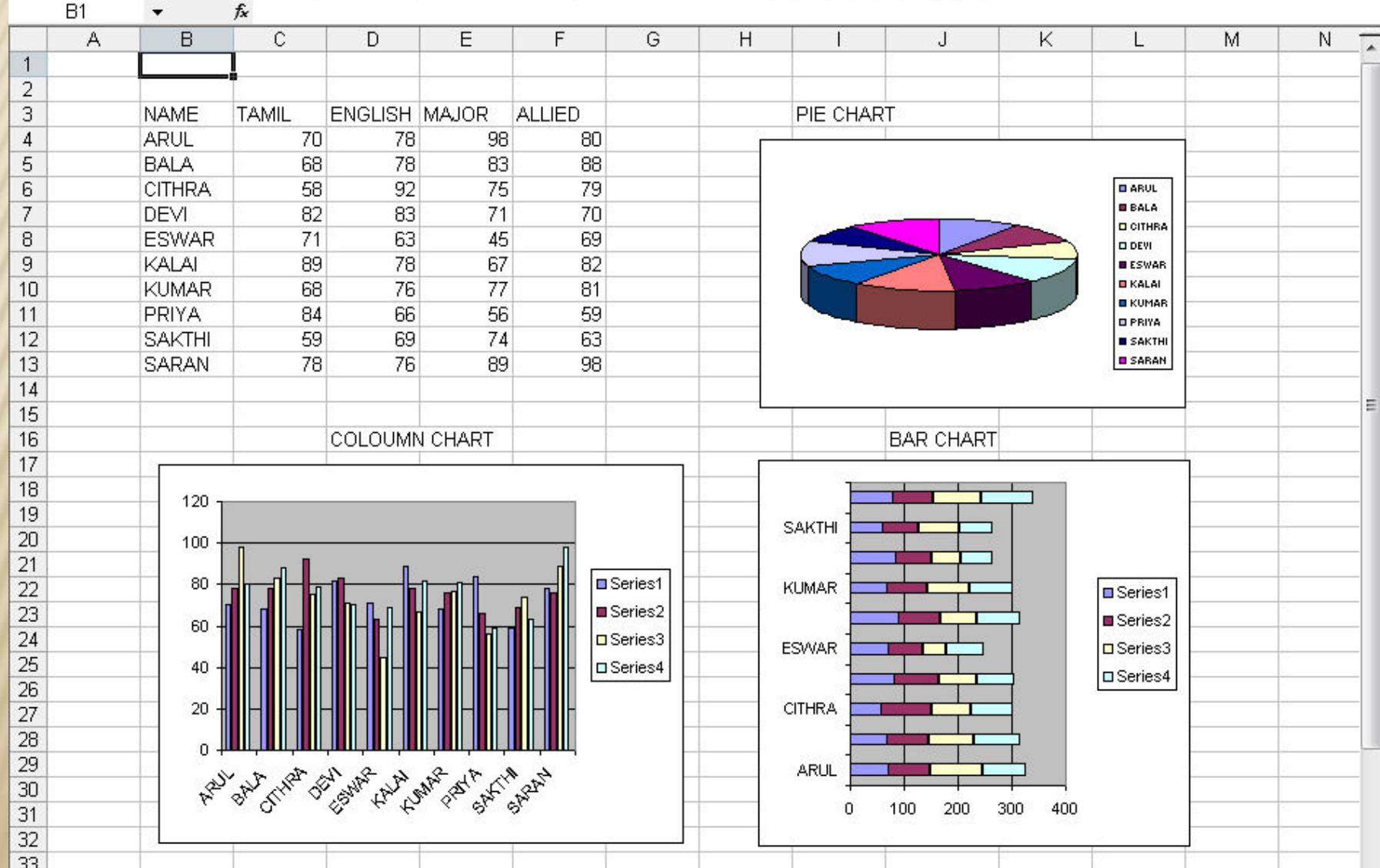
Printing Worksheet and Charts:

Previewing your Worksheet- Setting up
pages- Adding Headers and Footers.

Charting your Data:

Creating Charts:

- Select the start button
- Click the programs
- Select the MS office options
- Click the Excel option
- Type the no of students marks
- Select the design menu
- Click the different types of chart options
- Select the save icon



Modifying & Changing Chart types:

- Select the insert icon
- Click the chart option
- Select the chart template
- Click the different style of charts like line chart ,pie chart and area chart
- Select the ok button

Home Insert Design Animations Slide Show Review View

Table Picture Clip Art Photo Change SmartArt Chart Hyperlink Action Text Header WordArt Data R... Slide Symbol Object Movie Sound Media Clips

Insert Chart

Templates

Column

Line

Pie

Bar

Area

X Y (Scatter)

Stock

Surface

Doughnut

Bubble

Radar

Manage Templates...

Set as Default Chart

OK Cancel

Click to add notes

Slide 4 of 10 "Trek" English (United Kingdom) 51% 03:29 PM

OA III BCA Unit IV OA Syllabus III ... UNIT IV - Micro...

Enhancing Charts:

- It's using to row and column order of chart designing.
- Select the insert icon
- Click the chart option
- Select the Column & row style of charting.
- Click the ok button

Unit IV - Microsoft PowerPoint

Drawing Tools

Home Insert Design Animations Slide Show Review View Format

Table Picture Clip Art Photo Shapes SmartArt Chart Hyperlink Action Text Header WordArt Data & Text Slide Symbol Object Movie Sound Media Clips

Insert Chart

Templates

Bar

Area

X Y (Scatter)

Stock

Surface

Doughnut

Bubble

Radar

Manage Templates...

Set as Default Chart

OK Cancel

Click to add notes

Slide 7 of 10 "Trek" English (United States) 51% 03:34 PM

OA III BCA Unit IV OA Syllabus III ... UNIT IV - Micro... + -

The screenshot shows a Microsoft PowerPoint slide titled 'Unit IV - Microsoft PowerPoint'. The ribbon menu is open, showing tabs for Home, Insert, Design, Animations, Slide Show, Review, View, and Format. The 'Insert' tab is selected. Below the ribbon, there are icons for Table, Picture, Clip Art, Photo, Shapes, SmartArt, Chart, Hyperlink, Action, Text, Header, WordArt, Data & Text, Slide, Symbol, Object, Movie, Sound, and Media Clips. A 'Drawing Tools' tab is also visible. A 'Insert Chart' dialog box is open in the foreground, listing various chart types: Templates, Column, Line, Pie, Bar (which is highlighted with a yellow background), Area, X Y (Scatter), Stock, Surface, Doughnut, Bubble, and Radar. Each chart type has a preview icon. At the bottom of the dialog are buttons for 'Manage Templates...', 'Set as Default Chart', 'OK', and 'Cancel'. The main slide area shows a numbered list from 3 to 8, each with a thumbnail preview. The status bar at the bottom indicates 'Slide 7 of 10' and '51%'.

Formatting Charts automatically:

- Select the format tool icon
- Click the format chart option
- Choose the chart style
- Select the chart theme
- Click the ok button

Unit IV - Microsoft PowerPoint

Home Insert Design Animations Slide Show Review View Format

Insert Shapes

Bring to Front ▾ Send to Back ▾ Selection Pane ▾

17.99 cm ▾ 24.13 cm ▾

Arrange Size

Click to add notes

Slide 9 of 20 "Trek" English (United States) 51% 03:40 PM

OA III BCA Unit IV OA Syllabus III ... UNIT IV - Micro...

The screenshot shows a Microsoft PowerPoint slide titled 'Unit IV - Microsoft PowerPoint'. The slide contains a large yellow rectangular shape with a dashed border. On the left side of the slide, there is a grid of 14 small buttons, each labeled 'Abc'. The buttons are arranged in four rows of seven. The colors of the buttons vary in each row: Row 1 (top) has black, cyan, yellow, red, light green, orange, and blue buttons; Row 2 has black, teal, yellow, red, light green, orange, and blue buttons; Row 3 has black, cyan, yellow, red, light green, orange, and blue buttons; Row 4 (bottom) has dark gray, cyan, yellow, red, light green, orange, and blue buttons. The 'Format' tab is selected in the ribbon. The 'Drawing Tools' ribbon tab is also visible. The status bar at the bottom shows 'Slide 9 of 20', the file name 'Trek', the language 'English (United States)', a battery icon, '51%', the time '03:40 PM', and a zoom level of '51%'. The taskbar at the bottom includes icons for the Start button, Google Chrome, and other open applications like 'OA III BCA', 'Unit IV', 'OA Syllabus III ...', and 'UNIT IV - Micro...'. A vertical scroll bar is visible on the right side of the slide area.

Printing Worksheet and Charts:

Previewing your Worksheet:

- Left-click the Microsoft Office button.
- Select the Print.
- Select Print Preview.
- The spreadsheet will appear in Print preview view.

New

Open

Save

Save As ▾

Print ▾

Prepare ▾

Preview and print the document

Print

Select a printer, number of copies, and other printing options before printing.

Quick Print

Send the workbook directly to the default printer without making changes.

Print Preview

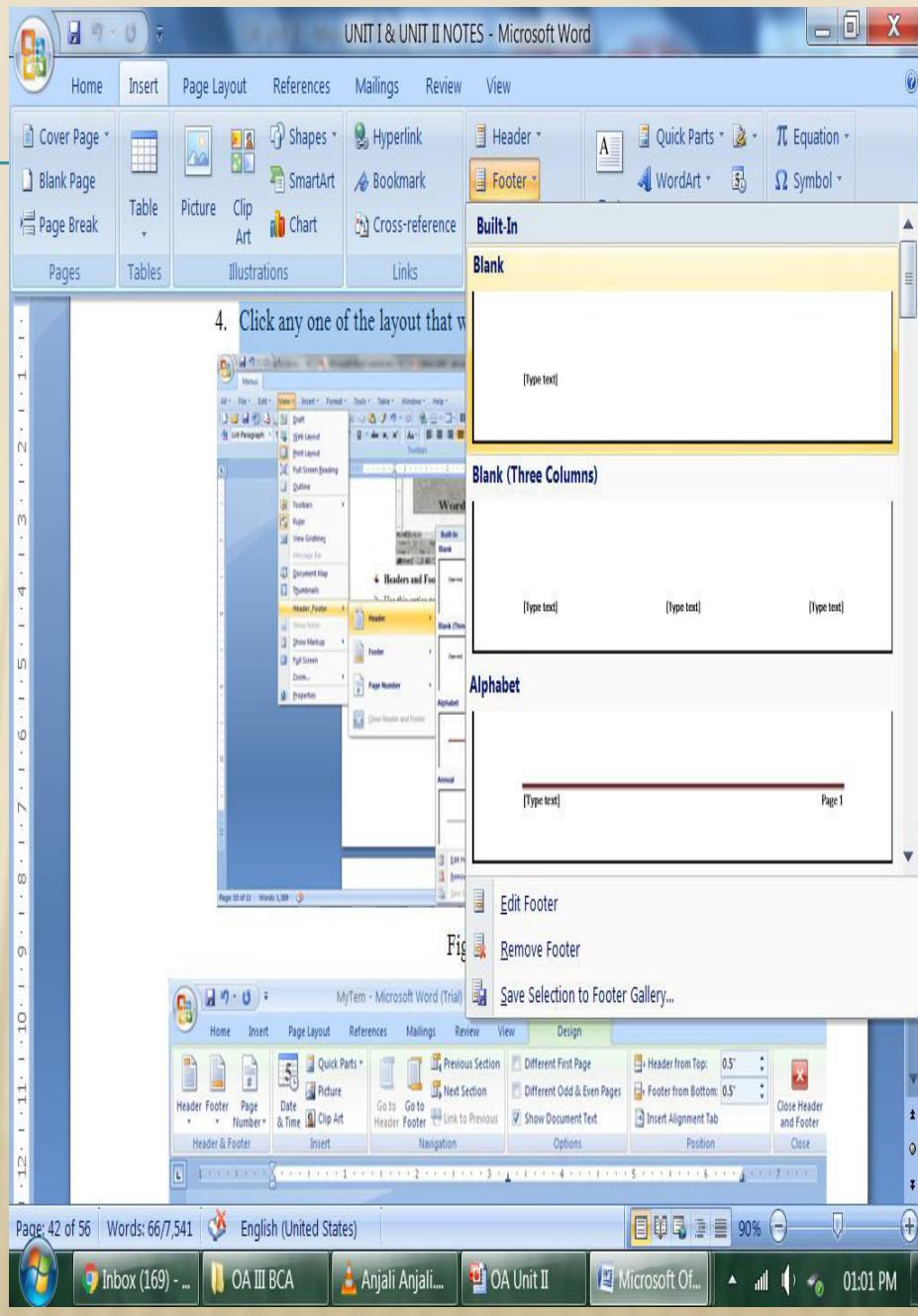
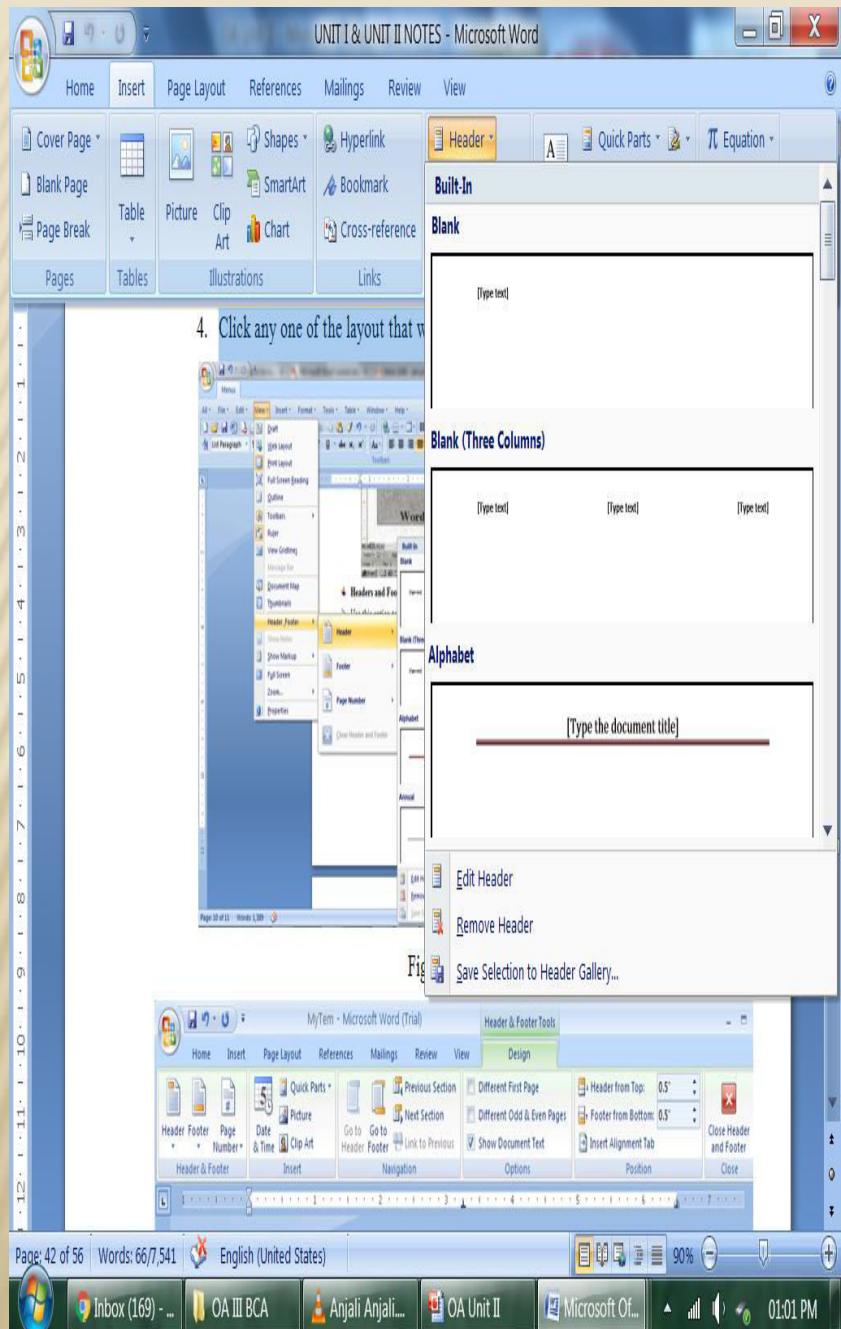
Preview and make changes to pages before printing.

Setting up pages:

- Select the Page Layout tab.
- Left-click the Margins command.
- Select the page margin
- Click the page orientation
- Select the page size

Adding Headers and Footers:

- Header is top of the details declarations
- Footer is bottom of the details declarations
- This option using to insert page number, file name, author name and all other such type of information related to document.
- Open desired document
- Click on ‘insert’ or ‘view’ menu, a drop down list will open.
- Click on ‘Header and Footer’ button, many of the layouts appear.
- Click any one of the layout that will appear in the text.



THANK YOU

MAHENDRA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

**SBECI
OFFICE AUTOMATION
(M16CCAS01)**

**STAFF NAME :
N.SURESH, M.Sc., M.Phil.,
ASSISTANT PROFESSOR OF
COMP. SCIENCE & APPLICATIONS
KALIPPATTI, NAMAKKAL.**

UNIT V:

MS-PowerPoint: Basic PowerPoint File Management: Starting PowerPoint - Saving-Opening- Creating a Presentation.

Slides and PowerPoint Objects: Working with Slides- Working with PowerPoint Text Objects.

Multimedia: Inserting Sound files- Adding Video- Microsoft Online Clip Gallery.

MS-PowerPoint:

Basic PowerPoint :

1.The Office Button :

- Top-left corner of the new interface

2.Quick Access Toolbar :

- Right of the Office button

3.Ribbon:

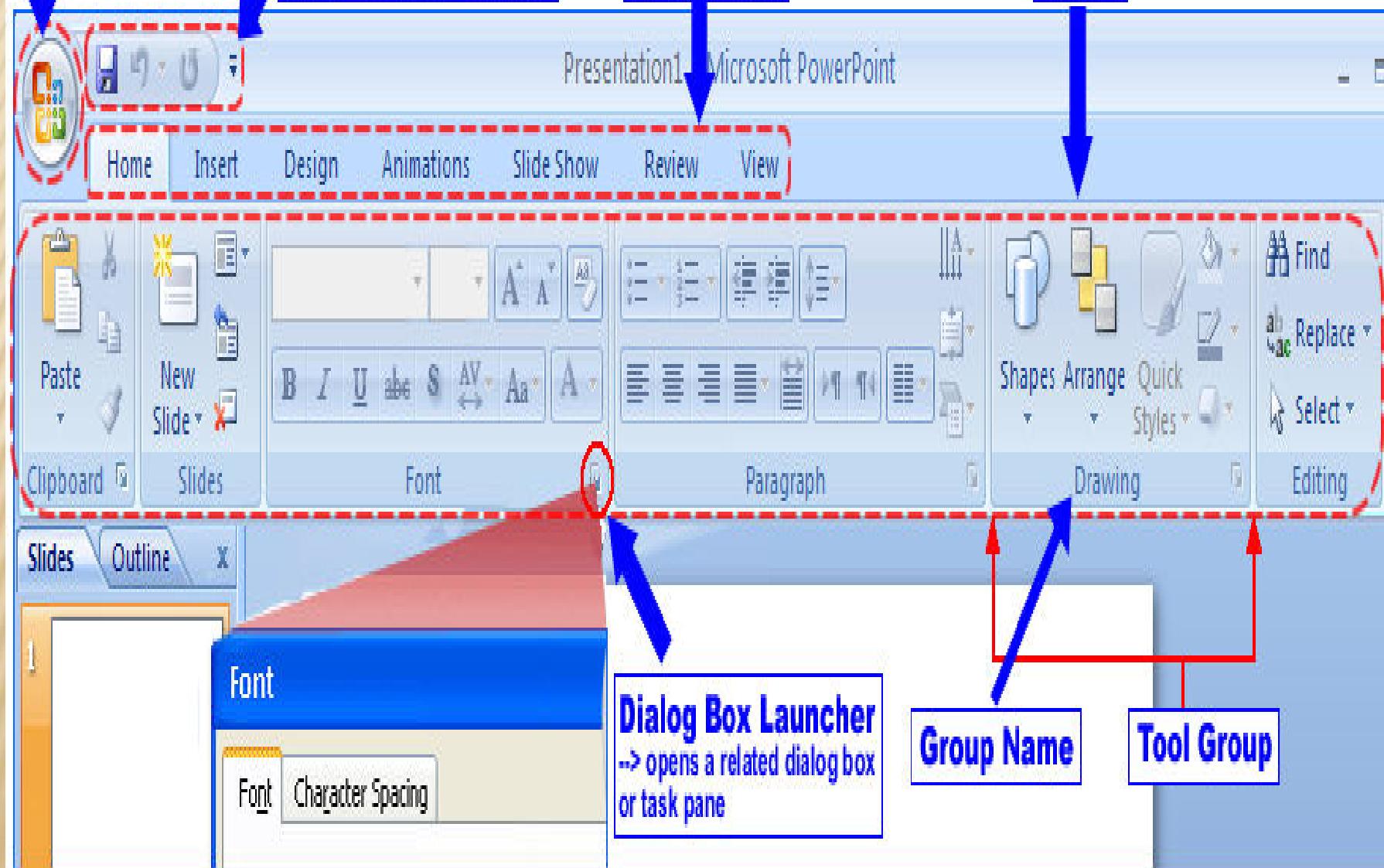
- Groups of tools & the ribbon contains eight tabs.

MS Office Button

Quick Access Toolbar

Ribbon Tabs

Ribbon



Starting PowerPoint:

- Click the Start button
- Select the All Programs
- Again select the Microsoft Office
- Click the MS Office Power Point option

Home Insert Design Animations Slide Show Review View

Paste New Slide Reset Delete Clipboard Slides

Font Paragraph Drawing

Shapes Arrange Quick Styles Select Editing

MS-PowerPoint:

Basic PowerPoint:

- Click the Start button
- Select the All Programs
- Again select the Microsoft Office
- Click the MS Office Power Point option

Click to add notes

Slide 3 of 19 "Trek" English (United Kingdom) 51% 04:27 PM

Inbox (170...) OA III BCA Unit V OA Syllab... UNIT V - ... Alla Un A...

File Management:

Types:

1. Saving
2. Opening
3. Creating

Saving Presentation:

- Select the office button
- Click the save icon
- Type the any one file name
- Select the ok button



New

New

Open

Save

Save As

Print

Prepare

Send

Publish

Close

Recent Documents

- 1 Unit V
- 2 Unit IV
- 3 OA Unit II
- 4 Unit III
- 5 OA Unit II

Save (Ctrl+S)

Unit I

OA Unit I

Unit I CD

COA Unit I

COA III

COA

COA II

COA III

COA II

COA

COA I

COA Unit I

New View

Font

Font Size

Text Color

Text Box

Shapes

Arrange

Quick

Styles

Shapes

Arrange

Find

Replace

Select

Editing

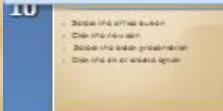
D TITLE

ext



PowerPoint Options

Exit PowerPoint



10



Click to add notes

Slide 8 of 21

"Trek"



English (United Kingdom)



Inbox (170...)

OA III BCA

Unit V

OA Syllab...

UNIT V - ...

Antri nera...

51%

-

+

?

04:45 PM

Opening presentation:

- Select the office button
- Click the open icon
- Select the any typed presentation
- Select the ok button

S

New

Open

Recent Documents

- 1 Unit V
- 2 Unit IV
- 3 OA Unit II
- 4 Unit III
- 5 OA Unit II
- 6 OA Unit I
- 7 OA Unit I
- 8 Unit I CD
- 9 COA Unit I
- COA III
- COA
- COA II
- COA III
- COA II
- COA
- COA I
- COA Unit I

PowerPoint Options

Exit PowerPoint

Click to add notes

Office button

Pen icon

Any typed presentation

OK button

File View Insert Design Transition Animations Tools Help

Shapes Arrange Quick Styles Drawing Editing

Slide 9 of 22 "Trek" English (United Kingdom) 51% 04:47 PM

Inbox (170...) OA III BCA Unit V OA Syllab... UNIT V - ... Anthonera...

Creating presentation:

- Select the office button
- Click the new icon
- Select the black presentation
- Click the ok or create option

New Presentation



Templates

Blank and recent

Installed Templates

Installed Themes

My templates...

New from existing...

Microsoft Office Online

Featured

Agendas

Award certificates

Calendars

Content slides

Design slides

Diagrams

Plans

Presentations

Resumes

Schedules

More categories



Search Microsoft Office Online for a template

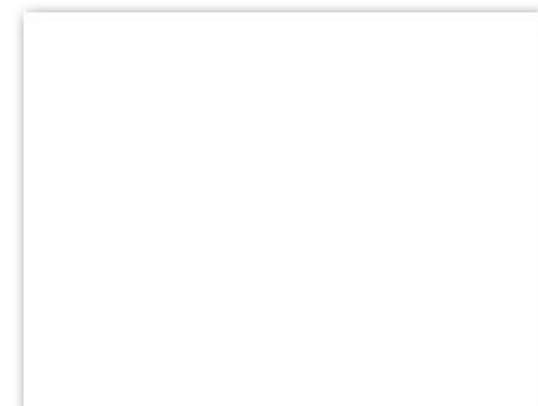


Blank and recent



Blank Presentation

Blank Presentation



Create

Cancel



Inbox (170...)

OA III BCA

Unit V

OA Syllab...

UNIT V - ...

20691105...



04:44 PM

Slides and PowerPoint Objects:

Working with Slides:

- Different types of slides & each slide adding titles, list points, and graphics.
- Slide layouts help define the position of titles, subtitles, text, content and objects.
- Click the From Current Slide button in the Start Slide Show group (F5).
The image shows a blue rectangular button with a white icon of a computer monitor displaying a presentation slide. Below the icon, the text "From" is in blue and "Current Slide" is in purple, both in a sans-serif font.
From
Current Slide
- Designing the template option is available

Home Insert Design Animations Slide Show Review View Format

Paste New Slide Reset Delete

Franklin Gothic Bo 32 A A B I U abe S AV Aa A

Clipboard

Trek

11 Title Slide

12 Title Slide and Content

13 Section Header

14 Two Content

15 Comparison

16 Title Only

17 Blank

18 Content with Caption

19 Picture with Caption

Duplicate Selected Slides

Slides from Outline...

Reuse Slides...

Click to add notes

Slide 14 of 22 "Trek" English (United Kingdom) 51% 05:04 PM

Inbox (170...) OA III BCA Unit V OA Syllab... UNIT V - ... Bharathikk...



Home

Insert

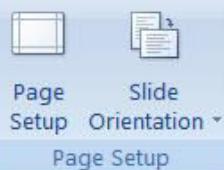
Design

Animations

Slide Show

Review

View



All Themes ▾

This Presentation

Aa

Built-In

Aa

[More Themes on Microsoft Office Online...](#)[Browse for Themes...](#)[Save Current Theme...](#)

Click to add notes

Colors ▾

Fonts ▾

Effects ▾

Background Styles ▾

 Hide Background Graphics

Background



Slide 15 of 25

"Trek"



English (United Kingdom)



Inbox (170...)

OA III BCA

Unit V

OA Syllab...

UNIT V - ...

Bharathikk...

51%



05:05 PM

Home Insert Design Animations Slide Show Review View

Page Setup Orientation

Themes

Colors

Built-In

Office

Grayscale

Apex

Aspect

Civic

Concourse

Equity

Flow

Foundry

Median

Metro

Module

Opulent

Oriel

Origin

Paper

Solstice

Technic

Trek

Urban

Verve

Click to add notes

Slide 15 of 25 "Trek" English (United Kingdom)

Inbox (170...) OA III BCA Unit V OA Syllab... UNIT V - ... Bharathikk... 51% 05:06 PM

The screenshot shows a Microsoft PowerPoint window with the title bar "Unit V - Microsoft PowerPoint". The ribbon tabs are Home, Insert, Design (selected), Animations, Slide Show, Review, and View. Below the ribbon, there are icons for Page Setup and Orientation, followed by a "Themes" section which displays six preview cards of different themes. To the right of the themes is a "Colors" dropdown menu with the "Built-In" section selected, showing a grid of color swatches. One swatch in the "Office" row is highlighted. The main content area shows a slide titled "Click to add notes" with the number "15" in the bottom left corner. The status bar at the bottom indicates "Slide 15 of 25" and "Trek". The taskbar at the bottom of the screen shows several open applications: Inbox (170...), OA III BCA, Unit V, OA Syllab..., UNIT V - ..., Bharathikk..., and a few others partially visible.

Working with PowerPoint Text Objects:

- Select the insert icon
- Click on the Text Box button
- Select the any one text option
- For ex. Select the word
- Choose the anyone word style
- Click the right mouse button

Unit V - Microsoft PowerPoint

Drawing Tools

Home Insert Design Animations Slide Show Review View Format

Table Picture Clip Photo Shapes SmartArt Chart Hyperlink Action Text Box Header WordArt Date & Time Slide Symbol Object Movie Sound Media Clips

Tables Illustrations Links

Text Box

Insert a text box into the document, or add text to the selected shape.

17

18 MAHENDRA ARTS

19

20

21

22

Click to add text

Click to add notes

Slide 18 of 22 "Trek" English (United Kingdom) 51% 05:34 PM

Inbox (170...) OA III BCA Unit V OA Syllab... UNIT V - ... Elam Vaya...

Multimedia:

Inserting Sound files & Adding Video:

- Select the slide where you want to add sound.
- Select the **Insert** tab.
- Click the drop-down arrow on the **Sound** command in the Media Clips group.
- Select **Sound from File** from the menu. The Insert Sound dialog box will appear.
- Locate the sound file on your computer.
- Select the sound file.
- Click the **OK**.

Home Insert Design Animations Slide Show Review View

Table Picture Clip Photo Shapes SmartArt Chart Hyperlink Action Text Box Header & Footer WordArt Date & Time Slide Number Symbols Object Movie Sound

Illustrations Links

Sound from File...

Sound from Clip Organizer...

Play CD Audio Track...

Record Sound...

Multimedia: Inserting Sound files:

- Select the slide where you want to add sound.
- Select the **Insert** tab.
- Click the drop-down arrow on the **Sound** command in the Media Clips group.
- Select **Sound from File** from the menu. The Insert Sound dialog box will appear.
- Locate the sound file on your computer.
- Select the file.
- Click **OK**. A sound icon and a dialog box will appear.

Click to add notes

Slide 19 of 21 "Trek" English (United Kingdom) 51% 05:44 PM

Inbox (170...) OA III BCA Unit V OA Syllab... UNIT V - ... Elamai Et... 05:44 PM

Microsoft Online Clip Gallery:

- Select the insert option
- Click the media clips
- Select the movie clip gallery
- Browse the audio & video from online
- Select the any one song
- Click the right mouse click button

Home

Insert

Design

Animations

Slide Show

Review

View

Format



Table



Picture



Clip Art



Photo Album



Shapes



SmartArt



Chart



Hyperlink



Action



Text Box



Header & Footer



WordArt



Date & Time



Slide Number



Symbol



Object



Movie



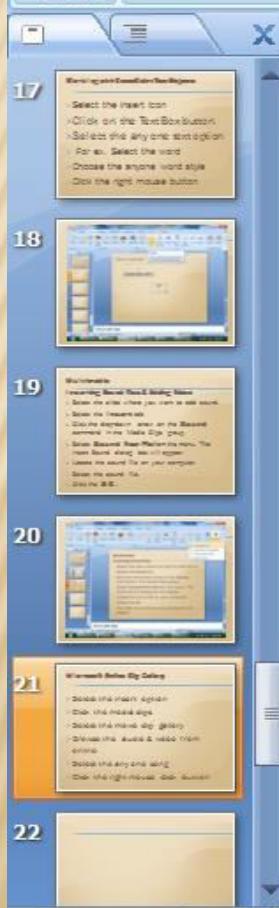
Sound

Media Clips

Illustrations

Links

Text



Microsoft Online Clip Gallery:

- Select the insert option
- Click the media clips
- Select the movie clip gallery
- Browse the audio & video from online
- Select the any one song
- Click the right mouse click button

Click to add notes

Slide 21 of 24

"Trek"



English (United States)



Add clip a...



OA III BCA



Unit V



OA Syllab...



UNIT V - ...



Elamai Et...

51%



05:54 PM

THANK YOU