

MS Office (MS Word 2010 & MS Excel 2010)

Lesson 00:

People matter, results count.



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Document History

Date	Course Version No.	Software Version No.	Developer / SME	Reviewer(s)	Approver	Change Record Remarks
15-Feb-2015	1.0	Microsoft Office 2010	Yogini S Naik & Gitika T.			First version
July-2016	2.0	Microsoft Excel 2010 & MS Word 2010	Sonam Rathore	Shilpa Bhosle	Mahima Sharma	Post-Integration material Revamp



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Course Goals and Non Goals

■ Course Goals

- At the end of this program, participants gain an understanding of how to work with MS Excel 2010 & MS Word 2010
- To learn how to use cell referencing, how to format text
- To learn how to create hyperlink in Excel 2010
- To learn how to work with functions and formulas in Excel 2010
- To learn how to extract data from large detailed dataset using Pivot table in Excel 2010
- To learn how a chart can be used as tool for communicating data graphically in Excel 2010
- To understand the features of MS Word 2010
- To understand how to format documents
- To understand how to create tables, shapes, Symbols and Charts, linking and embedding objects.



■ Course Non Goals

- Advanced features

Pre-requisites

- None



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Intended Audience

- Novice User



Day Wise Schedule

■ Day 1

- Lesson 1 : Introduction to Microsoft Excel 2010
- Lesson 2 : Understanding Cell Reference
- Lesson 3 : Formatting Text in Excel
- Lesson 4 : Understanding Hyperlink
- Lesson 5 : Working with Functions and Formulas
- Lesson 6 : Pivot table and Charts
- Lesson 7 : Introduction to Microsoft Word 2010
- Lesson 8 : Formatting Word Documents
- Lesson 9 : Creating & Editing Tables
- Lesson 10:Track Changes
- Lesson 11: Linking & Embedding Objects
- Lesson 12: Shapes , Symbols and Charts



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 - 1.1 Introduction to Excel
 - 1.2 Introduction to Ribbon
 - 1.3 Quick Access Toolbar
 - 1.4 Customizing the environment
 - 1.4.1 No. of Worksheet in workbook
 - 1.4.2 Default Save Location
 - 1.4.3 Changing the Auto Recover AutoSave interval
 - 1.5 Use Office Excel 2010 with earlier versions of Excel
 - 1.6 Excel security, sharing & review Features
 - 1.7 Protect Worksheet and element
 - 1.8 Share Workbook
 - 1.9 Adding Comments in Excel 2010
 - 1.10 Tracking Changes in Excel 2010



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 - 2.2 Types of cell references
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 - 3.1 Data Entry
 - 3.2 Entering Text data, Numbers, Date & Times
 - 3.3 Editing Data
 - 3.4 Replacing Data
 - 3.5 Deleting Data
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References

- Book Reference
 - Microsoft Excel 2010 – John Walkenbach
 - Microsoft Excel 2010 For Dummies – Greg Harvey
- Web Reference
 - <http://www.excel-2010.com/>



Next Step Courses (if applicable)

- Advance Excel learning Data Analysis



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Other Parallel Technology Areas

- None



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MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 01 : Introduction to Microsoft
Excel 2010

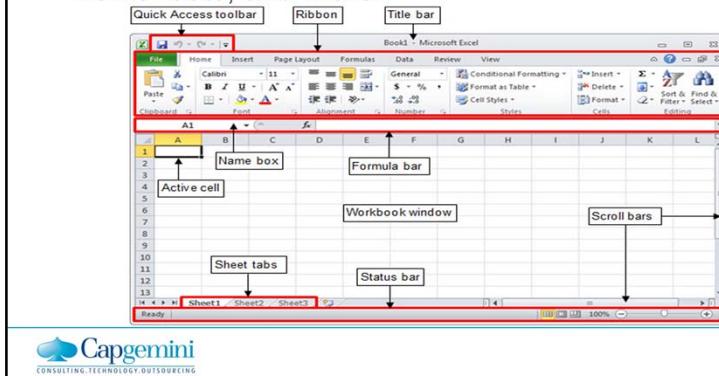
Lesson Objectives

- Introduction to Excel
- Introduction to Ribbon
- Quick Access Toolbar
- Customizing the environment
 - No. of Worksheet in workbook
 - Default Save Location
 - Changing the Auto Recover AutoSave interval
- Use Office Excel 2010 with earlier versions of Excel
- Excel security, sharing & review Features
- Set a password to modify an Excel spreadsheet
- Protect Worksheet and element
- Share Workbook
- Track Changes
- Adding Comments in Excel 2010



Introduction to Excel

- Microsoft Excel 2010 is a spreadsheet program that is used to manage, analyze, and present data
- It includes many powerful tools that can be used to organize and manipulate large amounts of data, perform complex calculations, create professional-looking charts, enhance the appearance of worksheets, and more.



Overview of Workbooks

- An Excel file is called a workbook. Each new workbook contains three blank worksheets
- Worksheets can be inserted or deleted as needed
- By default three worksheets are named Sheet1, Sheet2, and Sheet3 are created in a new workbook.
- The box formed by the intersection of a row and a column is called a cell
- Each cell is identified by its address which consists of its column letter and row number (e.g., cell A1 is the cell in the first column and first row)
- A group of cells is called a range
- The active cell has a thick black border around it and its address appears in the Name box on the left side of the Formula bar; the row and column headings of the active cell appear in a different color to make it easier to identify



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- By default, a new workbook is named *Book1*
- Each worksheet consists of 1,048,576 rows (numbered 1 through 1,048,576) and 16,384 columns (labeled A through XFD).
- Cells are used to store data.
- A range is identified by the addresses of the cells in the upper-left and lower-right corners of the selected block of cells, separated by a colon (e.g., A1:C10). Only one cell can be active at a time.

Backstage View

- The File tab (the first tab on the Ribbon) is used to display the Backstage view which contains all the commands related to managing files and customizing the program
- It provides an easy way to create, save, open, share, print, and close files; find recently used files; view and update file properties; set permissions; set program options; get help; and exit the program
- To display the Backstage view:
 - Click the File tab on the Ribbon
- To exit the Backstage view:
 - Click any tab on the Ribbon. Or, press the Esc key

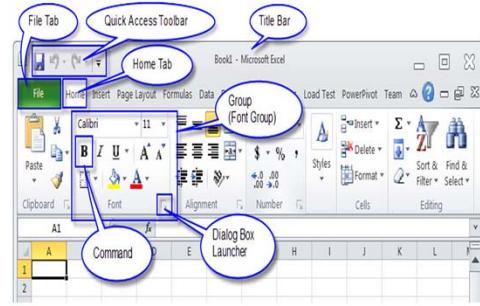
Demo

- Introduction to Excel Window
- Introduction to Backstage View



Introduction to Ribbon

- The Ribbon is the name given to the row of tabs and buttons you see at the top of Excel
- The Ribbon's tabs and buttons bring your favorite commands into the open by showing multiple commands grouped in specific categories
- The Ribbon is made up of five basic components:
 - Quick Access Toolbar,
 - Tabs
 - Groups,
 - Command buttons
 - Dialog launchers.



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The **Quick Access Toolbar** is essentially a customizable toolbar to which you can add commands that you use most frequently.

Tabs contain groups of commands that are loosely related to core tasks. Actually, it helps to think of each tab as a category.

Groups contain sets of commands that fall under the umbrella of that tab's core task. Each group contains buttons, which you click to activate the command you want to use.

Dialog launchers are activated by clicking the small arrow located in the lower-right corner of certain groups. Clicking any dialog launcher activates a dialog box containing all the commands available for a given group.

Quick Access Toolbar

- The frequently used commands can be added to Quick Access Toolbar
- We can add even those commands which are not part of the Ribbon
- To add a command to the Quick Access Toolbar, execute the following steps:
 - Click the down arrow
 - Click More Commands
 - Under Choose commands from, select Commands Not in the Ribbon
 - Select Form and click Add
 - Click OK



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- By default:
 - The Quick Access Toolbar contains the Save, Undo and Redo button.
 - Excel customizes the Quick Access Toolbar for all documents. Under Customize Quick Access Toolbar, select the current saved workbook to only customize the Quick Access Toolbar for this workbook.
- To remove a command from the Quick Access Toolbar, right click the command and click 'Remove from Quick Access Toolbar'.

Customizing the environment

- Excel provides a provision to customize the default setting to work more efficiently and productively
- Here are few we can customize :
 - No. of worksheets
 - Default save location
 - Auto save and Auto recovery
 - Setting up proofing



Demo

- Introduction to Ribbon Control
- Introduction to Quick Access Toolbar
- Customizing Excel Environment



Use Office Excel 2010 with earlier versions of Excel

- For backward compatibility with earlier versions of Excel, such as Excel 97-2003 or Excel 2007, we can use one of several ways to exchange workbooks between the different versions.
 - Work in Compatibility Mode We can open a workbook that was created in an earlier version of Excel and work in Compatibility Mode so that the workbook remains in a file format that can easily be opened again in the earlier version. Compatibility mode is not available for Excel 2007 workbooks.
 - Download file converters We can use file converters that we can download to open an Excel 2010 workbook in an earlier version of Excel.
 - Check a workbook for compatibility If we want to work in the current file format but have to share a workbook with people who use earlier versions of Excel, we can check that the data is compatible with earlier versions of Excel.
- We can then make the necessary changes to avoid the loss of data or fidelity that might occur when that workbook is opened in an earlier version of Excel.



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Excel security, sharing & review Features

- Set a password to modify an Excel spreadsheet
 - In addition to setting a password to open an Excel spreadsheet, you can set a password to allow others to modify the spreadsheet
- Protect Worksheet and element
 - Excel also allows to secure worksheet & the worksheet elements
- Share Workbook
 - This feature allows users to work in one workbook at a time
- Track Changes
 - Using this feature you can manage the changes done in the excel workbook
- Adding Comments in Excel 2010
 - Using this feature you can add comments in your spreadsheet



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Track Changes

- You can highlight changes on screen other users has made.
 - On the Review tab, in changes group, click track changes, Highlight Changes.
 - The Highlight changes dialog box appears
 - Click Ok
 - Excel highlights the changes on the screen
- Accept/Reject Changes
 - You can now accept or reject this change.
 - On the Review tab, in the changes group, click track changes, Accept or reject Changes.
 - Click Ok.
 - Click Accept to accept the changes and Reject to reject the changes.



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Note: To simulate two users, open second instance of Excel and open same shared workbook.
Not all features are available in shared workbook

Demo

- Set a password to modify an Excel spreadsheet
- Protect Worksheet and element
- Share Workbook
- Track Changes
- Adding Comments in Excel 2010



■ Lab 1



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Summary

- In this lesson, you have learnt:
 - Introducing Ribbons
 - Quick access tool bars
 - Customizing the environment
 - Default Save location
 - No of worksheets in workbook
 - Autosave option
 - Auto recovery
 - Set a password to modify an Excel spreadsheet
 - Protect Worksheet and element
 - How to share workbook
 - Adding comments in Excel



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Review Questions

- Question 1 : In order to access the information on a ribbon, the user must select the _____.
 - Shortcut menu
 - Start menu
 - Ribbon Tab
 - Quick Access Toolbar

- Question 2 : Information on each ribbon is organized in a collection called a _____.
 - Family
 - Group
 - Segment
 - Cluster



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Lesson 02 : Understanding
Cell Reference

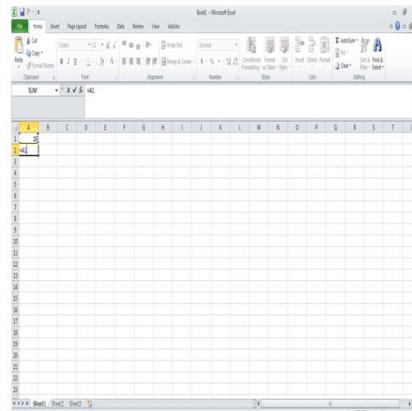
Lesson Objectives

- Using Cell References
- Types of cell references
- Relative Reference
- Absolute Reference
- Mixed Reference
- Cell reference to another worksheet
- Cell reference to another workbook



Using Cell References

- Most formulas you create include references to cells or ranges.
- These references enable your formulas to work dynamically with the data contained in those cells or ranges.
- A “cell reference” means the cell to which another cell refers.
- For example, if in cell A1 you have =A2. Then A1 refers to A2.



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Types of cell references

- There are three types of cell references.
 - Absolute – This means the cell reference stays the same if you copy or move the cell to any other cell. This is done by anchoring the row and column, so it does not change when copied or moved.
 - Relative – Relative referencing means that the cell address changes as you copy or move it; i.e. the cell reference is relative to its location.
 - Mixed – This means you can choose to anchor either the row or the column when you copy or move the cell, so that one changes and the other does not. For example, you could anchor the row reference then move a cell down two rows and across four columns and the row reference stays the same.



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Relative Reference

- Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

	A	B	C
1	Quantity	Price	Total
2	1	\$ 35.00	=B2*A2
3	2	\$ 28.00	\$ 56.00
4	1	\$ 32.00	\$ 32.00
5	3	\$ 22.00	\$ 66.00

	A	B	C
1	Quantity	Price	Total
2	1	\$ 35.00	=B2*A2
3	2	\$ 28.00	=B3*A3
4	1	\$ 32.00	=B4*A4
5	3	\$ 22.00	=B5*A5

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Figure 1 :

- The first example is a worksheet with data for Quantity, Price, and Total. The formula in cell C2 is Price times Quantity, or=**B2*A2**.
- There are two cell references in this formula, B2 and A2. Both have a **column reference** (B and A) and a **row reference** (2).

Figure 2 :

- You'll notice that B2 changes to B3, B4, B5, and A2 changes to A3, A4, A5 when copied down.
- As we copy the formula in cell C2 all the way down to cell C5, both of these cell references change automatically. They are**relative** references. **Copying down changes the row reference.**

Absolute Reference

- Situations arise in which the cell reference must remain the same when copied or when using AutoFill. Dollar signs are used to hold a column and/or row reference constant.

	A	B	C
1	Quantity	Price	Tax
2	1	\$ 35.00	=A2*B2*\$B\$7
3	2	\$ 28.00	\$ 4.82
4	1	\$ 32.00	\$ 2.75
5	3	\$ 22.00	\$ 5.68
6			
7	Tax Rate:	8.60%	

	A	B	C
1	Quantity	Price	Tax
2	1	\$ 35.00	=A2*B2*B\$7
3	2	\$ 28.00	=A3*B3*B\$7
4	1	\$ 32.00	=A4*B4*B\$7
5	3	\$ 22.00	=A5*B5*B\$7
6			
7	Tax Rate:	8.60%	

- The reference to cell B7 is modified by using the dollar sign (\$) before the column and row reference. \$B\$7



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- The above relative cell reference example is changed to calculate the Tax for Quantity times Price.
- The Tax Rate is located in cell B7.
- The formula for Tax in cell C2 is Quantity times Price times Tax Rate, or =A2*B2*\$B\$7.
- The cell reference for B7 is an **absolute reference**, which is needed because the Tax Rate is fixed in one place.
- The reference to cell B7 is modified by using the **dollar sign (\$) before the column and row reference**. By doing so, B7 will remain constant as I copy the formula down to C3, C4, C5.
- The other two cell references are still relative references and change as the formula is copied down. Although, if you'll notice, neither of the column references change, they're still A and B.
- This means is that the reference to cell B7 needs only an **absolute row reference** for this formula to work. As you see below, B\$7 is now the cell reference and row 7 will not change when you copy the formula down.

Mixed Reference

- A mixed reference is either an absolute row and relative column or absolute column and relative row.
- You add the \$ before the column letter to create an absolute column or before the row number to create an absolute row.
- For example :
 - \$A1 is absolute for column A and relative for row 1.



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Cell reference to another worksheet

- Cells that are on other worksheets by appending the name of the worksheet followed by an exclamation point (!) to the start of the cell reference.
- In the following example, the worksheet function named AVERAGE calculates the average value for the range B1:B10 on the worksheet named Marketing in the same workbook.



- Reference to a range of cells on another worksheet in the same workbook
 - Refers to the worksheet named Marketing
 - Refers to the range of cells between B1 and B10, inclusively
 - Separates the worksheet reference from the cell range reference

Cell reference to another workbook

- To refer to a cell or range from another workbook follow the below :

```
=filename.xls]SheetName!$Column$Row
```

The screenshot shows a Microsoft Excel window titled "Company [Compatibility Mode] - Microsoft Excel". The formula bar at the top contains the formula `=[North.xls]Sheet1!B2+[Mid.xls]Sheet1!B2+[South.xls]Sheet1!B2`. Below the formula bar is a data grid with four rows of data. The first row has column headers "Quarter 1", "Quarter 2", "Quarter 3", and "Quarter 4". The second row contains the value "Coffee" in column A and "\$6,624" in column B. The third row contains "Tea" in column A and "\$12,339" in column B. The fourth row contains "Milk" in column A and "\$18,625" in column B. The columns are labeled A through H.

	A	B	C	D	E	F	G	H
1		Quarter 1	Quarter 2	Quarter 3	Quarter 4			
2	Coffee	\$6,624	\$11,510	\$20,079	\$27,198			
3	Tea	\$12,339	\$17,144	\$11,886	\$14,266			
4	Milk	\$18,625	\$9,778	\$17,446	\$11,238			
5								
6								

Demo

- Refer Chapter2_ReferencingCells.xlsx to understand Cell Referencing.



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Summary

- Absolute , Relative ,Mixed References
- Referencing Cells across Worksheets , Workbook



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Review Question

- Question 1 : How to specify cell range from A9 to A99 in Excel?
 - (A9, A99)
 - (A9 to A99)
 - (A9 : A99)
 - (A9 – A99)



- Question 2 : If the cell B1 contains the formula = \$A\$1, which of the following statements is true.
 - There is a relative reference to cell A1
 - There is an absolute reference to cell A1
 - Further changes in value of A1 will not affect the value of B1
 - Further changes in value of B1 will affect the value of A1.



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Lesson03 - Formatting Text in Excel

Lesson Objectives

- Data Entry
 - Entering Text data, Numbers, Date & Times
 - Editing Data
 - Replacing Data
 - Deleting Data
 - Moving & Copying Cells
 - Using Paste Special
- Formatting Data
- Conditional formatting
- Tables
- Custom List
- Data Validation
- Grouping
- Sort and Filter

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Entering Data

- The simplest way to add data to a worksheet is to select a cell and enter data. A cell can contain a maximum of 32,767 characters and can hold any of three basic types of data: text, numbers, or formulas.
- To enter text:
 - Select the cell in which you want to enter text.
 - Type the desired text, and then press the Enter key.



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Entering Dates and Times

- Excel treats dates and times as special types of numeric values.
- To enter a date:
 - Select the cell in which you want to enter the date.
 - Type the month, day, and year, with each number separated by a forward slash (/) or a hyphen (-), and then press the Enter key.
- To enter a time:
 - Select the cell in which you want to enter the time.
 - Type the hour, a colon (:), and the minutes, press the Spacebar, type a **a** for A.M. or **p** for P.M., and then press the Enter key.



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NOTE: A number that does not fit within a column is displayed as a series of pound signs #####.

To accommodate the number, increase the column width.

Editing Data

- If a cell contains a long entry and you only want to change a few characters, it is faster to edit the data than to retype the entire entry. You can edit the contents of a cell directly in the cell or in the Formula bar.
- To edit data:
 - Double-click the cell that contains the data you want to edit. The cursor (a blinking vertical line) appears in the cell in the location that you double-clicked.
 - To insert characters, click where you want to make changes, and then type the new characters.
 - To delete characters, click where you want to make changes, and then press the Backspace or Delete key.
 - When you are finished, press the Enter key.



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Replacing Data

- You can replace the entire contents of a cell with new data. Any formatting applied to the cell remains in place and is applied to the new data.
- To replace data:
 - Select the cell that contains the data you want to replace.
 - Type the new data, and then press the Enter key.



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Deleting Data

- You can delete the entire contents of a cell if the data is no longer needed. Deleting data does not remove any formatting applied to the cell.
- To delete data:
 - Select the cell that contains the data you want to delete.
 - Press the Delete key.



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Moving and Copying Cells

- When you move or copy a cell, Excel moves or copies the entire cell, including formulas and their resulting values, cell formats, and comments.
 - Select the cells that you want to move or copy.
 - On the Home tab, in the Clipboard group
 - To move cells, click Cut .
 - To copy cells, click Copy .
 - Click in the center of the cell you would like to Paste the information too.
 - On the Home tab, in the Clipboard group, click Paste



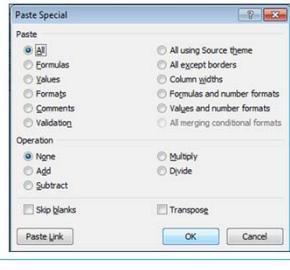
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Paste Special

- The Paste Special dialog box offers many more paste options.
- To launch the Paste Special dialog box, execute the following steps:
 - Select cell B5, right click, and then click Copy (or press CTRL + c).
 - Next, select cell D5, right click, and then click Paste Special.
 - The Paste Special dialog box appears.



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- Note : Excel actually has several different Paste Special dialog boxes, each with different options. The one displayed depends on what's copied. The above figure describes the Paste Special dialog box that appears when a range or cell has been copied.
- Below are the list of operation that can be performed :
 - All: Pastes the cell's contents, formats, and data validation from the Windows Clipboard.
 - Formulas: Pastes values and formulas, with no formatting.
 - Values: Pastes values and the results of formulas (no formatting). The destination for the copy can be a new range or the original range. In the latter case, Excel replaces the original formulas with their current values.
 - Formats: Copies only the formatting.
 - Comments: Copies only the cell comments from a cell or range. This option doesn't copy cell contents or formatting.
 - Validation: Copies the validation criteria so the same data validation will apply. Data validation is applied by choosing Data ↴ Data Tools ↴ Data Validation.
 - All Using Source Theme: Pastes everything, but uses the formatting from the document theme of the source. This option is relevant only if you're pasting information from a different workbook, and the workbook uses a different document theme than the active workbook.
 - All Except Borders: Pastes everything except borders that appear in the source range.
 - Column Widths: Pastes only column width information.
 - Formulas and Number Formats: Pastes all values, formulas and number formats (but no other formatting).
 - Values and Number Formats: Pastes all values and numeric formats, but not the formulas themselves.
 - All merging conditional formats: Merges the copied conditional formatting with any conditional formatting in the destination range. This option is enabled only when you are copying a range that contains conditional formatting.

Paste Special (Transposing a range)

- The Transpose option in the Paste Special dialog box changes the orientation of the copied range.
- Rows become columns, and columns become rows. Any formulas in the copied range are adjusted so that they work properly when transposed.



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Demo

- Entering data
- Replacing data
- Deleting data
- Copying and pasting cells
- Using paste special
- Using paste special for transpose



Formatting

- Spreadsheets that have not been formatted can be difficult to read. Formatted text and cells can draw attention to specific parts of the spreadsheet and make the spreadsheet more visually appealing and easier to understand.
- In Excel, there are many tools you can use to format text and cells to
 - Change the font
 - Change the font size
 - Use the bold, italic, and underline commands
 - Add a border and lines
 - Change font color
 - Add a fill color
 - Text alignments
 - Indenting data



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➤ Changing the Font

A font is defined as a group of characters sharing similar type attributes. The default font in new Excel 2010 workbooks is Calibri.

To change the font:

1. Select the cell that you want to format.
2. On the Home tab, in the Font group, click the Font arrow and select the desired font from the list.

➤ Changing the Font Size

Font size is measured in points. The larger the font size, the larger the data. The default font size in new Excel 2010 workbooks is 11 points.

To change the font size:

1. Select the cell that you want to format.
2. On the Home tab, in the Font group, click the Font Size arrow and select the desired font size from the list. If a font size you want is not listed in the Font Size list, click in the Font Size box, type the desired number, and then press the Enter key.

➤ Applying Font Styles

We can apply one or more font styles to emphasize important data in a worksheet. Font styles are attributes such as bold, italic, and underline. Bolding makes the characters darker.

Italicizing slants the characters to the right. Underlining adds a line below the characters in a cell, not the cell itself.

➤ **Changing the Font Color and Fill Color**

We can change the font color or fill color of cells to emphasize important data or add visual impact to a worksheet. Fill color refers to the background color of a cell.

➤ **To change the font color:**

1. Select the cell that you want to format.
2. On the Home tab, in the Font group, click the Font Color button to apply the most recently used color, or click the Font Color arrow and select a different color from the color palette.

➤ **To change the fill color:**

1. Select the cell that you want to format.
2. On the Home tab, in the Font group, click the Fill Color button to apply the most recently used color, or click the Fill Color arrow and select a different color from the color palette.

➤ **Adding Border and Lines**

Borders (and lines within the borders) are another visual enhancement that you can add around groups of cells. Borders are often used to group a range of similar cells or to delineate rows or columns. Excel offers 13 preset styles of borders, as you can see in the Home ➔ Font ➔ Borders dropdown list shown in figure. This control works with the selected cell or range and enables you to specify which, if any, border style to use for each border of the selection. Another way to apply borders is to use the Border tab of the Format Cells dialog box. One way to display this dialog box is to select More Borders from the Borders drop-down list.

➤ **Indenting Data**

Indenting moves data away from the edge of the cell. This is often used to indicate a level of less importance (such as a subtopic). Each click increments the amount of indentation by one character.

To indent data:

1. Select the cell that contains the data you want to indent.
2. On the Home tab, in the Alignment group, click the Increase Indent button the number of times that you want the data indented

➤ **Positioning Cell Content**

The *Alignment* group on the *Home* tab on the *Ribbon* contains the most useful commands for positioning data within cells . They can be used to change the alignment, indentation, and orientation of cell data, **wrap data within cells**, as well as merge cells.

Wrap data within cells

Conditional formatting

- Conditional formatting in Excel enables you to highlight cells with a certain color, depending on the cell's value.
- Excel has several presets you can use to quickly apply conditional formatting to your cells. They are grouped into three categories:
 - Data bars
 - Color scales
 - Icon sets



Conditional
Formatting ▾



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➤ **Apply the conditional formatting :**

On the Home tab, in the Styles group, click the arrow next to Conditional Formatting, and then click a preset e.g. Color Scales

➤ **Presets :**

- Data bars are horizontal bars added to each cell, much like a bar graph.
- Color scales change the color of each cell based on its value. Each color scale uses a two- or three-color gradient.
- Icon sets add a specific icon to each cell based on its value.
- Highlight Cells Rules , to highlight cells that are greater than a value.
- Top/Bottom Rules, to highlight cells that are above the average of the cells.

➤ **To remove conditional formatting rules:**

- Select the cells that have conditional formatting.
- In the Home tab, click the Conditional Formatting command. A drop-down menu will appear.
- Select Clear Rules.
- A menu will appear. You can choose to clear rules from the Selected Cells, Entire Sheet, This Table, or This PivotTable.

➤ **New Rule :**

- If the Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales and Icon Sets are not sufficient, you can create a new rule.
- Select the cells to which you want to apply the conditional format and click *Conditional Formatting > New Rule*.

Demo

- Formatting data
- Conditional formatting



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Tables

- Tables allow you to analyze your data in Excel quickly and easily.
- To convert a range to table , follow the below steps :
 - Enter your table's column headings.
 - Enter the first row of data immediately below the column headings.
 - Click the Table command button in the Tables group of the Insert tab.
 - Click the My Table Has Headers check box to select it.
 - Click OK.



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➤ Special functionality of a Table :

After defining a table, the area gains special functionalities:

1. Integrated autofilter and sort functionality
2. Easy selecting
3. Header row remains visible whilst scrolling
4. Automatic expansion of table
5. Automatic reformatting
6. Automatic adjustment of charts and other objects source range

➤ Table Options on the Ribbon:

Properties group : change the Name of the table, Change the size of the table

Tools group : Summarize with PivotTable, Remove Duplicates , Convert to Range

➤ Table Styles Group : To quickly change the style of your table.

Click the dropdown button to the right of the gallery to see all choices available to you.

Creating Custom List

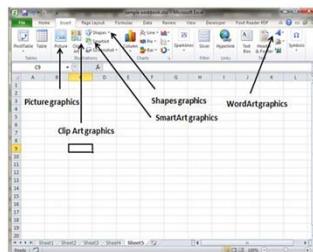
- To create a custom list follow below steps :
 - Go to File menu
 - Go to Options
 - Select Advanced category
 - Go to General and click Edit Custom Lists



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Inserting Images and other objects

- MS Excel supports various types of graphic objects available on the Insert tab of the Ribbon.
- Below are the Graphics available :
 - Shapes gallery
 - SmartArt
 - Text Box, and
 - WordArt



Inserting Images and other objects

■ Insert Shape

- Choose Insert Tab » Shapes dropdown
- Select the shape you want to insert. Click on shape to insert it.
- To edit the inserted shape just drag the shape with the mouse. Shape will adjust the shape.

■ Insert Smart Art

- Choose Insert Tab » SmartArt
- Clicking SmartArt will open the SmartArt dialogue as below screen-shot. Choose from the list of available SmartArt's
- Click on SmartArt to Insert it in the worksheet
- Edit the SmartArt as per your need



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Inserting Images and other objects

■ Insert Clip Art

- Choose Insert Tab » Clip Art
- Clicking Clip Art will open the search box as below screen-shot. Choose from the list of available Clip Arts
- Click on Clip Art to Insert it in the worksheet

■ Insert Word Art

- Choose Insert Tab » WordArt
- Select the style of WordArt which you like and click it to enter a text in it.

Demo

- Refer Chapter3_DataFormatting.xlsx to understand working with Basic Editing, Formatting, Conditional Formatting and Tables.



Data Validation

- Data Validation in Excel is used to make sure that users enter certain values into a cell.
- On Settings tab:
 - In Allow list, click whole number.
 - In the Data list, Click between.
 - Enter Minimum and Maximum values.
- Input Message tab:
 - Input messages appear when user selects the cell and tell the user what to enter.
- On input message tab
 - Check 'Show input message when cell is selected'
 - Enter a Title
 - Enter an input Message.



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Data Validation

- Error Alert tab:

- If users ignore the input message and enter a number that is not valid, you can show them an error alert.

- On the error alert tab:

- Check 'Show error alert after invalid data is entered'
 - Enter a title.
 - Enter an error message.
 - Click Ok.

- Data validation result:

- Select cell C2.
 - Try to enter a number higher than 10.



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To remove the data validation from the cell select the cell click on data->data validation click on Clear all button.

Grouping data

- Excel can organize data in groups, allowing you to easily show and hide different sections of your worksheet.
- We can also summarize different groups using the Subtotal command and create an outline for your worksheet.
- Select the range of data for grouping and subtotals , and go to Data tab □ Outline group.



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Subtotals

- The Subtotal command allows you to automatically create groups and use common functions like SUM, COUNT, and AVERAGE to help summarize your data.
- For example, the Subtotal command could help to calculate the cost of office supplies by type from a large inventory order. The Subtotal command will create a hierarchy of groups, known as an outline, to help organize your worksheet.



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Note:

To ungroup data, select the rows or columns you want to ungroup and From the Data tab, click the Ungroup command.

The range of cells will be ungrouped.

To ungroup all of the groups in your outline, open the drop-down menu under the Ungroup command, then choose Clear Outline.

To Ungroup and Clear Outline will not remove subtotaling from your worksheet.

Summary or subtotal data will stay in place and continue to function until you remove it.

To ungroup data and remove subtotaling, from the Data tab, click the Subtotal command to open the Subtotal dialog box.

Then Click Remove All

Demo

- Refer Chapter3_SalesData_Grouping_Subtotal.xlsx to understand working with Subtotals and Grouping of data.



Sort and Filter

- Excel's sorting feature can help you rearrange your data so you can use it more efficiently.
- To sort a list of data:
- Select a single cell in the column containing the data you want to sort.
- Select the Home tab.
- Under the Editing group, press the Sort and Filtering button and select the order you want your data to be sorted.



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Note: Sort A to Z means ascending order and Sort Z to A means descending order

Sort and Filter

- Unlike sorting, filtering doesn't just reorder the list. It actually hides the rows or columns containing data that do not meet the filter criteria you define. Excel has an AutoFilter feature that makes it very easy to extract data from your spreadsheet.
- To use the AutoFilter:
 - Click on any cell in your spreadsheet.
 - Select the Home tab.
 - Under the Editing group, press the Sort and Filtering button and select the Filter button.
 - Drop-down menus will appear next to each cell heading.
 - Clicking on any drop-down menu will provide you with options for sorting or filtering.

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Sort and Filter

- Filtering based on color:
- Normally you can fill cells with different colors for any purposes in Excel. If you have a worksheet with using different colors to indicate different type of contents and you want to filter or select those cells by the cell color, you may get it done as follows:
 - Select the column on which you want to Filter Data
 - Click on Home->Editing->Sort & filter->Select Filter Option
 - Click the filter arrow for the column by which you want to filter data.



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Sort and Filter

- Filtering based on color:
- Point to Filter by Color in the drop-down list.
- Select an option.
Excel displays the data using the filter you requested.



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Note: You can also add Number Filter same as that of color filter.

Steps to add Number Filter:

- Select the column on which you want to add number filter.
- Click on Home->Editing->Sort & filter->Select Filter Option
- Click the filter arrow for the column by which you want to filter data.
- Point to Number Filters in the drop-down list.
- Select an option.
- Excel displays the data using the filter you requested.

Demo

- Sorting and filtering data



Summary

- Data Entry
- Applying Borders, Font, Styles, alignment on Cells /Range of Cells
- Formatting Tables
- Introduction to Conditional formatting
- Creating Lists
- Inserting images , objects and others
- Data Validation
- Grouping data
- Sort and Filter

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Add the notes here.

Review Question

- Question 1 : In Excel , by default the Numeric values appears in
 - Left Aligned
 - Right Aligned
 - Justify Aligned
- Question 2 :The Autofill feature:
 - Extends a sequential series of data
 - Automatically adds a range of cell values
 - Applies a border around selected cells
 - None of above
- Question 3: Removing Duplicate records is part of Table Tools. True or False.



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MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 04 : Understanding Hyperlink

Lesson Objectives

- Introduction
- Inserting Hyperlink
- Types of Hyperlink
- Hyperlink to Existing File
- Inserting Hyperlink: Place in this document
- Inserting Hyperlink: Create New Document
- Inserting Hyperlink: Send an email link
- Editing and Deleting Hyperlink



Introduction

- A Hyperlink is a reference to a document or location that the reader can directly follow by clicking on the link.
- Hyperlinks are used extensively on the Internet.
- The use of hyperlink in excel includes-
 - Opening files of any type
 - Navigating to locations within an existing document
 - Opening Web Pages
 - Sending Emails



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Inserting Hyperlink

- Ways of inserting hyperlink directly to cell n Excel 2010
 - Use insert hyperlink tab
 - Right Click on the cell and select hyperlink.
 - Use keyboard shortcut Ctrl+K



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Types of Hyperlink

- There are five types hyperlinks.
 - Existing File
 - Existing Web Page
 - Place in This Document
 - Create a New Document
 - Send an Email Link



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Hyperlink to Existing File

- Steps for adding hyperlink to existing file:

- Select the existing File or Web Page icon in the Link to: area
- Navigate to the existing file using the Look in: area of the dialog
- Add your Display Text in the Text to display: area



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Note: You can also add ScreenTip which is displayed when you hover the mouse over a Hyperlink. To do this click on screenTip button.

Inserting Hyperlink : Place in this document

- Steps for adding hyperlink to within document:

- Select the Place in this Document icon in the Link to: area
- Type in Cell Reference using the Type in Cell Reference: area of the dialog or select a Defined Names in the Cell Reference area
- Add your Display Text in the Text to display: area



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Inserting Hyperlink : Create New Document

- Steps for adding hyperlink to new document:

- Select the Create New Document icon in the Link to: area
- Type in the Name of the New Document in the Name of the New Document: area of the dialog.
- Add your Display Text in the Text to display: area



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Inserting Hyperlink : Send an email link

- Steps for adding hyperlink to send an email link:

- Select the Email Address icon in the Link to: area
- Type in the Email Address in the Email Address: area of the dialog.
- Add your Display Text in the Text to display: area
- Add your Email Subject in the Subject: area



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Editing and Deleting Hyperlink

- Once you have a hyperlink established you can edit the hyperlink by right click on the hyperlink and select Edit Hyperlink.
- Once you have a hyperlink established you can delete the hyperlink by right click on the hyperlink and select Remove Hyperlink.



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Note: The Edit Hyperlink dialog will vary depending on the type of Hyperlink.

Demo

- Inserting a hyperlink
- Inserting different types of hyperlinks
- Editing and deleting hyperlinks



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Summary

- Hyperlink
- Types of Hyperlink
- How to insert different types of hyperlink



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Review Question

- Question 1 : How to create hyperlink in existing file Excel 2010?
 - By selecting the existing File or Web Page icon in the Link to: area
 - By selecting Email Address icon in the Link to: area
 - By selecting Create New Document icon in the Link to: area

- Question 2 : How to create hyperlink to a specific location in Excel 2010
 - By selecting Place in This Document icon in Link to area
 - By selecting Email Address icon in the Link to: area
 - By selecting Create New Document icon in the Link to: area



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MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 05 :Working with Functions
and Formulas

Add instructor notes here.

Lesson Objectives

- Formulas & Function
- Entering Formulas into Worksheets
- Elements of Formulas
- Functions
- Insert Function
- Autosum
- Autofill
- Cell Reference
- Names in Formulas
- Functions by Category
- IF Function
- Lookup Functions



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2

Formulas & Function

- A formula is an expression which calculates the value of a cell.
- Functions are predefined formulas and are already available in Excel.



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Entering Formulas into Worksheets

- Entering formulas manually :

- In a selected cell, you simply type an equal sign (=) followed by the formula.
- As you type, the characters appear in the cell and in the Formula bar.



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Elements of Formulas

- A formula can consist of any of these elements:
 - Mathematical operators, such as +(for addition) and *(for multiplication)
 - Example:
 - =A1+A2 Adds the values in cells A1 and A2.
 - Values or text
 - Example:
 - =200*0.5 Multiplies 200 times 0.15. This formula uses only values, and it always returns the same result as 100.
 - Cell references (including named cells and ranges)
 - Example:
 - =A1=C12 Compares cell A1 with cell C12. If the cells are identical, the formula returns TRUE; otherwise, it returns FALSE.



Functions

- Built-in Excel Functions can be a faster way of doing mathematical operations than formulas.
- Example- if you wanted to add the values of cells D1 through D10, you could type the formula " $=D1+D2+D3+D4+D5+D6+D7+D8+D9+D10$ ".
- A shorter way would be to use the SUM function and simply type " $=SUM(D1:D10)$ ".

Function	Example	Description
SUM	$=SUM(A1:A100)$	finds the sum of cells A1 through A100
AVERAGE	$=AVERAGE(B1:B10)$	finds the average of cells B1 through B10
MAX	$=MAX(C1:C100)$	returns the highest number from cells C1 through C100
MIN	$=MIN(D1:D100)$	returns the lowest number from cells D1 through D100
SQRT	$=SQRT(D10)$	finds the square root of the value in cell D10
COUNT	$=COUNT(A1:A6)$	Count the number of cells in the range that contain numbers



Insert Function

- Excel has hundreds of prewritten formulas which make it easy to do complex procedures with numbers, dates, times, text, and more.
- To insert a function, execute the following steps:
 - Click the Insert Function button on the formula bar.
 - The Insert Function dialog box opens
 - In the Search for a function box, type a description of what you want to do.



Autosum

- The AutoSum button, which resembles the Greek letter Sigma (shown above), automatically creates a SUM() function.
- When you click the AutoSum button Excel creates a sum function for the column of numbers directly above or the row of numbers to the left.
- Excel pastes the SUM() function and the range to sum into the formula bar.



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Auto filling Functions

- Autofill can also be used to copy functions.
- In the example below, column A and column B each contain lists of numbers and column C contains the sums of columns A and B for each row.
- The function in cell C2 would be "=SUM(A2:B2)".
- This function can then be copied to the remaining cells of column C by activating cell C2 and dragging the handle down to fill in the remaining cells.
- The autofill feature will automatically update the row numbers as shown below if the cells are reference relatively.

C2	A	B	C	D
1	number 1	number 2	sum	
2	87	49	136	
3	54	30		
4	34	10		
5	42	9		
6	24	23		
7	59	30		
8				

C7	A	B	C	D
1	number 1	number 2	sum	
2	87	49	136	
3	54	30	84	
4	34	10	44	
5	42	9	51	
6	24	23	47	
7	39	57	96	
8				

Cell Reference

- There are two basic types of cell references in Excel: relative and absolute.
- The difference between absolute and relative cell references becomes apparent when you copy formulas from one cell to another.
- When you copy a formula containing relative references, the references are adjusted to reflect the new location.
- Absolute references always refer to the same cell, regardless of where the formula is copied.
- Relative references are the default.
- To create an absolute reference, type \$ before each part of the cell address.

Cell Entry	Type of Referencing and Result
C1	Relative Both the row and column will change when copied to another location.
\$C1	Mixed The column will not change when copied to another location, but the row will.
C\$1	Mixed The row will not change when copied to another location, but the column will.
\$C\$1	Absolute The column and row will not change when copied to another location.



Names in Formulas

- A descriptive name to cell or range help make formulas in worksheets much easier to understand and maintain.
- For example :
 - Formula =SUM(Qtr2Sales) is much more intuitive than =SUM(C5:C12).
- To name a cell or range, follow these steps:
 - Select the cell or cell range that you want to name.
 - On the Formulas tab, click Define Name in the Defined Names group.
 - In the Name text box, type up to a 255-character name for the range.
 - Click OK.



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Note :

- **Using a named range**

To use a named cell or range, click the down arrow in the Name box at the left end of the Formula bar. Select the range name you want to access, and Excel highlights the named cells.

We can insert range names into formulas just like they were normal cell references.

- **Name Manager**

To edit and delete defined names, execute the following steps.

1. On the Formulas tab, click Name Manager.
2. For example, select TaxRate and click Edit.

Functions by category

Text Functions

- UPPER: Converts all characters in a supplied text string to lower case
- UPPER: Converts all characters in a supplied text string to upper case
- TRIM: Removes duplicate spaces, and spaces at the start and end of a text string
- CONCATENATE: Joins together two or more text strings
- LEFT: Returns a specified number of characters from the start of a supplied text string
- MID: Returns a specified number of characters from the middle of a supplied text string
- RIGHT: Returns a specified number of characters from the end of a supplied text string
- LEN: Returns the length of a supplied text string.
- FIND: Returns the position of a supplied character or text string from within a supplied text string (case-sensitive)



Functions by categories

Date & Time

- DATE: Returns a date, from a user-supplied year, month and day
- TIME: Returns a time, from a user-supplied hour, minute and second
- DATEVALUE: Converts a text string showing a date, to an integer that represents the date in Excel's date-time code
- TIMEVALUE: Converts a text string showing a time, to a decimal that represents the time in Excel
- NOW: Returns the current date & time
- TODAY: Returns today's date

Statistical

- MAX: Returns the largest value from a list of supplied numbers
- MIN: Returns the smallest value from a list of supplied numbers
- AVERAGE: Returns the Average of a list of supplied numbers
- COUNT: Returns the number of numerical values in a supplied set of cells or values
- COUNTIF: Returns the number of cells (of a supplied range), that satisfy a given criteria
- SUM: Returns the sum of a supplied list of numbers



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Functions by categories

- Logical

- AND: Tests a number of user-defined conditions and returns TRUE if ALL of the conditions evaluate to TRUE, or FALSE otherwise
- OR: Tests a number of user-defined conditions and returns TRUE if ANY of the conditions evaluate to TRUE, or FALSE otherwise
- NOT Returns a logical value that is the opposite of a user supplied logical value or expression i.e. returns FALSE if the supplied argument is TRUE and returns TRUE if the supplied argument is FALSE)

- Math & Trig

- ABS: Returns the absolute value (ie. the modulus) of a supplied number
- SIGN: Returns the sign (+1, -1 or 0) of a supplied number
- SQRT: Returns the positive square root of a given number
- MOD: Returns the remainder from a division between two supplied numbers



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IF Function

- IF function returns one value if a specified condition evaluates to TRUE, or another value if it evaluates to FALSE.

```
=IF(logic_test, value_if_true, value_if_false)
```



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Lookup formula

- A lookup formula essentially returns a value from a table by looking up another related value. A common telephone directory provides a good analogy. If you want to find a person's telephone number, you first locate the name (look it up) and then retrieve the corresponding number.
- Three lookup functions :
 - Lookup()
 - Hlookup()
 - Vlookup()



HLookup

- The Excel Hlookup function 'looks up' a given value in the top row of a data array (or table), and returns the corresponding value from another row of the array.

```
HLOOKUP( lookup_value, table_array, row_index_num,  
[range_lookup] )
```



HLookup

lookup_value	The value that you want to look for, in the first row of the supplied data array
table_array	The data array or table, that you want to search the first row of, for the supplied lookup_value
row_index_num	The row number, within the supplied array, that you want the corresponding value to be returned from
[range_lookup]	An optional logical argument, which can be set to TRUE or FALSE, meaning : TRUE if the function cannot find an exact match to the supplied lookup_value, it should use the closest match below the supplied value (Note: If range_lookup is set to TRUE, the top row of the table_array <u>must</u> be in ascending order)
FALSE	if the function cannot find an exact match to the supplied lookup_value, it should return an error



VLOOKUP Function

- VLOOKUP function 'looks up' a given value in the left-hand column of a data array (or table), and returns the corresponding value from another column of the array.

```
VLOOKUP( lookup_value, table_array, col_index_num, [range_lookup] )
```



Vlookup Function

lookup_value	The value that you want to look for, in the left-hand column of the supplied data array
table_array	The data array or table, that you want to search the left hand column of, for the supplied lookup_value
col_index_nu m	The column number, within the supplied array, that you want the corresponding value to be returned from
[range_liqu p]	An optional logical argument, which can be set to TRUE or FALSE, meaning :
TRUE	If the function cannot find an exact match to the supplied lookup_value, it should use the closest match below the supplied value (Note: If range_lookup is set to TRUE, the left-hand column of the table_array must be in ascending order)
FALSE	if the function cannot find an exact match to the supplied lookup_value, it should return an error



Demo

- Refer Chapter5_Functions_Formulae.xlsx to understand working with Range, Formula and Functions.



Lab

- Refer Lab 3



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Add the notes here.

Summary

- Entering Formulas into Worksheets
- Elements of Formulas
- Functions
- Insert Function
- Autosum
- Autofill
- Cell Reference
- Names in Formulas
- Functions by Category
- IF Function
- Lookup Functions



Summary



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Review Question

- Question 1 : What does the VLOOKUP function do?
 - Looks up text that contain 'v'
 - Checks whether text is the same in one cell as in the next
 - Finds related records
 - All of above

- Question 2 : Which of the following is correct?
 - =AVERAGE(4, 5, 6, 7)
 - =AVERAGE(A1, B1, C1)
 - =AVERAGE(A1:A9, B1:B9)
 - =All of the above



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Add the notes here.

MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson06 : Pivot Table and Charts

Lesson Objectives

- Pivot table
- Simple Charts
- Pivot Charts

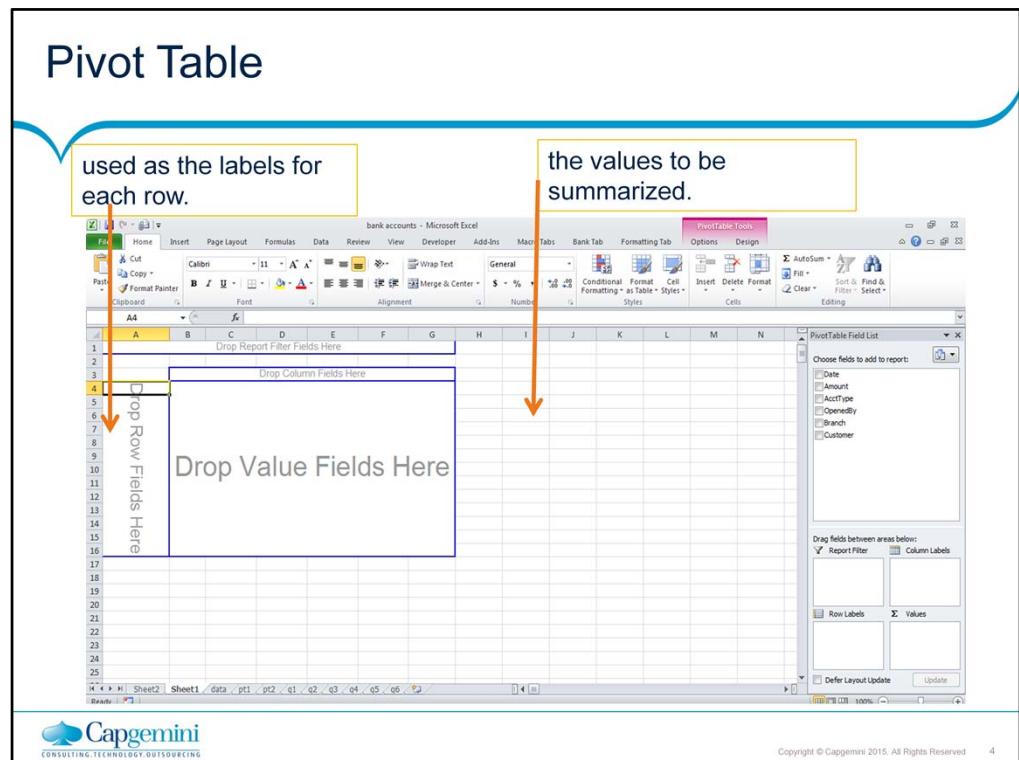


Pivot Table

- A pivot table is essentially a dynamic summary report generated from a database.
- The database can reside in a worksheet (in the form of a table) or in an external data file.
- A pivot table helps to transform endless rows and columns of numbers into a meaningful presentation of the data. Pivot table are very powerful tool for summarized analysis of the data.
- Pivot tables are available under Insert tab » PivotTable dropdown » PivotTable



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- Field List to hide and redisplay the PivotTable Field List task pane on the right side of the Worksheet area.
- +/- Buttons to hide and redisplay the expand (+) and collapse (-) buttons in front of particular Column Fields or Row Fields that enable you to temporarily remove and then redisplay their particular summarized values in the pivot table.
- Field Headers to hide and redisplay the fields assigned to the Column Labels and Row Labels in the pivot table.
- A Row field is used as the labels for each row. Additional row fields placed in the PivotTable are nested (grouped) within the primary row field (the left-most field)
- A Column field is used as the label for each column. Additional column fields placed in the PivotTable are nested (grouped) within the primary column field (the top-most field) In choosing which field(s) that will be used as Row(s) or Column(s), remember that Excel 2010 is “limited” to 16,384 columns across the worksheet which may influence the decision.
- A Value field, such as Sum of Sales, provides the values to be summarized. The name and function assigned to the Data field will be displayed in the top left cell of the PivotTable
- A Report Filter field can be used to filter the PivotTable for a particular item in that Page field.

Pivot Table

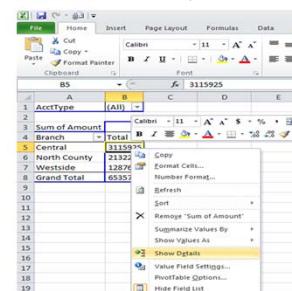
- Refer Chapter5_PivotTable_BankAccount.xlsx



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Drill Down

- When you summarize your data by creating an Excel Pivot Table, each number in the Values area represents one or more records in the pivot table source data.
- If you have questions about the summarized data, a quick way to see the underlying records is to use the Show Details (DrillDown) feature.
- With the Show Details feature you can create a list of the related records on a new worksheet, then examine the data, to see where any problems occur.



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Charts

- A chart is a visual representation of the data present in an excel sheet , which helps in arriving at a conclusion or decision .
- Excel supports the following types of charts
 - Simple Charts
 - Pivot Charts : Created from Pivot Tables

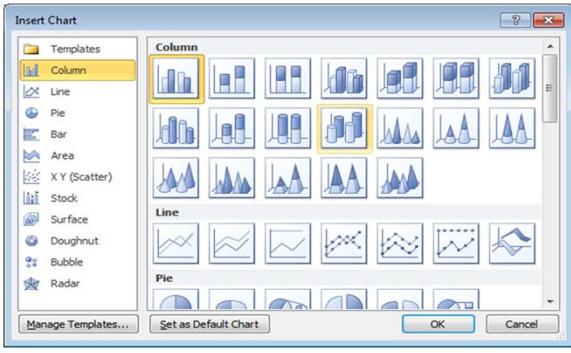


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Simple Charts

- To create charts for the data by below steps.
 - Select the data for which you want to create chart.
 - Choose Insert Tab » Select the chart or click on the Chart group to see various chart types.
 - Select the chart of your choice and click OK to generate the chart.

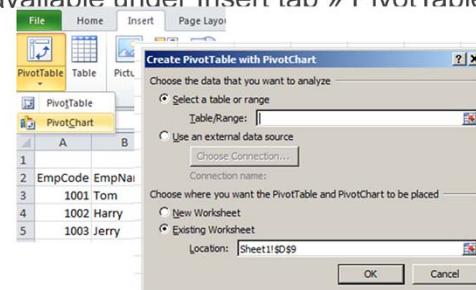


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Pivot Chart

- A pivot chart is a graphical representation of a data summary displayed in a pivot table.
- A pivot chart is always based on a pivot table. Although Excel lets you create a pivot table and a pivot chart at the same time, you can't create a pivot chart without a pivot table. All Excel charting features are available in a pivot chart
- Pivot charts are available under Insert tab » PivotTable dropdown » PivotChart



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Demo

- Refer Chapter6_Charts.xlsx to understand working with various Charts.



Lab

- Refer Lab 4 from lab book.



Summary

- Pivot table
- Simple Charts
- Pivot Charts



Review Question

- Question 1 : How to change vertical and horizontal axis for Chart ?
 - Insert Tab Switch Row/Column
 - Data Tab Switch Row/Column
 - Home Tab Switch Row/Column
 - Design Tab Switch Row/Column

- Question 2 : What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data has changed
 - Format Report
 - Pivot Table
 - Refresh Data
 - Show Detail



MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 07 -Introduction to Microsoft
Word 2010

Lesson Objectives

- To understand following topics
 - Introduction to Word
 - Start Button
 - Quick Access Bar
 - Ribbon(Toolbar)
 - Working with multiple document
 - Multiple views of document
 - Comparing documents



What is Word ?

- Word 2010 is a word processor that allows you to create various types of documents such as letters, reports, research papers, newsletters, brochures, and more.
- Word 2010 provides new features
 - Co authoring in real time
 - Share Document
 - Image Editing
 - Recover Lost Draft



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Getting Started With Word

- Following are the steps to open word 2010
- Click on start button
- Click All programs
- Search for Microsoft 2010 in Microsoft Office and click it.



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Quick Access Bar

- The Quick Access Toolbar displays a small selection of the more commonly used commands in Word 2010 in the top left hand corner of the application window (above the Office Button)
- It is displayed independently of what tab you are currently working in, so you can always see those popular commands there
- By default, the Quick Access Toolbar includes the following commands:
 - Save
 - Undo
 - Redo
- This is placed just above the File Tab.
- Quick Access Bar can be customized as per comfort.



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Backstage View

- The Backstage view has been introduced in Word 2010 and acts as the central place for managing documents
- The backstage view helps in creating new documents, saving and opening documents, printing and sharing documents
- It also helps to manage files and the data about them — creating, saving, inspecting for hidden metadata or personal information, and setting options
- In short, it is everything that you do to a file that you don't do in the file.
- To get Backstage view ,click on File Tab

Ribbon

- Ribbon contains commands organized in three components:
- Tabs: appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout is example of ribbon tabs.
- Groups: To organize related commands. each group name appears below the group on the Ribbon. For example group of commands related to fonts or group of commands related to alignment etc.
- Commands: Commands appear within each group as mentioned above.



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Demo

- Getting started with Word
- Introduction to Word window
- Quick access bar
- Backstage view
- Ribbon



Working with Multiple Documents

- Two or more documents displayed on the screen at the same time
- click the View tab and click the Arrange All button.
- Immediately, Word organizes all its windows by placing them on the screen like the pieces of a jigsaw puzzle.

Multiple Views of Document

- Word document can be viewed in different views
- Print Layout View : This is the viewing mode you should use if you want to always see what your document will look like
- Full screen View : Word includes a full-screen mode that minimizes the extraneous information (tools, menus, etc.) displayed on the screen
- Web Layout View: shows how your document will look as a Web page
- Outline View: is used when you want to work with large portions of your document at the same time
- Draft View : can be considered a "pared down" version of the Print Layout view. It allows you to generally see how your text will appear on paper.



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Comparing Documents

- Following are the steps to compare 2 word documents
- Click the review tab and then click Compare button which will display 2 options to be selected.



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Comparing Documents (Cont.)

- Select the original Document and Revised Document and Click on Ok button to display the differences in two documents.
- Left column on the screen would show all the changes done over the course of changes and you will see original as well as modified version of the document on the same screen.
- Walk through these changes using Previous & Next Button available under Review tab.

Demo

- Working with multiple documents
- Working with multiple views of documents
- Comparing documents



Summary

- What is Word
- Quick Access Bar
- Ribbon
- Working with multiple documents
- Multiple views of document
- Comparing multiple documents



Summary



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Review Question

- Q1. In word 2010 , Ribbon can be customized with your own Tabs?
 - a. True
 - b. False

- Q2. _____ helps in creating new documents, saving and opening documents, printing and sharing documents.

- Q3. _____ is used when you want to work with large portions of your document at the same time.

- Q4. What are all the default commands which is included in Quick Access Bar?

- Q5. _____ shows how your document will look as a Web page.



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MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson08: Formatting Word Document

Lesson Objectives

- To understand following topics
 - Copy formatting and clearing formatting
 - Changing Paragraph Alignment , Indenting paragraph
 - Page Margins and Orientation
 - Insert Page Header and Footer
 - Insert Cover page
 - Insert Water mark
 - Insert Bookmark
 - Insert Picture, File & object



Demo : Copy Formatting

- One can copy the formatting applied to one object and add it to other object
- On the View Menu ,click Print layout
- Click the object that has the formatting to be copied
- On the standard toolbar ,click Format Painter button which is in Home Tab
- Then click the object that you want to copy formatting to
- To copy the formatting of an object to several other objects ,double click format painter button and click the other objects in succession
- When you are done, click  again to turn off



Demo: Clearing Formatting

- This will remove all the formatting applied to text, leaving the plain text
- To Clear the Formatting of an object follow the steps
- Click Home Tab
- Move to Font group
- Click the Clear Format button



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Demo: Paragraph Alignment

- There are four types of paragraph alignment available in Microsoft Word left-aligned, centered, right-aligned, and justified.
- Left Aligned Text:
 - Click anywhere on the paragraph you want to align and click Align Text Left button available on Home tab or simply press Ctrl + L keys
- Right Aligned Text:
 - Click anywhere on the paragraph you want to align and click Align Text Right button available on Home tab or simply press Ctrl + R keys
- Center Aligned Text:
 - Click anywhere on the paragraph you want to align and click Align Text Right button available on Home tab or simply press Ctrl + R keys
- Justify Aligned Text:
 - Click anywhere on the paragraph you want to align and click Align Text Right button available on Home tab or simply press Ctrl + R keys



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Demo: Paragraph Indentation

- margin settings determine the blank space that appears on each side of a paragraph.
- how to indent your paragraphs with or without first line of the paragraphs.
- Left Indentation:
 - Left indentation means to move the left edge of the paragraph inward towards the center of the paragraph
 - click Increase Indent button available on Home tab or simply press Ctrl + M keys.



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Demo : Paragraph Indentation (Cont.)

- To remove Left indentation ,click Decrease Indent button available on Home tab or simply press Ctrl + Shift+ M keys. You can click multiple times remove deeper indentation.
- Right Indentation:
 - Right indentation means to move the right edge of the paragraph inward towards the center of the paragraph.
- Click anywhere on the paragraph to indent right and click Increase Right Indent spinner available on Page Layout tab
- First Line Indentation:
 - You can move the left side of the first line of a paragraph inward toward the center.
 - Click anywhere on the paragraph to indent right and click the Paragraph Dialog Box Launcher available on Home tab.
- Hanging Indentation:
 - You can move the left side of the first line of a paragraph leftward, away from the center which is called hanging indentation.



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Demo : Page Margin

- Margins are the space between the edge of the paper and the text
- You can adjust the right, left, top, and bottom margins of your document
- By default, Word sets all margins left, right, top, and bottom to 1 inch
- Click Custom Margin option to customize the margin settings. This will open the Page setup dialog box.



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Demo : Page Orientation

- Page Orientation is useful while printing the Page
- By default Microsoft Word shows a page in portrait orientation and in this case page width is less than page height and page will be 8.5 inches x 11 inches
- Click any of the options you want to set to orientation.



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Demo : Page Header and Footer

- Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages, the document title, company logo, any photo etc. The header appears at the top of every page, and the footer appears at the bottom of every page.



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Demo : Cover Page

- Almost all the good documents and books have an attractive first page that includes the document title, its subject, author and publisher name etc. This first page is usually called Cover Page and Microsoft Word provides an easy way to add a cover page
- Click the Insert tab, and click Cover Page button available in the Pages group.
- click the cover page from the gallery that will get applied to the document
- To remove the cover page, Remove Current Cover Page option is available in same menu.



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Demo : Watermark

- A watermark is a picture that shows up faintly behind the text on a word document page. When you drafting a document, you can watermark the document with Draft Copy stamp, or you can watermark a duplicate document with Duplicate stamp
- Open a word document in which you want to add a watermark
- Click the Page Layout tab and then click Watermark button to display a list of standard watermark option
- Click Remove Watermark option which will delete existing watermark from the document.



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Demo : Bookmark in Document

- Select the text or item to which you want to assign a bookmark, or click where you want to insert a bookmark
- On the Insert tab, in the Links group, click Bookmark
- Under Bookmark name, type or select a name
- Click Add and a bookmark will be added to the document



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Demo : Insert Picture , File and Object

- A variety of graphics can increase the beauty of Word Document
- To add picture in word document click on insert Tab
- Then click on Picture option in Image group which will display Insert Picture dialog box
- Select the picture to add in word document



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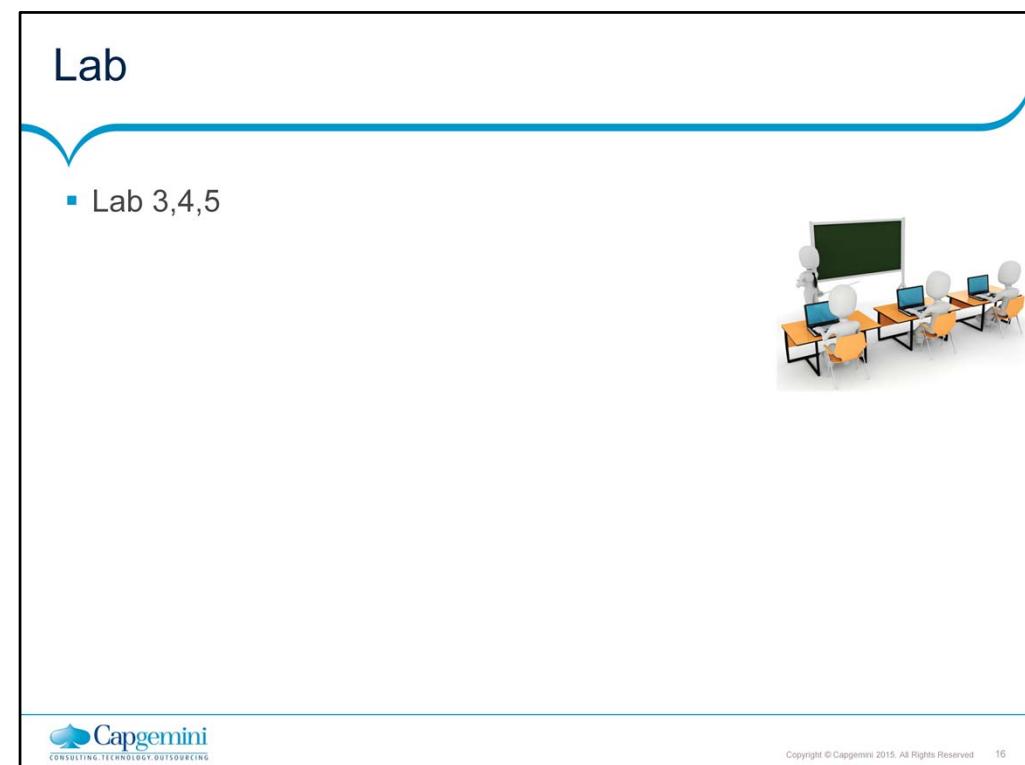
Demo : Insert Object

- Microsoft has introduced a feature to insert one program in another. We can insert a Power point presentation ,Excel sheet, SQL document or another word file in Microsoft Word
- Steps to Insert Object in Microsoft word 2010:
 - Click on Insert menu and Click on Object on Text Group
- Object dialog box will be opened with list of different Office program
- Select the required Object type and it will be inserted into current document



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Add the notes here.

Summary

- Changing Font
- Aligning Paragraph
- Adding Borders and shades to Document
- Paragraph margin and Orientation
- Working with Page Header and footer
- Cover Page and Water Mark
- Working with bookmarks ,pictures and List
- Inserting picture , file and object



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Review Question

- Q1. Insert picture box will get displayed after clicking on Picture Option in _____ group.

- Q2. _____ is useful while printing the page

- Q3. In which group Bookmark will be available?

- Q4. What is the shortcut key to remove the left indentation?

- Q5. Copy formatting and clear formatting available in _____ tab.



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MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson09: Creating & Editing
Tables

Lesson Objectives

- To understand following topics
 - Introduction to Tables
 - Insert Table
 - Modifying the Table
 - Formatting Table
 - Working With Formulas in Table



Introduction to Tables

- Tables consist of columns and rows.
- The intersection of a column and row is a cell. Cells contain a single piece of data
- In Word, tables are useful for organizing and presenting data. You can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables
- The table feature in Word enables you to organize a series of data in a columnar list format

Donor Registry							
FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bennett	Fox	456 South Street	High Point	NC	27294	100.00	8/15/2012
Anna	Steeda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/15/2012
John	Whittemberger	P. O. Box 121802	Winston-Salem	NC	27492	500.00	8/20/2012
Michael	Ausamp	11 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012
Ethan	Crawford	377 Hillman Avenue	Greensboro	NC	27492	500.00	8/22/2012
Anthony	Finnegan	1 Clark Smith Drive	High Point	NC	27294	100.00	8/23/2012
Abigail	Irons		Winston-Salem	NC	27492	150.00	8/25/2012
Hanna	Mccormie		Greensboro	NC	27492	325.00	8/26/2012
Paul	Robichaud		Greensboro	NC	27493	20.00	8/28/2012
							\$3,695.00



Demo: Insert Table

- To insert a blank Table:
 - Place the cursor in word document where the table should appear
 - Select Insert Tab
 - Click Table Command
 - Hover your mouse over the diagram squares to select number of columns and rows in the table



- Click mouse , and table will appear in the document
- Now add the text anywhere in the Table



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Demo: Modifying the Table

- To add a new Row in existing Table:
- Place the cursor in a row below the location where the new row should get added

-

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$9,355	\$13,470	\$7,360
David D.	\$8,547	\$12,655	\$8,281
Alice S.	\$13,578	\$6,789	\$10,239

Insertion point



- Right Click the mouse ,from menu select insert->Insert Row Above.



- A new row appears above the insertion point.
- Same steps can be followed to add new columns.

Demo: Formatting Table

- To apply a table style:
- Click anywhere on the table. The Design tab will appear on the Ribbon
- Select the Design tab and locate the Table Styles
- Click the More drop-down arrow to see all of the table styles

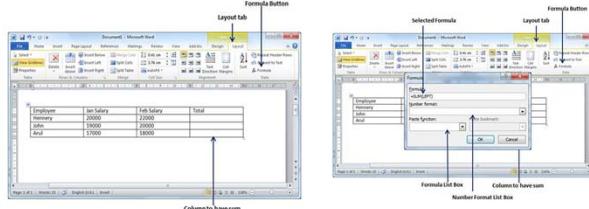


- Hover the mouse over the various styles to see a live preview
- Select the desired style. The table style will appear in the document
- To apply Borders to The Table:
- Select the cells you want to add a border to
- From the Design tab, select the desired Line Style, Line Weight, and Pen Color.
- Click the Borders drop-down arrow
- From the drop-down menu Select the desired border type.



Demo: Working With Formulas in Table

- Following are the simple steps to add formula in a table cell available in word document.
- Consider the following table where we will have total of the rows. Click in a cell that should contain the sum of a rows.



- Now click the Layout tab and then click Formula button which will display a Formula Dialog Box which will suggest a default formula, which is =SUM(LEFT) in our case.
- You can select a number format using Number Format List Box to display the result or you can change the formula using Formula List Box.



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Cell Formulas:

The Formula dialog box provides following important functions to be used as formula in a cell.

Formula

Description

AVERAGE()

The average of a list of cells.

COUNT()

The number of items in a list of cells

MAX()

The largest value in a list of cells

MIN()

The smallest value in a list of cells

PRODUCT()

The multiplication of a list of cells

SUM()

The sum of a list of cells

Lab

- Lab 6,7



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Summary

- Working with Tables in Word Document
- Creating Table
- Modifying Table Data
- Applying Styles to table
- Working with Table Formulas



Review Question

- Q.1. In a document what is the maximum number of columns that can be inserted in MS Word Table?
 - a. 35 b. 15 c. 63 d. 65

- Q.2. How much space in minimum must be provided between columns?
 - 0" B) 0.5" C) 1" D) 1.5"

- Q.3. While right clicking on the cell C5 and selecting on Insert cell option, where the new cell will get inserted?



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Answers:

- Q1. 15
- Q2. 1.5"
- Q3. before C5
- Q4. Hover mouse
- Q5. True

Review Question

- Q4. While inserting the table, _____ over the diagram squares to select number of columns and rows in the table
- Q5. Is formula can be added in the table?
 - A. True
 - B. False



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Answers:

- Q1. 15
- Q2. 1.5"
- Q3. before C5
- Q4. Hover mouse
- Q5. True

MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 10 : Track Changes

Lesson Objectives

- To understand following topics
 - Track Changes
 - Turn Track Changes on or off
 - Get Detailed Summary of Track Changes
 - Accept or Reject Track Changes
 - Working with Comments in Document
 - Word Count



Track Changes

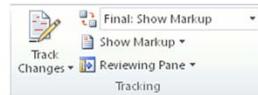
- Track Changes feature allows MS Word to keep track of the changes done in word document
- It is also known as redline, or redlining
- Its real usage can be seen when a document is edited i.e it helps us to know which changes have been made to it -- which content is deleted, inserted or formatted



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Demo: Turn Track Changes on or off

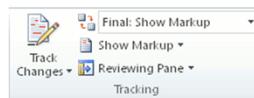
- On the Review tab, in the Tracking group, click the Track Changes image.



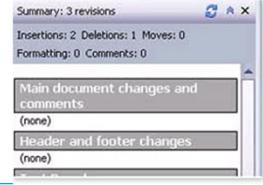
- To add a track changes indicator to the status bar, right-click the status bar and click Track Changes
- Click the Track Changes indicator on the status bar to turn Track Changes on or off.

Demo : Get Detailed Summary of Track Changes

- On the Review tab, in the Tracking group, click Reviewing Pane to view the summary at the side of your screen
- To view the summary across the bottom of your screen instead of on the side of your screen, click the arrow next to Reviewing Pane, and then click Reviewing Pane Horizontal



- To view the number of each type of change, click Show Detailed Summary



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Demo : Accept or Reject Track Changes

- On the Review tab, in the Changes group, click Next or Previous.



- To accept track Changes :

- In the Changes group, click Accept to accept the track change
- To Accept all the track changes click Arrow below Accept and select Accept All Changes

- To Reject Track Changes:

- In the Changes group, click Reject to reject the track change
- To reject all the track changes click Arrow Below Reject and select Reject All Changes

Demo : Working with Comments in Document

■ Insert Comment

- To insert a comment in a document, highlight the area of text where you want to comment on. Click the Review tab on the Ribbon then click New Comment



- That opens up a balloon pointing to the highlighted text you can leave your comment in

■ Remove Comment

- After corrections have been made you might want to delete the comment.
- Just highlight the comment you want gone and click the Delete button.



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Demo : Word Count

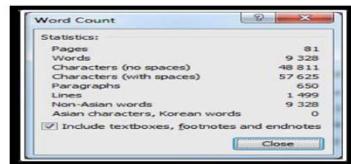
- Microsoft Word counts the number of words in a document while you type.
- Word can also count the following:
 - Pages
 - Paragraphs
 - Lines
 - Characters, either including or excluding the spaces
- Count the words as you type
 - When you type in a document, Word automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of the workspace .
- Count the words in a selection or selections
 - You can count the number of words in a selection or selections, rather than all of the words in a document.
 - The status bar displays the number of words in the selection.
 - For example, 100/1440 means that the selection accounts for 100 words of the total number of words in the document, 1,440.



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Demo : Word Count

- You can also use Word Count located in the Review tab
- On the Review tab, in the Proofing group, click Word Count.
- In the Word Count dialog box, select the Include textboxes, footnotes and endnotes check box.



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Summary

- Track Changes
- Turning Track changes on or off
- Inserting comments in word document
- Deleting comments from word Document
- Word Count



Review Question

- Q1. On the review tab Accept changes and Reject changes will be available in which group?
- Q2. What will be displayed after clicking on Show Detailed Summary?
- Q3. Which of the following cannot count by Word?
 - a). Paragraph
 - b). Line
 - c). Document
 - d). Pages
- Q4. At what scenario, word will count the words?
- Q5. Word count will count the words and displays the same in bottom of every pages.
 - a). True
 - b). False



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Add the notes here.

MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 11 :Linking &
Embedding Objects

Lesson Objectives

- To understand following topics
 - Linking and Embedding Objects
 - Insert Linked Object
 - Insert Embedded Object
 - Link and Embed Content copied from another program
 - Hyperlinks
 - Insert a Hyperlink
 - To make an email address a hyperlink
 - To remove a hyperlink



Linking and Embedding Objects (OLE)

- This is a facility provided in Microsoft office by which information from two or more different types of files (e.g. graphics, spreadsheet, and word processing) can be inserted into a document, stored as an "object" in 2 ways - linking and embedding
- In linking, the linked files remain separate but if information in one file is updated, the linked information in other file is automatically updated
- In embedding 2 or more files become part of the container file but the inserted items retain their independent existence and can be modified by double clicking in them to call up the application by which they were created.
- The files which can be linked /embedded can be files created by other Microsoft Office programs, as well as files from other programs that support Object Linking and Embedding (OLE).



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Demo: Insert Linked Object

To Insert a linked object

- Click in the document where you want to place the object
- On the Insert tab, in the Text group, click Object
- Object dialog box will open,
- Click on Create from file tab
- In the File box, type the name of the file, or click Browse to select from a list.
- Select the Link check box.

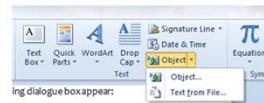


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Add the notes here.

Demo : Insert Embedded Object

- Click in the document where you want to place the object.
- On the Insert tab, in the Text group, click Object



- Do one of the following:
 - If the object does not already exist, click Create new.
 - In the Object type box, click the type of object that you want to create.
 - If the object already exists, click Create from file. In the File box, type the name of the file, or click Browse to select from a list.
- Clear the Link check box.
- Do one of the following:
 - To display the content in your document, clear the Display as icon check box.
 - To display an icon that is clicked to view the object, select the Display as icon check box.
To change the default icon image or label, click Change Icon, and then click the icon that you want from the Icon list. If you want, you can type a label in the Caption box.



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Add the notes here.

Demo : Link or Embed Content copied from another program

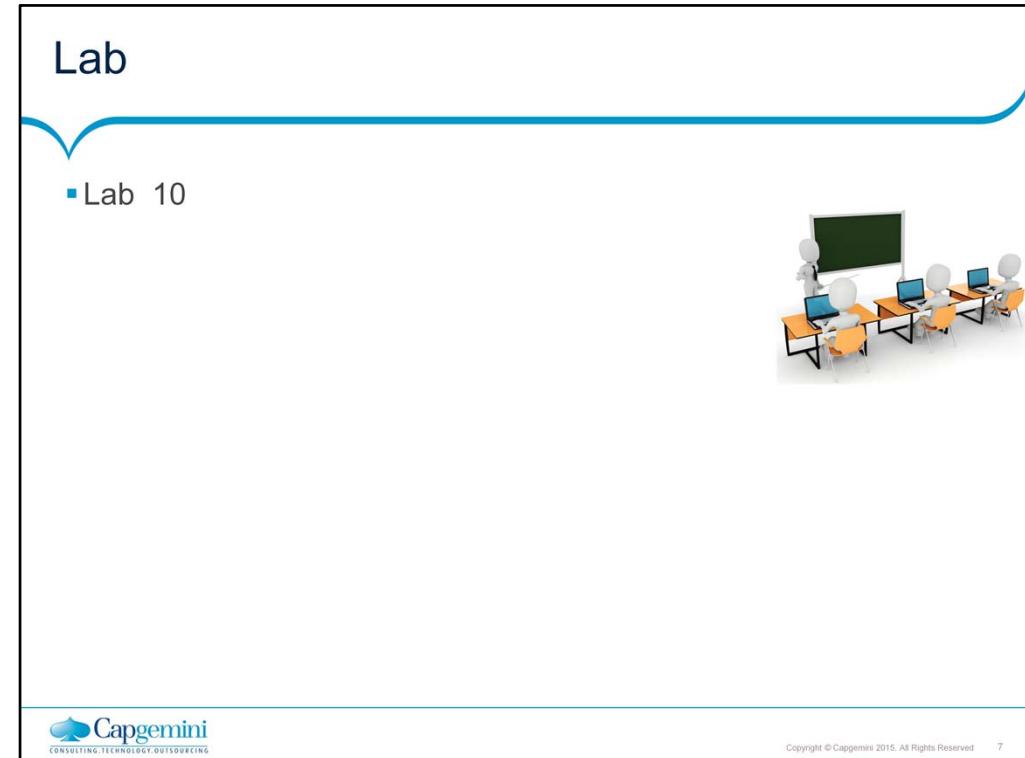
- In a program other than Word Document, select and copy the information that you want to insert as an object, into clipboard
- In Word Document, click where you want the object to appear.
- On the Home tab, in the Clipboard group, click the arrow below Paste, and then click Paste Special.



- In the Paste Special dialog box, do one of the following:
 - To paste the information as a linked object, click Paste link.
 - To paste the information as an embedded object, click Paste. In the As box, click the entry with the word "object" in its name. For example, if you copied the information from a Power point, click Microsoft Power point Slide Object.



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Hyperlinks

- Adding hyperlinks to the document can help readers quickly access contact information, other parts of the document, and any additional information online that you want to share
- Two basic parts of Hyperlink
 - Address
 - address of the webpage, email address, or other location they are linking to
 - display text (or image)
- For example, the address could be <http://www.youtube.com>, and the display text could be YouTube. In some cases, the display text might be the same as the address.
- To follow a hyperlink in Word, hold down the Control key and click the hyperlink.



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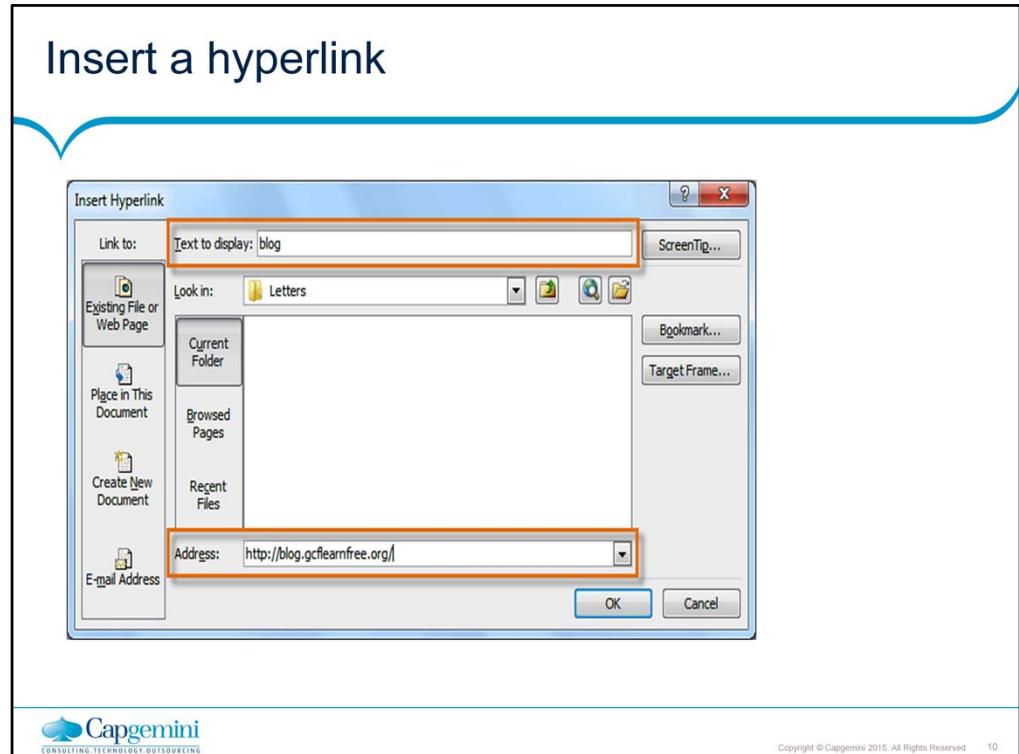
Demo : Insert a hyperlink

- Select the text or image you want to make a hyperlink.
- Right-click the selected text or image, then click Hyperlink. You can also right-click in a blank area of the document and click Hyperlink.
- The Insert Hyperlink dialog box will open. You can also get to this dialog box from the Insert tab by clicking Hyperlink.
- If you selected text, the words will appear in the Text to display: field at the top. You can change this text if you want.
- Type the address you want to link to in the Address: field.
- Click OK. The text or image you selected will now be a hyperlink.



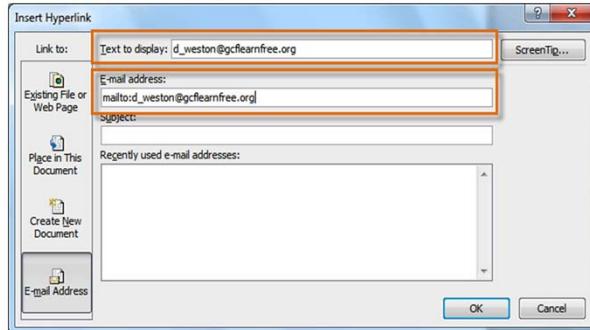
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You can also insert a hyperlink that links to another portion of the same document by selecting Place in This Document from the Insert Hyperlink dialog box.



Demo : To make an email address a hyperlink

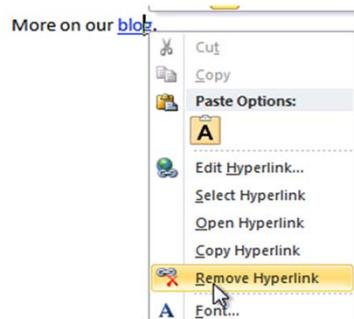
- Right-click the selected text or image, then click Hyperlink.
- The Insert Hyperlink dialog box will open.
- On the left side of the dialog box, click Email Address.
- Type the email address you want to connect to in the Email Address box, then click OK.



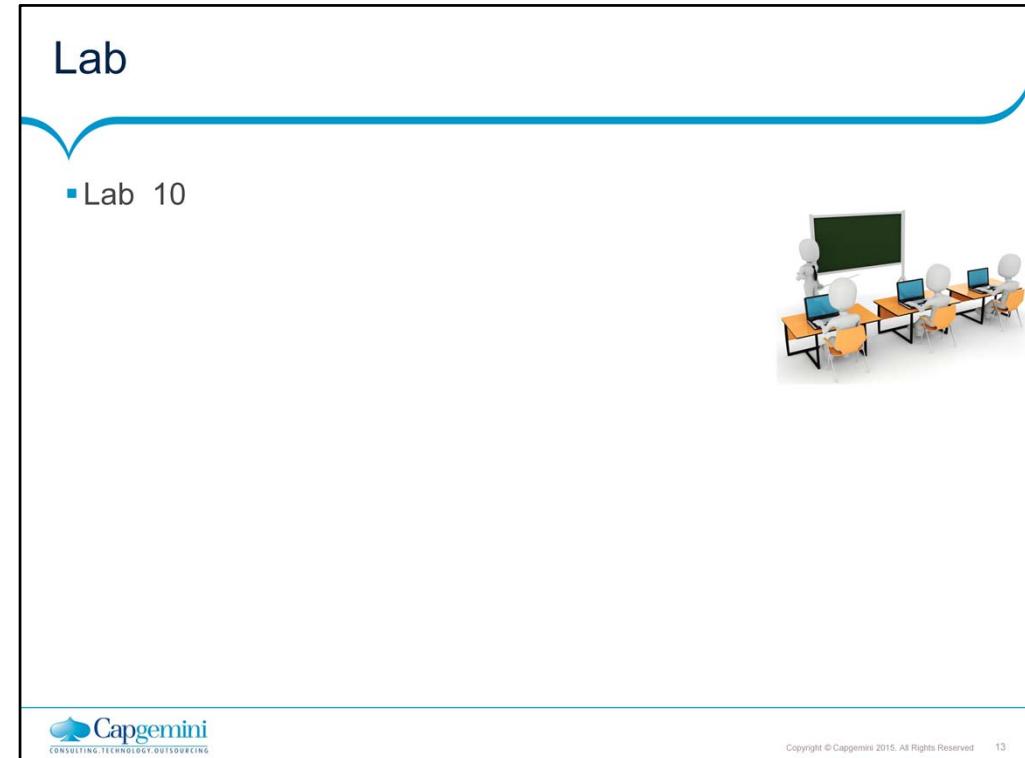
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Demo : To remove a hyperlink

- Right-click the hyperlink.
- Click Remove Hyperlink.



After you create a hyperlink, you should **test** it. If you have linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.



Add the notes here.

Summary

- Object linking and Embedding
- How to insert a linked object
- How to insert a embedded object
- How to link or embed copied content from another program
- How to insert and remove hyperlink



Summary



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Add the notes here.

Review Question

- Q1. To follow a hyperlink in Word, hold down the _____ key and click the hyperlink.
 - A. Control
 - B. Shift
 - C. Alt
 - D. Alt+Shift
- Q2. What are all the two parts of Hyperlink?
- Q3. Which of the following items retain their independent existence after insertion?
 - A. Linking
 - B. Embedding
- Q4. Steps to remove the Hyperlinks.
- Q5. On the Insert tab Object will be available in which group?



MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson 12: Shapes, Symbols and
Charts

Lesson Objectives

- To understand following topics
 - Shapes
 - To insert a shape
 - To resize a shape
 - To change the order of shapes
 - Changing a shape's appearance
 - 3D effects
 - Symbols and Special Characters
 - The Symbol menu
 - The Symbol dialog box
 - Charts
 - Creating charts using data in Excel



Shapes

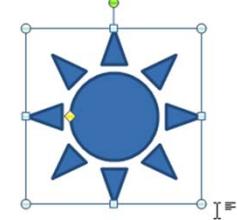
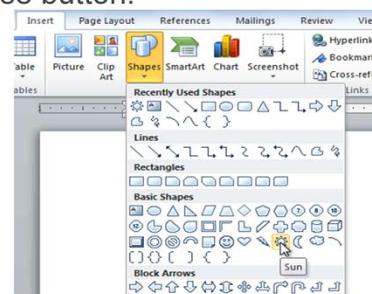
- Word's large shape collection allows you to organize and design the image you want.
- To use shapes effectively, you'll need to know
 - How to Insert Shapes
 - How to Format Shapes
 - To change the style
 - To change the shape fill color
 - To change the shape outline
 - To change shadow effects
 - 3D effects



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Demo : To insert a shape

- Select the Insert tab.
- Click the Shapes command.
- Select a shape from the drop-down menu.
- Click and drag the mouse until the shape is the desired size.
- Release the mouse button.



Add the notes here.

Demo : To resize a shape

- Click the shape to select it.
- Click and drag one of the sizing handles on the corners and sides of the shape until it is the desired size.
- To rotate the shape, drag the green handle.

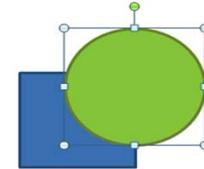
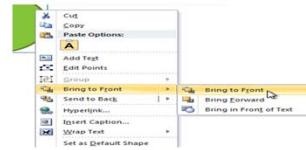


- Some shapes also have one or more yellow handles that can be used to modify the shape.
- For example, with star shapes
- you can adjust the length of the points.

Add the notes here.

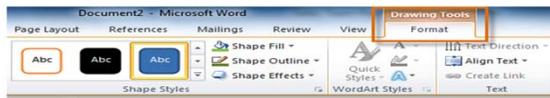
Demo : To change the order of shapes

- If one shape overlaps another, you may need to change the ordering
- If you have multiple images, you can bring a shape to the front or send it to the back.
- Bring Forward or Send Backward are the two options to fine tune the ordering
- You can also move a shape in front of or behind text.
 - Right-click the shape you want to move.
 - In the menu that appears, mouse over Bring to Front or Send to Back. Several ordering options will appear.
 - Select the desired ordering option. The shapes will reorder themselves

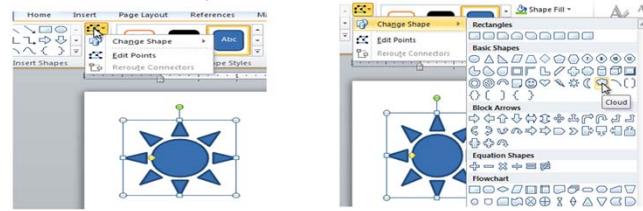


Demo: Changing a shape's appearance

- Select the shape. A new Format tab appears with Drawing Tools.



- Click the Format tab.
- Click the Edit Shape command.



- Click Change Shape to display a drop-down list.
- Select the desired shape from the list.

Add the notes here.

Demo : Changing a shape's appearance

- Select the shape. The Format tab appears.
- Click the More drop-down arrow in the Shape Styles group to display more style options.

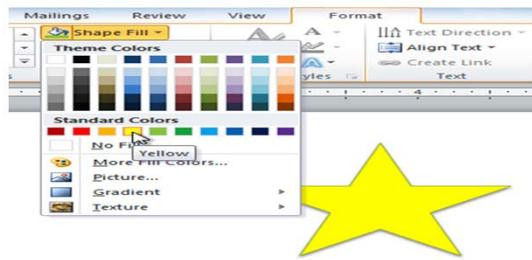


- Move your cursor over the styles to see a live preview of the style in your document.
- Select the desired style.



Demo: Changing a shape's appearance

- Select the shape. The Format tab appears.
- Select the Format tab.
- Click the Shape Fill command to display a drop-down list.
- Select the desired color from the list, choose No Fill, or choose More Fill Colors to choose a custom color.



Demo: Changing a shape's appearance

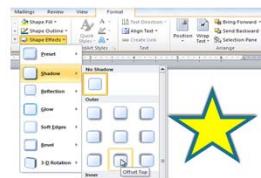
- Click the Shape Outline command under Format to display a drop-down menu.
- From the drop-down menu, you can change the outline color, weight (thickness), and whether it is a dashed line.



Demo: Changing a shape's appearance

■ Steps:

- Select the Format tab.
- Click the Shape Effects command. A drop-down menu will appear.
- Mouse over Shadow. You will see a list of shadow presets.
- Move your mouse over the menu options to see a live preview of the shadow effect in your document.
- Click the desired shadow effect to add it to your shape.
- You can select Shadow Options from the drop-down menu and click the Color button to select a different shadow color for your shape.



Demo : 3D effects

- There are two types of effects you can apply to your shapes to give them a 3D appearance
 - 3-D Rotation
 - Bevel, 3-D Rotation
- Bevel adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.
- To use 3-D Rotation:
 - Select the shape.
 - Click the Format tab.
 - Click Shape Effects from the Shape Styles group.
 - mouse over 3-D Rotation. A drop-down menu will appear.
 - Select the desired rotation preset from the drop-down menu. You can also click 3-D Rotation Options
 - if you would prefer to type custom values.



Demo: 3D effects

- To use bevel:
 - Select the shape.
 - Click the Format tab.
 - Click Shape Effects from the Shape Styles group.
 - Hover your mouse over Bevel. A drop-down menu will appear.
 - Select the desired bevel preset from the drop-down menu. You can also click 3-D Options if you would prefer to type custom values.



Symbols and Special Characters

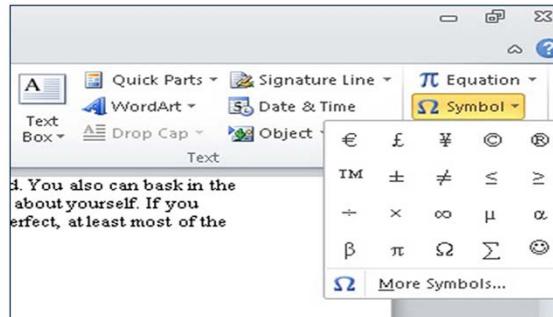
- Word 2010 lets you sprinkle characters beyond the keyboard's 26 letters of the alphabet, numbers, a smattering of symbols, and punctuation thingies
- Two ways of inserting a symbol and special character:
 - The Symbol menu
 - The Symbol dialog box



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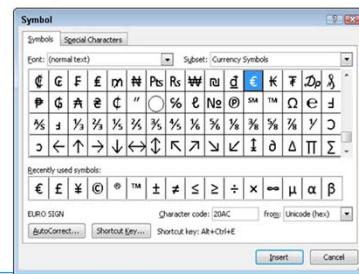
Demo : The Symbol menu

- Click where you want to insert the symbol.
- On the Insert tab, in the Symbols group, click Symbol button.
- Click the symbol that you want in the drop-down list



Demo : The Symbol dialog box

- Click where you want to insert the symbol.
- On the Insert tab, in the Symbols group, click Symbol
- Choose More Symbols from the Symbol menu it displays the Symbol dialog box
- In the Font box, click the font that you want, click the symbol that you want to insert, and then click Insert.



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You can insert symbols by typing the symbol's code and then pressing the Alt+X key combination. For example, the code for the sigma character is 2211: Type 2211 in your document and then press Alt+X. The number 2211 is magically transformed into the sigma character. A quick Web search will produce a resource with a list of symbols and their corresponding codes.

Some symbols have shortcut keys. They appear at the bottom of the Symbol dialog box. For example, the shortcut for the degree symbol is Ctrl+@, spacebar — press Ctrl+@ (actually, Ctrl+Shift+2), and then type a space.

Charts

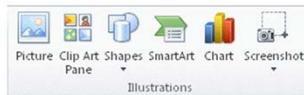
- In Microsoft Word 2010, you can insert many kinds of data charts and graphs, such as column charts, line graphs, pie charts, bar charts, area graphs, scatter graphs, stock charts, surface charts, doughnut charts, bubble graphs, and radar graphs.
- Creating the chart by referring the data table from Excel Sheet.



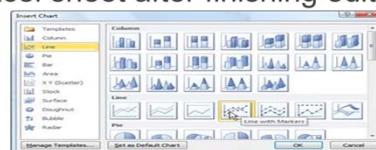
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Demo: Creating charts using data in Excel

- On the Insert tab, in the Illustrations group, click Chart.



- In the Insert Chart dialog box, click the arrows to scroll through the chart types.
- Select the type of chart that you want and then click OK. Edit the data in Excel 2010.
- Close the Excel sheet after finishing editing.



	A	B	C	D
1	Column1	2005	2010	2015
2	ABC Company	35%	40%	50%
3	XYZ Corporation	60%	55%	70%
4	STU Finance	20%	50%	75%



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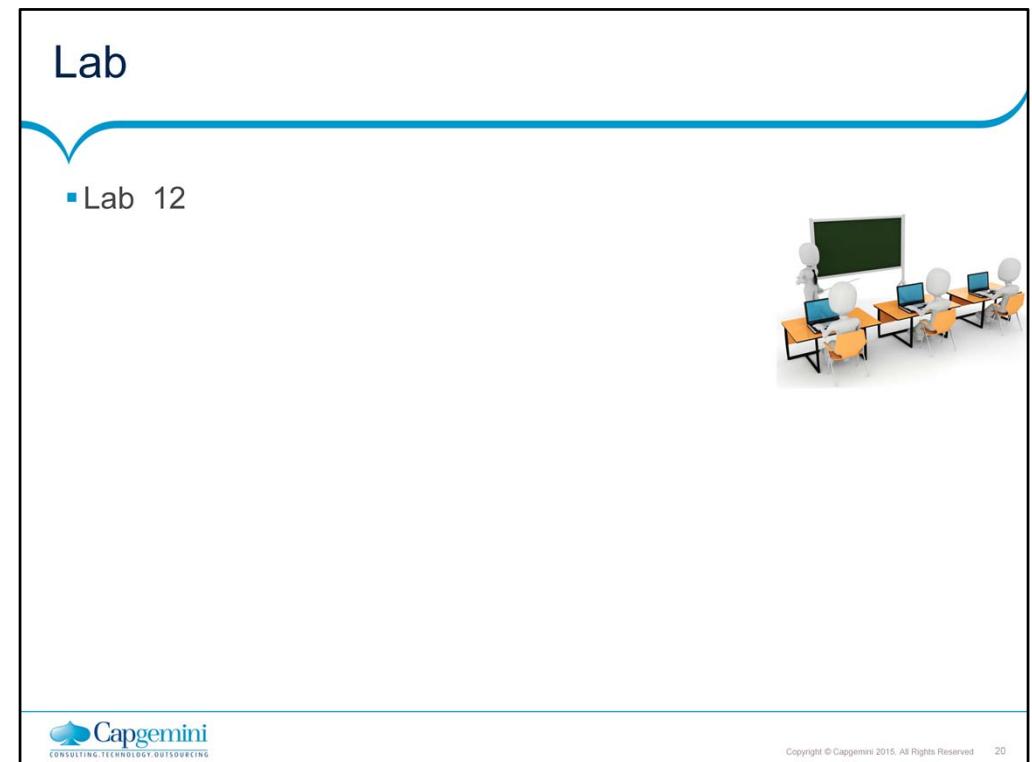
To get a good idea of what you can add to or change in your chart, under **Chart Tools**, click the **Design**, **Layout**, and **Format** tabs, and then explore the groups and options that are provided on each tab.

Note If you don't see the **Chart Tools**, make sure that you click anywhere inside the chart to activate it.

You can also access design, layout, and formatting features that are available for specific chart elements (such as chart axes or the legend) by right-clicking those chart elements.



Add the notes here.



Add the notes here.

Summary

- Adding the shapes in the document
- Formatting the shapes
- Creating the 3D shapes
- Creating Symbols
- Creating Charts



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Add the notes here.

Review Question

- Q1. What are all the two types of effects you can be applied to the shapes to give them a 3D appearance?
- Q2. Two ways of inserting a symbols are?
- Q3. How to rotate the shape after inserting the shape in the word document?
- Q4. While creating the Chart, it will get the data from _____.
 - A. Access B. PowerPoint C. Excel D. Database
- Q5. After inserting the shape, all the options related to this will be available in which tab?



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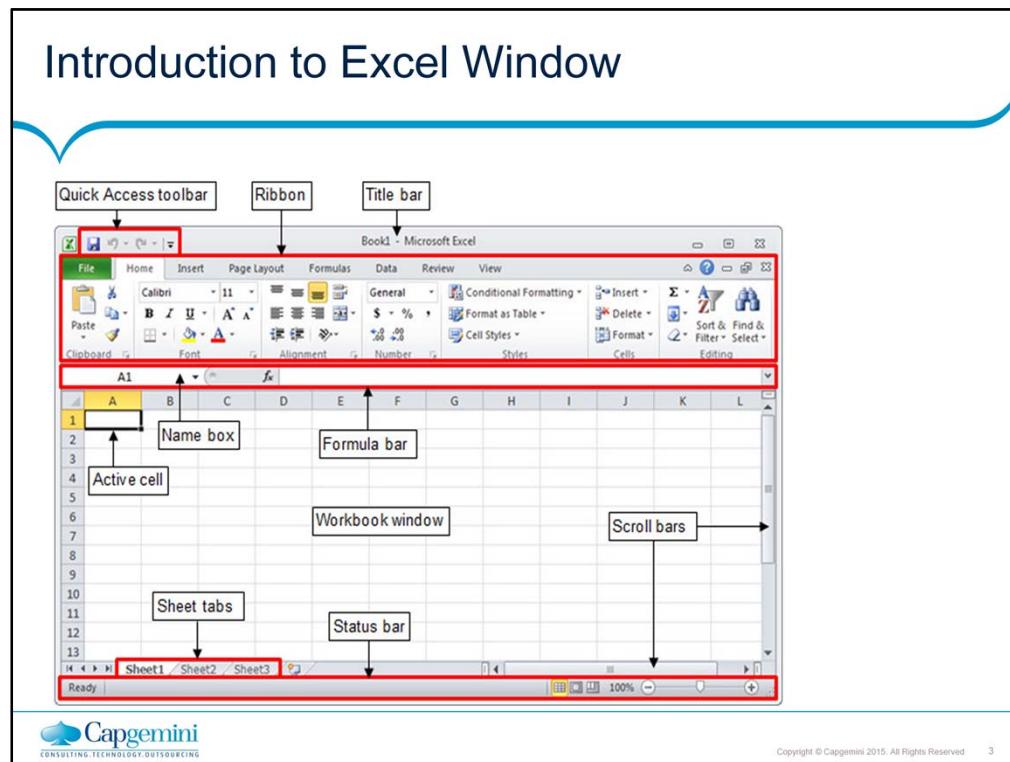
Add the notes here.

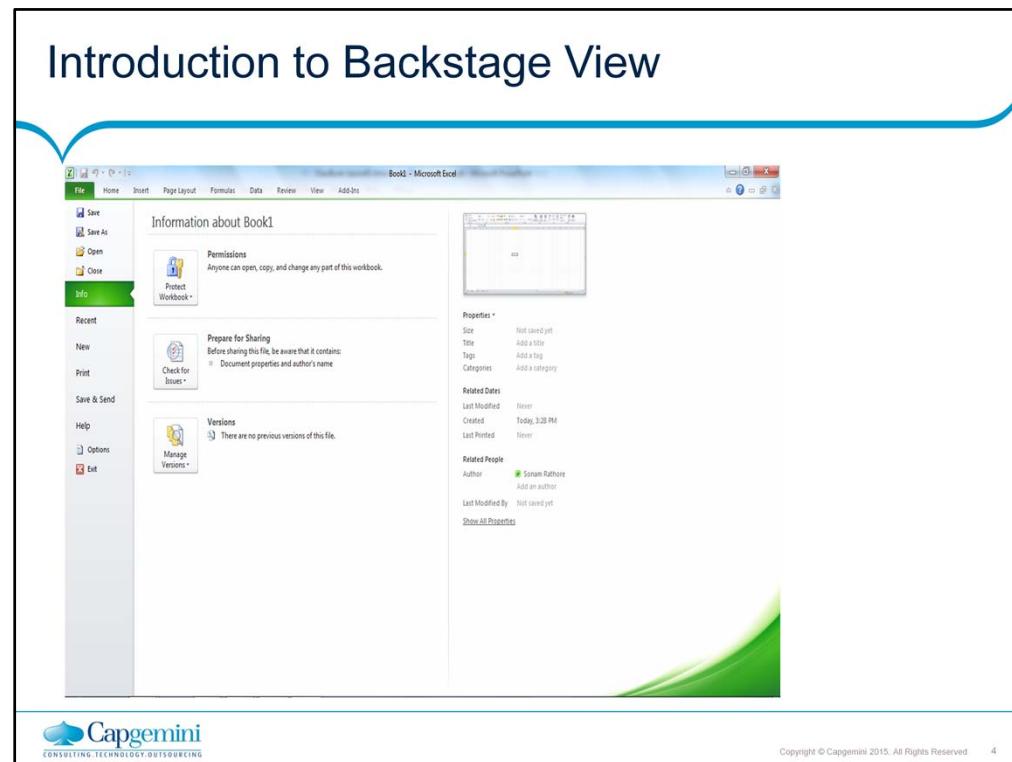
MS Office (MS Word 2010 & MS Excel 2010)

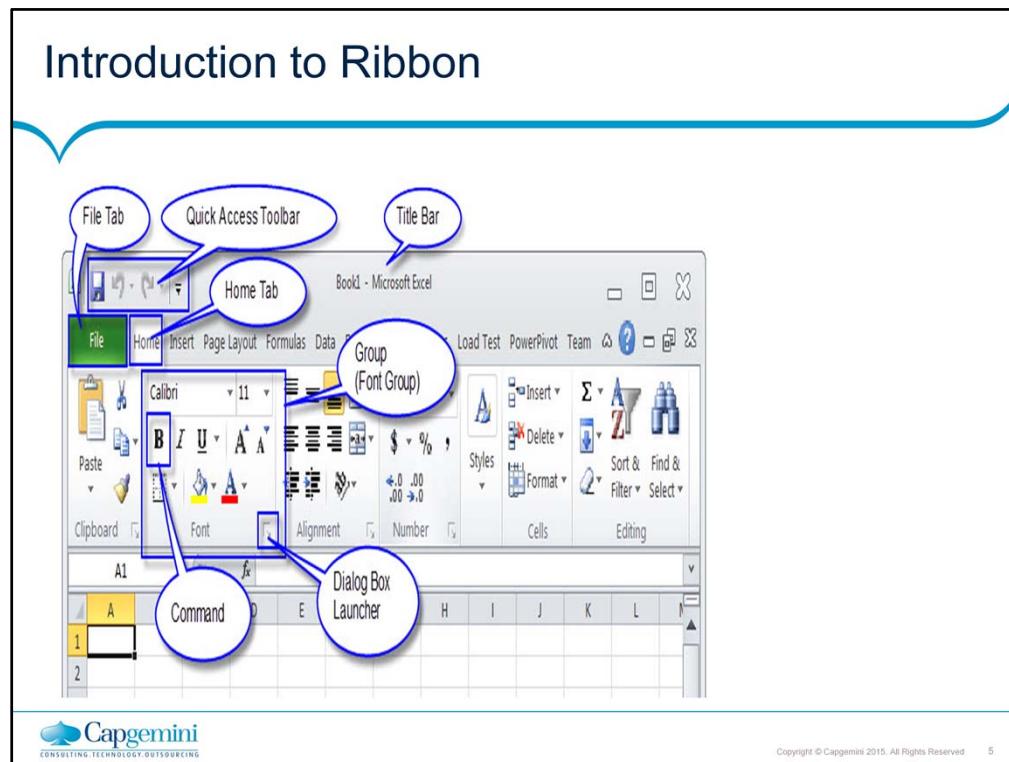
Appendix

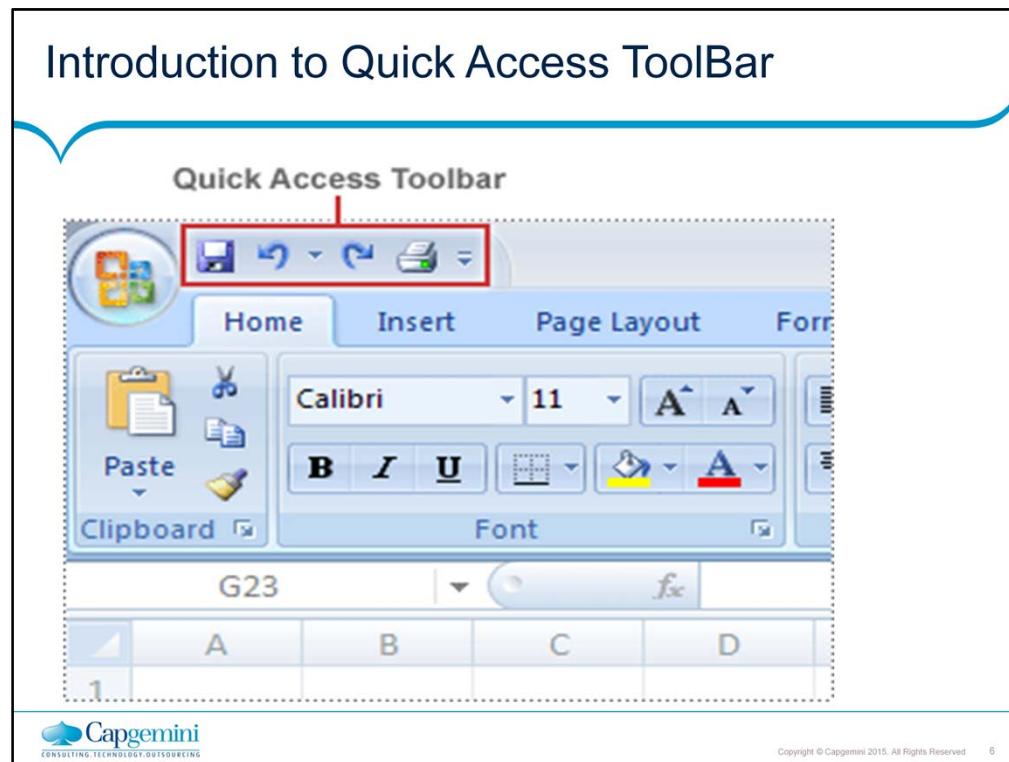
Lesson 1 : Introduction to
Microsoft Excel 2010

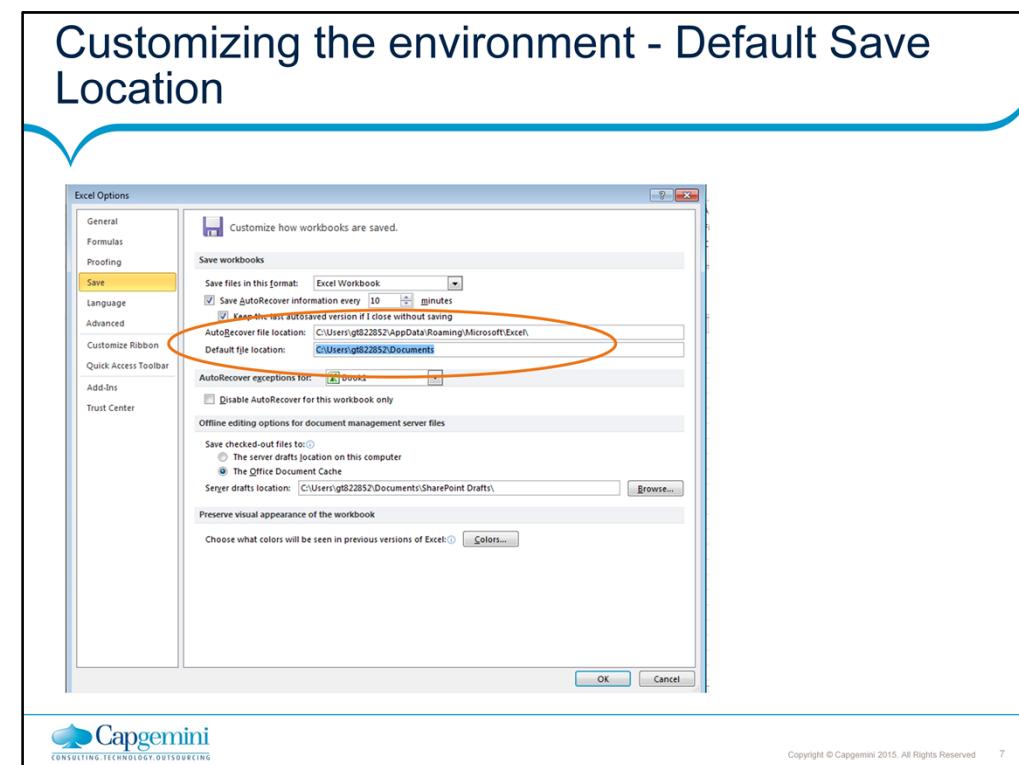




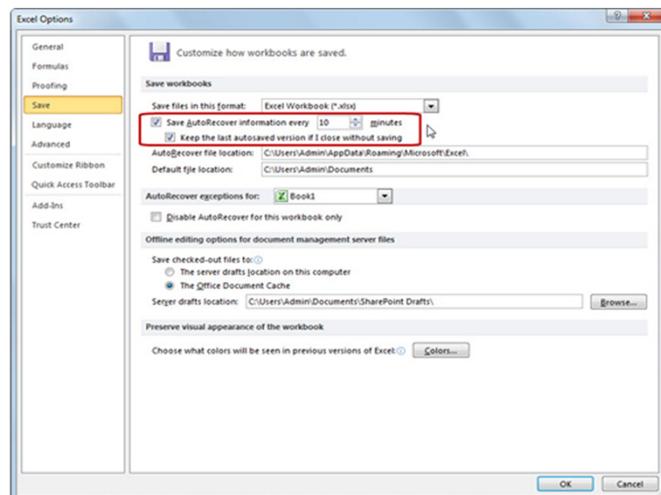




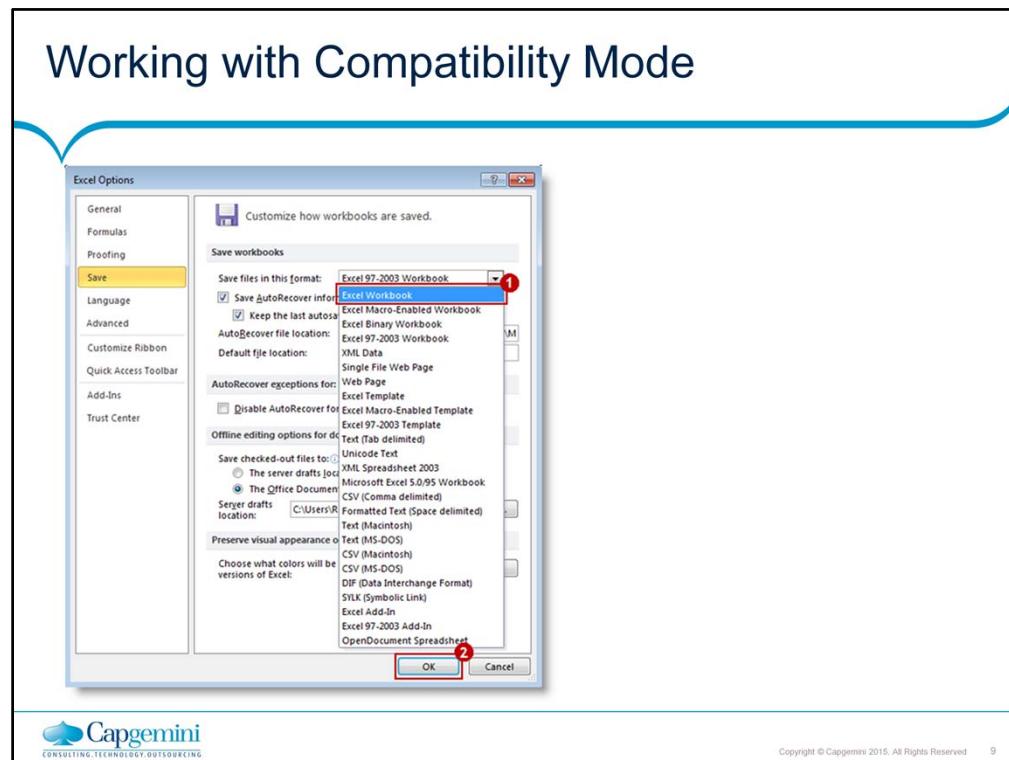


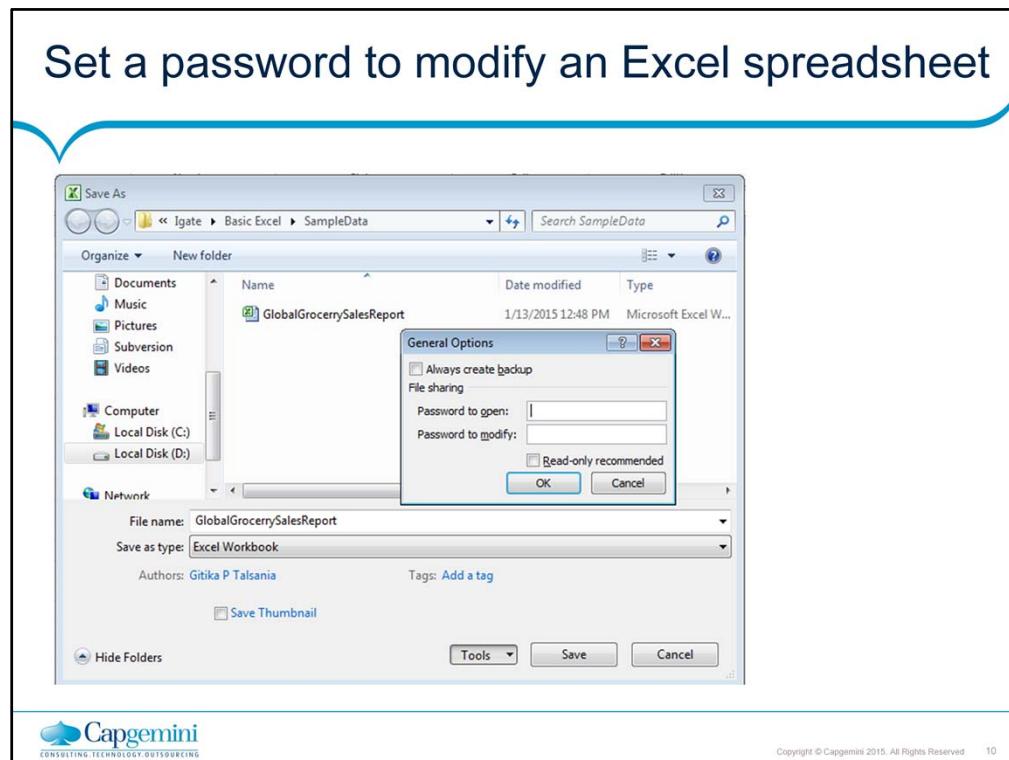


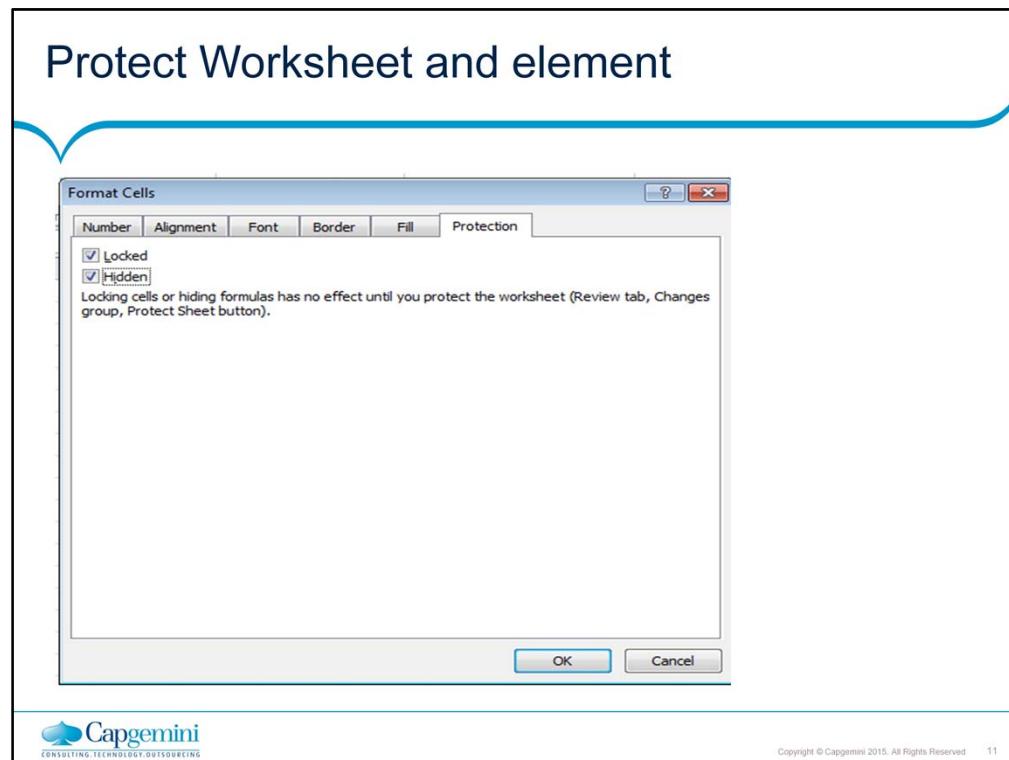
Customizing the environment - Changing the Auto Recover AutoSave interval

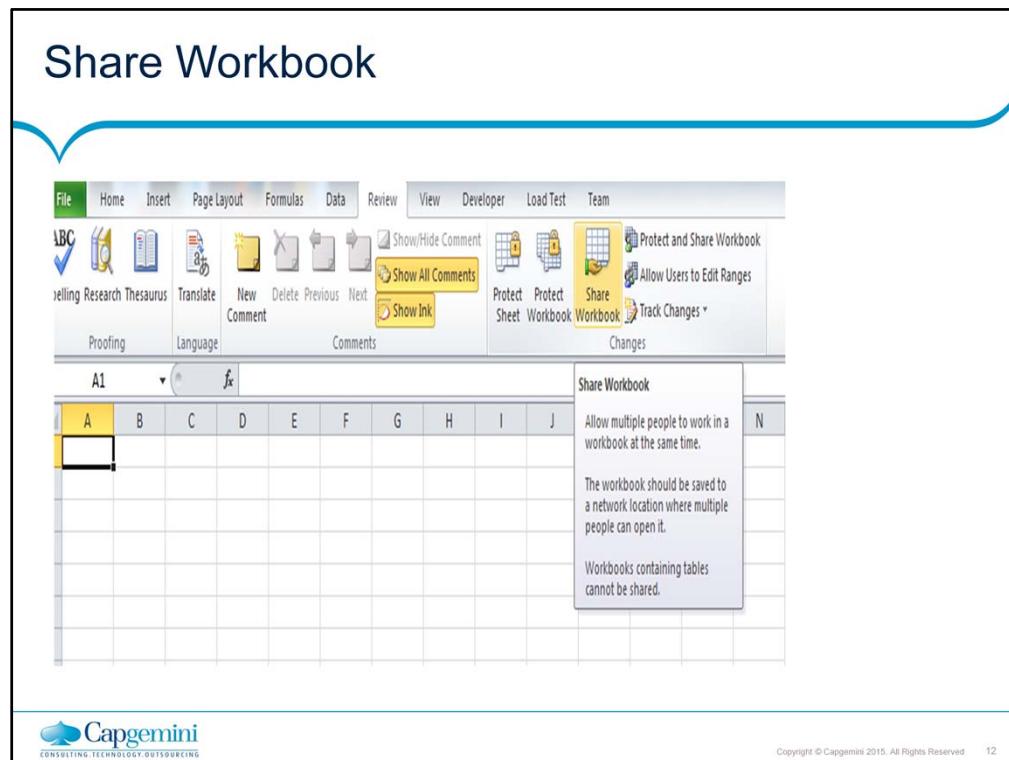


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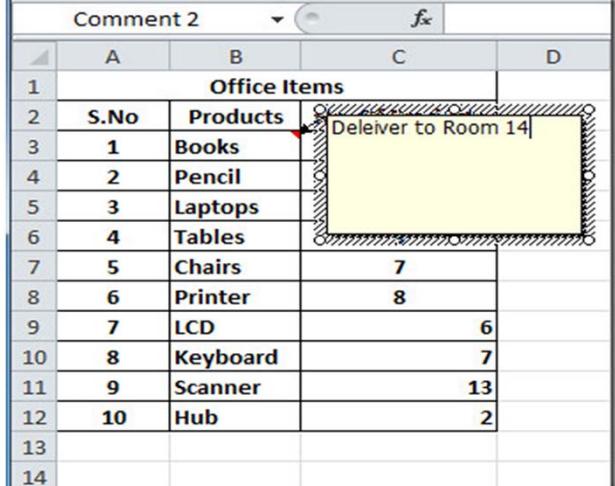


Note: If you share workbook ,you can work with other people on the same workbook at same time.

The workbook should be saved to network location where other people can open it.You can also

keep track of changes other people make and accept or reject those changes.

Adding Comments in Excel 2010



The screenshot shows a Microsoft Excel spreadsheet titled "Comment 2". The table has columns labeled A, B, C, and D, and rows numbered 1 to 14. Row 1 contains the header "Office Items". A comment box is overlaid on the cell B3, which contains the value "Books". The comment box has a yellow background and a black border. The text "Deliver to Room 14" is written in the comment box. A red arrow points from the text "Right click on border of comment and select format comment" to the border of the comment box.

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Notes: 1. You can also add image as comment. To achieve this click on Review menu->show all comments.

Right click on border of comment and select format comment. In format comment dialog box select colors and lines.

From colors dropdown select fill effect. In Fill effect dialog box click on picture then click on select picture button.

Browse to the directory select the picture and click on ok.

2. Viewing a Comment: You can identify what cells have comments in them by looking for a red arrow head in the top right of the cell.

Once you have identified the cell you want to view comment, move the mouse over the cell to view the comment.

If you want to view all the comments on the spreadsheet, click Review and then show all comments.

MS Office (MS Word 2010 & MS Excel 2010)

Appendix

Lesson 3 - Formatting Text in Excel

Paste Special (Transposing a range)

	MS Office Grade			Total Points	Student Average	Letter Grade
	Participant Name	MS Word	MS Excel	MS Power		
	Points/Value:	100	100	100		
1	Carol	90%	65%	90%	245.0	81.7%
2	Jenkins	87%	67%	89%	243.0	81.0%
3	Williams	90%	89%	90%	260.0	89.7%
4	Smith	90%	65%	90%	245.0	81.7%
5	Crosby	87%	67%	89%	243.0	81.0%
6	Albright	90%	65%	90%	260.0	89.0%
7	Sawyer	68%	73%	85%	232.0	77.3%
8	Thomas	45%	35%	35%	115.0	38.3%
9	Ashley	95%	95%	97%	288.0	96.0%
10	Crawford	89%	88%	86%	263.0	87.7%
11	Perry	90%	89%	90%	263.0	89.7%
12	Timmons	89%	89%	90%	262.0	87.7%
13	Thomas	45%	35%	35%	115.0	38.3%
14	Carter	95%	95%	97%	288.0	96.0%
15	Jenkins	89%	88%	86%	263.0	87.7%
16	Williams	90%	89%	90%	263.0	89.7%
17	David	89%	89%	90%	263.0	87.7%
18	Jessica	45%	35%	35%	115.0	38.3%
19	Alex	95%	95%	97%	288.0	96.0%
20	Julian	89%	88%	86%	263.0	87.7%
21	Jackeline	90%	65%	90%	245.0	81.7%
22	John	87%	67%	89%	243.0	81.0%

MS Office Grade	Participant Name	Carol	Jenkins	Williams	Smith	Crosby	Albright	Sawyer	Thomas	Albright	Crawford	Perry	Timmons	Thomas	Carter	Jenkins	Williams	David	Jessica	Alex	Julian	Ja
Points	100	90%	87%	89%	90%	87%	90%	85%	90%	87%	89%	86%	90%	89%	90%	87%	89%	90%	87%	89%	86%	
Average	81.7%	B-	B	B+	B-	B-	B-	B+	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B
Grade	81.7%	B-	B	B+	B-	B-	B-	B+	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B-	B



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Using Conditional Formatting

- Open a workbook and enter values as shown below

D	E	F	G	H	I	J	K	L	M
100	200	300	400	500	600	700	800	900	1000

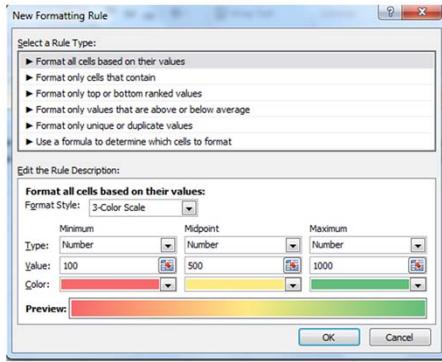


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Add the notes here.

Using Conditional Formatting

- Click on Conditional Formatting on ribbon and select color scales.
- Click on More Rules and choose ‘Format all cells based on their values’.
- Select a 3-color scale from bottom of the box and make the following settings:



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Using Conditional Formatting

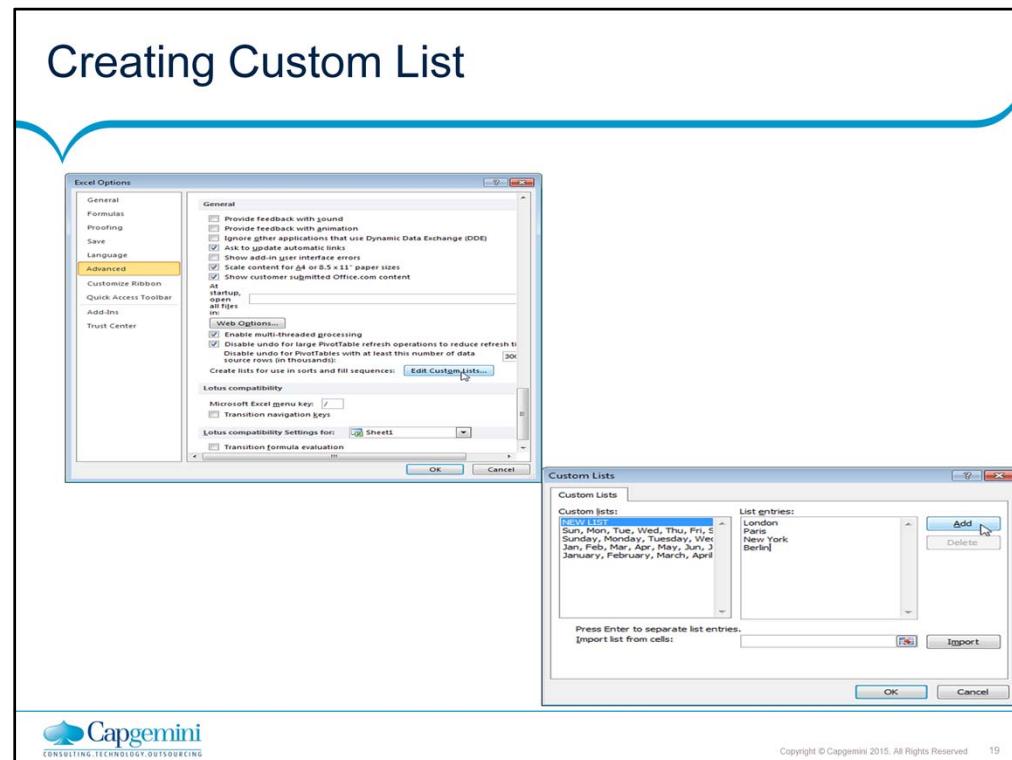
- Click on OK. The output will be shown as follows:

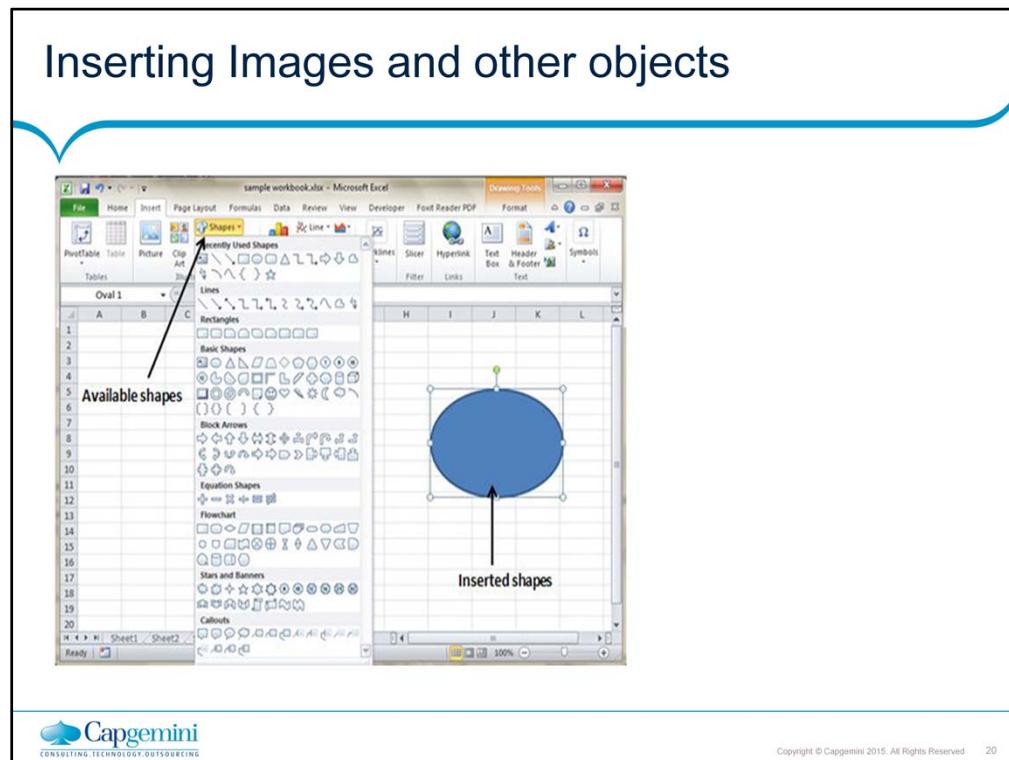
D	E	F	G	H	I	J	K	L	M
100	200	300	400	500	600	700	800	900	1000

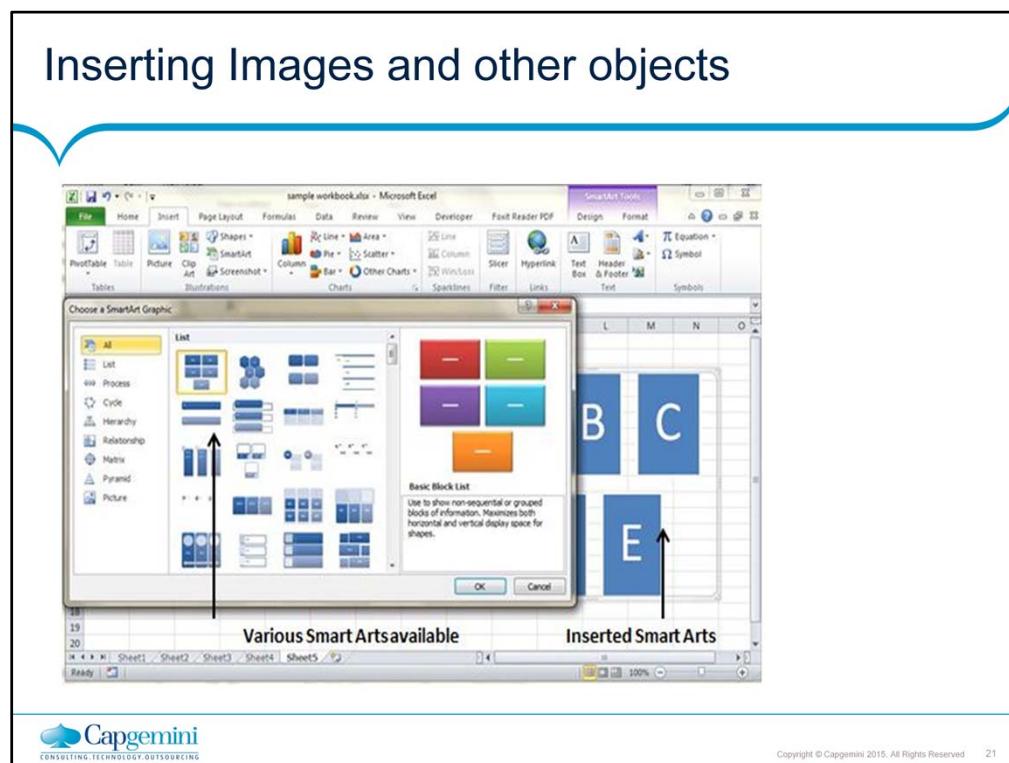


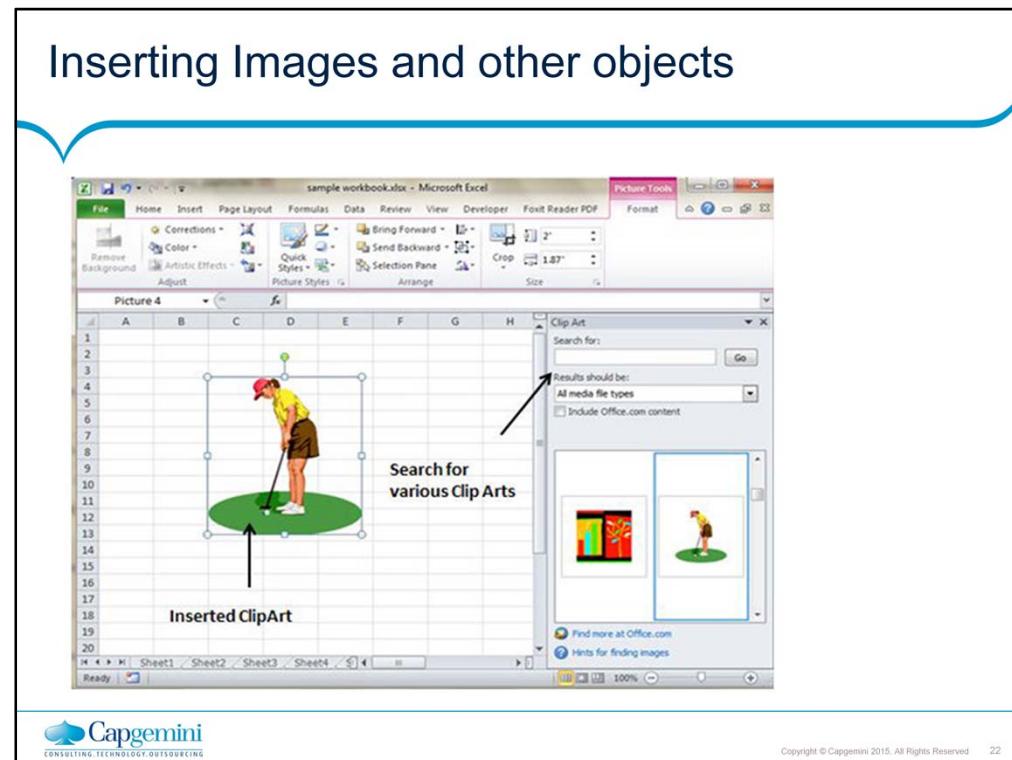
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Add the notes here.



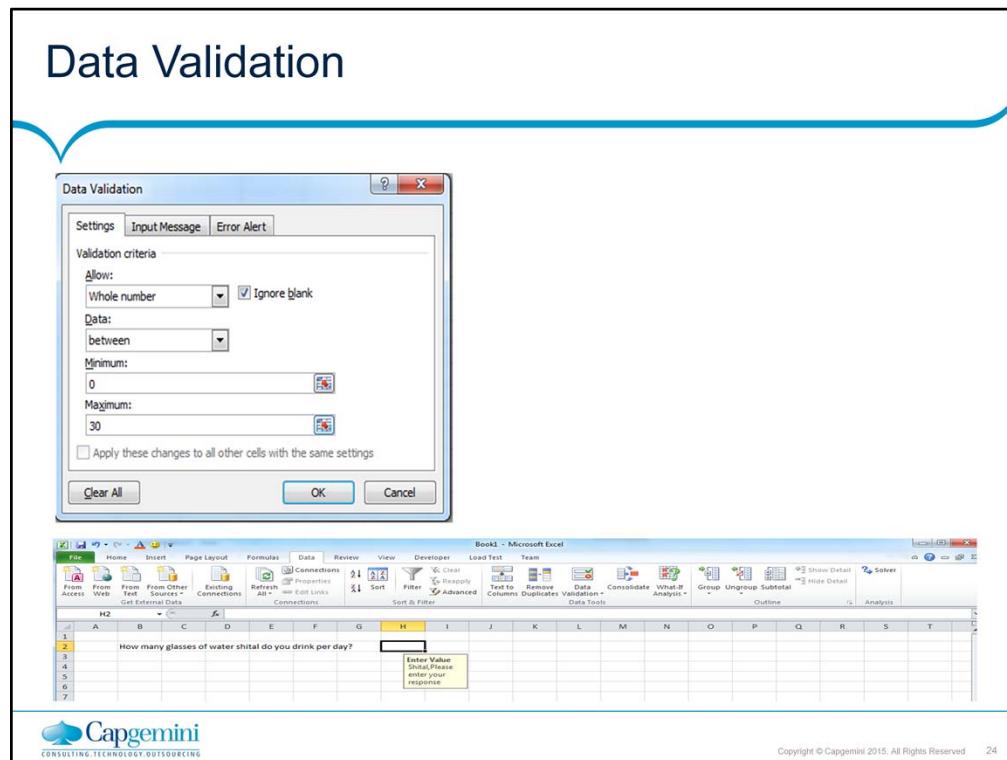


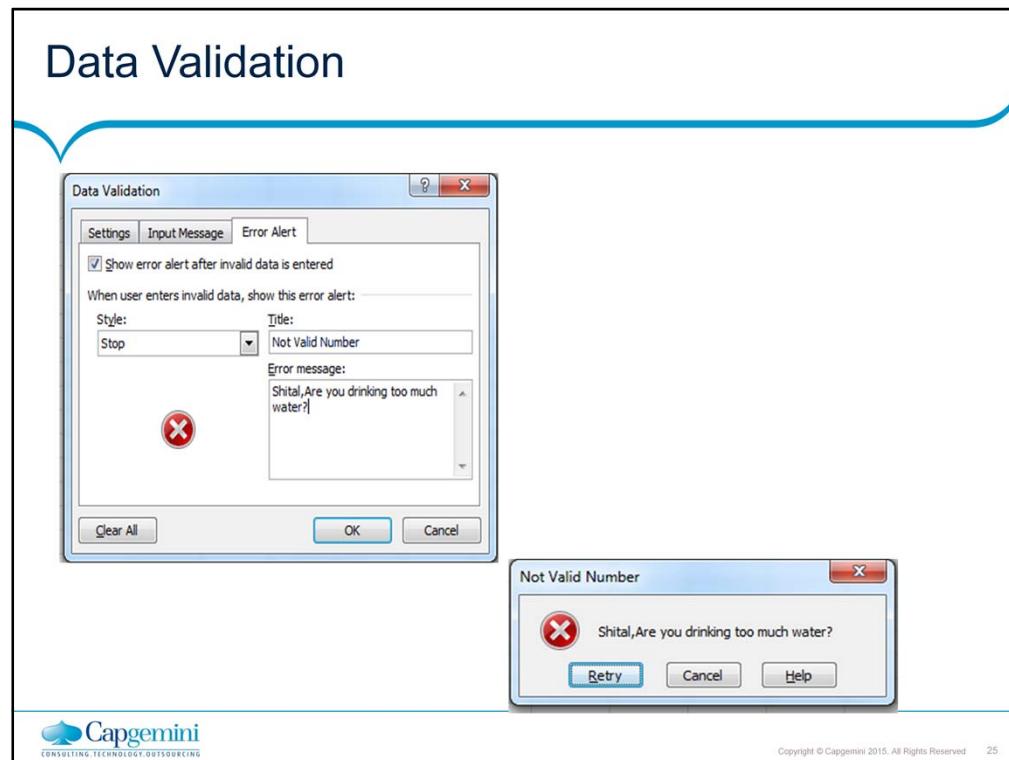




Data Validation

The screenshot shows a Microsoft Excel spreadsheet titled 'Book1 - Microsoft Excel'. In cell H2, there is a question: 'How many glasses of water shital do you drink per day?'. A dropdown arrow is visible next to the cell, indicating a data validation rule has been applied. The 'Data' tab in the ribbon is selected, and the 'Data Validation' icon is highlighted. A tooltip for 'Data Validation...' is displayed, explaining that it prevents invalid data from being entered into a cell. It provides examples of rejecting numbers greater than 1000 or forcing input to be chosen from a predefined list of values. The status bar at the bottom right shows 'Copyright © Capgemini 2015. All Rights Reserved 23'.





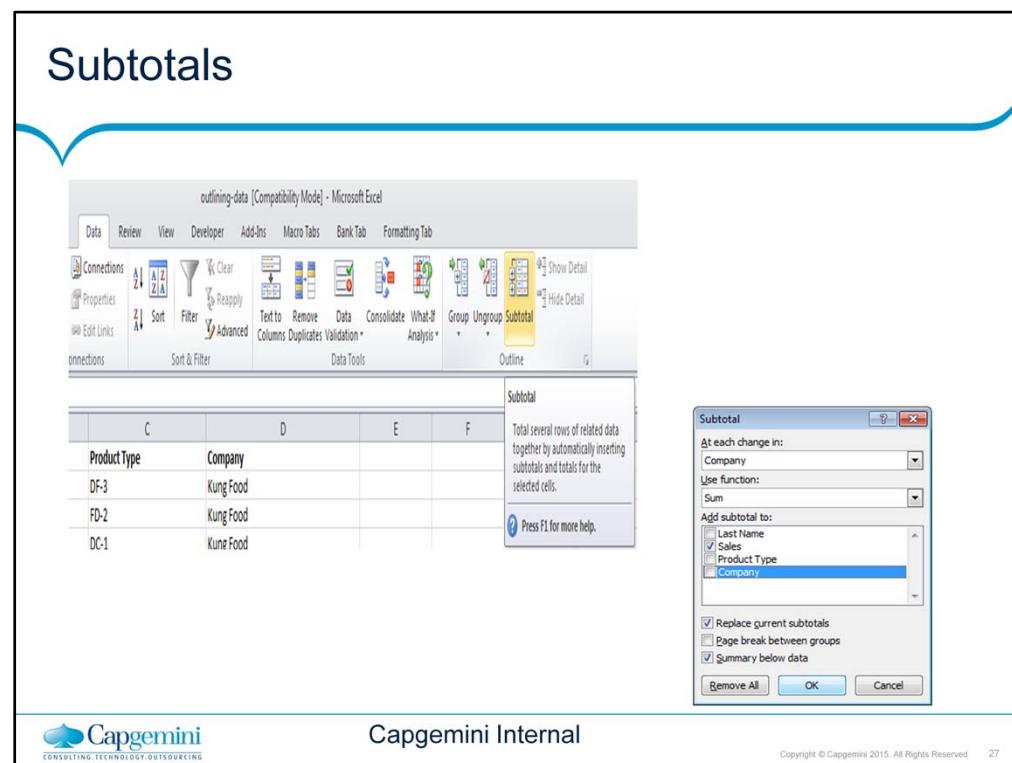
To remove the data validation from the cell select the cell click on data->data validation click on Clear all button.

Grouping data

The screenshot shows a Microsoft Excel window titled "outlining-data [Compatibility Mode] - Microsoft Excel". The ribbon is visible at the top with tabs for Formulas, Data, Review, View, Developer, Add-Ins, Macro Tabs, Back Tab, and Formatting Tab. The Data tab is selected. In the Data Tools group of the ribbon, the "Group..." button is highlighted with a yellow background. A tooltip window titled "Group (Shift+Alt+Right)" provides a visual representation of the grouping structure. It shows a tree-like structure where row 1 is the root node, expanded to show child nodes 2, 3, 4, and 5. Node 5 is further expanded to show child nodes 1 and 14. The text in the tooltip explains: "Tie a range of cells together so that they can be collapsed or expanded." The main worksheet area contains a table with columns C, D, and E. Row 1 has "Product Type" in C1 and "Company" in D1. Rows 2 through 5 all have "Kung Food" in D. Rows 6 and 7 have "Pancakes on the Rocks" in D. Row 8 has "Pancakes on the Rocks" in D. The bottom left of the window features the Capgemini logo.

Name	C	D	E
Product Type	Company		
DF-3	Kung Food		
FD-2	Kung Food		
DC-1	Kung Food		
DF-7	Kung Food		
FD-2	Pancakes on the Rocks		
A-34	Pancakes on the Rocks		

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Note:

To ungroup data, select the rows or columns you want to ungroup and From the Data tab, click the Ungroup command.

The range of cells will be ungrouped.

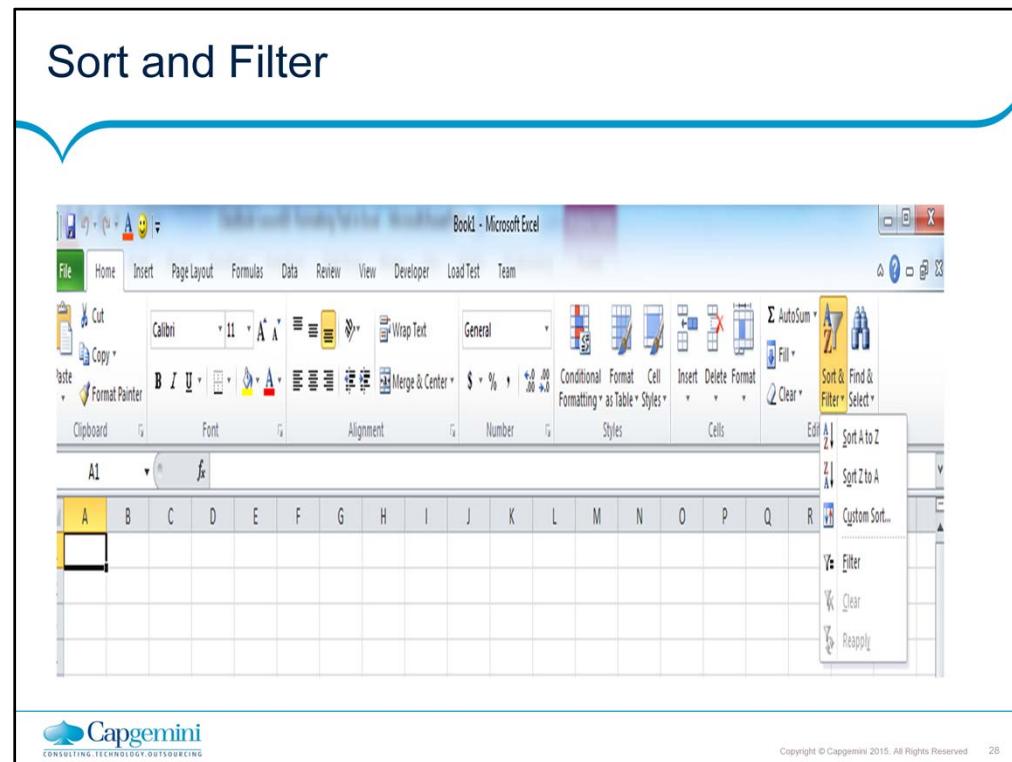
To ungroup all of the groups in your outline, open the drop-down menu under the Ungroup command, then choose Clear Outline.

To Ungroup and Clear Outline will not remove subtotaling from your worksheet.

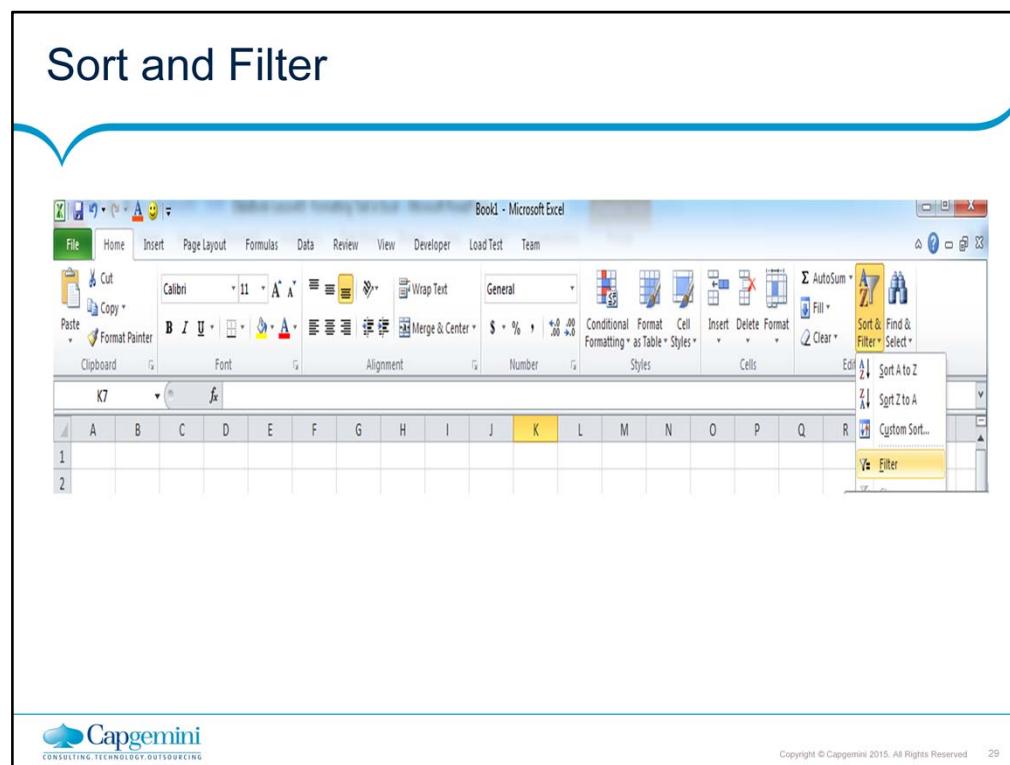
Summary or subtotal data will stay in place and continue to function until you remove it.

To ungroup data and remove subtotaling, from the Data tab, click the Subtotal command to open the Subtotal dialog box.

Then Click Remove All



Note: Sort A to Z means ascending order and Sort Z to A means descending order



Sort and Filter

A	B	C	D	E
Research Scholar Id	Research Scholar Name	Course	Marks	Grade
101	Moana	M.Phil	80	O
102	Halla	P.HD	70	O
104	Akeem	M.Phil	(Showing All)	A
105	Hamish	M.Phil	50	B
107	Graiden	M.Phil	90	O
107	Kiona	P.HD	40	C
107	Andrew	P.HD	56	B
107	Emery	M.Phil	88	O
109	Charles	M.Phil	69	A
110	Quentin	P.HD	68	A
111	Driscoll	M.Phil	70	O
112	Eve	P.HD	30	D
113	Jesse	P.HD	40	C
113	Jacob	M.Phil	60	A
113	Wyatt	P.HD	55	B
113	Aurelia	P.HD	85	O
114	Cassady	P.HD	75	O
115	Ruth	P.HD	70	O
116	Ray	M.Phil	68	A
117	Inga	P.HD	69	A
118	Tara	M.Phil	70	O



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Sort and Filter

➤ Filtering based on color:

- Point to Filter by Color in the drop-down list.

Research Schlor id	Research Schlor Name	Course	Marks	Grade
101	Moana	M.Phil	80	O
102	Akeem	M.Phil	70	O
104	Akeem	M.Phil	60	A
105	Hamish	M.Phil	50	B
107	Graeden	M.Phil	90	O
107	Emery	M.Phil	88	O
109	Charles	M.Phil	69	A
111	Driscoll	M.Phil	70	O
113	Jacob	M.Phil	60	A
113	Jesse	M.Phil	40	C
113	Aurellii	M.Phil	65	B
115	Cassie	M.Phil	85	O
115	Ryan	M.Phil	75	O
116	Ray	M.Phil	70	O
116	Tara	M.Phil	68	A
118	Tara	M.Phil	65	A
118	Tara	M.Phil	70	O

➤ Select an option.

- Excel displays the data using the filter you requested.

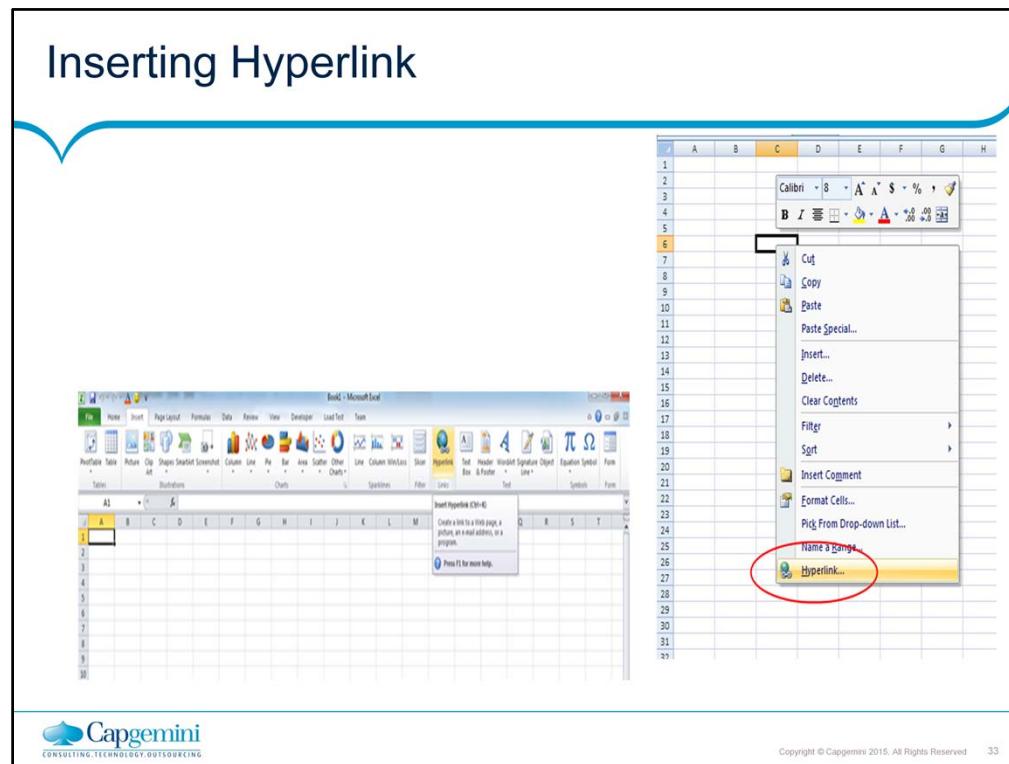
Research Schlor id	Research Schlor Name	Course	Marks	Grade
101	Moana	M.Phil	80	O
104	Akeem	M.Phil	60	A
105	Hamish	M.Phil	50	B
107	Graeden	M.Phil	90	O
107	Emery	M.Phil	88	O
109	Charles	M.Phil	69	A
111	Driscoll	M.Phil	70	O
113	Jacob	M.Phil	60	A
116	Ray	M.Phil	68	A
118	Tara	M.Phil	70	O



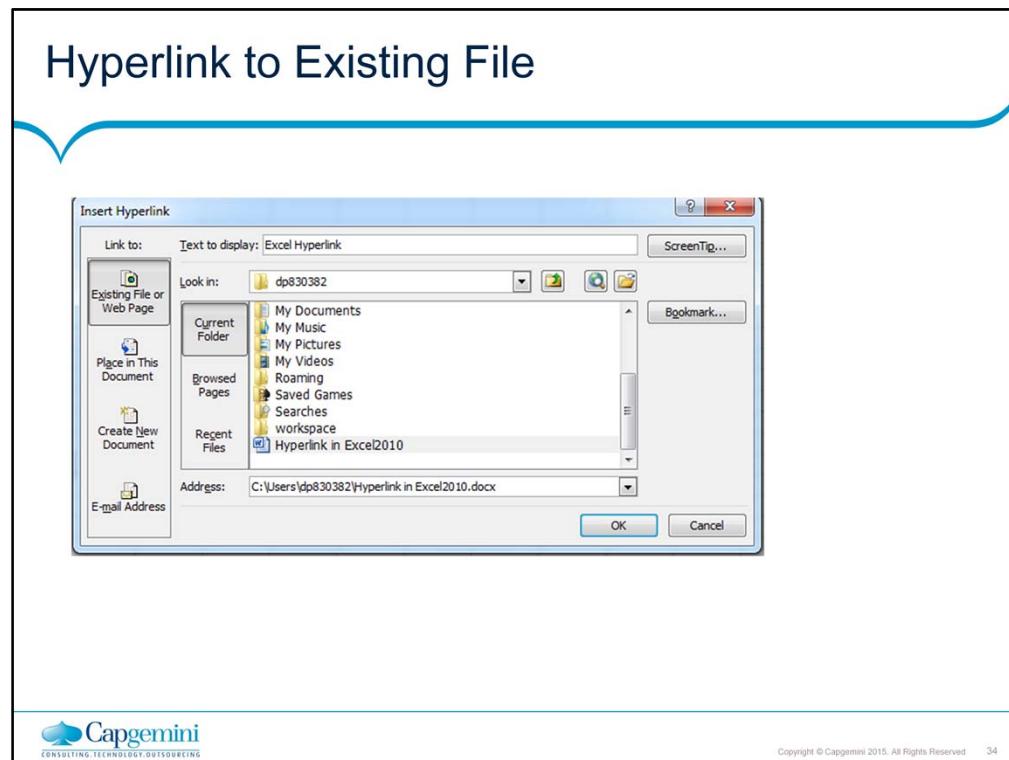
MS Office (MS Word 2010 & MS Excel 2010)

Appendix

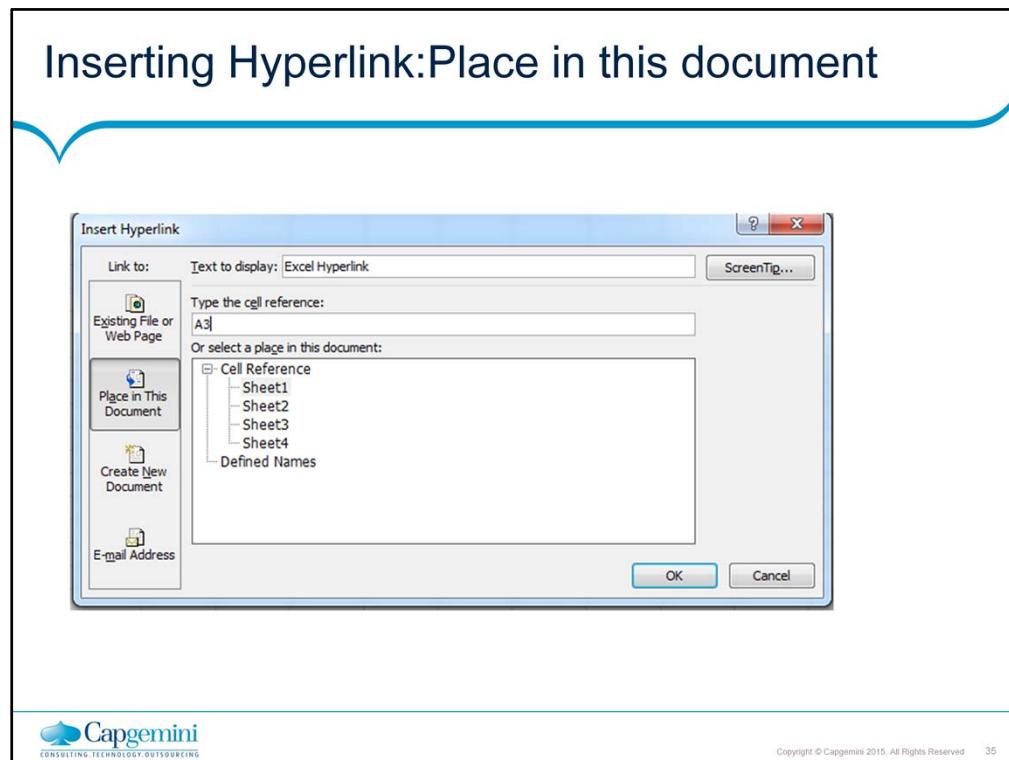
Lesson 4 : Understanding
Hyperlink

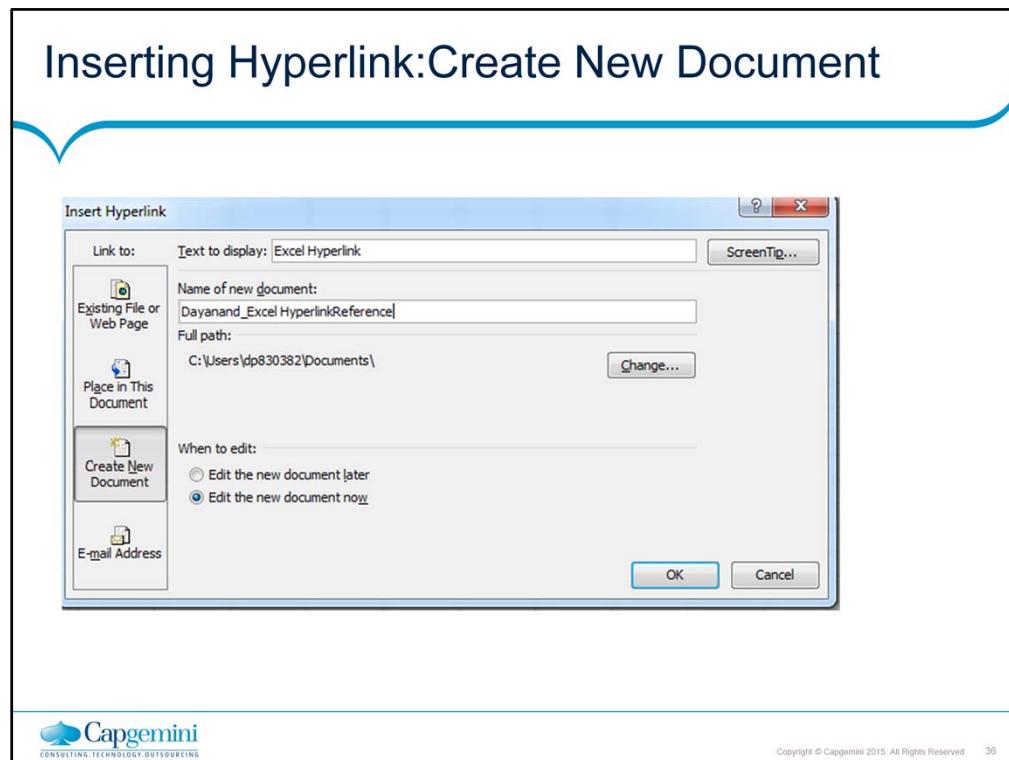


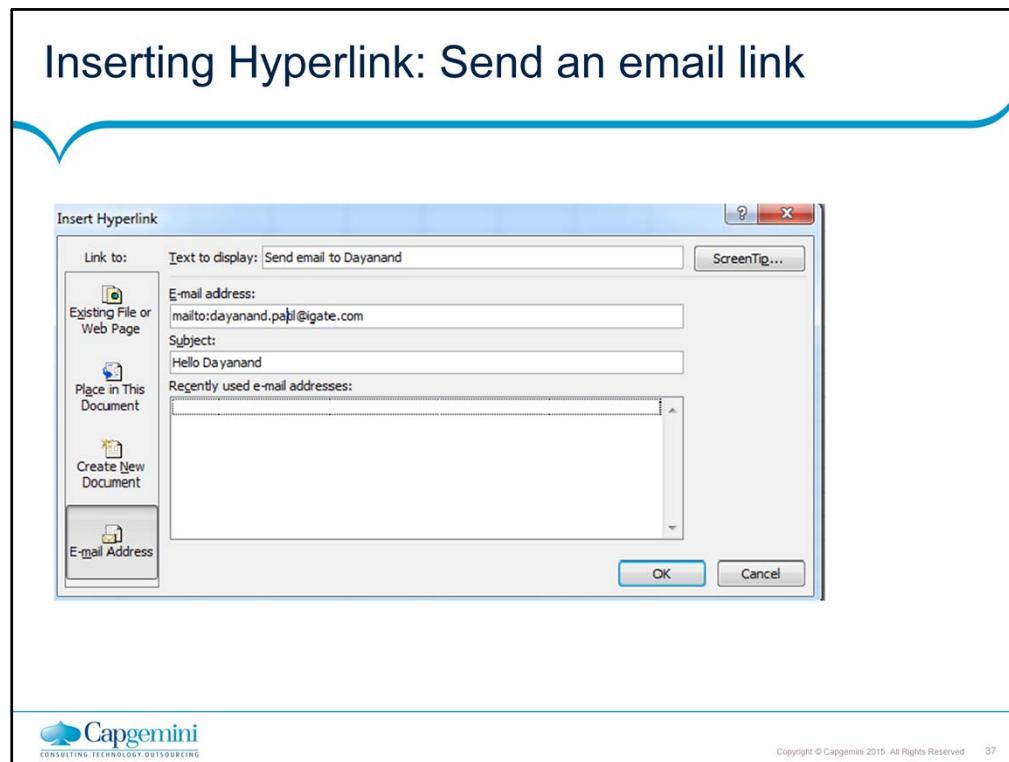
Add the notes here.



Note: You can also add ScreenTip which is displayed when you hover the mouse over a Hyperlink. To do this click on screenTip button.







MS Office (MS Word 2010 & MS Excel 2010)

Appendix

Lesson 5 :Working with functions and Formulas

Formulas & Function

The screenshot shows two examples of formulas in Microsoft Excel:

Example 1: A formula bar at the top shows =A1+A2. The spreadsheet below has rows 1 through 5 and columns A through E. Cell A3 contains the formula =A1+A2. Cells A1 and A2 contain the values 2 and 3 respectively, and cell A3 displays the result 5.

	A	B	C	D	E
1	2				
2	3				
3	5				
4					
5					

Example 2: A formula bar at the top shows =SUM(A1:A2). The spreadsheet below has rows 1 through 5 and columns A through E. Cell A3 contains the formula =SUM(A1:A2). Cells A1 and A2 contain the values 2 and 3 respectively, and cell A3 displays the result 5.

	A	B	C	D	E
1	2				
2	3				
3	5				
4					
5					

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Add the notes here.

Autosum

The screenshot shows a Microsoft Excel spreadsheet with a table of data. The table has columns labeled 'Quantity' and 'Price'. The 'Price' column contains values \$99.99, \$79.95, \$65.99, and \$49.99. A red arrow points from the 'Σ' button in the formula bar to a dropdown menu that includes the Autosum option. The formula bar shows the formula =SUM(C2:C5). The status bar at the bottom right indicates 'SUM(number1, [number2], ...)'. The Capgemini logo is visible at the bottom left of the slide.

B	C	D	E
Quantity	Price		
4	\$99.99		formu
2	\$79.95		
7	\$65.99		
12	\$49.99		
	=SUM(C2:C5)		

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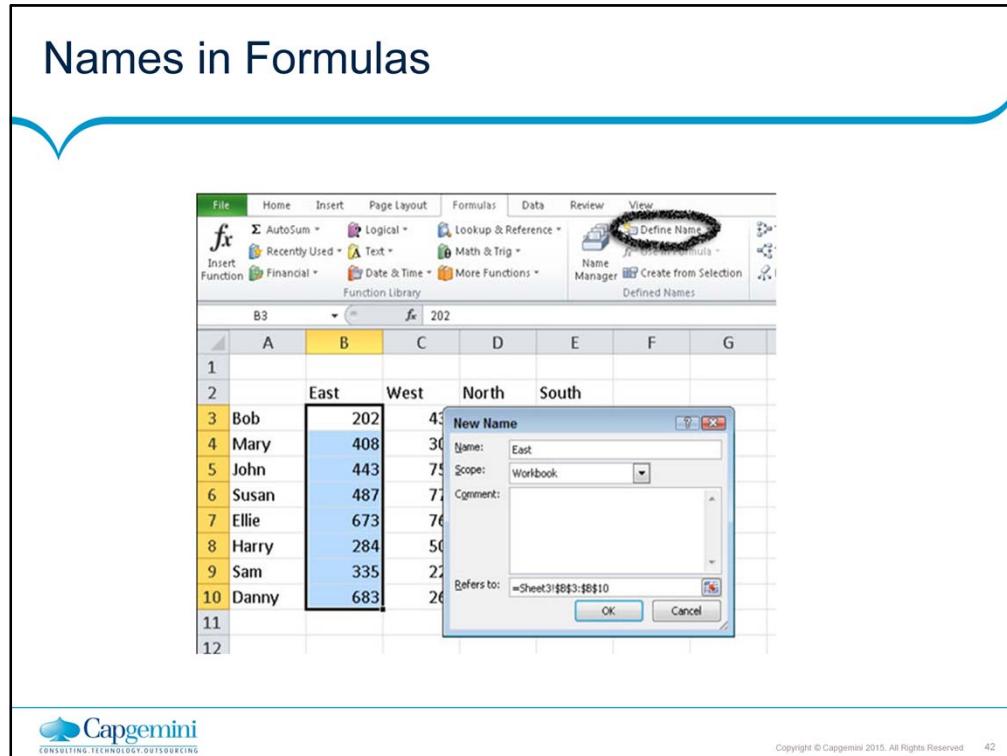
Relative / Absolute

Relative Absolute

	A	B	C	D	E
1					
2	Qty	Item	price	total	total with tax
3					
4	2	notebooks	1.5	=A4*C4	=(D4*\$C\$9)+D4
5	6	pens	0.6	=A5*C5	=(D5*\$C\$9)+D5
6	4	folders	0.85	=A6*C6	=(D6*\$C\$9)+D6
7			total	=SUM(D4:D6)	=(D7*\$C\$9)+D7
8					
9		sales tax	0.085		
10					

	A	B	C	D	E
1					
2	Qty	Item	price	total	total with tax
3					
4	2	notebooks	\$1.50	3.00	\$3.26
5	6	pens	\$0.60	3.60	\$3.91
6	4	folders	\$0.85	3.40	\$3.69
7			total	10.00	\$10.85
8					
9		sales tax	8.50%		
10					





Note :

- **Using a named range**

To use a named cell or range, click the down arrow in the Name box at the left end of the Formula bar. Select the range name you want to access, and Excel highlights the named cells.

We can insert range names into formulas just like they were normal cell references.

- **Name Manager**

To edit and delete defined names, execute the following steps.

1. On the Formulas tab, click Name Manager.
2. For example, select TaxRate and click Edit.

If Function

The screenshot shows a Microsoft Excel spreadsheet titled "GradeSheetDemo [Compatibility Mode] - Microsoft Excel". The ribbon is visible at the top, showing the Home tab selected. A formula bar at the top displays the formula =IF(SUM(C6:E6)=0,"",SUMPRODUCT(C6:E6,\$C\$4:\$E\$4)). The main area contains a table with the following data:

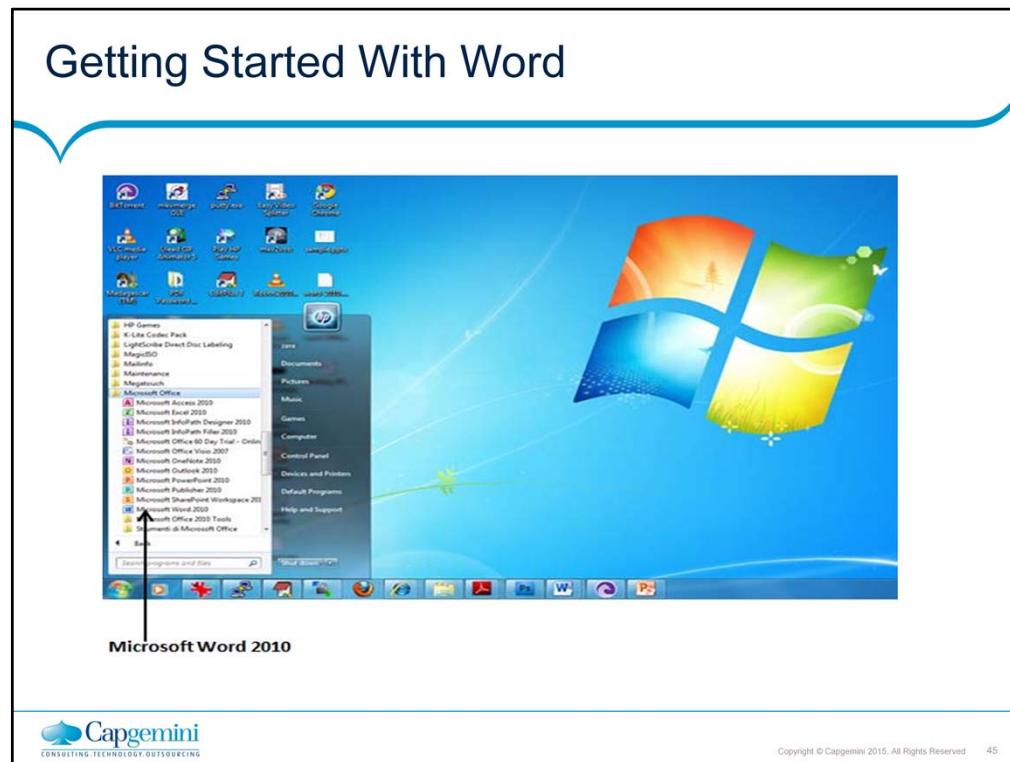
	Participant Name	MS Excel	MS Word	MS Power Point	Column	Total Points	Student Average	Letter Grade
	Points/Value	100	100	100				
1.	Carol	90%	65%	90%	245.0	81.7%	B-	
2.	Jenkins	87%	67%	89%	243.0	81.0%	B-	
3.	Williams	90%	89%	90%	269.0	89.7%	B+	
4.	Smith	90%	65%	90%	245.0	81.7%	B-	

At the bottom left is the Capgemini logo, and at the bottom right it says "Copyright © Capgemini 2015. All Rights Reserved 43".

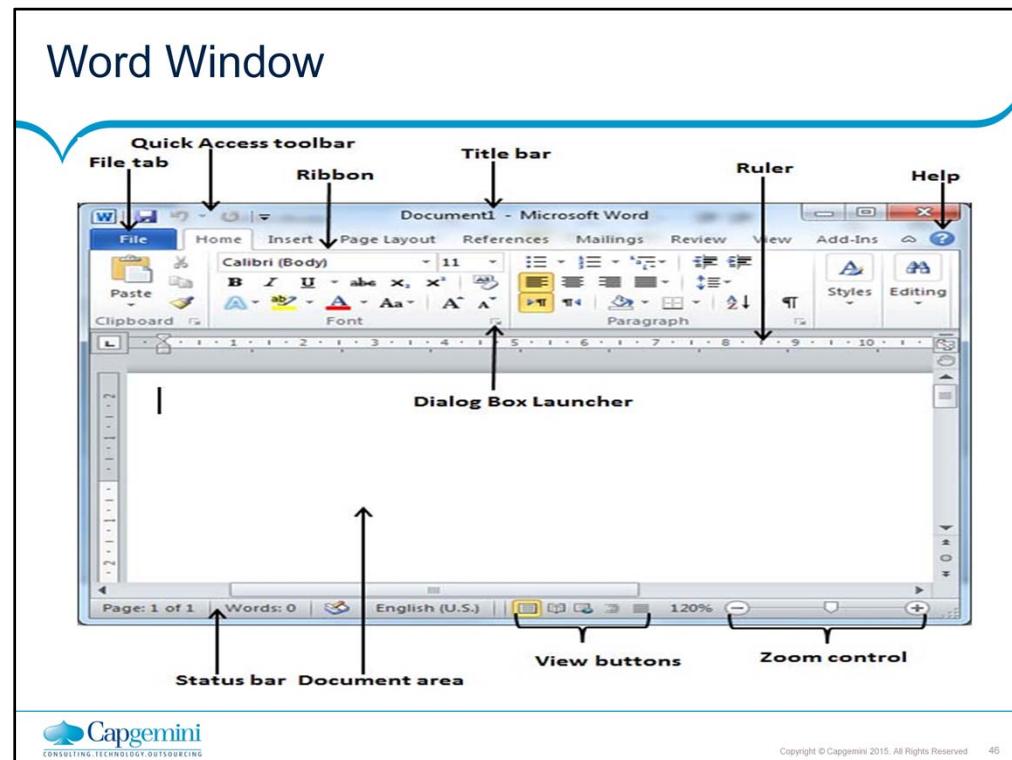
MS Office (MS Word 2010 & MS Excel 2010)

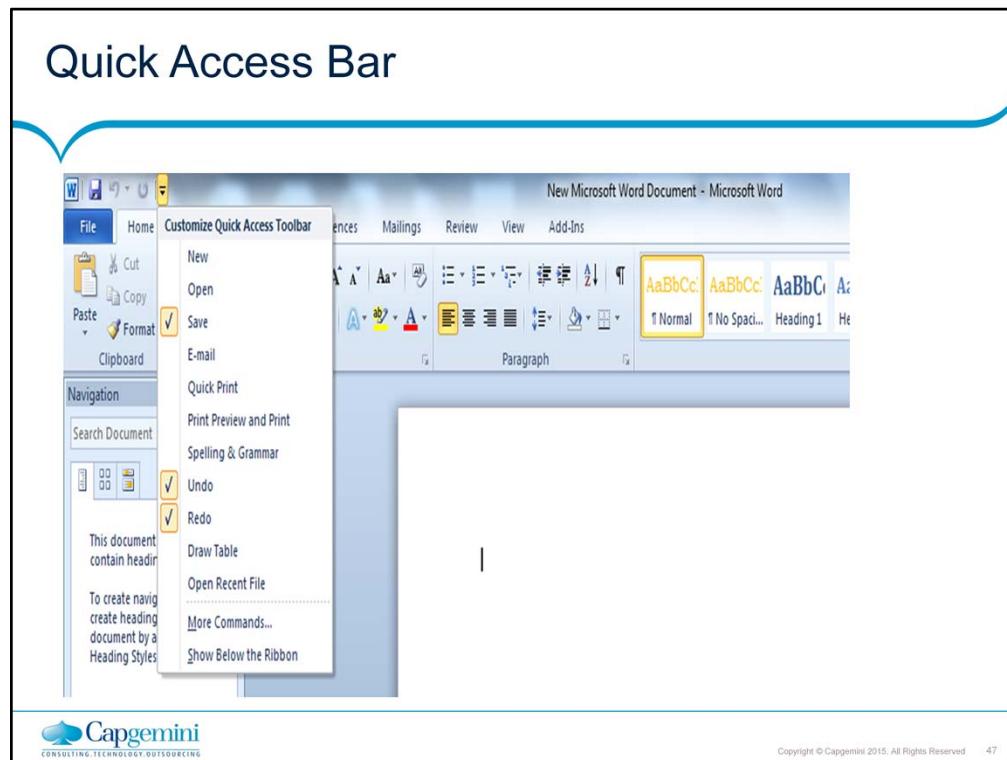
Appendix

Lesson 7 -Introduction to MS Word 2010

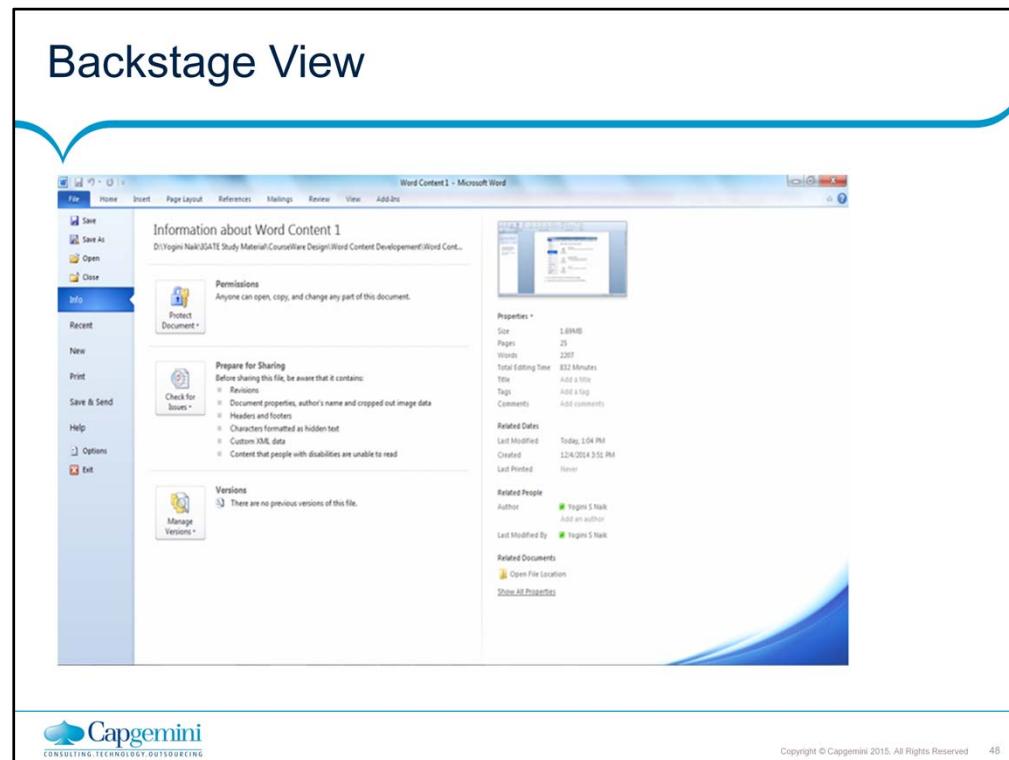


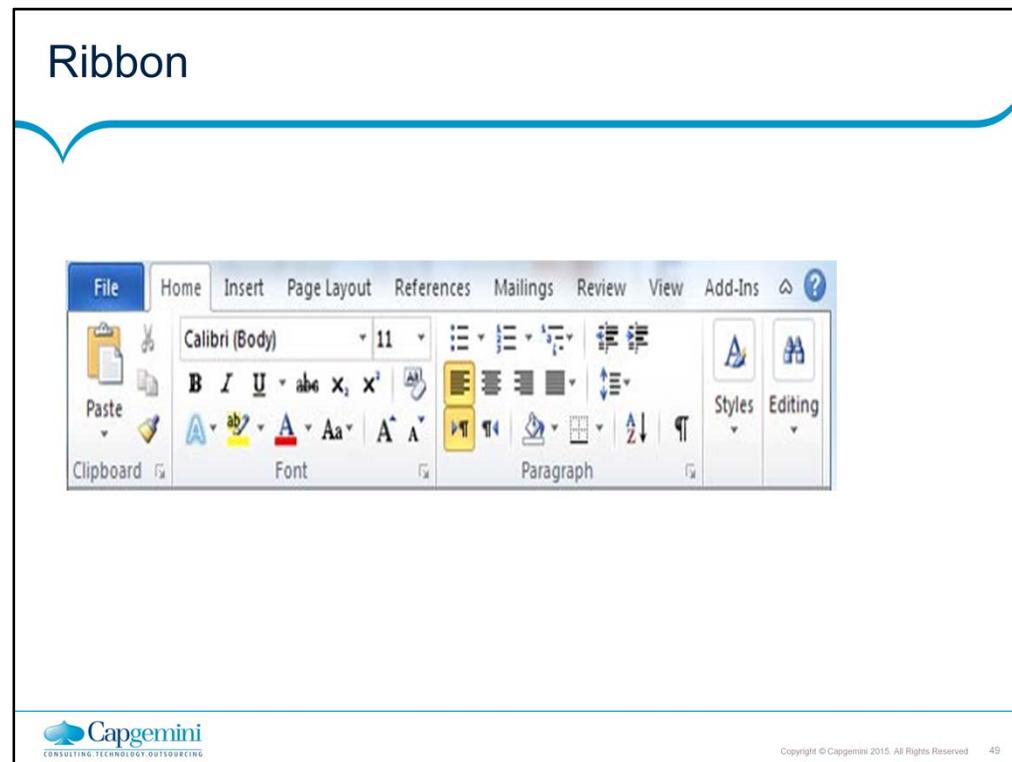
Add the notes here.





Add the notes here.



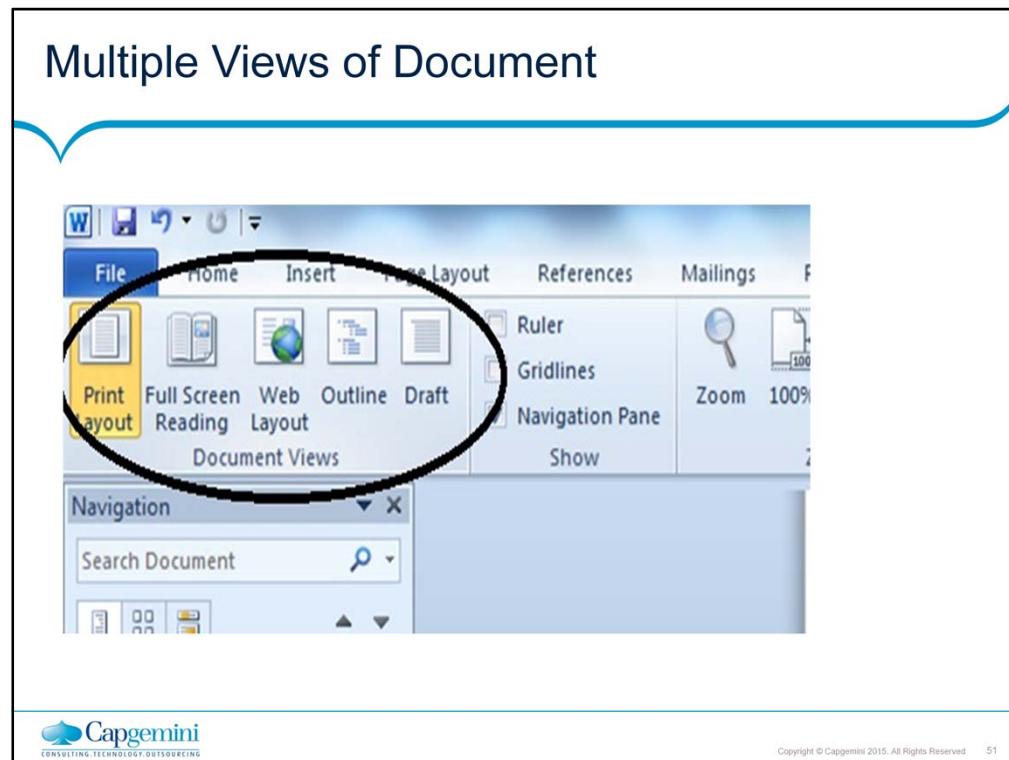


Working with Multiple Documents

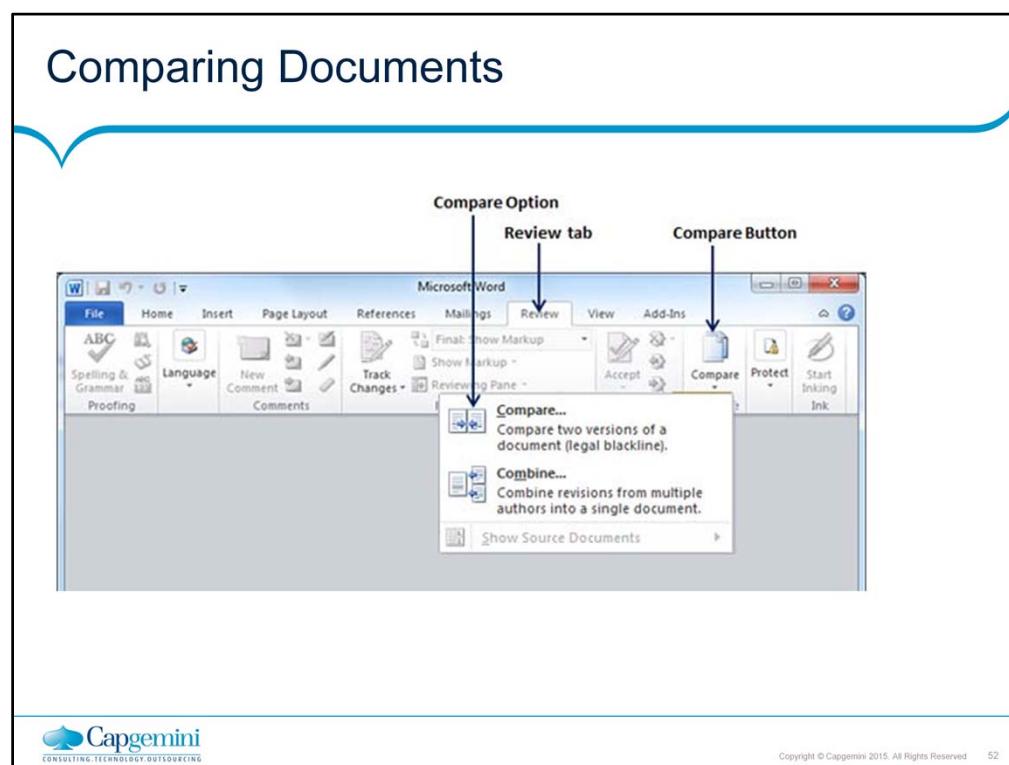
The screenshot shows three Microsoft Word windows side-by-side:

- Top Document:** Declaration_House-Property-Income-or-Loss [Compatibility Mode] - Microsoft Word. It displays a form with fields like "Income from house property" and "Computation of loss under the head 'income from house property'".
- Middle Document:** Chapter 2 - Working with Documents - Microsoft Word. It shows a navigation pane and a slide with the title "Lesson 2: Working with Documents" and the IGATE logo.
- Bottom Document:** New Microsoft Word Document (2) - Microsoft Word. It displays a message about creating headings.

At the bottom of the slide, there is a Capgemini logo and copyright information: "Copyright © Capgemini 2015. All Rights Reserved 50".



Add the notes here.



Add the notes here.

Comparing Documents continued..

Review tab

Original Document

Modified Document

Previous and Next Buttons

This is modified version of the document.

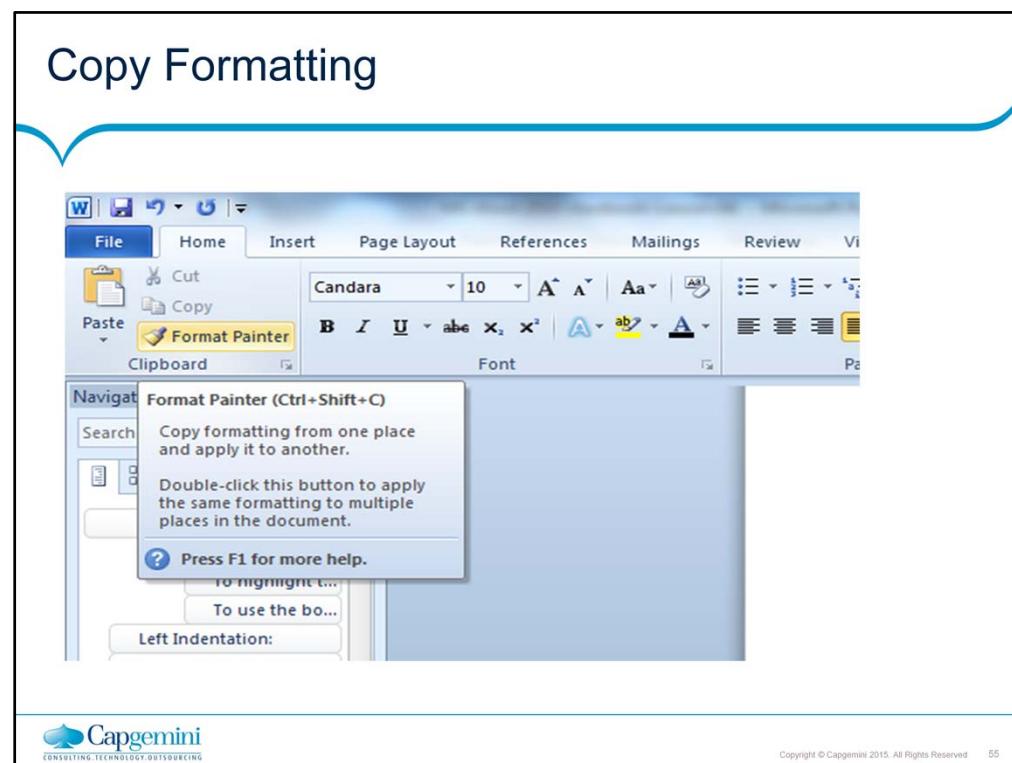
This is original document.

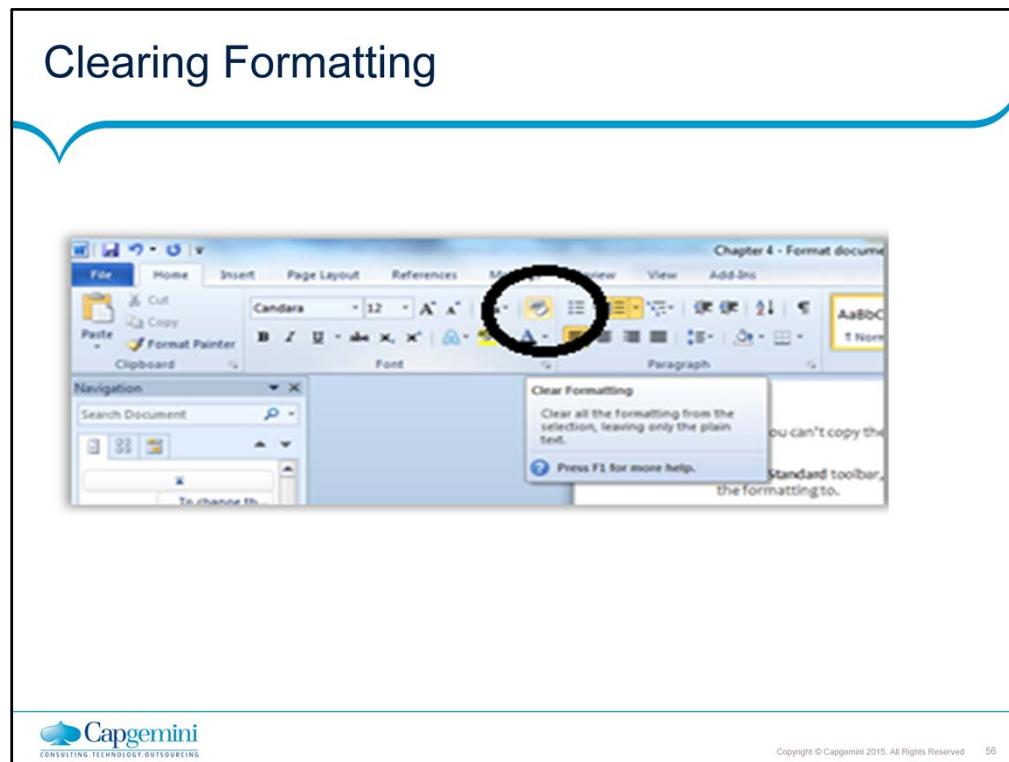
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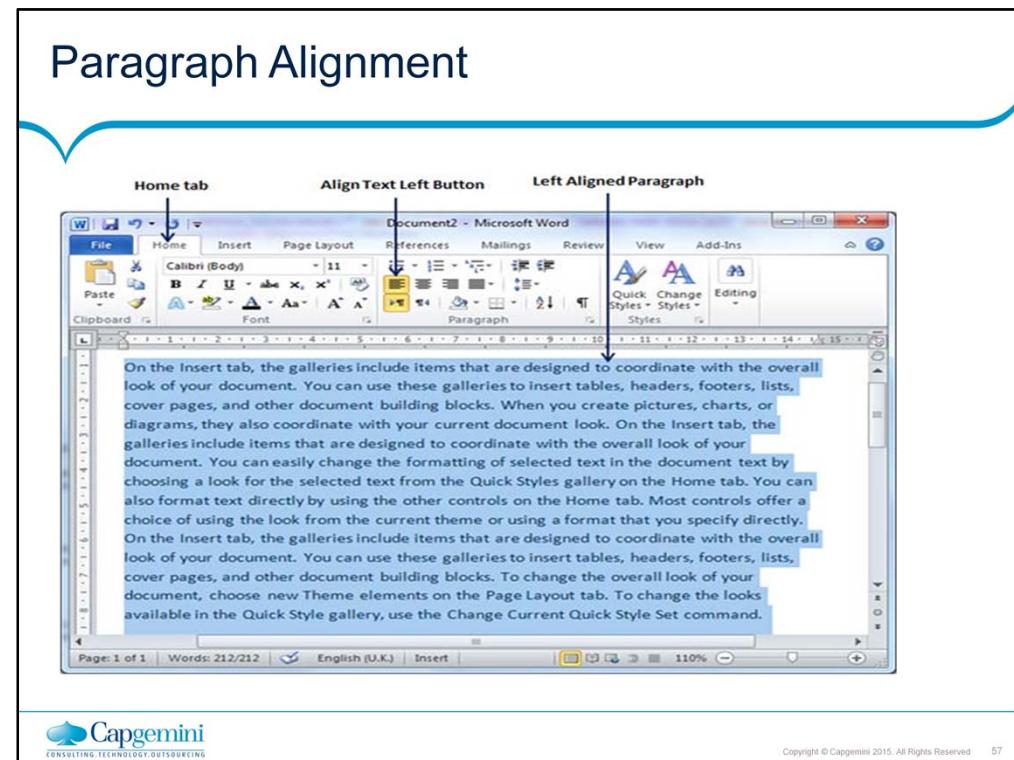
MS Office (MS Word 2010 & MS Excel 2010)

Appendix

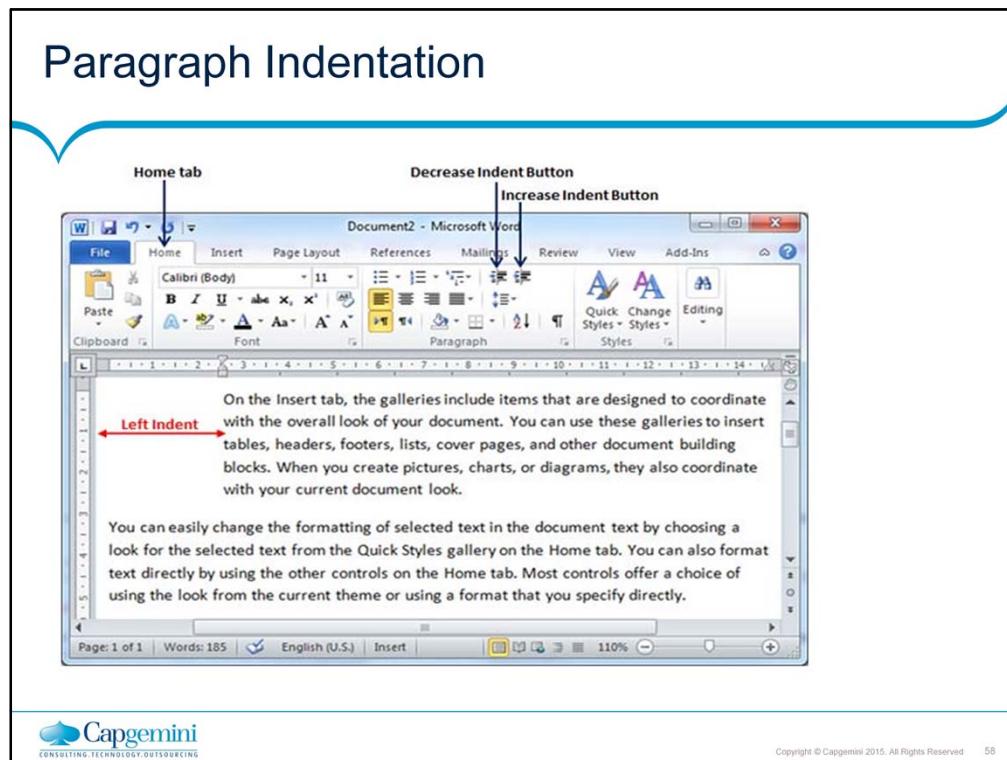
Lesson 8: Formatting Word Document



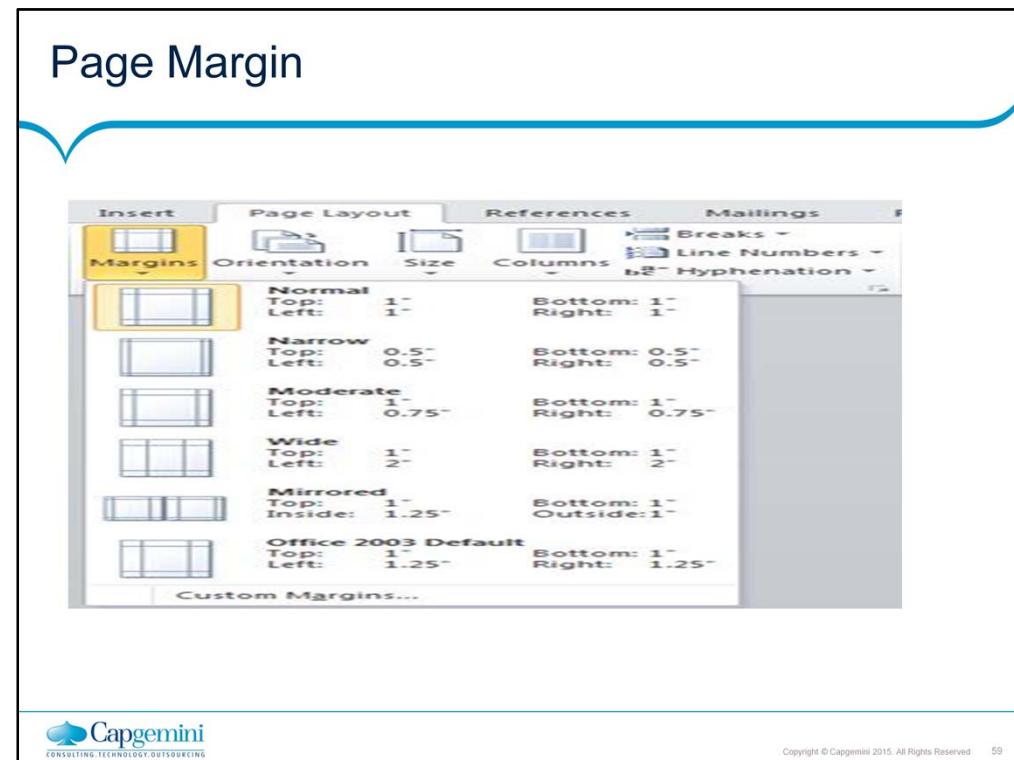




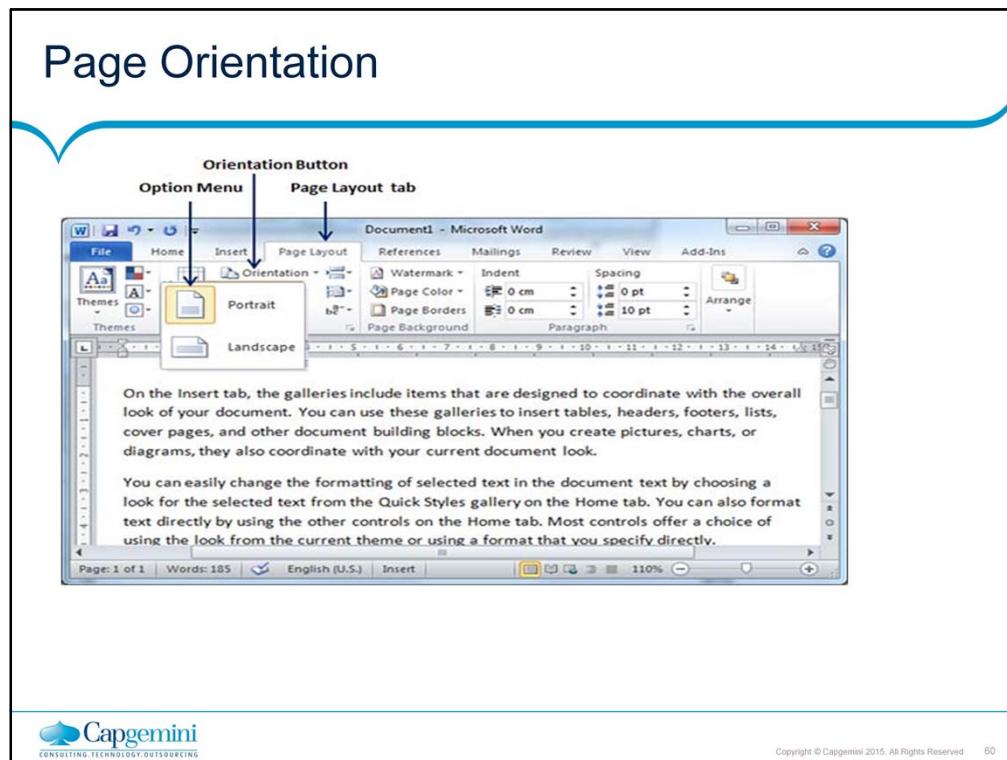
Add the notes here.



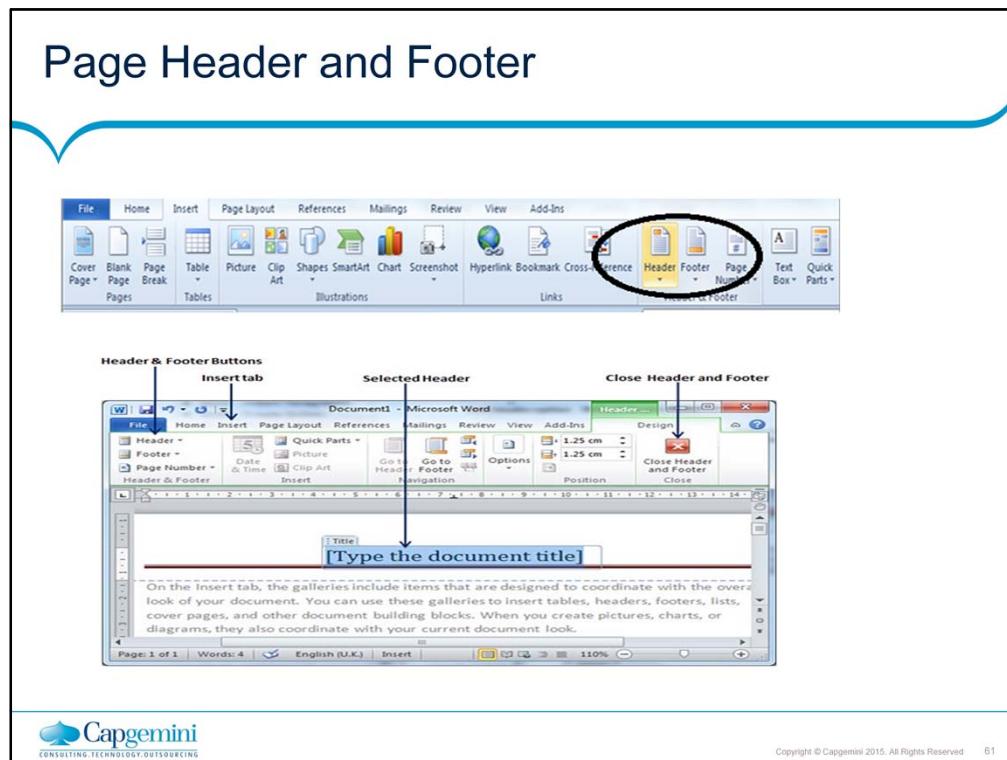
Add the notes here.



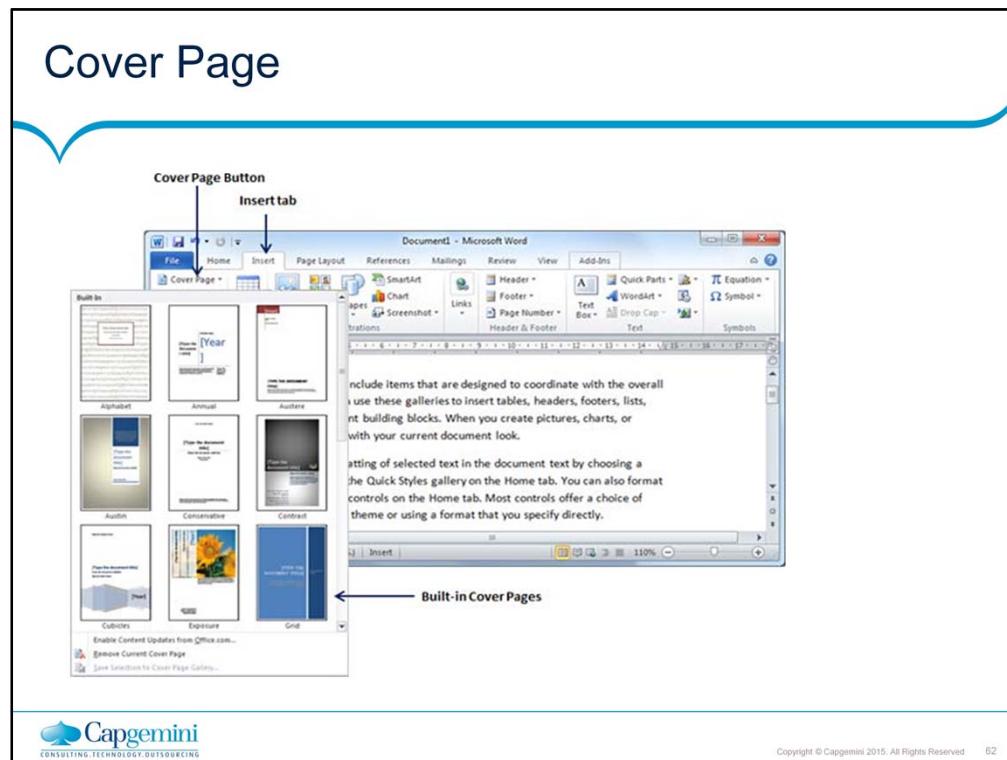
Add the notes here.



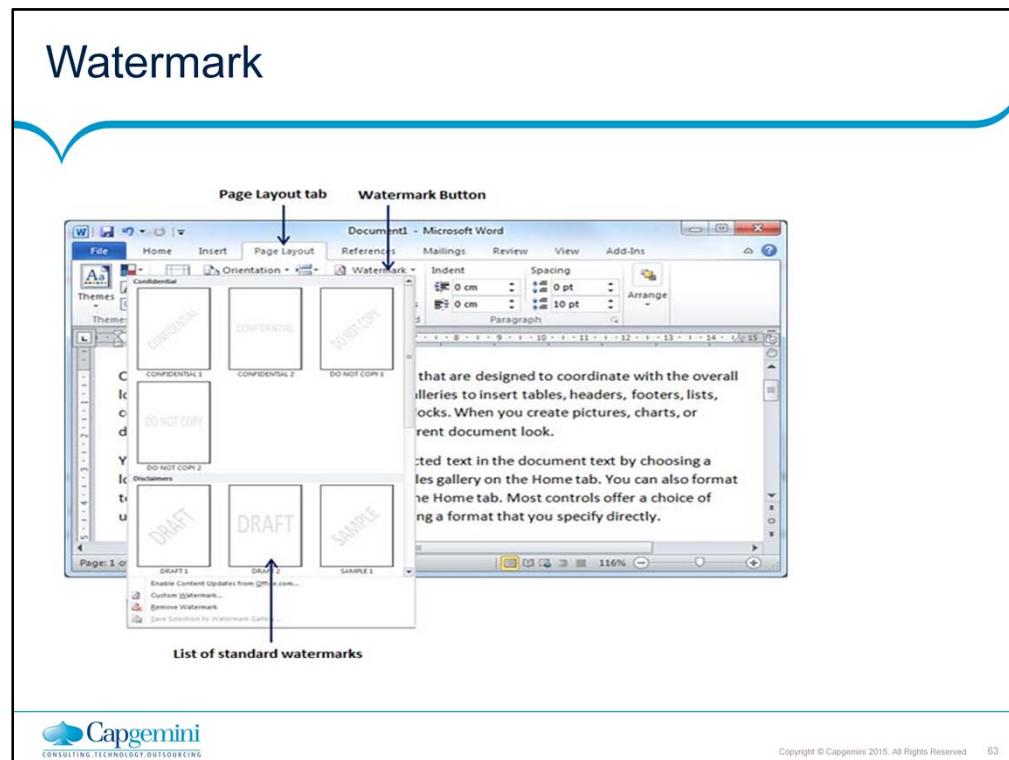
Add the notes here.



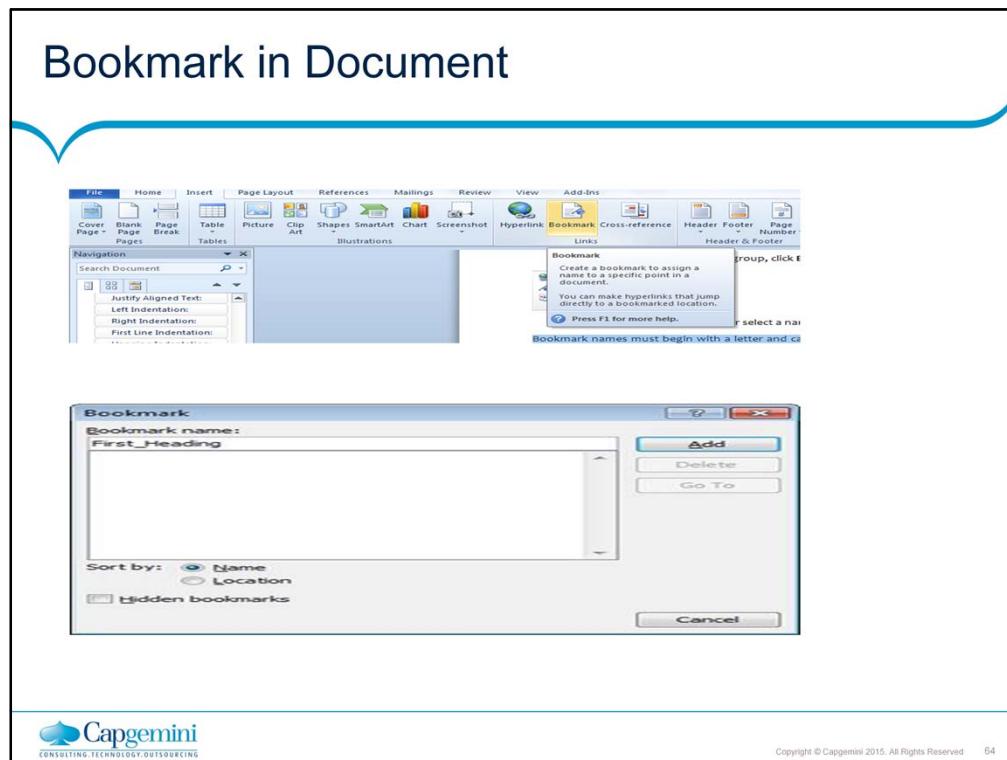
Add the notes here.



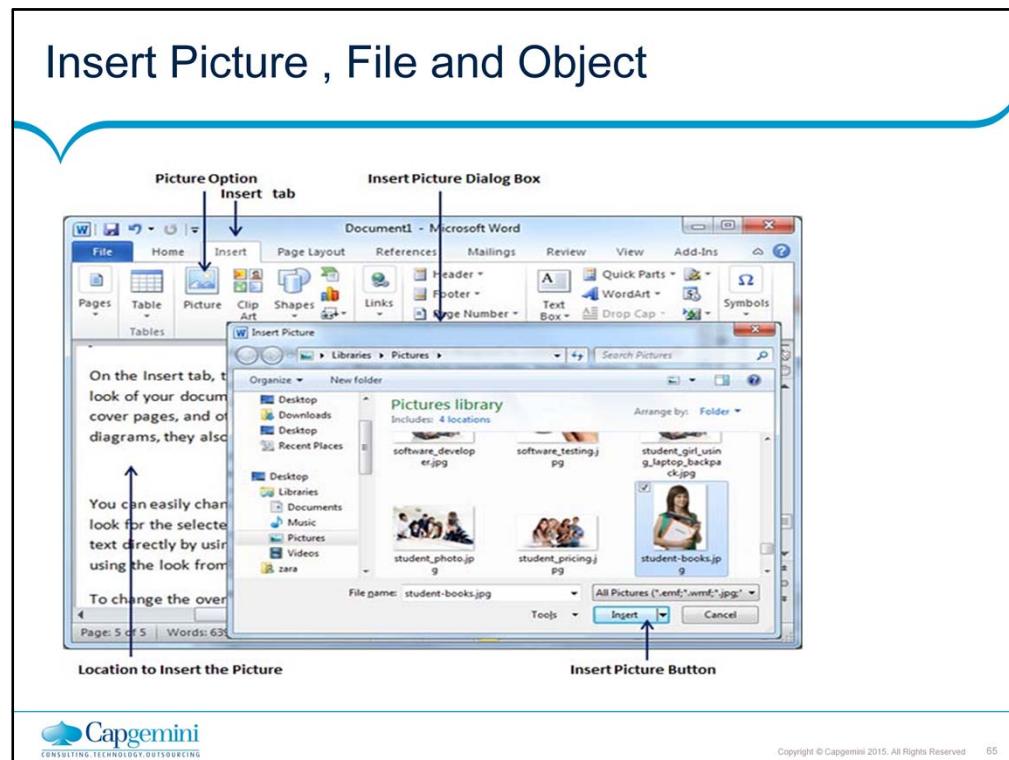
Add the notes here.



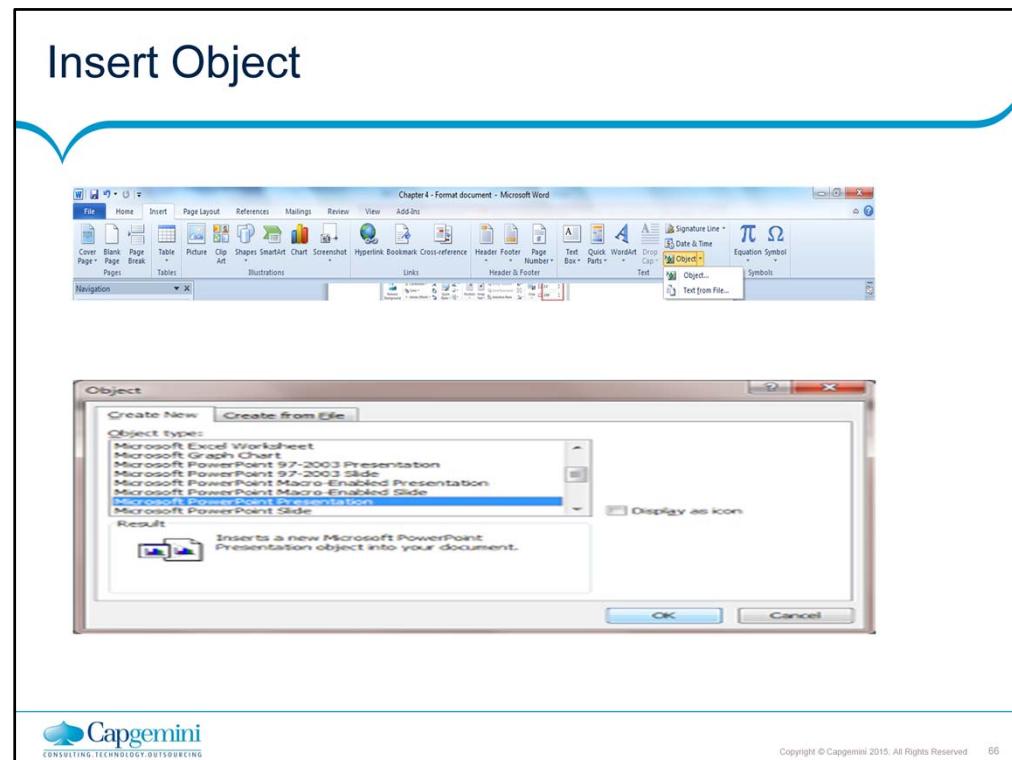
Add the notes here.



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MS Office 2010 (MS Word 2010 & MS Excel 2010)

MS Excel 2010 Lab Book 1.0

Document Revision History

Date	Revision No.	Author	Summary of Changes
16-Feb-2015	1.0	Yogini S Naik	First version
22-May-2015	2.0	Selvalakshmi P	Modified the content as per V&V LOT requirements
July-2016	2.1	Sonam Rathore	Post-Integration Revamp

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Lab 1. **Introduction to Excel 2010**

Goals	<ul style="list-style-type: none">• Understand Microsoft Excel window elements
Time	30 minutes

For this lab use GradeBook.xlsx

Perform the below activities on the given set of data:

- Assign a heading to the spreadsheet (Sheet1) as "MS Office Grade Book".
- Centre across the heading assigned
- Make the subject names Rotate Text up
- Set the default location for file saving
- Turn on the autorecovery for the file
- Adjust all columns to best fit size
- Print Preview the worksheet

Lab 2. Data & Formatting

Goals	<ul style="list-style-type: none">• To successfully format a worksheet for printing.
Time	30 minutes

For this lab use GradeBook.xlsx.

Perform the below activities on the given set of data:

- Convert Participant Names to Proper Case
- Assign a Serial Number column to the data
- Create the appropriate named range for the Participant Code, Participant Name, Location as ParticipantDetails.
- Modify the range to include MS Excel, MS Word, MS Powerpoint.
- Sort the data on participant Code
- Convert the range to Table
- Apply certain table formatting
- Edit the Location column to have a Dependent Drop Down List.
- Filter the data to show Participants attended training from Pune location.
- Highlight the cells with no score as cell black fill.
- Apply a centered custom header to the worksheet that includes the date.
- Apply a right-aligned custom footer to the worksheet that includes your name.
- Set the worksheet title to repeat on all pages.
- Print preview the worksheet.

Lab 3. **Formula & Function**

Goals	<ul style="list-style-type: none">The goal of this lesson is to successfully work with formulas and functions in Microsoft Excel 2010. Learn to apply build formulas and apply functions to summarize data in a worksheet.
Time	30 minutes

For this lab use GradeBook.xlsx & Summary Data.

- Create formulas to calculate the Total of each Subject each employee.
- Create formula to calculate the Average.
- Summarize the Max, Min of each subject.
- Calculate the Percentage score of each Subject .Display it with percentage symbol. Round it to nearest whole number.
- Calculate Pass, Fail for each test. ($\geq 60\%$ is Pass)
- Write a formula which indicates that the failed candidate are shown in red color
- Calculate overall score as 50 % of Excel + 30 % MS Word +20 % PPT scores. Do not hard code any values.
- Retrieve the Participant Code from Student Info using LOOKUP functions
- Filter the Participant with Rank 1.
- Display a count of Participant who didn't clear the test.

Lab 4. Pivot Table & Chart

Goals	<ul style="list-style-type: none">• To create a table and format the table as well as work with PivotTable and PivotChart to enhance the appearance of data.
Time	30 minutes

For this lab use GradeBook.xlsx

Create a Pivot Table and respective Chart for the following instructions:

- Location wise count of students
- Location wise number of passed students
- Location wise number of students failed
- Number of students who have got
 - 70%-80%
 - 80%-90%
 - >=90%

Lab 5. Data Validation

Goals	<ul style="list-style-type: none"> To learn how to ensure the data-type integrity by enforcing users to enter valid data from the range you selected.
Time	20 minutes

For this lab use **MPhilPHDGradeBook.xlsx**

Launch Excel 2010, open a datasheet on which you want to apply data validation rules.

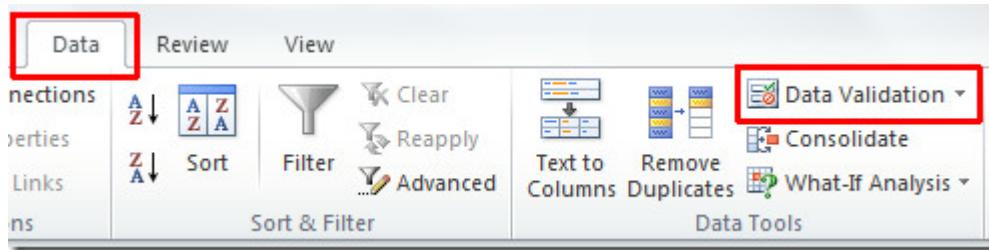
1. In MPhilPHDGradeBook sheet, apply rule that marks must be between 0-100, and in an event of any incompatible input value, errors dialog appears.

MPhilPHDGradeBook Sheet

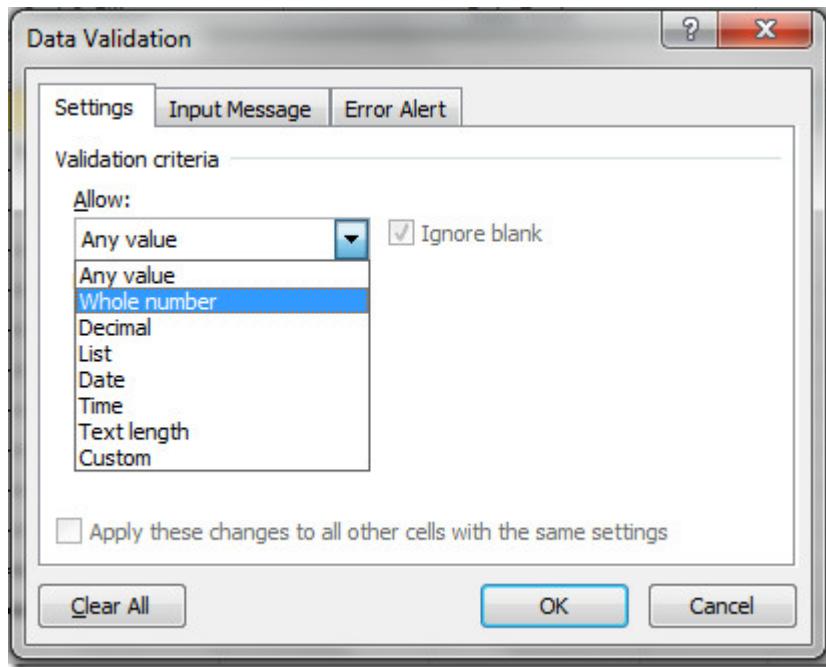
A	B	C	D	E
Research Schlor id	Research Schlor Name	Course	Marks	Grade
101	Moana	M.Phil	80	o
102	Halla	P.HD	70	o
104	Akeem	M.Phil	60	A
105	Hamish	M.Phil	50	B
107	Graiden	M.Phil	90	o
107	Kiona	P.HD	40	C
107	Andrew	P.HD	56	B
107	Emery	M.Phil	88	o
109	Charles	M.Phil	69	A
110	Quentin	P.HD	68	A
111	Driscoll	M.Phil	70	o
112	Eve	P.HD	30	D
113	Jesse	P.HD	40	C
113	Jacob	M.Phil	60	A
113	Wyatt	P.HD	55	B
113	Aurelia	P.HD	85	o
114	Cassady	P.HD	75	o
115	Ruth	P.HD	70	o
116	Ray	M.Phil	68	A
117	Inga	P.HD	69	A
118	Tara	M.Phil	70	o

Steps to follow:

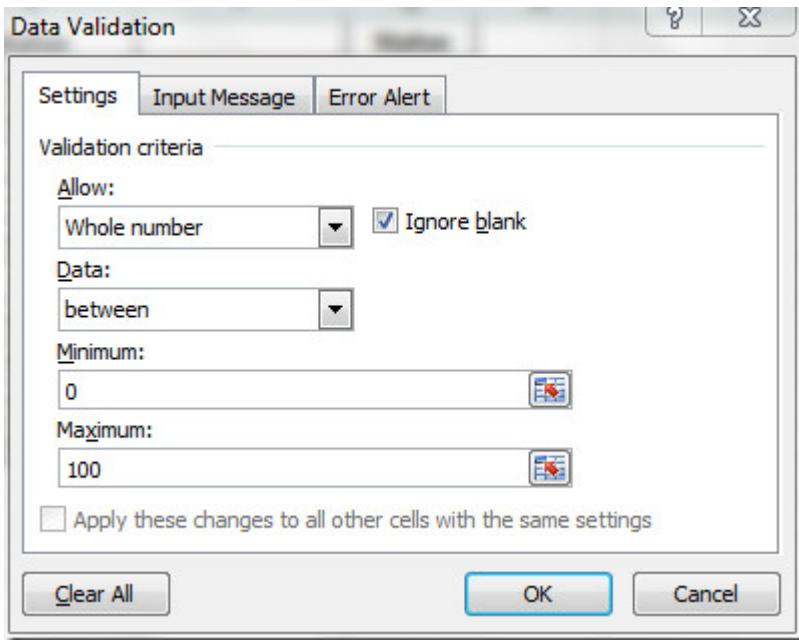
1. To start off with applying rule on Marks column, navigate to **Data tab**, click **Data Validation**.



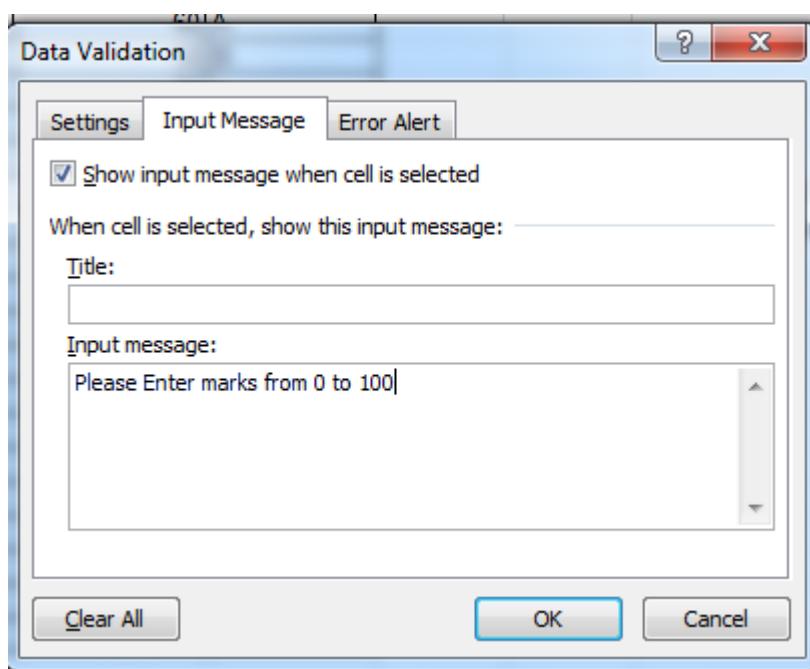
2. Data Validation dialog will appear. On Settings tab, from Allow drop-down list you can select any data type that suits your selected table data.



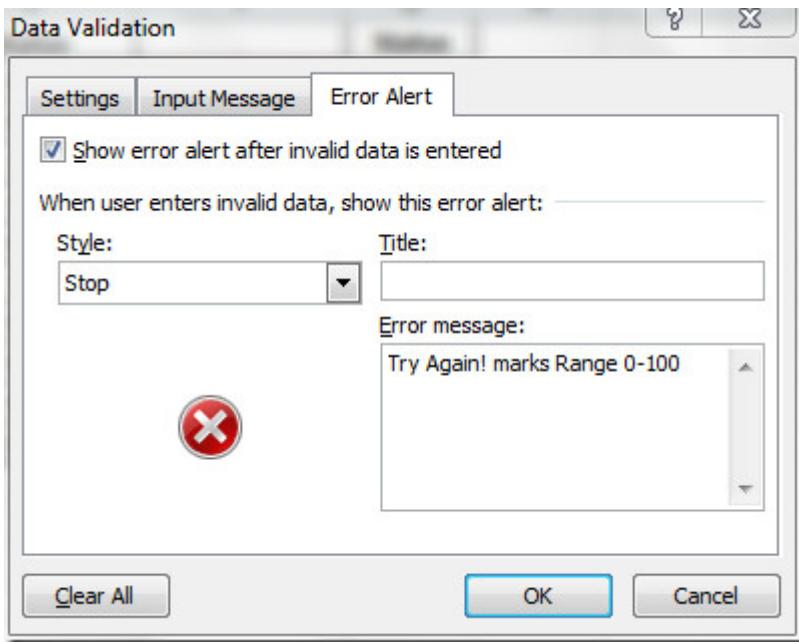
Now set Whole number from Allow list, from Data list select between, select range of data from Minimum to Maximum value as shown in the screenshot.



3. Now navigate to Input Message tab, enable Show input message when cell is selected option. This option automatically shows input message specified under *Input message* box. Now head over to Error Alert tab.



4. Enable Show error alert after invalid data is entered option, this will show alert pop-up. You can select style of alert pop-up, from Style list. Enter the error message you want to show under Error message text box. Click OK to end the Data Validation Dialog.

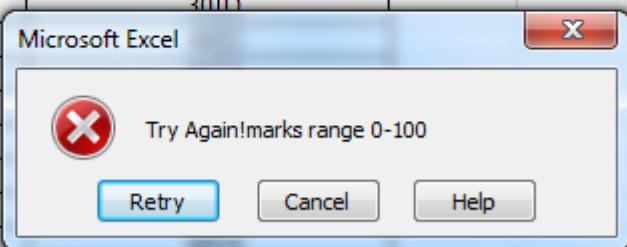


5. When you select the cell to enter data, input message will show up with the cell, instructing you to enter data according to the rule defined.

D	E
Marks	Grade
80	o
70	o
60	A
50	B
90	o
40	C
56	B
88	o
69	A
68	A
70	o
30	D
40	C
60	A
55	B
85	o
75	o
70	o
68	A
69	A
70	o
Please Enter Marks from 0 to 100	

6. If you try to enter any invalid data, then the Error Message alert pops-up and prevent you from entering any invalid data.

Course	Marks	Grade
M.Phil	80	O
P.HD	70	O
M.Phil	60	A
M.Phil	50	B
M.Phil	90	O
P.HD	40	C
P.HD	56	B
M.Phil	88	O
M.Phil	69	A
P.HD	68	A
M.Phil	70	O
P.HD	30	D
P.HD		
M.Phil		
P.HD		
P.HD		
P.HD		
M.Phil		
P.HD	101	A
M.Phil	70	O



MS Office 2010 (MS Word 2010 & MS Excel 2010)

MS Word 2010 Lab Book 1.0

Lab 6. Introduction to Word 2010

Goals	<ul style="list-style-type: none"> • Basic operation with MS Word 2010
Time	20 minutes

1. Create an empty document. Copy the content from the existing document AoQ.docx.
2. Save the document in a newer location.
3. Try opening both the document side by side.
4. Make the following changes in your version of document. Add the following lines in the beginning of the document. (You can copy this as well)

The R & R Program

Recognition of good work is essential element of an outstanding workplace. People respond to appreciation as it confirms their work is valued. Through effective rewards and recognition programs, we reinforce the actions and behaviors that we most want to see people repeat.

We believe in creating an appreciative atmosphere, recognizing and nurturing deserving high performing individuals and teams who move beyond the ordinary expectations of the job, into the realm of excellence, distinguished by outstanding accomplishment and set benchmarks for others to emulate. Given here is the Rewards & Recognition Program created with an objective of building a high performance work culture through timely recognition of outstanding performance. As an organization, we truly believe that recognition is most effective when it takes place on a regular basis, in a variety of ways and is truly rewarding to an employee. Thus, there are four major categories of awards spread through the year.

5. Save the document. Now compare your document and original document and see the changes

Lab 7. Formatting in documents in Word 2010

Goals	<ul style="list-style-type: none">• Performing formatting document MS Word 2010
Time	30 minutes

1. For the above paragraph, do the following paragraph alignment, indentation, header and footer.
 1. Change the paragraph spacing to 1.5. Remove the spaces before and after each line.
 2. Increase the indentation of the first paragraph.
 3. Modify the indentation of 2nd paragraph as per your point of view.
 4. Provide the header of the page is as “*The R & R Program*”.
 5. Footer should have Internal in the center and page number on the bottom right corner
Logo on the top right side.
 6. Create the watermark for your document is as “Sensitive”.
 7. Changing margins to 1.5 all over
 8. Add a border of blue color

Lab 8. Working with Tables in Word 2010

Goals	<ul style="list-style-type: none"> • Performing various operations with tables in MS Word 2010
Time	120 Minutes

Create a Table with the following information and perform the below task.

Name of the team Member	Funds allotted	Job allotted
Member 1	10000.00	Planning
Member 2	12000.00	Resource Management
Member 3	15000.00	Project Documentation
Member 4	13000.00	Correspondence with outside agencies

- Sort** the team members by the funds allotted to them to get output as shown below
- Find the total funds** allocated.
- Delete** the row of Member 2
- Undo the above operation
- Delete** the column “Job allotted”
- Undo the above operation
- Modify** the **cell dimensions** of the first column
- Modify** the **table format** from the existing one

3.1

1. **Create** a NEW blank document in Word.
2. **Create** the **table** below keying the text shown – leave the first cell blank.

	Month	High	Low
Santa Fe	January	40	19
	Feb	40	22
	April	35	24
	October	20	9
Taos	January	45	30
	Feb	45	33
	April	18	6
	October	10	4

3. **Merge** the cell that contains “Santa Fe” with the three blank cells below it. Do the same for the cell that contains “Taos” and the blank cells below it.
4. Change the entire table to **16 point Arial** and the **row height** of each row to at least **0.45 inch**.
5. Change the **text direction** of “Santa Fe” so it reads from the bottom to the top of the cell. Format the text as **26 point bold**. Format “Taos” the same way.
6. Adjust **column widths** as follows:
 - Column 1 – 0.75”
 - Column 2 – 1.25”
 - Column 3 – 1”
 - Column 4 – 1”
7. **Center** the text in columns three and four.
8. **Insert** a new **row** at the top of the table, **merge** the cells, **center** and **type** the title Average Temperatures in **Arial, 24 point, bold, and small caps**.
9. Change the **font color** of the second row to white. Apply black **shading** to the row.
10. Apply 15% gray **shading** to the first row.
11. Add a **3 point, double line, and black, outside border** to the table. Add a **1½ point, single line, and black, inside border** to the table.
12. **Center** the table **vertically and horizontally** on the page.
13. **Save** the document as **AVERAGE TEMPERATURE** to your Computer 6 folder.
14. Add formulae to find out average high and average low temperature

3.2

1. You are an astrologer and is creating a documents on Sun Sign . Each page contains information on one zodiac. Add suitable Page Headers , Page title and content . The zodiacs are mentioned in the list below
 - a. Aries
 - b. Taurus

- c. Cancer
- d. Gemini
- e. Leo
- f. Virgo
- g. Libra
- h. Scorpio
- i. Sagittarius
- j. Capricorn
- k. Aquarius
- l. Pisces

Create a TOC for the document. Add a page for Extra Information and update the TOC

Lab 9. Linking and Embedding in Word 2010

Goals	<ul style="list-style-type: none"> Insert images & hyperlinks in MS Word 2010
Time	20 Minutes

1. In the Table given in Lab 3, Embed some images
2. Change the following to hyperlinks in the word document

1. ICHANGE HCM

Link –

https://appshcm.ig.capgemini.com/psp/hcmprod/EMPLOYEE/HRMS/h/?tab=DEFAULT&IntranetSSOPSGU_ID=A08C0F6E-F56A-4120-AFF9-B5C3EF945948&nooftimes=1

ICHANGE – PM and Finance

Link –

https://appsfm.ig.capgemini.com/psp/finprod/EMPLOYEE/ERP/h/?tab=DEFAULT&IntranetSSOPSGU_ID=F4E83FE0-D8AA-4C41-BDF0-AB34DE533DA2&nooftimes=1

Policies and Documents

Link –

<https://ispace.ig.capgemini.com/SitePages/Policy%20and%20Document.aspx>

Lab 10. Shapes, Symbols and Charts in Word 2010

Goals	<ul style="list-style-type: none"> Working with Charts in MS Word 2010
Time	20 Minutes

1. Consider the below table as a reference and do the following.

Product	Region	Sales
Footballs	Arizona	60
Rackets	Arizona	50
Shoes	Arizona	42
Tents	Arizona	35
Footballs	California	55
Rackets	California	46
Shoes	California	30
Tents	California	35
Footballs	Oregon	50
Rackets	Oregon	40
Shoes	Oregon	30
Tents	Oregon	25
Footballs	Washington	45
Rackets	Washington	30
Shoes	Washington	20
Tents	Washington	15

- Create the default 2D bar chart with bars for each region grouped by series.
- Region values should appear on x-axis
- Sales values should appear against the y-axis as bar height.
- The chart uses the default colors.
- Add the following:
 - Title
 - Legend
 - X-axis title
 - Y-axis title
- Group sales by product instead of by region. Product should be moved to x – axis.

- g. Convert to 2D chart into 3D chart and turn the x-axis labels 90 degrees for better readability