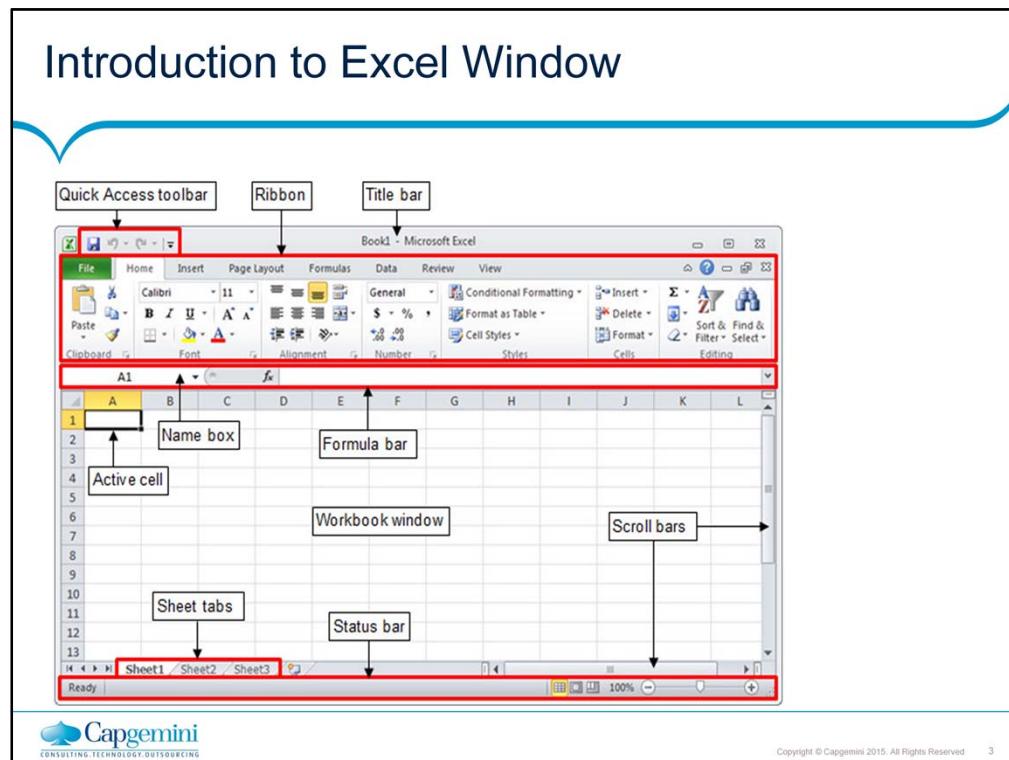


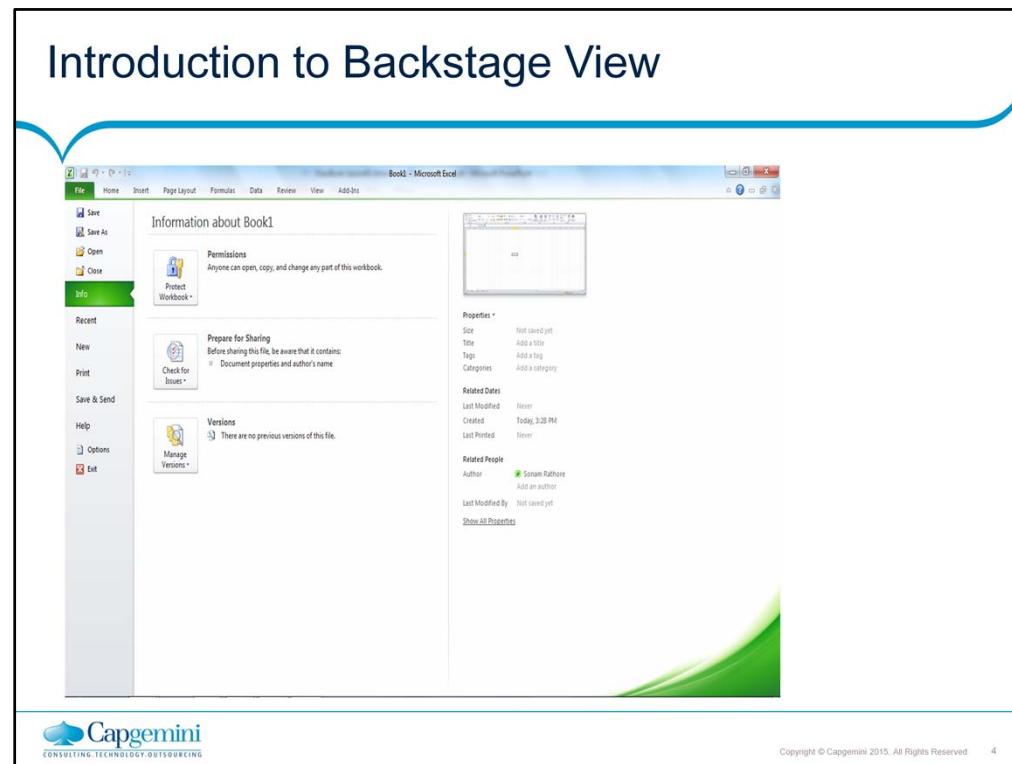
MS Office (MS Word 2010 & MS Excel 2010)

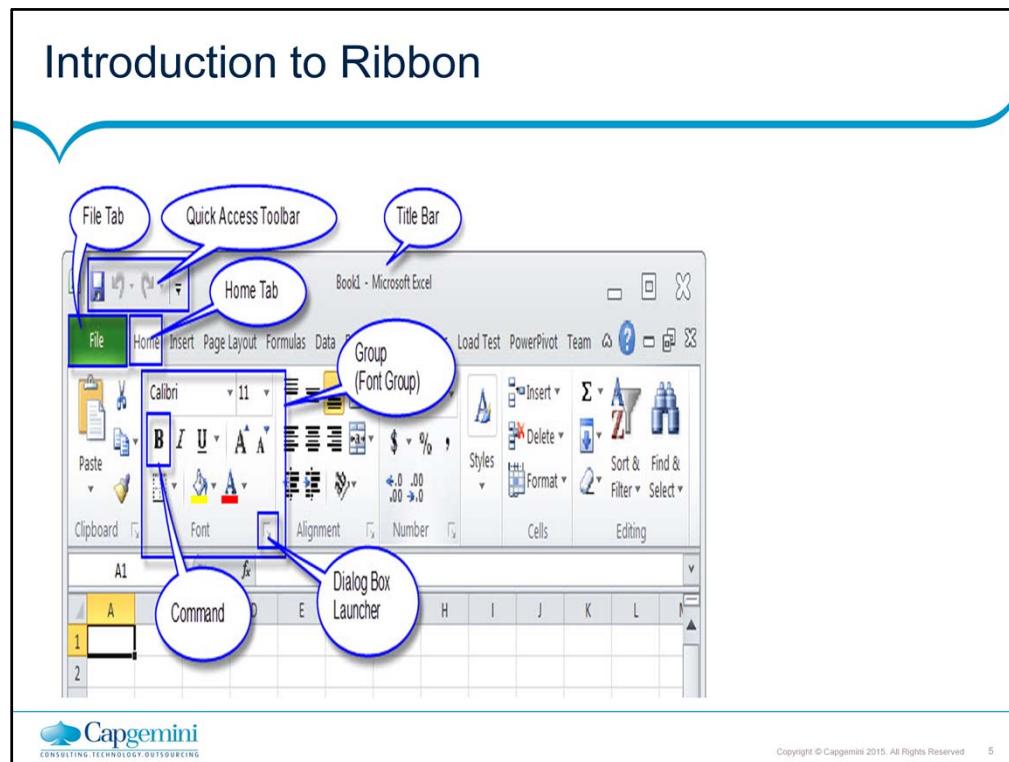
Appendix

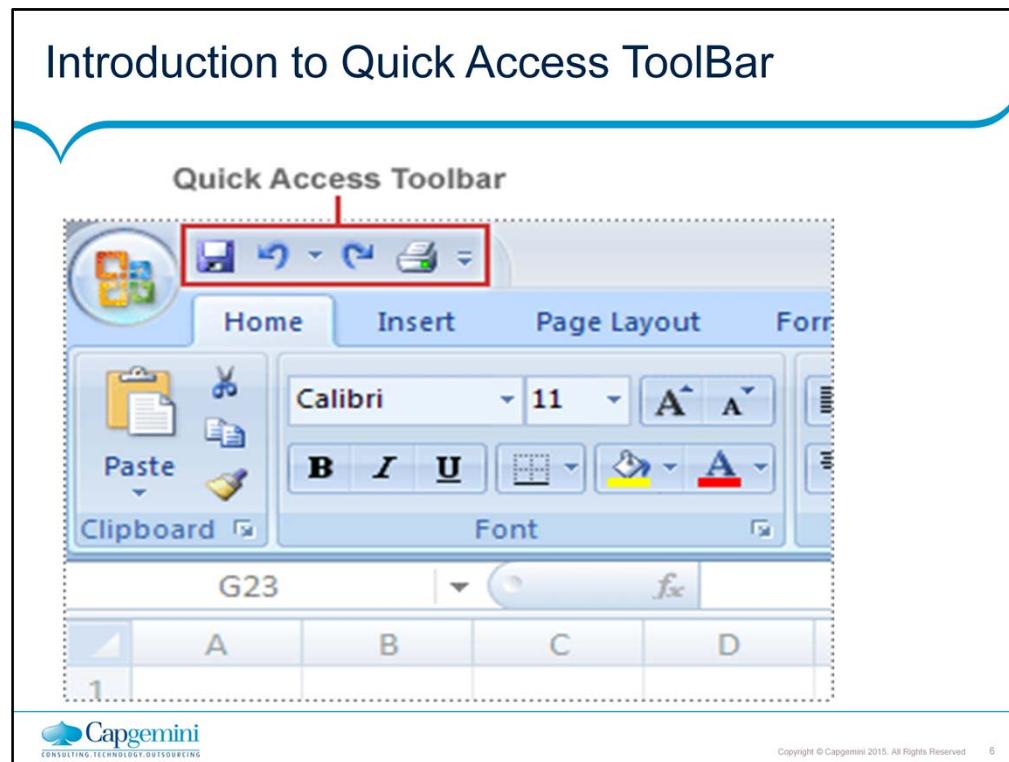
Lesson 1 : Introduction to
Microsoft Excel 2010

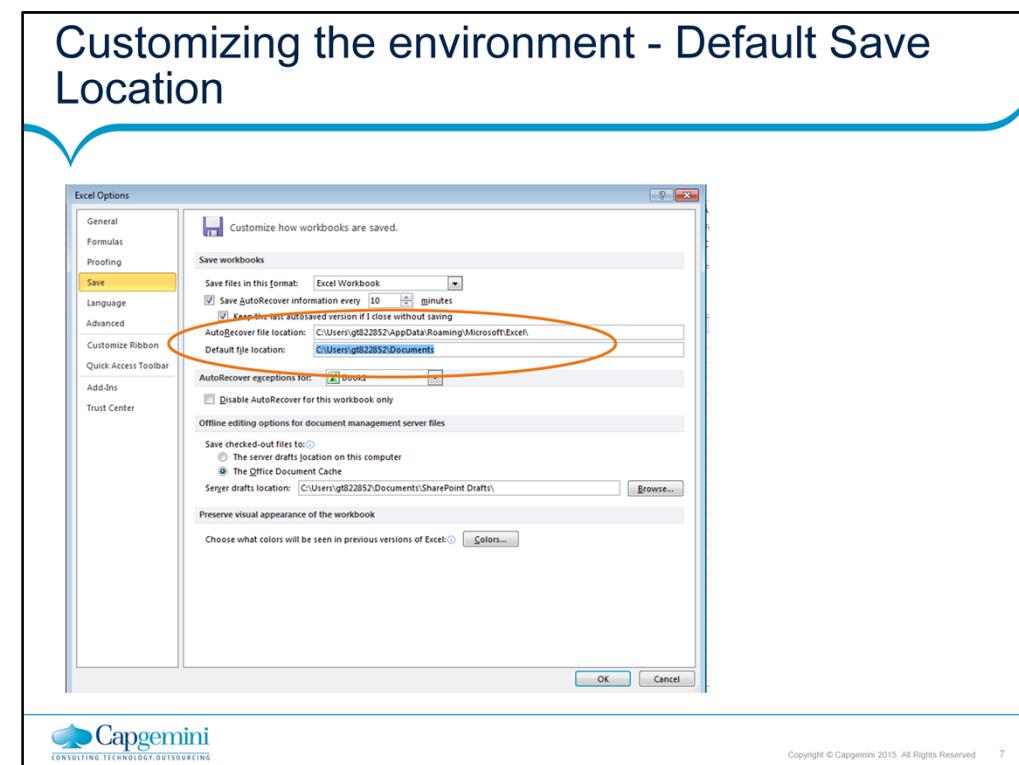




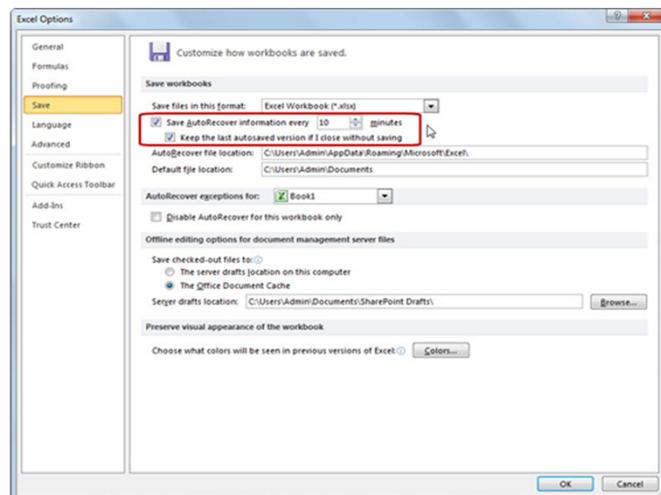




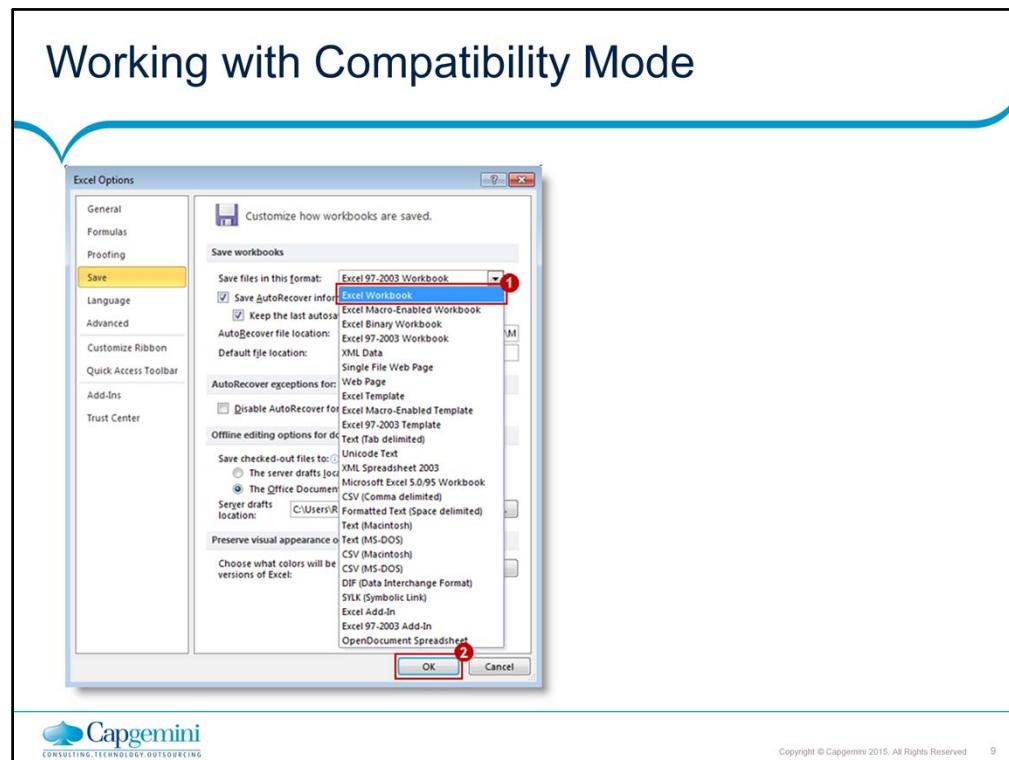


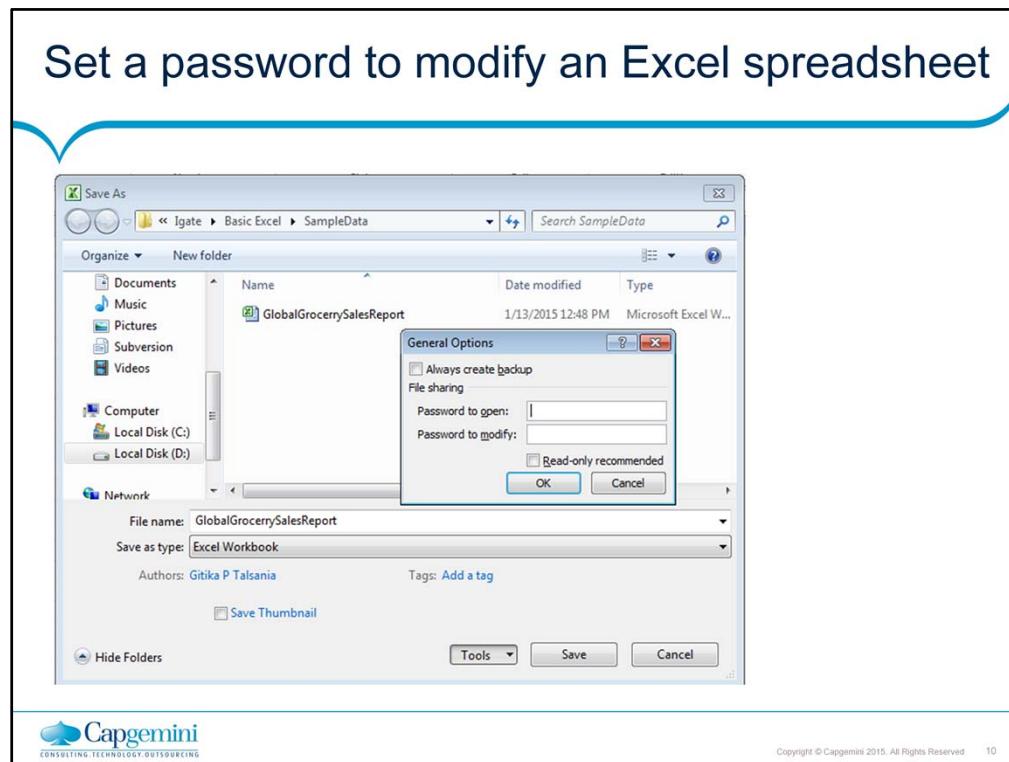


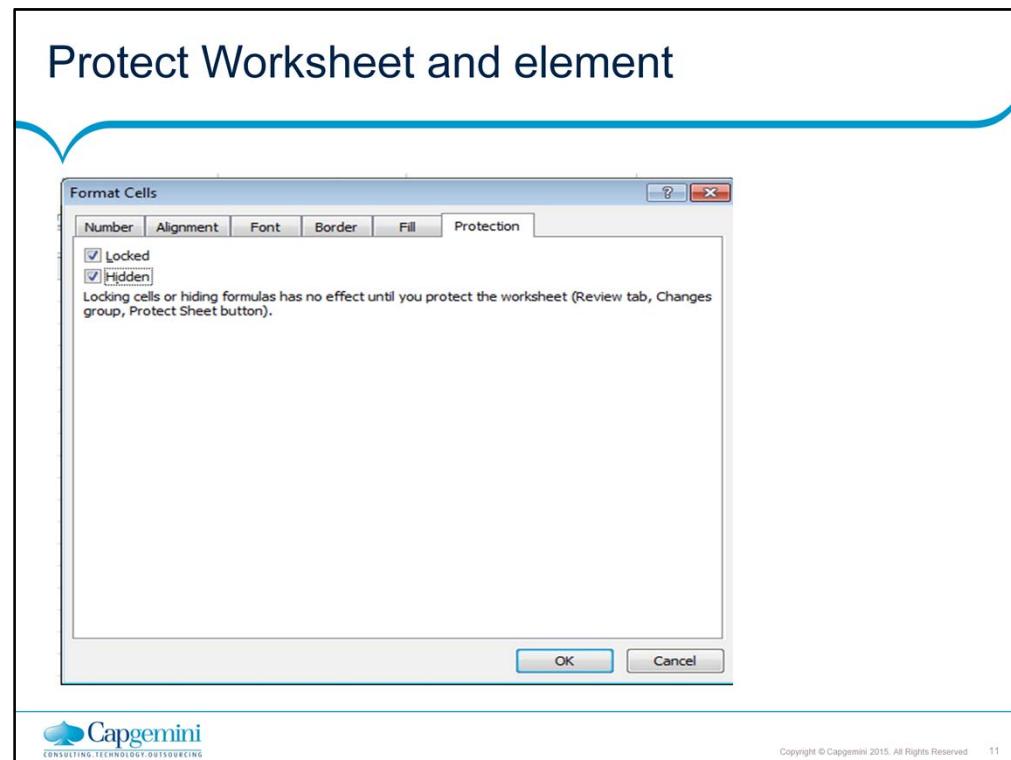
Customizing the environment - Changing the Auto Recover AutoSave interval

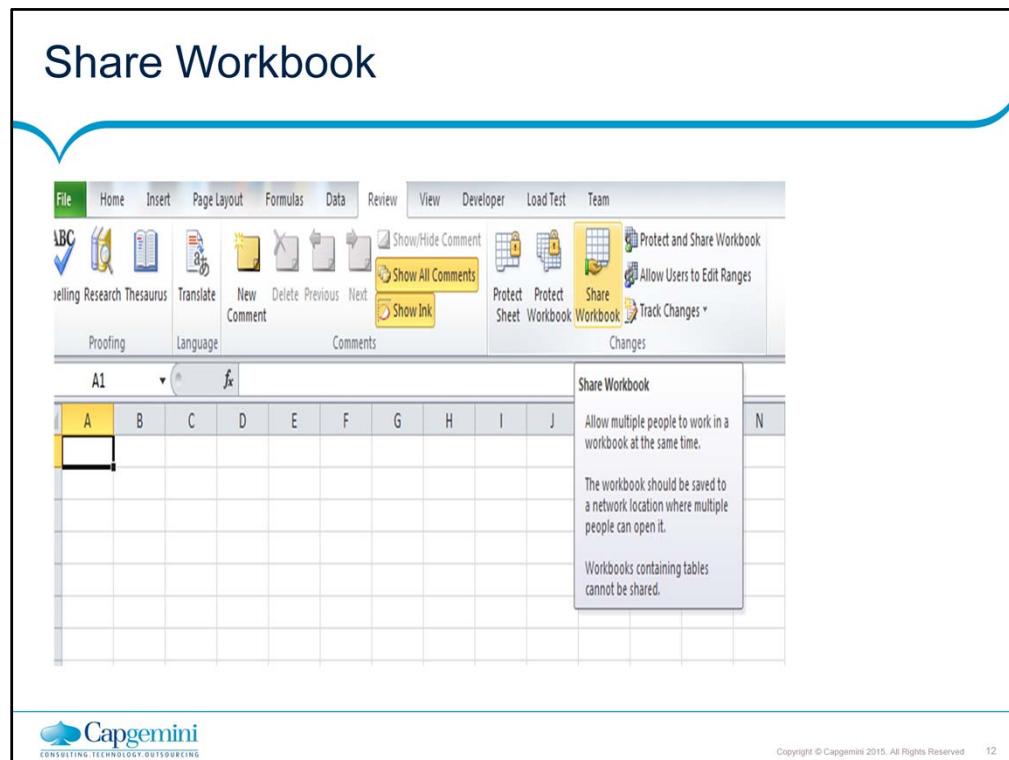


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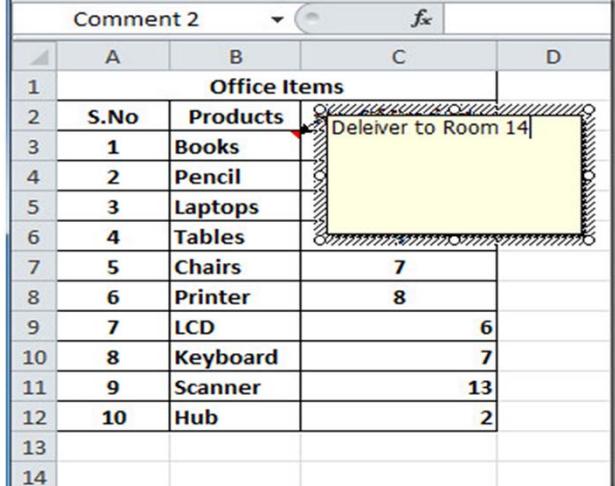


Note: If you share workbook ,you can work with other people on the same workbook at same time.

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										
		Participant Name			MS Excel	MS Word	MS Power	Total Points	Student Average	Letter Grade
Row	Column	Points/Value			100	100	100			
1	1	Carol			90%	65%	90%	245.0	81.7%	B+
2	2	Jenkins			87%	67%	89%	245.0	81.7%	B+
3	3	Williams			90%	89%	90%	260.0	89.0%	A-
4	4	Smith			90%	65%	90%	245.0	81.7%	B+
5	5	Crosby			87%	67%	89%	243.0	81.0%	B-
6	6	Albright			90%	89%	90%	260.0	89.7%	B+
7	7	Sawyer			68%	78%	86%	232.0	77.3%	C+
8	8	Thomas			45%	35%	35%	115.0	38.3%	F
9	9	Albright			95%	96%	97%	288.0	96.0%	A+
10	10	Crawford			89%	88%	89%	263.0	87.7%	B+
11	11	Timmons			90%	89%	90%	260.0	89.0%	B+
12	12	Timmons			68%	78%	86%	232.0	77.3%	C+
13	13	Thomas			45%	35%	35%	115.0	38.3%	F
14	14	Carter			95%	96%	97%	288.0	96.0%	A+
15	15	Jenkins			89%	88%	89%	263.0	87.7%	B+
16	16	Williams			90%	89%	90%	260.0	89.0%	B+
17	17	David			68%	78%	86%	232.0	77.3%	C+
18	18	Castillo			45%	35%	35%	115.0	38.3%	F
19	19	Alex			95%	96%	97%	288.0	96.0%	A+
20	20	Julian			88%	88%	88%	263.0	87.7%	B+
21	21	Jackeline			90%	65%	90%	245.0	81.7%	B-
22	22	John			87%	67%	89%	243.0	81.0%	B-

MS Office Grade	Participant Name	Penmanship	Carol	Jessica	Villanova Smith	Crosby	Albright	Sawyer	Thomas	Albright	Crawford	Perry	Timmons	Thomas	Carter	Jenkins	Williams	David	Jessica	Alex	Julian	James	
Intermediate	Carol	Excellent	100	90%	85%	90%	80%	87%	90%	65%	45%	95%	85%	90%	80%	60%	45%	35%	85%	90%	85%	85%	
	Jessica	Good	100	55%	65%	55%	65%	67%	55%	70%	55%	34%	65%	55%	70%	55%	34%	65%	65%	55%	65%	65%	
	Villanova Smith	Needs Improvement	100	50%	60%	50%	60%	58%	55%	55%	55%	30%	60%	55%	60%	55%	30%	60%	55%	60%	55%	60%	
Advanced	Crosby	Excellent	2450	2420	2580	2450	2410	2630	2320	1950	2800	2430	2690	2220	1950	2800	2630	2220	2250	2000	2120	2000	
	Albright	Good	2370	2350	2510	2370	2340	2480	2270	1900	2700	2330	2570	2140	1900	2700	2530	2140	2170	1950	2070	1950	2070
	Sawyer	Needs Improvement	2300	2280	2440	2300	2270	2410	2240	1850	2600	2230	2460	2110	1850	2600	2430	2110	2140	1900	2040	1900	2040
Expert	Thomas	Excellent	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	
	Albright	Good	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	
	Crawford	Needs Improvement	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	B+	B-	
Master	Perry	Excellent	A-	A	A-	A	A-	A	A	A-	A	A-	A	A-	A	A	A-	A	A	A-	A	A	
	Timmons	Good	A-	A	A-	A	A-	A	A	A-	A	A-	A	A-	A	A	A-	A	A	A-	A	A	
	Thomas	Needs Improvement	A	A-	A	A-	A	A-	A	A	A-	A	A	A-	A	A	A	A-	A	A	A-	A	
Professional	Carter	Excellent	A	A-	A	A-	A	A-	A	A	A-	A	A	A-	A	A	A	A-	A	A	A-	A	
	Jenkins	Good	A	A-	A	A-	A	A-	A	A	A-	A	A	A-	A	A	A	A-	A	A	A-	A	
	Williams	Needs Improvement	A-	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
Grand Total	David	Excellent	2450	2420	2580	2450	2410	2630	2320	1950	2800	2430	2690	2220	1950	2800	2630	2220	2250	2000	2120	2000	
	David	Good	2370	2350	2510	2370	2340	2480	2270	1900	2700	2330	2570	2140	1900	2700	2530	2140	2170	1950	2070	1950	2070
	David	Needs Improvement	2300	2280	2440	2300	2270	2410	2240	1850	2600	2230	2460	2110	1850	2600	2430	2110	2140	1900	2040	1900	2040



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Add the notes here.

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

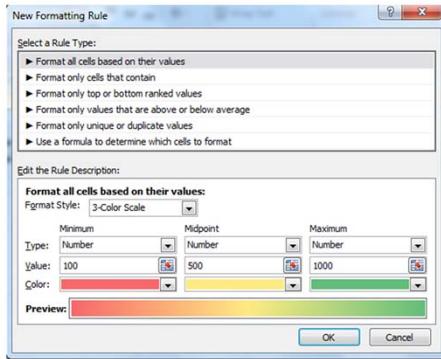


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Add the notes here.

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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Add the notes here.

Using Conditional Formatting

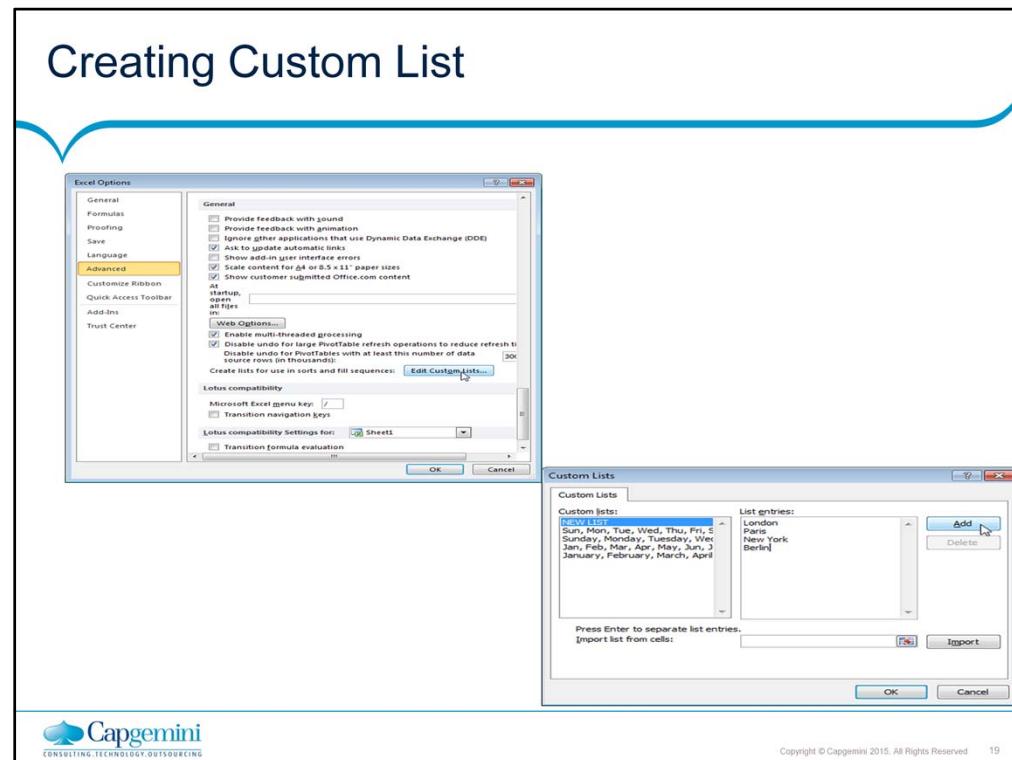
- Click on OK. The output will be shown as follows:

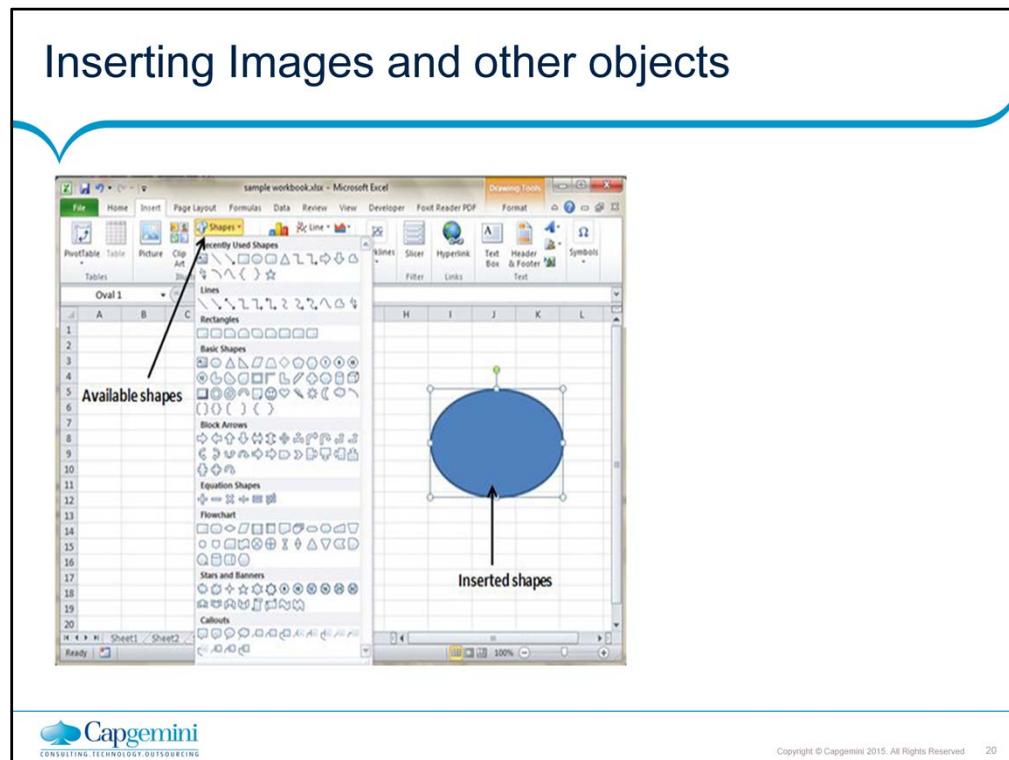
D	E	F	G	H	I	J	K	L	M
100	200	300	400	500	600	700	800	900	1000

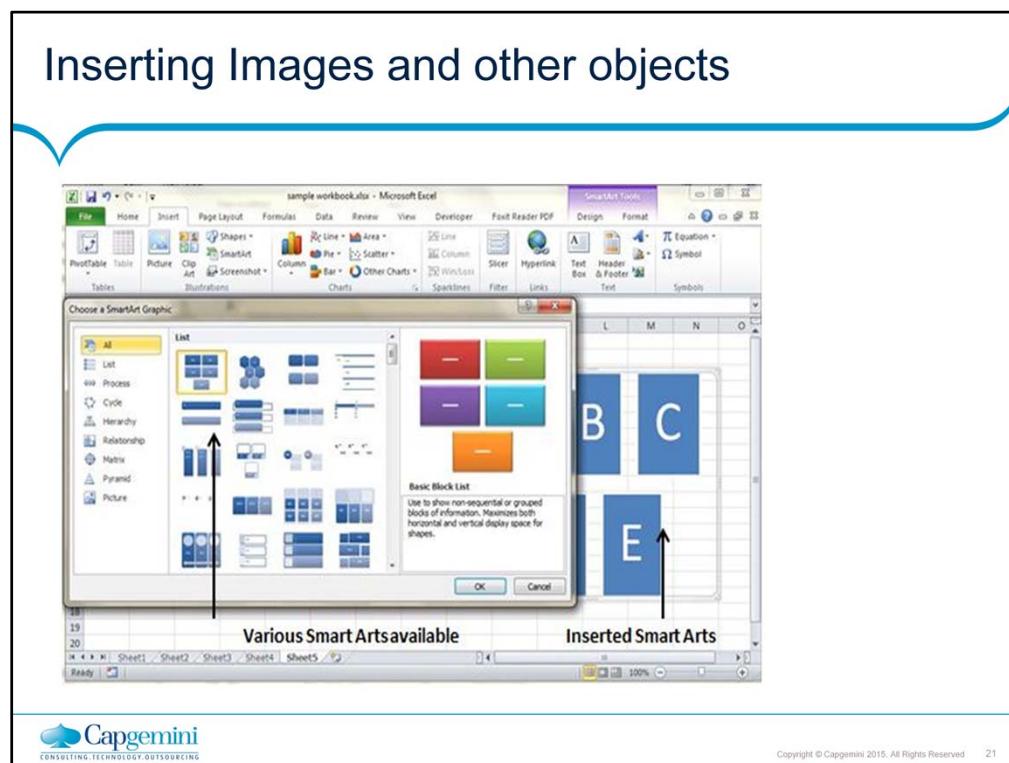


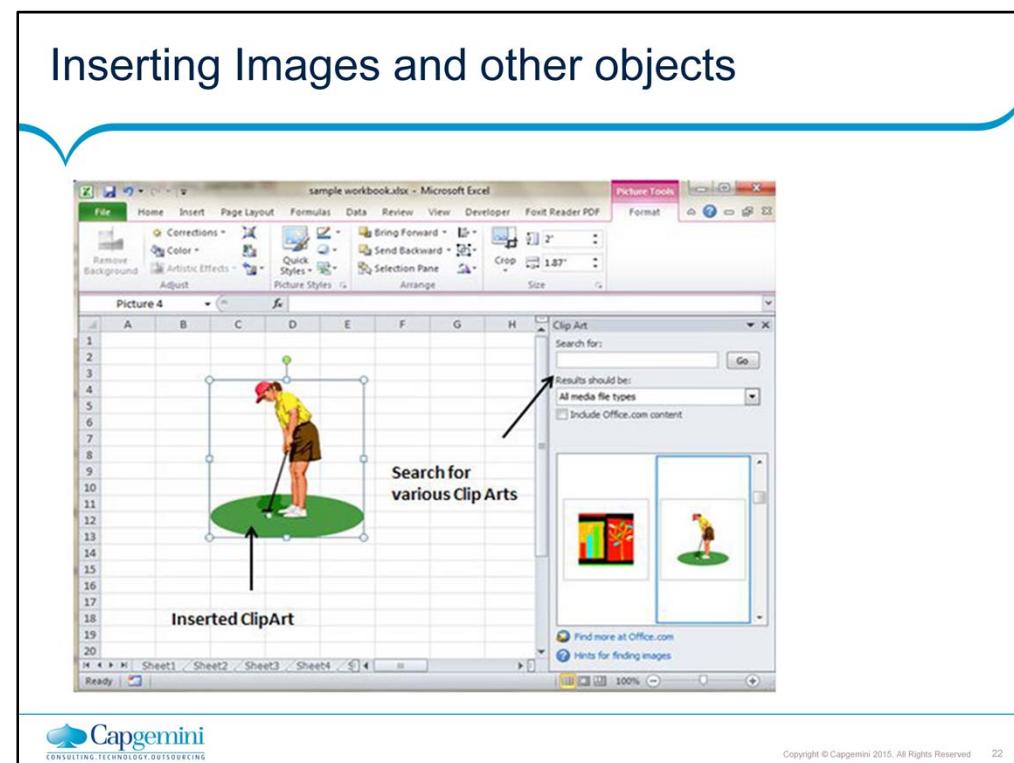
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Add the notes here.









Data Validation

The screenshot shows a Microsoft Excel spreadsheet titled 'Book1 - Microsoft Excel'. The formula bar displays the question 'How many glasses of water shital do you drink per day?'. Cell H2 contains the text '1'. The 'Data' tab is selected in the ribbon, and the 'Data Validation' button is highlighted. A dropdown menu is open over cell H2, showing the 'Data validation...' option. The tooltip for this option provides the following information:

Data validation...

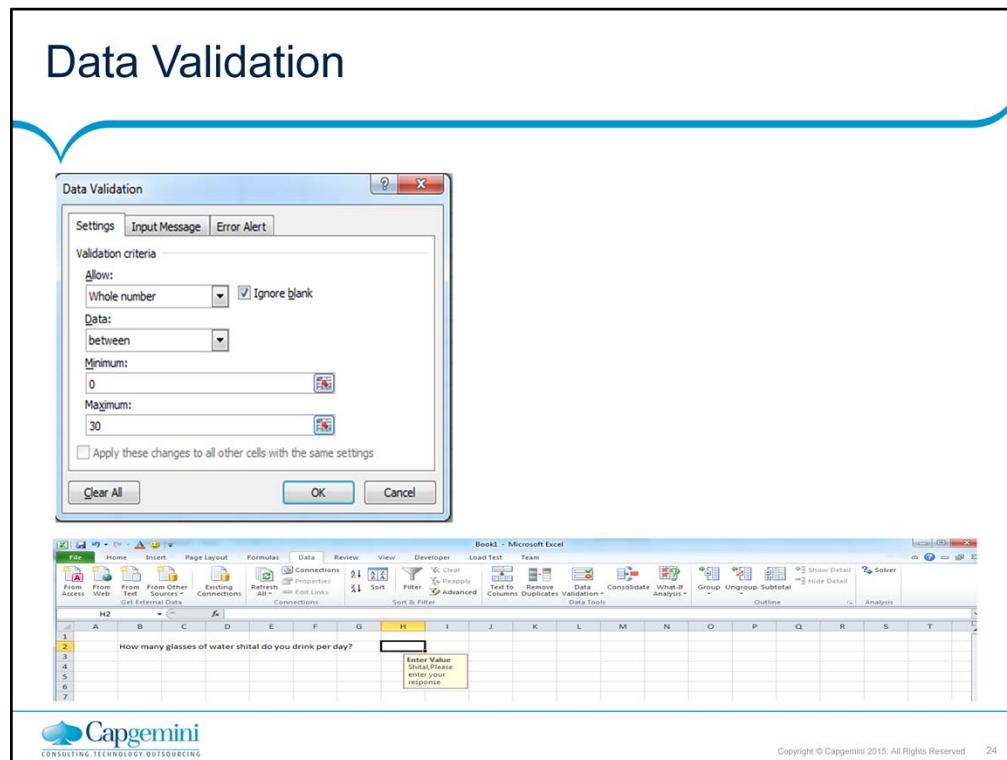
Prevent invalid data from being entered in a cell.

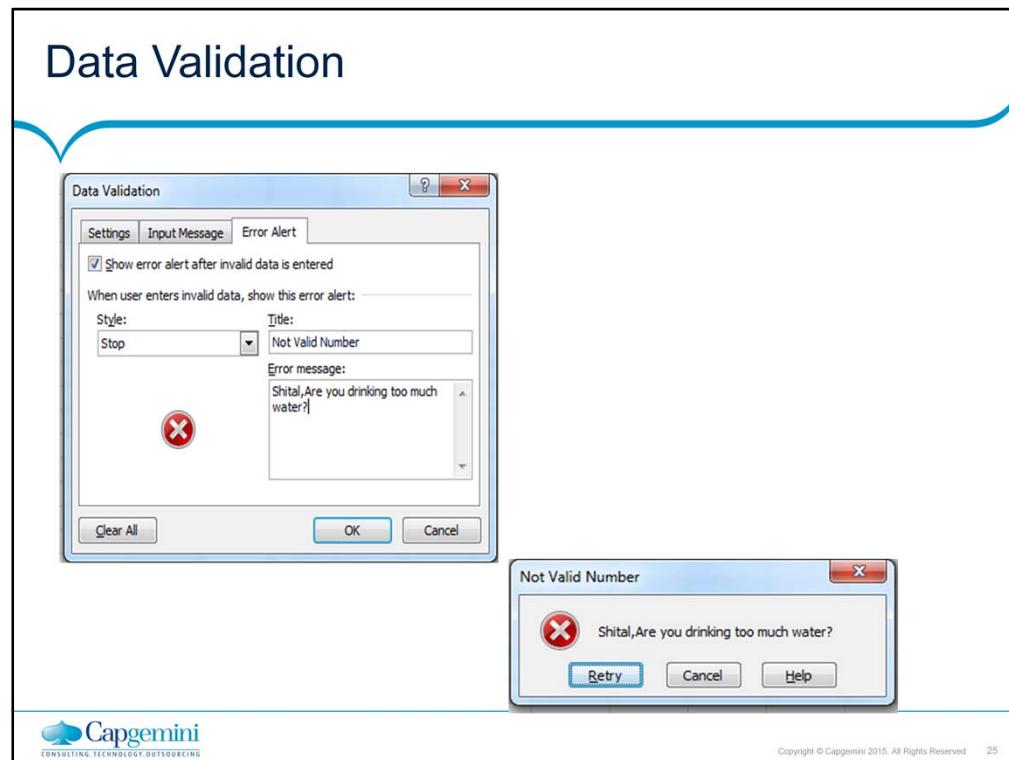
For example, you could reject numbers or numbers greater than 1000.

You can also force input to be chosen from a predefined list of values you specify.

Press F1 for more help.

At the bottom left of the slide is the Capgemini logo, and at the bottom right are the copyright notice 'Copyright © Capgemini 2015. All Rights Reserved' and the page number '23'.





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

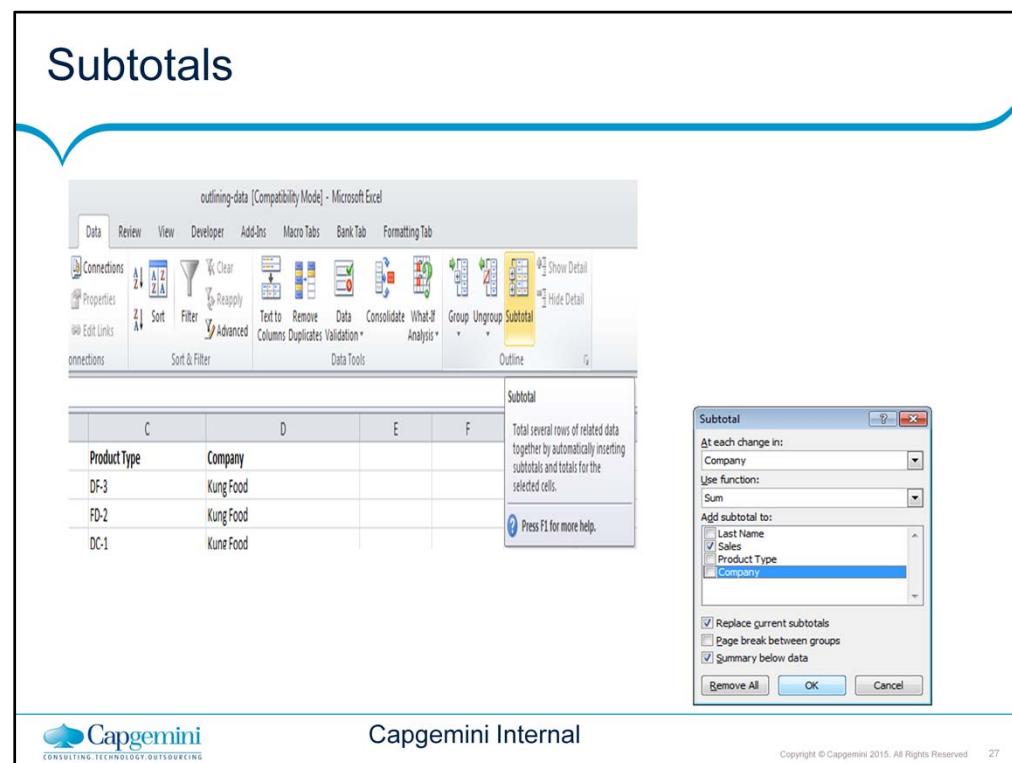
Grouping data

The screenshot shows a Microsoft Excel window titled "outlining-data [Compatibility Mode] - Microsoft Excel". The ribbon at the top has the "Data" tab selected. In the "Data Tools" group of the ribbon, the "Group..." button is highlighted with a yellow box. A tooltip window titled "Group (Shift+Alt+Right)" provides a visual representation of how the data will be grouped. It shows a tree structure where rows 1, 2, 3, and 4 are collapsed under section "A"; rows 5, 6, 7, and 8 are collapsed under section "B"; and rows 9, 10, 11, 12, 13, and 14 are collapsed under section "C". The "Group" button in the ribbon is also highlighted with a yellow box. The main worksheet area contains a table with columns "Name", "Product Type", and "Company". The data includes rows for Kung Food and Pancakes on the Rocks.

Name	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.

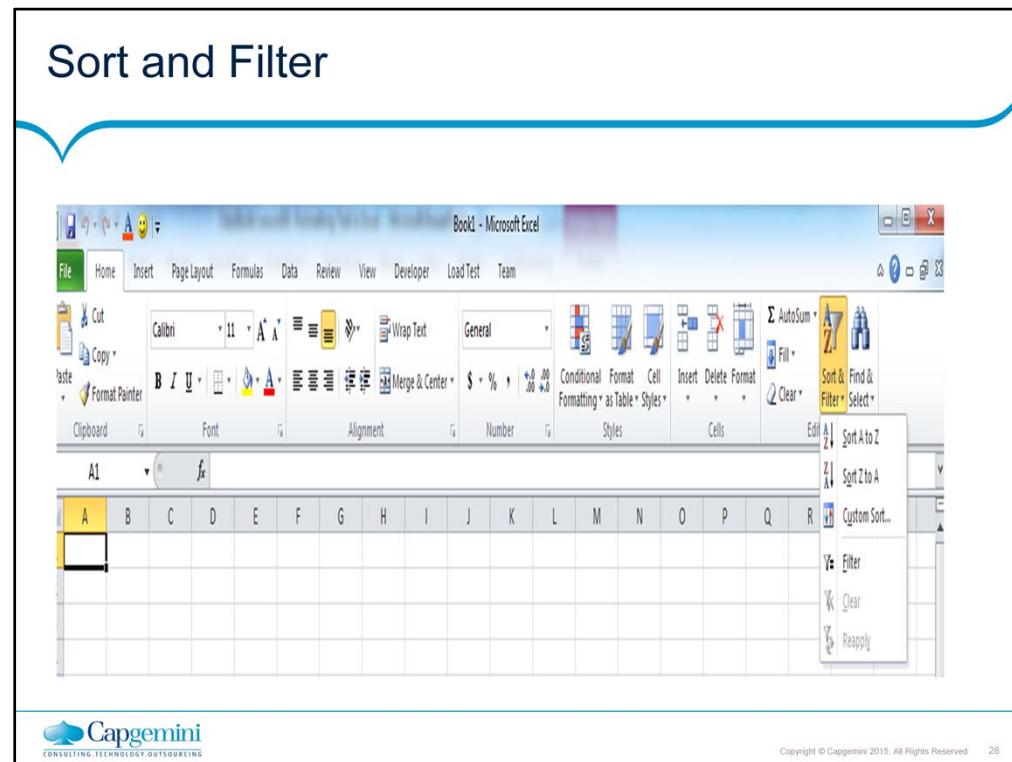
To ungroup all of the groups in your outline, open the drop-down menu under the Ungroup command, then choose Clear Outline.

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

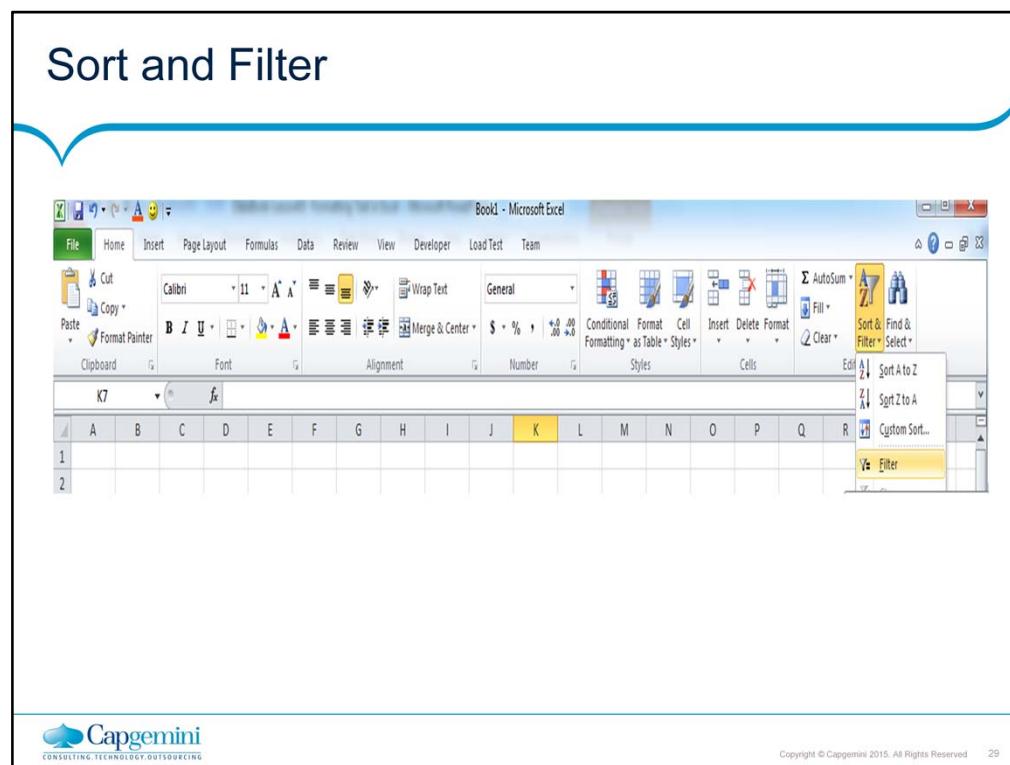
Summary or subtotal data will stay in place and continue to function until you remove it.

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		B
107	Graiden	M.Phil		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 Scholar Id	Research Scholar 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	Ray	M.Phil	75	O
116	Ray	M.Phil	70	O
118	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.

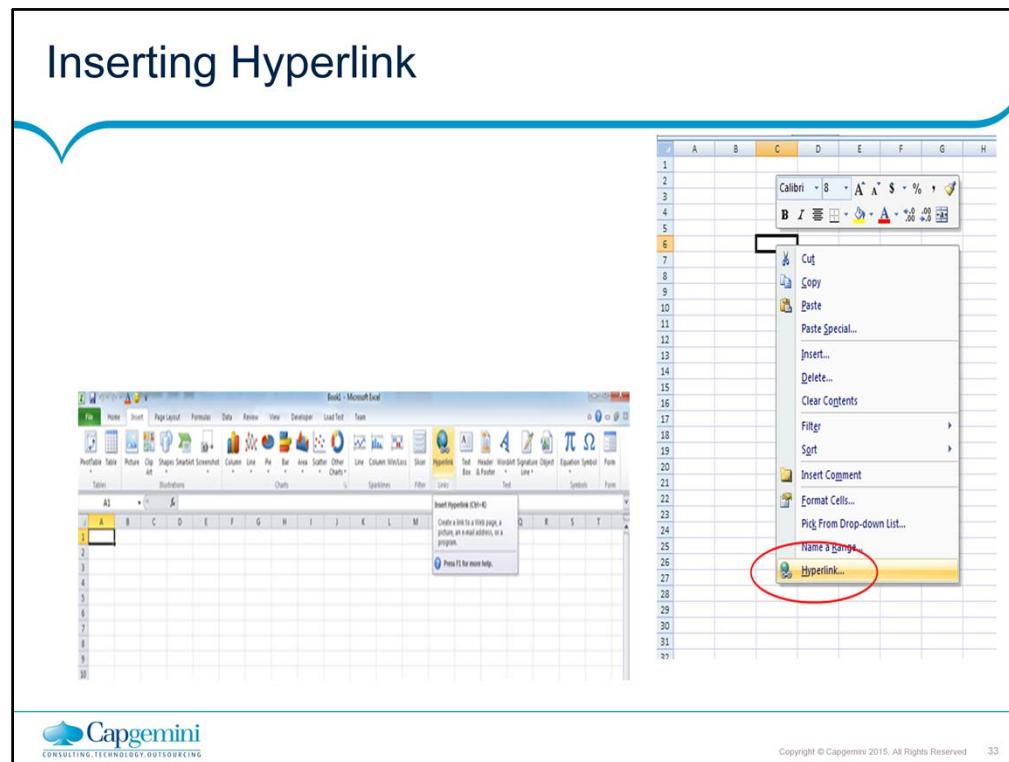
Research Scholar Id	Research Scholar Name	Course	Marks	Grade
101	Moana	M.Phil	80	O
104	Akeem	M.Phil	60	A
105	Hamish	M.Phil	50	B
107	Graeden	M.Phil	90	O
107	Emery	M.Phil	88	O
109	Charles	M.Phil	69	A
111	Driscoll	M.Phil	70	O
113	Jacob	M.Phil	60	A
116	Ray	M.Phil	68	A
118	Tara	M.Phil	70	O



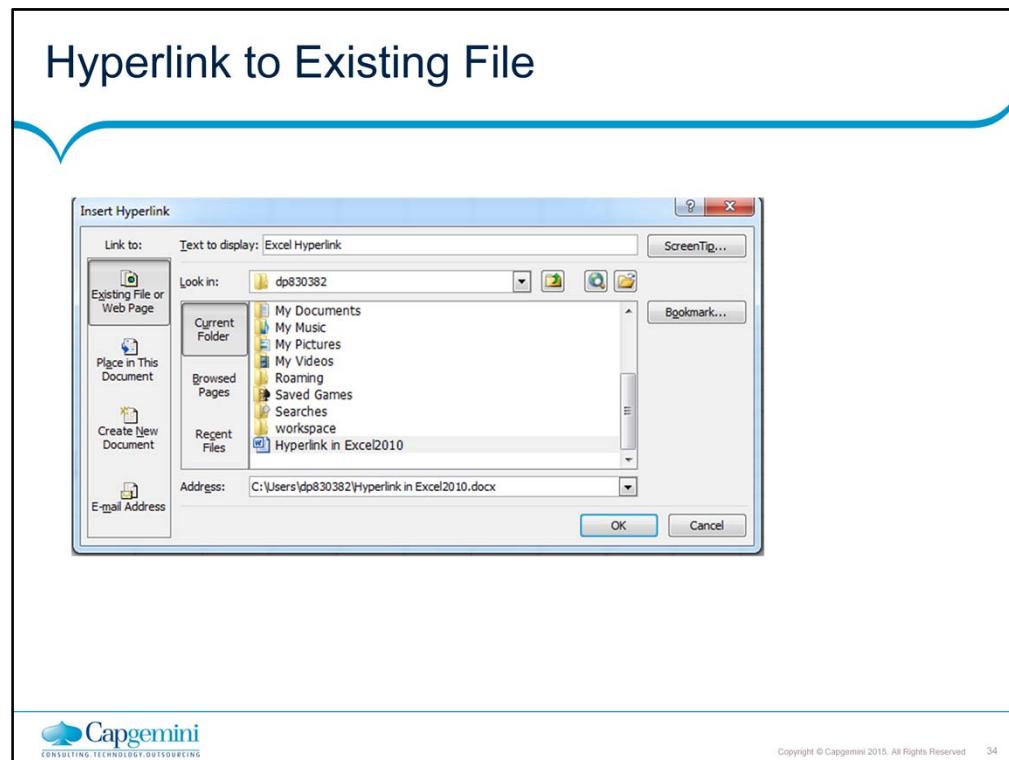
MS Office (MS Word 2010 & MS Excel 2010)

Appendix

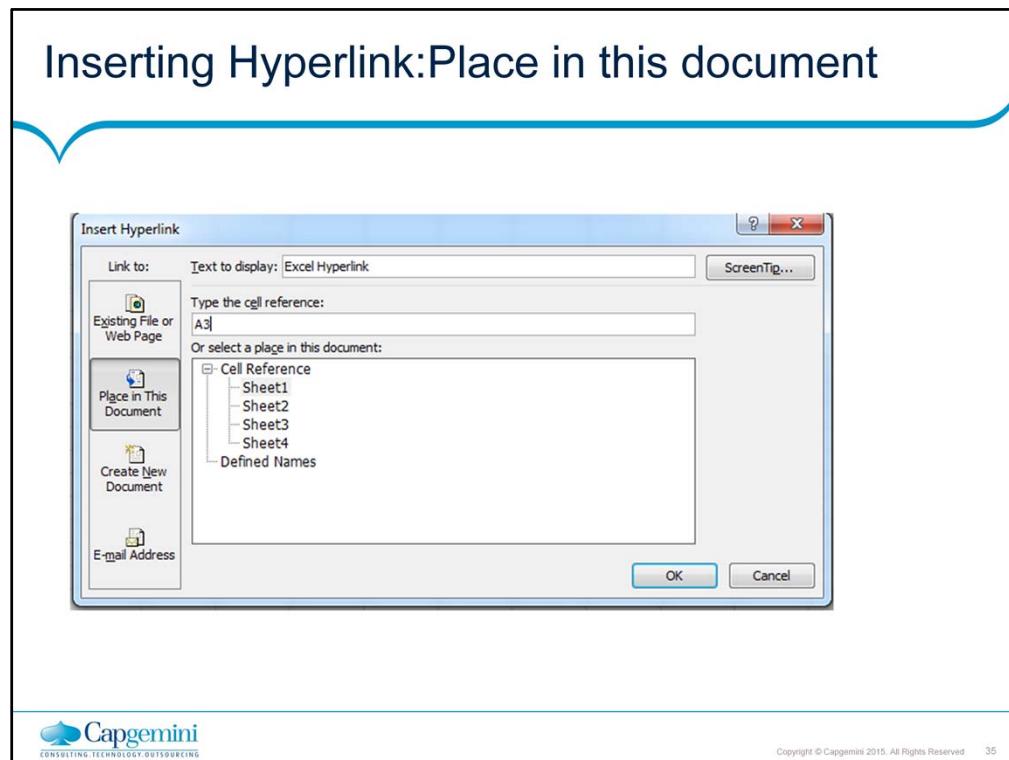
Lesson 4 : Understanding
Hyperlink

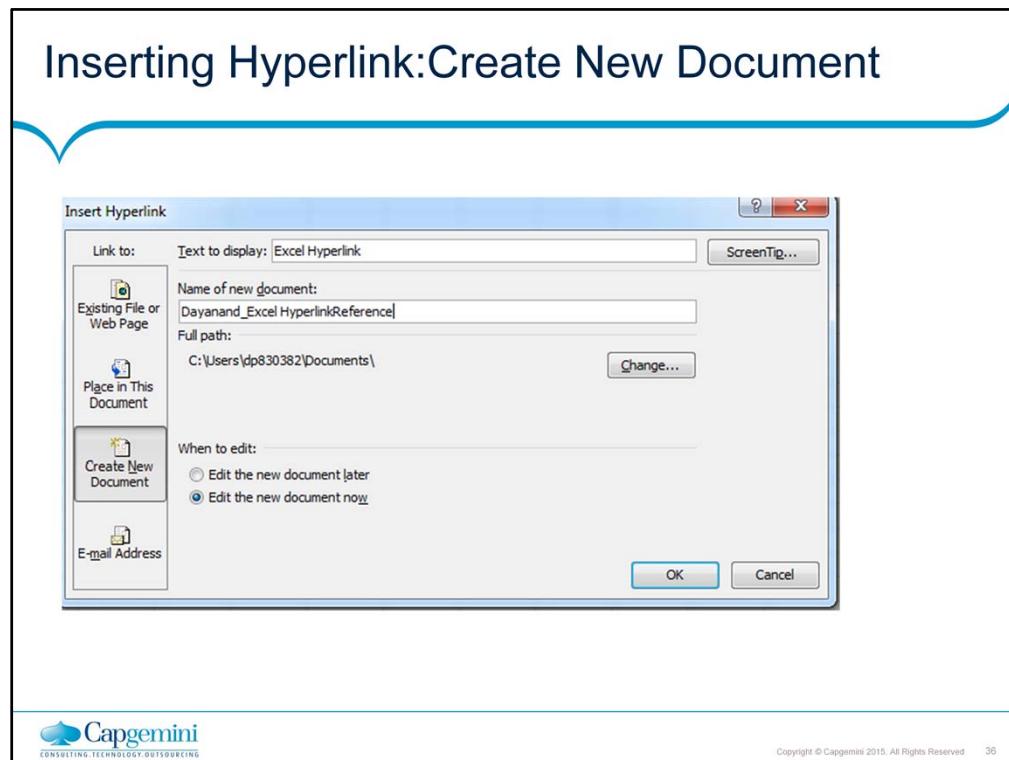


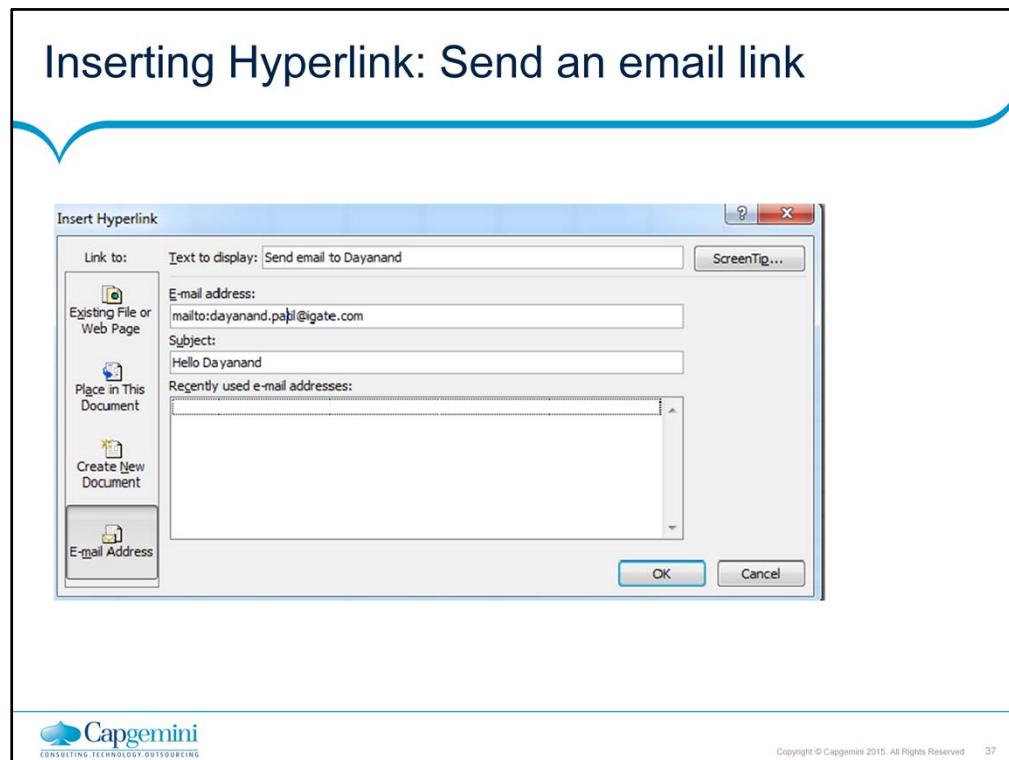
Add the notes here.



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`. Below it is a table with rows 1 through 5 and columns A through E. Row 1 has value 2 in cell A1. Row 2 has value 3 in cell A2. Row 3 has value 5 in cell A3, which is the result of the formula `=A1+A2`.

	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)`. Below it is a table with rows 1 through 5 and columns A through E. Row 1 has value 2 in cell A1. Row 2 has value 3 in cell A2. Row 3 has value 5 in cell A3, which is the result of the formula `=SUM(A1:A2)`.

	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 formula bar at the bottom shows the formula =SUM(C2:C5). A red arrow points from the 'Σ' button in the ribbon to the formula bar, indicating its use.

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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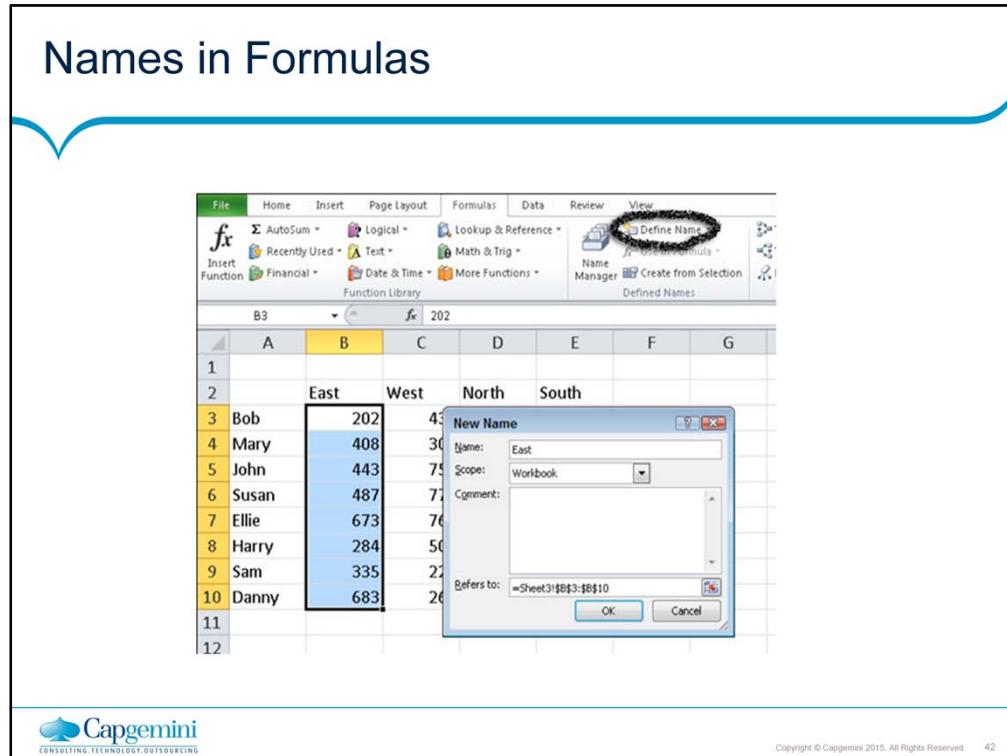
Relative / Absolute

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:

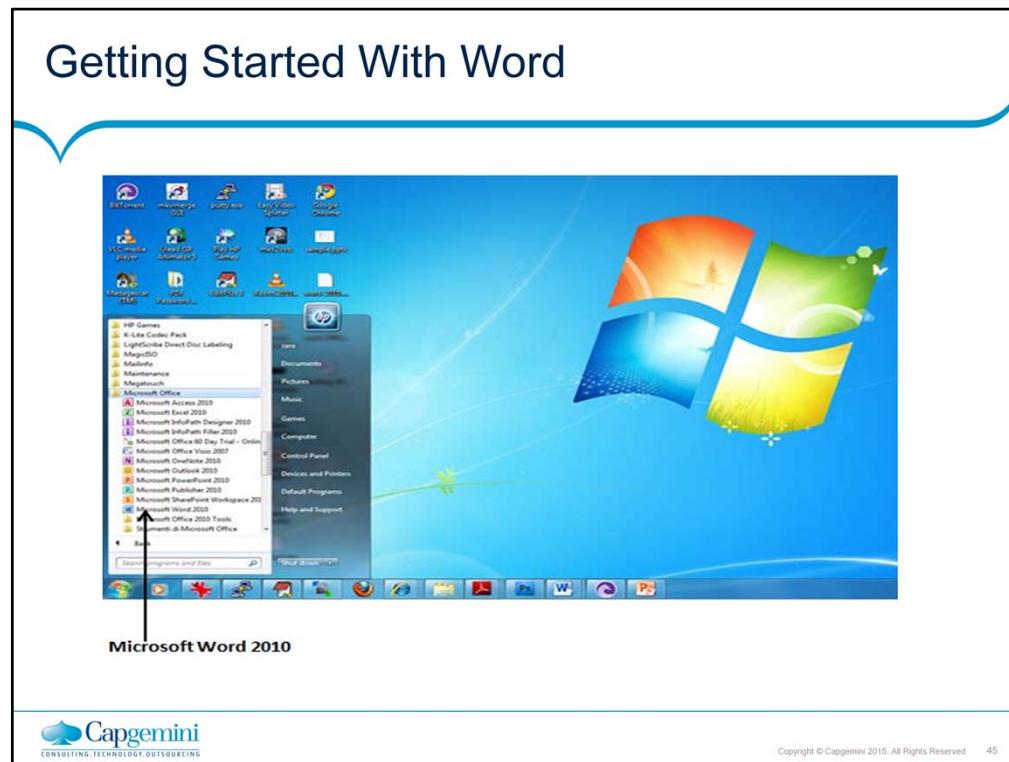
	Participant Name	MS Excel	MS Word	MS Power Point	Column	Total Points	Student Average	Letter Grade
	Points/Value	100	100	100				
1.	Carol	90%	65%	90%	245.0	81.7%	B-	
2.	Jenkins	87%	67%	89%	243.0	81.0%	B-	
3.	Williams	90%	89%	90%	269.0	89.7%	B+	
4.	Smith	90%	65%	90%	245.0	81.7%	B-	

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

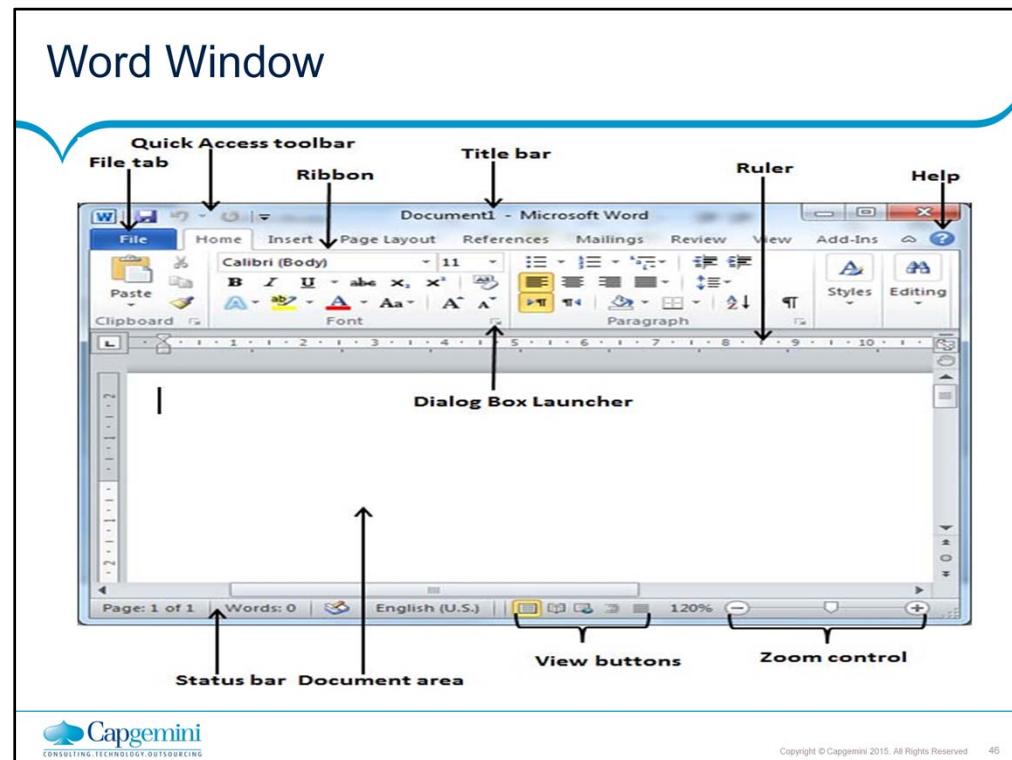
MS Office (MS Word 2010 & MS Excel 2010)

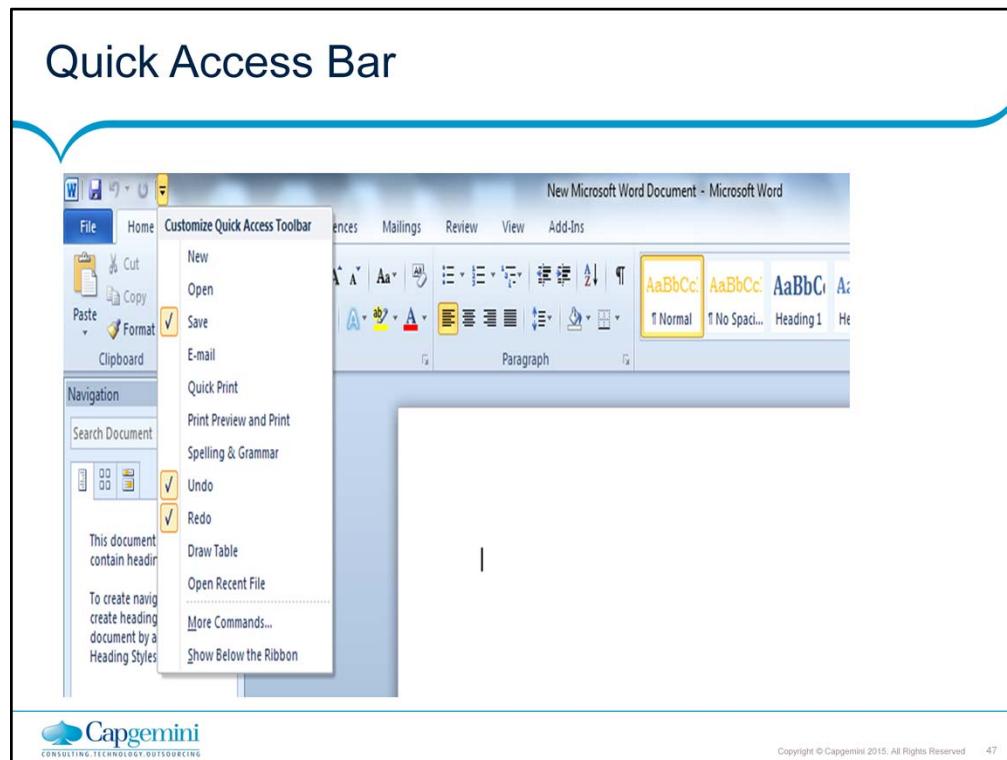
Appendix

Lesson 7 -Introduction to MS Word 2010

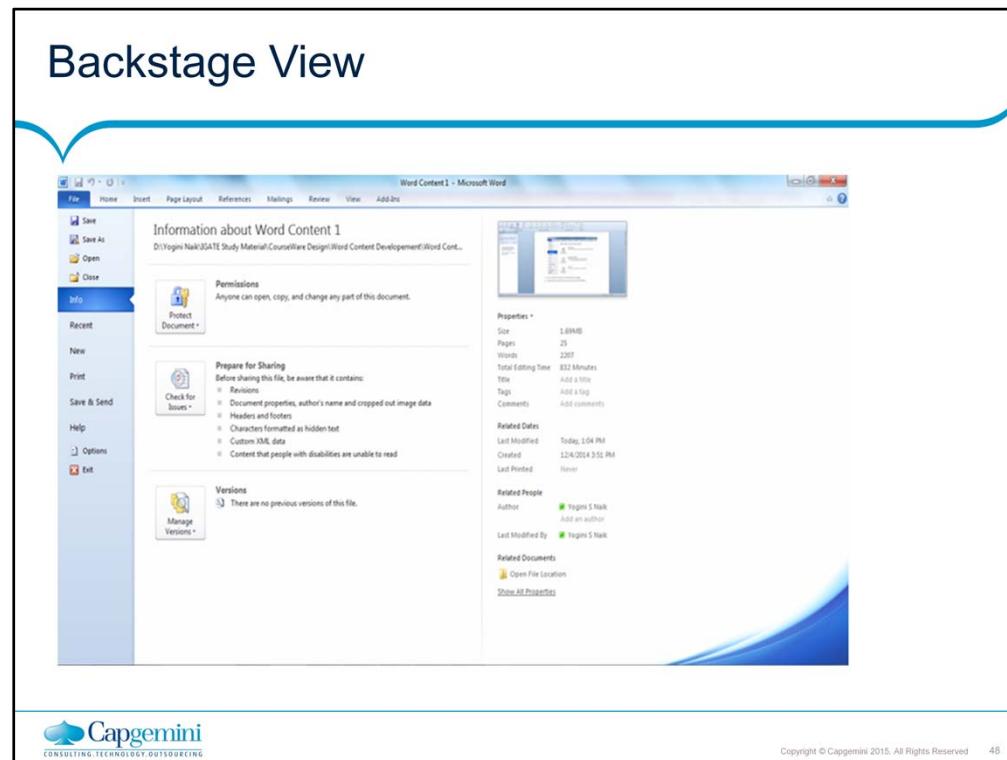


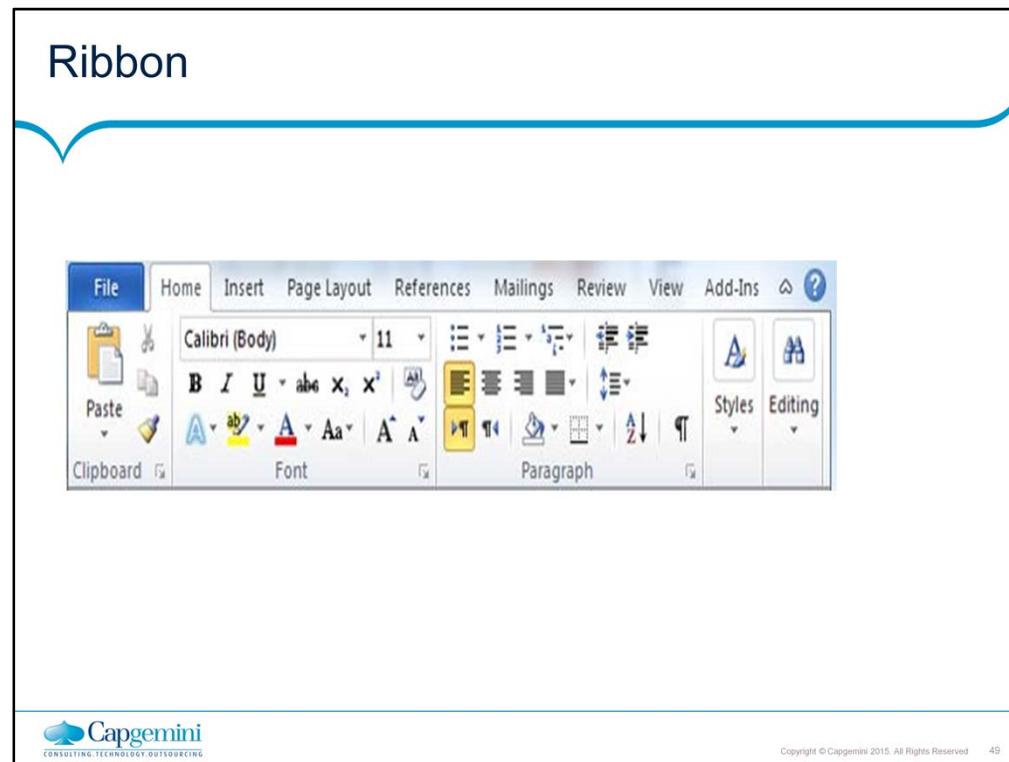
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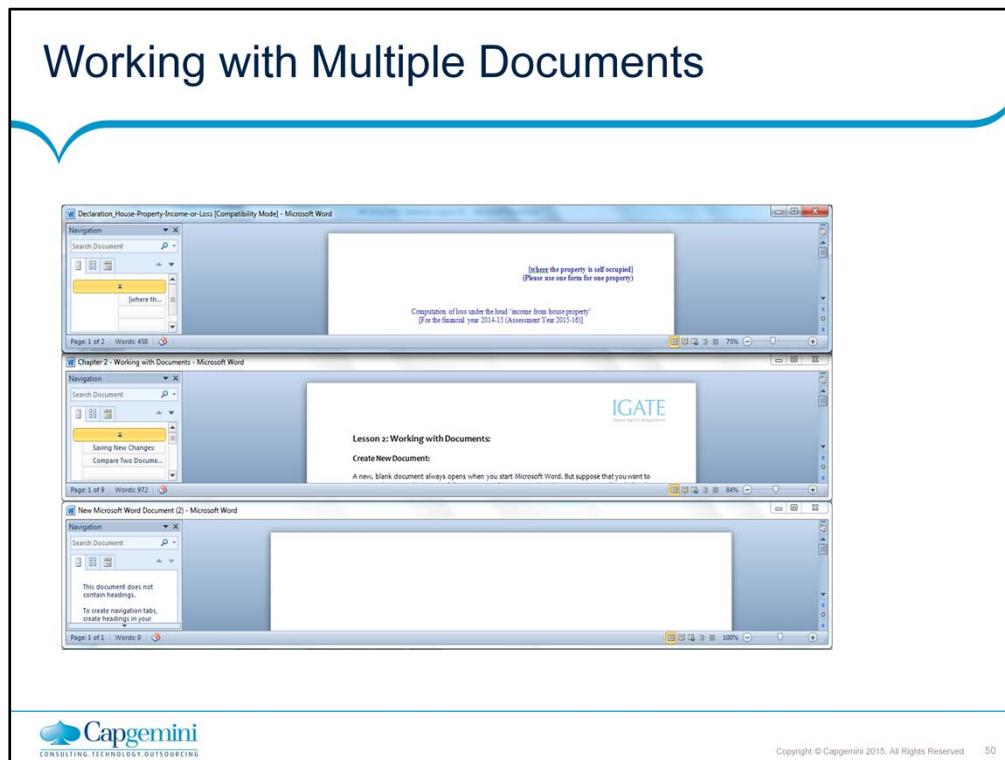


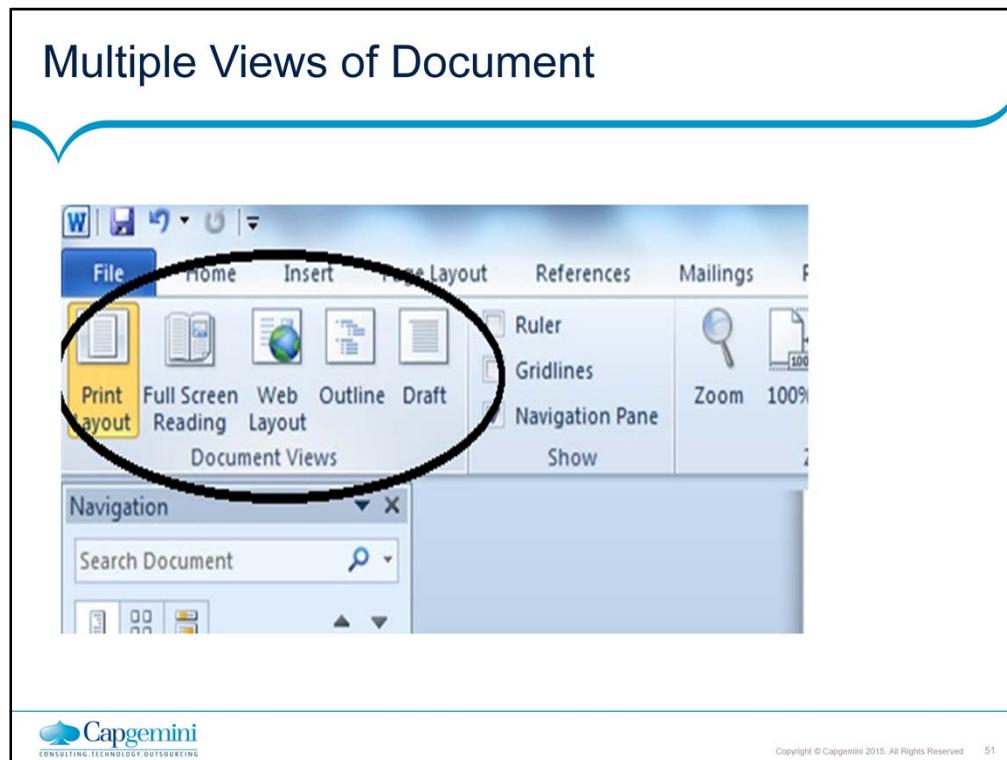


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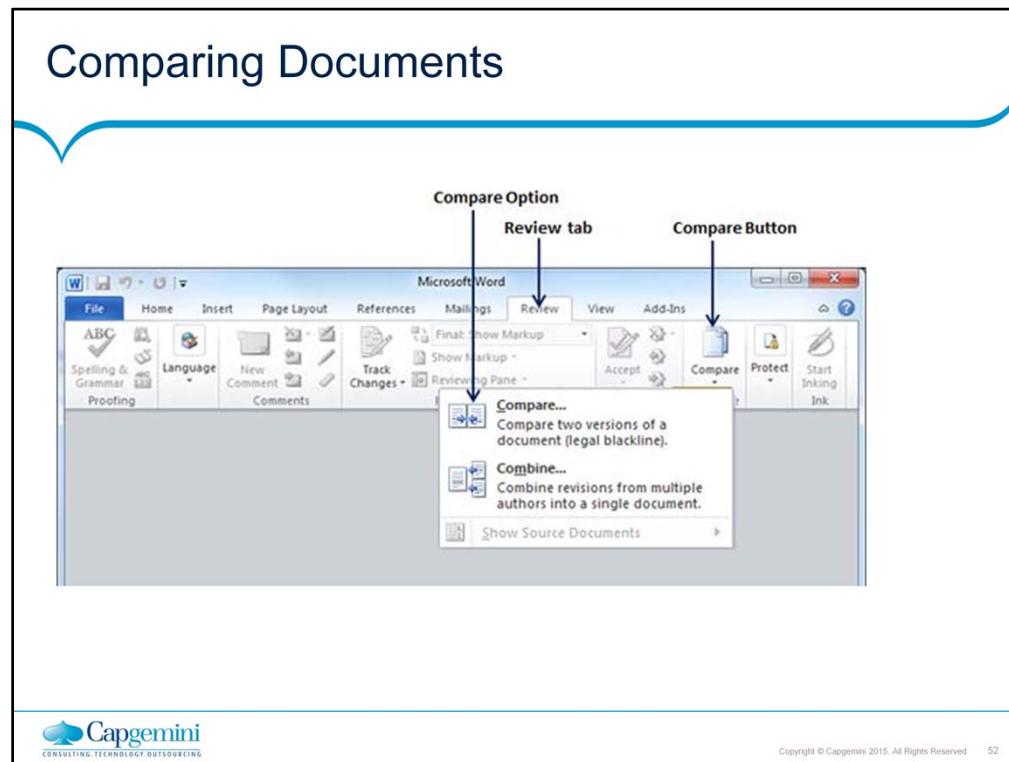




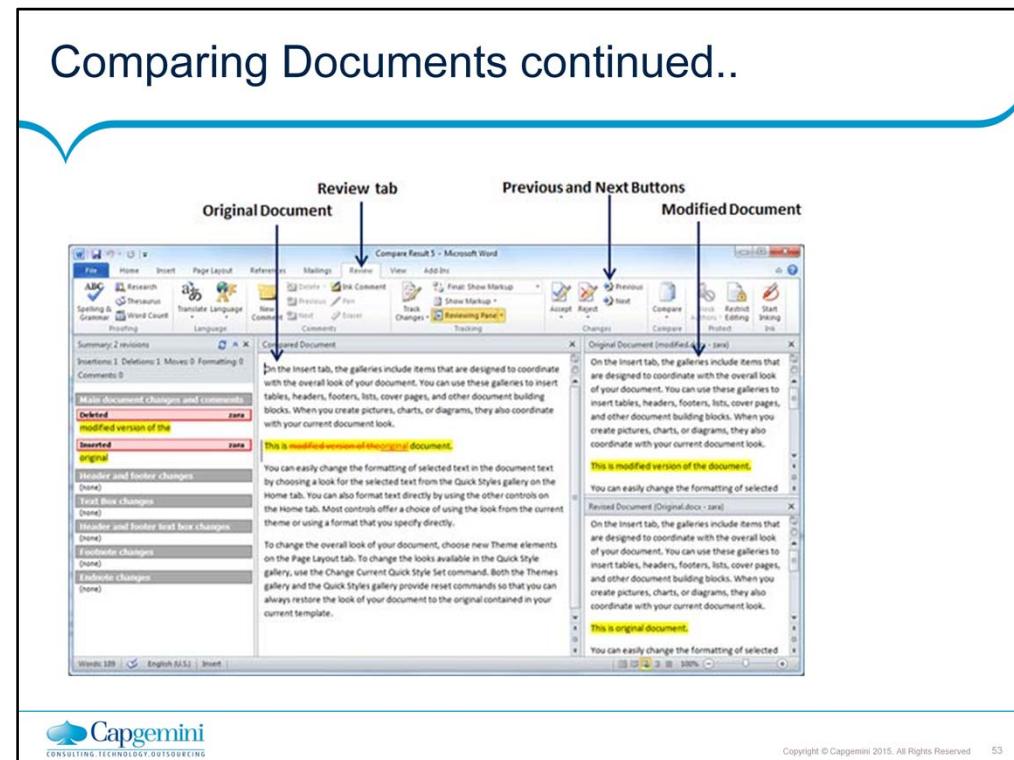




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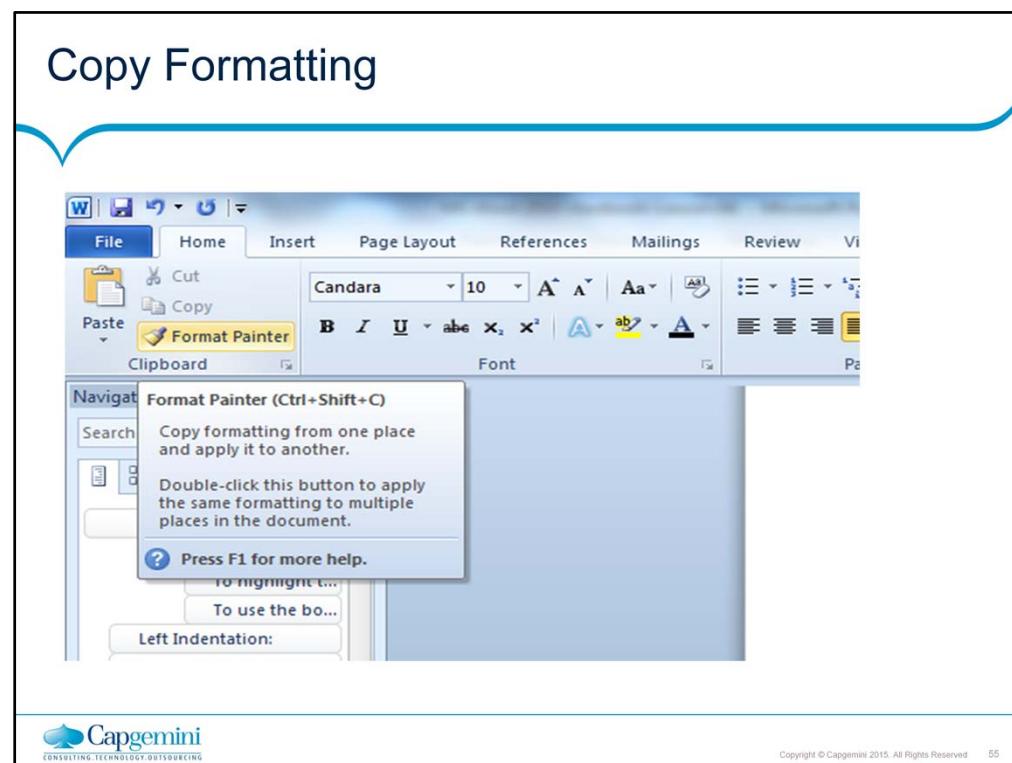
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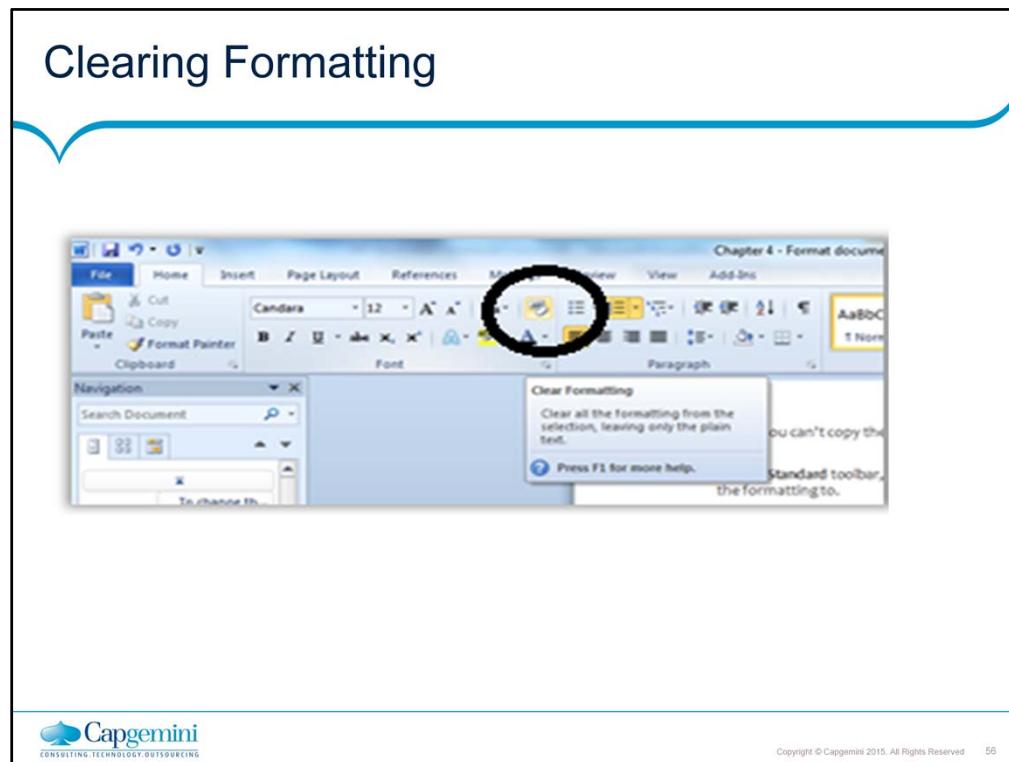


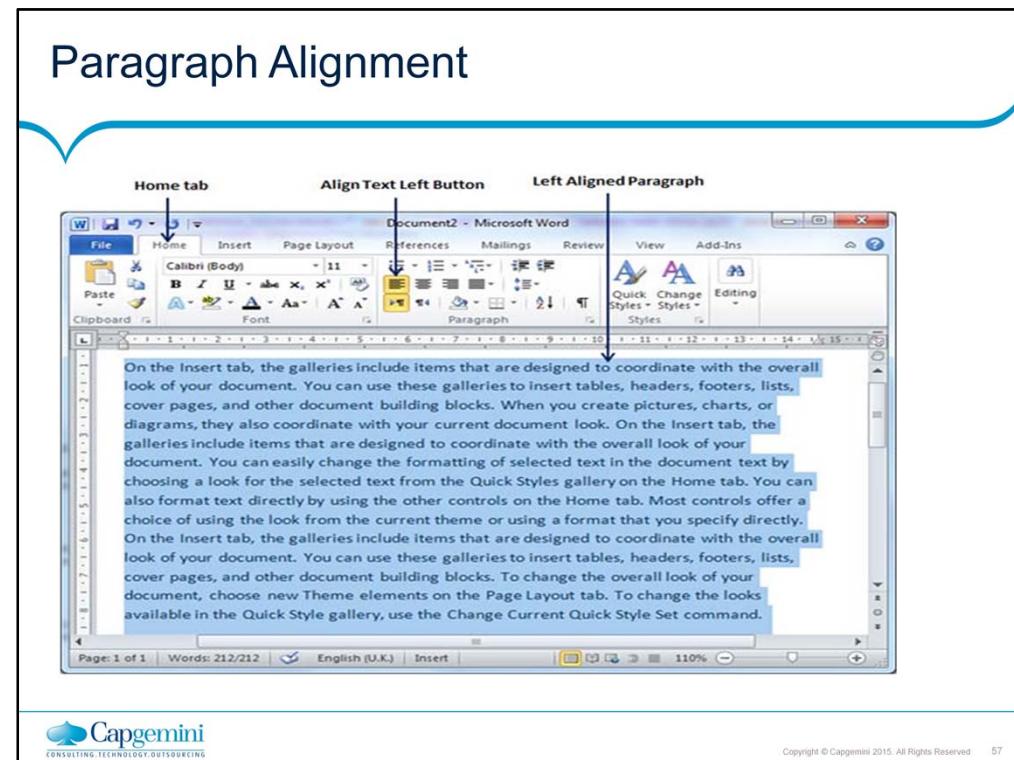
MS Office (MS Word 2010 & MS Excel 2010)

Appendix

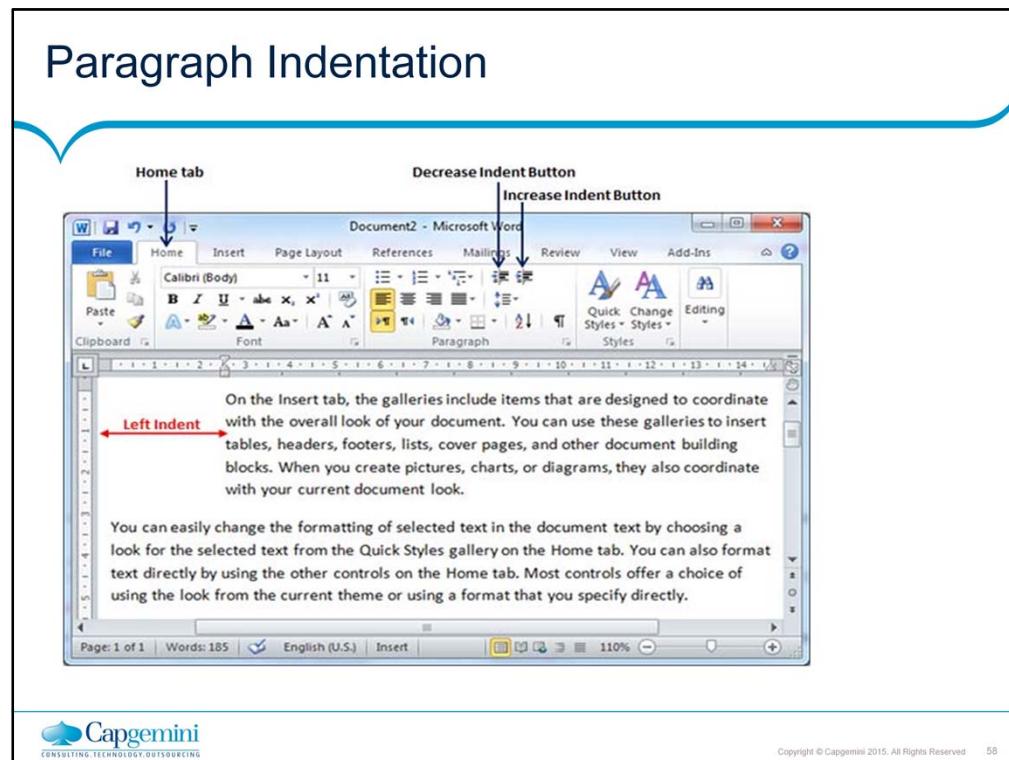
Lesson 8: Formatting Word Document



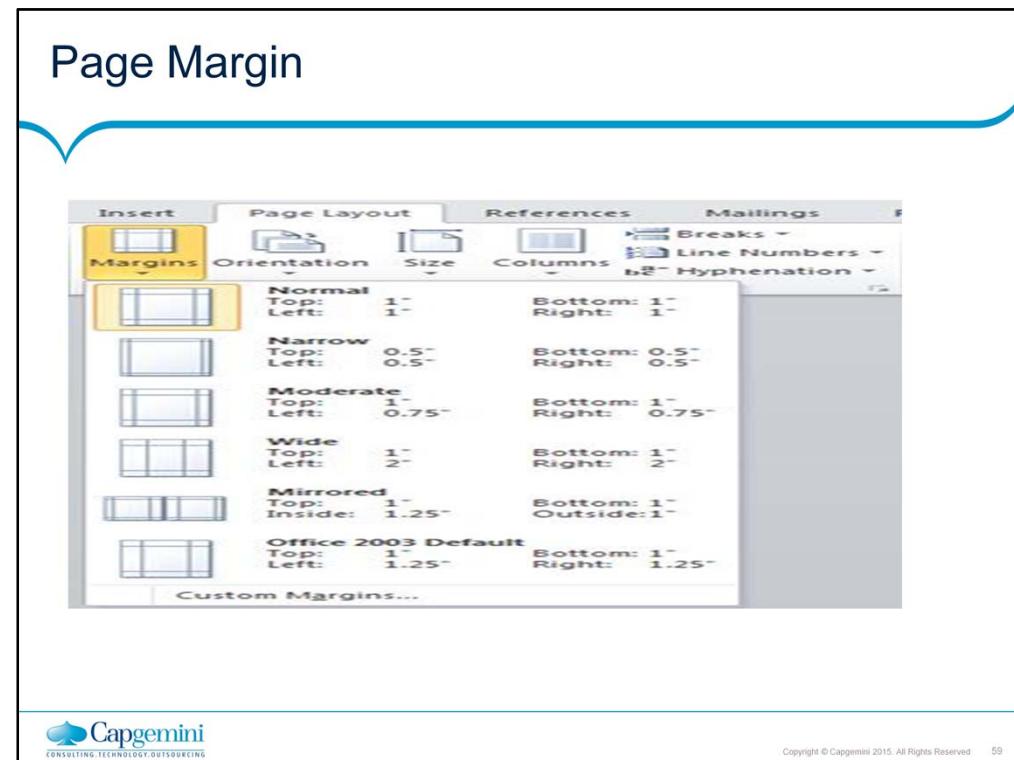




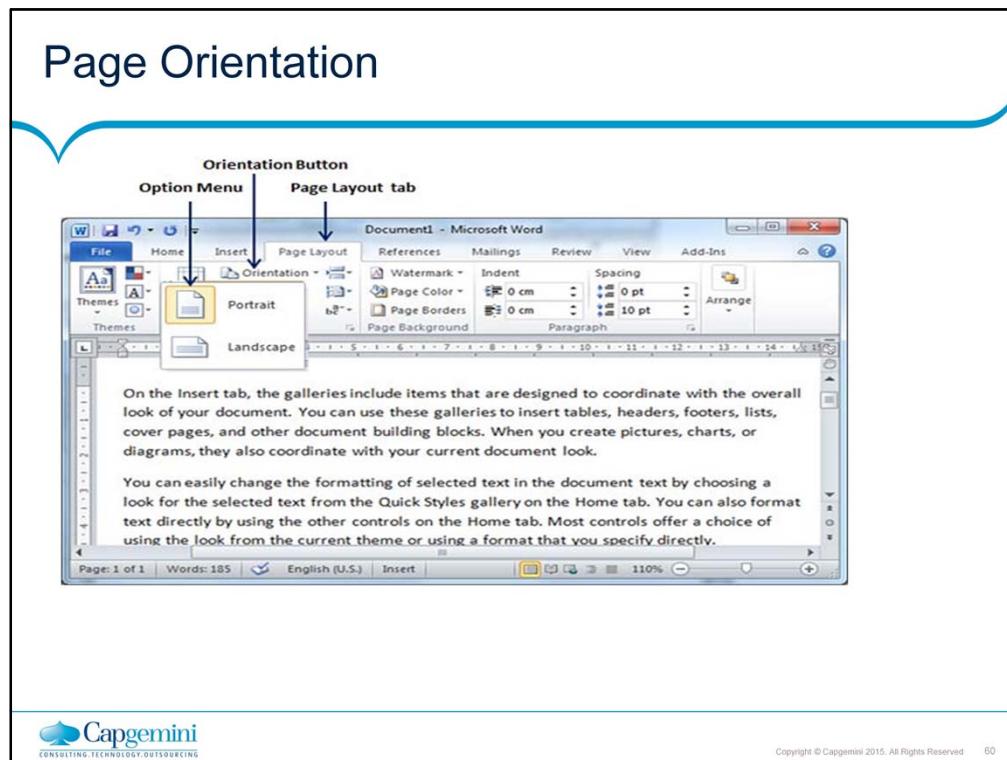
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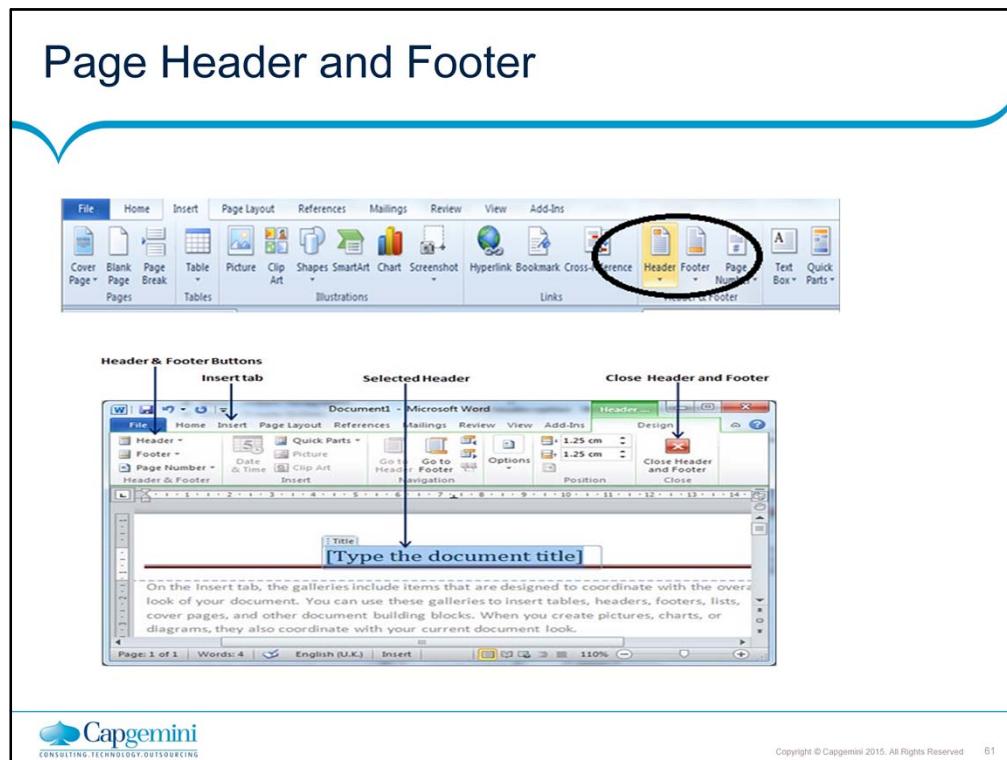
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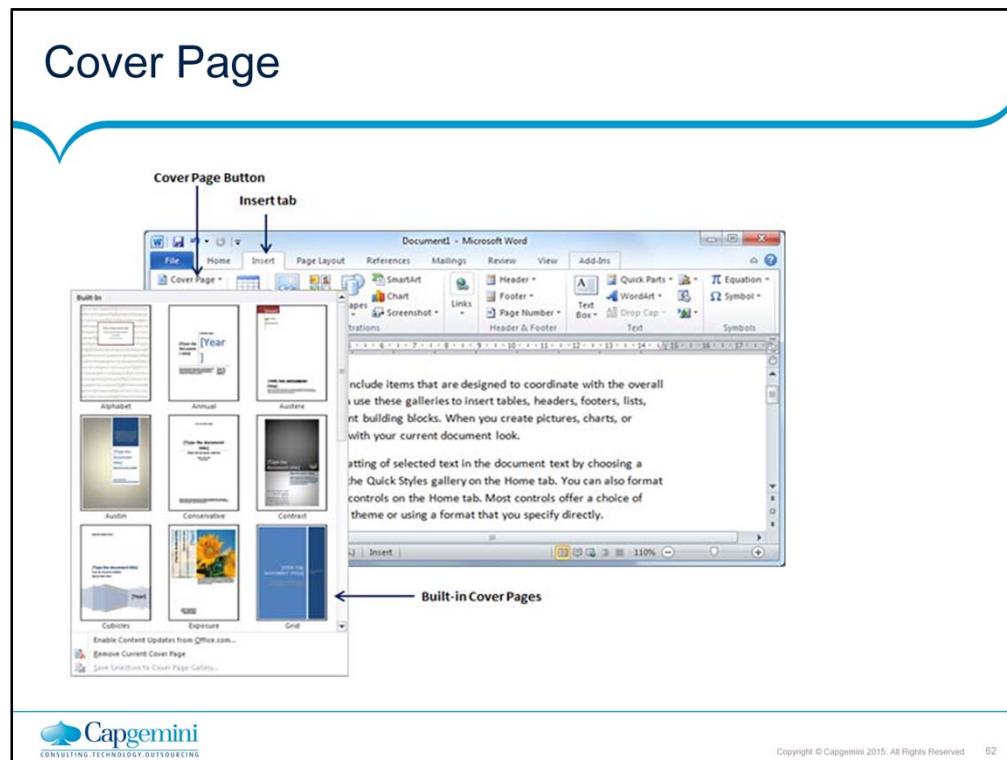
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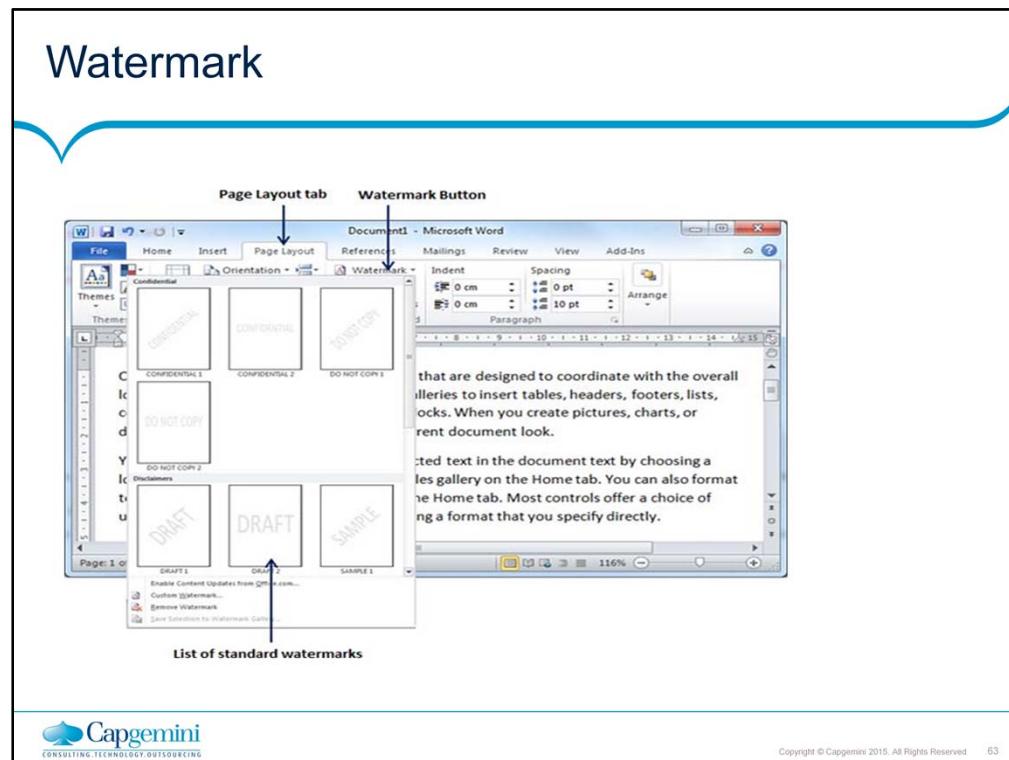
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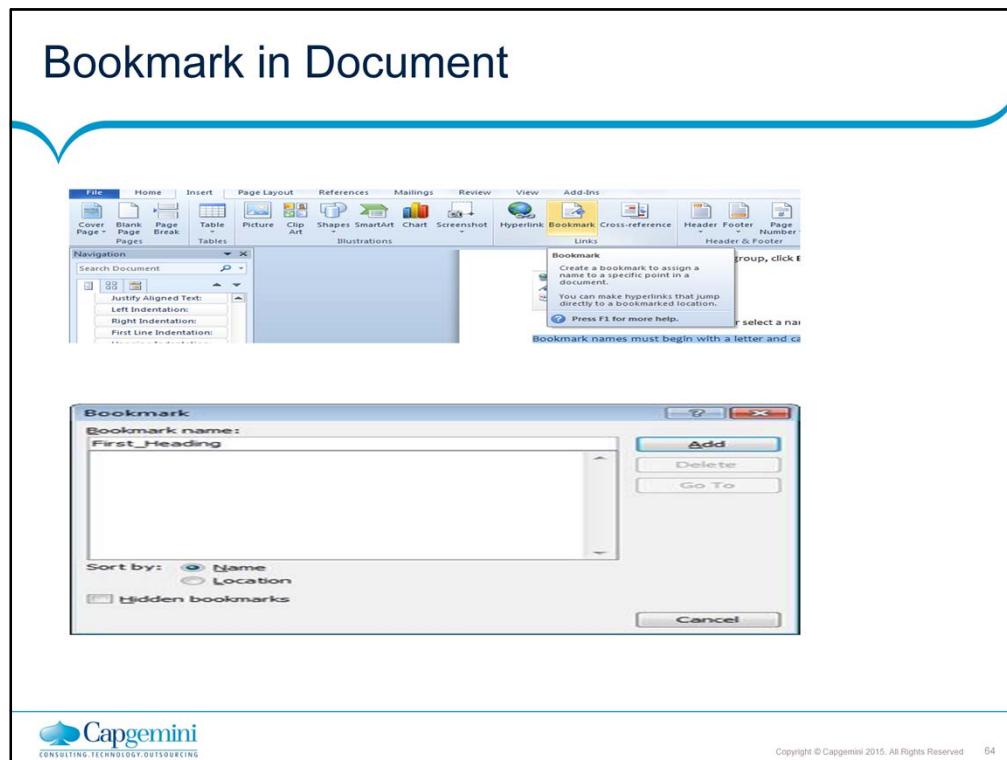
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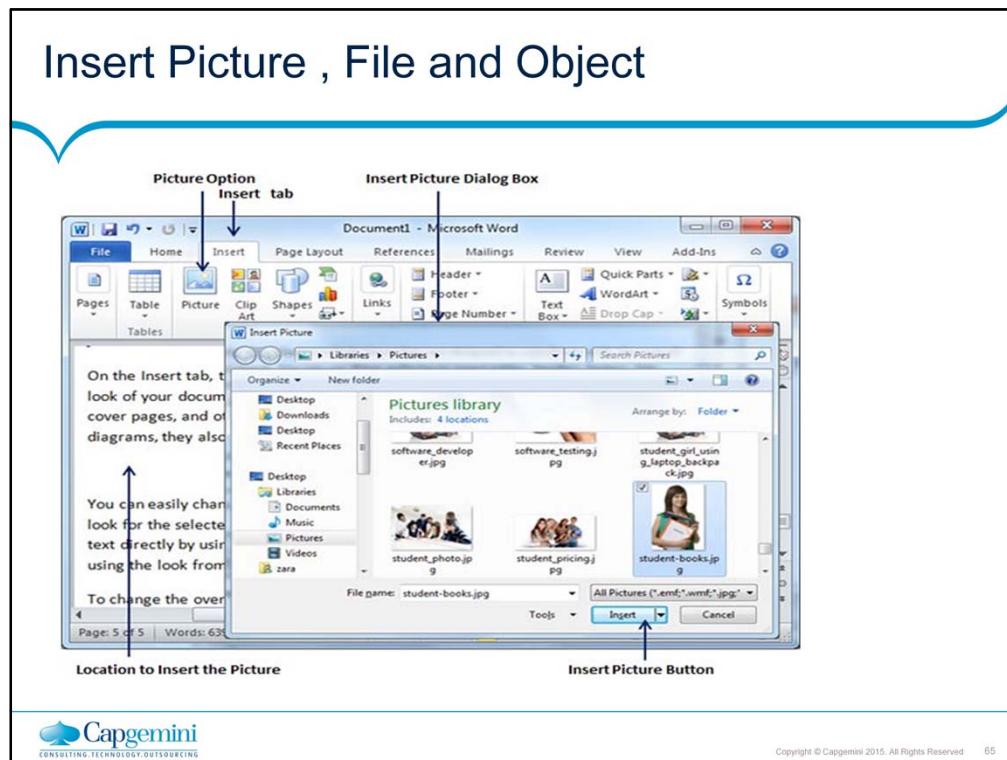
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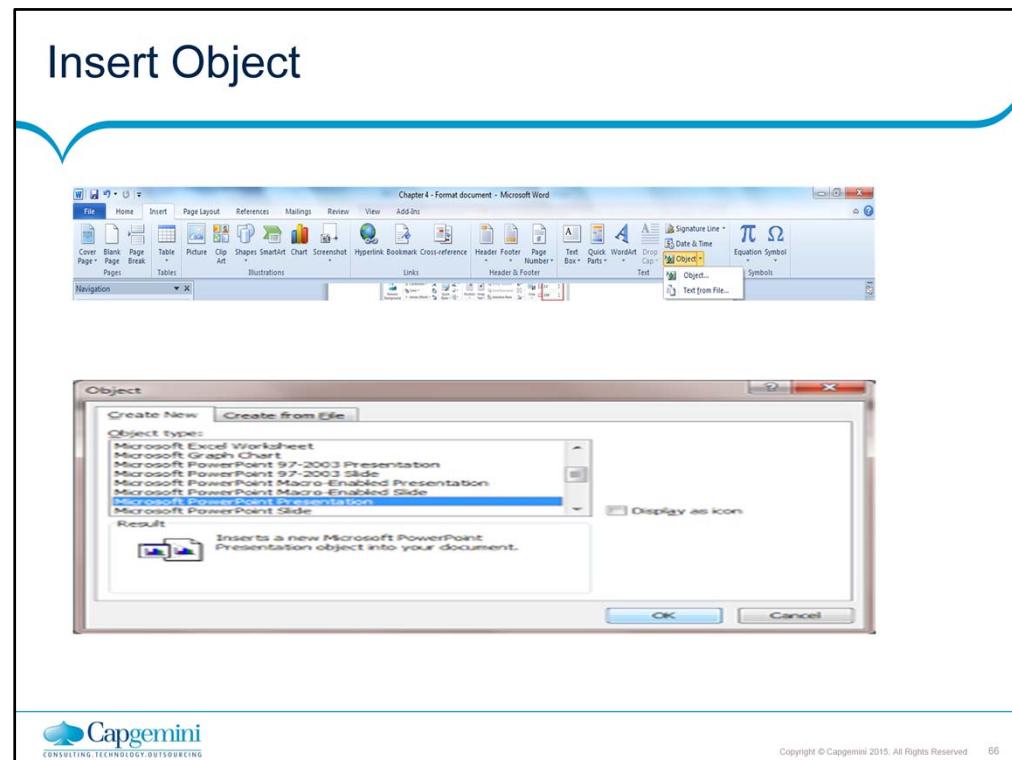
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