

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.

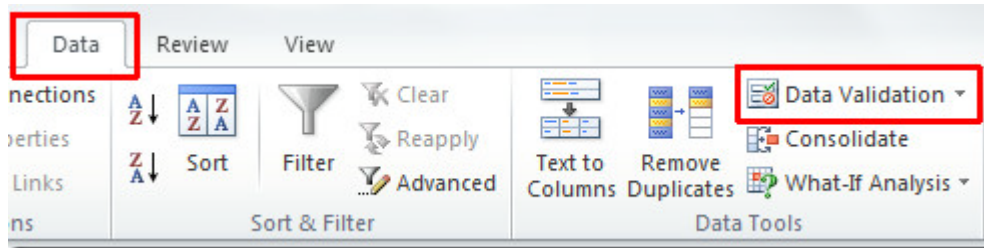
1. In MphilPHDGradeBook sheet, apply rule that marks must be between 0-100, and in an event of any incompatible input value, errors dialog appears.

MPhilPHDGradeBook Sheet

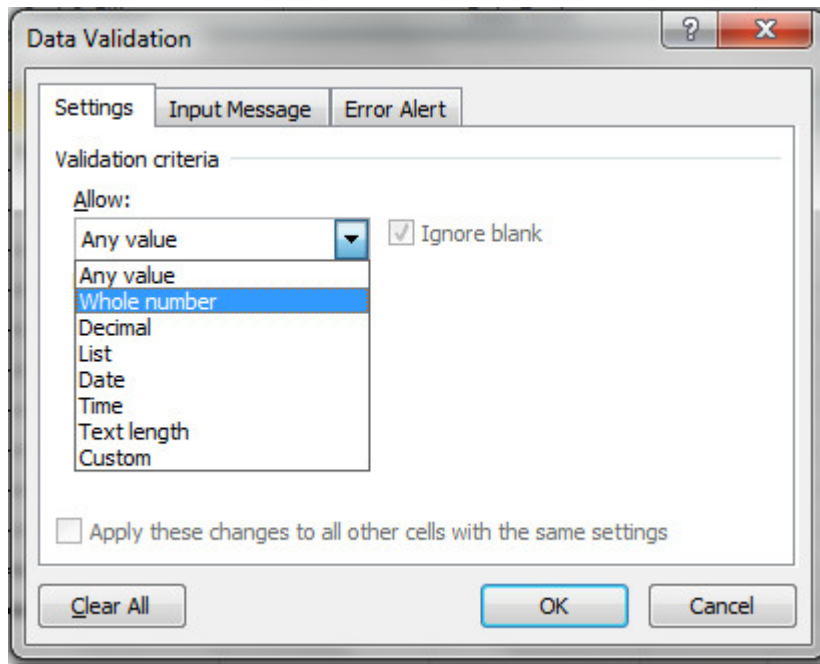
A	B	C	D	E
Research Schlor id	Research Schlor Name	Course	Marks	Grade
101	Moana	M.Phil	80	o
102	Halla	P.HD	70	o
104	Akeem	M.Phil	60	A
105	Hamish	M.Phil	50	B
107	Graiden	M.Phil	90	o
107	Kiona	P.HD	40	C
107	Andrew	P.HD	56	B
107	Emery	M.Phil	88	o
109	Charles	M.Phil	69	A
110	Quentin	P.HD	68	A
111	Driscoll	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:

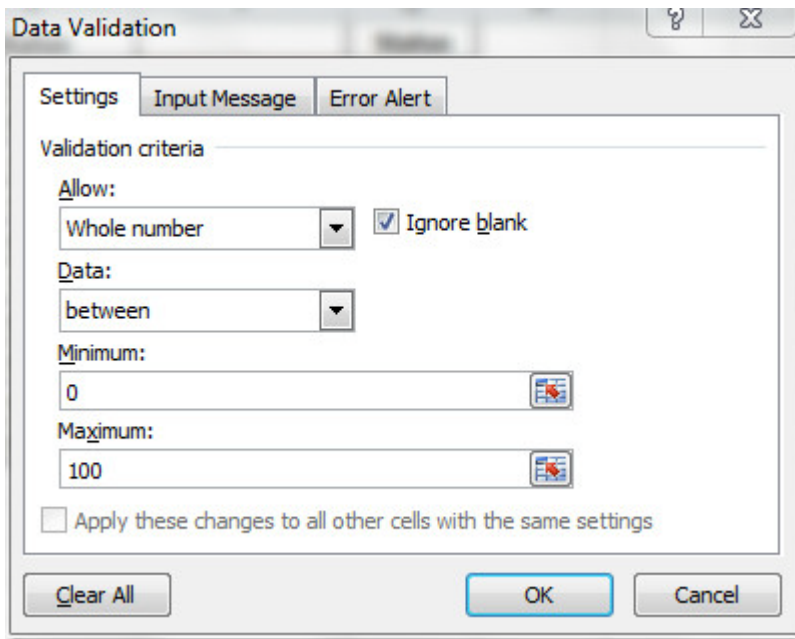
1. To start off with applying rule on Marks column, navigate to **Data tab**, click **Data Validation**.



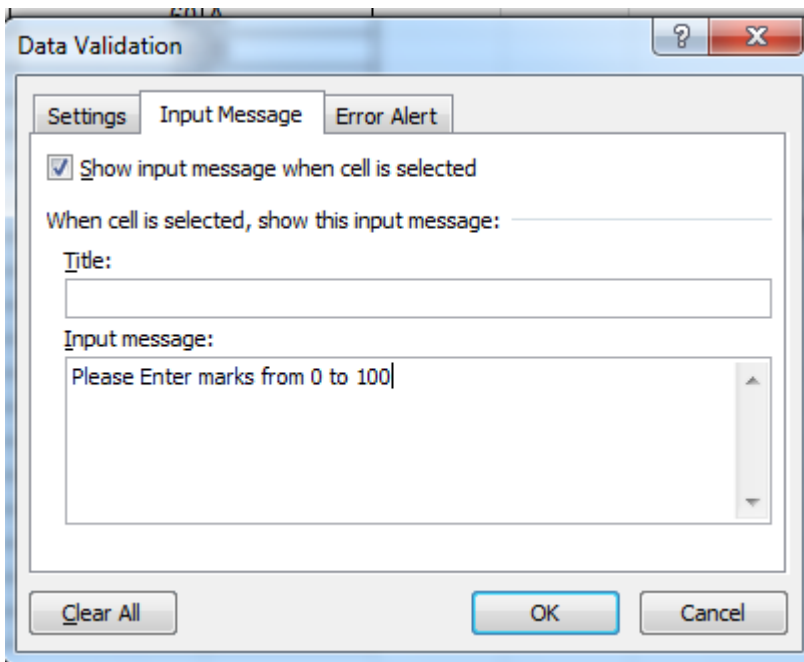
2. Data Validation dialog will appear. On Settings tab, from Allow drop-down list you can select any data type that suits your selected table data.



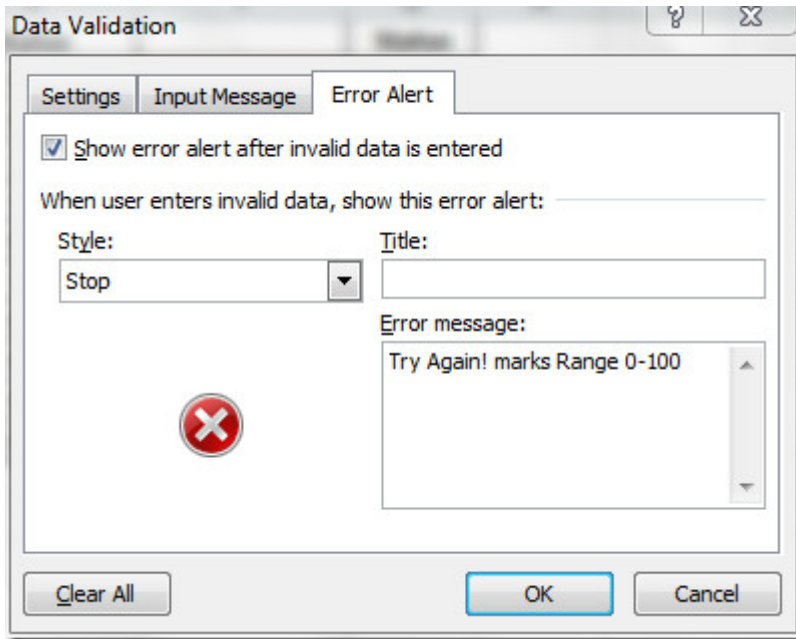
Now set Whole number from Allow list, from Data list select between, select range of data from Minimum to Maximum value as shown in the screenshot.



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.

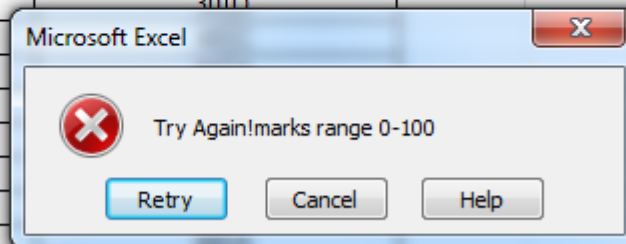


5. When you select the cell to enter data, input message will show up with the cell, instructing you to enter data according to the rule defined.

Please Enter
Marks from
0 to 100

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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				
P.HD				
M.Phil				
P.HD	101	A		
M.Phil	70	o		



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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

- In the Table given in Lab 3, Embed some images
- Change the following to hyperlinks in the word document
 - 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://appsfin.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 in MS Word 2010
Time	20 Minutes

- 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