Pr.4- OFFICE AUTOMATION LAB

Total Period	60	Examination	3hr
Lab. periods	4P/Week	Term Work	25
Maximum Marks	50	End Semester Examination	25

List of Assignments (MS Word)

1. Create a news-paper document with at least 200 words,
   a. Use margins as, top:1.5, bottom:2, left:2, right:1 inches.
   b. Use heading "Gandhi Jayanti", font size: 16, font color: red, font face: Arial Black.
   c. With first letter "dropped" (use drop cap option) of the first paragraph containing a picture at the right side
   d. Use three columns from the second paragraph onwards till the half of the page.
   e. Then use heading "Computer basics"
   f. Create paragraph using two columns till the end of the page.
2. Create a Mathematical question paper using, at least five equations
   a. With fractions, exponents, summation function
   b. With at least one „m*n" matrix
   c. Basic mathematical and geometric operators.
   d. Use proper text formatting, page color and page border.
3. Create a flowchart using,
   a. Proper shapes like ellipse, arrows, rectangle, and parallelogram.
   b. Use grouping to group all the parts of the flowchart into one single object.
4. Create a table using table menu with,
   a. At least 5 columns and 10 rows.
   b. Merge the first row into one cell.
   c. Merge the second row into one cell, then split the second row into three cells.
   d. Use proper table border and color.
   e. Insert proper content into the table with proper text formatting.
5. Create a table using two columns,
   a. The left column contains all the short-cut keys and right side column contains the function of the short-cut keys.
   b. Insert a left column using layout option. Name the heading as Serial No.
6. Create two letters with the following conditions in Ms Word and find the difference.
   a. Write a personal letter to your friend using at least 100 words and two paragraphs. The date must be in top-right corner. Use „justify" text-alignment and 1.5 line spacing for the body of the letter. Letter must contain proper salutation and closing.
   b. Use step by step mail-merge wizard to design a letter. (Mailing → step by step mail merge wizard→letters→start from a template→select template→ letters→select proper template→ create new document→OK)
7. Create a letter, which must be sent to multiple recipients.
   a. Use Mail-Merge to create the recipient list.

b. Use excel sheet to enter the recipient.
c. Start the mail merge using letter and directory format. State the difference.

List of Assignments (MS Excel)

1. Create a table "Student result" with following conditions.
   a. The heading must contain, Sl. No., Name, Mark1, Mark2, Mark3, Total, average and result with manual entry.
   b. Use formulas for total and average.
   c. Find the name of the students who has secured the highest and lowest marks.
   d. Round the average to the nearest highest integer and lowest integer (use ceiling and floor function respectively).
2. Do as directed
   a. Create a notepad file as per the following fields
   Slno   name th1   th2   th3   th4   th5   total   %   grade
   b. Import this notepad file into excel sheet using „data→from text" option.
   c. Grade is calculated as,
      i. If %>=90, then grade A
      ii. If %>=80 and <90, then grade B
      iii. If %>=70 and <80, then grade C
      iv. If %>=60 and <70, then grade D
      v. If %<60, then grade F
3. Create a sales table using the following data,

Item	Year1	Year2	Year3	Year4
Item1	1000	1050	1100	1200
Item2	950	1050	1150	1200
Item3	1100	1200	1200	1300

   a. Draw the bar-graph to compare the sales of the three items for four years using insert option.
   b. Draw a line-graph to compare the sales of three items for four years using insert option.
   c. Draw different pie-charts for the given data using insert option.
   d. Use condition, to highlight all the cells having value >=1000 with red color (use conditional formatting).

List of Assignments (MS PowerPoint)

1. Create a power-point presentation with minimum 5 slides.
   a. The first slide must contain the topic of the presentation and name of the presentation.
   b. Must contain at least one table.
   c. Must contain at least 5 bullets, 5 numbers.
   d. The heading must be, font size:32, font-face: Arial Rounded MT Bold, font-color: blue.
   e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green.
   f. Last slide must contain „thank you".
2. Create a power-point presentation with minimum 10 slides

    a. Use word art to write the heading for each slides.
    b. Insert at least one clip-art, one picture
    c. Insert at least one audio and one video
    d. Hide at least two slides

3. Create a power-point presentation with minimum 5 slides
    a. Use custom animation option to animate the text; the text must move left to right one line at a time.
    b. Use proper transition for the slides.

<div align="center">

List of Assignments (MS Access)

</div>

1. Create a database "Student" with,
    a. At least one table named "mark sheet" with field name "student name, roll number, mark1, mark2, mark3, mark4, total"
    b. The data types are, student name: text, roll number: number, mark1 to mark4: number, total: number. Roll number must be the primary key.
    c. Enter data in the table. The total must be calculated using update query.
    d. Use query for sorting the table according to the descending/ascending order of the total marks.

2. With addition to the table above,
    a. Add an additional field "result" to the "mark sheet" table.
    b. Enter data for at least 10 students
    c. Calculate the result for all the students using update queries, if total>=200, then pass, else fail.
    d. Search the students, whose name starts with "sh".
    e. Show the names and total marks of the students who have passed the examination.

Book Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of Publisher
1	Vikas Gupta	Comdex 14-1in-1 Computer course Kit	Dream Tech
2	Bittu Kumar	Master in Ms-Office	

OFFICE AUTOMATION LAB MANUAL
BRANCH: COMPUTER SC & ENGG.
SEMESTER : 3RD SEM.

MS-WORD
Assignment -1

1. **AIM OF THE ACTIVITY**

   This activity is to create a newspaper document with heading along with set of margins.

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-word basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. First set the margin as given there.

   b. Type heading Gandhi jayanti with its font size. Then type contents of it.

   c. Use drop command.

   d. Select the picture of Gandhi and paste it.

   e. Then set the size of the picture.

   f. Then drag the picture to the right portion of parahraph.

   g. By right click at picture option go to text wrapping & then click at square option.

   h. Now type computer basics at the center of next line & paste its content below it.

   i. BY using page layout option now you can make three columns.

5. **OBSERVATIONS**

   A newspaper document is created along with paragraph & column.

6. **WHAT WE HAVE LEARNT ?/CONCLUSION**

   From this activity we learnt about to create newspaper document as we see various newspapers in our daily life.

MAHATMA GANDHI

Mahatma Gandhi was a great leader. His full name was Mohandas and Gandhi. He was born on October 2, 1869 at Porbandar. His father was a Diwan. He was an average student. He went to England and returned as a barrister.

In South Africa, Gandhiji saw the bad condition of the Indians. There he raised his voice against it and organised a movement.

In India, he started the non-cooperation and Satyagraha movements to fight against the British Government. He went to jail many times. He wanted Hindu-Muslim unity. In 1947, he got freedom for us.

Gandhiji was a great social reformer. He worked for Dalits and lower-class people. He lived a very simple life. He wanted peace. He believed in Ahimsa.

On January 30, 1948, he was shot dead. We call him 'Bapu' out of love and respect. He is the Father of the Nation.

Assignment -2

1. **AIM OF THE ACTIVITY**

   This activity is to create a mathematical question paper with some equations.

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-word basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   Step 1: start → program→MS-Office2007 → MS-Word.

   Step 2: Go to office button → New.

   Step 3: Type the name of the equation.

   Step 4: Go to insert → Equation → insert new equation.

   Step 5: Go to insert → object .

   Step 6: From object submenu, select Microsoft equation 3.0 and click ok.

   Step 7: Then by using the equation tool, type the following mathematical equations.

   Step 8: Save the document

5. **OBSERVATIONS**

   Different mathematical equations are created.

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From this activity we have learnt how to create mathematical equations or Question paper with some equations

SAMPLE OUTPUT:

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

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

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

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

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

Assignment -3

1. **AIM OF THE ACTIVITY**

   Creating a flowchart using shapes like ellipse, arrows,rectangle & parallelogram & grouping them

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with MS-word basic knowledge

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. Insert various shapes as given above one below another using insert tab

   b. Then use arrow shape to connect various shapes.

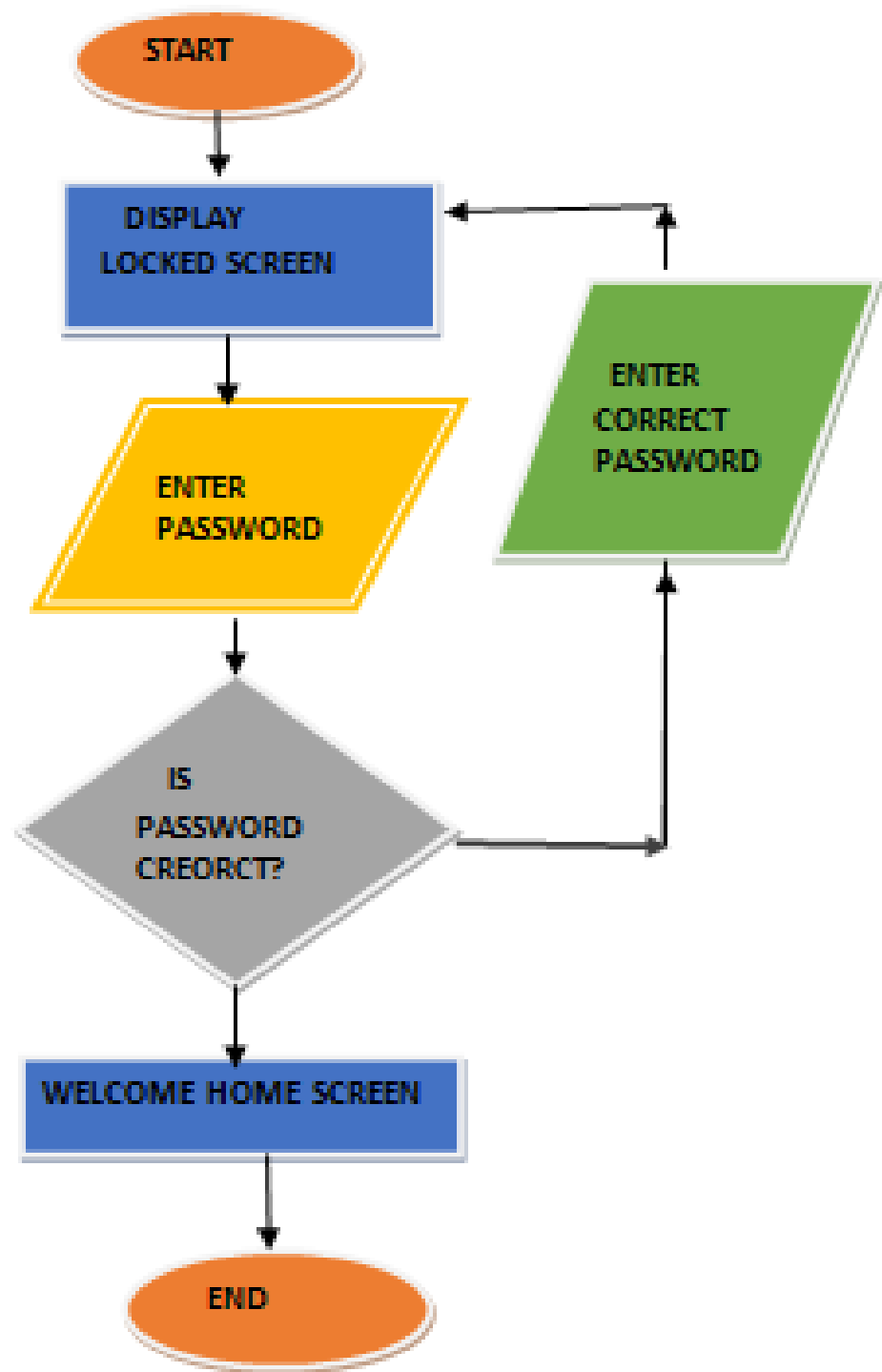   c. Now we can group various shapes by selecting them into one single object

5. **OBSERVATIONS**

   Flowcharts of various shapes & making all shapes into a single object

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From this activity we learnt about various shapes, drawing flowcharts as per our requirement.

SAMPLE OUTPUT:

The Flowchart for the Display of Welcome Screen and Password verification.

```
                    ┌─────────────┐
                    │    START    │
                    └──────┬──────┘
                           │
                    ┌──────▼──────┐
            ┌──────►│   DISPLAY   │◄──────────┐
            │       │ LOCKED SCREEN│          │
            │       └──────┬──────┘           │
            │              │                  │
            │       ┌──────▼──────┐     ┌─────────────┐
            │       │    ENTER    │     │    ENTER    │
            │       │  PASSWORD   │     │   CORRECT   │
            │       └──────┬──────┘     │  PASSWORD   │
            │              │            └──────▲──────┘
            │         ┌────▼────┐              │
            │        ╱           ╲             │
            │       ╱     IS      ╲            │
            └──────┤   PASSWORD    ├───────────┘
                    ╲  CREORCT?   ╱
                     ╲           ╱
                      └────┬────┘
                           │
                   ┌───────▼──────────┐
                   │WELCOME HOME SCREEN│
                   └───────┬──────────┘
                           │
                    ┌──────▼──────┐
                    │     END     │
                    └─────────────┘
```

START

DISPLAY LOCKED SCREEN

ENTER PASSWORD

ENTER CORRECT PASSWORD

IS PASSWORD CREORCT?

WELCOME HOME SCREEN

END

Assignment – 4

1. AIM OF THE ACTIVITY

To create a table using table menu with a given no of rows & columns

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

a. First create a table using table menu with a given no rows & columns

b. Then fill the cells of table using data provided.

c. Then apply merge the first row into one cell.

d. Then merge the second row into one cell.

e. Apply border to the table.

5. OBSERVATIONS

A table is created with the specified no of rows & columns. Applying merge we observe the second row into one cell.

6. WHAT WE HAVE LEARNT/CONCLUSION

From this activity we know how to create table & apply various operation to it.

SAMPLE OUTPUT:

Berhampur University B.Ed. Merit List				
Sl. no	Name of students	father's name	Age of the student	phone number
1	Anita Kumari	Suresh Kumar	18	9765473483
2	Rahul Khanna	Devesh Khanna	17	8745200764
3	Pooja rani	Mohan lal	18	9873027450
4	Kavita Sahoo	Rupesh Sahoo	19	8794503298
5	Sangeeta Mallik	Pritam Mallik	18	7600348750
6	Dipti swain	Rajesh swain	17	8704657385
7	Torun Dash	Sambhab Dash	19	8765490086
8	Meghna Agrawal	Kamesh Agrawal	17	9845678910

Assignment -5

1. **AIM OF THE ACTIVITY**

   To create a table using table menu with two columns & inserting a left column.

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with MS-word basic knowledge

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. First create a table using table menu with two columns

   b. Fill the left columns with all short-cut keys & right hand side with its functions

   c. Create a left column using layout option & name its heading as serial no.

5. **OBSERVATIONS**

   A table is created with three columns serial no, short-cut keys & functions respectively.

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above, we have learnt creating table with two columns & inserting a column at the left hand side. We also learnt about the filling of data to cells.

SAMPLE OUTPUT:

Sl. No	Shortcut keys	function
1.	Home	Beginning of line
2.	End	End of line
3.	Ctrl + Home	Go to start of document
4.	Ctrl + End	Go to end of document
5.	Right Arrow	Right one character
6.	Left Arrow	Left one character
7.	Ctrl+Right Arrow	Right one word
8.	Ctrl+Left Arrow	Left one word
9.	Up Arrow	Up one line
10.	Down Arrow	Down one line
11.	Ctrl+Up Arrow	Up one paragraph
12.	CTRL +Down Arrow	Down one paragraph
13.	F4	Repeat last command
14.	Ctrl + A	Select Whole Document
15.	Ctrl+B	Bold

Assignment – 6

A.

1. AIM OF THE ACTIVITY

Writing a letter to a friend using at least 100 words two paragraphs.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge as well as topic to write.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

a. Open a blank MS-word page.

b. Start writing a letter with proper salutation.

c. Complete first paragraph.

d. Start second paragraph & complete the letter with proper closing.

5. OBSERVATIONS

We observe a complete letter is prepared to the friend.

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above, we have learnt how to write a letter to friend.

SAMPLE OUTPUT:

4 July, 2019 - 09:03

Dear Ava,

Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

I go to bed at 11pm cause Friday is our holiday. So we have no school and I can stay awake till the midnight. And the best thing is I watch movies at night with my family. I love Thursday .....!!

Tell me your favorite meal of the day?

With best regards,

Lama

Assignment-6

B.

1. **AIM OF THE ACTIVITY**

   Writing a letter using mail merge wizard.

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with MS-word basic knowledge as well as topic to write.

2. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

3. **PROCEDURE**

   a. Go to mailing

   b. Step by Step mail merge wizard

   c. Go letters

   d. Start from a template, select template

   e. Go to letters

   f. Select proper template, Create new document then click OK

4. **OBSERVATIONS**

   Letter document is created using mail-merge.

5. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above, we have learnt to design letter mail-merge.

SAMPLE OUTPUT:

mumbai

Phone: 7512485632

 Ava

bhopal

Phone:8425154225

Dear ava,

Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

With best regards,

Lama

Lama
adane
infosys
4/5/2020

Assignment – 7

1. **AIM OF THE ACTIVITY**

   Creating a letter document using mail merge to send multiple recipients

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with MS-word basic knowledge as well as topic to write

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. Click at start mail merge & then step mail by mail wizard

   b. Click at starting document in current letter

   c. Now click at select recipients

   d. Click new list to create a new one & save it at desktop

   e. Then click at write your letter

   f. By clicking more item add fields on the letter

   g. Then we have to type the complete message

   h. Click at preview your letter & then complete the merge

   i. Now click at "edit individual letters & then click at ALL

5. **OBSERVATIONS**

   The document is created using mail merge and verified

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above activity we have learnt how to create document using mail merge

SAMPLE OUTPUT:

To,

RAVI

BGH

123456

Dear RAVI,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

To,

AKASH

SBP

625478

Dear AKASH,

  I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

To,

MILAN

RGDA

954732

Dear MILAN,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

MS-EXCEL
Assignment -1

1. **AIM OF THE ACTIVITY**

   This activity to create a table "Student Result" with some conditions

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-excel basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. First insert a table in the Excel Sheet by the insert tab so that you can write the student's information.

   b. Now, give the headings – SL NO, Name, Mark 1, Mark 2, Mark 3, Total etc.

   c. Fill up the data in the columns you have to enter.

   d. Calculate the sum of the marks of each student via 'Auto sum' option.

   e. Highlight the highest total mark in green color and lowest one in red color.

   f. Find the average of the marks of each student in an individual cell.
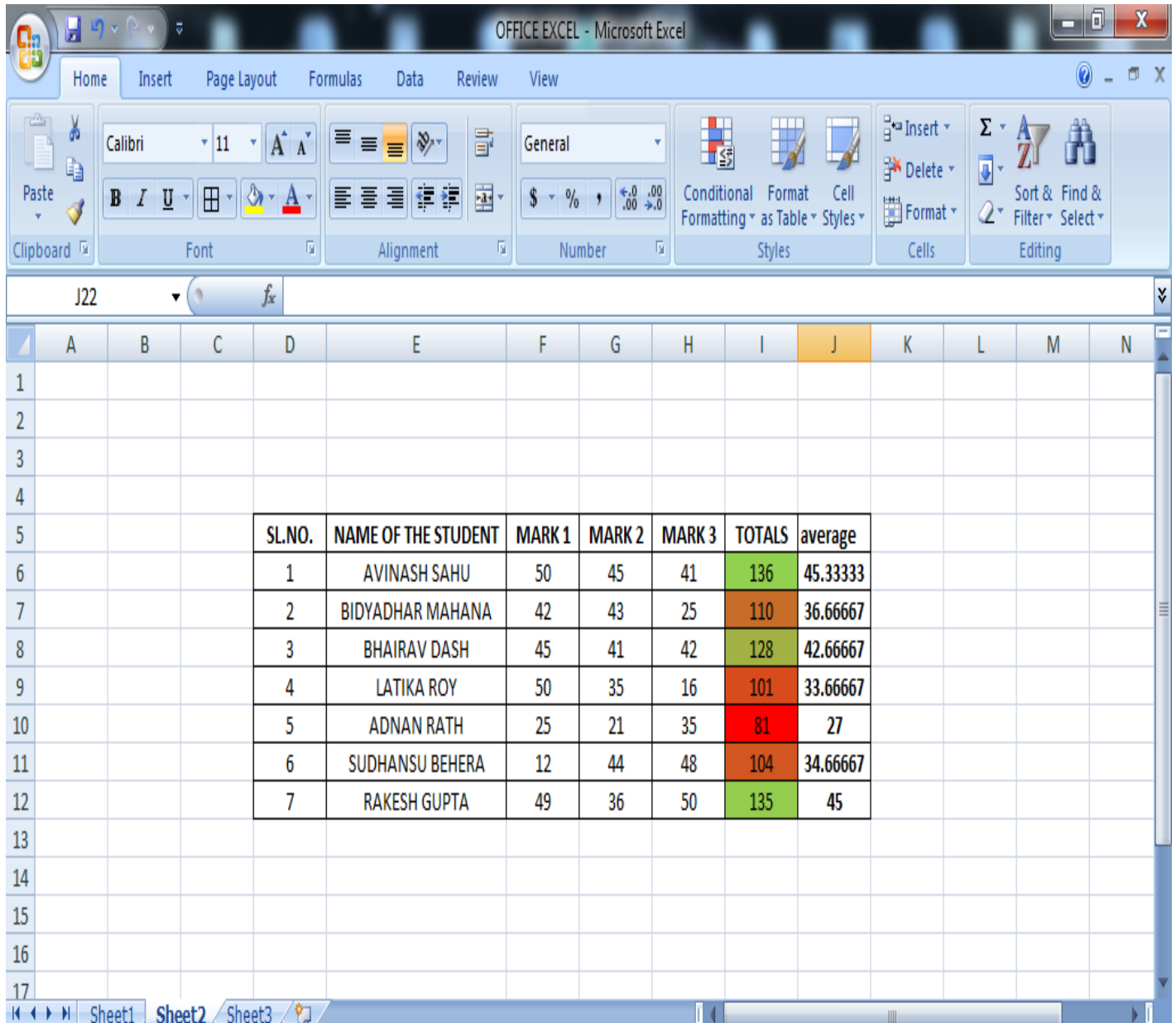
5. **OBSERVATIONS**

   A table is created using excel with some conditions

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above we have learnt how to create table using excel.

SAMPLE OUTPUT:

SL.NO.	NAME OF THE STUDENT	MARK 1	MARK 2	MARK 3	TOTALS	average
1	AVINASH SAHU	50	45	41	136	45.33333
2	BIDYADHAR MAHANA	42	43	25	110	36.66667
3	BHAIRAV DASH	45	41	42	128	42.66667
4	LATIKA ROY	50	35	16	101	33.66667
5	ADNAN RATH	25	21	35	81	27
6	SUDHANSU BEHERA	12	44	48	104	34.66667
7	RAKESH GUPTA	49	36	50	135	45

Assignment -2

1. **AIM OF THE ACTIVITY**

   This activity to create a table "Sales" with some data provided

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-excel basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. Create a table using five columns & four rows.

   b. Enter the data given as provided

   c. Go to insert tab, in charts groups, you just have to select the specified

      charts as given in no. a, b, and c.

   d. Set a new rule for highlighting the sales which are greater than or

      equal to 1000

   e. To do so, go to conditional tab. There, click more rules option. There

      you can change all the necessary options.

5. **OBSERVATIONS**

   A table is created using excel with given data.

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above we have learnt how to create sales table.

SAMPLE OUTPUT:
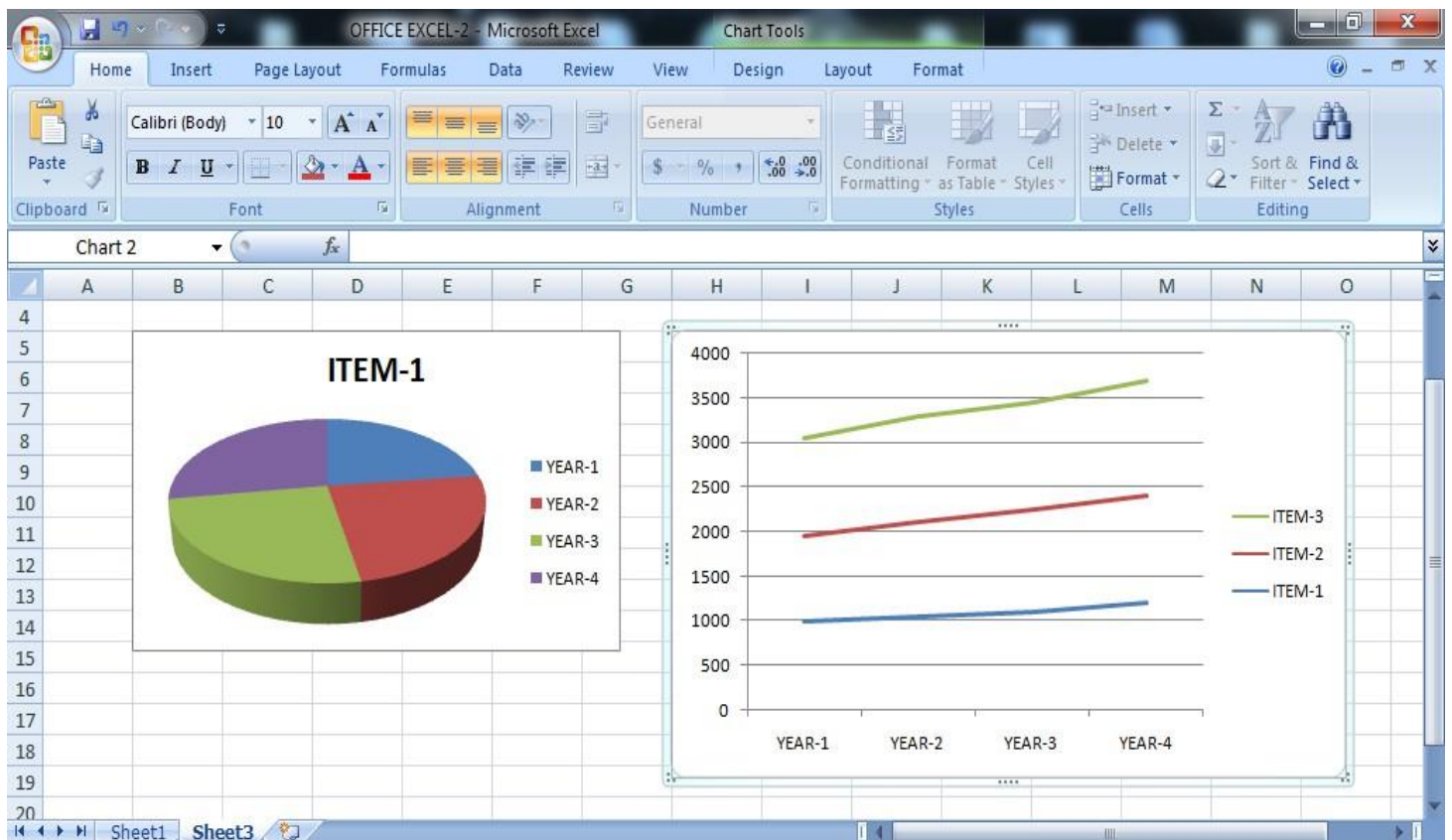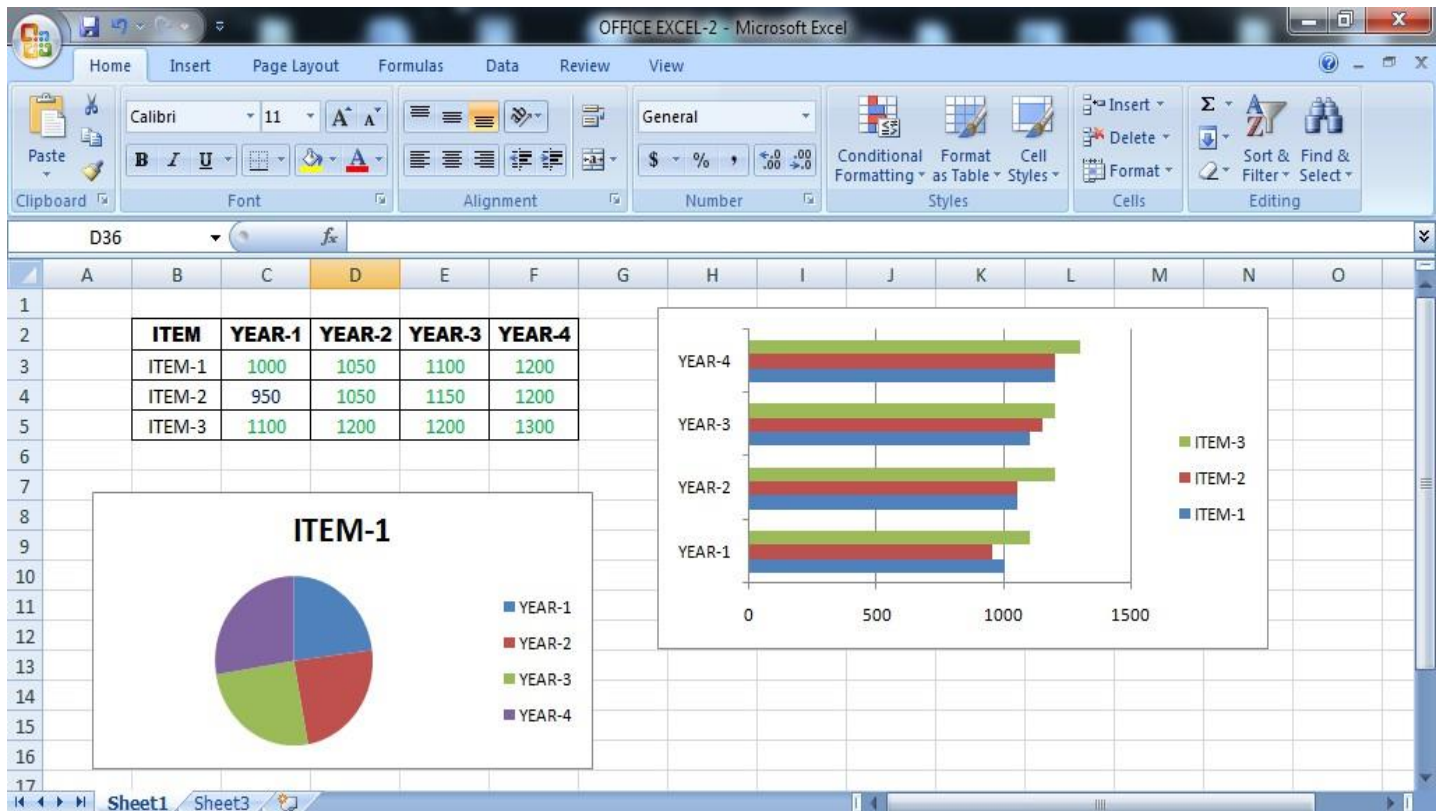
MS-PowerPoint
Assignment -1

1. AIM OF THE ACTIVITY

This activity to create a power-point presentation with 5 slides with the given data.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-powerpoint basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

a. First set the titles and subtitles based the topics with the suitable font style, size, and color in first slide.

b. As given you must choose a topic of your own which must cover up 5 slides.

c. Write and design all your slides perfectly and make it ready to show.

d. At last place a 'thank you' slide so as to end your presentation.

5. OBSERVATIONS

A Presentation with 5 slides is created using power-point

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create a power-point presentation of 5 slides.

SAMPLE OUTPUT:
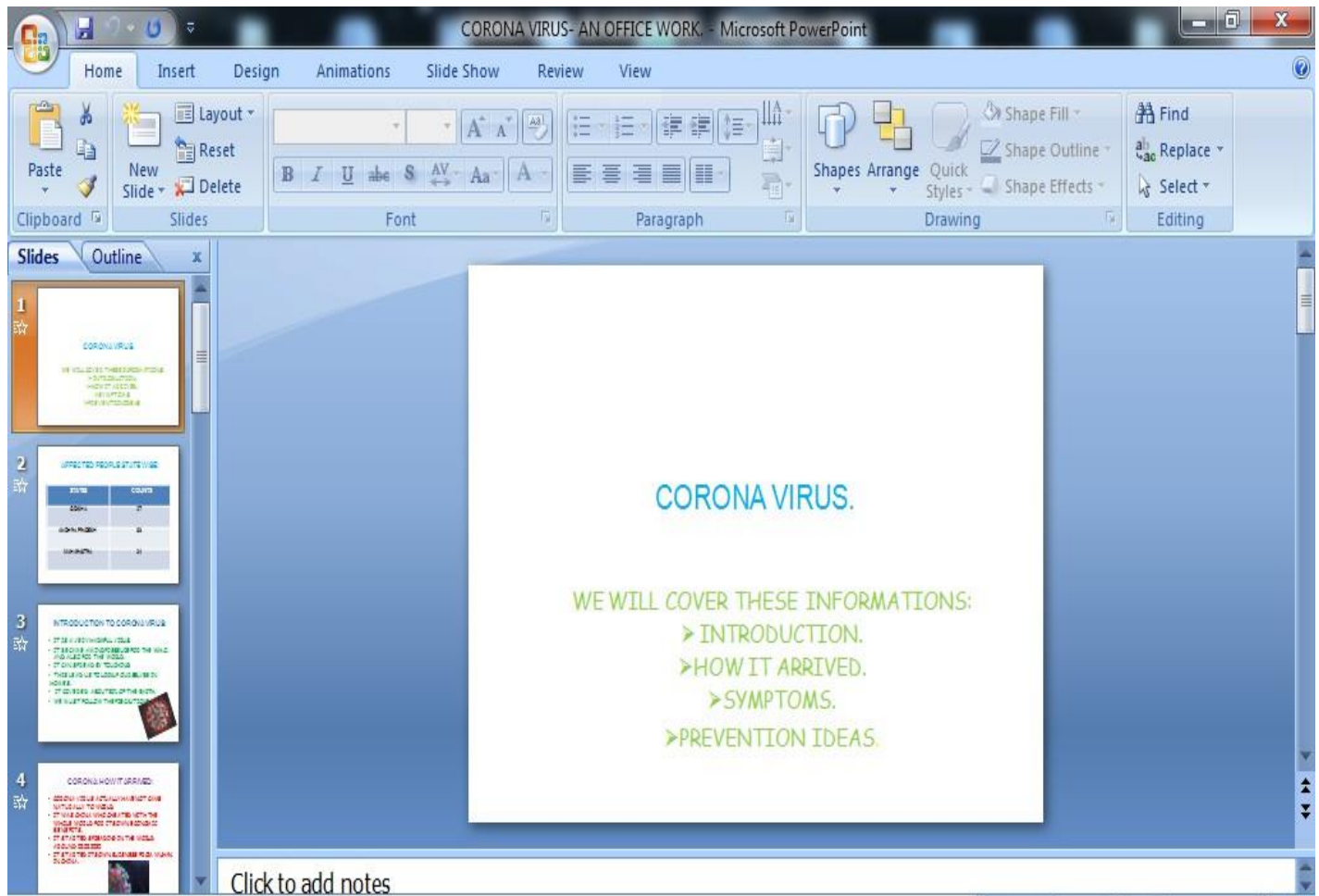
AFFECTED PEOPLE STATE WISE:

STATES	COUNTS
ODISHA	17
ANDHRA PRADESH	33
MAHARASTRA	24

INTRODUCTION TO CORONA VIRUS:

- IT IS A VERY HARMFUL VIRUS.
- IT BECAME A MIND PRESSURE FOR THE W.H.O. AND ALSO FOR THE WORLD.
- IT CAN SPREAD BY TOUCHING.
- THIS LEAD US TO LOCKUP OURSELVES IN HOMES.
- IT COVERED ABOUT 80% OF THE EARTH.
- WE MUST FOLLOW THE PRECAUTIONS.
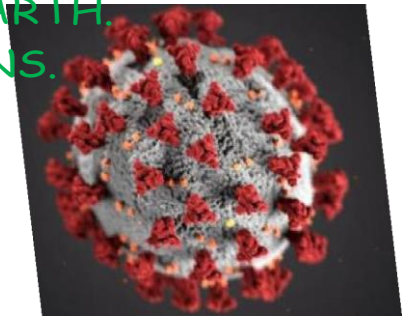
CORONA: HOW IT ARRIVED:

- CORONA VIRUS ACTUALLY HAVE NOT CAME NATURALLY TO WORLD.
- IT WAS CHINA WHO CHEATED WITH THE WHOLE WORLD FOR ITS OWN ECONOMIC BENEFITS.
- IT STARTED SPREADING IN THE WORLD AROUND 02.02.2020
- IT STARTED ITS OWN BUISNESS FROM WUHAN IN CHINA.
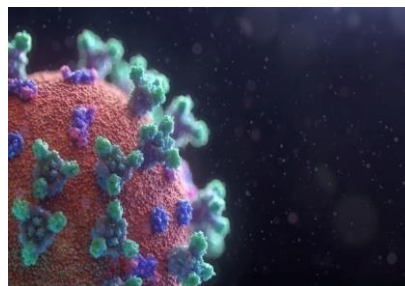
CORONA: IT'S SYMPTOMS

THE FOLLOWING ARE THE SYMPTOMS OF CORONA VIRUS:

1. COUGHING.
2. SNEEZING.
3. TIREDNESS.
4. DIFFICULTY IN TAKING BREATH.

THESE ARE THE MAIN SYMPTOMS. IF SEEN, PEOPLE SHOULD TAKE APPOINTMENT WITH DOCTOR.

THANK YOU FOR WATCHING!

Assignment -2

1. **AIM OF THE ACTIVITY**

   This activity to create a power-point presentation with 10 slides using word art.

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-powerpoint basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. First set the titles and subtitles based on any topic

   b. Set titles by 'word art' in insert tab

   c. choose any topic to create 10 slides

   d. insert one picture from 'clip art' option.

   e. Similarly insert audio & videos as required

   f. For hiding a slide, just right click it and click 'hide slide' option

   g. Write and design all your slides to perfectly and make it ready to show

5. **OBSERVATIONS**

   A Presentation with 10 slides is created using power-point

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above we have learnt how to create a power-point presentation of 10 slides using word art

Assignment -3

1. **AIM OF THE ACTIVITY**

   This activity to create a power-point presentation with 5 slides using animations

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-powerpoint basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. set the titles and subtitles based on your topic of 5 slides

   b. Use 'custom animation' present in animation tab in the animations

      tab. Give the instruction for moving the word from left to right.

   c. Use proper transition for slides.

   d. Write and design all your slides to perfectly and make it ready to show

5. **OBSERVATIONS**

   A Presentation of animations with 5 slides is created using power-point

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above we have learnt how to create animations in power-point

   Presentation.

MS-ACCESS
Assignment -1

1. **AIM OF THE ACTIVITY**

   This activity to create a database "Student" & to create a mark sheet table by entering records to it.

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-access basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. Go to design view and give all the data types as given for data types

   b. Save and proceed towards datasheet view. Now enter the values

   c. Now calculate the totals via update query

   d. Now go to query wizard then select the total marks, roll no. and student name to display

   e. Now sort them in ascending or descending manner

5. **OBSERVATIONS**

   A Database named "Student" with table along with its records.

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above we have learnt how to a create database in ms-access.

SAMPLE OUTPUT:

Assignment -2

1. **AIM OF THE ACTIVITY**

   This activity to add additional field to the mark sheet table & to enter data to it.

2. **PRE-REQUISITE KNOWLEDGE**

   Operation of computer with ms-access basic knowledge.

3. **MATERIALS REQUIRED**

   A computer system installed with MS-OFFICE software along with power supply

4. **PROCEDURE**

   a. Design the student database as we have done in previous.

   b. Go to design view and write another field named 'result', Data type

   'text'. Description-'validation rule: >=200'

   c. Display the students who have passed in an individual sheet via query

5. **OBSERVATIONS**

   A Database named "Student" & finding the student results.

6. **WHAT WE HAVE LEARNT/CONCLUSION**

   From the above we have learnt how to a create database of student result

   using table in ms-access.

SAMPLE OUTPUT:

Microsoft Access - MARKSHEET : Database (Access 2007)

Roll	Student Name	Mark-1	Mark-2	Mark-3	Mark-4	total	result	Add New Field
1	ABHISHEK SAHU	89	86	85	25	285	pass	
2	ANKIT PANIGRAHI	90	50	75	46	261	pass	
3	AMRITPAL SINGH	92	90	96	82	360	pass	
4	ASHISH BEHERA	45	82	48	52	227	pass	
5	MADHAV SHARMA	30	60	62	95	247	pass	
6	NITIN BAG	54	30	45	75	204	pass	
7	SRIKANT BAGCHI	96	45	72	73	286	pass	
8	RANI AGRAWAL	91	58	84	61	294	pass	
9	TULSI SAHU	92	90	68	49	299	pass	
10	UDAY SHARMA	99	12	27	90	228	pass	
11	ZAHIR KHAN	26	96	60	99	281	pass	
12	ZAFAR MISRA	32	45	30	19	126	fail	
13	ZAMAR SINGH	50	36	48	48	182	fail	
14	BAIBHAV KUMAR SAHU	12	15	25	10	62	fail	

Record: 1 of 14   No Filter   Search

All Tables: STUDENT, STUDENT : Table, RESULT, STUDENT Query, STUDENT Query1, STUDENT Query2, STUDENT Query3, STUDENT Query4