

Aim

To do the following operations on windows

- a. Installing screen saver and change the monitor resolution by 1280X960
- b. Setting wall papers
- c. Creating, moving, deleting and renaming a folder
- d. Copy, paste and cut a folder/file
- e. Displaying the properties for a file or folder

Procedure

a. Installing screen saver and change the monitor resolution by 1280 x 960

- Step1: Right click on the empty area of the desktop. Popup menu will appear.
- Step2: Select Properties menu. Display Properties dialog box will appear.
- Step3: Select Screen Saver tab .
- Step4: Choose one of the screen saver option in the list box. Set the waiting time.
- Step5: Click Apply and then select OK button.

Changing monitor resolution

- Step1: Right click on the empty area of the desktop. Popup menu will appear.
- Step2: Select Properties menu. Display Properties dialog box will appear.
- Step3: Select Settings tab .
- Step4: Change the Screen resolution by 1280 x 960.
- Step5: Click Apply and then select OK button.

b. Setting wall papers

- Step1: Right click on the empty area of the desktop. Popup menu will appear.
- Step2: Select Properties menu. Display Properties dialog box will appear.
- Step3: Select Desktop tab .
- Step4: Choose one of the wall paper.
- Step5: Click Apply and then select OK button.

c. Creating, moving, deleting and renaming a folder

Creating a folder:

- Step1: Select the location where the folder is to be created.
- Step2: Right click in the empty area and click **New Folder**
- Step3: Type the folder name in the text box displayed and press **Enter** key.
- Step4: The new folder will be created.

Removing a folder:

- Step1: Select a folder to be removed.
- Step2: Click **Delete** key.
- Step3: Then Confirmation dialog will be appears.
- Step4: Click the **Yes** button. The corresponding folder will be deleted.

Renaming a folder

- Step1: Select a folder to be renamed..
- Step 2: Right click and the select rename option.
- Step3: Type the folder name in the text box displayed and press **Enter** key.
- Step4: The new folder name will be created.

d. Copy, paste and cut a folder/file

Cut and paste

Step1: Select a file to be cut and pasted. Press **Ctrl + X**.

Step2: Select the destination where the file is to be pasted. Press **Ctrl + V**. Thus the file is cut and pasted.

Copy and paste

Step1: Select a file to be copy and pasted. Press **Ctrl + C**.

Step2: Select the destination where the file is to be pasted. Press **Ctrl + V**. Thus the file is cut and pasted.

e. Displaying the properties for a file or folder

Step1: Select the file or folder.

Step2: **Right click** the file or folder. Click the option **properties**. The properties of a file or folder will be displayed.

Output:

Result

Thus the above windows XP operations are completed successfully.

Aim

To do the following operations on windows

- a. Restoring files and folders from Recycle bin
- b. Creating short cuts for folder/file
- c. Finding a file or folder by name
- d. Selecting and moving two or more files/folders using mouse
- e. Sorting folders/files.

Procedure

a. Restoring files and folders from Recycle bin

Step1: **Double click** on the **Recycle bin** icon, then Recycle bin Window will be opened.

Step2: **Select** the files and folders to be recovered.

Step3: **Right click File _ Restore**. The files and folders will be restored.

b. Creating short cuts for folder/file

Step1: **Right Click** on the empty area of the **desktop**.

Step2: Click **New_ Shortcut**, shortcut dialog box appear.

Step3: Click **Browse** button.

Step4: Select the location and folder.

Step5: Click **Next** button.

Step6: Click **Finish** button, shortcut will be created on the selected location.

c. Finding a file or folder by name

Step1: Click **Start _ Search**. Search dialog box gets opened.

Step2: Click **All files and folders link**. Enter the file name and choose the location in which the file has to be searched for.

Step3: Click **Search** button. The searched results will be displayed.

d. Selecting and moving two or more files/folders using mouse

Step1: **Select any one** of the file by clicking on the file. To select other files randomly, press **Ctrl key** and precede selection.

e. Sorting folders/files.

Step1: Open the My Document window.

Step2: **Right click** on the empty area of the Document window.

Step3: Select **Arrange Icons by** (Name, Size, Type, Modified).

Result

Thus the above windows XP operations are completed successfully.

Ex. No. : 3

WORD APPLICATIONS – I

Date : 23.06.16

Aim

To create the following table and perform the operations given below

DAYS	1	2	3	4	5	6	7	8
MON	TEST		RDBMS			CA	RDBMS	TUT
TUE	CA	OOP	CN	RDBMS	RDBMS			
WED	CN	RDBMS	OOP	RDBMS	COMMUNIC		CN	CA
THU	OPP	RDBMS			CA	RDBMS	CN	OOP
FRI	COMMUN		RDBMS		OOP	CN	RDBMS	CA
SAT	OOPS	RDBMS	CN	CA	-----			

Procedure

Step1: Click

Start All Programs Microsoft Office Microsoft Office Word 2007.

Word application window will appear.

Step2: Click **Insert** tab, in the **Tables** group, click the **Table button**, click **Insert Table**.

Step3: In the Insert Table dialog box, Specify the number of **columns** as 6 and number of **rows** as 6, click the option button **Auto fit to contents** and click **ok**.

Step4: Now, the table will be displayed then type the content on the table.

Step5: To apply a Table style, Click the table whose style you want to change. Then on the **Design** contextual tab, in the **Table Styles** group, click the style you want in the Table Styles gallery.

Step6: Select the contents of the unit name column, then press Ctrl +L. (left align)

Step7: Select the content of the remaining column, then press Ctrl +R (right align)

Step8: To merge table cells, Select the cells you want to merge. Then on the **Layout** Contextual tab, in the **Merge Cells** button.

Step9: To print the page, select File Print option. Select the page to be print.

Result

Thus the above word operations are completed successfully.

Ex.No : 4

WORD APPLICATIONS - II

Date : 30.06.16

Aim

To create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations. Also, create a database and generate labels for the applying organizations.

Procedure

Step1: Click Start All Programs Microsoft Office Microsoft Office Word 2007.

Step2: Now the Microsoft window will be opened.

Step3: Click on the **Mailings tab**, in the **start Mail Merge group**,

a. Click Start Mail Merge button, click Letters option.

b. Click select Recipients button, click Type new List option

_ Now the address list window will be opened.

Click the **Customize Columns button**; unwanted fields are removed from the list using **delete** button.

Now the selected fields are available, then entry the data to the entry list.

Save data source in a **“My data source “**Location (Don't save other location), then mail merge recipients window will be appeared. Click **ok**.

Step4: Click **Mailings tab**, in the **Write & Insert Fields group**, to set Address block and Greeting Line and Insert Merge Field options.

Step5. Click **Mailings tab**, in the **Preview Results group**, click **Preview Results button**.

Step6. Click **Mailings tab**, in the **Finish group**, click **Finish & Merge button**, Choose **Edit Individual Document** option, click all option button and **OK** button.

Result

Thus the above word operations are completed successfully.

Ex.No. : 5

WORD APPLICATIONS - III

Date : 14.07.16

Aim

To create a news letter of three pages with two columns text. The first page contains some formatting bullets and numbers. Set the document background colour and add 'confidential' as the watermark. Give the document a title which should be displayed in the header. The header/ footer of the first page should be different from other two pages. Also, add author name and date/ time in the header. The footer should have the page number.

Procedure

Step1: Click Start All Programs Microsoft Office Microsoft Office Word 2007

Step2: To divide a two columns, **Select the text**, then on the **Page Layout tab**, in the **Page Setup group**, click **Columns button**.

Step3: Select the two columns style by which the newsletter has to be displayed.

Step4: To add a Page Border **Select the newsletter** and then click **Page Layout tab**, in the **Page Background group**, click **Page Borders button**.

Step5: In the Borders and Shading dialog box, Select any one border style and Click OK button.

Step6: To add a Header, Click on the **Insert Tab**, in the **Header & Footer group**, click **Header button**, and Select any Header group you want.

Step7: To add a Footer, Click on the **Insert Tab**, in the **Header & Footer group**, click **Footer button** Select any footer you want.

Step8: To add a graphic image. Click **Insert Tab**, in the **Illustrations group**, Click **Picture Button**.

Step9: In the Insert Picture dialog box, select any one picture form File and click Insert button.

Step10: To check spelling, Click **Review tab**, in the **Proofing group**, **Spelling and Grammar button**. This may help you know the possible spelling mistake.

Result

Thus the above word operations are completed successfully.

Date : 21.07.16

Aim

To Create a result sheet containing Candidate's Register No., Name, Marks for six subjects. Calculate the total and result. The result must be calculated as below and failed candidates should be turned to red. Result is Distinction if Total ≥ 70 % First Class if Total ≥ 60 % and < 70 % Second Class if Total ≥ 50 % and < 60 % Pass if Total ≥ 35 % and < 50 % Fail otherwise create a separate table based on class by using auto filter feature.

PROCEDURE:-

Step 1: Click

Start All Programs Microsoft Office Microsoft Office Excel 2007.

Excel application window will appear.

Step 2 : Type the data in each cell

Step 3 : Click the cell I4 and type the Formula = Sum(C4 : h4) / 6 (Six) 6 subject marks are added and the average total is displayed in the total column

Step 4 : Now the I4 cell a point is there, “using” the mouse **Click and change the point** to the remaining rows

Step 5 : Click the cell J4 and type the formula = IF (I4 ≥ 70 "DISTINCTION", IF I4 ≥ 60 , "FIRST CLASS", IF I4 ≥ 50 , "SECONDCLASS", IF I4 ≥ 35 , "PASS", "FAIL"))))

Step 6 : Now the J4 cell a point is there, using mouse **“Click and change the point”** the remaining rows, Result were displayed

Step 7 : Select the ‘FAIL’ Students details go to **HOME** tab and Click the **FONT COLOUR** icon and Select the **RED** the Failed Students are displayed **in red colour**

Step 8 : Go to Click the **Result Heading**

Step 9 : Go to **DATA tab** and click the **Filter icon** in each Leading down arrow button was displayed

Step 10 : Click the **Result Column** arrow button and select “DISTINCTION” Check box and deselect the other and click ok button

RESULT:-

Thus the about exercise Candidate total Marks and result details are done Successfully

Ex.No.: 7

EXCEL APPLICATIONS - II

Date : 23.07.16

Aim

To Create a table of records with columns as Name and Donation Amount. Donation amount should be formatted with two decimal places. There should be at least twenty records in the table. Create a conditional format to highlight the highest donation with blue colour and lowest donation with red colour. The table should have a heading

PROCEDURE:-

Step1: Click

Start All Programs Microsoft Office Microsoft Office Excel 2007.

Excel application window will appear.

Step 2 : Type the data in each cell

Step 3 : Select **Donation amount column** and right Click it will displayed the menu than select **Format Cells** options

Step 4 : Click **Number** in **Category** and see the Declaimed places as 2 and click ok button

Step 5 : Type the donation amount is each name and select all the amounts

Step 6 : Click on the **Home Menu**, Locate the **Styles P** and then Click **Conditional Formatting** button

Step 7 : **Conditional Formatting** menu gives you various options the easiest one is the **Colour Scales** option select **More Rules** from the **Colour Scales**

Step 8 : Click the colour below the minimum as Red and maximum as Blue

Step 9 : The Highest donation and lowest donations are indicated in Red and Blue Colours

RESULT:-

Thus the above exercises Create a table of rows and columns with two decimal Places are done Successfully

Ex.No. : 8

EXCEL APPLICATIONS - III

Date : 28.07.16

Aim

To Create line and bar chart to highlight the sales of the company for three different periods for the following data.

Period	Product1	Product2	Product3	Product4
JAN	35	40	550	125
FEB	46	56	40	142
MAR	70	50	40	160

PROCEDURE:-

Step1: Click

Start All Programs Microsoft Office Microsoft Office Excel 2007.
Excel application window will appear.

Step 2 : Type the data in each cell

Step 3 : Select all data's and go to **Inset tab** and click the Line chart button then will displayed the chart in the page Right click the chart and Click **Select data** option

Step 4 : Click **Switch row / coloumn** button and click ok button

Step 5 : To change the chart to bar chart click the chart in the page and click the **bar chart** button and select the **Bar chart from the list**

Step 6 : To change the chart to pie chart click the chart in the page and click the **pie chart** button and select the **pie chart from the list**

Step 7 : Right click the chart and click **Select data** option in the window click **Switch row / column** button and click ok button pie chart will be displayed

RESULT:-

Thus the above exercise prepare the Line, Bar, Pie Chart are done Successfully

Ex.No. : 09

ACCESS APPLICATIONS - I

Date : 04.08.16

Aim

To Create Database to maintain at least 10 addresses of your class mates with the following constraints

- ☐ Roll no. should be the primary key.
- ☐ Name should be not null

PROCEDURE:-

Step1: Click

Start All Programs Microsoft Office Microsoft Office Access 2007.

Database application window will appear.

Step 2 : Look at the center of your Access Screen will see **Getting started with Microsoft office Access** than will see a blank data base button

Step 3 : Click the Blank Data base button and Give the file Name as **Address**

Step 4 : Click the **Create** button in **Data Sheet** menu click the **View** button

Step 5 : In the **View option** Click the **Design view** option than it will ask the table, give the table name as **Student** and Click **OK** button

Step 6 : In the above window change the **ID** as **Roll No.** and Data type as Number and click the primary key button check if the **Key** is present **Leftside** the Roll No. or not that key is primary key

Step 7 : In second row field name as student name and data type as text. In

Field Properties set **Required** property to **Yes**

Step 8 : Add the fields address 1,2,3, pincode

Step 9 : Press **Ctrl + W** key **or** Click the **X** button. It will ask do you want to same change click **Yes** button

Step 10 : Double click the student table it will displayed the window type the 10 students address.

RESULT:-

Thus the above exercise create a data base with 10 address of classmates are done Successfully.

Ex.No. : 10

ACCESS APPLICATIONS - II

Date : 11.08.16

Aim

To create a students table with the following fields: Sr.No, Reg. No, Name, Marks in 5 subjects. Calculate total and percentage of 10 students. Perform the following queries.

- ☐ To find the details of distinction student
- ☐ To find the details of first class students
- ☐ To find the details of second class students

Procedure:-

Step 1 : Open the Microsoft Access 2007

Step 2 : Look at the **Enter** of Your Access Screen then will see **Getting Started with Microsoft office Access** then will see a **Blank data base** option. Click this **Blank data base**

Step 3 : Give the file name & **Student details** then click the **Create** button

Step 4 : In **data base** menu click the **View** option then click Design & view

Step 5 : It will ask the **Table Name**, give the table name & **Student** and click **OK**. In this window change the **ID** as **RegidterNo** and data type as auto number and Add the name, mark1, mark2, mark3, mark4, mark5, total and average of ten students.

Step 6 : Press Ctrl + W. It will ask same change click **Yes** then Double click the **Student** table. It will display the employee details.

Step:7 open the query design grid select **create tab** then go to **other group** then click the **query design icon** it gives query design grid .

Step:8 select table for query automatically show table window will open next click add .then click close now we should see a box Student.

Step:9 select field from **Student** . List box, now we can see a list of its field .then select each one individually by double clicking on their names.

Step:10 **Enter query criteria** designation is senior lecturer or lecturer or HOD then **save& run query** click save icon it will ask save as query name : just use the default name **query 1** by click Ok button. Click **RUN** icon in the **Result group** of the top bar. Now it will display result resignation as lecturer .

Result ;

Thus the above exercise pay roll for employee database of organization is done successfully.

Date : 18.08.16

Aim

To create a students table with the following fields: Sr.No, Reg. No, Name, Marks in 5 subjects. Calculate total and percentage of 10 students. Perform the following queries.

☐ To find the details of distinction student

☐ To find the details of first class students

☐ To find the details of second class students

And to print the consolidated result sheet and mark card for the student.

Procedure**Steps**

1. Start → All Programs → Microsoft Office → Microsoft Office Access.
2. Click Blank Database.
3. Give the File name and click Create.
4. In view click Design View and give the Table name and click ok.
5. Enter the required field name and data type. Save it.
6. In View, Click Datasheet View. Enter the required data. Save it.
7. In Create menu, Click Report Design. A grid will appear.
8. In Controls click the text box and place the required text box in the grid and give the field name for the text.
9. Right click out side the grids (in the blue screen) go to properties. In the data menu go to Record Source and click the button and select a table.
10. Right click on the Text Box and go to properties. In the data menu select the control source and select the required field to display.
11. Click view, and select the Report view to view the report.

Result :

Thus the pay slip is designed and a report generated for a particular employee successfully.

Ex.No. : 12

PRESENTATION APPLICATIONS - I

Date : 25.08.16

Aim

Make a Marketing Presentation of any consume product with atleast 10 slides use different Custom Animation Effect on Picture and Clip art on any Four of 10 slides

Procedure:-

Step 1 : Open the Microsoft Power Point 2007. Then click new it will open then click Blank Presentation Next click creat

Step 2 : Type Marketing presentation for “REYNOLDS” “Click to add title” then click new slide then Home tab next click the Title and Content slide

Step 3 : Inset New slide type the History of Pen then insert new slide type about Company details and materials of product

Step 4 : Insert new slide type selling details insert new slide, type price details and type speed features

Step 5 : Now select **1st slide** then click **Animation** and click **Custom Animation** then select the text and Click **Add effect**

Step 6 : Give effect for all slides next go and click slide show tab then Press **F5** key Finaly we get slide show presentation

Result:-

Thus the about exercise marketing presentation of customer product with 10 slides are done successfully.

Date : 01.09.16

Aim

To Create a Presentation about our institution or any subject with different slide transition with sound effect.

Procedure:

Step 1: Click Start button by open Microsoft power point presentation then click Home and click new slide

Step 2: Type the "Communication Skill" in click to add title

Step 3: Again click the Home tab then click title and content slide and type title presentation of communication skill and content communicate consists of major parts there are 1. Sending 2. Receiving 3. Medium

Step 4: Again click "Home & choose New slide and click title content type the "classification of communication".

1. Speech
2. Written
3. Signaling
4. Cancel
5. Forward

Step 5: Click Animation & choose required animation and sound effect.

Result:

Thus the above exercise create a presentation on communication skill with different slides are done successfully.

Date : 08.09.16

Aim

To create an email id and perform the following

- (i) Write an email inviting your friends to your birth day party.
- (ii) Make your own sign and add it to the email message.
- (iii) Add a word attachment of the venue route.
- (iv) Send the email to at least 5 of your friends.

Procedure:

Step 1 : open the Mozilla FireBox or any one browser in our laboratory in address bar type the mail.yahoo.com then press Enter key then select **Create New Account** .

Step 2 : Fill up the all given it require entries your information and finally click the button **Accept** .

Step 3 : After successfully creation of email id we can use this email id with create d password.

Step 4 : Then it will display the your Home page. Click “**Compose**” or “**New**” button and type your five friend’s mail ids. Then type the subject “Birth Day”

Step 5 : Click attach files button . then click “**Browse...**” select the route file then click open button , click attach files button .

Step 6 : After entering your birthday inviting message click send button . Then it will appear message sent.

Result:

Thus the above exercises create an email id and send the birth day invitation to five friends successfully.