<u>WEEK- 1</u>

OBJECTIVES

To help the students in learning the practical use of MS-Word, MS-Excel.

OUTCOMES

After completing this, the students would be able to:

❖ Use MS-Word, MS-Excel in real life applications.

PROBLEMS

1# Open a new document and type the following letter.

<div align="right">

July 15, 2020
Chennai
</div>

From
VENKATESH. P
 Sri Ranga Apartments,
No: 120, II Avenue,
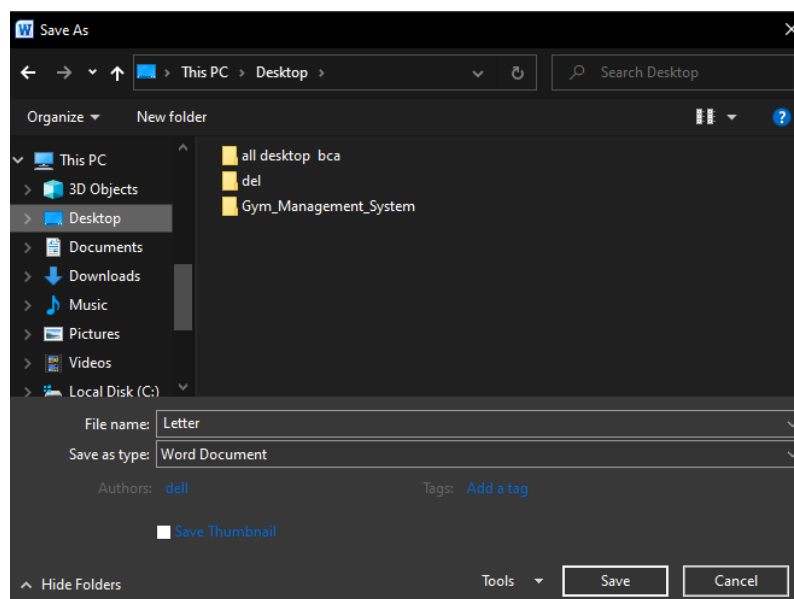 T. Nagar. Chennai-17
To
<<Name>>
<<Address>>
Respected <<Name>>
With the current slowdown in hiring within the .... I am interested in a project management position in the Rs. 9K range.
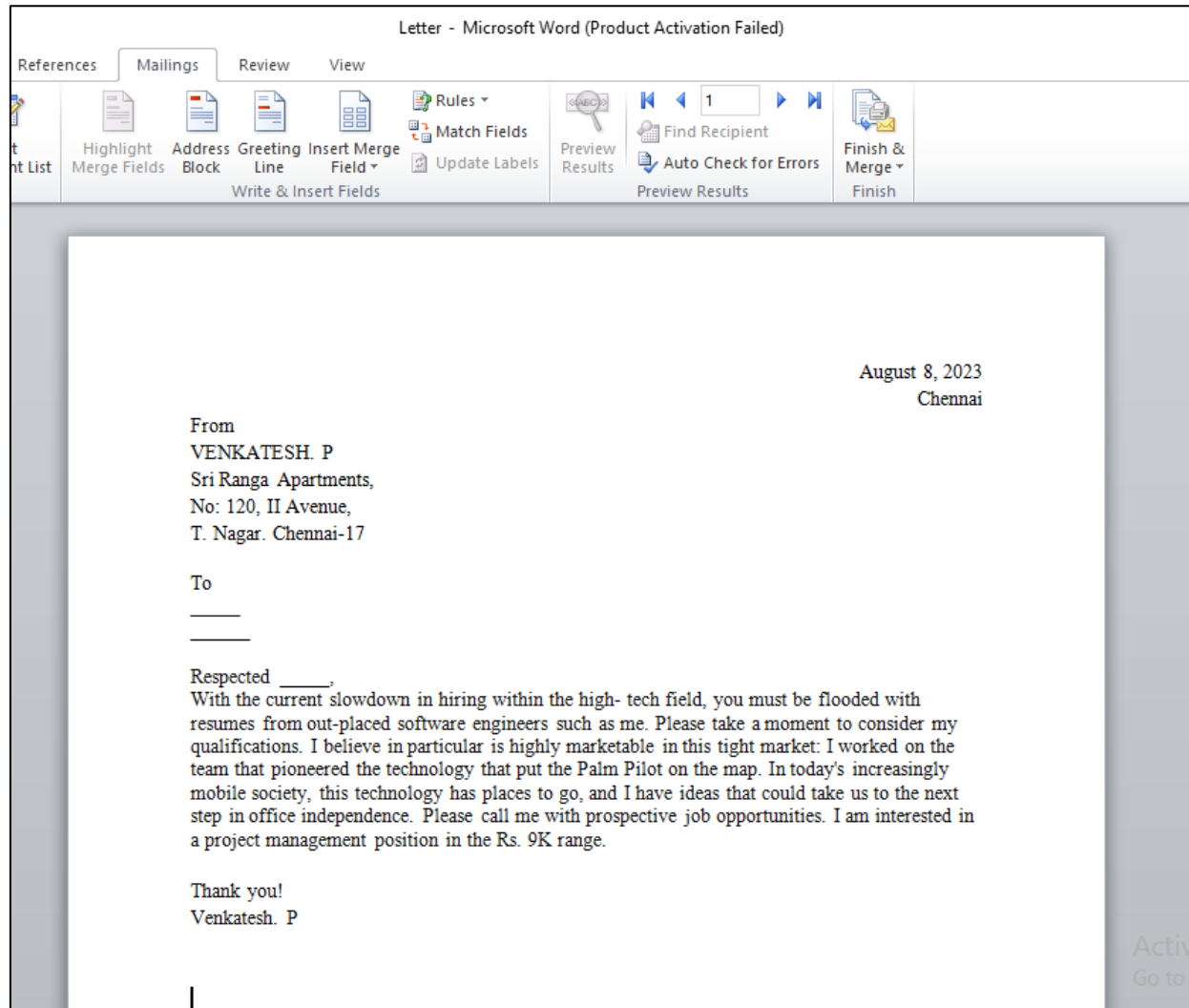Thank you!
Venkatesh.

1[i] Save the document as "Letter.doc."

• Click FILE > Save, browse a folder, type "Letter" for your document in the File name box, and click Save.

Letter - Microsoft Word (Product Activation Failed)

References | Mailings | Review | View

Highlight Merge Fields | Address Block | Greeting Line | Insert Merge Field | Rules | Match Fields | Update Labels | Preview Results | Find Recipient | Auto Check for Errors | Finish & Merge

Write & Insert Fields | Preview Results | Finish

August 8, 2023
Chennai

From
VENKATESH. P
Sri Ranga Apartments,
No: 120, II Avenue,
T. Nagar. Chennai-17

To
_____
_____

Respected _____,
With the current slowdown in hiring within the high- tech field, you must be flooded with resumes from out-placed software engineers such as me. Please take a moment to consider my qualifications. I believe in particular is highly marketable in this tight market: I worked on the team that pioneered the technology that put the Palm Pilot on the map. In today's increasingly mobile society, this technology has places to go, and I have ideas that could take us to the next step in office independence. Please call me with prospective job opportunities. I am interested in a project management position in the Rs. 9K range.

Thank you!
Venkatesh. P

1[ii] Send the document to 3 recipients using Mail merge.

1[v] The Sample Addresses are:

a) Mr. Amit Tandon 13, New Estate, Ring Road, Chandigarh

b) Mr. Rohit Saluja 15, Karol Bagh, New Delhi

c) Ms. Jyoti Parmar Sector 16, New Building, Gurugram

- In "Mailings" tab. Click on "Select Recipients", select "Type New List"
- Customize columns and enter recipient "Name" and "Address". Save the list.

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Name	Address
Mr. Amit Tandon	13, New Estate,...
Mr. Rohit Saluja	15, Karol Bagh, ...
Ms. Jyoti Parmar	Sector 16, New ...

New Entry | Find... | Delete Entry | Customize Columns... | OK | Cancel

Step-1: In the "Mailings" tab. Click on "Start Mail Merge" and select "Letters"

**Step-2:** Select "Use the current document".

Step-3: Select "Use an existing list" and choose the saved recipient list. Finalize the recipients from Mail Merge Recipients dialog box and click OK.
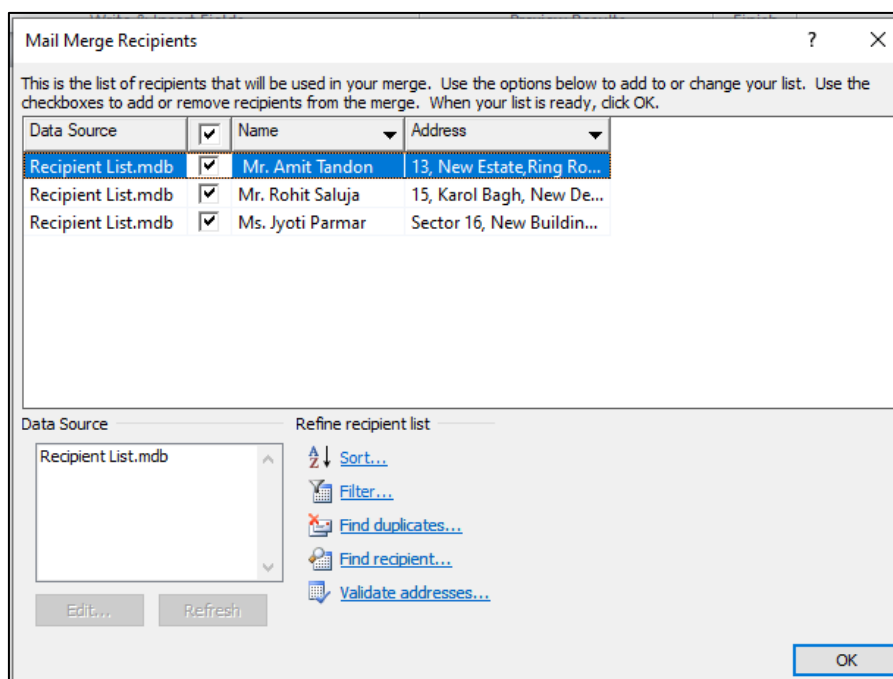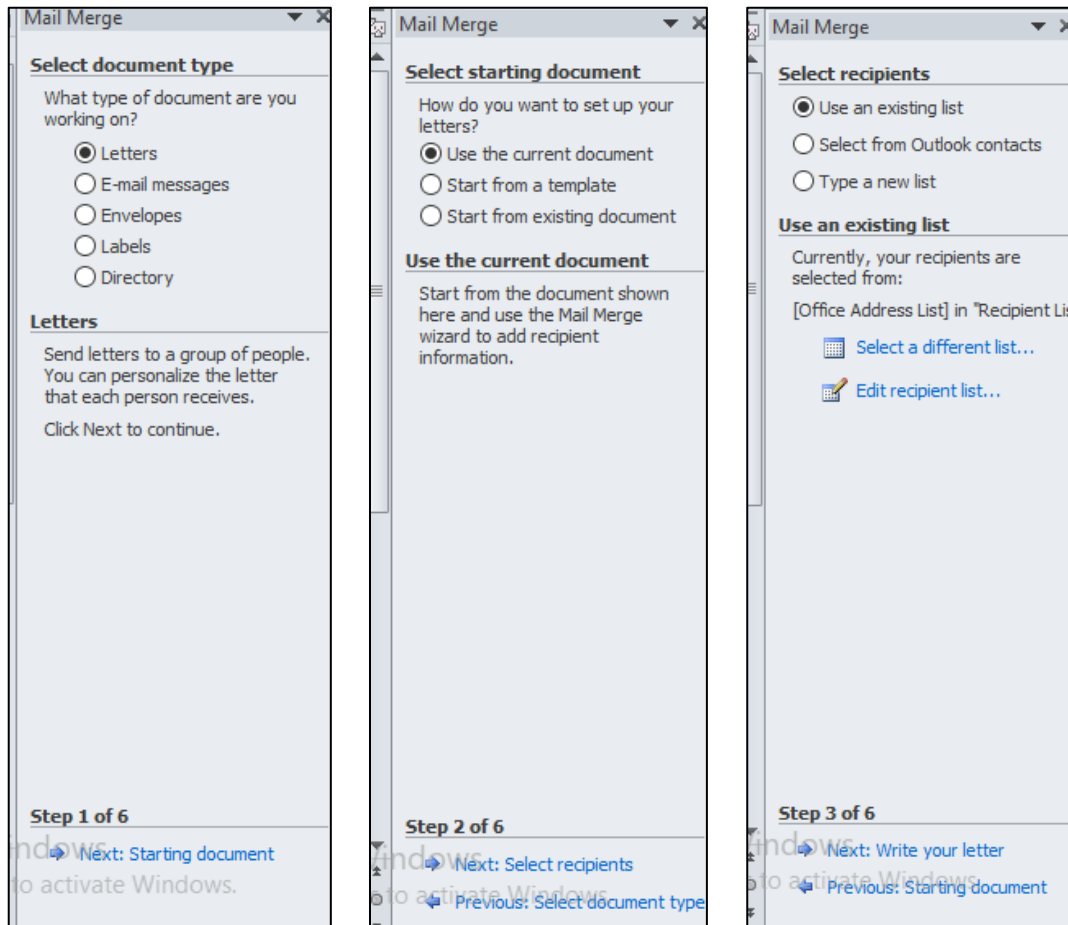
Step-4: In "Write your letter" section click "More items". "Insert Merge Field" dialog box appears. From "Database Fields" select location of "Name" and "Address" to be inserted and click "Insert".
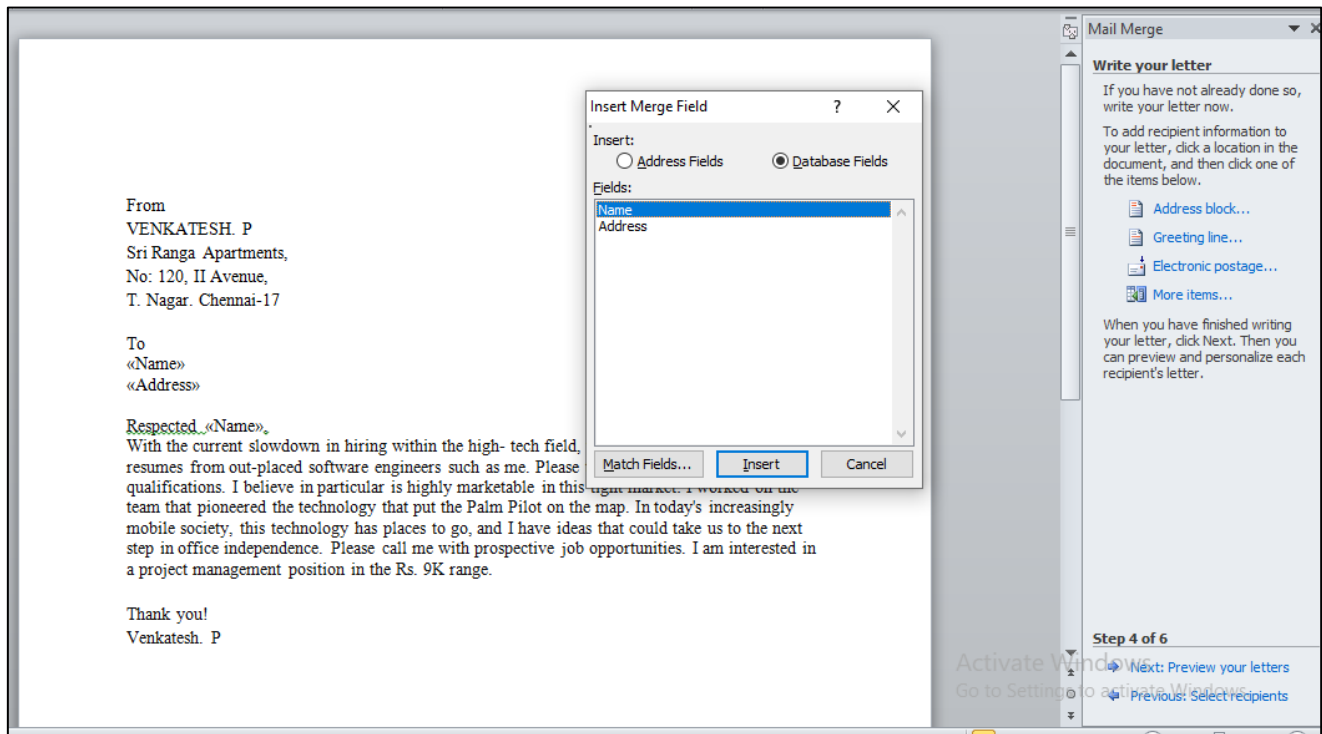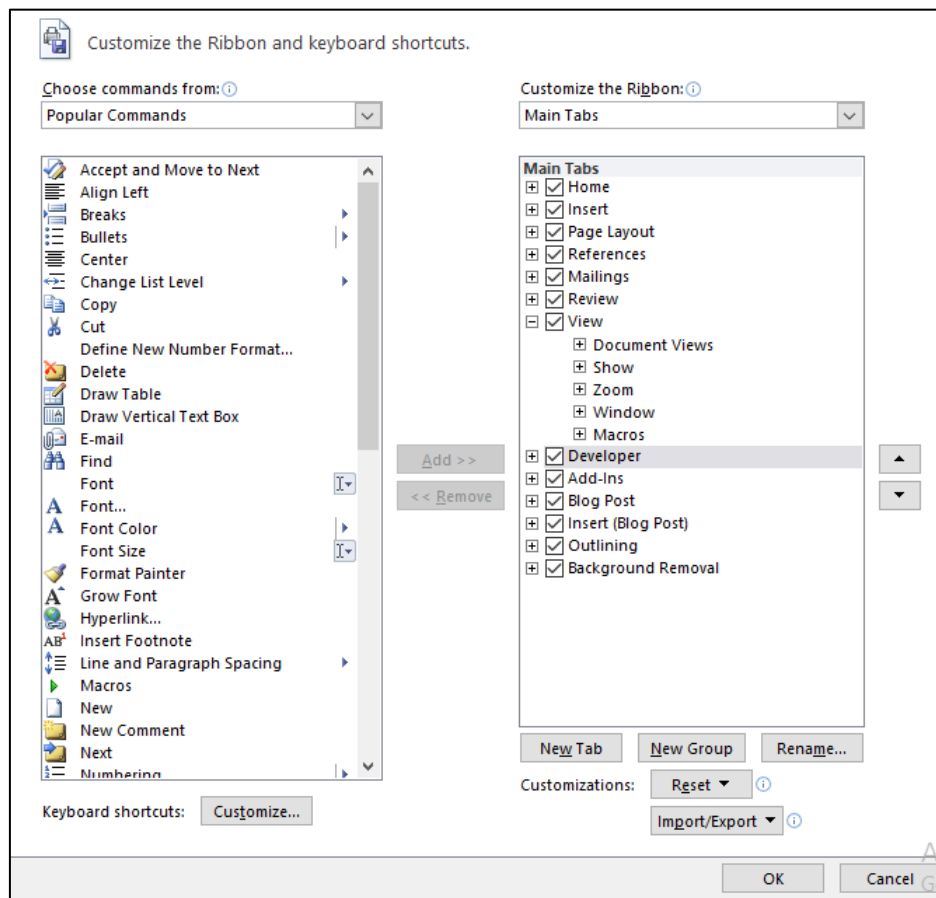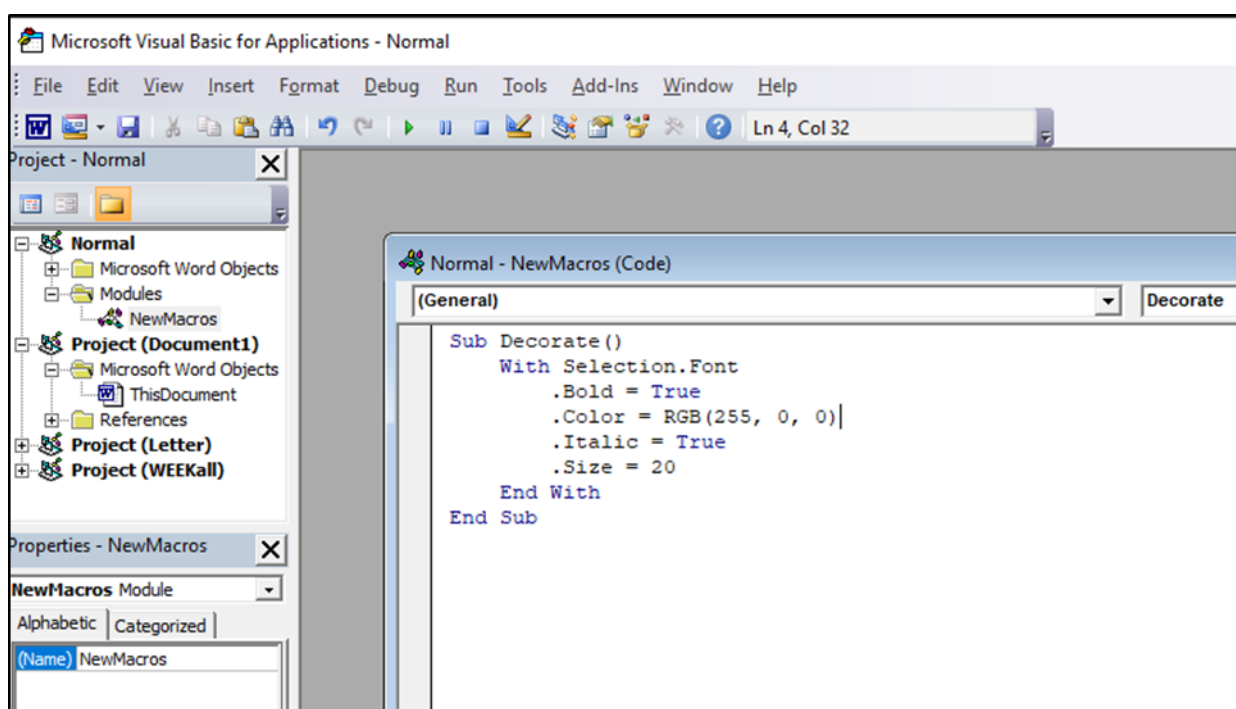

Step-5: Preview the letters.
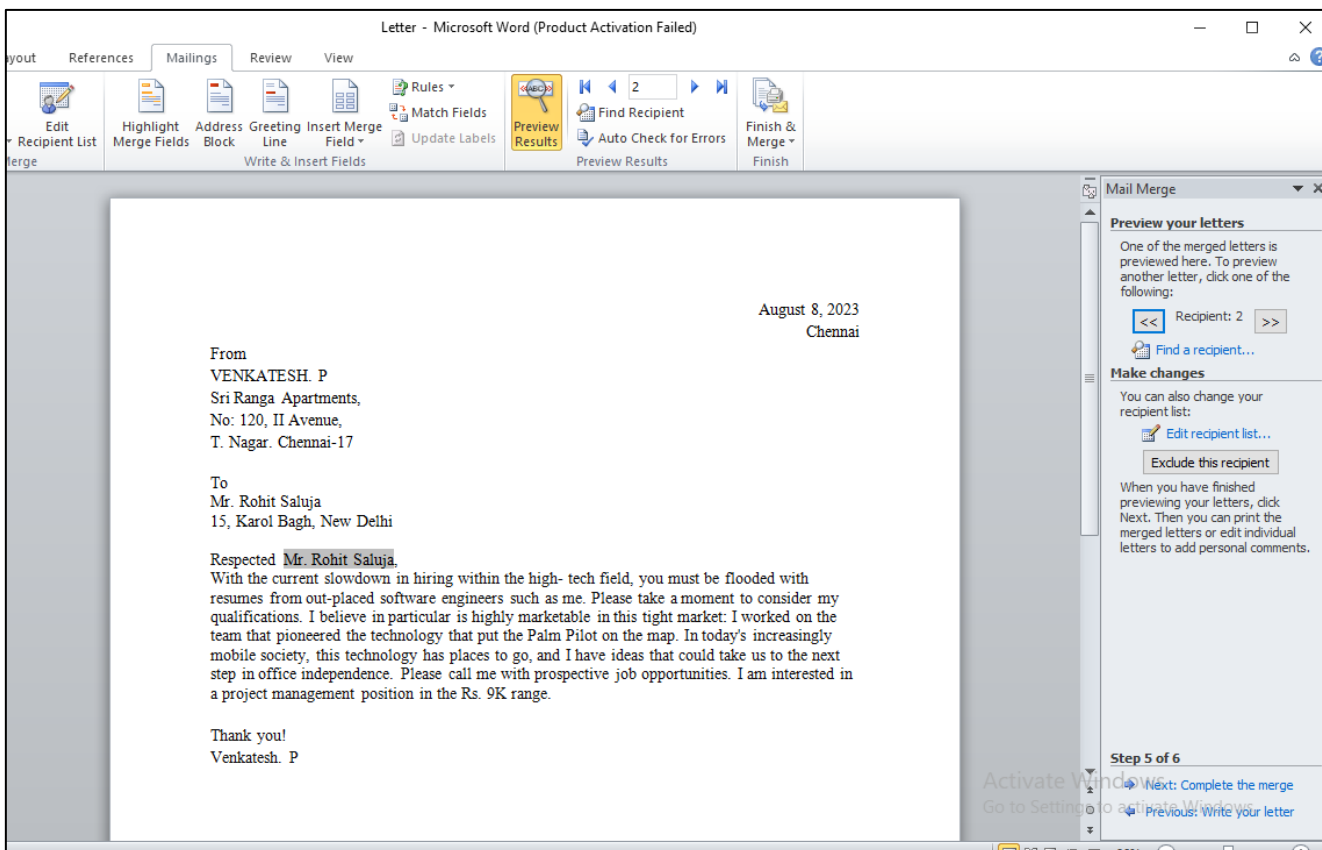
Step-6: Lastly, print the letters.

1[iii] Define a Macro 'Decorate' which makes the text bold, Red in color and italic, font size Assign a shortcut key Alt + Z to this macro.

- From "File" menu, select "Options" > "Customize ribbon" > "Developer"

- From "View" menu, select "Macros"
- Choose "Create" and write the following code in VBA and close.


```vba
Sub Decorate()
    With Selection.Font
        .Bold = True
        .Color = RGB(255, 0, 0)
        .Italic = True
        .Size = 20
    End With
End Sub
```

- From "File" menu, select "Options" > "Customize".
- "Customize Keyboard" dialog box appears.
- Select "Macros" option in "Categories" and select macro name "Decorate"
- Enter shortcut keys as "Alt+Z"
- Click "Assign"
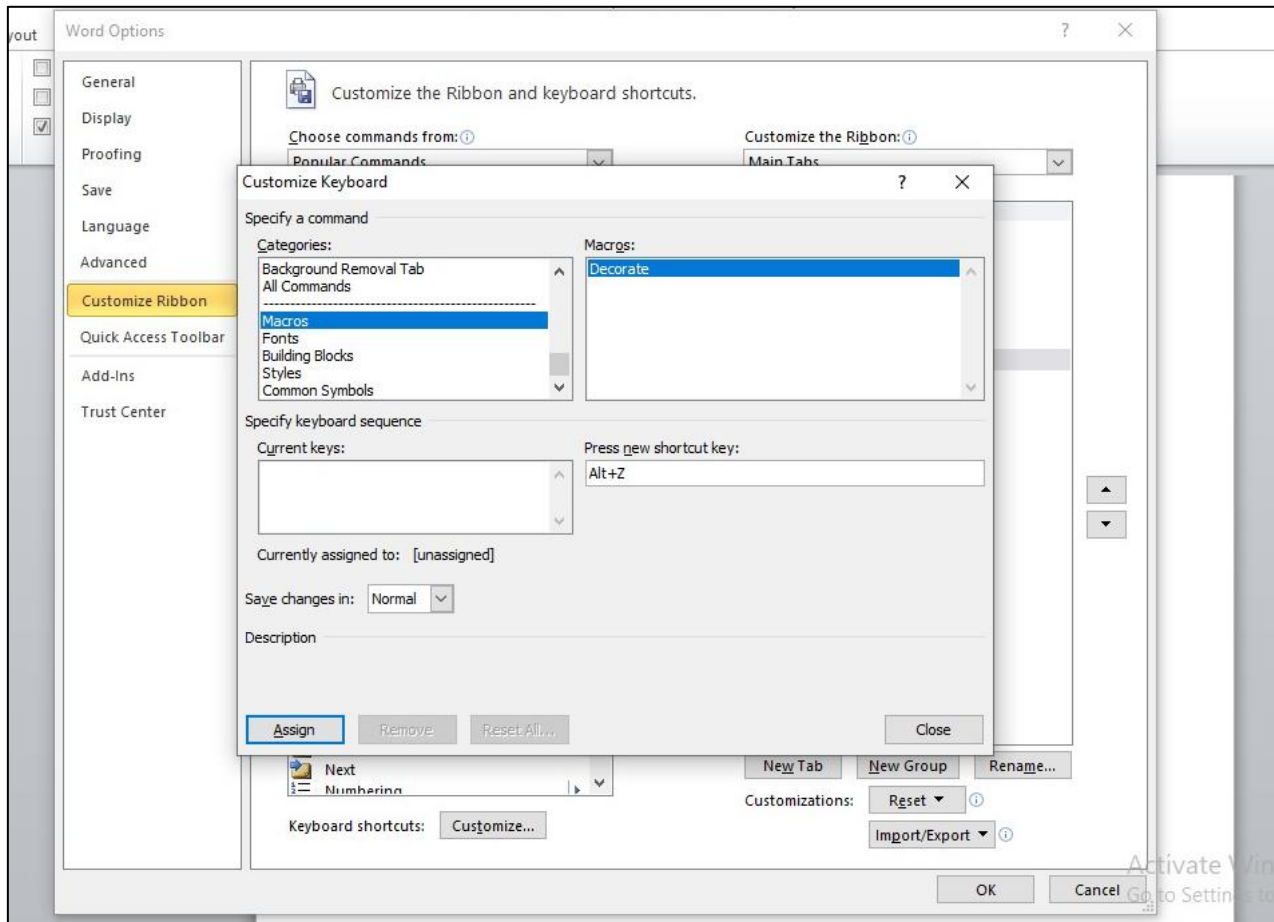
- Now select the text, and click Alt + Z to apply Decorate Macro.
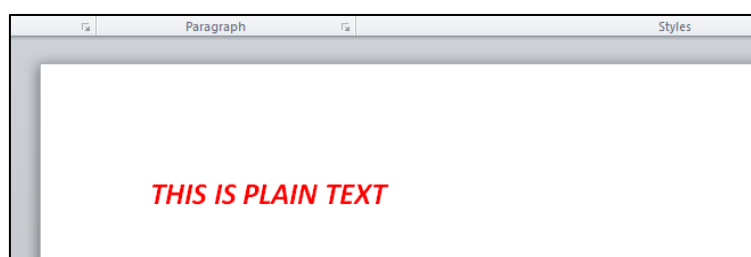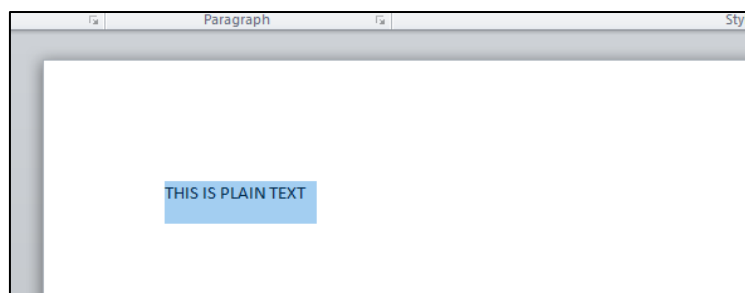
1[iv] Close the document.

Click on the "File" and select "Close".

Write Resume in given format

Format of Resume

Name :

Father's Name :

Date of Birth :

Age :

Address :

Educational Qualification :

Sr.	Qualification	Board/University	Percentage

Work Experience :

Technical Skills :

Personal Skills :

Hobbies :

Dated:………………. Signature

Document1 - Microsoft Word (Product Activation Failed)

Resume

Name : Keshvi

Father's Name : Mr.Netra Pal Singh

Date of Birth : 03 August 2002

Age : 21

Address : Swarnjayanti Nagar, Aligarh

Educational Qualification :

Sr.	Qualification	Board/University	Percentage
1	Class X	CBSE	80
2	Class XII	AMU	82
3	BCA	AMU	78

Work Experience : XYZ-Web designing [April'23 – June'23]

Technical Skills : HTML, CSS, JS, React, PHP

Personal Skills : Time Management, Leadership, Communication

Hobbies : Blogging, Video editing

Dated: 08 August 2023 Signature

2# Create a table in word as shown below:

Roll No	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	
2	Rohit	70	80	
3	Amit	60	50	
4	Rakesh	40	60	
5	Komal	30	70	
6	Garima	80	80	

2[i] In the total marks' column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry.

- Click on the cell where the total to be displayed.
- Go to the "Table Tools" and then select the "Layout" tab. In the "Data" group, click the "Formula" option.
- In the "Formula" dialog box, set up the formula to calculate the total marks. Since the total marks are the sum of physics and chemistry marks, use formula "=SUM(LEFT)" and click "OK" to apply it.

Roll No	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
6	Garima	80	80	160

Formula   ?   ×

Formula:
=SUM(LEFT)|
Number format:

Paste function: Paste bookmark:

OK   Cancel

2[ii] Insert a new row at the end of the table and also find grand total using formula.

- Right-click on the last row, go to "Insert," and choose "Insert Rows Below".
- Click on the cell where the grand total to be displayed.
- Go to the "Table Tools" and then select the "Layout" tab. In the "Data" group, click the "Formula" option.
- In the "Formula" dialog box, set up the formula to calculate the total marks. Since the total marks are the sum of physics and chemistry marks, use formula "=SUM(ABOVE)" and click "OK" to apply it.

Roll No	Name	Marks in Physics	Marks in Chemistry	Total Marks
1	Sakshi	80	70	150
2	Rohit	70	80	150
3	Amit	60	50	110
4	Rakesh	40	60	100
5	Komal	30	70	100
6	Garima	80	80	160
				770

2[iii] Sort the table based on total marks.

- Go to the "Table Tools" and then select the "Layout" tab. In the "Data" group, click the "Sort" option.

Roll No	Name	Marks in Physics	Marks in Chemistry	Total Marks
4	Rakesh	40	60	100
5	Komal	30	70	100
3	Amit	60	50	110
1	Sakshi	80	70	150
2	Rohit	70	80	150
6	Garima	80	80	160
				770

2[iv] The data and heading should be centre aligned.

- Select the table cells. Go to the "Home" tab. In the "Paragraph" group, click Center align icon.
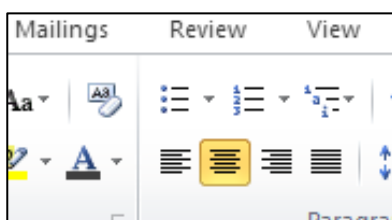
Roll No	Name	Marks in Physics	Marks in Chemistry	Total Marks
4	Rakesh	40	60	100
5	Komal	30	70	100
3	Amit	60	50	110
1	Sakshi	80	70	150
2	Rohit	70	80	150
6	Garima	80	80	160
				770

2[v] Heading should be in bold and underlined.

- Select heading row.
- Right-click and select **B** icon for bold text.
- Select **U** icon for underlined text.

Roll No	Name	Marks in Physics	Marks in Chemistry	Total Marks
4	Rakesh	40	60	100
5	Komal	30	70	100
3	Amit	60	50	110
1	Sakshi	80	70	150
2	Rohit	70	80	150
6	Garima	80	80	160
				770

3# Using a spreadsheet package you have studied, construct T Morongo's pay slip for December 2016 following the instructions below. Insert a custom footer with your name, subject, course, exam/Test &question number. Save it as Salary advice.

SALARY ADVICE FOR MARCH 2016			
EMPLOYEE	T MARONGO		
STAFF NO	004		
DATE	31 MARCH 2016		
NEXT PAY DATE	30 A.P.R.I.L. 2016		
BASIC SALARY p.a.	31200.00		
INCOME	AMOUNT	DEDUCTIONS	AMOUNT
Basic Salary		Pension @8%	
Housing Subsidy		P.A.Y.E.	
Vehicle Allowance		U.I.F.	
		Medical Aid	
		Bond Repayment	
Gross Income		Total Deductions	
Net Salary			

Insert a Custom Footer:

- Go to the "Insert" tab in Excel. Click on the "Footer & Header" button.
- In the "Footer" section, input name, subject, course, exam/test detail,etc

Save the Document:

- Go to the "File" menu. Select "Save As."
- Choose a location to save the file and enter file name "SalaryAdvice".Click "Save".

3[i] Housing Subsidy 6000.00 per year. [i.e. 500.00 per month.]

3[ii] Car Allowance 100.00 per month.

3[iii] Pension 8% on Basic Salary. [=B8*8/100 i.e. 2496]

3[iv] PAYE 636.83

3[v] Medical Aid 70.00

3[vi] U.I.F. 1% on Basic Salary + Housing Subsidy [=(B8+B9)/100 i.e. 317]

3[vii] Bond Repayment 630.00

3[viii] Calculate Net Salary.

Gross Income [=SUM(B8:B10) i.e. 31800]

Total Deductions [=SUM(D8:D12) i.e. 4149.83]

Net Salary [=(B13-D13) i.e. 27650.17]

3[ix] Format all figures to two decimal places and insert ₹ currency symbol.

- Select the cells. Right-click on the selected cells and choose "Format Cells."
- select the "Number" category.In the "Decimal places" field, enter "2" to format the numbers to two decimal places.
- In the "Symbol" section, select "Currency" from the dropdown and choose "₹ Indian Rupee" as the currency symbol. Click OK

3[x] Insert a custom footer with your name, subject, and question number. Save it as salary advice2.

Insert a Custom Footer:

- Go to the "Insert" tab in Excel. Click on the "Footer & Header" button.
- In the "Footer" section, input name, subject and question number.

Save the Document:

- Go to the "File" menu. Select "Save As."
- Choose a location to save the file and enter file name "SalaryAdvice2".Click "Save".
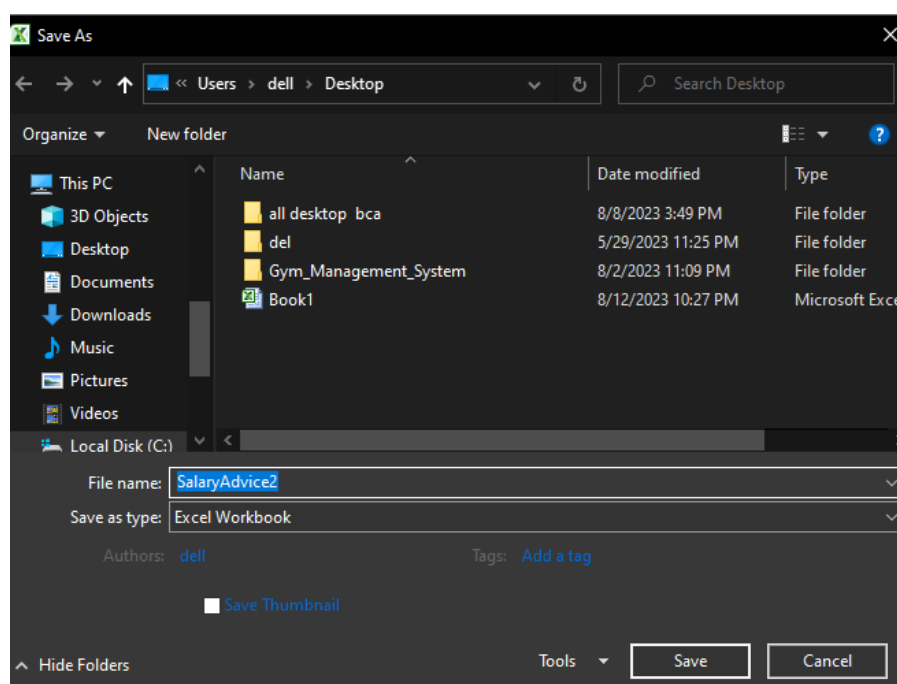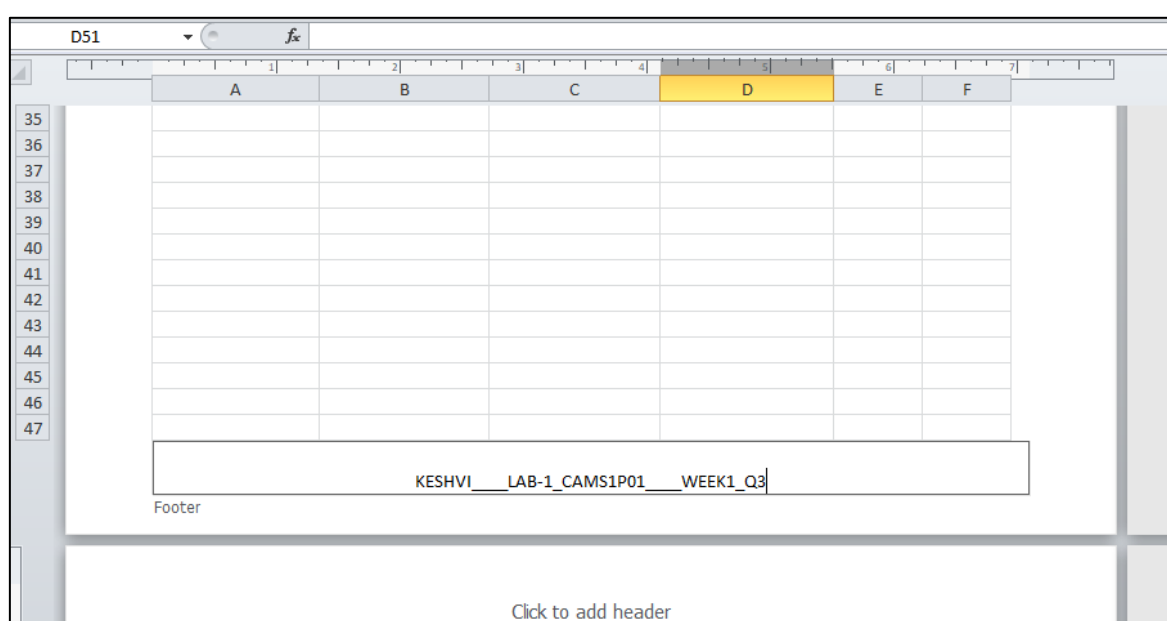
4# Use a new workbook & construct a worksheet with the data given & save it as LYONS.

LYONS INC

Orange JUICE Sales

PRODUCT	COST PRICE PER LITRE	MARK UP PER ITEM 35%	SELLING PRICE	LITRES SOLD	TOTAL INCOME	PROFIT
Cascade	3.75			234		
Quench	3.65			345		
Xtra	4.25			456		
Sun Splash	1.50			123		
House Brand	1.50			245		
TOTAL						
HIGHEST						
LOWEST						

- Go to the "File" menu. Select "Save As."
- Choose a location to save the file and enter file name "LYONS".Click "Save".

4[i] The MARKUP % (35%) must be inserted in a separate cell under the heading. USE IT as an absolute cell reference in the formula to calculate the mark up per item.

4[ii] Calculate the mark up for each item.

- Using D2 as an absolute cell reference, enter value 35%.
- Markup = Cost price/Litre x 35%
- Use formula [=C3*D2] in D3. Press Enter.
- Drag the + cursor down till D7. The mark up for each item is calculated.

4[iii] Calculate the selling price for each item.

- Selling price= Cost price/Litre + Mark up
- Use formula [=$C3+$D3] in E3. Press Enter.
- Drag the + cursor down till E7. The selling price for each item is calculated.

4[iv] Calculate the Total Income for each item.

- Total income= Litres sold x Selling Price
- Use formula [=$E3*$F3] in G3. Press Enter.
- Drag the + cursor down till G7. The total income for each item is calculated.

4[v] Calculate the profit for each item.

- Profit = Total income – (Cost price/Litre x Litres sold)
- Use formula [=$G3-($C3*$F3)] in H3. Press Enter.
- Drag the + cursor down till H7. The profit for each item is calculated.

4[vi] Format the column LITRES SOLD to display the number of litres as integers. The rest of the worksheet must be formatted to display two decimals.

- Select the cells of LITRE SOLD column. Right-click on the selected cells and choose "Format Cells."
- Select the "Number" category. In the "Decimal places" field, enter "0" [For others select "2" to format the numbers to two decimal places.]
- Click OK

4[vii] Use statistical functions to calculate the: [for Selling Price column up to Profit Column]

a}AVERAGE

- Use formula [=AVERAGE(E3:E7)] in E11. Press Enter.
- Drag the + cursor to the right till H11 to calculate average for the columns.

b}HIGHEST (MAX.)

- Use formula [=MAX(E3:E7)] in E9. Press Enter.
- Drag the + cursor to the right till H9 to calculate average for the columns.

c} LOWEST (MIN).

- Use formula [=MIN(E3:E7)] in E10. Press Enter.
- Drag the + cursor to the right till H10 to calculate average for the columns.

PRODUCT	COST PRICE PER LITER	MARKUP PER ITEM 35%	SELLING PRICE	LITERS SOLD	TOTAL INCOME	PROFIT
		35%				
Cascade	3.75	1.31	5.06	234	1184.63	307.13
Quench	3.65	1.28	4.93	345	1699.99	440.74
Xtra	4.25	1.49	5.74	456	2616.30	678.30
Sun Splash	1.50	0.53	2.03	123	249.08	64.58
House Brand	1.50	0.53	2.03	245	496.13	128.63
TOTAL				1403	6246.11	1619.36
HIGHEST			5.74	456	2616.30	678.30
LOWEST			2.03	123	249.08	64.58
AVERAGE			3.96	280.60	1249.22	323.87

Heading: LYONS INC — Orange JUICE Sales

4[viii] Show all formulas you have used in a new sheet. Adjust the column width so that the formulae are displayed in full and the sheets fits into one side of A4 landscape format and save it as formulas.

Operation	Formula
Highest	: =MAX(E3:E7)
Lowest	: =MIN(E3:E7)
Average	: =AVERAGE(E3:E7)
Total	: =SUM(E3:E7)
Markup	: Cost price/Litre x 35%
Selling Price	: Cost price/Litre + Mark up
Total Income	: Litres sold x Selling Price
Profit	: Total income – (Cost price/Litre x Litres sold)

Steps to fit sheet in A4 Landscape Format:

- Go to the "Page Layout" tab.
- Click on the "Size" choose A4 option.
- Set "Orientation" to Landscape
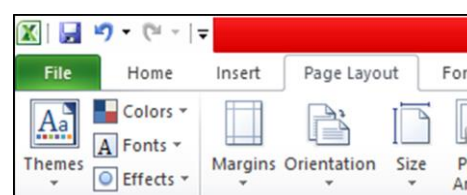
- Go to the "File" menu. Select "Save As."
- Choose a location to save and enter file name "Formulas".Click "Save".
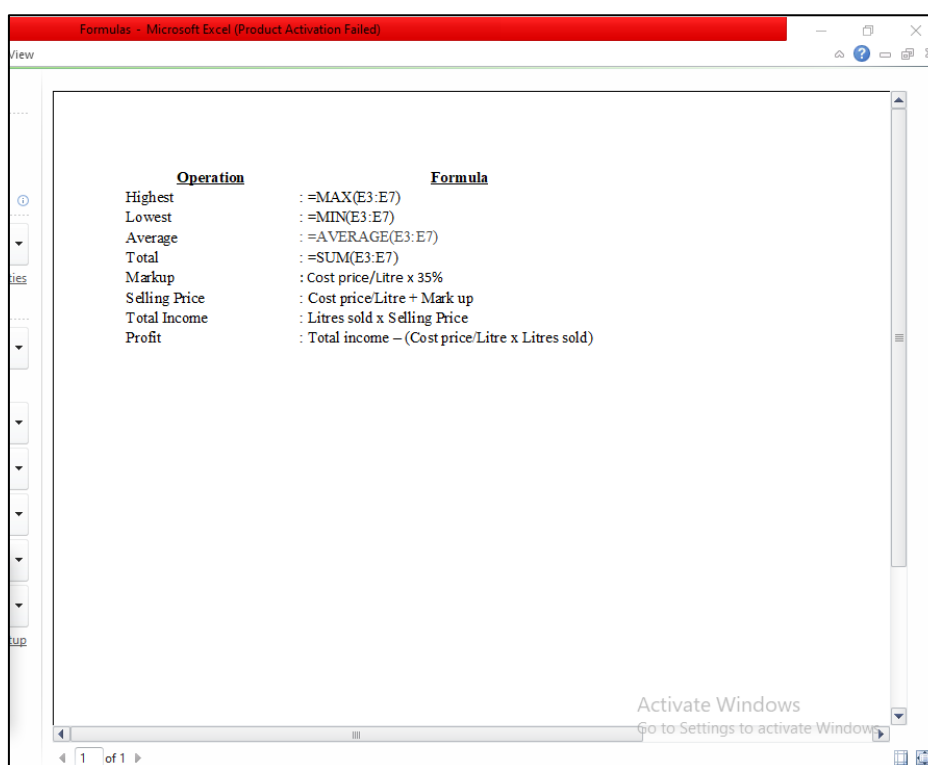
4[ix] Under the worksheet Create a pie chart titled PRODUCT COST PER UNIT for Product & Cost price per Litre columns. Data labels indicating percentages should be displayed.

- Select PRODUCT and COST PRICE PER LITRE column cells with data.
- From "Insert" menu. Select Pie Chart.
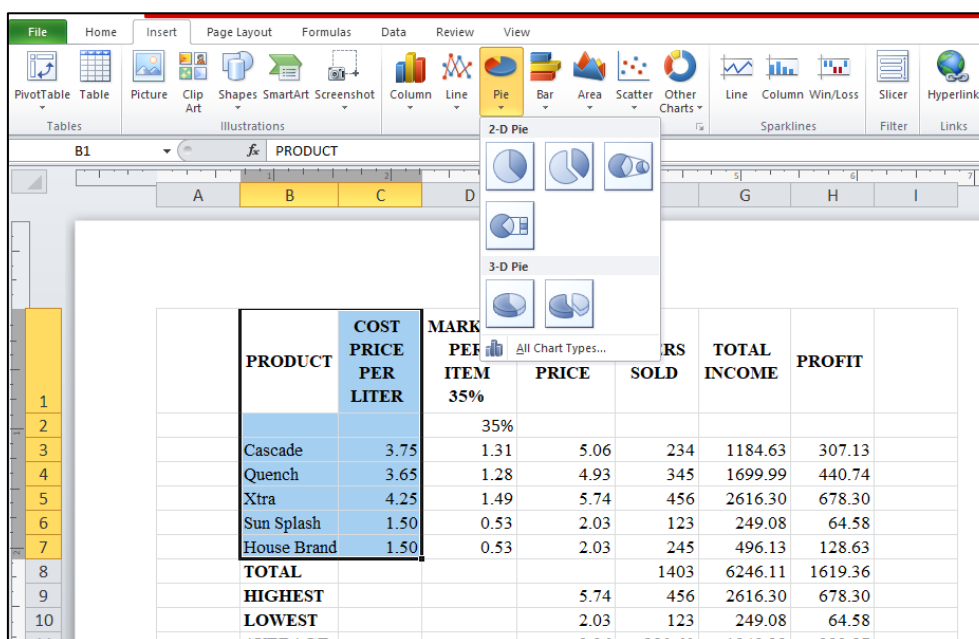
- For data labels, right-click and select "Add Data Labels". In "Format Data Labels" dialog box choose "Percentage".

COST | MARKUP

PRODUCT COST PER UNIT

| Delete |
| Reset to Match Style |
| Change Series Chart Type... |
| Select Data... |
| 3-D Rotation... |
| Add Data Labels |
| Add Trendline... |
| Format Data Series... |

Legend:
- Cascade
- Quench
- Xtra
- Sun Splash
- House Brand

Series "COST PE"

Format Data Labels

Label Options
- Number
- Fill
- Border Color
- Border Styles
- Shadow
- Glow and Soft Edges
- 3-D Format
- Alignment

Label Options

Label Contains
- ☐ Series Name
- ☐ Category Name
- ☐ Value
- ☑ Percentage
- ☑ Show Leader Lines

[Reset Label Text]

Label Position
- ○ Center
- ○ Inside End
- ○ Outside End
- ◉ Best Fit

☐ Include legend key in label

Separator ,

| File | Home | Insert | Page Layout | Formulas | Data | Review | View | Design | Layout | Format |

Chart 1

	A	B	C	D	E	F	G	H	I
10		**LOWEST**			2.03	123	249.08	64.58	
11		**AVERAGE**			3.96	280.60	1249.22	323.87	

PRODUCT COST PER UNIT

Legend:
- Cascade
- Quench
- Xtra
- Sun Splash
- House Brand

Pie chart segments: 26%, 25%, 29%, 10%, 10%

Sheet1 / Sheet2 / Sheet3

Ready
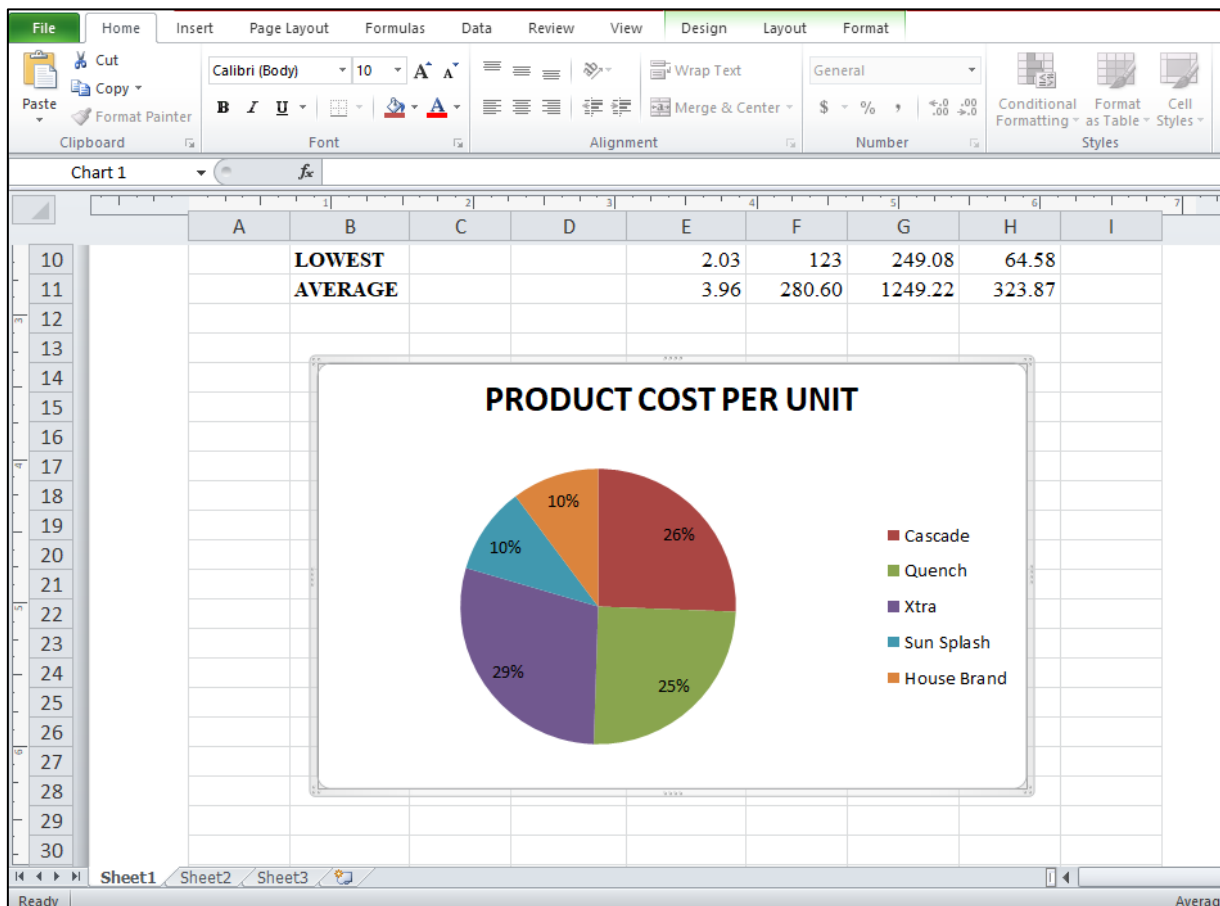
4[x] Put borders neatly on the on the work sheet & save it as LYONS2.

- Select all the cells in the worksheet around which border is to be placed.
- Go to the "Insert" menu. Select Border icon "▣", choose border type.
- Go to the "File" menu. Select "Save As."
- Choose a location to save and enter file name "LYONS2".Click "Save".

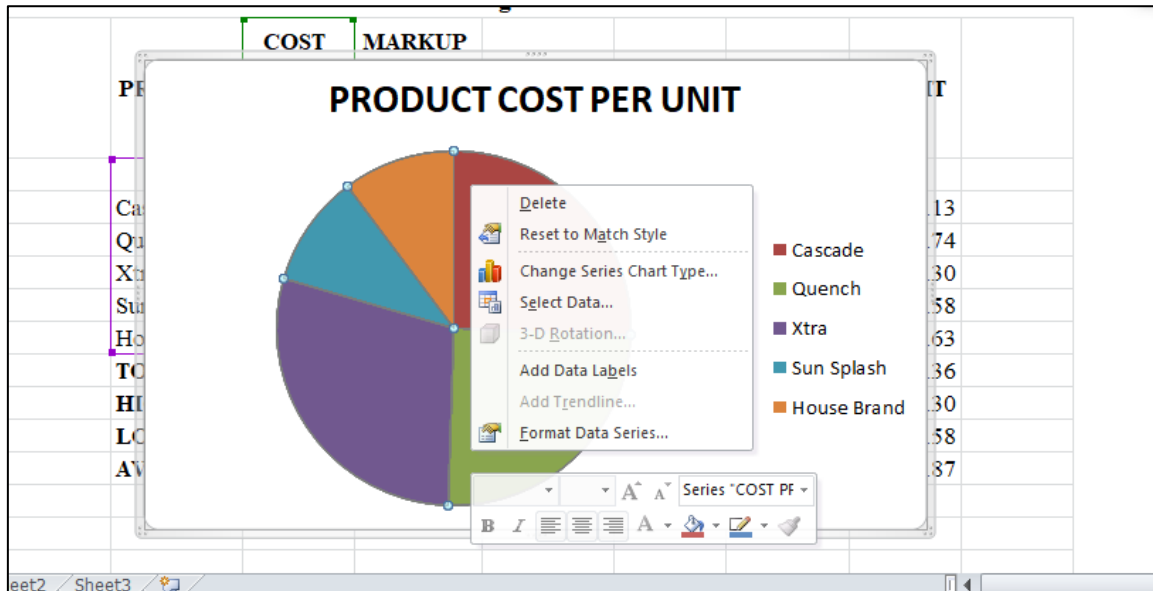LYONS2 - Microsoft Excel (Product Activation Failed)

LYONS INC
Orange JUICE Sales

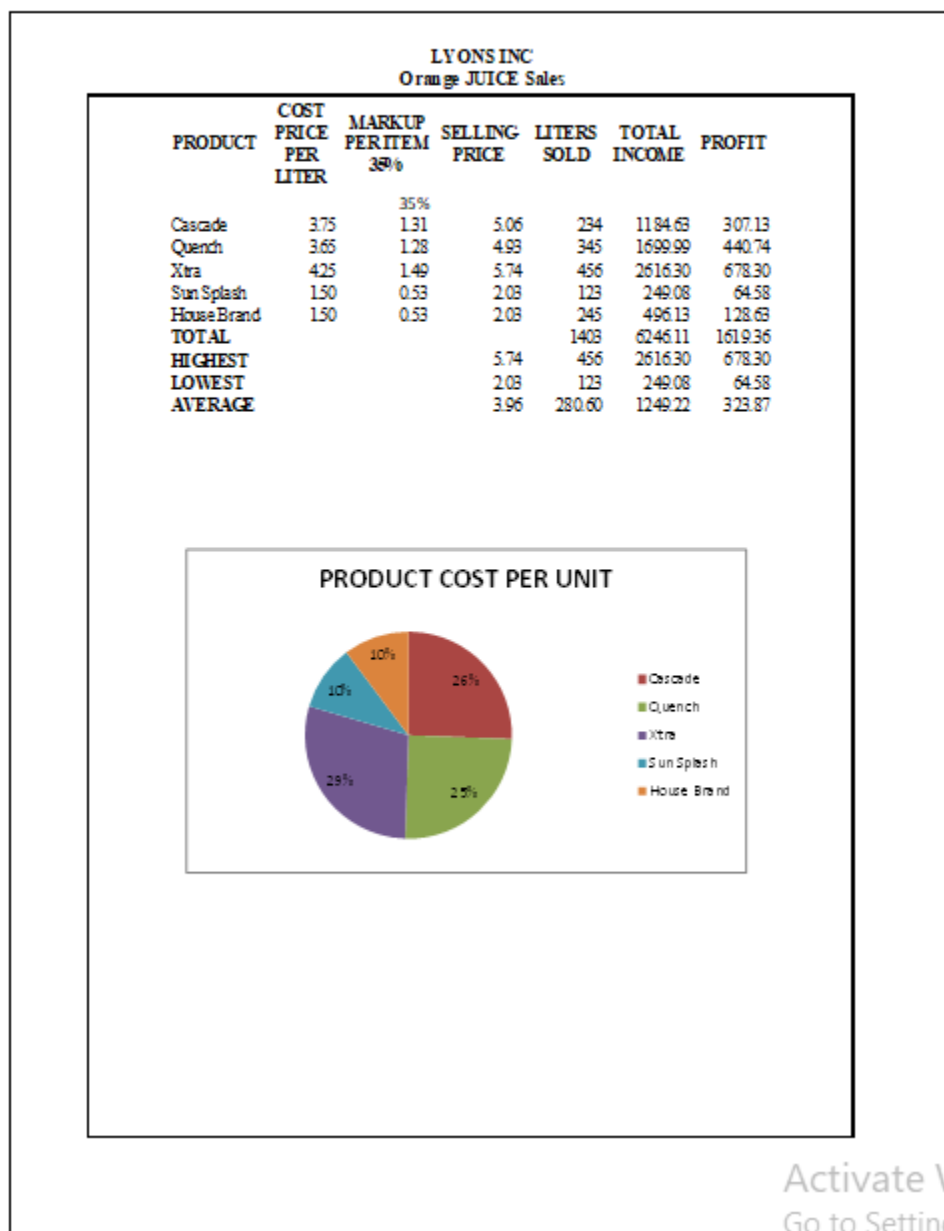| PRODUCT	COST PRICE PER LITER	MARKUP PER ITEM 35%	SELLING PRICE	LITERS SOLD	TOTAL INCOME	PROFIT
		35%				
Cascade	3.75	1.31	5.06	234	1184.63	307.13
Quench	3.65	1.28	4.93	345	1699.99	440.74
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House Brand	1.50	0.53	2.03	245	496.13	128.63
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LOWEST			2.03	123	249.08	64.58
AVERAGE			3.96	280.60	1249.22	323.87

PRODUCT COST PER UNIT

- Cascade — 26%
- Quench — 25%
- Xtra — 29%
- Sun Splash — 10%
- House Brand — 10%