

WEEK- 1

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.

July 15, 2020
Chennai

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

To

<<Name>>

<<Address>>

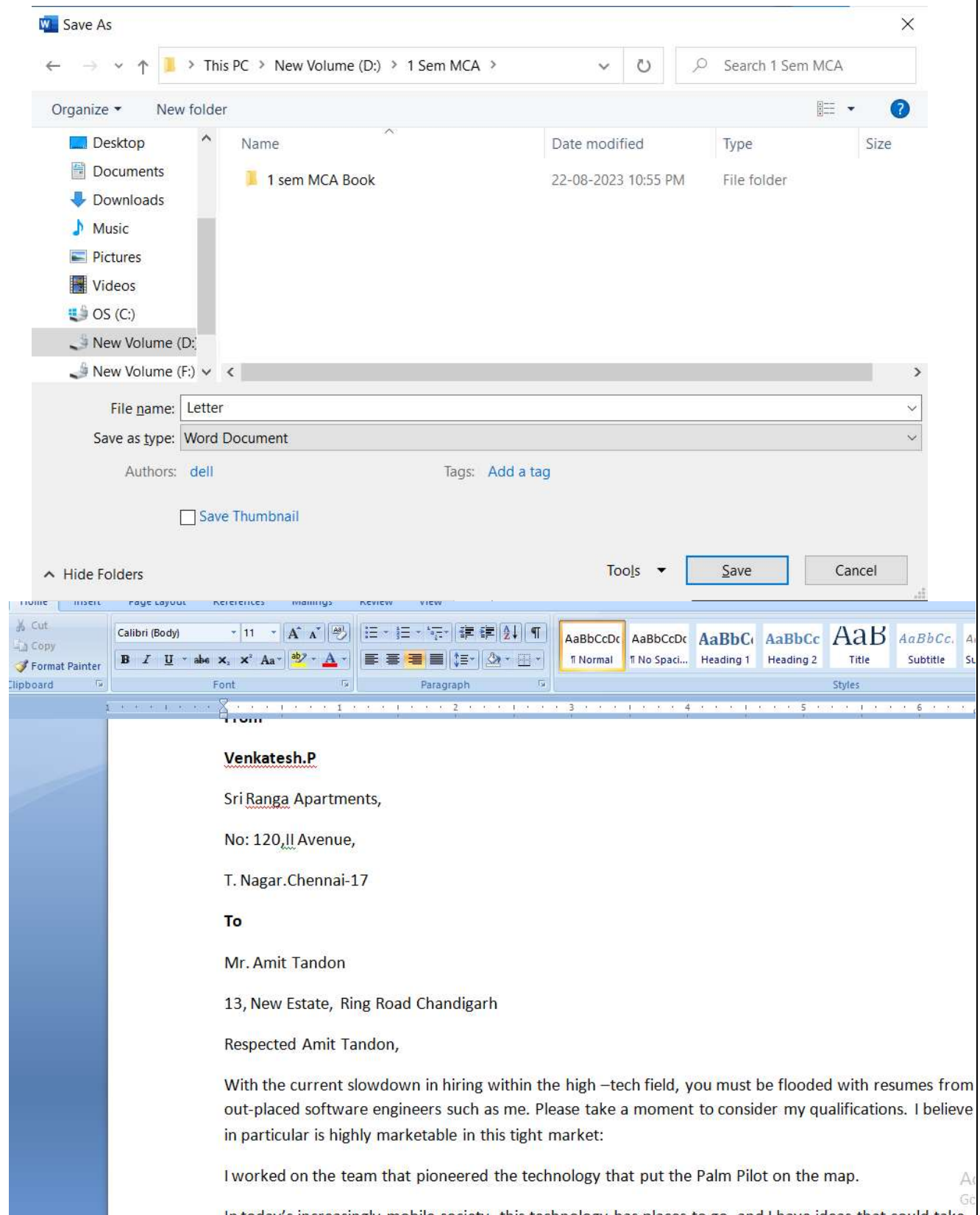
Respected <<Name>>

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.



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.

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

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.

Mail Merge

Select document type

What type of document are you working on?

☒ Letters
☐ E-mail messages
☐ Envelopes
☐ Labels
☐ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives. Click Next to continue.

Step 1 of 6

Next: Starting document

Mail Merge

Select starting document

How do you want to set up your letters?

☒ Use the current document
☐ Start from a template
☐ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

Next: Select recipients

Previous: Select document type

Mail Merge

Select recipients

☒ Use an existing list
☐ Select from Outlook contacts
☐ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "Recipient List"

[Select a different list...](#)
[Edit recipient list...](#)

Step 3 of 6

Next: Write your letter

Previous: Starting document

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source		Name	Address
Recipient List.mdb	<input checked="" type="checkbox"/>	Mr. Amit Tandon	13, New Estate, Ring Ro...
Recipient List.mdb	<input checked="" type="checkbox"/>	Mr. Rohit Saluja	15, Karol Bagh, New De...
Recipient List.mdb	<input checked="" type="checkbox"/>	Ms. Jyoti Parmar	Sector 16, New Buildin...

Data Source

Recipient List.mdb

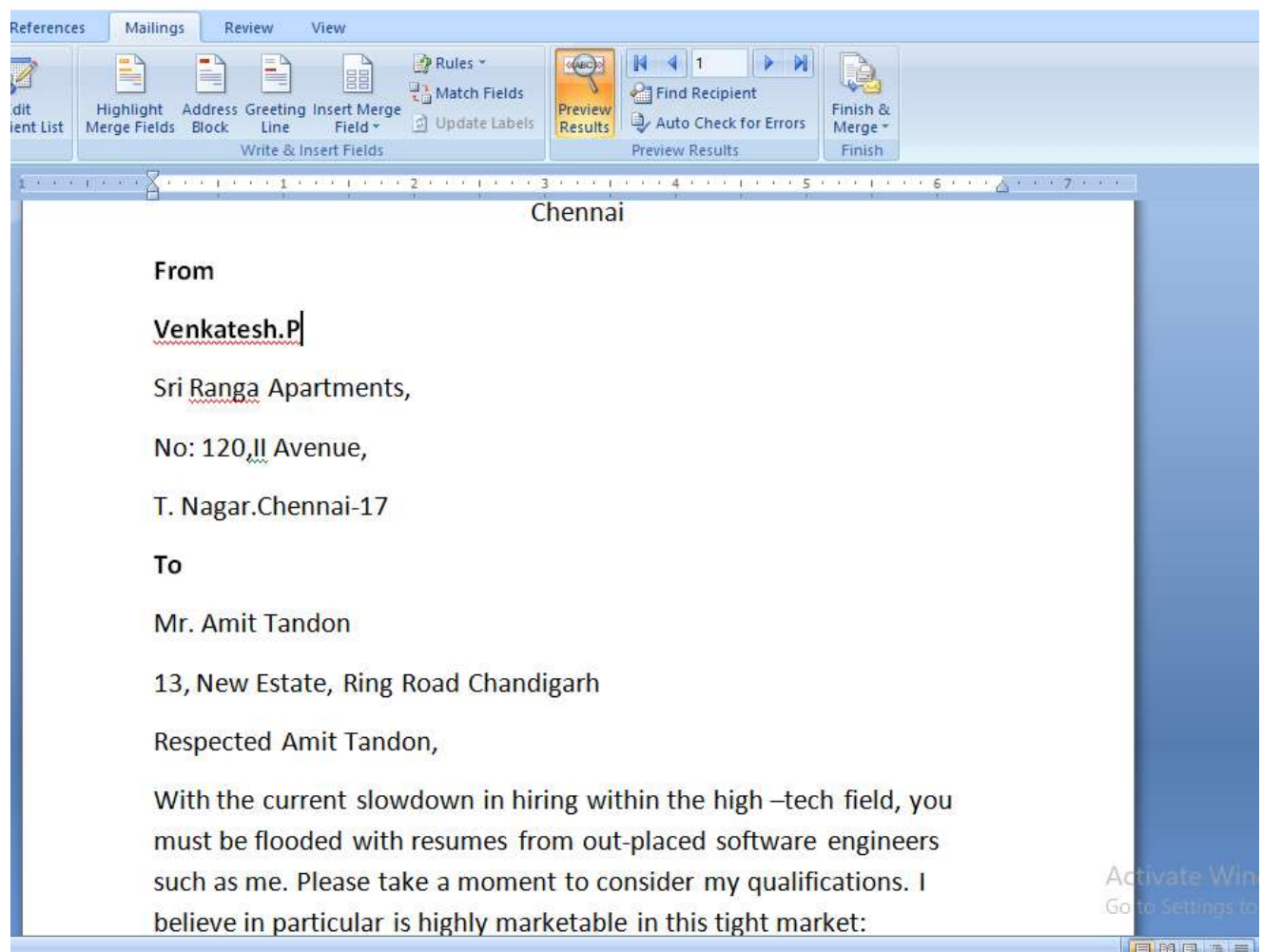
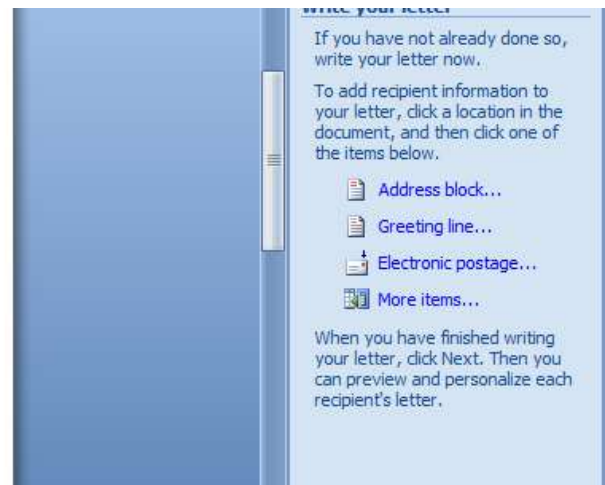
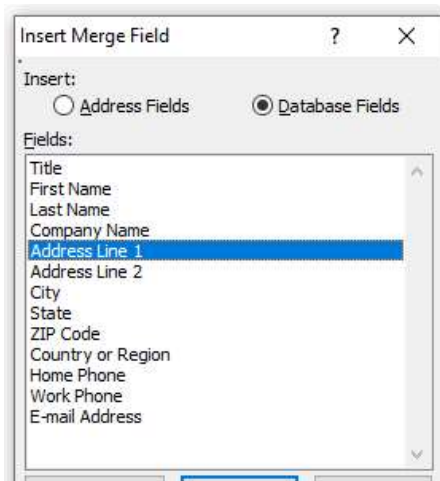
Refine recipient list

[Sort...](#)
[Filter...](#)
[Find duplicates...](#)
[Find recipient...](#)
[Validate addresses...](#)

Edit... Refresh

OK

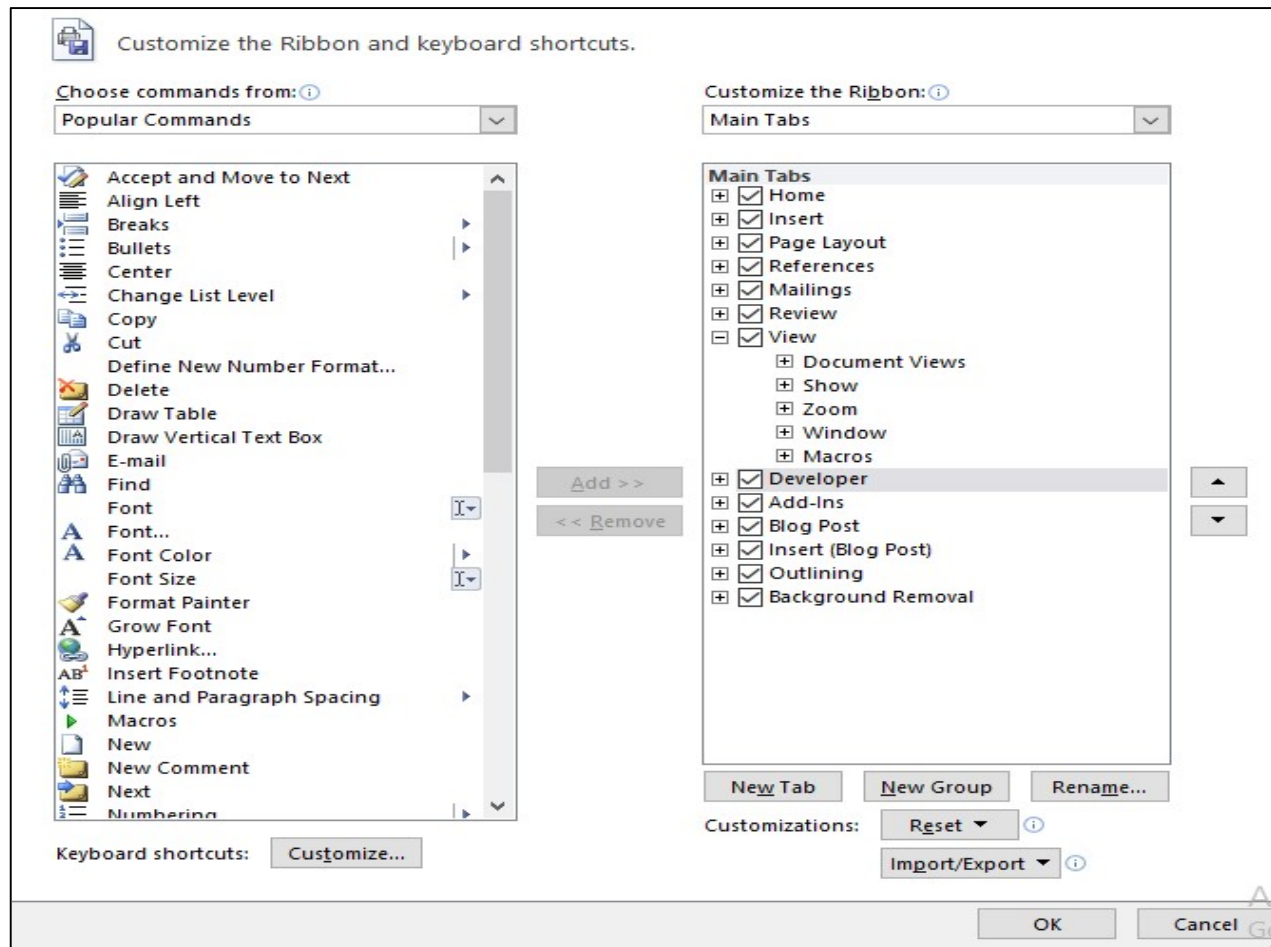
Step-4: In "Write your letter" section click "More items". "Insert Merge Field" dialog box appears. From "Database Fields" select location of "Name" and "Address" to be inserted and click "Insert".



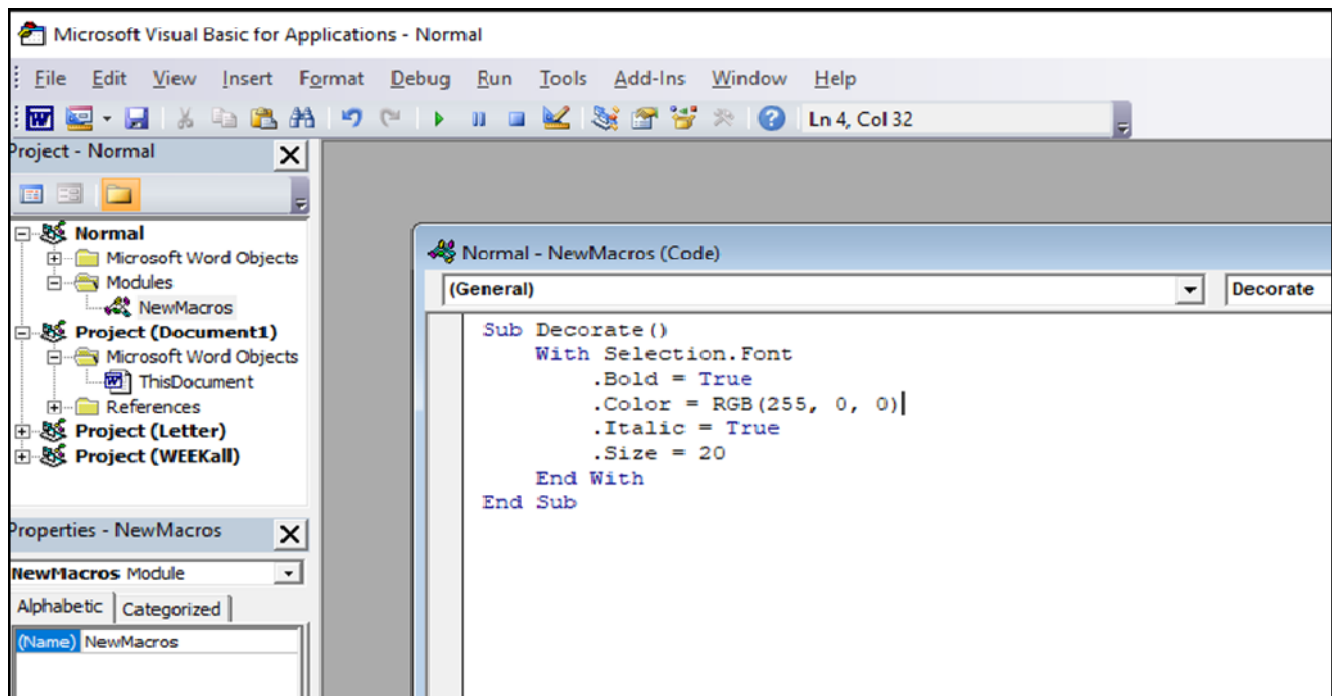
Step-6: Lastly, print the letters.

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"

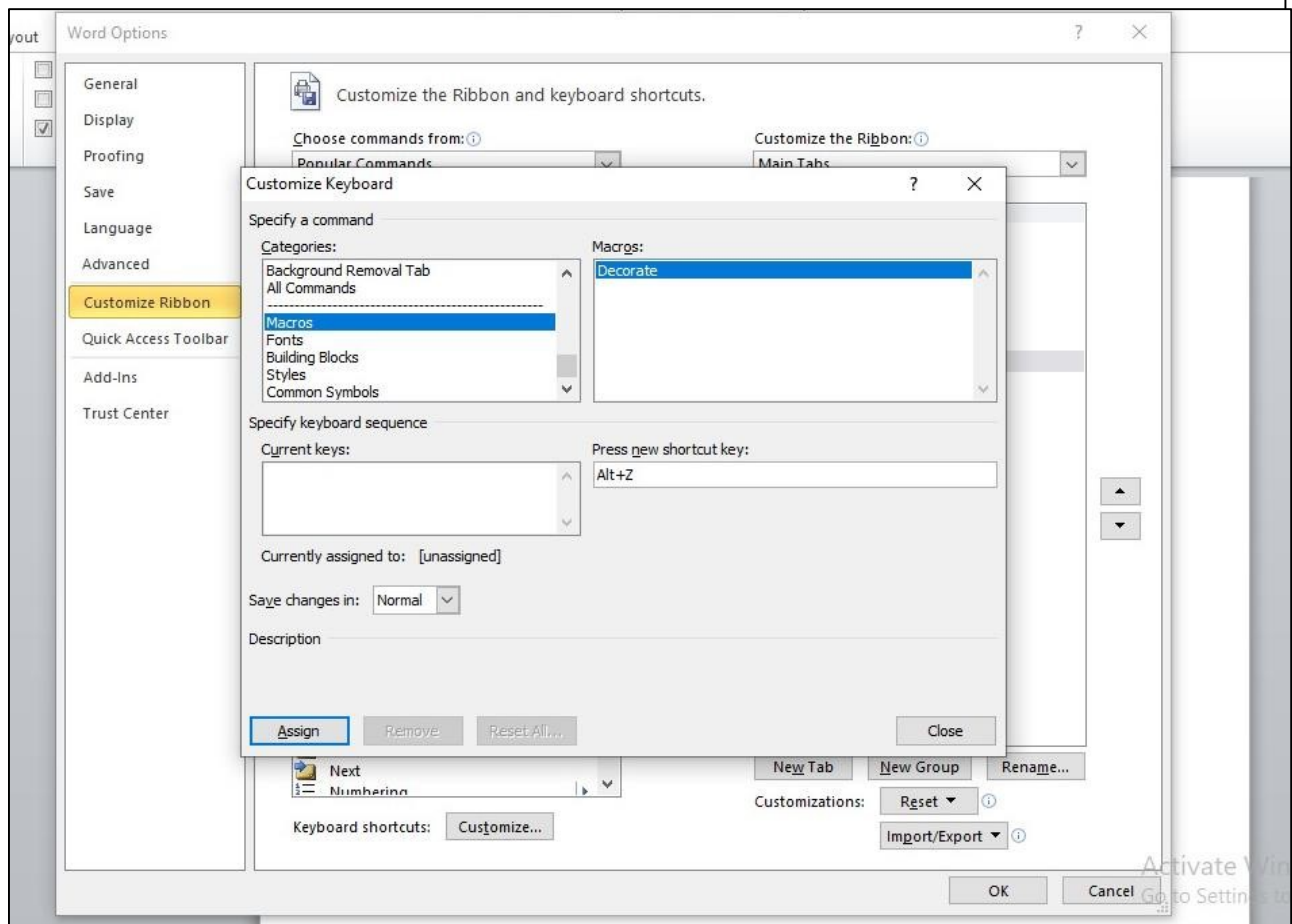


- From "View" menu, select "Macros"
- Choose "Create" and write the following code in VBA and close.

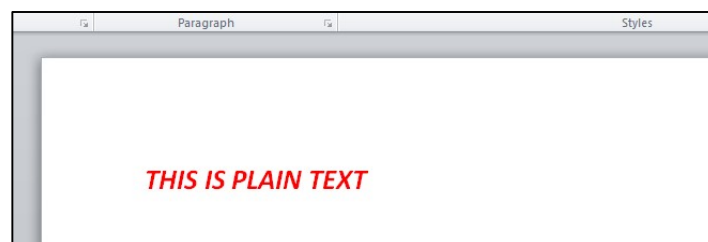
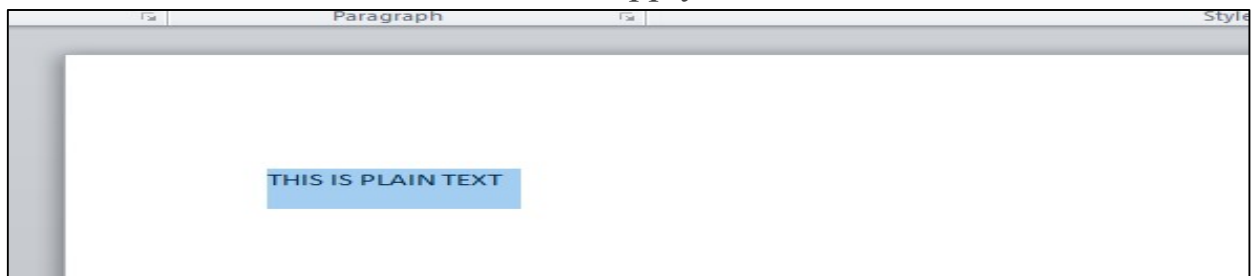


- From "File" menu, select "Options" > "Customize".
- "Customize Keyboard" dialog box appears.
- Select "Macros" option in "Categories" and select macro name "Decorate"
- Enter shortcut keys as "Alt+Z"

□ 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 :

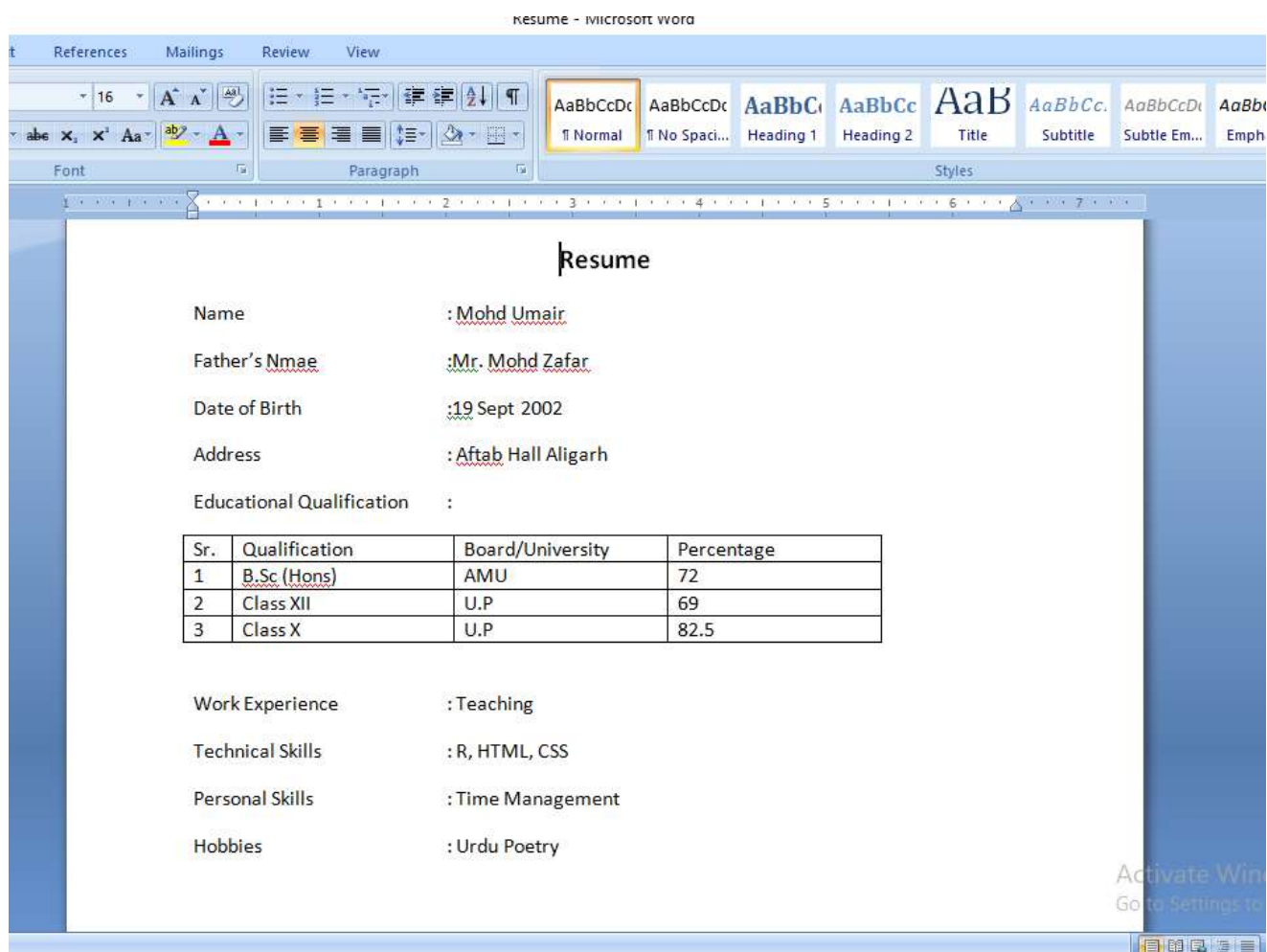
Technical Skills :

Personal Skills :

Hobbies :

Dated:.....

Signature



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: General

Paste function: General Paste bookmark: General

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.

Sort

Sort by
 Column 5 ▼ Type: Number ▼ ☒ Ascending
 Using: Paragraphs ▼ ☐ Descending

Then by
 Column 1 ▼ Type: Text ▼ ☒ Ascending
 Using: Paragraphs ▼ ☐ Descending

Then by
 Column 1 ▼ Type: Text ▼ ☒ Ascending
 Using: Paragraphs ▼ ☐ Descending

My list has
☐ Header row ☒ No header row

Options... OK Cancel

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.

<u>Roll No</u>	<u>Name</u>	<u>Marks inPhysics</u>	<u>Marks inChemistry</u>	<u>Total Marks</u>
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]

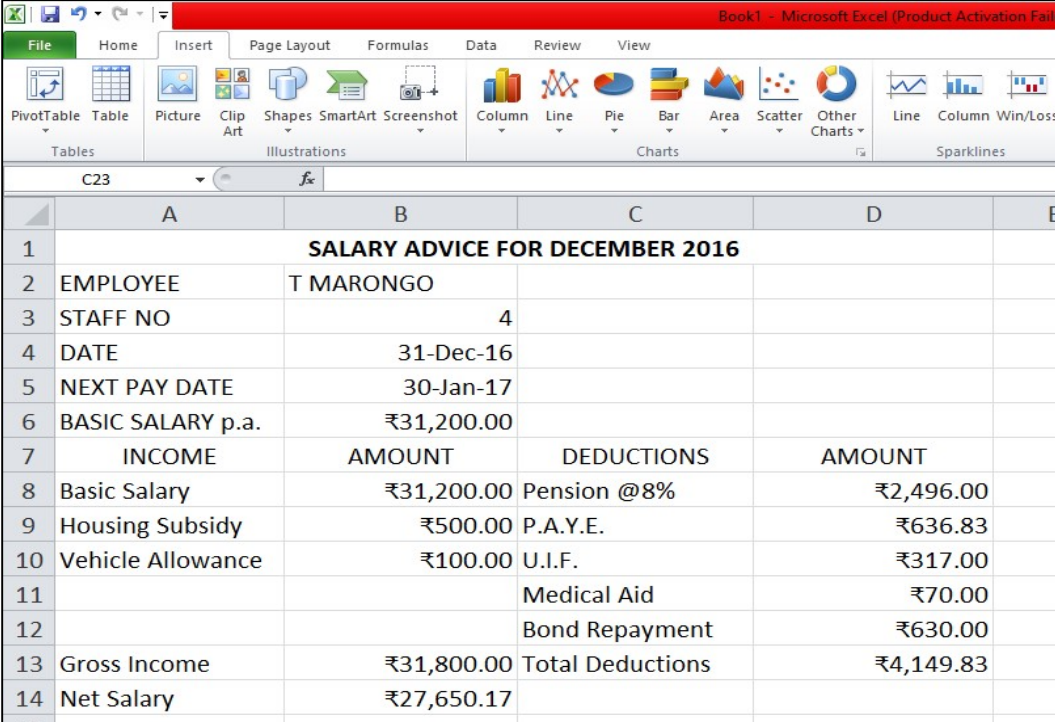
Total Deductions [=SUM(D8:D12) i.e. 4149.83]

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



	A	B	C	D	E
1	SALARY ADVICE FOR DECEMBER 2016				
2	EMPLOYEE	T MARONGO			
3	STAFF NO	4			
4	DATE	31-Dec-16			
5	NEXT PAY DATE	30-Jan-17			
6	BASIC SALARY p.a.	₹31,200.00			
7	INCOME	AMOUNT	DEDUCTIONS	AMOUNT	
8	Basic Salary	₹31,200.00	Pension @8%	₹2,496.00	
9	Housing Subsidy	₹500.00	P.A.Y.E.	₹636.83	
10	Vehicle Allowance	₹100.00	U.I.F.	₹317.00	
11			Medical Aid	₹70.00	
12			Bond Repayment	₹630.00	
13	Gross Income	₹31,800.00	Total Deductions	₹4,149.83	
14	Net Salary	₹27,650.17			

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".

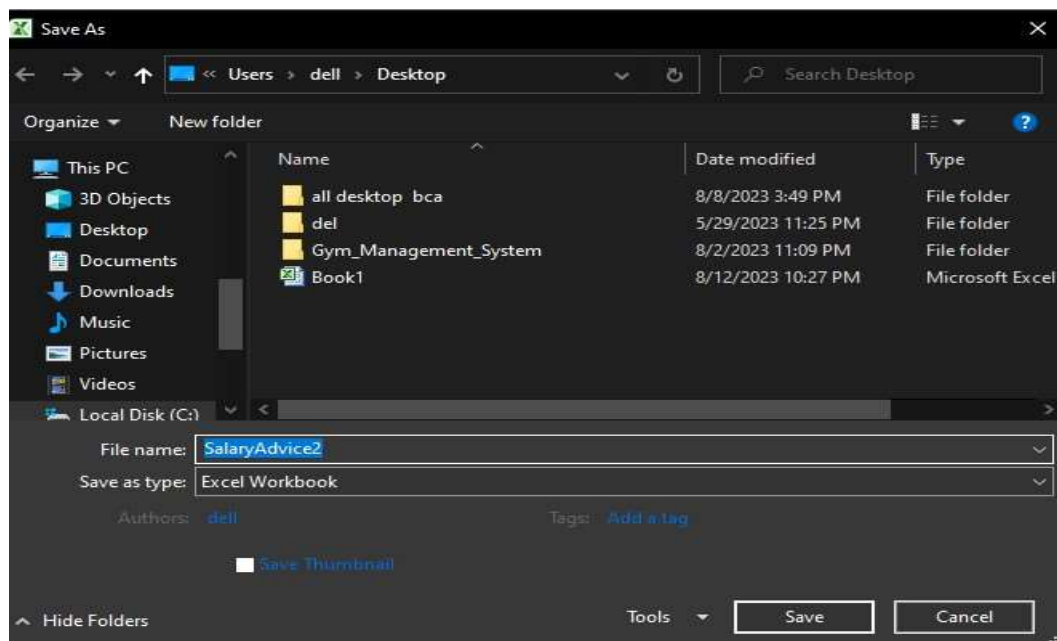
MOHD UMAIR

LAB-1 CAMS1P01

WEEK-1 Q03

Click to add header

Click to add data		



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".

LYONS INC
Orange JUICE Sales

	PRODUCT	COST PRICE PER LITER	MARKUP PER ITEM 35%	SELLING PRICE	LITERS SOLD	TOTAL INCOME	PROFIT
1							
2	Cascade	3.75			234.00		
3	Quench	3.65			345.00		
4	Xtra	4.25			456.00		
5	Sun Splash	1.50			123.00		
6	House Brand	1.50			245.00		
7	TOTAL						
8	HIGHEST						
9	LOWEST						
10							

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*\$D\$2] 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.

LYONS INC							
Orange JUICE Sales							
	PRODUCT	COST PRICE PER LITER	MARKUP PER ITEM 35%	SELLING PRICE	LITERS SOLD	TOTAL INCOME	PROFIT
1							
2			35%				
3	Cascade	3.75	1.31	5.06	234	1184.63	307.13
4	Quench	3.65	1.28	4.93	345	1699.99	440.74
5	Xtra	4.25	1.49	5.74	456	2616.30	678.30
6	Sun Splash	1.50	0.53	2.03	123	249.08	64.58
7	House Brand	1.50	0.53	2.03	245	496.13	128.63
8	TOTAL				1403	6246.11	1619.36
9	HIGHEST			5.74	456	2616.30	678.30
10	LOWEST			2.03	123	249.08	64.58
11	AVERAGE			3.96	280.60	1249.22	323.87
12							

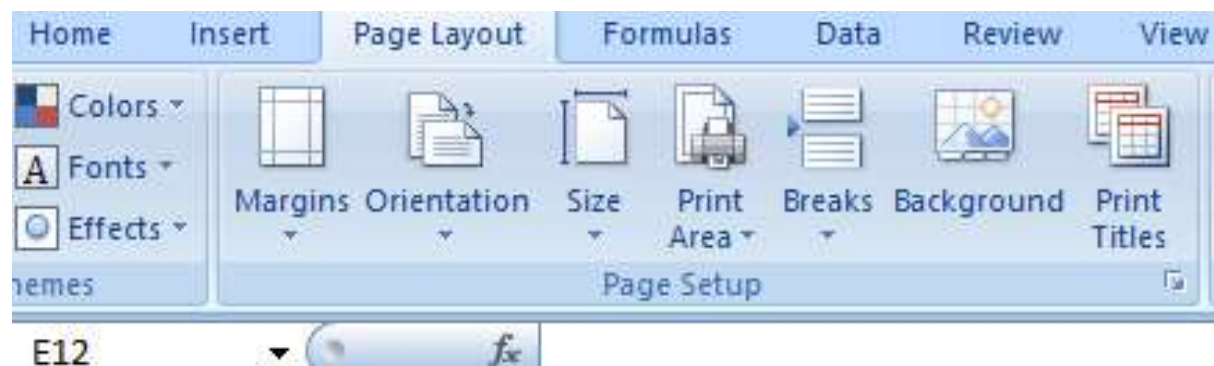
4[viii] Show all formulas you have used in a new sheet. Adjust the column width so that the formulae are displayed in full and the sheets fits into one side of A4 landscape format and save it as formulas.

E22				
	A	B	C	D
1	Operation	Formula		
2	Highest	: =MAX(E3:E7)		
3	Lowest	: =MIN(E3:E7)		
4	Average	: =AVERAGE(E3:E7)		
5	Total	: =SUM(E3:E7)		
6	Markup	: Cost price/Litre x 35%		
7	Selling Price	: Cost price/Litre + Mark up		
8	Total Income	: Litres sold x Selling Price		
9	Profit	: Total income – (Cost price/Litre x Litres sold)		
10				
11				

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

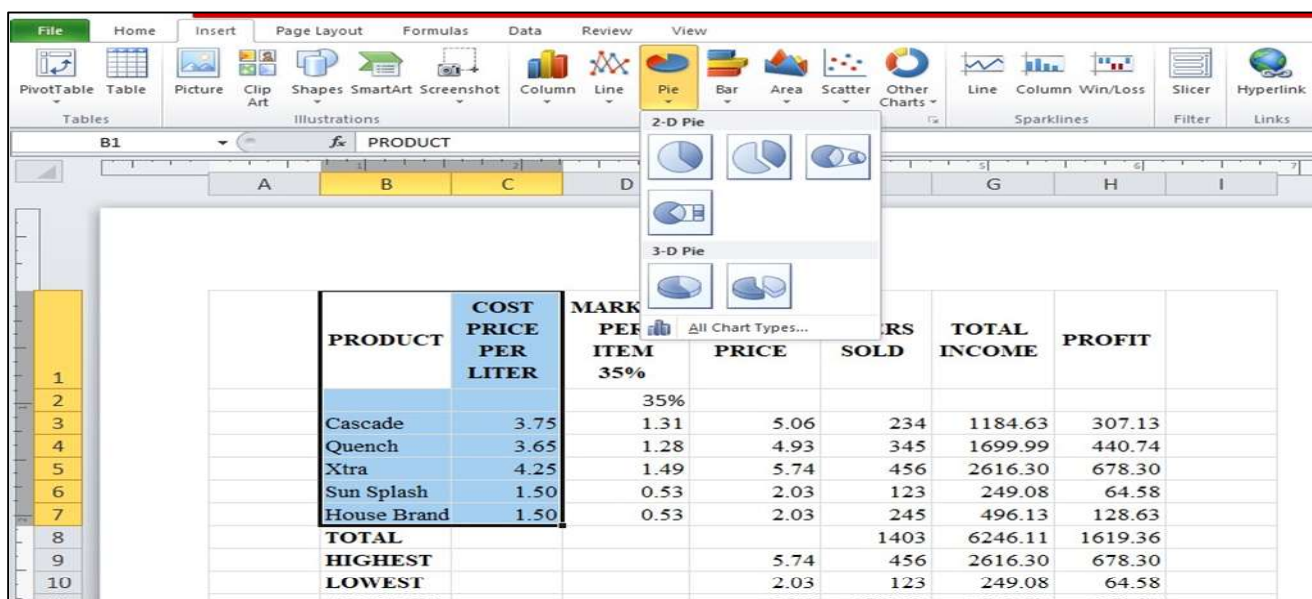


- Go to the "File" menu. Select "Save As."
- Choose a location to save and enter file name "Formulas".Click "Save".

LYONS INC					
Orange JUICE ales					
PRODUCT	COST PRICE PER LITRE	MARK UP PER ITEM 35%	SELLING PRICE	LITRES SOLD	TOTAL INCOME
Cascade	3.75	=B5*35%	=B5+C5	234	=E5*D5
Quench	3.65	=B6*35%	=B6+C6	345	=E6*D6
Xtra	4.25	=B7*35%	=B7+C7	456	=E7*D7
Sun Splash	1.5	=B8*35%	=B8+C8	123	=E8*D8
House Brand	1.5	=B9*35%	=B9+C9	245	=E9*D9
TOTAL	=SUM(B5:B9)	=SUM(C5:C9)	=SUM(D5:D9)	=SUM(E5:E9)	=SUM(F5:F9)
HIGHEST	=MAX(B5:B9)	=MAX(C5:C9)	=MAX(D5:D9)	=MAX(E5:E9)	=MAX(F5:F9)
LOWEST			=MIN(D5:D9)	=MIN(E5:E9)	=MIN(F5:F9)
AVERAGE	=AVERAGE(B5:B9)	=AVERAGE(C5:C9)	=AVERAGE(D5:D9)	=AVERAGE(E5:E9)	=AVERAGE(F5:F9)

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".

Format Data Label

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 (New Line)

Close

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".

LYONS INC						
Orange JUICE ales						
PRODUCT	COST RPICE PER LITRE	MARK UP PER ITEM 35%	SELLING PRICE	LITRES SOLD	TOTAL INCOME	PROFIT
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	14.65	5.13	19.78	1403	6246.11	1619.36
HIGHEST	4.25	1.49	5.74	456	2616.30	678.30
LOWEST			2.03	123	249.08	64.58
AVERAGE	2.93	1.03	3.96	280.60	1249.22	323.87

