SILVER OAK UNIVERSITY
EDUCATION TO INNOVATION

CERTIFICATE

This is to certify that

Mr./Ms...PANCHAL YASH ANIL...

.... with enrolment no. ..24040304002437.......................

from Semester .....1............Div...B..... has successfully completed
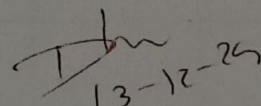
his/her laboratory experiments in the **Office Automation** (3000103183) from

the department of .Computer Science & Information tech during the

academic year 24.... - ..25...

13-12-24

Date of Submission: ....   Staff In charge: ....

Head of Department: ....

PRACTICAL -1

Aim: Create a professional-looking resume using MS Word.

OUTPUT:

RESUME
YPanchal376@gmail.com
Linkdin - Github

→ Career Objectives

To have a career in a professional orginization and put all myefforts into the growth of organization and have a great working environment

→ Academic application

→ 10th Passed up Board in 2022
→ 12th Passed up Board in 2023
→ UG in (BSCCSIT) in Gujrat

→ Experinence

I year experince in software engineer at github

→ Personal Details

Name :- Panchal yash
Father :- A K Panchal
DOB :- 13/06/2003
gender :- male

PRACTICAL-2

Aim: Design a simple flier or poster using MS Word.

Output:

Party

INVINTATION

Your Invited to celebrate with us.

Sunday, 19th Dec
Taj Hotel, SBR Road,
Shilaj

Time : 8:00pm Onwards

RSVP TO : [yParchal376@gmail.com

PRACTICAL-3

Aim: Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter-Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.

Output:

Official letter :

To

The Principal
{ Bhagvat Vidhyalaya }
{ Hirandi , Ahmedabad }
Date : 19th October , 2008
Sub: application from sick leave
Respected Sir,
Respectfully Iam hear to inform you that,
Iam suffering from fever since last night.
The doctor had advised meta take 2
days rest
I therefore request you to grant me
2 days leave 20/10/2008 to 21/10/2008

Thank you !

Your obdiently

Yash

email : yPanchal876@gmail.com
Enroll :. 247
Class B (CS IT)

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PRACTICAL-4

Aim: Preparing a newsletter: To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout. Creating and using styles and templates: To create a style and apply that style in a document.

Output:

Newsletter Title
volume1, issue 1

Date : March 2023

Column 1
- Article 1 : `New Developement Community'
- Article 2 : ` Upcoming Events Inthe Area ''

Column 2
- Article 3 : "local Buisness Spotlight"
- Article 4 : "Community News and update

[* Graphic image : A Roto of local land market

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PRACTICAL-5

Aim: Using the special features of word: To find and replace the text to spell check and correct. To generate a table of contents for a document to prepare an index for a document.
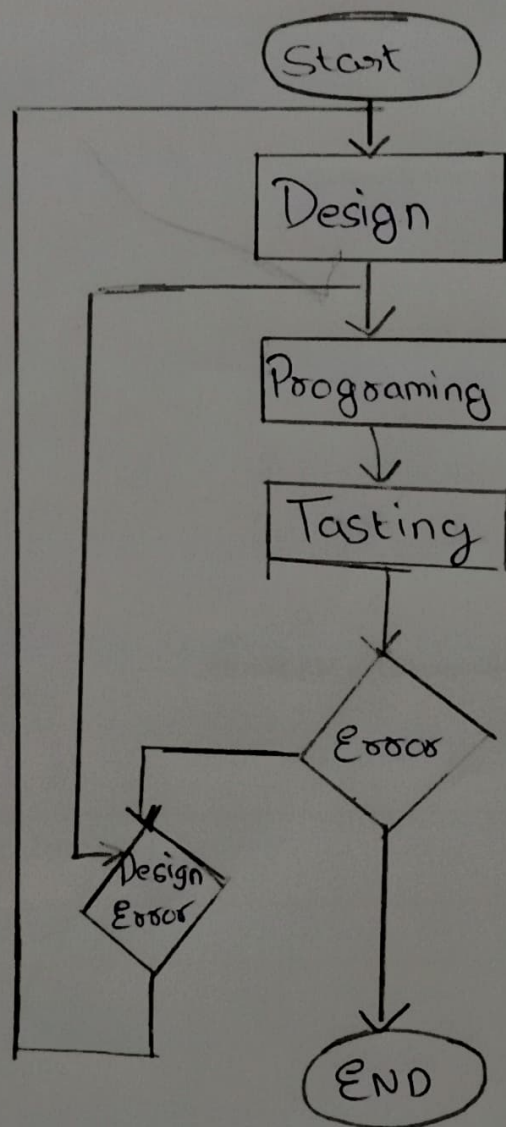
Output:

PRACTICAL-6

Aim: 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.

Output:

Aim: Create a monthly expense report using MS Excel.

Output:

Sr	Expenses	Jan	Feb	mar	Apr	May	June
1	full	3000	4000	1500	1700	1800	1000
2	Food	4000	1500	1700	1800	1000	1700
3	Extra	1500	777	7000	10000	7000	108000
4	Bill Payment	700	1700	2466	2311	2000	1500
5	Other	1000	1200	1000	1900	1000	2100
6	Total	7500	1000	5000	18000	1500	5600
7	Avg	1500	777	5000	1728	1718	13000
8	min	700	5000	15000	1700	1000	1000
9	max	4000	3000	1000	10000	7000	120000
10							
11							
12							
13							
14							
15							

PRACTICAL-8

Aim: Prepare a mark-sheet of a college student showing results and various applicable formulas.

Output:

marksheet

Student information

- Name : Rohan Sharma
- Rollnumber :12345
- Course : Bachelor of Science
- Semester : 3rd Semester

Subject	Maximum marks	obtained marks	Percentage
Mathematics	100	85	80%
Physics	100	90	90%
Chemistry	100	78	78%
Computer Science	100	92	92%
English	100	88	88%

~~Total marks~~

- Total maximum marks :- 500
- Total obtained mark :- 423
- Percentage = (423/500) $\times$100 =86.6%

Grade

- Grade=A (If Percentage31 $\geq$ 80% and < 90%)
- Grade = D (If Percentage $\geq$ 50% and < 60%)

Result

Result = Pass (If grade $\geq$ A and <F)
Result = Fail (If grade =F)   Result = Pass

PRACTICAL-9

Aim: Analyse monthly sales data for a small business and create various charts (e.g., bar chart, line chart, pie chart) to visually represent sales performance over time.

Output:

Month	Salary{1}
January	5000
February	6000
march	5500
April	7000
May	6500
June	7200
July	8000
August	7500
September	6800
October	7300
November	7800
December	8500
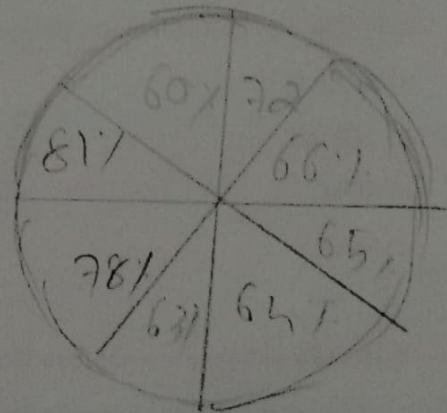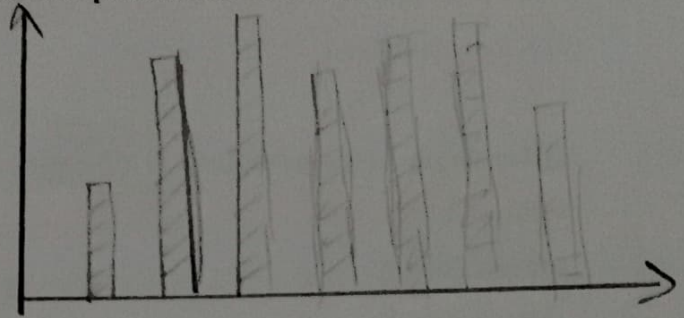
monthly books

Post Practical Questions:

PRACTICAL-10

Aim: Design a basic inventory management system using MS Excel.

Output:

Inventory management System
Inventory Table

Item ID	Item name	Quantity	Unit Price
1	Product A	100	$ 10.00
2	Product B	50	$ 20.00
3	Product C	200	$ 5.00

Inventory Formula

• Total Value = Quantity * Unit Price

* Total Inventory value = Sum (Total value

Post Practical Questions:

PRACTICAL-11

Aim: Create a basic presentation on a topic of interest using PowerPoint.

Output:

PPT of the Benifits of meditation

The Benefits of meditation

Slide-1

What is meditation ?

→ meditation is a Practice of traning your mind to focus relax, and become more acoase of yous bhoughts and feeling

Slide-2

Benefits of meditation
• Reduces stress and anxiety
• Improve Sleep quality
• Increase focus and Conuntration

Slide 3

Refrences
• National Institue of mental Health
• American Psychological Association
• Hervard Buisness Review

Post Practical Questions:

Thanks

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PRACTICAL-12

Aim: Design a slideshow for a project using PowerPoint.

Output:

Project _____ Title
_____

[Image : A high - quality image relate to Project]

Problem Statement
_____   _____

Briefly describe Problem
- Point 1
- Point 2
- Point 3

[Image : An icon or graphic related to Problem]

Solution overview
_____

Briefly describe Problem
- Point 1
- Point 2
- Point 3

[image : of solution]

features : Benefit

Timeline
___   _____

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Team
_____

Conclusion
_____

PRACTICAL-13

Aim: Create a letter, which must be sent to multiple recipients.

  a. Use Mail-Merge to create the recipient list.

  b. Use an excel sheet to enter the recipient.

  c. Start the mail merge using letter and directory format. State the difference.

Output: There is a mail — merge letter:

[Your company logo]

[Your Company Name]
[Your Company Address]
[City, State, Zip]

[Date]

{ Recipient Name]
{ Recipient Add}
{ City, State, Zip}

Dear { Recipient Name}
we are excited to inform you that you have
been selected to participte in our upcoming
event. The event will Take Place on [Date] at
[location]
Thankyou for the time and consideration
Sincerely
[Your name]
[Your title]
[Your Companyname]

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PRACTICAL-14

Aim: Create a trip visit survey google form and prepare a response google sheet and collaborate with multiple users.

Output:

Google form

Trip Visit Servery

what was the Purpose of your trip?
- Buisness
- Leisure
- Other

How would you rate your overall experience
- Excellet
- crood
- Poor

The Stamp	Propsed Trip	Overall Exp	What did you like
2024-02-20 14:30 : 00	Buisness	Excellent	The food was amazing
2024-02-20 14:35:00	lesiure	Good	The Scenery was Beautiful

PRACTICAL-15

Aim: Create an account on LinkedIn and explore different online technical discussion forums like Quora.

Output:

linked in Ac Creation
1) Ac Name   : Name
2) Imai Address : emaild
3) Password   : Password
4) Headline : Proffsional
5) Summegy : Proffesional
6) Experience: workexp
7) Education : educational Industries

Quroa Ac Creatiution

AC Name
Emaild
Password
Profile
Bio

exploration of online Technical Discuss information
1) Quora :- explored various topics including
   A machine learning and duta science
2) linked in Group: already groop related to technology
           in uation order
3) stack overfow : 53 explored question
        related to programming and
        Software development