



ADUSUMILLI GOPALAKRISHNAIAH & SUGARCANE GROWERS SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE

Vuyyuru-521 165, Krishna District, Andhra Pradesh

An Autonomous College in the Jurisdiction of Krishna University

Accredited by NAAC with "A" Grade

ISO 9001:2015 Certified Institution



DEPARTMENT OF COMPUTER SCIENCE

Offers

Value Added Course on Basic Computer Applications and Ms Office

Course Code:BCAM101

Class: I MCCs & MPCs

Duration:30 Days

Course Objective :

- To give basic information about the computer system.
- To give knowledge about computer hardware and computer software.
- To familiarize students with the use of MS Windows, Internet and E-mail.
- To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

Course Outcome:

After successful completion of the course, student will be able to:

1. Demonstrate basic understanding of computer hardware and software.
2. Apply skills and concepts for basic use of a computer.
3. Identify appropriate tool of MS office to prepare basic documents, charts, spreadsheets and presentations.
4. Create personal, academic and business documents using MS office.



Contact: 1. www.agsgsc.edu.in 2. agsgsiddhartha@gmail.com 3. 08676-233267

Address: D.No:2.391 College Road, Near Kota Complex, Vuyyuru-521165

A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyyuru-521165, Krishna District, Andhra Pradesh

(Managed by: Siddhartha Academy of General & Technical Education, Vijayawada-10)

An Autonomous College in the Jurisdiction of Krishna University

Accredited by NAAC with "A" Grade



DEPARTMENT OF COMPUTER SCIENCE

Value Added Course

Title: Basic Computer Applications & MS Office

Name of the Lecturer : S.PRABHAVATHI

Duration of the Course : 30 HOURS

Class : I MCCs & MPCs

VAC Code : BCAM101

A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyyuru-521165, Krishna District, Andhra Pradesh

Value Added Course

Title: Basic Computer Applications & MS Office

Objectives :

- 1) To give basic information about the computer system
- 2) To give knowledge about computer hardware and computer software.
- 3) To familiarize students with the use of MS Windows, Internet and E-mail.
- 4) To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint

Methodology : Teacher – Centered Method

Duration : 30 Hours

A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyyuru-521165, Krishna District, Andhra Pradesh

Value Added Course

Title: Basic Computer Applications & MS Office

Date : From 16-02-2021 to 15-04-2021

Date	Content	Module No.
16-02-2021	Module I: Introduction to Computer Fundamentals, Windows OS, Internet and Email Computer, Classification of computers, Parts of a computer, Operating System, Internet, Modem, Web browsers, E-mail, Establishing your e-mail account	I
6-03-2021	Module II: Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving a document, Creating a new document, Inserting audio and video files	II
1-04-2021	Module III: Introduction to Microsoft Excel Enter data in excel workbook, Formatting toolbar, Shortcut to fill a series, Mathematical functions, Editing a data sheet, Format cell, Rename a sheet, Save, Open a workbook, Arrange data in ascending or descending order, Insert new cell column or row, Insert picture or clipart in excel sheet	III
08-04-2021	Module IV: Introduction to Microsoft PowerPoint How to create a new slide, How to apply animation to slides, Fill background with effects, How to apply sound to slides, How to save a presentation, Opening an existing presentation, Insert new slides with different layout, Editing a slide, Inserting picture to a slide, Inserting media files to PowerPoint slides	IV

A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyyuru-521165, Krishna District, Andhra Pradesh

Value Added Course Student Enrolment Sheet

Class : IMPCs & MCCs

S. No	Roll No.	Name of the Student	Signature
1	20.701	Vemula Kavya Naga Sri	Vemula Kavya Naga Sri
2	20.702	Dronadula Hemanjali	Dronadula Hemanjali
3	20.703	Dekka Kavitha	Dekka kavitha
4	20.704	Jujjuvarapu Venkateswara Rao	J. Venkateswara Rao.
5	20.705	Mirza Hasan Abbas	Mirza Hasan Abbas
6	20.706	Marepalli Venkata Naga Sai Pavan Kumar	M.V.N.S pavan kumar
7	20.707	Aluri Bhavya Sri	Aluri Bhavya Sri
8	20.708	Samayamantula Sandeep	S. Sandeep
9	20.709	Kalapala Dinesh	K. Dinesh.
10	20.710	Jogi Gowthami	Jogi Gowthami.
11	20.711	Jonnalagadda Kusuma	Jonnalagadda Kusuma
12	20.712	Perlapudi Pranadeep	Perlapudi. Pranadeep
13	20.713	Devabathina Satyadev	Devabathina Satyadev
14	20.714	Somayajula S.M.K.Chaitanya	S.S.M.K chaitanya
15	20.715	Vukoti Naga Veera Sai	Vukoti. Naga Veera Sai

16	20.716	Surisetti Navya	Surisetti Navya
17	20.717	Todeti Ajay Babu	T. Ajay Babu
18	20.718	Yelivelu Venkata Jaya Ram	Y.V. Jaya Ram
19	20.719	Pagolu Sri Lekha	P. Sri Lekha
20	20.720	Darapu Vanitha	D. Vanitha
21	20.721	Kaitepalli Teja Sri	Kaitepalli Teja Sri
22	20.722	Potluri Sravan Kumar	P. Sravan Kumar
23	20.723	Tummala Akanksha	T. Akanksha
24	20.724	Tadepalli Anusha	T. Anusha
25	20.725	Chalapati Venkata Naga Lakshmi	Ch. V. N. Lakshmi
26	20.726	Potturi Krishna Bhuvaneswari	P. K. Bhuvaneswari
27	20.727	Nunna Pedda Bala Siva Nagamani	N. P. B. Siva Nagamani
28	20.728	Kagithala Durga Prasad	K. Durga Prasad
29	20.729	Sangala Bhavana	S. Bhavana
30	20.730	Thota Lavanya	T. Lavanya
31	20.731	Gurrala Naga Sirisha	G. Naga Sirisha
32	20.732	Kunchala Bhargavi	K. Bhargavi
33	20.733	Bolleddu Naga Lakshmi	B. Naga Lakshmi
34	20.734	Nagarakanti Vujwala	N. Vujwala

35	20.735	Rajulapati Bhavana	R. Bhavana
36	20.736	Derangula Durga Anjaneyulu	D. Durga Anjaneyulu
37	20.737	Kamodula Tulasi Ram	K. Tulasi Ram.
38	20.738	Runku Sateesh	RUNKU Sateesh
39	20.739	Konatham Siva Naga Pavani	K. S. Naga Pavani
40	20.740	Peram Jyothiramai	P. Jyothi Ramai
41	20.741	Gopalajoshula Prasanna Sai	G. Prasanna Sai
42	20.742	Ande Madhu Babu	A. Madhu babu
43	20.743	Sheik Ayesha	sheik Ayesha
44	20.744	Mohammad Shaida Mansuri	Md. Shaida Mansuri
45	20.745	Agnihotram Sai Vaishnavi	A. Sai Vaishnavi
46	20.746	Mareedu Tejaswi	M. Tejaswi
47	20.747	Nalukurti Vinodh Babu	N. Vinodh Babu
48	20.748	Bandaru Abhilash	B. Abhilash
49	20.749	Ede Pavan Kumar	E. Pavan Kumar
50	20.750	Kolluri Manoj Kumar	K. Manoj Kumar
51	20.601	Chillimuntha Lokesh	Ch. Lokesh
52	20.602	Loya Naga Padma	L. Naga Padma
53	20.603	Seelam Samuel	S. Samuel

54	20.604	Pulipaka Chakradhar	P. chakradhar
55	20.605	Alaparthi Kumar Venkata Sai Kiran	A. K. Venkata Sai Kiran
56	20.606	Elusuri Poojitha	E. Poojitha
57	20.607	Rebba Bhanu Sree	Rebba Bhanu Sree
58	20.608	Busi Manjusha	B. Manjusha
59	20.609	Gopalajoshula Prathyusha	G. Prathyusha
60	20.610	Kolluri Likitha	K. Likitha
61	20.611	Kurapati Harika	K. Harika
62	20.612	Goriparthi Sampoorna	G. Sampoorna.
63	20.613	Kolli Naga Tirumala Reddy	K. Naga Tirumala Reddy
64	20.614	Namala V V Sandhya	N. V V Sandhya
65	20.615	Tumuluri Yogambika	T. Yogambika
66	20.616	Arilli Veeramma	A. Veeramma
67	20.617	Gangireddy Jahnavi	G. Jahnavi
68	20.618	Katta Pravallika	Kattadravallika
69	20.619	Kagitha Hinduja	K. Hinduja
70	20.620	Ede Sravani Durga Devi	E. S. Durga Devi
71	20.621	Munipalli Ajay	M. Ajay
72	20.622	Dasari Naga Mallika	D. Naga Mallika

73	20.623	Juvvanapudi Sai Kiran	J. Sai Kiran
74	20.624	Taviti Ratna Kumari	T. Ratnakumari
75	20.625	Parimi Prem Chand	P. prem Chand
76	20.626	Arepalli Radhika	A. Radhika
77	20.627	Shaik Sabiha Tasleem	sk. Tasleem
78	20.628	Vasadi Radha	V. Radhe.

S. Prabhavathi
Signature of the
Lecturer

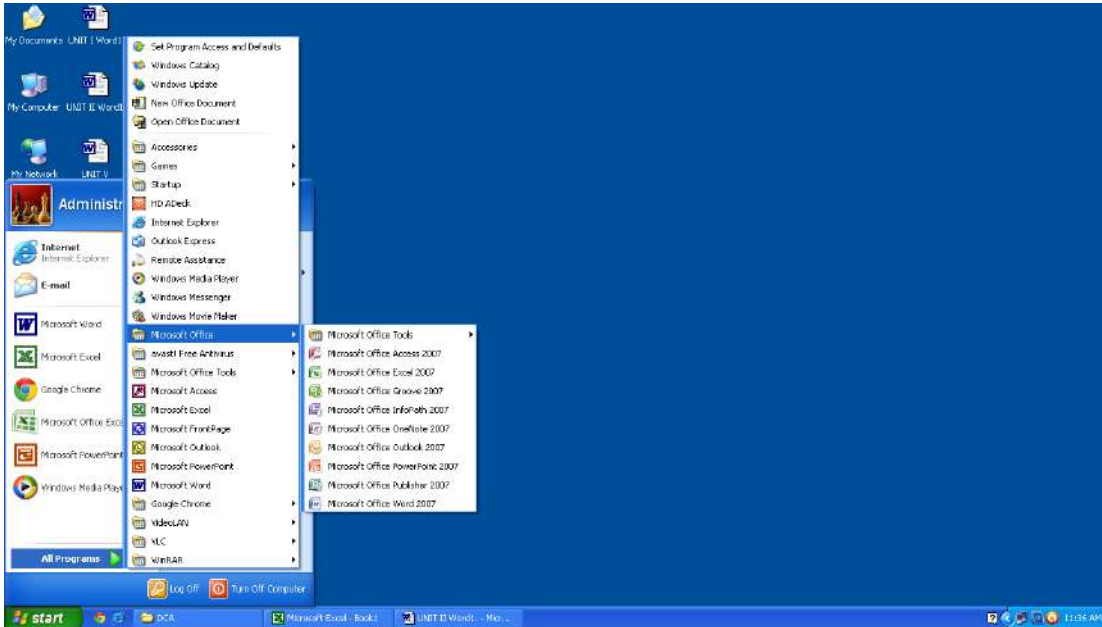
T. R.
Signature of the
HOD

D. Balakrishna
PRINCIPAL
AG & SG Siddhartha Degree College of
Arts & Science (Autonomous), Vuyyuru
Signature of
Principal

Unit – I

Office Activates & their software requirements & Office Packages –

- MS Word
- MS Excel
- MS Power Point
- MS Accesses
- MS Outlook
- MS FrontPage



Word processing:-

Whenever we create a new document file in any application program then whatever text we write should be in a sequence it should be in a standard form, for such kind of representation we use Word Processor. In other words we can say that creation of words, creation of sentences, creation of a paragraph or creation of a page is quite simpler with the use of word processor. When we represent the text in such a sequence then the process is known as word processing.

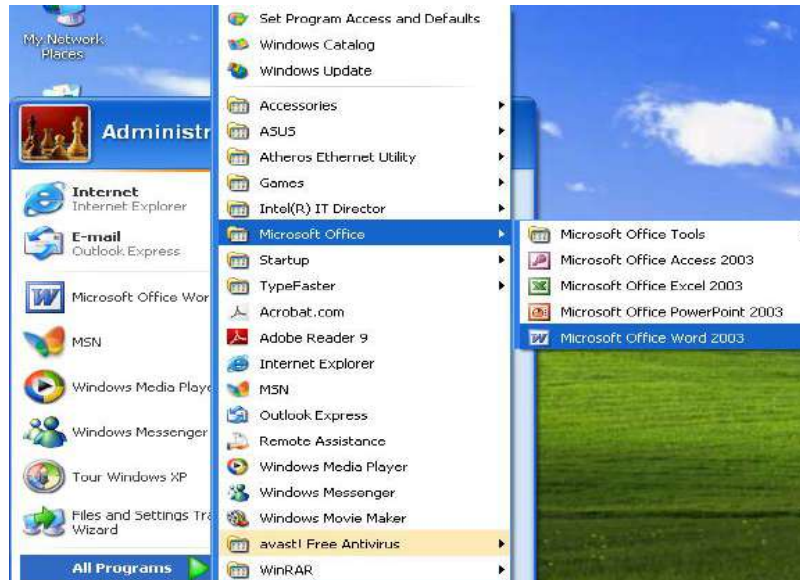
Features of word processing:-

- 1) **Word wrap:-** While typing any text when a program automatically changes a line i.e. after the completion of first line it automatically starts second line this process is known as word wrap.
- 2) **Page Formatting:-** It includes all the changes and settings performed on a page. For ex. 4 directional margins can be set, we can set header and footer also we can use Endnote by page formatting.
- 3) **Paragraph formatting:-** It includes the changes turn on a paragraph as per our need like as- we can set the starting point of the paragraph, line spacing of the paragraph, space between two paragraphs etc.
- 4) **Text formatting:-** It includes the changes made on the text as per our requirements we can change font of the text, we can change size of the text, we can make it bold, Italic or underline letters. We can also change the color of text.

5) Editing of text: - If any kind of mistake occur by typing then we can change the text to correct it, like we can change the text, correct the spellings etc, this is known as editing of text. By using word processor we can also correct the spelling & check the grammar. We can also get the output of the file as a hard copy or soft copy.

Microsoft word (MS-word) A powerful word processor: - MS word stands for Microsoft word it is the most powerful and developed word processing package generally it is used for the heavy formatting in text material.

Process to open Microsoft word-



To open MS Word very first we will click on start button/menu then take the pointer to All programs & then select MS Word from the submenu. It can also be selected from MS office folder, and then MS Word window appears.

Elements of Microsoft word window-

- 1) **Title Bar-** The top most horizontal bar of the Word window is called title bar. Name of the application window & current file is written on its left side and on its right click there are three buttons namely minimize, maximize and close these buttons are for operating window.

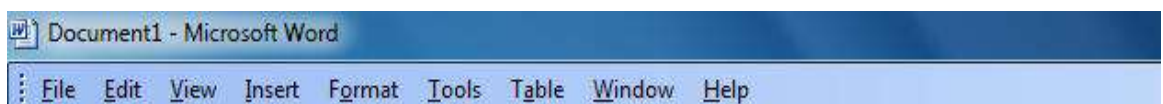


Minimize Button- This is to minimize the window. When we click on minimize button, window is stored on Task bar in the form of Icon button.

Maximize Button- This is to maximize the application window.

Close Button- Close button is used to close the Application window.

- 2) **Menu Bar** - Menu bar contains the list of Functions and Facilities related to the current Application program. Menu bar has following main menus having several sub menus for different operations-



When we select any of these we get a list of all available options related to the particular menu called submenu.

3. Borders & Corners- With the help of Borders and Corners we can change the size of Application window.

4. Scroll Bar- Application window contains two types of scrollbars -

- Vertical Scrollbar
- Horizontal Scrollbar

1) **Vertical Scroll Button-** By using Vertical Scroll Bar we can move the current page of Application window from Up to down and down to up.

2) **Horizontal scroll Button-** By using Horizontal Scroll Button we can move the current page of Application window from left to right and right to left.

Introduction and comparison of various office suites –

MS Office – MS Office contains following application programs :-Word, Excel, Power Point, Outlook, Access, Front page.

1] **Word** – MS Word is the most famous & useful member of Office suite. With the help of application software by using word processing and Desktop publishing Memo, Resume, Report can be created. MS Word provides various features which works for the text.

- Already available Templates and Wizards helpful in hard documentation.
- Spelling checker corrects all the Spelling mistakes while typing and thesaurus provides the meaning and synonyms of the selected word.
- With the help of Mail Merge two different file documents and database for mass correspondence (सामुहिकपत्राचार), can be merged.
- Table feature helps to set the data in the form of Table.
- With the help of Column Settings a document can be divided into multiple columns.
- Auto correct feature automatically corrects the mistakes generally occurred in fast typing.

2] **Excel** - MS Excel is an application which is used to manipulate the data especially arithmetic data. Features provided by MS Excel makes the task easier.

- Templates –Templates are used for the standardization of data entry files which may contain typical formulas.
- Chart and mapping tools are available to represent the data graphically.
- 1 Information List can be Sorted and filtered very quickly and easily.
- 2 Importing and Exporting Tools are available to move the data in Excel or out of excel for example in Access or any other Database application.

3] **Power Point [Presentation Graphics]** – Power Point is the only application used to create Presentations. Presentations can be created on computer very quickly and easily with Power Point.

- Auto content wizard makes the creation of Presentation very easy.
- Completely designed templates of text and graphical slide formats are also available.
- Clip art library is available to provide various pictures related to various fields.
- Multimedia sounds and videos can be inserted in the Presentations.
- Various animation effects are available as graphical feature.
- With the help of Microsoft organization chart, organization chart be inserted in the Presentations.

4] Outlook – Office suite members provide contact management, email client drive and folder management functionality. Outlook not only helps in time management but helps to manage our personal and professional contacts by the email management. Accession of regularly used information is centralized by it. This change can be easily viewed in Word, where we can use the storage of outlook in our document.

- Capacity to record projects, events.
- Screen dependent views of our daily, weekly, monthly & yearly Schedule.
- Capacity to print our schedule in various formats including famous Planner.
- Capacity to store many names, addresses, phone numbers, birthdates, anniversaries, email addresses with all hyperlinks of homepage with contact information.
- Ability to permit the rights to access our schedule & mail folder on network

5] MS Access [Database] – Database management can be done easily with the help of Access. Access is the only Application in Office suite where Database can be created very easily.

Characteristics of MS Access –

- Data base wizard helps us to create complete database including table & report as specified.
- It provides features to create forms, data entry & filter & easy to manage.
- Latest Report wizard – it can be used for professional looking report. Report design screen helps us to create professional looking report.
- Macro conducts all repetitive tasks like data importing.
- Visual basic can be used for Applications.
- Built in HTML edits our data in World Wide Web.

6] Front Page – Front page is a member of suite used to create a complete website. It has the features like wizards & Templates which are helpful to create as it . These features are as follows-

- Wizards are helpful to create site by the selection of some Stereo type options. We have to select one of many choices & then click on next button and click on finish button after the creation of site.
- WYSIWYG Editor helps us to write the page & to get the output. WYSIWYG means “What You See Is What You Get”.
Like as-We can write & format a Paragraph on screen and then take a view.
- Published Wizards helps us to get our site on web.

Lotus-Office (Smart Office) –

Lotus office is a suite. Which Adjust myriad application for office automation. It is a lot for a company who wants simple work group oriented option of Microsoft Suite. Smart office contains Lotus Approach Millenium Edition, Lotus fast site rlease 2, Lotus free lance Graphics Millenium Edition, Lotus 1-2-3 Millenium edition, Lotus organizer 5.0 and Lotus word pro Millenium Edition.

Lotus 1-2-3 popular spreadsheet for Windows and OS/2, which is part of the IBM Lotus SmartSuite package. 1-2-3 was introduced for DOS in 1983 and later ported to many other platforms, including minis and mainframes. The 1-2-3 name was chosen because it integrated spreadsheet, database and graphics. It was the first innovative spreadsheet for the PC and was launched with a superior marketing campaign. Its ability to function like a simple database was unique, and turning data into a chart with a single keystroke was dazzling for its time.

Star Office –

StarOffice is a software product developed by Sun. A Java-based office suite that runs under Solaris, Windows and Linux. StarDivision was founded in the 1980s and is the original developers of StarOffice suite of software; this company was acquired by Sun Microsystems during the summer of 1999.

StarOffice is a free productivity application suite from Sun Microsystems that includes a word processor (Writer), spreadsheet (Calc), database (Base), presentation maker (Impress), illustrator (Draw), schedule management (Schedule), e-mail (Mail) and newsgroup (Discussion) component. StarOffice is compatible with Microsoft Office components (for example, you can open and save in Microsoft's Word, Excel, and PowerPoint file formats) and is available in 11 languages.

Open-Office –OpenOffice is a multi-platform (Win, Mac, and Linux) and multi-lingual office suite which is compatible with all major office suites (i.e. Microsoft Office). It includes Writer (word processing), Impress (presentation), Math, Draw, Calc (spreadsheet), and Base applications. IBM Lotus Symphony and StarOffice are both based on the code from OpenOffice.

MS Word Basics –

Introduction of MS Office –

MS Office contains MS Word, MS Excel, MS Power Point, Ms Access; MS Outlook software's which makes the tasks easier.

Introduction to MS Word – MS Word is the most powerful and developed word processor of MS Office suit. Word making, sentence making, paragraph creation can be done properly in MS Word.

Features & Area of use –

- 1) Word wrap:** - While typing any text when a program automatically changes a line i.e. after the completion of first line it automatically starts second line this process is known as word wrap.
- 2) Page Formatting:** - It includes all the changes and settings performed on a page. For ex. 4 directional margins can be set, we can set header and footer also we can use Endnote by page formatting.
- 3) Paragraph formatting:** - It includes the changes turn on a paragraph as per our need like as- we can set the starting point of the paragraph, line spacing of the paragraph, space between two paragraphs etc.
- 4) Text formatting:** - It includes the changes made on the text as per our requirements we can change font of the text, we can change size of the text, we can make it bold, Italic or underline letters. We can also change the color of text.
- 5) Text Editing:** - If any kind of mistake occur by typing then we can change the text to correct it, like we can change the text, correct the spellings etc, this is known as editing of text. By using word processor we can also correct the spelling & check the grammar. We can also get the output of the file as a hard copy or soft copy.

Working with MS Word-

Menus & Commands –

- 1) **File :-** it controls operations related with files mgmt like creating opening saving closing etc it can be opened by pressing alt +f from the key board.
- 2) **Edit:** - it is for editing work alt +E works as its shortcut.
- 3) **View :-** it facilitates all the operations regarding different view of documents tool bars or other elements like headers and footers etc
- 4) **Insert:** - it is for inserting different ms word a document like table etc you can activate it by pressing Alt+ I from the key board.
- 5) **Format :-** all commands for the save of formatting your document are available under this main menu Alt+ O is a shortcut for this
- 6) **Tools :-** It provides different powerful tools like spelling & grammar check alt+ T is used as its shortcut
- 7) **Table :-** this main menu includes sub-menus to control operations related with table alt+ T can be used to use it form key board
- 8) **Window :-** it keeps commands to handle window related operations alt+ W is its shortcut
- 9) **Help :-** to get assistance by different menu this main menu is used it can be invoked by pressing alt + H or f1 with the ob key board

Toolbars & Buttons –

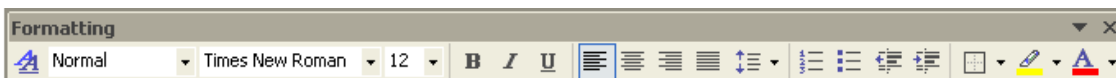
Standard toolbar:-Standard toolbar contains the options related to file &document in the form of buttons. Ex: - new, copy, open, paste.



- **New-** To create a new file.
- **Open-** To open a created file.
- **Save-** To save the file.
- **E-Mail-**To show Current worksheet in E-Mail body.
- **Search-**To search any file, WebPages or any outlook item.
- **Print-** To print the Document.
- **Print Preview-** Shows print preview of File.
- **Spelling-** Checks Spellings in document.
- **Cut-** To cut any text, Graphics.
- **Copy-** To copy any text, Graphics.
- **Paste-** To paste cut or copied portion at right place.
- **Format Painter-** Copies text style.
- **Undo-** Rejects previous work.
- **Redo-**Repeats previous work.
- **Insert a Hyperlink-** Adds Hyperlink.
- **Tables & Borders-**To open Tables & Borders toolbar.
- **Insert Table-**To insert Table in our document.
- **Insert Worksheet-**To insert Worksheet in the document.
- **Columns-** Divides text in Columns.
- **Drawing-** To show or hide Drawing toolbar.

Formatting toolbar: - formatting toolbar contains the options related to the editing of text in document.

Ex: - Alignment, bold, italic



- **Font-**To change the Font style or language.
- **Font size-** To change the font size.
- **Bold-** To make selected matter bold (Dark).
- **Italics-**This command is used to italic selected matter.
- **Underline-**To underline selected matter.
- **Alignment-**To set the alignment of text.
- **Line Spacing-** To set the space between lines.
- **Numbering-** To set numbers on various paragraphs of the document.
- **Bullets-** To set bullets on various paragraphs of the document.
- **Decrease Indent-**To decrease Paragraph Indent.
- **Increase Indent-** To increase Paragraph Indent.
- **Outside Border-** To set the Borders of table.
- **Highlight-** To highlight the text.
- **Font Color-** To set the text color.

File operations in ms word: -File operations include creating a new file, opening an existing file, saving a file etc.

Creating a new file:- a file can be created in three different ways-

- We can select new option from file menu.
- We can click on new document button from the standard tool bar
- We can use ctrl + N shortcut

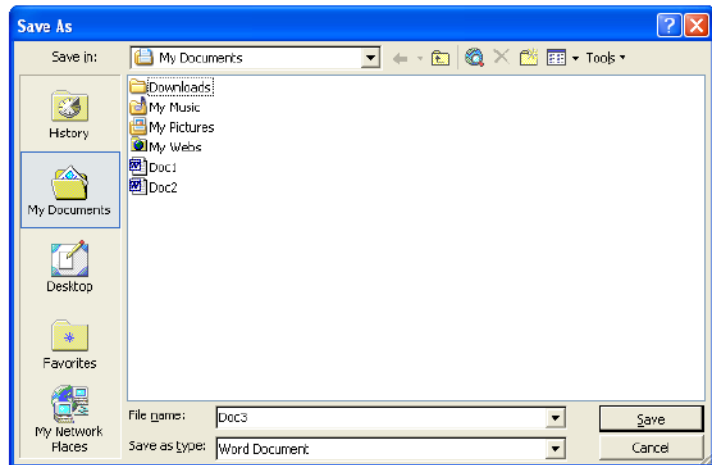
By using three ways we get a new blank document on Word window. Text can be typed on this blank document to create a file

Saving a document: - To save a file after writing any text we can choose anyone of the following ways-

1. We can select save option from file menu
2. By clicking save button on standard tool bar
3. By using ctrl + s shortcut key

After clicking on save option we have to fill three options to save the file-

- **Save in:** - Save in gives the facility to select any drive or folder where the file is to be saved.
- **File name:** - In file name text box we type the name of the file.
- **Save as type:** - It allows us to select type of file.

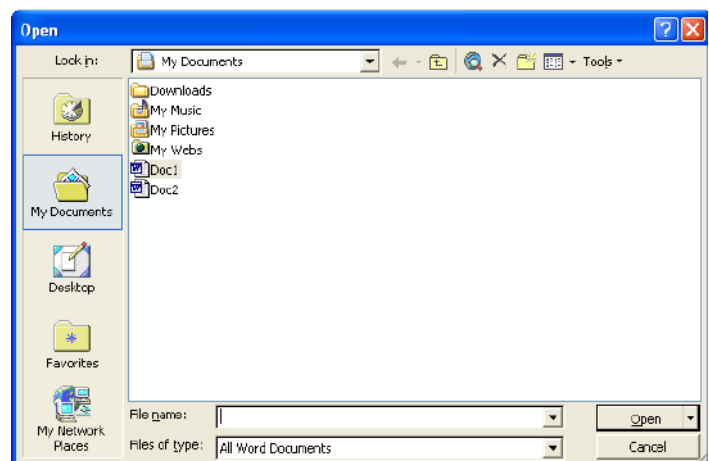


Opening a File:- following ways are used to open a file –

- We can select open option from file menu.
- We can click on open button from the standard tool bar.
- Ctrl + O (by shortcut key)

After a choose an open option than we have to fill three points /options

- a) Look in:- look in give us facility to select any drive or folder where the file to be opened
- b) File name:- in file name text box we type the name of the file
- c) Files of type:- it keep a list of nature of the file word document



Copying a file:- to create a copy of the file the following steps are usually used

- click file and select open or press ctrl+ o together
- in the look in box click the drive or folder that contains the file you want to copy and the click copy of the shortcut menu
- right click in the folder list and them click paste an the shortcut menu

Renaming a file:- suppose we have created a file and want to change its name we can do it following the instruction as mentioned below

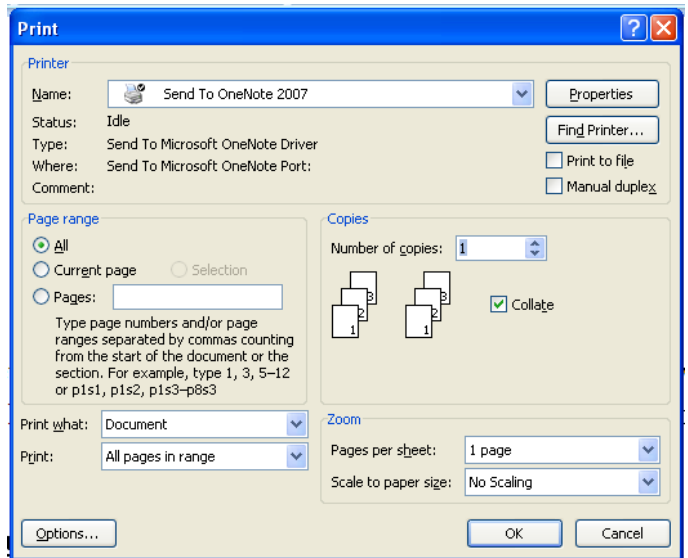
- either click open button on the standard tool bar or choose open from file
- click on the name of file you want to change in the window
- then click right button of the mouse a shortcut box appears choose rename alternatively you press f2 key
- type the name as desired

Printing a document: - To print a file we do the following-

- Click on the file menu and select print option.
- Click the print button from the standard tool bar.
- Press ctrl + P from the key board.

While printing we must select some options for printing available in the print dialog box.

- All:- It prints all pages of a file together
- Current page:- it prints the page where the cursor is presently located
- Pages:- it print the select pages
- No of copies: -If we select no of copies we want to print just by scrolling the box after we set the options as required click ok.



Previewing a document: - you can see your output on the screen before its goes to final preset it will make you observe layout etc to do this follow the step

- click the file menu and choose print preview or select print preview button from the standard tool bar
- if you want to print it click icon quite left blow the menu bar
- click on close button to close it

Closing a file: - to close a file does this

- Click the file menu and choose or click close button of the document window before word close a file its asks you to save changes
- To quite ms word click file and exit

Document formatting:- Any file or document created in ms word gives the facility of document formatting. Any kind of changes made on the text written in a file are the part of document formatting document formatting includes text formatting, paragraph formatting, page formatting etc.

Text formatting:-

- Selection of the text:-**To select whole text in a single attempt ctrl + A shortcut key or Select all options is used. We can also use the key board, for that we use shift key with arrow keys.
 - To select the text with the help of mouse we place the cursor or pointer of mouse at the beginning of selecting text and drag it till the last selecting point.
- Deletion of text:-**Any text in word document can we deleted by the following ways be deleted by the following ways-

- We can select the deleting text by any selection method and press Del to delete the text.
- For deleting the text from right to left direction we use backspace key.
- For deleting the text in left to right direction or use Del key.

Font formatting:-

Bold: - Bold is used for making the text /word dark. To set font bold click the bold button from formatting toolbar.

Italic: - Italic is used to change the style of text/word into italic. To italic font click the italic button from formatting toolbar.

Underline: -This feature is used to underline the text or document. To underline click the underline button from formatting tool bar

Changing the font of text:- To Change the font of text we select desired font clicking the drop down list box of font button

Changing the size of font:- To Change the size of font weselect the desired font size by clicking the drop down list box of size button

Change the color of text:- To select desired color of the font click the font color drop down list box on the formatting tool bar

Change the border:- Border button is used to change the border of text.To change the borders of text click the border button from the formatting toolbar.

Moving the text: - To move the text from one place to another we have to do the following-

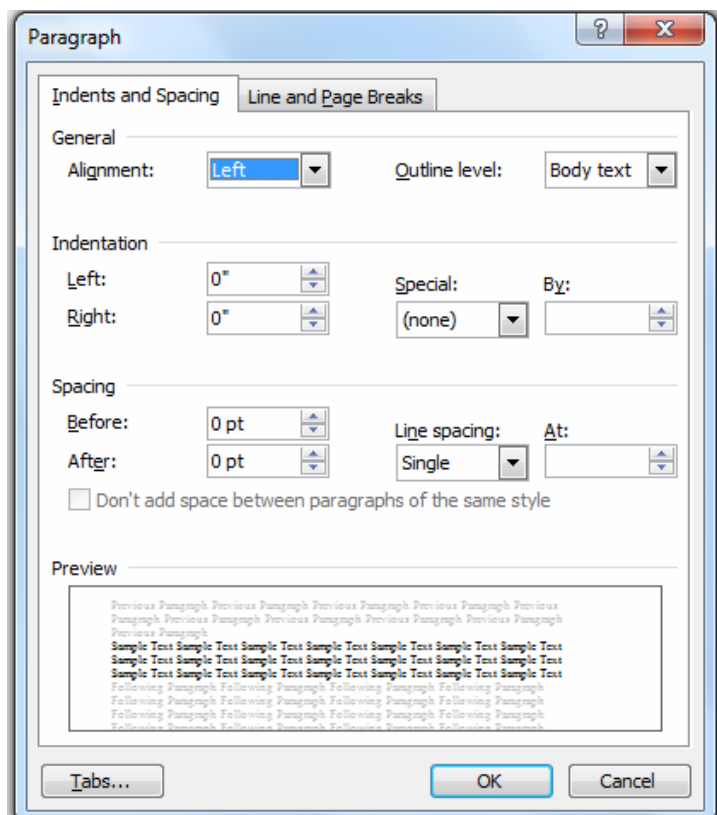
- Select the desired text
- Click the edit menu and select cut or click the cut button from the standard tool bar or press ctrl + X from the keyboard.
- Click at the place where the text is to be moved
- Click edit menu and choose paste or click paste button from the standard tool bar or press ctrl + V from the key board

Copying the text: - To copy the text we have to do the following-

- Select the text to be copied
- Click on copy from edit menu or select copy button from the standard tool bar or press ctrl + C from the key board
- Click the place where it has to be copied
- Click the place from edit menu or select paste button from the standard tool bar or press ctrl + V from the key board

Paragraph Formatting: - A paragraph in Word is any text that ends with a hard return. You insert a hard return anytime you press the **Enter** key. Paragraph formatting lets you control the appearance if individual paragraphs. For example, you can change the alignment of text from left to center or the spacing between lines form single to double. You can indent paragraphs, number them, or add borders and shading to them.

Paragraph formatting is applied to an entire paragraph. All formatting for a paragraph is stored in the paragraph mark and carried to the next paragraph when you press the **Enter** key. You can copy paragraph



formats from paragraph to paragraph and view formats through task panes.

a. **Aligning paragraph** :- paragraph is by default aligned left side as we use for writing English or hindi on our copy if requested we can change if required we can change if easily to right side or justify between both side to align in different ways the following icon are used

- use right align button to align text or graphics in the right side
- use Left align button to align text or graphics in the left side
- use center align button to align text or graphics in the center
- use justify align button to justify text or graphics at both ends

b. **Spacing between two paragraphs:** - in a paragraph space can be left between two lines

- Single spacing: - leaves no space between two lines
- Double spacing: - leaves one line blank space between to lines
- To leave space between to paragraph does this-
- select paragraph from format menu
- specify spacing in points between paragraphs after and before in the spacing section

c. **Paragraph indents:** - The text typed in any text document is generally divided in paragraphs after the margins of the page any space lift in a paragraph from left or right direction is known as indent Apart from margins blanks space on the page right or left is called indent.

There are two types of indeed –

- First line indent
- Hanging indent

First line indent:- by using first line indent the space for first line is left as indent then we set first line indent we words available in first line start shifting in next line

Hanging indent: - when we use hanging indent the space for other lines of paragraph is set whether from the left or right direction

While text with a hanging indent is frequently used for bibliographic, entries, glossary, items, resumes and bulleted and numerical lists

d. **Setting text with first line and hanging indent:** - to set text with first line and hanging indent

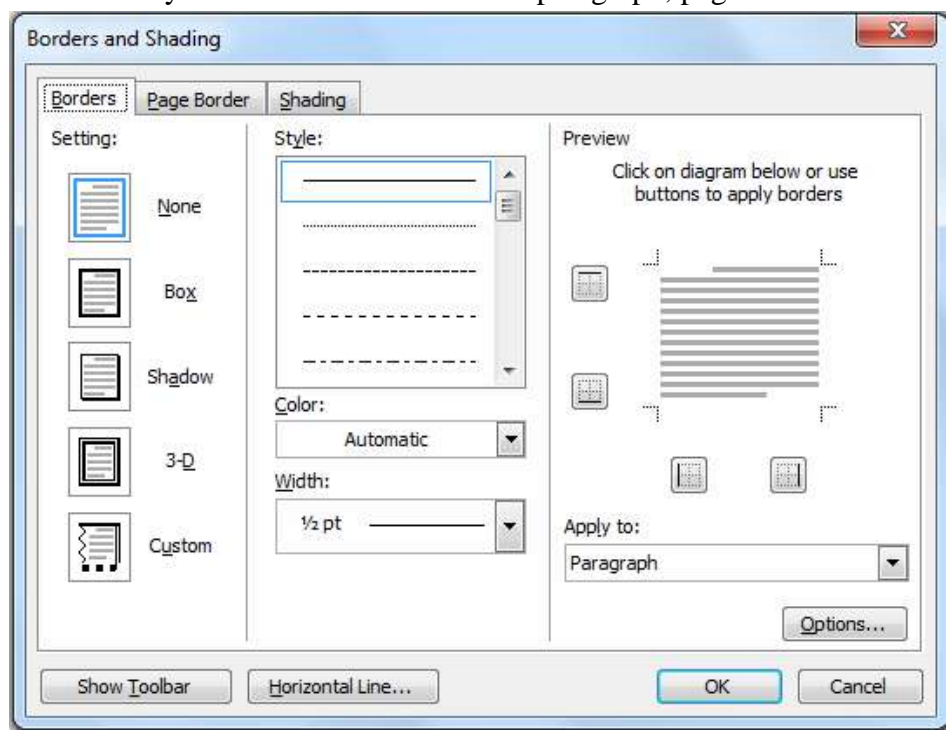
- select the paragraph you want to set incantation
- click the format menu and select paragraph
- in the special full down menu select first line and hanging as required
- click ok

Borders and shadings: - we can set any kind of borders on the text paragraph, page or character

as her our requirement to set the border for the text we sell have to select border and shading dialog box named border and shading we can choose the border for the paragraph from the available design we can also change the color of border.

To change border and shading of a paragraph or page do this-

- Select a paragraph or page



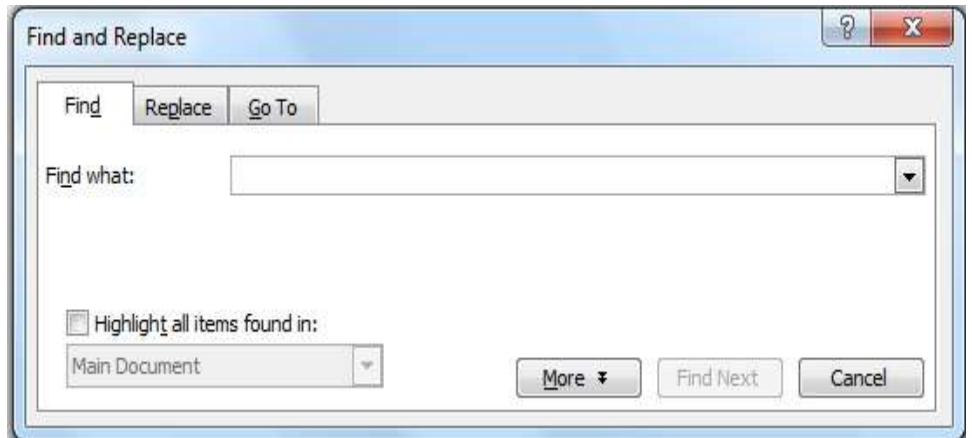
- Choose Border and Shading option from format menu.
- Click the desired border under setting section
- To add shading click shading tab and select the shading as desired
- Finally click on ok button.

Finding and Replacing the text:-

I) Finding- Find option is used to search a particular word in text documents created in ms- word.

To search a word does this -

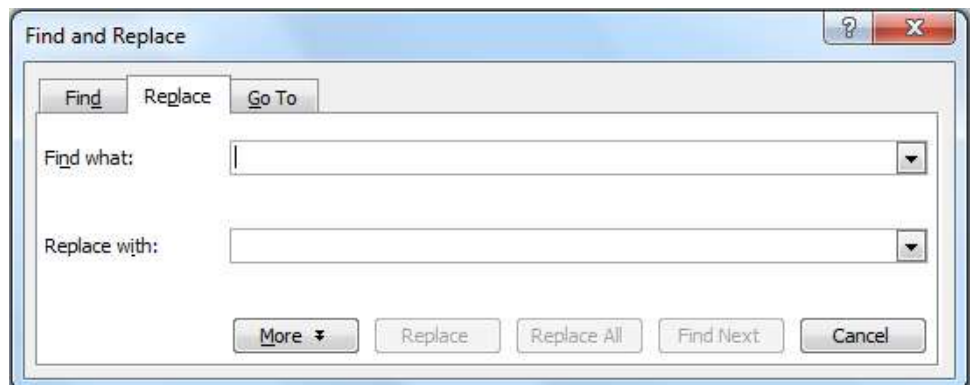
- Click edit and select find; alternative we can press ctrl+ F on the key board.
- Type the text in find what text box , you want to search
- Click the find next continue repeating the same the text in the whole document
- Click on cancel to close it.
- To search in a more advance way click on more.



II) Replacing: - With the help of replace option, the selected word can be replaced with any other word also it can replace over or more.

To replace the text, do this:

- Click the edit menu and select replace. Or press ctrl+ H together on the key board.
- Type the word, phrase, or format in the **Find what:** box that you are searching for.
- Type the word, phrase, or format in the **Replace With:** box that will replace what is in the **Find what:** box.
- Click **Find Next** to conduct your search.
- When Word finds a word of phrase, do one of the following:
 - Ignore it.
 - Click Replace.
 - Click Replace All to replace every occurrence of the selected text with the replacement text.
 - Click **Find Next** to bypass it and find the next.
 - Click **Cancel** to quit.



Unit-2

Spelling and Grammar: - we can check spelling and grammar error and correct those according in the document it is one more how correct English in our document.

To we spelling and grammar check, do this:

- Click tools menu and select spelling and grammar
- Select spelling button ABC from standard tools bar
- Press f7 together from the keyboard.

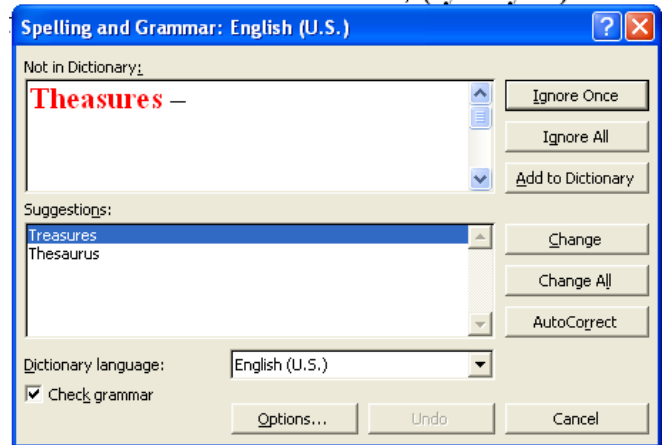
Change All-Click change all to change all similar text in the whole document.

Ignore-Select ignore button to make no changes

Ignore All -Select ignore all buttons to bypass on the similar words found in the document.

Add to Dictionary - Select add to dictionary button to include those very words in ms- word dictionary like Patna, Matura etc.

Cancel-click cancel button to stop the error search.



Shortcut for spelling and grammar check: Right click the wary underlined word a pop-up menu box appears like on figure it display a list of words related the very word .

Customizing spelling check:-

- Point to tools menu and select option.
- Choose spelling and grammar tab after that the spelling and grammar tab appears there are multiple options available as follow.
- Checking spelling as use type: - identifies the word not found is the dictionary by a red way line.
- Hide spelling errors in the document: - does not highlight the miss felt words with wary lines.
- Always suggest correction.
- Suggest from main dictionary only.
- Ignore word in uppercase.
- Ignore words with numbers.
- Ignore internet and file address
- Select or clear the cheek boxes as desired
- Click ok to close the dialog box

Word Thesaurus: - word thesaurus is a special facility provided by ms- word which is generally used to understand synonyms of any selected word. in other words if can be said that with the help of thesaurus we can see the meaning and synonyms of any selected word we can also insert any word in thesaurus box to get the synonyms of it in is same like a dictionary.

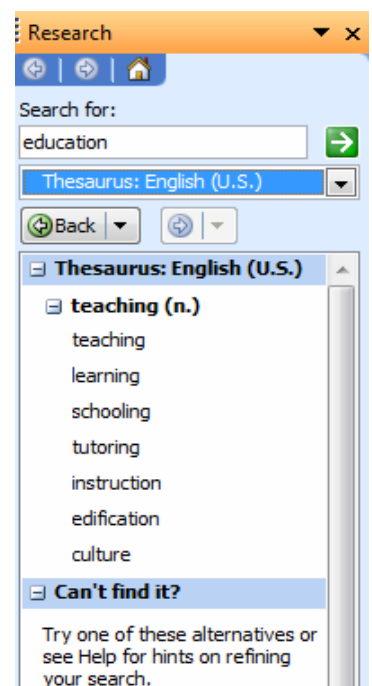
To use thesaurus do this;

- a) Select thesaurus whose alternative you want.
- b) Click the tools menu point to language and then select thesaurus or press shift+f7 keys together from the keyboard the box display several different button.

a) **Replace:** - it replaces the words you have selected of your choice

b) **Look up:** - it shows you the meanings of the conserved word

c) **Previous:** - it takes you back.



- Now, we click the replace button to find synonyms and get it replace.
- when we have not select our desired/needed words that time firstly we have insert a word in insert option
- whenever we have select our desired/needed words it will be automatically gives the meaning or synonyms after click the replace button

Document formatting: - Document formatting is the process related with operations in making the document nice and clear it includes different processes like columns settings header and footers numbering and bulleting etc.

Headers and Footers: - header and footer may be text or graphics printed on top and bottom in a document any text document created in ms word may contain different pages the text written in top margin of the page is known as header we can decide the header for each pages as we need the text written in bottom margin area of the page is known as footer.

To insert header and footer do this-

- we will select header & footer option from view menu after this selection to have of in these have we can type the text which is to be created as header & footer

The header and footer toolbar contain the options as mentioned



- Auto text
- Insert page number
- Insert number of pages
- Insert format page number
- Insert date
- Insert time
- Page setup
- show/hide document text
- Same as previous
- Switch between headers
- Show previous
- Show next
- Close-To end the view of header and footer have either click twice outside or click the close button

Deletion of Header and Footer: - for the deletion of header & footer very first we will select header & footer from the view menu after then we will get the header & footer we will have to remove the text from the header pane and the footer pane. After complete this process header and footer will remove from the pages.

Create different headers or footers for odd and even pages:-

- On the View menu click Header and Footer.
- On the Header and Footer toolbar, click Page Setup and click on the layout tab.
- Select the Different odd and even check box and then click OK.
- If necessary, move to the Even Page Header area or even Page Footer box. How?

- Create the header or footer for each even-numbered page.How?
- To move to the header or footer for each odd-numbered page, click Show Next on the Header and Footer toolbar.Then create the header or footer you want.

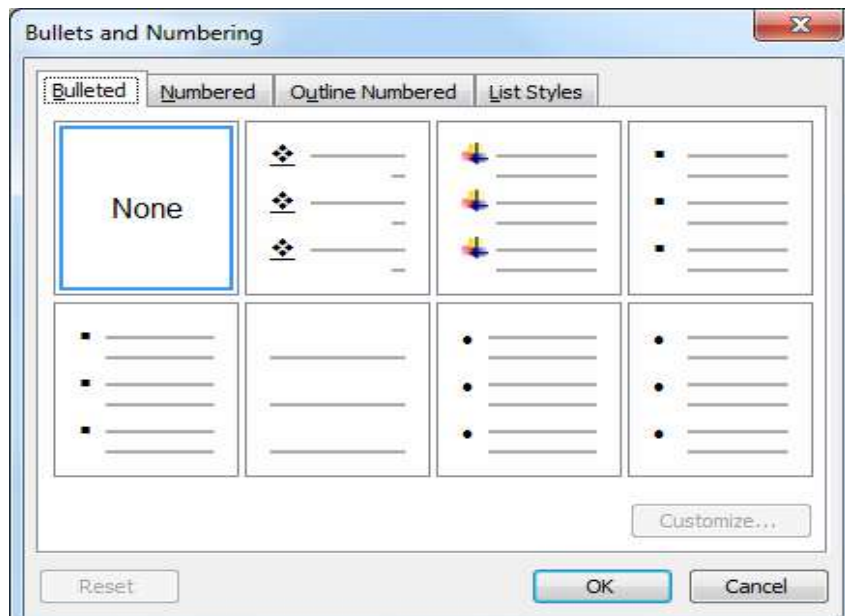
Bullets and Numbering: - We use bullets and numbering option basically for making a list or arranging item in a particular order. There are different types of style to use making a list.

- Bulleted
- Numbered
- Outline Numbered

To insert bullets, do this: - To insert bullets in our text document first of select list items then open bullets and numbering option from the format menu and select the bullet style which you want to apply on the list item then finally click on the ok button. You can also format the bullets style using customize option.

Following Example shows the uses of bullets-

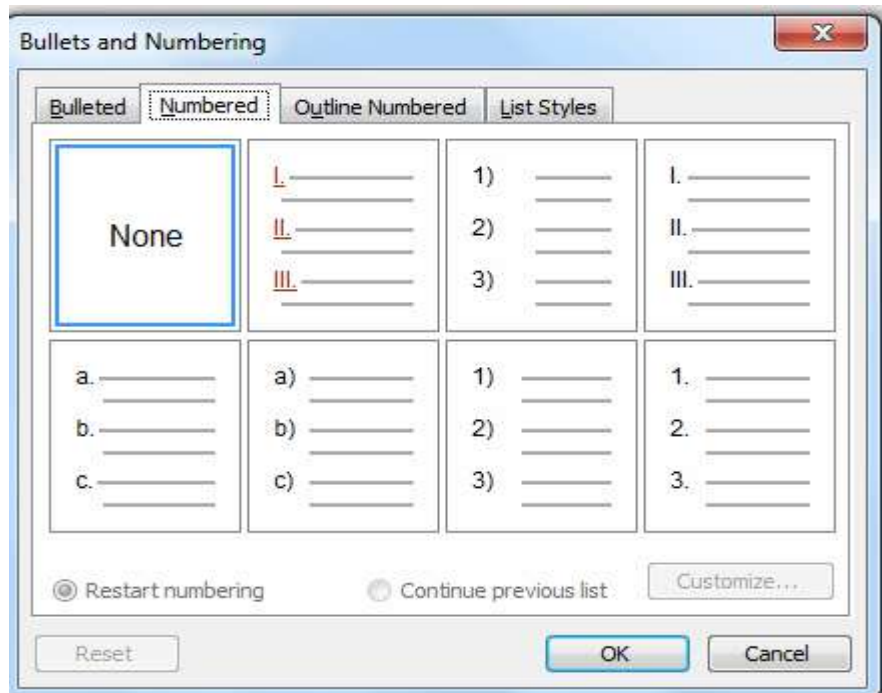
- ❖ Ujjain
- ❖ Indore
- ❖ Dewas
- ❖ Ratlam
- ❖ Bhopal



To insert Numbering, do this: - To insert numbering in our text document first of select list items then open bullets and numbering option from the format menu and select the numbers style which you want to apply on the list items then finally click on the ok button.you can also format the number style using customize option.

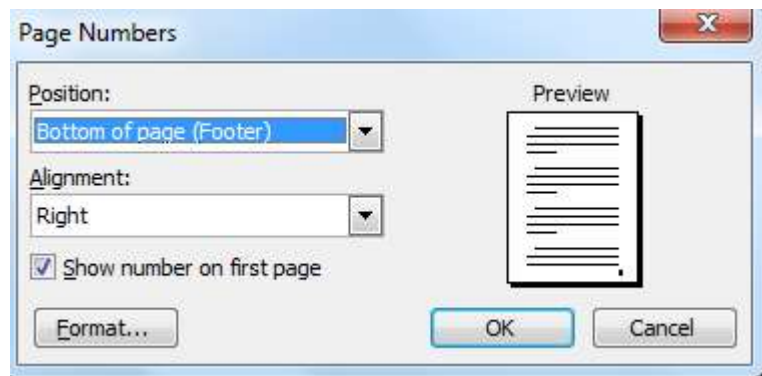
Following Example shows the uses of numbering-

1. Ujjain
2. Indore
3. Dewas
4. Ratlam
5. Bhopal



Using AutoText: Autocorrect is a function which automatically corrects the command mistake generally performed by a user in only text document. Autocorrect feature to automatically direct and correct types misspelled words, grammatical errors, and incorrect capitalization ex : if we type creation , then autocorrect replaces what you have typed with "66 certain" we can also use autocorrect to quickly insert text , graphics, or symbols, creating autocorrect entries : to use autocorrect option very fast we will select autocorrect option from tools menu . It will give use a dialog box of autocorrect-feature in these dialog box. We will get to text box shape replace and with. In replace text box that word is typed. Which is to be replacing that is generally type from by the user and in with text box the replacing word is typed. After the addition of these words we have to click on ok to add the words in autocorrect or *.click the tools menu and select autocorrect .the dialog box appear. *. In the replace text box, types the miss spelt word you think do mistake it quite after. *. In the with text box, type the correct word.

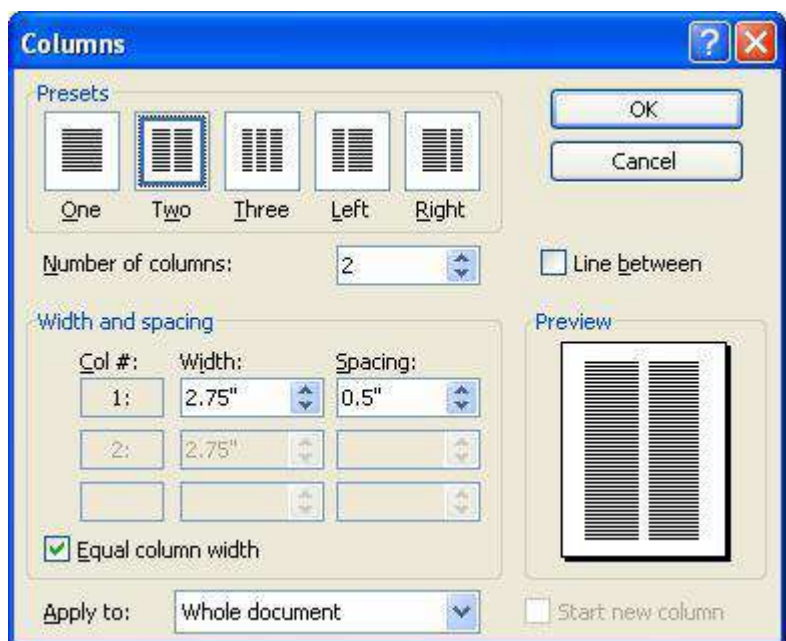
Inserting page number – Any document created in MS –word may contain one or more pages these pages can be allotted serial no. with the help of page no. option. To insert the page no. in text we will have to select page no. option from the insert menu by doing these we will get page no. dialog box which gives us two option position and alignment .we can select the no. of position with the help of position box i.e. it is to be shown on upper margin or top margin and bottom we can decide the alignment of page no.



Insertion of column in text: - Any text page in MS word can be divided into one or more columns the process to insert columns is follows:

To divide the page into columns very first we will select columns option from the format menu after doing this we will get a dialog box name columns these dialog box gives us various options to set the columns in the document.

We can decide the number of columns by using button in presets section of column dialog box or we can enter the number in Number of Columns spinner box after selecting the number then we will click on ok button. The text will be divided in entered number of columns.



We can also change / set the width of each column as per the requirement or we can select the width of column equal by selecting equal column width the check box from the column dialog box.

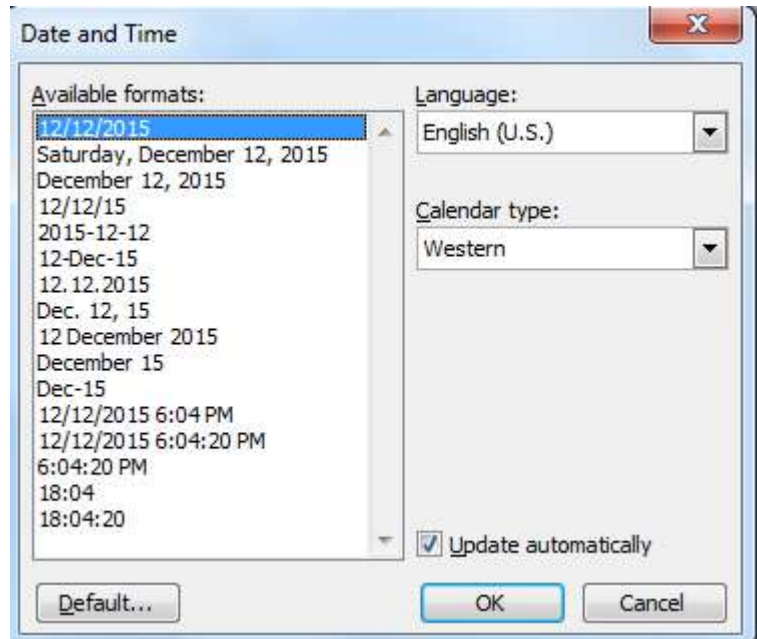
In the apply to drop down list select where from we want to set the columns out of there options available there as follows -

- a) This section-the columns will be set in the very section only
- b) This point forward- This column will be set ahead of the current insertion point only.
- c) Whole document- the columns will be set in the whole document

Insertion of date & time: -ms-word gives us the facility of insert date & time on each page on the text document.

To insert date & time on the page we will choose date & time option from the insert menu when we do so we will get date & time gives us various formats dialog box from which we can select anyone date format to insert the date on the page.

Click the update automatically check box to keep it update as per system date.



Tables-Tables are preferred when compared to using spacebar or tab for alignment to give a table format, but Word has another excellent feature for alignment called "Tables". This feature is used to create financial reports, catalogues, accounts etc.

Tables consist of rows and columns. The text can be typed in the cells. The size, shape and appearance of a cell are controllable features.

To create a table using table menu- Choose Insert then table option from Table Menu. You will find a dialog box as shown below:

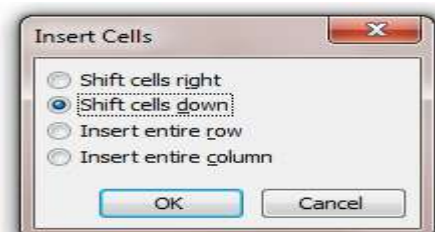
Now type the Number of Columns and rows as you require and set column width auto. So that the Column with will be equal to the width of the text. Now click OK. An empty table is inserted in the document.

Inserting Rows: Place the cursor in the table, where row is to be inserted Choose Table and click on Insert option and select Row Above option to insert rows above the current position of cursor and select Row Below option to insert rows below the current position of cursor in the table.

Inserting Column: Place the cursor in the table, where column is to be inserted Choose Table and click on Insert option and select Column to the Left option to insert column left side of current position of cursor and select Column to the Right option to insert column Right side of current position of cursor in the table.



Inserting Cells- Place the cursor in the table, where cell is to be inserted Choose Table and click on Insert option and select



cell option then following dialog box will appear then select appropriate way to insert cell in a table.

Merge Table Cells- A merging cell is the act of selecting more than one separate cell and merging them so that they become one. Following process to merge cells are as follows-

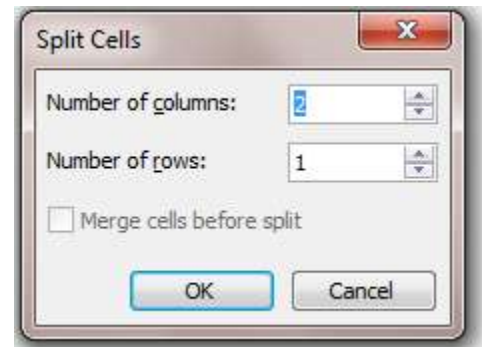
- a. Select the table cells that you want to combine.
- b. Under **Table Menu**, click on **Merge Cells option**.
- c. After this process selected cells are merged.

Note- It is not possible to select multiple, noncontiguous cells.

Split Table Cells- Splitting a cell is the act of selecting a specific cell, and dividing it into one or more rows or columns. Click the table cell that you want to split. Following process to merge cells are as follows-

- a. Under **Table Menu**, click **Split Cells**, and then following dialog box will appear:

- To divide a cell vertically, in the **Number of columns** box, enter the number of new columns that you want in the selected cell.
- To divide a cell horizontally, in the **Number of rows** box, enter the number of new rows that you want in the selected cell.



Split Table – Place cursor in desired row from which you want split the table in two parts. Under **Table Menu**, click **Split Table**. After this process table is split in two parts.

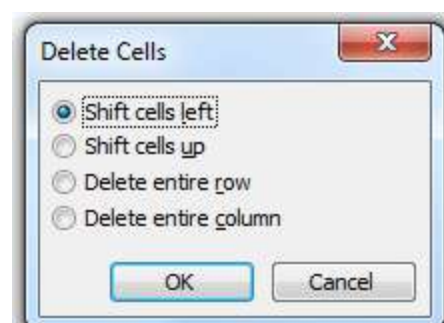
Deleting Tables, Cells, Rows and Columns- Once you have created a table, it may be necessary to delete parts of the table, or the entire table. The following instructions will lead you through deleting tables, cells, rows or columns.

To delete a table:

1. Place the cursor in a cell of the table you want to delete.
2. In the Windows menu bar, click Table > Delete > Table.

To delete a cell:

1. Place the cursor in the cell you want to delete.
2. In the Windows menu bar, click Table > Delete > Cells.
 - Use the Shift cells left option if you are deleting a cell from a column and want the other rows to move to the left to fill the empty cell.
 - Use the Shift cells up option if you are deleting a cell from a row and want the other rows to move up to fill the empty cell.
 - Use the Delete entire row option if you want to delete the whole row.



- Use the Delete entire column option if you want to delete the whole column.

To delete a row:

1. Place the cursor inside any cell of the row you want to delete.
2. In the Windows menu bar, click Table > Delete > Rows.

To delete a column:

1. Place the cursor inside any cell of the column you want to delete.
2. In the Windows menu bar, click Table > Delete > Column.

For the final step in making our framework table into the sample table, we want to delete the bottom row of the table. To do this, we place the cursor in any cell of the bottom row. Click Table > Delete > Rows.

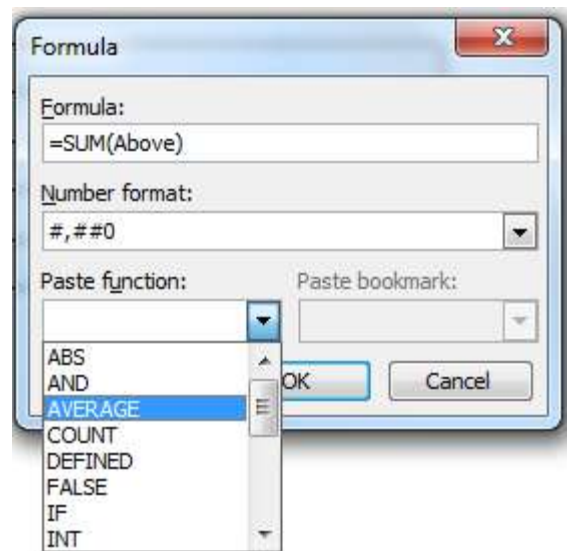
Formula-If you've ever inserted a table of figures into a Word document you might have wished for the Excel capability of inserting a formula to sum the numbers in a column or row, particularly when you have to change a number in the table, and then have to change the Totals that you had manually entered into the table. In fact Microsoft Word provides this facility to enter formulas into a table.

You can also perform addition, subtraction, multiplication, and division operations on numbers in Ms Word table cells. Also you can calculate averages, percentages, and minimum as well as maximum values. To add the formula in the Word table, do the following:

Having identified the cell in the table that you want the formula to appear in, choose the **Formula...** option from the **Tables** menu in Word 2003.

This will not give you the full capabilities of an Excel spreadsheet, but will allow a range of basic formulas to be entered, including SUM, AVERAGE, MIN and MAX. In addition, table cells can be referenced as A1, A2, B1, B2, etc., remembering that header rows must be counted. So, in this example we apply sum formula in C6 Cell and find the totals of employee salary:

EmpNo.	Employee Name	Salary
101	Karan	5000
102	Manoj	6000
103	Subhash	8000
104	Rahul	7500
105	Pankaj	9500
	Total=	36,000



Converting Text to a Table: -You can convert text to a table; however, a delimiter such as a comma, paragraph marker, or tab must separate columns of text. In the exercise that follows, you will convert comma-delimited text into a table.

a) Type the following as shown (do not bold).

RollNo, Student Name, Course

101, Karan, MCA

102 Manoj, DCA

103, Subhash, PGDCA

104, Rahul, BE

105, Pankaj, M.Com

b) First of all select the text.

c) **Choose Table > Convert > Text to Table** from the menu.

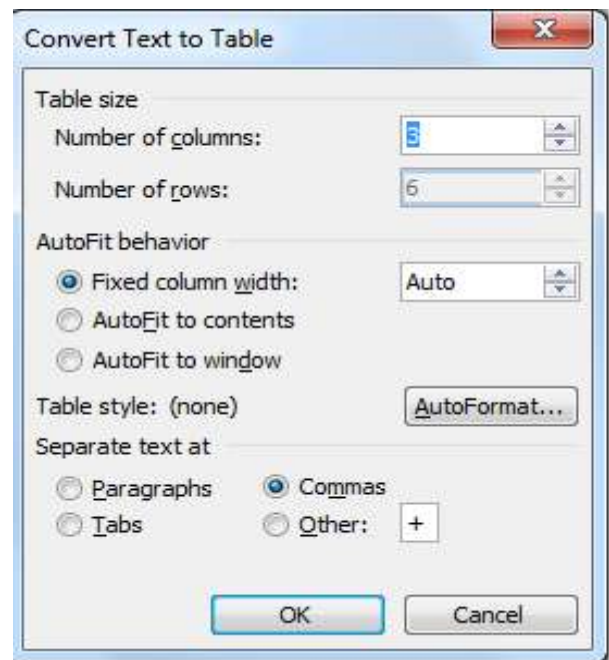
d) Type **3** in the Number of Columns field.

e) Select fixed Column Width field in the Autofit behavior option.

f) Select the Commas radio button in the Separate Text At frame.

g) Click OK.

Microsoft Word should have converted your text to a table and your table should look like the one shown here.

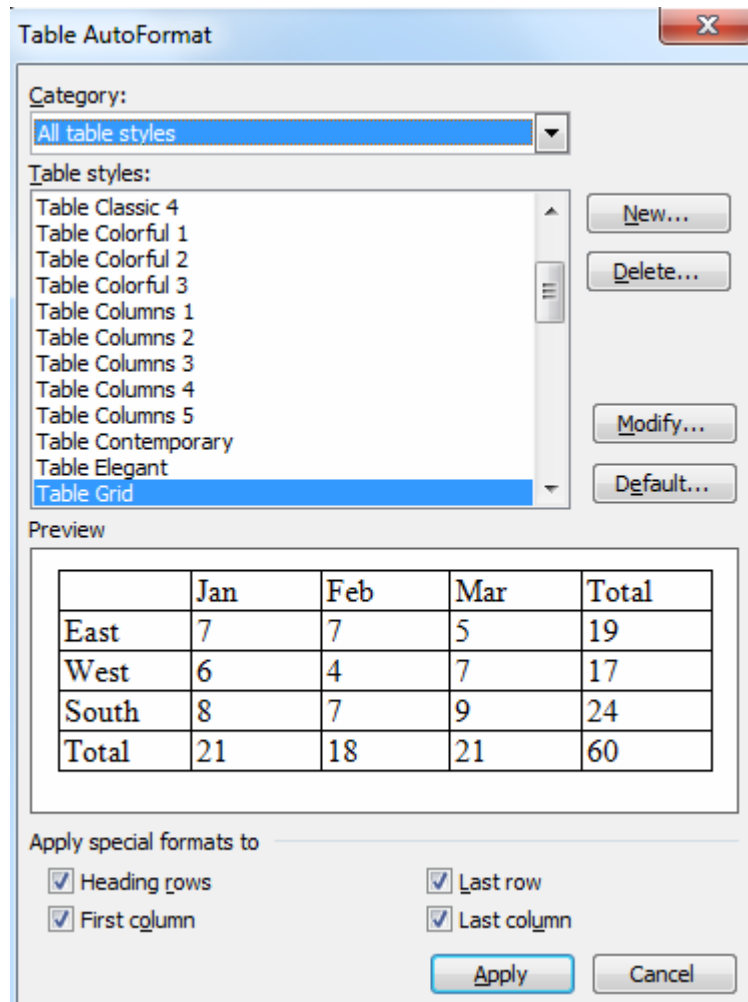


RollNo	Student Name	Course
101	Karan	MCA
102	Manoj	DCA
103	Subhash	PGDCA
104	Rahul	BE
105	Pankaj	M.Com

Table Auto Format:- Table auto format is a special facility provided by ms-word for the creation of tables auto format contains some redesigned formats of tables which can be directly apply that is we need not to design the table we can apply any one the available formats and can entered our data in the same format.

Process to open a table autocorrect

- click on table menu
- point to table auto format
- after the selecting of table auto format option one dialog box will be appear format and click on ok button or apply button



Sort the Table- Sorting elements of your table is useful for organizing your data,

whether consisting of text, numbers, or dates. You can also perform subsequent sorts on the data, initially sorting by one criterion and then sorting by a second criterion within that sort.

- Select the table or column(s) to be sorted
- From the *Table* menu, select **Sort...**. The *Sort* dialog box appears.
- From the *Sort by* pull-down list, select the first column by which to sort
HINT: If your table contains headings that should be excluded from the sort, in the *My list has has* section, select **Header row**.
- From the *Type* pull-down list, select **Text**, **Number**, or **Date**
- Select **Ascending** or **Descending** order
- Click **OK**



Graphics/ Diagram:-

we can insert any kind of picture image diagram lines shapes etc, in any text document we or drawing toolbar to insert any image or draw any picture in the text document

To insert any image, graph, picture or to draw any diagram in our document we use drawing toolbar if the drawing tool bar is not available in word when we use view menu to have it onscreen to open the drawing toolbar we will select toolbar options from the view menu then from the from the available list the toolbar we will select drawing option

Basic drawing tools:-

- a) line:- we can draw any line with the help of line button available in the help of line drawing tool bar
- b) arrow:- we can draw any arrow with the help of arrow button available in drawing toolbar
- c) oval:- we can draw any oval with the help of oval button available in drawing toolbar
- d) rectangle :- we can draw any rectangle with the help of rectangle button available in drawing toolbar (shift+ rectangle = square)

Auto shapes:-

Auto shapes are the collection of sum categories of the basic shapes used in any drawing

To insert any predefined shape in our document we use auto shapes button from the drawing toolbar when we click o this button it provides is shapes in various categories we can select anyone of the available and draw it in our document using mouse.

Categories of auto shapes:-

- lines
- connectors
- basic shapes
- block arrow
- flow charts
- store and banners
- callouts
- more auto shapes

Insertion of any image in document: - We can insert various kinds of pictures, images, drawings in the text document as her the requirement commonly predefined images.

Process to open:-

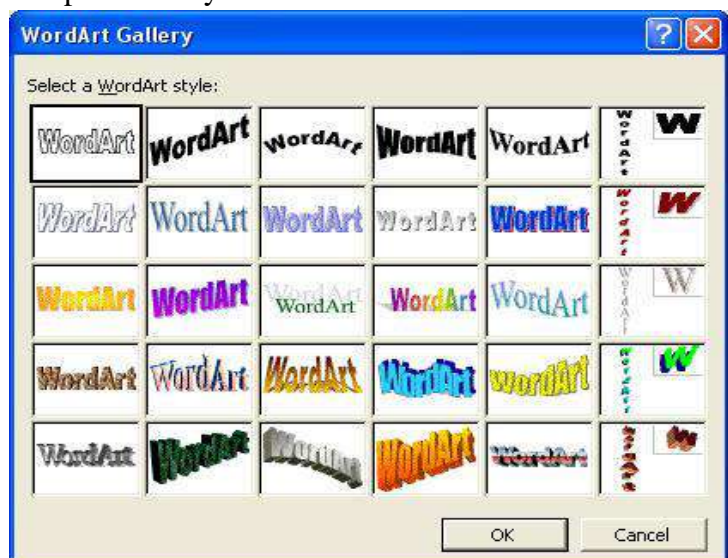
- Directly select clipart option from diagram tool bar menu.
- Insert- picture- from file clip art word art etc.

Word Art: - word art is a different kind of tool provided by ms-word to write the text we can write the text in various style text types in word art in word art lettings in the document

Process to open a word art:-

Insert- picture- word art

When we click on word art button from the drawing toolbar it gives us various style in a window known as word art gallery. We can select any one of the style and click on ok button to insert them when we do so it gives another window to add



the text in the window we can change the font and font's size of the text.

Views and layouts: - any text document created in ms-word can be view in various layout and different views use can also view the pages of the document in these view.

- **Normal View:** - normal view is a by default view provided by ms-word to create any document in it normal view contain various options to make change in the document it keep the toolbar in menu bars for the editing and formatting of the text. In other words we can say that formatting related options can be used easily in this view. If normal view is not and label by default it can be activated by selecting normal option from the view menu
- **Web Layout:** - web layout is generally used to designer web page this layout contains all the options and facility required to design a web page so we can do it easily the pages or document created in this layout can be directly viewed on screen or used as a web page to activate this layout we use web layout option from the view menu
- **Print layout:** - by using print layout we can design document in printing style related to the formatting of any page like as we can say page numbering margins header and footer etc.
- **Print preview:** - it shows the preview of designed page before print page. Designed by us in ms-word it shows the print preview before printing the our desired page file- print- preview
- **WebPage Preview:** - we can view the document or page directly on the web browser with the help of web page preview. It can also be said that of we page preview .it can also be said that we can have a vision of the web page in a web site
- **Full Screen:** - with the full screen view we can see our page document in full view of preview when we see the page in full view we can't get any ruler or menu or any status bar or any other which is always shown on full view or computer screen.Ctrl + print screen sys this shortcut is used for copy window's picture from one place to another place.

Template and wizard –

Template- It is a special kind of documents available in MSword, by using this template we can create new documents on the basis of the particular template.

In other words it can be said that template are some predefined types of documents, templates contain all the tool bars and option related to the particular template.

Document created by the user can also be save in the



form of templates or we can say that a user can create his own templates. Templates are useful for designing the various kind of documents.

Creation of templates– In MS Word user can design his own templates as we desire to create a new template in MS Word.

Firstly we will select new option from the file menu and then select on my computer option from the task pane. When we do so we will get a tab –window on screen from which we have to select the template radio button and click on ok. Then we will get a blank page to design a template where we can design a template.

Saving a template: –For saving a template or general document open file menu and click on save option where we click option we get a dialog box or save the document then click on save as type and choose their document template. After that opened save in template folder. We mention any name of the document and click on save like this we create our template or transfer our general document in template.

Modification in template: If we choose any template for work then we can do any changes in it which we want we use only that form at for work but text will be modify by us. It can make our work easy.

Letter wizard –letter wizard is available in a form of windows which contains four different information related to the document, these are.

- **Letter Format:** - In these format the first option is to decide the date style which is to be printed on the letter we can also decide the printing style of the letter from letters style option and the format of the letters is choose are from page design option.
- **Recipients Information:** -this tab contains the options to require the information of the recipients like receiver's name, address etc.
- **Other Elements:-** this option contain reference line, mailing instruction, attention, subject and salutation for the letters.
- **Senders Information:** - This tab contains the option for gathering the information related to the sender of the letter like his name, address with this information we can also select closing lines for the letter and no. of enclosures in it.

Wizard:-Wizards are some pre-designed templates provided by us MS Word which is used to perform any specific task rapidly and easily.

When we use wizard we have to follow its instructions one by one to perform the task easily. It can also be said that wizard gives us step by step instruction with the help of which, we can send the time as well as the task is perform in smooth manner.

When we completely follow instruction we get a structure where we just need to add the text related to wizard and to perform any kind of formatting in the design structure some common wizard available in MS Word are-letter, wizard, fax wizard, envelopes etc.

Mail Merge:-Mail Merge is a special function provided by using mail merge a user can send any document to many people at a single time, mail merge generally used to send letters, fax, invitations, mails, messages etc.

Since by using mail merge a single document can be send to many people at a time so we can say that it saves users time on a large scales.

In mail merge we merge two different document and files these two documents are main documents and data sources.

Main documents contains the letter or message which is to be send to many peoples and database contain the record of all those people like their names, address etc to whom the main documents is to be send.

When we merge these two documents by using mail merge it creates a separate main document for each record available in data source.

To use mail merge we will select letters and mailing option from the tools menu. Mail merge works like a wizard which gives us step by step instructions by following these instructions Mail merge can be used easily.

STEP 1: Selecting the document type-

Your options for document type include the following:

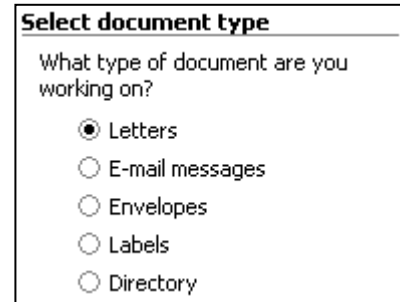
Letters: allows you to tailor one letter to many individuals.

E-mail messages: allows you to personalize a message as you would form letters and send them via email.

Envelopes: allows you to print envelopes with different addresses.

Labels: allows you to print labels with different addresses.

Directory: allows you to gather varied but related information into a list. For example, to create a departmental or organizational directory, list the names, office locations, and phone numbers.



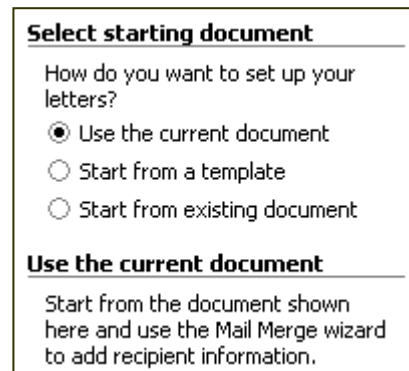
STEP 2: Establishing the starting document-

Your options for the starting document include the following:

Use the current document: uses the document currently open.

Start from a template: uses a preset Word template. Once you make this selection, the *Select template* link appears. Clicking it takes you to the *Select Template* dialog box, where you can choose the template you want to use.

Start from existing document: uses a previously saved document. Once you make this selection, you can choose from a list of recently used files or select another of your files.



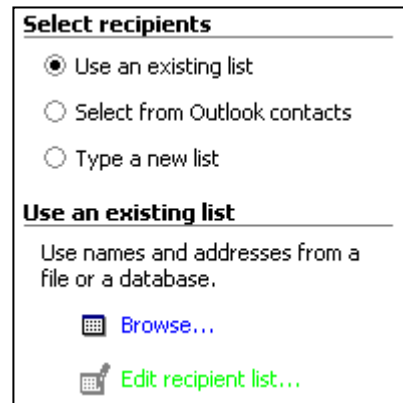
STEP 3: Selecting the recipients-

Your options for selecting recipients include the following:

Use an existing list: uses a previously saved list. Once you make this selection, the *Browse* link appears. Clicking it takes you to the *Select Data Source* dialog box, where you can choose the file you want to use.

Select from Outlook contacts: uses your Outlook contacts as recipients. You must use Outlook and have existing *Contacts*. Once you make this selection, the *Choose Contact Folder* link appears. Clicking it takes you to the *Choose Profile* dialog box, where you can select the *Contacts* list folder you want to use.

Type a new list: allows you to create your own list by typing each recipient.



STEP 4: Writing your document-

During this step, you will be adding text and variable information to your document. To assist you in this, Word has a number of pre-formatted entries along with the fields from your recipient list. Frequently used options include the following:

Address block: allows you to specify the format of recipient names, whether to insert the company name and postal address, and the format of the postal address.



Greeting Line: allows you to format how the greeting line will appear (e.g., *Dear Mr. Randall,*) and choose which format to use for invalid names (e.g., *Dear Sir or Madam,*).

More items: allows you to insert additional database fields.

STEP 5: Previewing your documents

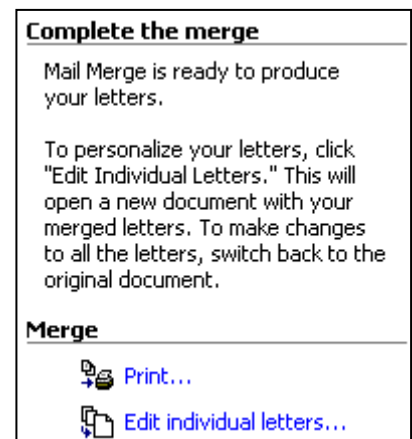
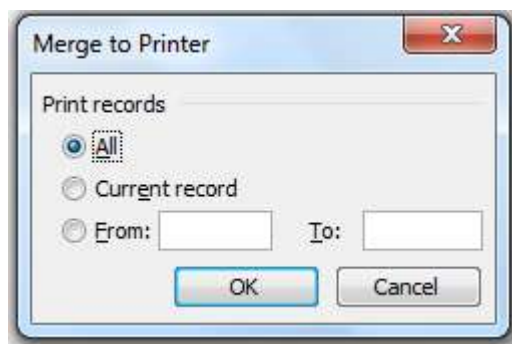
At this point, you are almost ready to merge. Before you do so, it is a good idea to preview your documents. You can browse through the documents by clicking the PREVIOUS or NEXT button. You can also locate specific recipients.

Based on what you see during this preview, you may decide to edit your document, edit the recipient list, or exclude one or more recipients from the merge.



STEP 6: Completing the merge

Once the merge is complete, you can print the merged documents or, prior to printing, you can edit individual documents.



- To merge all the documents, click all.
- To merge only the document that you see in the document window, click Current record.
- To merge a range of documents, click From, and then type the record numbers in the From and To boxes.

Unit-3 & 4

MS EXCEL

A spreadsheet is essentially a matrix of rows and columns. Consider a sheet of paper on which horizontal and vertical lines are drawn to yield a rectangular grid. The grid namely a cell is the result of the intersection of a row with a column. Such a structure is called a Spreadsheet.

A spreadsheet package contains electronic equivalent of a pen, an eraser and large sheet of paper with vertical and horizontal lines to give rows and columns. The cursor position uniquely shown in dark mode indicates where the pen is currently pointing. We can enter text or numbers at any position on the worksheet. We can enter a formula in a cell where we want to perform a calculation and results are to be displayed. A powerful recalculation facility jumps into action each time we update the cell contents with new data.

MS-Excel is the most powerful spreadsheet package brought by Microsoft. The three main components of this package are

- Electronic spreadsheet
- Database management
- Generation of Charts

Each workbook provides 3 worksheets with facility to increase the number of sheets. Each sheet provides 256 columns and 65536 rows to work with. Though the spreadsheet packages were originally designed for accountants, they have become popular with almost everyone working with figures. Sales executives, book-keepers, officers, students, research scholars, investors bankers etc, almost any one find some form of application for it.

EXCEL FEATURES There are a number of features that are available in Excel to make your task easier. Some of the main features are: AutoFormat - lets you to choose many preset table formatting options.

a) AutoSum - helps you to add the contents of a cluster of adjacent cells.

b) List AutoFill - automatically extends cell formatting when a new item is added to the end of a list.

c) AutoFill - feature allows you to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text. AutoFill can also be used to copy functions. You can also alter text and numbers with this feature.

d) AutoShapes toolbar will allow you to draw a number of geometrical shapes, arrows, flowchart elements, stars and more. With these shapes you can draw your own graphs.

e) Wizard - guides you to work effectively while you work by displaying various helpful tips and techniques based on what you are doing. Drag and Drop - feature will help you to reposition the data and text by simply dragging the data with the help of mouse.

f) Charts - features will help you in presenting a graphical representation of your data in the form of Pie, Bar, Line charts and more.

g) PivotTable - flips and sums data in seconds and allows you to perform data analysis and generating reports like periodic financial statements, statistical reports, etc. You can also analyse complex data relationships graphically.

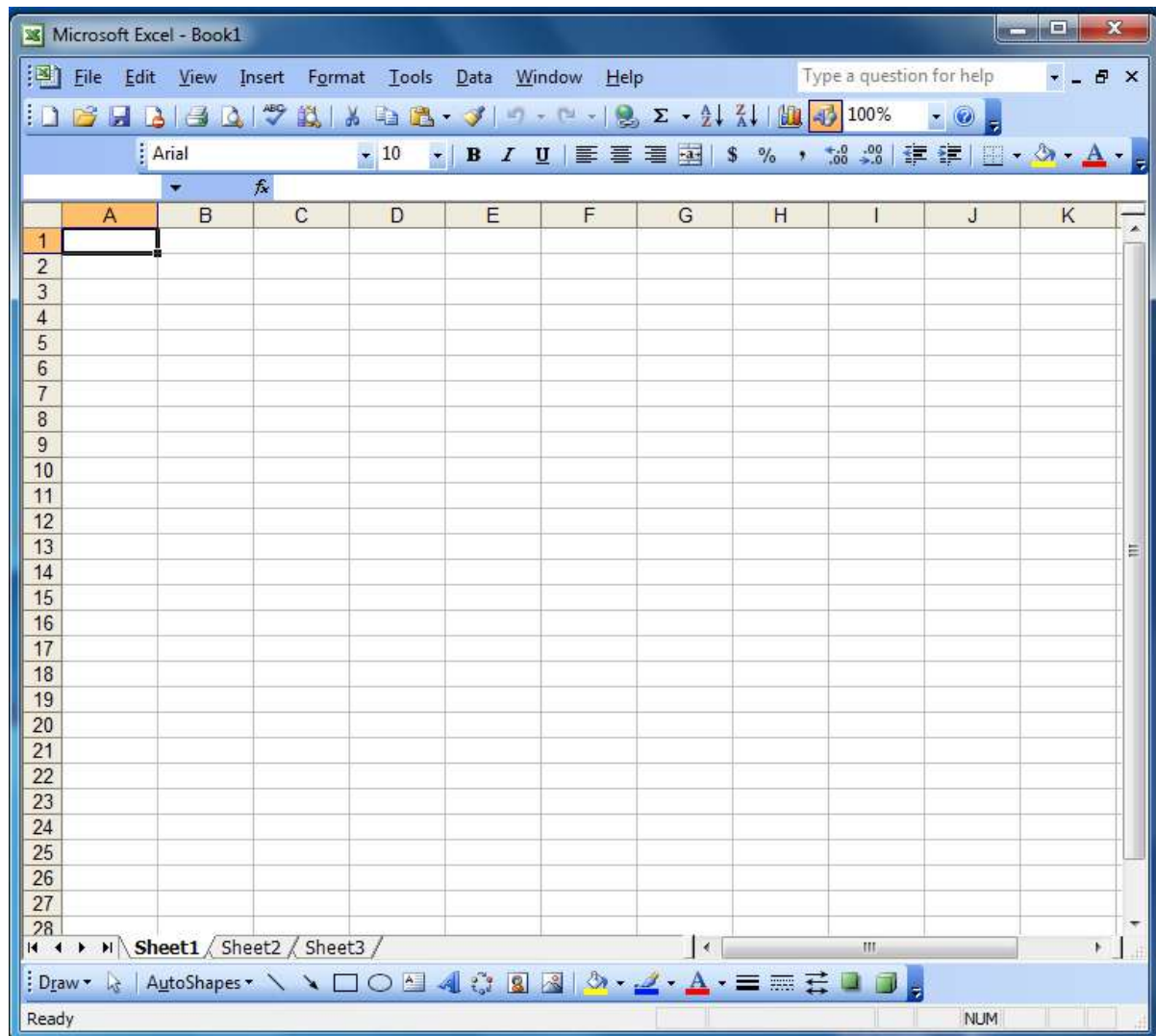
h) Shortcut Menus - commands that are appropriate to the task that you are doing appear by clicking the right mouse button

Starting Excel 2003-

- Click the Start button to display the Start menu.
- Navigate to All Programs.
- Choose Microsoft Office Excel 2003, to launch a blank worksheet.

- If needed, maximize the application window for better usability.

MS-Excel Window-



Components of the Excel Window-

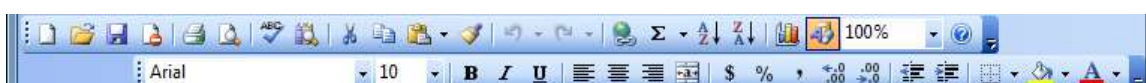
Title bar-The title bar is located at the top of the window and it identifies the application. On your screen, you see "Microsoft Excel - Book 1" in the title bar. The title bar also houses the standard buttons to Minimize, Maximize/Restore and Close.



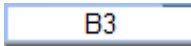
Menu bar-The menu bar is located directly below the title bar, each one of which opens up a list of commands. The options available under each Menu seem to be limited at times. This feature is meant to keep track of your command-usage habits.



Toolbars-When you first launch Excel, two toolbars appear. The upper toolbar is the Standard toolbar and the lower toolbar is the Formatting toolbar.



Name Box-Name box is an indicator to the cell that is selected.



Formula Bar-The formula bar is located immediately below the toolbars. It displays the data and formula both you type or edit.



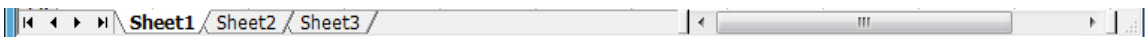
Worksheet Window- The document window, usually called the worksheet window, contains the sheet you are creating, editing, or using. The worksheet includes a series of vertical columns identified by lettered column headings and a series of horizontal rows identified by numbered row headings.

Scroll bars-The vertical scroll bar (far right side of workbook window) and the horizontal scroll bar (lower right corner of workbook window) let you move quickly around the worksheet.

Status bar-It displays information about what is happening in your workspace.



Sheet tabs-The sheet tabs let you move quickly between sheets by simply clicking the sheet tab. You can also use the sheet tab scroll buttons to see sheet tabs hidden from view.



Workbook Management:-

Creating a workbook: - A blank workbook is displayed when Microsoft Excel is opened. You can type information or design a layout directly in this blank workbook.

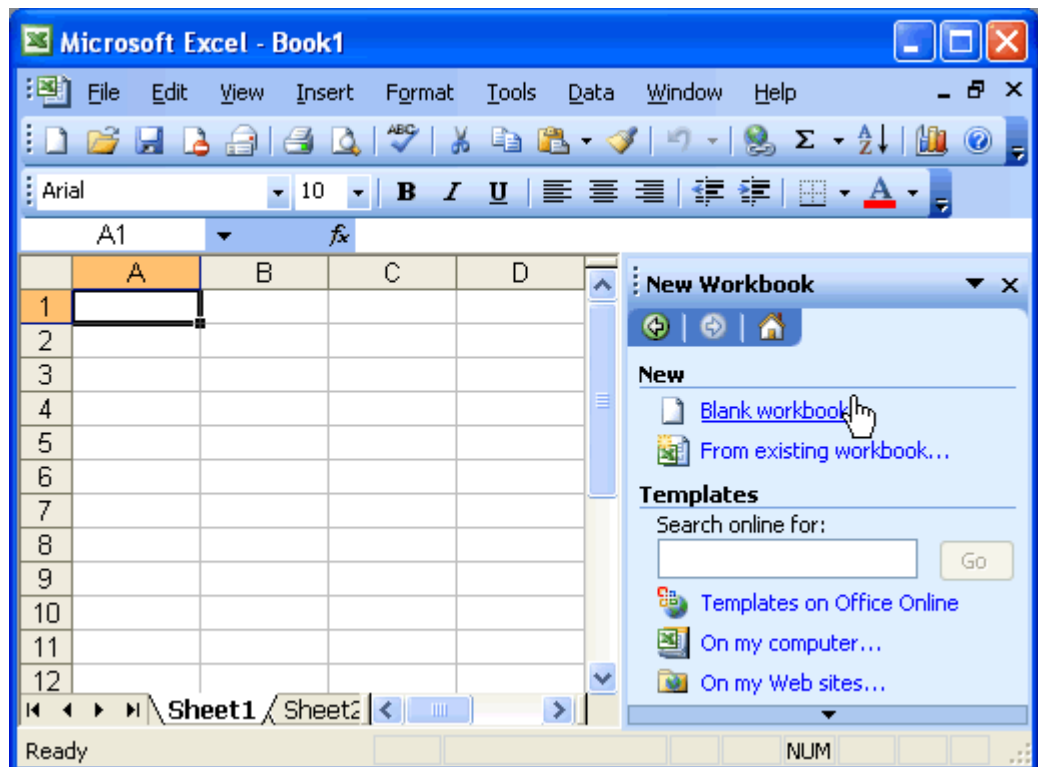
▪ To create an Excel workbook:

▪ Choose **File** → **New** from the menu bar.

▪ The **New Workbook** task pane opens on the right side of the screen.

▪ Choose **Blank Workbook** under the **New** category heading.

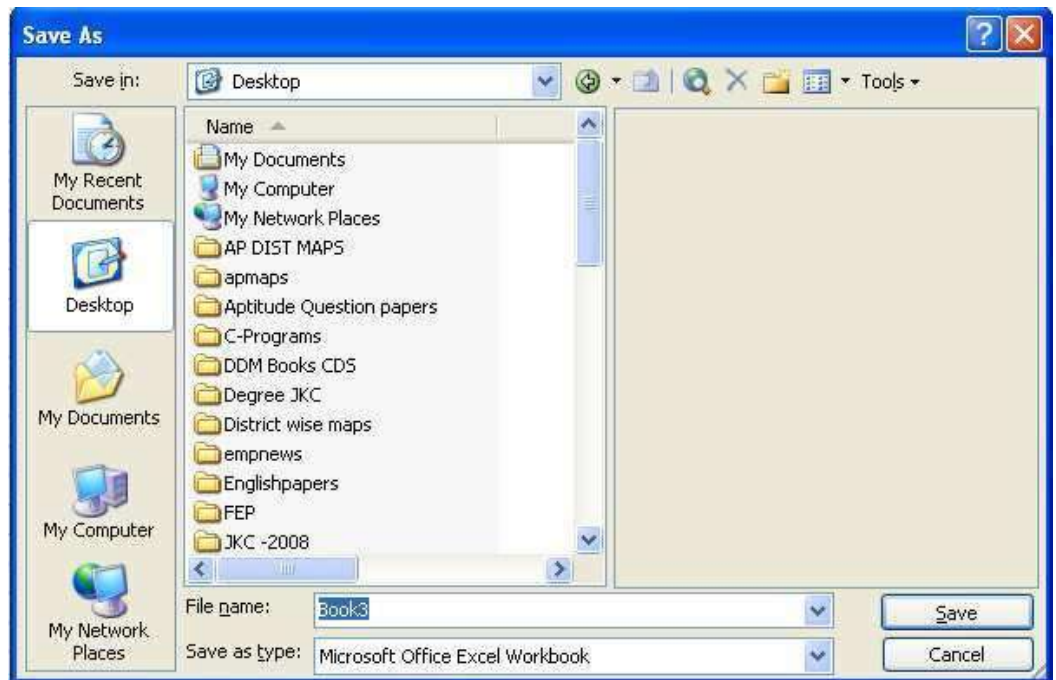
▪ A blank workbook opens in the Excel window. The **New Workbook** task pane is closed.




Saving a Workbook-Every workbook created in Excel must be saved and assigned a name to distinguish it from other workbooks. The first time you save a workbook, Excel will prompt you to assign a name through the **Save As** operation. Once assigned a name, any additional changes made to the text, numbers, or formulas must be saved using the **Save** operation.

To save a new workbook:

- Choose File → Save As from the menu bar.
- The Save As dialog box appears.
- Click the Save In: drop-down menu, and locate where the file will be saved. Local Disk (C :) to save the file to your computer.
- Type a name for your file in the File Name: box.
- Click the Save button.



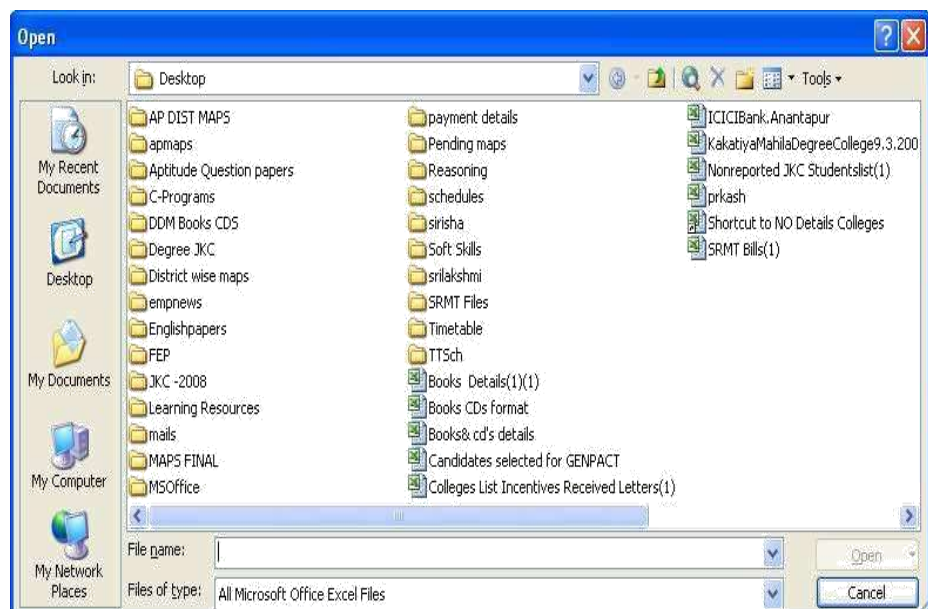
To save changes made to an existing workbook:

- Choose File → Save from the menu bar, or Click the  Save button on the Standard toolbar.
- If you're saving the file for the first time and you do not choose a file name, Microsoft Excel will assign a file name for you.

Opening a Workbook-You can open any workbook that has previously been saved and given a name.

To open an existing Excel 2003 workbook:

- Choose File → Open from the menu bar.
- The Open dialog box opens.
- In the Look in list, click the drive, folder, or Internet location that contains the file you want to open.
- In the folder list, open the folder that contains the file. Once the file is displayed, click the file you want to open.
- Click the Open button.



Closing a workbook-To close an existing Excel 2003 workbook:

- Choose **File** → **Close** from the menu bar. The workbook in the Excel window is closed.

Note-Excel 2003 will prompt you to save information if anything new has been typed between the last save and the time you close the file.

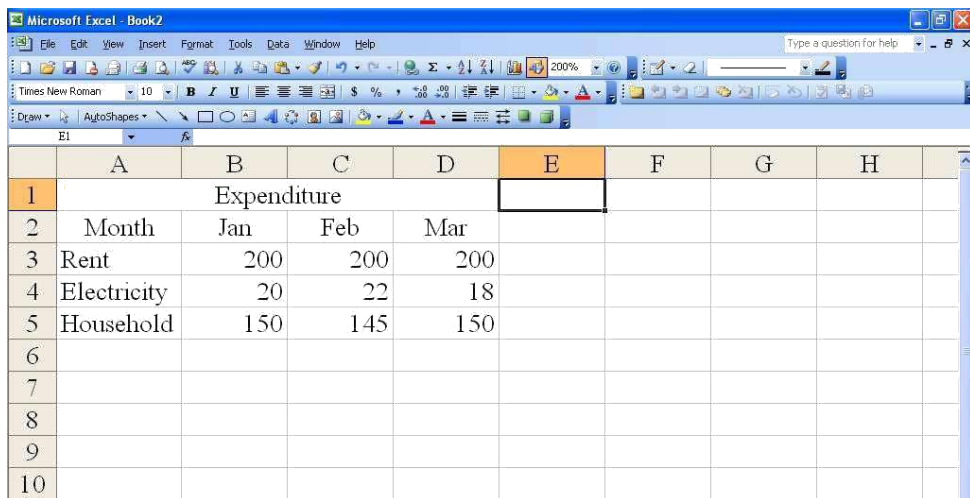
Data

Manipulation

Entering Data-

Start Excel, Click File and then New.

An empty worksheet appears as shown below Type Expenditure in cell A1 then press down arrow key to move to cell



	A	B	C	D	E	F	G	H
1	Expenditure							
2	Month	Jan	Feb	Mar				
3	Rent	200	200	200				
4	Electricity	20	22	18				
5	Household	150	145	150				
6								
7								
8								
9								
10								

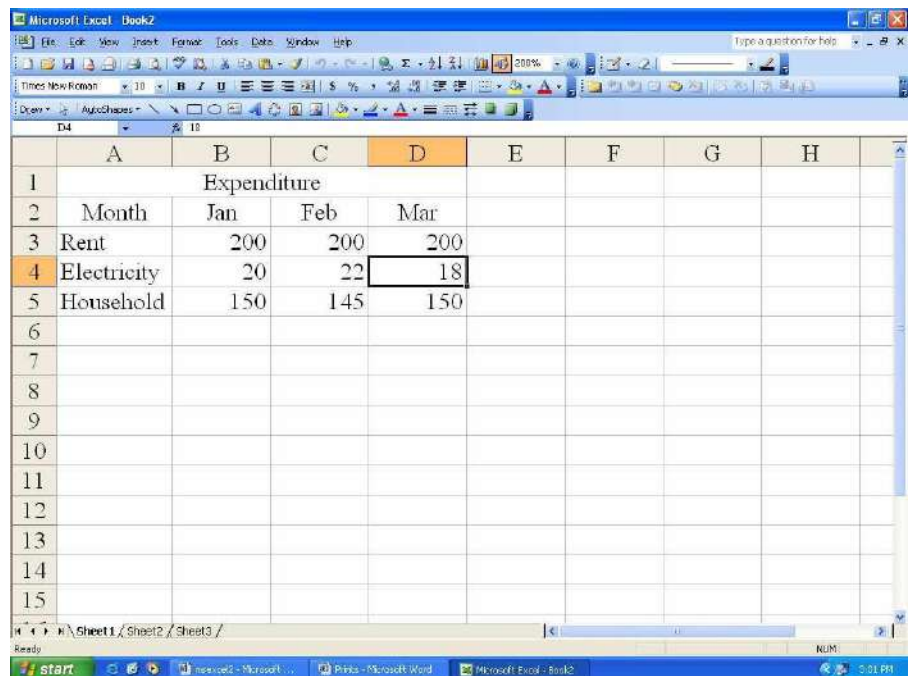
A2. Type Month then press the down arrow key to move to cell A3 Continue to type the data. The resulting worksheet should appear like the following screen.

Save your work by clicking File and then Save As. This dialog box appears.

Type cash in the File Name text box and then clicks save button. Excel automatically adds the extension .xls to your file name.

Editing data- Click File and then click Open and Click cash.xls and then click Open. Move the mouse pointer to cell D4, click and release. The cell is highlighted and 18 appear in the formula bar.

Move the mouse pointer to the formula bar and click once to the right of 18. Use the Backspace key to delete 8, then type 4 and press Enter. Cell D4 now contains the value 14.



	A	B	C	D	E	F	G	H
1	Expenditure							
2	Month	Jan	Feb	Mar				
3	Rent	200	200	200				
4	Electricity	20	22	18				
5	Household	150	145	150				
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Replacing cell data- Make the cell B5 active by clicking on it. Type 200 and press Enter. The cell B5 will now contain the value 200 replacing old value (150).

Deleting Cell Contents- Move to cell C5 and click to select. Press the Delete key. The cell becomes blank. Drop down the Edit menu and click Undo to reinsert the 145.

Copying Data- Open the cash spreadsheet. Select the cells D3 to D5 Click Edit menu and then click Copy. Select the cells F3 to F5. Click Edit menu and then click Paste. Now the cells D3 to D5 are copied into F3 to F5.

Moving Data - Open cash.xls spreadsheet. Select the cells from B3 to B5. Click Edit menu and then click Cut. Select the cells G3 to G5. Click Edit menu and then click Paste.

Fill Numeric Data using Auto Fill option- There is an easy method to fill the data in columns and rows. The data may be Numeric or dates and text. To fill Serial no by using auto fill-

- Type Serial no for 2 cells i.e. 1, 2 in the cells A1 and A2 respectively.
- Select two cells and drag the Fill Handle.

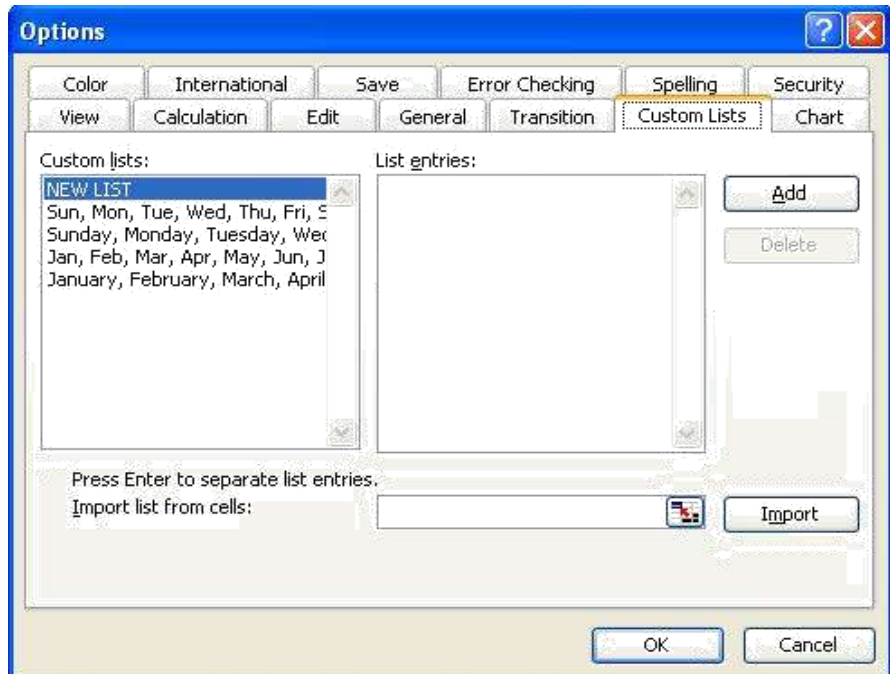
Fill Date Data using Auto Fill option - There is an easy method to fill the date data in columns and rows. To fill Serial no by using auto fill-

- Type any date for 2 cells i.e. 01/08/2015 and 02/08/2015 in the cells A1 and A2 respectively.
- Select two cells and drag the Fill Handle.

Creating Custom List:-We can customize the lists with different text data to minimize the redundancy of work .Some of the lists are listed below:

- Jan, Feb, Mar, Apr, May, June, July.... like months
- Sunday, Monday, Tuesday, Wednesday, Thursday...Like week days
- Adlibbed, Anatapur, Chittoor, Cuddapah... like District names
- Ravi, Kiran, Praveen, Rama.... like employees list

To create a customized list follows the steps given below:-Click Tools Menu, Click Options then click Custom Lists tab, Then you will find the figure given below:



- Click NEW LIST and enter the list in the List entries window.
- Click Add button then click OK button then your list will be added to the Custom Lists. That list you can use as and when required to type.
- Now you can Drag the fill handle (+) to get the list automatically.

Functions-Microsoft Excel has a set of prewritten formulas called *functions*. Functions differ from regular formulas in that you supply the value but not the operators, such as +, -, *, or /. For example, you can use the SUM function to add. When using a function, remember the following:

- Use an equal sign to begin a formula.
- Specify the function name.
- Enclose arguments within parentheses.
- Use a comma to separate arguments.

Listing of the most useful Microsoft Excel functions are as follows-

- Mathematical Functions
- Statistical Functions

- String/ Text Functions
- Logical Functions
- Date & Time Functions

❖ **Mathematical Functions**-The Excel Math Functions perform many of the common mathematical calculations, including basic arithmetic, conditional sums & products, exponents & logarithms, and the trigonometric ratios.

a) **SUM**- the Excel SUM function adds together a supplied set of numbers and returns the sum of these values.

The syntax of the function is:

SUM (number1, [number2], ...)

Where the number arguments are a set of numbers (or arrays of numbers) that you want to find the sum of.

Example – Here (Fig-1) we get sum of D2:D4 cells are 32950. Because we write sum function on D5 cell that is shown below-

= **Sum (D2:D4)**

Sum and Product Function Example

	A	B	C	D
1	Product Name	Price	Quantity	Total Price
2	Keyboard	150	3	450
3	Mouse	500	5	2500
4	Monitor	3000	10	30000
5			Net Amount-	32950

Fig-1

b) **PRODUCT**-The Excel PRODUCT function returns the product (multiplication) of a supplied set of numerical values.

The syntax of the function is:

PRODUCT (number1, [number2], ...)

Where the number arguments are a set of numbers (or arrays of numbers) that you want to calculate the multiplication.

Example – Here (Fig-1) we get multiplication of B2 and C2 cell is 450, B3 and C3 cell is 25000 and B4 and C4 cell is 30000 Because we write **Product ()** function on D2, D3 and D4 cells that are shown below-

=**PRODUCT (B2, C2)**

=**PRODUCT (B3, C3)**

=**PRODUCT (B4, C4)**

c) **POWER**-The Excel Power function calculates a given number, raised to a supplied power. The syntax of the function is:

Syntax- POWER (number, power)

Where the number and power arguments are numerical values. These can be supplied to the function either directly, as values returned from other functions, or as references containing numbers.

Example – in fig-2 we calculate power 5 of entered number in B2 cell. write **Power ()** function cell for calculating power-
=**power (b2, 5)**

Power, Sqrt, Abs, Fact and Pi Function Example

	A	B	C
1	Task	Number	Result
2	Calculate Power Of=	2	32
3	Calculate Square Root Of=	36	6
4	Calculate Absolute Value Of=	-25	25
5	Calculate Factorial Of=	6	720
6	Display Pi Constant Value=		3.141592654

to cells

We on C2

Fig-2

d) SQRT-The Excel Sqrt function calculates the positive square root of a supplied number. The syntax of the function is:

Syntax- SQRT (number)

Where the number argument is the numeric value that you want to find the square root.

Example – in fig-2 we calculate Square root of entered number in B3 cell. We write **Sqrt ()** function on C3 cell for calculating Square root-

=Sqrt (b3)

e) PI-The Excel PI function returns the value of the mathematical constant π (pi), accurate to 15 digits (14 decimal places).I.e. the function returns the value 3.14159265358979. The Pi function takes no arguments and therefore has the simple format:

Syntax- PI ()

Example – in fig-2 we displayed value of the mathematical constant π in C6 cell. We write **Pi ()** function on C6 cell for finding mathematical constant π -

=Pi (C6)

Power, Sqrt, Abs, Fact and Pi Function Example

	A	B	C
1	Task	Number	Result
2	Calculate Power Of=	2	32
3	Calculate Square Root Of=	36	6
4	Calculate Absolute Value Of=	-25	25
5	Calculate Factorial Of=	6	720
6	Display Pi Constant Value=		3.141592654

Fig-2

f) ABS- the Excel ABS function returns the absolute value of any supplied number.

The syntax of the function is:

Syntax- ABS (number)

Where the **number** argument is the numeric value that you want the modulus.

Example – in fig-2 we displayed absolute value of the entered number in B4 cell. We write **ABS ()** function on C4 cell for finding absolute value -

=ABS (B4)

g) FACT-The Excel FACT function returns the factorial of a supplied number.

The syntax of the function is:

Syntax- FACT (Number)

Where the **number** argument is the positive integer that you want to calculate the factorial.

Example – in fig-2 we displayed factorial of the entered number in B5 cell. We write **Fact ()** function on C5 cell for finding factorial -

=Fact (B5)

h) MOD-The Excel MOD function returns the remainder of a division between two supplied numbers. The format of the Syntax is:

Syntax-MOD (number, divisor)

Where the arguments are as follows:

Number-The number to be divided.

Divisor-The value that the number argument is divided by.

Example– **=MOD (20, 6)** result is 2 because you have 3 times 6 in 20 and the rest is 2.

i) ROUND- The Excel Round function rounds a supplied number up or down, to a specified number of decimal places. In other word we can say that this function removes decimals rounding up the last decimal if the next one is 5 or over. The syntax of function is:

Syntax- ROUND (number, num_digits)

Where the arguments are as follows:

Number - The initial number.

num_digits - The number of decimal places to round the supplied number to.

Note that:

- A positive num_digits value specifies the number of digits to the right of the decimal point;
- A num_digits value of 0 specifies rounding to the nearest integer;
- A negative num_digits value specifies the number of digits to the left of the decimal point.

Example- So if you have 4.126 in cell A1 and use the formula =ROUND (A1, 2) the result will be 4.13 if the value in A1 is 4.123 the result will be 4.12.

❖ **Text/string Functions**-Excel has many functions to offer when it comes to manipulating text strings. The Excel String Functions perform many of the common string operations, including converting lower case to upper case , upper case to lower case and removeing extra (unwanted spaces) from strings etc.

a) **LOWER FUNCTION** -The Microsoft Excel LOWER function converts all letters in the specified string to lowercase. If there are characters in the string that are not letters, they are unaffected by this function.

Syntax- LOWER (Text)

Where the text argument is a text strings.

Example 1) In **fig-1** To convert B1 Cell text to Lower Case we write Lower Function in B5 cell like this- =Lower (B1)

Example 2) = LOWER ("OMEGA")

Result: omega

Upper, Lower, Proper, Len and Trim Functions Example

	A	B
1	Text-String Is=	This is OMEGA College.
2		
3	Task	Result (Operation On B1)
4	Upper Function=	THIS IS OMEGA COLLEGE.
5	Lower Function=	this is omega college.
6	Proper Function=	This Is Omega College.
7	Len Function=	41
8	Trim Function=	This is OMEGA College.

Fig-1

b) **UPPER FUNCTION**-The Excel Upper function converts all characters in a supplied text string to upper case.

Syntax-UPPER (text)

Where the text argument is the original text string.

Example 1) In **fig-1** To convert B1 Cell text to Upper Case we write Upper Function in B4 cell like this- =Upper (B1)

Example 2) = LOWER ("omega")

Result: OMEGA

c) **LEN FUNCTION**- the Excel LEN function returns the length of supplied text string.

Syntax-LEN (text)

Where the **text** argument is the text string.

Example 1) In **fig-1** to find B1 Cell text length we write Len Function in B7 cell like this-
=LEN (B1)

Upper, Lower, Proper, Len and Trim Functions Example

	A	B
1	Text-String Is=	This is OMEGA College.
2		
3	Task	Result (Operation On B1)
4	Upper Function=	THIS IS OMEGA COLLEGE.
5	Lower Function=	this is omega college.
6	Proper Function=	This Is Omega College.
7	Len Function=	41
8	Trim Function=	This is OMEGA College.

Fig-1

Example 2) = Len ("omega")

Result: 5

d) PROPER FUNCTION-The Microsoft Excel PROPER function sets the first character in each word to uppercase and the rest to lowercase.

SYNTAX-PROPER (Text)

Example 1) In **fig-1** to show B1 Cell text in proper case we write Proper Function in B6 cell like this- **=Proper (B1)**

Example 2) = Proper ("omega and Helios")

Result: Omega And Helios

e) TRIM FUNCTION-The Excel Trim function removes extra spaces (i.e. all spaces except for single spaces between words or characters) from supplied text string.

SYNTAX- TRIM (Text)

Where the text argument is the text string.

Example- In **fig-1** B1 Cell contain text with extra spaces to displaying with no extra spaces we use Trim Function in B8 cell like this- **=Trim (B1)**

Upper, Lower, Proper, Len and Trim Functions Example

	A	B
1	Text-String Is=	This is OMEGA College.
2		
3	Task	Result (Operation On B1)
4	Upper Function=	THIS IS OMEGA COLLEGE.
5	Lower Function=	this is omega college.
6	Proper Function=	This Is Omega College.
7	Len Function=	41
8	Trim Function=	This is OMEGA College.

Fig-1

f) CONCATENATE FUNCTION- The Excel CONCATENATE function joins together a series of supplied text strings or other values, into one combined text string.

Syntax- Concatenate (text1, [text2], ...)

Where the text arguments are a set of one or more text strings or other values that you want to join together.

Concatenate Function

Example 1)-To concatenate A19 and B19 cell text in C19 cell

We use Concatenate Function like wise-
=Concatenate (A19,"-", B19)

	A	B	C
17	Text1	Text2	Concatenate Function
18			
19	Omega	Helios	Omega-Helios

Fig-3

Example 2)-=CONCATENATE ("Tech on the ", "Net")

Result: "Tech on the Net"

g) LEFT FUNCTION -The Excel Left function returns a specified number of characters from the start (left side) of supplied text string.

Syntax- LEFT (text, [num_chars])

Where the function arguments are:

Text - The original text string.

[num_chars]- An optional argument that specifies the number of characters to be returned from the start of the supplied text. If omitted, the [num_chars] argument takes on the default value of 1.

Example-In **fig-2** we use Left function in B13 cell like this-
=Left (B10, 3)

Left, Right and Mid Functions Example

	A	B
10	Text-String Is=	EDUCATION
11		
12	Task	Result (Operation On B10)
13	Left Function=	EDU
14	Right Function=	TION
15	Mid Function=	CAT

Fig-2

h) RIGHT FUNCTION - The Excel Right function returns a specified number of characters from the end (right side) of supplied text string.

Syntax- RIGHT (Text, [num_chars])

Where the function arguments are:

Text - The original text string.

[num_chars] - An optional argument that specifies the number of characters to be returned from the end of the supplied text. If omitted, the [num_chars] argument takes on the default value of 1.

Example-In **fig-2** we use Right function in B14 Cell like this-
=Right (B10, 4)

Left, Right and Mid Functions Example

	A	B
10	Text-String Is=	EDUCATION
11		
12	Task	Result (Operation On B10)
13	Left Function=	EDU
14	Right Function=	TION
15	Mid Function=	CAT

Fig-2

i) MID Function-The Excel Mid function returns a specified number of characters from the middle of supplied text string.

Syntax-MID (Text, start_num, num_chars)

Where the function arguments are:

Text- The original text string.

Start_num- An integer that specifies the position of the first character that you want to be returned.

Num_chars- An integer that specifies the number of characters (beginning with start_num), to be returned from the supplied text.

Example-In **fig-2** we use Mid function in B15 cell like this-
=Mid (B10, 4, 3)

❖ **Date and Time Functions-** Excel has many functions to offer when it comes to manipulating Date and Time. The Excel Date and Time Functions perform many of the common date and time operations, including finding current date and time, extract date, year and month in date etc.

a) TODAY Function- The Excel TODAY function returns the current date from the computers system clock.

Syntax- =TODAY ()

Example- = Today ()

Result - 12/22/2015

b) Now Function- The Excel NOW function returns the current date and time. The NOW function is only updated when the spreadsheet is calculated.

Syntax - =NOW ()

Example- = Now ()

Result - 12/22/2015 19:45

c) DATE Function- The Excel DATE function returns the sequential serial number for the specified date and formats the result as a date. The DATE function is most useful when the year, month and day arguments are formulas.

Syntax- =DATE (year, month, day)

Where the function arguments are:

Argument	Purpose
Year -	The year of the specified date and can be entered using up to four digits
Month-	A positive or negative number representing the month of the year from 1 - 12. Can be used to add or subtract months to and from a date
Day-	A positive or negative number representing the day of the month from 1 - 31

Examples of the DATE function in use can be found below-

MS-EXCEL SHEET				Result	
	A	B	C	Function	Result
1	Day	Month	Year	=DATE(C2,B2,A2)	20/03/2010
2	20	3	2010	=DATE(C2,B2,A2-10)	10/03/2010
				=DATE(C2,B2+6,A2)	20/09/2010

d) DAY Function- The Excel DAY function returns the day corresponding to a date represented by a number between 1 and 31.

Syntax - =DAY (serial_number)

Where serial_number is the date from which you want to extract the day.

Example- =Day ("12/22/1991")

Result = 22

e) MONTH Function-The Excel MONTH function returns the month corresponding to a date represented by a number between 1 and 12

Syntax =MONTH (serial_number)

Where serial_number is the date from which you want to extract the month.

Example- =Month ("12/22/1991")

Result = 12

f) YEAR Function- The Excel YEAR function returns the year corresponding to a date represented by a number in the range 1900 to 9999.

Syntax=YEAR (serial_number)

Where serial_number is the date from which you want to extract the year.

Example- = Year ("12/22/1991")

Result = 1991

g) HOUR Function-The Excel, Hour function returns the hour corresponding to a time represented by a number in the range 0 to 23.

Syntax= Hour (serial_number)

Where serial_number is the time value from which you want to extract the Hour.

Example- = HOUR ("3:35:40 PM")

Result = 3

h)

Minute Function- The Excel, Minute function returns the minute corresponding to a time represented by a number in the range 0 to 59.

Syntax- =Minute (serial_number)

Where serial_number is the time value from which you want to extract the Minute.

Example- =MINUTE ("3:35:40 PM")

Result = 35

i) Second Function-The Excel, Second function returns the second corresponding to a time represented by a number in the range 0 to 59.

Syntax- =Second (serial_number)

Where serial_number is the time value from which you want to extract the Second.

Example- =SECOND ("3:35:40 PM")

Result = 40

❖ **Statistical Functions-** There are a number of Excel statistical functions which can be used to analyse the data in your spreadsheet. These include, but are not limited to Count, Average, Min and Max.

a) LARGE Function-The Excel LARGE function is used to return a largest value dependent upon its ranking in a range of values. For example, the LARGE function can be used to return the 2nd or 3rd largest number from a range.

Syntax- =LARGE (array, k)

Where array and k are arguments they are define as follows.

Array- The range of cells you want to find the k-th largest value in

K-The position in the range of numbers, from the largest, that you want to return

Example- In **fig-1** we searched 3 largest salary from Cell Range C3 to C7 in C14 Cell using Large function like this-

=Large (C3:C7, 3)

Result- 10500

b) SMALL Function-The Excel SMALL function is used to return a value dependent upon its ranking in a range of values. For example, the SMALL function can be used to return the 2nd or 3rd smallest number from a range.

Syntax- =SMALL (array, k)

Where array and k are arguments they are define as follows.

Array- The range of cells you want to find the k-th smallest value in

K- The position in the range of numbers, from the smallest, that you wants to return.

Example- In **fig-1** we searched 2 smallest salary from Cell Range C3 to C7 in C15 Cell using Small function like this-

=Small (C3:C7, 2)

Max, Min, Large, Small and Average Functions Examples

	A	B	C
1	Sno.	Employee Name	Salary
2			
3	1	Kamal Patidar	5000
4	2	Rahul Patidar	8000
5	3	Vivek sharma	15000
6	4	Vivek Tiwari	18000
7	5	Pankaj Shekhawat	10500
8			
9	Sno.	Task	Result
10			
11	1	Maximum Salary=	18000
12	2	Minimum Salary=	5000
13	3	Average Of Salary=	11300
14	4	3 Largest Salary=	10500
15	5	2 Smallest Salary=	8000

Fig-1

Result- 8000

c) **MAX Function-** The Excel MAX function returns the largest value from a supplied set of numeric values.

Syntax- =MAX (number1, [number2] ...)

Where the number arguments are one or more numeric values (or arrays of numeric values).

Example- In fig-1 we searched maximum salary from Cell Range C3 to C7 in C11 Cell using Max function like this-

=Max (C3:C7)

Result- 18000

d) **MIN Function-**The Excel MIN function returns the smallest value from a supplied set of numeric values.

Syntax- =MIN (number1, [number2] ...)

Where the number arguments are one or more numeric values (or arrays of numeric values).

Example- In fig-1 we searched minimum salary from Cell Range C3 to C7 in C12 Cell using Min function like this-

=Min (C3:C7)

Result- 5000

e) **AVERAGE Function-** The Excel AVERAGE function returns the average (arithmetic mean) of the numbers provided.

Syntax- = AVERAGE (number1, [number2] ...)

Where the number arguments are one or more numeric values (or arrays of numeric values).

Example- In fig-1 we calculate average of salaries from Cell Range C3 to C7 in C12 Cell using Average function like this-

= Average (C3:C7)

Result- 11300

f) **COUNT Function-** The Excel Count function returns the count of numeric values in a supplied set of cells or values. This count includes both numbers and dates.

Syntax- =COUNT (value1, [value2] ...)

Example- In Fig-2, if we want to count how many cells C2 to C11 contains numeric values, use count function like this-

=Count (C2:C11)

Result-5

g) **COUNTIF Function**=The COUNTIF function counts the number of values in a range that meet specific criteria. **Syntax-** =COUNTIF (range, criteria)

Where Range and criteria are arguments they are define as follows.

Range- The range of cells to evaluate.

Criteria- The condition that defines which cells is to be counted.

Count, CountA, CountBlank and Countif Functions Example

	A	B	C
1	Sno.	Employee Name	Salary
2	1	Kamal Patidar	5000
3	2	Rahul Patidar	
4	3	Vivek sharma	Not Given
5	4	Vivek Tiwari	6500
6	5	Pankaj Shekhawat	Not Given
7	6	Suresh Prajapat	Not Given
8	7	Manish Sharma	8000
9	8	Lalit Verma	7500
10	9	Jay Lalawat	8500
11	10	Harsha Sharma	

Fig-2

Example- In Fig-2, if we want to count how many cells C2 to C11 contains salary greater than 6500, use countif function like this-

=Countif (C2:C11,">6500")

Result-3

h) COUNTBLANK Function- The COUNTBLANK function counts the empty cells in a given range.

Syntax- =COUNTBLANK (range)

Where Range is arguments which represents the range of cells you want to count.

Example- In Fig-2, if we want to count how many cells C2 to C11 are blank, use countblank function like this-

=CountBlank (C2:C11)

Result-2

i) COUNTA Function- The COUNTA function counts the number of non empty cells in a given range. COUNTA will count cells containing values, labels (Text) and formulas.

Syntax-=COUNTA (value1, value2...)

Example- In Fig-2, if we want to count how many cells C2 to C11 are not blank, use counta function like this-

=CountA (C2:C11)

Result-8

❖ **Logical Function-** Logical functions include the Boolean operators and conditional tests, which will be an essential part of many working spreadsheets. All the logical functions return either the logical TRUE or logical FALSE when their functions are evaluated.

a) IF Function -The Excel IF function tests a user-defined condition and returns one result if the condition is true, and another result if the condition is false.

Syntax- IF (logical_test, value_if_true, value_if_false)

Where the arguments are as follows:

Logical_test- The user-defined condition that is to be tested and evaluated as either TRUE or FALSE.

Value_if_true- The result that is to be returned from the function if the supplied logical_test evaluates to TRUE.

Value_if_false- The result that is to be returned from the function if the supplied logical_test evaluates to FALSE.

Example- in Fig-1, we check either age is valid or not for voting using If Function-

=IF (A2>=18,"Valid for Voteing","Not Valid For Voteing")

Since B2 Cell is specified above condition that's why we get result "Valid for Voteing".

But B3 Cell is not specified above condition that's why we get result "Not Valid for Voteing".

IF Function Example		
	A	B
1	Age	Result
2	25	Valid for Voteing
3	17	Not Valid For Voteing

Fig-1

b) AND Function- The Excel AND function tests a number of supplied conditions and returns a result of: TRUE if ALL of the conditions evaluate to TRUE or FALSE otherwise (i.e. if ANY of the conditions evaluate to FALSE).

Syntax- =AND (logical_test1, [logical_test2], ...)

Where the logical_test arguments are one or more conditions that evaluate to either TRUE or FALSE.

Formula	Description (Result)
=AND (TRUE, TRUE)	All arguments are true. Result: TRUE
=AND (TRUE, FALSE)	One argument is false. Result: FALSE

And Function Example

Example- in Fig-2, we check age specified given condition or not using And Function-

	A	B
1	Age	Result
2	35	TRUE
3	45	FALSE

Fig-2

=AND (A2>=18, A2<40)

Since B2 Cell is specified above both conditions that's why we get result "TRUE".
But B3 Cell is not specified above one condition that's why we get result "FALSE".

c) OR Function-The Excel OR function tests a number of supplied conditions and returns either: TRUE if ANY of the conditions evaluate to TRUE or FALSE otherwise (i.e. if ALL of the conditions evaluate to FALSE).

Syntax-OR (logical_test1, [logical_test2] ...)

Formula	Description (Result)
=OR(TRUE, TRUE)	All arguments are true. Result: TRUE
=OR (TRUE, FALSE)	All arguments are true. Result: TRUE
= OR (FALSE,TRUE)	All arguments are true. Result: TRUE
=OR(FALSE,FALSE)	Both arguments are False. Result: FALSE

Where the logical_test arguments are one or more conditions that evaluate to either TRUE Or FALSE.

Example- in Fig-3, we check color is either green or red return TRUE but color is not either green or red return FALSE using OR Function-

=OR (A2="Red", A2="Green")

Since B2 Cell is specified above only one condition that's why we get result "TRUE".

But B4 Cell is not specified above both conditions that's why we get result "FALSE".

OR Function Example

	A	B
1	Color	Green Or Red
2	Red	TRUE
3	Green	TRUE
4	Blue	FALSE
5	Red	TRUE
6	Green	TRUE
7	Blue	FALSE
8	Yellow	FALSE
9	Pink	FALSE
10	Red	TRUE

Fig-3

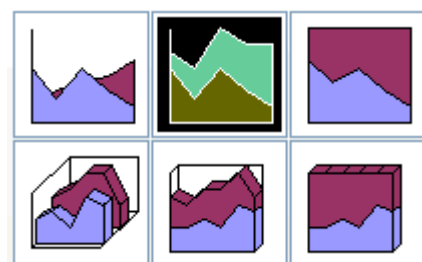
Chart-Excel includes a powerful and versatile charting engine. You can choose from a large variety of business and technical chart types. In addition, you can enhance the appearance of your charts with items such as lines, arrows, pictures, and so forth. In Excel, the chart represents one of the most widely used components for business applications. Essentially, a chart visually presents a table of numbers. Displaying data in a well thought out chart can make your data more understandable and can help you quickly get your point across during a presentation.

Because a chart is a visual representation of your data, it is particularly useful for understanding a relatively long series of numbers and their relationships. With a chart, you can identify trends and patterns that would be difficult to identify just in a series of numbers.

Excel allows you to create charts in a variety of types: Bar Charts, Column Charts, Line Charts, Area Charts, Scatter Charts, Pie Charts, and Stock Charts. You can define a chart type when creating your chart in Step 1 of the Chart Wizard, or on an existing chart using the technique described below.

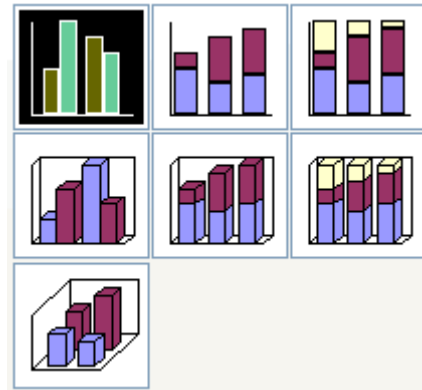
Types of Charts-

Area Chart- An **area chart** emphasizes the trend of each value over time. An area chart also shows the relationship of parts to a whole.



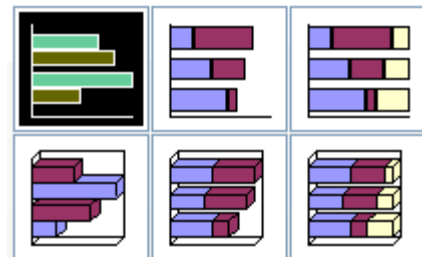
Column Chart-A **column chart** uses vertical bars or columns to display values over different categories. They are excellent at showing variations in value over time.

- i) One of the most common chart types.
- ii) Often used to compare discrete items.
- iii) Displays each data point as a vertical column, the height of which corresponds to the value.
- iv) The value axis (i.e., continuous axis) is displayed in the vertical axis, which is usually on the left side of the chart.
- v) Can specify any number of data series, and the corresponding data points from each series can be stacked on top of each other.
- i) Can depict the differences between items in a series or items across multiple series.
- ii) Typically, each data series is depicted in a different color or pattern.



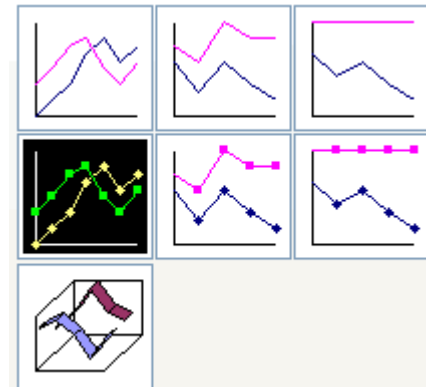
Bar Chart-A **bar chart** is similar to a column chart, except these use horizontal instead of vertical bars. Like the column chart, the bar chart shows variations in value over time.

- a. Essentially a column chart that has been rotated 90 degrees clockwise.
- b. Advantage: the category labels may be easier to read.
- c. Like a column chart, can include any number of data series, and the bars can be 'stacked' from left to right.



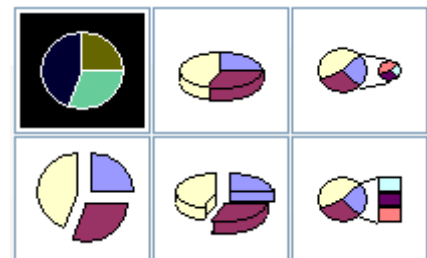
Line Chart-A **line chart** shows trends and variations in data over time. A line chart displays a series of points that are connected over time.

- Often used to plot continuous data and are useful for identifying trends.
- Normally, the category axis displays equal intervals.
- Can use any number of data series; the lines are distinguished using different colors, line styles, or markers.



Pie chart-A **pie chart** displays the contribution of each value to the total. Pie charts are an effective way to display information when you want to represent different parts of the whole, or the percentages of a total.

- a. Useful when you want to show relative proportions or contributions to a whole.
- b. Can use only one data series.
- c. Most effective with a small number of data points
- d. Usually no more than five or six data points (or slices).
- e. Values used must all be positive numbers.
- i) Any negative values used will be converted to positive values, which is probably not what you intended.

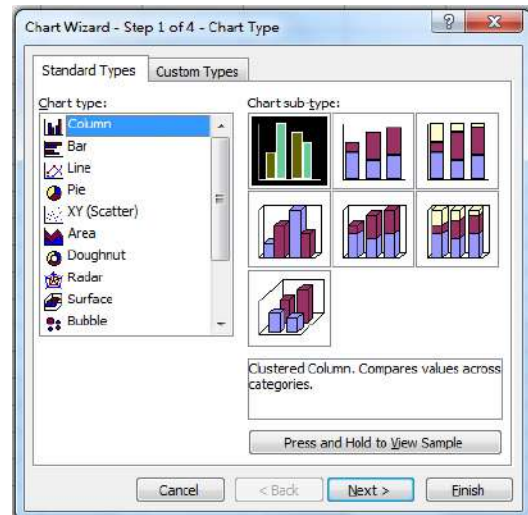


Other charts-Other charts that can be created in Excel 2003 include **Doughnut**; Stock XY (scatter); Bubble; Radar; Surface; and Cone, Cylinder, and Pyramid charts.

Creating a Chart –Using Microsoft Excel, you can represent data in a chart. You can choose from a variety of chart types. And, as you change your data, your chart will automatically update. You can use Microsoft Excel's Chart Wizard to take you through the process step-by-step. After you have created the spreadsheet, you are ready to create your chart.

	A	B	C	D	E
1	Toy Sales				
2					
3	Products	Region 1	Region 2	Region 3	
4	Dolls	900	1275	650	
5	Trucks	1325	1370	800	
6	Puzzles	1650	1525	1100	
7					

- Highlight cells **A3** to **D6**. You must highlight all the cells containing the data you want in your chart. You should also include the data labels.
- Choose *Insert* > *Chart* from the menu.
- Click Column to select the type of chart you want to create.
- In the Chart Sub-type box, choose the Clustered Column icon to select the chart sub-type.
- Click Next.
- To place the product names on the x-axis, select the Columns radio button.
- Click Next.
- Type Toy Sales in the Chart Title field. Toy Sales will appear as the title of your chart.
- Type Products in the Category (X) Axis field. Products will appear as your x-axis title.
- Type Units Sold in the Value (Y) Axis field. Units Sold will appear as your y-axis title.
- Choose the Data Labels tab.
- Select Value in the Labels Contain Frame to display the data labels as values.
- Choose the Data Table tab.
- Select Show Data Table. The data table will appear below your chart.
- Click Next.
- Choose as Object in Sheet1 to make your chart an embedded object and part of the worksheet.
- Click Finish
- Your chart will appear on the spreadsheet.



Data Types-Microsoft Excel recognizes four kinds of information: **Logical** values (TRUE or FALSE, also called Boolean values), **Numerical** values, **Text** values, and **Error** types. The four kinds of information are known, in technical parlance, as *Data Types*. What is important for you, the user is to begin to think of your own information in this manner, and consider how the machine is going to use it.

Note that Excel will do the very best it can to figure out which of these types it THINKS you intend, once you complete typing into a cell and hit the enter key. For example, if you type a series of numerals, it assumes you intend a number type.

Different types of Datatype-

- **Logical Data Type-** Logical values are either TRUE or FALSE. In most cases, logical values will be present as the result of the evaluation of an expression or function. For example: The statement "1 is less than 2" is recognizable as a true statement. Another way to put that is: $1 < 2 = \text{TRUE}$.
- **Number:** cells that contain only numerals, commas, and decimal points that can be used in numerical calculations.
- **Dates and Times-** cells that contain only date or time that can be used in date calculations.
- **Text-** cells that contain only date or time that can be used in date calculations.

Database Creation-

If your data is not in an Excel Table, follow these steps to prepare it-

- **Add headings:** In the row directly above the data, enter a heading for each column. In the example shown here, the data starts in row 2 of the worksheet, and the headings are in row 1.
- **No blank rows or columns:** You can leave blank cells in a row or column but make sure that there are no completely blank rows or columns within the database.
- **Separate:** The ideal setup is to store your database on a worksheet where there is no other data. If that's not possible, keep the database separated from other data on the worksheet, with at least one blank row at the end of the database, and a blank column at the right.

	A	B	C	D	E
1	RollNo	Student Name	City	Course	Fees
2	101	Amit	UJJAIN	DCA	5000
3	102	Arjun	INDORE	PGDCA	10000
4	103	Rakesh	DEWAS	DCA	15000
5	104	Manish	BHOPAL	BCA	8000
6	105	Subhash	UJJAIN	PGDCA	4000
7	106	Lokesh	INDORE	DCA	5000
8	107	Varun	DEWAS	BCA	9000
9	108	Harsh	BHOPAL	BCA	7000
10	109	Jay	BHOPAL	DCA	6000
11	110	Tarun	UJJAIN	PGDCA	8500
12	111	darshan	DEWAS	DCA	7800
13	112	Diksha	UJJAIN	PGDCA	9600
14	113	Elesh	BHOPAL	PGDCA	5200
15	114	eakesh	UJJAIN	DCA	6300
16	115	Vaibhaiv	BHOPAL	PGDCA	4500

Fig-1

If the database doesn't start in cell A1, ensure that there is a blank row above, and a blank column to the left.

- After complete this process we can create a database in **ms-excel** here we create a studentdatabase shown in fig-1.

Query/ Filtering a Database-

AutoFilter - AutoFilter is an easy way to turn the values in Excel column into specific filters based on the cell contents. In other words The AutoFilter feature makes filtering, or temporarily hiding, data in a spreadsheet easy. This allows you to focus on specific spreadsheet entries.

For example-1, if we would like to only view data of the Ujjain City from (Student Database in Fig-2), follow this process to filtering data-

- First of select **City** column in the StudentDatabase.
- Go to Data → Filter → AutoFilter.

	A	B	C	D	E
1	RollNo	Student Name	City	Course	Fees
2	101	Amit	Sort Ascending Sort Descending	DCA	5000
3	102	Arjun		PGDCA	10000
4	103	Rakesh	(All) (Top 10...) (Custom...) BHOPAL DEWAS INDORE UJJAIN	DCA	15000
5	104	Manish		BCA	8000
6	105	Subhash		PGDCA	4000
7	106	Lokesh		DCA	5000
8	107	Varun		DEWAS	BCA
9	108	Harsh	BHOPAL	BCA	7000
10	109	Jay	BHOPAL	DCA	6000
11	110	Tarun	UJJAIN	PGDCA	8500
12	111	darshan	DEWAS	DCA	7800
13	112	Diksha	UJJAIN	PGDCA	9600
14	113	Elesh	BHOPAL	PGDCA	5200
15	114	eakesh	UJJAIN	DCA	6300
16	115	Vaibhaiv	BHOPAL	PGDCA	4500

Fig-2

- Once you've enabled this feature, your columns display with a drop-down arrow to the right. If you click the arrow control, you'll see all the distinct values for that particular column. To turn off the feature, you deselect Autofilter from the same submenu.
- In the example above, I can see all the entries that show in the City column.
- Just select any one city from the drop-down list only that city data will display.
- Here we select Ujjain city from drop-downlist and only that student record will show who belongs to Ujjain city.

You will immediately notice that the categories have drop-down buttons. Using these buttons, you can set your filter options.

- **Sort Ascending:** Sort data in ascending order based on the data in that column; numbers are sorted 1, 2, 3, 4, 5, etc. and words are sorted alphabetically starting with a, b, c, d, e, etc.
- **Sort Descending:** Sort data in descending order based on the data in that column; numbers are sorted in reverse order 5, 4, 3, 2, 1, etc. and words are sorted in reverse alphabetical order, e, d, c, b, a, etc.
- **Top 10:** The first 10 rows of data in your spreadsheet (when initial setting is "All") or the first 10 rows of data from the filtered selection
- **Various data points:** You may sort the data based on all other data points in that column. Excel combines data points that are the same. For example, students that live in the same city can be sorted using only one data point.

Custom: As handy as these filters are, there are times when you need to **filter based on specific criteria within a cell.** We can use a custom filter to find these items. There are different types of comparisons operator available in custom filter are as follows-

- equals
- does not equal
- is greater than
- is greater than or equal to
- is less than
- is less than or equal to
- begins with
- does not begin with
- ends with
- does not end with
- contains
- does not contain

For example-2, if we would like to view data of only that students who belong INDORE and DEWAS City in **Student Database in Fig-2,** follow this process to filtering data-

- First of select **City** column in the StudentDatabase.

Go to **Data→Filter→AutoFilter.** From the drop down list select **(Custom...)** The **Custom AutoFilter** dialog opens. Your column name should show above the first list box.

- In **Fig-3** we select **equals operator** from the first dropdown list, and in the text box, type a value Indore.
- We choose **Or** operator for combines conditions.
- We select **equals operator** from the second dropdown list, and in the text box, type a value Dewas.

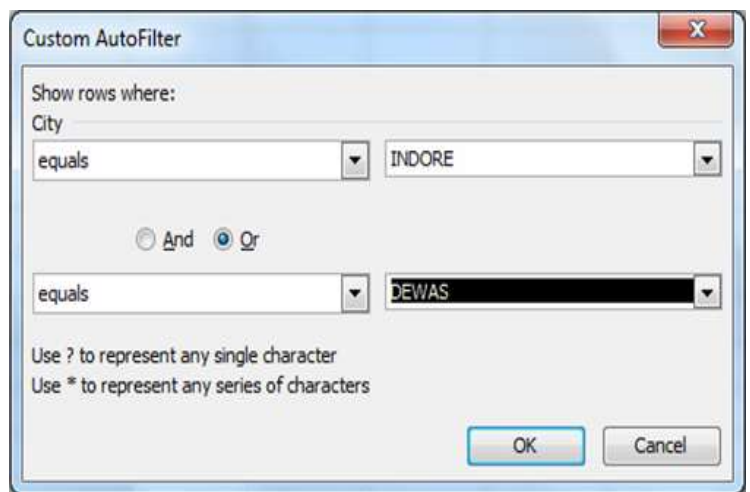


Fig-3

- Finally click on ok button we get desired output shown in Fig-4.

FilterStudentDatabase

	A	B	C	D	E
1	RollNo	Student Name	City <input type="checkbox"/>	Course	Fees
3	102	Arjun	INDORE	PGDCA	10000
4	103	Rakesh	DEWAS	DCA	15000
7	106	Lokesh	INDORE	DCA	5000
8	107	Varun	DEWAS	BCA	9000
12	111	darshan	DEWAS	DCA	7800

Fig-4

Adding Worksheets, Rows, and Columns-

- **Worksheets** - Add a worksheet to a workbook by selecting Insert→Worksheet from the menu bar.
- **Row** - To add a row to a worksheet, select Insert→Rows from the menu bar, or highlight the row by clicking on the row label, right-click with the mouse, and choose Insert.
- **Column** - Add a column by selecting Insert→Columns from the menu bar, or highlight the column by click on the column label, right-click with the mouse, and choose Insert.

Resizing Rows and Columns-

There are two ways to resize rows and columns-

- Resize a row by dragging the line below the label of the row you would like to resize. Resize a column in a similar manner by dragging the line to the right of the label corresponding to the column you want to resize.
- Click the row or column label and select Format→Row→Height or Format→Column→Width from the menu bar to enter a numerical value for the height of the row or width of the column.

Freeze Panes-It is sometimes difficult to read and understand very large spreadsheets. When you scroll too far to the right or down, you lose the headings that are located at the top and down the left side of the worksheet. Without the headings, it's hard to keep track of which column or row of data you are looking at. To avoid this problem use the **freeze panes** feature in Microsoft Excel. It allows you to "freeze" certain areas or panes of the spreadsheet so that they remain visible at all times when scrolling to the right or down. Keeping headings on the screen makes it easier to read your data throughout the entire spreadsheet. There are two types of Freezing-

- **Column Freezing-** The Freeze Panes option freezes all the columns to the left of the active cell. To freeze only those columns you want to stay on screen, click on the cell to the right of the columns that you want to remain on screen.
- **Row Freezing-** The Freeze Panes option freezes all the rows above the active cell. To freeze only those rows you want to stay on screen, click on the cell *below* the rows that you want to remain on screen.

Example of freezing panes using the active cell-

To keep rows 1, 2, and 3 on the screen and columns A and B:

- Click in cell C4 with the mouse to make it the active cell.
- Click on the Window Menu→Freeze Panes option from menubar.
- Click on the Freeze Panes option in the list to freeze both columns and rows.
- A black border should appear to the right of column B in the worksheet and below row 3 indicating that the areas above and to the right of the lines have been "frozen".
- Scroll to the right in the worksheet. If you scroll far enough, the columns to the right of column B will begin disappearing while columns A and B will stay on the screen.

- Scroll down through the worksheet. If you scroll far enough, the rows below row 3 will begin disappearing while rows 1, 2, and 3 will stay on the screen.
- Click on the Window Menu → Freeze Panes option from menubar to unfreeze Column and Rows.

Split Panes-A very handy feature of Excel is its ability to allow you view more than one copy of your worksheet, and for you to be able to scroll through each pane of your worksheet independently. You can do this by using a feature called Split Panes, which will allow you to split your worksheet both horizontally and vertically.

When you split panes. The panes of your worksheet work simultaneously. If you make a change in one, it will simultaneously appear in the other. If you wish to move the split, just place your mouse over it, hold down your left mouse button and drag to where you want it. To get rid of the split, just double click it, or go to Window>Remove Split.

- **Horizontal Split**-To create a horizontal split in your worksheet, highlight the row where you wish the split to be placed, go to Window>Split.
- **Vertical Split**-To create a vertical split, highlight the column where you wish the split to be placed, go to Window>Split.
- **To create both Horizontal and Vertical Split**-Click in a single cell of your worksheet and go to Window>Split. This will break your worksheet into four panes with a vertical and horizontal line.

Hiding Rows, Columns, Worksheet and WorkBook-

- **Rows:** - Choose Format → Row, and then either Hide or Unhide.
- **Columns:** - Choose Format → Column, and then either Hide or Unhide.
- **Worksheet:** - Choose Format → Sheet, and then either Hide or Unhide.
- **Workbook:** - Choose Window then either Hide or Unhide.

Unit - V

MS-PowerPoint

Introduction: - PowerPoint is a special program provided by MS-office. PowerPoint is used to create various Presentation slide, Photo prints etc. The Presentation created in PowerPoint is used for seminars, conferences, various education programs etc.

PowerPoint provides us various tools and features to create a presentation we can make our presentation more attractive and easier using this tools.

Process to open a MS Power Point

- Click /point on start button.
- Point to all program PowerPoint.
- After then we will select ms-office option.
- Select ms-PowerPoint from ms-office option.

Or

Start → all programs → ms office 2003 → Ms Power Point .

Presentation: - It a way of presenting skills or showing or expressing skills. For the attracting or effective task we will use PowerPoint presentation.

Through presentation use have express of views, feeling, opinion, presentation is generally used in business, conference, education system, seminars etc. In presentation there are three main elements.

- a. Slide
- b. Notes Page
- c. Handouts

Slides- Slides are a kind of pages used to create presentation the main page of a power point program is known as slide. any presentation created in powerpoint with the help of two or more slides .it can also be said that every page used in a presentation is a slide.we can include that , graph,cliparts,titles text, images, sounds, video etc...in a slide.

Notes Page- Notes page is a kind of helping tool which contain any remark lesson or notes which is useful for the viwers of the presentation, these notes can also be used by the presentator at the time of presentation we can create separate notes for each slide used in the presentation.

Handouts - Handouts are a kind of printout which contains the slides .Which print the slides used in a presentation in small size.A handouts can contain 1, 2, 3, 4, 6 or 9 slides on a single page. These handouts can be distributed in the viewers or audience who helps to understand the presentation.

Creation of Presentation – We can create our presentation through three main ways:

- a) Blank Presentation.
- b) Design template.
- c) Auto content wigard.

Blank Presentation- With the help of blank presentation we can design the slide as per our requirement it gives us some predefined layouts of slides which can be used to create a blank presentation. To design the slide by using blank presentation option, we will select new option from the file menu and then select blank presentation option from the task pane .when we select blank presentation it gives a default slide.If we don't want to us the default slide then we can select any slide layout.After the compleition of one slide to create a new slide click on new slide button from the standardtoolbar.

By using design Templates- Design templates provide us some predesigned formats of presentation we can select any one of them and create the presentation. It can also be said that design formats are directly used to create the presentation.

❖ **To begin a new presentation with a design template: -**

- a) Open PowerPoint.
- b) In the **task pane** under **New**, click **From Design Template**.
- c) Another way to select demplate design option is **Format**→**Slide Design**.
- d) A list of templates appears.
- e) Move your mouse pointer through the different designs, or use the scroll bar.
- f) Click the down-pointing arrow in the gray box next to the template you like.
- g) Choose **Apply to All Slides**.

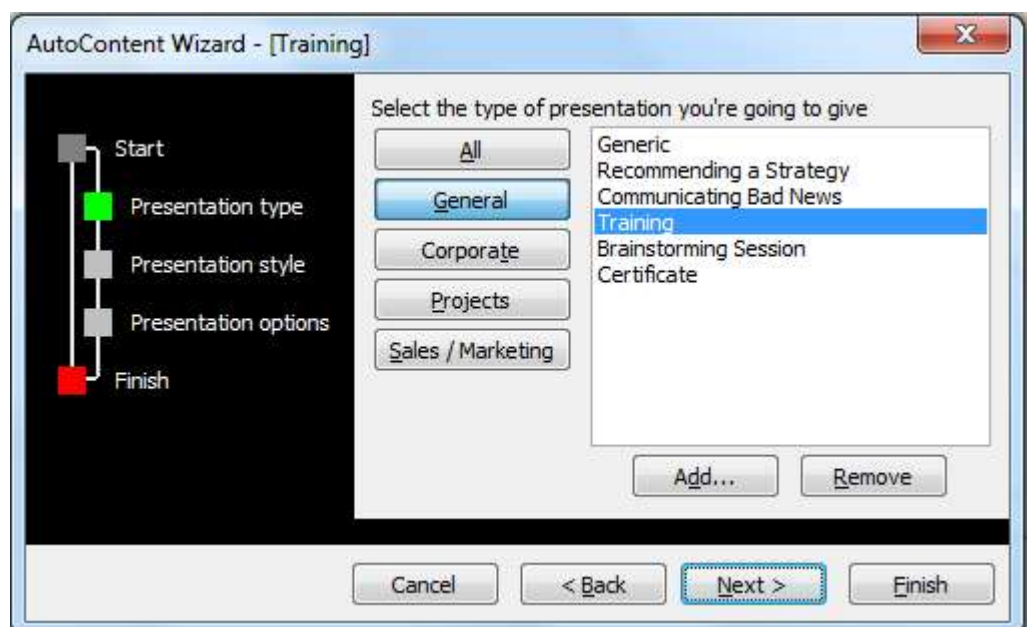


❖ **Applying a design template to selected slides: -**

As you're working on your presentation, you can choose **Apply to Selected Slides** if you want one or more slides to have a different look.

Autocontent wizard: - The autocontent wizards give some instruction to the user by following these instructions, a new presentation can be created this is the easiest way to create a presentation. To use the autocontent wizard we will select new option from the file menu and then select from this selection we will get the window autocontent wizard which gives us following steps.

- **Start:** - The creation of presentation start with this step.



- **Presentation type:** - The option provided by this step. Gives the type of presentation. We can select anyone of them as a presentation
- **Presentation style:-** presentation style five different style we can selected any of them as the presentation
- **Presentation option:** - by using presentation option we can include title, footer and slide number in our presentation.
- **Finish:** - it is the last option of autocontent wizard which end of steps.

Working with presentation:-

- **Opening a presentation:** - To open an already created presentation we will select open option from the file menu then choose the drive or folder in which the presentation is saved from the looking box. We will get a list of all the saved item the presentation and click on open button to open the presentation we can also double click the presentation to open it.
- **Saving a presentation:** - To save a presentation we will select save dialog box from the file menu. We will type a name of presentation in into file name box and then click on save button to save the presentation.
- **Saving the presentation in another format:** - To save a presentation in another format we will select that format from the list of save as type box available in save as dialog box and then click on save.
- **Copy the presentation:** - To make a copy of presentation we will select open option from the file menu and then select the presentation and select open as copy option from the shortcut menu appeared by click on the open button.

Slides and its different views: - slides are the pages used in the presentation. It can also be said that each page of a presentation is known as slide it can include any text, graphics, titles, shapes, designs etc.

PowerPoint provide us various views to view the slides on we can use three different buttons. Normal view, Slide Sorter view and Slide Show view respectively these three buttons are available on button left of the PowerPoint window.

❖ **Normal View:** - Normal view is a general view of h slide in general when we create a all design a slide then it appears it normal view. Normal view provides us three different paints to view the slides these panes are available at the left of the slide

- a. **Outline Pane:** - Outline pane provides the feature in view the text written in the slide by using this pane we can also edit the text of slides.
- b. **Slide Pane:** - Slide pane provides the feature to view all the slides used in the presentstion in small sizes we can have the actual view of slides that is the slide including text, graphics diagrams etc.
- c. **Notes Pane:** -We can include notes pages or view the notes in the slides by using notes pane.

❖ **Slide Sorter View:** - We can view all the slides used in the presentation on a single page at a time in small sizes we can add new slides, delete the slides, change the sequence of the slides and also apply the same animation on various slides at the time.

❖ **Slides Show View:** - We can view the slides in full screen mode induding all its effects by using this view we can also discides the time to view the slides. One by one automatically when we descide the time next slide automatically appear after the time frame.If we don't descide the time then we can use either mouse click or page down key to view the next slide.

Inserting, Deleting and Copying of slides-

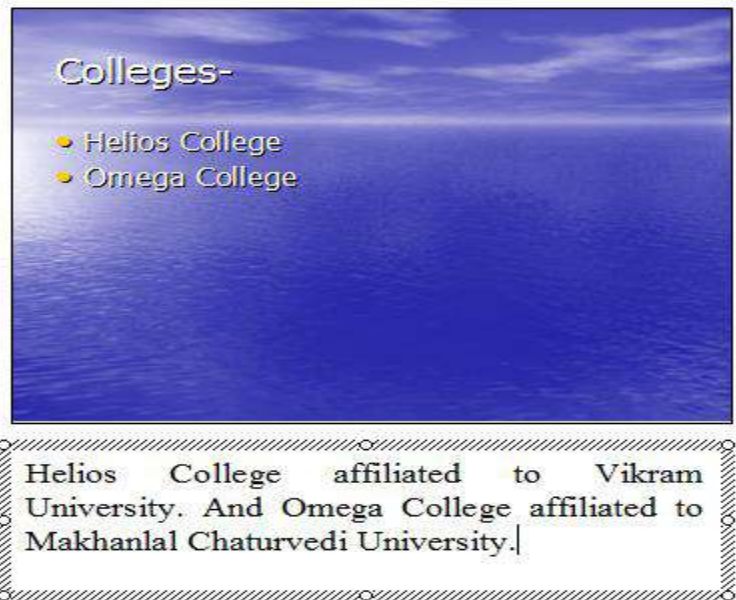
▪ **Insertion of slide-** To insert a new slide in the presentation we will click on new slide option from the insert menu or we will right click on the slide pane and then select new slide option from the shortcut menu and also we can press clrt + m to insert a new slide in presentation.Using we above three approaches we can get a new slide on screen.

▪ **Deletion of slides-** To delete a slide in the presentation we will click on delete slide option from the edit menu or we will right click on the slide pane and then select delete slide option from the shortcut menu and also we can press del key to delete a in presentation.Using we above three approaches we can delete slide from the presentation.

▪ **Copying of slides-** For copying of one slide from one place to another we will firstly select that particular slide then after we will select copy options after selecting of copy option we have go to our destination place where we want to be copied and click on paste option for copy of our slide.

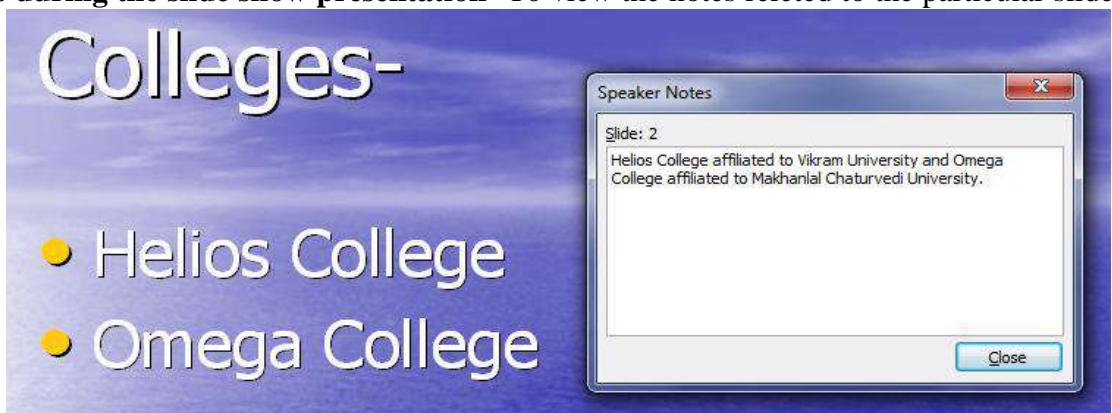
Notes Page- When you give your presentation, you may need to refer to notes to elaborate on a slide's material, or to remind you to mention some detail. For this purpose we can create a notes for slides used in the presentation this note is available below the slides. We can type any notes, remark or any help message.

Creation of Notes Pages- To create a note page we will click on notes pages option from the view menu. When we do so we will get a text box below the slide in this text box we can type any note as per the requirement after clicking on notes page view to create the note. This note can also be type in the text box available below the slide in normal view.



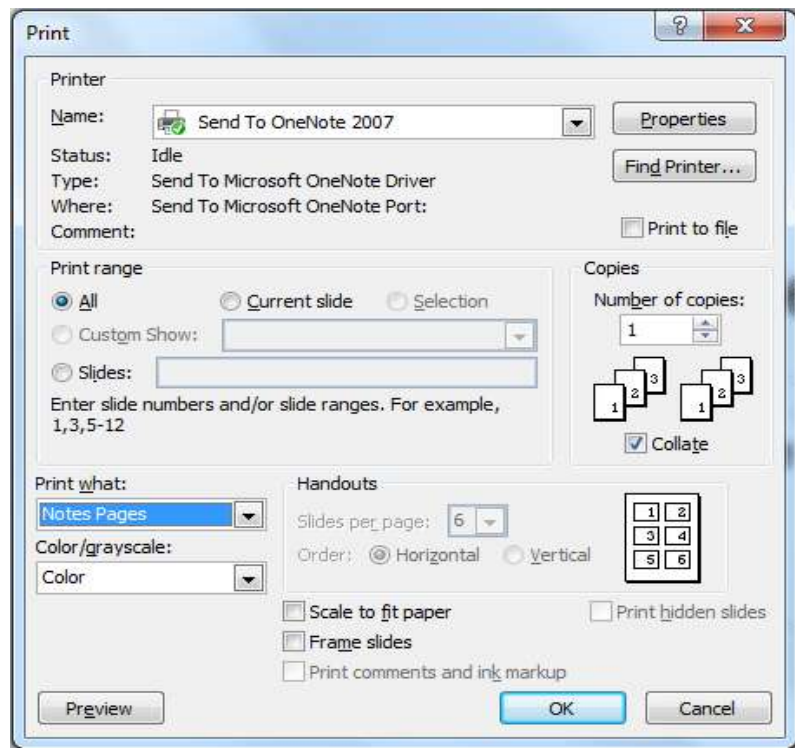
Viewing notes during the slide show presentation- To view the notes releted to the particular slide

we click on control button available on the bottom left of slide show view screen then select Screen→ Speaker's notes option



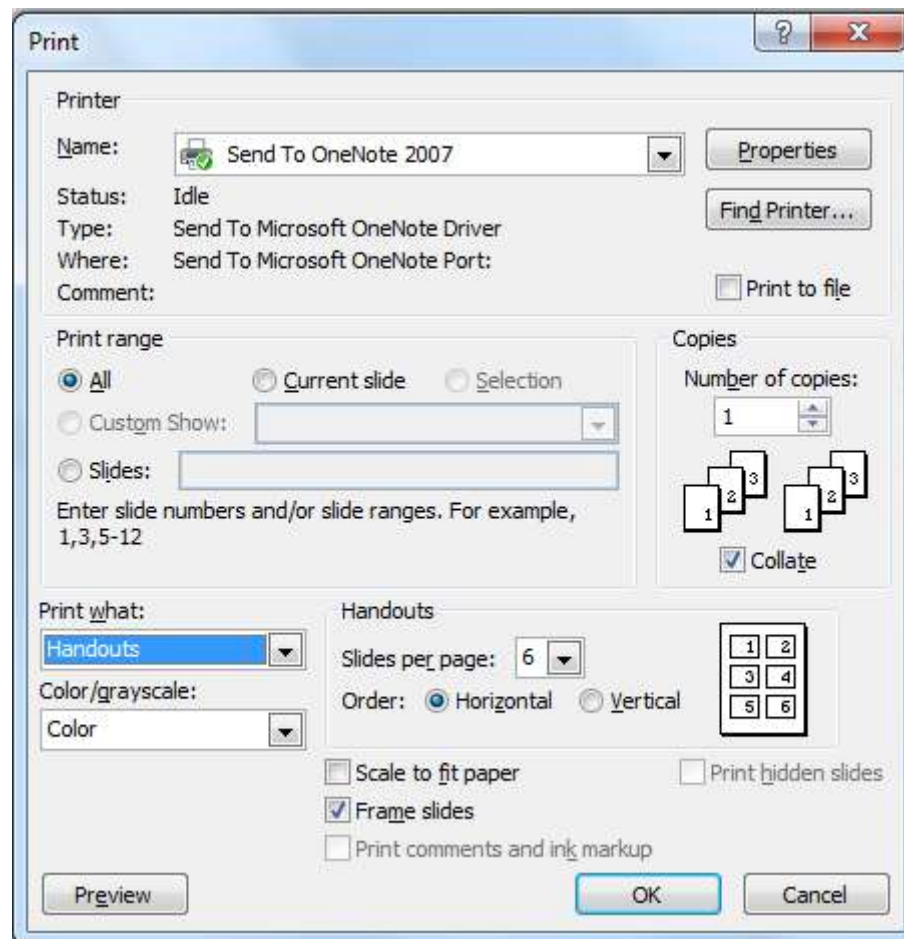
from the available list by doing so. We will get the note on screen.

Printing Notes Page- We can also print the notes pages with slide used in the slides of the presentation to get the prints of notes very first we will select the particular slide and then click on print option from file menu to get the print dialog box. Then we will select notes option from the print what list and click on ok button to get the print out of the notes.



Handouts – Handout is a printed form of any presentation we can print all the slides used in the presentation is small sizes on a single page. We can print 1, 2, 3, 4, 6 or 9 slides on a page. We can distribute these handouts among the viewer during presentation.

Printing handouts- To print the handouts very first we will open the particular presentation then select print option from the file menu or press control + p from the keyboard to open the print dialog box. We will select handouts option from the print what list in the print dialog box. When we do so we will get all the printing options of handouts. After that we select the number of slides to be printed on each page from the slide per page option and also we can decide the position of slide that is the horizontal or vertical then we click on ok button to get the handout prints.

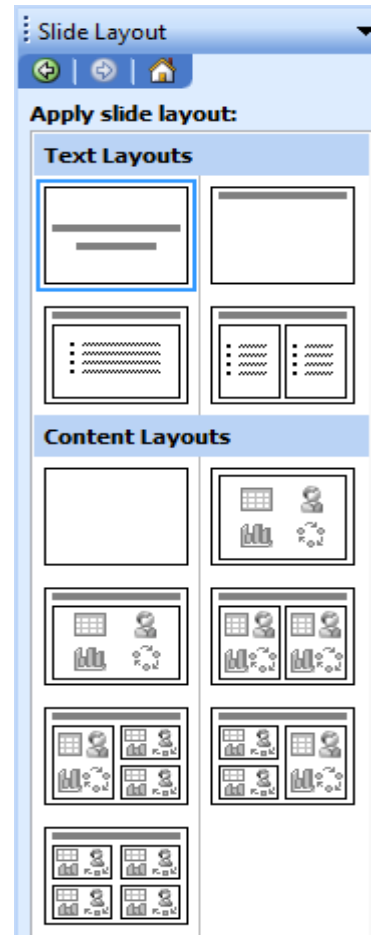


Slide Layouts: Slide layouts define containers, positioning, and formatting for all of the content that appears on a slide. Placeholders are the containers in layouts that hold such content as text (including body text, bulleted lists, and titles), tables, charts, SmartArt graphics, movies, sounds, pictures, and clip art. An arrangement of one or more of these placeholders is a Slide Layout. PowerPoint provides a variety of different slide layouts grouped into four categories.

- **Text Layouts:** contain text placeholders only.
- **Content Layouts:** contain the blank slide layout and layouts with placeholders for media such as pictures, diagrams, charts and video clips.
- **Text and Content Layouts:** contain text and media placeholders.
- **Other Layouts:** contain miscellaneous slide layouts with text, media and object only placeholders.

To change the slide layout:-

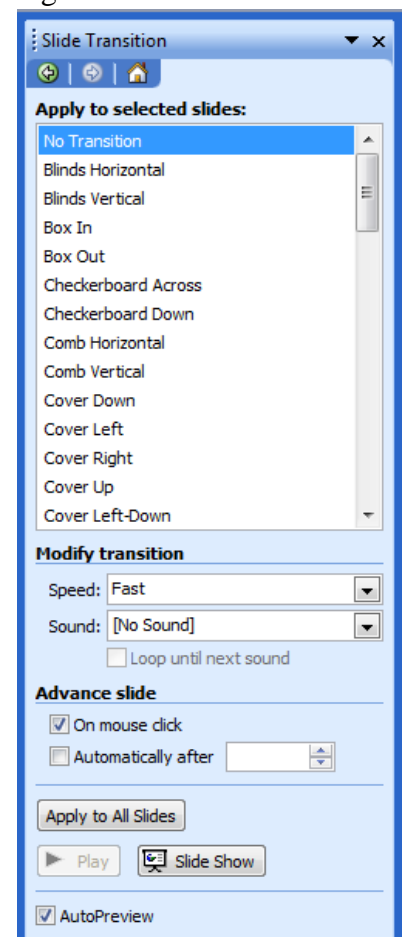
- Display the Slide Layout task pane if it is not already displayed. Click **Format > Slide Layout**. The Slide Layout task pane is displayed.
- Display the slide you wish to format. You can select several slides by holding the Ctrl key whilst selecting them.
- Click on the slide layout in the task pane that you want. The layout is applied to the selected slides.



Slide Transition: - Once you've completed all of your slides, create a cohesive presentation by adding a transition. You can move from slide to slide with interesting transitions that affect the timing, entrance, and exit of your slides. A transition is an effect that is applied to some or all of the slides in a presentation.

To make transitions from slide to slide:

- Click **Slide Show > Slide Transition**.
- In the **Slide Transition pane**, choose the **effect** you want from the drop-down menu, such as Blinds Horizontal, Blinds Vertical, Box In, Box Out, Cover Down, Cover Left, Cover Right, and Cover Up.
- Automatically **preview** each transition by clicking on it. (AutoPreview must be selected).
- Click **Apply to All** when you have chosen an effect.
- You can change the speed of the transition by using the corresponding drop-down under **Modify transition**. The Slow, Medium, and Fast options refer to the speed of the transition. Again, you'll see a preview of what they do when you select each option. Sound can be added to the transition by selecting from the corresponding drop-down.



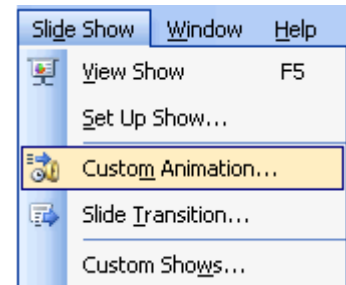
- The other option is **Advance**. The default is to have each slide transition after the mouse has been clicked. You can also tick the box next to **Automatically after**. This lets you set how many seconds/minutes to wait before the next slide appears.
- To see how your transition works, **preview the slide show**. Some transitions work well with effects that have been added to text and graphics. Others do not. Preview a variety of transitions before finalizing your slide presentation.

❖ **Custom animation:** - animation is a process to activate any text or object by using custom animation you can alive (live) any dead object. It can also be said that animation are used to make the presentation active by using custom animation we can make the moving object used in different slides like text, graphic, picture, images. This object can also be effected or animated with various sound by using the presentation can be make very effecting and attractive.

The following steps will show you how to animate an object while working in Slide View.

- Select the object (Text, Image, chart etc.) which you want to animate.
- From the Slide Show menu, select Custom Animation. The Custom Animation task pane will appear.

From the Custom Animation task pane, we can see different types of animation options they are as follows: -Entrance, Emphasis, Exit and Motion Path.



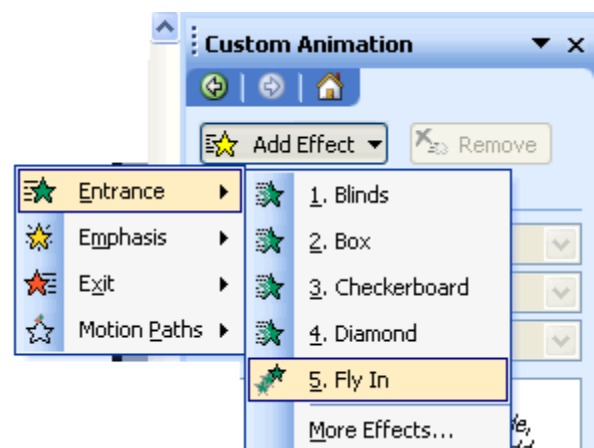
❖ **Entrance:** -Entrance effects are animations that control how the shape becomes visible on the slide. For example, this could involve having the shape appear to move onto the slide from outside the slide boundaries, such as flying in from the right edge of the slide; or having the shape become visible in place in a particular manner, such as dissolving into visibility. If the first effect assigned to a shape in the main sequence is an entrance effect, that shape is not initially visible when the slide is loaded. The shape becomes visible when PowerPoint performs the entrance effect assigned to it. You do not have to assign an entrance effect to a shape in order to assign other effects to it.

❖ **Emphasis:** - Emphasis effects refer to effects that do not move the shape on the slide. You can use emphasis effects to call attention to shapes already displayed on the slide. Using emphasis effects, you can make shapes rotate, grow or shrink, change color, and other effects.

❖ **Motion path:** - A motion path is an invisible track you lay on your slide for a shape to run along. For example, you can move text from one place on your slide to another; create a hand-drawn entrance or exit for a piece of art; or lay a path that an arrow could follow at crucial points in your narrative, to show a process. Unlike with an entrance or exit effect, you can use a path simply to move something on the slide from one position to another.

❖ **Exit:** - Exit effects are animations that control how the shape becomes invisible on the slide. You can use exit effects to appear to remove shapes from the slide, to make room for other shapes on the slide, or to focus attention on the remaining shapes on the slide.

Animate any object (Text, Chart, Images): -To animate any object or text use in the slide or presentation very first use we will open the particular presentation then select animation scheme option from the slide show menu or we can also select custom animation option from the slide show menu. Then we have to click on add effect button available in the custom animation and select any animation from the different categories provided by custom animation options. By doing this the selected animation can be apply on the selected object in the slide. To view the animation effect we will click on Play button available in the task pane or we can also select auto preview check



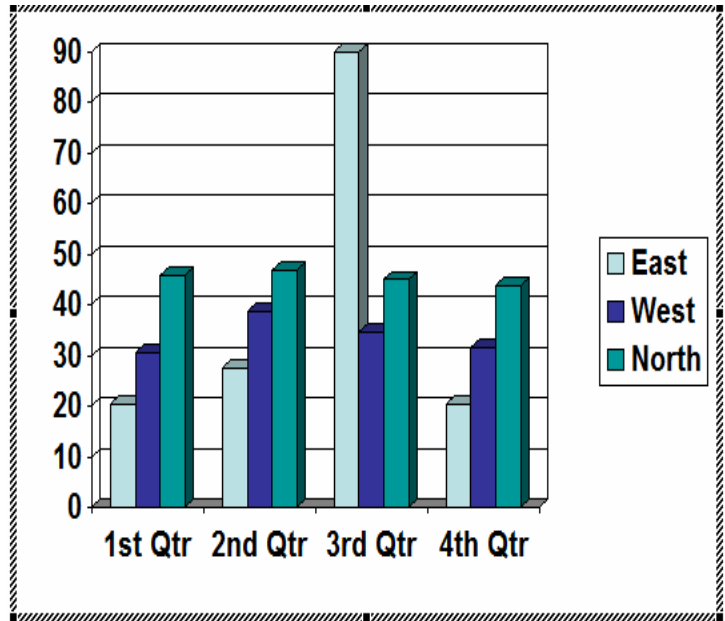
box to get automatic preview of the effect or animation apply on various object.

Adding sounds to the slides: various kinds of sound can also be applied on different slides at the time of creating presentation to apply the sound on slide very first we will select the slide & then click on slide transition option from the slide show menu. Slide transaction box will appear in task pane. It also contains the option for adding the sound with transaction.

We can select any sound from the list available in sound option presented in Modify Transition & it will be applied to the selected slide, to apply the same on each slide click on Apply to all slides button.

Inserting a chart-

- Click on insert menu and select chart option.
- A chart appears with a data sheet and sample data.
- Replace the sample data in the data sheet with actual data you want to present. The Y axis is for values or numbers, like the number of hours worked or amount of money earned. The X axis is the label for the information. It now reads East, West, and North.
- You can delete some information in columns or rows of the sheet. Right-click the row or column and choose Cut, Delete, or Clear Contents.
- Notice as you enter new data and titles that the chart on the slide changes to show this new information.



		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

Insert video or sound clips into slide-

Attention: Always put the movie, sound and video in the same folder as your PowerPoint presentation. If you later move the PowerPoint presentation to another computer, copy the movie too. Keeping your movie in the same folder as your presentation ensures the link will still work. However, you should always test the movie on a new machine just to be certain. Re-insert the movie, if necessary.

On the **Insert menu**, point to Movies and Sounds, and then click Movie from File.

Click the video you want to use and then click OK.

After you click OK, you're prompted with a message asking how you want the movie to start in the slide show.

Recommend choosing automatically even if you want the movie to play when clicked – I'll talk about how to set this part too. (If you choose When Clicked you have to click the black box to start the movie. Because I don't like to show the black box on the slide, I do this a little differently.

Right-click the movie objects (the small rectangle) and on the shortcut menu, clicks Edit Movie Object.

The Movie Options dialog box appears. Select what you want, and then click OK.

For example: Play the movie full Screen

Test this now to see how it works by starting the slide show. (On the Slide Show menu, click View Show.) Advance to the slide with the movie, (best if you have the title of the movie on it). Within a couple of seconds, the movie starts to play full screen. When the movie finishes, you return to the same slide (but no unsightly box appears). Click to advance to your next slide.

Value Added Course

Title: Basic Computer Applications & MS Office

Each Question carries 2 Marks

Max Marks: 20

Test Exercise:

- 1. To create a new paragraph in MS Word document, which of the following keyboard keys can be used?**
- 2. Which of the following is not a version of MS Office?**
- 3. What is the name of the file created on MS Excel to manage data in tabular form by managing them into various cells?**
- 4. Which of these is the file extension for Microsoft PowerPoint presentation?**
- 5. Which of the given type of software is similar to that of an Accountant's worksheet?**
- 6. Which keyboard keys can be used to align the text to the left side of the document in MS Word?**
- 7. The block in an MS Excel spreadsheet where a column and row intersects each other is called _____. What shall come in place of the blank?**
- 8. Which of the given combinations of keyboard keys can be used as a shortcut to paste the text without removing its formatting?**
- 9. Which of the given combinations of File type and its extension is incorrect?**
- 10. The cell reference for a range of cells that starts in cell D2 and goes over to column F and down to row 12 is?**

A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyuru-521165, Krishna District, Andhra Pradesh

Value Added Course

Title: Basic Computer Applications & MS Office

Key:

- 1. Enter**
- 2. Microsoft Office 2009**
- 3. Spreadsheet**
- 4. .ppt**
- 5. Spreadsheet**
- 6. Ctrl+L**
- 7. Cell**
- 8. Shift+Ctrl+V**
- 9. MS Outlook – .out**
- 10. D2:F12**

A.G. & S.G. Siddhartha Degree College of Arts & Science

Vuyyuru-521165, Krishna District, Andhra Pradesh

Department of COMPUTER SCIENCE

Value Added Course

Title: Basic Computer Applications & MS Office

Marks List

Class: I MPCs & MCCs

S. No	Roll No.	Name of the Student	Marks
1	20.701	Vemula Kavya Naga Sri	18
2	20.702	Dronadula Hemanjali	18
3	20.703	Dekka Kavitha	17
4	20.704	Jujjuvarapu Venkateswara Rao	15
5	20.705	Mirza Hasan Abbas	16
6	20.706	Marepalli Venkata Naga Sai Pavan Kumar	17
7	20.707	Aluri Bhavya Sri	18
8	20.708	Samayamanthula Sandeep	20
9	20.709	Kalapala Dinesh	15
10	20.710	Jogi Gowthami	19
11	20.711	Jonnalagadda Kusuma	20
12	20.712	Perlapudi Pranadeep	16
13	20.713	Devabathina Satyadev	14
14	20.714	Somayajula S.M.K.Chaitanya	19


15	20.715	Vukoti Naga Veera Sai	14
16	20.716	Suriseti Navya	17
17	20.717	Todeti Ajay Babu	17
18	20.718	Yelivelu Venkata Jaya Ram	15
19	20.719	Pagolu Sri Lekha	20
20	20.720	Darapu Vanitha	20
21	20.721	Kaitepalli Teja Sri	14
22	20.722	Potluri Sravan Kumar	18
23	20.723	Tummala Akanksha	19
24	20.724	Tadepalli Anusha	18
25	20.725	Chalapati Venkata Naga Lakshmi	17
26	20.726	Potturi Krishna Bhuvanewari	16
27	20.727	Nunna Pedda Bala Siva Nagamani	18
28	20.728	Kagithala Durga Prasad	20
29	20.729	Sangala Bhavana	17
30	20.730	Thota Lavanya	18
31	20.731	Gurralla Naga Sirisha	16
32	20.732	Kunchala Bhargavi	20
33	20.733	Bolleddu Naga Lakshmi	16


34	20.734	Nagarakanti Vujwala	17
35	20.735	Rajulapati Bhavana	17
36	20.736	Derangula Durga Anjaneyulu	18
37	20.737	Kamodula Tulasi Ram	20
38	20.738	Runku Sateesh	15
39	20.739	Konatham Siva Naga Pavani	15
40	20.740	Peram Jyothiramai	15
41	20.741	Gopalajoshula Prasanna Sai	20
42	20.742	Ande Madhu Babu	14
43	20.743	Sheik Ayesha	14
44	20.744	Mohammad Shaida Mansuri	13
45	20.745	Agnihotram Sai Vaishnavi	20
46	20.746	Mareedu Tejaswi	20
47	20.747	Nalukurti Vinodh Babu	14
48	20.748	Bandaru Abhilash	12
49	20.749	Ede Pavan Kumar	13
50	20.750	Kolluri Manoj Kumar	13
51	20.601	Chillimuntha Lokesh	12
52	20.602	Loya Naga Padma	15

53	20.603	Seelam Samuel	14
54	20.604	Pulipaka Chakradhar	13
55	20.605	Alaparthi Kumar Venkata Sai Kiran	12
56	20.606	Elusuri Poojitha	16
57	20.607	Rebba Bhanu Sree	18
58	20.608	Busi Manjusha	17
59	20.609	Gopalajoshula Prathyusha	19
60	20.610	Kolluri Likitha	18
61	20.611	Kurapati Harika	15
62	20.612	Goriparthi Sampoorna	14
63	20.613	Kolli Naga Tirumala Reddy	13
64	20.614	Namala V V Sandhya	14
65	20.615	Tumuluri Yogambika	15
66	20.616	Arilli Veeramma	16
67	20.617	Gangireddy Jahnavi	20
68	20.618	Katta Pravallika	18
69	20.619	Kagitha Hinduja	19
70	20.620	Ede Sravani Durga Devi	17
71	20.621	Munipalli Ajay	15

72	20.622	Dasari Naga Mallika	18
73	20.623	Juvvanapudi Sai Kiran	15
74	20.624	Taviti Ratna Kumari	17
75	20.625	Parimi Prem Chand	15
76	20.626	Arepalli Radhika	16
77	20.627	Shaik Sabiha Tasleem	17
78	20.628	Vasadi Radha	18

S. Prabhavathi
Signature of
Lecturer


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HOD


PRINCIPAL
AG & SG Siddhartha Degree College of
Arts & Science (Autonomous), Vuyyuru
Principal.

A.G. & S.G. Siddhartha Degree College of Arts & Science
Vuyyuru-521165, Krishna District, Andhra Pradesh

Department of COMPUTER SCIENCE

Certificate Course

Title: Basic Computer Applications & MS Office


Feed Back Form


1. Is the programme interested to you (Yes/No) ✓
2. Have you attended all the session (Yes/No) ✓
3. Is the content of the program is adequate (Yes/No) ✓
4. Have the teacher covered the entire syllabus? (Yes/No) ✓
5. Is the number of hours adequate? (Yes/No) ✓
6. Do you have any suggestions for enhancing or reducing the number of weeks designed for the program? (Yes/No) ✓
7. On the whole, is the program useful in terms of enriching your knowledge? (Yes/No) ✓
8. Do you have any suggestions on the program? (Yes/No) ✓

22	20.722	Potluri Sravan Kumar	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P
23	20.723	Tummala Akanksha	P	P	P	P	P	P	P	a	a	P	P	P	P	P	P	P
24	20.724	Tadepalli Anusha	P	P	P	P	P	P	P	P	P	P	a	P	a	P	P	P
25	20.725	Chalapati Venkata Naga Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P
26	20.726	Potturi Krishna Bhuvaneswari	a	P	P	P	P	a	P	P	P	P	P	a	P	P	P	P
27	20.727	Nunna Pedda Bala Siva Nagamani	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P
28	20.728	Kagithala Durga Prasad	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	20.729	Sangala Bhavana	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P
30	20.730	Thota Lavanya	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P
31	20.731	Gurrala Naga Sirisha	P	a	P	P	P	P	a	P	P	P	P	P	P	P	P	P
32	20.732	Kunchala Bhargavi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	20.733	Bolleddu Naga Lakshmi	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	a

70	20.620	Ede Sravani Durga Devi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P
71	20.621	Munipalli Ajay	P	a	a	P	a	P	P	a	P	P	P	P	P	P	P	P	P
72	20.622	Dasari Naga Mallika	P	P	P	P	P	P	P	a	P	P	P	a	P	P	P	P	P
73	20.623	Juvvanapudi Sai Kiran	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	20.624	Taviti Ratna Kumari	P	P	P	P	a	P	P	P	P	P	P	a	P	P	P	P	P
75	20.625	Parimi Prem Chand	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a
76	20.626	Arepalli Radhika	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P
77	20.627	Shaik Sabiha Tasleem	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P
78	20.628	Vasadi Radha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Sprabhavathi
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Vuyyuru-521165, Krishna District, Andhra Pradesh

Value Added Course / Certificate Course - Attendance Register

Class / Section: I MCCs & MPC's Year: I

Department of: Computer Science

Paper: Basic Computer Applications & MS Office

Lecturer: S.Prabhavathi

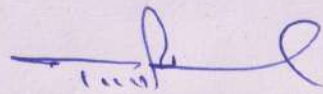
S. No	Roll No	Student Name	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
1	20.701	Vemula Kavya Naga Sri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	20.702	Dronadula Hemanjali	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	
3	20.703	Dekka Kavitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	20.704	Jujjuvarapu Venkateswara Rao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	20.705	Mirza Hasan Abbas	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	
6	20.706	Marepalli Venkata Naga Sai Pavan Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	20.707	Aluri Bhavya Sri	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	
8	20.708	Samayamantula Sandeep	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
9	20.709	Kalapala Dinesh	P	P	P	P	P	P	P	P	P	P	A	P	P	A		


10	20.710	Jogi Gowthami	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	20.711	Jonnalagadda Kusuma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	20.712	Perlapudi Pranadeep	P	a	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P
13	20.713	Devabathina Satyadev	P	P	a	P	P	P	a	P	P	a	P	P	P	a	P	P	P
14	20.714	Somayajula S.M.K.Chaitanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	20.715	Vukoti Naga Veera Sai	P	P	P	P	P	P	a	P	P	a	P	a	a	a	a	a	a
16	20.716	Suriseti Navya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	20.717	Todeti Ajay Babu	P	a	P	P	P	a	P	P	P	P	P	P	P	a	P	P	P
18	20.718	Yelivelu Venkata Jaya Ram	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P
19	20.719	Pagolu Sri Lekha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	20.720	Darapu Vanitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	20.721	Kaitepalli Teja Sri	P	P	P	a	P	P	P	P	a	P	a	a	a	a	P	P	P

22	20.722	Potluri, Sravan Kumar	P	P	P	P	P	P	P	a	P	P	P	a	P	P	P	P	
23	20.723	Tummala Akanksha	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	
24	20.724	Tadepalli Anusha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25	20.725	Chalapati Venkata Naga Lakshmi	a	P	P	P	P	P	P	P	P	P	P	P	P	a	P		
26	20.726	Potturi Krishna Bhuvaneswari	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P		
27	20.727	Nunna Pedda Bala Siva Nagamani	a	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	
28	20.728	Kagithala Durga Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29	20.729	Sangala Bhavana	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30	20.730	Thota Lavanya	P	P	P	P	P	P	P	P	a	P	P	P	P				
31	20.731	Gurrala Naga Sirisha	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P		
32	20.732	Kunchala Bhargavi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
33	20.733	Bolleddu Naga Lakshmi	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P		

70	20.620	Ede Sravani Durga Devi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	20.621	Munipalli Ajay	P	P	a	P	P	P	P	P	P	P	P	P	a	P		
72	20.622	Dasari Naga Mallika	P	P	P	P	P	P	P	P	P	P	P	P	P	a		
73	20.623	Juvvanapudi Sai Kiran	a	a	P	P	P	P	P	P	P	P	P	P	P	P		
74	20.624	Faviti Ratna Kumari	P	P	P	P	P	P	P	a	P	P	P	P	P			
75	20.625	Parimi Prem Chand	P	P	P	a	P	P	P	P	P	P	P	P	a	P		
76	20.626	Arepalli Radhika	P	P	P	P	P	P	a	P	P	P	P	P	P			
77	20.627	Shaik Sabiha Tasleem	a	P	P	P	P	P	P	P	P	P	P	P	P			
78	20.628	Vasadi Radha	a	a	P	P	P	P	P	P	P	P	P	P	P			

S. Prabhavathi
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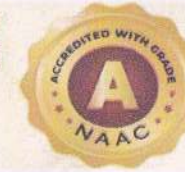


**ADUSUMILLI GOPALAKRISHNAIAH & SUGARCANE GROWERS
SIDDHARTHA DEGREE COLLEGE OF ARTS & SCIENCE**

Vuyyuru-521 165, Krishna District, Andhra Pradesh

An Autonomous College in the Jurisdiction of Krishna University

Accredited by NAAC with "A" Grade



DEPARTMENT OF COMPUTER SCIENCE

VALUE ADDED COURSE:

BASIC COMPUTER APPLICATIONS & MS OFFICE

VAC CODE: BCAM101

CERTIFICATE

This is to Certify that

Son / Daughter of shri/Smt

has Successfully completed value added course in BASIC COMPUTER APPLICATIONS & MS OFFICE

Conducted by the Department of COMPUTER SCIENCE from 16-02-2021 to 15-04-2021 We wish him /her bright future

Co-ordinator

S. prabhavathi

[Signature]
Head of Department

[Signature]

PRINCIPAL

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Arts & Science (Autonomous), Vuyyuru