

LABORATORY MANUAL FOR OFFICE AUTOMATION LAB

3RD Semester

Diploma in Computer Science & Engineering



C. V. Raman Polytechnic

Bidya Nagar, Mahura, Janla, Bhubaneswar

OFFICE AUTOMATION LAB PRACTICAL

List of Assignments (MS Word)

1. Create a news-paper document with at least 200 words,
 - a. Use margins as, top:1.5, bottom:2, left:2, right:1 inches.
 - b. Use heading "Gandhi Jayanti", font size: 16, font color: red, font face: Arial Black.
 - c. With first letter "dropped" (use drop cap option) of the first paragraph containing a picture at the right side
 - d. Use three columns from the second paragraph onwards till the half of the page.
 - e. Then use heading "Computer basics"
 - f. Create paragraph using two columns till the end of the page.
2. Create a Mathematical question paper using, at least five equations
 - a. With fractions, exponents, summation function
 - b. With at least one „m*n“ matrix
 - c. Basic mathematical and geometric operators.
 - d. Use proper text formatting, page color and page border.
3. Create a flowchart using,
 - a. Proper shapes like ellipse, arrows, rectangle, and parallelogram.
 - b. Use grouping to group all the parts of the flowchart into one single object.
4. Create a table using table menu with,
 - a. At least 5 columns and 10 rows.
 - b. Merge the first row into one cell.
 - c. Merge the second row into one cell, then split the second row into three cells.
 - d. Use proper table border and color.
 - e. Insert proper content into the table with proper text formatting.
5. Create a table using two columns,
 - a. The left column contains all the short-cut keys and right side column contains the function of the short-cut keys.
 - b. Insert a left column using layout option. Name the heading as Serial No.
6. Create two letters with the following conditions in Ms Word and find the difference.
 - a. Write a personal letter to your friend using at least 100 words and two paragraphs. The date must be in top-right corner. Use „justify“ text-alignment and 1.5 line spacing for the body of the letter. Letter must contain proper salutation and closing.
 - b. Use step by step mail-merge wizard to design a letter. (Mailing → step by step mail merge wizard→letters→start from a template→select template→ letters→select proper template→ create new document→OK)
7. Create a letter, which must be sent to multiple recipients.
 - a. Use Mail-Merge to create the recipient list.

- b. Use excel sheet to enter the recipient.
- c. Start the mail merge using letter and directory format. State the difference.

List of Assignments (MS Excel)

1. Create a table "Student result" with following conditions.
 - a. The heading must contain, Sl. No., Name, Mark1, Mark2, Mark3, Total, average and result with manual entry.
 - b. Use formulas for total and average.
 - c. Find the name of the students who has secured the highest and lowest marks.
 - d. Round the average to the nearest highest integer and lowest integer (use ceiling and floor function respectively).
2. Do as directed
 - a. Create a notepad file as per the following fields
Slno name th1 th2 th3 th4 th5 total % grade
 - b. Import this notepad file into excel sheet using „data→from text" option.
 - c. Grade is calculated as,
 - i. If %>=90, then grade A
 - ii. If %>=80 and <90, then grade B
 - iii. If %>=70 and <80, then grade C
 - iv. If %>=60 and <70, then grade D
 - v. If %<60, then grade F
3. Create a sales table using the following data,

| Item | Year1 | Year2 | Year3 | Year4 |
|-------|-------|-------|-------|-------|
| Item1 | 1000 | 1050 | 1100 | 1200 |
| Item2 | 950 | 1050 | 1150 | 1200 |
| Item3 | 1100 | 1200 | 1200 | 1300 |

- a. Draw the bar-graph to compare the sales of the three items for four years using insert option.
- b. Draw a line-graph to compare the sales of three items for four years using insert option.
- c. Draw different pie-charts for the given data using insert option.
- d. Use condition, to highlight all the cells having value >=1000 with red color (use conditional formatting).

List of Assignments (MS PowerPoint)

1. Create a power-point presentation with minimum 5 slides.
 - a. The first slide must contain the topic of the presentation and name of the presentation.
 - b. Must contain at least one table.
 - c. Must contain at least 5 bullets, 5 numbers.
 - d. The heading must be, font size:32, font-face: Arial Rounded MT Bold, font-color: blue.
 - e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green.
 - f. Last slide must contain „thank you".
2. Create a power-point presentation with minimum 10 slides

- a. Use word art to write the heading for each slides.
 - b. Insert at least one clip-art, one picture
 - c. Insert at least one audio and one video
 - d. Hide at least two slides
3. Create a power-point presentation with minimum 5 slides
 - a. Use custom animation option to animate the text; the text must move left to right one line at a time.
 - b. Use proper transition for the slides.

List of Assignments (MS Access)

1. Create a database "Student" with,
 - a. At least one table named "mark sheet" with field name "student name, roll number, mark1, mark2, mark3, mark4, total"
 - b. The data types are, student name: text, roll number: number, mark1 to mark4: number, total: number. Roll number must be the primary key.
 - c. Enter data in the table. The total must be calculated using update query.
 - d. Use query for sorting the table according to the descending/ascending order of the total marks.
2. With addition to the table above,
 - a. Add an additional field "result" to the "mark sheet" table.
 - b. Enter data for at least 10 students
 - c. Calculate the result for all the students using update queries, if total \geq 200, then pass, else fail.
 - d. Search the students, whose name starts with "sh".
 - e. Show the names and total marks of the students who have passed the examination.

MS-WORD

Assignment -1

1. AIM OF THE ACTIVITY

This activity is to create a newspaper document with heading along with set of margins.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-word basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First set the margin as given there.
- b. Type heading Gandhi jayanti with its font size. Then type contents of it.
- c. Use drop command.
- d. Select the picture of Gandhi and paste it.
- e. Then set the size of the picture.
- f. Then drag the picture to the right portion of paragraph.
- g. By right click at picture option go to text wrapping & then click at square option.
- h. Now type computer basics at the center of next line & paste its content below it.
- i. BY using page layout option now you can make three columns.

5. OBSERVATIONS

A newspaper document is created along with paragraph & column.

6. WHAT WE HAVE LEARNT ?/CONCLUSION

From this activity we learnt about to create newspaper document as we see various newspapers in our daily life.

SAMPLE OUTPUT:

Gandhi Jayanti

Mahatma Gandhi is very famous in India as “Bapu” or “Rastrapita”. The full name of him is Mohandas Karamchand Gandhi. He was a great freedom fighter who led India as a leader of the nationalism against British rule. He was born on 2nd of October in 1869 in Porbandar, Gujarat, India. He died on 30th of January in 1948. M.K. Gandhi was assassinated by the Hindu activist, Nathuram Godse, who was hanged later as a punishment by the government of India. He has been given another name by the Rabindranath Tagore as “Martyr of the Nation” since 1948.



COMPUTER BASICS

Computers, by a wider definition, have been around for thousands of years. One of the earliest computers was the abacus, series of beads arranged on metal rods. Beads could be slid back and forth to operate on numbers. This was a very rudimentary device and is not commonly thought of as a computer in modern times. Our idea of computers involves electricity and electronics. Electricity makes computers much more efficient. The first computers used an incredible amount of electricity, which changed voltages in vacuum tubes to operate the computer. These computers were given instructions using punch cards, and were behemoths, taking up entire floors of buildings.

RAM (Random Access Memory), commonly called just memory, holds computer code that needs to be operated on quickly. This allows information held in memory to quickly interact with the CPU. The amount of RAM available is limited and therefore needs to be constantly cleared and refilled.

Assignment -2

1. AIM OF THE ACTIVITY

This activity is to create a mathematical question paper with some equations.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-word basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

Step 1: start → program → MS-Office2007 → MS-Word.

Step 2: Go to office button → New.

Step 3: Type the name of the equation.

Step 4: Go to insert → Equation → insert new equation.

Step 5: Go to insert → object .

Step 6: From object submenu, select Microsoft equation 3.0 and click ok.

Step 7: Then by using the equation tool, type the following mathematical equations.

Step 8: Save the document

5. OBSERVATIONS

Different mathematical equations are created.

6. WHAT WE HAVE LEARNT/CONCLUSION

From this activity we have learnt how to create mathematical equations or Question paper with some equations

SAMPLE OUTPUT:

$$\begin{aligned}pq &= \sqrt{(x^1 - x^2)^2 + (y^1 - y^2)^2 + (z^1 - z^2)^2} \\ &= \left[\frac{\lambda x^2 + x^1}{x + 1} \quad \frac{\lambda y^2 + y^1}{x + 1} \quad \frac{\lambda z^2 + y^1}{x + 1} \right] \\ &= \left[\frac{a1}{\sqrt{\varepsilon a1^2}} \quad \frac{b1}{\sqrt{\varepsilon a1^2}} \quad \frac{c1}{\sqrt{\varepsilon a1^2}} \right]\end{aligned}$$

$$\int \frac{dx}{x^n} = x^{-n+\frac{1}{n}+1} - c$$

$$\int dx \sqrt{a^2 + x^2} = \log |x + \sqrt{n^2 - a^2}| + c$$

Assignment -3

1. AIM OF THE ACTIVITY

Creating a flowchart using shapes like ellipse, arrows, rectangle & parallelogram & grouping them

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Insert various shapes as given above one below another using insert tab
- b. Then use arrow shape to connect various shapes.
- c. Now we can group various shapes by selecting them into one single object

5. OBSERVATIONS

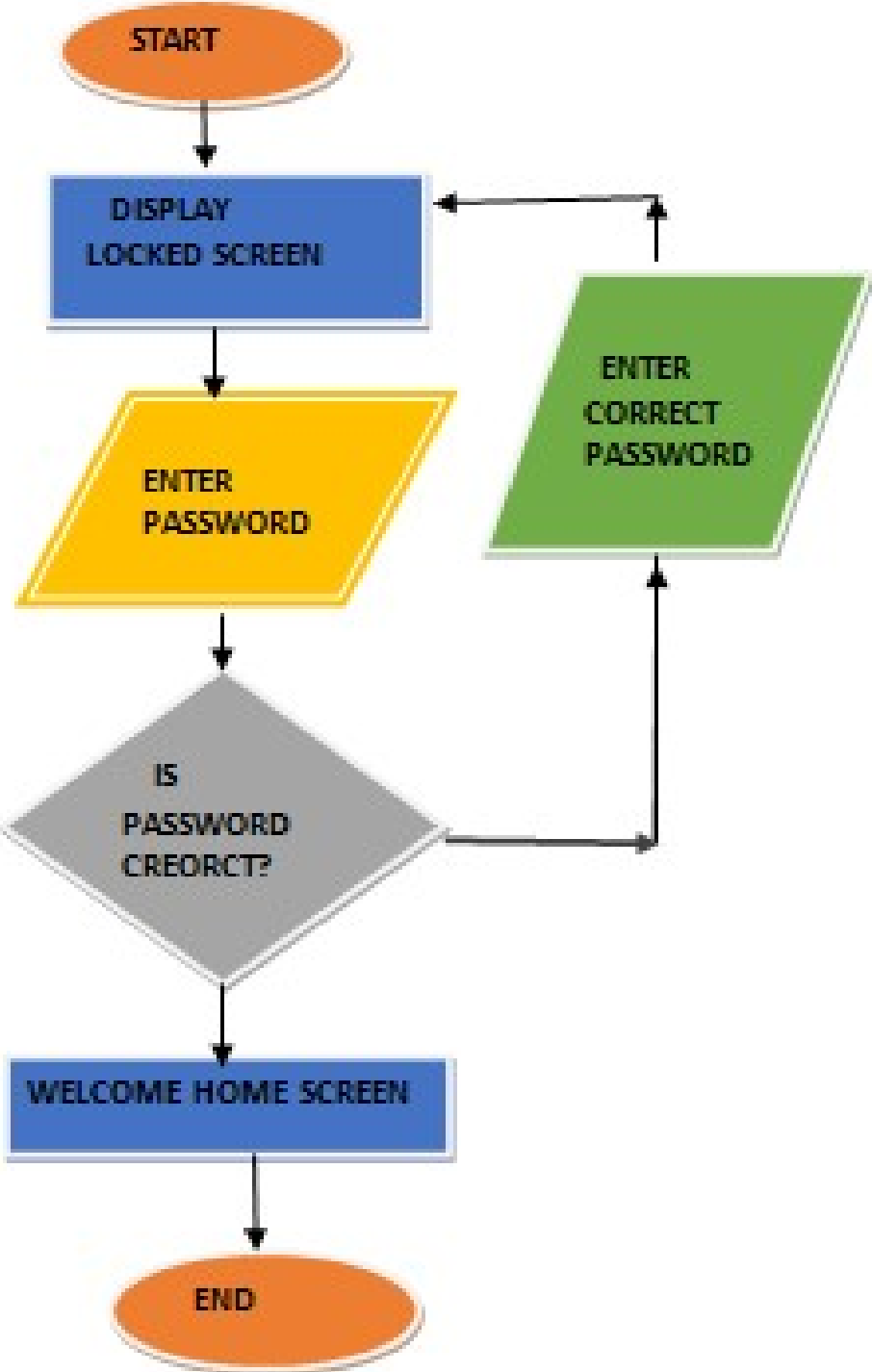
Flowcharts of various shapes & making all shapes into a single object

6. WHAT WE HAVE LEARNT/CONCLUSION

From this activity we learnt about various shapes, drawing flowcharts as per our requirement.

SAMPLE OUTPUT:

The Flowchart for the Display of Welcome Screen and Password verification.



Assignment – 4

1. AIM OF THE ACTIVITY

To create a table using table menu with a given no of rows & columns

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First create a table using table menu with a given no rows & columns
- b. Then fill the cells of table using data provided.
- c. Then apply merge the first row into one cell.
- d. Then merge the second row into one cell.
- e. Apply border to the table.

5.OBSERVATIONS

A table is created with the specified no of rows & columns. Applying merge we observe the second row into one cell.

6.WHAT WE HAVE LEARNT/CONCLUSION

From this activity we know how to create table & apply various operation to it.

SAMPLE OUTPUT:

| Berhampur University B.Ed. Merit List | | | | |
|---------------------------------------|------------------|----------------|--------------------|--------------|
| Sl. no | Name of students | father's name | Age of the student | phone number |
| 1 | Anita Kumari | Suresh Kumar | 18 | 9765473483 |
| 2 | Rahul Khanna | Devesh Khanna | 17 | 8745200764 |
| 3 | Pooja rani | Mohan lal | 18 | 9873027450 |
| 4 | Kavita Sahoo | Rupesh Sahoo | 19 | 8794503298 |
| 5 | Sangeeta Mallik | Pritam Mallik | 18 | 7600348750 |
| 6 | Dipti swain | Rajesh swain | 17 | 8704657385 |
| 7 | Torun Dash | Sambhab Dash | 19 | 8765490086 |
| 8 | Meghna Agrawal | Kamesh Agrawal | 17 | 9845678910 |

Assignment -5

1. AIM OF THE ACTIVITY

To create a table using table menu with two columns & inserting a left column.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First create a table using table menu with two columns
- b. Fill the left columns with all short-cut keys & right hand side with its functions
- c. Create a left column using layout option & name its heading as serial no.

5. OBSERVATIONS

A table is created with three columns serial no, short-cut keys & functions respectively.

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above, we have learnt creating table with two columns & inserting a column at the left hand side. We also learnt about the filling of data to cells.

SAMPLE OUTPUT:

| Sl. No | Shortcut keys | function |
|---------------|----------------------|-------------------------|
| 1. | Home | Beginning of line |
| 2. | End | End of line |
| 3. | Ctrl + Home | Go to start of document |
| 4. | Ctrl + End | Go to end of document |
| 5. | Right Arrow | Right one character |
| 6. | Left Arrow | Left one character |
| 7. | Ctrl+Right Arrow | Right one word |
| 8. | Ctrl+Left Arrow | Left one word |
| 9. | Up Arrow | Up one line |
| 10. | Down Arrow | Down one line |
| 11. | Ctrl+Up Arrow | Up one paragraph |
| 12. | CTRL +Down Arrow | Down one paragraph |
| 13. | F4 | Repeat last command |
| 14. | Ctrl + A | Select Whole Document |
| 15. | Ctrl+B | Bold |

Assignment – 6

A.

1. AIM OF THE ACTIVITY

Writing a letter to a friend using at least 100 words two paragraphs.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge as well as topic to write.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Open a blank MS-word page.
- b. Start writing a letter with proper salutation.
- c. Complete first paragraph.
- d. Start second paragraph & complete the letter with proper closing.

5. OBSERVATIONS

We observe a complete letter is prepared to the friend.

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above, we have learnt how to write a letter to friend.

SAMPLE OUTPUT:

4 July, 2019 - 09:03

Dear Ava,

Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

I go to bed at 11pm cause Friday is our holiday. So we have no school and I can stay awake till the midnight. And the best thing is I watch movies at night with my family. I love Thursday !!

Tell me your favorite meal of the day?

With best regards,

Lama

Assignment-6

B.

1. AIM OF THE ACTIVITY

Writing a letter using mail merge wizard.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge as well as topic to write.

2. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

3. PROCEDURE

- a.Go to mailing
- b.Step by Step mail merge wizard
- c.Go letters
- d.Start from a template, select template
- e.Go to letters
- f. Select proper template, Create new document then click OK

4. OBSERVATIONS

Letter document is created using mail-merge.

5. WHAT WE HAVE LEARNT/CONCLUSION

From the above, we have learnt to design letter mail-merge.

SAMPLE OUTPUT:

mumbai

Phone: 7512485632

Ava

bhopal

Phone:8425154225

Dear ava,

Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

With best regards,

Lama

Lama

adane

infosys

4/5/2020

Assignment – 7

1. AIM OF THE ACTIVITY

Creating a letter document using mail merge to send multiple recipients

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge as well as topic to write

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Click at start mail merge & then step mail by mail wizard
- b. Click at starting document in current letter
- c. Now click at select recipients
- d. Click new list to create a new one & save it at desktop
- e. Then click at write your letter
- f. By clicking more item add fields on the letter
- g. Then we have to type the complete message
- h. Click at preview your letter & then complete the merge
- i. Now click at “edit individual letters & then click at ALL

5. OBSERVATIONS

The document is created using mail merge and verified

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above activity we have learnt how to create document using mail merge

SAMPLE OUTPUT:

To,

RAVI

BGH

123456

Dear RAVI,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

To,

AKASH

SBP

625478

Dear AKASH,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

To,

MILAN

RGDA

954732

Dear MILAN,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

MS-EXCEL

Assignment -1

1. AIM OF THE ACTIVITY

This activity to create a table “Student Result” with some conditions

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-excel basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First insert a table in the Excel Sheet by the insert tab so that you can write the student’s information.
- b. Now, give the headings – SL NO, Name, Mark 1, Mark 2, Mark 3, Total etc.
- c. Fill up the data in the columns you have to enter.
- d. Calculate the sum of the marks of each student via ‘Auto sum’ option.
- e. Highlight the highest total mark in green color and lowest one in red color.
- f. Find the average of the marks of each student in an individual cell.

5. OBSERVATIONS

A table is created using excel with some conditions

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create table using excel.

SAMPLE OUTPUT:

OFFICE EXCEL - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

J22 fx

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|---|---|---|---|--------|---------------------|--------|--------|--------|--------|----------|---|---|---|
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | SL.NO. | NAME OF THE STUDENT | MARK 1 | MARK 2 | MARK 3 | TOTALS | average | | | |
| 6 | | | | | 1 | AVINASH SAHU | 50 | 45 | 41 | 136 | 45.33333 | | | |
| 7 | | | | | 2 | BIDYADHAR MAHANA | 42 | 43 | 25 | 110 | 36.66667 | | | |
| 8 | | | | | 3 | BHAIRAV DASH | 45 | 41 | 42 | 128 | 42.66667 | | | |
| 9 | | | | | 4 | LATIKA ROY | 50 | 35 | 16 | 101 | 33.66667 | | | |
| 10 | | | | | 5 | ADNAN RATH | 25 | 21 | 35 | 81 | 27 | | | |
| 11 | | | | | 6 | SUDHANSU BEHERA | 12 | 44 | 48 | 104 | 34.66667 | | | |
| 12 | | | | | 7 | RAKESH GUPTA | 49 | 36 | 50 | 135 | 45 | | | |
| 13 | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | |

Sheet1 Sheet2 Sheet3

Assignment -2

1.AIM OF THE ACTIVITY

This activity to Create a notepad file as per the following fields

7.PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-excel basic knowledge.

2.MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

3.PROCEDURE

- a. First insert a data in the notepad by the typing manually.
- b.Now, give information/data – Name, th 1, th 2, th 3, Total etc.
- c. Import this notepad file into excel sheet using 'data from text' option.
- d. Calculate the sum of the total of each theory via 'Auto sum' option.
- e. Grade is calculated applying conditional formatting using formula in excel.

4.OBSERVATIONS

A table is created note using import to excel with some conditions

5.WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create table using notepad

GRADE - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Properties Edit Links Connections Sort & Filter Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Data Tools Consolidate What-if Analysis Group Ungroup Subtotal Outline Show Detail Hide Detail

114

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | |
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| 21 | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | |

Grade is calculated as,
i. If %>=90, then grade A
ii. If %>=80 and <90, then grade B
iii. If %>=70 and <80, then grade C
iv. If %>=60 and <70, then grade D
v. If %<60, then grade F

Sheet1 Sheet2 Sheet3

Ready Type here to search 33°C Haze ENG IN 1:11 PM 10/13/2023

Assignment -3

1. AIM OF THE ACTIVITY

This activity to create a table “Sales” with some data provided

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-excel basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Create a table using five columns & four rows.
- b. Enter the data given as provided
- c. Go to insert tab, in charts groups, you just have to select the specified charts as given in no. a, b, and c.
- d. Set a new rule for highlighting the sales which are greater than or equal to 1000
- e. To do so, go to conditional tab. There, click more rules option. There you can change all the necessary options.

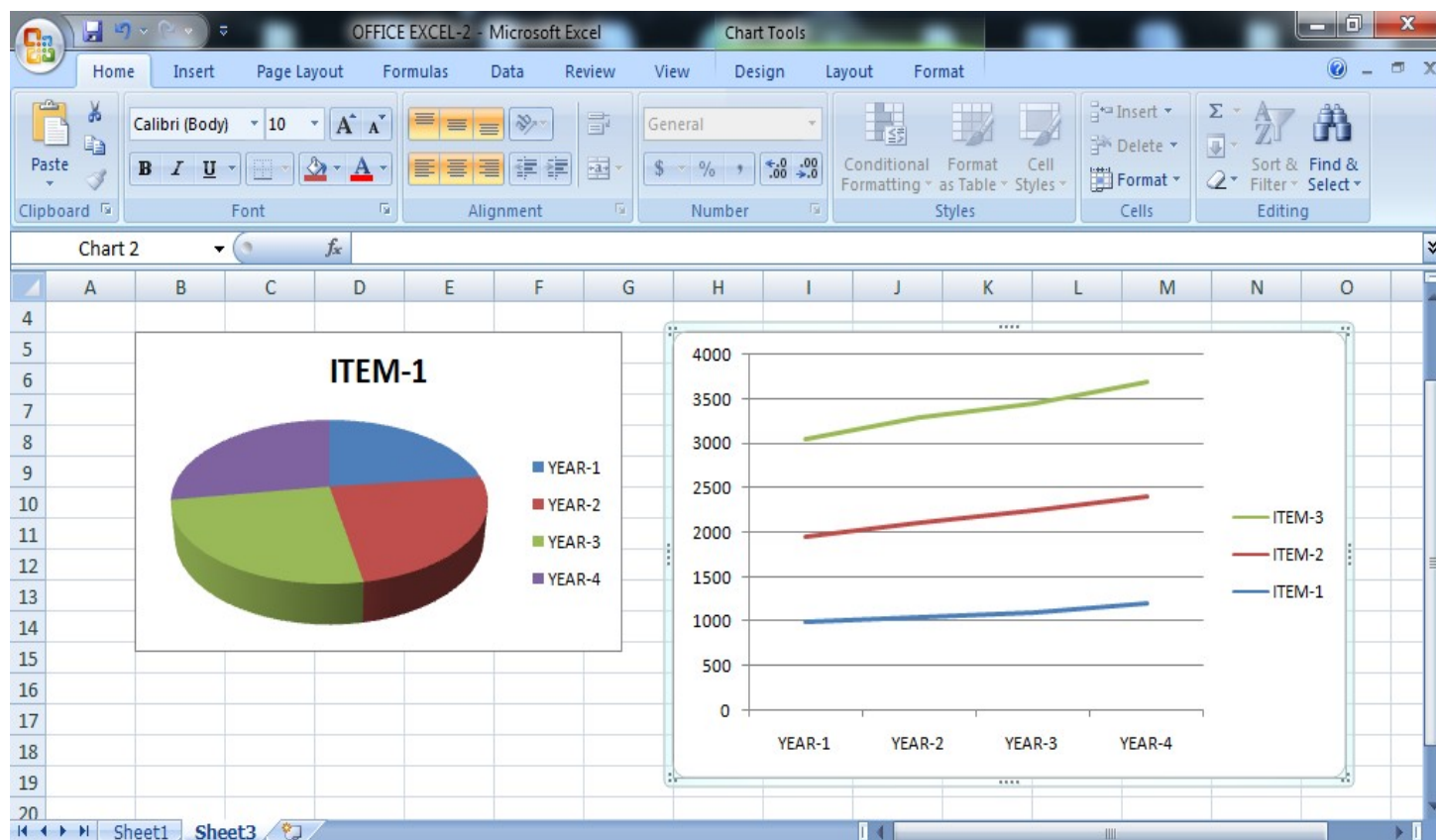
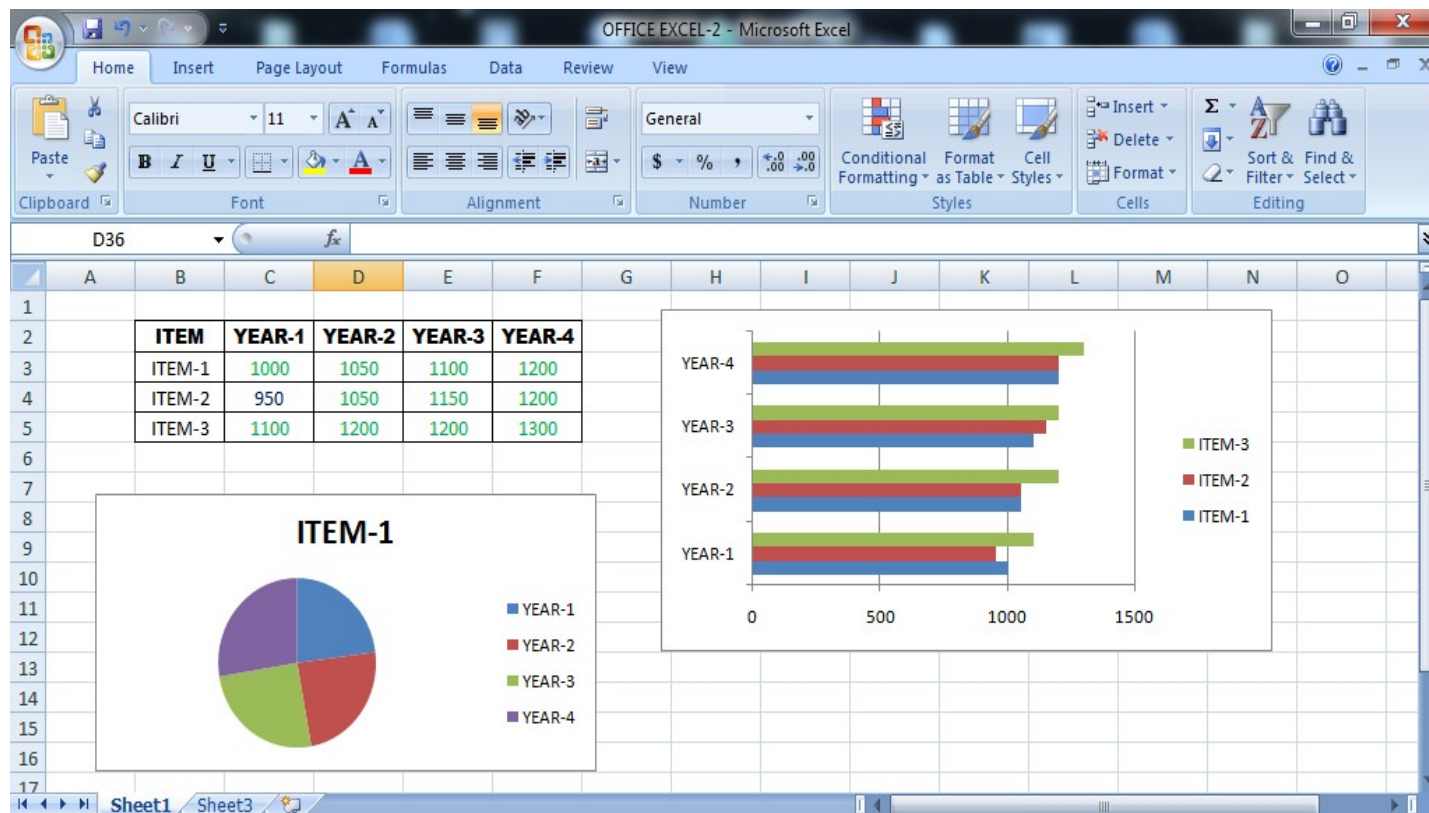
5. OBSERVATIONS

A table is created using excel with given data.

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create sales table.

SAMPLE OUTPUT:



MS-PowerPoint

Assignment -1

1. AIM OF THE ACTIVITY

This activity to create a power-point presentation with 5 slides with the given data.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-powerpoint basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First set the titles and subtitles based the topics with the suitable font style, size, and color in first slide.
- b. As given you must choose a topic of your own which must cover up 5 slides.
- c. Write and design all your slides perfectly and make it ready to show.
- d. At last place a 'thank you' slide so as to end your presentation.

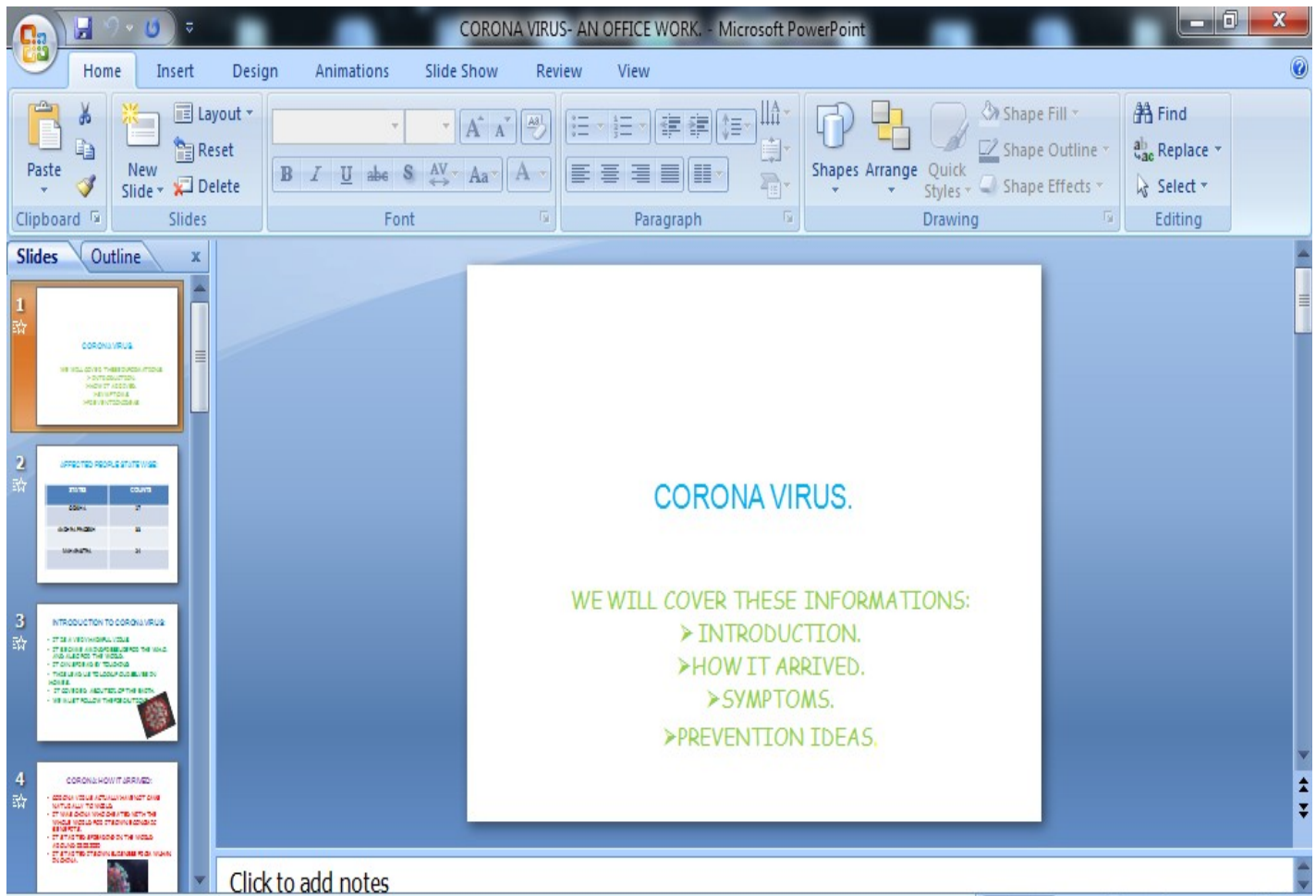
5. OBSERVATIONS

A Presentation with 5 slides is created using power-point

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create a power-point presentation of 5 slides.

SAMPLE OUTPUT:



AFFECTED PEOPLE STATE WISE:

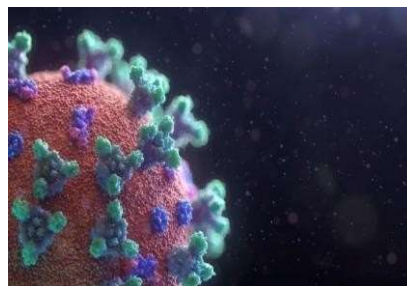
| STATES | COUNTS |
|----------------|--------|
| ODISHA | 17 |
| ANDHRA PRADESH | 33 |
| MAHARASHTRA | 24 |

INTRODUCTION TO CORONA VIRUS:

- IT IS A VERY HARMFUL VIRUS.
- IT BECAME A MIND PRESSURE FOR THE W.H.O. AND ALSO FOR THE WORLD.
- IT CAN SPREAD BY TOUCHING.
- THIS LEAD US TO LOCKUP OURSELVES IN HOMES.
- IT COVERED ABOUT 80% OF THE EARTH.
- WE MUST FOLLOW THE PRECAUTIONS.

CORONA: HOW IT ARRIVED:

- CORONA VIRUS ACTUALLY HAVE NOT CAME NATURALLY TO WORLD.
- IT WAS CHINA WHO CHEATED WITH THE WHOLE WORLD FOR ITS OWN ECONOMIC BENEFITS.
- IT STARTED SPREADING IN THE WORLD AROUND 02.02.2020
- IT STARTED ITS OWN BUISNESS FROM WUHAN IN CHINA.





CORONA: IT'S SYMPTOMS

THE FOLLOWING ARE THE SYMPTOMS OF
CORONA VIRUS:

1. COUGHING.
2. SNEEZING.
3. TIREDNESS.

4. DIFFICULTY IN TAKING BREATH.

THESE ARE THE MAIN SYMPTOMS. IF SEEN,
PEOPLE SHOULD TAKE APPOINTMENT WITH
DOCTOR.

THANK YOU FOR WATCHING!



Assignment -2

1. AIM OF THE ACTIVITY

This activity to create a power-point presentation with 10 slides using word art.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-powerpoint basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First set the titles and subtitles based on any topic
- b. Set titles by 'word art' in insert tab
- c. choose any topic to create 10 slides
- d. insert one picture from 'clip art' option.
- e. Similarly insert audio & videos as required
- f. For hiding a slide, just right click it and click 'hide slide' option
- g. Write and design all your slides to perfectly and make it ready to show

5. OBSERVATIONS

A Presentation with 10 slides is created using power-point

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create a power-point presentation of 10 slides using word art

Assignment -3

1. AIM OF THE ACTIVITY

This activity to create a power-point presentation with 5 slides using animations

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-powerpoint basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. set the titles and subtitles based on your topic of 5 slides
- b. Use 'custom animation' present in animation tab in the animations tab. Give the instruction for moving the word from left to right.
- c. Use proper transition for slides.
- d. Write and design all your slides to perfectly and make it ready to show

5. OBSERVATIONS

A Presentation of animations with 5 slides is created using power-point

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create animations in power-point Presentation.

MS-ACCESS

Assignment -1

1. AIM OF THE ACTIVITY

This activity to create a database “Student” & to create a mark sheet table by entering records to it.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-access basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Go to design view and give all the data types as given for data types
- b. Save and proceed towards datasheet view. Now enter the values
- c. Now calculate the totals via update query
- d. Now go to query wizard then select the total marks, roll no. and student name to display
- e. Now sort them in ascending or descending manner

5. OBSERVATIONS

A Database named “Student” with table along with its records.

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to a create database in ms-access.

SAMPLE OUTPUT:

The screenshot shows the Microsoft Access interface with the 'Table Tools' ribbon active. The ribbon includes tabs for Home, Create, External Data, Database Tools, and Datasheet. The 'Table Tools' ribbon is divided into four groups: Tables, Forms, Reports, and Other. The 'Tables' group contains Table, Table Templates, SharePoint Lists, and Table Design. The 'Forms' group contains Form, Split Form, Multiple Items, More Forms, Blank Form, and Form Design. The 'Reports' group contains Report, Report Wizard, Labels, Blank Report, and Report Design. The 'Other' group contains Query Wizard, Query Design, and Macro. A security warning is displayed: 'Security Warning Certain content in the database has been disabled Options...'. The 'All Tables' pane on the left shows the 'STUDENT' table selected. The main area displays the 'STUDENT' table with the following data:

| STUDENT | Roll | Student Name | Mark-1 | Mark-2 | Mark-3 | Mark-4 | total | Add New Field |
|-----------------|------|--------------------|--------|--------|--------|--------|-------|---------------|
| STUDENT : Table | 1 | ABHISHEK SAHU | 89 | 86 | 85 | 25 | 285 | |
| RESULT | 2 | ANKIT PANIGRAHI | 90 | 50 | 75 | 46 | 261 | |
| STUDENT Query | 3 | AMRITPAL SINGH | 92 | 90 | 96 | 82 | 360 | |
| STUDENT Query1 | 4 | ASHISH BEHERA | 45 | 82 | 48 | 52 | 227 | |
| STUDENT Query2 | 5 | MADHAV SHARMA | 30 | 60 | 62 | 95 | 247 | |
| STUDENT Query3 | 6 | NITIN BAG | 54 | 30 | 45 | 75 | 204 | |
| STUDENT Query4 | 7 | SRIKANT BAGCHI | 96 | 45 | 72 | 73 | 286 | |
| STUDENT Query5 | 8 | RANI AGRAWAL | 91 | 58 | 84 | 61 | 294 | |
| | 9 | TULSI SAHU | 92 | 90 | 68 | 49 | 299 | |
| | 10 | UDAY SHARMA | 99 | 12 | 27 | 90 | 228 | |
| | 11 | ZAHIR KHAN | 26 | 96 | 60 | 99 | 281 | |
| | 12 | ZAFAR MISRA | 32 | 45 | 30 | 19 | 126 | |
| | 13 | ZAMAR SINGH | 50 | 36 | 48 | 48 | 182 | |
| | 14 | BAIBHAV KUMAR SAHU | 12 | 15 | 25 | 10 | 62 | |

Record: 1 of 14 No Filter Search

Assignment -2

1. AIM OF THE ACTIVITY

This activity to add additional field to the mark sheet table & to enter data to it.

2.PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-access basic knowledge.

3.MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4.PROCEDURE

- a. Design the student database as we have done in previous.
- b. Go to design view and write another field named 'result', Data type 'text'. Description-'validation rule: >=200'
- c. Display the students who have passed in an individual sheet via query

5.OBSERVATIONS

A Database named "Student" & finding the student results.

6.WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to a create database of student result using table in ms-access.

SAMPLE OUTPUT:

Table Tools MARKSHEET : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Datasheet

View Paste Font Rich Text Records Sort & Filter Find

Security Warning Certain content in the database has been disabled Options...

All Tables << STUDENT

| STUDENT | Roll | Student Name | Mark-1 | Mark-2 | Mark-3 | Mark-4 | total | result | Add New Field |
|-----------------|------|--------------------|--------|--------|--------|--------|-------|--------|---------------|
| STUDENT : Table | 1 | ABHISHEK SAHU | 89 | 86 | 85 | 25 | 285 | pass | |
| RESULT | 2 | ANKIT PANIGRAHI | 90 | 50 | 75 | 46 | 261 | pass | |
| STUDENT Query | 3 | AMRITPAL SINGH | 92 | 90 | 96 | 82 | 360 | pass | |
| STUDENT Query1 | 4 | ASHISH BEHERA | 45 | 82 | 48 | 52 | 227 | pass | |
| STUDENT Query2 | 5 | MADHAV SHARMA | 30 | 60 | 62 | 95 | 247 | pass | |
| STUDENT Query3 | 6 | NITIN BAG | 54 | 30 | 45 | 75 | 204 | pass | |
| STUDENT Query4 | 7 | SRIKANT BAGCHI | 96 | 45 | 72 | 73 | 286 | pass | |
| | 8 | RANI AGRAWAL | 91 | 58 | 84 | 61 | 294 | pass | |
| | 9 | TULSI SAHU | 92 | 90 | 68 | 49 | 299 | pass | |
| | 10 | UDAY SHARMA | 99 | 12 | 27 | 90 | 228 | pass | |
| | 11 | ZAHIR KHAN | 26 | 96 | 60 | 99 | 281 | pass | |
| | 12 | ZAFAR MISRA | 32 | 45 | 30 | 19 | 126 | fail | |
| | 13 | ZAMAR SINGH | 50 | 36 | 48 | 48 | 182 | fail | |
| | 14 | BAIBHAV KUMAR SAHU | 12 | 15 | 25 | 10 | 62 | fail | |

Record: 1 of 14 No Filter Search

