

Pr.4- OFFICE AUTOMATION LAB

Total Period	60	Examination	3hr
Lab. periods	4P/Week	Term Work	25
Maximum Marks	50	End Semester Examination	25

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.

Book Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of Publisher
1	Vikas Gupta	Comdex 14-1in-1 Computer course Kit	Dream Tech
2	Bittu Kumar	Master in Ms-Office	