INFORMATION TECHNOLOGY

BCOM (computer Applications)

Semester – I Course 1C

INFORMATION TECHNOLOGY PRACTICAL

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FOREWORD

Since its establishment in 1976, Acharya Nagarjuna University has been forging ahead in the path of progress and dynamism, offering a variety of courses and research contributions. I am extremely happy that by gaining a B++ (80-85) grade from the NAAC in the year 2003, the Acharya Nagarjuna University is offering educational opportunities at the UG, PG levels apart from research degrees to students from over 285 affiliated colleges spread over the three districts of Guntur, Krishna and Prakasam.

The University has also started the Centre for Distance Education with the aim to bring higher education within reach of all. The centre will be a great help to those who cannot join in colleges, those who cannot afford the exorbitant fees as regular students, and even housewives desirous of pursuing higher studies. With the goal of brining education to the doorstep of all such people, Acharya Nagarjuna University has started offering B.A., and B.Com courses at the Degree level and M.A., M.Com., M.Sc., M.B.A., and L.L.M., courses at the PG level from the academic year 2003-2004 onwards.

To facilitate easier understanding by students studying through the distance mode, these self-instruction materials have been prepared by eminent and experienced teachers. The lessons have been drafted with great care and expertise in the stipulated time by these teachers. Constructive ideas and scholarly suggestions are welcome from students and teachers involved respectively. Such ideas will be incorporated for the greater efficacy of this distance mode of education. For clarification of doubts and feedback, weekly classes and contact classes will be arranged at the UG and PG levels respectively.

It is my aim that students getting higher education through the centre for Distance Education should improve their qualification, have better employment opportunities and in turn facilitate the country's progress. It is my fond desire that in the years to come, the Centre for Distance Education will go from strength to strength in the form of new courses and by catering to larger number of people. My congratulations to all the Directors, Academic Coordinators, Editors and Lesson-writers of the Centre who have helped in these endeavors.

Prof. P. Raja Sekhar
Vice-Chancellor
Acharya Nagarjuna University

INFORMATION TECHNOLOGY

I Year B Com (CA), Semester – I, Paper-IP

Syllabus

OBJECTIVES:

At the end of this Practical lab, student should be able to

- Understand basic concepts and terminology of information technology.
- Have a basic understanding of personal computers and their operations.
- The students would acquire the MS-Word related skills which would enable them to do several essential activities which are a part of their Business Management curriculum like CV Writing, summer training report writing etc. Students will acquire the knowledge in Data analysis using Excel, Power Point Presentation styles

Computer Basics

1. Identifying different parts of Computer.
2. Identifying different input and output devices.
3. Installing a software (for example ms word, antivirus) using license key.
4. Identifying different desktop icons and it' s working.

MS WORD

1. Creation of documents letters invitations etc,
2. Creating your personal resume.
3. Creating your class timetable.
4. Perform mail merge using MS Word

MS EXCEL

1. MS Excel performing different formulas
2. Creating charts in Excel.
3. Printing and adjusting MS Excel worksheet
4. Prepare a worksheet for calculating percentages of your class mates using different excel formulas.

MS Power Point.

1. Create presentation in power point
2. Inserting, deleting slides in Power Point
3. Illustrate Animation in presentation

Information Technology Practical

1C – P

OBJECTIVES:

The objective of this lab is to master the basics of Microsoft Excel, PowerPoint, and Word and to learn how to employ these applications. These programs are widely used in Real time environment so proficiency in these applications is a requirement. The student can understand the basics of a computer system and use of MS-office tools.

STRUCTURE:

1. COMPUTER BASICS

- 1.1 Identifying different parts of Computer.
- 1.2 Identifying different input and output devices.
- 1.3 Installing a software (for example ms word, antivirus) using license key.
- 1.4 Identifying different desktop icons and it.s working.

2. MS WORD

- 2.1 Creation of documents letters invitations etc,
- 2.2 Creating your personal resume.
- 2.3 Creating your class timetable.
- 2.4 Perform mail merge using MS Word

3. MS EXCEL

- 3.1 MS Excel performing different formulas
- 3.2 Creating charts in Excel.
- 3.3 Printing and adjusting MS Excel worksheet
- 3.4 Prepare a worksheet for calculating percentages of your class mates using different excel formulas.

4. MS POWER POINT

- 4.1 Create presentation in power point
- 4.2 Inserting, deleting slides in Power Point
- 4.3 Illustrate Animation in presentation

1. Computer Basics

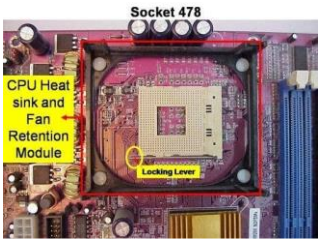
1.1 Identifying different parts of Computer.

1. Cabinet: It is used to install all hardware devices like (mother board, SMPS, HDD, CD Rom, and FDD). It has Start, Restart Button, LEDs, Audio and USB Connecters are available at front side.

2 System board/Motherboard

This is the major part of the PC hardware. It manages all transactions of data between CPU peripherals. It holds the Processor, Random Access Memory and other parts, & has slots for expansion cards. It is rectangle shape.

3. Socket 478:



It use 478 – PIN MICROPGA package it is used installing CPU It is square type design.

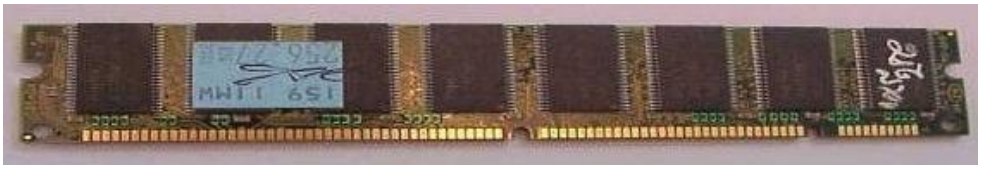
4 CPU

The central processing unit contains the heart of any computer, the processor. The processor is fitted on to a Mother Board. The Mother Board contains various components, which support the functioning of a PC. It is brain of the computer. It is square shape

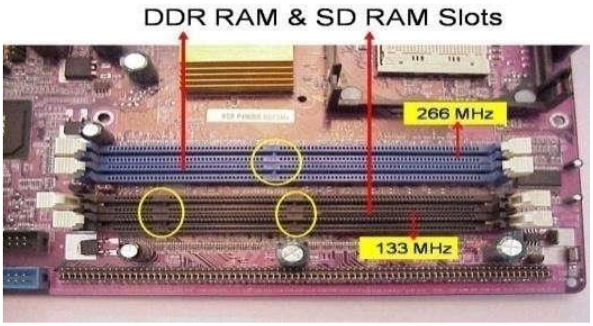
5 RAM Slots:

RAM slots are used to install the RAMs. It is large rectangle shape and each ending has small clips. There two type ram slots

SD RAM: Two Gaps (synchronous DRAM) is a generic name for various kinds of dynamic Random access memory (DRAM) that are synchronized with the clock speed that the microprocessor is optimized for. This tends to increase the number of instructions that the processor can perform in a given time.



DDR RAM: One Gap (Double Data Rate Synchronous DRAM: A clock is used to read data from a DRAM. DDR memory reads data on both the rising and falling edge of the clock, achieving a faster data rate.)

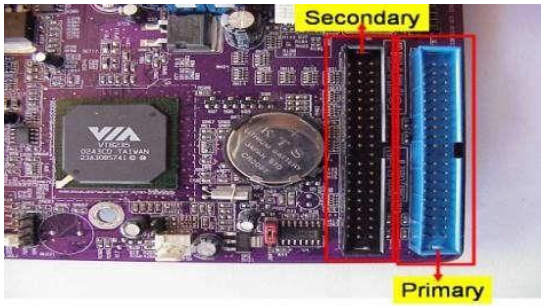


6 CMOS Battery:

Computer is using a coin shape battery. It generates the clock signal and it manage system continues time.

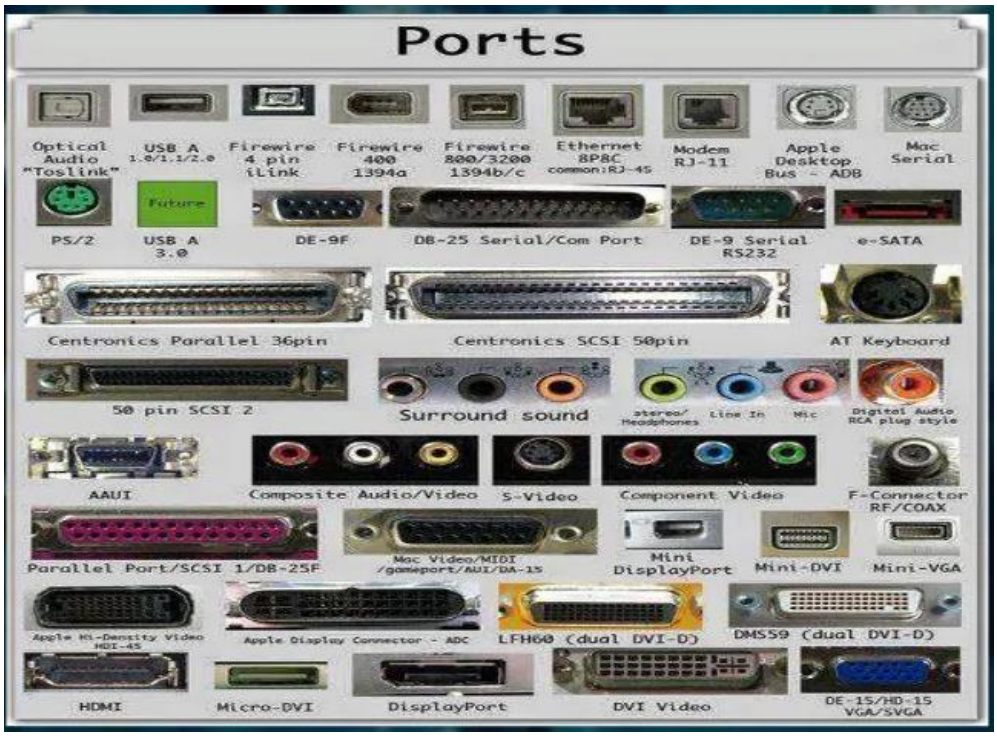
7. Primary & Secondary (IDE-1 & IDE-2):

It is also called as IDE-1, IDE-2. It used to connecting Hard Disk Drive, CD ROM, DVD ROM.



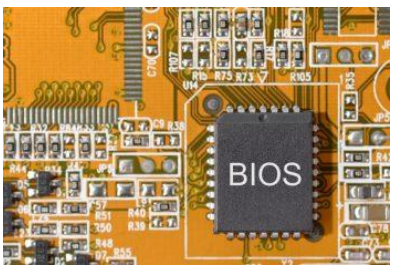
8. Input & Output ports:

IO ports are used to connecting IO device such as key boards, mouse, monitor, printer, scanner, speakers etc...



9 . BIOS Chip:

BIOS controls how the operating system and hardware work together. BIOS identification is BIOS name is available on chip or mother board

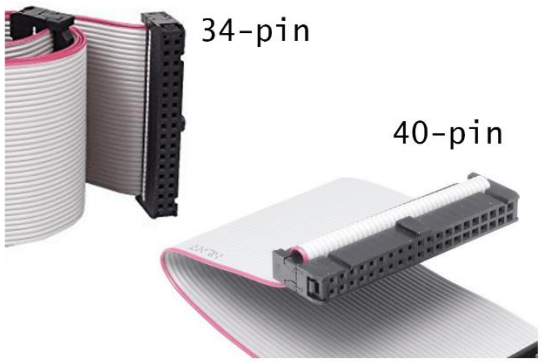


10. Bus Cables or Data cables:

A Bus is a collection of wires through which data is transmitted from one device to another device cables are two types

IDE cable: it used to connect HDD, CD ROM, and DVD ROM

FDD cable: it used to connect FDD (braking or manufacture defecting)



IDE Cable

FDD Cable

11. SMPS:

SMPS is used to supply the power to Mother Board HDD, CD ROM, and FDD. In SMPS holds a transformer, voltage control and fan. Identification is the rectangular box shape and panel name is switching mode power supply.

1.2 Identifying different input and output devices.

Monitor:

Monitor of a computer is like a television screen. It displays text characters and graphics in colors or in shades of grey. The monitor is also called as screen or display or CRT (cathode ray tube). In the monitor the screen will be displayed in pixels format. Such as 800 by 600 pixels, 1024 by 768 pixels etc.

Key Board:

Key board is like a type writer, which contains keys to feed the data or information into the computer Keyboards are available in two modules. These are standard key board with 83-88 keys and Enhanced key board with 104 keys or above

Mouse:

a. Every mouse has one primary button (left button) and one secondary button (right button). The primary button is used to carry out most tasks, whereas secondary button is used in special cases you can select commands and options

Printer:

A device that prints images (numbers, alphabets, graphs, etc…) on paper is known as Printer. We have different types of printers to take printouts.

These are as follows:

Dot matrix printer

Inkjet printer

Laser printer

Speakers:

Speakers make your system much more delightful to use entertain you while you are working on computer

Scanner:

Scanner used to scan images and text

1.3 Install Windows 7

Recommended Equipment

The following equipment is required for this exercise:

• A computer with a blank hard disk drive.

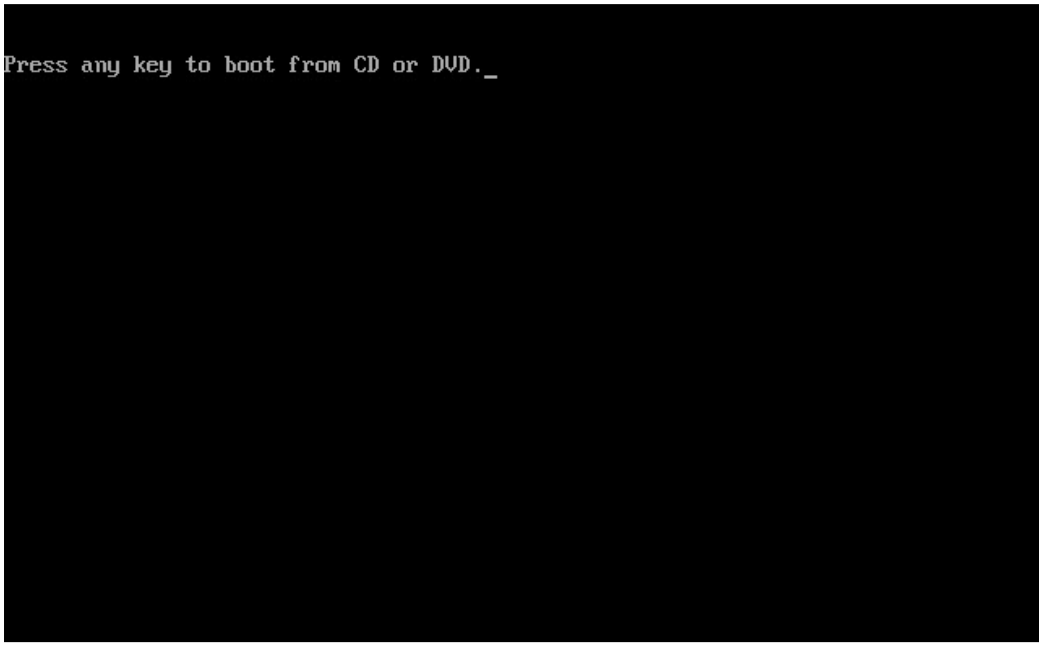
• Windows 7 installation DVD or USB flash drive.

Step 1

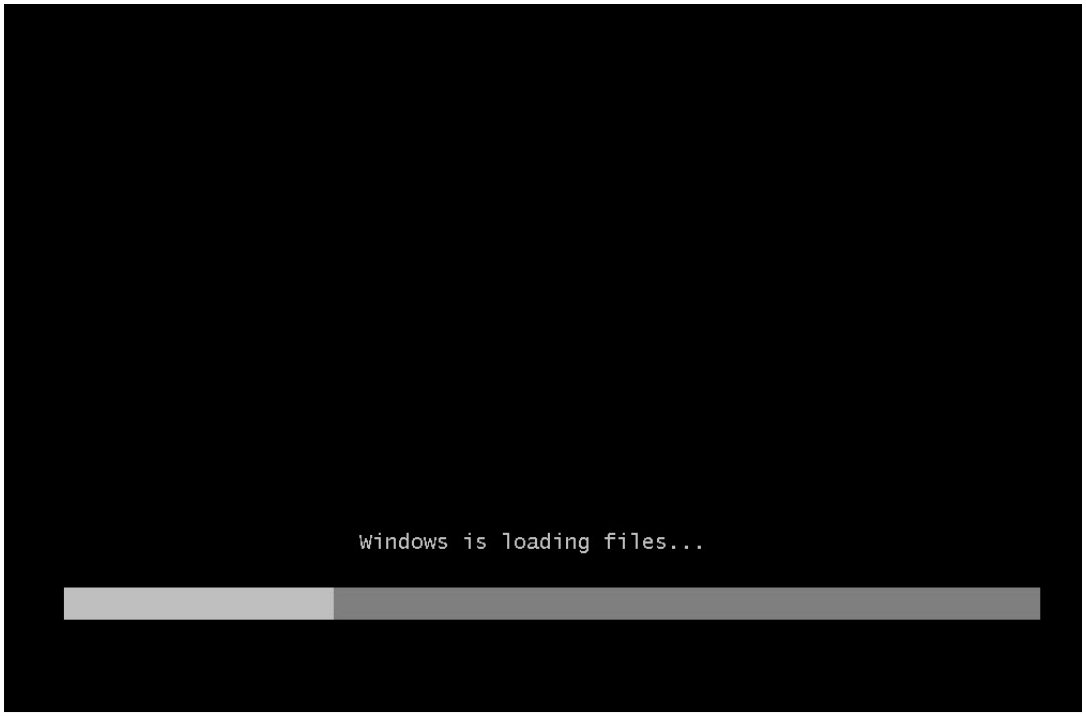
Insert the Windows 7 installation DVD into the DVD-ROM drive or plug the USB flash drive into a USB port.

When the system starts up, watch for the message “Press any key to boot from CD or DVD.”

If the message appears, press any key on the keyboard to boot the system from the DVD. If the press any key message does not appear, the computer automatically starts loading files from the DVD.



The computer starts loading files from the DVD or USB flash drive.



Step 2

The “Windows 7 boot” screen appears.

Step 3

The “Install Windows” window opens. Press Next unless you need to change the default settings.

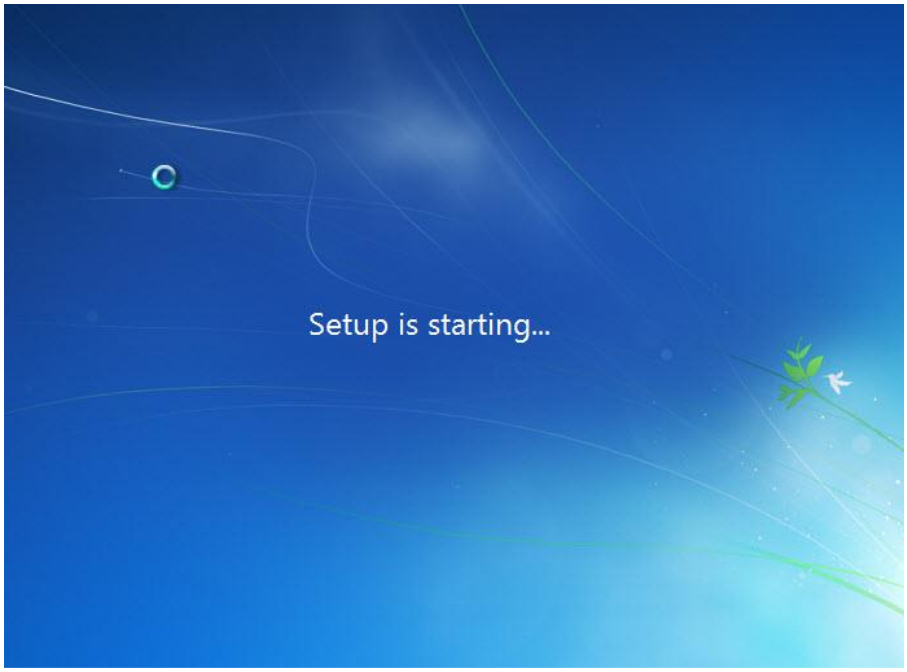
Step 4

Press Install now to continue.

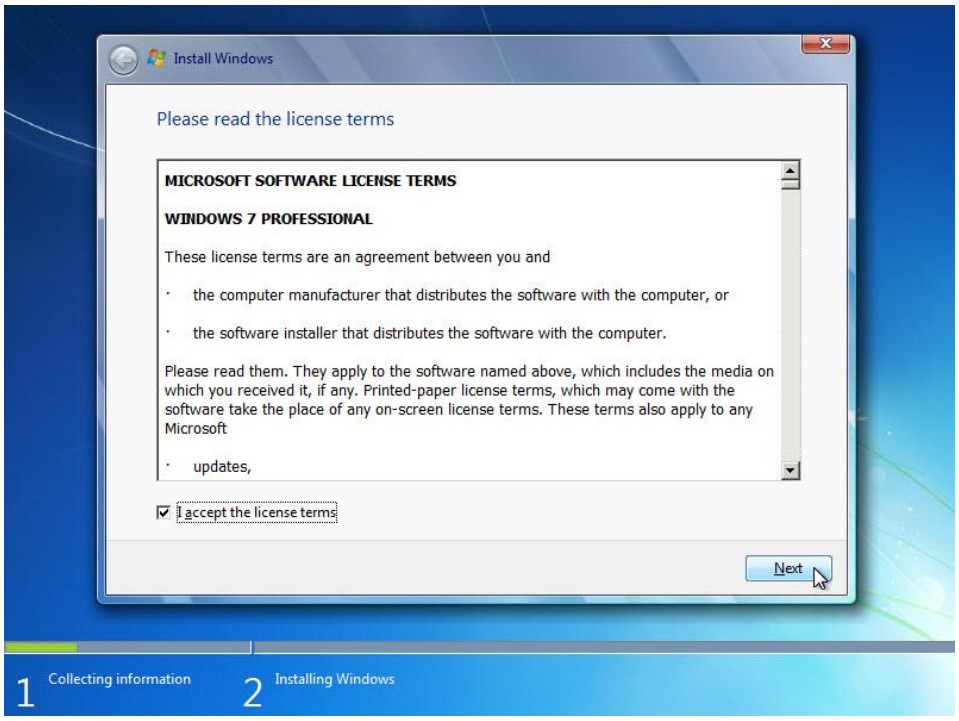
Step 5

The Collecting information section of the installation begins.

The “Setup is starting…” screen appears.

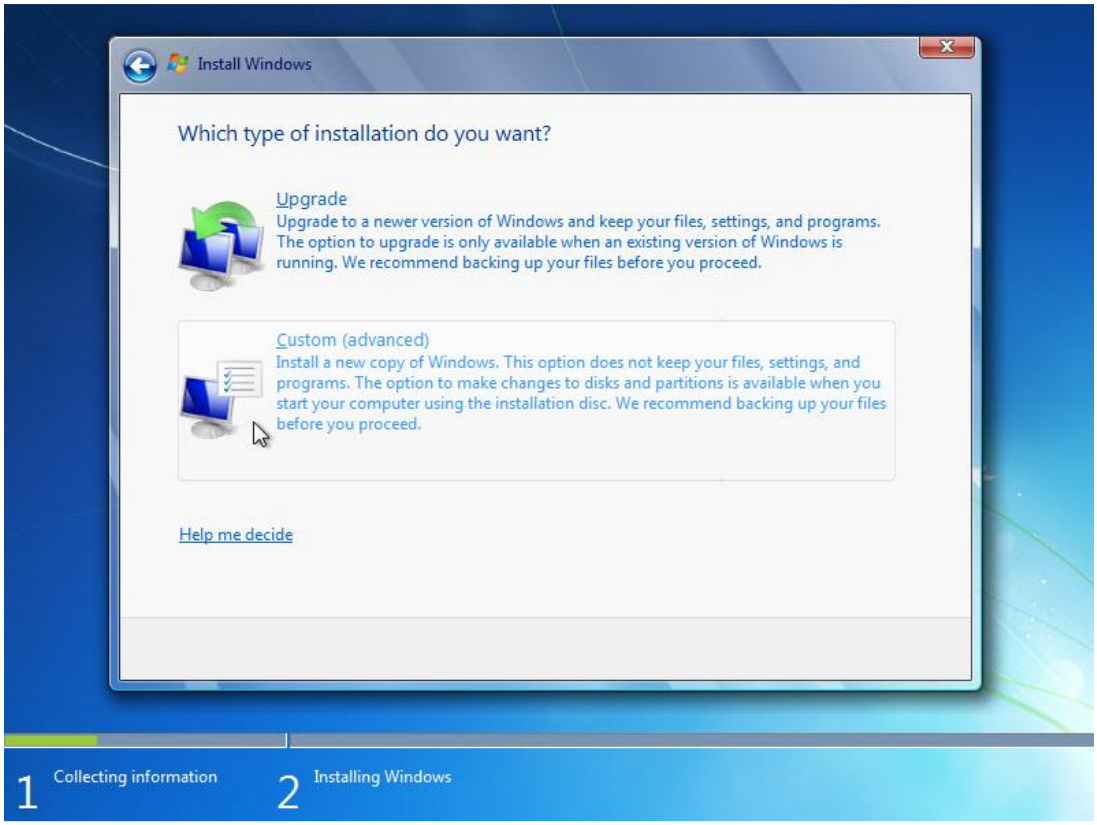


Next the “Please read the license terms” screen appears. Read and confirm that you accept the license by selecting the box “I accept the license terms”. Click Next.



Step 6

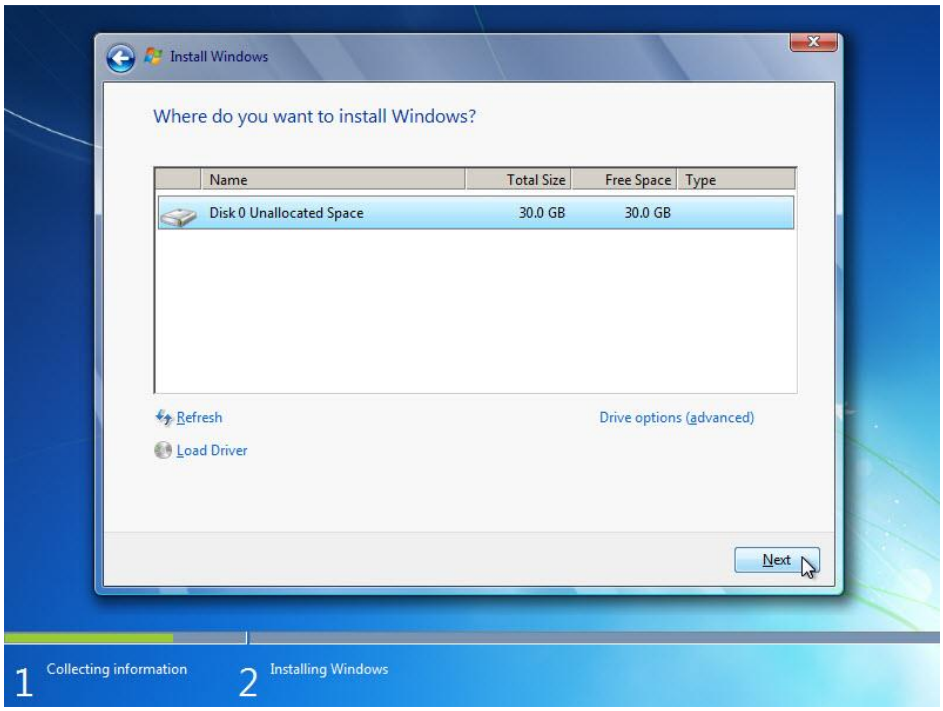
The “Which type of installation do you want?” screen appears. Click Custom (advanced).



Step 7

The “Where do you want to install Windows?” screen appears. Select the hard drive or partition on which Windows 7 will be installed.

Click Next to select “Disk 0 Unallocated Space”, which is the default setting.

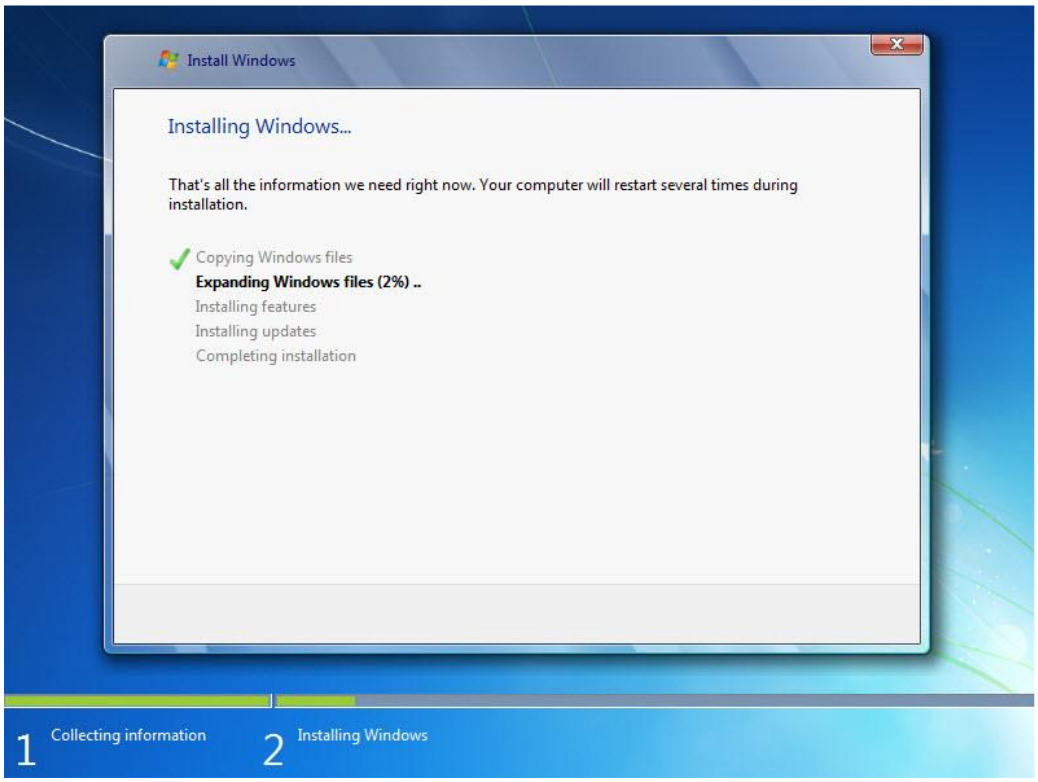


The Collecting information section of the installation ends.

Step 8

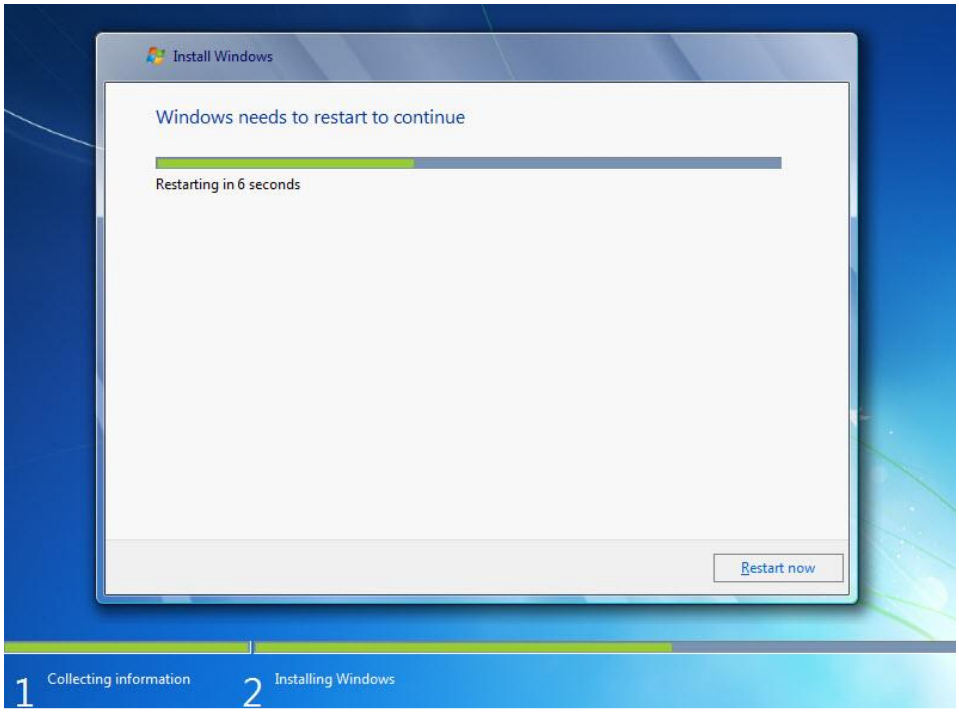
The Installing Windows section begins.

The “Installing Windows…” screen appears. Windows 7 Setup may take up to 50 minutes to configure your computer.



Step 9

The “Windows needs to restart to continue” screen appears. Your computer will automatically restart or you can click Restart now.



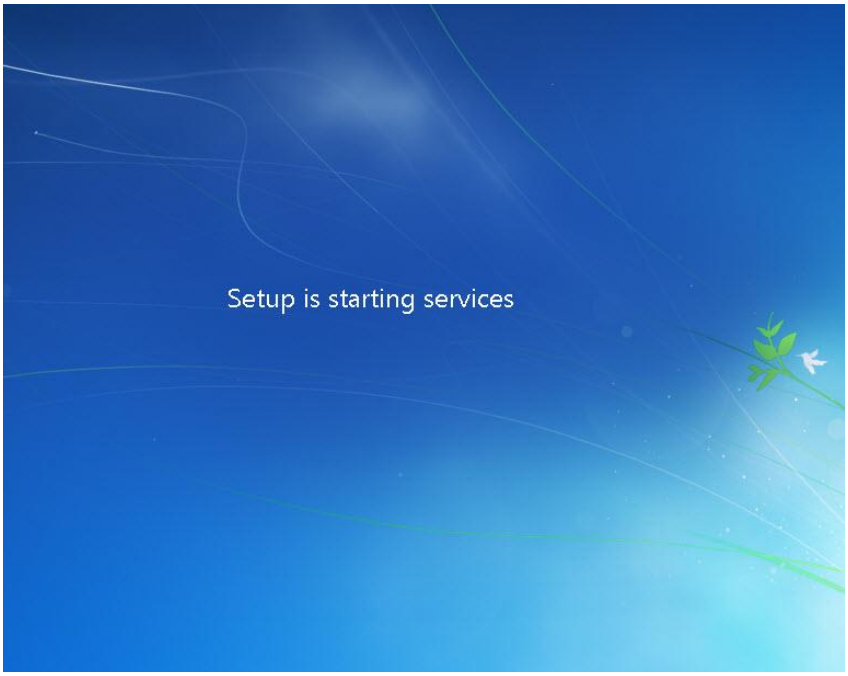
If you get the message “Press any key to boot from CD or DVD.”, do not press any key and Windows will boot from the hard disk to continue the installation.

Step 10

The “Setup is updating registry settings” message appears.

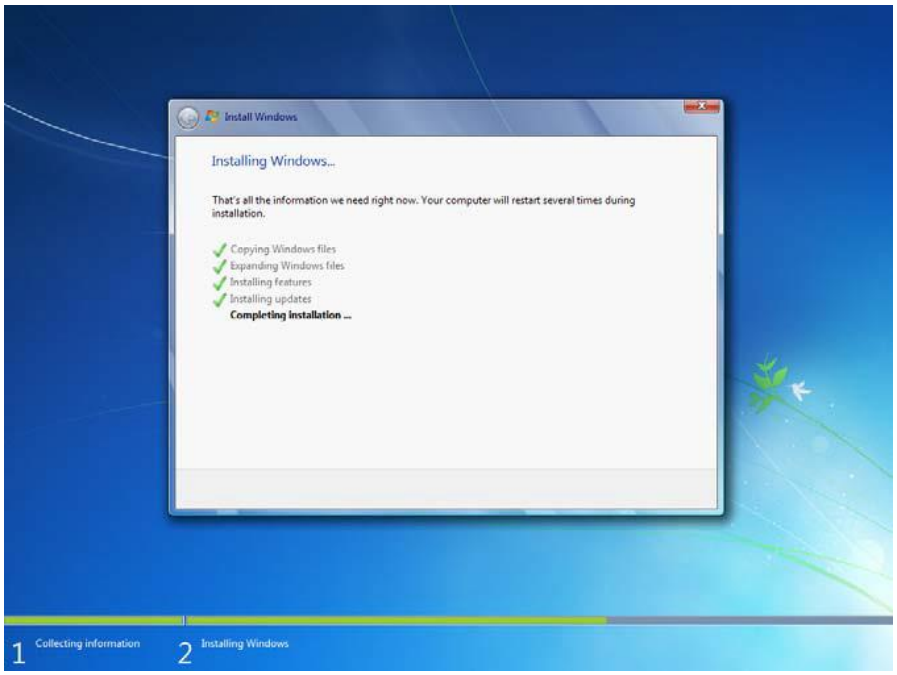
Step 11

The “Setup is starting services” message appears.



Step 12

The “Installing Windows…” screen appears again. Windows may reboot a few more times. This may take several minutes.



The Installing Windows section of the installation is completed.

Step 13

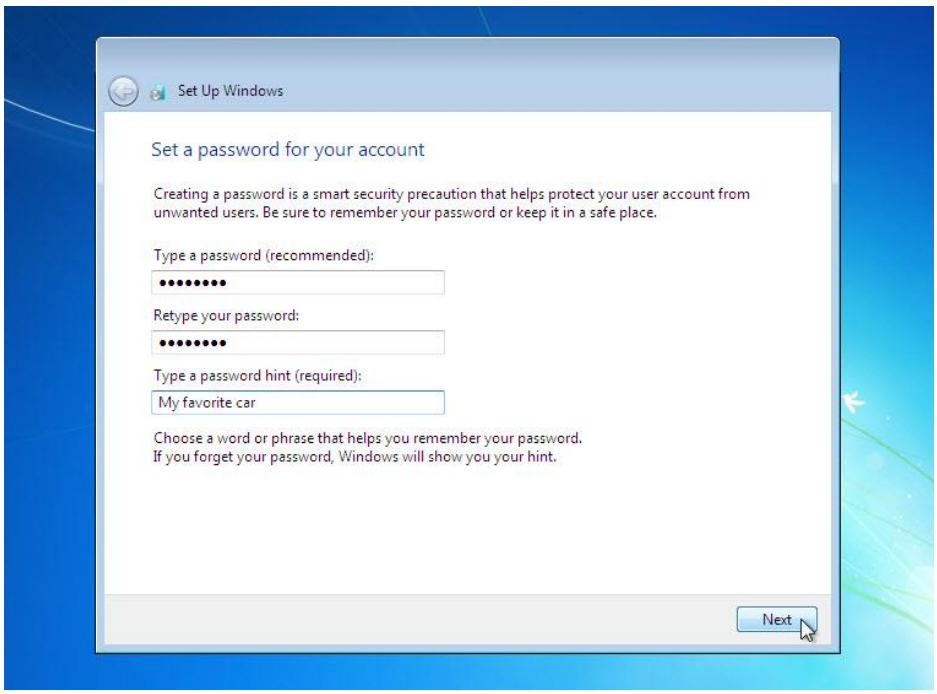
The “Set Up Windows” section begins.

Type the user name and computer name provided by your instructor. Click Next.

Step 14

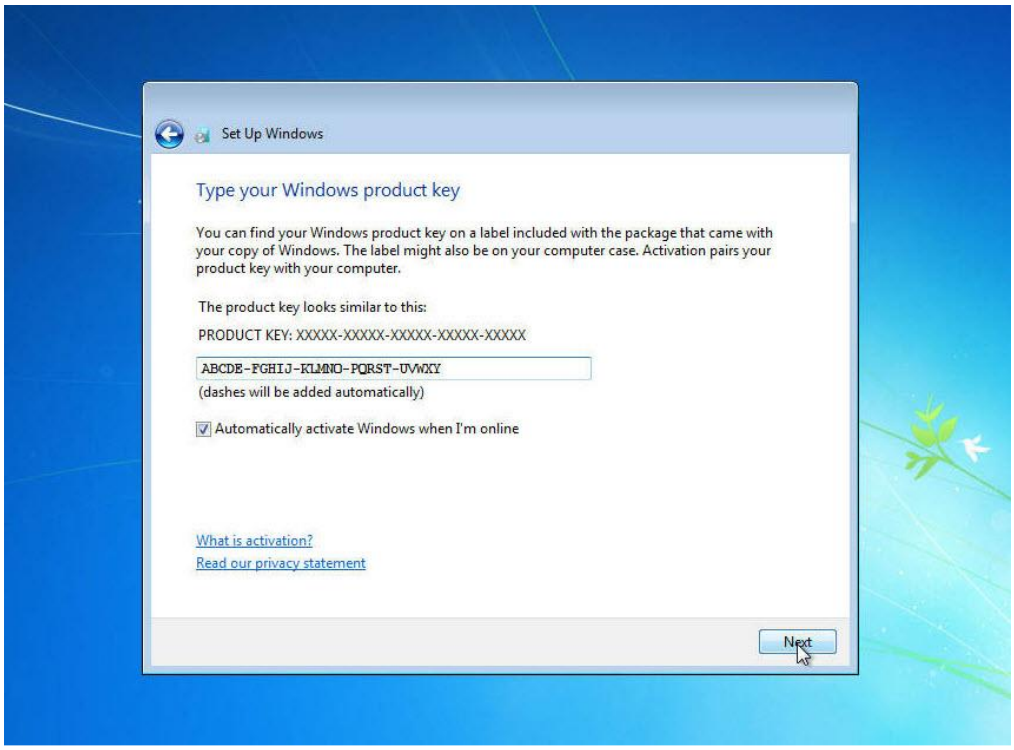
The “Set a password for your account” screen appears. Type the password provided by your instructor.

Retype the password and enter the password hint. Click Next.



Step 15

The “Type your Windows product key” screen appears. On this page, type your product key as it appears on your Windows 7 DVD case. Click Next.

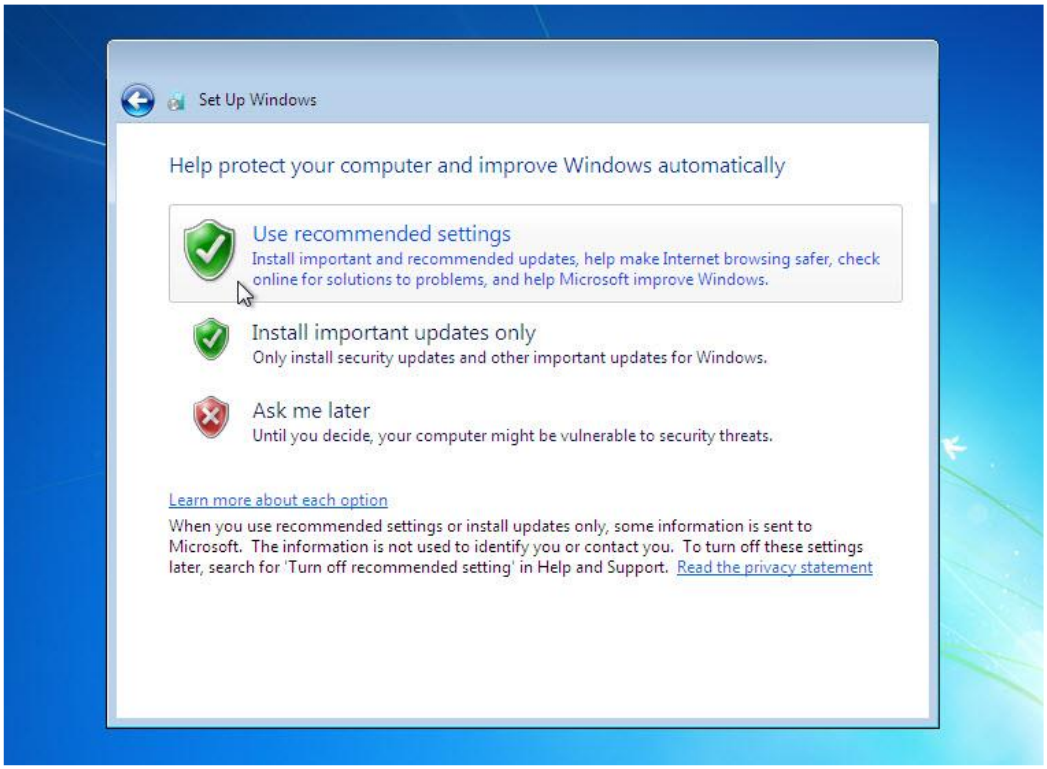


Note: If you entered your product key, Setup will not ask you the following:

“Do you want to enter your product key now?” screen appears. If you were instructed not to enter a product key, click No.

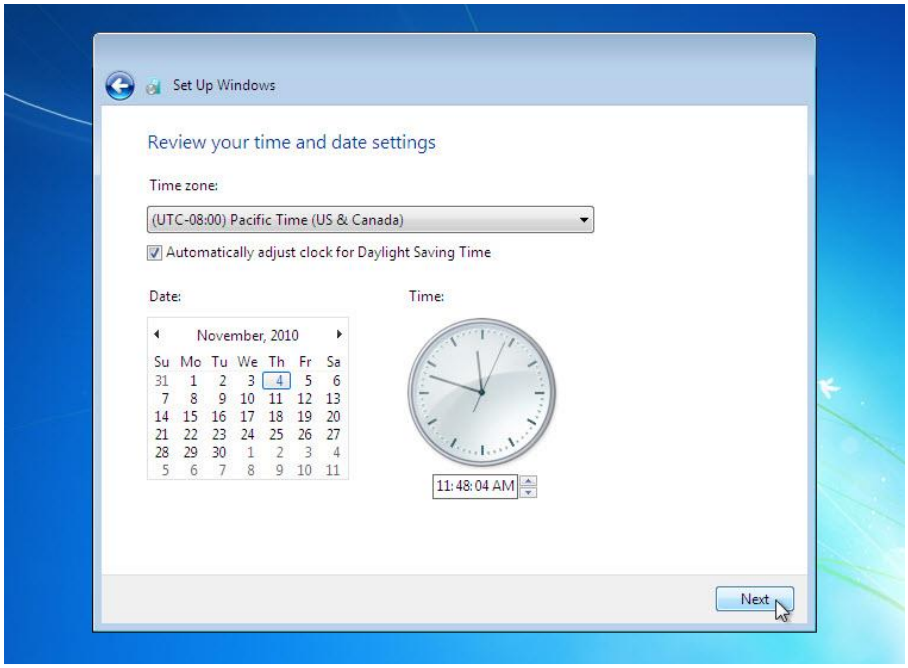
Step 16

On the “Help protect your computer and improve Windows automatically” screen, click Use recommended settings.



Step 17

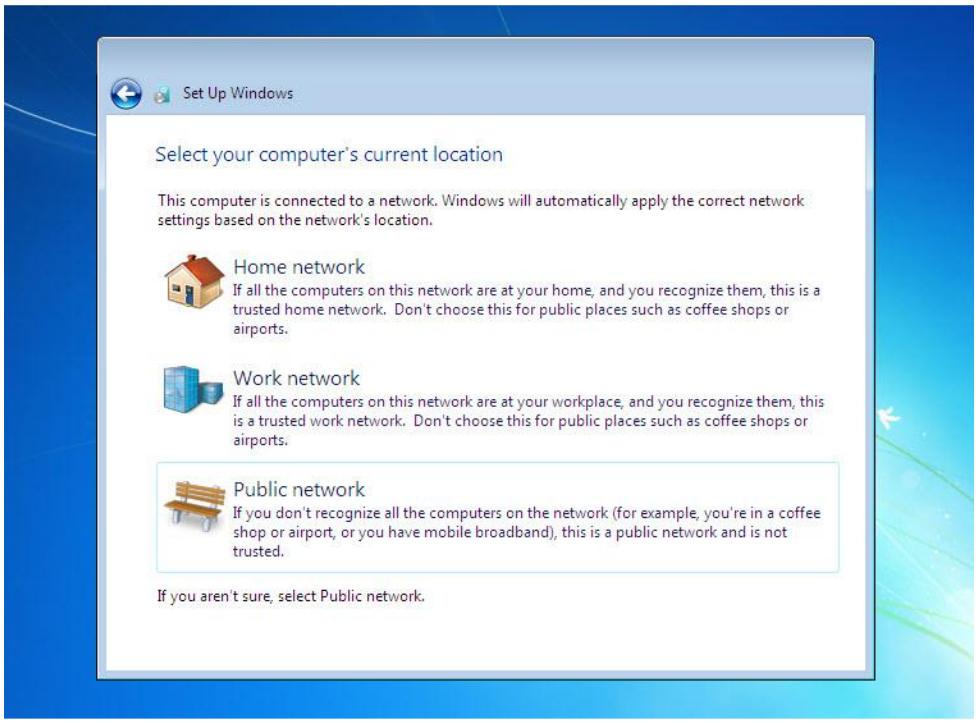
On the “Review your time and date settings” screen, configure the computer clock to match your local date, time, and time zone. Click Next.



Step 18

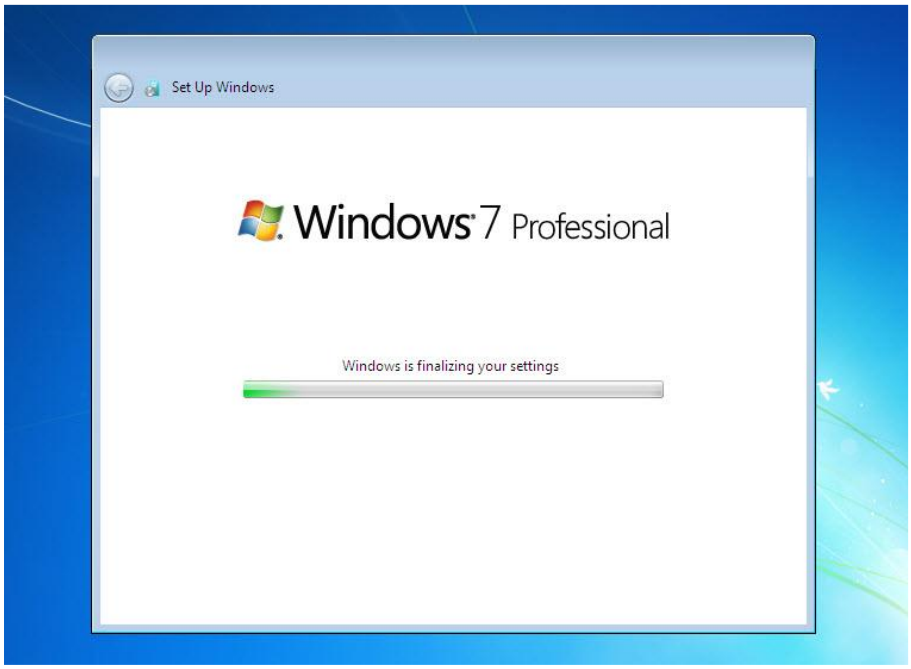
The “Select your computer’s current location” screen appears. Select the option provided by your instructor

Note: This screen will not show up if the installation did not correctly install drivers for the network card.



Step 19

The “Windows is finalizing your settings” screen appears.



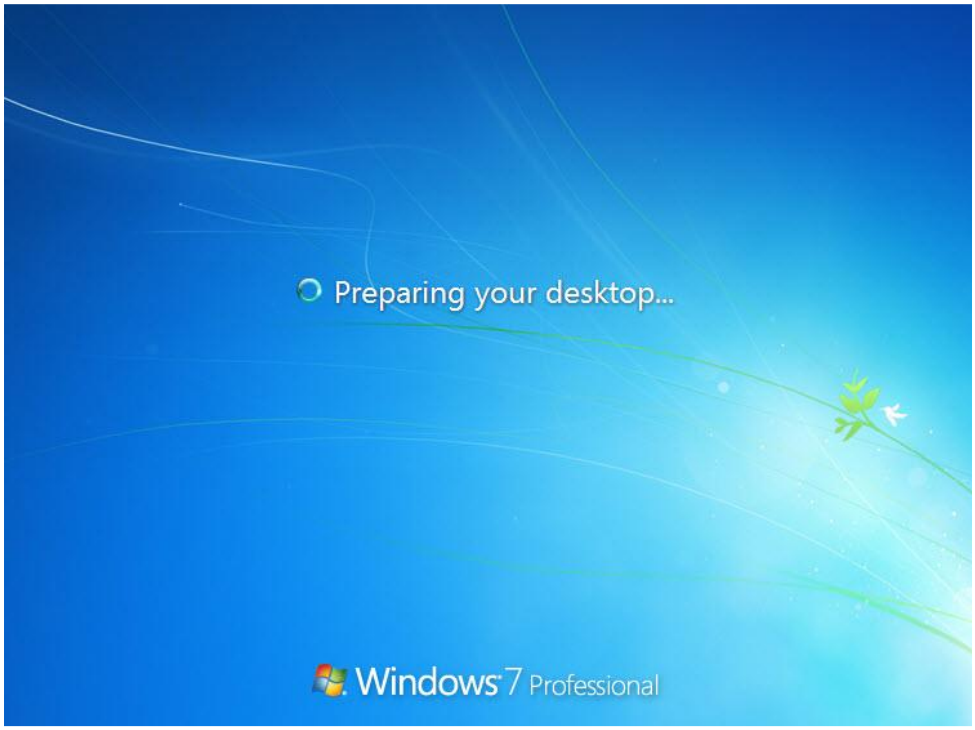
The “Set Up Windows” section is completed.

Step 20

The “Welcome” message appears.

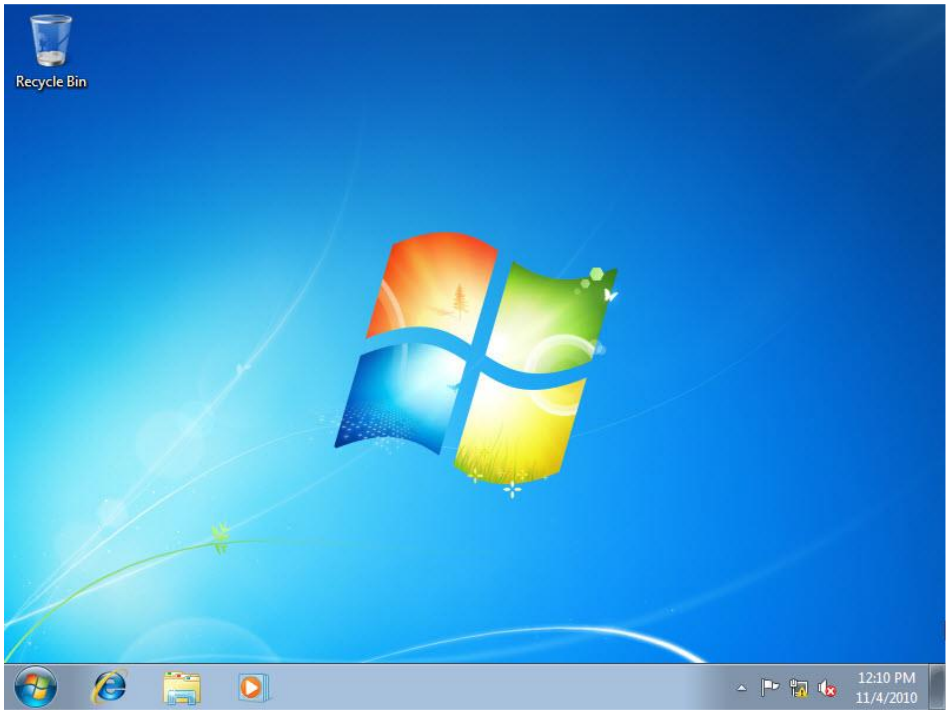
Step 21

The “Preparing your desktop…” message appears.



Step 22

You are logged in to Windows 7 for the first time.



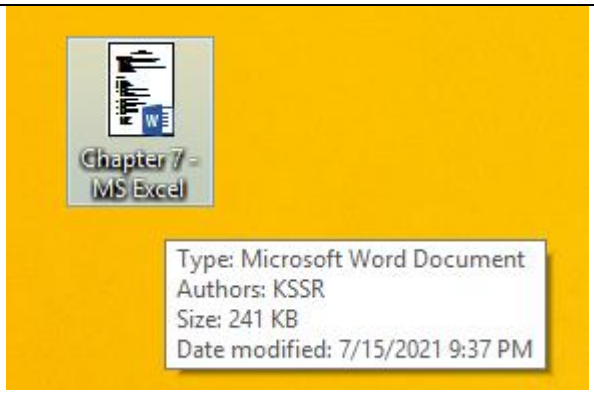
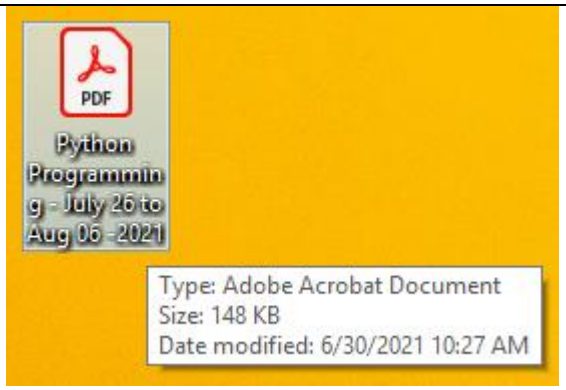
1.4 Identifying different desktop icons and its working.

The Windows desktop contains a range of icons, some of which appear when you install Windows 7, and some that appear when you install new programs. Icons with an arrow are known as shortcuts or links to programs, files or folders. You can double-click on a desktop icon to launch that program, folder or file.

Programs - Icons

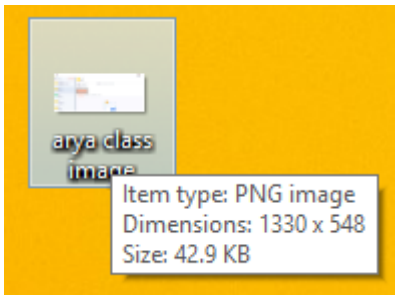
The icons to the left represent shortcuts to various programs. You can tell it's a shortcut as it contains an arrow. So, if you were to delete the shortcut, you wouldn't be deleting the actual program, only the desktop link to it.

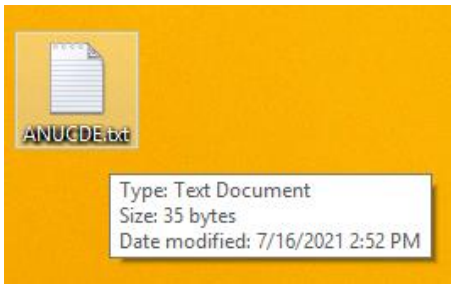
Double-clicking on the relevant icon will launch that program. For example, if you double-click on the icons to the left you will launch:

1. Microsoft Word 2007 (word processing program)	
2. Google Chrome (internet browser)	
3. Adobe Acrobat Document (to view PDF files)	

Files - Icons

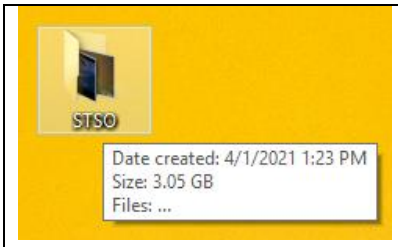
Icons that show a page represent a file. When you double-click on the icon, the file will open in the program that it was created in. The picture to the left shows that the file was created in Notepad. However, as no arrow appears, it is not a shortcut, but indicates that this file was actually saved to the desktop. Therefore, if this desktop icon is deleted, so is the actual file.





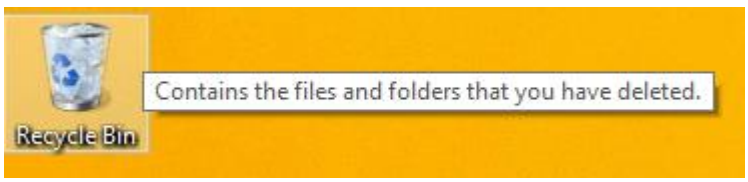
Folders and drives

Icons that show a folder represent a folder or shortcut to a folder. When you double-click on a folder icon, the Windows Explorer window will open and you will see the contents of that folder. Similarly, icons that show a hard disk will display the contents of that drive in Windows Explorer when you double-click on it.



Recycle Bin

The desktop icon for the Recycle Bin is shown as a waste paper basket with the recycle symbol on it. Double-clicking on this icon will open the Recycle Bin window, allowing you to permanently delete or restore files as necessary.



2. MS WORD

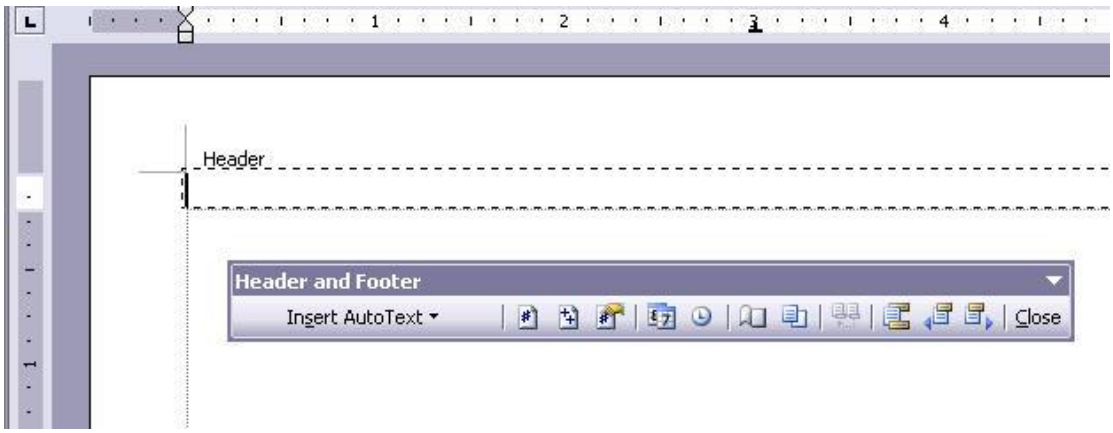
2.1 Creation of documents letters invitations etc.

Create a letter head of a company

i. Name of Company on the top of the page with big font and good style
ii. Phone numbers, fax numbers, e-mail address with appropriate symbols
iii. Main products manufactured to be described at the bottom
iv. Slogans if any should be specified in bold at the bottom

1. From the *Insert* command tab, in the *Header & Footer* section, click *Header or Footer*. The scroll list of preset headers or footers appears.

This will open what looks like a textbox.

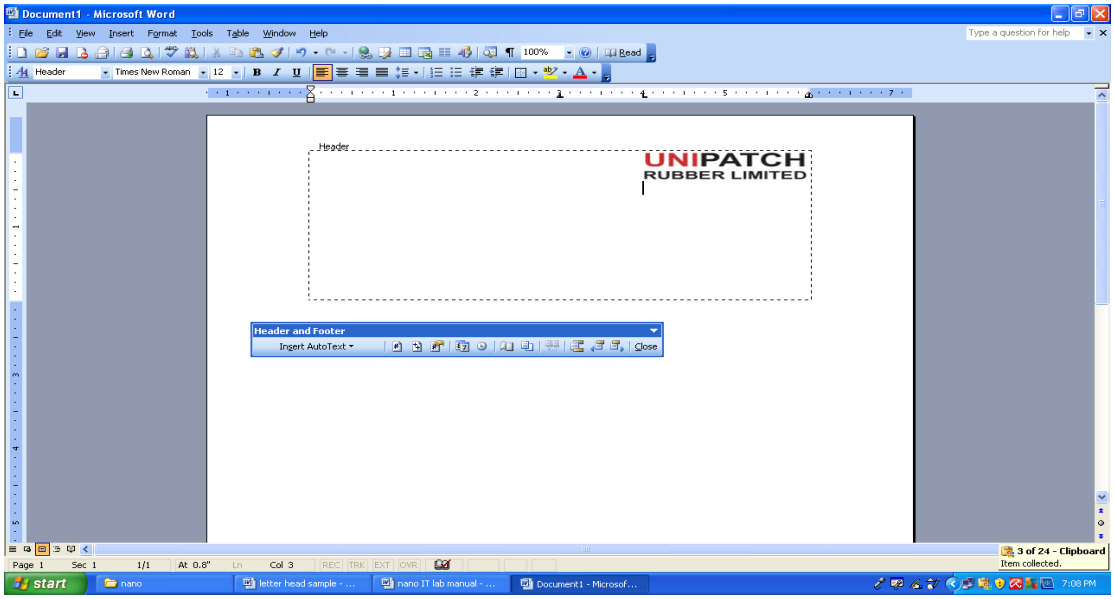


The Header and Footer toolbar pops up when we are working in this layer.

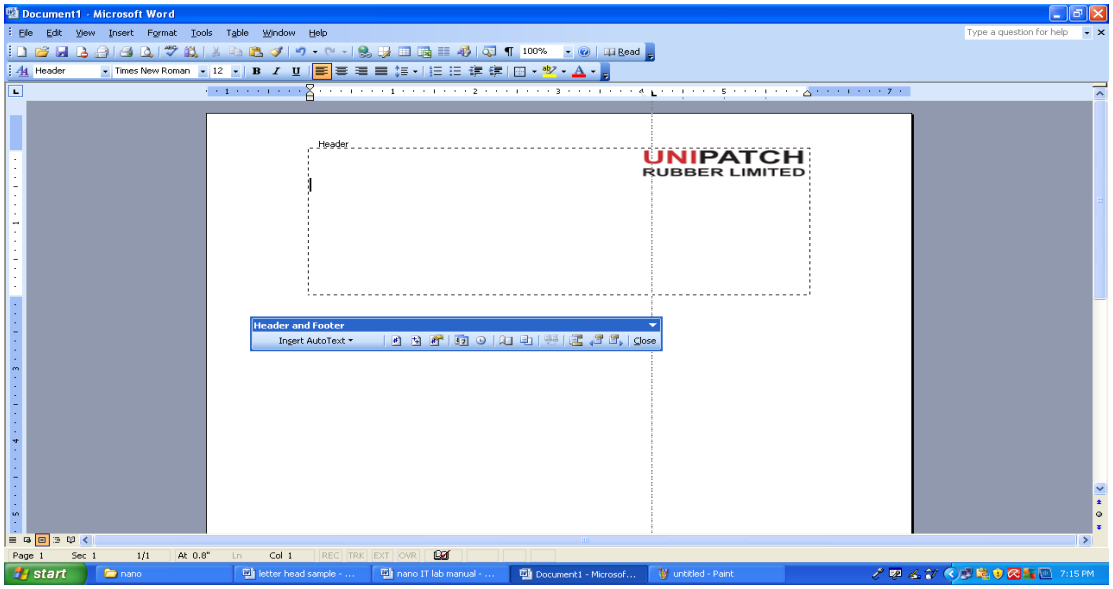
2. From the *Insert* command tab, in the *Illustrations* section, click *Picture*. The Insert Picture dialog box appears. And then select the image.

3. Click on the logo, grab one of the *corner handles* and *drag* in the size to get what we need. Be sure to grab a *corner* handle or you can easily warp the image.

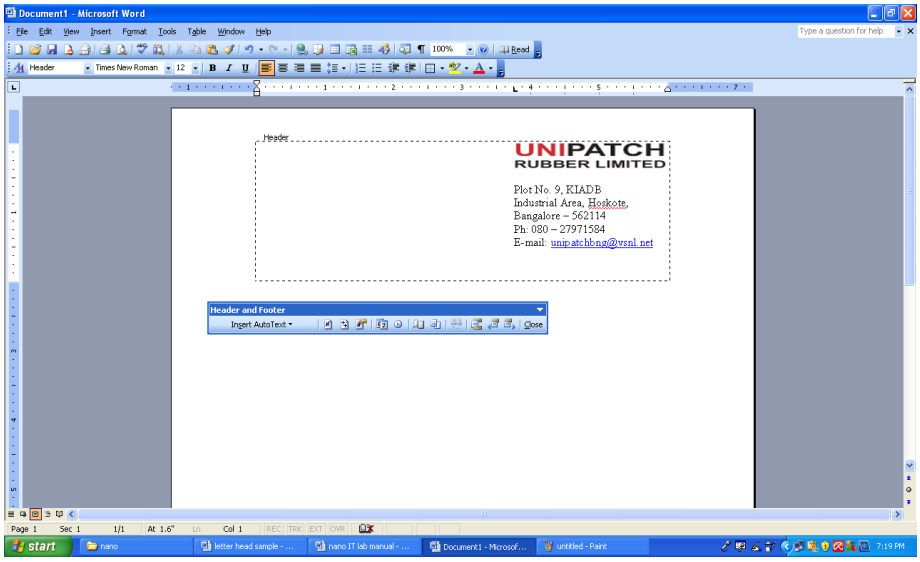
4. To set logo along the right margin quickly click on it and hit **Ctrl + R.**



5. To adjust indent position, hit **Ctrl + A** to select all and then drag indent marker...that will be displayed along the ruler.

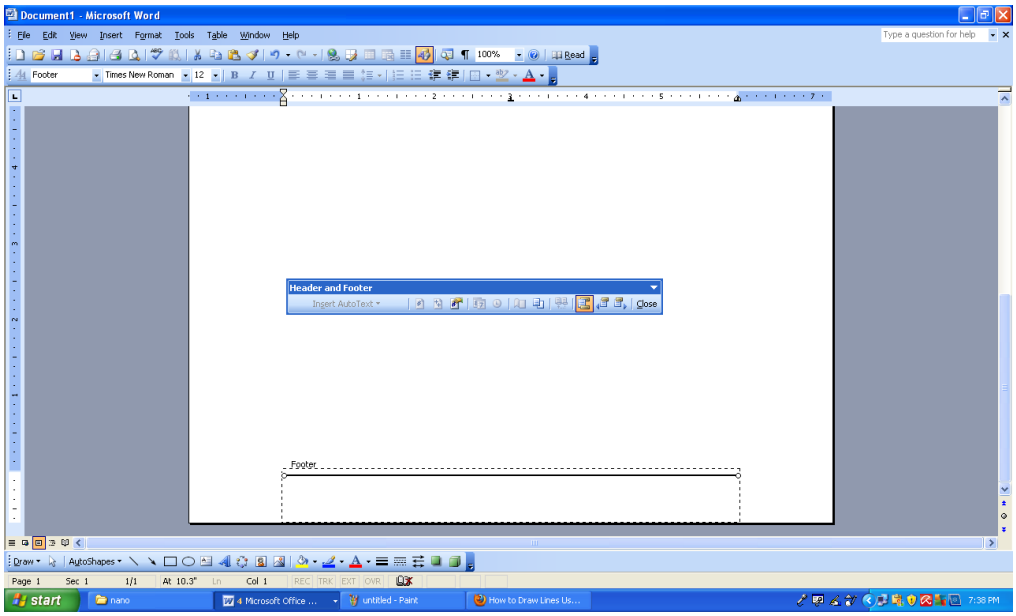


6. Type the company address line by line.

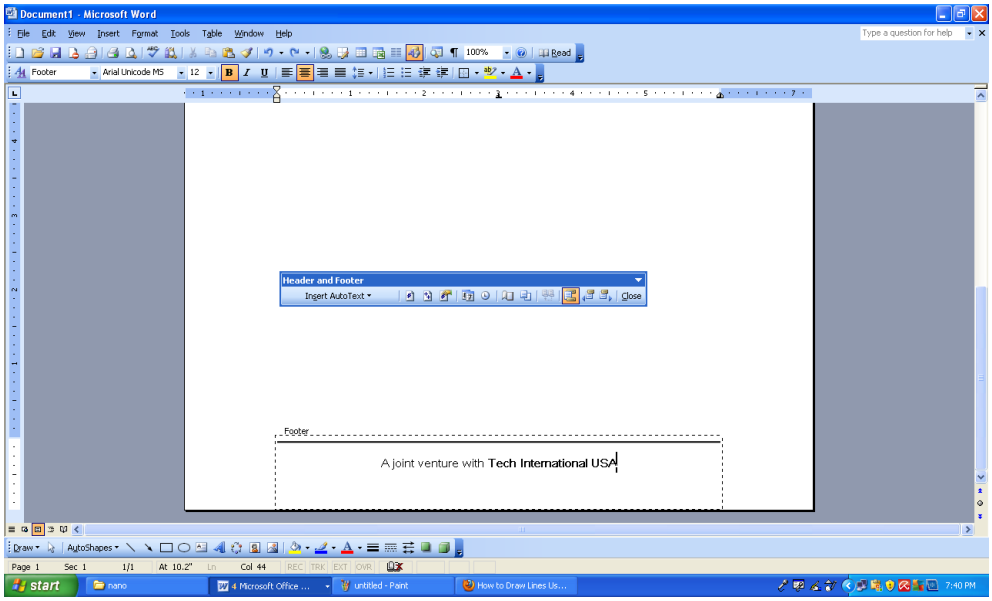


7. To jump to the footer by clicking on the **Switch** icon on the Header and Footer toolbar, as shown below. Or just click within the footer area.

8. Select the line tool. Click in the footer layer and hold the mouse button in as we drag the cursor to create the desired line. Release the mouse button when we are finished and the line will appear.



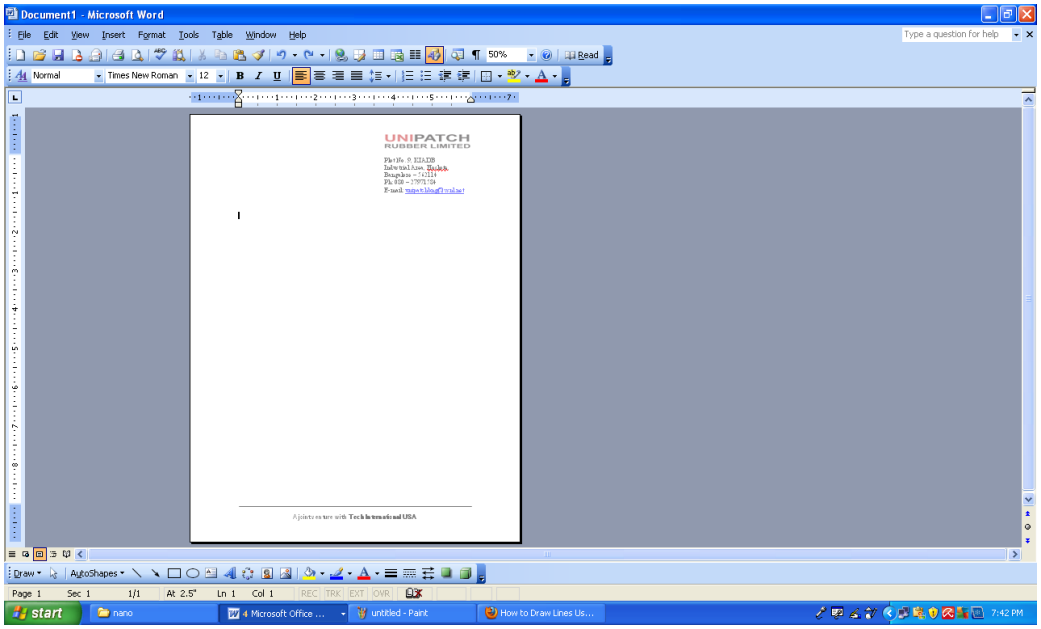
9. Press “center” alignment button in the format toolbar and type the slogan of the company.



10. After we have the header/footer setup the way we need, click the Close icon on the Header/Footer toolbar.

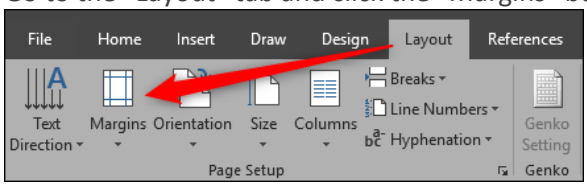
Close Header and Footer

11. This will close this layer and we'll return to the upper document layer.

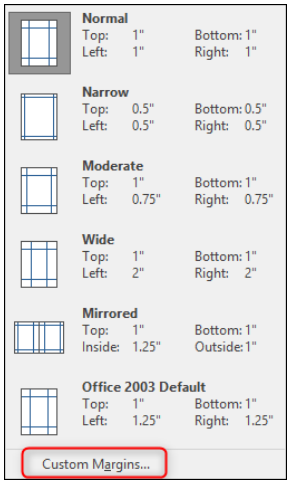


2.2 Creating your personal resume.

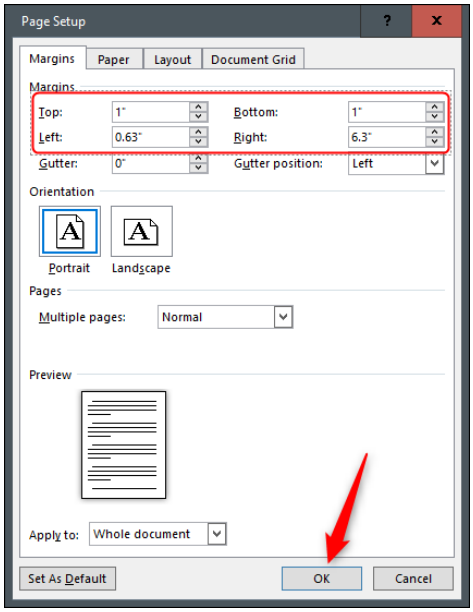
1. Open a blank word document.
2. Go to the “Layout” tab and click the “Margins” buttons.

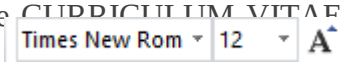


3. The drop-down menu displays several different margin options from which to choose. If you can’t find the one you’re looking for, you can click “Custom Margins” at the bottom and enter your specifications

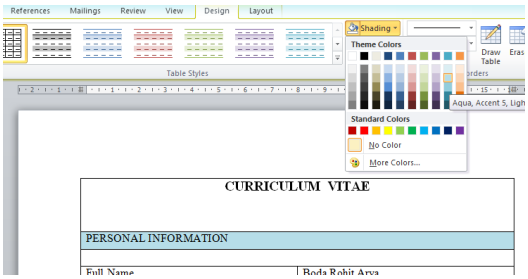


4. Click “OK” once you’ve entered the margin sizes you want.



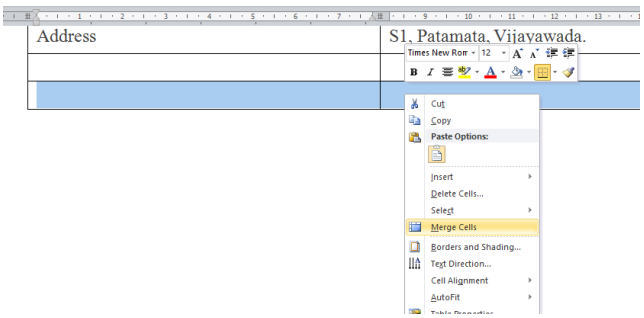
5. go to *insert table* and take one cell then type CURRICULUM VITAE. Highlight it and select times new roman and increase font 

size by click on and bold it from FONT group.
6. Press ENTER key twice to give space and press TAB key from keyboard to add another cell or row.
7. Now type PERSONAL INFORMATION, highlight it and right click on it. Select Times New roman and font size 12.
8. now highlight this row, select shading from table styles and select background color



9. Press tab key on your keyboard to add another cell. Leave it blank.
10. Now press tab key again to add new cell.
11. Here we want to columns in this row. So right click and select split cell. It splits cell to two columns.

12. in first columns type "Full Name: " and in second column type "Rohit Arya"
13. Press tab key again to add new row. Now row with two columns is added. Enter Gender and Male in respective columns.
14. Add 2 more rows to provide personal information in resume.
15. Now again press tab key to add new row. it adds a new row with two columns
16. Select those two columns. Right click on it. Select merge cell to make them as a single column or cell.



17. Now type CAREER OBJECTIVE.
18. now highlight this row, select shading from table styles and select background color

19. Now again press tab key to add new row and type objective of your resume.
20. Now press tab key to add new row.
21. Now again press tab key to add new row.
22. Type EDUCATIONAL BACKGROUND. highlight the row, select shading from table styles and select background color which one
23. You selected before.
24. Now type your education information line by line.
25. Press TAB key twice to add two rows.
26. type WORK EXPERIENCE highlight the row, select shading from table styles and select background color which one you selected before.
27. type your job experience information line by line.
28. press TAB key twice to add two rows.
29. type KEY ACHIEVEMENTS highlight the row, select shading from table styles and select background color which one you selected before.
30. now type your skills required for the job line by line. Our Resume will looks like this

CURRICULUM VITAE

PERSONAL INFORMATION

Full Name	Boda Rohit Arya
Gender	Male
Phone	9988776655
Email	boda.arya2012@gmail.com
Address	S1, Patamata, Vijayawada.

CAREER OBJECTIVE

To make a sound position in corporate world and work towards it by pursuing professional skills and knowledge with devotion and hard work.

EDUCATIONAL BACKGROUND

B.COM – Bachelor of Commerce from P.R.College Kakinada Andhra University

M.B.A (Master of Business Administration) from Pondicherry University, Pondicherry with specialization of Marketing

WORK EXPERIENCE

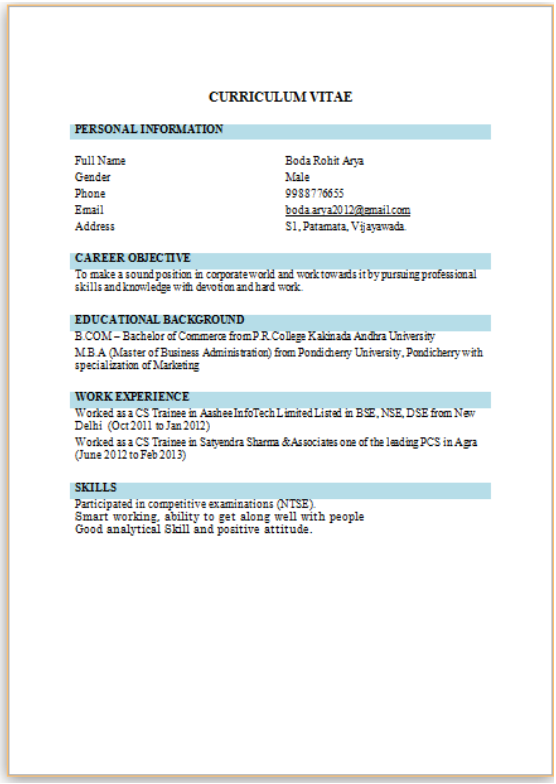
Worked as a CS Trainee in Aashee InfoTech Limited Listed in BSE, NSE, DSE from New Delhi (Oct 2011 to Jan 2012)

Worked as a CS Trainee in Satyendra Sharma &Associates one of the leading PCS in Agra (June 2012 to Feb 2013)

SKILLS

Participated in competitive examinations (NTSE).
Smart working, ability to get along well with people
Good analytical Skill and positive attitude.

31. after entering all the details in table format, remove the border line
32. select the entire table by double click on it.
33. select borders from borders group.
34. select no border option from the top down list.
35. now our resume is ready.



CURRICULUM VITAE

PERSONAL INFORMATION

Full Name	Boda Rohit Arya
Gender	Male
Phone	9988776655
Email	boda.arya2012@gmail.com
Address	S1, Patamata, Vijayawada.

CAREER OBJECTIVE

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SKILLS

Participated in competitive examinations (NTSE).
Smart working, ability to get along well with people
Good analytical Skill and positive attitude.

2.3 Creating your class timetable.

Open a blank Word document

Type "B.Com Computer Applications" and press enter key then type "1st Semester - TIME TABLE"

Select text and increase font size to 16 by select size from HOME tab.

On the Insert tab, in the Tables group, click Table, and then click Draw Table by selecting 7 rows and 8 columns.

On first row, in the first cell type the value “Time" and type the values "09:00 - 10:00", "10:00 - 11:00", "11:00 - 12:00", "1:00 - 2:00", "2:00 -3:00" and "3:00 - 4:00" in respective cells in first row.

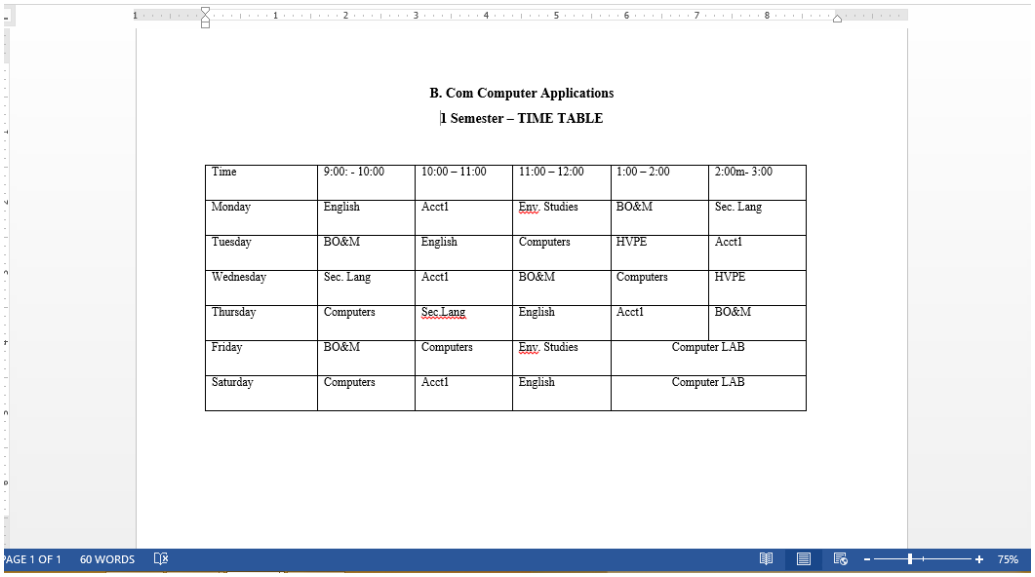
Now at second row first column cell type "Day" and then type days of the week "Monday", "Tuesday", "Thursday", "Friday" and "Saturday" in respective column cells.

Select last two columns from 6th row by clicking the left edge of a cell and then dragging to the next cell.

Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells and then type "Computer LAB"

Select last two columns from 7th row by clicking the left edge of a cell and then dragging to the next cell.

Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells and then type "Computer LAB".



B. Com Computer Applications

1 Semester – TIME TABLE

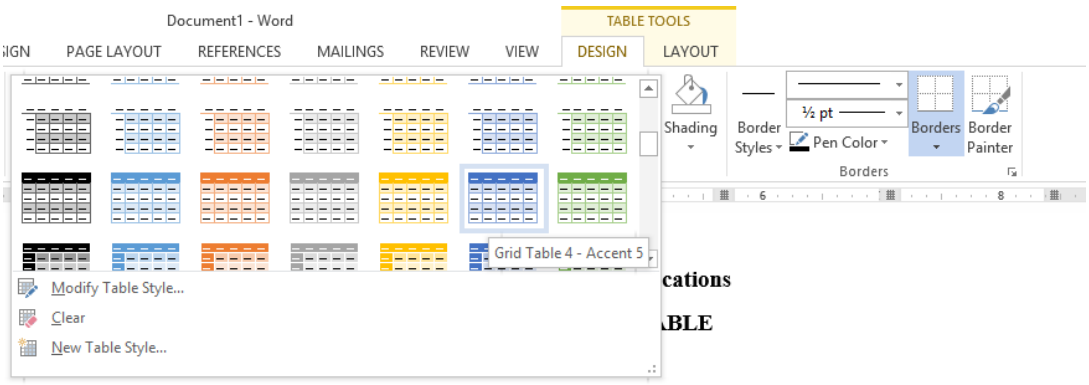
Time	9:00: - 10:00	10:00 – 11:00	11:00 – 12:00	1:00 – 2:00	2:00m- 3:00
Monday	English	Acct1	Env. Studies	BO&M	Sec. Lang
Tuesday	BO&M	English	Computers	HVPE	Acct1
Wednesday	Sec. Lang	Acct1	BO&M	Computers	HVPE
Thursday	Computers	Sec.Lang	English	Acct1	BO&M
Friday	BO&M	Computers	Env. Studies	Computer LAB	
Saturday	Computers	Acct1	English	Computer LAB	

AGE 1 OF 1 60 WORDS 75%

Now select the table. A Table Tools Design tab now appears on the Ribbon.

Select the Design tab to access all of the Table Styles and Options.

Click through the various styles in the Table Styles section. Left-click a style to select it.

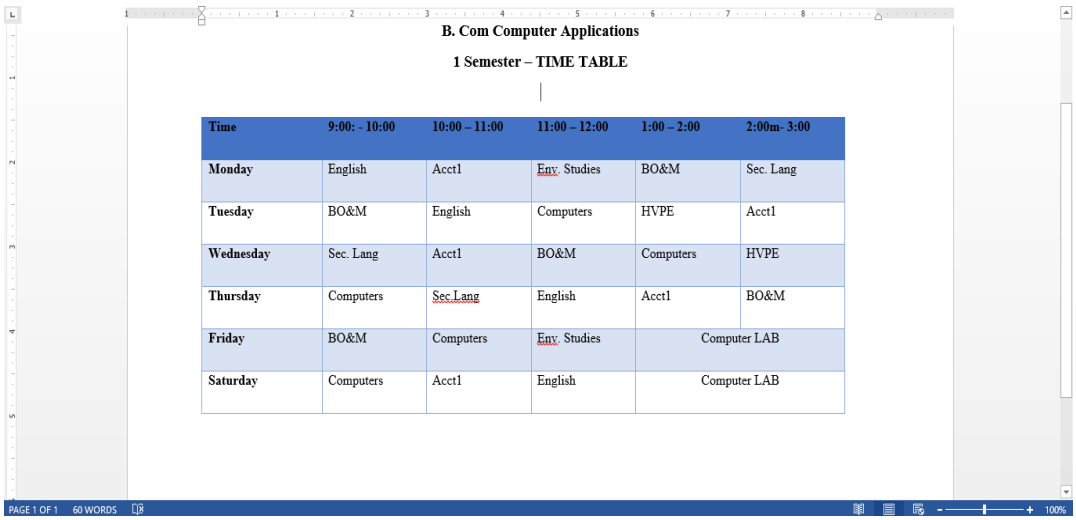


cations

ABLE

Time	9:00: - 10:00	10:00 – 11:00	11:00 – 12:00	1:00 – 2:00	2:00m- 3:00
Monday	English	Acct1	Env. Studies	BO&M	Sec. Lang
Tuesday	BO&M	English	Computers	HVPE	Acct1
Wednesday	Sec. Lang	Acct1	BO&M	Computers	HVPE
Thursday	Computers	Sec.Lang	English	Acct1	BO&M
Friday	BO&M	Computers	Env. Studies	Computer LAB	
Saturday	Computers	Acct1	English	Computer LAB	

The table style will appear in the document.



B. Com Computer Applications

1 Semester – TIME TABLE

Time	9:00: - 10:00	10:00 – 11:00	11:00 – 12:00	1:00 – 2:00	2:00m- 3:00
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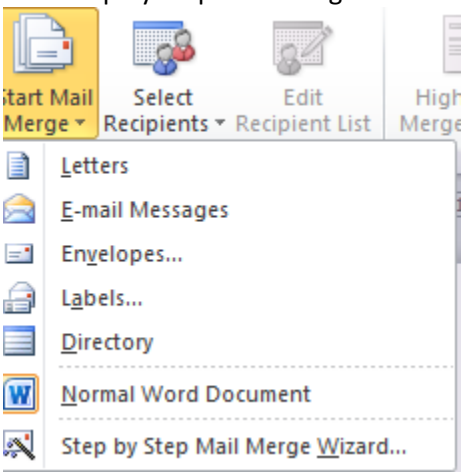
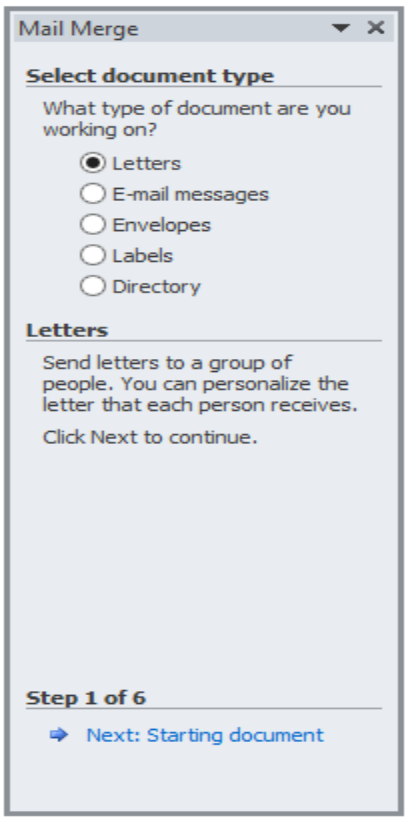
Tuesday	BO&M	English	Computers	HVPE	Acct1
Wednesday	Sec. Lang	Acct1	BO&M	Computers	HVPE
Thursday	Computers	Sec.Lang	English	Acct1	BO&M
Friday	BO&M	Computers	Env. Studies	Computer LAB	
Saturday	Computers	Acct1	English	Computer LAB	

2.4 Perform mail merge using MS Word

- Open Microsoft Word
- Type the letter with all needed text and formatting leaving areas for the data source data blank (name, address…)
- Click the Mailings tab
- Click Start Mail Merge
- Click Step by Step Mail Merge Wizard



The Mail Merge task pane appears on the right of your screen. Note there are 6 steps.



Step 1

- Click Letters for the document type

- Click Next: Starting document

Step 2

- Click Use the current document under Select starting document
- Click Next: Select recipients

Step 3

The recipients can come from either an existing Excel file, or Access table or youcan create a new list.

- If Using an Existing List:

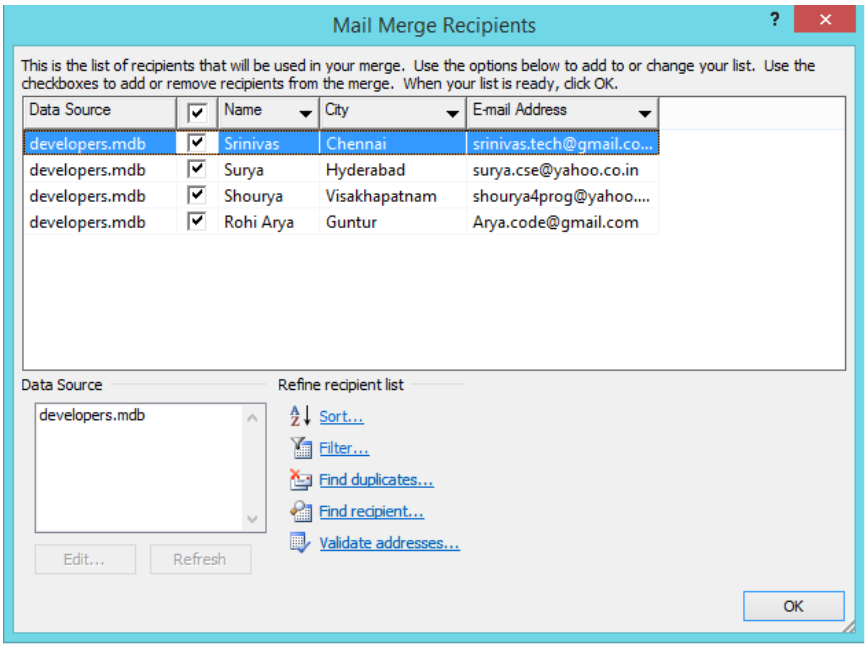
  1) Click Use an existing list under Select recipients

  2) Click Browse

  3) Select the file

  4) Click Open

  Mail Merge Recipients opens showing the name, city and mails from your file



  5) Click OK

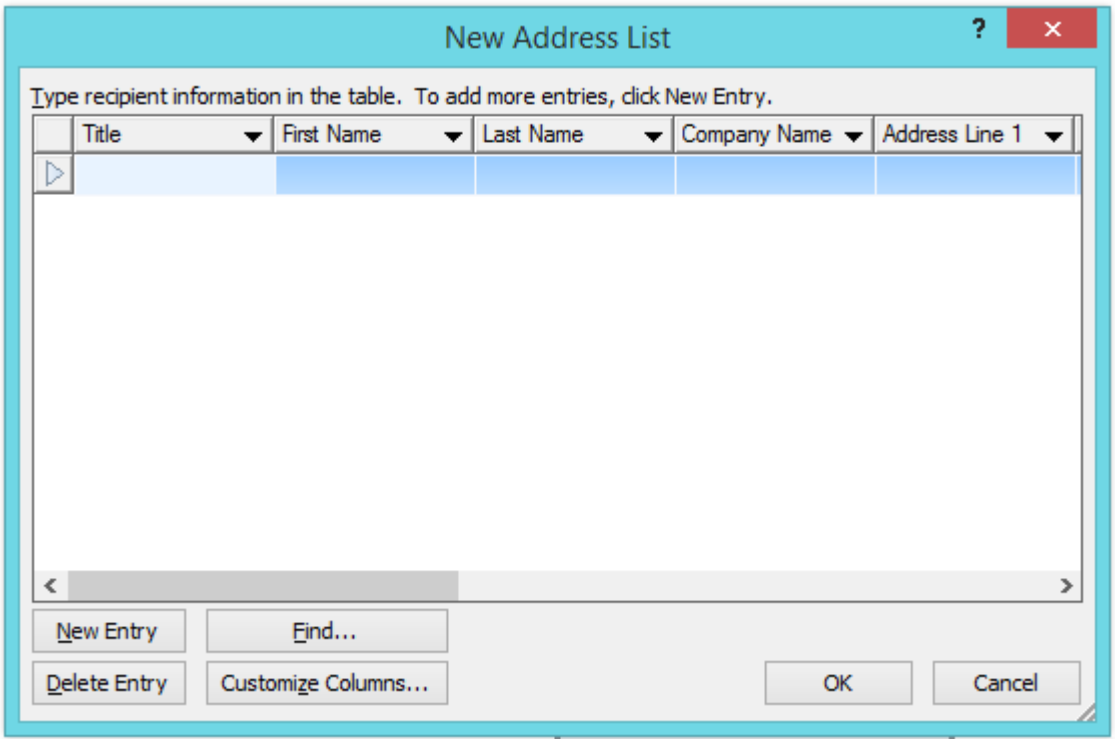
  6) Click Next: Write your letter

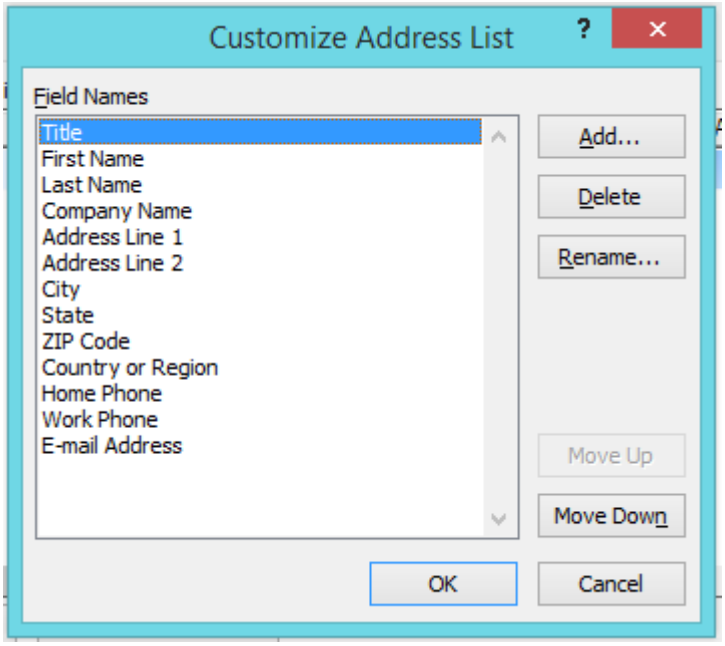
- To Type a New List:

  1) Click Type a new list under Select recipients

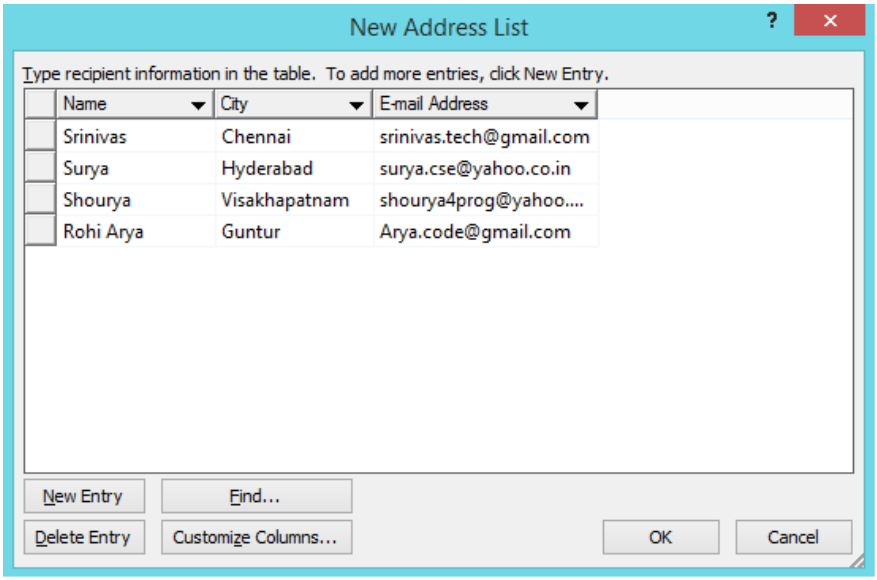
2) Click Create

3) Click Customize Columns to modify the list of fields





4) Delete any unnecessary field names and/or add new ones



5) Click OK

6) Type records here hitting TAB to advance to the next field and to continue adding new records

7) Click OK

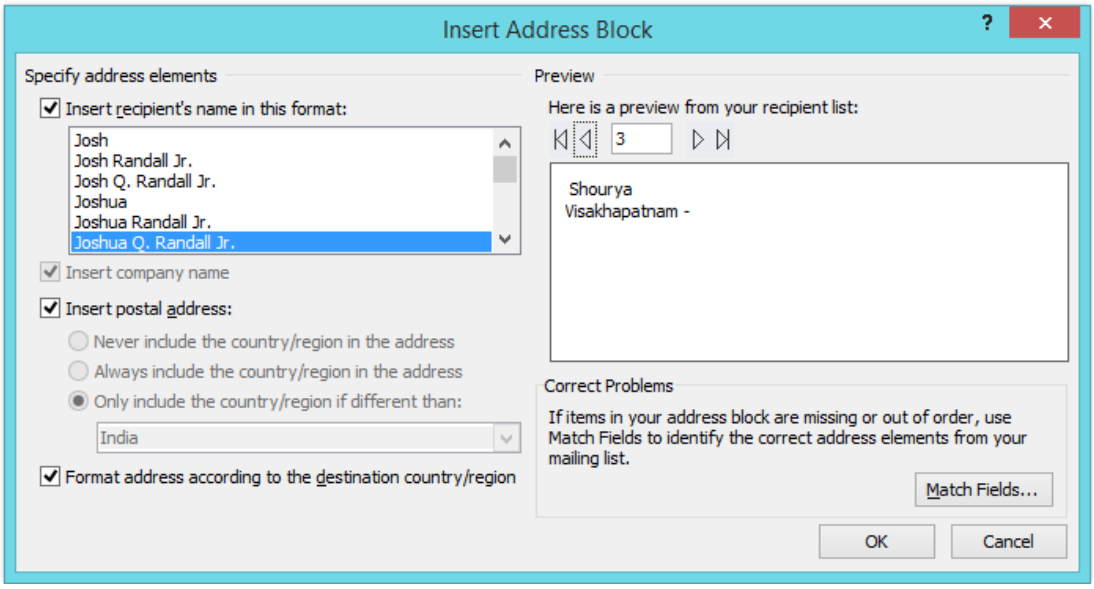
8) Click Save

The recipients list will be saved as a separate file as a Microsoft Access file type. It is saved in the My Data Sources folder. It is recommended to save the file in this folder.

9) Click Next: Write your letter

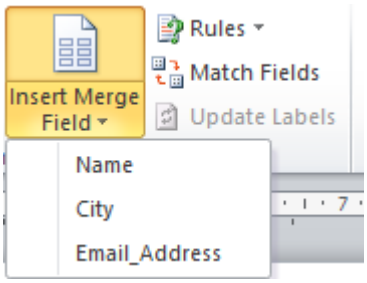
Step 4

- Click the location in your document where the data from the mail merge fields need to be inserted
- Click Address block…
- Select the address elements you want included
- Click OK



The field name will look like this: <<AddressBlock>>

The Address block will insert the following fields including any necessary punctuation: Name, city and email address.



If your fields do not match the ones listed above or you have additional fields, click More items…

- Click on the field from the list
- Click Insert
- Click Close

The field name will look like this - «Name». Repeat this step until all fields have been inserted. Remember to put spaces and punctuation where needed.

- Click Next: Preview your letters

Step 5

Here is where we can preview the first page with the fields filled in.

- Click Next: Complete the merge

Step 6

To Complete the Merge:

- Click Print to send directly to the printer
- Click Edit individual letters to create a new file

Remember to save your document as you go. The next time you open your document and click on Step by Step Mail Merge, the data file will be attached.

6.7.2 Creating Labels

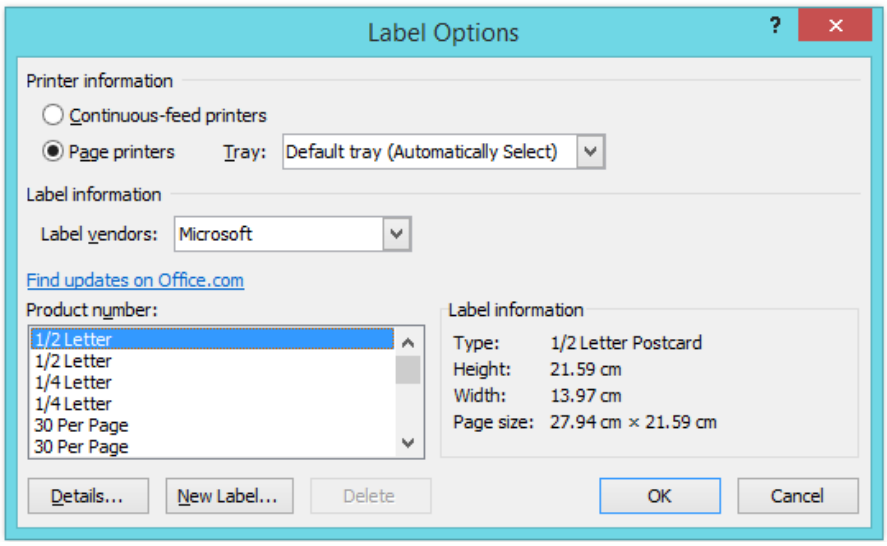
- Open a new blank document
- Click the Mailings tab
- Click Start Mail Merge
- Click Step by Step Mail Merge Wizard

Step 1

- Click Labels for the document type
- Click Next: Starting document

Step 2

- Click Label options under Change document layout
- Choose the label style you are using
- Click OK
- Click Next: Select recipients



Step 3

- Click Use an existing list under Select recipients
- Click Browse
- Select the file that contains the names and addresses
- Click OK

- Click Next: Arrange your labels

Step 4

- Click in the first label box and click on either Address block or More items to insert the data fields
- Click Update all labels to include the fields on all labels
- Click Next: Preview your labels

Step 5

Here is where you can preview the labels.

- Click Next: Complete the merge

Step 6

- Click Print to send directly to the printer or we can create a new file by click on the Edit individual labels.

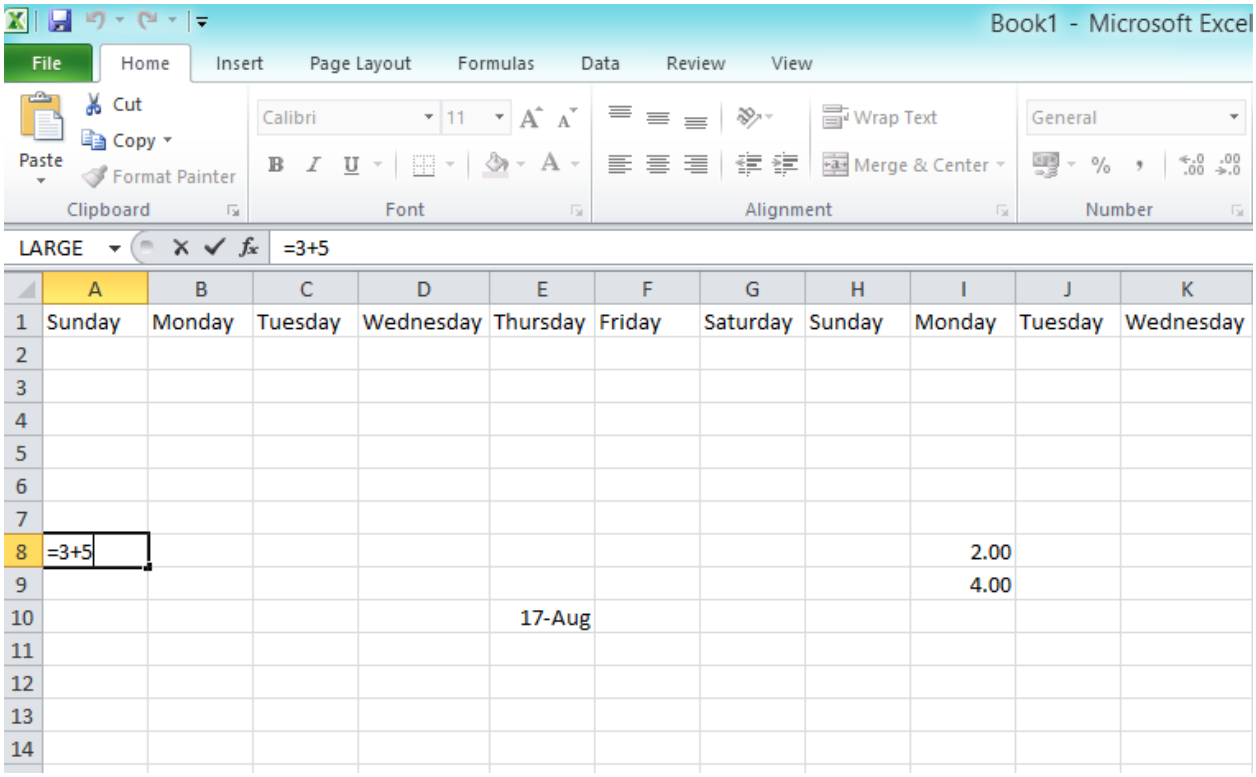
3. MS EXCEL

3.1 MS Excel performing different formulas

When working on a spreadsheet, we will almost definitely need to perform some calculations on the data you have.

The first thing you need to remember about Excel calculations is that formulas always start with an = sign.

Let us begin with a very simple calculation. Type “=3+5” into cell A5 as shown below.



Press Enter. Excel automatically replaces the formula with the result of the equation.

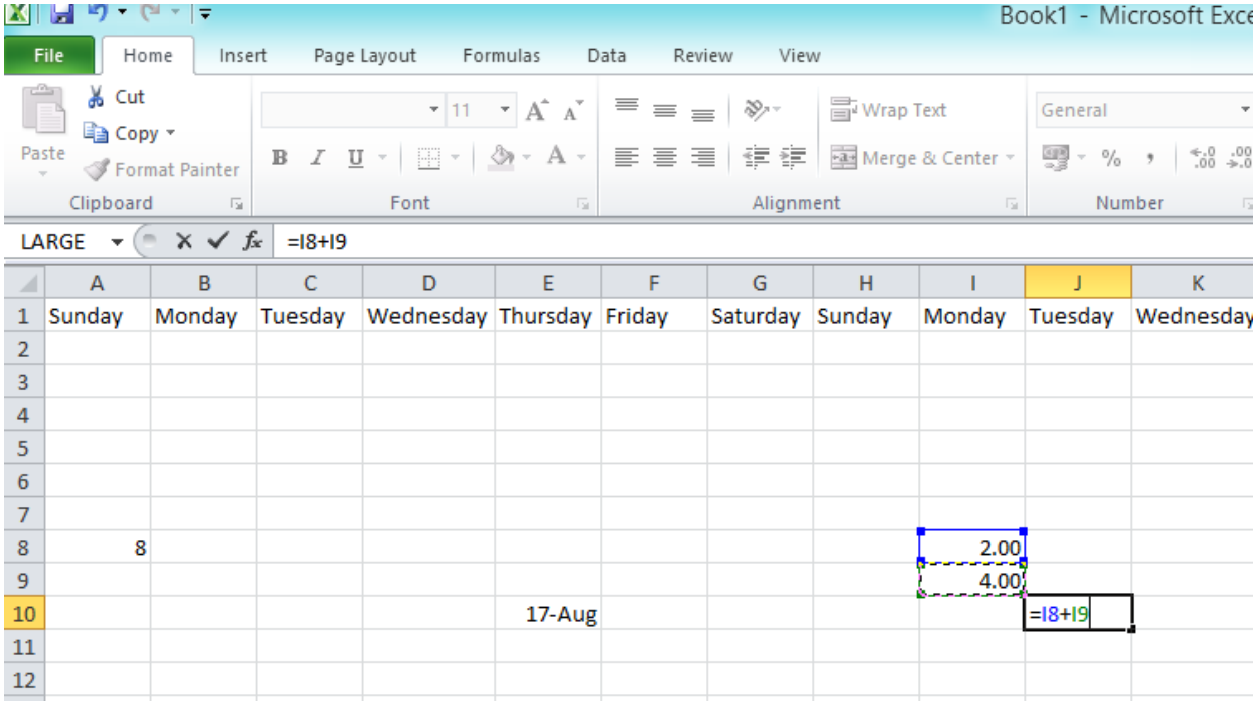
Now let us calculate the sum of the numbers in I8 and I9. In cell J10, type “=I8+I9”.

One other option is to type in “=”, then select cell I8. After that, type in “+” and then select I9.

Pressing Enter will give you the result of the calculation.

Double-clicking on the cell with the formula allows you to edit the formula.

Excel has built-in functions that make your life easier. One of them is the SUM function. In cell J11, type “=sum(“. Now select both cells I8 and I9.



Pressing Enter gives you the same result as the plus operation we did in cell J10.

Try changing the value in cell I8 and notice how the change is reflected in both formulas

Now,

Open Sheet 2 in your workbook.

In cells A1 and A2, type 1000 and 1500 respectively.

Use auto-complete to fill in cells A3 to A8.

Format the numbers so that they show the 1000 separator (1,000) and have one decimal place.

Calculate the following values for cells A1 to A8 using built-in Excel functions:

a) Sum =sum(A1:A8)

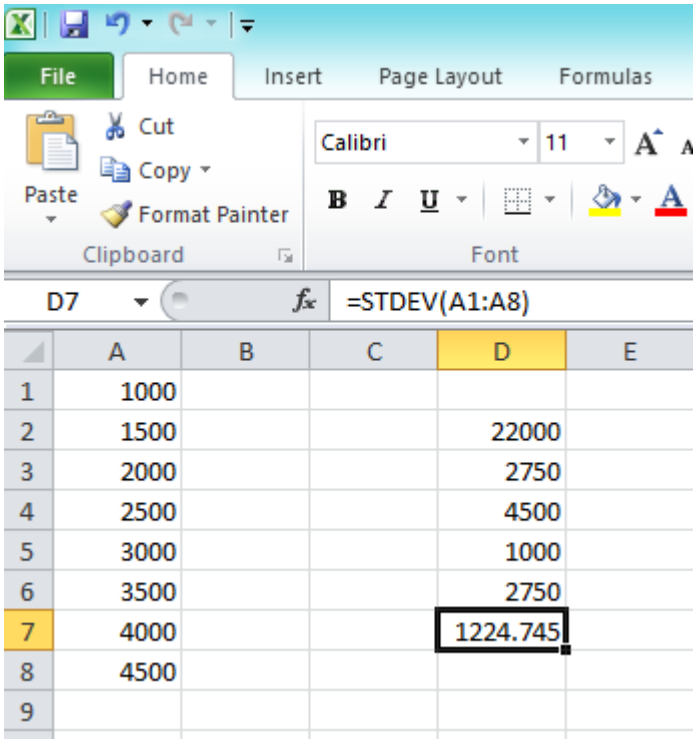
b) Maximum =max(A1:A8)

c) Minimum | =min((A1:A8)

d) Average =average(A1:A8)

e) Median =median(A1:A8)

f) Standard deviation =stddev(A1:A8)



	A	B	C	D	E
1	1000				
2	1500			22000	
3	2000			2750	
4	2500			4500	
5	3000			1000	
6	3500			2750	
7	4000			1224.745	
8	4500				
9					

3.2: Creating charts in Excel.

The ABC Company shows the sales of different products for 5 years. Create column chart for the following data

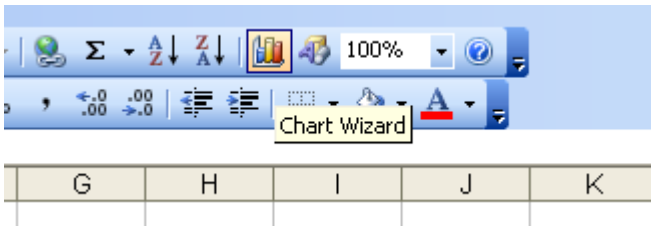
YEAR	PRODUCT-1	PRODUCT-2	PRODUCT-3	PRODUCT-4
2003	1000	800	900	1000
2004	800	80	500	900
2005	1200	190	400	800
2006	400	200	300	1000
2007	1800	400	400	1200

1. The first step in creating a bar graph is to enter the data into the worksheet.

2. Enter data in columns i.e. enter 5 years product information in cells from A1 through E6.

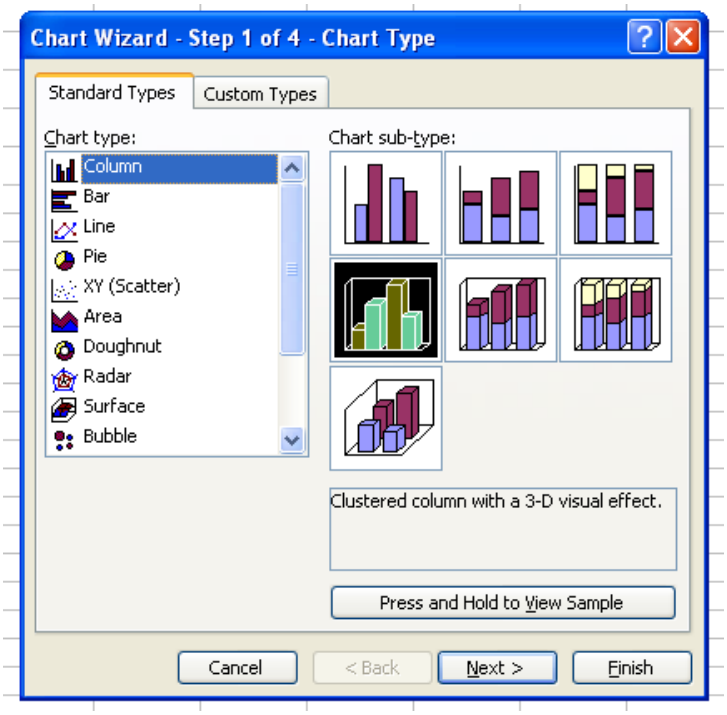
Note: Be sure to select any column and row titles that you want included in the graph

3. Click on the Chart Wizard icon on the standard toolbar



Or select “chart” option from the “insert” menu.

4. It displays a dialog box "Chart Wizard - Step 1 of 4 - Chart Type".

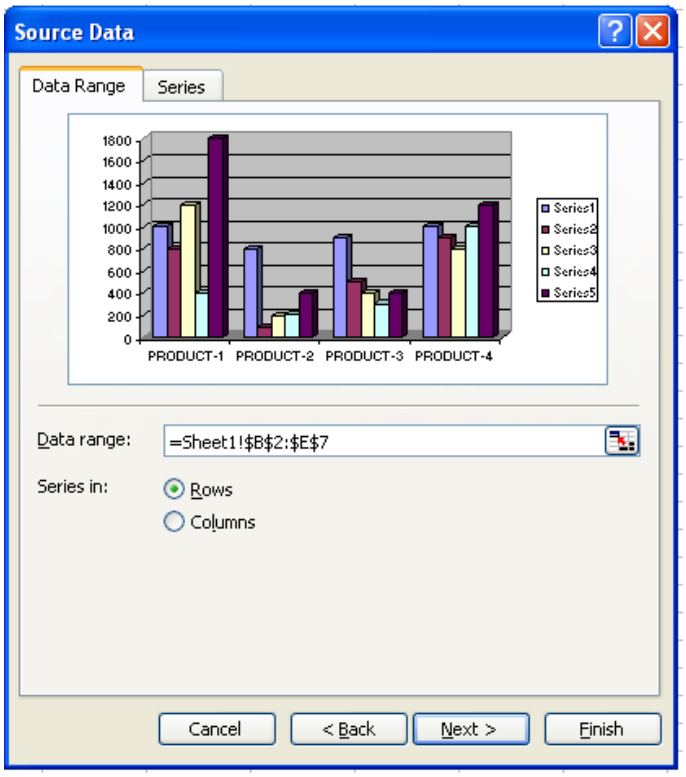


5. Choose the "Column" chart type in the left hand pane.

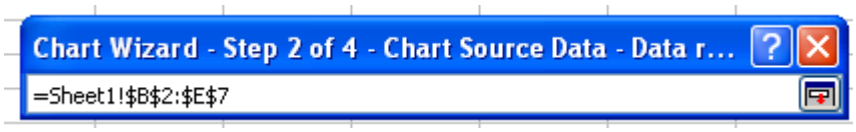
6. Choose the "Clustered Column with a 3-D visual effect" chart sub-type in the right hand pane.

7. Click "Next" button.

8. It displays a dialog box "Chart Wizard - Step 2 of 4 - Chart Source Data".

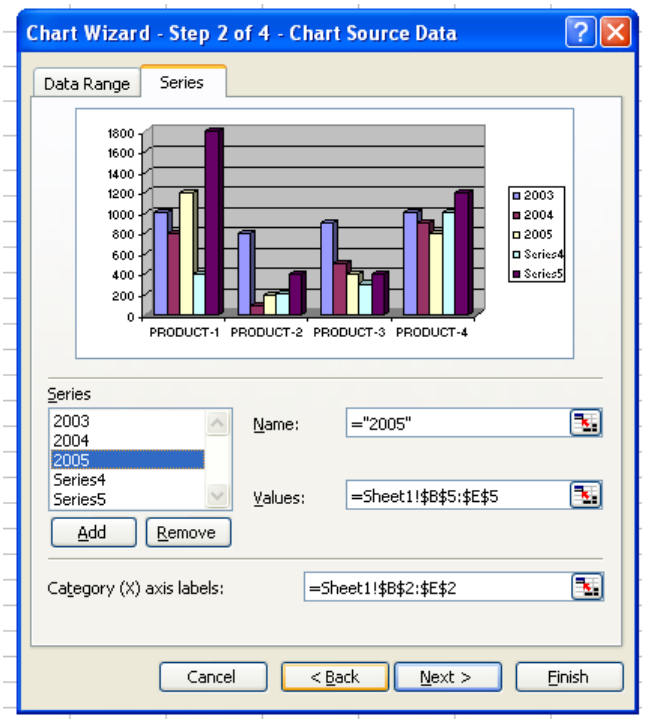


9. Click in the Chart data range box



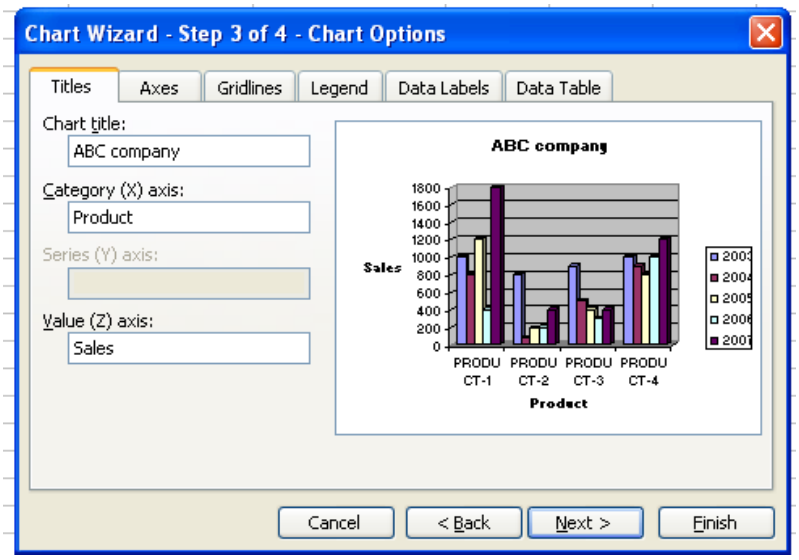
Then select the range ie B2 through E7 on the worksheet. The Collapse Dialog button at the right end of this box temporarily minimizes and moves the dialog box so that you can select cells on the worksheet. To return to the entire dialog box, click this button again after you select the range.

10. Click on “Series” Tab. It lists existing data series names. We can add and remove data series from the chart without affecting the data on our worksheet.



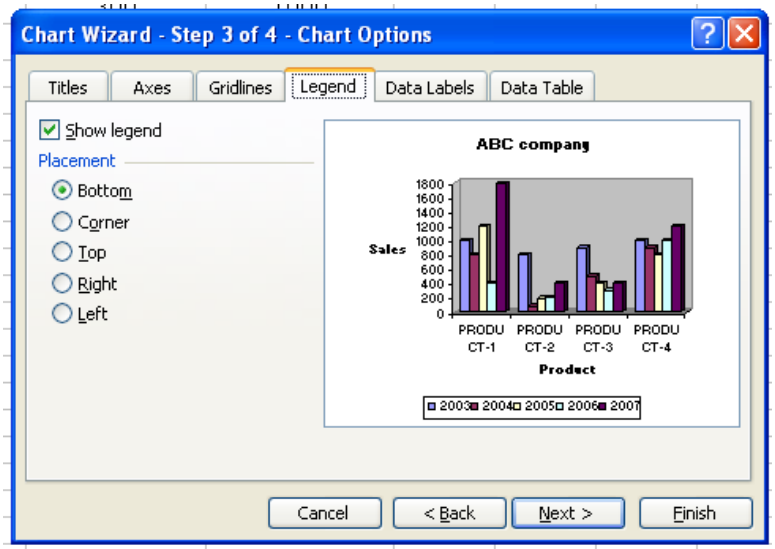
11. Click "Next" button.

12. It displays a dialog box "Chart Wizard - Step 3 of 4 - Chart Options".



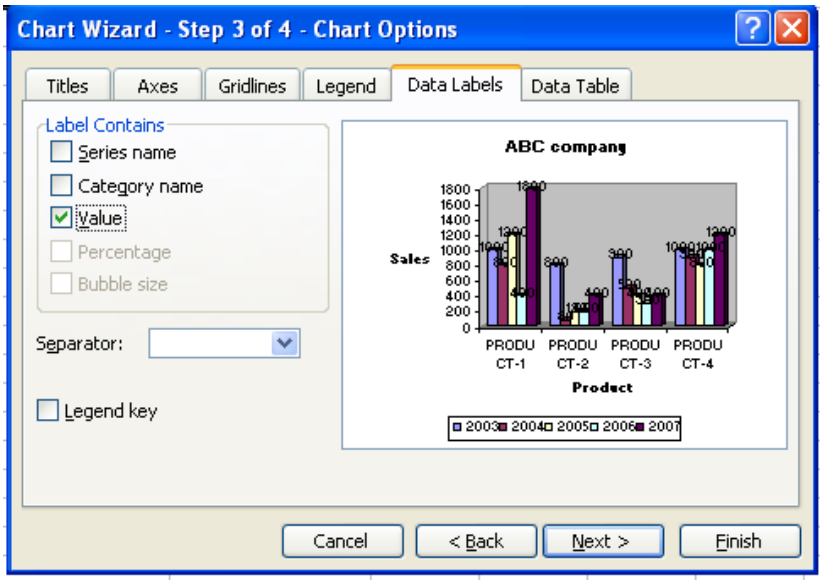
13. Click on the ‘Titles” tab at the top of the dialog box.

14. Click in a “Chart Title” box, and then type the text *ABC Company*. Similarly enter text *Product* and *Sales* for “Category(X) axis:” and “Value(Z) axis:” boxes respectively.



15. Click on “Legend” tab. check the box “Show legend” to add legend to box to our chart area and click on “Bottom” radio button to places the legend at bottom of the chart area.

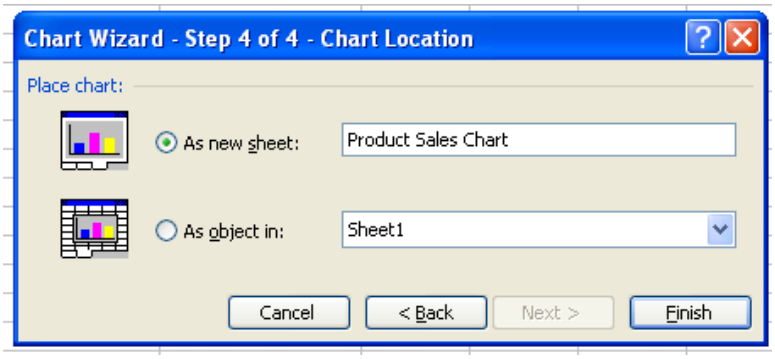
16. Click on “Data Labels” tab.



17. Check “Value” under “Label contains” group to displays the value represented for all data points.

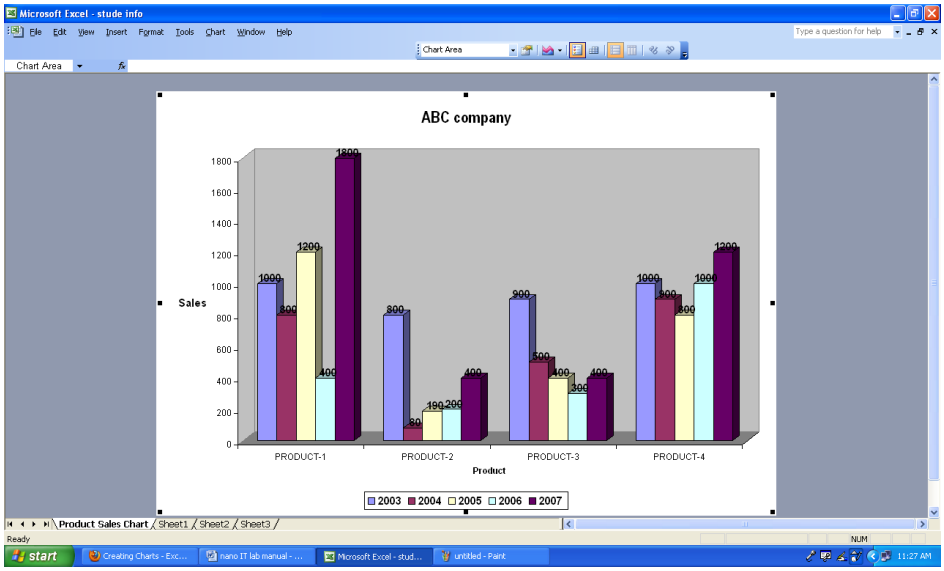
18. Click on “Next” button.

19. It displays a dialog box "Chart Wizard - Step 4 of 4 - Chart Location".



20. Click “As new sheet”, and then type a name for the new chart sheet in the “As new sheet” box to place the chart on a new chart sheet.

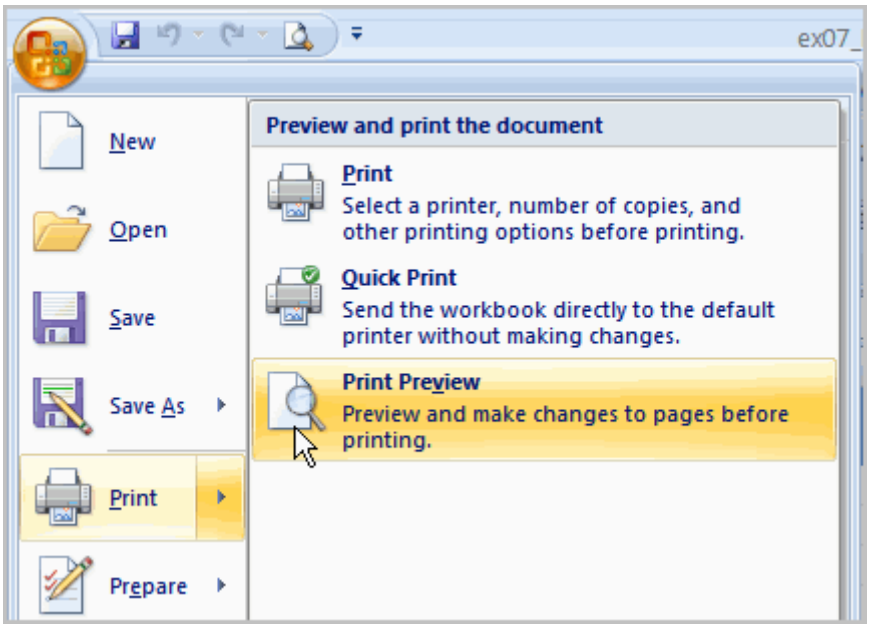
21. Click on “Finish” button.



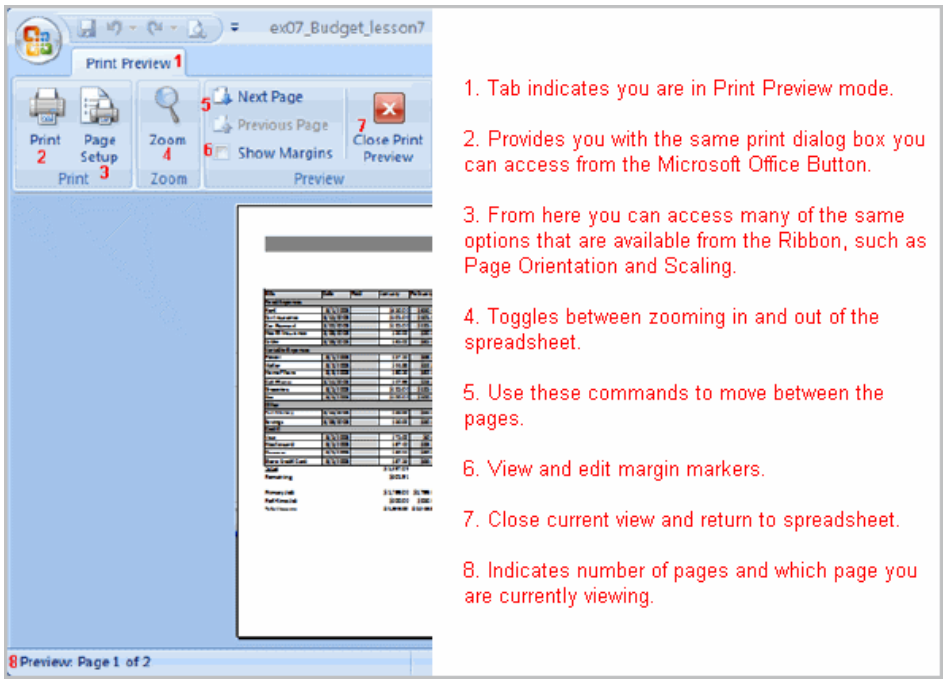
3.3 Printing and adjusting MS Excel worksheet

To view the spread sheet in Print Preview

- Left-click the **Microsoft Office button**.
- Select **Print**.
- Select **Print Preview**. The spreadsheet will appear in Print Preview view.

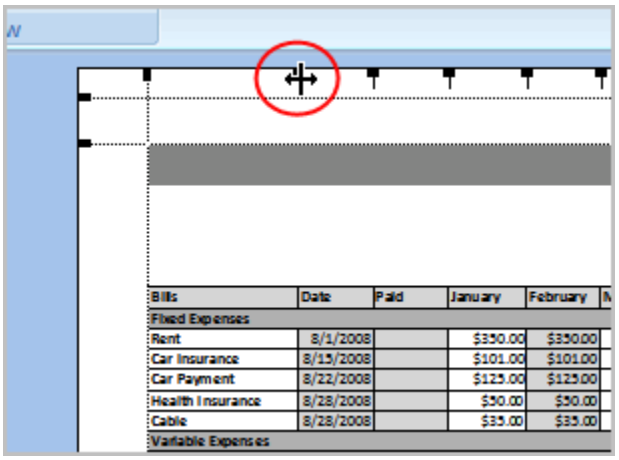


Click the **Close Print Preview** button to return to the Normal View.



To modify margins, column width, or row height while in Print Preview:

- Click the **Print Preview** command on the Quick Access toolbar, or select Print Preview from the Microsoft Office button menu. The spreadsheet opens in Print Preview mode.
- Hover your cursor over one of the **black margin markers** until a **double arrow** appears.

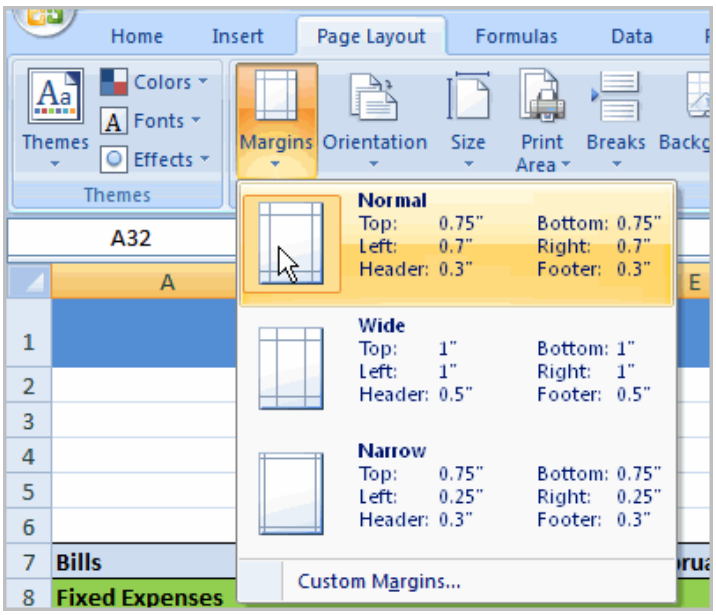


Bills	Date	Paid	January	February
Fixed Expenses				
Rent	8/1/2008		$350.00	$350.00
Car Insurance	8/15/2008		$101.00	$101.00
Car Payment	8/22/2008		$125.00	$125.00
Health Insurance	8/28/2008		$50.00	$50.00
Cable	8/28/2008		$35.00	$35.00
Variable Expenses				

- Left-click and drag the marker to the desired location. The change will be reflected in the spreadsheet.

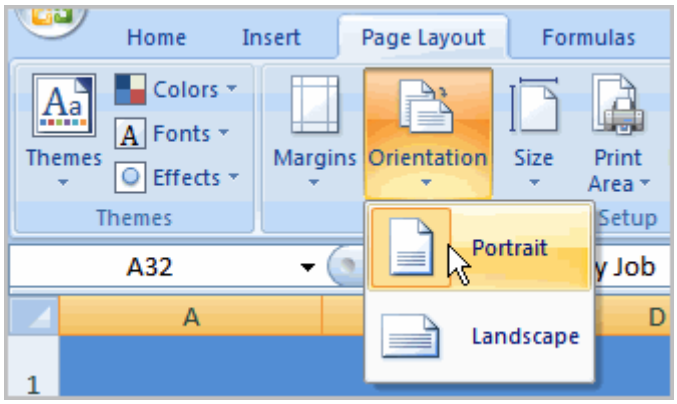
To modify margins:

- Select the **Page Layout** tab.
- Left-click the **Margins** command.
- Choose one of the pre-defined settings, or enter custom margins.



To change page orientation:

- Select the **Page Layout** tab.
- Left-click the **Orientation** command.
- Select either Portrait or Landscape.



Portrait orients the page **vertically**, while **Landscape** orients the page **horizontally**.

To use Scale to Fit:

- Select the **Page Layout** tab.
- Locate the Scale to Fit group.
- Enter a specific **height** and **width**, or use the percentage field to decrease the spreadsheet by a specific percent.

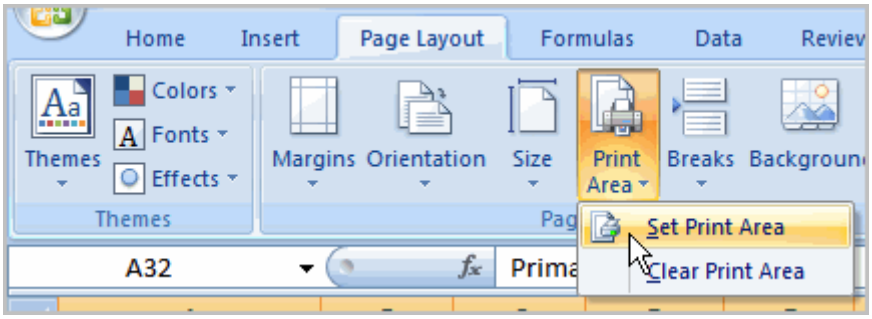
Scale to Fit is a useful feature that can help you format spreadsheets to fit on a page. However, be careful with how small you scale the information—it can become difficult to read!

To change the paper size:

- Select the **Page Layout** tab.
- Click the **Size** command.
- Select a size option from the list.

To define a print area:

- Left-click, then drag your mouse to **select the cells** you wish to print.
- Click the **Print Area** command.
- Choose **Set Print Area**.



- Now, only the selected cells will print. You can confirm this by viewing the spreadsheet in Print Preview.

To return to the default setting, which is the entire worksheet, click the Print Area command, then select Clear Print Area.

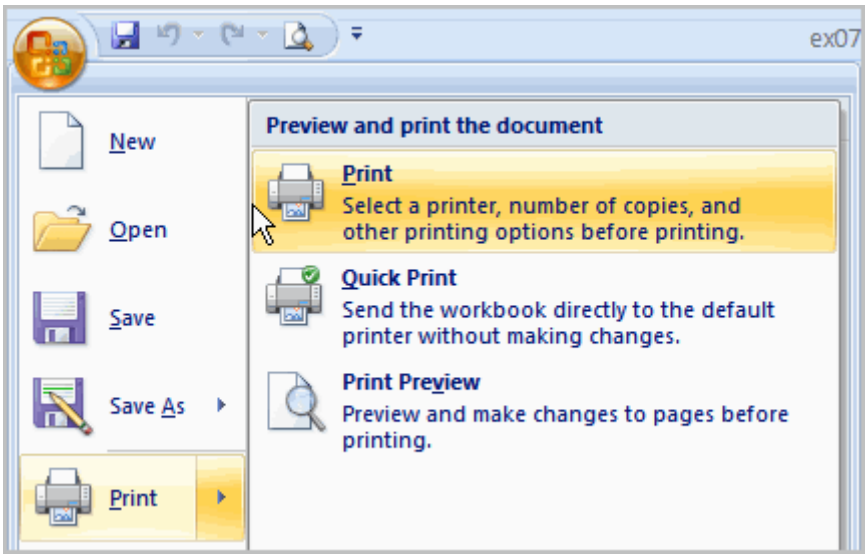
To insert a break:

- Select a cell **below** where you want the break to appear.
- Select the **Breaks** command.
- Select **Insert Break**.

Click Print Preview to confirm that the break appears in the correct place in your spreadsheet.

To print from the Microsoft Office button:

- Left-click the **Microsoft Office button**.
- Select **Print** → **Print**. The Print dialog box appears.



- Select a printer if you wish to use a printer other than the default setting.
- Click **Properties** to change any necessary settings.
- Choose whether you want to print specific pages, all of the worksheet, a selected area, the active sheet, or the entire workbook.

- Select the number of copies you'd like to print.
- Click **OK**.

You can select **Quick Print** to bypass the Print dialog box.

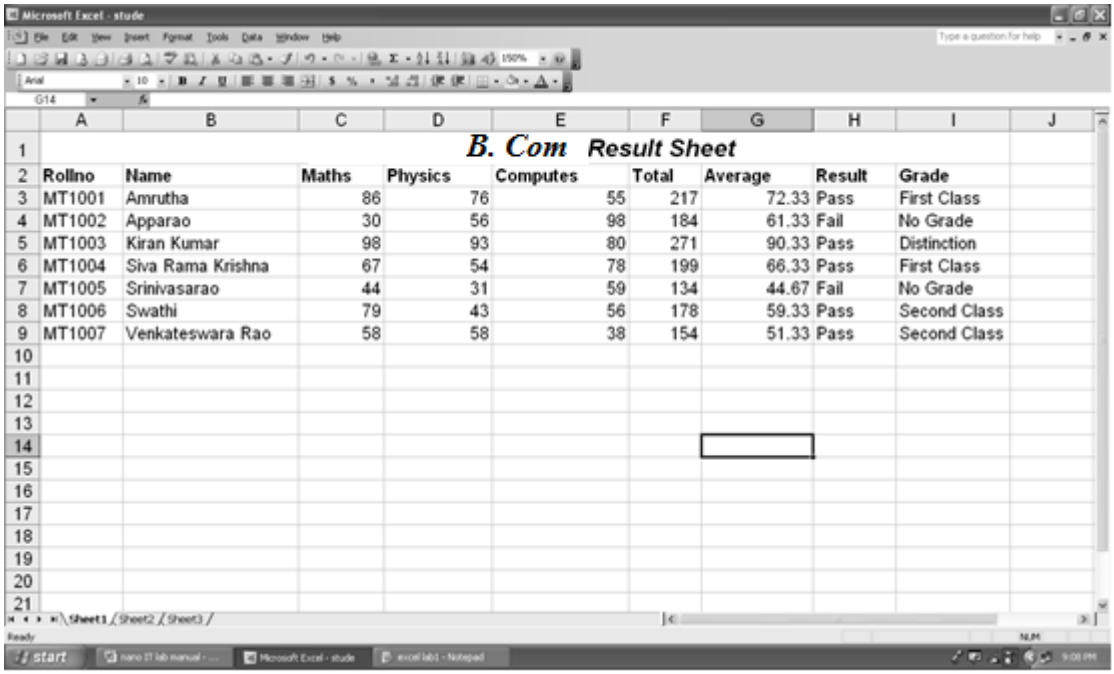
4. Prepare a worksheet for calculating percentages of your class mates using different excel formulas.

3.4 Prepare a worksheet for calculating percentages of your class mates using different excel formulas

1. Click on cell A2.
2. Type the text “Roll No”. Press the Tab key on your keyboard The darker border will jump right one cell to B2
3. Type “Name” and then press the Tab key. The darker border will jump right one cell to C2
4. Type “Maths” and then press the Tab key. The darker border will jump right one cell to D2
5. Type “Physics” and then press the Tab key. The darker border will jump right one cell to E2
6. Type “Computers” and then press the Tab key. The darker border will jump right one cell to F2
7. Type “Total” and then press the Tab key. The darker border will jump right one cell to G2
8. Type “Average” and then press the Tab key. The darker border will jump right one cell to H2
9. Type “Result” and then press the Tab key. The darker border will jump right one cell to I2
10. Type “Grade” and then press the Enter key. The darker border will jump down one cell to A3
11. Select cells A2 through I2 and press “Bold” icon in formatting toolbar.
12. Select cells A1 through I1 and click on “Merge and Center” icon and then type “B.Com Result Sheet”.
13. Click on cell A3.
14. Type “NT1001” and then press the Tab key. The darker border will jump right one cell to B3.
15. Type “Swathi” and then press the Tab key. The darker border will jump right one cell to C3.
16. Type “86” and then press the Tab key. The darker border will jump right one cell to D3.
17. Type “76” and then press the Tab key. The darker border will jump right one cell to E3.
18. Type “37” and then press the Tab key. The darker border will jump right one cell to F3.
19. Similarly enter data for remaining students as next rows.

20. Click on cell F3.
21. Now click inside the formula bar
22. Type in this: ***=sum(C2:E3)*** and press Enter key.
23. It displays 199. Move the cursor over fill handler of the cell.
24. When we see the black cross, hold down left mouse button, keep it held down, and then drag your mouse across to cell F9.
25. When your cursor reaches cell F9, let go of left mouse button. Excel will Auto Fill the formula from cell F3.
26. Click on cell G3.
27. Now click inside the formula bar
28. Type in this: ***=F3/3*** and press Enter key.
29. It displays 66.3333. Click on "decrease decimal" icon in formatting toolbar twice to set no. of decimal points as 2.
30. Move the cursor over fill handler of the cell.
31. When we see the black cross, hold down left mouse button, keep it held down, and then drag your mouse across to cell G9.
32. When your cursor reaches cell G9, let go of left mouse button. Excel will Auto Fill the formula from cell G3.
33. Click on cell H3.
34. Now click inside the formula bar
35. Type in this: **=IF(AND(C3>=35,D3>=35,E3>=35),"Pass","Fail**") and press Enter key.
36. It displays Pass. Move the cursor over fill handler of the cell.
37. When we see the black cross, hold down left mouse button, keep it held down, and then drag your mouse across to cell H9.
38. When your cursor reaches cell H9, let go of left mouse button. Excel Auto Fills the formula from cell H3.
39. Click on cell I3.
40. Now click inside the formula bar
41. Type in this: **=IF(H3="Pass", IF(G3>=75,"Distinction",IF(G3>=60,"First Class", IF(G3>=50,"Second Class", IF(G3>=35,"Third Class")))),"No Grade")** and press Enter key.
42. It displays "First Class". Move the cursor over fill handler of the cell.
43. When we see the black cross, hold down left mouse button, keep it held down, and then drag your mouse across to cell I9.

44. When your cursor reaches cell I9, let go of left mouse button. Excel Auto Fills the formula from cell I3.
45. After completing enter database, the worksheet looks like as in the image below



	A	B	C	D	E	F	G	H	I	J
1					***B. Com Result Sheet***					
2	**Rollno**	**Name**	**Maths**	**Physics**	**Computes**	**Total**	**Average**	**Result**	**Grade**	
3	MT1001	Amrutha	86	76	55	217	72.33	Pass	First Class	
4	MT1002	Apparao	30	56	98	184	61.33	Fail	No Grade	
5	MT1003	Kiran Kumar	98	93	80	271	90.33	Pass	Distinction	
6	MT1004	Siva Rama Krishna	67	54	78	199	66.33	Pass	First Class	
7	MT1005	Srinivasarao	44	31	59	134	44.67	Fail	No Grade	
8	MT1006	Swathi	79	43	56	178	59.33	Pass	Second Class	
9	MT1007	Venkateswara Rao	58	58	38	154	51.33	Pass	Second Class	
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										

4. MS Power Point.

4.1 Create presentation in power point

1. Start Microsoft PowerPoint presentation
2. Start a new blank presentation
3. Your first Slide is going to be a Title Slide
4. Write the Text as in the preview below:SriShourya Co Ltd
5. Make the Font of “Lighthouse” Arial Black and size 88
6. Insert a second slide this should be with a layout of Bulleted List
7. Write the Text as in preview below
    a. [Title]: Lighthouse Co Ltd
    b. [Body]:
        i. Mission Statement
        ii. Company Objectives
        iii. Management Team
        iv. Employees
        v. Sales
8. Make the Font Colour of the Points to Green
9. Insert a third slide this should be an Organization Chart. Include the following people in the chart:
    a. Srinivasa Rao, General Manager
    b. Lakshmi Shourya, Head of Sales
    c. Rohit Arya, Assistant to the General Manager
    d. Kameswari, Human Resources Manager
10. Add a fourth slide this should be a Table Chart. The chart should look like the following:

New Products	Discontinued Products
Digital Camera	8mm Cameras
Ultra Slim Video Camera	8x Zoom Video Cameras
25” Plasma TV	21”Black and White TVs
DVD Recorders	Video Players
7.1 Dolby Surround Systems	2 channel stereo systems

11. Make the titles New Products and Discontinued Products with a shadow effect and centred in the cell. Widen columns to fit Text as above.
12. The Fifth slide should be a Chart slide. The chart should be a bar chart, and include the following data must be used to form the chart:

	January	February	March	April
TVs	20	27	90	75
DVDs	30	38	34	31
Hifi equipment	45	46	45	43
Video Recorders	25	29	15	40

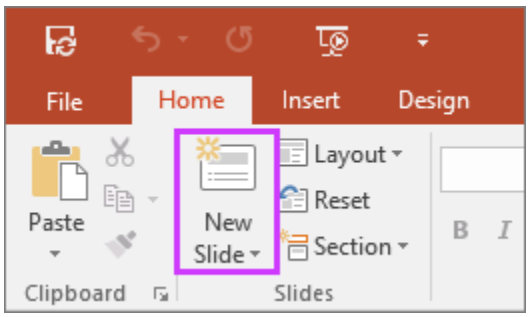
JanuaryFebruaryMarchAprilTVs20279075DVDs30383431Hifi equipment45464543Video Recorders25291540

13. Change the colours of the chart so that the series of bars are red, yellow, pink, and green.
14. Add a light coloured background to all slides in the presentation.
15. Add also Transition effects between each slides and also different effects for all text and pictures it the presentation.
16. Reverse the order of the second and third slides
17. Save the presentation as Surya House Ltd

4.2 Inserting, deleting slides in Power Point

Insert a new slide

- Select the slide you want your new slide to follow.
- Select **Home** > **New Slide**.
- Select a layout.
- Select the text box and type.



Delete slides

1. For a single slide: Right-click the slide in the thumbnail pane on the left, and select **Delete Slide**.

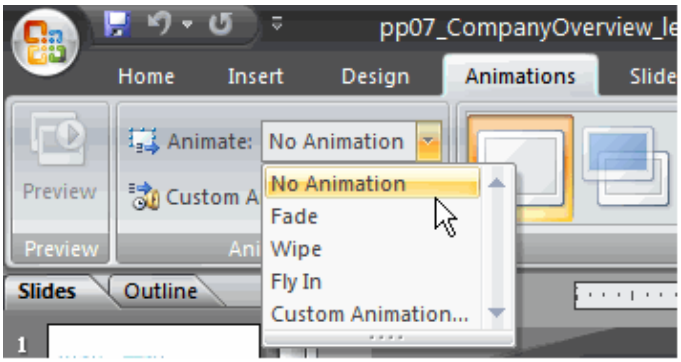
2. For multiple slides: Press and hold Ctrl, and in the thumbnail pane on the left, select the slides. Release the Ctrl key. Then right-click the selection and choose **Delete Slide**.

3. For a sequence of slides: Press and hold Shift, and in the thumbnail pane on the left, select the first and last slides in the sequence. Release the Shift key. Then right-click the selection and choose **Delete Slide**.

4.3 Illustrate Animation in presentation

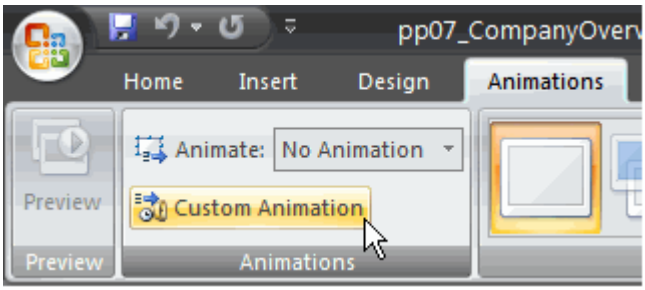
PowerPoint animation is a form of animation which uses Microsoft PowerPoint and similar programs to create a game or movie. The artwork is generally created using PowerPoint's AutoShape features, and then animated slide-by-slide or by using Custom Animation.

- **To apply a default animation effect:**
  - Select the ***text*** or ***object*** on the slide you want to animate.
  - Select the ***Animations*** tab.
  - Click the ***Animate*** drop-down menu in the Animations group to see the ***animation options*** for the selection. The options change based on the selected item.

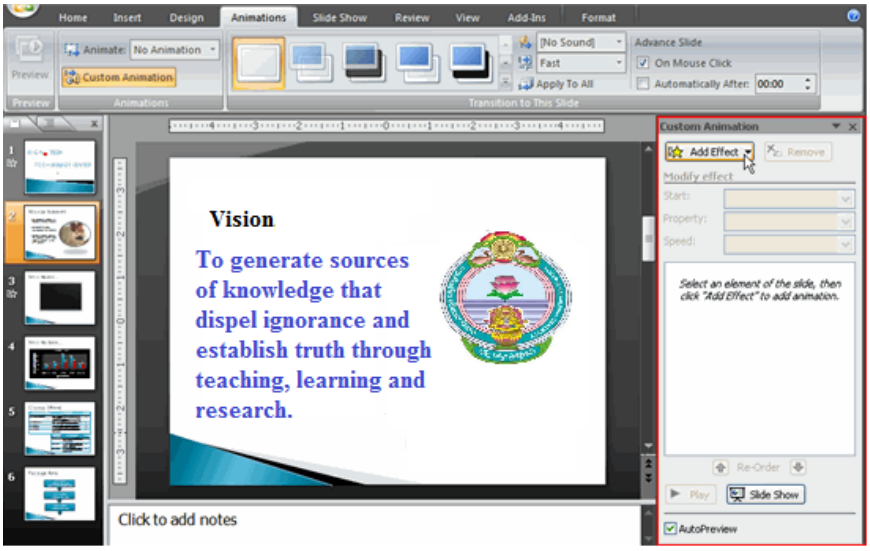


  - Move your cursor over each option to see a live preview of the animation on the slide.
  - Click an option to select it.

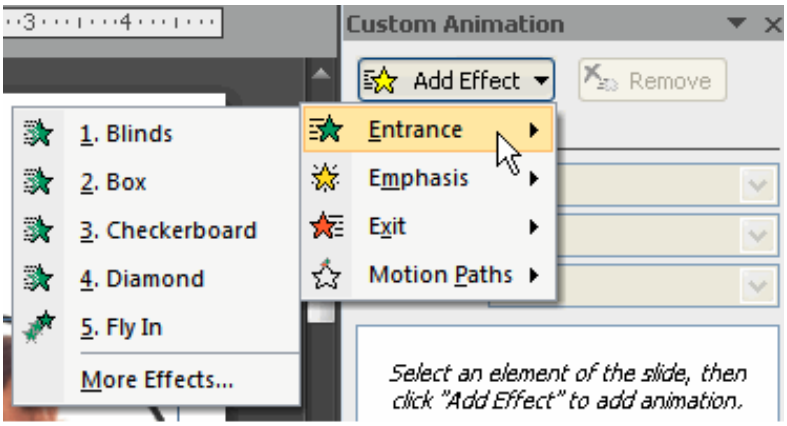
- **To apply a custom animation effect:**
  - Select the ***text*** or ***object*** on the slide you want to animate.
  - Select the ***Animations*** tab.
  - Click ***Custom Animation*** in the Animations group. The Custom Animation task pane will appear on the right.



  - Click ***Add Effect*** in the task pane to add an animation effect to the selected text or object.



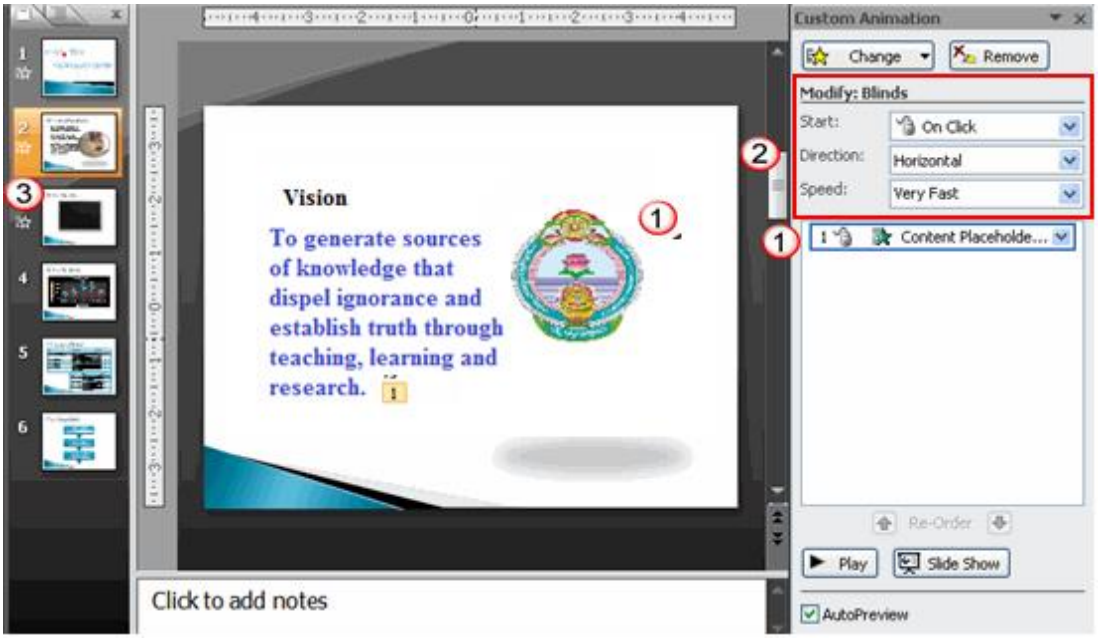
- Select ***Entrance, Emphasis, Exit***, or ***Motion Path*** to display a submenu of animation effects for the category.



Entrance: Changes how the selected item appears on the page
Emphasis: Draws attention to the selected item while the slide is displayed
Exit: Changes the way the selected item disappears from the slide
Motion Path: Animates the selected item so it moves to a specific place on the screen

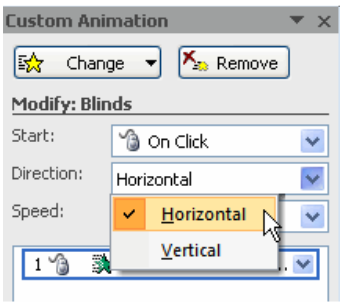
- Select an ***animation effect*** to apply it.

- The animation will display on the selected item on the slide and will appear listed in the Custom Animation task pane.



- A ***number label*** appears **on the slide** next to the animated object. A matching number label also appears next to the animation in the Custom Animation ***task pane list.***
- ***Drop-down menus*** appear **at the top** of the Custom Animation **task pane**. You can define the animation effect in greater detail here.
- The star ***Play Animations*** icon appears beneath the slide on the Slides tab in the task pane on the left. It indicates that the slide has an animation effect.
- Select ***More Effects*** or ***More Motions Paths*** from the menu to see more animation effect options.

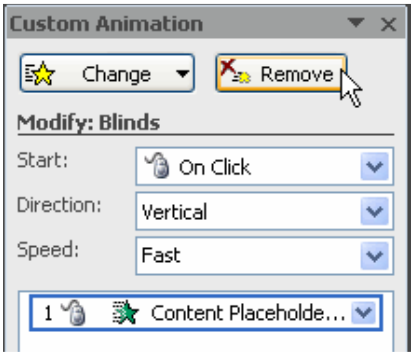
- **To modify a default or custom animation effect:**
  - After you apply an animation effect, ***drop-down menus*** will appear at the **top** of the Custom Animation task pane. The menus vary based on the animation effect.
  - Select an option from a drop-down menu to ***change*** the ***default*** setting.



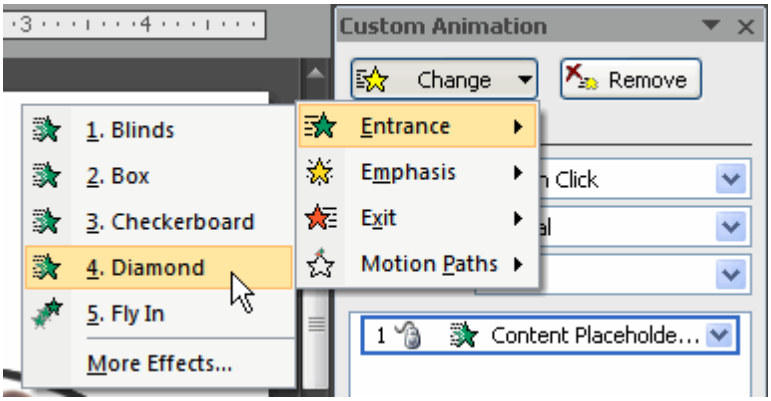
  - Repeat until all menu options are at desired settings.

- **To remove an animation effect:**
  - Select the ***text*** or ***object*** on the slide you want to modify.

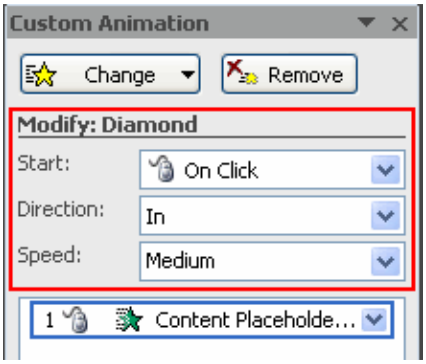
- Select the ***Animations*** tab.
- Click ***Custom Animation*** in the Animations group. The Custom Animation task pane will appear on the right.
- Select the animation in the Custom Animation task pane list, if it is not already selected.
- Click ***Remove***. The animation label will disappear from the slide and from the Custom Animation task pane list.



- **To apply a different animation effect:**
  - Select the ***text*** or ***object*** on the slide you want to modify.
  - Select the ***Animations*** tab.
  - Click ***Custom Animation*** in the Animations group. The Custom Animation task pane will appear on the right.
  - Select the animation in the Custom Animation task pane, if it is not already selected.
  - Click ***Change***.
  - Select an ***Entrance, Emphasis, Exit, or Motion Path*** animation effect.

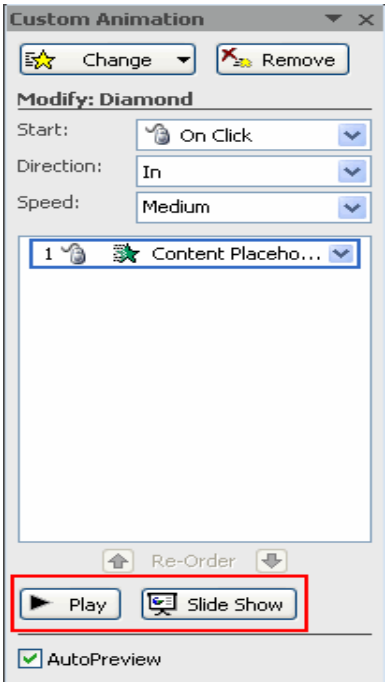


  - New drop-down menus with default settings will appear at the top of the Custom Animation task pane.



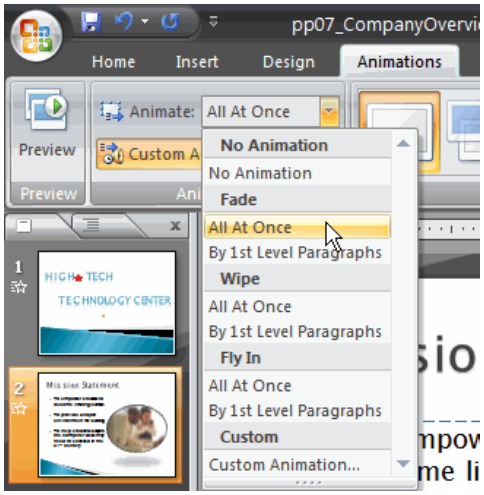
- **To preview an animation effect:**
  - Select the ***text*** or ***object*** you want to modify on the slide.
  - Select the ***Animations*** tab.
  - Click ***Custom Animation*** in the Animations group. The Custom Animation task pane will appear on the right.
  - Select the animation in the Custom Animation task pane list.
  - Click ***Play*** at the bottom of the task pane to see a **preview** of the animation **in *Normal view.***

    OR
  - Click ***Slide Show*** to see the animation ***in Slide Show view***. Press the **Esc** key to return to Normal view.

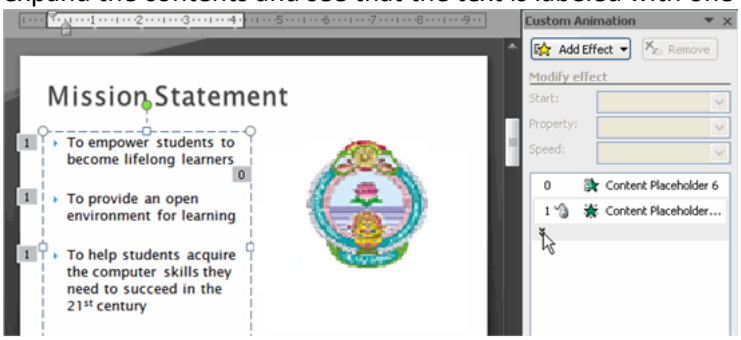


To animate text with a default animation:

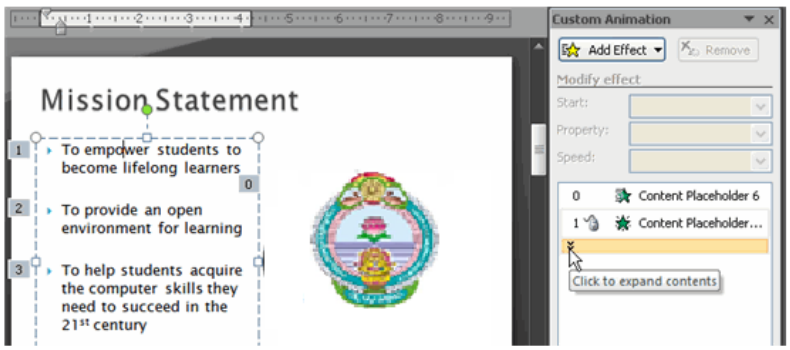
- Select the text box or text you want to animate on the slide.
- Select the ***Animations*** tab.
- Click the ***Animate*** drop-down menu in the Animations group to see the ***animation effects*** for the selected text. The effects vary based on the selected item.
- Select an animation effect.



- ***All At Once:*** The selected text appears all at once. The entire text is labeled with ***one number*** on the slide. Click the drop-down arrow in the task pane to expand the contents and see that the text is labeled with one number.

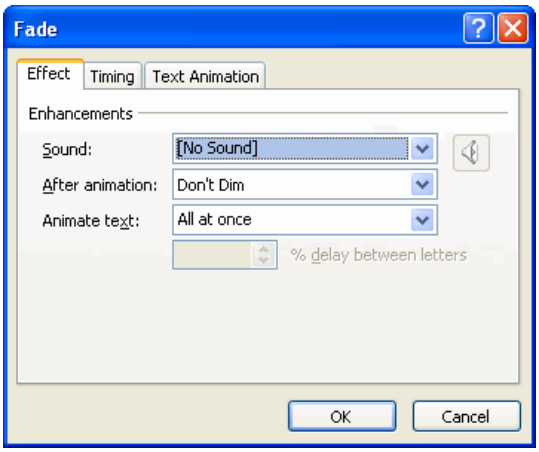


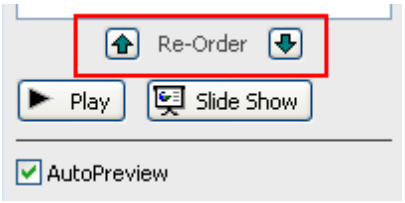
- ***By 1st Level Paragraphs***: The text will appear bullet by bullet, or paragraph by paragraph. ***Each level*** of text is labeled with a ***different number*** on the slide. Click the drop-down arrow in the task pane to expand the contents and see that the text is labeled with multiple numbers.



- **To modify an animation effect in other ways:**
  - Select an animation effect in the Custom Animation task pane list.
  - Click the arrow to display a drop-down menu.
  - Select ***Effects Options*** or ***Timing***. A dialog box will appear.

- In the dialog box, add enhancements such as sounds, and define what happens after the animation effect is applied to the selected item.



- The dialog box name is based on the animation effect name. In the example above, the animation effect is ***Fade***. The tabs and options on the tabs will vary based on the animation effect that is being modified.

- **To reorder animation effects.**
  - Select the ***Animations*** tab.
  - Click ***Custom Animation*** in the Animations group.
  - Select the animation effect you want to move in the Custom Animation task pane list.
  - Click the ***arrows*** at the bottom of the task pane to reorder the selected animation effect.