

Microsoft – Word

Introduction Microsoft Word :

A Word processor is a computer program for processing words.

A Word processor software provides a general set of tools for entering, editing, and formatting text. A word processor has everything that a conventional typewriter has. It provides various useful features that cannot be done on a typewriter.

Features :

- **Fast Typing:** Text in a word processor becomes fast since there is no associated mechanical carriage movement.
- **Editing functions:** Any type of correction (insert, delete, change, etc.) can be easily done as and on demand.
- **Permanent storage:** Documents can be stored indefinitely. The saved document can be called up at any time.
- **Formatting functions:** Entered text can be created in any form and style (bold, italic, underline, different fonts, etc.). Graphics Provides the ability to insert drawings into documents, making them more useful.
- **OLE (Object Linking and Embedding):** OLE is a program integration technology used to exchange information between programs about objects. Objects are entities stored as graphs, equations, video clips, audio clips, images, and so on.
- **Alignment:** You can align your text as you like, for example, left, right, or centered. You can even make a box set, i.e, aligned from both sides.
- **Delete errors:** You can remove a word, line, or paragraph from a stroke, and the rest of the subject will appear automatically.
- **Line Spacing:** You can set the line spacing from one to nine according to your preference.
- **Move-in Cursor:** You can move the cursor from one word to another or from one paragraph to another as needed.
- **Naming a Document:** You can name a document and retrieve it from your hard drive at any time for editing, updating, correction, and even for printing.
- **Page break:** You can set a page break at any point in the text so that the next page is printed when printing.
- **Search and Replace:** You can search for a specific word in the entire document and replace it with another word.
- **Thesaurus:** you can exchange a word with one of its synonyms. This way you can avoid the repetition of a single word in a document and add beauty to the language.
- **Indentation:** Refers to the space between the text boundaries and the margins of the page. There are three types of indents: positive, negative, and hanging.
- **Header and footer:** A header or footer is text or a graphic, such as a page number, a date, or a company logo, that is typically printed at the top or bottom of each page of a document.
- **Page orientation:** Refers to whether the text is printed lengthways or across. Above the printed side is called PORTRAIT and the side printed across is called LANDSCAPE.
- **Spell Checker:** Not only can it check spelling mistakes, but it can also suggest possible alternatives for misspelled words.
- **Mail Merge:** This is a function that allows you to print a large number of letters/documents with more or less similar texts. Below this, the same letter of invitation must be sent to the guests, only the name and address are changed.

CREATE A NEW DOCUMENT:

To Create a New Document:

- Select “Start” button from the desktop.
- Select All Programs from “Start button” options
- Select “Microsoft Office” option.
- Select “Microsoft Word 2007” from the options of “Microsoft Office”.

Edit a Document:

- Making modifications in a document is known as editing.
- Editing may be any one of the copy, cut, paste, undo and redo.
- For any modification first we have to select the data.
- For copy, cut and paste we can select the icons from “Clipboard” options of “Home” tab.

Save a Document:

- Click the **Microsoft Office Button**
- Click **Save** or **Save As** or Press CTRL+S on the keyboard, or Click the **File** icon on the Quick Access Toolbar.
- Go to the location where we want to save the document in the hard disk
- Provide name at “Filename”.
- Select “Save” button.

Document Views: There are many ways to view a document in Word.

- Print Layout:** This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
- Full Screen Reading:** This is a full view length view of a document. Good for viewing two pages at a time.
- Web Layout:** This is a view of the document as it would appear in a web browser.
- Outline:** This is an outline form of the document in the form of bullets.
- Draft:** This view does not display pictures or layouts, just text.

To change the position of sentences from one location to another location within the document or to another document. Then we can move or copy a text within the document or from one document to another document at any particular point.

Copy: If we want to copy the text, the selected text will be duplicated. Source data will remain in the same position.

Procedure:

- Highlight the text you wish to copy
- right click and click **Copy**,
- Put your cursor where you want the text in the document
- Right click and click **Paste**.

Move: If we want to move the text, the selected text will be moved from the old place to new place. The selected data will be available in new place only.

Procedure:

- Highlight the text you wish to copy

- Right click and click **Cut**
- Put your cursor where you want the text in the document
- Right click and click **Paste**.

Write about formatting the paragraph?

A) **Formatting the paragraph:** Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the **Page Layout** Tab of the Ribbon or the **Paragraph** Group on the Home Tab of the Ribbon.

Change Paragraph Alignment: The paragraph alignment allows you to set how you want text to appear.

To change the alignment:

- Click the **Home Tab**.
- Choose the appropriate button for alignment on the Paragraph Group.
- o **Align Left:** the text is aligned with your left margin.
 - o **Center:** The text is centered within your margins.
 - o **Align Right:** Aligns text with the right margin.
 - o **Justify:** Aligns text to both the left and right margins.

Indent Paragraphs: Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- First Line:** Controls the left boundary for the first line of a paragraph.
- Hanging:** Controls the left boundary of every line in a paragraph except the first one.
- Left:** Controls the left boundary for every line in a paragraph.
- Right:** Controls the right boundary for every line in a paragraph.

To indent paragraphs, you can do the following:

- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.
- Click the dialog box of the **Paragraph** Group
- Click the **Indents and Spacing** Tab.
- Select your indents

Add Borders and Shading: You can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:

- Select the area of text where you want the border or shading.
- Click the **Borders** Button on the Paragraph Group on the Home Tab
- Choose the **Border and Shading**
- Choose the appropriate options

Apply Styles:

Styles are a present collection of formatting that you can apply to text. To utilize **Quick Styles:**

- Select the text you wish to format.
- Click the dialog box next to the **Styles Group** on the Home Tab.
- Click the style you wish to apply.

Change Spacing Between Paragraphs and Lines:

You can change the space between lines and paragraphs by doing the following:

- Select the paragraph or paragraphs you wish to change.
- On the Home Tab, Click the **Paragraph** Dialog Box
- Click the **Indents and Spacing** Tab
- In the **Spacing** section, adjust your spacing accordingly

Write about find and replace?

A) **Find and Replace Text:** This option is used to find a particular text and also can replace with another text in the document.

Procedure to find a particular word or phrase in a document:

- Click **Find** on the **Editing Group** on the Ribbon. To find and replace a word or phrase in the document,
 - click **Replace** on the **Editing Group** of the Ribbon.
 - Provide the phrases you want to find and replace.
 - Select Buttons “Replace” or “Replace all”.

Write about spell check?

A) **Spell check:** Used to check the spelling and grammar mistakes typed in a document. The wrong words will be highlighted by red color under line. We can correct the mistakes typed in the document with this facility.

Procedure:

- Place the cursor at the beginning of the document or the beginning of the section that you want to check
- Click the **Review** Tab on the Ribbon.
- Click **Spelling & Grammar** on the Proofing Group.
- Any errors will display a dialog box that allows you to choose a more appropriate spelling or phrasing.
- If you wish to check the spelling of an individual word, you can right click any word that has been underlined by Word and choose a substitution.

Write about tabs in MS -Word?

A) The word document has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View.

Each of the tabs contains the following tools:

Home: Clipboard, Fonts, Paragraph, Styles, and Editing.

Insert: Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols

Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange

References: Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities

Mailings: Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish

Review: Proofing, Comments, Tracking, Changes, Compare, Protect

View: Document Views, Show/Hide, Zoom, Window, Macros

Explain the options in detail in page layout?

A) **Options in Page Layout:** Themes, Page Setup, Page Background, Paragraph, Arrange.

Modify Page Margins and Orientations:

The page margins can be modified through the following steps:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, Click **Margins**
- Click a **Default Margin**, or
- Click **Custom Margins** and complete the dialog box.

To change the Orientation, Size of the Page, or Columns:

- Click the **Page Layout** Tab on the Ribbon
- On the Page Setup Group, Click the **Orientation**, **Size**, or **Columns** drop down menus

- Click the appropriate choice.

Apply a Page Border and Color

To apply a page border or color:

- Click the **Page Layout** Tab on the Ribbon
- On the Page Background Group, click the **Page Colors** or **Page Borders** drop down menus.

Insert Common Header and Footer Information:

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the **Insert** Tab on the Ribbon
- Click **Header or Footer**.
- Choose a style
- The **Header/Footer Design** Tab will display on the Ribbon
- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer.

Create a Page Break:

To insert a page break:

- Click the **Page Layout** Tab on the Ribbon
- On the **Page Setup** Group, click the **Breaks Drop Down Menu**
- Click **Page Break**

Insert a Cover Page:

To insert a cover page:

- Click the **Insert** Tab on the Ribbon
- Click the **Cover Page** Button on the Pages Group
- Choose a style for the cover page

Insert a Blank Page:

To insert a blank page:

- Click the **Insert** Tab on the Ribbon
- Click the **Blank Page** Button on the Page Group.

Write about tables?

A) Tables: Tables are used to display data in a table format.

Create a Table

To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
- Highlight the number of row and columns
- Click **Insert Table** and enter the number of rows and columns
- Click the **Draw Table**, create your table by clicking and entering the rows and columns
- Click **Quick Tables** and choose a table.

Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

- Modify the Table Structure and Format a Table**

To **modify** the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

- Table Style Options**
- Table Styles**

- **Draw Borders To format table:**

Click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- **View Gridlines and Properties** (from the Table Group)
- **Insert Rows and Columns** (from the Rows & Columns Group)
- **Delete the Table, Rows and/or Columns** (from the Rows & Columns Group)
- **Merge or Split Cells** (from the Merge Group)
- **Increase and Decrease cell size** (Cell Size Group)
- **Align text within the cells and change text directions** (Alignment Group)

Example

Student Name	Year	Marks
M.Sindhu Kumari	2012-14	907
Sk.Lal Asha	2011-13	857
S.Naga Lakshmi	2010-12	882
A.Naresh	2009-11	806
Sk.Mustafa	2008-10	814

Write about graphics?

A) Word includes set of drawing tools that that you can use to create simple graphics. The pictures, clip art , shapes , smart art , equations etc are available in insert tab.

To insert symbols and special characters:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol.

Illustrations, Pictures, and SmartArt

Word 2007 allows you to insert illustrations and pictures into a document. To insert **illustrations:**

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Clip Art** Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include

To insert a picture:

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **Picture** Button
- Browse to the picture you wish to include
- Click the **Picture**
- Click **Insert**.

Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow.

To insert Smart Art

- Place your cursor in the document where you want the illustration/picture
- Click the **Insert** Tab on the Ribbon
- Click the **SmartArt** button
- Click the **SmartArt** you wish to include in your document
- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.

Resize GraphicsAll graphics can be resized by clicking the image and clicking one corner of the image and dragging the cursor to the size you want the picture.

Write about mail merge?

A) Mail Merge: Mail merge is a very useful and powerful feature of MS-Word. It is used to print personalized form letters. The form letters have the same contents but are sent to many persons.

Ex: Business reply letters, call letters and notice for a meeting.

In this facility, all address data is stored one file. The format of the letter is stored in another file.

Those are

- a) Main Document
- b) Data source file

Selecting Recipients for Mail Merge Letters:

- Click Start Mail Merge on the Mailings ribbon and select the type of document you'd like to create.
- Click Select Recipients on the Mailings ribbon to add recipients to the mailing.

We can opt to create a new database of recipients. You can also opt to use an existing list or Outlook contacts.

Adding Recipients to Your Mail Merge Database:

In the New Address List Box, begin entering your contacts.

Each set of fields is referred to as an entry. To add additional recipients, click the New Entry button. To delete an entry, select it and click Delete Entry. Click Yes to confirm the deletion.

Adding and Deleting Mail Merge Fields

You may wish to delete or add fields types to your mail merge document.

Once you've added all your recipients, click OK on the New Address List dialog box. Name the data source and click Save.

Inserting a Merge Field in Your Document

To insert a field into your document, click Insert Merge Field on the Mailings ribbon. Select the field you would like to insert. The field name appears where you have the cursor located in your document.

You can edit and format the text surrounding the field. Formats applied to the field will carry over to your finished document. You can continue to add fields to your document.

Previewing Your Mail Merge Letters

To preview the letters, click Preview Results on the Mailings ribbon.

Correcting Errors in Mail Merge Fields

You cannot alter the data in the merge document. Instead, you'll need to fix it in the data source. To do this, click Edit Recipient List on the Mailings ribbon. In the box that opens, you can alter the data for any of your recipients. When you're done, click OK.

Finalizing Your Mail Merge Documents:

After you've reviewed your documents, you're ready to finalize them by completing the merge. Click the Finish & Merge button on the Mailings ribbon.

Write about bullets and numbering?

A) **Bullets and Numbering:** Bullets and Numbering provides different types of Symbols, Numbers, Roman Numbers and Alphabets to highlight the text or data along with braces and dots.

Bullets: Bullets contains different symbols to highlight the data like Dots, Circles, Arrows, Diamonds

Numbers: Numbers contains numbers in different formats like Numbers, Roman numbers etc.,

Alphabets: Alphabets contains alphabets in different formats like Capital Letter, Small letters, etc.

Write about word art?

A) **Word Art:** Word art is used to type the text with different styles and sizes.

Procedure to insert word art:

- a) On the **Insert** tab, in the **Text** group, click **WordArt**, and then click the WordArt style that you want.
- b) **Type your text in the text box**
- c) **Select ok** button.

Word Art can do one or more of the following:

- To change the text, select it, and then make the changes that you want.
- To change the font, see Change the font, font size, or font color, or Apply bold, italic, or underline formatting to text.
- To add an effect to WordArt, see Add or delete a fill, outline, or effect for text or WordArt.
- To rotate the WordArt, see Rotate or flip a picture, shape, or WordArt in Word2007.
- To resize the WordArt, see Change the size of a picture, shape, text box, or WordArt.
- To align the WordArt, see Align or arrange a picture, shape, text box, or WordArt.
- To move the WordArt, see Move a picture, shape, text box, or WordArt.

TEMPLATES AND WIZARDS IN WORD:

Templates:

Templates are a special type of Word document that can hold text, styles, macros, keyboard shortcuts, custom toolbars and AutoText entries. A document created using a template will have access to all of these features and a large part of your job in creating a new document will be done for you if your templates are well thought out. You don't need to use all (or even any) of these features for templates to help you and those with whom you work.

Wizards:

In computer terminology, a wizard is a part of a program that guides you through certain steps. For example, a wizard in Microsoft Word would help you create and format a new document according to your needs. This is helpful when creating a résumé, outline, invoice, etc.

Basically, a wizard acts as a guide for creating a new document in a software program. Wizards typically don't offer as much customization as an experienced user may want. Finally, be sure not to confuse a "wizard" with a "template." A template is a pre-formatted document that has already been created, whereas a wizard is a step-by-step guide that helps you create your own document.

EXPLAIN HOW TO PAGE SETUP IN MS WORD.

Page Setup:

The Page Setup command in the File menu invokes the Page Setup dialog box. You can use this dialog box to adjust the printing as per your requirement. The Margins tab on the Page Setup dialog box is used to specify the top, bottom, left, and right margins of the page. In a document with two-sided pages, you can apply the gutter margin using the Gutter spin-box. A gutter margin adds extra space to the side or top margin of a document you plan to bind and ensures that the binding does not obscure text. Also, you can change the orientation of the printing using the Orientation area. The Portrait option prints the document so that the short edge of the paper is the top of the page. The Landscape option prints the document so that the long edge of the paper is the top of the page.



By default, Word uses letter (8.5" and 11") as the paper to be printed. However, using the Paper tab of the Page Setup dialog box, you can specify a different size for the paper.

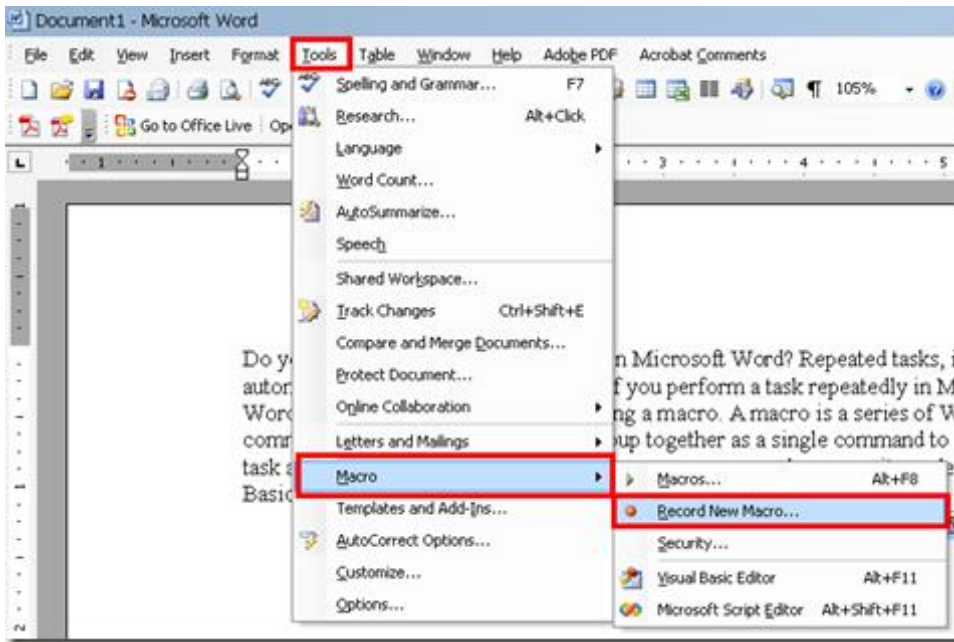
The Layout tab on the Page Setup dialog box, is used to adjust the text and information on the page. The Section start list specifies where the current section should start. To apply different headers on even and odd pages, you need to check the Different odd and even checkbox. This is very useful in the case printing is done on both sides of the paper. Suppose you do not want to give header and footer on the first page or you want to give it differently then you can check the Different first page checkbox. Using the Vertical alignment list, click the way you want to align text vertically between the top and bottom margins. The Justified setting affects only full pages; Word aligns partial pages with the top margin.

WHAT IS MACRO? WRITE THE PROCEDURE TO CREATE A MACRO IN MS WORD.

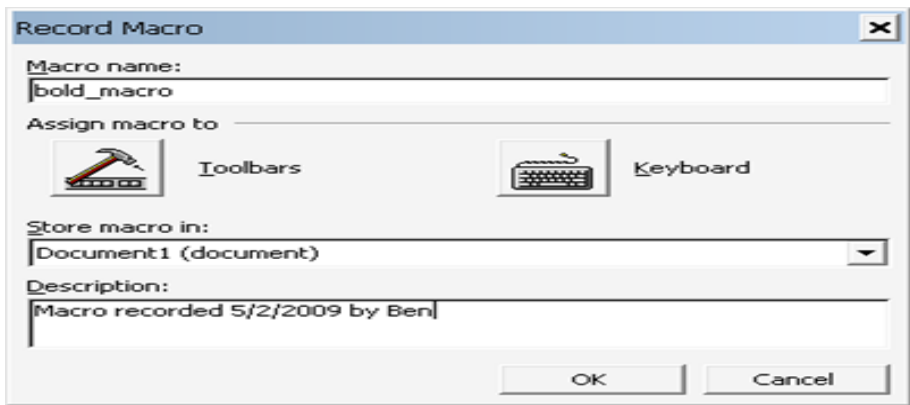
If you always perform repeated tasks in Microsoft Word, sometimes human errors may occur. If you perform a task repeatedly, you can automate the task by using a macro.

A macro is a series of word commands and instructions that you group together as a single command to accomplish a task automatically.

First open up your Word document then click **Tools > Macro > Record New Macro**



According to the help document, *the macro recorder in Word acts like a tape recorder. It records your deliberate keystrokes and mouse button clicks when you record a macro, you can use the mouse to click commands and options, but not to select text. You must use the keyboard to record these actions.* When you record a macro it will ask for a macro name so assign it a descriptive macro name. After that click the OK button to record the macro.



The macro will be saved and you can run it by clicking the run macro command (or Alt-F8) from the Tools menu.

Uses of Macro: Record keystrokes and mouse clicks and apply this tip on your own repeated tasks. This will increase your productivity and also you quality of work.

Ribbon: The Ribbon is the panel at the top portion of the document.

Ribbon has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word.

Office Button: The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish or close.

Quick access tool bar: The quick access toolbar is a customizable toolbar that contains commands that we may want to use.

Copy: When we make copy (copy and paste) it is present at both places source and destination.

Move: When you make a move (cut and paste) it is present only at the destination and no more in the source.

help system: Help system provides facility to the each and every feature in word you are using and it is readily available by showing the icon with ? Symbol.

Alignments in paragraph:

- **Align Left:** the text is aligned with your left margin
- **Center:** The text is centered within your margins
- **Align Right:** Aligns text with the right margin
- **Justify:** Aligns text to both the left and right margins.

indents in paragraph:

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

1. **First Line:** Controls the left boundary for the first line of a paragraph
2. **Hanging:** Controls the left boundary of every line in a paragraph except the first one
3. **Left:** Controls the left boundary for every line in a paragraph
4. **Right:** Controls the right boundary for every line in a paragraph

Formatting text: A style is a format enhancing tool that includes font typefaces, font size, effects (bold, italics, underline, etc.), colors and more.

Auto Text: Auto text is normally used to quickly type lengthy or difficult to type text that you need routinely in your document.

AutoCorrect tool in Word to retain certain text the way it is. To customize AutoCorrect:

- Click the **Microsoft Office** button
- Click the **Word Options** Button
- Click the **Proofing** tab
- Click **AutoCorrect Options** button

Word Count: It will give you a total word count or if you have text highlighted it will tell you how many words are highlighted out of the total.

Default Dictionary: Dictionary available and provided by the MS-Office to check the spelling mistakes, Synonyms etc.

Thesaurus: The Thesaurus allows you to view synonyms. To use the thesaurus:

- Click the **Review** Tab of the Ribbon
- Click the **Thesaurus** Button on the Proofing Group.
- The thesaurus tool will appear on the right side of the screen and you can view word options.

Note: You can also access the thesaurus by right-clicking any word and choosing **Synonyms** on the menu.

undo changes:

Undo: Undo is helps to take the document to previous stage after most recent actions.

To undo changes:

Click the **Undo Button** on the Quick Access Toolbar

What are the different types of tab alignments?

A) Tab Alignments:

- **left alignment** (☰), (the default), the left-hand ends of all the lines in the paragraph are aligned along the left-hand margin of the text area.
- **center alignment** (☷), the mid-points (centers) of all the lines in the paragraph are aligned along the same imaginary vertical line at the center of the text area between the margins.
- **right alignment** (☹), the right-hand ends of all the lines in the paragraph are aligned along the right-hand margin of the text area.
- **justified alignment** (☰☹), all the lines in the paragraph, except the last line, are extended so that the left-hand end of each line is aligned along the left-hand margin of the text area, the right-hand end of each line is aligned along the right-hand margin of the text area, and the lines are all of the same length. This is achieved by inserting additional space between words.

What are the options in page layout?

A) Page Layout: Themes, Page Setup, Page Background, Paragraph, Arrange.

Orientation: Orientation provides the options to print the text on the paper in either “portrait” or “landscape”.

Header & Footer: Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page);

Note: Header will be displayed on the top of the page. Footer will be displayed at the Bottom of the page.

Clipart: Clip art is an illustration/picture existed in the system to insert in the document.

Smart Art: Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow.

Watermark: A watermark is a translucent image that appears behind the primary text in a document.

MICROSOFT-EXCEL

Introduction

- ☞ Excel is an electronic spreadsheet. Spreadsheet or worksheet stores information in the memory of computer performs data manipulation and displays results quickly.
- ☞ The spreadsheet application includes preparation of reports, investment analysis and production analysis.
- ☞ MS-EXCEL is used to perform
 - Financial analysis
 - Sales analysis
 - Profit and loss analysis
 - Mathematical analysis
 - Statistical analysis etc.
- ☞ We can enter data into the worksheet, perform calculation and generate graphs and charts.
- ☞ Excel's basic file format is a workbook.
- ☞ Excel worksheet can store huge amount of information as it has a number of rows and columns in a sheet.
- ☞ It has a number of menus and commands that help the user in creating a worksheet.
- ☞ It is user friendly with GUI representation and the processing is very fast.
- ☞ It has the facility to move within the document using the arrow keys.
- ☞ It has a number of formatting features to format the information in the worksheet.
- ☞ Each workbook can hold 255 worksheets.
- ☞ By default excel workbook contains three blank worksheets.
- ☞ An index tab bottom of the worksheet identifies each work sheet as sheet1, sheet2 etc.
- ☞ Worksheets are made up of cells arrayed in columns and rows.
- ☞ The rows are identified by numbers 1, 2...and the columns by letters like A, B, C.
- ☞ Each cell has a unique address made up of the column and row tables like A1, B6 etc.

Spread sheet:

1. A Spread Sheet is a collection of **rows** and **columns**.
2. Spread sheet contains 1,048,576 rows and 16,384 columns.
3. The intersection of row and column is called as a **cell**.

Work book:

1. In MS-EXCEL, a file is saved as a work book.
 2. A work book is a collection of one or more worksheets (Spread sheets).
 3. A work book when opened appears with three work sheets- sheet1, sheet2, sheet3.
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1. What is MS-Excel and what are the Features of MS-Excel?

Microsoft Excel is a powerful spreadsheet application. The spreadsheet has integrated three components i.e. worksheet, graphs and database. We can enter data into the worksheet, perform calculation and generate graphs and charts.

Features of MS-Excel:

1. **Workbook:** A Workbook is a collection of worksheets. A Workbook may contain one or more worksheets. So, we can organize various kinds of data into a single file.
2. **Worksheet:** A worksheet is look like a table, which contains rows and columns. Worksheet is also known as *Spreadsheet*.
3. **What.. If Analysis:** The worksheet of EXCEL is designed to perform What.If analysis quickly. What...If analysis means, "Tryout various values for the formula in the sheet."
4. **Charts:** A Chart is a graphical representation of data. MS-Excel generate various types of charts (graphs) based on the values of the worksheet. Line graphs, bar charts, Pie charts etc.
5. **Database Management:** EXCEL sheet look like a table. So we can perform various database operations like sorting, filtering, subtotals etc.
6. **Functions and Formulas:** The built-in formulas are called as *functions*. Ms-Excel provides different functions for analyzing and manipulating data. Formulas are used in simple calculations (Addition, subtraction, Multiplication, Division etc).
7. **Auto-calculation:** By using this feature, we can easily find out the sum, average, maximum, minimum values of the selected cells, without giving any formula.
8. **Auto-Complete:** AutoComplete will try to figure out what we expect to type, once we have entered a few letters.
9. **Automatic:** In Excel, the change in the value of the cell automatically recalculates the whole worksheet.
10. **Number Formatting:** In EXCEL, we can display numbers in different formats like currency, date, telephone numbers etc.
11. **Better Drag-and-Drop:** By using this feature, we can select a portion of worksheet by simply dragging a mouse.
12. **Improved sorting and filtering:** we can quickly arrange our worksheet data to find the answers that we need by using enhanced filtering and sorting.

2. How to start MS-Excel? And explain Parts of Excel window.

Step1:- Click on start button and select programs.

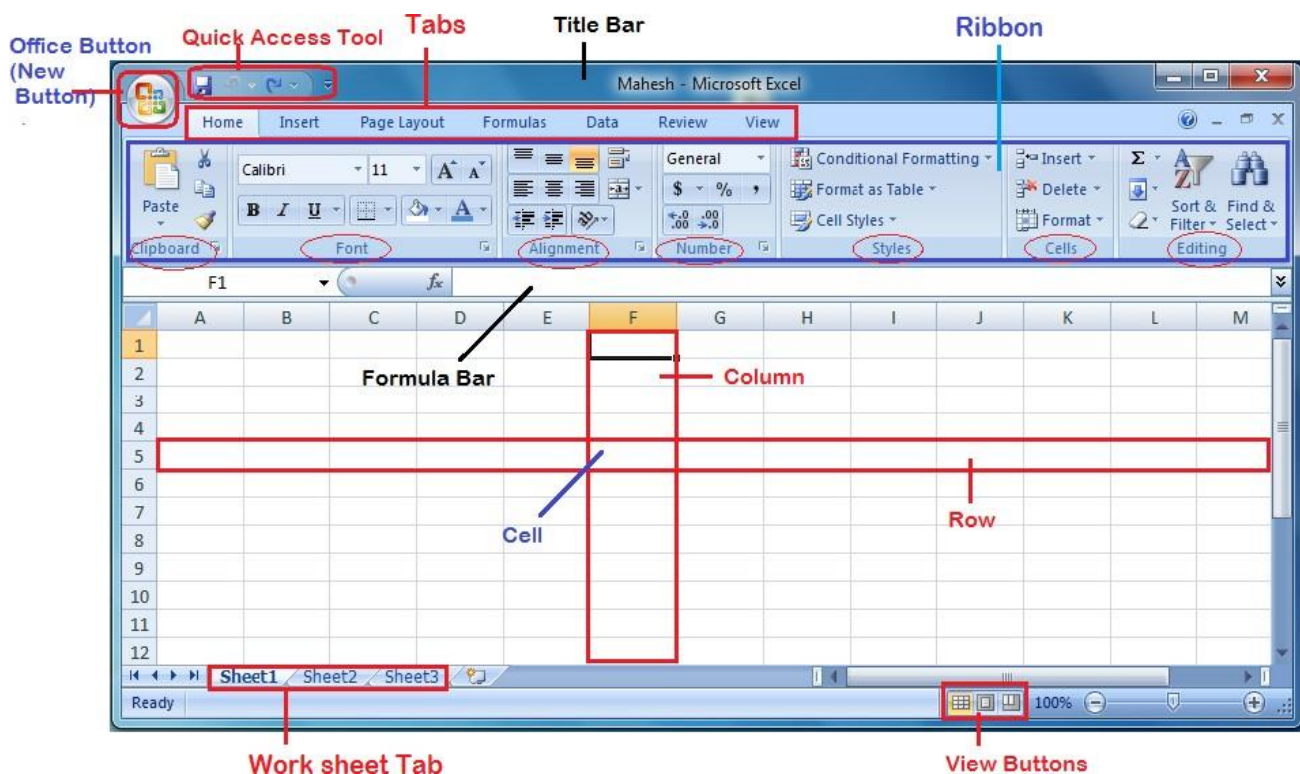
Step 2:- Select the MS-Office 2007.

Step 3:- Select the MS-Excel 2007.

Step4:- Click OK.

Then it will display a window.

MS-Excel2007 screen displays several options to help you perform tasks efficiently. Click on a tab to see a further explanation of what it does and how to use it.



The Microsoft Office Button

The upper-left corner of the Excel 2007 window is the Microsoft Office button. When we click the button, a menu appears. We can use the menu to create a new file, open an existing file, save a file, and perform many other tasks.

The Quick Access Toolbar

Next to The Microsoft Office button is the Quick Access toolbar. The Quick Access toolbar provides frequently used commands. By default Save, Undo, and Redo appear on the Quick Access toolbar.

The Title Bar

Next to The Quick Access toolbar is the Title bar. The Title bar displays the title of the current working document. It contains three buttons such as Minimize, restore/Maximize and close buttons.

The Ribbon

In Microsoft Excel 2007, we use the Ribbon to issue commands. The Ribbon is located near the top of the screen, below the Quick Access toolbar. At the top of the Ribbon are several tabs. Clicking a tab displays several related command groups. Within each group are related command buttons.

Formula bar: It is located below the ribbon. The contents of the active cell always appear in the formula bar. We use formula bar to enter and edit work sheet data.

Name box: The name box displays reference of the selected cells.

Rows and columns headings: Worksheet made up of rows and columns. Horizontal lines are called as rows and vertical lines are called as columns.

Cell, Active cell and cell address: The area formed by the intersection of a row and column is called a cell. The cell with the cell pointer is called active pointer is called active cell.

Worksheet area: This area contains all the cells of the current worksheet identified by column headings, using letters along the top, and row headings, using numbers along the left edge with tabs for selecting new worksheets.

Sheet tabs: Excel 2007 contains 3 blank worksheet tabs by default. Click on the intended tab will go to the particular worksheet.

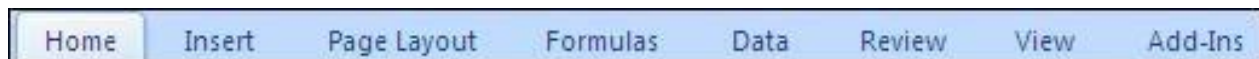
Status bar: It displays bottom of the screen. On the right and side zoom control and view buttons is there and left hand side Ready, enter and edit modes is there. By default excel mode is ready mode.

Horizontal scroll bars: It is to move the worksheet area in left or right direction.

Vertical scroll bar: It is to move the worksheet area in top or bottom direction.

3) Explain various Ribbons in Excel 2007? Or different Menu's in Excel.

Ribbons graphically display the changing features as you click on the menu-bar tabs.



Home tab

Home tab contains the most frequently used options such as cut-copy-paste, font formatting, alignment, Number, Conditional formatting, etc. All the options are used to format the data.

Home tab contain we have 7 groups: Clip board, Font, Alignment, Number, Styles, Cells, and Editing.

Insert tab

We use Insert tab to insert the picture, charts, filter, hyperlink etc. We use this option to insert the objects in Excel.

Insert tab contain we have 10 groups: Tables, Illustration, Apps, Charts, Reports, Spark lines, Filters, Links, Text, and Symbols.

Page layout tab:

In Page Layout tab, we use to prepare the workbook for printing and exporting to PDF format. Through this command, we can adjust the page in the way we want to see after printing.

In this menu tab, we have 5 groups: Themes, Page setup, Scale to fit, Sheet options, Arrange.

Formulas tab:

We use Formula tab to insert functions, define the name, create the name range, review the formula, etc. In ribbon, Formulas tab has very important and most useful functions to make dynamic reports.

Formulas tab contain we have 4 groups: Function library, Defined names, Formula auditing,

Calculation.

Data tab:

We use Data tab for the large amount of data. It is useful to import the data by connecting with the server, and we can import data automatically from web, MS Access etc. And sort & filter are very helpful options we have in Excel.

Data tab contains 5 groups: Get external data, Connections, Sort& filter, data tools, out line.

Review Tab

Review tab contains the editing feature, comments, track changes and workbook protection options.

Review tab contains 4 groups: Proofing, language, comments, changes.

View Tab

Every tab has its own importance in Excel ribbon in which View tab helps to change the view of Excel sheet and make it easy to view the data. Also, this tab is useful for preparing the workbook for printing.

View tab contains 5 groups:- Work book views, show, zoom, window, macros.

4). How to Create, save, open, close, prints and deletes a work sheet?

Creating a new workbook:

When we open MS-Excel, a new workbook will be opened. A work book contains three work sheets- sheet1, sheet2, and sheet3.

Step1: Click the Office Button,

Step2: Select New

Step3: Click create button.

Or

Press ctrl + N.

Saving a workbook:

Step1: Click the save button on the quick access tool bar

Or

Press Ctrl+ S

Step2: Then the Save as dialog box appears, type the file name and click save button.

Opening a workbook:

To open an existing work Book, follow the below steps.

Step1: Click the Office Button

Step2: Select Open

Or

Press Ctrl+ O

Then the Open dialog box appears, select the file and click open button.

Printing a workbook:

Step1: Click on office button

Step2: Select print option

Step3: Click ok.

Renaming the workbook:

The SAVEAS option is used to rename the files. When we click on the Save as option the save as dialog box appears to rename the file. Then enter the file name and click on the save button.

Closing the workbook: The CLOSE option can be used to close the current worksheet. (Or) press Ctrl+ W.

5). Write about Entering data in worksheet.

To Enter Data in excel

1. Click on the cell.
2. Begin typing. (If you make a mistake. use the **Backspace** key)
3. Press **Tab** key to move the next cell.
4. Press **Enter** key to go to the next row.

Generally three types of data can be entered into worksheets: -

- i. Text
- ii. Numbers and
- iii. Formulas.

Text Entry:

When the input starts with an alphabet in a cell, then it is treated as Text by MS-EXCEL. The text is left justified in the cell. We can edit the alignment of text using formatting features.

Editing means changing default settings. You can edit data in your worksheet to copy, cut, remove

data or update data.

Number Entry:

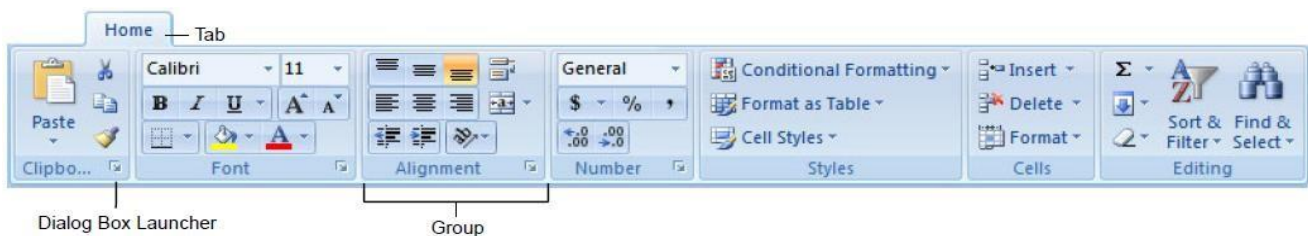
When the input starts with a number in a cell, then it is treated as number by MS-EXCEL. The number is right justified in the cell. We can change alignment of numbers using formatting features.

Formula Entry:

Formula is a self defined instruction for perform calculations. A formula must begins with a (=) equal to symbol.

6). Write about how to editing data in worksheet. Or Editing features in Excel.

Editing is the process of modifying cells/worksheets and manipulating the entered data.



The **Microsoft Office Clipboard** contains COPY, CUT and PASTE options.

In the **HOME TAB** the **EDITING** group contains **FIND, REPLACE, GOTO, and SORT & Filter** options.

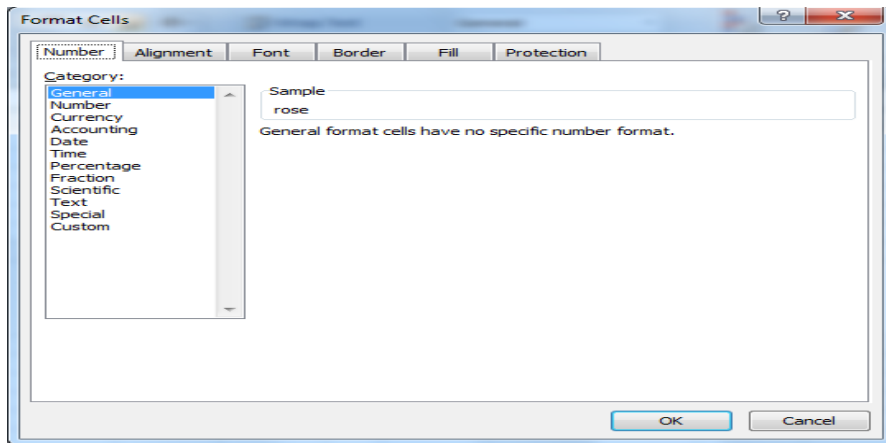
To Edit a Cell's Contents: Select the cell, Click the formula bar, and edit the cell contents. And press enter when you finish.

Copying and Pasting Data: To move a copy of your data from its current location to a new location:

- Select the cell or range of cells containing the data you wish to copy.
- From the **Clipboard** group of the **Home** tab, click on the **Copy** button.
- Click in the destination cell for your data.
- From the **Clipboard** group of the **Home** tab, click on the **Paste** button.

Cutting and Pasting Data: To move your data from its current location to a new location.

- Select the cell or range of cells containing the data you wish to cut.



- From the **Clipboard** group of the **Home** tab, click on the **Cut** button.
- Click in the destination cell for your data.
- From the **Clipboard** group of the **Home** tab, click on the **Paste** button.

Deleting data:

- To delete data in a cell, you just Select them and press delete.

Undo and Redo:

- The undo command is used to cancel the most recent action.
- The Redo command is used to recall the actions cancelled by the undo command.

Find and Replace: Find and Replace features is useful to locate data in the worksheet and replace it with new data.

Find data: On the **Home** tab, in the **Editing** group, click **Find**.

1. In the **Find what** box, type the text that we want to search.
2. To find each word or phrase click, **Find Next**.
3. To find all words at one time, click **Find All**.

Replace data: On the **Home** tab, in the **Editing** group, click **Replace**.

1. In the **Replace with** box, type the replacement text.
2. To find the next occurrence of the text, click **Find Next**.
3. To replace an occurrence of the text, click **Replace**.
4. To replace all occurrences of the text, click **Replace All**.

To insert a Column or row: Place the mouse pointer where you want to insert column or row. From the cells group of the home tab click insert option

To delete a column or row: Place the mouse pointer where you want to insert column or row. From the cells group of the home tab click delete option.

To insert comment: Select the cells where you want to insert a comment and click the review tab on the ribbon. Click the new comment button in the comments group. Type a comment, then click outside the comment text box. Point to the cell to view the comment.

7). Explain Number Formatting in Excel.

Formatting: Formatting means to change the default setting on a worksheet.

In the **Home** tab **cells** group, select **Format** **format cells**

The **format cells** dialog box appears -

1. To change the number option, click NUMBER TAB
2. Then the following options displayed like General, Number, percent, currency, accounting, date, time and text etc.
3. Choose any option then click on ok.

General: The general format is default number format, if the cell is not wide enough to show the entire number, the general format rounds numbers with decimals and uses scientific notation for large numbers. We can reset a number format to general format Ex: 256

Number: It is similar to number format, but it allows to specify number of decimal places and sign if the number of decimal places is 2. A number 256 represented as 256.00

Currency: It is similar to number format, it has currency symbol as prefix. If you have selected „,\$“ as a currency symbol. A number 256 represented as \$256.00

Accounting: It arrangement the currency symbols and decimal places in a column.

Date: It display date and time serial numbers as date values.

Percentage: It multiplies the cell value by 100 and display with a percentage symbol. Ex: 25600.00%

Fraction: It contain fractional values like $\frac{2}{3}$, $\frac{1}{4}$.

Scientific: It displays the numbers with +E or –E, ex: 1.23+E02 means $1.23 * 10^2$.

Text format: Text format cells treated as a text even a number is in the cell. The numbers are leftaligned in this format.

8) Explain different cell References in Excel. Or

What is cell referencing? Explain the various types of cell referencing.

Cell referencing: The cell address is known as the “cell reference”. The cell referencing is used in formulas. It can be a single cell address like D5 or a group of cells such as D5:D10.

The three methods of referencing cells are:

1. Relative referencing
2. Absolute referencing
3. Mixed referencing

1. Relative Referencing:

Excel recalculates any formula, when formulas are moved. They automatically change relatively to the location to which they are moved. This is known as relative referencing.

Example: Suppose, if the cell C2 contains the formula =A2+B2, whenever we copy this formula to the next row i.e. C3 then the formula in C3 is =A3+B3.

2. Absolute Referencing:

In absolute referencing the formula will not change relative to the position, when the formula is moved or copied. In absolute address „\$“ sign is used to indicate the absolute position of the cell address.

Example: The formula using Absolute reference =**\$A\$2+\$B\$2**

3. Mixed Reference: cell reference containing both relative and absolute reference.

Example:

\$A10+\$B10: Formula with absolute column reference and relative row reference.

While copying or moving the formula, Column A, B is fixed and row 10 varies.

A\$10+B\$10: Formula with absolute row reference and relative column reference.

While copying or moving the formula, Columns A, B vary and row 10 is fixed.

9). what is a formula in Excel. Explain formulas with suitable examples? What is formula? How to enter and edit a formula.

One of the most powerful features in MS-EXCEL is its capability to recalculate. This can be done through formulas.

Formula:

- Formula is a self defined instruction for perform calculations.
- Formula works according to the cell addressing.
- Formula appears on the formula bar.
- A formula must begin with a = (equal to) symbol.
- A formula always starts with equal sign.
- A formula can contain up to 255 characters.
- Spaces should not be used.

Example:

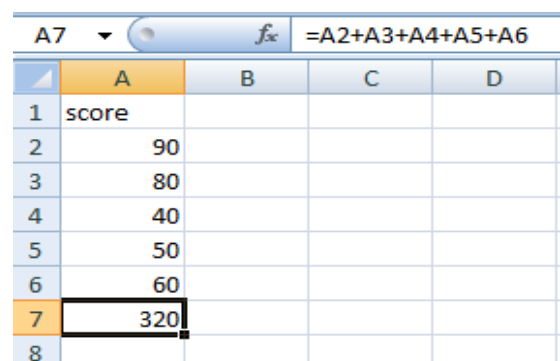
In the work sheet, column A contains five values.

Name box shows active cell address A7.

Formula bar shows formula

= A2+A3+A4+A5+A6

The result of the formula is available in the cell A7: 320



	A	B	C	D
1	score			
2	90			
3	80			
4	40			
5	50			
6	60			
7	320			
8				

Editing formula:

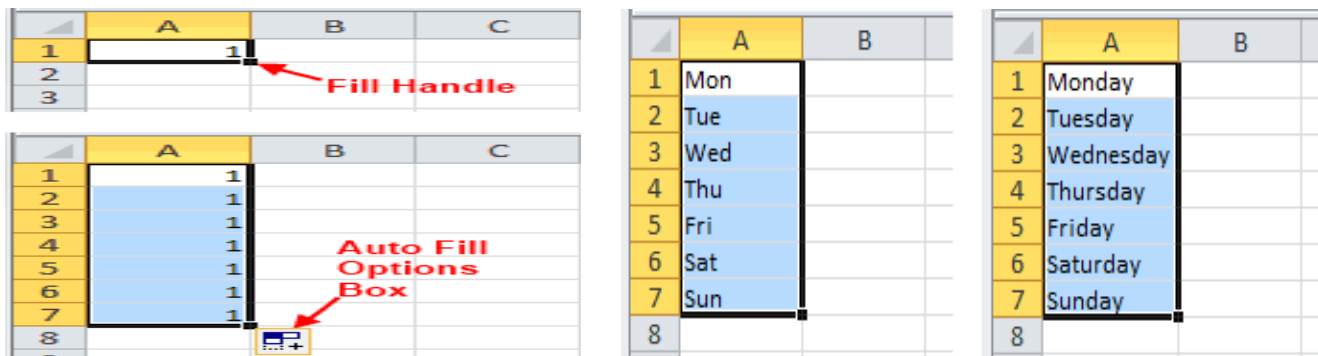
1. Click on the cell which contains the formula or result.
2. Click in formula bar make necessary changes.
3. Press enter key or click on check mark.

10). Explain Auto-fill and custom fill options in Excel.

Auto fill:

Auto fill is one of the feature present in the ms excel. When you typing a day, month, year and number the automatic series will be appeared by dragging it. This feature is called Auto fill. For Example if your typed “jan” and then dragged then it displays months form” jan to dec”.

To use the simple Excel Auto fills:



1. Enter a value into the start cell.
 2. Use the mouse to drag the 'fill handle' across the range of cells to be filled;
 3. When you drag the 'fill handle' across the range of cells to be filled, Excel will fill the selected cells, by either repeating the value in the first cell or by inserting a sequence from the first cell value (e.g. 1, 2, 3, ...);
-
4. Click on the 'Auto Fill Options' box, which will appear at the end of your selected range of cells. This will give you the following different options:
 - **Copy Cells** - copy the initial cell across the selected range;
 - **Fill Series** - fill the selected range with a series, starting with the initial cell value;
 - **Fill Formatting Only** - fill the selected range with the formatting, but not the values of the initial cell;
 - **Fill Without Formatting** - fill the selected range with values, but do not copy the formatting from the initial cell.

Ex: Auto-fill Text Values.

- The Excel Auto fill will generally fill a column with text values by repeating the value(s) in the first cell(s).
Months (abbreviated or full names):

Custom fill:

We can also create a list that is displayed like auto fill is known as the custom fill. It can be achieved as by selecting the custom list option. To do these follow these steps.

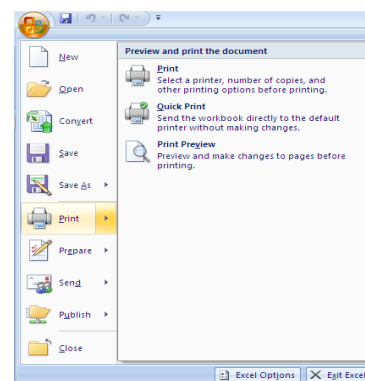
- Step1:** click office button
Step2: choose “Excel Options” in the lower right corner of the menu.
Step3: in the displayed window click on “edit custom list” option.
Step4: In that window select new list and type required data click Ok button.

11). Write about printing options in Excel.

Printers are used to print textual and graphical information on paper.

There are three print options accessible from the office button in excel 2007. Follow these steps.

- Step1:** Click on the office button, then it will display drop down menu.
Step2: From the displayed menu select the arrow to the right of print.
Step3: Then it will display the following options.
- 1) Print
 - 2) Quick print



3) Print preview

Print: - Print option will display standard dialogue box, it contain various options it contain various options like printer, print range, number of copies etc.

Microsoft Office button Print

Then the print option dialogue box will appeared.

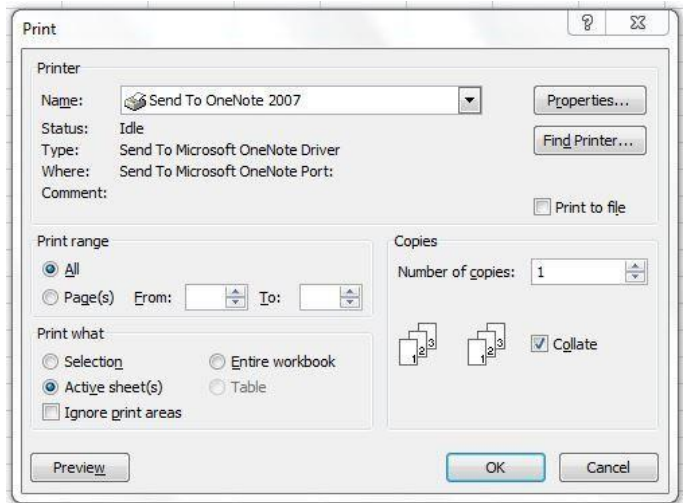
i. **Printer:** - This option is used to change Printer.

ii. **Print range:** It contain two options

- All: The default setting – This option allows print all pages in the worksheet.
- Pages: This option allows specifying start and ending page numbers for those pages to be printed.

iii. **Print what:** - it contains the following options.

Active sheet: - It is default setting, prints the work sheet page that was on screen when the



print dialogue box was opened.

- Selection: - Prints a selected range on the active worksheet.
- Workbook: - Prints pages in the work book containing data.
- Copies: - It contains two options.
- No. of copies: set the number of copies to be printed.
- Collate: If printing more than one copy of a multi-page workbook, you can choose to print copies in sequential order. It uses current print settings such as default printer and paper size.

Quick Print: - This option is used to print the current worksheet with one click. It uses the current printer settings such as default printer and paper size etc. Generally it is used for to print draft copies of work sheet for proofing.

Print preview: - When we click this option, it will display a separate window; it is used to check the details before printing. It contains the following options.

- Print – Opens the Print dialog box.
- Page Setup – Opens the Page Setup dialog box.
- Zoom – Allows you to magnify the worksheet.
- Next and Previous buttons – Scroll through all pages being previewed.
- Show Margins – Displays margins for pages being previewed.
- Close Print Preview – Closes the preview window and returns you to the active worksheet.

FORMATTING OPTIONS

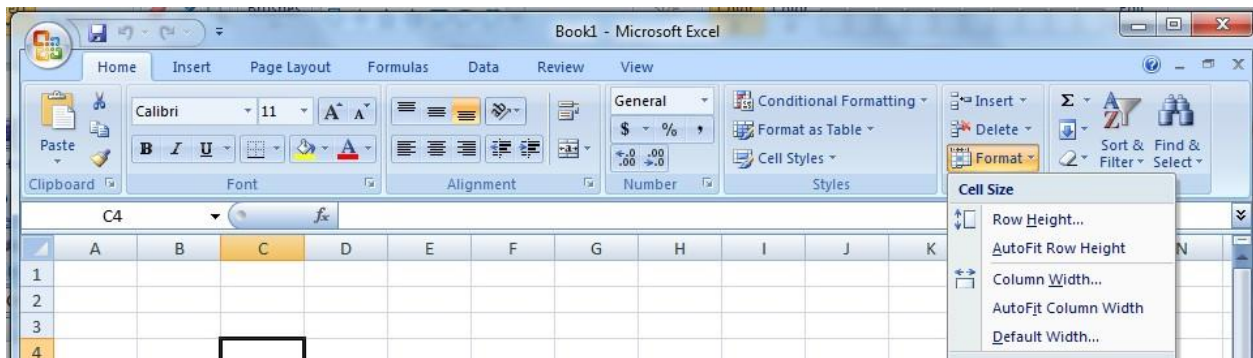
1). Write about formatting features are in excel:

Formatting Cells: In Ms-Excel, Formatting means to change the default setting of worksheet, row column, cell etc. Ms-Excel provides various formatting features to create a worksheet more impressive. They are:

- Change the Row height
- Change the column width
- Alignment of cell values.
- Changing font, font size, color etc.
- Showing borders to the cells etc.

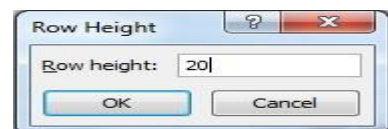
Steps:

- In the **Home tab** **cells group**, select **Format** option.
- It will display Row height, Column width:



Change the row height: if you want to change “ROW HIEGHT” in Excel follows the given steps

1. Select **FORMAT** **ROW HEIGHT**
2. It displays Row Height dialogue box
3. Enter Row height and click on ok button.



Change the column width: if you want to change “COLUMN WIDTH” in Excel follows the given steps

1. Select **FORMAT** **COLUMN WIDTH**
2. It displays Column Width dialogue box
3. Enter Column Width and click on ok button.



Format Text: if you want to change the font name, font size, font style, borders, fill color and color we use the format text option.

Step1: select the cell or range of cells.

Step2: Home tab font group

Format values: If you want to change the number format we use this option.

Step1: select the cell or range of cells

Step2: Home tab Number

To copy Formatting with Format painter: Select the cells with the formatting you want to copy and click the format painter button in the clipboard group on the home tab. Then select cells you want to apply the copied formatting to.

To change cell alignment: Select the cells and click the appropriate alignment button (Align left, center, Align right) in the alignment group on the home tab.

To Add Cell Borders: Select the cell, click the border button list arrow in the font group on the Home tab, and select a border type.

To add cell shading: Select the cells, click the fill color button list arrow in the font group on the Home tab, and select a fill color.

To apply a document theme: Click the page layout tab on the ribbon, click the themes button in the themes group, and select a theme from the gallery.

To insert header or footer: Click the insert tab on the Ribbon and click the Header & footer button in the text group enter header text.

Format Sheet: Using this feature, we can do the following;

- Change the name of worksheet.
- Hide or display a worksheet.
- Fill the background of a worksheet with a picture; but this will not be printed.

FUNCTIONS

2) What are functions? Give its advantages

Function Definition

A function in *Excel* is a built-in formula that performs a mathematical operation or returns information specified by the formula. As with every formula created in *Excel*, each function starts with an equal (=) sign.

Function Syntax

The syntax of a function begins with the function name, followed by an opening parenthesis, the arguments for the function separated by commas, and a closing parenthesis. If the function starts a formula, an equal sign (=) displays before the function name.

Syntax = Function Name (Arguments)

Example: =SUM (D2:F2)

In the above example, the function name is **Sum** and the argument for the function is the range "D2:F2".

Parts of Functions:

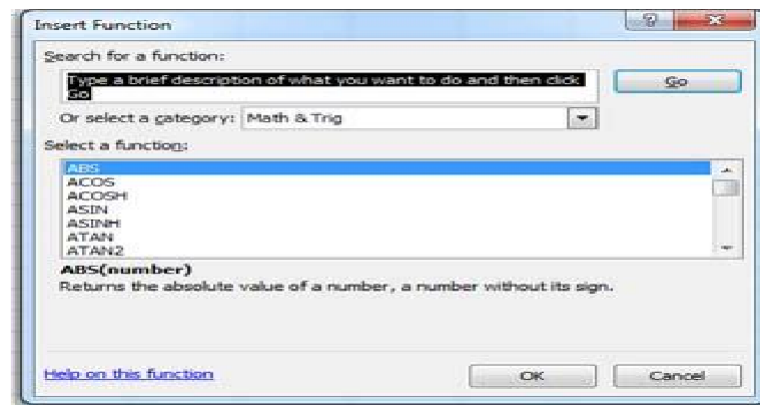
Every function in MS-EXCEL contains two parts. They are

1. Function name and 2. Arguments

- Function name indicates the work to be done by a function like SUM(), COUNT() etc.
- Arguments are the values to be given to the function. Arguments are enclosed in parenthesis. They can be strings, numbers or both.

Steps:

- In the **formulas tab**, select **Insert function**.
- **Insert function** dialog box appears.
- We can select the required function type from the category.



Advantages of functions:

1. Functions are in-built, so the user need not write the functions to use it.
2. Functions are used to calculate simple and complex computations.
3. Complex calculations can be done easily and quickly using functions.
4. The result provided by the functions is accurate and reliable.
5. Some functions like IF helps to check the arguments and shows results based on the values.
6. Functions are used in our day to day activities to find the interest rate on deposits, repayment of loan amount etc.

2). Write about the various types of functions available in MS-Excel.

Functions are predefined formulas that perform calculations by using the given values, called arguments. The various types of functions available in MS-EXCEL are:

1. Mathematical functions
2. Statistical functions
3. Engineering functions
4. Logical functions
5. Date & time functions
6. Financial functions
7. Text functions
8. Financial functions

Mathematical functions: These functions are used to calculate simple and complex mathematical and trigonometric operations such as finding square root, factorial, GCD, SIN, COS etc. There are several functions available in this category. Some of the functions are:

1. **Abs():** This function returns the absolute value of a given number.

Syntax: =abs (number) **Example:** =abs (-11.56) **output:**11.56

2. **Sqrt ():** This function returns the square root of a given number.

Syntax: =Sqrt (number) **Example:** =sqrt (625) **output:** 25

3. **Fact ():** This function returns factorial of a given number.

Syntax: =fact (number) **Example:** =Fact (5) **output:** 120

4. **Gcd ():** This function returns the greatest common divisor of two or more numbers.

Syntax: =GCD (number1, number2) **Example:** =GCD (24, 36) **output:** 12

5. **LCM ():** This function returns least common multiple of two or more numbers.

Syntax: =LCM (number1, number2) **Example:** =GCD (4, 3) **output:** 12

6. **Mod ():** This function returns the remainder.

Syntax: =Mod (number, divisor) **Example:** =Mod (10, 3) **Output:** 1

Statistical functions: Statistical functions perform statistical analysis on ranges of data. These functions will take up to 30 arguments.

1. **Sum():** This function adds all the numbers in a range.

Syntax: =Sum (cell number: cell number) **Example:** =Sum (A1:A10)

2. **Average ():** This function returns the average value in a set of values on a worksheet.

Syntax: =Average (cell number: cell number) **Example:** =Average (A1:A10)

3. **Max ():** It returns the maximum value from a given range.

Syntax: =Max (cell number: cell number) **Example:** =Max (A1:A10)

4. **Min ():** It returns the minimum value from a given range

Syntax: =Min (cell number: cell number) **Example:** =Min (A1:A10)

5. **Count ():** Counts the number of cells that contain numbers within the list of arguments.

Syntax: =count (cell number: cell number) **Example:** =count(A1:A10)

6. **Mode ():** It returns a number, which occurs more number of times in the specified list.

Syntax: mode (number1, number2, ...)

7. **Rank ():** It is used to find the rank of a given number with in the specified list of values. Use absolute address for reference and relative address for number.

	A	B	C	D	E
1	S1	S2	S3	TOT	RANK
2	55	96	87	244	
3	77	78	88	249	
4	86	87	88	249	
5	67	56	67	196	

SYNTAX: rank(number, reference)

To find rank of cell d2 by comparing the cells d2 to d5, type function in e2.

=rank(d2,\$d\$2:\$d\$5)

D2 is the number to which you are finding the rank.

Engineering functions: These functions are used to perform engineering operations like converting data from one format to other format etc.

1. **Bin2Dec ():** This function converts binary number into decimal number.

Syntax: =Bin2dec (number) **Example:** =Bin2dec(111) **Output:**

2. **Bin2Oct ():** This function converts binary number into octal number.

Syntax: =Bin2Oct (number) **Example:** =Bin2Oct (111) **Output:**

3. **Bin2hex () :** This function converts binary number into hexadecimal number.

Syntax: =Bin2hex (number) **Example:** =Bin2hex (1010) **Output:**

4. **Dec2bin ():** This function converts decimal number to binary number.

Syntax: =Dec2Bin(number) **Example:** =Dec2bin(7) **Output:**

5. **Dec2Oct ():** This function converts decimal number to octal number.

Syntax: =Dec2Oct (number) **Example:** =Dec2Oct(7) **Output:**

6. **Oct2 bin ():** This function converts octal number to binary number.

Syntax: =Oct2Bin(number) **Example:** =Oct2Bin(7) **Output:**

7. **Oct2 Dec ():** This function converts octal number to decimal number.

Syntax: =Oct2Dec(number) **Example:** =Oct2Dec(15) **Output:**

8. **Hex2bin ():** This function converts hexadecimal number to binary number.

Syntax: =Hex2bin(number) **Example:** =Hex2bin ("A") **Output :**

9. **Hex2Dec ():** This function converts hexadecimal number to decimal number.

Syntax: =Hex2dec(number) **Example:** =Hex2dec("A") **Output:**

Logical functions: These functions will perform logical operations on the data. They are used to compare values using relational expressions.

1. **If ():** If the condition is true then true statement will be printed. If the condition is false then false statement will printed.

Syntax: =If (condition, true-statement, false-statement) **Ex:** =If (d5>=35,"pass","fail")

2. **And ():** This returns TRUE if all its arguments are TRUE; returns false if one or more arguments are FALSE.

Syntax: =AND (condition1, condition2.....)

Example: = AND(D5>35,A5>50)

3. OR (): This returns TRUE if any condition is TRUE; returns FALSE if all conditions are FALSE.

Syntax: =OR (condition1, condition2... ..) **Example:** =OR(100>10,50<10)

Date & Time functions: These functions work on date and time values.

1. TODAY (): This function returns the current date. This function does not require any argument.

Syntax: Today () □ Example: Today () □ Result: 2/09/2012

2. NOW (): This function returns the current date and time. This function also does not require any argument to be given by the user.

Syntax: Now () □ Example: Now () □ Result: 2/09/2012, 10.23

3. DATE (): This function returns the number that represents the current in Microsoft excel format.

Syntax: date (year, month, day) □ Example: date (2012, 12, 4) □ Result: 12/4/2012

4. DAY (): This function returns the day of the month from the given date. If 12/4/2012 is given as a date in A1 cell, then the function returns 4,

Syntax: day (serial number) □ Example: day (A1) □ Result: 4

5. MONTH (): This function returns the month from the given date. If 12/4/2012 is given in A1 cell then the function returns 12.

Syntax: month (serial number) □ Example: month (A1) □ Result: 12

6. YEAR (): This function returns the year from the given date. If 8/3/2012 is given in A1 cell, then this function returns 2012.

Syntax: year (serial number) □ Example: year (A1) □ Result: 2012

7. TIME (): This function returns a time format when hours, minutes and seconds are given as numbers. **Syntax:** Time (hours, minutes, seconds)

Text functions: These functions, generally, will work on string values (text). Some functions will take text and/or numbers as input and give text output; some take text as input and give numeric output.

1. Char(): This function returns ASCII characters. The range is (0-255).

Syntax: =Char (number) **Example:** =Char (65) **Output:** A

2. Code (): This function returns ASCII values of a given character.

Syntax: =Code (character) **Example:** =Code ("A") **Output:** 65

3. Upper(): This function converts the given string into uppercase .

Syntax: =Upper (string) **Example:** =Upper ("mahesh") **Output:** MAHESH

4. Lower(): This function converts the given string into lowercase .

Syntax: =lower (string) **Example:** =lower (“MAHESH”) Output: mahesh

5. Len(): This function returns the number of characters in a given string.

Syntax: =len(string) **Example:** =LEN("mahesh") Output: 6

8. Financial functions: Excel financial functions can be used to determine changes in dollar value of investments and loans and other financial transactions. Most of the financial and cost accountants use excel financial functions for their work. Some of the financial functions are:

1. RATE (): It calculates the rate of interest per period.

Syntax: RATE (nper, pmt, pv, fv, type, guess)

Where

nper – Total payment period.

Pmt – Payment made per period

Pv – Present value of the total amount.

Fv – Future value

Type – number 0 or 1 depending on whether the payment is to be made at the end of the period or at the beginning respectively.

RATE	
Data	Description
4	Years of the loan
-200	Monthly payment
8000	Amount of the loan
1%	Monthly rate of the loan with the above terms (1%)
9.24%	Annual rate of the loan with the above terms (0.09241767 or 9.24%) RATE(B21*12, B22, B23)*12

2. FV() : It calculates the future value of any investment

Syntax: fv(rate, nper, pmt,

pv,type)rate – periodic rate of interest

Nper – total payment period

Pmt –payment made per period

Pv – present value of the total amount

Type – number 0 or 1 depending on whether the deposit is to be made at the end of the period or at the beginning respectively.

FV	
Data	Description
6%	Annual interest rate
10	Number of payments
-200	Amount of the payment
-500	Present value
1	Payment is due at the beginning of the period
\$2,581.40	Future value of an investment with the above terms (2581.40) FV(B12/12, B13, B14, B15, B16)

3.Pv() : It calculates the present value of any investment.

Syntax: pv(rate, nper, pmt, fv, type) Where rate – periodic rate of interest
Nper – total payment period

Pmt – payment received per period

Fv – future value of the total amount

Type number 0 or 1 depending on where the payment is received at the end of the period or beginning respectively.

P V	
Data	Description
500	Money paid out of an insurance annuity at the end of every month
8%	Interest rate earned on the money paid out
20	Years the money will be paid out
(\$59,777.15)	Present value of an annuity with the terms above (-59,777.15). PV(A4/12, 12*A5, A3, 0)

4.NPER(): It calculates the number of payment periods required to calculate the investment to a specified future value.

Syntax: nper(rate, pmt, pv,fv,type)

NPE R	
Data	Description
12%	Annual interest rate
-100	Payment made each period
-1000	Present value
10000	Future value
1	Payment is due at the beginning of the period
59.67386567	Number of periods =60 NPER(B3/12, B4, B5,B6,1)

5.NPV () : Calculates the net present value of an investment by using a discount rate and a series of future payments (negative values) and income (positive values).

Syntax : NPV(rate,value1,value2, ...)

Rate is the rate of discount over the length of one period.

Value1, value2, ... are 1 to 254 arguments representing the payments and income.

Value1, value2, ... must be equally spaced in time and occur at the end of each period

NP V	
Data	Description
10%	Annual discount rate
-10,000	Initial cost of investment one year from today
3,000	Return from first year
4,200	Return from second year
6,800	Return from third year
\$1,188.44	Net present value of this investment (1,188.44)

NPV(A3,A4,A5,A6,A7)

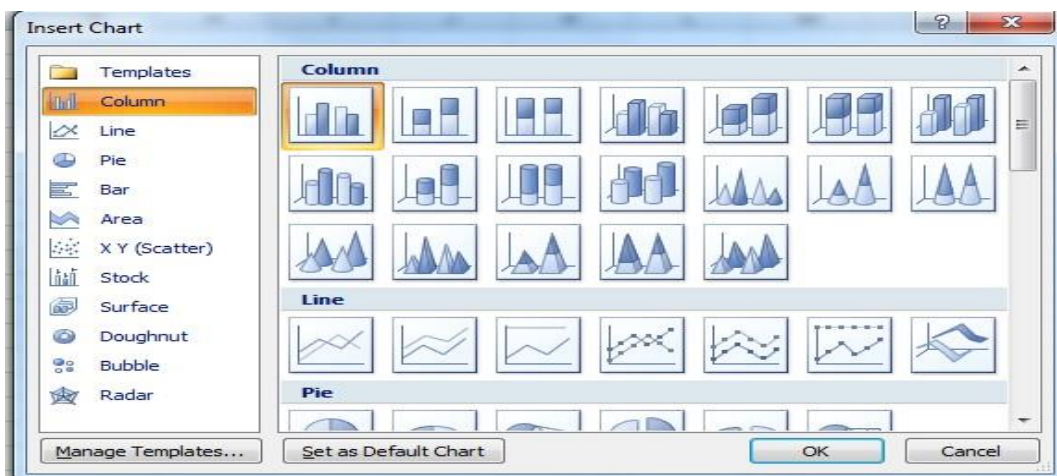
CHARTS

1) What is a chart? How to create charts in MS excel.

Chart: A chart is a graphical representation of numerical data in a work sheet. Charts make data easy to read, understand and analyze. By using excel we can create 2 Dimensional and 3 Dimensional charts.

Creating charts:

1. Select the data in a worksheet
2. Insert tab charts group click create chart option
3. Then the **Insert Chart** dialog box appears.



4. Select the Chart type and click on the ok button.

2) What is chart? Explain various types of Charts in Ms-Excel?

Chart: A chart is a graphical representation of numerical data in a work sheet. Charts make data easy to read, understand and analyze. By using excel we can create 2 Dimensional and 3 Dimensional charts.

TYPES OF CHARTS:

- Column chart
- Line chart
- Pie chart
- Bar chart
- Area chart
- x y (scatter) chart
- Stock chart
- surface chart
- Doughnut chart
- bubble chart
- radar chart

Column chart:

It compares the values across the category but displays them in vertical bars. The height of

the column is proportional to the value of the data point according to a scale. **Line chart:**

The data points in a series are equally spaced horizontally. The points in a series are joined by a single line.

Pie charts:

It displays the contribution of each value for a total value. The Pie chart is drawn for the first data series when more than one data series is selected.

Bar charts:

It also compares the values across the category but displays them in vertical bars. The length of the horizontal bar is proportional to the value of the data point according to a scale.

Area chart:

The data points in a series are equally spaced horizontally. The points in a series are joined by straight lines.

Scatter (xy) chart:

In XY chart two or more data series are plotted. The first data series is plotted on X- axis and the result of the series are plotted on Y-axis.

Stock charts:

Three series must be selected to display stock charts. For example - high, low and close values of a stock price. The chart consists of a vertical line between high value, low value and closing value.

Surface chart:

A surface chart is useful, when we want to find optimum combination between two sets of data.

Doughnut chart:

The doughnut chart is like a pie chart, but the circle has a hollow center and more than one series may be shown in it.

Bubble chart: it is similar to scattered chart, it compares 3 sets of values, the third value displays at the size of the bubble marker.

Radar chart:

Data that is arranged in columns or rows on a worksheet can be plotted in a radar chart. Radar charts compare the aggregate values of a number of [data series](#).

Q) What is chart? What the parts are in excel chart?

Explain chart terminology in MS Excel.

How work sheet data is represented in a chart?

Chart: A chart is a graphical representation of numerical data in a work sheet. Charts make data easy to read, understand and analyze. By using excel we can create 2 Dimensional and 3 Dimensional charts.

Creating charts:

1. Select the data in a worksheet
2. Insert tab charts group click create chart option
3. Then the **Insert Chart** dialog box appears.

Chart parts and Terminology: A chart consist the following components.

Data Series: A chart represents the relationship between two sets of data. One set of data represents X- axis and other set of data represents Y- axis.

Data Markers: Data markers are the bars, lines, dots, pictures or other elements used to represent a particular data point (a single value in the series). When charts have more than one data series, the markers for each series look different.

Axes: MS- EXCEL uses three axes - X, Y and Z axes. Usually the X-axis can be seen horizontally (left to right) and Y-axis is vertically (bottom to top). In 3-D charts, the Z-axis displays vertically and the X and Y axes are at angles to display values.

Category Names: Category names are worksheet labels for the data being plotted along the X-axis. Some charts show labels on Y-axis.

Legend: Legends are displayed in a box. A sample of the colour, shape or pattern is used for each data series.

Gridlines: These are the lines that are displayed on chart horizontally and vertically to show X and Y axes.

Data table: It is the source of data for plotting the chart.

Explain Data sorting features in Excel?

Sorting is the process of arranging the data in Ascending or Descending order.

Procedure to Sorting data

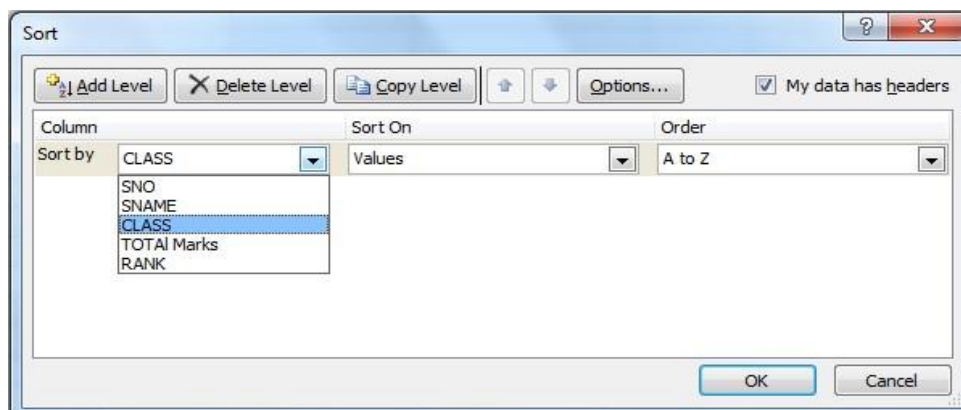
Step1: Select the range of cells you want to sort.

Step2: Select sort and filter group from the **Data** tab.

Step3: Click the **Sort** command to open the **Custom Sort** dialog box



Step4: Click the drop-down arrow in the **Column Sort by** field, and then choose one of the option.



Step5: Choose what to **sort on**. In this example, we'll leave the default as **Value**.

Step6: Choose how to **order the results**. Leave it as **A to Z** so it is organized alphabetically.

Step 7: Click **OK**.

The spreadsheet has been sorted. All of the categories are organized in alphabetical order.

What Is Filtering? Explain filtering features in Excel?

Filter is the process of extracting the rows that matches the criteria. Filtering or temporarily hiding data in a spreadsheet is simple. This is used to focus on specific spreadsheet entries.

Procedure to filter data:

Step1: Select the labels

Step2: Click the **Filter** command on the **Data** tab from sort and filter group.

Then Drop-down arrows will appear besides each column heading.

Step3: Click the drop-down arrow next to the heading we would like to filter.

Step4: Uncheck **Select All**.

Step5: Click OK. All other data will be filtered, or hidden, and only the select data is visible.

To clear filter:

- Select one of the drop-down arrows next to a filtered column.
- Choose **Clear Filter From...**

Explain how to validate data through Data validation feature?

It defines what data is valid for individual cells or cell ranges, restricts the data entry to a particular type such as whole numbers, decimal numbers or text and sets limits on valid entries.

Whenever we enter data into the worksheet, normally, it allows any type of data. But sometimes we should enter valid values (set or range) in the work sheet. For example, if we want to enter only a particular range of values i.e. from 0 to 100 in marks column.

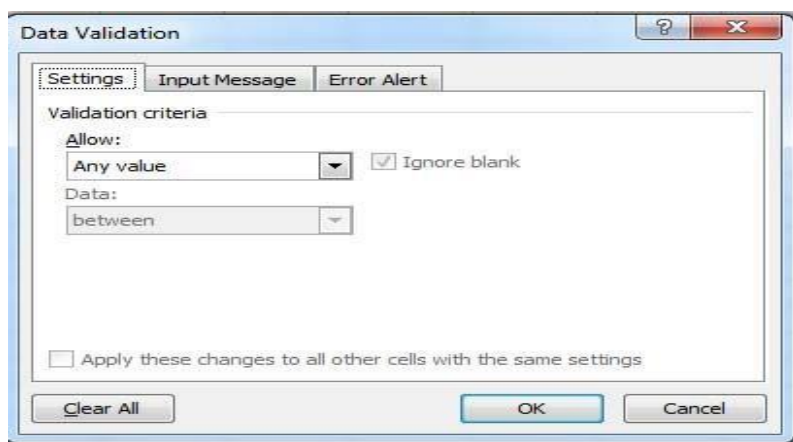
We can apply this feature for numbers, text, date and time data entries. The data validation restricts invalid data entries in the specified range. But this method works only at the time of data entry into the cells.

Procedure to apply data validation Step1:

Select cell or range of cells.

Step2: Click on data validation from the data tools group on the data tab.

Then it will display data validation dialogue box.



- In the Settings tab, click List in the Allow drop-down list like whole numbers, decimal, list, date, time etc.
- By default, the **Ignore blank** and In-cell Dropdown check boxes are selected. Do not change them.

- In the input message tab type the title and message
- In the error alert tab select the style and type the title and message.

Step3: Click OK to apply the setting in the selected range of cells.

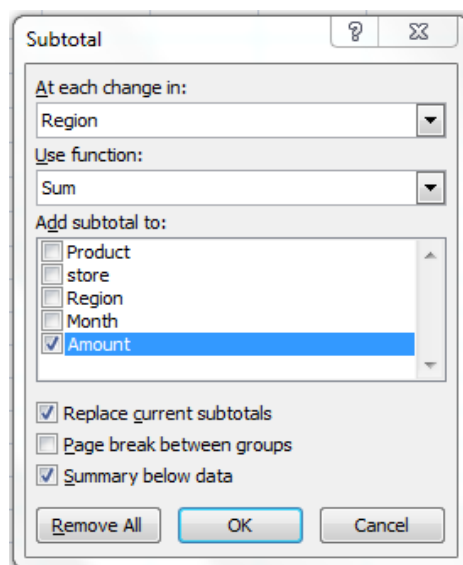
Explain how to Grouping cells using the Subtotal command?

Grouping is a useful Excel feature. It gives to control over how the information is displayed. You must **sort before you can group**. In this section, we will learn how to create groups using the Subtotal command.

Subtotals: It calculates subtotals and grand total values for the labeled columns we select. Excel automatically inserts and labels the total rows and outlines the list.

To create groups with subtotals:

- ☞ Select any cell with information in it.
- ☞ Click the **Subtotal** command from the outline on the **Data** tab.
- ☞ The information in your spreadsheet is automatically selected, and the Subtotal dialog box appears.
- ☞ Decide how you want things grouped. In this example, we will organize by **Region**.
- ☞ Select a **function**. In this example, we will leave the SUMfunction selected.
- ☞ Select the column where you want the Subtotal to appear. In this example, Amount is selected by default.
- ☞ Click **OK**. The selected cells are organized into **groupswith subtotals**.

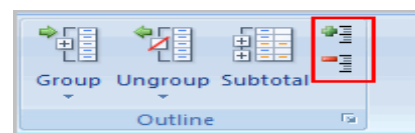


To collapse or display the group:

- Click the **black minus** sign, which is the **hide detail** icon, to **collapse** the group.
- Click the **black plus** sign, which is the **show detail** icon, to expand the group.
- Use the **Show Details** and **Hide Details** commands in the Outline group to collapse and display the group as well.

To ungroup select cells:

- Select the cells you want to **remove** from the group.
- Click the **Ungroup** command.
- Select **Ungroup** from the list. A dialog box will appear.
- Click **OK**.



To ungroup the entire worksheet:

- Select all cells with grouping.
- Click **Clear Outline** from the menu.

Product	store	Region	Month	Amount
SYSTEM	ASSAM	East	MAR	987
BOOK	Arunachalpradesh	East	JAN	357
		East Total		1344
Book	tamilnadu	South	JAN	123
Video	karnataka	South	MAR	321
SYSTEM	Andhrapradesh	south	MAR	753
		South Total		1197
Video	Gujarath	west	FEB	456
Book	Gova	West	APR	654
Video	Himachapradesh	West	JAN	789
BOOK	Punjab	West	FEB	159
		west Total		2058
		Grand Total		4599

Describe in detail Scenarios in excel.

scenarios saved, we can load different scenarios into your worksheet, compare and contrast them to see which one gives the best results.

Generally we use scenarios to represent different budget options, evaluate different financial forecasts, or to compare different data projections based on a number of factors.

Creating a Scenario

When we are creating scenarios for a worksheet, it is a good idea to create a *base scenario* with the actual or current data for the worksheet.

To create a base scenario in Excel:

- Select the **Data Ribbon, Data Tools** group, click the **What-If-Analysis** button and select the **Scenario Manager**
- Click the **Add** button to display the Add Scenario dialogue box
- Enter a name in the Scenario Name text box
- In the Changing Cells text box, select the cells whose values will be changing with your mouse (limited to 32 changing cells)
- You can also add some remarks describing the scenario in the Comment area of the dialogue box if you wish. Click OK to show the Scenario Values box.
- Click OK to return to the Scenario Manager Dialogue box.

To create a second scenario to compare with the base scenario

- Click the **Add** button to display the Add Scenario dialogue box
- Enter a name for your new scenario in the Scenario Name text box
- Click the OK button to show the Scenario Values box.
- Click the OK button to create the scenario.

To view a scenario:

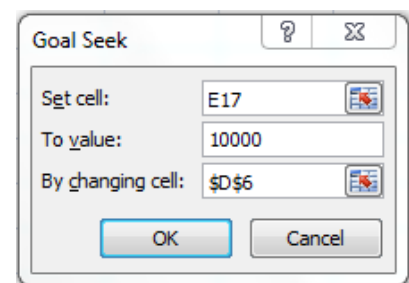
- Select the Data Ribbon, Data Tools group, click the What-If-Analysis button and select the Scenario Manager
- Select a scenario from the Scenario Manager
- Click the Show button to see the results of the given scenario in the spreadsheet.

Describe in detail Using Goal Seek.

Excel can adjust in order to reach the goal.

To use Goal Seek:

- Select the cell that contains the formula that you wish to set to a certain value (goal)
- On the **Data Ribbon, Data Tools** group, click the **What-If-Analysis** button and select the **Goal Seek** option.
- The selected cell is entered into the **Set Cell** text field automatically
- In the **To Value** text field enter the value/result you want Excel to adjust the **Set Cell** to
- In the **By changing cell** text field, select the cell which contains the formula input you want Excel to adjust to reach your goal.
- Click the **OK** button, The **Goal Seek Status** box reports that a solution has been found.
- Clicking the **Cancel** button will restore the original worksheet values.



- Clicking **OK** will enter the Goal Seek solution values into the worksheet.

Describe in detail Using Solver

Sometimes, when dealing with more complex problems, the Goal Seek feature cannot provide the kind of forecast or analysis you are looking for. In this type of situation, Excel 2010's Solver feature might be able to help.

The Solver is an Excel feature that is designed for optimizing systems of equations subject to specific constraints.

The Solver can be used to find optimal solutions for linear programming problems involving multiple equations and multiple unknowns.

An optimal solution might be one that maximizes profit, or it could be one that minimizes costs. Basically, the optimal solution will depend on the context of the situation and what you are looking for.

MICROSOFT – POWER POINT

1. What is Power point presentation?

A) **Presentation:** A presentation is a collection of data and information that is to be delivered to a specific audience. A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

2. What is Microsoft office button?

A) The Microsoft Office Button contains many buttons to perform functions like creating a new presentation, Open an existing presentation, save and save as, print, send, or close.

3. What are the 7 tabs in ribbon in Power point?

A) **Ribbon:** The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View.

4. What is Quick access toolbar?

A) **Quick access tool bar:** The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use.

5. What is mini toolbar?

A) **Mini tool bar:** This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.

6. What are the 7 slide views in presentation views in group in view tab?

- A)
- | | |
|----------------------|------------------------|
| a) Normal view | e) Slide Master view |
| b) Slide Sorter view | f) Handout Master view |
| c) Notes Page view | g) Notes Master view |
| d) Slide Show view. | |

7. What are the themes?

A) **Themes:** Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation.

8. What is a template?

A) **Template:** A template is a pattern or blueprint or model or “Starter” document that contains starting content or boilerplate text.

9. Expand and Write the concept of

OLE? A) **OLE- Object Linking and Embedding.**

OLE provides use of hyperlinks to move from one slide to another, to a network or Internet location, or even to another file or program altogether.

10. What is meant by copy and move a text?

A) **Copy:** When we make copy (copy and paste) it is present at both places source and destination.

Move: When you make a move (cut and paste) it is present only at the destination and no more in the source.

11. What is meant by undo and redo?

A) **Undo:** Undo helps to take the document to previous stage after most recent actions. **Redo:** Redo helps to take the document to the advanced or most recent actions.

12. What is spell check?

A) **Spell check:** Used to check the spelling mistakes typed in a document. The wrong words will be highlighted by red color under line. We can correct the mistakes typed in the document with this facility.

13. What is word art?

A) **Word Art:** Word art is used to type the text with different styles and sizes.

14. What are the four alignments? A)

- **Align Left:** the text is aligned with your left margin
- **Center:** The text is centered within your margins
- **Align Right:** Aligns text with the right margin
- **Justify:** Aligns text to both the left and right margins.

15. What is indentation?

A) **Indentation:** Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs.

16. What are text directions?

A) **Text Direction:** Text Direction helps the user how the text to be aligned like Horizontal, Vertical, Rotate and Stacked.

17. Expand AVI and MPEG

A) **AVI:** Audio Video Interleave
MPEG: Moving Picture Experts Group.

18. What is clipart?

A) **Clipart:** Clip art is an illustration/picture existed in the system to insert in the document.

19. What is smart art?

A) **Smart Art:** Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow.

20. What is photo album?

A) **Photo Album:** The photo album feature is new in PowerPoint 2007 and allows us to easily create a photo album to share pictures.

21. What is a slide transition?

A) **Slide Transitions:** Transitions are effects that are in place when we switch from one slide to the next like speed and sounds.

22. What is a slide animation?

A) **Slide Animation:** Animation means to add a special visual or sound effect to text or an object. Slide animation effects are predefined special effects that you can add to objects on a slide.

23. Write the groups of each tab of a ribbon in power point?

A) **Home:** Clipboard, Slides, Font, Paragraph, Drawing, and Editing
Insert: Tables, Illustrations, Links, Text, and Media Clips
Design: Page Setup, Themes, Background
Animations: Preview, Animations, Transition to this Slide
Slide Show: Start Slide Show, Set Up, Monitors
Review: Proofing, Comments, Protect
View: Presentation Views, Show/Hide, Zoom, Window, Macros

24. Write the steps to Create, Save and preview a presentation?

A) **To create a new presentation from a blank slide:**

- Click the **Microsoft Office Button**.
- Click **New**
- Click **Blank Presentation**.

Save a Presentation::

- Click the **Microsoft Office Button**
- Click **Save**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**
- Select **Save button**.

Preview a presentation as a slide show:

1. On the **Slide Show** tab, in the **Start Slide Show** group, do one of the following:
 - To start with the first slide in the presentation, click **From Beginning**.
 - To start with the slide that currently appears in the **Slide** pane, click **From Current Slide**.

The presentation opens in Slide Show view. 2. Click to advance to the next slide.

25. Write about formatting a text in a power point?

A) **Change Font Typeface::**

- Click the **arrow** next to the font name and choose a font.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.

To change the font size:

- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.

Font Styles and Effects:

Font styles are predefined formatting options that are used to emphasize text.

They include: Bold, Italic, and Underline. To add these to text:

- Select the text and click the **Font Styles** included on the Font group of the Home tab or
- Select the text and right click to display the font tools

To change the text color:

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.

26. What are the steps to add Video and Audio to the presentation?

A) Adding Video

Video clips can be added to the presentation. To add a video clip:

- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**

To edit the video options:

- Click the movie icon
- Click the **Format** tab

Adding Audio

Audio clips can be added to the presentation. To add an audio clip:

- Click the **Audio** button on the Insert tab
- Choose **Sound from File, Sound from Clip Organizer, Play CD Audio Track, or Record Sound**

To edit the audio options:

- Click the audio icon
- Click the **Format** tab

27. Write about graphics in power point? A) Graphics in power point involved with

- Adding picture Clip art
- Basic shapes
- Smart art
- Photo album

Adding Picture

- 1) Click the **Insert** Tab
- 2) Click the **Picture** Button
- 3) Browse to the picture from your files
- 4) Click the **name** of the picture
- 5) Click **insert**
- 6) To move the graphic, click it and drag it to where you want it

To add Clip Art:

- 1) Click the **Insert** Tab
- 2) Click the **Clip Art** Button
- 3) Search for the clip art using the search Clip Art dialog box
- 4) Click the **clip art**
- 5) To move the graphic, click it and drag it to where you want it

Adding a Shape:

- 1) Click the **Insert** Tab
- 2) Click the **Shapes** Button
- 3) Click the shape you choose
- 4) Click the **Slide**
- 5) Drag the **cursor** to expand the Shape

To format the shapes:

- 1) Click the **Shape**
- 2) Click the **Format** tab

Adding SmartArt:

SmartArt allows us to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

- 1) Click the **Insert** Tab
- 2) Click the **SmartArt** Button
- 3) Click the **SmartArt** you choose
- 4) Click the **SmartArt**
- 5) Drag it to the desired location in the slide

To format the SmartArt:

- 1) Click the **SmartArt**
- 2) Click either the **Design** or the **Format** tab
- 3) Click the **SmartArt** to add text and pictures.

Adding a Photo Album

The photo album allows us to easily create a photo album to share pictures.

- 1) Click the Photo Album button on the Insert tab
- 2) Click New Photo Album
- 3) Click File/Disk to add pictures to the photo album
- 4) Move the pictures up and down in the order of the album but clicking the up/down arrows

28. Write the steps for animation of slides?

A) Slide Animation:

Animation means to add a special visual or sound effect to text or an object.

Slide animation effects are predefined special effects that you can add to objects on a slide.

To apply an animation effect:

1. Select the object
2. Click the **Animations** tab on the Ribbon
3. Click **Custom Animation**
4. Click **Add Effect**
5. Choose the appropriate effect.

29. What are speaker's notes?

A) Speaker notes: By using two monitors, we can view our notes, or run other programs that our audience will not see, and we can do this by using Presenter view.

Create Speaker Notes:


Speaker Notes can be added to allow you to create notes for each slide. To add speaker notes:

1. Select the slide
2. Click **View**
3. Click **Note Pages**
4. Click the **Click to add Notes** section of the screen
5. Type in the **Notes** for that slide

30. What are handout and notes page?

A) **Handouts:** This feature supports us to print 1, 2, 3, 4, 6 or 9 slides per page, this option allows for more slides per page.

Print the handouts:

1. Open the presentation for which you want to print handouts.
2. Click the **Microsoft Office Button** , click the arrow next to **Print**, and then click **Print Preview**.
3. In the **Page Setup** group, click the arrow under **Print What**, and then select the handout layout option that you want from the list.
4. **TIP** The **Handouts (3 Slides Per Page)** format provides lines for the audience to take notes.
5. To specify the page orientation, click the arrow under **Orientation**, and then click **Landscape** or **Portrait**.
6. Click **Print**.

Notes Page: This includes the slides and the speaker notes.

Follow these steps to create speaker's notes in Note Page View:

1. In Slide View, display the slide you want to create notes for.
2. Click the View tab, then click the Notes Page button in the Presentation Views Group. A page will appear containing the slide and a text box beneath it



3. Click in the text box and type your notes.

31. Write about printing of a presentation?

A) **Print a Presentation:**

1. Click the **Microsoft Office Button**
2. Click **Print**
3. In the Print Dialog Box, click the **arrow** next to **Print what**
4. Choose the format and click **OK** to print

Options while printing a presentation:

- a) **Slides:** These are slides that you would see if you were showing the presentation, one slide per page
- b) **Handouts:** 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page

- c) **Notes Page:** This includes the slides and the speaker notes
- d) **Outline View:** This will print the outline of the presentation

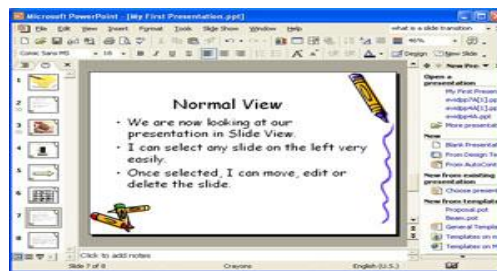
To print preview:

- Click the **Microsoft Office Button**
- Place the cursor over **Print**
- Click **Print Preview**

EXPLAIN DIFFERENT TYPES OF VIEWS IN POWERPOINT.

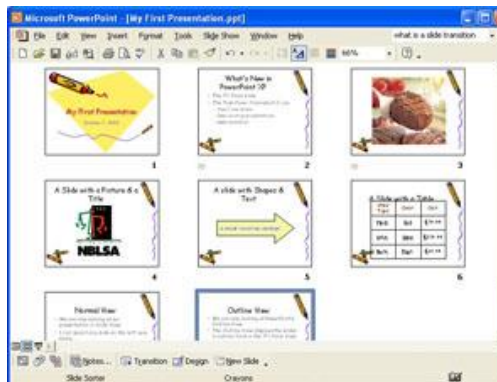
1. The Normal View:

The Normal View is PowerPoint's default view. It displays each slide in the Tri-Pane area for easy selection. Once selected, slides can be moved, edited or deleted.



2. The Slide Sorter View

You can access the Slide Sorter view by clicking on the word **View** in the Menu bar and choosing the option **Slide Sorter**. The Slide Sorter view displays all of your slides in miniature. This view is optimal for moving and copying slides, especially from one presentation to another. Slide repositioning is accomplished by selecting and dragging or copying and pasting.



3. The Slide Show View

You can access the Slide Show view by clicking on the word **View** in the Menu bar and choosing the option **Slide Show** or by pressing the **F5** key. This is how you access your actual slide show! All transitions, animations, and timing will be visible.

EXPLAIN ABOUT DIFFERENT BARS AVAILABLE IN POWERPOINT.

Title Bar

The Title bar generally appears at the top of the screen. The Title bar displays the title of the current presentation.

Menu Bar

The Menu bar displays the menu. You use the menu to give instructions to PowerPoint.

Standard and Formatting Toolbars

PowerPoint has several toolbars. Toolbars provide shortcuts to menu commands. The most commonly used toolbars are the Standard and Formatting toolbars. You use the Standard toolbar to do such things as open a file; save a file; print a file; check spelling; cut, copy, and paste; undo and redo; or insert a chart or table.

Rulers

Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. They are marked in inches.

Status Bar

The Status bar displays the number of the slide that is currently displayed, the total number of slides, and the name of the design template in use or the name of the background.

Outline Tab

The Outline displays the text contained in your presentation.

View Buttons

The View buttons appear near the bottom of the screen. You use the view buttons to change between Normal view, Slider Sorter view, and the Slide Show.

Esc	Returns you to the view you were using previously.
Left-clicking	Moves you to the next slide or animation effect. When you reach the last slide, you automatically return to your last view.
Right-clicking	Opens a pop-up menu. You can use this menu to navigate the slides, add speaker notes, select a pointer, and mark your presentation.

Drawing Toolbar

Drawing toolbar generally appears near the bottom of the screen. It contains tools for creating and editing graphics.

Common Tasks Buttons

Using the common tasks buttons, you can select the type of tasks you want to perform.