



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்

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தொலைநிலை மற்றும் தொடர் கல்வி இயக்ககம்

DIRECTORATE OF DISTANCE AND

CONTINUING EDUCATION



B.Sc. MATHEMATICS

II YEAR

OFFICE AUTOMATION

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B.Sc. MATHEMATICS –II YEAR
JNMA41: OFFICE AUTOMATION
SYLLABUS

Unit I:

MS-WORD: View of Microsoft Word Window – Creating a New Document – Editing text – Moving and copying text and object – Using Clipboard – Formatting.

(Unit 5: Sections-5.1 to 5.7)

Unit II:

MS-WORD: Finding and Replacing Text–Working with Table, Chart and Excel Spreadsheet in MSWord – Inserting Charts– Correcting spelling and grammatical errors.

(UNIT6: Sections- 6.1 to 6.4)

Unit III:

MS-WORD: Charts–Screenshots–MailMerge.MS-EXCEL: Creating a new document – Saving a document – Work Sheet

(UNITS 7 & 8: Sections -7.3 to 7.5 and 8.1 to 8.3)

Unit- IV

MS-EXCEL: Formatting–Formatting Rows and Columns– Functions in Formula – Formulas and Functions.

(UNIT 8: Sections -8.4 to 8.7)

Unit-V

MS-POWER POINT: Normal View – PowerPoint Slide – Applyinga Theme– Text–Savinga Presentation–Power Pointview–Slide Show – Adding audio content to slides.

(UNITS 10 & 11: Sections - 10.2 to 10.6 ,11.1, 11.5, 11.6)

Reference Books:

https://baou.edu.in/assets/pdf/BSCIT_103_slm.pdf

https://www.msuniv.ac.in/images/academic/departments//information_technology/econtent/6_Computer_Fundamentals_and_Office_Automation.pdf.



Unit 01- MS Word

Purpose and Objective

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Purpose and Objective

Introduction

1.1 View of Microsoft Word Window

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1.3 Editing text

1.4 Moving and copying text and object

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Text Summary

Keywords

Self-Assessment

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Questions

Further Reading

- After studying this unit, you will be able to
- Understanding and explanation of Microsoft Word
- Explanation of word environment in micro soft word
- Process of using or creating a word document.
- Explanation of editing in a word document
- Process of saving a document in word.
- Explanation of opening a document.
- Process of finding files.
- Understanding of word document views



Introduction

When you use a computer program to create, edit, and format text documents, you are performing a task known as Word Processing. Part of the Microsoft Office 2013 suite of programs, Microsoft Word 2013 is one of the most sophisticated word processing programs available. By using Word, it is easy to efficiently create a wide range of business and personal documents, from the simplest letter to the most complex report. Word includes many desktop publishing features that you can use to enhance the appearance of documents so that they are visually appealing and easy to read.

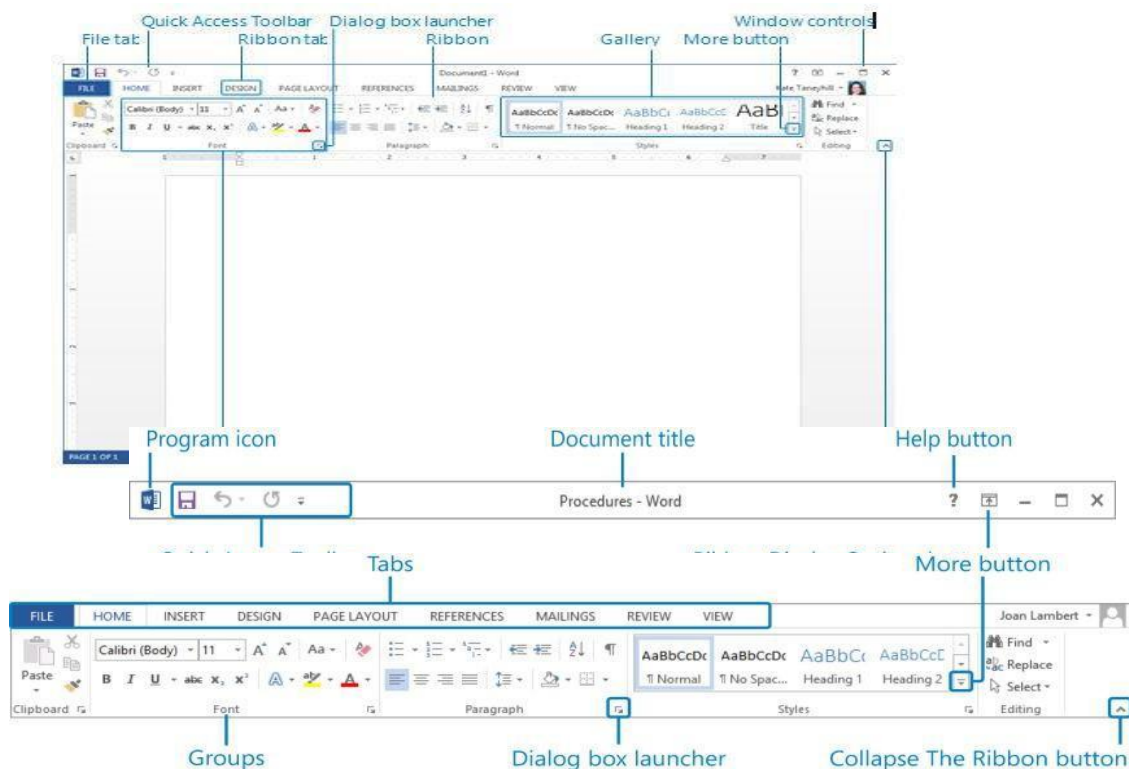
You can use Word to:

- Create professional-looking documents that incorporate impressive graphics.
Give documents a consistent look by applying styles and themes that control the font, size, color, and effects of text and the page background.
- Store and reuse pre-formatted elements such as cover pages and sidebars.
- Create personalized mailings to multiple recipients without repetitive typing.
- Make information in long documents accessible by compiling tables of contents, indexes, and bibliographies.
- Coauthor documents with team members.
- Safeguard documents by controlling who can make changes and the types of changes that can be made, as well as by removing personal and confidential information.



1.1 View of Microsoft Word Window

The program window contains the following elements:



1 Identifying program window elements

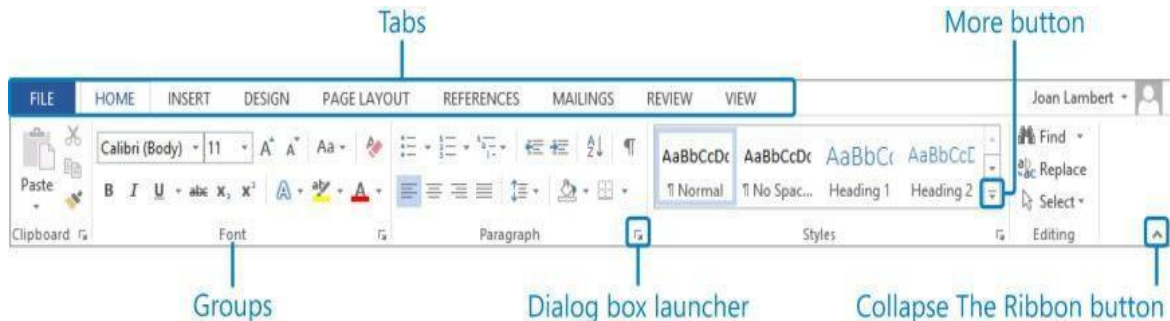
At the left end of the title bar is the program icon, which you click to display commands to restore, move, size, minimize, maximize, and close the program window.

To the right of the program icon is the Quick Access Toolbar, which by default displays the Save, Undo, and Redo buttons. You can customize the Quick Access Toolbar to display any commands you want.

At the right end of the title bar are five buttons: the Microsoft Word Help button that opens the Word Help window; the Ribbon Display Options button that allows you to entirely hide the ribbon, display only the ribbon tabs, or display the ribbon tabs and commands; and the familiar Minimize, Maximize/Restore Down, and Close buttons

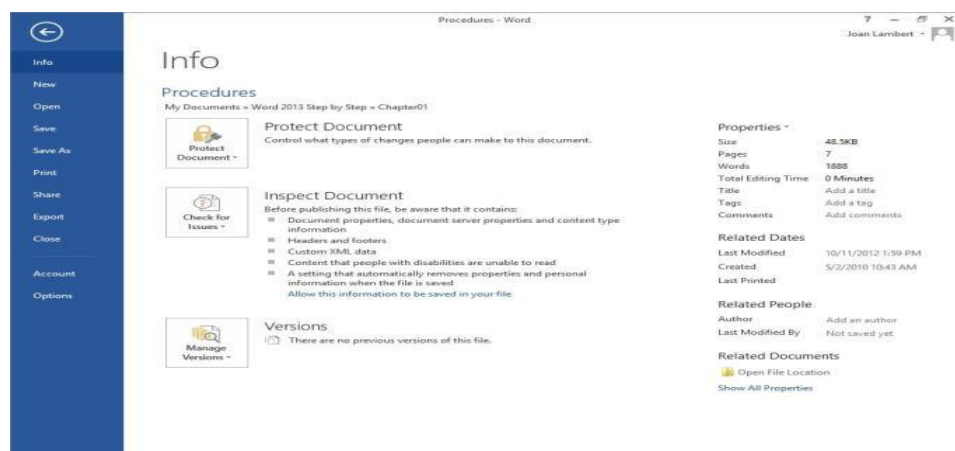


Ribbon Below the title bar:-all the commands for working with a Word document are gathered together in this central location so that you can work efficiently with the program



Across the top of the ribbon is a set of tabs. Clicking a tab displays an Associated set of commands. Commands related to managing Word and Word documents (rather than document content) are gathered together in the Back stage view, which you display by clicking the colored File tab located at the left end of the ribbon. Commands available in the Back stage view are organized on pages, which you display by clicking the page tabs in the colored left pane. You redisplay the document and the ribbon by clicking the Back arrow located above the page tabs.

Commands related to working with document content are represented as buttons on the remaining tabs of the ribbon. The Home tab, which is active by default, contains the commands most Word users will use most often. When a graphic element such as a picture, table, or chart is selected in a document, one or more tool tabs might appear at the right end of the ribbon to make commands related to that specific object easily accessible. Tool tabs are available only when the relevant object is selected.



The Backstage view, where you can manage files and customize the program.



When a gallery contains more thumbnails than can be shown in the available ribbon space, you can display more content by clicking the scroll arrow or more button located on the right edge of the gallery.

Related but less common commands are not represented as buttons in a group. Instead, they're available in a dialog box or pane, which you display by clicking the dialog box launcher located in the lower-right corner of the group.

To the right of the groups on the ribbon is the Collapse the Ribbon button, which is shaped like a chevron. Clicking this button hides the groups of buttons but leaves the tab titles visible. When the groups are hidden, the Collapse the Ribbon button changes to the Pin.

The Ribbon button, which is shaped like a pushpin. You can click any tab title to temporarily display the groups, then click a ribbon command or click away from the ribbon to hide the groups again, or click the Pin The Ribbon button to permanently redisplay the groups.

KEYBOARD SHORTCUT:- Press Ctrl+F1 to unpin or pin the ribbon.



- **Status bar:** - Across the bottom of the program window, this bar displays information about the current document and provides access to certain program functions.

By default, Word displays the Page Number, Word Count, Spelling And Grammar Check, and Macro Recording indicators at the left end of the status bar. Each of these indicators on the left displays at a glance the status of that feature; clicking any of these indicators displays the related pane or dialog box.

At the right end of the status bar, Word displays by default the View Shortcuts, Zoom Slider, and Zoom Level controls. The View Shortcuts toolbar includes buttons for the three primary document

content views. The Zoom Slider and Zoom Level controls enable you to adjust the magnification



of the active document.

You can display the content of the active document in five views: **Draft view, Outline view, Print Layout view, Read Mode view, and Web Layout view.** All views are available from the View tab; Read Mode, Print Layout, and Web Layout views are available from the View Shortcuts toolbar on the status bar. You carry out most of the development work on a document in Print Layout view, which is the default.

1.2 Creating a New Document

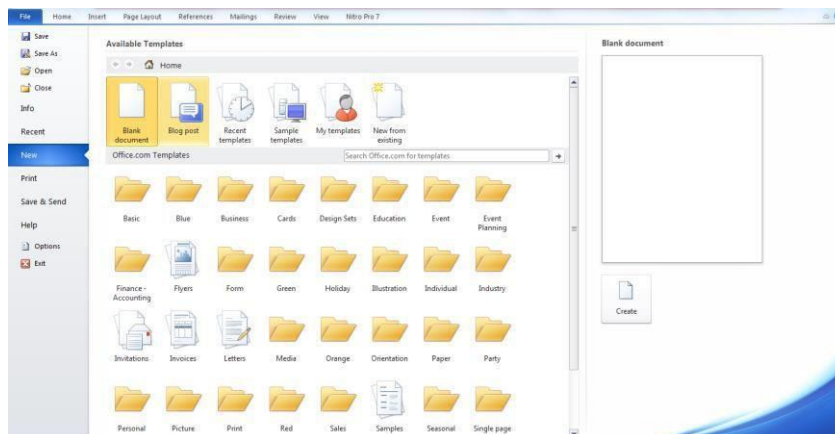
By default, Word displays the Page Number, Word Count, Spelling and Grammar Check, and Macro Recording indicators at the left end of the status bar. Each of these indicators on the left displays at a glance the status of that feature; clicking any of these indicators displays the related pane or dialog box.

At the right end of the status bar, Word displays by default the View Shortcuts, Zoom Slider, and Zoom Level controls. The View Shortcuts toolbar includes buttons for the three primary document content views. The Zoom Slider and Zoom Level controls enable you to adjust the magnification of the active document.

You can display the content of the active document in five views: Draft view, Outline view, Print Layout view, Read Mode view, and Web Layout view. All views are available from the View tab; Read Mode, Print Layout, and Web Layout views are available from the View Shortcuts toolbar on the status bar. You carry out most of the development work on a document in Print Layout view, which is the default.

Steps to create a New Blank document

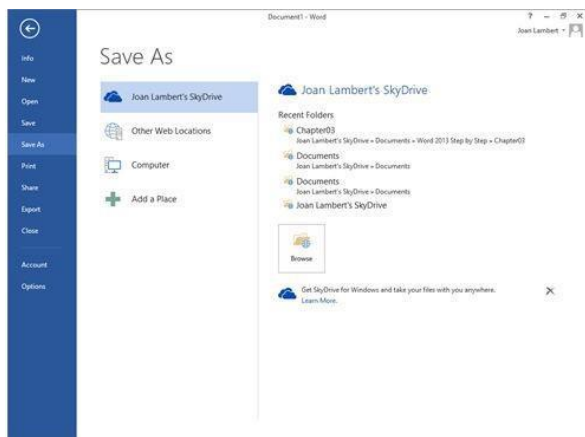
1. Select File->New
2. Select Blank Document from listed Templates
3. Click on Create.



The New page of the Backstage view provides access to document Templates saved locally (on your computer) and online.

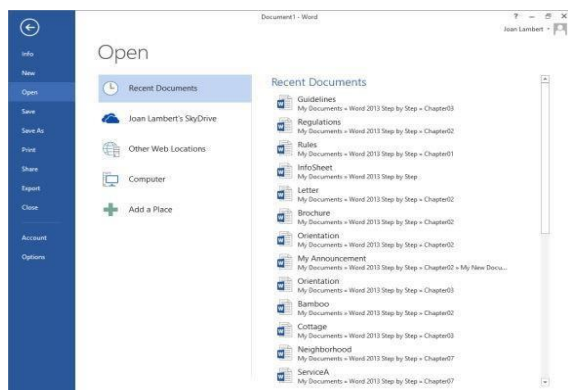
Saving a Document

Each document you create is temporary, indicated by a file name such as Document1, until you save it. To save a document for the first time, you click the Save button on the Quick Access Toolbar or click Save in the Backstage view. Either action displays the Save As page of the Back stage view, where you can choose a storage location, assign a name, attach metadata tags, and specify a file type for the document. When you choose a location on the Save As page, the Save As dialog box opens displaying that location in the Address bar at the top of the dialog box. If you want to save the document in a folder other than the one shown in the Address bar, you can click the arrow s in the Address bar or click locations in the Navigation pane on the left to display the folder you want. If Figure- The Save As page of the Backstage view provides links to identify existing and new locations in which to save documents. 40 you want to create a folder in which to store the document, you can click the New Folder button on the toolbar. But when someone wants to create a duplicate of the current document in same or different location, Save as is used from File menu.



Opening a Document

Click the Open page tab. This page displays locations from which you can open existing documents as well as a list of the documents you recently worked on. The content of the Places list varies based on your available resources.



Did you Know? By default, the Recent Documents list displays a maximum of 20 documents. You can change this number on the Advanced page of the Word Options dialog box

Closing a document

As you know Microsoft word is an application in Windows, which allows to open multiple documents at a time side by side. Closing represents to close the active document which can be done by

1. Click the File tab, and then click Close.
2. Or, press Ctrl+W.
3. Or, Press Ctrl+F4(Function key)
4. Or, Click on the Close Button from the Document Window



Exiting a word document

Exit Word means to close all documents from the Application Microsoft word and Close the Application. This can be done by:

1. Click the File tab, and then click Exit.
2. Or, Press Alt+F4(Function key) Or, Click on the Close Button from the Document.

1.3 Editing text

Editing documents in Word is just as simple as entering text in a blank document. By clicking within the body of the document, you can add text. By default, Overwriting is turned off, which means text to the right of the insertion point will be moved to the right. It is important to note, however, that if you highlight part of your document and then start typing, the highlighted portion will be deleted and the new text will appear in its place; it doesn't matter whether you have hard returns, images, tables, or text highlighted, the results will be the same. In the event you accidentally delete part of your document, you can use the Undo feature (ctrl+z)- to undo up to 100 changes you have made to your document. If you want to delete portions of your document, you can simply highlight the portion you would like to delete and press the delete key; unless you've changed Word options, Word will automatically correct the spacing at the point of the deletion. To delete individual elements of your document, you have two options: The delete key will delete objects to the right of the insertion point, while the backspace key will delete objects to the left of the insertion point.

1.4 Moving and copying text and object

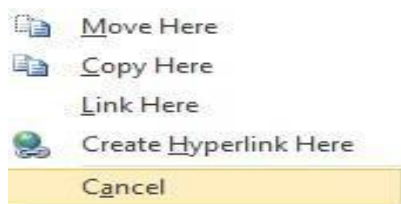
Perhaps the most important benefit of word processing over typewriter use is the ability to move and copy objects and blocks of text. There are many ways of accomplishing move and copy operations in Word, so you can select whatever method is most comfortable for you or makes the most sense in a particular situation. The following sections explain the various move and copy operations and the differences between them.

Moving or Copying Text with Drag-and-Drop

Drag-and-drop operations are popular because they most closely resemble the way you do things outside the computer. (Yes, there really is a life outside the computer!) When you want to move something in your living room, you pick it up and reposition it. Or if it's heavy, like a piece of furniture, you drag it and drop it. You can do the same thing with objects and with



blocks of selected text in Word



For a standard drag-and-drop operation, follow these steps:

4. Select the text or object(s) you want to move or copy.
5. To copy, hold down the Ctrl key. You don't have to hold anything down if you want to move.
6. Position the mouse over the selection, and then click and hold down the left mouse button on it.

4. Still holding down the left mouse button, drag the selection to a new location. Then release the mouse button.

There are additional drag-and-drop options; to see them, use the right mouse button rather than the left one in the preceding steps. (Don't hold down the Ctrl key if you are using the right mouse button.) When you release the mouse button in step 4, a shortcut menu appears with these choices on it:

Move Here—The default operation; the same as regular dragging with the left mouse button.

Copy Here—The same as holding down the Ctrl key with the left-mouse-button drag.

Link Here—Creates a copy that retains a link to the original location, such that if the original changes, this copy changes too.




Cancel—Cancels the current drag-and-drop operation.

Using Cut, Copy, and Paste

One of the complaints that many people have with drag-and-drop is that they are simply not coordinated enough to manage positioning the mouse pointer in exactly the right spot while holding down keys and mouse buttons. People who have this problem may prefer to use the Cut, Copy, and Paste commands instead. Cut and Copy are very similar operations. Cut removes the selection from the document and places it on the Clipboard, which is a hidden holding area; Copy leaves the selection as is and places a copy of it on the Clipboard. After a Cut or Copy operation, you can then use Paste to place the Clipboard's content at the insertion point location.



There are actually two Clipboards—the Windows Clipboard and the Office Clipboard. The Windows Clipboard holds only one item at a time; when you place a second item on that Clipboard, the first item is erased from it. The Office Clipboard has multiple slots for holding content. It uses the Windows Clipboard for one slot, but it can also hold 23 other items at the same time. I explain more about the Office Clipboard later in the chapter. Word offers ribbon, keyboard, and right-click methods for issuing the Cut, Copy, and Paste commands.

| Cut, Copy, and Paste Methods | | | |
|---|---|---|---|
| | Cut | Copy | Paste |
| Click these buttons on the Home tab: |  |  |  |
| Press these shortcut keys: | Ctrl+X | Ctrl+C | Ctrl+V |
| Right-click your selection and then choose one of these commands: | Cut | Copy | Paste |

If you would like to save something from the Clipboard so that it can be used later, but you don't want to save it in Word The Paste Special command enables you to define the format of the pasted copy, and in some circumstances also create a dynamic link to the original.

1.5 Using Clipboard

Use the Clipboard task pane to access the Office Clipboard's 24 separate areas for storing clips. By default, the Clipboard pane is fixed in location and size, but you can click the down arrow in its top- right corner for a menu from which you can move and resize it.

Each time you copy something to the Clipboard, it is added to the Clipboard task pane's list, with the most recently added items at the top. To paste an item from it, position the insertion point and then click that item in the Clipboard task pane. To paste all the items at once, click Paste All.

To **remove** a single item from the Clipboard task pane, right-click the item and click Delete. (Alternatively, you can point at the item until a down arrow appears to its right. Click that down arrow to open the same menu as with right-clicking; then click Delete.)

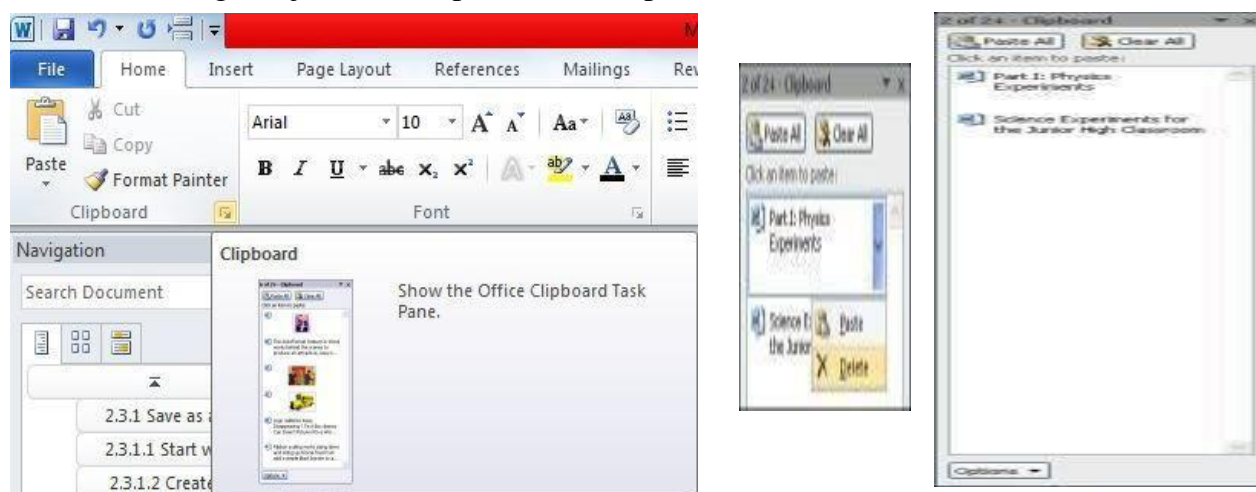


To **clear** the entire Clipboard at once, click the Clear All button at the top. Clearing the Office Clipboard also clears the Windows Clipboard.

To **fine-tune** how the Office Clipboard works, click the Options button. A menu appears with these options on it:

- **Show Office Clipboard Automatically**—Displays the Office Clipboard automatically when copying items.
- **Show Office Clipboard when Ctrl+C Pressed Twice**— Displays the Office Clipboard when Ctrl+C is pressed twice.
- **Collect Without Showing Office Clipboard**—Copies items to the Office Clipboard but does not show the task pane unless you specifically call for it (by pressing Ctrl+C twice, for example).
- **Show Office Clipboard Icon on Taskbar**—Displays an Office Clipboard icon in the notification area of the taskbar (near the clock) whenever the Office Clipboard is active. You can double-click that icon to display the Office Clipboard in the active application. (Remember, all Office apps share the Office Clipboard.)

Show Status Near Taskbar When Copying—Pops up a message near the Office Clipboard icon when something has just been copied to the Clipboard.)



Delete and copy from clipboard



1.6 Formatting Text

The appearance of your documents helps to convey their message. Microsoft Word 2013 can help you develop professional-looking documents whose appearance is appropriate to their contents. You can easily format words and paragraphs so that key points stand out and the structure of your document is clear. You can also change the look of major elements within a document by applying predefined sets of formatting called styles, and you can change the look of selected text by applying predefined combinations called text effects. In addition, you can change the fonts, colors, and effects throughout a document with one click by applying a theme.

Applying styles to text

You don't have to know much about character and paragraph formatting to be able to format your documents in ways that will make them easier to read and more professional looking. With a couple of mouse clicks, you can easily change the look of words, phrases, and paragraphs by using styles. More importantly, you can structure a document by applying styles that are linked to outline levels. In doing so, you build a document outline that is reflected in the Navigation pane and can be used to create a table of contents. Styles can include character formatting (such as font, size, and color), paragraph formatting (such as line spacing and outline level), or a combination of both. Styles are stored in the template that is attached to a document. By default, blank new documents are based on the Normal template. The Normal template includes a standard selection of styles that fit the basic needs of most documents. These styles include nine



heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, captions, and other elements.



Navigation

Search document

HEADING1 PAGES RESULTS

- General Administration
 - Contact Information
 - Facilities**
 - Office
 - Warehouse
 - Phone System
 - Ordering Stationery and Supplies
 - Business Stationery
 - Office Supplies
 - Accounting
 - Bookkeeper
 - Accountant
 - Bank
 - Shipping
 - Receiving Packages
 - Receiving Packages to Ship
 - Receiving Items to Package a...
 - Processing Orders
 - Assessing an Order
 - Creating an Invoice
 - Processing an Invoice

Facilities

Office
The Consolidated Messenger front office and lobby is located at the front of the building and serves as the main entrance for our office employees and our customers.

The front office space consists of a counter with three stations, each with photocopier terminals with high-speed connections. The lobby provides a pack preparation area and bins of retail items (envelopes, tape, marking pens, etc. customers, and a bank of mailboxes. The waste receptacles in the package preparation area should be emptied every night or more often as needed to ensure a neat appearance. Retail bins should be checked and restocked throughout the day as needed. Employees are responsible for both of these activities.

The office hours are from 8:00 A.M. to 9:00 P.M., Monday through Saturday. Customer rent mailboxes have access to them 24 hours a day.

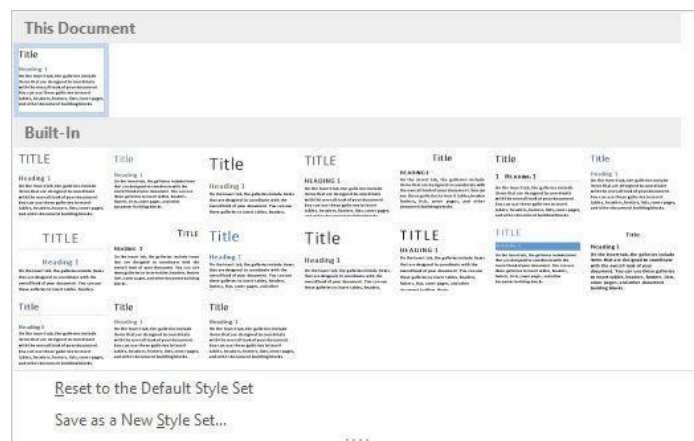
Warehouse
The rear of the building contains the warehouse, which occupies the major portion of the building space. The warehouse is divided into four separate areas: Receiving, Packaging, and Inventory storage.

- The Receiving area consists of two loading docks (also used for shipping company).
- The Shipping area just opposite the Receiving area shares the loading dock and also has a 12 x 12 ft. area with racks for holding packages waiting to be shipped. The racks are divided by shipping company.
- The Packaging area has two tables, and two racks that contain various bubble wrap, tape, Styrofoam peanuts, and labeling materials.
- The Inventory area has three racks for overflow supplies.

Phone System
The phone system in the office has an intercom and a direct connection to the outside line.

Heading styles define a document outline

Styles stored in a template are usually based on the Normal style and use only the default body and heading fonts associated with the document's theme, so they all go together well. For this reason, formatting document content by using styles produces a harmonious effect. After you apply styles from the current style set, you can easily change the look of the entire document by switching to a different style set, which associates different formatting rules with the same styles. So if you have applied the Heading 1 style to a paragraph, you can change its formatting simply by changing the style set. Style sets are available from the Document Formatting menu on the Design tab.



Pointing to a style set in the gallery displays a live preview of the effects

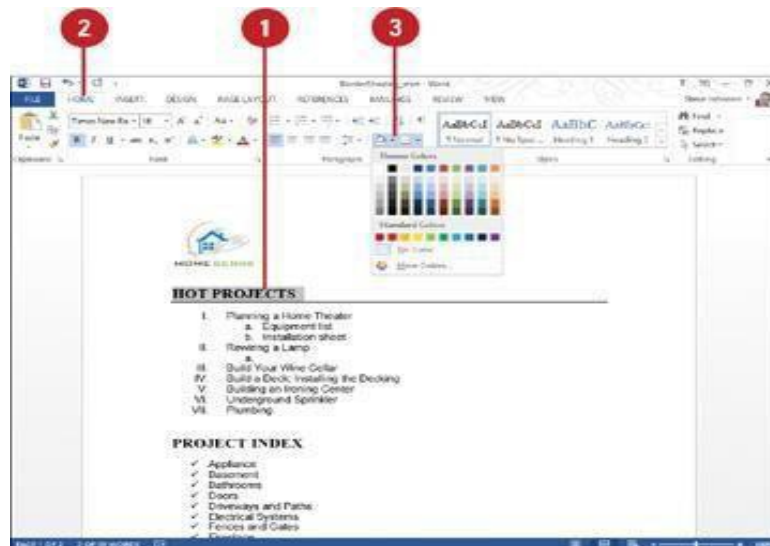
Applying Borders and Shading

To enhance the appearance of the text in a paragraph, you can quickly add a border and shading to selected text. When you add a border, you can specify what sides you want to include or exclude. For example, you can add a border on just the top and the bottom and leave



the sides open. Shading colors the background behind the selected text or paragraph. If you want to customize borders and shading by changing line style, color, and width preferences, you can make changes in the Borders and Shading dialog box.

Border Color



Apply a Border

Select the paragraph text you want to format.

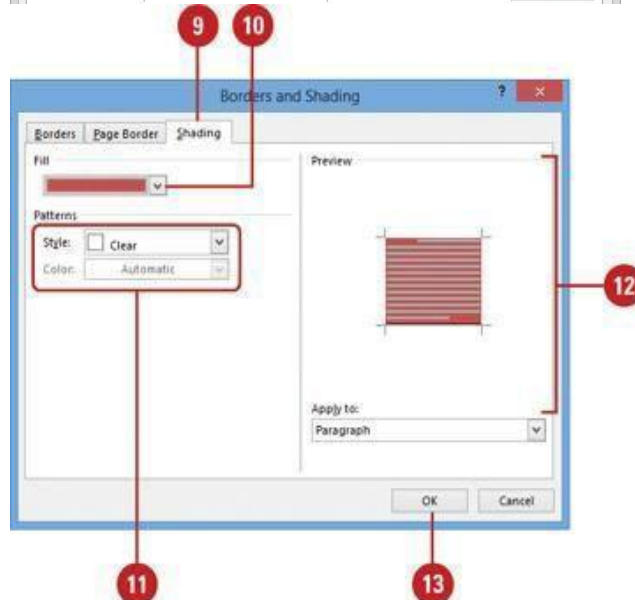
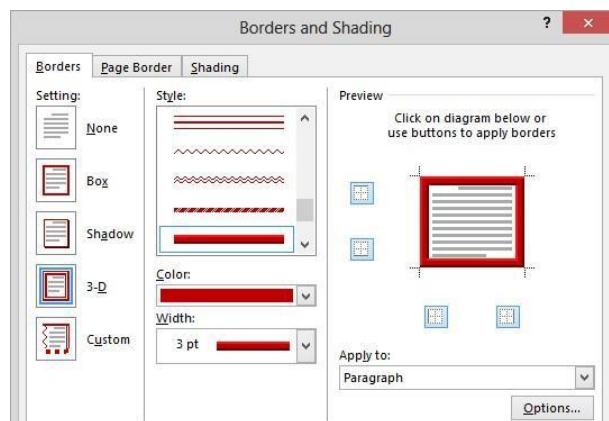
- Click the Home tab.
- Click the Borders and Shading button arrow, and then click Figure Border Color to select the border commands to add or remove a border.

Apply Paragraph Shading and Borders

1. Select the paragraph text you want to format.
2. Click the Home tab.
3. Click the Borders and Shading button arrow, and then click Borders and Shading.
4. Click the Borders tab.
5. . Click to select the type of Setting you want for your border.
6. . Click to select the type of Style.



7. . Apply any other options you want.
8. . Look in the preview box to see the new border.
9. Click the Shading tab.
10. Click to select the shading fill color you want to apply to your table.
11. . Apply any other options you want.
12. . Look in the preview box to see the new shading color.
13. Click OK.



Shading Dialogue box



Summary

- Word is a word processor, created by Microsoft Corporation, US.
- The word screen contains the title bar, Menu bar, Toolbars, Ruler and etc.
- Word 2013 presents a new user interface which is quite different than previous of word.
- The word's document views contains normal views, outline, print layout, web layout and print preview.

Keywords

- **Insertion Point:** In graphics-based programs, the insertion point is the point where the next characters typed from the keyboard will appear on the display screen. A blinking vertical line usually represents the insertion point. You can reposition the insertion point by pressing the arrow keys or by moving the I-beam pointer.
- **Menu Bar:** A horizontal menu that appears on top of a window. Usually, each option in a menu bar is associated with a pull-down menu.
- **Backspace:** Remove characters to the LEFT of the insertion point.
- **Delete:** Remove characters to the RIGHT of the insertion point.

Self-Assessment Questions

1. The process of removing unwanted part of an image is called:
 - A. Hiding
 - B. Bordering
 - C. Cropping
 - D. Cutting
2. A number of letters that appears little above the normal text is called:
 - A. Superscript
 - B. Subscript



- C. Supertext
 - D. Toptext
3. A number of letters that appears little below the normal text is called:
- A. Superscript
 - B. Subscript
 - C. Supertext
 - D. Toptext
4. The direction of a rectangular page for viewing and printing is called:
- A. Orientation
 - B. Direction
 - C. Print Layout
 - D. Preview
5. A word processor would most likely be used to do
- A. Keep an account of money spent.
 - B. Do a computer search in media center.
 - C. Maintain an inventory.
 - D. Type a biography.
6. How many types of alignment options are available under paragraph ribbon?
- A. 5
 - B. 6
 - C. 4
 - D. 3
7. Which is not in MS word?
- A. Italic
 - B. Magic Tool



C. Font

D. Bold

8. _____ is a word processing software package which is used to type letters, documents, reports etc.

A. MS Word

B. Notepad

C. Control Panel

D. Desktop

9. Which is not a Font Style?

A. Bold

B. Superscript

C. Italic

D. Regular

10. The default Page orientation of word document is _____

A. Landscape

B. Long sides

C. Portrait

D. Double long side

11. The name of the document is displayed on _____

A. Ruler

B. Status bar

C. Title bar

D. View buttons



12. What is the shortcut key to underline a text?

- A. Ctrl+B
- B. Ctrl+C
- C. Ctrl+U
- D. Ctrl+E

13. Ctrl+N is the shortcut key to open?

- A. A new file/document
- B. An existing file/document
- C. To save a file/document
- D. To print a file/document

14. Which of the following option is not available in paragraph palette?

- A. Bullets and numbering
- B. Color the background of the text
- C. Alignment of text
- D. Superscript and Subscript

15. _____ option we can customize our documents' view that help us in studying and documenting in different formats.

- A. Edit
- B. View
- C. Insert
- D. File

Answers for Self-Assessment Question

1. C 2. A 3. B 4. A 5. D 6. C 7. B 8. A 9. B 10. C 11. C 12. C



Review Questions

1. Explain the various buttons displayed in the Preview window.
2. Briefly explain the use of Formatting toolbar in Word.
3. What is the function of the status bar in the Word? List down the information that is displayed in the status bar.
4. What are the various views available to see a document in Word? 5.

Further Reading



Fundamental Computer Skills, Feng-Qi Lai, David R. Hofmeister



<http://books.google.co.in/bkshp?hl=en>



Unit 02: MS Word

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Objectives

Introduction

2.1 Finding and Replacing Text

2.2 Working with Table, Chart and Excel Spreadsheet in MSWord

2.3 Inserting Charts

2.4 Correcting spelling and grammatical errors

Summary

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Self-Assessment

Answer for Self Assessment

Review Questions

Further Reading

Objectives

- Discussed finding and replacing the text in MS word.
- Explain proofing of documents and working with tables.
- Discussed about collecting of various spelling errors as well as the quick spelling errors.
- Discussed synonyms thesaurus and hyphenating documents.
- Explain the using and creating, insertion of Auto corrects and Auto text.

Introduction

The most basic function of MS Word is to create a document/file. Once a document has been created, the user may enter data—for example by typing some text. At any point after the document has been created, the user is allowed to save the contents. The document can then be accessed at a later time and modified as necessary. Documents can be printed out at any stage in this process.



2.1 Finding and Replacing Text

The Find and Replace option of Word is a convenient way of searching for a particular word in a document and replacing it with another. It can be used in situations where an error (not an error in spelling) has been committed consistently in a document and has to be corrected. The Find command moves to a specific point in the document quickly and the Replace command searches for and replaces the text.



This opens Word's Find and Replace window. In the "Find What" box, type the word or phrase you want to locate. If you only want to find text in your document, you can go ahead and click the "Find Next" button to have Word jump to the next occurrence of that word. Keep clicking it to browse through all the results.

If you want to replace the text you find with something else, type the replacement text into the "Replace With" box. You can enter up to 255 characters in the both the "Find What" and "Replace With" boxes, by the way.

Find Text

You can use the Navigation pane to search for specific words or phrases in a document.

1. Click Find on the Home tab. (The Navigation pane appears on the left, displaying the Results view.)

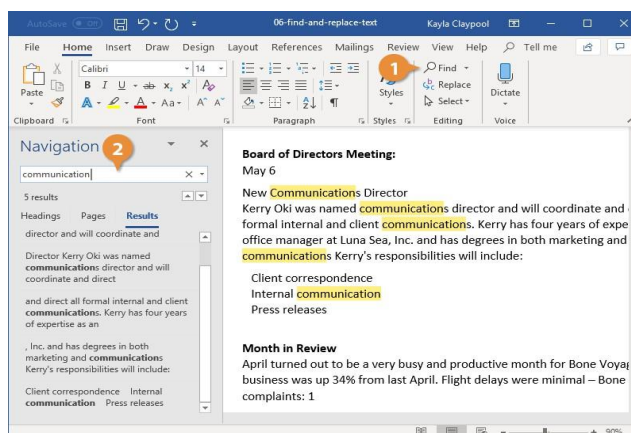
SHORTCUT-> PRESS Ctrl+F.

2. Click in the **Search document** box in the Navigation pane and type the text you want to find.

The search runs automatically. Results are highlighted in the document, and the Navigation pane lists all instances of the word.

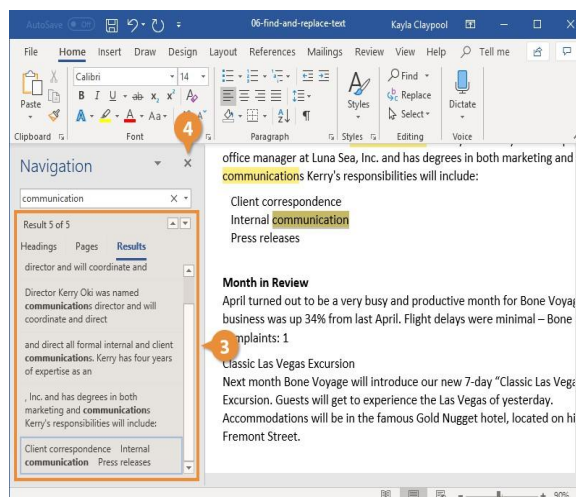


3. Click a search result to jump to it in the document. You can use the arrows under the



search box to jump to the Previous or Next search result.

4. Click Close when your are finished.



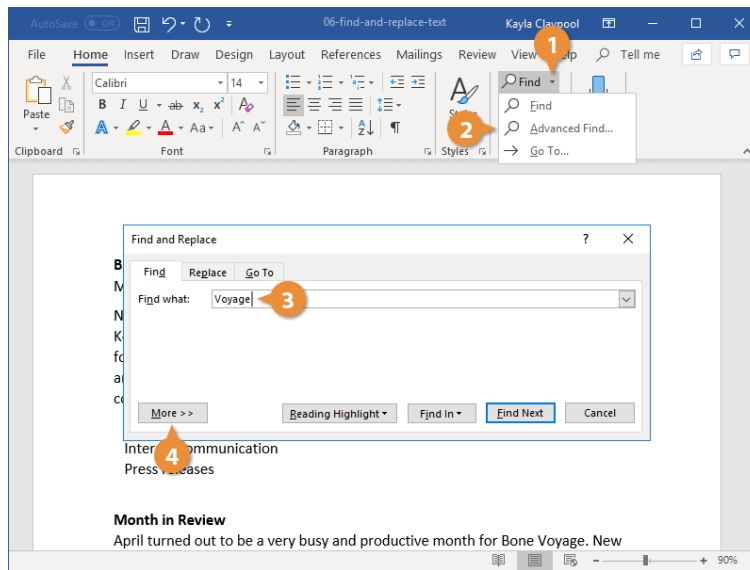
Advanced Find

To search your documents for more specific items, such as certain capitalization or only whole words, use Advanced Find.

1. Click Find button list arrow.
2. Select Advanced Find. The Find and Replace dialog box opens.
3. Type the word you're looking for in the Find box.

By default, the Find and Replace dialog box only shows the basics—a search field. There are more options available if you expand the dialog box.

4. Click the More button

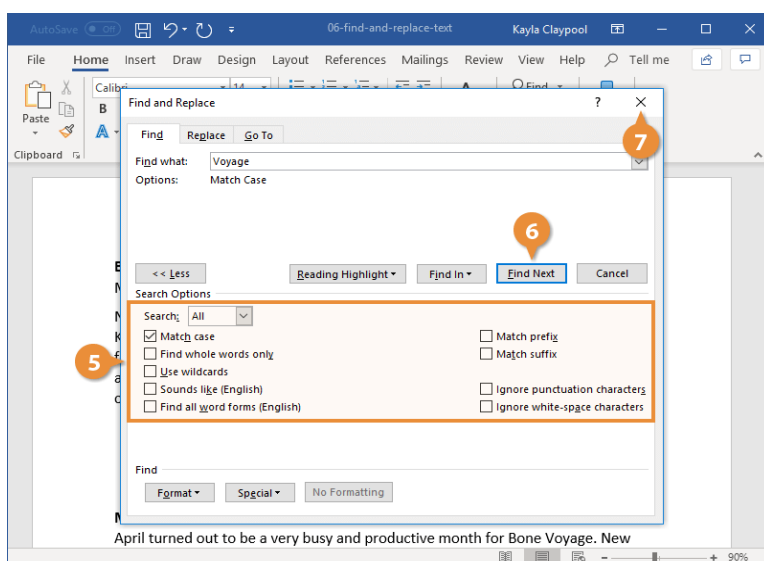


The advanced options here let you set some options on how to conduct the search.

5. Check the advanced criteria you want to use.

TIP: You can choose to exactly match the case or only search for whole words. You can also use wildcards, or ignore punctuation and spacing.

6. Click Find Next. Word navigates to and selects the next instance that fits the additional criteria.
7. Click Close when you're done.





The Find and Replace dialog box closes.

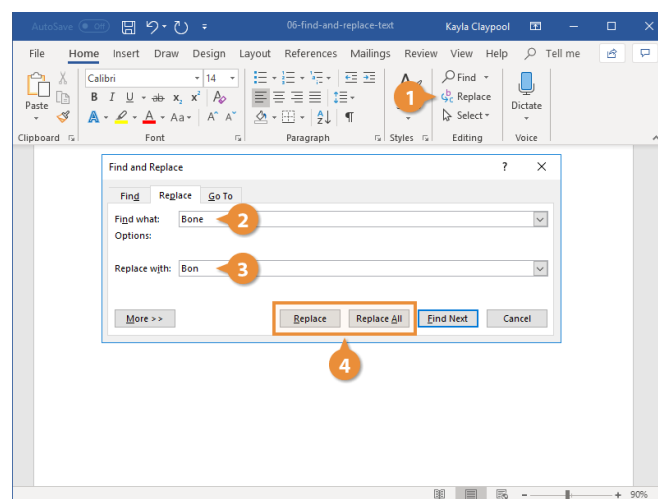
Replace Text

If you've spelled something incorrectly in multiple places, Word can fix them all with just a few steps.

1. Click Replace on the Home tab. The Find and Replace dialog box opens to the Replace tab.
2. Type the word you need to replace in the Find what text field.
3. Type the word you need to replace in the Replace with text field.
4. Select a replacement option.

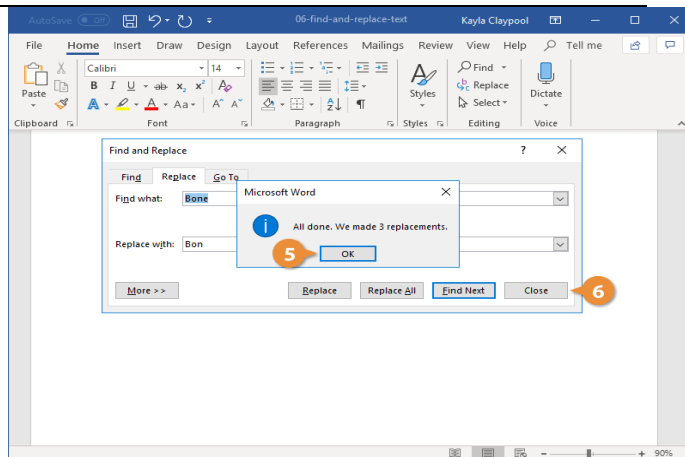
Replace: Replaces the first instance of the word. Keep clicking to fix them one at a time.

Replace All: Fixes all instances of the word at once.



Once all the instances of the word have been replaced, a dialog box will pop up to let you know it's complete.

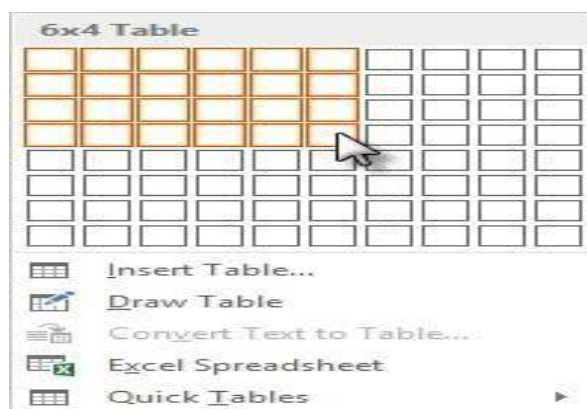
5. Click OK.
6. Click Close when you're done.



The Find and Replace dialog box closes.

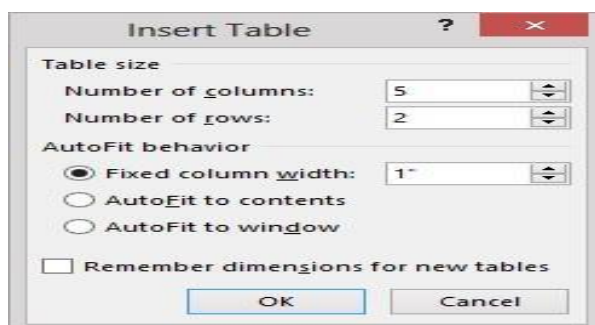
2.2 Working with Table, Chart and Excel Spreadsheet in MSWord

A table is a structure of vertical columns and horizontal rows. Each column and each row can be identified by a heading, although some tables have only column headings or only row headings. The box at the junction of each column and row is a cell in which you can store data (text or numeric information).



Creating Table

You can create tables in a Word document in the following ways:



To create a blank table of up to 10 columns and eight rows, click Table on the Insert tab. This displays the Insert Table gallery and menu. The gallery is a simple grid that represents columns and rows of cells. Pointing to a cell in the grid outlines the cells that would be included in a table created by clicking that cell and displays a live preview of the prospective table. Clicking a cell in the grid inserts an empty table the width of the text column. The table has the number of rows and columns you indicated in the grid, with all the rows one line high and all the columns of an equal width.

‘ To create a more customized empty table, click Insert Table on the Insert Table menu. This displays the Insert Table dialog box, in which you can specify the number of columns and rows and the width of the table and its columns.

‘To create a less clearly defined empty table, click Draw Table on the Insert Table menu. This displays a pencil with which you can draw cells directly in the Word document to create a table. The cells you draw connect by snapping to a grid, but you have some control over the size and spacing of the rows and columns. After drawing a base table, you can erase parts of it that you don’t want and adjust the The intended table dimensions (expressed as columns x rows) are shown in the gallery header. You can create a custom- 95 table, column, and row size by using tools on the Layout tool tab for tables. TIP When drawing a table, you can display the rulers or gridlines to help guide you in placing the lines.

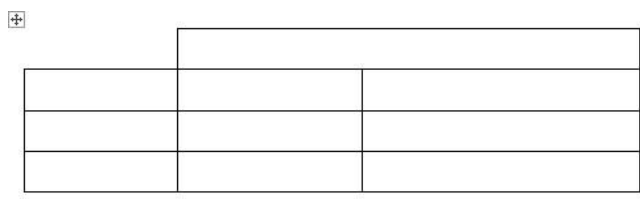
To present data that already exists in the document (either as regular text or as a tabbed list) as a table, select the data and then click Convert Text to Table on the Insert Table menu. (Conversely, you can convert the active table to regular text by clicking Convert to Text in the Data group on the Layout tool tab.)

To create a table by entering data in a Microsoft Excel worksheet, click Excel Spreadsheet on the Insert Table menu. Enter the data you want in the spreadsheet that appears in the document—you

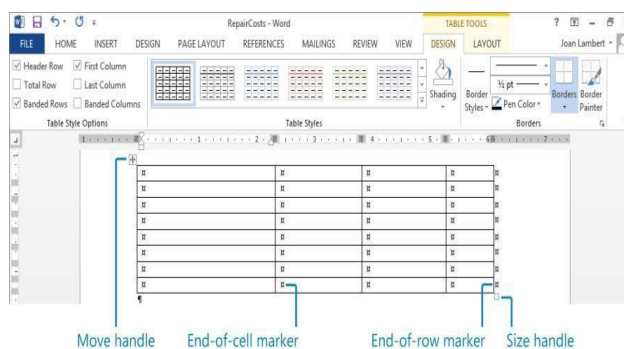


can use Excel features such as functions and formulas to create or manipulate the data. Format the data in Excel as you want it to appear in Word. Then click in the document outside the spreadsheet window to insert a table- like snapshot of the data. You can modify the data by double-clicking the table and editing the content of the spreadsheet that opens. Tables appear in the document as a set of cells, usually delineated by borders or gridlines. (In some Quick Tables, borders and gridlines are turned off.) Each cell contains an end-of- cell marker, and each row ends with an end-of-row marker.

When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools tabs—Design and Layout—appear on the ribbon



You can directly draw a table on a page



The basic methods for manipulating a table or its contents are as follows:

‘ **Insert rows or columns** Simply point to the left edge of the table where you want to insert a row, or to the top of the table where you want to insert a column. A gray insertion indicator labeled with a plus sign appears as you approach a possible insertion point (after any existing row or column). When the insertion indicator turns blue, click to insert the row or column where indicated.

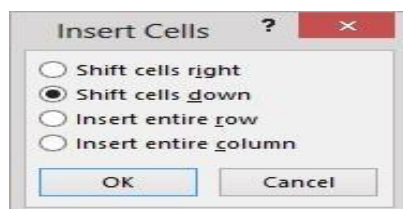
To insert one or more rows or columns, select the same number of existing rows or columns adjacent to the location where you want to insert them. On the Mini Toolbar that appears,



click Insert and then click Insert Above, Insert Below, Insert Left, or Insert Right. If the Mini Toolbar doesn't appear, on the Layout tool tab, in the Rows & Columns group, click the Insert Above, Insert Below, Insert Left, or Insert Right button.

• **Insert cells:** To insert one or more cells in a table, select the number of cells you want to insert adjacent to the location where you want to insert them, click the Rows & Columns dialog box launcher to open the Insert Cells dialog box, and then specify the direction to move adjacent cells to accommodate the new cells.

Delete table elements: Select one or more rows, columns, or cells. On the Mini Tool- bar that appears, or in the Rows & Columns group, click Delete, and then click Delete Cells, Delete Columns, Delete Rows, or Delete Table.



Resize an entire table: Point to the table, and then drag the size handle that appears in its lower-right corner. Hold down the Shift key while dragging the size handle to maintain the original aspect ratio of the table.

Resize a single column or row: Drag the right border of a column to the left or right to manually set the width or double-click the border to adjust it to the narrowest width that fits its content. Drag the bottom border of a row up or down to manually set the height or use the commands in the Cell Size group on the Layout tool tab to manage column width and row height.

Move a table: Point to the table, and then drag the move handle that appears in its upper-left corner to a new location, or use the Cut and Paste commands in the Clip- board group on the Home tab to move the table.

Merge cells :Create cells that span multiple columns or rows by selecting the cells you want to merge and clicking the Merge Cells button in the Merge group on the Layout tool tab. For example, to center a title in the first row of a table, you can merge all the cells in the row to create one merged cell that spans the table's width.

Split cells: Divide one cell into multiple cells by clicking the Split Cells button in the Merge group on the Layout tool tab and then specifying the number of columns and rows into which



you want to divide the cell.

Sort information: Click the Sort button in the Data group on the Layout tool tab to sort the rows in ascending or descending order by the data in any column. For example, in a table that has the column headings Name, Address, ZIP Code, and Phone Number, you can sort on any one of those columns to arrange the information in alphabetical or numerical order.

| Item | Repair Type | Quantity | Cost in \$ |
|---------------------|-------------|--------------|---------------|
| Elastomeric Decks | Resurf | | |
| Wood Decks | Replac | | |
| Building Exterior | Repai | | |
| Roof | Resea | | |
| Entry Doors | Repaint | 4 | 600 |
| Carpet | Replace | 150 sq. yds. | 4,500 |
| Intercom | Replace | 1 | 2,500 |
| Garage Door Opener | Replace | 1 | 2,000 |
| Steel Doors | Repaint | 10 | 750 |
| Exterior Trim | Repaint | 800 ft. | 4,500 |
| Elevator Hydraulics | Replace | 1 | 55,000 |
| Fire Alarm System | Replace | 1 | 3,000 |
| TOTAL | | | 92,650 |

Formatting tables

Manually formatting a table to best convey its data can be a process of trial and error. With Word 2013, you can quickly get started by applying one of the table styles available in the Table Styles gallery on the Design tool tab. The table styles include a variety of borders, colors, and other attributes that give the table a very professional appearance.



Auto formatting table

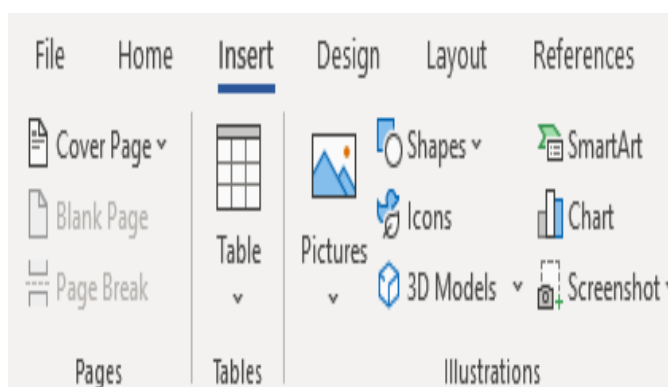
If you want to control the appearance of a table more precisely, you can use the commands on the Design and Layout tool tabs to format the table elements. You can also separately format the table content. As you saw in the previous exercise, you can apply character formatting to the text



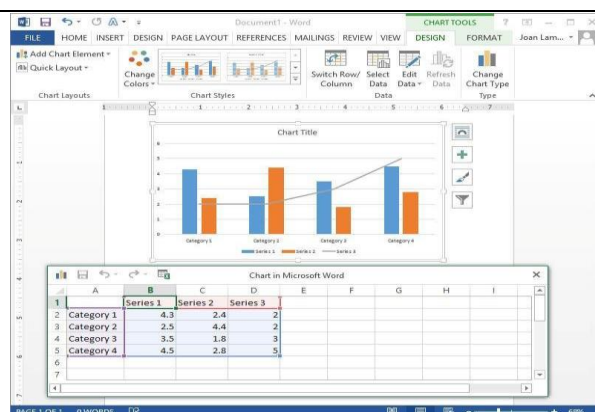
in tables just as you would to regular text, by clicking buttons on the Mini Toolbar and in the Font, Paragraph, or Quick Styles groups on the Home tab.

2.3 Inserting Charts

When you create a new chart from within a Word document, Word and Excel work together to provide some pretty fancy functionality. A generic chart appears in the document, and a worksheet containing the sample data opens in Excel. You can then edit the sample data to create the chart that you want. You don't have to save the Excel file; Word maintains its data with the document and it is available to you whenever you want to update it.



Charts option from Illustration



The Excel worksheet is composed of rows and columns of cells that contain values, which in charting terminology are called data points. Collectively, a set of data points is called a data series. As with Word tables, each worksheet cell is identified by an address consisting of its column letter and row number—for example, A2



is the first cell in the second row. A range of cells is identified by the address of the cell in the upper-left corner and the address of the cell in the lower-right corner, separated by a colon—for example, A2:D5 is the range of cells from the first cell in the second row to the fourth cell in the fifth row.

To customize the chart, you replace the sample data in the Excel worksheet with your own data. Because the Excel worksheet is linked to the chart, when you change the values in the worksheet, the chart changes as well. To enter a value in a cell, you click the cell to select it, or move to the cell by pressing the Tab key or arrow keys, and then enter the data. You can select an entire column by clicking the column header—the shaded box containing a letter at the top of each column—and an entire row by clicking the row header—the shaded box containing a number to the left of each row. You can select the entire worksheet by clicking the Select All button—the box at the junction of the column and row headers.

2.4 Correcting spelling and grammatical errors

In the days of handwritten and typewritten documents, people might have tolerated a typographical or grammatical error or two because correcting such errors without creating a mess was difficult. Word-processing programs such as Word have built-in spelling and grammar checkers, so now documents that contain these types of errors are likely to reflect badly on their creators.

. Word provides these three tools to help you with the chore of eliminating spelling and grammar errors:

AutoCorrect: This feature corrects common spelling and grammatical errors, replaces text codes with mathematical symbols, and automatically applies formatting based on text cues. AutoCorrect has a built-in list of frequently misspelled words and their correct spellings. If you frequently misspell a word that AutoCorrect doesn't change, you can add it to the list in the AutoCorrect dialog box. If you deliberately enter a word that is on the AutoCorrect list and don't want to accept the AutoCorrect change, you can reverse the correction by clicking the Undo button before you enter anything else, or by pointing to the bar that appears below the word and then clicking Undo.

Error indicators: Word indicates possible spelling errors with red wavy underlines, possible grammatical errors with green wavy underlines, and possible formatting errors with blue wavy



underlines. You can right-click an underlined word or phrase to display suggested corrections and links to proofing resources.

Spelling and grammar checker: To check the spelling or grammar of selected text or the entire document, click the Spelling & Grammar button in the Proofing group on the Review tab. Word then works its way through the selection or the document and displays the Spelling pane or Grammar pane if it encounters a potential error.

KEYBOARD SHORTCUT Press F7 to start checking the spelling and grammar from your current location in the document.



If you prefer to use the keyboard to review the results, press the underlined letter found on the buttons in the task pane. For example, to instances of a word, press g.

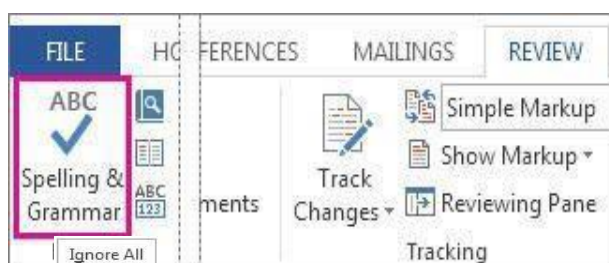
The pane that appears displays an explanation of the likely problem and suggests corrections. You can implement a suggestion by double-clicking it.

Check spelling and Grammar

All Microsoft Office programs can check the spelling and grammar of your files. In Microsoft Word

2013 you'll find the Spelling & Grammar options here:

Click Review > Spelling & Grammar (or press F7) to start the spelling and grammar checker and see the results in the Spelling and Grammar task pane.



All instances of a word, press g. Choose from these options as the spelling and grammar checker goes through each word:

Check the spelling and grammar all at once.



Check spelling and grammar automatically, as you type.

Recheck the words you previously checked and chose to ignore (but changed your mind).

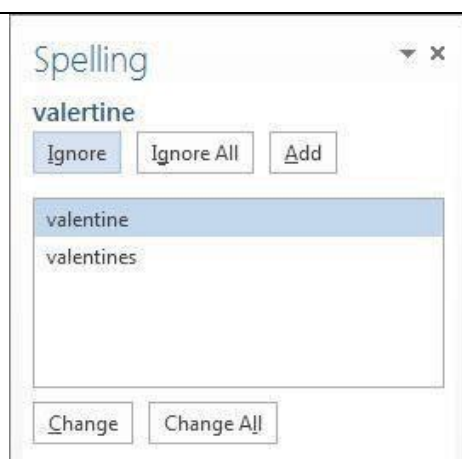
Check spelling and grammar all at once:

Checking all the spelling and grammar in your document is useful when you want to quickly proof your text. You can check for possible mistakes and then decide if you agree with the spelling and grammar checker. After you click Spelling & Grammar (or press F7) you can fix each error that Word finds in different ways. In the task pane at the right of your document, you will see the spelling and grammar choices:

Fix the error using Word's suggestions If you want to fix the error by using one of the suggested words, select the word in the list of suggestions and click **Change**. (You can also click **Change All** if you know you've used this incorrectly spelled or used word throughout the document so that you don't have to address it each time it pops up.)

Create a dictionary entry If the word is a real word that you use and one that you want Word—and ALL of the Office programs—to recognize too, click Add

. ☐ Ignore the word Maybe you want to ignore this misspelled word (for whatever reason): Click Ignore or Ignore All.

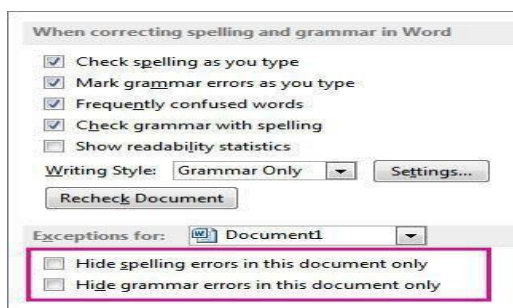


Check spelling and grammar automatically:

Checking spelling and grammar while you type may be a preferred way for you to save time: You make the necessary corrections and changes while you're writing, not waiting until after (you think) your document is complete.



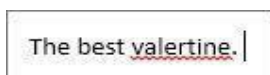
1. First, to turn on (or off) automatic spelling and grammar checking, **click File > Options > Proofing.**
2. As you can see in the picture above, you can choose to automatically check spelling, grammar—one or the other, both, or neither—or even other options, such as contextual spelling.
3. Under **Exceptions** you can choose to hide grammar and spelling errors in your open document or, if you leave the options unchecked but keep any of the options above them checked, all of your new documents going forth will keep those settings.



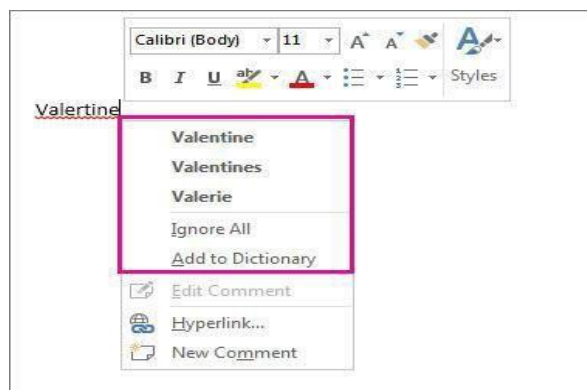
Spelling and Grammar setting option

How the automatic spelling checking works

Word flags misspelled words with a red squiggly line under it as you work so that you can easily locate mistakes.



When you right-click the misspelled word, you'll see a menu where you can choose how you want to handle the mistake.





Option menu on right clicking

Summary

MS word tells us about specific functions, which we can use in the word documents.

Find and Replace option of word is convenient way of searching for particular word in whole document.

Numbering feature, it acts like the bullets only which used number instead of bullets in the text document.

Spelling and grammar button is the standard Toolbars to check the spelling and any graphemically errors in the text document.

Auto correct feature inserts text in the heard document automatically.

Keywords

AutoComplete:

AutoComplete is a feature in Microsoft Word that enables Word to guess what you are typing when you enter commonly used document words. This feature can save time if you know how to use it.

AutoCorrect:

AutoCorrect is best used for creating shortcuts for words, phrases, and even images. For example, if you often type Microsoft Word, you could create a shortcut such as “msw”. Then any time you typed “msw”, it would expand to Microsoft Word.

AutoText:

AutoText is best used for longer phrases or paragraphs (for example, “boilerplate” text for disclaimers or a standard closing for a letter). AutoText is also already setup with several standard AutoText entries.

Self-Assessment

1. Bullets and numbering falls under the category of which ribbon?
A. Font B. Paragraph C. Styles D. Clipboard
2. If I have to create a Menu of restaurant which option, will you choose to make it?
A. Bullets B. Numbering C. Indent D. None of the above



3. If I wish to create a list of students in a serial order which option, will you choose to do so?
- A. Bullets B. Numbering C. Indent D. None of these
4. When you type a number, a period, and then a space before a word, what happens when you press enter?
- A. Word creates a numbered list. B. Word asks if you want to create a numbered list.
- C. If you are not already in outline view, you are switched to it. D. None of the above.
5. Which procedure opens the symbol dialog box, allowing you to choose from every symbol available for creating bullets?
- A. On the format menu, click font, and then click symbol.
- B. Right click the selected text and click bullet symbol on the shortcut menu.
- c. Click the bullets button on the formatting toolbar.
- D. In the customize bulleted list dialog box, click bullet.
6. What are the horizontal sections of a table called?
- A. Cells B. Rows C. Columns D. None of these
7. What tool can you use to automatically format your table?
- A. The magic right click button B. The AutoFormat command.
- C. The Edit Select All command. D. None of these
8. What are the boxes or squares in a table called?
- A. Cells B. Square C. Row D. Column
9. What is the use of tables?
- A. To organize the information B. To hold clipart
- C. To type paragraphs D. None of these
10. What are the vertical sections of a table called?
- A. Rows B. Columns C. Square D. Cells
11. The spelling and grammar tool
- A. Indicates grammatical errors. B. Corrects spelling errors as you type.
- C. Identifies words with capitalization problems. D. All of the above
12. The thesaurus tool is used to _____



A. Finds repeated words in the document B. Check for synonyms and antonyms.

C. Corrects misspelling word.

D. None of the above

13. The auto correct tool ____

A. Provided statistics about your document.

B. Displays words with the same or similar meaning.

C. Checks the grammar in the document.

D. Checks for misspelled words as you type and underling them.

14. Which option is used to convert a document into a different language?

A. Translate B. Language C. Restrict editing. D. Read Aloud

15. _____ tool is used to read your document in a human built in voice.

A. Read Aloud B. Word Count C. Translate D. Resume Assistant

Answer for Self Assessment

- | | | | | |
|-------|-------|-------|-------|-------|
| 1. B | 2. A | 3. B | 4. A | 5. D |
| 6. B | 7. B | 8. A | 9. A | 10. B |
| 11. D | 12. B | 13. D | 14. A | 15. A |

Review Questions

1. In your document, you have typed the word file as “file” but you want to find and replace all the occurrences of this word to “File”. How would you do this?
2. How will you create an AutoText entry?
3. What do you understand by AutoComplete feature of Word?
4. Briefly explain how would you search a particular character in the document and replace it with another.

Further Reading



Fundamental Computer Skills, Feng-Qi Lai, David R. Hofmeister

<http://books.google.co.in/bkshp?hl=en>



Unit 03: MS Word

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Purpose and Objectives

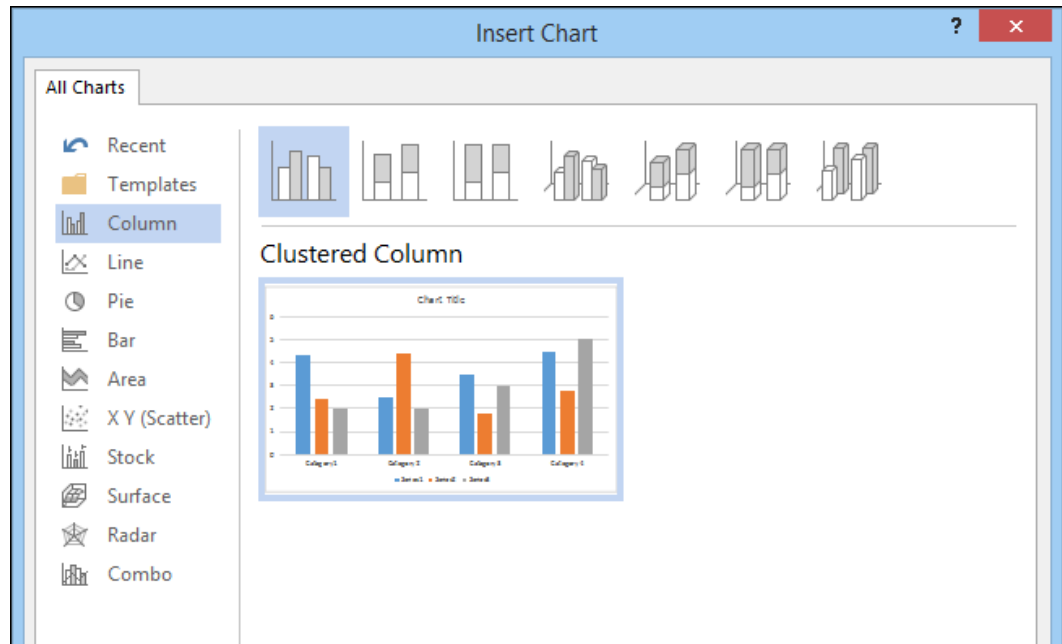
- Discussion of mail merge
- Working of mail merge

Introduction

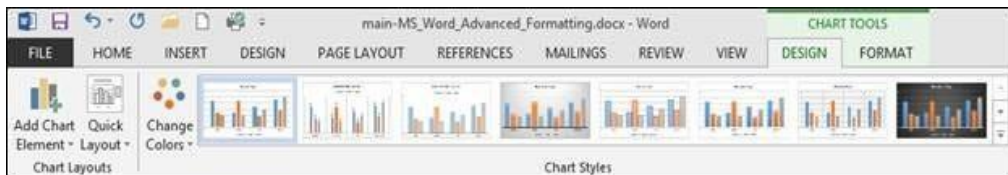
Microsoft Word is part of the Microsoft Office. Its main function is for producing documents that can includes text, graphics, table, clip art.

3.1 Charts

Charts are a great way to visually display data sets and Word 2013 comes jam packed with a large assortment of Charts to choose from, including columns, pie, bar charts and much, much more. Check out the screenshot for an idea of just how many options there are:

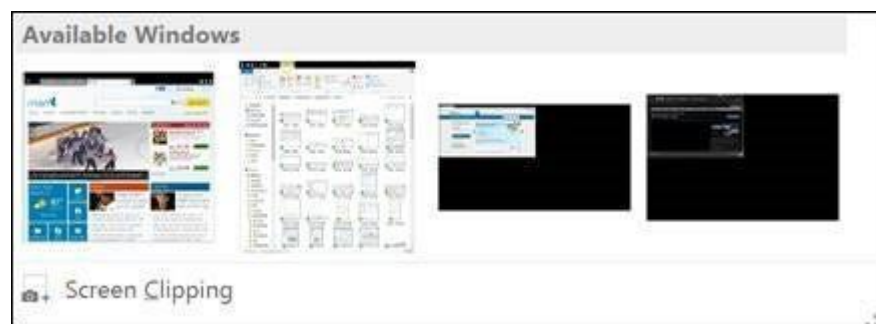


Using the “Design” tab, if you don’t like the colors or style of your chart, you can instantly apply changes to it without having to generate a new one.



3.2 Screenshots

The “Screenshot” feature will allow you to take a screen clip, which is automatically pasted in your document.



When you use the screenshot function, it will let you choose between any currently open

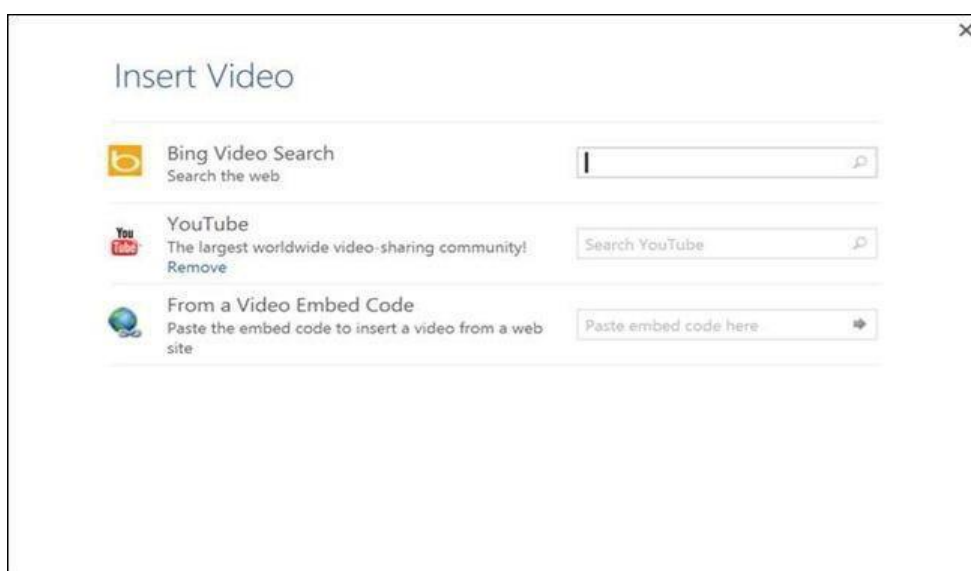


windows, or you can select “Screen Clipping,” which will minimize Word allowing you to take a selection or full shot of your desktop. So for example, if you want to simply insert a shot of your desktop and its icons, you would first need to minimize everything you have open.

There’s a myriad of ways you can take and add screenshots, so we’re not going to dwell on it. Just note this feature, if you’re unfamiliar with adding screenshots, and you want an easy way to do it in Word.

Online Video

You can insert “Online Video” such as Bing, YouTube, or video embed code into your document.



When you embed a video, it will appear as if it is a regular picture, complete with grab handles and text wrap controls.



Further, you can adjust how the embedded video thumbnail appears (as a picture) using the “Picture Tools” so you can make adjustments to the color, add a border, correct the contrast



and brightness, and more.



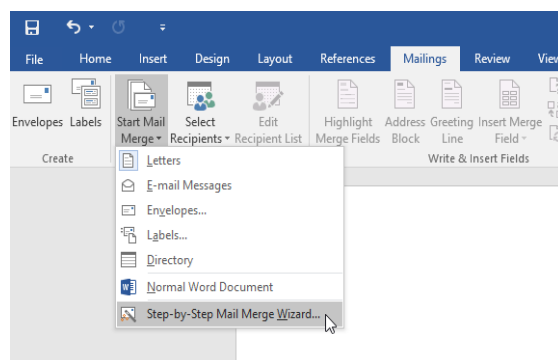
So you see, we simply applied a “picture style” and add a purple border. This is only a fraction of the stuff you can do, so if you to add some really nice looking effects and create a nice looking document that really pops, you should take your time to familiarize yourself with everything.

3.3 Mail Merge

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a Mail Merge, you will need a Word document (you can start with an existing one or create a new one) and a recipient list, which is typically an Excel workbook.

To use Mail Merge:

1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step-by-Step Mail Merge Wizard** from the drop-down menu.



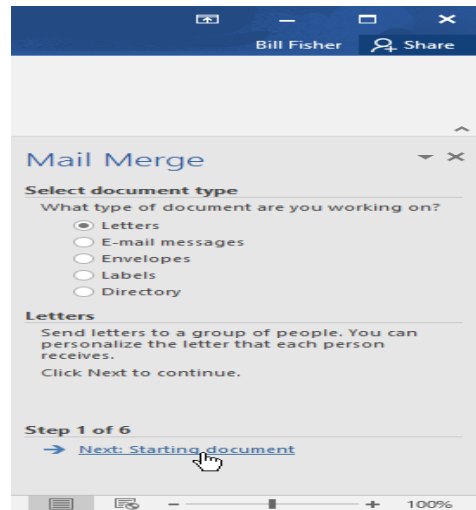
The Mail Merge pane will appear and guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a **recipient list**.



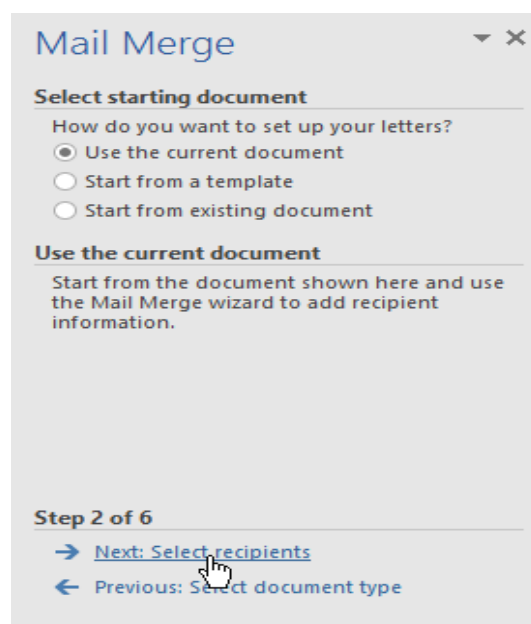
Step 1.

From the Mail Merge task pane on the right side of the Word window, choose the **type** of document you want to create. In our example, we'll select **Letters**.

Then click **Next: Starting document** to move to Step 2.



Step 2: Select Use the current document, then click Next: Select recipients to move to Step 3.

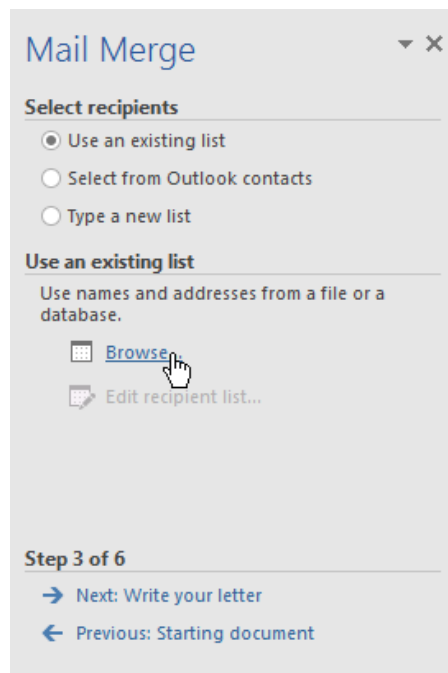




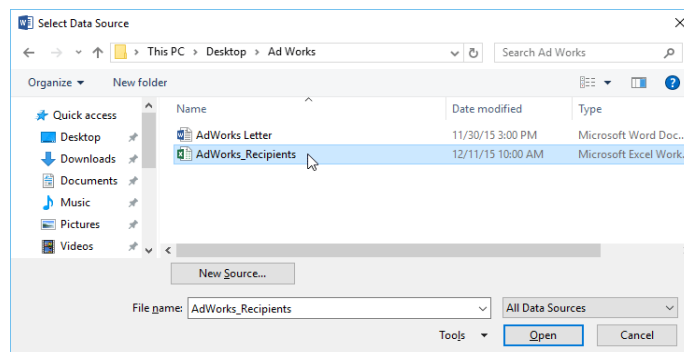
Step 3:

Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

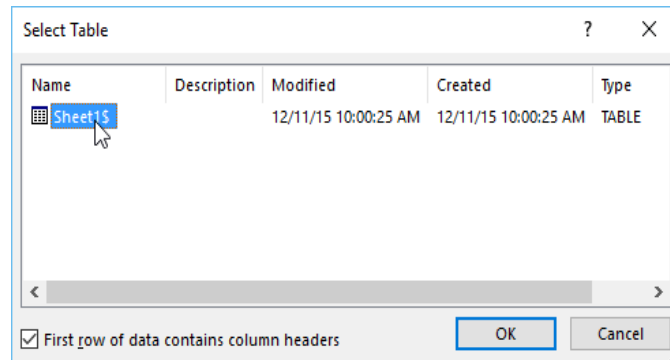
Select **Use an existing list**, then click **Browse** to select the file.



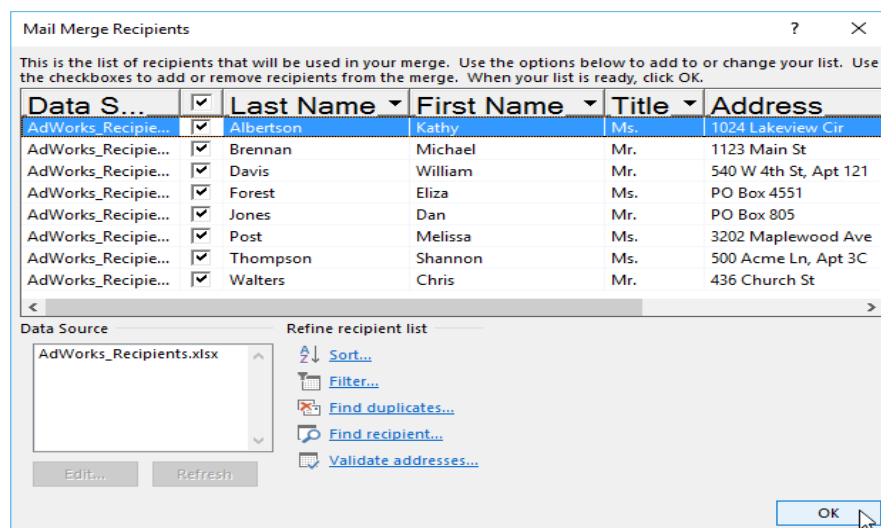
1. Locate your file, then click **Open**



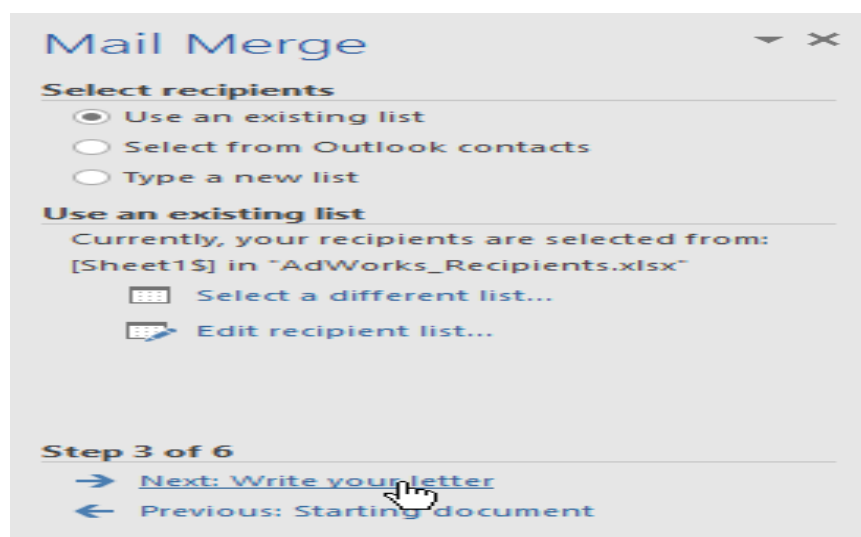
2. If the address list is in an Excel workbook, select the **worksheet** that contains the list, then click **OK**.



In the **Mail Merge Recipients** dialog box, you can check or uncheck each box to control which recipients are included in the merge. By default, all recipients should be selected. When you're done, click OK.



Click **Next: Write your letter** to move to Step 4.





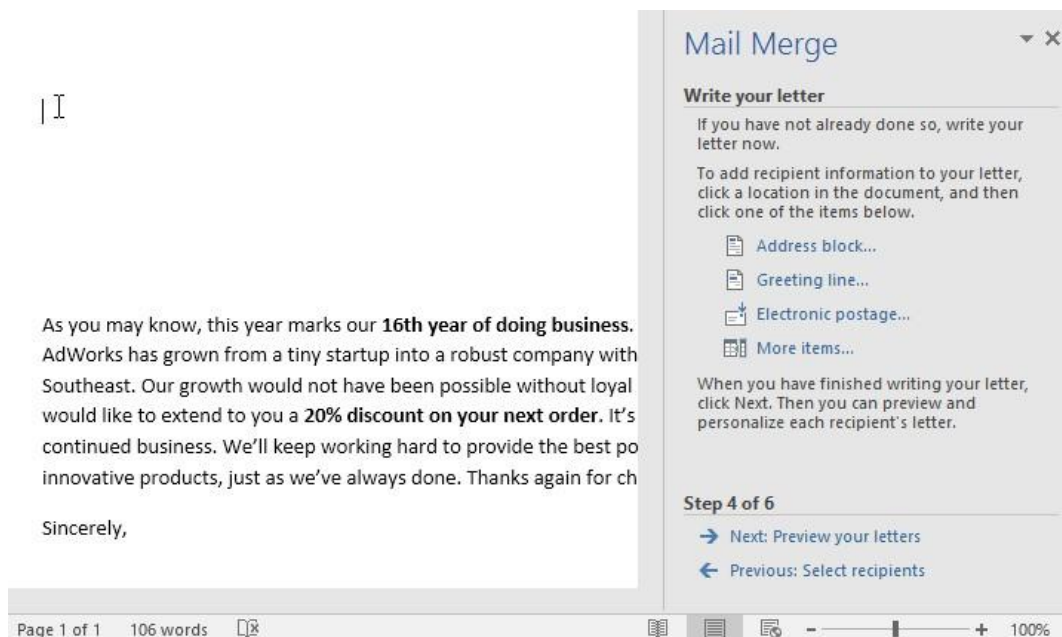
If you don't have an existing address list, you can click the **Type a new list** button and click **Create**, then type your address list manually.

Step 4:

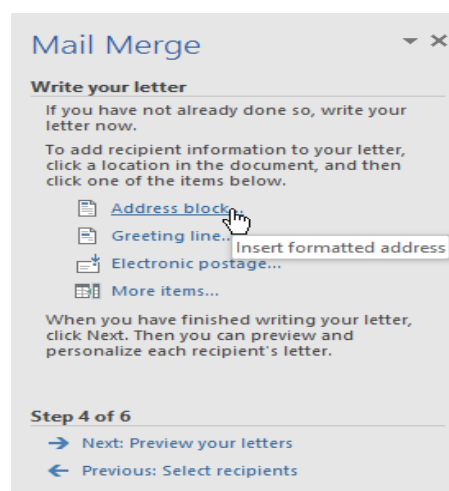
Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.



Choose one of the **placeholder** options. In our example, we'll select **Address block**.





2. Depending on your selection, a dialog box may appear with various customization options. Select the desired options, then click **OK**.

A placeholder will appear in your document (for example, «AddressBlock»).

3. Add any other placeholders you want. In our example, we'll add a **Greeting line** placeholder just above the body of the letter.



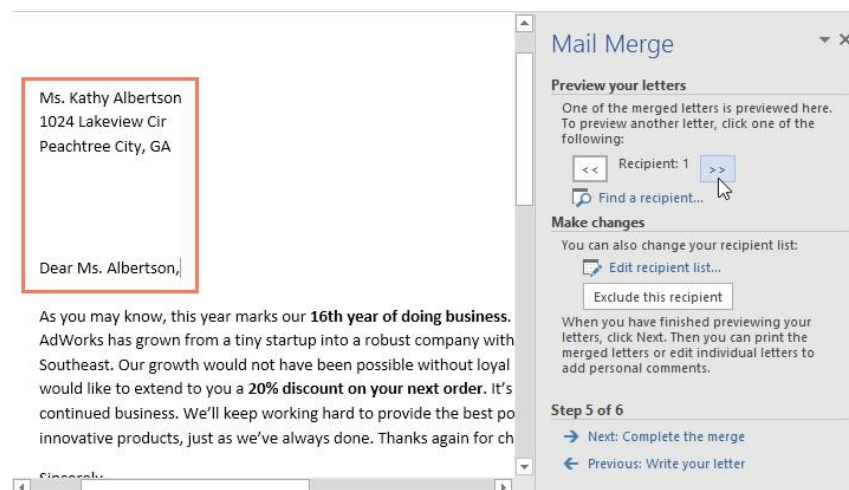
4. When you're done, click **Next: Preview your letters** to move to Step 5.



For some letters, you'll only need to add an **Address block** and **Greeting line**. But you can also add more placeholders (such as recipients' names or addresses) in the body of the letter to personalize it even further.

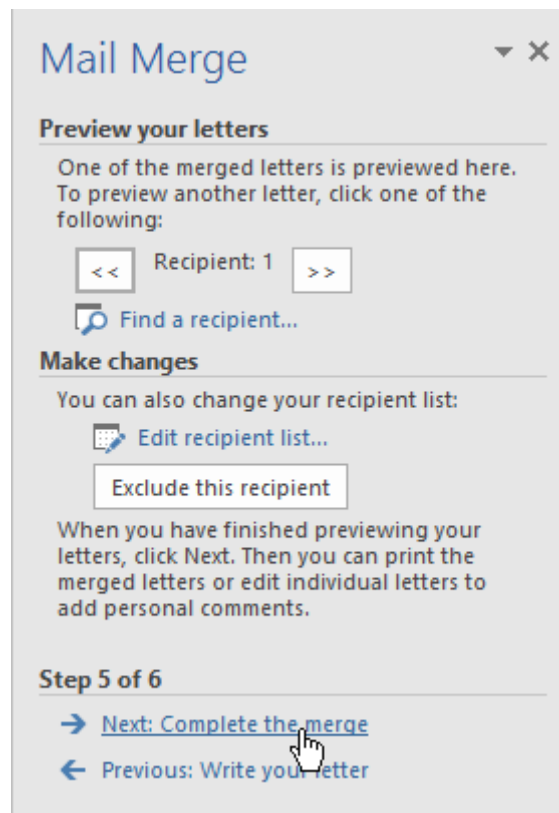
Step 5:

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each version of the document.





2. If everything looks correct, click **Next: Complete the merge** to move to Step 6.



Step 6:

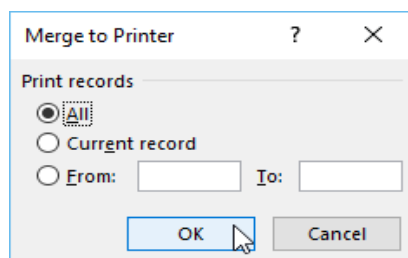
1. Click **Print** to print the letters.



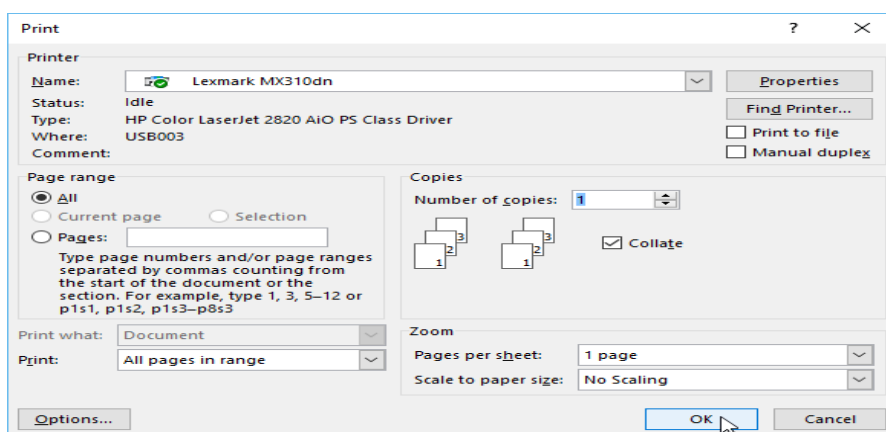
2. A dialog box will appear. Decide if you want to print **All** of the letters, the current



document (record), or only a select group, then click **OK**. In our example, we'll print all of the letters.



3. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**. The letters will be printed.



Open our practice document and practice recipient list and perform mail merge

Lab Exercise

3.4 CREATING A NEW DOCUMENT

Opening Microsoft Excel

To begin Microsoft Excel, Go to Applications > Microsoft Excel (Figure 1). When opened a Dialogue box on the screen, showing you a few templates and blank excel sheets (Figure 2.) if this does not happen click File > New Workbook.

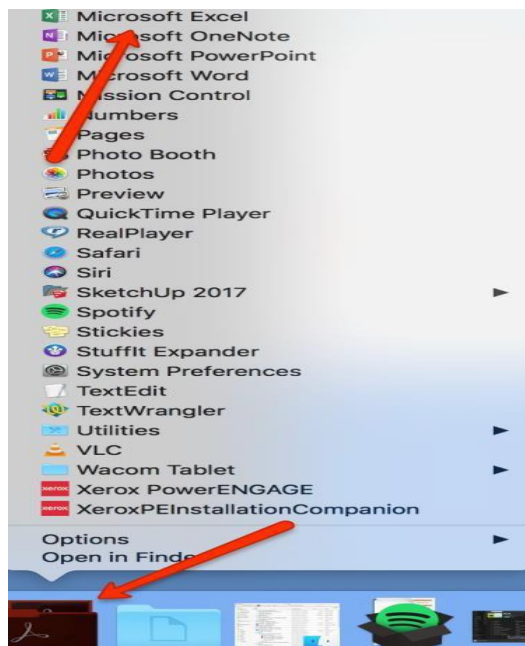


Figure 1 opening of a workbook

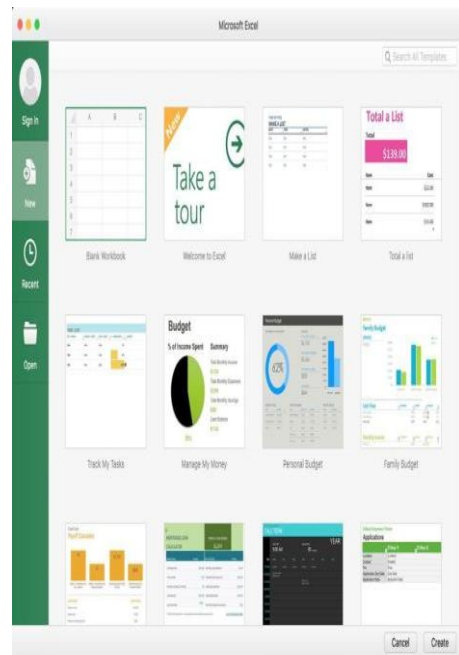


Figure 2 Navigate to Microsoft Excel

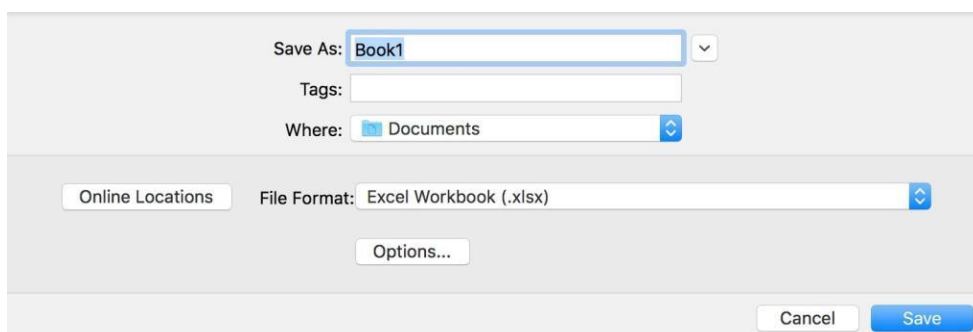
3.5 SAVING YOUR DOCUMENT

Computers crash and documents are lost all the time, so it is best to save often.

Saving Initially

Before you begin you should save your document. To do this, go to File > Save As. Microsoft Excel will open a dialog box (Figure 3) where you can specify the new file's name, location of where you want it saved, and format of the document. Once you have specified a name, place, and format for your new file, press the Save button.

Note: Specifying your file format will allow you to open your document on a PC as well as a Mac. To do this you use the drop down menu next to the Format option. Also, when you are specifying a file extension (i.e. .doc) make sure you know what you need to use





Saving Later

After you have initially saved your blank document under a new name, you can begin your project. However, you will still want to periodically save your work as insurance against a computer freeze or a power outage. To save, click File > Save

Ribbon

Microsoft Excel uses a ribbon toolbar to allow you to modify your document. Both Mac and Pc have the same ribbon toolbar. If you do not see these toolbars, or to open up other toolbars, go to View > Ribbon and place a checkmark by the toolbar you wish to open. Excel will also allow you to customize your toolbar by going to View > Customize Views.



On Mac, there is grey toolbar (figure above) located at the top of the green ribbon that contains any extra functions that is not in the main Excel ribbon. On Pc, excel has all of its functions in the main ribbon.

The Ribbon: (Figure 4). This toolbar contains tabs of Home, Insert, Page Layout, Formulas, Data, Review, and View. Each tab serves a different purpose in customizing your document or having access to specific tools to help aid in whatever you are working on.



Figure 4 standard tool bar

The Formatting Palette: (Figure 5) is on the Home tab of the Ribbon. This palette contains icons for

common formatting actions, such as Font Style, Font Size, Bold, Italic, Underline, Alignment, Borders, Shading, Orientation, Gridlines, and Margins.

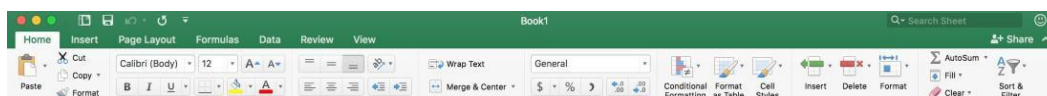


Figure 5 Formatting Palette

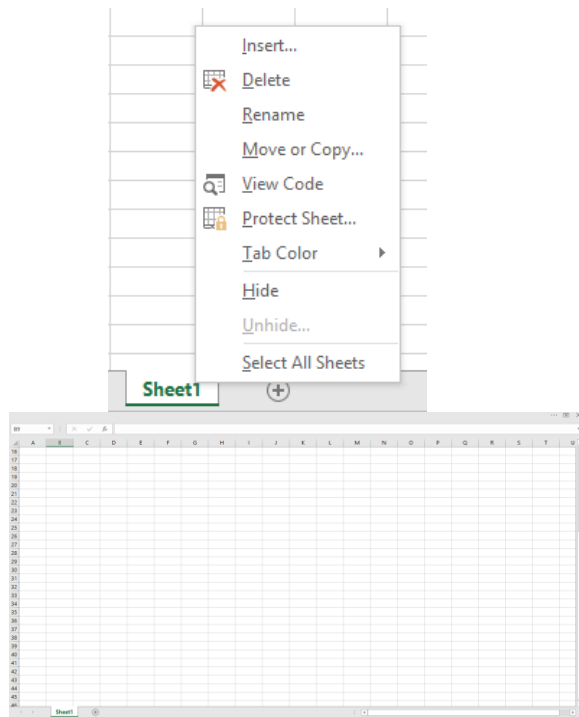


3.6 What is a Workbook?

In Excel 2016, when we open up a new workbook, it now includes only one worksheet. There can be the max of 1,048,576 rows and 16,384 columns in an excel worksheet.

Worksheet

Excel files are known as workbooks. Each workbook hold one or more worksheets (also called a "spreadsheets") Whenever we create a new Excel workbook, it will include one worksheet named Sheet1. A worksheet is a framework of columns and rows where column are identified by letters running across the top of worksheet, and rows are identified by numbers running down the left side of the worksheet.



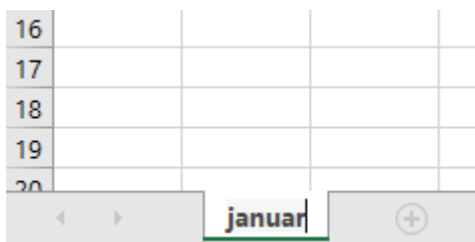
When working with a high amount of data, we can create multiple worksheets to help organize our workbook and make it easier to find content. We can also group worksheets to quickly add data to multiple worksheets at the same time.

To rename a worksheet



Whenever we create a new Excel workbook, it will include one worksheet named Sheet1. We can rename a worksheet to reflect its content better. In this example, we will develop a training log organized by month.

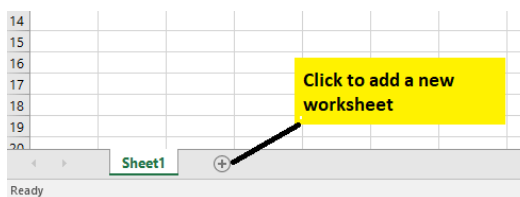
1. Right-click the worksheet we wish to rename, then select Rename from the worksheet menu.
2. Type the desired name for the worksheet.



3. Click anywhere outside of the worksheets, or press the Enter on our keyboard. The worksheet will be renamed.

To insert a worksheet

1. Locate and select the new sheet button.



A new, blank worksheet will occur.

Summary

Word is a word processor, created by Microsoft Corporation, US.

The word screen contains the title bar, Menu bar, Toolbars, Ruler and etc.

World 2013 presents a new user interface which is quite different than previous of word.

The word's document views contain normal views, outline, print layout, web layout and print preview



Keywords

Mail Merge Tool:

Word's Mail Merge feature allows you to quickly create personalized correspondence and other documents by combining (merging) information from two different files.

Self-Assessment

1. What makes your document attractive?

- A. Text
- B. Picture
- C. Captions
- D. Bullets

2. How to insert callouts to your document?

- A. Using shapes drop down list.
- B. Using mailing drop down list.
- C. Using table drop down list.
- D. None of these.

3. Which tab to click when we want to insert pictures, tables and clip art?

- A. Mailing
- B. Layout
- C. Insert
- D. File

4. What is CROP tool used for?

- A. To cut a picture
- B. To paste a picture
- C. To download picture
- D. To remove a picture



5. What is a predefined text format?
 - A. Shapes
 - B. WordArt
 - C. ClipArt
 - D. Bookmark
6. What happens when you click on Insert >> Picture?
 - A. It inserts a picture into document.
 - B. It lets you choose clipart to insert into document.
 - C. It opens an option of adding picture as well as online picture taskbar.
 - D. None of above
7. Under the Illustrations ribbon which of this option is not available?
 - A. Shapes
 - B. Icons
 - C. Smart Art
 - D. Orientation
8. If you want to draw a shape in your document, what steps you need to follow?
 - A. Insert>> Shapes.
 - B. Design>>Shapes
 - C. Insert>> Picture>> Shapes.
 - D. Not of these
9. Find the odd on out in the shape categories.
 - A. Lines
 - B. Basic Shapes
 - C. Flow chart
 - D. Smart chart



10. What is the name of the TOOLBAR that we must see BEFORE we can put in Word Art?
 - A. View
 - B. Standard
 - C. Insert
 - D. Mailing
11. What does the icon for Word Art look like?
 - A. A blue letter "A"
 - B. A blue letter "W"
 - C. A black letter "A"
 - D. A black letter "W"
12. Which of the following do you use to change margins?
 - A. Layout Menu
 - B. Design Menu
 - C. View Menu
 - D. Reference's menu
13. By default, what is the page orientation of a word document?
 - A. Landscape
 - B. Portrait
 - C. Envelope
 - D. Letter
14. What tab in MS Word you'll use to access Mail Merge options?
 - A. Home tab
 - B. Insert tab
 - C. References tab
 - D. Mailings tab



15. _____ enables us to send the same letter to different persons.

- A. Macros
- B. Template
- C. Mail merge
- D. None

Further Reading:



Fundamental Computer Skills, Feng-Qi Lai, David R. Hofmeister



<http://books.google.co.in/bkshp?hl=en>



Unit 04:MS Excel

CONTENTS

Purpose and Objective

Introduction

4.1 Formatting

4.2 Formatting Rows and Columns

4.3 Functions in Formula

4.4 Formulas and

Functions Summary

Keywords

Self-Assessment

Review

Questions

Answer for Self- Assessment

Further Reading

Purpose and Objective

- Discuss the starting of excel.
- Explain the excel window in worksheets.
- Discuss the creation of excel sheet and saving cash sheets in excel format.
- Discuss entering of data and explore number format.
- Explain the sort function and entering of dates.
- Explain cells and formality of cells.
- Discuss excel function, in date time, financial, logic, mathematical and trigonometric function.

Introduction

This application is one of the most useful tools to carry out most of the common scientific and statistical tasks in a faster way. The data once entered in to a worksheet can be manipulated to



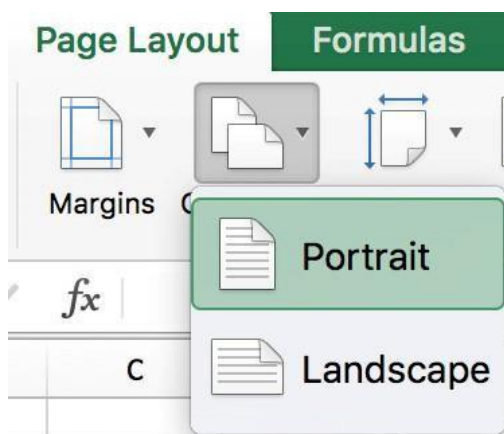
carry out many results and also using the same data or its output to plot a graph. This Application has a standard library of mathematical, scientific and statistical formulae and these facilities can be used to estimate the result. The following topics will describe how to use this application from first principles.

Microsoft Excel is one of the most popular spreadsheet applications that helps you manage data, create visually persuasive charts, and thought-provoking graphs. Excel is supported by both Mac and PC platforms. Microsoft Excel can also be used to balance a checkbook, create an expense report, build formulas, and edit them

4.1 Formatting

Formatting the Spreadsheet

The default page view for Microsoft Excel spreadsheets displays all gridlines and open up in portrait orientation. To change the gridlines, look at the fifth tab on the Formatting Palette, under Sheet uncheck the view box. This will eliminate any gridlines from the spreadsheet. To change the page orientation, look at the fifth tab on the Formatting Palette, under Orientation and check Landscape (Figure 7).



Working

Working with cells

Cells are an important part of any project being used in Microsoft Excel. Cells hold all of the data that is being used to create the spreadsheet or workbook. To enter data into a cell you simply click once inside of the desired cell, a green border will appear around the cell. This border indicates that it is a selected cell. You may then begin typing in the data for that cell.



| | | | |
|----|---|---|---|
| A1 | | | |
| | A | B | C |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Entering data

Changing an Entry Within a Cell

You may change an entry within a cell two different ways:

- Click the cell one time and begin typing. The new information will replace any information that was previously entered.
- Double click the cell and a cursor will appear inside. This allows you to edit certain pieces of information within the cells instead of replacing all of the data.

Cut, Copy, and Paste

You can use the Cut, Copy and Paste features of Excel to change the data within your spreadsheet, to move data from other spreadsheets into new spreadsheets, and to save yourself the time of re- entering information in a spreadsheet. Cut will actually remove the selection from the original location and allow it to be placed somewhere else. Copy allows you to leave the original selection where it is and insert a copy elsewhere. Paste is used to insert data that has been cut or copied.

To Cut or Copy:

Highlight the data or text by selecting the cells that they are held within. Go to Edit > Copy (Command-X) or Edit > Cut

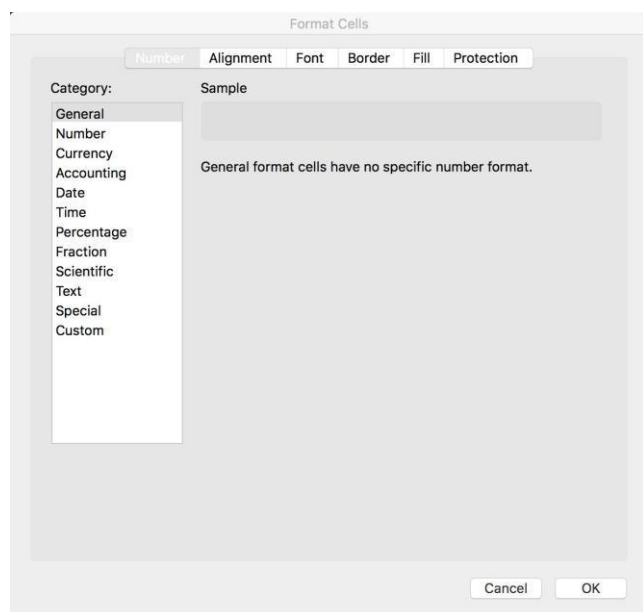
Click the location where the information should be placed. Go to Edit > Paste

Formatting Cells



There are various different options that can be changed to format the spreadsheets cells differently. When changing the format within cells you must select the cells that you wish to format.

To get to the Format Cells dialog box select the cells you wish to change then go to Format > Cells. A box will appear on the screen with six different tab options . Explanations of the basic options in the format dialog box are bulleted below.



Number: Allows you to change the measurement in which your data is used. (If your data is concerned with money the number that you would use is currency)

Alignment: This allows you to change the horizontal and vertical alignment of your text within each cell. You can also change the orientation of the text within the cells and the control of the text within the cells as well.

Font: Gives the option to change the size, style, color, and effects.

Border: Gives the option to change the design of the border around or through the cells.

4.2 Formatting Rows and Columns

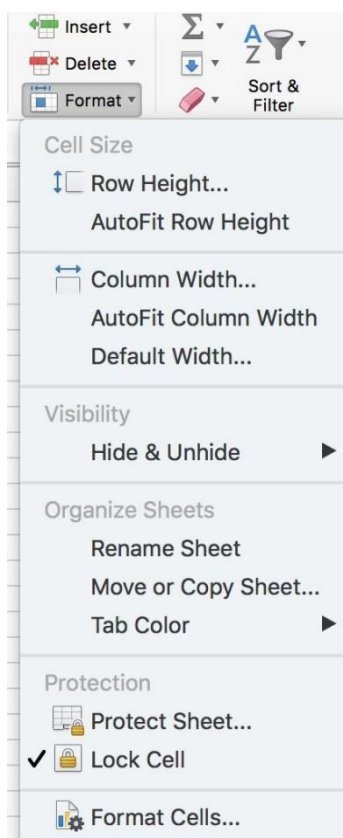
When formatting rows and columns you can change the height, choose for your information to autofit to the cells, hide information within a row or column, un-hide the information. To format a row or column go to Format > Row (or Column), or Home tab then format button for PC, then choose which option you are going to use. The cell or cells that are going to be



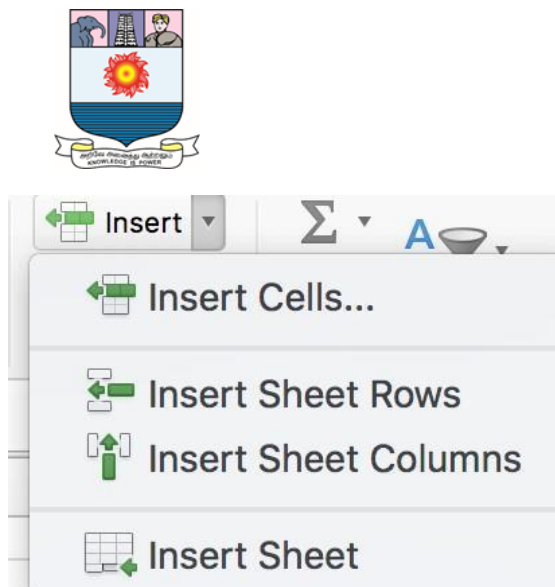
formatted need to be selected before doing this.

Adding Rows and Columns

When adding a row or column you are inserting a blank row or column next to your already entered data. Before you can add a Row you are going to have to select the row that your wish for your new row to be placed in its place. (Rows are on the left hand side of the spreadsheet) once the row is selected it is going to highlight the entire row that you chose. To insert the row you have to go to **Insert > Row**. The row will automatically be placed on the spreadsheet and any data that was selected in the original row will be moved down below the new row. Another way is using the Insert in the Formatting Palette



Formatting Palette.



Inserting Column and row

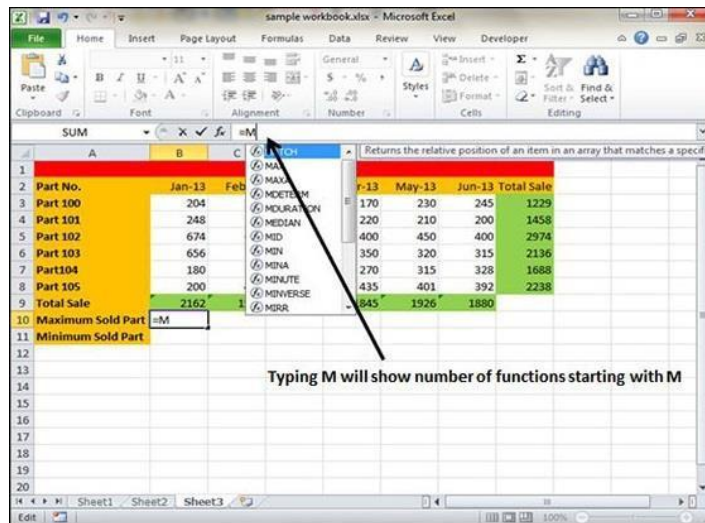
Before you can add a Column you are going to have to select a column on the spreadsheet that is located in the area that you want to enter the new column. (Columns are on the top part of the spreadsheet.) Once the column is selected it is going to highlight the entire row that you chose. To insert a column you have to go to **Insert > Column**. The column will automatically be placed on the spreadsheet and any data to the right of the new column will be moved more to the right.

4.3 Functions in Formula

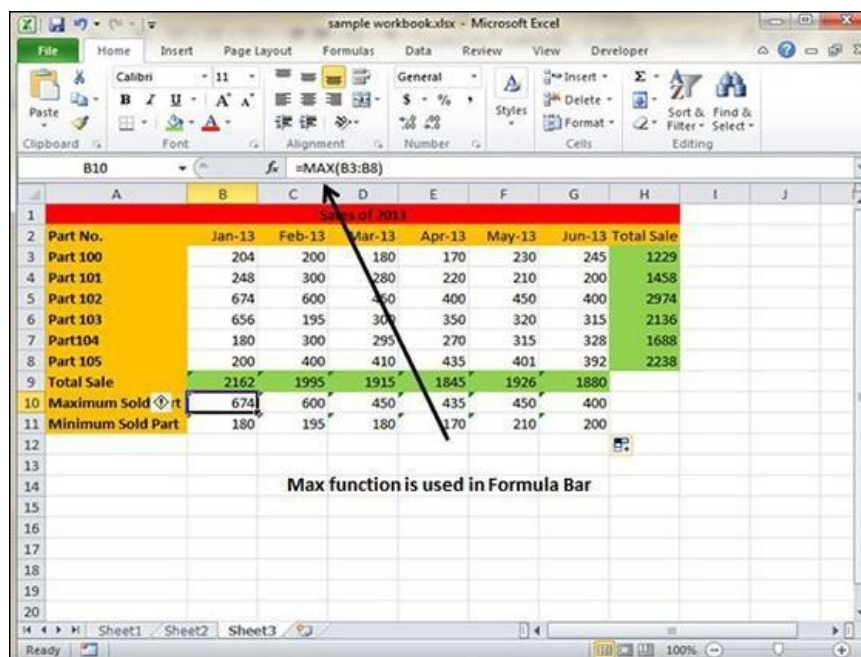
Many formulas you create use available worksheet functions. These functions enable you to greatly enhance the power of your formulas and perform calculations that are difficult if you use only the operators. For example, you can use the LOG or SIN function to calculate the Logarithm or Sin ratio. You can't do this complicated calculation by using the mathematical operators alone.

Using Functions

When you type = sign and then type any alphabet you will see the searched functions as below



Suppose you need to determine the largest value in a range. A formula can't tell you the answer without using a function. We will use formula that uses the MAX function to return the largest value in the range B3:B8 as =MAX(A1:D100).



Another example of functions. Suppose you want to find if the cell of month is greater than 1900 then we can give Bonus to Sales representative. The we can achieve it with writing formula with IF functions as =IF(B9>1900,"Yes","No")



sample workbook.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

B12 =IF(B9>1900,"Yes","No")

| Sales of 2013 | | | | | | | |
|-------------------|--------|--------|--------|--------|--------|--------|------------|
| Part No. | Jan-13 | Feb-13 | Mar-13 | Apr-13 | May-13 | Jun-13 | Total Sale |
| Part 100 | 204 | 200 | 180 | 170 | 230 | 245 | 1229 |
| Part 101 | 248 | 300 | 280 | 220 | 210 | 200 | 1458 |
| Part 102 | 674 | 600 | 450 | 400 | 450 | 400 | 2974 |
| Part 103 | 656 | 195 | 300 | 350 | 320 | 315 | 2136 |
| Part 104 | 180 | 300 | 295 | 270 | 315 | 328 | 1688 |
| Part 105 | 200 | 400 | 410 | 435 | 401 | 392 | 2238 |
| Total Sale | 2162 | 1995 | 1915 | 1845 | 1926 | 1880 | |
| Maximum Sold Part | 674 | 600 | 450 | 435 | 450 | 400 | |
| Minimum Sold Part | 180 | 195 | 180 | 170 | 210 | 200 | |
| Good/Bad | Yes | Yes | Yes | No | Yes | No | |

Sheet1 Sheet2 Sheet3

Ready 100%

Function Arguments

In the above examples, you may have noticed that all the functions used parentheses. The information inside the parentheses is the list of arguments.

Functions vary in how they use arguments. Depending on what it has to do, a function may use.

No arguments – Examples – Now(), Date(), etc.

One argument – UPPER(), LOWER(), etc.

A fixed number of arguments – IF(), MAX(), MIN(), AVERAGE(), etc.

Infinite number of arguments **Optional arguments**

4.4 Formulas and Functions

A formula is an expression which calculates the value of a cell. Functions are predefined formulas and are already available in Excel.

For example, cell A3 below contains a formula which adds the value of cell A2 to the value of cell A1.

| | | | | | | |
|----|---|---|---|---|---|---|
| A3 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 3 | | | | | |
| 3 | 5 | | | | | |
| 4 | | | | | | |

| | | | | | | |
|----|---|---|---|---|---|---|
| A3 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 3 | | | | | |
| 3 | 5 | | | | | |
| 4 | | | | | | |

For example, cell A3 below contains the SUM function which calculates the sum of the range A1:A2.

| | | | | | | |
|----|---|---|---|---|---|---|
| A3 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 3 | | | | | |
| 3 | 5 | | | | | |
| 4 | | | | | | |

Enter a Formula:

To enter a formula, execute the following steps:

1. Select a cell.
2. To let Excel know that you want to enter a formula, type an equal sign (=).
3. For example, type the formula A1+A2.

Change the value of cell A1 to 3.

| | | | | | | |
|----|---|---|---|---|---|---|
| A3 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 3 | | | | | |
| 3 | 5 | | | | | |
| 4 | | | | | | |



| | | | | | | |
|----|---|---|---|---|---|---|
| A1 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 3 | | | | | |
| 2 | 3 | | | | | |
| 3 | 6 | | | | | |
| 4 | | | | | | |



instead of typing A1 and A2, simply select cell A1 and cell A2.

Excel automatically recalculates the value of cell A3. This is one of Excel's most powerful features!

Edit a Formula

When you select a cell, Excel shows the value or formula of the cell in the formula bar.

| | | | | | | |
|----|---|---|---|---|---|---|
| A3 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 3 | | | | | |
| 3 | 5 | | | | | |
| 4 | | | | | | |

1. To edit a formula, click in the formula bar and change the formula.

| | | | | | | |
|-------|--------|---|---|---|---|---|
| SUMIF | | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 3 | | | | | |
| 3 | =A1-A2 | | | | | |
| 4 | | | | | | |

2. Press Enter.



| | | | | | | |
|---|----|---|---|---|---|---|
| | A4 | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 3 | | | | | |
| 3 | -1 | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Operator Precedence

Excel uses a default order in which calculations occur. If a part of the formula is in parentheses, that part will be calculated first. It then performs multiplication or division calculations. Once this is complete, Excel will add and subtract the remainder of your formula. See the example below.

| | | | | | | |
|---|----|---|---|---|---|---|
| | A4 | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 2 | | | | | |
| 3 | 1 | | | | | |
| 4 | 5 | | | | | |
| 5 | | | | | | |

First, Excel performs multiplication ($A1 * A2$). Next, Excel adds the value of cell A3 to this result. Another example,

| | | | | | | |
|---|----|---|---|---|---|---|
| | A4 | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | | | | | |
| 2 | 2 | | | | | |
| 3 | 1 | | | | | |
| 4 | 6 | | | | | |
| 5 | | | | | | |

First, Excel calculates the part in parentheses ($A2+A3$). Next, it multiplies this result by the value of cell A1.

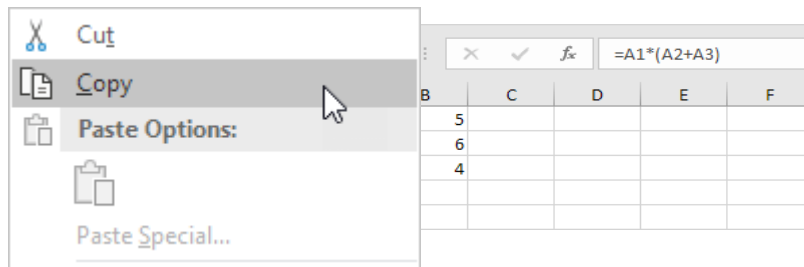


Copy/Paste a Formula

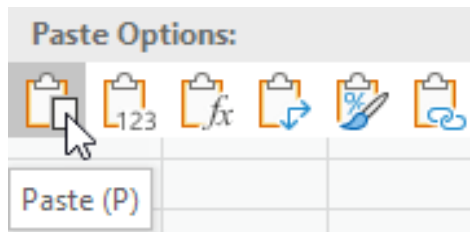
When you copy a formula, Excel automatically adjusts the cell references for each new cell the formula is copied to. To understand this, execute the following steps.

1. Enter the formula shown below into cell A4.

2a. Select cell A4, right click, and then click Copy (or press CTRL + c)



..next, select cell B4, right click, and then click Paste under 'Paste Options:' (or press CTRL + v).



2b. You can also drag the formula to cell B4. Select cell A4, click on the lower right corner of cell A4 and drag it across to cell B4. This is much easier and gives the exact same result!

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | 2 | 5 | | | | |
| 2 | 2 | 6 | | | | |
| 3 | 1 | 4 | | | | |
| 4 | 6 | | | | | |
| 5 | | | | | | |

Result. The formula in cell B4 references the values in column B.



| | | | | | | |
|----|---|----|---|---|---|---|
| B4 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 2 | 5 | | | | |
| 2 | 2 | 6 | | | | |
| 3 | 1 | 4 | | | | |
| 4 | 6 | 50 | | | | |
| 5 | | | | | | |

Insert Function

Every function has the same structure. For example, SUM(A1:A4). The name of this function is SUM. The part between the brackets (arguments) means we give Excel the range A1:A4 as input. This function adds the values in cells A1, A2, A3 and A4. It's not easy to remember which function and which arguments to use for each task. Fortunately, the Insert Function feature in Excel helps you with this.

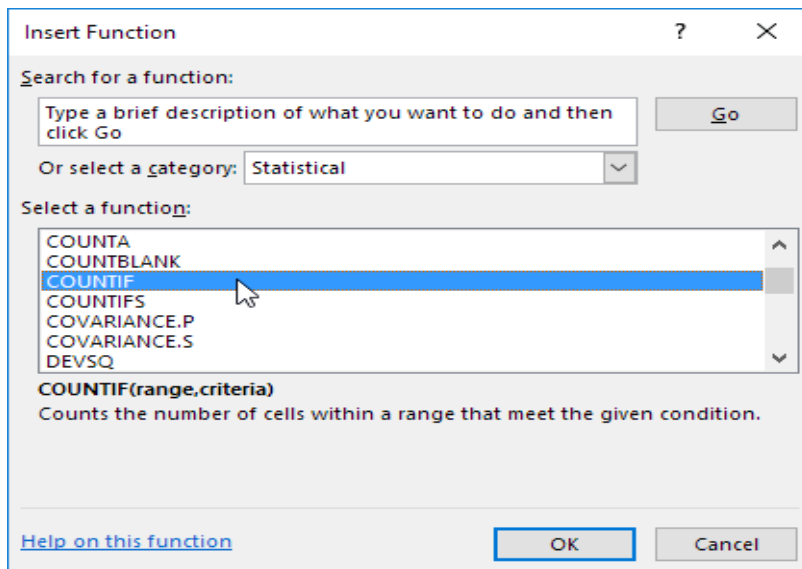
To insert a function, execute the following steps.

1. Select a cell.
2. Click the Insert Function button.

| | | | | | | |
|----|----|---|---|---|---|---|
| D1 | | | | | | |
| | A | B | C | D | E | F |
| 1 | 3 | 8 | 6 | | | |
| 2 | 10 | 5 | 4 | | | |
| 3 | | | | | | |

The 'Insert Function' dialog box appears.

3. Search for a function or select a function from a category. For example, choose COUNTIF from the Statistical category.



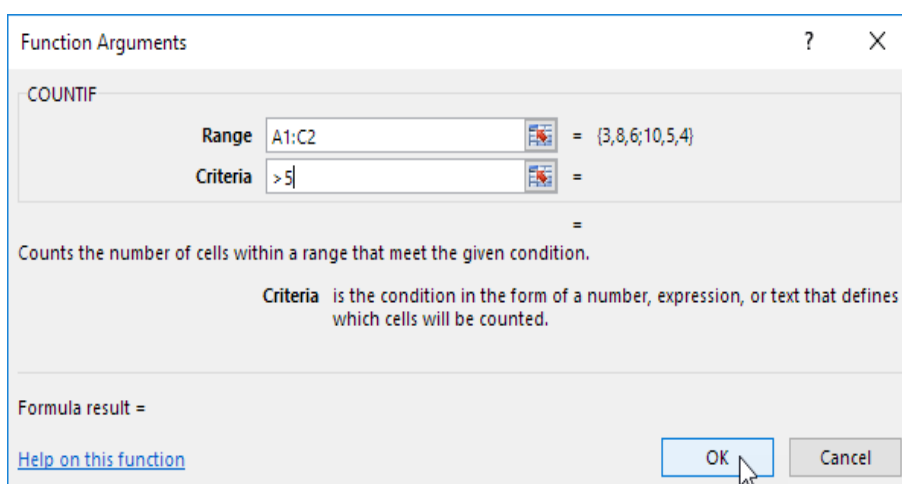
4. Click OK.

The 'Function Arguments' dialog box appears.

5. Click in the Range box and select the range A1:C2.

6. Click in the Criteria box and type >5.

7. Click OK.



Result. The COUNTIF function counts the number of cells that are greater than 5.



instead of using the Insert Function feature, simply type =COUNTIF(A1:C2,">5").

When you arrive at: =COUNTIF(instead of typing A1:C2, simply select the range A1:C2.

| | | | | | | |
|----------------------|----|---|---|---|---|---|
| D1 | | | | | | |
| =COUNTIF(A1:C2,">5") | | | | | | |
| | A | B | C | D | E | F |
| 1 | 3 | 8 | 6 | 3 | | |
| 2 | 10 | 5 | 4 | | | |
| 3 | | | | | | |

Functions

Below is the list of some functions which are very helpful in excel.

- 1. Count and Sum:** The most used functions in Excel are the functions that count and sum. You can count and sum based on one criterion or multiple criteria.
- 2. Logical:** Learn how to use Excel's logical functions, such as IF, AND, OR and NOT. **Cell References:** Cell references in Excel are very important. Understand the difference between relative, absolute and mixed reference, and you are on your way to success.
- 3. Date & Time:** To enter a date, use the "/" or "-" characters. To enter a time, use the ":" (colon).
- 4. Text:** Excel has many functions to offer when it comes to manipulating text strings.
- 5. Lookup & Reference:** Learn all about Excel's lookup & reference functions, such as VLOOKUP, HLOOKUP, MATCH, INDEX and CHOOSE.

Financial: This chapter illustrates Excel's most popular financial functions.

- 1. Statistical:** An overview of some very useful statistical functions in Excel.
- 2. Round:** This chapter illustrates three functions to round numbers in Excel. ROUND, ROUNDUP and ROUNDDOWN.
- 3. Formula Errors:** This chapter teaches you how to deal with some common formula errors.
- 4. Array Formulas:** This chapter helps you understand array formulas in Excel. Single cell array formulas perform multiple calculations in one cell.



Most used functions

Let's check out the 10 most used Excel functions.

1. COUNT

To count the number of cells that contain numbers, use the COUNT function in Excel.

| | | | | | | | | | |
|----|------|---|---|---|---|---|---|---|---|
| A9 | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | 2 | | | | | | | | |
| 2 | sun | | | | | | | | |
| 3 | moon | | | | | | | | |
| 4 | TRUE | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | 7 | | | | | | | | |
| 7 | 5 | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | 3 | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |

Count function

Note: use COUNTA to count all cells that are not empty. COUNTA stands for count all.

1. SUM

To sum a range of cells, use the SUM function in Excel. The SUM function below sums all values in column A.

| | | | | | | | | | |
|----|----|---|-----|----|---|---|---|---|---|
| D2 | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | 10 | | | | | | | | |
| 2 | 10 | | Sum | 41 | | | | | |
| 3 | 10 | | | | | | | | |
| 4 | 10 | | | | | | | | |
| 5 | | | | | | | | | |

Note: you can also use the SUM function to sum an entire row. For example, =SUM(5:5) sums all values in the 5th row.



2. IF

The IF function checks whether a condition is met, and returns one value if true and another value if false.

| C2 : ✕ ✓ <i>fx</i> =IF(B2>=60,"Pass","Fail") | | | | | | | | | |
|---|----------|-------|--------|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I |
| 1 | Name | Score | Result | | | | | | |
| 2 | Richard | 93 | Pass | | | | | | |
| 3 | Jennifer | 60 | Pass | | | | | | |
| 4 | James | 58 | Fail | | | | | | |
| 5 | Lisa | 79 | Pass | | | | | | |
| 6 | Sharon | 41 | Fail | | | | | | |
| 7 | | | | | | | | | |

Explanation: if the score is greater than or equal to 60, the IF function shown above returns Pass, else it returns Fail. To quickly copy this formula to the other cells, click on the lower right corner of cell C2 and drag it down to cell C6.

4. AVERAGE

To calculate the average of a group of numbers, use the AVERAGE function (no rocket science here). The formula below calculates the average of the top 3 numbers in the range A1:A6.

| A8 : ✕ ✓ <i>fx</i> =AVERAGE(LARGE(A1:A6,{1,2,3})) | | | | | | | | | |
|--|----|---|---|---|---|---|---|---|---|
| | A | B | C | D | E | F | G | H | I |
| 1 | 9 | | | | | | | | |
| 2 | 15 | | | | | | | | |
| 3 | 2 | | | | | | | | |
| 4 | 10 | | | | | | | | |
| 5 | 1 | | | | | | | | |
| 6 | 20 | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | 15 | | | | | | | | |
| 9 | | | | | | | | | |

Explanation: the LARGE function returns the array constant {20,15,10}. This array constant is used as an argument for the AVERAGE function, giving a result of 15.



5. COUNTIF

The COUNTIF function below counts the number of cells that contain exactly star + a series of

| | | | | | | | | | |
|----|--------|---|---|---|---|---|---|---|---|
| A9 | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | star | | | | | | | | |
| 2 | moon | | | | | | | | |
| 3 | stars | | | | | | | | |
| 4 | 9 | | | | | | | | |
| 5 | star | | | | | | | | |
| 6 | star | | | | | | | | |
| 7 | star12 | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | 4 | | | | | | | | |
| 10 | | | | | | | | | |

zero or more characters.

Explanation: an asterisk (*) matches a series of zero or more characters. Visit our page about the COUNTIF function for more information and examples.

6. SUMIF

The SUMIF function below sums values in the range B1:B5 if the corresponding cells in the range A1:A5 contain exactly circle + 1 character.

| | | | | | | | | | |
|----|-----------|----|---|---|---|---|---|---|---|
| B7 | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | circle6 | 10 | | | | | | | |
| 2 | triangle | 1 | | | | | | | |
| 3 | circle | 7 | | | | | | | |
| 4 | circle8 | 20 | | | | | | | |
| 5 | triangle5 | 3 | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | 30 | | | | | | | |
| 8 | | | | | | | | | |

Explanation: a question mark (?) matches exactly one character. Visit our page about the SUMIF function for more information and examples.

7. VLOOKUP

The VLOOKUP function below looks up the value 53 (first argument) in the leftmost column of the red table (second argument). The value 4 (third argument) tells the VLOOKUP function to return the value in the same row from the fourth column of the red table.



| | | | | | | | | | |
|---|---|----|------------|-----------|-----------|---|--------|----------|---|
| H3 : X ✓ fx =VLOOKUP(H2,B3:E9,4,FALSE) | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | | 1 | 2 | 3 | 4 | | | | |
| 2 | | ID | First Name | Last Name | Salary | | ID | 53 | |
| 3 | | 72 | Emily | Smith | \$64,901 | | Salary | \$58,339 | |
| 4 | | 66 | James | Anderson | \$70,855 | | | | |
| 5 | | 14 | Mia | Clark | \$188,657 | | | | |
| 6 | | 30 | John | Lewis | \$97,566 | | | | |
| 7 | | 55 | Jessica | Walker | \$58,339 | | | | |
| 8 | | 56 | Mark | Reed | \$125,180 | | | | |
| 9 | | 79 | Richard | Lopez | \$91,632 | | | | |
| 10 | | | | | | | | | |

8. MIN

To find the minimum value, use the MIN function. It's as simple as it sounds.

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|
| A3 : X ✓ fx =MIN(A1:O1) | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | 0 | 7 | 8 | 6 | 5 | 9 | 8 | 7 | 4 |
| 2 | | | | | | | | | |
| 3 | 0 | | | | | | | | |
| 4 | | | | | | | | | |

9. MAX

To find the maximum value, use the MAX function.

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|
| A3 : X ✓ fx =MAX(A1:O1) | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | 0 | 7 | 8 | 6 | 5 | 9 | 8 | 7 | 4 |
| 2 | | | | | | | | | |
| 3 | 9 | | | | | | | | |
| 4 | | | | | | | | | |

10. SUMPRODUCT

To calculate the sum of the products of corresponding numbers in one or more ranges, use Excel's powerful SUMPRODUCT function.



| | | | | | | | | | |
|----|----------|----------|-------|---|---|---|---|---|---|
| C7 | | | | | | | | | |
| | A | B | C | D | E | F | G | H | I |
| 1 | Product | Quantity | Price | | | | | | |
| 2 | Computer | 2 | 1000 | | | | | | |
| 3 | Keyboard | 4 | 250 | | | | | | |
| 4 | Mouse | 4 | 100 | | | | | | |
| 5 | Printer | 2 | 50 | | | | | | |
| 6 | | | | | | | | | |
| 7 | | Total | 3500 | | | | | | |
| 8 | | | | | | | | | |

Explanation: the SUMPRODUCT function performs this calculation: $(2 * 1000) + (4 * 250) + (4 * 100)$

$+ (2 * 50) = 3500$.

Summary

Exploring the Excel Window, in which when we start working, we begin using work is called worksheet.

Creation of worksheet in which we can say the worksheet that worksheet is used for mummies tasks.

Excel function must commonly use excel functions are used by grasped.

Keywords

Documents:

A document is a work of non-fiction writing intended to store and communicate information, thus acting as a recording. Documents are often the focus and concern of business administration and government administration. The word is also used as a verb as “documenting” describes the process of making a document.

Excel Worksheets:

The worksheets are used for numerous tasks such as to collect and analyze information, including records, notes, activity budgets, professional organization information, data, financial reports, nutritional diaries, and legislative voting records.



Format Cell:

When you enter data into a cell in Excel, it is handled differently depending on what type of formatting you have assigned to the cell. For example, if you choose Currency formatting, Excel will automatically convert 3 into \$3.00; if you choose Date formatting, Excel would convert 3/1 to March 1, 2002; and if you choose Percent formatting, Excel would change 0.3 to 30%.

Self-Assessment

1. Which of the following is a selected cell?
 - A. current command
 - B. default option
 - C. active cell
 - D. default cell
2. Functions in MS Excel must begin with _____
 - A. An () sign
 - B. An Equal Sign
 - C. A Plus Sign
 - D. A > Sign
3. Which function in Excel checks whether a condition is true or not ?
 - A. SUM
 - B. IF
 - C. COUNT
 - D. AVG
4. In Excel, Columns are labelled as _____
 - A. A, B, C, etc
 - B. 1,2,3 etc
 - C. A1, A2, etc.
 - D. \$A\$1, \$A\$2, etc.



5. You want to calculate the number of nonblank cells in your worksheet. Which function should be used?
- A. SUM
 - B. COUNTA
 - C. MAX
 - D. MIN
6. What is the intersection of a column and a row on a worksheet called?
- A. Column
 - B. Value
 - C. Address
 - D. Cell
7. ____ appear at the bottom of the Excel window.
- A. Title bar
 - B. Formula bar
 - C. Work sheet tabs
 - D. Name box
8. What are the basic rectangular building blocks of a spreadsheet?
- A. Cells
 - B. Zoom slider
 - C. Help button
 - D. All of these
9. Which of the following is not a term pertaining to spreadsheets?
- A. Cell
 - B. Character
 - C. Browser
 - D. Formula



10. Excel is a program that is used to prepare a _____

- A. Slide presentation
- B. Spreadsheet
- C. Text document
- D. Database

11. This is not a function category in Excel.

- A. Logical
- B. Text
- C. Financial
- D. Data series

12. Which of the following is a bar near the top of the Excel window where you can enter or edit cell entries or formulas?

- A. Cell pointer
- B. Column marker
- C. Fill handle
- D. Formula bar

13. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?

- A. work sheet
- B. chart sheet
- C. module sheet
- D. data sheet



14. Long text can be broken down into many lines within a cell. You can do this through

-
- A. Wrap text
 - B. Merge text
 - C. Justify text
 - D. None of these

15. Which of these options are shown while formatting a cell?

- A. Number
- B. Alignment
- C. Protection
- D. All of the above

Review Questions

1. What are some ways to use Excel?
2. How many rows and columns are there in an excel?
3. How many worksheets can an Excel workbook have?
4. What is the difference between Microsoft Excel and Microsoft Word?
5. What are the advantages of Microsoft Excel?
6. How do you explain a Microsoft Excel?
7. What do you mean by naming a cell?
8. What are functions?



UNIT 5 : MS PowerPoint

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Answers for Self-Assessment

Further Readings

Purpose and Objectives

- Explanation of starting of MS PowerPoint .
- Understand the starting power point slides.
- Process of applying different color schemes
- Explain enhancing text in MS PowerPoint.



Introduction

MS PowerPoint is a very powerful means of making an effective presentation. It generates presentation slides rich in graphics Audio and Video. The slides generated on power point can be played on a PC or their print-outs cab be projected on an over head projector. When played on a PC it works more like a web-page in an easy-to-move-around way. The slides generated in PowerPoint are stored in files of extension <.ppt>. There are, although. Various way to create a PowerPoint presentation e.g. generate the slides from MS Word or MS Excel and develop a presentation from PowerPoint itself. Microsoft PowerPoint is one of the most popular presentation programs supported by both Mac and PC platforms. Microsoft PowerPoint can be used to create interactive presentations for classroom, business, or personal use.

5.1 What is a PowerPoint?

PowerPoint is a graphical presentation program used to organize and present information. PowerPoint presentations consist of a number of individual pages or "slides." Slides may contain text, graphics, sound, movies, and other objects that can be freely arranged.

Presentations can be printed, displayed live on a computer, or navigated through at the command o f the presenter. For larger audiences, the presentation is often projected onto a large screen. Handouts, speaker notes, or outlines can also be produced from the slides.

5.2 PowerPoint 2016 Editing Window (Normal View)

The Normal View in PowerPoint features several commonly used Tabs, Panes, and Tools. We'll use Normal View as we create and design our presentation.

The Ribbon

The Ribbon replaces the menu bar seen in previous versions of PowerPoint. The Ribbon groups items that are most likely to be used together. There are several frequently used tabs, such as File, Home, Insert, Design and View. Clicking on each tab activates a group of relative commands, menus, and buttons. There are also contextual tabs that only show up only when needed, such as Text Box Tools, Picture Tools, Drawing Tools and Chart Tools. To activate those tools, click on the associated object.

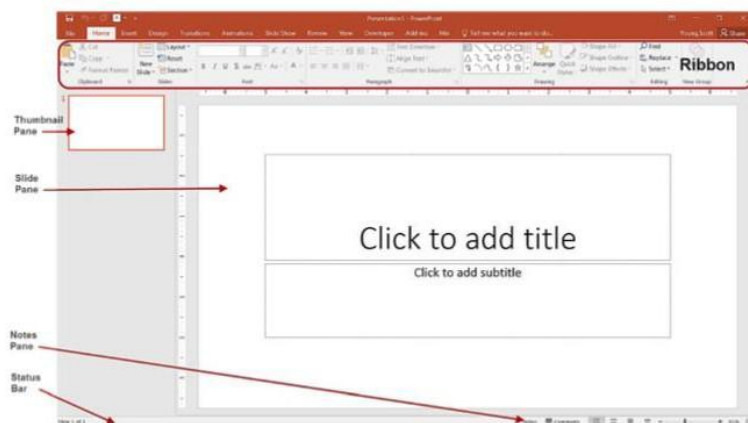


Figure 1 The Ribbon

Microsoft PowerPoint uses several tabs to allow you to modify your document. When you first open PowerPoint, usually the tabs discussed below will open. If you do not see these tabs, go to **View > Ribbon**.

The Menu bar: (Figure 2). This is constructed solely of word commands and not icons (pictures). The Menu bar contains all the options available to you in Microsoft PowerPoint.



Figure 2 The Menu bar

On the **Ribbon** under the Home Tab, contains a text editor and the new slide icon. The Home Tab contains icons such as **Paste, Cut, Copy, Format and Layout** (Figure 3).

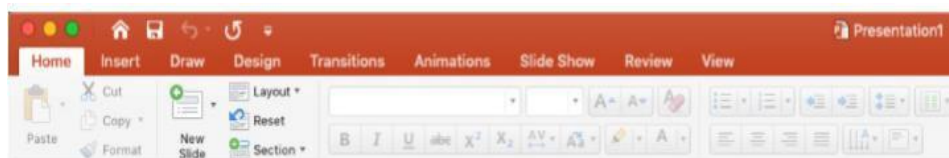


Figure 3 Home Tab

The **Insert Tab** on the Ribbon toolbar contains several categories for formatting the design and elements of your presentation. These include: **New Slide, Table, Charts, and Word Art**(Figure 4)



Figure 4 Insert Tab

Opening a PowerPoint

To open a PowerPoint 2016 presentation, click on the File tab in the upper left corner.



The most common choices for opening a presentation are:

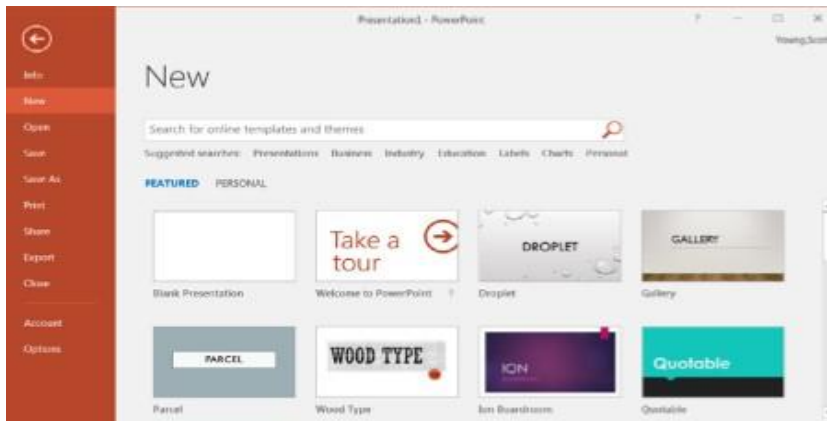
- **New** - allows you to open a Blank presentation or you may choose from a selection of Templates and Themes.
- **Open** - lets you navigate to an existing file to view and/or modify a presentation that has already been created.
- **Recent** – displays a list of your most recently created presentations and their file locations.

Creating New Presentation

The New selection gives you several options:

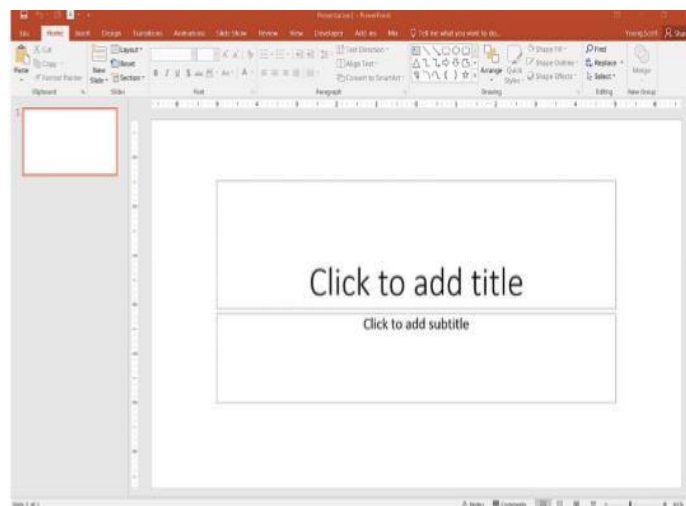
- **Blank presentation** creates a new presentation using default settings for text and color. These slides will not include content or design elements.
- **Templates and Themes** are used to create a new presentation based on predesigned slide styles. These options also do not include content.
- **New from existing** will use the formatting of a previously created presentation.

For this exercise, we'll start with a Blank presentation. **Select New, choose Blank presentation and click on the Create icon.**

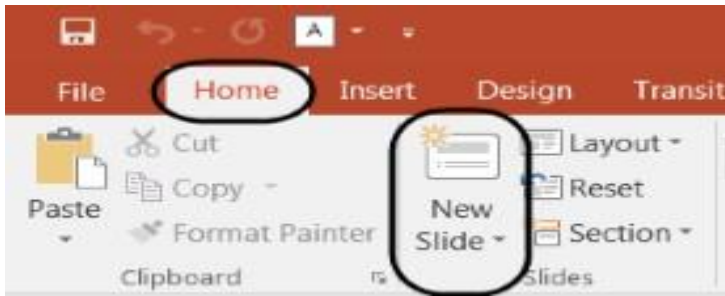


5.3 PowerPoint Slide

When you choose to create a blank presentation, PowerPoint will open a presentation with a Title Slide. Once the Title Slide is open, you'll see a slide with two placeholder text boxes for a title and a subtitle. Click inside the placeholder box and type to add the title. If you want a subtitle, click and type inside the smaller placeholder. If you don't want a subtitle, you can just ignore its placeholder box.



To add a New Slide, make sure you're on the Home tab. The New Slide button will add slides to your presentation.



The New Slide button has two parts:



Clicking on the top part will automatically insert a new slide. If you have just created a Title slide, the new default layout will be a **Title and Content slide** (for details, see the section on slide layouts).

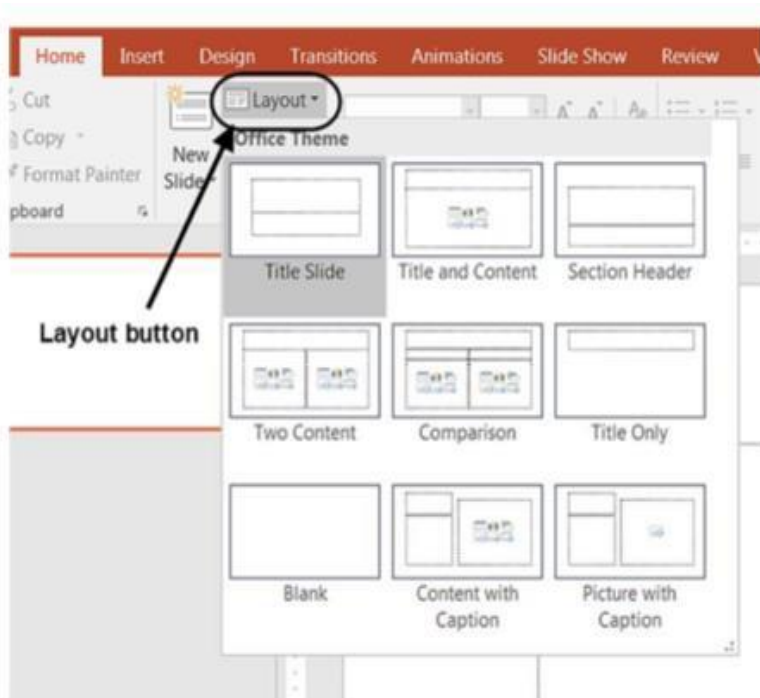
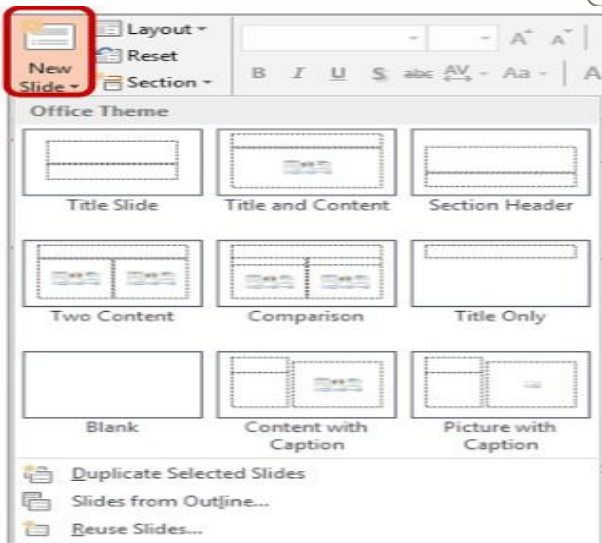


Clicking on the bottom will give you a choice of layouts. You can choose which layout you want for your next slide. Select a slide layout by clicking on its image in the **Office Theme** gallery.

Slides Layout

There are several standard slide layouts to choose from when adding new slides.

A unique layout can be chosen by clicking on the bottom half of the New Slide button in the Home tab. When the layout gallery opens, click on the style you want and a new slide with that layout will appear in your presentation. Each layout caption describes the layout type. Content can be text, tables, charts, graphics, pictures, clip art, or video. If you decide later that the layout you choose doesn't work well for a particular slide, select the slide by clicking on it in the **Thumbnail pane**. Next, click on the **Layout button** in the Slides group of the Home tab. Click on a new layout and it will change the layout of the slide.



5.4 Applying a Theme

Once a new presentation has been created, a design or color scheme can be added.

Remember to use color carefully to enhance your presentation, not detract from it. You will want to

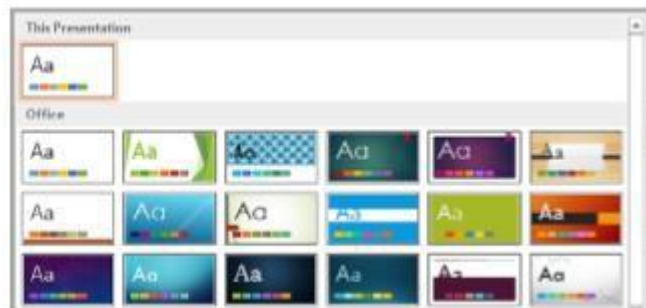


maintain good contrast between the background color and the text color.

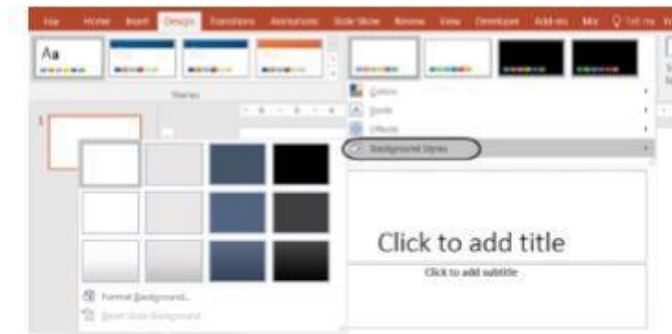
Consider using a light colored background and dark text (or vice versa), but avoid busy backgrounds and primary colors. Use sans serif fonts like Arial, Calibri, and Helvetica for titles and size them between 44 – 60 points. Subheadings should be between 32 – 40 points, and body text between 18 – 32 points. Try not to use more than two fonts. PowerPoint has many preset designs and themes that include complimentary colors and fonts. To add a theme to a presentation, go to the Design tab in the ribbon. There are several themes immediately available. To use one of the built-in themes, just click on its thumbnail.



On the right side of the Theme thumbnails, there's a scroll bar and an Arrow Down button, which will offer more designs, as seen below. If you're online, you can get more themes from Microsoft Office Online. (Your office program must be a genuine Office product to get online templates).



If you don't want to use a theme, you can add Background Styles. From this selection, you can add some preset background styles that change according to the colors you've chosen.

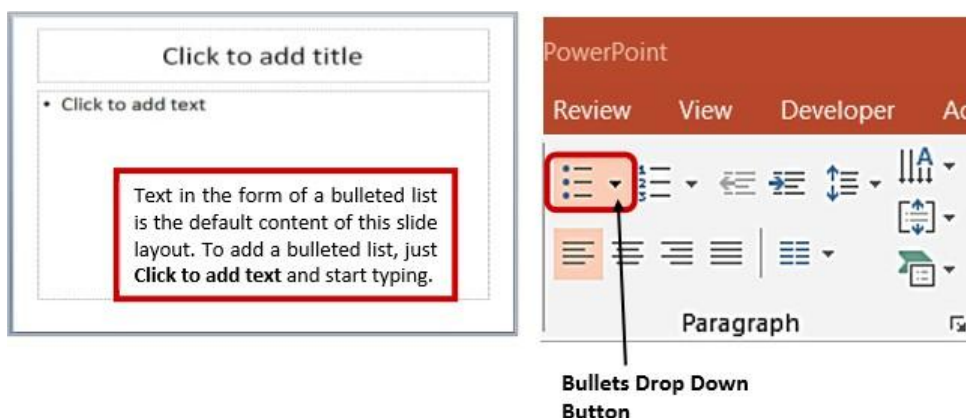


Using the Format Background feature, you can choose fill colors, gradients, transparencies, textures, or pictures for your background. When you have the desired background fill effect, select Close to apply it to the selected slide or choose Apply to All to add the background to all of the slides in the presentation. Designs can be added to all of the slides or to selected slides. To select multiple slides, click on a slide in the Thumbnail pane of the navigation bar and then hold down the control key and click on any other slides you want to apply the design to.

5.5 TEXT

Formatting Bulleted List

In PowerPoint, you can easily modify a slide's default bulleted list. Click inside the text box, and the Format tab will automatically be highlighted. Click on the drop down triangle next to the Bullets button in the Paragraph group.



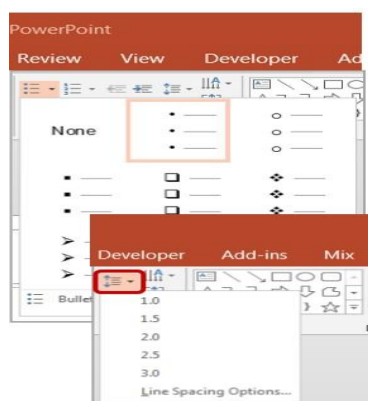


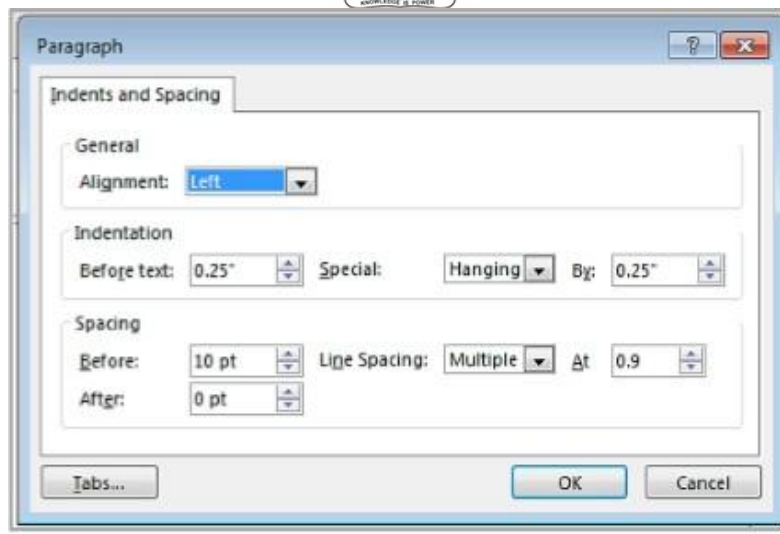
From the Bullets and Numbering menu you can make various changes to your list:

- The bullet size relative to the text
- The color of the bullet
- The shape of the bullet using either a picture or a character.

You may also want to adjust line spacing between paragraphs or lists. You can do this through the Paragraph group of tools by clicking the Line Spacing button and selecting Line Spacing Options. **Indents and Spacing** controls will open in a separate dialog box.

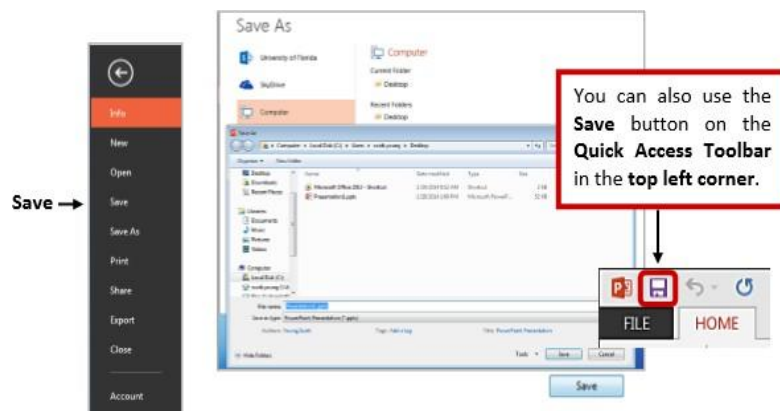
Task Give the steps for adding the Power point wizard and add bullets and numbering to it by using any built in template.





5.6 Saving a Presentation

You can save a file by clicking the File tab, choosing Save, typing a descriptive name into the File Name window, and then clicking the Save button.



If others will need to open your file with previous versions of PowerPoint, use the Save As option and select PowerPoint 97 – 2003

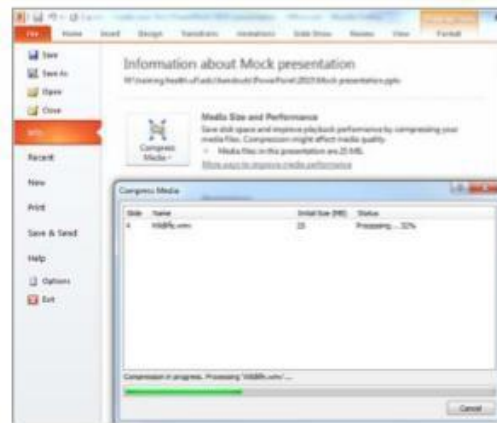
Presentation from the Save as type menu.

Save and Send to Others

If you need to send your presentation to someone else, the best way to is to use the Save & Send option. You can send an attachment of your file using Send Using Email, but if you have large media files, such as videos, you'll need to compress those first to make a smaller file. On the Home



Select the Info tab and click the Compress Media button and choose Presentation Quality. Note: Only available if you have inserted media.



You also have the option to Package Presentation for CD.

This allows you to add other files or to add a PowerPoint Viewer so that the presentation can be run on a computer that does not have the PowerPoint program. You can also add any linked files such as video or audio.

Summary

- PowerPoint is a powerful presentation package of Microsoft.
- Power point's build in templates can be used as the basis for the presentation.

Keywords

Blank presentation: From the General tab select Blank Presentation to build the presentation from scratch with no preset graphics or formatting. Or else select Open.

Auto layout: After selecting the presentation type, it will prompt to choose the layout of the new slide. These layouts include bulleted lists, graphs and/or images.





Lab Exercise Explain different ways to view slides in PowerPoint.

5.7 PowerPoint view

PowerPoint provides you several views to look through your presentations. Each of these views is discussed in detail here. The view buttons are available at the lower left corner of the screen. The group of four buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch between PowerPoint views.

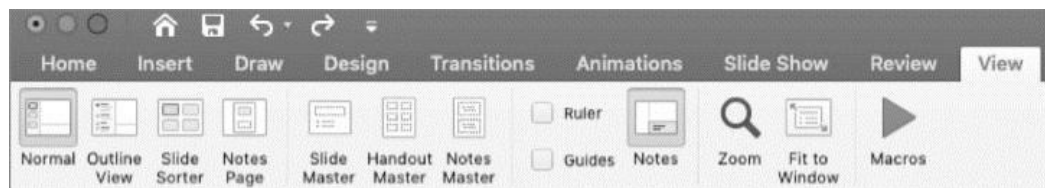


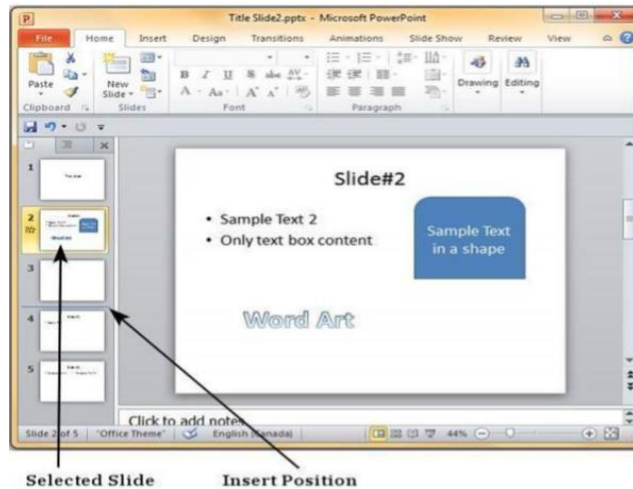
Figure 1 View Dialog Box

Normal View

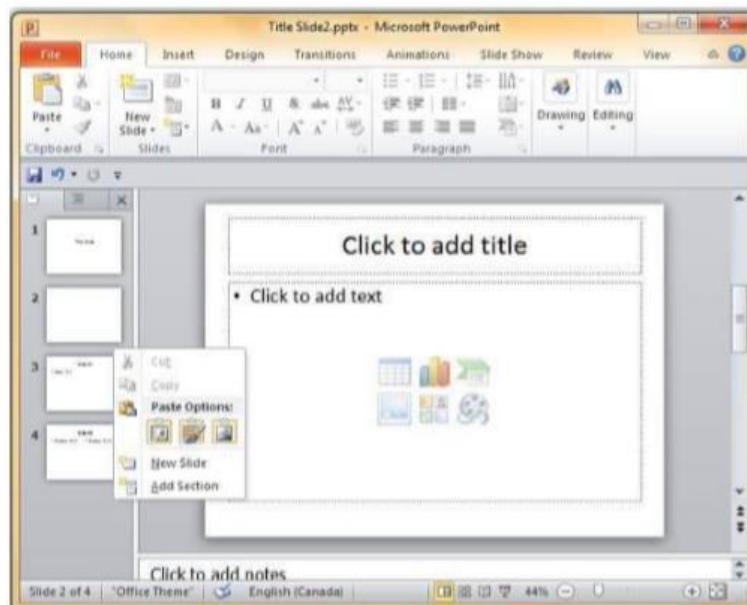
Normal view is the most common view available to you. It is the default view of PowerPoint. It displays slide contents in the left pane while the present slide is displayed in the right pane. It shows a combination of slide, outline, and notes page views. This view is helpful when one has to work in multiple areas at once; add text in outline and see how it appears on the slide; type the notes that will remain with the current slide.

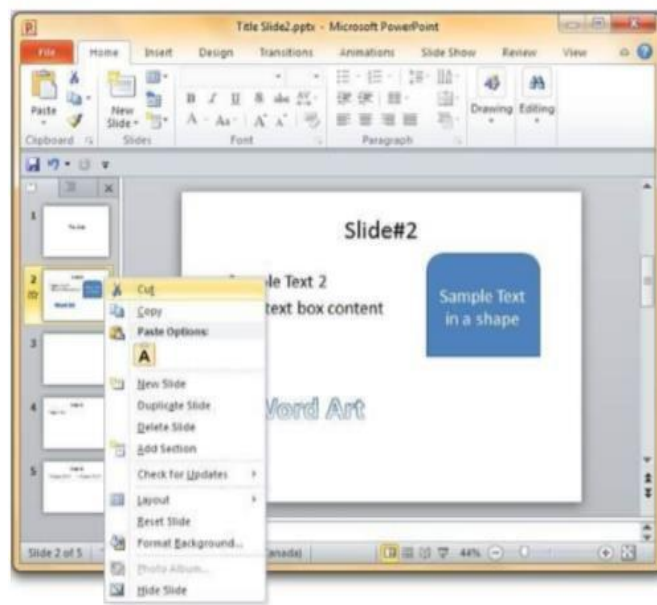
Step 1: Select the slide to be moved.

Step 2: Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slide.



Step 3: When you get to the right position release the left click button to insert the slide. Alternately you can also cut the selected slide and paste it back in the sequence as shown below.





Outline View

This view allows for you to change the order of the slides in which they appear(Figure 2). To do this click the desired slide and drag. Once you start dragging a grey line will appear. Drag the slide up or down until you see the grey line to the right of the correct slide where you would like to move it.

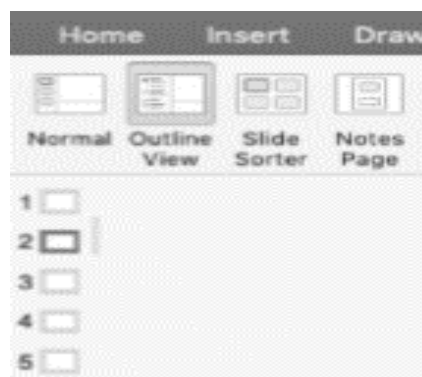
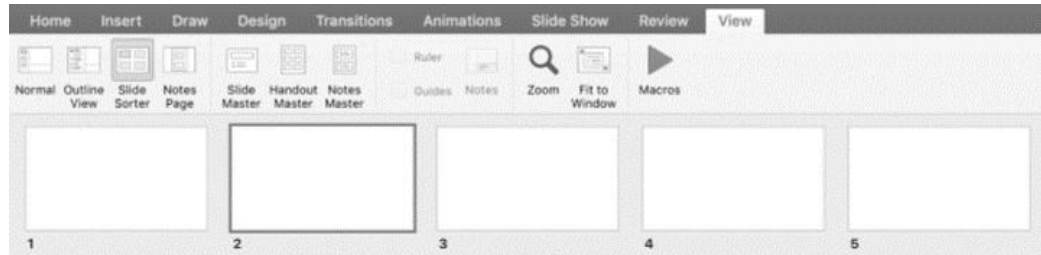


Figure 2 Outline View

Slide Sorter

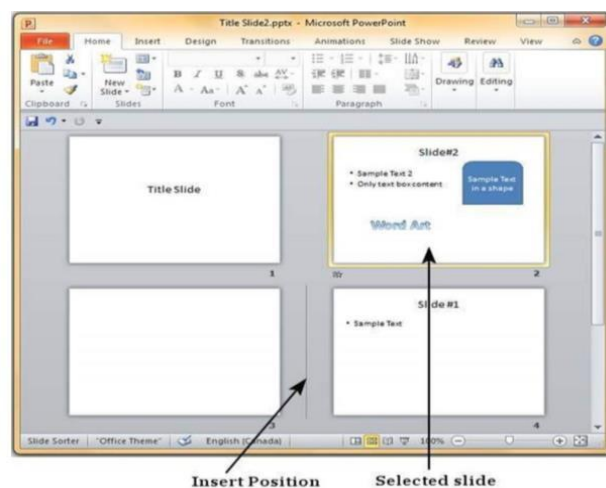
This feature allows you to see thumbnails of your slides in a horizontal view. This view allows for you to make easy changes to several slides at once. If you had recorded timing for your slides, Slide Sorter will also show you your recorded times below the particular slide(Figure 3)



Let us now understand how the Slide Sorter View works.

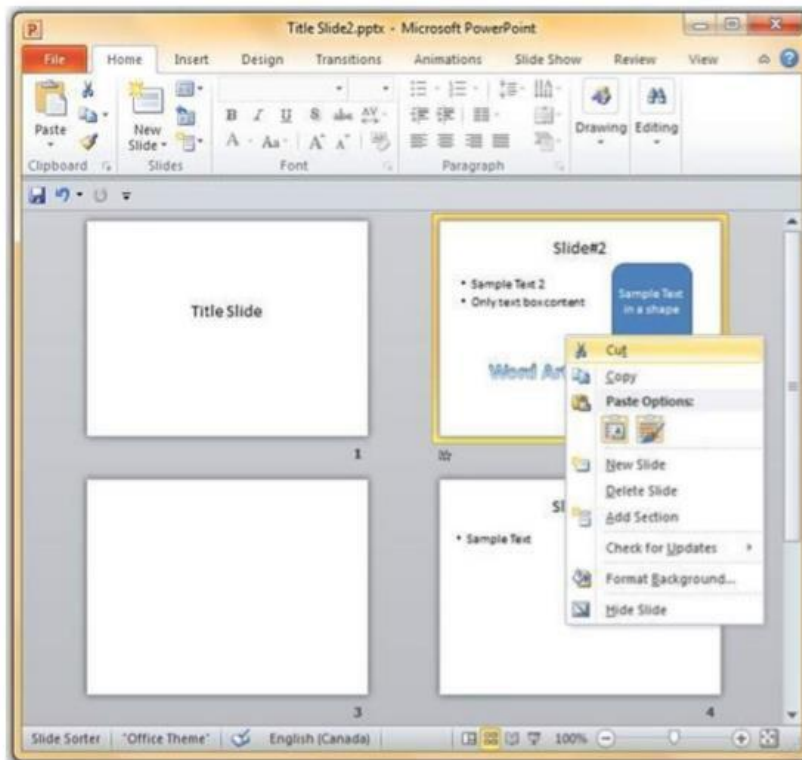
Step 1: Select the slide to be moved.

Step 2: Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slide.



Step 3: When you get to the right position, release the left click button to insert the slide.

Alternately you can also cut the selected slide and paste it back in the sequence as shown below.



Notes

This section allows you to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter. The Notes Page allows for you to add notes to any slide you want. This comes in handy to where you are visually able to see slide notes while giving your presentation.

To access this, click on Notes Page located under the View Tab (Figure 4). Then a text box will appear with a slide number that has been selected. Type your Notes. Then, go back to Normal and you should see your Notes located under the slide preview.

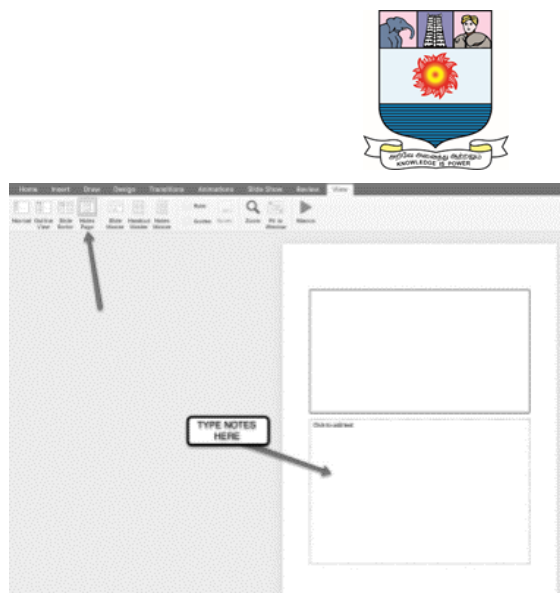


Figure 4 Notes page

Slide Master

The Slide Master is where all the information such as background, color, and theme are stored. Every PowerPoint has at least one Slide Master. In the Slide Master, you can change any of these particular things. Once you have selected Slide Master in the View Tab, (Figure 5) you will be given different types of layouts to choose from.

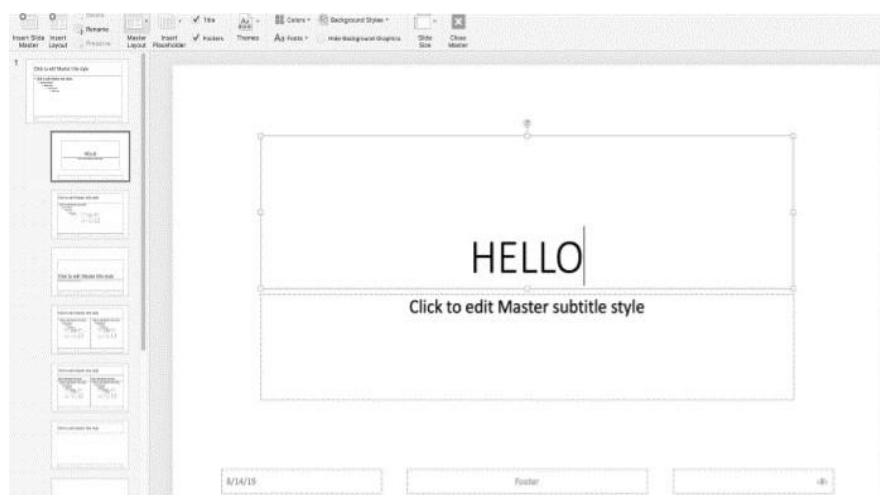


Figure 5 Slide Master



5.8 Slide Show

To access Slide Show, select the Slide Show Tab (Figure 11). The purpose of the Slide Show Tab is for the presenter to have an easy access to the full screen presentation mode as well as Rehearse Timings and Record Slide Show.

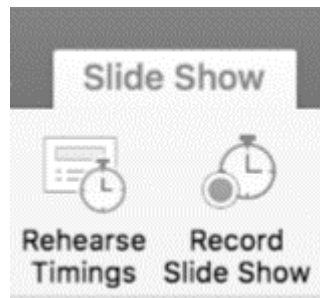


Figure 11 Slide Show Tab with Rehearse Timings and Record Slide Show

Rehearse Timing

Rehearse Timing can be a very useful tool that allows you to set up your presentation to play at a certain speed without having to click through the slides yourself. Also, this allows you to practice your talking points. This feature allows you to save timings for each slide and transition, and will start the PowerPoint automatically.



Figure 12 Pause Button



Figure 13 Next Arrow Button

Once you have Rehearse Timings selected under the Slide Show Ribbon the timing will



immediately begin. To stop the timing, simply click the pause button located at the top left (Figure 12). To save this timing, click the next arrow button located below the slide preview. (Figure 13) Then, a box will pop up asking if you would like to save the time. Click yes.

Record Slide Show

Record Slide Show (Figure 11) is very similar to the Rehearse Timing. The only primary difference is that you can have the option to start recording at any given slide, rather than the beginning.

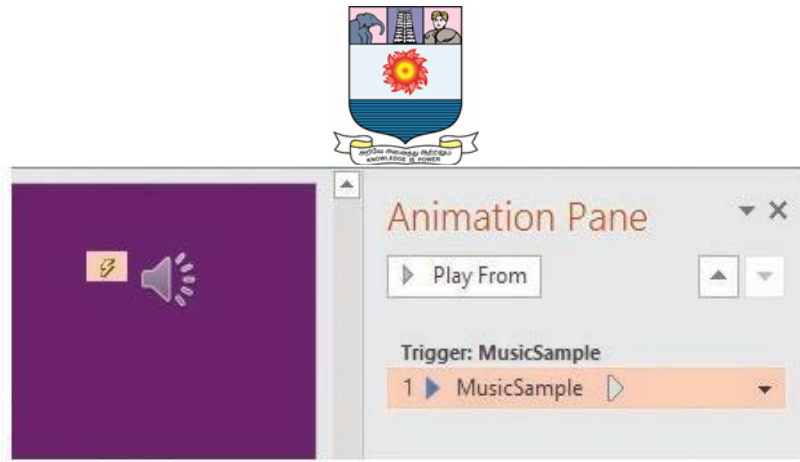
5.9 Adding audio content to slides

You can enhance presentations by adding sound to slide transitions, to animated content, to an individual slide, or to the presentation as a whole. For example, you could run a presentation that provides basic information and icebreakers during the time leading up to your actual presentation. You can add a pleasant royalty-free soundtrack that loops while the presentation plays, to avoid the discomfort of a room full of people who don't want to break the silence. If you plan to distribute a presentation electronically for people to watch on their own, you might want to add audio narration to an animation, or provide narration for the entire presentation.

You can add prerecorded audio content to a presentation, or record your own content directly within PowerPoint. PowerPoint supports the most common audio formats— MP3, MP4, Windows audio (.wav) and Windows Media audio (.wma), and more specialized formats such as ADTS, AU, FLAC, MIDI, and MKA audio.

The Insert Online Audio feature that was present in earlier versions of PowerPoint is not available in PowerPoint 2016. However, you can download royalty-free audio music and sound effects from many online sources. Some of these require that you credit the website as the source, so be sure to read the website fine print. When you locate an audio clip that you want to use, you can download it to your computer and follow the instructions in this topic to use it in a PowerPoint presentation.

When you add audio to a slide (rather than to an animation or transition), the audio icon (shaped like a speaker) and an accompanying trigger icon appear on the slide, and the trigger event appears in the Animation Pane.



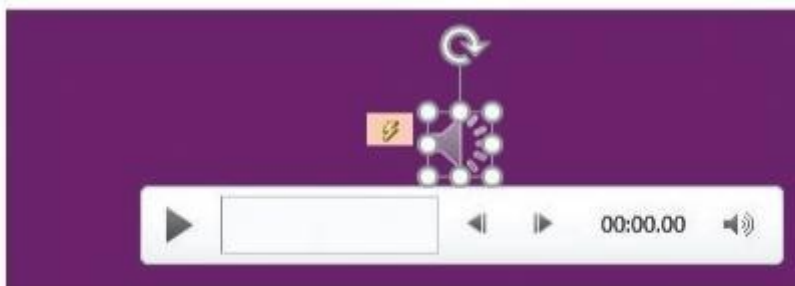
The trigger is created and added to the Animation Pane automatically

When the audio icon is selected, the Audio Tools tab group, which includes the Format and Playback tool tabs, appears on the ribbon, and audio playback controls appear on the slide.



The playback controls are simple but provide sufficient options

You can start audio content on a slide automatically or from the playback controls. The playback controls are visible only when the audio icon is selected. The icon isn't obtrusive, but you can disguise or hide it if you want to. You can change the size or angle of the audio icon by using the sizing handles or rotation handle.



You can change the size or angle of the audio icon by using the sizing handles or rotation handle

To insert an audio clip onto a slide

1. Save the audio clip on your computer or on a network-connected location.
2. On the Insert tab, in the Media group, click the Audio button, and then click. Audio on



My PC to open the Insert Audio dialog box.

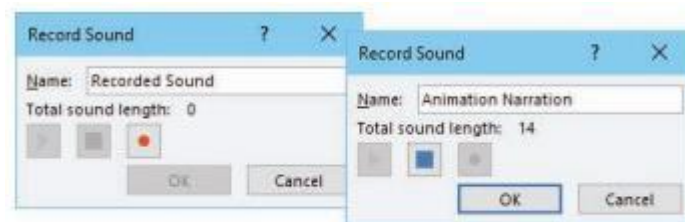
3. In the Insert Audio dialog box, browse to and select the audio file, and then click the Insert button.

Or

1. In File Explorer, open the folder that contains the audio file.
2. Arrange the File Explorer and PowerPoint windows on your screen so that both are visible.
3. Drag the audio file from File Explorer to the slide.

To record audio directly onto a slide

1. On the Insert tab, in the Media group, click the Audio button, and then click Record Audio to open the Record Sound dialog box.
2. In the Name box, enter a name to uniquely identify the recording. Then click the Record button (labeled with a red circle).

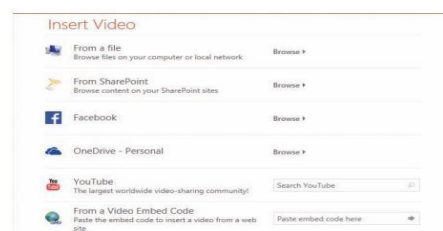


The Record Sound dialog box

3. Speak or otherwise provide the audio that you want to record. When you finish, click the Stop button (labeled with a blue square). The audio icon and an accompanying trigger icon appear in the center of the slide, and the trigger event appears in the Animation Pane.

To insert Video content onto a slide

1. On a slide that includes a content placeholder, click the Insert Video button in the content placeholder to display the Insert Video window that contains links to all the video sources ***you've***



You can insert video clips from a variety of sources



configured Office to connect to.

In the Insert Video window, click the source of the video that you want to insert, and then follow the process to insert a video from the selected source.

OR

On any slide, on the Insert tab, in the Media group, click the Insert Video button, and then do either of the following:

.Click Online Video to open the Insert Video window. In the Insert Video window, click the source of the video that you want to insert, and then follow the process to insert a video from the selected source.

. Click Video on My PC to open the Insert Video dialog box. In the Insert Video dialog box, browse to and select the video file, and then click the Insert button.



Create a presentation of your choice and add animations and audio clip to your slides.

Self-Assessment

1. Material consisting of text and numbers is best presented as_
 - A. A table slide
 - B. A bullet slide
 - C. A title slide
 - D. All of the above
2. From which menu you can access Picture, text box, chart etc?
 - A. File
 - B. Edit
 - C. Insert
 - D. View



3. Which of the following should be used when you want to add a slide to an existing presentation?
 - A. File, add a new slide
 - B. Insert, New slide
 - C. File Open
 - D. File, New
4. In which menu can you find features like Slide themes, Slide variants etc.?
 - A. Insert Menu
 - B. Format Menu
 - C. Tools Menu
 - D. Design Menu
5. _____ is a presentation program.
 - A. U-torrent
 - B. Mozilla Firefox
 - C. MS PowerPoint
 - D. Slide Panel
6. In PowerPoint, the header and footer button can be found on the insert tab in what group?
 - A. Tables group
 - B. Text group
 - C. Object group
 - D. Illustrations group
7. The slide that is used to introduce a topic and set the tone for the presentation is called the _____.
 - A. Title slide



- B. Bullet slide
 - C. Table slide
 - D. Graph slide
8. Which tab is not available on left panel when you open a presentation?
- A. Outline
 - B. Slides
 - C. Notes
 - D. All of above are available.
9. Which of the following statements is not true?
- A. You can type text directly into a PowerPoint slide but typing in text box is more convenient.
 - B. From Insert menu choose Picture and then File to insert your images into slides.
 - C. You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.
 - D. You can show or hide task pane from View >> Toolbars
10. PowerPoint presentations are widely used as _____
- A. note outlines for teachers.
 - B. project presentations by students
 - C. communication of planning
 - D. All of above
11. A new presentation can be created from _____
- A. Blank Presentation
 - B. From Existing Presentation
 - C. From Design Template
 - D. All of above

12. What lets you to create new presentation by selecting readymade font color and graphics effects?
- Presentation Template
 - Master Slide
 - Design Template
 - Animation Scheme
13. Which short cut key inserts a new slide in current presentation?
- Ctrl+N
 - Ctrl+S
 - Ctrl+V
 - Ctrl+X
14. Which of the following method can insert a new slide in current presentation?
- Right click on the Slide panel and choose New Slide.
 - From Insert menu choose New Slide
 - Click on New Slide button on toolbar.
 - All of above.
15. What is the best way to create another copy of a slide?
- Click the slide then press Ctrl+A and paste in new slide.
 - From Insert Menu choose Duplicate Slide
 - Redo everything on a new slide that you had done on previous Slide.
 - None of above

Review Questions

1. What is MS PowerPoint?
2. How can you run a presentation? Write down the steps.
3. Explain the steps of creating a new presentation and saving it.
4. Explain different ways to view slides in PowerPoint.
5. Explain slide layouts in PowerPoint.
6. What is the difference between Notes Page and Slide Sorter vie

Summary

- The normal view is the default view of power point which shows a combination of slides, outline, and notes page view.
- Outline view displays the presentation in outline form making it easy to copy, move or delete slides.
- The slide view offers one slide at time for editing.

Self- Assessment Questions

1. Which of the following is used to see all slides at once?
 - A. Using slide sorter view
 - B. Using slide view
 - C. Using normal view
 - D. None of the above
2. Which of the following is not a type of view in PowerPoint?
 - A. Slide show
 - B. Slide sorter
 - C. Normal
 - D. None of the above
3. In which of the following menu, the slide sorter view is available in PowerPoint?
 - A. Insert
 - B. View
 - C. Design
 - D. Animations
4. Which of the following view in PowerPoint is used to add comments?
 - A. Slide sorter view
 - B. Notes page view
 - C. Normal view
 - D. None of the above
5. Is it allowed to make a PDF of the powerpoint presentation?
 - A. Yes
 - B. No
 - C. May be.
 - D. Can't say.
6. What term will be used when you hold the left key of the mouse on an object and move it on the slide?
 - A. Dragging
 - B. Moving

- c. Highlighting
 - d. None of the above
7. Which term is related with decorative text?
- A. Cross- reference
 - B. Hyperlink
 - C. Clipart
 - D. Word art
8. Special effects used to introduce slides in a presentation are called_____
- A. Present animations
 - B. Transitions
 - C. Custom animations
 - D. Effects
9. The auto shapes tool provides you with_____
- A. Fancy text to place on your slide.
 - B. Commonly found shapes.
 - C. Any shape you want to add on a slide.
 - D. Clip art that is related to your presentation.
10. Which of the following tool enables you to add text to a slide without using the standard placeholders?
- A. Text tool box
 - B. Line tool
 - C. Drawing tool
 - D. Auto shapes tool
11. how would you create the following diagram in PowerPoint
- A. Use auto shapes and the drawing toolbar to create the diagram and design it
 - B. Open the diagram gallery from the drawing toolbar and choose this diagram type

- c. Use the chart command on the insert menu to import the diagram.
 - D. All of above.
- 12. ____are presentations that include various types of media such as: text, images, videos, animations, or sound.
 - A. Multimedia Presentations
 - B. Music Presentations
 - C. Image Presentations
 - D. Sound Presentations
- 13. _____are special visual and sound effects contained in presentation graphics file.
 - A. Animations
 - B. Attractions
 - C. Simulations
 - D. Graphics
- 14. Which of these multimedia operations can be performed on a presentation?
 - A. Adding video
 - B. Recording video
 - C. Screen recording
 - D. All of the above
- 15. What is the slide transition?
 - A. Letters
 - B. Overheads
 - C. It is a special effect used to introduce a slide in a slide show.
 - D. None of the above