DATA ENTRY OPERATIONS

CODE - 336

Self Learning Material

NIOS VISION POINT

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We play for your bright future and hope that studying in NIOS will make your life successful and bright.

With best wishes from :

Co-ordinator
(National Institute of Open School)

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Why 12th only from NIOS Board?

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NIOS is an easy solution of this problem of students, Motto of NIOS 'for all and for everyone' and NIOS follow 'Principal of freedom of learning' NIOS provides freedom from class. It is class free educational system so students get not only sufficient time but freedom to appear class anywhere in India.

NIOS is a ray ofhome for us parents they are overburdened wih wanted end unnecessary high fee and extra-costly books of Public School. In NIOS, there is nominal registration fee and NIOS Board provides free books to all the students. NIOS also provides free classes fro time to time as well as remedical classes for all the students.

NIOS is the only board which conducts examination two times in an academic calendar April-May and Oct-Nov. in this board these is system 'Transfer of credit marks.

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So, Let us join NIOS and Shape your golden future.

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SYLLABUS

DATA ENTRY OPERATORS

CODE - 336

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    - Networking
    - Capacity of Computer
    - Types of Computer
    - Computer Language
2. **INTRODUCTION OF COMPUTER**
    - What is Computer
    - Input & Output Device
    - Computer Accuracy
    - Types of Input & Output Device
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    - Slide Sorter View
    - Changing Slide & Moving and Slides
10. **MS ACCESS**
    - Introduction of Access
    - Creating of Access

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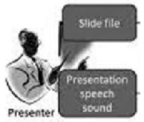
01

INTRODUCTION TO INFORMATION TECHNOLOGY

> "Information is obtained through Processing of data"



Information Is A Vital Resource In Development Activities Of Any Society. All Our Economic And Social Progress Depends Significantly On The Transfer Of Commercial, Scientific And Technical Information, People In Different Situations Require Information On A Subject In Different Forms And With Different Emphasis.

GENERATION OF COMPUTERS

Now in order to have these three features, i.e., perform logical functions, perform repetitive functions and store data ans instruction (Memory) in a computer, certain components were made use of, which made a lot of difference in the capacity of the computer. So depending on the rechnology in use, the computers are said to belong to different generations.

IST GENERATIONS COMPUTERS (1945 - 1955) :-

The main components in use were the vaccum tubes (like thise in the old radios). This warmed up after a minute or so and glowed red). The vaccume tubes were also called as valves. The first computer used 17000 vaccum tubes, weighed 30 tons and occupied an area of a big hall. Vaccum tubes or valves took ages to warm up and consumed massive amounts of electricity. Some of the computers of this geeration are ENIAC, UNIVAC-1.

IIND GENERATION COMPUTERS (1955 - 1965):-

The real breakthrough in computers started with the discovery of the transistor (one can find 3 legged component inside all transistors/radios). Transistor is a tiny semi-conductor device; the size is about 1/50th of a Valve which can perform the same function as that of a large valve.Transistor replaced valves in computers. The use of transistors has:

1. Reduced the size of computer.
2. Reduced manufacturing and running costs.
3. Improved reliability and processing power of the computer.

Computer which were built usinf transistors became the Second Generation Computers. Some of the computers of this generation are: IBM 7000 SERIES. IBM 1620 1401. The Second Generation computers were significantly faster than the first generation computer but things did not stop there.

IIIRD GENERATION COMPUTERS (1965 - 1970):-

In the next step, functions of a numbr of transistors were put together on a single chip (wafer) of silicon. These chips are called Integrated Circuit (IC) chips. A small chip, the size of a finger nail could have the equivalend of 200 to 2000 transistors.

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The chip is a small silicon wafer with very minute transistors, which can do logical comparisons and calculations. Some chips have been developed for the purpose of data storage. These constitute the memory chip. The use of chip technology reduced the size of computers. Computers, which were built using ICs, became the Third Generation Computers. Some of the computers of this generation are: IBM 360. IBM 370.

IVTH GENERATION COMPUTERS (1970 onwards):-

From 1970onwards, we are in the ara of Fourth Generation Computers, in which the electronic component was further miniaturized through Large Scale Integration (LSI) of circuits on the silicon chip. Now the advancement of chip technology has come to be known as Very Large Scale Intergration (VLSI), were millions of transistors are packed in a single chip. The VLSI chips are getting refined every day. The size of the chip is shrinking and the components which are packed in a chip are multiplying. As a result, the size of the computer is reducing. What used to be a room-sized computer at one time is now available as Desktop computer or Lap-top computer with much more computational power. Along with the reduction in size, there sihnificant reducton is prices, too.

VTH GENERATION COMPUTERS:-

From 1982 onwards, research is on to develop a Fifth Generation computer that wil have the thinking power just like that of the human brain. There compuyters which are based on Artificial Intelligence (AI) are designed to be “Thinking computers” capable of storing large amount of data to be retrieved as and when required solving a problem.

TYPES OF COMPUTERS:-

There are different types of computer depending on the function they perform.

Analog Computers: A computer which measures continuously changing conditions, such as tenperature and pressure, and converts them into quantities. These computers are used in scientific and engineering fields.

Digital Computers: A computer which measures digital data and perform arithmetic and logical operations on such data. These are the most popularly used computers.

Hybrid Computers: Computer system the combine features of both analog and digital computers.

DATA Representation in Memory

NIBBLE	:-	4 Bits form on Nibble.
Bits	:-	It stands for Binary Digit it is a single digit 0 or 1. (0 mens off), (1 mens on)
BYTE	:-	One Character Also A Group Of 8 Bit Is Called A Byte.
KILOBITES	:-	A Group Of 1024 Bytes Is Called A Kilobytes.
MEGABYTES	:-	A Group of 1024 Kilobytes is called a Megabytes.
GIGABYTES	:-	A Group of 1024 Megabytes is called a Gigabytes. (1000 MB)
TERABYTES	:-	A group of 1024 gigabytes is called a terabytes.

When Data Has Been Work Upon To Give It More, Meaning It Is Call As Information.

DATA : A Collection Of Facts & Numbers.

FOLDER: A Collection Of File.

A Create A Folder On The Desktop Right Click The Mouse Button Anywhere On The Space. A Drop Down Menu Will Appear Choose The New Option, Then Folder.

ADAPTER : The Hardware That Fits Into A PC And Is The Main Outlet For The Connecting The Computer To Other Systems.

VISION POINT

BROADBAND : A Communication Channel Having A Great Bandwidth And Therefore Capable Of Multiple Parallel High Speed Transmissions.

BUFFER : A Storage Space Where By Data Is Stored Before During Transmissions For Processing Speed.

BUS : A Local Area Network That Uses Multiple Carrier Frequencies To Transmit Signals On A Single Cable.

PROTOCOL : A Set Of Rules, That Govern Data Transfer Among Devices On A Network. A Protocol Identifies The Handshake Type Packet Size And Format Timing Error Recovery Scheme Work Size Or Other Characteristics Of Each Transfer, Depending The System It Is Art Of.

REPCATER : A Repeater Is A Network Device That Receives Signals, Sometime Regenerates Them And Then Retransmits Them To All Ports Except The One They Are Received On.

SERVER : A Hardware Device And Software Module That Perform A Specific, Well Defied Service For Many Users.

USER : The Person Allowed Working On The Network.

INTERNET : The Internet Is “A Network Of Network”, Internet Is Being Widely Used In Offices, Collage, Bank And Other Services.

E-Mail, E-Card, Chatting, Downloading Online Education, Finding People Are Some Of The Uses Ad Services Available On The Internet.

Internet Develop By 1969 In USA. A World Wide Collection Of Computer Work, Co-Operating With Each Other To Exchange Data.

WWW : A World Wide Web Or Simply The Web Is A Massive Store House Of Information That Resides On Computer, Call Web Servers.

Dial-Up : Dial-Up Is A Means Of Connecting To The Internet Or Any Other Computer Through A Modem. This Means You Do Not Need Expensive And Complex Hardware Like A High Speed Leased Phone Line Terminal Server Unix Computer System To Have A Dial-Up.

HYPER TEXT TRANSFER PROTOCOL (HTTP): A Procedure Used To Transfer Information For A www Page.

These Web Servers Are Located Are Over The World Each Web Server Hosts One Or More Web Sites Counting Million Of Documents Called Web Page.

WEB PAGE : A Page Written In HTML That Available On The Internet Through The HTTP Protocol.

WEB SITE : A Site Written Consisting Of Venous Web Page That A Be Accessed By Anyone Connected To The Internet.

DOWNLOAD : TO Copy A File From A Remote Machine, For Example With Anonymous FTP, On The Web When You Copy A Program For A Website To Your Machine.

FIREWELL : A System To Prevent Unauthorized Access To Your Local Network From The Out Side Firewalls Can Be Configured On Hardware Devices Like Routers Or Can Be Software That Installed On A Computer.

VISION POINT

MODEM : (Modulator/De Modulator) – A Device That Is Required By A Computer For Transferring Data Over Pain Old Telephone Lines. You Would Us Modems To Connect To An ISP For Accessing He Internet.

ONLINE : You Are Online Means That You Are Connected To The Internal.

HTML : Hyper Text Markup Language (HTML)- Is A Computer Language Used To Create Web Pages. Web Pages Are HTML Documents That Consist Of Text And Special Instructions Called Tags. A Web Browser Interprets The Tags In An HTML Document And Displays The Document As A Web Pages.

WEB-SERVER: Hold The Information which can be browsed on the internet.

INTER SERVICE PROVIDR (ISP) :- A Company Which Provides The Internet Service To The User.

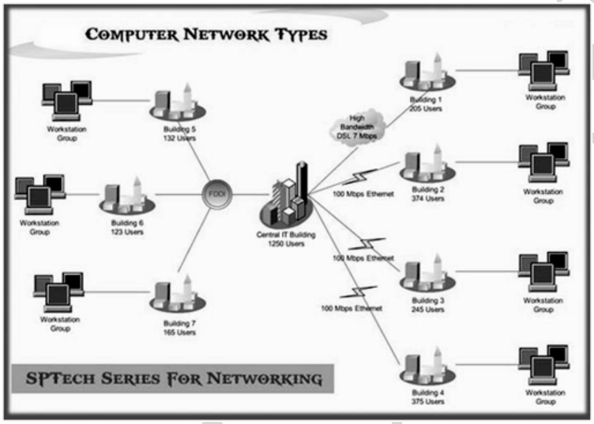
WEB PAGE : A Page Which Displays The Content Of The Web Site An Also Consist Of Links To Other Web Pages.

FTP : File Transfer Protocol (FTP) – Site Are Used For Storing Files Which Can Be Downloaded By The User.

E-MAIL : E-Mail Or Electronic Mail Is The Process Of Exchanging Message Electronically Using Computer.

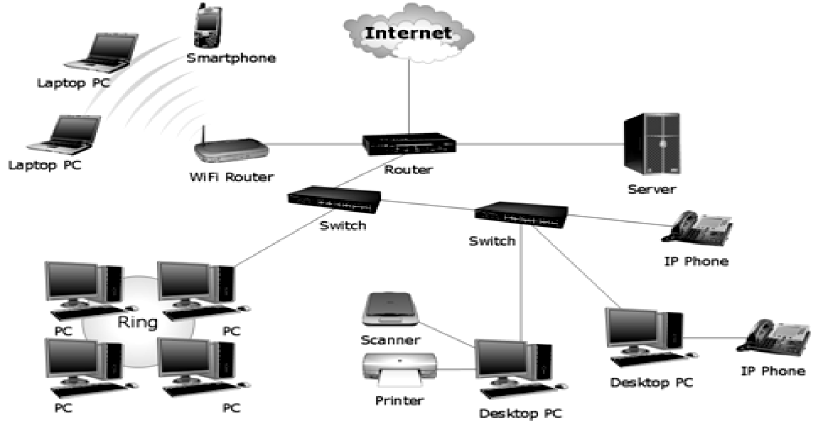
NETWORKING : A Network Is A Connection Of Two Or More Computer So That They Can Share Resources.

TYPES OF NETWORKING:


COMPUTER NETWORK TYPES
Workstation Group
Building 5 132 Users
Workstation Group
Building 6 123 Users
FDDI
Workstation Group
Building 7 165 Users
Central IT Building 1250 Users
High Bandwidth DSL 7 Mbps
100 Mbps Ethernet
100 Mbps Ethernet
100 Mbps Ethernet
Building 1 205 Users
Building 2 374 Users
Building 3 245 Users
Building 4 375 Users
Workstation Group
Workstation Group
Workstation Group
Workstation Group
SPTECH SERIES FOR NETWORKING

1. **Local Area Network (LAN):** The Connection Of Computer In A Single Room, With In A Building Or Building On One Side Is Normally Called Local Area Network Or LAN.
2. **Wide Area network:-** Wide Area Network Are Large Scale Data Network, Which Spare A Regional National Or Global Area.
3. **Metropolitan Area Network:** Metro Area Network Is Where We Join A Computer Of A Particular City Together.

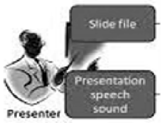
NETWORKING


Internet
Smartphone
Laptop PC
Laptop PC
WiFi Router
Router
Server
Switch
Switch
IP Phone
PC
Ring
PC
PC
PC
Scanner
Printer
Desktop PC
Desktop PC
IP Phone

02

INDRODUCTION OF COMPUTER

POINT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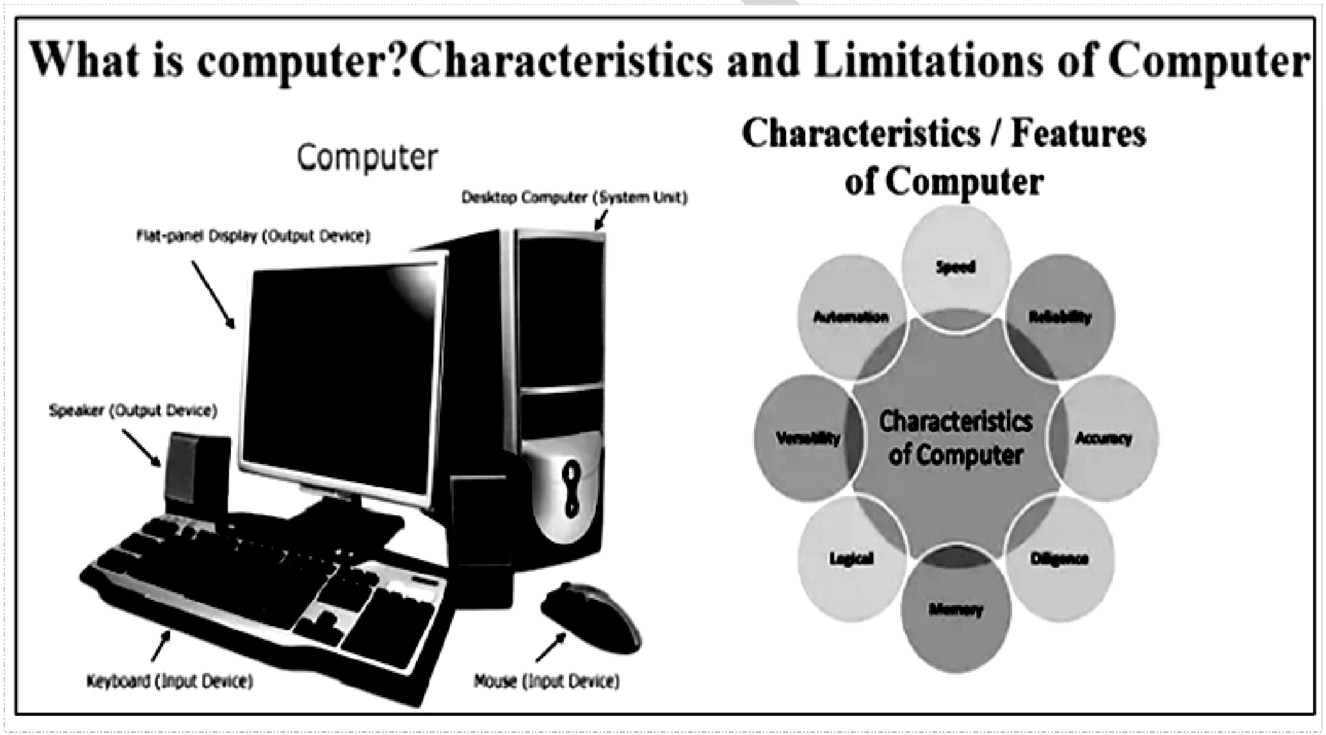
INTRODUCTION:- The word computer may be used for any device that is employed to compute or to calculate. The electronic computer has increased the calculating power of human brain billion time, it may be said that the invention of computer is the most important event of the modern age.

WHAT IS COMPUTER:- Computer is an electronic machine that helps us to store and process our Data and/or instruction at high speed with accuracy. It can receive information, perform basic operations like calculation and comparisons and produce results according to the given instructions in a desirable form.

A computer mainly works on the principle of input, process and output.


What is computer?Characteristics and Limitations of Computer
Computer
Desktop Computer (System Unit)
Flat-panel Display (Output Device)
Speaker (Output Device)
Keyboard (Input Device)
Mouse (Input Device)
Characteristics / Features of Computer
Speed
Reliability
Accuracy
Diligence
Memory
Logical
Versatility
Automation
Characteristics of Computer

DEFINITION:- A computer is an electronic device, which inputs data/instruction, stores and processes, it and produces output in the desired form.

CHARACTERISTIC OF COMPUTER:- Computer executes one instruction at a time. It can add and subtract numbers, compare characters to determine matching and copy numbers and characters.

The time required by the computer to execute such instruction if form few microseconds to a few nano-seconds.

ACCURACY:- In addition to the speed. Computer are very accurate. The input Data is valid and the program is correct and reliable, then the computer will always produce an/ 0^0 accurate result.

PERMANENT STORAGE:- Both data and program can be stored in a computer if they are required for future use.

SECRECY:- In a computerized system more secrecy is observe as compared to manual system.

VERSATILE:- Capable Of Doing Various Types Of Jobs At The Some Moment The Computer Has A Number Of Characteristics Which Are Helpful In Out Daily Routine.

Speed, Accuracy, Versatile, Storage, Secrecy Are The Main Characteristics Of Computer.

APPLICATION OF COMPUTER:- We are on the threshold of a new information ere and future generation may view our era as the time when people developed tools to amplify human intelligence.

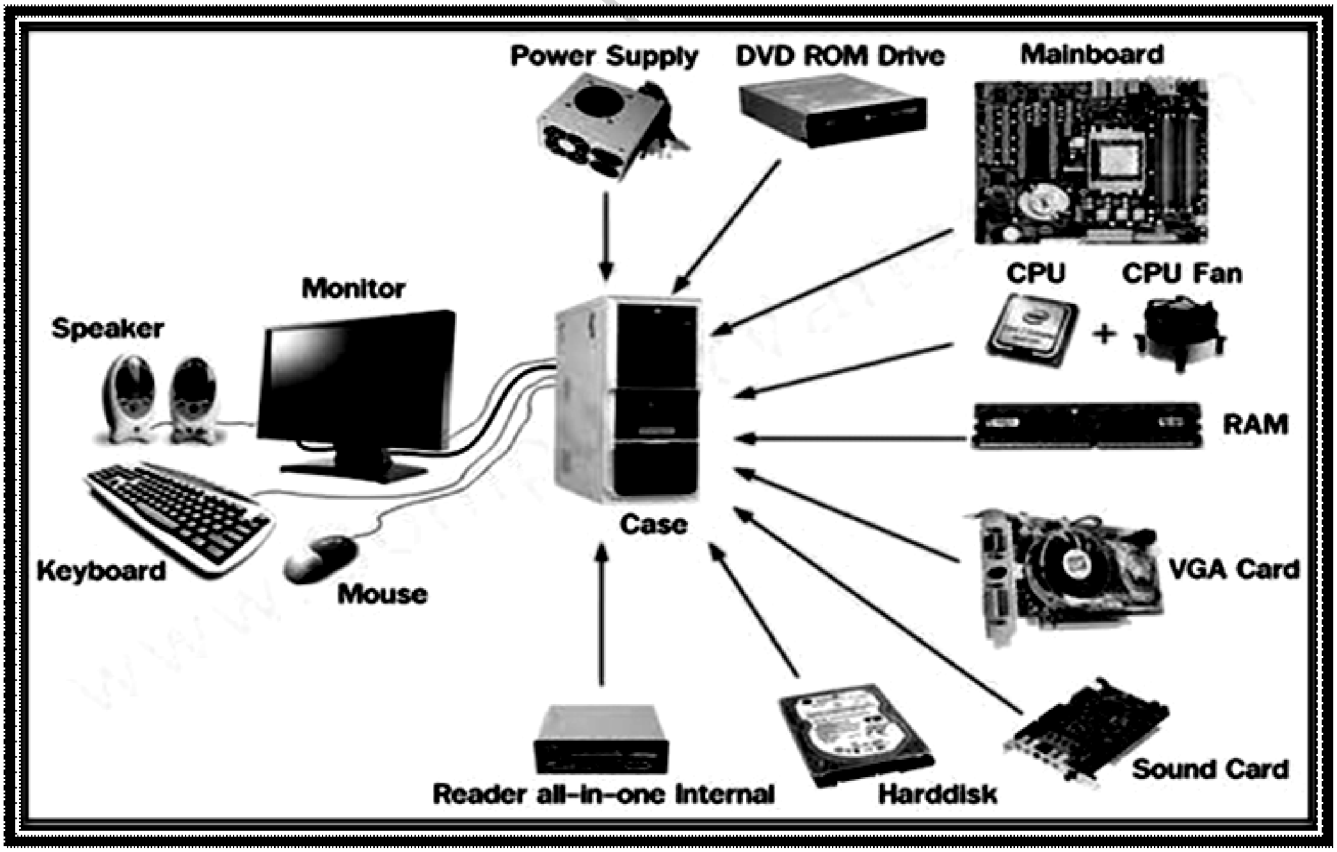
POINT

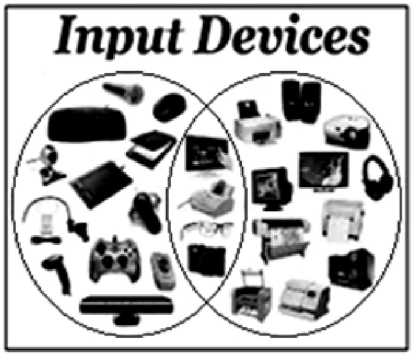
Today computer are used in each and every field of life.

1. Personal **2.** Management **3.** Marketing **4.** Money matter **5.** Education **6.** Scientific research **7.** Medicine **8.** Transport **9.** Robot **10.** Law and Order **11.** Bank **12.** Animation and Graphics **13.** Electronic Publishing.

COMPONENTS OF COMPUTER:-

A Computer is also a system because it is a group of integrated parts, which are used to solve any problem by executing a suitable program. The organization of computer system components has been shown in fig.


Power Supply
DVD ROM Drive
Mainboard
CPU
CPU Fan
+
Monitor
Speaker
RAM
Case
VGA Card
Keyboard
Mouse
Sound Card
Reader all-in-one Internal
Harddisk



INPUT/OUPUT UNIT:- The input are used input data into the computer and the output unit takes output from a computer. Example :- Key Board, Mouse, Joystick, Light pen, Bar *Code Reader, MICR, OCR, OMR and* Scanner.

ELECTRONIC DEVICES
www
Wi Fi

OUTPUT DEVICES :- Output Devices are the medium between you and the computer. The Result given By the computer is called output. Example:- Monitor, Printer and Plotter, Speaker.

OUTPUT DEVICES:- As the user communicates with the input Devices, similarly computer converser with the user through output Devices.

- Visual Display Unit (VDU)
- Card and Tape Punch
- Microphone
- Printer
- Plotter
- Speaker
- Magnetic Disk

THERE ARE TWO TYPES DEVICES

- **INPUT DEVICES &**
- **OUTPUT DEVICES**

The Devices through which the input provided to the system is called input devices like.

- Punched Card Reader
- Key Board
- Optical Mark Reader
- Bar Code Reader
- Tape Devices
- Joy stick
- Paper Tape Reader
- Optical Reader
- Scanner
- Floppy Disk
- Mouse
- Light pen

VDU (Visual Display Unit):- The most popular output device is the Visual Display Unit (VDU), also sometime referred to as a Monitor. The most popular output device in the form that we can understand. The viewing surface of a typical VDU is equal to that of a 12 or 14 inch TV. The VDU output is referred to as a soft-copy output. Most of the monitor can display 25 lines of text with 80 characters in each line. Most of te VDUs seen today use a cathode ray tube (CRT) whereas, there are some monitors which use liquid crystal display (LCD).

VDUs can display in single colour (monochrome) or in many colour(colour). The mode of display can be either text or graphic. This visual display screen s divided into rows and column of tiny dots, squares or cells, each of which is a picture element or pixel. A pixel is the smallest element to create pictures and text in different formats (styles). A collection of pixel will be used to represent a character or a picture.

A screen capable of displaying large number of pixels is capable of a high resolution or graphic resolution screen. The high resolution screen is capable of displaying sharp images.

- ☞ Text mode - display of text materials
- ☞ Graphics mode - display of pictures

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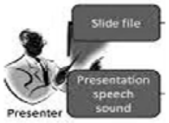
03

INTRODUCTION OF HARDWARE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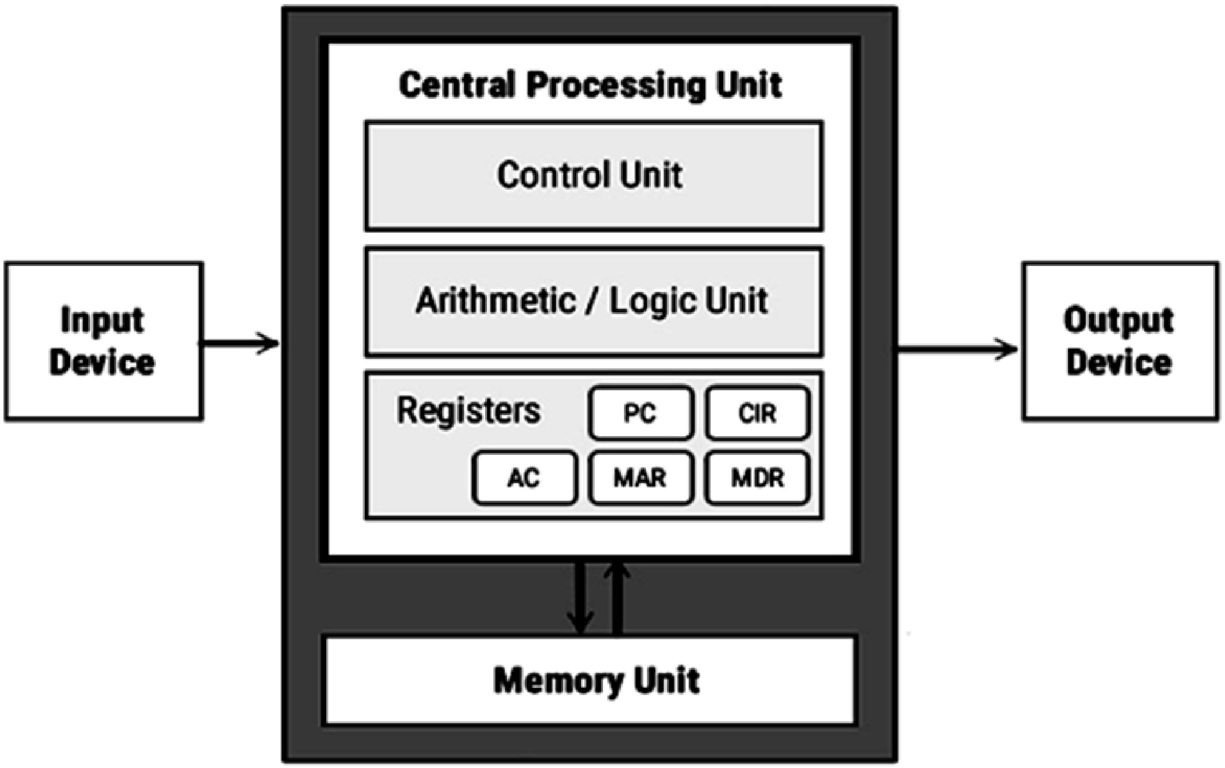
Presenter

CPU:- Central Processing Unit is the heart of any computer system. It consists of primary memory unit, arithmetic logic unit and control unit.

“CPU is called the heart of Computer”

CONTROL UNIT(CU):- Control Unit Controls all the hardware operations. Input output units, storage and have the processor itself.

ARITHMETIC LOGIC UNIT (ALU):- The arithmetic and logic unit in computer are capable of performing addition, Subtraction, division and multiplication as well as some logical operation.


Central Processing Unit
Control Unit
Arithmetic / Logic Unit
Registers
PC
CIR
AC
MAR
MDR
Memory Unit
Input Device
Output Device

MEMORY:- The memory unit is an essential component in any digital computer since it is needed for storing the programs that are executed by the CPU.

The memory unit that communicates directly with the CPU is called the main memory and devices that provide backup storage and called auxiliary memory device only programs and data currently used by the processer reside the main memory. Memory can be divided in two Primary Memory and Secondary Memory.

THE PRIMARY MEMORY ALSO HAS TWO PARTS:

RAM (Random Access Memory)—Dynamic Ram, Static Ram
ROM (Read Only Memory)

"Primary Memory is the temporary memory where as Secondary Memory is the Permanent Memory".

The Secondary memory is the memory is the memory, which is found outside computer system. A Large quantity of Data can be stored permanently on it.

Secondary devices like floppy disk, hard Disk, CD.

The word computer may be used for any device is employed to compute or to calculate. Input data in side the computer or the CPU and take the output/Results from the CPU.

KEY BOARD :- The keyboard is the most common and simple input Device is allows you to communicate with the computer. It consists of four main areas the 1. function key, 2. Type writer key, 3. Numeric Key, 4. Special Purpose key.

MOUSE:- The Mouse is an input device that is addition to the keyboard. It is a hand held device that controls a Pointer on the screen.

Note:- Mouse is pointing Devices.

PRINTER : Printer are the primary output devices used to prepare permanent documents. Along with the computer screen, a printer serves as a medium for the computer to tell us what we have send in as an input and what it has done in response to the some.

There are two types Printer.

✓ Impact ✓ Non Impact

- ✍ **Impact -** Dot Matrix , Daisy Wheel
- ✍ **Non impact -** Inkjet Printer , Laser Printer

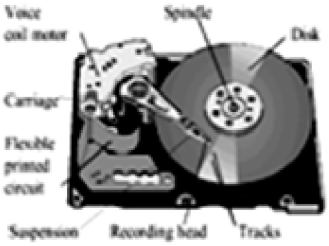
USB PEN DRIVE :- USB pen Drive is a small key ring sized Device that can be use to easily transfer files between USB computable systems.

VISION PRINT

SCANNER:- A Device called a scanner lets an editor Digitize pictures that is transform them into digital signals that can be processed by a computer.

NOTES:-Using scannr, you can scan your pictures and Drawings.

HARD DISK :– A Disk are made up of a magnetic material are sealed inside a case. It is used to stores lots of programs and Data. Which is called Drive C: and is placed inside the computer case (CPU)


Voice coil motor
Spindle
Disk
Carriage
Flexible printed circuit
Suspension
Recording head
Tracks

FLOPPY DISK:- It is a circular thin plastic jacket with magnetic material. A hard plastic as outer caver protects this plastic disk. These disk are very useful in transferring data from one computer to another.

PLUG & PLAY
OS X

CD ROM :–It stands for compact Disk Read only Memory.

A CD Rom is a storage Device that can store much more information than a floppy disk. It is very useful for distributing large data/information storage capacity.

PLOTTER :– Plotter is a specialized output Device Designed to produce high quality graphics in a variety of colours.

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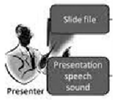
04

WINDOW'S ACCESSORIES



WINDOW'S OPERATING SYSTEM

An Operating System Is A Set Of Programs Called System Software Which Provides An Interface Between Computer Hardware, User And Application Programs.

The Operating System Is The Software Leaded Into Memory When A Computer Starts. This Concept Is Called Booting.

There Are Many Important Reasons For Studying The Operating System. Some Of Them Are:-

- User Interacts With The Computer Through An Operating System In Order To Accomplish His Task As It Is His Primary Interface With A Computer.
- It Helps The Users To Understand The Inner Functions Of A Computer Very Closely.
- Many Concepts And Techniques Found In An Operating System Have General Applicability In Other Application.

Types Of Operations System

An Operating System Is The Interface Between The User And The Hard Ware Of The Computer. An Operating System May Be Single User Or Multi User.

Five Types Of Operations Perform By The Operating System.

- Single User
  - Multi Programming
  - Multi Processing
  - Time Sharing
- Real Time

The Most Popular Operating Systems.

✓ CP/M ✓ UNIX 3. XENIX ✓ VMS
✓ SOLARIS ✓ OS/2 7. MS DOS ✓ WINDOW'S NT
✓ VISTA, ✓ XP

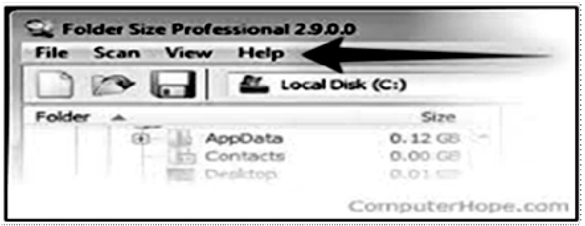
Developed By Microsoft Corporation.

What is Window's

Window's Is An Operating System Program That Controls All The Parts Of Your Computer. It User A Graphical User Interface (GUI). This Kind Of Interface Display Graphical Object Called Icons.

A GUI Is An Interface Which Allows The User To Interact With Computer Through The Use Of Pictures And Graphic Instead Of Typing Text.

VISION POINT


Folder Size Professional 2.9.0.0
File Scan View Help
Local Disk (C:)
Folder
Size
AppData 0.12 GB
Contacts 0.00 GB
Desktop 0.01 GB
ComputerHope.com

Menu:- It is a list of options displayed on a computer from which you can choose. Menus may be in word, pictures or icon.

We see a series of menu commands such as :

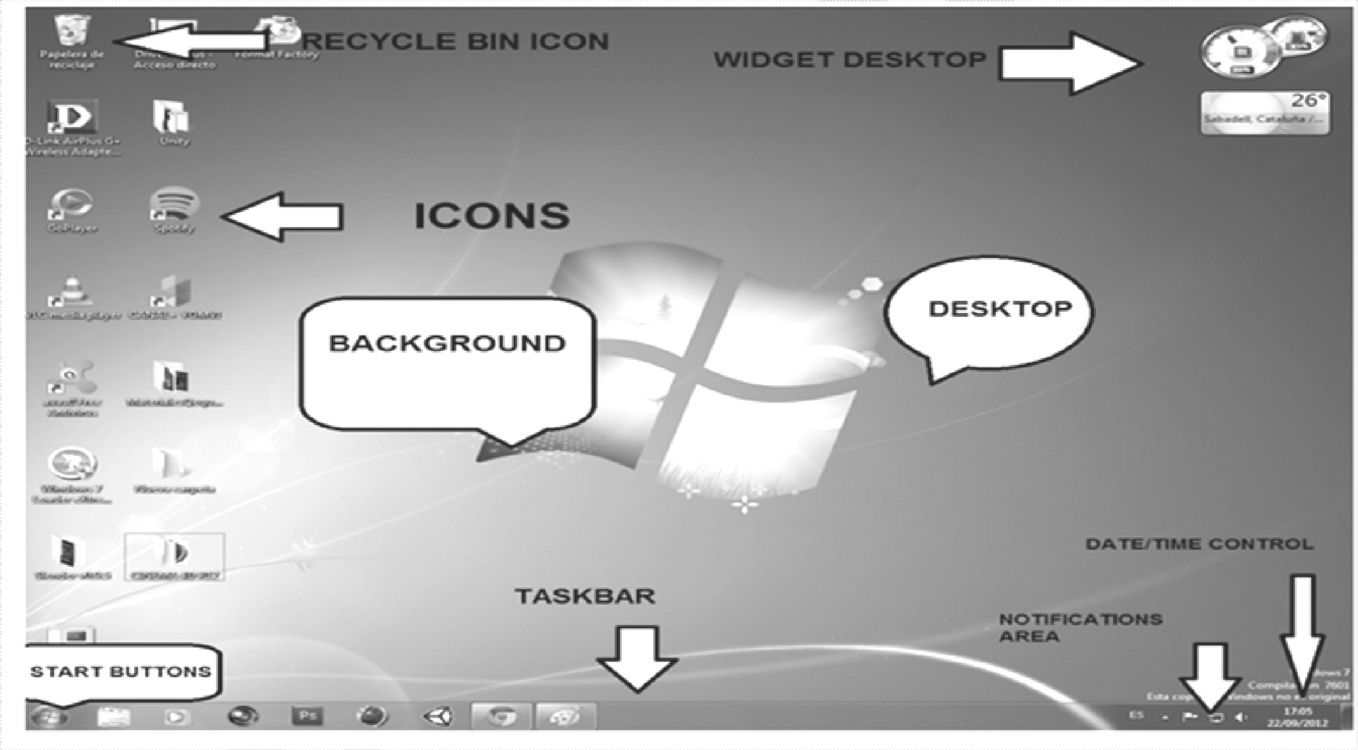
File Edit View Insert Tools Desktop Window Help My Menu

In the view menu , there are six options available.........

1. Toolbar **2.** Colour Box **3.** Status Bar **4.** Zoom **5.** View Bitmap **6.** Text Tool Bar

PART OF WINDOWS

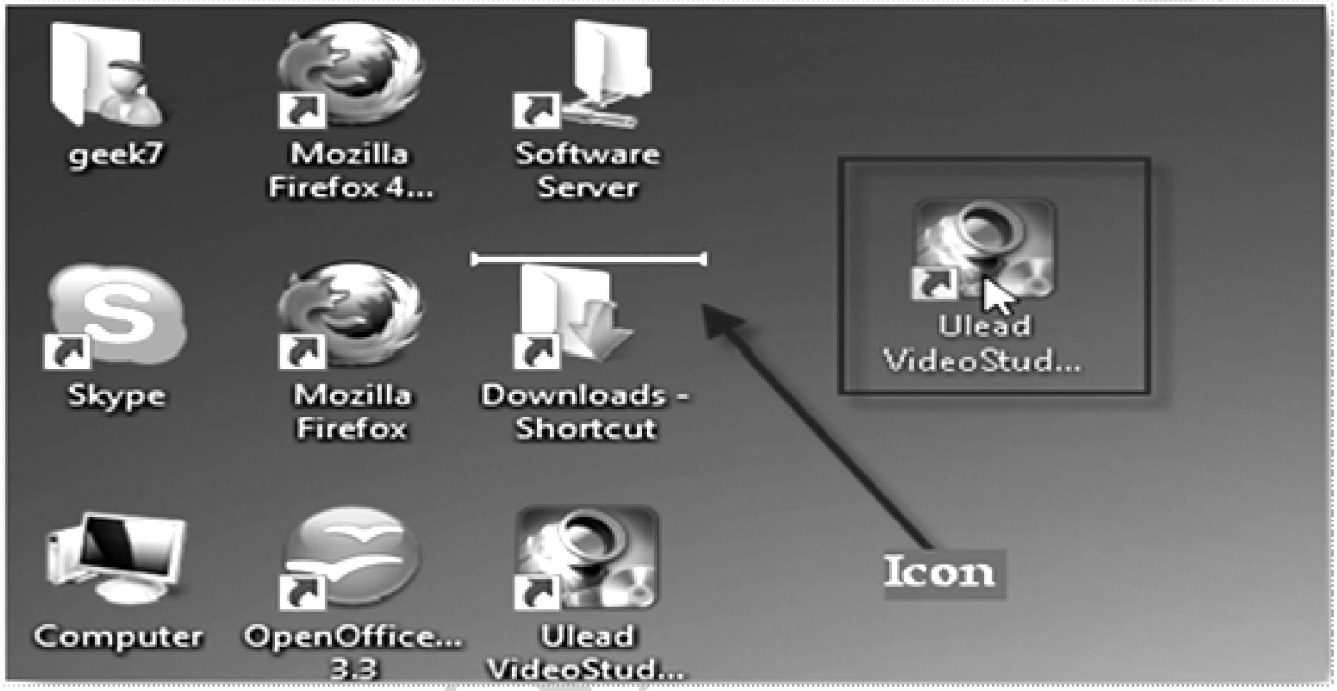
DESK TOP :- This is the main screen of Ms. Window's. It is used by some operating system.

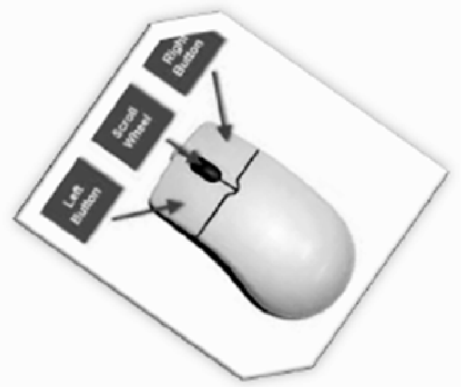

RECYCLE BIN ICON
WIDGET DESKTOP
ICONS
BACKGROUND
DESKTOP
DATE/TIME CONTROL
TASKBAR
NOTIFICATIONS AREA
START BUTTONS

STATUS BAR :- It is a strip or bar along the bottom of the screen as information is display by most application here.

ICONS :- The icon are the small Pictures on your Desktop. There icon are used to run specific program and are known as the short cuts to those programs. Normally, you will find number of icon on a desktop.

- ✓ My Computer (provides complete hardware and software) on your computer.
- ✓ My documents.
- ✓ Internet explorer (Microsoft Internet) brewing program used to surf Internet.
- ✓ Recycle Bin (all deleted items are stored in this folder. You can recall or delete permanent delete (items).


geek7
Mozilla Firefox 4...
Software Server
Skype
Mozilla Firefox
Downloads - Shortcut
Ulead VideoStud...
Icon
Computer
OpenOffice... 3.3
Ulead VideoStud...


Right Button
Scroll Wheel
Left Button

MOUSE OPERATION:- Generally the Basic technique of using a mouse depend on the programs for which it is used. A Mouse can be used to open any program file, folder.

LEFT BUTTON :- Selection of program or icon or application.

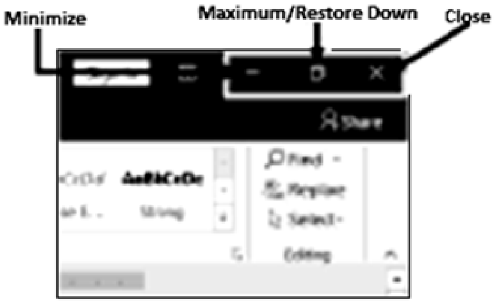
RIGHT BUTTON:- Invoking shortcut.

FOLDER ICON:- A directory or a sub-directory is called as a folder in MS-Windows 95 and later versions. Generally, it contains its own set of icons. The contents of the folder will be displayed, when double clicked on the folder icon.

PROGRAM ICONS :- The program icon represents an application or executable program. When double clicked on the icon, the program that it represents will be executed.

DOCUMENTS ICONS:- The files created by the user (letters, pictures, worksheets etc.,) are treated as documents in MS-Windows and later versions. Document icon represents a document that can be generally printed. The icon will have the icon like a folder page on the upper right corner of it. Double clicking on the document will automatically open the program that is required and open the document.

WINDOWS OPERATION:- The small Buttons in the upper right corner as shown in Microsoft word window are very handy to operate.



✓ Use the (Minimize) :- Button to reduce the window to a button on the taskbar.

✓ Use the (Maximize) :- Button to enlarge the window so that it covers the entire desktop.

✓ Use the (Restore) :- Button on Return the window to its pre-maximized sixe.

✓ Use the (Close) ☒ Button to close the window.

✓ **Shut down:-** Start Button and short down from the start menu.
✓ "It's now safe of turn off your computer".
At last switch off your power switch.

Shutting down...?

WINDOW'S EXPLORER:-Windows explorer is another application included in windows. Using windows explorer you can view and organize the file on your Disk".

✓ Click on start, program, windows Explorer.

WALLPAPER:- Windows comes with several file that can be used the background for your Desktop. These include Black thatch, Blue Rivets, Bubbles, circles, Chess etc.

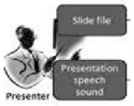
✓ To change your wallpaper – Right click on the Desk top

✓ Select your wallpaper.

PRESS OK

05 MICROSOFT WORD

POINT


Slide file
Presentation speech sound
Presenter

WINDOWS ACCESSORIES

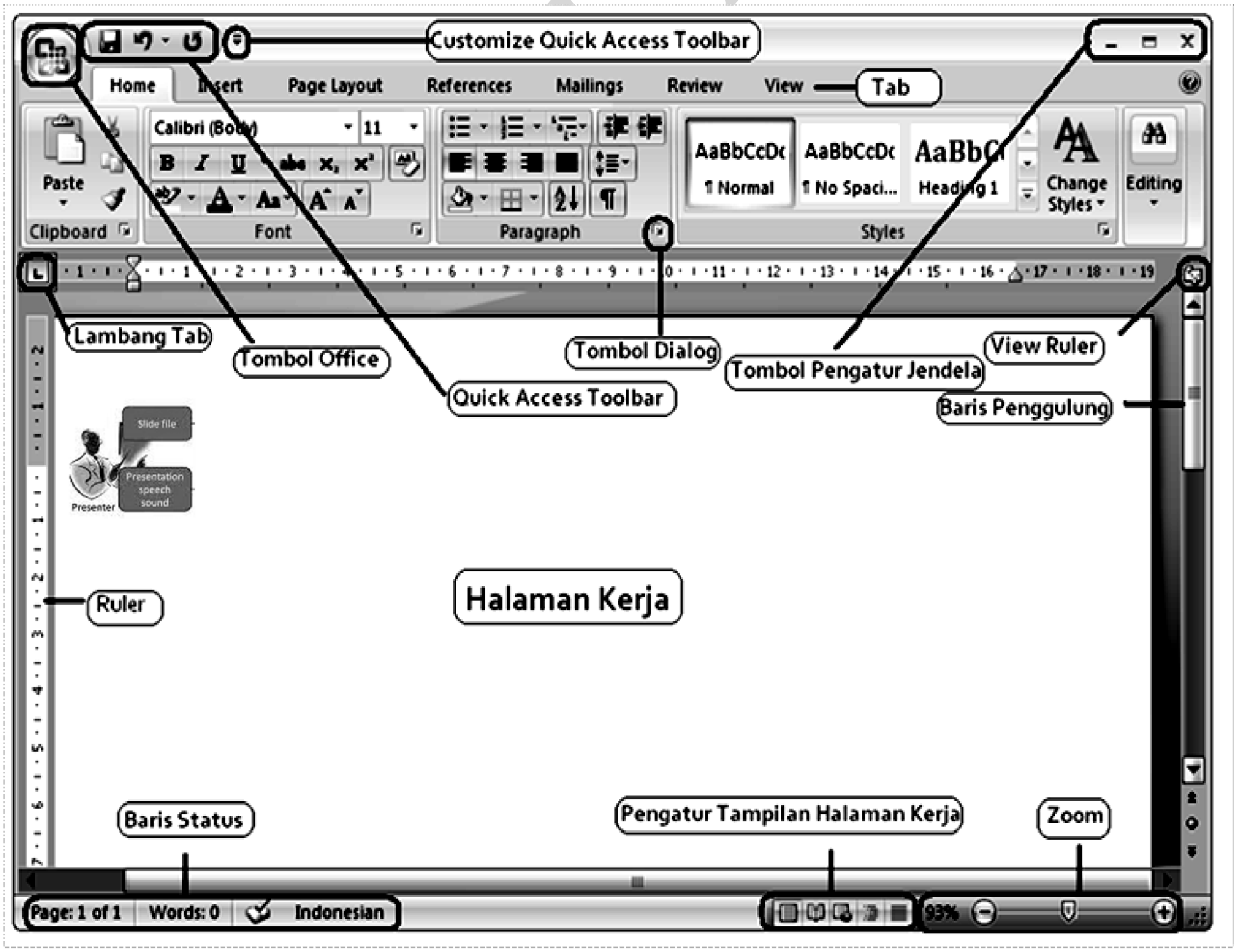
➢ Windows XP Comes With A Number Of Applications That Can Make You Productive Immediately With Out Having To Install Expensive Software On Your System.

➢ Notepad # WordPad # Ms Paint # Character Map # Clipboard # Clock # Calculator

MS WORD:- A Word Processor Is A Computer Program That Enables You To Create, Edit, Print And Save Documents For Future Revision And Retrieval.

A Word Processor Provides The Ability To Create And Edit Letters, Memos And Other Text Material. There Are Many Word Processing Software Packages Available – Word Star, Word Perfect, And Ms Word.

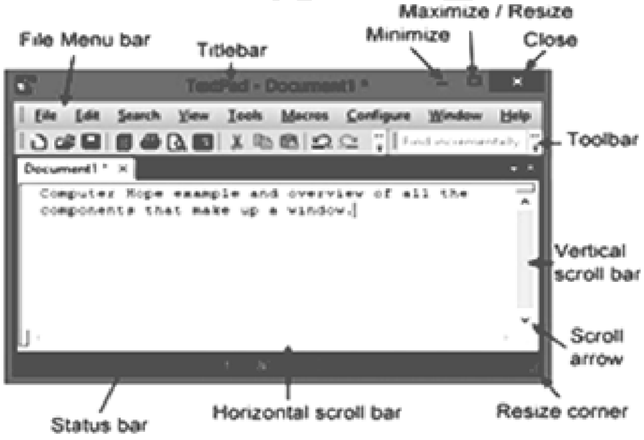
☞ START ☞ ALL PROGRAM ☞ MS OFFICE ☞ MICROSOFT WORD


Customize Quick Access Toolbar
Home
Insert
Page Layout
References
Mailings
Review
View
Tab
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spaci...
AaBbCc
Heading 1
Change Styles
Editing
Styles
Lambang Tab
Tombol Office
Tombol Dialog
Tombol Pengatur Jendela
View Ruler
Quick Access Toolbar
Baris Penggulung
Slide file
Presentation speech sound
Presenter
Ruler
Halaman Kerja
Baris Status
Pengatur Tampilan Halaman Kerja
Zoom
Page: 1 of 1
Words: 0
Indonesian
93%

MS Word 2007, A Popular Word Processing Soft Ware, Is Part Of A Suite Of Application Programs Developed By Microsoft Office 2007.

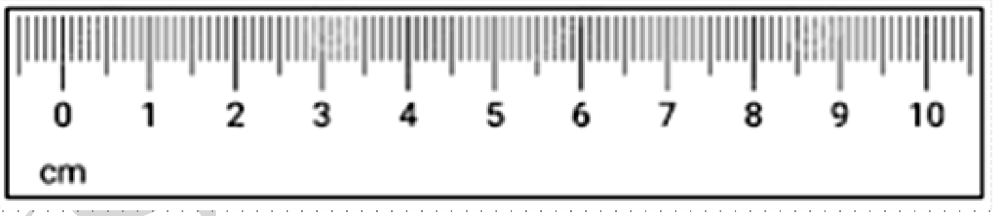
- Automatically Number Line Or Paragraphs.
- Create Table To Store Data
- Create Line Drawings And Insert Graphics.
- Put Lists In Order.
- Create Indexes And Table Of Contents Automatically.
- Edit A Document While Printing Another Document.
- Merge Mailing Lists With A Documents.

1. **Title Bar:-** At The Top Of The Window Is The Title Bar, Which Shows The Of The Name Of The Program, "Microsoft Word" Followed By The Documents Name.
2. **Menu Bar:-** Below The Title Bar Is The Menu Bar. The Menu Bar Contains All The Options As You Need When Working With Word, If You Click On One Of The Menu Items, A "Dropdown Menu" Appears.
3. **Tool Bar:-** The Menu Bar Are The Toolbar, Which Are Rows Of Button With Graphic Symbols Or Icons. The Button On The Toolbar Represent The Command Or The Procedure. By Default The Standard Toolbar And Formatting Toolbar Will Be Display.

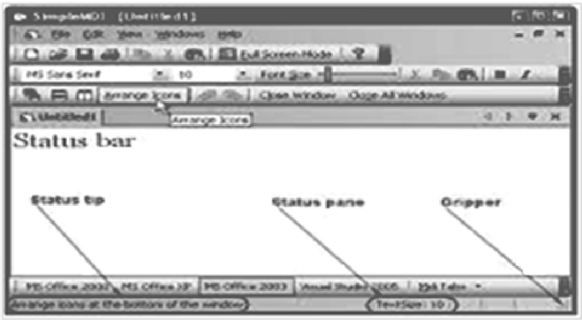

Maximize / Resize
File Menu bar
Titlebar
Minimize
Close
TextPad - Document1 *
File
Edit
Search
View
Tools
Macros
Configure
Window
Help
Toolbar
Document1 *
Vertical scroll bar
Scroll arrow
Status bar
Horizontal scroll bar
Resize corner

Computer Hope example and overview of all the components that make up a window.

4. **Ruler Bar:-** The Ruler Bar Is Displayed By Default And Appears Underneath To Toolbar. It Is Used To Set Tabs, Indents And Margins For A Documents.


0
1
2
3
4
5
6
7
8
9
10
cm

5. **Status Bar:-** The Status Bar Is Seen At The Bottom Of The Word Windows. This Bar Will Always Show Your "**Current Position**" As For As The Text Goes On The Active Document.


Status bar
Status tip
Status pane
Gripper

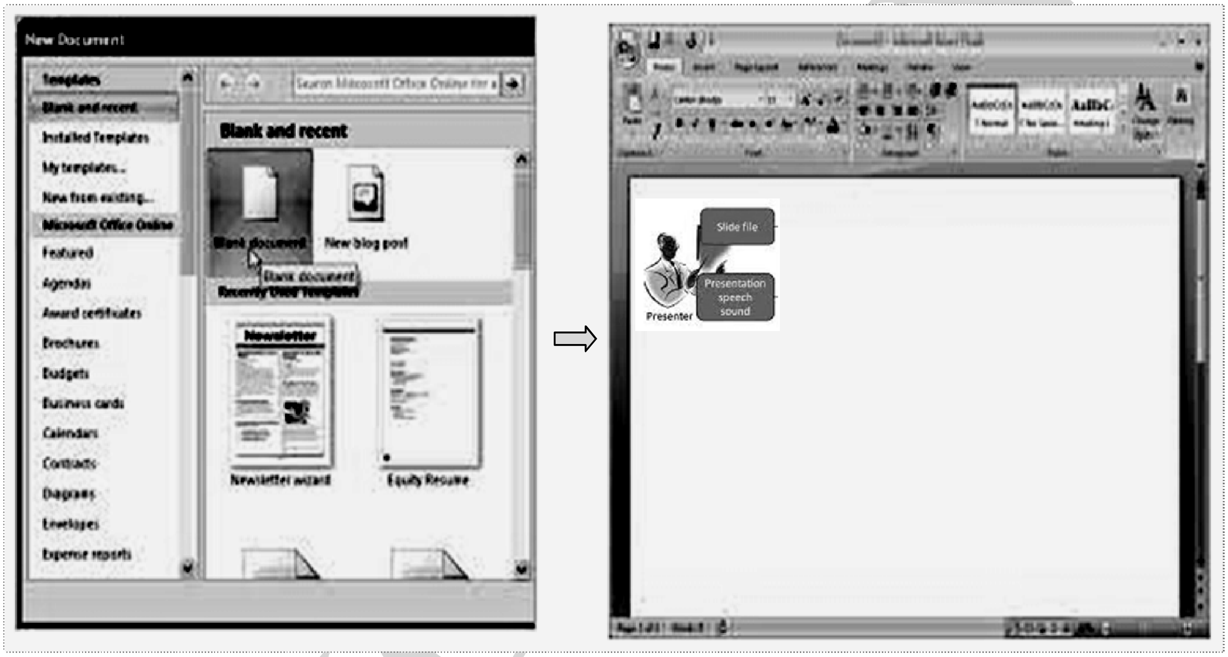
File menu (🗋New, 🗁Open, 🖫 Save):-

6. CREATING A NEW DOCUMENT

Now You Have Completed Your Four Of The Word Interface, It Is The Time To Get To Work. The First Thing Is To Create A New Document. As You Have Already Seen, Word Open With A Blank Document, Already Display

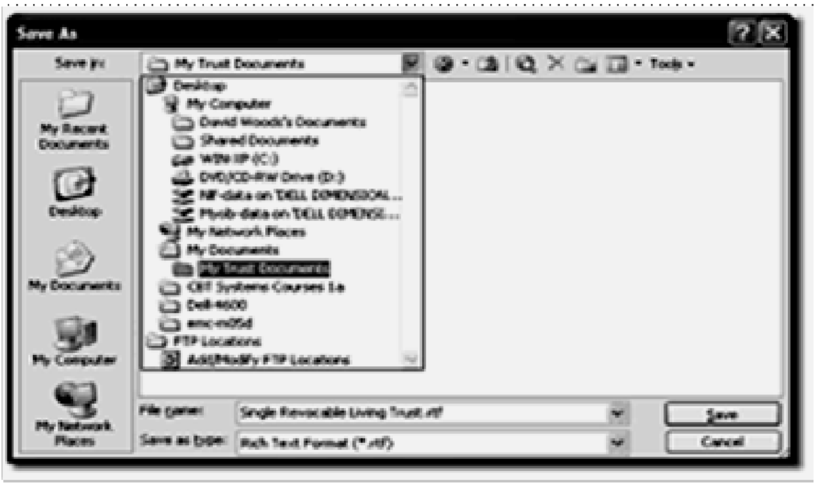
To Create A New Document 🗋 (Ctrl + N) :-

- ✎ Click On The New Document Button 🗋 On The Standard Toolbar.
- ✎ Choose File → New From The Menu Bar.
- ✎ Press **(Ctrl + N)** On The Key.


New Document
Templates
Blank and recent
Installed Templates
My templates...
New from existing...
Microsoft Office Online
Featured
Agendas
Award certificates
Brochures
Budgets
Business cards
Calendars
Contracts
Diagrams
Envelopes
Expense reports
Blank and recent
Blank document
New blog post
Recently Used Templates
Newsletter wizard
Equity Resume
⇨
Slide file
Presentation speech sound
Presenter

7. Save A Document 🖫 :-

Save A Document Its Information Is Store Only In Your Computer RAM. Your Work On The Document Could Be Lost In The Event Of Power Outage Or System Crash.

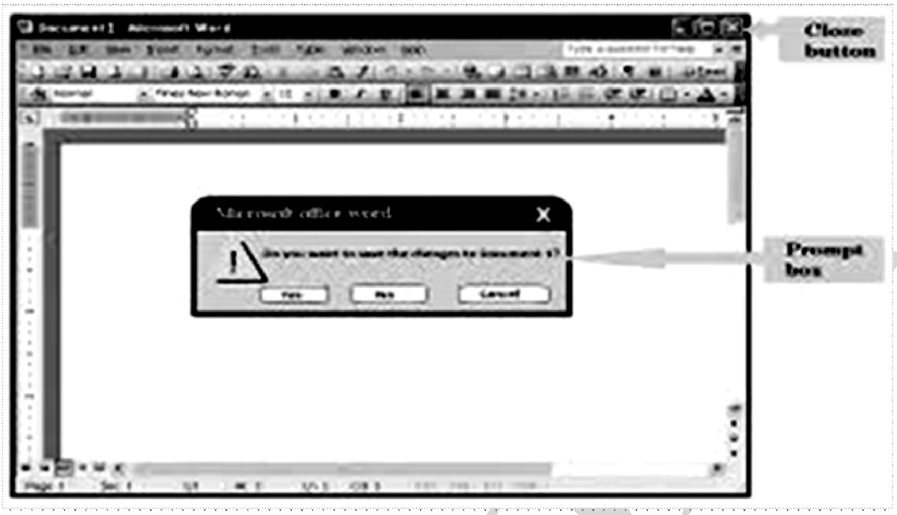

Save As
Save in:
My Trust Documents
Tools
Desktop
My Computer
David Woods's Documents
Shared Documents
WIN XP (C:)
DVD/CD-RW Drive (D:)
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
My Network Places
My Documents
My Trust Documents
FTP Locations
Add/Modify FTP Locations
File name:
Single Revocable Living Trust.rtf
Save as type:
Rich Text Format (*.rtf)
Save
Cancel

- ✎ Choose On The Save Button 🖫 Of Standard Toolbar.
- ✎ Choose File → Save From The Menu Bar.

This Dialog Box Is Used To File Name To Save The File. The File Name Address In The File Name Box And Click Save Button.

8. CLOSING A WORD DOCUMENT ☒:-

Under The File Menu Is The Close Option.


Document1 - Microsoft Word
Microsoft office word
Do you want to save the changes to document 1?
Yes
No
Cancel
Close button
Prompt box

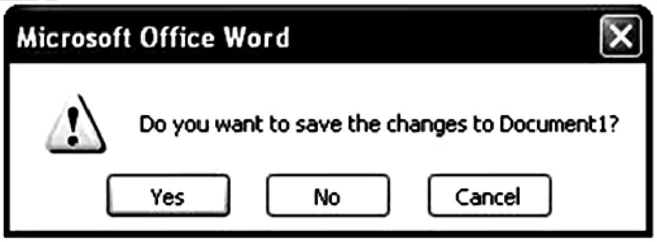
To Close All Open Document With Out Exit The Program, Hold Down Shift And Click **Close All** On The **File** **Menu**.

9. Exit Word:- Even If A Word Application Is Minimize It Is Still Running. To Quit A Word Application, You Must Exit The Application.

- ✍ From The File Menu, Choose Exit.

Or

- ✍ Click The Close Button In The Title Bar**.**


Microsoft Office Word

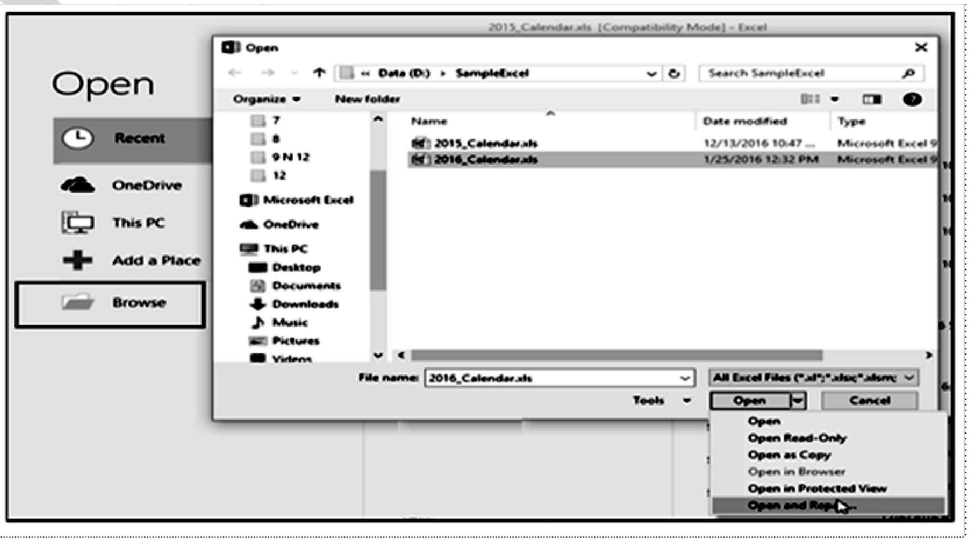
Do you want to save the changes to Document1?

Yes
No
Cancel

10. Open A Document 🗁 **:-** You Are Now Ready To Open The File Name Address, Doc., As In All Window's Application, The Open Command Of File Menu Is Used To Open File.

- ✍ Click The File Button 1 On The Standard Toolbar.
- ✍ Choose File → Save From The Menu Bar.
- ✍ Press **(Ctrl + O)** On The Key Board.

Choose The File From The List Or Write The Name Of The File In File Name Box And Click The Open Button.

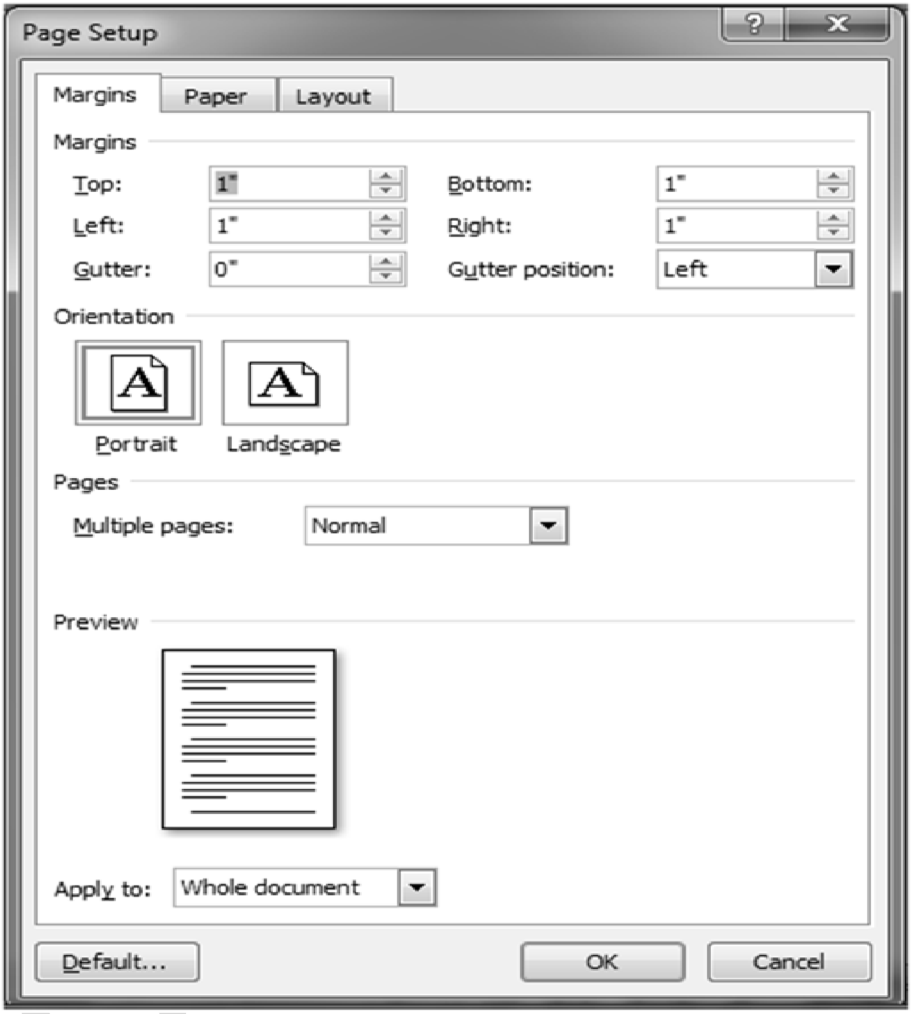

2015_Calendar.xls [Compatibility Mode] - Excel
Open
Recent
OneDrive
This PC
Add a Place
Browse
Open
Data (D:) › SampleExcel
Search SampleExcel
Organize
New folder
7
8
9 N 12
12
Microsoft Excel
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Name
Date modified
Type
2015_Calendar.xls
12/13/2016 10:47 ...
Microsoft Excel 9
2016_Calendar.xls
1/25/2016 12:32 PM
Microsoft Excel 9
File name: 2016_Calendar.xls
All Excel Files (*.xl*;*.xlsx;*.xlsm;
Tools
Open
Cancel
Open
Open Read-Only
Open as Copy
Open in Browser
Open in Protected View
Open and Repair...

VISION DO

11. Page Setup:- This Option Given You Information Read The Page, Information Means The Details Regarding The Margins, The Position Of The Page On Papers Be Modified Or Created.

✍ Click The Open File Button. On The Standard Toolbar.

✍ Choose **File → Page Setup**. From The Menu Bar.


Page Setup
?
✕
Margins
Paper
Layout
Margins
Orientation
Pages
Preview
Default...
OK
Cancel

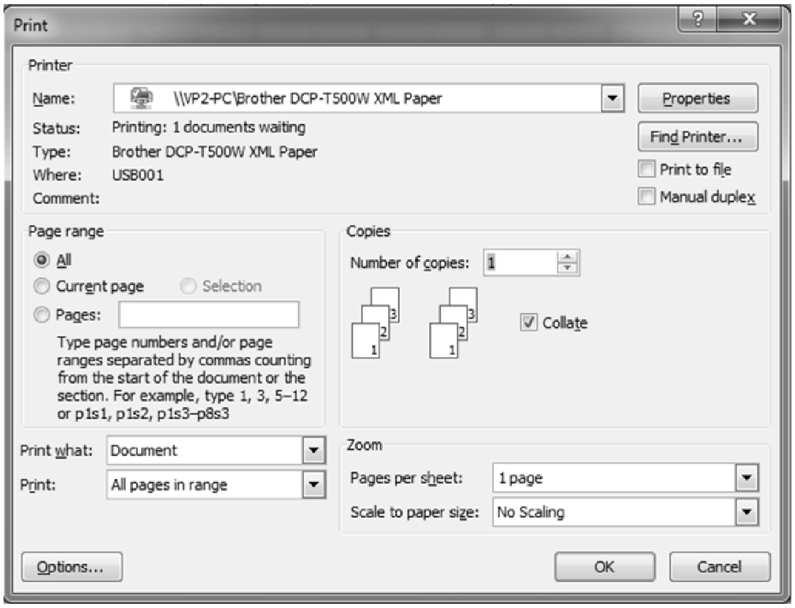
Top: 1"
Bottom: 1"
Left: 1"
Right: 1"
Gutter: 0"
Gutter position: Left
Portrait
Landscape
Multiple pages: Normal
Apply to: Whole document

12. Print 🖶:- This Option Is Used To Take A Printout Of Your Document Created.

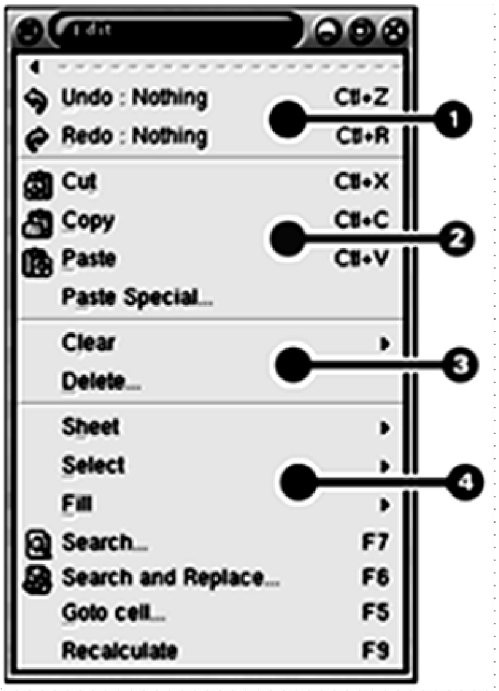
✍ Click The Open File Button 🖶 On The Standard Toolbar.

✍ Choose **File → Print** From The Menu Bar.

✍ Press **(Ctrl + P)** On The Keyboard.


Print
?
✕
Printer
Properties
Find Printer...
Page range
Copies
Zoom
Options...
OK
Cancel

Name: \\VP2-PC\Brother DCP-T500W XML Paper
Status: Printing: 1 documents waiting
Type: Brother DCP-T500W XML Paper
Where: USB001
Comment:
☐ Print to file
☐ Manual duplex
● All
○ Current page ○ Selection
○ Pages:
Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3
Number of copies: 1
☑ Collate
Print what: Document
Print: All pages in range
Pages per sheet: 1 page
Scale to paper size: No Scaling


Edit
Undo : Nothing Ctl+Z
Redo : Nothing Ctl+R
Cut Ctl+X
Copy Ctl+C
Paste Ctl+V
Paste Special...
Clear
Delete...
Sheet
Select
Fill
Search... F7
Search and Replace... F6
Goto cell... F5
Recalculate F9
1
2
3
4

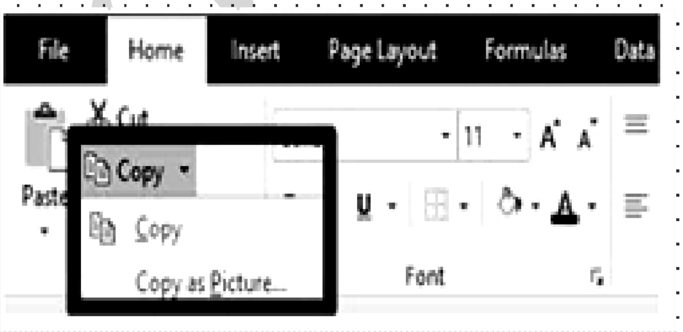
EDIT MENU (☒ Cut, 🗐Copy, 📋Paste):-

Now You Know That How To Select Text You Should Become Familiar With A Very Common Procedure Used In All Types Of Documents Moving And Copy Text. Using Word, You Can Move Text Around At Will Until You Are Satisfied With Its Content And Organization.

@ **Moving (Cutting) Text :-**

1. Highlight The Text To Be Moved And Select Edit Menu ® Cut From The Menu Bar. OR

2. Click The **(Cut ☒)** Button On The Standard Toolbar, OR Press **(CTRL + X)** At Once, This Will Move The Text To A Clipboard.

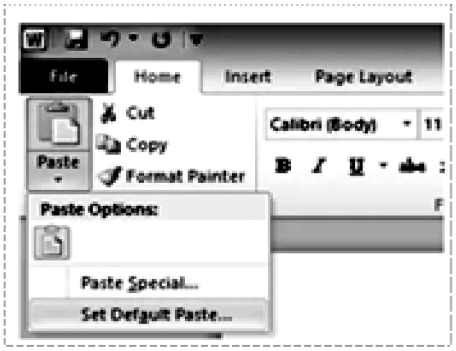

File
Home
Insert
Page Layout
Formulas
Data
Cut
Copy
Copy
Copy as Picture...
Paste
11
Font

13. Copy Text 🗐:-

1. Highlight The Text That Will Be Copies And Select Edit → Copy From The Menu Bar. **OR**

2. Click The Copy Button 🗐 On The Standard Toolbar.

3. Press **(Ctrl + C)** To Copy The Text To The Key Board.


File
Home
Insert
Page Layout
Paste
Cut
Copy
Format Painter
Calibri (Body)
11
Paste Options:
Paste Special...
Set Default Paste...

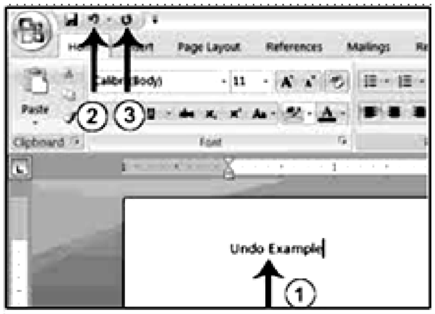
14. Paste Text 📋 :-

1. To Paste Cut Or Copied Text Move The Cursor To The Location You Want To Move The Text And Select Edit → Paste From The Menu Bar. **OR**

2. Click The Paste 📋 Button On The Standard Toolbar.

OR

3. Press **(CTRL+ V)** .


Paste
Page Layout
References
Mailings
Calibri (Body)
11
Clipboard
Font
②
③
Undo Example
①

15. Undo (⮌) and Redo (⮍):- With All This Cut, Paste Dragging And Dropping, It's Common To Make A Mistake. It's The Time To Discuss Words **Undo** And **Redo** Feature. Undo **Reverses** The Effects Of An Action And Returns Your Documents To The Way. It Was Before You Perform The Action.

1. Click Undo **(⮌)** Button On The Standard Toolbar.

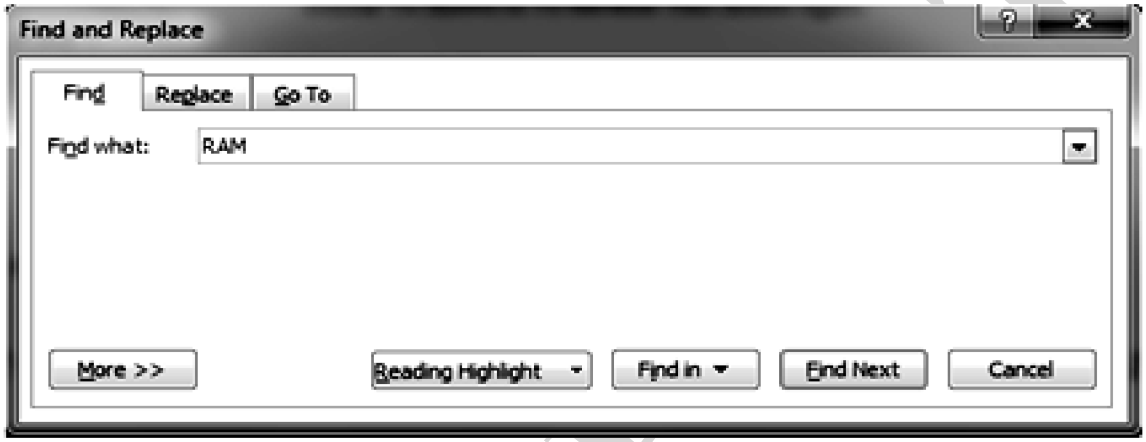
VISION POINT

The Undo Button Includes A Drop – Down List Button. Click This Button Displays A List To Your Most Recent Actions.

The Redo Button Is Available So You Can Restore The Action You Just Undid.

2. Click Redo **(↻)** Button On The Standard Toolbar. The Redo Screen Should Be Similar To Shown In To Reverse This Action Again.

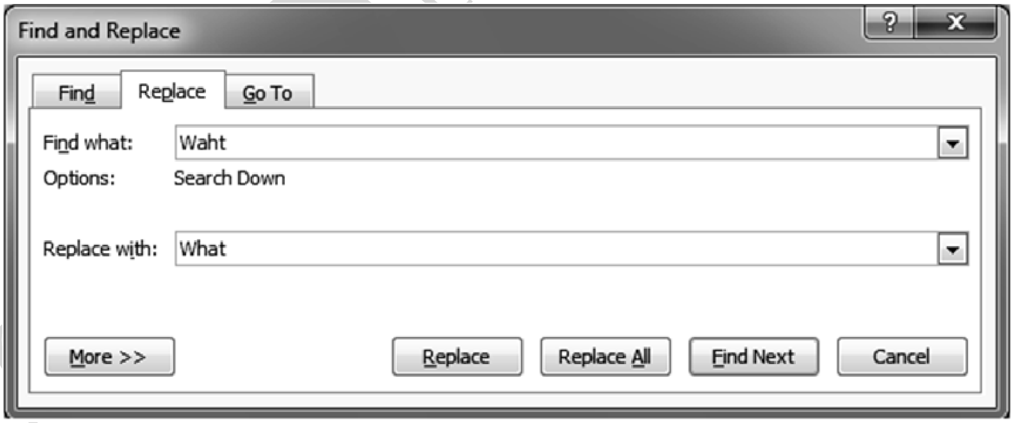
16. FIND :- TO Find Out Methodologies For Finding Text.


Find and Replace
?
X
Find
Replace
Go To
More >>
Reading Highlight
Find in
Find Next
Cancel

Find what: RAM

Press **(Ctrl + F)** To Find The Text To The Key Board.

17. REPLACE:- With The Replace Command, You Can Find And Replace Text Or Formatting You Can Automatically Replace All Of The Found Text.


Find and Replace
?
X
Find
Replace
Go To
More >>
Replace
Replace All
Find Next
Cancel

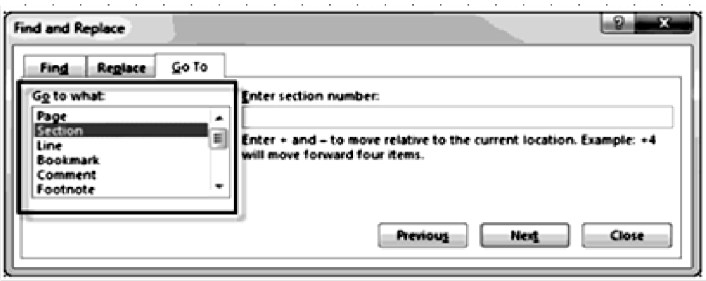
Find what: Waht

Options: Search Down

Replace with: What

Press **(Ctrl + H)** To Replace The Text To The Key Board.

18. GOTO:- Moves The Insertion Point To A Special Location In The Document, For Example You Can Move To A Page Number.


Find and Replace
?
X
Find
Replace
Go To
Go to what:
Page
Section
Line
Bookmark
Comment
Footnote
Previous
Next
Close

Enter section number:

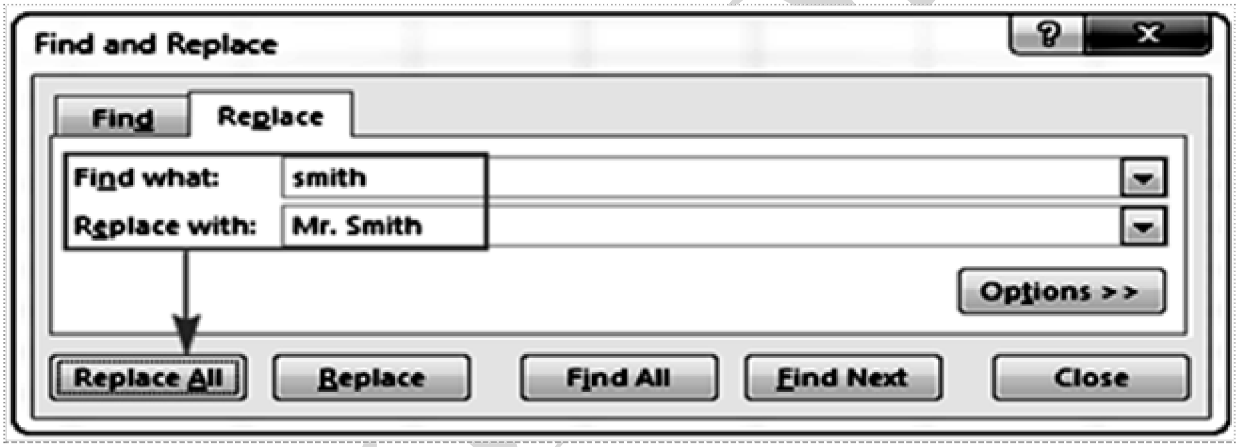
Enter + and – to move relative to the current location. Example: +4 will move forward four items.

The Find And Replace Commands Search The Entire Documents, Beginning At The Insertion Point.

1. Choose Edit → Find. OR Press Ctrl + F.
2. Press The Button 🗐 From Toolbar.
3. In The Find Tab Of The Find And Replace Dialog Box That Appears, Enter The Text That You Want To Find.
4. Click The Find Next Button.
5. The More Button In The Find And Replace Dialog Box.

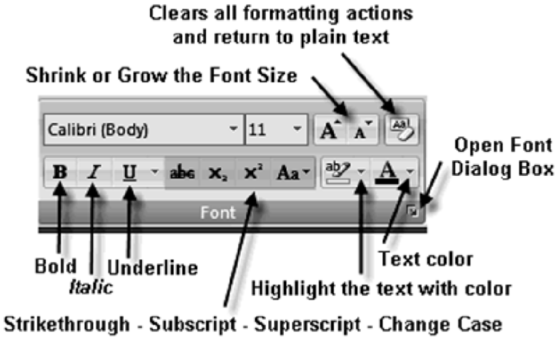
19. **Replacing Text:-** To replace existing text with New text :-

1. GOTO Into The Edit Menu And Select Replace. That The Find And Replace Dialog Box Will Appear With "Replace With" Box.
2. In "Find What" Box, Type The Text Which You Want To Search.
3. In The "Replace With" Box. Type The New Text.
4. To Replace Only One Occurrence Of The Word. Click The Replace All Occurrences Of The Text, Click On The "Replace All" Button.


Find and Replace
?
X
Find
Replace
Options >>
Replace All
Replace
Find All
Find Next
Close

Find what: smith
Replace with: Mr. Smith

20. **Highlight Colour:-** Use This Option To Change The Colour Behind A Text Selection. The Colour Shown On The Button Is The Last Colour Used. To Select A Different Colour Click The Arrow Head Next To The Image On The Button.


Clears all formatting actions and return to plain text
Shrink or Grow the Font Size
Calibri (Body)
11
Open Font Dialog Box
Font
Bold
Italic
Underline
Text color
Highlight the text with color
Strikethrough - Subscript - Superscript - Change Case

21. **Text Colour:-** This Option Changes The Colour Of The Text. The Colour Shown On The Button In The Last Colour Chosen. To The Button Image To Select Another Colour.

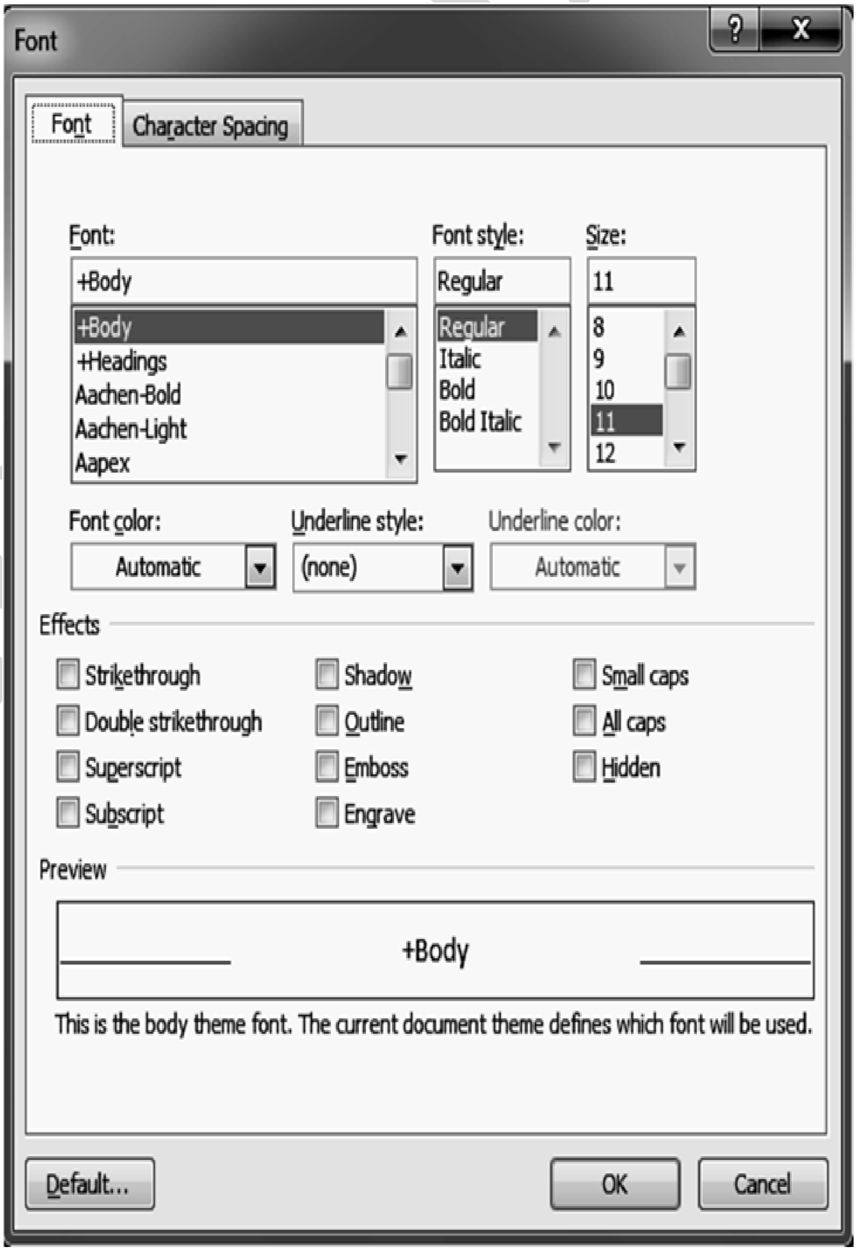
22. Text Formatting (Fonts):-

This Is A Useful Feature Of Ms Word. Using Formatting Is To Change Font, Size, Style Of Text. Using Formatting Technique, You Can Make Your Text Bold, Italic And Underline. You Can Also Change The Background Colour And Font Colour Of Text.

- The Choice Of Font
- Font Style
- Font Effects
- Spacing
- Font Size
- Underline
- Font Colour
- Text Animation

You Can Control Any Type Of Font Formatting Through The Format → Font Dialog Box.

- **Style Menu :-** Styles Are Explain In Detail Later In The Box.
- **Font Face:-** Click The Arrow Head To The Right Of The Font Name Box To View The List Of Font Available.
- **Font Size:-** Click On The White Part Of The Font Size Box To Enter A Value For The Font Size. A Font Size Of 10 Or 12 Is Best For Paragraphs Of Text.
- **Font Style: -** Use These Buttons To Bold, Italic And Underline.
- **Alignment :-** Text Can Be Align To The Left, Center, Or Right Side Of The Page.
- **Bullets & Numbering: -** List Are Explain In Detail Later In This Tutorial.
- **Increase/Decrease Indent: -** Change The Indent Of Paragraph In Relation To The Side Of The Page.
- **Outside Border:-** Add A Border Around A Text Selection.



Font
?
X
Font
Character Spacing
+Body
+Headings
Aachen-Bold
Aachen-Light
Aapex
Regular
Italic
Bold
Bold Italic
8
9
10
11
12
Effects
Preview
Default...
OK
Cancel

Font: +Body

Font style: Regular

Size: 11

Font color: Automatic

Underline style: (none)

Underline color: Automatic

☐ Strikethrough
☐ Double strikethrough
☐ Superscript
☐ Subscript
☐ Shadow
☐ Outline
☐ Emboss
☐ Engrave
☐ Small caps
☐ All caps
☐ Hidden

+Body

This is the body theme font. The current document theme defines which font will be used.

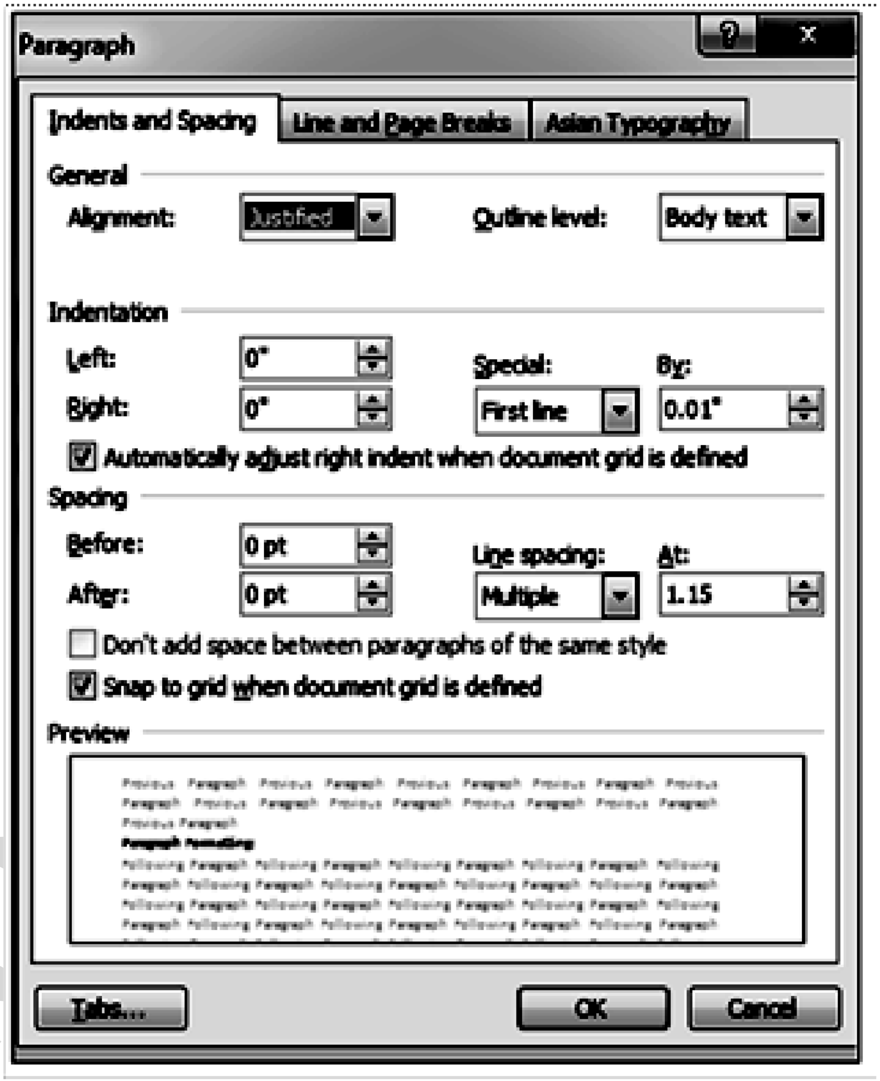
23. Paragraph Formatting:-

So For, You Have Worked Only With Font Formatting A Formatting Which Effects Only Characters. Now, You Will Learn About The Formatting That Word Can Apply To Paragraphs. A Paragraph Is One Of The Basic Unit Of A Document. Every Time You Press The Enter Key While Typing, You Are Creating A New Paragraph.

In Word, Paragraph Formatting Includes The Following, Include The Following.

- ✍ Paragraph Alignment.
- ✍ Outline
- ✍ Indentation
- ✍ Spacing Between Line.
- ✍ Spacing Before And After Paragraph.
- ✍ Line And Page Break.
- ✍ Tab

- ✓ **Left Indent :-** Adjust The Left Edge Of Every Line In Paragraph.
- ✓ **Right Indent:-** Adjust The Right Edge Of Every Line In A Paragraph.
- ✓ **Hanging Indent:-** Leave The Left Line Alone But Move Every Line Beneath It.
- ✓ **First Line Indent :-** Move Only The First Line Of A Paragraph.


Paragraph
?
X
Indents and Spacing
Line and Page Breaks
Asian Typography
General
Indentation
Spacing
Preview
Tabs...
OK
Cancel

Alignment: Justified
Outline level: Body text
Left: 0"
Right: 0"
Special: First line
By: 0.01"
☑ Automatically adjust right indent when document grid is defined
Before: 0 pt
After: 0 pt
Line spacing: Multiple
At: 1.15
☐ Don't add space between paragraphs of the same style
☑ Snap to grid when document grid is defined

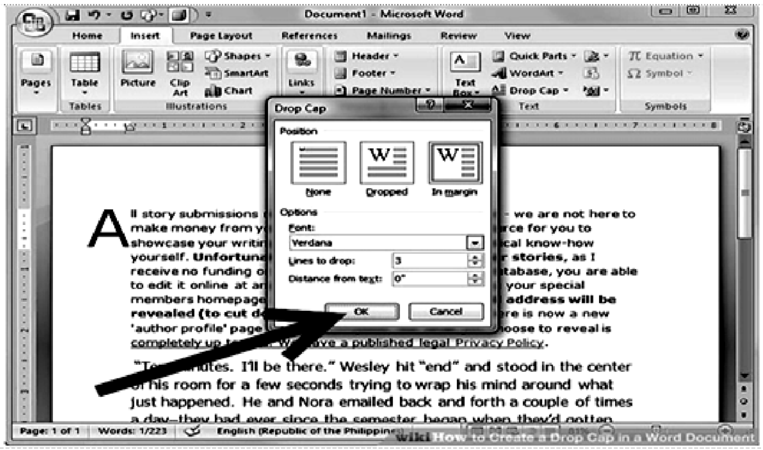
24. Drop Cap:- A Drop Cap Is A Large Letter That Begin A Paragraph And Drops Through Several Line Text.

Place The Cursor With The Paragraph Whose First Letter Will Be Dropped.

✍ Select Format → Drop Cap From The Menu Bar.

You To Select The Position Of The Drop Cap, The Font , The Number Of Lines To Drop, And The Distance From The Body Text.

✍ Click OK


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Pages
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Equation
Symbol
Tables
Illustrations
Text
Symbols
Drop Cap
Position
None
Dropped
In margin
Options
OK
Cancel
Page: 1 of 1
Words: 1/223
English (Republic of the Philippines)
wikiHow to Create a Drop Cap in a Word Document

Font: Verdana
Lines to drop: 3
Distance from text: 0"

VISIO

25. Spelling Checking :-

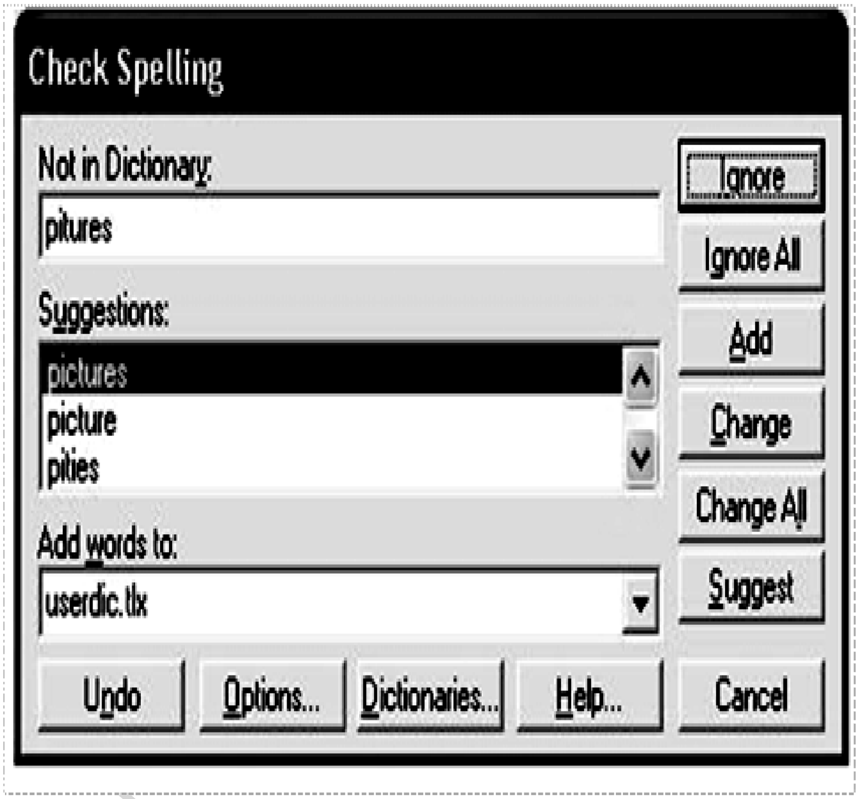
If Word Has Found A Word That Does Not Appear In Its Dictionary Your Choices Include.

- ✓ **Ignore All:-** Tells Word To Ignore All Occurrences Of The Word In The Document. Choosing This Option Removes The Wary Underline From The Words Throughout The Document.
- ✓ **Language:-** Enables You To Change The Language Of The Spelling Dictionary.
- ✓ **Spelling:-** Opens The Spelling Dialog Box, Which Offers More Options.
- o If Word Shows A Green Wavy Under Line Indicating A Possible Grammar Error, Right Click To See The Grammar Shortcut Menu.

  ✍ Instruct Word To Ignore The Sentence.

✍ Open The Grammar Checker To See More Options.

✍ Choose About This Sentence To See More Information About The Potential Error Word.


Check Spelling
Ignore
Ignore All
Add
Change
Change All
Suggest
Undo
Options...
Dictionaries...
Help...
Cancel

Not in Dictionary: pitures

Suggestions: pictures, picture, pities

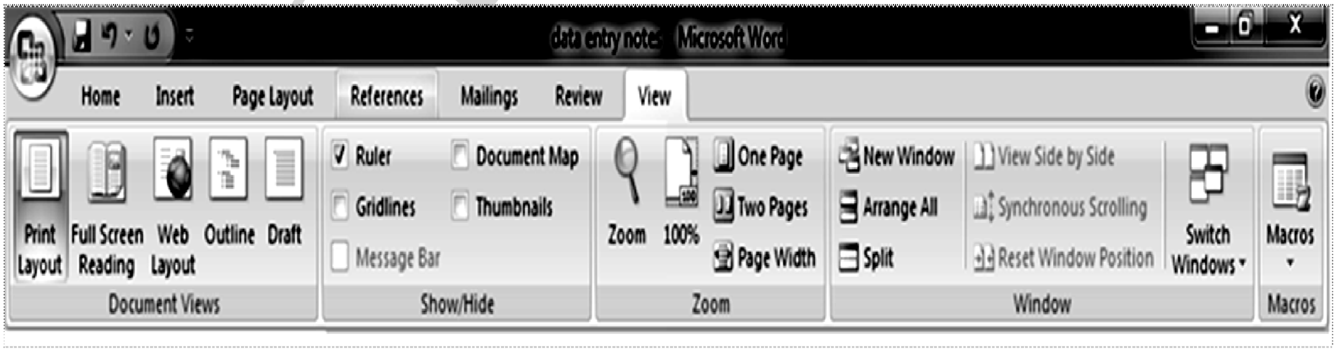
Add words to: userdic.tlx

VIEW MENU:-

Word 2007 Has Four Different View, That You Can Work In –

✍ Normal View ✍ Web Layout View ✍ Print Layout View

NORMAL VIEW:-


data entry notes - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Print Layout
Full Screen Reading
Web Layout
Outline
Draft
Document Views
Ruler
Document Map
Gridlines
Thumbnails
Message Bar
Show/Hide
Zoom
100%
One Page
Two Pages
Page Width
Zoom
New Window
Arrange All
Split
View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
Window
Macros
Macros

To Access The Normal View, Select View From The Menu Bar And Goto To Normal.

The "Normal View" Button ▤ To Left The Horizontal Scroll Bar.

WEB LAYOUT VIEW:-

Web Layout View Is Used For Creating And Editing Web Pages. Document In Web Layout View Behave Like Browsers Where The Text Wraps To Fit The Windows.

☞ **PRINT LAYOUT VIEW:-**

Print Layout View Displays The Entire Page Exactly As It Will Print, Including Columns, Headers Footer And Page Numbers. By Default, Two Rulers Will Be Display In Print Layout View.

To Access Print Layout View Select View From The Menu Bar And Goto Print Layout. The "Print Layout" Button ▤ To The Left Of The Horizontal Scroll Bars.

☞ **OUTLINE VIEW:-**

To Access Outline View, Select View From The Menu Bar And Go Into Outline. Click The "Outline" Button ▤ To The Left Of The Horizontal Scroll Bars.

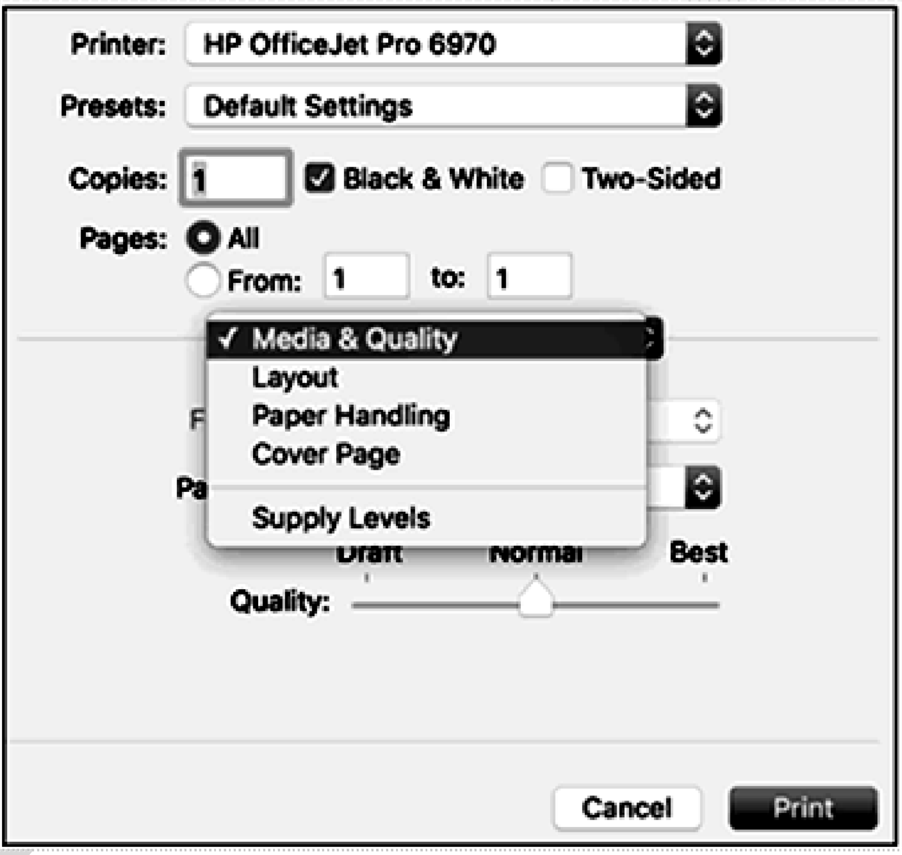
☞ **PRINTING DOCUMENT:-**

Suppose You Don't Want To Print Your Entire Document You Want To Use A Different Printer, Or You Want To Print Copies Of The Document. Choose **File → Print** OR Press **(CTRL + P)**.

✍ Print The Page Your Insertion Point Is In By Choosing Current Page From The Page Range Area Of The Dialog Box.

✍ Select Specific Text And Print That Text By Clicking The Selection Button.

✍ Select Specific Pages To Print By Entering The Page Number In The Text Box Next To The Pages Button.



Printer: HP OfficeJet Pro 6970

Presets: Default Settings

Copies: 1 ☑ Black & White ☐ Two-Sided

Pages: ● All

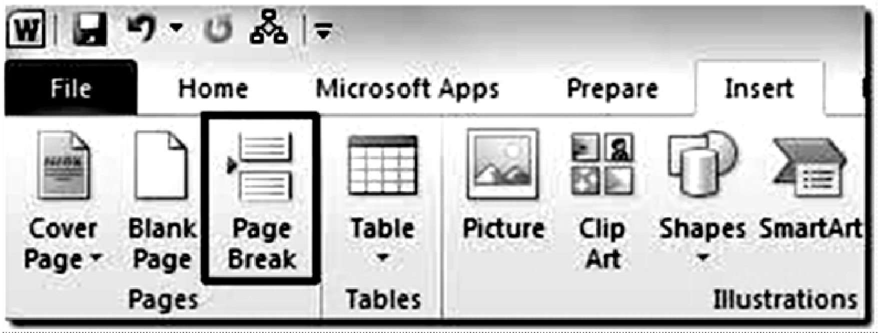
○ From: 1 to: 1

✓ Media & Quality
Layout
Paper Handling
Cover Page
Supply Levels
Draft
Normal
Best
Quality:
Cancel
Print

☞ **BREAK COMMAND:-** Insert A Page Break, Column Break, Or Section Break At The Insertion Point.

✍ Choose Insert → Break.

✍ Select Page Break From The Options Button List.

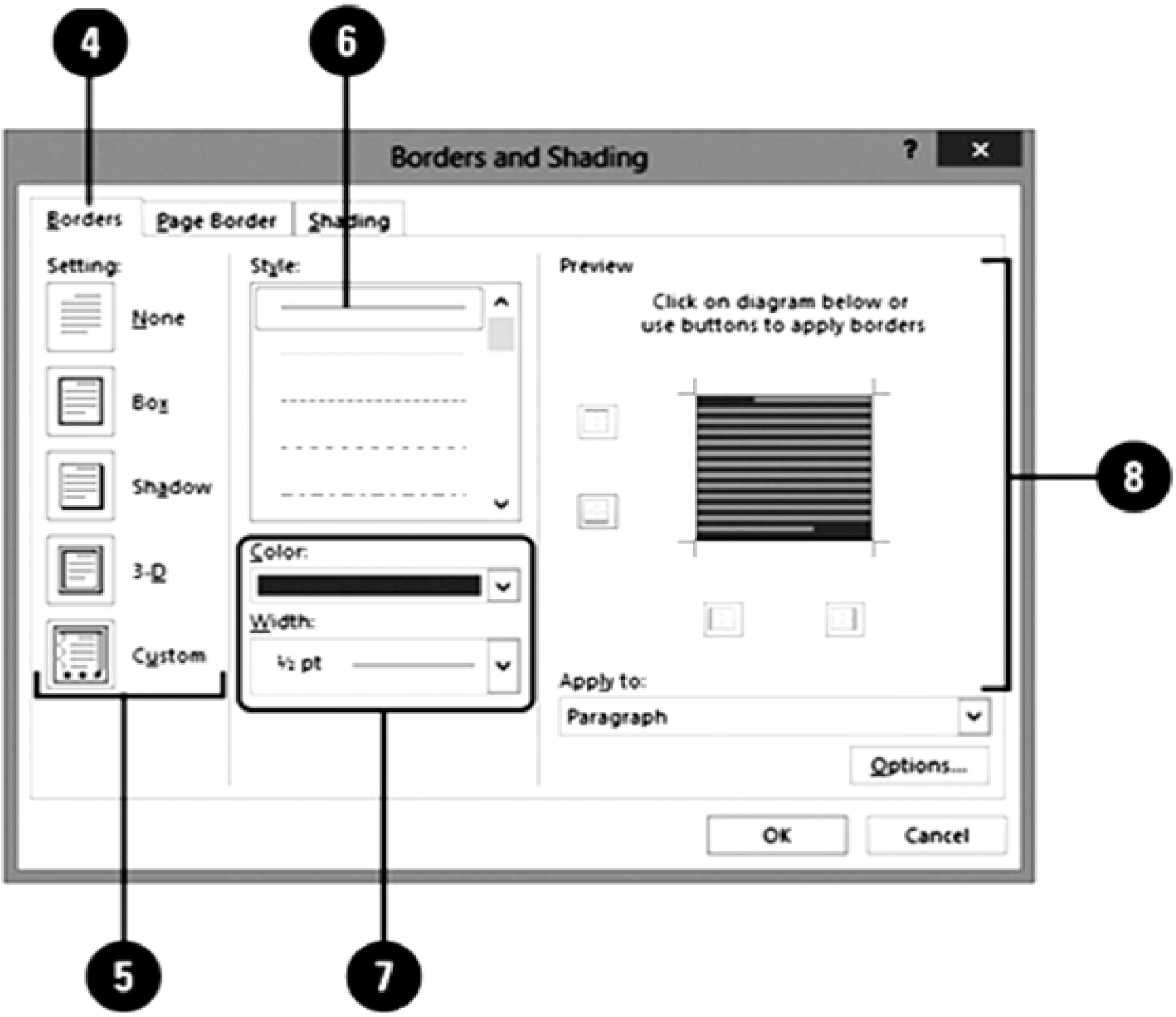


File
Home
Microsoft Apps
Prepare
Insert
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Illustrations

☞ BORDER & SHADING:-

Borders And Shading Are Two Separate Features That Can Work Text.

✍ Borders Can Be Placed Around Any Text With In A Document.


4
6
Borders and Shading
?
×
Borders
Page Border
Shading
Setting:
None
Box
Shadow
3-D
Custom
Style:
Preview
Click on diagram below or use buttons to apply borders
8
OK
Cancel
Options...
5
7

Color:

Width: ½ pt

Apply to: Paragraph

✍ Shading Can Be Applied To The Background Of Text.

➲ TEXT BORDER:-

You To Pace Line Above, Below To Left Or To The Right Of Selected Characters Or Paragraphs.

➲ PAGE BORDERS:-

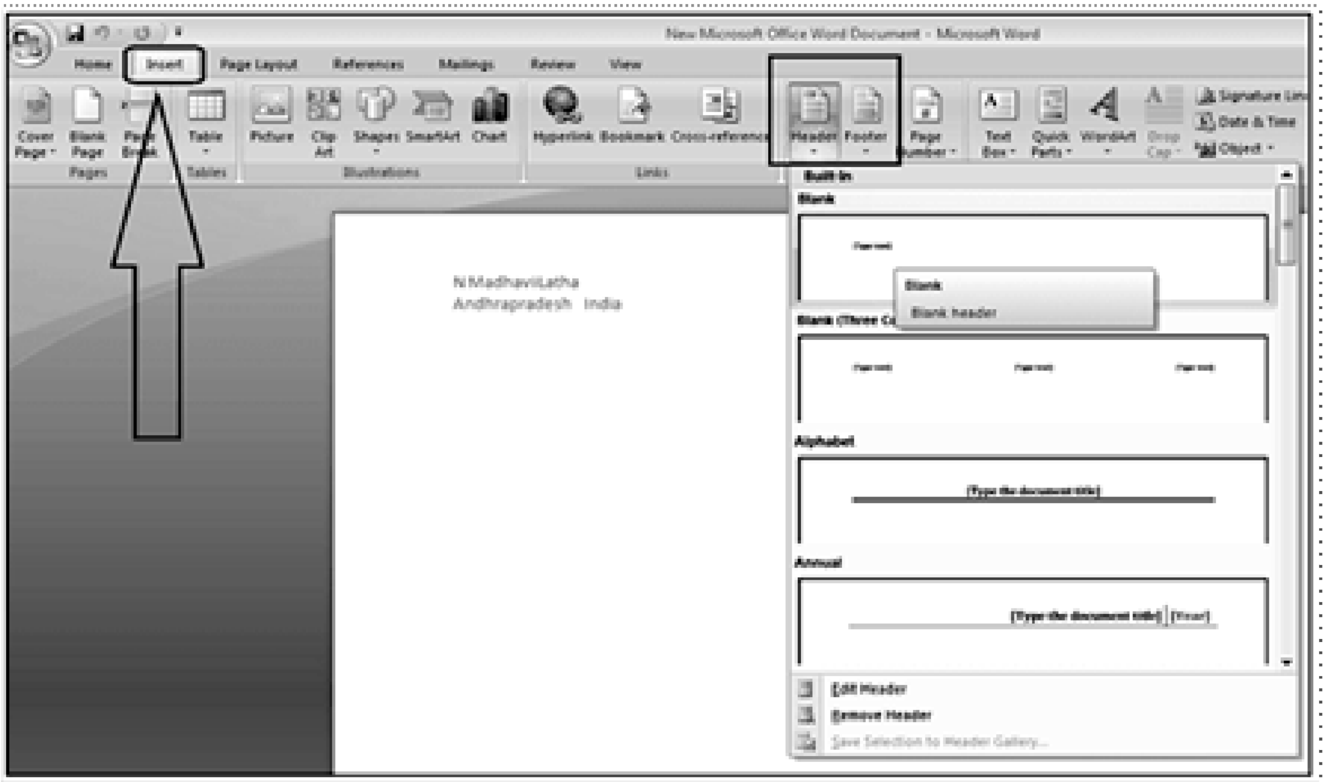
Enables You To Place Simple Or Graphic Borders At The Top, Bottom, Left Or Right Sides Of A Document Page.

➲ SHADING:-

You To Add Colour Or Shades Of Grey To Selected Characters Or Paragraphs.

☞ HEADER AND FOOTER:-

Header And Footer Exist On Every Page In A Word Document. Until You Put Something In Them. "Text That Appears Repeated At The Top Of Each Page Is Referred To As A "Header".


New Microsoft Office Word Document - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Built-In
Blank
Blank
Blank header
Blank (Three Columns)
Alphabet
[Type the document title]
Annual
[Type the document title] [Year]
Edit Header
Remove Header
Save Selection to Header Gallery...

N MadhaviLatha
Andhrapradesh India

Text That Appears Repeated At The Bottom Of Each Page Is Referred To As A "Footer"

➲ **CHOOSE VIEW** Header & Footer Word Switches To Print Layout View Displays The Header And Footer Toolbar.

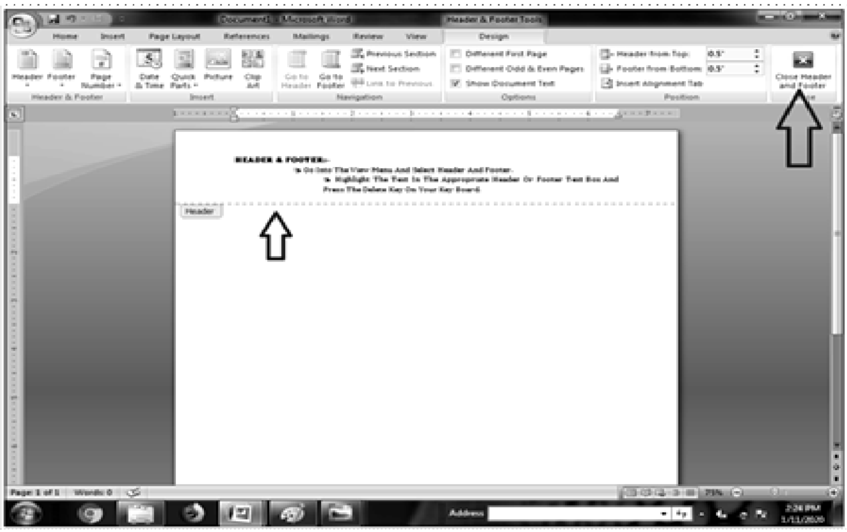
✓ Enter Anything You Want In The Header. Click The Switch Between Header And Footer Button ☑☒ On The Toolbar.

DELETE A HEADER & FOOTER:-

✎ Go Into The View Menu And Select Header And Footer.

✎ Highlight The Text In The Appropriate Header Or Footer Text Box And Press The Delete Key On Your Key Board.

☞ **PAGE NUMBER :-** You Have Learn How To Insert Page


Document1 - Microsoft Word
Header & Footer Tools
Home
Insert
Page Layout
References
Mailings
Review
View
Design
Header
Footer
Page Number
Header & Footer
Date & Time
Quick Parts
Picture
Clip Art
Insert
Go to Header
Go to Footer
Previous Section
Next Section
Link to Previous
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 0.5"
Footer from Bottom: 0.5"
Insert Alignment Tab
Position
Close Header and Footer
Close
Header
Page: 1 of 1
Words: 0
Address

HEADER & FOOTER:-
✎ Go Into The View Menu And Select Header And Footer.
✎ Highlight The Text In The Appropriate Header Or Footer Text Box And Press The Delete Key On Your Key Board.

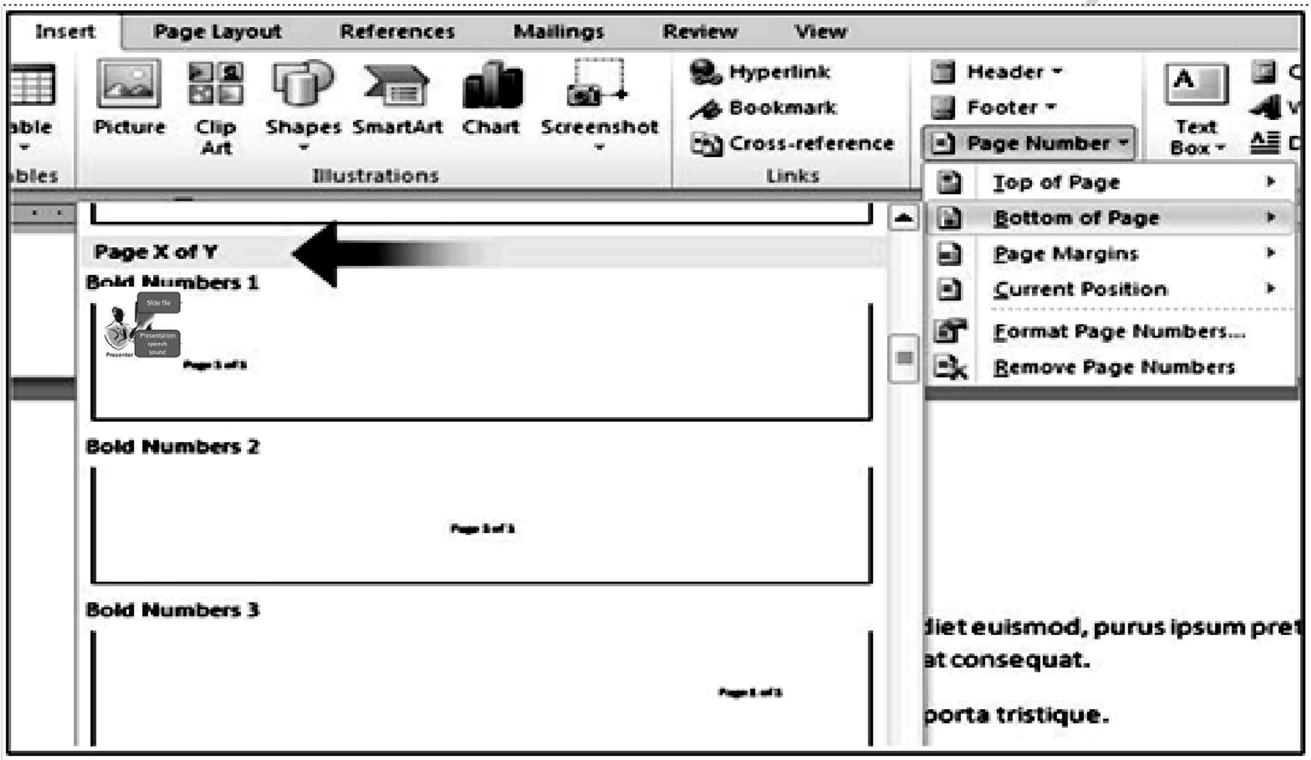
VISION

Number In A Header & Footer By Using A Bottom That Add A Field.

✎ Click Any Where In The Document.

✎ Choose Insert → Page Numbers.

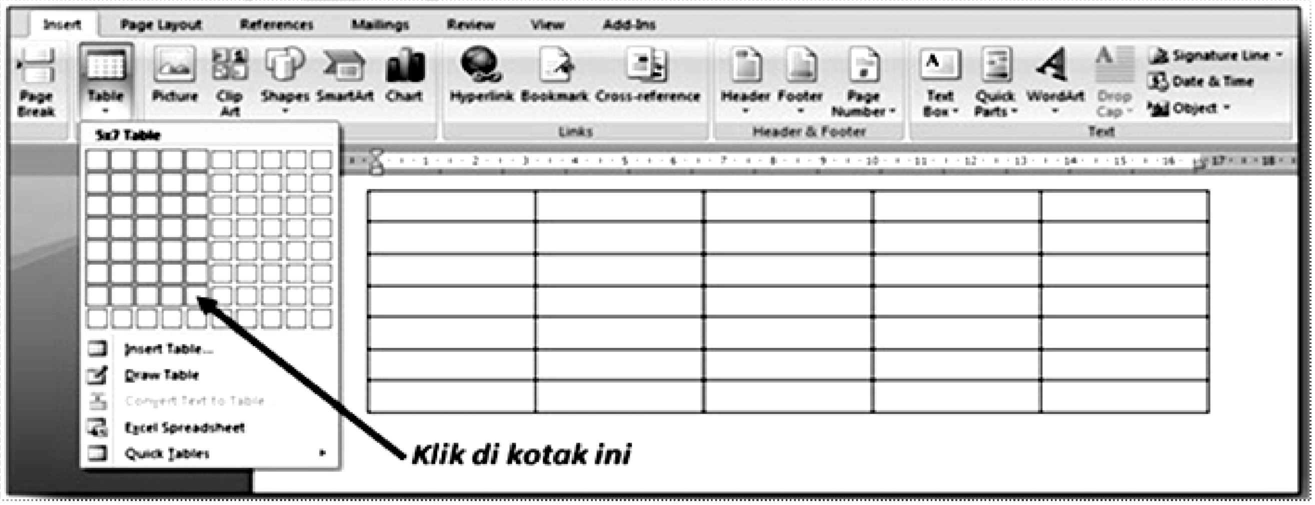
✎ From The Position List, Select The Location For Your Page Number.


Insert
Page Layout
References
Mailings
Review
View
able
bles
Picture
Clip Art
Shapes
SmartArt
Chart
Screenshot
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Text Box
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers
Page X of Y
Bold Numbers 1
Bold Numbers 2
Bold Numbers 3
diet euismod, purus ipsum pre
at consequat.
porta tristique.

✎ From The Alignment List, Select The Paragraph Alignment For The Page Number In The Header Or Footer.

☞ CREATING A TABLE:-

"A Table Is A Series Of Row And Columns In Which We Organize Data With In A Document. Tables Can Be Either In The Form Of Database Or Simple List Of Related Records."


Insert
Page Layout
References
Mailings
Review
View
Add-Ins
Page Break
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
5x7 Table
Insert Table...
Draw Table
Convert Text to Table
Excel Spreadsheet
Quick Tables
Klik di kotak ini

A Data Base Table Can Be Used As A Data Source File To Merge Records From A Table With A World Main Documents.

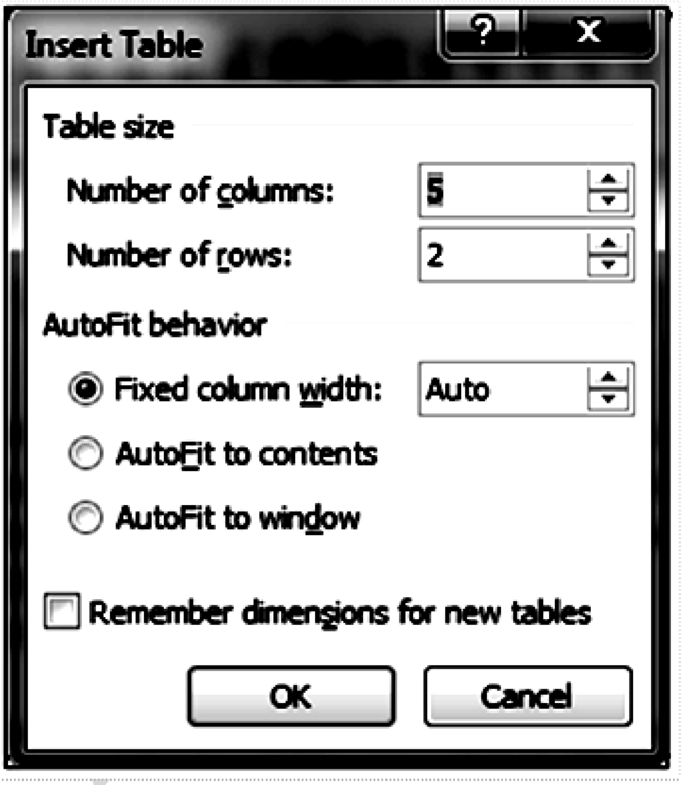

Insert Table

Table size

Number of columns: 5

Number of rows: 2

AutoFit behavior

● Fixed column width: Auto

○ AutoFit to contents

○ AutoFit to window

☐ Remember dimensions for new tables

INSERT A TABLE :-

- Position The Insertion Point Where You Want The Table To Appears.
- Choose Table → Insert → Table Display The Insert Table Dialog Box.
- Enter The Number Of Columns And Row For The Table In The Numbers Of Columns And Number Of Rows Boxes.
- Select An Auto Fit Behavior Option.

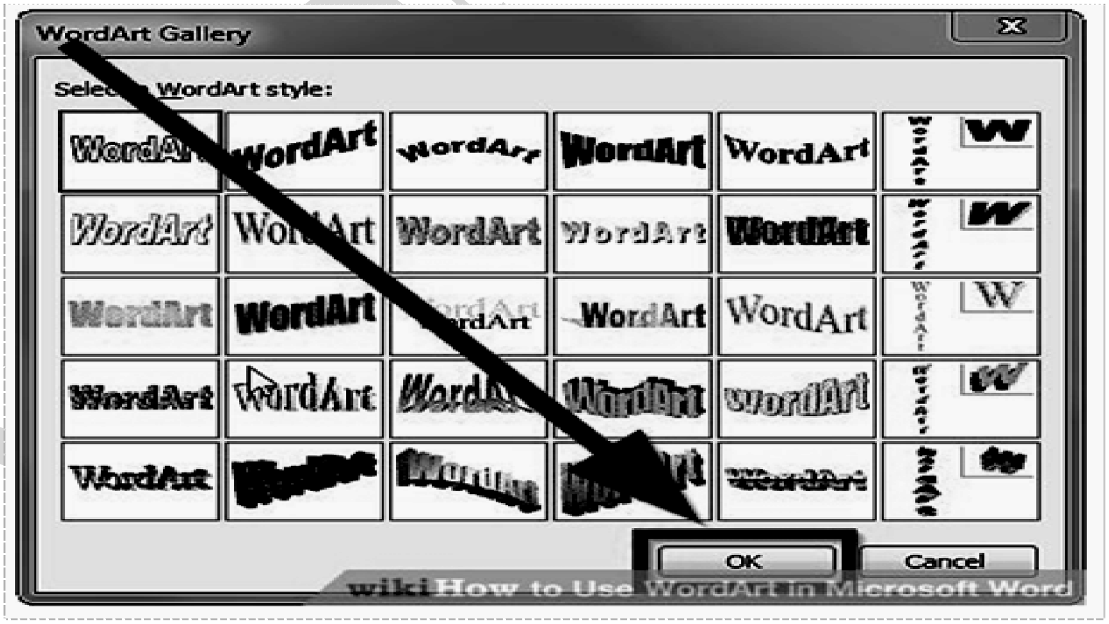
TO INSERT A COLUMN:-

- Select The Row Above Or Below Where You Want To Insert A Row.
- Choose An Option From The Insert Submenu On The Table Menu.
- Row Above & Below. Insert A Row Below The Selection.

WORD ART:-

Word Art Is An Office Application That Allows You Manipulate True Type Fonts.

- Click The Insert Word Art Icon The Drawing Toolbar ***Or*** Click Insert → Picture → Word Art.



- Choose The Basic Style Of Word Act.
- In The Edit Word Art Dialog Box As Shown. Type The Text. You Want To Use A Word Art, Then Select The Font Size And Treatment And Click OK.

☞ **COLUMNS**:- When Working With Columns A Continuous Selection.

"You Can Have Up To 12 Columns In Portrait Orientation And 18 Columns In Landscape Orientation".

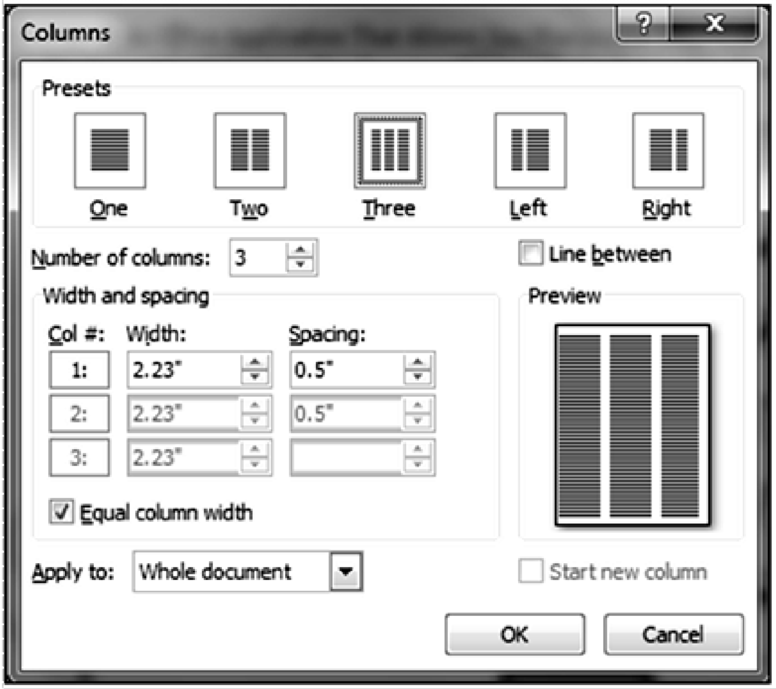
☞ **INSERT COLUMNS:-**

✓ To Insert columns into a Documents.

✓ Select the text that you with to convert to columns.

✓ GOTO into the Format Menu and select columns.

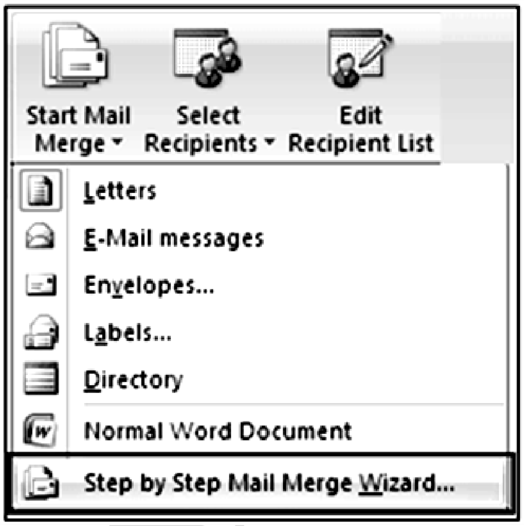
In the "columns" dialog Box, select the Number of columns to be used.


Columns
?
X
Presets
One
Two
Three
Left
Right
Width and spacing
Preview
OK
Cancel

Number of columns: 3
☐ Line between
Col #: 1: Width: 2.23" Spacing: 0.5"
Col #: 2: Width: 2.23" Spacing: 0.5"
Col #: 3: Width: 2.23"
☑ Equal column width
Apply to: Whole document
☐ Start new column

☞ **USING MAIL MERGE:-**

Mail Merge is the process of creating mailings or other documents that combines Unique information with standard text to create a set Unique document type, one for every recipient.


Start Mail Merge
Select Recipients
Edit Recipient List
Letters
E-Mail messages
Envelopes...
Labels...
Directory
Normal Word Document
Step by Step Mail Merge Wizard...

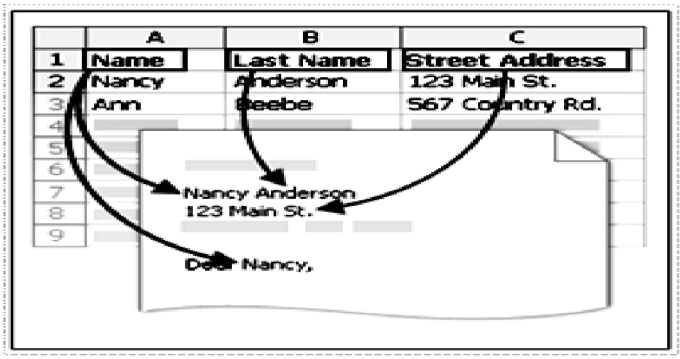
Mail Merge uses two special Kinds of documents.

✍ Main Document Contains The information that remains the some for each letter. This is a text based file which is saved like a general. DOC file.

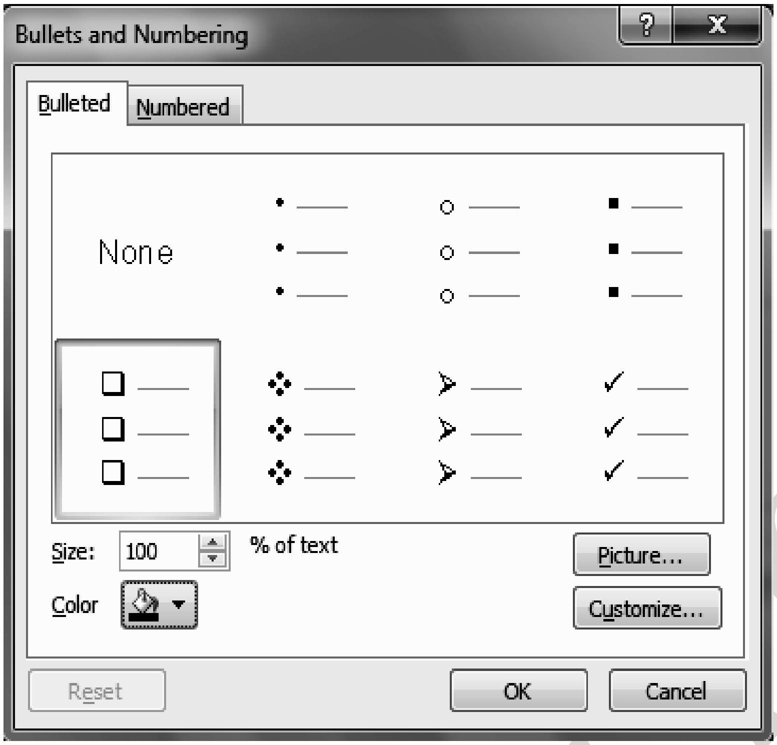
✍ Data Source Document Contains the information that changes for each letter of merged document. In a form letter, the data source would contain the name and addresses of the people to receive the letter.

✍

Data Source Document Contains the information that changes for each letter of merged document. In a form letter, the data source would contain the name and addresses of the people to receive the letter.


A
B
C
1
Name
Last Name
Street Address
2
Nancy
Anderson
123 Main St.
3
Ann
Beebe
567 Country Rd.
4
5
6
7
8
9
Nancy Anderson
123 Main St.
Dear Nancy,

☞ **BULLETS LISTS ON DESIGN TEMPLATES :-** Bulleted lists allow you to clearly display the main points of your presentation on slides. The text boxes on design templates alreadt include bulleted lists. Click the placeholder on the slide to begin adding text and press the **ENTER** key to return to the next line and add a ew bulleted item. To go to the next line without adding another bullet, hold down the **SHIFT** key while pressing **ENTER**.


Bullets and Numbering
?
X
Bulleted
Numbered
None
Picture...
Customize...
Color
Reset
OK
Cancel

Size: 100 % of text

1. In slide view, create a text box by selecting **Insert → Text Box** from the menu bar.

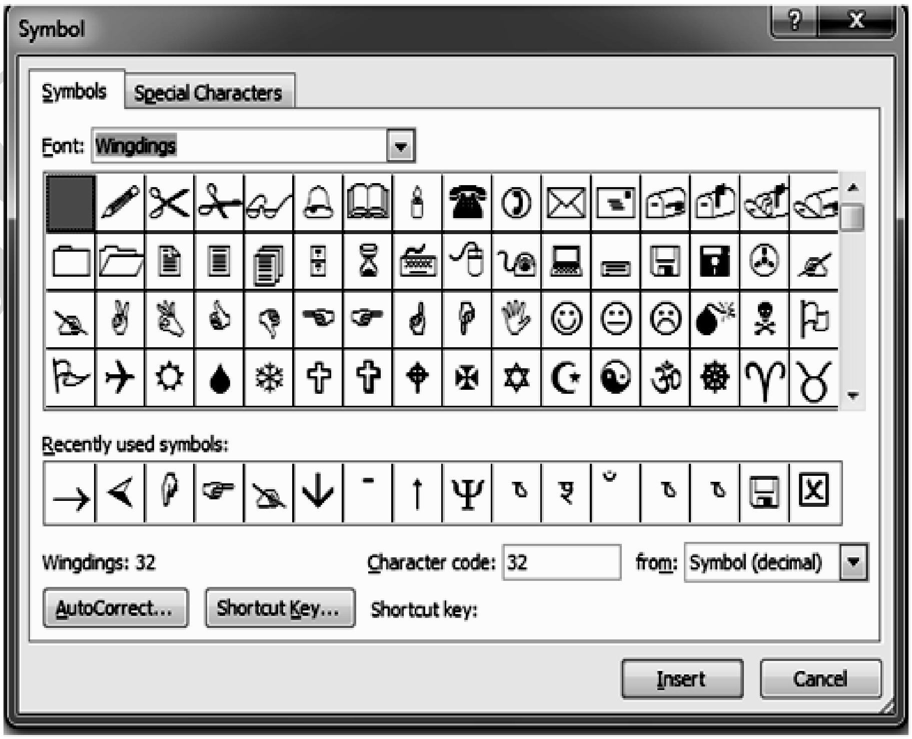
2. “Draw” the text box on the slide by holding down the left mouse button hile you move the mouse until the box is the size you want it.

3. Choose the **Bullets** or **Numbering** from the Home → Paragraph menu bar.

4. Change the size of the bullet by changing the percentae in relation to the text.

5. Choose a colour for the bullet from the **Colour** menu Click **More Colours** for a larger selection.

6. Select one of the bullet types shown and **click OK.** Or click the **Picture button** to view the **Picture** Bullet window. Select one of the bullets and click **OK**. Or lick the character button to select any character from the fonts on the computer. Select a symbol font such as Wingdings or Webdings from the **Bullets from** drop-own menu for the best selection of icons. Click on the characters in the grid to see them larger. Click **OK**. when you have chosen the bullet you want to use.


Symbol
?
X
Symbols
Special Characters
Recently used symbols:
Shortcut key:
AutoCorrect...
Shortcut Key...
Insert
Cancel

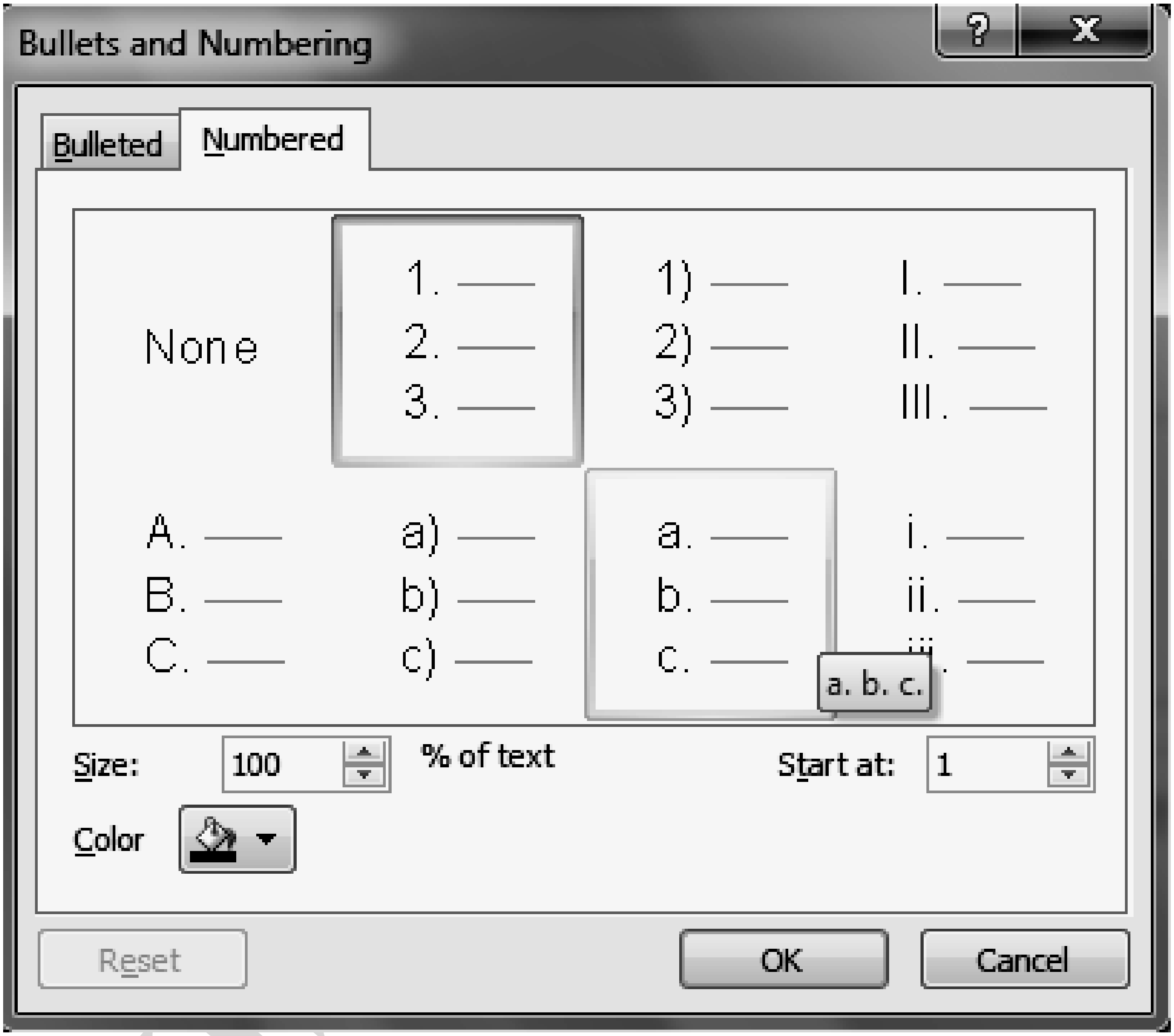
Font: Wingdings

Wingdings: 32

Character code: 32

from: Symbol (decimal)

☞ **BULLETED LIST & NEW SLIDES FROM AN OUTLINE:-** In Normal or Outline view, text can easily be entered in the outline window and new slides are automatically added. Follow the steps below to become familiar with adding slide content in Outline view:


Bullets and Numbering
?
X
Bulleted
Numbered
None
1. 2. 3.
1) 2) 3)
I. II. III.
A. B. C.
a) b) c)
a. b. c.
i. ii. iii.
a. b. c.
Size:
100
% of text
Start at:
1
Color
Reset
OK
Cancel

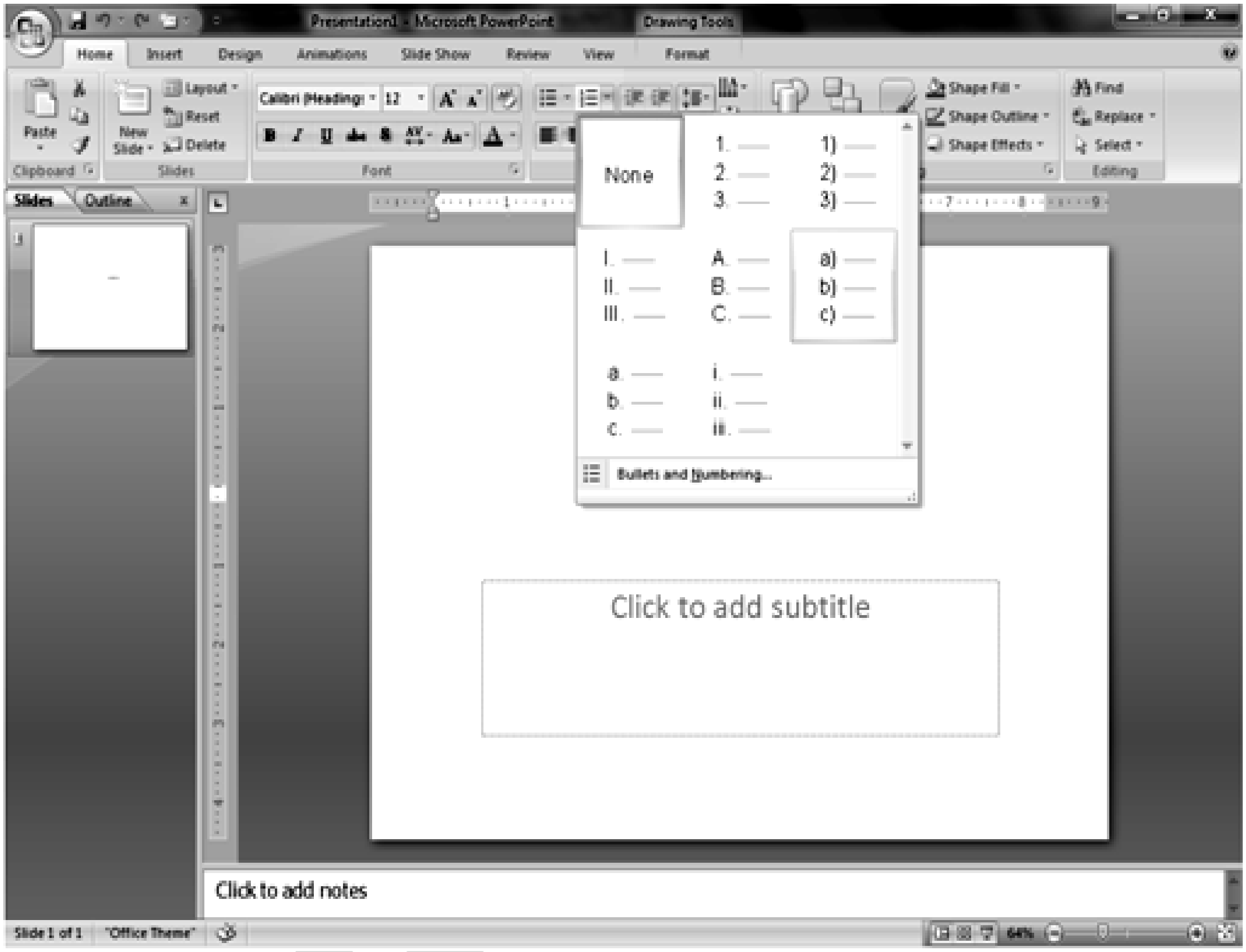
☞ Next to the **Slide 1** icons, type the title of the slide. The text you type beside the slide icons with be the large-type titles on each slide.

☞ Press **ENTER** key to type the next line. This will automatically create a new slide. To create a bulleted list for the first slide, press the **TAB** key or **ALT+SHIFT+RIGHT** Arrow keys to demote the selection toa bulleted list item.

☞ Continue entering text for the bulleted list, pressing **ENTER** key at the end of each line to create a new bullet.

☞ Create a multilevel list by executing the above action again to create a bulleted sublist. Press **ALT+SHIFT+Left Arrow** keys to return to the original list.

5. Continue creating new slides and bulleted lists by using the above actions until the presentation is completed. Use the formatting instructions below to format the lists.


Presentation1 - Microsoft PowerPoint
Drawing Tools
Home
Insert
Design
Animations
Slide Show
Review
View
Format
Paste
Clipboard
New Slide
Layout
Reset
Delete
Slides
Calibri (Heading)
12
Font
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
None
1. 2. 3.
1) 2) 3)
I. II. III.
A. B. C.
a) b) c)
a. b. c.
i. ii. iii.
Bullets and Numbering...
Slides
Outline
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
64%

If there is more than one bulleted list on the slide, the lists will be designated by numbers enclosed in black boxes. The example below shows the slide created from the outline on the left. The bulleted list on the left slide of the slide is labeled list “1” on the outline and the list on the right is labeled list “2”. When typing the outline, begin typing in the new list by pressing **CTRL+ENTER** keys.

Numbered List : Follow these step to create a numbered list :

☞ Create a text box.

☞ With the text box selected, choose **Home Paragraph → Numbering** from the menu bar.

☞ Click the **Numbered** tab at the top of the Bullets and Numbering window.

☞ Change the size of the numbers by changing the persentage in relation to the text.

☞ Choose a colour for the numbers from the **Colour** menu. Click **More Colours** for a larger selection.

☞ Change the **Start at** value if the numbers should not begin with 1.

☞ Select one of the sevel list types shown and click **OK**.

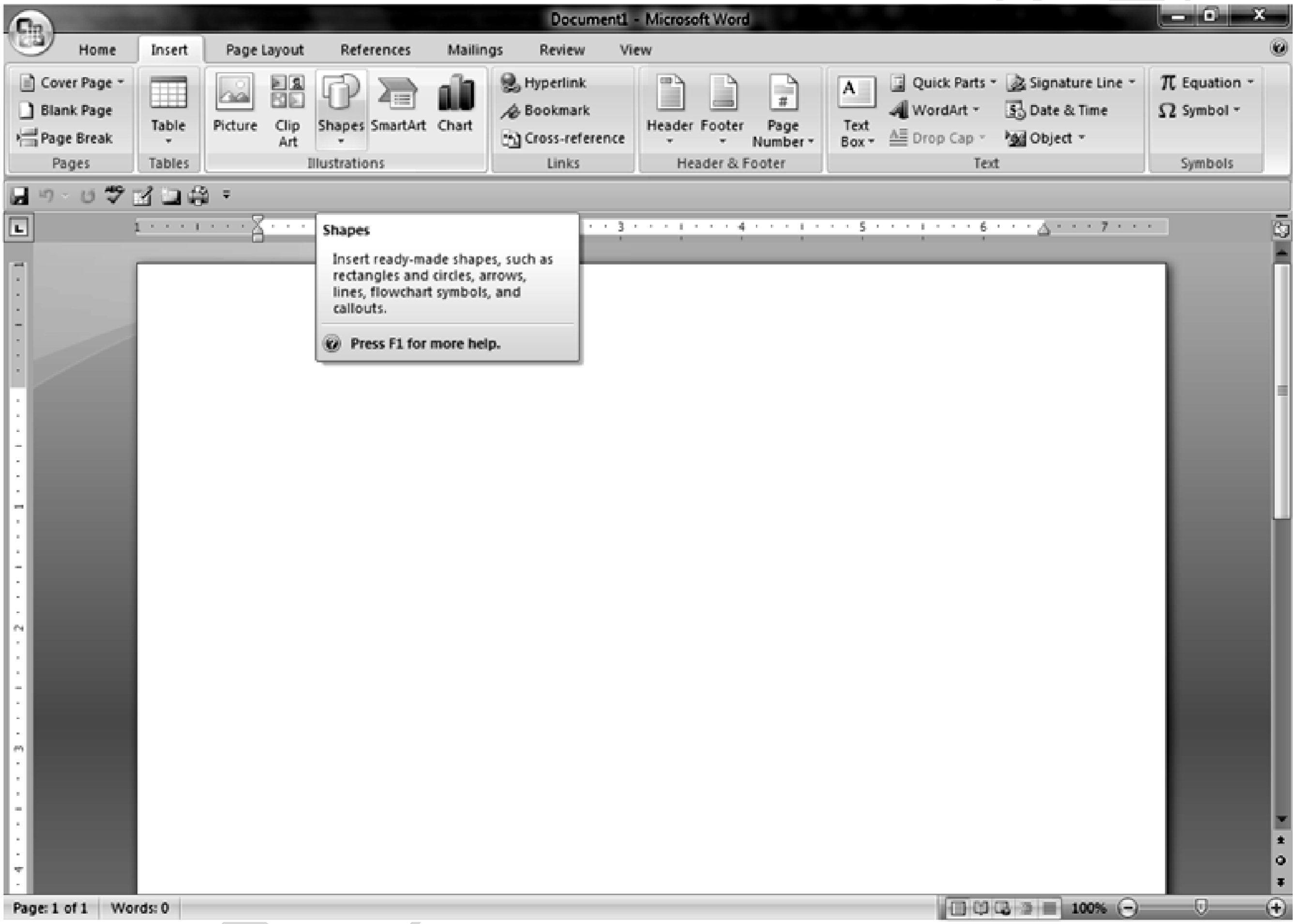
☞ AUTOSHAPES AND SMART ART:-

The Autoshape feature of Word allows you to draw a number of geometrical shapes, arrow, flow chart elements, starts. and more on the document.

The steps to activate and use Autoshapes are

☞ Click on **Insert Tab.**

☞ From Illustrations Group, Click on Shapes


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Illustrations
Hyperlink
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols
Page: 1 of 1
Words: 0
100%

Shapes

Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart symbols, and callouts.

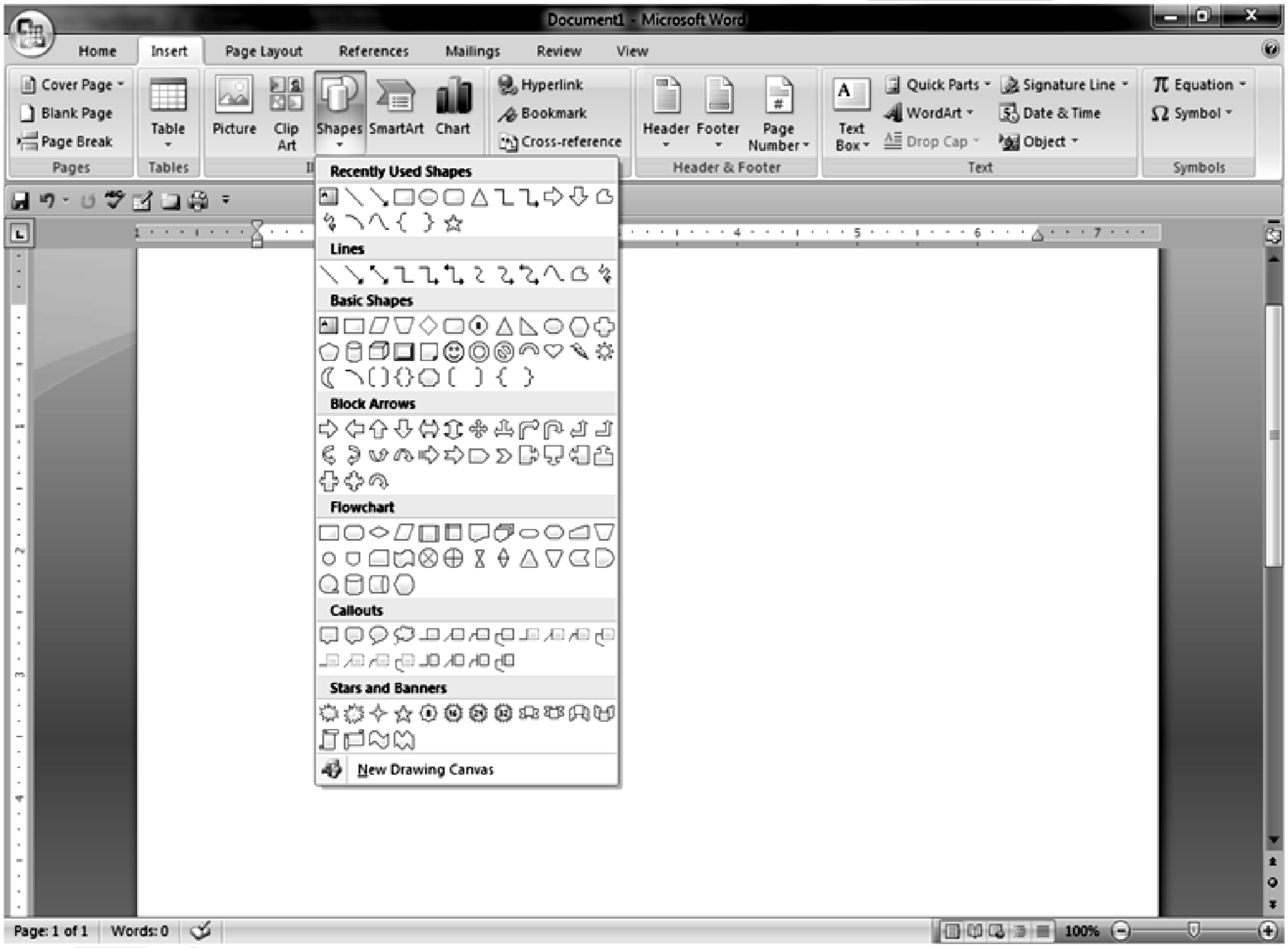
Press F1 for more help.

Now Select the which you want to insert.

Different categories of Autoshapes available in Word 2007. We will briefly discuses some of the here.

1. **Lines -** After clicking the Lines button on the Autoshapes toolbar draw a **straight line, arrow**, or **double-ended arrow** from the first row of options by clicking the respective button. Click in the worksheet where you would like the line to begin and click again where it should end. To draw a **curved line** or **freeform shape**, select curved lines from the menu.Click in the document where the line should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the **ESC** key. To **scribble**, click the last button in the second row, click the mouse in the document and hold down the left button while you draw the design. Let go to the mouse button to stop drawing.

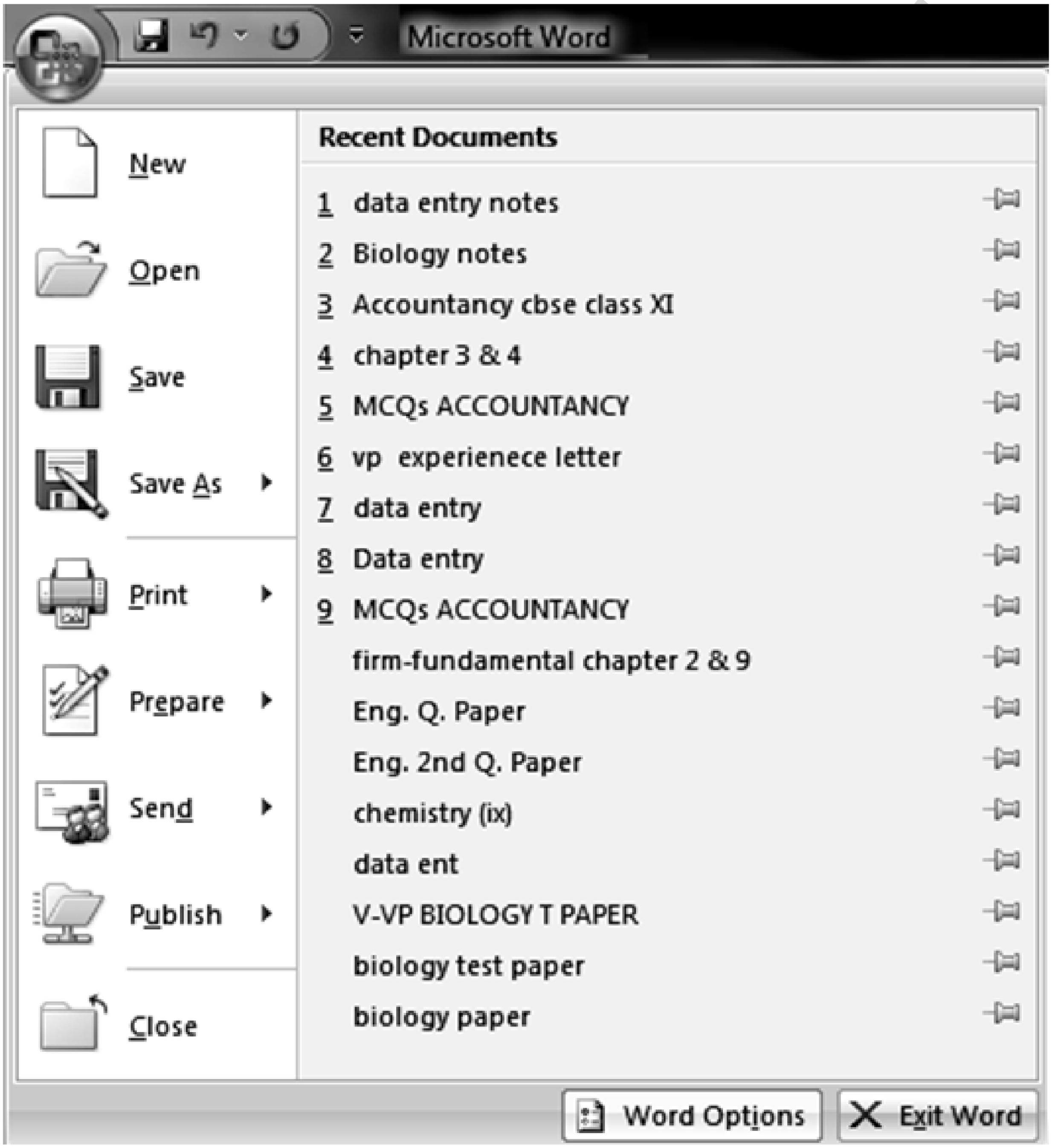
2. **Connectors -** These lines can be used to connect flow chart elements.
3. **Basic Shapes -** Click the Basic Shapes button on the Autoshapes toolbar to select from many **two and three dimensional shapes, icons, braces, and brackets.** Use the drag - and - drop method to draw the shape in the document. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.
4. **Block Arrows -** Select Block Arrows to choose from many types of t**wo and three-dimensional arrows.** Drag-and-drop the arrow in the socument and the use the open box and yellow diamond handles to adjust the arrowheads.


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Pages
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Chart
Hyperlink
Bookmark
Cross-reference
Header
Footer
Page Number
Header & Footer
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Text
Equation
Symbol
Symbols
Recently Used Shapes
Lines
Basic Shapes
Block Arrows
Flowchart
Callouts
Stars and Banners
New Drawing Canvas
Page: 1 of 1
Words: 0
100%

5. **Flow Charts -** Choose from the flow chart menu to add f**low chart elements** to the document and use the lines menu to draw connections between the elements. We have drawn a flowchart using lines, flow chart elements and connectors.
6. **Stars and Banners -** Click the button to select **stars bursts, banners, and scrolls.**
7. **Call Outs -** Select from the **speech and thought bubbles,** and **line call outs.** Enter the call out text in the text box that is made.

☞ CLOSE A MICROSOFT WORD:-

To close the current document file, select **Offices button → Close** Command on the menu bar. If the file contains any unsaved changes, you will be prompted to save the file before closing.


Microsoft Word
New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Recent Documents
1 data entry notes
2 Biology notes
3 Accountancy cbse class XI
4 chapter 3 & 4
5 MCQs ACCOUNTANCY
6 vp experienece letter
7 data entry
8 Data entry
9 MCQs ACCOUNTANCY
firm-fundamental chapter 2 & 9
Eng. Q. Paper
Eng. 2nd Q. Paper
chemistry (ix)
data ent
V-VP BIOLOGY T PAPER
biology test paper
biology paper
Word Options
Exit Word

☞ EXIT MICROSOFT WORD PROGRAM:-

When finished your work in Microsoft Word and closed all the files, you can quite the Microsoft Word program by selecting **Office button → Exit Word** command on the menu bar.

☞ **KEYBOARD SHORTCUTS KEYS :-** Keyboard shortcuts can save time and the effort of switching from the keyboard to the mouse to execute simple commands. Print this list of Word keybaord shortcuts and keep it by your computer for a quick reference.

ACTION	KEY STROKE
Ope a file	CTRL + O
New file	CTRL + N
Close a file	CTRL + W
Save As	F12
Save	CTRL + S or SHIFT +F12
Print Preview	CTRL + F12
Print	CTRL + P
Show/Hide paragraph symbols	CTRL + *
Spelling and Grammar	F7
Help	F1
Find	CTRL + F
Replace	CTRL + H
Go To	CTRL + G
Select All - entire document	CTRL + A
Select from cursor to beginning of line	CTRL + HOME
Select from cursor to end of line	CTRL + END
Go to beginning of line	HOME
Go to end of line	END
Go to beginning of document	CTRL + HOME
Go to end of document	CTRL + END
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Format painter	CTRL + SHIFT + C
Left alignment	CTRL + L
Center alignment	CTRL + E
Right alignment	CTRL + R
Justified	CTRL + J

VISION POINT

Delete previous word	CTRL + Backspace
Apply bulleted list	CTRL + SHIFT+L
Indent	CTRL + M
Page break	CTRL + ENTER
Font face	CTRL + SHIFT + F
Font size	CTRL + SHIFT + P
Bold	CTRL + B
Italic	CTRL + I
Underline	CTRL + U
Double underline	CTRL + SHIFT + D
Word underline	CTRL + SHIF + W
All caps	CTRL + SHIFT + A
Change case	SHIFT + F3
Subscript	CTRL + =
Superscript	CTRL + SHIFT + =
Make web hyperlink	CTRL + K
Go to next cell	TAB
Go to pevious cell	SHIFT + TAB
Go to beginning of column	ALT + Pageup
Highlight to beginning of column	ALT + SHIFT + Pageup
Go to end of column	ALT + Pagedown
Highlight to end of column	ALT + SHIFT + Pagedown
Go to beginning of row	ALT + Home
Highlight to beginning of row	ALT + SHIFT + Home
Go to end of row	ALT + End
Highlight end of row	ALT + SHIFT + End
Column break	ALT + SHIFT + Enter
Copyright	ALT + CTRL + C
Date field	ALT + SHIFT + D
Go to footnotes	ALT + CTRL+ F
Show/Hide	CTRL + SHIFT + 8
Thesaurus	SHIFT + F7

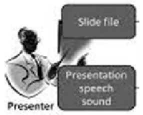
Note: A plus sign indicates that the keys need to be pressed at the same time.

VISION POINT

06

MS EXCEL

EXCEL - AN INTRODUCTION



HOW TO WORK WITH EXCEL:

If a novice user wants to start Excel, it is highly recommended to complete the task in very systematic manner. If you're really interested to be a good user don't forhet the following sequence of excel learning, after completing these steps you'll be much confident about the conceptual part of Excel. The steps are given as:

- Start the Excel Session
- Working with single/multiple sheets
- Calculation
- Saving
- Editing and Formatting or Worksheet
- Graphical representation
- Advanced features
- Web based applications of Excel.
- Data interface with other family member of OFFICE

4:58
MS EXCEL
Just 1 click away
See More
Sell More

Excel basic file format is the workbook which can hold multiple worksheet. A worksheet is a collection of information laid out in columns and Row.

- A Value is a piece of information that does not change. Values can be texts, numbers, dates or times. A cell containing a value usually display the value.
- A formula is a collection of values, cell references, operators and predefined function that, when evaluated by Excel, produces a result.
- "The Worksheet Is Grid Of Columns And Rows. The Letter And Number Of The Columns And Rows Are Displayed In Gray Buttons Across The Top And Left Side Of The Worksheet."
- The start menu, choose Programs and then select Microsoft Excel from the Microsoft offices list shown.

EXCEL : AN INTRODUCTION

Microsoft Excel is the most popular spreadsheet program. Microsoft Excel's interface is intuitive and easy to use, although all its numerous features and functions can be intimidating. However, you can easily master the basics of Excel, and once you have done that, it's relaively straight forward to learn the more complex aspects of the program. To simply classify Excel as a spreadsheet program is in-appropriate, because its data analysis and presentation capabilities go beyond those of a standard spreadsheet - and its an application development environment. This means that by using only Excel, you can design a complete, customized application that does just what you need due to its following features.

VISION POINT

☞ Multiple Undo up to the last 16 actions.

☞ Easier entry of range dialog boxes that eccept range references.

☞ references in dialog boxes collapses the dialog box to a smaller size.

☞ Yes to All option when you quit with multiple files open which you can choose to save all the files before exiting.

☞ Closing multiple files.

☞ IntelliMouse pointing device, the new mouse uses wheel button to scroll or zoom.

☞ Row and column headings as you move the highlight for the active cell.

☞ Better drag-and-drop editing, drag the border of a range of cells to move the rage to another workbook or worksheet window.

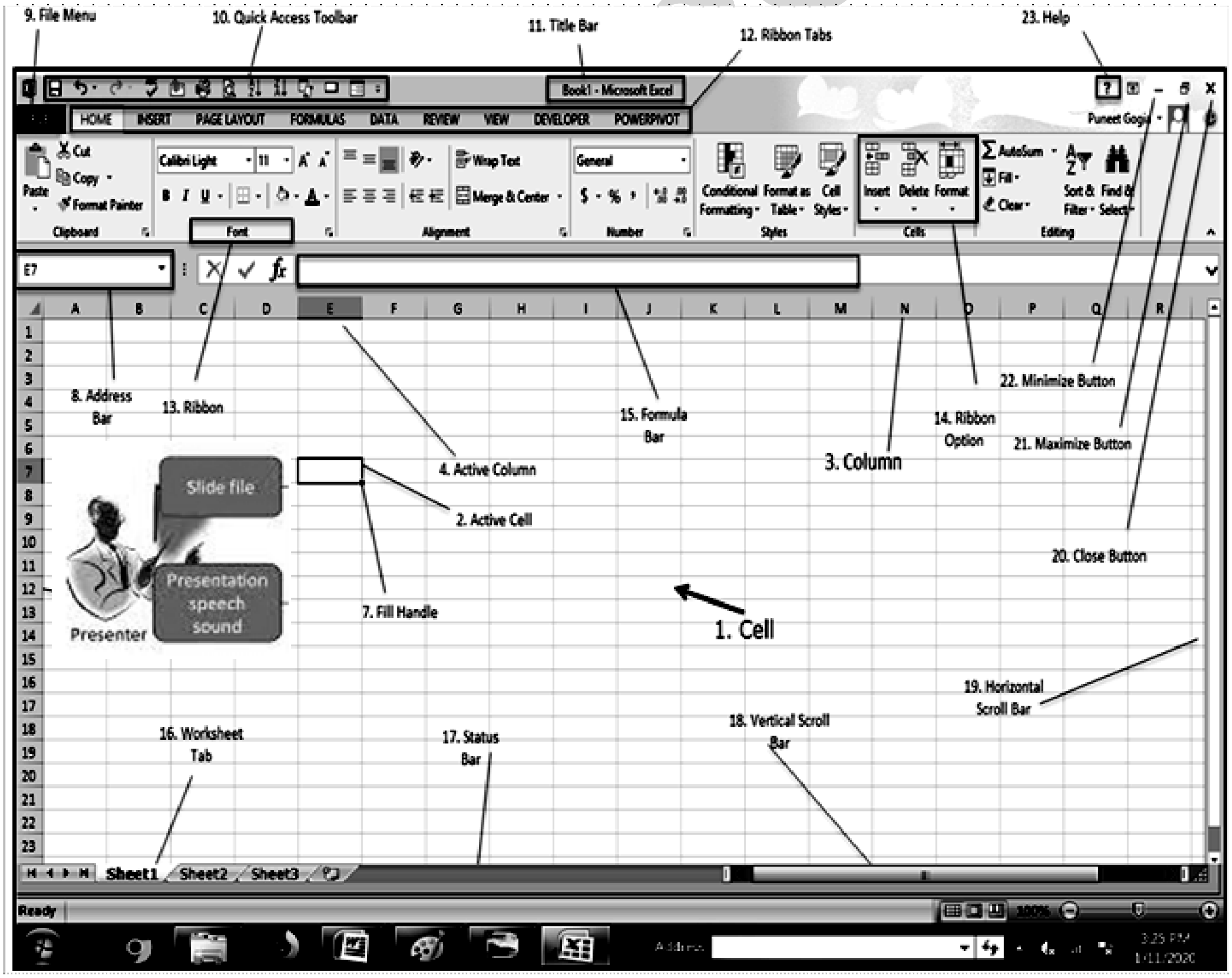
☞ Full Screen command is to view more worksheet.

☞ Save a list of workbooks as in previous versions.

☞ The Save Workspace command on the File menu save a list of the open workbooks, thier sizes, and their positions so that the screen will look the same the next time you open the workspace file.

OINT

☞ START ☞ ALL PROGRAM ☞ MS OFFICE ☞ MS EXCEL


9. File Menu
10. Quick Access Toolbar
11. Title Bar
Book1 - Microsoft Excel
12. Ribbon Tabs
23. Help
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DEVELOPER
POWERPIVOT
Puneet Gogia
Paste
Cut
Copy
Format Painter
Clipboard
Calibri Light
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
E7
8. Address Bar
13. Ribbon
4. Active Column
15. Formula Bar
3. Column
14. Ribbon Option
22. Minimize Button
21. Maximize Button
Slide file
Presentation speech sound
Presenter
2. Active Cell
20. Close Button
7. Fill Handle
1. Cell
19. Horizontal Scroll Bar
16. Worksheet Tab
17. Status Bar
18. Vertical Scroll Bar
Sheet1
Sheet2
Sheet3
Ready
100%

☞ HOW TO WORK WITH EXCEL :

If a novice user want to start Excel, it is highly recommended to complete the task in very systematic manner. If you're really interested to be a good user don't forget the following sequence of excel learning after completing these steps you'kk be much confident about t

4:58
MS EXCEL
Just 1 click away
See More
Sell More

- ☞ Start the Excel Session.
- ☞ Working with single/multiple sheets.
- ☞ Calculation.
- ☞ Saving.
- ☞ Editing and Formatting of Worksheet
- ☞ Graphical representation.
- ☞ Advanced features
- ☞ Web based applications of Excel.
- ☞ Data Interface with other family memb

☞ **The brief description of each step is given f**

a) Start the session: After starting the session of session of Excel it appears with a set of worksheet of 3 family members, several row/column and cells as discussed earlier where it is ready to solve all the data manupulation part related to excel. At this stage you can start the Data entry, Editing, Deleting, Adding different font, colout, scaling size, relate data with appropriate formulae, etc. Some of the task will be done automatically and rest has to be done as per your requirement.

b) Working with Single/Multiple sheet: All the said data will be entered into cells which is a part of the worksheet where you're free to work with the single sheet and multiple sheet. If a financial or annual presentation requires the summary data on the main page and related data on a different part of the same worksheet or any other worksheet, it can be arranged as per the user's choice. If a user wants to complete the required task under the same worksheet or multiple sheets, the main data will be calculated and linked to the main page of presentation where you have the options to complete the task by sinple linking of data and hyper linking to jump into the document after user's request. Multiple sheets can be used for keeping all the data in separate segment which can be linked later.

c) Calculation:- The calculation will be done after the final compilation of entire statement with the help of formulae and Functions (which has several categories) based on the data segments, a lot many inbuilt functions and formulae have been given.

d) Saving:- The saving of entered data is much important for you for further accessing because after entering the data and making calculation, it is utmost important to save the working status. It has several options which will be discussed later.

e) Editing and Formatting or Worksheet:- The editing and formatting of worksheet is very much necessary for the users for manipulating and making corrections in case of errors.

VISION PC

Editing means spell correction, data re-entry, etc., Formatting means changing the layour of any data in the Worksheet.

f) **Graphical representation:-** The entered data will be convered into graphical format to make data presentation much meaningful. If you're much aware of different tyoe of graphs, it will be much easier for you to complete the task with good concept.

g) **Advanced features:-** The complete advanced features can be used as Pivot table and other kind of special features which are able to present complete professional report.

h) **Data Interface with other family members of OFFICe:-** The entered data can be re-manipulated into several formats with other pachges of same platform and different platforms. For instance the data entered into excel can be converted/linked/hyper linked with Word, Power point and Access.

i) **Web based applications of Excel:-** The web player or new web onlooked can take the major potential of the web based applications like sending data for the same on web online/off ine The job can be done very easily for you after a average look of menus available in Excel. In next step we're going to discuss about the menus available in Excel, more or less it has the same menu options like WORD but the different options available are discussed here.

EXCEL COMPONENTS:-

TITLE BAR:- The Title bar appears at the top of the Microsoft Excel window's and displays the name of the file you are currently working on.

Minimize/Maximum/Close Buttons:-

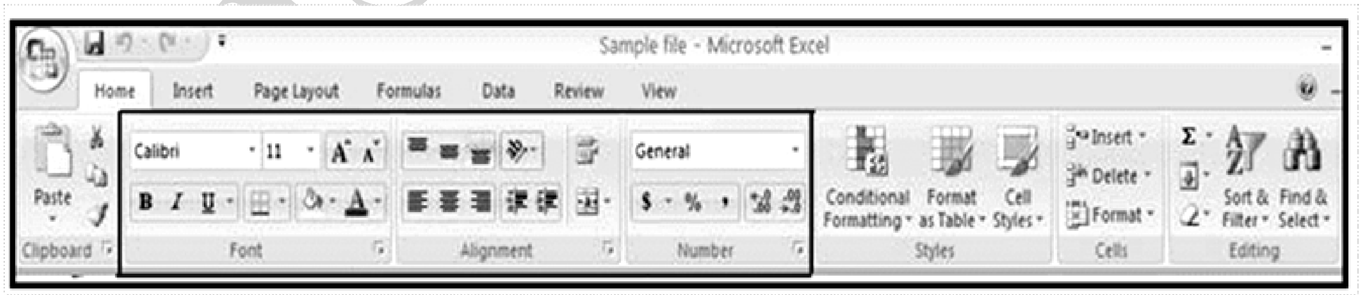
The minimize ⊡, Maximize ▣, and Close ☒, Button are located in the upper right portion of the Excel windows.

✍ **MENU BAR :-** The Menu Bar, Located Below The Title Bar, Contains All Available Menu Items. Single Click On A Menu Item, To Display A Drop Down List Of Options Related To The Selected Menu.

✍ **TOOLBAR:-** Tool bar, located below the menu line, contain various shortcut Button. To display the name of the Button hover your mouse directly over the button. A name will be display in a yellow box right below the button.

✍ **THE STANDARD TOOLBAR:-** The toolbar is located just below the menu bar.

SION POINT

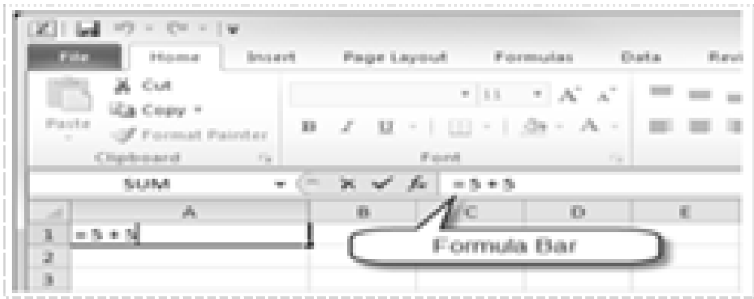

Sample file - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Calibri
11
B I U
General
$ - % ,
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing

✍ **FORMATING TOOLBAR:-** The contents of high light cell can be formatted in many ways. Font and cell attributes can be added from shortcut buttons on the formatting bar.

VIEW ☞ TOOLBAR ☞ FORMATTING TOOLBAR FROM THE MENU BAR.

- **WORKBOOK:-** Each new spreadsheet that is created in Excel is called a workbook. A workbook is made up of column, labeled by letter, and Row, labeled by numbers.

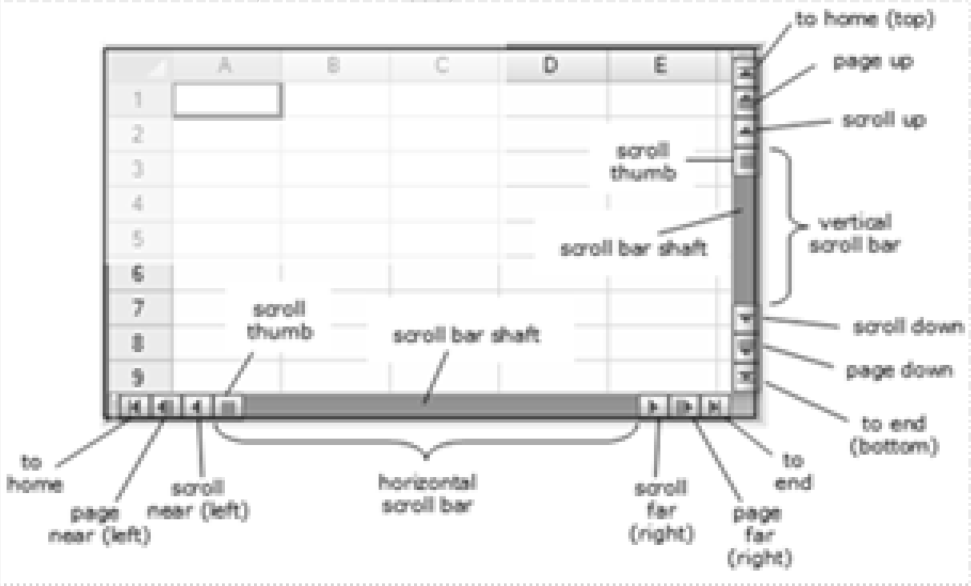
	A	B	C
1	2	5	=A1+B1
2	5	2	=A2-B2
3	2	5	=A3*B3
4	5	10	=A4/B4
5	PRESS ENTER KEY		


File
Home
Insert
Page Layout
Formulas
Data
Cut
Copy
Format Painter
Paste
Clipboard
Font
SUM
=5+5
A
B
C
D
E
1
2
3
Formula Bar

CELL:- A cell is located at the intersection of a row and column. The Cell Reference Box

- **FORMULA**:- The formula Bar located below the formatting toolbar and to the right of the cell reference box, displays text as it is keyed in cells.

- **SCROLLARROW:-** The arrows to the left worksheet names may be used to scroll to other worksheets not currently displayed on the screen.
- **TASK BAR:-** The taskbar is the horizontal bar located at the bottom of spreadsheet in Excel a new icon is display on the taskbar. Each icon displays the application's icon and the name of the Document. Fox example if five spreadsheet are open in Microsoft Excel.
- **SCROLL BAR:-** Scroll Bars are located to the right of the screen and used to scroll the screen up or down. Scroll bars are also located at the bottom of the screen to scroll the screen right or left.

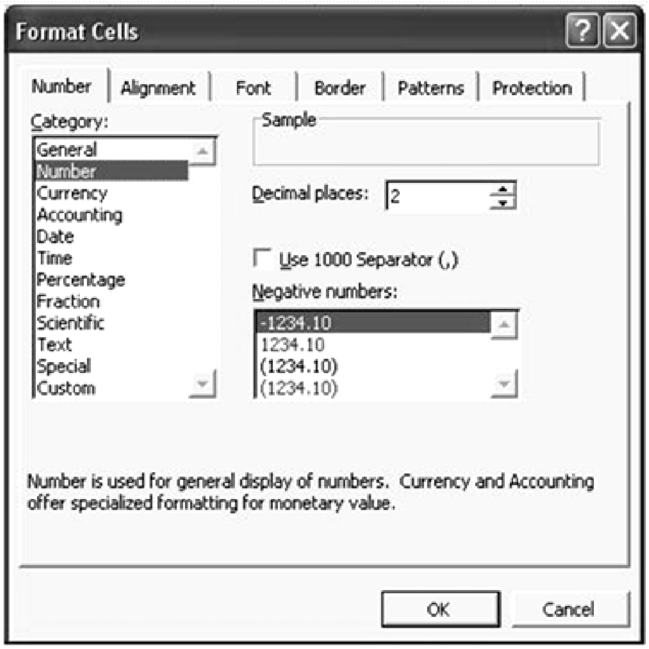

A
B
C
D
E
1
2
3
4
5
6
7
8
9
to home (top)
page up
scroll up
scroll thumb
vertical scroll bar
scroll bar shaft
scroll thumb
scroll bar shaft
scroll down
page down
to end (bottom)
to home
page near (left)
scroll near (left)
horizontal scroll bar
scroll far (right)
page far (right)
to end

- **Notes : “By default, Excel contain 16 Worksheet.”**

STATUS BAR:- Below the horizontal scroll bar is the status Bar. It display the current working status in cells.

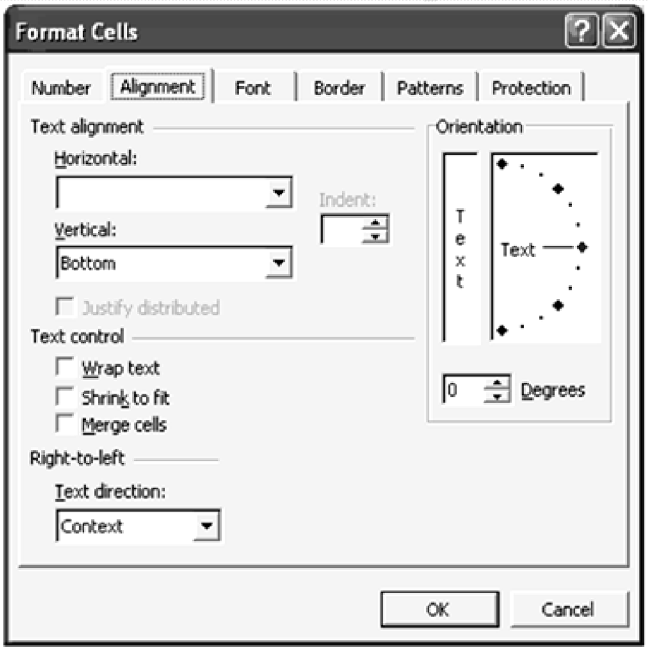
Notes : “By default, Excel contain 16 Worksheet.”

- **FORMAT CELL:-** For a completes, list of formatting options, right click on the highlighted cells and choose format cells from the shortcut menu or select format → Cells from the menu bar.
- **NUMBER TAB:-** The Data type can be selected from the option on this tab. Select General if the cell contains text and numbers.


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Category:
General
Number
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
Use 1000 Separator (,)
Negative numbers:
-1234.10
1234.10
(1234.10)
(1234.10)
OK
Cancel

Decimal places: 2

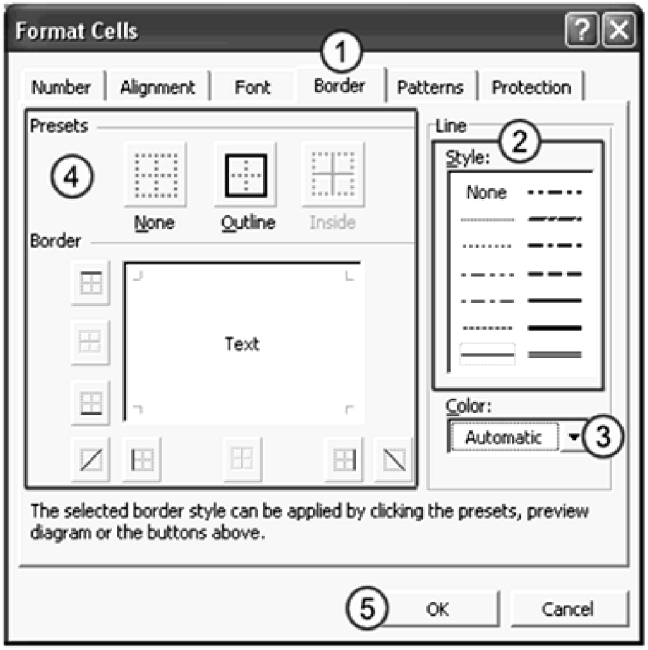
Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
Text alignment
Horizontal:
Indent:
Justify distributed
Text control
Wrap text
Shrink to fit
Merge cells
Right-to-left
Orientation
T e x t
Text
Degrees
OK
Cancel

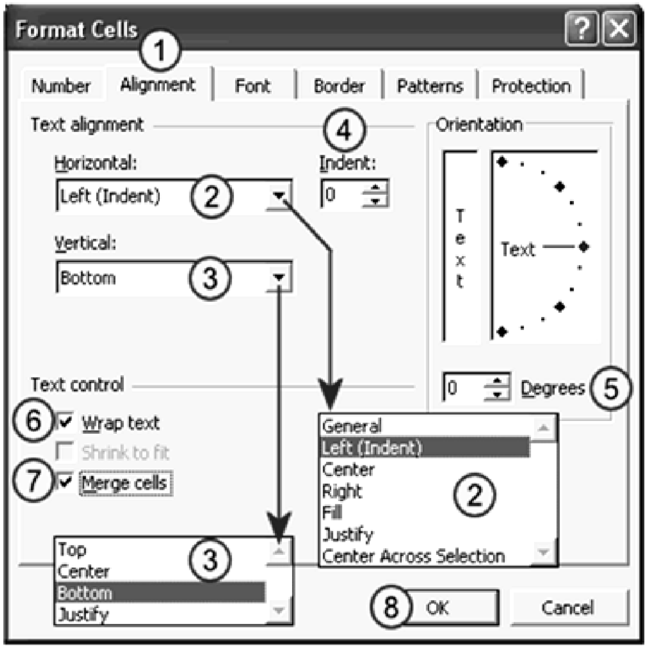
Vertical: Bottom

Text direction: Context

Degrees: 0


Format Cells
Number
Alignment
Font
Border
Patterns
Protection
1
Presets
4
None
Outline
Inside
Border
Text
Line
2
Style:
None
Color:
Automatic
3
5
OK
Cancel

The selected border style can be applied by clicking the presets, preview diagram or the buttons above.


Format Cells
1
Number
Alignment
Font
Border
Patterns
Protection
Text alignment
Horizontal:
Left (Indent)
2
Indent:
0
4
Vertical:
Bottom
3
Orientation
T e x t
Text
0
Degrees
5
Text control
6
Wrap text
Shrink to fit
7
Merge cells
Top
Center
Bottom
Justify
3
General
Left (Indent)
Center
Right
Fill
Justify
Center Across Selection
2
8
OK
Cancel

- **ALIGNMENTS:-** These options allow you to change the position and alignment of the date with the cell.
- **FOR TAB:-** All of the font attributes and display in this tab including font face, size, style and effects.
- **BORDER AND PATTERN TABS:-** These tabs allow you to add borders, shading and background colours to a cell.

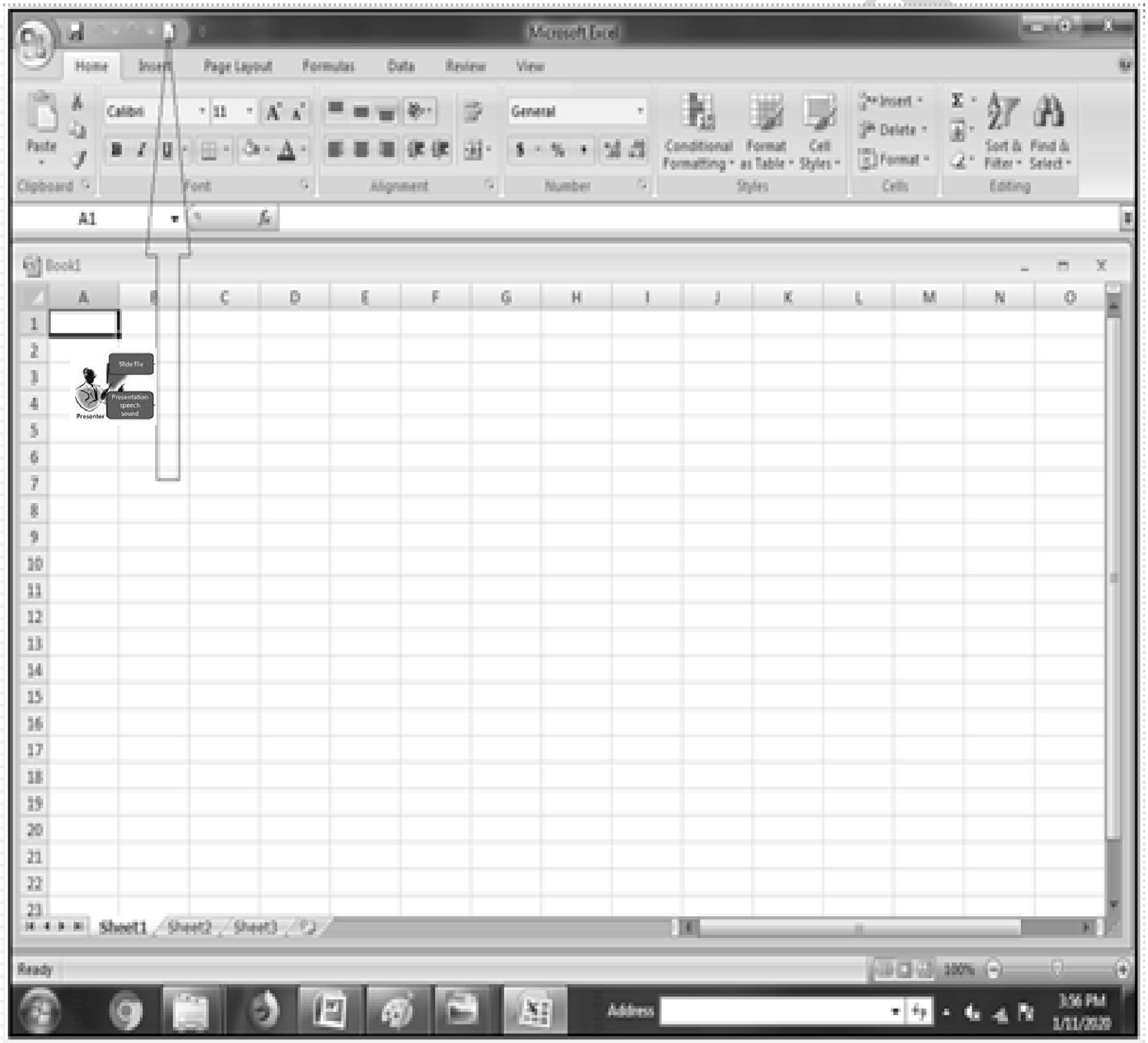
✍ OPENING A NEW WORKBOOK:-

✓ On The Standard toolbar, click.

The New button or Press CTRL+N or from the file menu, choose New.

✓ If You Choose New from the file menu, click workbook on the General Tab in New Dialog Box.

✍ A Workbook Consists of one or more worksheet which usually conform to a standard design of rows and columns of data. Most worksheets have headings at the top of columns and at the left end of rows and calculation at the bottom of columns and/ or at the right end of rows.


Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
A1
Book1
A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
Slide file
Presentation speech sound
Presenter
Sheet1
Sheet2
Sheet3
Ready
100%
Address
3:56 PM
1/11/2020

✍ A Cell Can Hold Up To 65,000 Characters.

✍ There are 256 columns in each sheet identified by letter.

"when you open a new workbook. It use contains multiple work sheet each work sheet has 256 columns and contents 16777216 cell." Row 65536.

✍ **SAVING WORKSHEETS :-** It Is Important To frequently save new workbooks and changes you make. Microsoft office applications provide two save commands. Save and Save As. “Save As” allows you to name the file and place it in a specified folder.

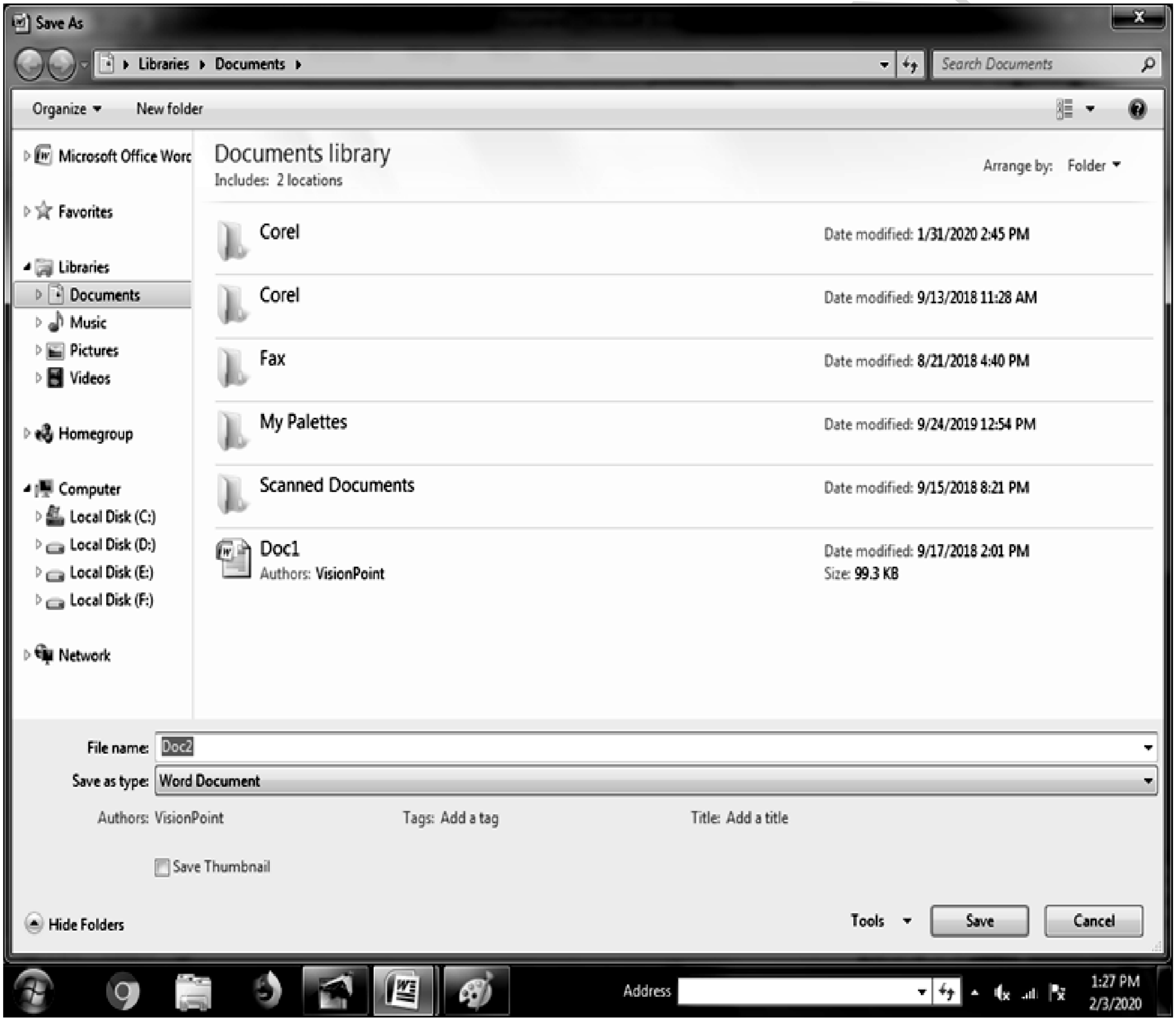
✓ Choose file → save or choose file → As or Press CTRL+S.

✓ Press Alt+F2, Alt+shift+F2

Or

Shift+F12

✓ Click The Save Button 💾 On The Standard Toolbar


Save As
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Microsoft Office Word
Favorites
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Local Disk (C:)
Local Disk (D:)
Local Disk (E:)
Local Disk (F:)
Network
Documents library
Includes: 2 locations
Arrange by: Folder ▾
Corel Date modified: 1/31/2020 2:45 PM
Corel Date modified: 9/13/2018 11:28 AM
Fax Date modified: 8/21/2018 4:40 PM
My Palettes Date modified: 9/24/2019 12:54 PM
Scanned Documents Date modified: 9/15/2018 8:21 PM
Doc1 Authors: VisionPoint Date modified: 9/17/2018 2:01 PM Size: 99.3 KB
Hide Folders
Tools ▾
Save
Cancel
Address
1:27 PM
2/3/2020

File name: Doc2

Save as type: Word Document

Authors: VisionPoint Tags: Add a tag Title: Add a title

☐ Save Thumbnail

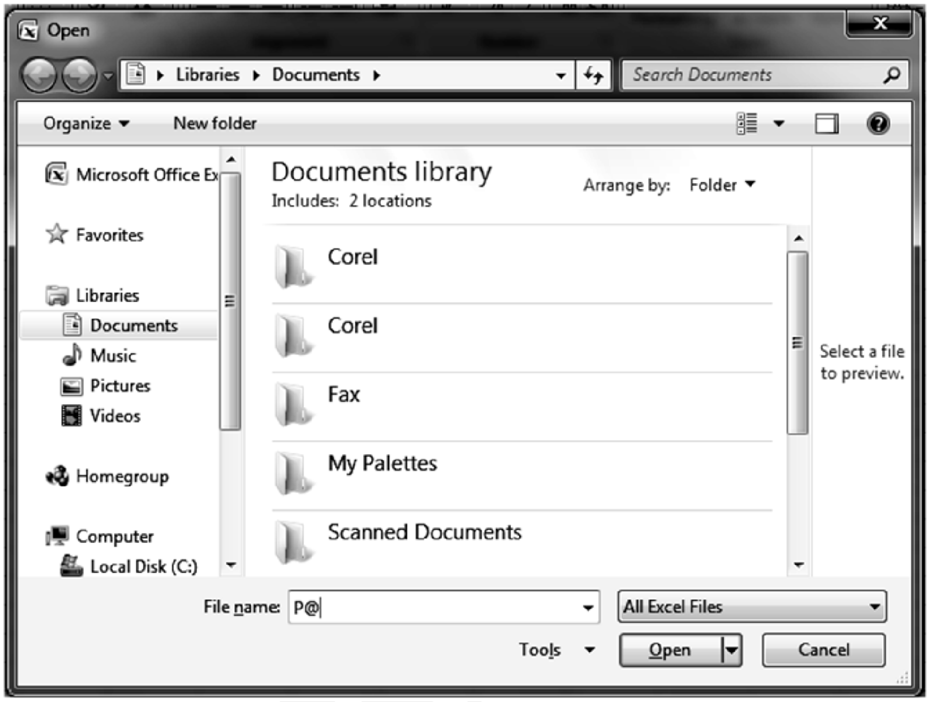
✍ Go Into The File menu and select save.

✍ Or, single click on the “save” button 💾 on the standard toolbar.

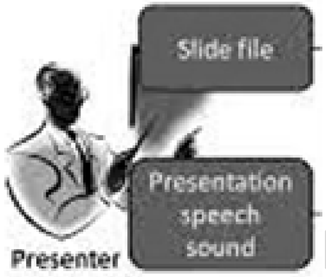
✍ Or, Press CTRL+S on the Keyboard.

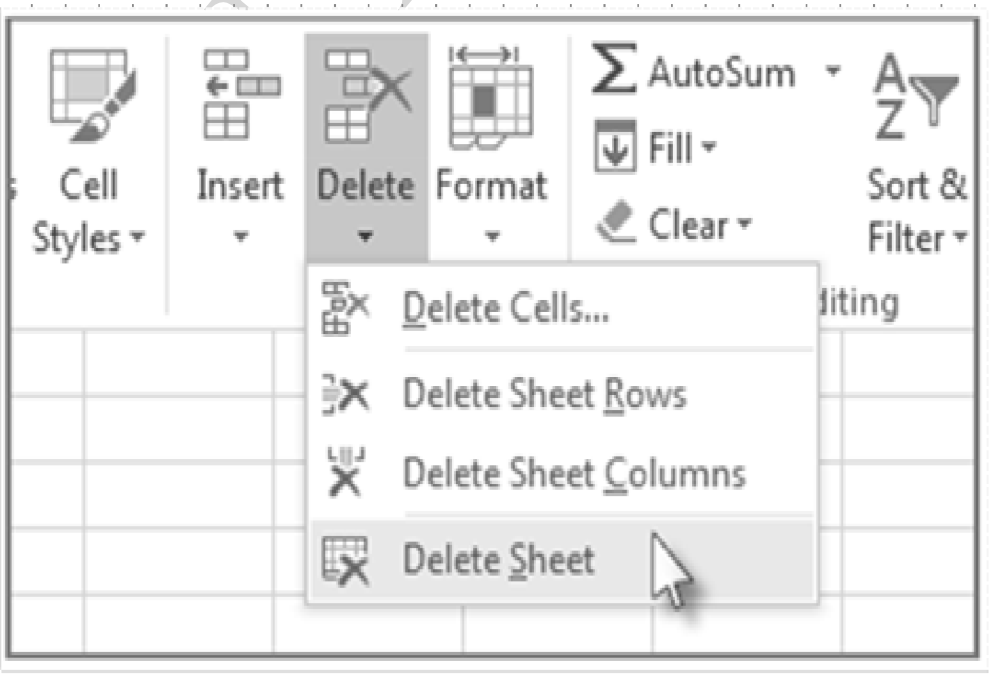
✍ **OPENING :-** After you've create. Save and closed the file, you will probably need to reopen it at some time in the future to edit it, to print an extra copy or to simply check it for important information, Excel Provides as variety of ways to open existing workbook files.

- ✓ Choose File → Open
- ✓ Click On The File And Press Open Button.
- ➲ CTRL+O *Or*, Click Standard Tool.


Open
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Microsoft Office Ex
Favorites
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Local Disk (C:)
Documents library
Includes: 2 locations
Arrange by: Folder ▾
Corel
Corel
Fax
My Palettes
Scanned Documents
Select a file to preview.
File name: P@
All Excel Files
Tools
Open
Cancel

✍ **DELETING SHEETS.**

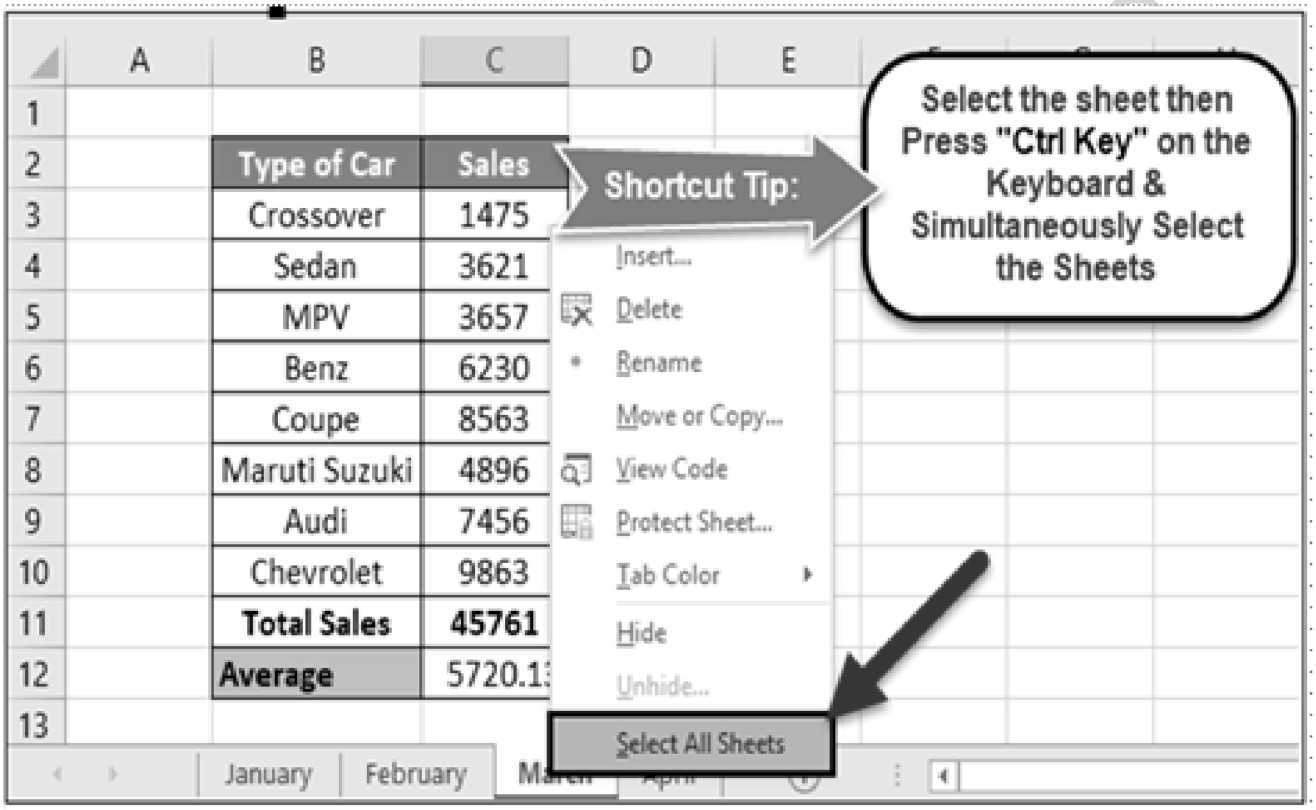

Slide file
Presentation speech sound
Presenter


Cell Styles ▾
Insert
Delete
Format
AutoSum ▾
Fill ▾
Clear ▾
Sort & Filter ▾
diting
Delete Cells...
Delete Sheet Rows
Delete Sheet Columns
Delete Sheet

- ✓ Click On The Sheet Tab For The Sheet You Want To Delete To Select It.
- ✓ Right Click The Sheet Tab And Choose Delete Or Choose Edit → Delete Sheet.
- ✓ A Warning Appears.
- ✓ Click *Or* To Confirm That You Want To Delete The Sheet.

✍ **GROUPING AND UNGROUPING SHEET:-** Sheet can be grouped to facilitate creating or formatting two or more identical sheets. For example. You can create one sheet and copy it to two other sheets or you can group three blank sheet and enter the sales report contents once – no subsequent copy is required.

- ✓ Click One Of The Tabs That You Want In The Group And Press The Ctrl Key.



Type of Car	Sales
Crossover	1475
Sedan	3621
MPV	3657
Benz	6230
Coupe	8563
Maruti Suzuki	4896
Audi	7456
Chevrolet	9863
Total Sales	**45761**
Average	5720.1

Shortcut Tip:

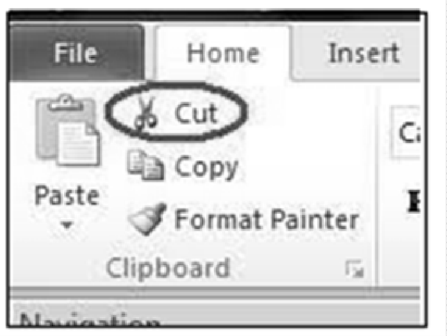
Select the sheet then Press "Ctrl Key" on the Keyboard & Simultaneously Select the Sheets

A
B
C
D
E
1
2
3
4
5
6
7
8
9
10
11
12
13
Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets
January
February

- ✓ With The Ctrl Key Held Down, Click The Remaining Tabs In The Intended Group Of Sheets.
- ✓ All The Grouped Sheets Tab Will Turn White And The Indicator Will Appear In The Title Bar After The Workbook Name.

✍ **CUT ☒ AND ⎘PASTE :-**

- ✓ Select The Cell You Want To Move.
- ✓ Choose Edit → Cut, *Or*
- ✓ Press CTRL+ X, *Or*
- ✓ Click The Cut Button On The Standard Toolbar.



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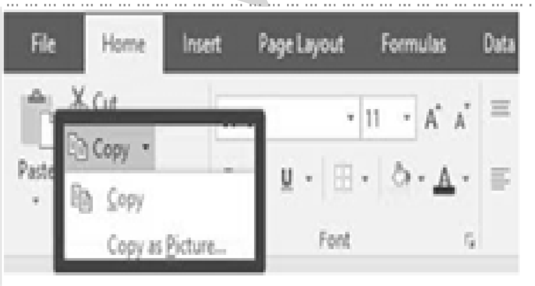

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Copy as Picture...
Paste
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Font

✍ An Animated Marquee Appears Around The Selection:-

- ✓ Select the cell choose Edit → Paste
- ✓ CTRL+V, *Or* Enter OK.
- ✓ Click the Paste button on the standard Toolbar.

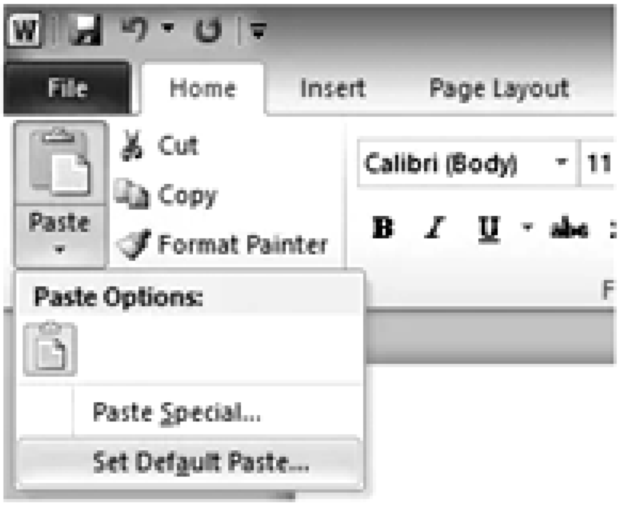
✍ **COPY AND PASTE:-** When using the combination copy and Paste commands of Excel, you accomplish the same results as copying data by the drag and drop method, but it has one advantage you can cy one cell and Paste it into many cells.

- ✓ Select Cell
- ✓ Select Copy From The Edit Menu

Or

Choose Copy Button In Standard Toolbar.

- ✓ Select The Paste Command From The Edit Manu. *Or* Choose Paste Button In Standard Toolbar.



a) Enter numbers, text, a date, or a time

1. Click the cell whee you want to enter data.

2. Type the date and press ENTER or TAB.

Use a slash or a hypen to seprate the parts of a date; for example, type 9/5/2002 or 5-Sep-2002.

To enter a time based on the 12-hour clock, type a space and then a or p after the time; for example, 9:00p. Otherwise, Microsoft Excel enters the time as AM.

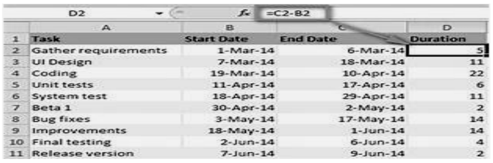
b) Entering formulae

1. Click the cell in which you want to enter the formula.

2. Type "=" (an equal sign). If you click EditFormula or Paste Function, Microsoft Excel insert an equal sign for you.

3. Enter the formula.

4. Press ENTER.



D2 fx =C2-B2

	A	B	C	D
1	Task	Start Date	End Date	Duration
2	Gather requirements	1-Mar-14	6-Mar-14	5
3	UI Design	7-Mar-14	18-Mar-14	11
4	Coding	19-Mar-14	10-Apr-14	22
5	Unit tests	11-Apr-14	17-Apr-14	6
6	System test	18-Apr-14	29-Apr-14	11
7	Beta 1	30-Apr-14	2-May-14	2
8	Bug fixes	3-May-14	17-May-14	14
9	Improvements	18-May-14	1-Jun-14	14
10	Final testing	2-Jun-14	6-Jun-14	4
11	Release version	7-Jun-14	9-Jun-14	2

c) Enter the same data into several cells at once

1. Select the cells where you want to enter data. The cells can be adjacent or nonadjacent.

2. Type the data and press CTRL + ENTER

d) Enter or edit the same data on multiple worksheets

When you select a group of sheets, changes you make to a selection on the active sheet are reflected in the corresponding cells on all other selected sheets. Data on the other sheets may be replaced.

1. Select the worksheet where you want to enter data.

2. Select the cell or cell range where you want to enter data.

3. Type or edi the data in the first selected cell.

4. Press ENTER or TAB.

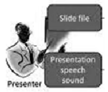
5. To cancel a selection of multiple sheets, click any unselected sheet.

If no unselected sheet in visible, right-click the tab of a selected sheet, and then click Ungroup Sheets on the shortcut menu.

VISION POL

07

WORKING WITH CHARTS



✍ **WORKING WITH CHARTS:-** Prologue to charts : It is said that one picture is worth a thousand words. In any data presentation system charts plays a role for anlytical representation of data. If you are much aware about the statistics and believe in analysis and management part you can take chance with excel charting system that shows the final touch of any data analysis system. To complete the task first data preparation part of any business or corporate model is very necessary. If you're new to Excel go in more concise way to understand the main stuff like Creating a chart, How worksheet data is represented in a chart, Embedded charts and chart sheets. After completion of this session you'll be able to complete the following topics:

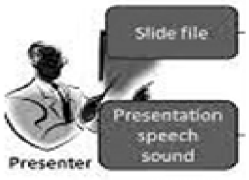
- Why charts
- Formation of Chart
- Basic Concept
- Create a chart in one step
- Components of a chart
- Create a chart from nonadjacent selections
- Data Organized in a Chart
- Saving and Retrieval of Charts
- Rypes of Charts

4:58
MS EXCEL
Just 1 click away
See More
Sell More

✍ **WHY CHARTS?** Chart are visually appealling and make it easy for users to see comparisons; patterns, and trends in data. For instance, rather than having to analyze several columns of worksheet numbers, you can see at a glance whether sales are falling or rising over quarterly periods, or how all the actual sale compare to the projected sales. You can create a chart on its own shet or as an embedded object on a worksheet. You can also publish a chart on a Web page. To create a chart, you must first enter the data for the chart on the worksheet. Then select that data and use the Chart Wizard to step through the process of choosing the chart type and the various chart options.

✍ **BASIC CONCEPT:-** The charts can be created based on some data models. If you are not aware about the details just think that a complete data model can present the complete charts which can be embedded or non-embedded. If it is embedded the mapping of chart will be automatically changed after entering the data. In Excel you have the options that you can create the charts with the help of wizards or by following the steps given in excel. The following facts are much important for any chart representing system.

VISION POINT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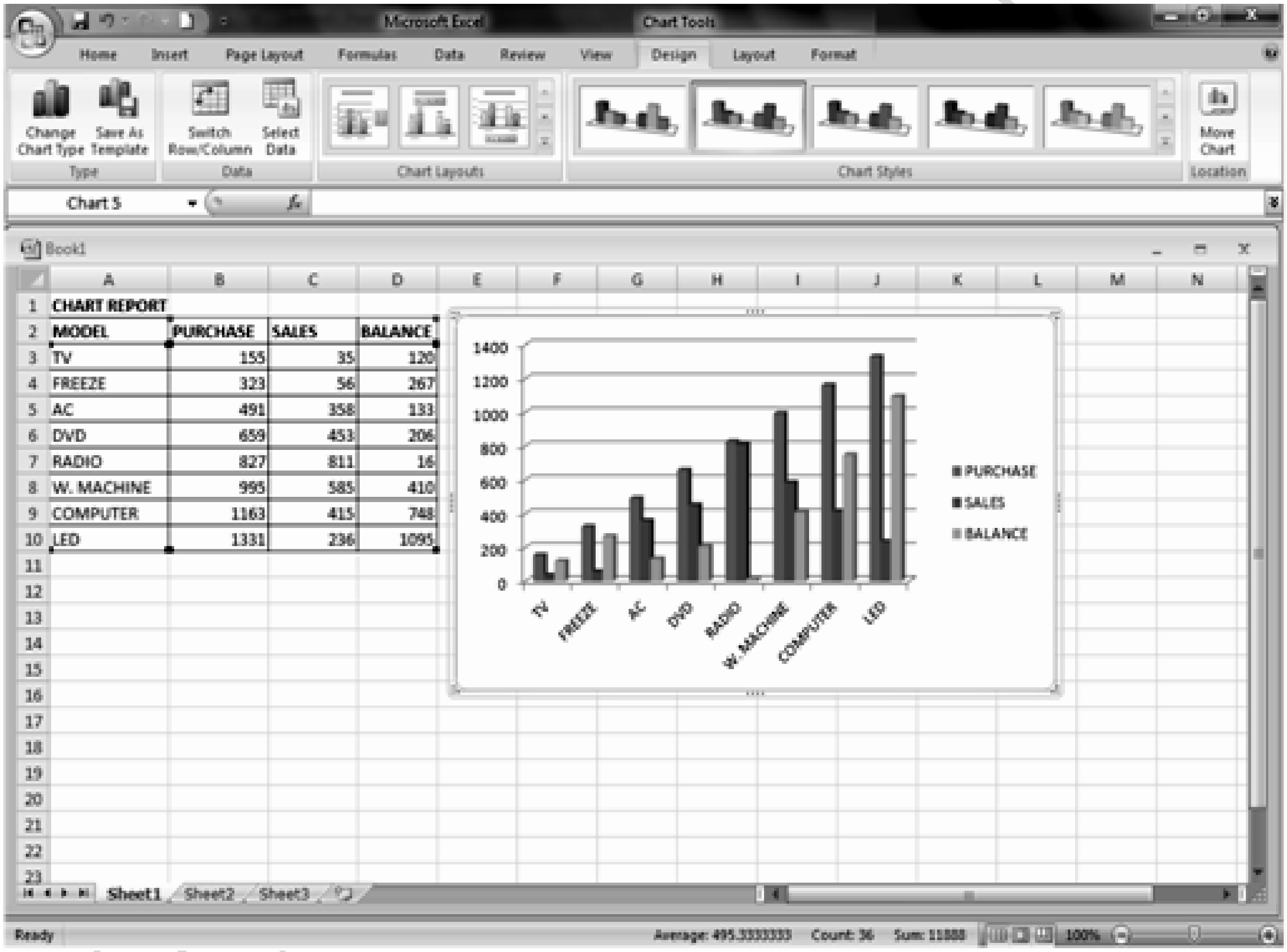
Presentation speech sound
Presenter

✍**Working data and chart:** You can also create a chart in one step without using the Chart Wizard. When create this way, the chart uses a default chart type and formatting, that you can change later. Worksheet data is represented in a chart: A chart is linked to the worksheet data and it's created and updated automatically when you change the worksheet data. The appearance of chart is completely based on following tables.

✍ **COMPONENTS OF A CHART:-**

Axis value: Microsoft Excel creates the axis values from the worksheet data, Note that the axis values in the example above range from 0 to 9000, which encompasses the range of values on the worksheet. Unless you specify differently, Excel uses the format of the upper-left cell in the value rage as the number format for the axis.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DVD
RADIO
W. MACHINE
COMPUTER
LED
■ PURCHASE
■ SALES
■ BALANCE
Sheet1
Sheet2
Sheet3
Ready
100%

CHART REPORT

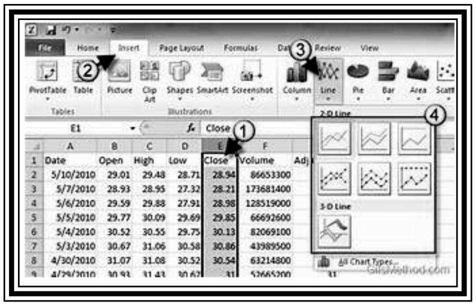
MODEL	PURCHASE	SALES	BALANCE
TV	155	35	120
FREEZE	323	56	267
AC	491	358	133
DVD	659	453	206
RADIO	827	811	16
W. MACHINE	995	585	410
COMPUTER	1163	415	748
LED	1331	236	1095

Average: 495.3333333 Count: 36 Sum: 11888

✍ **Category names:** Excel uses column or ro heading in the worksheet data for category axis names. In the example above the worksheet row heading 1st Quarter, 2nd Quarter, and so on appear as category axis names. You can change whether Excel uses column or row headlings for category axis names or create different names.

✍ **Chart data series names :** Excel also uses column or row headlings in the workdheet data for series names. Series name appear in the chart legend. In the example above, the row headlings Projected and Actual appear as series names. You can change whether Excel uses column or row headings for series names or create different names.

✍ **DATA MARKERS:-** Data markers with the same pattern represent one data series. Each data marker represents number from the workdheet. In the example above, the rightmost data marker represents the Actual 4th Quarter value of 6000.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Tables
Illustrations
2-D Line
3-D Line
All Chart Types...
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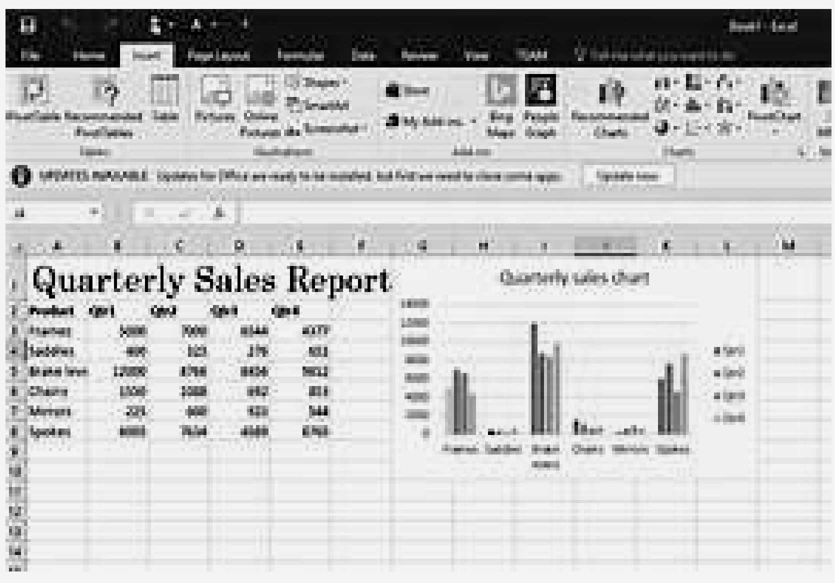
2
3
4

	A	B	C	D	E	F	
1	Date	Open	High	Low	Close	Volume	Adj
2	5/10/2010	29.01	29.48	28.71	28.94	86653300	
3	5/7/2010	28.93	28.95	27.32	28.21	173681400	
4	5/6/2010	29.59	29.88	27.91	28.98	128519000	
5	5/5/2010	29.77	30.09	29.69	29.85	66692600	
6	5/4/2010	30.52	30.55	29.75	30.13	82069100	
7	5/3/2010	30.67	31.06	30.58	30.86	43989500	
8	4/30/2010	31.07	31.08	30.52	30.54	63214800	
9	4/29/2010	30.93	31.43	30.67	31	52665200	31


Quarterly Sales Report
Quarterly sales chart

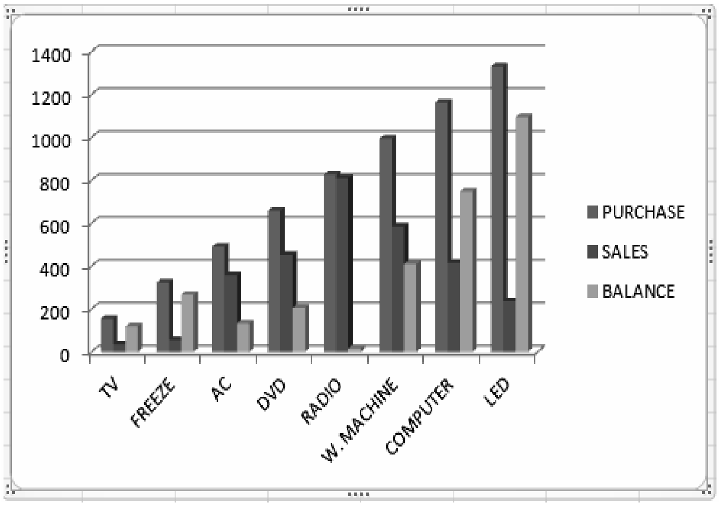
1. The chart area of the chart.
2. The plot area of the chart.
3. The date points of the date series that are plotted in the chart.
4. The horizontal (category) and vertical (value) axis along which the data is plotted in the chart.
5. The legend of the chart.
6. A chart and axis title that you can use in the chart.
7. A data label that you can use to identity the details of a data point in a data series.

✍ **Chart sheet:** A chart sheet is a separate sheet within your workbook that has its own sheet name. Use a chart sheet when you want to view or edit large or complex charts separately from the worksheet data or when you want to preserve screen space as you work on the worksheet.

✍ **TYPE OF CHART:** The main types of charts available in Excel are fourteen (14), which has been divided into several sub categories called sub-segments. Each type of charts is fully compatible to present any business data. The Main kind of charts available in Excel is :

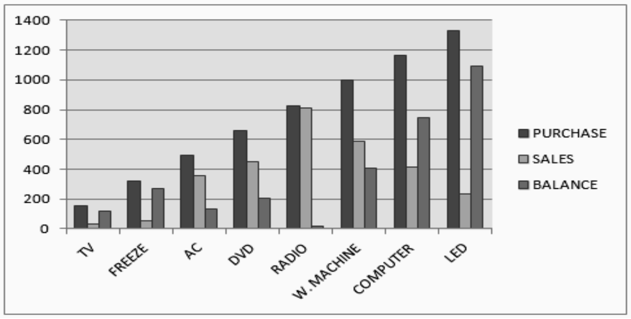
1. Column **2.** Bar **3.** Line **4.** Pie 5. XY (Scatter) **6.** Area **7.**
Doughtnut **8.** Radar **9.** Surface **10.** Bubble **11.** (Hi- stock Cylinder **12.** Cone **13.**
Pyramid **14.** Low close)

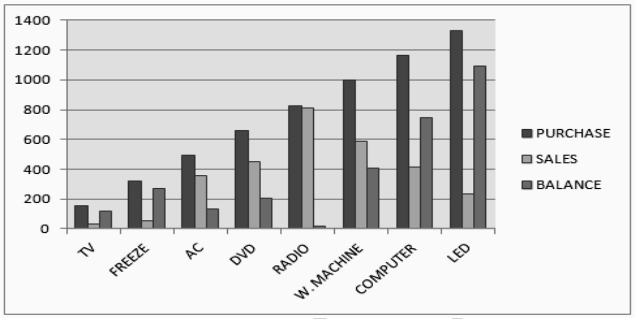
✍ **Column:** A column chart shows data changes over a period of time or illustrate comparisons among items. Categories are organized horizontally, values vertically, to emphasize variation over time. Stacked column charts show the relationship of individual items to the whole data. The 3-D perspective column chart compares data points along two axes. In this 3-D chart, you can compare four quarters of sales performance in Europewith the performance of two other divisions.



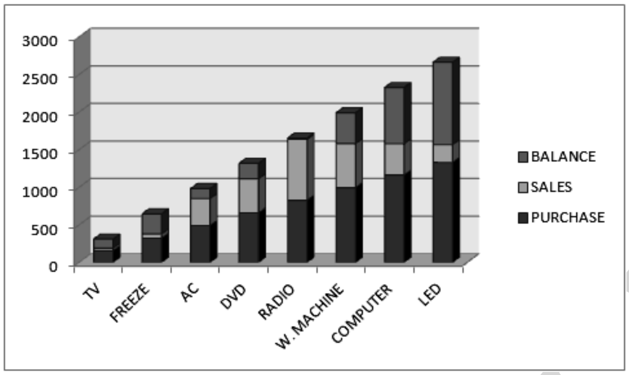
VISION P

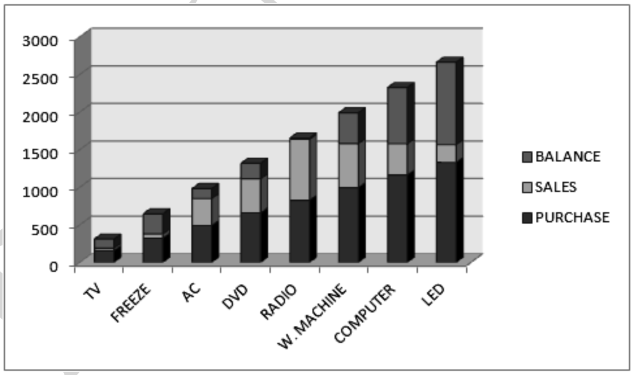
Clustered Column and Clustered Column 3-D



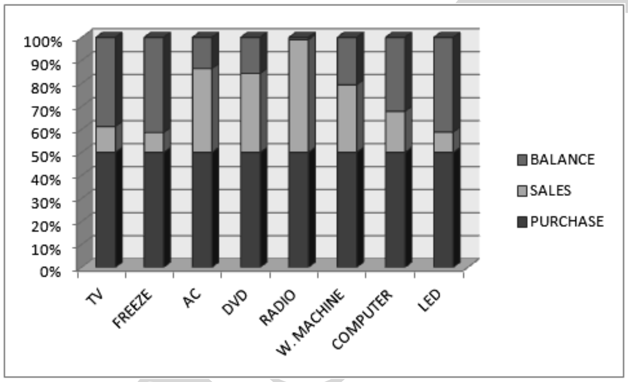


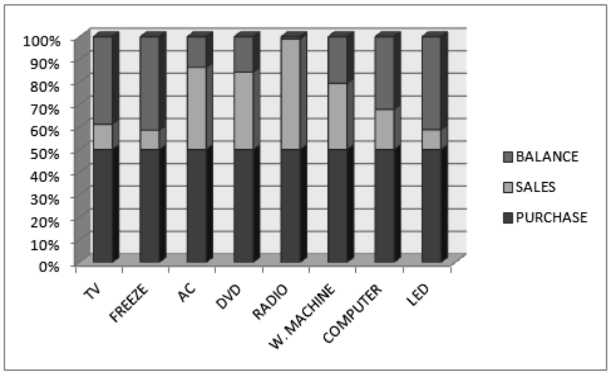
Stacked Column and Stacked Column in 3-D



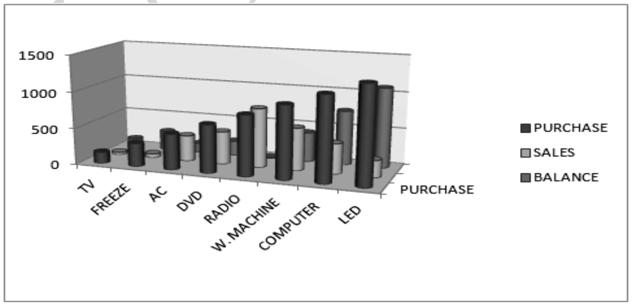


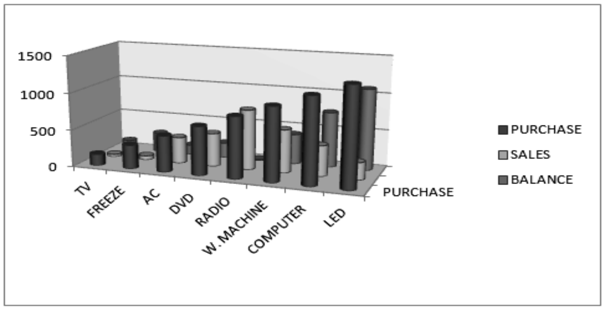
100% Stacked Column and 100% Stacked Column in 3-D



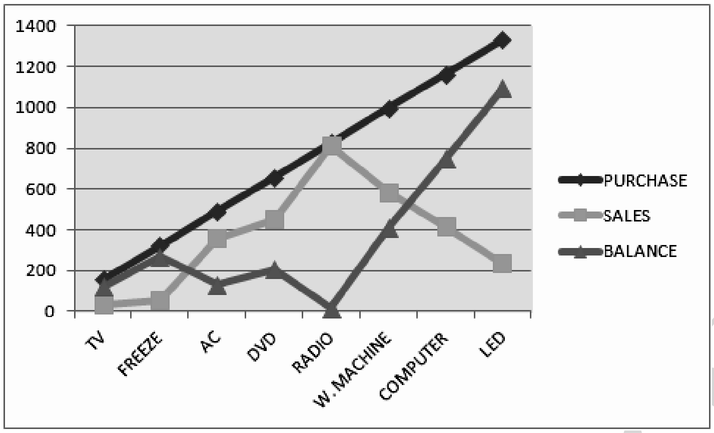


Cylinder, cone and pyramid

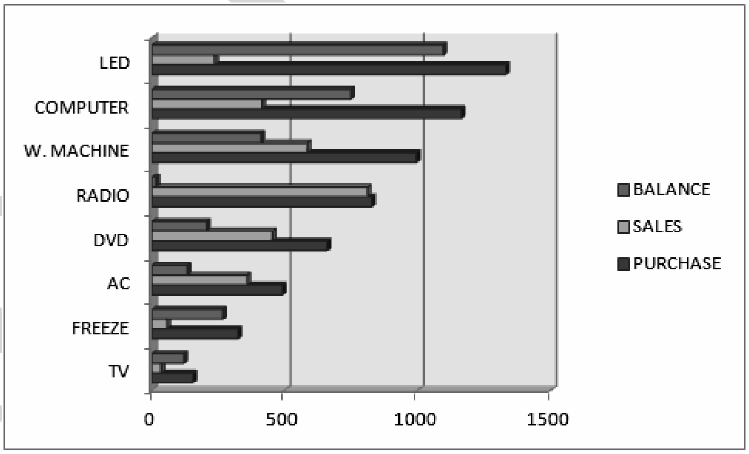




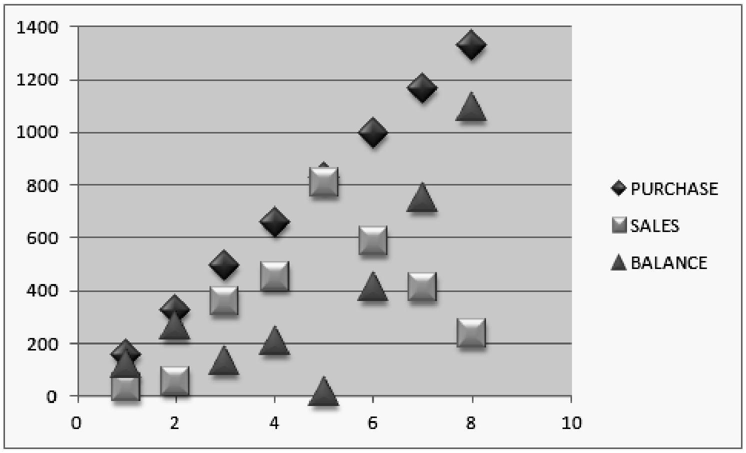
- **Line Chart :** A Line chart shows comparison along two data series on from of line and placed horizontally. One should use line chart when category labels are text representing evenly spaced values such as months, quarters or fiscal years.



- **Bar:** A Bar chart illustrates comparisons among individual items. Categories are organized vertically, values horizontally, to focus on comparing values and do place less emphasis on time. Stacked bar charts show the relationship of individual items to the whole.

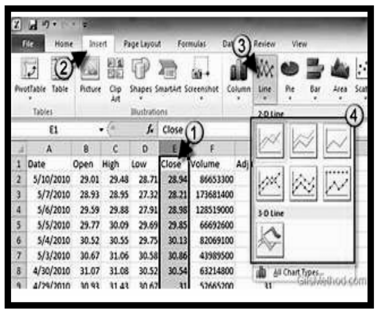


- **XY (Scatter) :** An XY (Scatter) chart either shows the relationships among the numeric values in several data series or plots two groups of numbers as one deries of xy coordinates. This chart shows uneven intervals - or clusters - of data and is commonly used for scientific data. When you arrange your data, place (x) value in one row or column, and then enter corresponding (y) values in the adjacent rows or columns. The cone, cylinder, and pyramid data markers can lend a dramatic effect to 3-D column and bar charts.



VISION POINT

✍ **Stock :** A stock chart that measures volume has two value exes: One for the columns that measure volume, and the other for the stock prices. You can include volume in a high-low-close or open-high-low-close chart.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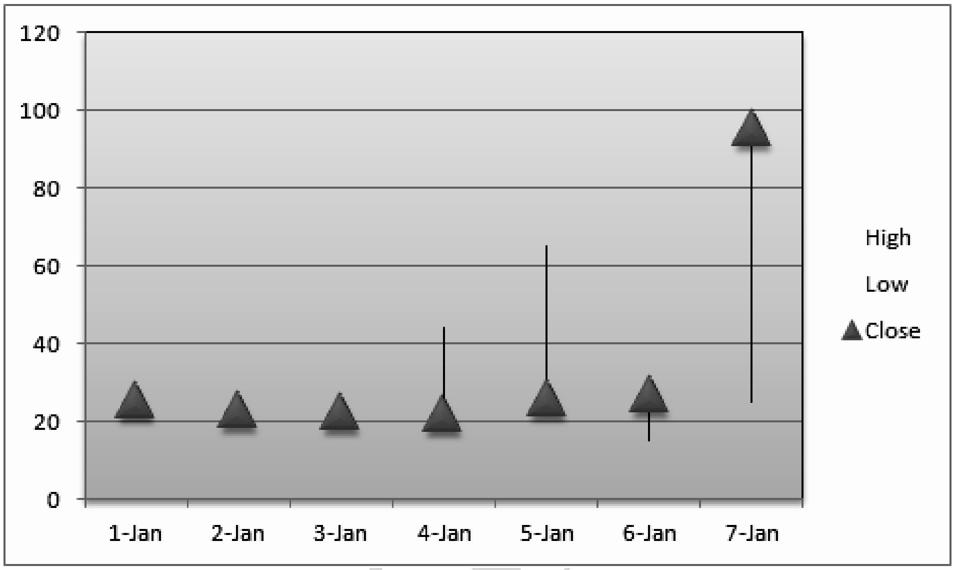
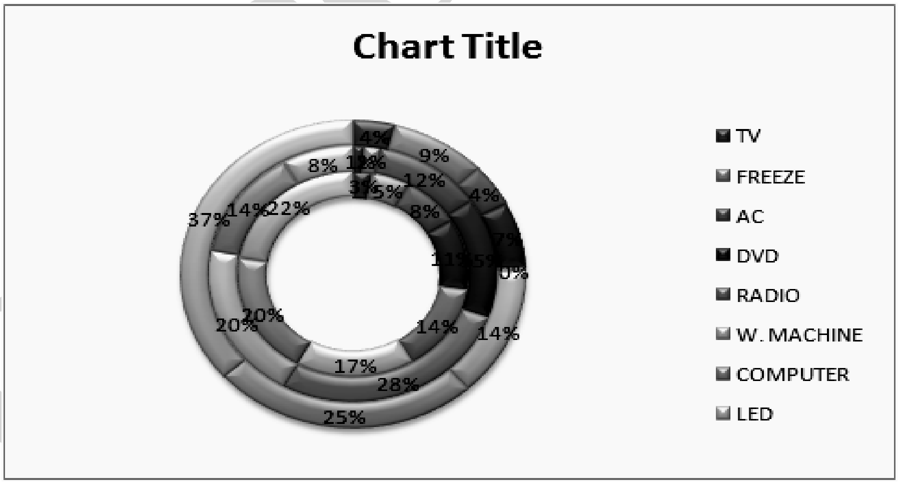
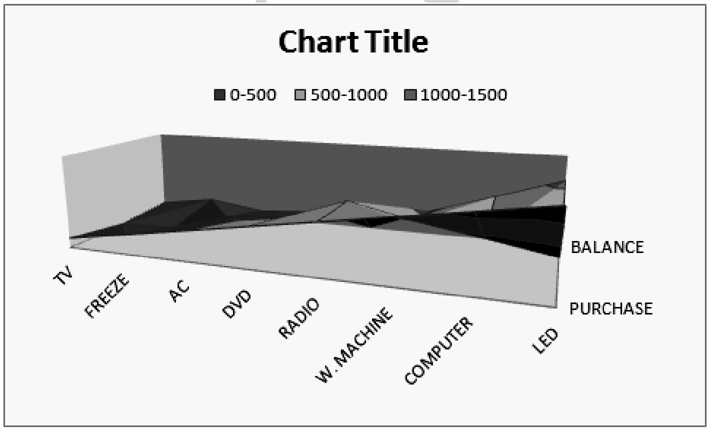
Illustrations
2-D Line
3-D Line
All Chart Types...
E1
Close
①
②
③
④

	A	B	C	D	E	F	
1	Date	Open	High	Low	Close	Volume	Adj
2	5/10/2010	29.01	29.48	28.71	28.94	86653300	
3	5/7/2010	28.93	28.95	27.32	28.21	173681400	
4	5/6/2010	29.59	29.88	27.91	28.98	128519000	
5	5/5/2010	29.77	30.09	29.69	29.85	66692600	
6	5/4/2010	30.52	30.55	29.75	30.13	82069100	
7	5/3/2010	30.67	31.06	30.58	30.86	43989500	
8	4/30/2010	31.07	31.08	30.52	30.54	63214800	



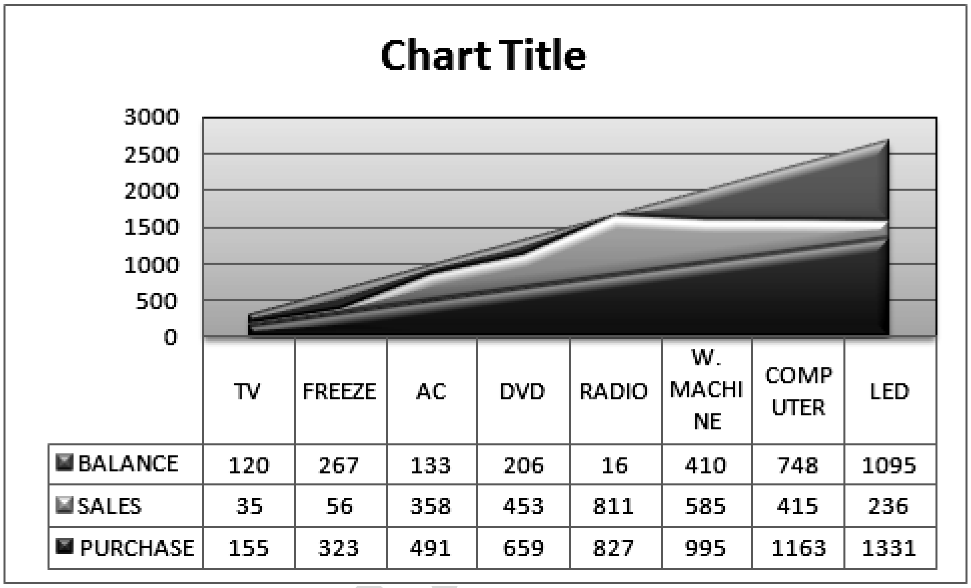
✍ **Doughtnut :** Like a pie chart, a doughnut chart shows the relationship of parts to a whole, but it can contain more than one data series. Each ring of the doughnut chart represent a data series. The high-low-close chart is often used to ilustrate stock prices. This chart can also be used for scientific data, for example, to indicate temperature changes. You must organize you data in the correct order to create this and othr stock charts.





✍ **Surface :** A surface chart is useful when you want to find optimum combinaitons between two sets of data. As in a topographic map, colours and patterns indicate areas that are in the same range of values. This chart shows the various combinations of temperature and time that result in the same measure of tensile strength. You have option to complete the selection of any kind of charts before and after formation of data model. In case of the complete formationof data, it can be enhanced by adding the element of charts for further presentation.

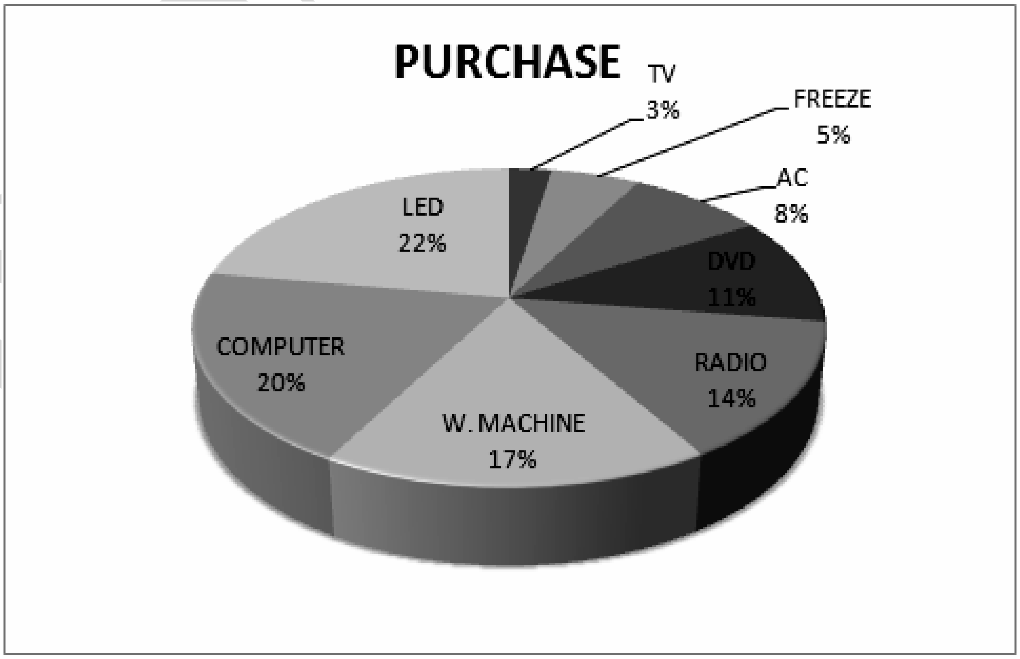
✍ **Area Charts :** Data that is arranged in columns or rows on a worksheet can be plotted in an area chart. Area charts emphasize the magnitude of change over time, and can be used to draw attention to the total value across a trend. For example, data that represents profit over time can be plotted in an area chart to emphasize the total profit.



	TV	FREEZE	AC	DVD	RADIO	W. MACHINE	COMPUTER	LED
■ BALANCE	120	267	133	206	16	410	748	1095
■ SALES	35	56	358	453	811	585	415	236
■ PURCHASE	155	323	491	659	827	995	1163	1331

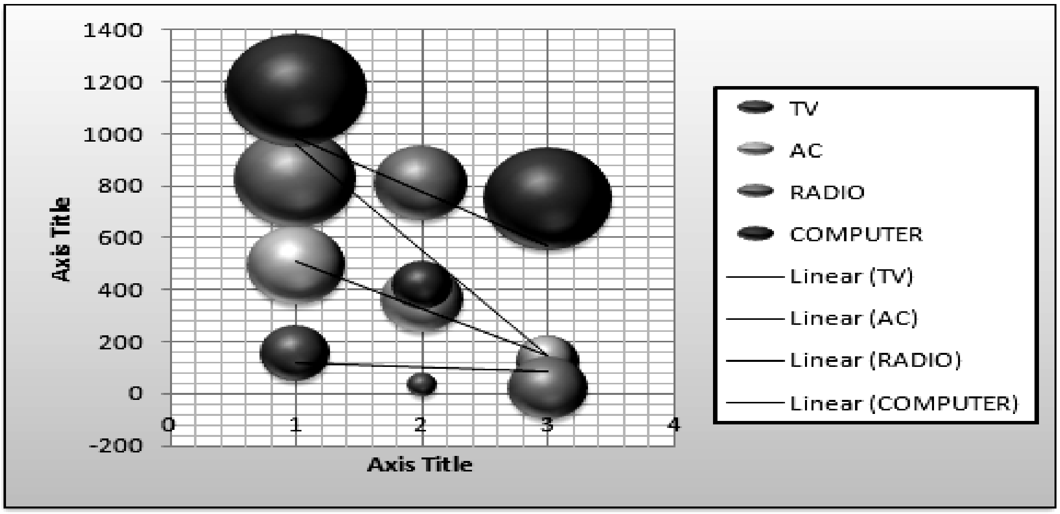
By displaying the sum of the plotted values, an area chart also shows in relationship of parts to a whole.

✍ **Pie Charts :** Data that is arranged in one column on row only on a worksheet can be plotted in a pie charts show the size of items in one data series (data series: Related data points that are plotted in a chart. Each data series in a chart has a unique color or pattern and is represented in the chart legend. You can plot one or more data series in a chart. Pie charts have only one data series.), proportional to the sum of the items. the data points (data points : Individual values plotted in a chart and represented by bars, columns, lines, pie or doughnut slices, dots, and various other shapes called data markers. Data markers of the same colour constitute a data series.) in a pie chart are displated as a percentage of the whole pie



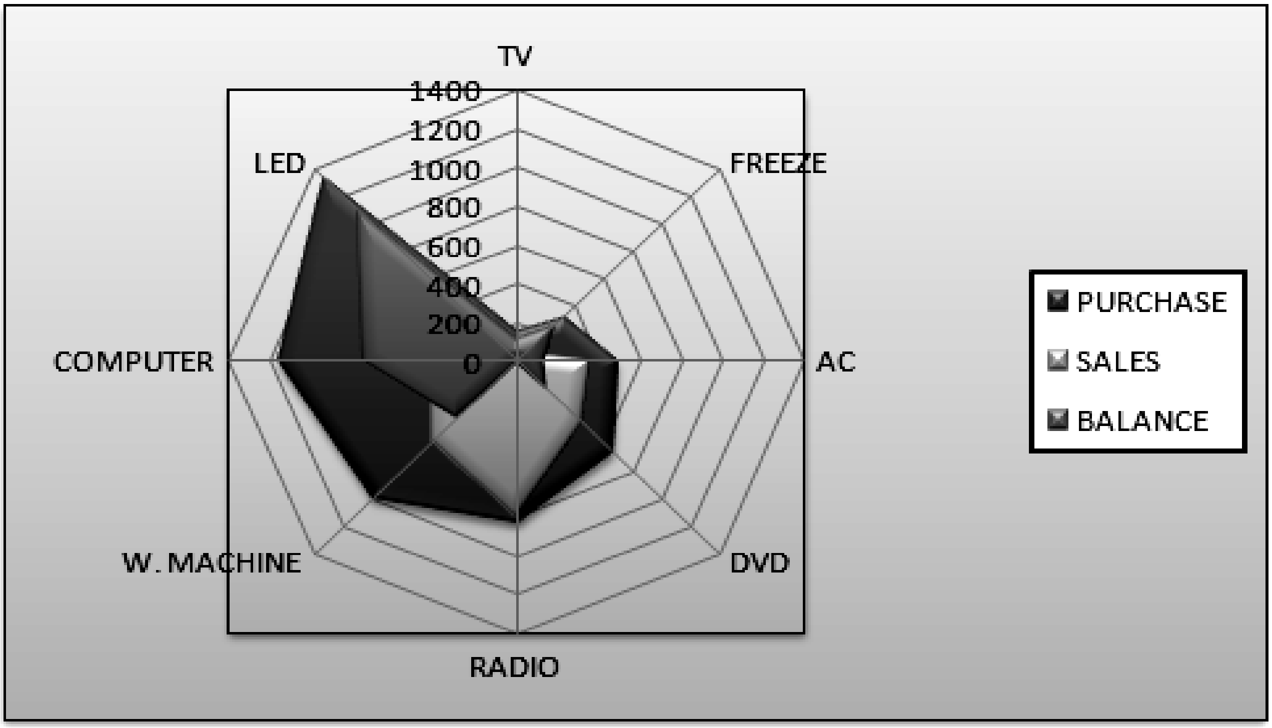
- **Bubble Charts :** Data that is arranged in columns on a worksheet so that (x) values are listed in the first column and corresponding (y) values and bubble size values are listed in adjacent columns, can be plotted in a bubble chart.

  For example, you would organize your data s shown in the following example :



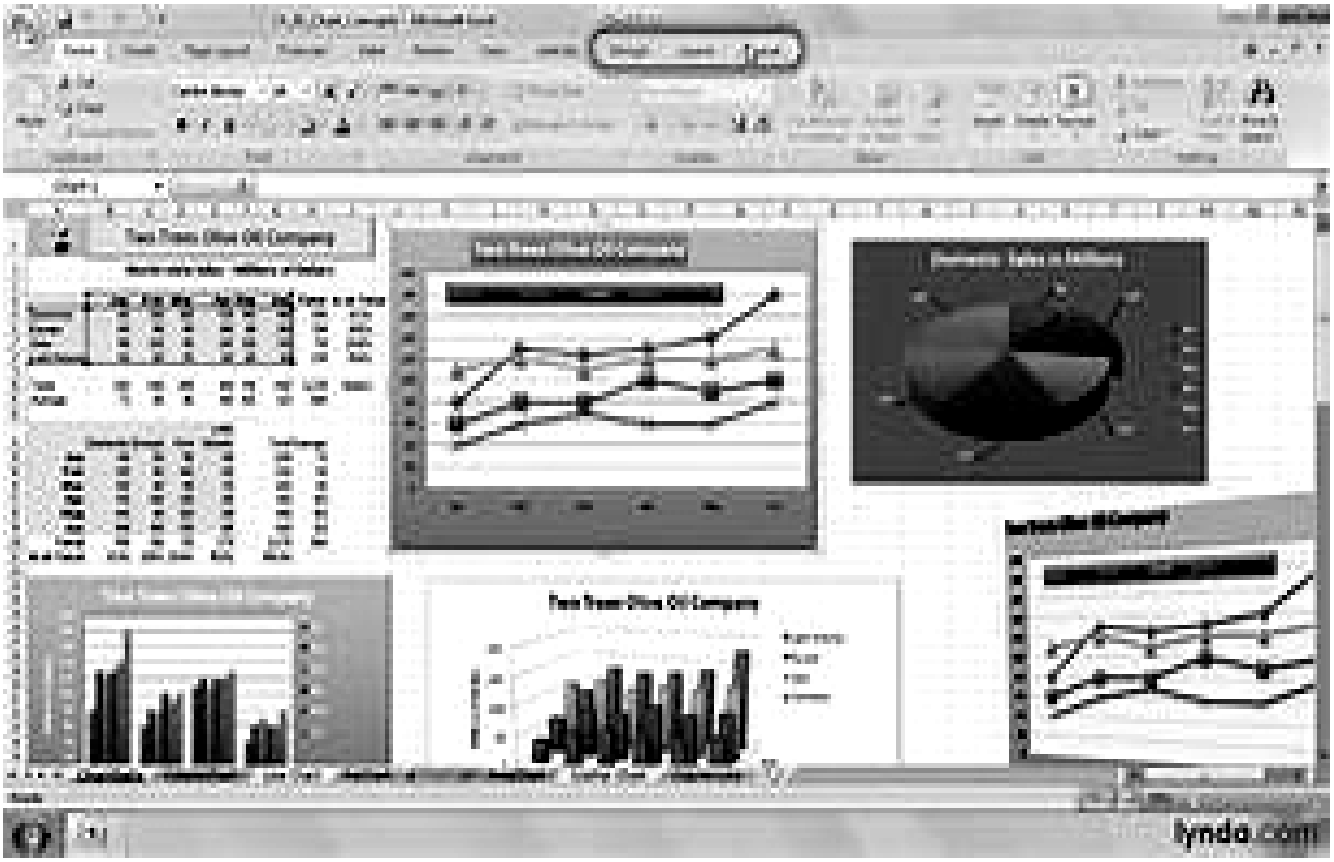
- **Radar Charts :** Data that is arranged in columns or rows on a worksheet can be plotted n a radar chart. Radar charts compare the aggregate values of several **data series**.

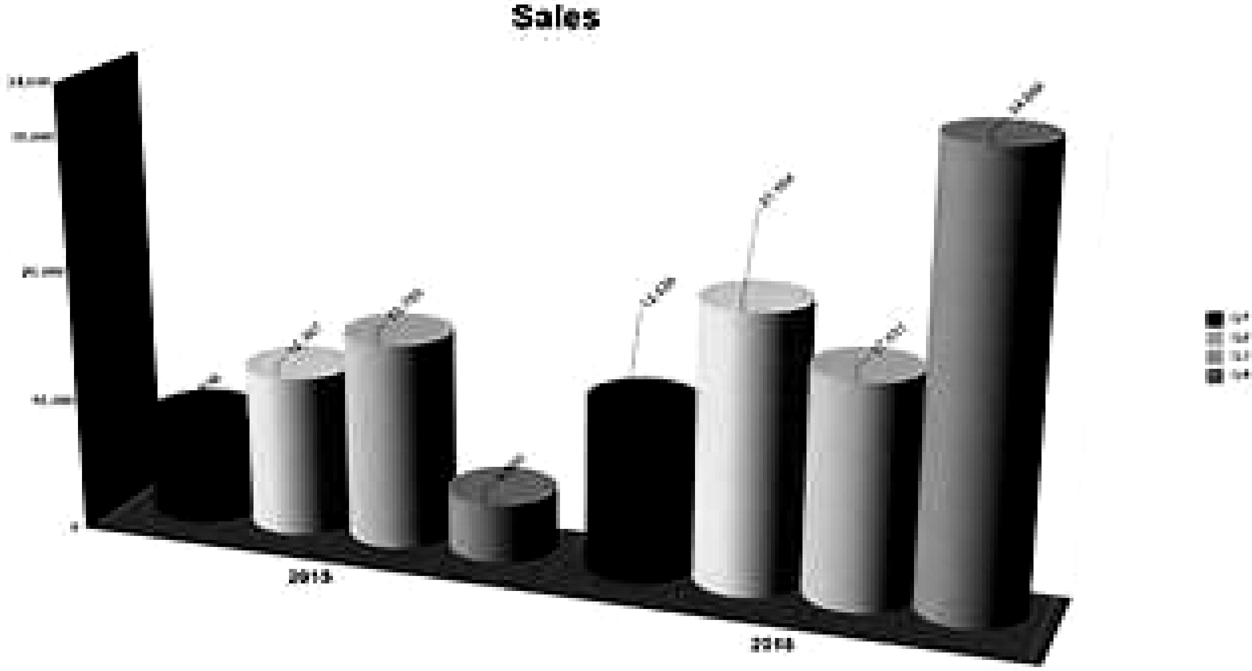
Other types of charts that you can create in Excel



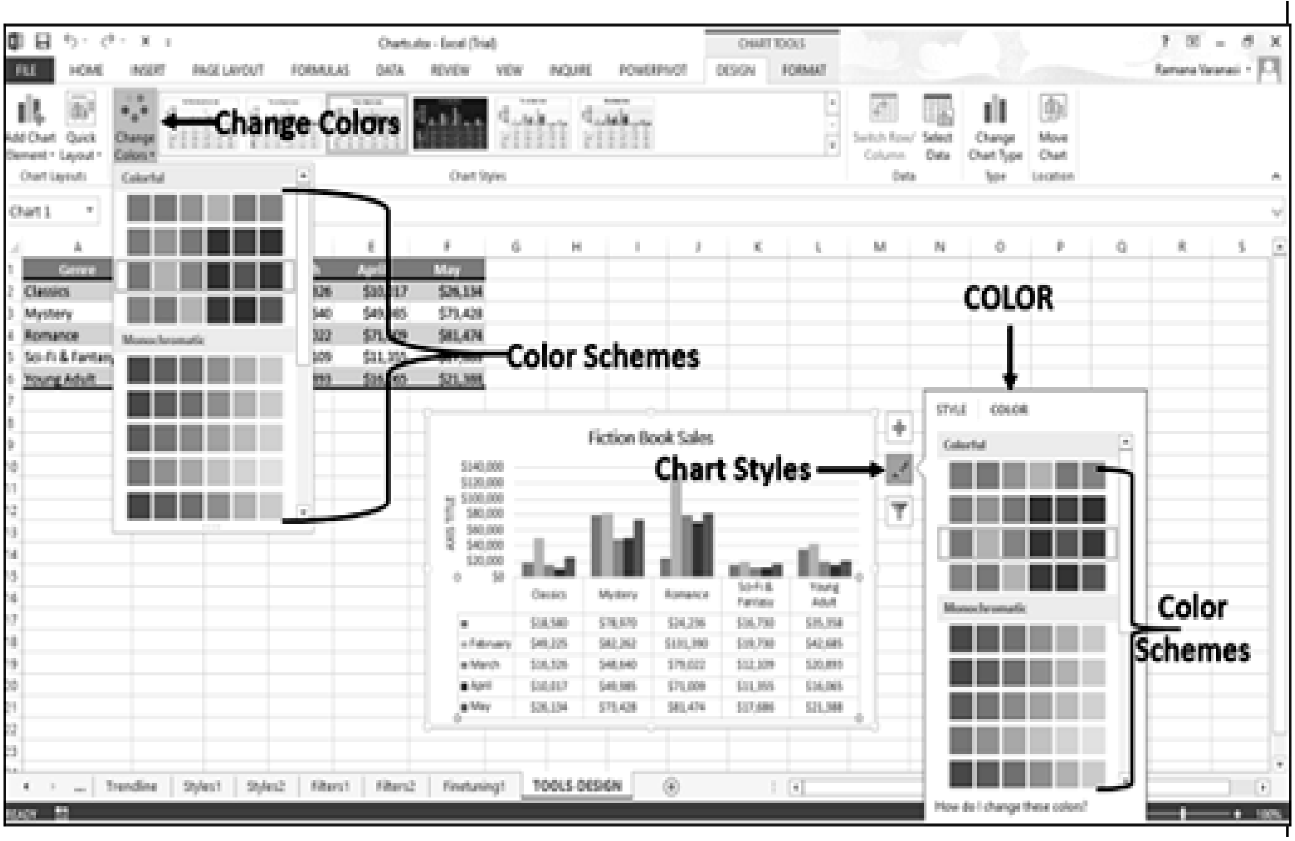
If you do not see the chart type that you want to ceate on the list of available chart types, there may be another way to create it in Excel.

SALES REPORT AND CHART :-

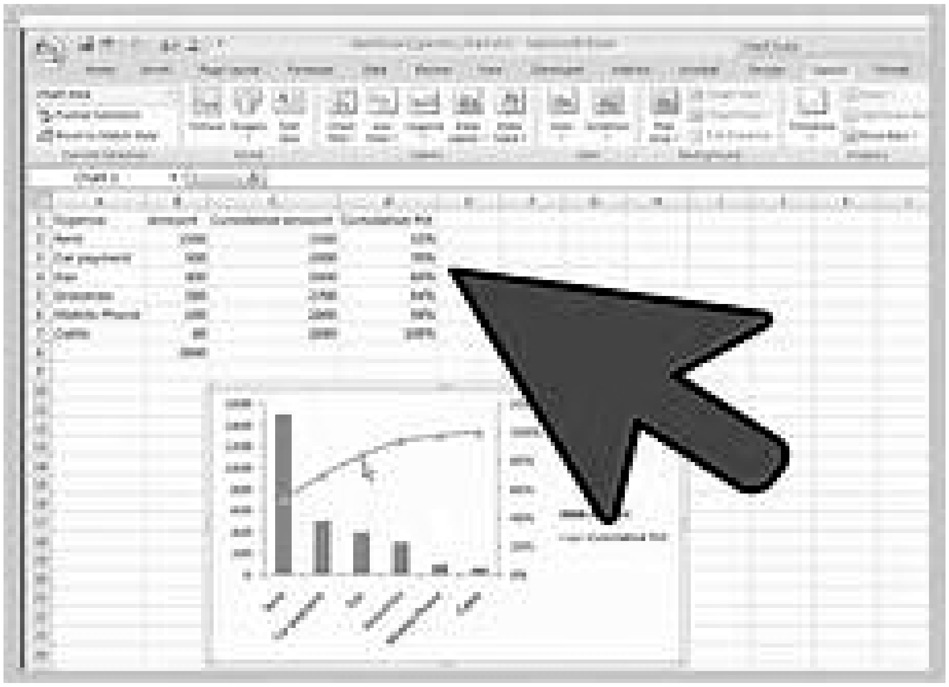

Two Trees Olive Oil Company
Two Trees Olive Oil Company
Domestic Sales in Millions
Two Trees Olive Oil Company
Two Trees Olive Oil Company
lynda.com



SALES CHART COLOUR SCHEMES :-

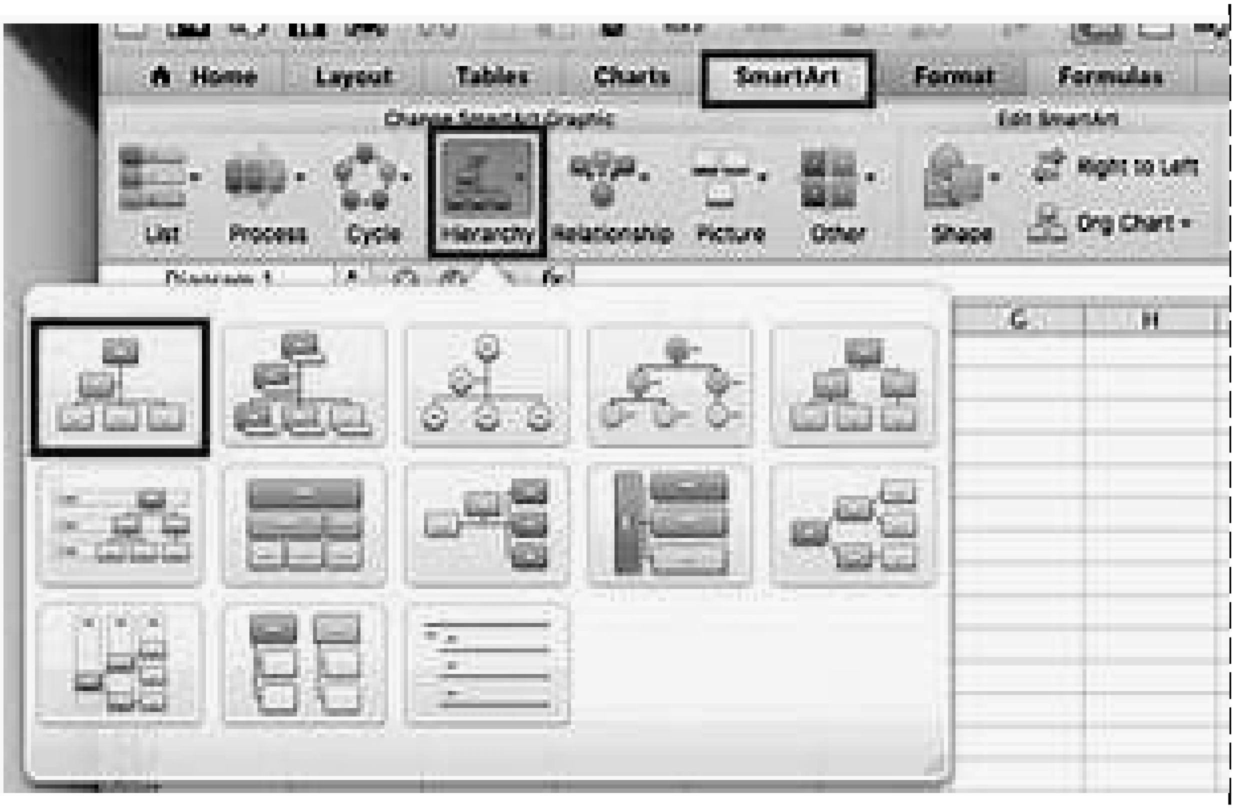

Change Colors
Color Schemes
COLOR
Chart Styles
Color
Schemes
Fiction Book Sales
STYLE
COLOR
Colorful
Monochromatic
Classics
Mystery
Romance
Sci-Fi & Fantasy
Young Adult
TOOLS DESIGN

✍ Categories are organized horizontally, values vertically, to emphasize variation over time. Stacked column charts show the relationship of individual items to the whole data. The 3-D perspective column chart compares data points along two axes. In this 3-D chart, you can compare four quarters of sales. Sales is a data field that summarized the entries from the Sales field, or column, in the source data. In the indented-format report example, this field is named Sales instead of Sum of Sales



SHOWING THIS DIFFERENT CHART :-

1.


Home
Layout
Tables
Charts
SmartArt
Format
Formulas
Change SmartArt Graphic
Edit SmartArt
List
Process
Cycle
Hierarchy
Relationship
Picture
Other
Shape
Right to Left
Org Chart

2.

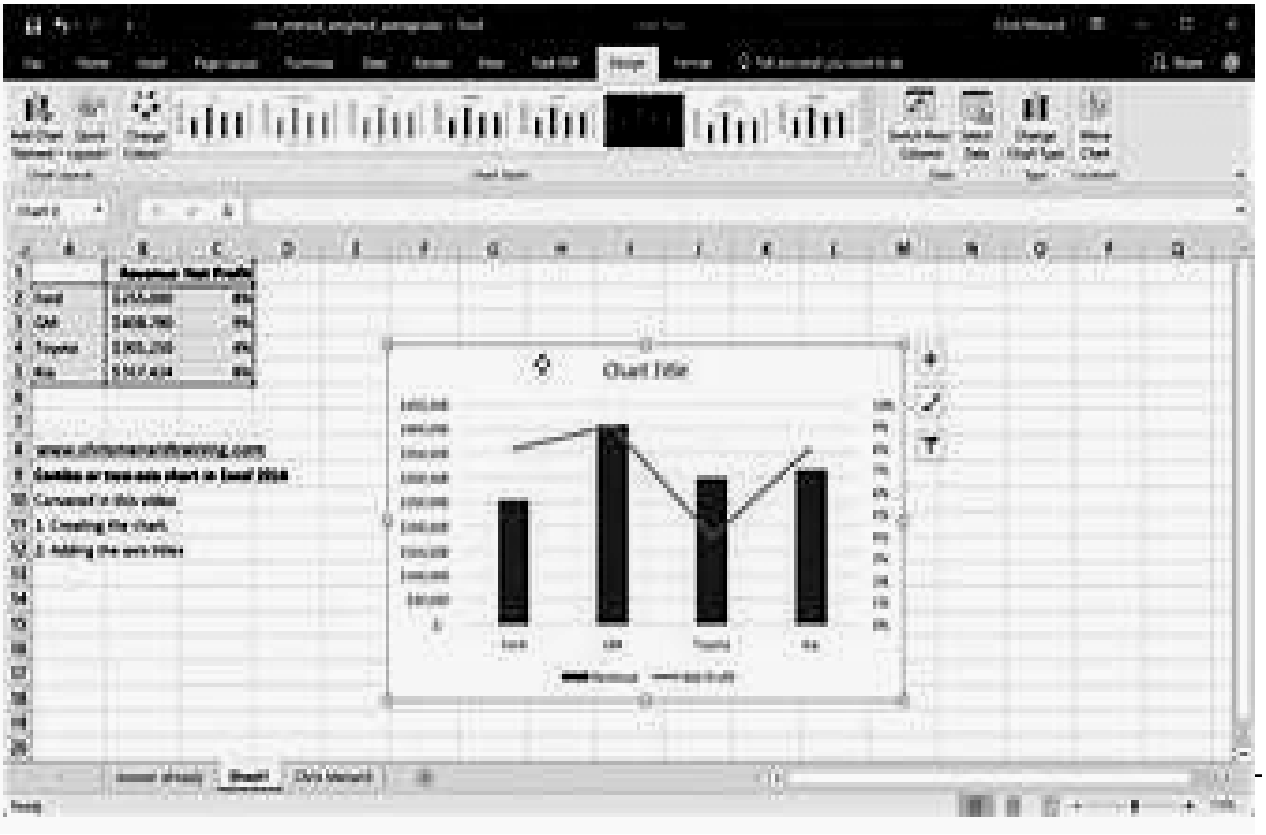
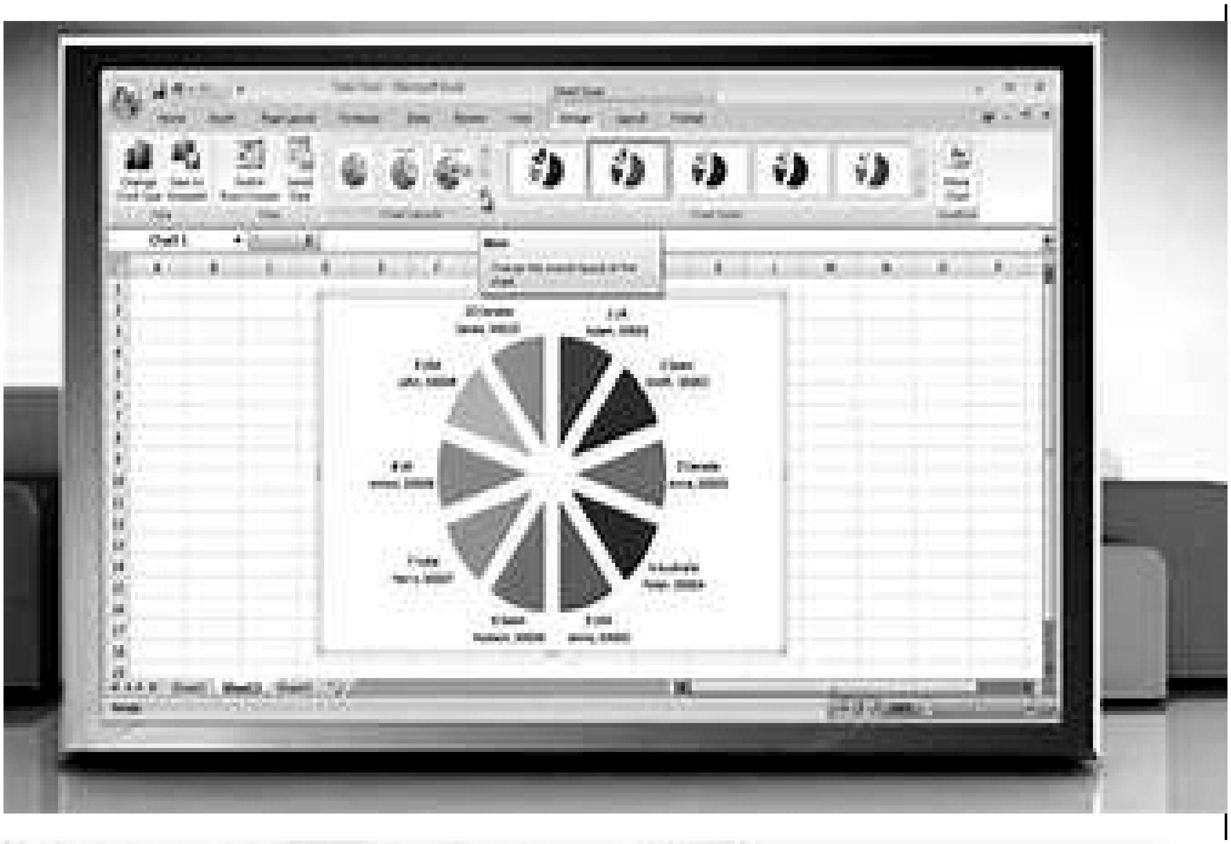
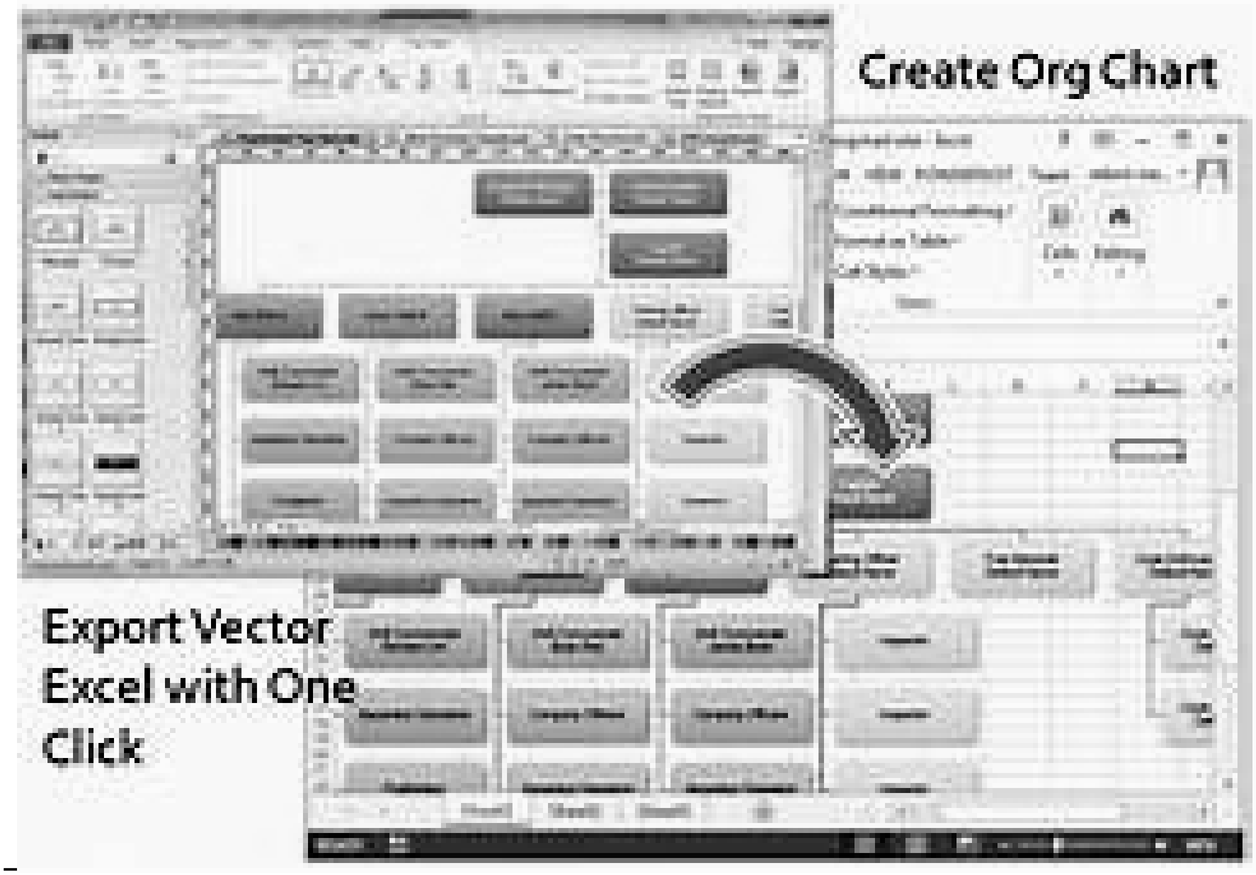


Chart Title

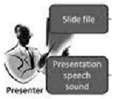
3.



4.

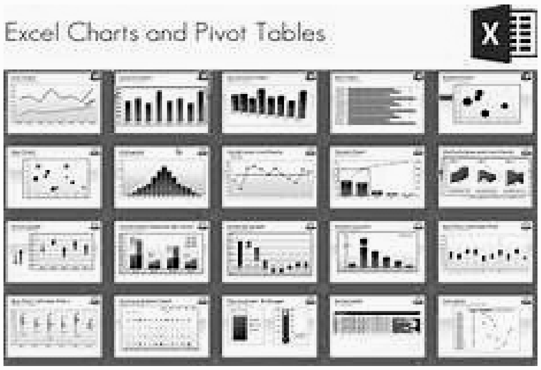

Create Org Chart
Export Vector Excel with One Click

08 ADVANCE DATA RETREVAL



In this chapter we'll discuss about the database features of excel which makes data access much reliable with the help of different office tools. The detail of each section is discussed for your complete reference. After completion of this session you'll be able to master the following details:

- Pivot Table : Concepts
- Create a Pivot Chart report
- Pivot Table report : Elements
- Deletion of a Pivot Table report
- Creation of a Pivot Table report
- Query
- Using an existing Pivot Table or Pivot Chart report



CREATING A PIVOT TABLE REPORT :-

To create a Pivot Table report, use the Pivot Table and Pivot Chart Wizard as a guide to locate and specify tge source data that you want to analyze and to create the report framework. You can then use the Pivot Table tool bar to arrange the data with that framework.

TYPES OF PIVOT TABLE REPORTS:

A default Pivot Table report looks like the preceding example. You can also display a Pivot Table report in indented format, to view all the summary figures of the same type in one column. You can create a Pivot Chart report to view the data graphycally. You can also make a Pivot Table report available on the Web by using a Pivot Table list on a Web page. When you publish an Excel Pivot Table report to a Pivot Table list, others can view and interact with the date from withi their Web browsers.

PIVOT TABLE REPORTS: Elements: A Pivot Table report in indented formate is similar to a traditional database banded report or formatted report. The data for each row field is indented in a layout similar to a text outline. By using this format, you can read all of the summarized figures for a data fied down a single column. It's useful for long reports or reports that you distribute as printouts.

ROW FILEDS:- Field from the underlying source data that are assigned a row orientation in Pivot Table report. In the preceding example, Product and Sold by are row fields. A Pivot Table report that has more than one row field has one inner row field the one closest to the data area. Any other row field are referred to as outer row fielfs. Inner and outer row fields have different attributes. Items in the outermost field are displayed only once, but items in the rest of the filed are repeated as needed.

VISION POINT

- **COLUMN FIELD:-** A field that's assigned a column orientation in a Pivot Table report. In the preceding example, Quarters is a column field with two items, Qtr2 and Qtr3. A Prvot Table report can have multiple key info. column fields just as it can have row fields. Most indented format Pivot Table report do not have column fields.
- **DATA FIELD:-** A field from a source list or database that contains data to be summarized. In the example, Sum of Sales is a data field that summarized the entries from the Sales field, or column, in the source data. In the indented-format report example, this field is named Sales instead of Sum of Sales.

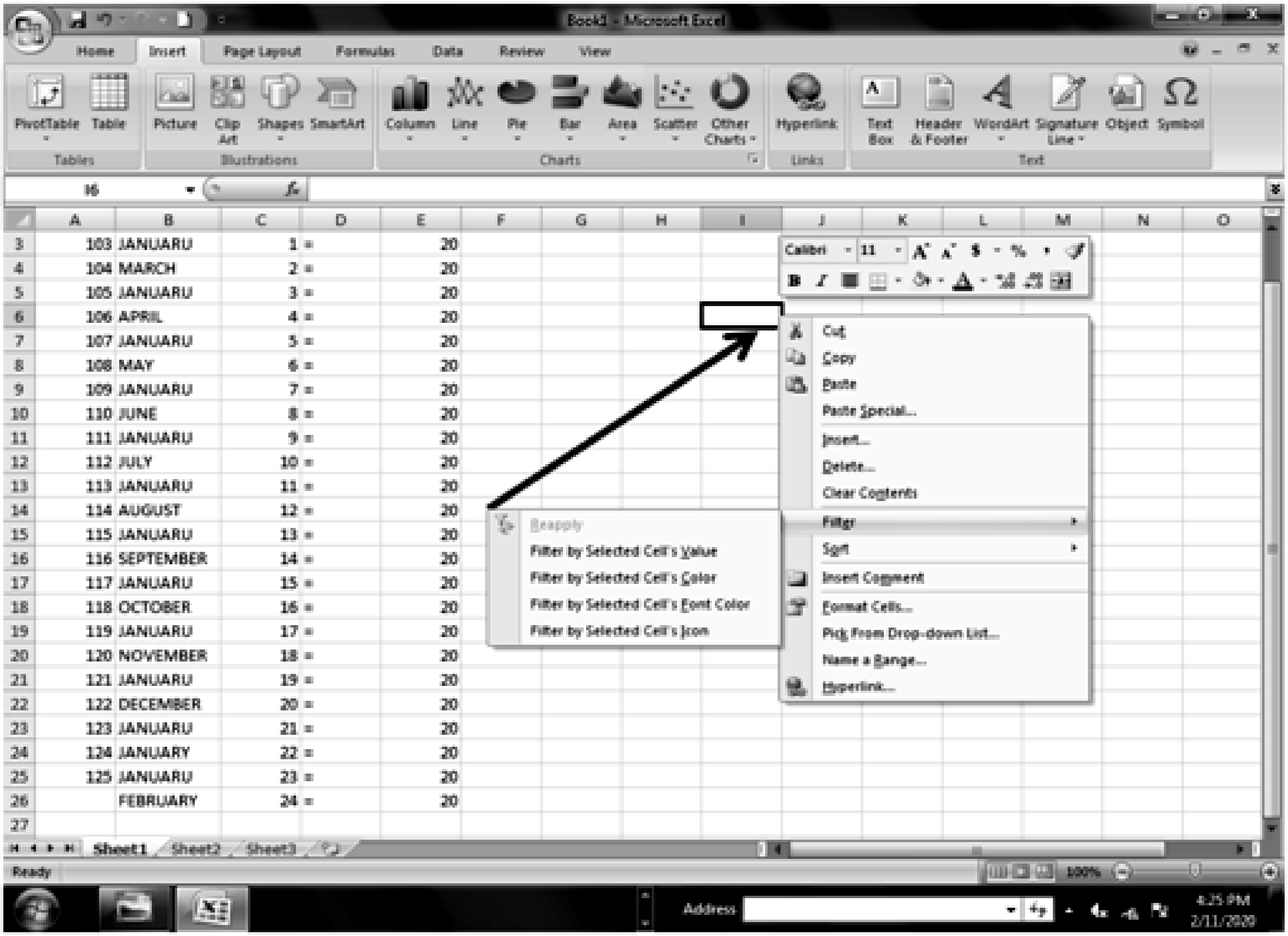
  A data field usually summarized numeric data, such as statistics or sales figures, but the underlying data can also be text. By default Microsoft Excel summarizes text data in Pivot Table reports by using the Count summary function and summarizes numeric data by using Sum.
- **CREATE A PIVOT TABLE REPORT:-** When you create a Pivot Table report, Microsoft Excel automatically create an associated Pivot Table report, and vice versa. If you have an existing Pivot Table report, ou can use it to create the Pivot Chart: report which will reflect the view of the table. When you base a Pivot Chart report on external on-OLAP source data, you might have to retrieve the external data before you create the report. Open the workbook where you want to create the Pivot Chart report.

  If you are basing the report on an Excel list or database, click a cell in the list or database.

  1. On the Data menu, click Pivot Table and Pivot Chart Report.

  2. In step 1 in the Pivot Table and Pivot Chart Wizard, follow the instructions, and click Pivot Chart (with Pivot Table under What kind of report do you want to create?

POINT


Book1 - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
PivotTable
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Illustrations
Column
Line
Pie
Bar
Area
Scatter
Other Charts
Charts
Hyperlink
Links
Text Box
Header & Footer
WordArt
Signature Line
Object
Symbol
Text
I6
Calibri
11
Cut
Copy
Paste
Paste Special...
Insert...
Delete...
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Name a Range...
Hyperlink...
Reapply
Filter by Selected Cell's Value
Filter by Selected Cell's Color
Filter by Selected Cell's Font Color
Filter by Selected Cell's Icon
Sheet1
Sheet2
Sheet3
Ready
100%
Address
4:25 PM
2/11/2020

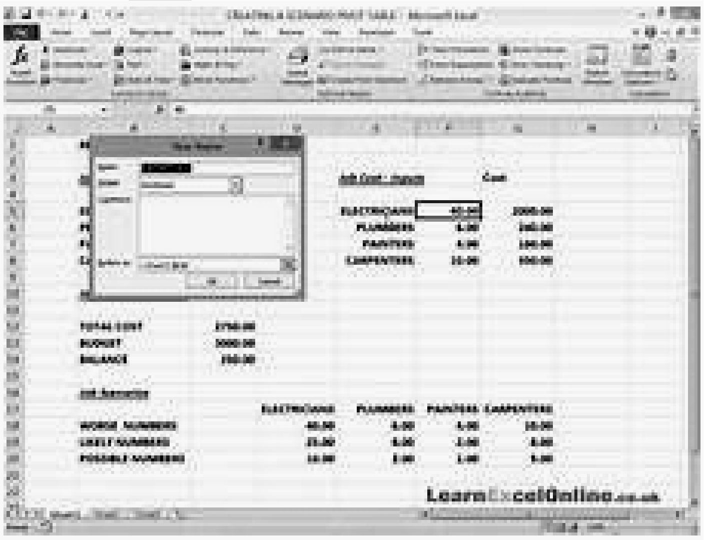
	A	B	C	D	E
3	103	JANUARU	1	=	20
4	104	MARCH	2	=	20
5	105	JANUARU	3	=	20
6	106	APRIL	4	=	20
7	107	JANUARU	5	=	20
8	108	MAY	6	=	20
9	109	JANUARU	7	=	20
10	110	JUNE	8	=	20
11	111	JANUARU	9	=	20
12	112	JULY	10	=	20
13	113	JANUARU	11	=	20
14	114	AUGUST	12	=	20
15	115	JANUARU	13	=	20
16	116	SEPTEMBER	14	=	20
17	117	JANUARU	15	=	20
18	118	OCTOBER	16	=	20
19	119	JANUARU	17	=	20
20	120	NOVEMBER	18	=	20
21	121	JANUARU	19	=	20
22	122	DECEMBER	20	=	20
23	123	JANUARU	21	=	20
24	124	JANUARY	22	=	20
25	125	JANUARU	23	=	20
26		FEBRUARY	24	=	20
27					

3. Follow the instructions in step 2 of the wizard.

4. In step 3 of the wizard, specify where you want to put the associated Pivot Table report. The Pivot Chart report is automatically created on a new chart sheet. Then determine whether you need to click Layout.

If you clicked Layout in step 3 of the wizard, after you lay out the Pivot Chart report in the wizard, click OK in the Layout dialog boxm and then click Finish to create the Pivot Chart report.

If you did not click Layout in step 3 of the wizard, click Finish, and then lay out the Pivot Chart report on the chart sheet.



✍ DELETION OF A PIVOT TABLE REPORT

1. Click the Pivot Table report
2. On the Pivot Table toolbar, click Pivot Table, point to Select, and then click Entire Table.
3. On the Edit menu, point to Clear, and then click All.

The above details are sufficient to understand the complete handling of Pivot table elements with the complete systems. The shortcut key combinations for using the pivot table option is listed below.

✍ Merge or unmerge cells for outer row and column items :

You can merge cenn for row and column items in order to center the items horizontally and vertically, or to unmerge cells in order to left-justify items in the outer row and column fields at the top of the item group.

1. Click the Pivot Table report.
2. The **Option** tab, the **Pivot Table** group, click **Options.**
   The Pivot Table **Options** dialog box appears.
3. To merge or unmerge cells for outer row and column items, click the Layouts & Format tab, and then under the Layout section, select or clear the Merge and center cells with labels.

Note : You cannot use the **Merge Cells** check box under the **Alignment** tab in a Pivot Table report.

✍ CHANGE THE NUMBER FORMAT FOR A FIELD :-

1. In the Pivot Table report, select the field of interest.

On the Options tab in the **Active Field** group, click **Field Settings.**

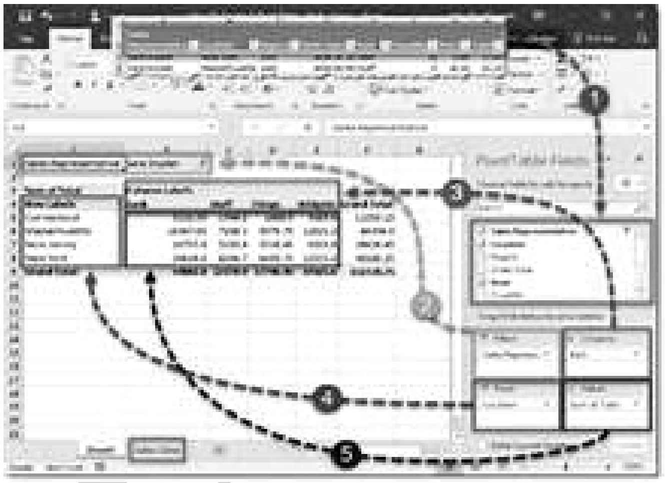
The **Filed Settings** dialog box displays labels and report filters; the **Values filed Settings** dialog box displays values.

Click **Number Format** at the bottom of the dialog box.

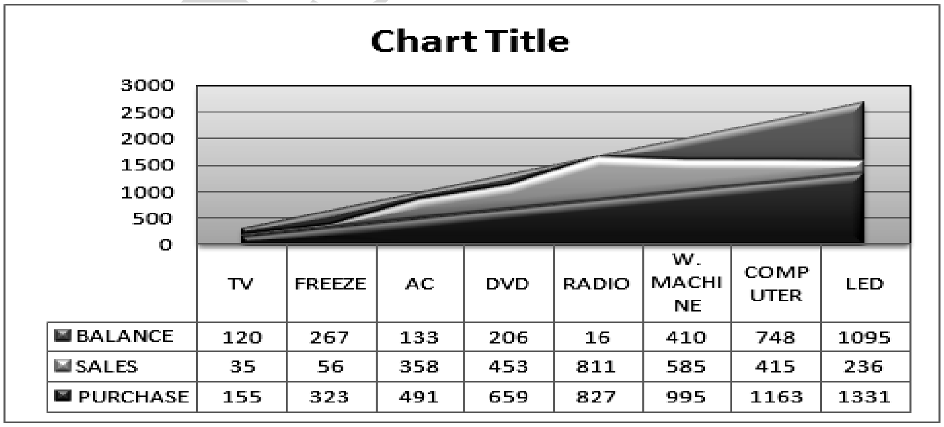
The **Format Cells** dialog box opens.

In the **Category** list, click the format category of interest.

Select the options that you prefer, and then click **OK** twice.



✍ **Area Charts :** Data that is arranged in columns or rows on a worksheet can be plotted in an area chart. Area charts emphasize the magnitude of change over time, and can be used to draw attention to the total value across a trend.



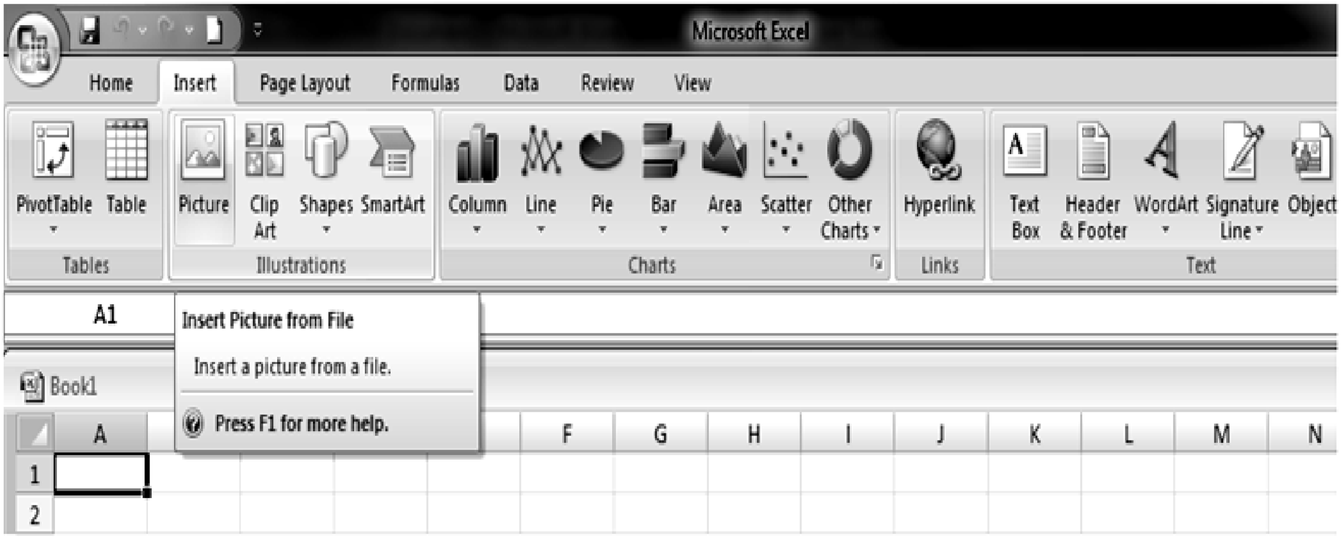
	TV	FREEZE	AC	DVD	RADIO	W. MACHINE	COMPUTER	LED
▨ BALANCE	120	267	133	206	16	410	748	1095
▨ SALES	35	56	358	453	811	585	415	236
▨ PURCHASE	155	323	491	659	827	995	1163	1331

For example, data that represents profit over time can be plotted in an area chart to emphasize the total profit

INSERING & EDITING A PICTURE FROM A FILE

Follow these steps to add a picture, photo or graphic from an existing file :

1. Click on Insert Tab.


Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
PivotTable
Table
Tables
Picture
Clip Art
Shapes
SmartArt
Illustrations
Column
Line
Pie
Bar
Area
Scatter
Other Charts
Charts
Hyperlink
Links
Text Box
Header & Footer
WordArt
Signature Line
Object
Text
A1
Book1
A
F
G
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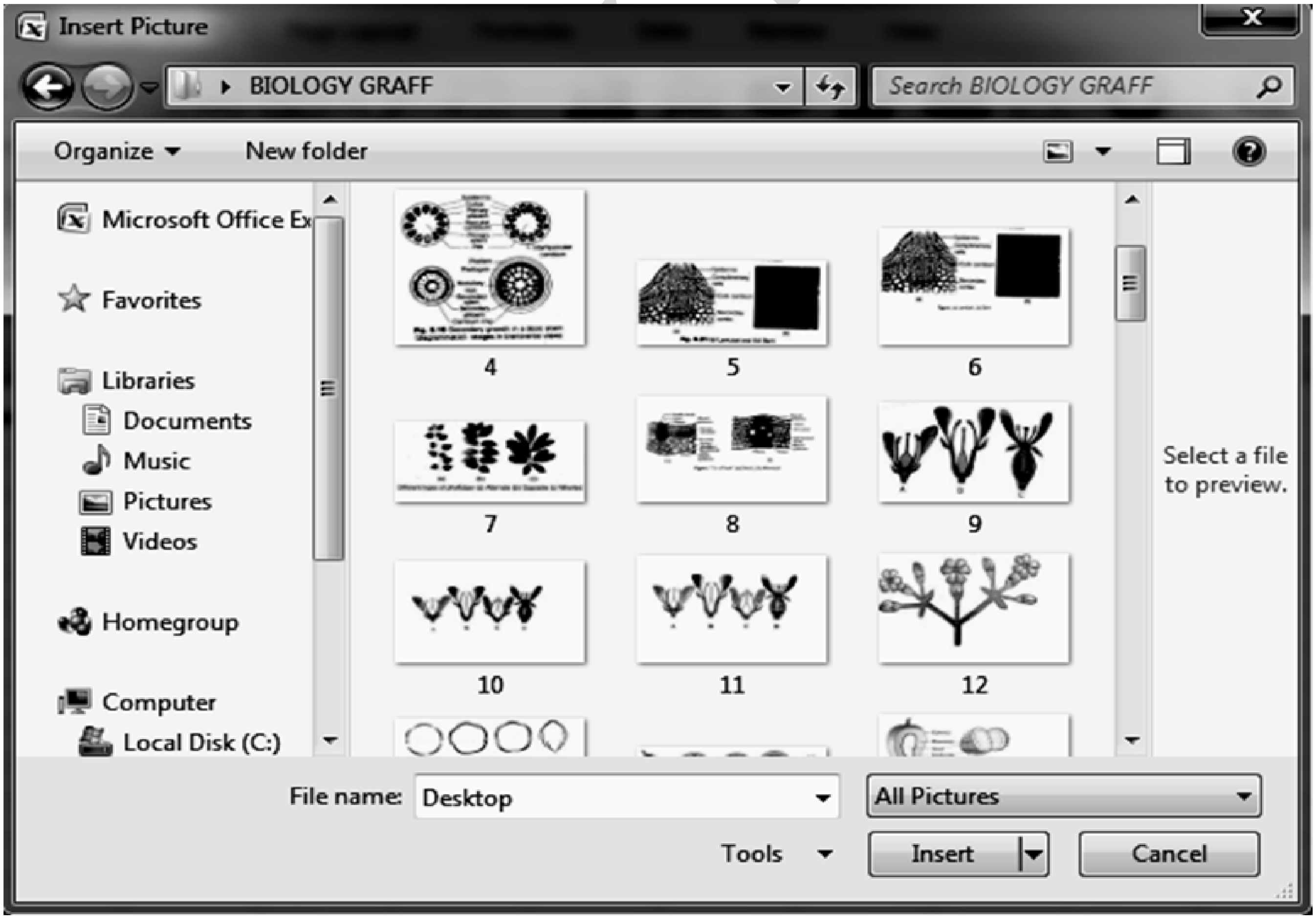
2

Insert Picture from File

Insert a picture from a file.

Press F1 for more help.

2. From Illustrations Group, Click picture


Insert Picture
BIOLOGY GRAFF
Search BIOLOGY GRAFF
Organize
New folder
Microsoft Office Ex
Favorites
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Local Disk (C:)
4
5
6
7
8
9
10
11
12
Tools
Insert
Cancel

Select a file to preview.

File name: Desktop

All Pictures

3. Now select a picture from the location of the picture (where you have stored the picture) and press enter or click on insert button.

4. The picture is added on the excel sheet. Click on the picture to activate Format tab as shown below along with itsribbon showing groups like adjust, Picture style. Arrange and Size. Use any of the groups to make necessary changes in the picture appearance.

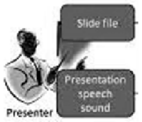
CLOSE A MICROSOFT EXCEL:-

To close the current document file, select **Offices button → Close** Command on the menu bar. If the file contains any unsaved changes, you will be prompted to save the file before closing.

EXIT MICROSOFT EXCEL PROGRAM:-

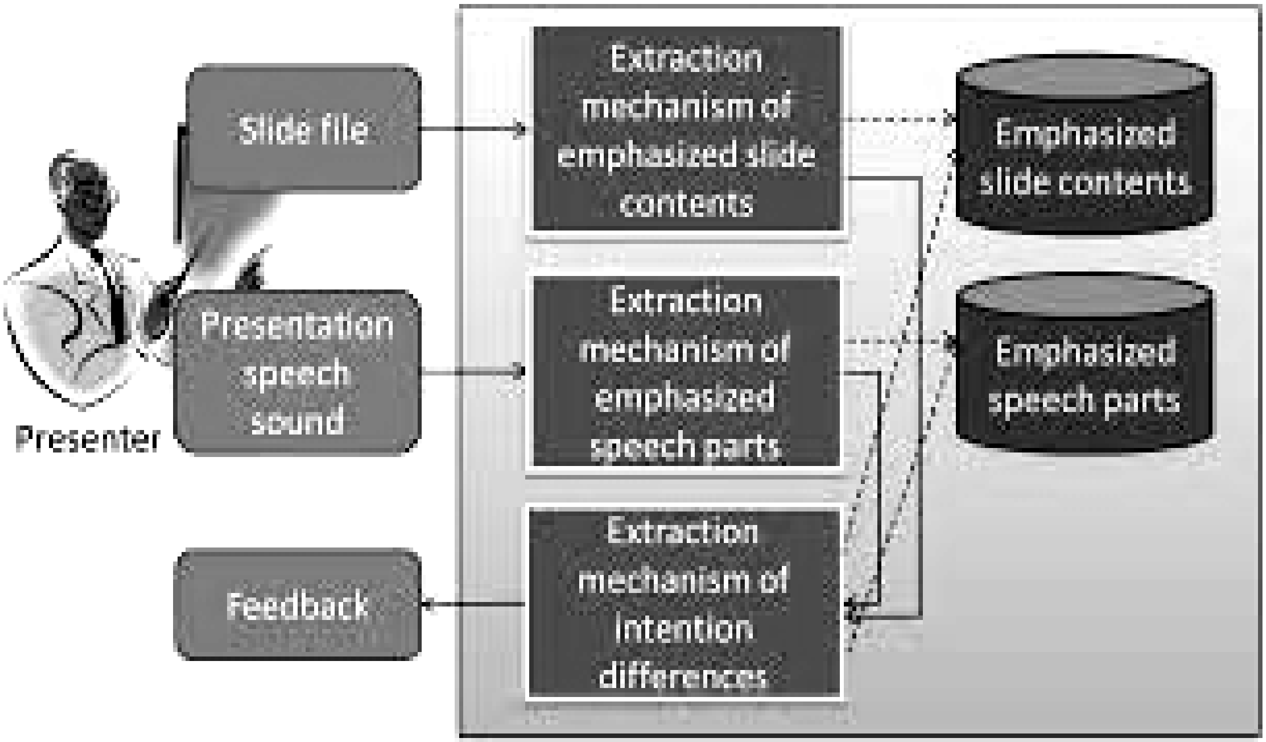
When finished your work in Microsoft Excel and closed all the files, you can quite the Microsoft Excel program by selecting **Office button → Exit Excel** command on the menu bar.

09 MS POWER POINT


Slide file
Presentation speech sound
Presenter

POWERPOINT - AN INTRODUCTION

Whenever you appear in front of one or more prople to present your ideas, deliver speech, give classroom lecture, organize computer conference, etc., you have a presentation. The basic purpose of any presentation is communication. To communicate effective, you must state your facts in a simple, concise and interesting manner. Any presentation consists of four basic elements: *You your audience, your message and your tools.*


Slide file
Presentation speech sound
Feedback
Presenter
Extraction mechanism of emphasized slide contents
Extraction mechanism of emphasized speech parts
Extraction mechanism of intention differences
Emphasized slide contents
Emphasized speech parts

In this lesson you will learn to create a presentation using Microsoft Power Point which is a complete presentation software. Even if you are not a multimedia expert, PowerPoint helps you create slides and present exciting slide shows. PowerPoint provides you helpful suggestions on the layout, design, and formats of your slides.

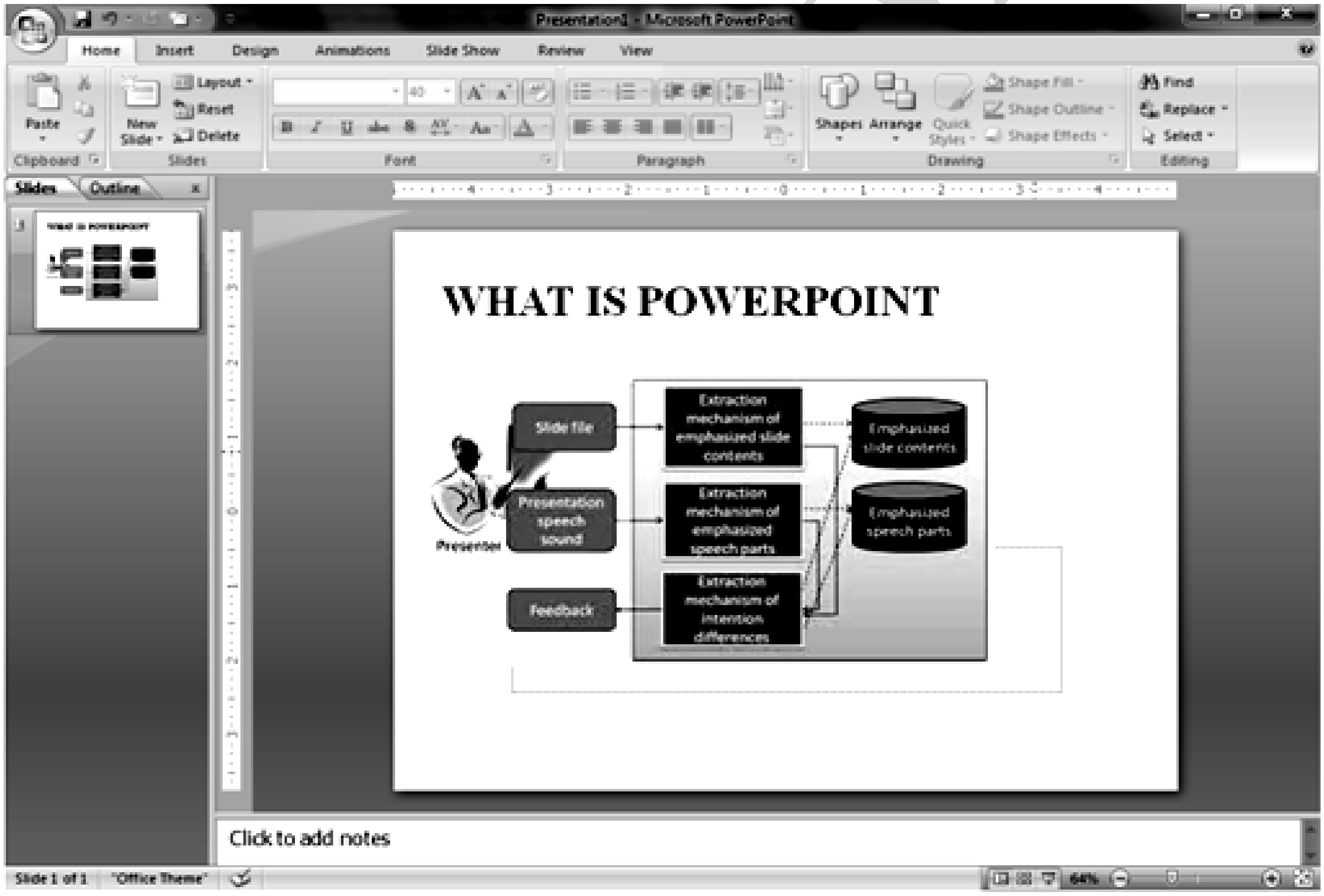
WHAT IS POWERPOINT?

Power Point Is Designed To Help Your Effectively Communicate Information To Others. Whether You're Talking About A New Advertising Campaign, The Design Of A Modem Intensive Care Unit, Or The Details Of A New Health Insurance Plan, You Need To Communicate Your Information In A Clear, Concise And Interesting Manner. Power Point Helps You To Both Create And Organize The Materials In Your Presentation.

THE PARTS OF A PRESENTATION

You May Use A Variety Of Elements In Each Power Point Presentation, Depending On Your Needs. ✍ A Slide Is A Single Visual Image That Can Contain Text Graphics Charts- Just About Anything You Can Images! A Power Point Slide May Be Displayed On Paper, As An Overhead Transparency.

On A Computer Screen, Or As An Actual Slide That You Project.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Paste
Clipboard
New Slide
Layout
Reset
Delete
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Slides
Outline
WHAT IS POWERPOINT
Presenter
Slide file
Presentation speech sound
Feedback
Extraction mechanism of emphasized slide contents
Extraction mechanism of emphasized speech parts
Extraction mechanism of intention differences
Emphasized slide contents
Emphasized speech parts
Click to add notes
Slide 1 of 1
"Office Theme"
64%

- Audience Handouts Provide Printed Copies Of Your Slides Of Your Slides Along With Supporting Text.
- Speaker's Notes Provide Small Images Of Your Slides Along With Your Notes, To Serve As A Speaking Aid That You Can Refer To While You Deliver The Presentation.
- Outline Pages Provide On Outline Of The Entire Presentation Without Graphics.
- When You Create A Power Point Presentation All Parts Of It Are Stored In A Single Presentation File.

☞ START ☞ ALL PROGRAM ☞ MS OFFICE ☞ MS POWERPOINT

STARTING A PRESENTATION

It enhance your presentations with pictures, sound effects, tables and charts. The main feature of Power Point are:

- When You Start Power Point Startup Dialog Box Shown. This Dialog Box Gives You The Choice.
- Select Auto Content Wizard If You Would Like To Start By Working On The Organization And Content Of Our Presentation.
- Select Template If You Want To Start By Selecting A Template That Specifies Certain Aspects Of Your Presentation Such As Colour Schemes And Fonts.
- Select Blank Presentation If You Want To Create, A Presentation From Scratch Using All Of Power Point Default Setting For Colour Font And So On.
- The multiledia features makes your slides sparkle. You can add clip art, sound effects, music, vedio clips etc.
- Preparing a presentation is easy in PowerPoint. Once if you have created slides, you can put them in order, time your slide show, and present them to your audience.

You can start your PowerPoint program in different ways. One way is using Start button.

1. Click on the Start button.
2. In the menu that appears select All Program Microsoft Office Microsoft Office PowerPoint (Fig.). In few seconds you will see PowerPoint screen on the monitor (Fig.).

→ →

VISION POINT

➢ CREATING A PRESENTATION ➣

When you start your PowerPoint Proram, you see a Blank presentation.

Slide file
Presentation speech sound
Presenter

Note: In PowerPoint **Office button replaces the File menu** of other programs and bar below the title bar is known as the **Ribbon** (**Menu** and **Tool** bars of some other program).

- ➢ **Groups** within each Tab break a task into **subtasks**.
- ➢ **Commands** button in each group carry out a command or display a mwnu of **commands**.
- ➢ You can also go to **Office button** on the top left corner of the page and click on **New**. You can choose a black presentation from the page displayed.

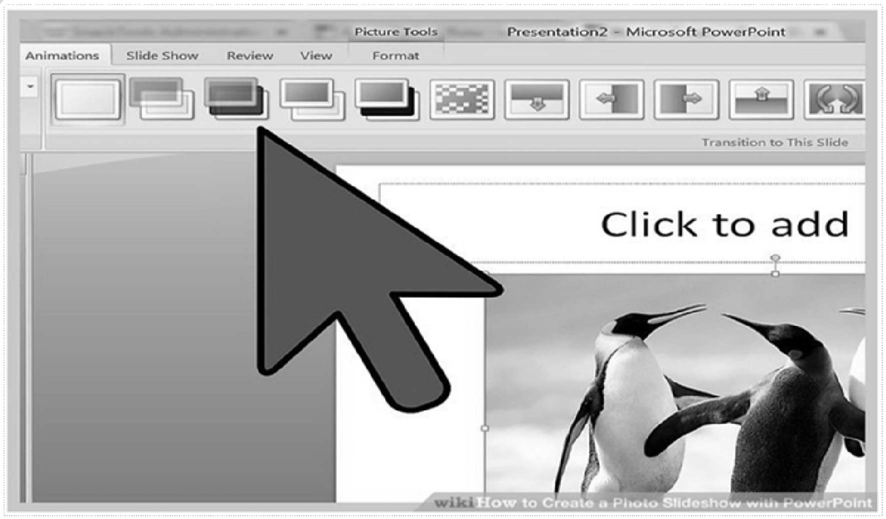
SLIDE SORTER VIEW

Slide Sorter View Shows You Several Slides On Screen At Once In Miniature You Use Slide Sorter View To Change The Order Of Slides Add Transition And Set Timings For On Screen Presentations.

To Switch To Slide Sorter View Click The Slide Sorter View Button Or Select View → Slide Sorter.

VISION POINT

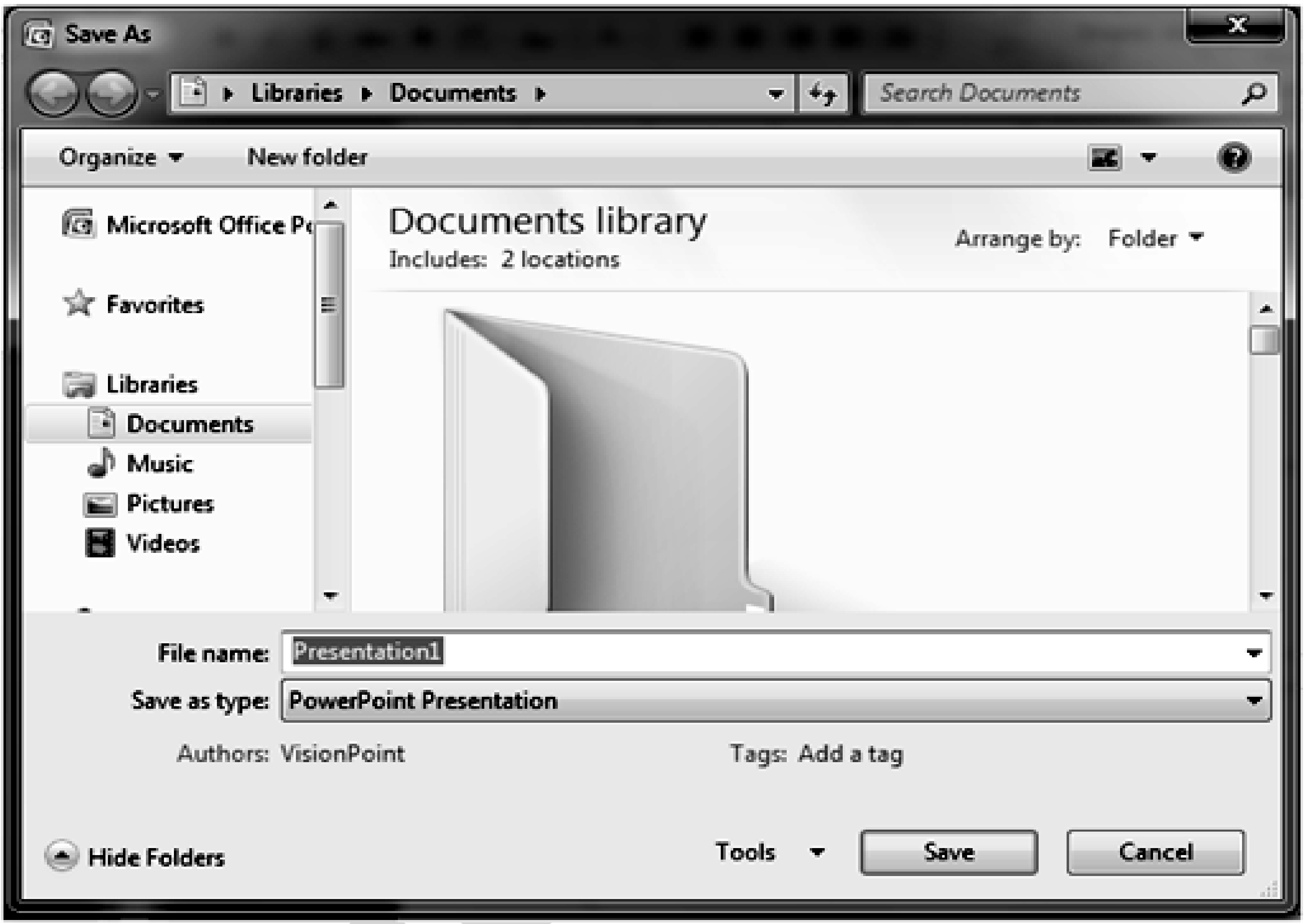
- **SLIDE SHOW:-** Slide Show Displays Your Slides One At A Time Full Screen As An On Screen Presentation. You Use Slide Show To View The Effects Of The Transitions And Timing That You Set In Slide Sorter View, And To Present The Presentation Electronically To An Audience.


Picture Tools
Presentation2 - Microsoft PowerPoint
Animations
Slide Show
Review
View
Format
Transition to This Slide
Click to add
wikiHow to Create a Photo Slideshow with PowerPoint

o To Switch To Slide Show Click The Side Show Button Or Select View → Slide Show To Cancel Slide Show Press ESC.

- **SAVE A PRESENTATION:-**

As You Work It's A Good Idea To Save Presentation Regularly So You Want Lose Much Work In The Event Of A Power Outage Or Other Problem. You Must Save The Presentation Before Exiting Power Point Click


Save As
Libraries ▸ Documents ▸
Search Documents
Organize ▾
New folder
Microsoft Office Po
Favorites
Libraries
Documents
Music
Pictures
Videos
Documents library
Includes: 2 locations
Arrange by: Folder ▾
Hide Folders
Tools ▾
Save
Cancel

File name: Presentation1

Save as type: PowerPoint Presentation

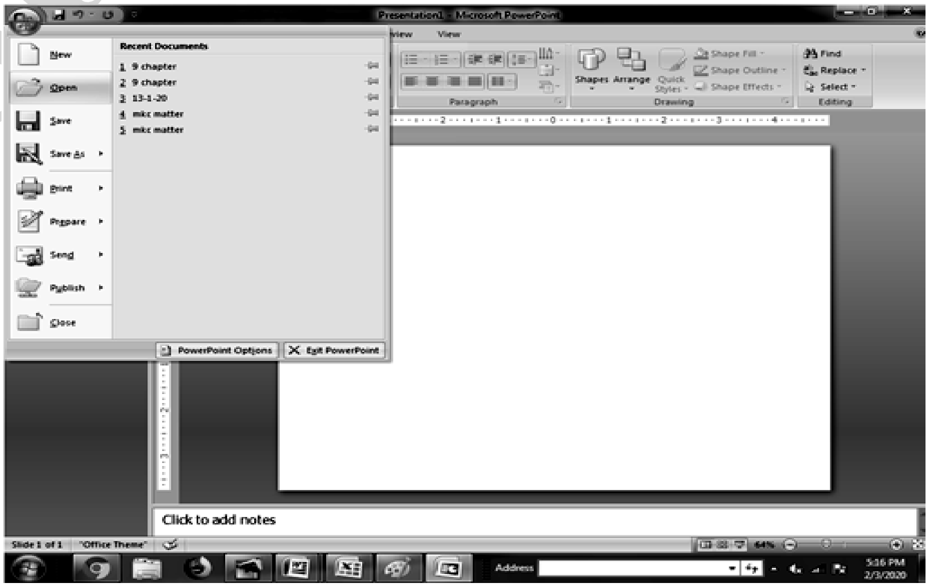
Authors: VisionPoint

Tags: Add a tag

The Save Button On The Standard Toolbar Or Select File → Save.

- **OPENING A PRESENTATION:-** To Open A Presentation That Was Previously Saved To Disk Click The Open Button On The Standard Toolbar *Or* Select

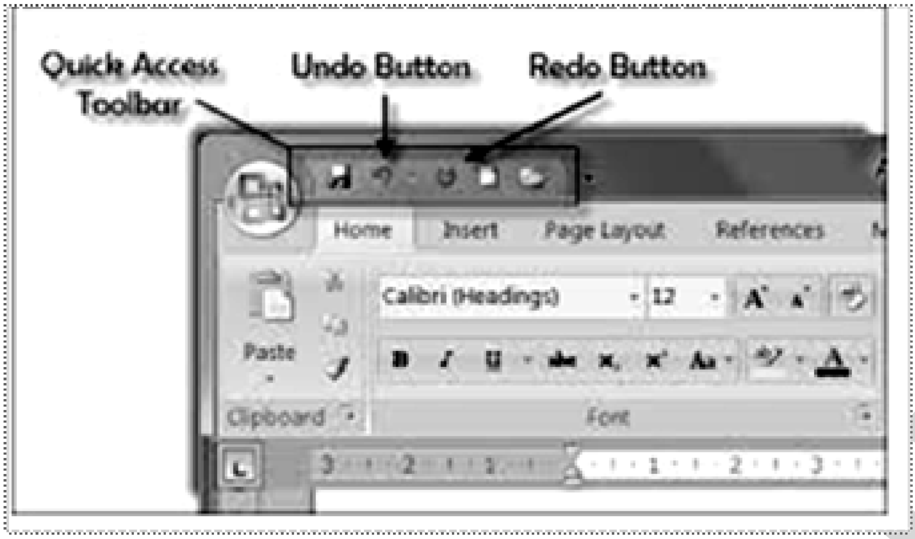
File → Open.


Presentation1 - Microsoft PowerPoint
New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Recent Documents
PowerPoint Options
Exit PowerPoint
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Paragraph
Drawing
Editing
Slide 1 of 1
"Office Theme"
Address
5:16 PM
2/3/2020

Recent Documents

1 9 chapter
2 9 chapter
3 13-1-20
4 mkc matter
5 mkc matter

Click to add notes


Quick Access Toolbar
Undo Button
Redo Button
Home
Insert
Page Layout
References
Calibri (Headings)
12
Paste
Clipboard
Font

➢ UNDO COMMAND:-

As With Word And Excel Power Point Has An Undo Command That Reveres You Most Recent Action.

➢ CREATING A NEW SLIDE:-

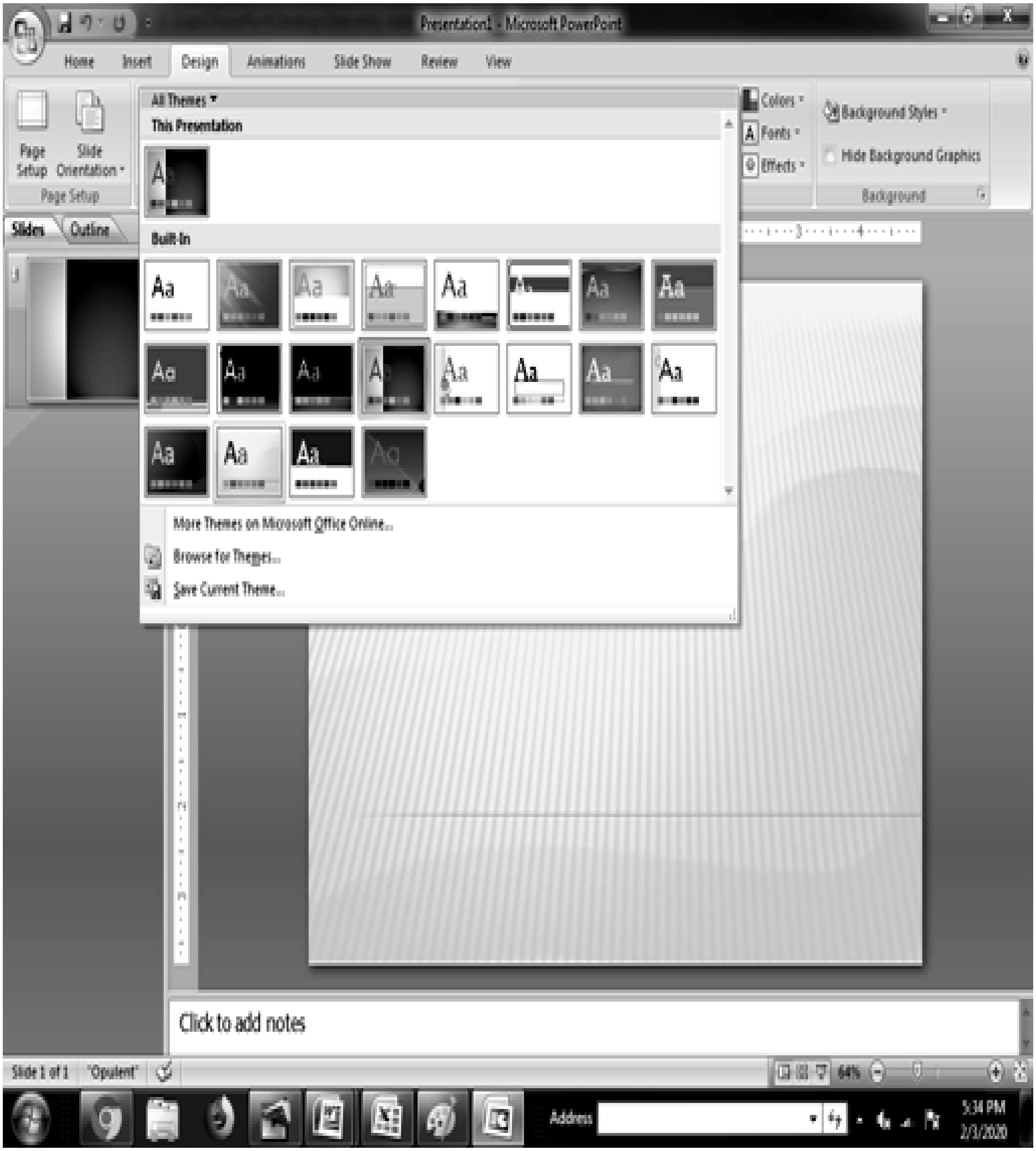
Click The New Slide Button On The Status Bar Press CTRL+M Or Select Insert → New Slide.

Power Point Displays The New Slide Dialog Box Shown.

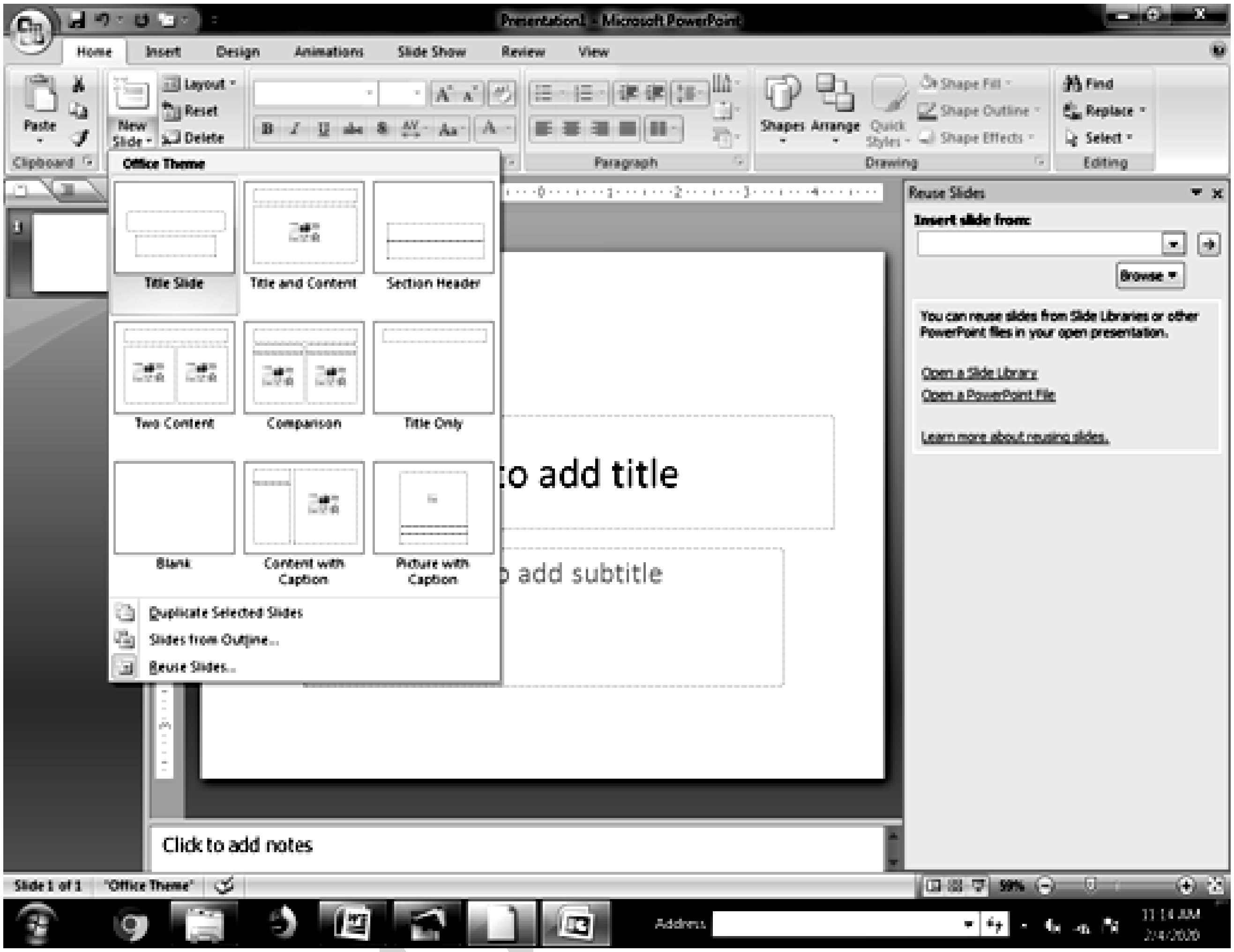
VISION POINT

➢ DESIGN A TEMPLATE:-

Click on the Installed Themes box to select the Design Template you want to use. A number of template names will appear in the white box. These Installed Themes give you different backgrounds and text formatting to begin your presentation. Preview each design by highlighting the template name on the list. Press Create after you have chosen the design.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Page Setup
Slide Orientation
Page Setup
All Themes
This Presentation
Built-In
More Themes on Microsoft Office Online...
Browse for Themes...
Save Current Theme...
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slides
Outline
Click to add notes
Slide 1 of 1
"Opulent"
64%
Address
5:34 PM
2/3/2020

➢ SLIDE LAYOUTS:-


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Paste
Clipboard
New Slide
Layout
Reset
Delete
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Duplicate Selected Slides
Slides from Outline...
Reuse Slides...
to add title
o add subtitle
Click to add notes
Reuse Slides
Insert slide from:
Browse
Open a Slide Library
Open a PowerPoint File
Learn more about reusing slides.
Slide 1 of 1
"Office Theme"
59%
Address
11:14 AM
2/4/2020

You can reuse slides from Slide Libraries or other PowerPoint files in your open presentation.

Once you have chosen a blank form for your new presentation, the first slide of your presentation appears. You can right click on the site to choose the layout you want. There are nine different slide layouts from which to choose. You simply make your selection and click on its. Each choice described below, dictates how your completed slides will appear.

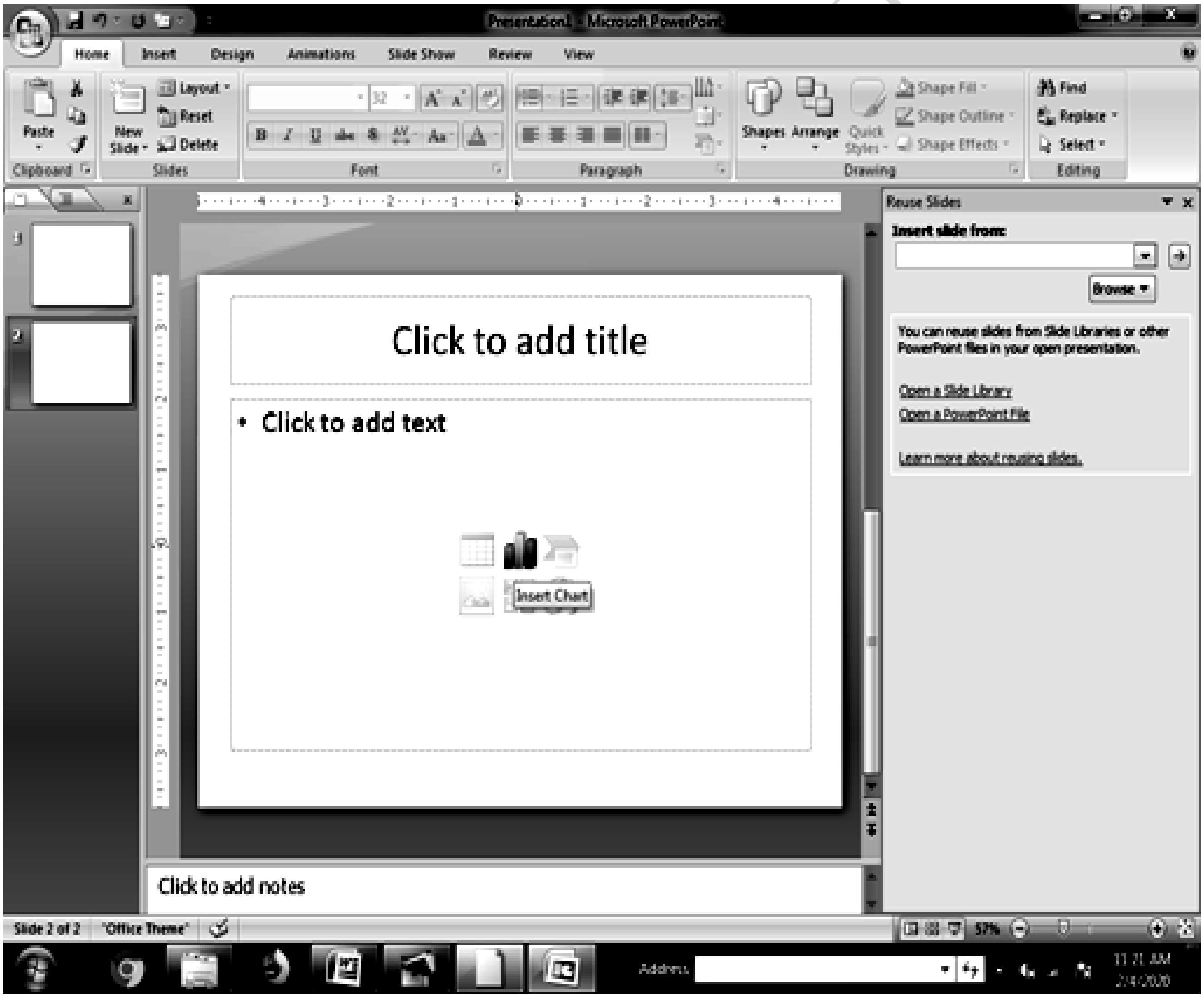
- **Title Slide :** This option is useful for beginning a presentation; use this slide if you want to include subtitles or smallerunderneath a title.
- **Title and Content:** Anytime you need to make to list of things that fall underneath a general subject, choose this layout.
- Section Header: This is a useful option for putting different elements or text boxes.
- **Two Content:** This is useful option for putting different elements or text boxes.
- **Comparison :** This is a useful option for doing pro/con lists.
- **Title Only:** This option is great for the beginning of a presentation. No subtitles are included in this layout.
- **Blank:** Use this layout if you want a blank slide formatted according to the master Slide.
- **Content with caption:**
- **Picture with caption:** Use this option to place title over one linked object.

➢ SELECTING THE CONTENT:-

There are six types of elements shown inside the text box you can select from the contents within the slide.

☞ Insert table
☞ Insert chart
☞ Insert Smart Art Graphic
☞ Insert picture from file
☞ Insert Clip Art
☞ Insert Media Clip

NT


Presentation1 - Microsoft PowerPoint
Home
Insert
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Animations
Slide Show
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View
Paste
Clipboard
Layout
Reset
Delete
New Slide
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Reuse Slides
Insert slide from:
Browse
Open a Slide Library
Open a PowerPoint File
Learn more about reusing slides.
Insert Chart
Slide 2 of 2
"Office Theme"
57%
Address

Click to add title

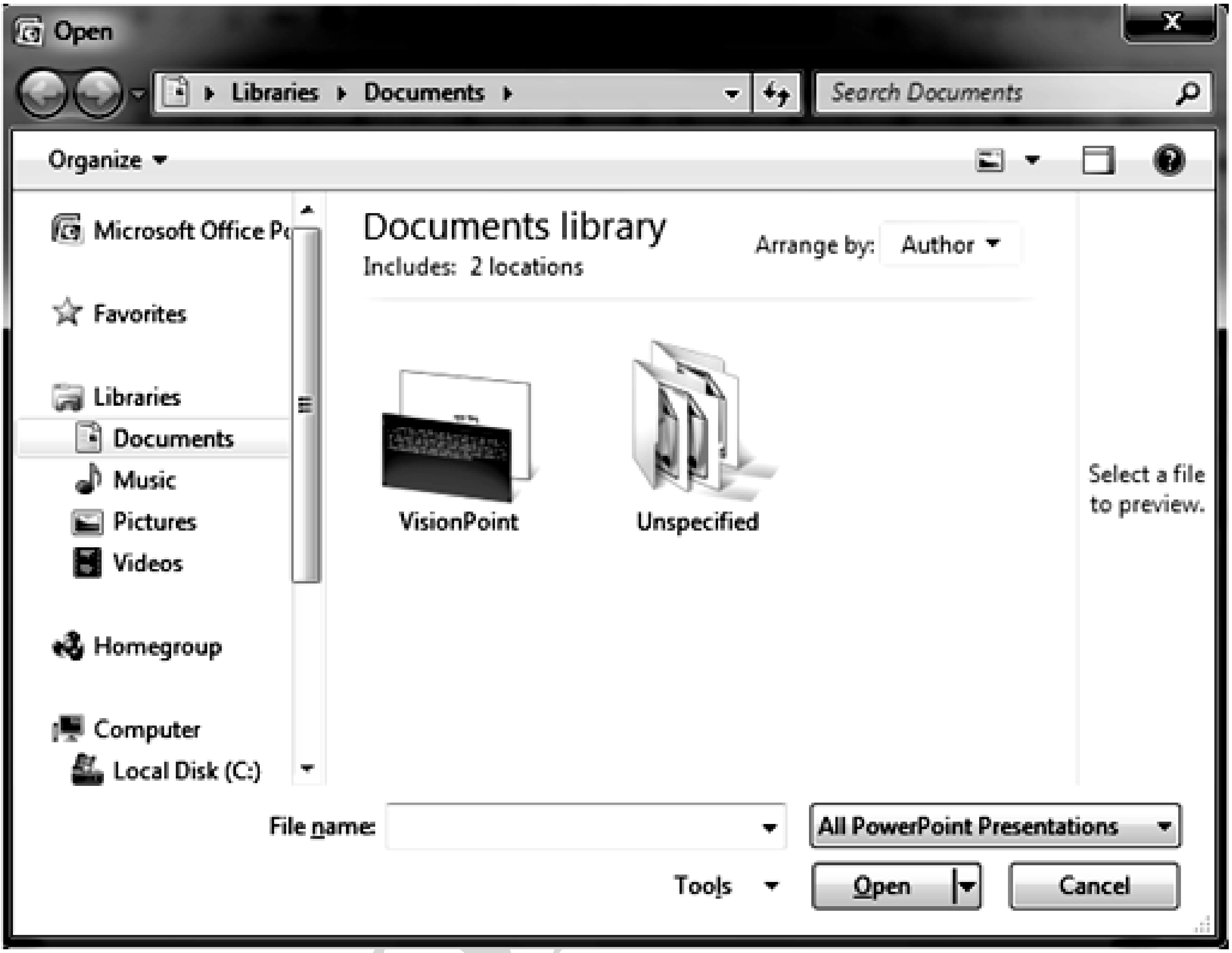
• Click to add text

Click to add notes

You can reuse slides from Slide Libraries or other PowerPoint files in your open presentation.

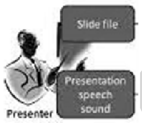
➢ OPEN AN EXISTING PRESENTATION:-

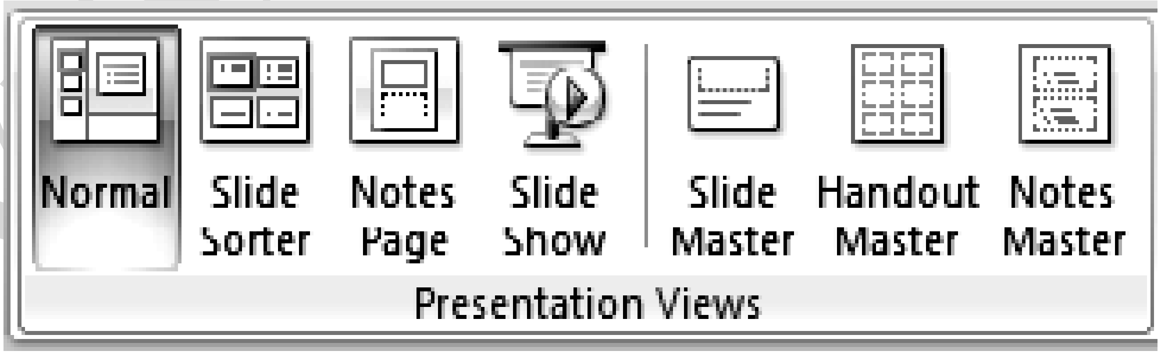
Select the Open tab from the Office button to open an existing presentation. Select the folder the file is located in from the Look in: drop-down menu and highlight the file on the list. Click Open to open the presentation.


Open
Libraries ▸ Documents ▸
Search Documents
Organize ▾
Microsoft Office Po
Favorites
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Local Disk (C:)
Documents library
Includes: 2 locations
Arrange by: Author ▾
VisionPoint
Unspecified
Select a file to preview.
File name:
All PowerPoint Presentations
Tools ▾
Open
Cancel

➢ VIEW SLIDES

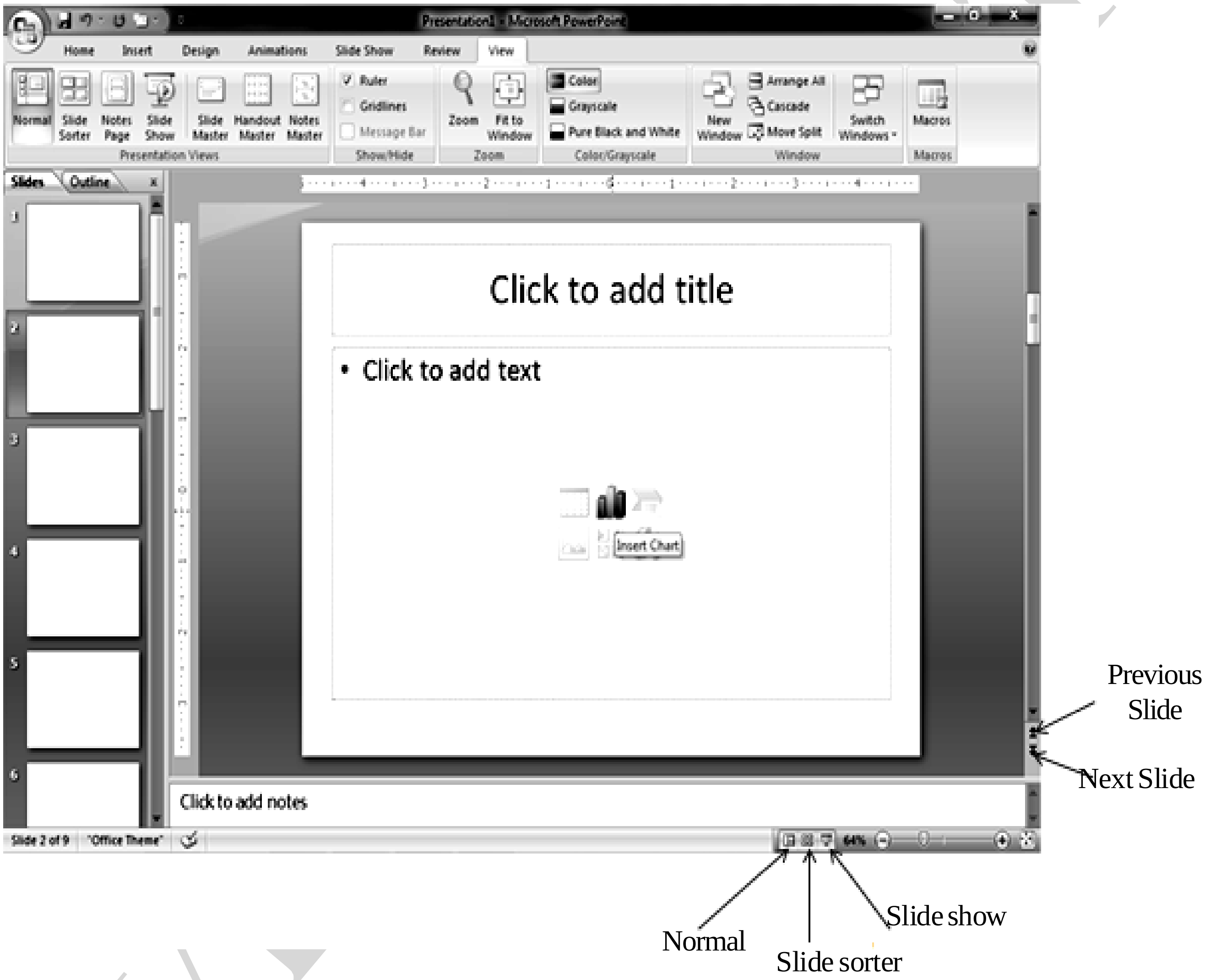
PowerPoint consists of multiple views to help you in the creation and presentation of your slides. These views are Normal, Slide Sorter, and Slide Show. The first two views are for creating your presentation and the last one is for presentationof slide show. You can access these views by clicking the respective view buttons at the bottom right of the PowerPoint window. Or select the Vew and then the respective command on the menu bar. For example, if you want to choose Normal view, select **View → Normal** command on the menu bar.


Slide file
Presentation speech sound
Presenter


Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views

➢ NORMAL VIEW:-

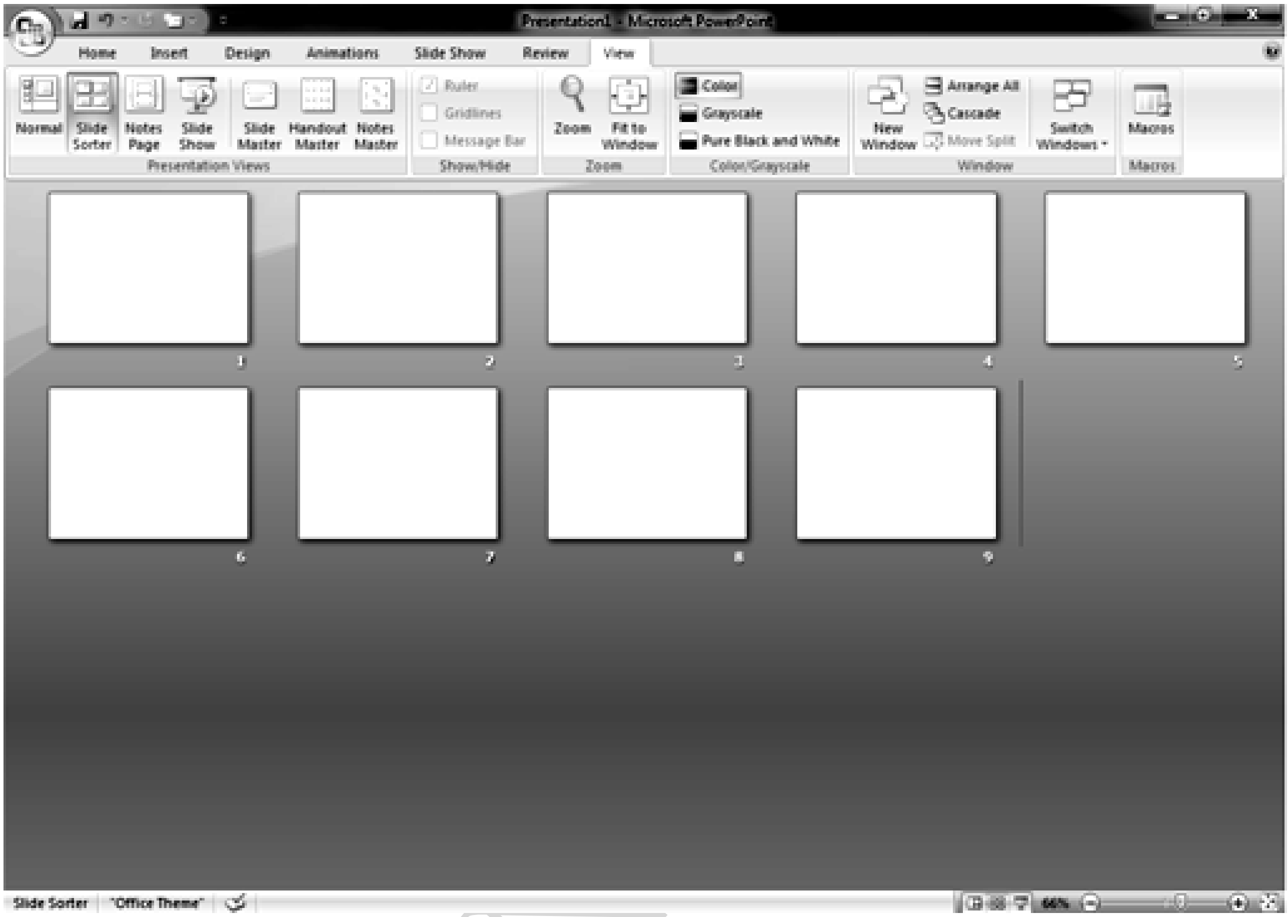
The Normal View devides the screen into three sections: the main window, where the current slide is displayed; the outline pane on the left; and the notes pance at the bottom. This is where you will do most of your work. You can resize each pane by clicking its border and dragging it to the size that you want it to be. To access Normal view, click on **Normal** view button at the bottom left of the window or select **View**→ **Normal** command on the menu bar.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
Slides
Outline
Click to add title
Click to add text
Insert Chart
Click to add notes
Slide 2 of 9
"Office Theme"
64%
Previous Slide
Next Slide
Normal
Slide sorter
Slide show

➢ SLIDE SORTER:-

A small image of each slide is displayed on Slide Sorter View. A Slides can easily be ordered and sorted using this view. You can also use this view to add special effect, such as the transactions that occur when each new slide appears. To access **Slide Sorter** view, click on Slide Sorter view button at the bottom left of the window or select **View** → **Slide Sorter** command on the menu bar.

Slide Sorter View Shows You Several Slides On Screen At Once In Miniature You Use Slide Sorter View To Change The Order Of Slides Add Transition And Set Timings For On Screen Presentations.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
1
2
3
4
5
6
7
8
9
Slide Sorter
"Office Theme"
66%

To Switch To Slide Sorter View Click The Slide **Sorter View Button Or Select View → Slide Sort**er.

➢ DESIGN TIPS:-

Although, PowerPoint provides you with some very powerful tools to give excellent presentations, making the wrong design choices can defeat all youe efforts. Making the right decisions is not difficult. By following the guidelines below, you can prepare best slides.

1. Use contrasting colours for the text and the background so the text will be easy to read.
2. Use font size large enough to be seen from the back of the roomwhere the presentation will be held. A font size of 24-point or largeris recommended.
3. Use short phrases and sentences to convey your message.
4. Use simple slide transitions. Too many different transitionsswill distract your audience from the subject of the presentation.
5. Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
6. Keep text simple and easy to read by not using many different text effects such as **bold** *italic*, underlining, larger font size for emphasis within a sentence,or a difrferent font all on the same slide.

➢ WORKING WITH SLIDES

Slide are the building blocks of your presentation. You can also create or use layouts and designs, add notes and create handouts, and customize the look of your slides. You can create new slides by

VISION

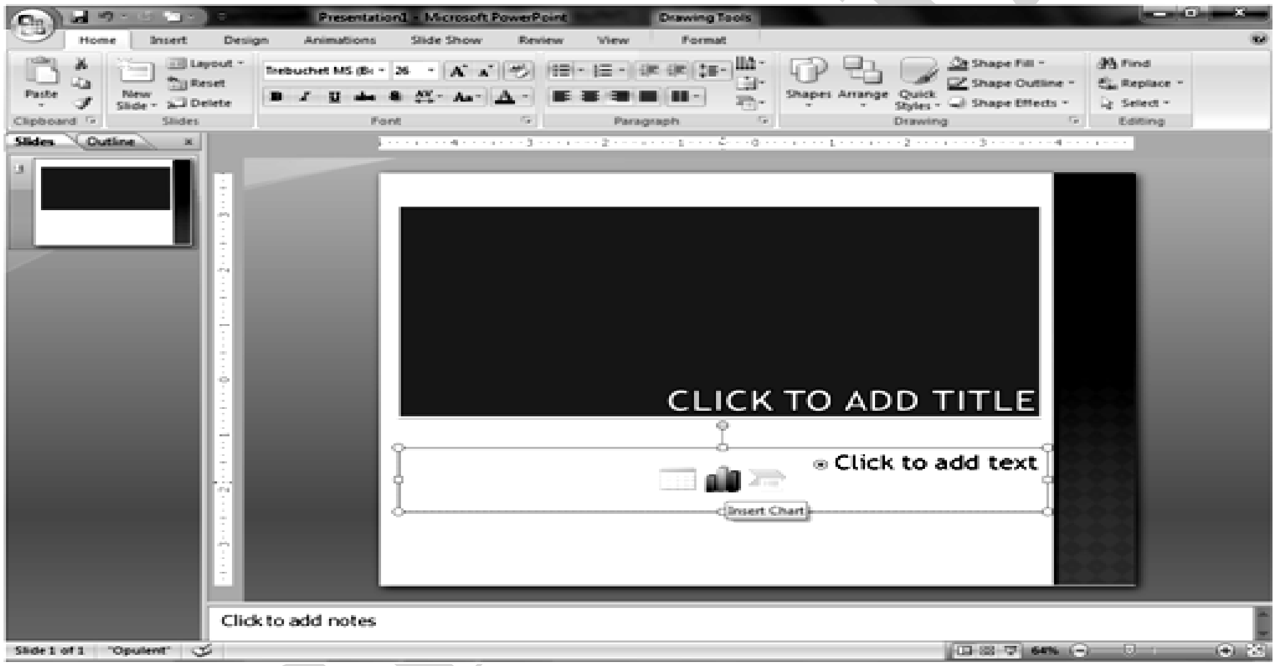
inserting them into your show. When you create new slide, you canuse any of the nine layouts available in the New Slide dialog box or choose a blank slide. Once you have created a new slide, you can insert various elements such as text, pictures, graphs, tables etc.

➢ APPLYING A DESIGN TEMPLATE

To add a design template or change the existing one, select Design tag on the Ribbon. Select the template by clicking on it.

➢ CHANGING SLIDE LAYOUTS

To change the layout template of the slide select **Home** → **Layout** command on the menu bar. The Slide Layout dialog box appears with nine layouts. Click on one of the layout thumbnail images to apply.


Presentation1 - Microsoft PowerPoint
Drawing Tools
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Design
Animations
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Format
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New Slide
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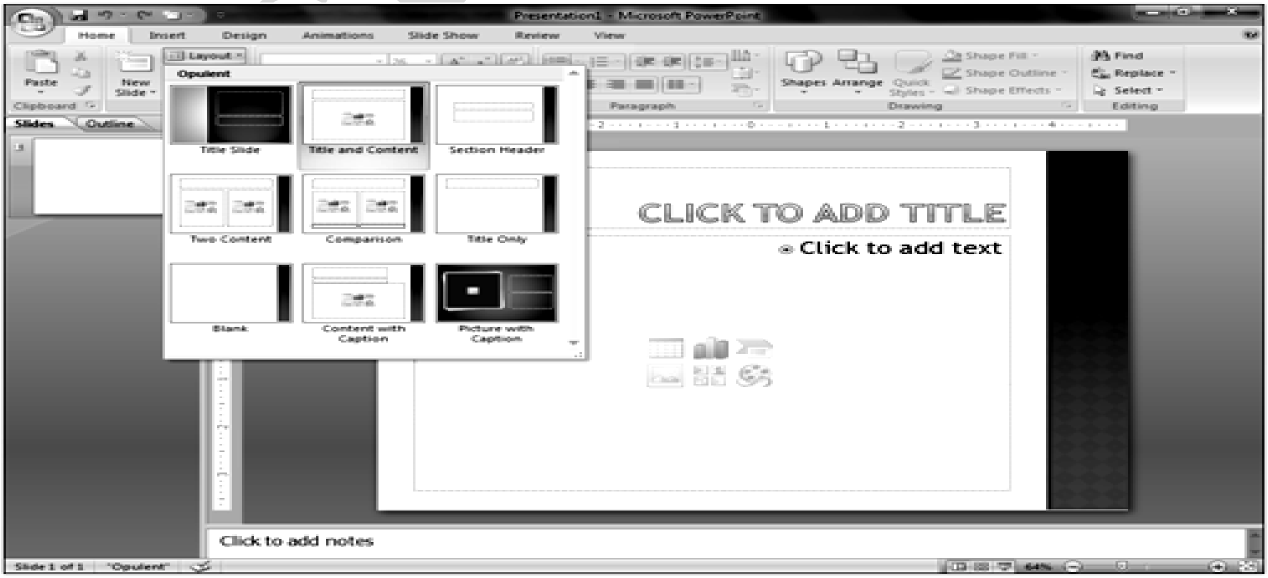
Clipboard
Slides
Font
Paragraph
Drawing
Editing
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Slides
Outline
CLICK TO ADD TITLE
Click to add text
Insert Chart
Click to add notes
Slide 1 of 1
"Opulent"
64%


Presentation1 - Microsoft PowerPoint
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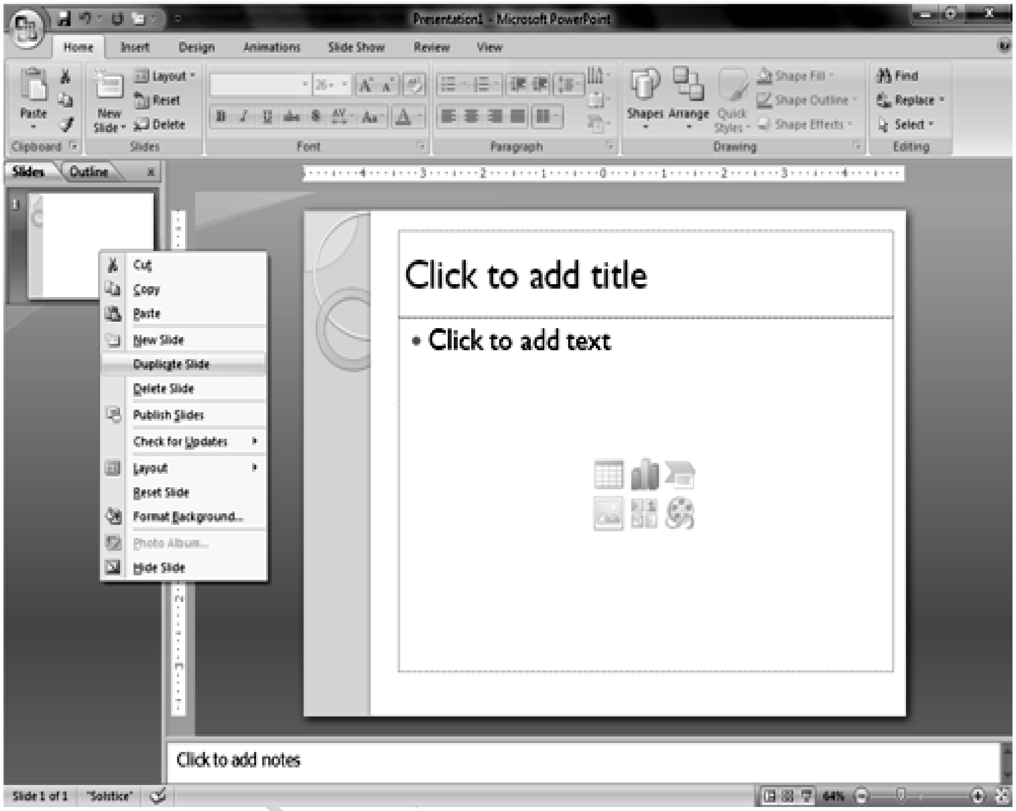
Animations
Slide Show
Review
View
Layout
Opulent
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
CLICK TO ADD TITLE
Click to add text
Click to add notes
Slide 1 of 1
"Opulent"
64%

➢ DUPLICATE SELECTED SLIDES:-

Duplicate Selected Slides gives you a duplicate of a slide when you need to create similar slides. To insert a copy of the current slid after the current slide, choose the slide you want to duplicate, and then Right Click for the **Duplicate Slide Command** on the menu bar or press **CTRL+SHIFT +D** Keys. You can also cut/and paste slide by selecting the whole slide.


Presentation1 - Microsoft PowerPoint
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Paragraph
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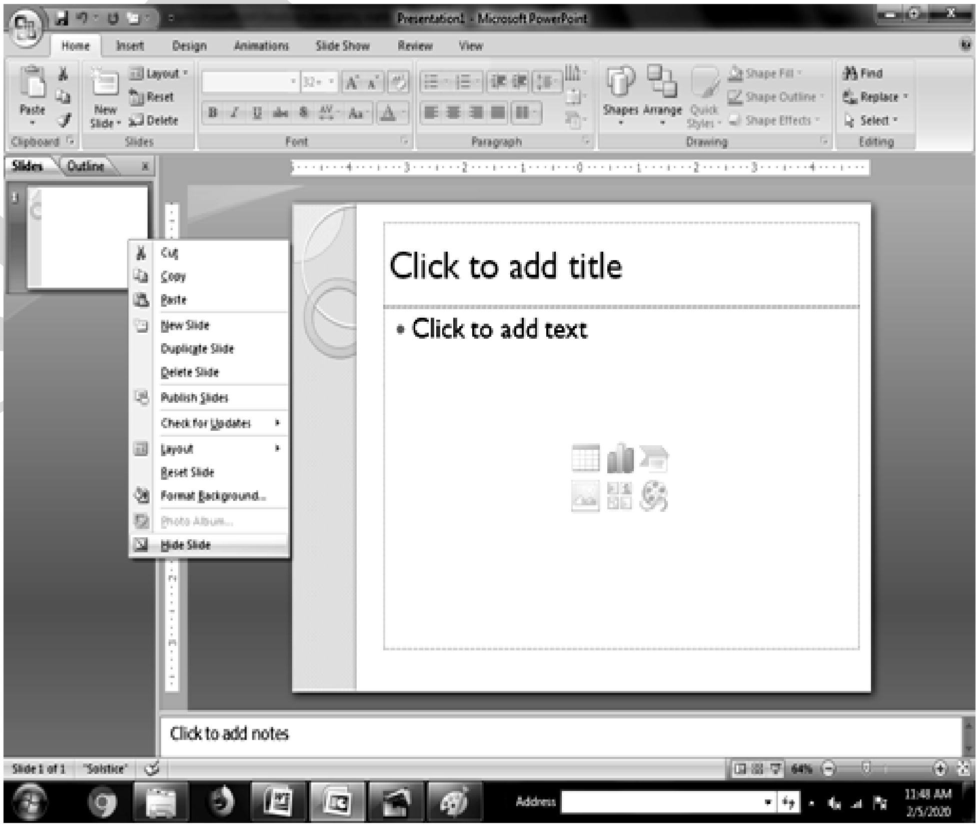
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Slides
Outline
Cut
Copy
Paste
New Slide
Duplicate Slide
Delete Slide
Publish Slides
Check for Updates
Layout
Reset Slide
Format Background...
Photo Album...
Hide Slide
Click to add title
• Click to add text
Click to add notes
Slide 1 of 1
"Solstice"
64%

➢ HIDE SLIDES:-

If you do not want a slide to appear during the slide show, but do not want to delete the slide as it may be used later, the slide can be hidden by right clicking on the slide in the slide pane and selecting **Hide**. You can unhide a hidden slide in a similar manner.


Presentation1 - Microsoft PowerPoint
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Animations
Slide Show
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Paste
New Slide
Layout
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Paragraph
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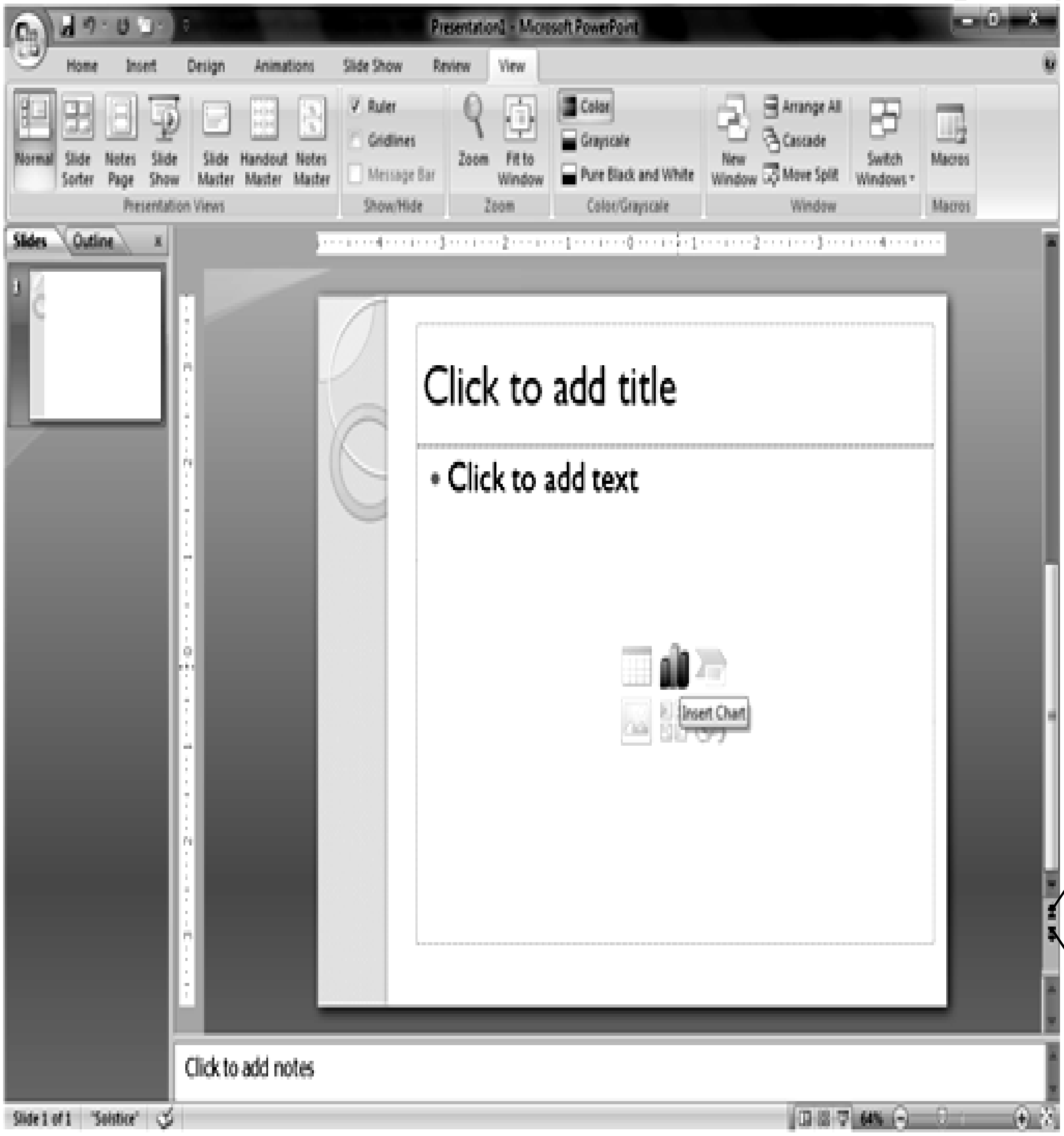
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Slides
Outline
Cut
Copy
Paste
New Slide
Duplicate Slide
Delete Slide
Publish Slides
Check for Updates
Layout
Reset Slide
Format Background...
Photo Album...
Hide Slide
Click to add title
• Click to add text
Click to add notes
Slide 1 of 1
"Solstice"
64%
Address
11:48 AM
2/5/2020

➢ MOVING BETWEEN SLIDES:-

You can move from one slide to another slide by using the following tools.

Scrool Bars:- Use the Scroll Bars to move from one slide to another slide or through the text that is displayed in the notes pane and the outline pane.

Next Slide and Previous Slide Buttons:- The **Next Slide** and Previous Slide buttons move you to the **next slide** or previous slide in a slide show. These buttons, indicated by a double-arrow, are located at the bottom of the vertical scroll bar.


Presentation1 - Microsoft PowerPoint
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Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
Slides
Outline
Click to add title
Click to add text
Insert Chart
Click to add notes
Slide 1 of 1
"Solstice"
64%

Previous Slide

Next Slide

Using Outline Pane:- Change to Outline view and then click on the slide that you want to view. You can move around in the outline pance by using your mouse, or by using up and down arrow keys.

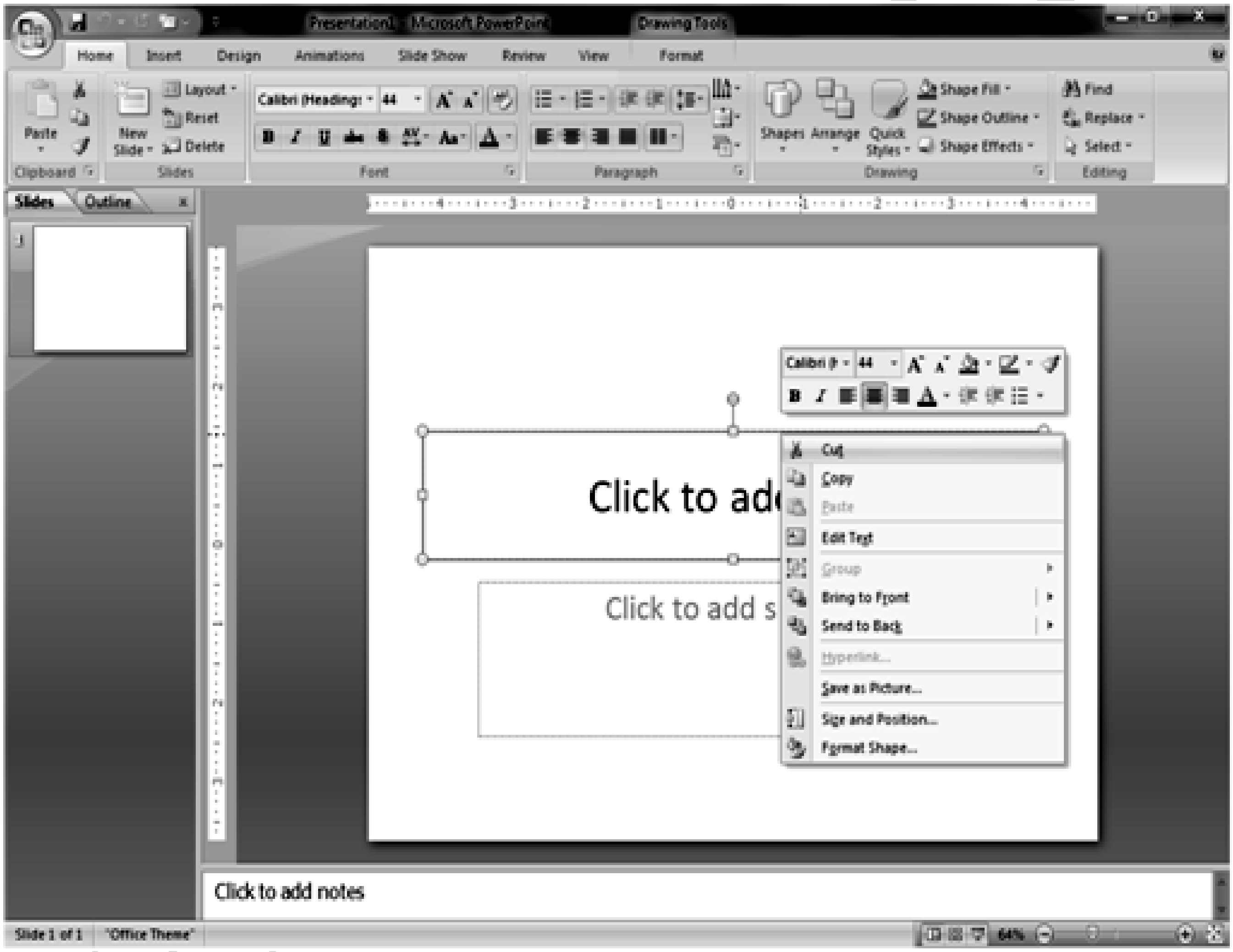
☞ WORKING WITH TEXT

You can work with text to communicate your ideas t your audience. PowerPoint gives you several ways to insert, edit and format text for you presentations.

☞ Inserting Text

You can insert by using the outlining or nserting text boxes.

☞ **Outline Text :** The outline text can be used to create slides of a similar nature. By using the Outlines toolbar, you can create heads, lists and paragraphs. PowerPoint uses the format of your outline to correctly insert text in a slide. Heading I becomes the title of a slide, heading 2 becomes the first line of the text box, and so on. When you select a predefined layout and switch over to Outline view as explained earlier, you can see the Outline text options on the left side window. To choose Outlining toolbar, select the Outline pane next to the slide pane on left side below the menu bar.


Presentation1 - Microsoft PowerPoint
Drawing Tools
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Animations
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Delete
Clipboard
Slides
Calibri (Heading
44
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Slides
Outline
Click to add
Click to add s
Cut
Copy
Paste
Edit Text
Group
Bring to Front
Send to Back
Hyperlink...
Save as Picture...
Size and Position...
Format Shape...
Click to add notes
Slide 1 of 1
"Office Theme"
64%

☞ **Text Box :** The text boxes are the wat that PowerPoint puts text on a slide. When you create a slide, and use a specific slide layout, the slide will have one or more text boxes in it. Simply click on the existing text to add new text.

If you want to add a new text box to the slide, select **Insert → Text Box** command on the menu bar and then draw the text box wth the mouse at a place where you want to insert the text box.

If you want to resize a text box, follow the steps given below:

- Select the text box you wish to resize by clicking on it with the mouse. A border with eight handles will appear around the text box. The four handles on the corners will resize the length and width of the box at once while the handles on the sides will resize only in one direction.
- Click one of the handles are per your requirement and drag it with the mouse. Release the mouse button when it is the size you want to be. Move the text box by clicking and draggin the thick dotted border with the mouse.

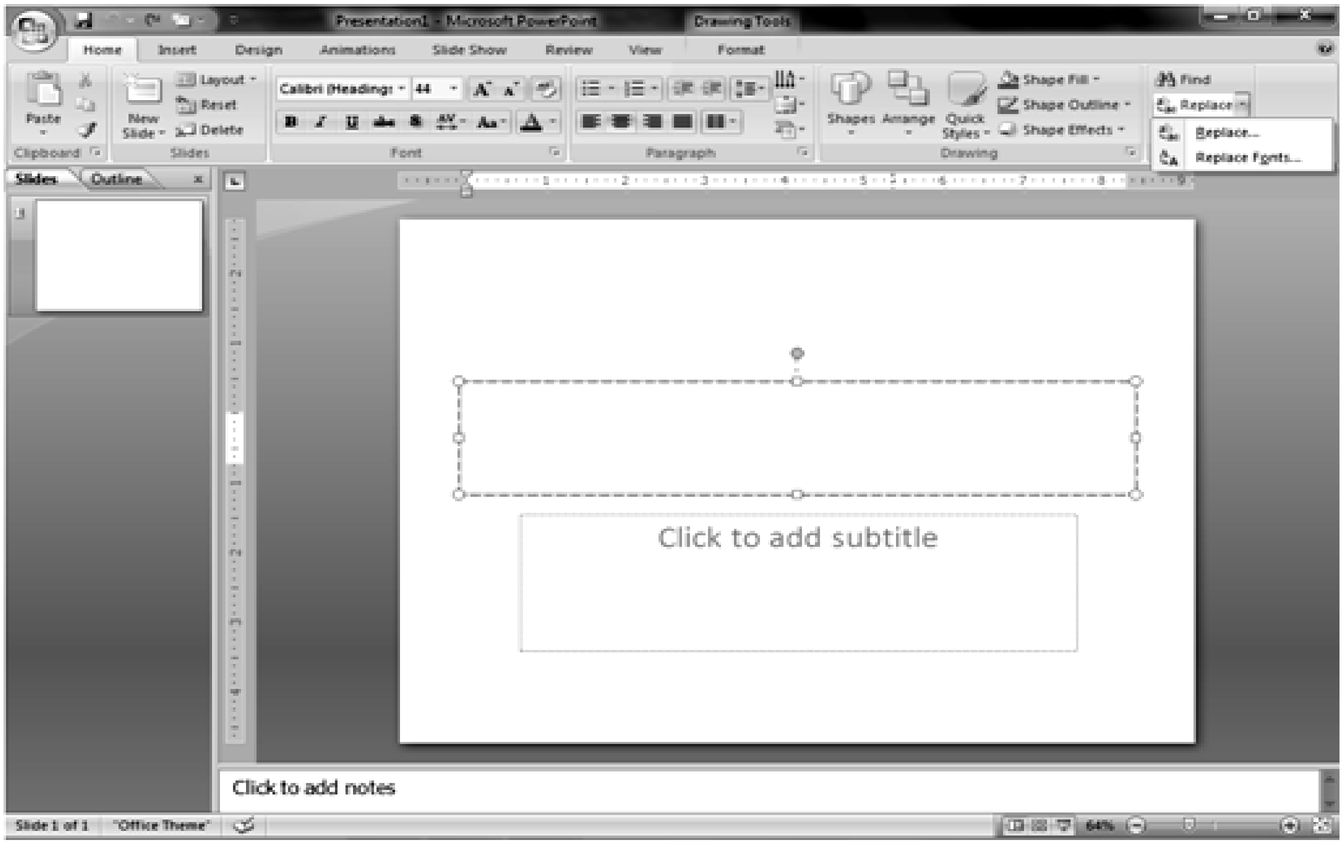
FORMATTING TEXT:-

Format Fonts :- Select the text that will be formatted by highlighting the text either on the outline or on the slide. You can select from **Home → Font** menu bar or right click on the highlighted selection and select the **Font** menu from the popup shortcut menu. Select a font size, style, effect and colour from the **Font** dialog box.

Line Spacing :- Change the amount of space between lines in a text box by selecting Home Line Spacing from the Paragraph menu bar.

→ **Line Spacing -** Select the amount of vertical space between lines. A value of “l” is equal to single spacing and “2” is double spacing. Value between and above these numbers are valid as well.

Replace Font:- Design templates have a preset font that you may want to change or you want to change the font used on for the entire presentation for a number of reasons. This can be accomplished quickly using the Replace Fonts feature. Select **Home → Replace → Replace Fonts** from the menu bar. Choose the


Presentation1 - Microsoft PowerPoint
Drawing Tools
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Animations
Slide Show
Review
View
Format
Paste
Clipboard
New Slide
Layout
Reset
Delete
Slides
Calibri (Headings)
44
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Replace...
Replace Fonts...
Slides
Outline
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
64%

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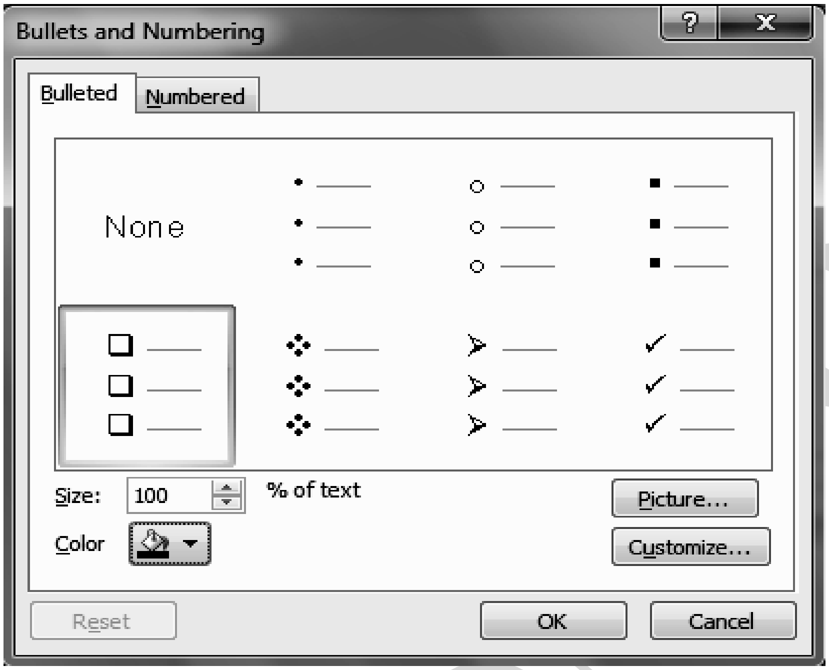
font you want to **Replace** from the first drop-down menu and the font it should e replaced **with** from the second menu, and click the Replace button.

☞ **BULLETS LISTS ON DESIGN TEMPLATES:-** Bulleted lists allow you to clearly display the main points of your presentation on slides. The text boxes on design templates alreadt include bulleted lists. Click the placeholder on the slide to begin adding text and press the **ENTER** key to return to the next line and add a ew bulleted item. To go to the next line without adding another bullet, hold down the **SHIFT** key while pressing **ENTER**.


Bullets and Numbering
?
X
Bulleted
Numbered
None
Picture...
Customize...
Reset
OK
Cancel

Size: 100 % of text

Color

1. In slide view, create a text box by selecting **Insert** → **Text Box** from the menu bar.

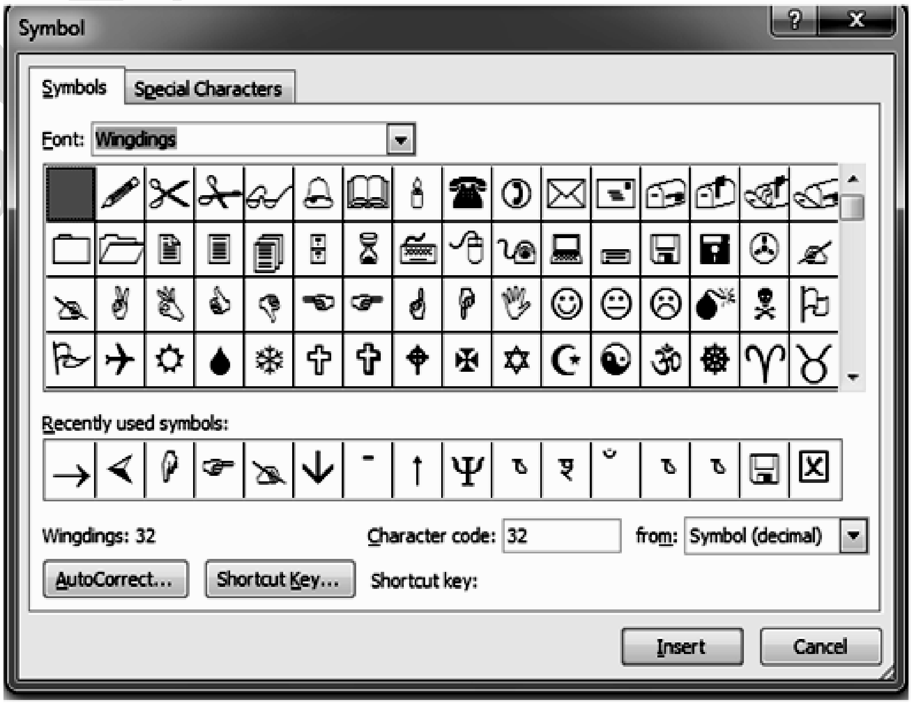
2. “Draw” the text box on the slide by holding down the left mouse button hile you move the mouse until the box is the size you want it.

3. Choose the **Bullets** or **Numbering** from the Home → Paragraph menu bar.

4. Change the size of the bullet by changing the percentae in relation to the text.

5. Choose a colour for the bullet from the **Colour** menu Click **More Colours** for a larger selection.

6. Select one of the bullet types shown and **click OK.** Or click the **Picture button** to view the **Picture** Bullet window. Select one of the bullets and click **OK**. Or lick the character button to select any character from the fonts on the computer. Select a symbol font such as Wingdings or Webdings from the **Bullets from** drop-own menu for the best selection of icons. Click on the characters in the grid to see them larger. Click **OK**. when you have chosen the bullet you want to use.


Symbol
?
X
Symbols
Special Characters
Recently used symbols:
AutoCorrect...
Shortcut Key...
Shortcut key:
Insert
Cancel

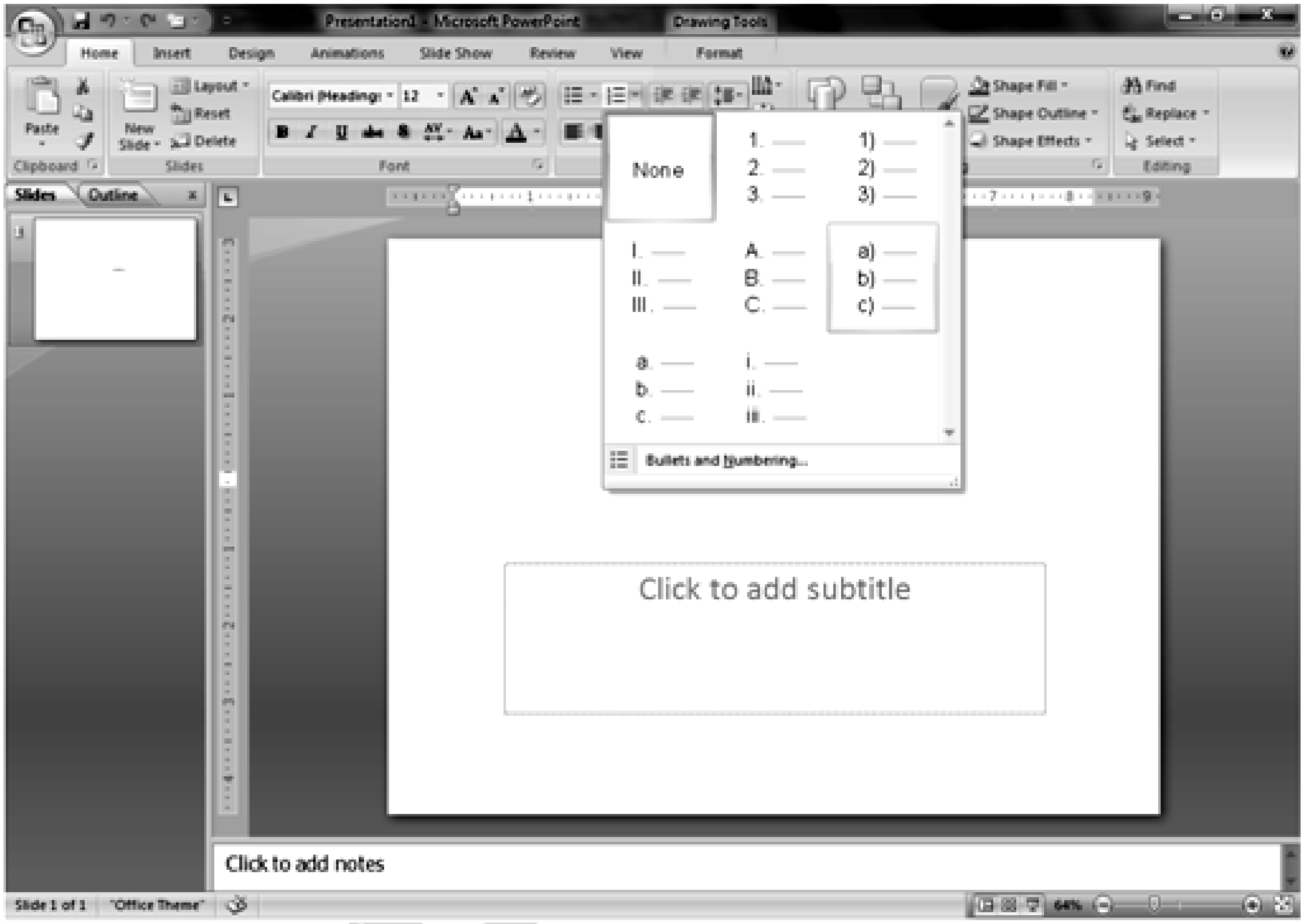
Font: Wingdings

Wingdings: 32

Character code: 32

from: Symbol (decimal)

- **BULLETED LIST AND NEW SLIDES FROM AN OUTLINE :-** In Normal or Outline view, text can easily be entered in the outline window and new slides are automatically added. Follow the steps below to become familiar with adding slide content in Outline view:


Presentation1 - Microsoft PowerPoint
Drawing Tools
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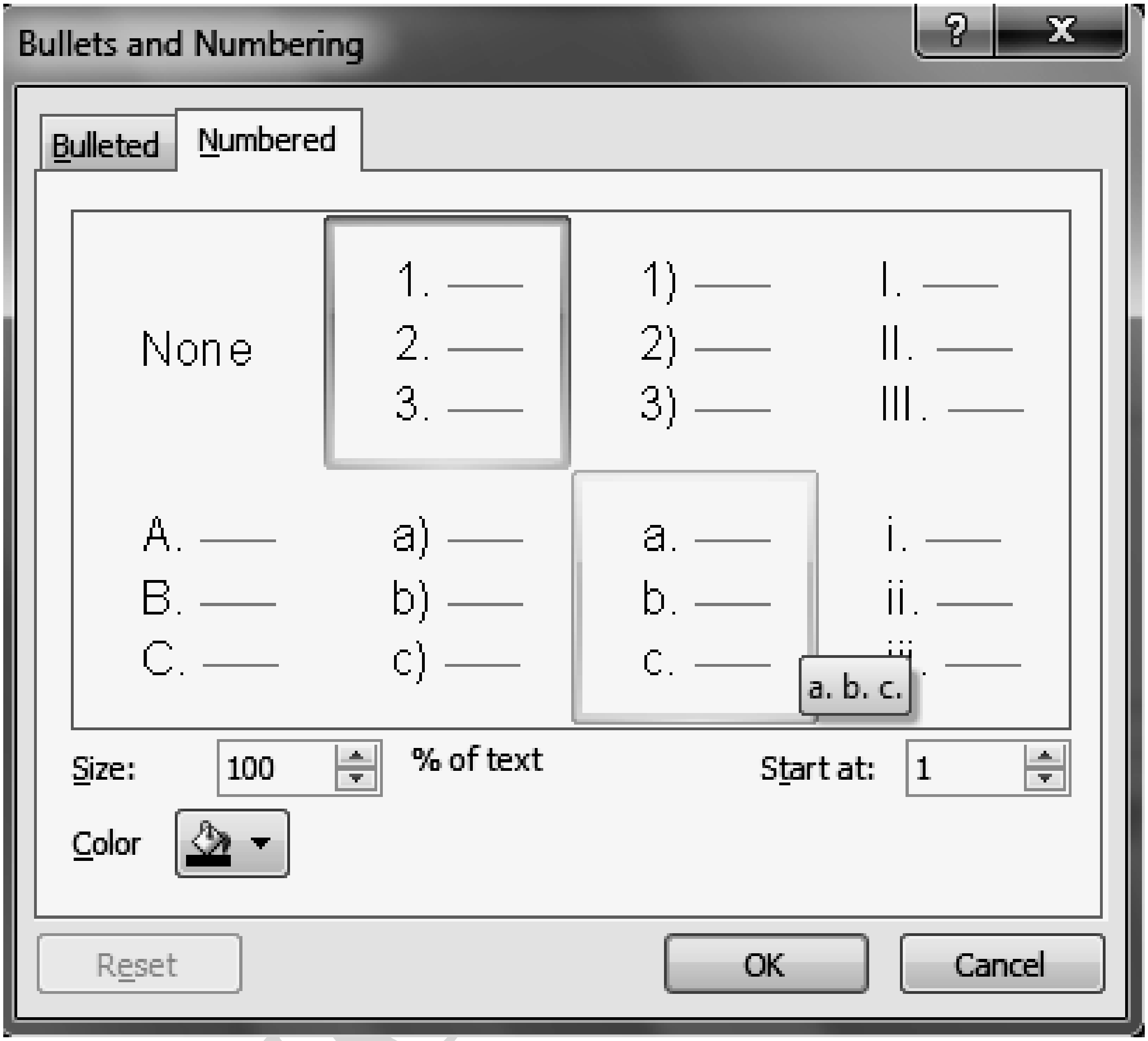
Animations
Slide Show
Review
View
Format
Paste
Clipboard
New Slide
Layout
Reset
Delete
Slides
Calibri (Headings)
12
Font
Shape Fill
Shape Outline
Shape Effects
Find
Replace
Select
Editing
Slides
Outline
None
1. 2. 3.
1) 2) 3)
I. II. III.
A. B. C.
a) b) c)
a. b. c.
i. ii. iii.
Bullets and Numbering...
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
64%

- Next to the **Slide 1** icons, type the title of the slide. The text you type beside the slide icons with be the large-type titles on each slide.
- Press **ENTER** key to type the next line. This will automatically create a new slide. To create a bulleted list for the first slide, press the **TAB** key or **ALT+SHIFT+RIGHT** Arrow keys to demote the selection toa bulleted list item.
- Continue entering text for the bulleted list, pressing **ENTER** key at the end of each line to create a new bullet.
- Create a multilevel list by executing the above action again to create a bulleted sublist. Press **ALT+SHIFT+Left Arrow** keys to return to the original list.
- Continue creating new slides and bulleted lists by using the above actions until the presentation is completed. Use the formatting instructions below to format the lists.

If there is more than one bulleted list on the slide, the lists will be designated by numbers enclosed in black boxes. The example below shows the slide created from the outline on the left. The bulleted list on the left slide of

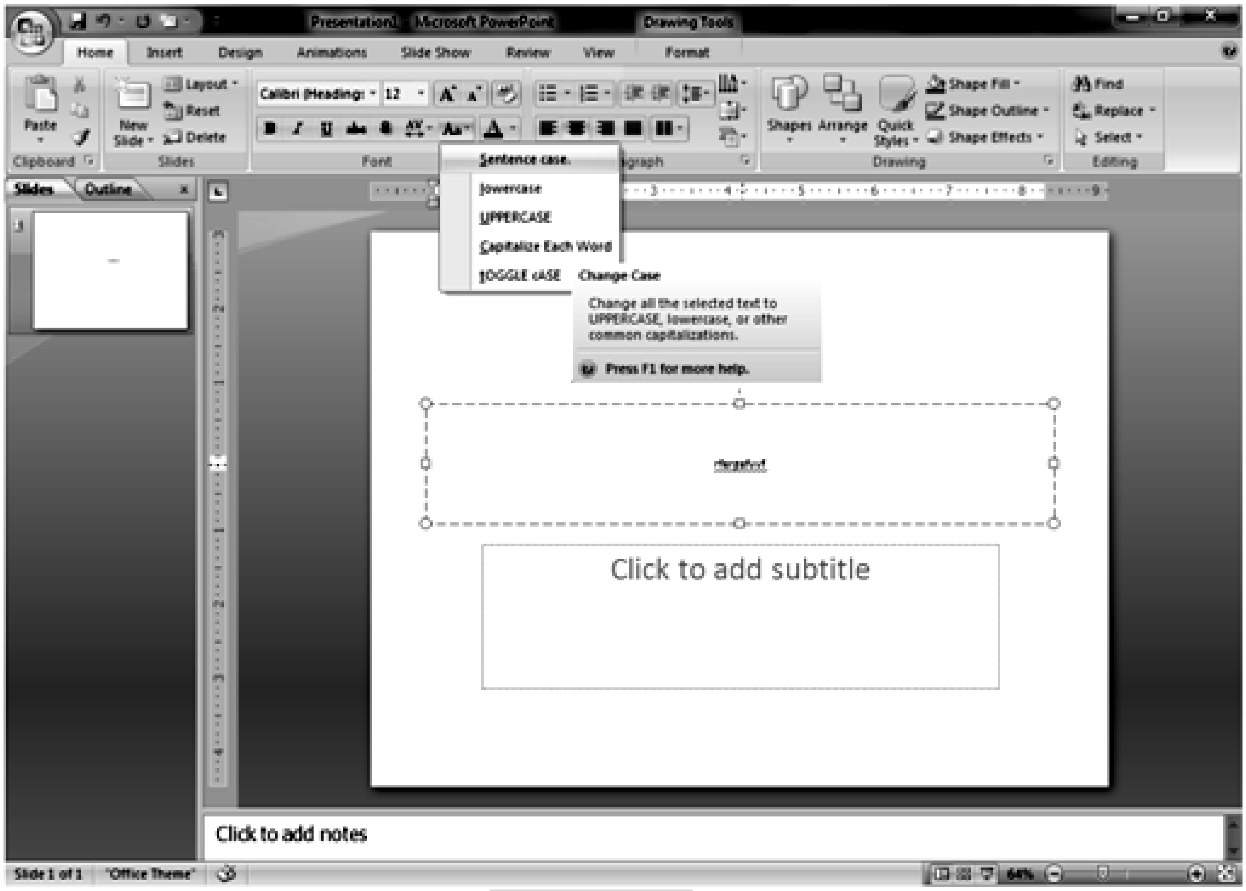

Bullets and Numbering
?
X
Bulleted
Numbered
None
1. 2. 3.
1) 2) 3)
I. II. III.
A. B. C.
a) b) c)
a. b. c.
i. ii. iii.
a. b. c.
Size:
100
% of text
Start at:
1
Color
Reset
OK
Cancel

the slide is labeled list "1" on the outline and the list on the right is labeled list "2". When typing the outline, begin typing in the new list by pressing **CTRL+ENTER** keys.

Numbered List : Follow these step to create a numbered list :

- Create a text box.
- With the text box selected, choose **Home Paragraph** → **Numbering** from the menu bar.
- Click the **Numbered** tab at the top of the Bullets and Numbering window.
- Change the size of the numbers by changing the persentage in relation to the text.
- Choose a colour for the numbers from the **Colour** menu. Click **More Colours** for a larger selection.
- Change the **Start at** value if the numbers should not begin with 1.
- Select one of the sevel list types shown and click **OK**.

- **CHANGE CASE :-** Change the case of the characters in a paragaph by selecting Home Change Case from the Font menu bar without having to retype the text.


Presentation1 - Microsoft PowerPoint
Drawing Tools
Home
Insert
Design
Animations
Slide Show
Review
View
Format
Paste
Clipboard
New Slide
Layout
Reset
Delete
Slides
Calibri (Headings)
12
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Sentence case.
lowercase
UPPERCASE
Capitalize Each Word
tOGGLE cASE
Change Case
Press F1 for more help.
Slides
Outline
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
64%

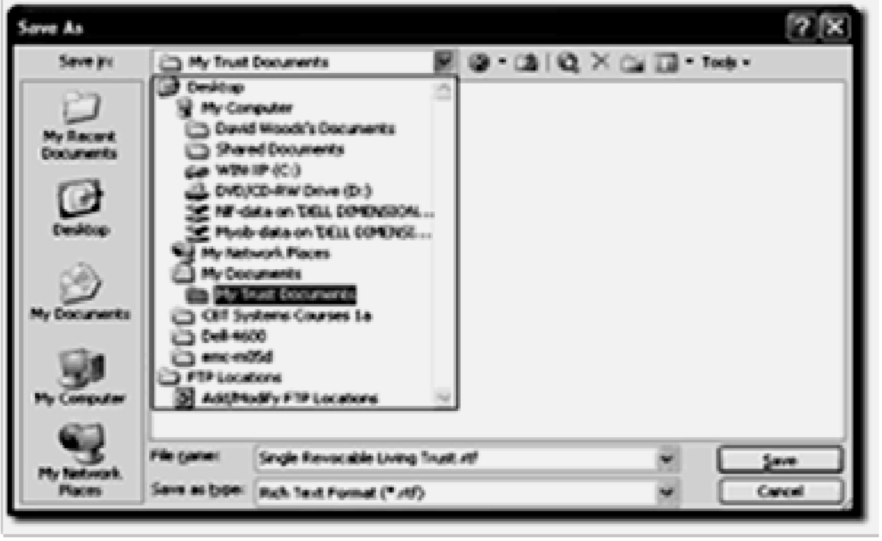
Change all the selected text to UPPERCASE, lowercase, or other common capitalizations.

- **Sentence case -** Capitalizes the first letter of the first word in each sentence.
- **Lowercase and Uppercase -** Changes the case of all the letters.
- **Title case -** Capitalizes the first letter of every word and reduces the rest to lowercase.
- **Toggle case -** The opposite of Title case, it makes the first letter of every word lowercase and capitalizes the remaining letter.

VISION

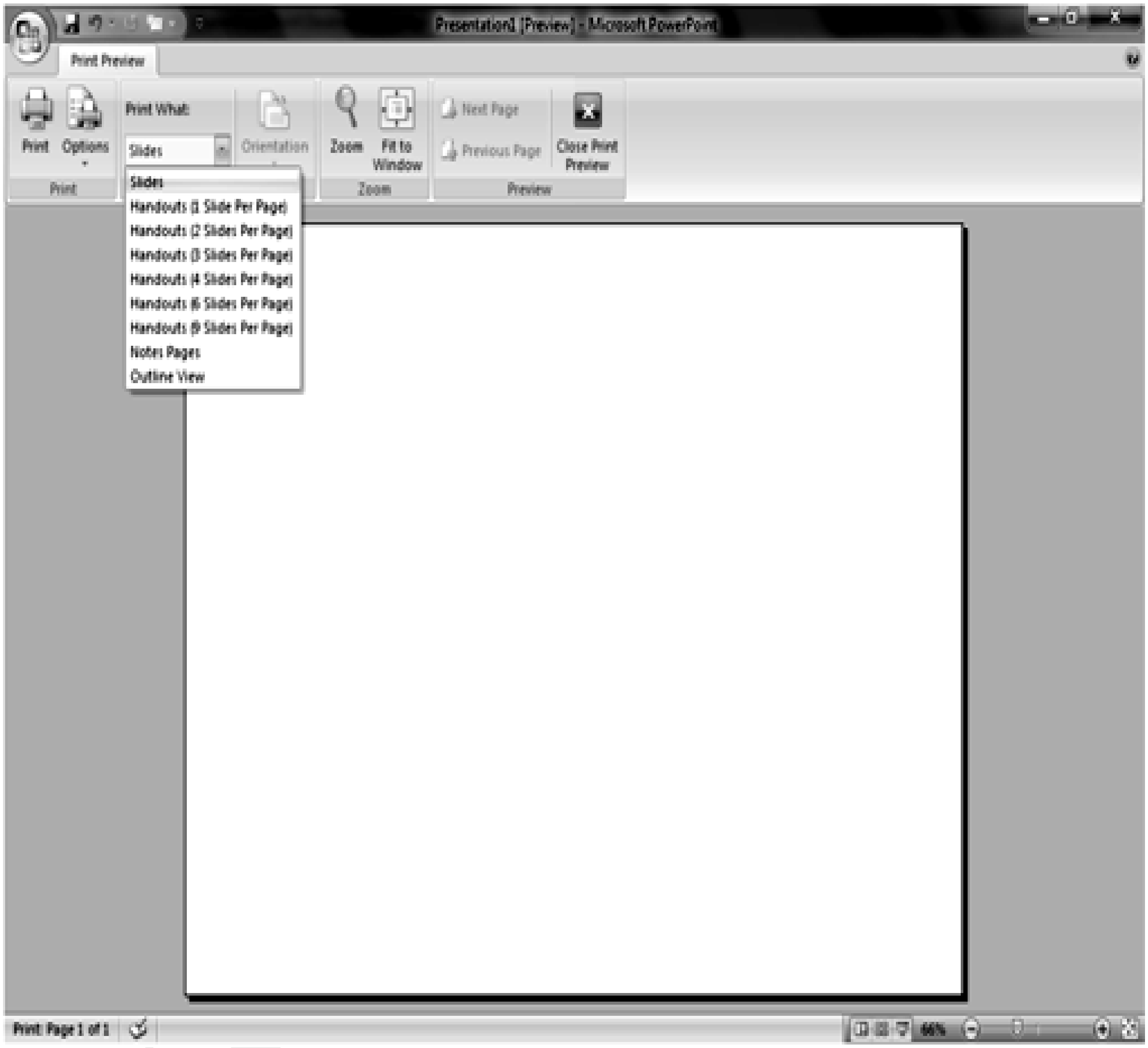
➢SAVING AND PRINTING

You can save your presentation slide as a file in a folder. You can also save the slides as Web page so that you can post them on Internet. Printing is similar to what you have done in Word and Excel. Remember to set up your page before saving or printing your presentation slides.


Save As
Save in:
My Trust Documents
Tools
Desktop
My Computer
David Woods's Documents
Shared Documents
WIN XP (C:)
DVD/CD-RW Drive (D:)
NF-data on 'DELL DIMENSION...
Myob-data on 'DELL DIMENSI...
My Network Places
My Documents
My Trust Documents
CBT Systems Courses 1a
Dell-4600
emc-m05d
FTP Locations
Add/Modify FTP Locations
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Save
Cancel

File name: Single Revocable Living Trust.rtf
Save as type: Rich Text Format (*.rtf)

☞ **PAGE SETUP:-** Select **Office button** → **Print Preview f**rom the menu bar to access options for printing the presentation slides. Select the format the printed slides will be used for from the slides drop-down menu.


Presentation1 [Preview] - Microsoft PowerPoint
Print Preview
Print
Options
Print What:
Slides
Orientation
Zoom
Fit to Window
Next Page
Previous Page
Close Print Preview
Print
Zoom
Preview
Slides
Handouts (1 Slide Per Page)
Handouts (2 Slides Per Page)
Handouts (3 Slides Per Page)
Handouts (4 Slides Per Page)
Handouts (6 Slides Per Page)
Handouts (9 Slides Per Page)
Notes Pages
Outline View
Print: Page 1 of 1
66%

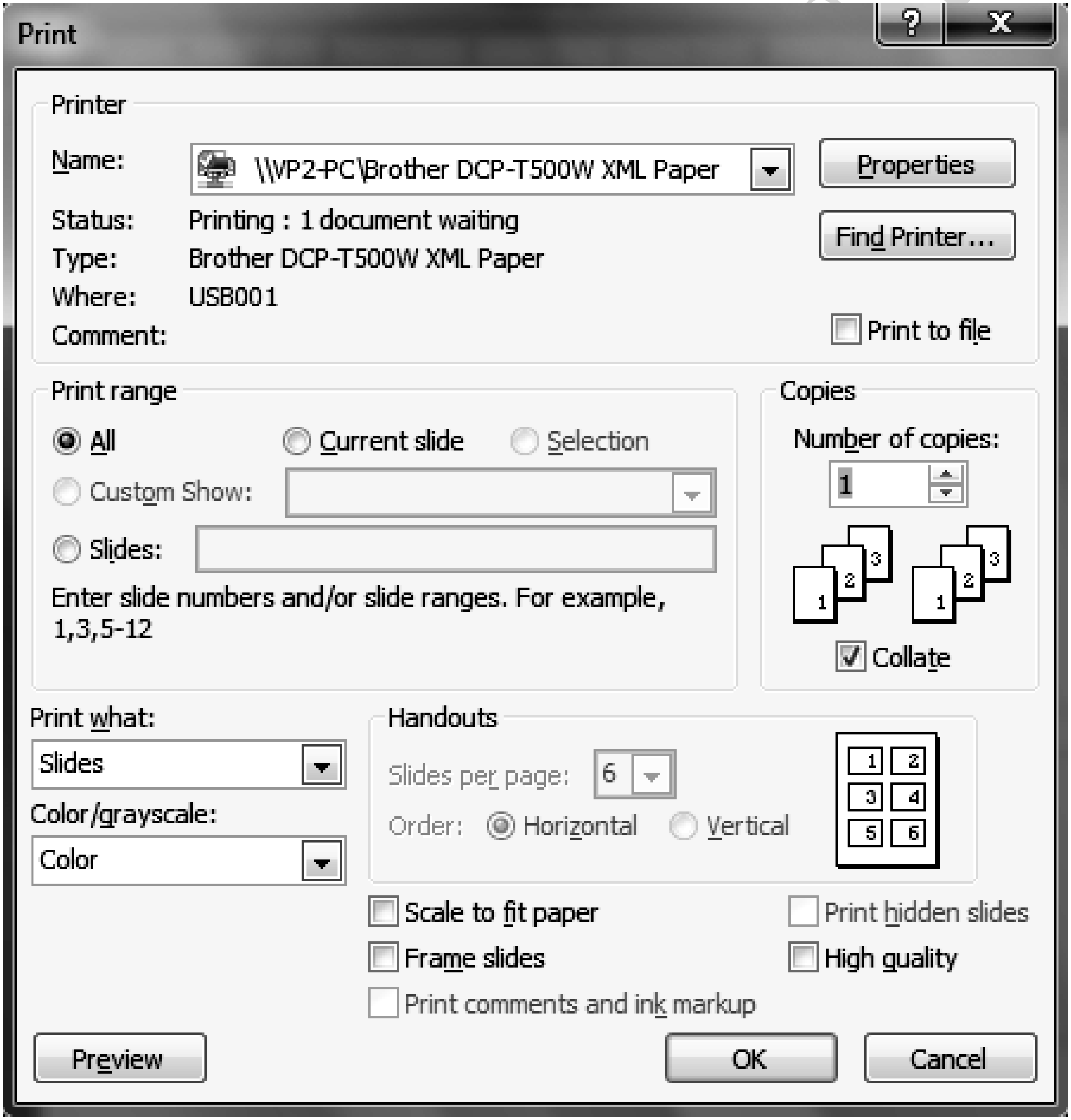
PRINT - Select **Office button** → **Print** command on the menu bar to print the presentation. The Print dialog box appears. Choose the following options in the Print box.

Print Range - Select **All** to print all the slides in the presentation, Current slide to print only the **current slide**, or enter slide numbers in the **Slides** field to print only certain slides.

COPIES - Enter the number of copies of each **slide** specified in Print range and check the **Collate** box if necessary.

PRINT WHAT :-

- **Slides -** Prints a full-page slide on each page.
- **Handouts -** Prints as many slides as you designate on each page.
- **Notes Page -** Prints one slide with that slide's notes on each page.
- **Outline view -** Prints the outline of the presentation **Click OK to PRINT.**



Print

Printer

Name: \\WP2-PC\Brother DCP-T500W XML Paper

Status: Printing : 1 document waiting

Type: Brother DCP-T500W XML Paper

Where: USB001

Comment:

☐ Print to file

Print range

● All ○ Current slide ○ Selection

○ Custom Show:

○ Slides:

Enter slide numbers and/or slide ranges. For example, 1,3,5-12

Copies

Number of copies: 1

☑ Collate

Print what: Slides

Color/grayscale: Color

Handouts

Slides per page: 6

Order: ● Horizontal ○ Vertical

☐ Scale to fit paper

☐ Frame slides

☐ Print comments and ink markup

☐ Print hidden slides

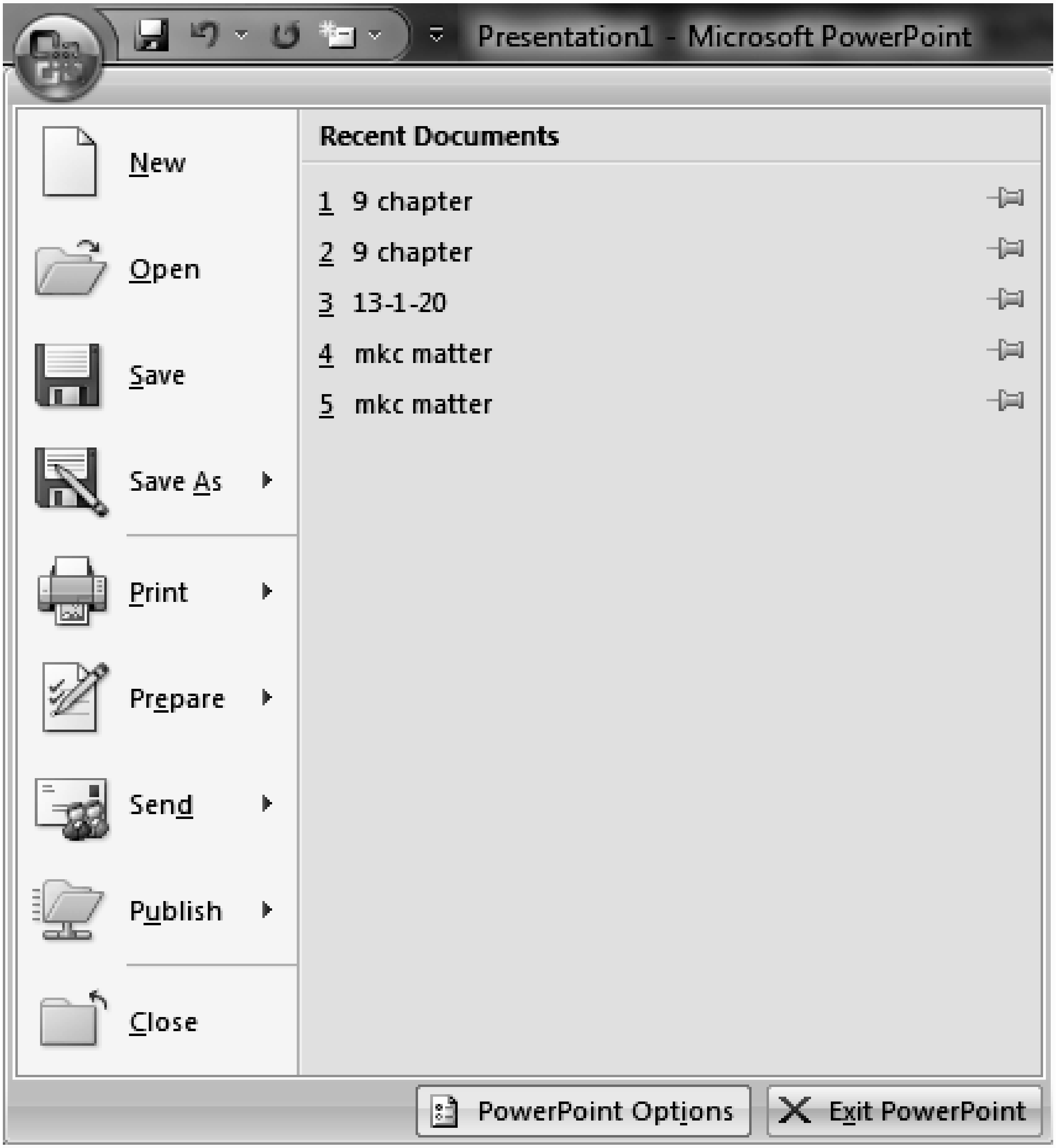
☐ High quality

➢ CLOSE A DOCUMENT

To close the current presentation slides file, select **Offices button → Close** Command on the menu bar. If the file contains any unsaved changes, you will be prompted to save the file before closing.

➢ EXIT POWERPOINT PROGRAM

When finished your work in PowerPoint and closed all the files, you can quite the PowerPoint program by selecting **Office button → Exit PowerPoint** command on the menu bar.


Presentation1 - Microsoft PowerPoint
New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Recent Documents
1 9 chapter
2 9 chapter
3 13-1-20
4 mkc matter
5 mkc matter
PowerPoint Options
Exit PowerPoint

➢ **KEYBOARD SHORTCUTS:-** Keyboard shortcuts can save time and the effort of switching from the keyboard to the mouse to execute simple commands. Print this list of PowerPoint keyboard shortcuts and keep it by your computer for a quick reference.

ACTION	**KEY STROKE**
Ope a presentation	CTRL + O
New presentation	CTRL + N
Save As	F12
Save	CTRL + S
Print	CTRL + P
Help	F1
PRESENTATION ACTIONS	
Begin slide show	F5
Next Slide	ENTER or Down arrow key
Previous slide	BACKSPACE or Up arrow key
Activate pen tool	CTRL + P
Erase pen strokes	E
Dectivate pen tool	CTRL + A
Show/Hide black screen	B
Show/Hide white screen	W
Show/Hide pointer & button	A
End slide show	ESC
FORMATTING	
Select all	CTRL + A
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Redo	CTRL + Y
Bold	CTRL + B
Italic	CTRL + I
Underlines	CTRL + U
Left justified	CTRL + L
Center justified	CTRL + E
Right justified	CTRL + R
Promote list item	ALT+SHIFT+ Left Arrow
Demote list item	ALTSHIFT + Right Arrow or TAB
EDITING	
Find	CTRL + F
Replace	CTRL + H
Insert hyperlink	CTRL + K
New Slide	CTRL + M
Spell checker	F7
Macros	ALT + F8

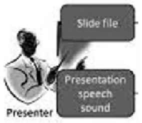
VISION POINT

10

MS ACCESS

ACCESS - AN INTRODUCTION

MS-ACCESS



Microsoft Access Is Powerful Database Software. It Allows You To Create, Manage And Process Data In The Form Of A Table. Each Specific Piece Of Information In A Table In Know As Valve. A Valve Is Located At The Intersection Of Raw And Column.

☞ START ☞ ALL PROGRAM ☞ MS OFFICE ☞ MS ACESS

DATA BASE:-

Data Base Is A Collection Of Data Which Is Organized In A Manner That Can Be Easily Retrieved. They Consist Of Fields, Records And Files.

The Soft Ware That Is Used To Access, Retrieve, Modify, Delete, Search Sort Design And Print Data Is Called Data Base Management System (DBMS).

“The Database Software Package With Ms-Office Helps Us To ‘Create’ ‘Maintain’ ‘Update’ And ‘Present’ Data Base In Ms Access Through A Graphical User Interface (GUI)”.

A Data Base Is An Organized Way Of Storing Large Amount Of Related Data.

VISION POINT