



Royal Education Society's
College of Computer Science and Information Technology, Latur
Department of computer Science
Academic Year (2022-23)

Choice Based Credit System (CBCS Revised)

Class:BCA FY SEM-I

Name of the paper :OFFICE AUTOMATION BCA(102)

Prepared by: Mr.Tadgure Y.T.

Instructions to the candidates:

1. All questions are Compulsory.
2. Figures to the right indicate full marks.
3. Assume suitable data, if required.

Q.1 Attempt any FIVE of the following (3 Marks each) 15M

- a) Short note on find and replace dialog box in Ms-word.
- b) Explain Undo and Redo
- c) Explain Comment
- d) What is transitions in power point?
- e) Short note on Header and footer
- f) What is database in Ms-Access?
- g) What is footnote and Endnote?

Q. 2 Attempt any three of the following (5 Marks each) 15M

- a) Explain procedure for creating database in Ms-Access.
- b) What is chart. Explain different type of charts?
- c) Explain Text formulas in detail
- d) Explain clipboard in Ms-word.
- e) Explain table formatting in ms-excel.

Q. 3 Attempt any three of the following (5 Marks each) 15M

- a) Explain procedure to adding audio and video in slide
- b) Explain data validation in excel.
- c) What is mail merge? Explain steps for creating letter.
- d) What is form? Explain procedure for creating for form.
- e) Explain printing dialog box in ms-word.

Q. 4 Attempt any three of the following (5 Marks each) 15M

- a) Explain Font dialog box in ms-word.
- b) Explain goal seek function.
- c) Explain file menu in Ms-PowerPoint.
- d) What is index in ms-word? How to create indexing?
- e) Explain mathematical function in ms-excel.

Q .5 Short notes on any three of the following (5 Marks each)

15M

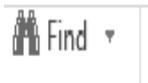
- a) Explain paragraph dialogbox.
- b) Explain conditional formatting in Ms-excel.
- c) Explain Slide menu in detail.
- d) Explain page setup dialog box in ms-word.
- e) Explain opening screen of ms-word.

Q.1 Attempt any FIVE of the following (3 Marks each) 15M

a) Short note on find and replace dialog box in Ms-word.

Ans:

While working on editing a document you come across a situation very frequently when you want to search a particular word in your document and many times you will be willing to replace this word with another word at all the few or all the places throughout of the document. how to find a word or phrase in a word document and how to replace existing word with any other word using simple steps.



1. Find :

Font subediting tool is used to find out any specific word / any specific character from particular page , paragraph as per your requirement .

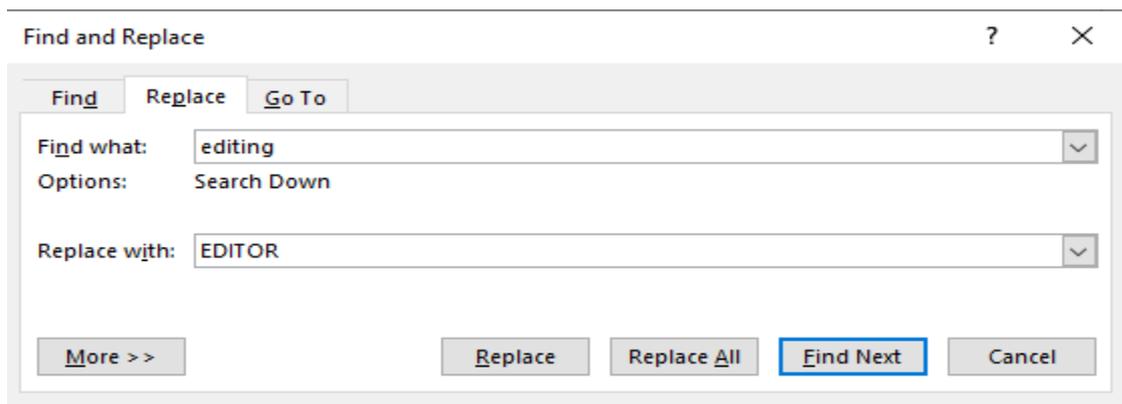


2. Replace :

This is the second subediting tool named Replace by the Ms-Word. Replace this sub tool is used to replace any word instead of any previous words presented in the paragraph or any textual reports.

Suppose, if you want to replace editing this word which has been highlighted by yellow color from the given below paragraph –

REPLACE DIALOUGE BOX:



b) Explain Undo and Redo.

Ans: Undo an action: To undo an action press Ctrl+Z.

If you prefer your mouse, click **Undo** on the Quick Access Toolbar. You can press Undo (or CTRL+Z) repeatedly if you want to undo multiple steps.



You can't undo some actions, such as clicking commands on the **File** tab or saving a file. If you can't undo an action, the **Undo** command changes to **Can't Undo**.

To undo several actions at the same time, click the arrow next to **Undo** , select the actions in the list that you want to undo, and then click the list.

Redo an action

To redo something, you've undone, press Ctrl+Y or F4. (If F4 doesn't seem to work, you may need to press the **F-Lock key** or **Fn Key**, then F4).

If you prefer to use the mouse, click Redo on the Quick Access toolbar. (The Redo button only appears after you've undone an action.)



To repeat something simple, such as a paste operation, press Ctrl+Y or F4 (If F4 doesn't seem to work, you may need to press the F-Lock key or Fn Key, then F4).

If you prefer to use the mouse, click Repeat on the Quick Access Toolbar.

c) Explain Comment.

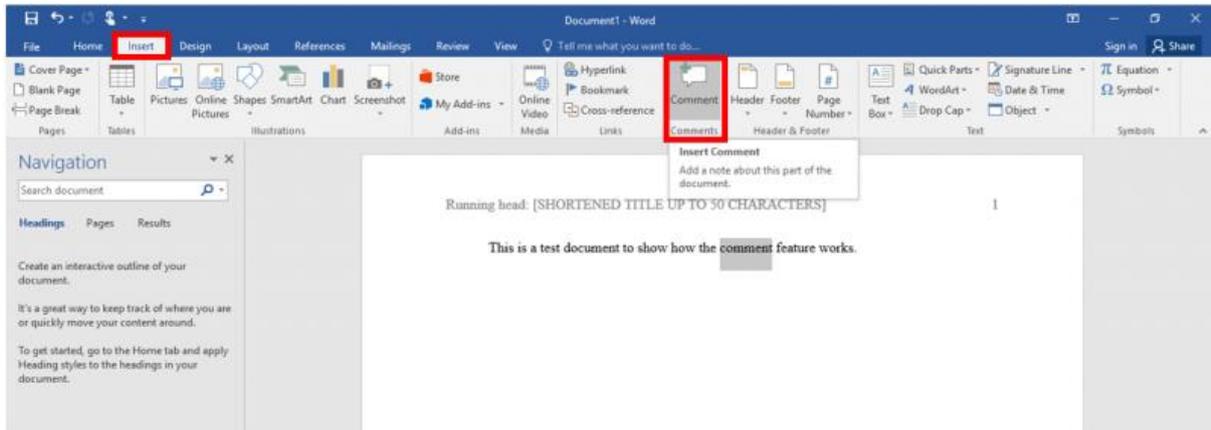
ANS : Comments can be added to a document that do not change the document. You can insert a comment inside balloons that will appear in the document margins. They can also be hidden until you want to edit your paper.

How to comment on microsoft word

1. Using comments.
2. Select the text you want to comment on, or click an insertion point in the text, and then do one of the following to make a new comment appear in ...
3. On the Review tab, click New Comment.
4. In the Comments pane, click New.
5. Press Ctrl + Alt + M.
6. Right-click any text and select New comment in the context menu.

1. First, highlight over or place your cursor on the text or location you would like your comment to refer to.

2. Select the "Insert" tab from the ribbon menu, and select "Comment."



- Alternatively, you can right-click the location you've selected and select "Insert Comment."

3. Once the comment box appears you can type in the box by selecting it. Your name will display with the comment.



4. Now that you've added comments, they will stay in the document when you save it.

d) What is transitions in power point?

Ans:

Slide transitions are the animation-like effects that **happen when you move from one slide to the next during a presentation.** Add slide transitions to bring your PowerPoint presentation to life.

PowerPoint allows you to add transitions into your presentation. Transitions are basically **visual effects** that can be applied to a complete slide rather than individual elements on a slide. Moreover, the transition is only visible when you

move from one slide to another. Transitions also allow you to make your presentation look and feel better.

- Transitions are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another. There are many transitions to choose from, each one of which allows you to control the speed and even add sound. In this lesson, you'll learn how to apply and customize slide transitions.

E) Short note on Header and footer

ANS:

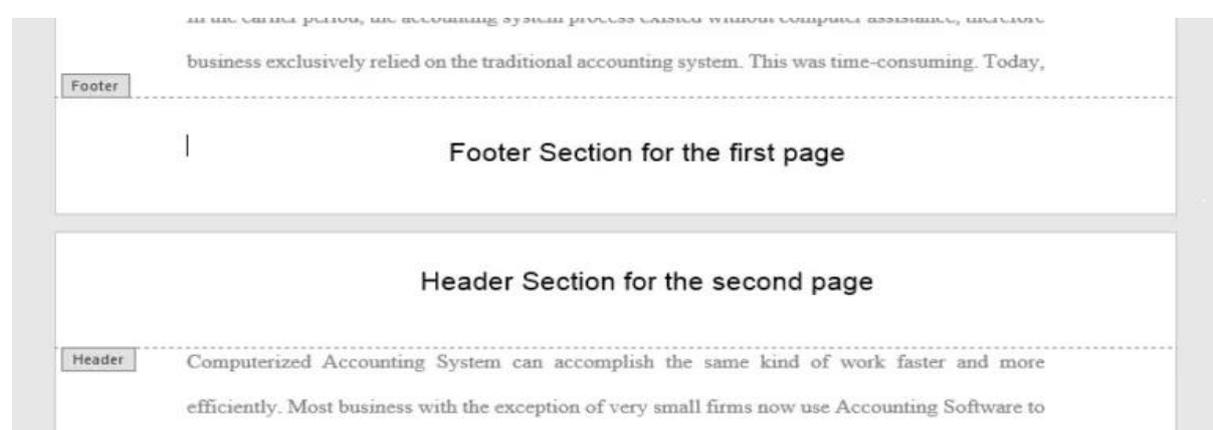
Headers and Footers in Microsoft Word appear at the top and bottom margin of each page, respectively. They are separate sections from the body of your document (text area) and both sections can't be activated at the same time. They (Header and Footer) usually appear inactive when the text area is active. And the text area also falls behind and inactive when the Header and Footer area is active.

Once you activate the Header and Footer section, you can place text and graphics on one page, and it'll appear on every page within the document. That's why Headers and Footers in Microsoft Word are used for page numbers, titles, dates, watermarks, logos or letterheads in general.

How to Activate the Header and Footer layer

As I mentioned before, the Header and Footer section or layer already exist in your document. However, you first of all must activate this section if you need to add some content on it

To activate the Header and Footer section of your Word document, double-click over the top or bottom area of any page. The Header and Footer area will get activated, introducing the **Header & Footer Tools** tabs with the design tab active. When the Header and Footer layer is active, the main body of your document will remain visible but is greyed out to indicate that you cannot edit it whilst the Header and Footer sections is active.



F) What is database in Ms-Access?

Ans:

A database is a tool for collecting and organizing information. Databases can store information about people, products, orders, or anything else. Many databases start as a list in a word-processing program or spreadsheet. As the list grows bigger, redundancies and inconsistencies begin to appear in the data. The data becomes hard to understand in list form, and there are limited ways of searching or pulling subsets of data out for review. Once these problems start to appear, it's a good idea to transfer the data to a database created by a database management system (DBMS), such as Access.

A computerized database is a container of objects. One database can contain more than one table. For example, an inventory tracking system that uses three tables is not three databases, but one database that contains three tables. Unless it has been specifically designed to use data or code from another source, an Access database stores its tables in a single file, along with other objects, such as forms, reports, macros, and modules. Databases created in the Access 2007 format (which is also used by Access, 2016, Access 2013 and Access 2010) have the file extension .accdb, and databases created in earlier Access formats have the file extension .mdb.

g) What is footnote and Endnote?

ANS: Foot note : A footnote is additional information found at the bottom of the current page in a document. Superscript number are used in both the document and the footnote to help reader match the text to the supplemental information at the bottom.

End note: An endnote is similar, but they are only found at the end of a document and contain reference information about quoted material.

Here is an emaple of afootnote.

¹ An example to help demonstrate the proper notation and implementation fo foot note.

Endnote

Here is an example of an endnote which cites computer Hope as a source.¹

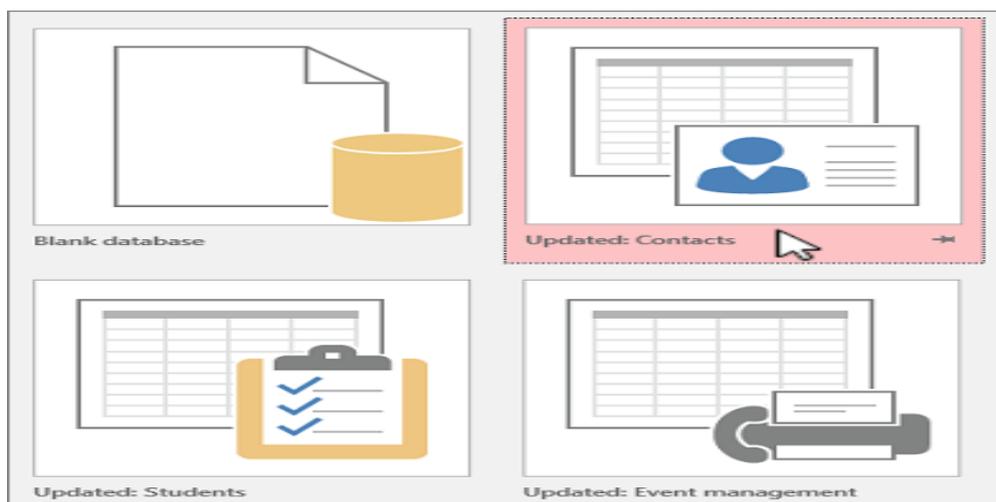
¹ Notation and implementation of endnotes and footnotes

Q.2. a) Explain procedure for creating database in Ms-Access.

Ans: A database is a tool for collecting and organizing information. Databases can store information about people, products, orders, or anything else. Many databases start as a list in a word-processing program or spreadsheet. As the list grows bigger, redundancies and inconsistencies begin to appear in the data. The data becomes hard to understand in list form, and there are limited ways of searching or pulling subsets of data out for review. Once these problems start to appear, it's a good idea to transfer the data to a database created by a database management system (DBMS), such as Access.

Procedure for creating database:

Once you're ready, launch Microsoft Access, choose File -> New -> "Blank Database", and click on the "Create" key to kick-starting your first Microsoft Access database!



Create a database:

1. Open Access.

If Access is already open, select **File > New**.

2. Select **Blank database**, or select a template.
3. Enter a name for the database, select a location, and then select **Create**.

#Create a blank database:

1. On the **File** tab, click **New**, and then click **Blank Database**.

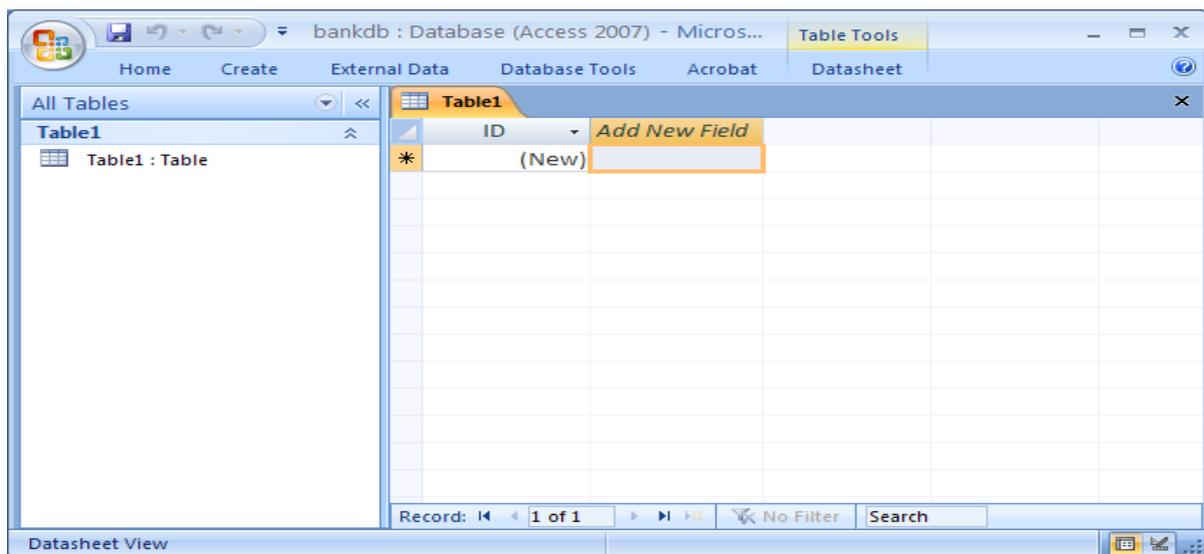
2. Type a file name in the **File Name** box. To change the location of the file from the default, click **Browse for a location to put your database**  (next to the **File Name** box), browse to the new location, and then click **OK**.
3. Click **Create**.

Access creates the database with an empty table named Table1, and then opens Table1 in Datasheet view. The cursor is placed in the first empty cell in the **Click to Add** column.

4. Begin typing to add data, or you can paste data from another source, as described in the section. **Hint: Choose an appropriate name that reflects the type of your database; this sounds way better than simply calling it “My first database”!**

2. Create the Tables

Once you successfully launch and create your first database, Access opens up the “Table Tools” View to create tables, because really, Access is all about tables!



And there, freshly created, is your very own first Microsoft Access table. Hurray!

Enter data into tables

In this step, we will manually enter data into the tables. But, note that Access offers several other effortless ways to import data into tables (from an Excel sheet, from a text file, etc.).

Here, we must mention that Access wins over Excel in data validation if the tables are rightly designed. To understand the relevance of table design, we will simply add data to the “Regular Expenses” table and explore the challenges.

Here is the data we intend to add to our tables:

The “Datasheet View” is best used to add/delete/alter table data and opens up any time you double click on a table’s name in the left-side tab. You can also access it using DESIGN Tab -> View -> Design View. Once you’re in this view, choose the table you will work with (“Regular Expenses”) in the left-side tab. On the right-side tab,

- Click on the second column (Expense Name) and type “Rent”.
- Click on the third column (Type) and type “Fixed”.
- Click on the fourth column (Amount) and type “2000”.
- You have completed the first row. Repeat for remaining rows.
- Repeat the same for the “Income” and “Monthly Expenses” table.

b) What is chart. Explain different type of charts?

Ans:

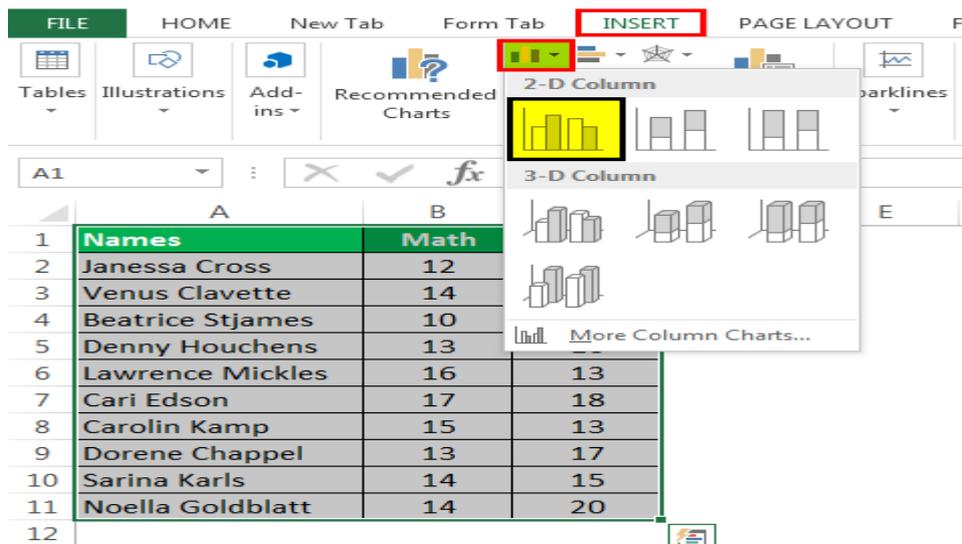
Charts:

chart is a tool you can use in Excel to communicate data graphically. Charts allow your audience to see the meaning behind the numbers, and they make showing comparisons and trends much easier. In this tutorial, you will learn how to insert charts and modify them so they communicate information effectively. Each of Excel's 12 chart types has different features that make them better suited for specific tasks. Pairing a chart with its correct data style will make the information easier to understand, enhancing the communication within your small business.

A column chart is a bar-shaped chart that has a bar placed on the X-axis. This type of chart in Excel is called a column chart because the bars are placed on the columns. Such charts are very useful in case we want to make a comparison.

Below are the steps for preparing a column chart in Excel:

1. **First, select the data and the “Insert” tab, then select the “Column” chart.**



2. Then, the column chart looks like as given below:

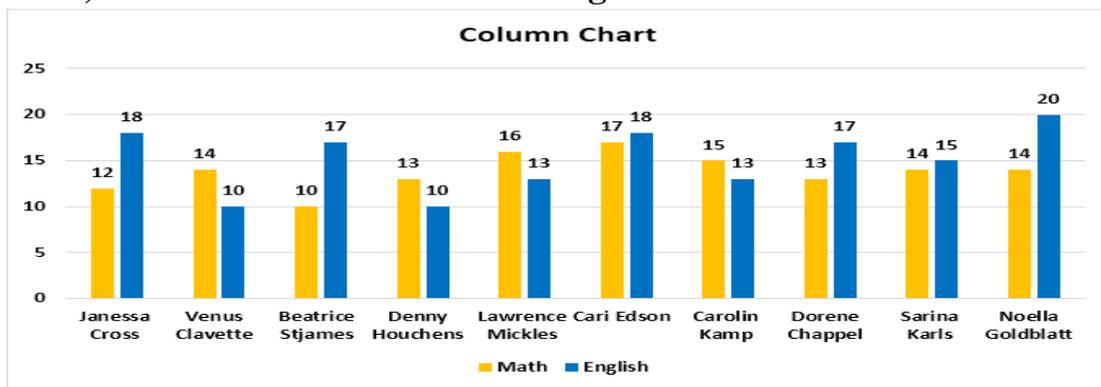


Chart #2 – Line Chart

Line charts are used if we need to show the trend in data. They are more likely used in analysis rather than showing data visually.

In this chart, a line represents the data movement from one point to another.

- Select the data and “Insert” tab, then select the “Line” chart.

Chart #3 – Pie Chart:

A pie chart is a circle-shaped chart capable of representing only one series of data. A pie chart has various variants that are 3-D charts and doughnut charts.

A circle-shaped chart divides itself into various portions to show the quantitative value.

- Select the data, go to the “Insert” tab, and select the “Pie” chart.

Chart #4 – Bar Chart: In the bar chart, the data is plotted on the Y-axis. That is why this is called a bar chart. Compared to the column chart, these charts use the Y-axis as the primary axis. This chart is plotted in rows. That is why this is called a row chart.

- Select the data, go to the “Insert” tab, and then select the “Bar” chart.
- **Chart #5 – Area Chart**

The area chart and the line charts are the same, but the difference that makes a line chart an area chart is that the space between the axis and the plotted value is colored and is not blank.

Using the stacked area chart, this becomes difficult to understand the data as space is colored with the same color for the magnitude that is the same for various datasets.

- Select the data, go to the “Insert” tab, and select the “Area” chart.

Chart #6 – Scatter Chart

The [scatter chart in excel](#) plots the data on the coordinates. Select the Data and go to Insert Tab, then select the Scatter Chart.

Chart #7 – Stock Chart

Such charts are used in [stock exchanges](#) or to represent the change in the price of shares.

- Select the data, go to the “Insert” tab, and then select the “Stock” chart.

Chart #8 – Radar Chart:

The [radar chart](#) is similar to the spider web, often called a web chart.

- Select the data and go to “Insert Tab.” Then, under the “Stock” chart, select the “Radar” chart.

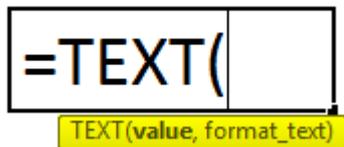
c) Explain Text Function in detail.

Ans: Text function is used to convert the value into text. But it, in reality, the Text function is used to convert any value in text format, and we can even change the format of converted value as well. For this, we just have to select the cell we

want to convert and the format we want to convert. However, there are times when you need to convert numbers into text, and that is where the TEXT function comes into the picture.

TEXT Formula in Excel

The TEXT function is used to convert a numeric value into a text string in a specified format. The formula for the TEXT Function is as follows:



- **value (required)**– the numeric value which needs to be converted to text. The value can be a number, date, reference to a cell containing a numeric value or any other function that returns a number or date.
- **format_text (required)**– a format which you want to apply. It is supplied in the form of a format code enclosed in the quotation marks, e.g. “mm/dd/yy”.

The TEXT function is available in all versions of Microsoft Excel.

TEXT Function Format Codes

Code	Description	Format code example
0	Digit placeholder that displays insignificant zeros.	#.00 - always displays 2 decimal places. If you type 2.5 in the referenced cell, it will display as 2.50.
#	Digit placeholder that does not display extra zeros.	### - displays up to 2 decimal places. If you type 2.5, it will display as 2.5. If you type 2.555, it will display as 2.56.
?	Digit placeholder that leaves a space for insignificant zeros but doesn't display them. It is generally used to align numbers in a column at a decimal point.	##.?? - displays a maximum of 2 decimal places and aligns the decimal points in a column.
. (period)	Decimal point	
, (comma)	Thousands separator.	###,###.## - displays a thousands separator and 2 decimal places. If you type 250000, it will display as 250,000.00

As we saw earlier, the formula of the Text function is very easy; however, there is a tricky part to it which is supplying a format code that will output your number in a format of your choice. Typically, the Text function accepts most of the format codes used in Excel number formats. Below is a table containing the most

Symbol	Description
+ and -	Plus and minus signs
()	Left and right parenthesis
:	Colon
^	Caret
'	Apostrophe
{ }	Curly brackets
< >	Less-than and greater than signs
=	Equal sign
/	Forward slash
!	Exclamation point
&	Ampersand
~	Tilde
	Space character

common and frequently used formats. In addition to this, you can include any of the below characters in the format code, and they will be displayed exactly as entered.

Example #1

For example, if you want to fetch the date from cell A2 and show it into another cell in a standard date format like “February 1, 2019”, you use the Text formula as shown below:

=TEXT(A2, “m d, yyyy”)

The result will look like as shown below:

	C6	fx =TEXT(B6,"m d, yyyy")			
	A	B	C	D	
1					
2		TEXT function			
3					
4					
5		Date	Formatted Date		
6		2/1/2019	February 1, 2019		
7					

d) Explain clipboard in Ms-word.

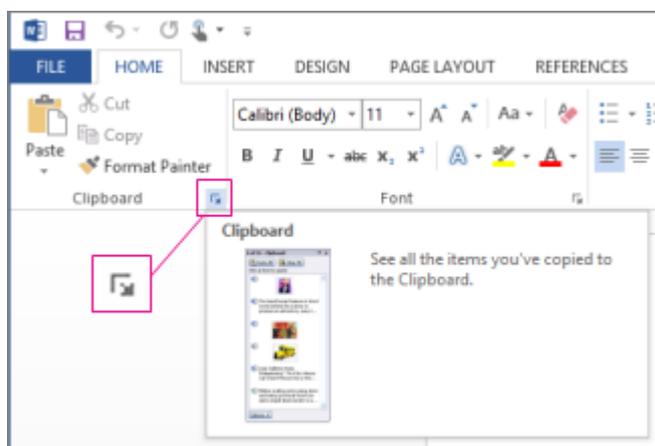
Ans:- The Office Clipboard allows you to copy up to 24 items from Office documents or other programs and paste them into another Office document. For example, you can copy text from an email message, data from a workbook or datasheet, and a graphic from a presentation, and then paste them all into a document. By using the Office Clipboard, you can arrange the copied items the way that you want in the document.

You're not limited to only pasting the last item you copied or cut when you use the **Clipboard** task pane. The **Clipboard** task pane holds many of the last images and text you copied or cut.

Note: You can still do simple cut, copy, and paste the way you're used to, either by using the buttons on the ribbon or the keyboard shortcuts CTRL+X (Cut), CTRL+C (Copy), or CTRL+V (Paste).

Open the Office Clipboard task pane

To open the **Clipboard** task pane, click **Home**, and then click the **Clipboard** dialog box launcher. Double-click the image or text you want to paste.



Note: To open the **Clipboard** task pane in Outlook, in an open message, click the **Message** tab, and then click the **Clipboard** dialog box launcher in the **Clipboard** group.

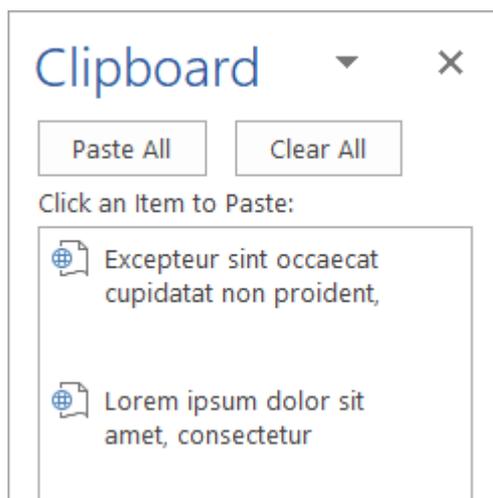
Copy and paste multiple items using the Office Clipboard

1. Open the file that you want to copy items from.

2. Select the first item that you want to copy, and press CTRL+C.
3. Continue copying items from the same or other files until you have collected all of the items that you want. The Office Clipboard can hold up to 24 items. If you copy a twenty-fifth item, the first item on the Office Clipboard is deleted.

As items are added to the Office Clipboard, an entry is displayed in the **Clipboard** task pane. The newest entry is always added to the top. Each entry includes an icon representing the source Office program and a portion of copied text or a thumbnail of a copied graphic.

4. Click where you want the items to be pasted. You can paste collected items into any Office program.
5. Do one of the following:
 - To paste items one at a time, in the **Clipboard** task pane, double-click each item that you want to paste.
 - To paste all the items that you copied, in the **Clipboard** task pane, click **Paste All**.

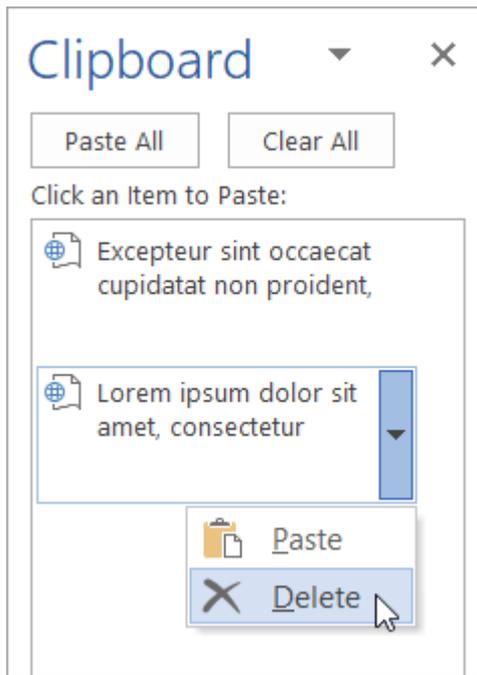


Delete items from the Office Clipboard

You can delete items from the Office Clipboard individually or all at the same time.

In the **Clipboard** task pane, do one of the following:

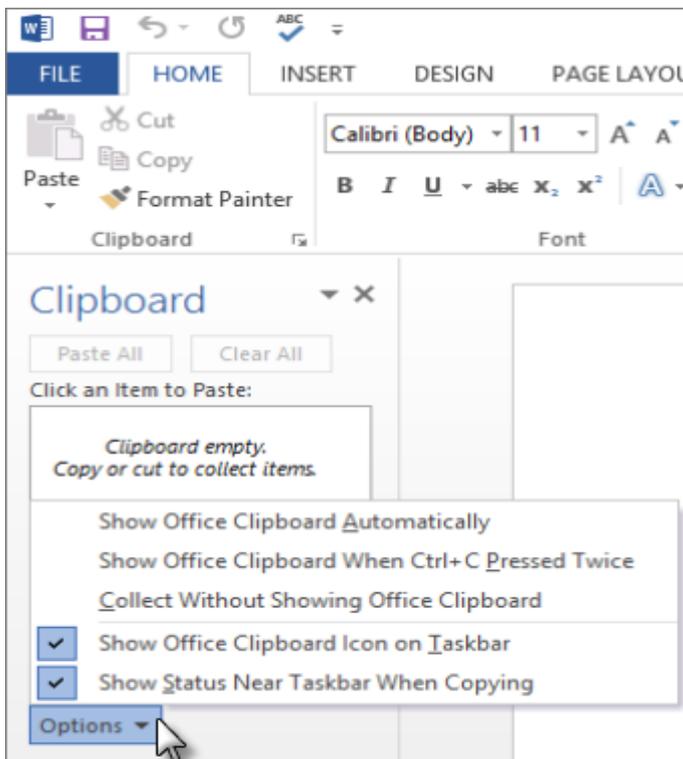
- To clear one item, click the arrow next to the item that you want to delete, and then click **Delete**.



- To clear all items, click **Clear All**.

Control how the Office clipboard is displayed

To control how the Office Clipboard is displayed, click **Options** at the bottom of the task pane.



e) Explain table formatting in ms-excel.

Ans:

After you create a table, Microsoft Office Word 2010 offers you many ways to format that table. If you decide to use Table Styles, you can format your table all at once, and even see a preview of what your table will look like formatted in a particular style before you actually apply the style.

You can create a custom look for tables by splitting or merging cells, adding or deleting columns or rows, or adding borders. If you're working with a long table, you can repeat the table headings on each page on which the table appears. To prevent awkward page breaks that disrupt the flow of your table, you can also specify just how and where the table should break across pages.

Use Table Styles to format an entire table:

After you create a table, you can format the entire table by using Table Styles. By resting your pointer over each of the preformatted table styles, you can preview what the table will look like.

1. Click in the table that you want to format.
2. Under **Table Tools**, click the **Design** tab.
3. In the **Table Styles** group, rest the pointer over each table style until you find a style that you want to use.
4. Click the style to apply it to the table.
5. In the **Table Style Options** group, select or clear the check box next to each the table element to apply or remove the selected style.

Add or remove borders

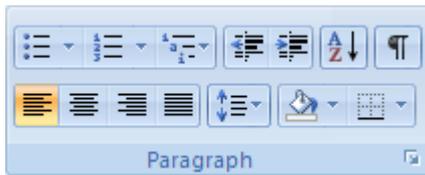
You can add or remove borders to format a table the way that you want.**Add table borders**

Remove table borders from the whole table:

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table**.
3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click **No Border**.

Add table borders to specified cells only:

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



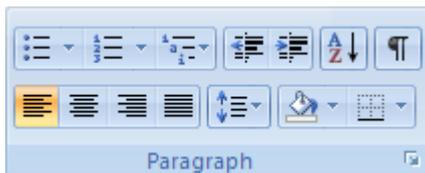
2. Select the cells that you want, including their end-of-cell marks.



3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click the border that you want to add.

Remove table borders from specified cells only

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



2. Select the cells that you want, including their end-of-cell marks.



3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then click **No Border**.

Display or hide gridlines:

Gridlines show the cell boundaries of a table on the screen wherever the table doesn't have borders applied. If you hide the gridlines in a table that has borders, you won't see the change because the gridlines are behind the borders. To view the gridlines, remove the borders.

Unlike borders, gridlines appear only on the screen; they are never printed. If you turn off gridlines, the table is displayed as it will be printed.

Add a cell, row, or column:

Add a cell

1. Click in a cell that is located just to the right of or above where you want to insert a cell.
2. Under **Table Tools**, on the **Layout** tab, click the **Rows & Columns** Dialog Box Launcher.
3. Click one of the following options:

Add a row& Columns :

1. Click in a cell that is located just below or above where you want to add a row.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
 - To add a row just above the cell that you clicked in, in the **Rows and Columns** group, click **Insert Above**.
 - To add a row just below the cell that you clicked in, in the **Rows and Columns** group, click **Insert Below**.

Delete a cell, row, or column

1. Do one of the following:
2. Under **Table Tools**, click the **Layout** tab.
3. In the **Rows & Columns** group, click **Delete**, and then click **Delete Cells**, **Delete Rows**, or **Delete Columns**, as appropriate.

Merge or split cells:

Merge cells

You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.

2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

Split cells

1. Click in a cell, or select multiple cells that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
3. Enter the number of columns or rows that you want to split the selected cells into.

Q. 3 Attempt any three of the following (5 Marks each) 15M

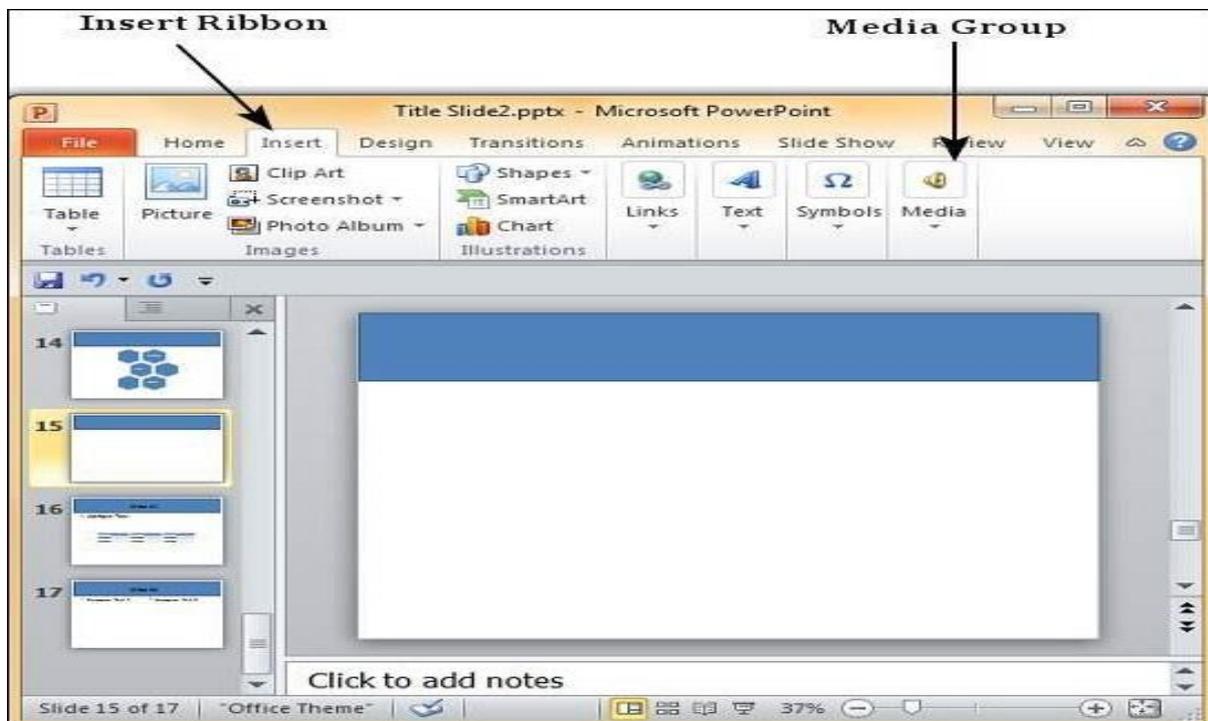
a) Explain procedure to adding audio and video in slide.

ANS:

PowerPoint supports multimedia in the slides. You can add audio or video clips to the slides which can be played during the presentation.

The following steps will help you add audio or video file to the slides.

Step 1 – Go to the **Media** group under the **Insert** ribbon.



Step 2 – To insert video file select **Video** as media type and **Video from File** to insert a video from your computer or hard drive.

Step 3 – In the **Insert Video** dialog, browse for a video file and click Insert.

Step 4 – You will now see that a Video file is added to the slide.

Step 5 – To insert audio file select **Audio** as media type and **Audio from File** to insert an Audio from your computer or hard drive.

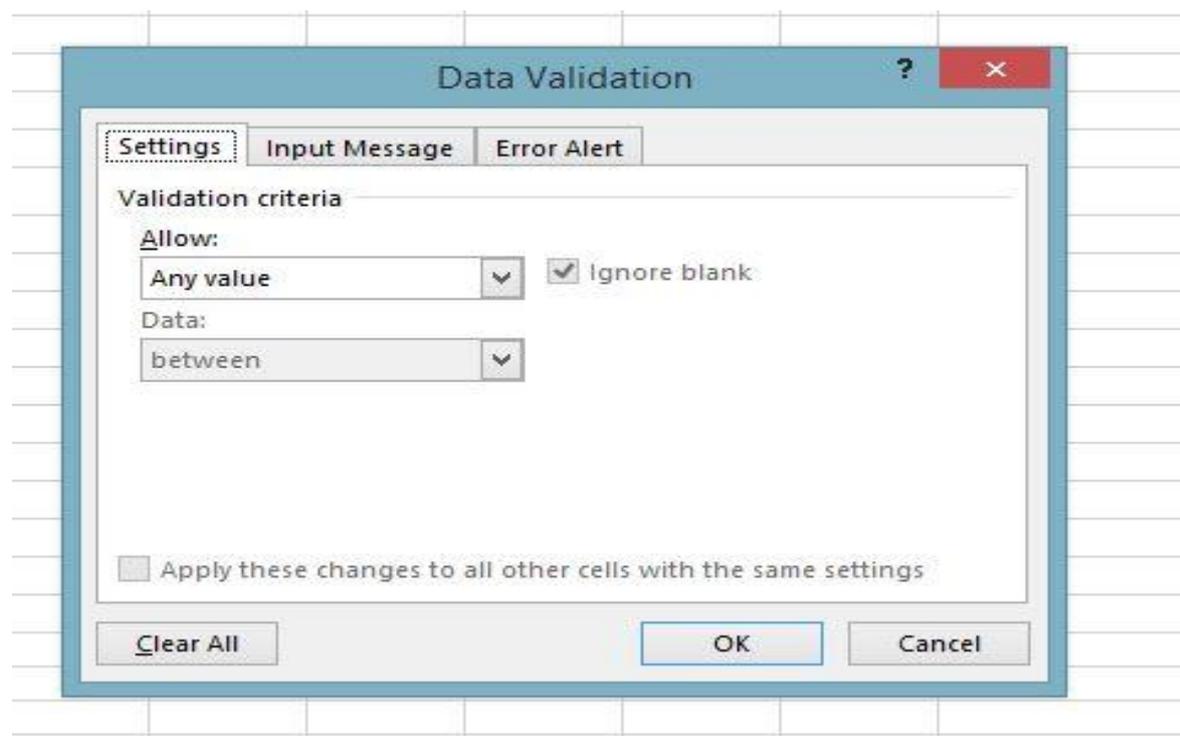
Step 6 – In the **Insert Audio** dialog, browse for an audio file and click **Insert**.

Step 7 – You will now see that an Audio file is added to the slide.

b) Explain data validation in excel.

ANS: Data validation is a feature in MS Excel used to control what a user can enter in a cell of an excel sheet. Like, restrict entries in a sheet, such as a date range or whole numbers only. We can even create dropdowns as well, which saves un-necessary space and shows the values in a single cell. Also, we can create a customized message which will appear user insert any incorrect value or an incorrect format.

Data validation in Excel is a technique that restricts user input in a worksheet. It is often used to limit user entry.



The settings tab is where you enter the validation criteria. There are eight options available to validate for user input:

There are 3 tabs in the dialogue box.

Settings: This will help you to select the data type and the type of data that you want to be filled in the desired row or column.

Input Message: This tab will help to let the user know about the constraints you've decided for the row/column. It will alert the user to input the right set of values.

Error Alert: The error alert tab will help the user to know that they had entered invalid data.

Example of Data Validation

Let's take the example of filling a form. The form requires your name which has a limitation of 3-7 characters, it requires your date of birth and has a list of cities for the exam centre. Not considering all the other requirements as of now.

The form looks like this.

To apply data validation with a word limit of 3-7 characters for the **Name** cell.

Step 1: Select the empty cell in front of the **Name**.

Step 2: From the **DATA** tab in the ribbon, select **Data Validation**.

Step 3: A Dialogue box will appear.

Step 4: In the dialogue box from the setting tab, in the dropdown, select **Text Length** (as shown in the image below).

Step 5: We want our user to enter the name between 3-7 characters, So in the **Minimum** column we'll write 3 and in the **Maximum** column we'll write 7 and then click **OK**.

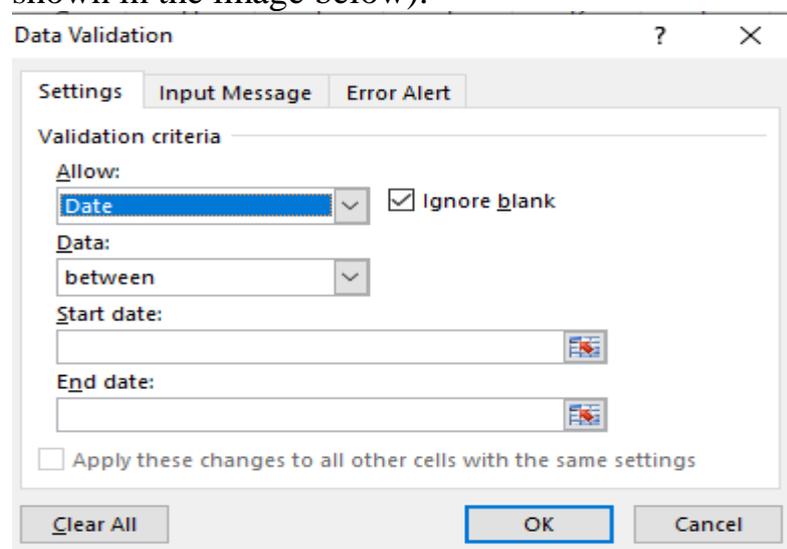
The **Name** row will now accept only text between 3-7 characters.

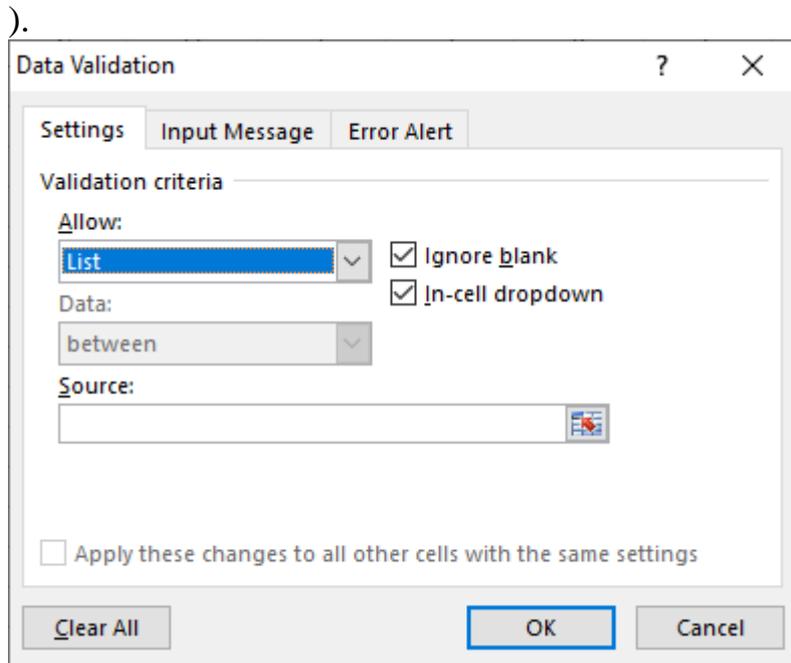
To use data validation as Date of Birth:

Step 6: Select the cell in front of Data of Birth in excel.

Step 7: Repeat steps 2 and 3.

Step 8: In this step, instead of selecting text length, you need to select **Date** (as shown in the image below).

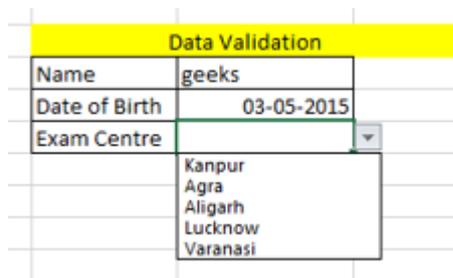




You want to add “Kanpur”,”Agra”,”Aligarh”,”Lucknow”,”Varanasi” to the list.

Step 14: Click OK.

The Exam centre cell will look like this.



You’ve successfully created a form with 3 requirements using Data Validation.

c) What is mail merge? Explain steps for creating letter?

Mail Merge, a popular tool for personalizing printed letters, is nowadays also available for emails. Google Mail, Google Sheets make it happen for all Google domain-based emails.

Components of mail merge:

The three main components of the merging process are the main document, the data source, and the merged document.

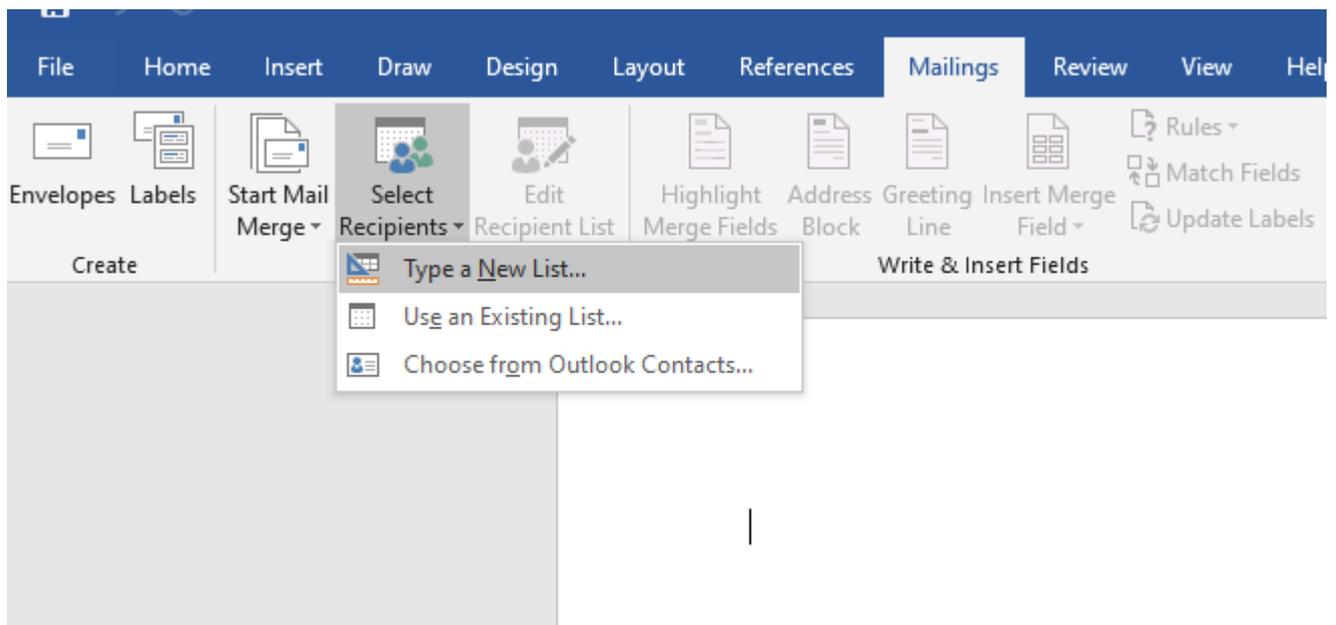
The main document contains the main body of your letter, field names, and merges instructions. The basic information within the main document remains equivalent.

The data source (or Recipients' list) stores the knowledge that changes for every document. This information is inserted in the main document one by one. An example of the data source is a name and address list from which the program gets what you want to include in the main document.

The merged document contains the main text from the main

Step 1:

Open MS Word and click on the command sequence: Mailings tab → Start mail merge group → Select recipients button → Type new List.



A dialog namely “New Address List” will pop up(as shown in the below image). Type here the desired data under the given headings. To add a new record, click on the “New Entry” button at the bottom of the dialog and click OK when you are done.

Step 2: Prepare Master Letter

The second step is to prepare our master letter for use in the mail merge. Before we enter all the letter text we'd like to link this Word file to our list of names.

Create a blank word document.

Click Mailings tab → Start Mail Merge group → Start Mail Merge → Letters command.

Then click the Mailings tab → Start Mail Merge group → Select Recipients button → Use Existing List command.

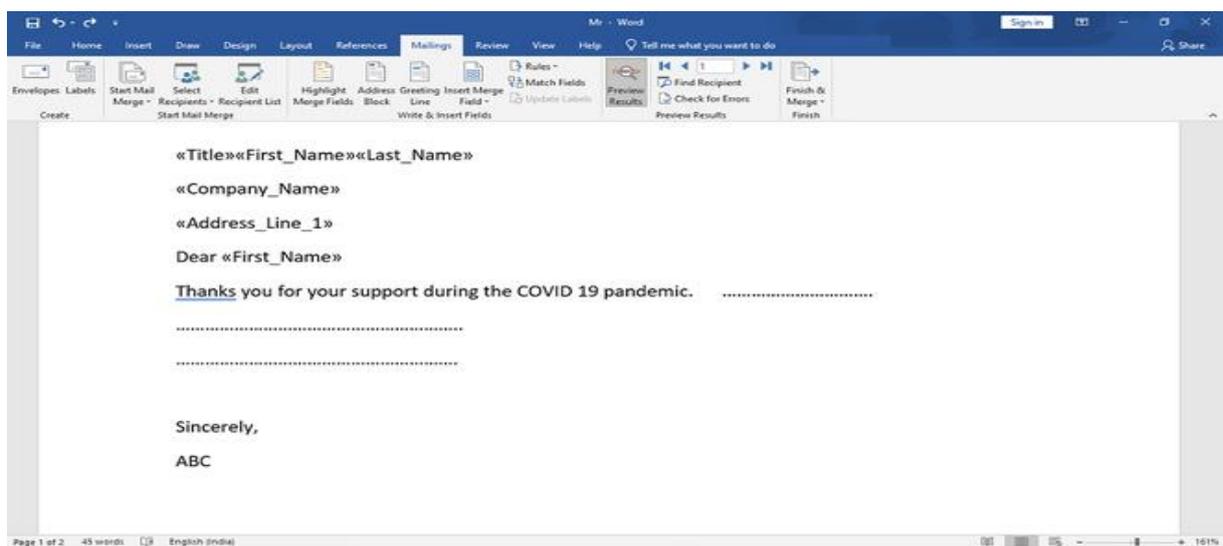
Now we can start typing the letter.

Now we would like to add the name and address and other details for the people on the list.

Mailings tab → Write & Insert Field group → Insert Merge Field button.

A pop-down will appear showing all the table headings, so choose Title and press the spacebar to create a space.

Then do this again and choose FirstName, followed by a space (i.e., press only spacebar key and no other key); then choose LastName but this time press the Enter key to create a new line. Then repeat the steps to choose the Address field, and press enter key.



Step 3:

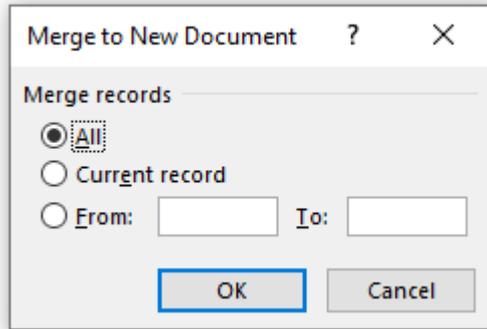
Before we actually carry out the merge, we must first preview what the merged letters will look like.

Mailings tab → Preview Results group → Preview Results button

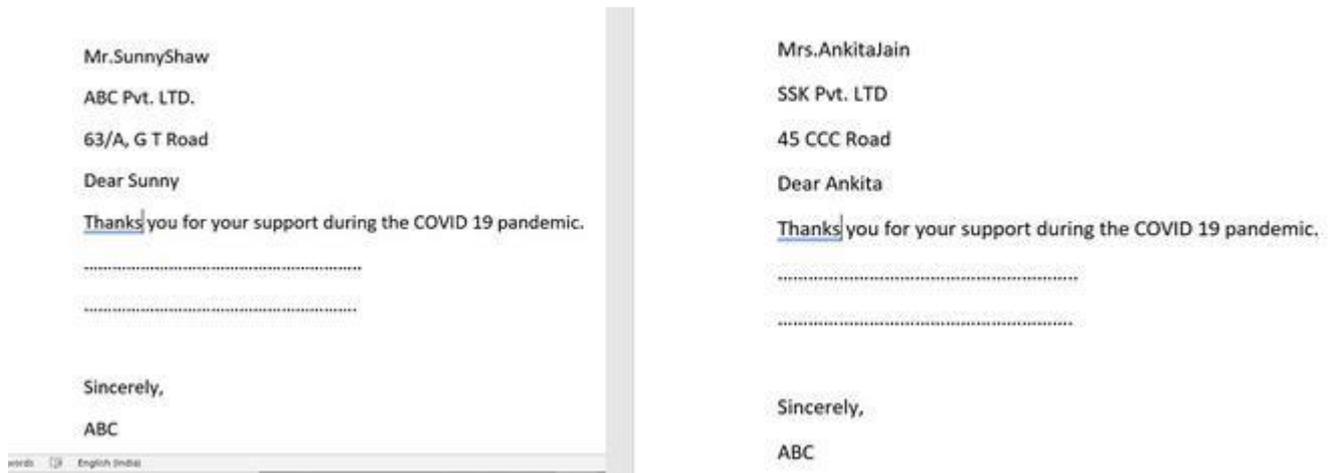
Once we are happy with the preview, you can carry out the actual mail merge.

To do this you click the Mailings tab → Finish group → Finish & Merge button and choose Edit Individual Documents.

In the Merge to New Document panel, click All to create a separate letter for each person on the Names list. Word then creates a fresh document with as many pages as there are names on your list, and every page contains a wonderfully merged letter with all the correct individuals' details.



We can save this with an appropriate name, such as ABC.docx



Sample Problems

d) What is form? Explain procedure for creating for form.

Ans:- A form in Access is a database object that you can use to create a user interface for a database application. A "bound" form is one that is directly connected to a data source such as a table or query, and can be used to enter, edit, or display data from that data source. Alternatively, you can create an "unbound" form that does not link directly to a data source, but which still contains command buttons, labels, or other controls that you need to operate your application.

This article focuses primarily on bound forms. You can use bound forms to control access to data, such as which fields or rows of data are displayed. For example, certain users might need to see only several fields in a table with many fields. Providing those users with a form that contains only those fields makes it easier for them to use the database. You can also add command buttons and other features to a form to automate frequently performed actions.

Think of bound forms as windows through which people see and reach your database. An effective form speeds the use of your database, because people don't have to search for what they need. A visually attractive form makes working with

the database more pleasant and more efficient, and it can also help prevent incorrect data from being entered.

Create a form by using the Form tool:

You can use the Form tool to create a form with a single mouse-click. When you use this tool, all the fields from the underlying data source are placed on the form. You can start using the new form immediately, or you can modify it in Layout view or Design view to better suit your needs.

Use the Form tool to create a new form:

1. In the Navigation Pane, click the table or query that contains the data you want to see on your form.
2. On the **Create** tab, in the **Forms** group, click **Form**.

Access creates the form and displays it in Layout view. In Layout view, you can make design changes to the form while it is displaying data. For example, you can adjust the size of the text boxes to fit the data, if necessary.

If Access finds a single table that has a one-to-many relationship with the table or query that you used to create the form, Access adds a datasheet to the form that is based on the related table or query. For example, if you create a simple form that is based on the Employees table, and there is a one-to-many relationship that is defined between the Employees table and Orders table, the datasheet displays all the records in the Orders table that relate to the current Employee record. You can delete the datasheet from the form if you decide you do not need it. If there is more than one table with a one-to-many relationship to the table that you used to create the form, Access does not add any datasheets to the form.

Create a split form by using the Split Form tool

A split form gives you two views of the data at the same time — a Form view and a Datasheet view.

A split form differs from a form/subform combination in that the two views are connected to the same data source and are synchronized with one another at all times. Selecting a field in one part of the form selects the same field in the other part of the form. You can add, edit, or delete data from either part (as long as the record source is updatable, and you have not configured the form to prevent these actions).

Working with split forms gives you the benefits of both kinds of forms in a single form. For example, you can use the datasheet portion of the form to quickly locate a record, and then use the form portion to view or edit the record.

To create a split form by using the Split Form tool:

1. In the Navigation Pane, click the table or query that contains the data that you want on your form. Or open the table or query in Datasheet view.
2. On the **Create** tab, in the **Forms** group, click **More Forms**, and then click **Split Form**.

Access creates the form and displays it in Layout view. In Layout view, you can make design changes to the form while it is displaying data. For example, you can adjust the size of the text boxes to fit the data, if necessary. For more information about form views,

Create a form that displays multiple records by using the Multiple Items tool

When you create a form by using the Form tool, the form that Access creates displays a single record at a time. If you want a form that displays multiple records but is more customizable than a datasheet, you can use the Multiple Items tool.

1. In the Navigation Pane, click the table or query that contains the data you want to see on your form.
2. On the **Create** tab, in the **Forms** group, click **More Forms**, and then click **Multiple Items**.

Access creates the form and displays it in Layout view. In Layout view, you can make design changes to the form while it is displaying data.

When you use the Multiple Items tool, the form that Access creates resembles a datasheet. The data is arranged in rows and columns, and you see more than one record at a time. However, a Multiple Items form gives you more customization options than a datasheet, such as the ability to add graphical elements, buttons, and other controls. For more information about customizing your form,

Create a form by using the Form Wizard

To be more selective about what fields appear on your form, you can use the Form Wizard instead of the various form-building tools previously mentioned. You can also define how the data is grouped and sorted, and you can use fields from more

than one table or query, as long as you specified the relationships between the tables and queries beforehand.

1. On the **Create** tab, in the **Forms** group, click **Form Wizard**.
2. Follow the directions on the pages of the Form Wizard.

Note: If you want to include fields from multiple tables and queries on your form, do not click **Next** or **Finish** after you select the fields from the first table or query on the first page of the Form Wizard. Instead, repeat the steps to select a table or query, and click any additional fields that you want to include on the form. Then click **Next** or **Finish** to continue.

3. On the last page of the wizard, click **Finish**.

Create a form by using the Blank Form tool

If the wizard or the form-building tools don't meet your needs, you can use the Blank Form tool to build a form. This can be a very quick way to build a form, especially if you plan to put only a few fields on your form.

1. On the **Create** tab, in the **Forms** group, click **Blank Form**.

Access opens a blank form in Layout view, and displays the **Field List** pane.

2. In the **Field List** pane, click the plus sign (+) next to the table or tables that contain the fields that you want to see on the form.
3. To add a field to the form, double-click it or drag it onto the form.
 - After the first field has been added, you can add several fields at once by holding down the CTRL key, clicking several fields, and then dragging them onto the form at the same time.
 - The order of the tables in the **Field List** pane can change, depending on which part of the form is currently selected. If the field you want to add is not visible, try selecting a different part of the form and then try adding the field again.
4. Use the tools in the **Header/Footer** group on the **Design** tab to add a logo, title, or the date and time to the form.
5. Use the tools in the **Controls** group of the **Design** tab to add a wider variety of controls to the form.

For a slightly larger selection of controls, switch to Design view by right-clicking the form and then clicking **Design View**.

Understand Layout view and Design view

Layout view Layout view is the most intuitive view to use for form modification, and it can be used for almost all the changes that you would want to make to a form in Access.

In Layout view, the form is actually running. Therefore, you can see your data much as it will appear when you are using the form. However, you can also change the form design in this view. Because you can see the data while you are modifying the form, this is a very useful view for setting the size of controls or performing almost any other task that affects the appearance and usability of the form.

If you encounter a task that cannot be performed in Layout view, you can switch to Design view. In certain situations, Access displays a message that states that you must switch to Design view before you can make a particular change.

Design view Design view gives you a more detailed view of the structure of your form. You can see the Header, Detail, and Footer sections for the form. The form is not actually running when it is shown in Design view. Therefore, you cannot see the underlying data while you are making design changes. However, there are certain tasks that you can perform more easily in Design view than in Layout view. You can:

Fine-tune your form in Layout view

After you create a form, you can easily fine-tune its design by working in Layout view. Using the actual form data as your guide, you can rearrange the controls and adjust their sizes. You can place new controls on the form and set the properties for the form and its controls.

Fine-tune your form in Design view

You can also fine-tune your form's design by working in Design view. You can add new controls and fields to the form by adding them to the design grid. The property sheet gives you access to many properties that you can set to customize your form.

To switch to Design view, right-click the form name in the Navigation Pane and then click **Design View**.

Access shows the form in Design view.

You can use the property sheet to change the properties for the form and its controls and sections. To display the property sheet, press F4.

You can use the **Field List** pane to add fields from the underlying table or query to your form design. To display the **Field List** pane:

- On the **Design** tab, in the **Tools** group, click **Add Existing Fields** or use the keyboard shortcut by pressing ALT+F8.

e) Explain printing dialog box in ms-word.

Ans:

Printing in MS-Word:

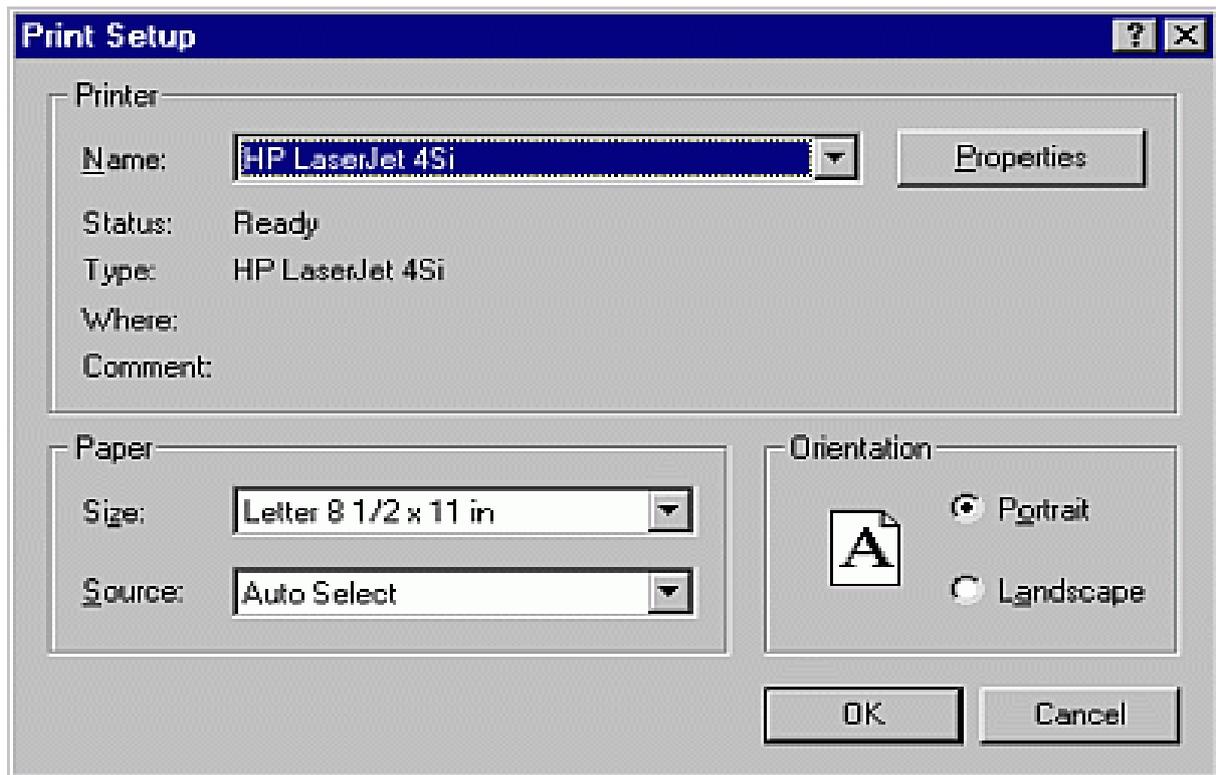
Print this option provided by the MS-Word take place an important role in the printing the documents or any textual reports created in MS-Word. If you want to print the previously created any textual report in MS-Word. You have needed to follow the given steps:

Steps to print the textual reports/pages in MS-Word:

1. If you are currently working in MS-Word. And, if you want to print the current or previous any textual reports from the MS-Word.
2. Goes onto the file menu in MS-Word.
3. Click on the Print submenu. (Ctrl+P)
4. You will get new Print dialogue box on the screen as shown below:
5. By following this steps someone can easily print the desired any textual documents as per their own choice.
6. Someone can easily do the all desired setting into the print dialogue box as per their own choice.
7. The computer user can select the desired printer for the printing any textual reports or pages. The computer user can also select the how much pages they wanted to print as per their own requirement.
8. The computer user can also select that they wanted to print any pages both side or single side.

Print, Print Setup dialog boxes:-

Print Setup dialog box options:



Appears whenever you select Setup from the Print dialog box.

Use the Print Setup dialog box to select the printer, page orientation, and paper size.

Q. 4 Attempt any three of the following (5 Marks each) 15M

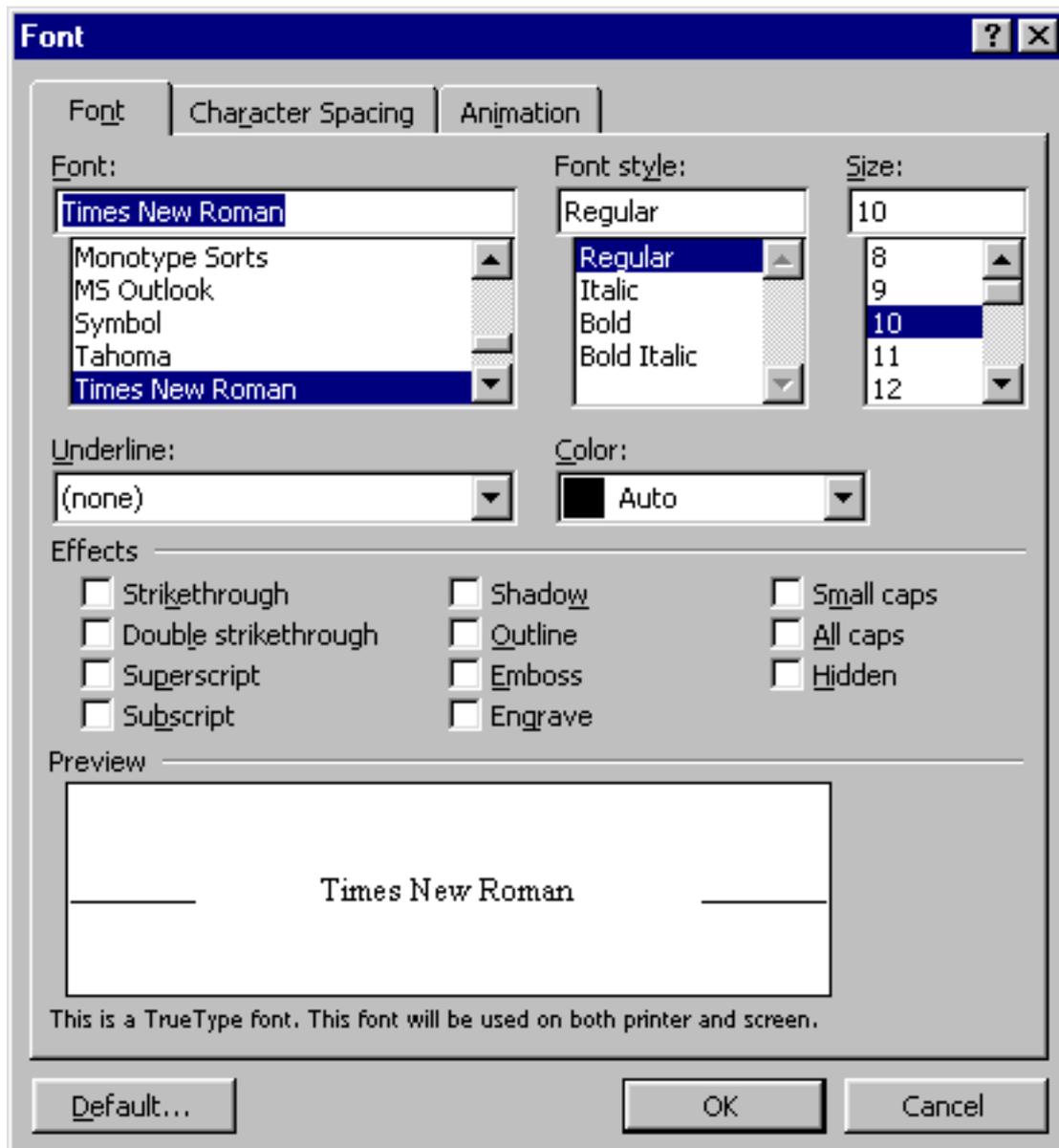
a) Explain Font dialog box in ms-word.

Ans: Font Tabs Options/Tools:

There are much more tools provided by the Ms-word in the Font options under the home menu. Following are given that tools with brief description for them.

1. Font :- It is used for applying the font to the texts as well as any textual reports .There are much more different fonts provided by the Ms-Word such as like shown in the given below diagram

Font Tab Dialouge Box :



1. **Font size** : It is used to change the font size of any textual information.
2. Increase the font size () : This shortcut tool is used to increase the font size a bit bigger .You can perform this operation on any textual information by using the shortcut keys such as like :- (Ctrl + >) from the keyboard .This is very useful Tool.
3. 4. Decrease the font size () : This shortcut tool is used to decrease the font size a bit smaller .You can Perform this operation on any textual information by using the shortcuts keys such as like (Ctrl + <) from the keyboard . This is very useful tool.
4. **B I U** :

B stands for bold .B this tool is used to give the bold effects to any textual information typed in the MS-Word. *I stands for italic* .This tool is used to give the italic effects to any textual information typed in the Ms-Word . U with underlined (-) this option is used to underline any textual information typed in Ms-Word.These tools also very important .

5.  :

This tool is used to change the color of your text.

6.  :

This tool is known as text highlight color tool .This is used to highlight the color of the text typed Ms-Word. By using this tool someone can highlight some textual points by using different colors.

8.  :

This tool is known as change case tool .This tool is used to change the textual information from Uppercase to lowercase & lowercase to uppercase .

7.   :

This tools are commonly known as Subscript & Superscript. Subscript tool is used to type very small letters just below the line of text. First symbol is commonly known as Subscript tool. And, the second number symbol is called as superscript tool. It is used to type very small letters just above the line of text.

b) Explain goal seek function.

Ans:-

Goal seeking is the process of finding the correct input value when only the output is known. The function of goal seeking can be built into different kinds of computer software programs like Microsoft Excel.

The Excel Goal Seek feature is a what if analysis tool. Assuming that you know the single outcome you would like to achieve, Goal Seek allows you to arrive at that goal by working backwards to mathematically adjust a single, specified variable within the equation.

Goal seek : Goal Seek is often used in financial models but is also commonly used in sales, elections, and other types of forecasts.

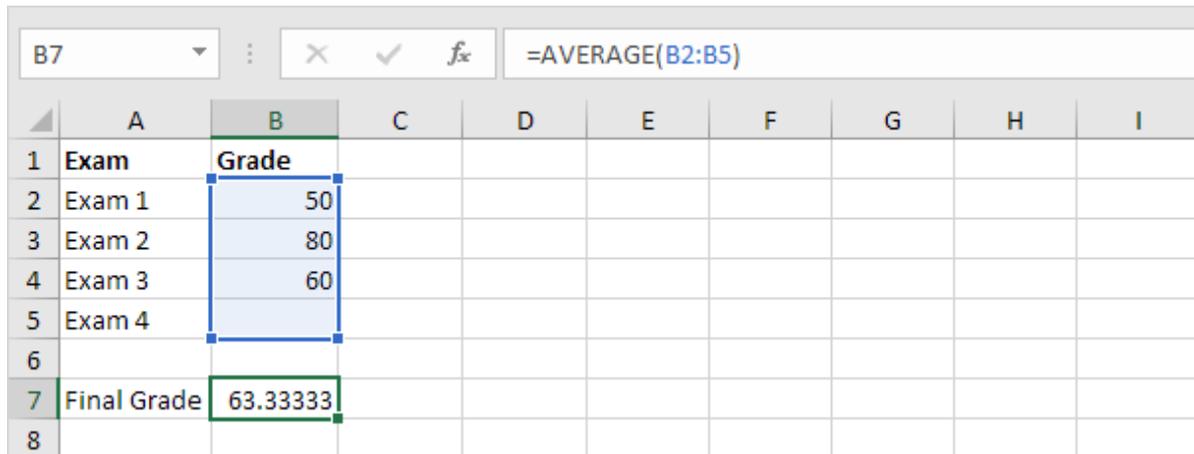
The Goal Seek command in Excel is located on the Data tab, within the Forecast command group, under the What-If Analysis dropdown menu.

If you know the result you want from a formula, use **Goal Seek** in **Excel** to find the input value that produces this formula result.

Goal Seek Example 1:

Use Goal Seek in Excel to find the grade on the fourth exam that produces a final grade of 70.

1. The formula in cell B7 calculates the final grade.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Exam	Grade							
2	Exam 1	50							
3	Exam 2	80							
4	Exam 3	60							
5	Exam 4								
6									
7	Final Grade	63.33333							
8									

The formula bar at the top shows the formula in cell B7: `=AVERAGE(B2:B5)`.

2. The grade on the fourth exam in cell B5 is the input cell.

3. On the Data tab, in the Forecast group, click What-If Analysis.

4. Click Goal Seek.

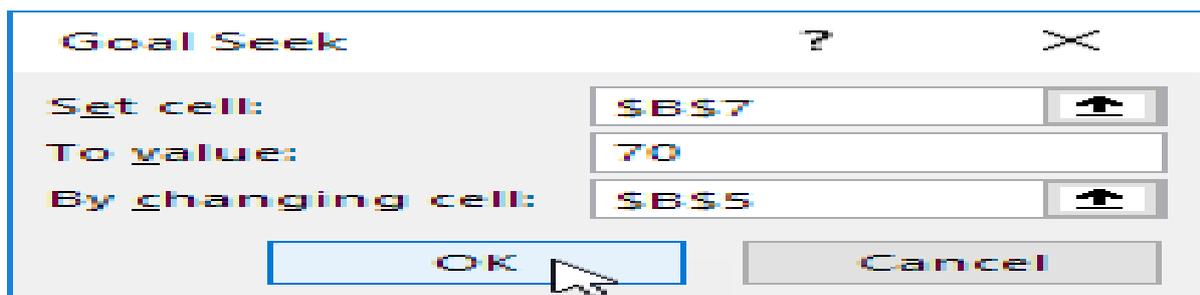
The Goal Seek dialog box appears.

5. Select cell B7.

6. Click in the 'To value' box and type 70.

7. Click in the 'By changing cell' box and select cell B5.

8. Click OK.



The screenshot shows the Goal Seek dialog box with the following settings:

- Set cell:** `B7`
- To value:** `70`
- By changing cell:** `B5`

The **OK** button is highlighted with a mouse cursor.

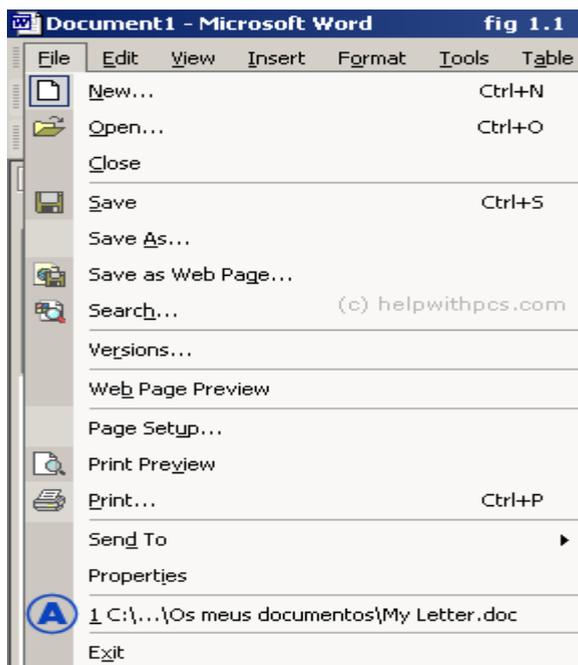
Result. A grade of 90 on the fourth exam produces a final grade of 70.

	A	B	C	D	E	F	G	H	I
1	Exam	Grade							
2	Exam 1	50							
3	Exam 2	80							
4	Exam 3	60							
5	Exam 4	90							
6									
7	Final Grade	70							
8									

c) Explain file menu in Ms-PowerPoint.

Ans: **The File Menu**

The file menu is one you will find yourself using extensively. It is used to create new documents, open existing documents and saving your new/updated documents. It also includes the page setup, print preview, and other important functions relating to your document and its properties.



New: This creates a new Microsoft Word document. The page setup of the new document, ie, the size, margins, etc, will depend on your page settings.

Open: This opens an existing Microsoft Word document, it will open a file explorer window allowing you to navigate to the file you want to open.

Close: This will close the current word document. Microsoft Word may prompt you to save the file, if you have made changes to the document since the last save.

Save: Saves the current document, replacing the existing file (if previously saved).

Save As: This allows you to save the document as a different file. This is very useful, imagine you open your letterhead template and write a letter that you want to save, if you just saved it (using the option above), it would replace your letterhead template. When you click on **Save As** you will be able to choose the new filename and location for your document.

Save As Web Page: This option will save the current document with the HTM(L) extension, allowing it to be viewed by a web browser.

Search: Clicking Search will open the **basic search** window, allowing you to search your computer for documents containing certain text.

Versions: This feature allows you to save different versions of the current Microsoft Word document. For example, if you changed your letterhead and wanted to keep the older version too.

Web Page Preview: Clicking on this option will display your current document as it would look in a web browser. When you click, Microsoft Word will open the document in your default web browser.

Page Setup: This opens the [page setup](#) options dialogue box. It allows you to set the properties (dimensions, margins, etc) of the current document and change the default for new Microsoft Word documents.

Print Preview: Selecting this option opens the print preview window, allowing you to preview how your document will look when printed.

Print: Opens the print dialogue box allowing you to print the current document.

Send To: Hovering your mouse over this option will allow you to send your document via email, or export it to Microsoft Powerpoint (if installed).

Properties: This will open the Microsoft Word document properties dialogue box, allowing you to view/edit various properties of the document. Including author information, statistics, type, location and filesize of the document.



The **A** symbol in **fig 1.1** above shows where a list of recently opened documents are listed. This is a very handy feature of Microsoft Word, it saves using the normal opening procedure.

d) What is index in ms-word? How to create indexing?

Ans: Create and update an index

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index.

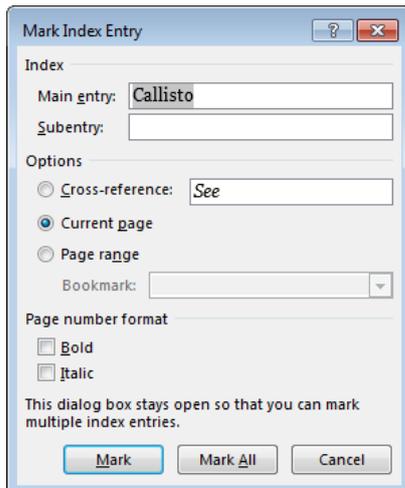
Mark the entries

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

1. Select the text you'd like to use as an index entry, or just click where you want to insert the entry.
2. On the **References** tab, in the **Index** group, click **Mark Entry**.



3. You can edit the text in the **Mark Index Entry** dialog box.



- You can add a second-level in the **Subentry** box. If you need a third level, follow the subentry text with a colon.
 - To create a cross-reference to another entry, click **Cross-reference** under **Options**, and then type the text for the other entry in the box.
 - To format the page numbers that will appear in the index, select the **Bold** check box or **Italic** check box below **Page number format**.
4. Click **Mark** to mark the index entry. To mark this text everywhere it shows up in the document, click **Mark All**.
5. To mark additional index entries, select the text, click in the **Mark Index Entry** dialog box, and then repeat steps 3 and 4.

Create the index

After you mark the entries, you're ready to insert the index into your document.

1. Click where you want to add the index.
2. On the **References** tab, in the **Index** group, click **Insert Index**.



3. In the **Index** dialog box, you can choose the format for text entries, page numbers, tabs, and leader characters.
4. You can change the overall look of the index by choosing from the **Formats** dropdown menu. A preview is displayed in the window to the top left.
5. Click **OK**.

e) Explain mathematical function in ms-excel.

Ans: -

The Excel Math Functions perform many of the common mathematical calculations, including basic arithmetic, conditional sums & products, exponents & logarithms, and the trigonometric ratios. Note that further math-related Excel functions are also provided in the [Excel Statistical Functions](#) and [Excel Engineering Functions](#) categories.

The tables below list all the current built-in Excel math functions, grouped by category, to help you to find the function you need. Selecting a function link will take you to a full description of the function, with examples of use and common errors.

Note that some of the Excel math functions listed below were introduced in recent versions of Excel, and so are not available in earlier versions.

Basic Mathematical Operations

<u>SUM</u>	Returns the sum of a supplied list of numbers
<u>PRODUCT</u>	Returns the product of a supplied list of numbers
<u>POWER</u>	Returns the result of a given number raised to a supplied power
<u>SQRT</u>	Returns the positive square root of a given number
<u>QUOTIENT</u>	Returns the integer portion of a division between two supplied numbers
<u>MOD</u>	Returns the remainder from a division between two supplied numbers
<u>AGGREGATE</u>	Performs a specified calculation (e.g. the sum, product, average, etc.) for a list or database, with the option to ignore hidden rows and error values (<i>New in Excel 2010</i>)
<u>SUBTOTAL</u>	Performs a specified calculation (e.g. the sum, product, average, etc.) for a supplied set of values

A very important feature in Excel is the formula. It is used to calculate values based on what is in cells, perform operations on a cell content, fetch values after an operation based on your search criteria and much more.

Mathematical Formulas in Excel are used to perform various arithmetic operations like sum, average, count, max, min etc. Here is a list of most frequently used mathematical formulas in excel.

SUM():

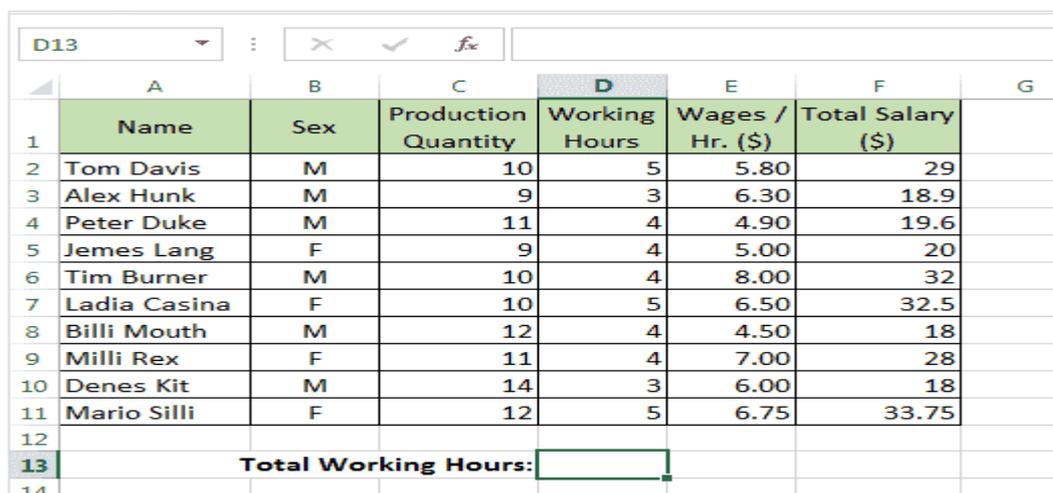
This function is used to adds all the values within a cell range.

Syntax:

`sum(cell address : cell address)`

Example: `sum(C1:C3)=15`

Here in the example below, we will create a basic function to calculate the sum of working hours generates in a day.



	A	B	C	D	E	F	G
	Name	Sex	Production Quantity	Working Hours	Wages / Hr. (\$)	Total Salary (\$)	
1							
2	Tom Davis	M	10	5	5.80	29	
3	Alex Hunk	M	9	3	6.30	18.9	
4	Peter Duke	M	11	4	4.90	19.6	
5	Jemes Lang	F	9	4	5.00	20	
6	Tim Burner	M	10	4	8.00	32	
7	Ladia Casina	F	10	5	6.50	32.5	
8	Billi Mouth	M	12	4	4.50	18	
9	Milli Rex	F	11	4	7.00	28	
10	Denes Kit	M	14	3	6.00	18	
11	Mario Silli	F	12	5	6.75	33.75	
12							
13				Total Working Hours:			
14							

Select the cell where you want to put the formula, type the equals sign (=) and write the desired function name or choose the function from the suggested function list. Here in the example below we write the SUM function.

Now write the range of sum or you can select the range by using the mouse to drag.

Now press Enter key to see the result or press Ctrl+Enter key to stay in the formula cell. Here is the picture below.

You can use the sum() function in other ways. Here is the syntax.

sum(number1,number2,number3....)

Example: sum(4,5,6)=15

SUMIF():

Here in the example below, we will create a basic function to calculate the sum of working hours generates in a day only for female employees.

Syntax:

SUMIF(range ,criteria)

Type the equals sign and write the desired function in the cell E14. Here is the picture below.

Press Enter to see the result and move the cell pointer to below cell or press Ctrl+Enter to stay on the cell.

AVERAGE():

Here in the example below, we will create a basic function to calculate the average working hours of each employee.

Press Enter key and see the result.

You can use the AVERAGEIF() and AVERAGEIFS() function in a similar way as SUMIF() function, to average cells based on one or multiple criteria.

COUNT()

Here in the example below, we will create a basic function to calculate the number of employees.

ROUND():

The round function is used to round a number to a specified number of digits.

Syntax:

ROUND (number, number_of_digits)

RAND():

This function is used to returns a random number greater than or equal to 0 and less than 1.

Syntax:

RAND()

MOD()

This function is used to find the remainder after dividing a number by another number.

Syntax:

MOD(number ,divisor)

INT():

This function is used to convert a decimal number to integer lower than it.

Syntax:

INT (decimal number)

AVERAGE():**Formula:**

This function is used to calculate the average of a range of cells.

Syntax:

AVERAGE(number1, number2,.....)

ABS():

The abs() function is used to return the absolute value of a given number. The number may be positive or negative. Here is the example below.

ARABIC():

This function is used to convert roman numeral to arabic. This function accepts roman numeral as an argument. The picture below shows that you can write the formula in any cell or you can use the function wizard or you can select any cell and write the formula in the formula bar and press Ctrl+enter to stay the cell or press enter see the result.

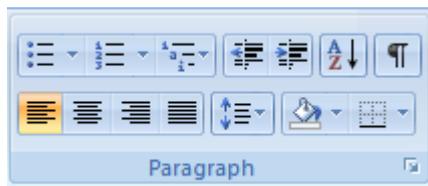
CEILING.MATH():

This function is used to round a number up to the nearest integer or to the nearest multiple significance. This function accepts three arguments, these are number, significance and mode. Number is a number, significance is the multiple to which you want to round and mode is also a number. Here in the example below the number is 6.423 and the significance is 3 and the nearest multiple of 3 of the given number is 9 and the mode is a nonzero, so this function starts rounding away from

Many options are available directly in the **Paragraph** group on the **Home** tab of the Ribbon, in the **Paragraph** group on the **Page Layout** tab, and on the contextual toolbar and menu that appear when you right-click within text.

Alignment

Alignment or *justification* refers to the way in which the lines of a paragraph are aligned. There are four types of alignment, and the type of alignment of the paragraph where your cursor is located is indicated by the highlighted button in the **Paragraph** group on the **Home** tab.



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

Line Spacing

Line spacing refers to the vertical distance between the lines within a paragraph and determines the location of each line relative to the line above it. Line spacing can be specified by name (single, 1.5 lines, double), by a number that indicates a multiple of single spacing (for example, 2.0 is equivalent to double spacing), and by an exact distance in points, where a point (pt) is equal to 1/72 of an inch. You can quickly view and change the line spacing to several common standard values by clicking the **Line Spacing** button (☰) in the **Paragraph** group on the **Home** tab. More line spacing options become available when you click **Line Spacing Options** to open the **Paragraph** dialog box ([see below](#)).

Indents

The *indent before text* refers to the width of the additional empty space that is inserted between the margin and the text on the left-hand side of a paragraph of left-to-right text, and the *indent after text* refers to the width of the additional empty space that is inserted between the text and the margin on the right-hand side of a paragraph of left-to-right text. You can quickly increase the indent before text to the next tab stop by clicking the **Increase Indent** button () in the **Paragraph** group on the **Home** tab, and you can quickly decrease the indent before text to the preceding tab stop by clicking the **Decrease Indent** button () in the **Paragraph** group on the **Home** tab.

The Paragraph Dialog Box

Many of the paragraph formatting options described in the previous sections and additional paragraph formatting options are available in the **Paragraph** dialog box, which has two tabs.

- **Indents and Spacing**
- **Line and Page Breaks**

Before opening the **Paragraph** dialog box, place your cursor anywhere within a single paragraph that you want to format or select the multiple paragraphs that you want to format. To open the **Paragraph** dialog box, on the **Home** tab or on the **Page Layout** tab, at the bottom of the **Paragraph** group, click the **Paragraph** dialog box launcher ()

When you click **OK** in the **Paragraph** dialog box or press **Enter**, any changes that you have made on either tab will be applied to the single paragraph where your cursor was located or to the paragraphs that you selected.

The paragraph formatting options that are available on the **Indents and Spacing** tab of the **Paragraph** dialog box are divided among the **General**, **Indentation**, and **Spacing** groups.

These paragraph formatting options are described in the next subsections.

Alignment

Alignment or *justification* refers to the way in which the lines of a paragraph are aligned. There are four types of alignment, namely, *left*, *center*, *right*, and *justified*, and they have been described above in detail in [The Paragraph Group](#).

Indentation

The value in the **Before text** box specifies the width of the additional empty space that is inserted between the margin and the text on the left-hand side of a paragraph of left-to-right text, and the value in the **After text** box specifies the width of the additional empty space that is inserted between the text and the margin on the right-hand side of a paragraph of left-to-right text. A negative value specifies the distance by which the text extends beyond the respective margin.

Two types of special indentation can be specified in the **Special** box.

- If you choose **First line**, you can set the amount of additional indentation before the text on the first line of a paragraph or multiple paragraphs in the **By** box.
- If you choose **Hanging**, you can create a *hanging indent*. In this case you can set the additional indentation before the text for all the lines except the first in the **By** box. If you want a part of the text on the first line to be aligned with the other lines in the paragraph, set the value in the **By** box equal to the first tab stop or set the first tab stop equal to the value in the **By** box and insert a tab character in the first line before the text to be aligned.

Spacing

The spacing between two paragraphs is determined by the spacing *before* one paragraph and the spacing *after* the preceding paragraph, which are displayed and can be modified in the **Before** and **After** boxes.

b) Explain conditional formatting in Ms-excel.

Ans:

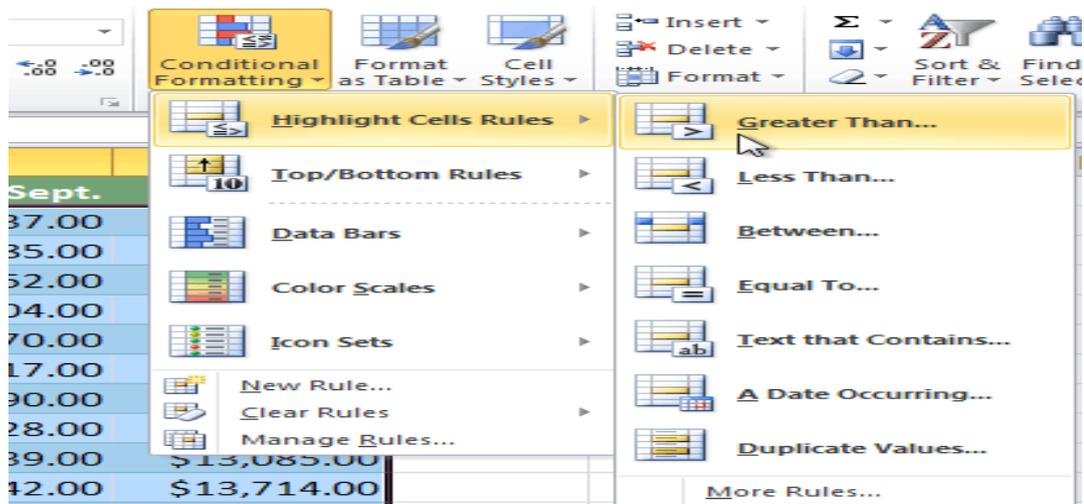
Let's say you have a spreadsheet with thousands of rows of data. It would be extremely difficult to see patterns and trends just from examining the raw data. Excel gives us several tools that will make this task easier. One of these tools is called **conditional formatting**. With conditional formatting, you can apply formatting to **one or more cells** based on the value of the cell. You can highlight **interesting** or **unusual** cell values, and visualize the data using formatting such as **colors, icons, and data bars**.

you'll learn how to **apply, modify, and remove** conditional formatting rules.

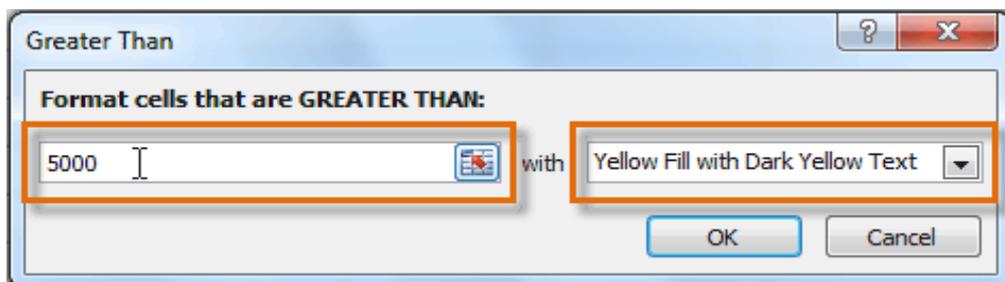
.

To create a conditional formatting rule:

1. Select the **cells** you want to add formatting to.
2. In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
3. Select **Highlight Cells Rules** or **Top/Bottom Rules**. We'll choose Highlight Cells Rules for this example. A menu will appear with several **rules**.
4. Select the desired rule (**Greater Than**, for example).



5. From the dialog box, enter a **value** in the space provided, if applicable. In this example, we want to format cells that are greater than \$5000, so we'll enter 5000 as our value. If you want, you can enter a **cell reference** instead of a number.
6. Select a formatting style from the drop-down menu.



The formatting will be applied to the selected cells.

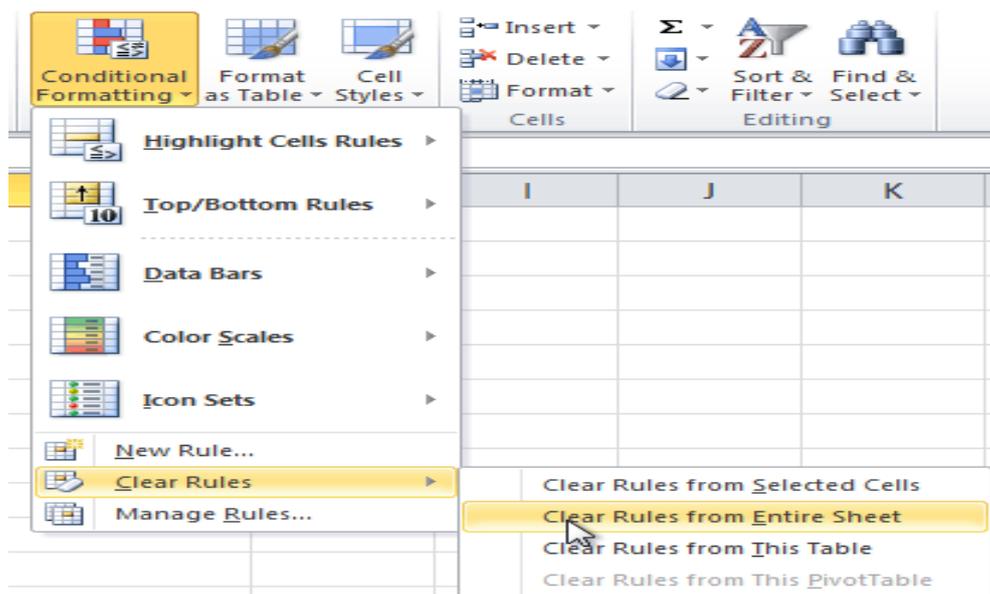
If you want, you can apply more than one rule to your cells.

To use preset conditional formatting:

1. Select the cells you want to add formatting to.
2. In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
3. Select **Data Bars**, **Color Scales**, or **Icon Sets**. Then select the desired preset.
4. The conditional formatting will be applied to the selected cells.

To remove conditional formatting rules:

1. Select the cells that have conditional formatting.
2. In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
3. Select **Clear Rules**.
4. A menu will appear. You can choose to clear rules from the **Selected Cells**, **Entire Sheet**, **This Table**, or **This PivotTable**. In this example, we'll clear rules from the entire sheet.



You can edit or delete **individual** rules by clicking the **Conditional Formatting** command and selecting **Manage Rules**. This is especially useful if you have applied **multiple** rules to the cells.

1. **Clear** all conditional formatting rules from the worksheet.

c) Explain Slide show menu in detail.

Ans:

Use Slide Show View in PowerPoint:

Slide Show view in PowerPoint lets you show a presentation on or from your computer. You can view either the entire presentation or just a few slides. This is the best way to view or preview a presentation to ensure it is clear, focused, and impactful in the way you want.

To run a presentation in Slide Show view in PowerPoint, click the “Slide Show” tab in the Ribbon. To start the slide show from the first slide, then click the “From Beginning” button in the “Start Slide Show” button group. Alternatively, to start the slide show from the currently selected slide, click the “From Current Slide” button in the “Start Slide Show” button group.

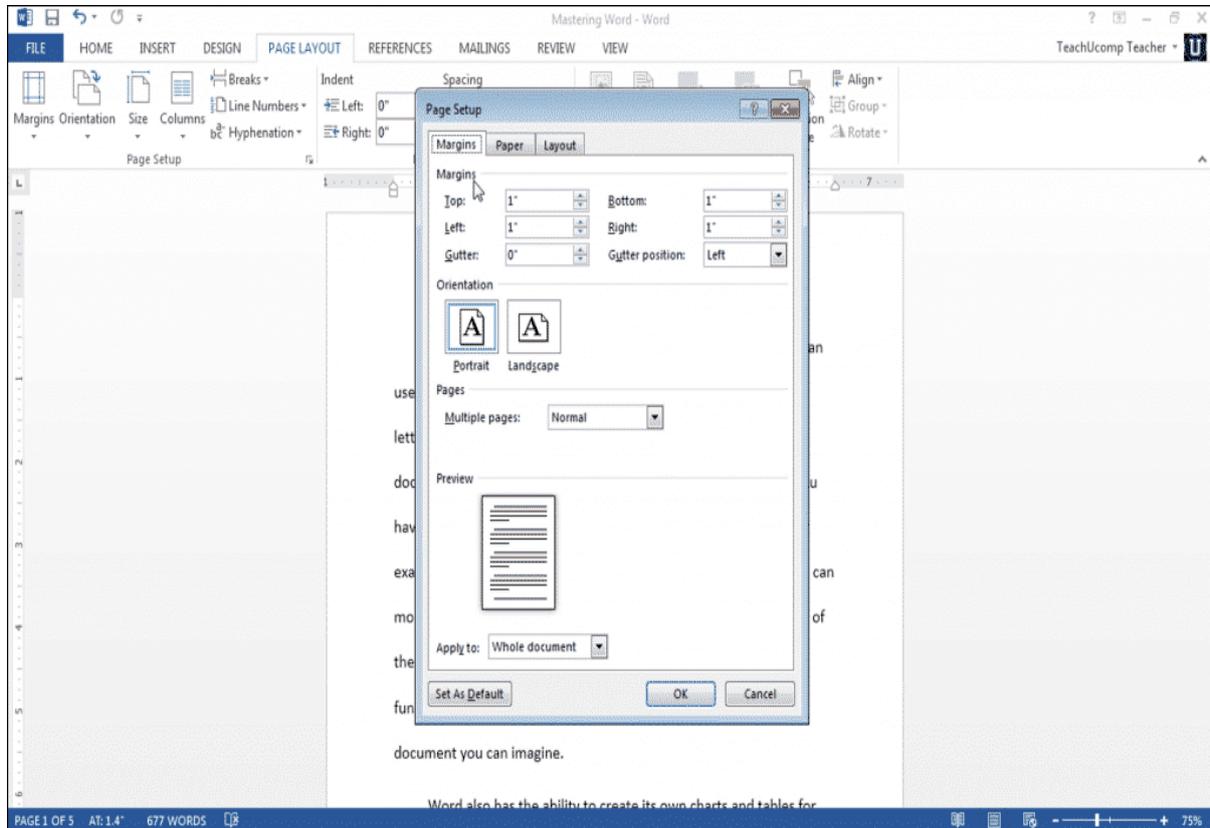
Instructions on How to Use Slide Show View in PowerPoint:

1. **To run a presentation in Slide Show view in PowerPoint**, click the “Slide Show” tab in the Ribbon.
2. **To start the slide show from the first slide**, then click the “From Beginning” button in the “Start Slide Show” button group.
3. **Alternatively, to start the slide show from the currently selected slide**, click the “From Current Slide” button in the “Start Slide Show” button group.
4. **To advance through the slides and animations in a presentation in Slide Show view**, click the screen.
5. **Alternatively, to advance through the slide show**, press “Spacebar” on your keyboard.
6. After viewing the entire presentation, the slide show closes and returns to its previous view.
7. **Alternatively, to exit the slide show at any time**, press the “Esc” key on your keyboard.
8. Alternatively, you can select commands in a pop-up menu or click buttons in a toolbar to navigate the presentation and access annotation options.
9. **To show a pop-up menu that contains commands for navigating the presentation and adding slide annotations in Slide Show view**, right-click the screen.
10. Then select the command to perform.
11. **Alternatively**, move your mouse onscreen in Slide Show view to see a small semi-transparent toolbar appear in the lower-left corner of the screen.
12. Then click the desired button to perform.

13. To see a listing of the keyboard shortcuts you can use in Slide Show view in PowerPoint, right-click a slide in Slide Show view to show the pop-up menu.
14. Then select the “Help” command in the pop-up menu to open the “Slide Show Help” dialog box.
15. To show commands based on category, select the desired category at the top of the dialog box.
16. The keyboard shortcuts for that category then appear in the dialog box.
17. When finished, click the “OK” button in the “Slide Show Help” dialog box to close it.

d) Explain page setup dialog box in ms-word.

Ans:- Page Setup in Word lets you change the structure and layout of pages in a Microsoft Word document. The “Page Setup” group on the “Page Layout” tab of the Ribbon contains buttons that let you make changes to the page setup of the document. In addition to these buttons, you can also click the “Page Setup” dialog box button in the lower right corner of the “Page Setup” group to open the “Page Setup” dialog box. Here you can change any aspect of the document setup you choose. This dialog box consists of three tabs: “Margins,” “Paper,” and “Layout.” Let’s examine the page setup options you can set in this dialog box.

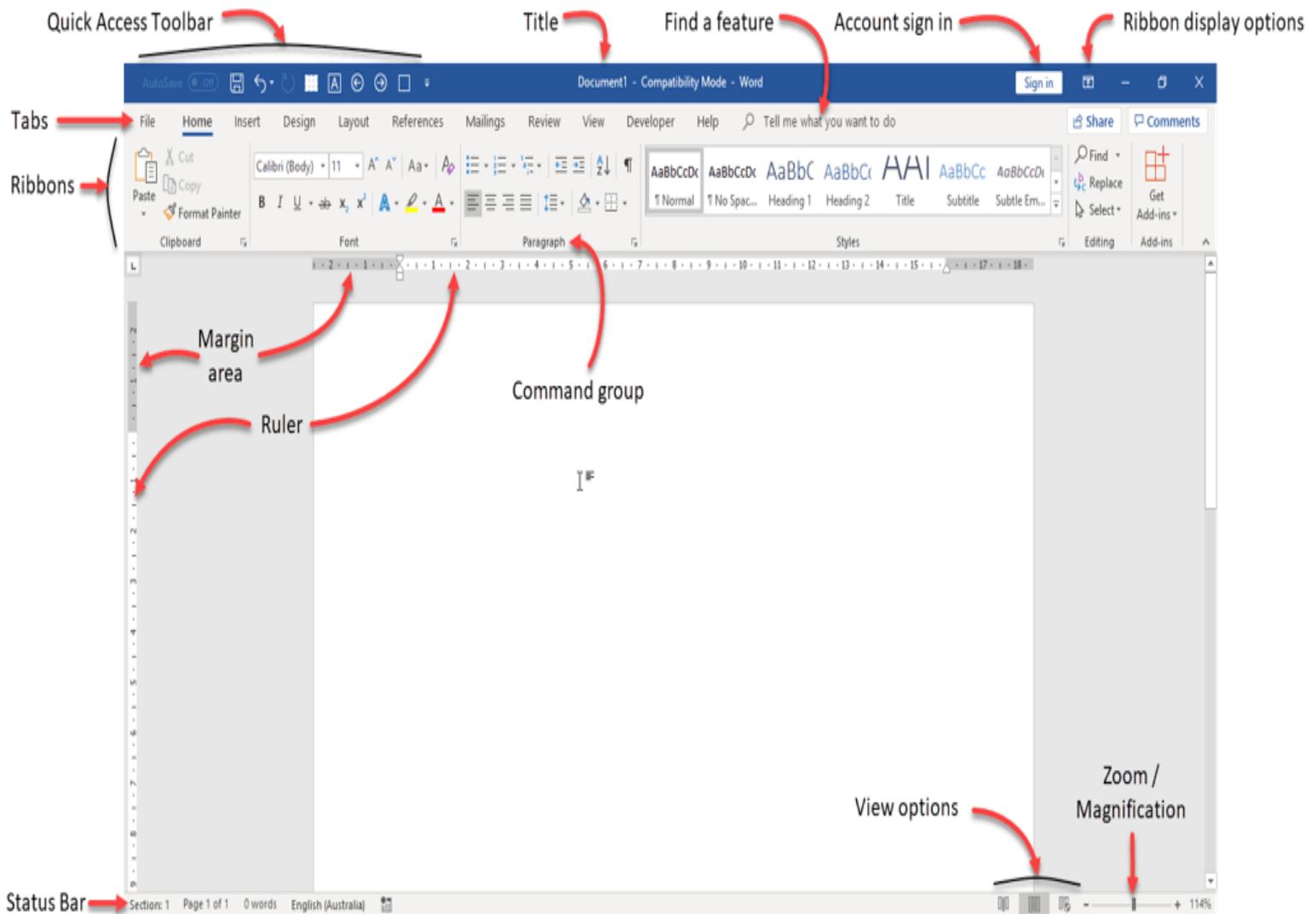


Page Setup in Word: Instructions

1. **To set options for Page Setup in Word using the Ribbon**, you can use the buttons within the “Page Setup” group on the “Page Layout” tab of the Ribbon.
2. **To set options for Page Setup in Word using a dialog box**, click the “Page Setup” dialog box button in the lower right corner of the “Page Setup” group to open the “Page Setup” dialog box.
3. **To set the margins for the document**, click the “Margins” tab in the “Page Setup” dialog box.
4. Set the top, bottom, left, and right margins to the length or width you desire by either typing the measurement units into the boxes provided or by using the spinner arrows at the right end of each spinner box.
5. You can also set the “Gutter” margin, which is the amount of wasted space allotted for binding, if you are printing a document that you wish to bind.
6. You can also use the “Gutter position:” drop-down to select the side of the document where you want the gutter margin to appear.
7. Select either a portrait or landscape page orientation for your document or document section in the “Orientation” section.
8. Select the method for printing multiple pages from the “Multiple pages:” drop-down in the “Pages” section.
9. **To select the size of the paper onto which you will be printing this document**, click the “Paper” tab in the “Page Setup” dialog box.
10. Set to which tray of your printer you will print the first page of your document if you have a multi-tray printer, and then make a tray choice for the subsequent pages in the “Paper Source” section.
11. **To set section break behavior**, click the “Layout” tab and make your selections in the “Section” area.
12. You can also set some of the options for headers and footers in the “Headers and footers” section. This replicates the functionality shown in the “Headers & Footers” context tab. However, you can set your options here, if you prefer.
13. **To set the vertical alignment of the page**, use the drop-down available in the “Page” section.
14. To set line numbers and page borders in this same section, click either of the two buttons for those options at the bottom of the page and then making the settings you desire.
15. **To choose which part of the document you want the page properties you just set to affect**, click the “Apply to” drop-down at the bottom of this dialog box.
16. **To set your options for Page Setup in Word for your document**, click “OK.”

e) Explain opening screen of ms-word.

Ans: The annotated screenshot provides a birds eye view of the Word screen. Each of these components are broken down and explained in the next section.



» **QUICK ACCESS TOOLBAR (QAT)**



The **Quick Access Toolbar** sits in the top-left corner of the Word screen. It contains one-click access to features that YOU might use often and avoids the need to hunt down a tool amongst all the toolbars that are available.

The default icons are Autosave (on or off), Save, Undo and Redo, but you can add your own icons to suit the way you work.

» THE COMMAND CENTRE

At the top of the Microsoft Word screen is the command centre, a large array of tools that give you access to everything Microsoft Word has to offer.

The command centre comprises tabs, ribbons, command groups and commands (icons).

» TABS AND RIBBONS

Every Word tool is organised into **TABS** and **RIBBONS**. Each ribbon can be selected by clicking its **TAB**.

Each ribbon has groups of related tools that follow a particular theme or purpose. The **HOME RIBBON** contains the most commonly used tools, whatever level you're at. This is true of every program.

The next tab, **INSERT** contains commands for inserting different elements into the document, such as tables, pictures and other graphic objects.

Another tab, **LAYOUT**, contains commands for setting up the printed page, such as the paper size, margin sizes and page orientation.

You get the idea.

You'll learn how to use some of these commands as you go through this course. As a beginner, most of what you need is on the **HOME TAB/RIBBON**, so you shouldn't have to venture too much further to find what you need.

» COMMAND GROUPS AND COMMANDS (ICONS)

Commands (icons) are organised into groups. Group names appear at the bottom of the ribbon and are separated by vertical dividers.

Command groups contain a collection of related tools.

If you look at the **HOME RIBBON**, you'll see command groups called Clipboard, Font, Paragraph, Styles, Editing and Add-Ins.

Faint vertical dividers are used to separate each command group.

On the **HOME RIBBON**, the **FONT** group contains options to change the font, font size and colour, set bold, italic and underline, and more.

» HOW SCREEN SIZE AFFECTS THE COMMANDS YOU SEE

Icons can be different sizes and may or may not have a text description next to them.

For example, the PASTE icon (right) is large while the CUT, COPY and FORMAT PAINTER are small.

Microsoft Word uses smart technology to detect what size screen you are using and adapts the icons to best fit the size of your screen.

If you are using a big screen (e.g. a 27" or 32" monitor), then there is adequate space to display icons at their full size.

However, if you are using a laptop or tablet device which has a small screen then the icons will be compacted to fit the space, and some may also lose their text descriptor.

STATUS BAR

At the bottom of the Word window is the **STATUS BAR**.



The left side of the status bar can display all kinds of information about your document.

The example above shows the section number (chapter), page number, total number of pages, the word count, a spell check icon and the language used for the spell checker.

» 3 VIEW ICONS

On the right side of the status bar, there are 3 view icons. The middle icon is the only one you'll need as a beginner.



» ZOOM / MAGNIFICATION

In the bottom-right corner of the Word window is the ZOOM control.

To change the magnification of your document



- Either single-left-click the – or + at each end of the slider ...
- Or click-and-drag the slider left or right

Changing the zoom percentage DOES NOT change the size of the text when you print out your document. It simply allows you to get a closer look or pull out for a bird's eye view.

» SIGN IN

In the top-right corner of your Word window is a SIGN IN button. This will sign you into your Office 365 account so you can change your settings, if needed.



» RIBBON DISPLAY OPTIONS

Also, in the top-right-corner of your Word window are the RIBBON DISPLAY OPTIONS icon.

Single-left-click the icon to display 3 options.

The default option is option 3: SHOW TABS AND COMMANDS. You can see all the tabs and the currently selected ribbon

The second option, SHOW TABS, only hides the RIBBON while you are editing your document.

To display the ribbon again, single-left-click a TAB. But remember, when you click back on your document, the ribbon will be hidden again

The third option: AUTO-HIDE RIBBON hides the tab row and the ribbon as well as the title bar and the status bar at the bottom of the screen to give you the most possible screen space for your document content.

This is useful is you are working on a small screen

To redisplay the tabs and ribbons

1. Move the mouse pointer to the top edge of the screen until the blue Word title bar appears.
2. Single-left-click the blue bar.
3. Single-left-click either SHOW TABS or SHOW TABS AND COMMANDS.

