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Pr.4- OFFICE AUTOMATION LAB

Total Period	60	Examination	3hr
Lab. periods	4P/Week	Term Work	25
Maximum Marks	50	End Semester Examination	25

List of Assignments (MS Word)

1. Create a news-paper document with at least 200 words,
 - a. Use margins as, top:1.5, bottom:2, left:2, right:1 inches.
 - b. Use heading "Gandhi Jayanti", font size: 16, font color: red, font face: Arial Black.
 - c. With first letter "dropped" (use drop cap option) of the first paragraph containing a picture at the right side
 - d. Use three columns from the second paragraph onwards till the half of the page.
 - e. Then use heading "Computer basics"
 - f. Create paragraph using two columns till the end of the page.
2. Create a Mathematical question paper using, at least five equations
 - a. With fractions, exponents, summation function
 - b. With at least one „m*n“ matrix
 - c. Basic mathematical and geometric operators.
 - d. Use proper text formatting, page color and page border.
3. Create a flowchart using,
 - a. Proper shapes like ellipse, arrows, rectangle, and parallelogram.
 - b. Use grouping to group all the parts of the flowchart into one single object.
4. Create a table using table menu with,
 - a. At least 5 columns and 10 rows.
 - b. Merge the first row into one cell.
 - c. Merge the second row into one cell, then split the second row into three cells.
 - d. Use proper table border and color.
 - e. Insert proper content into the table with proper text formatting.
5. Create a table using two columns,
 - a. The left column contains all the short-cut keys and right side column contains the function of the short-cut keys.
 - b. Insert a left column using layout option. Name the heading as Serial No.
6. Create two letters with the following conditions in Ms Word and find the difference.
 - a. Write a personal letter to your friend using at least 100 words and two paragraphs. The date must be in top-right corner. Use „justify“ text- alignment and 1.5 line spacing for the body of the letter. Letter must contain proper salutation and closing.
 - b. Use step by step mail-merge wizard to design a letter. (Mailing → step by step mail merge wizard→letters→start from a template→select template→ letters→select proper template→ create new document→OK)
7. Create a letter, which must be sent to multiple recipients.
 - a. Use Mail-Merge to create the recipient list.
 - b. Use excel sheet to enter the recipient.

- c. Start the mail merge using letter and directory format. State the difference.

List of Assignments (MS Excel)

1. Create a table "Student result" with following conditions.
 - a. The heading must contain, Sl. No., Name, Mark1, Mark2, Mark3, Total, average and result with manual entry.
 - b. Use formulas for total and average.
 - c. Find the name of the students who has secured the highest and lowest marks.
 - d. Round the average to the nearest highest integer and lowest integer (use ceiling and floor function respectively).
2. Do as directed
 - a. Create a notepad file as per the following fields
 Slno name th1 th2 th3 th4 th5 total % grade
 - b. Import this notepad file into excel sheet using „data→from text" option.
 - c. Grade is calculated as,
 - i. If %>=90, then grade A
 - ii. If %>=80 and <90, then grade B
 - iii. If %>=70 and <80, then grade C
 - iv. If %>=60 and <70, then grade D
 - v. If %<60, then grade F

3. Create a sales table using the following data,

Item	Year1	Year2	Year3	Year4
Item1	1000	1050	1100	1200
Item2	950	1050	1150	1200
Item3	1100	1200	1200	1300

- a. Draw the bar-graph to compare the sales of the three items for four years using insert option.
- b. Draw a line-graph to compare the sales of three items for four years using insert option.
- c. Draw different pie-charts for the given data using insert option.
- d. Use condition, to highlight all the cells having value >=1000 with red color (use conditional formatting).

List of Assignments (MS PowerPoint)

1. Create a power-point presentation with minimum 5 slides.
 - a. The first slide must contain the topic of the presentation and name of the presentation.
 - b. Must contain at least one table.
 - c. Must contain at least 5 bullets, 5 numbers.
 - d. The heading must be, font size:32, font-face: Arial Rounded MT Bold, font-color: blue.
 - e. The body must be, font size: 24, font-face: Comic Sans MS, font-color: green.
 - f. Last slide must contain „thank you".
2. Create a power-point presentation with minimum 10 slides
 - a. Use word art to write the heading for each slides.
 - b. Insert at least one clip-art, one picture

- c. Insert at least one audio and one video
 - d. Hide at least two slides
3. Create a power-point presentation with minimum 5 slides
- a. Use custom animation option to animate the text; the text must move left to right one line at a time.
 - b. Use proper transition for the slides.

List of Assignments (MS Access)

1. Create a database "Student" with,
 - a. At least one table named "mark sheet" with field name "student name, roll number, mark1, mark2, mark3, mark4, total"
 - b. The data types are, student name: text, roll number: number, mark1 to mark4: number, total: number. Roll number must be the primary key.
 - c. Enter data in the table. The total must be calculated using update query.
 - d. Use query for sorting the table according to the descending/ascending order of the total marks.
2. With addition to the table above,
 - a. Add an additional field "result" to the "mark sheet" table.
 - b. Enter data for at least 10 students
 - c. Calculate the result for all the students using update queries, if total $\geq$ 200, then pass, else fail.
 - d. Search the students, whose name starts with "sh".
 - e. Show the names and total marks of the students who have passed the examination.

Book Recommended:-

Sl.No	Name of Authors	Title of the Book	Name of Publisher
1	Vikas Gupta	Comdex 14-1in-1 Computer course Kit	Dream Tech
2	Bittu Kumar	Master in Ms-Office	

Introduction to Office Automation lab

Q1) What is MS Word?

Ans- Used to make professional-quality documents, letters, reports, etc., MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.

Q2) Where to find MS Word on your personal computer?

Ans- Follow these simple steps to open MS Word on your personal computer:

Start → All Programs → MS Office → MS Word.

Q3) What are the uses of MS Word?

Ans- MS Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

Q4) How to create an MS Word document?

Ans- To create an MS Word doc, follow the steps mentioned above to open Microsoft Word. Then once the program is open, click on “File” followed by “New”. This opens a new doc where something new can be created.

Q5) What are the features of MS Word?

Ans - Home

This has options like font colour, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option.

- **Insert**

Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the “Insert” category.

- **Design**

The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.

- **Page Layout**

Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

- **References**

This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

- **Review**

Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

Q6) What is MS Excel?

Ans- Microsoft Excel is a powerful spreadsheet application developed by Microsoft. It is part of the Microsoft Office Suite and is used for organizing, analyzing, and visualizing data in tabular form.

Q7) Where to find MS Excel on your personal computer?

Ans- Follow these simple steps to open MS Excel on your personal computer:

Start → All Programs → MS Office → MS Excel.

Q8) How to create an MS Excel sheet?

Ans- To create an MS Excel sheet, open Excel and select **Blank Workbook**. Once the new sheet opens, you can start entering data into the cells organized in rows and columns. After entering your data, save the sheet by pressing **Ctrl + S** on Windows or **Command + S** on Mac, and choose a location and file name to save your work.

Q9) What are the uses of MS Excel?

Ans- Microsoft Excel is a versatile tool with a wide range of uses, including: Data Organization, Data Analysis, Financial Management, Charting and Graphing, Data Visualization, Reporting and Dashboards, Project Management, etc.

Q10) What are the features of MS Excel?

Ans- Key features of MS Excel:

1. **Cells, Rows, and Columns:** Excel organizes data into a grid of cells, which are grouped into rows and columns, allowing users to enter, manipulate, and organize information efficiently.
2. **Formulas and Functions:** Excel includes a wide range of built-in formulas and functions (like SUM, AVERAGE, VLOOKUP, and IF) to perform calculations, automate tasks, and analyze data quickly.
3. **Charts and Graphs:** Excel allows users to create various types of charts and graphs (e.g., bar, line, pie) to visualize data, making it easier to interpret trends and patterns.
4. **Pivot Tables:** A powerful tool for summarizing large datasets, pivot tables allow users to rearrange, filter, and group data dynamically for in-depth analysis and reporting.
5. **Data Sorting and Filtering:** Excel provides tools to sort data in ascending or descending order and apply filters to display specific subsets of data, improving data analysis efficiency.
6. **Conditional Formatting:** This feature allows users to format cells based on certain criteria, such as highlighting values above a threshold, making it easier to identify trends or outliers.
7. **Data Validation:** Excel offers data validation rules to restrict the type of data that can be entered into a cell, ensuring data accuracy and consistency.
8. **Collaboration Tools:** Excel supports cloud-based collaboration, allowing multiple users to work on the same document simultaneously via Microsoft 365 or OneDrive.
9. **Macro and VBA Support:** Excel supports the creation of macros (automated tasks) and custom scripting through VBA (Visual Basic for Applications), enabling users to automate complex processes.

Q11) What is MS Power Point?

Ans- Microsoft PowerPoint is a presentation software developed by Microsoft. It is part of the Microsoft Office Suite and is primarily used to create slideshows for presenting information in a visual and engaging way.

Q12)) Where to find MS Power Point on your personal computer?

Ans- Follow these simple steps to open MS Power Point on your personal computer:

Start → All Programs → MS Office → MS Power Point

Q13) How to create an MS Power Point presentation?

Ans- Open PowerPoint, choose **Blank Presentation** or a template, add slides, and insert text or media. Customize design and animations, then save and start your presentation with **Slide Show > From Beginning**.

Q14) What are the uses of MS Power Point?

Ans- MS PowerPoint is used for creating presentations, visualizing data, making slideshows, delivering lectures or business reports, designing interactive content, adding multimedia elements, collaborating on presentations, and creating marketing or training materials.

Q15) What are the features of MS Power Point?

Ans- The key features of MS PowerPoint:

1. **Slide Layouts and Templates:** PowerPoint offers a variety of pre-designed slide layouts and templates, making it easy to create professional presentations without starting from scratch.
2. **Text and Font Formatting:** Users can customize text with different fonts, sizes, colors, and styles, enhancing the readability and appearance of slides.
3. **Multimedia Insertion (Images, Audio, Video):** PowerPoint allows you to insert images, audio, and video files, making presentations more dynamic and engaging.
4. **Animations and Transitions:** You can add animations to text, images, and objects, as well as transitions between slides, to make your presentation more visually appealing and interactive.
5. **Charts and Graphs:** PowerPoint provides tools to create charts and graphs, helping you present data clearly and visually.
6. **Design Themes:** PowerPoint offers a variety of design themes and color schemes that you can apply to your entire presentation to ensure a consistent, professional look.
7. **Presenter Notes:** You can add notes to individual slides to assist the presenter during the presentation, helping them remember key points without displaying them on the screen.
8. **Slide Master:** This feature allows you to make global changes to the design and layout of all slides in a presentation, saving time when applying consistent formatting.
9. **Collaboration Tools:** PowerPoint allows multiple users to collaborate on a presentation in real-time through Microsoft 365 or OneDrive, enabling easy teamwork.
10. **Hyperlinks and Action Buttons:** You can insert hyperlinks to external websites or other slides, and add action buttons to create interactive elements within your presentation.
11. **Smart Guides and Alignment Tools:** These tools help in precisely aligning text, images, and objects on slides, ensuring a clean and organized layout.

Q16) What is MS Access?

Ans- Microsoft Access is a database management system (DBMS) that is part of the Microsoft Office Suite. It allows users to create, manage, and analyze databases, providing tools for storing, organizing, and manipulating large sets of data.

Q17) Where to find MS Access on your personal computer?

Ans- Follow these simple steps to open MS Access on your personal computer:

Start → All Programs → MS Office → MS Access.

Q18) How to create an MS Access file?

Ans- To create an MS Access file, open Access and choose **Blank Database** or a template. Enter a name for the database and select a location to save it, then click **Create**. Design your tables by defining fields and their data types. Save the database with **Ctrl + S** (Windows). You can also create forms, queries, and reports for data management and analysis.

Q19) What are the uses of MS Access?

Ans- MS Access is used for database management, data entry, data analysis, reporting, establishing data relationships, automating tasks, and multi-user collaboration.

Q20) What are the features of MS Access?

Ans- the key features of MS Access:

1. **Tables:** MS Access uses tables to store data in rows (records) and columns (fields). Each table can store a specific type of information, such as customer details or product inventory.
2. **Queries:** Queries allow users to retrieve specific data from tables by filtering, sorting, or performing calculations. They can be used to answer complex questions and extract meaningful insights.
3. **Forms:** Forms provide an easy-to-use interface for data entry, editing, and viewing. They allow users to interact with the database without directly accessing tables, ensuring a more streamlined and user-friendly experience.
4. **Reports:** Reports are used to generate formatted outputs of data, which can be printed or shared. These can include summaries, calculations, or detailed listings of records.
5. **Relationships:** Access allows users to define relationships between different tables, ensuring data consistency and integrity. This is especially useful when working with related data, such as linking customers to their orders.
6. **Macros:** Macros automate repetitive tasks, such as opening forms or running queries, without needing to write complex code. They simplify processes and improve efficiency.
7. **VBA (Visual Basic for Applications):** VBA enables users to write custom scripts to automate more complex tasks or add advanced functionality, offering flexibility beyond macros.
8. **Data Validation:** Access provides tools for setting validation rules to ensure that the data entered into the database meets certain criteria, improving data accuracy and consistency.
9. **Data Import/Export:** MS Access allows users to import data from external sources like Excel, CSV files, or other databases. It also supports exporting data to different formats for sharing or further processing.
10. **Multi-user Support:** MS Access supports multiple users working on the same database simultaneously, with built-in tools for managing user permissions and data security.

MS-WORD

Experiment-1

1.AIM OF THE ACTIVITY

This activity is to create a newspaper document with heading along with set of margins.

2.PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-word basic knowledge.

3.MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4.PROCEDURE

- a. First set the margin as given there.
- b. Type heading Gandhi jayanti with its font size. Then type contents of it.
- c. Use drop command.
- d. Select the picture of Gandhi and paste it.
- e. Then set the size of the picture.
- f. Then drag the picture to the right portion of paragraph.
- g. By right click at picture option go to text wrapping & then click at square option.
- h. Now type computer basics at the center of next line & paste its content below it.
- i. BY using page layout option now you can make three columns.

5. OBSERVATIONS

A newspaper document is created along with paragraph & column.

5. WHAT WE HAVE LEARNT ?/CONCLUSION

From this activity we learnt about to create newspaper document as we see various newspapers in our daily life.

SAMPLE OUTPUT:

Gandhi Jayanti

Mahatma Gandhi is very famous in India as “Bapu” or “Rastrapita”. The full name of him is Mohandas Karamchand Gandhi. He was a great freedom fighter who led India as a leader of the nationalism against British rule. He was born on 2nd of October in 1869 in Porbandar, Gujarat, India. He died on 30th of January in 1948. M.K. Gandhi was assassinated by the Hindu activist, Nathuram Godse, who was hanged later as a punishment by the government of India. He has been given another name by the Rabindranath Tagore as “Martyr of the Nation” since 1948.



COMPUTER BASICS

Computers, by a wider definition, have been around for thousands of years. One of the earliest computers was the abacus, series of beads arranged on metal rods. Beads could be slid back and forth to operate on numbers. This was a very rudimentary device and is not commonly thought of as a computer in modern times. Our idea of computers involves electricity and electronics. Electricity makes computers much more efficient. The first computers used an incredible amount of electricity, which changed voltages in vacuum tubes to operate the computer. These computers were given instructions using punch cards, and were behemoths, taking up entire floors of buildings.

RAM (Random Access Memory), commonly called just memory, holds computer code that needs to be operated on quickly. This allows information held in memory to quickly interact with the CPU. The amount of RAM available is limited and therefore needs to be constantly cleared and refilled.

Experiment -2

1. AIM OF THE ACTIVITY

This activity is to create a mathematical question paper with some equations.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-word basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

Step 1: start → program→MS-Office2007 → MS-Word.

Step 2: Go to office button → New.

Step 3: Type the name of the equation.

Step 4: Go to insert → Equation → insert new equation.

Step 5: Go to insert → object .

Step 6: From object submenu, select Microsoft equation 3.0 and click ok.

Step 7: Then by using the equation tool, type the following mathematical equations. **Step 8:** Save the document

5. OBSERVATIONS

Different mathematical equations are created.

6.WHAT WE HAVE LEARNT/CONCLUSION

From this activity we have learnt how to create mathematical equations or Question paper with some equations

SAMPLE OUTPUT:

$$\begin{aligned}pq &= \sqrt{(x^1 - x^2)^2 + (y^1 - y^2)^2 + (z^1 - z^2)^2} \\&= \left[\frac{\lambda x^2 + x^1}{x + 1} \frac{\lambda y^2 + y^1}{x + 1} \frac{\lambda z^2 + y^1}{x + 1} \right] \\&= \left[\frac{a1}{\sqrt{\varepsilon a1^2}} \frac{b1}{\sqrt{\varepsilon a1^2}} \frac{c1}{\sqrt{\varepsilon a1^2}} \right]\end{aligned}$$

$$\int \frac{dx}{x^n} = x^{-n+\frac{1}{n}+1} - c$$

$$\int dx \sqrt{a^2 + x^2} = \log |x + \sqrt{n^2 - a^2}| + c$$

Experiment -3

1. AIM OF THE ACTIVITY

Creating a flowchart using shapes like ellipse, arrows, rectangle & parallelogram & grouping them

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Insert various shapes as given above one below another using insert tab
- b. Then use arrow shape to connect various shapes.
- c. Now we can group various shapes by selecting them into one single object

5. OBSERVATIONS

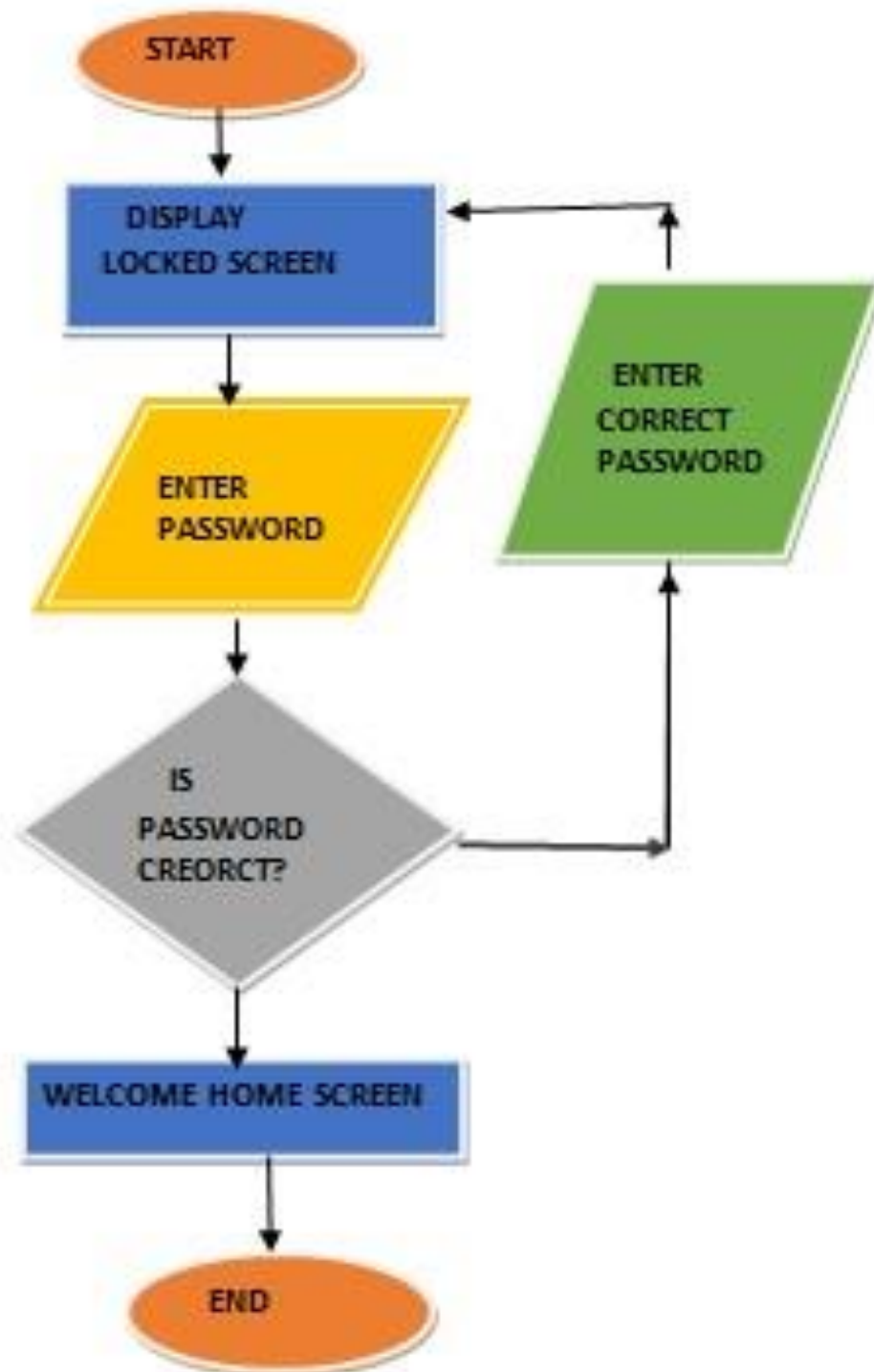
Flowcharts of various shapes & making all shapes into a single

object 6. WHAT WE HAVE LEARNT/CONCLUSION

From this activity we learnt about various shapes, drawing flowcharts as per our requirement.

SAMPLE OUTPUT:

The Flowchart for the Display of Welcome Screen and Password verification.



Experiment – 4

1. AIM OF THE ACTIVITY

To create a table using table menu with a given no of rows & columns

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First create a table using table menu with a given no rows & columns
- b. Then fill the cells of table using data provided.
- c. Then apply merge the first row into one cell.
- d. Then merge the second row into one cell.
- e. Apply border to the table.

5.OBSERVATIONS

A table is created with the specified no of rows & columns.
Applying merge we observe the second row into one cell.

6. WHAT WE HAVE LEARNT/CONCLUSION

From this activity we know how to create table & apply various operation to it.

SAMPLE OUTPUT:

Berhampur University B.Ed. Merit List				
Sl. no	Name of students	father's name	Age of the student	phone number
1	Anita Kumari	Suresh Kumar	18	9765473483
2	Rahul Khanna	Devesh Khanna	17	8745200764
3	Pooja rani	Mohan lal	18	9873027450
4	Kavita Sahoo	Rupesh Sahoo	19	8794503298
5	Sangeeta Mallik	Pritam Mallik	18	7600348750
6	Dipti swain	Rajesh swain	17	8704657385
7	Torun Dash	Sambhab Dash	19	8765490086
8	Meghna Agrawal	Kamesh Agrawal	17	9845678910

Experiment-5

1. AIM OF THE ACTIVITY

To create a table using table menu with two columns & inserting a left column.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First create a table using table menu with two columns
- b. Fill the left columns with all short-cut keys & right hand side with its functions
- c. Create a left column using layout option & name its heading as serial no.

5. OBSERVATIONS

A table is created with three columns serial no, short-cut keys & functions respectively.

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above, we have learnt creating table with two columns & inserting a column at the left hand side. We also learnt about the filling of data to cells.

SAMPLE OUTPUT:

Sl. No	Shortcut keys	function
1.	Home	Beginning of line
2.	End	End of line
3.	Ctrl + Home	Go to start of document
4.	Ctrl + End	Go to end of document
5.	Right Arrow	Right one character
6.	Left Arrow	Left one character
7.	Ctrl+Right Arrow	Right one word
8.	Ctrl+Left Arrow	Left one word
9.	Up Arrow	Up one line
10.	Down Arrow	Down one line
11.	Ctrl+Up Arrow	Up one paragraph
12.	CTRL +Down Arrow	Down one paragraph
13.	F4	Repeat last command
14.	Ctrl + A	Select Whole Document
15.	Ctrl+B	Bold

Experiment – 6

A.

1. AIM OF THE ACTIVITY

Writing a letter to a friend using at least 100 words two paragraphs.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge as well as topic to write.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Open a blank MS-word page.
- b. Start writing a letter with proper salutation.
- c. Complete first paragraph.
- d. Start second paragraph & complete the letter with proper closing.

5.OBSERVATIONS

We observe a complete letter is prepared to the friend.

6.WHAT WE HAVE LEARNT/CONCLUSION

From the above, we have learnt how to write a letter to friend.

SAMPLE OUTPUT:

4 July, 2019 - 09:03

Dear Ava,

Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

I go to bed at 11pm cause Friday is our holiday. So we have no school and I can stay awake till the midnight. And the best thing is I watch movies at night with my family. I love Thursday !!

Tell me your favorite meal of the day?

With best regards,

Lama

Experiment-6

B.

1. AIM OF THE ACTIVITY

Writing a letter using mail merge wizard.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge as well as topic to write.

2. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

3. PROCEDURE

- a.Go to mailing
- b.Step by Step mail merge wizard
- c.Go letters
- d.Start from a template, select template
- e.Go to letters
- f. Select proper template, Create new document then click OK

4. OBSERVATIONS

Letter document is created using mail-merge.

5. WHAT WE HAVE LEARNT/CONCLUSION

From the above, we have learnt to design letter mail-merge.

SAMPLE OUTPUT:

mumbai

Phone: 7512485632

Ava

bhopal

Phone:8425154225

Dear ava,

Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

With best regards,
Lama

Lama

adane infosys

4/5/2020

Experiment – 7

1. AIM OF THE ACTIVITY

Creating a letter document using mail merge to send multiple recipients

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with MS-word basic knowledge as well as topic to write

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with powered.

4. PROCEDURE

- a. Click at start mail merge & then step mail by mail wizard
- b. Click at starting document in current letter
- c. Now click at select recipients
- d. Click new list to create a new one & save it at desktop
- e. Then click at write your letter
- f. By clicking more item add fields on the letter
- g. Then we have to type the complete message
- h. Click at preview your letter & then complete the merge
- i. Now click at “edit individual letters & then click at ALL

5. OBSERVATIONS

The document is created using mail merge and verified

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above activity we have learnt how to create document using mail merge

SAMPLE OUTPUT:

To,

RAVI

BGH

123456

Dear RAVI,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

To,

AKASH

SBP

625478

Dear AKASH,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much

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smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

To,

MILAN

RGDA

954732

Dear MILAN,

I am fine here. How are you? I will be there on holidays. We will meet there too. Thank you for writing me this letter. You were asking which day of the week is my favorite. So, my favorite day of the week is Thursday because I could relax after school not worry about anything or go out with my family to eat dinner but if we don't have any plans. I would finish my homework so in Friday it's much smoother or study for a test that I'm having the following week or also make summaries for the new lessons and file them in a folder. So, for me, Thursdays are the most memorable, amazing, marvelous, spectacular day of the week. When Thursdays come near I feel all my worries and stress have vanished until Sunday's are near the stress, all the worries in the universe come back.

Thanking you

Prasant

MS-EXCEL Experiment -1

1. AIM OF THE ACTIVITY

This activity to create a table “Student Result” with some conditions

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-excel basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First insert a table in the Excel Sheet by the insert tab so that you can write the student’s information.
- b. Now, give the headings – SL NO, Name, Mark 1, Mark 2, Mark 3, Total etc.
- c. Fill up the data in the columns you have to enter.
- d. Calculate the sum of the marks of each student via ‘Auto sum’ option.
- e. Highlight the highest total mark in green color and lowest one in red color.
- f. Find the average of the marks of each student in an individual cell.

5. OBSERVATIONS

A table is created using excel with some conditions

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create table using excel.

SAMPLE OUTPUT:

SL.NO.	NAME OF THE STUDENT	MARK 1	MARK 2	MARK 3	TOTALS	average
1	AVINASH SAHU	50	45	41	136	45.33333
2	BIDYADHAR MAHANA	42	43	25	110	36.66667
3	BHAIKAV DASH	45	41	42	128	42.66667
4	LATIKA ROY	50	35	16	101	33.66667
5	ADNAN RATH	25	21	35	81	27
6	SUDHANSU BEHERA	12	44	48	104	34.66667
7	RAKESH GUPTA	49	36	50	135	45

Experiment -2

1.AIM OF THE ACTIVITY

This activity to create a table “Sales” with some data provided

2.PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-excel basic knowledge.

3.MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Create a table using five columns & four rows.
- b. Enter the data given as provided
- c. Go to insert tab, in charts groups, you just have to select the specified charts as given in no. a, b, and c.
- d. Set a new rule for highlighting the sales which are greater than or equal to 1000
- e.To do so, go to conditional tab. There, click more rules option. There you can change all the necessary options.

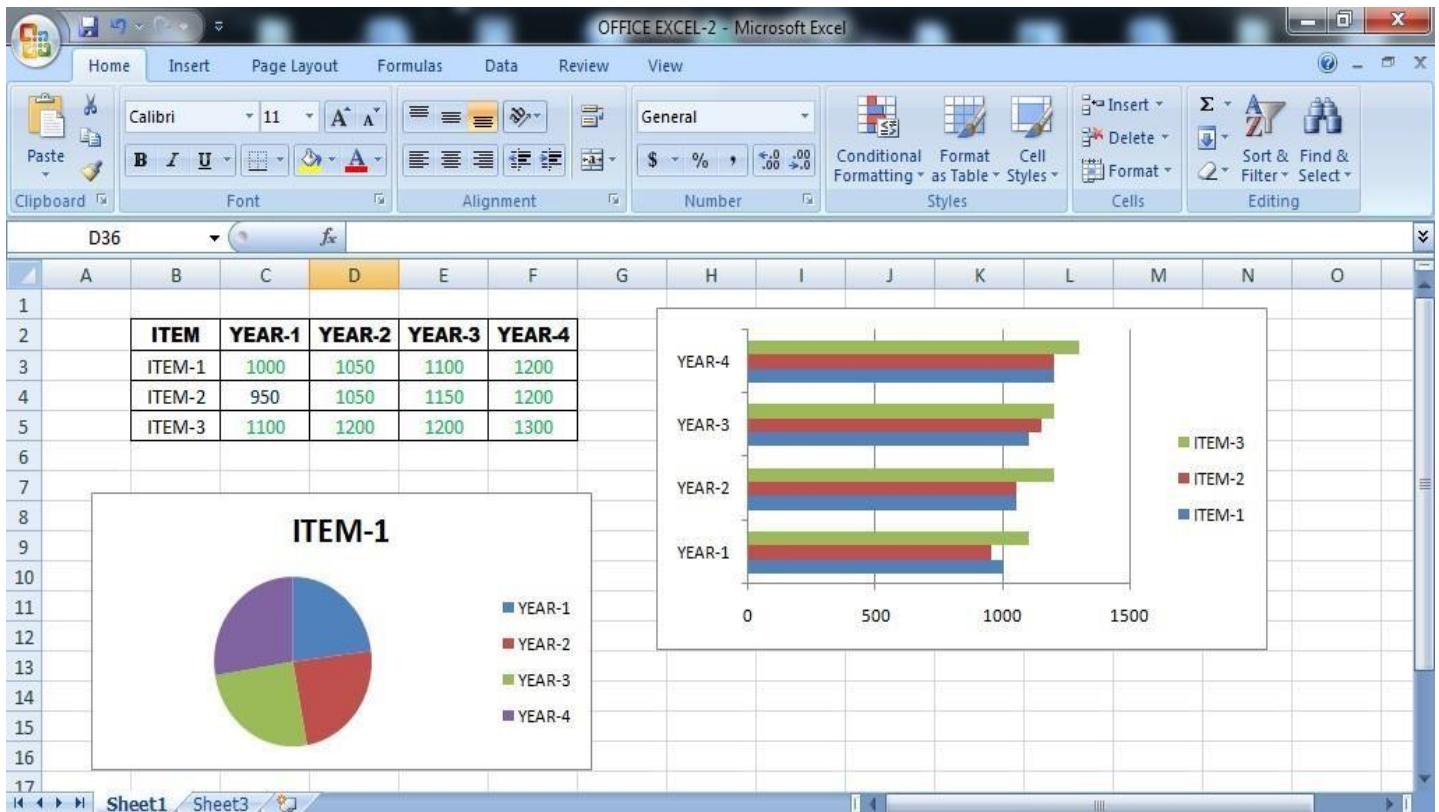
5.OBSERVATIONS

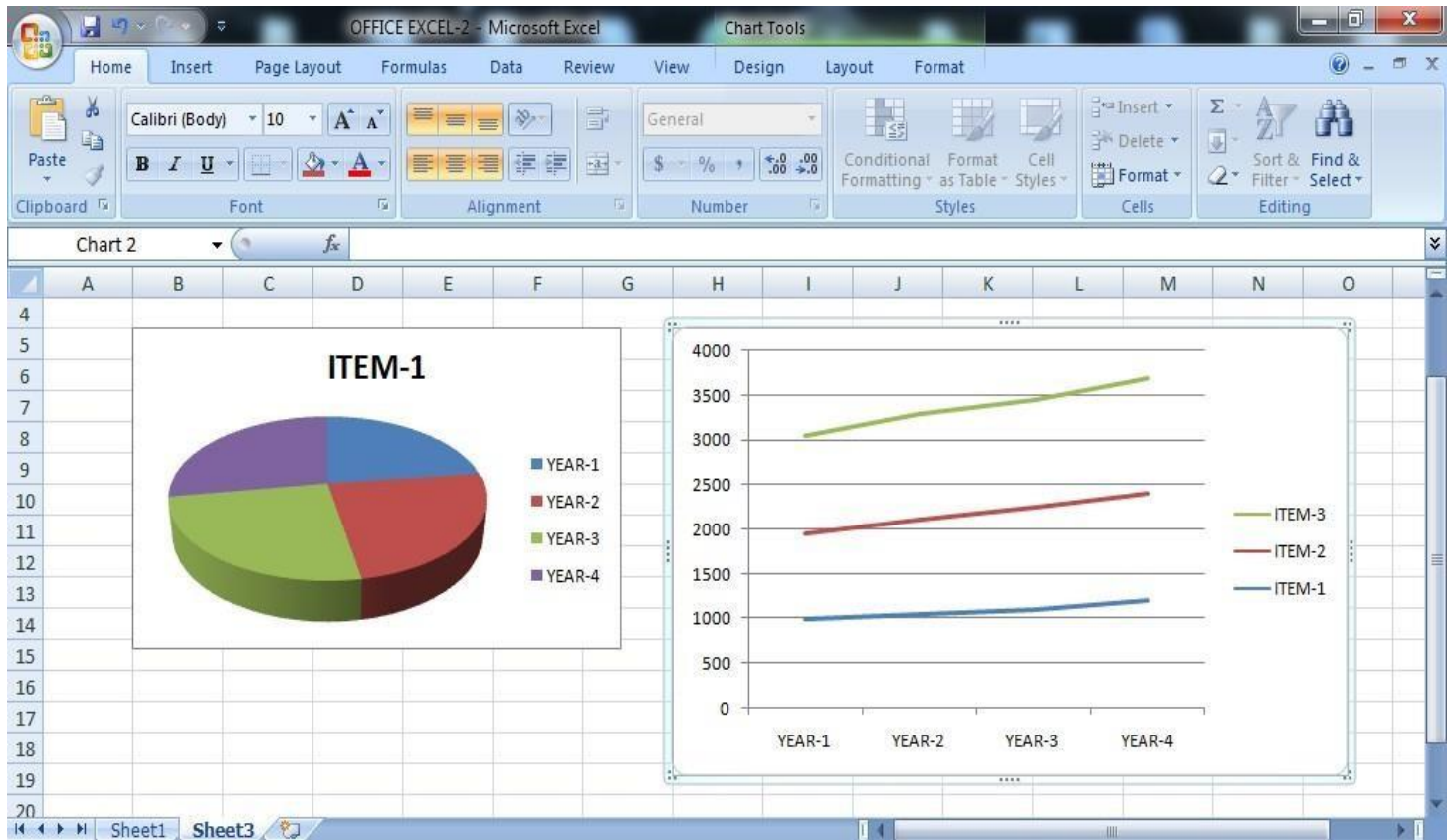
A table is created using excel with given data.

6.WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create sales table.

SAMPLE OUTPUT:





MS-PowerPoint Experiment -1

1. AIM OF THE ACTIVITY

This activity to create a power-point presentation with 5 slides with the given data.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-powerpoint basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First set the titles and subtitles based the topics with the suitable font style, size, and color in first slide.
- b. As given you must choose a topic of your own which must cover up 5 slides.
- c. Write and design all your slides perfectly and make it ready to show.
- d. At last place a 'thank you' slide so as to end your presentation.

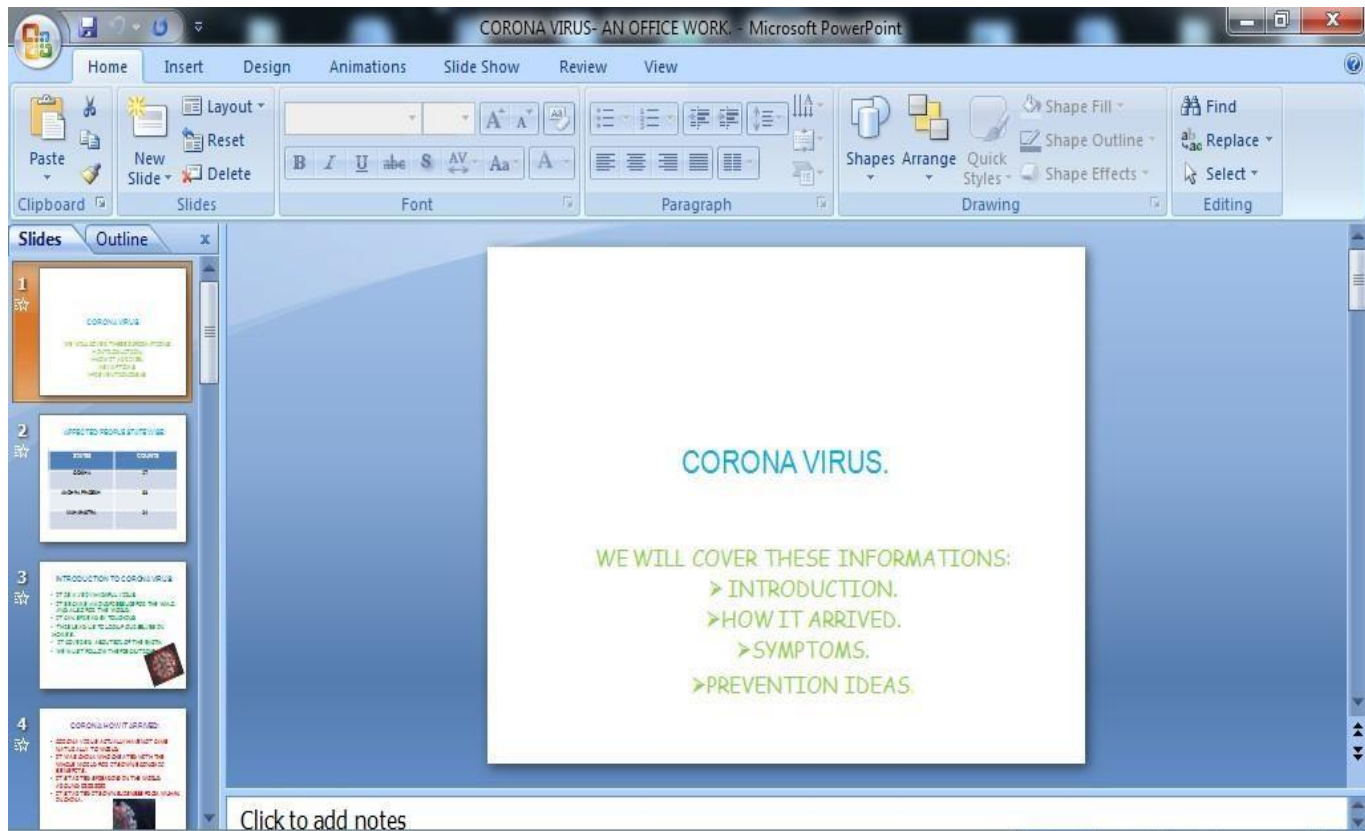
5. OBSERVATIONS

A Presentation with 5 slides is created using power-point

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create a power-point presentation of 5 slides.

SAMPLE OUTPUT:



AFFECTED PEOPLE STATE WISE:

STATES	COUNTS
ODISHA	17
ANDHRA PRADESH	33
MAHARAASHTRA	24

INTRODUCTION TO CORONA VIRUS:

- IT IS A VERY HARMFUL VIRUS.
- IT BECAME A MIND PRESSURE FOR THE W.H.O. AND ALSO FOR THE WORLD.
- IT CAN SPREAD BY TOUCHING.
- THIS LEAD US TO LOCKUP OURSELVES IN HOMES.
- IT COVERED ABOUT 80% OF THE EARTH.
- WE MUST FOLLOW THE PRECAUTIONS.

CORONA: HOW IT ARRIVED:

- CORONA VIRUS ACTUALLY HAVE NOT CAME NATURALLY TO WORLD.
- IT WAS CHINA WHO CHEATED WITH THE WHOLE WORLD FOR ITS OWN ECONOMIC BENEFITS.
- IT STARTED SPREADING IN THE WORLD AROUND 02.02.2020
- IT STARTED ITS OWN BUISNESS FROM WUHAN IN CHINA.

CORONA: IT'S SYMPTOMS

THE FOLLOWING ARE THE SYMPTOMS OF CORONA VIRUS:

1. COUGHING.
2. SNEEZING.
3. TIREDNESS.
4. DIFFICULTY IN TAKING BREATH.

THESE ARE THE MAIN SYMPTOMS. IF SEEN, PEOPLE SHOULD TAKE APPOINTMENT WITH DOCTOR.

THANK YOU FOR WATCHING!



Experiment -2

1. AIM OF THE ACTIVITY

This activity to create a power-point presentation with 10 slides using word art.

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-powerpoint basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. First set the titles and subtitles based on any topic
- b. Set titles by 'word art' in insert tab
- c. choose any topic to create 10 slides
- d. insert one picture from 'clip art' option.
- e. Similarly insert audio & videos as required
- f. For hiding a slide, just right click it and click 'hide slide' option
- g. Write and design all your slides to perfectly and make it ready to show

5. OBSERVATIONS

A Presentation with 10 slides is created using power-point

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create a power-point presentation of 10 slides using word art

Experiment -3

1. AIM OF THE ACTIVITY

This activity to create a power-point presentation with 5 slides using animations

2. PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-powerpoint basic knowledge.

3. MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. set the titles and subtitles based on your topic of 5 slides
- b. Use 'custom animation' present in animation tab in the animations tab.
Give the instruction for moving the word from left to right.
- c. Use proper transition for slides.
- d. Write and design all your slides to perfectly and make it ready to show

5. OBSERVATIONS

A Presentation of animations with 5 slides is created using power-point

6. WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to create animations in power-point Presentation.

MS-ACCESS

Experiment -1

1.AIM OF THE ACTIVITY

This activity to create a database “Student” & to create a mark sheet table by entering records to it.

2.PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-access basic knowledge.

3.MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Go to design view and give all the data types as given for data types
- b. Save and proceed towards datasheet view. Now enter the values
- c. Now calculate the totals via update query
- d. Now go to query wizard then select the total marks, roll no. and student name to display
- e. Now sort them in ascending or descending manner

5.OBSERVATIONS

A Database named “Student” with table along with its records.

6.WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to a create database in ms-access.

SAMPLE OUTPUT:

Table Tools MARKSHEET : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Datasheet

Table Table SharePoint Table Form Split Multiple PivotChart Blank Form Form Design Report Labels Blank Report Report Wizard Query Query Macro Table Templates Lists Design Form Items More Forms Form Design Report Design Report Wizard Query Wizard Design Other

Security Warning Certain content in the database has been disabled Options...

All Tables << STUDENT

STUDENT	Roll	Student Name	Mark-1	Mark-2	Mark-3	Mark-4	total	Add New Field
STUDENT : Table	1	ABHISHEK SAHU	89	86	85	25	285	
RESULT	2	ANKIT PANIGRAHI	90	50	75	46	261	
STUDENT Query	3	AMRITPAL SINGH	92	90	96	82	360	
STUDENT Query1	4	ASHISH BEHERA	45	82	48	52	227	
STUDENT Query2	5	MADHAV SHARMA	30	60	62	95	247	
STUDENT Query3	6	NITIN BAG	54	30	45	75	204	
STUDENT Query4	7	SRIKANT BAGCHI	96	45	72	73	286	
STUDENT Query5	8	RANI AGRAWAL	91	58	84	61	294	
	9	TULSI SAHU	92	90	68	49	299	
	10	UDAY SHARMA	99	12	27	90	228	
	11	ZAHIR KHAN	26	96	60	99	281	
	12	ZAFAR MISRA	32	45	30	19	126	
	13	ZAMAR SINGH	50	36	48	48	182	
	14	BAIBHAV KUMAR SAHU	12	15	25	10	62	

Record: 1 of 14 No Filter Search

Experiment -2

1. AIM OF THE ACTIVITY

This activity to add additional field to the mark sheet table & to enter data to it.

2.PRE-REQUISITE KNOWLEDGE

Operation of computer with ms-access basic knowledge.

3.MATERIALS REQUIRED

A computer system installed with MS-OFFICE software along with power supply

4. PROCEDURE

- a. Design the student database as we have done in previous.
- b. Go to design view and write another field named 'result', Data type 'text'. Description-'validation rule: >=200'
- c. Display the students who have passed in an individual sheet via query

5.OBSERVATIONS

A Database named "Student" & finding the student results.

6.WHAT WE HAVE LEARNT/CONCLUSION

From the above we have learnt how to a create database of student result using table in ms-access.

SAMPLE OUTPUT:

Table Tools MARKSHEET : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Datasheet

View Paste Font Rich Text Records Sort & Filter Find

Security Warning Certain content in the database has been disabled Options...

All Tables << STUDENT X

STUDENT

STUDENT : Table

RESULT

STUDENT Query

STUDENT Query1

STUDENT Query2

STUDENT Query3

STUDENT Query4

Roll	Student Name	Mark-1	Mark-2	Mark-3	Mark-4	total	result	Add New Field
1	ABHISHEK SAHU	89	86	85	25	285	pass	
2	ANKIT PANIGRAHI	90	50	75	46	261	pass	
3	AMRITPAL SINGH	92	90	96	82	360	pass	
4	ASHISH BEHERA	45	82	48	52	227	pass	
5	MADHAV SHARMA	30	60	62	95	247	pass	
6	NITIN BAG	54	30	45	75	204	pass	
7	SRIKANT BAGCHI	96	45	72	73	286	pass	
8	RANI AGRAWAL	91	58	84	61	294	pass	
9	TULSI SAHU	92	90	68	49	299	pass	
10	UDAY SHARMA	99	12	27	90	228	pass	
11	ZAHR KHAN	26	96	60	99	281	pass	
12	ZAFAR MISRA	32	45	30	19	126	fail	
13	ZAMAR SINGH	50	36	48	48	182	fail	
14	BAIBHAV KUMAR SAHU	12	15	25	10	62	fail	

Record: 1 of 14 No Filter Search