



Computer Fundamentals & MS Office

PGDCA, ADCA, DCA, CCA, COM, BASICS

SACSM
SANKAR AZAN COMPUTER SAKSHARATA MISSION

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COMPUTER CONCEPT AND FUNDAMENTALS

DEFINATION OF A COMPUTER:

A Computer is a programmable machine that performs high-speed processing of numbers, as well as of text, graphics, symbols, and sound. All computers contain **Central Processing Unit(CPU)** that interprets and executes instruction; Input Devices, such as keyboard and a mouse, through which data commands enter the computer; Memory that enables the computer to store programs and data; and Output Devices, such as printers and display screens(Monitor), that show the results after the computer has processed data.

What is COMPUTER?

Computer is an electro mechanical device which can operate the arithmetical and logical problems with a high speed and accuracy.

To remember computer definition in short time we can use a full form of computer, which is.....

Full form of Computer:

C = Commonly
O = Operated
M = Machine
P = Particularly
U = Use for
T = Trade
E = Education/ Entertainment
R = Record/ Research

About Charles Babbage:

Charles Babbage was a British Mathematician and inventor of fifth generation of computer. His life events started in 26 December 1791 and ended in 18 October 1871.

Components of a Computer:

a) Input unit: The device which gives input to the CPU is known as Input unit. For Example- **Keyboard, mouse, trackball, Joystick, digital Camera, microphone, touch screen, digital video, scanner etc.**

b) Output unit: The device which takes output from the CPU is known as Output unit. **For Example-Monitor, printer, projector, sound card, speaker, video card etc.**

Processing Device

Central Processing Unit (CPU)

Our brain acts as a processor in our body. Similarly, in a Computer, the CPU works as a processing device. CPU takes all the decisions depending on the input provided. **Processing** is the action on a set of instructions provide to a Computer to achieve the desired output.

Data fed into a Computer is input. Data is of no use without processing. After processing the data, the Computer produces output which is called information. A Computer takes input from the keyboard or mouse, processes it in the CPU and shows the result on the screen or Monitor. This is known as the **input-process-output (IPO) cycle**.

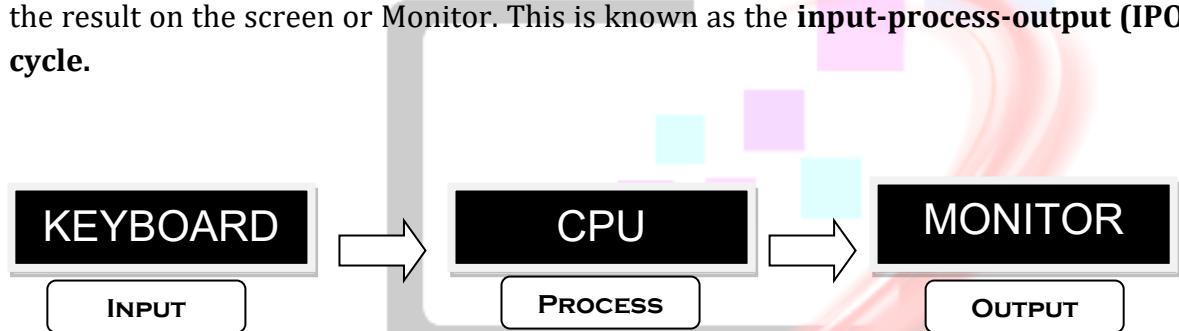
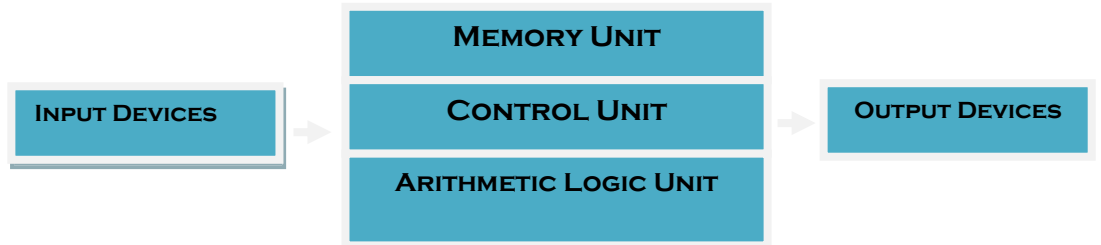


Fig: Block diagram of Input-process-output cycle

CPU stands for Central Processing Unit. It is the brain of a Computer. It processes and stores information performs calculations and sends the result to the output devices. CPU has mainly three parts, namely-

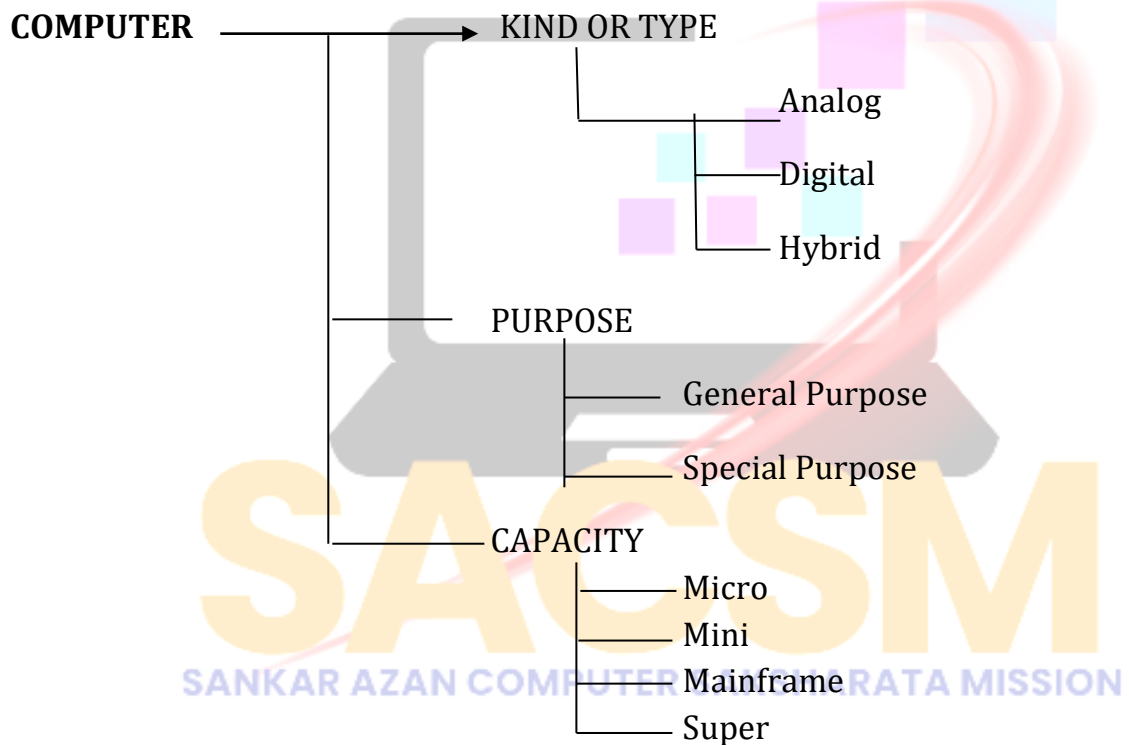
1. Arithmetic and Logical Unit ()
 2. Memory Unit (MU)
 3. Control Unit (CU)
-
1. **Arithmetic and Logical Unit (ALU):** This part of the CPU performs all the Arithmetic operations (addition, subtraction, multiplication and division) and Logical operations (>, <, = and other operations).
 2. **Memory Unit (MU):** Data entered into the Computer is stored temporarily or permanently in the Memory Unit for future reference to perform the required processing.
 3. **Control Unit (CU):** It manages all the operations of a Computer just like a traffic policeman on the road.



TYPES OF COMPUTER

Thus on the basis of different types of inputs, computers can accept, they can be classified in following categories:

- i) **KIND OR TYPE**
- ii) **PURPOSE**
- iii) **CAPACITY**



The Computers have been classified into three categories-

1. **ANALOG COMPUTER**
2. **DIGITAL COMPUTER**
3. **HYBRID COMPUTER**

1. DIGITAL COMPUTER: The Digital Computer work upon discontinuous data. They are convert data into "0" and "1" digits. It can be classified into Four categories:

- i. **MICRO COMPUTER**
- ii. **MINI COMPUTER**

iii. MAINFRAME COMPUTER

iv. SUPER COMPUTER

Digital computers can be classified into various categories based on different criteria. Here are some common categories:

1. **General-purpose computers:** These are versatile machines designed to perform a wide range of tasks, from word processing to gaming to scientific calculations. Personal computers (PCs) and laptops fall into this category.

2. **Special-purpose computers:** Also known as dedicated or specific-purpose computers, these machines are designed to perform a specific task or set of tasks. Examples include embedded systems in cars, industrial control systems, and gaming consoles.

3. **Supercomputers:** These are high-performance computers designed to handle extremely complex calculations and large amounts of data at incredibly fast speeds. They are used for tasks such as weather forecasting, scientific simulations, and cryptography.

4. **Mainframe computers:** Mainframes are large, powerful computers used primarily by large organizations for critical applications such as bulk data processing, transaction processing, and enterprise resource planning (ERP) systems.

5. **Minicomputers (Midrange computers):** These are smaller and less powerful than mainframes but more powerful than personal computers. They were popular in the 1960s to 1980s for tasks such as scientific computing and business applications.

6. **Workstations:** Workstations are high-performance computers typically used for tasks such as computer-aided design (CAD), graphic design, and scientific modeling. They offer more power and capabilities than personal computers but are not as powerful as supercomputers.

7. **Microcomputers:** These are small, low-cost computers that include personal computers, laptops, tablets, and smartphones. They are designed for individual use and are the most common type of computer used today.

2. **ANALOG COMPUTER:** An Analog Computer is a Computer which is used to process analog data. Analog Computers store data in a continuously form of physical quantities and perform calculations with the help of measure. For example: Ammeter, Voltmeter.

3. HYBRID COMPUTER: A Hybrid Computer is a type of Computer that offers the functionality of both a Digital and an Analog Computer. It is designed to include a working analog unit that is powerful for calculation. This type of Computers are best used in Hospitals where analog part is responsible for measurement of patient's heart beat, blood pressure, temperature and then the operation is carried out in digital fashion.

GENERATION OF COMPUTER:

The First Generation of Computer: ***Vacuum Tubes***

The Second Generation of Computer: ***Transistor***

The Third Generation of Computer: ***Integrated Circuit (IC)***

The Fourth Generation of Computer: ***Very Large Scale Integrated Circuit (VLSI)***

The Fifth Generation of Computer: ***Artificial Intelligence***

INPUT and OUTPUT DEVICES are a major part of the computer. They are a type of hardware device that makes up the computer system. These allow the system to function properly with external help. They both deal with data but in different ways.

STORAGE DEVICES-

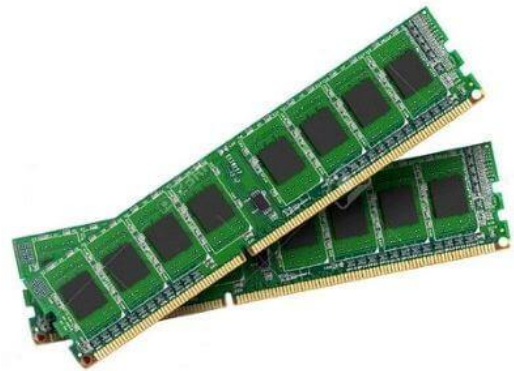
A storage unit is a part of the computer system which is employed to store the information and instructions to be processed. A storage device is an integral part of the computer hardware which stores information/data to process the result of any computational work. Without a storage device, a computer would not be able to run or even boot up. Or in other words, we can say that a storage device is hardware that is used for storing, porting, or extracting data files. It can also store information/data both temporarily and permanently. Computer storage is of two types:

- **Primary Storage Devices:** It is also known as internal memory and main memory. This is a section of the CPU that holds program instructions, input data, and intermediate results. It is generally smaller in size. **RAM (Random Access Memory)** and **ROM (Read Only Memory)** are examples of primary storage.
- **Secondary Storage Devices:** Secondary storage is a memory that is stored external to the computer. It is mainly used for the permanent and long-term storage of programs and data. **Hard Disk, CD, DVD, Pen/Flash drive, SSD, etc, are examples of secondary storage.**

Now we will discuss different types of storage devices available in the market. These storage devices have their own specification and use. Some of the commonly used storage devices are:

1. Primary storage devices

(i) RAM: It stands for Random Access Memory. It is used to store information that is used immediately or we can say that it is a temporary memory. Computers bring the software installed on a hard disk to RAM to process it and to be used by the user. Once, the computer is turned off, the data is deleted. With the help of RAM,



computers can perform multiple tasks like loading applications, browsing the web, editing a spreadsheet, experiencing the newest game, etc. Memory is nearly always being actively employed by your computer. It ranges from **1GB – 32GB/64GB** depending upon the specifications. There are different types of RAM, although they all serve the same purpose, the most common ones are :

- **SRAM:** It stands for **Static Random Access Memory**. It consists of circuits that retain stored information as long as the power is supply is on. It is also known as volatile memory. It is used to build Cache memory. The access time of SRAM is lower and it is much faster as compared to DRAM but in terms of cost, it is costly as compared to DRAM.
- **DRAM:** It stands for **Dynamic Random Access Memory**. It is used to stores binary bits in the form of electrical charges that are applied to capacitors. The access time of DRAM is slower as compare to SRAM but it is cheaper than SRAM and has a high packaging density.
- **SDRAM:** It stands for **Synchronous Dynamic Random Access Memory**. It is faster than DRAM. It is widely used in computers and others. After SDRAM was introduced, the upgraded version of double data rate RAM, i.e., DDR1, DDR2, DDR3, and DDR4 was entered into the market and widely used in home/office desktops and laptops.

(ii) ROM: It stands for **Read-Only Memory**. The data written or stored in these devices are non-volatile, i.e, once the data is stored in the memory cannot be modified or deleted. The memory from which will only read but cannot write it. This type of memory is non-volatile. The information is stored permanently during manufacture only once. ROM stores instructions that are used to start a computer. This operation is referred to as bootstrap. ROM chips can only store few megabytes (MB) of data, which ranges between 4 and 8 MB per ROM chip. There are two types of ROM:

- **PROM:** PROM is **Programmable Read-Only Memory**. These are ROMs that can be programmed. A special PROM programmer is employed to enter the program on the PROM. Once the chip has been programmed, information on the PROM can't be altered. PROM is non-volatile, that is data is not lost when power is switched off.

- **EPROM:** Another sort of memory is that the **Erasable Programmable Read-Only Memory**. It is possible to erase the info which has been previously stored on an EPROM and write new data onto the chip.

2. Magnetic Storage Devices

(i) Floppy Disk: It is also known as a floppy diskette. It is generally used on a personal computer to store data externally. A Floppy disk is made up of a plastic cartridge and secures with a protective case. Nowadays floppy disk is replaced by new and effective storage devices like USB, etc.

(ii) Hard Disk: It is a storage device (HDD) that stores and retrieves data using magnetic storage. It is a non-volatile storage device that can be modified or deleted a number of times without any problem. Most of the computers and laptops have HDDs as their secondary storage device. It is actually a set of stacked disks, just like phonograph records. In every hard disk, the data is recorded electromagnetically in the concentric circles or we can say track present on the hard disk, and with the help of a head just like a phonograph arm (but fixed in a position) to read the information present on the track. The read-write speed of HDDs is not so fast but decent. It ranges from a few GBs to a few and more TB.



(iii) Magnetic Card: It is a card in which data is stored by modifying or rearranging the magnetism of tiny iron-based magnetic particles present on the band of the card. It is also known as a swipe card. It is used like a passcode (to enter into house or hotel room), credit card, identity card, etc.

(iv) Tape Cassette: It is also known as a music cassette. It is a rectangular flat container in which the data is stored in an analog magnetic tape. It is generally used to store audio recordings.

(v) SuperDisk: It is also called LS-240 and LS-120. It is introduced by Imation corporation and it is popular with OEM computers. It can store data up to 240 MB.

3. Flash memory Devices

It is a cheaper and portable storage device. It is the most commonly used device to store data because it is more reliable and efficient as compared to other storage devices. Some of the commonly used flash memory devices are:

(i) Pen Drive: It is also known as a USB flash drive that includes flash memory with an integrated USB interface. We can directly connect these devices to our computers and laptops and read/write data into them in a much faster and efficient way. These devices are very portable. It ranges from 1GB to 256GB generally.



(ii) SSD: It stands for **Solid State Drive**, a mass storage device like HDDs. It is more durable because it does not contain optical disks inside like hard disks. It needs less power as compared to hard disks, is lightweight, and has 10x faster read and

write speed as compared to hard disks. But, these are costly as well. While SSDs serve an equivalent function as hard drives, their internal components are much different. Unlike hard drives, SSDs don't have any moving parts and thus they're called solid-state drives. Instead of storing data on magnetic platters, SSDs store data using non-volatile storage. Since SSDs haven't any moving parts, they do not need to "spin up". It ranges from 150GB to a few and more TB.

(iii) SD Card: It is known as a **Secure Digital Card**. It is generally used with electronic devices like phones, digital cameras, etc. to store larger data. It is portable and the size of the SD card is also small so that it can easily fit into electronic devices. It is available in different sizes like 2GB, 4GB, 8GB, etc.

(iv) Memory Card: It is generally used in digital cameras, printers, game consoles, etc. It is also used to store large amounts of data and is available in different sizes. To run a memory card on a computer you require a separate memory card reader.

(v) Multimedia Card: It is also known as **MMC**. It is an integrated circuit that is generally used in-car radios, digital cameras, etc. It is an external device to store data/information.

4. Optical Storage Devices

Optical Storage Devices is also a secondary storage device. It is a removable storage device. Following are some optical storage devices:

(i) CD: It is known as Compact Disc. It contains tracks and sectors on its surface to store data. It is made up of polycarbonate plastic and is circular in shape. CD can store data up to 700MB. It is of two types:

- **CD-R:** It stands for Compact Disc read-only. In this type of CD, once the data is written can not be erased. It is read-only.
- **CD-RW:** It stands for Compact Disc read Write. In this type of CD, you can easily write or erase data multiple times.

(ii) DVD: It is known as Digital Versatile Disc. DVDs are circular flat optical discs used to store data. It comes in two different sizes one is 4.7GB single-layer discs and another one is 8.5GB double-layer discs. DVDs look like CDs but the storage capacity of DVDs is more than as compared to CDs. It is of two types:

- **DVD-R:** It stands for **Digital Versatile Disc read-only**. In this type of DVD, once the data is written can not be erased. It is read-only. It is generally used to write movies, etc.
- **DVD-RW:** It stands for **Digital Versatile Disc read Write**. In this type of DVD, you can easily write or erase data multiple times.

(iii) Blu-ray Disc: It is just like CD and DVD but the storage capacity of blu ray is up to 25GB. To run a Blu-ray disc you need a separate Blu-ray reader. This Blu-ray technology is used to read a disc from a blue-violet laser due to which the information is stored in greater density with a longer wavelength.

5. Cloud and Virtual Storage

Nowadays, secondary memory has been upgraded to virtual or cloud storage devices. We can store our files and other stuff in the cloud and the data is stored for as long as we pay for the cloud storage. There are many companies that provide cloud services largely Google, Amazon, Microsoft, etc. We can pay

the rent for the amount of space we need and we get multiple benefits out of it. Though it is actually being stored in a physical device located in the data centers of the service provider, the user doesn't interact with the physical device and its maintenance.

What is SOFTWARE?

Software, instructions that tell a computer what to do. Software comprises the entire set of programs, procedures, and routines associated with the operation of a computer system. A set of instructions that directs a computer's hardware to perform a task is called a program, or software program.

The two main types of software are –

System Software - System software controls a computer's internal functioning, chiefly through an operating system, and also controls such peripherals as monitors, printers, and storage devices.

Application Software- Application software, by contrast, directs the computer to execute commands given by the user and may be said to include any program that processes data for a user. Application software thus includes word processors, spreadsheets, database management, inventory and payroll programs, and many other "applications."

A third software category is that of Network Software, which coordinates communication between the computers linked in a network.

Number Systems

here's an overview of **number systems**:

A number system is a way to represent numbers, and it involves a set of symbols and rules used to denote quantities. There are several types of number systems, but the most commonly used ones include:

1. ****Decimal System (Base-10):**

- This is the number system most commonly used by humans. It uses 10 digits: 0, 1, 2, 3, 4, 5, 6, 7, 8, and 9.

- Each digit's value is determined by its position in the number. For example, in the number 456, the 4 represents 400, the 5 represents 50, and the 6 represents 6.

2. ****Binary System (Base-2):**

- Computers use the binary system, which only consists of two digits: 0 and 1.

- It's a base-2 system, meaning each digit's value is a power of 2 based on its position in the number. For example, in binary, 101 represents $(1 * 2^2) + (0 * 2^1) + (1 * 2^0) = 5$ in decimal.

3. ****Octal System (Base-8):**

- The octal system uses eight digits: 0, 1, 2, 3, 4, 5, 6, and 7.
- It's commonly used in computing, especially in older systems.

4. ****Hexadecimal System (Base-16):**

- Hexadecimal uses 16 digits: 0-9 and A-F (where A-F represent the decimal values 10-15, respectively).
- It's extensively used in computing due to its compact representation of binary data. Each hexadecimal digit represents four binary digits (bits).

5. ****Other Systems:**

- There are other less commonly used number systems like base-3 (ternary), base-12 (duodecimal), and more. These systems have specific applications in certain fields or cultures.

Number systems can be converted from one base to another using various mathematical techniques. Converting between bases often involves using the concept of place value, where the position of a digit determines its value relative to the base of the number system.

Understanding different number systems is crucial in computer science, mathematics, and various technological fields, especially in areas related to digital systems, coding, and data representation.

KEYBOARD FUNCTIONs ARE-

Esc	Escape (use for cancel)
Ctrl	Control
Alt	Alter
~	Tilde
?	Interrogative
!	Exclamatory (Exclamation)

@	At the rate off
#	Hash
\$	Dollar
%	Percentage
^	Caret/ Exponential (Ex- $2^2=2^2$)
&	Ampersand/ And
*	Multiplication
(	Open Parenthesis
)	Close Parenthesis
-	Or
A-Z	To
MS-DOS	Hyphen
30-25	Minus
/	Division
A _ Z	Underscore
\	Backslash
/	Front slash/ or/ Division
;	Semi colon
:	Colon
" / '	Double or single Quotation
Father's	Apostrophes
>	Greater than
<	Less than

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Back Space: 

Used to erase the character blank space to the left side of the cursor position.

Page Up: Scroll the page (vertically) upper side of the page.

Space Bar: Used to the character or blank space to the right side of the cursor position.

Page Down: Scroll the page (vertically) lower side of the page.

Insert: Used to insert characters at the current cursor position.

Print screen: Used to print or capture- whatever is displayed on the screen? (Dos)

Enter: Used to insert or going one Para to another Para.

Tab Key: Use to move the active text cursor at the particular position.

End: End of the line

HOME: Beginning of the line.

Types of key Board

ALPHABETICAL	(A - Z)
NUMERICAL	(0 - 9)
CONDITIONAL	+ , - , > , >= , *
FUNCTIONAL	(F1 -F12)

ALPHABETICAL KEY

LEFT HAND

Q W E R T

A S D F G

Z X C V

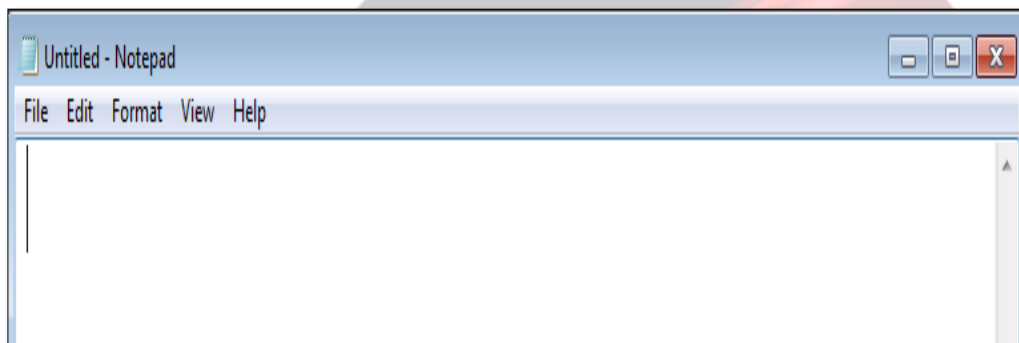
RIGHT HAND

P O I U Y

L K J H

M N B

NOTEPAD



Notepad is a generic text editor included with all versions of Microsoft windows that allows you to open and read plain text files.

Open notepad:

Start >ALL Programs >Accessories >**Notepad**

Exit from note pad:

File >Exit (Alt+F4) Or, Click on don't save

Create a fresh new document:

Type any text >File>Save (Ctrl+S) Type a file name>Set save in location>Save.

Save a text file more than one time:

Type any text>File>Save as>Set save in location>Type the file name>Save.

Open a file:

File>open (Ctrl+O) Select a file or, Type the file name>Open.

Select all text:

Edit>Select all (Ctrl+A). Or, drag the cursor over the text.

Delete a text:

Type any text>Select any text>Edit>Delete or, press delete from keyboard

Recall the past work:

Edit>Undo (Ctrl+Z).

Set font of text:

Format>Font>Change to Font>Font style/size/See sample>ok

Copy a text:

Type any text>Select a text>Edit>Cut (Ctrl+X)

Paste a text:

Put the cursor when you paste>Edit>Paste (Ctrl+V) {which text was last time copy or cut, that will paste in the cursor point}

Find out specific characters or word:

Type any text>Edit>Find (Ctrl+F) Type any text any find what box>Set direction up/down>click on find next.

Find next specific characters or word:

Edit>find next (press F3 by key board). {Which word was last time find, find next work on that:}

Replace specific characters or word:

Type any text>Edit>Replace (Ctrl+H> Type any text “find what” box and Type any changes text “replace with box”>click on find next>Replace/replace all.)

Set on or off word wrap:

Format>Click on Word wrap.

Show or hide status bar:

View>click on Status bar.

Go specific line in a document:

Type many line of text>Edit>Go to (Ctrl+G)>Type line number>Ok.

Insert date and time:

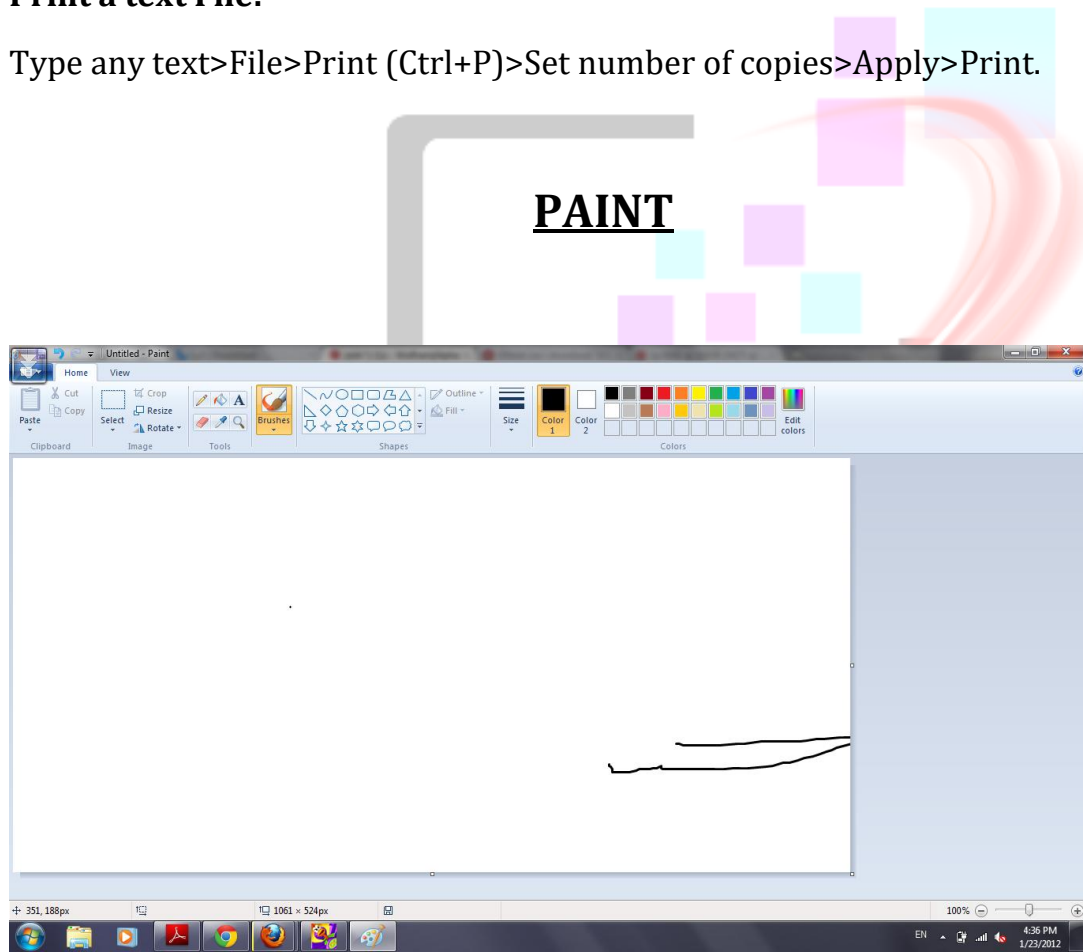
Edit>Click on Time/date or press (F5) from keyboard.

Page set up for print:

File>Page setup>Set the paper size>Set margin>Type any text of header/footer box>Ok.

Print a text File:

Type any text>File>Print (Ctrl+P)>Set number of copies>Apply>Print.



Paint is a feature in windows that you can use to create drawing on a blank drawing or area or in existing pictures.

Opening MS Paint

1. Open the Start Menu:

- Click on the Start button (usually located at the bottom-left corner of your screen).

2. Search for MS Paint:

- Type "Paint" in the search bar.

3. Launch the Program:

- Click on the Paint app from the search results.

Basic Interface Overview

When you open MS Paint, you'll see a window with several sections:

- **Title Bar:** Shows the name of your file.
- **Menu Bar:** Contains options like File, Edit, View, etc.
- **Tool Bar:** Houses various tools such as brushes, shapes, and text.
- **Drawing Area:** The white canvas where you'll create your artwork.
- **Color Palette:** Allows you to choose different colors for your tools.

Basic Functions

1. Drawing and Painting

- **Select a Brush:**
 - Click on the Brush icon in the toolbar.
 - Choose a brush style from the drop-down menu.
- **Select a Color:**
 - Click on a color from the color palette. The primary color will be used for drawing.
- **Draw:**
 - Click and drag your mouse on the drawing area to start drawing.

2. Using Shapes

- **Select a Shape:**
 - Click on the Shapes icon in the toolbar.
 - Choose a shape (e.g., rectangle, ellipse, line).
- **Draw the Shape:**
 - Click and drag on the drawing area to create the shape.

3. Adding Text

- **Select the Text Tool:**
 - Click on the Text icon (represented by the letter "A") in the toolbar.
- **Choose a Text Area:**
 - Click and drag to create a text box on the drawing area.
- **Type Your Text:**
 - Start typing inside the text box.
 - You can change the font, size, and style from the Text toolbar that appears when you are in text mode.

4. Erasing

- **Select the Eraser:**
 - Click on the Eraser icon in the toolbar.
- **Erase:**

- Click and drag over the area you want to erase.

5. Saving Your Work

- **Save the File:**
 - Click on the File menu in the top-left corner.
 - Select "Save As".
 - Choose a file format (e.g., PNG, JPEG, BMP).
 - Name your file and click "Save".

Advanced Features

1. Using the Magnifier

- **Select the Magnifier:**
 - Click on the Magnifier icon in the toolbar.
- **Zoom In/Out:**
 - Click on the area you want to zoom into or use the scroll wheel on your mouse.

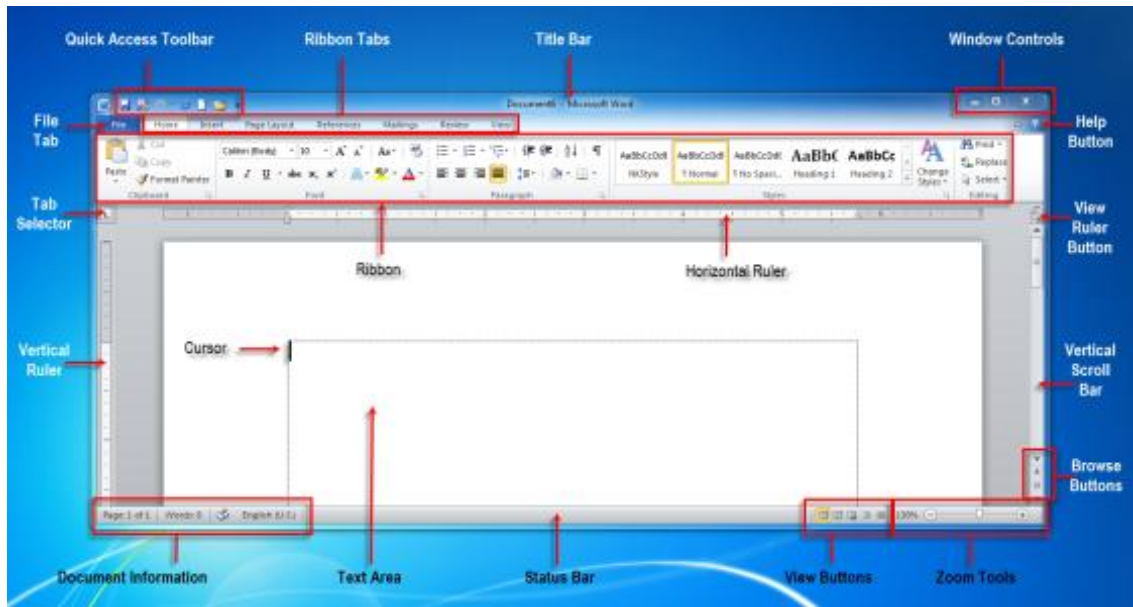
2. Using the Fill Tool

- **Select the Fill Tool:**
 - Click on the Fill icon (paint bucket) in the toolbar.
- **Fill an Area:**
 - Click inside the area you want to fill with color.

Tips for Better Use

- **Undo/Redo:**
 - Use the Undo (Ctrl+Z) and Redo (Ctrl+Y) buttons to correct mistakes.
- **Copy and Paste:**
 - Select an area using the Select tool, then use Ctrl+C to copy and Ctrl+V to paste.
- **Resize Canvas:**
 - Click on the "Resize" button in the toolbar to change the dimensions of your canvas.
- **Rotate and Flip:**
 - Use the "Rotate" button in the toolbar to rotate or flip your image.

MICROSOFT OFFICE WORD



Microsoft office word is one of the most users friendly and commonly word processing program available present / now a days it is use a computer program to create, edit and produce text documents.

STEPS OF MS-WORD:

Starting MS-Word :

Start>SEARCH BAR TYPE>MS-Word 2013

Saving a file:

File > Save > Filename > Save

Closing a file:

File > Exit or close

Opening an existing or closing File:

File>Open>File name>Open

Close MS-Word:

Office Button>Exit Word

Undo means came back work: Ctrl+Z

Redo means repeat do work: Ctrl+Y

Copy Text:

Select the text

Home>Copy

Home>paste

Moving text:

Select the text

Home>cut

Home>paste

Changing font:

Select the text

Home>Font>Font style>ok

Changing font size:

Select the text

Home>font>Font style>ok

Changing font style:

Select the text

Home>Font>font style>ok

Create Superscript / subscript:

Home>subscript[x₂] / Superscript [A²]

Changing case of Text:

Select the text

Home> change case [Aa]> Select anyone

Alignment of the Text:

Select the text:

Home>Select the alignment

Bullets of Numbering:

Select the text

Home>Select bullets or Numbering style

Paragraph Setting:

Select the text

Home>Paragraph

Form Paragraph Spacing

Specify the spacing at

Before After>ok

Inserting Table:

Insert>Insert Table

>Specify No. of columns

>Specify No.of Rows

>ok

INSERT TAP-

Inserting additional Row or Column:

Table Tools>Layout>Insert above or Below

Insert left or Right (For column)

Deleting Table, Row or Column:

Table Tools> Lay out. Delete>Select option which you want

Merge cells:

Select the cells

Table Tools>Layout>Split cells

Formalting Table:

Click inside the Table

Table Tools>Design>Select the format from Table styles

Header or Footer:

Insert>Header or Footer> select option which you want

Splitting:

Select the cells

Table Tools>Design>Select the format from Table styles.

Drop cap:

Insert>Drop cap>Select option which you want

Data & Time:

Insert>Date & Time> select option which you want

Writing Columns style:

Page Layout>columns>select the option which you want

Page Setup:

Page Layout>Page Setup

<Select Margins (For Changing Orientation)

Select Orientation (For Changing Orientation)

Select paper Size (For Changing Paper Size)>ok

Border & Shading:

Select the text

Page Layout>Page Borders

Click Border>Select the Border option

Which you want

Click the shading >Select the Page Border

Option which you want

Spelling Check:

Review>Spelling & Grammar

Full Screen:

View>Full Screen Reading

Zoom:

View>Zoom

Ruler:

STEPS OF MAIL MERGE

Mail Merge in MS Word is used to efficiently create and send personalized letters, emails, labels, and envelopes to multiple recipients by combining a main template document with a separate list of individualized data, such as names and addresses

Step 1: Prepare Your Data

1. Create your data source:

- Use Microsoft Excel to create a spreadsheet with all the necessary information (e.g., names, addresses, etc.). Ensure that the first row contains headers (e.g., First Name, Last Name, Address, etc.).
- Save the Excel file.

Step 2: Start the Mail Merge

1. Open Microsoft Word.
2. Go to the Mailings tab on the Ribbon.

Step 3: Select Document Type

1. Click on Start Mail Merge in the Mailings tab.
2. Choose the type of document you want to create (e.g., Letters, E-mail Messages, Envelopes, Labels, Directory).

Step 4: Select Recipients

1. Click on Select Recipients in the Mailings tab.
2. Choose Use an Existing List.
3. Navigate to and select your Excel file. Click Open.
4. Select the sheet within your Excel file that contains your data and click OK.

Step 5: Insert Merge Fields

1. Click on Insert Merge Field in the Mailings tab.
2. Choose the fields (e.g., First Name, Last Name) that you want to insert into your document.
3. Place the cursor where you want the field to appear in the document and click on the field name. Repeat this for all necessary fields.

Step 6: Preview the Mail Merge

1. **Click on Preview Results** in the Mailings tab.
2. **Use the arrows** to scroll through the records to ensure the fields are correctly populated.

Step 7: Complete the Mail Merge

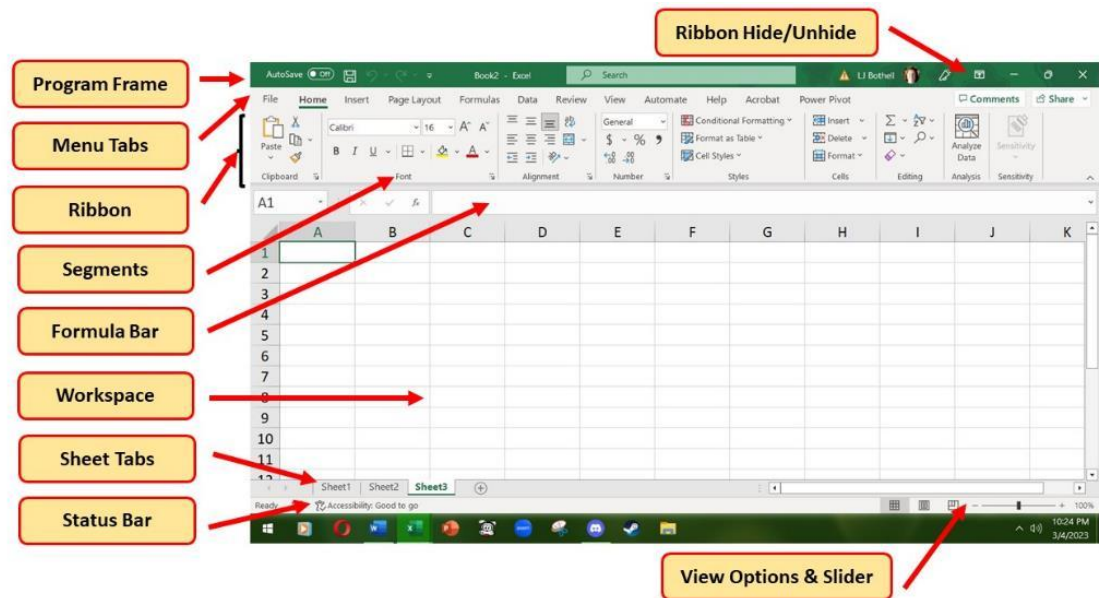
1. **Click on Finish & Merge** in the Mailings tab.
2. Choose one of the following options:
 - **Edit Individual Documents:** Creates a new document with all the merged letters.
 - **Print Documents:** Sends the merged letters directly to the printer.
 - **Send E-Mail Messages:** If you are creating email messages, this will send the emails.

Additional Tips:

- **Save your main document** so you can reuse the merge setup.
- **Check formatting** before completing the merge to ensure everything appears correctly.
- **Customize your letters:** You can add personal touches or specific details by inserting additional merge fields.



MICROSOFT EXCEL



GETTING STARTED

Microsoft Excel, commonly referred to as Excel, is a powerful spreadsheet application developed by Microsoft. It is part of the Microsoft Office suite and is used worldwide for data organization, analysis, and visualization. Here are some key features and functionalities of Excel:

Key Features of Microsoft Excel

1. Spreadsheets and Worksheets:

- An Excel file is called a workbook, which can contain multiple worksheets (or sheets). Each worksheet is a grid of cells arranged in rows and columns.

2. Data Entry and Storage:

- Users can enter and store data in cells, including text, numbers, dates, and formulas.

3. Formulas and Functions:

- Excel offers a wide range of built-in functions for mathematical calculations, statistical analysis, financial analysis, text manipulation, and more.
- Users can create complex formulas to perform calculations and data analysis.

4. Data Analysis:

- Excel provides tools for data analysis, such as PivotTables and PivotCharts, which allow users to summarize, analyze, and visualize data.
- Users can also sort and filter data to focus on specific information.

5. **Charts and Graphs:**

- Excel enables the creation of various types of charts and graphs (e.g., bar charts, line charts, pie charts) to visually represent data.
- Charts can be customized with different styles, colors, and labels.

6. **Conditional Formatting:**

- This feature allows users to format cells based on specific criteria. For example, highlighting cells that contain values above a certain threshold.

7. **Data Validation:**

- Excel provides tools to ensure data accuracy by setting rules for what data can be entered in specific cells.

8. **Macros and VBA (Visual Basic for Applications):**

- Users can automate repetitive tasks by recording macros or writing custom scripts using VBA.

9. **Collaboration and Sharing:**

- Excel supports real-time collaboration, allowing multiple users to work on the same workbook simultaneously.
- Workbooks can be shared via OneDrive, SharePoint, or email.

10. **Integration with Other Applications:**

- Excel integrates seamlessly with other Microsoft Office applications like Word and PowerPoint.
- It can also import and export data from various sources, such as databases and web services.

Common Uses of Microsoft Excel

- **Business and Financial Modeling:** Creating budgets, financial forecasts, and business plans.
- **Data Management:** Organizing and maintaining large datasets.
- **Statistical Analysis:** Analyzing data trends and patterns.
- **Reporting:** Generating reports and dashboards to present data insights.
- **Inventory Management:** Tracking and managing inventory levels.
- **Project Management:** Planning and scheduling project tasks and timelines.

Getting Started with Excel

1. **Open Excel:**

- Launch Excel from your computer's start menu or desktop shortcut.

2. Create a New Workbook:

- Click on "File" > "New" > "Blank Workbook".

3. Enter Data:

- Click on a cell and start typing to enter data.

4. Use Formulas:

- Click on a cell, type = followed by your formula (e.g., =SUM(A1:A10)), and press Enter.

5. Create a Chart:

- Select your data, go to the "Insert" tab, and choose a chart type.

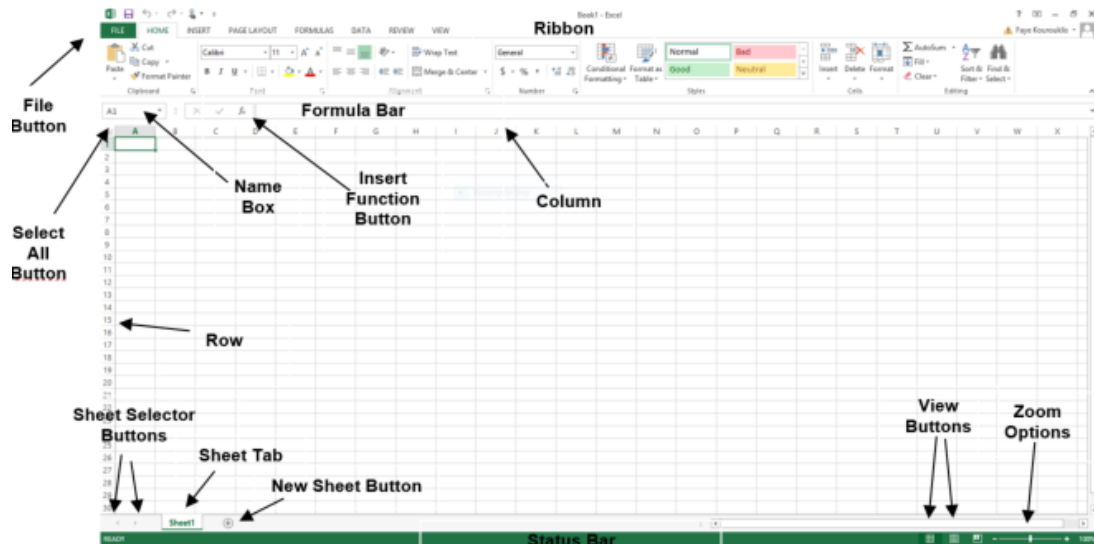


Figure 1. Navigate to Microsoft Excel on a PC.

SAVING YOUR DOCUMENT

To save a file in Microsoft Excel, follow these steps:

Saving a New File

1. Open Excel:

- If you haven't already, open Microsoft Excel and create or enter your data.

2. Click on the File Tab:

- In the top left corner of the screen, click on the "File" tab.

3. Select Save As:

- If this is the first time you are saving the file, select "Save As" from the menu. This option allows you to choose the file location and name.

4. Choose a Location:

- A dialog box will appear, prompting you to choose where you want to save the file. You can choose locations such as your computer, OneDrive, or any other connected storage.

5. Enter a File Name:

- In the "File name" field, enter a name for your file.
- 6. **Choose a File Format:**
 - In the "Save as type" drop-down menu, you can choose the file format. The default format is Excel Workbook (*.xlsx). Other options include:
 - Excel 97-2003 Workbook (*.xls)
 - PDF (*.pdf)
 - CSV (Comma delimited) (*.csv)
 - And more, depending on your needs.
- 7. **Click Save:**
 - Once you've chosen the location, file name, and format, click the "Save" button.

Saving an Existing File

1. **Click on the File Tab:**
 - Click on the "File" tab if you are already working on an existing file and want to save recent changes.
2. **Select Save:**
 - Click on "Save" from the menu. This will save the current changes to the existing file without prompting you to choose a location or file name again.

Using Keyboard Shortcuts

- **Save a New File:** Use Ctrl + S to open the "Save As" dialog box.
- **Save an Existing File:** Use Ctrl + S to quickly save any changes to the file.

AutoSave Feature

If you are using Excel 2016 or later and saving your file on OneDrive or SharePoint, you can enable AutoSave:

1. **Toggle AutoSave:**
 - In the top left corner of Excel, there is an AutoSave switch. Toggle it to "On". This will automatically save your work as you make changes.

Working with cells in Microsoft Excel is fundamental to using the software effectively. Here are the basic and advanced operations you can perform with cells:

Basic Cell Operations

Selecting Cells

1. **Single Cell:** Click on the cell you want to select.
2. **Multiple Cells:** Click and drag your mouse across the cells you want to select or hold down the Shift key and use the arrow keys.
3. **Entire Row/Column:** Click on the row number or column letter to select the entire row or column.

Entering Data

1. **Click on the Cell:** Click on the cell where you want to enter data.
2. **Type the Data:** Type text, numbers, or dates directly into the cell.
3. **Press Enter:** Press the Enter key to move to the cell below, or press the Tab key to move to the cell to the right.

Editing Data

1. Double-Click: Double-click on the cell to edit the data directly within the cell.
2. Formula Bar: Click on the cell and then edit the data in the formula bar at the top of the screen.
3. Replace Data: Click on the cell, type new data, and press Enter to replace the existing data.

Copying and Pasting Data

1. Copy: Select the cell(s) and press **Ctrl + C** or right-click and choose "Copy".
2. Paste: Select the destination cell and press **Ctrl + V** or right-click and choose "Paste".

Cutting and Pasting Data

1. Cut: Select the cell(s) and press **Ctrl + X** or right-click and choose "Cut".
2. Paste: Select the destination cell and press **Ctrl + V** or right-click and choose "Paste".

Deleting Data

1. Delete Content: Select the cell(s) and press the Delete key.
2. Clear All: Select the cell(s), right-click, and choose "Clear Contents" to remove data without deleting the cell itself.

Formatting Cells

Cell Formatting

1. Number Format: Select the cell(s), right-click, choose "Format Cells", and select the "Number" tab to format as currency, percentage, date, etc.
2. Font and Alignment: Use the options in the "Home" tab to change the font, size, color, and alignment.
3. Borders and Fill: Use the "Borders" and "Fill Color" buttons in the "Home" tab to add borders and background colors.

Advanced Cell Operations

Formulas and Functions

1. Entering a Formula: Click on a cell, type = followed by the formula (e.g., =A1+B1), and press Enter.
2. Using Functions: Click on a cell, type = followed by the function name (e.g., =SUM(A1:A10)), and press Enter.

Cell References

1. Relative References: By default, cell references are relative (e.g., A1). When copied, they change based on their position.
2. Absolute References: Use \$ to create absolute references (e.g., \$A\$1) that do not change when copied.

Merging Cells

1. Select Cells: Select the cells you want to merge.

2. Merge: Click on the "Merge & Center" button in the "Home" tab to merge the selected cells into one.

Conditional Formatting

1. Select Cells: Select the cells you want to format.
2. Conditional Formatting: Click on "Conditional Formatting" in the "Home" tab and choose a rule to apply (e.g., highlight cells greater than a specific value).

Data Validation

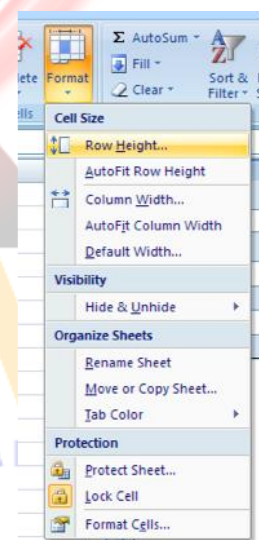
1. Select Cells: Select the cells where you want to apply data validation.
2. Data Validation: Click on "Data" tab, then "Data Validation", and set the criteria (e.g., allowing only whole numbers between 1 and 10).

Tips for Efficient Cell Management

- AutoFill: Use the fill handle (small square at the bottom-right corner of a cell) to quickly copy cell contents or formulas to adjacent cells.
- Freeze Panes: Use "Freeze Panes" in the "View" tab to keep row and column headers visible while scrolling.
- Sort and Filter: Use the "Sort & Filter" options in the "Data" tab to organize and analyze your data easily.

FORMATTING ROWS AND COLUMNS

When formatting rows and columns you can change the height, choose for your information to autofit to the cells, hide information within a row or column, un-hide the information. To format a row or column go to **Home Tab > Row Height** (or Column Height), then choose which height you are going to use (Figure 9). The cell or cells that are going to be formatted need to be selected before doing this. When changing the row or column visibility (hidden, un-hidden) or autofit, you will go to the **Home Tab** and click **Format**. The drop down menu will show these options

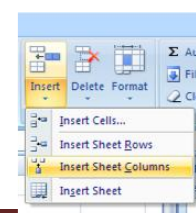


ADDING ROWS AND COLUMNS

When adding a row or column you are inserting a blank row or column next to your already entered data. To insert the row you have to go to **Home Tab > Insert > Insert Sheet Rows**. The row will automatically be placed on the spreadsheet and any data that was selected in the original row will be moved down below the new row.



Before you can add a **Column** you are going to have to select a column on the spreadsheet that is located in the area that you want to enter the new column. To insert column you have to go to **Home Tab > Insert > Insert**



the
a

Sheet Column. The column will automatically be placed on the spreadsheet and any data to the right of the new column will be moved more to the right.

Creating and working with charts in Microsoft Excel is an excellent way to visually represent your data. Here's a step-by-step guide on how to create, customize, and manage charts in Excel:

Step 1: Prepare Your Data

1. **Enter Data:** Ensure your data is organized in rows and columns, with clear headers.
2. **Select Data:** Highlight the range of cells that contain the data you want to include in the chart.

Step 2: Insert a Chart

1. **Go to the Insert Tab:**
 - Click on the "Insert" tab in the Ribbon at the top of Excel.
2. **Choose a Chart Type:**
 - In the "Charts" group, you can choose from various chart types such as Column, Line, Pie, Bar, Area, Scatter, and more.
3. **Insert the Chart:**
 - Click on the chart type you want, and Excel will create a default chart based on your selected data.

Step 3: Customize the Chart

1. **Select the Chart:**
 - Click on the chart to select it. This will display the Chart Tools in the Ribbon.
2. **Chart Design and Format Tabs:**
 - Use the "Chart Design" and "Format" tabs to customize your chart.
 - Chart Design: Allows you to change the chart type, switch row/column, select data, and apply chart styles.
 - Format: Allows you to customize the appearance, including shapes, fill, outline, and effects.

Step 4: Modify Chart Elements

1. **Chart Title:**
 - Click on the chart title to edit it directly. You can also add a title if it's not there by selecting the chart, clicking "Chart Elements" (the plus icon), and checking "Chart Title".
2. **Axis Titles:**
 - To add or edit axis titles, click "Chart Elements" (the plus icon), check "Axis Titles", and then click on the text boxes to enter your titles.
3. **Legend:**
 - Add or modify the legend by clicking "Chart Elements" (the plus icon), and checking "Legend". You can reposition the

legend by clicking on it and dragging it to your preferred location.

4. Data Labels:

- Add data labels by clicking "Chart Elements" (the plus icon), and checking "Data Labels". You can format them by right-clicking on a data label and selecting "Format Data Labels".

Step 5: Formatting the Chart

1. Change Colors:

- Select the chart, go to the "Chart Design" tab, and click on "Change Colors" to choose a color scheme.

2. Chart Styles:

- In the "Chart Design" tab, you can select a pre-defined style from the "Chart Styles" group.

3. Format Specific Elements:

- Right-click on any chart element (e.g., data series, axis, gridlines) and choose "Format" to open formatting options. This allows you to adjust fill, border, and effects.

Step 6: Adjusting Data Source

1. Select Data:

- Select the chart, then go to the "Chart Design" tab and click "Select Data".

2. Edit Data Range:

- In the "Select Data Source" dialog box, you can add, remove, or edit data series. You can also adjust the data range if needed.

Step 7: Save and Share Your Chart

1. Save the Workbook:

- Save your Excel workbook to ensure your chart is saved along with your data.

2. Copy and Paste the Chart:

- You can copy the chart and paste it into other applications (e.g., Word, PowerPoint) by right-clicking the chart, selecting "Copy", and then pasting it into the desired location.

3. Export the Chart:

- Right-click on the chart and select "Save as Picture" to save the chart as an image file.

INSERTING SMART ART GRAPHICS

PICTURES

To insert **Pictures**:

Go to the **Insert Tab > Picture**, a dialog box will appear and then you can select the desired picture from the location that is it stored (Figure 15).

The picture will be inserted directly onto your document, where you can change the size of it as desired.

Inserting **Clipart**:

To insert **Clip Art** you will need to go to the **Insert Tab > Clip Art**.

Here are some commonly used functions in Microsoft Excel along with examples:

1. SUM

Purpose: Adds up a range of numbers.

Syntax: =SUM(number1, [number2], ...)

Example: To sum the numbers in cells A1 through A5:

=SUM(A1:A5)

2. AVERAGE

Purpose: Calculates the average of a range of numbers.

Syntax: =AVERAGE(number1, [number2], ...)

Example: To find the average of numbers in cells A1 through A5:

=AVERAGE(A1:A5)

3. IF

Purpose: Returns one value if a condition is true and another value if it's false.

Syntax: =IF(logical_test, value_if_true, value_if_false)

Example: To check if the value in cell A1 is greater than 10:

=IF(A1 > 10, "Greater", "Lesser or Equal")

4. VLOOKUP

Purpose: Looks up a value in the first column of a range and returns a value in the same row from a specified column.

Syntax: =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Example: To find the price of a product in cell A1 from a table in the range B2

, where the product names are in column B and prices are in column D:

excel

=VLOOKUP(A1, B2:D10, 3, FALSE)

5. COUNTIF

Purpose: Counts the number of cells that meet a criteria.

Syntax: =COUNTIF(range, criteria)

Example: To count the number of cells in the range A1

that are greater than 20:

=COUNTIF(A1:A10, ">20")

6. CONCATENATE (or CONCAT)

Purpose: Joins several text strings into one text string.

Syntax: =CONCATENATE(text1, [text2], ...) or =CONCAT(text1, [text2], ...)

(in newer versions of Excel).

Example: To join the text in cells A1 and B1:

=CONCATENATE(A1, B1)

or

7. MIN and MAX

Purpose: Finds the minimum or maximum value in a range of numbers.

Syntax:

- =MIN(number1, [number2], ...)
- =MAX(number1, [number2], ...)

Example: To find the minimum value in cells A1 through A10:

=MIN(A1:A10)

To find the minimum value in cells A1 through A10:

=MAX(A1:A10)

8. SUMIF

Purpose: Adds the cells specified by a given condition or criteria.

Syntax: =SUMIF(range, criteria, [sum_range])

Example: To sum the numbers in cells B1 through B10 where the corresponding cells in column A are greater than 100:

=SUMIF(A1:A10, ">100", B1:B10)

9. LEFT, MID, and RIGHT

Purpose: Extracts a specified number of characters from a text string.

- LEFT: From the beginning.
- MID: From the middle.
- RIGHT: From the end.

Syntax:

- =LEFT(text, [num_chars])
- =MID(text, start_num, num_chars)
- =RIGHT(text, [num_chars])

Example: To extract the first 3 characters from cell A1:

=LEFT(A1, 3)

To extract 4 characters starting from the 2nd character in cell A1:

=MID(A1, 2, 4)

To extract the last 3 characters from cell A1:

=RIGHT(A1, 3)

10. TODAY and NOW

Purpose: Returns the current date or date and time.

Syntax:

- =TODAY() (current date)
- =NOW() (current date and time)

Example: To get the current date:

=TODAY()

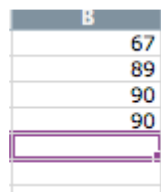
To get the current date and time:

=NOW()

CREATING FUNCTIONS

When creating a function in Excel you must first have the data that you wish to perform the function with selected.

✓ Select the cell that you wish for the calculation to be entered in (i.e.: if I want to know the sum of B1:B5 I will highlight cell B6 for my sum to be entered into) (Figure 17).



B
67
89
90
90

Figure 17. Choosing calculation cell

✓ Once you have done this you will need to select the **Formulas Tab** located at the top of the screen.

- ✓ A list of **Most Recently Used, Financial, Logical, Text, Date and Time, Math and Trig** formulas will appear. To choose one of the formulas click the icon that holds the formula you are looking for.
- ✓ Once you have clicked your formula this will display a dialog box on your screen.

In this screen it lists the cells that are being calculated, the values within the cells, and the end result.

- ✓ To accept that calculation you can press OK and the result will show up in the selected cell.

MAKE MARKSHEET

Sl. NO.	Names	MIL	ENG	SCIENC E	S.SC	HINDI	MATHS	TOTAL	MAX	MIN	AVERAGE	RESULT	DIV
1	A	65	75	80	68	45	78	441	?	?	?	?	?
2	B	55	66	88	55	85	69	418	?	?	?	?	?
3	C	23	22	33	24	36	15	153	?	?	?	?	?
4	D	55	56	65	85	47	85	393	?	?	?	?	?
5	E	68	78	69	78	65	79	437	?	?	?	?	?

Formulas of Mark Sheet:-

Total = SUM (C4:H4)

Maximum = MAX (C4:h4)

Minimum = MIN (C4:H4)

Average =AVERAGE (C4:H4)

Result = IF(L4>=30,"PASS","FAIL")

Division = IF(L4>=60,"1st", IF(L4>=45,"2nd", if(L4>=30),"3rd","Fail"))

PAY SLIP

How to make Pay slip for an employee:-

SL.NO.	NAME	BASIC	D.A.	H.R.A.	C.C.A.	GROSS	P.F.	NET SALARY	GRADE
1	Ram	7600	532	1000	450	9582	766.56	8815.44	D
2	Hari	12000	1440	2000	850	16290	1303.2	14986.80	B
3	Amal	10000	0.1	1500	600	12100	986.008	11132.09	C
4	Bimal	8400	588	1000	450	10438	835.04	9602.96	D
5	Kamal	5300	371	1000	450	7121	569.68	6551.32	D
6	Jadu	9000	630	1000	450	11080	886.4	10193.60	D
7	Madhu	7800	546	1000	450	9796	783.68	9012.32	D
8	Shyam	7600	532	1000	450	9582	766.56	8815.44	D
9	Arup	15000	2250	2500	1200	20950	1676	19274.00	A

FORMULAS OF PAY SLIP

D.A= IF(C4>=15000,C4*15%,IF(C4>=12000,C4*12%,IF(C4>=10000,10%,C4*7%)))Press Enter

H.R.A =IF(C4>=15000,2500,IF(C4>=12000,2000,IF(C4>=10000,1500,1000)))Press Enter

C.C.A =IF(C4>=15000,1200,IF(C4>=12000,850,IF(C4>=10000,600,450)))Press Enter

GROSS =SUM (C4:F4) Press Enter

P.F =G4*8% Press Enter

NET SALARY =G4-H4 Press Enter

GRADE =IF(I4>=19000,"A",IF(I4>=14000,"B",IF(I4>=11000,"C","D"))) Press Enter.

Making a discount table for a Shop:

DISCOUNT TABLE

SL.NO.	AMOUNT	DISCOUNT	TOTAL AMT
1	25000	5000	20000
2	3000	0	3000
3	200	0	200
4	5600	280	5320
5	10000	800	9200
6	1200	0	1200
7	2300	0	2300
8	15000	1500	13500
9	5000	250	4750
10	3200	0	3200

FORMULS OF DISCOUNT TABLE

DISCOUNT: =IF(B4>=15000, B4*20%,IF(B4>=10000,B4*10%,IF(B4>=5000,B4*8%,"NILL")))

TOTAL AMOUNT: =B4-C4 Press Enter

MAKE A SALE TAX FOR BUSINESS:

SALE TAX

SL.NO.	ITEMS' NAME	QUANTITY	PRICE	AMOUNT	SALE TAX	TOTAL AMT
1	RICE	5	60	300	12	312
2	DAL	2	67	134	5.36	139.36
3	SUGAR	3	40	120	4.8	124.8
4	SALT	3	13	39	1.56	40.56
5	TEA	2	160	320	12.8	332.8
6	R. OIL	5	128	640	25.6	665.6
7	M. OIL	5	150	750	30	780
8	MAIDA	3	28	84	3.36	87.36
9	ATTA	6	45	270	10.8	280.8
10	SUGI	1	45	45	1.8	46.8

TAX	4%
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FORMULAS OF SALE TAX

AMOUNT: =C4*D4 Press Enter

SALE TAX: =E4*\$C\$15 Press Enter

TOTAL AMOUNT: =E4+F4 Press Enter

FIND A DOMESTIC BUDGET CALCULATION FOR A HOME

MONTH	HOUSE RENT	ELECTRICITY BILL	PHONE BILL	FOODINGS	OTHERS	TOTAL EXPENDITURE	INCOME	CASH IN HAND
JAN	2500	300	250	2000	4000	?	25000	?
FEB	2500	400	350	2500	3900	?	25000	?
MAR	2500	500	180	3000	3850	?	25000	?
APR	2500	450	300	2800	3900	?	25000	?
MAY	2500	380	200	2900	3600	?	25000	?
JUN	2500	480	400	2700	5400	?	25000	?
JULY	2500	369	350	3900	4500	?	25000	?
AUG	2500	367	360	3450	4800	?	25000	?
SEPT	2500	390	380	4500	4700	?	25000	?
OCT	2500	500	290	5000	5900	?	25000	?
NOV	2500	550	270	4800	4760	?	25000	?
DEC	2500	680	257	3900	4980	?	25000	?
TOTAL	?	?	?	?	?	?	?	?

FORMULA

TOTAL EXPENDITURE =HOUSE RENT+ELECTRICITY BILL+PHONE BILL+FOODINGS+OTHERS

CASH IN HAND =INCOME-CASH IN HAND

CALCULATE THE HOTELS OR LODGE

SL. NO.	NAME	DATE OF ENTRY	DATE OF LEAVING	NO. OF DAY	RATE PER DAY	AMOUNT
1	DIP	2/10/2019	10/10/2019	?	800	?
2	ARUP	6/10/2019	18/10/2019	?	800	?
3	MUKUL	8/10/2019	19/10/2019	?	800	?
4	ASHIM	9/10/2019	15/10/2019	?	800	?
5	JIYARUL	12/10/2019	25/10/2019	?	800	?

FORMULA

NO. OF DAY =DATE OF LEAVING-DATE OF ENTRY

AMOUNT =NO. OF DAY*RATE PER DAY

Calculating Age of a person-

To calculate the age of a person in Excel, you can use the **DATEDIF function**. Here is a step-by-step guide, including a sample table and the necessary formula.

Create a Table:

- Set up a table with columns for Name, Birthdate, and Age.

Sample Table

Name	Birthdate	Age
John Doe	01/15/1990	Formula here
Jane Smith	07/22/1985	Formula here
Mike Brown	12/05/2000	Formula here

Adding the Formula

1. Enter Birthdates:

- Fill in the Birthdate column with the appropriate birthdates in the format MM/DD/YYYY or DD/MM/YYYY depending on your regional settings.

2. Calculate Age:

- In the Age column, use the DATEDIF function to calculate the age. The DATEDIF function calculates the difference between two dates.
- Assume the birthdate is in cell B2 and you want to calculate the age as of today.

Formula

=DATEDIF(B2, TODAY(), "Y")

- **B2:** Cell reference for the birthdate.
- **TODAY():** Returns the current date.
- **"Y":** Specifies that the difference should be returned in years.

1. Copy the Formula:

- Drag the fill handle (small square at the bottom-right corner of the cell) down to copy the formula to other cells in the Age column.

Example

If John Doe's birthdate is in cell B2 (01/15/1990), the formula **=DATEDIF(B2, TODAY(), "Y")** in cell C2 will calculate his age based on today's date.

Final Table

Name	Birthdate	Age
John Doe	01/15/1990	34
Jane Smith	07/22/1985	39
Mike Brown	12/05/2000	23

By following these steps, you can set up an Excel sheet to automatically calculate the age of a person based on their birthdate.

To Find YEAR MONTH AND DAYS OF A PERSON-

To calculate the exact age of a person in years, months, and days in Excel using the **ROUNDDOWN** function, you can combine it with the DATEDIF function. Here is a detailed step-by-step guide.

Step-by-Step Guide

Create a Table:

Set up a table with columns for **Name, Birthdate, Years, Months, and Days**.

Sample Table

Name	Birthdate	Years	Months	Days
John Doe	01/15/1990	Formula here	Formula here	Formula here
Jane Smith	07/22/1985	Formula here	Formula here	Formula here
Mike Brown	12/05/2000	Formula here	Formula here	Formula here

Adding the Formulas

1. Enter Birthdates:

- Fill in the Birthdate column with the appropriate birthdates in the format MM/DD/YYYY or DD/MM/YYYY depending on your regional settings.

2. Calculate Years:

- In the Years column, use the DATEDIF function to calculate the number of full years.

Formula for Years

=DATEDIF(B2, TODAY(), "Y")

- **B2**: Cell reference for the birthdate.
- **TODAY()**: Returns the current date.
- **"Y"**: Specifies that the difference should be returned in years.

3. Calculate Months:

- In the Months column, use the DATEDIF function to calculate the number of months after accounting for the full years.

Formula for Months

=DATEDIF(B2, TODAY(), "YM")

- **B2**: Cell reference for the birthdate.
- **TODAY()**: Returns the current date.
- **"YM"**: Specifies that the difference should be returned in months after subtracting the years.

4. Calculate Days:

- In the Days column, use the DATEDIF function to calculate the number of days after accounting for the full months.

Formula for Days

=DATEDIF(B2, TODAY(), "MD")

- **B2**: Cell reference for the birthdate.
- **TODAY()**: Returns the current date.
- **"MD"**: Specifies that the difference should be returned in days after subtracting the years and months.

1. Copy the Formulas:

- Drag the fill handle (small square at the bottom-right corner of the cell) down to copy the formulas to other cells in the respective columns.

Example

If John Doe's birthdate is in cell B2 (01/15/1990), the formulas in cells C2, D2, and E2 will calculate his exact age in years, months, and days based on today's date.

Final Table

Name	Birthdate	Years	Months	Days
John Doe	01/15/1990	34	9	3
Jane Smith	07/22/1985	39	2	26
Mike Brown	12/05/2000	23	10	13

By following these steps, you can set up an Excel sheet to automatically calculate the exact age of a person in years, months, and days.

→ Finding Number's Position

Arrange the number in **Ascending order**:

1	2	3	4	5	6
45	87	98	54	68	25

Arrange the number in **Descending order**:

1	2	3	4	5	6
100	25	754	86	95	45

*** use rank formula

Wages Calculation for a workers

SL. NO.	A	B	C	D
1	Name	Working Hour	Over Time	Wages
2	Rain	11		
3	Tami	12		
4	Jade	8		

Hourly Rates =Rs. 20.00

Over time Rates =25.00

Field	Formula
Duty Hours	=8 Hours (If We Suppose Duty Hours 8)
Over Time	=If(D2>8, D2-8, 0) Enter
Wages	=IF (Over Time Cell No>0, Over Time Cell No*Over Time's Rupees+Duty Hours Rupees, Working Hour*Working's Rupees). =If (D2>0, D2*25+8*20, C2*20) Enter

Conditional Formatting Chart COMPUTER SAKSHARATA MISSION

Make a Database Like

Sl. NO.	Item	Opening	Sell	Purchase	Stock
1	Biscuit	500	15	74	
2	Colgate	200	25	294	
3	Cake	200	27	151	
4	Shampoo	300	19	186	
5	Rice	500	75	334	
6	Oil	250	61	148	
7	Surf	180	32	65	

Create a Conditional Formatting

Home>Styles>Conditional Formatting>Choose Greater Than

Result Calculation in Excel

Merge any selected Cell

Select Many Cell>Home>Alignment>Click On Merge and Centre Icon.

Select Many Cell>Home>Alignment>Click On Merge and Centre Icon. (To unmerge)

Do split & Remove Split Any Work sheet

Put Cell pointer into any Work Sheet

Put Cell pointer into any Cell>view>Window>Click on split Icon.

Arrange more windows

Open more Worksheet>view>window>arrange All>click on any option>ok

Freeze & Unfreeze the worksheet Cell by Column & Row Wise

Select any row>view>window>freeze panes (Freeze panes/Top Row/first Column)

Select Unfreeze panes for Unfreeze

Insert any Embedded Object

Insert>Text>Click on object>create new>select any object type (Bitmap image/MS Office Word Document) ok.

Create a protection in one sheet

Select cell>Right click>format cell>Protection>click on hidden>ok>review>protect sheet>type any password

Create any chart

Type any data (Name Address Salary) Select All Data

Insert>Chart>Column/Pie/Line/Area>Click any chart type

Modify any chart type by design/type/data etc

Click on Chart>Click on design/Layout/Format and Modify

(Shape/color/style/shadow/3-D Format) etc....

Or right click on any series>Format data series>Modify to

(Shape/color/style/shadow/3-D format) etc.

Link excel chart to Office applications software

Select Your Data>Home>Click on copy icon>open another software (Example MS

Word)>Home>Paste>paste special>paste link>M.S Excel Work sheet object>ok

Hyperlink Excel File to MS Word File in to Excel Page

Create an Excel File.

Create an MS Word file.

Open Excel page>Type any word or line Excel file purpose for link.

Type any word or line MS word file purpose for link.

Select the linkage line for excel file>Insert>Hyperlink>Select Excel file>ok.

Select the linkage line for MS Word file>Insert>Hyperlink>Select MS Word file >ok.

Remove Hyperlink

Select the text (“Click to see Chart” & “Click to see Comment”)

Right Click on It>Remove Hyperlink.

Or insert>Hyperlink>Remove Hyperlink.

Create Validation & Message

Type go to ribbon>Data>Data Validation>Setting>Allow>Whole number>Data>Set to between/Minimum/Maximum> Give input message

Input message (“Hey; Don’t Make a Mistake”)

Error alerts>style>stop>error message>

Type value Minimum number to maximum number>ok

SL. NO	Name	Address	Salary
1	Rebind	Badkulla	11350
2	Neha	Birnagar	15450
3	Mack	Teherpur	8750
4	Dhoni	Kali Nagar	9350

Clear Validation

Select Your Data>Data>Data tools>Data Validation>Data Validation>Clear All>ok.

Find out the Record by filter

Select the particular cell area>Data>sort & Filter>click on filter

Icon>Click on any field drop down key>Click on the Particular field Name (Name/Address/Salary ETC).

Or, Select the particular Cell area>Home>Editing>Sort & Filter>Filter.

Apply auto format table

Type any data>Select the data>Home>Styles>Format as Table>Click on Any auto Format style>ok.

Remove auto format table

Select the Data>Page layout>table styles>Clear & Click on convert to Range

Do Database Work

Example: Managing a Student Database

Step 1: Creating the Database

1. **Open Excel** and create a new workbook.
2. **Create column headers** for your database. For example:
 - **A1:** Student ID
 - **B1:** Name
 - **C1:** Age
 - **D1:** Grade
 - **E1:** Email
3. **Enter data** under each column header. Here's a sample dataset:

Student ID	Name	Age	Grade	Email
1	John Smith	15	9	john.smith@example.com
2	Emma Brown	14	9	emma.brown@example.com
3	Liam Johnson	15	10	liam.johnson@example.com
4	Olivia Jones	14	9	olivia.jones@example.com
5	Ava Wilson	16	11	ava.wilson@example.com

Step 2: Sorting Data

1. **Select the range** of data you want to sort (e.g., A1).
2. Go to the **Data** tab.
3. Click on **Sort**.
4. Choose the column by which you want to sort (e.g., **Grade**).
5. Select the sort order (e.g., **Smallest to Largest**).
6. Click **OK**.

Step 3: Filtering Data

1. **Select the range** of data you want to filter (e.g., A1).
2. Go to the **Data** tab.
3. Click on **Filter**.
4. Small dropdown arrows will appear in the header row.
5. Click the dropdown arrow in the **Grade** column.
6. Check or uncheck the boxes to filter the data by specific grades (e.g., only show Grade 9).

Step 4: Using Formulas

1. **Calculating the Average Age:**
 - In a new cell (e.g., **G1**), type **=AVERAGE(C2:C6)** and press Enter.
 - This formula calculates the average age of the students.
2. **Counting Students in Grade 9:**

- In a new cell (e.g., **G2**), type =COUNTIF(D2:D6, "9") and press Enter.
- This formula counts the number of students in Grade 9.
- 3. **Finding the Oldest Student:**
 - In a new cell (e.g., **G3**), type =MAX(C2:C6) and press Enter.
 - This formula finds the oldest student's age.
- 4. **Finding the Youngest Student:**
 - In a new cell (e.g., **G4**), type =MIN(C2:C6) and press Enter.
 - This formula finds the youngest student's age.

Step 5: Conditional Formatting

1. **Highlight cells** in the Age column (C2).
2. Go to the **Home** tab.
3. Click on **Conditional Formatting**.
4. Choose **Highlight Cells Rules > Greater Than....**
5. Enter a value (e.g., 15) and choose a formatting style.
6. Click **OK** to highlight all ages greater than 15.

Percent's Calculation Work

Designation	Basic	D.A	H.R.A	Bonus	P.Tax
Doctor	50000				
Teacher	40000				
Advocate	35000				
Clark	30000				

Field	Formula
D.A	=B2*15%
H.R.A	=IF(B2>14000, B2*9%, B2*5%)
BONUS	=IF(A2="Doctor",B2*19%,If(A2="Teacher",B2*15%,If(A2="Advocate",B2*12%,B2*10%)))
P.TAX	=If(((B2+C2+D2)>80000,((B2+C2+D2)*9.5%))

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Create a Pivot table or Pivot chart Report

Type Perfect data>Select the Data>Insert>table>Click on pivot table point>pivot table or pivot chart>Ok

And Drag fields between Areas below from above fields

Clear pivot table or pivot chart report

Select the pivot table/pivot chart>Home>Editing>Clear>Clear all

Or Select the pivot table/pivot chart>Press Delete from keyboard.

Set protect Workbook

Review>Changes>Protect Work book>Type any Password>Ok>Retype Password>ok

Set UN-Protect Workbook

Review>Changes>UN-Protection>Type your password>Ok

Set Sort

Select all Data>data sort & Filter>Sort>Set on Ascending/Descending (Column/Sort/order) Ok.

Set Subtotal

Select the Data>Data>Outline>Subtotal>Click on Add Subtotal to>Ok

Create Advanced Filter

Type Perfect Data & copy to header from another Location>Right to Any Data>Sort & Filter>Click on Advanced>Select List Range>Select Criteria Range>Click on Copy to another Location>Select Copy to Cell>Ok

Create Series in M.S Excel

Type Sunday, Monday>then Drag it Row and Column Wise>Set Day>Then write 1 and 2 & Drag it until Sat. Day>Click

Home>Editing>Fill>Series>Series in Row/Column>Step Value>7>Stop Value31>Ok.

Financial Calculation in Excel

Here are explanations for the PMT, IPMT, and PPMT functions in Excel, along with examples for each.

1. PMT Function

Purpose: Calculates the payment for a loan based on constant payments and a constant interest rate.

Syntax:

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=PMT(rate, nper, pv, [fv], [type])

- **rate:** The interest rate for each period.
- **nper:** The total number of payment periods.
- **pv:** The present value, or the total amount of the loan.
- **fv:** (Optional) The future value, or the cash balance you want after the last payment. Default is 0.
- **type:** (Optional) When payments are due. 0 = end of the period, 1 = beginning of the period. Default is 0.

Example: Calculate the monthly payment for a loan of \$10,000 with an annual interest rate of 5% over 5 years (60 months).

```
=PMT(5%/12, 60, 10000)
```

2. IPMT Function

Purpose: Calculates the interest payment for a specific period of an investment based on constant periodic payments and a constant interest rate.

Syntax:

```
=IPMT(rate, per, nper, pv, [fv], [type])
```

- **rate:** The interest rate for each period.
- **per:** The period for which you want to find the interest, must be between 1 and nper.
- **nper:** The total number of payment periods.
- **pv:** The present value, or the total amount of the loan.
- **fv:** (Optional) The future value, or the cash balance you want after the last payment. Default is 0.
- **type:** (Optional) When payments are due. 0 = end of the period, 1 = beginning of the period. Default is 0.

Example: Calculate the interest portion of the 1st payment for a loan of \$10,000 with an annual interest rate of 5% over 5 years (60 months).

```
=IPMT(5%/12, 1, 60, 10000)
```

3. PPMT Function

Purpose: Calculates the principal payment for a specific period of an investment based on constant periodic payments and a constant interest rate.

Syntax:

```
=PPMT(rate, per, nper, pv, [fv], [type])
```

- **rate:** The interest rate for each period.
- **per:** The period for which you want to find the principal payment, must be between 1 and nper.
- **nper:** The total number of payment periods.
- **pv:** The present value, or the total amount of the loan.

- **fv:** (Optional) The future value, or the cash balance you want after the last payment. Default is 0.
- **type:** (Optional) When payments are due. 0 = end of the period, 1 = beginning of the period. Default is 0.

Example: Calculate the principal portion of the 1st payment for a loan of \$10,000 with an annual interest rate of 5% over 5 years (60 months).

=PPMT(5%/12, 1, 60, 10000)

Detailed Example

Let's consider a loan of \$10,000 at an annual interest rate of 5% for 5 years (60 months). We'll calculate the monthly payment, the interest payment for the first month, and the principal payment for the first month.

Calculate Monthly Payment (PMT)

1. Enter the formula for PMT:

=PMT(5%/12, 60, 10000)

Calculate Interest Payment for the First Month (IPMT)

1. Enter the formula for IPMT:

=IPMT(5%/12, 1, 60, 10000)

Calculate Principal Payment for the First Month (PPMT)

1. Enter the formula for PPMT:

=PPMT(5%/12, 1, 60, 10000)

Principal	Rate	Term	Per	Pmt	Ipmt	Ppmt
1,00,000	11%	12	60			

DB (Decline Balance) Method in Excel

Formula>Function Library>Insert Function>Financial>Db>Type Cost.

Salvage, Life, Period>Ok

Cost	Life	Term	Per	Salvage	Db
60,000	5	3	2	40,000	

The **DB (Declining Balance)** function in Excel calculates the depreciation of an asset for a specified period using the fixed-declining balance method. This method depreciates an asset by a constant percentage of its remaining book value each year.

Syntax

=DB(cost, salvage, life, period, [month])

- **cost:** The initial cost of the asset.
- **salvage:** The value of the asset at the end of its useful life (also known as the salvage value).
- **life:** The number of periods (usually years) over which the asset is being depreciated.
- **period:** The period for which you want to calculate the depreciation.
- **month:** (Optional) The number of months in the first year. If omitted, 12 is assumed.

Example

Let's calculate the depreciation of an asset that costs \$10,000, has a salvage value of \$1,000, a useful life of 5 years, and we're interested in the depreciation for each year.

1. Set Up the Data:

- Cost of the asset: 10000 (in cell A1)
- Salvage value: 1000 (in cell A2)
- Useful life: 5 (in cell A3)
- Number of months in the first year: 12 (in cell A4, optional if 12 months)

2. Create a Table:

- Set up columns for Year and Depreciation.

Sample Table Structure

Year	Depreciation
1	Formula here
2	Formula here
3	Formula here
4	Formula here
5	Formula here

Enter the Formulas

1. Year 1 Depreciation:

- In cell B2 (Depreciation for Year 1), use the DB function:

=DB(\$A\$1, \$A\$2, \$A\$3, 1, \$A\$4)

2. Year 2 Depreciation:

- In cell B3 (Depreciation for Year 2), use the DB function:

=DB(\$A\$1, \$A\$2, \$A\$3, 2, \$A\$4)

3. Year 3 Depreciation:

- In cell B4 (Depreciation for Year 3), use the DB function:

=DB(\$A\$1, \$A\$2, \$A\$3, 3, \$A\$4)

4. Year 4 Depreciation:

- In cell B5 (Depreciation for Year 4), use the DB function:

=DB(\$A\$1, \$A\$2, \$A\$3, 4, \$A\$4)

5. Year 5 Depreciation:

- In cell B6 (Depreciation for Year 5), use the DB function:

=DB(\$A\$1, \$A\$2, \$A\$3, 5, \$A\$4)

Final Depreciation Table

Year	Depreciation
1	\$3,272.73
2	\$1,963.38
3	\$1,177.07
4	\$705.70
5	\$423.42

Explanation

- **Year:** The year of depreciation.
- **Depreciation:** The amount of depreciation for that year, calculated using the DB function.

Additional Notes

- The DB function assumes a full year of depreciation for the first year unless you specify a different number of months for the first year using the optional month argument.
- The declining balance method results in higher depreciation expenses in the earlier years of an asset's life and lower expenses in the later years.

Balance Method in Excel

Loan Amortization Table

The **balance method** for calculating loan repayments involves determining the remaining balance of the loan after each payment. This method helps track how much of each payment goes toward interest and how much goes toward reducing the principal. Here's a detailed explanation using Excel functions:

Step-by-Step Guide to Using the Balance Method in Excel

1. **Create a Loan Amortization Table:**

- Set up columns for Payment Number, Payment Date, Payment Amount, Interest Payment, Principal Payment, and Balance.

Sample Table Structure

Payment Number	Payment Date	Payment Amount	Interest Payment	Principal Payment	Balance
1	01/01/2024				
2	02/01/2024				
...	...	...	...	...	...

Given Data

- **Loan Amount:** \$10,000
- **Annual Interest Rate:** 5%
- **Loan Term:** 5 years (60 months)

Calculate Monthly Payment (PMT)

- Enter Loan Details:**
 - Loan Amount: 10000 (in cell B1)
 - Annual Interest Rate: 5% (in cell B2)
 - Loan Term (in months): 60 (in cell B3)

- Monthly Payment Formula:**

- In cell B4, use the PMT function:

=PMT(B2/12, B3, B1)

This gives the monthly payment amount.

Populate the Amortization Table

- Enter the Initial Balance:**
 - In cell F2 (first balance cell), enter the loan amount:
=10000
- Calculate Interest Payment for Each Period:**
 - In cell D2 (first interest payment cell), use the IPMT function:
=IPMT(\$B\$2/12, A2, \$B\$3, \$B\$1)
- Calculate Principal Payment for Each Period:**
 - In cell E2 (first principal payment cell), use the PPMT function:
=PPMT(\$B\$2/12, A2, \$B\$3, \$B\$1)
- Calculate Total Payment:**

- The total payment amount is constant and equal to the result from the PMT function, so you can reference this value:

= \$B\$4

- Calculate Remaining Balance:**

- In cell F3 (next balance cell), subtract the principal payment from the previous balance:

=F2 - E2

Drag the Formulas

1. Drag Down Formulas:

- Select cells A2:F2.
- Drag down to fill the rows for the entire loan term (60 months).

Final Amortization Table Example

Payment Number	Payment Date	Payment Amount	Interest Payment	Principal Payment	Balance
1	01/01/2024	\$188.71	\$41.67	\$147.04	\$9,852.96
2	02/01/2024	\$188.71	\$41.05	\$147.66	\$9,705.30
...	...	...	...	...	...
60	12/01/2028	\$188.71	\$0.78	\$187.93	\$0.00

Explanation

- **Payment Number:** Sequential number of each payment.
- **Payment Date:** The date of each payment.
- **Payment Amount:** The total payment amount calculated using the PMT function.
- **Interest Payment:** The portion of each payment that goes toward interest, calculated using the IPMT function.
- **Principal Payment:** The portion of each payment that goes toward the principal balance, calculated using the PPMT function.
- **Balance:** The remaining loan balance after each payment.

Working with Goal Seek

Data>What if Analysis>Goal Seek

Goal Seek is a powerful tool in Excel that allows you to find the input value needed to achieve a specific goal or result in a formula. It's particularly useful for financial modeling, budgeting, and any scenario where you need to work backwards from a desired outcome.

How to Use Goal Seek in Excel

Example Scenario

Suppose you have a simple loan scenario and you want to determine the interest rate needed to reach a specific monthly payment amount.

1. Set Up the Data:

- Loan Amount: \$10,000 (in cell B1)
- Number of Periods (Months): 60 (in cell B2)
- Monthly Payment: \$200 (in cell B3)
- Interest Rate: (This will be calculated using Goal Seek and will be initially set to a guess, e.g., 5% in cell B4)

2. Monthly Payment Calculation:

- Use the PMT function to calculate the monthly payment based on the interest rate. Enter the formula in cell B5:

=PMT(B4/12, B2, -B1)

3. Goal Seek to Find the Interest Rate:

- Go to the Data tab on the Ribbon.
- Click on What-If Analysis in the Forecast group.
- Select Goal Seek.
- In the Goal Seek dialog box:
 - Set cell: Enter the cell with the formula you want to set to a specific value (in this case, cell B5).
 - To value: Enter the target value you want the formula to achieve (in this case, -200, since the PMT function returns a negative value for payments).
 - By changing cell: Enter the cell containing the variable you want to adjust to achieve the goal (in this case, cell B4).

Steps in the Goal Seek Dialog

1. Set Cell:

- Enter B5.

2. To Value:

- Enter -200.

3. By Changing Cell:

- Enter B4.

4. Click OK.

Excel will automatically adjust the value in cell B4 to find the interest rate that makes the monthly payment in cell B5 equal to \$200.

Example Walkthrough

1. Initial Setup:

- Loan Amount (B1): 10000
- Number of Periods (B2): 60
- Monthly Payment (B3): 200
- Interest Rate (B4): 0.05 (as an initial guess)

- Monthly Payment Calculation (B5): =PMT(B4/12, B2, -B1)
- 2. Using Goal Seek:
 - Set cell: B5
 - To value: -200
 - By changing cell: B4
 - Click OK.

Excel will find the interest rate that results in a monthly payment of \$200 and update cell B4 accordingly.

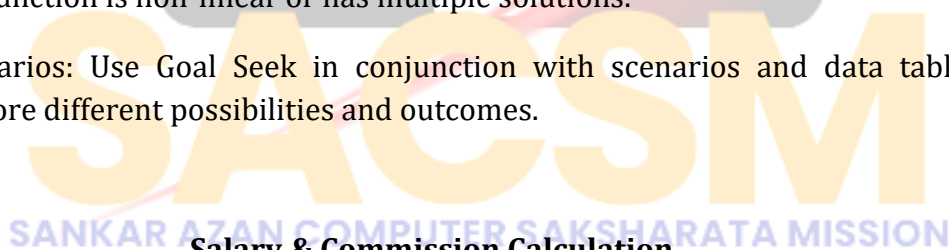
Result

After running Goal Seek, you might find that the interest rate required to achieve a monthly payment of \$200 for a \$10,000 loan over 60 months is, for example, **3.57%**.

Loan Amount	\$10,000
Number of Periods	60
Monthly Payment	\$200
Interest Rate	3.57%
Calculated PMT	\$200

Additional Tips

- Ensure Accuracy: Double-check the cell references and initial values.
- Iterative Calculations: Sometimes, the solution might need slight adjustments if the function is non-linear or has multiple solutions.
- Scenarios: Use Goal Seek in conjunction with scenarios and data tables to explore different possibilities and outcomes.



Salary & Commission Calculation

Sl. No.	Name	Salary	Sales	Commission	Total Pay
1	S. Roy	4200	12000		
2	A. Das	3500	13000		
3	M. Pal	7000	8000		
4	B. Singh	7900	9600		
5	N. Khan	50000	15000		

Commission: =IF(D2>=10000,D2*5%, D2*2%) Enter

Total Pay: =If(D2>10000, D2*5%, D2*2%) +C2 Enter

Data Consolidation

Data consolidation in Excel allows you to combine data from multiple ranges into a single range. This is useful when you need to aggregate data from different worksheets or workbooks into one summary table. Here's a step-by-step guide on how to perform data consolidation in Excel.

Steps for Data Consolidation

Example Scenario

Suppose you have sales data for different regions stored in separate worksheets and you want to consolidate this data into one summary sheet.

Sample Data Structure

- **Sheet1 (Region A):**

Product	Sales
A	100
B	150

- **Sheet2 (Region B):**

Product	Sales
A	200
B	250

- **Sheet3 (Region C):**

Product	Sales
A	300
B	350

Step-by-Step Guide

1. **Prepare the Summary Sheet:**
 - Create a new worksheet (e.g., Summary) where the consolidated data will be displayed.
2. **Open the Data Consolidation Dialog:**
 - Go to the Data tab on the Ribbon.
 - Click on Consolidate in the Data Tools group.

3. Select Consolidation Function:

- In the Consolidate dialog box, choose the function you want to use for consolidation (e.g., Sum).

4. Add Source Data Ranges:

- Click on the Add button to specify the ranges to be consolidated.
- Select the first range (e.g., Sheet1!\$A\$1:\$B\$3), then click Add.
- Repeat this process for all other ranges you want to consolidate (e.g., Sheet2!\$A\$1:\$B\$3 and Sheet3!\$A\$1:\$B\$3).

5. Use Labels:

- If your source data has labels (like Product and Sales), check the appropriate boxes under "Use labels in":
 - Top row: Use the labels in the first row of each range.
 - Left column: Use the labels in the first column of each range.

6. Choose the Destination:

- Click on the destination cell where you want the consolidated data to appear (e.g., A1 on the Summary sheet).

7. Consolidate the Data:

- Click OK to consolidate the data. The consolidated summary will appear in the specified range.

Example Consolidation

Summary Sheet After Consolidation

Product	Sales
A	600
B	750

This table shows the total sales for each product across all regions.

Additional Tips

- **Dynamic Consolidation:** If your data ranges are dynamic (i.e., they change over time), you may want to create a dynamic named range or use Excel Tables to automatically update the consolidation.

- **Use 3D References:** If consolidating data from multiple worksheets within the same workbook, you can use 3D references to simplify the range selection.
- **External References:** If your data is spread across different workbooks, make sure all workbooks are open when performing the consolidation.

Practical Uses

- **Financial Reporting:** Combine financial data from different departments into a single report.
- **Sales Analysis:** Aggregate sales data from different regions or salespersons.
- **Inventory Management:** Consolidate inventory levels from different warehouses or stores.

Calculation Electricity Bill

Sl. No.	Name	Meter NO.	Opening Reading	Closing Reading	Unit	Bill Amount
1	Johnson	E085071	600	120		
2	Bret Lee	E085093				
3	Antoni	E085055				
4	Rose	E085066				

Field	Formula
Unit	=(Opening Reading-Closing Reading)
Bill Amount	=If(C2<=100,C2*1.80,If(C2<=200,C2*2.10,If(C2<=450,C2*3.07,C2*4.0))

Working with H lookup

VLOOKUP and HLOOKUP in Excel

VLOOKUP and **HLOOKUP** are two of the most commonly used lookup functions in Excel. They are used to search for a value in a table and return a corresponding value from another column (VLOOKUP) or row (HLOOKUP).

VLOOKUP (Vertical Lookup)

Syntax:

=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

- **lookup_value:** The value you want to search for.
- **table_array:** The range of cells that contains the data. The first column of this range is where the lookup value will be searched.
- **col_index_num:** The column number in the table array from which to retrieve the value.

- **range_lookup:** Optional. TRUE for an approximate match or FALSE for an exact match.

Example of VLOOKUP

Suppose you have a table of student scores and you want to find the score of a particular student.

Student	Score
John	85
Mary	92
Tom	78
Anna	88

To find Mary's score:

1. Set Up the Data:

- lookup_value: "Mary" (e.g., in cell E1)
- table_array: A2

(the table range)

- col_index_num: 2 (the Score column)
- range_lookup: FALSE (for an exact match)

2. VLOOKUP Formula:

=VLOOKUP(E1, A2:B5, 2, FALSE)

This formula will return 92, which is Mary's score.

HLOOKUP (Horizontal Lookup)

Syntax:

=HLOOKUP(lookup_value, table_array, row_index_num, [range_lookup])

- **lookup_value:** The value you want to search for.
- **table_array:** The range of cells that contains the data. The first row of this range is where the lookup value will be searched.
- **row_index_num:** The row number in the table array from which to retrieve the value.

- **range_lookup**: Optional. TRUE for an approximate match or FALSE for an exact match.

Example of HLOOKUP

Suppose you have a table with monthly sales data and you want to find the sales for a specific month.

Month	Jan	Feb	Mar	Apr
Sales	200	300	250	400

To find the sales for March:

1. Set Up the Data:

- lookup_value: "Mar" (e.g., in cell E1)
- table_array: A1:(the table range)
- row_index_num: 2 (the Sales row)
- range_lookup: FALSE (for an exact match)

2. HLOOKUP Formula:

=HLOOKUP(E1, A1:D2, 2, FALSE)

This formula will return 250, which is the sales for March.

Key Points to Remember

1. Exact vs. Approximate Match:

- FALSE for an exact match.
- TRUE for an approximate match.

2. Table Array Structure:

- For **VLOOKUP**, the lookup value must be in the first column of the table array.
- For **HLOOKUP**, the lookup value must be in the first row of the table array.

3. Column and Row Index Numbers:

- For **VLOOKUP**, the column index number indicates which column's value to return.
- For **HLOOKUP**, the row index number indicates which row's value to return.

4. Data Consistency:

- Ensure that the lookup values are consistent and correctly formatted.

Practical Uses

- **VLOOKUP**: Finding employee names, product prices, or any data in a vertical table.
- **HLOOKUP**: Retrieving data from a horizontal data set, like monthly performance metrics or timelines.

Creating EMP Table

ENAME	DESIG	DOJ	ECODE	BASIC	DA	HRA	TA	GROSS	PF	NET
RAM	DO	11/1/2014	DO2014	50000						
SHAM	TO	2/19/1999	TO1999	60000						
NITAY	ABM	3/20/2001	ABM2001	60000						
GOUR	ACCT	4/5/2001	ACCT2001	50000						

Field	Formula
Ecode	=B2&YEAR(2)
DA	=(E2*45%)
HRA	=(E2*12%)
TA	=(E2*&%)
GROSS	=Sum(E2:H2)
PF	=IF(E2>12000,E2*5%,E2*3%)
NET	=(12-j2)

Open Developer tab

File>options>Customize the Ribbon>Choose Developer tab

Create a Welcome Message for your Excel file

Developer>Code>Double Click on This Work book from the list>Select

Workbook as object and Activate as command >Type below code on the proper place.

```
Code:msgbox ("your message")
```

If you're looking to send a message within an Excel sheet (for example, creating a pop-up message using a VBA macro), here's how you can do it.

Step-by-Step Process for Sending a Message via Excel VBA:

1. **Open Excel**: Launch Microsoft Excel and open a new or existing workbook.

2. **Press Alt + F11:** This opens the Visual Basic for Applications (VBA) editor.
3. **Insert a New Module:** In the VBA editor, go to Insert > Module. This creates a new module where you can write your code.
4. **Write the Code:** In the module, you can write the following VBA code for a message box.

Example VBA Code to Display a Message Box:

vba

```
Sub DisplayMessage()
```

```
    MsgBox "Hello, this is your message!", vbInformation, "Message Title"
```

```
End Sub
```

Explanation of the Code:

- **MsgBox:** This function is used to display a message box.
 - **"Hello, this is your message!":** This is the text that will appear in the message box.
 - **vbInformation:** This is an optional argument that specifies the type of message box. vbInformation shows an informational icon. You can use other types like vbCritical, vbExclamation, etc.
 - **"Message Title":** This is the title that appears at the top of the message box.
5. **Run the Code:** After writing the code, close the VBA editor (Alt + Q), then press Alt + F8, select DisplayMessage, and click Run. You should see a pop-up message appear.

Example for Customizing the Message Box:

If you want to customize the message box further, such as adding buttons or icons, you can modify the MsgBox arguments. For example:

vba

```
Sub DisplayCustomMessage()
```

```
    Dim userResponse As Integer
```

```
    userResponse = MsgBox("Do you want to continue?", vbYesNo + vbQuestion,  
    "Confirmation")
```

```
    If userResponse = vbYes Then
```

```
        MsgBox "You clicked Yes!", vbInformation, "Response"
```

```
    Else
```

```
        MsgBox "You clicked No!", vbInformation, "Response"
```

End If

End Sub

Explanation of the Customization:

- vbYesNo: This creates a Yes and No button in the message box.
- vbQuestion: This adds a question mark icon to the message box.
- Based on the user's response, you can add additional actions (like different messages based on the userResponse).

Save Work Book as Macro Enable Work book.

Track precedents

Select A cell that contains formula>Formulas>Formula Auditing>Track precedents.

Track Dependents

Select a cell that contains data>Formulas Auditing>track Dependents.

Set after processing enter, move selection direction

File>Options>Advanced>Editing options>after pressing Enter move selection direction>Select direction

Set a Default File Directory for your excel Application

Copy a directory location>File>Advanced>General>Past the location on startup directory box.

Remove Duplicates

Select Data>Data>Data tools>Remove Duplicates

Text to columns,

Select data Entered Cell>Data>data tools>text to columns>Choose the file type>Next>Select Separators>next>Select data format>Finish

Open Add Ins.

File>Options>Add Ins>manage>Select Excel Add Ins>Go Select your Add Ins>OK.

Create Workspace for your frequently used excel Work Book's.

A Workspace is a place where we can set our commonly used workbook to open as a single work file. To create a workspace for your files, do the steps-

- i. Open your frequently used files.
- ii. Arrange all Windows vertically or horizontally.

- iii. Now go to View>Windows>Save workspace.
- iv. Now give Name for your Workspace file.
- v. Set location>save.

Working with Spark Line

Spark Line is a new fetcher of Excel 2010. With this you can generate a mini chart for your data by column.

Name	Roll No.	MIL	ENG	Maths	Total	Sparklines
A	1	87	78	45	210	
B	2	65	65	54	184	
C	3	87	45	21	175	
D	4	98	32	45		

Select Cell>Insert>Sparklines>Click on any Type>Select Data

Range>Location Range>Click on OK .

Set print Title

Page Layout>Page Setup>Print Titles>Select Row & Column to Repeat >OK.

Set Grid Lines for print

Page Layout>sheet Options>Grid Lines>Choose Print

Create a Password box to view your data sheet with VB

- 1) Open VB using excel developer Tab
- 2) Insert Code on Work book Load Sub

Code

Sheet 1.Visible = x1SheetHidden

Sheet 2.Visible = x1SheetHidden

Sheet 3.Visible = x1SheetHidden

- 3) Insert a User form.
- 4) Set Name and caption
- 5) Design your page

Day	Date	Working hours	Overtime	Sick	Vacation	Total
Monday	31-03-2014					0.00
Tuesday	01-04-2014					0.00
Wednesday	02-04-					0.00

	2014					
Thursday	03-04-2014					0.00
Friday	04-04-2014					0.00
Saturday	05-04-2014					0.00
Sunday	06-04-2014					0.00
Total hours		0.00	0.00	0.00	0.00	0.00
Rate per hours		-	-	-	-	
Total Pay						

1) Insert Code on Button Click Sub Code

If text 1.text = " 123456 "

Sheet 1.Visible = x1SheetVisible

Sheet 2.Visible =x1SheetVisible

End If

Insert an External Data Connection in Excel

Data>Get External Data>Select Data Type>Select File>Open>Change setting>Finish

Calculation Weekly Earnings

Field	Formulas
Overtime	=if(C2>Normal Work Hour ,C2-Normal Work Hour ,0)
Total	=Sum(C2:F2)
Total Hours	=sum(C2:C8)
Total Pay	=C9*C10

Date	Hot el	Transp ort	Fuel	Meal s	Phone	Entertainm ent	Others	Total
31/04/14/	456.00	454.00	544.00	656.00	9,856.00	5,44,654.00	4,646.00	5,61,266.00
Total	456.00	454.00	544.00	656.00	9,856.00	5,44,654.00	4,646.00	5,61,266.00
							Sub Total	5,61,266.00
							Cash Paid	500.00
							Due	5,60,766.00

Expense Report

Open Total Row In table design

Table Design >Table Design Options>Choose Total Row >Select your Desired Formula from the list.

Track Changes in Excel

Review>Changes>Track changes>Highlight Changes

PRINTING

It is important to always save your document before you print!

PRINTING

To print your document, go to the **Office Icon > Print**, select your desired settings, and then click **OK**. You can also do this by using the shortcut CTRL + P

To be able to change the orientation of your page for printing you can click on the **Properties** button under the option to **Print** then click the **Layout Tab** (Figure 19).

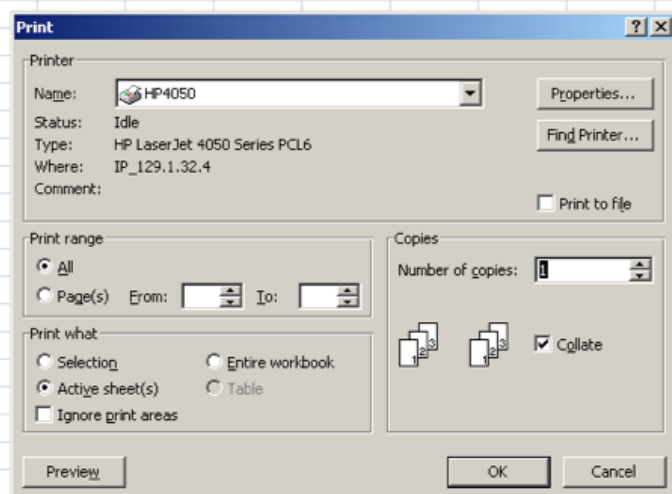
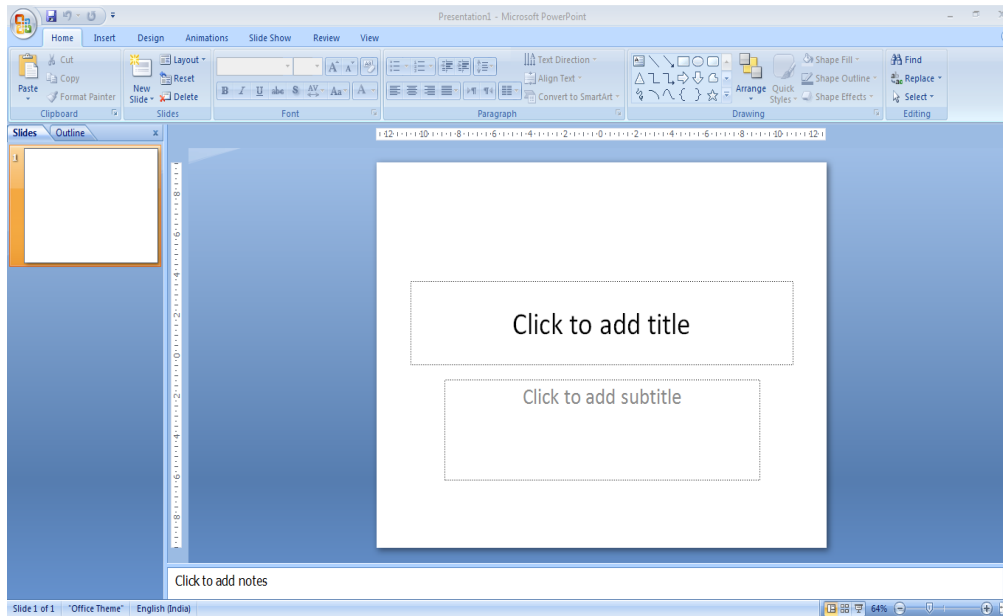


Figure 19. Page Setup button and printing

MICROSOFT POWER POINT



Power Point is the largest selling **presentation graphics software package that is designed by Microsoft Corporation of USA**. Power point is a complete presentation graphics package. It gives you everything you need to produce a professional looking presentation. Microsoft Power Point is a slide show presentation program developed by Microsoft. It was launched on May 22, 1990 as a part of Microsoft Office.

To start a Power Point:

Microsoft PowerPoint, covering the basics to help you create a presentation from scratch. This guide will take you through different features such as creating slides, adding text, inserting images, animations, and more.

Step 1: Opening Microsoft PowerPoint

1. **Launch PowerPoint:** Open PowerPoint by clicking on its icon from the Start menu (Windows) or Applications folder (Mac).
2. **Create a New Presentation:** When PowerPoint opens, you will see several options:
 - **Blank Presentation:** Click here to start a new presentation with a blank slide.
 - **Template:** You can also choose from various pre-designed templates if you want a specific style for your presentation.

Step 2: Adding Slides to Your Presentation

1. **New Slide:** To add a new slide, click on the Home tab on the ribbon, then click New Slide. You can also press Ctrl + M (Windows) or Cmd + M (Mac).
 2. **Choose a Slide Layout:** PowerPoint gives you several layout options:
 - Title Slide
 - Title and Content
 - Section Header
 - Two Content, etc. Select the layout you need for your new slide from the available options.
-

Step 3: Adding and Formatting Text

1. **Insert Text:** To add text to a slide, click on any text box (for example, the title box or content box) and start typing.
 2. **Format Text:**
 - **Font Style:** Highlight the text and go to the Home tab. From there, choose the font style, size, and color.
 - **Bold, Italic, Underline:** Use the toolbar for bold (B), italic (I), and underline (U) options.
 - **Text Alignment:** Use the alignment tools to adjust left, center, or right alignment.
 - **Bullets/Numbering:** You can add bullet points or numbered lists using the respective buttons in the toolbar.
-

Step 4: Inserting Images and Media

1. **Insert Images:** To insert an image, click on the Insert tab in the ribbon and select Pictures. You can insert pictures from:
 - **This Device:** Browse your computer for images.
 - **Online Pictures:** Search for images online using PowerPoint's built-in image search.
 2. **Resize and Position:** Once the image is inserted, click and drag to resize or move it on the slide.
 3. **Insert Video/Audio:** If you want to insert a video or audio file:
 - Go to the Insert tab, and click Video or Audio.
 - Select the file from your computer or from online sources like YouTube.
-

Step 5: Working with Slide Transitions

1. **Apply Transitions:** Transitions are effects that occur when moving from one slide to the next. To apply a transition:
 - Select the slide you want to apply the transition to.
 - Go to the Transitions tab and click on a transition style (e.g., Fade, Wipe, Push).

- You can adjust the speed and duration of the transition using the options provided.
 - 2. **Apply to All Slides:** To apply the same transition to all slides, click on the Apply To All button in the ribbon.
-

Step 6: Adding Animations to Text/Objects

1. **Select Object/Text:** Click on the text or object (such as an image) that you want to animate.
 2. **Add Animation:** Go to the Animations tab and select an animation effect, such as Appear, Fade, Zoom, etc.
 3. **Animation Pane:** To control the timing and order of your animations, click on Animation Pane in the Advanced Animation section. This will open a sidebar where you can adjust when the animations start (on click, after previous, or with previous).
 4. **Animation Timing:** You can control the speed and delay of the animation. Use the Duration and Delay options to fine-tune when and how fast your animation happens.
-

Step 7: Slide Design and Themes

1. **Choose a Theme:** PowerPoint offers many pre-designed themes that give your presentation a cohesive look. To apply a theme:
 - Go to the Design tab.
 - Choose from the available themes, color schemes, and fonts.
 2. **Customize Background:** To change the background color or add a picture:
 - In the Design tab, click Format Background.
 - You can choose a solid color, gradient, texture, or insert a background image.
-

Step 8: Reviewing Your Presentation

1. **Spell Check:** You can check your presentation for spelling errors by clicking Review > Spelling.
 2. **Notes:** If you want to add speaker notes to a slide:
 - Click on the Notes section at the bottom of the slide (below the slide preview) and type your notes.
 3. **Slide Show Mode:** To view your presentation, go to the Slide Show tab and click From Beginning or From Current Slide.
-

Step 9: Saving and Exporting Your Presentation

1. **Save Your Presentation:** Click File > Save As. Choose the location where you want to save your file and give it a name. The default file format is .pptx.
2. **Export to Other Formats:** If you need to share your presentation in a different format:
 - Go to File > Export and choose whether you want to save it as a PDF, video, or even an image.

Step 10: Presenting Your Slides

1. **Start Slide Show:** To begin the presentation, click Slide Show > From Beginning, or press F5 on your keyboard.
2. **Navigate Slides:** Use the arrow keys (left/right) or the mouse to advance through the slides.
3. **Presenter View:** If you're presenting on a second monitor, you can enable Presenter View under the Slide Show tab, which will show your current slide, next slide, and speaker notes.

Additional Tips:

- **Shortcut Keys:** Learning PowerPoint shortcuts can speed up your work. For example:
 - Ctrl + M: New slide
 - Ctrl + Z: Undo
 - Ctrl + Y: Redo
 - F5: Start Slide Show
- **Collaborating:** If you're working with others, you can share your presentation by clicking File > Share. PowerPoint also allows multiple people to collaborate on the same presentation in real time via OneDrive or SharePoint.

some practical exercises for students to practice Microsoft PowerPoint. These exercises cover various skills, from basic tasks like creating slides to more advanced tasks like adding animations, transitions, and multimedia elements.

Exercise 1: Create a Simple Presentation

Objective: Practice creating slides, adding titles, and basic formatting.

Instructions:

1. Open a new blank presentation in PowerPoint.
2. On the first slide, create a **Title Slide** with the following information:
 - Title: **"My Favorite Hobby"**
 - Subtitle: **Your Name**
3. Add a new slide (use the **Title and Content** layout) and add content related to your favorite hobby:
 - Title: **"Why I Love This Hobby"**

- Bullet points listing 3-4 reasons you enjoy this hobby.
- 4. Add another slide with a **Two Content** layout. Use one side for text and the other for an image related to the hobby.
 - Title: "**Hobby Benefits**"
 - List some benefits of the hobby in the text box.
 - Insert an image (search online or use an image from your computer).

Goal: Get comfortable with slide layouts, adding text, and inserting images.

Exercise 2: Add Animations to Text

Objective: Learn how to add animations to make your presentation more dynamic.

Instructions:

1. Use the presentation you created in Exercise 1.
2. Select the title text on the first slide and apply an animation effect (e.g., **Fade, Appear, or Fly In**).
3. Apply a different animation to the bullet points on the second slide.
4. Set the timing for each animation (e.g., delay the appearance of the text by a few seconds).
5. Preview your presentation to see the animations in action.

Goal: Understand how to use animations to highlight text or objects.

Exercise 3: Slide Transitions

Objective: Practice adding and customizing slide transitions.

Instructions:

1. Open the presentation from Exercise 1.
2. Select the **Transitions** tab at the top.
3. Choose a transition effect for the first slide (e.g., **Push, Wipe, or Fade**).
4. Apply a different transition to the second slide.
5. Set the transition speed to **Fast** or **Slow**.
6. Apply the transitions to all slides using the **Apply to All** button.
7. Set each transition to advance automatically after a few seconds, without having to click.

Goal: Understand how to use slide transitions to create a smooth flow between slides.

Exercise 4: Create a Presentation with Images and Text

Objective: Learn how to insert images and format them alongside text.

Instructions:

1. Create a new presentation.
2. On the first slide, add a **Title Slide**:

- Title: **"Top 5 Tourist Destinations"**
 - Subtitle: **Your Name**
3. For the next 5 slides, create slides that each feature:
 - A **title** with the name of a tourist destination (e.g., "Eiffel Tower", "Great Wall of China").
 - An image of the tourist destination (insert the image from your computer or use **Online Pictures**).
 - A short description or facts about the destination.
 4. Format the images by resizing them and positioning them on the slides.
 5. Add text boxes for each description and format the text (e.g., change the font size, color, and alignment).

Goal: Learn how to combine text and images for a visually appealing presentation.

Exercise 5: Insert and Edit Videos

Objective: Learn how to insert and format a video within a presentation.

Instructions:

1. Create a new slide that will feature a video.
2. Go to the **Insert** tab and click **Video**.
3. Select **Video on My PC** or **Online Video** if you have a YouTube link.
4. Insert a short video (e.g., a travel video, tutorial, or fun clip) related to your topic.
5. Resize the video and adjust its position on the slide.
6. Set the video to **play automatically** when the slide appears.
7. Test the video by running the slideshow to see if it plays correctly.

Goal: Learn how to enhance your presentation with multimedia like videos.

Exercise 6: Create a Timeline

Objective: Create a simple timeline using PowerPoint.

Instructions:

1. Create a new presentation with a **Title Slide** that says **"Timeline of Important Events"**.
2. On the next slide, insert a **SmartArt** graphic.
 - Choose a **Timeline** layout (you can find this under the **Insert** tab > **SmartArt** > **Process**).
3. Add at least 5 events to the timeline, such as key moments from history, your life, or an important project.
4. For each event, add a **date** and a **short description**.
5. Format the SmartArt graphic to change colors, styles, or effects.

Goal: Practice using SmartArt to create professional-looking visual timelines.

Exercise 7: Customize a Slide with Shapes and Text

Objective: Learn how to add and format shapes for better visual impact.

Instructions:

1. Create a slide titled "**My Dream Vacation**".
2. Insert a shape (e.g., rectangle, circle, or arrow) onto the slide.
3. Inside the shape, add text describing your dream vacation destination.
4. Add another shape (e.g., an arrow pointing towards a picture) to emphasize the main points.
5. Use the **Format** tab to adjust the shape color, transparency, and size.
6. Try experimenting with different shapes, arranging them creatively on the slide.

Goal: Understand how to use shapes to enhance the design and layout of your slides.

Exercise 8: Practice Slide Show Techniques

Objective: Get comfortable with presenting slides and navigating through them.

Instructions:

1. Open any previous presentation you have created.
2. Start the **Slide Show** mode by pressing F5.
3. Use the keyboard (left/right arrows) or mouse to navigate through the slides.
4. Practice pausing the presentation to add any comments or notes.
5. Try using the **Pen** tool or **Laser Pointer** (in **Presenter View**) to highlight points on the slides.
6. End the presentation by pressing Esc to return to normal view.

Goal: Get comfortable with navigating through a presentation and presenting effectively.

Exercise 9: Create a Photo Album

Objective: Practice inserting multiple images in a structured way using PowerPoint's photo album feature.

Instructions:

1. Go to the **Insert** tab, and select **Photo Album**.
2. Choose **New Photo Album** and then select a folder containing images you want to use.
3. Insert at least 6-10 images related to a specific theme (e.g., vacation photos, nature, sports).
4. PowerPoint will automatically create a slide show of the images, with captions if you wish.
5. Customize the layout (e.g., picture with title or pictures arranged in a grid).

6. Apply a **Design Theme** and **Transitions** to give your photo album a polished look.

Goal: Practice organizing multiple images into a structured album format.

Exercise 10: Final Project - Create a Complete Presentation

Objective: Bring together all skills learned in the previous exercises.

Instructions:

1. Create a presentation about a topic of your choice (e.g., a research project, your favorite subject, a travel destination, or a historical event).
2. Include at least:
 - A **Title Slide**.
 - Multiple slides with **text, images, and/or charts**.
 - **Animations** and **Transitions** between slides.
 - A **Video** (optional).
 - A **SmartArt diagram** or **timeline**.
3. Use different slide layouts and design elements to make the presentation engaging.
4. Make sure the presentation is clear, well-organized, and visually appealing.
5. Present the PowerPoint to your class or record it as a video.

Goal: Apply all the skills you've learned to create a professional presentation.

Some MCQ

- 1) What is a Microsoft PowerPoint?
 - a. Spreadsheet Program
 - b. Presentation Program **Ans-B**
 - c. Database Program
 - d. All of the above
- 2) Which of the following is the file extension of the PowerPoint application?
 - a. .ppt
 - b. .jpg **Ans-a**
 - c. .html
 - d. .docs
- 3) Which of the following is called as page to create a presentation in PowerPoint?
 - a. Sheet
 - b. Slide
 - c. Paper
 - d. None of the above

Ans-b

6) Which of the following is the shortcut key to insert a new slide between the current presentation?

- a. Ctrl + N
- b. Ctrl + K
- c. Ctrl + M
- d. Ctrl + O

Ans-c

7) What we have to type in the Run dialog box to open Powerpoint?

- a. Powerpoint
- b. PowerPoint
- c. Pwrpoint
- d. Powerpnt

Answer-d

9) Which of the following is the default standard layout in PowerPoint?

- a. Blank slide
- b. Title and content slide
- c. Title slide
- d. None of the above

Answer-c

10) Which of the following is the shortcut key to open the existing presentation in the powerpoint?

- a. Ctrl + M
- b. Ctrl + N
- c. Ctrl + O
- d. Ctrl + K

Answer-c

11) Which of the following shortcut key is used to stop the slide show?

- a. Esc key
- b. Ctrl + O
- c. Ctrl + N
- d. Ctrl + K

Answer-a

12) In Powerpoint, the objects on the slide used to hold the text are called as -

- a. Placeholders
- b. Textbox
- c. Text holders
- d. None of the above

Answer-a

13) Which of the following command in powerpoint is used to bring the user directly to the first slide of the presentation?

- a. Ctrl + Home

- b. Alt + Home
- c. Shift + Home
- d. Home

Answer-a

14) Which of the following command in powerpoint is used to bring the user directly to the last slide of the presentation?

- a. Ctrl + End
- b. Alt + End
- c. Shift + End
- d. End

Answer-a

15) In PowerPoint, is it allowed to make a PDF of the powerpoint presentation?

- a. True
- b. False
- c. Can't say
- d. May be

Answer-a

16) Is it possible to apply the same transition on all slides in a powerpoint presentation?

- a. True
- b. False
- c. Can't say
- d. May be

Answer-a

17) Which of the following is the shortcut key for checking the spelling in PowerPoint?

- a. F5
- b. F7
- c. F6
- d. F3

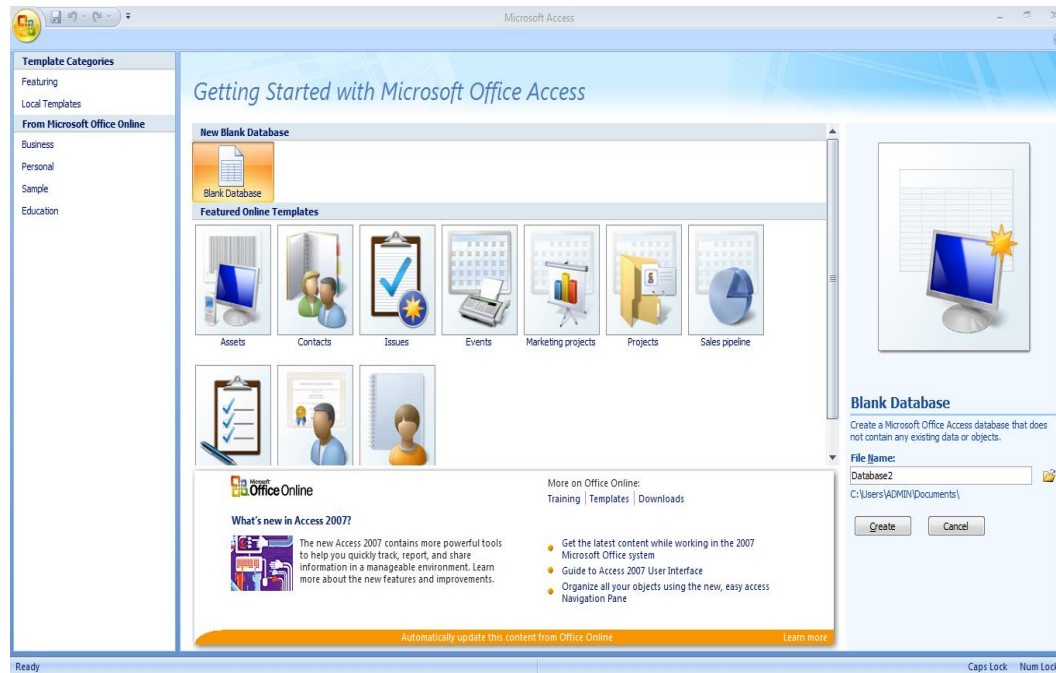
Answer -b

18) Which of the following fill effects can be used to fill the background of the slide?

- a. Picture
- b. Gradient
- c. Texture
- d. All of the above

Answer-d

MICROSOFT ACCESS



Microsoft Access is a **Database Management System (DBMS)** from **Microsoft** that **combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools**. It is a member of the Microsoft Office suite of applications, included in the professional and higher editions.

Type: Database Management System, database...

Developer: Microsoft Corporation

A database is a collection of related information, For Ex- A telephone is an example of a database. It contains related information about each person listed in it.

A database contains records and fields. A record is a collection of different type of information about the same subject in case of the telephone bill, each person information is record. A field is a category of information. As address, name, phone number.

The table is the basic element of the database the table organized data into row, called records and columns called fields. Record and fields combined make up the table.

Ms Access is the containing software package of MS Office. It is use for creating database tables. Database files in MS Access are stored with extension .MDB.

Microsoft Access is a database management system that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-

development tools. Here's a step-by-step example of how to create and manage a database in MS Access.

Example: Creating a Student Database in MS Access

Step 1: Create a New Database

1. **Open Microsoft Access.**
2. Select **Blank Database.**
3. Enter a name for your database (e.g., "StudentDatabase") in the **File Name** field.
4. Click **Create.**

Step 2: Create a Table

1. In the **Table** tab, select **Table Design.**
2. Define the fields for your table. Here are the columns we'll create:
 - **StudentID** (Data Type: Autonumber) - Primary Key
 - **FirstName** (Data Type: Short Text)
 - **LastName** (Data Type: Short Text)
 - **Age** (Data Type: Number)
 - **Grade** (Data Type: Number)
 - **Email** (Data Type: Short Text)
3. **Save the table** by clicking the **Save** icon. Name the table (e.g., "Students").
4. Set the **StudentID** field as the primary key. Right-click on the StudentID field and select **Primary Key.**

Step 3: Enter Data into the Table

1. Double-click on the table name **Students** in the navigation pane to open it.
2. Enter data directly into the table cells. Here's a sample dataset:

StudentID	FirstName	LastName	Age	Grade	Email
1	John	Smith	15	9	john.smith@example.com
2	Emma	Brown	14	9	emma.brown@example.com
3	Liam	Johnson	15	10	liam.johnson@example.com
4	Olivia	Jones	14	9	olivia.jones@example.com

StudentID	FirstName	LastName	Age	Grade	Email
5	Ava	Wilson	16	11	ava.wilson@example.com

Step 4: Create a Form for Data Entry

1. In the **Create** tab, select **Form Wizard**.
2. Choose the table **Students**.
3. Select the fields you want to include in the form (e.g., all fields).
4. Click **Next**.
5. Choose a layout for your form (e.g., **Columnar**).
6. Click **Next**.
7. Name the form (e.g., "StudentEntryForm").
8. Click **Finish**.

Step 5: Use the Form to Enter New Records

1. Open the **StudentEntryForm** from the navigation pane.
2. Use the form to enter new student records. Fill in the fields and click the **New (blank) record** button to add each new student.

Step 6: Create a Query

1. In the **Create** tab, select **Query Design**.
2. Add the **Students** table to the query.
3. Drag the fields you want to include in the query from the table to the query grid.
4. Set criteria for the query. For example, to find students in Grade 9, enter 9 in the **Criteria** row under the **Grade** field.
5. Click **Run** to view the query results.

Step 7: Create a Report

1. In the **Create** tab, select **Report Wizard**.
2. Choose the query or table you want to base the report on (e.g., the **Students** table or a query you created).
3. Select the fields you want to include in the report.

4. Click **Next** through the wizard to customize your report.
5. Name the report (e.g., "StudentReport") and click **Finish**.

Step 8: Set Up Relationships

1. In the **Database Tools** tab, select **Relationships**.
2. Add tables you want to create relationships between.
3. Drag and drop fields to create relationships. For example, if you have another table for courses, you might relate the **StudentID** field in the **Students** table to the **StudentID** field in the **Courses** table.
4. Define the relationship type (e.g., one-to-many) and enforce referential integrity if needed.
5. Click **Create**.

Detailed Steps with Screenshots

Let's go through each step in more detail, including screenshots and specific actions.

Step 1: Create a New Database

1. **Open Microsoft Access.**
2. **Select Blank Database** from the starting screen.
3. **Enter a name** for your database (e.g., "StudentDatabase") in the **File Name** field.
4. **Click Create.**

Step 2: Create a Table

1. In the **Table** tab, select **Table Design**.
2. **Define the fields** for your table.
3. **Save the table** by clicking the **Save** icon. Name the table (e.g., "Students").
4. Set the **StudentID** field as the primary key. Right-click on the **StudentID** field and select **Primary Key**.

Step 3: Enter Data into the Table

1. Double-click on the table name **Students** in the navigation pane to open it.
2. Enter data directly into the table cells.

Step 4: Create a Form for Data Entry

1. In the **Create** tab, select **Form Wizard**.
2. Choose the table **Students** and select the fields you want to include.
3. Choose a layout for your form and click **Next**.
4. Name the form and click **Finish**.

Step 5: Use the Form to Enter New Records

1. Open the **StudentEntryForm** from the navigation pane.
2. Use the form to enter new student records.

Step 6: Create a Query

1. In the **Create** tab, select **Query Design**.
2. Add the **Students** table to the query and drag the fields to the query grid.
3. Set criteria for the query (e.g., Grade = 9) and click **Run**.

Step 7: Create a Report

1. In the **Create** tab, select **Report Wizard**.
2. Choose the query or table you want to base the report on and select the fields.
3. Customize the report, name it, and click **Finish**.

Step 8: Set Up Relationships

1. In the **Database Tools** tab, select **Relationships**.
2. Add tables and create relationships by dragging and dropping fields.

To edit database

1. Right click & click design view
2. Click close
3. Click Yes

Q 1. Which of the following is not a component of MS Access?

1. Tables
2. Forms
3. Module
4. Worksheet

5. Report

Answer: (4) Worksheet

Q 2. ____ is another name for columns in Microsoft Access tables.

1. Records
2. Fields
3. Datafields
4. Cells
5. None of the above

Answer: (2) Fields

Q 3. What is the size of yes/no fields?

1. 1 KB
2. 1 Byte
3. 1 Bit
4. 1 MB
5. 1 GB

Answer: (3) 1 Bit

Q 4. The tool using which predefined actions which can automate tasks on an Access report is called ____

1. Form
2. Fields
3. Macros
4. Tables
5. Module

Answer: (3) Macros

Q 5. The first version of MS Access database management system launched by Microsoft was released in the year ____

1. 1991
2. 1992
3. 1993
4. 1994
5. 1995

Answer: (2) 1992

INTERNET & E-MAIL

INTERNET:

How Internet Works:

The World Wide Web is the most popular part of the Internet by far. The Web allows rich and diverse communication by displaying text, graphics, animation, photos, sound and video. The Web physically consists of your personal computer, web browser software, a connection to an Internet Service Provider, computer called servers that host digital data and routers and switches to direct the flow of information.

Components of the internet

The internet is comprised of many components such as Email, FTP and Usenet News. The World Wide Web is simply one of these components.

- World Wide Web (World Wide Web is like an Internet Library with millions of books)
- FTP
- E-mail & E-mail Discussion Groups
- Telnet
- Usenet News
- HTTP
- Chat & Instant Messaging

What is the World Wide Web?

One Simple definition of the WWW is the WWW is a Hypertext Information System.

Feature of the WWW are:

- Graphical
- Easy to use
- Cross Platform
- Distributed
- Dynamic
- Interactive (Forms, Java)

Introduction to the Internet and Emails

What is the Internet?

The Internet is a global network of interconnected computers that communicate through standardized protocols. It enables users to access and share information across the world.

Key Terms:

- **Web Browser:** Software to access the internet (e.g., Chrome, Firefox).
- **URL:** Uniform Resource Locator, the address of a web page (e.g., <https://www.example.com>).
- **HTTP/HTTPS:** Hypertext Transfer Protocol (Secure), protocols for transferring data over the web.

What is an Email?

Email (Electronic Mail) is a method of exchanging digital messages over the Internet. It allows users to send and receive text, images, and attachments.

Key Terms:

- **Email Address:** Unique identifier for an email account (e.g., username@example.com).
- **SMTP/IMAP/POP3:** Protocols used to send and receive emails.
- **Inbox:** The folder where incoming emails are stored.
- **Spam:** Unwanted or unsolicited emails.

Using the Internet

Web Browsing:

1. **Open your web browser.**
2. **Enter a URL** in the address bar and press Enter.
3. **Navigate through web pages** using links, buttons, and menus.

Example:

- **Google Search:** Type keywords into the search bar and press Enter to find information.

Downloading Files:

1. **Click on a download link.**
2. Choose a location to save the file on your device.
3. Wait for the download to complete.

Example:

- **Downloading a PDF:** Click on a link labeled “Download PDF” and select a folder on your computer to save the file.

Using Email

Setting Up an Email Account:

1. **Choose an Email Provider:** Popular providers include Gmail, Yahoo, and Outlook.

2. Sign Up for an Account:

- Go to the provider's website (e.g., <https://www.gmail.com>).
- Click on **Sign Up** or **Create Account**.
- Fill in the required information (name, username, password).

Sending an Email:

1. **Open your email client** (e.g., Gmail).
2. Click on **Compose** or **New Email**.
3. Enter the recipient's email address in the **To** field.
4. **Add a subject** in the Subject field.
5. **Write your message** in the body.
6. Click **Send**.

Example:

- **Sending an Email in Gmail:**
 1. Go to <https://www.gmail.com> and log in.
 2. Click on **Compose**.
 3. Enter recipient@example.com in the **To** field.
 4. Add a subject like "Meeting Reminder".
 5. Type your message.
 6. Click **Send**.

Receiving and Reading Emails:

1. **Open your email client** and go to your **Inbox**.
2. Click on an email to read it.
3. **Respond** if necessary by clicking **Reply**.

Example:

- **Reading an Email in Outlook:**
 1. Go to <https://www.outlook.com> and log in.
 2. Click on **Inbox**.
 3. Select an email to open and read it.
 4. Click **Reply** to respond.

Managing Emails:

1. **Organize emails** using folders or labels.
2. **Delete unwanted emails** by selecting them and clicking **Delete**.
3. **Mark emails as spam** if they are unwanted or suspicious.

Example:

- **Organizing Emails in Gmail:**
 1. Select an email.
 2. Click on the **Labels** icon and choose or create a label.
 3. Move the email to a specific folder by dragging and dropping.

Attachments:

1. **Attaching a File to an Email:**
 - Click on the **Attach** icon (paperclip).

- Select a file from your computer.
- Click **Open** to attach it to your email.

Example:

- **Attaching a Document in Yahoo Mail:**

1. Click on **Compose**.
2. Click the **Attach Files** icon.
3. Select the document and click **Open**.
4. Finish your email and click **Send**.

2. **Downloading Attachments from an Email:**

- Open the email with the attachment.
- Click on the attachment link or download button.
- Choose a location to save the file on your device.

Example:

- **Downloading a Photo in Gmail:**

1. Open the email containing the photo.
2. Click on the **Download** button next to the attachment.
3. Select a folder and click **Save**.

Tips for Safe Internet and Email Use

1. **Use Strong Passwords:** Create complex passwords with a mix of letters, numbers, and symbols.
2. **Beware of Phishing Scams:** Do not click on suspicious links or provide personal information in response to unsolicited emails.
3. **Keep Software Updated:** Regularly update your web browser and email client to protect against security vulnerabilities.
4. **Use Antivirus Software:** Install and maintain antivirus software to protect your device from malware.
5. **Backup Important Emails:** Regularly backup important emails and attachments to avoid data loss.

HTML

Basic HTML Tutorial

HTML (HyperText Markup Language) is the standard language used to create web pages. It structures content on the web and consists of a series of elements that tell the browser how to display content.

Basic HTML Structure

An HTML document has a basic structure with essential tags. Here's a simple example:

```
<!DOCTYPE html>
<html>
<head>
  <title>My First Web Page</title>
</head>
```

```
<body>
  <h1>Hello, World!</h1>
  <p>This is my first web page using HTML.</p>
</body>
</html>
```

Explanation:

- `<!DOCTYPE html>`: Declares the document type and version of HTML.
- `<html>`: The root element that contains all the HTML content.
- `<head>`: Contains meta-information about the document, such as the title.
- `<title>`: Sets the title of the web page, which appears in the browser tab.
- `<body>`: Contains the content of the web page that is displayed in the browser.
- `<h1>`: Defines a top-level heading.
- `<p>`: Defines a paragraph of text.

Common HTML Tags

Headings

Headings are used to create titles and subtitles. There are six levels of headings, from `<h1>` to `<h6>`, with `<h1>` being the largest and `<h6>` the smallest.

```
<h1>This is an H1 heading</h1>
<h2>This is an H2 heading</h2>
<h3>This is an H3 heading</h3>
<h4>This is an H4 heading</h4>
<h5>This is an H5 heading</h5>
<h6>This is an H6 heading</h6>
```

Paragraphs

Paragraphs are blocks of text defined by the `<p>` tag.

```
<p>This is a paragraph.</p>
<p>This is another paragraph.</p>
```

Links

Links are created using the `<a>` (anchor) tag. The `href` attribute specifies the URL of the page the link goes to.

```
<a href="https://www.example.com">Visit Example</a>
```

Images

Images are embedded using the `<img>` tag. The `src` attribute specifies the path to the image, and the `alt` attribute provides alternative text.

```

```

Lists

HTML supports ordered (numbered) and unordered (bulleted) lists.

Ordered List:

```
html
<ol>
```

```
<li>First item</li>
<li>Second item</li>
<li>Third item</li>
</ol>
```

Unordered List:

```
html
<ul>
  <li>First item</li>
  <li>Second item</li>
  <li>Third item</li>
</ul>
```

Tables

Tables are used to display data in a tabular format. The `<table>` tag is used along with `<tr>` (table row), `<th>` (table header), and `<td>` (table data) tags.

```
<table>
  <tr>
    <th>Heading 1</th>
    <th>Heading 2</th>
  </tr>
  <tr>
    <td>Row 1, Cell 1</td>
    <td>Row 1, Cell 2</td>
  </tr>
  <tr>
    <td>Row 2, Cell 1</td>
    <td>Row 2, Cell 2</td>
  </tr>
</table>
```

Forms

Forms are used to collect user input. The `<form>` tag encompasses form elements like text boxes, radio buttons, checkboxes, and submit buttons.

```
<form action="submit_form.php" method="post">

  <label for="name">Name:</label>

  <input type="text" id="name" name="name">
```

```
<br>

<label for="email">Email:</label>

<input type="email" id="email" name="email">

<br>

<input type="submit" value="Submit">

</form>
```

Putting It All Together

Here's a complete example of an HTML document incorporating the tags discussed:

```
<!DOCTYPE html>

<html>

<head>

  <title>My Personal Web Page</title>

</head>

<body>

  <h1>Welcome to My Website</h1>

  <p>Hello! My name is [Your Name]. This is my first website built using HTML</p>

  <h2>About Me</h2>

  <p>I am a student learning web development. I love coding and creating new projects. </p>

  <h3>My Hobbies</h3>

  <ul>

    <li>Reading</li>

    <li>Playing Sports</li>

    <li>Travelling</li>

  </ul>
```

```
<h3>Contact Me</h3>

<form action="submit_form.php" method="post">

  <label for="name">Name:</label>

  <input type="text" id="name" name="name">

  <br>

  <label for="email">Email:</label>

  <input type="email" id="email" name="email">

  <br>

  <input type="submit" value="Submit">

</form>

<h3>Favorite Websites</h3>

<ol>

  <li><a href="https://www.example.com">Example</a></li>

  <li><a href="https://www.anotherexample.com">Another
Example</a></li>

</ol>

<h3>Photo Gallery</h3>





</body>

</html>
```

Step-by-Step Guide to Creating Tables in HTML

Step 1: Basic Table Structure

A basic HTML table consists of the following elements:

1. `<table>`: This element defines the table.

2. <tr>: Represents a table row.
3. <th>: Defines a table header cell (usually bold and centered).
4. <td>: Defines a table data cell (where the actual data is stored).

HTML Code Example for a Basic Table

html

Copy code

```
<!DOCTYPE html>
```

```
<html lang="en">
```

```
<head>
```

```
  <meta charset="UTF-8">
```

```
  <meta name="viewport" content="width=device-width, initial-scale=1.0">
```

```
  <title>HTML Table Example</title>
```

```
</head>
```

```
<body>
```

```
  <table border="1">
```

```
    <tr>
```

```
      <th>Header 1</th>
```

```
      <th>Header 2</th>
```

```
      <th>Header 3</th>
```

```
    </tr>
```

```
    <tr>
```

```
      <td>Data 1</td>
```

```
      <td>Data 2</td>
```

```
      <td>Data 3</td>
```

```
    </tr>
```

```
  </table>
```

```
<td>Data 4</td>
<td>Data 5</td>
<td>Data 6</td>
</tr>
</table>
```

```
</body>
```

```
</html>
```

Explanation:

1. **<table border="1">**: This creates a table and adds a border. You can customize the border using CSS later.
2. **<tr>**: Represents a row in the table.
3. **<th>**: Defines a header cell. In the first row, you define the headers.
4. **<td>**: Defines a data cell where the actual content of the table goes.

Step 2: Adding More Rows and Columns

You can add more rows (<tr>) and columns (<th> for header or <td> for data) as needed.

Example of a Table with Multiple Rows and Columns

html

Copy code

```
<!DOCTYPE html>
```

```
<html lang="en">
```

```
<head>
```

```
<meta charset="UTF-8">
```

```
<meta name="viewport" content="width=device-width, initial-scale=1.0">
```

```
<title>Extended HTML Table</title>
```



```
</head>
```

```
<body>
```

```
<table border="1">
```

```
<tr>
```

```
<th>Product</th>
```

```
<th>Price</th>
```

```
<th>Quantity</th>
```

```
<th>Total</th>
```

```
</tr>
```

```
<tr>
```

```
<td>Apple</td>
```

```
<td>$2</td>
```

```
<td>3</td>
```

```
<td>$6</td>
```

```
</tr>
```

```
<tr>
```

```
<td>Banana</td>
```

```
<td>$1</td>
```

```
<td>5</td>
```

```
<td>$5</td>
```

```
</tr>
```

```
<tr>
```

```
<td>Orange</td>
```

```
<td>$1.5</td>
```

```
<td>2</td>
```

```
<td>$3</td>

</tr>

</table>
```

```
</body>
```

```
</html>
```

This table has 4 columns: **Product**, **Price**, **Quantity**, and **Total**, with three rows of data underneath.

Step 3: Adding Table Headers

Table headers (<th>) are often used to define the main categories or titles for each column. They are usually bold and centered by default, making them distinguishable from the data rows.

Example of a Table with Headers

html

Copy code

```
<table border="1">

  <tr>

    <th>First Name</th>

    <th>Last Name</th>

    <th>Email</th>

  </tr>

  <tr>

    <td>John</td>

    <td>Doe</td>

    <td>john.doe@example.com</td>

  </tr>
```

```

<tr>

  <td>Jane</td>

  <td>Smith</td>

  <td>jane.smith@example.com</td>

</tr>

</table>

```

Here, **First Name**, **Last Name**, and **Email** are headers, and the data rows follow them.

Step 4: Spanning Rows and Columns

Sometimes, you may need to span multiple rows or columns for certain cells.

1. **colspan**: Used to span a cell across multiple columns.
2. **rowspan**: Used to span a cell across multiple rows.

Example Using colspan and rowspan

html

Copy code

```

<table border="1">

  <tr>

    <th>Product</th>

    <th>Price</th>

    <th>Quantity</th>

  </tr>

  <tr>

    <td>Apple</td>

    <td>$2</td>

    <td rowspan="2">5</td> <!-- Rowspan used here -->

  </tr>

```

```

<tr>

  <td>Banana</td>

  <td>$1</td>

</tr>

<tr>

  <td colspan="2">Total</td> <!-- Colspan used here -->

  <td>$20</td>

</tr>
</table>

```

- **rowspan="2"** makes the **Quantity** column cell span across two rows.
- **colspan="2"** makes the **Total** cell span across two columns.

Step 5: Styling Tables with CSS

While HTML provides the structure, CSS allows you to style the table to make it more visually appealing.

Example of Styling a Table Using CSS

html

Copy code

```

<!DOCTYPE html>

<html lang="en">

<head>

  <meta charset="UTF-8">

  <meta name="viewport" content="width=device-width, initial-scale=1.0">

  <title>Styled Table</title>

  <style>

    table {

      width: 50%;

```

```

        border-collapse: collapse;

        margin: 20px 0;
    }
    th, td {
        padding: 10px;
        text-align: center;
    }
    th {
        background-color: #f2f2f2;
        font-weight: bold;
    }
    tr:nth-child(even) {
        background-color: #f9f9f9;
    }
    tr:hover {
        background-color: #e0e0e0;
    }
</style>
</head>
<body>

<table>

    <tr>

        <th>Item</th>

        <th>Price</th>

    </tr>

```

```
<tr>

  <td>Shirt</td>

  <td>$25</td>

</tr>

<tr>

  <td>Jeans</td>

  <td>$40</td>

</tr>

</table>

</body>

</html>
```

Explanation of CSS Styles:

1. **border-collapse: collapse;** Collapses borders between cells for a cleaner look.
2. **nth-child(even);** Adds alternating row colors to improve readability.
3. **hover:** Changes the background color of a row when hovered over.

Step 6: Adding Borders, Padding, and Alignment

In HTML, you can also specify borders, padding, and text alignment for table cells. These styles can be defined inline or through CSS.

- **border="1"**: This attribute adds a simple border around the table (as seen in earlier examples).
- **Padding**: Space inside the table cells around the content. This is typically set using CSS.
- **Text alignment**: Use the text-align property to center, left-align, or right-align the content in cells.

Example with Inline CSS for Alignment and Padding

html

Copy code

```
<table border="1">

  <tr>

    <th style="text-align: left; padding: 10px;">Product</th>

    <th style="text-align: center; padding: 10px;">Price</th>

  </tr>

  <tr>

    <td style="padding: 10px;">Apple</td>

    <td style="padding: 10px; text-align: right;">$2</td>

  </tr>

</table>
```

Conclusion

This tutorial provides a foundational understanding of HTML and how to create a basic web page. As you become more comfortable with these tags and structures, you can explore more advanced HTML elements and attributes, as well as integrate CSS and JavaScript to enhance your web pages further.

SANKAR AZAN COMPUTER SAKSHARATA MISSION

SHORTCUT KEYS

<u>ACTION</u>	<u>KEYBOARD SHORTCUT</u>
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Select All	CTRL+A

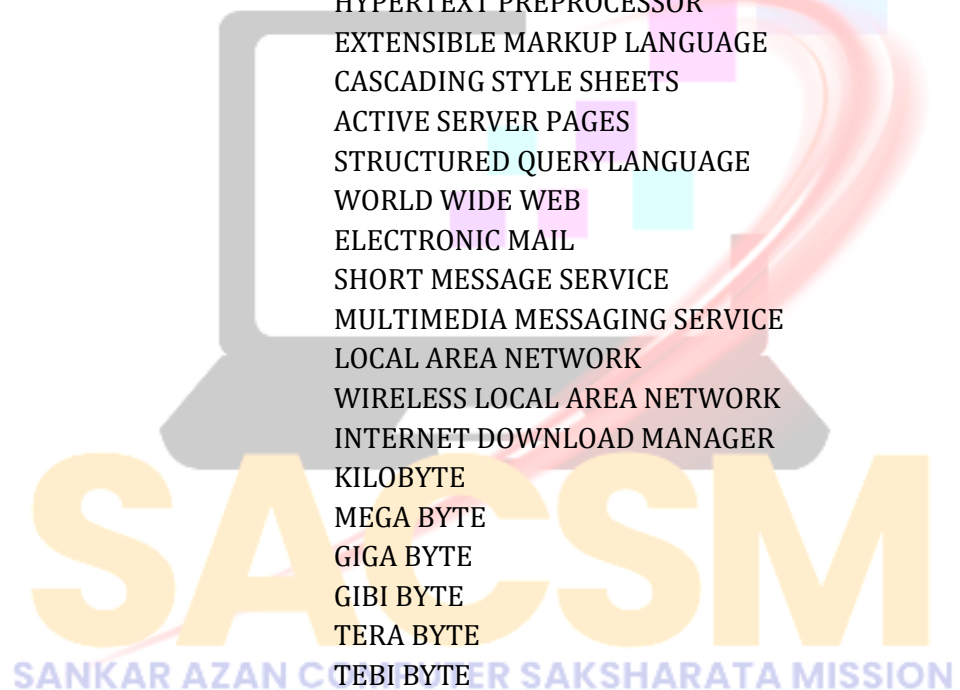
Save Current Document File	CTRL+S
Create A New Or Blank Document	CTRL+N
Open A File In The Current Software	CTRL+O
Change Selected Text To Be Bold	CTRL+B
Change Selected Text To Be In Italics	CTRL+I
Change Selected Text To Be Underlined	CTRL+U
Insert Hyperlink	CTRL+K
Find	CTRL+F
Zoom In	CTRL+(+)
Zoom Out	CTRL+(-)
Search Computer	WINDOWS+F
Switch Programs	ALT+TAB
Bookmark A Website	CTRL+D
New Tab	CTRL+T
Clear Cache & Cookies	CTRL+SHIFT+DELETE
Refresh The Current Program Window	F5
Print The Current Page Or Document	CTRL+P
Close The Currently Active Program	ALT+F4

COMPUTER RELATED FULL FORM:

PC	PERSONAL COMPUTER
CPU	CENTRAL PROCESSING UNIT
OS	OPERATING SYSTEM
UPS	UNINTRRUPTIBLE POWER SUPPLY
USB	UNIVERSAL SERIAL BUS
RAM	RANDOM ACCESS MEMORY
ROM	READ ONLY MEMORY
PROM	PROGRAMMABLE READ ONLY MEMORY
EPROM	ERASABLE PROGRAMMABLE READ ONLY MEMORY
EEPROM	ELECTRICALLY ERASABLE PROGRAMMABLE READ
ONLY MEMORY	
LCD	LIQUID CRYSTAL DISPLAY
LED	LIGHT EMITTING DIODE
CRT	CATHODE RAY TUBE
MS	MICROSOFT
NTFS	NEW TECHNOLOGY FILE SYSTEM
FAT	FILE ALLOCATION TABLE
DOC	DOCUMENT
TXT	TEXT
CD	COMPACT DISC
DVD	DIGITAL VERSATILE DISC

CTRL
ALT
ESC
DEL
NUM LOCK
FN
CMD
JPEG
GIF
AVI
RGB
IP
AP
HTTP
HTTPS
HTML
PHP
XML
CSS
ASP
SQL
WWW
E-MAIL
SMS
MMS
LAN
WLAN
IDM
KB
MB
GB
GIB
TB
TIB
PB
PIB
EB
EIB
ZB
ZIB
YB
YIB
WIFI
IBM
BIOS
HDD
FDD
SMPS

CONTROL
ALTERNATE
ESCAPE
DELETE
NUMBER LOCK
FUNCTION
COMMAND
JOINT PHOTOGRAPHIC EXPERTS GROUP
GRAPHICS INTERCHANGE FORMAT
AUDIO VIDEO INTERLEAVE
RED-GREEN-BLUE
INTERNET PROTOCOL
ACCESS POINT
HYPERTEXT TRANSFER PROTOCOL
HYPERTEXT TRANSFER PROTOCOL SECURE
HYPERTEXT MARKUP LANGUAGE
HYPERTEXT PREPROCESSOR
EXTENSIBLE MARKUP LANGUAGE
CASCADING STYLE SHEETS
ACTIVE SERVER PAGES
STRUCTURED QUERY LANGUAGE
WORLD WIDE WEB
ELECTRONIC MAIL
SHORT MESSAGE SERVICE
MULTIMEDIA MESSAGING SERVICE
LOCAL AREA NETWORK
WIRELESS LOCAL AREA NETWORK
INTERNET DOWNLOAD MANAGER
KILOBYTE
MEGA BYTE
GIGA BYTE
GIBI BYTE
TERA BYTE
TEBI BYTE
PETA BYTE
PEBI BYTE
EXA BYTE
EXBI BYTE
ZETTA BYTE
ZEBI BYTE
YOTTA BYTE
YOBI BYTE
WIRELESS FIDELITY
INTERNATIONAL BUSINESS MACHINES
BASIC INPUT OUTPUT SYSTEM
HARD DISC DRIVE
FLOPPY DISC DRIVE
SWITCH MODE POWER SUPPLY



ALU
ASCC
ASCII
INTERCHANGE
ANSI
BCR
DTP
DOS
OMR
OCR
VGA

ARITHMETIC LOGIC UNIT
AUTOMATIC SEQUENCE CONTROLLED COMPUTER
AMERICAN STANDARD CODE FOR INFORMATION

AMERICAN NATION STANDARD INSTITUTE
BAR CODE READER
DESC TOP PUBLICATION
DICK OPERATING SYSTEM
OPTICAL CHARACTER MARK READER
OPTICAL CHARACTER RECOGNITION
VIDEO GRAPHICS ADAPTER

