

*Shree Vijay mhantesh Vidhyavardak Danga, Ilkal*

**S.V.M Arts and Commerce Women's Degree College, Ilkal**

## **Basic Computer Course [BCC]**

**Certificate Course in Computer Dept. Academic Year 2020-21**



### **Objective:**

The course is designed to aim at imparting a basic level appreciation programme for the common Women. After completing this course,

- The incumbent will be able to use the computer for basic purposes of preparing his personnel / business letters.
- Will be able to create data and basic operation with data using spreadsheet.
- Will be able to create and use basic presentation.

The course will allow common Women or housewife to be part of computer users list by making them Digitally Literate. This helps the small business communities, housewives to maintain their small account using the computers.

### **Duration:**

30 Hours - (Theory: 10 hrs + Practical: 20 hrs)

This course can also be offered as 30 days.

### **Eligibility:**

Minimum qualification is required for applying and appearing for this course our new admission degree students of our college.

### **Fees:**

No Fees.

### **Intake Capacity:**

Maximum Sixty (30) candidates /as prescribed by the college from time to time.

### **Attendance:**

For admission to the said examination, candidates are required to keep two terms in the Department of Computer Science of this College. A student shall attend a minimum of 75% of the total instruction hours.

SVMVV Sangha's

**SHRI VIJAYA MAHANTESH ART'S AND COMMERCE WOMEN'S COLLEGE,  
ILKAL-587125**

## **DEPARTMENT OF COMPUTER SCIENCE**

### **CERTIFICATE COURSE ON**

**BCC 2020-21**

#### **SYLLABUS PREPARED BY**

- 1. Smt R.V.SHAVI** Dept of CS
- 2. Prof Shrikant Mara** (BOS Member)
- 3. Smt R.N.Kandagal** (Tutor)

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**BOS Members:**

1. Chairperson: Smt.R.V. Shavi Lecturer in Comp.Dept.  
S.V.M Arts and Commerce Women's College, Ilkal.
2. Member: Shri. Srikanth S Mara
3. Smt. R.N. Kandagal Lab Instructor in Comp.Dept.  
S.V.M Arts and Commerce Women's College, Ilkal.

*BOS Meeting: Computer Certificate Course Meeting held on 20/08/2021*

This meeting was conducted in the presence of Principal and BOS members. In the meeting, for the benefit of the student discussed to start a Basic Computer Course and regarding the Syllabus. It was decided in the meeting according to the requirement. The syllabus has to frame as per the norms & course started on 23/08/2021.



BOS Meeting. BCC 2020-21

## Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcome
1	<p style="color: #ffcc00;">Chapter-1</p> <p style="color: #ffcc00;"><i>Introduction to Computer</i></p>	Introduction to Computer and & its applications. Basics of Hardware and Software and Hardware. Central Processing Unit, Input devices, Output devices. Computer Memory & storage. Connecting Keyboard, Mouse, Monitor Printer, Software: Application Software, Systems Software.	01 Th	02 Pra	After completion of this chapter, candidate will be able to: Aware about computers and their applications. Get familiar with various input, output and hardware components of a computer along with storage devices. Get familiar with the keyboard; mouse, monitor and printer are connected to CPU Get familiar with various types of softwares used for computer.
	<p style="color: #ffcc00;">Chapter-2</p> <p style="color: #ffcc00;"><i>Word Processing</i></p>	Introduction, objectives, Word Processing Basics Opening Word Processing Package, Title Bar, Menu Bar, Toolbars , Creating a New Document , Opening and Closing Documents Save and Save As , Closing Document , Page Setup, Print Preview , Printing of Documents, and Saving a Documents, , Text Creation and manipulation, document Creation , Editing Text, Text Selection Cut, Copy and Paste , Font, Color, Style and Size selection , Alignment of Text , Undo & Redo AutoCorrect, Spelling & Grammar, Find and Replace, Formatting the Text , Paragraph Indentation , Bullets and Numbering , Change case Header & Footer , Table Manipulation , Insert & Draw Table, Changing cell width and height, Alignment of Text in cell ,Delete / Insertion of Row, Column and Merging & Splitting of Cells, Border and Shading .	03 Th	06 Pra	After completion of this chapter, candidate will have Basic Knowledge of Word Processing, their usage, details of word processing screen. Opening, saving and printing a document, Document creation, formatting of text, paragraph and whole document. Inserting Header and Footer on the document, Finding text on a word document and correcting spellings. Able to insert and manipulate tables, enhance table using borders and shading features.

	<p style="text-align: center;"><b>Chapter-3</b> <b><u>Working with Spreadsheet</u></b></p>	<p>Introduction , Objectives, Elements of Spread Sheet ,Creating of Spread Sheet , Concept of Cell Address ,[Row and Column] and selecting a Cell , Entering Data [text, number, date] in Cells, Page Setup, Printing of sheet ,Saving Spread sheet ,Opening and Closing, Manipulation of Cells &amp; Worksheet Modifying / Editing Cell Content, Formatting Cell (Font, Alignment, Style ) Cut, Copy, Paste &amp; Paste Special Changing Cell Height and Width Inserting and Deleting Rows, Column AutoFill Formulas, Functions and Charts Using Formulas for Numbers ,(Addition, Subtraction, Multiplication &amp; Division) AutoSum Functions (Sum, Count, MAX, MIN, AVERAGE)</p>	03 Th	06 Pra	<p>After completion of this chapter, candidate will have good hands-on practice on Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen. Opening, saving and printing a sheet. Worksheet creation, inserting and editing data in cells. Managing Cell heights and automatically filling the values using AutoFill Inserting and deleting rows /columns. Applying basic formulas and functions.</p>
	<p style="text-align: center;"><b>Chapter4</b> <b><u>Creating Presentations</u></b></p>	<p>Introduction, Objectives ,Creation of Presentation, Creating a Presentation ,Using a Template Creating a Blank Presentation , Inserting &amp; Editing Text on Slides , Inserting and Deleting Slides in a Presentation, Saving a Presentation, Manipulating Slides , Inserting Table , Adding ClipArt Pictures , Inserting Other Objects ,Resizing and Scaling an Object , Presentation of Slides , Choosing a Set Up for Presentation Running a Slide Show, Transition and Slide Timings Automating a Slide Show Printing Slides .</p>	03 Th	06 Pra	<p>After completion of this chapter, candidate will have good hands-on practice on Basic Knowledge of presentations. Opening/saving a presentation and printing of slides and handouts. Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, formatting etc. Running a slide show with various transitions.</p>

### **Books for Reference:**

1. A First Course in Computers” by Sanjay Sexena. ...
2. Computer Fundamentals by Goel, Anita Pearson
3. Microsoft Office Reference Guide by Tom Bunzel
4. Microsoft Office 2003: The Complete Reference Paperback by Jennifer Kettell (Author), Guy Hart-Davis (Author), Curt Simmons (Author).

### **BOE Members:**

1. Chair person : Prof B.B.Suggamad  
Principal, S.V.M Arts and Commerce Women’s College, Ilkal.
2. Member: Shri. Srikanth S Mara
3. Member: Smt.R.V. Shavi Lecturer in Comp.Dept.  
S.V.M Arts and Commerce Women’s College, Ilkal.
4. Member: Smt. R.N. Kandagal Lab Instructor in Comp.Dept.  
S.V.M Arts and Commerce Women’s College, Ilkal.

### **BOE Meeting: Computer Certificate Course Meeting 28/09/2021**

Before the end of the BCC a BOE meeting was conducted in the presence of Principal, Assistant Professor of Computer Department, Senior Assistant Professor and Lab Instructor. In the meeting, the date of the Examination and regarding question paper setting was discussed and decided to conduct the Examination

### **Scheme of Examination:**

There shall be a college examination at the end of course in theory.

Candidates are allowed to write the said examination in English.

Examination date: 30/09/2021.

The duration of theory paper examination shall be of 1.5 hour.

The theory paper of 50 marks shall comprise of each question one mark from Objective type questions covering the entire syllabus.

**Standard of Passing:** A candidate is required to obtain 17 of marks in paper.



BOE Meeting BCC 2020-21.

## **Course Material**

### **UNIT- 1 Introduction of computer:**

Computer is an electronic machine that can store, recall and process data and produces results on an output device.

**Applications of Computers:** The uses of computer can be classified into the area of usage:

**1. Schools and Colleges:** Computers are implemented in the schools for the creation of school ID card, marks card, attendance, learning the subject with audio and video and fees collection so on.

**2. Banks:** The computers are used in the creation of account in the bank, transactions, transfer of funds, alert messages, transaction messages, used of banking with ATM card, online banking etc.

**3. Offices:** Used in documentation of the transactions, events that are carried out every day along with the money, funds transactions, payroll for employee, audit etc.

**4. Research and developments:** The new invention are designed and implemented with the animated virtual viewed with scientific and mathematical equations in the labs, with the help of computers and models are implemented in the real world which saves time, resource, money etc.

**5. Entertainment and News:** The audio and video are created in the studio after the picture is taken and the editing part is done along with mixing of the sounds, merging of the pictures and animated games are created. News is live and immediate.

**6. Government Office:** All the transactions of the government, law and information are been obtained in the websites of the government.

**7. Publishing:** Publishing is the process of making works available to the public. These works include books, magazines, newspapers, music, film and video.

**8. Hospitals:** The computers are implemented in hospitals to creating patient id card, details, help in diagnosing, medication and history of patients are maintained.

**9. Satellite communications:** Browsing, surfing, chatting, email, messaging, online gaming are some of the area of communications.

**10. Stock Exchange:** To check the stock exchange globally, transaction of sell and buying of the stock can be done with the help of computers.

#### **Characteristics of computer: (Features)**

**Speed:-**The ability to get results in the fraction of seconds.

**Memory:** -computer memory is store data & information permanently and temporarily.

**Storage:** -storage of computer unlimited.

**Accuracy:** -The computer produces results are exact.

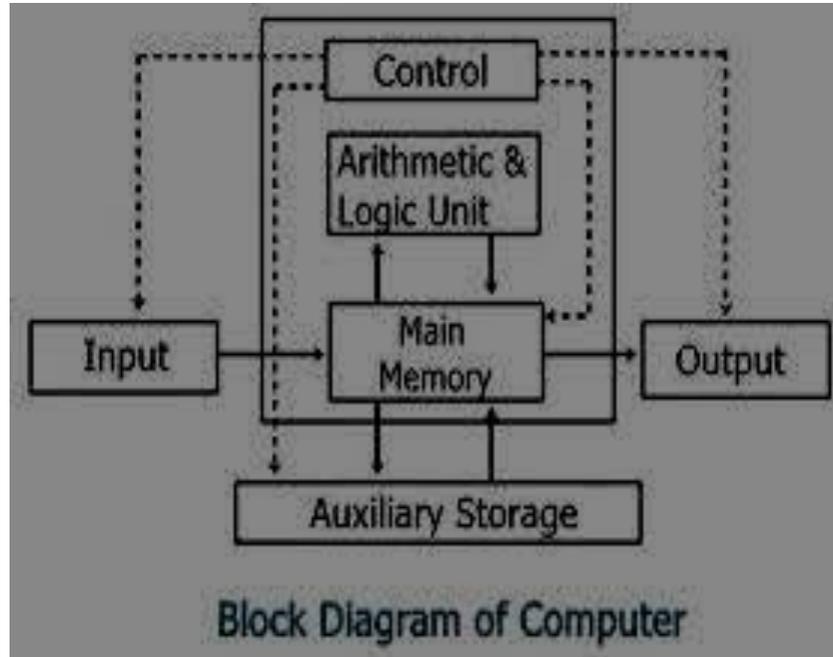
**Versatility:** -computer capable of performing almost any task.

**Automation:** -Computer performs any task automatic.

**Diligence:** -computer does not suffer from the human traits of tiredness.

**Cost effectiveness:** -Computer reduces the amounts of paper and human efforts, they're by reducing cost.

**Basic organization of computer system:**



A computer basically designed into 4 units. They are

1. Input unit
2. Memory unit
3. CPU
4. Output unit

**1. Input unit:** -Input unit is any hardware component that allows entering the data to the computer. It means data can be fed from user.

**Ex:** -Keyboard, Scanner, Joy stick, Digital camera, and Mouse. etc.

**2. Memory unit:** -Computer memory is an electronic storage space that allows storing data and information. It is mainly classified by 2 types. They are

1. Primary memory
2. Secondary memory

**1. Primary memory:** -It is also known as internal memory or main memory which is used to store the data and instruction which is currently needed by the CPU. It is also known as volatile memory because it loses data when power goes off. Primary memory is classified into 2 types. They are

- i. RAM (Random access memory)
- ii. ROM (Read only memory)

**2. Secondary memory:** -Secondary memory is known as external memory or auxiliary (additional memory) which is used to store the data instructions and final results permanently. It is also known as a non-volatile memory, because it does not losses data when power goes off.

Ex: -Hard disk, floppy disk etc.

**3. CPU:** -CPU is main part of the computer. It can execute instruction one by one, CPU is also called as brain of the computer. It mainly consists of 2 parts.

**ALU: - (Arithmetic and logical unit)**

It performs the arithmetic operations such as addition, subtraction, multiplication division and modulus and logical operations like AND OR and NOT operations.

**CU: - (Control Unit)**

It is used to control the all activities done in the computer. It controls hardware components such as input, output, memory and processer. It performs mainly 4 functions.

1. It fetches the data and Instructions.(Read)
2. It decodes the instructions.
3. Execute the instructions.
4. It stores results.

**4. Output unit:** -It is any hardware component which is used to print or display the results to the user. Actual function of output unit is just reverse of the input unit.

Ex: -monitor, printer, speaker.

**Introduction to computer memory: -**

The computer memory is an electronic space in a computer to store data and information permanently or temporarily. Computer memory mainly classified into 2 types. They are

1. Primary memory
2. Secondary memory

**1. Primary memory:** -Primary memory is also known as a main memory or semi-conductor memory or internal memory, it is made up of semiconductor material, it stores data and instruction which is currently needed by the CPU. The primary memory is faster and costlier compared to secondary memory. The primary memory is directly communicated with CPU. The primary memory again classified into 2 types.

**RAM:** -Ram is a volatile memory because it losses data when the power goes off, it is also known as user's memory. RAM contains 4 types of memory namely,

1. DRAM
2. SRAM
3. SDRAM
4. DDR-SDRAM

- **D-RAM (Dynamic RAM):** -It is most common type of memory chip, DRAM mostly used as main memory. Since it is small and cheap. It uses transistors and capacitors. DRAM must be refreshed continuously to store information. DRAM is a slow because the refreshing takes time ranges from 50 to 150 seconds. (Nano-seconds)
- **SRAM (static RAM):** -It is used in cache memory due to high speed, SRAM is very fast and easier to use, the access speed of SRAM 2 to 10 Nano seconds.
- **SDRAM (synchronous dynamic RAM):** -It is a special type of DRAM that is synchronized with the system clock.
- **DDR (Double Data Rate):**-It works same as SDRAM but data transfer rate is double when compared to SDRAM.

### **ROM: - (Read only memory)**

In ROM the information is pre-recorded in to the ROM chip at manufacturing time. Once data has been written in to ROM chip, it cannot be erased but it can read it. When we switch off the computer the contents of the ROM are not erased. But remain store per- mentally. ROM is a non-volatile memory. There are 3 types of ROM.

P-ROM

EP-ROM

EEP -ROM

- A. **P-ROM (Programmable Read Only Memory):** -P-ROM is a memory on which data can be written only once. A variation from chip is that it prerecorded at the manufacturing time, but it can be programmed by ROM programmers.
- B. **EP-ROM (Erasable programmable ROM):** -In EP-ROM the information can be erased and reprogrammed by using a special PROM programmer. EP-ROM can be erased using ultraviolet light.
- C. **EEP-ROM (Electrically erasable programmable ROM):** -EEP-ROM is recently developing type of memory this is equivalent to EP-ROM, but it does not require ultraviolet light to erase its contents, it can be erased by exposing it to an electrical charges.

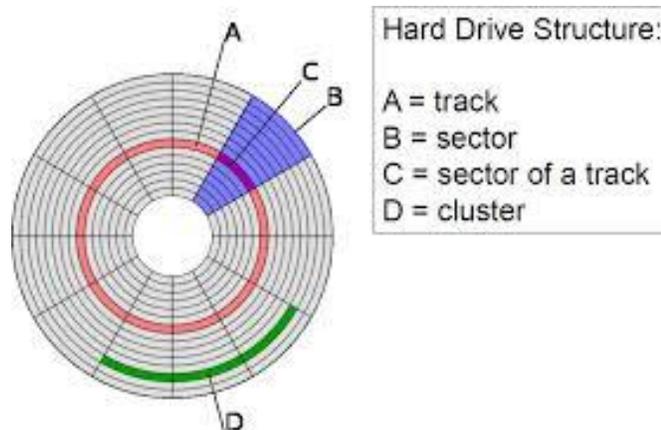
### **2. Secondary memory:-**

The storage capacity of the primary is not very large. It cannot hold large amount of data, thus secondary storage devices are necessary.

This device is normally slow compared to the primary memory; the data on secondary storage is not directly accessible for processing. The secondary memory is used as auxiliary memory or additional memory. It is also known as magnetic memory and external memory. It is made up of magnetic material, the storage capacity of the secondary memory huge and reasonable cost. The secondary memory is non-volatile in nature because it does not loses the contents, when the power goes off.

Examples for secondary storage devices are magnetic disk, Hard disk, Floppy disk , Optical disk etc.

**1. Magnetic disk:** -These are the plastic plates on which some magnetic material is coated; the appearance is same as similar to gramophone plates. Magnetic disk comes in various sizes and materials. They use the properties of magnetism to store the data on a magnetic surface. A disk set of mounted on central shaft, the central shaft rotates at speed of a above 7200 revolutions per minute. In a disk plate the information can store at a both surface. The surface is further divided into a number of invisible concentric circles called as tracks, and the tracks are further divided into number of sections are called as sector.



Here be discussing 3 types of magnetic disks. They are

- A. Hard disk
- B. Floppy disk
- C. Optical disk

**A. Hard disk:** -The most common physical device for storing files is the hard disk. The hard disk typically consists of several rotating disk plates or drive there is one head for each surface and all the heads move together. The disk rotates at 7200 rpm. Modern disk typically had 40 GB to 200 GB of data. The surface of a plate is divided into concentric circles are called as tracks. Each track further divided into number of sections are called as sectors. Set of matched tracks are called cylinder.

**B. Floppy disk:** -Floppy disk is a single flat plate of circular plastic disk coated with metal oxide material enclosed in protective jacket. Common sizes of floppy disks are 3.5" and 8" in a diameter. The most commonly, use of floppy disk 3.5 with a storage capacity 1.44 MB of data. Floppy disks are cheap when compared other storage devices because of their smaller size. They can be put into our pocket & carried from one place to another. Hence it is portable.

**C. Optical disk:** -optical disks are storage medium from which data read and write by using laser. The optical disk is random access storage medium. CD-ROM stands for compact disk read only memory. DVD (Digital Versatile disk) with advance with optical technology. It cannot only store music data along with information. CD- ROM is referred as digital versatile disk. Blue-ray-disk referred as BD disk consists of a thickness of 1.1mm of the recording layer and a

thickness of 0.1mm of a protective layer. The storage capacity of blue ray disk is 23.3 GB/25GB/27GB.

## **Input devices and output devices:-**

### **Input units an its functions:-**

An input device is the of computer hardware component used to provide data & instruction to a computer.

Ex: -Key board, Mouse, scanner, camera,

1. **Keyboard:** -The keyboard is the most conventional of all input device. The prices of key board are reasonable and it is very simple to operate. The arrangement of keys is similar to that conventional typewriter, but it has some additional keys. The computer keyboards have the following types of keys. They are

- Alphanumeric keys
- Special keys
- Function keys
- Alphanumeric keys: -It consists of A to Z alphabets and 0 to 9 numbers.
- Special keys: -The special keys perform specific tasks. Some of the special keys on the keyboard are enter key, shift key, control key, tab key, etc.
- Function keys: -The function keys are used to a set of operations by a single key stroke.

Types of key board

1. Standard
2. Wireless
3. Universal
4. Compact
5. Ergonomic

2. **Mouse:** -Mouse stands for mechanically operated user serial engine. The mouse is a small input device and held on our hand, we can roll along a flat surface. It is a pointing device which was developed at the Stanford research institute.

Types of mouse

- 1) Manual mouse
- 2) Scroll mouse
- 3) USB mouse
- 4) Wireless mouse

Mouse performs 4 actions. They are

- 1) Single click
- 2) Double click
- 3) Right click
- 4) Dragging

3. **Scanner:** - Scanner is a direct input device that can be moved over a drawing or photograph or any other document. Some important characteristics of are scanner is as follows.

- They eliminate the duplication of data.
- Reducing the human involvement.
- The data to be scanned has to be of higher quality.

**4. Track ball:** - The track ball is an often described as the upside down mechanical mouse. The track ball is use full when the cursor is to be moved by a small amount of the screen.

#### **5. Composite devices: -**

- Joystick
  - Game pad
  - Paddle
  - Knob
  - Wi-Fi Remote
- a) Joystick: -It is an input device consisting of a stick that pivots on a base and reports its angle or direction to the device it is controlling. They are often used to control video games.
- b) Game pad: -It holds in 2 hands where the fingers are used to provide input, they are often used to control video games.
- c) Paddle: -It is a round wheel or one or more fire buttons, where the wheel is typically used to control, movements of the players.
- d) Knob: - It is rotary control used to provide input to a device.
- e) Wi-Fi Remote: -It is also game controller and it has motion sensing capability.

#### **6. Video input devices: -**

- Digital camera: -It is a camera that captures photographs in digital camera.
- Bar code reader: -It is an electronic input device that can read output printed bar codes to a computer.

#### **7. Audio input devices: -**

- **Micro phones:** -Micro phones that converts sound into an electrical signal. They are used in telephones, sound recording audio, engineering, television broadcasting, etc.
- **MIDI Keyboard:** - (musical instrument digital interface) it is a piano style electronic musical keyboard, often with other batten, wheels and sliders used for ending MIDI signal to a computer.

**8) Optical mark recognition (OMR):** -It is the process of capturing human marked data from documents forms such as services and tests. They are used to read questionnaires, multiple choice examination papers in the form of lines or shaded areas.

**9) MICR (Magnetic Ink Character recognition):** -It is a character recognition technology used mainly by the banking industry to processing and clearance cheques and other documents.

**10) OCR (Optical character recognition):** -These are made up of combination of hardware & software that is used to convert physical documents into machine readable text. Hardware such as on optical scanner or specialized circuit board is used to copy or read text while software typically handles the advanced processing.

#### **Output units and its functions:-**

Output device is any hardware component which is used to display the information/results to the user.

Ex: -printer, monitor, plotters, speakers etc.

**1. Monitor:** - Monitors are VDU (visual Display unit). These devices used to display both text and graphic images from the computer. They are looks like televisions sets. In general Monitors are used in computer system for much higher quality. Monitor come in various sizes commonly starting 14 ", 15 "as well as 17 ", 19", this is the size of the viewable screen measured across the diagonal from corner. Larger sizes are required for higher resolution. The monitor screen is treated as an array of tiny dots is called pixel (picture element).

Types of Monitors are

1. CRT monitor (Cathode Ray Tube)
2. TFT monitor (Thin film transistor)
3. LCD monitor (Liquid Crystal Display)
4. LED monitor ( light emitting diode)

**2. Printer:** -A printer is an output device, which produces text and graphics on a physical medium such as paper. Printers are mainly classified into two types. They are

1. Impact printer
2. Non-impact printer

**1. Impact printer:** -In impact printer the print head uses the mechanism, strikes an inked ribbon located between the print head and the paper. The general features of impact printers are

- ❖ Uses force by applying hammer pins to strike the paper.
- ❖ Slow speed in character per second.
- ❖ It prints on most paper types.
- ❖ Transparencies are not supported.
- ❖ Multiple copies may be printed at once.
- ❖ They are mechanical in nature, so they tend to be slow.
- ❖ Impact printers are noisy, because it's striking activity.

Ex: -Dot- matrix printer, Line printer etc.

**1. Dot-matrix printer:** -A dot-matrix printer creates an image by using mechanism called striking. A print head contains a cluster (matrix) of short pins arranged in a one or more column's and receiving instructions from the computer. The lowest resolutions printers have only 9 pins and highest resolutions have 24 pins. Printer speed is measured in terms of characters per second. The printer speed is normally 50 to 500 cps.

**2. Line printer:** -Line printers are high speed printers capable of prints an entire line at a time. A line printer can print 150 lines to 3000 lines per minute. The limitations of line printer are they can print only 1 font, they cannot print graphics, the quality is low and they are noisy to operate.

**2. Non-Impact printer:** -In non-impact printer the print head does not make contact with the paper. The general features of non-impact printer are

- ❖ Print head does not make contact with the paper.
- ❖ Higher speed in papers per minute is possible.
- ❖ It prints on most paper types.
- ❖ Transparencies are supported.
- ❖ This printer produces high quality graphics.

Ex: -laser printer, ink jet printer etc.

**1. Laser printer:** - Laser printer uses a laser beam by using dry ink powder to produce the print. It can produce very good quality of graphic images. The chief characteristic of laser printer is higher resolution. Resolution means how many dots per inch they lay down. The available resolution range from 300 dpi at the high end 1200 dpi.

**2. Inkjets printer:** -Inkjets printer use color cartridge which combines magenta, yellow cyan inks to create color tones. A black cartridge it also used for mono chromes. Inkjet printer work by spraying ionizing ink at a sheet of paper. Inkjet printers speed is measured in terms of ppm (papers per minute).

**3. Plotter:** -A plotter is computer hardware, output device much like a printer that is used for printing vector, graphics. Instead of toner, plotters use the pen, pencil, marker or another writing tool to draw multiple, continuous lines on to paper rather than a series of dots like a traditional printer. The first plotters were invented by Remington Rand in 1953.

**Advantages: -**

1. Plotter can work on very large sheet of paper while maintaining high resolution.
2. They can print on a wide variety of flat materials including plywood, aluminum sheet, steel, card board and plastic.
3. Plotter allows the same pattern to be drawn thousands of times without any image degradation.

**Disadvantages: -**

1. Plotters are quite large when compared to a printer.
2. Plotters are much more expensive than a printer.

**4. Speakers:** -A computer speaker is an output hardware device that connects to computers, to generate sound. The speaker used to produce the sound that comes from a computer's speaker is generated by the computer's sound card.

Speakers are made up of a cone, an iron coil, a magnet and case. The first external speakers were invented by Abinawan Puracchidas in 1991. External speakers connected to a computer to give the sound more amplification, add more bass with a subwoofer or create surround sound. If we have laptop, smartphone or another device with builtin speakers we don't need external speakers unless we need louder sounds, more bass or surround sound.

**Software:** -Software refers to a set of computer programs, procedures that tell to hardware what to do.

Software can be classifying into 2 types. They are

- 1) Application software
- 2) System software

**Application software:** -Application software is a set of one or more programs, which solves a specific problem or does a specific task. Some commonly application software are word processing software, spread sheet software, data base software, graphic software, entertainment software etc.

**System software:** -System software is a set of one or more programs, which controls the operations & extends the processing capability of a computer system. The system software performs one or more following functions.

1. Supports development of application software.
2. Supports for execution of application software.
3. Monitoring the use of hardware resources.
4. Communicates with peripheral device.

Some commonly used system software are operating system, translators, linkers, loaders etc.

## **1 Unit is completed.**

### **UNIT- 2 Word Processing**

**Meaning:** Microsoft Word is popular word processing software, to manipulate the text and or documents.

**Features:**

1. Content of the text can be modified, deleted or added everywhere that it occurs in a matter of seconds.
2. Move whole phrases from one place to another and then move them back again if required and copy a phrase from one place to another place within the text to text. [CUT, PASTE,COPY]
3. Facility to find the occurrence of any word or phrase, and if necessary replace it with another. [Find & Replace facility]
4. Facility for spell checking.
5. Facility for alignment of the text or paragraphs and setting up the margins, line spacing etc.
6. Facility to suggest the synonymous for a particular word.
7. Facility to provide Mail-Merging technique. (it allows to prepare letter once and sent to various addresses)
8. Facility to provide various types of fonts and allows changing the size of the font.
9. It can be used as DTP.(Desk-top Publications)
10. Auto correct feature to detect and correct types, misspelled words, grammatical errors and incorrect capitalization.
11. Auto format, this facility provides the formatting the text automatically as you type.
12. Click and type facility is used quickly insert text, graphics, tables or other items in a black area of document/text.

## Elements of MS Word Application Window:



2. Access Toolbar- It is a customizable toolbar that comes with a set of independent commands. It gives you quick access to commonly used commands such as Undo, Redo, and Save etc.
3. Ribbon- It is a user interface element which is located below the quick access toolbar. It comprises seven tabs; Home, Insert, Page Layout, References, Mailing, Review, and View. Each tab has specific groups and related commands.
4. Ruler- Ruler on which you can set Tabs, Paragraphs alignment, and other formats.
5. Dialog Box Launcher- It is used to open the font dialog box.
6. Status Bar- It indicates information about the current document. (Information about what page you are on, as well as your line number on page and character number on the line)
7. Document Area- It is blank section that allows the user to create content.
8. View Buttons- These are used to change how the document appears.
9. Zoom Control- It provides a functionality to apply Zoom-in and Zoom-out operations on a document.
10. Office Button- It provides many options such as New, Open, Save, Print etc.

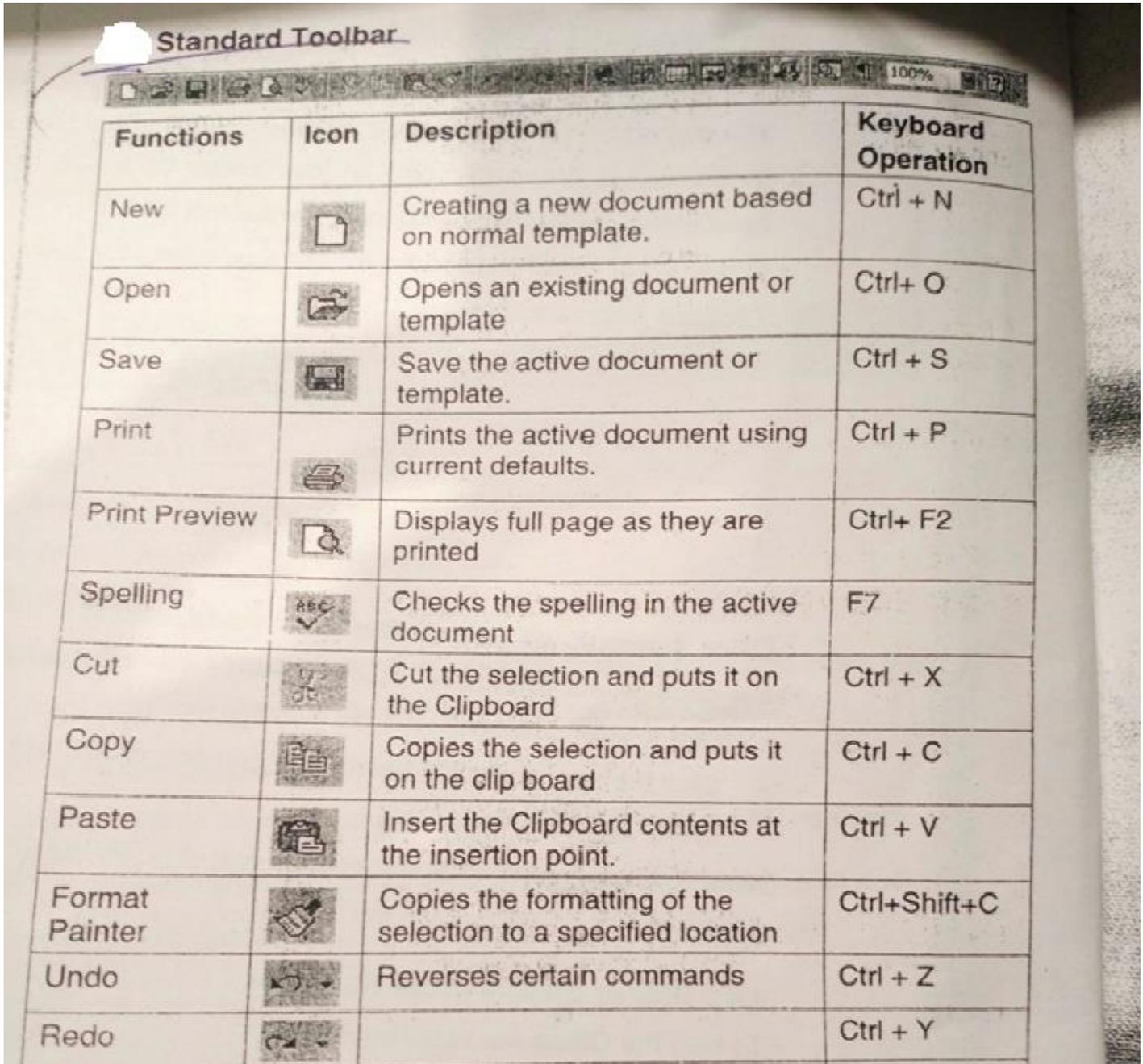
## Toolbars:

Toolbars are small graphical icons created for easier access to computer commands. They are typically located at the top of an application and can be customized to show the most used functions of the software.

Types of Toolbars-

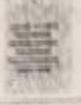
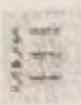
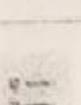
1. Standard Toolbar-The Standard Toolbar gives the user access to file operations, printing, movement of data blocks,undo,redo etc.

**Standard Toolbar**

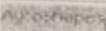


Functions	Icon	Description	Keyboard Operation
New		Creating a new document based on normal template.	Ctrl + N
Open		Opens an existing document or template	Ctrl+ O
Save		Save the active document or template.	Ctrl + S
Print		Prints the active document using current defaults.	Ctrl + P
Print Preview		Displays full page as they are printed	Ctrl+ F2
Spelling		Checks the spelling in the active document	F7
Cut		Cut the selection and puts it on the Clipboard	Ctrl + X
Copy		Copies the selection and puts it on the clip board	Ctrl + C
Paste		Insert the Clipboard contents at the insertion point.	Ctrl + V
Format Painter		Copies the formatting of the selection to a specified location	Ctrl+Shift+C
Undo		Reverses certain commands	Ctrl + Z
Redo			Ctrl + Y

2. Formatting Toolbar- Formatting Tollbar provides access to several text formatting functions such as font size and color, text alignment, lists etc.

Underline		Formats the selection with continuous underline.	Ctrl + U
Align Left		Aligns the paragraph at left indent.	Ctrl + L
Center		Centres the paragraphs between the indents.	Ctrl + E
Align Right		Align the paragraph at right indent.	Ctrl + R
Justify		Aligns the paragraph at both right and left indent.	Ctrl + J
Numbering		Creates a numbered list based on the current defaults.	Formats Bullets and numbering
Bullets		Creates a bulleted list based on the current defaults	Formats Bullets and numbering
Decrease indent		Decreases or promotes the selection one level.	Format Paragraph Indentation
Increase Indent		Increases indent or demotes the selection one level.	Format Paragraph Indentation
Outside Borders		Adds or removes a border around the selected text, paragraphs, cells,	Format Borders and shading

3. Drawing Toolbar- Drawing Toolbar contains a collection of icon buttons that allows the user to draw shapes and images in the document.

Drawing Toolbar		
Draw		Activates the Draw Menu
Select Objects		Changes the pointer to a selection arrow so that you can select objects in the active window. To select a single object, click the object with the arrow. To select one or more objects, drag the arrow over the objects you want to select.
Free Rotate		Rotates the selected object to any degree. Select the object, click on the icon and then drag a corner of the object in the direction you want to rotate it.
Auto Shapes		Activate the AutoShapes menu.

Window Based Applications		
Line		Draws a straight line where you click or drag in the active window. To constrain the line to draw at 15-degree angle from its starting point, hold down SHIFT as you drag.
Arrow		Inserts a line with an arrow/head where you click or drag in the active window. To constrain the line to draw at the 15-degree angle from its starting point, hold down SHIFT as you drag.
Rectangle		Draws an rectangle where you click or drag in the active window. To draw a square, press SHIFT and drag.
Oval		Draws an oval where you click or drag in the active window. To draw a circle, press SHIFT and drag.
Text Box		Draws a text box where you click or drag in the active window. Use a text box to add a text – such as captions or callouts – to your pictures or graphics.
Word Art		Creates text effects by inserting a Microsoft Office drawing object. Alternative: Insert Picture WordArt
Fill Color		Adds, modifies, or removes the fill color of fill effect from the selected object. Fill effects include gradient, texture, pattern and picture fills.
Clip Art		Opens the Clip Gallery where you can select the clip art image you want to insert in your file or update your clip art collection. Alternative: Insert Picture ClipArt

## **Entering and Editing Text:**

To add text to a document, just start typing. If you want to add text in a certain spot on the page, click the area to move the cursor and type in your text. The cursor, the blinking line on your document page, marks your current location in the document. This blinking cursor is also called the insertion point. When you reach the end of a line, Word automatically wraps the text to the next line for you. Default margins are already in place and Word makes sure your lines of text fit within those margins.

- Start typing your text.
- To start a new paragraph, press **Enter**.
- To add extra space between paragraphs, press **Enter** twice.
- To move the cursor in a document, click where you want to insert it or use the keyboard arrow keys to move it.
- To edit text, click in the word you want to change. Word moves the cursor to the new spot.
- You can press **Delete** to delete a character to the right of the cursor.
- You can press the **Backspace** key to delete a character to the left of the cursor.

## **Formatting Text and Paragraph:**

A **font** is a collection of alphanumeric characters that share the same typeface, or design, and have similar characteristics. You can format text and numbers with font attributes—such as bolding, italics, or underlining—to enhance data to catch the reader’s attention. The main formats you apply to text are available on the Home tab in the Font group or in the Font dialog box. Some of the formats available include strikethrough, subscript, superscript, and underline style and color. When you point to selected text, Office displays the Mini-Toolbar above it. The **Mini-Toolbar** provides easy access to common formatting toolbar buttons, such as font, font size, increase and decrease font size, bold, italic, font color, and increase and decrease list level. If you don’t want to display the Mini-Toolbar, you can use Word Options to turn it off.

### **Format Text Quickly**

- Select the text you want to format.
- Click the Home tab.
- To change fonts, click the Font list arrow on the Ribbon or Mini-Toolbar, and then point for a live preview, or click the font you want, either a theme font or any available fonts.

### **To change the font size, click one or more of the font size buttons on the Ribbon or Mini-Toolbar:**

- Click the Font Size list arrow, and then click the font size you want.
- Click the Increase Font Size button or Decrease Font Size button.

To apply other formatting, click one or more of the formatting buttons on the Ribbon or Mini-Toolbar: Bold, Italic, Underline, Shadow, Strikethrough, or Font Color.

- To select an underline style, click the Underline button arrow, and then select a style or color.

### **Format Text Using the Font Dialog Box**

- Select the text you want to format.
- Click the Home tab.
- Click the Font Dialog Box Launcher. The Font dialog box opens, displaying the Font tab.
- Select the font, font style, and font size you want.

- If you want, click the Font Color list arrow, and then click a color.
- If you want, click the Underline list arrow, click a style, click Underline Color list arrow, and then click a color.
- Click OK.

### **Saving a Document:**

Once you are done with typing in your new Word document, it is time to save your document to avoid losing work you have done on a Word document. Following are the steps to save an edited Word document –

1 – Click the Office button and select the Save As option.

2 – Select a folder where you will like to save the document, Enter the file name which you want to give to your document and Select the Save As option, by default it is the .docx format.

3 – finally, click on the Save button and your document will be saved with the entered name in the selected folder.

### **Moving and Copying Text:**

- You can easily move and copy text in a document, and paste it wherever you want it to go, including into other documents. Using the Cut, Copy, and Paste commands, you can edit and rearrange text and other elements you insert into a document. You can drag and drop text to move it, or use the Cut and Paste technique. When copying text, you're making a duplicate of the original.
- Drag the selected text and drop it where you want it to appear.
- To copy the selection, press and hold the **Ctrl** key while dragging.
- Move selected text with the Cut command, click the **Cut** button on the Home tab of the Ribbon.
- To copy selected text with the Copy command, click the **Copy** button.
- To paste the cut or copied text, click where you want it to go and click the **Paste** button.
- To control paste options, click the **Paste** menu button and choose an option.

### **Applying Bullets and Numbering:**

This is very simple to convert a list of lines into a bulleted or numbered list. Following are the simple steps to create either bulleted list or numbered list.

1 – Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection method to select the portion of text.

2 – Click the Bullet Button triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.

3 – If you are willing to create a list with numbers, then click the Numbering Button triangle instead of the bullet button to display a list of numbers you want to assign to the list. You can select any of the numbering style available by simply clicking over it.

## **Find and Replacing:**

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it even allows you to change words or phrases using **Replace**.

### **To find text:**

1. From the **Home** tab, click the **Find** command. The **navigation** pane will appear on the left side of the screen. Clicking the Find command
2. Type the text you want to find in the field at the top of the navigation pane.
3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the navigation pane.
4. If the text appears more than once, you can click the **arrows** on the navigation pane to step through the results. You can also click the **result previews** on the navigation pane to jump to the location of a result in your document.
5. When you close the navigation pane, the highlighting will disappear.

### **To replace text:**

1. From the **Home** tab, click the **Replace** command. The **Find and Replace** dialog box will appear.
2. Type the text you want to find in the Find what field.
3. Type the text you want to replace it with in the Replace with field.
4. Click Find Next and then replace to replace text. You can also click Replace All to replace all instances within the document.

## **Inserting Object:**

- To insert an object, click **Object** on the **Insert** tab.
- In the **Object** dialog box, click the **Create New** tab, and then select an option from the **Object type** list.
- If you want the new file to appear as a clickable icon, rather than the first page of your new file, select **Display as icon**. If this check box is selected, you can choose a different icon by clicking **Change Icon**.
- Lastly click on ok button.

## **Date & Time:**

- Click the Insert tab.
- In the Text group, choose Quick Parts→Field.
- Select Date and Time from the Categories drop-down list.
- Select PrintDate from the Field Names list.
- In the Field Properties section of the Field dialog box, choose a date-and-time format.
- Click OK.

## Headers and Footers:

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain information such as the page number, date, and document name. Headers and footers can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

### **To insert a header or footer:**

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
- 3 From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.
4. The **Design** tab will appear on the Ribbon, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.
6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.

### Auto Correct:

MS Word 2010 quickly fixes hundreds of common types and spelling errors on the fly with the AutoCorrect feature. There's nothing to using AutoCorrect; it happens automatically. It automatically capitalizes the first letter of a sentence. You can even add your own commonly misspelled words to AutoCorrect's list:

1. Right-click the misspelled word.
2. Click the AutoCorrect item.
3. Choose the properly spelled word from the AutoCorrect submenu.

Autocorrect options available in MS Word are given below:

- Show Autocorrect options buttons.
- Capitalize the first letter of sentence
- Capitalize first letter of table cells
- Correct accidental usage of cAPS LOCK key
- Replace text as you type
- Capitalize names of days
- Automatically use suggestions from the spelling checker

## **Spelling and Grammar Checking:**

To make your document appear professional, you'll want to make sure it is free from **spelling and grammar** errors. Steps to Spelling and Grammar Checking are given below:

1. Go to the **Review** tab.
2. Click on the **Spelling & Grammar** command.
3. The **Spelling and Grammar** dialog box will open. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.
4. If no suggestions are given, you can manually type the correct spelling.

## **Automatic spelling and grammar checking:**

By default, Word automatically checks your document for **spelling and grammar** errors, the **red line** indicates a misspelled word.

- The **green line** indicates a grammatical error.
- The **blue line** indicates a contextual spelling error. This feature is turned off by default.

To use the spelling check feature:

1. Right-click the **underlined word**. A menu will appear.
2. Click the **correct spelling** of the word from the **listed suggestions**.
3. The corrected word will appear in the document.

To use the grammar check feature:

1. Right-click the **underlined word or phrase**. A menu will appear.
2. Click the **correct phrase** from the **listed suggestions**.
3. The corrected phrase will appear in the document.

## **Working with Tables:**

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data. In Word, tables are useful for organizing and presenting data.

## **Inserting and modifying tables**

### **To insert a blank table:**

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

2. Select the **Insert** tab.
3. Click the **Table** command.
4. However your mouse over the diagram squares to select the number of **columns** and **rows** in the table.
5. Click your mouse, and the table appears in the document.
6. You can now place the insertion point anywhere in the table to add text.

#### **To convert existing text to a table:**

1. Select the text you want to convert.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Select **Convert Text to Table** from the menu. A dialog box will appear.
5. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.
6. Click **OK**. The text appears in a table.

#### **To add a row above an existing Table:**

1. Place the insertion point in a row **below** the location where you want to add a row.
2. Right-click the mouse. A menu appears.
3. Select **Insert → Insert Rows Above**.
4. A new row appears **above** the insertion point.

#### **To add a column:**

1. Place the **insertion point** in a **column adjacent** to the location where you want the new column to appear.
2. Right-click the mouse. A menu will appear.
3. Select **Insert → Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

#### **To delete a row or column:**

1. Select the row or column.
2. Right-click your mouse. A menu will appear.
3. Select **Delete Cells**.
4. Select **Delete entire row** or **Delete entire column**, then click **OK**.

#### **To add borders to a table:**

1. Select the cells you want to add a border to.

2. From the **Design** tab, select the desired **Line Style, Line Weight,** and **Pen Color**.
3. Click the **Borders** drop-down arrow.
4. From the drop-down menu, select the desired **border type**.
5. The border will be added to the selected cells.

### **Unit –2 Completed.**

## **Chapter 3 Working with SpreadSheets**

**Concept of spreadsheet:** A spreadsheet is a tool for calculating and evaluating numbers. In other words, a spreadsheet is a tool for numeric analysis and it also offers capabilities for creating reports and presentation.

**ESS [Electronic Spread Sheet]:** An electronic spreadsheet is a logical work sheet consists of rows and Columns in computer memory. It is utility software, package, and design especially for spreadsheet structure. It is complete automated. Lotus 123, Quatrpro, vpp, ms-excel etc.

**Ms-Excel:** Ms-excel is Microsoft office package and it is powerful spreadsheet or work sheet application it can be used for managing, Analyzing and presenting data in a graphic way.

### **Applications on Ms-Excel:**

- Calculation of taxes
- Sales analysis
- Financial account and statement
- Production scheduling
- Sales invoicing
- Statistical analysis and budgeting
- Quality control ( etc)

### **Features of MS-Excel:**

- Trust center
- PDF add in
- Table Header rows
- Improved zooming
- Color schemes
- Resizable formula bar
- A lot of new template
- A modern look with office Art
- Data exchange with other application
- Workbooks
- Standardized user interface
- Worksheet and graphics
- Data list and data bases (etc)

### **Advantages of MS-Excel:**

- Spreadsheet is useful in graphics work.
- Spreadsheet is helpful in creating, form and reports.
- Mathematical calculation can be done very easily.
- Monthly salary sheet of employees can be printed on the package giving full details.
- On deduction and also annual reports can be generated.
- Sales analysis can be made very easily.

### **Getting in to Ms-Excel:**

- Click on window start up.
- Point on program menu, click on the Ms-excel automatically, Blank worksheet display on the screen.  
Or
- Double click on Ms-excel icon on the desktop.

### **Parts of Spreadsheet:**

**1] Rows:** In a spreadsheet the rows are numbered from top to bottom along the left addition of the worksheet there are 1048576.

**2] Columns:** The columns are labeled form left to right with letters from A to XFD. It is the 16384 columns.

**3] Cell:** A cell is an intersection of a row and column.

**4] Active cell:** The cell with a border around it called active cell.

**5] Range of cells:** Two or more adjacent cells.

**6] Work sheet:** It is a collection of cells. It is like a file.

**7] Cell pointer:** The cursor that is present on the spreadsheet is what takes the user from one cell to another. This cursor is called a cell pointer.

**8] Data:** Data is a raw fact or figure. It may be in the form of text, numbers, Date, image, graphics, audio or video etc.

**9] Work book:** It is file in which spreadsheets and charts are store.

**10] Cell address:** It is intersection of column name of row number. It identifies the location of each cell. Eg: A1, B10, G39 etc.

### **Parts of Ms-excel window:-**

There are 20 parts in Ms –excel window they are explain below.

**1] Active cell indicator:** - The dark outline is also called the cell indicator.

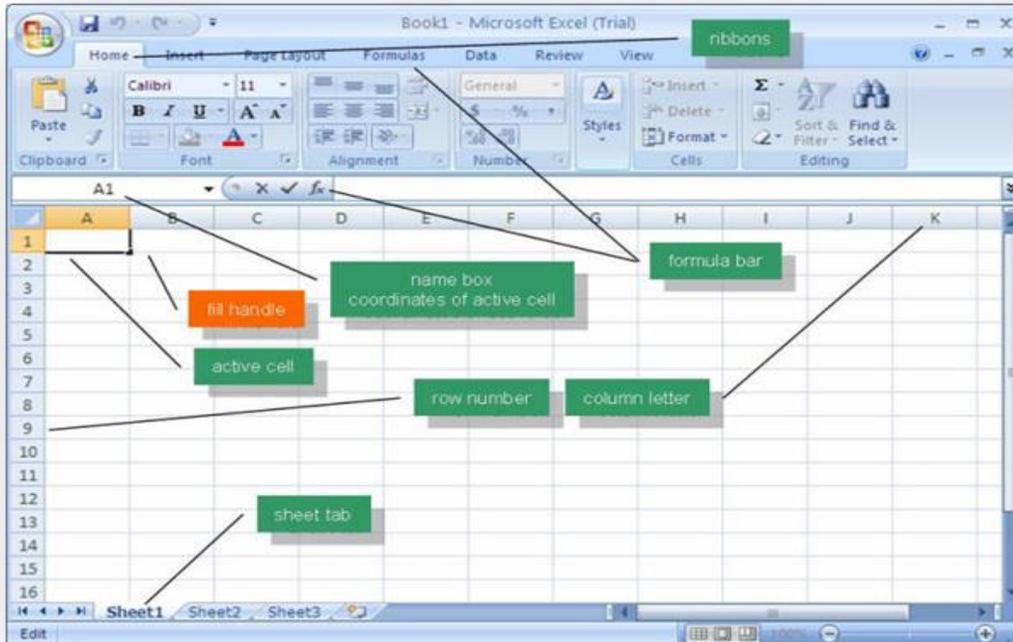
**2] Application close button:** - clicking this button close excel.

**3] Window close button:-**Clicking this button closes the active work book Window.

**4] Column letter:-**Letter from A to XFD column.

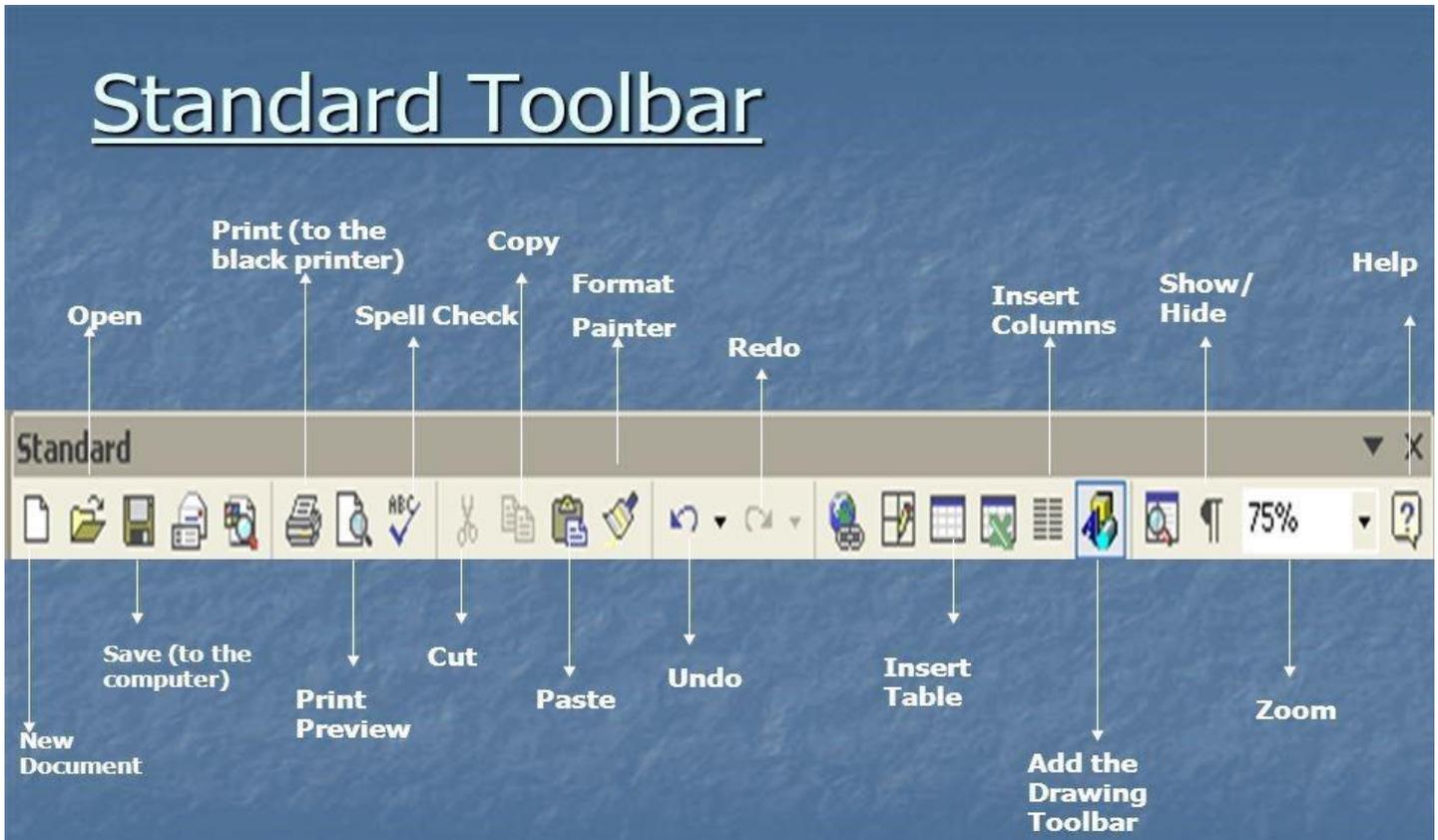
**5] Office button:** - This button provides lots of command for working our book like new, open, save, save as, print etc.

- 6] **Formula bar:** - When we enter information or formulas in to excel, they appear in this line.
- 7] **Horizontal scroll bar:** - It enables to scroll the sheet horizontally.
- 8] **Maximize restore button:**-Clicking this button while increase the workbook windows size.
- 9] **Minimize window button:**-Clicking this button while minimize the work book window size.
- 10] **Name box:**-It displays the active cell address.
- 11] **Page view button:**-These change the way the worksheet is display by clicking one of these buttons.



- 12] **Quick access:** - It is a tool bar that you customize to hold commonly used commands.
- 13] **Ribbon:** - It is main location to find excel commands.
- 14] **Row number:** - Number range from 1to 1048576 rows.
- 15] **Sheet tabs:**-Each of these notebooks like tabs represents a different sheet in the work book.
- 16] **Sheet tab scroll button:**-This allows scrolling the sheet tabs to display tabs that are not visible.
- 17] **Status bar:** - These bar display various message as well as the status of the num lock ,caps lock and scroll lock things on the keyboard.
- 18] **Title bar:**-All windows programs have title which displays the name of program and the name of current workbook.
- 19] **Vertical scroll bar:** - This allows scrolling the sheet vertically.
- 20] **Zoom control:** - It is the slider control allows zooming work sheet in and out.

**Standard button bar :** The Standard Toolbar gives the user access to file operations, printing, movement of data blocks,undo,redo etc.

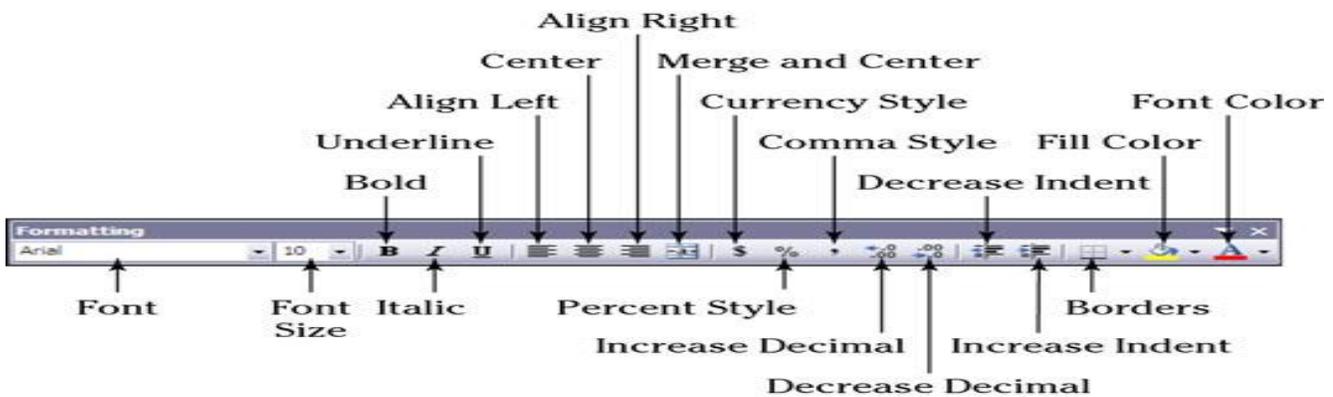


Function	Icon	Description	Keyboard operation
New		Creating a new work book	Ctrl+N
Open		Opens an existing work book	Ctrl+O
Save		Save the active workbook	Ctrl+S
Print		Prints the active work book	Ctrl+P
Print preview		Display a full page as they are printed	Ctrl+F2
Spelling		Checks the spelling in the active work book	F7
Cut		Cut the selection and puts it	Ctrl+C

on the clip bord.

Paste	Insert the clipboard contain at the insertion points	Ctrl+V
Format pointer	Copies the formatting of the selection to a specified location.	Ctrl+Shift+C
Undo	Reverses certain commands	Ctrl+Z
Redo	It gives the reveres function of the undo	Ctrl+Y
Insert hypes lines	Displays the destination object	Ctrl+K
Insert table	Insert a table	Table insert table
Table borders	Displays the table and borders	View tables and borders
Drawing	Shows or hides the drawing tool bar	View drawing
Office assistant	Provides help topics and tips to accomplish our task	F1
Zoom control	Scales the editing view	View zoom

**Formatting Toolbar:-** Formatting Toolbar provides access to several text formatting functions such as font size and color, text alignment, lists etc.

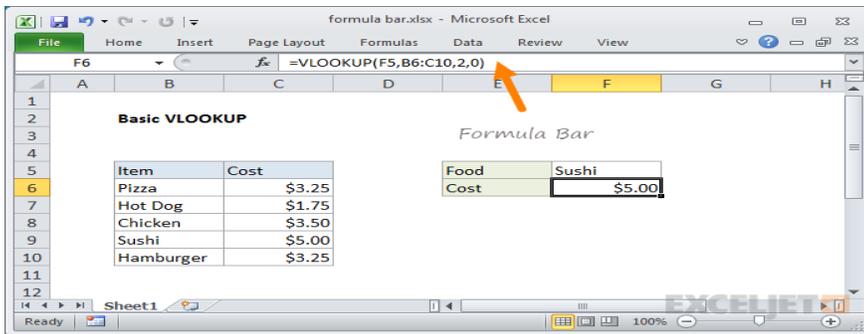


**Formula bar:** - Formula bar is sections in Microsoft excel application. It shows the contents of the current cell and allows creating and viewing formulas. It contains two parts they are

- 1] Name box
- 2] Function box

The name box contains cell address of the active cell.

The Function box shows the formula or content in the current cell. It is also referred to as formula box. The formula bar looks like the following figure



**Auto Calculated Area:** When you edit the values on your Microsoft Excel worksheet, pressing the “F9” button refreshes the calculation manually. To avoid the tedious task of repetitively pressing this button and risking an inaccurate calculation, adjust the program options from manual to automatic. The automatic setting enables Excel to recalculate when a new value affects the formula. You save time and keystrokes to produce an updated workbook

### **Formulas:-**

1. Enter your data on the worksheet. Avoid leaving blank cells in the range.
2. Click the “Formulas” tab, and then click the “Calculate Options” arrow in the Calculation group to display the drop-down list. Click to add a tick next to “Automatic.”
3. Click in the cell to select where you want the calculation to appear. For example, click the empty cell to the right of the last cell in a row, or click an empty cell under a column of data.
4. Click the “Formulas” tab and then click “AutoSum” or another function in the Function Library group. As an alternative, click the “Home” tab and then click “AutoSum” or another function in the Editing group. Clicking the arrow button for the AutoSum drop-down list displays “Average,” “Count Numbers,” “Max,” “Min” and “More Functions.” The formula displays in the selected cell and an animated, dotted outline surrounds the values.
5. Press “Enter” to activate and display the calculation in the cell. The dotted outline disappears. When you edit this row or column with new values, your worksheet updates with the new calculation.

### **Rows and columns of worksheet:**

#### **Inserting and deleting rows and columns**

##### ***Insert rows on a worksheet:***

Step 1: To insert single row, select rows or cell in the row above which we want to insert the new row.

Step 2: Click on the insert button from home tab of the ribbon.

Step 3: To display pop-up menu.

Step 4: Click on the insert row option.

***Insert columns on a worksheet:***

Step 1: To insert a column, select the column or a cell in the in the column immediately to right of where we want to insert the new column.

Step 2: Click on the insert button from home tab of the ribbon.

Step 3: To display pop-up menu.

Step 4: Click on the insert column option

**Delete rows and columns on a worksheet:**

***Delete rows on a worksheet:***

Step 1: To select the rows or click on the rows.

Step 2: Click on the delete button from the home tab of the ribbon.

Step 3: To display pop-up menu.

Step 4: Click on the delete sheet rows option.

***Delete column on a worksheet:***

Step 1: To select the column or click on the columns.

Step 2: Click on delete button from the home tab of the ribbon.

Step 3: To display pop- up menu.

Step 4: Click on the delete sheet columns option.

**Change the row height and column width:**

***Change the row height:***

Step 1: Select the single row or multiple rows.

Step 2: Click on the format button from the home tab of the ribbon.

Step 3: To cell size dialogue box appear on the screen.

Step 4: Click on the row height option.

Step 5: Row height dialogue box appear on the screen.

Step 6: In the row height box type a value.

Step 7: click on the OK button.

### ***Change the column width:***

Step 1: select single column or multiple column.

Step 2: Click on the format button from the home tab of the ribbon.

Step 3: To cell size dialogue box appears on the screen.

Step 4: Click on column width option.

Step 5: Column width dialogue box appears on the screen.

Step 6: In the column width box, type a value.

Step 7: Click on the Ok button.

**Editing cells:** A cell is an intersection of a row and column.

### ***How to copy cell?***

Step 1: Select the cell you want to copy.

Step 2: Click on the home tab of the ribbon.

Step 3: Click on the copy button.

Step 4: Select the destination cell by clicking the mouse.

Step 5: Click the paste button from home tab of the ribbon.

### ***How to move cell?***

Step 1: Select the cell you want to move.

Step 2: Click on the cut button from the home tab of the ribbon.

Step 3: Select the destination cell.

Step 4: Click the paste button from the home tab of the ribbon.

### ***How delete cells:***

Step 1: To select the cell you want to delete.

Step 2: Click on the delete button from the home tab of the ribbon.

Step 3: To display pop- up menu.

Step 4: Click on the delete cells option.

Step 5: Delete dialogue box appear on the screen.

Step 6: If you are deleting a cell or a range of cells in the delete box, click

Any one option from the following.

- Shift cells left
- Shift cells up
- Entire row
- Entire column

Step 7: Click on which we want option.

**Cell range:** A group of cells is called a cell range (the cell range can be Adjacent or non – adjacent of cells)

Example: A2:B2

***A long range of cells:***

Step 1: Click the first cell in the range.

Step 2: Then hold down shift while you click the last cell in the range.

***All cells on a worksheet :***

Step 1: Click on the “select all ‘button or press ctrl +A.

***Non- Adjacent cells:***

Step 1: Select the first cell

Step 2: Press shift+F8 to add another non –adjacent cell

Step 3: To stop adding cells press shift +F8 again.

***An entire row and column:***

Step 1: Click the row or column heading or you selecting the first cell and the pressing Ctrl+shift + arrow key

***Adjacent row or column:***

Step 1: Drag across the row or column heading

OR

Select the first row or column then hold down shift.

**Types of cell data:** Data is a term used to describes the information that is entered into an excel worksheet cell.

There are several types of data, they are

- 1] Labels
- 2] Values
- 3] Dates
- 4] Formula

**1] Labels:** Labels or text or any alphanumeric entry. A label can be upto 32767 characters long including spaces. Labels are left aligned by default in worksheet cell only the first 1024 characters will display in the Cell. Example: Ashok, 123 main streets, 555 etc.

**2] Values:** Values or numbers are any numeric entry. Values cannot contain any space, dashes, slashes etc. In the cell the values are right aligned by default, Value should be entered without any formatting. Values do not show decimal spaces unless they are required. They can be formatted afterwards. Example- 10000,125.57 etc.

**3] Dates:** Dates are numeric values that are automatically formatted as a readable date entry dates follow the same rules as entering values.

Example: may28, 1998

### **Formulas:-**

Excel formulas help you identify relationships between values in the cells of your spreadsheet, perform mathematical calculations using those values, and return the resulting value in the cell of our choice.

### **Create a formula in MS Excel:-**

1. Select a cell.
2. Type the equal sign =.

Note: Formulas in Excel always begin with the equal sign.

3. Select a cell or type its address in the selected cell.

	Jan
Sale	120
Overhead	100
Profit	=B2

4. Enter an operator. For example, - for subtraction.
5. Select the next cell, or type its address in the selected cell.

120
100
=B2-B3

6. Press Enter. The result of the calculation appears in the cell with the formula.

### **Built –in Functions used in MS Excel:-**

Excel provides a large number of built-in functions that can be used to perform specific calculations or to return information about your spreadsheet data. These functions are organised into categories (text, logical, math, etc.)

### **Excel Mathematical Functions:-**

## Basic Numeric Information

<b>ABS</b>	Returns the absolute value (i.e. the modulus) of a supplied number
<b>SIGN</b>	Returns the sign (+1, -1 or 0) of a supplied number
<b>GCD</b>	Returns the Greatest Common Divisor of two or more supplied numbers
<b>LCM</b>	Returns the Least Common Multiple of two or more supplied numbers

## Basic Mathematical Operations

<b>SUM</b>	Returns the sum of a supplied list of numbers
<b>PRODUCT</b>	Returns the product of a supplied list of numbers
<b>POWER</b>	Returns the result of a given number raised to a supplied power
<b>SQRT</b>	Returns the positive square root of a given number
<b>QUOTIENT</b>	Returns the integer portion of a division between two supplied numbers
<b>MOD</b>	Returns the remainder from a division between two supplied numbers

### 1. The syntax of the function is:

**=ABS (number)**

#### Abs Function Examples

Formulas:	Results:																								
<table border="1"><thead><tr><th></th><th>A</th></tr></thead><tbody><tr><td>1</td><td>=ABS( -1 )</td></tr><tr><td>2</td><td>=ABS( -6.5 )</td></tr><tr><td>3</td><td>=ABS( 6.5 )</td></tr><tr><td>4</td><td>=ABS( 0 )</td></tr><tr><td>5</td><td>=ABS( 2 - 4.5 )</td></tr></tbody></table>		A	1	=ABS( -1 )	2	=ABS( -6.5 )	3	=ABS( 6.5 )	4	=ABS( 0 )	5	=ABS( 2 - 4.5 )	<table border="1"><thead><tr><th></th><th>A</th></tr></thead><tbody><tr><td>1</td><td>1</td></tr><tr><td>2</td><td>6.5</td></tr><tr><td>3</td><td>6.5</td></tr><tr><td>4</td><td>0</td></tr><tr><td>5</td><td>2.5</td></tr></tbody></table>		A	1	1	2	6.5	3	6.5	4	0	5	2.5
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4	=ABS( 0 )																								
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	A																								
1	1																								
2	6.5																								
3	6.5																								
4	0																								
5	2.5																								

## 2. The syntax of the Sign function is:

**=SIGN (number)**

### Sign Function Examples

Formulas:

	A
1	=SIGN( 9.5 )
2	=SIGN( -9.5 )
3	=SIGN( 0 )
4	=SIGN( 0.00000001 )
5	=SIGN( 6 - 7 )

Results:

	A
1	1
2	-1
3	0
4	1
5	-1

## 3. The syntax of the function is:

**=GCD (number1, number2, ...)**

### GCD Function Examples

Formulas:

	A
1	=GCD( 1, 5 )
2	=GCD( 15, 10, 25 )
3	=GCD( 0, 8, 12 )
4	=GCD( 7, 2 )

Results:

	A
1	1
2	5
3	4
4	1

## 4. The syntax of the function is:

**=LCM( number1, number2, ...)**

### LCM Function Examples

Formulas:

	A
1	=LCM( 1, 5 )
2	=LCM( 15, 10, 25 )
3	=LCM( 1, 8, 12 )
4	=LCM( 7, 2 )

Results:

	A
1	5
2	150
3	24
4	14

## 5. The syntax of the function is:

**=SUM( number1, number2, ... )**

### Excel Sum Function Examples

Formulas:

	A	B
--	---	---

Results:

	A	B
--	---	---

1	5	=SUM( 15, 29 )
2	7	=SUM( A1, A2 )
3	9	=SUM( A1:A3 )

1	5	44
2	7	12
3	9	21

**6. The syntax of the function is:**

**=PRODUCT( number1,number2, ... )**

Excel Product Function Examples

Formulas:

	A	B
1	3	=PRODUCT( 3, 6 )
2	2	=PRODUCT( A1, A2 )
3	5	=PRODUCT( A1:A3 )

Results:

	A	B
1	3	18
2	2	6
3	5	30

**7. The syntax of the function is:**

**=POWER( number, power )**

Excel Power Function Examples

Formulas:

	A	B	C
1			=POWER( 2, 3 )
2	5.5	3	=POWER( A2, B2 )
3	2	0.5	=POWER( A3, B3 )

Results:

	A	B	C
1			8
2	5.5	3	166.375
3	2	0.5	1.414213562

**8. The syntax of the function is:**

**=SQRT( number )**

Excel Sqrt Function Examples

Formulas:

	A	B
1		=SQRT( 25 )
2	15625	=SQRT( A2 )
3	6.5536	=SQRT( A3 )

Results:

	A	B
1		5
2	15625	125
3	6.5536	2.56

**9. The syntax of the function is:**

**=QUOTIENT( numerator, denominator )**

Quotient Function Examples

Formulas:

	A	B
--	---	---

Results:

	A	B
--	---	---

1		=QUOTIENT( 5, 2 )
2		=QUOTIENT( 10, 2.2 )
3	5.5	=QUOTIENT( A3, 2.667 )
4	-7	=QUOTIENT( A4, 2 )

1		2
2		4
3	5.5	2
4	-7	-4

**10. The syntax of the function is:**

**=MOD( number, divisor )**

Excel Mod Function Examples

Formulas:

	A	B	C
1			=MOD( 6, 4 )
2			=MOD( 6, 3 )
3	6	2.5	=MOD( A3, B3 )
4	6	1.333	=MOD( A4, B4 )

Results:

	A	B	C
1			2
2			0
3	6	2.5	1
4	6	1.333	0.668

**Excel Statistical Functions:-**

<b><u>COUNT</u></b>	Returns the number of numerical values in a supplied set of cells or values
<b><u>COUNTBLANK</u></b>	Returns the number of blank cells in a supplied range
<b><u>MAX</u></b>	Returns the largest value from a list of supplied numbers
<b><u>MIN</u></b>	Returns the smallest value from a list of supplied numbers
<b><u>AVERAGE</u></b>	Returns the Average of a list of supplied numbers
<b><u>MEDIAN</u></b>	Returns the Median (the middle value) of a list of supplied numbers

1. The syntax of the function is:

**=COUNT( value1, [value2], ... )**

**Examples**

Formulas:

Results:

	A	B	C
1	5	0	=COUNT( A1:A5 )
2	text		=COUNT( A1:A5, B1 )
3	FALSE		=COUNT( A1:B5 )
4	01/01/2015		
5	#N/A	10	

	A	B	C
1	5	0	2
2	text		3
3	FALSE		4
4	01/01/2015		
5	#N/A	10	

2. The syntax of the function is:

**COUNTBLANK( range )**

### Example

	A	B	C	D
1	1	text		=COUNTBLANK( A1:B5 )
2	2	TRUE		
3				
4	4	6		
5		5		

- Gives the result **3**.

3. The syntax of the function is:

**=MAX( number1, [number2], ... )**

### Example

Formulas:

	A	B
1	4	=MAX( A1:A5 )
2	3	
3	1	
4	5	
5	2	

Results:

	A	B
1	4	5
2	3	
3	1	
4	5	
5	2	

4. The syntax of the function is:

**MIN( number1, [number2], ... )**

### Example

Formulas:

	A	B
1	4	=MIN( A1:A5 )

Results:

	A	B
1	4	1

2	3	
3	1	
4	5	
5	2	

2	3	
3	1	
4	5	
5	2	

5. The syntax of the function is:

**AVERAGE( number1, [number2], ... )**

### Examples

Formulas:

	A	B
1	8	=AVERAGE( 8, 7, 9, 6, 10 )
2	7	=AVERAGE( {8,7,9}, 6, 10 )
3	9	=AVERAGE( A1, A2, A3, A4, A5 )
4	6	=AVERAGE( A1:A5 )
5	10	

Results:

	A	B
1	8	8
2	7	8
3	9	8
4	6	8
5	10	

6. The syntax of the function is:

**=MEDIAN( number1, [number2], ... )**

### Examples

Formulas:

	A	B
1	1	=MEDIAN( A1:A7 )
2	4.5	=MEDIAN( A1:A7, 12 )
3	7	=MEDIAN( A1:A8 )
4	8	
5	9	
6	13	
7	14	
8		

Results:

	A	B
1	1	8
2	4.5	8.5
3	7	8
4	8	
5	9	
6	13	
7	14	
8		

## Unit-4 Creating Presentations: **Unit-4 MS PowerPoint**

### **Introduction of Microsoft PowerPoint:-**

- The program was created in a software company named Forethought, Inc by Robert Gaskins and Dennis Austin.
- It was released on April 20, 1987, and after 3 months of its creation, it was acquired by Microsoft.
- The first version of this program, when introduced by Microsoft was MS PowerPoint 2.0 (1990).

- It is a presentation based program which uses graphics, videos etc. to make a presentation more interactive and interesting.
- The file extension of a saved PowerPoint presentation is “.ppt”.
- A PowerPoint presentation comprising slides and other features is also known as PPT.

### **Meaning:-**

MS PowerPoint is a program which is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

### **5 Features of Microsoft PowerPoint :-**

---

**1) Adding Smart Art-**Smart Art can be used to create professional diagrams that include pictures and text or combinations of the two.

**2) Inserting Shapes-**As you can see, the gallery of available shapes is very extensive. Once you have selected your chosen shape, you can just click in your slide to insert a default version of the shape or, to set a particular size and position, click and drag with the mouse to create the shape and size you want.

**3) Inserting an Image-**Insert Picture from File allows you to browse to an image file saved somewhere on your system whereas Clip Art is held in an indexed gallery of different media types.

**4) Slide Transitions-**In PowerPoint 2010 & 2013 there is also a separate Transitions ribbon tab that includes a gallery of different transition effects. These can be applied to selected slides or all slides.

**5) Adding Animations-**To apply an animation effect, choose the object or objects to be animated, then choose Animation Styles or Add Animation from the Animations toolbar.

### **PowerPoint Advantages:-**

#### **Design:**

**Quick and easy:** The basic features are easy to master and can make you appear to be organized, even if you are not.

**Simple bullet points:** It can reduce complicated messages to simple bullet points. Bullet points are a good basis for a presentation and remind the speaker of main points and the organization of the message.

**Easy to create a colorful, attractive design:** Using the standard templates and themes, you can create something visually appealing, even if you do not have much knowledge of basic graphic design principles.

**Easy to modify:** When compared to other visual aids such as charts, posters, or objects, it is easy to modify.

**Easily re-order presentation:** with a simple drag and drop or using key strokes, you can move slides to re-order the presentation.

Finally, PowerPoint is integrated with other products that allow you to include parts of documents, spread sheets, and graphics.

#### **Delivery:**

**Audience size:** PowerPoint slides are generally easier to see by a large audience when projected than other visual aids.

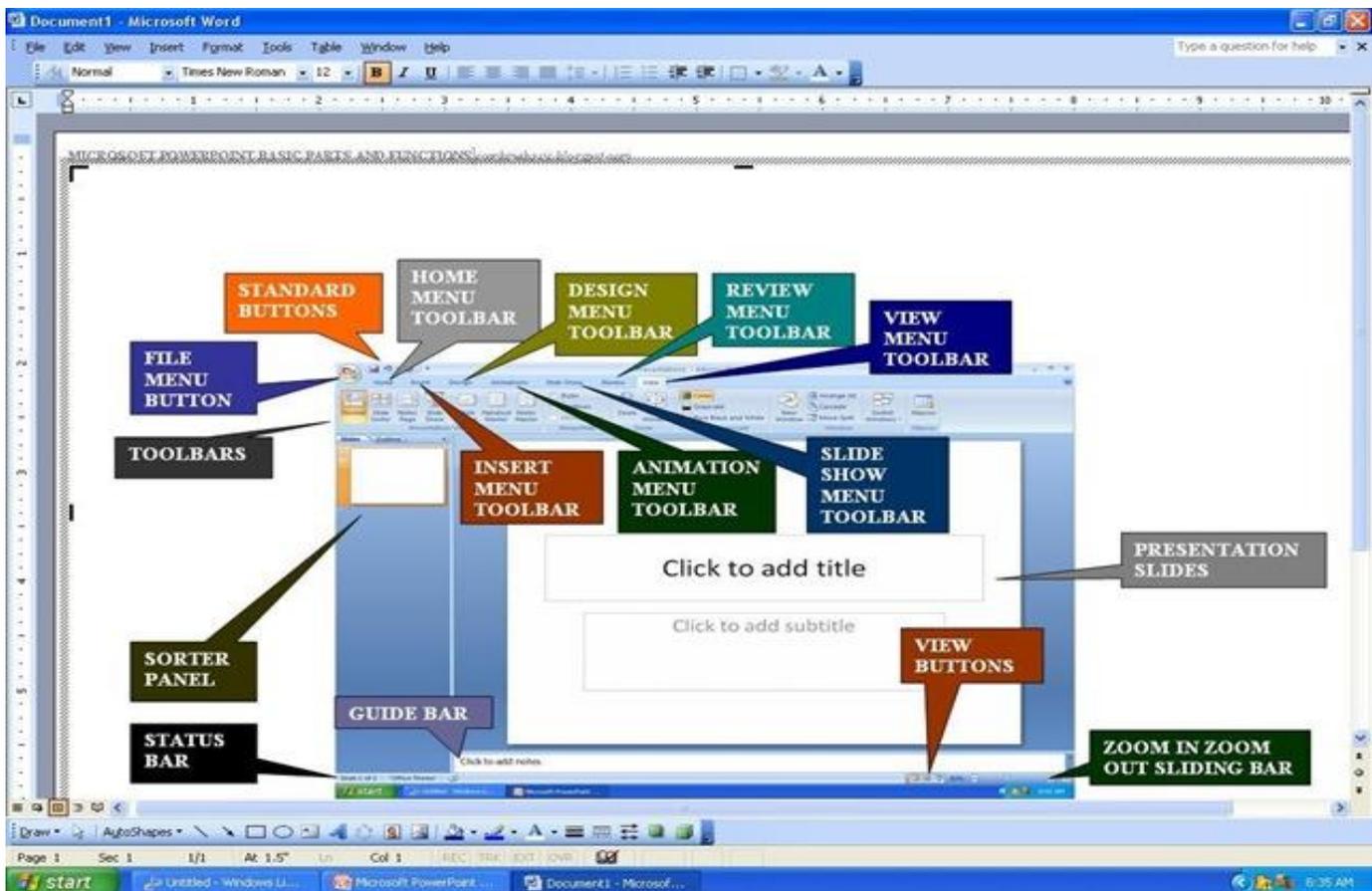
Easy to present: You can easily advance the slides in the presentation one after another with a simple key stroke while still maintaining eye contact with the audience.

No need for handouts: They look good visually and can be easily read if you have a projector and screen that is large enough for the entire room.

### **The following are the application of the power point 2007:-**

1. Used in basic daily life purposes when it comes to content and notes
2. Usage of Microsoft Excel for performing calculations and executing tabular formats.
3. The usage of PowerPoint in slide shows while you do power point presentation for better understanding
4. Used in education for a clear and pictured view for the students.
5. PowerPoint allows businesses to create and present a plan or structure related to the business or organization in a well-planned way.
6. It allows presenting the data/information with the help of visual aids in front of the audience so that they can understand it.
7. PowerPoint provides many advanced features which helps to attract the customers and force them to take an immediate call to action
8. PowerPoint is used to showcase the methods, case studies, statistics, etc. with the help of diagrams, charts, images, and circles.
9. PowerPoint also provides the facility of exceptional animation effects so you don't have to buy special animation software.

### **Parts o MS PowerPoint Window:-**



1. Standard buttons- found at the top under the title bar of MS-Powerpoint 2007,they are the save,undo and redo buttons.
2. Home Menu Toolbar- located beneath the title bar,its a toolbar menu compose of a group of command buttons,namely:1. clipboard where the cut/ copy/paste located,2. Slides where the new slide,reset,delete,layout located,3.Font where the font style,font size font color and other formatting of text located,4. Paragraph where the alignment,bullets,numbering,and indentions of paragraph located,5. Drawing where the autosshapes and other format of shaped,alignment and fill color of object located,and 6. Editing where the find,replace, and select located.
3. Insert Menu Toolbar- located next of home menu,its a toolbar menu compose of a group of command buttons,namely:1. Tables where you can insert table for your presentation,2. Illustration where you can insert your own picture,clipart,photo album,shapes,smart art and chart,3. Links where you can link using the hyperlink or internet and put a over action of your presentation,4. **Text** where you can insert text box,header and footer,word art,date and time,slide number,symbol and object,5. **Media Clips** where you can insert movie and sound for your presentation.
4. **Design Menu Toolbar**- this is next of the insert menu,its a toolbar menu compose of a group of command buttons,namely:1. **Page Setup** where you can Page Setup,Orientation and Margin,2. **Themes** where you can select a custom themes that will automatically apply once you hover your mouse on it,and 3. **Background** where you can apply background styles and hide background graphics of your presentation templates(slides)
5. **Animation Menu Toolbar**- located next of design menu,its a toolbar menu compose of a group of command buttons,namely:1. **Preview** where you can preview you slide,2. **Animations** where you can apply motion and effect or custom animation,and 3. **Transition of this slide** where you can apply continues slide and setup time,sound,and speed for your slide presentation.
6. Slide Show Menu Toolbar- next of animation menu,its a toolbar menu compose of a group of command buttons,namely:1. Start slide show where you can start your on mouse click and transition slide presentation,2. Setup where you can setup show, rehearse, and record narration,and 3. Monitors where you can increase and decrease resolution of monitor screen, show presentation on, and use presenter view.
7. Review Menu Toolbar- next of slide show menu,its a toolbar menu compose of a group of command buttons,namely:1. Proofing where you can check your spelling, research, thesaurus, translate,and language,2. Comments where you can show mark up,new comment,edit comment,delete,previous and next of your presentation slide.
8. View Menu Toolbar- located next of review menu,its a toolbar menu compose of a group of command buttons,namely:1. Presentation Views where you can set normal, slide sorter, note pages,slide show,slide master, handout master,and notes master,2. Show Hide where you can apply ruler, grid lines,and message bar,3. zoom where you can increase and decrease size of your slide without using the zoom in/zoom out sliding bar of the bottom right,4. Color gray Scale where you can apply or change the color background of graphics/image/picture,5. Window where you can apply or set new window,arrange all,cascade,and move split windows, and 6. Macros where you can use the macros presentation slide,
9. Format Menu Toolbar- this is next of view menu,its a toolbar menu compose of a group of command buttons,namely:1. insert shapes where you can select/format auto shapes,2. shape styles where you can format or change the color,outline,effects,and fill color of the autosshapes,3. word art styles where you can change the style of the font using the word art format,4. arrange where you can arrange the auto shapes and font, and 5. Size where you can set up the size of the auto shapes and font area of the presentation slide.
10. File Menu Button- its just the logo of the Microsoft Corp., its a rounded or circle form, position on the top left of the user interface. This is use as the file menu toolbar where you can save,new template,open,print and etc.
11. Sorter Panel- located left side of the presentation template.This use to arrange or sort in order the slide presentation.

12. Status Bar- located below left of the window. This is use to indicate the number of slides and will works of the vertical scroll bar.
13. Presentation Slide- the big part of the windows, this is the presentation template where the slides located and perform the different slide application.
14. Zoom In Zoom Out Sliding Bar- located right side bottom of the window, this use to increase and decrease the size of the presentation slide without using the command button of a toolbar menu.
15. Guide Bar or Note Bar- this use to apply a presentation slide note of the application package.

### **Creating Presentation using Auto Content Wizard:-**

The AutoContent Wizard PowerPoint has an AutoContent Wizard to help you create a presentation. The wizard provides several slides with different content guides. Presentation guides are available in several areas, including general, corporate, and sales and marketing. To use the AutoContent Wizard:

- In the **task pane** under **New Presentation**, choose **From AutoContent Wizard**.

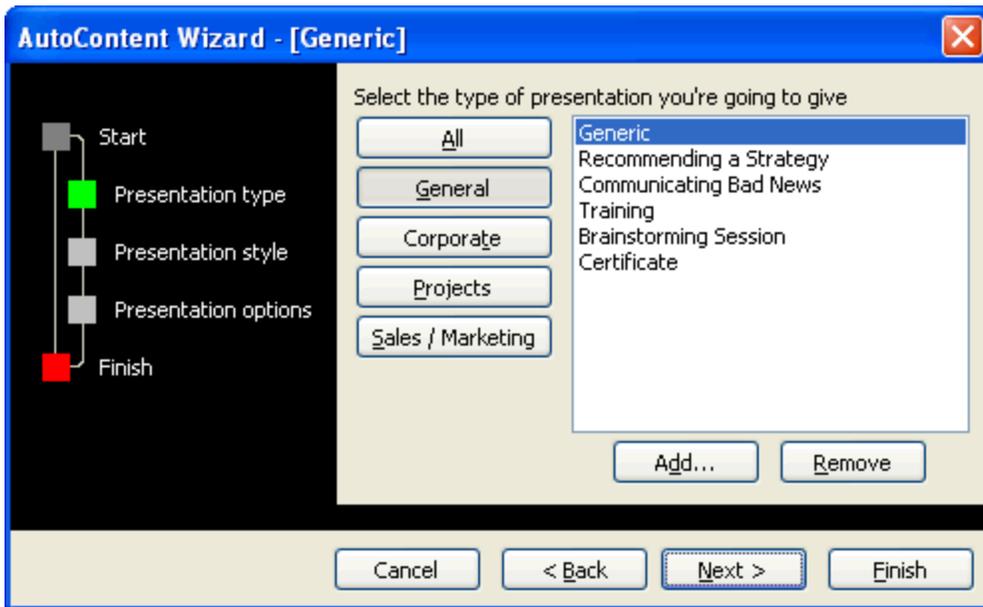


- Click **Next** to see the different presentation options that are available.

Choosing a presentation type

As you continue working in the wizard, think about what you presentation best fits your needs. If you're not sure which choice to make, try **General - Generic**.

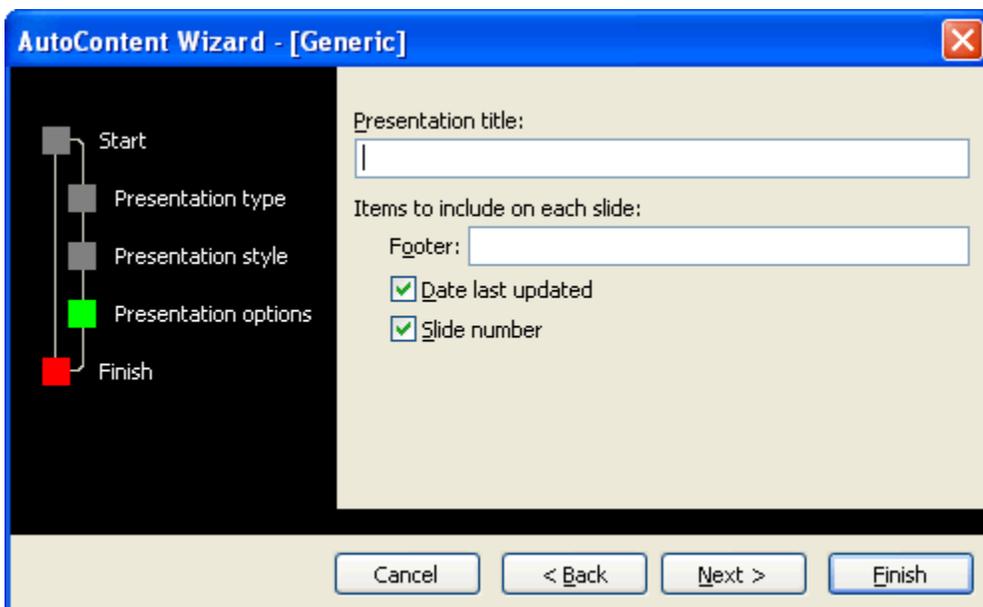
- Click **Next** after you have chosen a presentation type.



Type of output

The next screen asks, **What type of output will you use?**

- Because you will likely be doing an **On-screen presentation**, click inside the circle next to On-screen presentation. Or, if you are not, feel free to choose another presentation type.
- Click **Next**.
- On the next screen, you can type in your **Presentation Title**. Add a footer if necessary.



- Click **Next**.
- The last AutoContent Wizard dialog box appears.

- **Click Finish.**

Your slides will appear, and you can go through each one and make changes to the content. Edit the slides in **Outline View** in the left pane, or type directly into the slides in the center pane.

Making changes to content

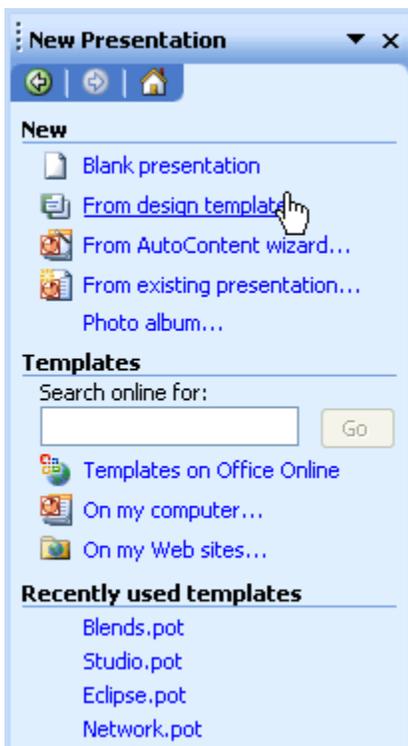
When you use the AutoContent Wizard, the slides that result are a guide for your actual content. Make the changes necessary to fit your presentation.

### **Creating Presentation using design templates:-**

PowerPoint offers design templates to make it easy to create an attractive presentation. These templates come in a variety of colors and styles. You can apply a design to existing slides or begin a new presentation with a template.

To begin a new presentation with a design template:

- Open PowerPoint.
- In the **task pane** under **New**, click **From Design Template**.



- A list of templates appears.
- Move your mouse pointer through the different designs, or use the scroll bar.
- Click the down-pointing arrow in the gray box next to the template you like.

- Choose **Apply to All Slides**.

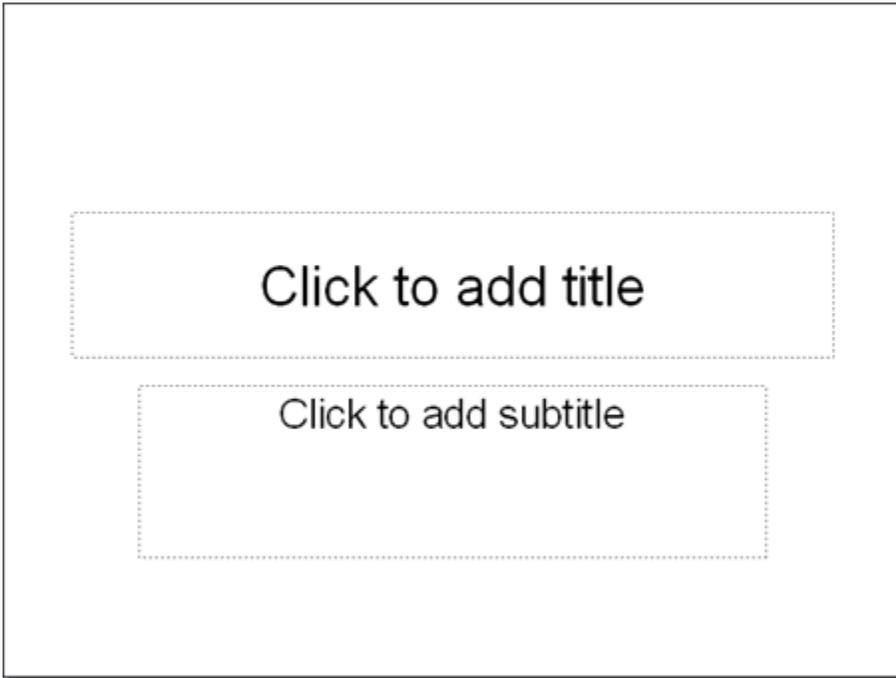
### **Creating Presentation using a blank presentation:-**

PowerPoint offers three ways to create a presentation: **Blank presentation, From Design Template, or From AutoContent Wizard.**

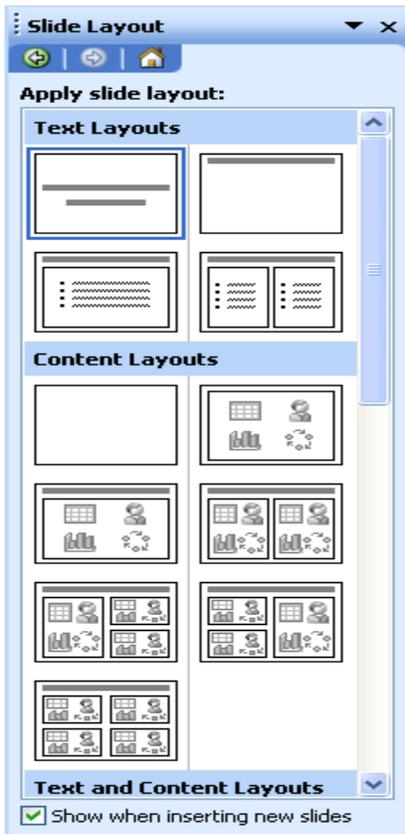
The Blank presentation option is one of the more commonly used methods. It offers several blank slides, with layouts for text and graphics.

To create a blank presentation:

- Open PowerPoint.
- A slide featuring a place for a title and subtitle appears by default. You can start your presentation with this slide or choose a different slide layout.

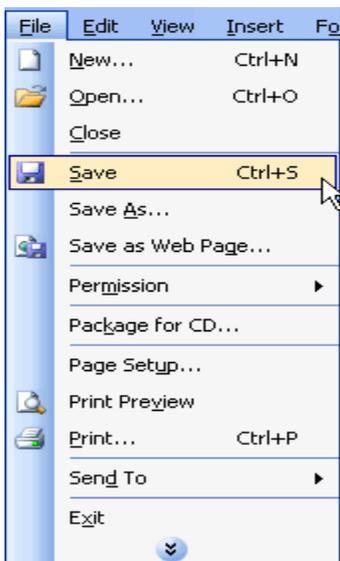


- The **New Presentation Pane** appears on the right side of the screen.
- Under **New**, click **Blank Presentation**.
- A list appears.



## Saving a presentation:=

You can save, close, and exit presentations in PowerPoint just as you would with other Microsoft applications. Click on **File** → **Save** (Ctrl+S).



- Choose the location where you want to save your presentation. (My Documents is a good place).
- Type a name in the **File Name** box, or keep the one PowerPoint has provided.

## **Closing a presentation and exiting PowerPoint:-**

Once you've finishing working on your presentation, you can quickly close it.

To close a presentation:

- Click the **X** in the PowerPoint presentation window (Ctrl+W).



## **Opening a Presentation in PowerPoint:-**

1. Click the File tab.
2. Click Open.
3. To only see files saved in OpenDocument format, in the File of type list, click OpenDocument Presentation.
4. Click the file you want to open, and then click Open.

## **Slide:-**

A slide is a single screen of a presentation, and every presentation is composed of several slides.

## **Inserting a new slide:-**

To insert a new slide into a presentation, follow the steps below.

1. In the slide preview pane on the left, left-click with your mouse in-between two slides where you want to insert a slide.
2. In the PowerPoint Ribbon, on the Home or Insert tab, click the New Slide option.
3. In the drop-down menu that opens, select the type of slide to insert. The new slide will be inserted into the presentation where you clicked in step 1 above.

## **Deleting a existing slide:-**

To delete a slide in a PowerPoint presentation, follow the steps below.

1. Open the PowerPoint presentation.
2. In the left preview pane, click the slide you want to delete.
3. Press the delete key to delete the slide.

### **Editing a slide:-**

1. Open the PowerPoint file with your PowerPoint Software. Click the "New Slide" button at the top of the screen if you want to add a new slide to the presentation file.
2. Click the slide thumbnails along the left side of the screen to move to a specific slide you want to edit.
3. Click the "Slide Sort View" button in the bottom left of the corner to view all your slides as thumbnails. Then, click and drag to rearrange the slide order. Click the "Slide Themes" button at the top of the screen if you want to change the color theme for the entire presentation to something new.
4. Click slide objects to select them. Press delete if you want to remove a selected object. Use the formatting palette to change settings for a selected object.
5. Click on a slide object and drag when the cursor is a cross-hairs to move the object to a new position. Click and drag on object outline handles to resize.
6. Use the "Insert" buttons on the toolbar at the top of the screen to add new objects (text, pictures, movies, charts, tables or shapes) to a slide. Multiple objects can be added to the same slide with these buttons or the Insert menu.
7. Double-click on text objects to edit the text or change its formatting.
8. Click the File menu (or the Office menu in PowerPoint 2007) and then "Save" to save the editing changes you've made to the PowerPoint presentation file.

### **Types of Slides:-**

1. Headlines
2. Still Images
3. Text and Images
4. Text Only
5. Diagrams
6. Data, Graphs, charts, numbers

### **HEADLINES**

A headline stands out. It summarizes something or expresses an opinion. It is emphatic. It isn't a title; its job is to help the audience identify what is important out of all of the words that are said.

## **IMAGES**

An image is a powerful thing. Most presentations that we see have lots of images in them, but with one major difference to the examples that we show here. In most business presentations the images are just too small to be seen. If you're going to use an image of a product, a person or a thing, make sure that the image can be seen clearly by everybody in the room.

## **TEXT AND IMAGES**

Text and image slides are probably the most frequently used (and misused) type of slide we find in presentations. Lots of the worst examples that we see happen when the presenter tries to combine too much on one slide, and then has all of that information appearing on screen at the same time. But it's easy to do much better if we follow a few simple rules. You can make this type of slide work for you if you:

- Maximize the image size.
- Minimize the number of words.
- Use simple animation to make sure that only one idea appears at a time.

## **TEXT ONLY**

- This type of slide is a really useful one to have if there's a quotation, or piece of text that you want your audience to read, understand and digest. It's an emphatic kind of slide when used properly, and can add impact to an important moment that you want the audience to remember.
- **DIAGRAMS**
- What is the point of a diagram? It's simply to help the reader (or listener in the case of a presentation) to understand a more complex idea than words could simply explain.

## **DATA, GRAPHS, CHARTS, NUMBERS**

In business we use data to help us tell better stories. We use data to prove things. To add weight to our argument, whatever it is. Without data we have no argument it is just an opinion. With data we can:

1. Illustrate trends
2. Identify gaps, opportunities and threats
3. Demonstrate achievements

4. Quantify failures
5. Emphasize differences
6. Highlight similarities
7. Clarify goals

### **Slide Layouts:-**

PowerPoint's built-in slide layouts give you the versatility and creativity you need to create slideshows that communicate your message clearly and effectively.

Here's a description of each of the built-in slide layouts:

- **Title Slide:** Use a title slide at the beginning of your presentation to introduce your topic.
- **Title and Content:** The default slide layout and the most commonly used slide layout.
- **Section Header:** Separates different sections of the same presentation.
- **Two Content:** Use this slide layout to show two columns of text and graphic content.
- **Comparison:** Similar to the Two Content slide layout, but this slide type also includes a heading text box over each type of content. Use this type of slide layout to compare two types of the same content type (for example, two different charts).
- **Title Only:** Use this slide layout if you want to place only a title on the page, rather than a title and subtitle. The area below the title is blank so that other content (such as clip art, WordArt, pictures, or charts) can be added as needed.
- **Blank:** A blank slide layout is often used when a picture or other graphic object needs no further information.
- **Content with Caption:** Contains two columns for text and content. The left column contains placeholders for text. The right column contains placeholders for images and illustrations.
- **Picture with Caption:** This slide layout is similar to the Content With Caption slide layout. The left side contains a placeholder for text and the right side contains a placeholder for a picture that is stored on your computer or cloud account.

## **Slide Views:-**

The views in PowerPoint that you can use to edit, print, and deliver your presentation are as follows:

- Normal view.
- Slide Sorter view.
- Notes Page view.
- Outline view
- Slide Show view.

The different types of slide views are:-

**1. Normal view:** - In this view the slide appears as normal where you can add animation or transition effects and edit the slide.

**2. Slide Sorter view:** - In this view the slides appear as thumbnails and you can change the order of the slides or you can see which slide has animation and transition effects.

**3. Notes page view:-**This view shows you how your printed notes pages will appear. First of all, the Notes page shows the speaker notes that you add to the Notes pane for each slide.

**4. Outline view:-** in PowerPoint displays your presentation as an outline made up of the titles and main text from each slide. Each title appears on the left side of the pane that contains the Outline tab, along with a slide icon and slide number.

**5. Slide show view:** - In this view the slide is magnified or it covers the whole screen and this view is only used for viewing the presentation.

## **Inserting a table:-**

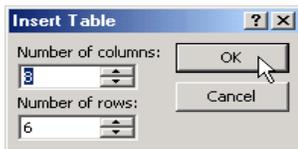
PowerPoint also gives you the option of displaying information within your presentation in a table.

To insert a table:

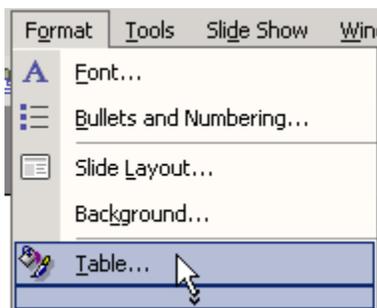
- Insert a **new slide with a table icon**.
- Click the **Insert Table** icon.



- When the dialog box appears, set the **number of columns and rows** for your table.



- Click **OK**.
- Enter the data for your table.
- To format the table, choose **Format → Table**.



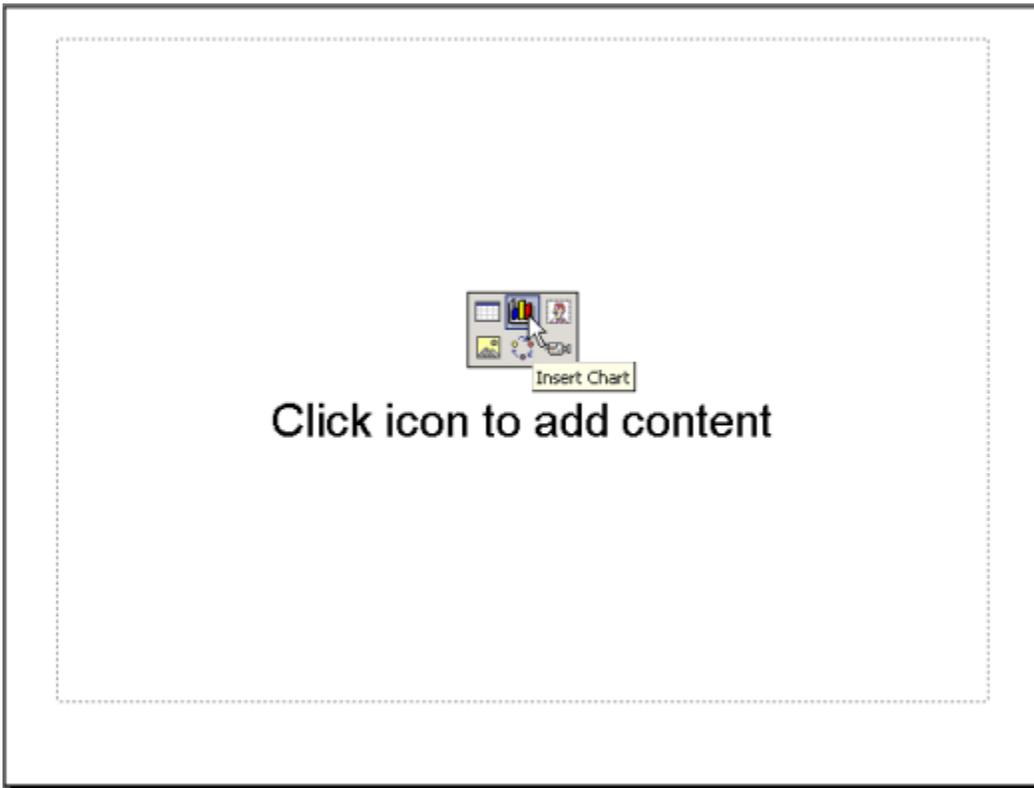
- Click the tabs and make any necessary changes.
- Click **OK**.

## Inserting a chart

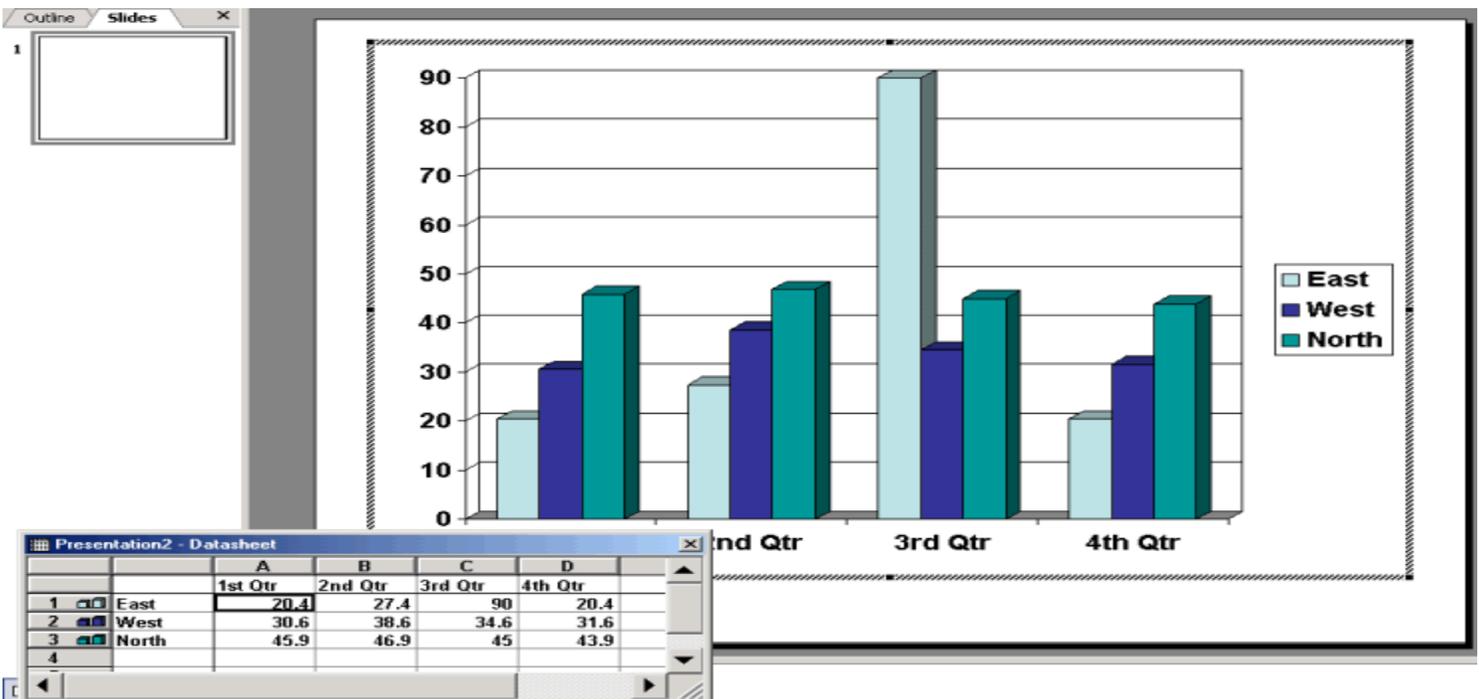
PowerPoint allows you to insert charts into your slide presentation to display different types of information to your audience.

## To insert a chart:

- Insert a new slide with a **title and a chart icon**.
- When the slide appears, click the **Insert Chart icon**.



- A chart appears with a **data sheet** and **sample data**.



- Replace the **sample data** in the **data sheet** with **actual data** you want to present. The **Y axis** is for values or numbers, such as number of hours worked or amount of money earned. The **X axis** is the label for the information. It now reads **East, West, and North**.
- You can delete some information in columns or rows of the sheet. Right-click the row or column and choose **Cut, Delete, or Clear Contents**.
- **NOTE:** You can expand chart columns to fit your data or titles. Place your mouse pointer over the end of the column in the gray heading. A **black cross with double arrows** appears. Right-click and drag the columns to the size you want.
- To format column width, click **Format → Column width**.
- Notice that as you enter the new data and titles, the chart on the slide changes to show this new information.

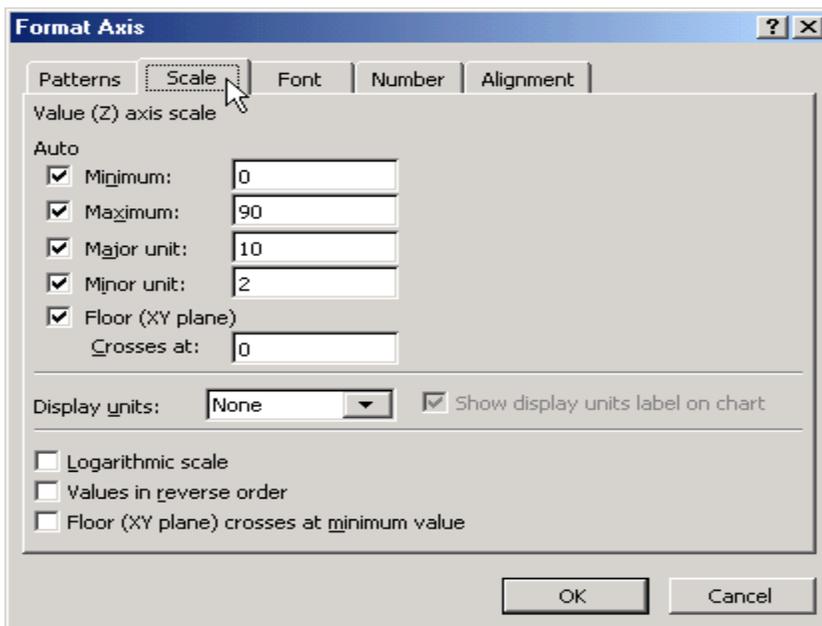
✓ If the datasheet disappears, double-click the chart and choose **View → Datasheet**.

### Setting a maximum value for a chart:

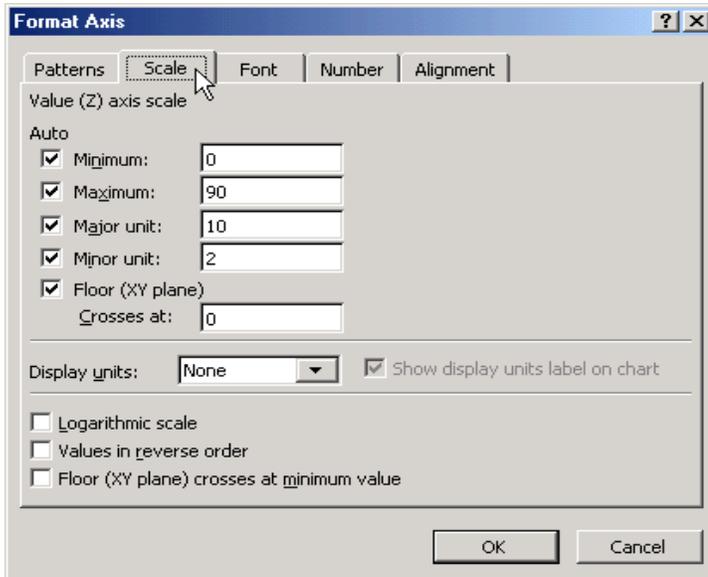
As you enter numbers in your chart, a **maximum value** for your chart will automatically be set, or you can set a maximum value of your own. The top value will automatically round up from the top value of the data you are entering. Depending on your data, it will be rounded to the nearest ten, hundred, or thousand.

To set a maximum value:

- Double-click a value on the side of the chart.
- The **Format Axis dialog box** appears.
- Click the **Scale tab**.



- Change the number for **Maximum** to the maximum number in your presentation.



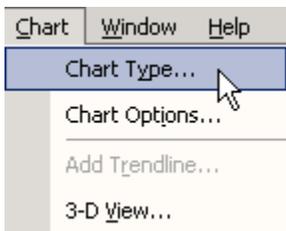
- Click **OK**.

### Choosing a different chart type:

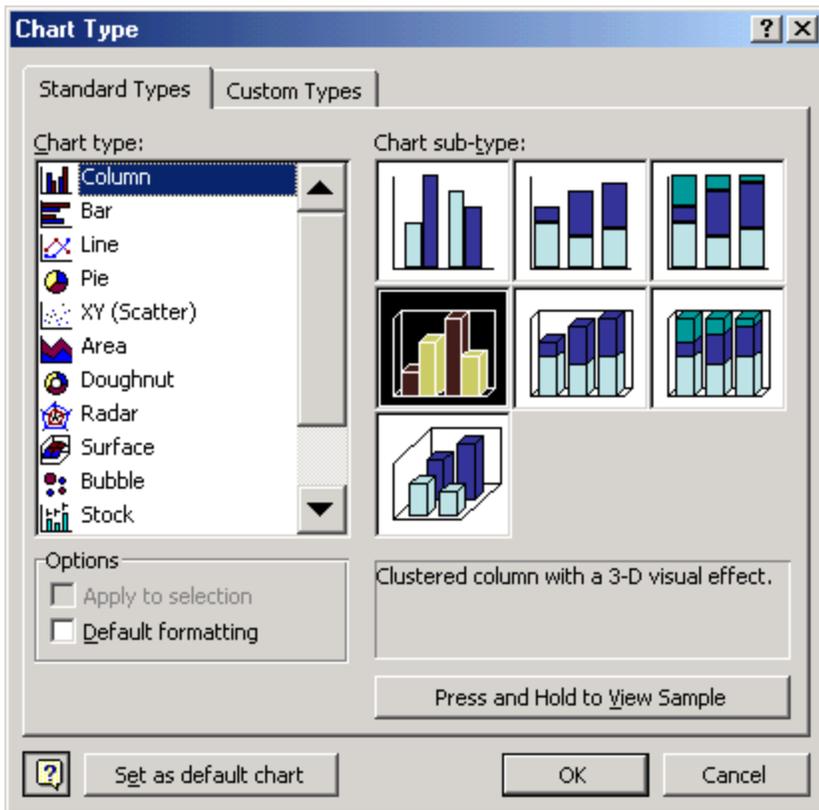
If you don't want to use the chart that automatically appears when you double-click the chart icon in a slide, you can choose a different chart type.

To choose a different chart option:

- Click **Chart** → **Chart Type**.



- A list of charts appears, including **Column**, **Bar**, **Line**, **Pie**, and **Pyramid**.



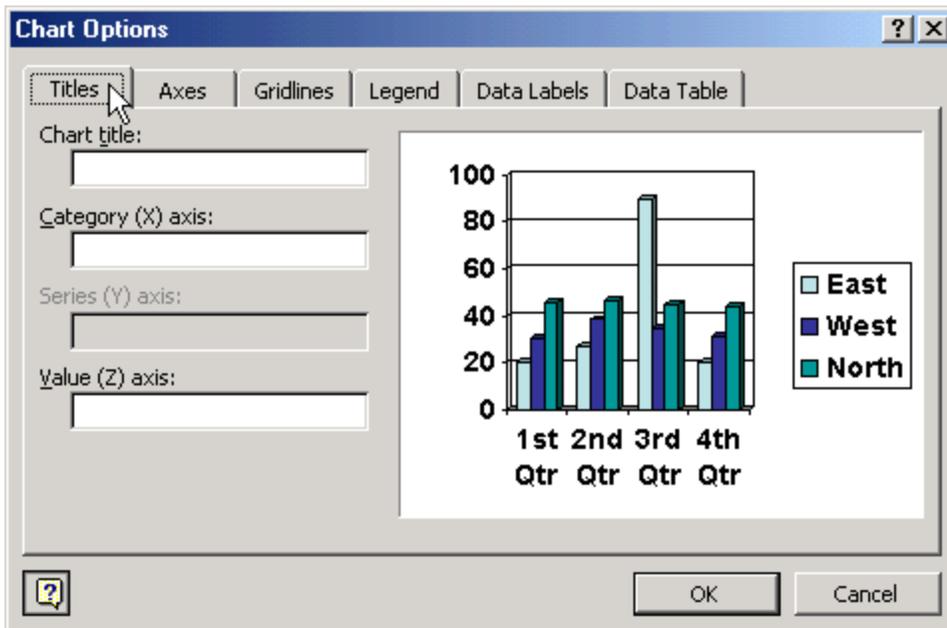
- Choose the best chart type for your presentation.
- Click **OK**.

## Labeling a chart

You may also want to label your chart with such information as the title and what the X and Y axes represent. In the default chart, the X axis is the horizontal information, while the Y axis is the vertical information.

To label a chart:

- Click **Chart** → **Chart Options**.
- A dialog box appears.
- Click the **Titles tab** if it's not already selected.



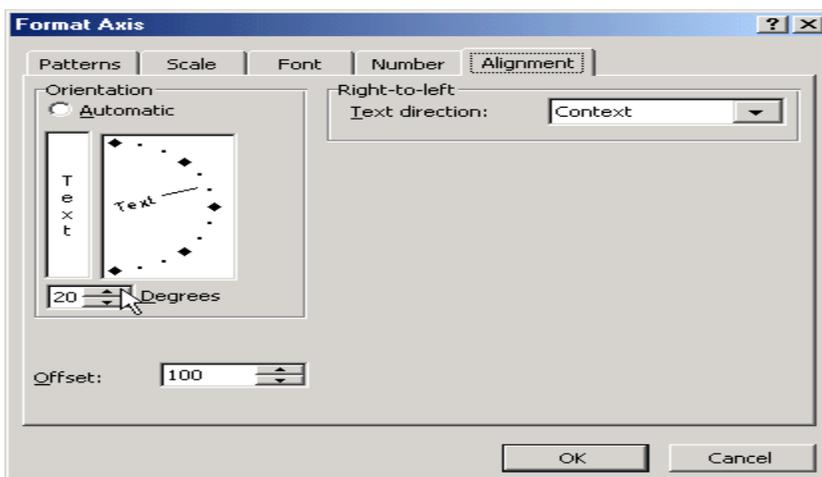
- In the box below **Chart title**, type the title.
- In the box below **Category (X) axis**, type the label for this information. It appears in the rows to the left of the datasheet and in a box to the right of the chart.
- In the box below **Value (Y) axis**, type the label for this information.
- Click **OK**.

To change text alignment of label:

- Right-click the text and choose **Format Axis title**.



- Click the **Alignment tab**.
- Choose your **text alignment** and **orientation** options.



- Click **OK**.

### **Add Sound to a slide presentation:-**

Add or record audio, such as music, narration, or sound bites, to your PowerPoint presentation.

#### **Add audio from your PC**

1. Select Insert > Audio.
2. Select Audio on My PC.
3. In the Insert Audio dialog box, select the audio file you want to add.
4. Select Insert.

#### **Record audio**

1. Select Insert > Audio.
2. Select Record Audio.
3. Type in a name for your audio file, select Record, and then speak.

Important: Your device must have a microphone enabled in order to record audio.

4. To review your recording, select Stop and then select Play.
5. Select Record to re-record your clip, or select OK if you're satisfied.
6. To move your clip, select and drag the audio icon to where you want it on the slide.
7. Select Play.

### **How to insert video to a slide presentation:-**

The process for adding a video to PowerPoint will vary depending on what version of PowerPoint you're working with. If you're working on a Mac, or just want to embed a video that can play without an internet connection, download the video you want to embed as a file on your desktop. Then follow these steps.

#### **Embed a video from a file**

- 1. Click on the slide you want, then go to Menu > Insert.**
- 2. In the top right corner, click Video > Movie from file.**
- 3. Find the video you want to add and click Insert.**
- 4. Adjust the settings in the Video Format toolbar** to make sure it plays the way you want it to. For example, select "Play Full Screen" or "Start Automatically" to trigger your video to take center stage when you switch over to that slide.
- 5. Preview your presentation** to check your video plays exactly how you want it to.

## Embed a YouTube video in PowerPoint

Again, the process for adding a video from YouTube varies, depending on your operating system and version of PowerPoint. These steps will work for embedding YouTube videos in PowerPoint 2016, 2013, and 2010 from a PC. YouTube is the only supported streaming video site, and unfortunately, you can't embed YouTube videos in Mac versions of PowerPoint.

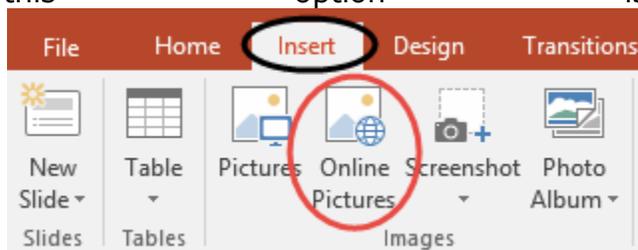
1. On YouTube, find the video you want, **click the Share button below the video frame, and choose Embed.**
2. **Copy the Embed code.** Make sure it's the right code — if it starts with "http", it's the wrong code, find the button marked Embed, for the Embed script, it should start with "<iframe width".
3. Switch to PowerPoint and **select the slide you want to add a video to.**
4. **Click on Insert.** You'll be able to insert different objects into the slide.
5. **Click Video > Online Video.** If you're in PowerPoint 2010, choose "Video from Website" instead.
6. **Click Paste embed code here and paste the Embed code.** In PowerPoint 2010, click "Insert Video From Website."
7. **Select the video and click "Playback".**
8. **Click the "Start" menu to select how the video will play.** This is important, as your video won't work unless you choose one of these options.
9. **Be online when you hit Play.** You'll need the internet for your video to work.

## How to Insert Clip Art images on a Microsoft PowerPoint Slide:-

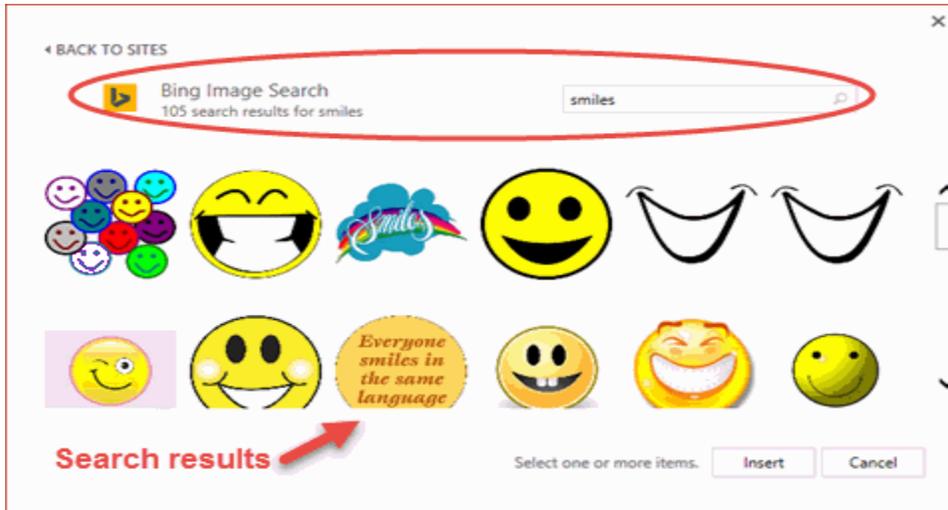
Clip Art is a collection of media files (images, videos, audio, and animation files) that Microsoft includes with the PowerPoint application. If your computer has an Internet connection, then you can also access Bing.com to search for images. To insert clip art on a PowerPoint slide, follow the steps below.

This feature works the same in all modern versions of Microsoft PowerPoint: 2010, 2013, and 2016.

1. Click in the slide where you want to insert a clip art file.
2. On the Insert tab, in the Images group, click Online Pictures. (In PowerPoint 2007/2010, this option is called Clip Art.)



3. In the Insert Pictures dialog box (Clip Art task pane in PowerPoint 2007/2010), enter your search terms in the Bing.com field and press Enter.

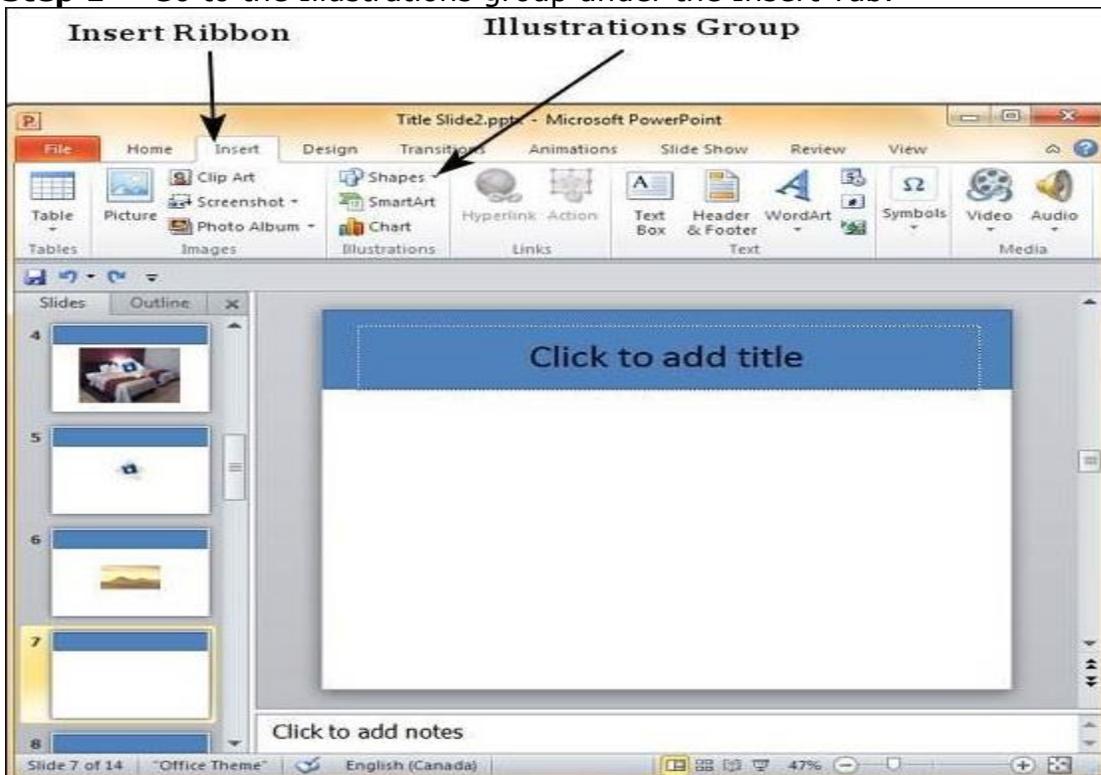


4. Your search results load in the task pane.
5. Locate the clip art you want to insert in your slide and double-click on it or click the item and select Insert.

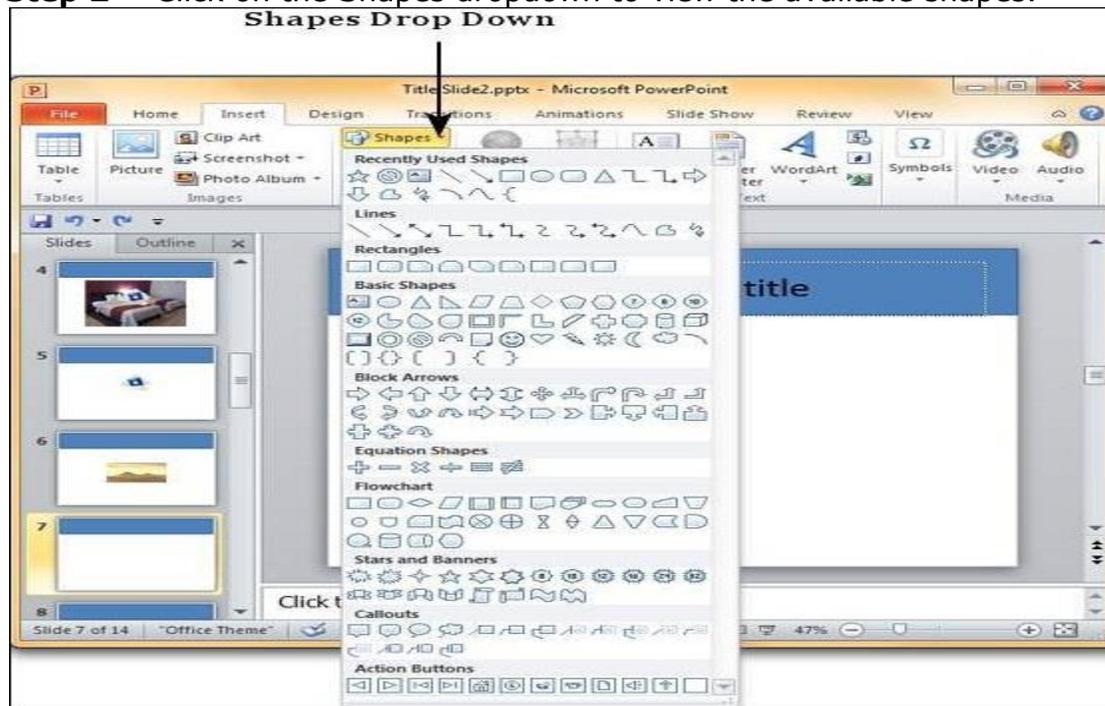
PowerPoint supports the addition of shapes in presentations. It also includes Shapes like basic geometric shapes, flowchart components, arrows, callouts, lines and other predefined special shapes. These shapes also double up as text boxes as they support adding text to them directly. Besides, you can also use these shape to crop pictures to shape.

### **Given below are the steps to add a shape in PowerPoint:-**

**Step 1** – Go to the Illustrations group under the Insert Tab.



**Step 2** – Click on the Shapes dropdown to view the available shapes.



**Step 3** – Select the shape you want to insert. This will change the cursor to a + sign.

**Step 4** – Click and drag on the slide to create the shape. As you drag, the shape will show up on the slide. Continue to drag and adjust the size and the symmetry of the shape.

### **To add Custom Animation :-**

Custom Animation is a set of effects which can be applied to objects in PowerPoint so that they will animate in the Slide Show . Custom animation in PowerPoint 2007 is used to animate pictures, graphics and charts. Many presenters like to add animation to make their presentations more dynamic. There are four types of animations that can be applied: an entrance effect, emphasis effect, an exit effect, and a motion path effect. Each of these effects have numerous animation styles available to choose from.

### **Animate text or objects:-**

You can animate the text, pictures, shapes, tables, Smart Art graphics, and other objects in your PowerPoint presentation.

Effects can make an object appear, disappear, or move. They can change an object's size or color.

Add animations to text, pictures, shapes, and more in your presentation

1. Select the object or text you want to animate.
2. Select Animations and choose an animation.
3. Select Effect Options and choose an effect.

## **Manage animations and effects**

There are different ways to start animations in your presentation:

- On Click: Start an animation when you click a slide.
- With Previous: Play an animation at the same time as the previous animation in your sequence.
- After Previous: Start an animation immediately after the previous one happens.
- Duration: Lengthen or shorten an effect.
- Delay: Add time before an effect runs.

## **Add more effects to an animation**

1. Select an object or text with an animation.
2. Select Add Animation and choose one.

## **Change the order of animations**

1. Select an animation marker.
2. Choose the option you want:
  - Move Earlier: Make an animation appear earlier in the sequence.
  - Move Later: Make an animation occur later in the sequence.

## **Add animation to grouped objects**

You can add an animation to grouped objects, text, and more.

1. Press Ctrl and select the objects you want.
2. Select Format > Group > Group to group the objects together.
3. Select Animations and choose an animation.

## **To apply an animation to an object:**

1. Select the object you want to animate.
2. On the Animations tab, click the More drop-down arrow in the Animation group.
3. A drop-down menu of animation effects will appear. Select the desired effect.
4. The effect will apply to the object.

## **Add Transitions:-**

**Transitions** are motion effects that when in Slide Show view add movement to your slides as you advance from one slide to another. There are many transitions to choose from, each one of which allows you to control the speed and even add sound.

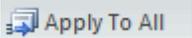
Transitions determine how your presentations move from one slide to the next. For example, a slide can move up onto the screen and replace the previous slide. PowerPoint provides several transition methods. You can add sound to a transition and you can control its speed. You can apply a transition to selected slides or to all of the slides in your presentation.

A transition can occur when the presenter clicks the mouse or after the amount of time you specify.

**To apply a transition to selected slides:**

1. On the Slides tab, hold down the Ctrl key and then click the slides to which you want to apply the transition.
2. Choose the Animations tab.
3. Click the More button  in the Transition to this Slide group. A menu of transitions appears.
4. Click the transition you want to apply. PowerPoint applies the transition. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

**To apply a transition to all slides:**

1. Choose the Animations tab.
2. Click the More button  in the Transition to this Slide group. A menu of transitions appears.
3. Click the transition you want to apply. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.
4. Click the Apply to All button  in the Transition to This Slide group.

**To add a sound to a transition:**

1. Choose the Animations tab.
2. Click the down arrow next to the Transition Sound field and then click the sound you want. As you roll your pointer over each sound, PowerPoint plays the sound.

**To set the speed of a transition:**

1. Choose the Animations tab.
2. Click the down arrow next to the Transition Speed field and then click the speed you want.

If you want the transition to occur after the presenter clicks the mouse, check the On Mouse Click check box. If you want a transition to occur after a specified period of time, check the Automatically After check box and then specify the amount of time you want to elapse before the transition occurs. The On Mouse Click check box and the Automatically After check box are both located on the Animations tab in the Transition to This Slide group.

**Chapter 4 completed**

## Question Paper

Shree Vijay mhantesh Vidhyavardak Sanga, Ilkal

**S.V.M Arts and Commerce Women's Degree College, Ilkal**

**Sub: Basic Computer Course**

**Total Marks: 50**

**Time: 3:00 to 4:30 pm**

**Duration: 1:30 Hrs**

**1. The basic operations performed by a computer are**

- A) Arithmetic operation     B) Logical operation     C) Storage and relative     D) All the above

**2. Which of the following is an output device?**

- A) Keyboard     B) Mouse     C) Light pen     D) VDU

**3. Hard disk is an example of \_\_\_\_\_**

- A) RAM     B) ROM     C) Primary Memory     D) Secondary Memory

**4. TFT Stands for \_\_\_\_\_**

- A) Thin Film Tube     B) Think Fat Tube     C) Thin Fast Transistor     D) Thin Film Transistor

**5. In the mouse scroll Wheel is used for \_\_\_\_\_**

- A) Page Up     B) Page Down     C) Page Right     D) Both A)and B)

**6. A List instructions given to a computer for solving a given problem is \_\_\_\_\_**

- A) Software     B) Hardware     C) Programmer     D) Data

**7. In computer system \_\_\_\_\_ is a volatile memory**

- A) EPROM     B) ROM     C) RAM     D) PROM

**8. The value of 1 byte is**

- A) 4 bits     B) 10 bits     C) 8 bits     D) none of these

**9. 1024 bytes is equal to \_\_\_\_\_**

- A) 1MB     B) 1GB     C) 1TB     D) 1KB

**10. Mouse is an example for \_\_\_\_\_**

- A) Output device     B) Input device     C) Processing device     D) None of the above

**11. OMR stands for \_\_\_\_\_**

- A) Optical Marker Reader     B) Optical Main Reader  
 C) Optical Meta Reader     D) Official Mark Reader

**12. DVD Stands for \_\_\_\_\_**

- A) Digital Versatile Disk                       B) Double Video Disk  
 C) Double Versatile Disk                       D) None of the above

**13. \_\_\_\_\_ is an example for Non-Impact Printer**

- A) Ink Jet Printer                       B) Laser printer                       C) Chain Printer                       D) Thermal Printer

**14. DRAM is an acronym for**

- A) Dynamic Random Access Memory                       B) Digital Random Access Memory  
 C) Dynamic Refreshed Access memory                       D) Digital Refresh Access Memory

**15. MS-Word automatically moves the text to the next line when it reaches to the right edge of the screen. This feature is called**

- A) Word-wrap                       B) Word formatting                       C) Word-style                       D) none of the above

**16. Which of the following can be created by the mail merge command \_\_\_\_\_**

- A) Form letters                       B) Envelops                       C) Mailing Labels                       D) All of these

**17. MS-Word is mainly meant for \_\_\_\_\_**

- A) Calculation                       B) Documentation                       C) Presentation                       D) None of the above

**18. Header and Footer option is an \_\_\_\_\_ menu**

- A) Format                       B) Insert                       C) View                       D) Edit

**19. \_\_\_\_\_ is the keyboard shortcut key to save a file.**

- A) Ctrl+P                       B) Alt+P                       C) Alt+S                       D) Ctrl+S

**20. In MS-Word the open option is used to open \_\_\_\_\_ file.**

- A) New                       B) Created                       C) Both(A) and (B)                       D) None of the above

**21. \_\_\_\_\_ shortcut key is used to make the selected text bold.**

- A) Ctrl+X                       B) Alt+X                       C) Ctrl+B                       D) Alt+O

**22. Intersection of row and columns is called \_\_\_\_\_**

- A) Table                       B) Cell                       C) Row                       D) Column

**23. What is the default font size of MS Word document based on normal template?**

- A) 8pt                       B) 10pt                       C) 12pt                       D) 14pt

**24. Super script command is available in \_\_\_\_\_ command set**

- A) Clipboard                       B) Font                       C) Paragraph                       D) Style

**25. What is the minimum number of rows and columns that a word table in MS-Word can have ?**

- A) Zero     B) 2 Rows and 1 Column     C) 2 Rows and 2 Columns     D) 1 Row and 1 Column

**26. Which feature enables us to send the same letter to different persons ?**

- A) Template     B) None     C) Macros     D) Mail Merge

**27. File Extension of MS Word 2007 is \_\_\_\_\_**

- A) .xlsx     B) .doc     C) .docx     D) None

**28. In  $NH_3$  the character "3" has to be below, which effects has been applied?**

- A) Lowered     B) Super Script     C) Subscript     D) Laid down

**29. A time saving feature used for quickly copying the format of a block of text in MS-Word**

- A) Format Copy     B) Format paste     C) Format Painter     D) Format Paint

**30. To Edit a cell content in MS-Excel we have to**

- A) Click on cell     B) Double click on the cell     C) Right click on cell     D) None

**31. Spreadsheet consist of \_\_\_\_\_**

- A) Rows     B) Columns     C) Cells     D) all of the above

**32. Spreadsheet is also called as \_\_\_\_\_**

- A) Workbook     B) Worksheet     C) Editor     D) None of the above

**33. In Ms-Excel if the column is E and row number is 9 then the cell address is \_\_\_\_\_**

- A) E9     B) E09     C) 9E     D) None of the above

**34. In MS-Excel, which formula is used for combining data in two or more different cells into one cell ?**

- A) CONCATENATE     B) COMBINE     C) TYPEDEF     D) INCLUDE

**35. To find the average of numbers stored in the cell C1,C2,C3,C4,D1,D2,D3 and D4 MS-Excel formula is**

- A) =avg(C1::D4)     B) =average(C1::D4)     C) =average(C1::C4,D1::D4)     D) =average(C1:D4)

**36. In MS-Excel intersection of row and column is called as \_\_\_\_\_**

- A) Sheet     B) Workbook     C) Cell     D) File

**37. Function in spreadsheet involve**

- A) Cell addresses value and text     B) Cell addresses, values and mathematical operators  
 C) Cell addresses and labels     D) Cell addresses and values

**38. In MS Excel  $\Sigma$  is used to perform \_\_\_\_\_**

- A) Addition     B) Subtraction     C) Multiplication     D) Division

**39. In MS-Excel which among the following functions is not a statistical function ?**

- A) Average       B) Count       C) Rate       D) Max

**40. Spreadsheet basically help us**

- A) Financial Calculation       B) Business Calculation       C) General Calculation       D) All the above

**41. In MS-Excel the INT() display \_\_\_\_\_**

- A) Integer value       B) Factorial value       C) Modulus       D) None of the above

**42. \_\_\_\_\_ is an example of chart**

- A) Bar       B) Sum       C) Pie       D) Both of A) and C)

**43. To add graphics, date, time, sound clip or video clip to a presentation, select the**

- A) Home       B) View       C) Modulus       D) None of the above

**44. \_\_\_\_\_ is an example of chart**

- A) Bar       B) Sum       C) Pie       D) Both A) and C)

**45. To add graphics, date, time, sound clip or video clip to a presentation, select the**

- A) Home       B) View       C) Design       D) Insert

**46. In MS Power Point slide transition option is used to \_\_\_\_\_**

- A) Delete slides       B) Apply transition for slide       C) Move slide       D) None of the above

**47. The Presentation could be printed as \_\_\_\_\_**

- A) Slide       B) Handouts       C) Note pages       D) All of the above

**48. There are \_\_\_\_\_ different views available in MS-Power point**

- A) one       B) two       C) three       D) four

**49. In MS- Power Point Spelling option is present in \_\_\_\_\_command tab.**

- A) Home       B) Insert       C) View       D) Review

**50. In MS- Power Point Drawing group is available in \_\_\_\_\_tab.**

- A) insert       B) Home       C) View       D) Design

\*\*\*\*\*



BCC Marks Report

**RESULTS 2020-21**

SL.NO	STUDENT NAME	OBTAINED MARKS	GRADE
1	Akshata Kadiwal	45	A+
2	Soumya Gorabal	42	A+
3	Bhagyashree Bittale	43	A+
4	Pallavi Sajjan	38	A
5	Spoorti Gotur	44	A+
6	Priya Mariguddi	41	A+
7	Varsha Jinde	42	A+
8	Apoorva Patil	41	A+
9	Shweta Math	42	A+
10	Netravati Maitri	39	A+
11	Shweta Papti	41	A+
12	Shilpa Sindhagi	46	A+
13	Sahana Gudikoti	41	A+
14	Mahantamma Ganiger	40	A+
15	Sushmita Patil	40	A+
16	Akshata Sajjan	38	A
17	Huligemma Goundi	40	A+
18	Vijayalaxmi Maski	43	A+
19	Gangamma Kesarabhavi	43	A+
20	Sharanamma Bellihal	40	A+
21	Priyanka Angadi	43	A+
22	Renuka Gudimani	42	A+
23	Huligemma Madiwalar	41	A+
24	Annapurna Kondaguri	39	A+
25	Shankramma Angadi	42	A+
26	Renuka Walikar	40	A+
27	Ratna Arava	44	A+
28	Shankaramma Kurubar	38	A
29	Yankawa Halipalle	37	A
30	Mallamma Malipatil	37	A