Secondary Course

DATA ENTRY OPERATIONS (229)

PRACTICAL MANUAL

CONTENTS

Practical 1

Carefully observe the picture of the computer system given below. Identify the peripheral components marked with the arrows and write their name in the respective boxes.
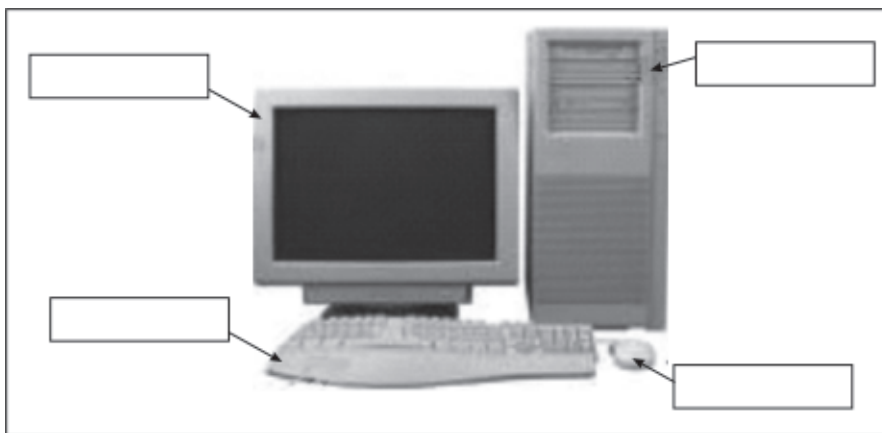
Objective

After completing this practical you will be able to identify different peripheral parts of the computer.

Software Required

- Any Operating system.

Prerequisite

- Knowledge of computer hardware.

Procedure

- **Step 1:** Identify the peripheral components marked with the arrows.

- **Step 2:** Mention their name in the box provided in the picture next to the component.

Notes

Dos and Don'ts

- Do refer to your course material in case of any doubt.

Learner's Observations

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(Instructor's Signature)

Practical 2

Observe the computer system in your lab or at home. Make a list of any three hardware components and mention their purpose in the table given below. For your reference, the information about keyboard has been filled in the first row.

S.No.	Hardware	Purpose
0.	Keyboard	It is used to feed the instructions into the computer's memory.
1.		
2.		
3.		

Objectives

After completing this practical you will be able to:

● Identify different parts of the computer;

● Explain the purpose of different peripheral devices.

Software Required

● Windows Operating system

Prerequisite

● Knowledge of hardware.

Procedure

● **Step 1:** Identify few hardware parts of the computer which can be seen and touched like keyboard, mouse, monitor etc.

Notes

- **Step 2:** Mention the purpose of each component in simple words in the column provided.

Dos and Don'ts

- Observe and use only external hardware devices.

Learner's Observations

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Practical 3

Switch on the Computer System and Login in Windows operating system.

Objectives

After completing this practical you will be able to:

- Start computer system;
- Login in windows operating system.

Software Required

- Windows XP or any higher version.

Prerequisite

- Knowledge of basic operation of computer system.

Procedure

Step-1: Press the big button known as **"Power/Start Button"** present at the front side of the CPU box, which may look alike as shown here in the picture .

Wait for a few seconds.

When the computer system is loaded with Windows operating system, it will present a log-in screen to log on to windows or to network, if the system is part of a computer network.

Step-2: Enter the password (if it is password protected)

Step-3: Click on the 'a' key or hit the Enter key.

You will be able to successfully login into the Windows system.

Notes

Dos and Don'ts

- Do remember that the password used is case sensitive, so enter in the correct case only.

- Do not press the Start button multiple times unnecessarily.

Learner's Observations

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Practical 4

Explore all the software installed on your computer system. Make a list of any three software and mention their purpose as well. For your reference, the information about Windows has been filled in the first row.

S.No.	Software	Purpose
0.	Windows	It is an operating system, used to operate the computer system..
1.		
2.		
3.		

Objectives

After completing this practical you will be able to:

- List various software already installed on your computer;
- Explain the purpose of each software.

Software Required

- Windows Operating system.
- Other general purpose software for typing, performing calculations, drawing, playing music, etc.

Prerequisite

- Knowledge of software and basic operation of computer systems.

Procedure

- **Step 1:** Switch on the computer system. Explore the software already installed on your computer.

Notes

- **Step 2:** Try understanding the purpose of each software and mention it in simple words in the column provided.

Dos and Don'ts

- Make sure you write correct name of each software.

- Shut down the computer by clicking the Shut Down button.

Learner's Observations

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Practical 5

Explore and identify various Windows Desktop elements.

Objective

After completing this practical you will be able to list various desktop elements.

Software Required

- Windows XP or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system,

Procedure

After successfully logging in into the Windows operating system, Window's desktop will appear on the screen, which may have following main elements:

- Taskbar

- Start menu

- Icons of various software applications

To identify these components, follow the given steps:

Step-1: Longest bar running at the bottom of the screen, having the **"Start Button"** at its extreme left and **"Clock"** at its extreme right is known as Task Bar.

Step-2: By clicking on the **"Start Button"** present at the extreme left of the task bar, **"Start Menu"** will appear on the screen giving all the available options to start using the Windows.

Step-3: Different icons like **"My Computer"**, **"Recycle Bin"** etc., will be displayed on the desktop screen (Windows XP).

Dos and Don'ts

- Do explore different options available on the screen, like start menu, clock etc.

- Do not open more technical options like control panel at this moment.

Learner's Observations

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Practical 6

Start any program like paint from the Start Menu in any Windows operating system.

Objectives

After completing this practical you will be able to:

- Explore Windows operating system to find the required program;

- Open the required program to start working on it.

Software Required

- Windows XP or any higher version

Prerequisite

- Basic knowledge of working in Windows operating system.

Procedure

To start a program follow the steps given below:

Step-1: Click on the Start Button.

Step-2: Click on the All Programs.

Step-3: Point to the desired folder say **"Accessories"** and select the desired program to run such as **'Paint'**.

The MS Paint window will appear on the desktop.

Dos and Don'ts

- Only open those programs (in this case MS Paint), which are required by you.

Notes

Learner's Observations

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Practical 7

Explore different ways to quit the program in any Windows operating system.

Objective

After completing this practical you will be able to close the application(s) to free up memory and unclutter your screen.

Software Required

- Windows XP or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system.

Procedure

Follow any of the following two options to quit a program:

Step 1: Click on File menu.

Step 2: Select 'Close' option

OR

Select the close button (✕) in the upper-right corner of the window.

Dos and Don'ts

- Do not leave multiple programs running unnecessarily as it will slow down the overall processing.

- Do remember to close the application(s) which are not in use.

Notes

Learner's Observations

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Practical 8

Get online help on a specific topic.

Objective

After completing this practical you will be able to understand the process of getting online help on any specific topic.

Software Required

● Windows XP or higher version.

Prerequisite

● Basic knowledge of working in Windows operating system.

Procedure

Online help and support provided is of great help in using and learning windows. One can get help on any specific topic or current task that is being executed. To start help:

Step-1: Click on the Start button.

Step-2: Click on 'Help and Support' option.

A list of help and support topics and online tutorials is displayed on the screen. One can use the tabs on the screen to search for the desired information in several ways.

Dos and Don'ts

● You should have a good internet connection to get proper online help and support.

● Do not try to fix up any technical issue in the beginning without proper knowledge of the system.

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Learner's Observations

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(Instructor's Signature)

Practical 9

Create a new folder in **"My Documents".**

Objective

After completing this practical you will be able to create various folders as per the requirement.

Software Required

● Windows XP or higher version.

Prerequisite

● Basic knowledge of working in Windows operating system,

Procedure

To create a new folder in **'My Documents'**, follow the steps given below:

Step-1: Click on Start, and then click on My Documents.

Step-2: Under the File menu, click New and select Folder.

Step-3: A new folder is displayed with the default name, New Folder.

Step-4: Type a name for the new folder, and then press ENTER.

Note: A new folder can also be created by right-clicking on a blank area in a folder window or on the desktop (to create a folder on the desktop) pointing to New, and then clicking Folder option.

Dos and Don'ts

● Please ensure the location where the folder is being created otherwise it will be tough to locate later on.

● Do not give the same name to different folders as two folders with the same name cannot exist at the same location.

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Learner's Observations

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Practical 10

Create a document in MS Word.

Objective

After completing this practical you will be able to open the MS-Word program and type the desired text.

Software Required

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system.

Procedure

There are different ways to start MS-Word program. One way is using Start button by following the steps given below:

Step-1: Click on the Start button.

Step-2: From the start menu that appears, select **All Programs → Microsoft Office → Microsoft Office Word 2007.**

OR

You can also start your MS Word program by double clicking on Microsoft Word icon, which lies on the Microsoft Office Shortcut Bar (MOSB).

In few seconds you will see the Word screen on the monitor.

Select Blank Document and start typing few lines about yourself.

OR

To open a new document, follow one of the following methods:

- Click the New Document button on the menu bar.

- Press CTRL+N keys on the keyboard.

A new blank document will appear on the screen, start typing few lines about yourself.

Dos and Don'ts

- Do remember to close the program when you are not using it.

- Do not open multiple instances of the same program to avoid confusion.

Learner's Observations

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(Instructor's Signature)

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Practical 11

Save the recently created document for future use.

Objectives

After completing this practical you will be able to save the document for future use.

Software Required

- Windows XP or higher version.
- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-Word.

Procedure

Once done typing in MS-Word, save and close the document by following the steps as given below:

1. Click the Save ▢ button on the menu bar.

OR

Press CTRL+S keys on the keyboard.

The **"Save As"** dialog box will appear.

2. Select the folder where you want to place your document in **Save In:** box

3. Type the name of the document in **File Name:** box

4. Click OK button. Your file will be saved with the given name.

Note: The Save As dialog box will not appear if you try to save an already saved file. In that case, clicking on Save button will save the changes made in the document.

Dos and Don'ts

- Do remember to keep saving your document at regular intervals.

- Do not save your document with any irrelevant name as it may be tough for you to recall that name in future.

Learner's Observations

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(Instructor's Signature)

Practical 12

Open an existing Document.

Objective

After completing this practical you will be able to open an existing document.

Software Required

- Windows XP or higher version.
- MS-Office or higher version.

Prerequisite

- Basic knowledge of working in MS-Word.

Procedure

Follow the steps to open any existing document:

Step 1: Click on the Office 2007 button on the top left corner of your document screen.

Step 2: Follow one of the following methods:

Click the Open button on the menu bar.

OR

Press **CTRL+O** keys on the keyboard.

Each of the above methods will show the Open dialog box.

Step 3: Choose the desired file and click the Open button.

Desired file will appear on the screen.

Notes

Dos and Don'ts

- Do remember to close the document when not using it.

- Do not open multiple documents unnecessarily as it will slow down the overall processing.

Learner's Observations

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(Instructor's Signature)

Practical 13

Carefully observe the screenshot of MS-Word screen along with the list of components given below. Identify and write the names of different components in the respective boxes.

Components of MS Word Window

Status Bar, Close Button, Office Button, Ruler, Horizontal Scroll Bar, Ribbon, Title Bar, Vertical Scroll Bar, Insertion Point, Quick Access Toolbar, Document Window, View Buttons, Zoom Slider
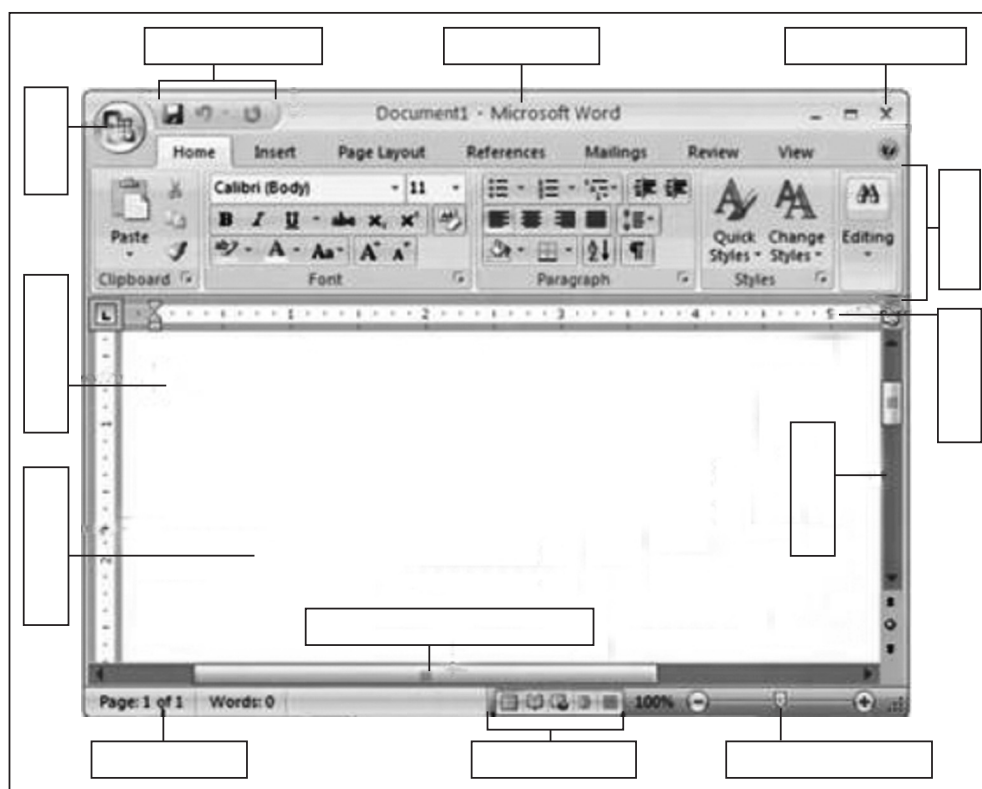
Objective

After completing this practical you will be able to identify different components of MSWord window.

Software Required

- Any Operating system
- MS-Word 2007 or higher version

Prerequisite

- Basic knowledge of MS-Word

Procedure

- **Step 1:** Identify different components marked with the lines and empty boxes.
- **Step 2:** Mention their name in the respective box provided.

Dos and Don'ts

- Do refer to your course material in case of any doubt.
- Only observe the main components, do not focus on the sub menus at this moment.

Learner's Observations

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(Instructor's Signature)

Practical 14

Insert the text in an existing document in MSWord.

Objectives

After completing this practical you will be able to insert the text in an existing document in MS-Word.

Software Required

● Windows XP or higher version.

● MS-Office -2007 or higher version.

Prerequisite

● Knowledge of working in MSWord.

Procedure

To insert the text in an existing document, follow the steps given below:

Step 1: Move the cursor by using the arrow buttons on the keyboard or by positioning the mouse pointer at the desired location and then clicking the left mouse button. This will position the cursor at the location where the text has to be inserted.

The keyboard shortcuts listed below are also helpful to position the cursor at the desired location in the document.

Beginning of the line	:	**HOME**
End of the line	:	**END**
Top of the document	:	**CTRL+HOME**
End of the document	:	**CTRL+END.**

Step 2: Type the text which you want to insert.

Notes

Dos and Don'ts

- Do remember that text will appear where the blinking cursor is located.

- Do not press the Enter key at the end of each line as due to the **"Word Wrap"** feature, the characters automatically shifted to the next line.

Learner's Observations

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Practical 15

Selecting (Highlighting) text in an MS-Word document.

Objective

After completing this practical you will be able to select (Highlight) the text in a document created in MS-Word.

Software Required

- Windows XP or higher version.

- MS-Office -2007 or higher version.

Prerequisite

- Knowledge of working in MSWord.

Procedure

To change any attributes of the text it must be highlighted first. Follow the step as given below for the same:

Step 1: Select the text by dragging the mouse over the desired text while keeping the left mouse button pressed.

OR

Hold down the **SHIFT** key on the keyboard while using the arrow buttons to highlight the text.

The shortcuts for selecting a portion of the text may also be used, which are as follows:

(a) Whole word: double-click within the word.

(b) Whole paragraph: triple-click within the paragraph.

(c) Several words or lines: drag the mouse over the words, or hold down **SHIFT** key while using the arrow keys.

(d) Entire document: choose **Edit → Select All** or press **CTRL+A** keys.

Step 2: As desired the text is selected, you can perform any required operation like deleting, replacing etc.

Dos and Don'ts

- Do click anywhere outside the selection on the page or press an arrow key on the keyboard to deselect the text.

- Do not forget to select the desired text before using any option for which prior selection of the text is mandatory, like deleting any text, replacing the text etc.

Learner's Observations

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(Instructor's Signature)

Practical 16

Format the document using Font dialog box in MS Word.

Objective

After completing this practical you will be able to use Font Dialog Box to format the document.

Software Required

- Windows XP or higher version.

- MS-Office 2007 or higher version

Prerequisite

- Knowledge of working in MS-Word.

Procedure

The Font dialog box allows you to choose from a larger selection of formatting effects.

Follow the steps to format text in a document:

Step 1: Select the text where formatting needs to be applied.

Step 2: Select **Home → Font** and click on the down arrow key located at the lower right side on the subtask menu to access the Font dialog box.

Step 3: Select the desired font formatting style like size, color, effects etc. from the specified boxes.

Step 4: Click on the **"OK"** button.

Step-5: Click anywhere outside the selection area.

You will notice that the chosen style has been implemented on the selected text.

Notes

Dos and Don'ts

- Do remember to select the text before applying any formatting styles.

- Do not apply multiple styles altogether on the same text unnecessarily, as it may end up spoiling the overall impact of the document.

Learner's Observations

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(Instructor's Signature)

Practical 17

Insert suitable **"Border"** to the document or paragraph in the document.

Objective

After completing this practical you will be able to insert suitable **"Border"** to the document or to a particular paragraph in the document.

Software Required

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Knowledge of working in MS-Word.

Procedure

Different types of borders can be applied to the document to enhance its appearance. Follow the steps:

Step 1: Choose **Home → Paragraphs** and click on the Border button to display **"Border and Shading"** submenu. The **"Borders and Shading"** dialog box will appear.

Step 2: Click on the appropriate borders box.

Step 3: Select Paragraph or Whole document option under **"Apply to:"** drop down submenu.

Step 4: Click OK.

Desired border is inserted into the document or paragraph.

Notes

Dos and Don'ts

- Do remember to observe the preview in the preview box before clicking the **"OK"** button.

Learner's Observations

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(Instructor's Signature)

Practical 18

Design a document in MS-Word to spread awareness about **"Covid-19"** and then, use the Mail Merge feature of MS Word to merge this document with names and addresses of your five friends.

Objective

After completing this practical you will be able to use the mail merge feature of MS-Word.

Software Required

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Knowledge of Mail merge feature of MS-Word.

Procedure

To start the Mail Merge Wizard, select **Mailings → Start Mail Merge**. Then select **Step by Step Mail Merge Wizard** option on the subtask bar.

The Mail Merge Wizard menu will appear on the screen. The Wizard has 6 steps to create a mail merged document.

Follow the steps as given below:

Step-1: Select **Document Type**, i.e., "**Letters**" and click on the Text: **"Next: Starting Document"**.

Step-2: Select any one option out of the three options and click on the Text: **"Next: Select recipients"**.

Step-3: In this step, you have to select a list of recipients or address to whom the drafted letter will be addressed and dispatched. If you do not have existing

database information, you must create your own data source of the fields of information that will be inserted into the letter or any other main document. For example, a Mail Merge letter you have created earlier might require that you have the following fields in address list of students as data source: Name, Address1, Address2, City, State, and PIN Code. After selecting the data, now click on the Text: **"Next: Write your letter".**

Once you have created your main document and data source document, the next two steps in mail merge are to insert merge fields in the main document and then merge data in the main document.

To merge the fields in the main document you have to follow the given steps:

Step - 4: Click on the location of your letter where you want the addresses to be displayed.

Step - 5: Select **Address Book** option on the dialog box displayed in step 4 of the **Mail Merge Wizard**. The Mail Merge Wizard displays the **Insert Address Block** dialog box. Using Insert Address Block you can select the individual address field to be inserted into the main letter. After you complete the main document and insert all of the merge fields, click on the Office Button and choose **Save As** option. Now select "Word Document" to save the file as a Word 2007 document or Select "Word 97-2003 Document" to save it as Word 97 or 2003 compatible document. Name the document, and then click Save. Now your main document will work as merge document.

Merging the data into the main document is the last step of the Mail Merge Wizard. Click on the << or >> button to display the preview of the main letter with address data before you close the merge document and take the printout of the letter.

Once finished click on the "**Next: Complete the Merge**" option, on the dialog box to complete the merging process.

Dos and Don'ts

- Firstly, do create the main document and recipient list to avoid any hassle while merging the document.

- Do not add unnecessary fields while creating a recipient list.

Notes

Learner's Observations

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(Instructor's Signature)

Practical 19

Start the MS-Excel program.

Objective

After completing this practical you will be able to start the MS-Excel program.

Software Required

- Windows XP or higher version,
- MS-Office 2007 or higher version

Prerequisite

- Basic knowledge of working in Windows operating system.

Procedure

There are different ways to start the MS-Excel program.

Method 1

Step 1: Click on (with the help of mouse) the Start button on the Taskbar.

Step 2: Highlight the **All Programs** item. The program menu will open.

Step 3: Select Microsoft Office from the list of programs.

Step 4: Click on Microsoft Excel.

Method 2

You can also start Excel 2007 through **Run** option in the **Start** menu. Select **Start – Run**. A new window will appear. Type Excel in the open text box and click the OK button. It will open **"MS Excel 2007"**.

Notes

Dos and Don'ts

- Do remember to close those programs which are not in use.

- Do not open multiple instances of the same program to avoid any unnecessary confusion.

Learner's Observations

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Practical 20

Carefully observe the screenshot of the MS-Excel screen along with the list of components given below. Identify and write the names of different components in the respective boxes.

Components of MS-Excel Window:

Sheet Tab, Active Cell, Horizontal Scroll Bar, Column Headings, Ribbon, Row Headings, Vertical Scroll Bar, Worksheet Tab Scroll Buttons

Objective

After completing this practical you will be able to identify different components of MS-Excel window.

Software Required

- Any Operating system
- MS-Excel

Prerequisite

- Basic knowledge of MS-Excel

Procedure

- **Step 1:** Identify different components marked with the lines and empty boxes.

- **Step 2:** Mention their names in the respective box provided.

Dos and Don'ts

- Do refer to your course material in case of any doubt.

- Only observe the main components, do not focus on the sub menus at this moment.

Learner's Observations

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(Instructor's Signature)

Practical 21

Create a workbook containing worksheets, enter the following data and save it.

Name	Physics	Chemistry	Maths	English
Ashok Sharma	99	99	100	100
Rajesh	88	76	88	88
Rahul	77	99	66	99
Anurag	88	88	78	77
Gaurav	77	77	98	55
Prashant	66	44	88	77
Taslim	52	66	98	88
Ranjeeta	55	77	78	77
Priyanka	77	55	84	75
Monika	88	88	76	98

Objective

After completing this practical you will be able to create a workbook, enter data and save it for future purposes.

Software Required

- Windows XP or higher version.
- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-Excel.

Procedure

Excel allows you to create worksheets much like paper ledgers that can perform automatic calculations. Each Excel file is a workbook that can hold many worksheets.

Follow the steps to create it and enter data:

Step-1: Open MS Excel.

Step-2: Select Blank Workbook.

A new blank workbook will appear on the screen. By default, it will contain three worksheets. We may add more worksheets if need arises. By default the first cell of Sheet1 will be active.

Step-3: Enter the required data.

Step-4: Click on the **"Office"** button → Select **"File → Save as"** from the drop-down menu.

Step-5: Select the location where you want to save the file → Type the file name → Click on **"Save"** in the pop-up menu. Workbook will be saved for future purposes.

Dos and Don'ts

● Do remember to observe the location where your workbook is being saved as it will help you in future to locate it.

● Do not save your document with any irrelevant name as it may be tough for you to recall that name in future.

Learner's Observations

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(Instructor's Signature)

Practical 22

Editing data in Excel worksheet.

Objective

After completing this practical you will be able to edit the data in an Excel worksheet.

Software Required

- Windows XP or higher version.
- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-Excel.

Procedure

Editing your Excel worksheet data is very easy. You can edit your data by any of the following ways:

Option 1

Step 1: Select the cell containing data which needs to be edited.

Step 2: Press F2.

Step 3: Cursor will start blinking at the end of the text in the active cell. Use the left arrow keys to move to the desired character and use the Backspace key and erase the wrong entry.

Step 4: Retype the correct entry.

Step 5: Press Enter Key.

Option 2

Select the cell and simply retype the correct entry.

Notes

Dos and Don'ts

- If you want only to clear the contents of the cell, select the cell and press the Delete key.

- In case you want to roll back the editing just done by you, click on the Undo button on the standard Toolbar or select **Edit → Undo** command or use keyboard shortcut **CTRL+Z**.

Learner's Observations

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Practical 23

Using the **"AutoFormat"** feature of MS Excel to format the cell contents.

Objective

After completing this practical you will be able to format the data in the cell using the **"AutoFormat"** feature.

Software Required:

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-Excel.

Procedure

Excel's AutoFormat feature uses table styles, which are predefined collections of number formats, fonts, cell alignments, patterns, shading, column widths, and row heights to have a polished look of specified range of cells.

Excel has many preset table formatting options. Add these styles by following these steps:

Step 1: Highlight the cells that will be formatted.

Step 2: Select **Home tab** → **Style group** → **Format** as Table from the Ribbon as shown in the adjacent figure.

It will show many predefined Table formats.

Step 3: Select any one format.

Step 4: Check **"My Table has headers"** checkbox → click on the **"OK"** button.

Desired formatting style is applied on the selected cell range.

Dos and Don'ts

- Do remember to keep saving your worksheet at regular intervals.

- In case you want to roll back the formatting just done by you, click on the Undo button on the standard Toolbar or select **Edit → Undo** command or use keyboard shortcut- **CTRL+Z**.

Learner's Observations

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(Instructor's Signature)

Notes

Practical 24

Use formulae in an Excel sheet prepared in Practical No. 21.

Objective

After completing this practical you will be able to use formulae in an Excel sheet.

Software Required

- Windows XP or higher version.
- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-Excel.

Procedure

In Excel, formulas are used to calculate results from the worksheet data. When there is some change in the data, such formulas automatically calculate the updated results with no extra effort on the part of the user.

A formula can have any or all of the following elements:

- Must begin with the 'equal to' = sign.
- Mathematical operators, such as + (for addition) and / (for division) and logical operators such as <, >
- References of cell (including named ranges and cells)
- Text or Values

Follow the steps to enter formula in the cell:

Step 1: Select the cell where you need to enter the formula.

Step 2: Type = sign

Step 3: Type the desired formula, for example, in the cell F3, to calculate the sum of marks of various subjects, just type = B3+C3+D3+E3.

Step 4: Press Enter key.

It will return the sum of the marks of Physics, Chemistry, Maths and English in the cell F3 as shown in the following figure:

Name	Physics	Chemistry	Maths	English	Total
Ashok Sharma	99	99	100	100	398
Rajesh	88	76	88	88	
Ratul	77	99	66	99	
Anurag	88	88	78	77	
Garurav	77	77	98	55	
Prashant	66	44	88	77	
Taslim	77	66	98	88	
Ranjeeta	55	77	78	77	
Priyanka	77	55	84	75	
Monika	88	88	76	98	
Neelam	88	77	67	66	
Deepak	77	99	87	55	
Elakshi	99	88	87	66	
Sonakshi	66	77	56	77	
Gunjan	77	66	88	66	
Mohit	88	77	77	77	
Chhavi	99	88	66	88	
Kaku	77	99	88	99	

Note: when you select or click on a cell which is having some formula, the formula will appear in the formula bar.

Dos and Don'ts

- Do remember to enter the correct cell address in order to get the correct answer.

- Do not forget to start the formula with = sign.

Learner's Observations

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(Instructor's Signature)

Notes

Practical 25

Using function through the AutoSum feature of MS-Excel.

Objective

After completing this practical you will be able to use functions through the AutoSum feature of MS-Excel.

Software Required

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-Excel.

Procedure

The sum of cell values can also be done with the help of AutoSum feature also. Following steps explain how to do that.

Step 1: Click on the cell F3.

Step 2: Select the Formulas tab.

Step 3: Click AutoSum from the function library group.

Step 4: Select Sum.

Step 5: Press Enter.

Dos and Don'ts

- Do remember that apart from sum there are other functions also, like average, Count Numbers, Max, Min, etc., which can be used as per requirement.

- Do not forget to click on the cell where the formula needs to be inserted before the process.

Learner's Observations

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(Instructor's Signature)

Practical 26

Inserting a chart in MS-Excel worksheet.

Objective

After completing this practical you will be able to insert a chart in MS-Excel worksheet.

Software Required

- Windows XP or higher version.
- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-Excel.

Procedure

Charts allow you to present the data entered into the worksheet in a visual format using a variety of graph types.

The following steps will explain how to do that.

**Step 1:** Enter the data in the worksheet. Suppose you entered the data as given below:

|	A	B	C	D	E	F
1	Name	Physics	Chemistry	Maths	Biology	English
2	Ravi	80	88	79	77	88
3	Shankar	70	77	98	66	77
4	Mohan	90	67	56	78	68
5	Rajneesh	98	87	56	98	78
6	Shweta	99	56	66	77	98
7	Komal	98	78	77	68	76
8	Amit	87	76	99	89	67
9						

Sheet1

Ready   100%

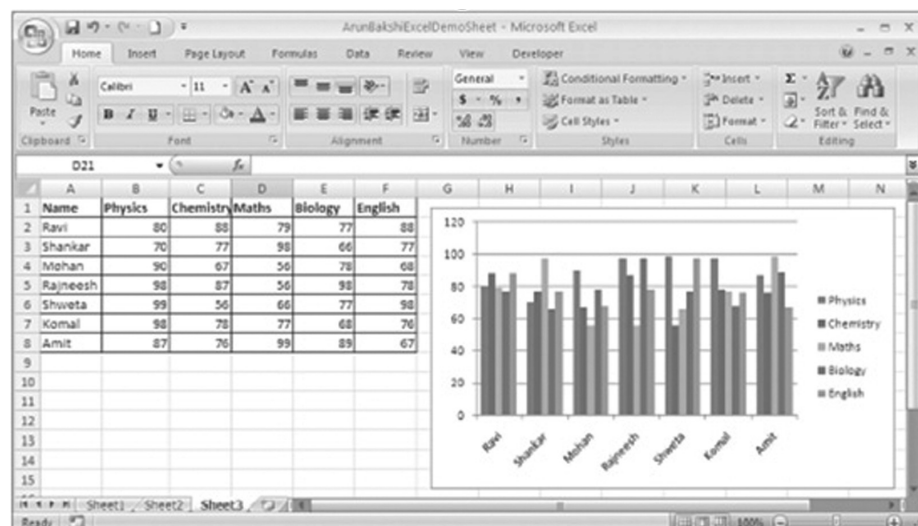**Step 2:** Now select the data range by using the mouse.

Step 3: Click on the **"Insert"** Tab and select a suitable **"Chart type"** from the chart group, as shown in the figure:
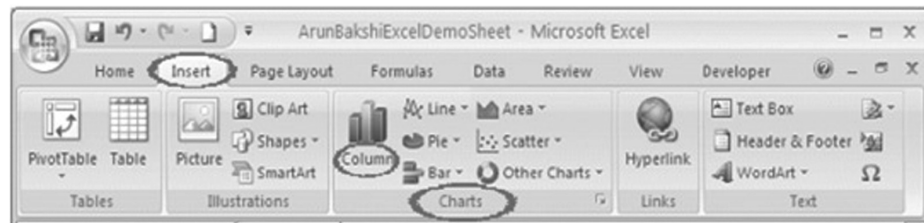
Step 4: Select the sub type of the chart.
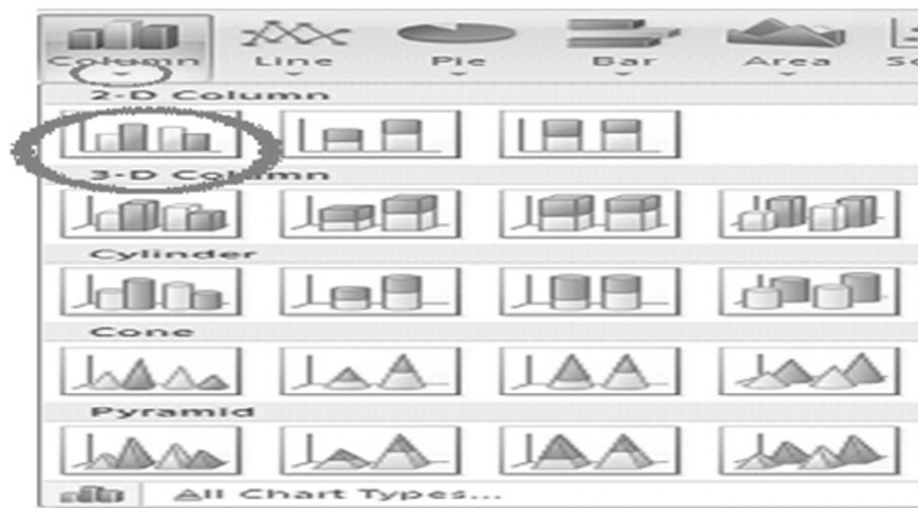
Desired chart will be inserted in the worksheet as shown below:

Dos and Don'ts

- Do remember that apart from basic charts, a lot more formatting styles can be implemented on the chart to give it a more professional appearance.

- Do not forget to select the suitable chart type as per the type of the data.

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Learner's Observations

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(Instructor's Signature)

Practical 27

Creating a blank presentation in MS PowerPoint.

Objective

After completing this practical you will be able to open the MSPowerPoint and create a blank presentation.

Software Required

● Windows XP or higher version.

● MS-Office 2007 or higher version.

Prerequisite

● Basic knowledge of working in Windows operating system.

Procedure

There are different ways to start MS PowerPoint program. One way is using Start button by following the steps given below:

Step-1 Click on the Start button.

Step-2 In the start menu that appears, select All Programs → MicrosoftOffice → Microsoft Office PowerPoint 2007.

<div align="center">OR</div>

You can also start your MS PowerPoint program by double clicking on Microsoft PowerPoint icon present on the Microsoft Office Shortcut Bar (MOSB).

Step-3 Select Blank Presentation. A blank presentation will appear.

Dos and Don'ts

- Do remember to close those programs which are not in use.

- Do not open multiple instances of the same program to avoid any unnecessary confusion.

Learner's Observations

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(Instructor's Signature)

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Practical 28

Formatting a presentation in MS PowerPoint by applying a Design Template.

Objective

After completing this practical you will be able to format the presentation by applying a design template.

Software Required

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-PowerPoint.

Procedure

Design templates are preset designs which can be applied on the presentation to give it a more professional appearance.
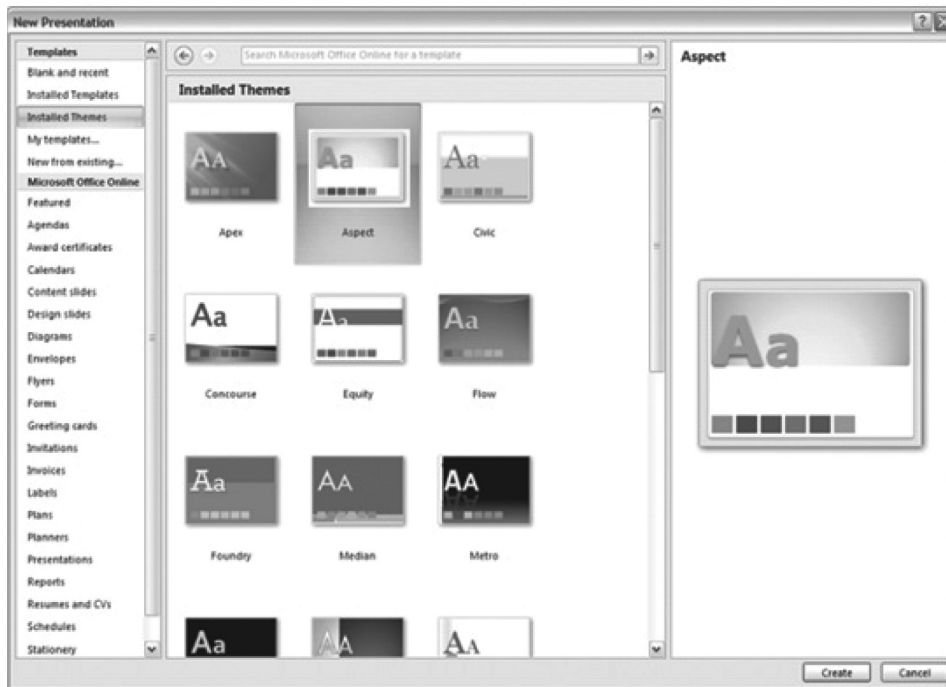
There are two ways to apply a design template on the presentation.

Method 1

Step 1: While creating a new presentation, instead of choosing a blank presentation, click on the installed Themes box to select the **Design Template** you want to use.

Step 2: Preview each design by highlighting the template name on the list.

Step 3: Press Create after you have chosen the design:

Method 2

Step 1: To add a design template or change the existing one, select the Design tab on the Ribbon.

Step 2: Select the template by clicking on it.

Desired design templates will be applied to the presentation.

Dos and Don'ts

●   Do remember to keep saving your presentation at regular intervals.

●   In case you want to roll back the formatting just done by you, click on the Undo button on the standard Toolbar or select **Edit → Undo** command or use keyboard shortcut- **CTRL+Z**.

Learner's Observations

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Practical 29

Changing Slide Layouts in Presentation.

Objective

After completing this practical you will be able to change the slide layout.

Software Required:

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-PowerPoint.

Procedure

Follow the steps given below to change the layout template of the current slide:

Step 1: Select **Home → Layout** command on the menu bar.

The Slide Layout dialog box appears with nine layouts.

Step 2: Click on any one of the layout thumbnail images. Desired slide layout will be applied to the presentation.

Dos and Don'ts

- Do remember to keep saving your presentation at regular intervals.

- In case you want to roll back the slide layout setting just done by you, click on the Undo button on the standard Toolbar or select **Edit → Undo** command or use keyboard shortcut, **CTRL+Z**.

Data Entry Operations

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Learner's Observations

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(Instructor's Signature)

Practical 30

Save, Close and Exit PowerPoint program.

Objective

After completing this practical you will be able to save your presentation, close it and exit from the PowerPoint program.

Software Required

- Windows XP or higher version.

- MS-Office 2007 or higher version.

Prerequisite

- Basic knowledge of working in Windows operating system and MS-PowerPoint.

Procedure

Follow the steps given below to save the presentation:

Step 1: Select **Office button → Save As** command on the menu bar or simply click on the Save button on the toolbar on top.

Step 2: Choose the folder and drive that your file will be located, type the name of the file, and then click Save button in the Save As dialog box.

Close the Presentation

Follow the steps to close the current presentation slides file:

Step 1: Select Office button.

Step 2: Close command on the menu bar.

Presentation will be closed. If the file contains any unsaved changes, you will be prompted to save the file before closing.

Exit Powerpoint Program

When you have finished your work in PowerPoint and closed all the files, you can quit the PowerPoint program by following steps as given below:

Step 1: Select Office button.

Step 2: Choose the **"Exit PowerPoint"** command from the menu bar. The PowerPoint window will be closed.

Dos and Don'ts

- Try saving PowerPoint presentations in Web Page Presentation style by choosing the "Web Page" command from the **"Save as type"** box while saving.

- Do not give irrelevant names to your presentation while saving.

Learner's Observations

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