

MS OFFICE PRACTICAL - I

I- MS WORD

1. Type chairman's speech / Auditor's report / Minutes / Agenda and perform the following operations: Bold, Underline, Font size, Style, Background color, Text color, Line Spacing, Spell check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.
2. Prepare an invitation for the college function using Text boxes and clip art.
3. Prepare a class time table and perform the following operations: Inserting the table, Data entry, Alignment of Rows and Columns, Inserting and Deleting the rows and columns and Change of Table Format.
4. Prepare a Shareholders meeting letter for 10 members using mail merge operation.
5. Prepare Bio-Data by using Wizard and Templates.

II- MS EXCEL

1. Prepare a mark list of your class (minimum 5 subjects) and perform the following operations: Data entry, Total, Average, Result and Ranking by using arithmetic and logical functions and sorting.
2. Prepare Final Accounts (Trading, Profit & Loss Account and Balance Sheet) by using formula.
3. Draw the Different type of charts (Line, Pie, Bar) to illustrate year-wise performance of sales, purchase, profit of company by using chart wizard.
4. Prepare a statement of Bank customer's account showing simple and compound interest calculations for 10 different customers using mathematical and logical functions.
5. Prepare a Product Life Cycle which should contain the following stages: Introduction, Growth, Maturity, Saturation, Decline.

III- MS POWER POINT

1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.
2. Design presentation slides for organization details of 5 levels of hierarchy of a

company by using organization chart.

3. Design slides for the headlines News of a popular TV channel. The presentation should contain the following transactions : Top down, Bottom up, Zoom in and Zoom out. The presentation should work in custom mode.
4. Design presentation slides about an organization and perform frame movement by inserting clip arts to illustrate running of an image automatically.
5. Design presentation slides for the Seminar/ Lecture Presentation using animation effects and perform the following operations : Creation of different slides, changing background color, font color using word art.

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5		PREPARATION OF BIO-DATA WIZARD/TEMPLATE		
MS-EXCEL				
6		STUDENT MARK LIST OF A CLASS		
7		PREPARATION OF FINAL ACCOUNTS		
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10		PRODUCT LIFE CYCLE		
MS-POWERPOINT				
11		PRESENTATION SLIDES FOR A PRODUCT		
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INPUT

SEERNIVASA SALES CORPORATION

CHENNAI

The next quarterly meeting of the board of director will take place on 3rd July 2020 at 5.pm in conference room.

Agenda

1. Minutes of the meeting
2. Matter arising from the meeting
3. Finance irregularities in Erode Branch
4. Re organization of work in Bangalore branch
5. Any other Business
6. Date of the next meeting

PROGRAM 1

OUTPUT

SEERNIVASA SALES CORPORATION

CHENNAI

The next quarterly meeting of the board of director will take place *on 3rd July 2020 at 5.pm* in conference room.

AGENDA

- Minutes of the meeting
- Matter arising from the meeting
- Finance irregularities in Erode Branch
- Reorganisation of work in Bangalore branch
- Any other Business
- Date of the next meeting

PROGRAM 2

GOVERNMENT ARTS AND SCIENCE COLLEGE
KOMARAPALAYAM

DATE:

TIME:

DAY:

VENUE: Government Arts and Science College, Komarapalayam

Hearty Welcome

Dears,

We are proud and happy to invite for our college Union Inauguration function held on 30.07.2020. The function starts at 2.00pm. It is special function of the Millennium and will be more on your presence.

Program List

10.00 am: Welcome Address

10.30 am: Speech by our principal

11.00 am: Speech by our chief guest

12.00 pm: Cultural Program

1.00 pm: Vote of Thanks & National Anthem

Thanking Your

By

Principal

PROGRAM 3

CLASS TIME TABLE

DAY ORDE R/ HRS	1	2	3	BREA	4	5	
I							
II							
III							
IV							
V							
VI							

PROGRAM 4

NOTICE OF THE MEETING

KOMARAPALAYAM

09.08.2020

FROM

S.S. KISHORE

SIPCOT I

HOSUR

TO

Mr. S. Saravanan

25/ 3 MG Colony

Krishnagiri

RESPECTED SIR/ MADAM

SUB: Meeting of Share Holder on 30.08.2020 convening reg.

The annual general meeting of the shareholder to review the working of the company is convened to be held on Thursday 30.08.2020 4.00 pm in company building.

The questions/resolution are invited from the shareholders.

Secretary

S.S Kishore

NOTICE OF THE MEETING

KOMARAPALAYAM

09.08.2020

FROM

S.S. KISHORE

SIPCOT I

HOSUR

TO

Mr. S. Srinivasan

14/3 Kaveripattinam

Krishnagiri

RESPECTED SIR/ MADAM

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S.S Kishore

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KOMARAPALAYAM

09.08.2020

FROM

S.S. KISHORE

SIPCOT I

HOSUR

TO

Mr. R. Ravi

12 A/7 Nathaji Road

Bangalore

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09.08.2020

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S.S. KISHORE

SIPCOT I

HOSUR

TO

Mr. G. Ganapathi

175/2 CMC Road

Vellore

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S.S. KISHORE

SIPCOT I

HOSUR

TO

Mr. K. Karthik

Kamaraj Nagar

Bangalore

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S.S. KISHORE

SIPCOT I

HOSUR

TO

Mr. T. Rajkumar

156/7 Vadapalani

Chennai

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KOMARAPALAYAM

09.08.2020

FROM

S.S. KISHORE

SIPCOT I

HOSUR

TO

Mr. R. Sivaprakash

14/3 Shanthi Nagar,

Hosur.

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MS WORD

Ex. No:1

Aim: To create MS-Word and perform text formatting chairman's speech, auditors report, minutes and Agenda.

Procedure:

1. Start MS Word by clicking Start – All Programs – MS Office – MS Word.
2. Create chairman speech, auditors report, minutes Agenda in the word documents
3. Select the text and perform text formatting such as Bold, Italics, Underline, etc., form font group.
4. Next, select background color from design menu – page background group – page color
5. Perform text alignment, (left, Right, Center, Justify) and line spacing by selecting the text in the document
6. Select the text and click Home – Font Group – Font Color to change the color of the text
7. From insert group click Header, Footer and page Number in the documents.
8. Click blank page (inserting pages) from insert menu – Page Group
9. Select spelling and Grammer from review menu – Proofing group , to check the spelling of the selected text
10. Find and replace the text by clicking find and replace in editing group form Home menu.
11. Save and close the Document.

Result:

This program is successfully executed and verified.

Ex. No. 2

Aim: To Prepare an invitation for the college using text boxes and clipart.

Procedure:

1. Start the MS Word by Clicking start – All Programs – MS Office – MS Word
2. Create the documents with necessary data for preparing an invitation for the college function
3. Place the text box in the document by clicking insert menu – Text group – Text Box – Select the design you need
4. Alternatively you can draw the box by clicking draw text box.
5. Select insert menu – Illustrations group – clipart window will appear on the screen
6. In that select organize clips and choose office collections and select whatever option you need
7. Save and exit the document

Result:

This program is successfully executed and verified

Ex No. 3

Aim: To Create the class time table and perform table manipulation

Procedure:

1. Start the MS Word by Clicking start – All Programs – MS Office – MS Word
2. Insert table in the document with number of rows and columns
3. Enter the field's in the table.
4. Select the table for alignment and perform necessary operations
5. To insert or delete a row or a column click on the table and columns group and Column group and select the option you need.

Alternative Method:

Insert row and column by right clicking on from the table wherever you need to insert a row or a column and click insert.

6. Next to delete a row or a column right on the table and select delete calls options
7. In the design menu – Table style group – select the design to apply
8. Save and Exit the document

Results:

This program is successfully executed and verified.

Ex.No 4

Aim: To prepare shareholder meeting letter by using mail merge operation

Procedure:

1. Click Start – All programs –MS Word
2. Open a new document
3. Type shareholder’s meeting letter with From: Address, To By Leaving Space for to Address
4. Choose mail merge from tool menu
5. In a mail document click create a popup menu
6. In a data storage click get plot and create a data resources
7. Type a new field name address and required
8. Click – Edit data source text box and text number
9. Click ok to return to the document
10. Place the cursor “To” Address
11. Click the arrow key to write of insert merge and select the field
<<Name>> <<Address>>
12. Click <<ABC>> Button insert the name, address, phone number of the number
13. Click the merge to the new document icon on toolbar to display
14. Save the process
15. Stop the process

Results:

This program is successfully executed and verified.

Ex No :5

Aim: To prepare BIO-DATA by using wizard and template

Procedure:

1. Click start – All program – MS Word
2. Open a new document
3. Select file new other document Resume Wizard
4. Click next so on and a text box appear with name, address, phone number etc.,
5. Add the field and entered the name, age, date of birth, religion, nationality, community, permanent address, language known, education qualification
6. Click Finish
7. Type the required on appear screen
8. Type the process
9. Stop the process

Results:

This program is successfully executed and verified.