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Date: 19.06.2019

Ex No: 1

## PREPARATION OF WORD DOCUMENT

Create a document, save it and format the document as follows:

- a) Formatting paragraph center, left and right align.
- b) Change character style and size.
- c) Using coloring and line spacing and margins.

### AIM:

To create a document, save the document and to apply formatting in the document.

### ALGORITHM:

Step-1: Start → all programs → MS Office → MS Word.

Step-2: Open a new document and type the content in the Document.

Step-3: Save the document file → save with file name.

Step-4: To format the paragraph, choose format → paragraph → Alignment and select options such as left, centered, right.

Step-5: To change the font style, Select the text and choose Format → font and choose any font style.

Step-6: To change the font size, select the text and choose format → font and choose any font size.

Step-7: To coloring the text, first select the content and Choose the option coloring from the formatting Toolbar.

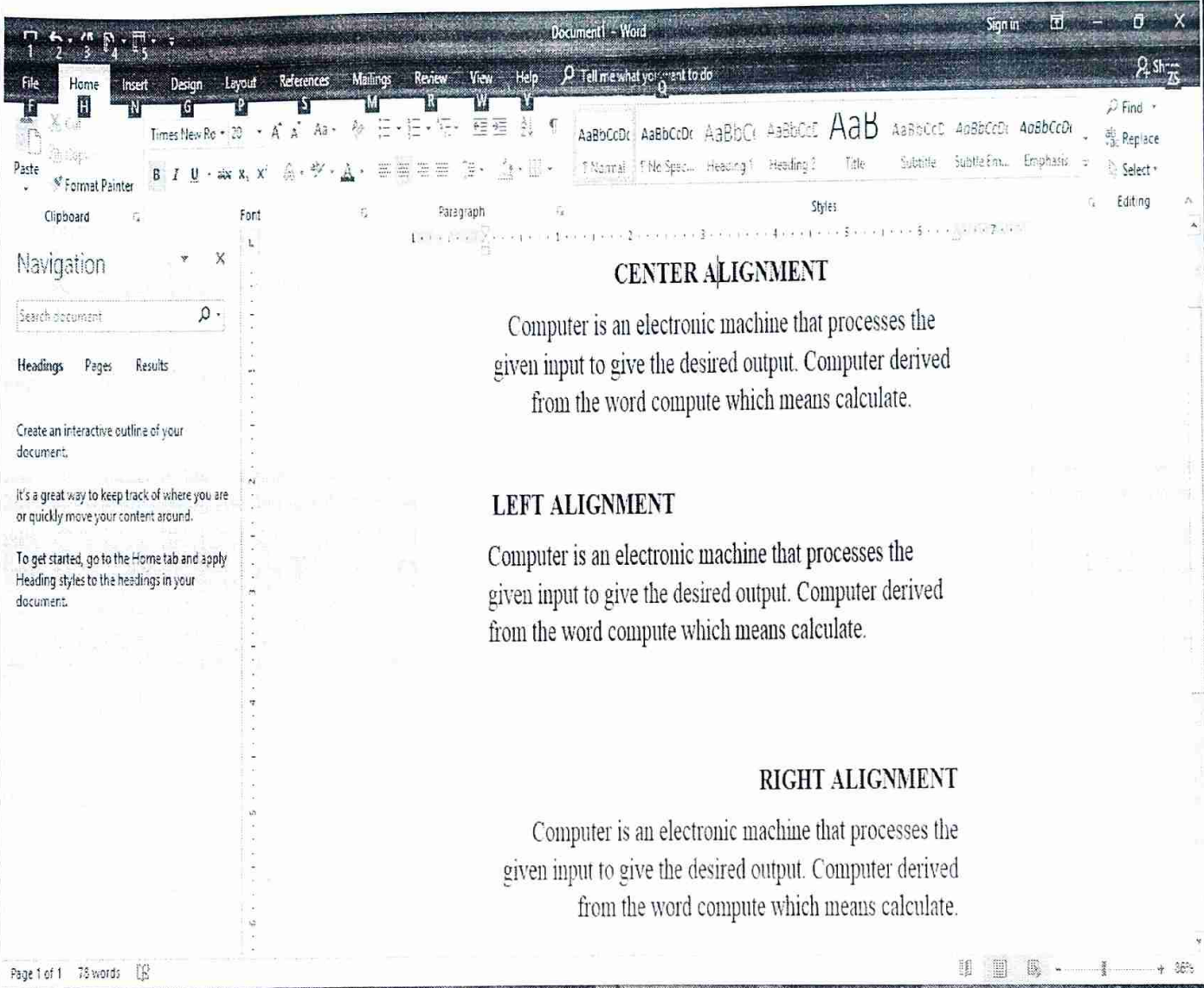
Step-8: To change paragraph and line spacing choose format → Paragraph → indentation → and set let and right values.

Step-9: To setup the page go to file → page setup and set the margins.

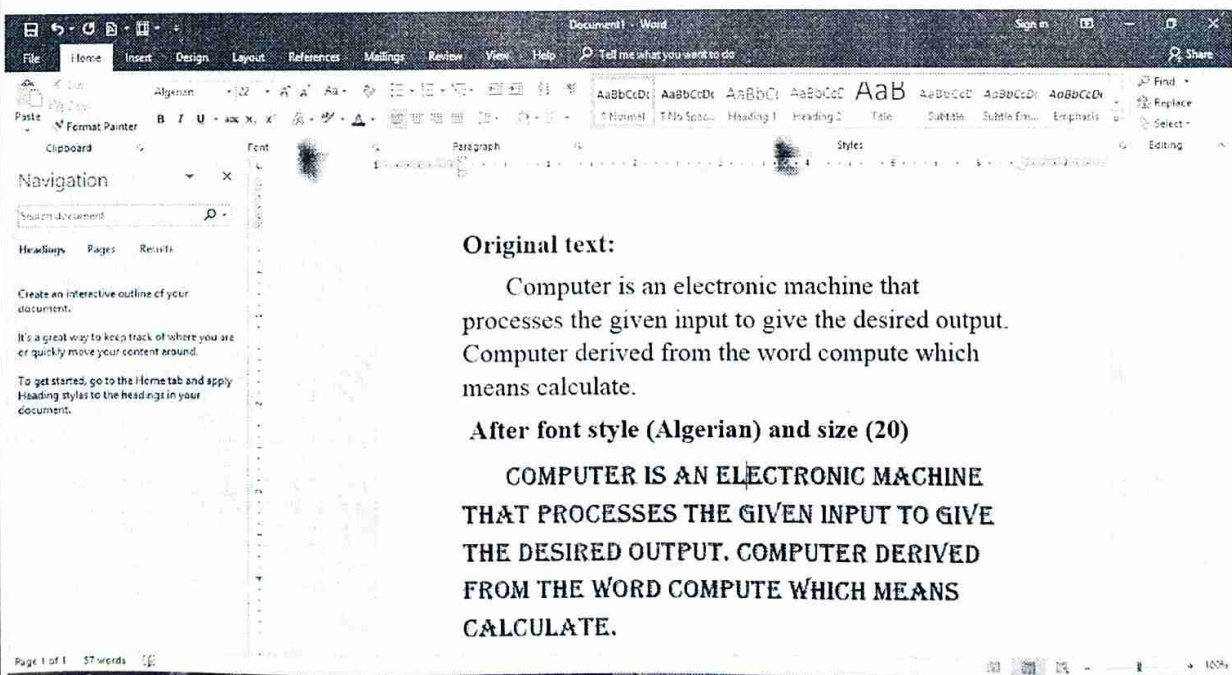
Step-10: Stop the process.

# OUTPUT:

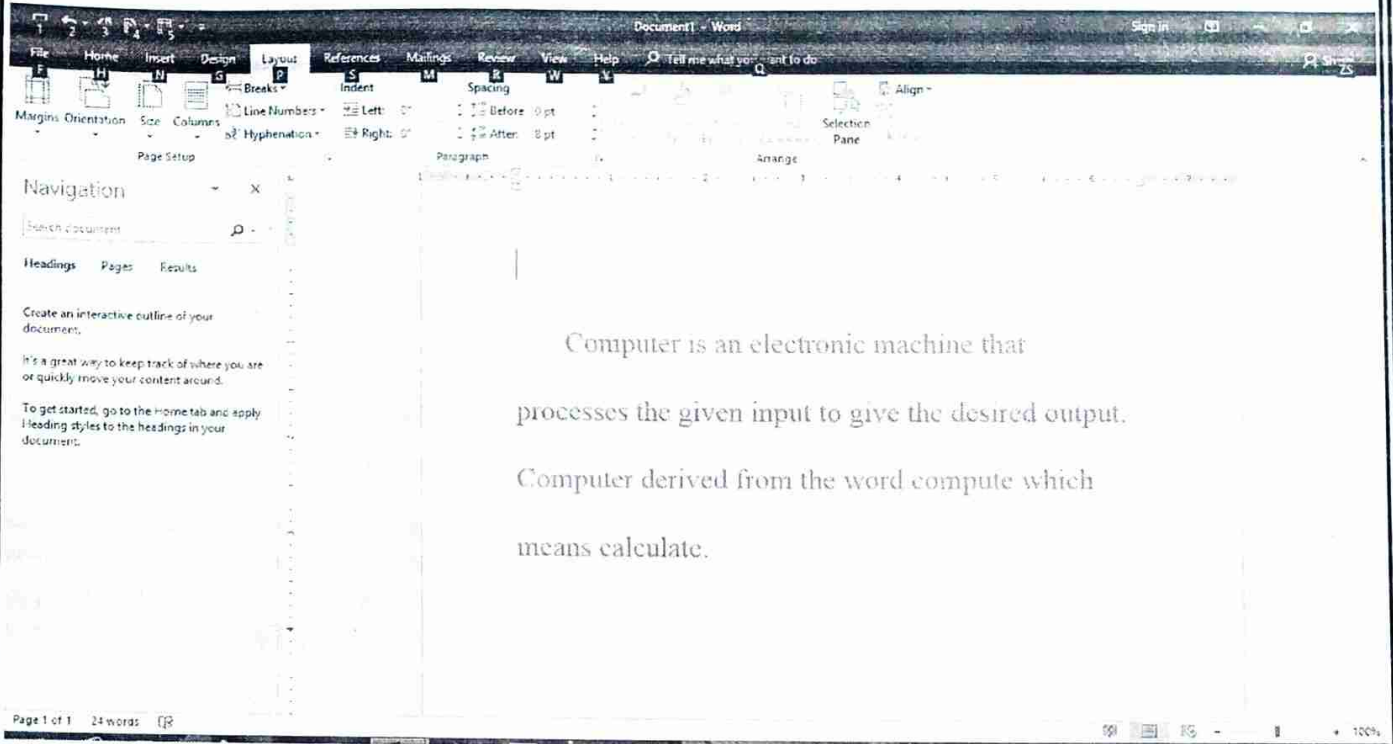
## a) Formatting paragraph Center, Left and Right Align.



## b) Changing character Style and Size.



### c) Using Coloring and Line spacing and Margins.



### RESULT:

Thus creating, saving and editing the document have been done Successfully.

## CREATING AND EDITING A TABLE

Creating and Editing a table in a document as follows:

- a) Creating tables in a document, selecting No. of rows and columns sort the record.
- b) Type row heading and column heading then edit column width, row width, row height.

### AIM:

To create a table with row heading and column heading and also editing a table.

### ALGORITHM:

Step-1: Create a new blank document.

Step-2: Select table → Insert Table.

Step-3: In the table window enter row size and column size.

Step-4: Choose autofit behavior as fixed column with as auto and click ok. Table will be created now.

Step-5: To edit column width, row width and row height

Right click → Table properties → Row.

Mark Specify height and change the inches.

Then go to Column

Mark preferred width and change the inches and click ok.

Step-6: Now add text and row heading & column heading to the Table.

Step-7: Stop the process.

**OUTPUT:****STATEMENT SHOWING THE COST OF LIVING  
INDEX NUMBERS**

<b>Period</b>	<b>Food</b>	<b>Fuel</b>	<b>Clothing</b>	<b>House Rent</b>
<b>January</b>	1983	946	764	836
<b>February</b>	2095	924	772	851
<b>March</b>	2142	937	783	862
<b>April</b>	1994	923	703	895
<b>May</b>	1031	897	679	847

**RESULT:**

Thus creating and editing a table in a document have been done  
Successfully.



## FORMATTING A TABLE

Formatting a table as follows:

- a) Insert rows/columns and delete rows/columns.
- b) Cell merging/splitting and cell alignment.

### AIM:

To format a table with using insert rows/columns and delete rows/columns and cell alignment.

### ALGORITHM:

Step-1: Create a new blank document and create a table.

Step-2: To insert rows or columns,

Right click in a cell above or below where you want to add a

Row or column, Select

Insert → click Insert rows or Insert columns.

Step-3: To delete rows or columns.

Right click in the cell which rows or column you want to

Delete, and select

Delete cells → click Delete entire row or Delete entire

Column the click ok.

Step-4: To cell merging

Select which cells are want to merge then give right click and click merge cells.

Step-5: To splitting cells

Right click in a cell which cell is want to split.

Then Click split cells and enter No. of columns and No. of rows and click ok.

Step-6: Now add a text, then Right click in a cell and click cell alignment.

Step-7: Stop the process.

**OUTPUT:****ELECTORATE FOR CO-OPERATIVE ELECTIONS**

District	Electorate		No. of persons Voted	
	Men	Women	Men	Women
Thanjavur	19175	18643	18600	15590
Nagapattinam	16530	14679	12350	11796
Madurai	24610	21547	20940	19475
Ramanandhapuram	14250	16530	11100	12345

**RESULT:**

Thus the above tables operating are done successfully.

Ex No: 4

Date: 02.07.2019

## PREPARATION OF LETTERS USING MAIL MERGE

Using mail merge, send an invitation letter for the following situation  
(at least 4 addresses to entered)

For opening a new branch.

### AIM:

To create letters using mail merge.

### ALGORITHM:

Step-1: Create a new blank document.

Step-2: Select tools → mailing → start mail merge → step by step  
mail merge wizard.

Step-3: Click Next: Starting document. Then  
Click Next: Select recipients.

Step-4: Select recipients

Type new list → Create.

Step-5: New address list:

Create data base with name and address.

Step-6: Then save these address list and click write your letters.

[write the content of the letter]

Step-7: Click preview your letters

Clicks complete the merge.

Step-8: Click print

All → ok

Step-9: Stop the process.

**OUTPUT:**

Mr. Sivakumar,

Manager,  
TCS-Chennai.

To

«AddressBlock»

Dear,

We are very happy to invite you for our new branch opening at Salem on 10.12.2018. We expect your valuable presence on this wonderful occasion.

Thanking you,

Yours truly  
Sivakumar

Mr. Sivakumar,

Manager,  
TCS-Chennai.

To

Mr. Niranjana

HCL

Chennai

Dear,

We are very happy to invite you for our new branch opening at Salem on 10.12.2018. We expect your valuable presence on this wonderful occasion.

Thanking you.

Yours truly  
Mr. Sivakumar

Mr. Sivakumar,

Manager,  
TCS-Chennai.

To

Mr. AnuRadha

HCL

Chennai

Dear,

We are very happy to invite you for our new branch opening at Salem on 10.12.2018. We expect your valuable presence on this wonderful occasion.

Thanking you.

Yours truly  
Sivakumar



Mr. Sivakumar,

Manager,  
TCS-Chennai.

To

Mr. Mani

Infosys

Chennai

Dear,

We are very happy to invite you for our new branch opening at Salem on 10.12.2018. We expect your valuable presence on this wonderful occasion.

Thanking you.

Yours truly  
Sivakumar

Mr. Sivakumar,

Manager,  
TCS-Chennai.

To

Mr. SenthilNathan

Wipro

Chennai

Dear,

We are very happy to invite you for our new branch opening at Salem on 10.12.2018. We expect your valuable presence on this wonderful occasion.

Thanking you.

Yours truly  
Mr. Sivakumar

Mr. Sivakumar,

Manager,  
TCS-Chennai.

To

Mrs. Anu

HCL

Kerala

Dear,

We are very happy to invite you for our new branch opening at Salem on 10.12.2018. We expect your valuable presence on this wonderful occasion.

Thanking you.

Yours truly  
Sivakumar

**RESULT:**

Thus the mail merge has been completed successfully.

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## DEMONSTRATION OF FIND, REPLACE, CUT, COPY AND PASTE TEXTS IN A WORD DOCUMENT

Create a document and edit the document as follows:

- a) Find and Replace options
- b) Cut, Copy, Paste options.

### AIM:

To create a document and to perform editing options such as find, replace, cut, copy, paste options.

### ALGORITHM:

Step-1: Open a new document and type the content for editing.

Step-2: To search a word in the document use the option find.

Edit → Find (control + F)

Step-3: To replace a word in the document use the option replace.

Edit → Replace (control + H)

Step-4: Select the content and choose Edit → Cut (control + X)

Step-5: Select the place in the document to paste the content.

Step-6: Select the content to be copied.

Edit → Copy (control + C)

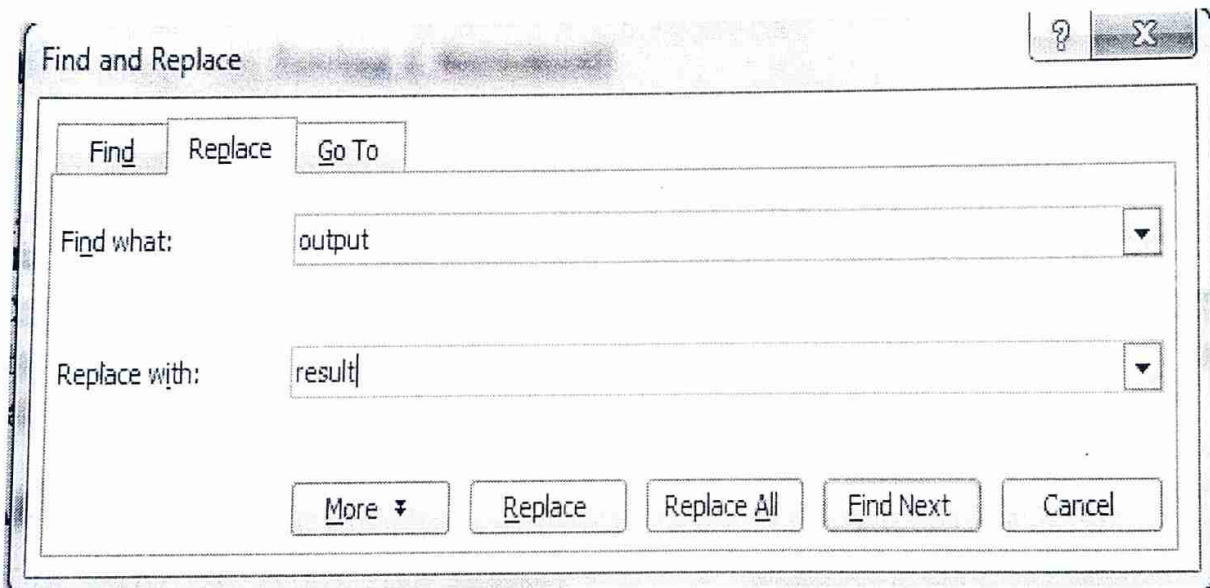
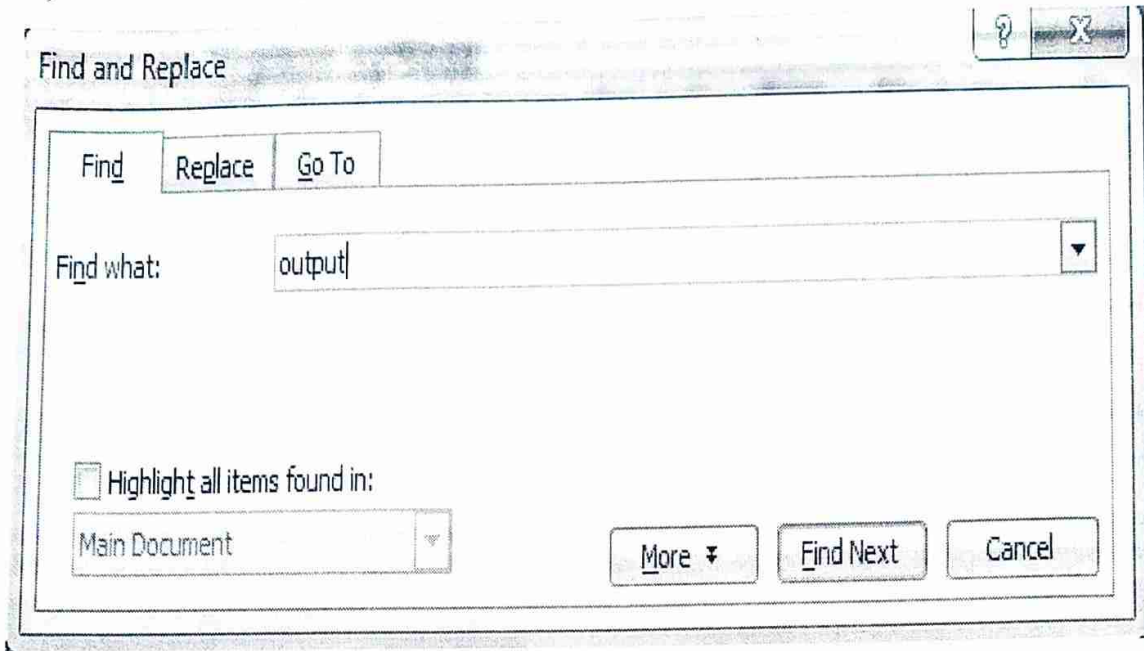
Step-7: Select the place to paste the copied content.

Edit → Paste (control + V)

Step-8: Step the process.

# OUTPUT:

## a) Find and Replace options



## b) Cut, Copy, Paste options

### Original Text

Computer is an electronic machine that process the given input to give the desired output. Computer derived from the word compute.

### After Cut

### After Paste

Computer is an electronic machine that process the given input to give the desired output. Computer derived from the word compute.

### After Copy

Computer is an electronic machine that process the given input to give the desired output. Computer derived from the word compute.

### After Paste

Computer is an electronic machine that process the given input to give the desired output. Computer derived from the word compute.

Computer is an electronic machine that process the given input to give the desired output. Computer derived from the word compute.

## **RESULT:**

Thus creating and editing the document have been done Successfully.

**PREPARATION OF A TABLE USING EXCEL**

Open an excel and create fields as follows

S. No	Name of The Student	M1	M2	M3	M4	M5	Total	Average	Result
-------	---------------------	----	----	----	----	----	-------	---------	--------

- Enter S. No, Name, Marks for 10 Students.
- Find Total and Average using formula.
- Find Result whether the student is pass or fail

**AIM:**

To create a worksheet and enter the students marks and to find their Total, Average, Result using the formula.

**ALGORITHM:**

Step-1: Open an Excel worksheet.

Step-2: Create the fields with S. No, Name of the student, M1, M2, M3, M4, M5, Total, Average and Result.

Step-3: Enter the S. No, Name and marks for 10 students.

Step-4: To find the total, use the formula

=SUM(C2:G2)

Step-5: To find the average, use the formula

=AVERAGE(C2:G2)

Step-6: To find the Result use the formula

=IF(AND(C2>=35,D2>=35,E2>=35,F2>=35,G2>=35),  
"PASS","FAIL")

Step-7: Select the overall table. Then go to

Insert → Table → Click ok

Step-8: Step the process.



**OUTPUT:**

S. NO	NAME OF THE STUDENT	M1	M2	M3	M4	M5	TOTAL	AVERAGE RESULT
1	ABIRAMI	78	88	67	88	99	420	84 PASS
2	ARUN	89	35	45	56	67	292	58.4 PASS
3	BHARANI	23	99	56	45	34	257	51.4 FAIL
4	CHITHRA	87	98	77	76	65	403	80.6 PASS
5	DEVI	45	56	78	99	55	333	66.6 PASS
6	GANGA	65	98	78	56	23	320	64 FAIL
7	HARUNI	23	99	67	89	322	600	120 FAIL
8	KANNAN	56	77	88	67	67	355	71 PASS
9	LAKSHMI	45	45	56	66	89	301	60.2 PASS
10	MANI	23	88	66	78	99	354	70.8 FAIL

**RESULT:**

Thus creating a table using Excel and the total, average and result are calculated.