OPERATING SYSTEM

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Ex No: 1 Date:04/06/2022

a. **Starting a program, running a program**
b. **Running multiple programs and switching between windows**
c. **Running a program from explorer**

AIM : Starting a program, running a program

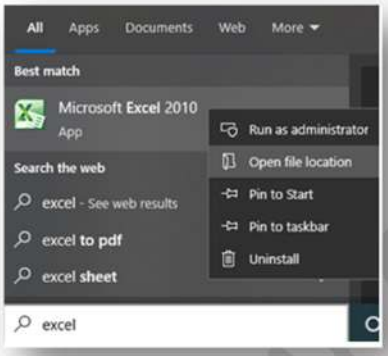
Procedure:

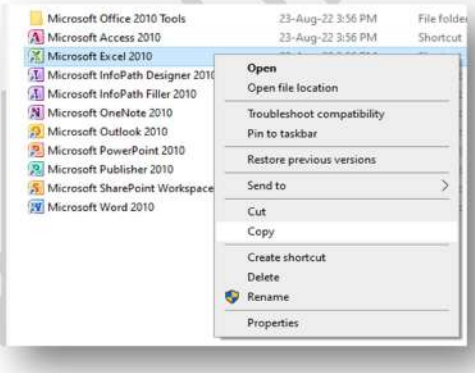
Step 1 : Click Start ⊞ Button

Step 2: Type the Application Name in Search Box. **Excel**

Step 3:

Right-Click on the Excel Application and Click on **Open file location.**

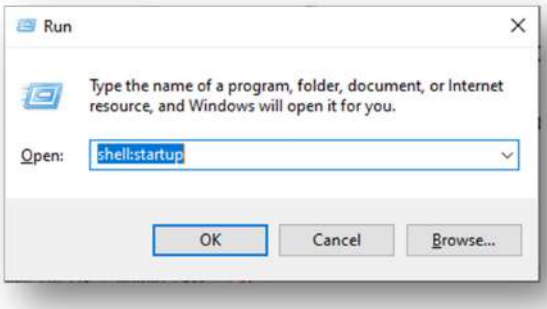




Step 4: Click on the **Microsoft Excel 2010** icon then Press Keys Ctrl + C (Copy).

Step 5 : Press Keys **Start** ⊞ + R

Step 6 : In the box type **shell:startup** → OK



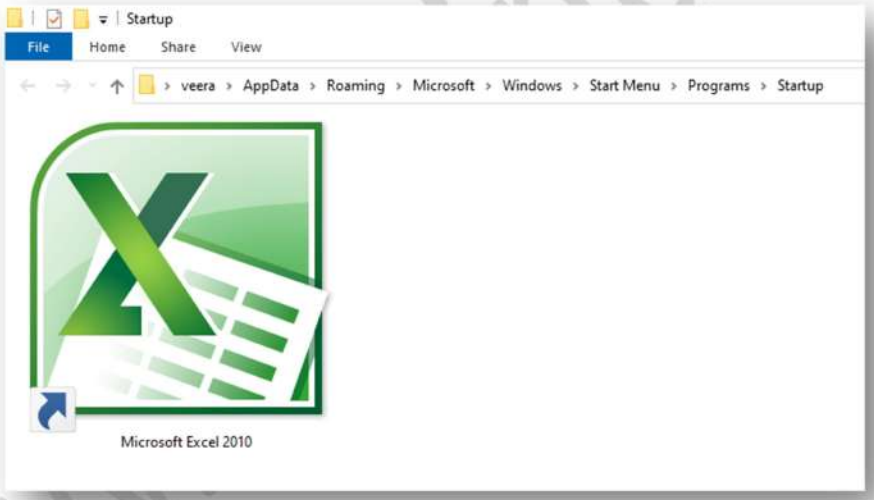
Step 7: Open Startup folder Press Keys Ctrl + V (Paste.)

Step 8: Automatically run the Excel program after Restarting Computer.

Result:

The program was Executed Successfully and output is verified.

Output:

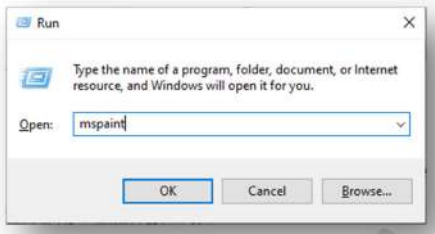


AIM : Running multiple programs and switching between windows

Procedure:

Step 1 : Press Keys **Start** + R

Step 2 : In the box type Mspaint → OK and Calc →OK.(Open More Application)



Step 3 : Press key Alt + Tab. Now you can easily switch from one application to another application.

Step 4 : Press and hold Alt + Tab. A small box reveals all opened programs.

Step 5 : Release the Tab key but keep Alt pressed down; press Tab until you reach the program you want.

Step 6 : Each time you press Tab, you cycle through the icons representing open programs.

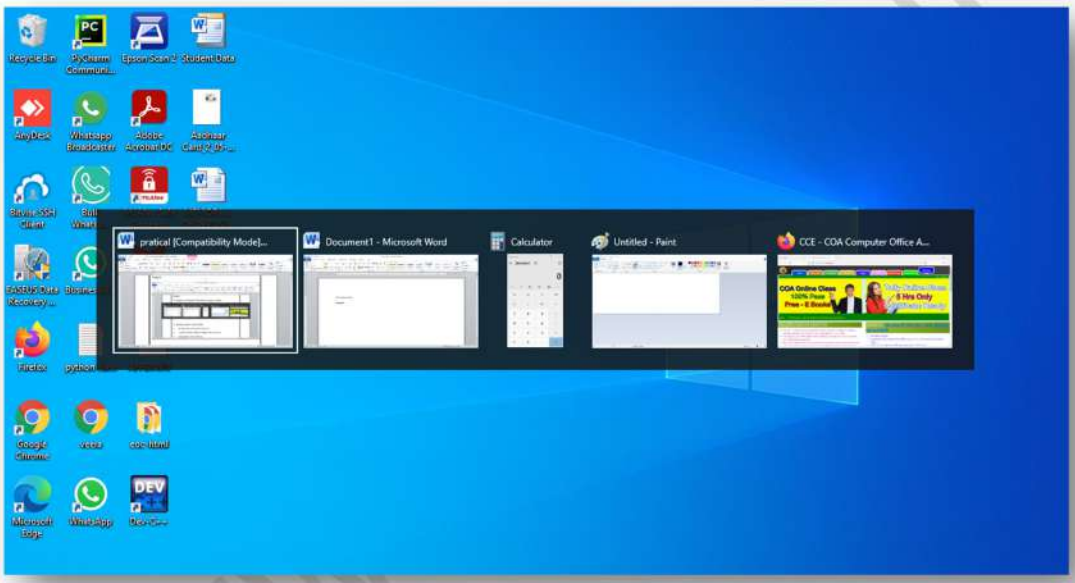
Step 7 : Release the Alt key. Windows 10 switches to whichever program is selected.

Step 8 : To switch back to the last program that was active, simply press Alt + Tab That program becomes the active program once again.

Result :

The program was Executed Successfully and output is verified.

Output:

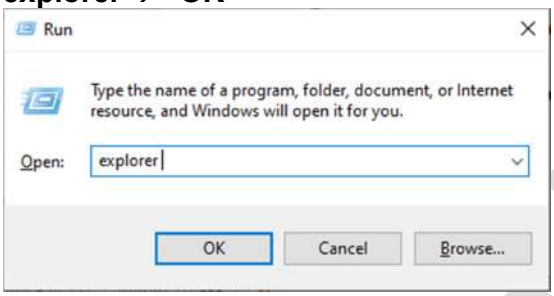


AIM : Running a program from explorer

Procedure:

Step 1: Press Keys **Start** + R (Open Run window)

Step 2: In the box type **explorer → OK**

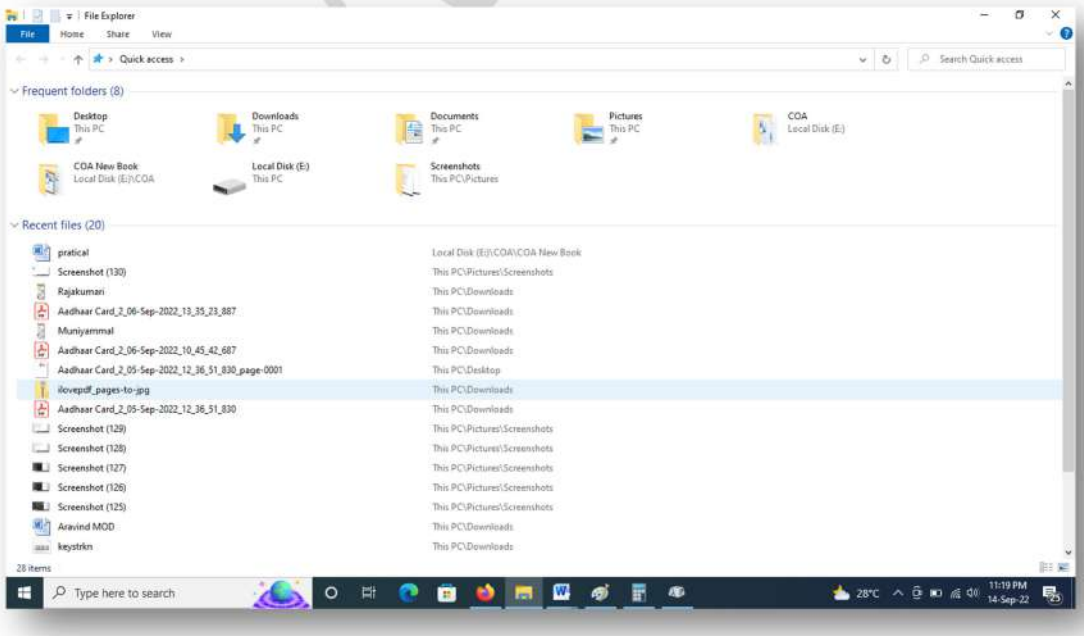


Step 3: Press Key **(Start)** + E My Computer - explorer will be Open.

Result:

The program was Executed Successfully and output is verified.

Output:



Ex No: 2 **Date:07/06/2022**

A. Customizing the Task bar, Making the taskbar wider

B. Controlling the size of start menu options

C. **Adding a program to the start menu**

AIM : Customizing the Task bar, Making the taskbar wider

Procedure:

Step 1: Right-click any empty area of the taskbar and click “Taskbar Settings” to change taskbar settings.

Change Customizing the Task bar

Step 2: Lock the taskbar OFF / ON

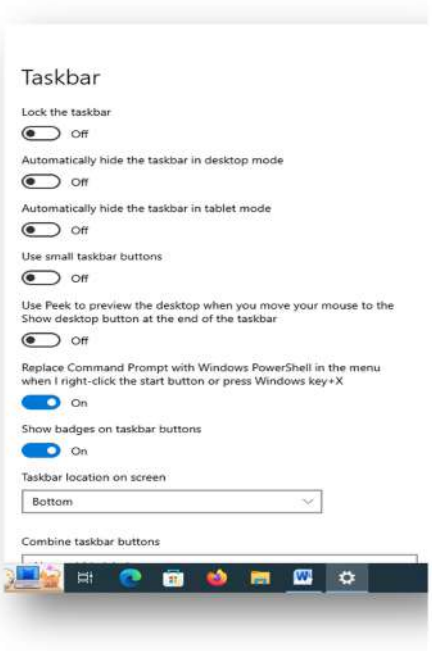
Step 3: Automatically hide the taskbar in desktop mode OFF / ON

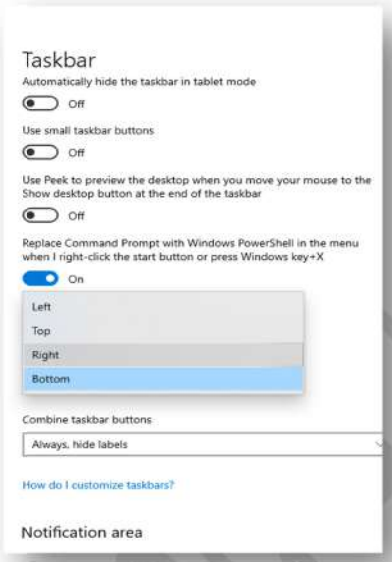
Step 4: Use small taskbar buttons OFF / ON

Step 5: Place your mouse at the top edge of the taskbar and drag to resize it.

Making the taskbar wider

Step 6: Taskbar location on Screen Bottom or Left or Top or Right





Result:

The program was Executed Successfully and output is verified.

Output:

Change Task bar Size & location on right side

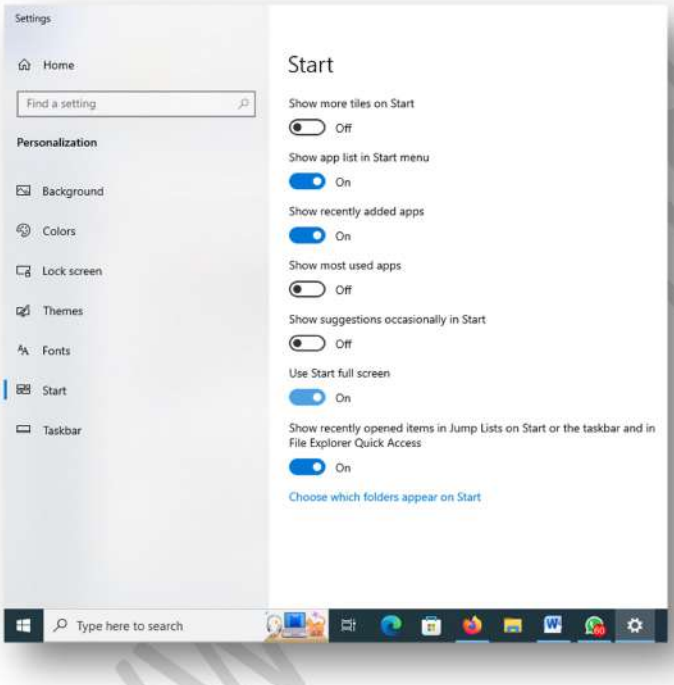
Aim: Controlling the size of start menu options

Procedure:

Step 1: Press Keys **Start** Button .

Step 2: Select the top or side border, and then drag to your desired size.

Step 3**:** Right-click any empty area of the taskbar and click "Taskbar Settings" to change taskbar settings → **Personalization** → **Start**, and then turn on **Use Start full screen.**



Step 4**:** Show app list in Start menu ON/ OFF

Step 5**:** Show recently added apps ON/ OFF

Step 6**:** Show most used apps ON/ OFF

Step 7**:** Show suggestions occasionally in Start ON/ OFF

Step 8**:** Use Start full screen ON/ OFF

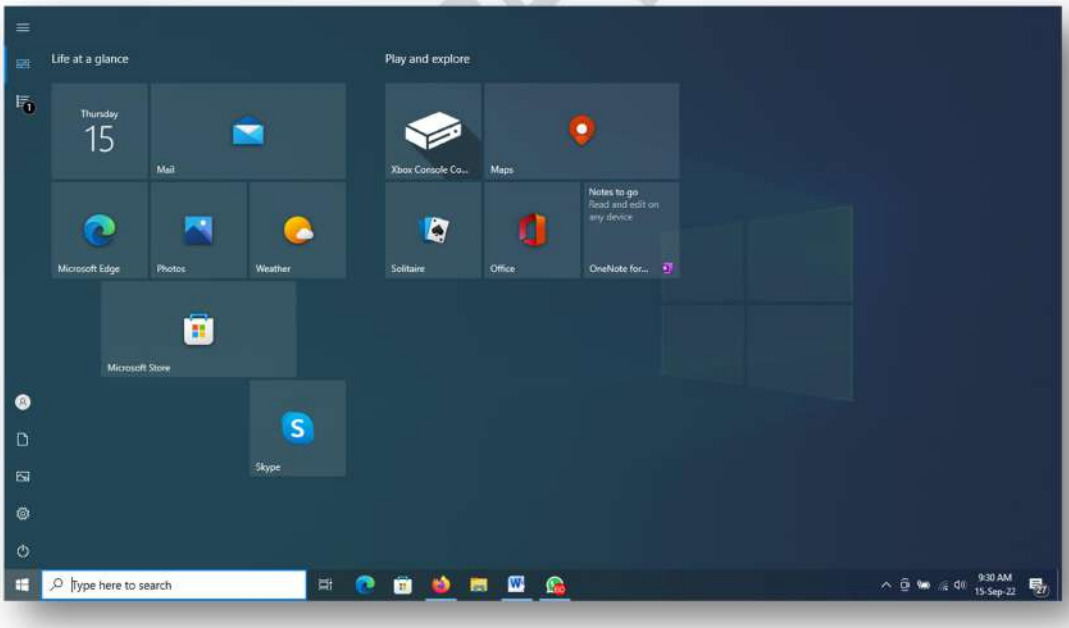
Step 9**:** Show recently opened items in Jump Lists on Start or the taskbar and File Explorer Quick Access ON/ OFF

Result:

The program was Executed Successfully and output is verified.

Output:

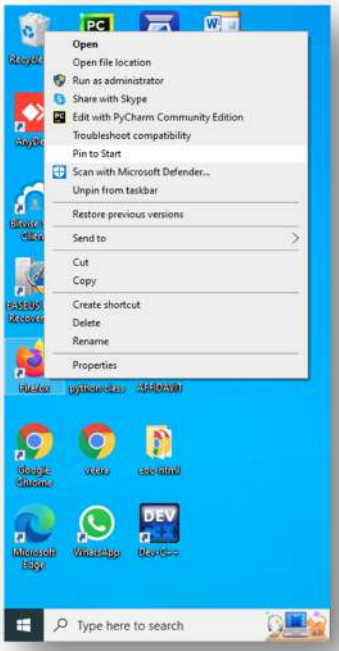
Start Menu full screen.



AIM : Adding a program to the start menu

Procedure:

Step 1: Right-Click any Shortcut Icon on the Desktop



Step 2: Select on pop Menu **Pin to Start**.

Step 3: Click Start ⊞ Button

Step 4: See Now Shortcut Icon add on to the start menu

Step 5: If remove the Icon from Start Menu Right-Click any Shortcut Icon on the start menu.

Step 6: Select on pop Menu **Unpin from Start.**

Result:

The program was Executed Successfully and output is verified.

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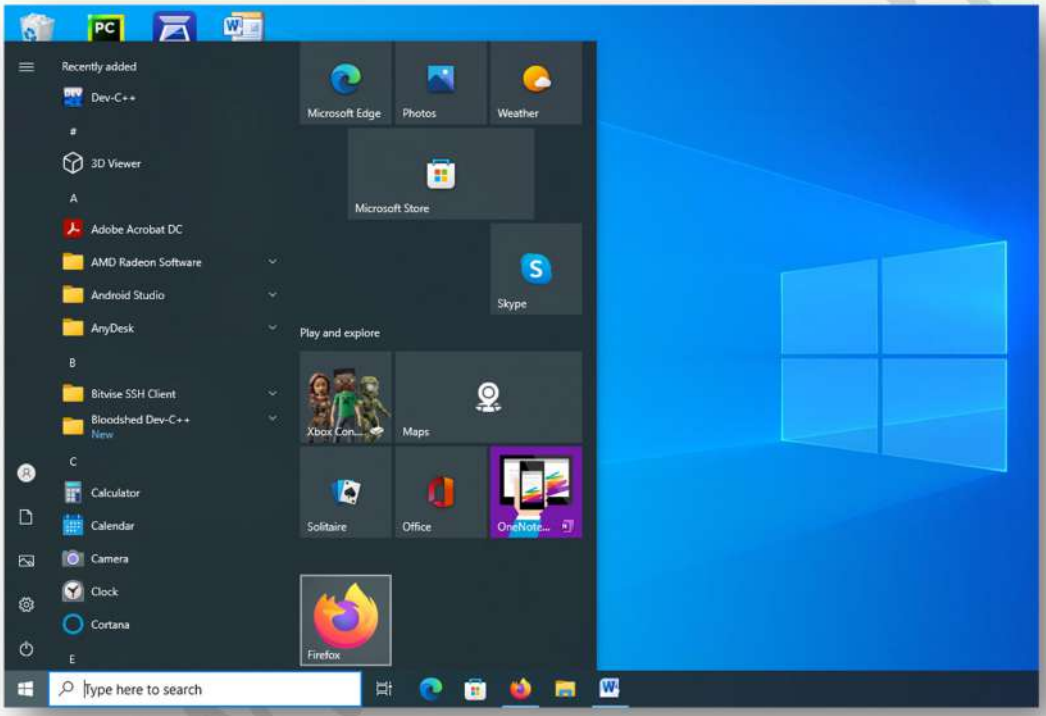
Output:


Recently added
Dev-C++
3D Viewer
Adobe Acrobat DC
AMD Radeon Software
Android Studio
AnyDesk
Bitvise SSH Client
Bloodshed Dev-C++
New
Calculator
Calendar
Camera
Clock
Cortana
Microsoft Edge
Photos
Weather
Microsoft Store
Skype
Play and explore
Maps
Solitaire
Office
Firefox
Type here to search

Ex No: 3 **Date:10/06/2022**

A. **Recycle bin, restoring the deleted files**
B. **Arranging icons on the Desktop**
C. **Creating Shortcuts. Adding a program shortcut in the Desktop**

AIM: Recycle bin, restoring the deleted files

Procedure:

Deleted files or folders.

Step 1: Select file the files or folders you want to delete

Step 2: Press **Delete** Key

and Click **Yes.**

Step 3: The files or folders Move to **Recycle Bin**.

Step 4: If need Permanent Deleted then Press **Shift + Delete** Key

+

and Click **Yes.** **Note : After Recover Not Possible.**

Restoring files or folders.

Step 1: Open the **Recycle Bin** by double-clicking on its icon.

Step 2: Locate the items that you want to recover.

Step 3: Check the box next to the files or folders you want to retrieve.

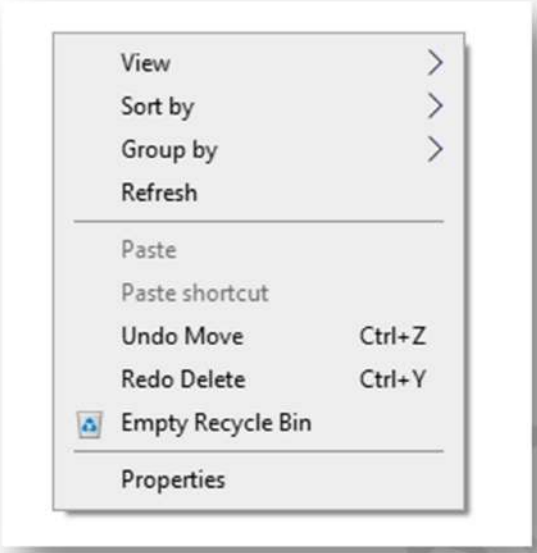
Step 4: Right-click and select **restore** to recover the items to their original locations.

Step 5: Select **restore all items** to restore everything in your recycle bin.

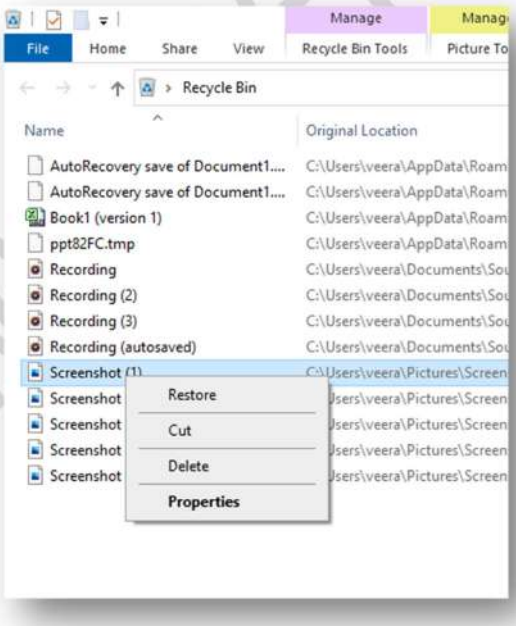
Result:

The program was Executed Successfully and output is verified.

Output:



Empty Recycle Bin – All File or Folder Move Source Location



Delete – All File or Folder Deleted to **Permanent**

AIM : Arranging icons on the Desktop

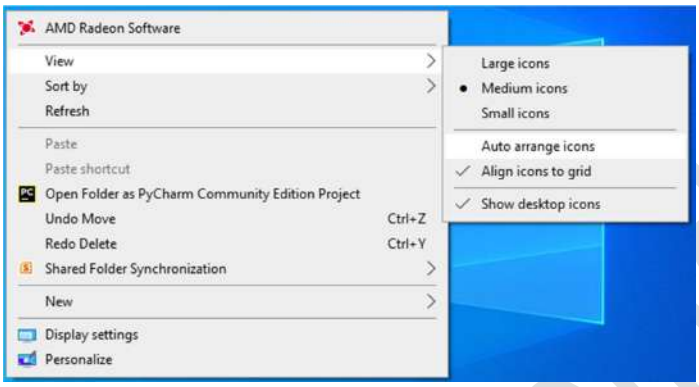
Procedure:

Auto Arrange Icons

Step 1: Press Click Start + D or navigate to the Windows desktop.

Step 2: Right-click a blank area on the desktop, Select **View**

Step 3: View → Auto arrange icons

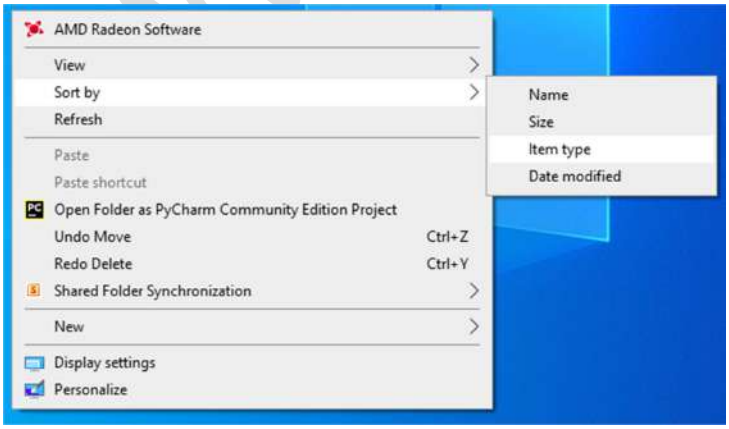


Sort by Arrange Icons

Step 4: Right-click a blank area on the desktop, Select **Sort by**

Step 5: Arrange icons by **Name, Type, Size or Date modified** and then click Arrange Icons.

Step 6: Auto Arrange want to arrange the icons on your own, click Auto Arrange to remove the check mark.

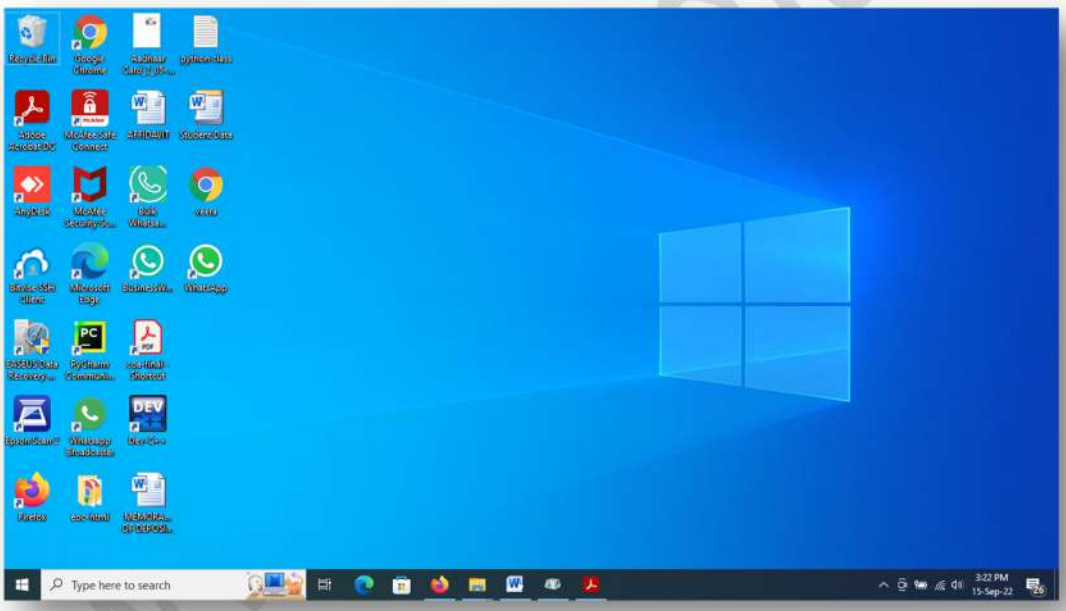


Result:

The program was Executed Successfully and output is verified.

Output:

Right-click a blank area on the desktop, Select **Sort by** Arrange icons by **Name, Type, Size or Date modified** and then click Arrange Icons.



AIM : Creating Shortcuts. Adding a program shortcut in the Desktop

Procedure:

Step 1: Press Click Start Button.

Step 2: Browse to the Office program for which you want to create a desktop shortcut.

Step 3: Left-click the name of the program, and drag it onto your desktop.

Step 4: Shortcut for the program appears on your desktop

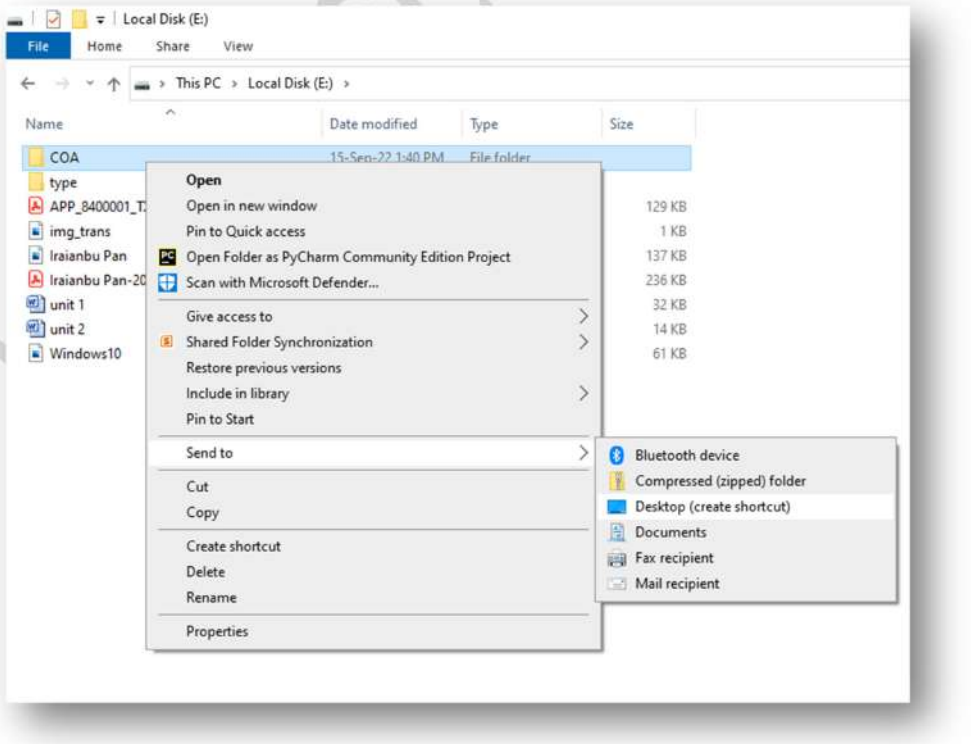
Step 5: Right-click the program name or File or Folder and then click **Send To** → **Desktop (Create shortcut)**.

Step 6: A shortcut for the program appears on your desktop.

Result:

The program was Executed Successfully and output is verified.

Output:



Ex No: 4 **Date: 13/06/2022**

A. **Creating and removing folders, renaming folders and files**
B. **Expanding and collapsing a folder**
C. **Sorting a folder**

AIM : Creating and removing folders, renaming folders and files

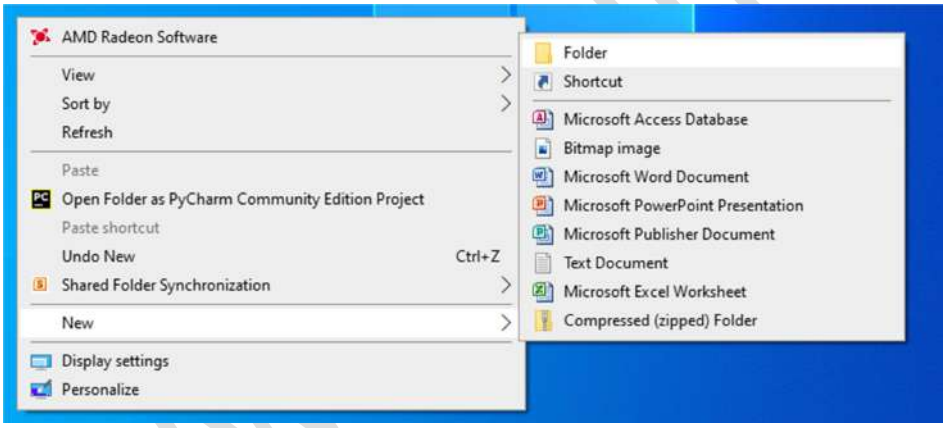
Procedure:

Creating New Folder

Step 1: The fastest way to create a new folder in Windows is with the Ctrl + Shift + N Ctrl+Shift+N shortcut.

Step 2: **Right-click on a blank space** in the folder location.

Step 3: Select **New → Folder** from the contextual menu. Windows will create the new folder at your current location.



Step 4: **Enter your desired folder name** to replace "New folder" and hit Enter.

Removing Files or folders

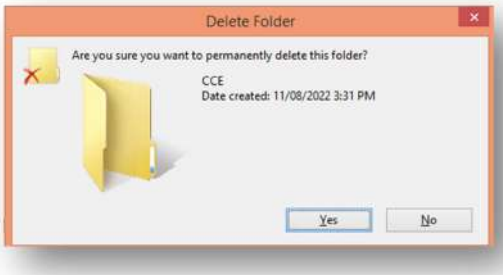
Step 1: Select file the files or folders you want to delete

Step 2: Press **Delete** Key Delete and Click **Yes.**

Step 3: The files or folders Move to **Recycle Bin**.

Step 4: If need Permanent Deleted then Press **Shift + Delete** Key

Shift + Delete and Click **Yes.** **Note : After Recover Not Possible.**

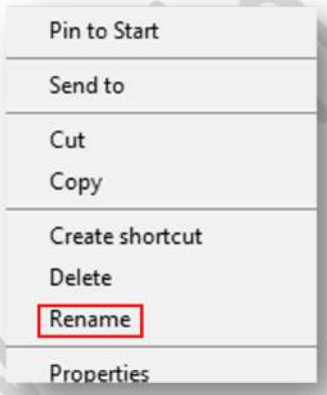


Renaming Folders and Files

Step 1: Press Click Start + E Button.

Step 2: Go to the location where stores your file or folder.

Step 3: Right click the name of the file or folder you wish to rename.



Step 4: Click **Rename** (on the menu that opens up).

Step 5: The fastest way to rename a folder or File Click File and Press F2 Key

Step 6: Type a new name for the file or folder and press Enter Key.

Result:

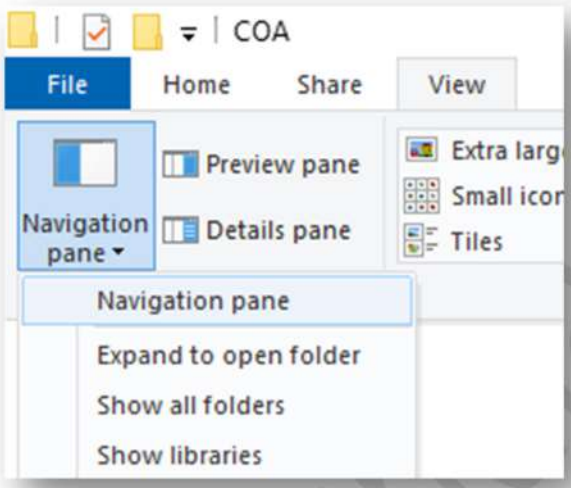
The program was Executed Successfully and output is verified.

Output:

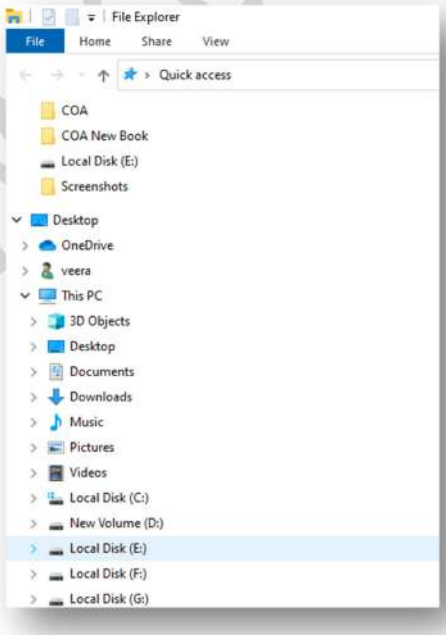
AIM : Expanding and collapsing a folder

Procedure:

Step 1: Press Click Start + E Button.



Step 2: **View→ Navigation Pane → Show all folders (Click)**



Step 3: Click the **>** (plus symbol) in the folder tree to expand a folder.

Step 4: You can also double-click a parent folder in the left or right pane to expand it.

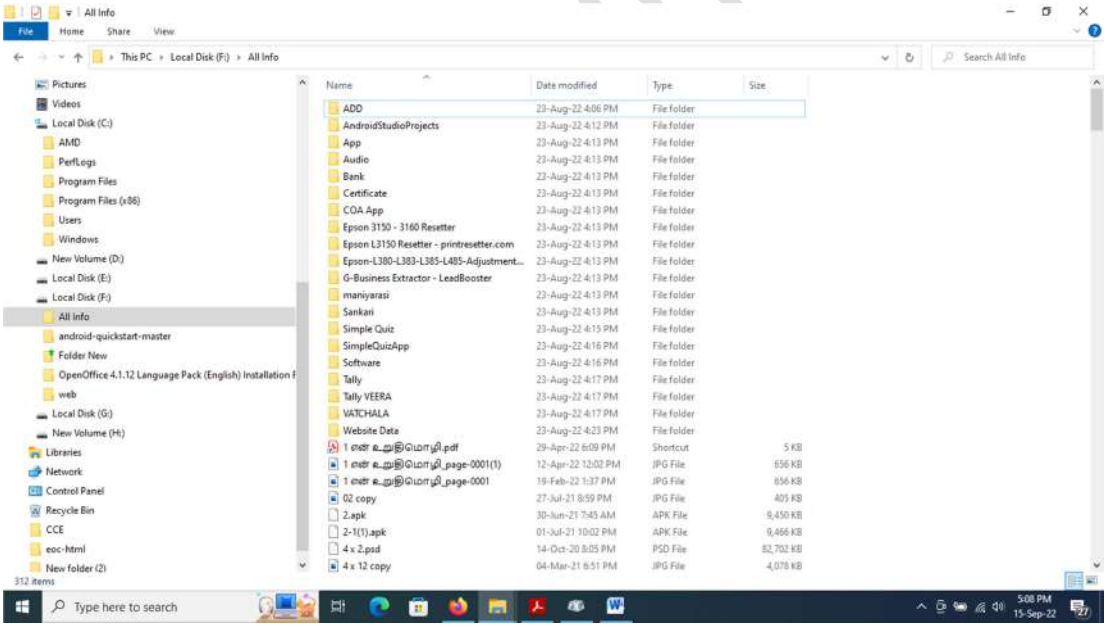
Step 5: Click the **V** (minus symbol) in the folder tree to collapse a folder.

Result:

The program was Executed Successfully and output is verified.

Output:

- ✓ Expand One Level
- ✓ Expand Two Levels
- ✓ Expand Three Levels
- ✓ Expand All Levels
- ✓ Collapse All



AIM : Sorting a folder

Procedure:

Step 1: Press Click Start + E Button.

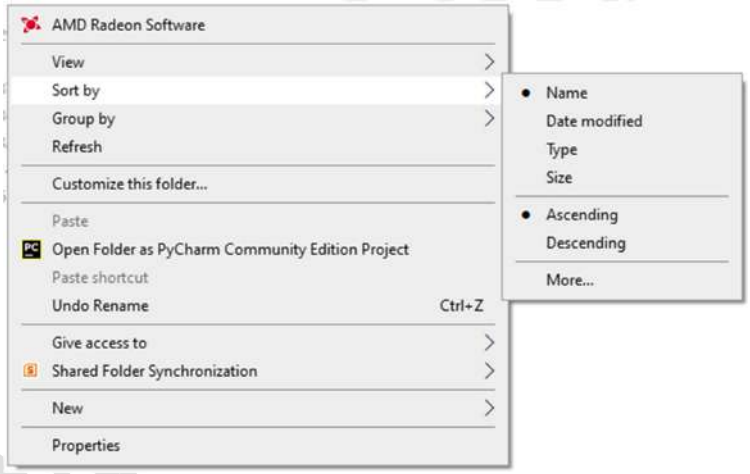
Sort by Arrange folder

Step 2: Right-click a blank area on the file Explore, Select **Sort by**

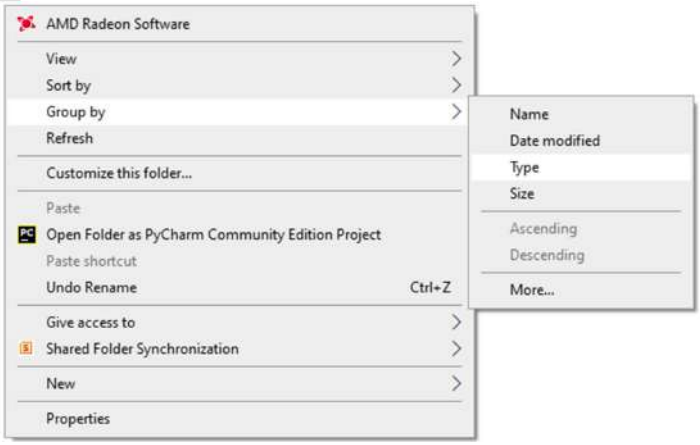
Step 3: Select an option, such as name, Date, Size, Type, Date modified, and Dimensions.

Step 4: The available options vary depending on the selected folder type.

- **Ascending.** Select to sort items in ascending order A-Z.
- **Descending.** Select to sort items in descending order Z-A.



Group by Arrange folder



Step 1: Right-click a blank area on the file Explore, Select **Group by**

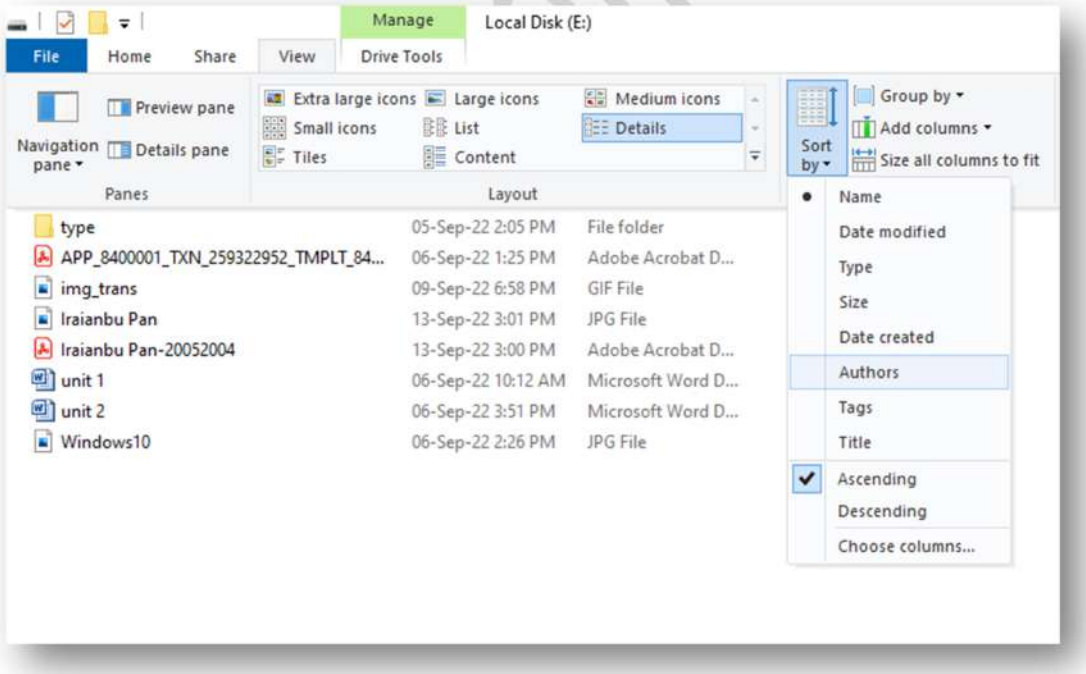
Step 2: Select an option, such as Name, Date, Size, Type, Date modified.

Result:

The program was Executed Successfully and output is verified.

Output:

The File Explore, Select **Sort by** Arrange icons by **Name, Type, Size or Date modified** click Arrange File and Folder. **(**Start + E **→ View →Sort by)**



Ex No: 5 **Date:16/06/2022**

A. **Displaying the properties for a file or folder**
B. **Using cut and paste operations to move a file**
C. **Using copy and paste operations to copy a file**

AIM : Displaying the properties for a file or folder

Procedure:

Step 1: Press Click Start + E Button.

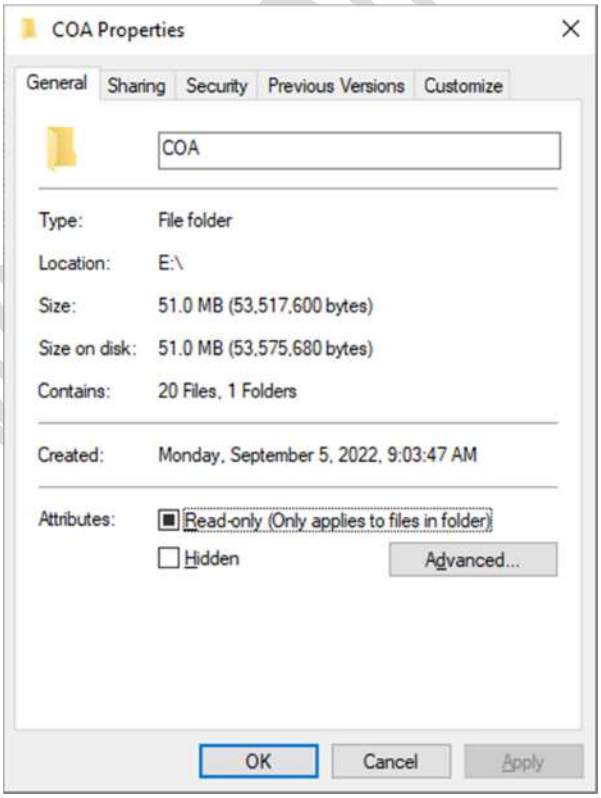
Step 2: To view information about a file or folder, Right-click it and select Properties.

Step 3: The fastest way to you can also select the file and press key **Alt+ Enter.**

Result:

The program was Executed Successfully and output is verified.

Output:



The file properties window shows you information like the type of file, the size of the file, and when you last modified it. , Parent Folder, Free Space, Accessed.

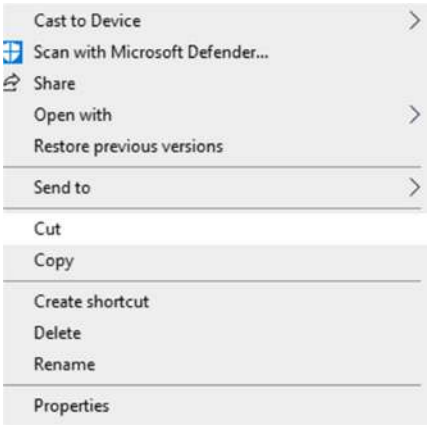
AIM : Using cut and paste operations to move a file

Procedure:

Step 1: Press Click Start + E Button.

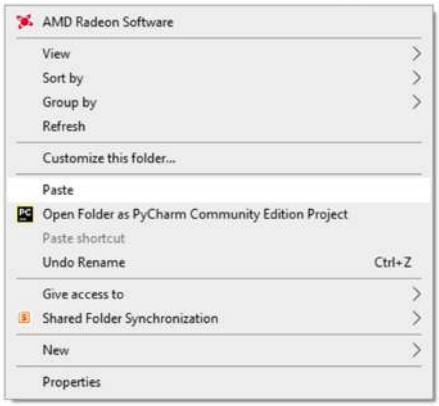
Step 2: To cut file or folder Select then Right-click it and select **Cut.**

Step 3: The fastest way to you can also select the file and press key Ctrl + X



Step 4: Right-click a blank area on the file Explore, Select **Paste.**

Step 5: The fastest way to you can also select the file and press key Ctrl + V



Result:

The program was Executed Successfully and output is verified.

Output:

Ctrl + X → Ctrl + V

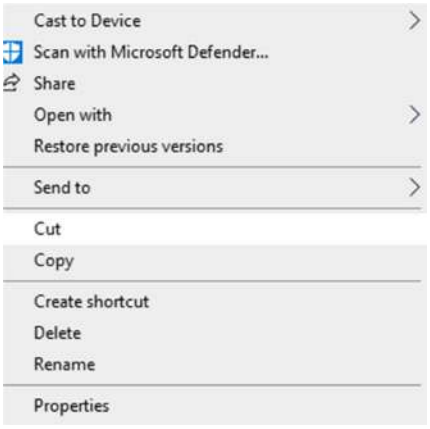
AIM : Using copy and paste operations to copy a file

Procedure:

Step 1: Press Click Start + E Button.

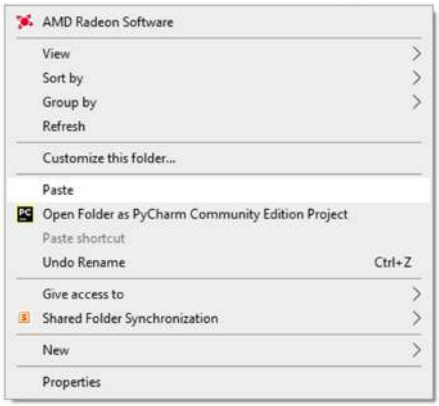
Step 2: To Copy file or folder Select then Right-click it and select **Copy.**

Step 3: The fastest way to you can also select the file and press key Ctrl + C



Step 4: Right-click a blank area on the file Explore, Select **Paste.**

Step 5: The fastest way to you can also select the file and press key Ctrl + V



Result:

The program was Executed Successfully and output is verified.

Output:

Ctrl + C → Ctrl + V

Ex No: 6 **Date:19/06/2022**

A. **Moving and copying files with mouse**
B. **Searching a file or folder by using search command**
C. **Recognizing File types using icons**

AIM : Moving and copying files with mouse

Procedure:

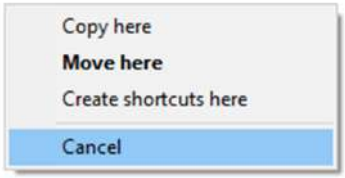
Step 1: Step 1: Press Click Start + E Button.

Step 2: To Copy file or folder Select then **left-click and HOLD. (Copy)**

Step 3: You release the left mouse button the file will be moved to the new location where you released the mouse button. (Paste)

Step 4: To Copy file or folder Select then **Right-click and HOLD**.

Step 5: Select **copy here** then new location **move here**

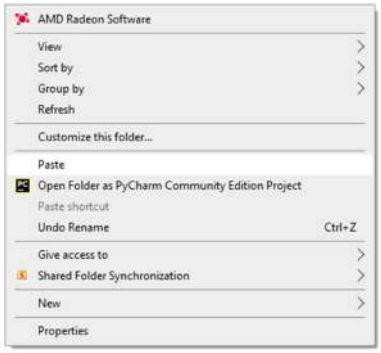


Result:

The program was Executed Successfully and output is verified.

Output:

Select File or Folder **Right Click Mouse** Select **Copy** new location **Right Click Mouse** Select **Paste.**

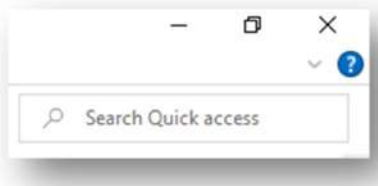


AIM : Searching a file or folder by using search command

Procedure:

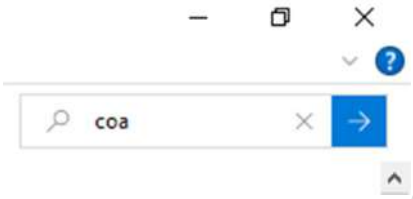
Step 1: Press Click Start + E Button.

Step 2 : Select Search Local Drive Like C:\ D:\ E:\ This PC to look in all devices or Folder

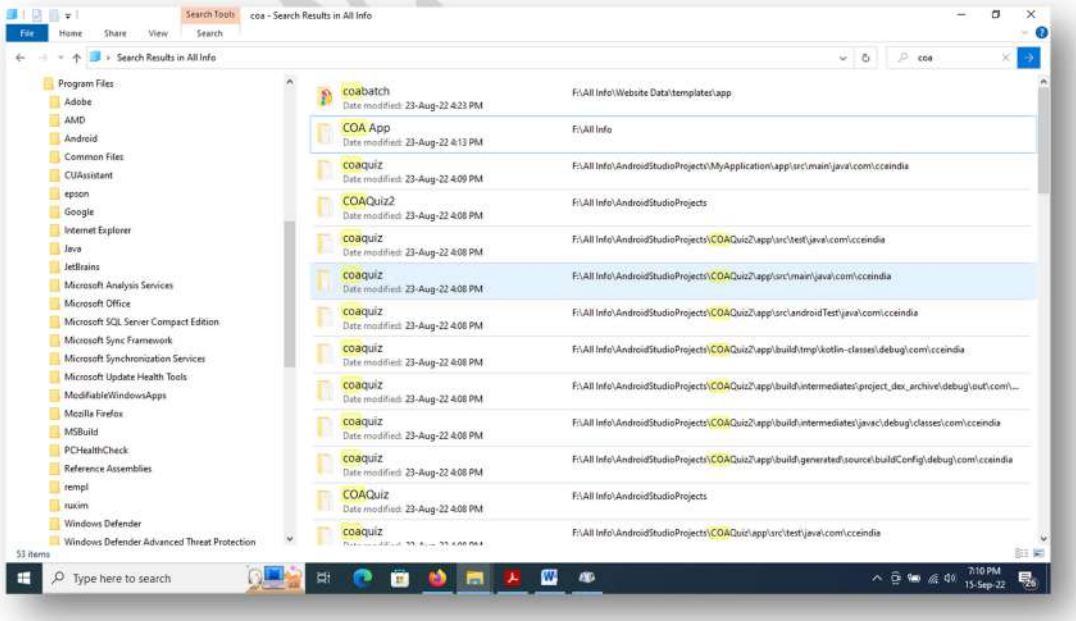


Step 3**:** Right Corner show **Search Quick access**

Step 4: Enter Search Key word “COA” after Press Enter or Click →



Output:



Aim : Recognizing File types using icons

Procedure:

Step 1: Press Click Start + E Button.

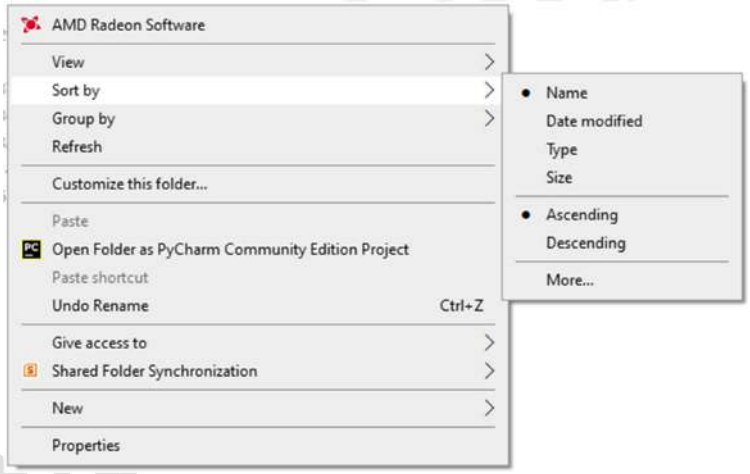
Sort by Arrange Icons

Step 2: Right-click a blank area on the file Explore, Select **Sort by**

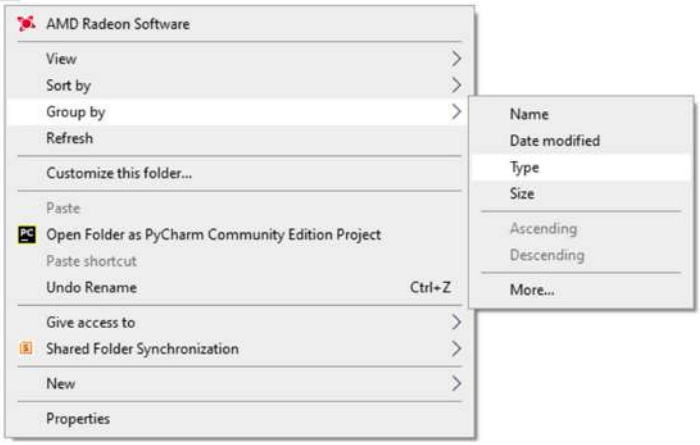
Step 3: Select an option, such as name, Date, Size, Type, Date modified, and Dimensions.

Step 4: The available options vary depending on the selected folder type.

- **Ascending.** Select to sort items in ascending order A-Z.
- **Descending.** Select to sort items in descending order Z-A.



Group by Arrange icons



Step 1: Right-click a blank area on the file Explore, Select **Group by**

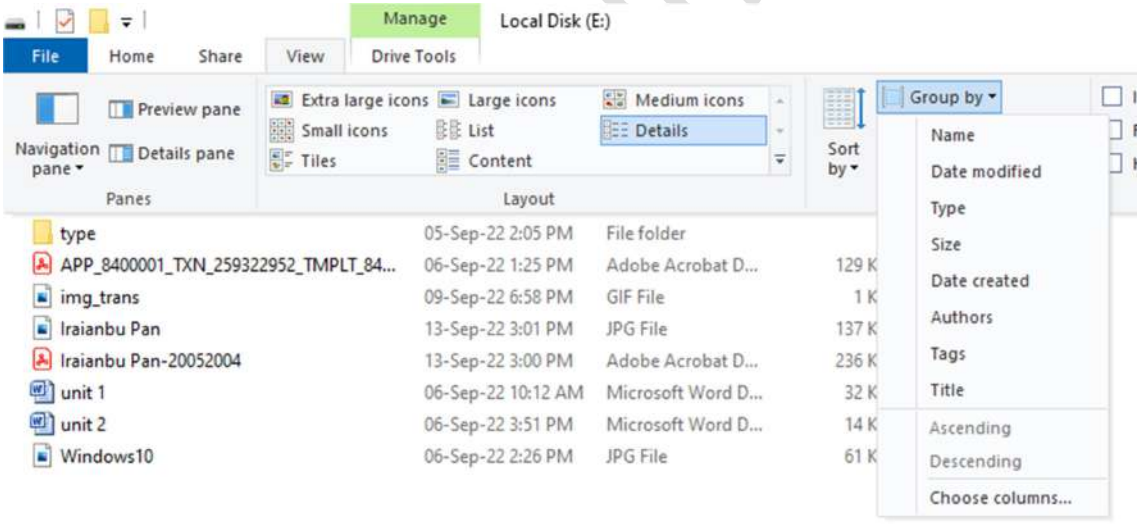
Step 2: Select an option, such as Name, Date, Size, Type, Date modified.

Result:

The program was Executed Successfully and output is verified.

Output:

The File Explore, Select **Group by** Arrange icons by **Name, Type, Size or Date modified** click Arrange Icons. **(**Start + E **→ View →Group by)**



Ex No: 7 **Date:22/06/2022**

A. **Recording and saving an audio file**
B. **Connecting a printer to the PC**
C. **Capturing and saving entire monitor screen & active program window as images**

AIM : Recording and saving an audio file

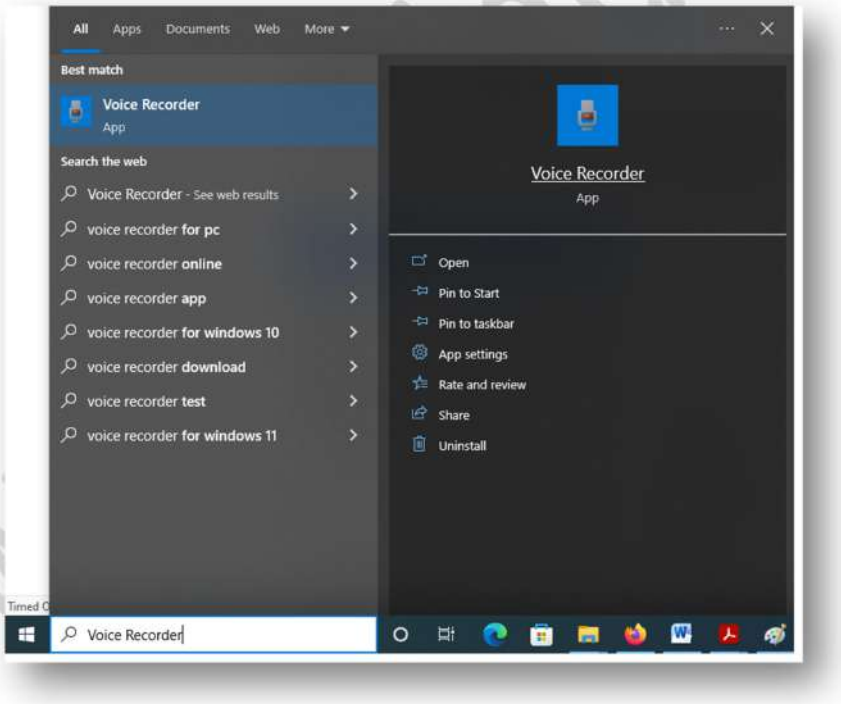
Procedure:

Step 1: Press Click Start Button

Step 2: Type search bar in the bottom-left corner of the Windows 10 screen

Step 3: Type "Voice Recorder"

Step 4: Click on "Voice Recorder"



Step 5 : Press key **Ctrl + R** Recording will be **Start.**

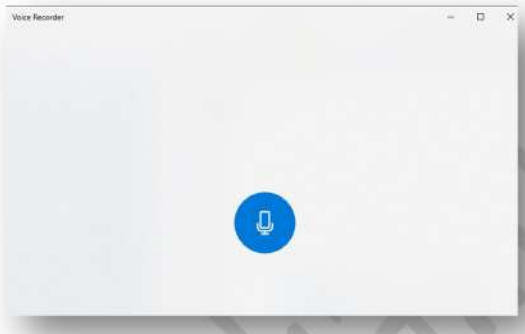
Step 4: Start speaking

Step 5: Press key **Backspace** Key Record will be **Stop** then file will save automatically.

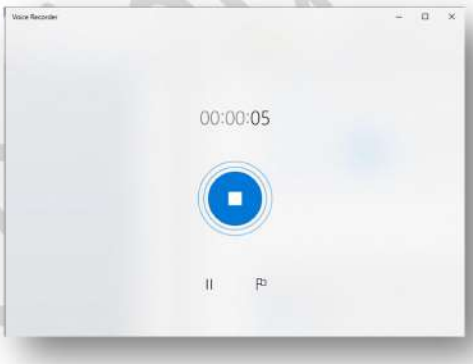
Result:

The program was Executed Successfully and output is verified.

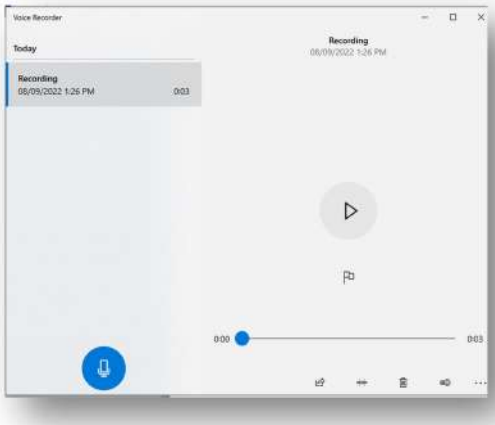
Output:



Ctrl + R →Recording **Start**



Backspace Key → Recording **Stop**



Recoding Save Automatically

AIM : Connecting a printer to the PC

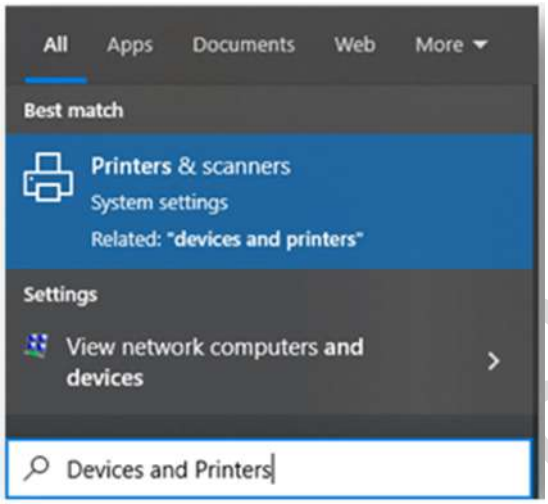
Procedure:

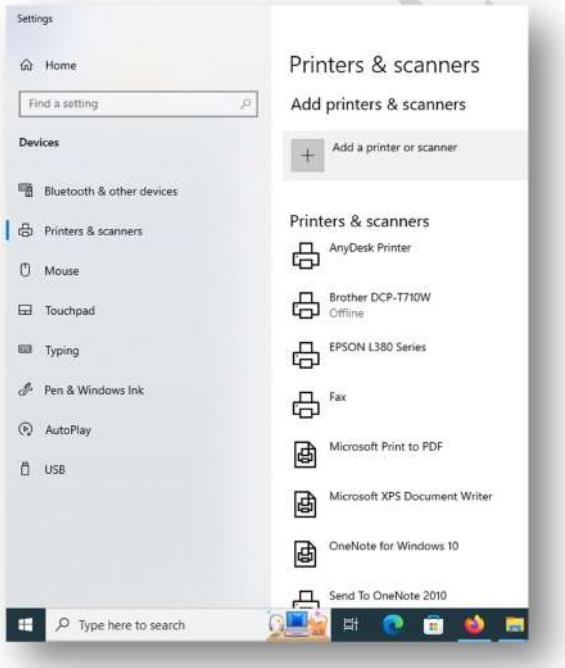
Step 1: Press Click Start Button

Step 2: Type search bar in the bottom-left corner of the Windows 10 screen

Step 3: Type "**Devices and Printers**"

Step 4: Click on "**Printer & Scanners"**





Step 5: Connect Printer to computer and Power ON.

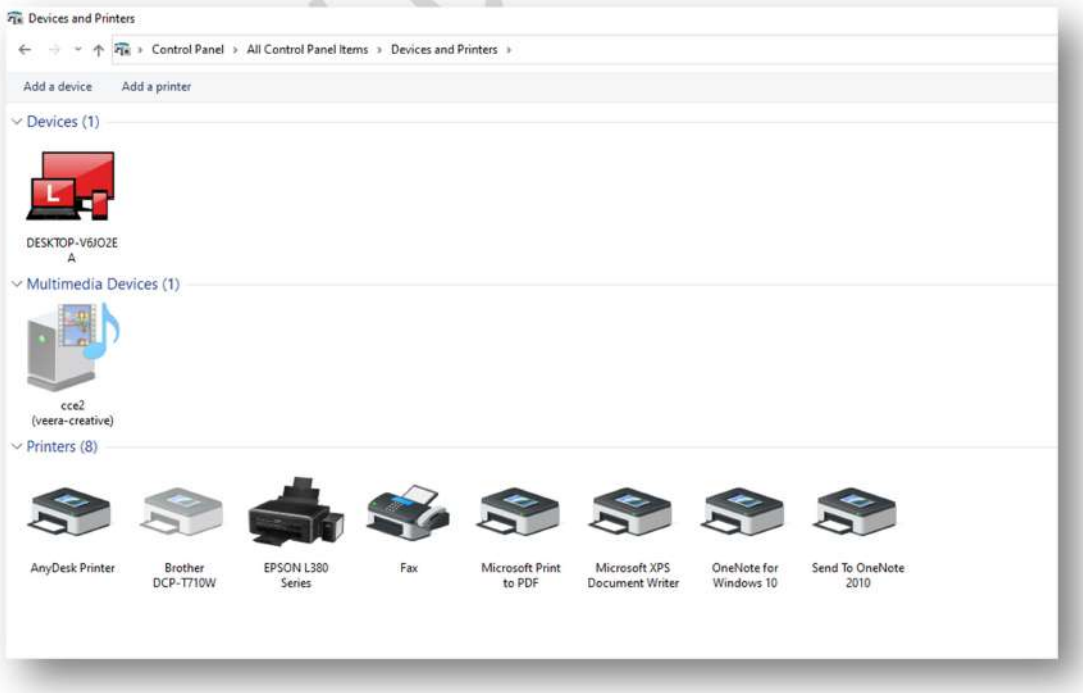
Step 6: Click on **Add a printer or Scanner**

Step 7: Wait for it to find nearby printers, then choose the one you want to use, and select Add device.

Result:

The program was Executed Successfully and output is verified.

Output:



AIM : Capturing and saving entire monitor screen & active program window as images

Procedure:

Step 1: The PRINT SCREEN key is usually located in the upper right corner of your keyboard. The key looks similar to the following:

Step 2: The text you see on your keyboard might be PrtSc, PrtScn, or PrntScrn. The other text on the **Print Screen** key is usually SysRq.

Copy only the image of the active window

The active window is the window that you are currently working in. Only one window can be active at a time.

Step 3: Click the window that you want to copy.

Step 4: Press **ALT+PRINT SCREEN**.

Step 5: Paste **(CTRL+V)** the image into an Office program or other application.

Copy the entire image on the screen

Step 6: Open everything you want to copy and position it the way you want.

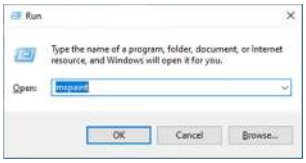
Step 7: Press PRINT SCREEN. (If you Used Laptop then **Fun** or **Start** + **PrtSC**)

Step 8: Paste (**CTRL+V**) the image into an Office program or other application

Result:

The program was Executed Successfully and output is verified.

Output:



Alt + PrtSc – Copy Active window

MS OFFICE: MS-WORD

&

OPEN OFFICE: WRITER

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Ex No:8 **Date:25/06/2022**

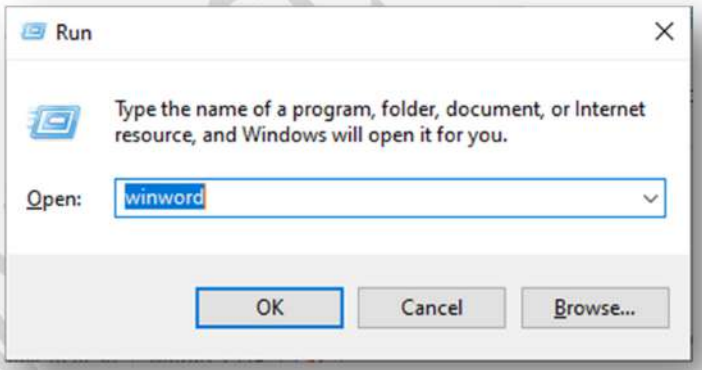
Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter- Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.

AIM : Preparing a Govt. Order / Official Letter / Business Letter / Circular Letter- Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tab settings etc.

Procedure:

Step 1 : Press Keys **Start** + R

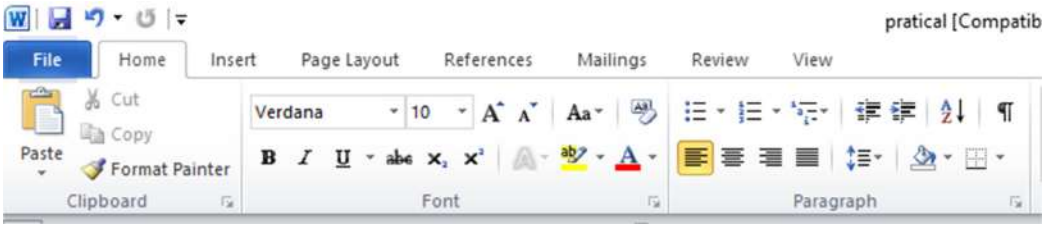
Step 2 : In the box type **winword** → OK



Step 3 : Type **letter and Formatting below**

Step 5: Press Shortcut **Ctrl + D** Show Font Properties.

Step 6: Change **font size and styles - bold, underline, upper case, lower case, superscript, subscript.**



Shortcut

- Font size Change - Ctrl +] (font size increase) or Ctrl+[(font size increase)
- Font Bold – Ctrl +B
- Font Underline – Ctrl + U
- Upper Case – Ctrl + Shift + A
- Capitalize Each Word, select the text and press SHIFT + F3
- Superscript – Ctrl + Shift + +
- Subscript - Ctrl + =

Step 7: Go to **Home** > **Change case** Aa.

Do one of the following:

- Sentence case.
- lowercase.
- UPPERCASE.
- Capitalize Each Word.
- Capitalize Each Word and the opposite,
- cAPITALIZE eACH wORD

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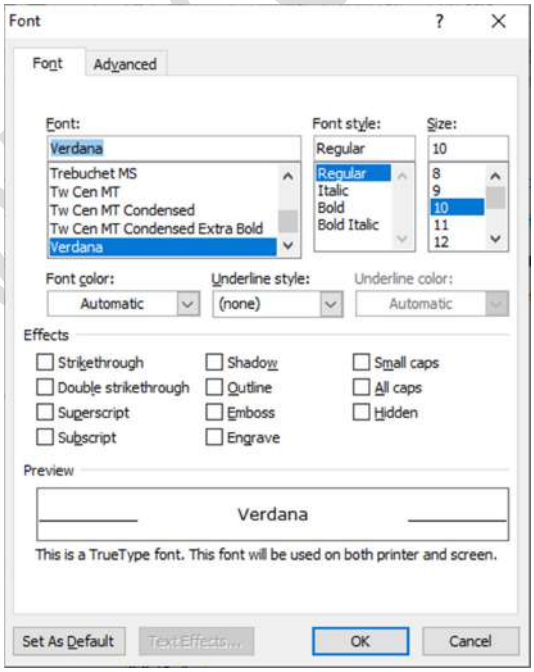
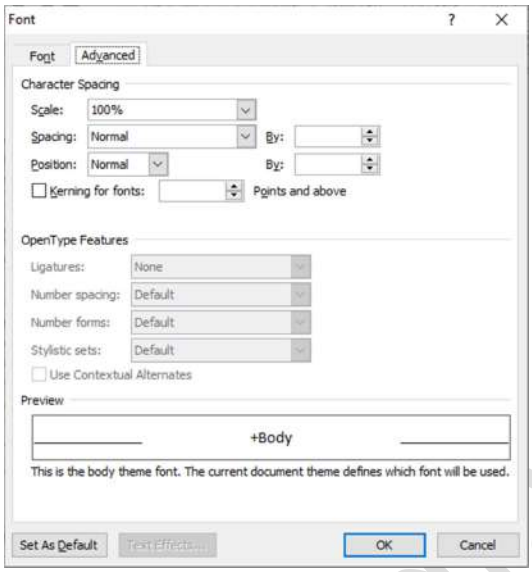
Step 8:

Indenting paragraphs, spacing between lines

Step 9: Press Shortcut **Ctrl + D** Show Font Properties.



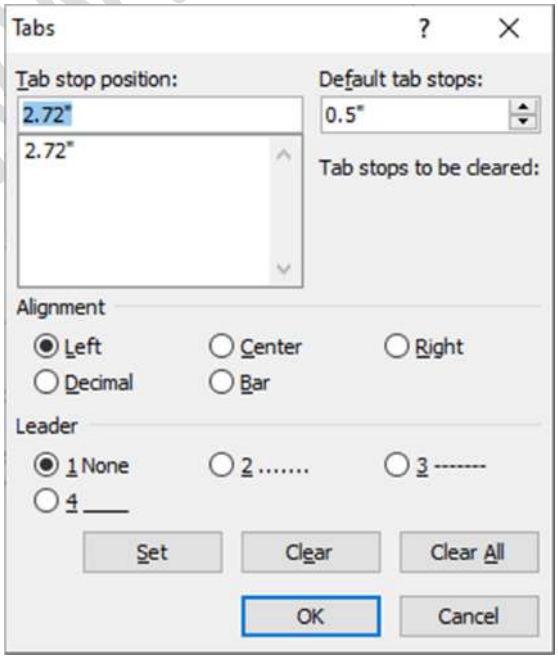
Step 10: Need spacing between characters **Ctrl + D** Show Advanced Properties



Step 11: Line Spacing Shortcut

- ✓ Single Line spaced Ctrl +1
- ✓ Apply 1.5-line *spacing* to the *paragraph*. Ctrl+5.
- ✓ Double Line -spaced Ctrl +2
- ✓ Add or remove space before the *paragraph*. Ctrl+0 (zero).

Step 12: **Tab Settings.**



Result:

The program was Executed Successfully and output is verified.

Output:

M. VEERAPANDIYAN, MBA.,
CAD Designer

Telephone : 2688545
14 Annala Salai,
Puducherry 605 5501.

10th May 2022.

The Collector of Villupuram,
Villupuram.

Sir,

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Yours Faithfully,

(M. VEERAPANDIYAN)

Copy to

The Tahslidar, Villupuram

Ex No:9 **Date:28/06/2022**

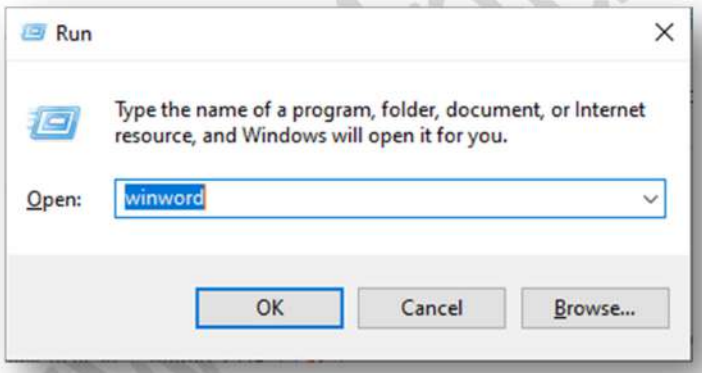
Preparing a newsletter: To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.

AIM : Preparing a newsletter: To prepare a newsletter with borders, two columns text, header and footer and inserting a graphic image and page layout.

Procedure:

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK



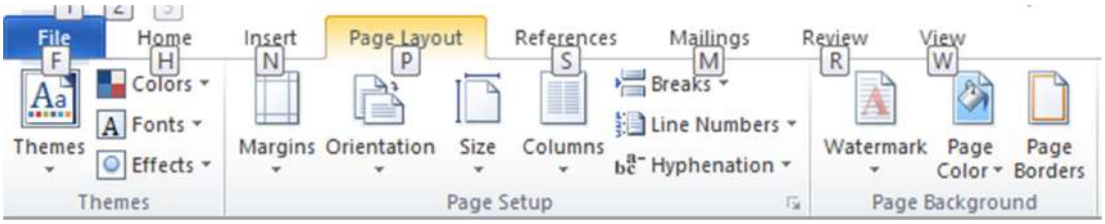
Step 3: Enter the **=Rand() After give one Enter**

Step 4: **Select All or Press Ctrl + A**

Step 5: Got to Page Layout (Tab)→Columns →two

Step 6: Page Border → Page Border→Select Style → Select Color → Select Width →ok

Step 7: Page Border → Page Border→ Select Art →ok



Step 8: Got to Insert (Tab)→Picture →File Browser Open→Select Image →Insert

Step 9: Got to Insert (Tab)→Header →Select Header Model

Step 10: Got to Insert (Tab)→Header →Select Footer Model

Result:

The program was Executed Successfully and output is verified.

Output:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To

Ex No:10 **Date:01/07/2022**

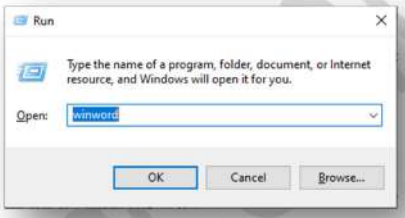
A. **Creating and using styles and templates: To create a style and apply that style in a document**
B. **To create a template for the styles created and assemble the styles for the template.**

AIM : Creating and using styles and templates: To create a style and apply that style in a document

Procedure:

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK



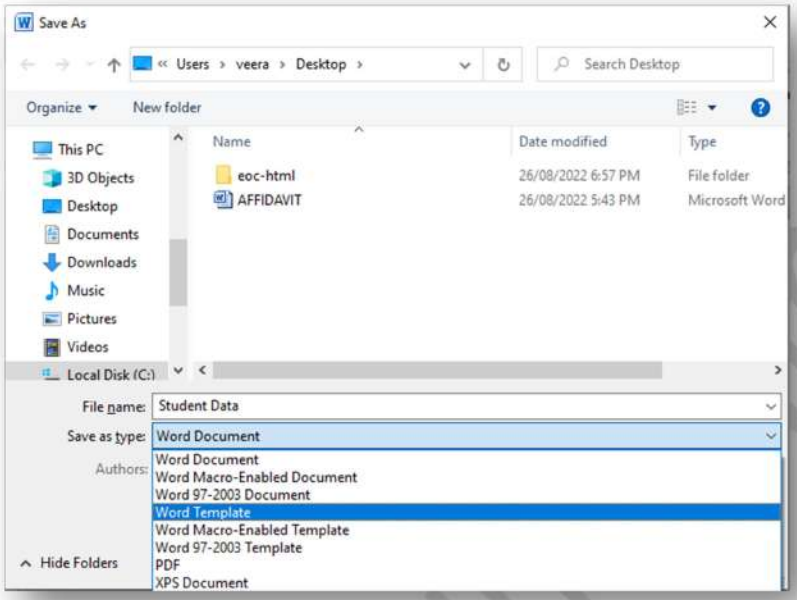
Step 3: Create templates Like Student Data Form Like

Student Data

Name :
Father Name :
Age :
Gender :
Date of Birth :
Qualification :
Address :
Mobile Number :
E – Mail :

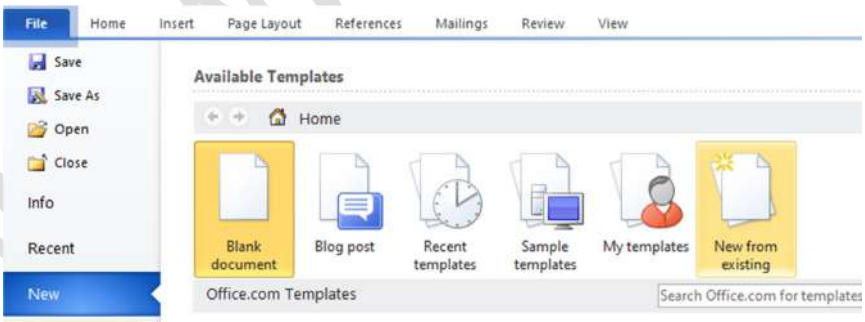
Student Signature

Step 4: **Ctrl + S (Save File)** → File Name **Student Data** Select Save as Type: **word Template**. **Note : Don't Forget File Save Location.**

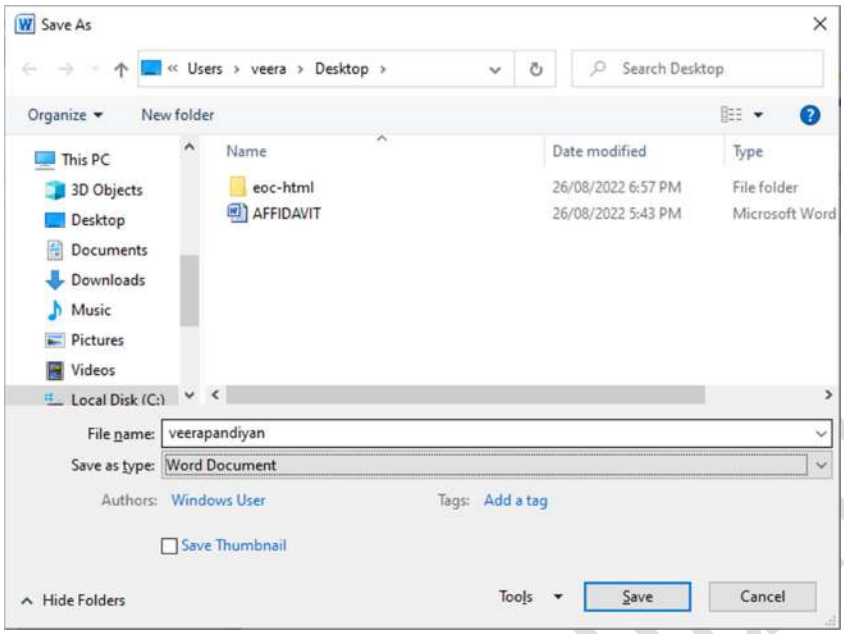


Step 5: **Go to Home Menu→ Click file → Click New→ New from Exiting →** Open File already saved **Template** file Student Data.

Step 6: Open templates file the Data Form



Step 5: **Ctrl + S (Save File)** → File Name **Student Name** Select Save as Type: **word Document** → Save



Result:

The program was Executed Successfully and output is verified.

Output

Student Data

Name	:	**Veerapandiyan M**
Father Name	:	Markandeyan M
Age	:	17
Gender	:	Male
Date of Birth	:	10-05-2004
Qualification	:	Hsc
Address	:	59-D, Main Road, Thirukkanur, Pondicherry –501.
Mobile Number	:	9360675707
E – Mail	:	ccepdy@gmail.com

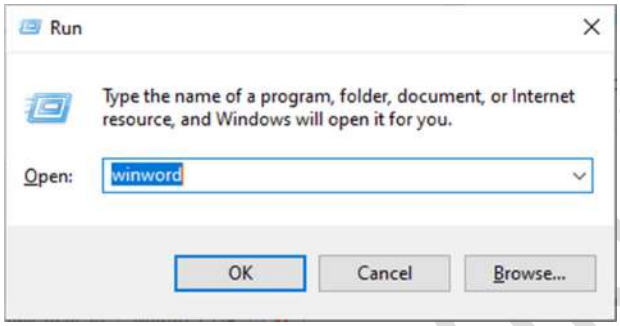
Student Signature

AIM : To create a template for the styles created and assemble the styles for the template.

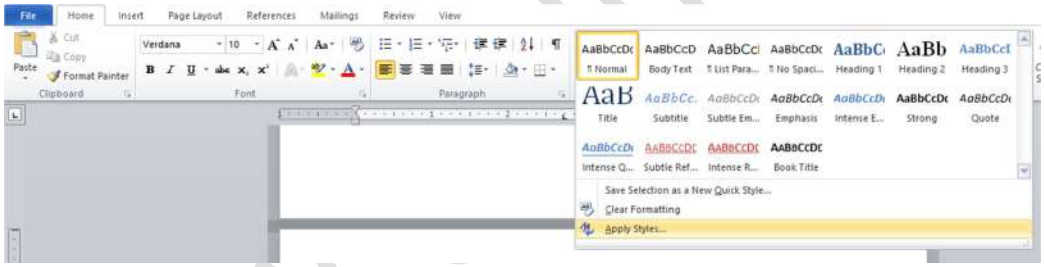
Procedure:

Step 1 : Press Keys **Start** + R

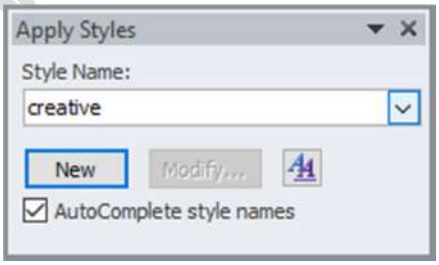
Step 2 : In the box type **winword** → OK



Step 3 : Go to Home Menu→ Right Corner Show Styles→ Apply Styles

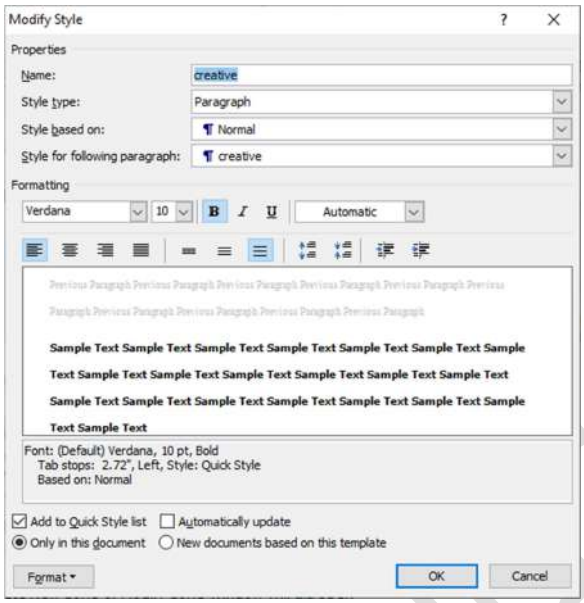


Step 4 : Use Shortcut Key **Ctrl + Shift + S**

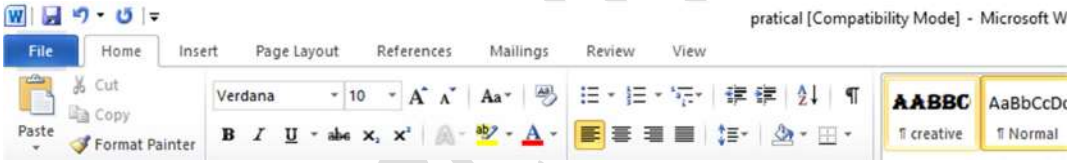


Step 5 : Create New Style or Modify Style Window Will be Open

If Modify Old Style name then Select Modify or Enter if create New Style then **creative**



Step 6 : Change Font Setting like More Setting Font Style, Size, Format, Alignment after Click Ok button.



Step 8 : Completed on Create Styles after if need this Style Just Select Font the click then Apply Style

Result:

The program was Executed Successfully and output is verified.

Output

Ex No:11 **Date:04/07/2022**

Creating and editing the table :

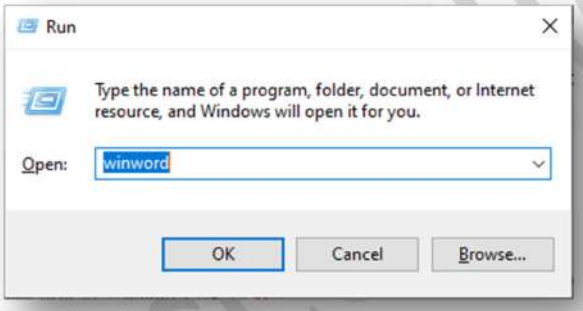
A. To create a table using table menu
B. To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells
C. To create a simple statement for math calculations viz. totaling the column.

AIM : To create a table using table menu

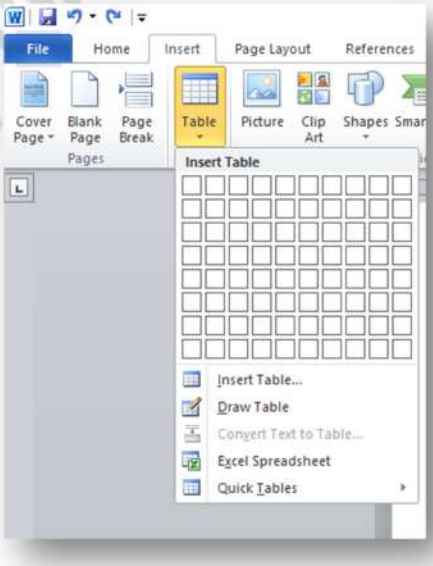
Procedure:

Step 1 : Press Keys **Start** + R

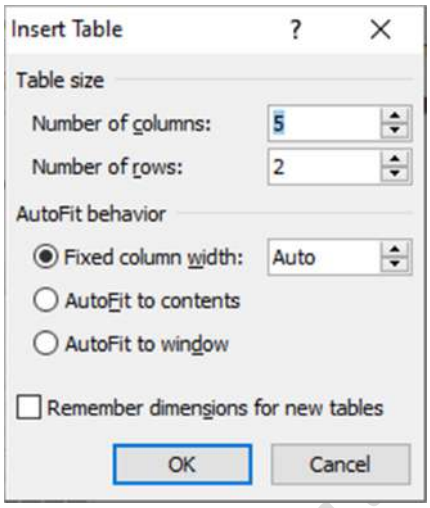
Step 2 : In the box type **winword** → OK



Step 3 : Go to **Insert** Menu → Select **Table** → Select **Insert Table**



Insert Table



Step 4: Enter the Number of Rows 5 and Columns 5. → ok

Result:

The program was Executed Successfully and output is verified.

Output :

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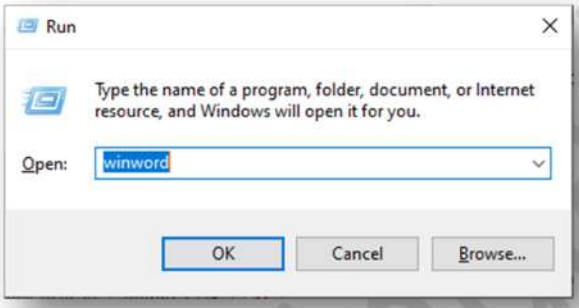
AIM : To create a monthly calendar using cell editing operations like inserting, joining, deleting, splitting and merging cells

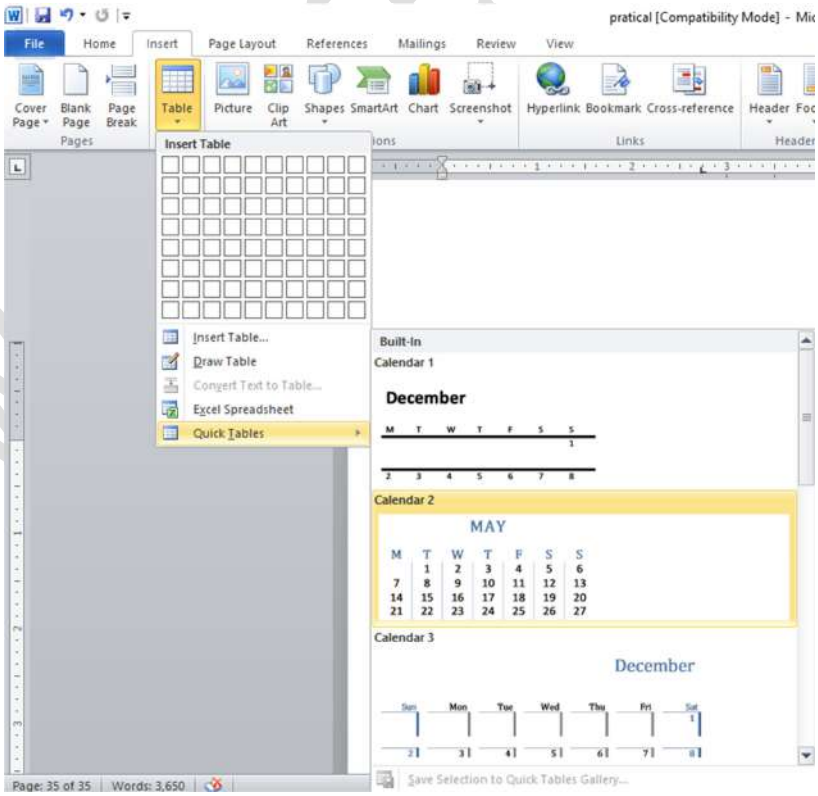
Procedure:

Step 1 : Press Keys **Start** + R

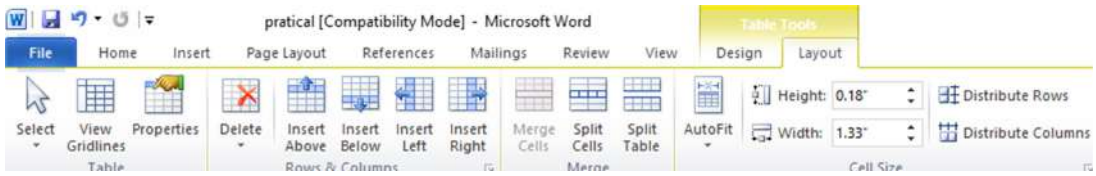
Step 2 : In the box type **winword** → OK



Step 3 : Go to **Insert** Menu → Select **Table** → Select **Quick Tables**



Step 4: Click any One Cell the go to Go to Layout cell editing operations like inserting, joining, deleting, splitting and merging cells



Result:

The program was Executed Successfully and output is verified.

Output :

<table>
<tr><td colspan="6"></td></tr>
<tr><td rowspan="4"></td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2"></td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td></td><td></td><td></td><td colspan="2"></td></tr>
</table>

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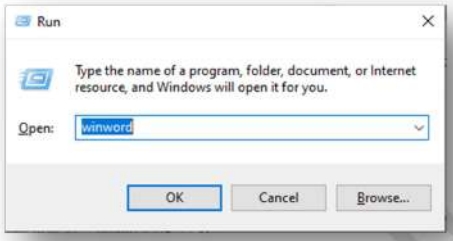
AIM : To create a simple statement for math calculations viz. totaling the column.

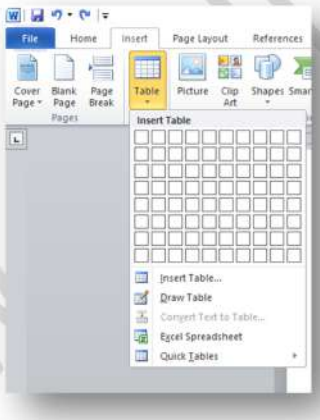
Procedure:

Step 1 : Press Keys **Start** + R

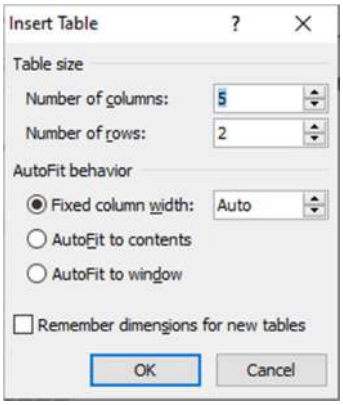
Step 2 : In the box type **winword** → OK



Step 3 : Go to **Insert** Menu → Select **Table** → Select **Insert Table**



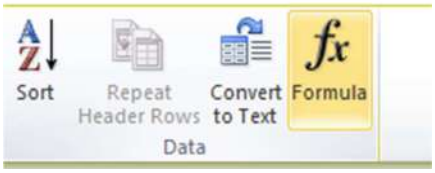
Insert Table



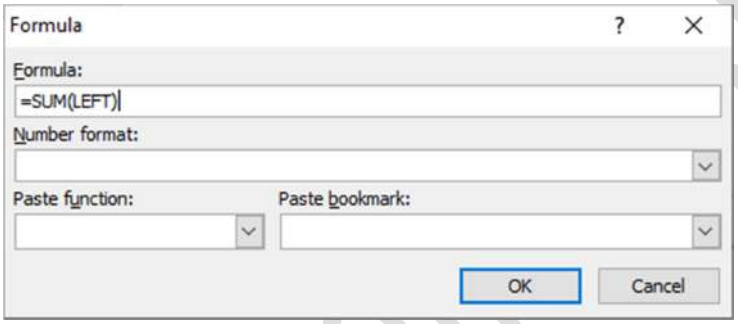
Step 4: Enter the Number of Rows 5 and Columns 7. → ok

Step 5: Create Table → like as above table → Click Total Cell

Step 6: The Goto layout→ Farmula



=sum(left)



Result:

The program was Executed Successfully and output is verified.

Output:

Name	Tamil	English	Maths	Science	Social Science	Total
Veera	89	77	82	85	97	430
Pooja	87	54	67	87	89	384

Ex No:12 **Date:07/07/2022**

Creating numbered lists and bulleted lists:

A. **To create numbered list with different formats (with numbers, alphabets, roman letters)**

B. **To create a bulleted list with different bullet characters**.

AIM : To create numbered list with different formats (with numbers, alphabets, roman letters)

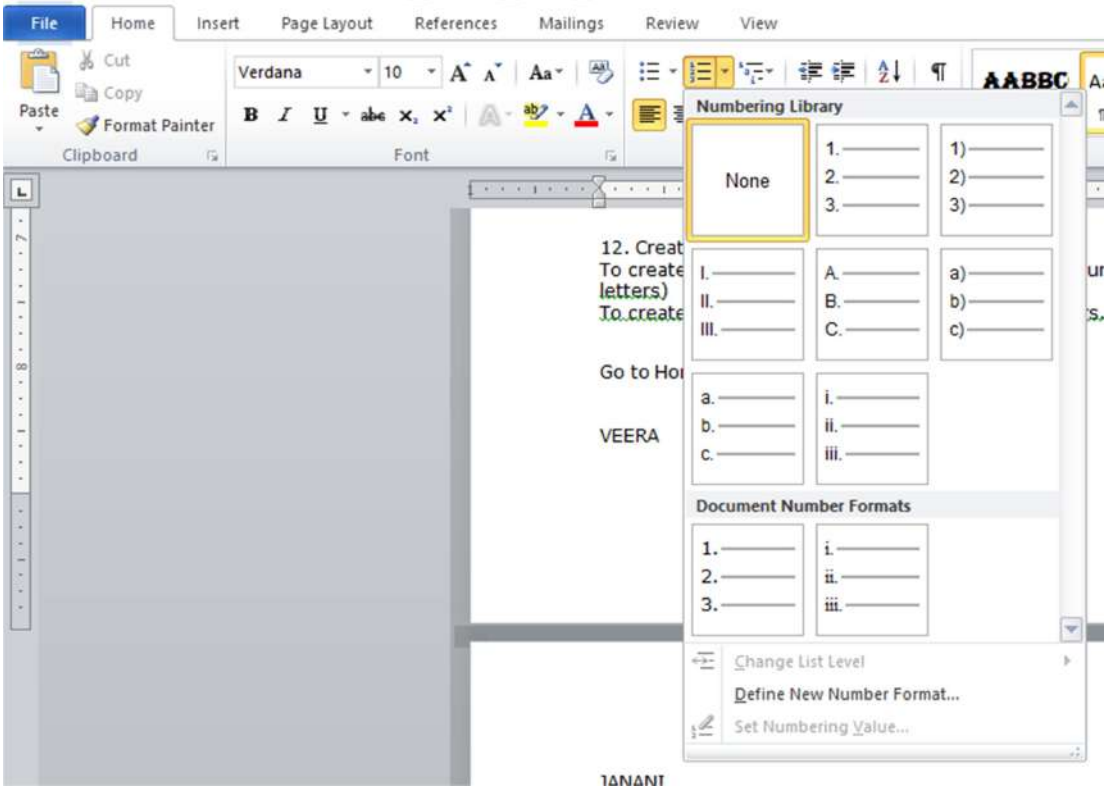
Procedure:

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

Step 3: Select List of text then

Step 4: Go to Home Menu → Number with different formats (with numbers, alphabets, roman Letters



Result:

The program was Executed Successfully and output is verified.

Output:

Numbers List

1. VEERA
2. JANANI
3. RANI
4. ASHWIN RAJA
5. POOJA

Alphabets List

A. VEERA
B. JANANI
C. RANI
D. ASHWIN RAJA
E. POOJA

Roman Letters List

I. VEERA
II. JANANI
III. RANI
IV. ASHWIN RAJA
V. POOJA

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AIM : To create a bulleted list with different bullet characters.

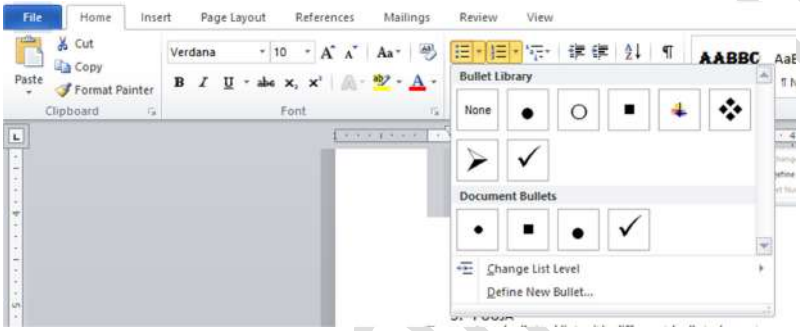
Procedure:

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

Step 3: Select List of text then

Step 5: Go to Home Menu → Bullet Library formats (bulleted list with different bullet characters.)



Result:

The program was Executed Successfully and output is verified.

Output:

Bulleted List-1

- VEERA
- JANANI
- RANI
- ASHWIN RAJA

Bulleted List-2

- ✓ VEERA
- ✓ JANANI
- ✓ RANI
- ✓ ASHWIN RAJA

Ex No:13 **Date:10/07/2022**

Printing envelopes and mail merge:

A. **To print envelopes with from addresses and to addresses**
B. **To use mail merge facility for sending a circular letter to many persons**
C. **To use mail merge facility for printing mailing labels..**

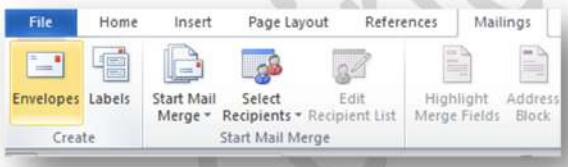
AIM : To print envelopes with from addresses and to addresses

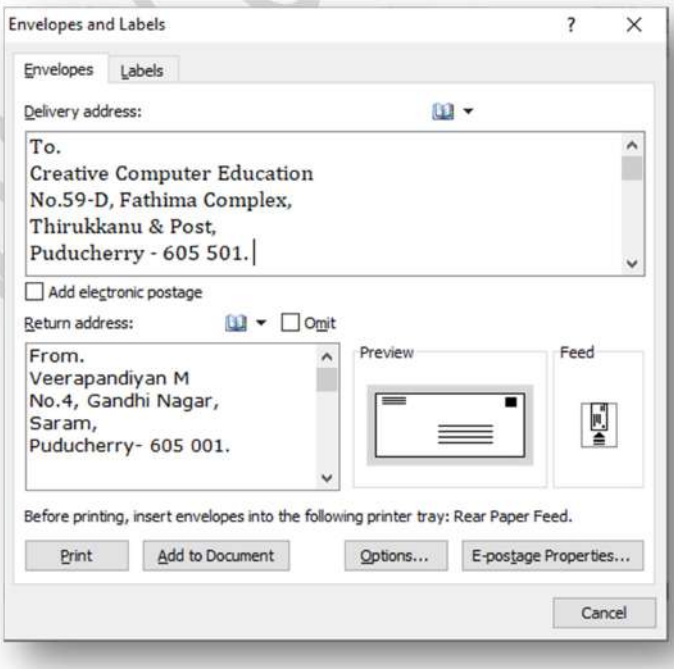
Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

Step 3: Go to **Mailings** Menu → Select **Envelopes**





Step 4: To Enter From Address and To Address

Step 5: The go **Options** → Select **Envelops Size**→ then click **ok** → after **close.**

Step 5: The go Envelops → Select **Add to Document** or **Print.**

Result:

The program was Executed Successfully and output is verified.

Output:

Envelops

To.
Creative Computer Education
59-D, Fathima Complex,
Main Road, THirukkanur,
Puducherry -605 501.

From.

Veerapandiyan M
No.4,Gandhi Nagar,
Saram, Puducherry – 605 001.

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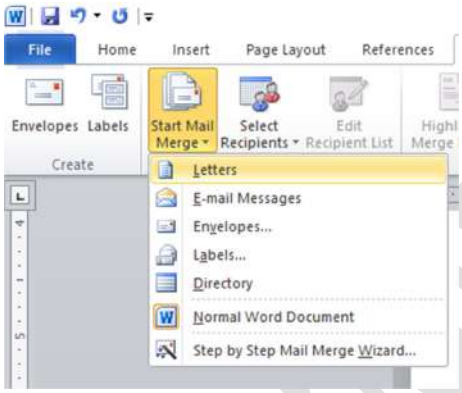
AIM : To use mail merge facility for sending a circular letter to many persons

Procedure :

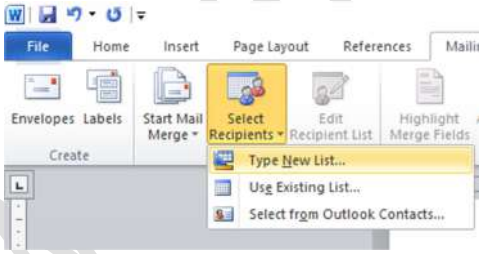
Step 1 : Press Keys **Start** + R

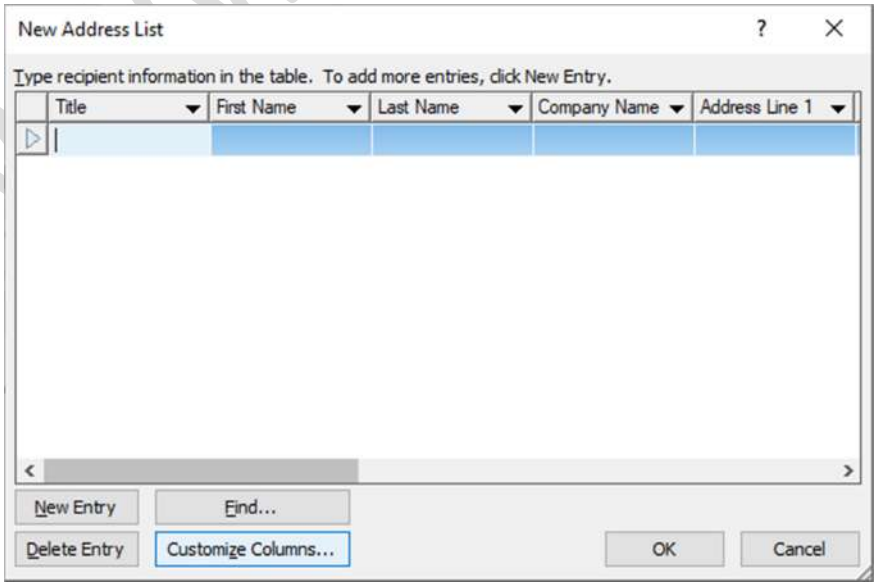
Step 2 : In the box type **winword** → OK

Step 3 : Go to **Mailings** Menu→ Select **Start Mail Merge** →Select **Letter**

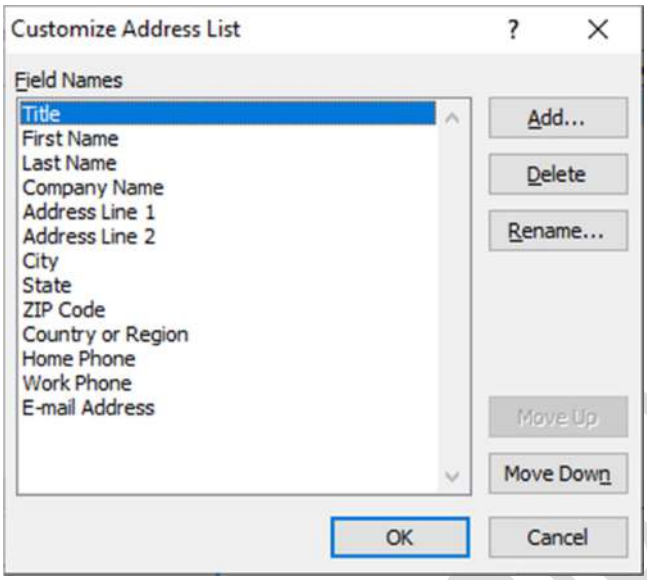


Step 4 : Go to Mailing Menu→ Select Start Mail Merge →Select Type New List



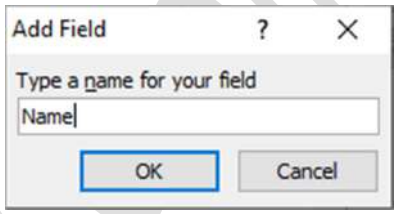


Step 5: Click to →Customize Columns



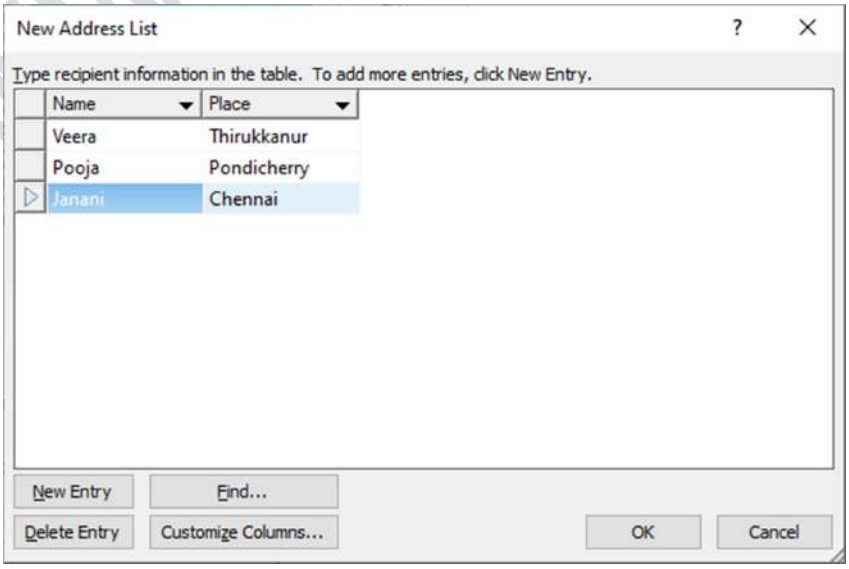
Step 6: Remove All Filed Names Or Use Shortcut **Alt+R** after Enter **Y**

Step 7: Add Filed Names (Name & Place) select Add or Shortcut **Alt+ A**.



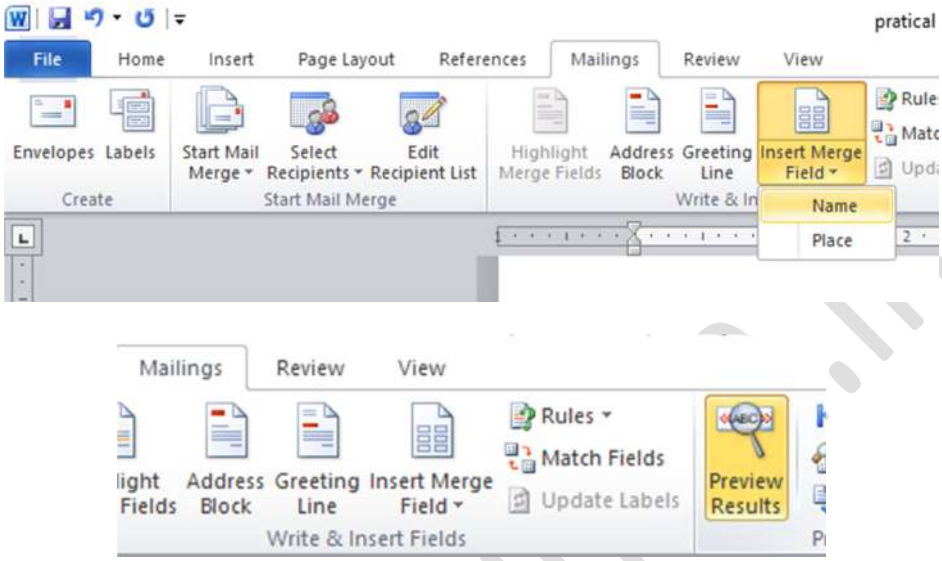
Step 7: After Enter ok →

Step 8: Enter the Data



Step 8**:** Click **ok** Button → then **Save File**.

Step 9: After go to **Mailings** → Select **Insert Merge Field** → Select Filed then insert Nearby Area.



Step 10: After go to Mailing →Preview Result → Show Filed Data

Step 11: After go to **Mailings** →**Finishing Merge** → **Edit Individual Documents** or **Printing Documents**

Result:

The program was Executed Successfully and output is verified.

Output:

Name : <Name>

Place : <place>

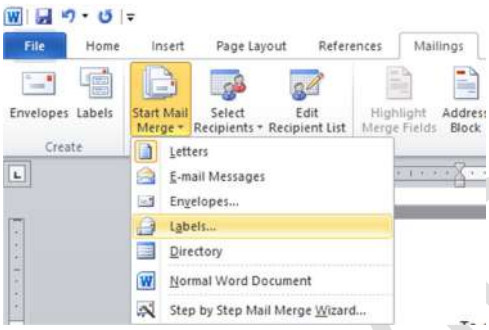
AIM : To use mail merge facility for printing mailing labels.

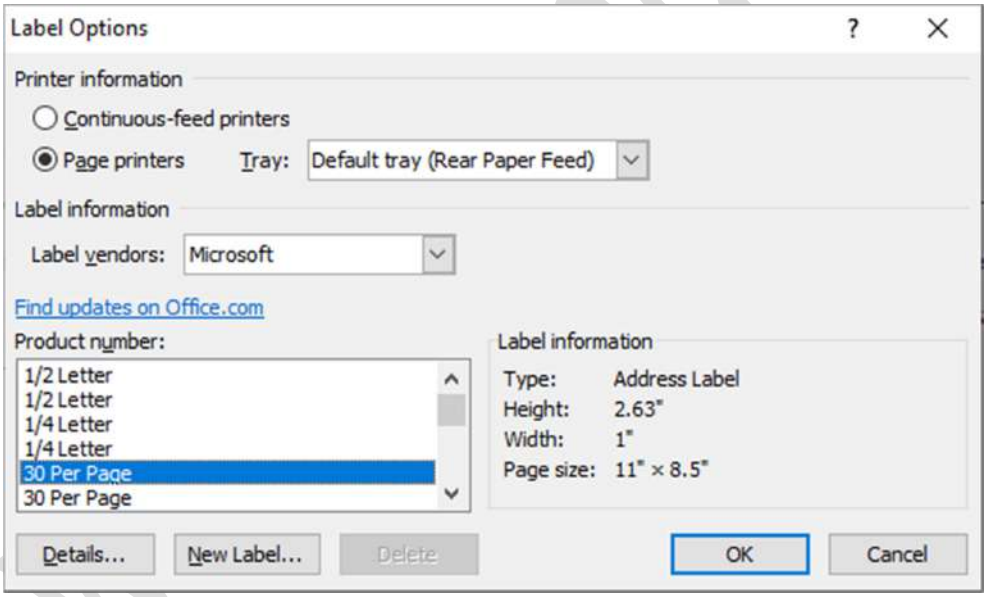
Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

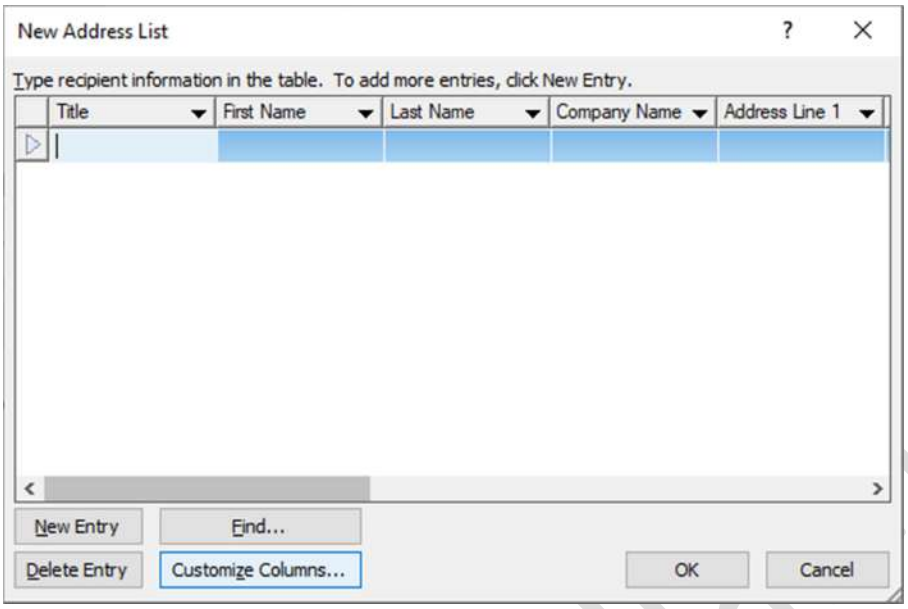
Step 3 : Go to o to **Mailings** Menu→ Select **Start Mail Merge** → **labels**



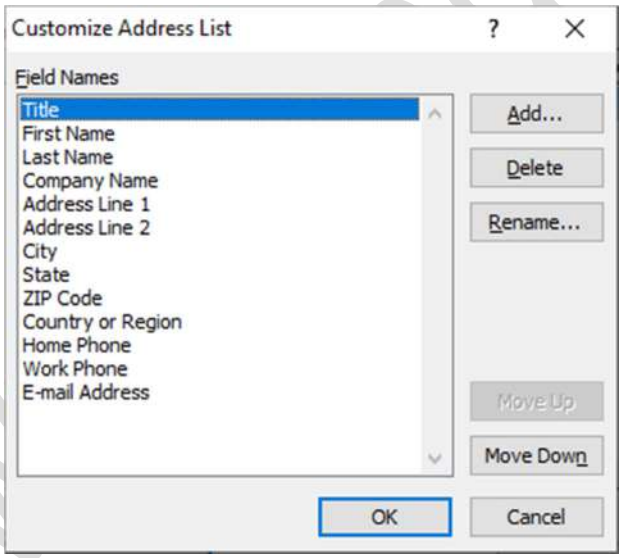


Step 4 : Select (Label Size 30 per page → ok

Step 5 : Go to **Mailings** Menu→ Select **Start Mail Merge** →Select **Type New List**

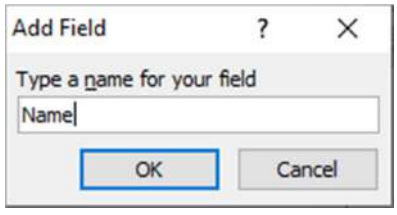


Step 6 : Click to →**Customize Columns**



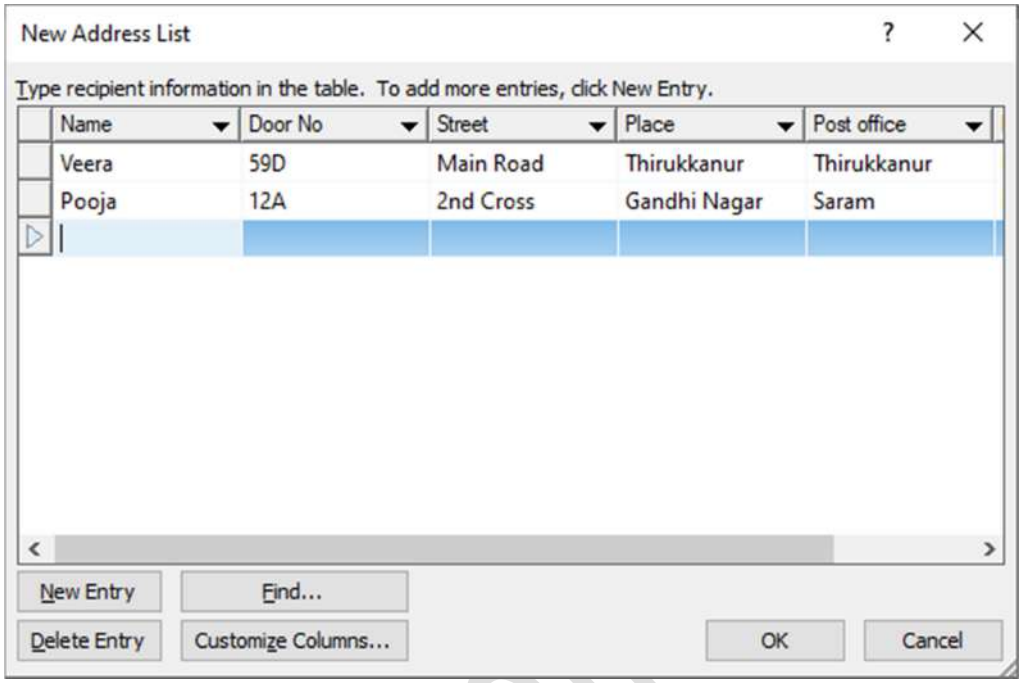
Step 7 : Remove All Filed Names Or Use Shortcut **Alt+R** after Enter **Y**

Step 8 : Add Filed Names (Name & Door No, Street, Place, Post Office and District) select Add or Shortcut **Alt+ A.**



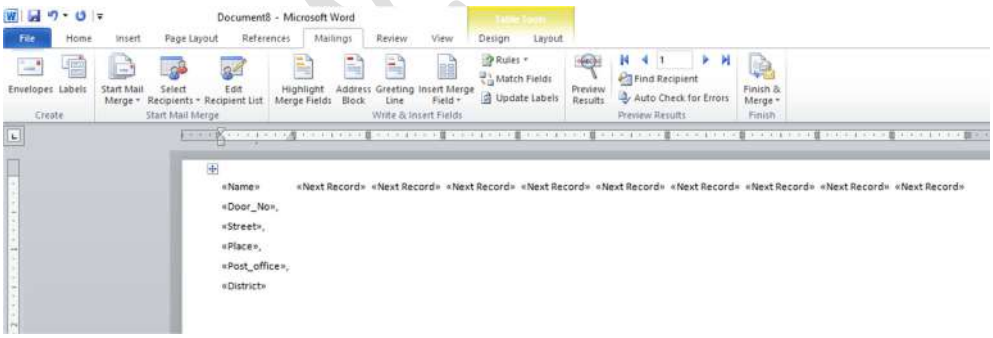
Step 9 : After Enter ok →

Step 10 : Enter the Data

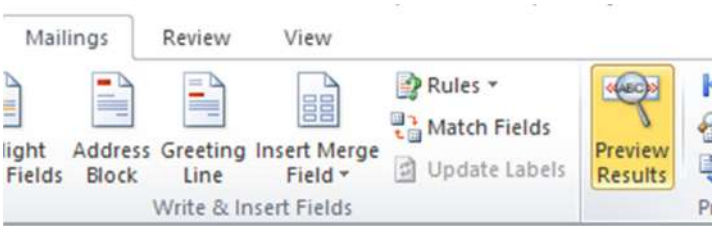


Step 11 : Click ok Button then Save File.

Step 12 : After go to **Mailings** → Select **Insert Merge Field** → Select Filed then insert Nearby Area.



Step 13: After go to Mailing → Update labels.



Step 14: After go to Mailing →Preview Result → Show Filed Data

Step 15: After go to Mailing →Finishing Merge → Edit Individual Documents or Printing Documents

Result:

The program was Executed Successfully and output is verified.

Output:

Veerapandiyan M
No.4,Gandhi Nagar,
Saram, Puducherry

RANI V
No.4,Gandhi Nagar,
Saram, Puducherry

Ashwin V
No.4,Gandhi Nagar,
Saram, Puducherry

Gooamthi V
No.4,Gandhi Nagar,
Saram, Puducherry

Rajashwin V
No.4,Gandhi Nagar,
Saram, Puducherry

Latha P
No.4,Gandhi Nagar,
Saram, Puducherry –

Murgan S
No.4,Gandhi Nagar,
Saram, Puducherry –

Pooja U
No.4,Gandhi Nagar,
Saram, Puducherry –

Malar J
No.4,Gandhi Nagar,
Saram, Puducherry

Thenmozhi R
No.4,Gandhi Nagar,
Saram, Puducherry –

Jayssri J
No.4,Gandhi Nagar,
Saram, Puducherry –

Ex No:14 **Date:13/07/2022**

Using the special features of word:

A. **To find and replace the text**
B. **To spell check and correct.**
C. **To generate table of contents for a document**
D. **To prepare index for a document.**

AIM : To find and replace the text

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

Step 3 : Go Home Menu Select Replace (Screen Right Corner) or use Shortcut key **Ctrl + H (Replace)**

Step 4 : Enter What Find Text "CCE"

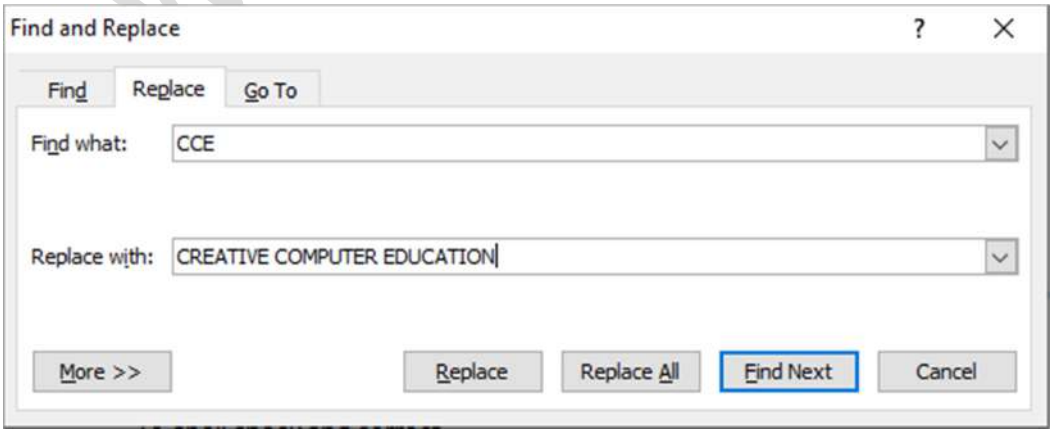
Step 5 : Enter Replace Text "CREATIVE COMPUTER DUCATION

Step 6 : Used Replace button or Replace All

Result:

The program was Executed Successfully and output is verified.

Output:



AIM : To spell check and correct.

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

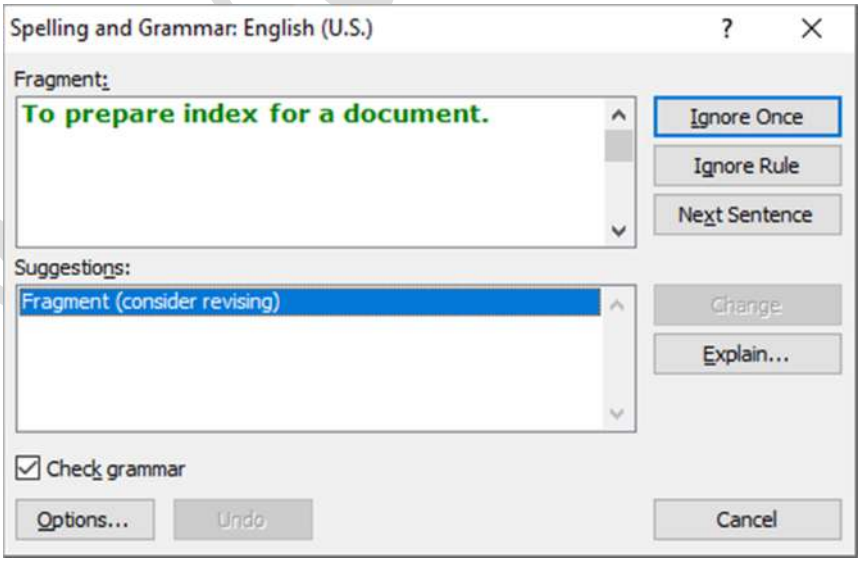
Step 3 : Got to review Menu Select Spelling & Grammar Option use **Shortcut Key** F7 Spelling & Grammar Checking.

Show Bellow box Select Change

Result:

The program was Executed Successfully and output is verified.

Output:



AIM : To generate table of contents for a document

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

Step 3 : First Create any documents like Book and Use Styles Heading1, Heading2, Heading 3 and More..

On the Insert tab

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document,

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

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Step 4: Go to References Menu → Table of Contents

Step 5: Select Any Format Automatically Create to Table of contents

Result:

The program was Executed Successfully and output is verified.

Output:

AIM : To prepare index for a document.

Procedure :

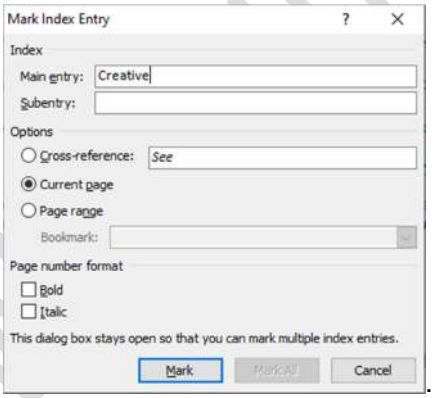
Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

Step 3 : Select the text you'd like to use as an index entry, or just click where you want to insert the entry.

Step 4 : On the **References** tab, in the **Index** group, click **Mark Entry**.

Step 5 : You can edit the text in the **Mark Index Entry** dialog box.



Step 6 : Click **Mark** to mark the index entry. To mark this text everywhere it shows up in the document, click **Mark All**.

Step 7 : To mark additional index entries, select the text, click in the **Mark Index Entry** dialog box, and then repeat steps 3 and 4.

Result:

The program was Executed Successfully and output is verified.

Output:

AIM : Create the index

Step 1 : Press Keys **Start** + R

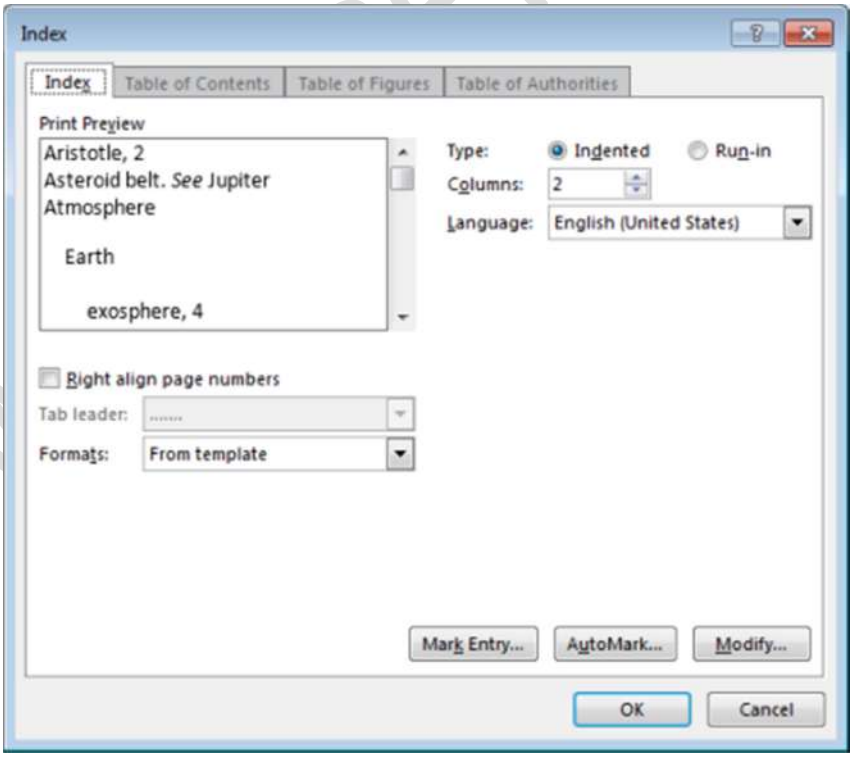
Step 2 : In the box type **winword** → OK

Step 3 : After you mark the entries, you're ready to insert the index into your document.

Step 4 : Click where you want to add the index.

Step 5 : On the **References** tab, in the **Index** group, click **Insert Index**.

Step 6 : In the **Index** dialog box, you can choose the format for text entries, page numbers, tabs, and leader characters.



Step 7 : You can change the overall look of the index by choosing from the **Formats** dropdown menu. A preview is displayed in the window to the top left.

Step 8 : Click **OK**.

Result:

The program was Executed Successfully and output is verified.

Output:

{ XE "Callisto" \t "*See* Moons" **}**.

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Ex No:15 **Date:16/07/2022**

A. **Create an advertisement**
B. **Prepare a resume.**
C. **Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting.**

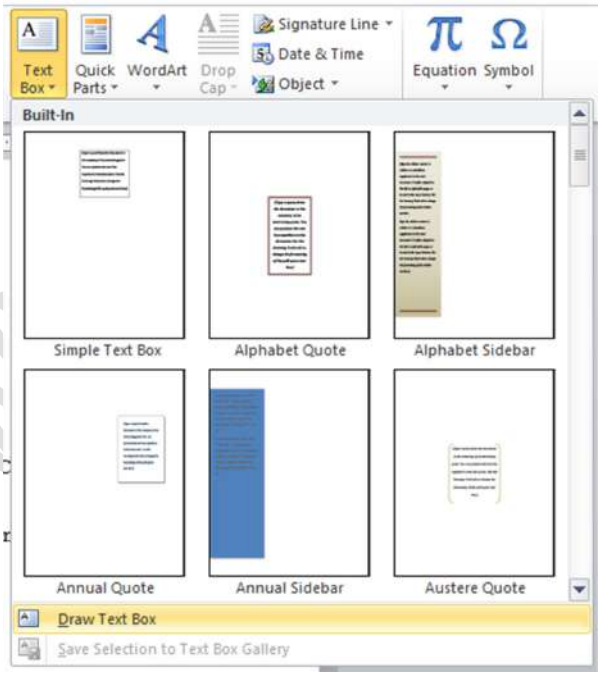
AIM : Create an advertisement

Procedure :

Step 1 : Press Keys **Start** + R

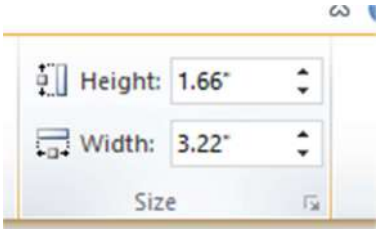
Step 2 : In the box type **winword** → OK

Step 3 : Launch Microsoft Word. Click the “Insert” tab at the top of the screen. Click the “Text Box” button on the ribbon.



Step 4 : Choose the “Draw Text Box” option at the bottom of the drop-down menu. When the cursor changes to a plus sign, draw a text box on the Word document.

Step 5 : Click the border of the text box to bring up the orange.

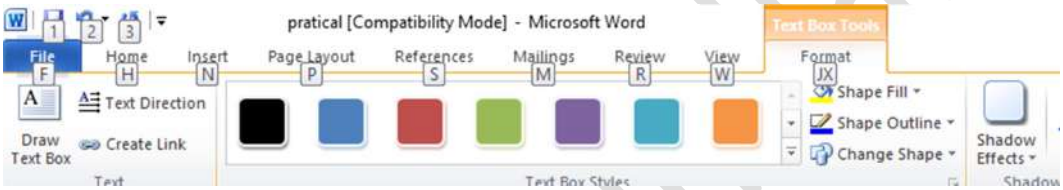


Step 6 : “Text Box Tools” tab at the top of the workspace. On the right side of the ribbon below the tab, enter the exact dimensions for the advertisement,

Step 7 : such as “4” in the “Height” box and “3” in the “Width” box.

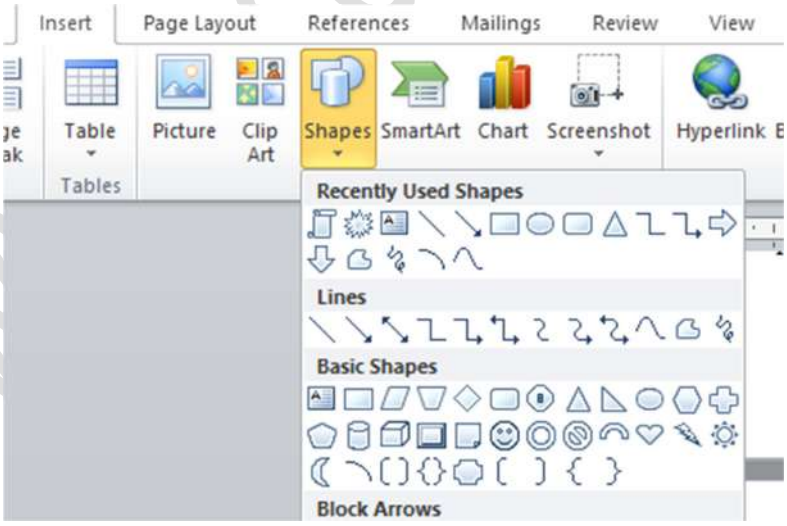
Step 8 : **Format** Menu Select “Shape Fill” menu on the middle of the ribbon

Step 9 : **Format** Menu Select Shape outline color and Width



Step 10 : Go to Insert Menu Select Shapes and Draw the Inside Text Box

Step 11 : After go to format Menu change background Color and Line Color.



Step 12 : Go to Insert → Clip Art →Sear For Computer → Go → Select Images Click and Insert on Text Box.

Step 13 : Click the “File” tab. Click “Save.” Enter a name for the magazine advertisement and click the “Save” button.

Result:

The program was Executed Successfully and output is verified.

Output:

www.cceindia.in

AIM : Prepare a resume.

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

Step 3: Create Resume used Home Menu & Format Menu and Tab Setting.

Step 4: used All Shortcut **Ctrl+B, Ctrl+I, Ctrl+U, Ctrl+T, Ctrl+M**

Result:

The program was Executed Successfully and output is verified.

Output:

Resume

Name	:	**Veerapandiyan M**
Father Name	:	Markandeyan M
Age	:	17
Gender	:	Male
Date of Birth	:	10-05-2004
Qualification	:	Hsc
Address	:	59-D, Main Road, Thirukkanur, Pondicherry
Mobile Number	:	9360675707
E – Mail	:	ccepdy@gmail.com

Candidate Signature

www.cceindia.in

AIM : Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting.

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **winword** → OK

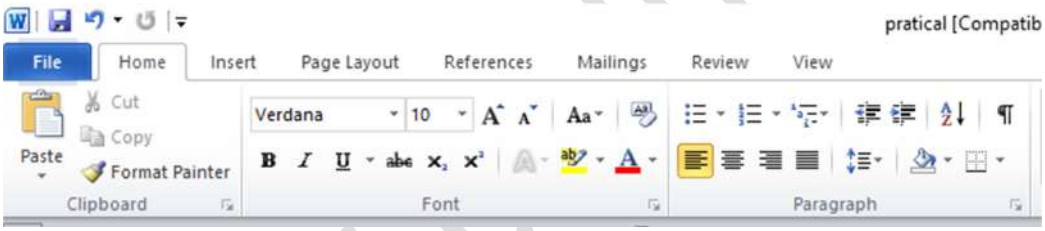
Step 3: Create Resume used Home Menu & Format Menu and Tab Setting.

Step 4: used All Shortcut **Ctrl+B, Ctrl+I, Ctrl+U, Ctrl+T, Ctrl+M**

Step 3 : Type **letter and Formatting below**

Step 5: Press Shortcut **Ctrl + D** Show Font Properties.

Step 6: Change **font size and styles - bold, underline, upper case, lower case, superscript, subscript.**



Shortcut

- Font size Change - Ctrl +] (font size increase) or Ctrl+[(font size increase)
- Font Bold – Ctrl +B
- Font Underline – Ctrl + U
- Upper Case – Ctrl + Shift + A
- Capitalize Each Word, select the text and press SHIFT + F3
- Superscript – Ctrl + Shift + +
- Subscript - Ctrl + =

Result:

The program was Executed Successfully and output is verified.

Output:

CREATIVE COMPUTER EDUCATION
59D, Fathima Complex, Main Road,
Thirukkanur, Pondicherry -605 501.
(+91)9360675707

Notice of Special Meeting of Shareholders
To Be Held May 10 2022

To Shareholders:

A Special Meeting of Shareholders of **CREATIVE COMPUTER EDUCATION** . will be held on Friday, May 10, 2022 at 10:00 a.m., local time, at the company's offices located at **59D, Main Road, Thirukkanur, Pondicherry -605 501**, in order to:

Approve a stock option exchange program under which eligible employees would be able to elect to exchange certain outstanding stock options for a lesser number of shares of restricted stock. The exchange program is more fully described in the proxy statement accompanying this Notice of Special Meeting of Shareholders.

The Board of Directors has fixed the close of business on April 3, 2022 as the record date for the meeting. All shareholders of record on that date are entitled to notice of and to vote at the meeting.

By Order of the Board of Directors
VEERAPANDIYAN M

www.cceindia.in

MS OFFICE: MS-EXCEL

&

OPEN OFFICE:

CALC & MATH

www.cceindia.in

Ex No:16 **Date:19/07/2022**

Using formulas and functions:

A. **To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales).**

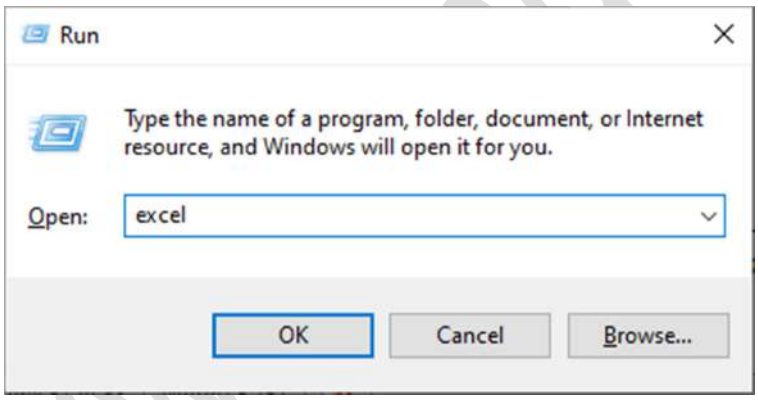
B. **Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student).**

AIM : To prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales).

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK



Step 3 : Create Below Table

Step 4 : To find the average Sales : =AVERAGE (B3:E3) Or

=AVERAGE(B3,C3,D3,E3)

Step 5 : To find the Total Sales : =SUM (B3:E3) Or

=SUM(B3,C3,D3,E3)

Result:

The program was Executed Successfully and output is verified.

Output:

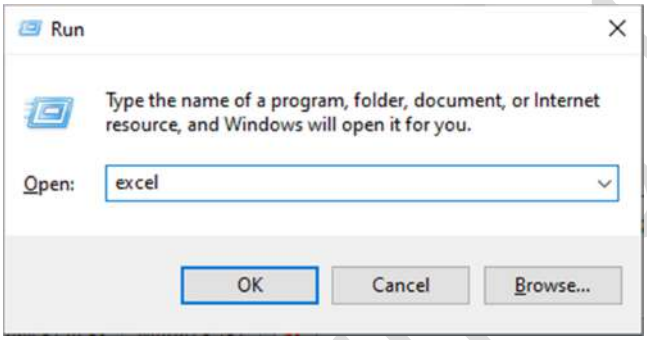
	A	B	C	D	E	F	G
1	Monthly Sales Report						
2	**Branch Offices**	**Mar-22**	**Jun-22**	**Sep-22**	**Dec-22**	**Total Sales**	**Average Sales**
3	Pondicherry	40000	60000	30000	80000	=SUM(B3:E3)	=AVERAGE(B3:E3)
4	Chennai	35000	45000	37000	44000	161000	40250
5	Villupuram	43000	68000	25000	33000	169000	42250
6	Tirchy	34000	73000	24000	19000	150000	37500
7							
8							

AIM : Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student).

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK



Step 3 : Create Below Table

To find the Total Marks **G3** : =SUM (B3:F3)

To find the average Mark **H3** : =AVERAGE (B3:F3)

To Find the Result **I3** : =IF(MIN(B3:F3)>=35,"Pass","Fail")

To find the Class **J3** :

=IF(AND(I3="Pass",H3>=80),"Distinction",IF(AND(I3="Pass",H3>=60),"I Class",IF(AND(I3="Pass",H3>=40),"II Class","Fail")))

or

=IF(AND(MIN(B3:F3)>=35,AVERAGE(B3:F3)>=80),"Distinction",IF(AND(MIN(B3:F3)>=35,AVERAGE(B3:F3)>=60),"I Class",IF(AND(MIN(B3:F3)>=35,AVERAGE(B3:F3)>=40),"II Class","Fail")))

Result:

The program was Executed Successfully and output is verified.

Output:

	A	B	C	D	E	F	G	H	I	J
1	Students Result									
2	Name	Tamil	English	Maths	Science	Social Science	Total	Average	Result	Class
3	Veera	35	65	65	76	76	317	63.4	Pass	I Class
4	Janani	65	76	98	90	86	415	83	Pass	Distinction
5	Rani	65	57	68	76	57	323	64.6	Pass	I Class
6	Raja	67	68	43	87	98	363	72.6	Pass	I Class
7	Ashwin	88	76	56	56	45	321	64.2	Pass	I Class
8	Pooja	78	89	46	87	34	334	66.8	Fail	Fail
9	Seenu	46	56	45	76	68	291	58.2	Pass	II Class
10	Latha	54	90	98	34	98	374	74.8	Fail	Fail
11	Kalai	87	87	65	89	87	415	83	Pass	Distinction
12	Mani	77	95	64	89	98	423	84.6	Pass	Distinction

Ex No:17 **Date:22/07/2022**

Operating on the sheets:

Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data. Operating on the sheets:

AIM : To find the text

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK

Step 3 : Go Home Menu Select Find (Screen Right Corner) or use Shortcut key **Ctrl + F**

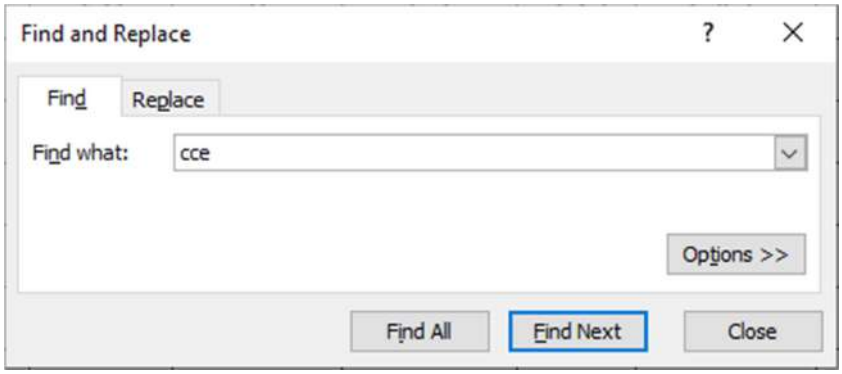
Step 4 : Enter What Find Text

Step 5 : Click on Find All button or Find Next

Result:

The program was Executed Successfully and output is verified.

Output:



www.cceindia.in

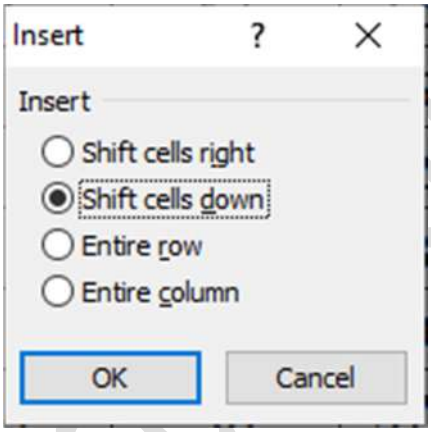
AIM : Deleting and adding records, formatting columns, row height, merging, splitting columns etc. Connecting the Worksheets and enter the data. Operating on the sheets

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK

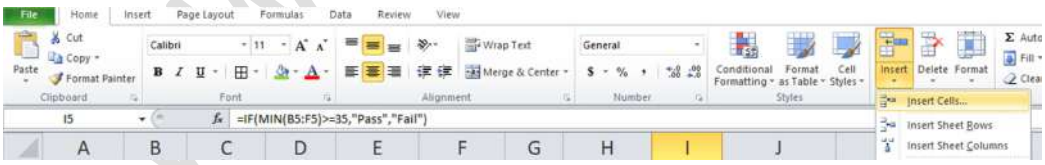
Step 3: Select row or Column Head then press Shortcut Key Ctrl+Shift+ =



Step 4: If need Row or Columns Select any one Option

Or

Step 5: Go to Home menu Left Corner Select Insert Cell



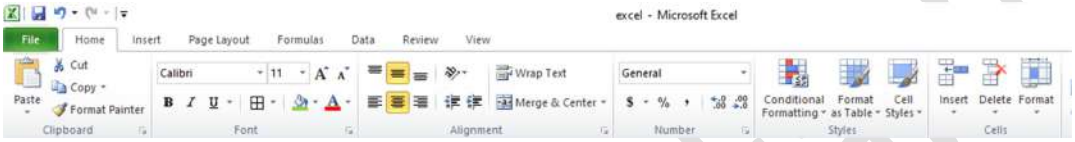
Step 6: Delete Row or Column Press Shortcut Key Ctrl+ -

Or

Step 7: Go to Home menu Left Corner Select Delete Cell

Step 8: Go to Home many Cell Formatting Option formatting columns, row height, merging,

Step 9: splitting columns etc.



Result:

The program was Executed Successfully and output is verified.

Output:

	A	B	C	D	E
1	Branch Sales Report				
2	**Branch Offices**	**Mar-22**	**Jun-22**	**Sep-22**	**Dec-22**
3	Pondicherry	40000	60000	30000	80000
4	Chennai	35000	45000	37000	44000
5	Villupuram	43000	68000	25000	33000
6	Tirchy	34000	73000	24000	19000
7					

Ex No: 18 **Date:25/07/2022**

Creating a Chart:

To create a chart for comparing the monthly sales of a company in different branch offices.

AIM : To create a chart for comparing the monthly sales of a company in different branch offices.

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK

Step 3 : To Create Monthly Sales Report

	A	B	C	D	E
1	Branch Sales Report				
2	**Branch Offices**	**Mar-22**	**Jun-22**	**Sep-22**	**Dec-22**
3	Pondicherry	40000	60000	30000	80000
4	Chennai	35000	45000	37000	44000
5	Villupuram	43000	68000	25000	33000
6	Tirchy	34000	73000	24000	19000

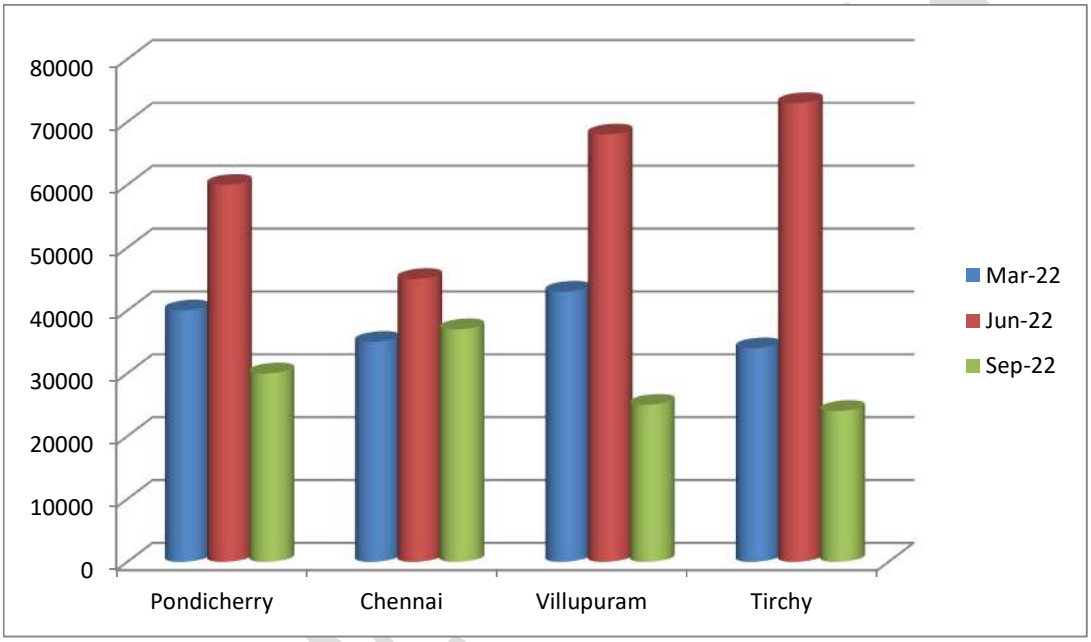
Step 4 : After Select Entre Full Data

Step 5 : Go to Insert Menu Select Column any one Chart Type.

Result:

The program was Executed Successfully and output is verified.

Output:



Ex No: 19 **Date:28/07/2022**

Using the data consolidate command:
To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses.

AIM : **To use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses.**

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK

Step 3 : Create Sheet 3 department wise Expense Amount

Step 4 : Re Name Sheet HR, HR, Sales, Marketing

	A	B
1	**Expenses**	**Amount**
2	Wages	4000
3	Travel	3000
4	Entertainment	4000
5	Office Supplies	6000

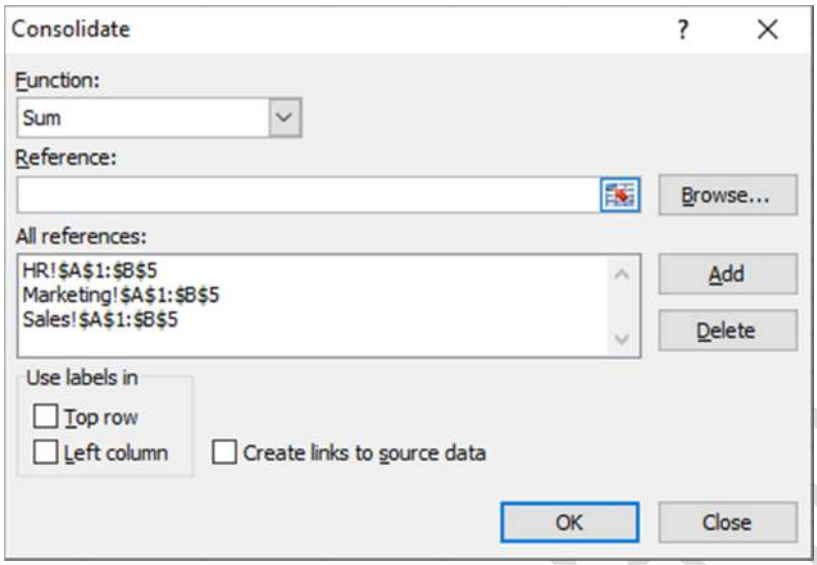
Step 5 : Got to Data Menu Select Consolidate

Step 6 : Select Function SUM or Average

Step 7 : To Create New Sheet then Re Name Sheet budgeted.

Step 8 : Enter the Row & Columns Top Filed Values

Step 9 : To Add All Sheet Data Reference then Click Ok



Result:

The program was Executed Successfully and output is verified.

Output:

	A	B	C
1	All Departments Budgeted		
2	Expenses	Amount	Average
3	Wages	12000	4000
4	Travel	9000	3000
5	Entertainment	12000	4000
6	Office Supplies	18000	6000
7			

Ex No: 20 **Date:31/07/2022**

Sorting Data, Filtering Data and creation of Pivot tables.

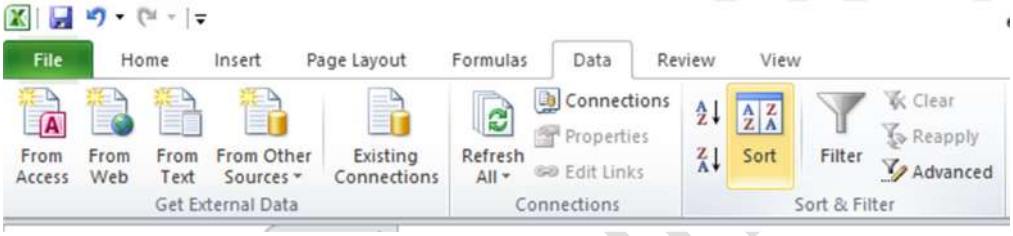
AIM : Sorting Data

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK

Step 3 : **Goto Data Menu**



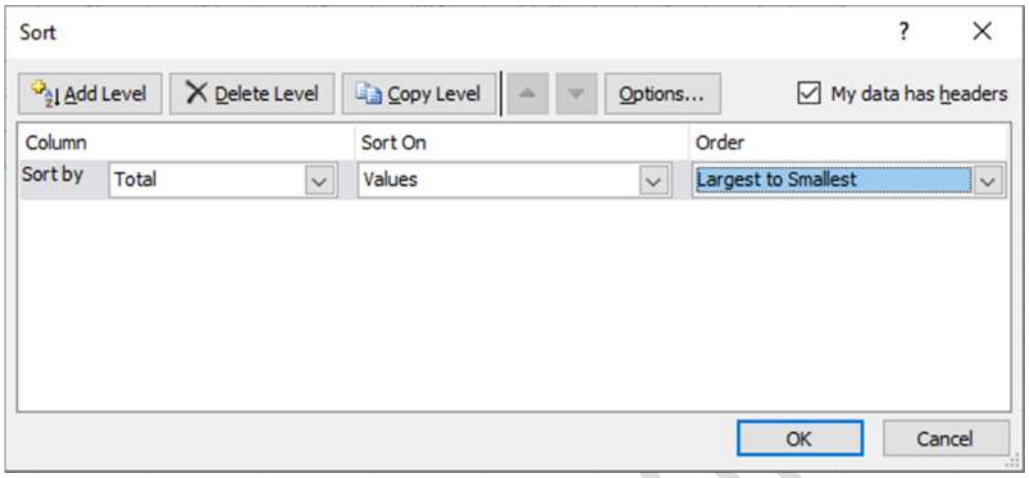
Step 4 : **Enter the Below Data**

Step 5 : After Select Data then go to **Data Menu** Select **Sort**

	A	B	C	D	E	F	G	H	I	J
1	Students Result									
2	Name	Tamil	English	Maths	Science	Social Science	Total	Average	Result	Class
3	Veera	35	65	65	76	76	317	63.4	Pass	I Class
4	Janani	65	76	98	90	86	415	83	Pass	Distinction
5	Rani	65	57	68	76	57	323	64.6	Pass	I Class
6	Raja	67	68	43	87	98	363	72.6	Pass	I Class
7	Ashwin	88	76	56	56	45	321	64.2	Pass	I Class
8	Pooja	78	89	46	87	34	334	66.8	Fail	Fail
9	Seenu	46	56	45	76	68	291	58.2	Pass	II Class
10	Latha	54	90	98	34	98	374	74.8	Fail	Fail
11	Kalai	87	87	65	89	87	415	83	Pass	Distinction
12	Mani	77	95	64	89	98	423	84.6	Pass	Distinction

Step 5 : After Select Data then go to **Data Menu** Select **Sort**

Step 6 : To Setting **Sort by** Total or any Data **Sort on** Value **Order** by **Largest to smallest** then click ok.



Result:

The program was Executed Successfully and output is verified.

Output:

Below List Order By Total

	A	B	C	D	E	F	G	H	I	J
1	Students Result									
2	Name	Tamil	English	Maths	Science	Social Science	Total	Average	Result	Class
3	Mani	77	95	64	89	98	423	84.6	Pass	Distinction
4	Janani	65	76	98	90	86	415	83	Pass	Distinction
5	Kalai	87	87	65	89	87	415	83	Pass	Distinction
6	Latha	54	90	98	34	98	374	74.8	Fail	Fail
7	Raja	67	68	43	87	98	363	72.6	Pass	I Class
8	Pooja	78	89	46	87	34	334	66.8	Fail	Fail
9	Rani	65	57	68	76	57	323	64.6	Pass	I Class
10	Ashwin	88	76	56	56	45	321	64.2	Pass	I Class
11	Veera	35	65	65	76	76	317	63.4	Pass	I Class
12	Seenu	46	56	45	76	68	291	58.2	Pass	II Class

AIM : Filtering Data

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **EXCEL** → OK

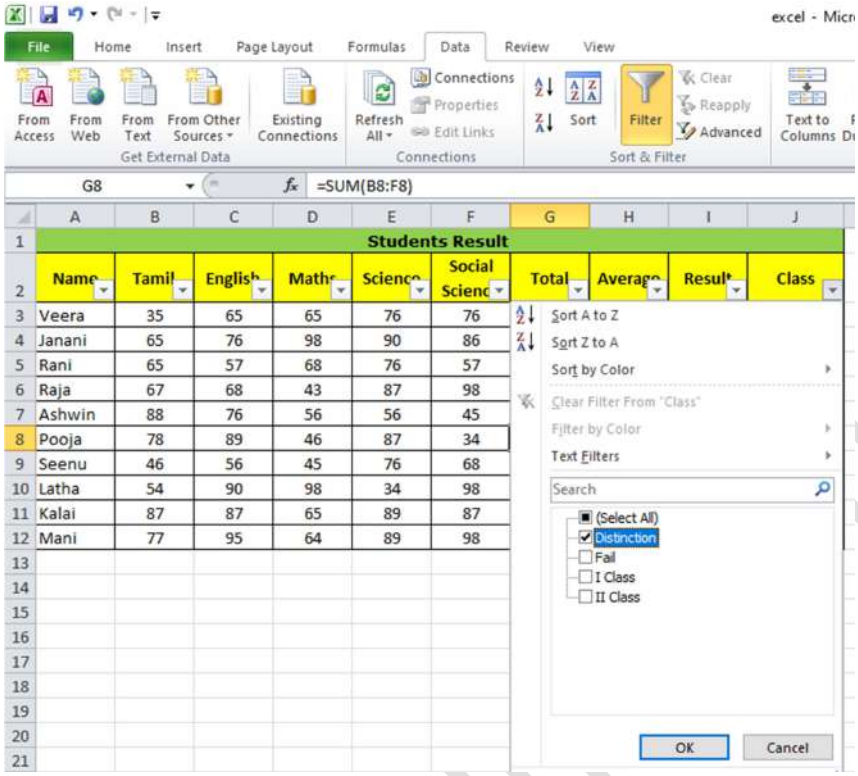
Step 3: Create Table Like Below and Select Student List.

Step 4: Go to **Data** Menu → Select **Filter**

A2 | Name

	A	B	C	D	E	F	G	H	I	J
1	Students Result									
2	Name	Tamil	English	Maths	Science	Social Science	Total	Average	Result	Class
3	Veera	35	65	65	76	76	317	63.4	Pass	I Class
4	Janani	65	76	98	90	86	415	83	Pass	Distinction
5	Rani	65	57	68	76	57	323	64.6	Pass	I Class
6	Raja	67	68	43	87	98	363	72.6	Pass	I Class
7	Ashwin	88	76	56	56	45	321	64.2	Pass	I Class
8	Pooja	78	89	46	87	34	334	66.8	Fail	Fail
9	Seenu	46	56	45	76	68	291	58.2	Pass	II Class
10	Latha	54	90	98	34	98	374	74.8	Fail	Fail
11	Kalai	87	87	65	89	87	415	83	Pass	Distinction
12	Mani	77	95	64	89	98	423	84.6	Pass	Distinction

Step 5: Select to Class → Distinction



Result:

The program was Executed Successfully and output is verified.

Output:

Class “Distinction” Student Only Show other data will be hidden.

	A	B	C	D	E	F	G	H	I	J
1	Students Result									
2	Name	Tamil	English	Maths	Science	Social Scienc	Total	Average	Result	Class
4	Janani	65	76	98	90	86	415	83	Pass	Distinction
11	Kalai	87	87	65	89	87	415	83	Pass	Distinction
12	Mani	77	95	64	89	98	423	84.6	Pass	Distinction
13										

AIM : Creation of Pivot tables

Procedure :

Step 1 : Press Keys **Start** + R

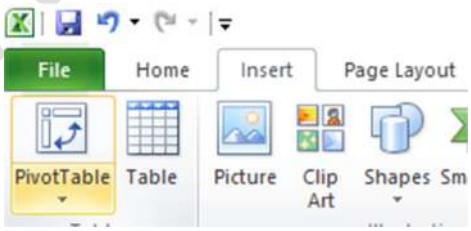
Step 2 : In the box type **EXCEL** → OK

Step 3: Create Table Like Below.

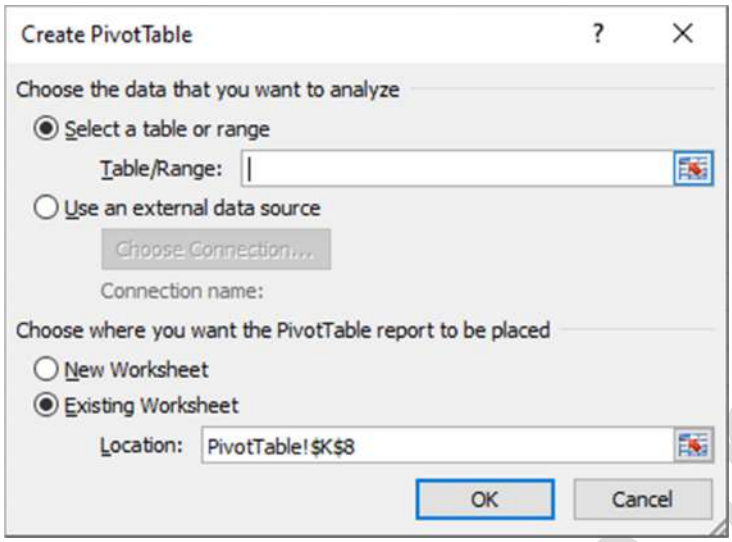
Step 4: Select the cells you want to create a PivotTable from.

	A	B	C
1	**Departments**	**Expenses**	**Amount**
2	HR	Wages	888
3	Sales	Travel	3000
4	Marketing	Entertainment	4000
5	Production	Office Supplies	6000
6	HR	Wages	4000
7	Sales	Travel	3000
8	Marketing	Entertainment	4000
9	Production	Office Supplies	6000
10	HR	Wages	4000
11	Sales	Travel	3000
12	Marketing	Entertainment	4000
13	Production	Office Supplies	6000
14			

Step 5: Click **Insert** menu→ **PivotTable**.



Step 6: This will create a PivotTable based on an existing table or range.

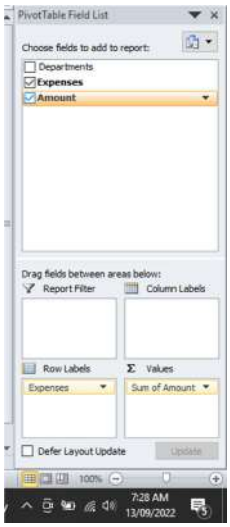


Step 6: **Select Data**

Step 7: Choose where you want the PivotTable report to be placed. Select **New Worksheet** to place the PivotTable in a new worksheet or **Existing Worksheet** and select where you want the new PivotTable to appear.

Step 8: Click **OK**

Step 9: **Create Report Row Labels**



Result:

The program was Executed Successfully and output is verified.

Output:

Report on Department Expense and Items of Expense Net Sum Amount

	I	J	K	L	M
1	**Row Labels**	**Sum of Amount**		**Row Labels**	**Sum of Amount**
2	HR	8888		Entertainment	12000
3	Marketing	12000		Office Supplies	18000
4	Production	18000		Travel	9000
5	Sales	9000		Wages	8888
6	**Grand Total**	**47888**		**Grand Total**	**47888**

MS OFFICE: MS-ACCESS

OPEN OFFICE: BASE

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Ex No: 21 **Date:03/08/2022**

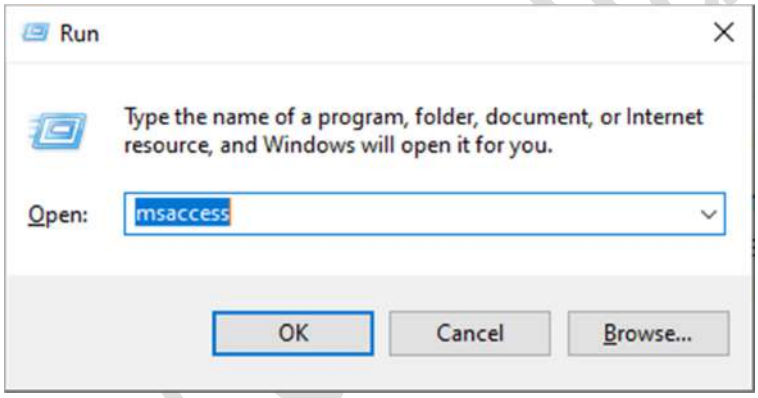
Creating Student's address Database and then list the data on the screen in alphabetical order.

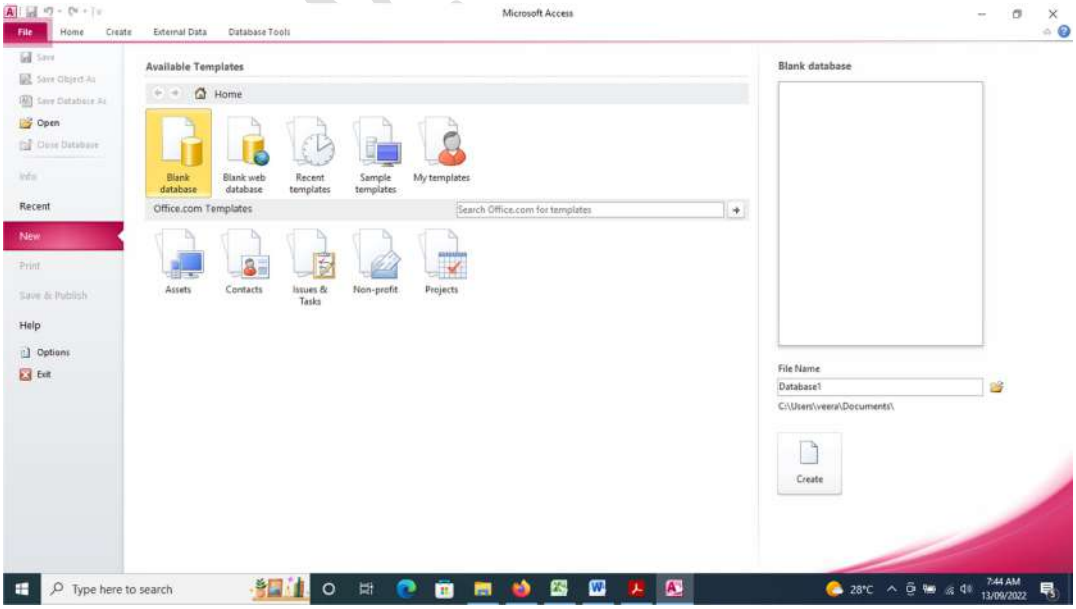
AIM : Creating Student's address Database and then list the data on the screen in alphabetical order.

Procedure :

Step 1 : Press Keys **Start** + R

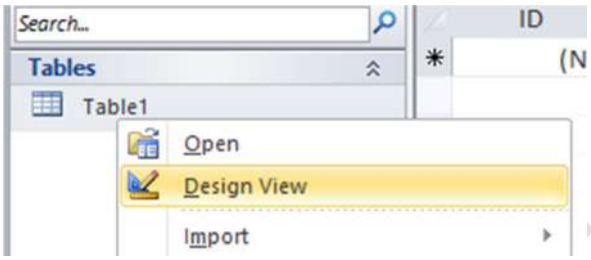
Step 2 : In the box type **msaccess** → OK



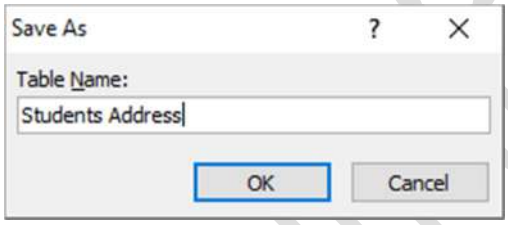


Step 3: Blank Database → File Name → Create

Step 4: Select table Right Click on Mouse → Design View

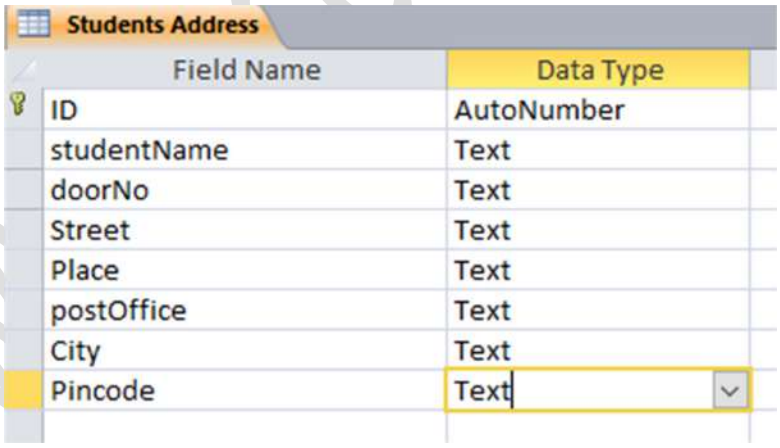


Step 5: Change Table Student Address

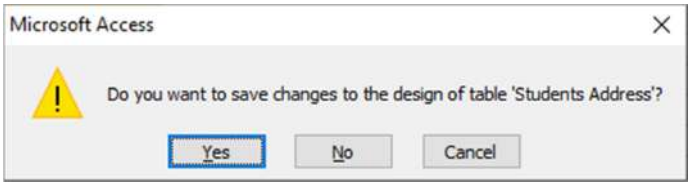


Step 6: Click ok button

Step 7: Create **Field Name** and **Data** Type as per Below

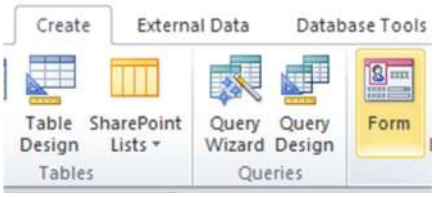


Step 8 : After Close the Table

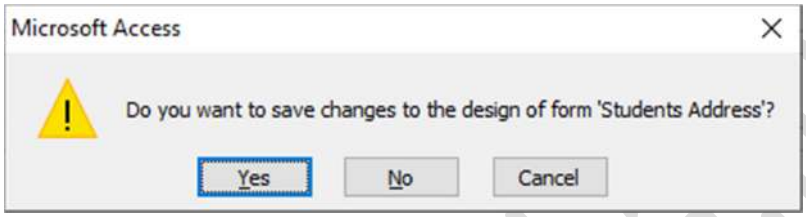


Step 9 : Click on Yes Button

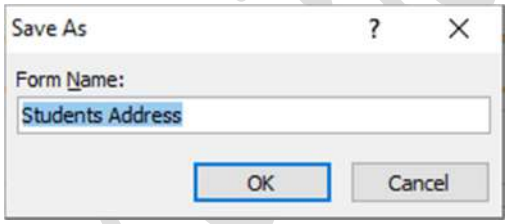
Step 10 : To Go to Create Menu →Form Click



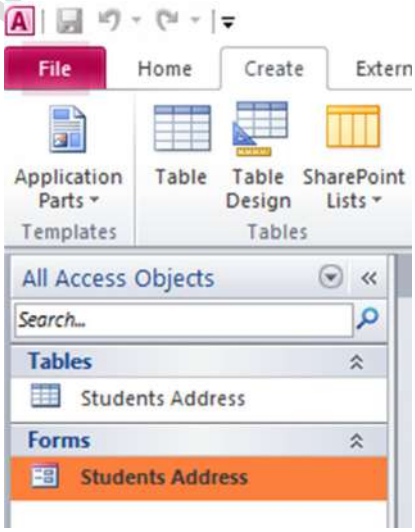
Step 11 : After Closed Form and Save Form click on Yes Button



Step 8 : Enter the Form name then Click ok button

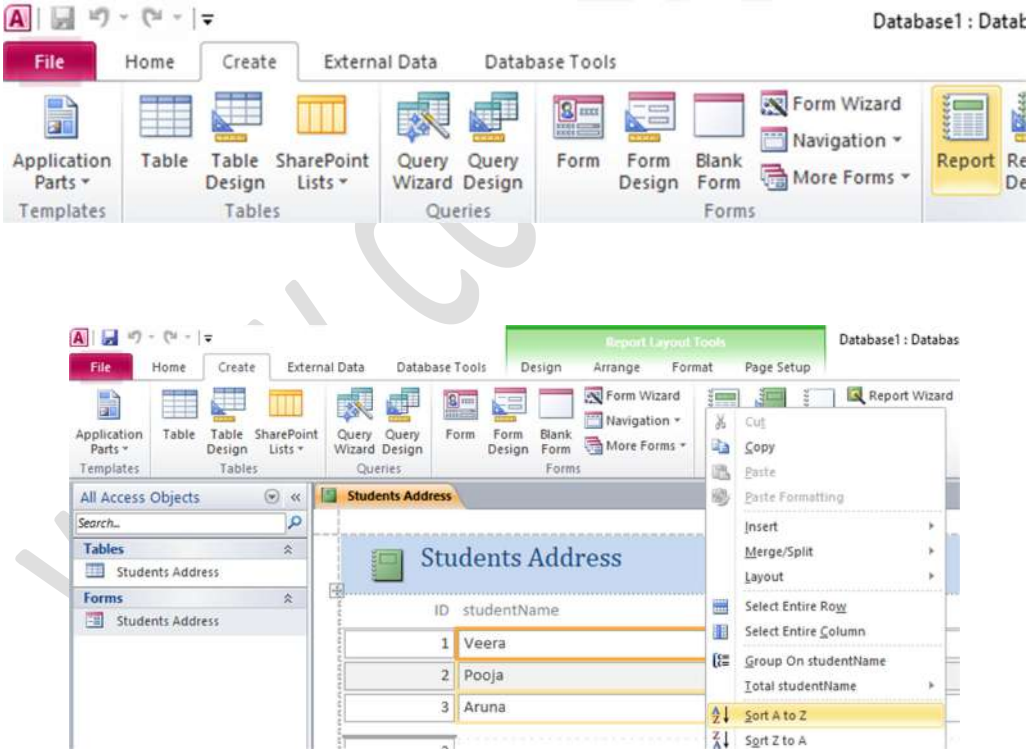


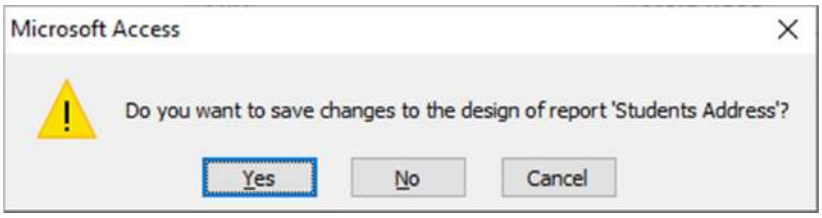
Step 9 : After Double on click form "Student Address"



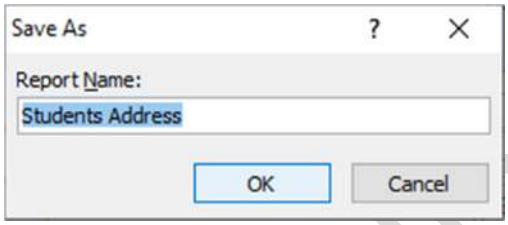
Step 10 : Fill Student Address Details Form then Press Tab Key Next Student Data after complete Just closed Form.

Step 11 : To Go to Create →Report Click →Select Name →Right Click on Mouse →Select Sort A to Z → Close Window

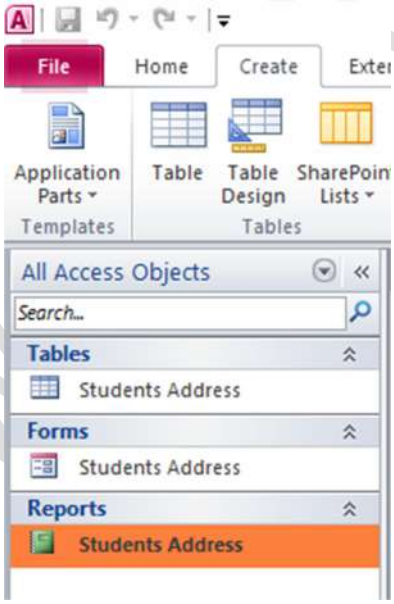




Step 12 : After Closed Report and Save Report click on Yes Button



Step 13 : Enter Report name then Click ok button



Step 14 : After Double on click Report "Student Address"

Show Report on alphabetical order

Result:

The program was Executed Successfully and output is verified.

Output:

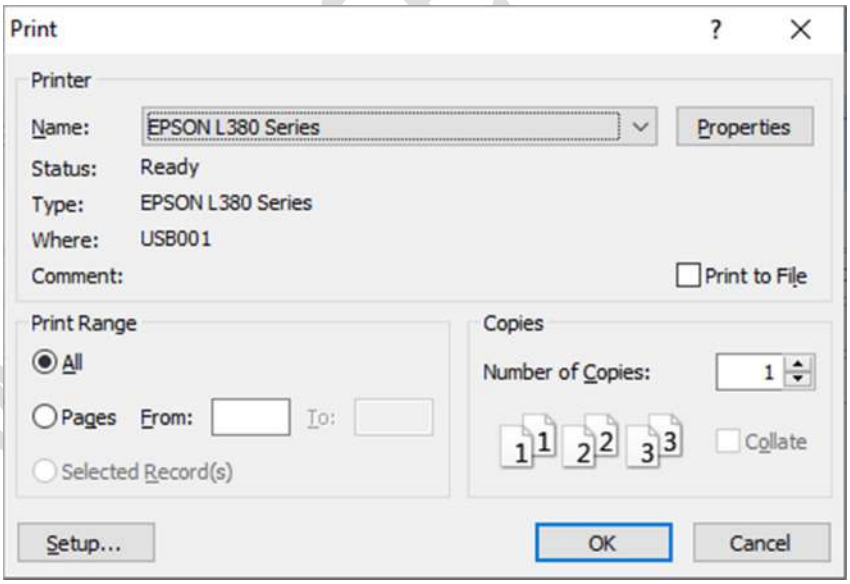
Report on Department Expense and Items of Expense Net Sum Amount

Students Address

Tuesday, September 13, 2022
8:18:43 AM

ID	studentName	doorNo	Street	Place	postOffice
3	Aruna	20	1 St Cross Street	Mundiyapakkam	Mundiyapakl
2	Pooja	12	Gandhi Nagar	Saram	Saram
1	Veera	59D	Main Road	Thirukkanur	Thirukkanur

Ctrl + P (Print the Report)



Select Printer then →Click ok button

Ex No: 22 **Date:06/08/2022**

Performing various queries.

AIM : Performing various queries.

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **msaccess** → OK

Various queries

- ✓ Update certain information in a specified group of records using an Update Query
- ✓ Append data from one table into another using an Append Query
- ✓ Delete specified records from one or more tables using a Delete Query
- ✓ Create a new database table from specific records held in the database using a Make-Table Query

Step 3 : First Create a Table Below Filed.

Field Name	Data Type
ID	AutoNumber
StudentName	Text
Tamil	Number
English	Number
Maths	Number
Science	Number
SocialScience	Number
Total	Number
Average	Number

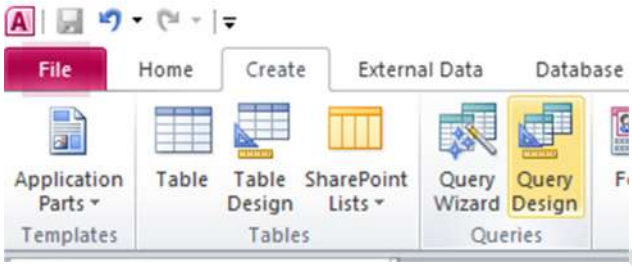
Step 3 **Double Click on Table Enter the Data**

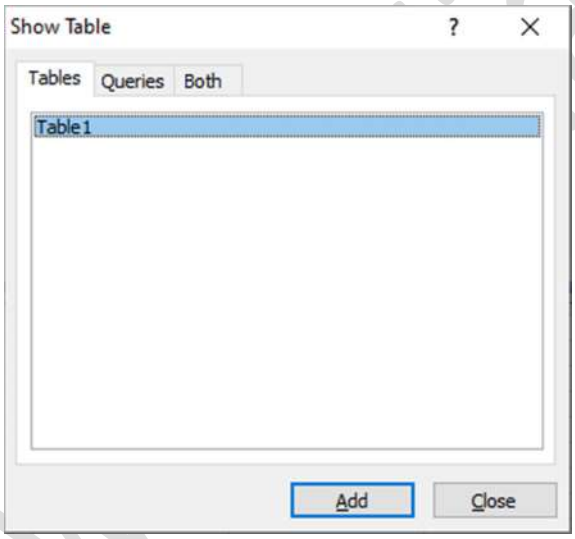
Query1 Table1

ID	StudentNam	Tamil	English	Maths	Science	SocialScienc	Total	Average
1	Veera	45	67	45	66	66		
3	Janani	76	76	87	87	65		
4	Rani	89	76	87	87	56		
(New)								

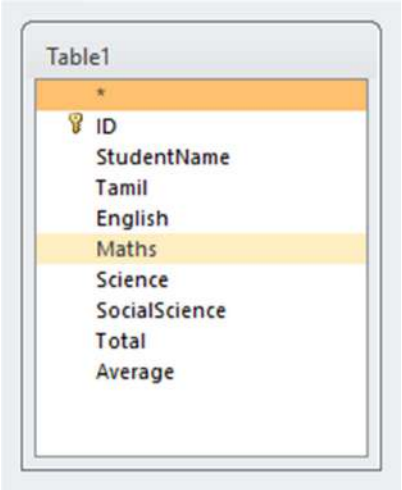
Step 4 : **After closed Table**

Step 5 :**Go to Create → Query Design**

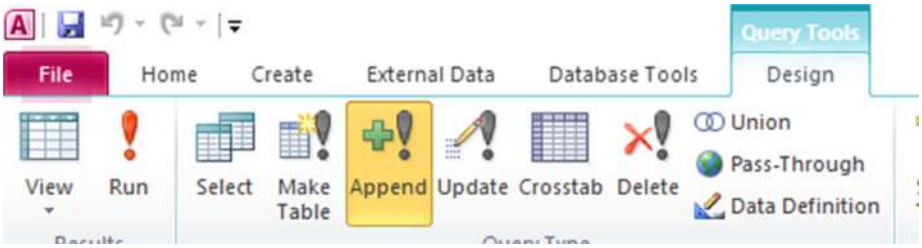




Step 6 :Select Table 1 then Click **Add**



Append queries

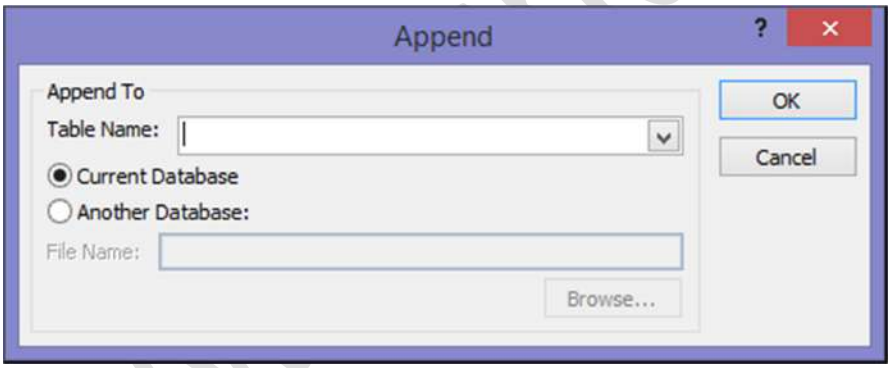


Step 7 : Automatically Open to **Design** Layout →Select **Append**

Step 8 : On the **Home** tab, in the **View** group, click **View**, and then click **Design View**.

Step 9 : On the **Design** tab, in the **Query Type** group, click **Append**.

Step 10 : The **Append** dialog box appears.



Step 11 : Next, you specify whether to append records to a table in the current database, or to a table in a different database.

Do one of the following:

Step 12 : In the **Append** dialog box, click **Current Database**, select the destination table from the **Table Name** combo box, and then click **OK**.

-or-

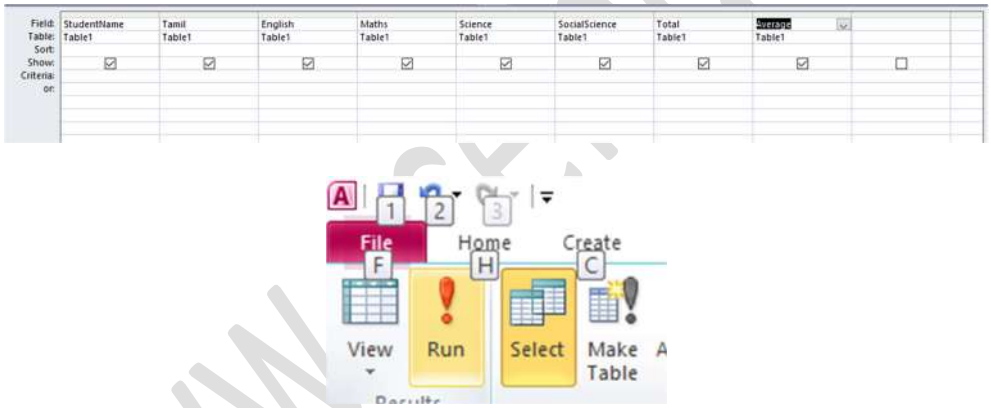
Step 13 : In the **Append** dialog box, click **Another Database**.

Step 14 : In the **File Name** box, enter the location and name of the destination database.

Step 15 : In the **Table Name** combo box, enter the name of the destination table, and then click **OK**.

Select Append Table name → ok

Step 16 : **Select All Filed then Drag Drop Below List**

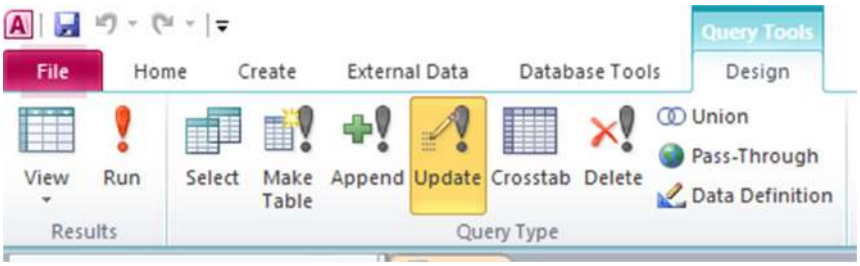


Step 17 : **Click Run Append Table1 to Table2**

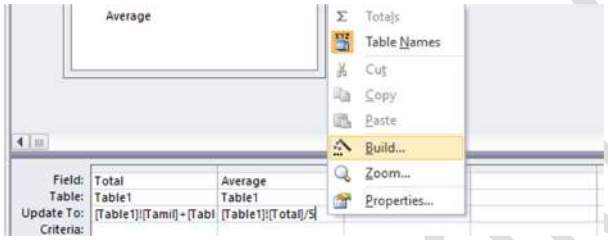
Table1 Table2

ID	StudentNam	Tamil	English	Maths	Science	SocialScienc	Total	Average	Click to Add
1	Kala	45	67	45	66	66			
3	Mala	76	76	87	87	65			
4	Radha	89	76	87	87	56			
5	Veera	45	67	45	66	66			
6	Janani	76	76	87	87	65			
7	Rani	89	76	87	87	56			

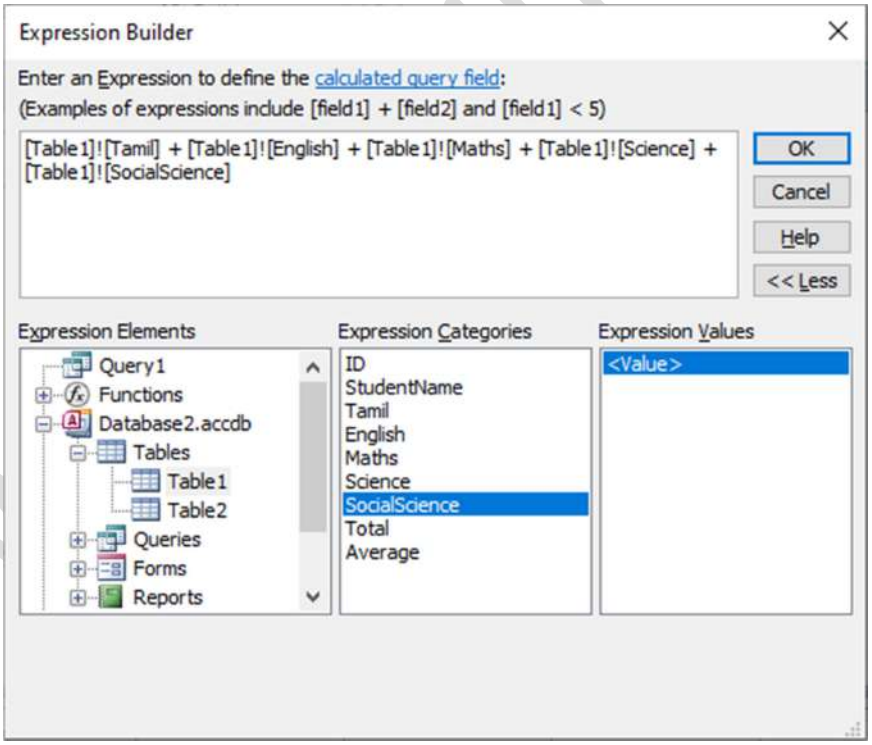
Update queries

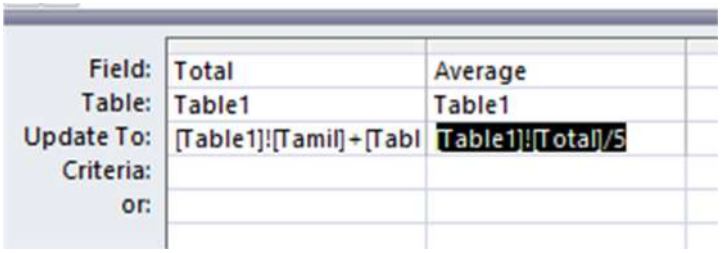


Step 1 : Select Update to Right Click – Select Build



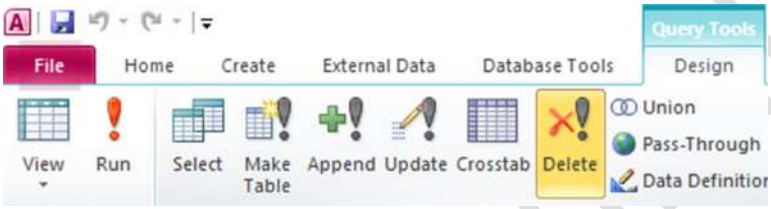
Step 2 : **Select Database File Name → Select Table**

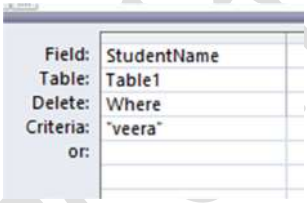




Step 3 : Click **Run** Update Table1 Total and Average

Delete queries





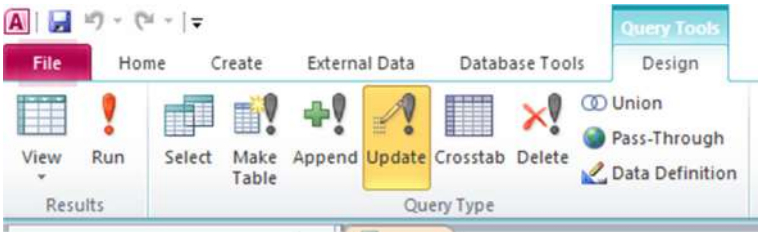
Step 1 : Delete Table1 Where StdentName =’veera”

Step 2 **Run Query Delete Student Name Deleted “Veera”**

Result:

The program was Executed Successfully and output is verified.

Output:



Ex No: 23 **Date:09/08/2022**

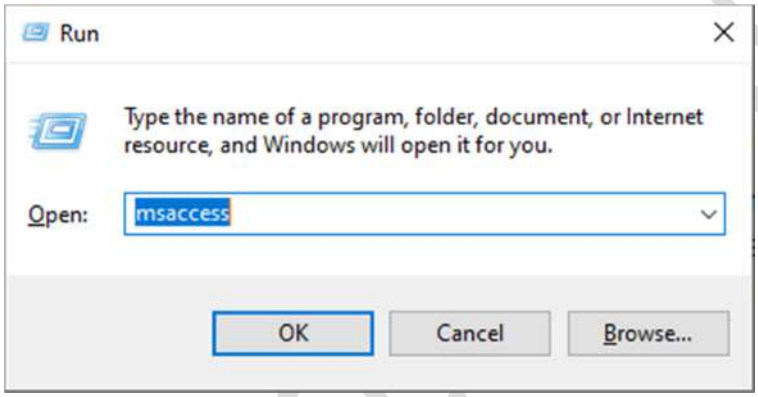
Generating Query in Access

AIM : Generating Query in Access

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **msaccess** → OK



Various queries

- ✓ Update certain information in a specified group of records using an Update Query
- ✓ Append data from one table into another using an Append Query
- ✓ Delete specified records from one or more tables using a Delete Query
- ✓ Create a new database table from specific records held in the database using a Make-Table Query

Step 3 : First Create a Table Below Filed.

Field Name	Data Type
ID	AutoNumber
StudentName	Text
Tamil	Number
English	Number
Maths	Number
Science	Number
SocialScience	Number
Total	Number
Average	Number

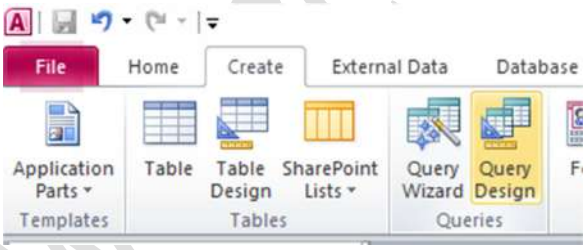
Step 4 : **Double Click on Table Enter the Data**

Query1 | Table1

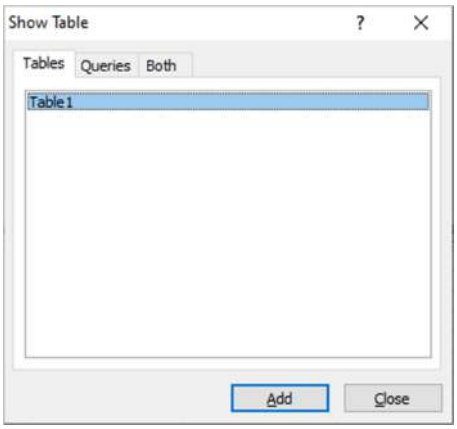
ID	StudentNam	Tamil	English	Maths	Science	SocialScienc	Total	Average
1	Veera	45	67	45	66	66		
3	Janani	76	76	87	87	65		
4	Rani	89	76	87	87	56		
(New)								

Step 5 : **After closed Table**

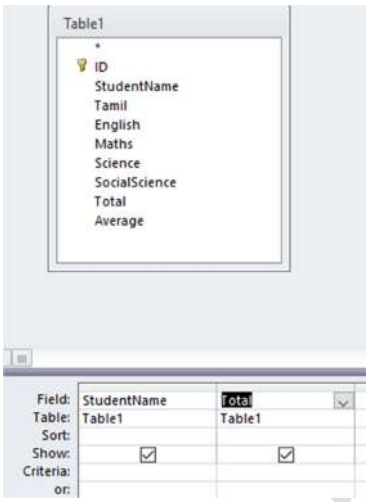
Step 6 : **Go to Create → Query Design**

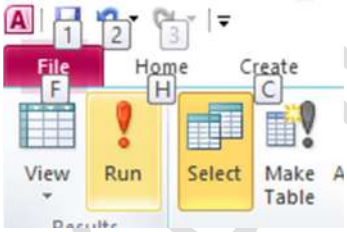


Step 7 :Select Table 1 then Click **Add**



Step 7 : Drag and Drop Select Field.





Step 8 : **Run Query Report Student Name and Total**

Result:

The program was Executed Successfully and output is verified.

Output:

StudentNam	Total
Murali	456
Naveen	454
Malar	456
Tharun	356
Esai	457
Bala	346

Ex No.24 Date :12/08/2022

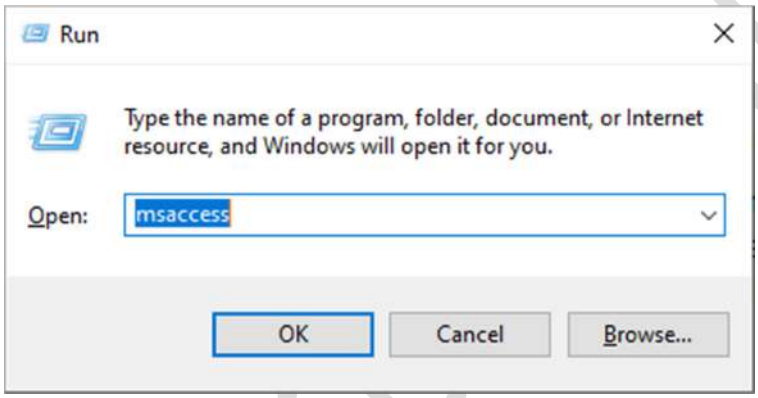
Generating the Report from Database

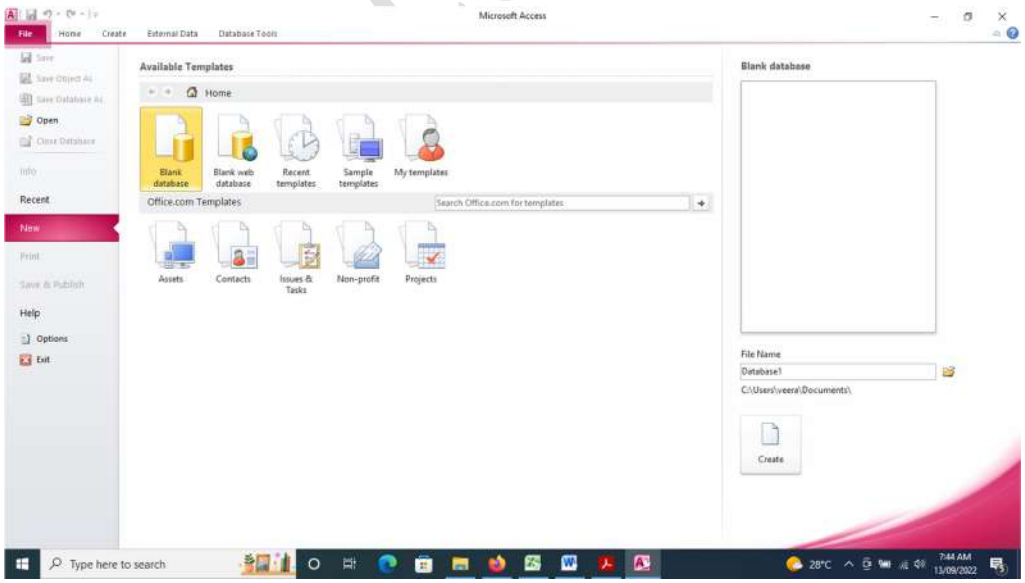
AIM : Generating the Report from Database

Procedure :

Step 1 : Press Keys **Start** + R

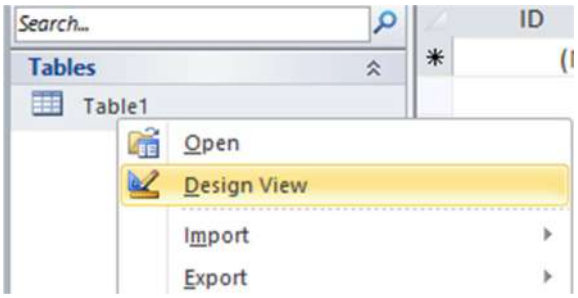
Step 2 : In the box type **msaccess** → OK.



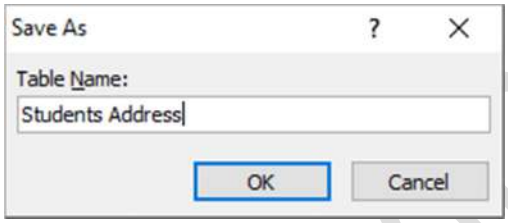


Step 3 : **Blank Database → File Name → Create**

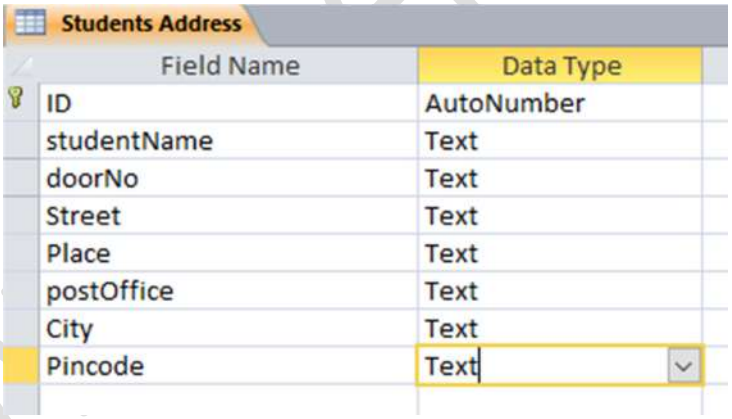
Step 4 : **Select table Right Click on Mouse → Design View**



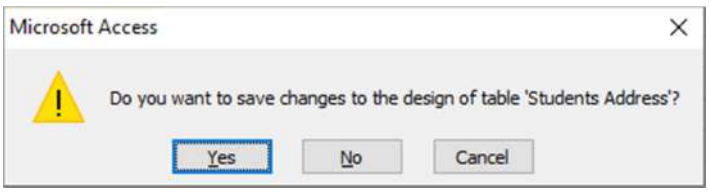
Step 5 : **Change Table Student Address**



Step 6 : **Click ok button**

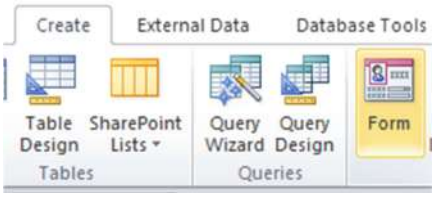


Step 7 : **After Close the Table**

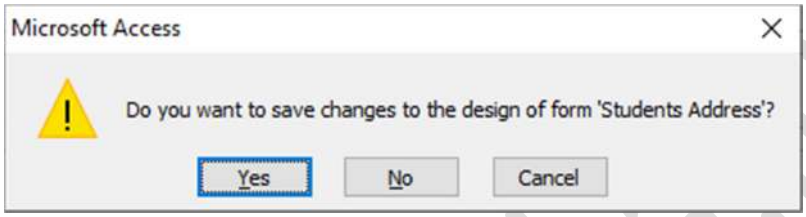


Step 8 : **Click on Yes Button**

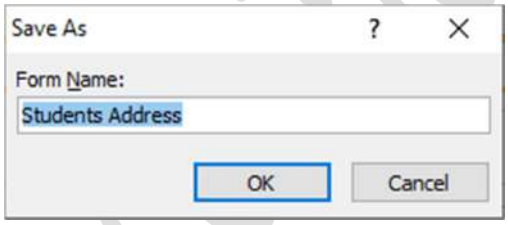
Step 9 : **To Go to Create Menu →Form Click**



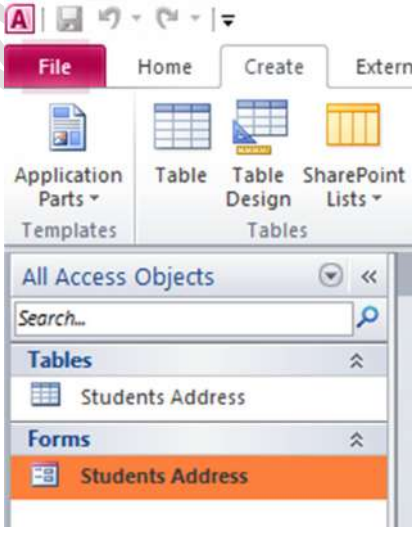
Step 10 : **After Closed Form and Save Form click on Yes Button**



Step 11 : **Enter the Form then Click ok button**

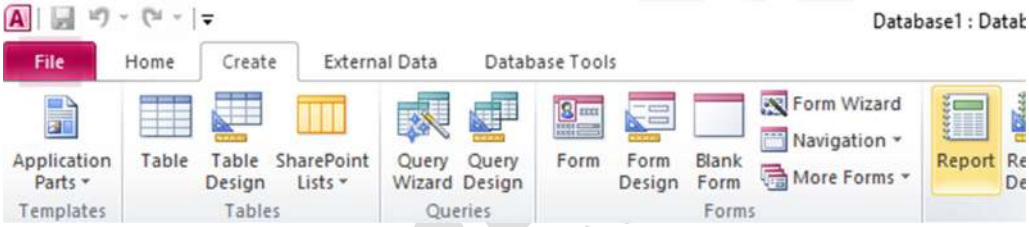


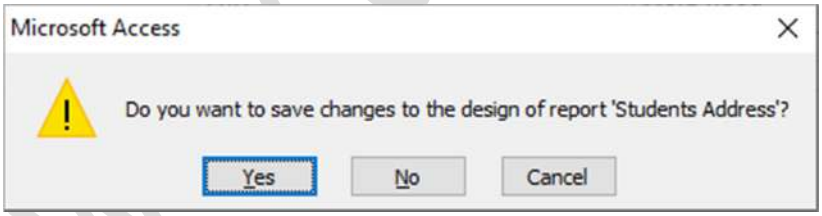
Step 12 : **After Double on click form "Student Address"**



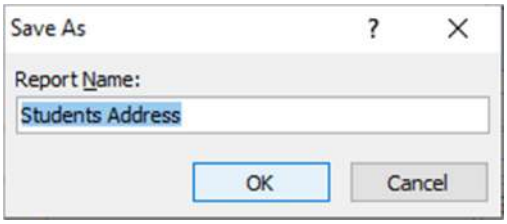
Step 13 : **Fill Student Address Details Form then Press Tab Key Next Student Data after complete Just closed Form.**

Step 14 :Go to **Create** Menu→ **Report**





Step 15 : **After Closed Report and Save Report click on Yes Button**



Step 16 : **Enter Report name then Click ok button**

Step 17 : **After Double on click Report "Student Address"**

Result:

The program was Executed Successfully and output is verified.

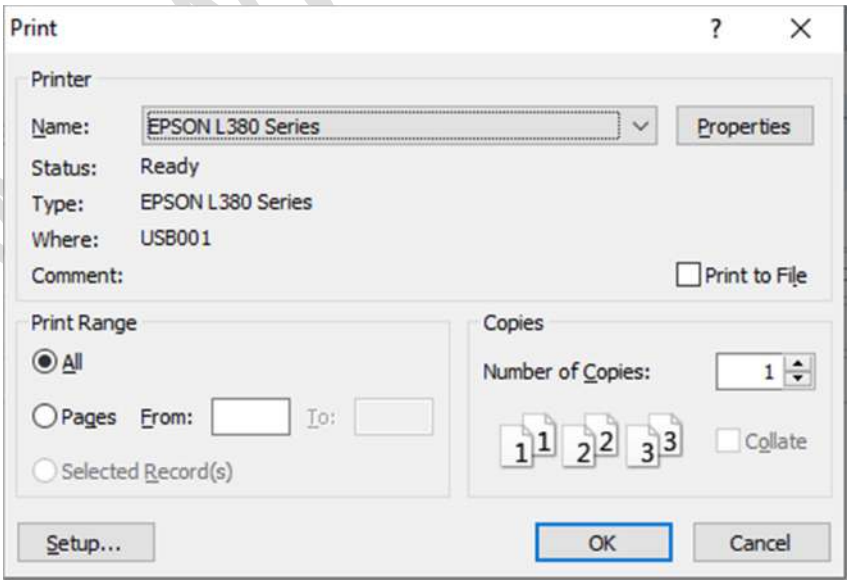
Output:

Students Address

Tuesday, September 13, 2022
8:18:43 AM

ID	studentName	doorNo	Street	Place	postOffice
3	Aruna	20	1 St Cross Street	Mundiyapakkam	Mundiyapakl
2	Pooja	12	Gandhi Nagar	Saram	Saram
1	Veera	59D	Main Road	Thirukkanur	Thirukkanur

Ctrl + P (Print the Report)



Select Printer then →Click ok button

Ex.No. 25 Date :15/08/2022

Importing and exporting data.

AIM : Importing and exporting data.

Procedure :

Step 1 : Press Keys **Start** + R

Step 2 : In the box type **msaccess** → OK

Step 3 : First Create a Table Below Filed.

Field Name	Data Type
ID	AutoNumber
StudentName	Text
Tamil	Number
English	Number
Maths	Number
Science	Number
SocialScience	Number
Total	Number
Average	Number

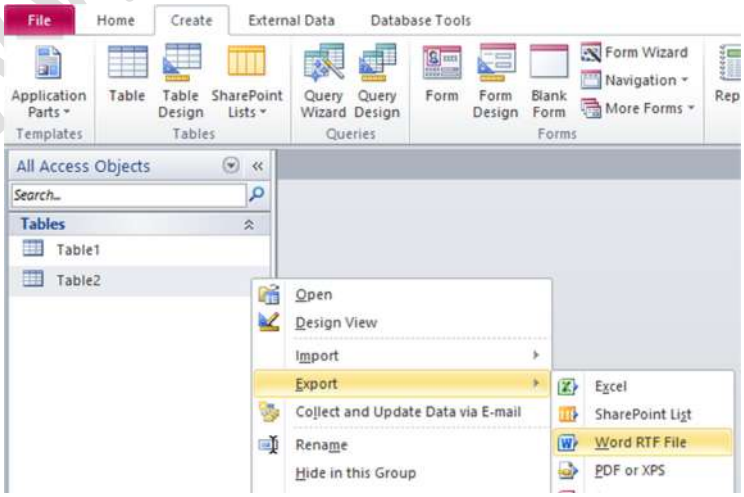
Step 4 **Double Click on Table Enter the Data**

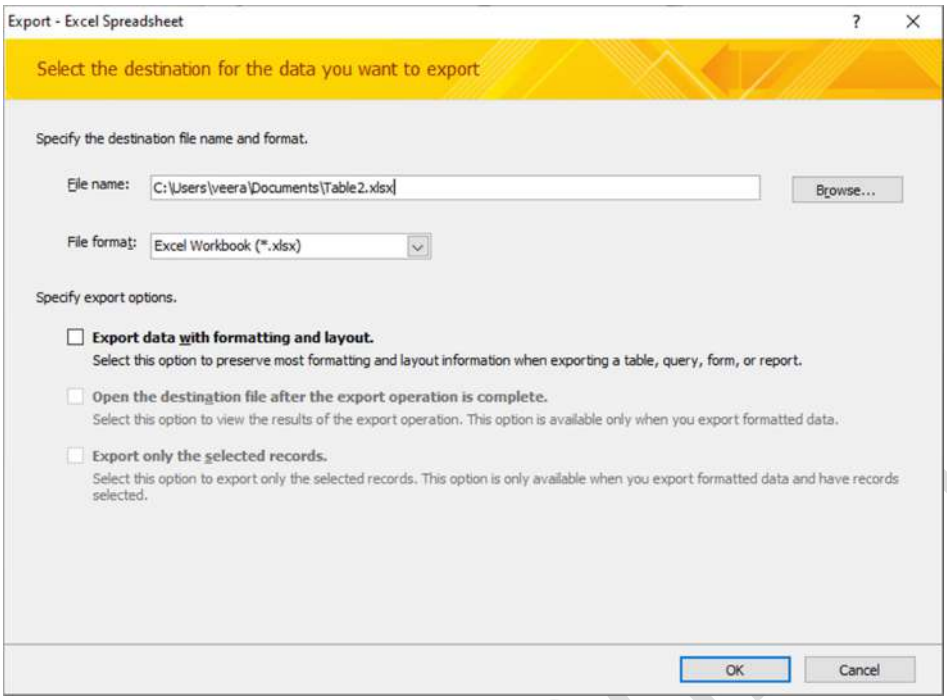
Query1 | Table1

ID	StudentNam	Tamil	English	Maths	Science	SocialScienc	Total	Average
1	Veera	45	67	45	66	66		
3	Janani	76	76	87	87	65		
4	Rani	89	76	87	87	56		
(New)								

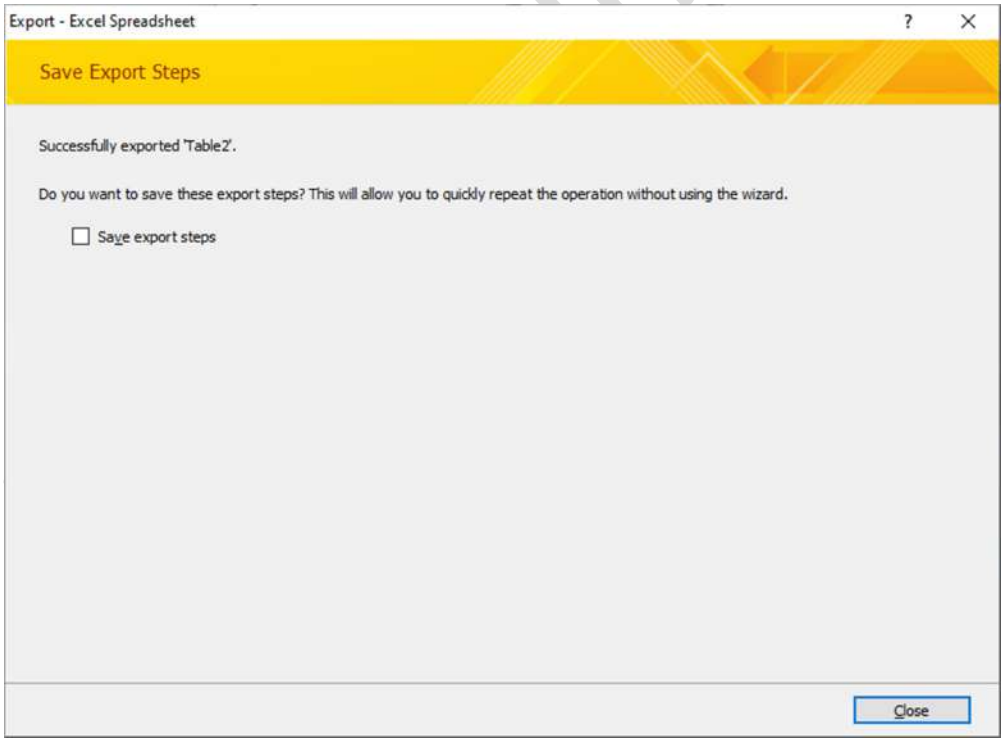
Step 5 : **After closed Table**

Step 6 :Right Click on Table →**Export** →**Excel**





Step 7 : **File name and File Save location Select after click OK Button**



Step 7 : **File Export Excel Format Successfully after click Close Button**

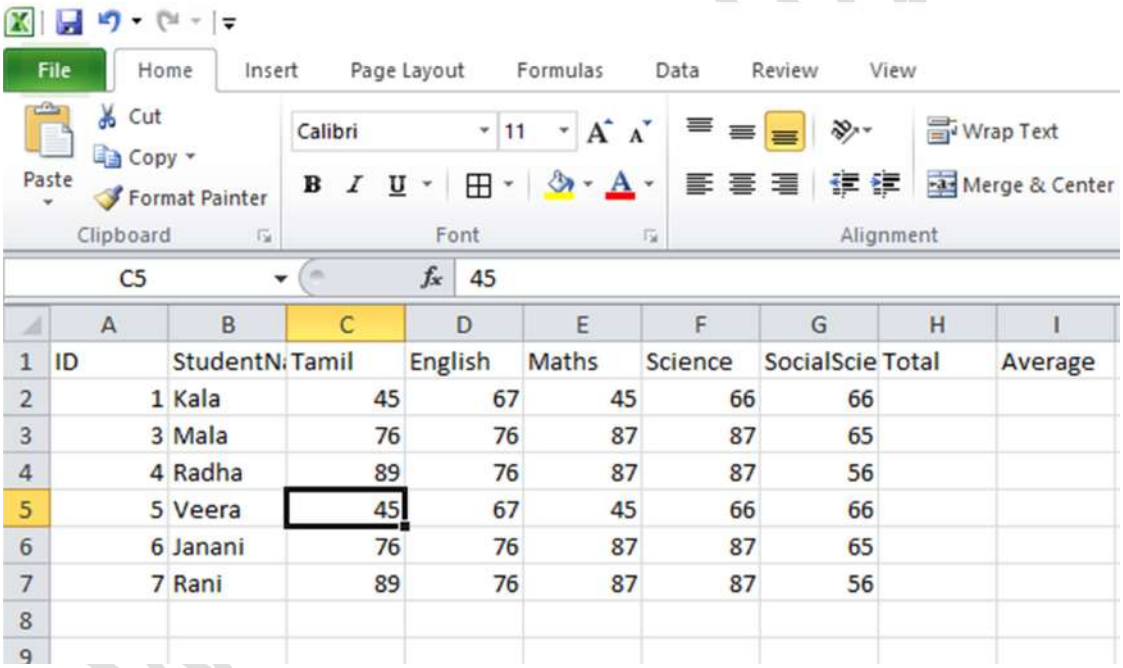
Step 8 : **Next Open File Save Location**

Result:

The program was Executed Successfully and output is verified.

Output:

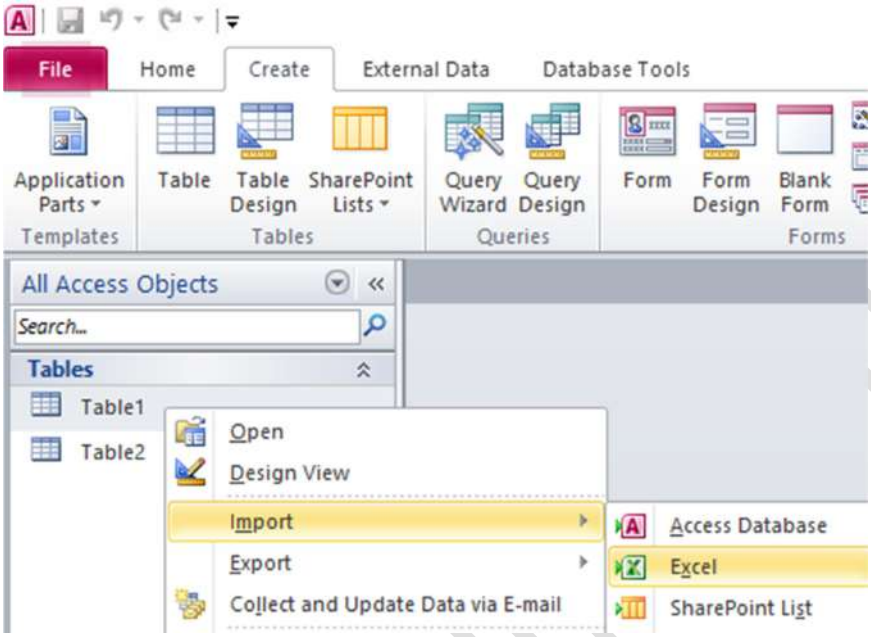
Data Export to Excel



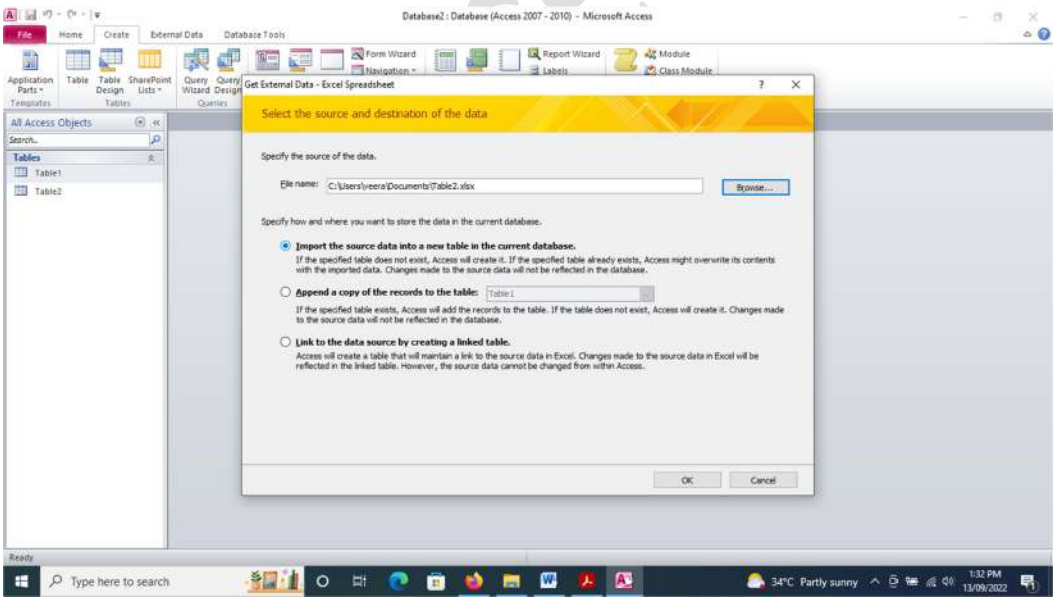
	A	B	C	D	E	F	G	H	I
1	ID	StudentN	Tamil	English	Maths	Science	SocialScie	Total	Average
2	1	Kala	45	67	45	66	66		
3	3	Mala	76	76	87	87	65		
4	4	Radha	89	76	87	87	56		
5	5	Veera	45	67	45	66	66		
6	6	Janani	76	76	87	87	65		
7	7	Rani	89	76	87	87	56		
8									
9									

Import

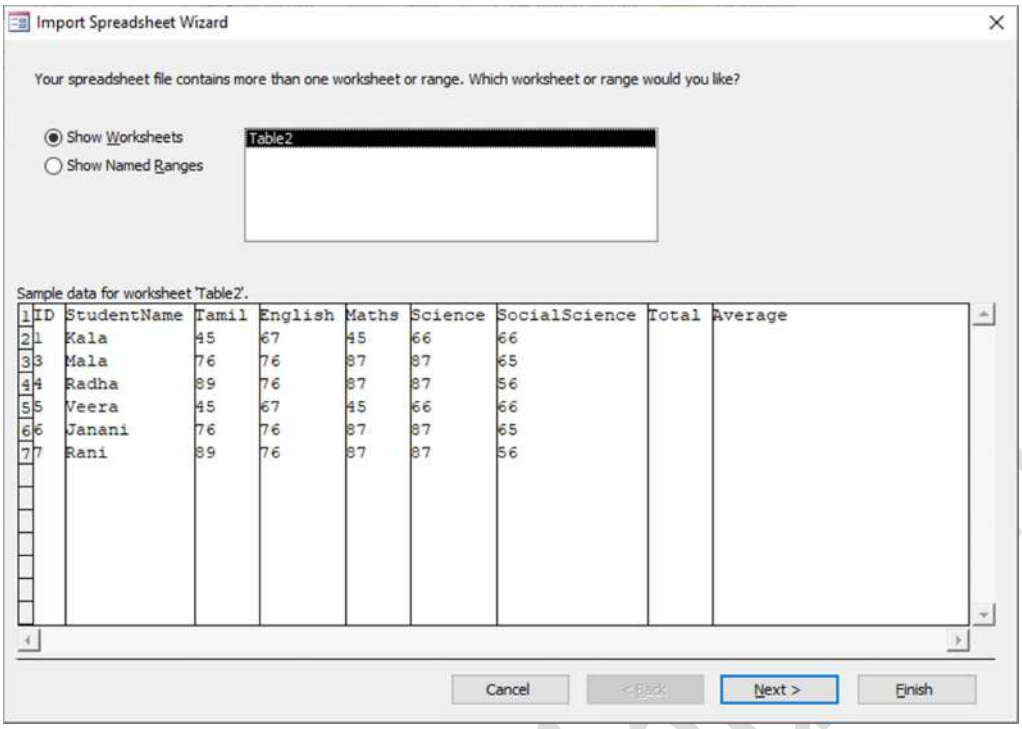
Step 1 : Right Click on Table →**Import** →**Excel**



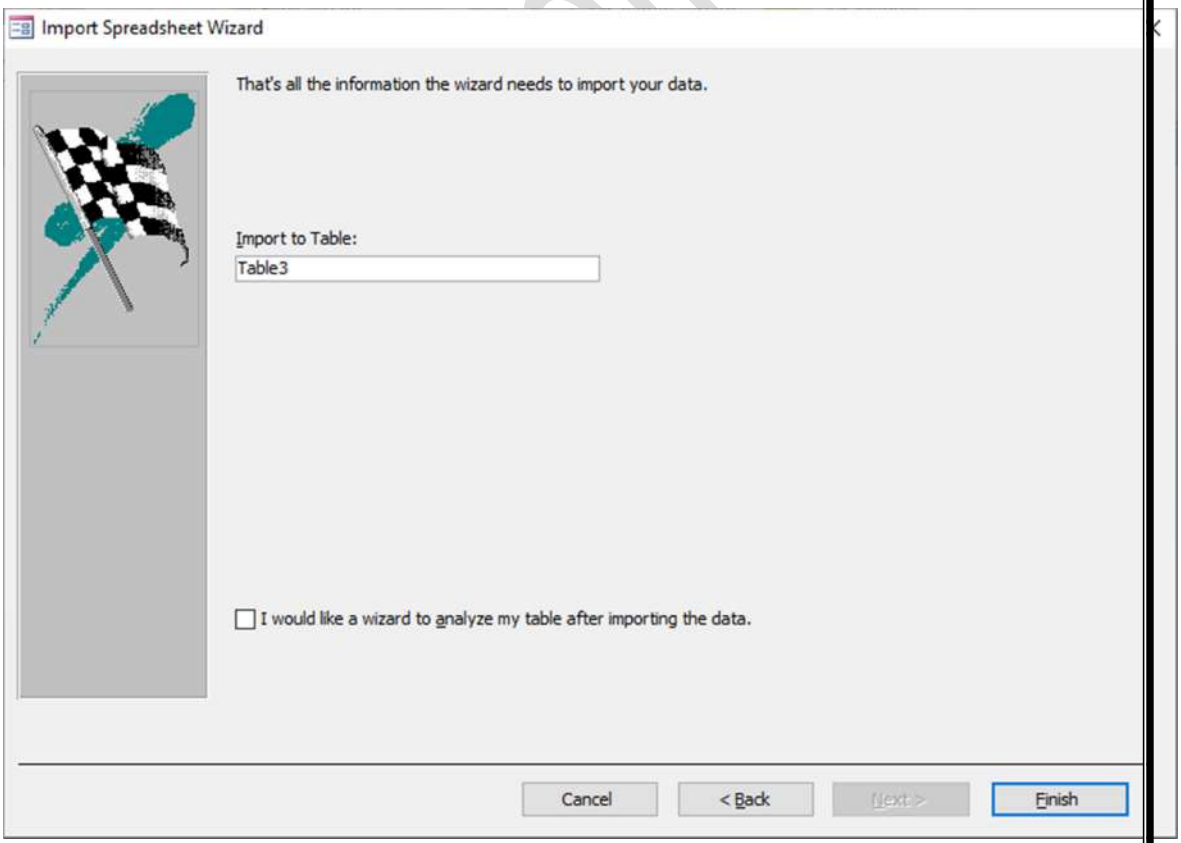
Step 2 : See File Name Save Location → **ok**

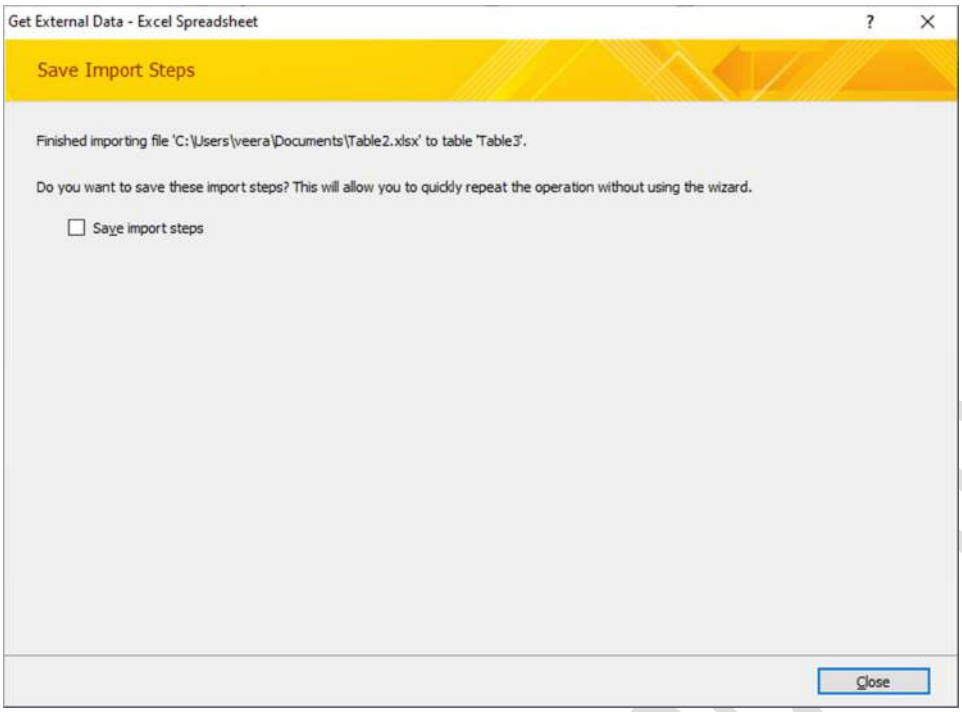


Step 3 : Next



Step 4 : Finish





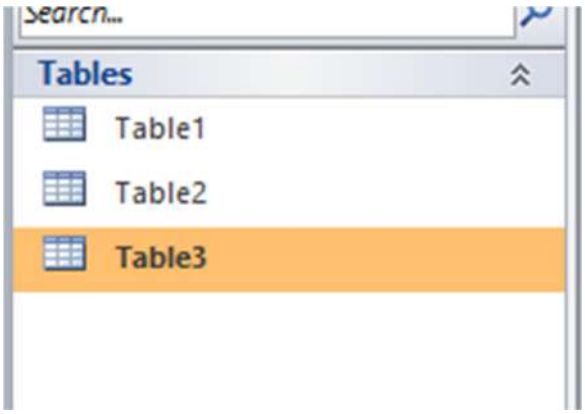
Step 6 : Close

Result:

The program was Executed Successfully and output is verified.

Output:

Excel file import from Ms Access see Table -3



MS OFFICE:

MS-POWER POINT

&

OPEN OFFICE: IMPRESS

www.cceindia.in

Ex. No :26 Date :18/08/2022

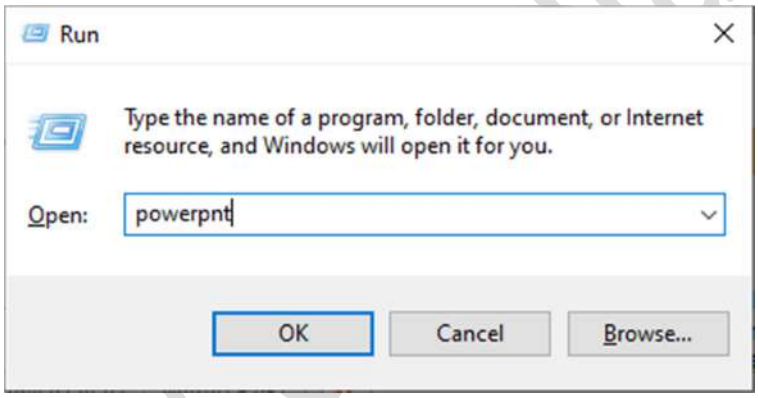
Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.

AIM : Creating a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation.

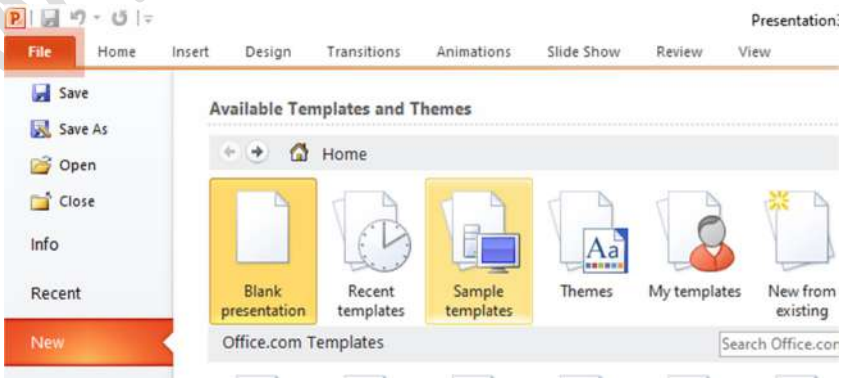
Procedure :

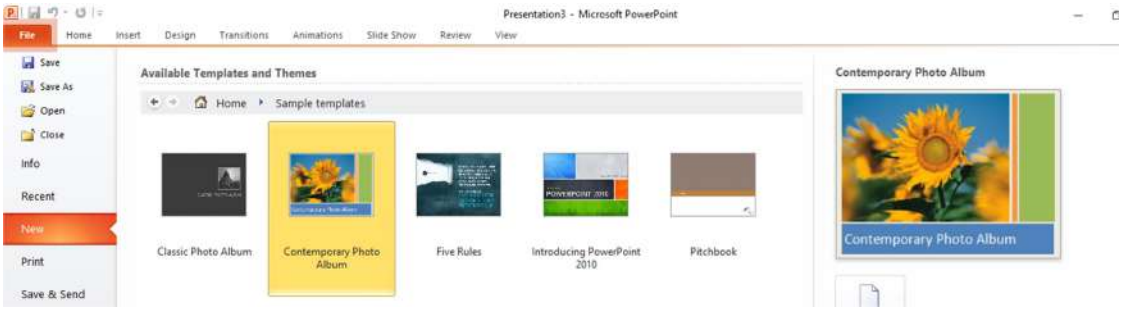
Step 1 : Press Keys **Start** + R

Step 2 : In the box type **POWERPNT** → OK



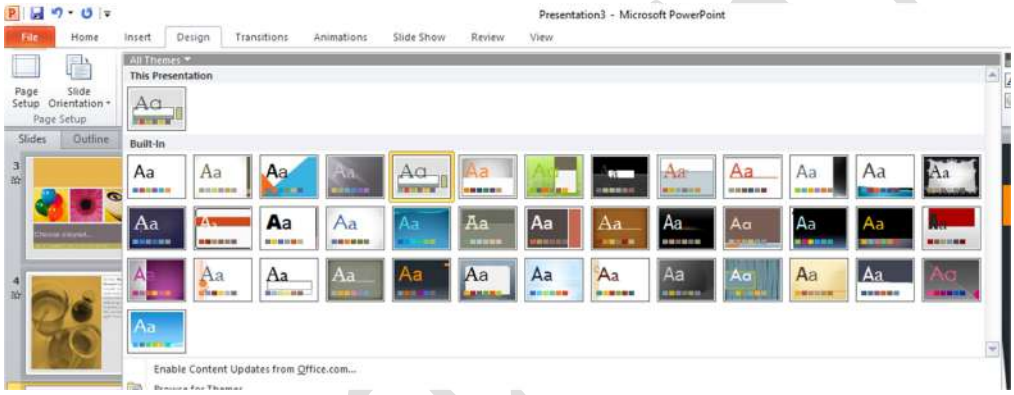
Step 3 : Go to **File → New → Sample Template →Contemporay photo Album** (Doblue Cilck File name)

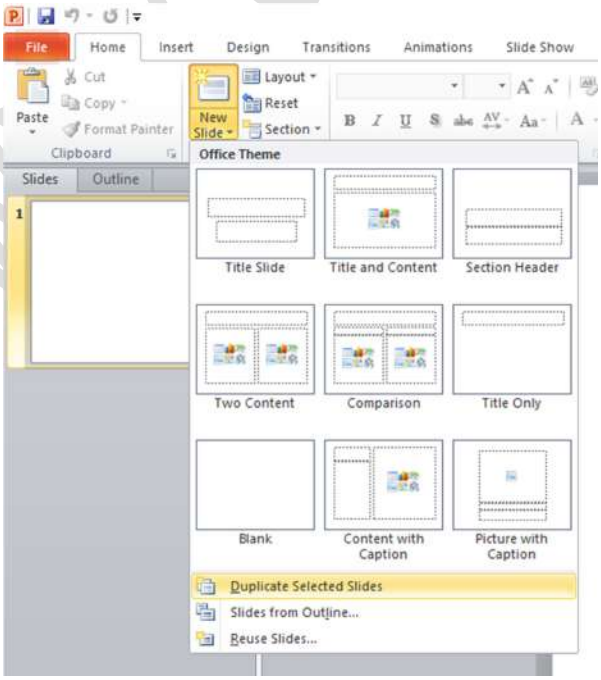




Step 4 : Go to Home Menu → New Slide →Select Layout.

Step 5 : Go to Desgin Menu → All Themes →Select any one Template

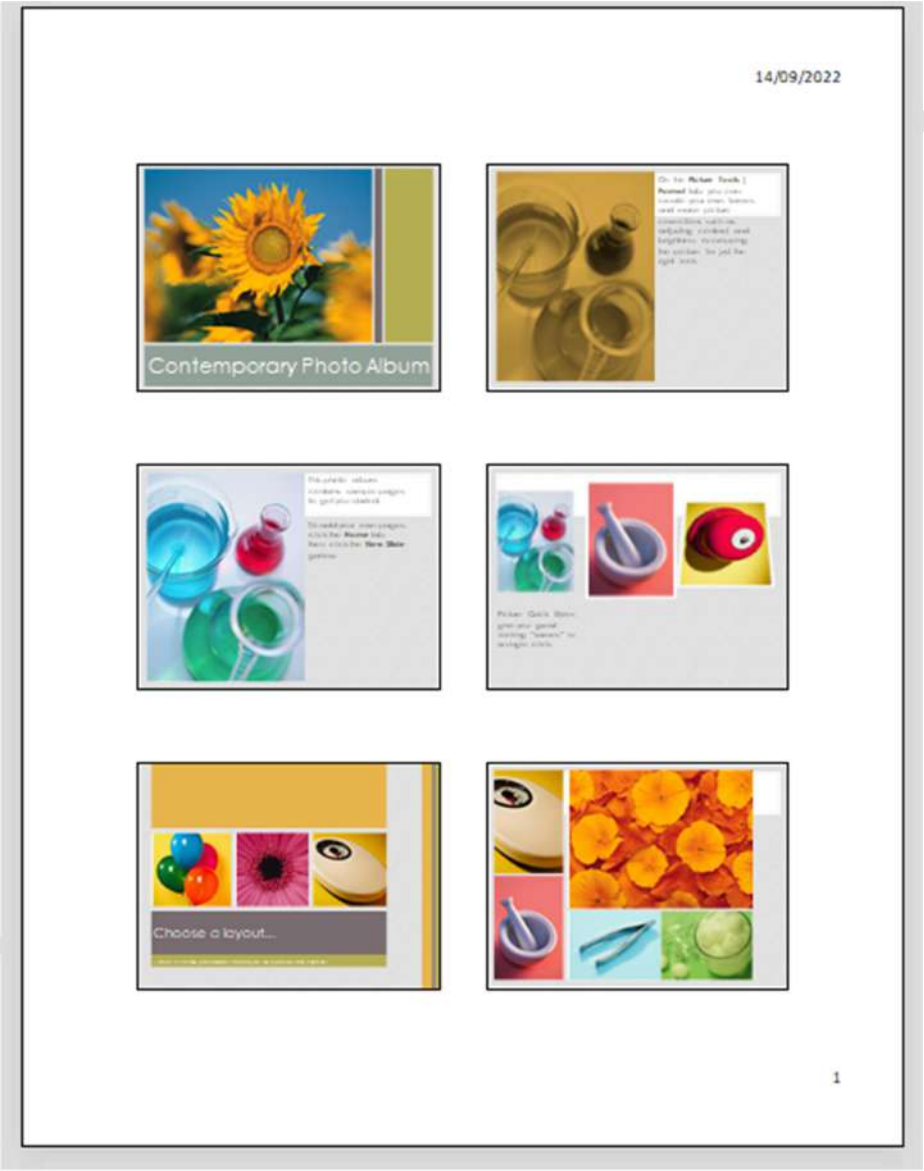




Result:

The program was Executed Successfully and output is verified.

Output:



Ex. No :27 Date :21/08/2022

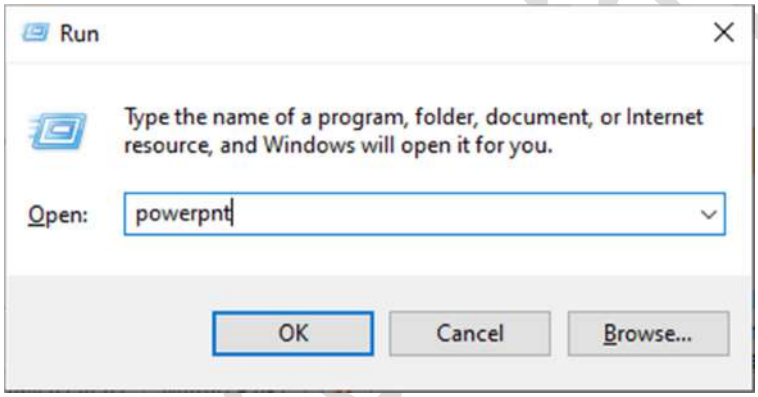
Creating a Presentation with Slide Transition – Automatic and Manual with different effects..

AIM : Creating a Presentation with Slide Transition – Automatic and Manual with different effects.

Procedure :

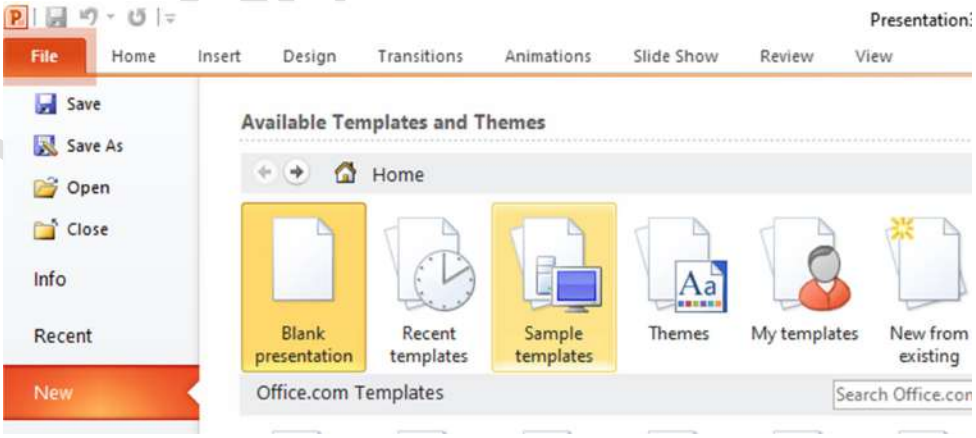
Step 1 : Press Keys **Start** + R

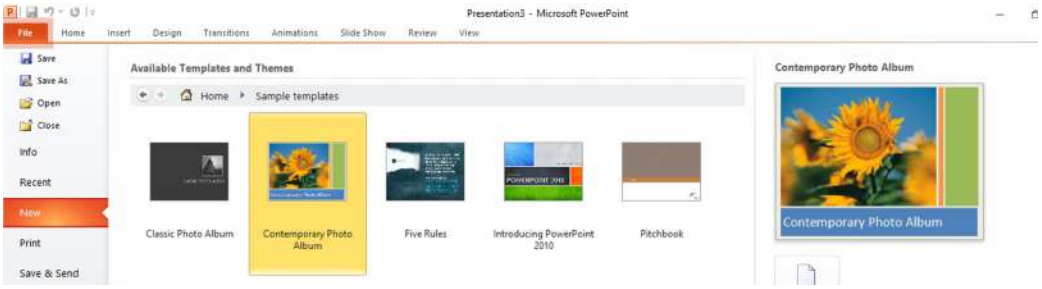
Step 2 : In the box type **POWERPNT** → OK



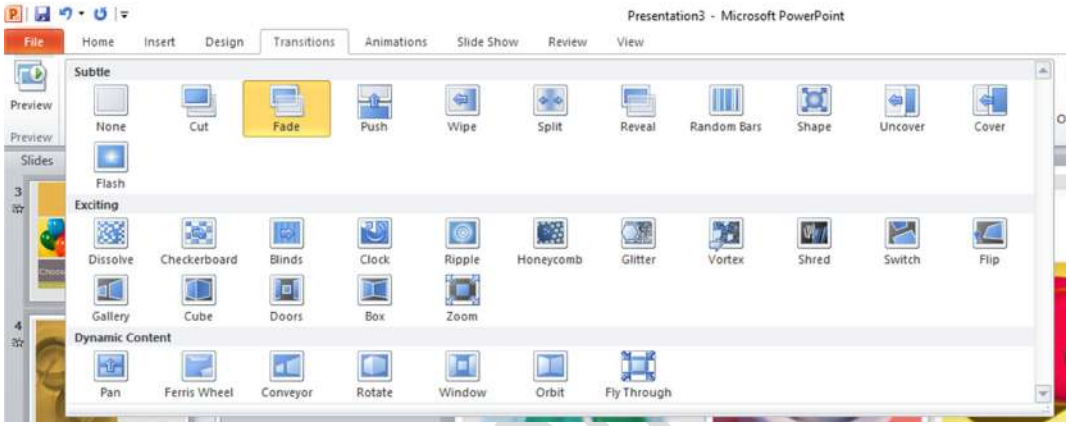
Step 3 : Go to **File → New → Sample Template →Contemporay photo Album**

(Doblue Cilck File name)



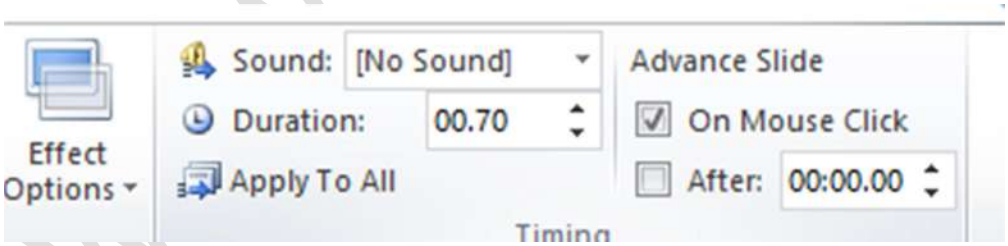


Step 4 : Select Any One Slide go to → Transaction



Step 5 : **Transaction** →Add this Transaction Effect Side **Time and Sound**

Step 6 : Apply to All then



Step 7 : **Press F5** From Beginning and From Current Slide **Shift + F5.**

Result:

The program was Executed Successfully and output is verified.

Output:

Press F5 (Function Key) Show Full Screen Power Point Slide Show

Ex .No : 28 **Date :24/08/2022**

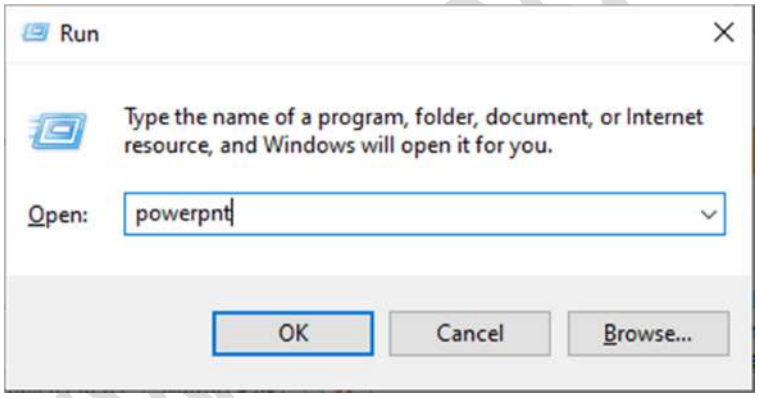
Creating a Presentation applying Custom Animation effects –Applying multiple Effects to the same object and changing to a different effect and removing effects.

AIM : Creating a Presentation applying Custom Animation effects –Applying multiple Effects to the same object and changing to a different effect and removing effects.

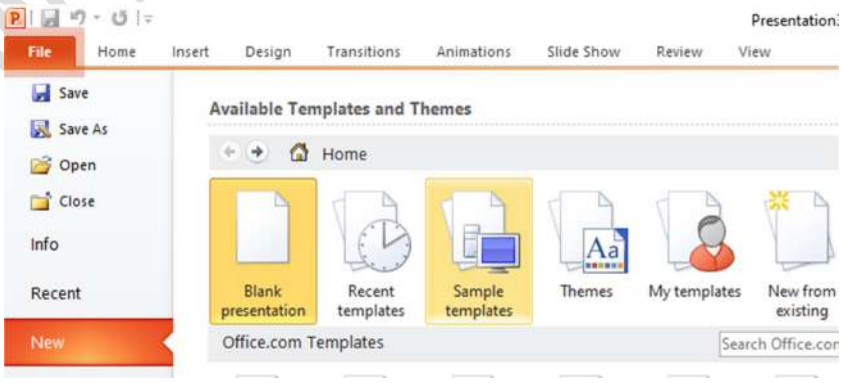
Procedure :

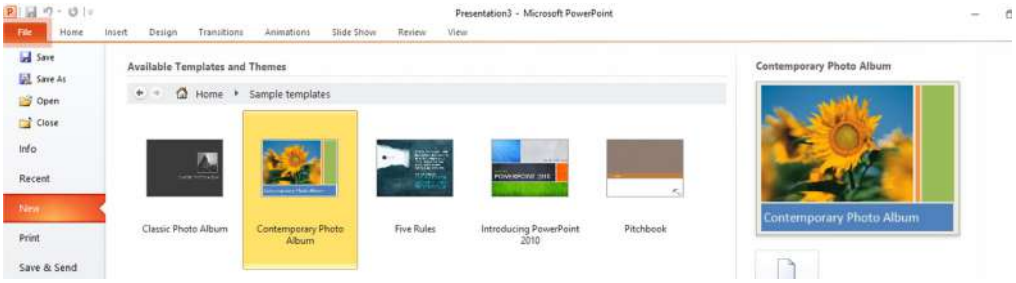
Step 1 : Press Keys **Start** + R

Step 2 : In the box type **POWERPNT** → OK

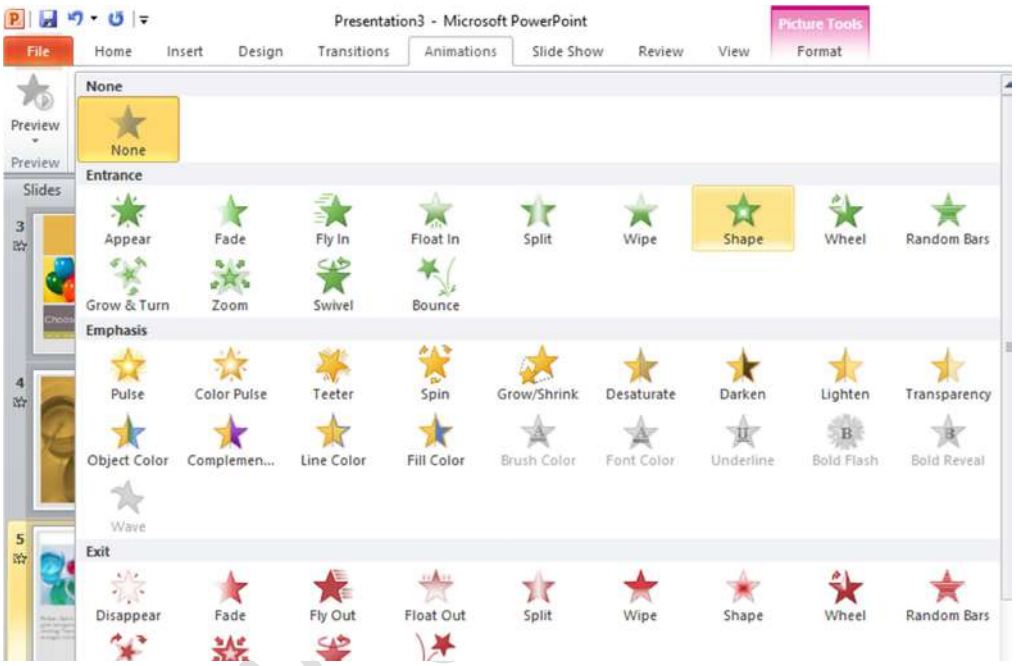


Step 3 : Go to File → New → Sample Template →Contemporay photo Album (Doblue Cilck File name)



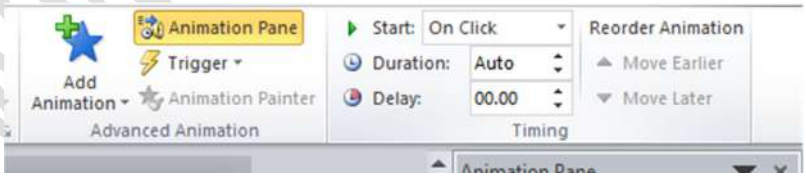


Step 4 : **Object or Text Animation Option List**



Step 5 : First Select Object or Text **then Click Animation Pane**

Step 6 : Set Object or text Animation Effect and Sound, Duration.



Result:

The program was Executed Successfully and output is verified.

Output:

Press F5 (Function Key) Show Full Screen Power Point Slide Show with Animation

Ex.No : 29 **Date :27/08/2022**

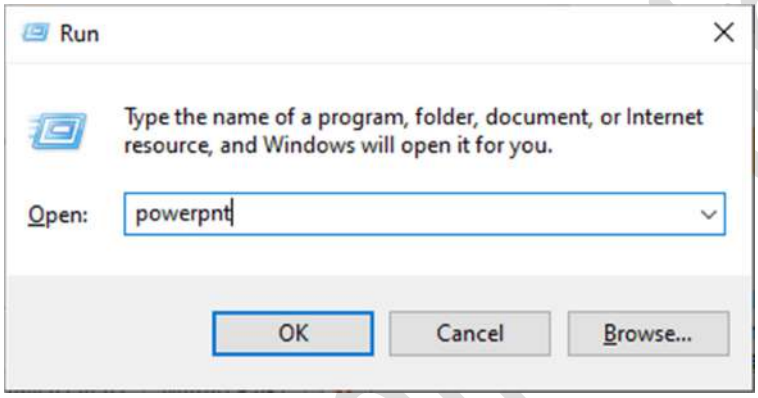
Creating and Printing handouts.

AIM : Creating and Printing handouts.

Procedure :

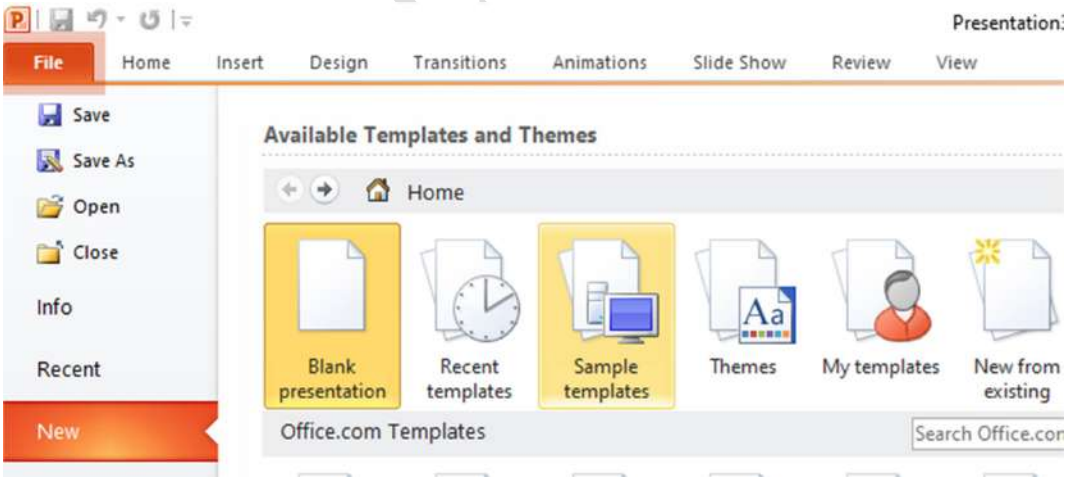
Step 1 : Press Keys **Start** + R

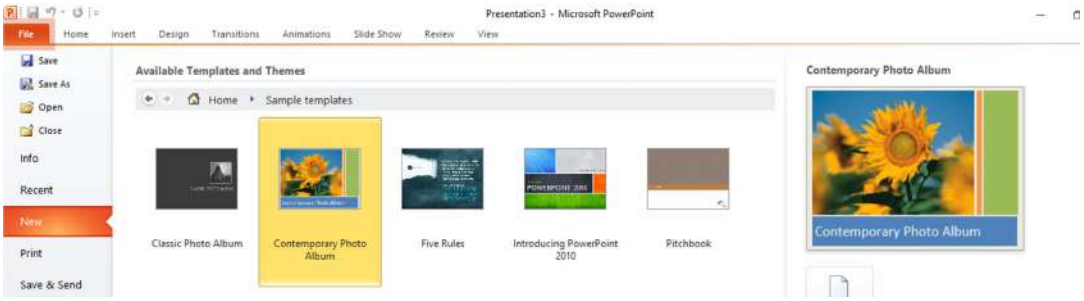
Step 2 : In the box type **POWERPNT** → OK



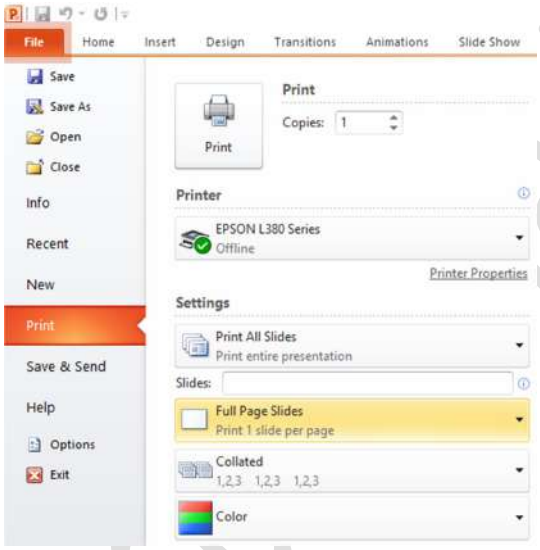
Step 3 : Go to **File → New → Sample Template →Contemporay photo Album**

(Doblue Cilck File name)

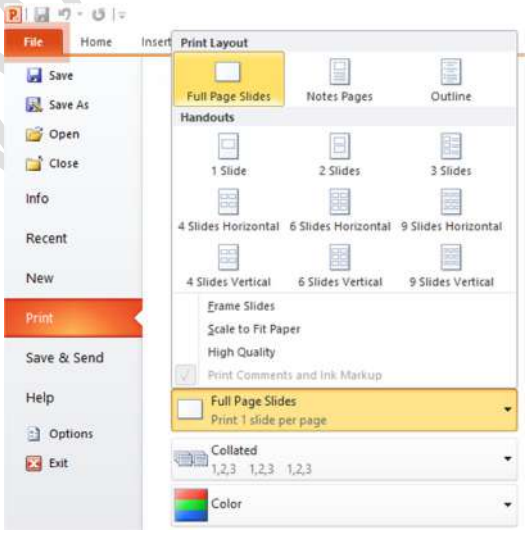




Step 4: To print Document Go to **File Menu →Print** or Press **Ctrl+ P**



Step 5: Handout

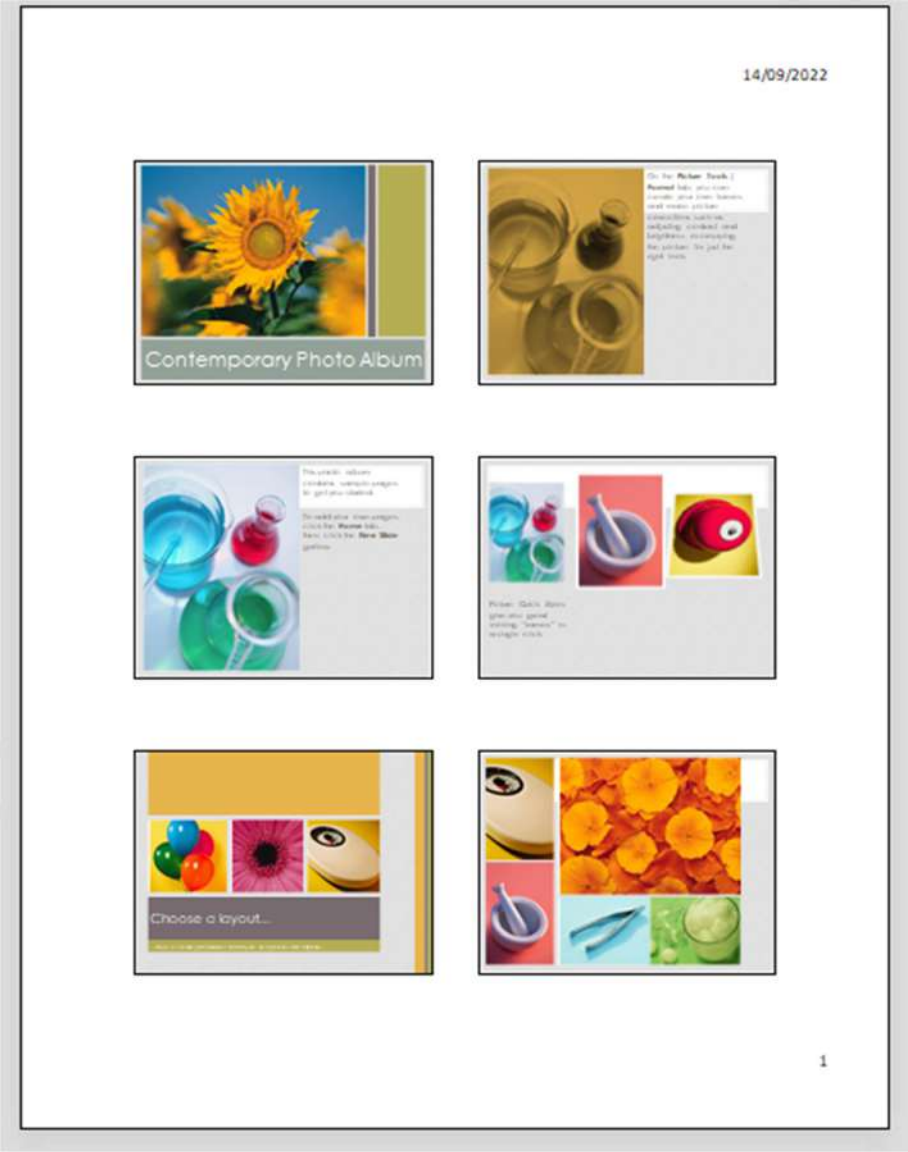


Step 6: Click on **Full Page Sides →Handouts →6 Slides Vertical** Maximum 9 Side

Result:

The program was Executed Successfully and output is verified.

Output:



INTERNET

&

INTRODUCTION TO

VARIOUS DEVICES AND

TOOLS

www.cceindia.in

Ex.No:30 Date : 30/08/2022

Searching for a web site / application / text documents viewing and downloading

AIM : Searching for a web site / application / text documents viewing and downloading.

Procedure :

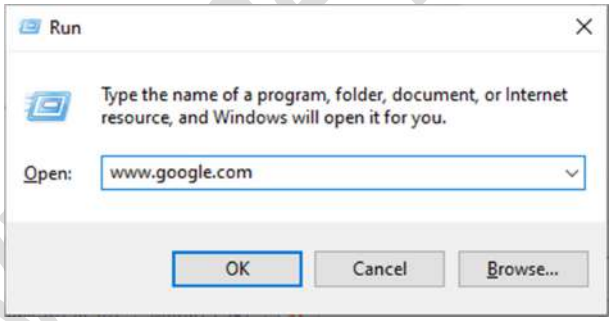
Step 1 : To open any browser **Firefox or chrome or Internet explore**

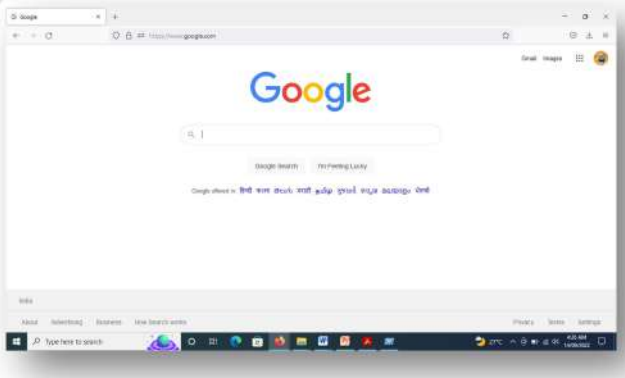
Step 2 : After enter Address bar Search Engine Website Domain like www.google.com, www.yahoo.com , www.Ask.com, www.bing.com

Or Directly Open Website Command Window.

Step 1 : Press Keys **Start** + R

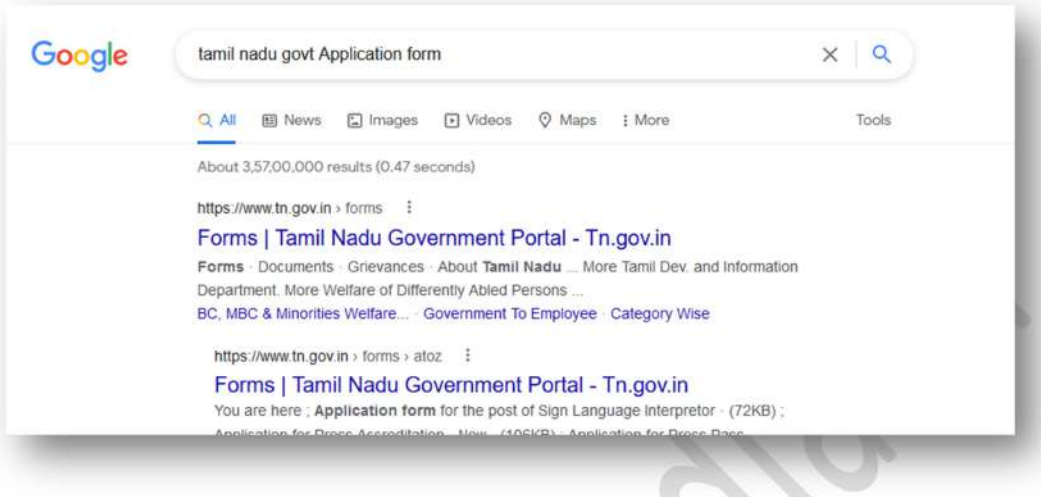
Step 2 : In the box type **www.google.com** → OK





Step 3: Enter The Key Words Search Box after click Google Search Button

Step 4: Search keyword **tamilnadu govt Application form**



Step 5: **Click the Website https://www.tn.gov.in**

Step 6: **Download Application Department wise Click any one Department Example Click** BC, MBC & Minorities Welfare Department

Step 7: Click Application Form

Tamil Nadu Wake Board Election Form-I

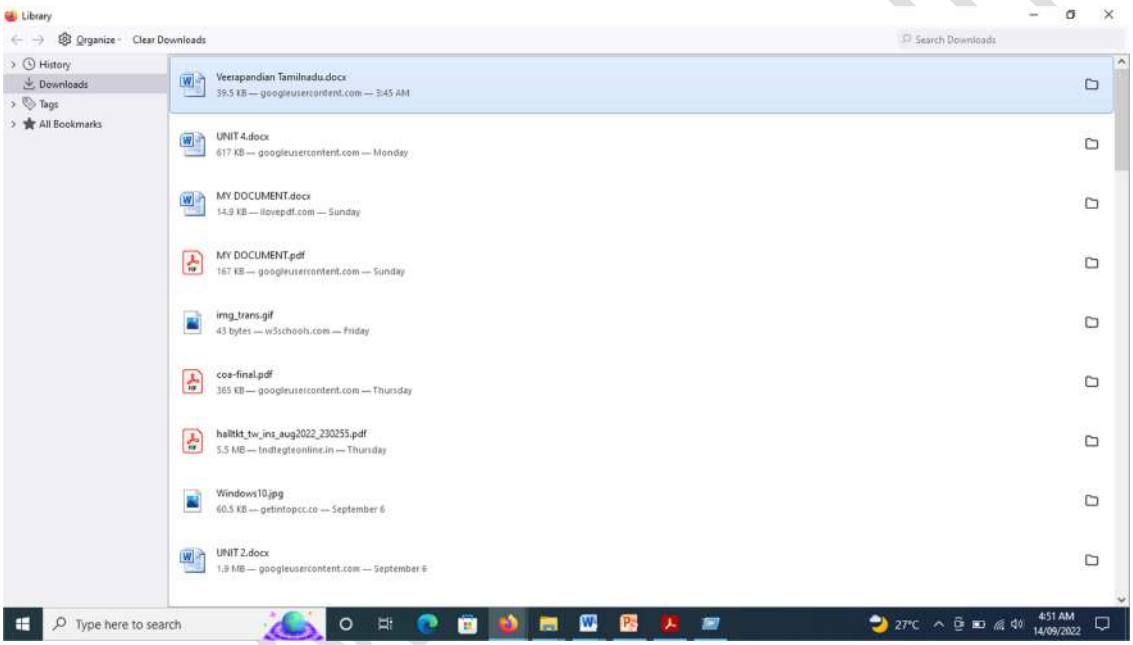
Step 8: **Ctrl+ P** Print Application or Right corner Show download Button Click It. File Will Be Download Computer.

Use Shortcut See Download Files **Ctrl+ J** – Show all Download Files

Result:

The program was Executed Successfully and output is verified.

Output:



Ex. No : 31 **Date : 02/09/2022**

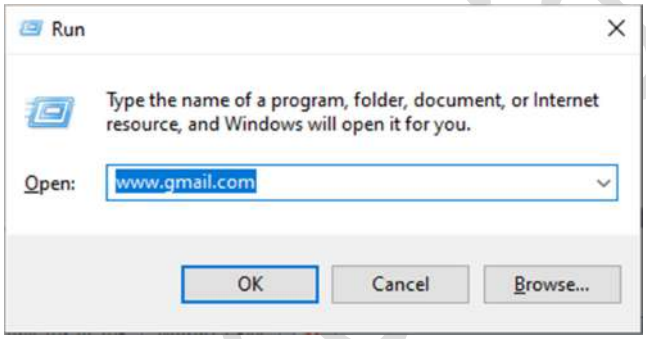
Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding

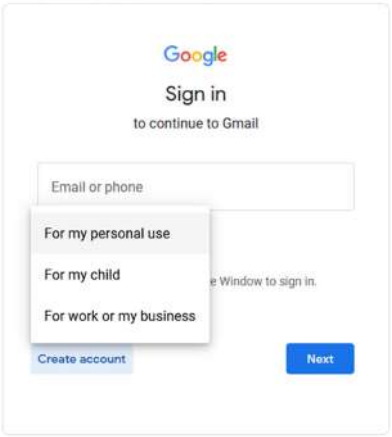
AIM : Create an E-mail account, Retrieving messages from inbox, replying, attaching files filtering and forwarding.

Procedure :

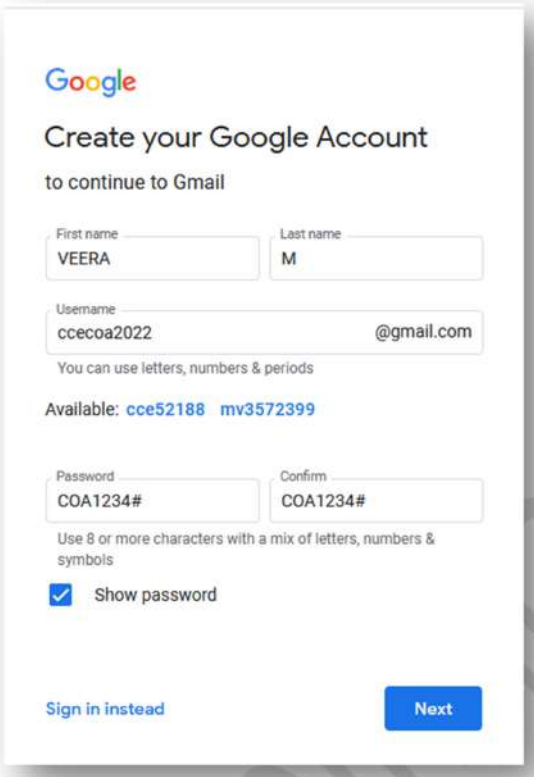
Step 1 : Press Keys **Start** + R

Step 2 : In the box type **www.google.com** → OK

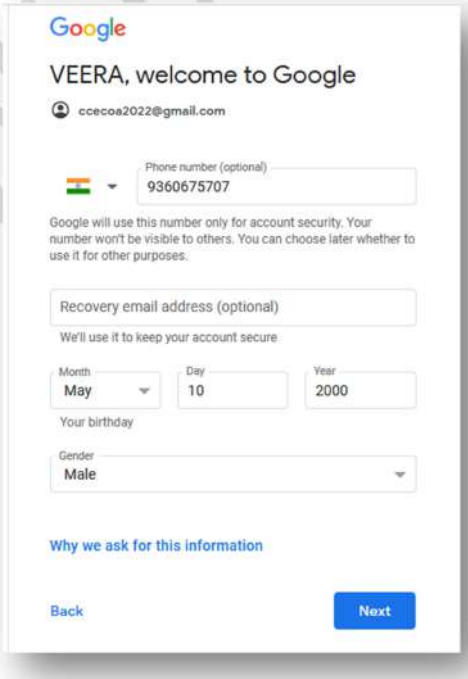




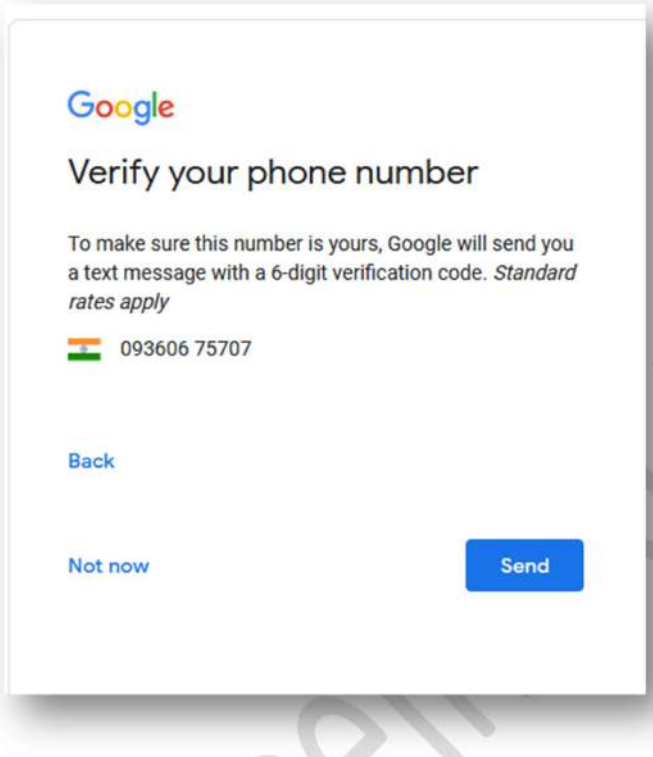
Step 3 : Create account For my personal use then Next



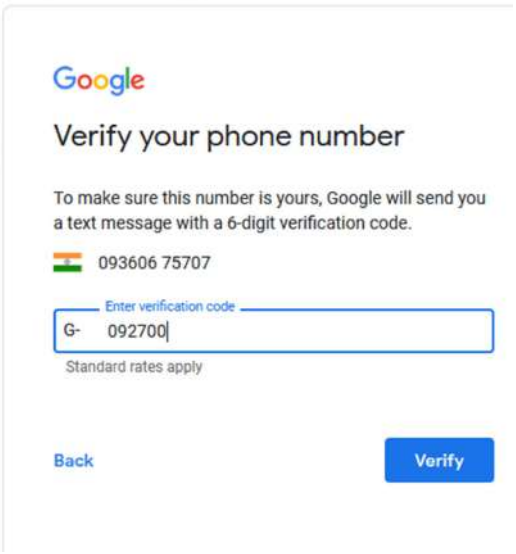
Step 4 : Fill Basic Information username and Password then **Next**



Step 5: Enter your Mobile Number and Current E-Mail Id (Optional) then Next



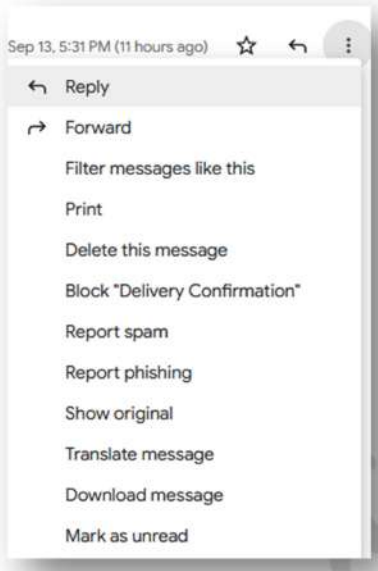
Step 6: Conform Your Mobile Number then SEND OTP After enter Received Your Mobile OTP.

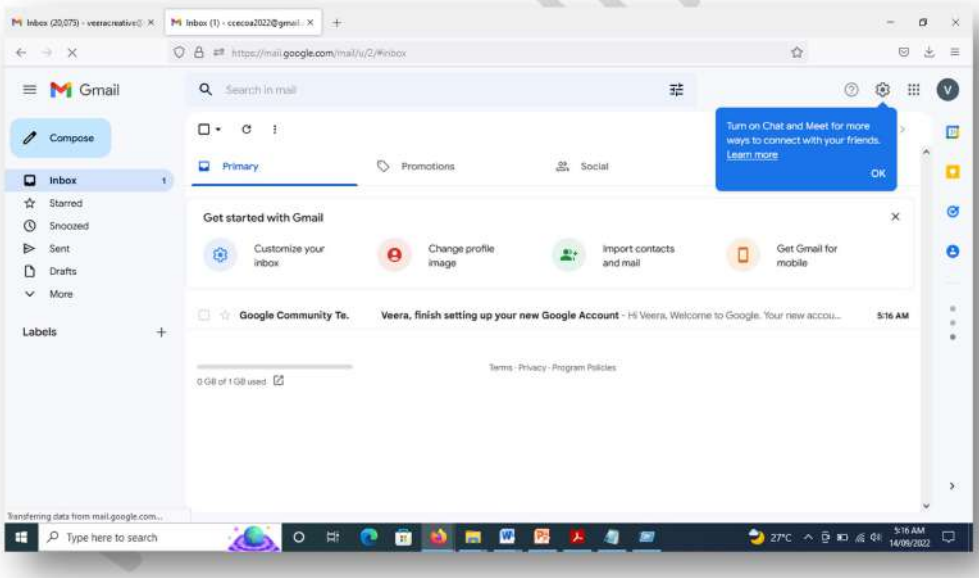


Step 7: Enter the OTP then Click **Verify → Yes, I'm in** Click **→ I agree**

After Successfully Create Your Gmail Account.

Step 8: **Your Received Mail Inbox → Click on Subject → right Corner.**





Step 8: On your computer, go to Gmail.

Step 9 : At the top left, click Compose.

Step 10 : In the "To" field, add recipients. You can also add recipients: In the "Cc" and "Bcc" fields.

Step 11: Add a subject.

Step 12: Write your message.

Step 13: Attach any File.

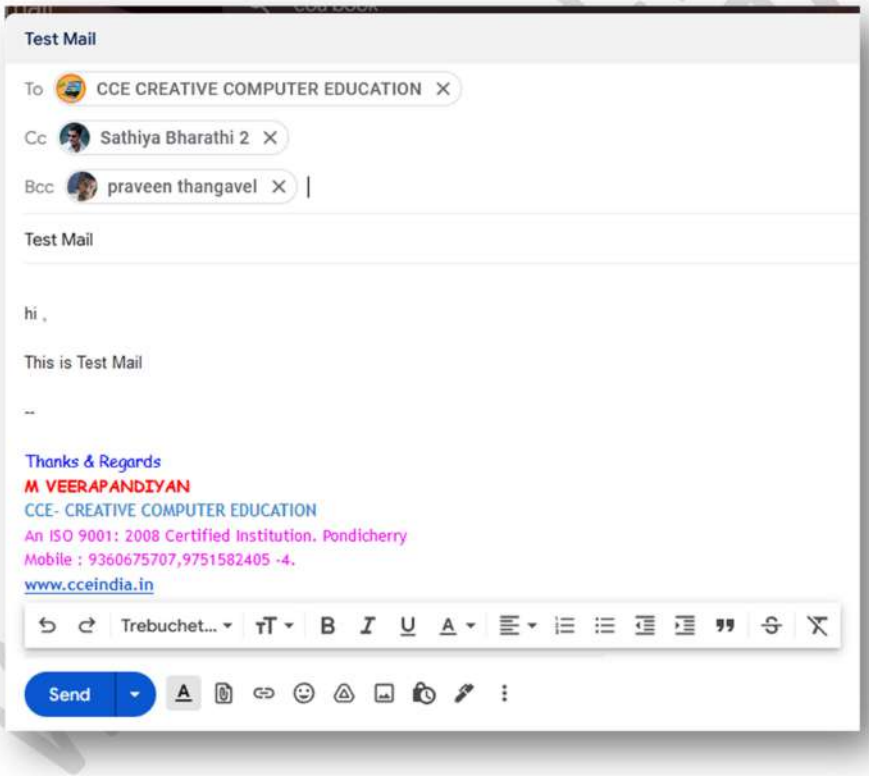
Step 14: At the bottom of the page, click Send.

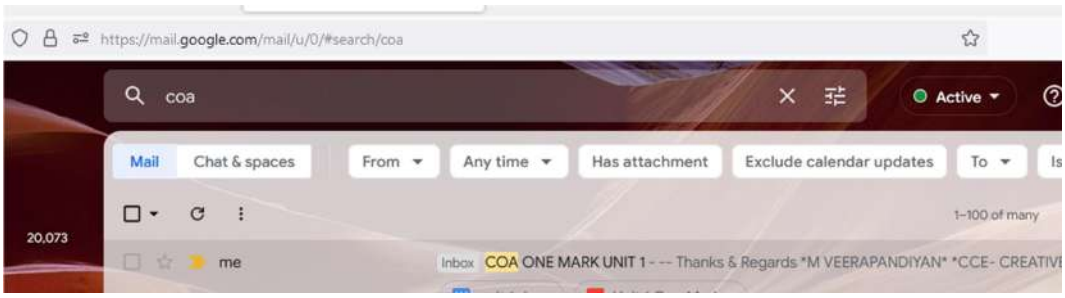
Step 15: Website Top Corner Show Search Box Enter the **Keywords Filter** Your Mail.

Result:

The program was Executed Successfully and output is verified.

Output:





Ex .No :32 **Date :05/09/2022**

Create Google form to collect data

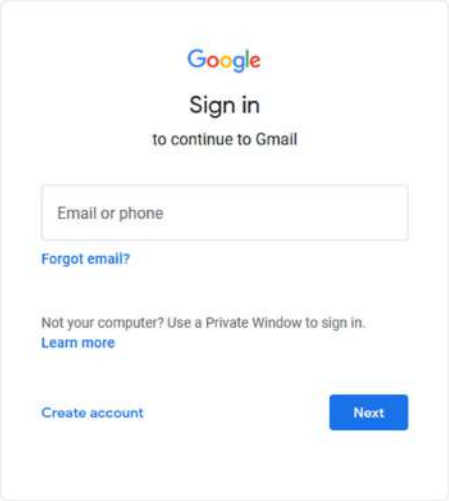
AIM : Create Google form to collect data

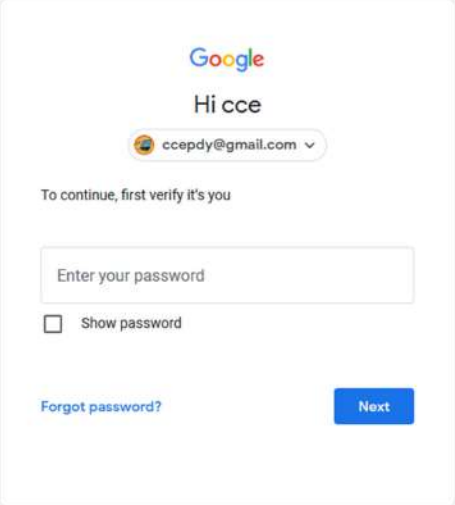
Procedure :

Step 1: Login Your Google Account → www.gmail.com → Enter

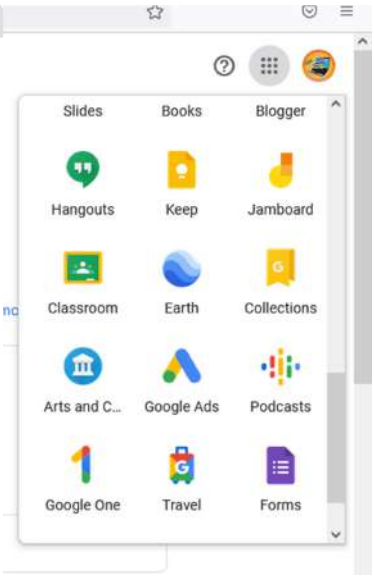
Step 2 : Enter Your Mail –ID then Click →Next

Step 3: Enter Your Email-ID Password Click→Next.





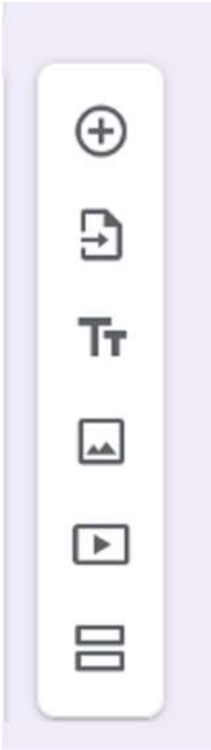
Step 4: Right corner Show 9 Dots Click it → Forms



Step 5: Go to Open Website **forms.google.com**

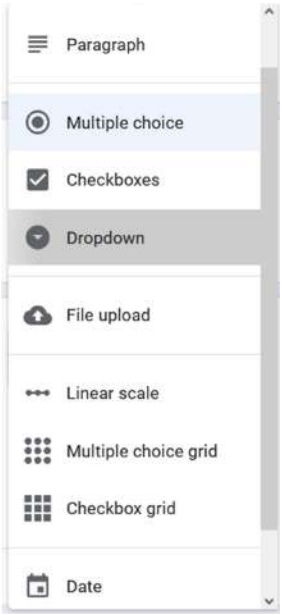
Step 6: Click Blank + or Contact information

Step 7: A new form will open.

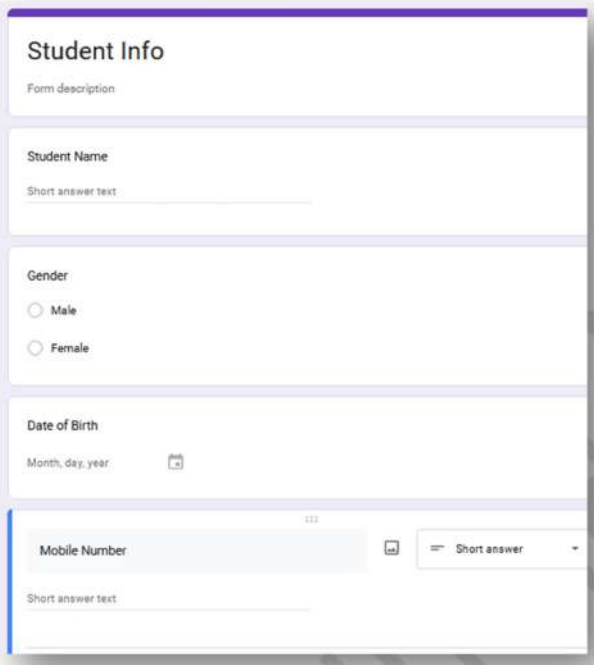


Step 8: Click + Button

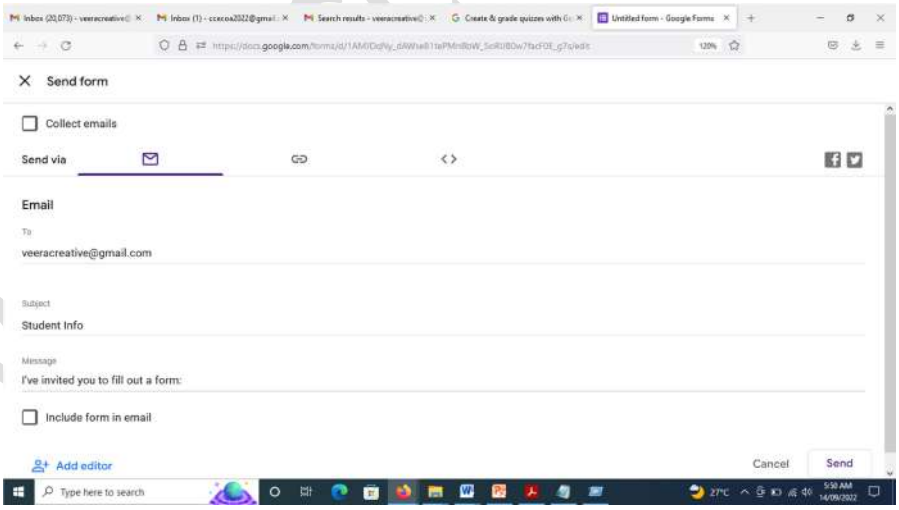
Step 9: Enter the Question after Select Data Type



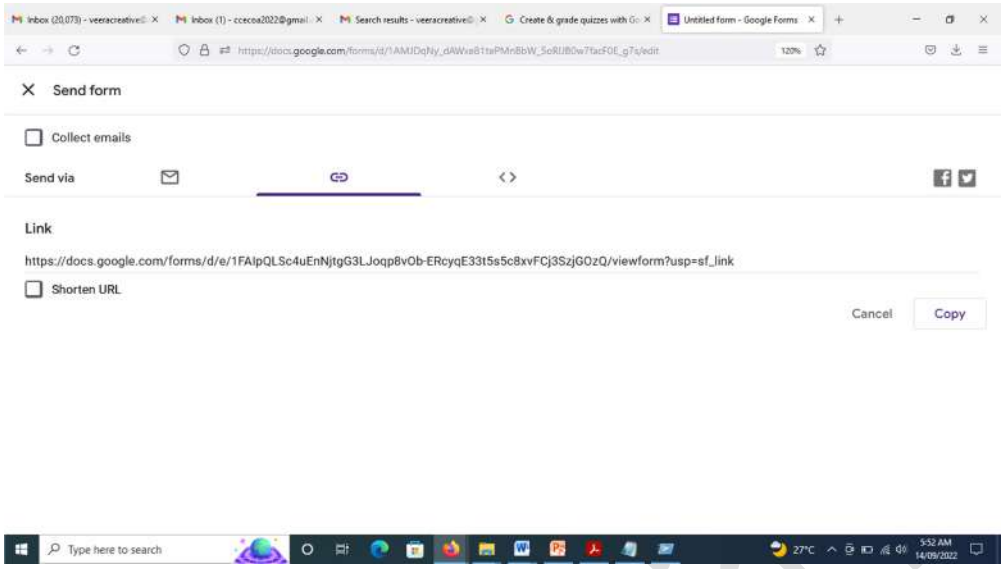
Step 10: Add more Filed and Send Link or mail



Step 11: Add more Filed and Send Link or mail



Step 12: Copy Form Like share to all

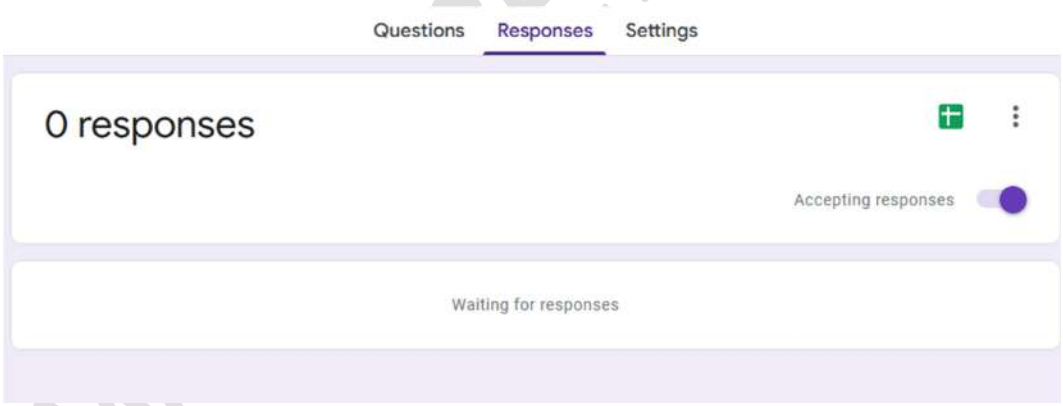


Result:

The program was Executed Successfully and output is verified.

Output:

Response Report Check it.



Ex.No :33 **Date :08/09/2022**

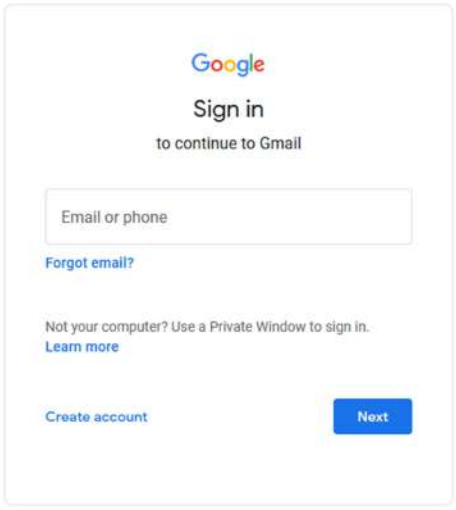
Create Google sheet to collect data

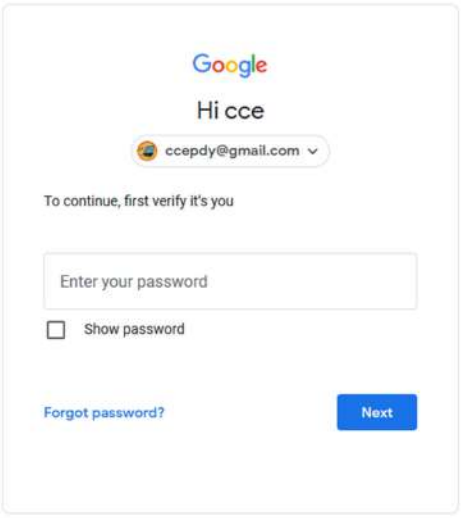
AIM : Create Google sheet to collect data

Step 1: Login Your Google Account → www.gmail.com → Enter

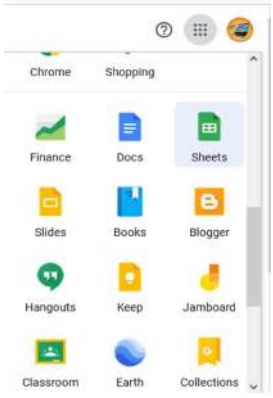
Step 2 : Enter Your Mail –ID then Click →Next

Step 3: Enter Your Email-ID Password Click→Next.

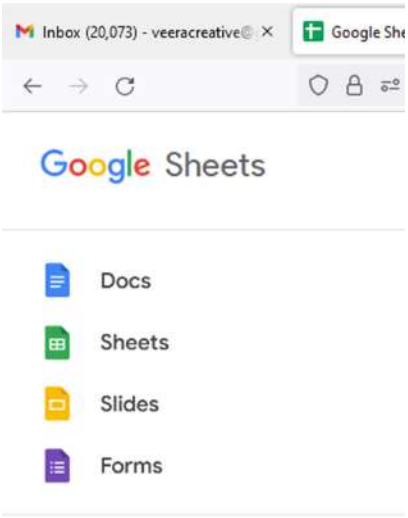




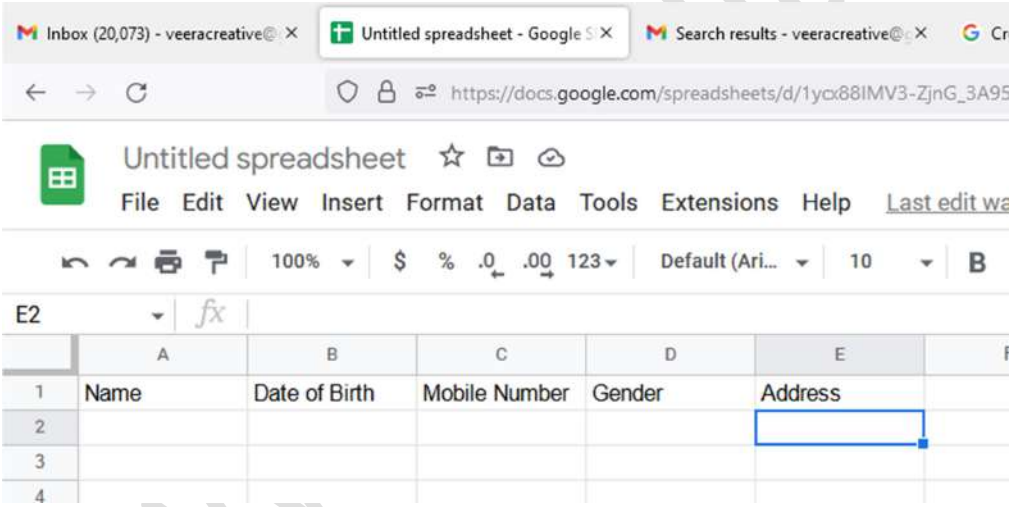
Step 4: Right corner Show 9 Dots Click it → Sheets



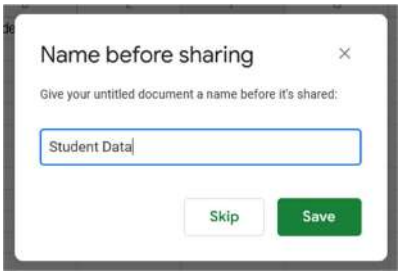
Step 5: Go to Open Website **https://docs.google.com/**



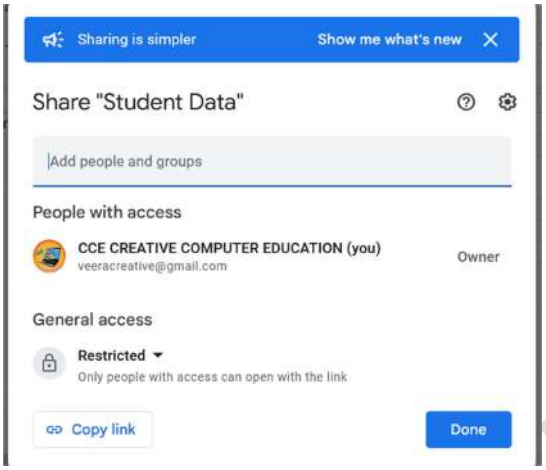
Step 6: **Left Corner show Click Select Sheets**



Step 7: Open Sheet Enter Columns Header



Step 8: **Save Sheet**



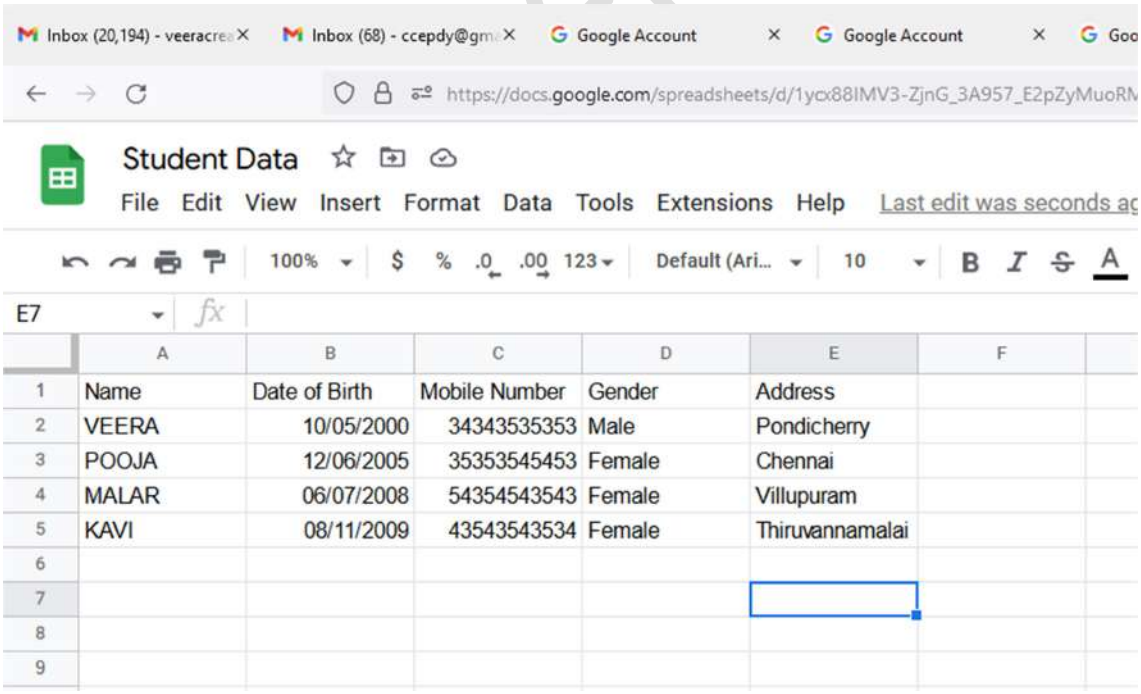
Step 8: Send Link mail Copy Form Like share to all

Result:

The program was Executed Successfully and output is verified.

Output:

Response Report Check it.



	A	B	C	D	E	F
1	Name	Date of Birth	Mobile Number	Gender	Address	
2	VEERA	10/05/2000	34343535353	Male	Pondicherry	
3	POOJA	12/06/2005	35353545453	Female	Chennai	
4	MALAR	06/07/2008	54354543543	Female	Villupuram	
5	KAVI	08/11/2009	43543543534	Female	Thiruvannamalai	
6						
7						
8						
9						

Ex No. 34 **Date:11/09/2022**

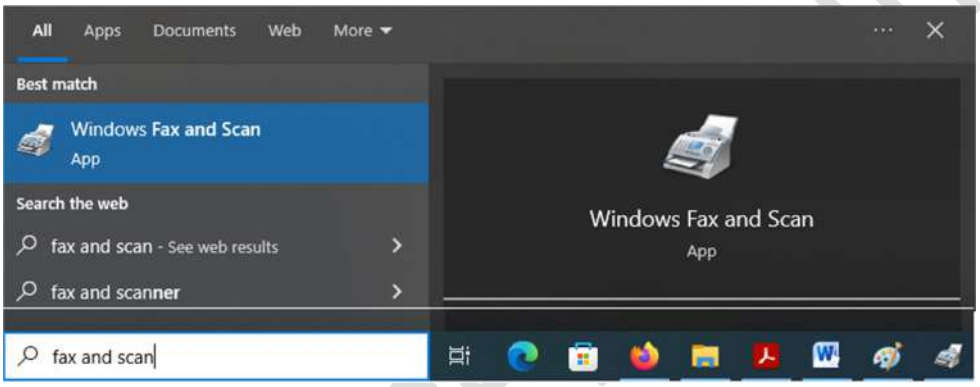
Scan a photo using scanner and edit it using tools available in operating system by default.

AIM : Scan a photo using scanner and edit it using tools available in operating system by default.

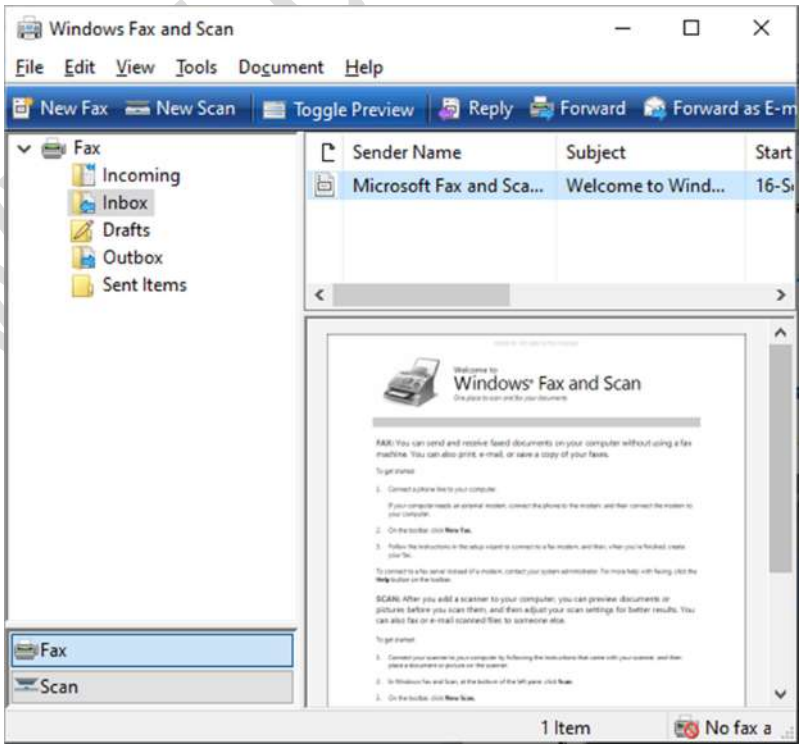
Procedure:

Step 1 : Click Start Button

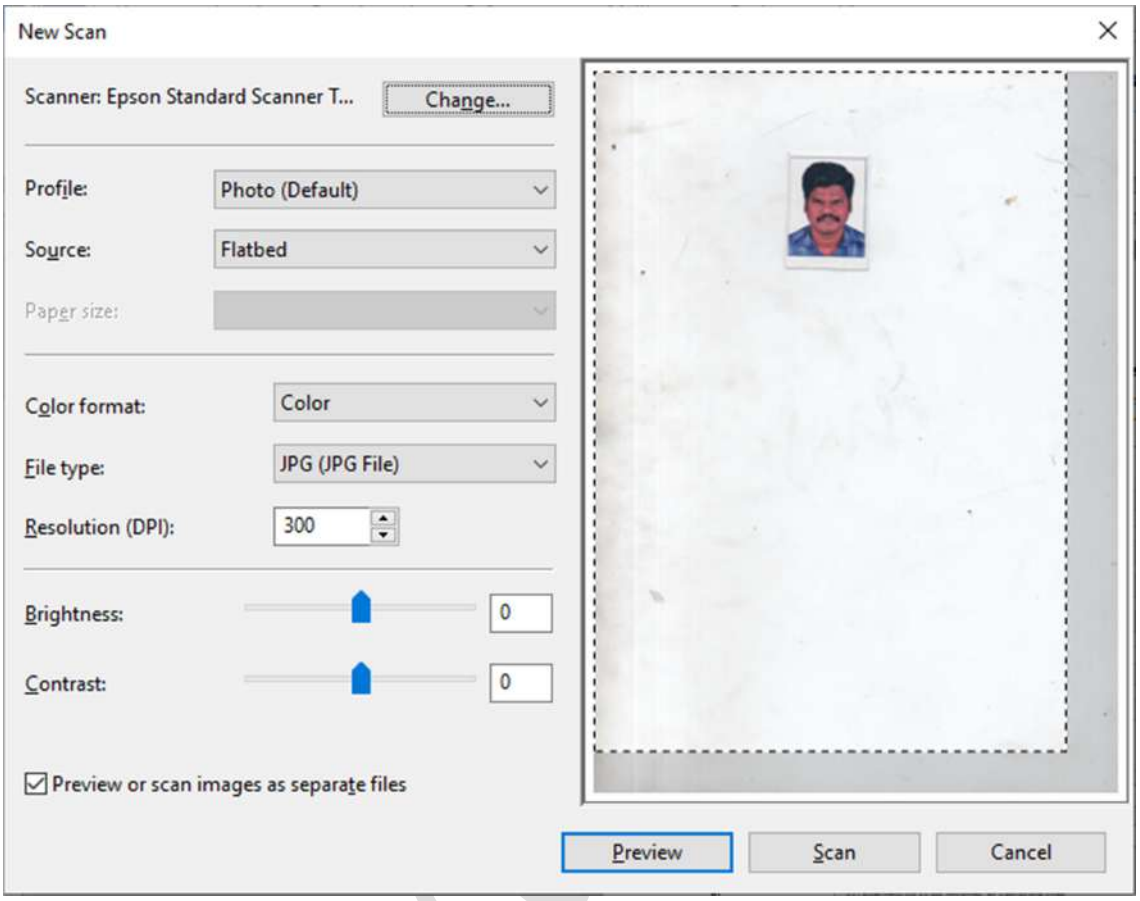
Step 2: Type the Application Name in Search Box. **fax and Scan**



Step 3: Click on Windows fax and scan



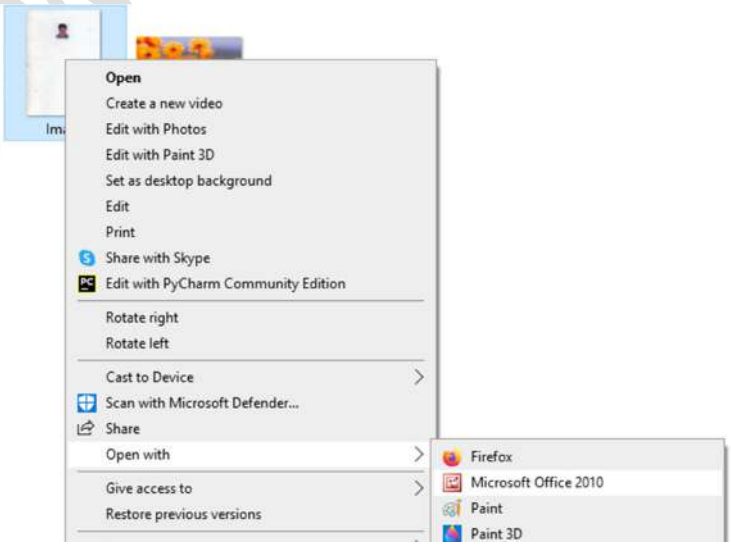
Step 4: Click on New Scan (Left Corner)



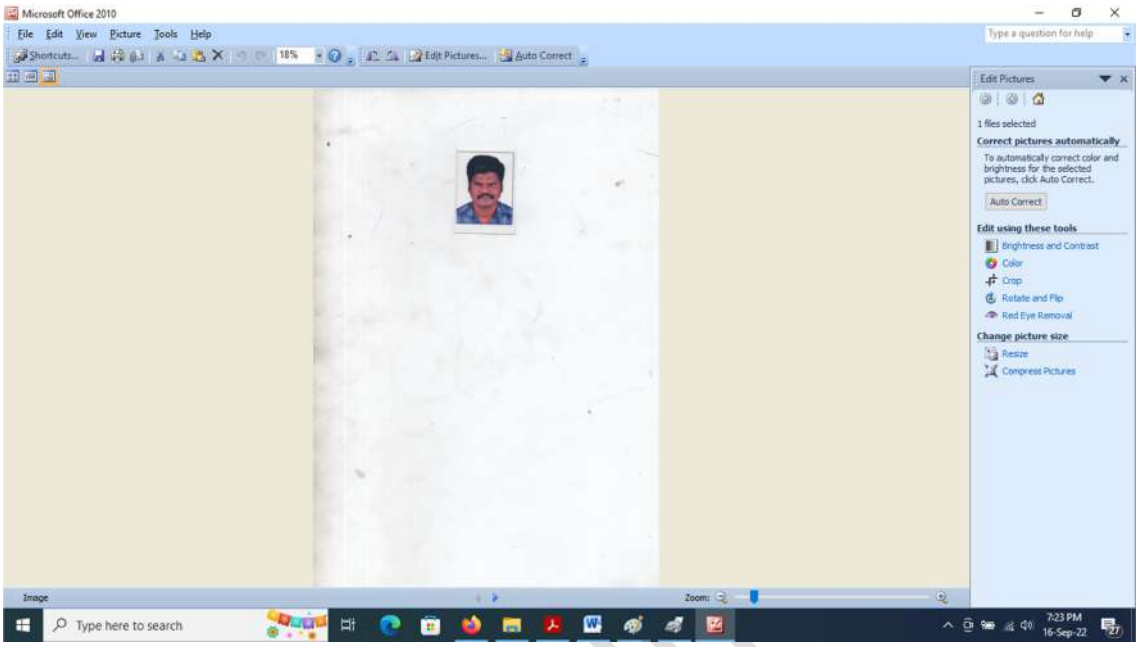
Step 5: Click on the **Preview** then you can see Scan Bed Image.

Step 6: Click on the **Scan** then Image Saved in Computer (Scan Folder).

Step 7: Start + E → Documents → Scanned Documents→Scan Image File Saved

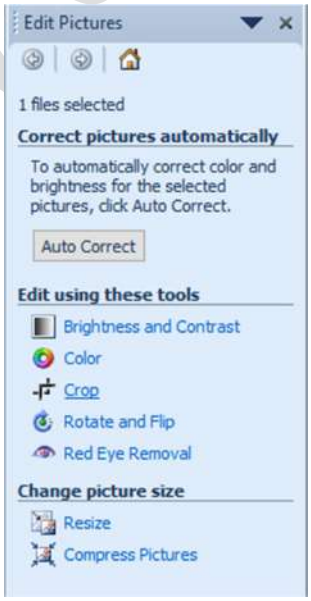


Step 8: Right -Click on the Image File →Open with →Microsoft Office 2010 or Windows Picture Manager.



Step 9: On the Formatting toolbar, click Edit Pictures.

Step 10: Right Side Show Picture Editing Tools

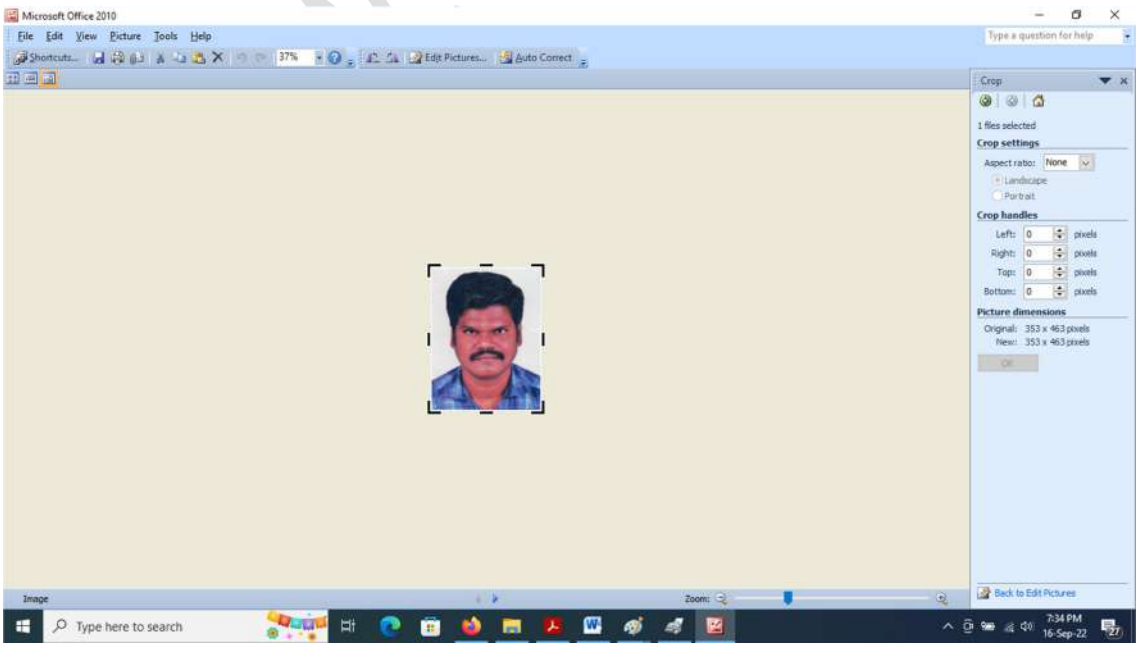


Step 11: In the **Edit Pictures** task pane, under **Edit using these tools**, click **Crop**.

- ✓ **Auto Correct** : Correct color and brightness.
- ✓ **Brightness and Contrast** : Adjust the difference between light and dark tones.
- ✓ **Color** : Adjust the hue and saturation.
- ✓ **Crop** : Crop out unwanted parts of a picture.
- ✓ **Rotate and Flip** : Rotate pictures or flip them on the axis of the picture.
- ✓ **Red Eye Removal** : Remove the red from your picture subjects' eyes caused by the camera flash.
- ✓ **Resize** : Change the dimensions of a picture.
- ✓ **Compress Pictures** : Reduce image file size for various formats.

Result:

The program was Executed Successfully and output is verified.

Output:

Windows fax and scan & Microsoft Office 2010 or Windows Picture Manager.