CCA-101; FUNDAMENTALS OF IT S PROGRAMMING

ASSIGNMENT-1

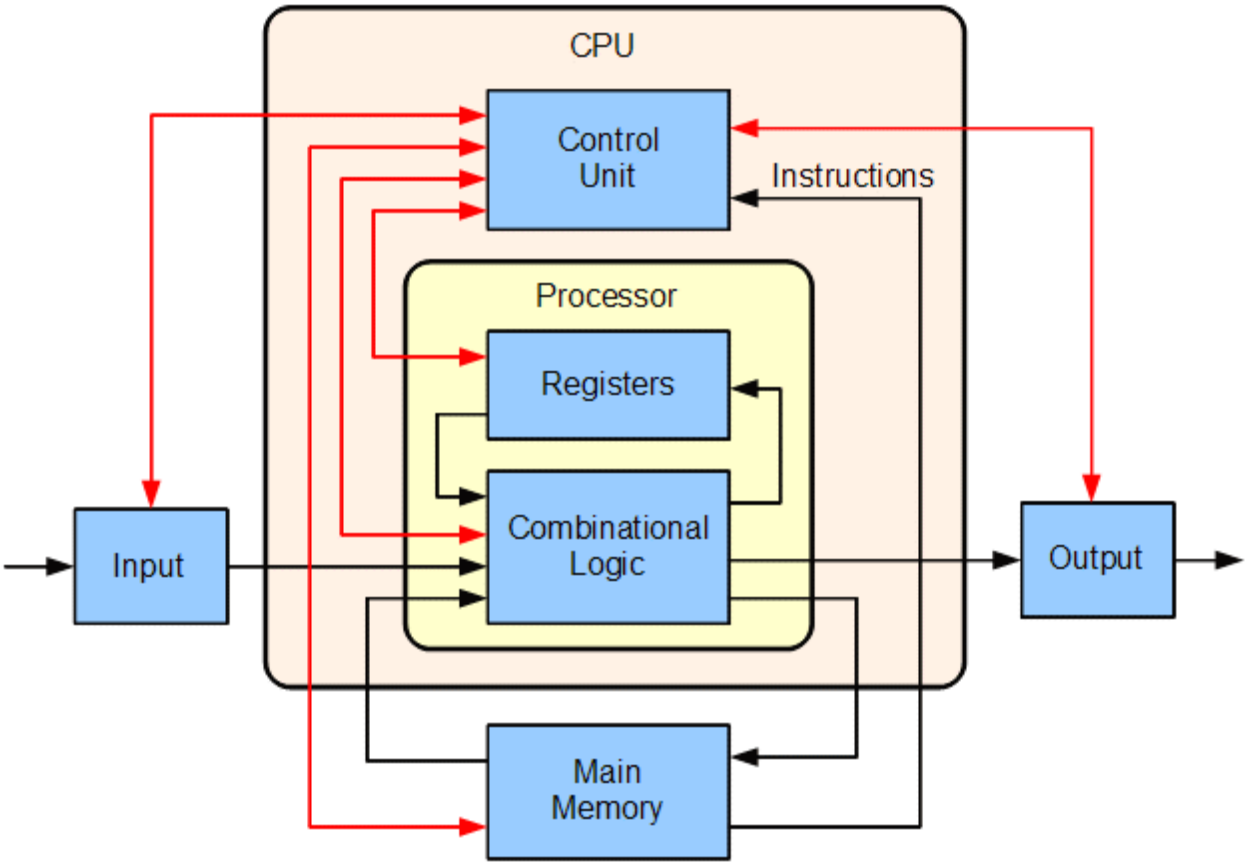
ANS 1; COMPUTER HAS FOUR COMPONENTS; INPUT UNITS, THE CENTRAL PRPCESSING UNIT OR CPTHE PRIMARY MEMORY, AND OUTPUT UNITS,

INPUT UNIT- THE DEVICES TO INPUT IN FORMATION , SUCH AS A KEYBOARD , AND MOUSE.

CPU- THE CPU IS FURTHER BROKEN UP INTO ALU , CONTROL UNIT , AND INSTRUCTION UNIT.

PRIMARY MEMORY – COMPUTER PROGRAM INSTRUCTIONS CONVERTED INTO MACHINE CODE ARE STORED IN PRIMARY STORAGE OR MEMORY.

OUTPUT UNIT- THE DEVICES TO OUTPUT INFORMATION , SUCH AS A PRINTER , MONITOR , AND Shtt



Q1: What are the four fundamental parts of computer? Explain it with the help of diagram.

ANS 2; CLASSIFICATION BASED ON SIZE AND CAPABILITY

CLASSIFICATION DIGITAL COMPUTER BASED ON SIZE AND CAPABILITY, BASED ON SIZE AND CAPABILtY , COMPUTERS ARE BROADLY CLASSIFIED INTO

A . MICROCOMPUTERS (PERSONAL COMPUTER) A MICROCOMPUTER IS THESMALLEST GENERAL PURPOSE PROCESSING SYSTEM. THE OLDER PC STARTED 8 BIT PROCESSOR WITH SPEED OF 3.7 MB AND CURRENT PC 64 BIT PROCESSOR WITH SPEED OF 4.66 GB

EXAMPLES ; - IBM PCS , APPLE COMPUTERS

MICROCOMPUTER CAN BE CLASSIFIED INTO 2 TYPES ;

1 . DESKTOPS 2 .PORTABLES

THE DIFFERENCE IS PORTABLES CAN BE USED WHILE TRAVELLING WHEREAS DESKTOPS COMPUTERS CANNOT BE CARRIED AROUND.

THE DIFFERENT PORTABLE COMPUTERS ARE; -

1) LAPTOP 2) NOTEBOOKS

3) PALMTOP (HAND HELD) 4) WEARABLE COMPUTERS

LAPTOP ; - THIS COMPUTER IS SIMILAR TO A DESKTOP COMPUTERS BUT THE SIZE IS SMALLER. THEY WEIGHT OF LAPTOP IS AROUND 3 TO 5 KG.

NOTEBOOK; - THESE COMPUTERS ARE AS POWERFUL AS DESKTOP BUT SIZE OF THESE COMPUTERS ARE COMPARATIVELY SMALLER THAN LOPTOP AND DESKTOP. THEY WEIGH 2 TO 3 KG . THEY ARE MORE COSTLY THAN LAPTOP.

PALMTOP (HAND HELD); - THE ARE ALSO CALLED AS PERSONAL DIGITAL ASSISTANT (PDA). THESE COMPUTERS ARE SMALL IN SIZE. THEY CAN BE HELD IN HANDS. IT IS CAPABLE OF DOING WORD PROCESSING, SPREADSHEETS AND HAND WRITING RECOGNITION, GAME PLAYING , FAXING AND PAGING. THESE COMPUTERS . EX;-3 COM PALMV.

B). WORKSTATIONS;- IT IS USED IN LARGE, HIGH –RESOLUTION GRAPHICS SCREEN BUILT IN NETWORK SUPPORT, ENGINEERING APPLICATIONS (CAD/CAM), SOFTWARE DEVELOPMENT DESKTOP PUBLISHING EX; UNIX AND WINDOWS NT.

B) MINICOMPUTER ;- A

MINICOMPUTER IS A MEDIUM-SIZED COMPUTER. THAT IS MORE POWERFUL THAN A MICROCOMPUTER. THESE COMPUTERS ARE USUALLY DESIGNED TO SERVE MULTIPLE USERS SIMULTANEOUSLY (PARALLEL PROCESSING). THEY ARE MORE EXPENSIVE THAN MICROCOMPUTERS.

EXAMPLES; DIGITAL ALPHA, SUN ULTRA.

C) MAINFRAME COMPUTERS;- COMPUTERS WITH LARGE STORAGE CAPACITIES AND VERY HIGH SPEED OF PROCESSING (COMPARED TO MINI- OR MICROCOMPUTERS) ARE KNOWN AS MAINFRAME COMPUTERS. THEY SUPPORT A LARGE NUMBER OF TERMINALS FOR SIMULTANEOUS USE BY A NUMBER OF USERS LIKEATM TRANSACTIONS. THEYARE ALSO USED AS CENTRALHOST COMPUTERS IN DISTRIBUTED DATA PROCESSING SYSTEM.

EXAMPLES ; - IBM 370, S/390.

D) SUPERCOMPUTER;- SUPERCOMPUTERS HAVE EXTREMELY LARGE STORAGE CAPACITY AND COMPUTING SPEEDS WHICH ARE MANY TIMES FASTER THAN OTHER COMPUTERS. A SUPERCOMPUTER IS MEAS URED IN TERMS OF TENS OF MILLIONS INSTRUCTIONS PER SECOND (MIPS),AN OPERATIONS IS MADE UP OF NUMEROUS INSTRUCTIONS. THE SUPERCOMPUTER IS MAINLY USED FOR LARGE SCALE NUMERICAL PROBLEMS IN SCIENTIFIC AND ENGINEERING DISCIPLINES SUCH AS WEATHER ANALYSIS.

EXAMPLES;-IBM DEEP BLUE

ANSWER 3 - GENERATIONS OF COMPUTERS GENERATION IN COMPUTER TERMINOLOGY IS A CHANGE IN TECHNOLOGY A COMPUTER IS A / WAS BEING USED. INITIALLY, THE GENERATION TERM WAS USED TO DISTINGUISH BETWEEN VARYING HARDWARE TECHNOLOGIES. NOWADAYS, GENERATION INCLUDES BOTH HARDWARE AND SOFTWARE, WHICH TOGETHER MAKE UP AN ENTIRE COMPUTER SYSTEM. THERE ARE FIVE COMPUTER GENERATIONS KNOWN TILL DATE. EACH GENERATION HAS BEEN DISCUSSED IN DETAIL ALONG WITH THEIR TIME PERIOD AND CHARACTERISTICS. IN THE FOLLOWING TABLE, APPROXIMATE DATES

AGAINST EACH GENERATION HAS BEEN MENTIONED, WHICH ARE NORMALLY ACCEPTED. FOLLOWING ARE THE MAIN FIVE GENERATIONS OF COMPUTERS. SI.NO. GENERATION S DESCRIPTION

1 FIRST GENERATION - THE PERIOD OF FIRST GENERATION ; 1946-1959. VACUUM TUBE BASED.

2 SECOND GENERATION- THE PERIODOF SECOND GENERATION; 1959-1965. TRANSISTOR BASED.

3 THIRD GENERATION- THE PERIOD OF THIRD GENERATION; 1965-1971.INTEGRATED CIRCUIT BASED.

4 FOURTH GENERATION- THE PERIOD OF FOURTH GENERATION; 1971-1980.VLSI MICROPROCESSOR BASED.

5 FIFTH GENERATION – THE PERIOD OF FIFTH GENERATION; 1980-ONWARDS. ULSI MICROPROCESSOR BASED.

AN 4 Difference Between Volatile Memory and Non-Volatile Memory

Volatile Memory Vs Non-Volatile Memory

Both volatile and non-volatile memories are types of computer memories. The volatile memory stores data and computer programs that the CPU may need in real-time, and it erases them once a user switches off the computer. Cache memory and RAM are types of Volatile memory. Non-volatile memory, on the other hand, is static. It remains in a computer even after a user switches it off. HDD and ROM are types of non-volatile memory.

What is a Volatile Memory?

Volatile Memory is a type of memory hardware that stores and fetches data at a very high speed. We can also call it a temporary memory. The system stores its data within the volatile memory until its capacity. It then deletes this data automatically as soon as one shuts the system down. The fetching and storing of data are very fast and economical in volatile memory. Some very typical examples of volatile memory are Cache memory and Random Access Memory (RAM).

Volatile memory is a temporary memory because it can only hold the information until the device or the computer runs on power. It loses the stored memory as soon as someone interrupts the power supply. The operating system (OS) loads the memory of RAM. Once the power suddenly switches off, it wipes out everything from RAM. That's why users need to restart their system and wait for the OS to load so that it could work further on that system.

It is faster than non-volatile memory, and takes minimum time for accessing the system files. Volatile memory has several uses, being the primary source of memory. It can protect sensitive data because it becomes unavailable once someone interrupts the power. Data transfer is not very easy with volatile memory, and any processor or device can read it.

What is a Non-Volatile Memory?

Non-volatile memory is a permanent memory. A system does not lose the data and information stored within the memory even after a user shuts down the system or interrupts the power supply. This type of memory is not very economical, and it takes time to fetch and store data. But it can store higher volumes of data. Thus, users can store all the information in a non-volatile memory that they want for an extended amount of time on their device. The most common example of non-volatile memory is ROM (Read Only Memory).

Non-volatile memory affects a system's capacity to a large extent. It is a type of digital memory that does not lose any content with an interruption of the power supply. One does not need to refresh it periodically. Since the system can easily retrieve the stored data and info even after a user turns the power off and back on, this memory is also called permanent memory. Flash memories, optic discs, hard drives, paper tape, etc., are also a few more examples of non-volatile memory.

People use this kind of memory for secondary storage or a long-term type of persistent storage. An operating system takes more time to load this memory. Thus, it delivers less performance and

costs way more than any volatile memory. But it is suitable for storing important data that a user needs with them for a longer time.

Difference Between Volatile Memory and Non-Volatile Memory

Parameter	Volatile Memory	Non-Volatile Memory
Definition	It is a temporary type of computer memory that stores data and information only until it gets a continuous power supply.	It is a permanent type of computer memory that stores and retains the data even after a user turns the system off.
Stored Data	The volatile memory stores data of those programs that the CPU is processing in real-time. A system stores all the frequently used information and data in the device's volatile memory.	The non-volatile memory stores data from the basic booting process of any computer system BIOS. It stores all the types of data and media that need to exist for a longer time or permanently on the computer.
Effect on Performance	Volatile memory does not affect a system's performance. A higher amount of storage space for cache, RAM, and other volatile memory increases the efficiency of a computer system.	Non-volatile memory also affects a system's performance and storage. A higher amount of storage space lets a user save more data permanently. Thus, the system runs comparatively smoother.
Speed	The volatile memory is the fastest form of memory in nature. These memories hold the most frequently used data- and any user can access them quickly.	Non-volatile memory is a relatively slower form of memory. The process of accessing data from a non-volatile memory is comparatively slower.
Data Retention	It can only retain data until there is a continuous power supply.	It retains data and info even after one turns the power supply off.
Data Transfer	Transferring data from a volatile memory is very easy.	Transferring data from a non-volatile memory is very difficult.
Permanency	The information and data in volatile memory are not permanent.	The information and data in non-volatile memory are permanent unless deleted.
CPU Access	The device's CPU can easily access the data stored on the Volatile memory.	The system needs to copy data to the volatile memory from the non-volatile memory to allow the CPU to access it.
Amount of	A volatile memory has a very low	A non-volatile memory, like an HDD, has a

Storage	capacity.	very high capacity.
Cost Efficiency	Volatile memory is not very cost-efficient. Per unit size is very expensive here.	Non-volatile memory is very cheap. Per unit memory is less expensive here.
Reading and Writing	In a volatile memory, the process can both read and write. It means that the process would have direct access to the data and information within it.	In a non-volatile memory, the process can only read. It means that the processor won't have direct access to the data and information within.
Position of Memory	You can generally find the volatile memory chips on the memory slot.	You can generally find the non-volatile memory chips embedded on the motherboard.
Example	A few common examples include the cache, RAM of the computer, etc.	A few common examples are optical storage discs, hard discs, secondary storage like ROM, flash memory, etc.

AN 5 System Software

System Software

This acts as an interface between the system and the applications

It is the platform that allows the various application software to run on the system

System Software is generally developed in low-level languages. This is so that the interaction between the software and hardware can be simplified and made more compatible

Is working is more automated. Once a system is turned on, the system software starts working

These are responsible for the working of the system

The system software are installed at the time of installing the operating system. A computer device

cannot work without its presence

Application Software

This is designed directly from the user

perspective

These are independent applications which

can be downloadand installed in the system

Each application has a specific purpose and

thus is developed with high-level languages

so that the purpose can be fulfilled

User action is required to start application

software. These applications can only De

work when the user commands the system

to do so

They have minimum involvement in the

processing and functioning of the computer

device

The application software can be installed as

and when the user requires them

AN 6;- This is a gripe to Microsoft. The other reply is the answer.

This problem is typical. Search help (the question mark) using "create new style" or "create paragraph style" and you will not get any help for this. If MS had just used the words "new style" in any of the logical places: Style list, modify style, etc. we could have done this ancient and basic task simply and easily. Or as the writer suggested, let us just use modify to save as a new style. Even with the answer below I had to look several times before mousing over the meaningnless tiny picture before finding "new style". I've lost more than 1/2 hour over this and it's something I've done in PageMaker, Scribus, Ami pro, and older, better versions of Word for Windows. If not for google, word would be completely unusable

[2:29 PM, 5/9/2022] Deedee Delhi: How to Change Font Style in MS Word

The basic steps to change the font of a text in a document are given below;

Select the text you want to modify

d

Select the Home tab and locate the Font group

Click the drop-down arrow next to font style box

O

Font style menu appears

With a left dick select the desired font style

If you want to change the font to bold or italic, click the B' or l'icons on the format bar,

[2:30 PM, 5/9/2022] Deedee Delhi: Change the size of selected text

To change the font size of selected text in desktop Excel, PowerPoint, or Word:

1. Select the text or cells with text you want to change. To select all text in a Word document, press Ctrl - A.

2. On the Home tab, click the font size in the Font Size box.

[2:30 PM, 5/9/2022] Deedee Delhi: Change the default text color (font

color) in Word

1. Open the template or a document based on the template whose default settings you want to change.

2. Go to Home and select the Font dialog launcher

3. Select the arrow next to Font color, and then choose a color.

[2:31 PM, 5/9/2022] Deedee Delhi: How to Yellow Highlight Text

1. Click the Home tab.

2.In the Font group, click the Text Highlight button.

3. drag the mouse over the text you want to highlight.

The text becomes highlighted

- just as if you used a highlighter on regular paper but far

neater.

4. Click the Text Highlight button again to return the mouse to normal operation.

Or press the Esc key to exit Highlighting mode-

AN 6; B - 1 HOW TO CHANGE FONT STYLE IN MS WORD

THE BASIC STEPS TO CHANGE THE FONT OF A TEXT IN A DOCUMENT ARE GIVEN BELOW;

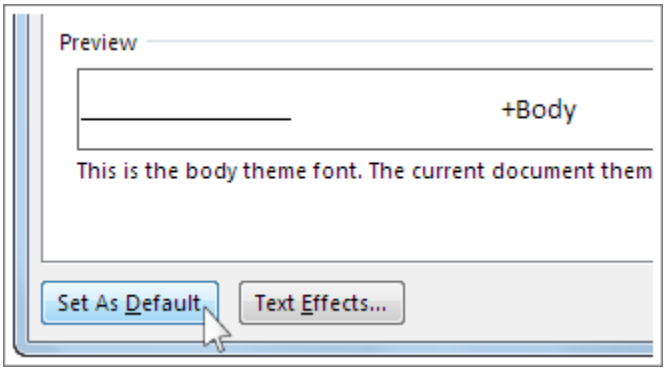
- SELECT THE TEXT YOU WANT TO MODIFY
- SELECT THE HOME TAB AND LOCATE THE FONT GROUP
- CLICK THE DROP – DOWN ARROW NEXT TO FONT STYLE BOX
- FONT STYLE MENU APPEARS
- WITH A LEFT CLICK SELECT THE DESIRED FONT STYLE
- IF YOU WANT TO CHANGE THE FONT TO BOLD OR ITALIC, CLICK THE 'B' OR 'I' ICONS ON THE FORMAT BAR.

Change the default font in Word

Word for Microsoft 365 Word for Microsoft 365 for Mac Word 2021 More... WindowsmacOS

To use your favorite font in Word all the time, set it as the default.

1. Go to **Home**, and then select the Font Dialog Box Launcher .
2. Select the font and size you want to use.
3. Select **Set As Default**.



4. Select one of the following:
   - **This document only**
   - **All documents based on the Normal template**.

2 – CHANGE THE SIZE OF SELECTED TEXT

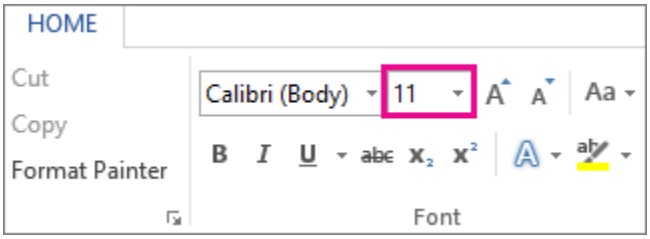
TO CHANGE THE FONT SIZE OF SELECTED TEXT IN DESKTOP EXCEL, POWERPOINT, OR WORD;

1. SELECT THE TEXT OR CELLS WITH TEXTYOU WANT TO CHANGE. TOSELECT ALL TEXT IN A WORD DOCUMENT, PRESS Ctrl +A
2. ON THE HOME TAB , CLICK THE FONT SIZE IN THE FONT SIZE BOX

Change the size of selected text

To change the font size of selected text in desktop Excel, PowerPoint, or Word:

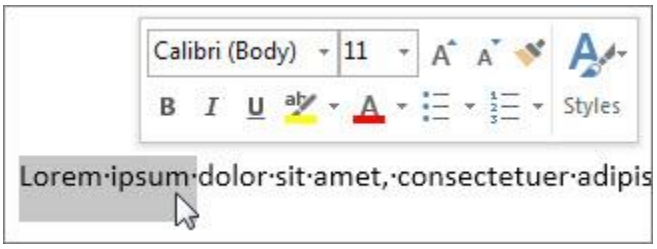
1. Select the text or cells with text you want to change. To select all text in a Word document, press Ctrl + A.
2. On the **Home** tab, click the font size in the **Font Size** box.



You can also type in any size you want, within the following limits:

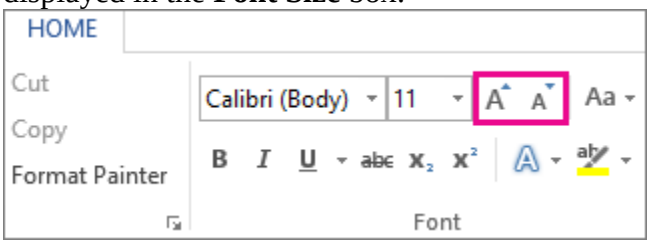
- Excel: between 1 and 409, between 1 and 409, in multiples of .5 (such as 10.5 or 105.5)
- PowerPoint: between 1 and 3600, in multiples of .1 (such as 10.3 or 105.7)
- Word: between 1 and 1638, in multiples of .5 (such as 10.5 or 105.5)

3. When you select text, a mini toolbar appears near your cursor. You can also change the text size in this toolbar.



4. You can also click the **Increase Font Size** or **Decrease Font Size** (**Grow Font** and **Shrink Font** in some earlier versions of Office programs) icons until the size you want is

displayed in the **Font Size** box.



3- CHANGE THE DEFAULT TEXT COLOR (FONT COLOR) IN WORD

1. OPEN THE TEMPLATE OR A DOCUMENT BASED ON THE TEMPLATE WHOSE DEFAULT SETTINGS YOU WANT TO CHANGE.

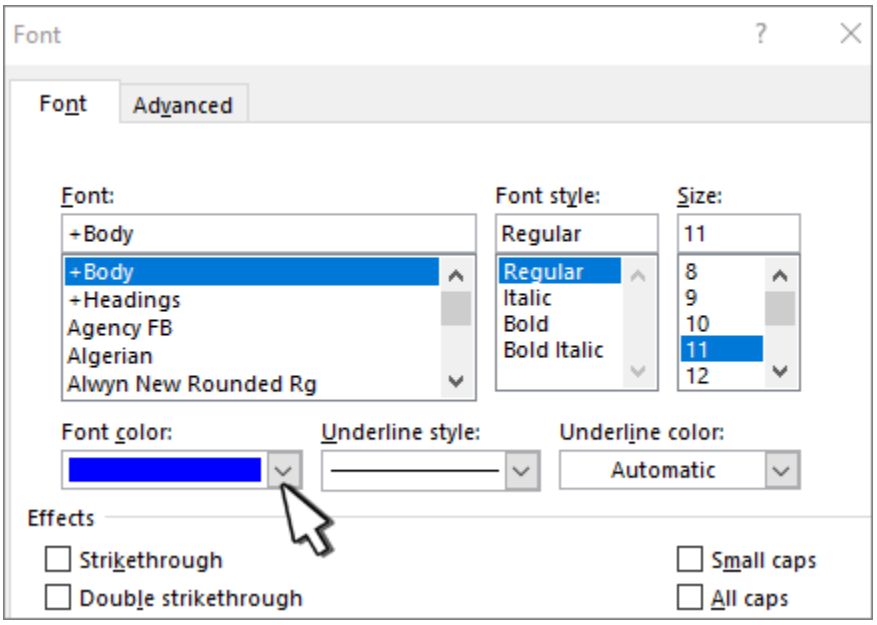
2. GO TO HOME AND SELECT THE FONT DIALOG LAUNCHER

3. SELECT THE ARROW NEXT TO FONT COLOR AND THEN CHOOSE A COLOR.

- Open the template or a document based on the template whose default settings you want to change.

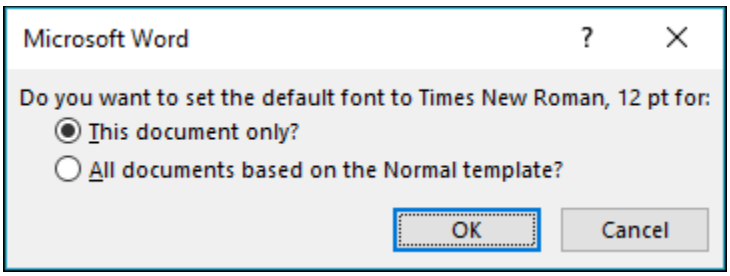
- Go to **Home** and select the Font dialog launcher .

- Select the arrow next to **Font color**, and then choose a color.



Select **Set As Default** and then select one of the following:

- **This document only?**
- **All document based on the Normal.dotm template?**



4-HOW TO YELLOW HIGHLIGHT TEST

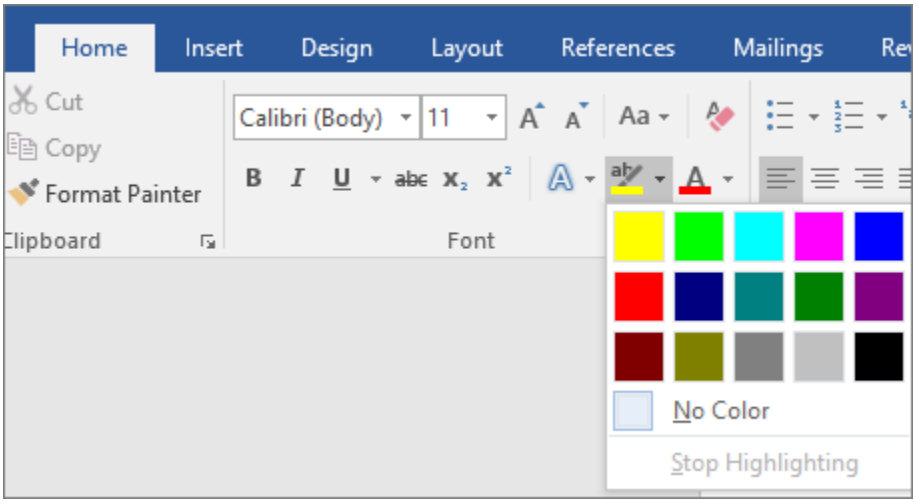
1. CLICK THEHOME TAB. 2. IN THE FONT GROUP, CLICK THE TEXT HIGHLIGHT BUTTON.
3. DRAG THA MOUSE OVER THE TEXT YOU WANT TO HIGHLIGHT.

THE TEXT BECOMES HIGHLIGHTED- JUST AS IF YOU USED A HIGHLIGHTER ON REGULAR PAPER BUT FAR NEATER.

4. CLICK THE TEXT HIGHLIGHT BUTTON AGAIN TO RETURNTHE MOUSE TO NORMAL OPERATION .
5. OR PRESS THE ESC KEY TO EXIT HIGHLIGHTING MODE.

. • Select the text that you want to highlight.

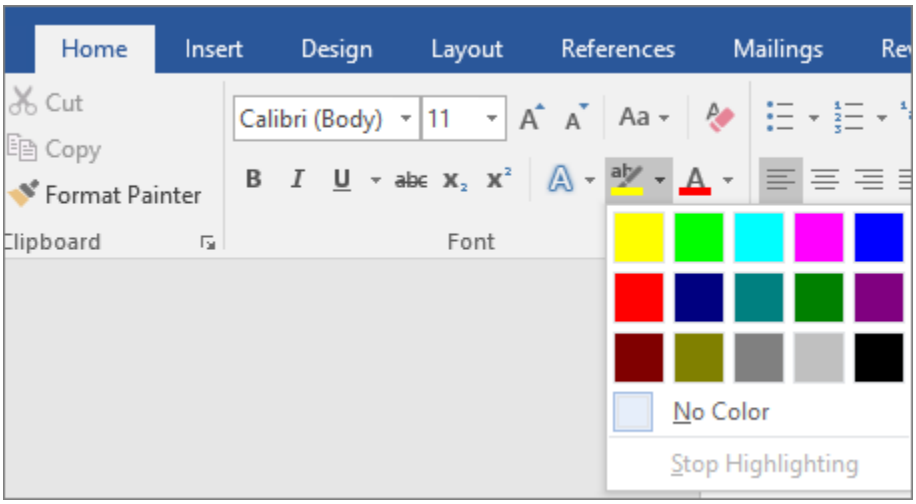
- Go to **Home** and, select the arrow next to **Text Highlight Color**.



Highlight multiple parts of a document

This method is best for highlighting multiple parts of a document because the Highlight tool stays on until you decide to turn it off.

1. Go to **Home** and select the arrow next to **Text Highlight Color**.



2. Select the color that you want.

   The **Text Highlight Color** button displays the selected color, and the mouse pointer becomes a when you point to the area of your document that contains text.

   Note: Use a light highlight color if you plan to print the document by using a monochrome palette or dot-matrix printer.

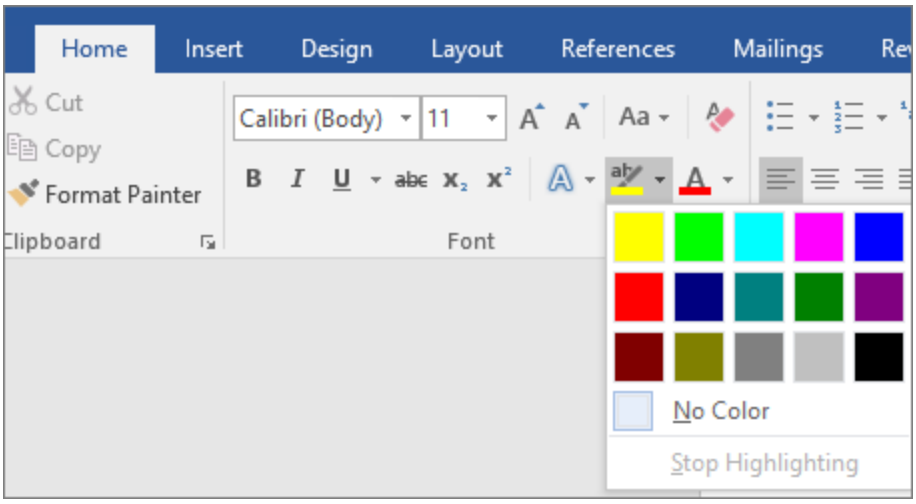
3. Select the text or graphic that you want to highlight.
4. To stop highlighting, select the arrow next to **Text Highlight Color** and select **Stop Highlighting**, or press Esc.

   The mouse pointer becomes a when you point to your document.

Remove highlighting from part or all of a document

1. Select the text that you want to remove highlighting from, or press Ctrl+A to select all of the text.

2. Go to **Home** and select the arrow next to **Text Highlight Color**.



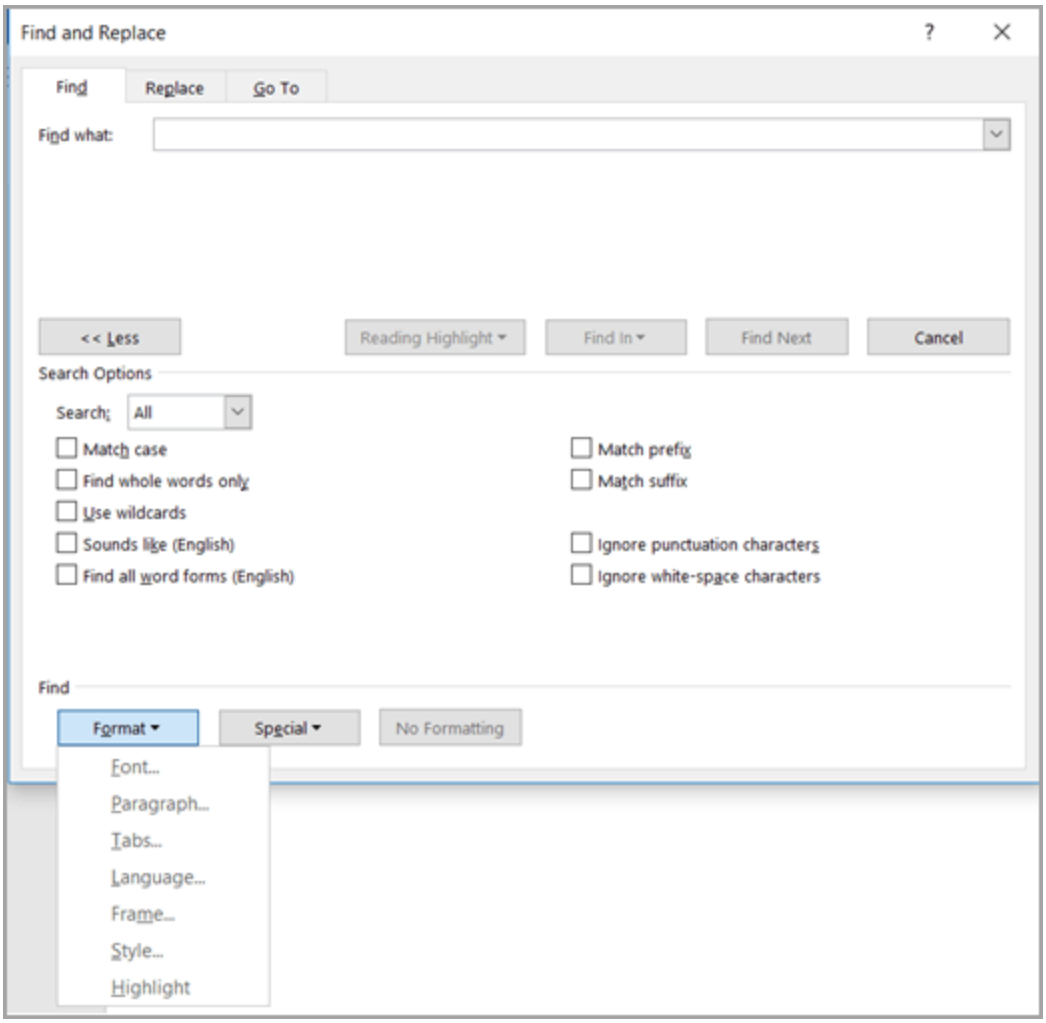
3. Select **No Color**.

Quickly find highlighted text

1. If you are using Word 2016 or Word 2013, select **Find** > **Advanced Find**.

   If you are using Word 2010, select **Find**.

- The **Find and Replace** box appears.
- Select **Format** > **Highlight**.



If you don't see the **Format** button, select **More**.

ANSWAR ; 7- Creating a New Document

When you start Word without opening an existing document, the program gives you an empty one to work in. If you're eager to put words to page, then type away. Sooner or later, though, you'll want to start *another* new document. Word gives you three ways to do so:

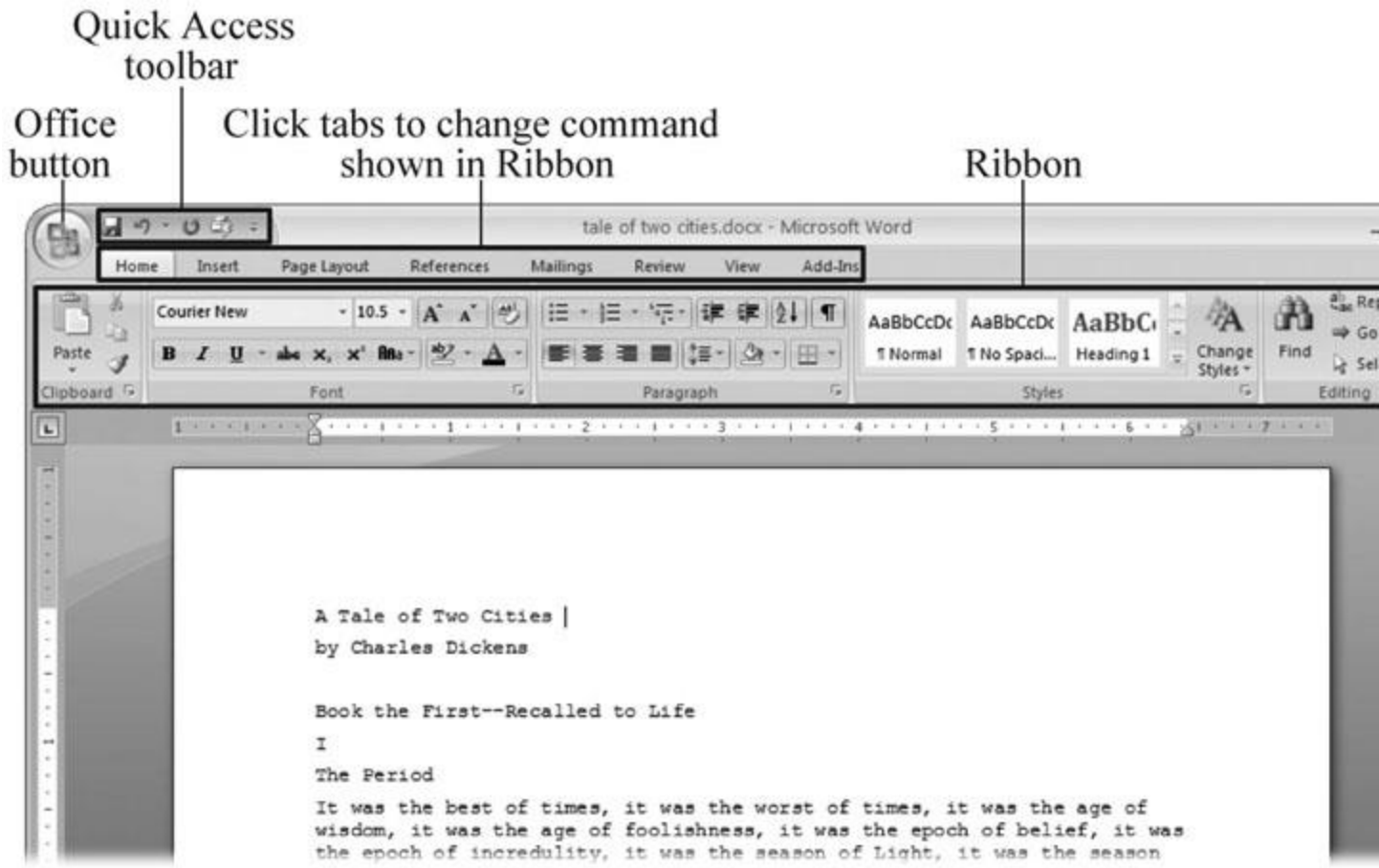


Figure 1-1. When you start Word 2007 for the first time, it may look a little top-heavy. The ribbon takes up more real estate than the old menus and toolbars. This change may not matter if you have a nice big monitor. But if you want to reclaim some of that space, you can hide the ribbon by double-clicking the active tab. Later, when you need to see the ribbon commands, just click a tab.

- **Creating a new blank document**. When you're preparing a simple document—like a two-page essay, a note for the babysitter, or a press release—a plain, unadorned page is fine. Or, when you're just brainstorming and you're not sure what you want the final document to look like, you probably want to start with a blank slate or use one of Word's templates (more on that in a moment) to provide structure for your text.
- **Creating a document from an existing document**. For letters, resumes, and other documents that require more formatting, why reinvent the wheel? You can save time by using an existing document as a starting point (Section 1.2.2). When you have a letter format that you like, you can use it over and over by editing the contents.
- **Creating a document from a template (Section 1.2.3)**. Use a template when you need a professional design for a complex document, like a newsletter, a contract, or meeting minutes. Templates are a lot like forms—the margins, formatting, and graphics are already in place. All you do is fill in your text.

To start your document in any of the above ways, click the Windows logo in the upper-left corner of the screen. That's Office 2007's new *Office button*. Click it, and a drop-down menu opens, revealing commands for creating, opening, and saving documents. Next to these commands, you see a list of your Word documents. This list includes documents that are open, as well as those that you've recently opened.

The Office button is also where you go to print and email your documents (Figure 1-2).

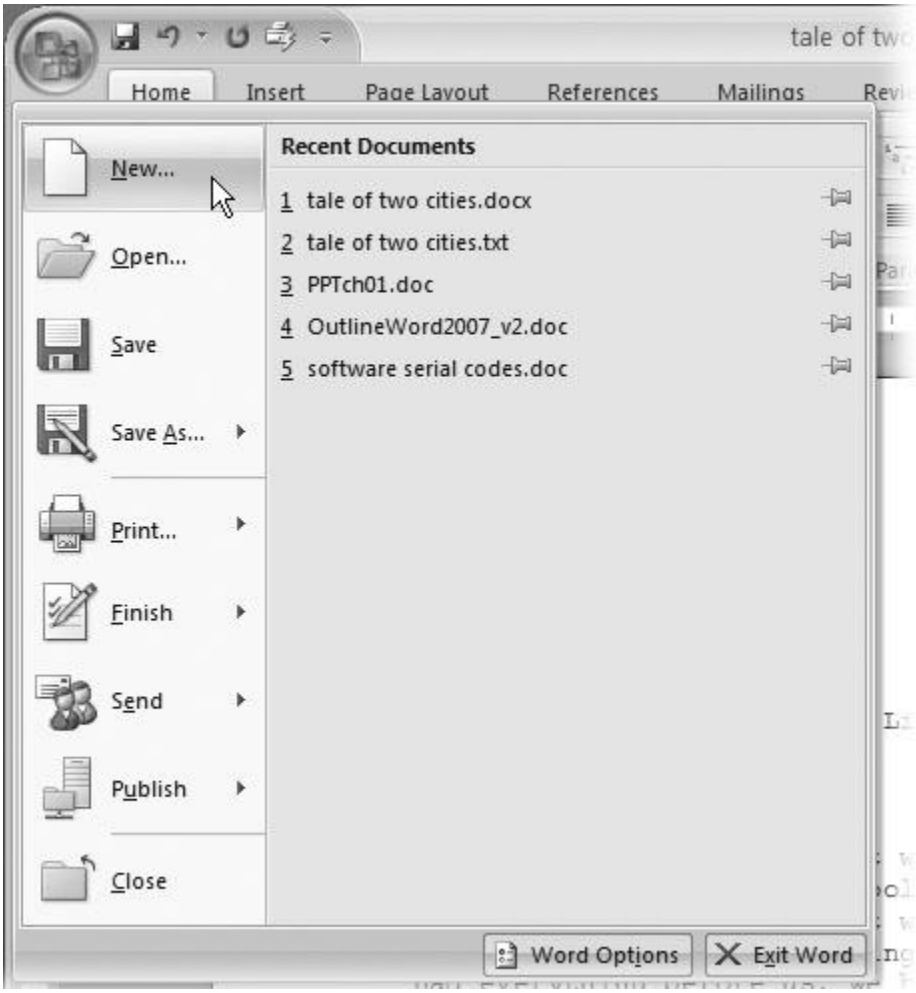


Figure 1-2. The phrase most frequently uttered by experienced Word fans the first time they start Word 2007 is, "Okay, where's my File menu?" Never fear, the equivalent of the File menu is still there—it's just camouflaged a bit. Clicking the Office button (the one that looks like a Windows logo) reveals the commands you use to create, open, and save Word documents.

Creating a New Blank Document

Say you want a new blank document, just like the one Word shows you when you start the program. No problem—here are the steps:

1. **Choose Office button → New.**

The New Document dialog box appears.

2. **In the upper-left corner of the large "Create a new Word document" panel, click "Blank document" (Figure 1-3).**

   The New Document box presents a seemingly endless number of options, but don't panic. The "Blank document" option you want is on the left side of the first line.

3. **At the bottom of the New Document dialog box, click Create**.

   The dialog box disappears, and you're gazing at the blank page of a new Word document.

Better get to work.

Figure 1-3. Open the New Document box (Office button → New, or Alt+F, N), and Word gives you several ways to create a new document. Click "Blank document" to open an empty document, similar to the one Word shows when you first start the program. Or you can click "New from existing" to open a document that you previously created under a new name.

Creating a New Document from an Existing Document

A blank Word document is sort of like a shapeless lump of clay. With some work, you can mold it to become just about anything. Often, however, you can save time by opening an existing

document that's similar to the one you want to create. Imagine that you write the minutes for the monthly meetings of the Chief Executive Officer's Surfing Association (CEOSA). When it's time to write up the June minutes, it's a lot faster to open the minutes from May. You keep the boilerplate text and all the formatting, but you delete the text that's specific to the previous month. Now all you have to do is enter the text for June and save the document with a new name: *JuneMinutes.docx*.

Word gives you a "New from existing" document-creation option to satisfy your desire to spend more time surfing and less time writing meeting minutes. Here's how to create a new document from an existing document:

1. **Choose Office button → New (Alt+F, N) to open the New Document window. Then click "New from existing…" (it sits directly below the "Blank document" button)**.

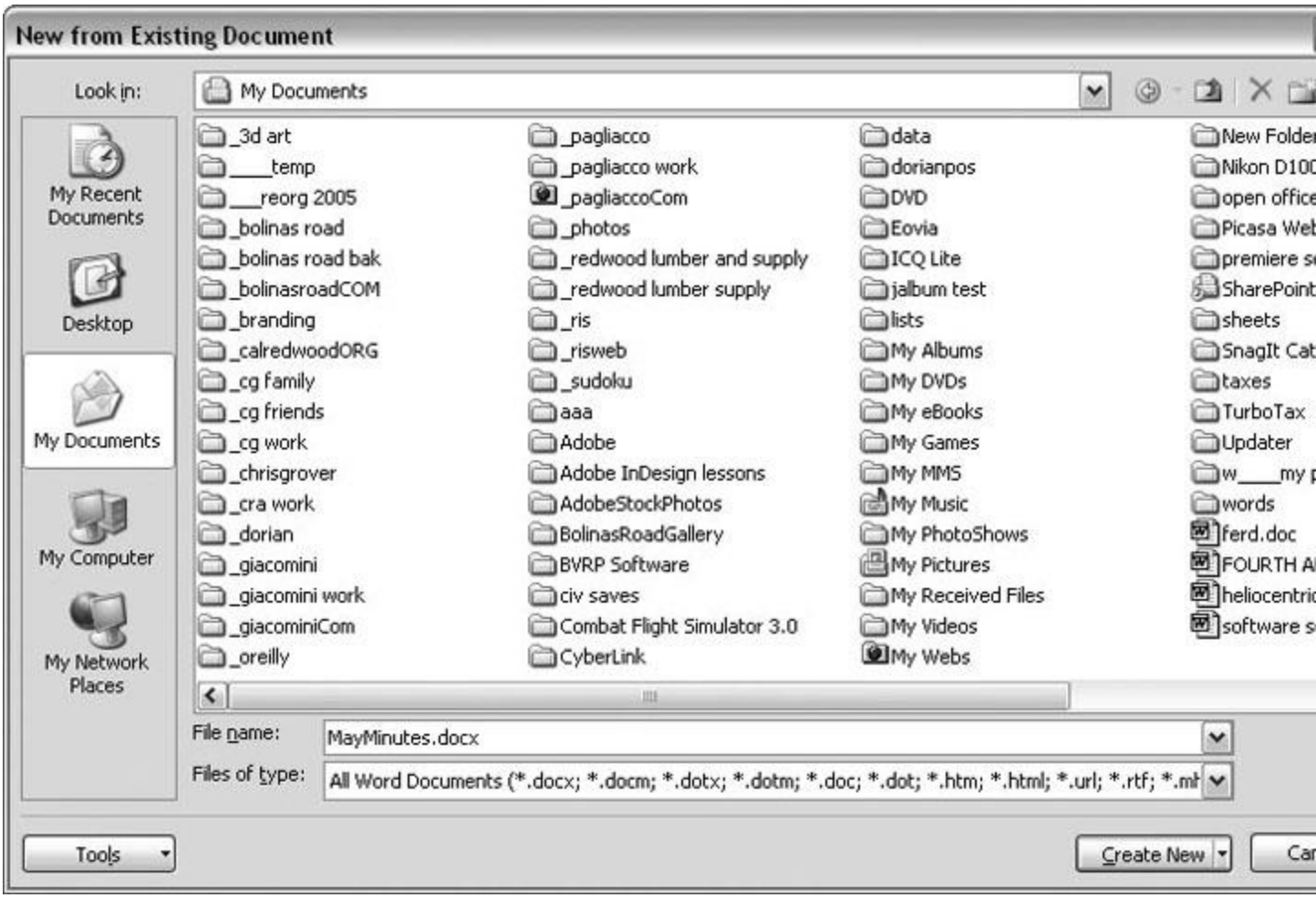
   The three dots at the end of the button's title tell you that there's another dialog box to come. And sure enough, when you click "New from existing…", it opens another box, appropriately titled New from Existing Document (Figure 1-4). This box looks—and works—like a standard Windows Open File box. It lets you navigate to a specific folder and open a file.

2. **On your computer, find the existing document you're using for a model**.

   You can use the bar on the left to change the folder view. Word starts you in your My Documents folder, but you can switch to your desktop or your My Computer icon by clicking the icons on the left. Double-click folder icons in the large window to open them and see their contents.

3. **Click to select the file, and then click Create New (in the lower-right corner). (Alternatively, just double-click the file's icon to open it. This trick works in all Open File boxes.)**

   Instead of the usual Open button at the bottom of the box, the button in the New from Existing Document box reads Create New—your clue that this box behaves differently in one important respect: Instead of opening an existing file, you're making a *copy* of an existing file. Once open, the file's name is something like *Document2.docx* instead of the original name. This way, when you save the file, you don't overwrite the original document. (Still, it's best to save it with a new descriptive name right away.)



POWER USERS' CLINIC: Word's New File Formats: .docx and .docm

With Office 2007, Microsoft took the drastic step of changing its file formats in hopes of improving your computer's security. Malicious programmers were using Office's macros to do nasty things to unsuspecting computers. The *.docx* format, the new standard for Word files, doesn't permit macros, making it safe from those threats. The *.docm* format indicates that a document contains macros or other bits of programming code. When opening one of these files, play it safe: If you don't know who created the .docm file, then don't open it.

The downside of the new file formats is that older versions of Word don't know how to open these .docx and .docm documents. To open Word 2007 files with an older version (even Word 2003), you need to install the Microsoft Office Compatibility Pack.

This software fix gives pre-2007 versions of Word the power to open documents in the new formats. Even then, you may not be able to use or edit parts of the file that use new Word features (like themes, equations, and content controls). To download the free compatibility pack, go to www.office.microsoft.com and type *office 2007 compatibility* into the search box at the top of the page.

Also, if you're preparing a Word document for someone who's using an older Word version, then you have to save it in a compatible format, as described in the tip in Section 1.2.2. (Fortunately, the compatibility issue doesn't go both ways: Word 2007 can open old .doc docs just fine.)

Creating a New Document from a Template

Say you're creating meeting minutes for the first time. You don't have an existing document to give you a leg up, but you do want to end up with handsome, properly formatted minutes. Word is at your service—with *templates*. Microsoft provides dozens upon dozens of prebuilt templates for everything from newsletters to postcards. Remember all the busy stuff in the New Document box in Figure 1-3? About 90 percent of the items in there are templates.

In the previous example, where you use an existing document to create the meeting minutes for the Chief Executive Officer's Surfing Association (CEOSA), each month you open the minutes from the previous month. You delete the information that pertains to the previous month and enter the current month's minutes. A template works pretty much the same way, except it's a generic document, designed to be adaptable to lots of different situations. You just open it and add your text. The structure, formatting, graphics, colors, and other doodads are already in place.

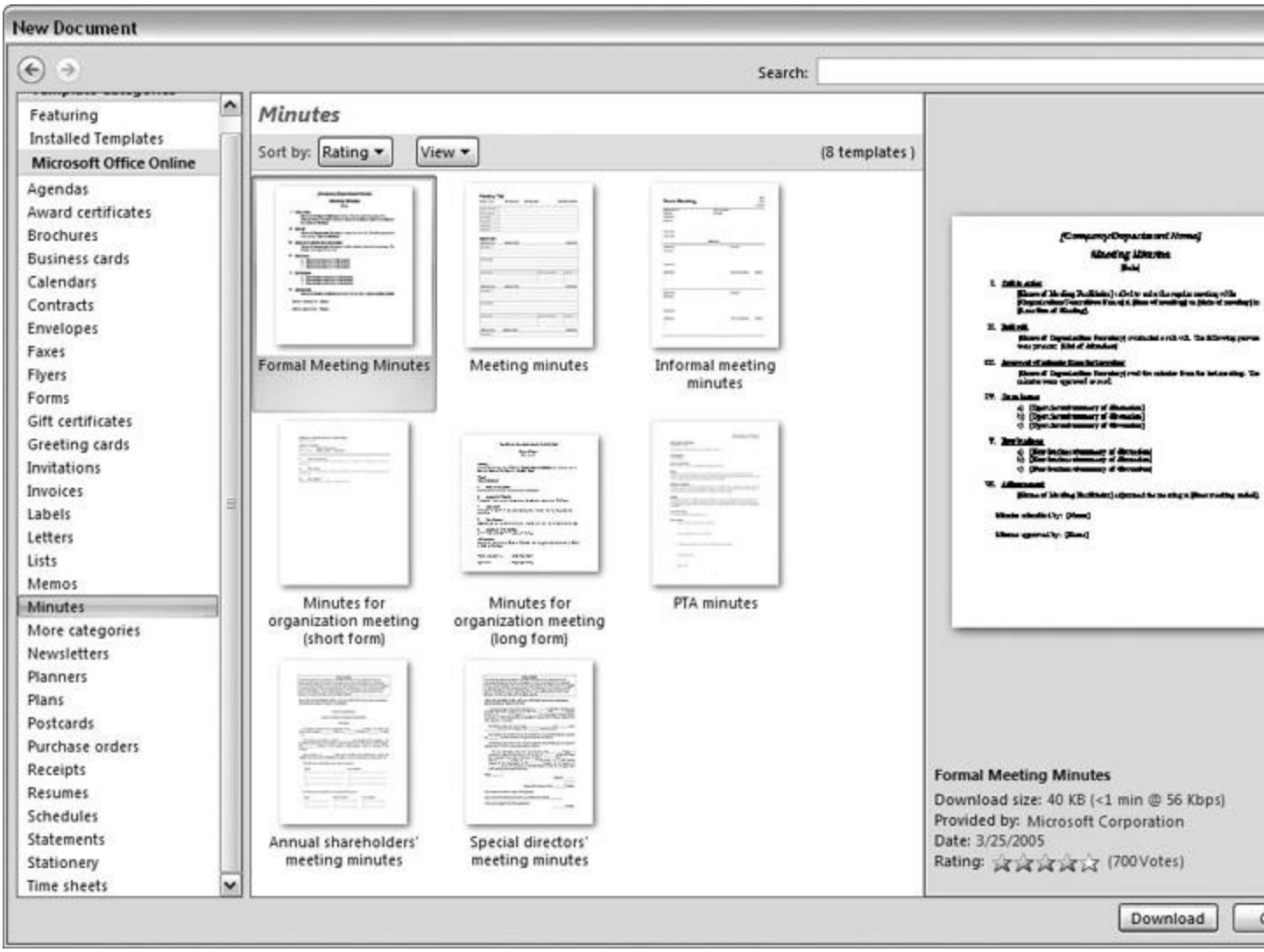
Choose Office button → New (Alt+F, N) to open the New Document window.

On the left of the New Document box is a Template Categories list. The top entry on this list is Installed Templates—the ones Word has installed on your computer.

You could use any of these, but you also have a world of choice waiting for you online. On its Web site, Microsoft offers hundreds of templates for all sorts of documents, and you can access them right from the New Document box. If you have a fast Internet connection, then it's just as quick and easy to use an online template as it is using the ones stored on your computer. In fact, you'll use an online template for this example.

Scroll down the Template Categories list to the Microsoft Office Online heading. Under this heading, select Minutes.

In the center pane, you'll see all different types of minutes templates, from PTA minutes to Annual shareholder's meeting minutes (Figure 1-5). When you click a template's icon, a preview appears in the pane on the right.



- **When you're done perusing the various styles, click the Formal Meeting Minutes icon. (After all, CEOSA is a very formal organization.) Then click Download**.

Word downloads and opens the document.

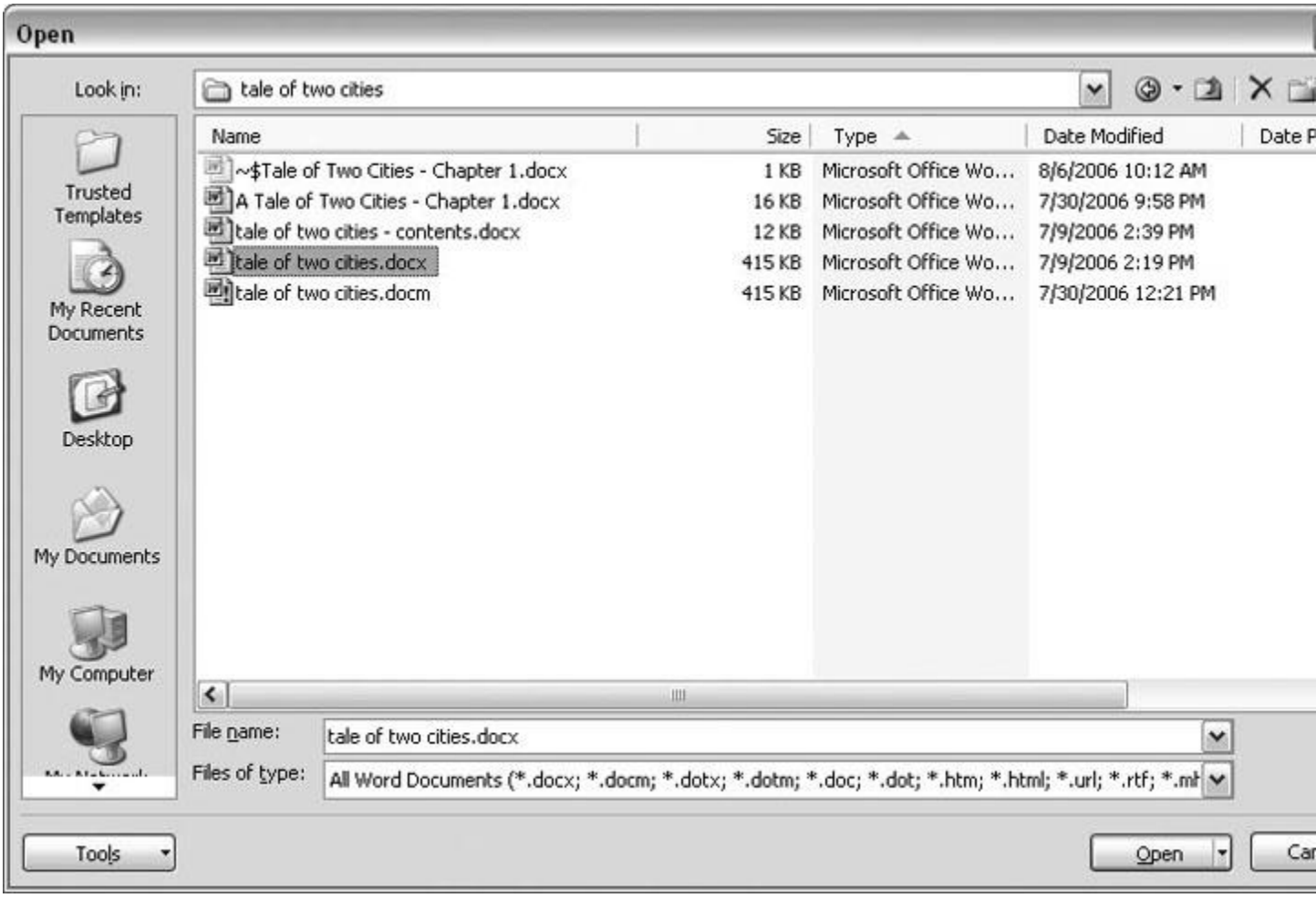
- **Start writing up the minutes for the CEO Surfers**.

To follow the template's structure, replace all the words in square brackets ([ ]) with text relevant to CEOSA.

1. **With the file selected, click Open in the lower-right corner**.

   The Open box goes away and your document opens in Word. You're all set to get to work. Just remember, when you save this document (Alt+F, S or Ctrl+S), you write over the previous file. Essentially, you create a new, improved, and only copy of the file you

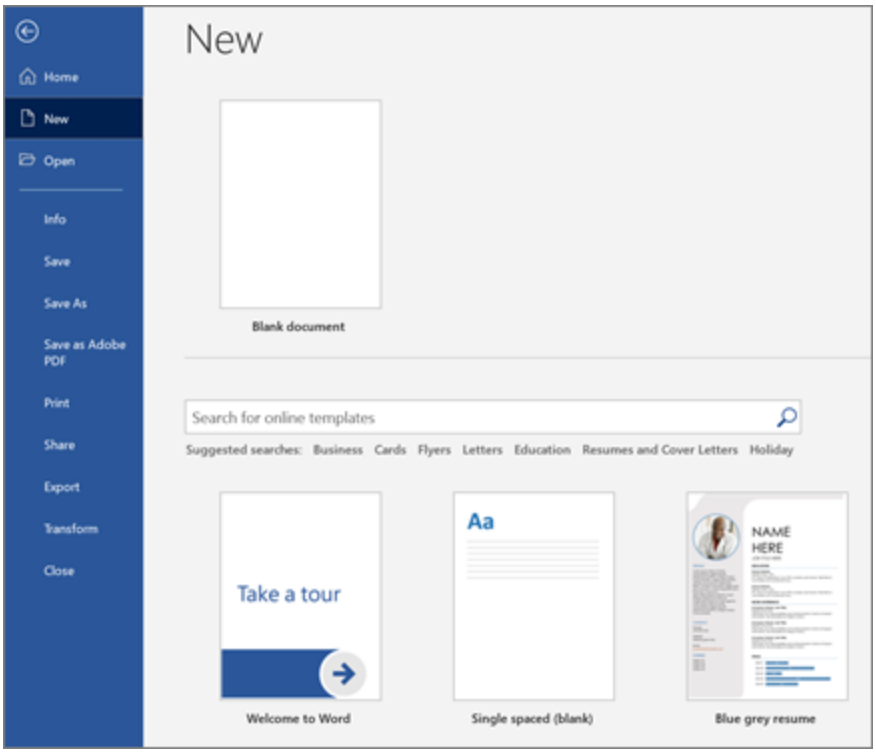
just opened. If you don't want to write over the existing document, use the Save As command (Alt+F, A), and then type a new name in the File Name text box.



ANSWAR; 8- **Create a document**

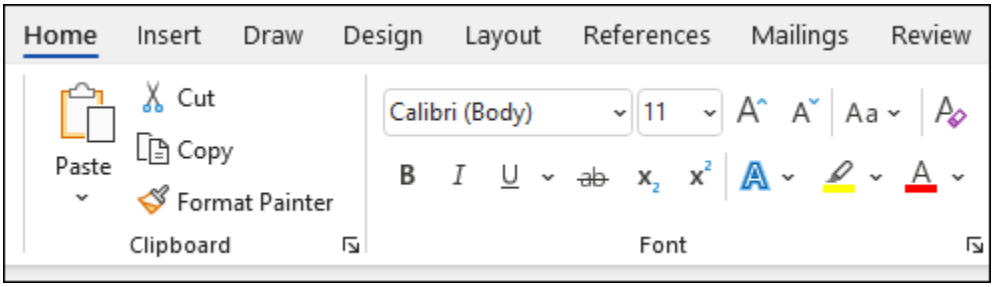
1. On the **File** tab, click **New**.
2. In the **Search for online templates** box, enter the type of document you want to create and press ENTER.

Tip: To start from scratch, select **Blank document**. Or, for practice using Word features, try a learning guide like **Welcome to Word**, **Insert your first table of contents**, and more.



Add and format text

1. Place the cursor and type some text.
2. To format, select the text and then select an option: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.

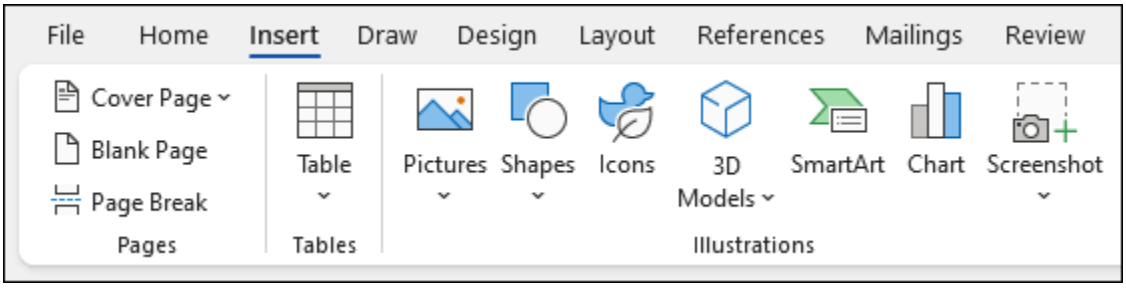


Add Pictures, Shapes, SmartArt, Chart, and more

1. Select the **Insert** tab.
2. Select what you want to add:
    - **Tables** - select **Table**, hover over the size you want, and select it.
    - **Pictures** - select **Pictures**, browse for pictures from your computer, select a stock image, or even search Bing.

Note: *Older versions of Word may have* ***Online Pictures*** *on the ribbon next to* ***Pictures****.*

- **Shapes** - select **Shapes**, and choose a shape from the drop-down.
- **Icons** - select **Icons**, pick the one you want, and select **Insert**.
- **3D Models** - select **3D Models**, choose from a file or online source, go to the image you want, and select **Insert**.
- **SmartArt** - select **SmartArt**, choose a **SmartArt Graphic**, and select **OK**.
- **Chart** - select **Chart**, select the chart you want, and select **OK**.
- **Screenshot** - select **Screenshot** and select one from the drop-down.

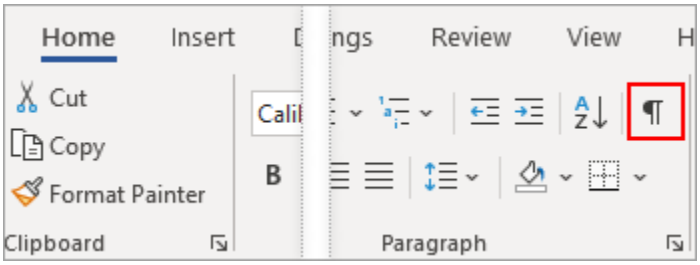


1 - Equations 2- X2+Ys=30 3- Z3+Q4=50 4- A2+B8=X2+Y8

ANSWAR - 4- A2+B8=X2+Y8

ANSWAR ; 9- Convert text to a table or a table to text

To convert text to a table or a table to text, start by clicking the **Show/Hide** paragraph mark on the **Home** tab so you can see how text is separated in your document.



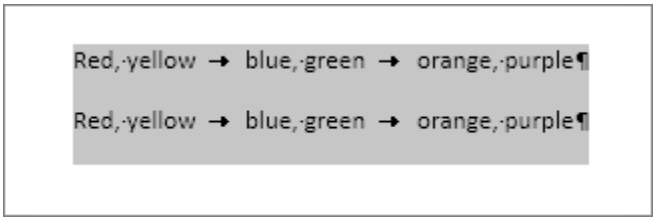
Convert text to a table

1. Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

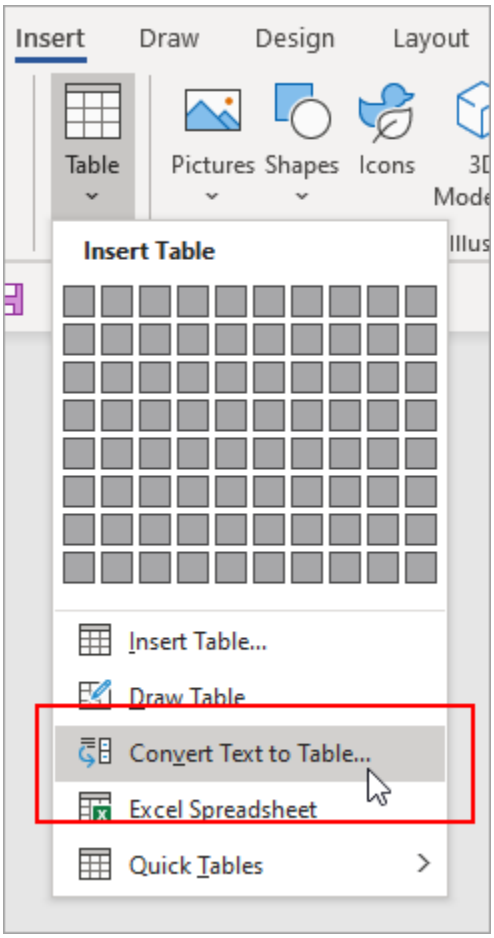
   Note: If you have commas in your text, use tabs for your separator characters.

2. Use paragraph marks to indicate where you want to begin a new table row.

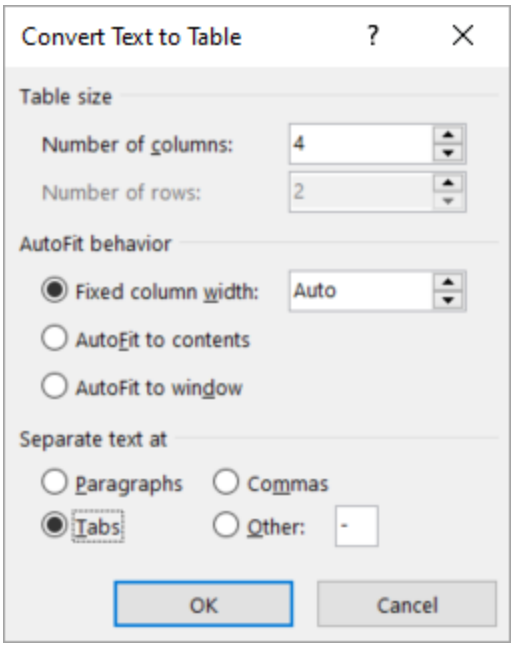
   In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:



3. Select the text that you want to convert, and then click **Insert** > **Table** > **Convert Text to Table**.



4. In the **Convert Text to Table** box, choose the options you want.



4. Under **Table size**, make sure the numbers match the numbers of columns and rows you want.

   Under **AutoFit behavior**, choose how you want your table to look. Word automatically chooses a width for the table columns. If you want a different column width, choose one of these options:

To do this	Choose this option
Specify a width for all the columns	In the **Fixed column width** box, type or select a value.
Resize the columns to fit the width of the text in each column	**AutoFit to contents**
Resize the table automatically in case the width of the available space changes (for example, web layout or landscape orientation)	**AutoFit to window**

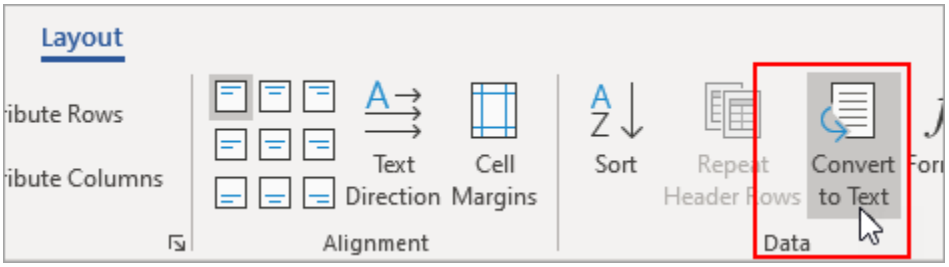
   Under **Separate text at**, choose the separator character you used in the text.

5. Click **OK**. The text converted to a table should look something like this:

Red, yellow	blue, green	orange, purple
Red, yellow	blue, green	orange, purple

Convert a table to text

1. Select the rows or table you want to convert to text.
2. On the **Layout** tab, in the **Data** section, click **Convert to Text.**



3. In the **Convert to Text** box, under **Separate text with**, click the separator character you want to use in place of the column boundaries. Rows will be separated by paragraph marks.
4. Click **OK**.

ANSWAR; 10- **Answer**

1. Open a blank Word document.
2. In the top ribbon, press Insert.
3. Click on the Table button.
4. Either use the diagram to select the number of columns and rows you need, or click Insert Table and a dialog box will appear where you can specify the number of columns and rows.
5. The blank table will now appear on the page.

How do you create a table in Microsoft Word?

Answer

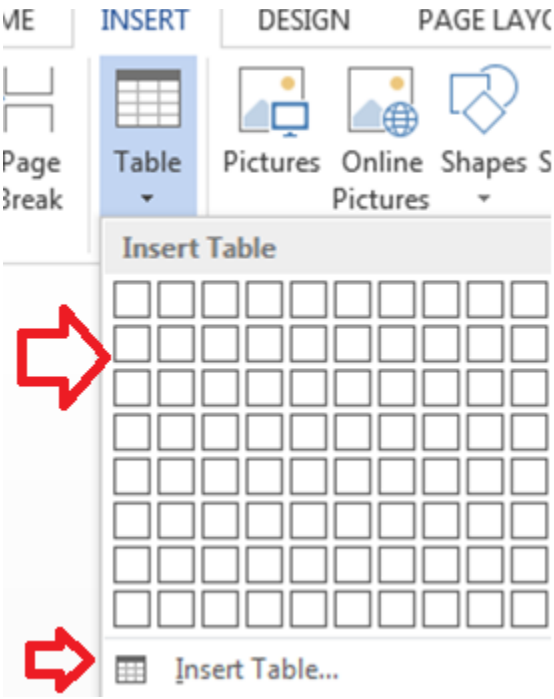
The basic steps for creating a standard table in Microsoft Word (2013) are:

1. Open a blank Word document

2. In the top ribbon, press *Insert*

3. Click on the *Table* button

4. Either use the diagram to select the number of columns and rows you need, or click *Insert Table* and a dialog box will appear where you can specify the number of columns and rows.



5. The blank table will now appear on the page. Alter it as necessary. Standard features like **bold**, *italics*, and underline are still available! These items may be helpful for creating headings or calling out certain items in the table.

6. Follow these instructions for ensuring your table meets APA formatting guidelines.

Need additional help? The tutoring service has self-paced table and chart lessons/tutorials within SkillSurfer. Follow these steps to access:

1. Log into the **tutoring service** (click on the blue hyperlink to the left to login!)

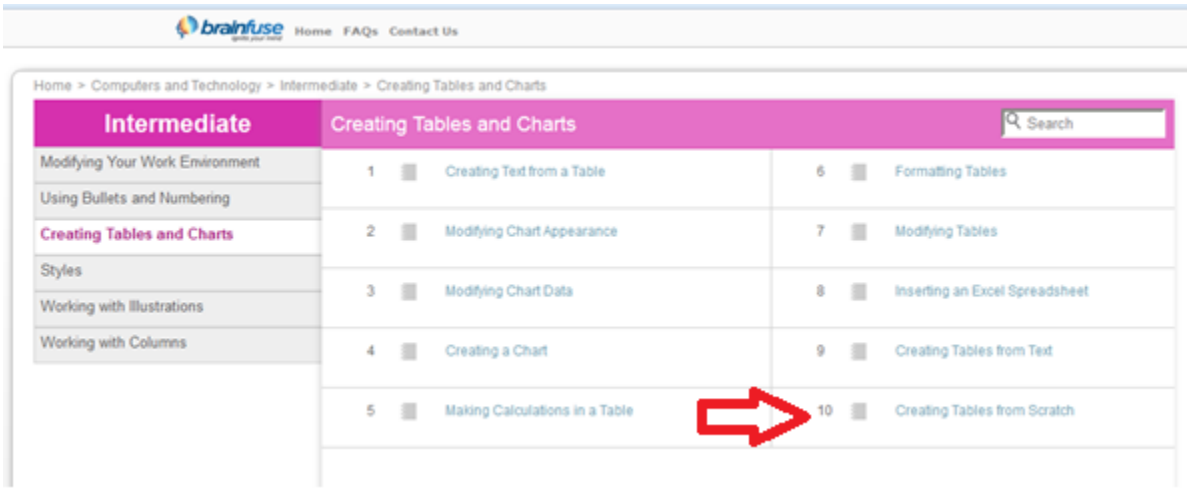
2. Click on *SkillSurfer*

3. Click on *Computers and Technology*

4. Click on *Intermediate* underneath *Microsoft Word*

5. Select *Creating Tables and Charts*

6. Choose the exact item(s) you wish to learn about (likely *Creating Tables from Scratch*).



ANSWAR; 11- This Tutorial Covers:

- Named Ranges in Excel – An Introduction
- Benefits of Creating Named Ranges in Excel
  - Use Names instead of Cell References
  - No Need to Go Back to the Dataset to Select Cells
  - Named Ranges Make Formulas Dynamic
- How to Create Named Ranges in Excel
  - Method #1 – Using Define Name
  - Method #2: Using the Name Box
  - Method #3: Using Create From Selection Option
  - Naming Convention for Named Ranges in Excel
- Too Many Named Ranges in Excel? Don't Worry
  - Getting the Names of All the Named Ranges

Named Ranges in Excel – An Introduction

If someone has to call me or refer to me, they will use my name (instead of saying a male is staying in so and so place with so and so height and weight).

Right?

Similarly, in Excel, you can give a name to a cell or a range of cells.

Now, instead of using the cell reference (such as A1 or A1:A10), you can simply use the name that you assigned to it.

For example, suppose you have a data set as shown below:

	A	B	C
1	**Date**	**Sales Rep**	**Sales**
2	16/05/2018	Joe	899
3	29/12/2017	Tom	735
4	14/08/2017	Kim	572
5	21/02/2018	Marie	663
6	27/03/2018	Josh	638
7	07/09/2017	Martha	550
8	09/08/2017	Jessica	593
9	22/05/2018	Alvin	857
10	16/05/2018	Brad	684
11	11/06/2017	Mike	566

In this data set, if you have to refer to the range that has the Date, you will have to use A2:A11 in formulas. Similarly, for Sales Rep and Sales, you will have to use B2:B11 and C2:C11.

While it's alright when you only have a couple of data points, but in case you huge complex data sets, using cell references to refer to data could be time-consuming.

Excel Named Ranges makes it easy to refer to data sets in Excel.

You can create a named range in Excel for each data category, and then use that name instead of the cell references. For example, dates can be named ‘Date’, Sales Rep data can be named ‘SalesRep’ and sales data can be named ‘Sales’.

How to Create Named Ranges in Excel

Here are three ways to create Named Ranges in Excel:

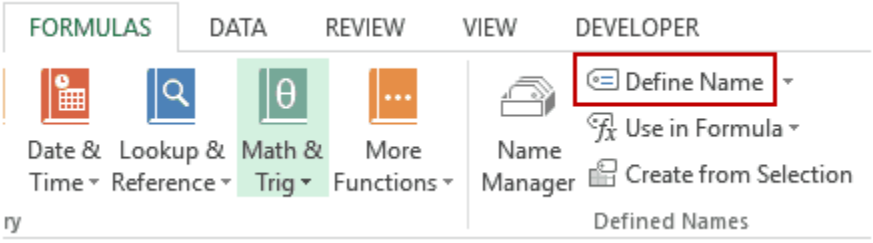
Method #1 – Using Define Name

Here are the steps to create Named Ranges in Excel using Define Name:

- Select the range for which you want to create a Named Range in Excel.

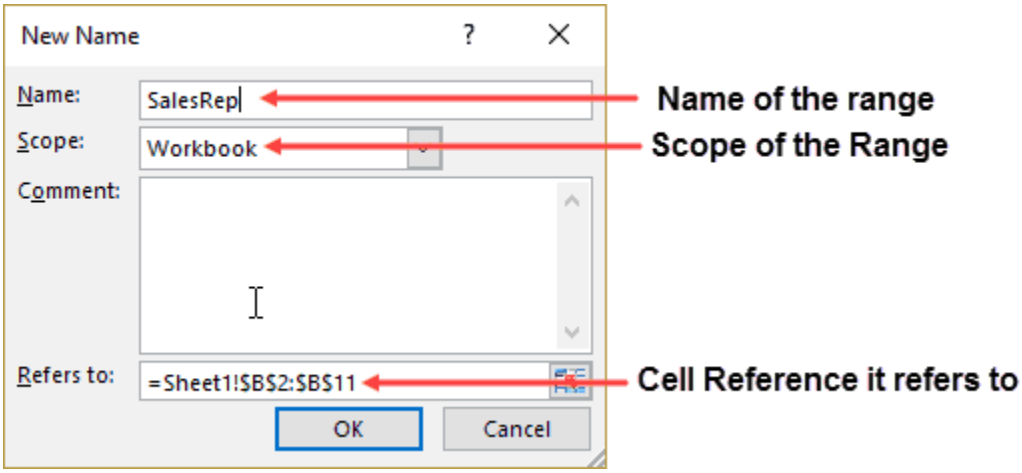
	A	B	C
1	Date	Sales Rep	Sales
2	16/05/2018	Joe	899
3	29/12/2017	Tom	735
4	14/08/2017	Kim	572
5	21/02/2018	Marie	663
6	27/03/2018	Josh	638
7	07/09/2017	Martha	550
8	09/08/2017	Jessica	593
9	22/05/2018	Alvin	857
10	16/05/2018	Brad	684
11	11/06/2017	Mike	566

- • Go to Formulas –> Define Name.



- • In the New Name dialogue box, type the Name you wish to assign to the selected data range. You can specify the scope as the entire workbook or a specific worksheet, If you

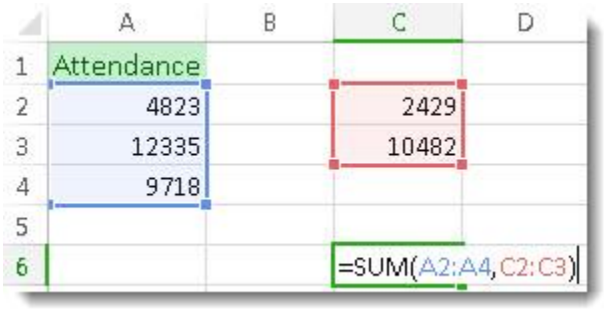
select a particular sheet, the name would not be available on other sheets.



Click OK.

ANSWAR; 12- 10- Use the SUM function to sum numbers in a range

1-You can use a simple formula to sum numbers in a range (a group of cells), but the SUM function is easier to use when you're working with more than a few numbers. For example =SUM(A2:A6) is less likely to have typing errors than =A2+A3+A4+A5+A6.



Here's a formula that uses two cell ranges**: =SUM(A2:A4,C2:C3)** sums the numbers in ranges A2:A4 and C2:C3. You'd press Enter to get the total of 39787.

To create the formula:

1. Type **=SUM** in a cell, followed by an opening parenthesis **(**.
2. To enter the first formula range, which is called an *argument* (a piece of data the formula needs to run), type **A2:A4** (or select cell A2 and drag through cell A6).
3. Type a comma (,) to separate the first argument from the next.

4. Type the second argument, **C2:C3** (or drag to select the cells).
5. Type a closing parenthesis **)**, and then press Enter.

Each argument can be a range, a number, or single cell references, all separated by commas.

- =SUM(A2:A4,2429,10482)
- =SUM(4823,A3:A4,C2:C3)
- =SUM(4823,12335,9718,C2:C3)
- =SUM(A2,A3,A4,2429,10482)

Give it a try

If you want to play around with our sample data, here's some data to use.

You can see how the SUM function works by copying the following table into a worksheet and pasting it into cell A1.

Data

-5

15

30

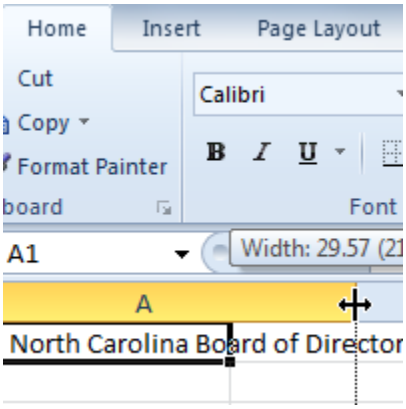
'5

TRUE

Formula	**Description**	**Result**
=SUM(3, 2)	Adds 3 and 2.	5
=SUM("5", 15, TRUE)	Adds 5, 15 and 1. The text value "5" is first translated into a number, and the logical value TRUE is first translated into the number 1.	
=SUM(A2:A4)	Adds the values in cells A2 through A4.	40
=SUM(A2:A4, 15)	Adds the values in cells A2 through A4, and then adds 15 to that result.	55
=SUM(A5,A6, 2)	Adds the values in cells A5 and A6, and then adds 2 to that result. Because non-numeric values in references are not translated — the value in cell A5 ('5) and the value in cell A6 (TRUE) are both treated as text — the values in those cells are ignored.	

ANSWAR ; 13-A- Introduction

Introduction

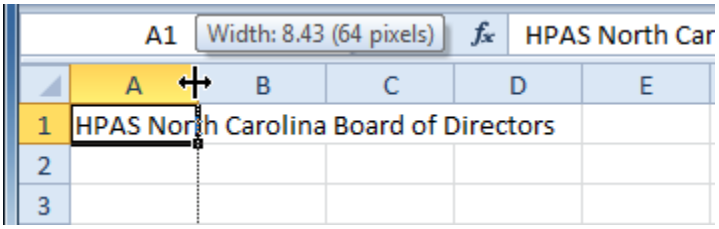


When you open a new blank workbook, the cells are set to a **default size**. You have the ability to modify cells, as well as to insert and delete columns, rows, and cells as needed. In this lesson, you will learn how to **change row height and column width**, **insert** and **delete rows** and **columns**, **wrap text** in a cell, and **merge cells**.

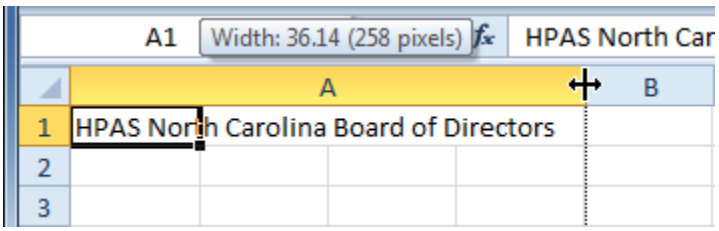
Working with columns, rows, and cells

By default, every row and column of a new workbook is set to the same **height** and **width**. Excel allows you to modify column width and row height in different ways.

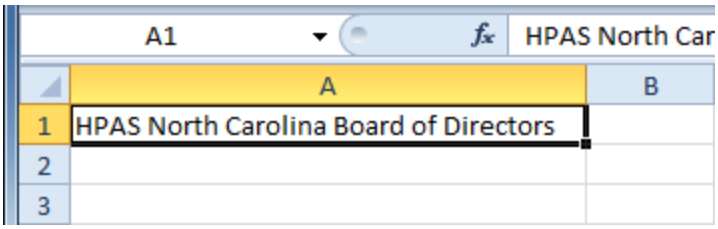
1. Position your mouse over the **column line** in the **column heading** so the **white cross** becomes a **double arrow** .



2. **Click and drag the column** to the right to increase column width or to the left to decrease column width.



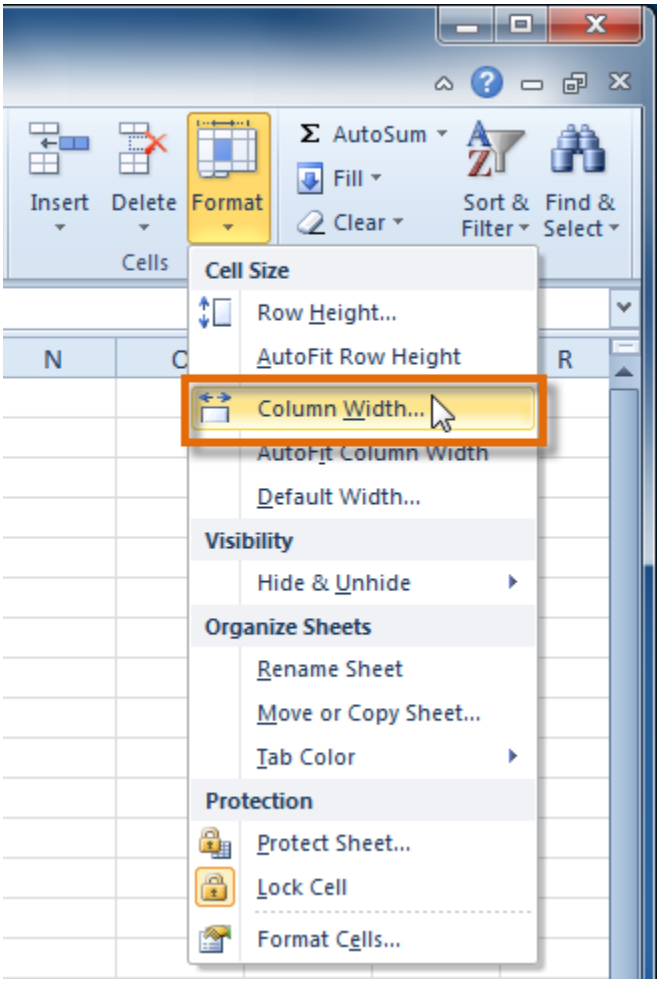
3. Release the mouse. The column width will be changed in your spreadsheet.



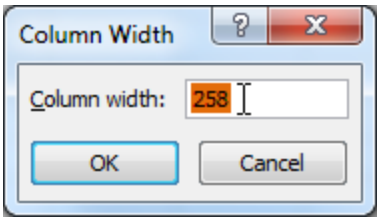
If you see **pound signs** (#######) in a cell, it means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

To set column width with a specific measurement:

1. Select the columns you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Column Width**.



4. The **Column Width** dialog box appears. Enter a specific measurement.

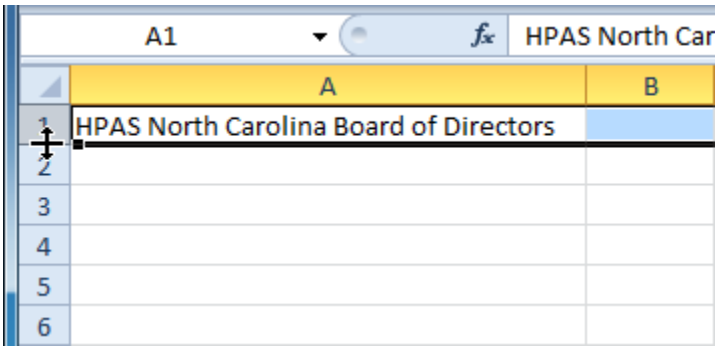


5. Click **OK**. The width of each selected column will be changed in your worksheet.

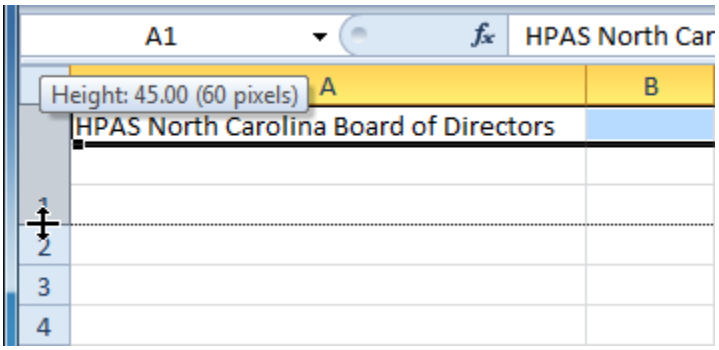
Select **AutoFit Column Width** from the format drop-down menu, and Excel will automatically adjust each selected column so all of the text will fit.

To modify row height:

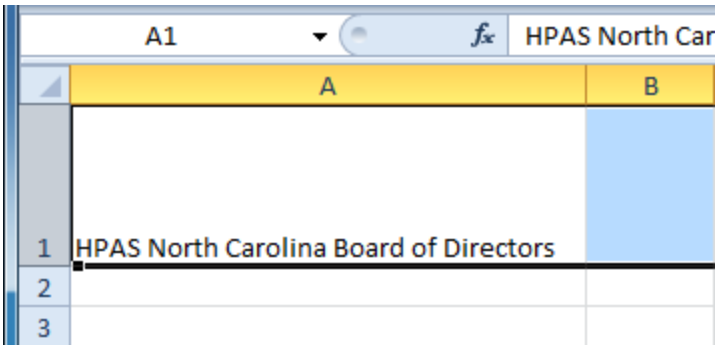
1. Position the **cursor** over the **row line** so the **white cross** becomes a **double arrow** .



2. **Click and drag the row** downward to increase row height or upward to decrease height.

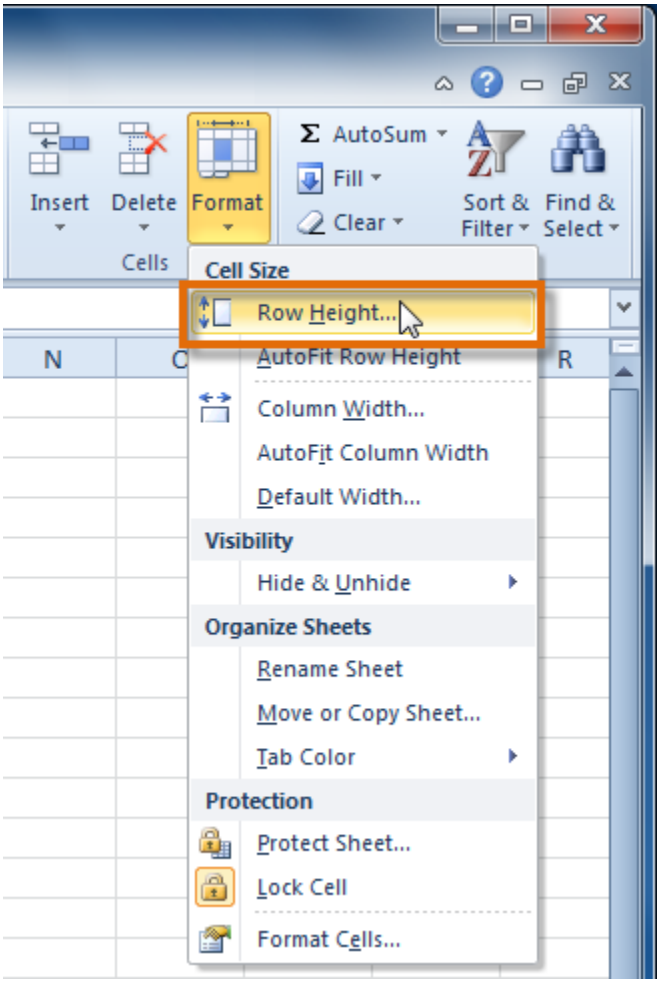


3. Release the mouse. The height of each selected row will be changed in your worksheet.

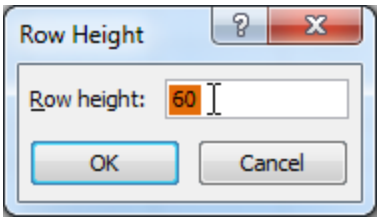


To set row height with a specific measurement:

1. Select the rows you want to modify.
2. Click the **Format** command on the **Home** tab. The format drop-down menu appears.
3. Select **Row Height**.



4. The **Row Height** dialog box appears. Enter a specific measurement.

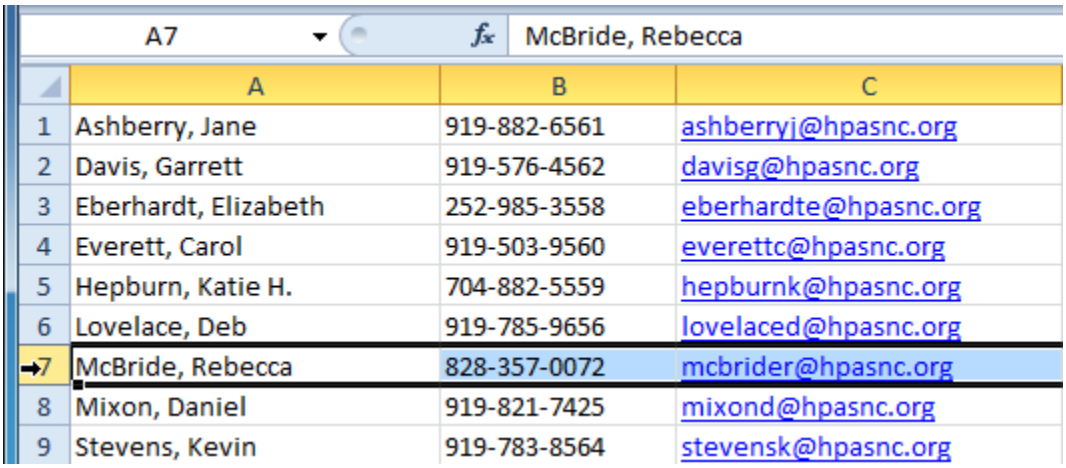


5. Click **OK**. The selected rows heights will be changed in your spreadsheet.

Select **AutoFit Row Height** from the format drop-down menu, and Excel will automatically adjust each selected row so all of the text will fit.

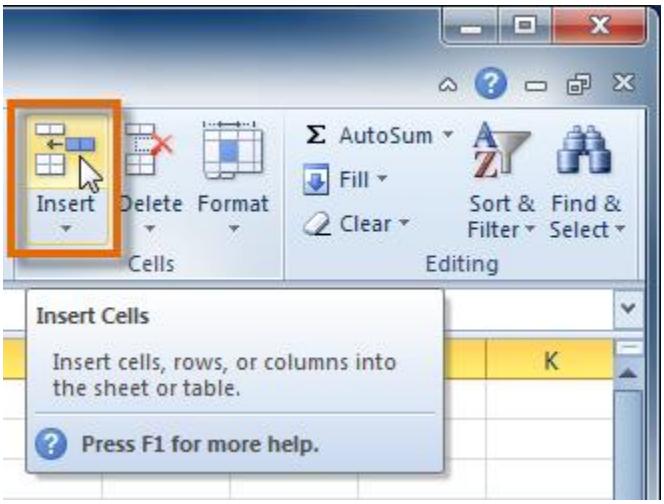
To insert rows:

1. Select the row **below** where you want the new row to appear.

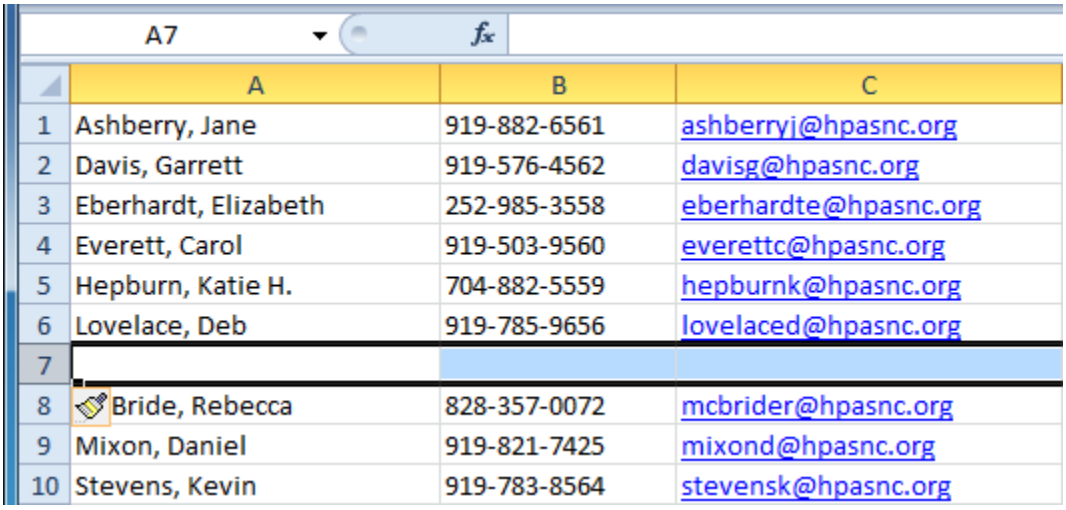


	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
8	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
9	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

2. Click the **Insert** command on the **Home** tab.

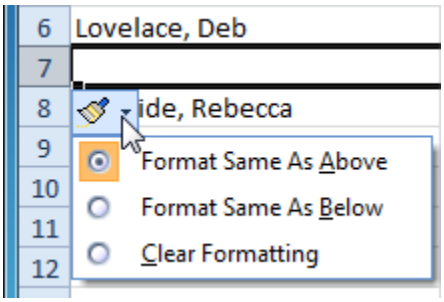


3. The new row appears in your worksheet.



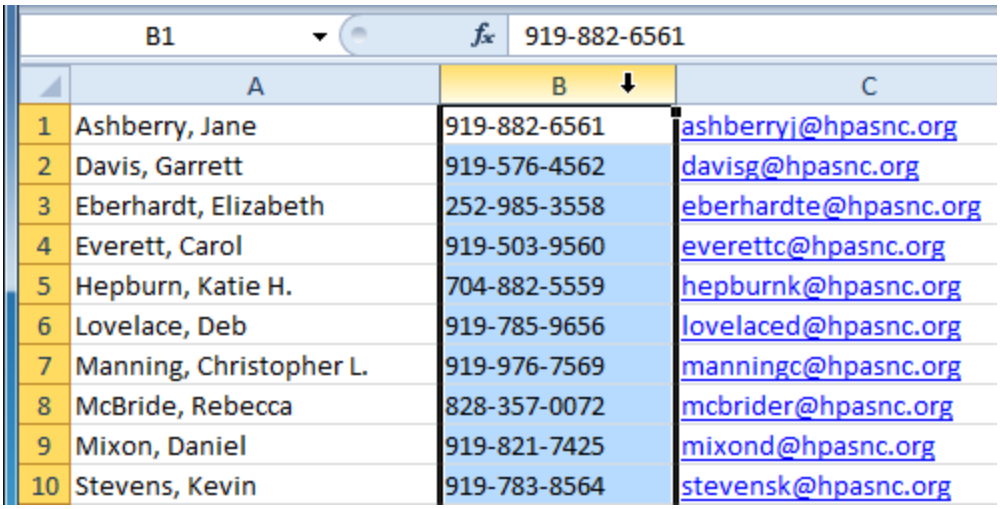
	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
7			
8	Bride, Rebecca	828-357-0072	mcbrider@hpasnc.org
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org

When inserting new rows, columns, or cells, you will see the **Insert Options** button by the inserted cells. This button allows you to choose how Excel formats them. By default, Excel formats inserted rows with the same formatting as the cells in the row above them. To access more options, hover your mouse over the Insert Options button and click the drop-down arrow that appears.

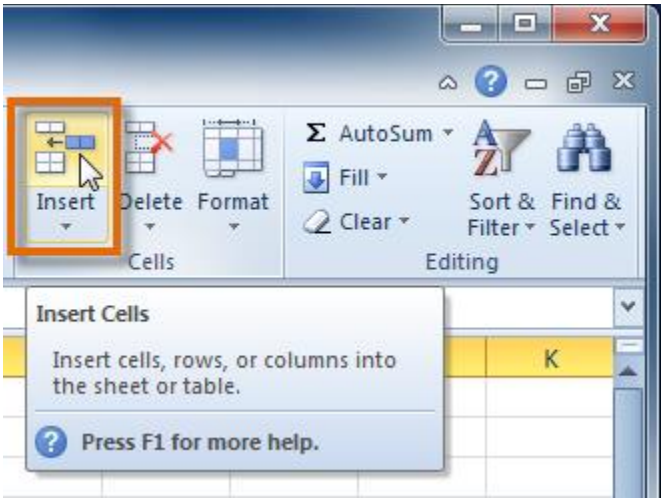


To insert columns:

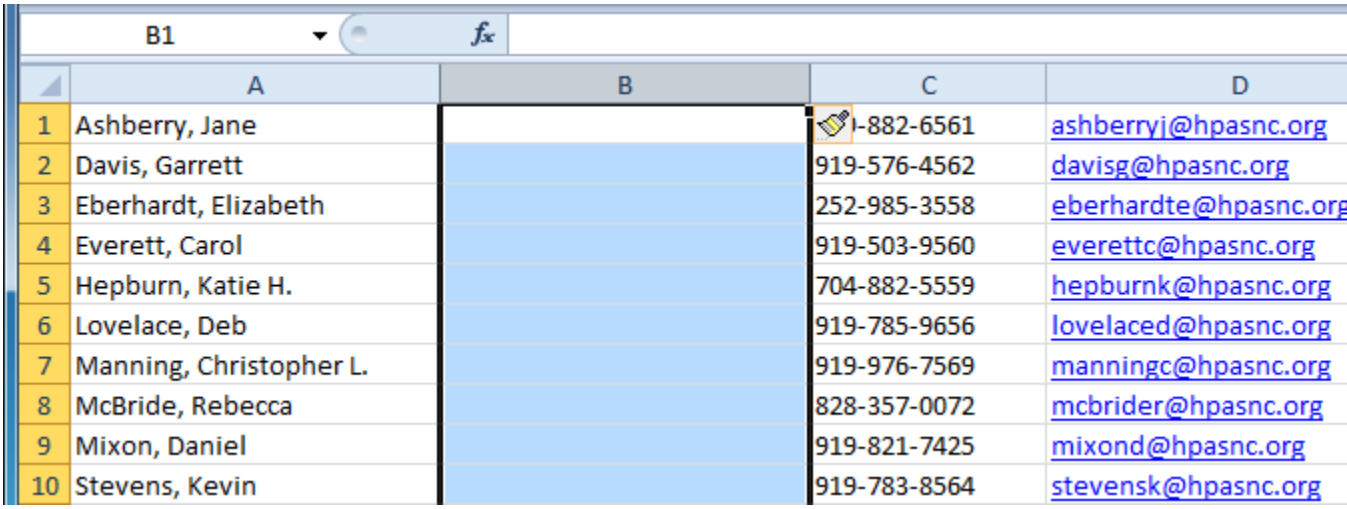
1. Select the column to the **right** of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.



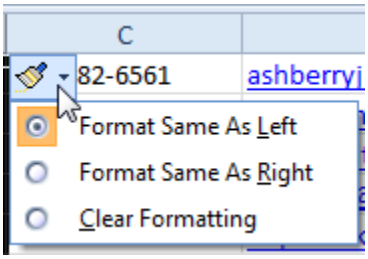
2. Click the **Insert** command on the **Home** tab.



3. The new column appears in your worksheet.



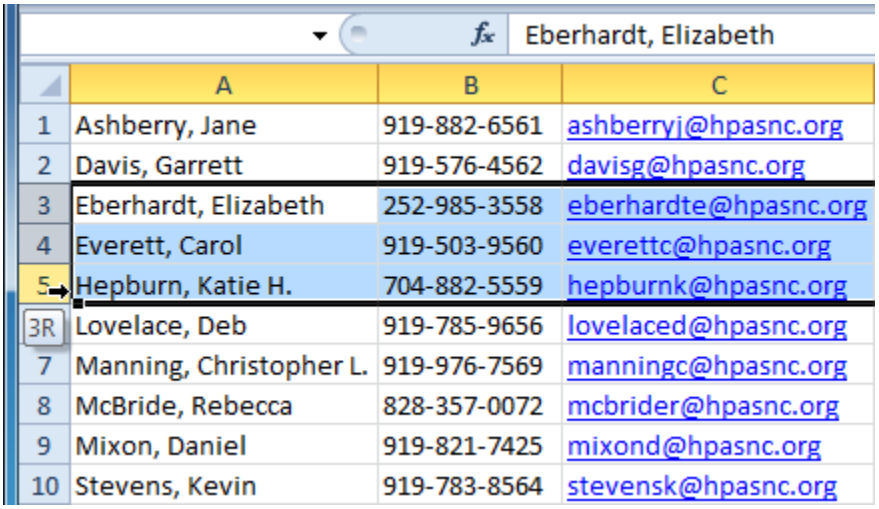
By default, Excel formats inserted columns with the same formatting as the column to the left of them. To access more options, hover your mouse over the **Insert Options** button and click the drop-down arrow that appears.



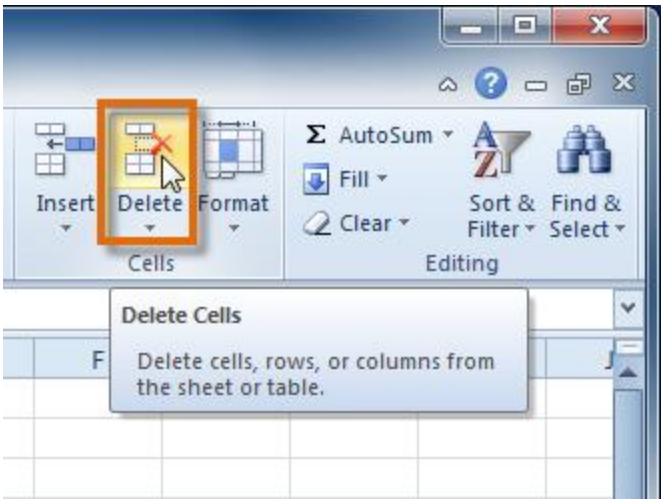
When inserting rows and columns, make sure to select the row or column by clicking its heading so all of the cells in that row or column are selected. If you select just a cell in the row or column, only a new cell will be inserted.

To delete rows:

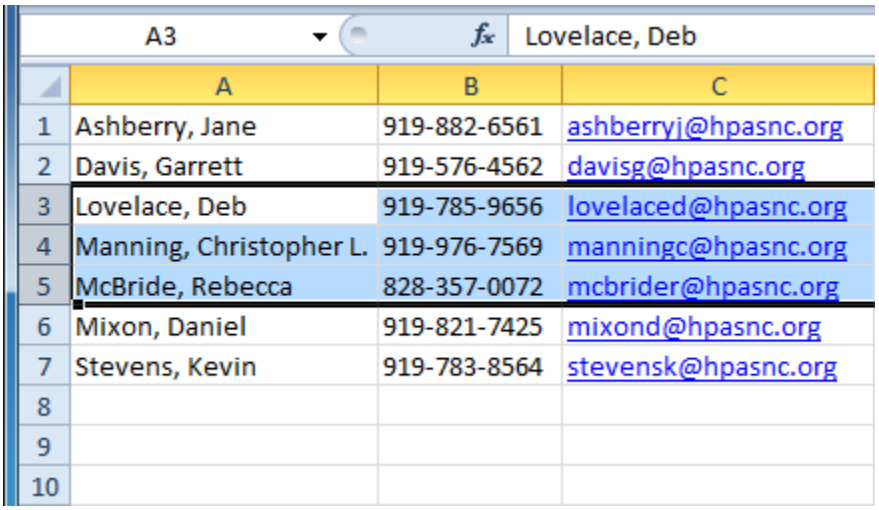
1. Select the rows you want to delete.



2. Click the **Delete** command on the **Home** tab.

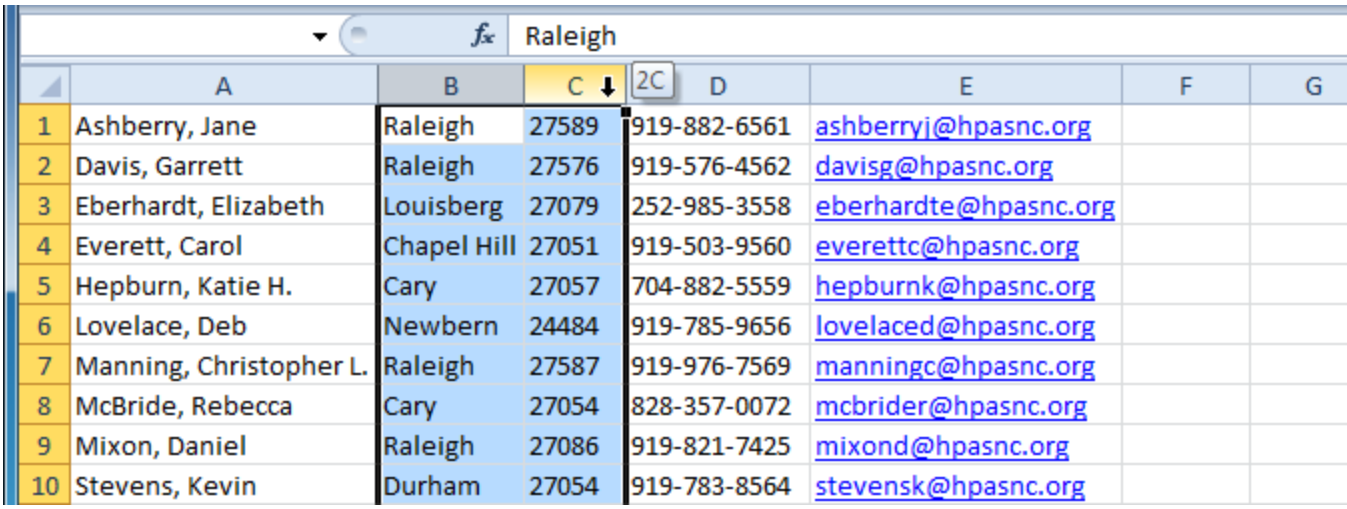


3. The rows are deleted from your worksheet.



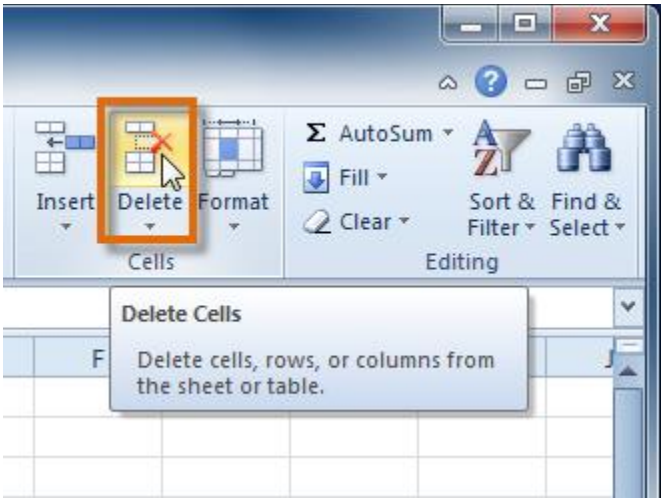
To delete columns:

1. Select the columns you want to delete.

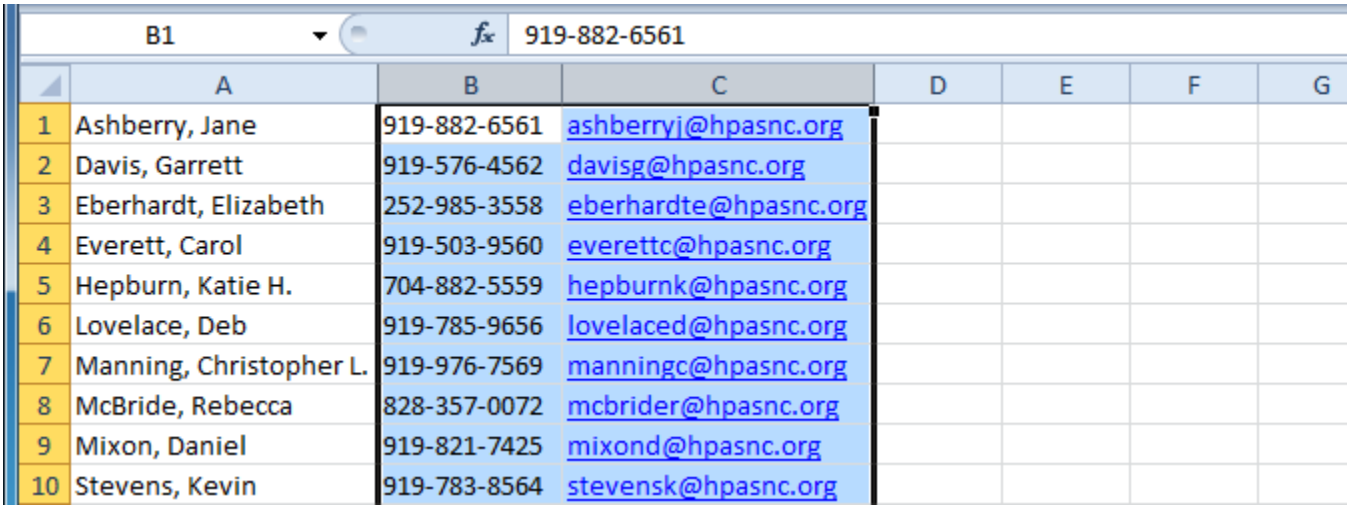


	A	B	C	D	E	F	G
1	Ashberry, Jane	Raleigh	27589	919-882-6561	ashberryj@hpasnc.org		
2	Davis, Garrett	Raleigh	27576	919-576-4562	davisg@hpasnc.org		
3	Eberhardt, Elizabeth	Louisberg	27079	252-985-3558	eberhardte@hpasnc.org		
4	Everett, Carol	Chapel Hill	27051	919-503-9560	everettc@hpasnc.org		
5	Hepburn, Katie H.	Cary	27057	704-882-5559	hepburnk@hpasnc.org		
6	Lovelace, Deb	Newbern	24484	919-785-9656	lovelaced@hpasnc.org		
7	Manning, Christopher L.	Raleigh	27587	919-976-7569	manningc@hpasnc.org		
8	McBride, Rebecca	Cary	27054	828-357-0072	mcbrider@hpasnc.org		
9	Mixon, Daniel	Raleigh	27086	919-821-7425	mixond@hpasnc.org		
10	Stevens, Kevin	Durham	27054	919-783-8564	stevensk@hpasnc.org		

2. Click the **Delete** command on the **Home** tab.



3. The columns are deleted from your worksheet.



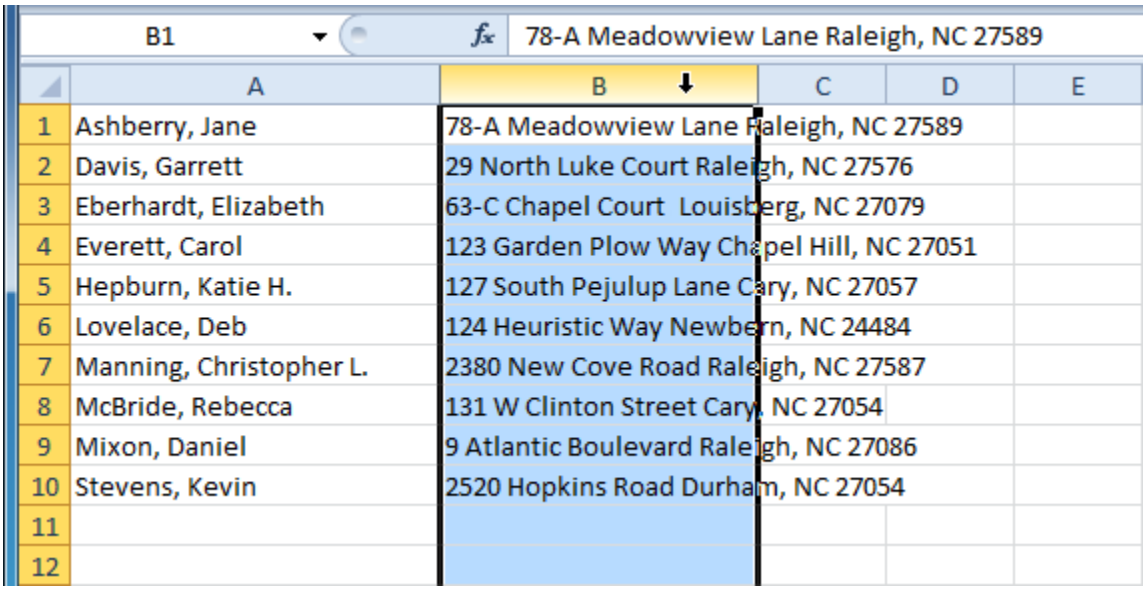
	A	B	C	D	E	F	G
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org				
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org				
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org				
4	Everett, Carol	919-503-9560	everettc@hpasnc.org				
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org				
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org				
7	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org				
8	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org				
9	Mixon, Daniel	919-821-7425	mixond@hpasnc.org				
10	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org				

Wrapping text and merging cells

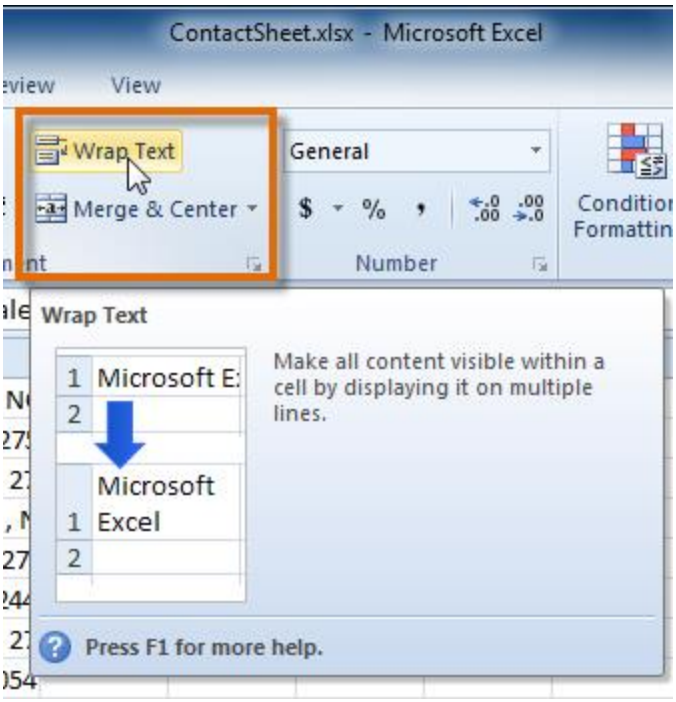
If a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge the cell with empty adjoining cells. **Wrap text** to make it display on multiple lines of the cell. **Merge cells** to combine adjoining cells into one larger cell.

To wrap text:

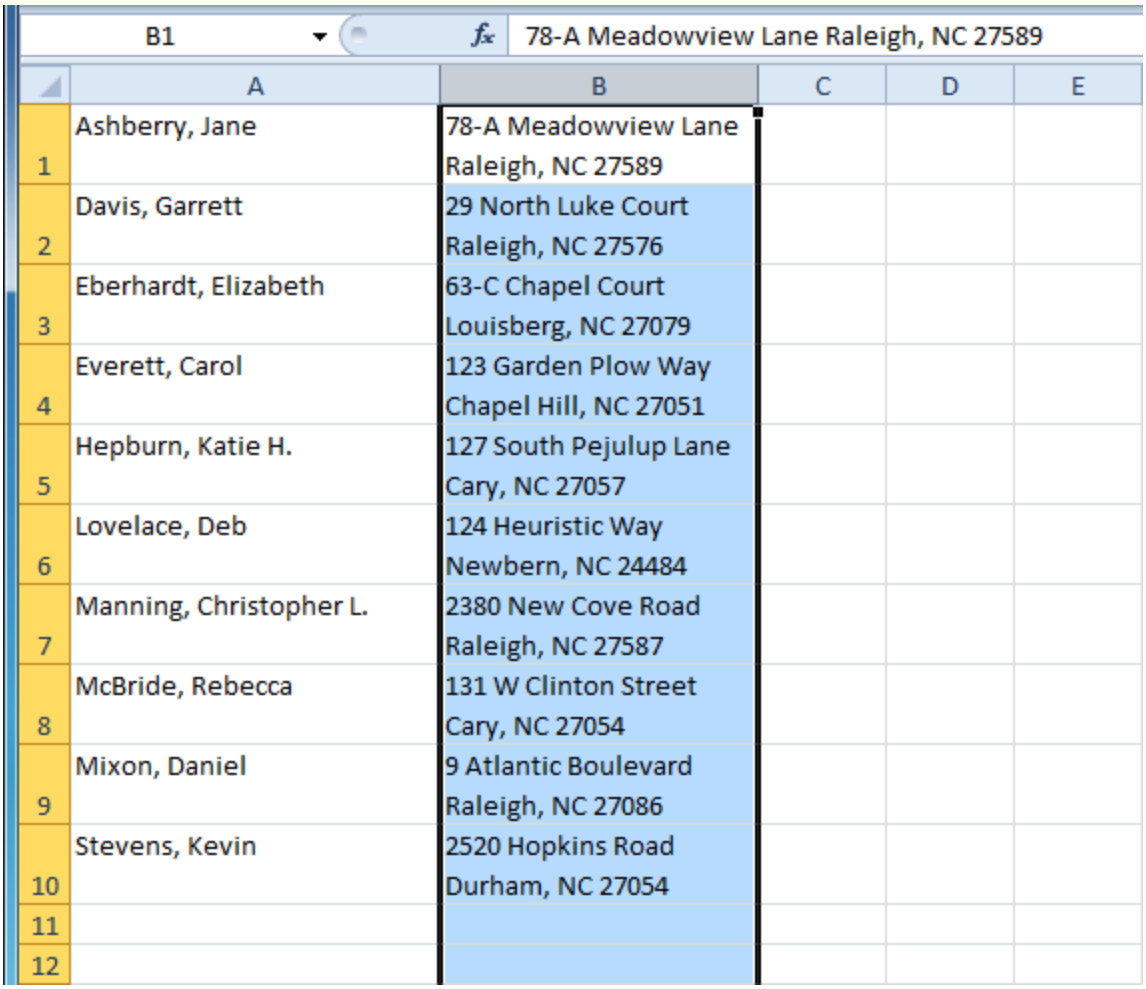
1. Select the cells with text that you want to wrap.



2. Select the **Wrap Text** command on the **Home** tab.



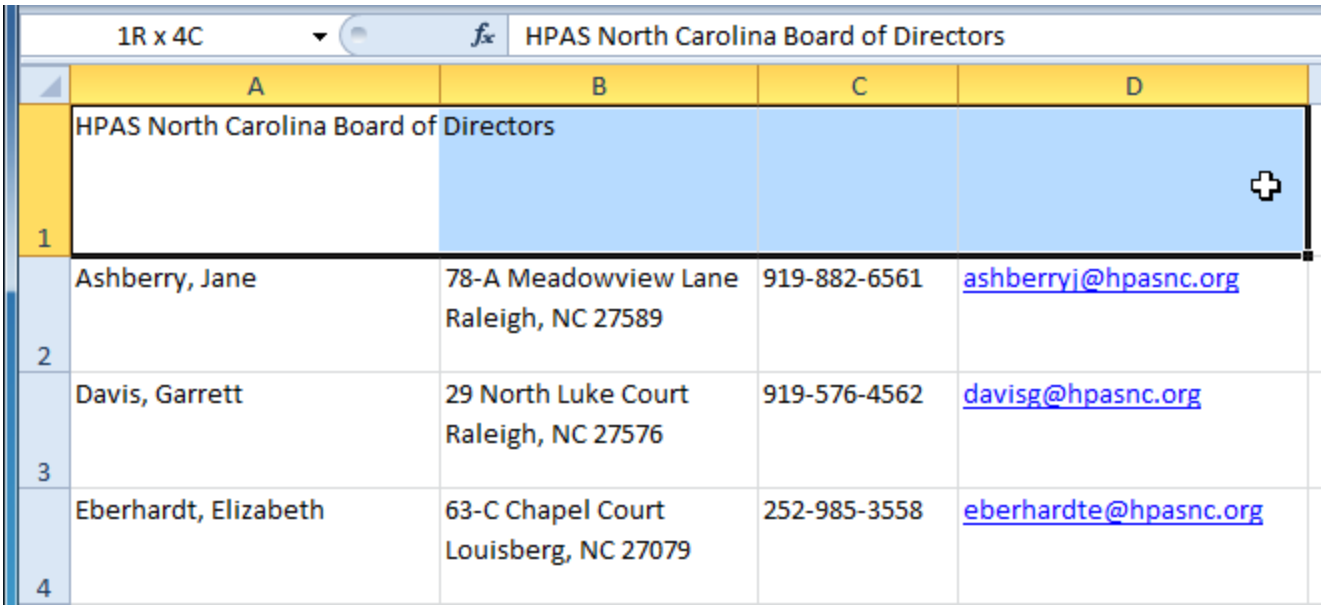
3. The text in the selected cells will be wrapped in your worksheet.



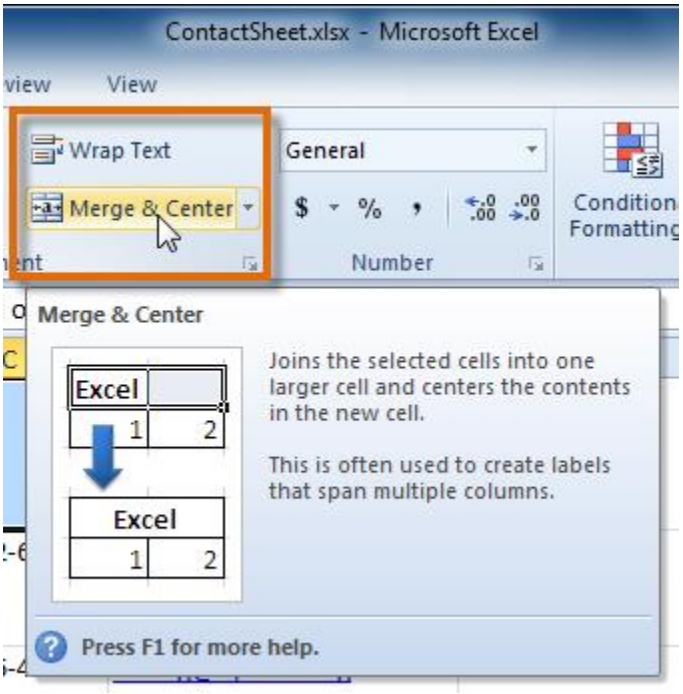
If you change your mind, reclick the **Wrap Text** command to unwrap the text.

To merge cells using the Merge & Center command:

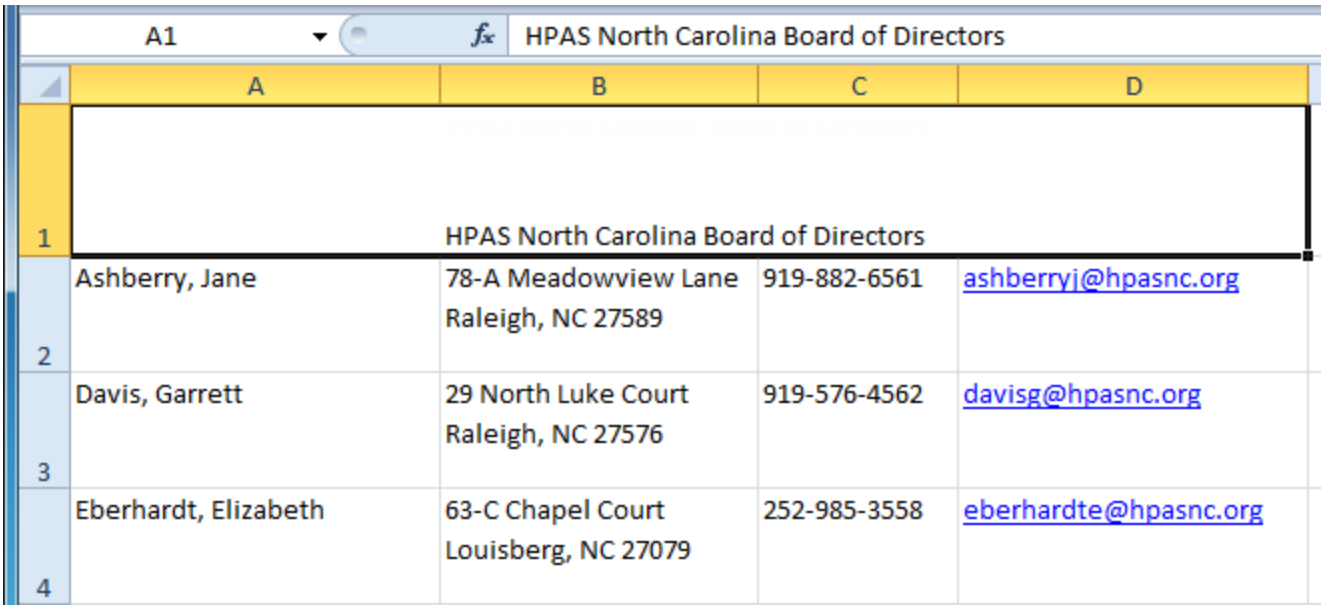
1. Select the cells you want to merge.



2. Select the **Merge & Center** command on the **Home** tab.



3. The selected cells will be merged, and the text will be centered.



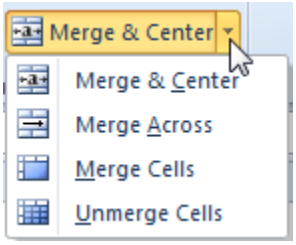
	A	B	C	D
1	HPAS North Carolina Board of Directors			
2	Ashberry, Jane	78-A Meadowview Lane Raleigh, NC 27589	919-882-6561	ashberryj@hpasnc.org
3	Davis, Garrett	29 North Luke Court Raleigh, NC 27576	919-576-4562	davisg@hpasnc.org
4	Eberhardt, Elizabeth	63-C Chapel Court Louisberg, NC 27079	252-985-3558	eberhardte@hpasnc.org

If you change your mind, reclick the **Merge & Center** command to unmerge the cells.

To access more merge options:

Click the drop-down arrow next to the **Merge & Center** command on the Home tab. The **merge** drop-down menu appears.

- **Merge & Center:** Merges selected cells into one cell and centers the text
- **Merge Across:** Merges each *row* of selected cells into larger cells; useful when merging content across multiple rows of cells rather than creating one large cell
- **Merge Cells:** Merges selected cells into one cell
- **Unmerge Cells:** Unmerges selected cells



Although merging cells can be useful, it can also cause problems with some spreadsheets. Watch the video below to learn about some of the problems with merging cells.

1. Open an **existing Excel 2010 workbook**. If you want, you can use this example.
2. Modify the **size of a column**. If you are using the example, make the column that contains board members' names larger.
3. Modify the **size of a row** to be 46 pixels. If you are using the example, modify all the rows that contain text (rows 1-11).

4. **Insert a column** between columns A and B.
5. **Insert a row** between rows 3 and 4.
6. **Delete** a column or row.
7. Try **merging** some cells. If you are using the example, merge the cells in the top or title row (row 1).
8. Try using the **Text Wrap** command on some cells. If you are using the example, wrap the text in the column that contains addresses.

ANSWAR; 13- B-Introduction

There are two types of cell references: **relative** and **absolute**. Relative and absolute references behave differently when copied and filled to other cells. Relative references **change** when a formula is copied to another cell. Absolute references, on the other hand, remain **constant** no matter where they are copied.

Optional: Download our example file for this lesson.

Watch the video below to learn more about cell references.

Relative references

By default, all cell references are **relative references**. When copied across multiple cells, they change based on the relative position of rows and columns. For example, if you copy the formula **=A1+B1** from row 1 to row 2, the formula will become **=A2+B2.** Relative references are especially convenient whenever you need to **repeat** the same calculation across multiple rows or columns.

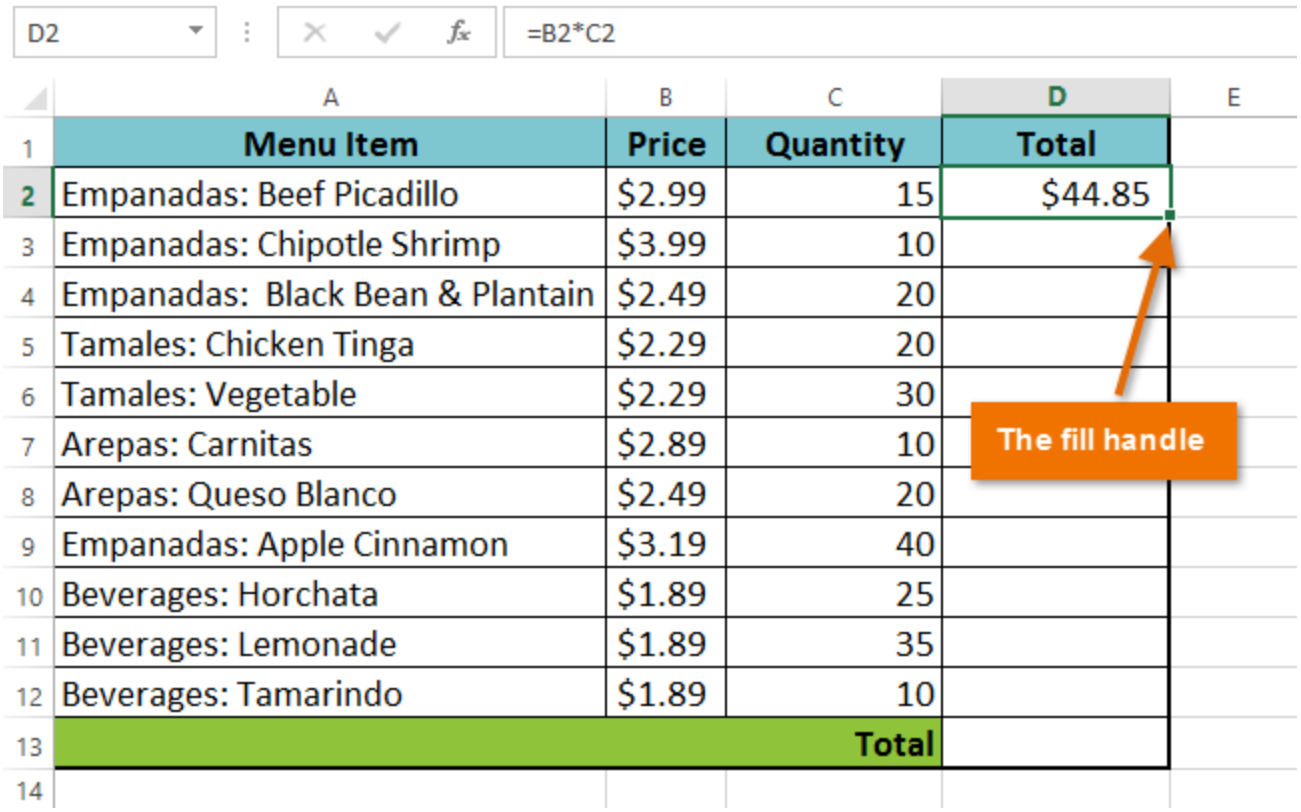
To create and copy a formula using relative references:

In the following example, we want to create a formula that will multiply each item's **price** by the **quantity**. Rather than create a new formula for each row, we can create a single formula in cell **D2** and then copy it to the other rows. We'll use relative references so the formula correctly calculates the total for each item.

1. Select the **cell** that will contain the formula. In our example, we'll select cell **D2**.

2. Enter the **formula** to calculate the desired value. In our example, we'll type **=B2*C2**.

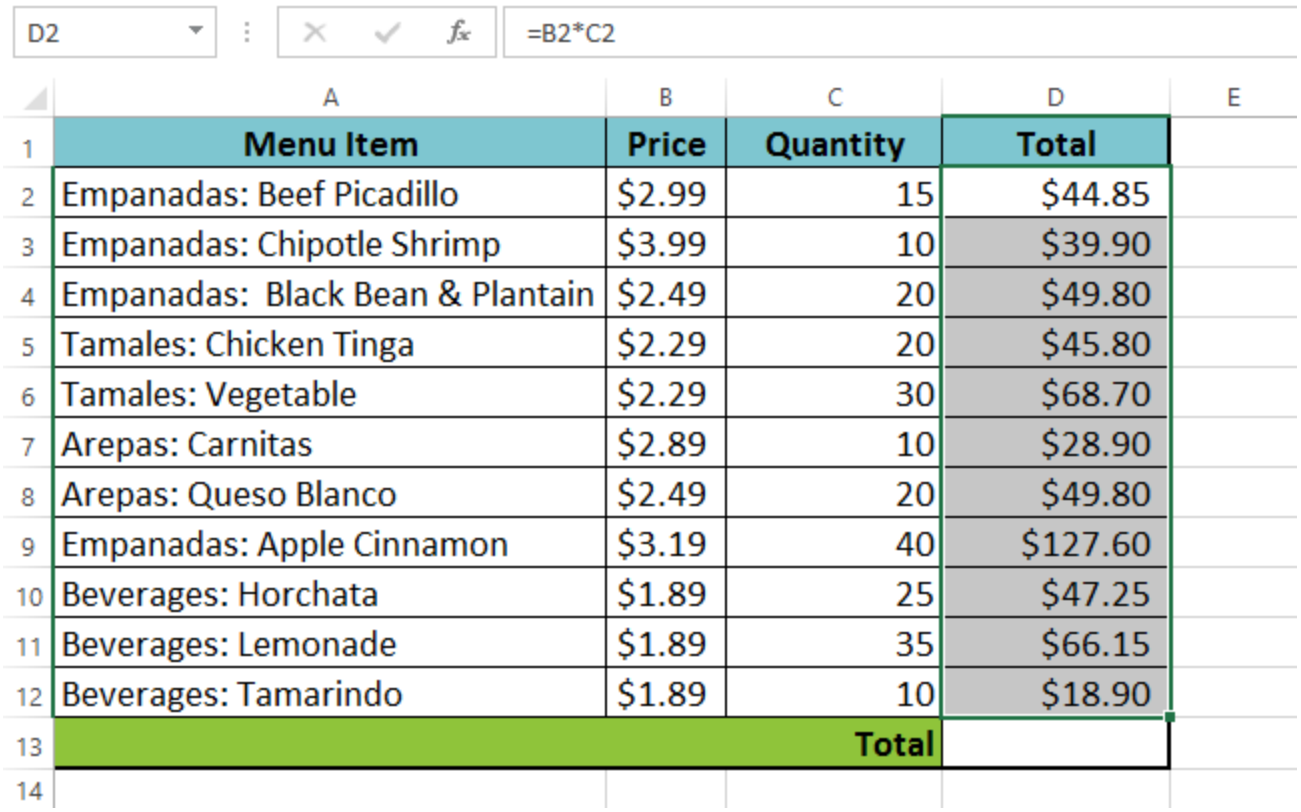
3. Press **Enter** on your keyboard. The formula will be **calculated**, and the result will be displayed in the cell.
4. Locate the **fill handle** in the lower-right corner of the desired cell. In our example, we'll locate the fill handle for cell **D2**.



	A	B	C	D	E
1	**Menu Item**	**Price**	**Quantity**	**Total**	
2	Empanadas: Beef Picadillo	$2.99	15	$44.85	
3	Empanadas: Chipotle Shrimp	$3.99	10		
4	Empanadas: Black Bean & Plantain	$2.49	20		
5	Tamales: Chicken Tinga	$2.29	20		
6	Tamales: Vegetable	$2.29	30		
7	Arepas: Carnitas	$2.89	10		
8	Arepas: Queso Blanco	$2.49	20		
9	Empanadas: Apple Cinnamon	$3.19	40		
10	Beverages: Horchata	$1.89	25		
11	Beverages: Lemonade	$1.89	35		
12	Beverages: Tamarindo	$1.89	10		
13			**Total**		
14					

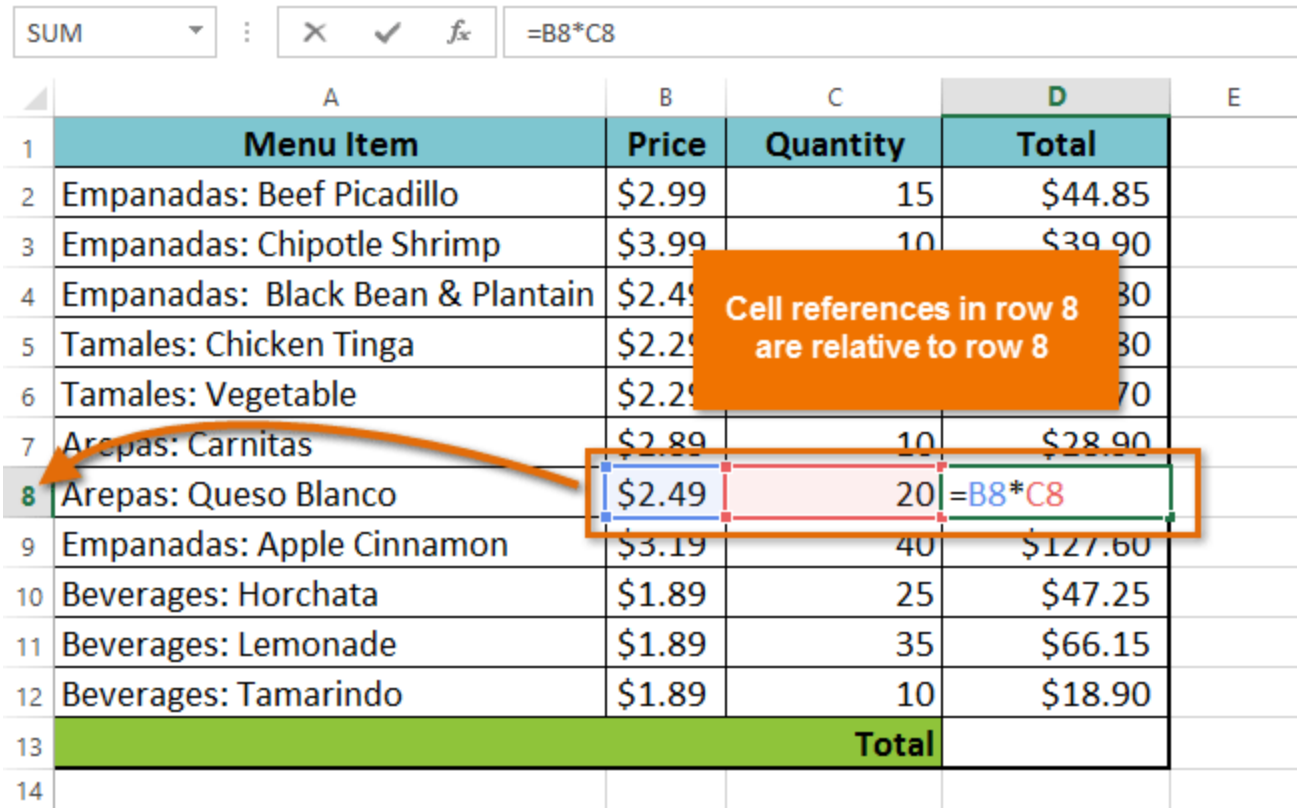
5. Click, hold, and drag the **fill handle** over the cells you wish to fill. In our example, we'll select cells **D3:D12**.

6. Release the mouse. The formula will be **copied** to the selected cells with **relative references** and the values will be calculated in each cell.



	A	B	C	D	E
1	**Menu Item**	**Price**	**Quantity**	**Total**	
2	Empanadas: Beef Picadillo	$2.99	15	$44.85	
3	Empanadas: Chipotle Shrimp	$3.99	10	$39.90	
4	Empanadas: Black Bean & Plantain	$2.49	20	$49.80	
5	Tamales: Chicken Tinga	$2.29	20	$45.80	
6	Tamales: Vegetable	$2.29	30	$68.70	
7	Arepas: Carnitas	$2.89	10	$28.90	
8	Arepas: Queso Blanco	$2.49	20	$49.80	
9	Empanadas: Apple Cinnamon	$3.19	40	$127.60	
10	Beverages: Horchata	$1.89	25	$47.25	
11	Beverages: Lemonade	$1.89	35	$66.15	
12	Beverages: Tamarindo	$1.89	10	$18.90	
13			**Total**		
14					

You can double-click the **filled cells** to check their formulas for accuracy. The relative cell references should be different for each cell, depending on its row.



	A	B	C	D	E
1	Menu Item	Price	Quantity	Total	
2	Empanadas: Beef Picadillo	$2.99	15	$44.85	
3	Empanadas: Chipotle Shrimp	$3.99	10	$39.90	
4	Empanadas: Black Bean & Plantain	$2.49		30	
5	Tamales: Chicken Tinga	$2.29		30	
6	Tamales: Vegetable	$2.29		70	
7	Arepas: Carnitas	$2.89	10	$28.90	
8	Arepas: Queso Blanco	$2.49	20	=B8*C8	
9	Empanadas: Apple Cinnamon	$3.19	40	$127.60	
10	Beverages: Horchata	$1.89	25	$47.25	
11	Beverages: Lemonade	$1.89	35	$66.15	
12	Beverages: Tamarindo	$1.89	10	$18.90	
13			Total		
14					

There may be times when you do not want a cell reference to change when filling cells. Unlike relative references, **absolute references** do not change when copied or filled. You can use an absolute reference to keep a row and/or column **constant**.

An absolute reference is designated in a formula by the addition of a **dollar sign ($)** before the column and row. If it precedes the column or row (but not both), it's known as a **mixed reference**.

A2	The column and the row do not change when copied
A$2	The row does not change when copied
$A2	The column does not change when copied

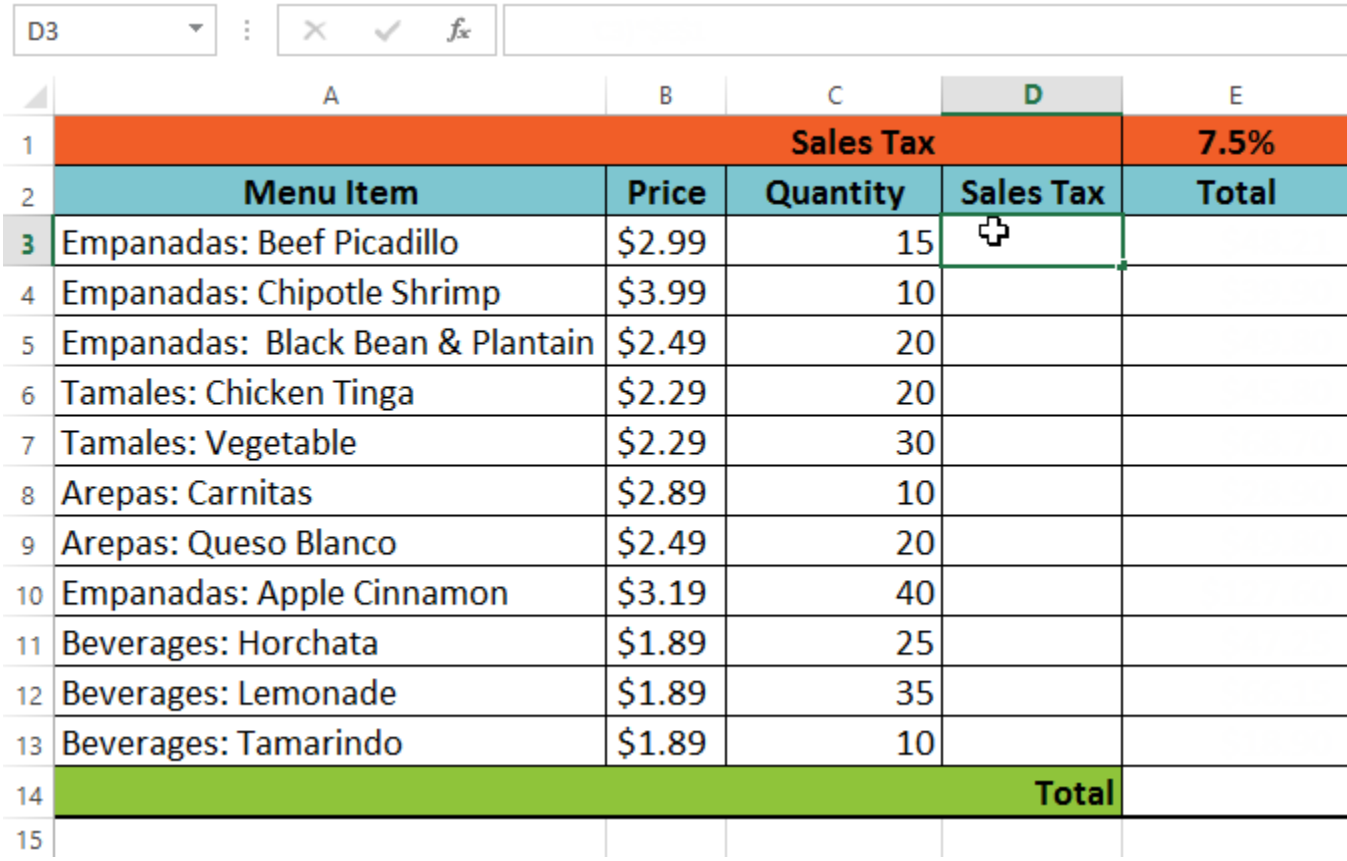
You will use the relative (**A2**) and absolute (**A2**) formats in most formulas. Mixed references are used less frequently.

When writing a formula in Microsoft Excel, you can press the **F4** key on your keyboard to switch between relative, absolute, and mixed cell references, as shown in the video below. This is an easy way to quickly insert an absolute reference.

To create and copy a formula using absolute references:

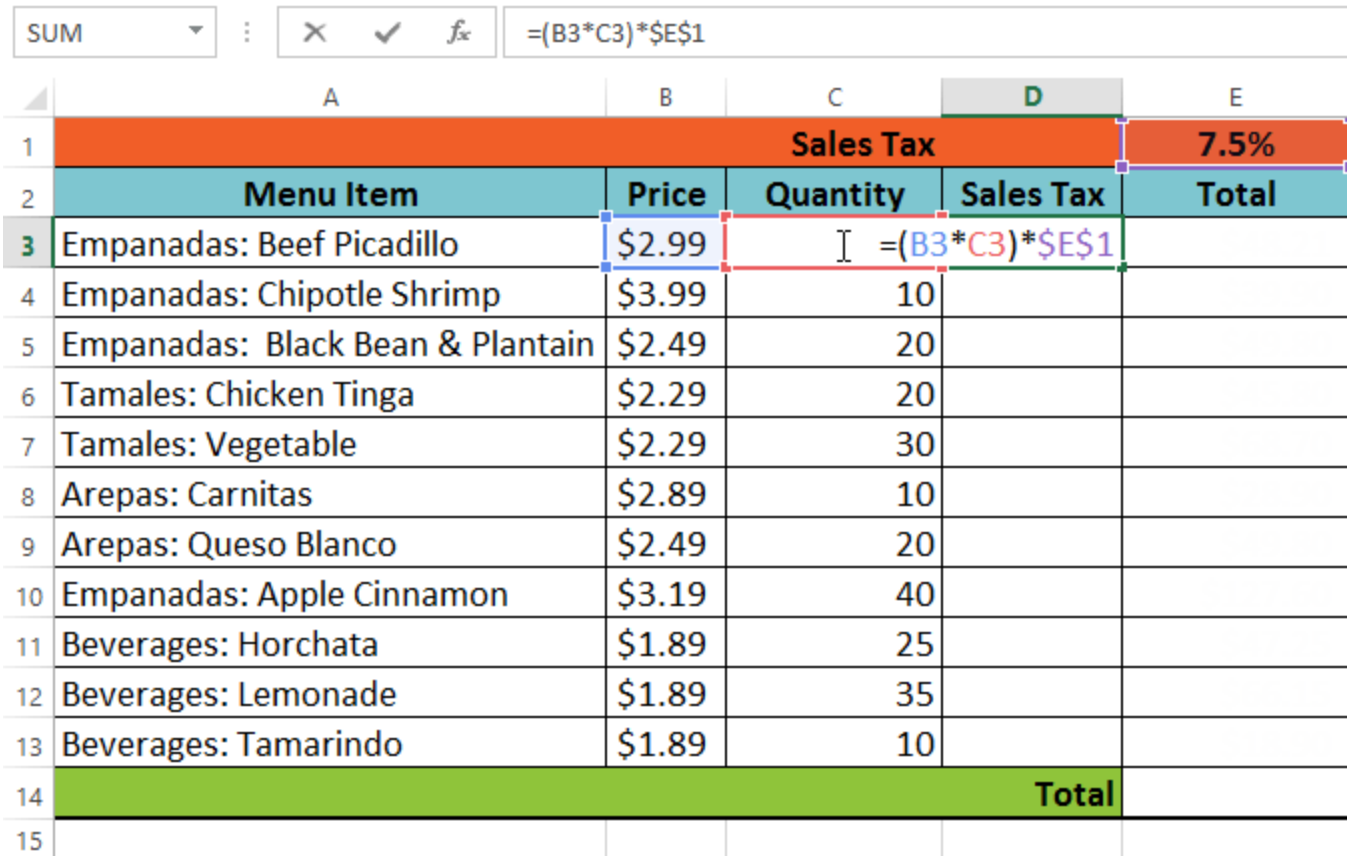
In our example, we'll use the 7.5% sales tax rate in cell **E1** to calculate the sales tax for all items in **column D**. We'll need to use the absolute cell reference **E1** in our formula. Because each formula is using the same tax rate, we want that reference to remain constant when the formula is copied and filled to other cells in column D.

1. Select the **cell** that will contain the formula. In our example, we'll select cell **D3**.

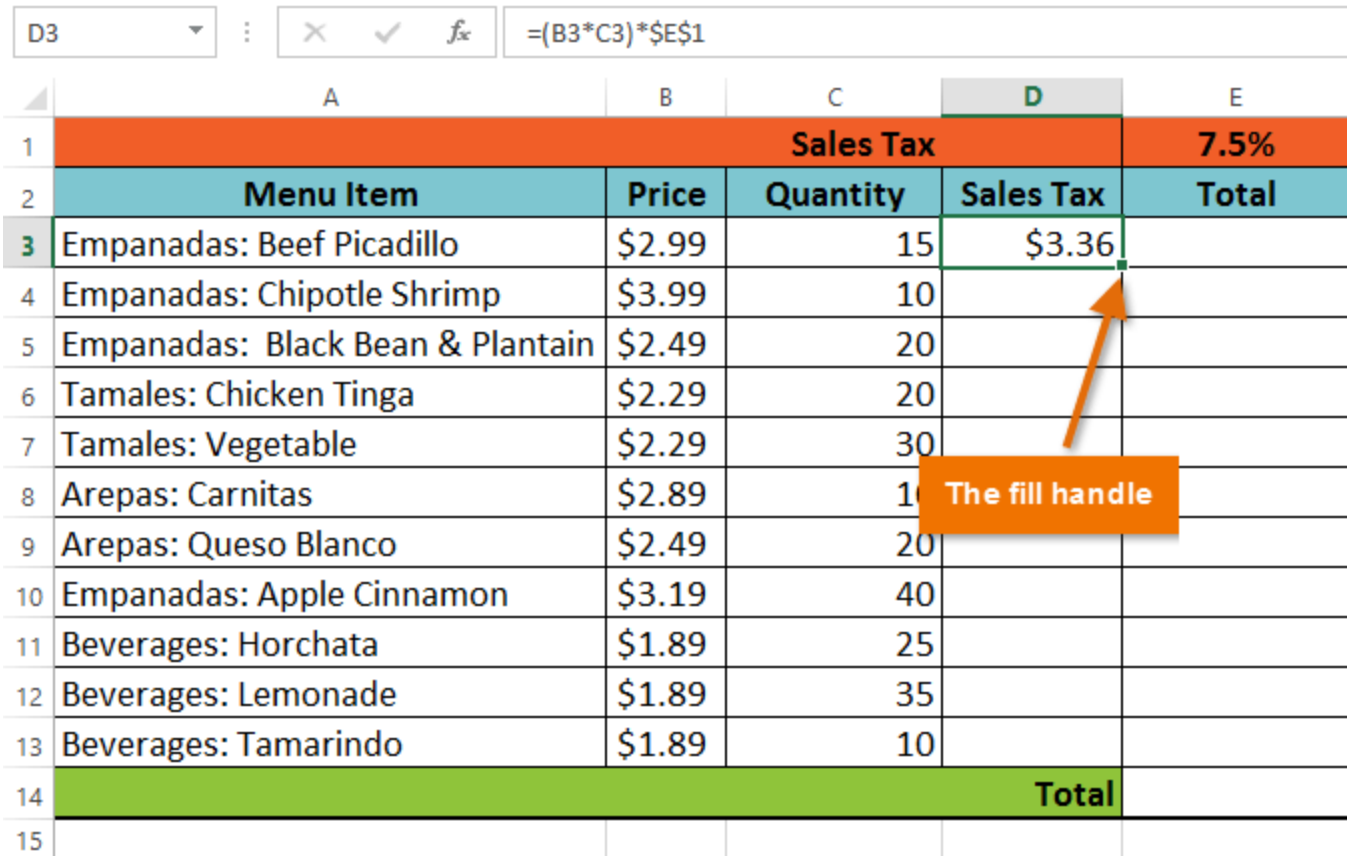


	A	B	C	D	E
1			Sales Tax		7.5%
2	Menu Item	Price	Quantity	Sales Tax	Total
3	Empanadas: Beef Picadillo	$2.99	15		
4	Empanadas: Chipotle Shrimp	$3.99	10		
5	Empanadas: Black Bean & Plantain	$2.49	20		
6	Tamales: Chicken Tinga	$2.29	20		
7	Tamales: Vegetable	$2.29	30		
8	Arepas: Carnitas	$2.89	10		
9	Arepas: Queso Blanco	$2.49	20		
10	Empanadas: Apple Cinnamon	$3.19	40		
11	Beverages: Horchata	$1.89	25		
12	Beverages: Lemonade	$1.89	35		
13	Beverages: Tamarindo	$1.89	10		
14				Total	
15					

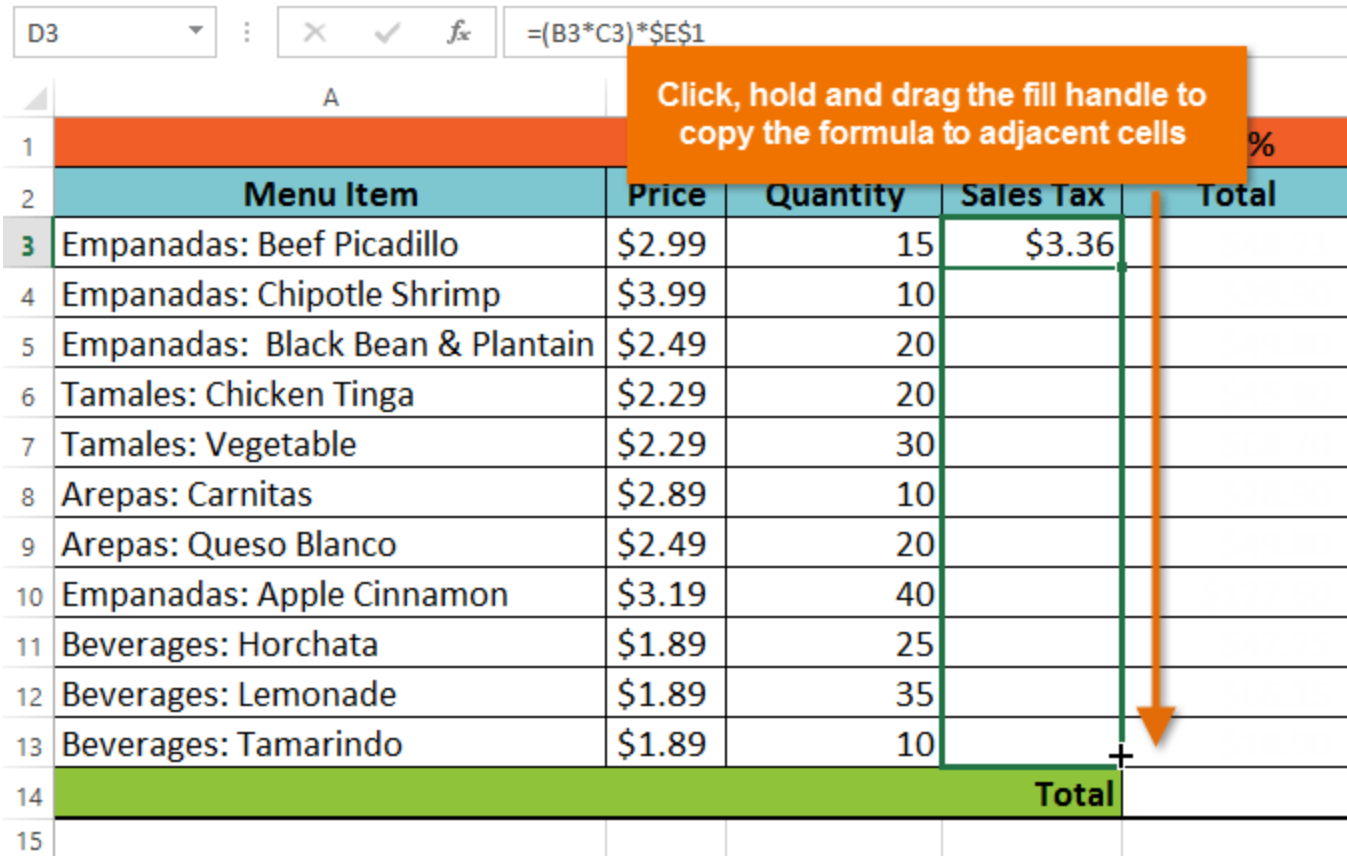
2. Enter the **formula** to calculate the desired value. In our example, we'll type =**(B3*C3)*E1**.



3. Press **Enter** on your keyboard. The formula will calculate, and the result will display in the cell.
4. Locate the **fill handle** in the lower-right corner of the desired cell. In our example, we'll locate the fill handle for cell **D3**.



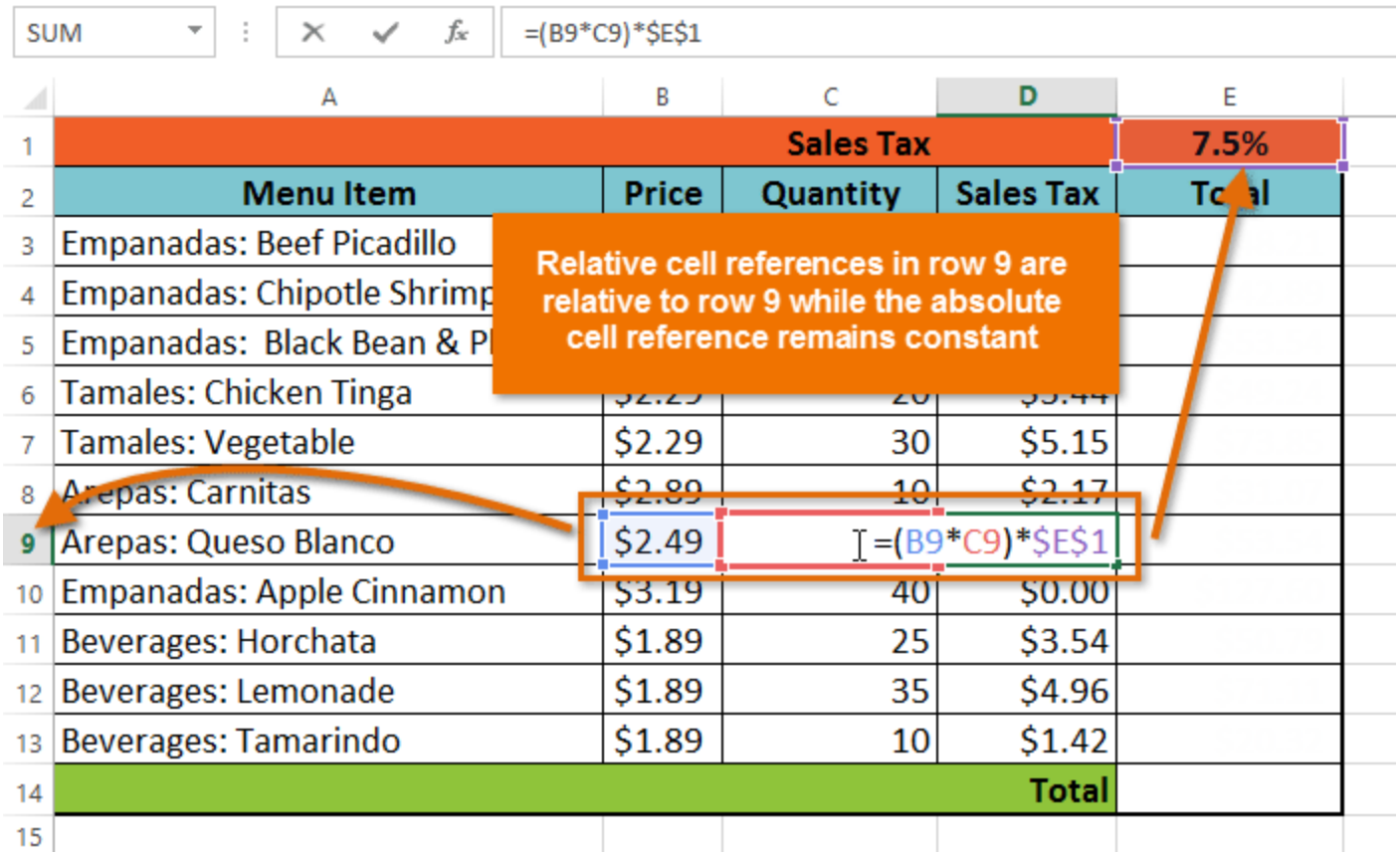
5. Click, hold, and drag the **fill handle** over the cells you wish to fill, cells **D4:D13** in our example.



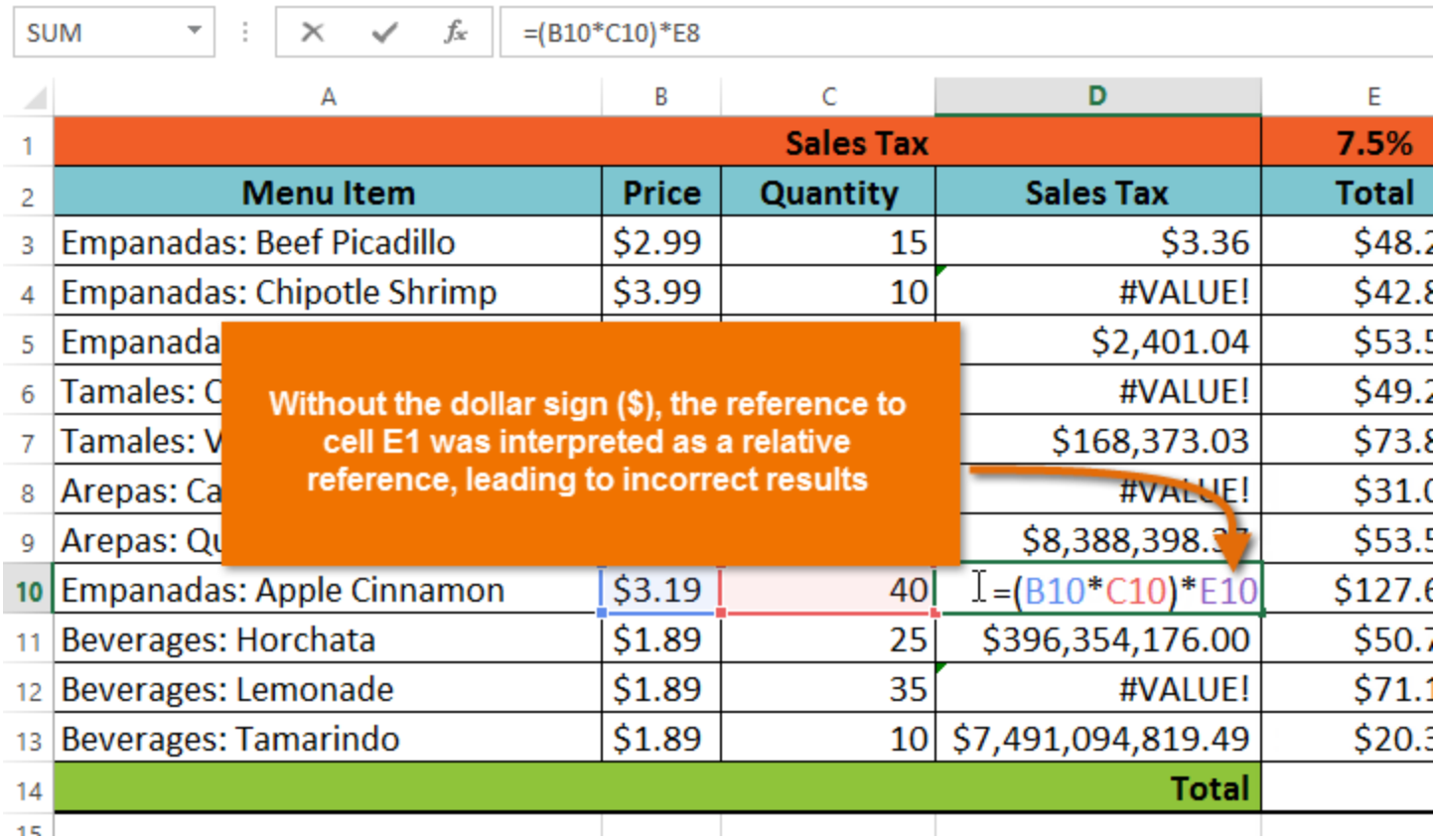
6. Release the mouse. The formula will be **copied** to the selected cells with an **absolute reference**, and the values will be calculated in each cell.

	A	B	C	D	E
1			Sales Tax		7.5%
2	Menu Item	Price	Quantity	Sales Tax	Total
3	Empanadas: Beef Picadillo	$2.99	15	$3.36	
4	Empanadas: Chipotle Shrimp	$3.99	10	$2.99	
5	Empanadas: Black Bean & Plantain	$2.49	20	$3.74	
6	Tamales: Chicken Tinga	$2.29	20	$3.44	
7	Tamales: Vegetable	$2.29	30	$5.15	
8	Arepas: Carnitas	$2.89	10	$2.17	
9	Arepas: Queso Blanco	$2.49	20	$3.74	
10	Empanadas: Apple Cinnamon	$3.19	40	$9.57	
11	Beverages: Horchata	$1.89	25	$3.54	
12	Beverages: Lemonade	$1.89	35	$4.96	
13	Beverages: Tamarindo	$1.89	10	$1.42	
14				Total	
15					

You can double-click the **filled cells** to check their formulas for accuracy. The absolute reference should be the same for each cell, while the other references are relative to the cell's row.



Be sure to include the **dollar sign ($)** whenever you're making an absolute reference across multiple cells. The dollar signs were omitted in the example below. This caused the spreadsheet to interpret it as a relative reference, producing an incorrect result when copied to other cells.



ANSWAR;14-How to customize your PowerPoint presentation

Post by: Diana Petrowicz

September 11, 2015

eBooksMicrosoft Office

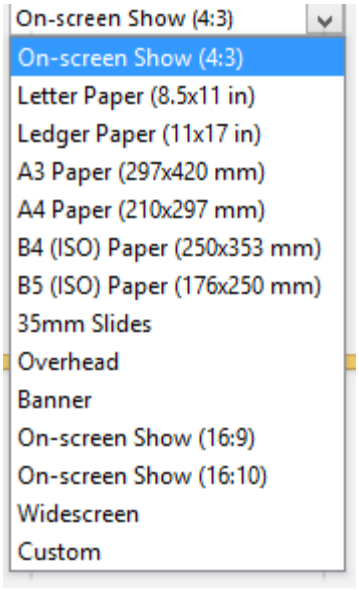
PowerPoint is a very practical presentation tool. But no matter how many times you have worked with PowerPoint before, there are a few tips and tricks that can help customize your presentation. The first part of this article will explain how to customize presentation options and views and in the second part we will show you how to navigate by using presentation views. Please read on..

Customize presentation options and views

Changing page setup options

Presentations are created mainly to project either on a projector or more and more frequently to a plasma or TV screen. There are times when a presentation can be created for delivery in different formats.

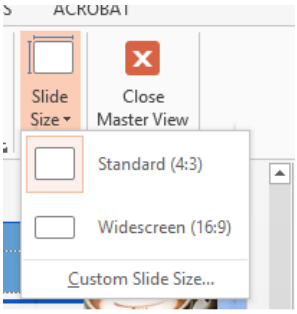
- On-screen show (4:3)
- Letter Paper (8.5 x 11 in)
- Ledger Paper (11 x 17 in)
- A3 Paper (297 x 420 mm)
- A4 Paper (210 x 297 mm)
- B4 (ISO) Paper (250 x 353 mm)
- B5 (ISO) Paper (176 x 250 mm)
- 35mm Slides
- Overhead
- Banner
- On-screen Show (16:9)
- On-screen Show (16:10)
- Widescreen
- Custom



Slide Sizes

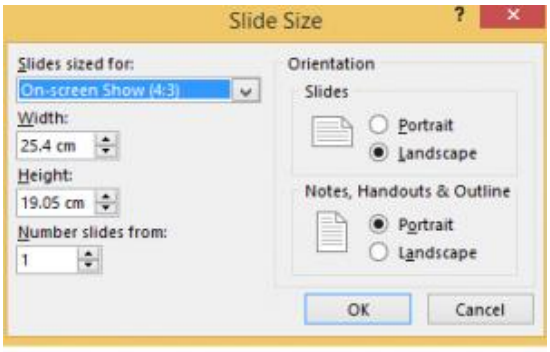
To select a slide size other than the standard one:

1. In Slide Master View
2. Click on Slide Size
3. Select from one of the two options
4. For more choices, click Custom
5. Select one of the options



Slide Size

Figure 89- standard or widescreen



Slide Size box

Figure 90 – other options

If you change the orientation to Portrait for the presentation it will apply to all the slides.

Changing to view in color/grayscale

Why change to view the presentation in grayscale? You might want to print the presentation and to print in colour is more expensive than printing to greyscale, so you need to see what the presentation looks like in grayscale before you print.

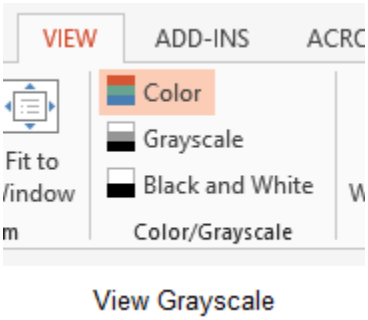


Figure 91- colour/grayscale options

On the View Ribbon, click on the option you want, Colour, Grayscale or Black and White.

Then from the Grayscale Ribbon select the option you want to see:

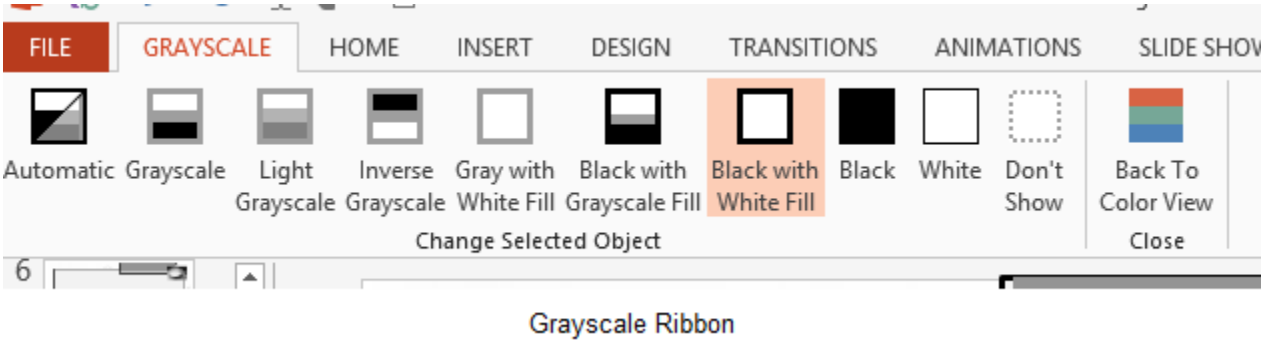


Figure 92- grayscale options

To get back to the colour view, click Back to Colour View.

Navigating using presentation views

There are several different views in PowerPoint as we saw earlier and you can navigate through the presentation in each in different ways.

In Normal View

- Click on the thumbnail of the slide you want to see

- Use the Vertical Scrollbar to move between slides
- Use the up and down arrow keys on the keyboard to move one slide backwards or forwards

In Slide Sorter View

- Click on the slide you want to select
- Use the arrow keys to move up, down, left and right

In Reading View

Use the next and back icons in the status bar to move back or forwards or use the menu which is accessed from the icon in the middle

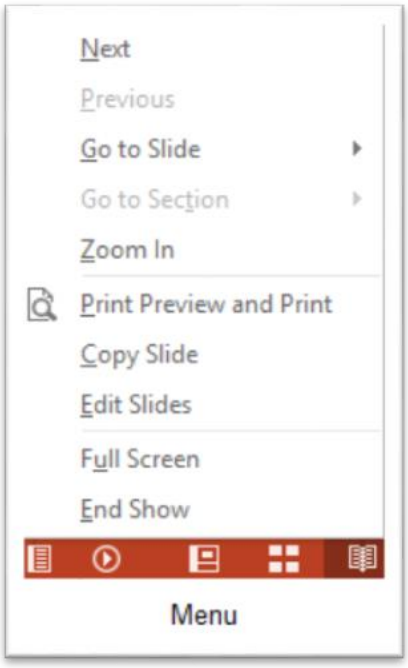


Figure 93- reading view

Pick from the menu – you can use Go to Slide to pick the slide number

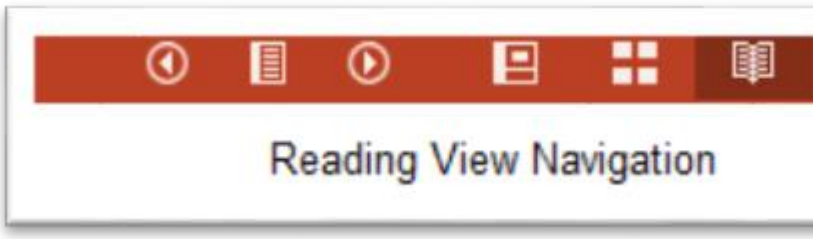


Figure 94 – icons

Back and Next icons move between slides.

In Slide Show view

When presenting you can use the mouse or the arrows on the keyboard to move through the presentation one slide at a time.

You can also type the number of the slide you want to see and press Enter.

When you hover the mouse over the bottom left corner of the slide on display you will notice some faint icons, there is a back arrow and forward arrow which move you through one slide at a time.

Slide show icons

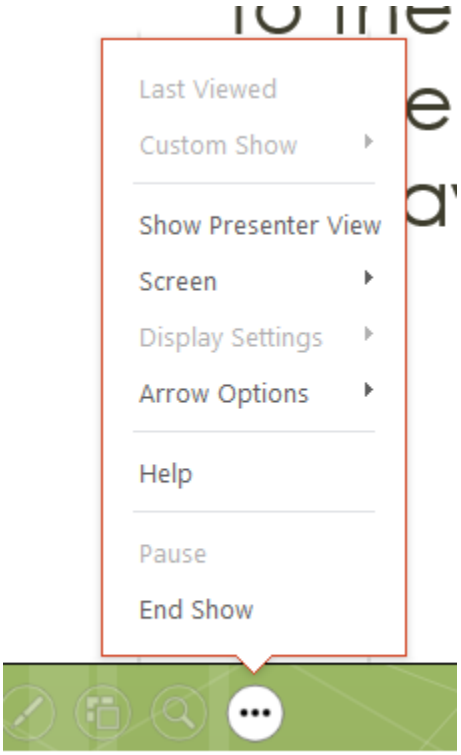
Figure 95- slide show icons

Use the fourth icon along to show the slides in a presentation view of Slide Sorter View. This lays the slides on the screen and you can click on the one you want to see

Use the back arrow at the top left to get back to the slide you started from.

To end the slide show, press the Escape Key on the keyboard – this takes you back to PowerPoint in the edit mode which means that your audience will see the back end of your presentation.

You can also use the End Presentation option which is on the small ellipse icon on the bottom left of the slide when you hover the mouse.



End Show

We hope you enjoyed this article!

PowerPoint 2013 has a lot more exciting features. All you have to do is to explore it. Aren't you excited to discover and use these features such as how to **track changes in PowerPoint 2013**?

Good luck with your next presentation and don't forget to have a look at the other blog articles for more tips:

- PowerPoint Presentations: 2 Ways to Make Them More Appealing
- 3 Simple Ways to Make a Creative Design in PowerPoint
- How to use SmartArt graphics in PowerPoint 2013
- How to use PowerPoint AND engage your audience
- How to present a PowerPoint presentation online
- How to use masters in Power Point 2013
- How to format text in PowerPoint
- How to use PowerPoint AND engage your audience

ANSWAR ; 14 – B. Create a presentation in PowerPoint

Create a presentation in PowerPoint

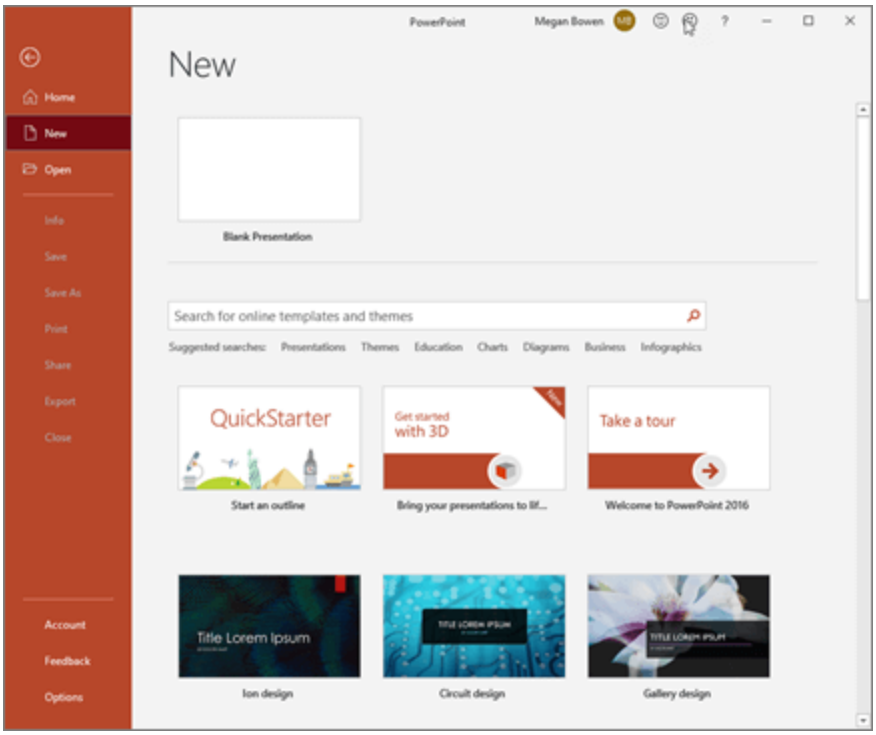
PowerPoint for Microsoft 365 PowerPoint 2021 PowerPoint 2019 PowerPoint 2016

With PowerPoint on your PC, Mac, or mobile device:

- Create presentations from scratch or a template.
- Add text, images, art, and videos.
- Select a professional design with PowerPoint Designer.
- Add transitions, animations, and motion.
- Save to OneDrive, to get to your presentations from your computer, tablet, or phone.
- Share and work with others, wherever they are.

Create a presentation

1. Open PowerPoint.
2. In the left pane, select **New**.
3. Select an option:
    - To create a presentation from scratch, select **Blank Presentation**.
    - To use a prepared design, select one of the templates.
    - To see tips for using PowerPoint, select **Take a Tour**, and then select **Create**, .



Add a slide

1. In the thumbnails on the left pane, select the slide you want your new slide to follow.
2. In the **Home** tab, in the **Slides** section, select **New Slide**.
3. In the **Slides** section, select **Layout**, and then select the layout you want from the menu.

2.Save in PowerPoint

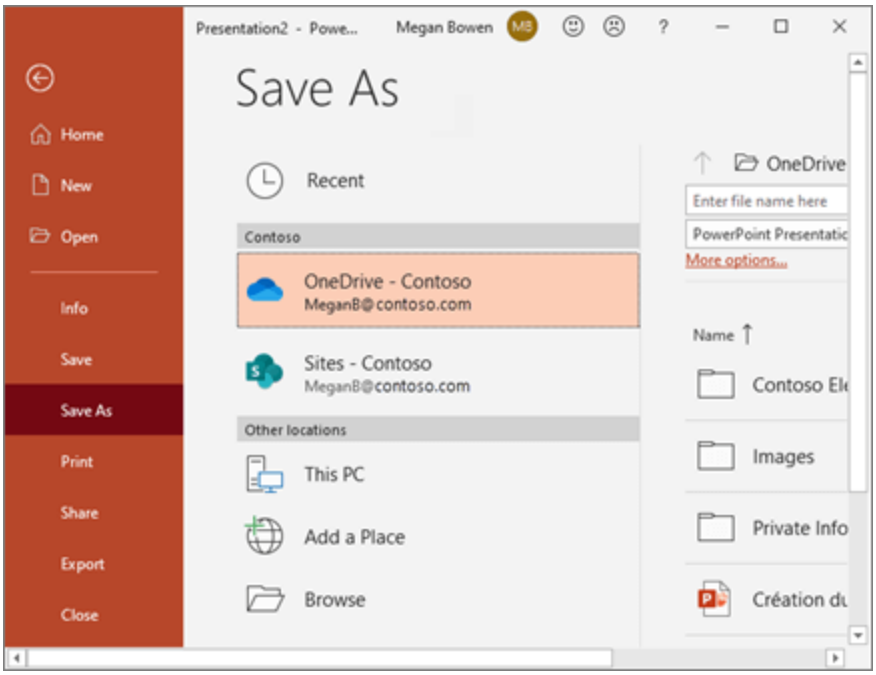
PowerPoint for Microsoft 365 PowerPoint 2021 PowerPoint 2019 PowerPoint 2016

Save your presentation to OneDrive

When you save your files to the cloud, you can share and collaborate with others, and get to your files from anywhere - on your computer, tablet, or phone.

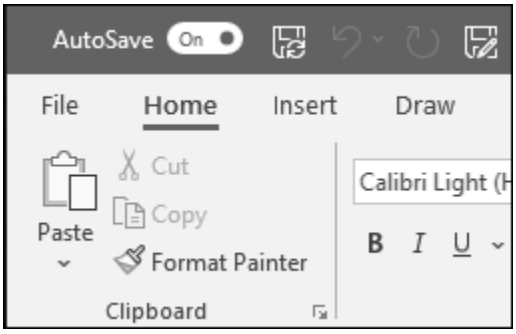
1. Select **File > Save As**.
2. Select **OneDrive**.

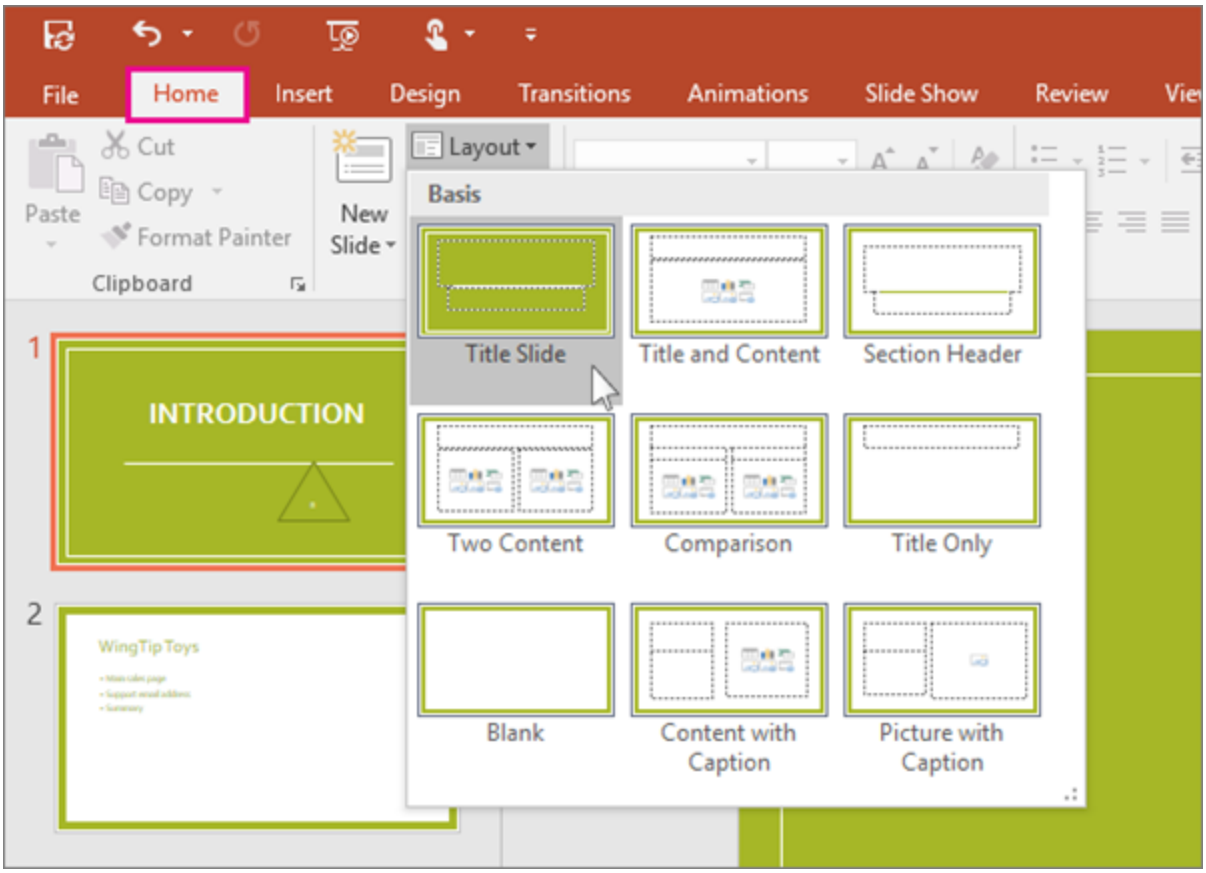
   Save personal files to **OneDrive - Personal**, and work files to your company OneDrive. You can also save to another location, like your device.



Offline

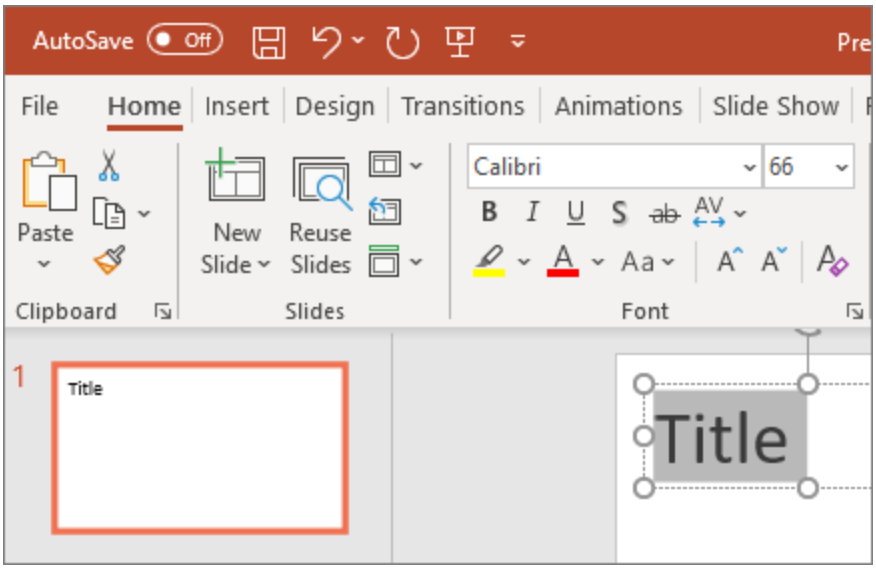
When you're online, AutoSave is always on and saves your changes as you work. If at any time you lose your Internet connection or turn it off, any pending changes will sync as soon as you’re back online.





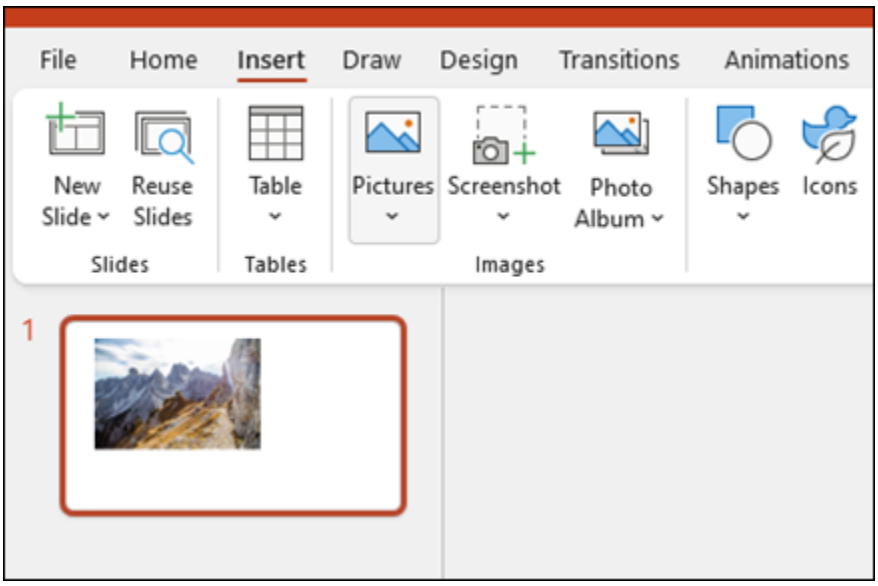
Add and format text

1. Place the cursor inside a text box, and then type something.
2. Select the text, and then select one or more options from the **Font** section of the **Home** tab, such as **Font**, **Increase Font Size**, **Decrease Font Size**, **Bold**, **Italic**, **Underline**, etc.
3. To create bulleted or numbered lists, select the text, and then select **Bullets** or **Numbering**.



Add a picture, shape, and more

1. Go to the **Insert** tab.
2. To add a picture:
    - In the **Images** section, select **Pictures**.
    - In the **Insert Picture From** menu, select the source you want.
    - Browse for the picture you want, select it, and then select **Insert**.
3. To add illustrations:
    - In the **Illustrations** section, select **Shapes**, **Icons**, **3D Models**, **SmartArt**, or **Chart**.
    - In the dialog box that opens when you click one of the illustration types, select the item you want and follow the prompts to insert it.



ANSWAR ;15-Add, rearrange, duplicate, and delete slides in PowerPoint

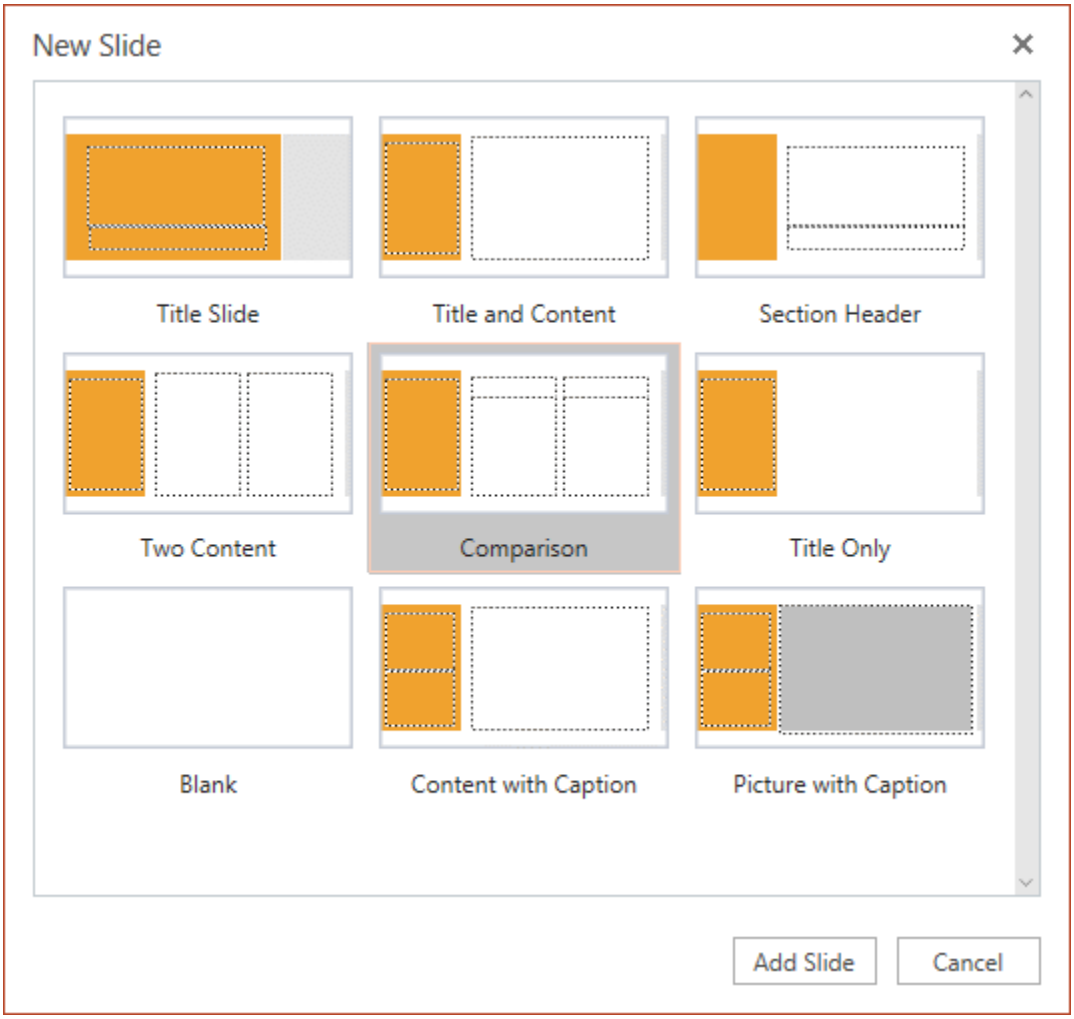
Add a new slide

1. In the slide thumbnail pane on the left, click the slide that you want your new slide to follow.
2. On the **Home** tab, click **New Slide**.
3. In the **New Slide** dialog box, select the layout that you want for your new slide.

   Learn more about slide layouts.

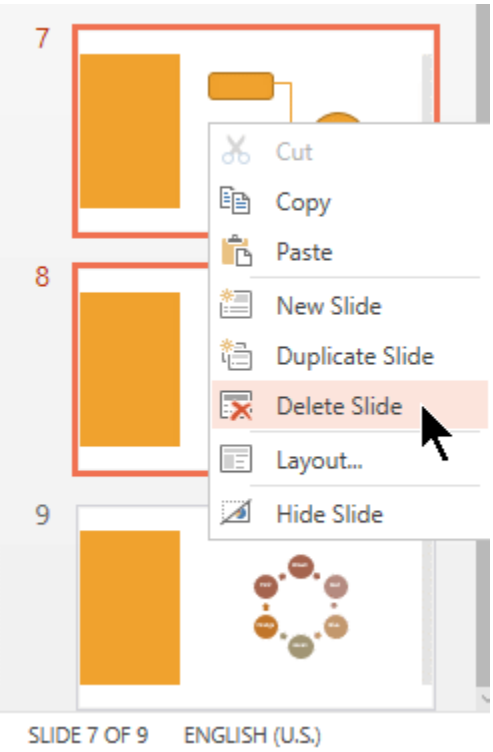
4. Select **Add Slide**.

   Your new slide is inserted, and you can click inside a placeholder to begin adding content.



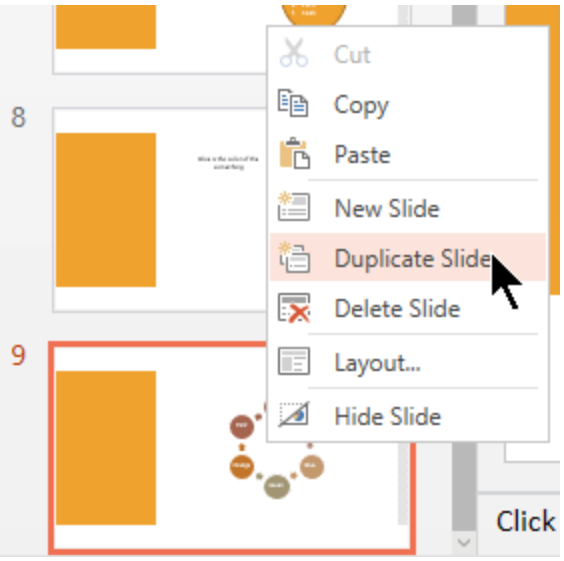
Delete a slide

In the pane on the left, right-click the slide thumbnail that you want to delete (press and hold Ctrl to select multiple slides, or press and hold Shift to select multiple sequential slides), and then click **Delete Slide**.



Duplicate a slide

In the pane on the left, right-click the slide thumbnail that you want to duplicate, and then click **Duplicate Slide**.

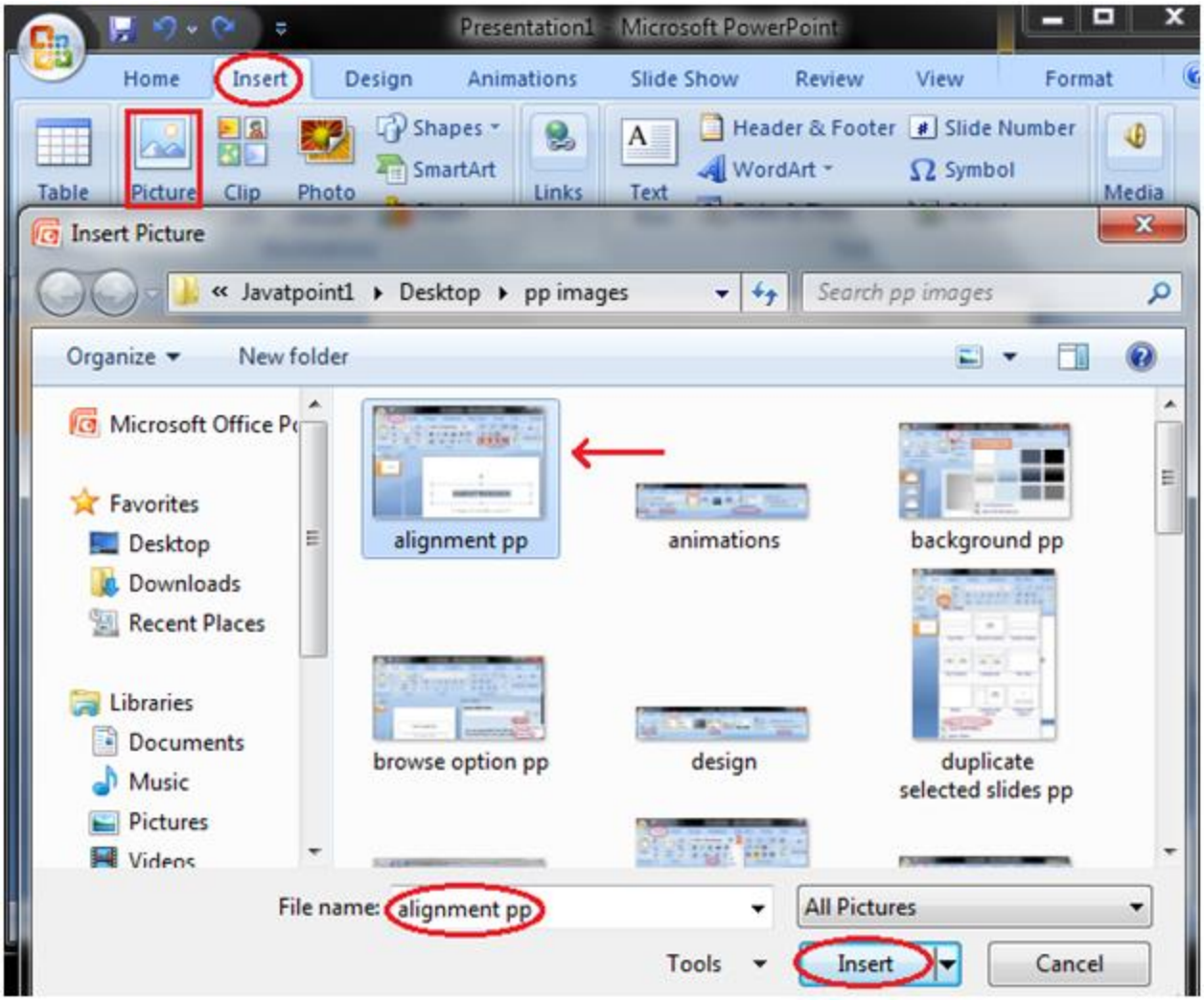


How to Insert Picture and Clip Art

To Add Picture:

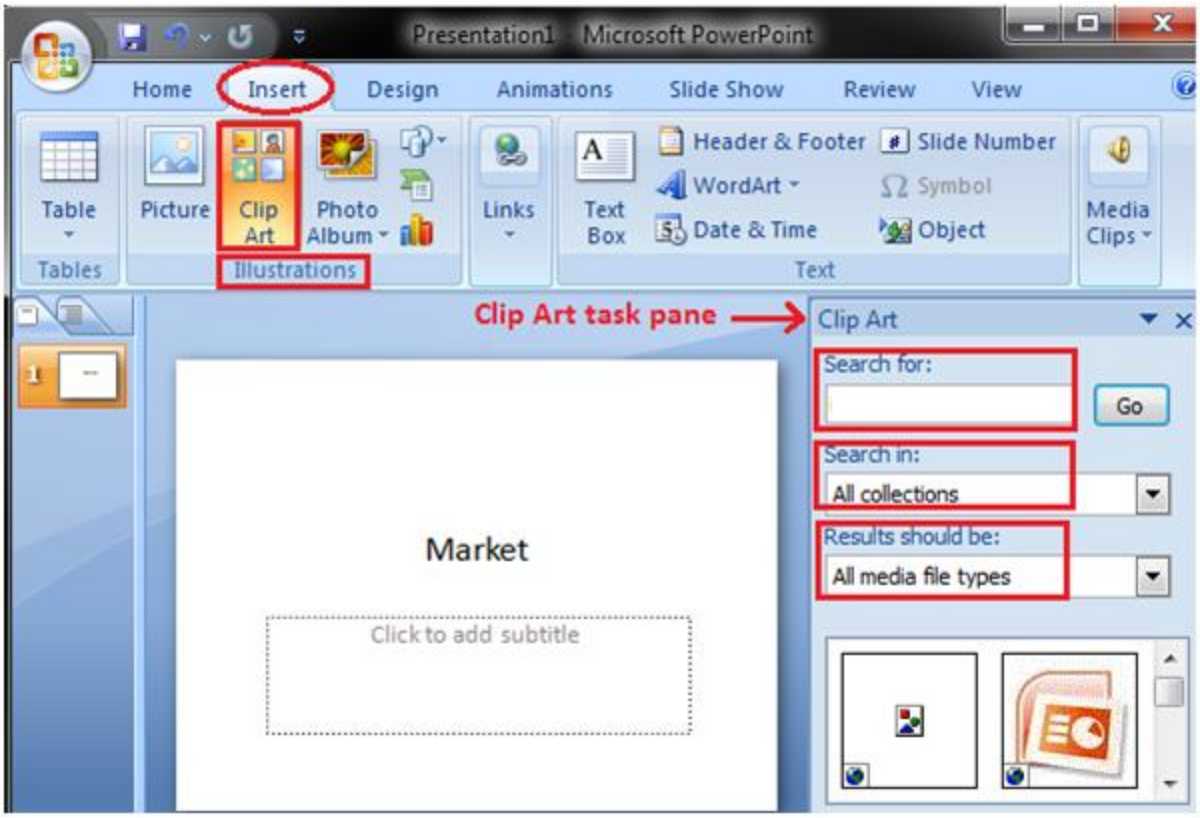
- Click the Insert tab
- In Illustrations group click on the Picture button
- Insert Picture dialogue box appears
- With a click select the desired picture
- Click Insert, the picture will be added to the slide
- Click and drag the picture to move it to desired location

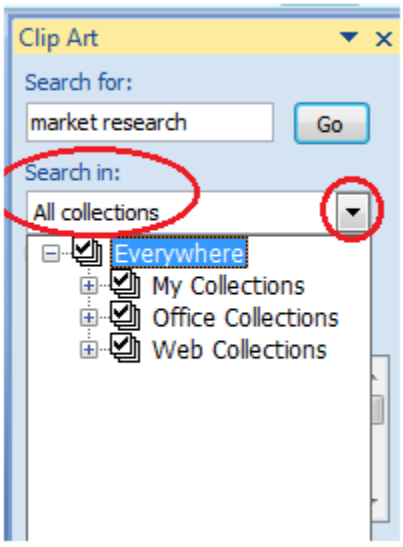
See the image:



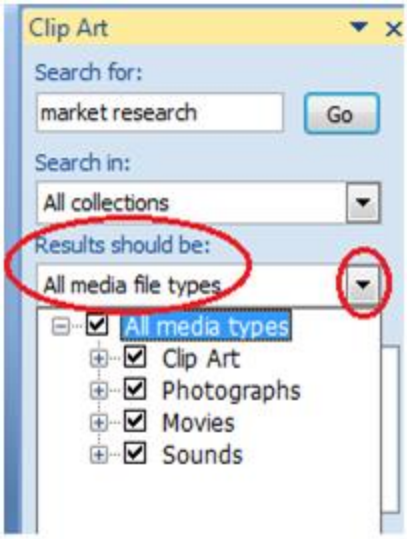
To Add Picture:

- Click the Insert tab
- In Illustrations group click the Clip Art button
- Clip Art task pane appears on the right side
- In task pane you will notice three fields: Search for, Search in, Results should be

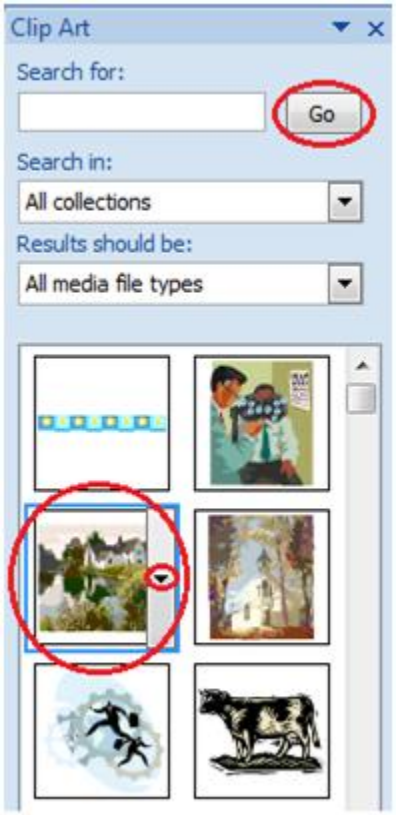
- 

- In "Search Field" you can enter the keyword related to clipart you want to insert
- In "Collection Field" click the drop-down arrow. It gives four options. Choose the option that suits your requirement.
- **See the image:**
- 

- In "Results should be" filed click the drop-down arrow, you will find five options. Choose the option that suits your requirement.
- **See the image:**



- Now click the "Go". Clip Art menu will appear. Select the desired clip art or click the drop- down arrow next to clip art, it will display Insert option to add the clip art.



ANSWAR; 16. High-level language

- It can be easily interpreted as well as compiled in comparison to low-level language.
- It can be considered as a programmer-friendly language.

- It is easy to understand.
- It is easy to debug.
- It is simple in terms of maintenance.
- It requires a compiler/interpreter to be translated into machine code.
- It can be run on different platforms.
- It can be ported from one location to another.
- It is less memory efficient, i.e it consumes more memory in comparison to low-level languages.
- Examples of high level languages include C, C++, Java, Python.
- It is used widely in today's times.

Low-level language

- It is also known as machine level language.
- It can be understood easily by the machine.
- It is considered as a machine-friendly language.
- It is difficult to understand.
- It is difficult to debug.
- Its maintenance is also complex.
- It is not portable.
- It depends on the machine; hence it can't be run on different platforms.
- It requires an assembler that would translate instructions.
- It is not used widely in today's times.

ANSWAR; 17. Data Types and Constants in C

There are 4 data types in C language. They are:-

- **int** – This data type is used to define an integer number (-….-3,-2,-1,0,1,2,3….). A single integer occupies 2 bytes.
- **char** – Used to define characters. A single character occupy 1 byte.
- **float** – Used to define **floating point numbers** (***single precision***). Occupies 4 bytes.
- **double** – Used for double precision floating point numbers(***double precision***). Occupies
- **Primitive data types** are the first form – the basic data types (int,char,float,double).
- **Derived data types** are a derivative of primitive data types known as arrays, pointer and function.
- **User defined** data types are those data types which are defined by the user/programmer hims

The following table displays data types in c language-

DATA TYPES	BYTES	RANGE

short int	2	-32 768 to 32 767
unsigned short	2	0 to 65,535
unsigned int	4	0to 4,294,967,295
int	4	-2,147,483,648 to 2,147,483,647
long int	4	-2,147,483,648 to 2,147,483,647

Q18. Find the output of the following expressions

ANSWAR;

a) X=20/5*2+30-5

Q19. Describe the syntax of the following statements

ANSWAR;

d) do-while loop

Q20. Find the output of the following program segments

ANSWAR; C

```
#include <stdio.h>
void main()
{
int a = 10, b=100;
if( a > b )
printf( "Largest number is %d\n”,
a);
else
printf( "Largest number is %d\n”,
b);
}
```