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- the sum of the marks using AutoSum in a range of cells (C2:C11)**
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[Microsoft](#)
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Tables help you present information in a clear and organized way. There are three ways to add tables to your documents in [Microsoft](#) Word, each taking only a few easy steps. These instructions are based on Microsoft Word 2003, but the process is very similar in other versions of Word.

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Here's how to draw a table:

1. Select **Table** from the menu bar.
2. Select **Draw Table**.
3. Drag the pencil diagonally across the page to make a rectangle where you want to place your table.
4. Draw lines vertically and horizontally to create the columns and rows you need.

You can modify your table as follows:

1. Select your table, or a portion of it.
2. Right click your mouse. Choose **Table Properties**. You can also choose **Table Properties** from the **Table** menu in the menu bar. [[Home & Learn](#)]
3. Adjust the alignment, as well as the row and column settings. You can also make use of the text wrapping feature. Click **OK** when you've made the desired changes.

Adjust your table's colors and lines, as follows.

1. Click the **Table** tab.
2. Choose **Table Properties**.
3. Click on the **Borders and Shading...** button. Make the desired selections and click **OK**, and then click **OK** again.

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Formulas in Excel are basically mathematical expressions that use cell references (e.g., "A5", "D17") as arguments. For example, a formula that adds the contents of cell E5 and E6 could be written as follows:

= E5+E6

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(Note: all formulas in Excel need to be preceded by an "=" sign.) If the values contained in E5 and E6 are 6 and 11, respectively, the formula will produce 17 as the value it displays. If you change E5 to 7, the result will automatically change to 18.

Example

Let's say you were putting together an office supply order, and you wanted to keep track of much you were spending. You could put together a spreadsheet like the one below, with the list of items to be purchased, their unit prices, the number of each item ordered, and the total spent for each. It would make sense to enter the things you know in advance (like the price of individual items and the number ordered), but you could let Excel calculate the totals for you. For the first item listed below (pencils), this could be done by making the value of the total price (cell D2), the value of the unit price (held in cell C2) multiplied by the number of items ordered (held in D2). This formula would be written " $=B2*C2$ ".

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	A	B	C	D
1	Item	Unit Price	# Ordered	Total Price
2	Pencils	\$0.15	15	=B2*C2
3	Pens	\$0.20	10	
4	Pads	\$1.00	5	
5				

After hitting "Enter", the cell will display the calculated value, while the formula bar will still display the formula. (Note: Always hit "Enter" when finished entering a formula, manually. If you click off the cell, the cell you click to will be added to your formula.)

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	A	B	C	D
1	Item	Unit Price	# Ordered	Total Price
2	Pencils	\$0.15	15	\$2.25
3	Pens	\$0.20	10	
4	Pads	\$1.00	5	
5				

Excel will generally be able to handle any properly-input mathematical formula, if valid operators are used. Commonly used operators include "+" (addition), "-" (subtraction), "*" (multiplication) and "/" (division). (Microsoft has a [complete list of valid operators to be used in Excel formulas](#) on the Office website). Here are some examples of formulas using common operators:

Formula	Description
=C2-B2	Subtracts contents of B2 from contents of C2
=C2/B2	Divides contents of C2 by contents of B2

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=(B2+C2+D2)/3
result by 3

Adds contents of B2, C2, and D2 and divides

Excel also has built-in functions that can do a lot of useful calculations. These are most easily accessed by hitting the Insert Function button, which is represented by the "fx" symbol next to the formula bar. For example, instead of entering the formula shown above, the same result could have been achieved using the built-in "PRODUCT" function by clicking in cell D2 and hitting the Insert Formula button. This would give a dialog box like the one shown, below.

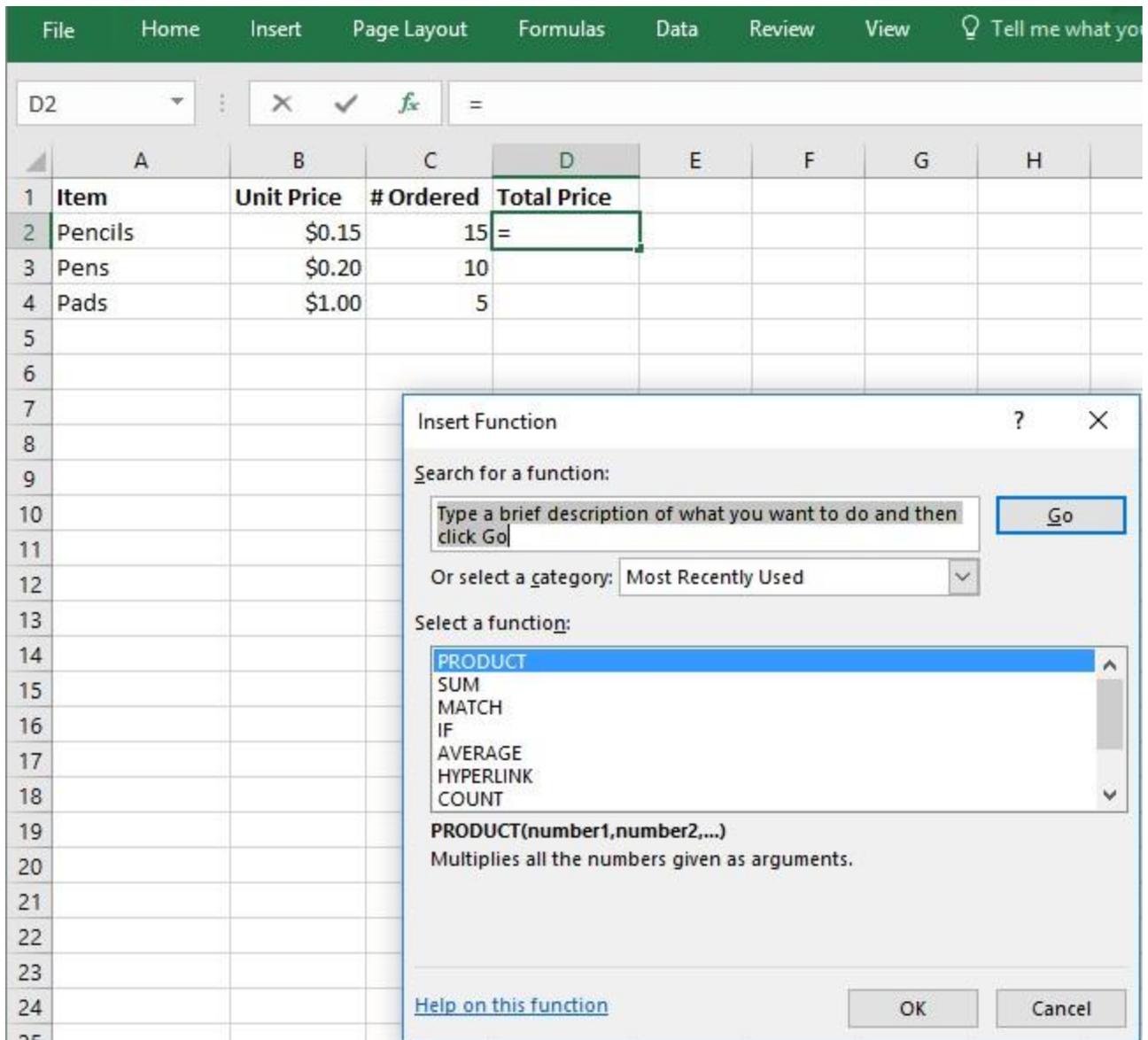
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After selecting "PRODUCT" and clicking OK, you will get another dialog box, that allows you to select the cells to be multiplied. You can do this for individual cells, by selecting cells separately in the "Number1" and "Number2" boxes shown below, or by selecting an array of cells, by clicking and dragging on the range cells you want to use on the spreadsheet, itself. (Note: if you try to enter a formula in a cell using the Insert Formula button and there are adjacent cells with numbers, Excel will often select those cells automatically, so make sure the cells selected in the dialog box are the correct ones.)

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The screenshot shows an Excel spreadsheet with the following data:

Item	Unit Price	# Ordered	Total Price
Pencils	\$0.15	15	=PRODUCT(B2:C2)
Pens	\$0.20	10	
Pads	\$1.00	5	

The 'Function Arguments' dialog box for the PRODUCT function is open, showing:

- Number1: B2:C2 = {0.15,15}
- Number2: = number
- Formula result = \$2.25

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Once you click "OK", your completed formula will be input into the cell.

Copying and pasting formulas

Often, you will need Excel to do a series of similar computations, where the only things that will change are the cells used as arguments. For instance, in the example above, you would probably like Excel to calculate the Total Price for each item in the order. You could re-input the same formula used to get the total price for pencils in each cell in that row, just changing the cells referenced (i.e. "=PRODUCT(B3:C3)", "=PRODUCT(B4:C4)", etc.), but Excel has simpler method for this. If you have multiple cells in the same row or column that need to do the same computation, you can simply copy the value in the cell you entered a formula, and then paste it into the subsequent cells. Excel will then automatically adjust which cells are included in the formula, based upon which cell the formula was pasted to. So, if the original formula entered in D2 was "=PRODUCT(B2:C2)", the formula pasted into D4 would be "=PRODUCT(B4:C4)"

More simply, if you have a formula you want repeated in a number of directly adjoining cells, you can just click and drag the bottom right corner of the cell with the original formula (see image below) onto the cells you want the same formula entered, and Excel will automatically copy and paste the formula for you, with appropriate adjustments made to the cell numbers in the formula.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

- | | |
|----|---|
| 1. | Place the cursor where you want to place the table. |
| 2. | Click the Insert Table icon on the Tables and Borders toolbar at the top of the window.
Microsoft |
| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
| 4. | Click the mouse to insert the table. |

Here's how to make a table from the **Insert Table** dialogue box:

- | | |
|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

	A	B	C	D	E	F
1	Item	Unit Price	# ordered	Total Price		
2	Pencils	\$0.15	15	\$2.25		
3	Pens	\$0.20	10			
4	Pads	\$1.00	5			
5						
6						
7						
8						
9						
10						

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

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2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Q13 a) Describe various steps involved in the following

- To modify column width of a worksheet**
- To modify the row height of a worksheet**
- To delete rows and columns of a worksheet**

Introduction

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, including wrapping text and merging cells.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
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2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
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Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Optional: Download our [practice workbook](#).

Watch the video below to learn more about modifying columns, rows, and cells.

To modify column width:

In our example below, column C is too narrow to display all of the content in these cells. We can make all of this content visible by changing the width of column C.

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

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
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- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

- | | |
|----|---|
| 1. | Place the cursor where you want to place the table. |
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Microsoft |
| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
| 4. | Click the mouse to insert the table. |

Here's how to make a table from the **Insert Table** dialogue box:

- | | |
|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

	A	B	C	D
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-643
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-246
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-592
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek,	316-555-325
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-925
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-542
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-449
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, W	360-555-428
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghoo	207-555-722
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, I	308-555-105
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MI	443-555-494
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, W	425-555-537
15				
16				

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10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
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1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
[Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

- Click and drag the mouse to **increase** or **decrease** the column width.

	A	B	C	
1	Customer Contact List			
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PHONE
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD	605-555-6435
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, I	603-555-2460
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, K	913-555-5928
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek	316-555-3256
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM	575-555-9255
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corne	360-555-5422
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Villag	605-555-4495
10	Riley Garden Sunlv	Vivica da Silva	8595 Thunder Brook Cir Gravity, WI	360-555-4289

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

- Place the cursor where you want to place the table.
- Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
- Drag the corner of the table until you have the desired number of columns and rows.
- Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

- Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
- Enter the desired number of rows and columns.
- Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

3. Release the mouse. The **column width** will be changed.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

	A	B	C	
1	Customer Contact List			
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS	PH
2				
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696	60
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204	60
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208	91
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689	31
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431	57
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175	36
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324	60
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304	36
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126	20
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823	30
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610	44
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340	42
15				
16				

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

With numerical data, the cell will display pound signs (#####) if the column is too narrow. Simply increase the column width to make the data visible.

To AutoFit column width:

The AutoFit feature will allow you to set a column's width to fit its content automatically.

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

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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- | | |
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| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
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Here's how to make a table from the **Insert Table** dialogue box:

- | | |
|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340
15			
16			

Q12.

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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

2. Double-click the mouse. The **column width** will be changed automatically to fit the content.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
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- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Customer Contact List			
	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 03204
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 66689
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
8	Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98175
9	Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57324
10	Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
11	Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04126
12	Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 69823
13	Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610
14	Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340
15			
16			

Q12.
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3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

You can also AutoFit the width for several columns at the same time. Simply select the columns you want to AutoFit, then select the **AutoFit Column Width** command from the **Format** drop-down menu on the **Home** tab. This method can also be used for row height.

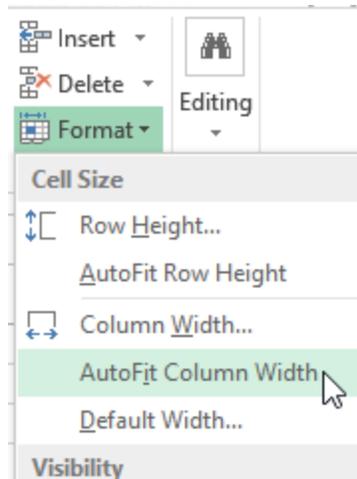
Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
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- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

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3. Drag the corner of the table until you have the desired number of columns and rows.
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Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.



To modify row height:

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

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 0320
Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 666
Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

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

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
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- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
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1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3			
4	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
5	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 0320
6	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
7	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 666
8	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

3. Release the mouse. The **height** of the selected row will be changed.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Customer Contact List		
COMPANY NAME	CONTACT NAME	BILLING ADDRESS
Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
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To modify all rows or columns:

Instead of resizing rows and columns individually, you can modify the height and width of every row and column at the same time. This method allows you to set a **uniform size** for every row and column in your worksheet. In our example, we will set a **uniform row height**.

1. Locate and click the **Select All** button just below the **name box** to select every cell in the worksheet.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431
Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 9
Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57
Riley Garden Supply	Vivica da Silva	8595 Thunder Brook Cir Gravity, WA 99304
Knope Equestrian Center	Lil Sebastian	9060 Easy Evening Ln Walkinghood, ME 04
Venture Brewing	Hank Dean	3034 Foggy Wharf Loop Bee Rock, NE 6982
Placerville Insurance	Chris Kinkade	1028 Quiet Dale Rd Homosassa, MD 21610
Archer Properties	Mallory Figgis	3520 Sleepy Hearth Dr Calendar, WA 99340

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- the sum of the marks using AutoSum in a range of cells (C2:C11)
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2. Position the mouse over a **row line** so the cursor becomes a **double arrow**.
3. Click and drag the mouse to **increase** or **decrease** the row height, then release the mouse when you are satisfied. The row height will be changed for the entire worksheet.

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- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
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Newhaven Traders	Rick Chaturvedi	2428 S Redding St #2 Bogg's Corner, WA 98
Overlook Inn	Jill Torrance	3160 Amber Gate Rd Rodney Village, SD 57
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highest marks in a range of cells (C2:C11)

minimum marks in a range of cells (C2:C11) **Q9. Create a file in**

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Inserting, deleting, moving, and hiding

After you've been working with a workbook for a while, you may find that you want to insert new columns or rows, delete certain rows or columns, move them to a different location in the worksheet, or even hide them.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
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3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

To insert rows:

1. Select the **row heading** below where you want the new row to appear. In this example, we want to insert a row between rows 4 and 5, so we'll select **row 5**.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
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- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

- | | |
|----|---|
| 1. | Place the cursor where you want to place the table. |
| 2. | Click the Insert Table icon on the Tables and Borders toolbar at the top of the window.
Microsoft |
| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
| 4. | Click the mouse to insert the table. |

Here's how to make a table from the **Insert Table** dialogue box:

- | | |
|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

	A	B	C
1	Customer Contact List		
2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
3	Adventure Outfitters	Jake Finn	1407 Dusty Fawn Ln Soaptown, SD 57696
4	Aria Real Estate	Katie Stark	971 Cinder Butterfly St Stoughton, NH 0320
5	Core Pharmaceuticals	Phillip Yuen	5108 Crystal Gate Blvd Twig City, KS 66208
6	Everly Publishing	Felicia Reyes	8544 Lazy Bluff Ave Whiskey Creek, KS 666
7	Mass Airlines	Miranda Lawson	5316 Colonial Pkwy Esterhazy, NM 88431

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

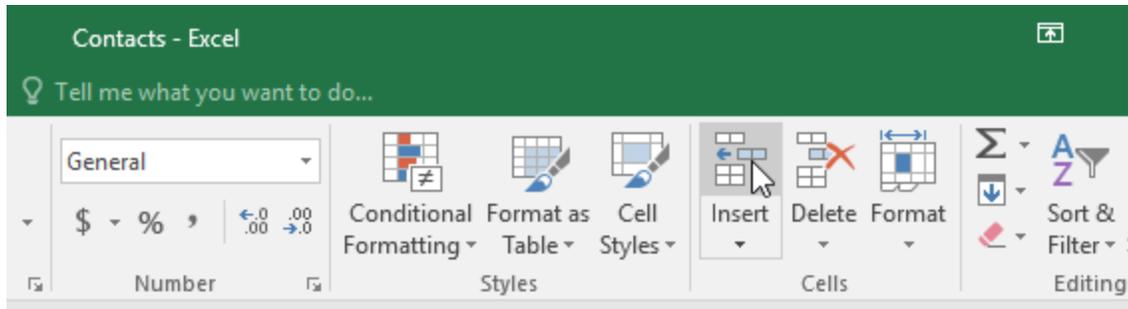
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1. Place the cursor where you want to place the table.
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[Microsoft]
3. Drag the corner of the table until you have the desired number of columns and rows.
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3. The **new row** will appear **above** the selected row.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
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2	COMPANY NAME	CONTACT NAME	BILLING ADDRESS
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5			
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When inserting new rows, columns, or cells, you will see a **paintbrush icon** next to the inserted cells. This button allows you to choose how Excel formats these cells. By default, Excel formats inserted rows with the same formatting as the cells in the row above. To access more options, hover your mouse over the icon, then click the **drop-down arrow**.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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4	Aria Real Estate	Katie Stark
5		
6	Pharmaceuticals	Phillip Yuen
7		Felicia Reyes
	Mass Airlines	Miranda Lawson

To insert columns:

1. Select the **column heading** to the right of where you want the new column to appear. For example, if you want to insert a column between columns D and E, select **column E**.

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 - average of the marks in a range of cells (C2:C11)
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1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	
	913-555-5928	yuenp@corepharmaceuticals.com	
	316-555-3256	felicia@everlypublishing.com	
	575-555-9255	mlawson@massairlines.com	
	360-555-5422	info@newhaventraders.com	
	605-555-4495	jtorrance@overlookinn.com	

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

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
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	D	E	F
	PHONE	EMAIL ADDRESS	
	605-555-6435	jake@adventureoutfitters.com	
	603-555-2460	katie.stark@ariarealestate.com	

3. The new column will appear to the left of the selected column.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
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	PHONE		EMAIL ADDRESS
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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Q13 b) Describe following terms in the worksheet

- Absolute reference and relative reference in formula**
- Cell address**

Ans. 13b)

Introduction

There are two types of cell references: relative and absolute. Relative and absolute references behave differently when copied

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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

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- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
[Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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

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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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**.

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- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
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- | | |
|----|---|
| 1. | Place the cursor where you want to place the table. |
| 2. | Click the Insert Table icon on the Tables and Borders toolbar at the top of the window.
Microsoft |
| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
| 4. | Click the mouse to insert the table. |

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- | | |
|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

	A	B	C	D	E
1	Menu Item	Price	Quantity	Total	
2	Empanadas: Beef Picadillo	\$2.99	15	+	
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					

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

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2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
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1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

- | | |
|----|---|
| 1. | Place the cursor where you want to place the table. |
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Microsoft |
| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
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- | | |
|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

C2 : X ✓ fx =B2*C2

	A	B	C	D	E
1	Menu Item	Price	Quantity	Total	
2	Empanadas: Beef Picadillo	\$2.99	15	=B2*C2	
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					

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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**.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
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- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

- | | |
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| 1. | Place the cursor where you want to place the table. |
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Microsoft |
| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
| 4. | Click the mouse to insert the table. |

Here's how to make a table from the **Insert Table** dialogue box:

- | | |
|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

D2 : X ✓ fx =B2*C2

	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					

The fill handle

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

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3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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				

Click, hold and drag the fill handle to copy the formula to adjacent cells

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

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3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
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- | | |
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| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

D2 : X ✓ fx =B2*C2

	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					

Q12. Calculate the following things on a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

1. Place the cursor where you want to place the table.
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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

SUM : $=B8*C8$

	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	\$74.70	
5	Tamales: Chicken Tinga	\$2.29	30	\$68.70	
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					

Cell references in row 8 are relative to row 8

Q10. Calculate the following things on a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window. [Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Let's practice!

Question 1 of 1

Which of the following is a relative cell reference?

!C2

\$C\$2

C2

\$C2

Submit

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
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3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

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1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Absolute references

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**.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
[Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

\$A\$2	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 (\$A\$2) 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.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
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3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

1. Click on **Table** from the menu bar. Select **Insert**, and then **Table...** A dialogue box will open.
2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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 \$E\$1 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.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)
 - average of the marks in a range of cells (C2:C11)
 - highest marks in a range of cells (C2:C11)
 - minimum marks in a range of cells (C2:C11)
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

- | | |
|----|---|
| 1. | Place the cursor where you want to place the table. |
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Microsoft |
| 3. | Drag the corner of the table until you have the desired number of columns and rows. |
| 4. | Click the mouse to insert the table. |

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- | | |
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| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

	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				

Q12.

the worksheet created in question no 10.

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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

2. Enter the **formula** to calculate the desired value. In our example, we'll type **= $(B3 * C3) * \$E\1** .

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
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|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

SUM : X ✓ fx =(B3*C3)*\$E\$1

	A	B	C	D	E
1	Sales Tax				7.5%
2	Menu Item	Price	Quantity	Sales Tax	Total
3	Empanadas: Beef Picadillo	\$2.99	=(B3*C3)*\$E\$1		
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				

Q12.

the worksheet created in question no 10.

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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**.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

D3 : $= (B3 * C3) * \$E\1

	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		
5	Empanadas: Black Bean & Plantain	\$2.49	20		
6	Tamales: Chicken Tinga	\$2.29	20		
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14	Total				

The fill handle

Q12.

the worksheet created in question no 10.

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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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

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|----|---|
| 1. | Click on Table from the menu bar. Select Insert , and then Table... A dialogue box will open. |
| 2. | Enter the desired number of rows and columns. |
| 3. | Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them. Choose AutoFormat if you'd rather select a table with a specific format. |

D3 : \times \checkmark f_x $=(B3*C3)*\$E\1

	A				
1					%
2	Menu Item	Price	Quantity	Sales Tax	Total
3	Empanadas: Beef Picadillo	\$2.99	15	\$3.36	
4	Empanadas: Chipotle Shrimp	\$3.99	10		
5	Empanadas: Black Bean & Plantain	\$2.49	20		
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11	Beverages: Horchata	\$1.89	25		
12	Beverages: Lemonade	\$1.89	35		
13	Beverages: Tamarindo	\$1.89	10		
14	Total				
15					

Click, hold and drag the fill handle to copy the formula to adjacent cells

Q12.

the worksheet created in question no 10.

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- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
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2. Enter the desired number of rows and columns.
3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

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.

Q14. a) What tools are available to customize our PowerPoint presentation?

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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Related Posts

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November 20, 2019

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Photoshop and Excel have become required daily tools for many roles but can seem daunting to those who have little experience using them. Whether you are used to using technology at work or unfamiliar with a new program, learning the basics of how to use the most popular office programs and software is a great way to develop within or outside of your role and stay up to date on the latest industry trends and spruce up your CV. Check out our top 4 office software eBooks here. ...

Q14 b) Write the steps for the following action for creation of power point presentation

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- Open a Blank presentation**
- Save the presentation as Lab1.pptx**
- Add a Title to the first slide: the name of your college**
- Type your first name and last name in the Subtitle section**
- Add a New Slide which has a Title and Content**

Ans. LEARNING OUTCOMES This lesson introduces you to the basic features of PowerPoint which are particularly valuable in the teaching and learning environment. You will learn how to use PowerPoint to capture your ideas in outline form and convert those ideas into multimedia presentations. You will also learn how to use the application to create your own presentations both from scratch and with the help

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of one of the PowerPoint Wizards. Most people think of a slide show as a way of presenting a series of still images or photographs using a slide projector. If you think about it, however, a slide does not have to be a still image; using PowerPoint it can also be an audio or video clip. For that matter, a slide does not have to be even a picture; it can also be text, an outline of ideas, whatever you want. PowerPoint provides an easy-to-use multimedia presentation production system, which you will no doubt enjoy learning and which you and your students will find useful for individual or group projects of all kinds. In the various courses that you take as an Education major you learn how to design curricula, with lesson plans and unit plans. You also learn methodologies for effective teaching. The better the teacher you are, the more PowerPoint will empower you in your work. Here, then, are the topics that will be covered in this lesson: ••••• introductory thoughts about presentations; PowerPoint at work; building the presentation; adding bells and whistles to the presentation; hiding slides and using Action Buttons; printing presentation handouts. A caveat before you begin: Till now, the steps to accomplish the tasks assigned have been rather detailed. This time, however, the directions will be less specific, especially in the latter half of the lesson, because PowerPoint is a program you can figure out by playing with it. You'll find that you'll soon become confident about how to design and develop high quality multimedia slide presentations. So relax, and have fun! ESSENTIAL MICROSOFT OFFICE XP: Tutorial for Teachers Copyright © Bernard Poole, Lorrie Jackson, Rebecca Randall, 2002. All rights reserved 244 9.1 SOME INTRODUCTORY THOUGHTS ABOUT PRESENTATIONS Making a successful—well-designed, content-rich, pedagogically-sound—PowerPoint presentation requires forethought and advance preparation. A

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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presentation, like a term paper, is usually based on an outline such as is illustrated in Fig. 9.1 and Fig. 9.13 later in the lesson. The selected slide in the Outline is shown here so you can check it out Each slide icon indicates a new slide in the show Slide View toolbar Fig. 9.1 Outline (Normal View) for the Tudor Monarchs presentation (annotated) Take a good look at Fig. 9.1—study the annotations especially Lesson 9: PowerPoint presentations 245 You see on the left an outline of the text for each slide in the Tudor Monarchs presentation. Compare the titles and text for each slide to an outline you would have made for a high school or college paper. Similar, right? This is why the outlining tool is built into PowerPoint—to help you plan. Remember the golden rules of successful design: Rule 1—Plan; Rule 2—Plan; Rule 3— Plan! These golden rules apply whether you are designing a term paper, an audio-visual aid, a class outing, or a class syllabus and schedule. You might begin with a brainstorming session to help you get an outline. During brainstorming, members of the group would come up with as many ideas as possible related to the topic of the project. Nobody's ideas are rejected in the early stages so as to encourage a fertile flow of useful suggestions. The result of the brainstorming session might be a somewhat disorganized list of ideas. This list might have been entered directly into the computer during the brainstorming session, or it might have been collected on a blackboard or flip chart. Before changing the list into outline form you would re-organize it so that the ideas flowed naturally and logically from one to the other. Along the way you might toss out some of the ideas for one reason or another. Eventually you'll have a working list which would end up as an outline, perhaps in a word processor document. 9.2 POWERPOINT AT WORK Let's see these ideas and others at work by looking at an

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- | | |
|----|---|
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example of a PowerPoint presentation. Turn on your computer and open PowerPoint Showing the Full menus and organizing the Toolbars In case you're using a computer in a lab or some computer other than your own, you should set the options to Always show full menus, Show the Standard and formatting toolbars on two rows, List font names in their own font, and Show ScreenTips on toolbars. You may recall doing this at the beginning of all the previous lessons. If the computer you're using doesn't already have these settings, here's what you do. In the Tools menu, select Customize..., and in the dialog box that pops up, select the Options tab (Fig. 9.2) Fig. 9.2 The Customize dialog box ESSENTIAL MICROSOFT OFFICE XP: Tutorial for Teachers Copyright © Bernard Poole, Lorrie Jackson, Rebecca Randall, 2002. All rights reserved 246 Make sure there is a check mark next to the item to Always show full menus While you're at it, check the box next to Show Standard and Formatting toolbars on two rows, List font names in their font, and Show Screen

Q15. Write steps for creation of a set of PowerPoint slides that demonstrates your skill to use the tools of PowerPoint. It should include the following things

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- Title slide &bullet list**
- Inserting Excel Sheet**
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- Slide show effects**

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Title slide &bullet list

Inserting Excel Sheet

Clip art and Text

Slide show effects

Ans. In this chapter, we will understand how to get started with PowerPoint 2010. We will understand how to start PowerPoint 2010 application in simple steps. To access PowerPoint 2010, you must have Microsoft Office 2010 installed in your PC. Only

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Office 2010 Home and Student, Home and Business, Standard, Professional and Professional Plus packages have PowerPoint included in them. Other packages may have a viewer, but you cannot create presentations with them.

Step 1 – Click the **Start** button.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

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Step 2 – Click **All Programs** option from the menu.

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Step 3 – Search for **Microsoft Office** from the sub menu and click it.

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Step 4 – Search for **Microsoft PowerPoint 2010** from the submenu and click it.

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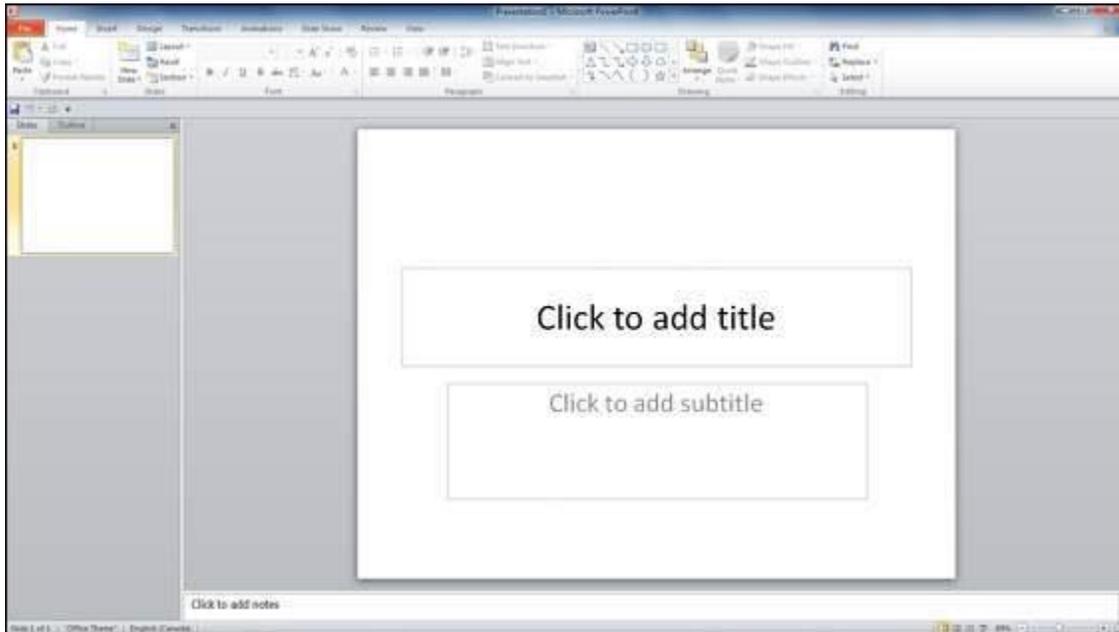
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This will launch the Microsoft PowerPoint 2010 application and you will see the following presentation window.



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Explore Windows in Powerpoint 2010

The following screenshot shows the various areas in a standard PowerPoint file. It is important to familiarize yourself with these areas as it makes learning and using PowerPoint easier.

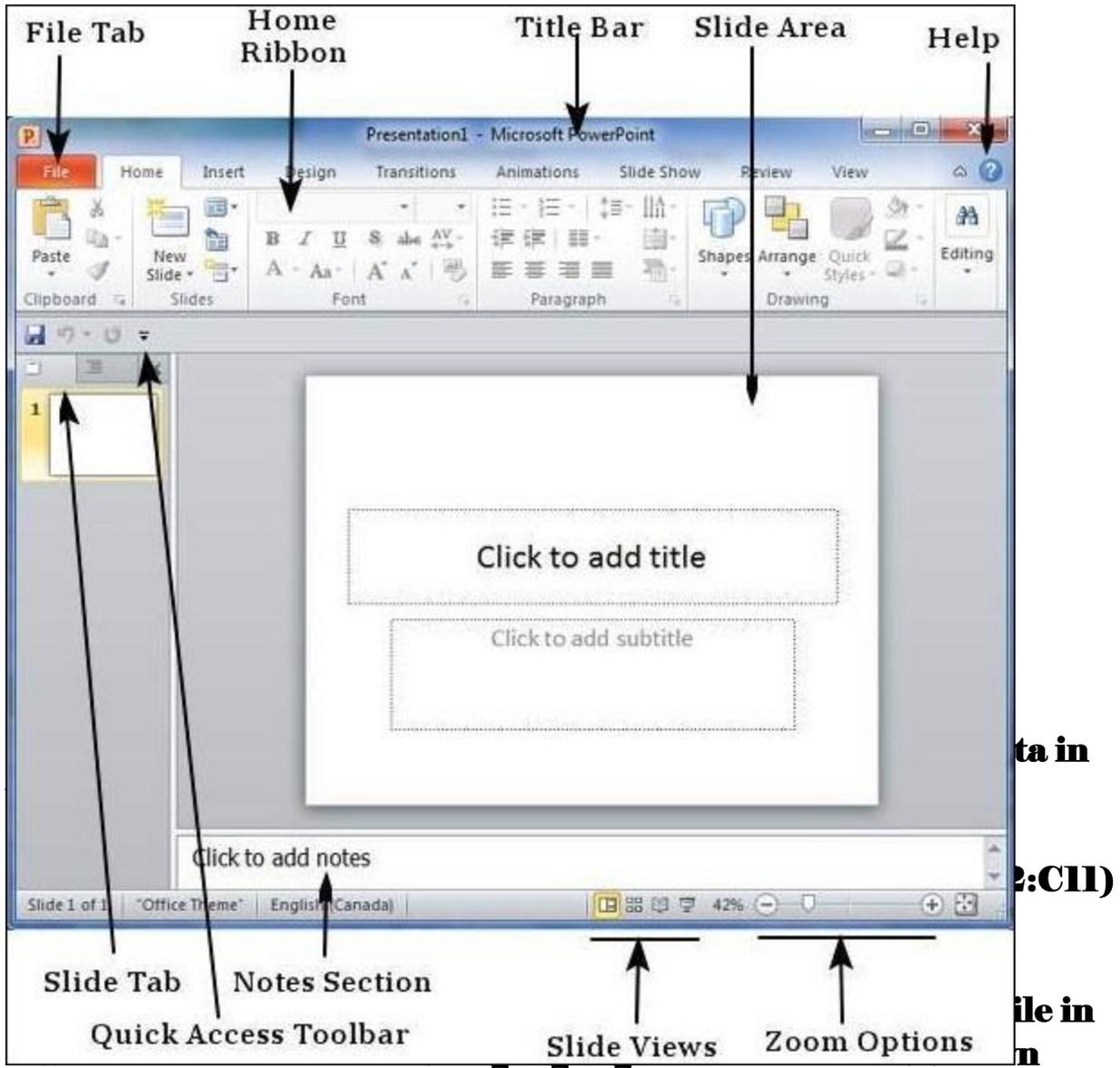
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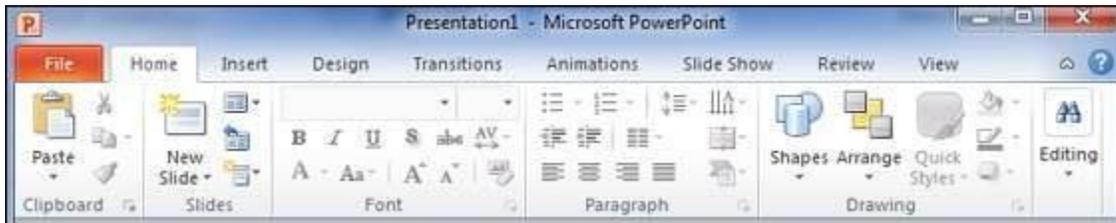
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File Tab

This tab opens the **Backstage** view which basically allows you to manage the file and settings in PowerPoint. You can save presentations, open existing ones and create new presentations based on blank or predefined templates. The other file related operations can also be executed from this view.

Ribbon



The ribbon contains three components –

- **Tabs** – They appear across the top of the Ribbon and contain groups of related commands. **Home, Insert, Page Layout** are examples of ribbon tabs.

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- **Groups** – They organize related commands; each group name appears below the group on the Ribbon. For example, a group of commands related to fonts or a group of commands related to alignment, etc.
- **Commands** – Commands appear within each group as mentioned above.

Title Bar

This is the top section of the window. It shows the name of the file followed by the name of the program which in this case is Microsoft PowerPoint.

Slide Area

This is the area where the actual slide is created and edited. You can add, edit and delete text, images, shapes and multimedia in this section.

Help

The Help Icon can be used to get PowerPoint related help anytime you need. Clicking on the "?" opens the PowerPoint Help window where you have a list of common topics to browse from. You can also search for specific topics from the search bar at the top.

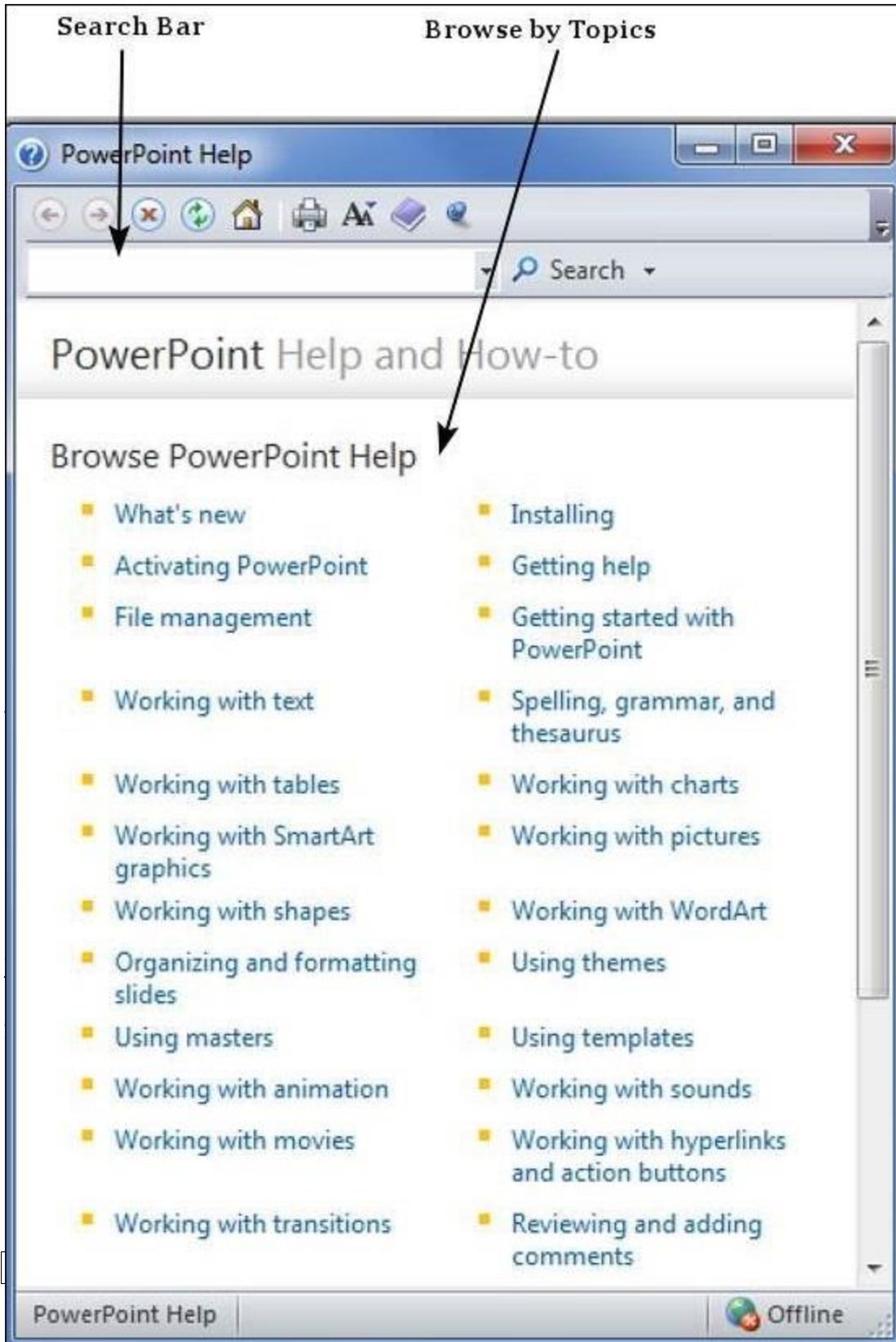
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Zoom Options

The zoom control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out, you can click on the - and + buttons to increase or decrease the zoom factor. The maximum zoom supported by PowerPoint is 400% and the 100% is indicated by the mark in the middle.

Slide Views

The group of four buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch between PowerPoint views.

- **Normal Layout view** – This displays page in normal view with the slide on the right and a list of thumbnails to the left. This view allows you to edit individual slides and also rearrange them.
- **Slide Sorter view** – This displays all the slides as a matrix. This view only allows you to rearrange the slides but not edit the contents of each slide.
- **Reading View** – This view is like a slideshow with access to the Windows task bar in case you need to switch windows. However, like the slideshow you cannot edit anything in this view.

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Notes Section

This sections allows you to add notes for the presentation. These notes will not be displayed on the screen during the presentation; these are just quick reference for the presenter.

Quick Access Toolbar

The Quick Access Toolbar is located just under the ribbon. This toolbar offers a convenient place to group the most commonly used commands in PowerPoint. You can customize this toolbar to suit your needs.

Slide Tab

This section is available only in the Normal view. It displays all the slides in sequence. You can **add**, **delete** and **reorder** slides from this section.

Backstage View in Powerpoint 2010

In Office 2010, Microsoft replaced the traditional file menu with the new **Backstage** view. This view not only offers all the menu items under the file menu, but additional details which makes management of your files a lot easier.

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Accessing Backstage View

You can access the Backstage view simply by clicking on the File tab. You can exit this view by clicking on any tab (including the File tab again). You can also press the 'Esc' button on the keyboard.

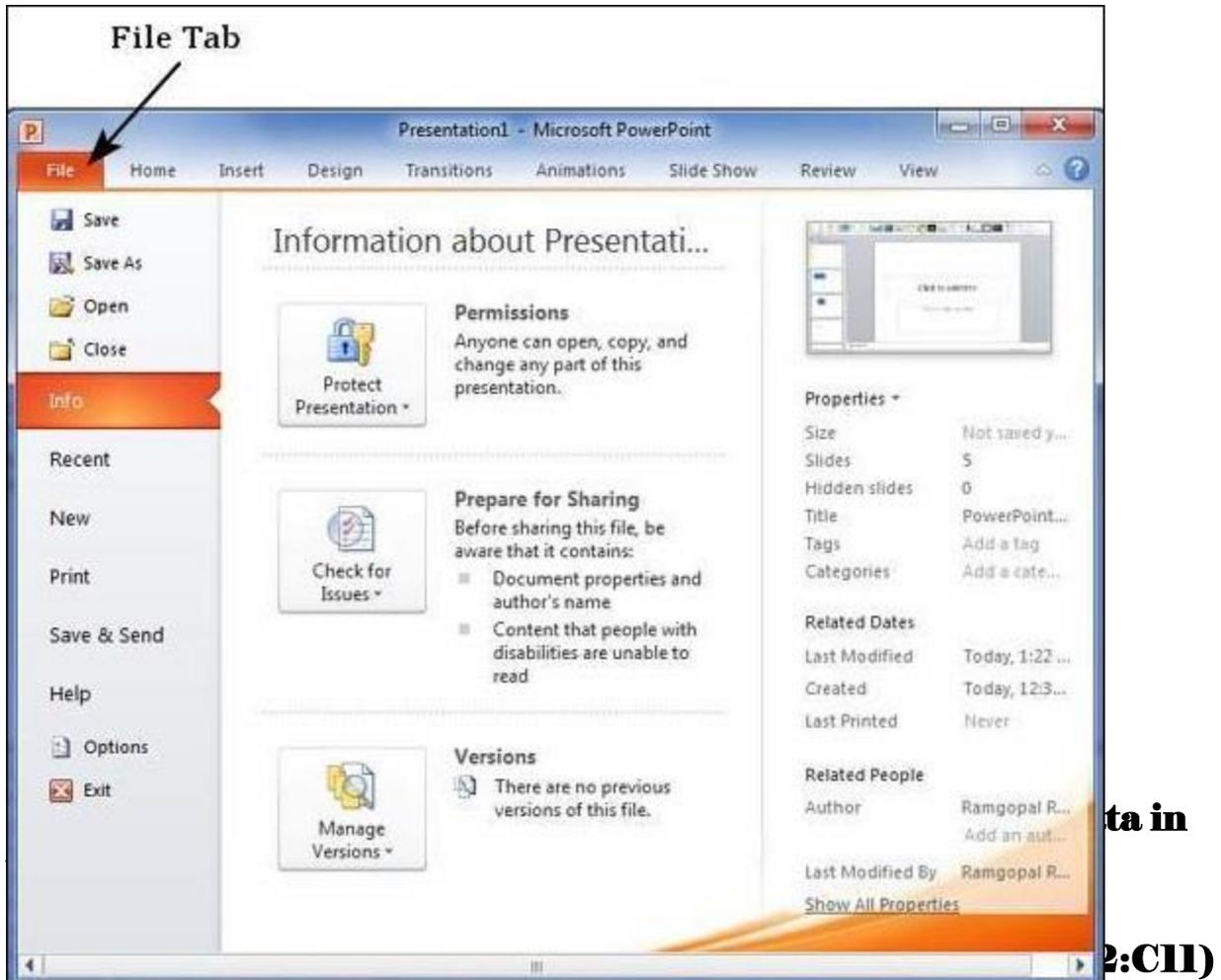
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Organization of Backstage View

The backstage view has three sections or panes.

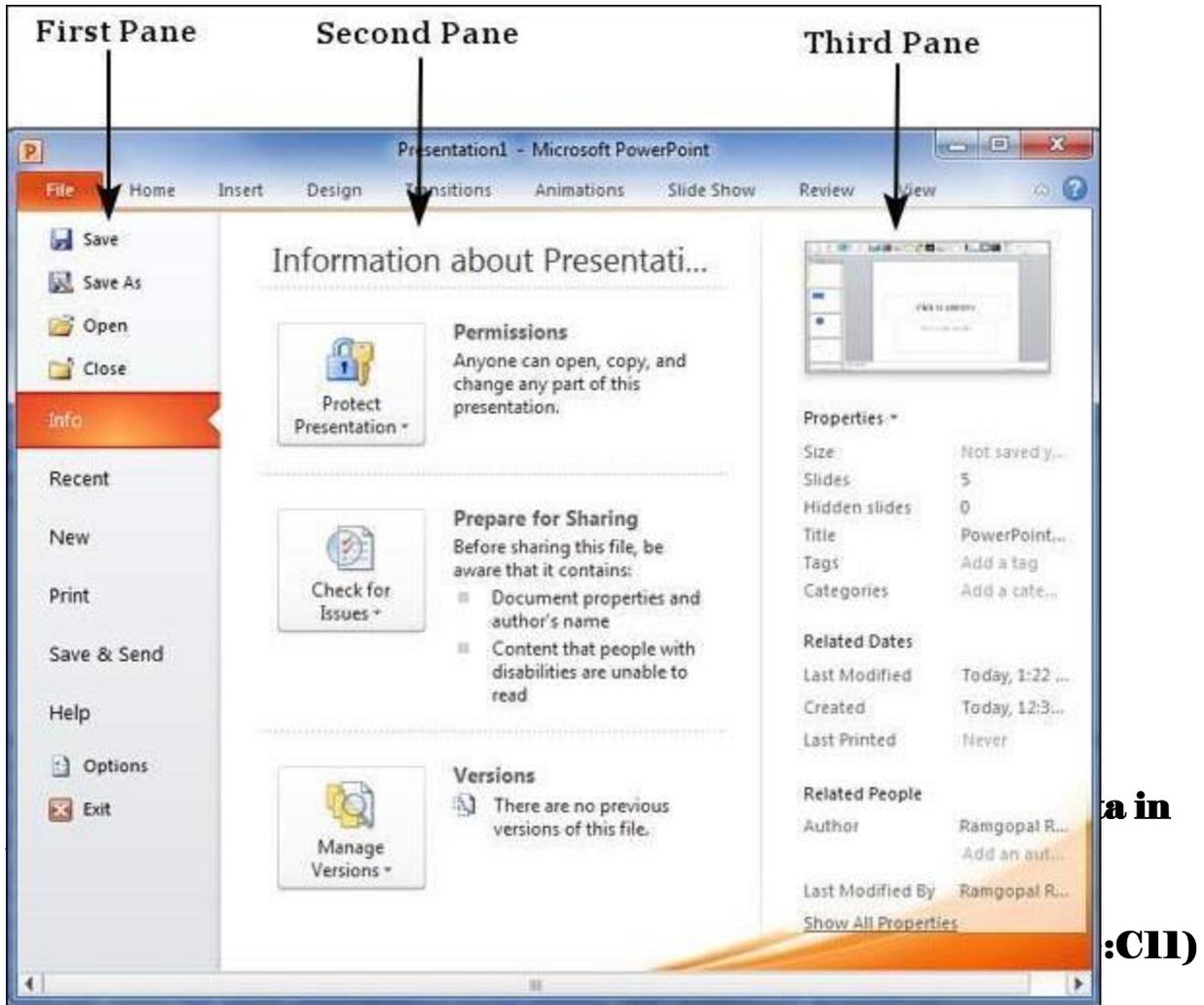
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- **First Pane** – This is the commands pane which consists of all the commands you would typically find in the file menu of older versions. You also have the **Options** menu which lets you edit the options on the program like customizing the ribbon.

Various commands under the first pane are described in the table below –

S.No	Command & Description
1	<p>Save</p> <p>This allows you to save a new file or an existing file in standard format. If you are working on a previously saved file this will save the new changes in the same file format. If you are working on a new file, this command would be similar to the Save As command.</p>
2	<p>Save As</p> <p>Allows you to specify the file name and the file type before saving the file.</p>

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3	Open Allows you to open new PowerPoint files.
4	Close Allows you to close an existing file.
5	Info Displays the information about the current file.
6	Recent Lists series of recently viewed or edited PowerPoint files.
7	New

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	Allows you to create a new file using blank or pre-defined templates.
8	Print Allows you to select the printer settings and print the presentation.
9	Save & Send Allows you to share your presentation with larger audience via emails, web, cloud services, etc.
10	Help Provides access to PowerPoint Help.
11	Options Allows you to set various options related to PowerPoint program.

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12

Exit

Closes the presentation and exits the program.

- **Second Pane** – This is the subcommands pane. This will list all the commands related to the main command you choose in the first pane. For example, if you select Print in the first pane, you get to choose the printer and adjust the print settings in the second pane.
- **Third Pane** – This is the preview or file information page. Depending on the command and the subcommand you select, this pane will either display the properties of the file or give you a preview of the file.

Create Presentation using Powerpoint 2010

PowerPoint offers a host of tools that will aid you in creating a presentation. These tools are organized logically into various ribbons in PowerPoint. The table below describes the various commands you can access from the different menus.

Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no

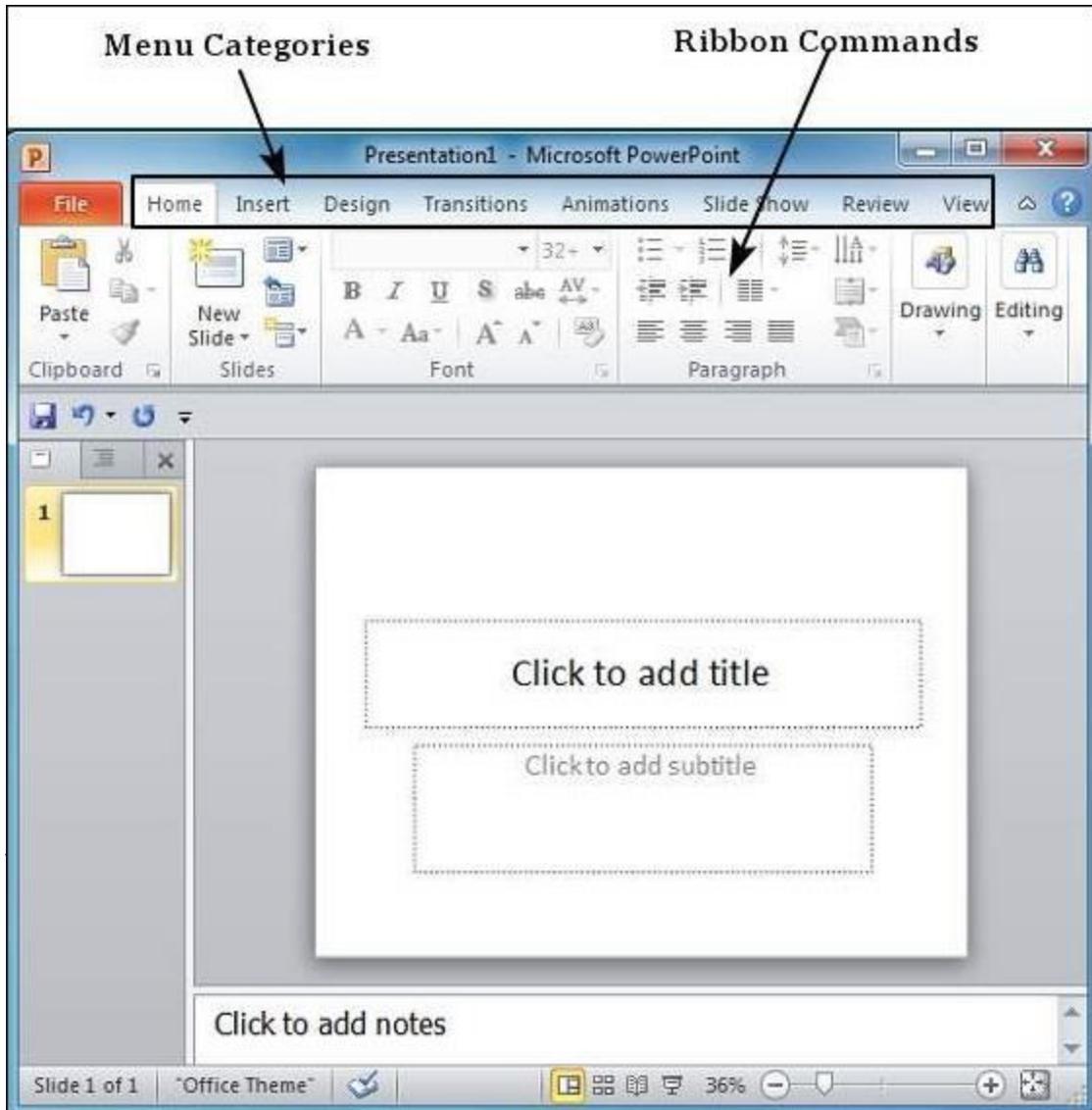
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Menu Category	Ribbon Commands
Home	Clipboard functions, manipulating slides, fonts, paragraph settings, drawing objects and editing functions.
Insert	Insert tables, pictures, images, shapes, charts, special texts, multimedia and symbols.
Design	Slide setup, slide orientation, presentation themes and background.
Transitions	Commands related to slide transitions.
Animations	Commands related to animation within the individual slides.

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Slide Show	Commands related to slideshow set up and previews.
Review	Proofing content, language selection, comments and comparing presentations.
View	Commands related to presentation views, Master slides, color settings and window arrangements.

Besides these depending on the objects selected in the slide, there are other menu tabs that get enabled.

Add New Slides in Powerpoint 2010

In this chapter, we will understand how to add new slides in an existing presentation. Here are the steps that allow you to insert a new slide in the deck –

Step 1 – Right-click in the **Navigation Pane** under any existing slide and click on the **New Slide** option.

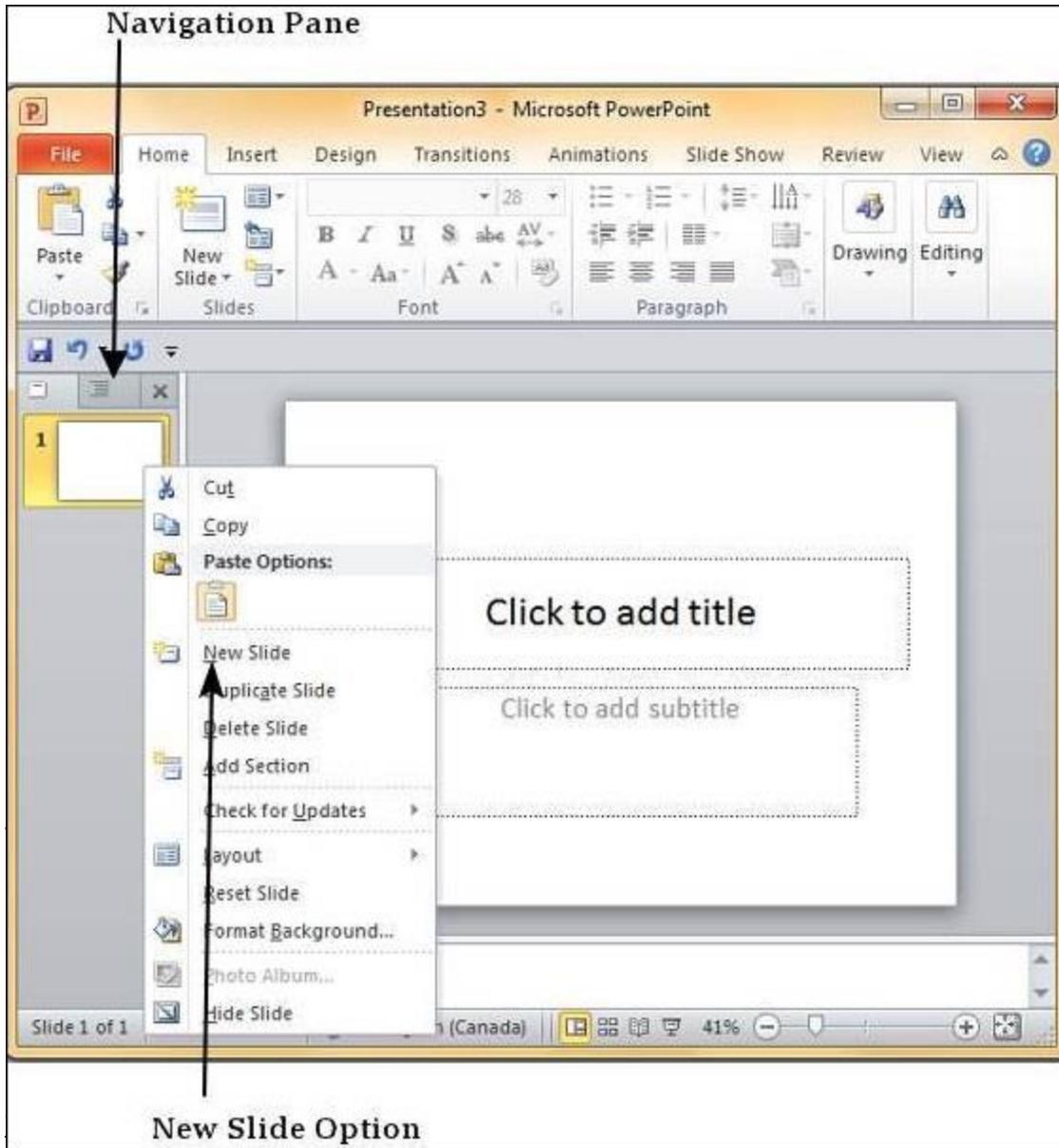
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Step 2 – The new slide is inserted. You can now change the layout of this slide to suit your design requirements.

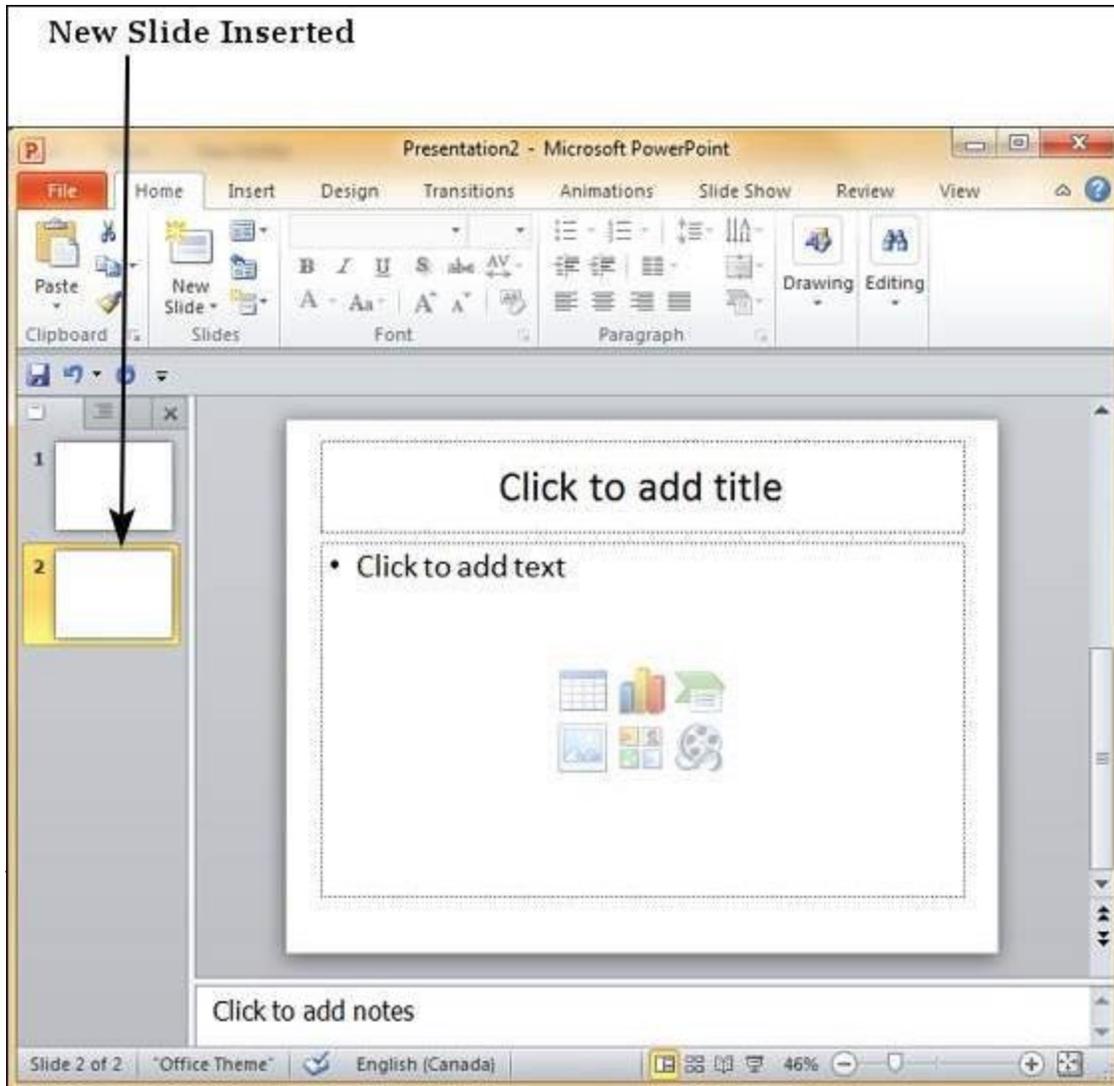
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Step 3 – To change the slide layout, right-click on the newly inserted slide and go to the **Layout** option where you can choose from the existing layout styles available to you.

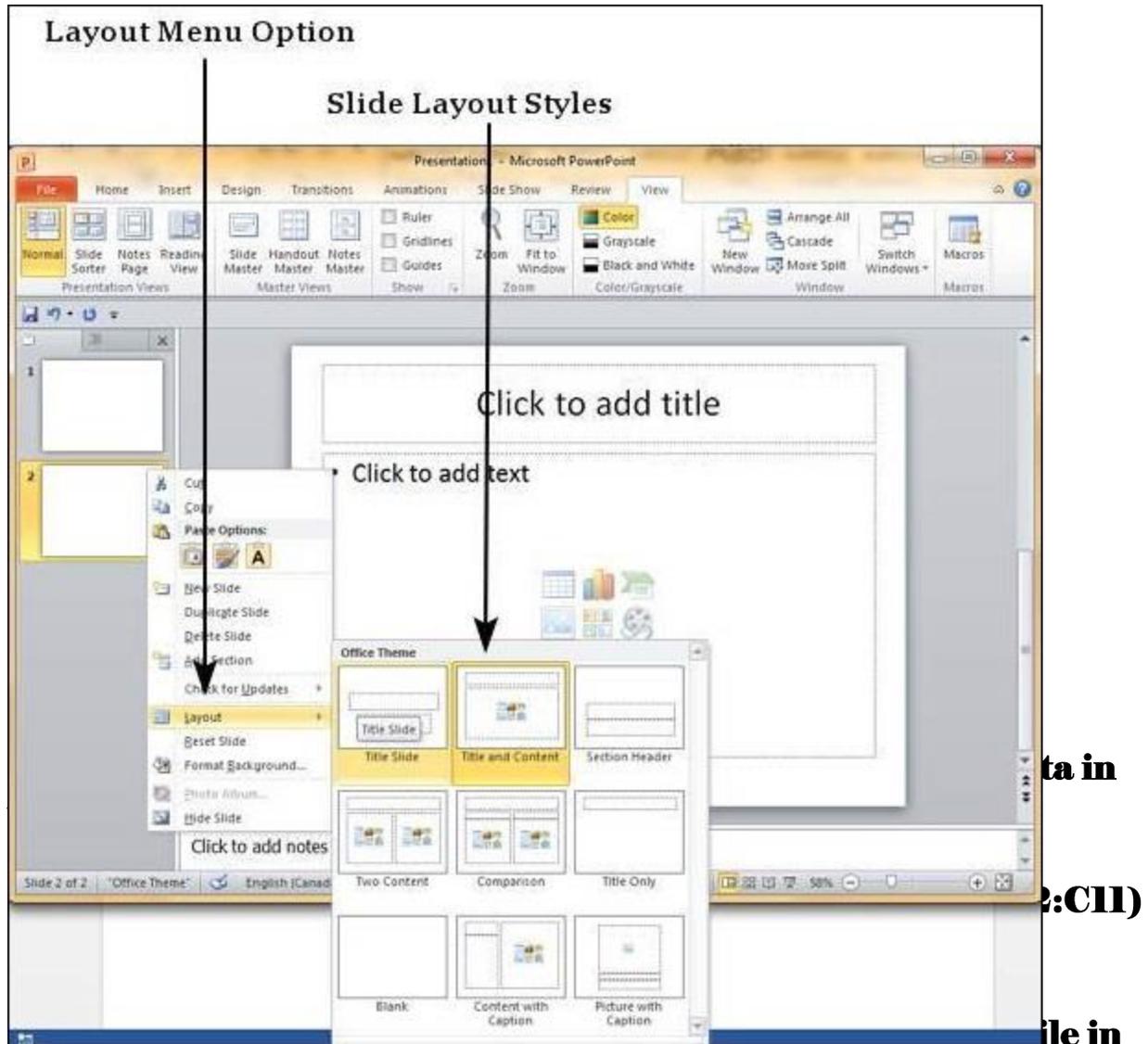
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You can follow the same steps to insert a new slide in between existing slides or at the end on the slide list.

When we insert a new slide, it inherits the layout of its previous slide with one exception. If you are inserting a new slide after the first slide (**Title slide**), the subsequent slide will have the **Title and Content** layout.

You will also notice that if you right-click in the first step without selecting any slide the menu options you get are different, although you can insert a new slide from this menu too.

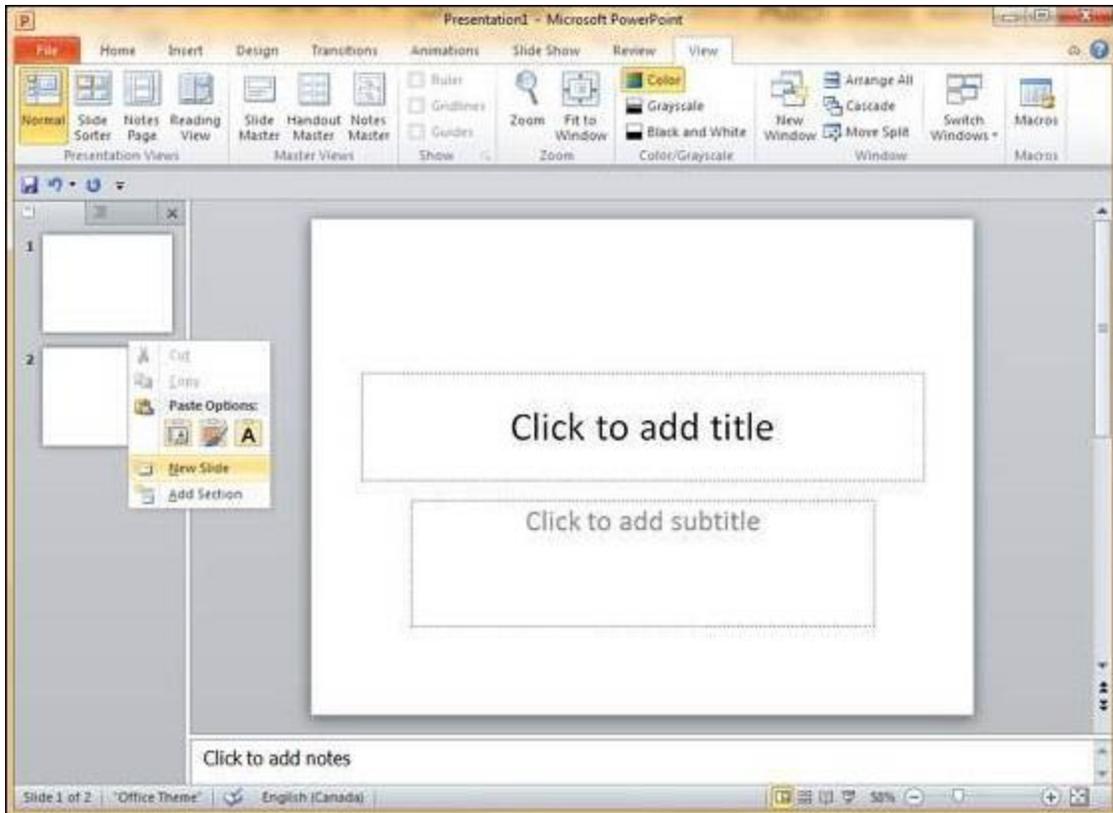
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Adding Text in Boxes in Powerpoint 2010

PowerPoint allows users to add text to the slide in a well-defined manner to ensure the content is well distributed and easy to read. The procedure to add the text in a PowerPoint slide is always the same - just click in the text box and start typing. The text will follow the default formatting set for the text box, although this formatting can be changed later as required. What changes is the different kinds of content boxes that support text in a PowerPoint slide.

Given below are some of the most common content blocks you will see in PowerPoint.

Title Box

This is typically found on slides with the title layout and in all the slides that have a title box in them. This box is indicated by "**Click to add title**".

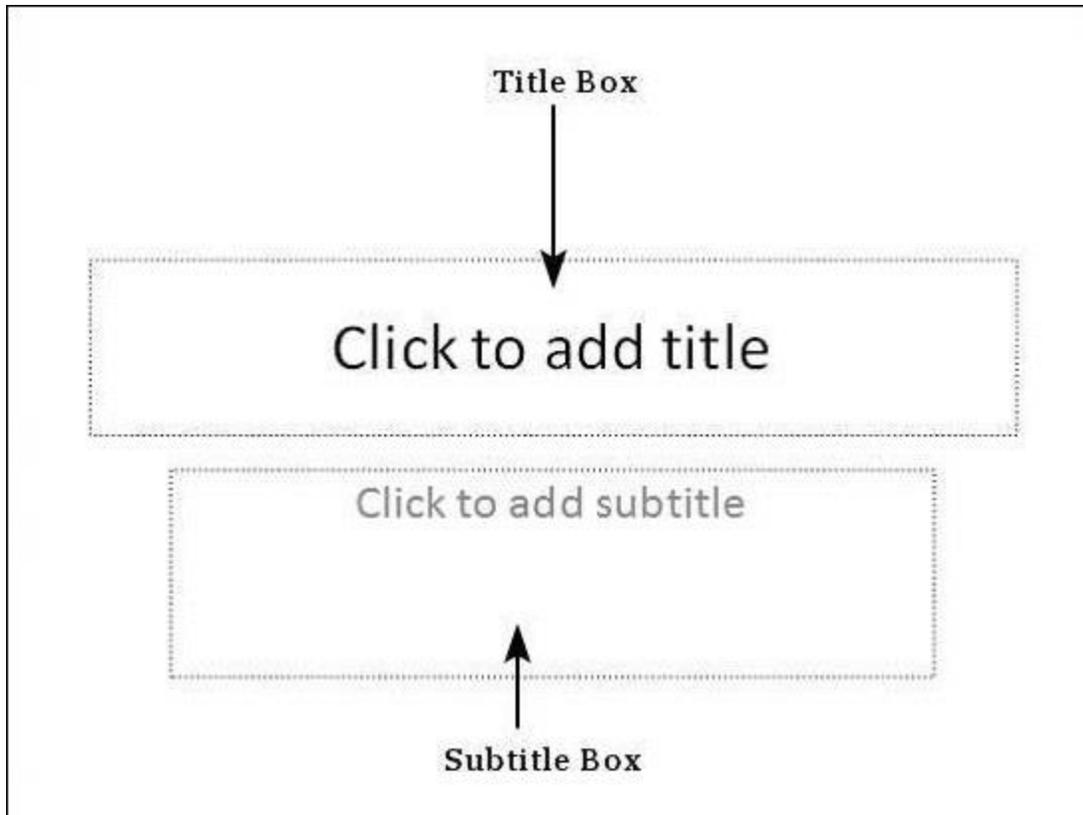
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Subtitle Box

This is found only in slides with the **Title** layout. This is indicated by "**Click to add subtitle**"

Content Box

This is found in most of the slides that have a placeholder for adding content. This is indicated by "**Click to add text**". As you can see, this box allows you to add text as well as non-text content. To add text to such a box, click anywhere on the box, except on one of the content icons in the center and start typing.

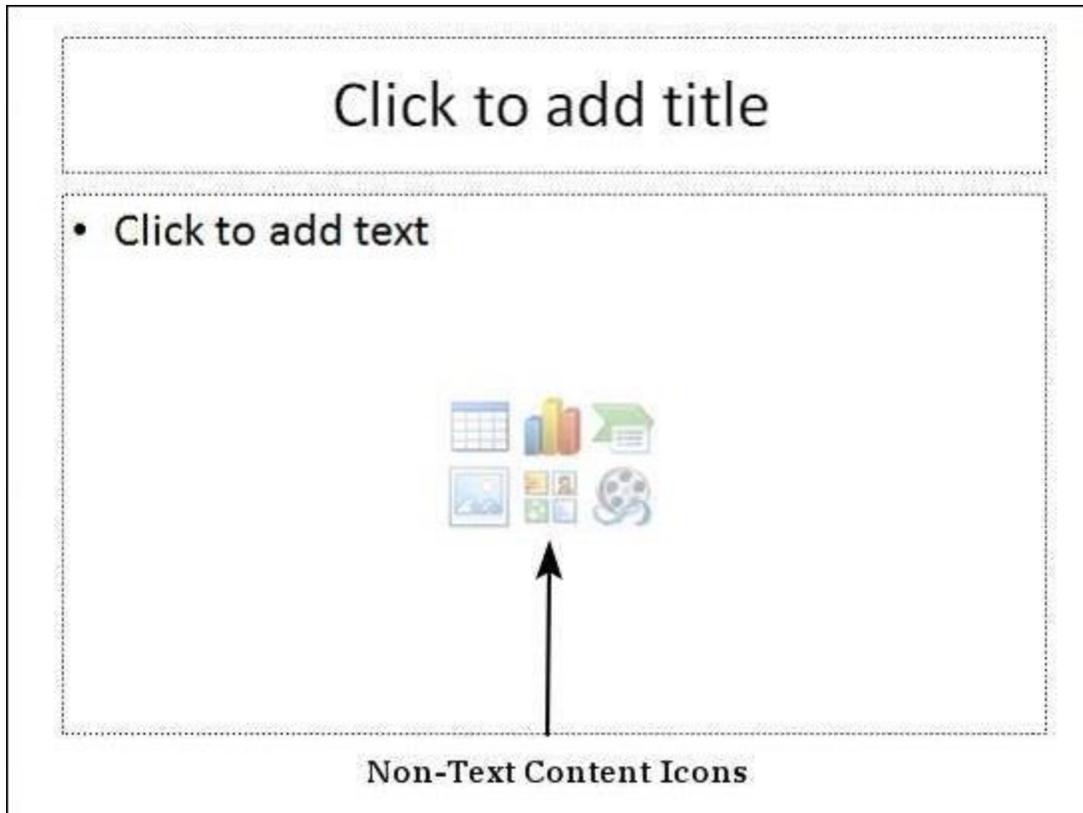
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Text Only Box

This is not a default content box available in PowerPoint, but you can create it using Slide Master, if required. This is also indicated by "Click to add text". The only difference between the **Text Only Box** and the **Content Box** is that the former only supports text in the content area.

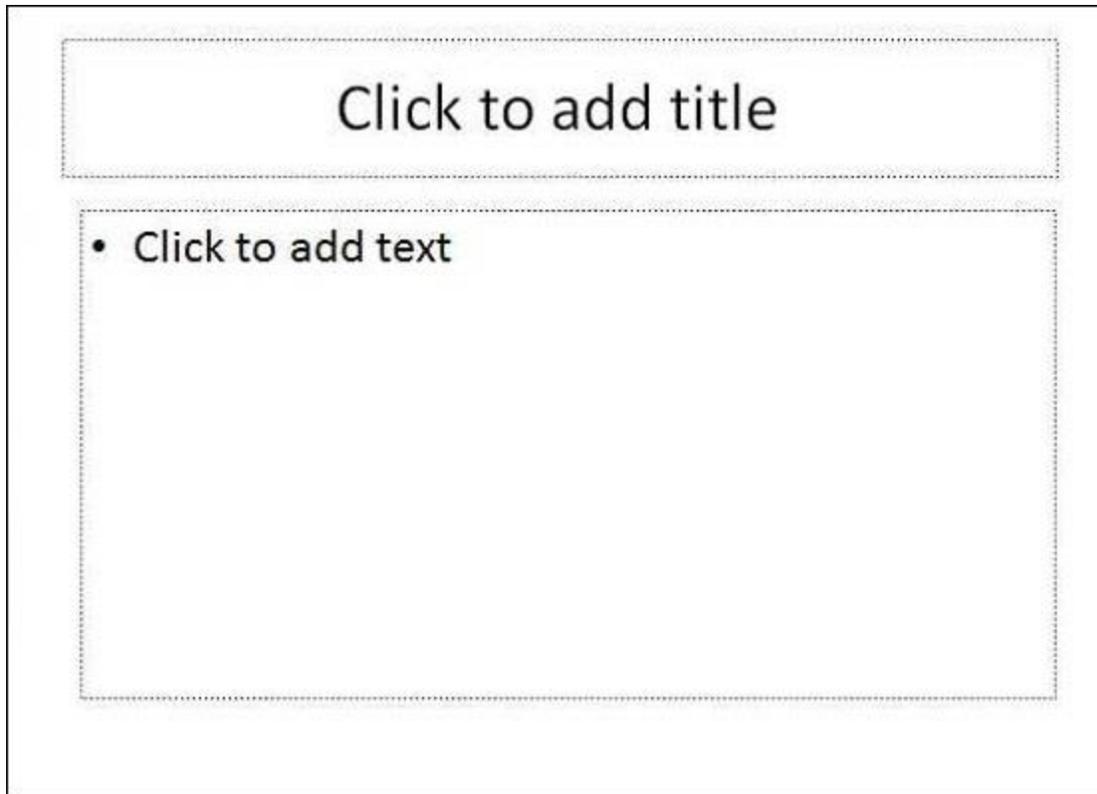
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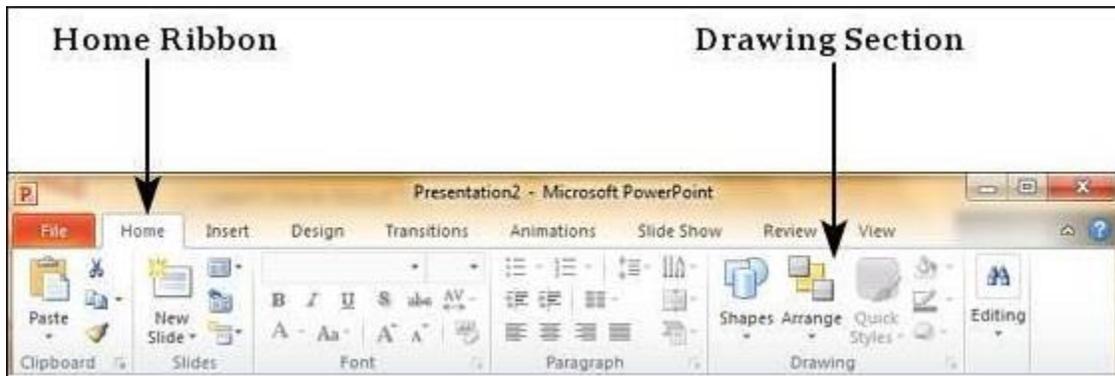
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Adding New Text Boxes in Powerpoint 2010

This chapter will teach you how to add new text boxes in a slide. Most of the standard layouts come with the text box option. As mentioned in the previous chapter, text boxes will have "Click to add text" as the default text. Here are the steps to add new text boxes in slide.

Step 1 – Click on the **Text Box** icon in the **Home** ribbon under the **Drawing** section.



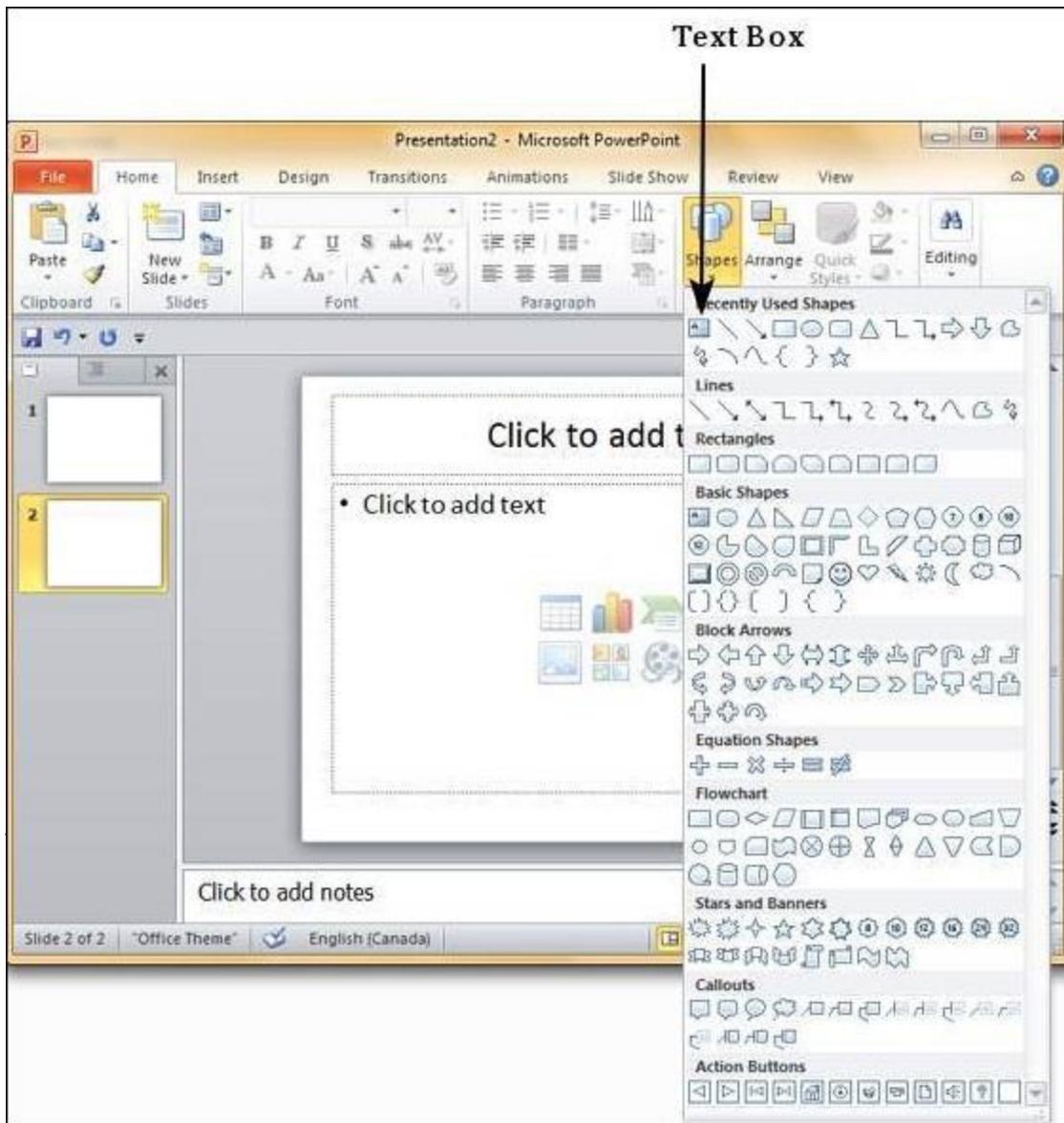
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Step 2 – You will get the insert text box cursor that looks like an inverted cross.

Step 3 – Click to insert a text box. You can now start typing directly into the text box.

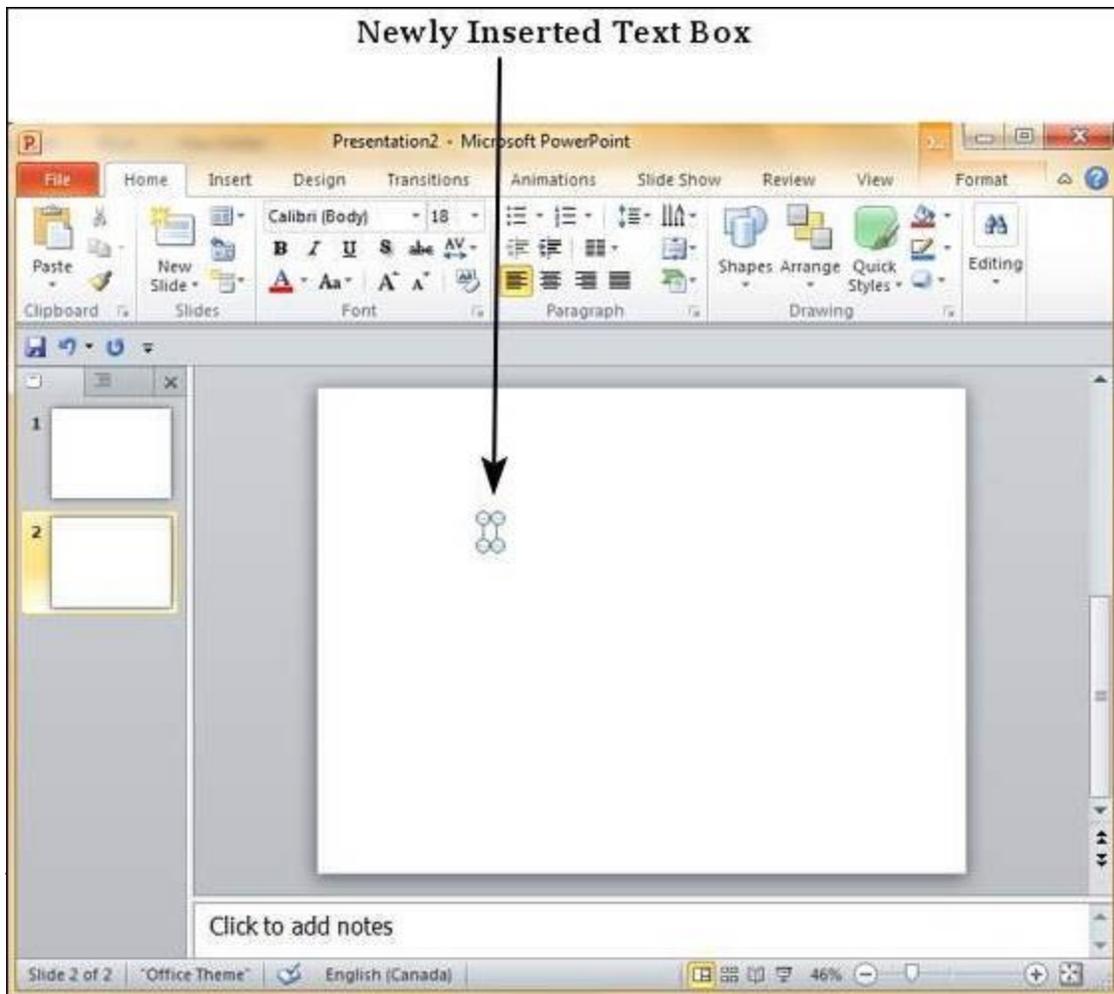
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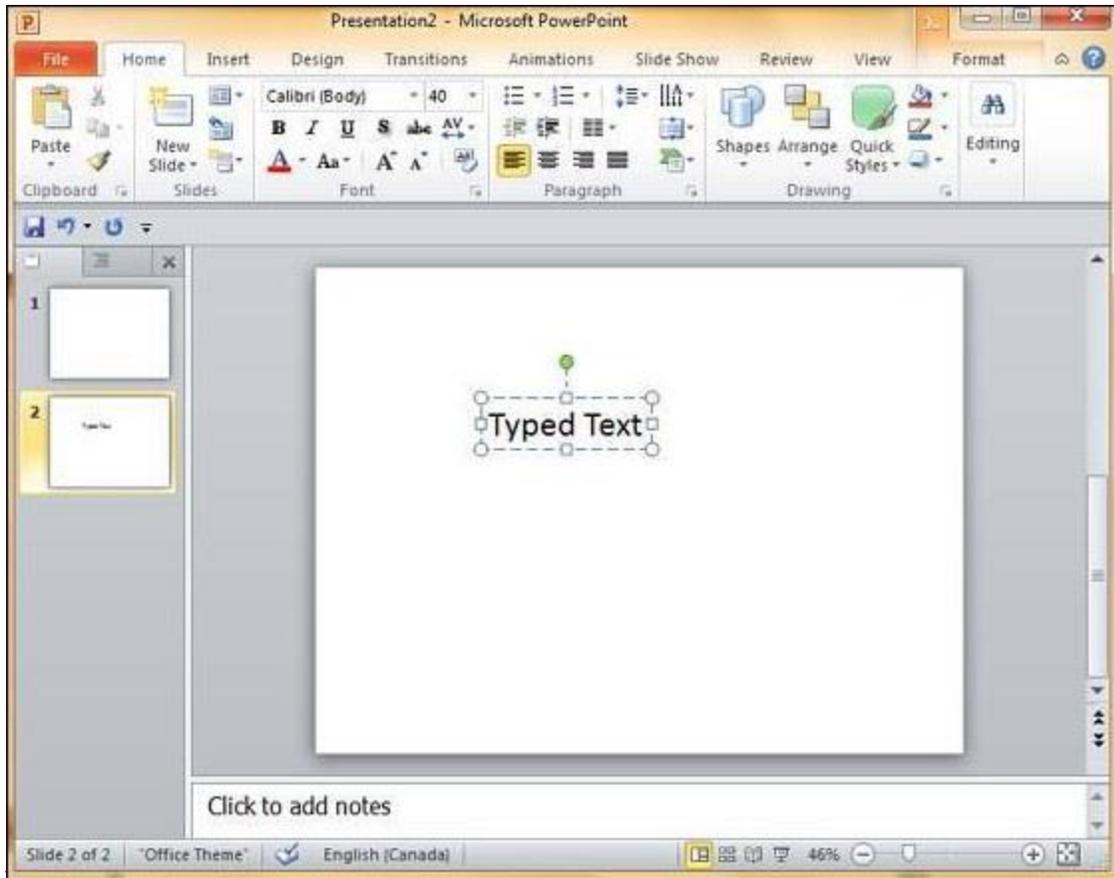


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Step 4 – Alternately, you can click and drag the cursor without releasing the click to create a text box.

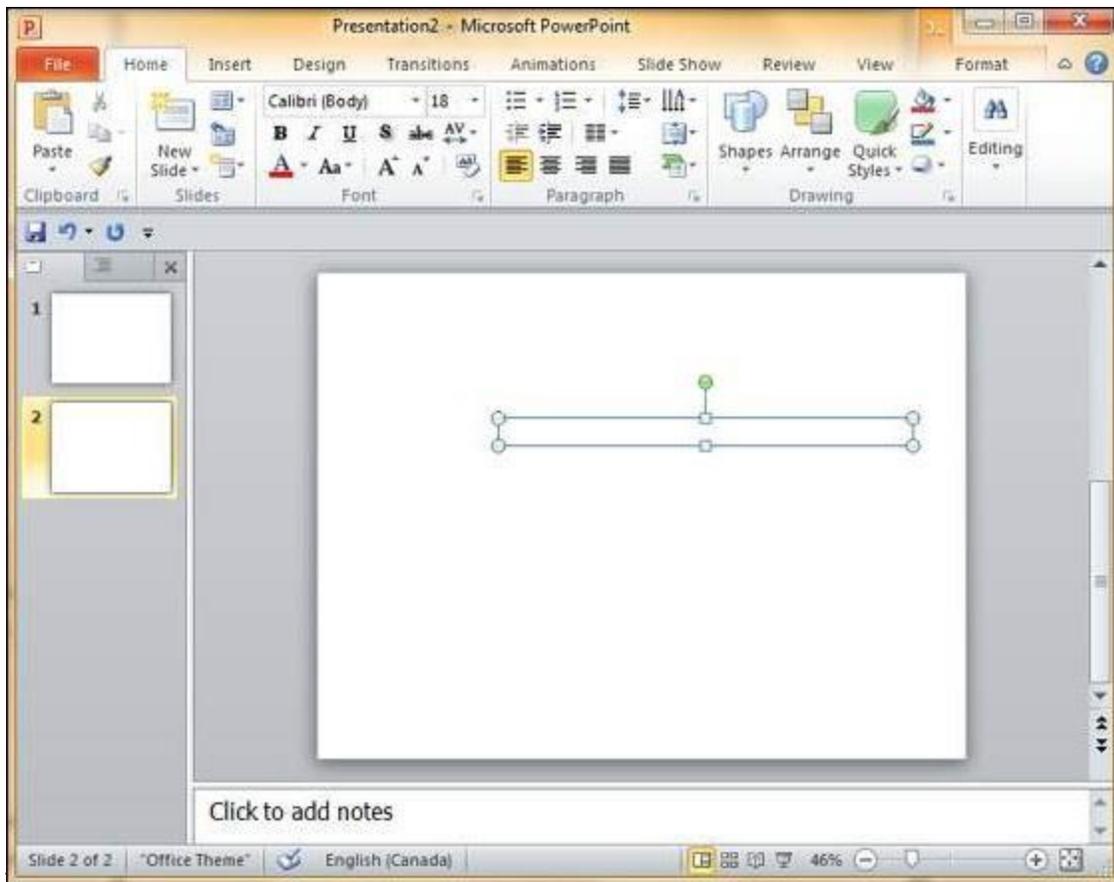
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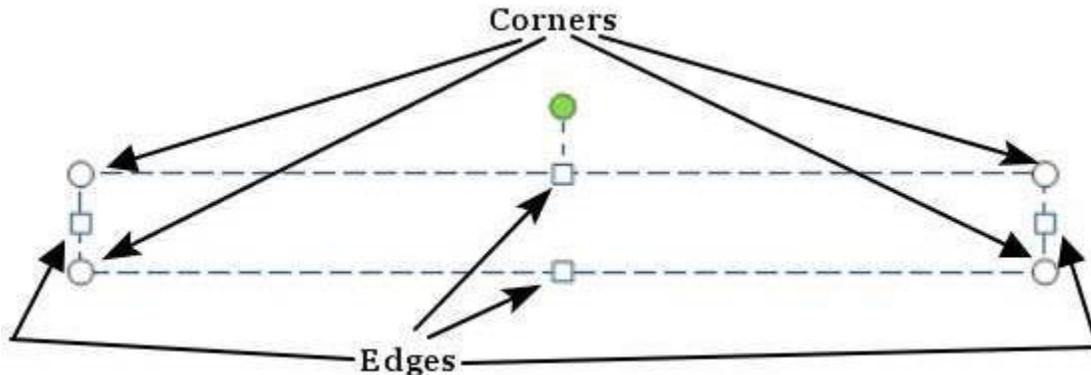
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The size of the text box can be adjusted by selecting one of the edges marked by squares or corners marked by circles.



Deleting Existing Slide in Powerpoint 2010

There are times while building a slide deck, you may need to delete some slides. This can be done easily from PowerPoint. You can delete the slides from the **Normal** view as well as the **Slide Sorter** view. In each view, you can delete the slides in two ways.

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Microsoft |
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Here's how to make a table from the **Insert Table** dialogue box:

- | | |
|----|---|
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Deleting from Normal View

Step 1 – Go to the Normal view.

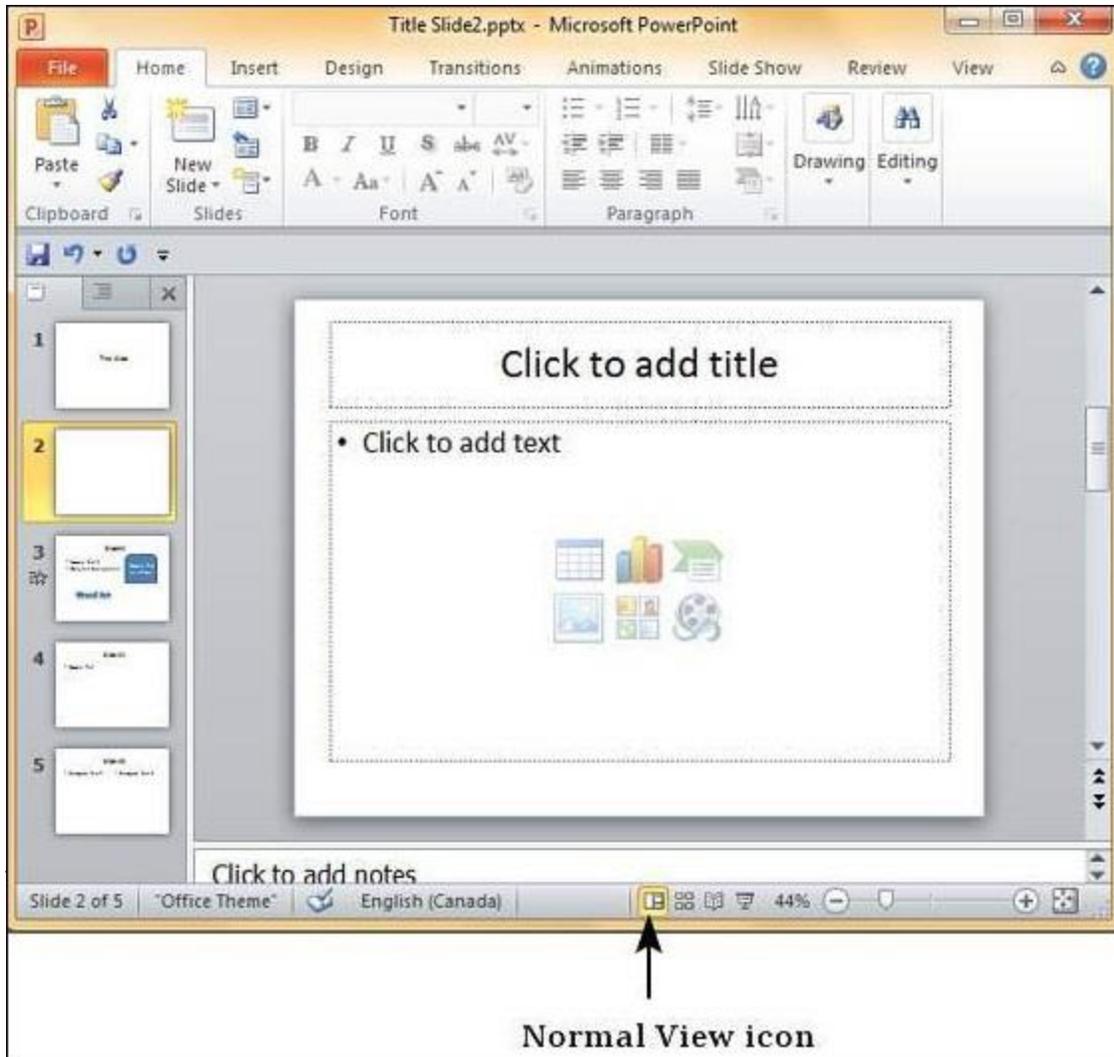
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Step 2 – Right-click on the slide to be deleted and select the **Delete Slide** option.

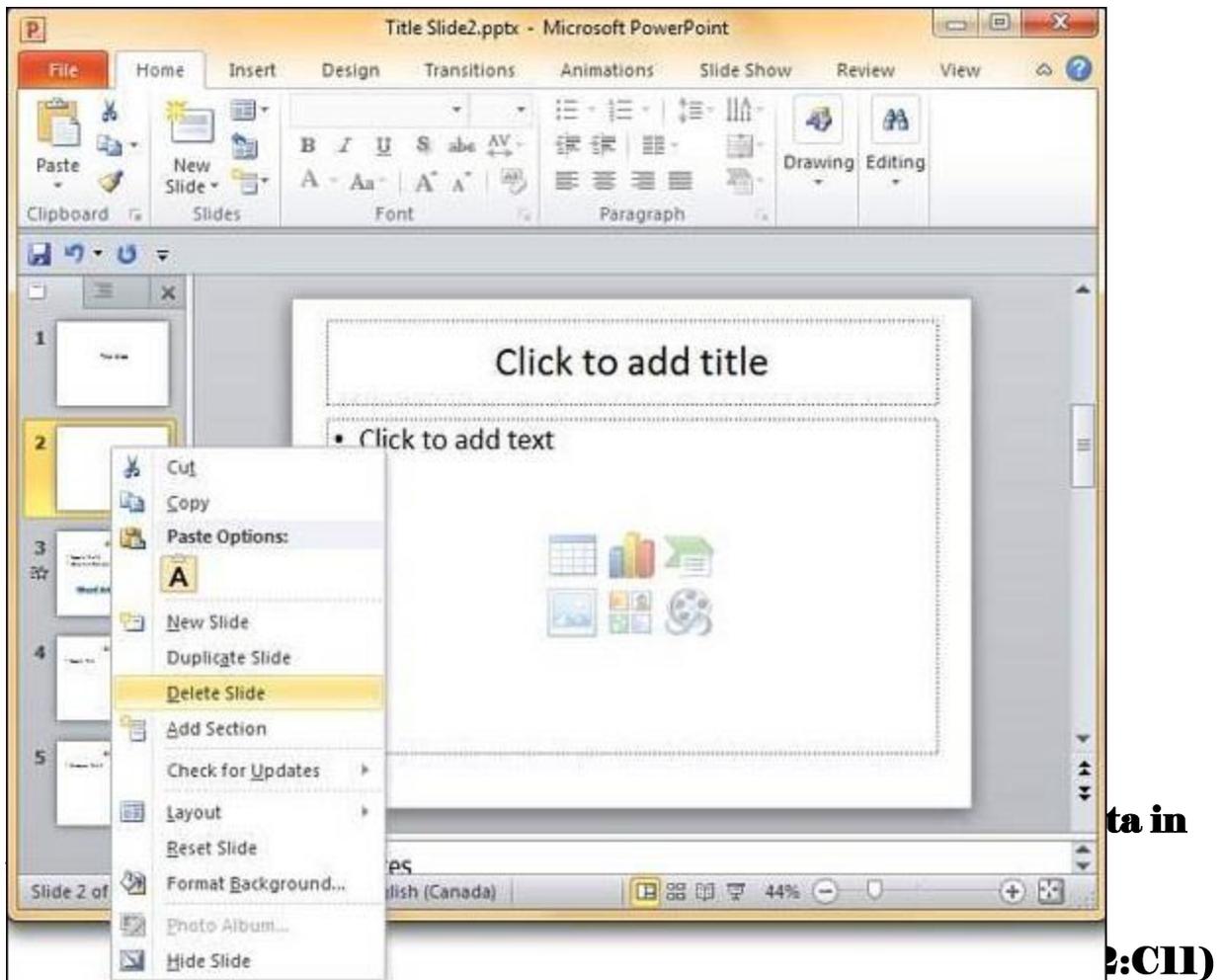
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Alternately, you can select the slide and press the **Delete** button on your key board.

Deleting from Slide Sorter View

Let us now understand how to deleted slides from the Slide Sorter View.

Step 1 – Go to the Slide Sorter view.

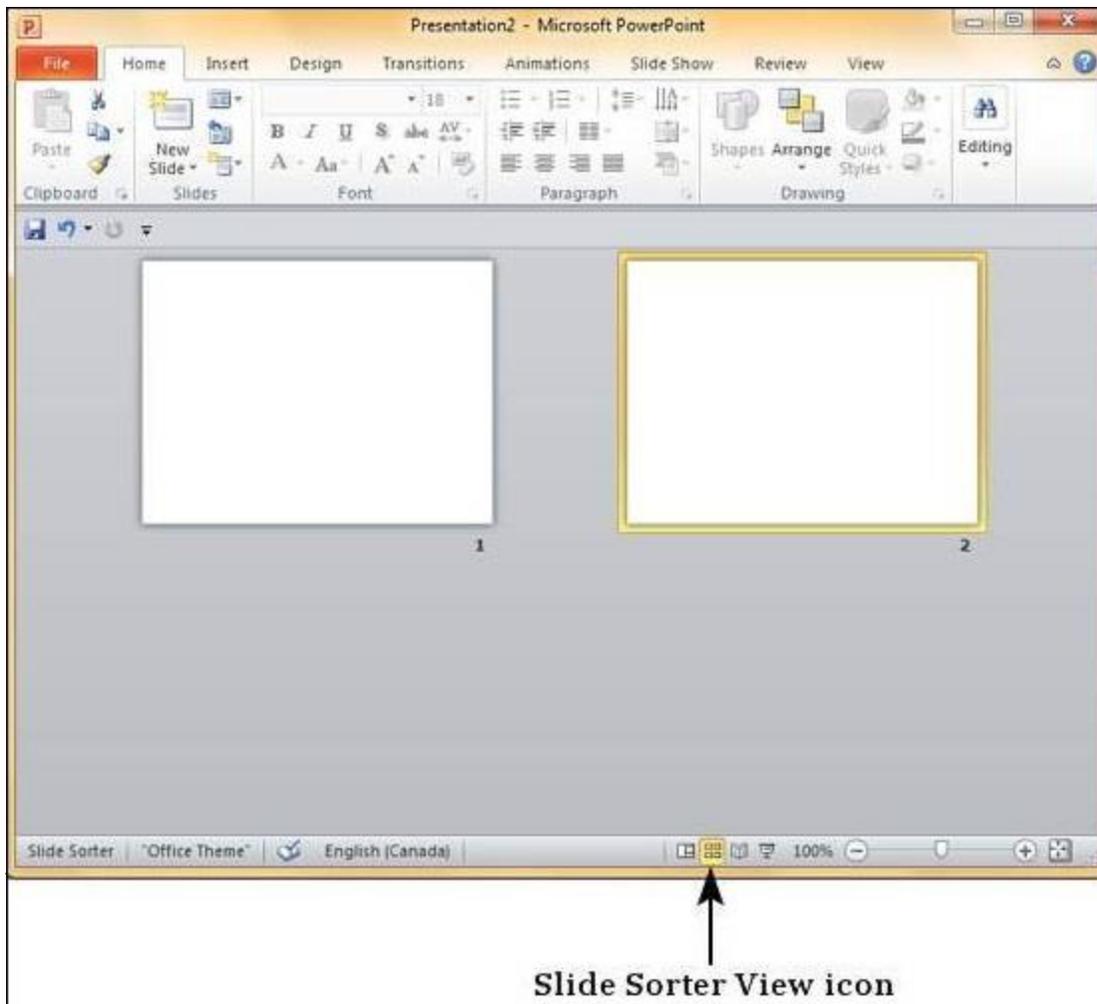
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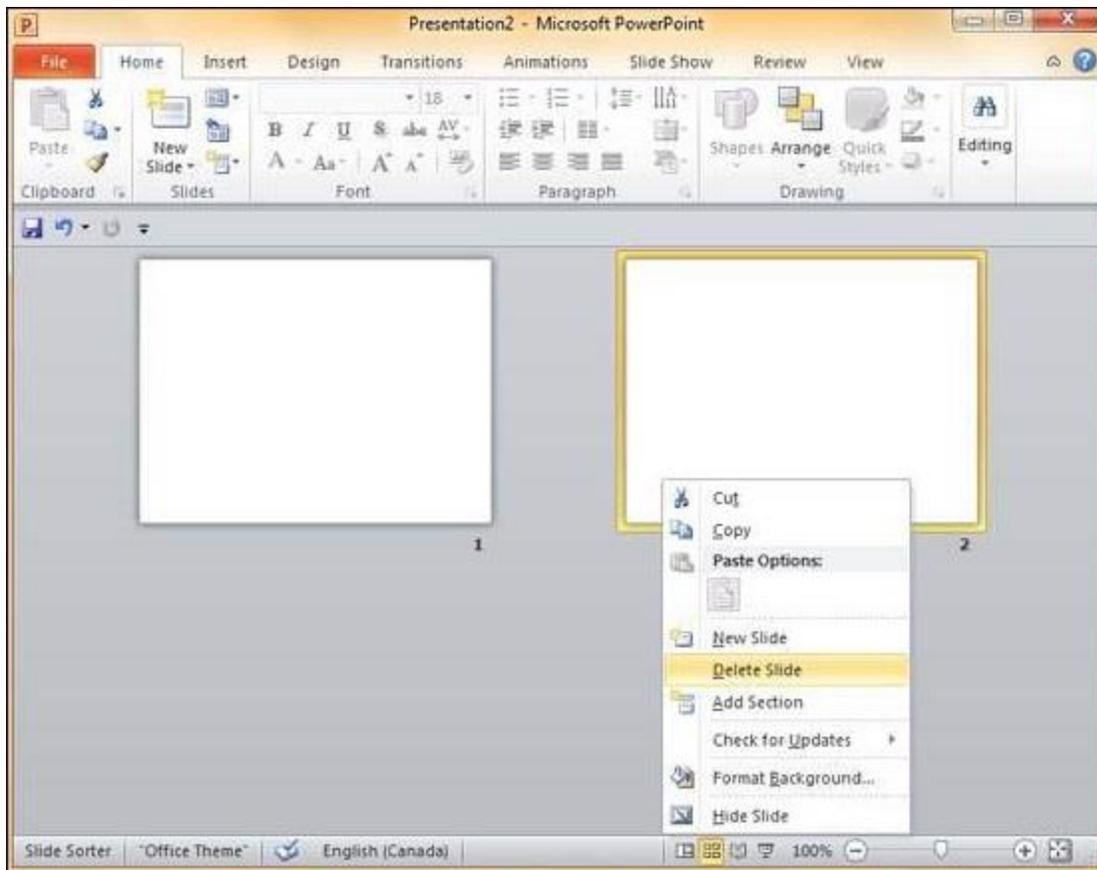
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Alternately, you can select the slide and press the **Delete** button on your key board.

Rearranging Slides in Powerpoint 2010

Rearranging slides is important when it comes to organizing the overall presentation flow. While it is vital that you get the right content in every slide, it is equally important that you are able to present them in a format that makes it easier for the audience to understand the content too; most times this will require rearranging the slides.

You can rearrange slides from two views in PowerPoint - **Normal View** and **Slide Sorter View**. Given below are the steps to rearrange slides from different views.

Normal View

Step 1 – Select the slide to be moved.

Step 2 – Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slides.

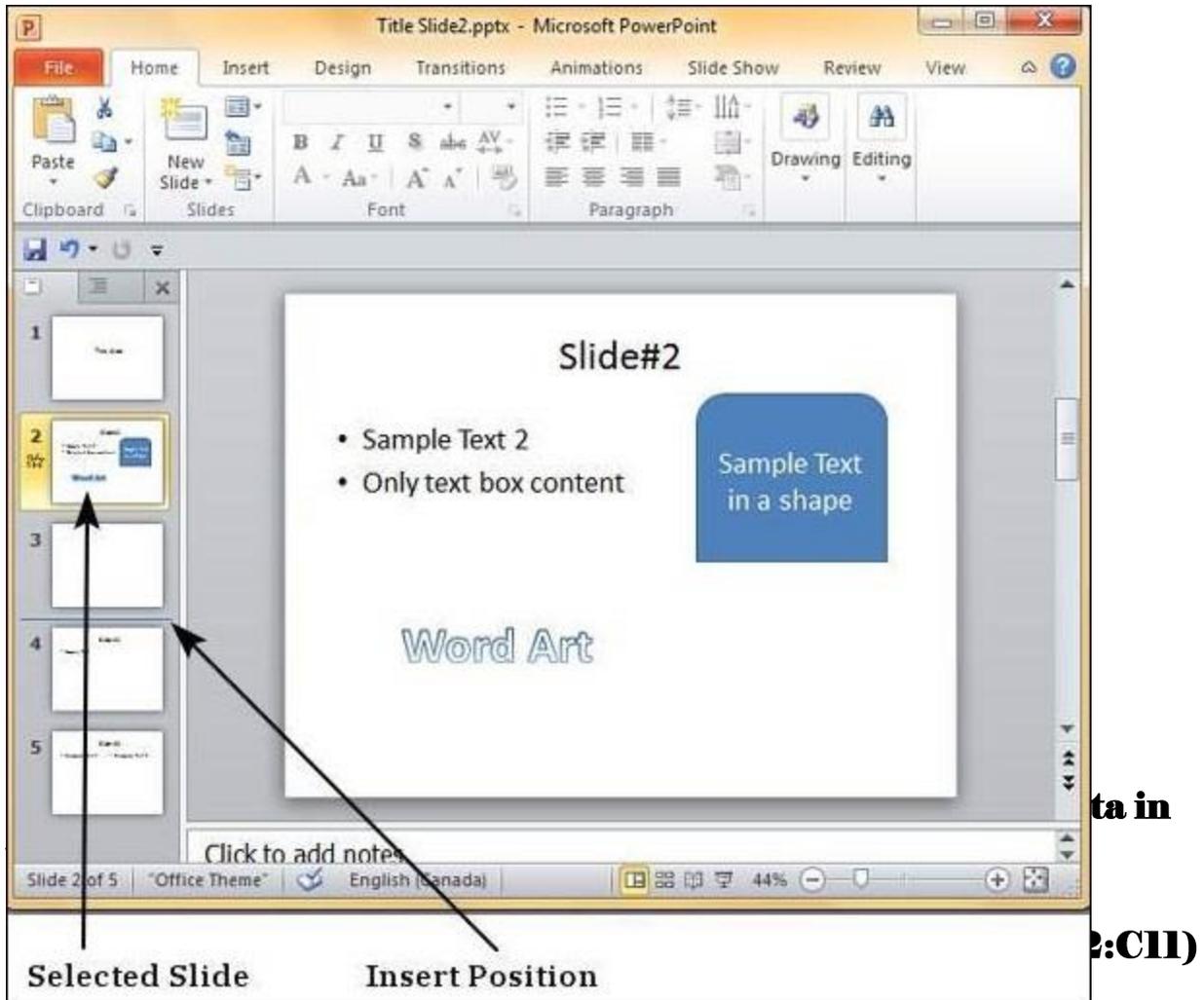
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3. Choose **AutoFit behavior** if you want the table's cells to automatically expand to fit the text inside them. Choose **AutoFormat** if you'd rather select a table with a specific format.

Step 3 – When you get to the right position release the left click button to insert the slide. Alternately you can also cut the selected slide and paste it back in the sequence as shown below.

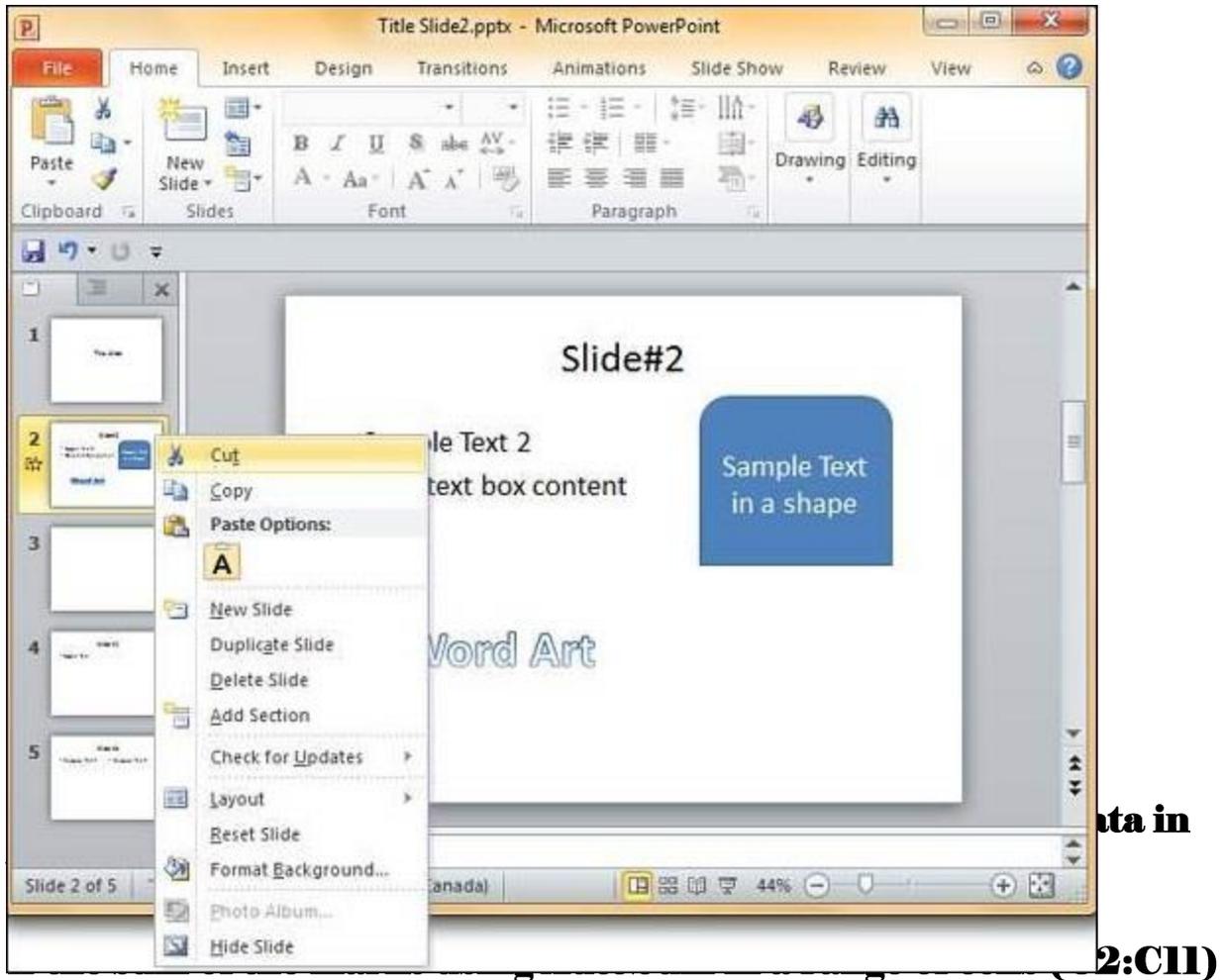
Q12. Calculate the following things of a range (C2:C11) of data in the worksheet created in question no 10.

- the sum of the marks using AutoSum in a range of cells (C2:C11)**
 - average of the marks in a range of cells (C2:C11)**
 - highest marks in a range of cells (C2:C11)**
 - minimum marks in a range of cells (C2:C11)**
- Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.**

1. Place the cursor where you want to place the table.
2. Click the **Insert Table** icon on the Tables and Borders toolbar at the top of the window.
[Microsoft](#)
3. Drag the corner of the table until you have the desired number of columns and rows.
4. Click the mouse to insert the table.

Here's how to make a table from the **Insert Table** dialogue box:

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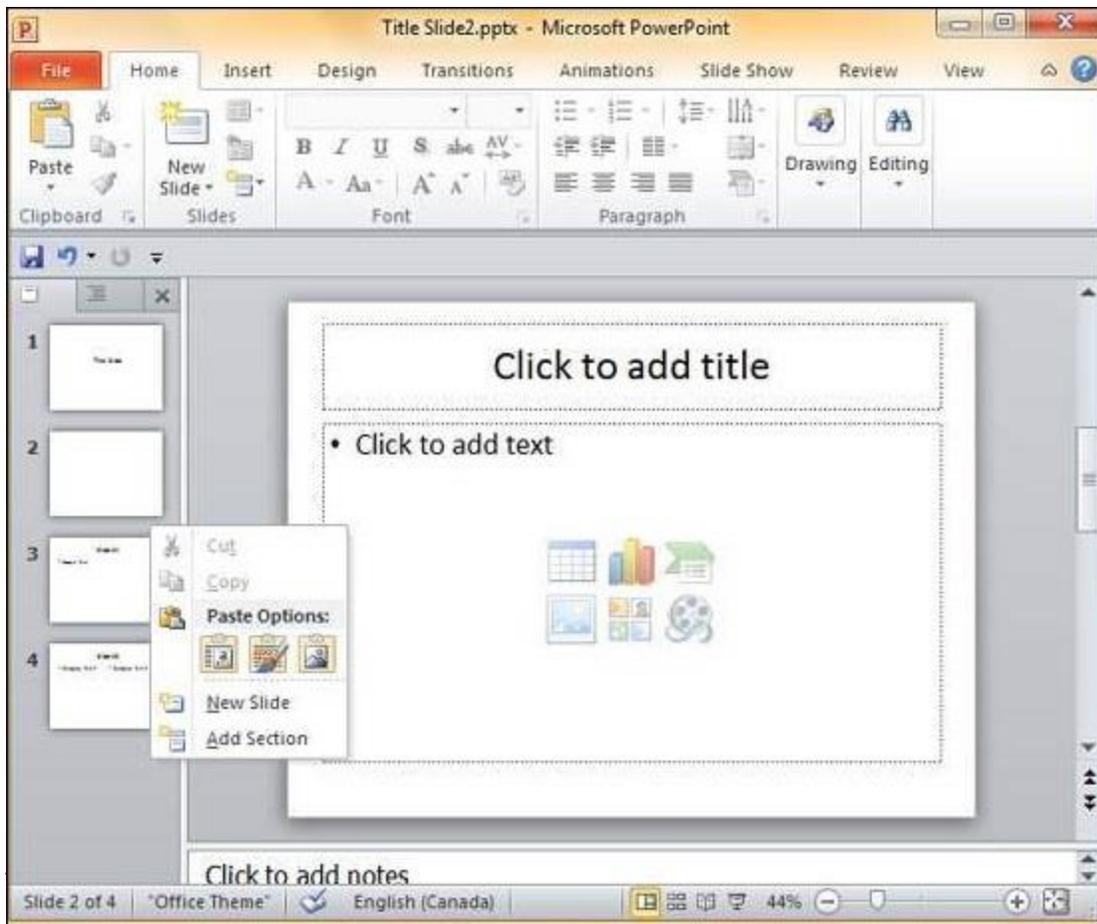


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Slide Sorter View

Let us now understand how the Slide Sorter View works.

Step 1 – Select the slide to be moved.

Step 2 – Left click on the slide and drag it to the position in the sequence where you want to place it. PowerPoint will indicate the insert position with a line in-between existing slides.

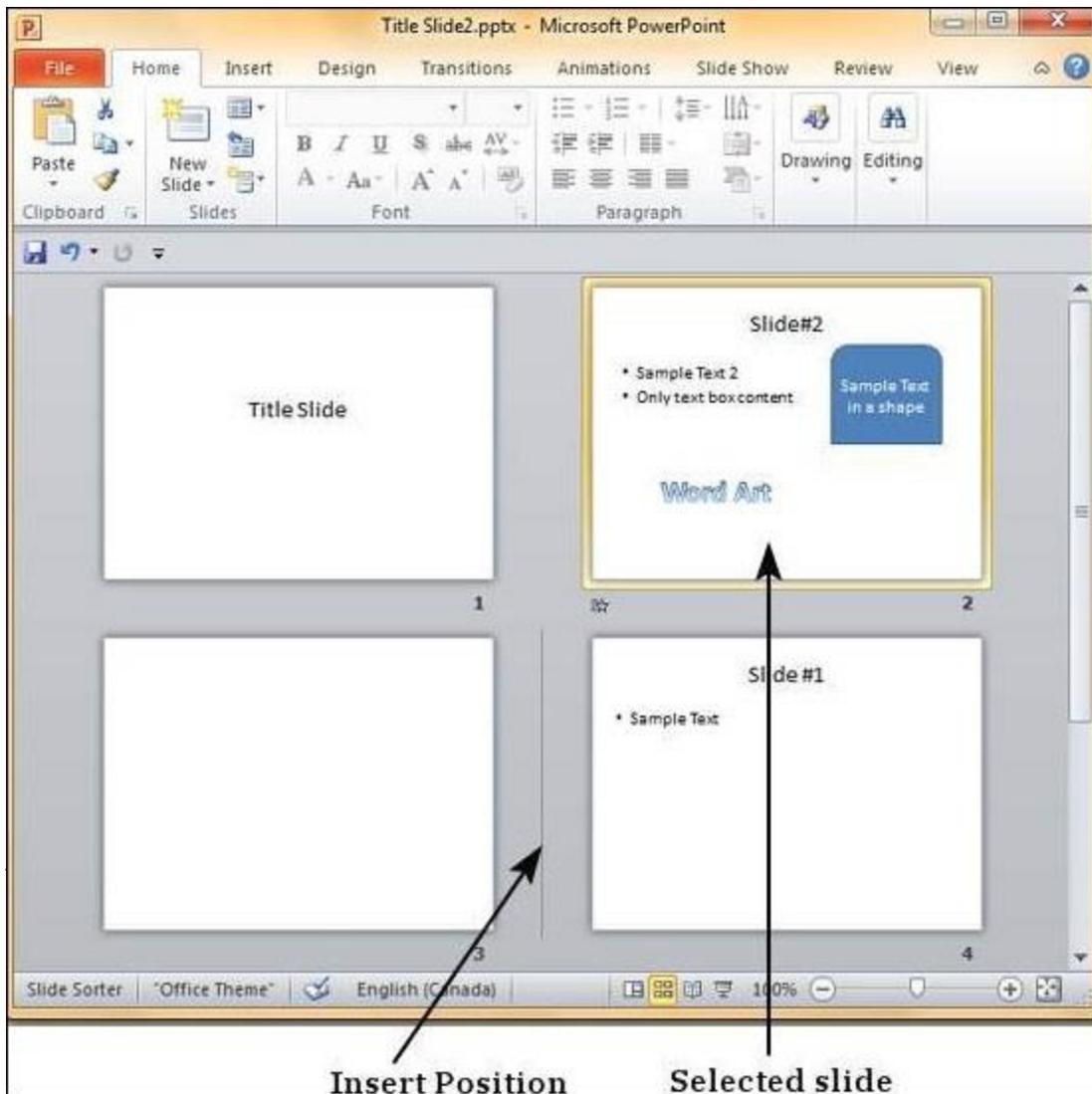
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minimum marks in a range of cells (C2:CI1)Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it as file name 'text_to_table'. Describe all steps involved in it.

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