

CCA-101: Fundamentals of IT & Programming

Assignment -1

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

Ans. Computer Block Diagram System: Mainly computer system consists of three parts, that are central processing unit (CPU), Input Devices, and Output Devices. The Central Processing Unit (CPU) is divided into two parts again: arithmetic logic unit (ALU) and the control unit (CU). The set of instruction is in the form of raw data.

A large amount of data is stored in the computer memory with the help of primary and secondary storage devices. The CPU is like the heart/brain of the computer. The user does not get the desired output, without the necessary option taken by the CPU. The Central processing unit (CPU) is responsible for the processing of all the instructions which are given by the user to the computer system.

Block diagram of Computer

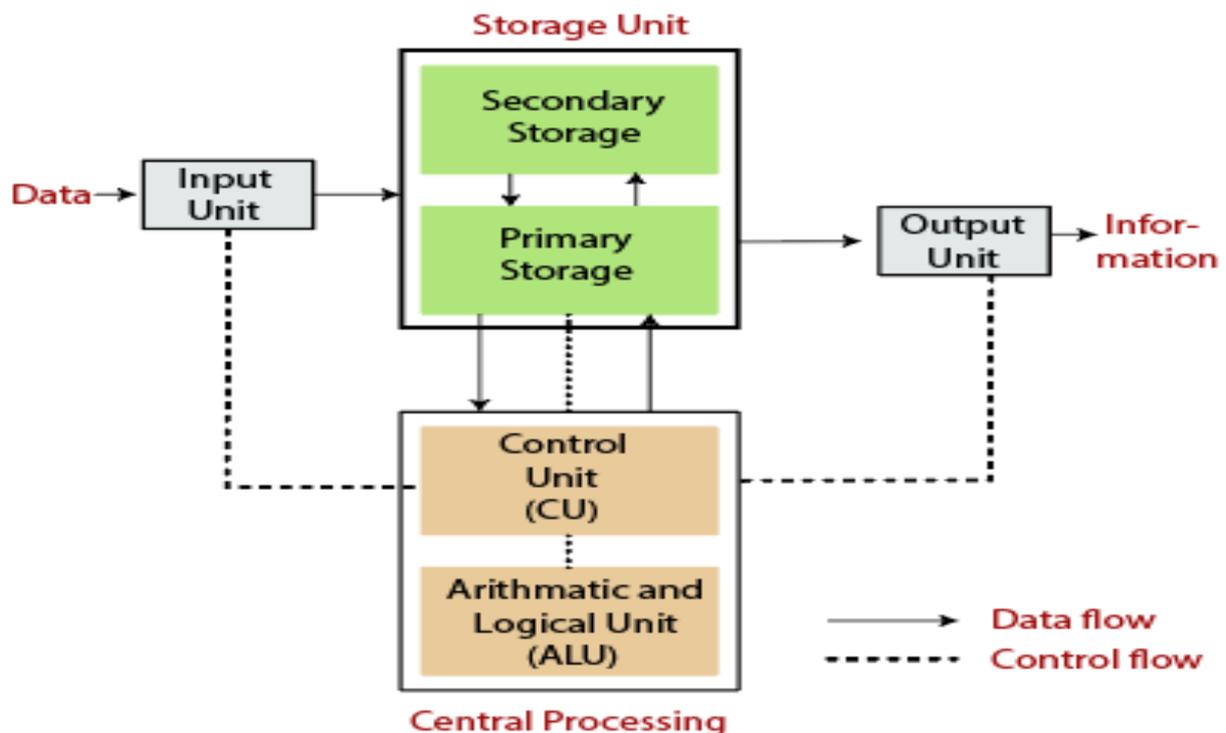


Fig: Block Diagram of the computer.

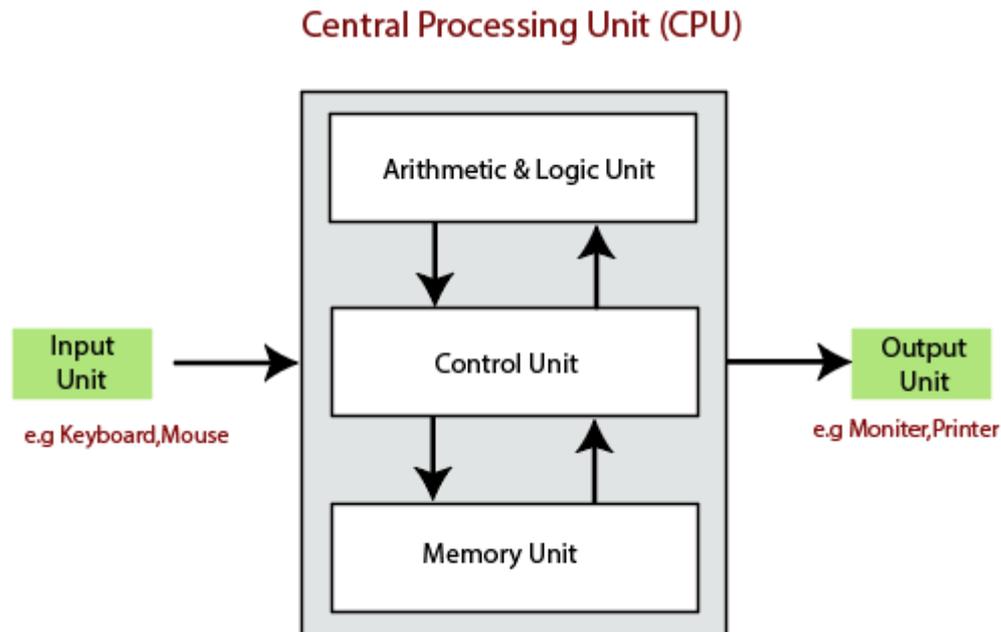
The data is entered through input devices such as the keyboard, mouse, etc. This set of instruction is processed by the CPU after getting the input by the user, and then the computer system produces the output. The computer can show the output with the help of output devices to the user, such as monitor, printer, etc.

- CPU (Central Processing Unit)
- Storage Unit
- ALU(Arithmetic Logic Unit)

- Control Unit

Central Processing Unit (CPU)

The computer system is nothing without the Central processing Unit so, it is also known as the brain or heart of computer. The CPU is an electronic hardware device which can perform different types of operations such as arithmetic and logical operation.



The CPU contains two parts: the arithmetic logic unit and control unit. We have discussed briefly the arithmetic unit, logical unit, and control unit which are given below:

Control Unit

The control unit (CU) controls all the activities or operations which are performed inside the computer system. It receives instructions or information directly from the main memory of the computer.

When the control unit receives an instruction set or information, it converts the instruction set to control signals then; these signals are sent to the central processor for further processing. The control unit understands which operation to execute, accurately, and in which order.

Arithmetic and Logical Unit

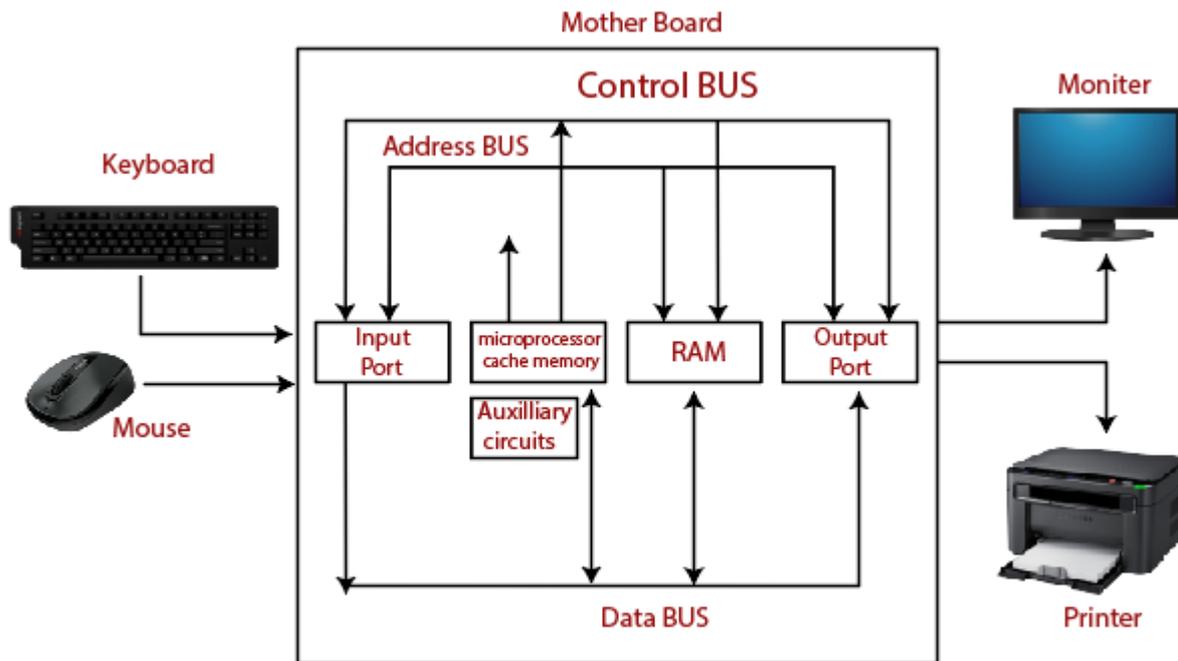
The arithmetic and logical unit is the combinational digital electronic circuit that can perform arithmetic operations on integer binary numbers. It presents the arithmetic and logical operation. The outputs of ALU will change asynchronously in response to the input. The basic arithmetic and bitwise logic functions are supported by ALU.

Storage Unit

The information or set of guidelines are stored in the storage unit of the computer system. The storage unit provides the space to store the data or instruction of processed data. The information or data is saved or hold in computer memory or storage device. The data storage is the core function and fundamental of the computer components.

Components of Computer System

The hardware and software exist on the computer. The information which is stored through the device is known as computer software. The hardware components of the computer system are related to electronic and mechanical parts, and the software component is related to data and computer programs. Many elements are connected to the main circuit board of the computer system called a “motherboard.”



Components of a Computer System

- Processor.
- Main Memory.
- Secondary Memory.
- Input Devices.
- Output Devices.

These are mainly five components of the computer system. The computer hardware, computer software, and liveware exist in the element of the computer system.

Processor

The processor is an electric circuitry within the computer system. The Central processing unit is the central processor or main processor of the computer system. The processor carries out the instructions of the computer program with the help of basic arithmetic and logic, input/output operations.

Main Memory

The Random Access Memory is the main memory of the computer system, which is known as RAM. The main memory can store the operating system software, application software, and other information. The Ram is one of the fastest memory, and it allows the data to be readable and writeable.

Secondary memory

We can store the data and programs on a long-term basis in the secondary memory. The hard disks and the optical disks are the common secondary devices. It is

slow and cheap memory as compare to primary memory. This memory is not connected to the processor directly.

It has a large capacity to store the data. The hard disk has a capacity of 500 gigabytes.

The data and programs on the hard disk are organized into files, and the file is the collection of data on the disk. The secondary storage is direct access by the CPU; that's why it is different from the primary storage.

The hard disk is about 100 times the capacity of the main memory. The main difference between primary and secondary storage is speed and capacity. There are several large blocks of data which are copied from the hard disk into the main memory.

Input Devices

The user provides the set of instruction or information to the computer system with the help of input devices such as the keyboard, mouse, scanner, etc. The data representation to the computer system is in the form of binary language after that the processor processes the converted data. The input unit implements the data which is instructed by the user to the system.

We can enter the data from the outside world into the primary storage as the input through input devices. The input devices are the medium of communication between the outside world and the computer system.

There are some important features of input devices which are given below:

1. The input devices receive or accept the data or instruction from the user, who exist in the outside world.
2. These devices convert the data or instruction into the machine-readable form for further processing.
3. The input device performs like the connection between the outside world and our computer system.
4. The keyboard and mouse are common examples of input devices.
5. When the whole procedure is finished, we get the desired output from the output devices such as monitor, printer, etc.

Output Devices

The output devices produce or generate the desired result according to our input, such as a printer, monitor, etc. These devices convert the data into a human-readable form from binary code.

The computer system is linked or connected to the outside world with the help of output devices. The primary examples of output devices are a printer, projector, etc.

These devices have various features which are given below:

1. These devices receive or accept the data in the binary form.
2. The output devices convert the binary code into the human-readable form.
3. These devices produce the converted result and show to the user.

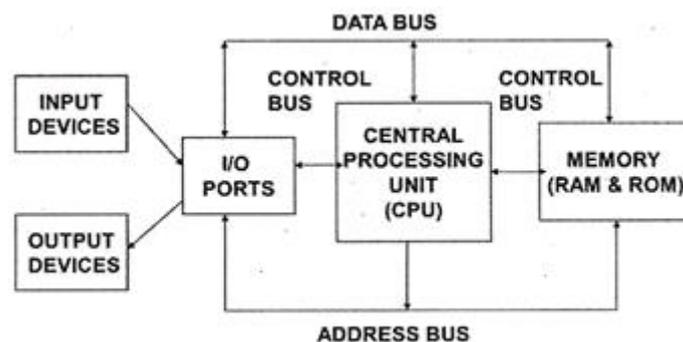
Q2: Discuss about the classification of computers based on size and capacity.

Ans. Computer's Classification

Computers are classified on different parameters, such as, storage capacity, processing speed and component (CPU) used in computers. Depending upon the components used and features of different computers, they are classified into four groups, Microcomputers, Minicomputers, Mainframe computers and Supercomputers.

Micro Computers

Micro Computer is a computer whose CPU (Central Processing Unit) is a microprocessor. All the components of a microprocessor are on a single integrated circuit chip. Micro computer can be categorized as the desktop, programmable and workstation. The microprocessor based computers are called third generation computers. They are the backbone of the modern computer era. The first and second generation computers are based on vacuum tubes and bipolar junction transistors.



Desktop Computers

Desktop computer is a type of microcomputer. A desktop computer has a keyboard for input data, a LCD or CRT monitor to display information and Central processing unit tower contains storage, memory, different types of drives, such as, CD drive, hard drive, etc. A desktop computer is mainly used at home and office applications.

Programmable Computers (PDA)

Personal digital assistance is a type of hand held programmable digital computer. It is used as notepads, address books and can connect to world web wave to share information. A PDA is equipped with mobile phone hence, called smallest computer.

Workstation

A workstation computer has greater memory capability and more extensive mathematical abilities. It is connected with other workstation computers or personal computer to exchange data and mostly used for scientific applications. It also supports multitasking applications.

Mini Computers

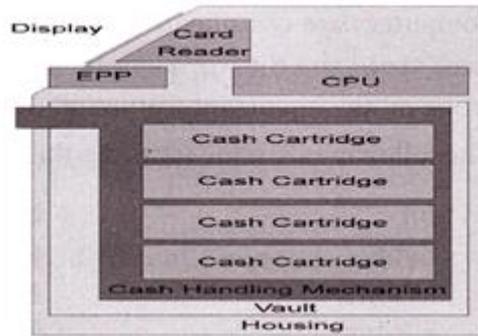
Minicomputers were introduced in early 1960s. They were faster than micro computers. Basically these computers were mainly multi-user systems, where many users work on the systems. Generally these types of computers had larger memories and greater storage capacity. They had large instruction set and address field. These kinds of computers have efficient storage for handling of text, in comparison to lower bit machines. Due to more efficient processor, speed and memory size, minicomputer was used in variety of applications and could support business applications along with the scientific applications. Minicomputer was a multi-user system which means more than one user could use this system simultaneously.

Comparison of Micro and Mini computers

Features	Microcomputer	Minicomputer
Primary memory	Shall memory	Larger memory
Word length	Small word length	Larger word length
Cost low	Low	High
Processor	Low	High

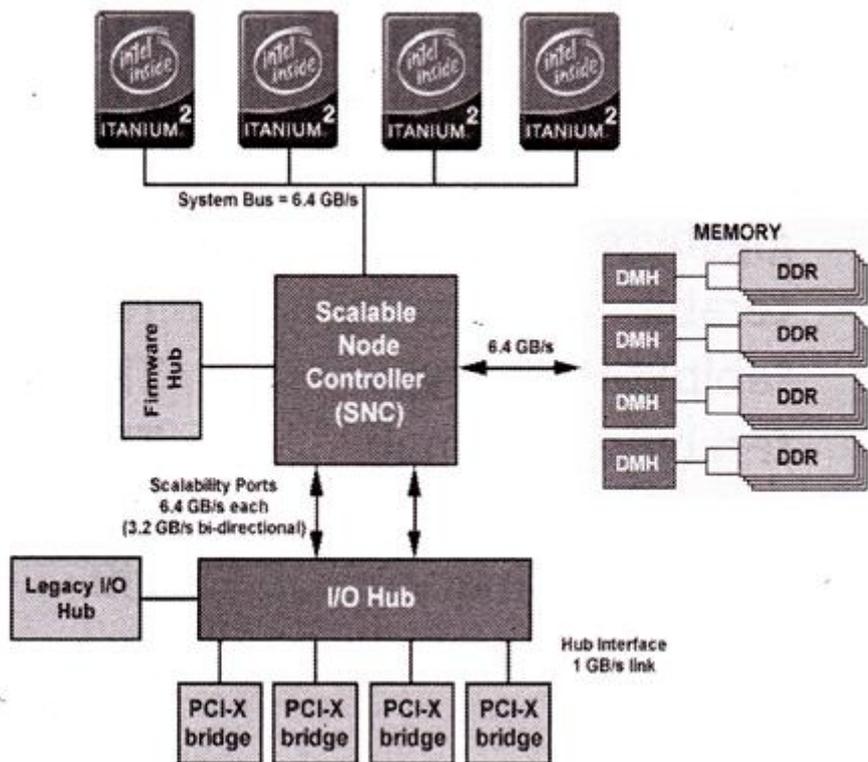
Mainframe Computers

Mainframe computers are large and expensive machines. The word length of mainframe computers may be 48, 60 or 64 bits, memory capacity being in some megabytes and storage capacity in some terabytes. Generally they handle huge volumes of information and data. In terms of speed, they are having significant processing capacity. They are used in research organizations, large industries, airlines reservation where a large database has to be maintained.



Super Computers

Super Computers are the fastest computer in current era. The processing capabilities of super computer lies in the range of GIPS², word length 64-128 or may be in 256 or so. The memory capacity of super computer is in some gigabytes or in terabytes. The storage capacity of this type of computer is in exabytes.



The parallel processing of a super computer makes it very fast because it contains number of CPU that operates parallel. They are used at some research centers and government agencies involving sophisticated scientific and engineering tasks.

Super computers are used for the followings:

- ❖ Weapons research and development
- ❖ Nuclear and plasma physics
- ❖ Rocket research and development
- ❖ Atomic research
- ❖ Aerodynamics

Units For Measuring Word Length, Data, And Storage Capacity of a Computer

Computers are classified on the basis of their data processing speed better known as clock speed and the word length. The word length that is processed by a CUP at a time is one of the important feature of that CPU.

The followings are the units for the measurement of data volume:

bit	bit	0 or 1
Byte	B	8 bite
Kibibit	Kibit	1024 bits
kilobit	Kbit	1000 bits
kibibyte (binary)	KiB	1024 bytes
kilobyte (decimal)	kB	1000 bytes
megabit	Mbit	1000 kilobits
mebibyte (binary)	MiB	1024 kibibytes
megabyte (decimal)	MB	1000 kilobytes
gigabit	Gbit	1000 megabits
gibibyte (binary)	Gibbs	1024 mebibytes
gigabyte (decimal)	GB	1000 megabytes
terabit	Tbit	1000 gigabits
tebibyte (binary)	TiB	1024 gibibytes
terabyte (decimal)	TB	1000 gigabyte
Petabit	Pbit	1000 terabyte
pebibyte (binary)	PiB	1024 tebibytes
petabyte (decimal)	PB	1000 terabytes
exabit	Ebit	1000 petabits
exbibyte (binary)	EiB	1024 pebibytes
exabyte (decimal)		

Q3: What is the meaning of computer generation? How many Computer Generations are defined? What technologies were/are used?

Ans. Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system.

There are five computer generations known till date. Each generation has been discussed in detail along with their time period and characteristics. In the following table, approximate dates against each generation has been mentioned, which are normally accepted.

Following are the main five generations of computers.

S.No	Generation & Description
1	First Generation The period of first generation: 1946-1959. Vacuum tube based.
2	Second Generation The period of second generation: 1959-1965. Transistor based.
3	Third Generation The period of third generation: 1965-1971. Integrated Circuit based.
4	Fourth Generation The period of fourth generation: 1971-1980. VLSI microprocessor based.
5	Fifth Generation The period of fifth generation: 1980-onwards. ULSI microprocessor based.

What is a computer? Computer is an advanced electronic device that takes raw data as an input from the user and processes it under the control of a set of instructions (called program), produces a result (output), and saves it for future use. This tutorial explains the foundational concepts of computer hardware, software, operating systems, peripherals, etc. along with how to get the most value and impact from computer technology. Functionalities of a Computer There are three basic functionalities of a Computer System and they are 1. Input 2. Process 3. Output But if we look at it in a very broad sense, any digital computer carries out the following five functions: Step 1 - Takes data as input. Step 2 - Stores the data/instructions in its memory

and uses them as required. Step 3 - Processes the data and converts it into useful information. Step 4 - Generates the output. Step 5 - Controls all the above four steps. Computer Input Process Output

2 Advantages of Computers

Following are certain advantages of computers.

High Speed • Computer is a very fast device. • It is capable of performing calculation of very large amount of data. • The computer has units of speed in microsecond, nanosecond, and even the picosecond. • It can perform millions of calculations in a few seconds as compared to man who will spend many months to perform the same task.

Accuracy • In addition to being very fast, computers are very accurate. • The calculations are 100% error free. • Computers perform all jobs with 100% accuracy provided that the input is correct.

Storage Capability • Memory is a very important characteristic of computers. • A computer has much more storage capacity than human beings. • It can store large amount of data. • It can store any type of data such as images, videos, text, audio, etc.

Diligence • Unlike human beings, a computer is free from monotony, tiredness, and lack of concentration. • It can work continuously without any error and boredom. • It can perform repeated tasks with the same speed and accuracy.

Versatility • A computer is a very versatile machine. • A computer is very flexible in performing the jobs to be done. • This machine can be used to solve the problems related to various fields. • At one instance, it may be solving a complex scientific problem and the very next moment it may be playing a card game.

3 Reliability

• A computer is a reliable machine. • Modern electronic components have long lives. • Computers are designed to make maintenance easy.

Automation • Computer is an automatic machine. • Automation is the ability to perform a given task automatically. Once the computer receives a program i.e., the program is stored in the computer memory, then the program and instruction can control the program execution without human interaction.

Reduction in Paper Work and Cost • The use of computers for data processing in an organization leads to reduction in paper work and results in speeding up the process. • As data in electronic files can be retrieved as and when required, the problem of maintenance of large number of paper files gets reduced. • Though the initial investment for installing a computer is high, it substantially reduces the cost of each of its transaction.

Disadvantages of Computers

Following are certain disadvantages of computers.

No I.Q. • A computer is a machine that has no intelligence to perform any task. • Each instruction has to be given to the computer. • A computer cannot take any decision on its own.

Dependency • It functions as per the user's instruction, thus it is fully dependent on humans.

Environment • The operating environment of the computer should be dust free and suitable.

No Feeling • Computers have no feelings or emotions. • It cannot make judgment based on feeling, taste, experience, and knowledge unlike humans.

4 Application of Computers in Various Fields

Business A computer has high speed of calculation, diligence, accuracy, reliability, or versatility which has made it an integrated part in all business organizations. Computer is used in business organizations for:

- Payroll Calculations
- Budgeting
- Sales Analysis
- Managing Employee Database
- Maintenance of stocks, etc.

Banking Today, banking is almost totally dependent on computers. Banks provide the following facilities:

- Online accounting facility, which includes checking current balance, making deposits and overdrafts, checking interest charges, shares, and trustee records.
- ATM machines which are completely automated are making it even easier for customers to deal with banks.

Insurance Insurance companies are keeping all records up-to-date with the help of computers. Insurance companies, stock broking firms are widely using computers for their concerns. Insurance companies are maintaining a database of all clients with information showing:

- Procedure to continue with policies
- Starting date of the

policies • Next due installment of a policy • Maturity date • Interests due • Survival benefits • Bonus Education The computer helps in providing a lot of facilities in the education system. • The computer provides a tool in the education system known as CBE (Computer Based Education). • CBE involves control, delivery, and evaluation of learning. • Computer education is rapidly increasing the graph of number of computer students. • There are a number of methods in which educational institutions can use a computer to educate the students. • It is used to prepare a database about performance of a student and analysis is carried out on this basis.

5 Marketing

In marketing, uses of the computer are following: • Advertising - With computers, advertising professionals create art and graphics, write and revise copy, and print and disseminate ads with the goal of selling more products. • Home Shopping - Home shopping has been made possible through the use of computerized catalogues that provide access to product information and permit direct entry of orders to be filled by the customers.

Healthcare

Computers have become an important part in hospitals, labs, and dispensaries. They are being used in hospitals to keep the record of patients and medicines. It is also used in scanning and diagnosing different diseases. ECG, EEG, ultrasounds and CT scans, etc. are also done by computerized machines. Following are some major fields of health care in which computers are used. • Diagnostic System - Computers are used to collect data and identify the cause of illness. • Lab-diagnostic System - All tests can be done and the reports are prepared by computer. • Patient Monitoring System - These are used to check the patient's signs for abnormality such as in Cardiac Arrest, ECG, etc. • Pharma Information System - Computer is used to check drug labels, expiry dates, harmful side effects, etc. • Surgery - Nowadays, computers are also used in performing surgery.

Engineering Design

Computers are widely used for Engineering purpose. One of the major areas is CAD (Computer Aided Design) that provides creation and modification of images. Some of the fields are: • Structural Engineering - Requires stress and strain analysis for design of ships, buildings, budgets, airplanes, etc. • Industrial Engineering - Computers deal with design, implementation, and improvement of integrated systems of people, materials, and equipment. • Architectural Engineering - Computers help in planning towns, designing buildings, determining a range of buildings on a site using both 2D and 3D drawings.

Military

Computers are largely used in defence. Modern tanks, missiles, weapons, etc. Military also employs computerized control systems. Some military areas where a computer has been used are: • Missile Control • Military Communication • Military Operation and Planning • Smart Weapons

6 Communication

Communication is a way to convey a message, an idea, a picture, or speech that is received and understood clearly and correctly by the person for whom it is meant. Some main areas in this category are: • E-mail • Chatting • Usenet • FTP • Telnet • Video-conferencing

Government

Computers play an important role in government services. Some major fields in this category are: • Budgets • Sales tax department • Income tax department • Computation of male/female ratio • Computerization of voters' lists • Computerization of PAN card • Weather forecasting

7 Generations of Computers

Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. Nowadays, generation includes both hardware and software, which together make up an entire computer system. There are five computer generations known till date. Each generation has been discussed in detail along with their time period and characteristics. In the following table, approximate dates against each generation has been mentioned, which are normally accepted. Following are the main five generations of computers.

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Technology has evolved and shaped our workplaces in many ways, through the adoption of tools like the internet and email for communications, word processing, spreadsheets and presentations for office productivity, electronic databases for record keeping, and robots and artificial intelligence for automation.

Technology is indispensable in our work-lives, and it pervades every aspect of businesses and the public space.

Here are 10 ways in which technology has become an integral part of everyday work:

1. Communications technologies



Technology is used widely in almost every industry -- you must know how to use it in your chosen field!

Long distance communication is one area where technology has made a profound impact on workplaces. Businesses used to employ fax machines, surface mail and the telephone in the past.

Today, email, SMS, and various chat software tools have become the principal modes of business communication. Also, the use of video conferencing is on the rise, thus reducing the need for physical travel.

2. Office productivity



Word processing, spreadsheets, digital presentations and other office productivity software have become so commonplace that their use has become routine, and this has completely transformed office work.

Office software is now becoming integrated with other productivity and decision making tools like PowerBI and this new wave will revolutionise the workplace again.

3. Record keeping and retrieval



Another area where advanced technology is already ubiquitous is record keeping. Most businesses have switched to electronic databases, rather than paper files, to store and access their records, and this has become an essential and everyday part of our work environment.

Q4: Differentiate between Volatile & Non- Volatile memories.

Ans. Volatile and Non-Volatile Memory are both types of computer memory. Volatile Memory is used to store computer programs and data that CPU needs in real time and is erased once computer is switched off. RAM and Cache memory are volatile memory. Where as Non-volatile memory is static and remains in the computer even if computer is switched off. ROM and HDD are non-volatile memory.

Following are the important differences between Volatile and Non-Volatile Memory.

Sr. No.	Key	Volatile Memory	Non-Volatile Memory
1	Data Retention	Data is present till power supply is present.	Data remains even after power supply is not present.
2	Persistence	Volatile memory data is not permanent.	Non-volatile memory data is permanent.
3	Speed	Volatile memory is faster than non-volatile memory.	Non-volatile memory access is slower.
4	Example	RAM is an example of Volatile Memory.	ROM is an example of Non-Volatile Memory.
5	Data Transfer	Data Transfer is easy in Volatile Memory.	Data Transfer is difficult in Non-Volatile Memory.
6	CPU Access	CPU can access data stored on Volatile memory.	Data to be copied from Non-Volatile memory to Volatile memory so that CPU can access its data.
7	Storage	Volatile memory less storage capacity.	Non-Volatile memory like HDD has very high storage capacity.
8	Impact	Volatile memory such as RAM is high impact on system's performance.	Non-volatile memory has no impact on system's performance.
9	Cost	Volatile memory is costly per unit size.	Non-volatile memory is cheap per unit size.

Q5: Distinguish among system software, application software and open source software on the basis of their features.

Ans. Software is of two types namely system software and application software. They both differ in terms of their purpose and design. System software is meant to administer the system resources. It also serves as a kind of platform for running the application software. On the other hand, application software is meant to enable the user to carry out some specific set of tasks or functions.

Differences between System Software and Application Software	
System software is meant to manage the system resources. It serves as the platform to run application software.	Application software helps perform a specific set of functions for which they have been designed.
System software is developed in a low-level language (assembly language for example)	Application software is developed in a high-level language such as Java, C++, .net and VB.
System software automatically starts running once the system is turned on and stops when the system is shut down.	Application software runs as and when the user requests it.
A system cannot even start without system software	Application software is user specific and it is not needed to run the system on the whole.
System software is endowed with a general purpose.	Application software carries a specific purpose.
A typical example for a system software is Windows Operating System	Some characteristic examples for application software is MS Office, Photoshop and CorelDraw

Q6. a) Create a file in MS-word to insert a paragraph about yourself and save it with file name "yourself". Describe all steps involved in it.

Q6 b) Write steps regarding followings

☐ To change the font style

☐ To change the font size

☐ To change the font color

☐ To highlight (in yellow) the line that reads "need to get IMS's address".

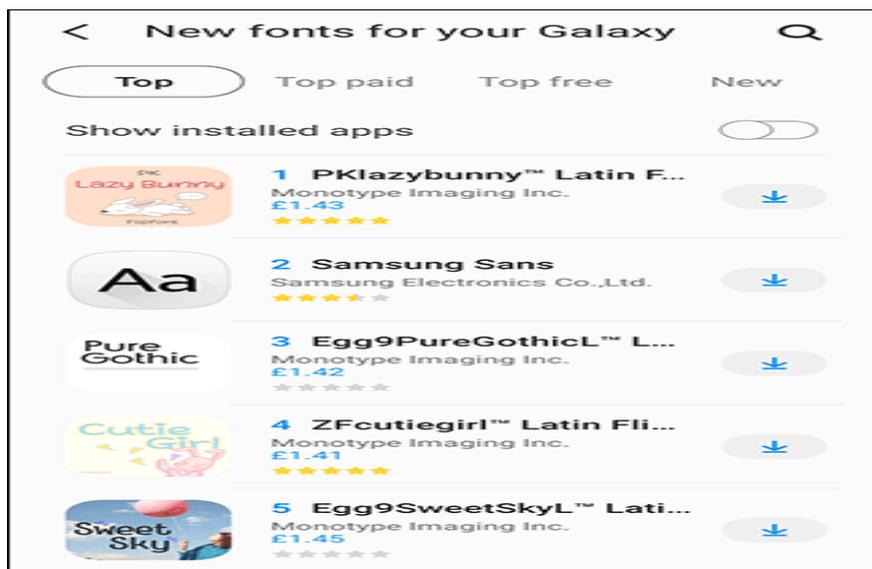
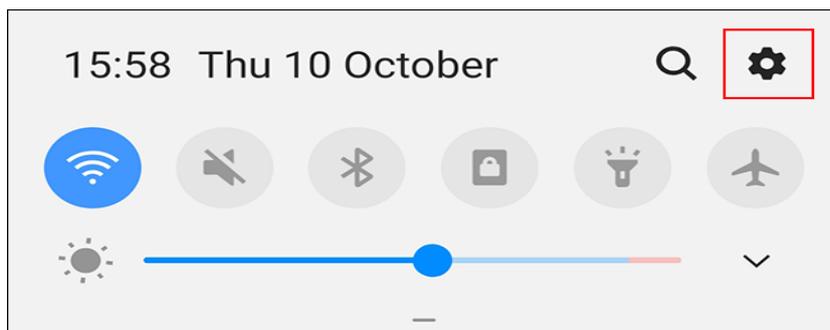
Ans. Android offers plenty of options to customize the appearance of your device, including your font style. If you want to change your Android font, you can use built-in settings to do it or use a custom launcher.

Due to the fragmented nature of Android, changing your fonts on different Android manufacturers and versions will vary. The steps below are confirmed to work on a Samsung device running Android 9 Pie.

Changing Built-In Font Settings

Some Android devices and versions have built-in settings to allow you to change your font style. If your phone or tablet doesn't have these options, you won't be able to change the font style without rooting your device, which isn't something we recommend.

If you do have the option to alter your font settings, head to the "Settings" menu on your Android device by swiping down the notifications shade and tapping the gear icon in the top right. You can also access your "Settings" menu from the app drawer.



Once your new font style is installed, return to the "Font Style" menu and tap on it to switch.

Using a Custom Launcher

If you don't have the option to change your font style on your Android device, you can use a [custom launcher](#) instead. Two popular launchers you could choose to use are [Nova Launcher](#) and [Action Launcher](#).

Both of these launchers will display custom fonts for you, but these will only be displayed within the launcher itself. That means the font you see elsewhere in your Android settings and in other apps will remain as the Android default.

RELATED: [*How To Personalize Your Android Phone With Themes and Launchers*](#)

Font size and display size

You can change your font size and display size to make your screen easier to see.

Note: Some of these steps work only on Android 7.0 and up. [Learn how to check your Android version](#).

Change font size

To make your font size smaller or larger:

1. Open your device's Settings app 
2. Tap Accessibility, then tap Font size
3. Use the slider to choose your font size

The font size setting doesn't apply to the Google Chrome app, which has its own text scaling control.

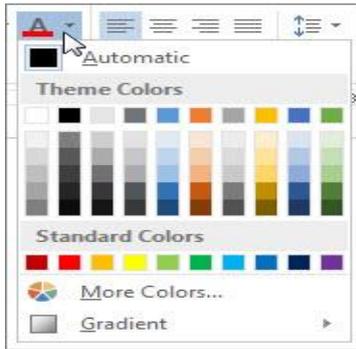
Change display size

To make items on your screen smaller or larger:

1. Open your device's Settings app 
2. Tap Accessibility, then tap Display size
3. Use the slider to choose your display size

You can change the color of text in your Word document.

1. Select the text that you want to change.
2. On the **Home** tab, in the **Font** group, choose the arrow next to **Font Color**, and then select a color.



You can also use the formatting options on the Mini toolbar to quickly format text. The Mini toolbar appears automatically when you select text.



Tips:

- If you don't see the color that you want, choose **More Colors**, and then select a color on the **Standard** tab, or mix your own color on the **Custom** tab.
- To change the color, transparency, and shade of the text, choose **Gradient**. The Gradient tool is not available in Word 2007.



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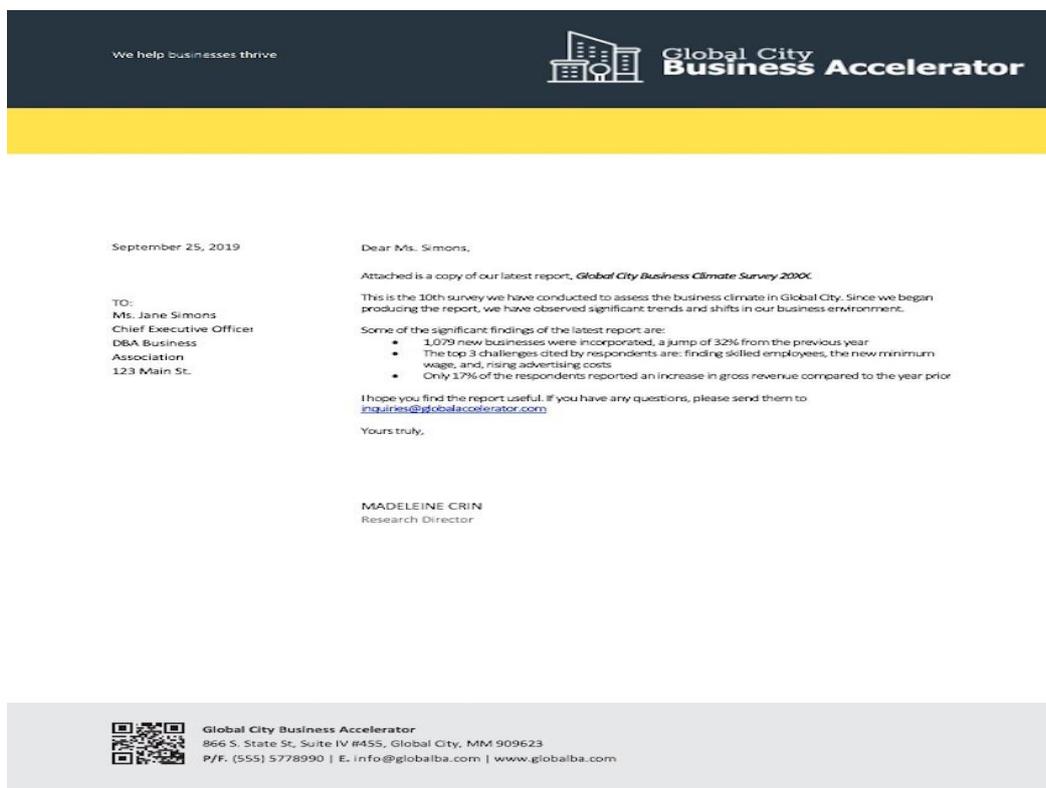
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Q7. Create a file in MS-Word for the following document and save it with file name 'ms_word'. Describe all steps involved in it.

Ans. Thanks to Microsoft Word, almost anyone can turn out professional-looking office documents.

Even if you've never used MS Word before, you'll find that it only takes a few minutes to become familiar and comfortable with its interface and basic features.



Learn some basic Microsoft Word principles such as how to create and save a Word document using this [template](#) from Envato Elements.

Note: We used the [Invoice template](#) from Elements to create this letter. Find more great [Word templates](#) from Envato Elements.

In this tutorial, I'll show you how to write a business letter in MS Word. In the process, you'll learn the answers to the following:

- How to create a Word document?
- How do you save a file on Microsoft Word?
- How to open a new file in MS Word?
- How do you use a Word template?

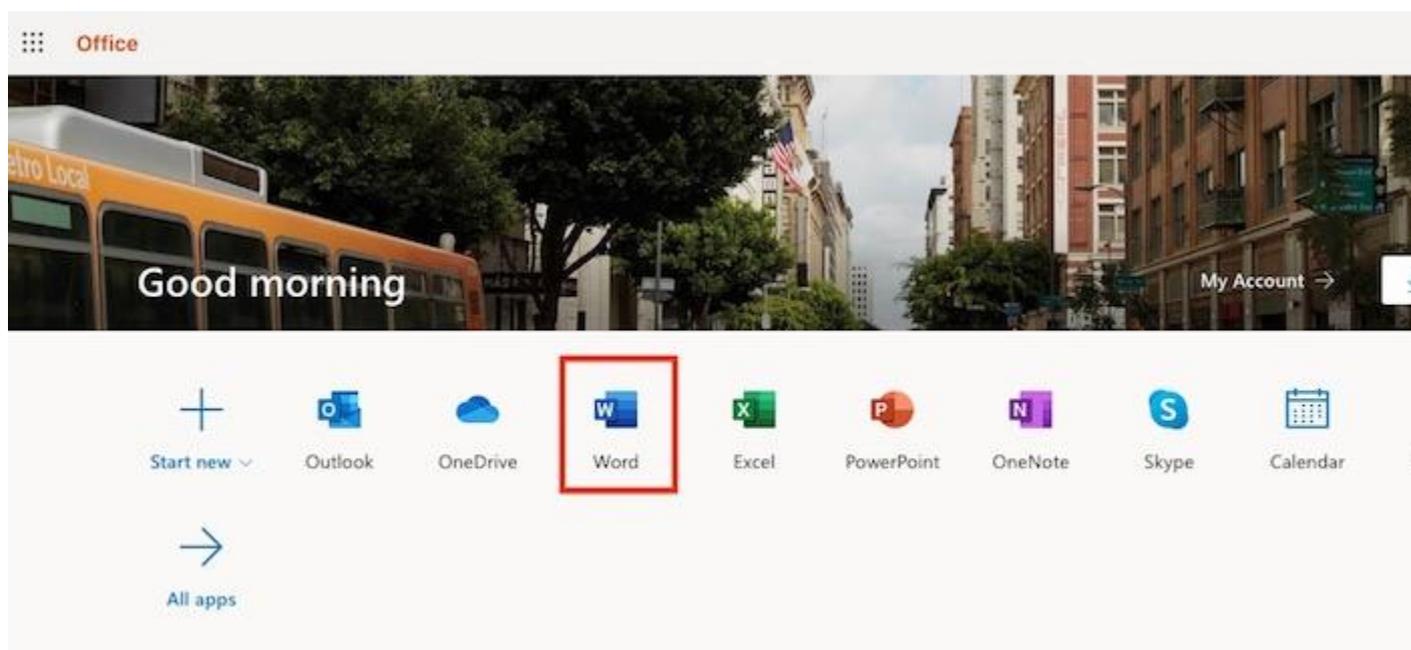
- How do you copy a Word document?

By the end of the tutorial, you'll be able to create your own document using Microsoft Word.

Launch Microsoft Word

Start by launching Microsoft Word. To use Microsoft Word online, you must have an Office 365 account (paid).

Sign in to your account, then click on **Word**.



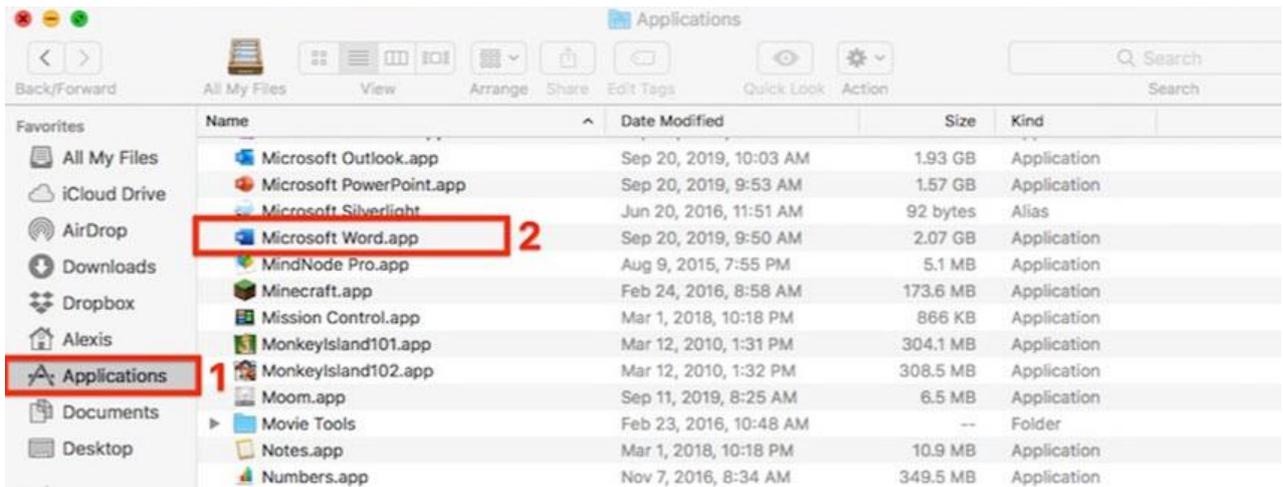
Start by signing in to MS Word.

How to Launch Microsoft Word on a Mac

If you're on a Mac, you've got several options for launching Microsoft Word.

Option 1. Launch in Finder

Go to **Applications**, then double-click on Microsoft Word.



You can launch Microsoft Word through the Finder on a Mac.

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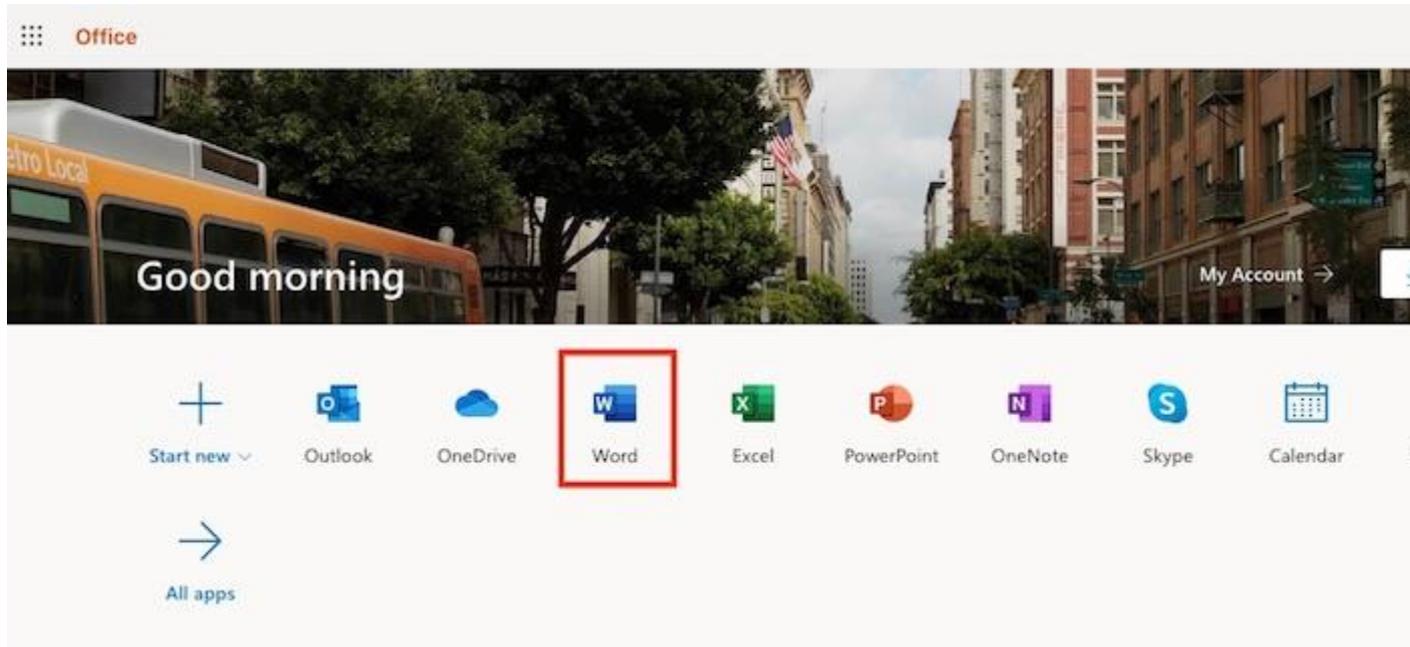
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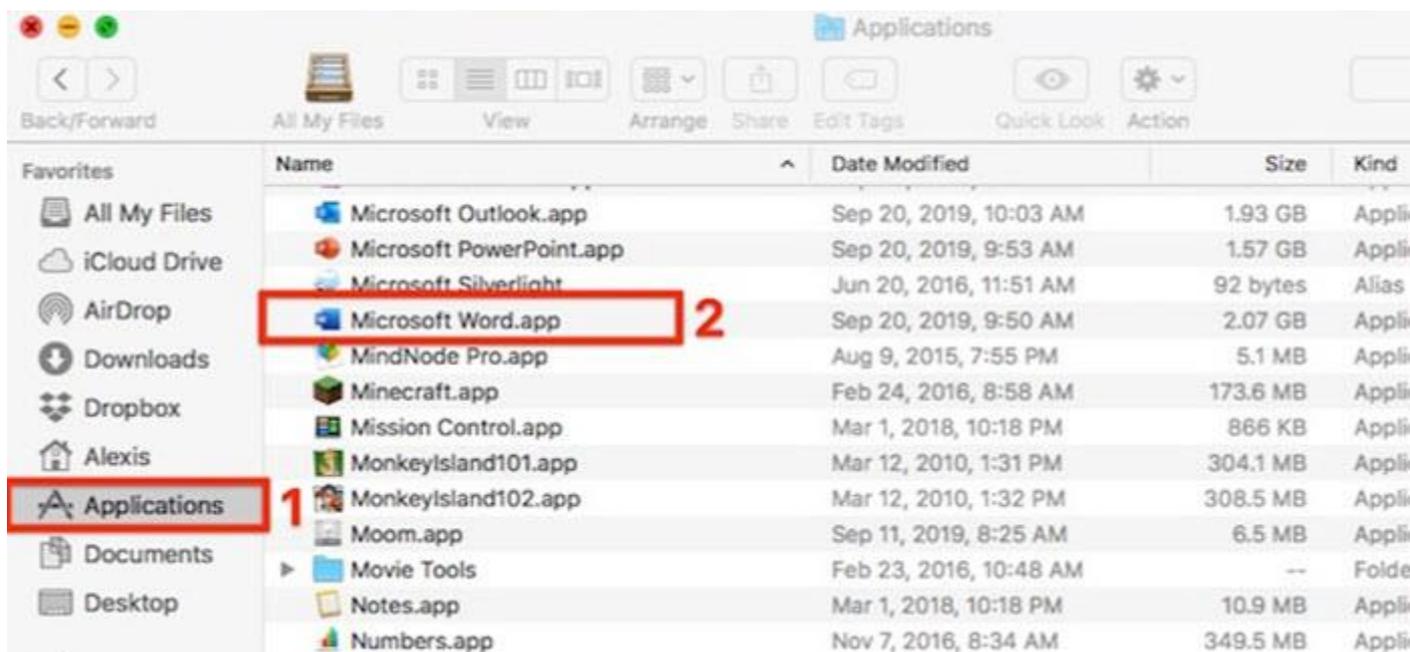
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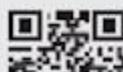
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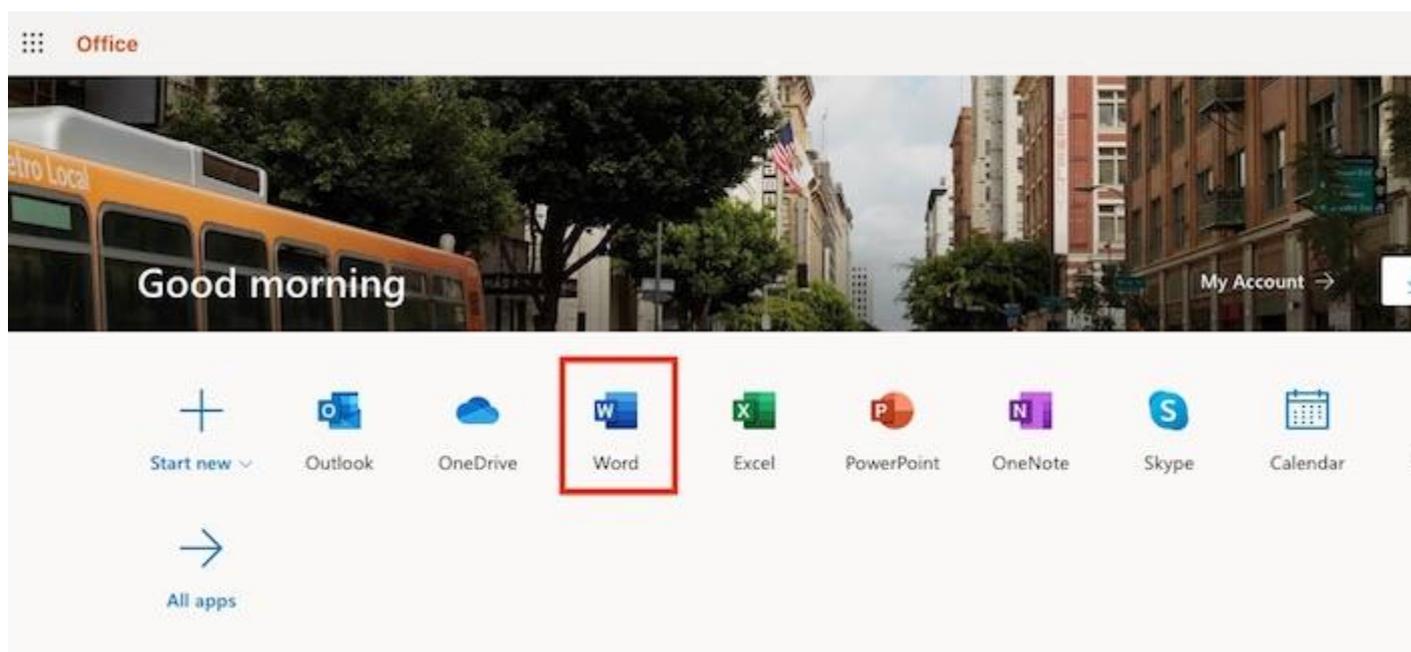
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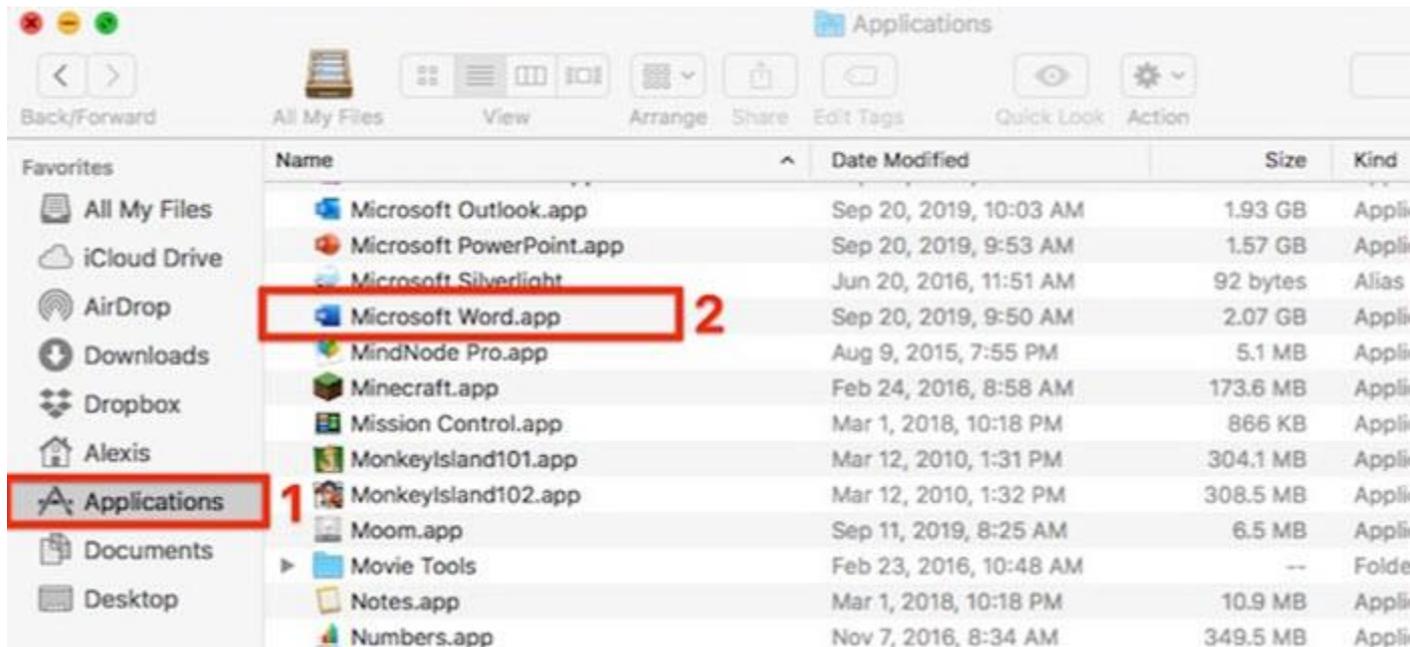
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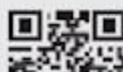
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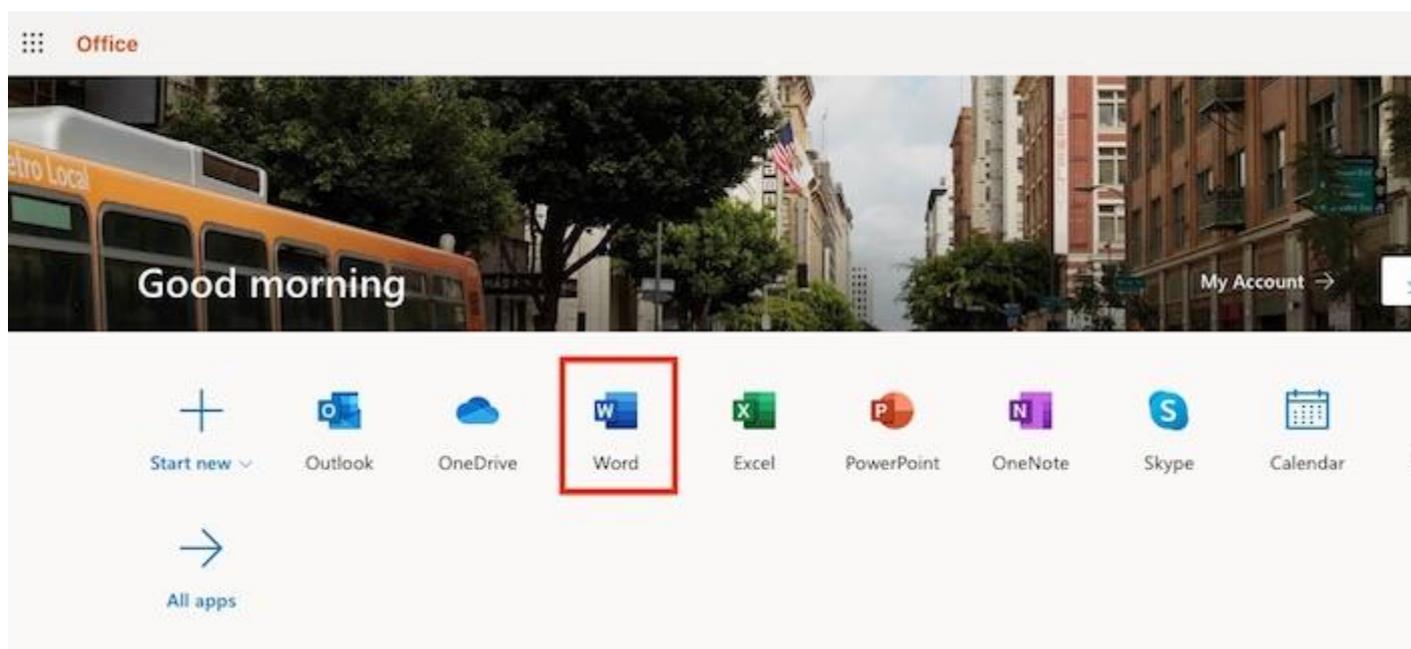
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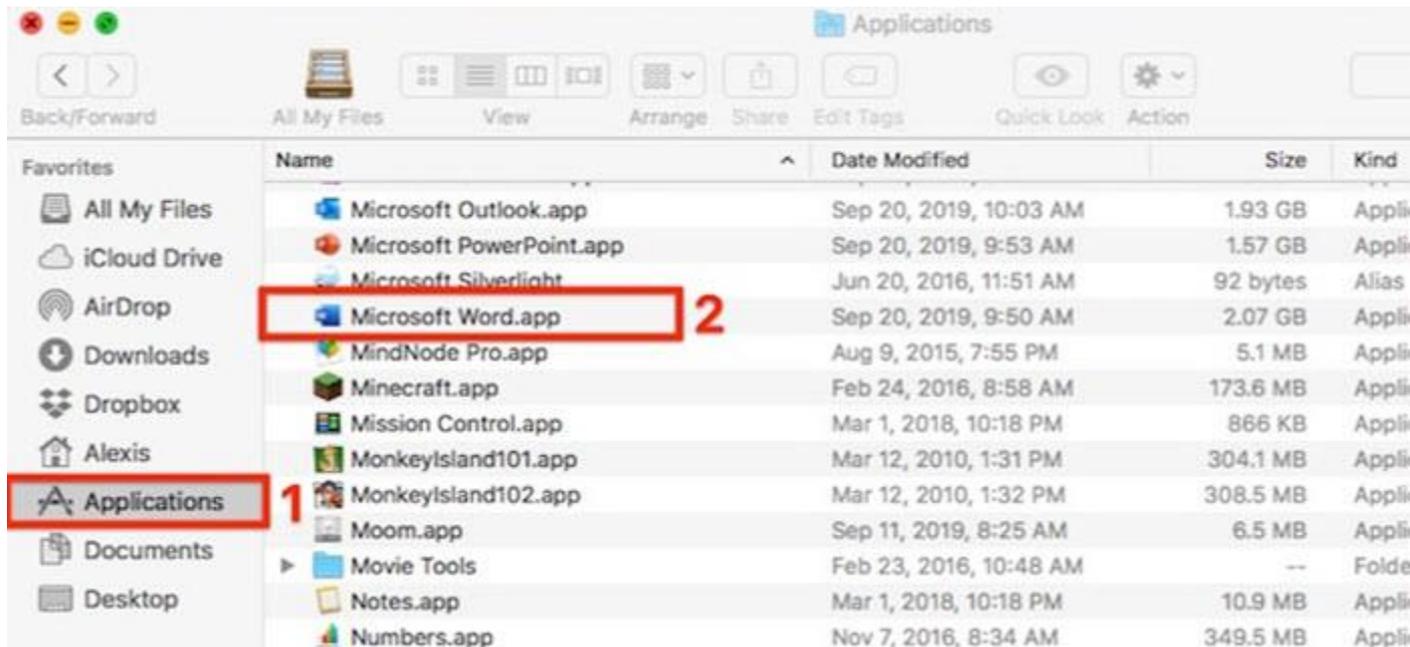
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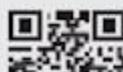
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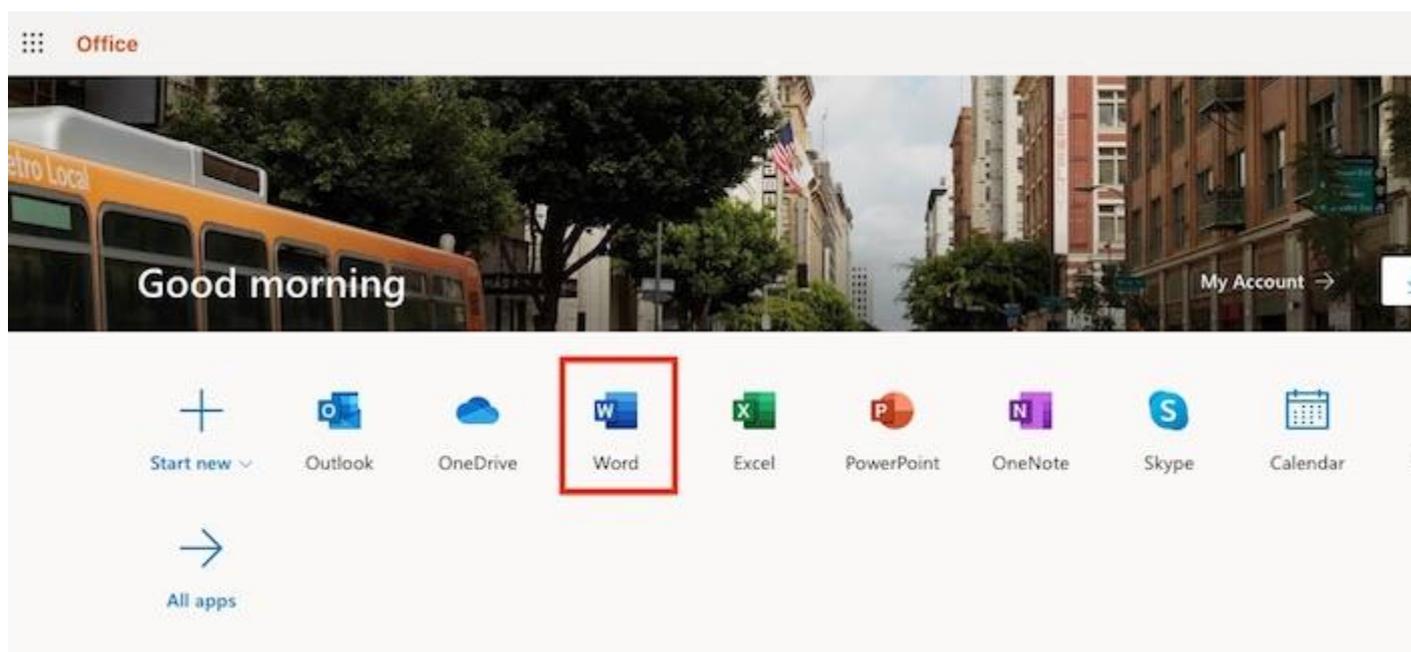
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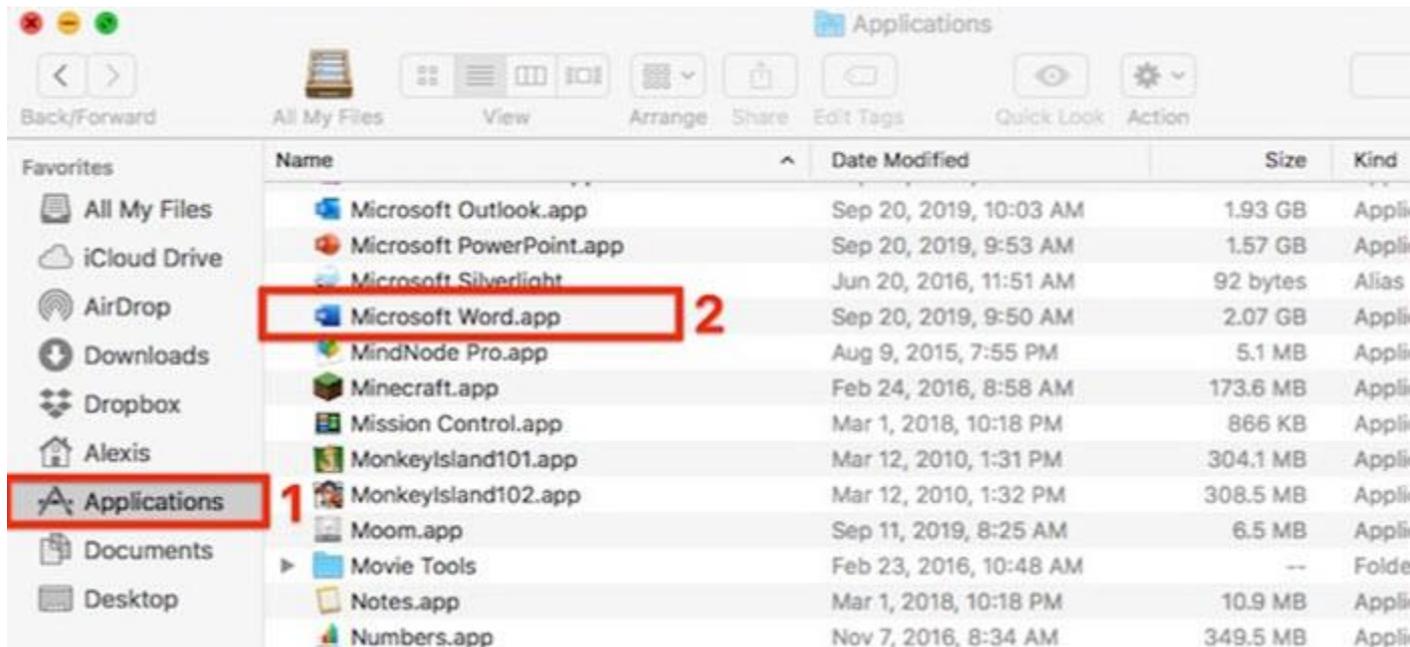
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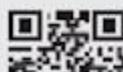
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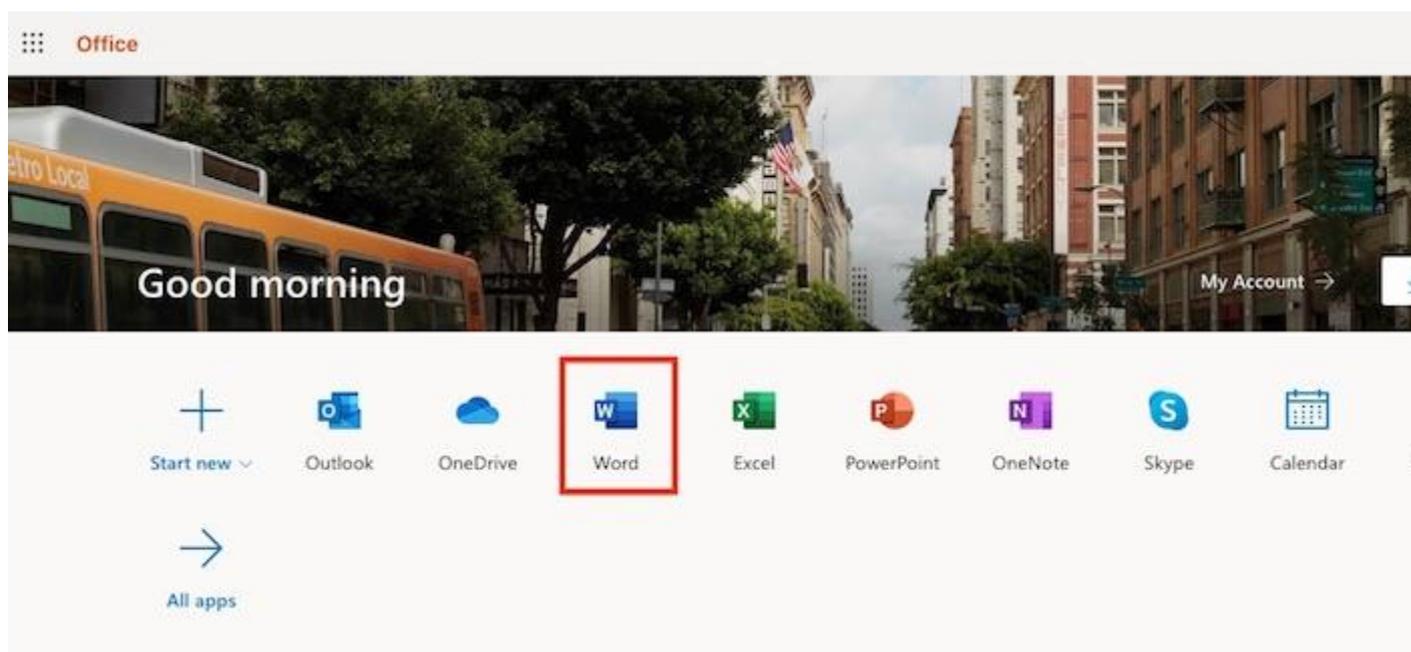
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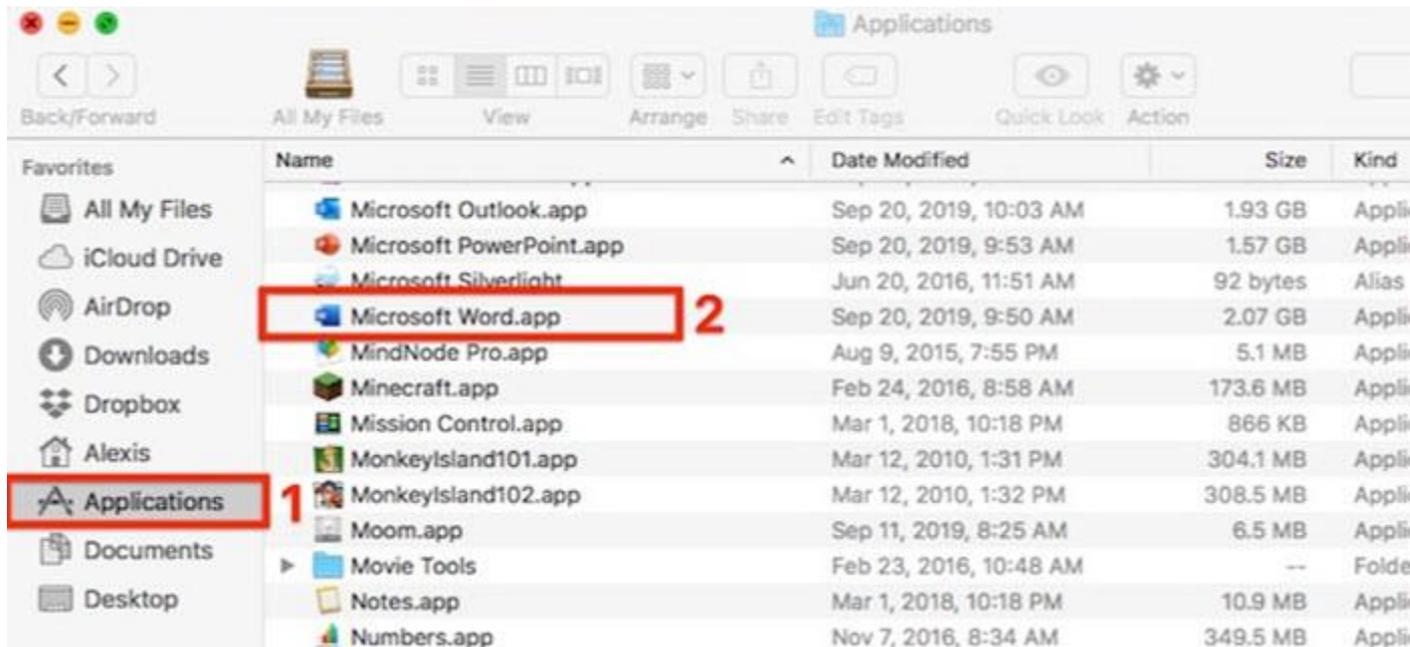
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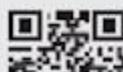
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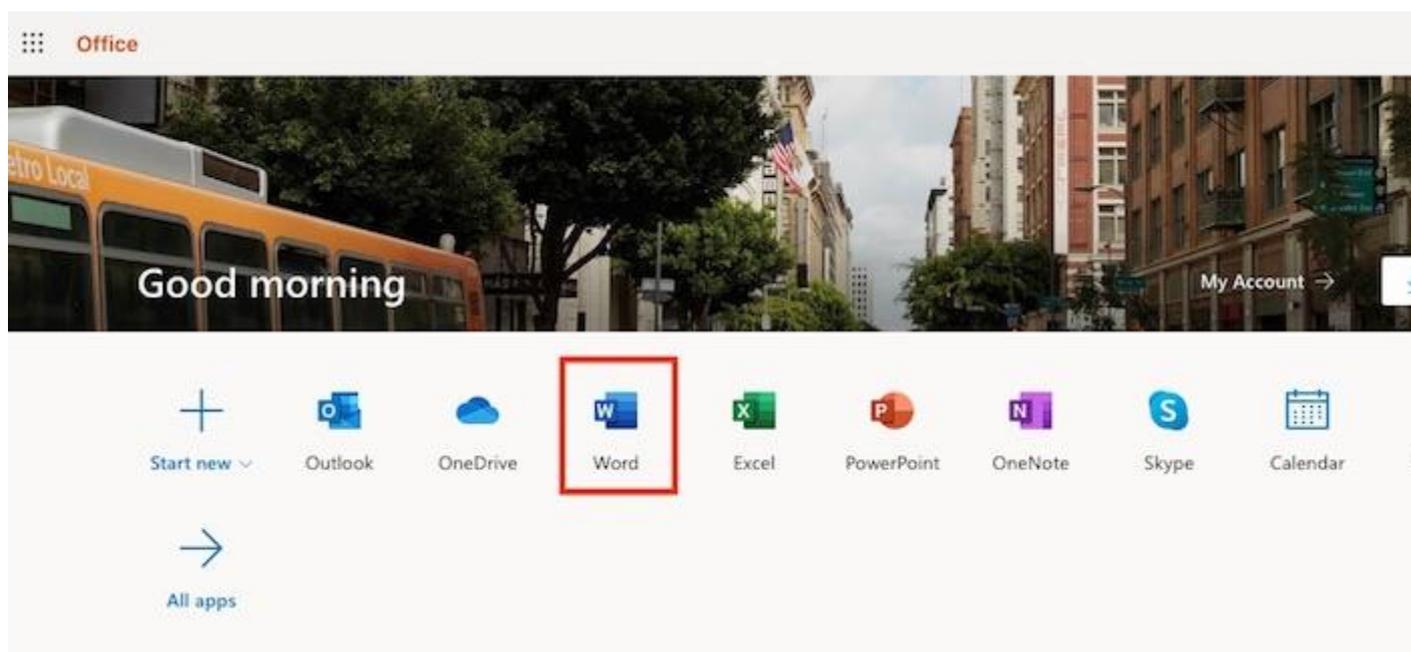
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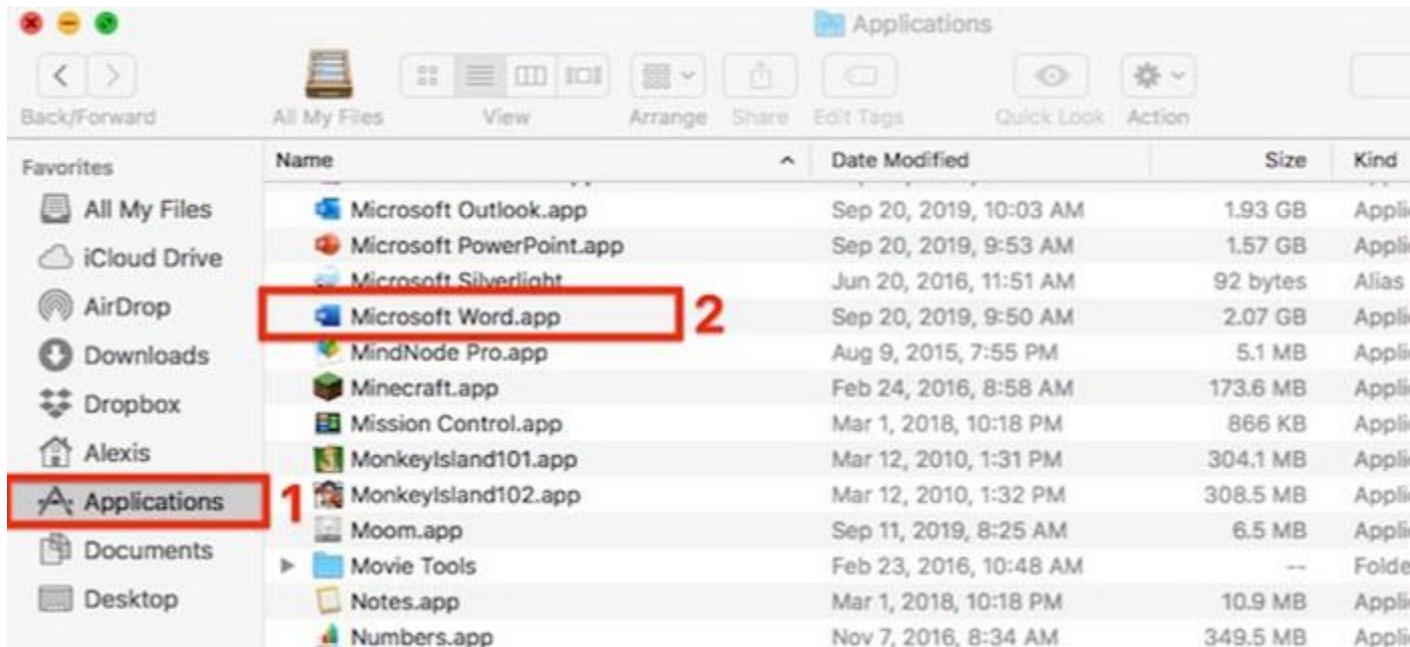
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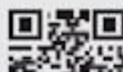
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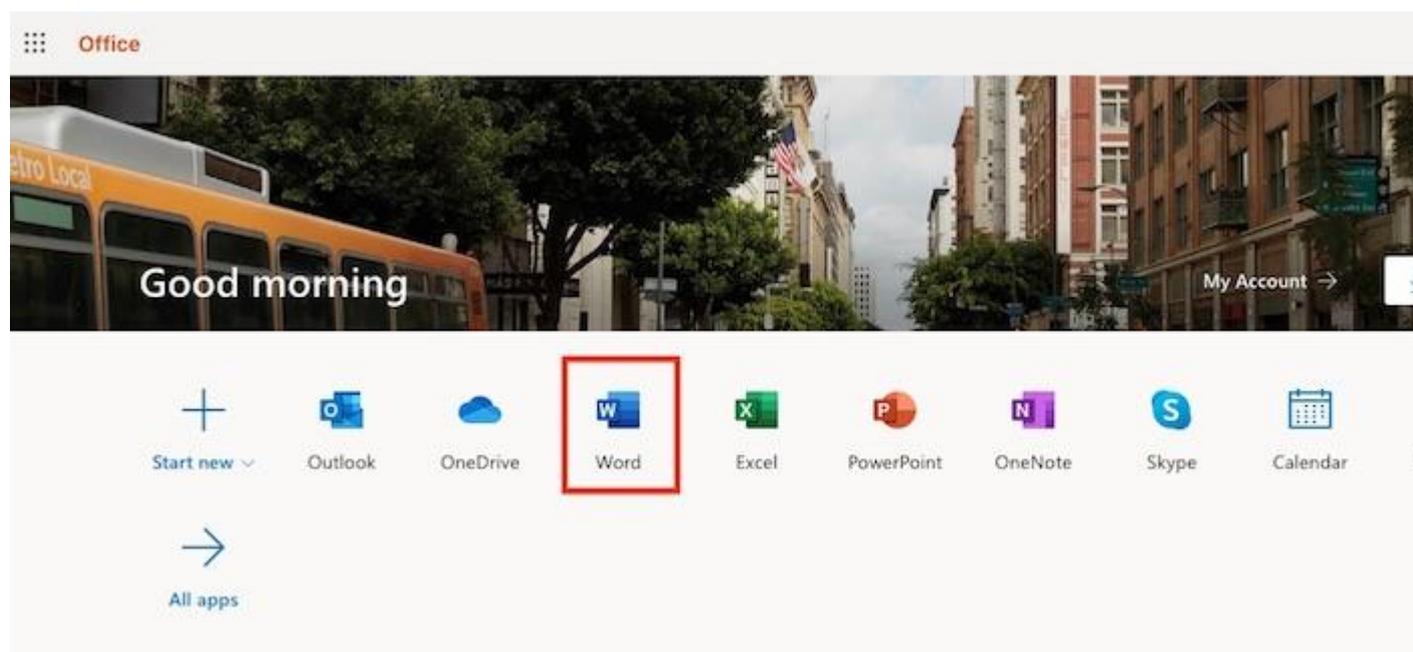
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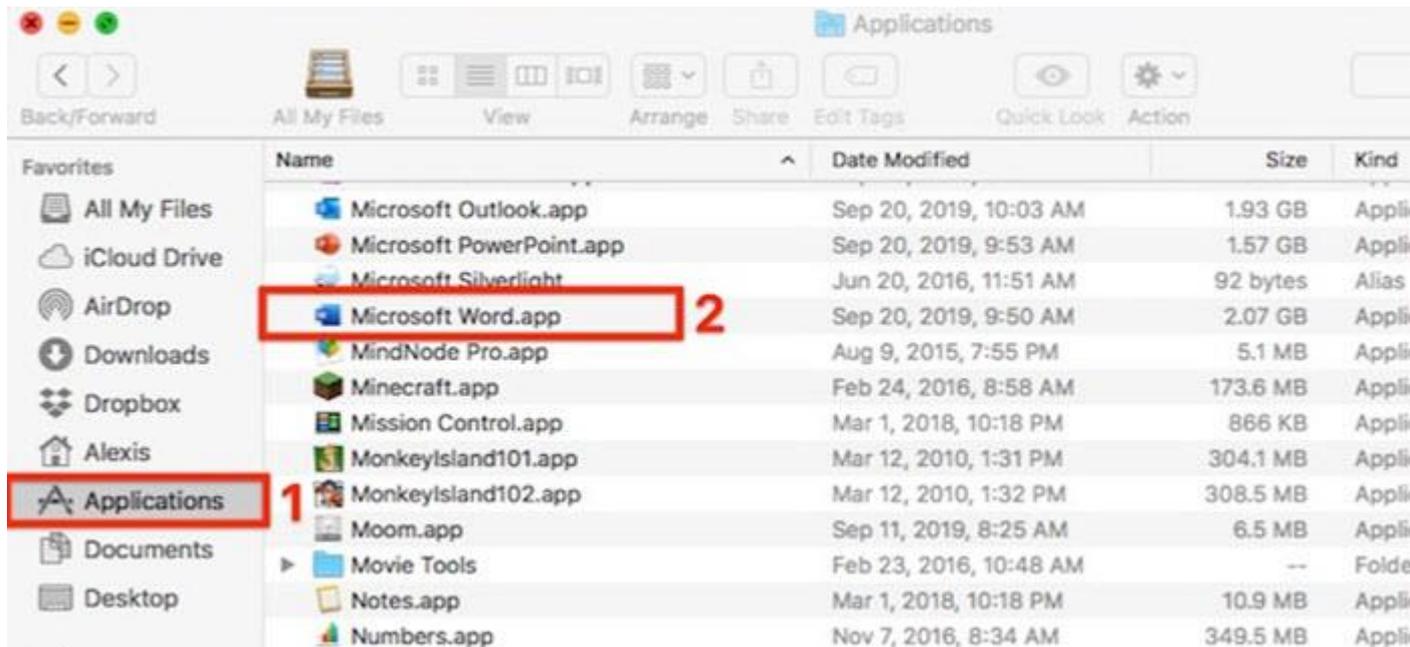
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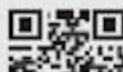
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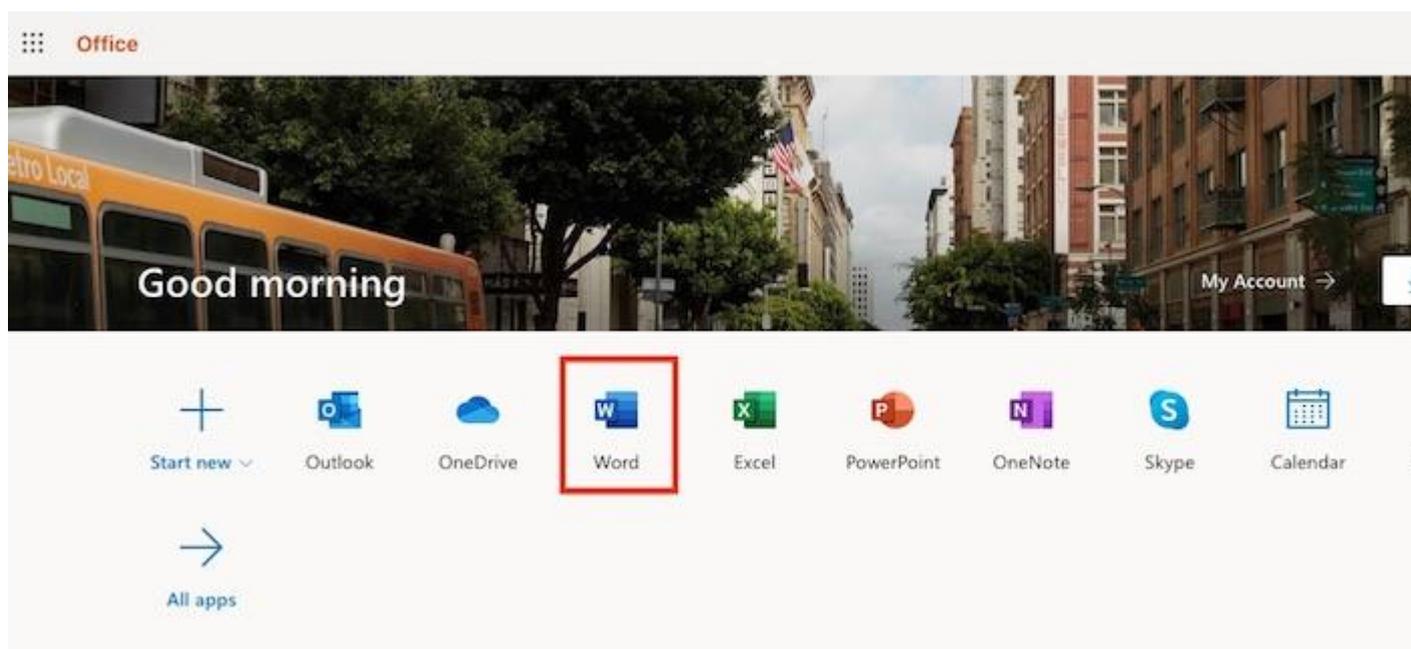
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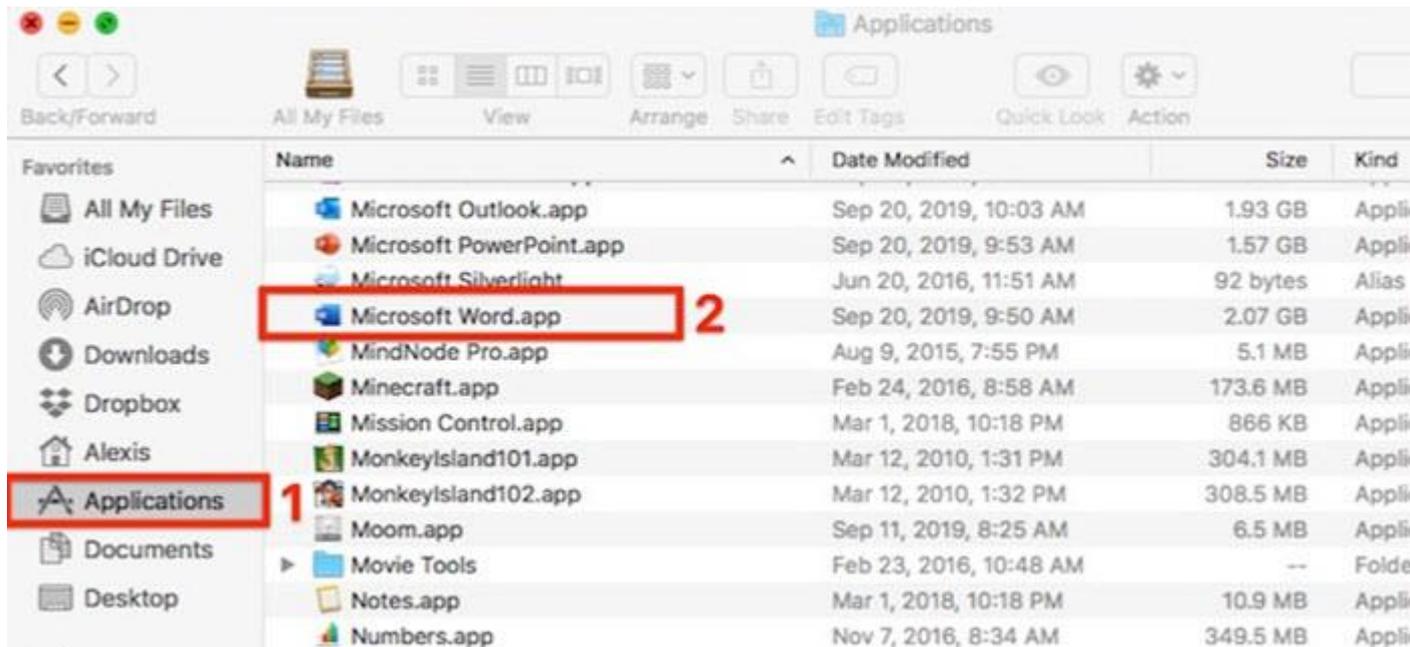
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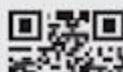
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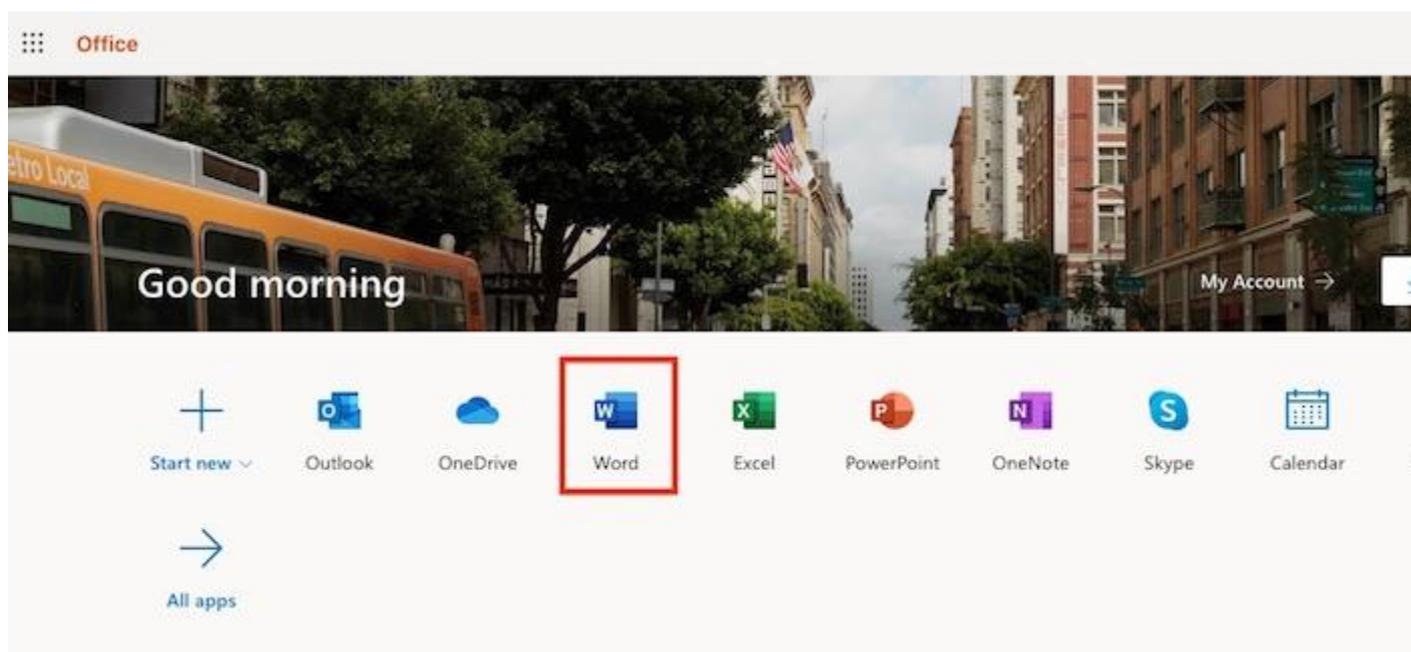
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By the end of the tutorial, you'll be able to create your own document using Microsoft Word.

Launch Microsoft Word

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Sign in to your account, then click on **Word**.



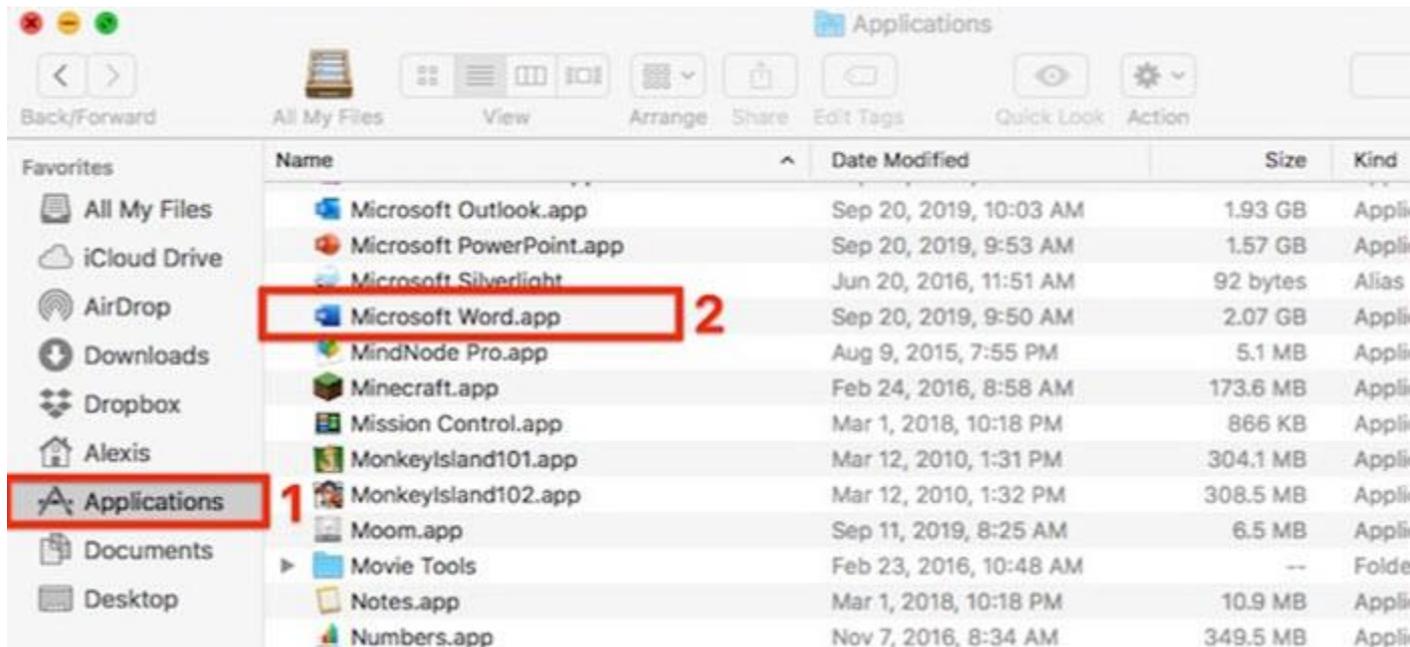
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We help businesses thrive



Global City
Business Accelerator

September 25, 2019

TO:
Ms. Jane Simons
Chief Executive Officer
DBA Business
Association
123 Main St.

Dear Ms. Simons,

Attached is a copy of our latest report, *Global City Business Climate Survey 20XX*.

This is the 10th survey we have conducted to assess the business climate in Global City. Since producing the report, we have observed significant trends and shifts in our business environment.

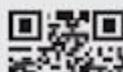
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- 1,079 new businesses were incorporated, a jump of 32% from the previous year
- The top 3 challenges cited by respondents are: finding skilled employees, the new minimum wage, and, rising advertising costs
- Only 17% of the respondents reported an increase in gross revenue compared to the previous year

I hope you find the report useful. If you have any questions, please send them to inquiries@globalaccelerator.com

Yours truly,

MADELEINE CRIN
Research Director



Global City Business Accelerator

866 S. State St. Suite IV #455, Global City, MM 909623

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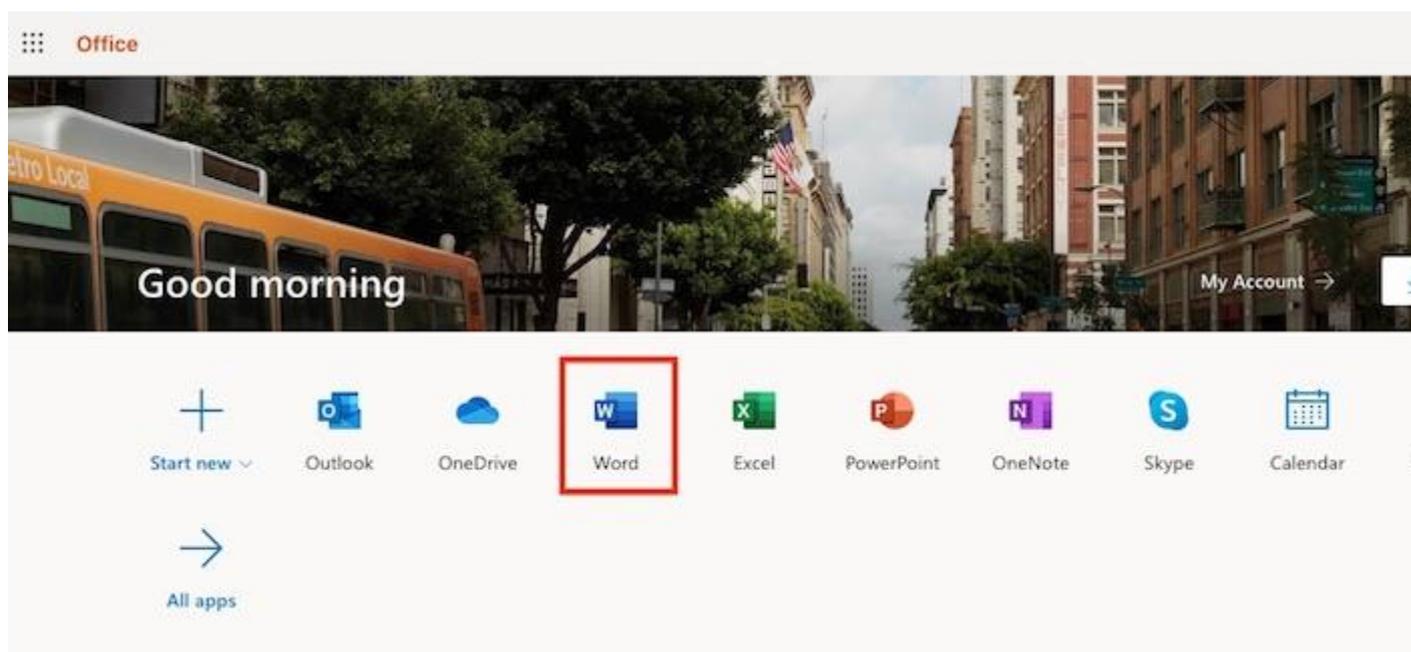
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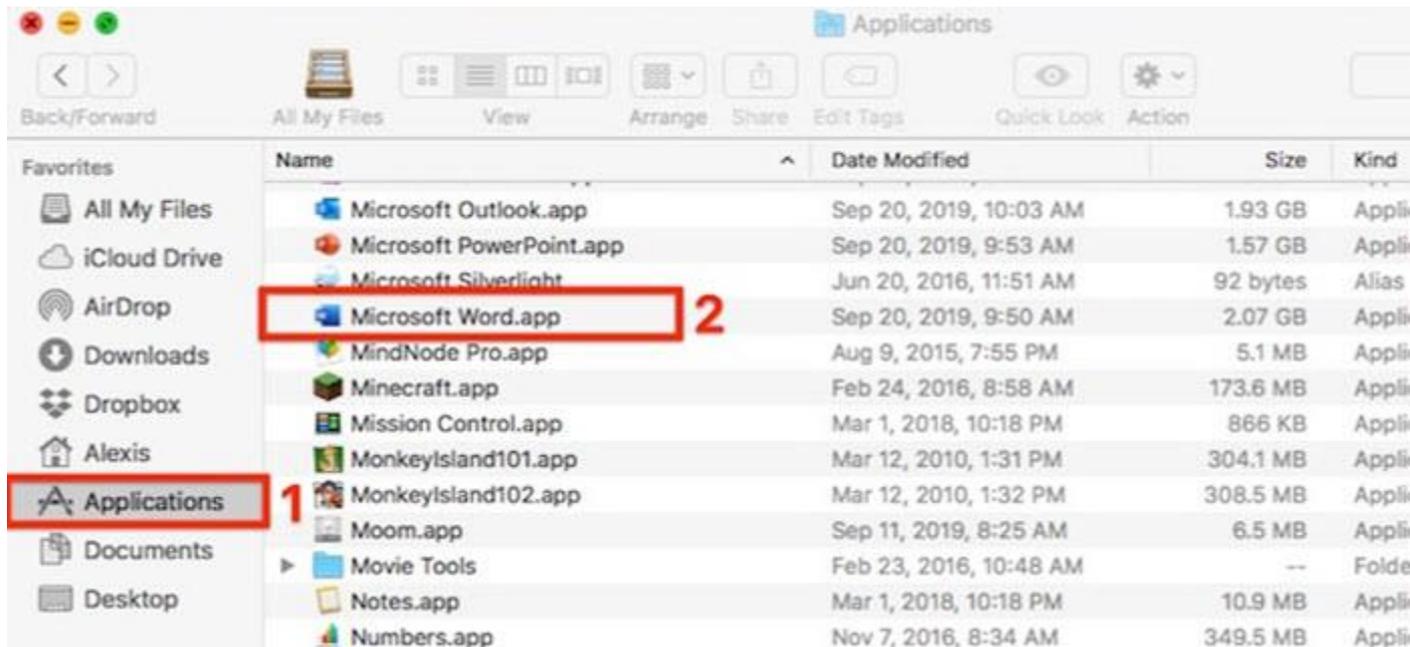
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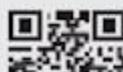
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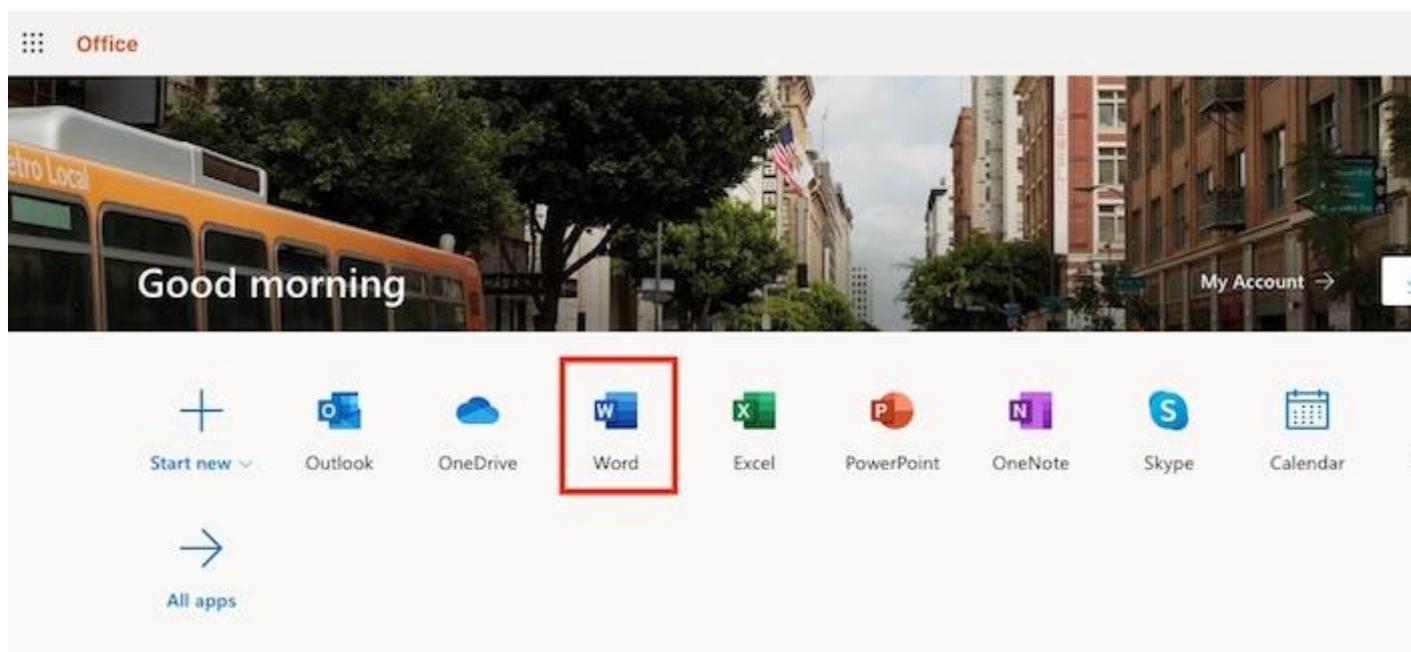
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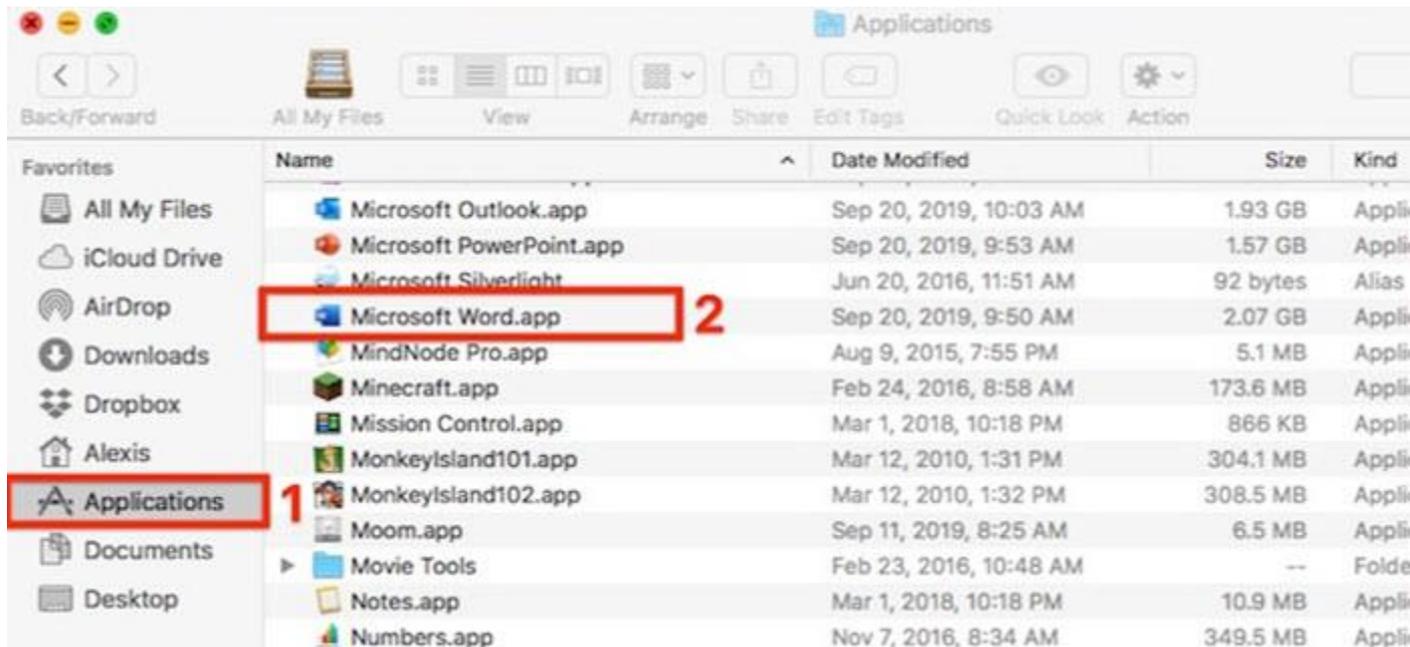
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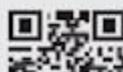
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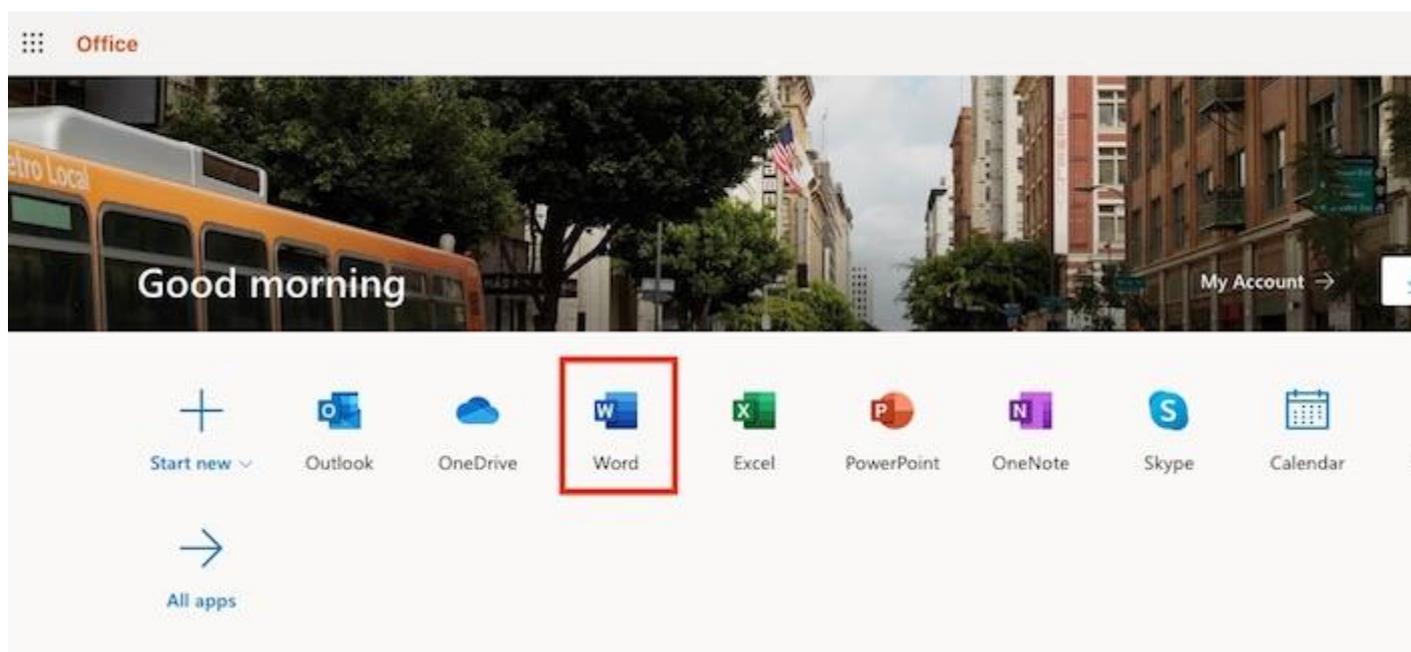
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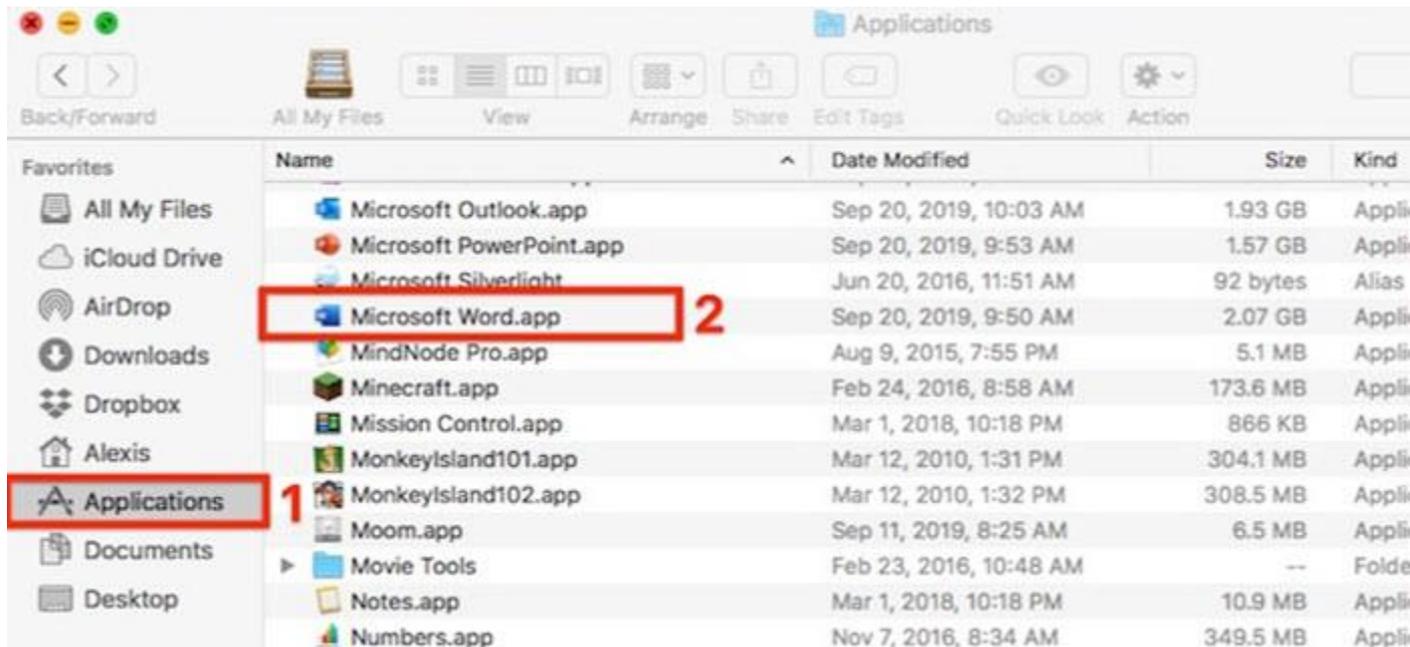
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Q8. Create a file in MS-word for the following document and save it with file name 'equations'. Describe all steps involved in it.

Ans. Chapter 1. Creating, Opening, and Saving Documents

Word. Microsoft Word has been the world's most popular word processor for so long, it needs only one name—like Oprah or Madonna. Unlike certain celebrities, though, Word has undergone a

makeover that goes well beyond cosmetic. Microsoft has redesigned the way you interact with the program and has redefined the underlying document format (don't worry; your old Word documents will still work).

Some things haven't changed: Just like previous versions, Word 2007 still makes it easy to create professional-looking letters, business reports, and novels. But Microsoft has loaded the program with new features to make designing and formatting attractive documents easier than ever. So even if you're well acquainted with its predecessors, you might need a little help getting used to the new Word. For example, some of the commands that are old favorites—like Cut and Paste—are in new places. This chapter gives you an overview of the major changes, and the chapters that follow give you all the details.

Just as in previous version of Word, every project you create in Word 2007 begins and ends the same way: You start by creating a document, and you end by saving your work. Sounds simple, but to manage your Word documents effectively, you need to know these basics and beyond. This chapter shows you all the different ways to create a document in Word 2007—like starting from an existing document or adding text to a predesigned template—and how to choose the best one for your particular project.

You'll also learn how to work faster and smarter by changing your view of your document. If you want, you can use Word's Outline view when you're brainstorming, and then switch to Print view when you're ready for hard copy. This chapter gets you up and running with these fundamental tools so you can focus on the important stuff—your words.

TIP

If you've used Word before, then you're probably familiar with opening and saving documents. Still, you may want to skim this chapter to catch up on the differences

between this version of Word and the ghosts of Word past. You'll grasp some of the big changes just by examining the figures. For more detail, check out the gray boxes and the notes and tips—like this one!

What Word Does

You type words, and they appear onscreen, what else? Well, maybe in the first version of Word. But in Word 2007, the program does a whole lot more. Word's designers knew what kinds of documents folks are likely to create, and stocked the program with predesigned templates that have all the important elements in place—headings, signature line, text boxes, and so on. You don't even have to worry about making it look nice: Word comes with attractive, built-in color schemes—called themes—that you can apply with a single click. Here are just some of the things you can create:

- Letters, lists, notecards, and other personal documents. You can even print your own greeting cards and invitations.
- Programs, menus, and booklets. Some of Word's templates are multipage affairs, letting you create scrapbooks, catalogs, playbills, and more.
- Brochures, reports, business cards, and other business documents. Word even has a feature that lets you create tables, so you don't have to use a spreadsheet program like Excel for simple tables. Word's are better looking, too.

To create all these documents, all you have to do is type the words. But even there, Word takes some of the work off your hands. It has tools that help you check your spelling and grammar, and look up facts and definitions. Word's AutoText feature even does some of the typing for you. And if you need an illustration, Word gives you a slew of pictures you can plunk right onto the page—no drawing skills required.

NOTE

The word portion of this book is based on *Word 2007: The Missing Manual* (O'Reilly). That book is a truly complete reference for Word 2007, covering every feature, including geeky stuff like creating indexes and tables of contents in Word, collaborating with other writers in the same document, and running off form letters by merging Word with a list of names and addresses. If you get really deep into Word and want to learn more, *Word 2007: The Missing Manual* can be your trusted guide.

The New Word

In the past, when Microsoft introduced new versions of Word, it seemed as if the developers had simply tacked new features on top of the old program wherever they'd fit. Sometimes the result was sort of like putting fins on a Volkswagen beetle.

With Word 2007, however, Microsoft listened to the critics who complained about Word's maze of menus and dialog boxes. There were also legitimate complaints about illogically placed commands and important tools that were buried. With Word 2007, all the commands have been reorganized and placed on the ribbon ([The Ribbon](#)) according to task and function. Is the new system going to put a smile on everyone's face? No, probably not. Is it an improvement that makes Word easier to use for most people? Yes.

Another concern was security. Microsoft has made major changes in Word's file formats to minimize the chance that you'll open a document containing a virus. It would be naïve to think these steps will eliminate virus threats, but they'll certainly help.

In addition to the new features common to all the Office 2007 applications—see the introduction for a rundown—Word got some upgrades all its own:

- **Building Blocks for better docs.** Word 2007's Building Blocks save time and stress if you consider yourself a writer (or a doctor, or a manager), not a designer. Building Blocks are predesigned, preformatted elements that you can easily drop into your document. Microsoft has thrown in dozens of things like

headers, footers, tables of contents, and fax cover pages. Choose a Building Block with the look you want, and then pop it into your document, knowing it will look good and include any of the pertinent details, like page number, document title, even your name.

- **Help! Get me security.** That was the cry of many Word users when they opened a document only to let loose a virus on their poor, unsuspecting computer. Microsoft has tackled security problems from several different directions. For example, Word 2007 has a new file format that makes it easier to ferret out documents that may contain virus-infected programs. (When it comes to Word viruses, the main culprits are Visual Basic for Applications and the tools it creates, called ActiveX controls.) In Word 2007, it's also easier than ever to add digital signatures to documents to make sure files come from a trusted source and haven't been tampered with.

- **File this way, please.** The groans are audible any time an industry standard like Microsoft Word makes major changes to its file format. The file format is the way a program writes information to a computer disc. As mentioned earlier, Microsoft is switching to a new file format for the best of reasons—to make all our computers safer from viruses. The downside of a new file format is that you can't open the new documents with older versions of Word unless you install a compatibility pack for the older programs.

Launching Word

The first time you launch Word after installation, the program asks you to confirm your name and initials. This isn't Microsoft's nefarious plan to pin you down: Word uses this information to identify documents that you create and modify. Word uses your initials to mark your edits when you review and add comments to Word documents that other people send to you.

You have three popular ways to fire up Word, so use whichever method you find quickest:

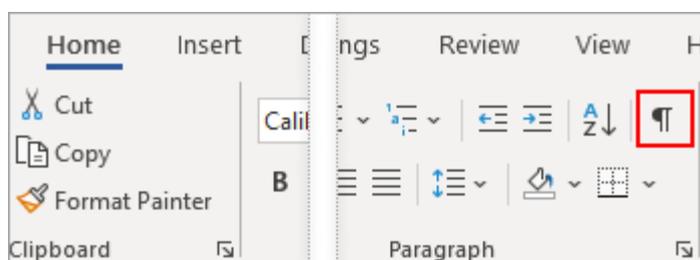
- **Start menu.** The Start button in the lower-left corner of your screen gives you access to all programs on your PC—Word included. To start Word, choose Start → All Programs → Microsoft Office → Microsoft Office Word.
- **Quick Launch toolbar.** The Quick Launch toolbar at the bottom of your screen (just to the right of the Start menu) is a great place to start programs you use frequently. Microsoft modestly assumes that you'll be using Word a lot, so it usually installs the Word icon in the Quick Launch toolbar. To start using Word, just click the W icon, and voila!

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

Ans. Convert text to a table or a table to text

Word for Microsoft 365 Outlook for Microsoft 365 Word 2019 Outlook 2019 [More...](#)

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



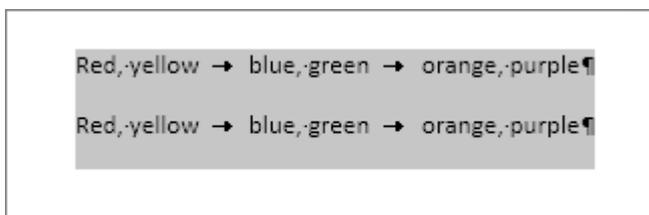
Convert text to a table

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

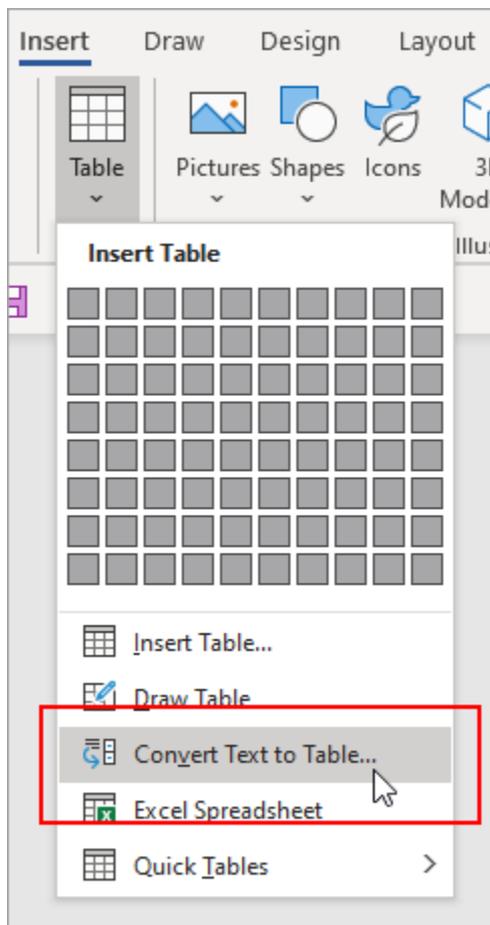
Note: If you have commas in your text, use tabs for your separator characters.

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

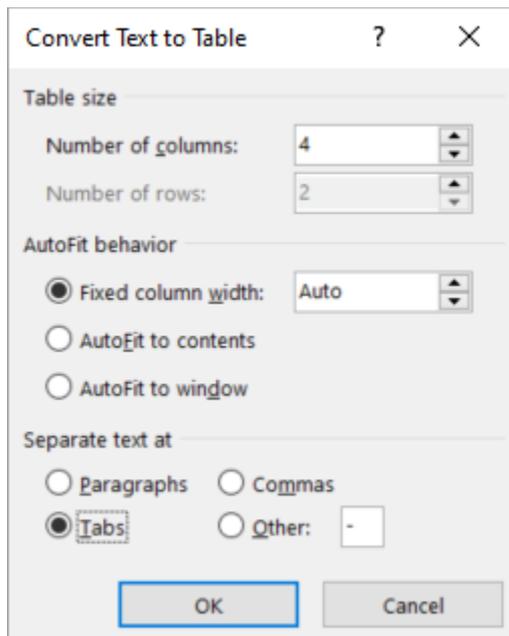
In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:



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



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



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

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

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

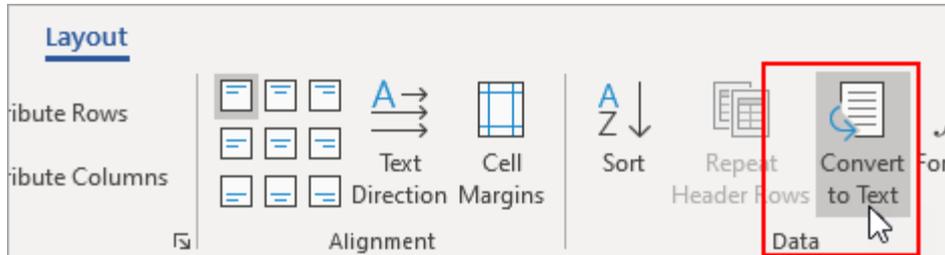
Under **Separate text at**, choose the separator character you used in the text.

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

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

Convert a table to text

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



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

Q11. Create a following worksheet in MS-excel and save it with name 'book1'.

Ans. Every Excel grandmaster needs to start somewhere. In this chapter, you'll learn how to create a basic spreadsheet. First, you'll find out how to move around Excel's grid of cells, typing in numbers and text as you go. Next, you'll take a quick tour of the Excel ribbon, the tabbed toolbar of commands that sits above your spreadsheet. You'll learn how to trigger the ribbon with a keyboard shortcut, and collapse it out of the way when you don't need it. Finally, you'll go to Excel's *backstage view*, the file-management hub where you can save your work for posterity, open recent files, and tweak Excel options.

Starting a Workbook

When you first fire up Excel, you'll see a welcome page where you can choose to open an existing Excel spreadsheet or create a new one (Figure 1-1).

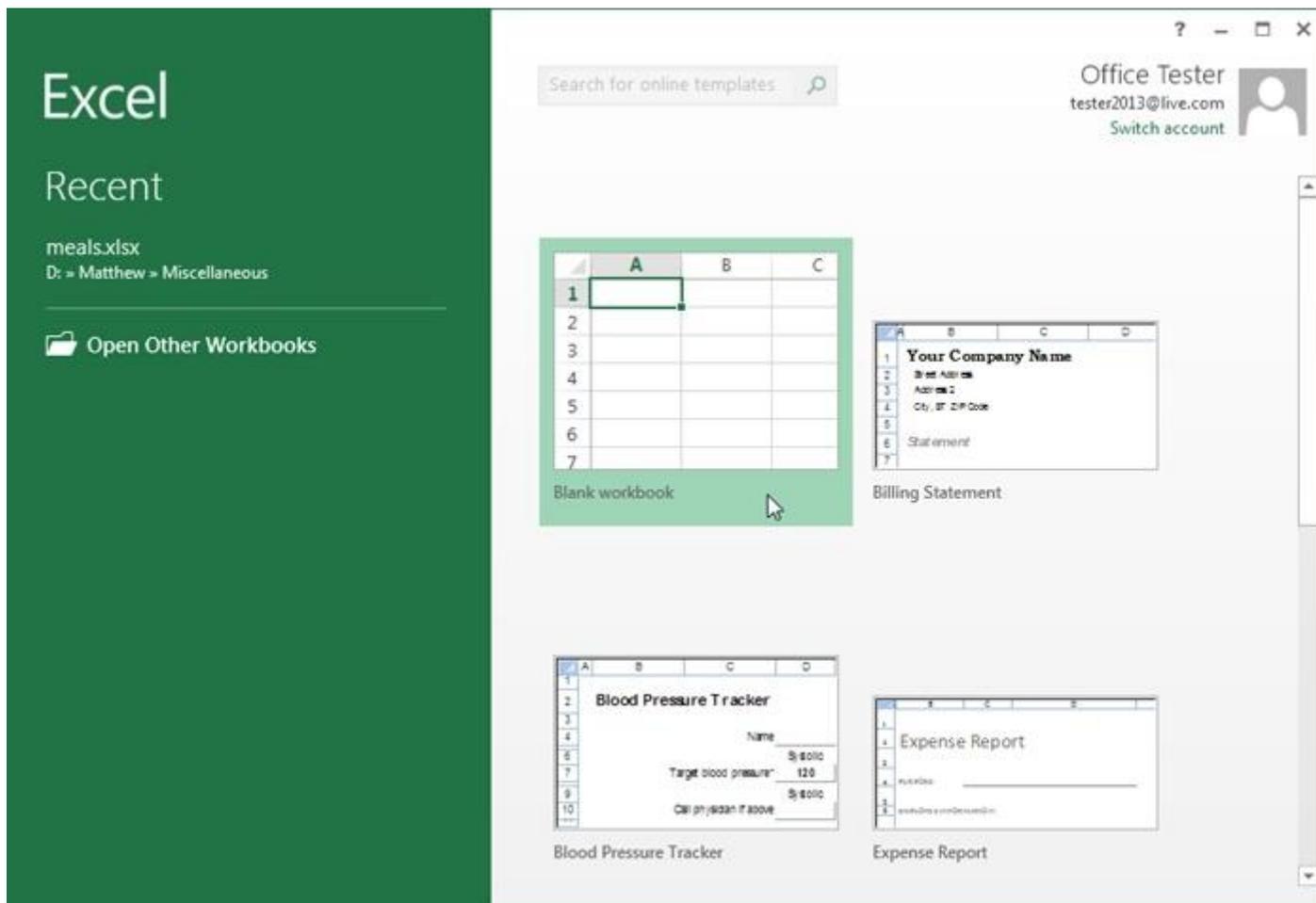


Figure 1-1. Excel’s welcome page lets you create a new, blank worksheet or a ready-made workbook from a template. For now, click the “Blank workbook” picture to create a new spreadsheet with no formatting or data.

Excel fills most of the welcome page with templates, spreadsheet files preconfigured for a specific type of data. For example, if you want to create an expense report, you might choose Excel’s “Travel expense report” template as a starting point. You’ll learn lots more about templates in Chapter 16, but for now, just click “Blank workbook” to start with a brand-spanking-new spreadsheet with no information in it.

NOTE

Workbook is Excel lingo for “spreadsheet.” Excel uses this term to emphasize the fact that a single *workbook* can contain multiple *worksheets*, each with its own grid of data.

You'll learn about this feature in Chapter 4, but for now, each workbook you create will have just a single worksheet of information.

You don't get to name your workbook when you first create it. That happens later, when you save your workbook (Saving Files). For now, you start with a blank canvas that's ready to receive your numerical insights.

Adding Information to a Worksheet

When you click "Blank workbook," Excel closes the welcome page and opens a new, blank *worksheet*, as shown in Figure 1-2. A worksheet is a grid of cells where you type in information and formulas. This grid takes up most of the Excel window. It's where you'll perform all your work, such as entering data, writing formulas, and reviewing the results.

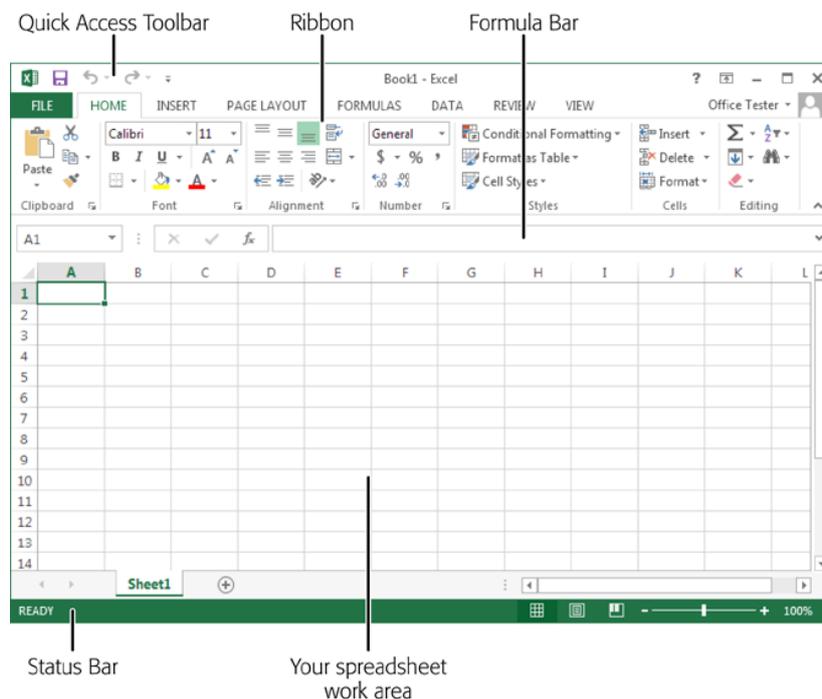


Figure 1-2. The largest part of the Excel window is the worksheet grid, where you type in your information.

Here are a few basics about Excel's grid:

- **The grid divides your worksheet into rows and columns.** Excel names columns using letters (A, B, C...), and labels rows using numbers (1, 2, 3...).
- **The smallest unit in your worksheet is the cell.** Excel uniquely identifies each cell by column letter and row number. For example, C6 is the address of a cell in column C (the third column) and row 6 (the sixth row). Figure 1-3 shows this cell, which looks like a rectangular box. Incidentally, an Excel cell can hold approximately 32,000 characters.
- **A worksheet can span an eye-popping 16,000 columns and 1 million rows.** In the unlikely case that you want to go beyond those limits—say, if you’re tracking blades of grass on the White House lawn—you’ll need to create a new worksheet. Every spreadsheet file can hold a virtually unlimited number of worksheets, as you’ll learn in Chapter 4.
- **When you enter information, enter it one cell at a time.** However, you don’t have to follow any set order. For example, you can start by typing information into cell A40 without worrying about filling any data in the cells that appear in the earlier rows.

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

. the sum of the marks using AutoSum in a range of cells (C2:C11)

• average of the marks in a rQ12. 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)

Q13 a) Describe various steps involved in the following



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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Q10. Create a file in MS-Word to insert a table in the document. Describe all steps involved in it.

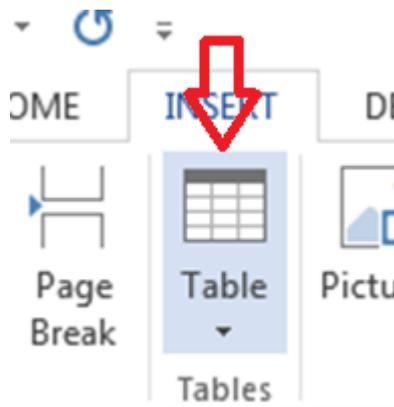
Ans. The basic steps for creating a standard table in Microsoft Word (2013) are:

1. Open a blank Word document

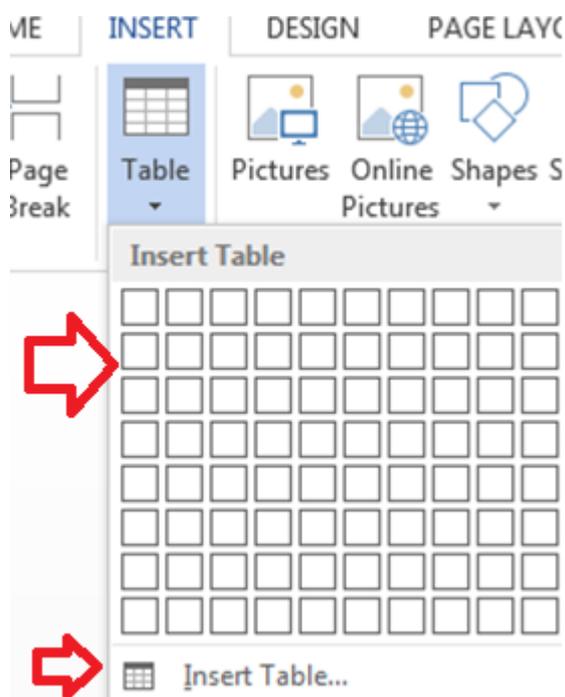
2. In the top ribbon, press *Insert*



3. Click on the *Table* button



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

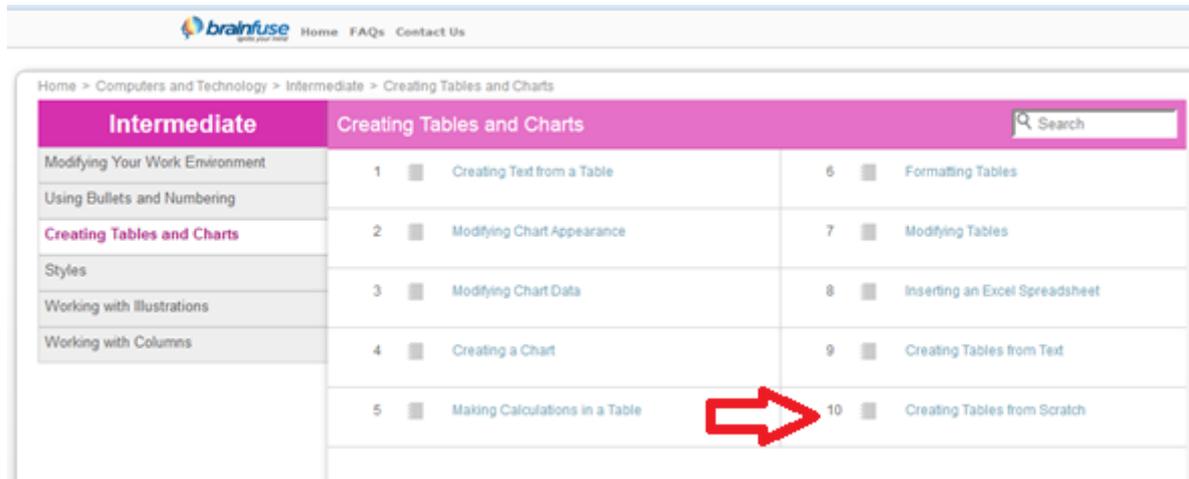


5. The blank table will now appear on the page. Alter it as necessary. Standard features like **bold**, *italics*, and underline are still available! These items may be helpful for creating headings or calling out certain items in the table.

6. Follow [these instructions](#) for ensuring your table meets APA formatting guidelines.

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

1. Log into the [tutoring service](#) (click on the blue hyperlink to the left to login!)
2. Click on *SkillSurfer*
3. Click on *Computers and Technology*
4. Click on *Intermediate* underneath *Microsoft Word*
5. Select *Creating Tables and Charts*
6. Choose the exact item(s) you wish to learn about (likely *Creating Tables from Scratch*).



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

10.

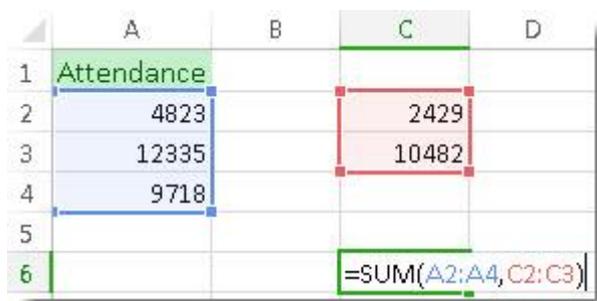
- the sum of the marks using AutoSum in a range of cells (C2:C11)
- average of the marks in a range of cells (C2:C11)
- highest marks in a range of cells (C2:C11)
- minimum marks in a range of cells (C2:C11)

Ans. Use the SUM function to sum numbers in a range

Excel for Microsoft 365 Excel for the web Excel 2019 Excel 2016 Excel 2013

You can use a [simple formula to sum numbers](#) in a range (a group of cells), but the [SUM function](#) is easier to use when you're working with more than a

few numbers. For example `=SUM(A2:A6)` is less likely to have typing errors than `=A2+A3+A4+A5+A6`.



The screenshot shows an Excel spreadsheet with columns A, B, C, and D, and rows 1 through 6. Cell A1 contains the text 'Attendance'. Cells A2, A3, and A4 contain the numbers 4823, 12335, and 9718 respectively. Cells C2 and C3 contain the numbers 2429 and 10482 respectively. Cell C6 contains the formula `=SUM(A2:A4,C2:C3)`. The formula bar at the bottom of the spreadsheet shows the same formula.

	A	B	C	D
1	Attendance			
2	4823		2429	
3	12335		10482	
4	9718			
5				
6			<code>=SUM(A2:A4,C2:C3)</code>	

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

To create the formula:

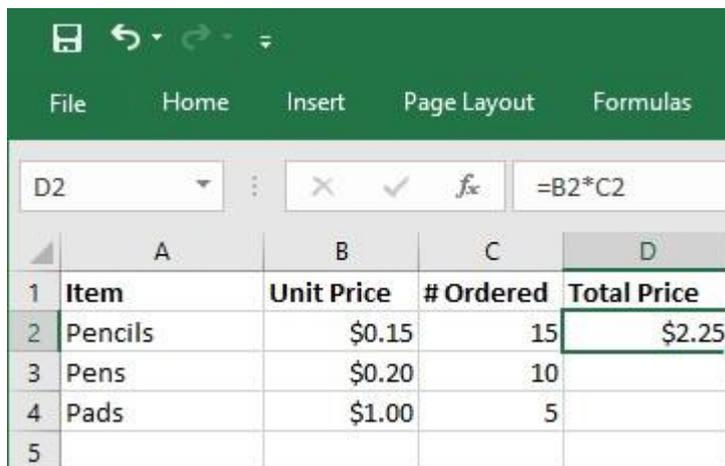
1. Type **=SUM** in a cell, followed by an opening parenthesis (.
2. To enter the first formula range, which is called an *argument* (a piece of data the formula needs to run), type **A2:A4** (or select cell A2 and drag through cell A6).
3. Type a comma (,) to separate the first argument from the next.
4. Type the second argument, **C2:C3** (or drag to select the cells).
5. Type a closing parenthesis), and then press Enter.

Each argument can be a range, a number, or single cell references.

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 " $=B2*C2$ ".

Let's say you were putting together an office supply order, and you wanted to keep track of

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.)



	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:

Excel MAXIFS function

The MAXIFS function returns the largest numeric value in the specified range based on one or more criteria.

The syntax of the MAXIFS function is as follows:

```
MAXIFS(max_range, criteria_range1,
criteria1, [criteria_range2, criteria2], ...)
```

Where:

- **Max_range** (required) - the range of cells where you want to find the maximum value.
- **Criteria_range1** (required) - the first range to evaluate with *criteria1*.
- **Criteria1** - the condition to use on the first range. It can be represented by a number, text or expression.
- **Criteria_range2 / criteria2, ...**(optional) - additional ranges and their related criteria. Up to 126 range/criteria pairs are supported.

This MAXIFS function is available in Excel 2019 and Excel for Microsoft 365 on Windows and Mac.

As an example, let's find the tallest football player in our local school. Assuming the students' heights are in cells C2:C11 (*max_range*) and sports are in B2:B11 (*criteria_range1*), use the word "football" as *criteria1*, and you will get this formula:

```
=MAXIFS(C2:C11, B2:B11, "football")
```

To make the formula more versatile, you can input the target sport in some cell (say, G1) and include the cell reference in the *criteria1* argument:

```
=MAXIFS(C2:C11, B2:B11, G1)
```

	A	B	C	D	E	F	G
1	Name	Sport	School	Height, cm		Sport	Football
2	Aiden	Football	Junior	156		Max height, cm	171
3	Caden	Volleyball	Junior	165			
4	Ethan	Running	Senior	173			
5	Jackson	Running	Senior	170			
6	Jacob	Basketball	Senior	168			
7	Liam	Basketball	Junior	160			
8	Lucas	Football	Senior	171			
9	Mason	Volleyball	Senior	179			
10	Noah	Running	Senior	169			
11	Oliver	Basketball	Junior	159			

- **Max_range** (required) - the range of cells where you want to find the maximum value.
- **Criteria_range1** (required) - the first range to evaluate with *criteria1*.
- **Criteria1** - the condition to use on the first range. It can be represented by a number, text or expression.
- **Criteria_range2 / criteria2, ...**(optional) - additional ranges and their related criteria. Up to 126 range/criteria pairs are supported.

This MAXIFS function is available in Excel 2019 and Excel for Microsoft 365 on Windows and Mac.

As an example, let's find the tallest football player in our local school. Assuming the students' heights are in cells C2:C11 (max_range) and sports are in B2:B11 (criteria_range1), use the word "football" as criteria1, and you will get this formula:

```
=MAXIFS(C2:C11, B2:B11, "football")
```

To make the formula more versatile, you can input the target sport in some cell (say, G1) and include the cell reference in the *criteria1* argument:

```
=MAXIFS(C2:C11, B2:B11, G1)
```

Q13 b) Describe following terms in the worksheet

- Absolute reference and relative reference in formula
- Cell address

Ans. To create and copy a formula using relative references:

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

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



The screenshot shows an Excel spreadsheet with the following data:

	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					

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

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

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

Formula bar: D2 : X ✓ fx =B2*C2

The fill handle

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

Ans. Tools Used By Pro PowerPoint Presentation Designers

Published on

May 19, 2016

PowerPoint presentation designers are termed 'pro' for one reason and that's because they can transform an ordinary presentation into an enticing piece of information. Designers make a presentation stand out with attractive designs and eye-catching graphics. Ever wondered what tools that Powerpoint designers use to create magic in a presentation? Well, read on as we discuss them.

Some of the tools that professional presentation designers use can be found in Microsoft PowerPoint itself; however, there are some third-party tools which are also

used to enhance the overall look and feel of the slides. PowerPoint presentation designers create slides with one and only aim in mind is to stun the audience with impressive graphics while ensuring that a message is communicated effectively.

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

- 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. Creating a Blank Presentation

When you start PowerPoint, click on *New*. Click on the option to create a *Blank Presentation*. A blank presentation has a white background and black text without any additional design elements.

By default, the presentation only contains a title slide. You can click on the text boxes and type in your own text. To add a slide, click on the option for a *New Slide* and select the type of slide you want. Any new slides will also have a white background and simple text boxes.

Customizing a Presentation

Once you have added some content to your blank presentation, you can manually make changes to the various design elements. For example, you can modify the background. Select the *Design* ribbon at the top and click on the *Format Background* option. This allows you to select various types of backgrounds, including a solid fill, gradient fill, and several other options.

Once you have found an option you like, you can click on *Apply to All* to apply the current background style to all the slides in the presentation. You can select any of the elements on your

slide and change their design. For example, to change the color of the text in a textbox, select the textbox, select the *Home* ribbon at the top, and apply a different color.

- Create a Blank Presentation
- Save a Presentation
- Apply a Design Theme
- Compare Presentation Views
- Format Text
- Insert SmartArt
- Insert & Modify Shapes
- Edit & Duplicate Slides

Instructions

1. Open a **Blank presentation**
2. Save the presentation as **PowerPointLabOne.pptx**
3. Add a **Title** to the first slide: **the name of your college**
4. Type your first name and last name in the **Subtitle** section
5. Add a **New Slide** which has a **Title and Content**
6. Add a title to the second slide "**My Future Goals**"
7. In the Content section of the second slide, add at least three Personal Goals
8. Right click on the second slide from the left panel, then choose **Duplicate Slide**
9. Highlight the text in the Content area of the third slide. Under the Home tab, click **Convert to SmartArt**, then choose **Basic Cycle**
10. Change the SmartArt Colors to **Colorful—Accent Colors**
11. Change the SmartArt Styles to **3D Polished**
12. From the left panel, **drag** the third slide between the first and second slide
13. Change the **layout** of the third slide, the slide that does not have the SmartArt, to **Comparison**
14. Leave the title "**My Future Goals**"
15. In the head of the first column, type "**Goals in College,**" then center the heading
16. In the head of the second column, type "**Goals after College,**" then center the heading
17. Add at least **three goals** in each section
18. Make sure that **slide #3** is selected from the left panel, then add a **New Slide**
19. Change the layout of the new slide to **Blank**
20. Insert a Graduation **Online Picture** from the **Office ClipArt**—Choose any image of your choice
21. Change the ClipArt **size to 3" X 3"** and position it in the middle of the slide
22. Apply the **Wisp Design Theme**
23. Save and upload **PowerPointLabOne.pptx** to your instructor

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

- Title slide & bullet list
- Inserting Excel Sheet
- Clip art and Text
- Slide show effects

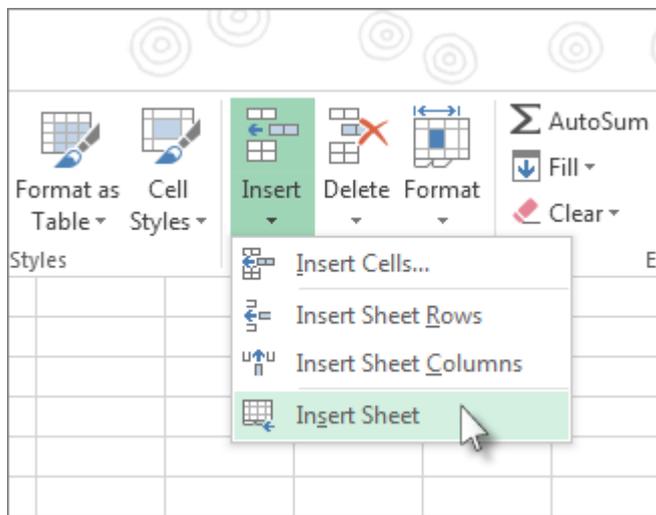
Ans. slide master bullets not working

- [HOME](#)
- [CONTACT](#)

Want more? I can certainly understand the desire for more formatting options within the slide masters, and it's something our team has on their radar as an enhancement to the current Storyline set up. You can pick bullets or a numbering scheme when the insertion point is in any text, whether in the title placeholder, text placeholder, or even on the drawing layer. The doohickey is probably a part of the Slide Master. I have just been asked to format bullets myself in the master slide. Thank you. Slide masters will not keep bullet formatting, and that'll have to be set up on the individual slides themselves. Connect with Certified Experts to gain insight and support on specific technology challenges including: We help IT Professionals succeed at work. New slides won't contain default bullets, and you'll be less tempted to use them. Reply; Actions. Then click the Slide Master thumbnail for editing

Insert a worksheet

- Select the  plus icon at the bottom of the screen.
- Or, select **Home** > **Insert** > **Insert Sheet**.



Insert a worksheet

- Select the  plus icon at the bottom of the screen.
- Or, select **Home** > **Insert** > **Insert Sheet**.

Rename a worksheet

- Double-click the sheet name on the **Sheet** tab to quickly rename it.
- Or, right-click on the **Sheet** tab, click **Rename**, and type a new name.

Delete a worksheet

- Right-click the **Sheet** tab and select  **Delete**.
- Or, select the sheet, and then select **Home** > **Delete** > **Delete Sheet**.

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