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.

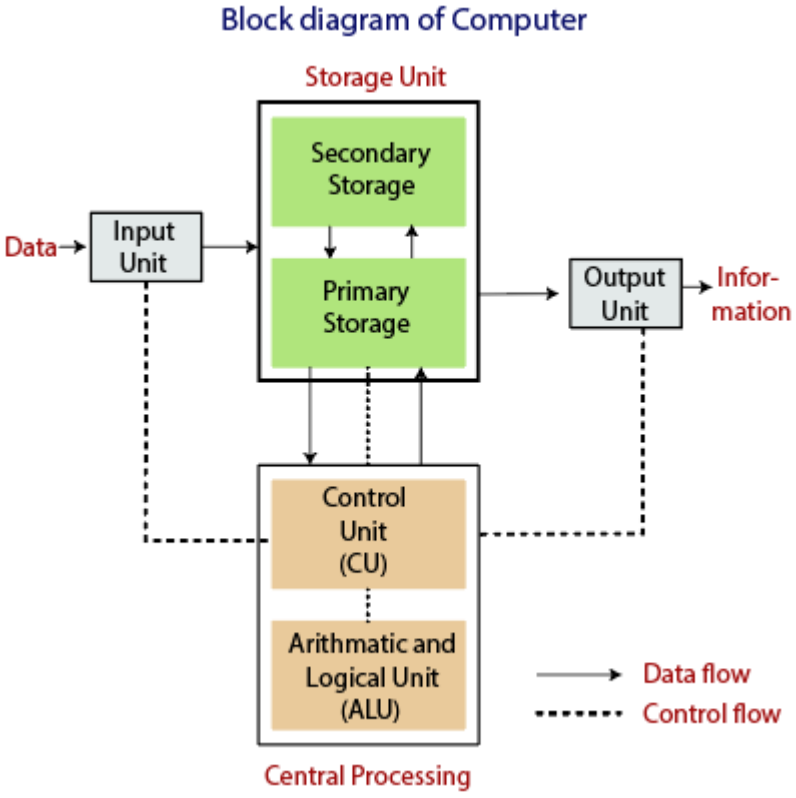


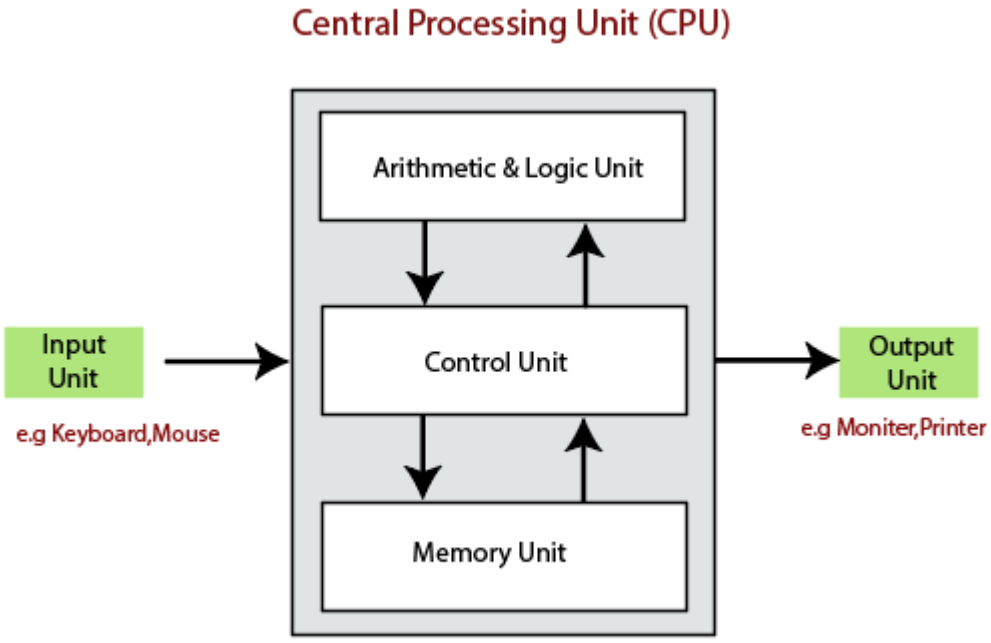
Fig: Block Diagram of the computer.

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 heat 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

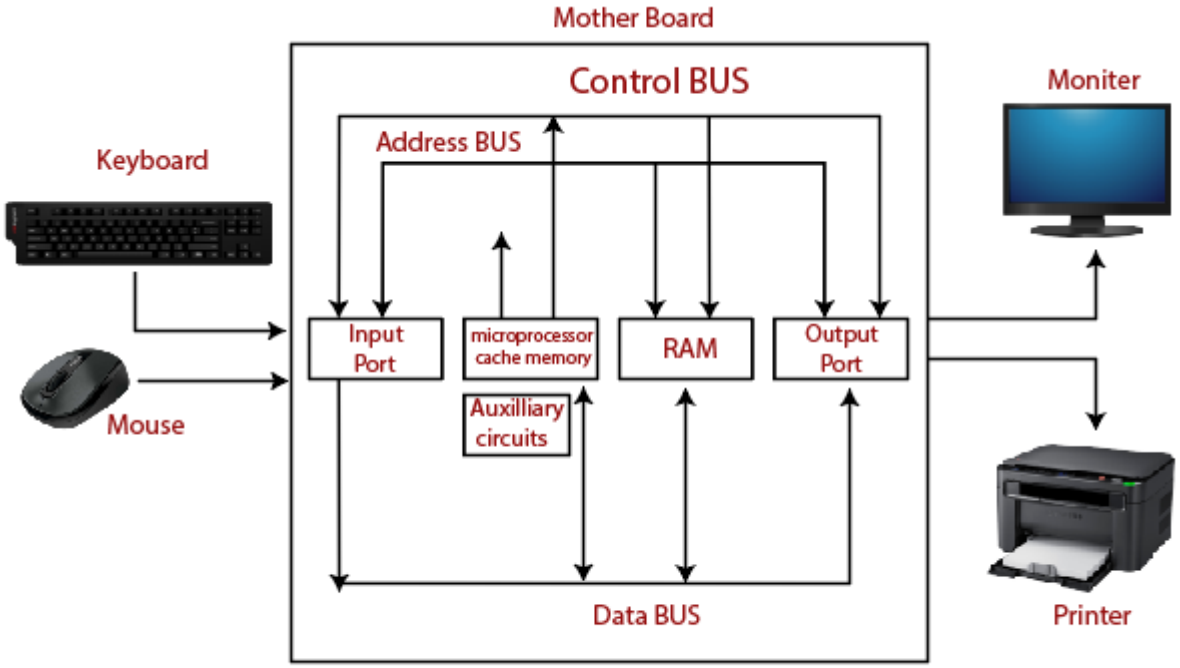
The arithmetic and logical unit is the combinational digital electronic circuit that can perform arithmetic operations on integer binary numbers.It presents the arithmetic and logical operation. The outputs of ALU will change asynchronously in response to the input. The basic arithmetic and bitwise logic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

Introduction

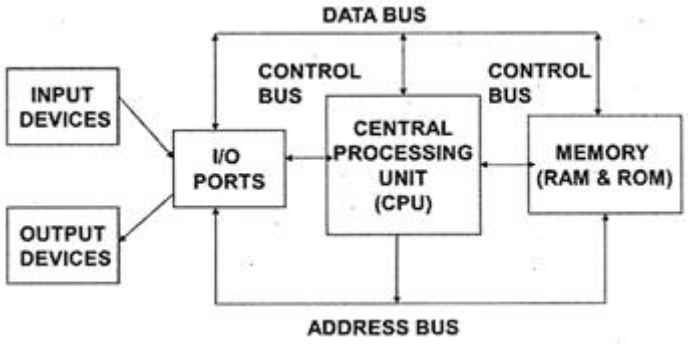
Classification of computers are based on their architecture, speed of executing commands or instructions, peripheral used and also their uses. Microcomputers are usually used in home and offices and only a single user can perform the task using a microcomputer. Its storage and data handling capacity are limited as per the requirement for home and office work. The another type of computer is called minicomputer which has usually larger storage and can handle multiuser at a time. This chapter includes the classification of computers.

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.

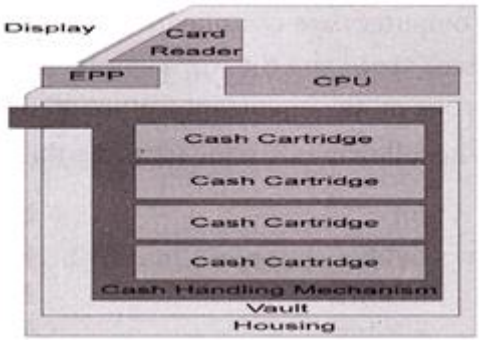
Comparison of Micro and Mini computers

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

Processor	Low	High

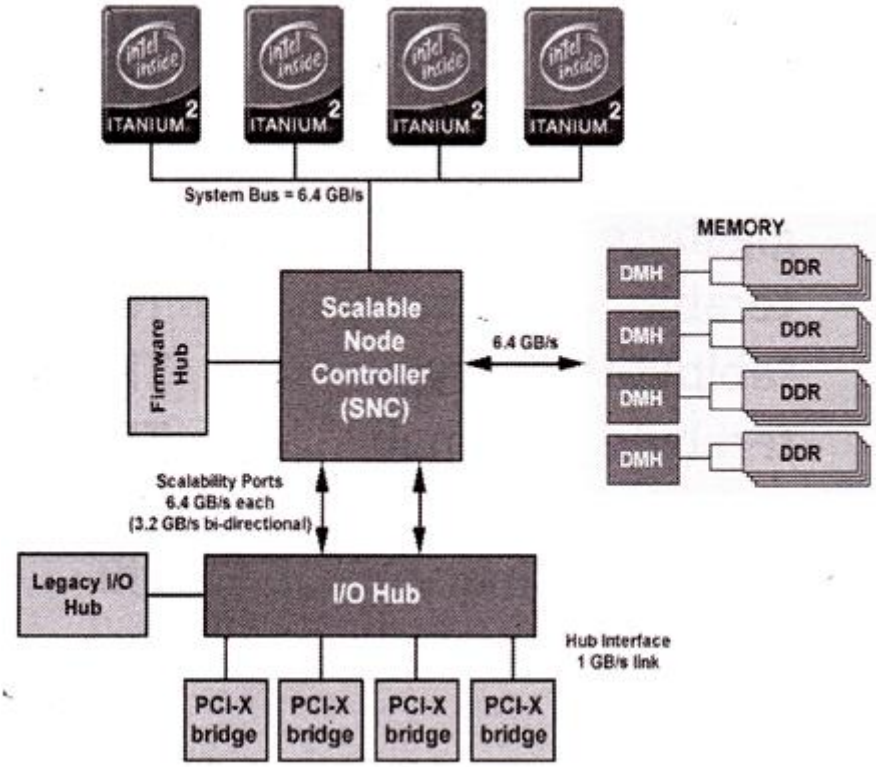
Mainframe Computers

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)	**EB**	**1000 petabytes**

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

Ans.

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
- Financial forecasting
- 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, finance houses, and 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.

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

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

.No.	Operation	Description
1	Take Input	The process of entering data and instructions into the computer system.
2	Store Data	Saving data and instructions so that they are available for processing as and when required.
3	Processing Data	Performing arithmetic, and logical operations on data in order to convert them into useful information.
4	Output Information	The process of producing useful information or results for the user, such as a printed report or visual display.
5	Control the workflow	Directs the manner and sequence in which all of the above operations are performed.

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Q4: Differentiate between Volatile & Non- Volatile memories.

Ans.

It is the memory hardware that fetches/stores data at a high-speed. It is also referred as temporary memory. The data within the volatile memory is stored till the system is capable of, but once the system is turned off the data within the volatile memory is deleted automatically. RAM (Random Access Memory) and Cache Memory are some common examples of volatile memory. Here, data fetch/store is fast and economical.

Non-Volatile Memory:

It is the type of memory in which data or information is not lost within the memory even power is shut-down. ROM (Read Only Memory) is the most common example of non-volatile memory. It's not economical and slow in fetch/store as compared to volatile memory however stores higher volume of data. All such information that needs to be stored for an extended amount of time is stored in non-volatile memory. Non-volatile memory has a huge impact on a system's storage capacity.

Below are the differences between volatile and non-volatile memory:

S.NO	Volatile Memory	Non-Volatile Memory
1.	Volatile memory is the type of memory in which data is lost as it is powered-off.	Non-volatile memory is the type of memory in which data remains stored even if it is powered-off.

S.NO	Volatile Memory	Non-Volatile Memory
2.	Contents of Volatile memory is stored temporarily.	Contents of Non-volatile memory is stored permanently.
3.	It is faster than non-volatile memory.	It is slower than volatile memory.
4.	**RAM(Random Access Memory)** is an example of volatile memory.	**ROM(Read Only Memory)** is an example of non-volatile memory.
5.	In volatile memory, data can be easily transferred in comparison to non-volatile memory.	In non-volatile memory, data can not be easily transferred in comparison to volatile memory.
6.	In Volatile memory, process can read and write.	In Non-volatile memory, process can only read.
7.	Volatile memory generally has less storage capacity.	Non-volatile memory generally has more storage capacity than volatile memory.
8.	In volatile memory, the program's data are stored which are currently in process by the CPU.	In non-volatile memory, any kind of data which has to be saved permanently are stored.
9.	Volatile memory is more costly per unit size.	Non-volatile memory is less costly per unit size.
10.	Volatile memory has a huge impact on the system's performance.	Non-volatile memory has a huge impact on a system's storage capacity.
11.	In volatile memory, processor has direct access to data.	In non-volatile memory, processor has no direct access to data.
12.	Volatile memory chips are generally kept on the memory slot	Non-volatile memory chips are embedded on the motherboard.

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

Prerequisite – Software Concepts

System Software:

System Software is the type of software which is the interface between application software and system. Low level languages are used to write the system software. System Software maintain the system resources and give the path for application software to run. An important thing is that without system software, system can not run. It is a general purpose software.

Application Software:

Application Software is he type of software which runs as per user request. It runs on the platform which is provide by system software. High level languages are used to write the application software. Its a specific purpose software.

The main difference between System Software and Application Software is that without system software, system can not run on the other hand without application software, system always runs.

As we know that software is a set of instructions or programs instructing a computer to do specific tasks. Software is basically a generic term used to describe computer programs. In general Scripts, applications, programs and a set of instructions are all terms often used to describe software.

Now the basis of language in which software is developed and platform which is required for its execution we can classified software as in two divisions which are System software and Application software. Following are some basic differences between System software and Application software.

Sr. No.	Key	System Software.	Application Software.
1	Definition	System Software is the type of software which is the interface between application software and system.	On other hand Application Software is the type of software which runs as per user request. It runs on the platform which is provide by system software.
2	Development	In general System software are developed in low level language	While in case of Application software high level language is

Sr. No.	Key	System Software.	Application Software.
	Language	which is more compatible with the system hardware in order to interact with.	used for their development as they are developed as some specific purpose software.
3	Usage	System software is used for operating computer hardware.	On other hand Application software is used by user to perform specific task.
4	Installation	System software are installed on the computer when operating system is installed.	On other hand Application software are installed according to user's requirements.
5	User interaction	As mentioned in above points system software are specific to system hardware so less or no user interaction available in case of system software.	On other hand in application software user can interacts with it as user interface is available in this case.
6	Dependency	System software can run independently. It provides platform for running application software.	On other hand in application software can't run independently. They can't run without the presence of system software..
7	Examples	Some examples of system software's are compiler, assembler, debugger, driver, etc.	On other hand some examples of application software's are word processor, web browser, media player, et

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.

Ans. Every Word project you create—whether it's a personal letter, a TV sitcom script, or a thesis in microbiology—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 new Word document—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!

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 (Section 16.3).

You have three primary 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 voil

Q6 b) Write steps regarding followings

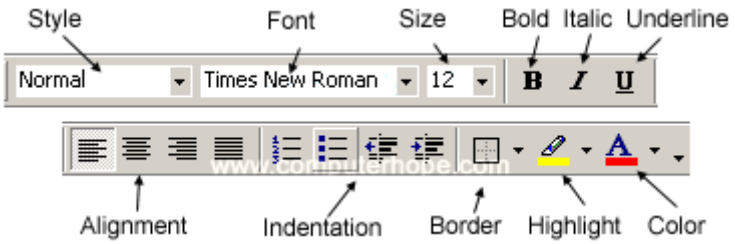
⍰ To change the font style

⍰ 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. In Microsoft Word, you can change the properties of any text, including font type, size, color, and make it bold, italic, or underlined (font style). The following illustration shows the formatting bar, and a description of the tools it contains.

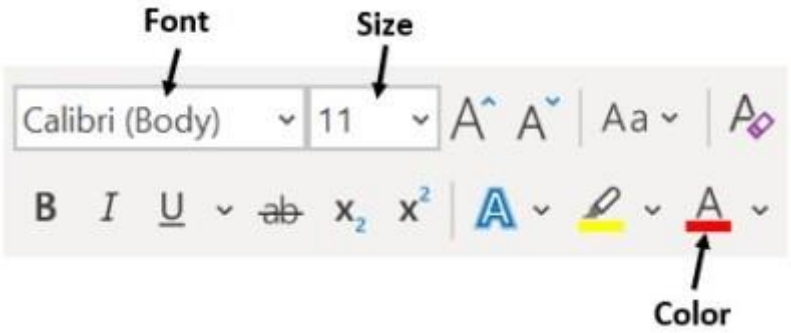


Tip

In Word 2003 or earlier, if you do not see the formatting bar when you open Word, click **View**, then **Toolbars**, and make sure **Formatting** has a check next to it.

The font settings placement changed after Word 2003, with all the settings placed in the *Font* section on the Ribbon's *Home* tab. An example of the

font settings in Word 2016 is pictured below.



Select a link below to learn how to change font color, size, style, or type in Microsoft Word.

- Changing font color.
- Changing font size.
- Changing font style.
- Changing font type.

Changing font color

To change the font color in a Microsoft Word document, follow the steps below.

1. Highlight the text you want to change.
2. Click the down arrow next to the color icon on the formatting bar or Ribbon. It is usually displayed as the letter "A" with a red underline.

3. After clicking the down arrow, select a color for the text.

Note

If you do not highlight any text, the font color changes at the cursor's location as soon as you start typing.

Changing font size

To change the font size in a Microsoft Word document, follow the steps below.

1. Highlight the text you want to change.
2. Click the down arrow next to the size box on the formatting bar or Ribbon. The default font size is usually 11 or 12.

3. After clicking the down arrow for the size, you'll see a list of predesignated sizes to select. Some fonts do not scale properly, so they may have limited size options.

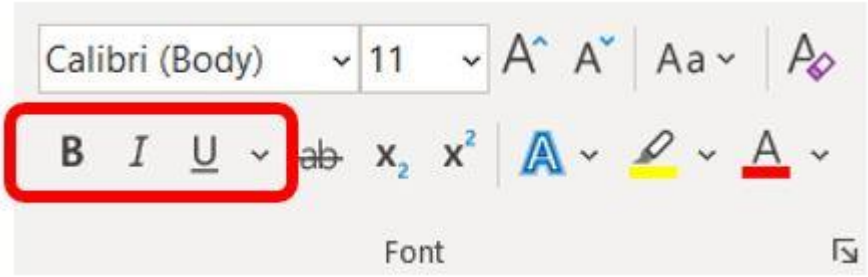
Note

If you do not highlight any text, the font size changes at the cursor's location as soon as you start typing.

Changing font style

To change the font style, including bold, italic, and underline, in a Microsoft Word document, follow the steps below.

1. Highlight the text you want to change.
2. Click the B, *I*, or U option on the formatting bar or Ribbon to change the text to bold, italic, or underlined.



3. After clicking the B, *I*, or U option, the text changes to the selected font style.

Tip

You can select more than one font style for text. You can also select different types of underline style by clicking the down arrow next to the U icon.

Note

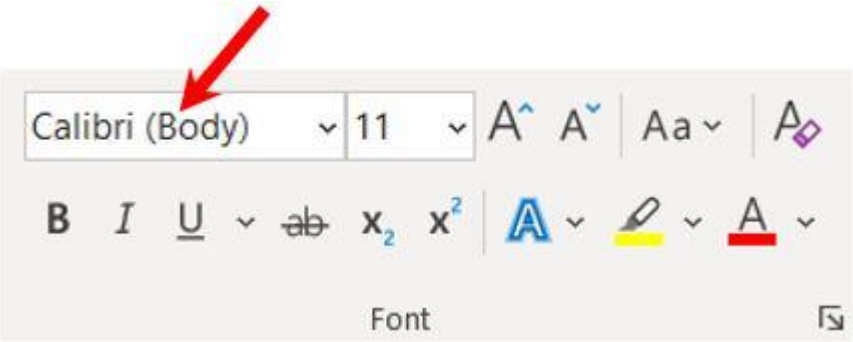
If you do not highlight any text, the font style changes at the cursor's location as soon as you start typing.

Changing font type

To change the font type in a Microsoft Word document, follow the steps below.

1. Highlight the text you want to change.

2. Click the down arrow next to the font field on the formatting bar or Ribbon. (If you want to change the font to bold, italic, or underlined, click the B, I, or U on the format bar.)



3. After clicking the down arrow for the font, you can select from each of the installed fonts on your computer. Click the font you want to use, and the highlighted text changes.

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

Ans. # Use Word to open or save a document in the OpenDocument Text (.odt) format

Word for Microsoft 365 Word 2019 Word 2016 Word 2013 Word 2010 Word 2007

You can open and save files in the OpenDocument Text (.odt) file format used by some word processing applications.

2016201320102007

Work anywhere from any device with Microsoft 365

Open an OpenDocument Text file in Word

1. Click the **File** tab.
2. Click **Open**.
3. Click **Browse**,
4. To see only the files saved in the OpenDocument format, click the list of file types next to the **File name** box, and then click **OpenDocument Text**.
5. Click the file you want to open, and then click **Open**.

Tip: To open the file, you can also double-click it after you find it.

Note: When you open an OpenDocument Text file in Word, it might not have the same formatting as it did in the original application it was created in. This is because of the differences between applications that use the OpenDocument Format.

Top of page

Save a Word document in OpenDocument Text format

Important: If you want to keep a Word version of your file, you must first save the file as a Word document, for example, in .docx file format, and then save it again in the OpenDocument Text (.odt) format.

1. Click the **File** tab.
2. Click **Save As**.
3. Click **Browse**, and then select the location where you want to save your file.
4. In the **Save as type** list, click **OpenDocument Text**.
5. Give your file a name, and then save it.

Top of page

Learn more about the OpenDocument Format

When you open or save documents in the OpenDocument Text (.odt) format, some formatting might be lost. This is because of the different features and options, such as formatting, that OpenDocument Text applications and Word support. For more information about the differences between the OpenDocument Text format and the Word format, see Differences between the OpenDocument Text (.odt) format and the Word (.docx) format.

Tips

- Before sending a file to someone else, you might want to close the file and open it again to see what it looks like in OpenDocument Text (.odt) format.

- When you collaborate on a document shared between Word and another word processing application, such as Google Docs or OpenOffice.org Writer, think of writing (the words) and formatting (the look) as

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

Ans. You have three primary 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 voilá!

TIP

When you don't see the Quick Launch toolbar, here's how to display it: On the bar at the bottom of your screen, right-click an empty spot. From the menu that pops up, choose Toolbars → Quick Launch. When you're done, icons for some of your programs appear in the bottom bar. A single click fires up the program.

- **Opening a Word document**. Once you've created some Word documents, this method is fastest of all, since you don't have to start Word as a separate step. Just open an existing Word document, and Word starts itself. Try going to Start → My Recent Documents, and then, from the list of files, choose a Word

document. You can also double-click the document's icon on the desktop or wherever it lives on your PC.

TIP

If you need to get familiar with the Start menu, Quick Launch toolbar, and other Windows features, then pick up a copy of *Windows XP: The Missing Manual*, Second Edition or *Windows Vista: The Missing Manual*.

So, what happens once you've got Word's motor running? If you're a newcomer, you're probably just staring with curiosity. If you're familiar with previous versions of Word, though, you may be doing a double take (Figure 1-1). In Word 2007, Microsoft combined all the old menus and toolbars into a new feature called the ribbon. Click one of the tabs above the ribbon, and you see the command buttons change below. The ribbon commands are organized into groups, with the name of each group listed at the bottom. (See Figure 1-1 for more detail on the ribbon.)

Creating a New Document

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

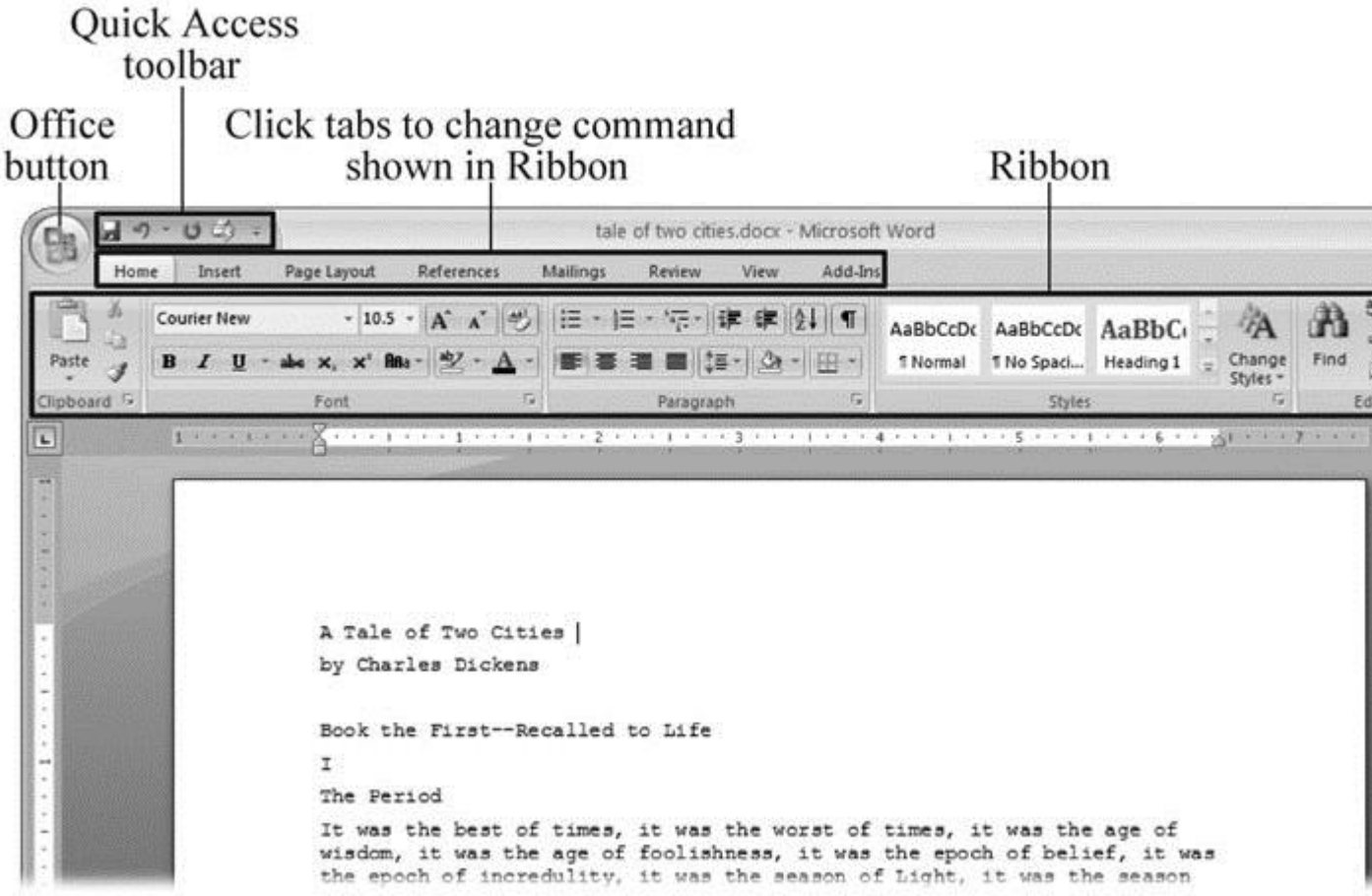


Figure 1-1. When you start Word 2007 for the first time, it may look a little top-heavy. The ribbon takes up more real estate than the old menus and toolbars. This change may not matter if you have a nice big monitor. But if you want to reclaim some of that space, you can hide the ribbon by double-clicking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

- **Creating a new blank document**. When you're preparing a simple document—like a two-page essay, a note for the babysitter, or a press release—a plain, unadorned page is fine. Or, when you're just brainstorming and you're not sure what you want the final document to look like, you probably want to start with a blank slate or use one of Word's templates (more on that in a moment) to provide structure for your text.
- **Creating a document from an existing document**. For letters, resumes, and other documents that require more formatting, why reinvent the wheel? You can save time by using an existing

document as a starting point (Section 1.2.2). When you have a letter format that you like, you can use it over and over by editing the contents.

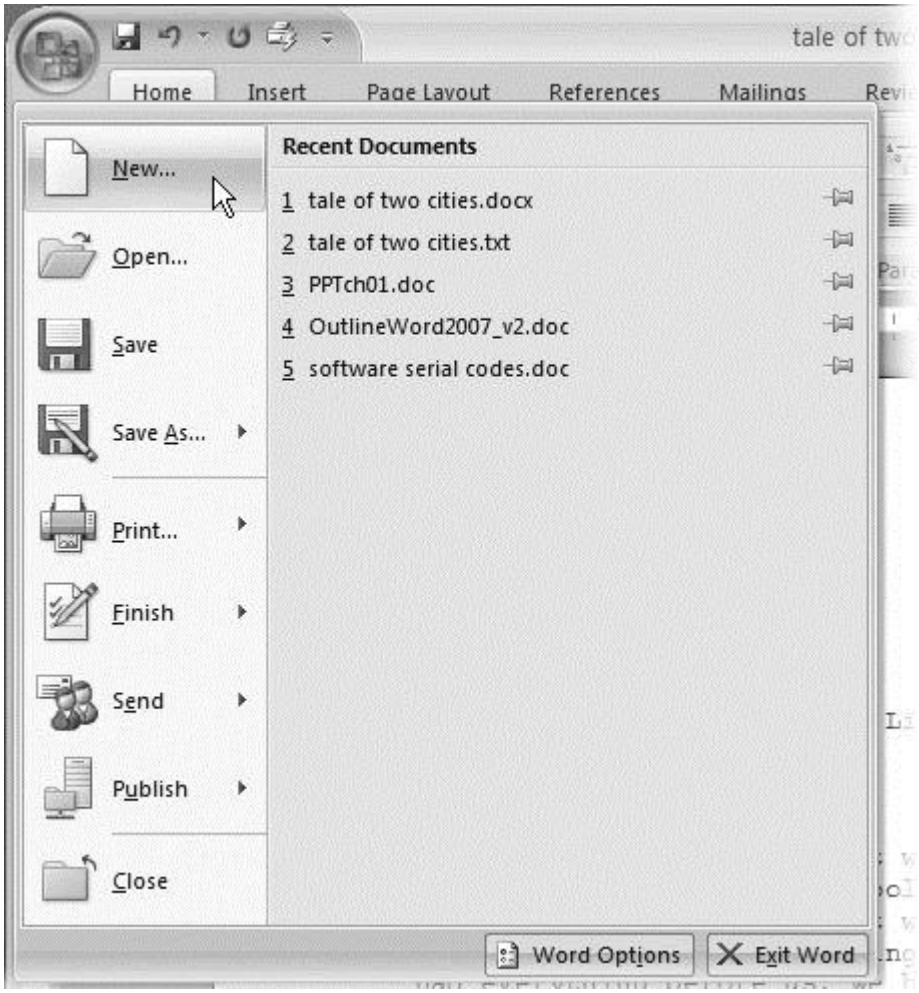
- **Creating a document from a template (Section 1.2.3)**. Use a template when you need a professional design for a complex document, like a newsletter, a contract, or meeting minutes. Templates are a lot like forms—the margins, formatting, and graphics are already in place. All you do is fill in your text.

TIP

Microsoft provides a mind-boggling number of templates with Word, but they're not the only source. You can find loads more on the Internet, as described in Section 5.2.1. Your employer may even provide official templates for company documents.

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

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

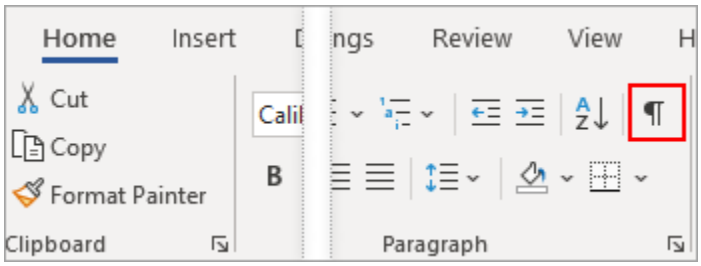


Q9. Create a file in MS-word that convert existing highlight text to table as shown below and save it asfile name ‘text_to_table’. Describe all steps involved in it.

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.



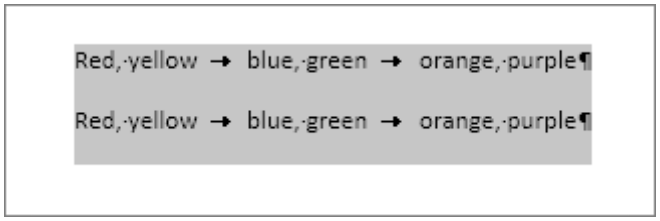
Convert text to a table

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

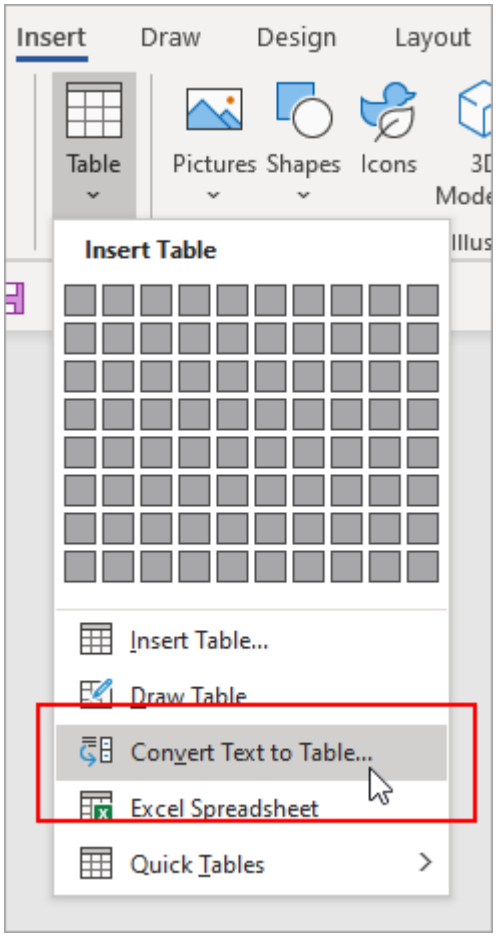
   Note: If you have commas in your text, use tabs for your separator characters.

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

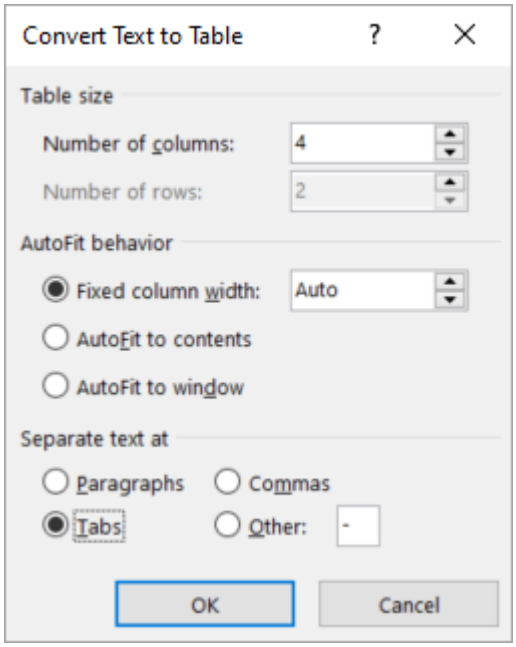
   In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows:

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.



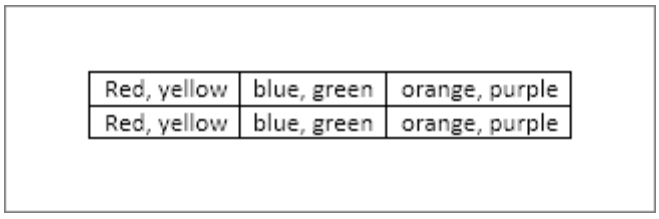
Under **Table size**, make sure the numbers match the numbers of columns and rows you want.

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**

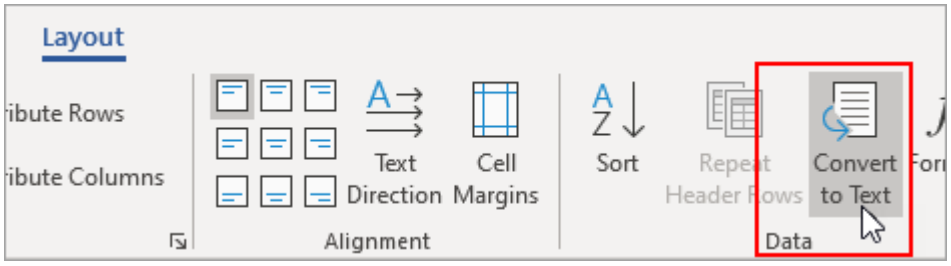
Under **Separate text at**, choose the separator character you used in the text.

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



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.

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

1. **Ans.**

2. **Position the cursor on the area where you want the table to be inserted.** Click the "Table" button that is located under the "Insert" tab. In Word 2003, click the "Insert" menu and then select "Table".
    - For best formatting results, place the table between paragraphs or on its own line.

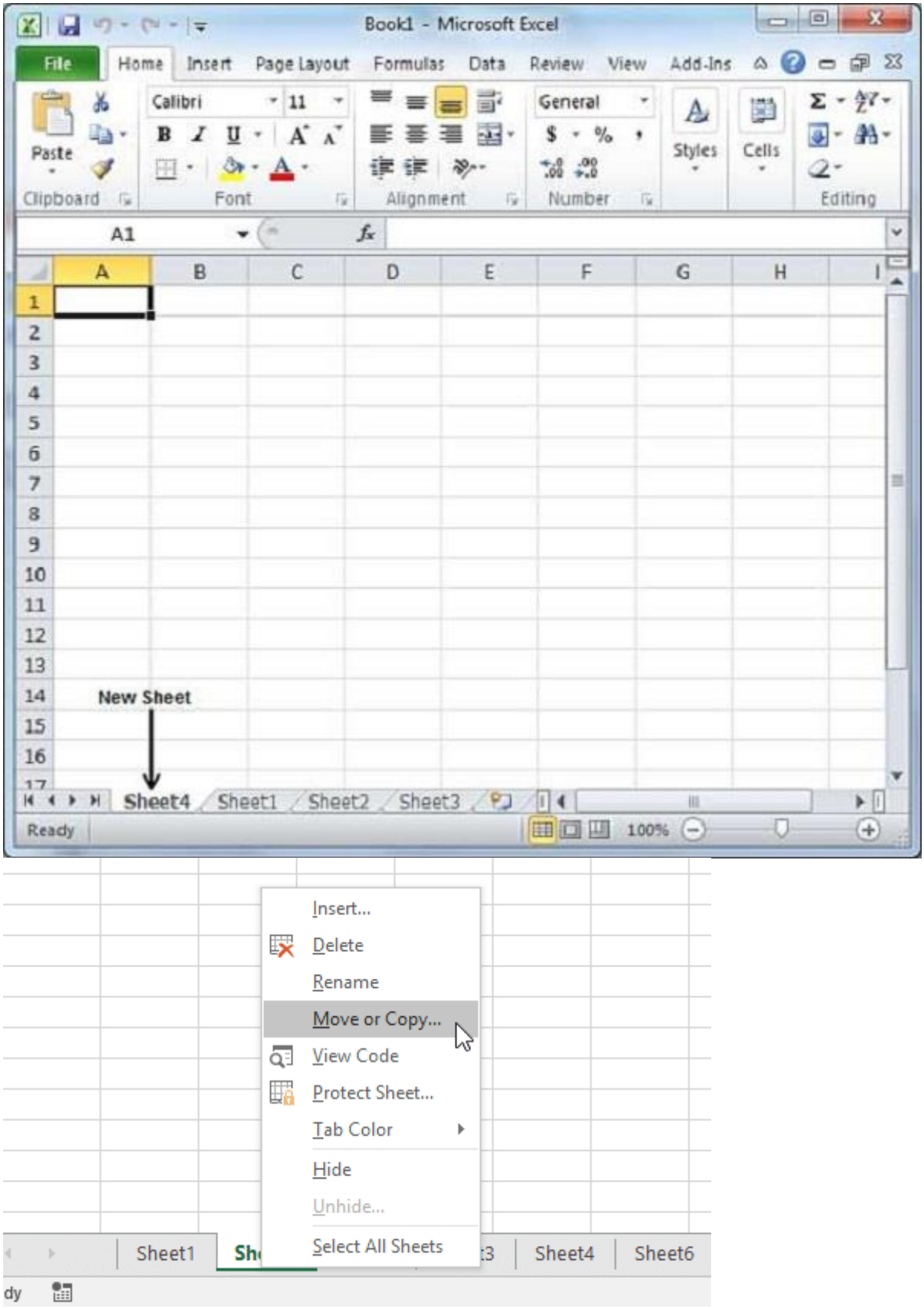
1.

2. **Position the cursor on the area where you want the table to be inserted.** Click the "Table" button that is located under the "Insert" tab. In Word 2003, click the "Insert" menu and then select "Table".
    - For best formatting results, place the table between paragraphs or on its own line.

1.

2. **Position the cursor on the area where you want the table to be inserted.** Click the "Table" button that is located under the "Insert" tab. In Word 2003, click the "Insert" menu and then select "Table".
    - For best formatting results, place the table between paragraphs or on its own line.

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



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)

AnsFormulas

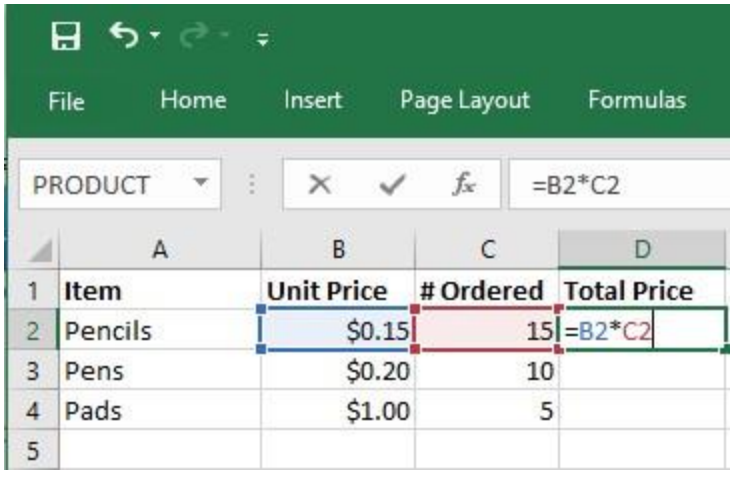
Formulas in Excel are basically mathematical expressions that use cell references (e.g., "A5"," D17") as arguments. For example, a formula that adds the contents of cell E5 and E6 could be written as follows:

= E5+E6

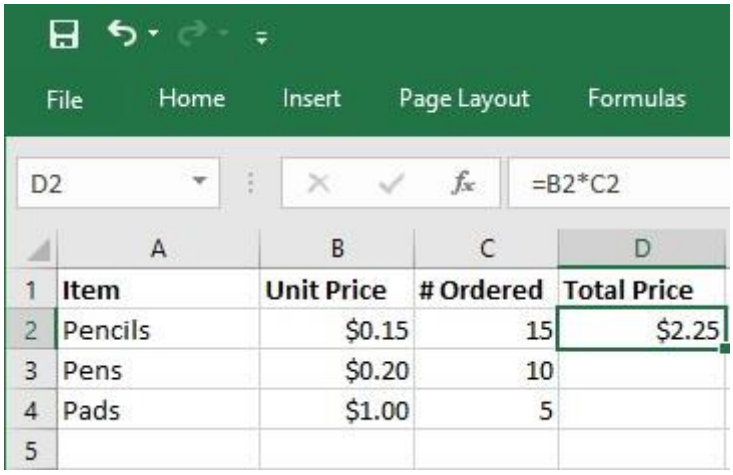
(Note: all formulas in Excel need to be preceded by an "=" sign.) If the values contained in E5 and E6 are 6 and 11, respectively, the formula will produce 17 as the value it displays. If you change E5 to 7, the result will automatically change to 18.

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".



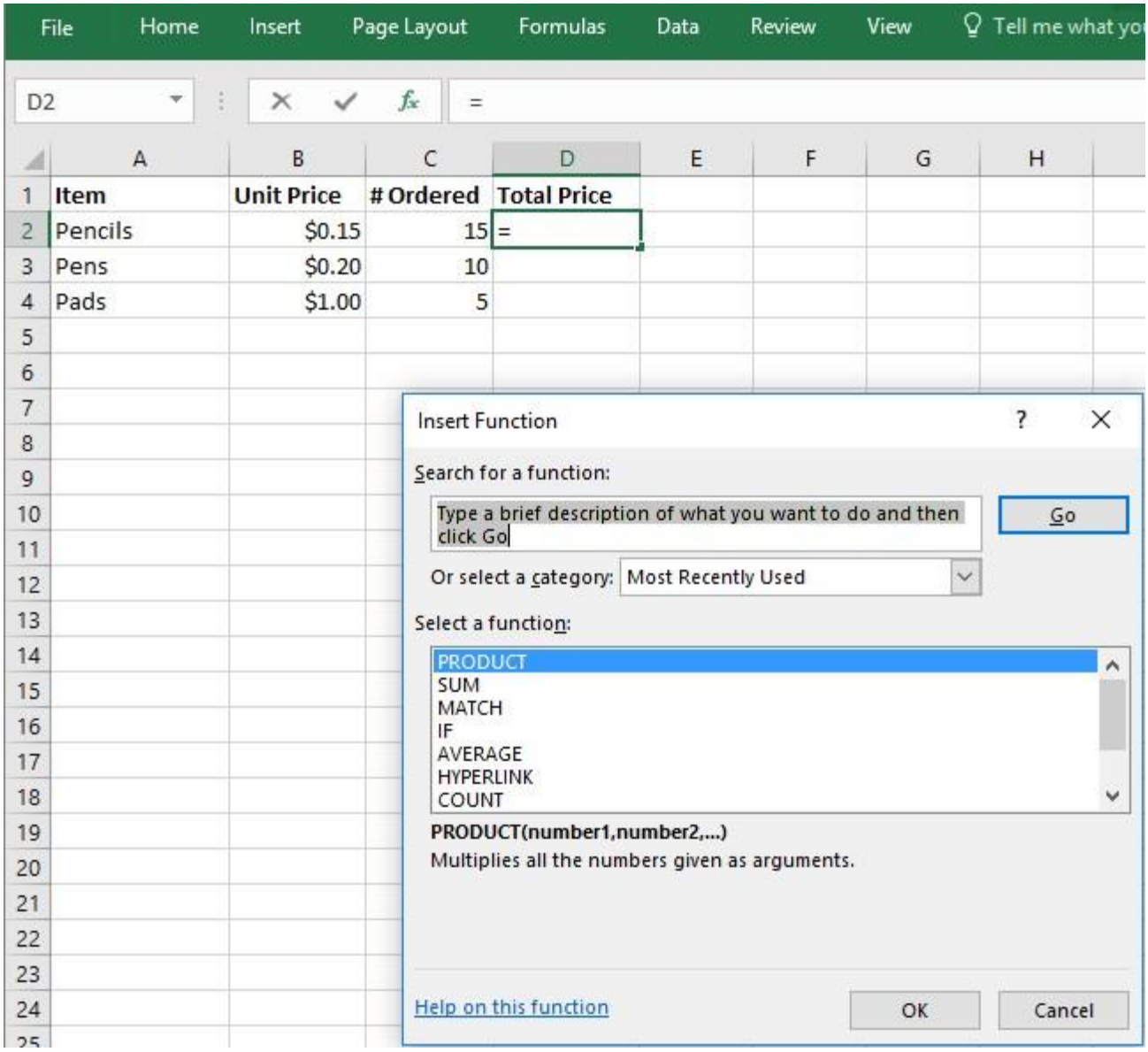
After hitting "Enter", the cell will display the calculated value, while the formula bar will still display the formula. (Note: Always hit "Enter" when finished entering a formula, manually. If you click off the cell, the cell you click to will be added to your formula.)



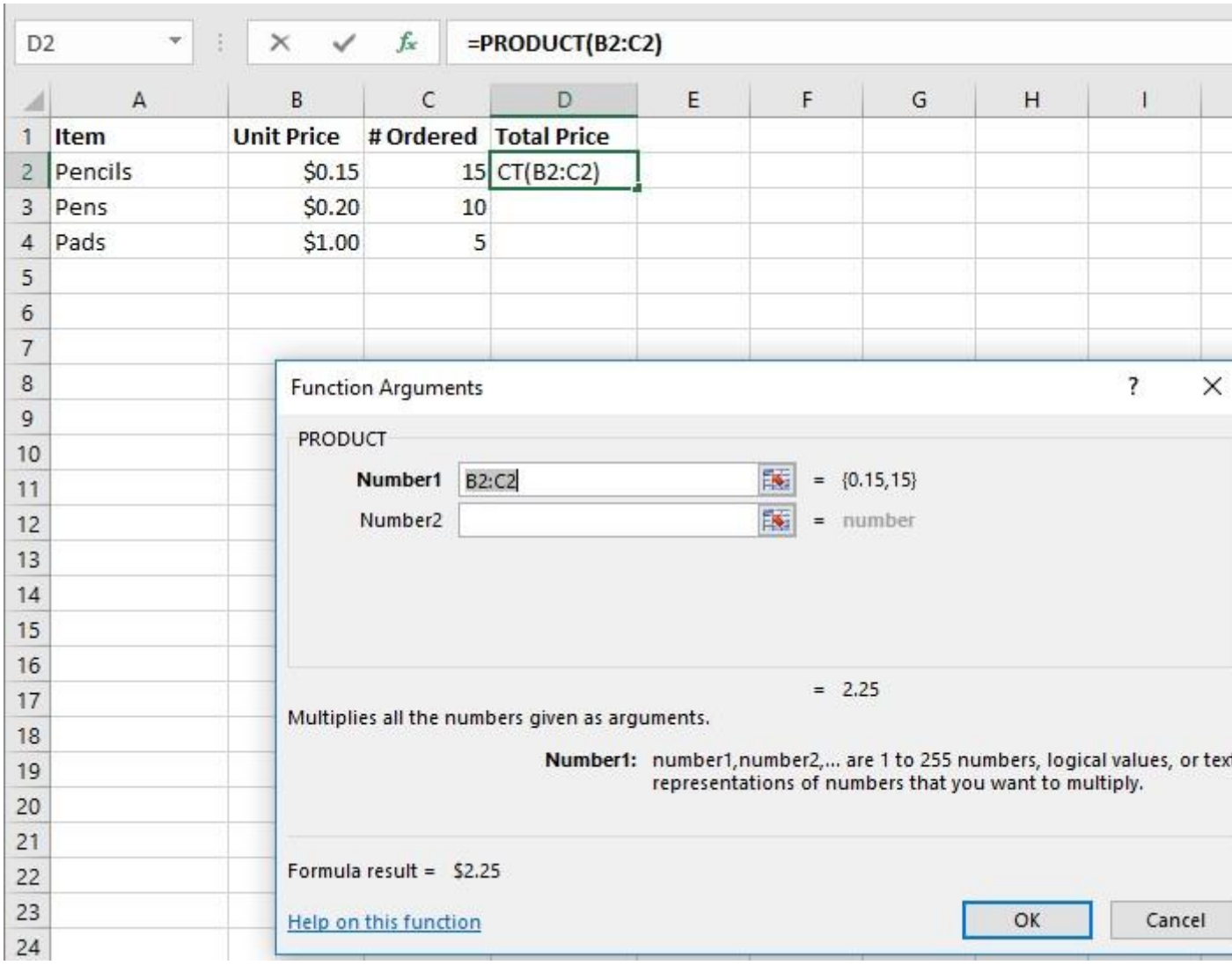
Excel will generally be able to handle any properly-input mathematical formula, if valid operators are used. Commonly used operators include "+" (addition), "-" (subtraction), "*" (multiplication) and "/" (division). (Microsoft has a complete list of valid operators to be used in Excel formulas on the 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
=(B2+C2+D2)/3	Adds contents of B2, C2, and D2 and divides result by 3

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.



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.)

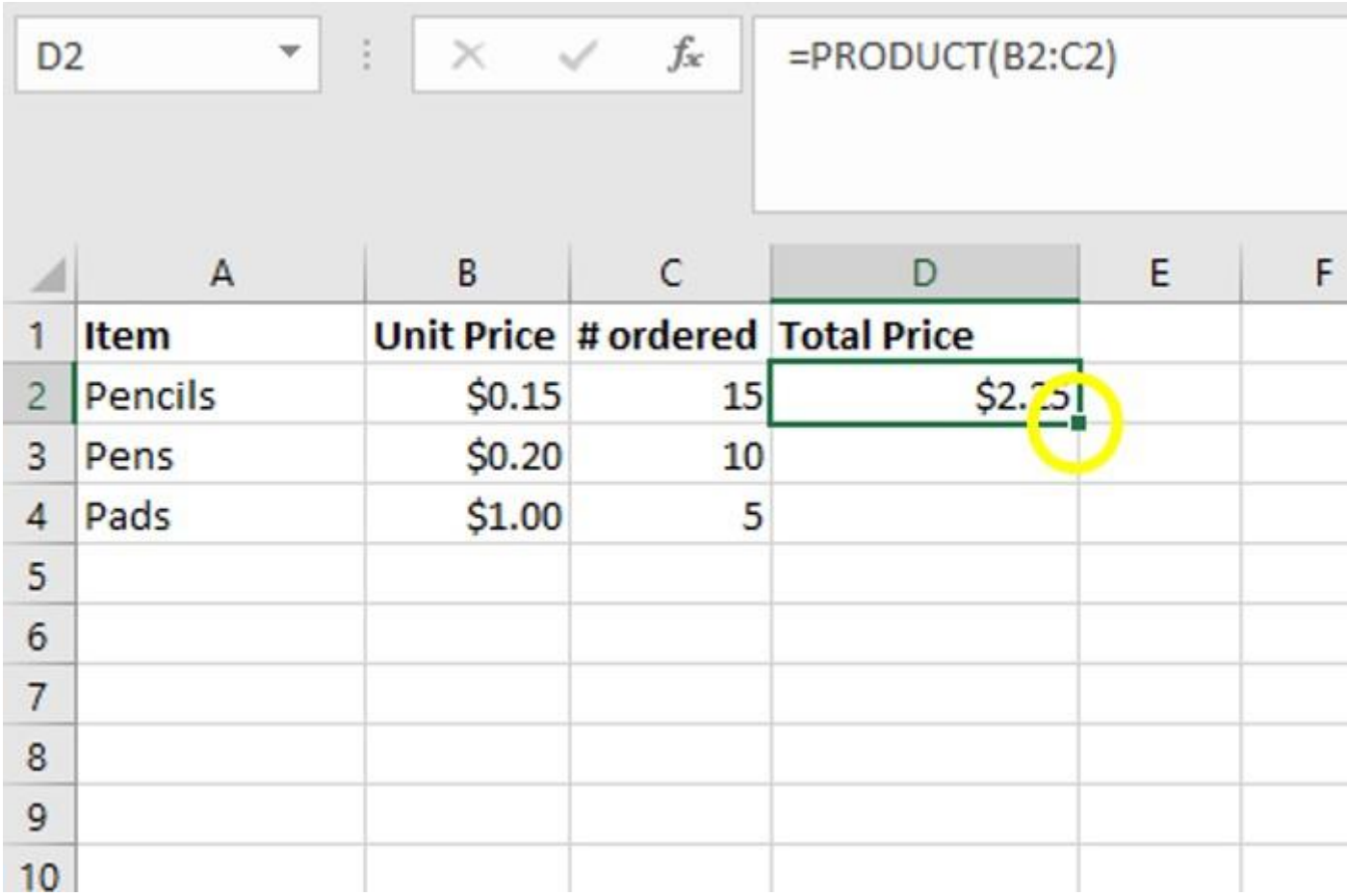


Once you click "OK", your completed formula will be input into the cell.

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.



Q13 a) Describe various steps involved in the following

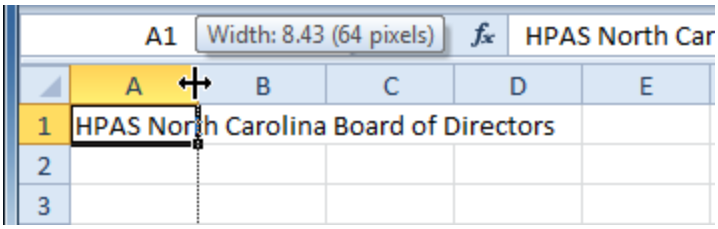
To modify column width of a worksheet

To modify the row height of a worksheet

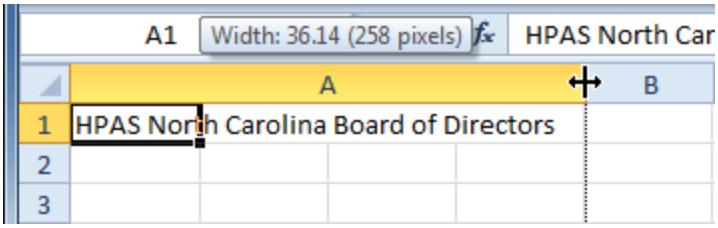
To delete rows and columns of a worksheet

Ans. To modify column width:

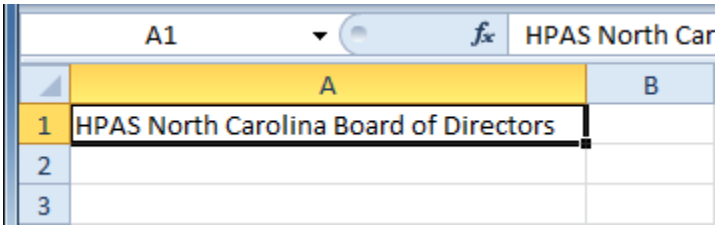
1. Position your mouse over the **column line** in the **column heading** so the **white cross** becomes a **double arrow**.



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



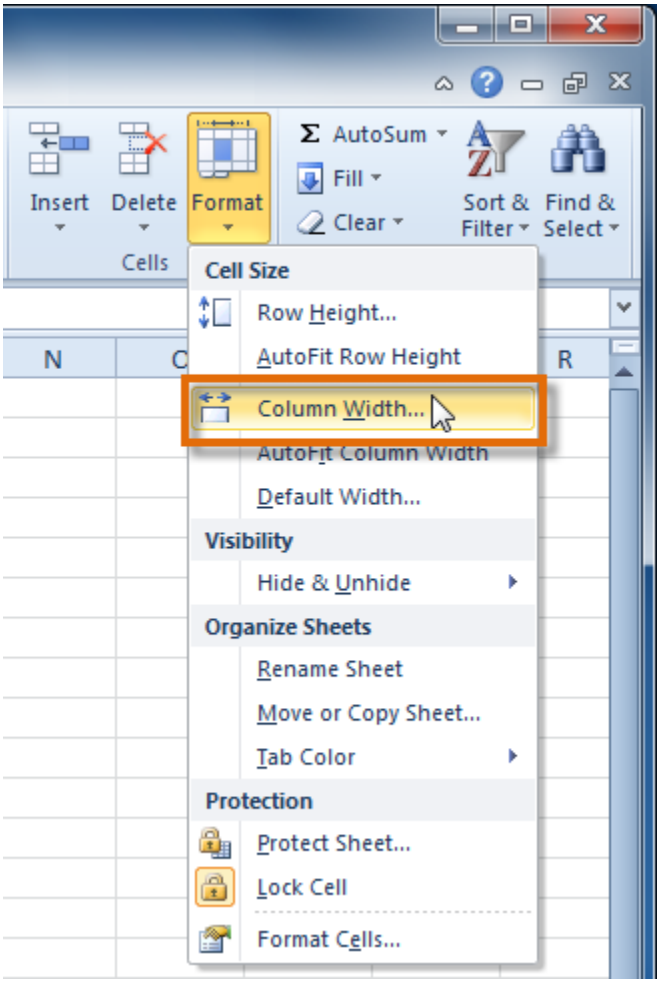
3. Release the mouse. The column width will be changed in your spreadsheet.



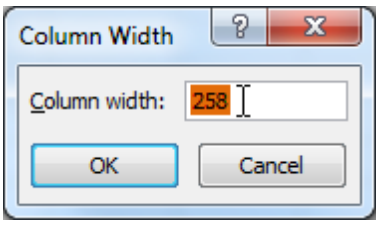
If you see **pound signs** (########) in a cell, it means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

To set column width with a specific measurement:

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



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

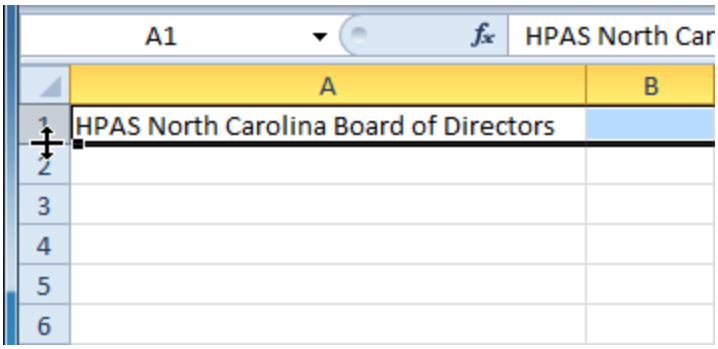


5. Click **OK**. The width of each selected column will be changed in your worksheet.

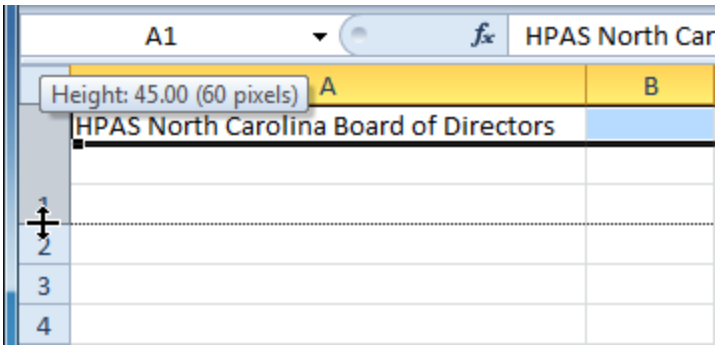
Select **AutoFit Column Width** from the format drop-down menu, and Excel will automatically adjust each selected column so all of the text will fit.

To modify row height:

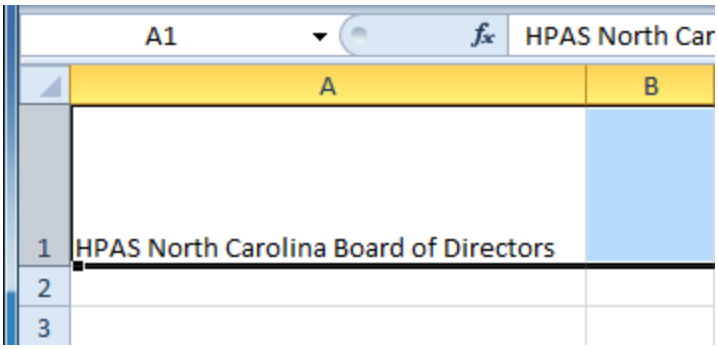
1. Position the **cursor** over the **row line** so the **white cross** ✚ becomes a **double arrow** ✢.



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

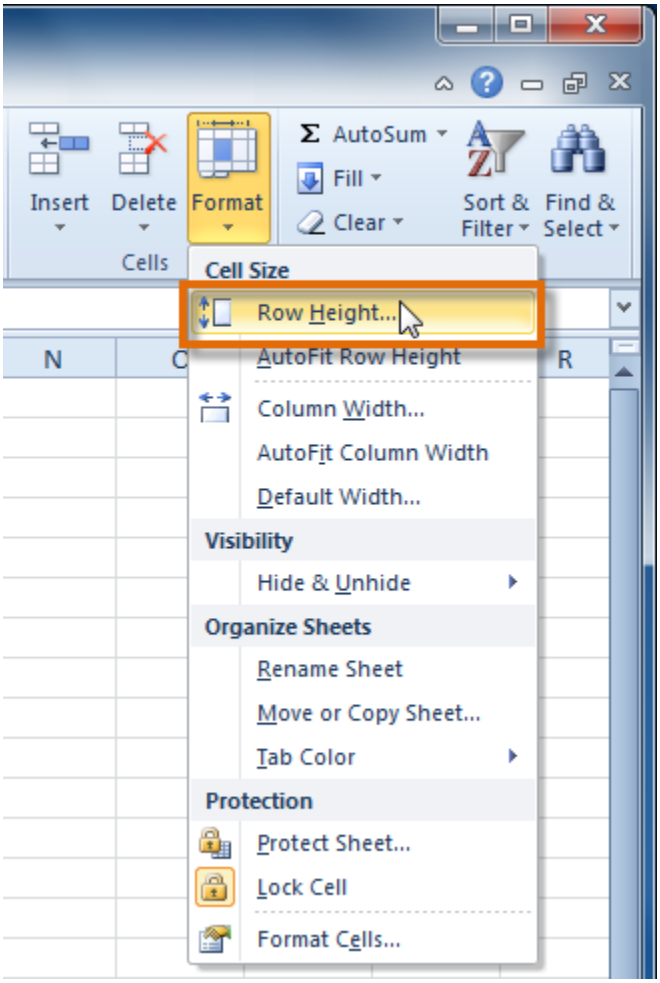


3. Release the mouse. The height of each selected row will be changed in your worksheet.

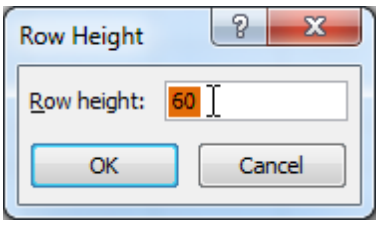


To set row height with a specific measurement:

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



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

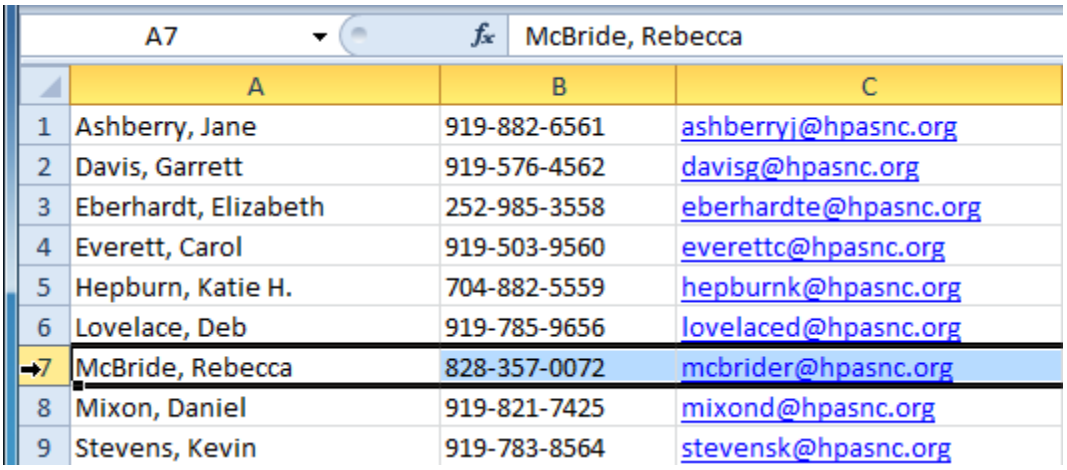


5. Click **OK**. The selected rows heights will be changed in your spreadsheet.

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

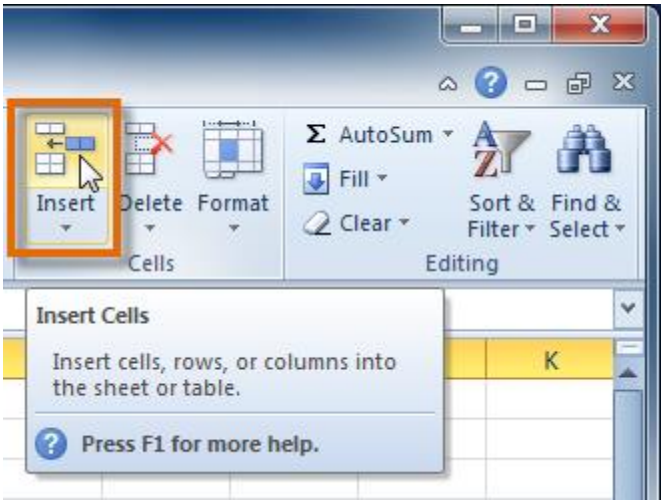
To insert rows:

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

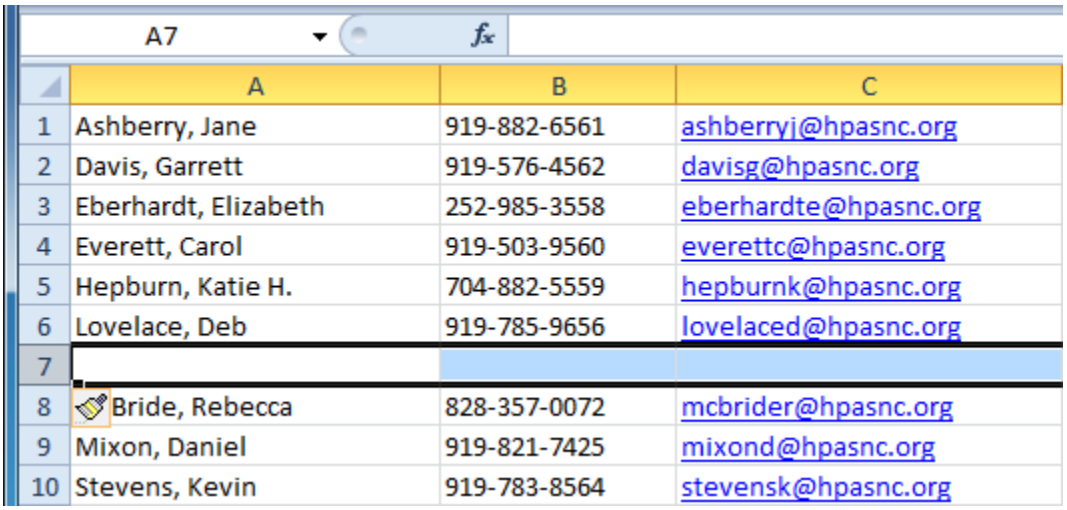


	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org
4	Everett, Carol	919-503-9560	everettc@hpasnc.org
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org
6	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org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

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



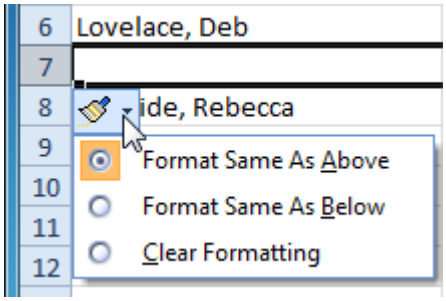
3. The new row appears in your worksheet.



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

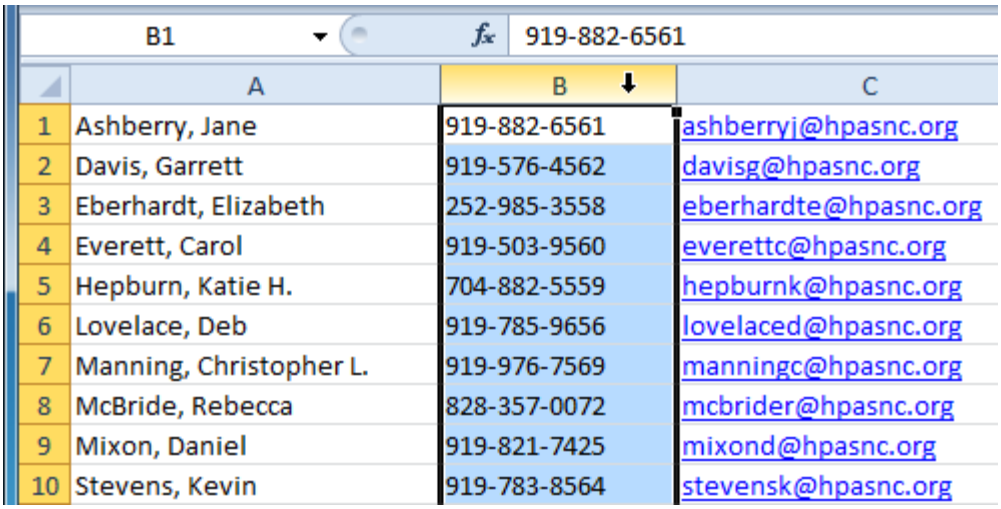
When inserting new rows, columns, or cells, you will see the **Insert Options** button by the inserted cells. This button

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

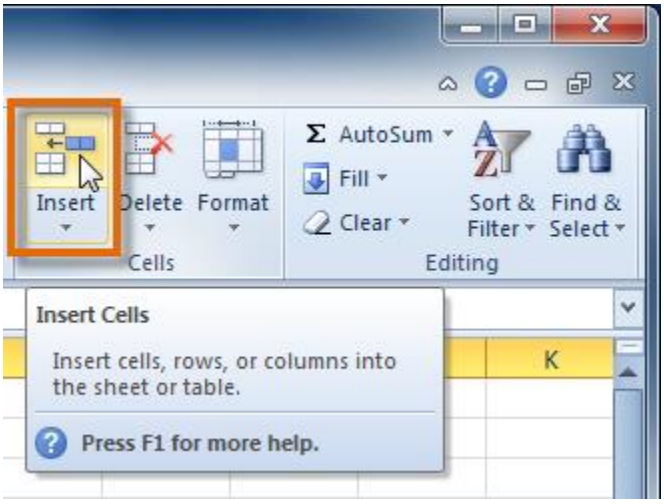


To insert columns:

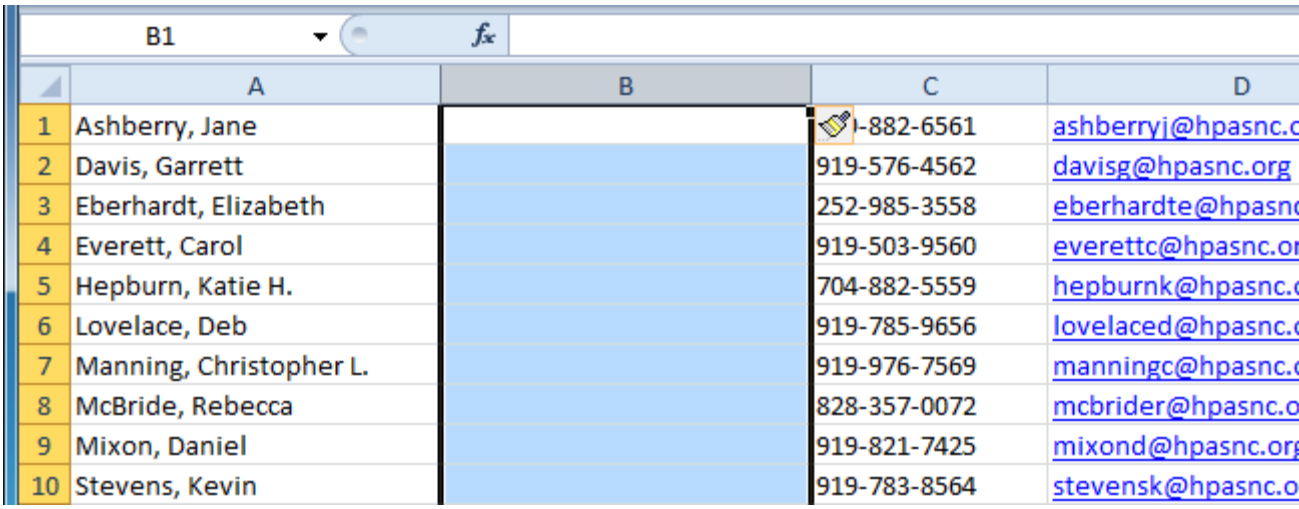
1. Select the column to the **right** of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.



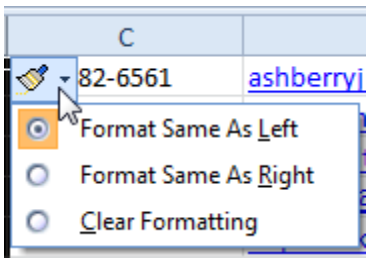
2. Click the **Insert** command on the **Home** tab.



3. The new column appears in your worksheet.



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

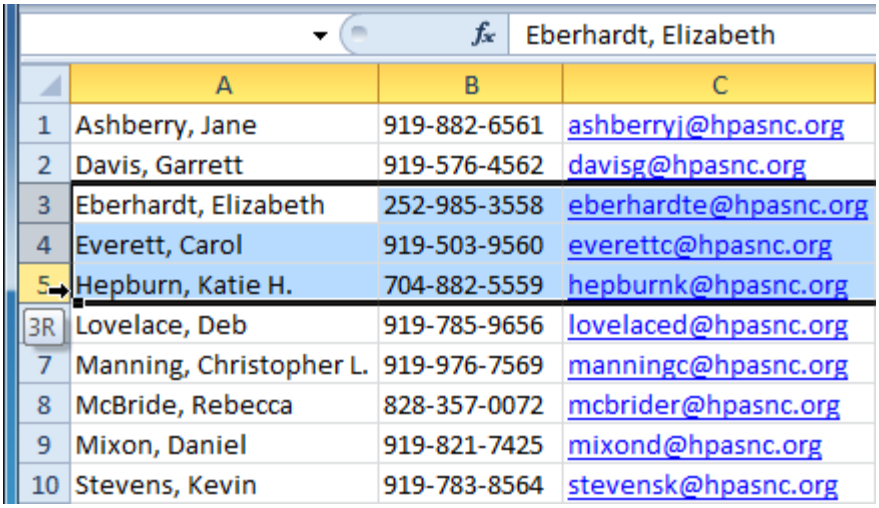


When inserting rows and columns, make sure to select the row or column by clicking its heading so all of the cells in that row

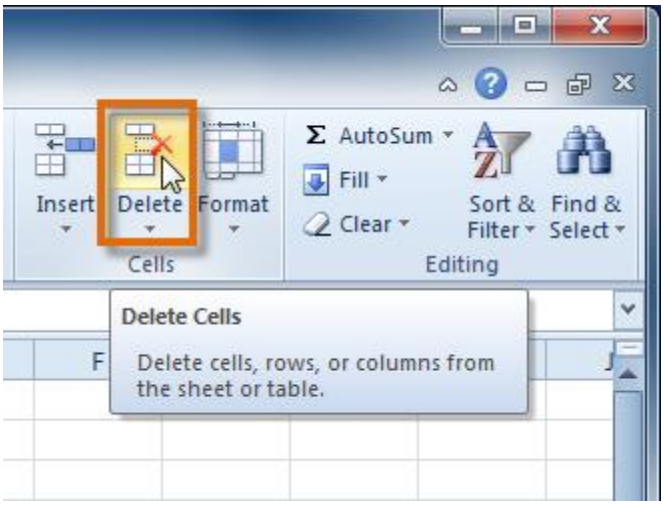
or column are selected. If you select just a cell in the row or column, only a new cell will be inserted.

To delete rows:

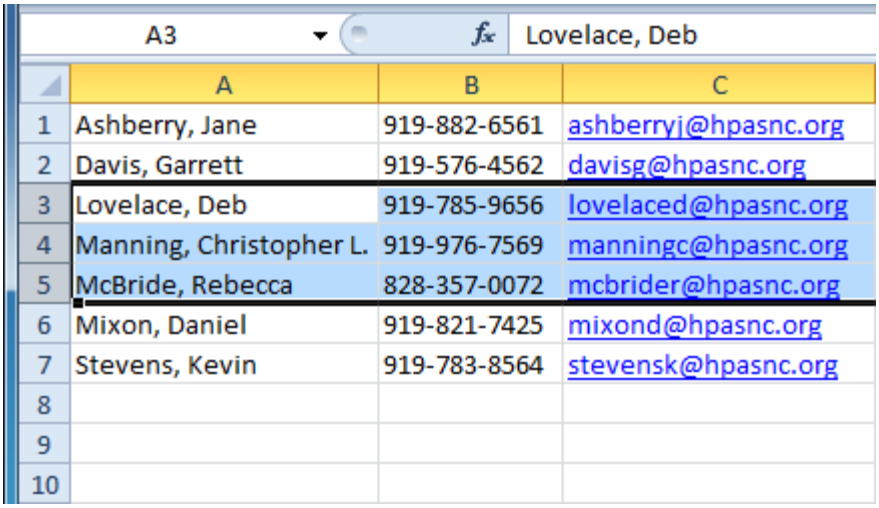
1. Select the rows you want to delete.



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



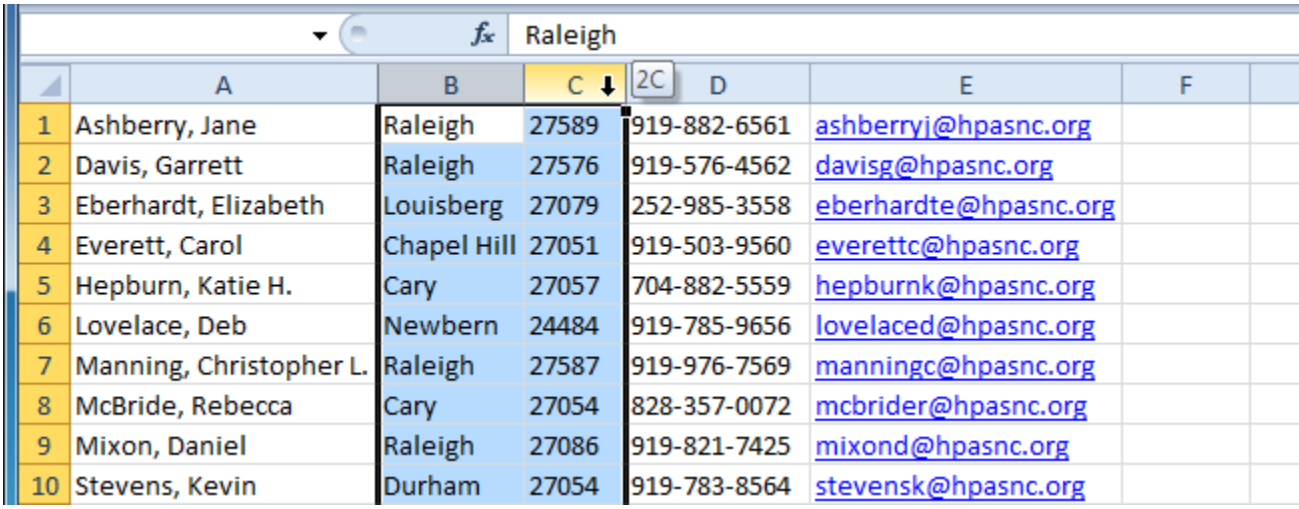
3. The rows are deleted from your worksheet.



	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
4	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
5	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
6	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
7	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org
8			
9			
10			

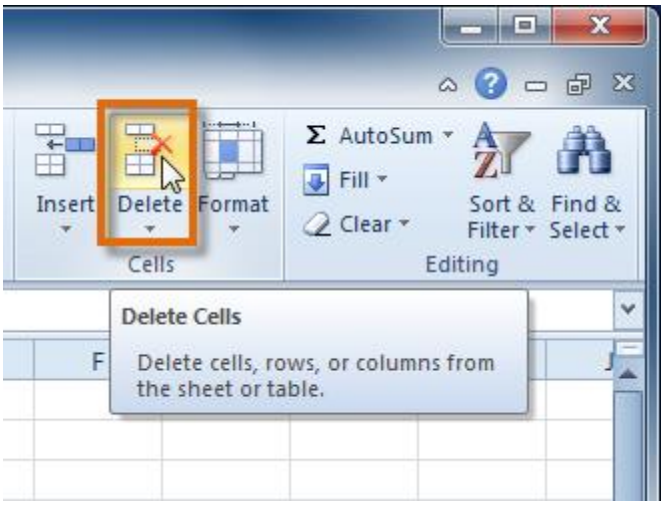
To delete columns:

1. Select the columns you want to delete.

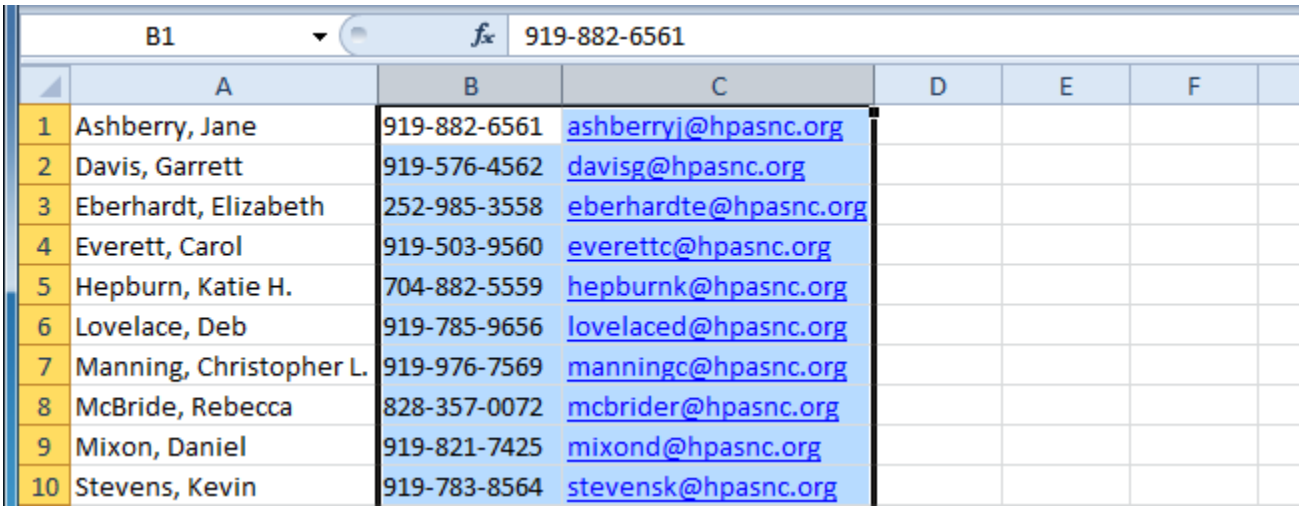


	A	B	C	D	E	F
1	Ashberry, Jane	Raleigh	27589	919-882-6561	ashberryj@hpasnc.org	
2	Davis, Garrett	Raleigh	27576	919-576-4562	davisg@hpasnc.org	
3	Eberhardt, Elizabeth	Louisberg	27079	252-985-3558	eberhardte@hpasnc.org	
4	Everett, Carol	Chapel Hill	27051	919-503-9560	everettc@hpasnc.org	
5	Hepburn, Katie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

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



3. The columns are deleted from your worksheet.



B1 | 919-882-6561

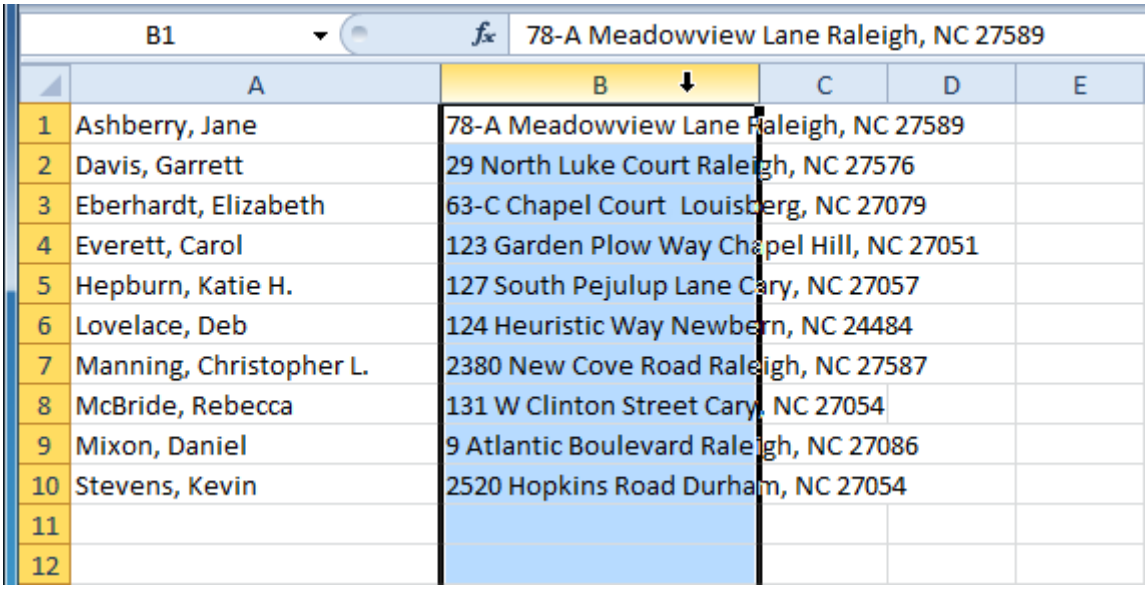
	A	B	C	D	E	F
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org			
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org			
3	Eberhardt, Elizabeth	252-985-3558	eberhardte@hpasnc.org			
4	Everett, Carol	919-503-9560	everettc@hpasnc.org			
5	Hepburn, Katie H.	704-882-5559	hepburnk@hpasnc.org			
6	Lovelace, Deb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

Wrapping text and merging cells

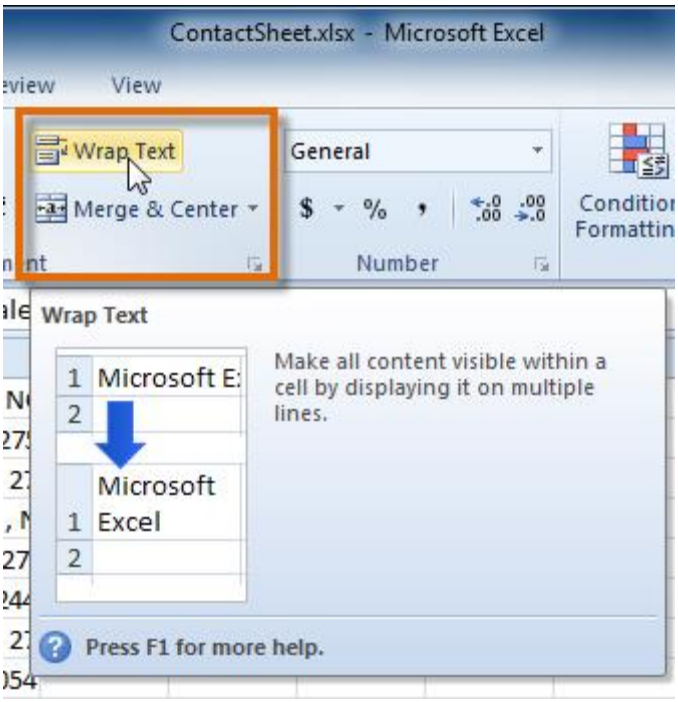
If a cell contains more text than can be displayed, you can choose to wrap the text within the cell or merge the cell with empty adjoining cells. **Wrap text** to make it display on multiple lines of the cell. **Merge cells** to combine adjoining cells into one larger cell.

To wrap text:

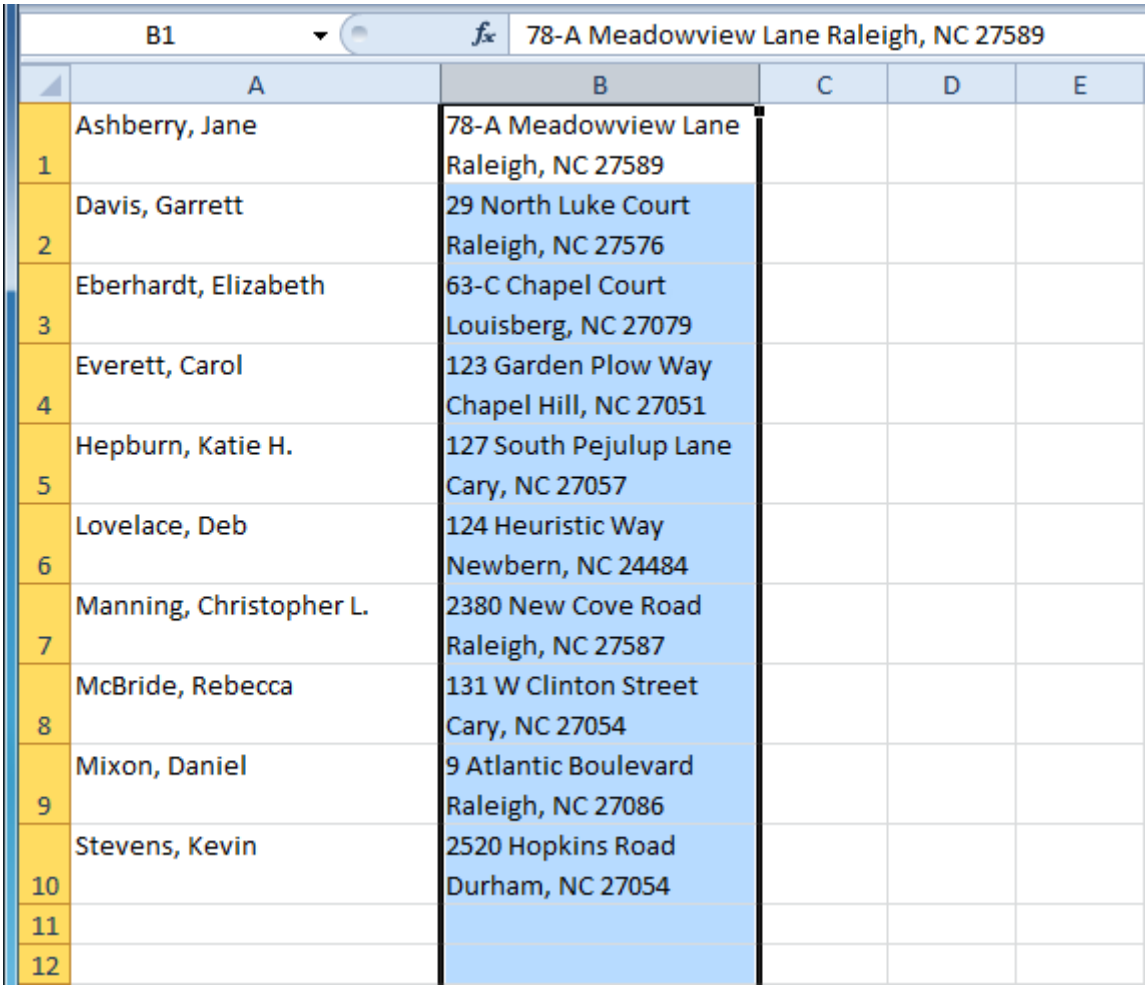
1. Select the cells with text that you want to wrap.



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



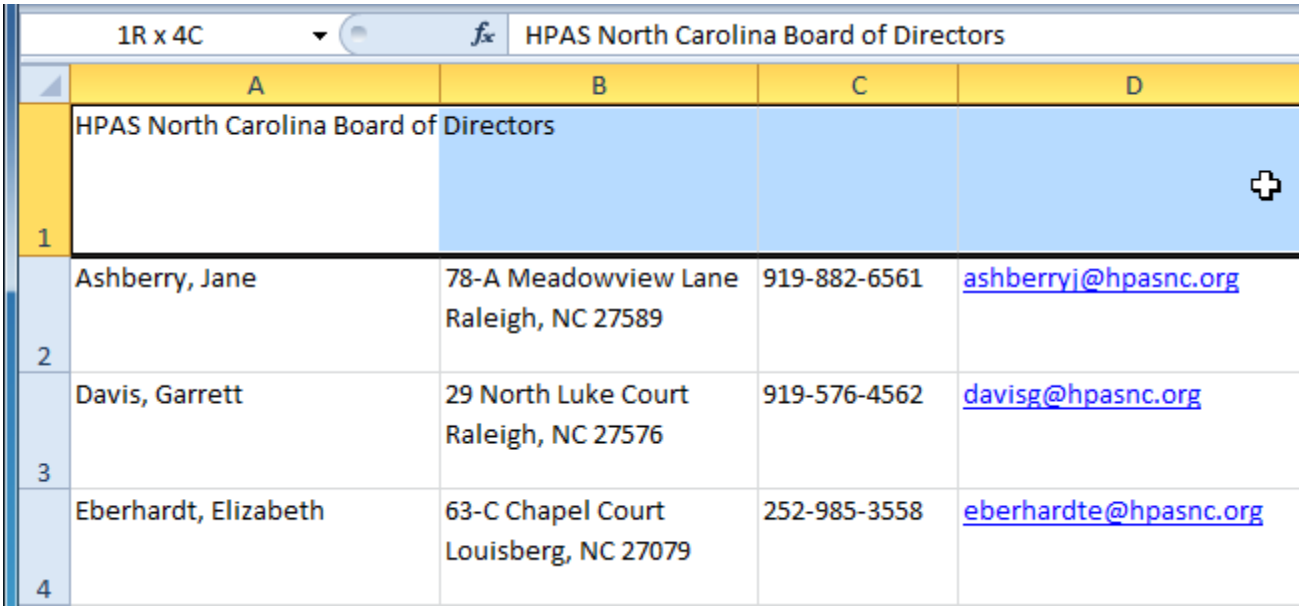
3. The text in the selected cells will be wrapped in your worksheet.



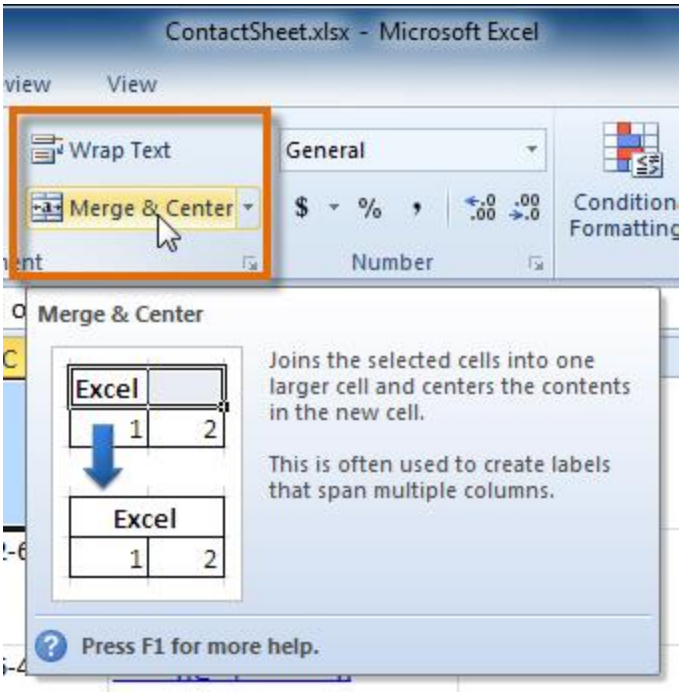
If you change your mind, reclick the **Wrap Text** command to unwrap the text.

To merge cells using the Merge & Center command:

1. Select the cells you want to merge.



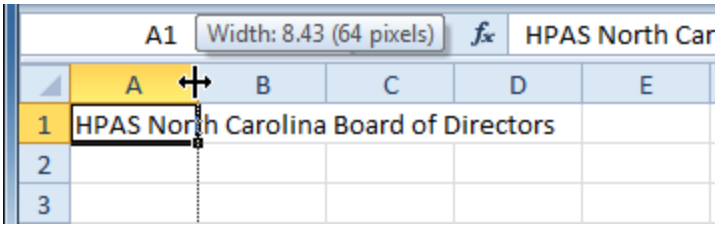
2. Select the **Merge & Center** command on the **Home** tab.



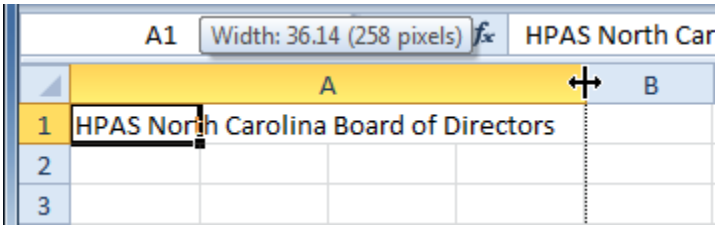
3. The selected cells will be merged, and the text will be centered.

To modify column width:

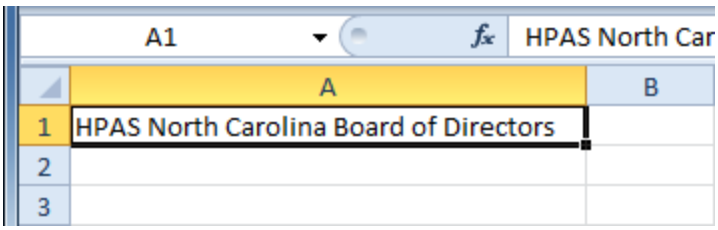
1. Position your mouse over the **column line** in the **column heading** so the **white cross** ✚ becomes a **double arrow** ✢.



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



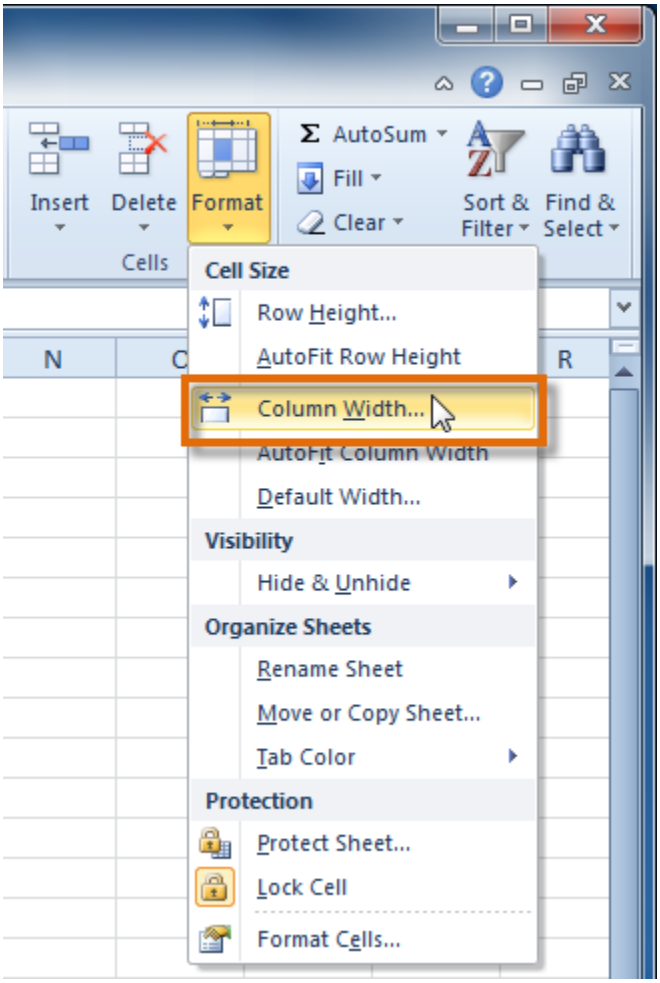
3. Release the mouse. The column width will be changed in your spreadsheet.



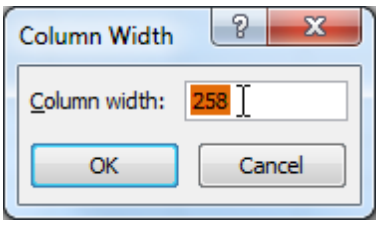
If you see **pound signs** (########) in a cell, it means the column is not wide enough to display the cell content. Simply **increase the column width** to show the cell content.

To set column width with a specific measurement:

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



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



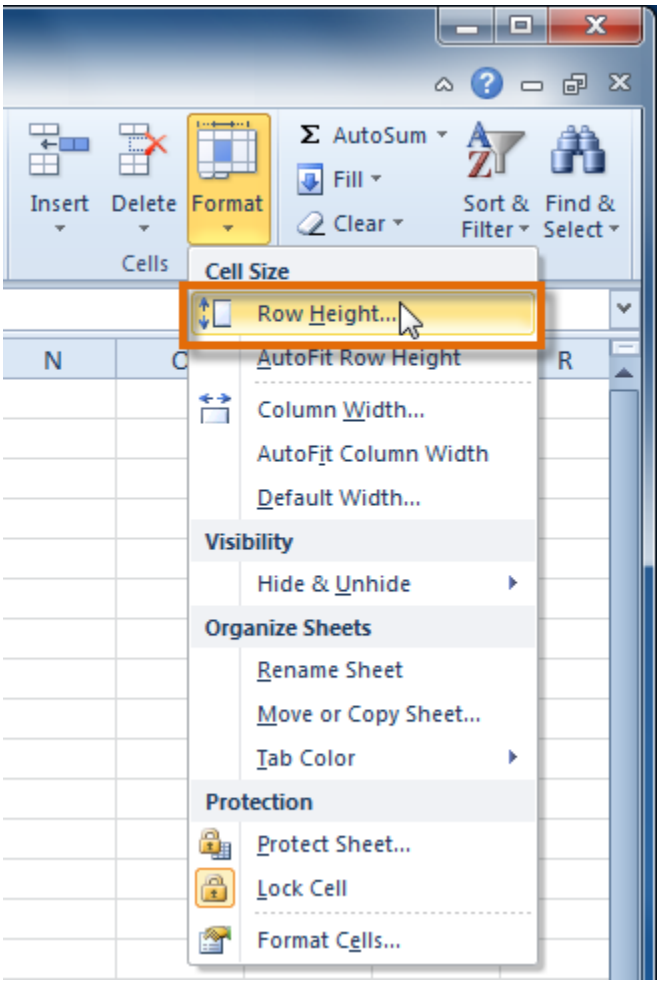
5. Click **OK**. The width of each selected column will be changed in your worksheet.

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

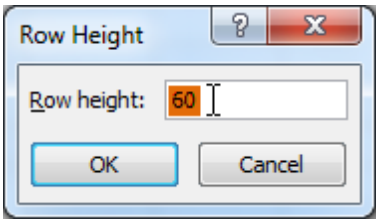
To modify row height:

To set row height with a specific measurement:

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



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

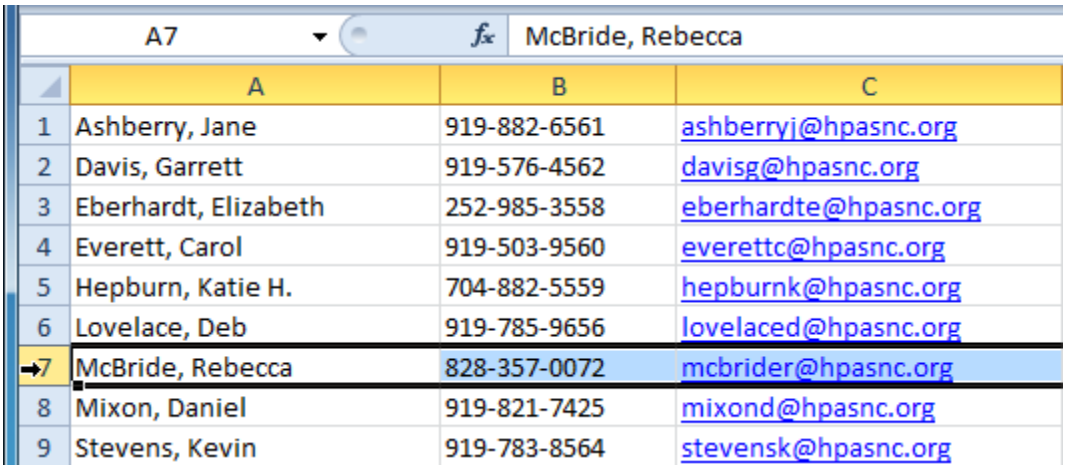


5. Click **OK**. The selected rows heights will be changed in your spreadsheet.

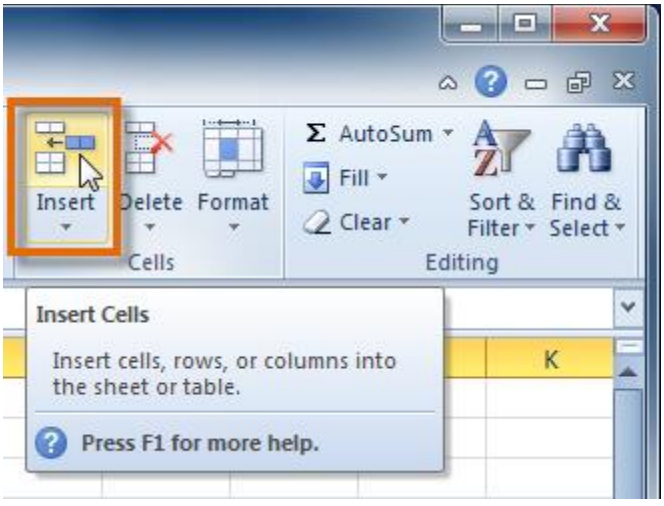
Select **AutoFit Row Height** from the format drop-down menu, and Excel will automatically adjust each selected row so all of the text will fit.

To insert rows:

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

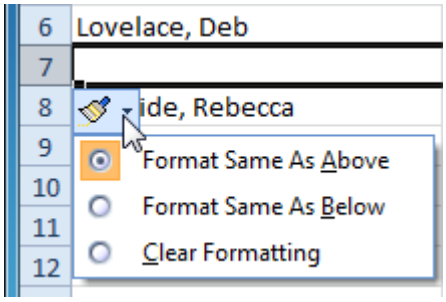


2. Click the **Insert** command on the **Home** tab.



3. The new row appears in your worksheet.

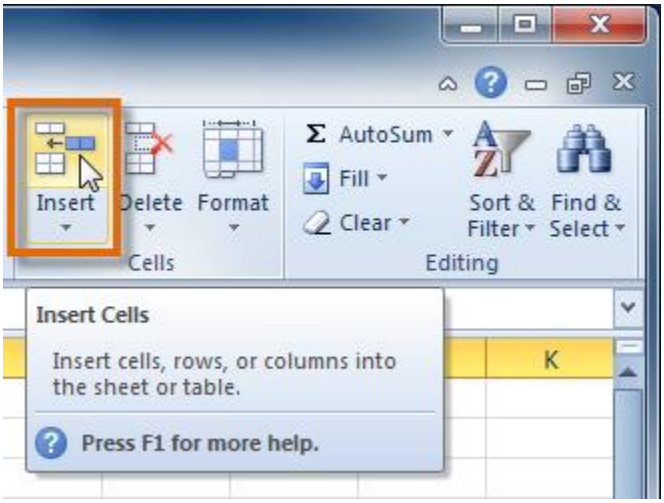
When inserting new rows, columns, or cells, you will see the **Insert Options** button by the inserted cells. This button allows you to choose how Excel formats them. By default, Excel formats inserted rows with the same formatting as the cells in the row above them. To access more options, hover your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



To insert columns:

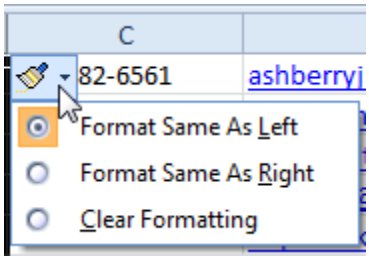
1. Select the column to the **right** of where you want the new column to appear. For example, if you want to insert a column between A and B, select column B.

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



3. The new column appears in your worksheet.

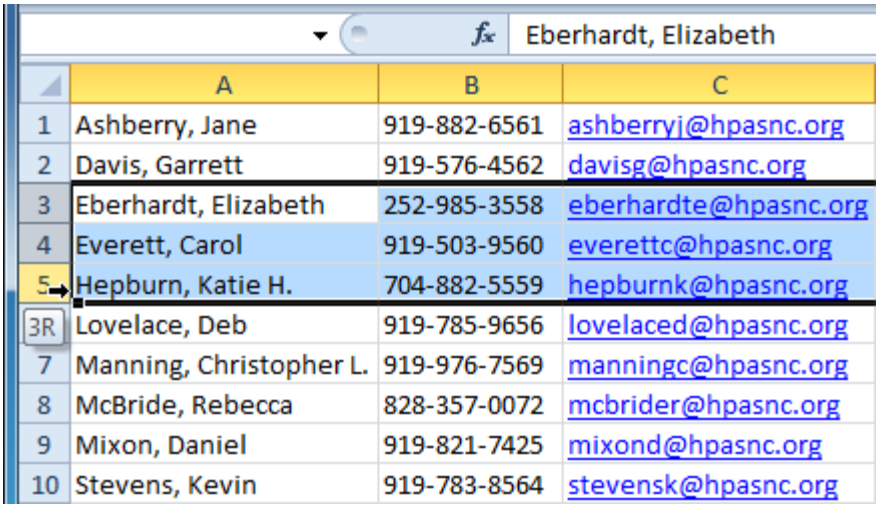
By default, Excel formats inserted columns with the same formatting as the column to the left of them. To access more options, hover your mouse over the **Insert Options** button and click the drop-down arrow that appears.



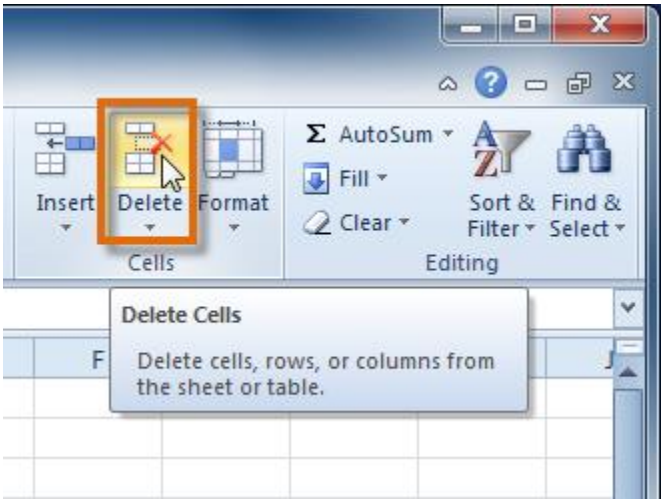
When inserting rows and columns, make sure to select the row or column by clicking its heading so all of the cells in that row or column are selected. If you select just a cell in the row or column, only a new cell will be inserted.

To delete rows:

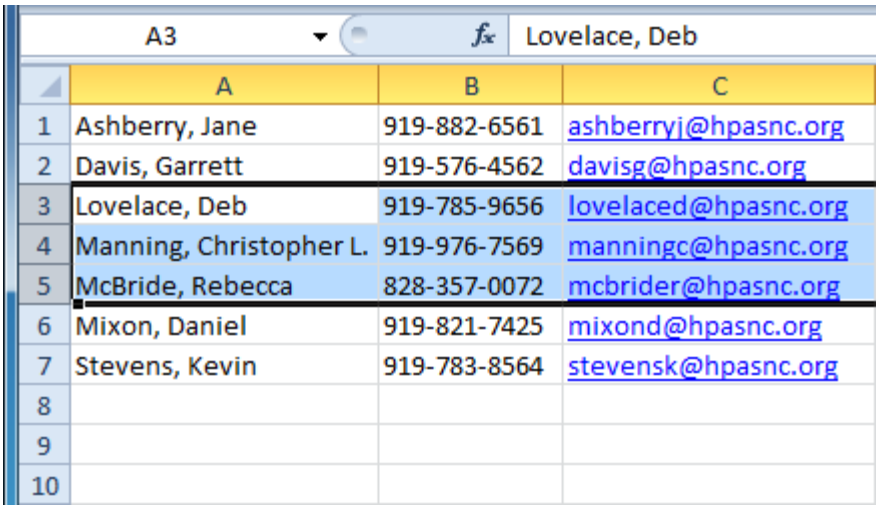
1. Select the rows you want to delete.



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



3. The rows are deleted from your worksheet.

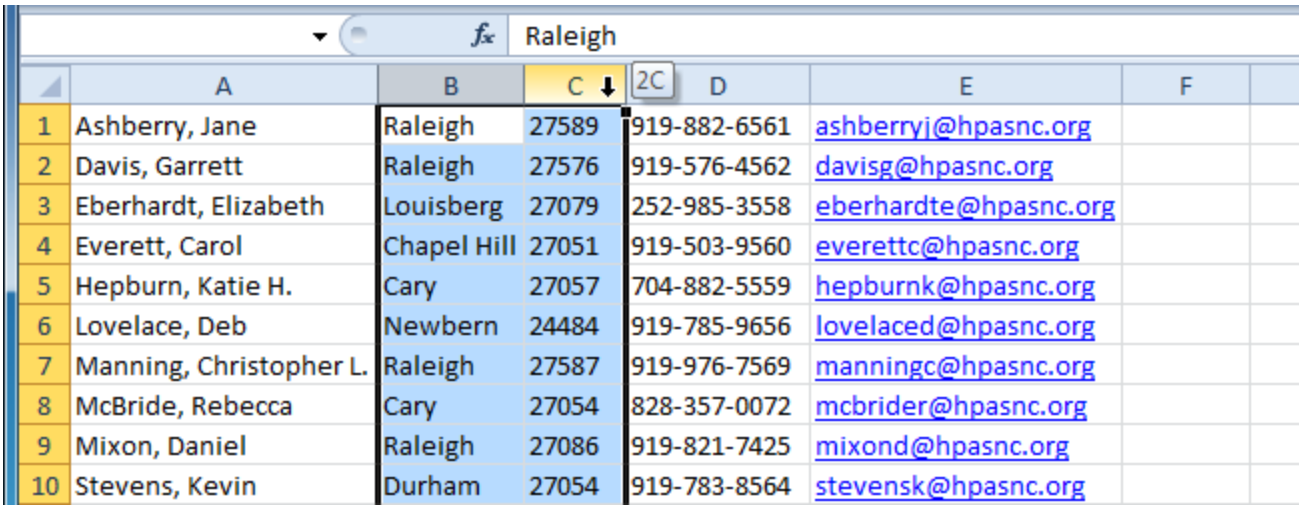


A3 | Lovelace, Deb

	A	B	C
1	Ashberry, Jane	919-882-6561	ashberryj@hpasnc.org
2	Davis, Garrett	919-576-4562	davisg@hpasnc.org
3	Lovelace, Deb	919-785-9656	lovelaced@hpasnc.org
4	Manning, Christopher L.	919-976-7569	manningc@hpasnc.org
5	McBride, Rebecca	828-357-0072	mcbrider@hpasnc.org
6	Mixon, Daniel	919-821-7425	mixond@hpasnc.org
7	Stevens, Kevin	919-783-8564	stevensk@hpasnc.org
8			
9			
10			

To delete columns:

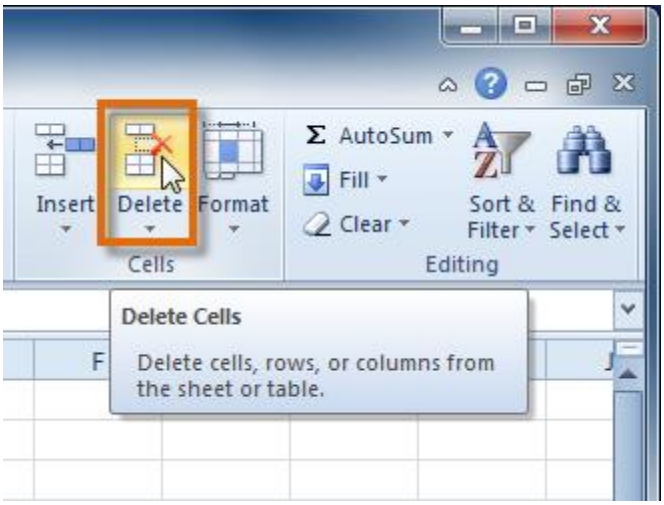
1. Select the columns you want to delete.



Raleigh

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

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

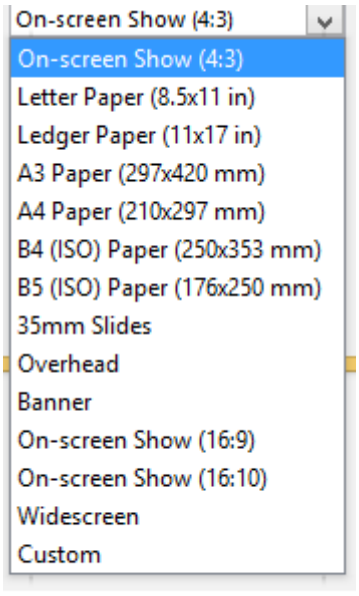


3. The columns are deleted from your worksheet.

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

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

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

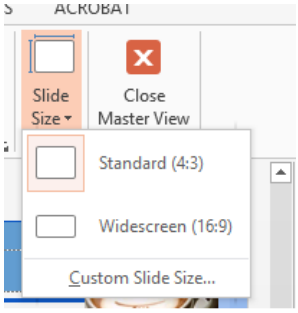


Slide Sizes

To select a slide size other than the standard one:

1. In Slide Master View
2. Click on Slide Size

3. Select from one of the two options
4. For more choices, click Custom
5. Select one of the options



Slide Size

Figure 89- standard or widescreen

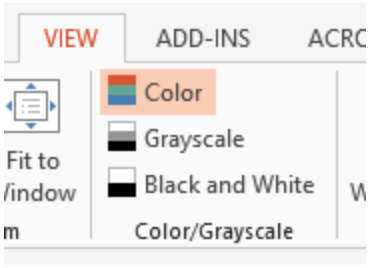
Slide Size box

Figure 90 – other options

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

Changing to view in color/grayscale

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

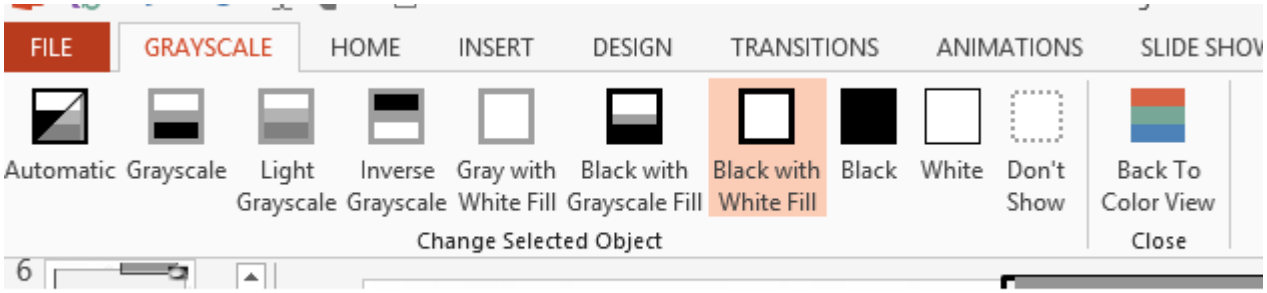


View Grayscale

Figure 91- colour/grayscale options

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

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



Grayscale Ribbon

Figure 92- grayscale options

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

Navigating using presentation views

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

In Normal View

- Click on the thumbnail of the slide you want to see
- Use the Vertical Scrollbar to move between slides
- Use the up and down arrow keys on the keyboard to move one slide backwards or forwards

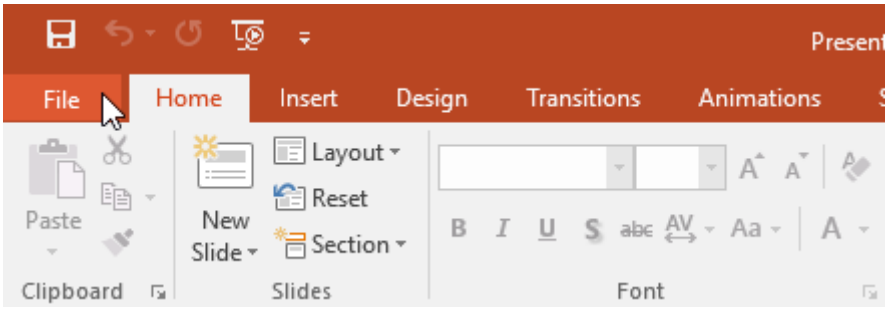
In Slide Sorter View

- Click on the slide you want to select

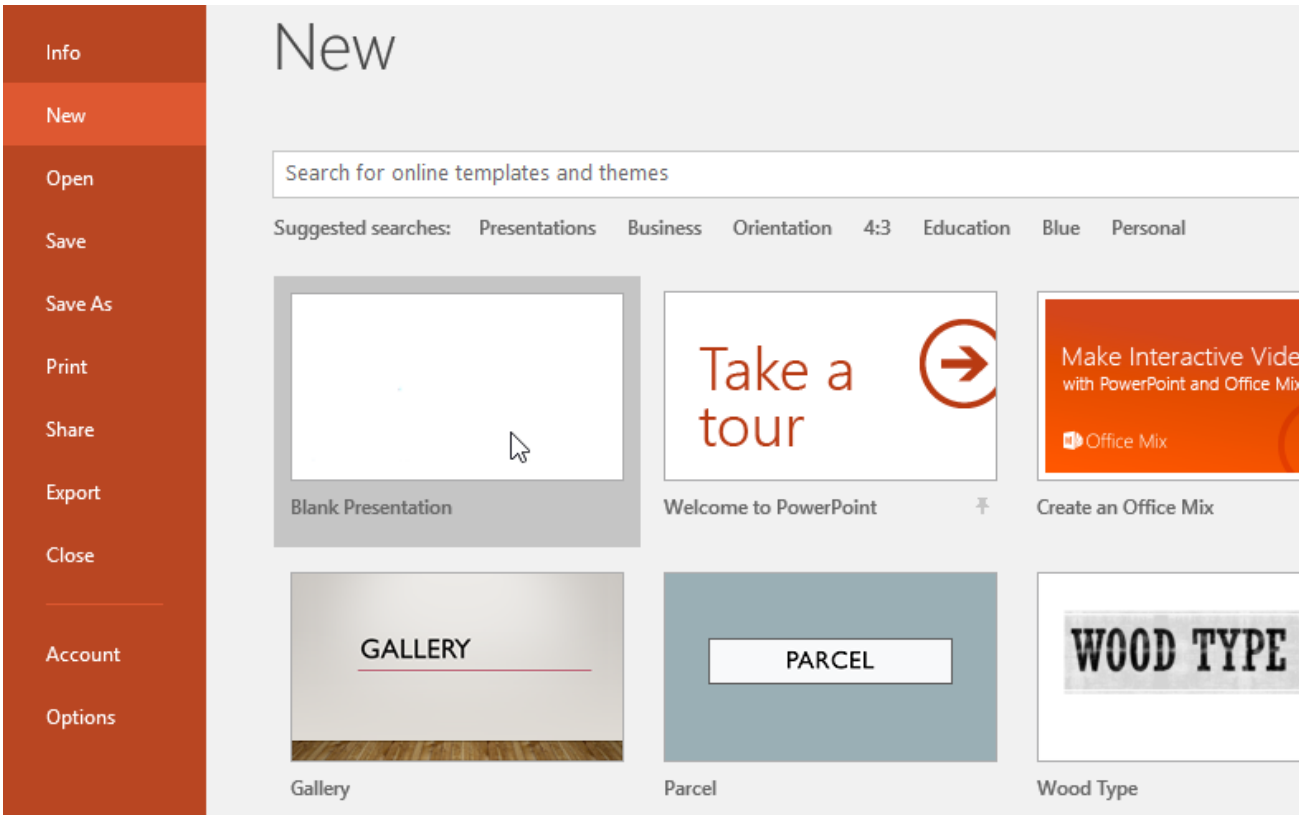
Q14 b) Write the steps for the following action for creation of power point presentation

- **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**

1. **Ans**Select the **File** tab to go to **Backstage view**.



2. Select **New** on the left side of the window, then click **Blank Presentation**.



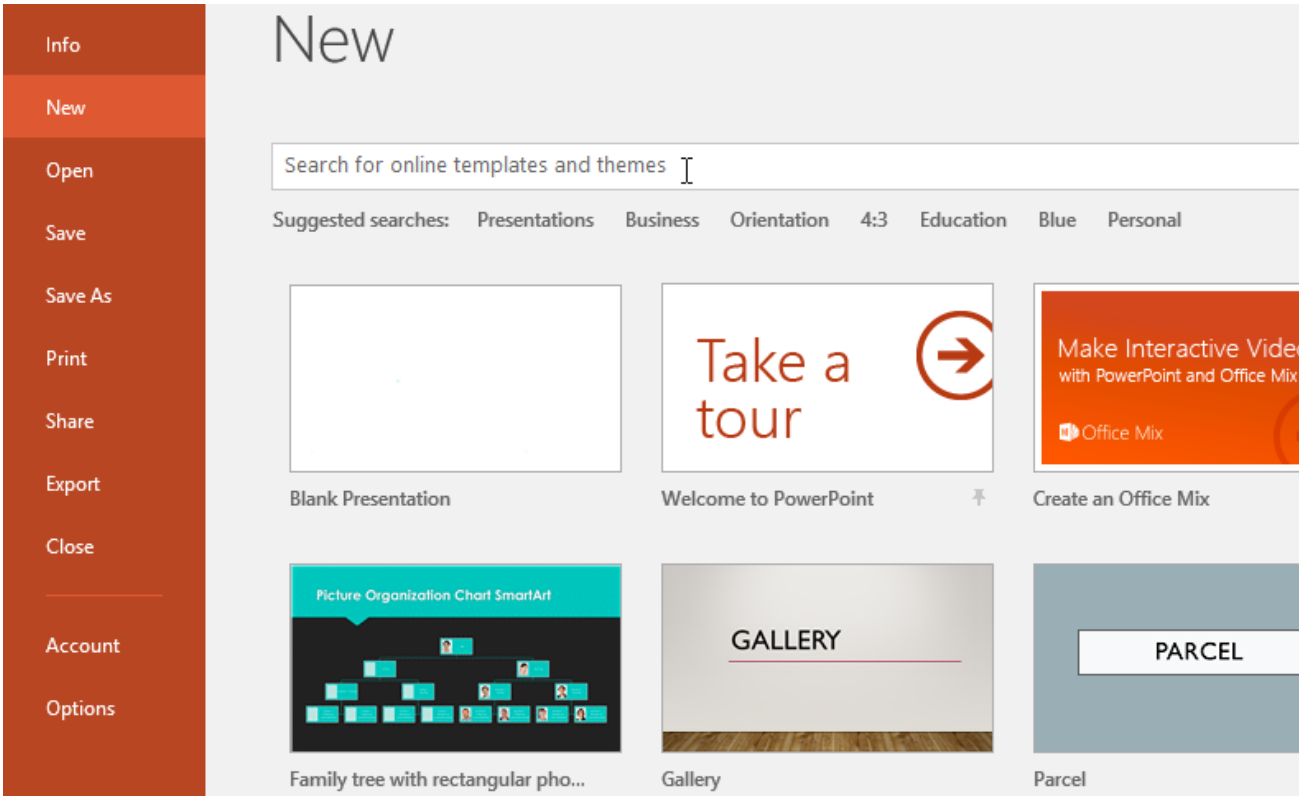
3. A new presentation will appear.

To create a new presentation from a template:

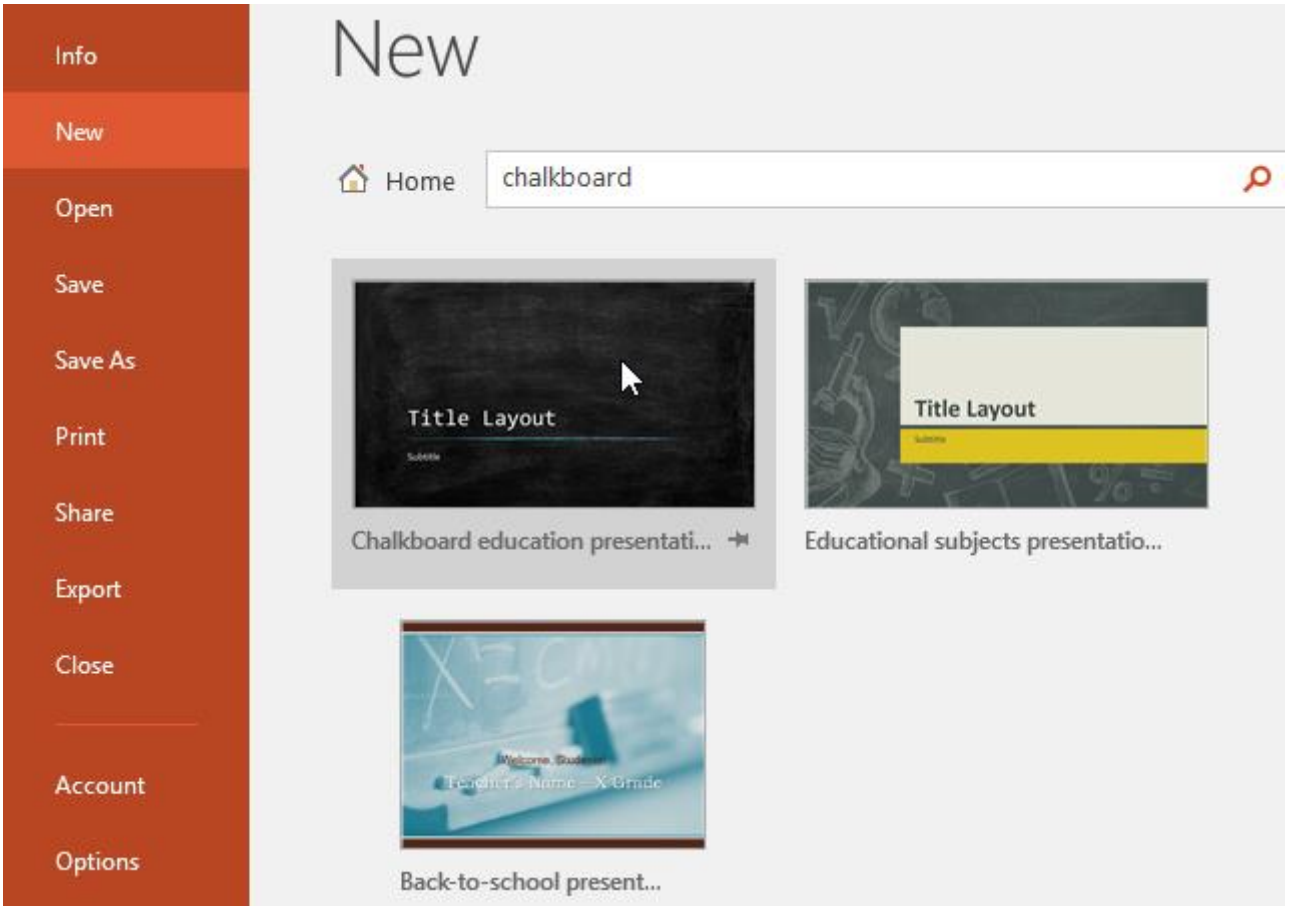
A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.

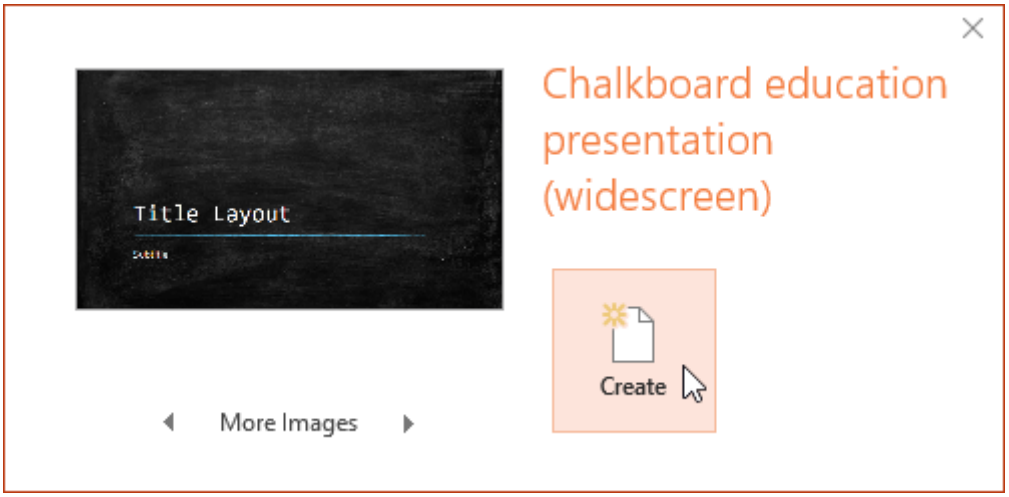
2. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for the keyword **chalkboard**.



3. Select a **template** to review it.



4. A **preview** of the template will appear, along with **additional information** on how the template can be used.
5. Click **Create** to use the selected template.



6. A new presentation will appear with the **selected template**.

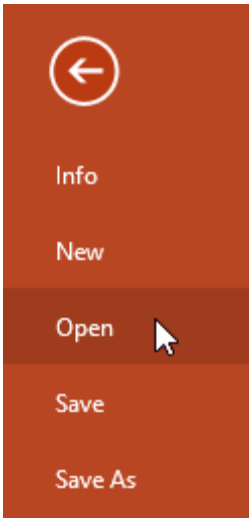
It's important to note that not all templates are created by Microsoft. Many are created by third-party providers and even

individual users, so some templates may work better than others.

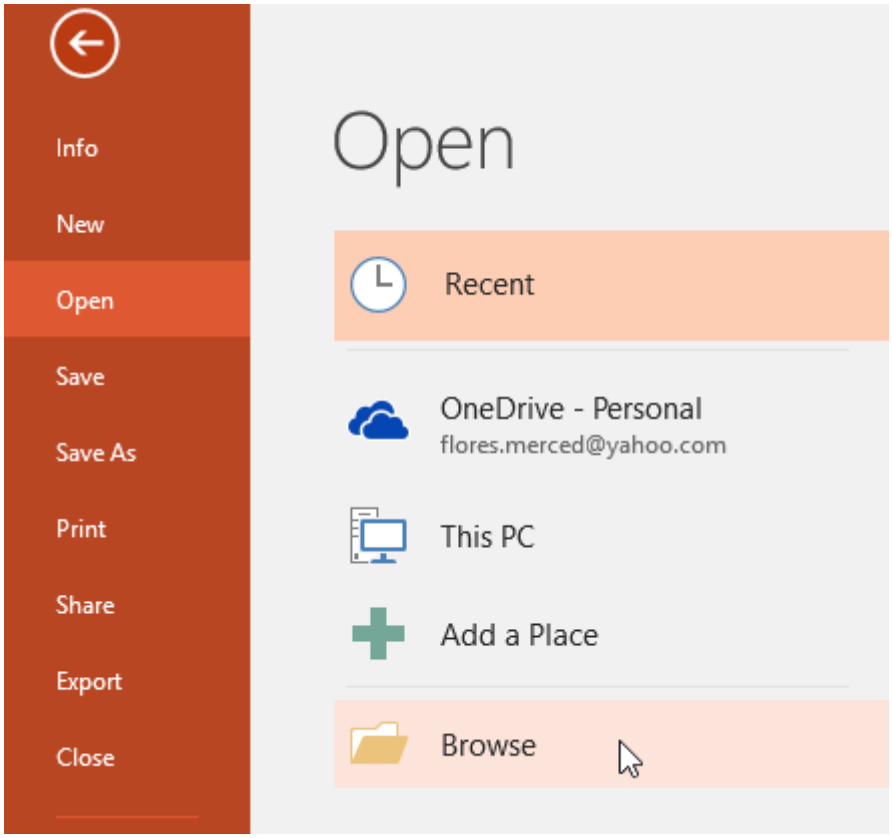
To open an existing presentation:

In addition to creating new presentations, you'll often need to open a presentation that was previously saved. To learn more about saving presentations, visit our lesson on **Saving Presentations**.

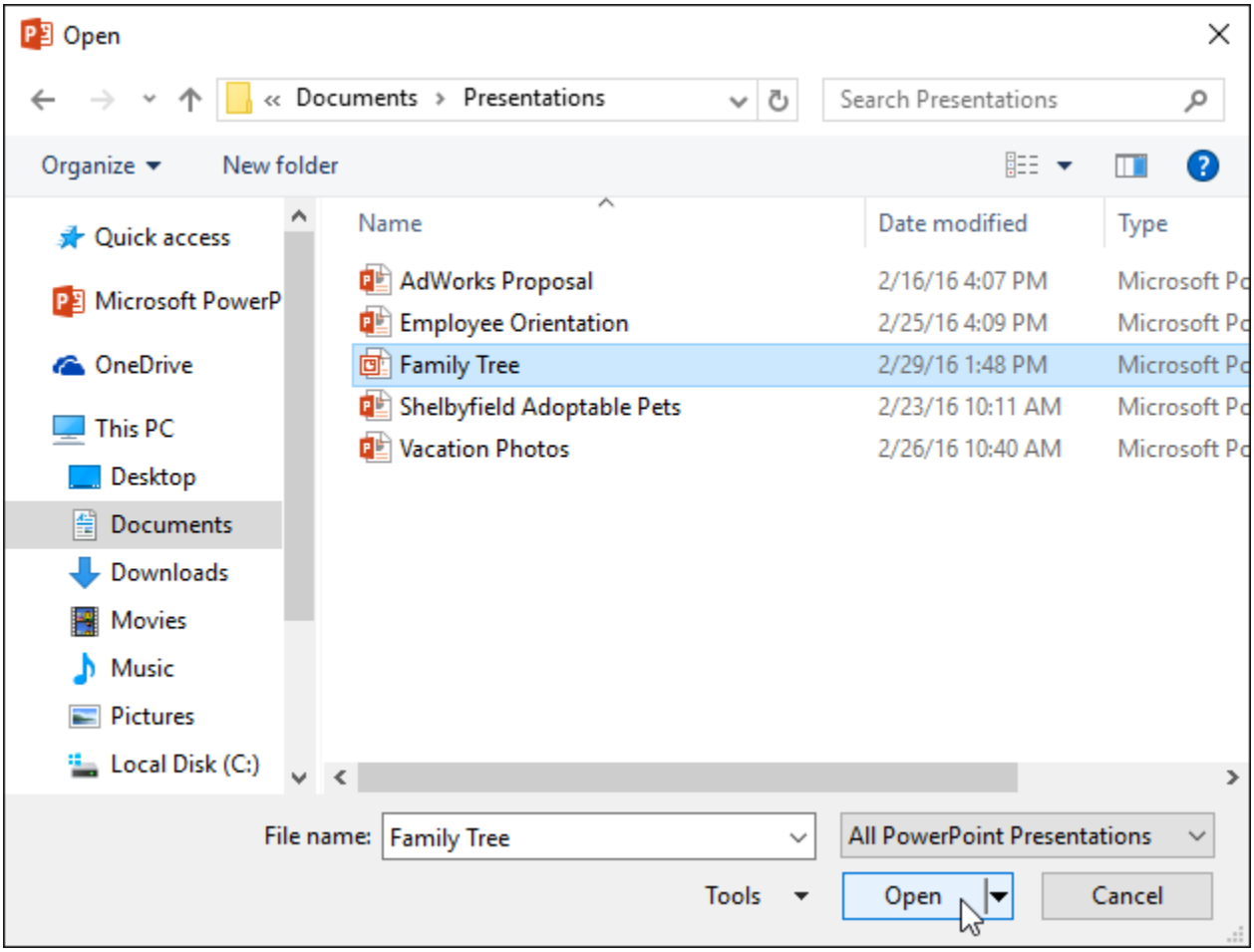
1. Select the **File** tab to go to **Backstage view**, then click **Open**.



2. Click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.



3. The **Open** dialog box will appear. Locate and select your **presentation**, then click **Open**.



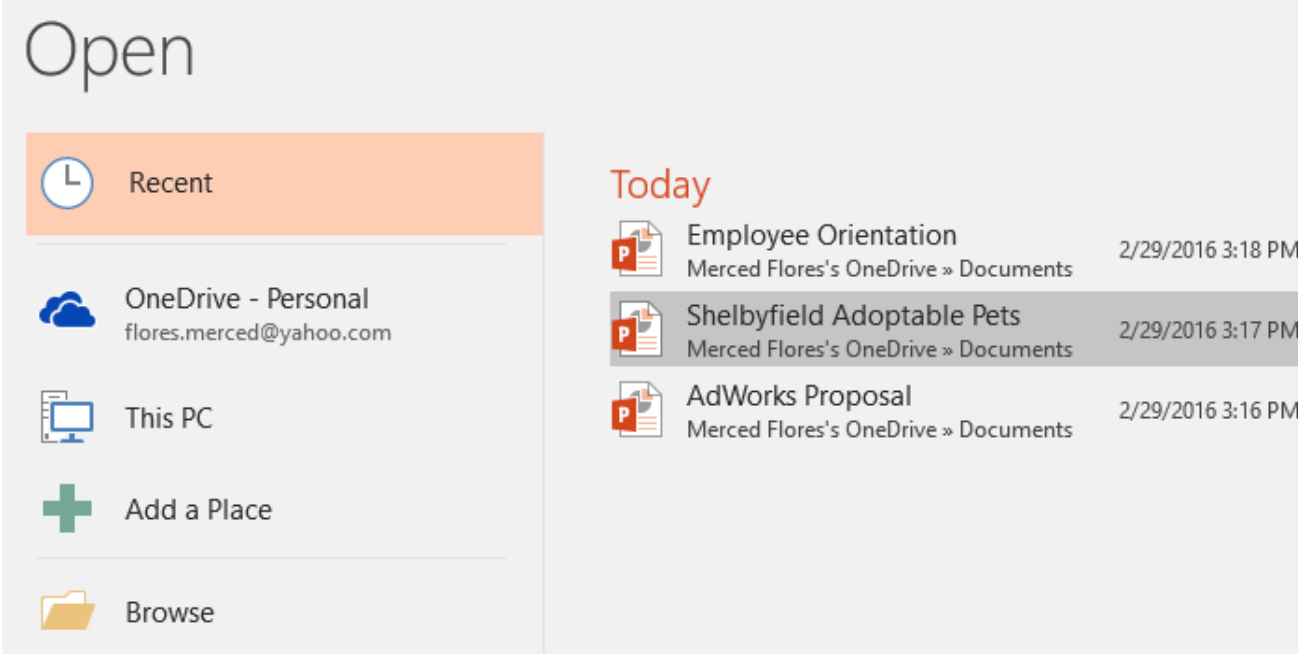
Most features in Microsoft Office, including PowerPoint, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to PowerPoint with your Microsoft account. Review our lesson on **Understanding OneDrive** to learn more.

To pin a presentation:

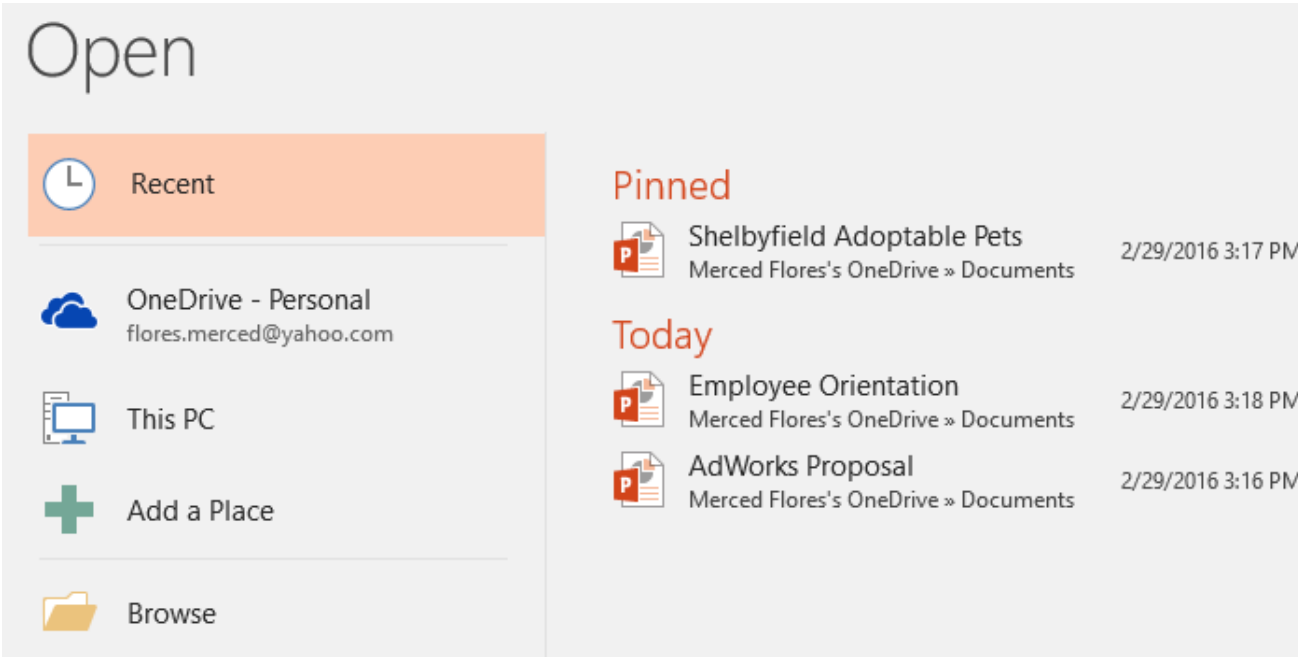
If you frequently work with the **same presentation**, you can **pin it** to Backstage view for easy access.

1. Select the **File** tab to go to **Backstage view**, then click **Open**.
   Your **Recent Presentations** will appear.

2. Hover the mouse over the **presentation** you want to pin, then click the **pushpin icon**.



3. The presentation will stay in the **Recent presentations** list until it is unpinned. To **unpin** a presentation, click the pushpin icon again.

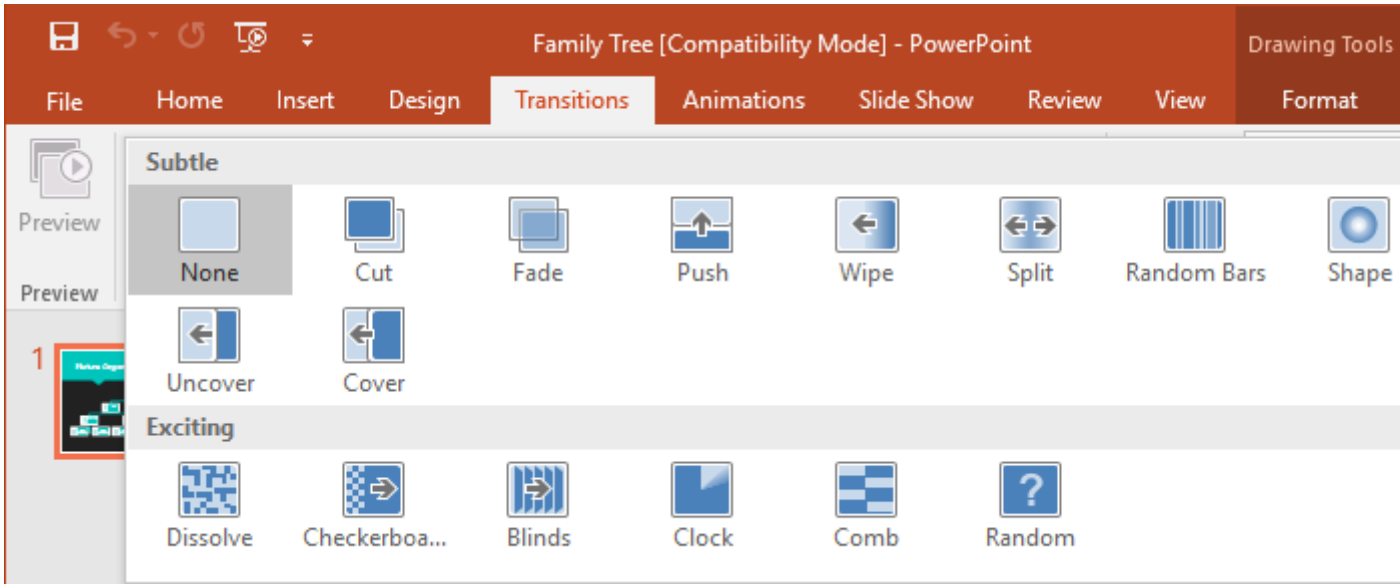


Compatibility Mode

Sometimes you may need to work with presentations that were created in earlier versions of PowerPoint, like PowerPoint 2003 or PowerPoint 2000. When you open these types of presentations, they will appear in **Compatibility Mode**.

Compatibility Mode **disables** certain features, so you'll only be able to access commands found in the program that was used to create the presentation. For example, if you open a presentation created in PowerPoint 2003, you can only use tabs and commands found in PowerPoint 2003.

In the image below, you can see at the top of the window that the presentation is in Compatibility Mode. This will disable some PowerPoint 2016 features, including newer types of slide transitions.



To exit Compatibility Mode, you'll need to **convert** the presentation to the current version type. However, if you're collaborating with others who only have access to an earlier version of PowerPoint, it's best to leave the presentation in Compatibility Mode so the format will not change.

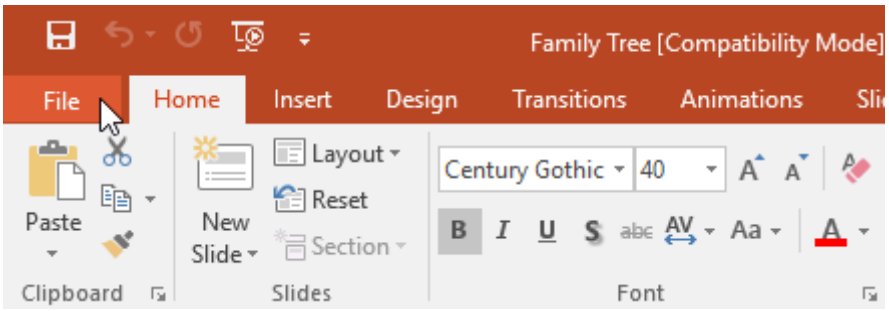
You can review this **support page** from Microsoft to learn more about which features are disabled in Compatibility Mode.

To convert a presentation:

If you want access to all PowerPoint 2016 features, you can **convert** the presentation to the 2016 file format.

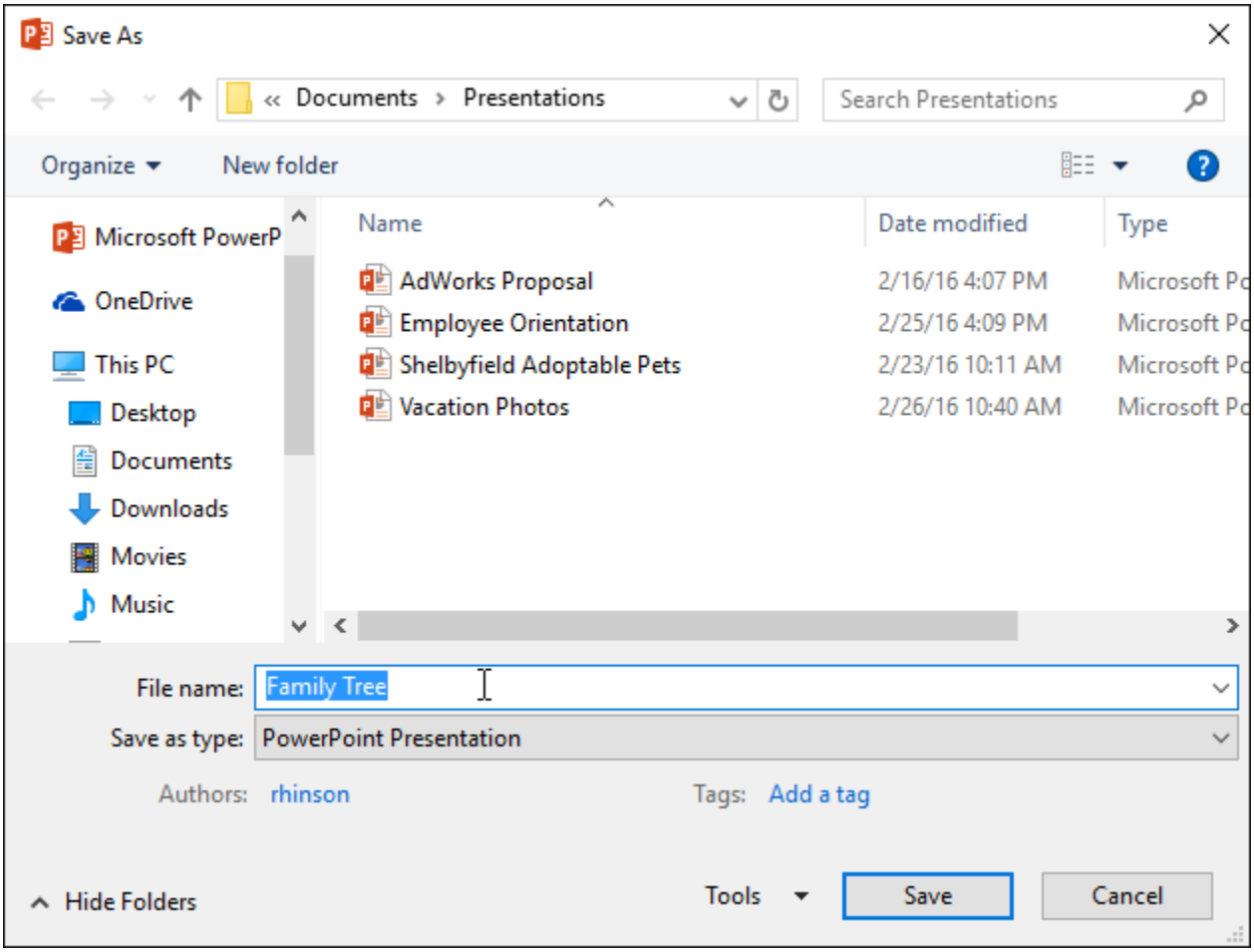
Note that converting a file may cause some changes to the **original layout** of the presentation.

1. Click the **File** tab to access Backstage view.



2. Locate and select the **Convert** command.

3. The **Save As** dialog box will appear. Select the **location** where you want to save the presentation, enter a **file name**, and click **Save**.



4. The presentation will be converted to the newest file type.

Challenge!

1. Open our **practice presentation**.
2. Notice that the presentation opens in **Compatibility Mode**. **Convert** it to the 2016 file format. If a dialog box appears asking if you would like to close and reopen the file in order to see the new features, choose **Yes**.
3. In Backstage view, **pin** a file or folder.

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

□ Title slide &bullet list

□ Inserting Excel Sheet

 Clip art and Text

 Slide show effects

Ans Basic tasks for creating a PowerPoint presentation

PowerPoint for Microsoft 365 PowerPoint 2019 PowerPoint 2016 PowerPoint 2013 *More...*

PowerPoint presentations work like slide shows. To convey a message or a story, you break it down into slides. Think of each slide as a blank canvas for the pictures and words that help you tell your story.

Newer versions Office 2010

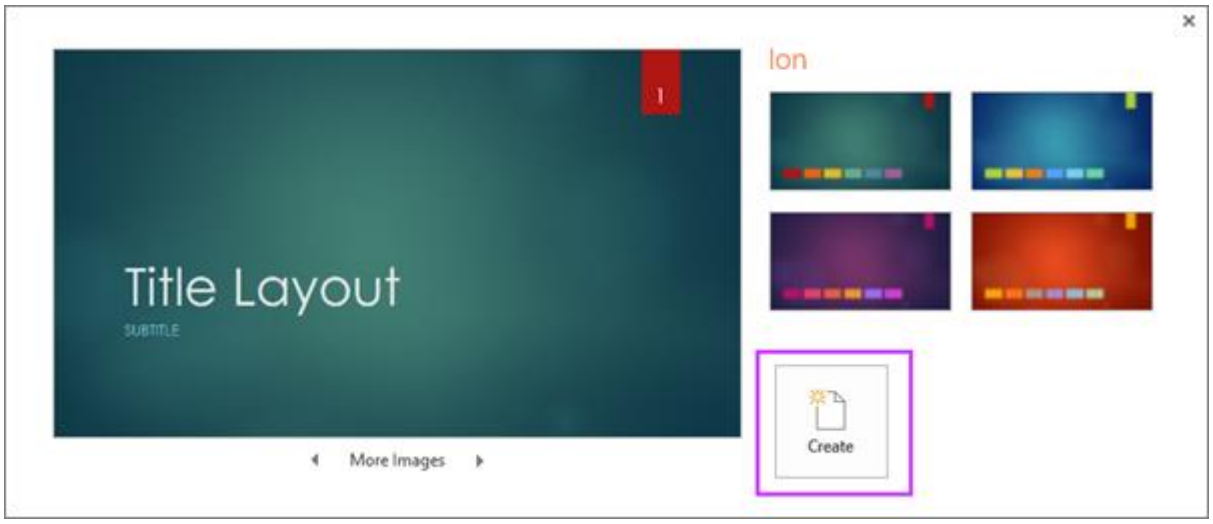
Choose a theme

When you open PowerPoint, you'll see some built-in themes and templates. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more.

1. On the **File** tab of the Ribbon, select **New**, and then choose a theme.

   PowerPoint shows you a preview of the theme, with four color variations to choose from on the right side.

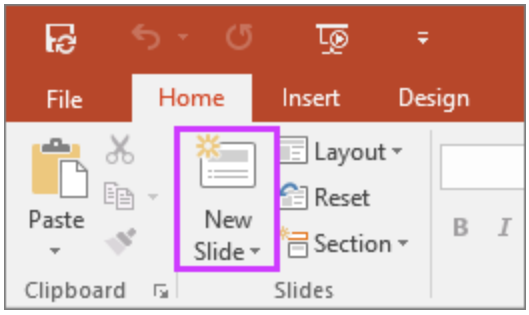
2. Click **Create**, or pick a color variation and then click **Create**.



Read more: [Use or create themes in PowerPoint]

Insert a new slide

- On the **Home** tab, click the bottom half of **New Slide**, and pick a slide layout.

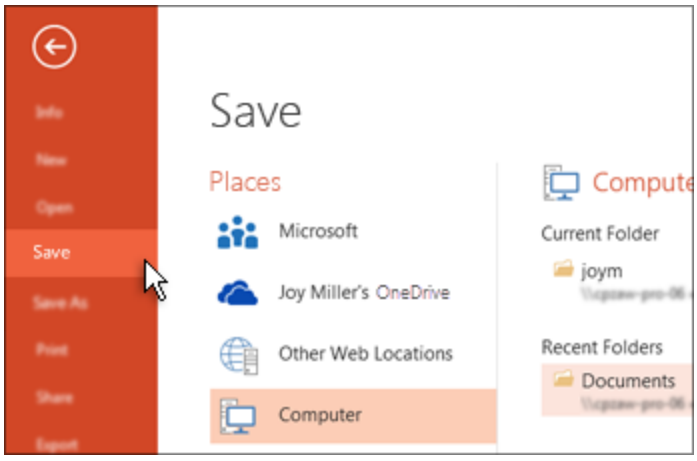


Read more: Add, rearrange, and delete slides.

Save your presentation

1. On the **File** tab, choose **Save**.
2. Pick or browse to a folder.
3. In the **File name** box, type a name for your presentation, and then choose **Save**.

Note: If you frequently save files to a certain folder, you can 'pin' the path so that it is always available (as shown below).

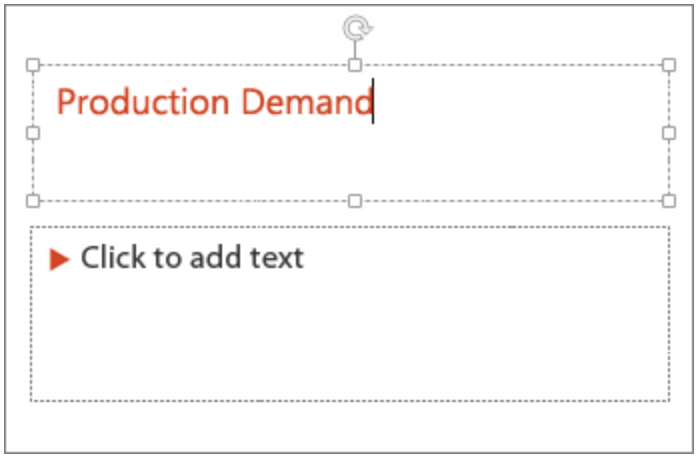


Tip: Save your work as you go. Press **Ctrl+S** often.

Read more: Save your presentation file

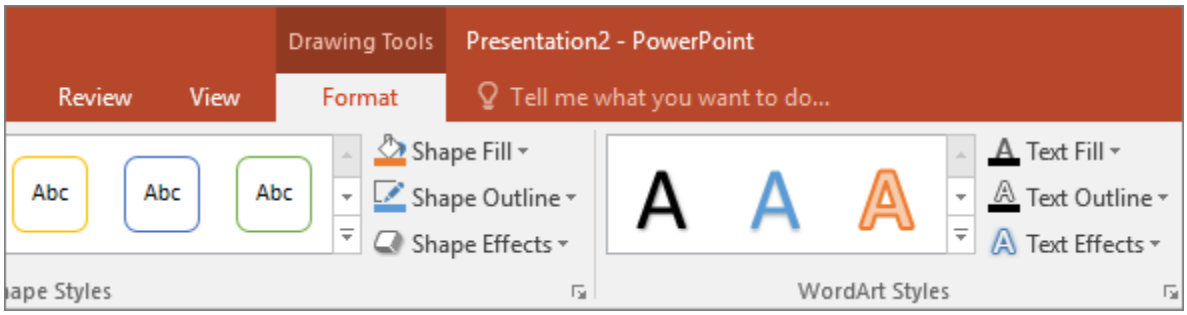
Add text

Select a text placeholder, and begin typing.



Format your text

1. Select the text.
2. Under **Drawing Tools**, choose **Format**.



3. Do one of the following:

- To change the color of your text, choose **Text Fill**, and then choose a color.
- To change the outline color of your text, choose **Text Outline**, and then choose a color.

- To apply a shadow, reflection, glow, bevel, 3-D rotation, a transform, choose **Text Effects**, and then choose the effect you want.

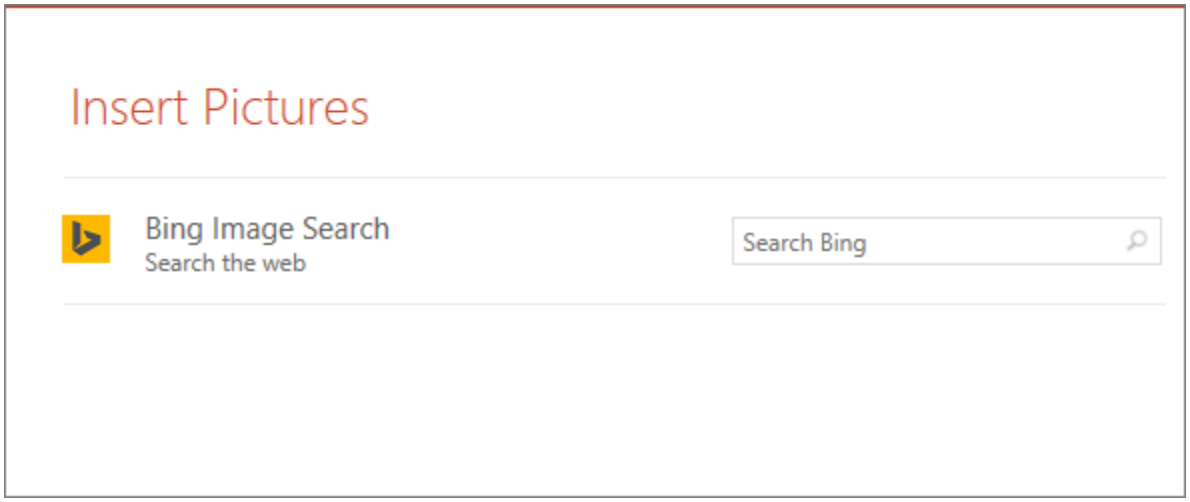
Read more:

- Change the fonts
- Change the color of text on a slide
- Add bullets or numbers to text
- Format text as superscript or subscript

Add pictures

On the **Insert** tab, do one of the following:

- To insert a picture that is saved on your local drive or an internal server, choose **Pictures**, browse for the picture, and then choose **Insert**.
- To insert a picture from the web, choose **Online Pictures**, and use the search box to find a picture.



Choose a picture, and then click **Insert**.

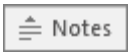
Add shapes

You can add shapes to illustrate your slide.

1. On the **Insert** tab, select **Shapes**, and then select a shape from the menu that appears.
2. In the slide area, click and drag to draw the shape.
3. Select the **Format** or **Shape Format** tab on the ribbon. Open the **Shape Styles** gallery to quickly add a color and style (including shading) to the selected shape.

Add speaker notes

Slides are best when you don't cram in too much information. You can put helpful facts and notes in the speaker notes, and refer to them as you present.

1. To open the notes pane, at the bottom of the window, click **Notes** 

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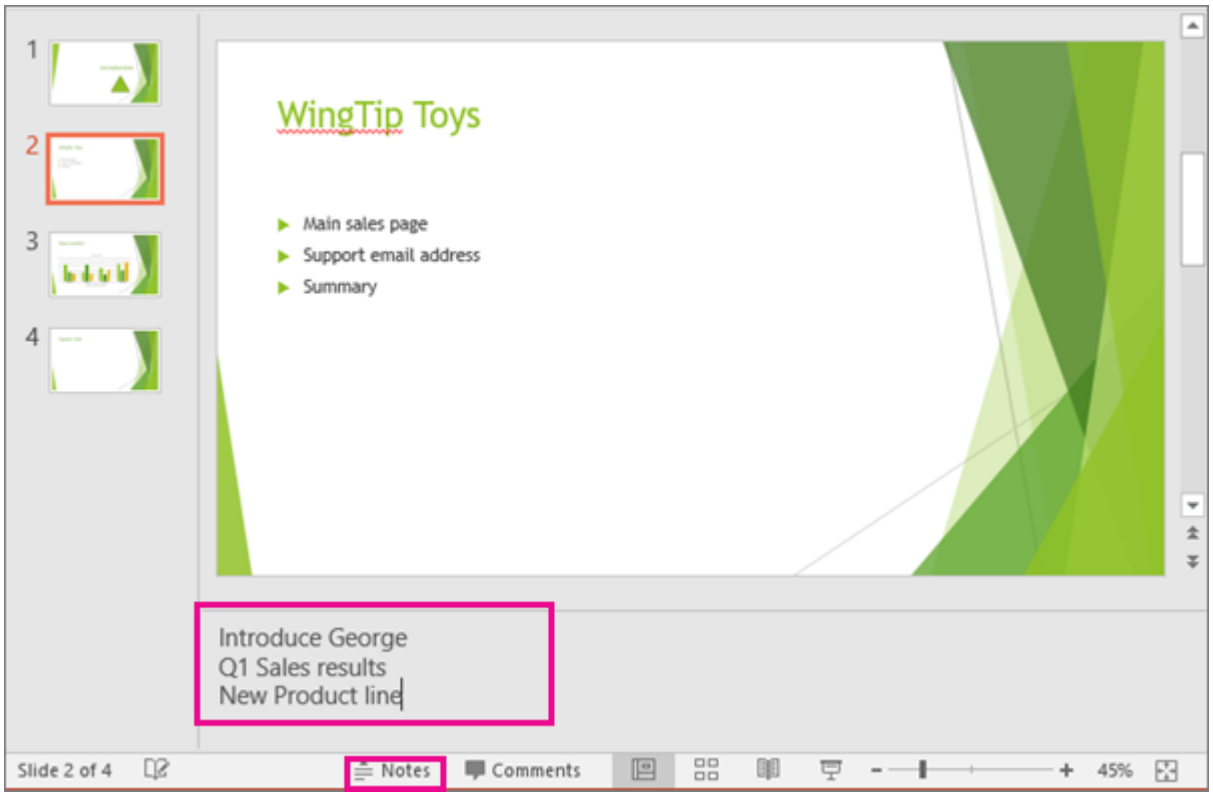
2. Click inside the **Notes** pane below the slide, and begin typing your notes.



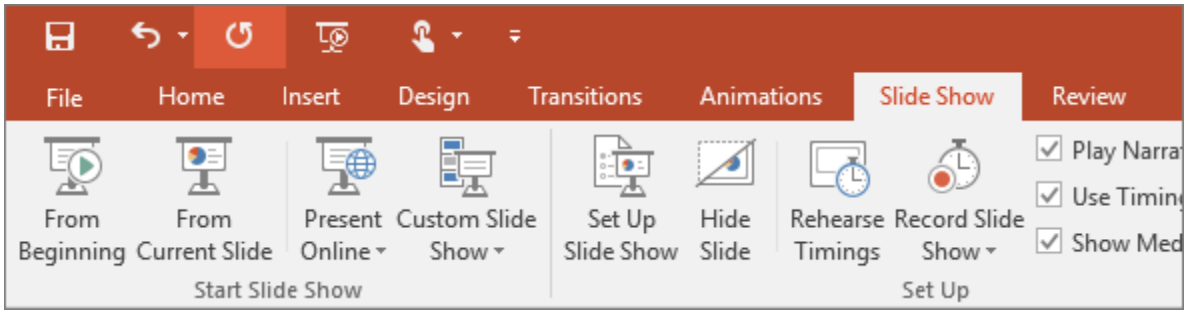
Read more:

- Add speaker notes to your slides
- Print slides with or without speaker notes

Give your presentation

On the **Slide Show** tab, do one of the following:

- To start the presentation at the first slide, in the **Start Slide Show** group, click **From Beginning**.



- If you're not at the first slide and want to start from where you are, click **From Current Slide**.
- If you need to present to people who are not where you are, click **Present Online** to set up a presentation on the web, and then choose one of the following options:
- Broadcast your PowerPoint presentation online to a remote audience
- View your speaker notes as you deliver your slide show.

Get out of Slide Show view

To get out of Slide Show view at any time, on the keyboard, press **Esc**.

Tips for creating an effective presentation

Consider the following tips to keep your audience interested.

Minimize the number of slides

To maintain a clear message and to keep your audience attentive and interested, keep the number of slides in your presentation to a minimum.

Choose an audience-friendly font size

The audience must be able to read your slides from a distance. Generally speaking, a font size smaller than 30 might be too difficult for the audience to see.

Keep your slide text simple

You want your audience to listen to you present your information, instead of reading the screen. Use

bullets or short sentences, and try to keep each item to one line.

Some projectors crop slides at the edges, so that long sentences might be cropped.

Use visuals to help express your message

Pictures, charts, graphs, and SmartArt graphics provide visual cues for your audience to remember. Add meaningful art to complement the text and messaging on your slides.

As with text, however, avoid including too many visual aids on your slide.

Make labels for charts and graphs understandable

Use only enough text to make label elements in a chart or graph comprehensible.

Apply subtle, consistent slide backgrounds

Choose an appealing, consistent template or theme that is not too eye-catching. You don't want the background or design to detract from your message.

However, you also want to provide a contrast between the background color and text color. The built-in themes in PowerPoint set the contrast between a light background with dark colored text