

SRINIVASAN COLLEGE OF ARTS AND SCIENCE, PERAMBUR.

DEPARTMENT OF COMPUTER APPLICATIONS

PC- PACKAGE - I

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PC PACKAGES - I

(Theory - 60 marks ; UE: 45 ; IA: 15)

Unit I:

Introduction to computers – Meaning – Characteristics – Areas of Application – Components of Computer – Memory and control units – Input and Output devices – Hardware and Software – Operating Systems

Unit II:

Word – Creating Word Documents – Creating Business Letters using wizards – Editing Word Documents – Inserting Objects – Formatting documents –spelling and grammar check – Word Count, Thesaurus, Auto Correct – Working with tables – Saving, opening, closing and protecting documents – Mail Merge.

Unit III:

Introduction to Spread Sheet (MS –Excel) – Introduction to spread sheets – entering and editing text, numbers and formulae – Inserting rows and columns Building Worksheets – Creating and formatting charts – Application of Financial and Statistical functions – MS Power Point Creating a simple presentation – Creating, inserting and deleting slides – Saving a Presentation.

Text and Reference Books (Latest revised edition only)

E.D. Jones and Derek “**Microsoft Office for Windows**”, Sutton Publication.

Sanjay Saxena, “**MS Office 2000**” Vikas Publishing House.

UNIT – 1

INTRODUCTION

A computer is a programmable machine designed to perform arithmetic and logical operations automatically and sequentially on the input given by the user and gives the desired output after processing. Computer components are divided into two major categories namely hardware and software. Hardware is the machine itself and its connected devices such as monitor, keyboard, mouse etc. Software are the set of programs that make use of hardware for performing various functions.

CHARACTERISTICS OF COMPUTERS

The characteristics of computers that have made them so powerful and universally useful are speed, accuracy, diligence, versatility and storage capacity. Let us discuss them briefly.

Speed

Computers work at an incredible speed. A powerful computer is capable of performing about 3-4 million simple instructions per second.

Accuracy

In addition to being fast, computers are also accurate. Errors that may occur can almost always be attributed to human error (inaccurate data, poorly designed system or faulty instructions/programs written by the programmer)

Diligence

Unlike human beings, computers are highly consistent. They do not suffer from human traits of boredom and tiredness resulting in lack of concentration. Computers, therefore, are better than human beings in performing voluminous and repetitive jobs.

Versatility

Computers are versatile machines and are capable of performing any task as long as it can be broken down into a series of logical steps. The presence of computers can be seen in almost every sphere – Railway/Air reservation, Banks, Hotels, Weather forecasting and many more.

Storage Capacity

Today's computers can store large volumes of data. A piece of information once recorded (or stored) in the computer, can never be forgotten and can be retrieved almost instantaneously.

COMPUTER ORGANIZATION



A computer system (fig.1.1) consists of mainly four basic units; namely input unit, storage unit, central processing unit and output unit. Central Processing unit further includes Arithmetic logic unit and control unit, as shown in Figure 1.2.

A computer performs five major operations or functions irrespective of its size and make. These are

it accepts data or instructions as input, it

stores data and instruction

it processes data as per the instructions,

it controls all operations inside a computer, and it

gives results in the form of output.

Functional Units:

Input Unit: This unit is used for entering data and programs into the computer system by the user for processing.

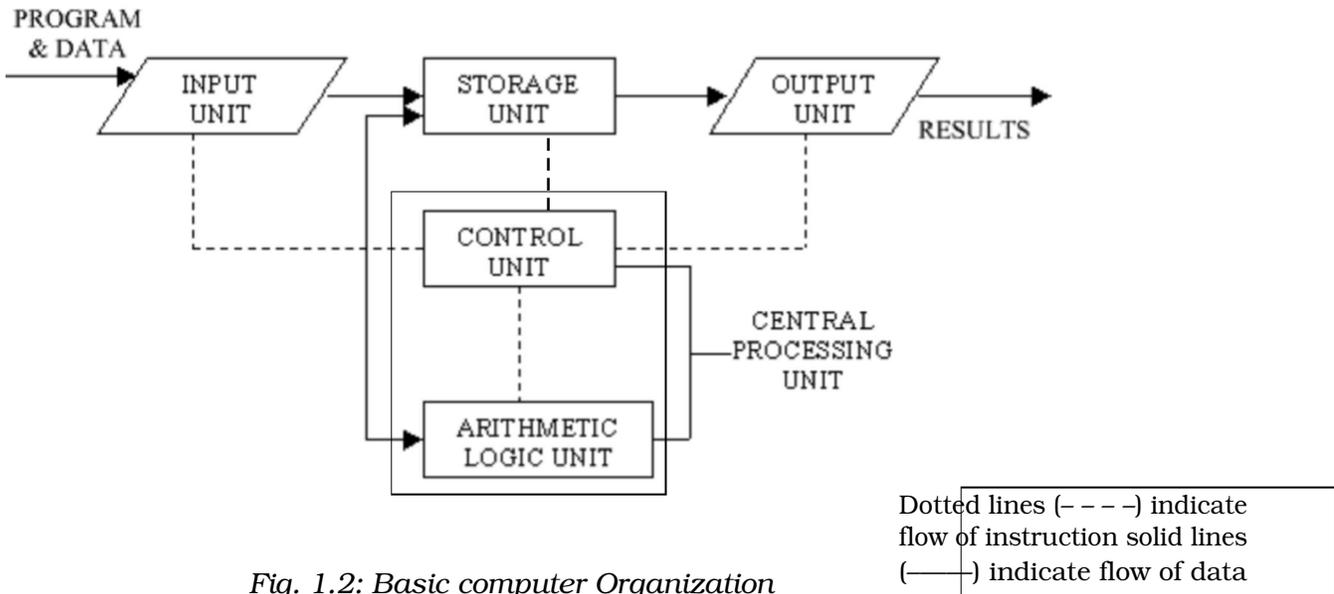


Fig. 1.2: Basic computer Organization

Storage Unit: The storage unit is used for storing data and instructions before and after processing.

Output Unit: The output unit is used for storing the result as output produced by the computer after processing.

Processing: The task of performing operations like arithmetic and logical operations is called processing. The Central Processing Unit (CPU) takes data and instructions from the storage unit and makes all sorts of calculations based on the instructions given and the type of data provided. It is then sent back to the storage unit. CPU includes Arithmetic logic unit (ALU) and control unit (CU)

Arithmetic Logic Unit: All calculations and comparisons, based on the instructions provided, are carried out within the ALU. It performs arithmetic functions like addition, subtraction, multiplication, division and also logical operations like greater than, less than and equal to etc.

Control Unit: Controlling of all operations like input, processing and output are performed by control unit. It takes care of step by step processing of all operations inside the computer.

1.4.2 Memory

Computer's memory can be classified into two types; primary memory and secondary memory

Primary Memory can be further classified as RAM and ROM.

RAM or Random Access Memory is the unit in a computer system. It is the place in a computer where the operating system, application programs and the data in current use are kept temporarily so that they can be accessed by the computer's processor. It is said to be 'volatile' since its contents are accessible only as long as the computer is on. The contents of RAM are no more available once the computer is turned off.

ROM or Read Only Memory is a special type of memory which can only be read and contents of which are not lost even when the computer is switched off. It typically contains manufacturer's instructions. Among other things, ROM also stores an initial program called the 'bootstrap loader' whose function is to start the operation of computer system once the power is turned on.

Secondary Memory

RAM is volatile memory having a limited storage capacity. Secondary/auxiliary memory is storage other than the RAM. These include devices that are peripheral and are connected and controlled by the computer to enable permanent storage of programs and data.

Secondary storage devices are of two types; magnetic and optical. Magnetic devices include hard disks and optical storage devices are CDs, DVDs, Pen drive, Zip drive etc.

Hard Disk



Fig. 1.3: Hard Disk

Hard disks are made up of rigid material and are usually a stack of metal disks sealed in a box. The hard disk and the hard disk drive exist together as a unit and is a permanent part of the computer where data and programs are saved. These disks have storage capacities ranging from 1GB to 80 GB and more. Hard disks are rewritable.

Compact Disk

Compact Disk (CD) is portable disk having data storage capacity between 650-700 MB. It can hold large amount of information such as music, full-motion videos, and text etc. CDs can be either read only or read write type.

Digital Video Disk

Digital Video Disk (DVD) is similar to a CD but has larger storage capacity and enormous clarity. Depending upon the disk type it can store several Gigabytes of data. DVDs are primarily used to store music or movies and can be played back on your television or the computer too. These are not rewritable.

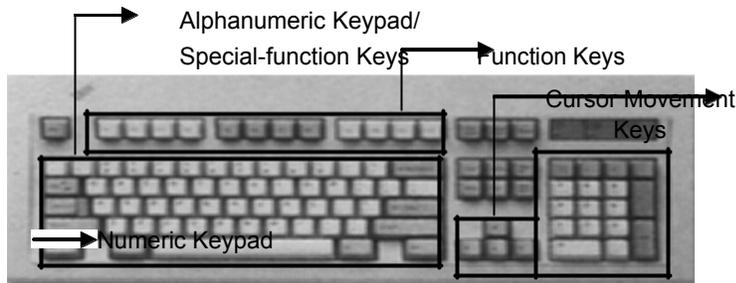
Input / Output Devices:

These devices are used to enter information and instructions into a computer for storage or processing and to deliver the processed data to a user. Input/Output devices are required for users to communicate with the computer. In simple terms, input devices bring information INTO the computer and output devices bring information OUT of a computer system. These input/output devices are also known as peripherals since they surround the CPU and memory of a computer system.

Input Devices

An input device is any device that provides input to a computer. There are many input devices, but the two most common ones are a keyboard and mouse. Every key you press on the keyboard and every movement or click you make with the mouse sends a specific input signal to the computer.

Keyboard: The keyboard is very much like a standard typewriter keyboard with a few additional keys. The basic QWERTY layout of characters is maintained to make it easy to use the system. The additional keys are included to perform certain special functions. These are known as function keys that vary in number from keyboard to keyboard.



Mouse: A device that controls the movement of the cursor or pointer on a display screen. A mouse is a small object you can roll along a hard and flat surface (Fig. 1.5). Its name is derived from its shape, which looks a bit like a mouse. As you move the mouse, the pointer on the display screen moves in the same direction.



Fig. 1.5: Mouse

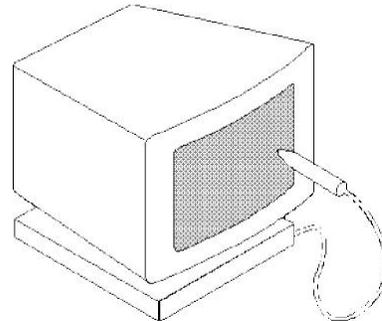
Trackball: A trackball is an input device used to enter motion data into computers or other electronic devices. It serves the same purpose as a mouse, but is designed with a moveable ball on the top, which can be rolled in any direction.

Touchpad: A touch pad is a device for pointing (controlling input positioning) on a computer display screen. It is an alternative to the mouse. Originally incorporated in laptop computers, touch pads are also being made for use with desktop computers. A touch pad works by sensing the user's finger movement and downward pressure.

Touch Screen: It allows the user to operate/make selections by simply touching the

screen that is sensitive to the touch of a finger or stylus. Widely used on ATM machines, retail point-of-sale terminals, car navigation systems, medical monitors and industrial control panels.

Light Pen: Light pen is an input device that utilizes a light-sensitive detector to select objects on a display screen. (Fig. 1.6)



Magnetic ink character recognition (MICR): MICR can identify character printed with a special ink that contains particles of magnetic material. This device particularly finds applications in banking industry.

Optical mark recognition (OMR): Optical mark recognition, also called mark sense reader is a technology where an OMR device senses the presence or absence of a mark, such as pencil mark. OMR is widely used in tests such as aptitude test.

Bar code reader: Bar-code readers are photoelectric scanners that read the bar codes or vertical zebra strips marks, printed on product containers. These devices are generally used in super markets, bookshops etc.

Scanner: Scanner is an input device that can read text or illustration printed on paper and translates the information into a form that the computer can use. A scanner works by digitizing an image. (Fig. 1.7)

Output Devices:

Output device receives information from the CPU and presents it to the user in the desired form. The processed data, stored in the memory of the computer is sent to the output unit, which then converts it into a form that can be understood by the user. The output is usually produced in one of the two ways – on the display device, or on paper (hard copy).

Monitor: is often used synonymously with “computer screen” or “display.” Monitor is an output device that resembles the television screen (fig. 1.8). It may use a Cathode Ray Tube (CRT) to display information. The monitor is associated with a keyboard for manual input of characters and displays the information as it is keyed in. It also displays the program or application output. Like the television, monitors are also available in different sizes.



Printer: Printers are used to produce paper (commonly known as hardcopy) output. Based on the technology used, they can be classified as Impact or Non-impact printers.

Impact printers use the typewriting printing mechanism wherein a hammer strikes the paper through a ribbon in order to produce output. Dot-matrix and Character printers fall under this category.

Non-impact printers do not touch the paper while printing. They use chemical, heat or electrical signals to etch the symbols on paper. Inkjet, Deskjet, Laser, Thermal printers fall under this category of printers.

Plotter: Plotters are used to print graphical output on paper. It interprets computer commands and makes line drawings on paper using multicoloured automated pens. It is capable of producing graphs, drawings, charts, maps etc. (Fig. 1.9)

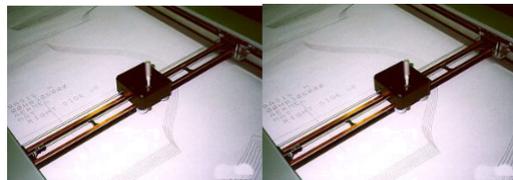


Fig. 1.9 Plotter

Facsimile (FAX): *Facsimile machine*, a device that can send or receive pictures and text over a telephone line. Fax machines work by digitizing an image.

Sound cards and Speaker(s): An expansion board that enables a computer to manipulate and output sounds. Sound cards are necessary for nearly all CD-ROMs and have become commonplace on modern personal computers. Sound cards enable the computer to output sound through speakers connected to the board, to record sound input from a microphone connected to the computer, and manipulate sound stored on a disk.

COMPUTER SOFTWARE

Computer software is the set of programs that makes the hardware perform a set of tasks in particular order. Hardware and software are complimentary to each other. Both have to work together to produce meaningful results. Computer software is classified into two broad categories; system software and application software.

System Software:

System software consists of a group of programs that control the operations of a computer equipment including functions like managing memory, managing peripherals, loading, storing, and is an interface between the application programs and the computer. MS DOS (Microsoft's Disk Operating System), UNIX are examples of system software.

Application software:

Software that can perform a specific task for the user, such as word processing, accounting, budgeting or payroll, fall under the category of application software. Word processors, spreadsheets, database management systems are all examples of general purpose application software.

Types of application software are:

Word processing software: The main purpose of this software is to produce documents. MS-Word, Word Pad, Notepad and some other text editors are some of the examples of word processing software.

Database software: Database is a collection of related data. The purpose of this software is to organize and manage data. The advantage of this software is that you can change the way data is stored and displayed. MS access, dBase, FoxPro, Paradox, and Oracle are some of the examples of database software.

Spread sheet software: The spread sheet software is used to maintain budget, financial statements, grade sheets, and sales records. The purpose of this software is organizing numbers. It also allows the users to perform

simple or complex calculations on the numbers entered in rows and columns. MS-Excel is one of the example of spreadsheet software.

Presentation software: This software is used to display the information in the form of slide show. The three main functions of presentation software is editing that allows insertion and formatting of text, including graphics in the text and executing the slide shows. The best example for this type of application software is Microsoft PowerPoint.

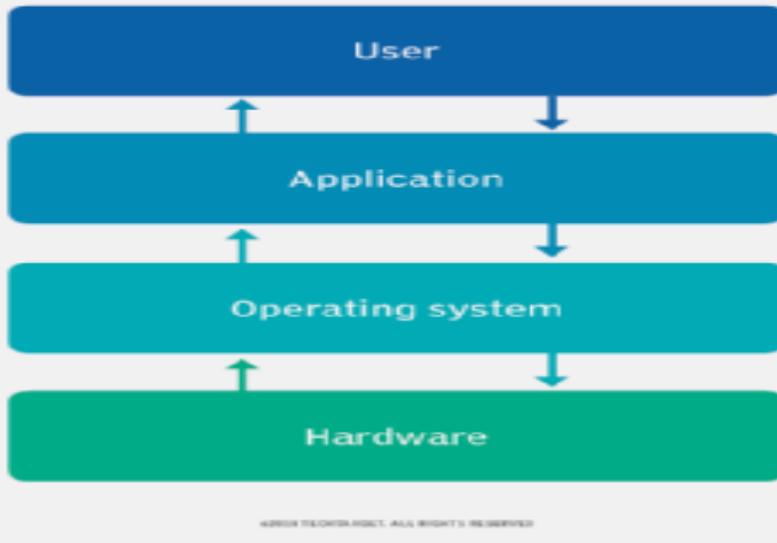
Multimedia software: Media players and real players are the examples of multimedia software. This software will allow the user to create audio and videos. The different forms of multimedia software are audio converters, players, burners, video encoders and decoders.

An operating system (OS) is the program that, after being initially loaded into the computer by a [boot](#) program, manages all of the other [application](#) programs in a computer. The application programs make use of the operating system by making requests for services through a defined application program interface ([API](#)). In addition, users can interact directly with the operating system through a user interface such as a command line or a graphical user interface ([GUI](#)).

An operating system can perform the following services for applications:

- In a [multitasking](#) operating system, where multiple programs can be running at the same time, the OS determines which applications should run in what order and how much time should be allowed for each application before giving another application a turn.
- It manages the sharing of internal memory among multiple applications.
- It handles input and output to and from attached hardware devices, such as hard disks, printers and dial-up ports.
- It sends messages to each application or interactive user (or to a system operator) about the status of operation and any errors that may have occurred.
- It can offload the management of [batch](#) jobs (for example, printing) so that the initiating application is freed from this work.
- On computers that can provide [parallel processing](#), an operating system can manage how to divide the program so that it runs on more than one processor at a time.
- All major computer platforms (hardware and software) require and sometimes include an operating system, and operating systems must be developed with different features to meet the specific needs of various [form factors](#).

Operating system placement



Types of operating systems

- A [mobile OS](#) allows [smartphones](#), [tablet PCs](#) and other mobile devices to run applications and programs. Mobile operating systems include Apple [iOS](#), Google [Android](#), BlackBerry OS and [Windows 10 Mobile](#).
- An [embedded operating system](#) is specialized for use in the computers built into larger systems, such as cars, traffic lights, [digital televisions](#), ATMs, airplane controls, point of sale ([POS](#)) terminals, [digital cameras](#), [GPS navigation systems](#), elevators, digital media receivers and [smart meters](#).
- A network operating system ([NOS](#)) is a computer operating system that is designed primarily to support [workstation](#), [personal computer](#), and, in some instances, older [terminals](#) that are connected on a local area network ([LAN](#)).
- A real-time operating system ([RTOS](#)) is an operating system that guarantees a certain capability within a specified time constraint. For example, an operating system might be designed to ensure that a certain object was available for a robot on an assembly line.

Examples of operating systems

Common desktop operating systems include:

- [Windows](#) is Microsoft's flagship [operating system](#), the [de facto standard](#) for home and business computers. Introduced in 1985, the GUI-based OS has been released in many versions since then. The user-friendly [Windows 95](#) was largely responsible for the rapid development of personal computing.
- [Mac OS](#) is the operating system for Apple's [Macintosh](#) line of personal computers and workstations.
- [Unix](#) is a multi-user operating system designed for flexibility and adaptability. Originally developed in the 1970s, Unix was one of the first operating systems to be written in [C language](#).
- [Linux](#) is a Unix-like operating system that was designed to provide personal computer users a free or very low-cost alternative. Linux has a reputation as a very efficient and fast-performing system.

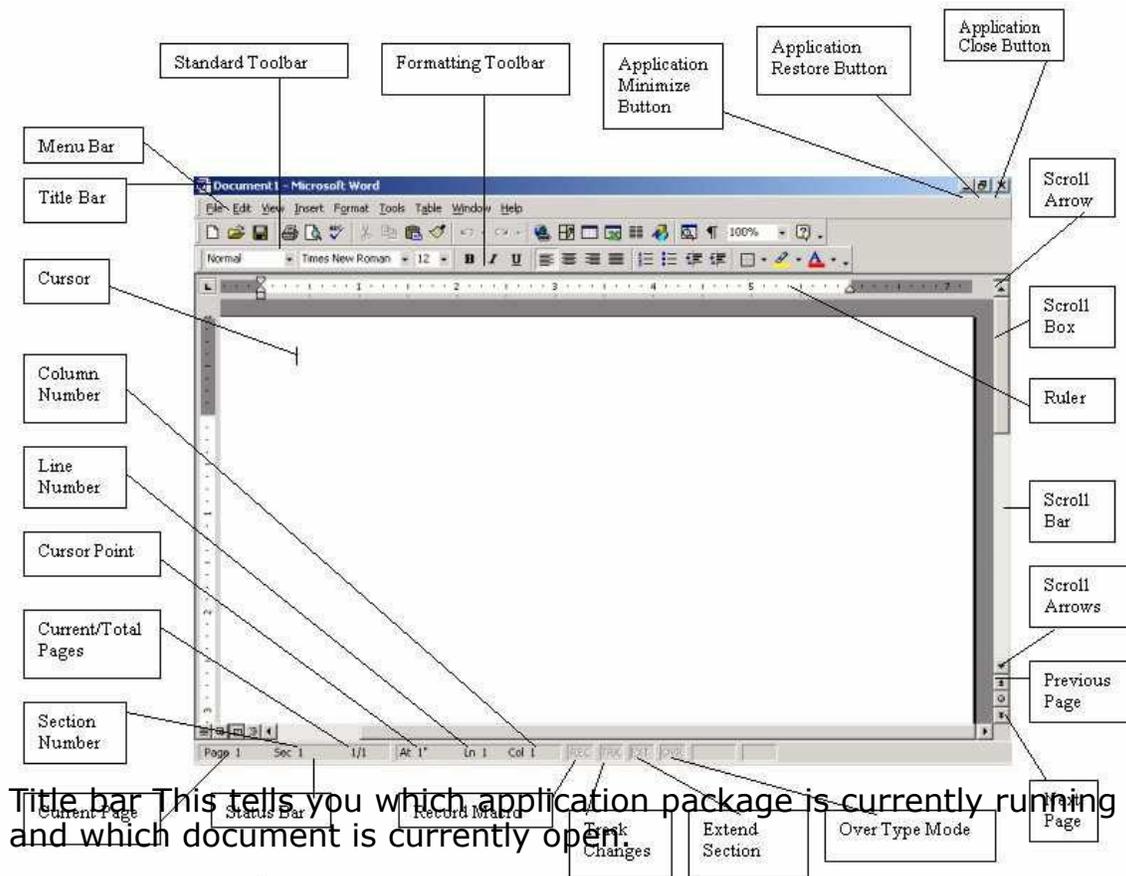
UNIT - 2

MS Word 2003

Word Processing is perhaps the most common and comparatively easier application to work on any computer. A word processor lets you to change words or phrases, to move whole sections of text from one place to another, store blocks of text, align margins all in few seconds. Use of word processors has changed the look of official correspondence, reports, and proposals etc. to a great extent. MS Word is an advanced word processing product by Microsoft company. The powerful features of Word will allow you to create even graphic based multicolumn publications such as Fliers, News letters and Internet web pages.

PARTS OF WORD WINDOW

Please see the picture below for a visual image of parts of an active window has:



Menu bar This is the traditional windows style drop-down menu. When you point to any menu title and click once with the mouse, the menu will open displaying all the commands available under this menu. Clicking on the desired command would tell Word to execute that

command. Some commands have ellipses (...) in front of them. These commands have further sub commands. Commands appearing in dim mode cannot be executed unless the prerequisite functions required by that command have been performed, e.g. you cannot use the Copy or Cut command from the Edit menu unless you have selected a piece of text first. Many commands also have a keyboard shortcuts specified against their names.

Standard toolbar Toolbars contain buttons, drop-down menus and other controls that help you to quickly alter the appearance and arrangement of documents by executing a variety of word commands. Toolbars are very helpful and convenient in quickly executing commands without having to go through menus. The standard toolbar contains icons for basic functions like opening files, saving files, printing files, cut, copy, paste etc.

Formatting toolbar This contains icons for changing the look of your text (called "formatting" in computer jargon); for example, there are icons for changing fonts, styles, font sizes, text alignment etc.

Ruler The Ruler lets you make changes to margins and indents, and helps you create document as per dimensions required.

Scroll tools These helps you travel within your document. You can go anywhere, up and down, right and left in your document mainly by two ways: Using the horizontal and vertical scroll bars with the help of the mouse; Or using the keyboard to press PgUp, PgDn, Home, End and arrow keys.

Status bar Also called the Status Area, this is the normally the last line on your screen. This gives the following information about your work—

- a. Current Page
- b. Section Number
- c. Current/Total pages in the document
- d. Current Cursor Position (where the cursor is presently located)
- e. Current Line Number
- f. Current Column Number
- g. Record Macro-whether macro recording is On or not
- h. Track Revision-whether revisions have been made or not
- i. Extend Selection
- j. Over type mode-whether you are in Insert mode or overwrite mode

Cursor Also called the Insertion Pointer, this denotes the place where text, graphics or any other item would be placed when you type, overwrite or insert them. This looks like a tall, skinny toothpick and keeps blinking so that you can locate it easily.

Mouse pointer When your mouse pointer looks like an I-beam you should be able to move it freely on the screen. This is used for either placing the cursor at the desired place (take the mouse pointer there and click) or choosing any command either from the menu or from toolbars. The mouse pointer changes shape when in the process of doing certain tasks and the cursor disappears.

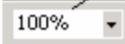
TOOLBARS AND THEIR ICONS

Word Standard Toolbar

Show / Hide
Shows/hides non-printing characters.
*Shortcut: Ctrl + **



Zoom Control
Scales the editing view (Zoom).
Alternative: View → Zoom



Show / Hide
Shows/hides non-printing characters.
*Shortcut: Ctrl + **



Style
Applies a style or records a style by example.
Alternative: Format → Style
Shortcut → Ctrl + Shift + S



Font
Changes the font of the selection.
Alternative: Format → Font
Shortcut → Ctrl + Shift + F



Font Size
Changes the font size of the selection.
Alternative: Format → Font → Size
Shortcut → Ctrl + Shift + P



Bold
Makes selection Bold.
Alternative: Format → Font → Font style
Shortcut → Ctrl + B



Italic
Makes selection Italics.
Alternative: Format → Font → Font style
Shortcut → Ctrl + I



Underline
Formats the selection with continuous underline.
Alternative: Format → Font → effects
Shortcut → Ctrl + U



Copy
Copies the selection and puts it on the Clipboard.
Alternative: Edit → Copy
Shortcut → Ctrl + C



Paste
Insert the Clipboard contents at the insertion point.
Alternative: Edit → Past
Shortcut → Ctrl + V

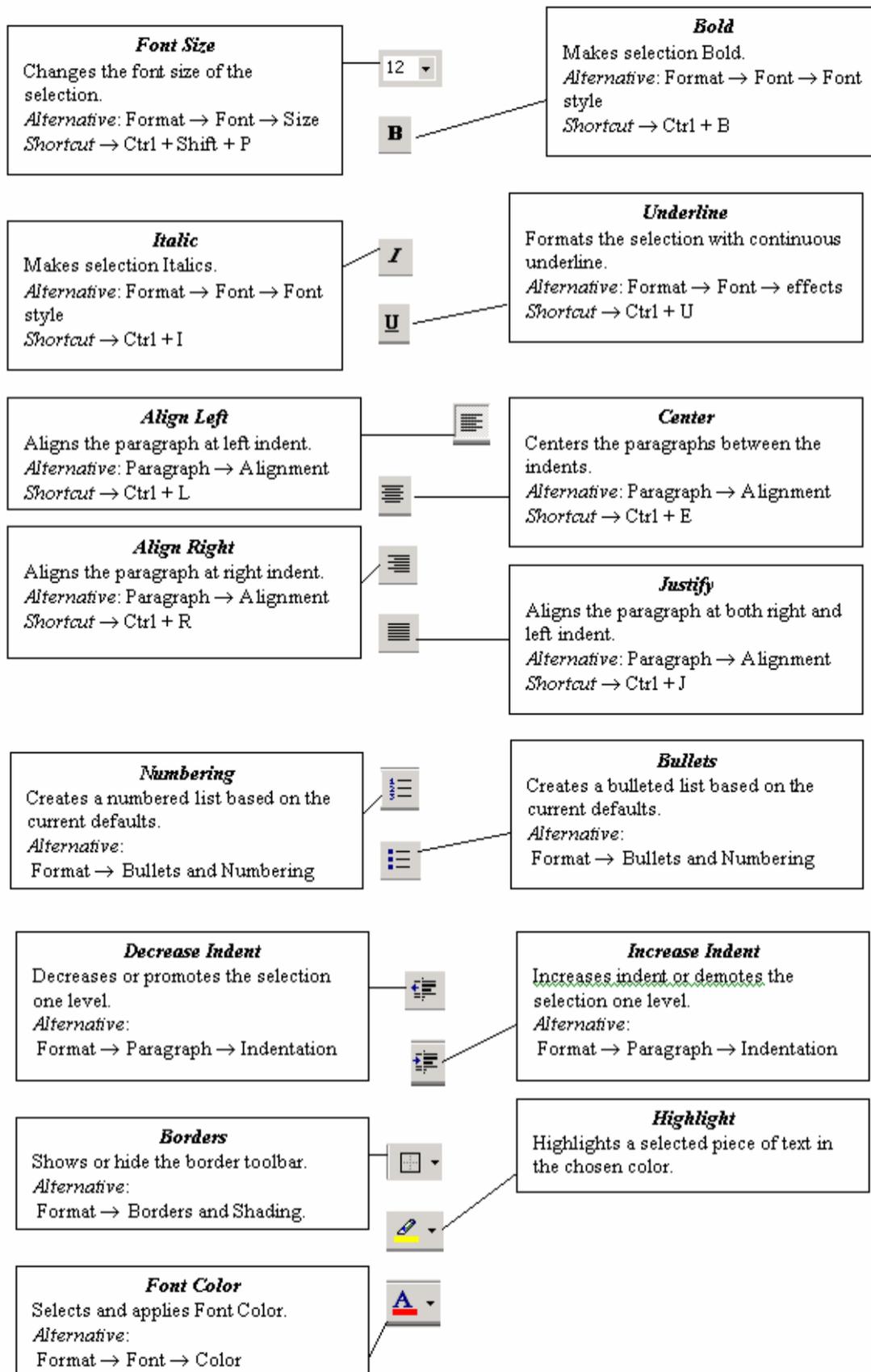


Format Painter
Copies the formatting of the selection to a specified location.
Shortcut → Ctrl + Shift + C



Undo
Reverses certain commands.
Alternative: Edit → Undo
Shortcut → Ctrl + Z





File management

Creating a New Document

Click on File Menu
Select and click New option

Otherwise click  button on the standard toolbar

Opening an Existing Document:

Click File Menu
Select and click Open option

Otherwise click  button on the Standard toolbar.

Double click on the file from the open window

Saving a Document

Click File Menu
Select and click Save button.

Otherwise click button  on the Standard toolbar.

Moving through the document

Open any word document. You can move the cursor to any location on the screen by using the arrow keys on the keyboard.

Right arrow key is used to move one position to the right of the cursor

Left arrow key is used to move one position to the left of the cursor.

Up arrow key is used to move one position to the top of the cursor.

Down arrow key is used to move one position to the down of the cursor.

Page Up key is used to move down the screen at a time

Page down key is used to move up the screen at a time

Hold down Ctrl key and press Home to move to beginning of the document.

Hold down Ctrl key and press End to move to end of the document.

You can move to any position on the screen by moving the cursor with the mouse.

You can use scroll bars to scroll the text upward and downward.

Closing a Document

Click File menu

Select and click Close button.

Otherwise click button  on menu bar

Editing Word document

Cut , Copy and Paste options

These options will allow you to Cut or Copy a piece of text from one location and to paste at a new location.

To do these functions,

Place the cursor at the beginning of the text to be selected.

Drag the mouse pointer over the text. The text will now appear in reverse video as shown below:

Jawahar Knowledge Center

Click Edit menu and then click on Cut option (or) click  icon on the Standard Toolbar. Move the cursor to the place where you want the text to be pasted.

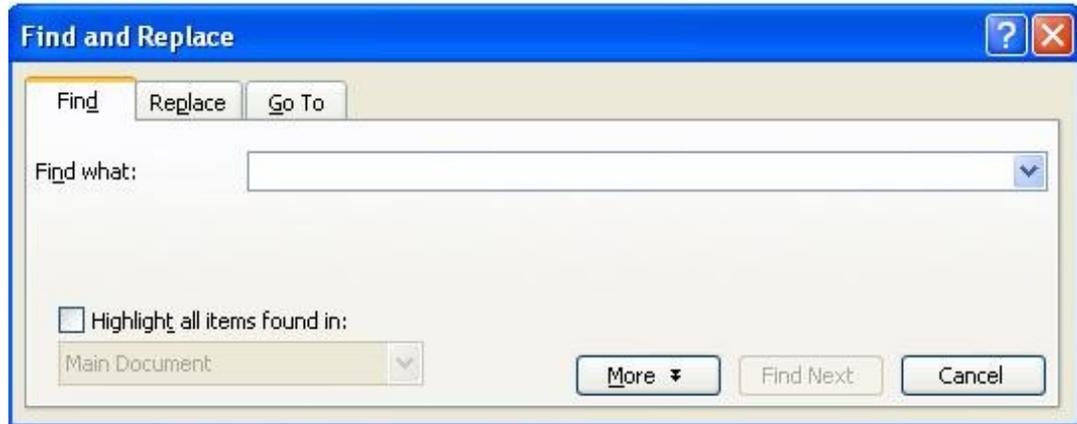
Click Edit menu and then click Paste option (or) click  icon on the Standard Toolbar.

For copying the text from one location to other location the same procedure is to be followed. The difference between Cut and Copy is that while using the Cut option the text will be removed from its original location and pasted at a new location, where as when using Copy option a copy of the selected text is pasted at new location without disturbing the original text.

Searching text

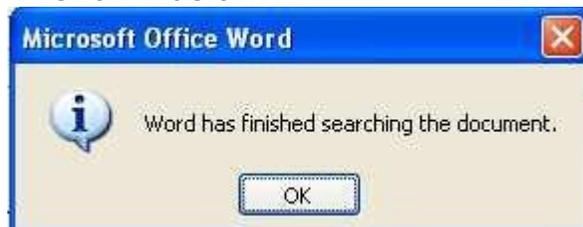
Open any document.

Click Edit menu and then click Find option. You will get a screen as shown below.



In Find What text box type the word you want to find and then click Find Next button.

Continue clicking Find Next button until you get the screen shown below.

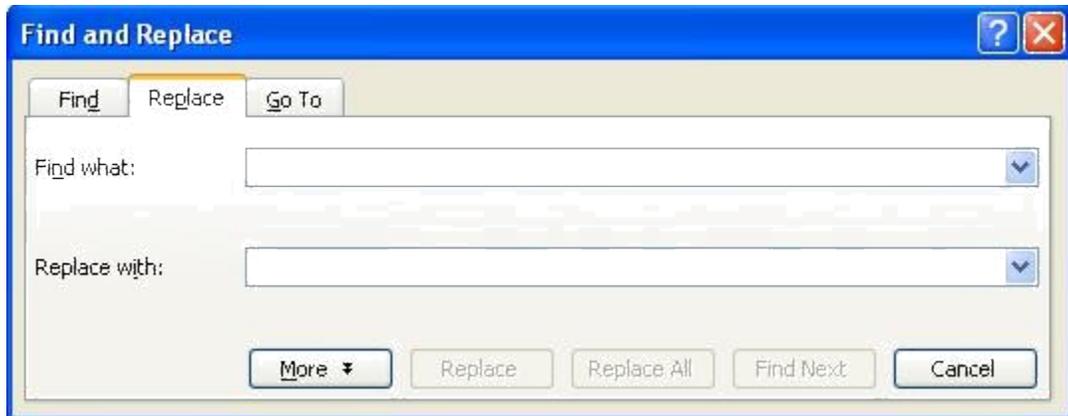


Click OK button and then click X to close Find and Replace dialog box.

Replacing text

Open any word document.

Click Edit menu and then click Replace option. You will get the dialog box as shown below and type the word with which you want to replace.



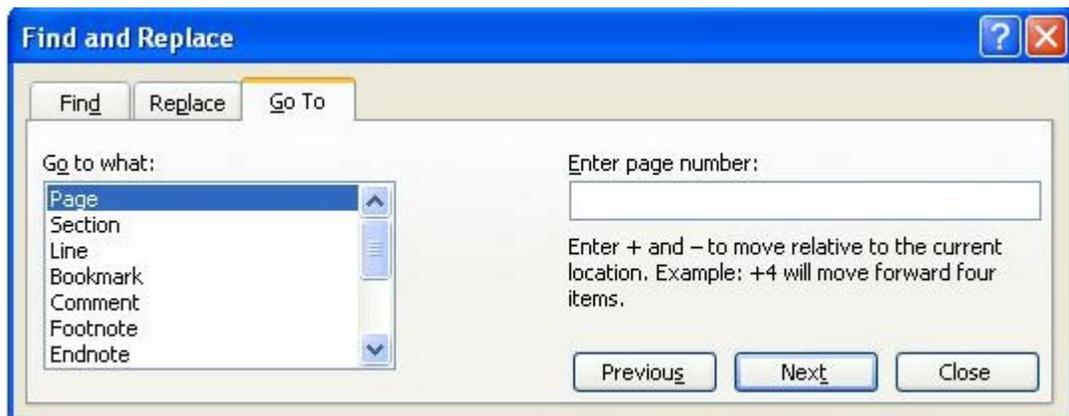
Click ReplaceAll button once. You get the below dialog box.



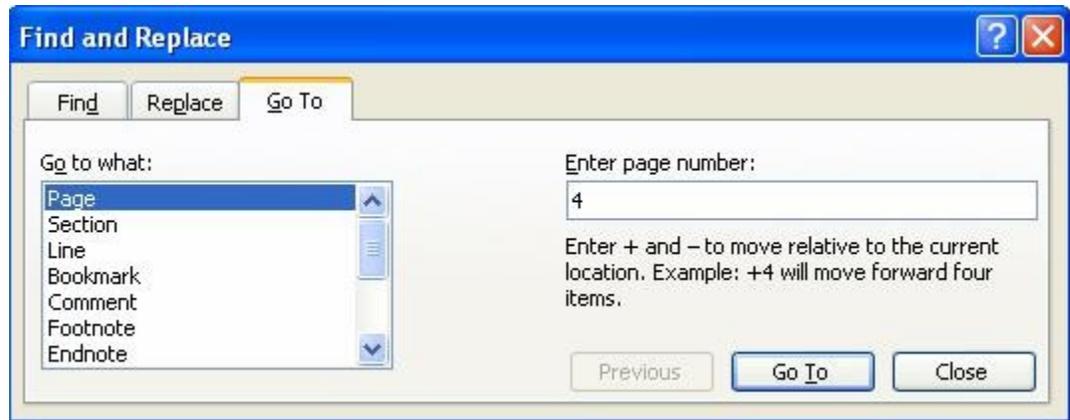
Click OK button and then click X to close Find and Replace dialog box.

Moving the cursor to a specific page

If your word document contains more than one page, you can directly go to specified page by clicking Edit menu and then clicking Go To option. You will get the dialog box as shown below.



In the Enter page number text box, type the required page number as shown below.



Click Go To button. Cursor will immediately jump to page 4.
Click Close button to close Find and Replace dialog box.

Formatting documents

Bold, Underline and Italicize the selected text

Open a word document.

Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.

Move the mouse pointer to the button **B** on the Standard Toolbar and click once.

Move the mouse pointer outside your text and click to release the highlighting. Your text will now appear in BOLD FACE.

Like this you can underline or italicize the desired text by using the following buttons



Left aligning, centering , right aligning and justifying text



Left Centre Right Justify

Open a word document.

Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.

Move the mouse pointer to Align Left button on the toolbar and click once. Your selected text will be left aligned.

Move the mouse pointer to Align right button on the toolbar and click once. Your selected text will be right aligned.

Move the mouse pointer to Center button on the toolbar and click once. Your selected text will be centered.

Move the mouse pointer to Justify button on the toolbar and click once. Your selected text will be justified.

Creating Bulleted and Numbered list

If a list of items are to be numbered automatically it can be done using Numbered List option

Ex: Microsoft Office consists
of MS-Word MS-Excel
MS-PowerPoint MS-
Access MS-Outlook

The above text is to be selected with mouse.
Click on the Numbered List button on the toolbar



Move out of the text and click to release the highlighting. Your text will now look like this

1. MS-Word
2. MS-Excel
3. MS-PowerPoint
4. MS-Access
5. MS-Outlook

Now re-select the text
Click the Bulleted List button on the toolbar.



The numbers should be replaced with bullets as shown below

- MS-Word
- MS-Excel
- MS-PowerPoint
- MS-Access
- MS-Outlook

Indenting Paragraphs

Select a paragraph with the mouse.

Click on the Right (increase) Indent  button on the toolbar.

Leave the highlighting on and click once more on the Right Indent button.

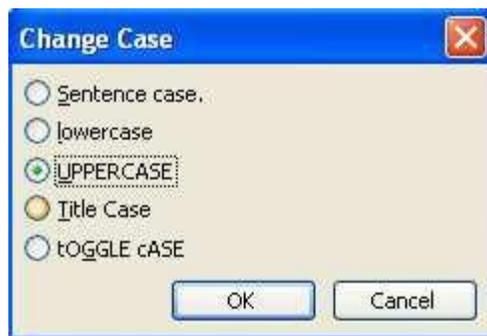
Click once on the Left Indent  button. Your text should now be indented by one Tab stop. Each time you click, the paragraph is moved one tab stop.

Changing case of text

You can change the selected text into either UPPERCASE, lowercase, Title case or tOGGLE cASE

Highlight the text. Select the Format menu option

Choose Change Case option. You will get the dialog box shown below.



From the list of options select UPPERCASE to convert lower case into uppercase

Indenting text with tabs

Type your name and address as you would at the head of a letter, but aligned with the left margin e.g.

K.Manohar
H.No 10-334/3,
V.P. Nagar,
Malakpet,
Hyderabad.

Move the cursor to the start of each line and press the Tab key. Just as with the right indent button, your text will move right. How much it moves will depend on the tab settings, which you can change in the Format, Tabs menu as shown below.



Font Controlling

To get different character styles we can change Font type
Click on Format menu
Select Font option. You will get the following screen.



You can set Font type, Font Style and Font size and Color of the selected text.
Click OK button.

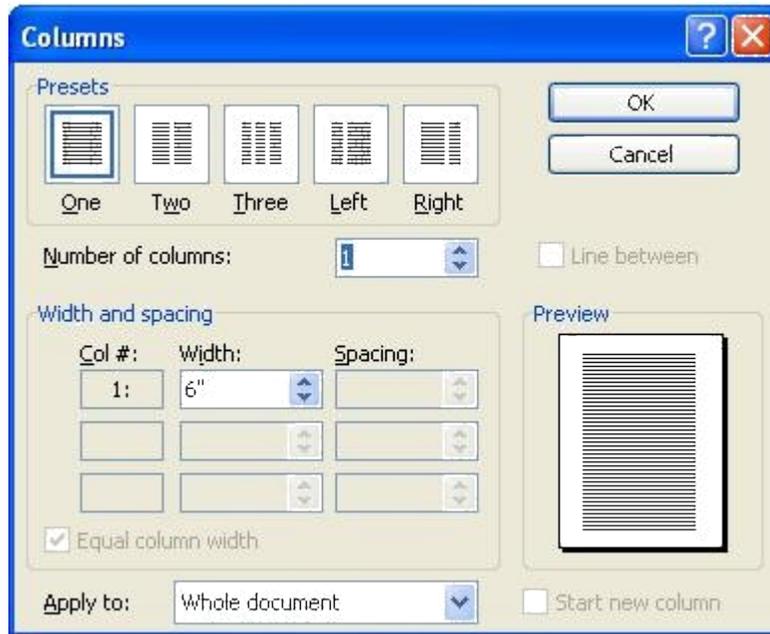
Note: The above options are also available on the Formatting Toolbar



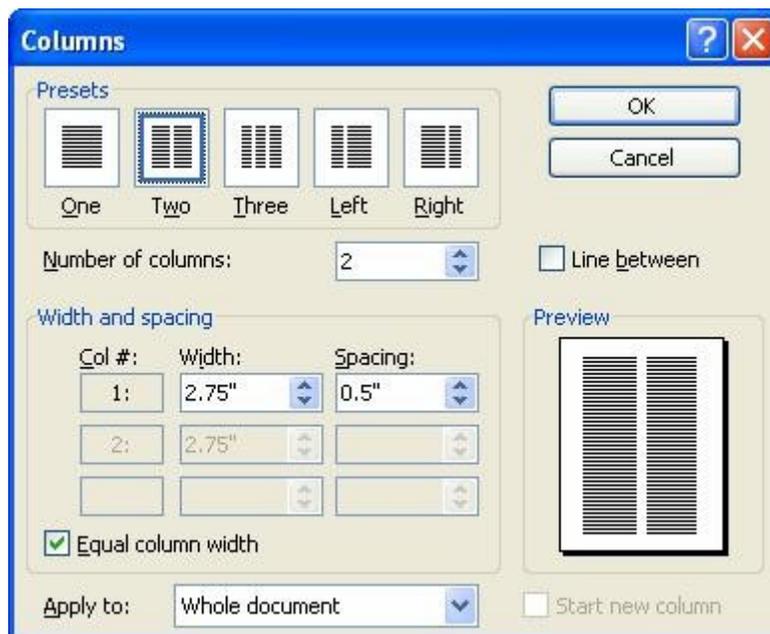
Creating column wise documents

Open any word document file.

Click Format menu and click Columns option. You will get a screen as shown below:



In the Presets tab, select Two option to get below screen.

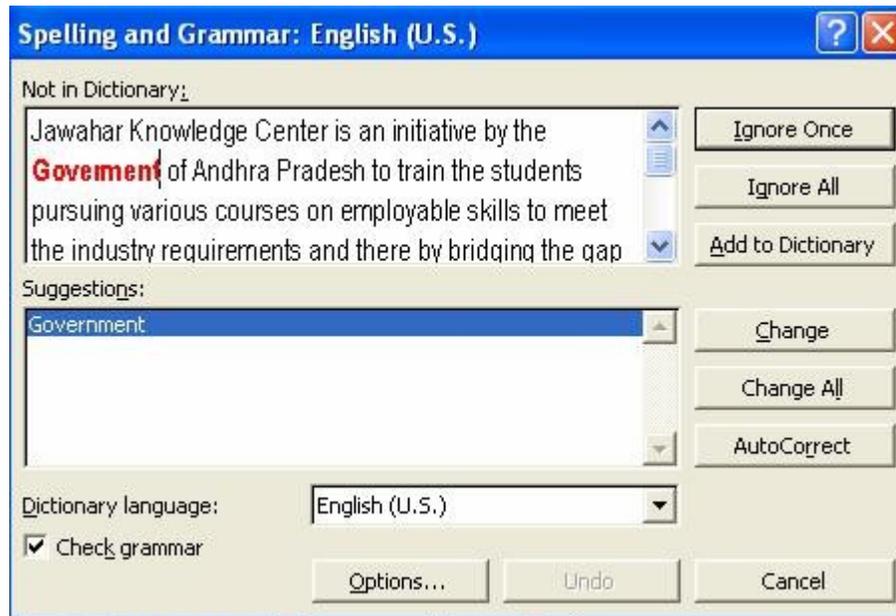


Click OK button.
Your document will be converted to two-column document.

Spelling and Grammar Checking of word document

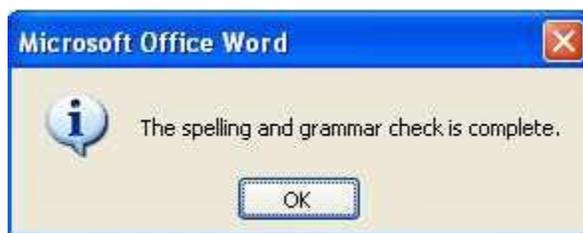
Open any word document.

Click Tools menu and then click Spelling and Grammar option.
You will get the below dialog box.



Note all words that appear red color in First box are spelling mistakes. If you want to accept the suggested word, in the second box click on Change. If not, click Ignore button. You can also add a word to the dictionary by clicking on the Add button.

Continue this process until you get the dialog box, shown below:



Click OK button.

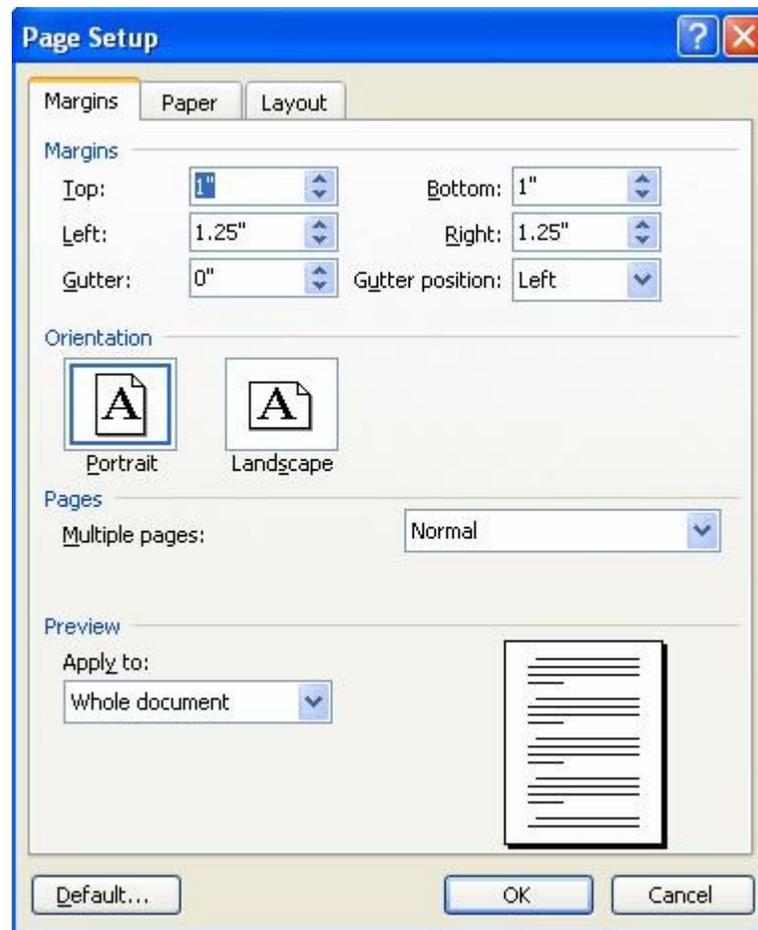
Save your work when the spell-check is complete, so that the corrections are saved.

Printing document

Set Page Setup options

Click File menu

Select and click Page Setup option. You will get the following screen.



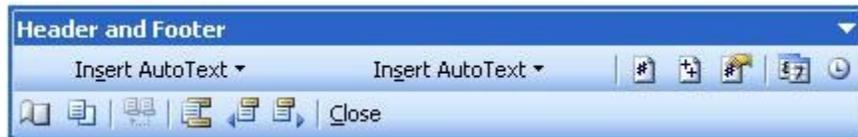
Here you can set margins (top, bottom, right and left), paper size, paper source and layout. Click OK button.

Creating Header and footer

You can create header and footer that include text or graphics. For example, page numbers, the date, a company logo, the document's title or file name, the author's name, and so on. You can use the same header and footer throughout a document or change the header and footer for part of the

document. For example, use a unique header or footer on the first page, or leave the header or footer off the first page. You can also use different headers and footers on odd and even pages or for part of a document.

The Header and Footer tool bar is



To Create header or footer

Create a header or footer

- 1 On the **View** menu, click **Header and Footer**.
- 2 To create a header, enter text or graphics in the header area. Or click a button on the **Header and Footer** toolbar.

To insert	Click
Page numbers	Page Numbers 
The current date	Date 
The current time	Time 
Common header or footer items, such as running total page numbers (Page 1 of 10), the file name, or the author's name	Insert AutoText , point to Header , and then click the item you want.

- 3 To create a footer, click **Switch Between Header and Footer**  to move to the footer area. Then repeat step 2.
- 4 When you finish, click **Close**.

Creating different footers or headers for even and odd pages

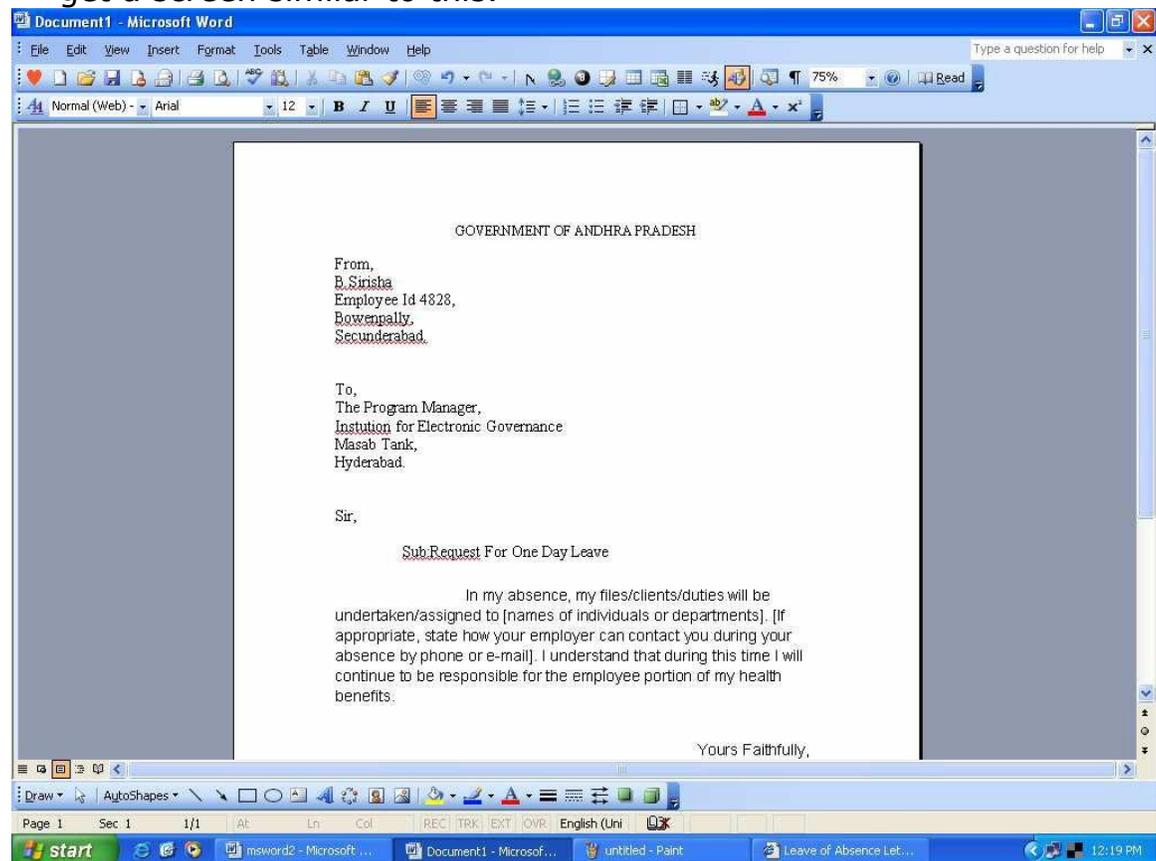
Create different headers or footers for odd and even pages

- 1 On the **View** menu, click **Header and Footer**.
- 2 On the **Header and Footer** toolbar, click **Page Setup** .
- 3 Click the **Layout** tab.
- 4 Select the **Different odd and even** check box, and then click **OK**.
- 5 If necessary, move to the **Even Page Header** area or **Even Page Footer** box.
 How?
- 6 Create the header or footer for each even-numbered page.
 How?
- 7 To move to the header or footer for each odd-numbered page, click **Show Next**  on the **Header and Footer** toolbar. Then create the header or footer you want.

Preview document

Open any word document.

Click File menu and then click Print Preview option. You will get a screen similar to this.



You won't be able to read your text, as preview is just for checking the layout. If you move the mouse pointer into the page a tiny magnifying glass icon appears. If you click on this, it magnifies the selected page.

Press PgDn to move through your document if it is more than one page long.

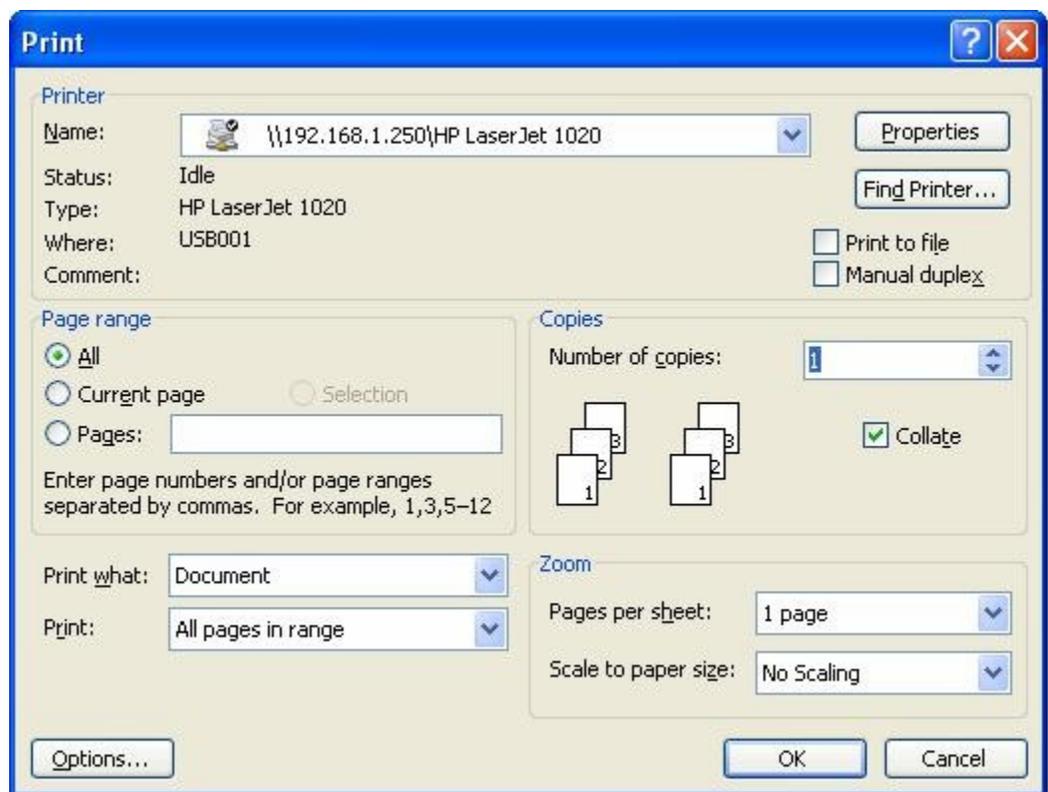
If you need to make changes before printing, click the Close button to return to your document

Print document.

Click File menu

Click Print option.

You will get a screen shown as below.



In the above figure you can set default Printer name or you can select other printers from the drop down menu. You can set which pages to print, how many copies to print, the page range like "1-3,5-7", whether to print all pages and so on.

Before printing, make sure your printer is switched on, is loaded with the appropriate paper [A4], and is on-line.

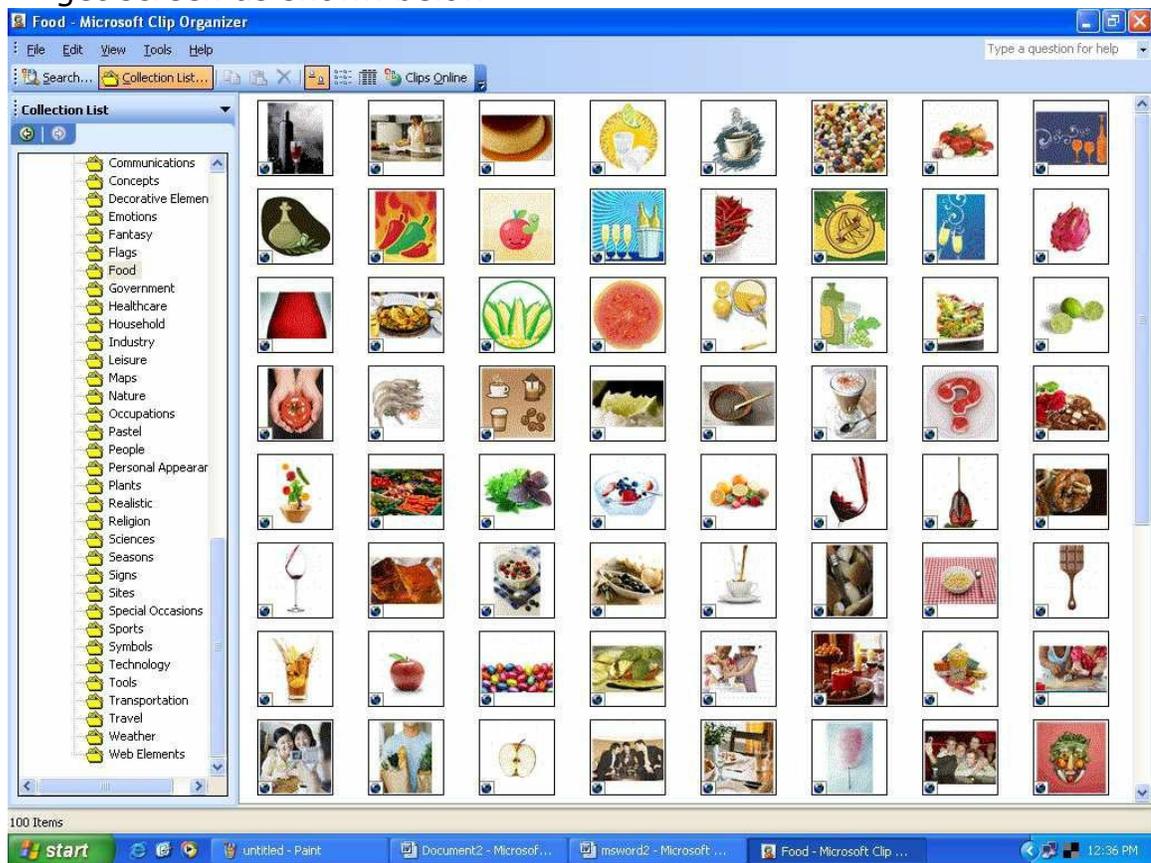
If you are satisfied with the layout of your document, click on the Print icon on the toolbar to obtain a printout. You should see a message on screen showing that your file is being prepared for printing.

Click OK button.

Inserting pictures into the document

Inserting Clip arts

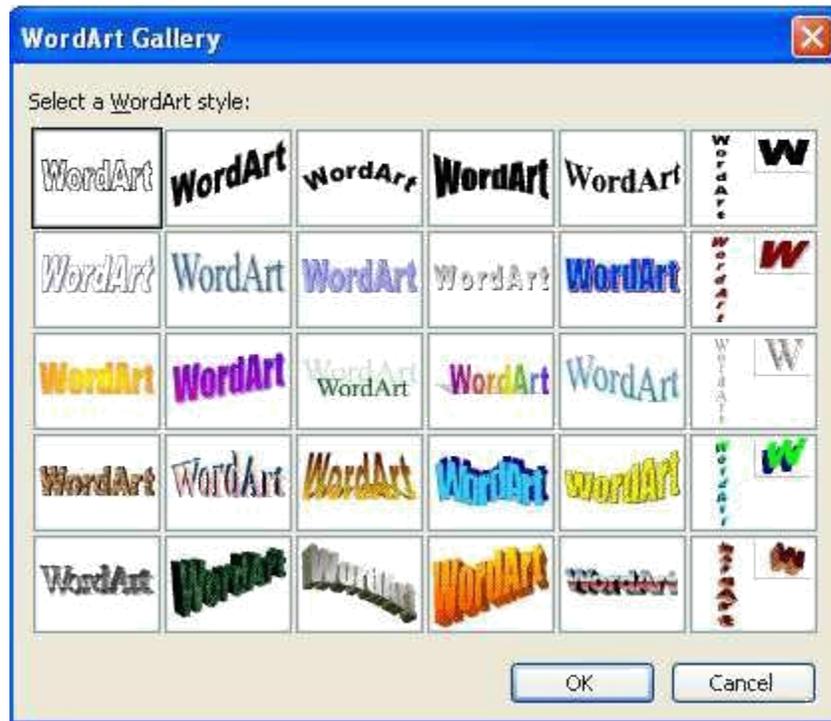
Click Insert menu, click picture and then click Clip Art. You will get screen as shown below



Select the picture and then click Insert button. The selected picture will be inserted at the cursor position.

Inserting WordArt

Click Insert menu, click picture and then click WordArt. You will get a screen as shown below:



Select a WordArt Style format and then click OK button to get the below screen.



Here enter your own text (for example type Welcome)and then click OK button.



Dragging Margins on the Ruler

Change to Page Layout view

Choose View Ruler, if the ruler is not visible

Point to transition area (where the grey area turns white) on the ruler. The mouse pointer changes to double headed arrow.

Drag the margin to the desired position using the mouse. Watch the change in the Ruler's dimension as you drag.

Page Breaks

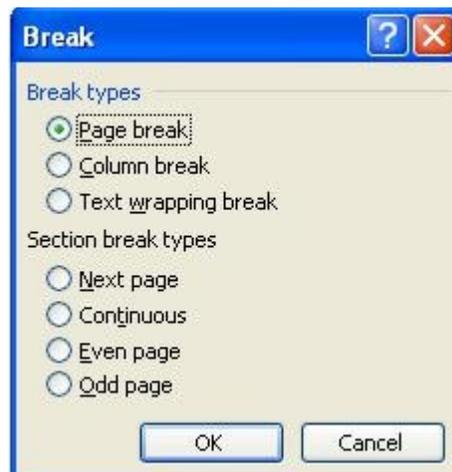
Page Breaks are the places in your document where one page ends and a new page begins. Many things affect where page breaks will occur. Factors include the size of your paper, Margin setting, Paragraph Formats and section breaks. Page breaks appear as dotted lines in Normal view.

Forcing Page Breaks

Move cursor to the place of the break.

Choose Insert Break

The Page Break dialogue box appears as below.

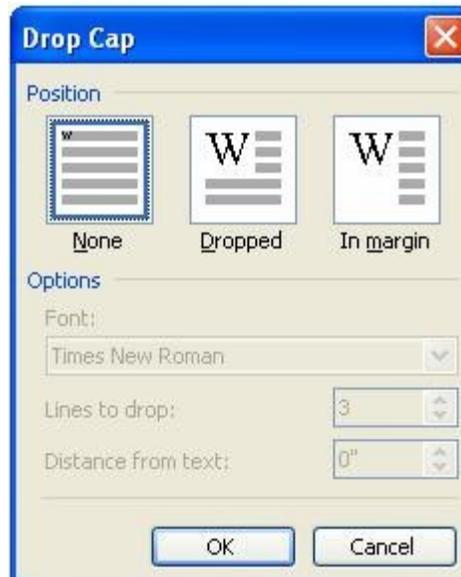


Click OK & the page break appears in the required position.

To insert page breaks press Ctrl+Enter. Page Break will be inserted at the place of the cursor.

Drop Cap Feature

Select the Paragraph then Click Format menu and then Click on Drop Cap then you will get a screen as shown below:



Now Select the required position for Drop Cap and click OK

Creating Tables

Tables are preferred when compared to using spacebar or tab for alignment to give a table format, but Word has another excellent feature for alignment called "Tables". This feature is used to create financial reports, catalogues, accounts etc.

Tables consist of rows and columns. The text can be typed in the cells. The size, shape and appearance of a cell are controllable features. You can also convert a text to a table and a table back to text. It also supports importing and exporting data onto a spreadsheet.

To create a table using Insert Tables Button

Move the cursor to the place where you want to insert the table

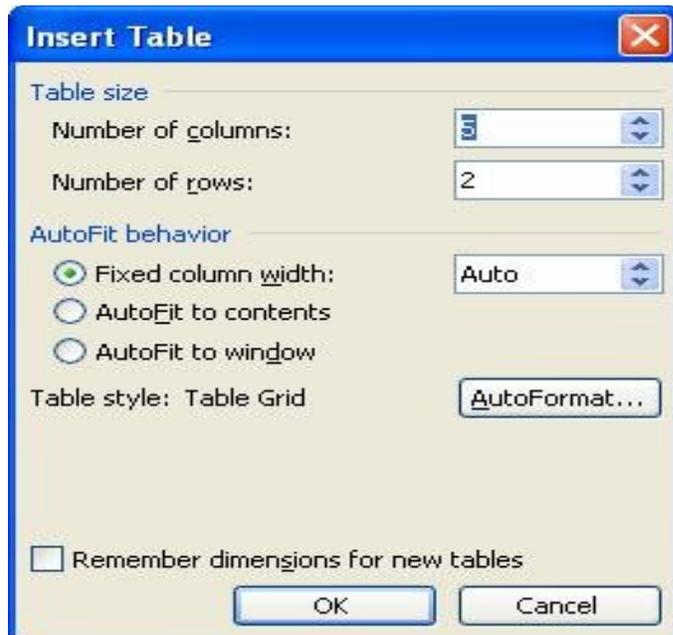
Choose tables button  from the Standard Toolbar

Drag the mouse to highlight the desired number of rows and columns in the tables menu

Release the button. An empty table is inserted.

To create a table using table menu

Choose Insert table from Table Menu . You will find a dialog box as shown below:



Now type the Number of Columns and rows as you require and set column width Auto. So that the Column width will be equal to the width of the text. Now click OK.

An empty table is inserted in the document. Now inserting rows, columns, Deleting rows and widening the columns is very easy.

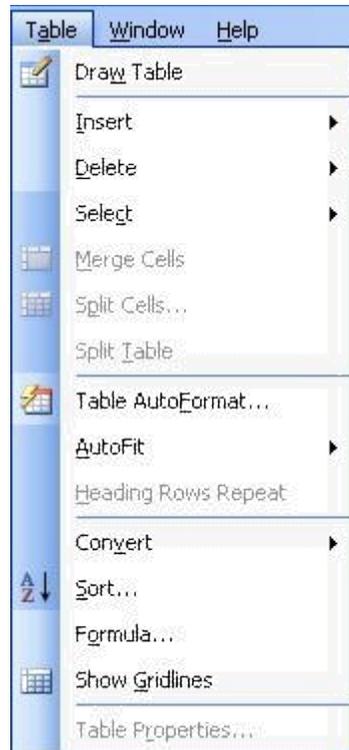
Insert Rows:

Place the cursor in the table, where rows are to be inserted
Choose Table and click Insert Rows option to insert rows in the table

Delete Rows:

Select the Row which is to be deleted
Click Table and click Delete cells option.

In the same way you can do with columns also



Using Formulae in the table

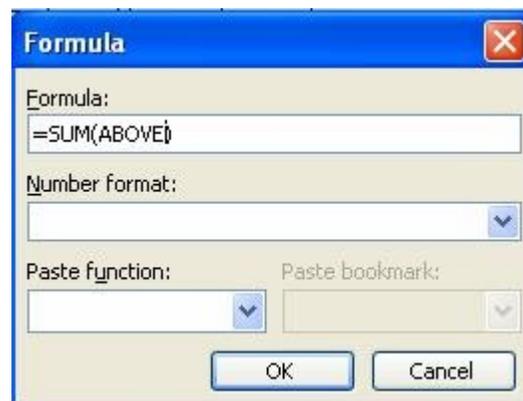
Tables can be used to prepare financial statements. Different functions can be used to calculate Column totals, Row totals, Average , Count, Minimum and maximum of given values etc.

To use a formula in the table

Keep the mouse cursor at the place where the value has to come

Click Table menu and then click Formula option.

You can see the following dialog box.



Then click OK button

If you don't want the above function, then choose another from Paste function drop down list.

Sort the Table

We can arrange the data in the table in some order i.e. By name, By ID no, By basic etc.

To sort the table

Select the table by using menu Table -> Select table
Sort the table by using menu Table -> Sort options

You will find the following dialog box:



Now select the sort by field and click OK

Numbering Pages

Open any word document.

Click Insert menu and then click Page Numbers option.
You will get the screen as shown below:

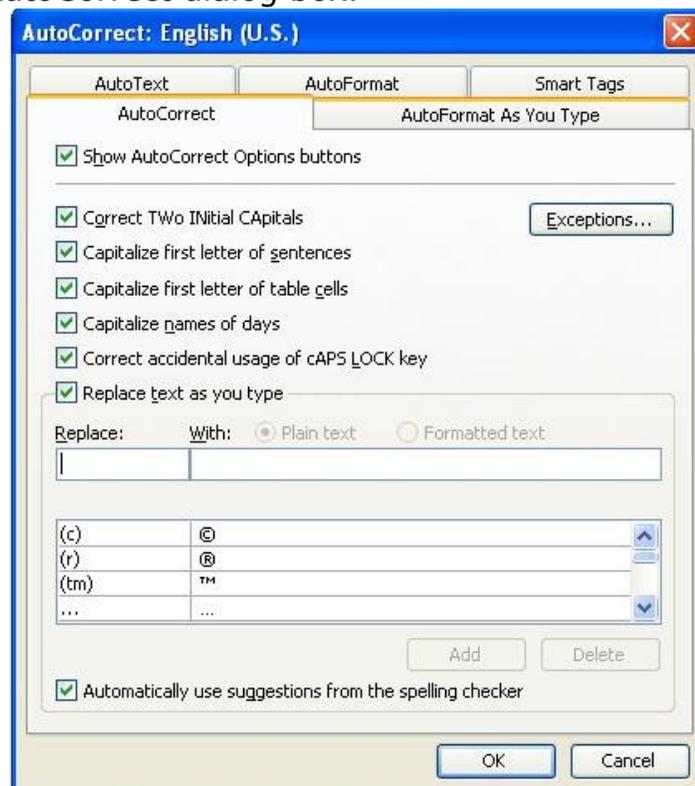


By default the page number is placed at bottom right corner within the page. You can change the position of the page numbers by selecting other options like "top of the page, center" from the Drop down List boxes.

Choose the Format button to review the other page numbering options or choose OK button to set the changes made in the Page Numbering dialog box.

Auto correct

AutoCorrect stores a list of common typographical errors and their spellings. When you make an error, Word detects it and inserts the correctly spelled version of the word. You can add words to the AutoCorrect list, based on the mistakes you make. Look at the AutoCorrect dialog box.



Note that tm within parenthesis is automatically replaced by ™ with trademark symbol. To Add an AutoCorrect

Click Tools then click AutoCorrect, type the word in the place provided for Replace and With Options then click Add and then click OK. You can Delete an AutoCorrect option if you don't want it.

AutoFormat

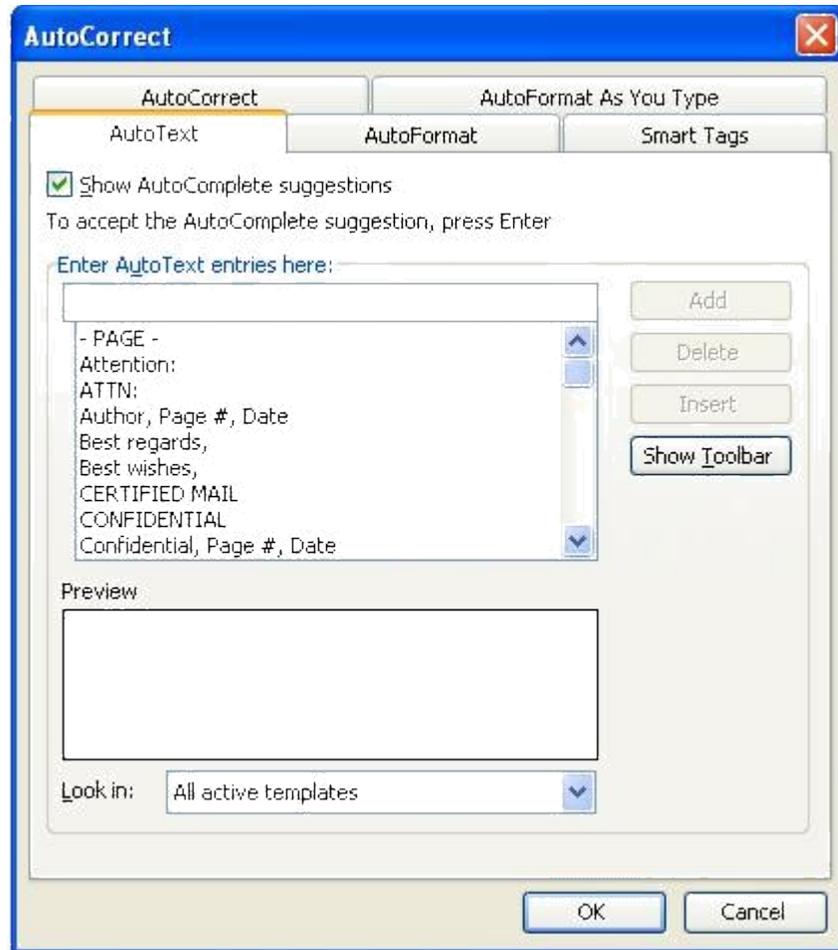
Use AutoFormat to reformat an entire document using a selected document template as a basis for the changes. Templates are supplied with Word, or you can create your own templates based on a document in which styles are applied to text, headings, lists and other text and graphic elements within the document. You can use Format/Style Gallery to view and apply available style templates to your document. Autoformat applies a style to every paragraph and heading. It typically replaces indentations created with spaces or tabs with paragraph indents, asterisks and dashes with bullets, and so on.

Auto Text

The AutoText feature lets you store commonly used passages, such as addresses, contract clauses, etc., and insert them whenever needed with a click of your mouse to create an AutoText entry.

Select a graphic or text block such as your name and address in your document.

Pick the Insert / AutoText menu selection: The Auto Text dialog box is displayed as shown below



Type a Short name in the Name box and click Add.
To use Stored Auto Text

Type the short name of your Auto text and Highlight it.
Click Insert/ AutoText from menu and then click Insert . The text is inserted in place of the selected AutoText name.

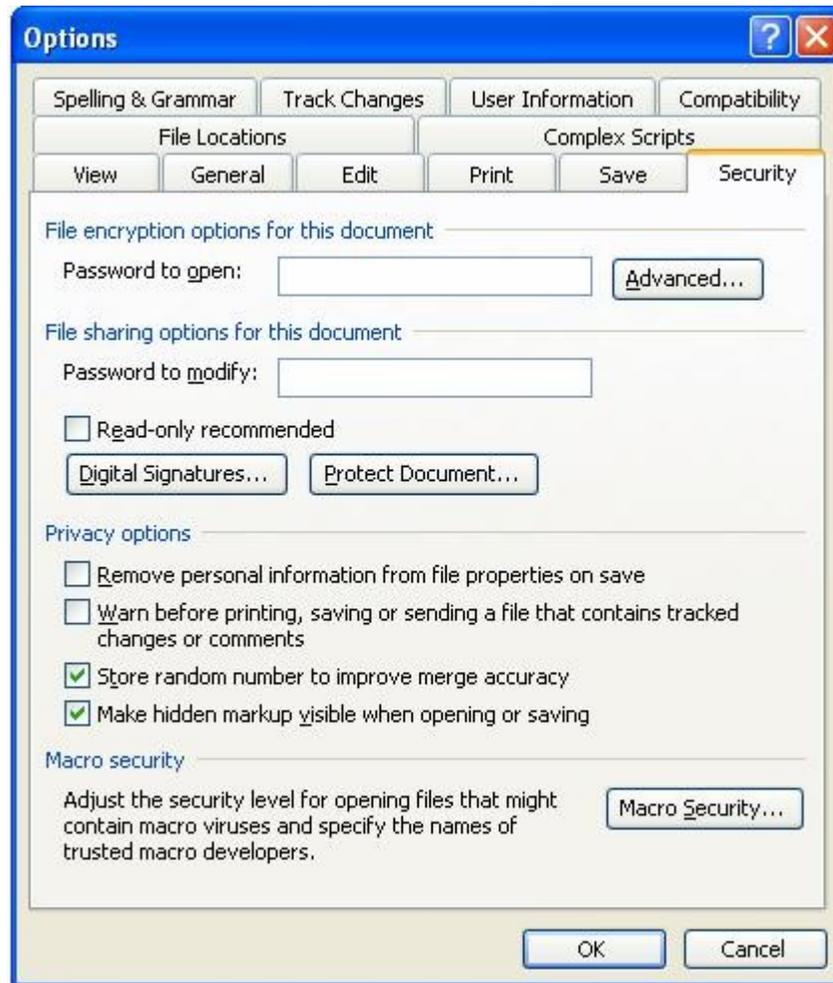
To remove an AutoText item:

Pick Insert/AutoText to get the AutoText dialog box.
Pick an AutoText name and click Delete and Close

Password Protecting the document

Open any word document.

Click Tools menu and then click Options Click Security tab.
You will get screen as shown below.



In the Password to open text box, type your password (Ex: type mahesh). Your password will appear as group of ***. Click OK button. You will get the following screen.

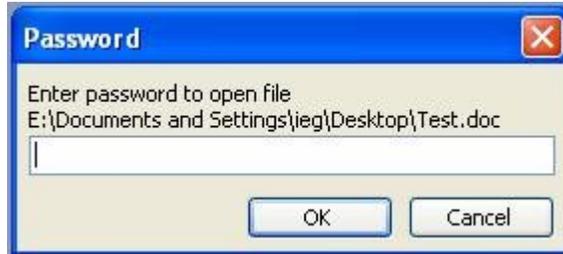


Reenter the same password and then click OK button.

Close the document by clicking File and then clicking Close option.

Open the same document by clicking File and then clicking Open option.

You will get a screen as shown below.



If you type the same password as earlier (mahesh) then only you can open the file.

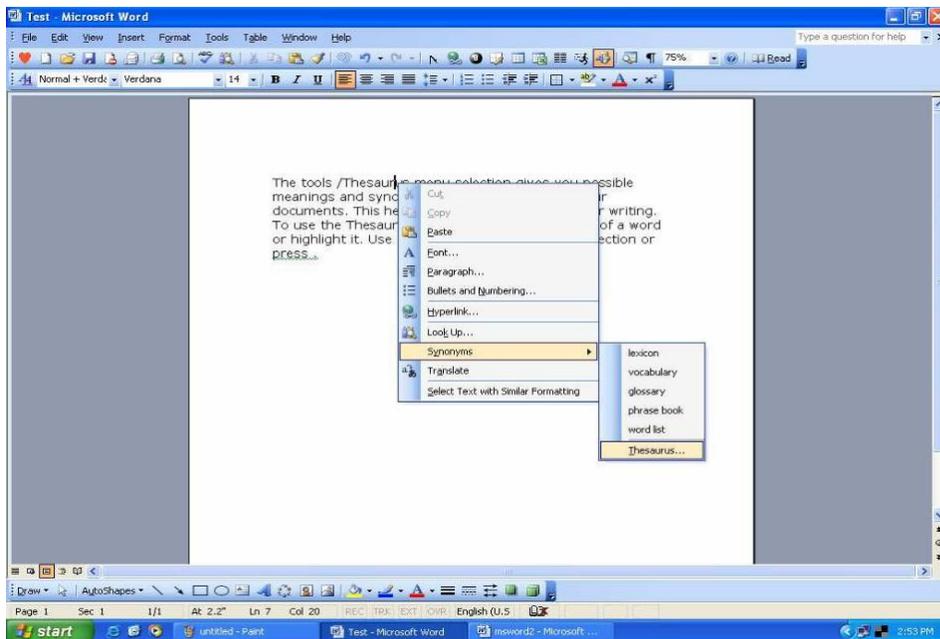
Enter the password and then click OK button.

If you want to delete the password click Tools menu and then click Options.

Delete the password in the Password to open text box. Click OK button. Your document will be unprotected.

Thesaurus

The tools /Thesaurus menu selection gives you possible meanings and synonyms for selected words in your documents. This helps you be more precise in your writing. To use the Thesaurus, position the cursor in front of a word or highlight it. And Right Click and Then you will find a dropdown menu and select synonyms option select Thesaurus menu as shown below .



Lists of possible meanings and synonyms are displayed. Pick a desired word so that it is in the Replace with Synonym box and click the Replace button to use it. Use the Look Up button to find alternate meanings of a selected word in the Meanings box. Click Cancel to exit the Thesaurus dialog box without accepting any of the suggested changes.

Creating a Mail Merge document

Following are steps involved in creating a Mail Merge document.

- Create a new data source and enter information
- Create the main document
- Insert fields into the main document.
- Merge data source and main document.

Creating a new data source

This file is created basically to store the information like addresses which is to be used to merge with the main document.

- Open a New word document
- Create a Table with following information :

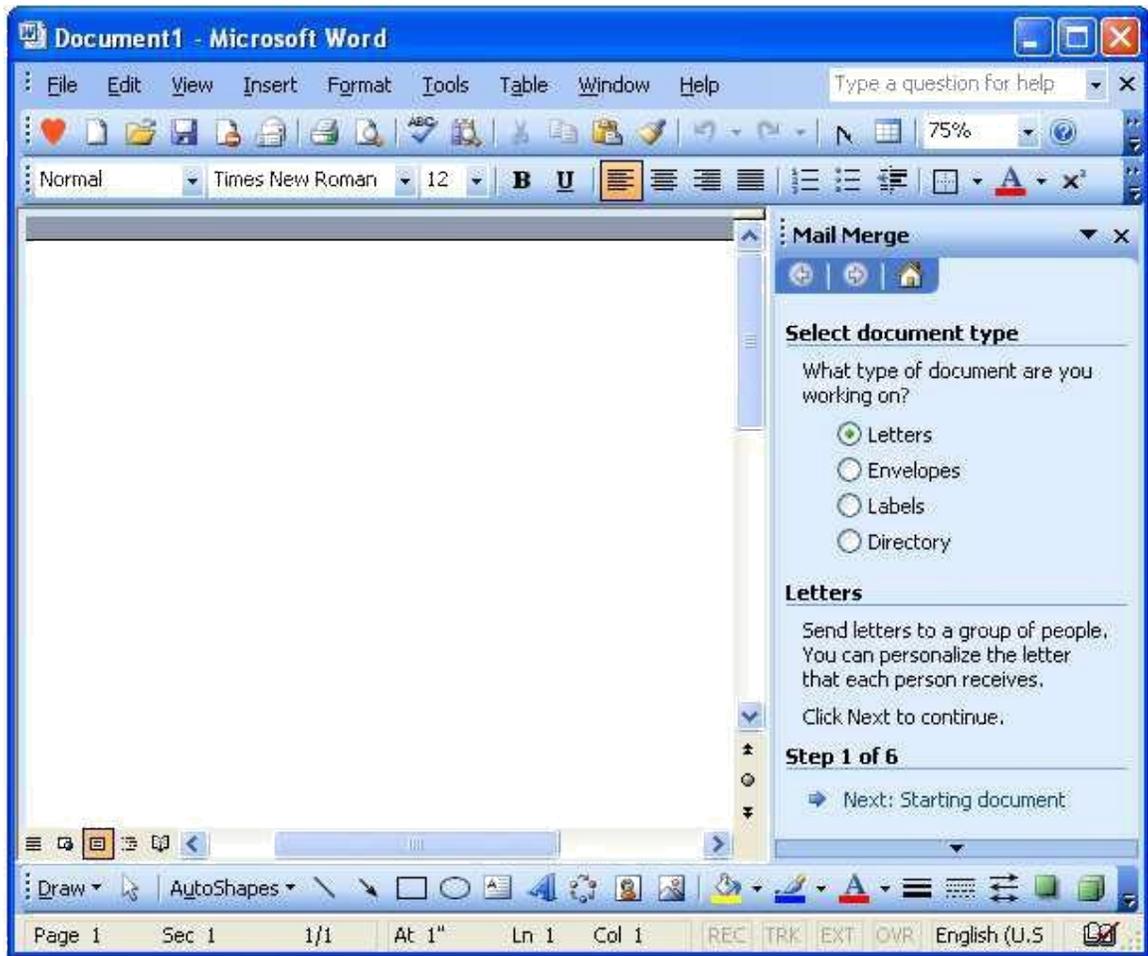
First Name	Last Name	Add1	Add2	Add3
Bhaskar	Rambha	Banjara Hills	Road No.3	Hyderabad
Ashok	Reddy	Kukatpally	Main Road	Hyderabad
Ravi	Kumar	Gandhi Nagar	RTC X Roads	Hyderabad

Save the file as address.doc and close.

Creating the Main Document

From the Tools menu Letters and Mailing Mail Merge.

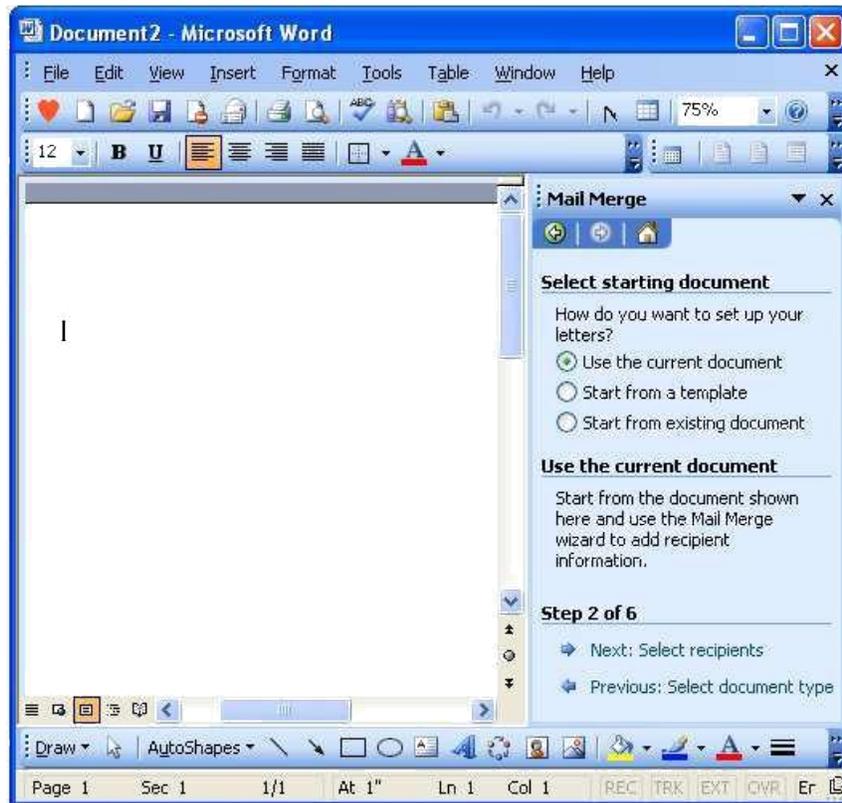
In the Main Document area of Mail Merge Helper window click the Create button. Clicking on the down arrow opens the pull down menu.



Select Letters. and under Step 1 of 6, Click on Next : Starting document as shown in the above window (step 1).

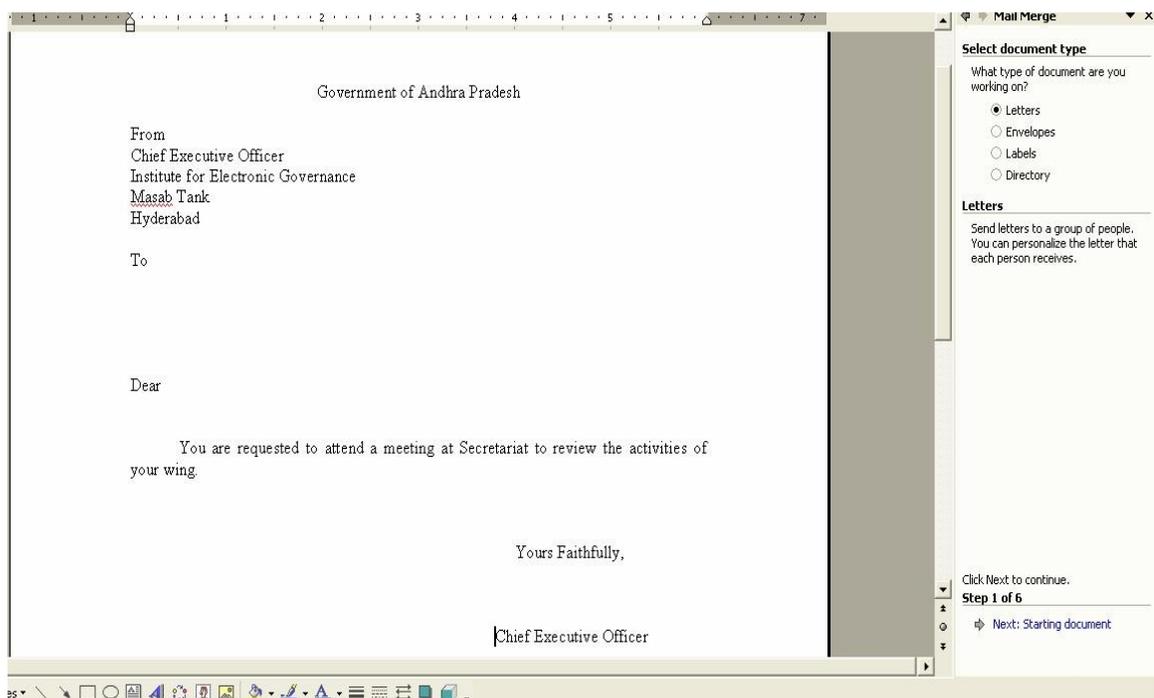
You will get 3 options to select from the following window

- Use the Current Document
- Start from a template.
- Start from Existing Document

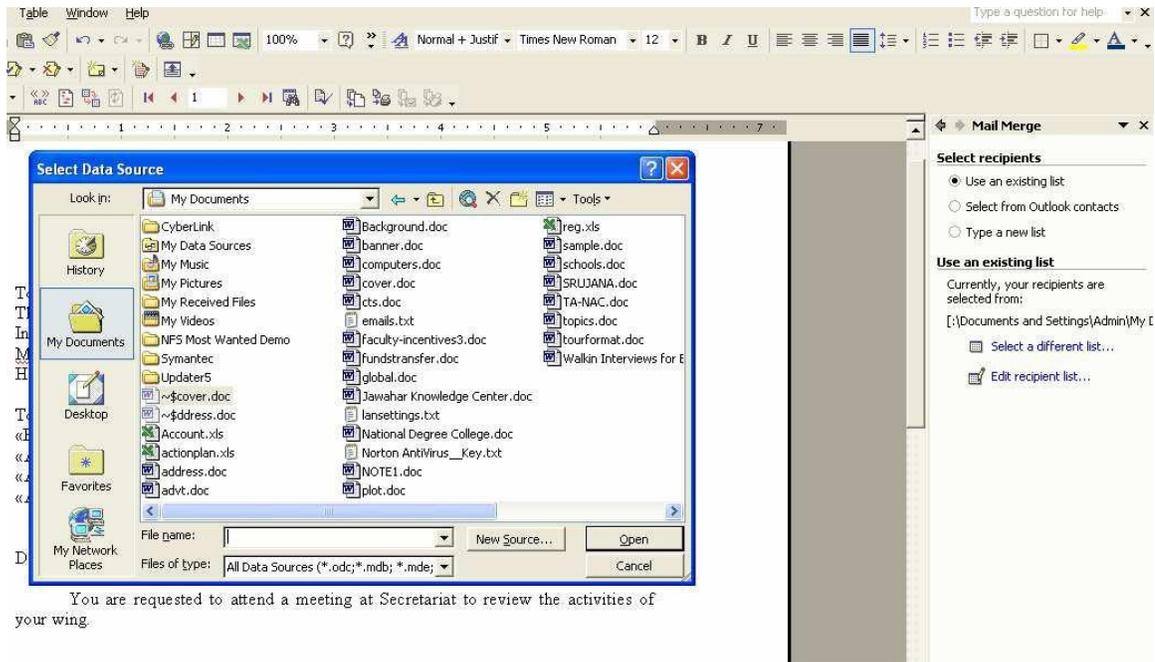


Select the first option : Use the current document

Type the letter leaving sufficient space to place addresses later

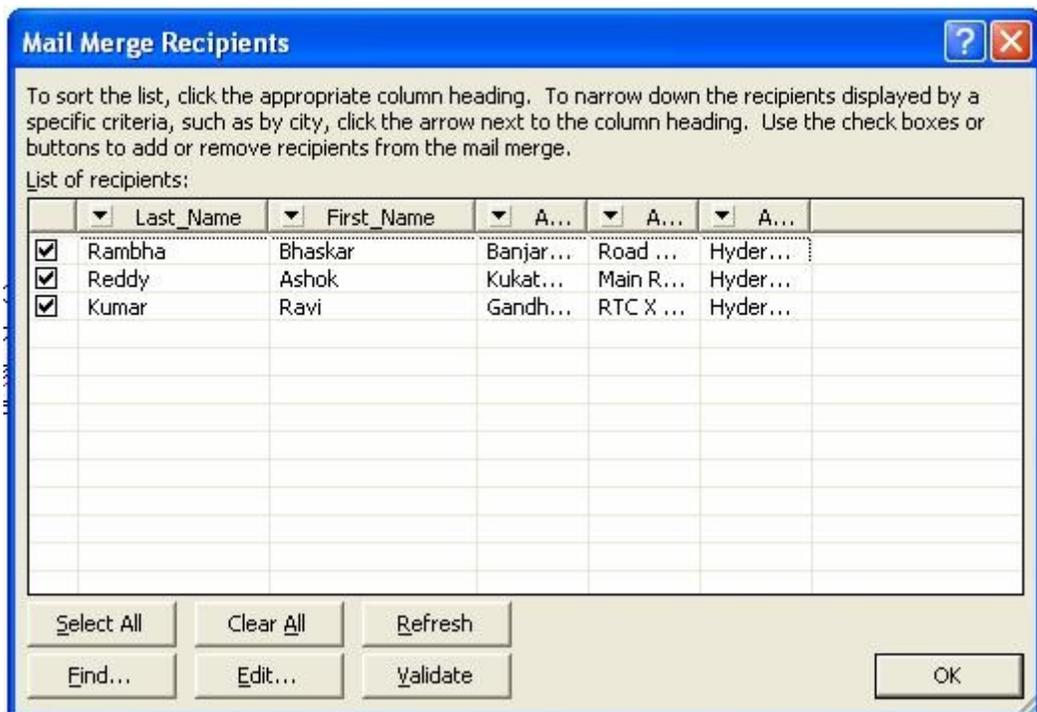


Now click on Write Your letter link (step 3)
Then you will get following window.



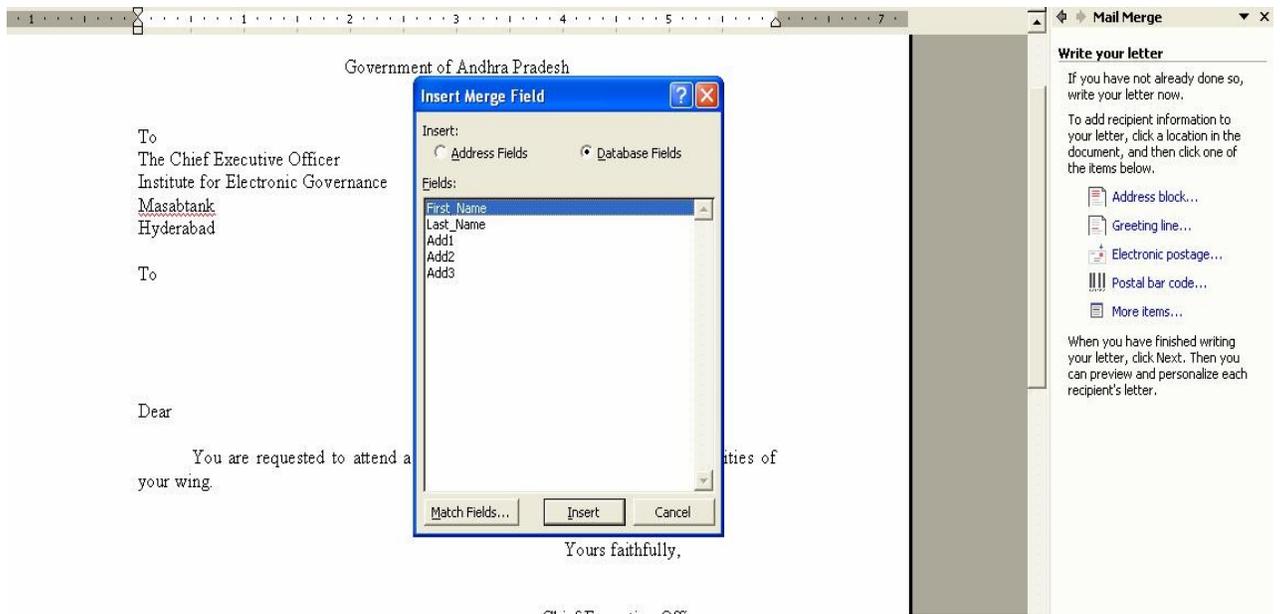
Now Select an Existing Data Source i.e. the file address.doc and Click on Open Button.

Then you will get following window.



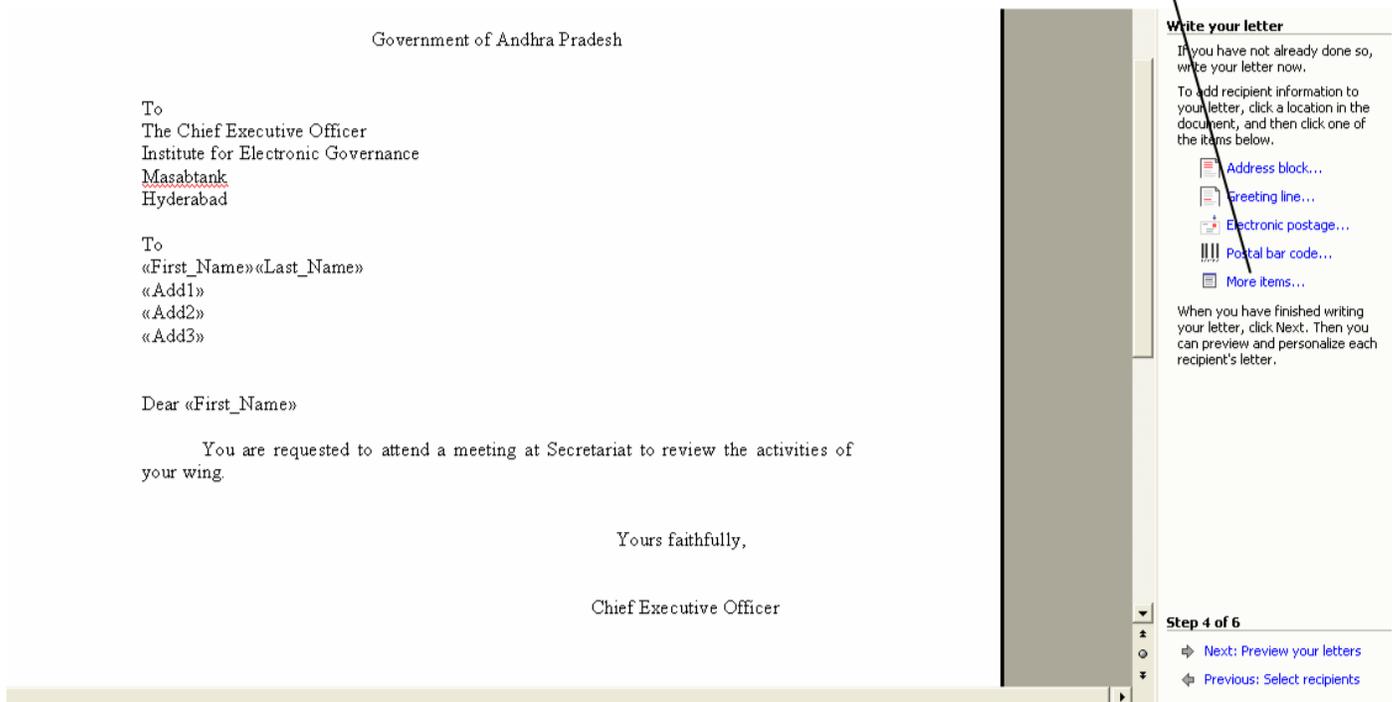
Click Ok.

Then you will see the following screen



- To add recipient information to your letter Click on More items and insert the fields wherever required.

After inserting fields your document may look like this :



Now see Step 4 of 6 and click on Next : Preview your letters

Government of Andhra Pradesh

To
The Chief Executive Officer
Institute for Electronic Governance
Masabtank
Hyderabad

To
BhaskarRambha
Banjara Hills
Road No 3
Hyderabad

Dear Bhaskar]

You are requested to attend a meeting at Secretariat to review the activities of your wing.

Yours faithfully,

Chief Executive Officer

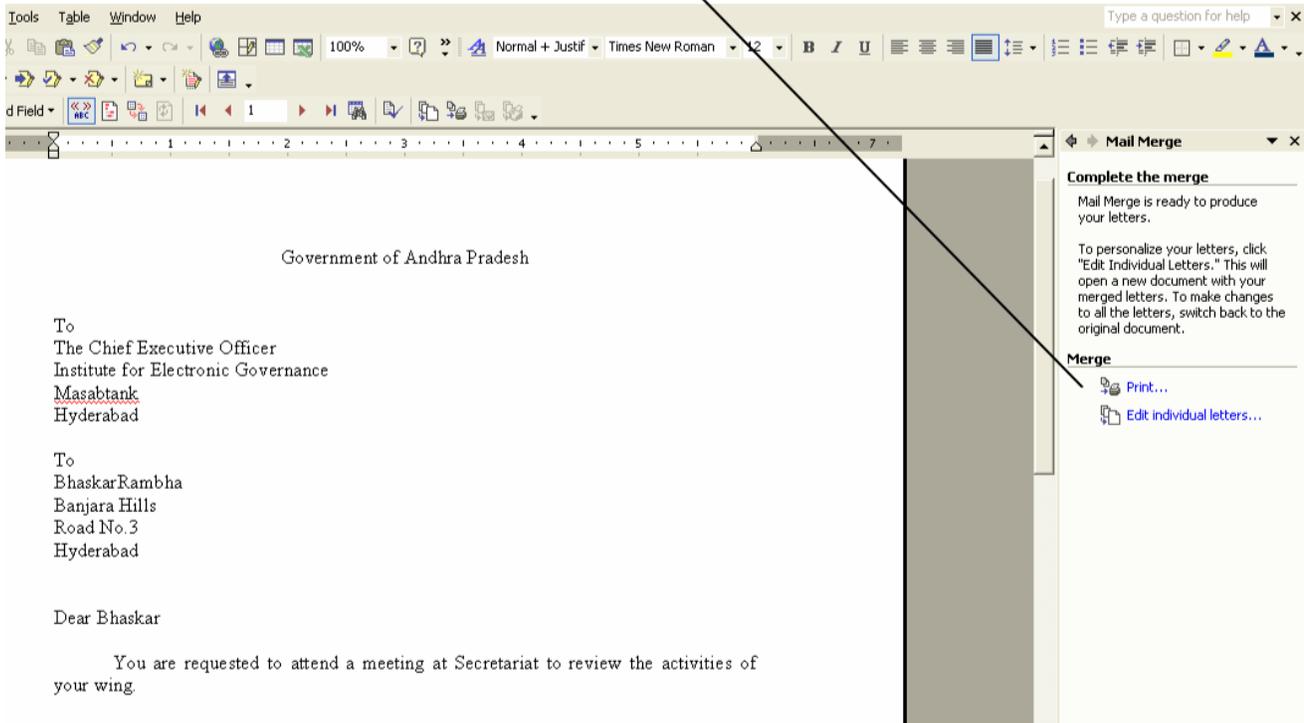
Preview your letters
One of the merged letters is previewed here. To preview another letter, click one of the following:
<< Recipient: 1 >>
Find a recipient...
Make changes
You can also change your recipient list:
Edit recipient list...
Exclude this recipient
When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6
Next: Complete the merge
Previous: Write your letter

You can preview all the letters by clicking on Recipient 1..2.. so on

After Preview come to Step 5 of 6 and click on Next : Complete merge

After completing the merge you may print letters or edit them using the following options :



There are several options while printing letters. You may print all letters or selectively. It is advisable to check the formatting and other details of merged documents before sending them to printer.

UNIT - 3

MS EXCEL

A spreadsheet is essentially a matrix of rows and columns. Consider a sheet of paper on which horizontal and vertical lines are drawn to yield a rectangular grid. The grid namely a cell, is the result of the intersection of a row with a column. Such a structure is called a Spreadsheet.

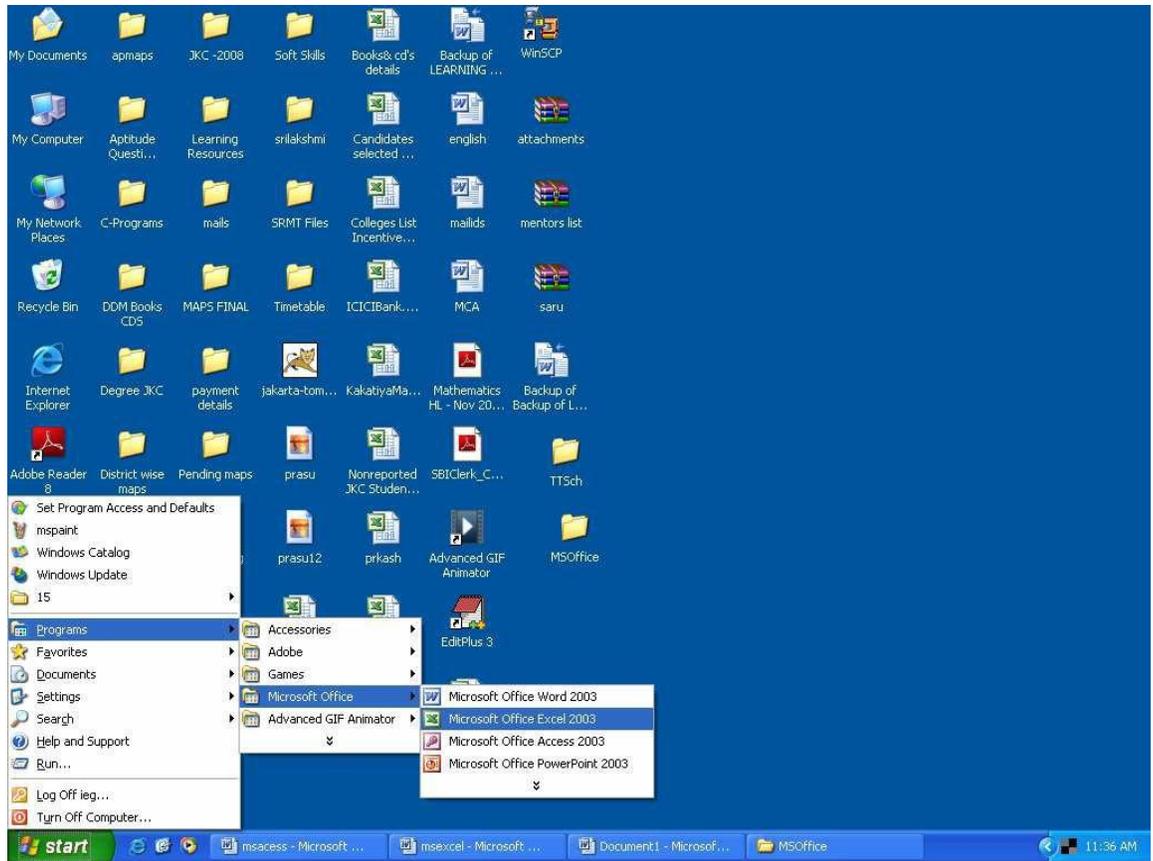
A spreadsheet package contains electronic equivalent of a pen, an eraser and large sheet of paper with vertical and horizontal lines to give rows and columns. The cursor position uniquely shown in dark mode indicates where the pen is currently pointing. We can enter text or numbers at any position on the worksheet. We can enter a formula in a cell where we want to perform a calculation and results are to be displayed. A powerful recalculation facility jumps into action each time we update the cell contents with new data.

MS-Excel is the most powerful spreadsheet package brought by Microsoft. The three main components of this package are

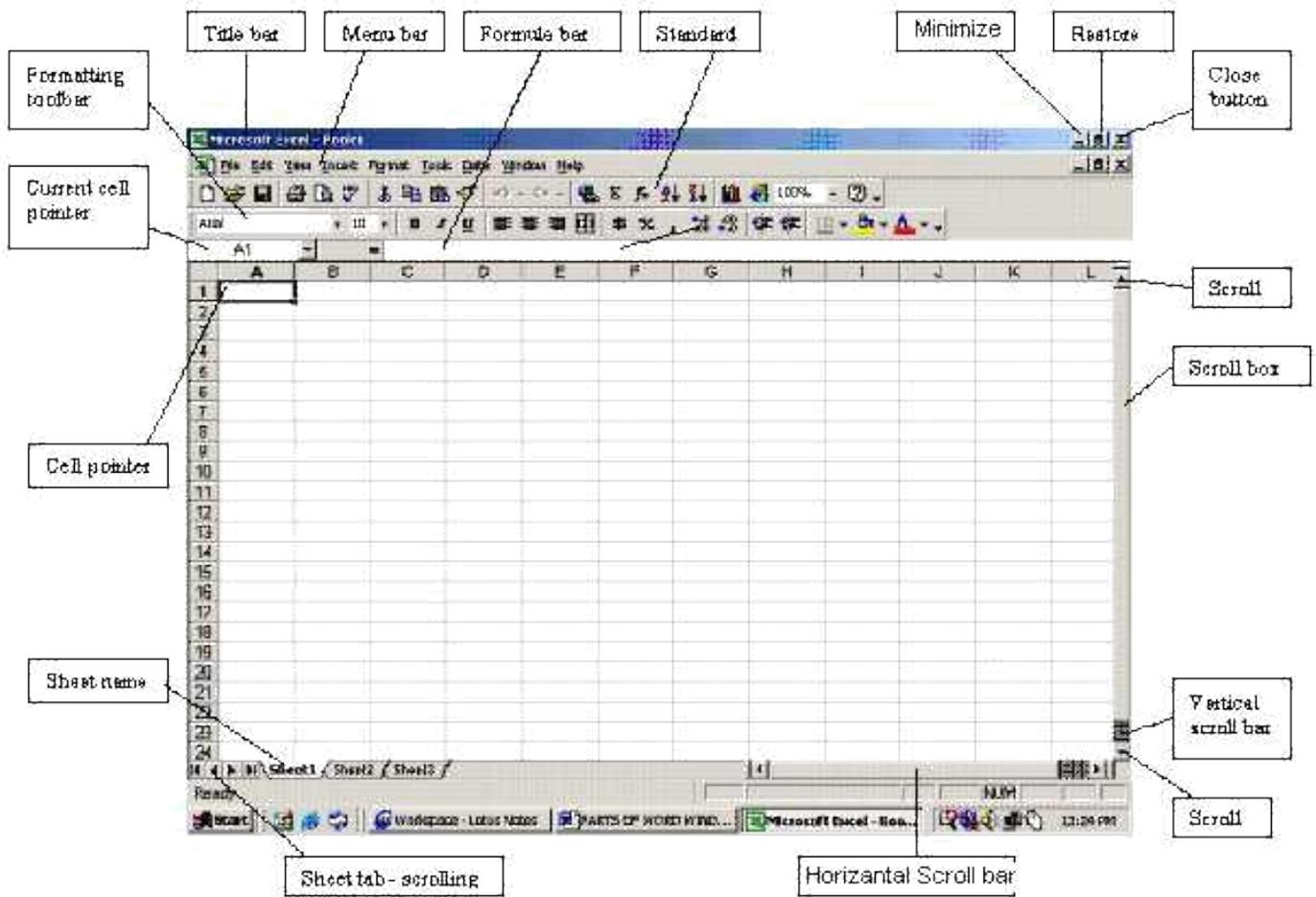
Starting Excel 2003

Switch on your computer and click on the Start button at the bottom left of the screen.

Move the mouse pointer to Programs, then across to Microsoft Excel, then click on Excel as shown in this screen.



When you open Excel a screen similar to this will appear



Parts of Excel Window

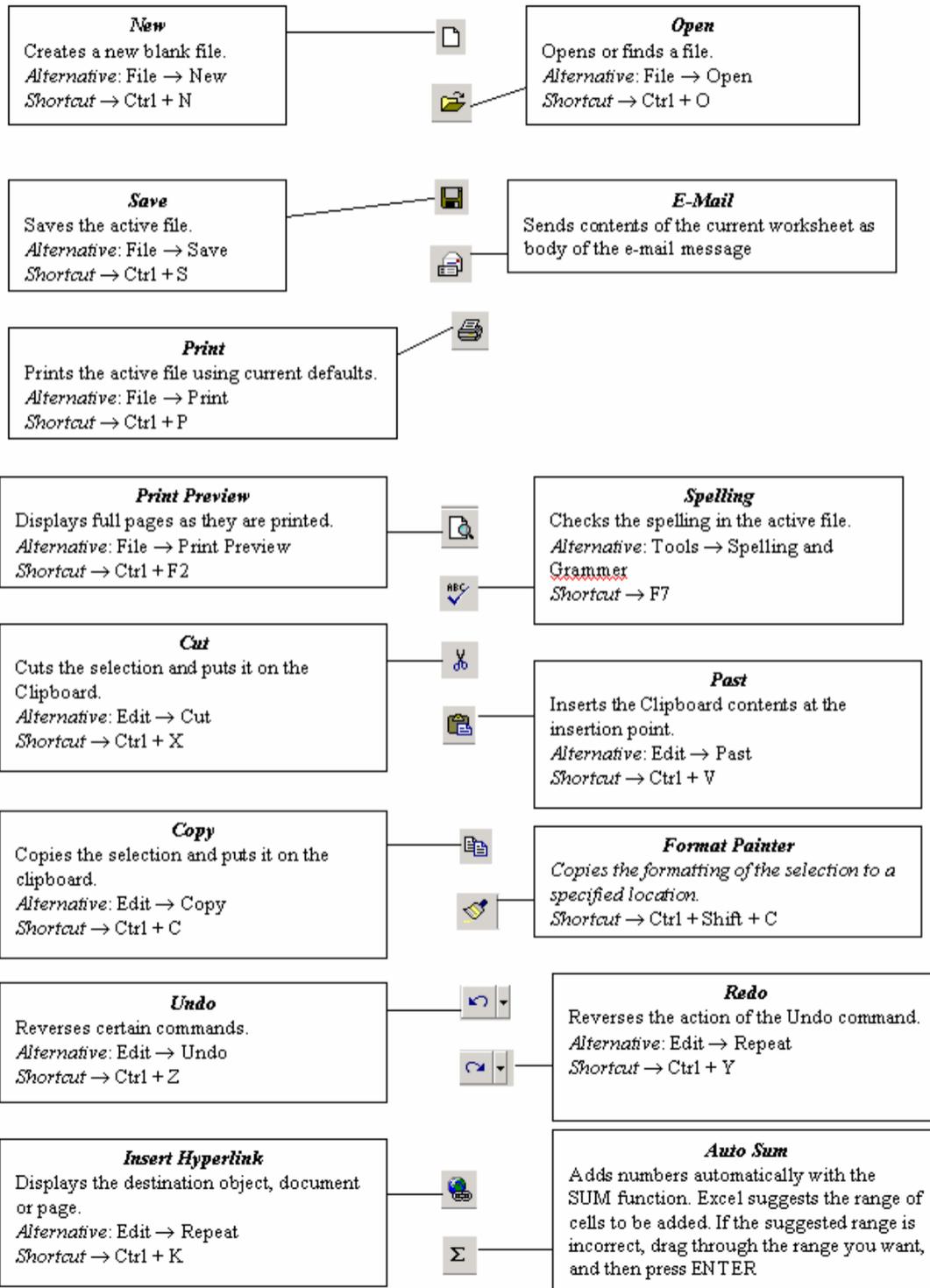
The options shown below is called as Menu Bar

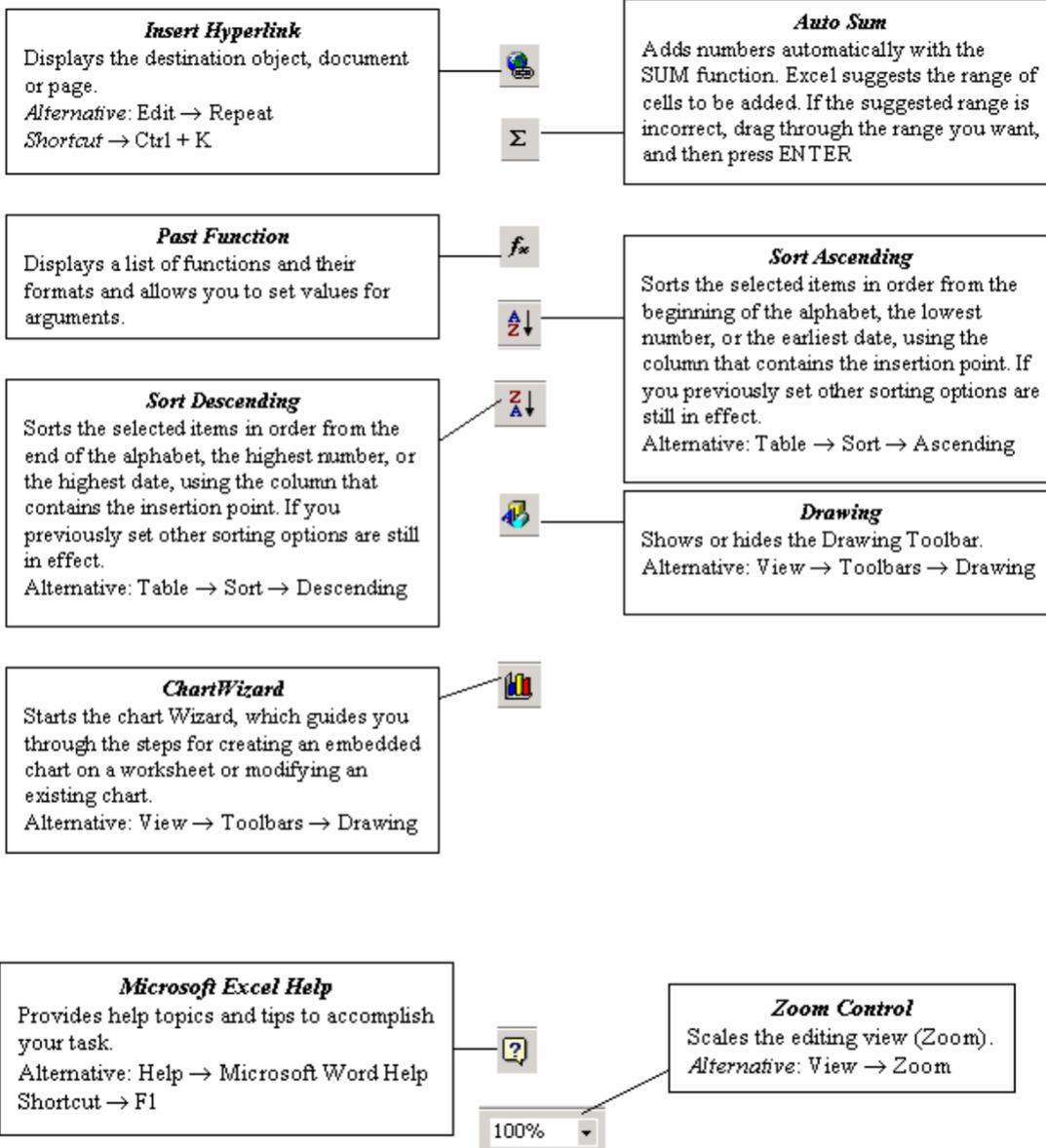


The collection of icons for common operations shown below is called as Standard Tool Bar

TOOLBARS AND THE ICONS

Standard Toolbar





The formula bar is the place in which you enter the formula(=A3*B5)



The alphabets A,B... are known as columns

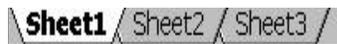


This is the name of the workbook. (Book1)



The rows are numbered as 1,2,3...

Sheet1, Sheet2, Sheet3 are known as worksheet tabs



How to use Help Menu

Click on Help, Contents and Index, then click on the Index tab. The following screen will appear



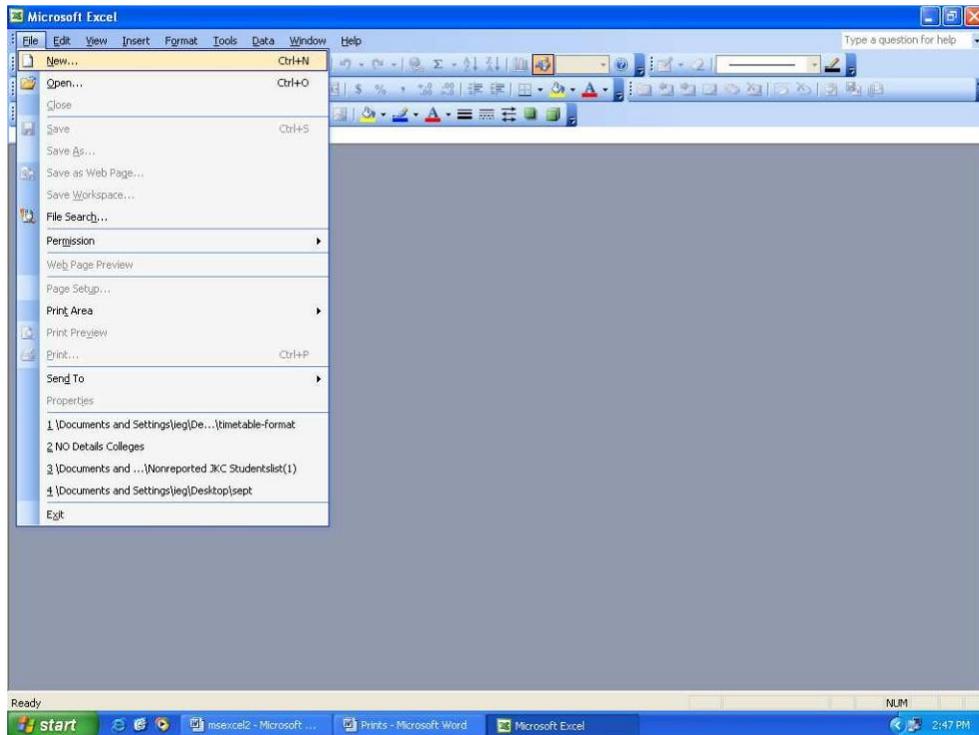
Type the first few letters to see the help entries for those letters.

You can get the printout of any help topic by selecting it, right clicking and then clicking Print Topic.

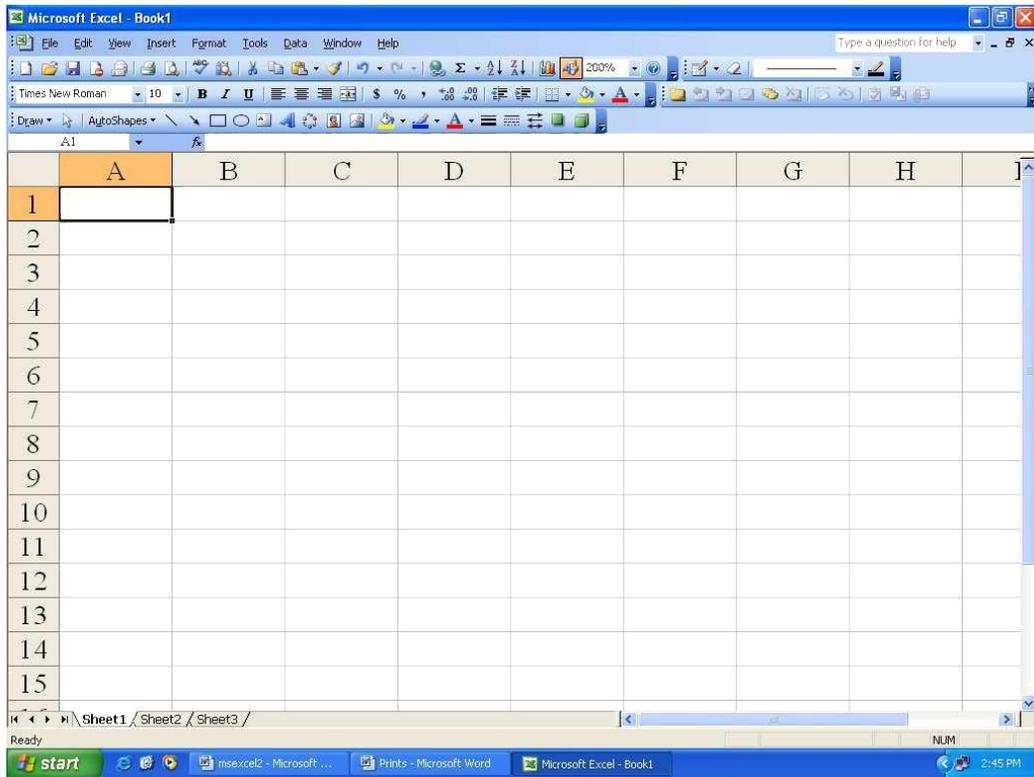
Workbook Management

Task 1: Creating a new workbook

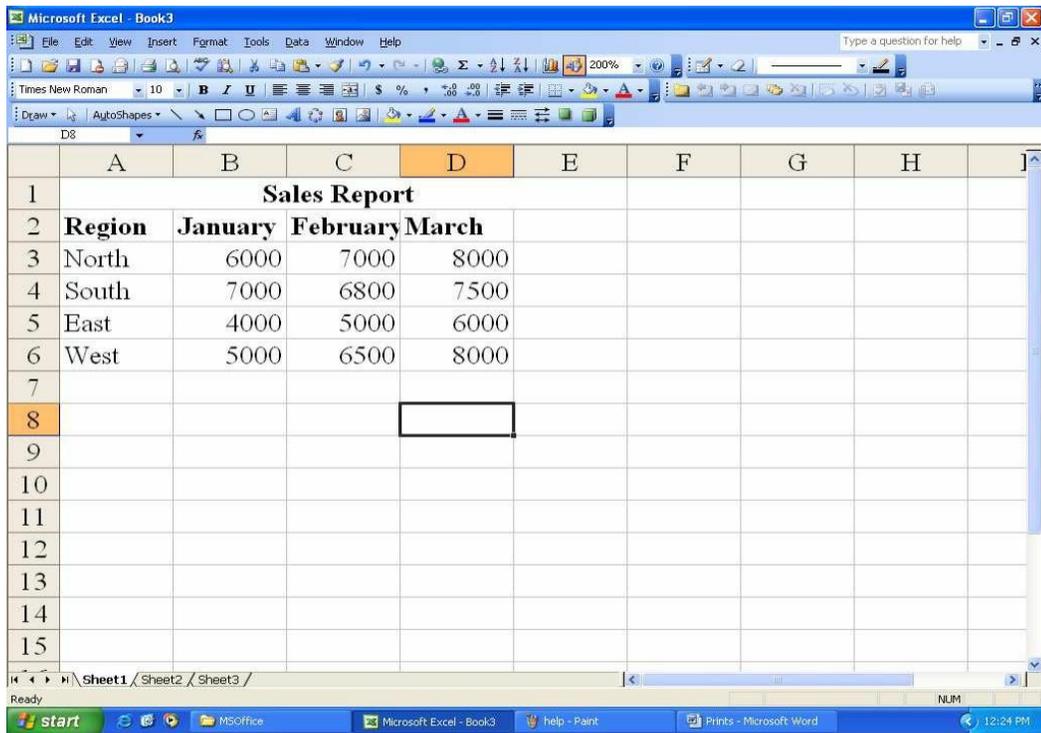
Click on File menu and then click on New.



Click Workbook and then click OK button. You will get the screen as shown below.



Enter data as shown in the figure below :



Task 2: Saving Workbook

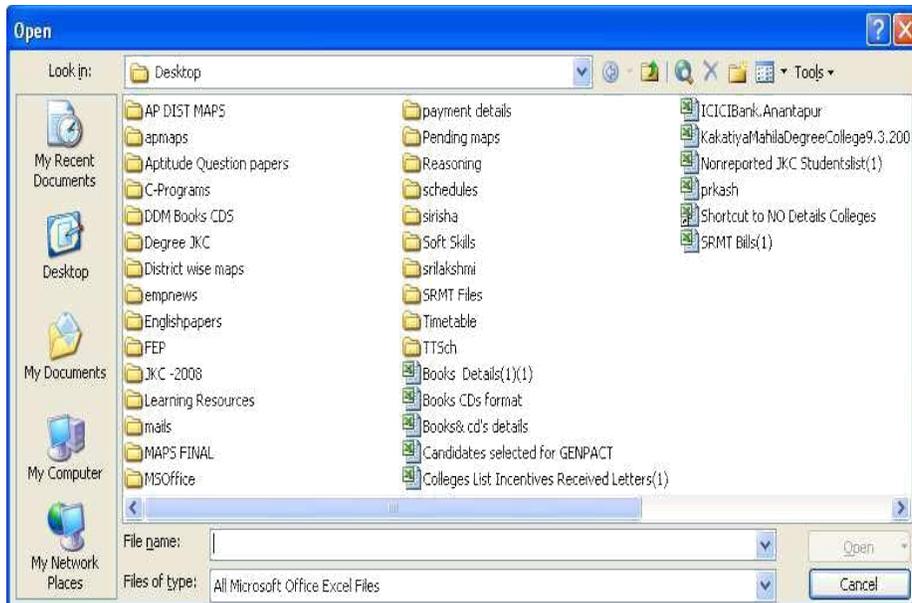
Click on File menu and then click save. You will get the below screen



In the File name text box, type sample and then click Save button

Task 3: Opening an existing workbook

Click on the File menu and click on Open. The open dialog box will appear



Click on some file (Example: sample.xls), then click on Open.

Task 4: Closing your workbook

Click on File menu, then click Close to close your workbook

Cursor Management

Task 1: Moving around the worksheet

Open sample.xls workbook.

Move the cursor in your worksheet by using the arrow keys on the right-hand side of the keyboard.

When you have got lots of rows of data you can move the cursor more quickly by using the PgUp and PgDn keys to move up and down a screen at a time.

To move one screen to the right, press the Alt key and PgDn keys together.

To move one screen to the left, press the Alt and PgUp keys together.

To move further to the right, just keep pressing the right arrow key

To move back to cell A1, press the Ctrl and Home keys together.

Pressing the Home key on its own takes you back to column A To move to the last column(IV) press the Ctrl and right arrow keys together.

To move to last cell containing data, press Ctrl and End keys together.

To move to the last row(65,536), press Ctrl and the down arrow keys together.

You can also move the cursor with the mouse. Move the mouse pointer to the location you want. Press and release the left mouse button once when the cursor is where you want it.

Task 2: Moving to a Specified cell

Click on the Edit menu, choose Go To. You will get the below screen



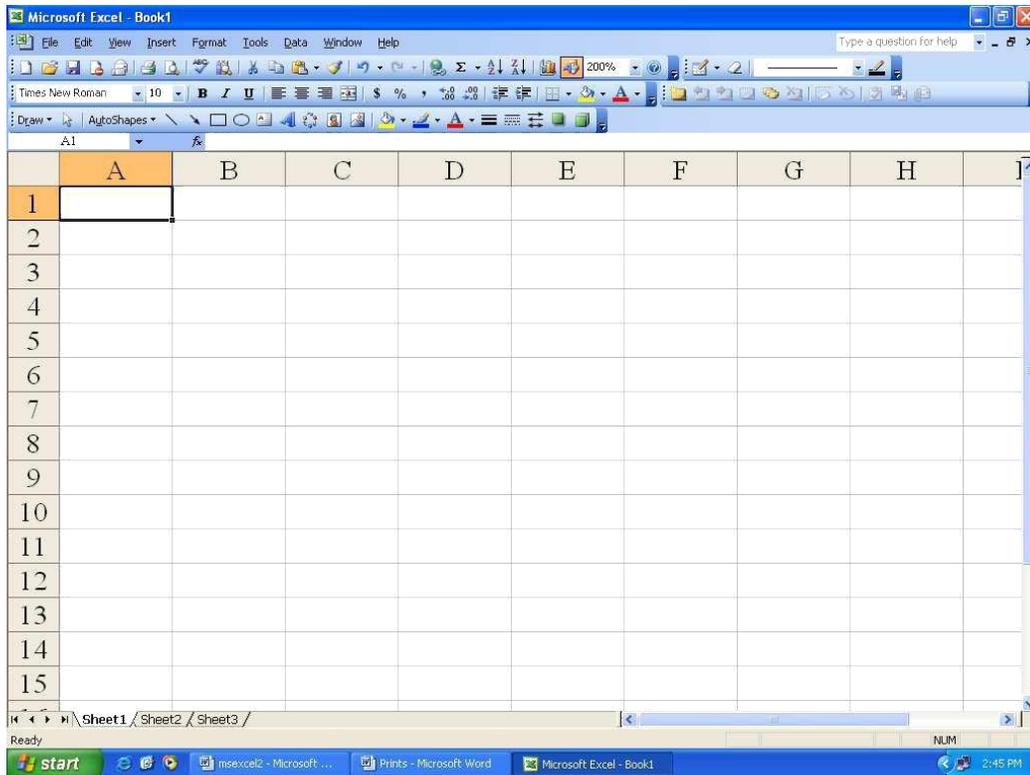
Enter the destination cell reference in the Reference text box.

Click OK to move directly to the specified cell.

Data Manipulation

Task 1: Entering data

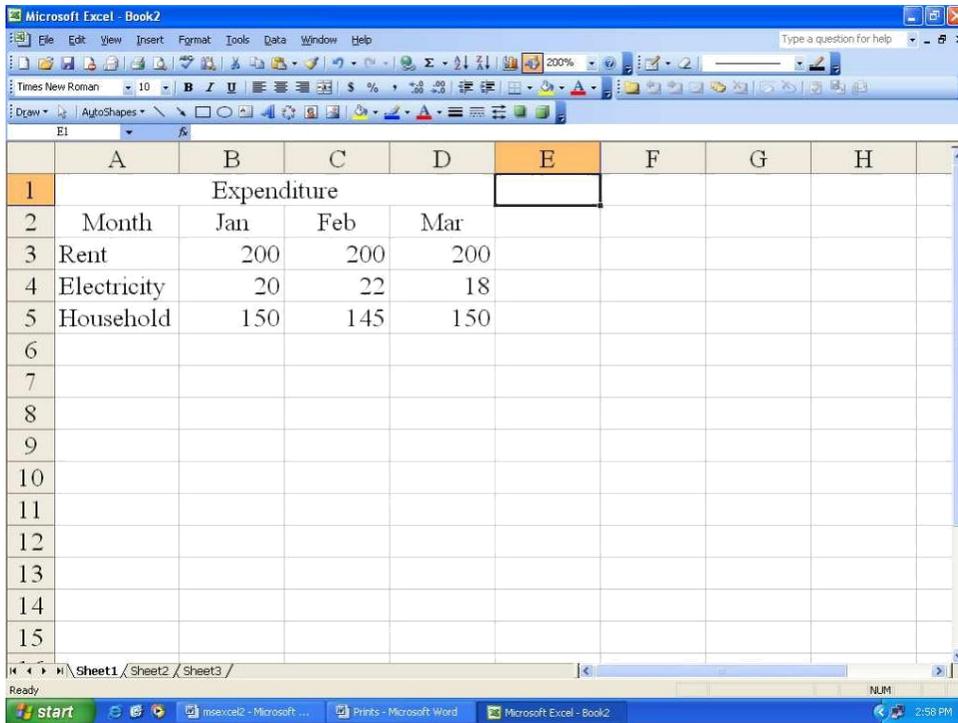
Start Excel. Click File and then New. An empty worksheet appears as shown below



Type Expenditure in cell A1 then press down arrow key to move to cell A2.

Type Month then press the down arrow key to move to cell A3

Continue to type the data. The resulting worksheet should appear like the following screen.



Save your work by clicking File and then Save As. This dialog box appears.



Type cash in the File Name text box and then click Save button. Excel automatically adds the extension .xls to your file name.

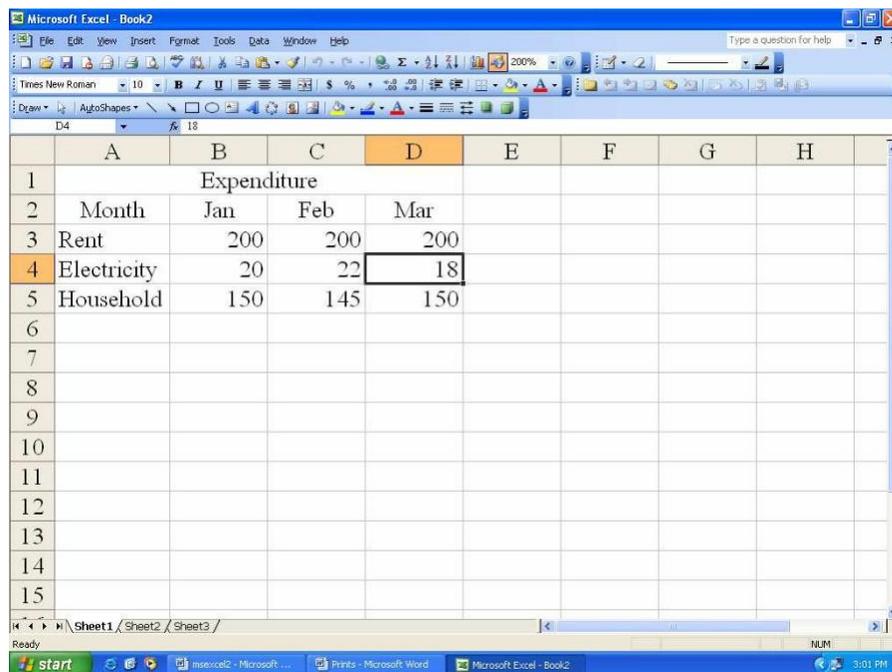
Task 2: Editing data

Click File and then click Open.

Click cash.xls and then click Open.

Move the mouse pointer to cell D4, click and release. The cell is highlighted and 18 appears in the formula bar.

Move the mouse pointer to the formula bar and click once to the right of 18.



The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book2'. The spreadsheet has the following data:

	A	B	C	D	E	F	G	H
1		Expenditure						
2	Month	Jan	Feb	Mar				
3	Rent	200	200	200				
4	Electricity	20	22	18				
5	Household	150	145	150				
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Use the Backspace key to delete 8, then type 4 and press Enter. Cell D4 now contains the value 14.

Task 3: Replacing cell data

Make the cell B5 active by clicking on it.

Type 200 and press Enter. The cell B5 will now contain the value 200 replacing old value (150).

Task 4: Deleting cell contents

Move to cell C5 and click to select.

Press the Delete key.

The cell becomes blank.

Drop down the Edit menu and click Undo to reinstate the 145. Excel 97 allows 16 levels of undo. You can use Undo and Redo buttons also.

Task 5: Copying data

Open the cash spreadsheet.
Select the cells D3 to D5
Click Edit menu and then click Copy.
Select the cells F3 to F5.
Click Edit menu and then click Paste.
Now the cells D3 to D5 are copied into F3 to F5.

Task 6: Moving data

Open cash.xls spreadsheet.
Select the cells from B3 to B5.
Click Edit menu and then click Cut.
Select the cells G3 to G5.
Click Edit menu and then click Paste.

Task 7: Data Auto Fill

There is an easy method to fill the data in columns and rows. The data may be Numeric or dates and text.

To fill SIno by using auto fill

Type SIno for 2 cells i.e 1,2 in the cells A1 and A2 respectively.
Select two cells and drag the Fill Handle +

	A	B	C	D	E	F
1	1	2	3	4	5	6
2	2					
3	3					
4	4					
5	5					
6	6					
7	7					
8	8					
9	9					

To fill dates in the cells

Type date in the cell
Select the cell and drag the Fill Handle

	A	B	C	D
1	01/01/2008	02/01/2008	03/01/2008	04/01/2008
2	02/01/2008			
3	03/01/2008			
4	04/01/2008			
5	05/01/2008			
6	06/01/2008			
7	07/01/2008			
8	08/01/2008			
9	09/01/2008			
10	10/01/2008			
11	11/01/2008			

We can customize the lists with different text data to minimize the redundancy of work.

Some of the lists are listed below:

Jan, Feb, Mar, Apr, May, June, July.... like months

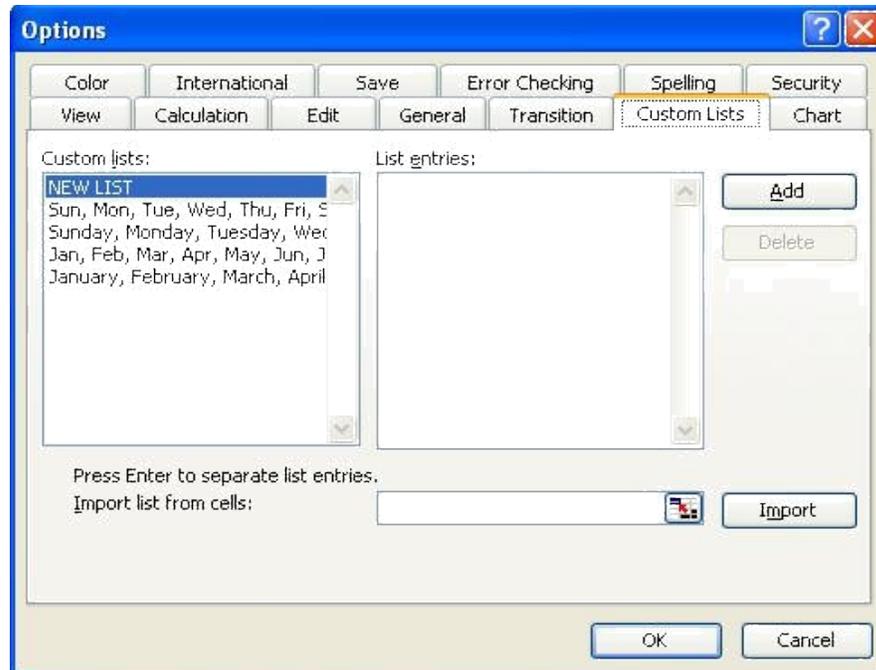
Sunday, Monday, Tuesday, Wednesday, Thursday...Like week days

Adilabad, Anapapur, Chittoor, Cuddapah... like District names

Ravi, Kiran, Praveen, Rama.... like employees list

To create a customized list follow the steps given below:

Click Tools Menu ,Click Options then click Custom Lists tab, Then you will find the figure given below:



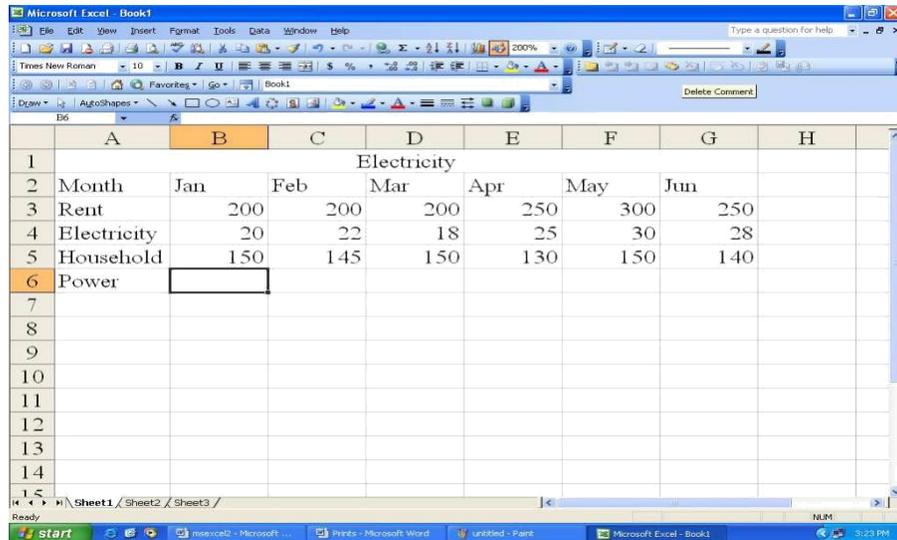
Click NEW LIST and enter the list in the List entries window
Click Add button then click OK button then your list will be added to the Custom Lists. That list you can use as and when required to type.
Now you can Drag the fill handle (+) to get the list automatically.

Using Formulae and Functions

Task 1: Entering a formulae

Click File and then click New.

Enter the data in the new worksheet as shown below



Cell B6 should contain formula. Move the cell pointer to cell B6.

Type =B3+B5(formulae and functions should always begin with = sign)

Cell B6 will now contain the value 350

Look at cell B6; you will see the result of the formula in the cell B6 rather than formula.

Now repeat the appropriate formula for cell C6, D6. Save your worksheet as cash3.xls.

Task 2: Editing Formulae

Move the cursor to the formula bar with the mouse, clicking once.

Make the desired changes.

When you have finished editing the formulae, press the Enter key for the changes to take effect.

(OR)

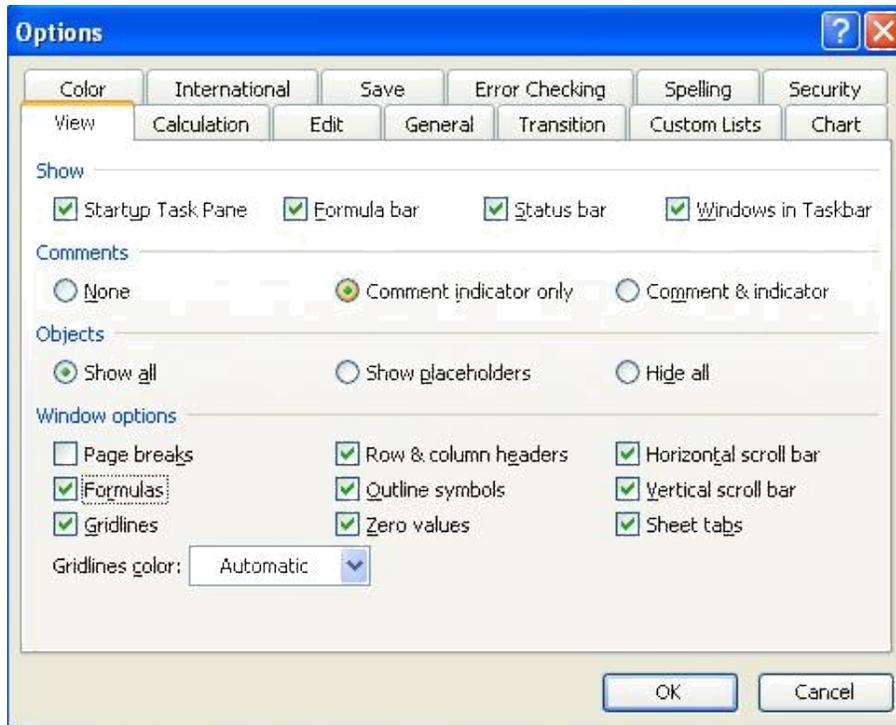
Edit the contents by pressing F2 key on the keyboard

Task 3: Displaying and Printing formulae

Click Tools menu and then click Options.

Click View tab.

In Window options check Formulas check box. The below screen appears.



Click OK button.

To print the worksheet with formulae displayed, click File menu and click on Print Preview. If the layout is satisfactory, click on the Print button.

Task 4: Using the SUM function

Open cash3.xls spreadsheet.

	A	B	C	D	E	F	G	H
1		Electricity						
2	Month	Jan	Feb	Mar	Apr	May	Jun	
3	Rent	200	200	200	250	300	250	
4	Electricity	20	22	18	25	30	28	
5	Household	150	145	150	130	150	140	
6	Power							
7								

Suppose if you want the summation of the cells B3 to B5 should appear in the cell B6, then first select the cells from B3 to B6.

Click the Auto Sum Σ icon on the toolbar.
The result of (B3+B4+B5) will appear in the cell B6.

Task 4: Copying Formulae

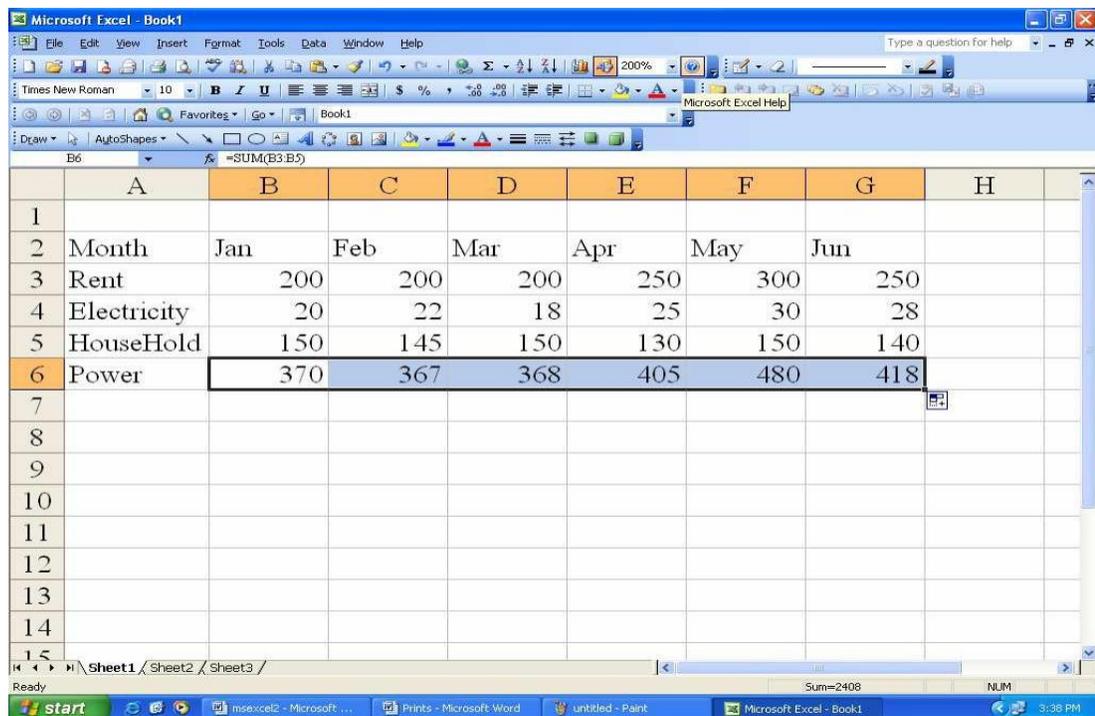
Open cash3.xls spreadsheet.

If you want to copy the formula in the cell B6 to C6,D6,E6 then first select the cell B6.

Move the cursor to the lower right corner of the cell B6. The cursor will change to + icon.

Drag the cursor from B6 to E6 and release left mouse button.

You will notice that the cells C6, D6 and E6 are updated immediately as shown below.



The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book1'. The spreadsheet has columns A through H and rows 1 through 15. The data is as follows:

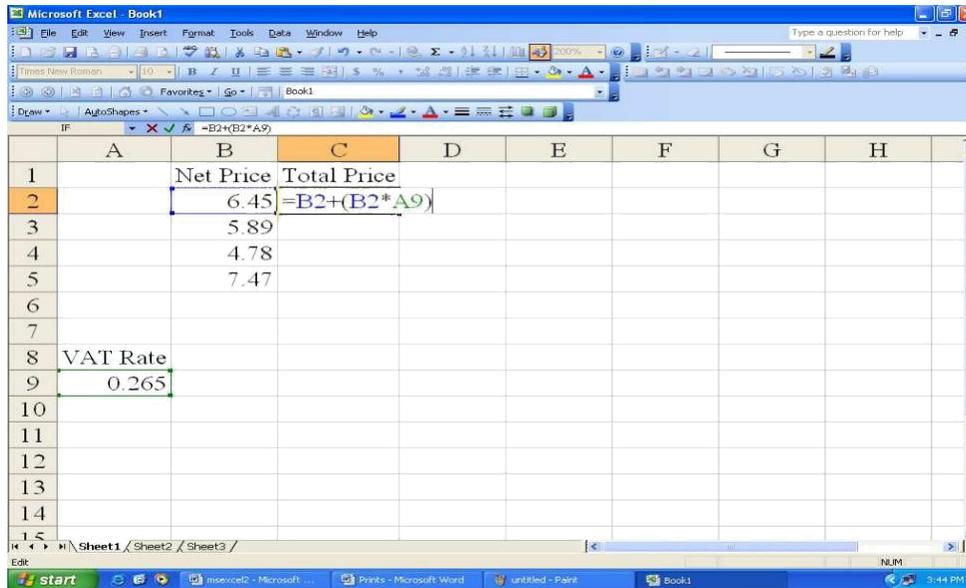
	A	B	C	D	E	F	G	H
1								
2	Month	Jan	Feb	Mar	Apr	May	Jun	
3	Rent	200	200	200	250	300	250	
4	Electricity	20	22	18	25	30	28	
5	HouseHold	150	145	150	130	150	140	
6	Power	370	367	368	405	480	418	
7								
8								
9								
10								
11								
12								
13								
14								
15								

The formula bar shows the formula in cell B6 as $=SUM(B3:B5)$. The status bar at the bottom shows 'Sum=2408' and 'NUM'.

Task 5: Copying formulae using absolute addressing

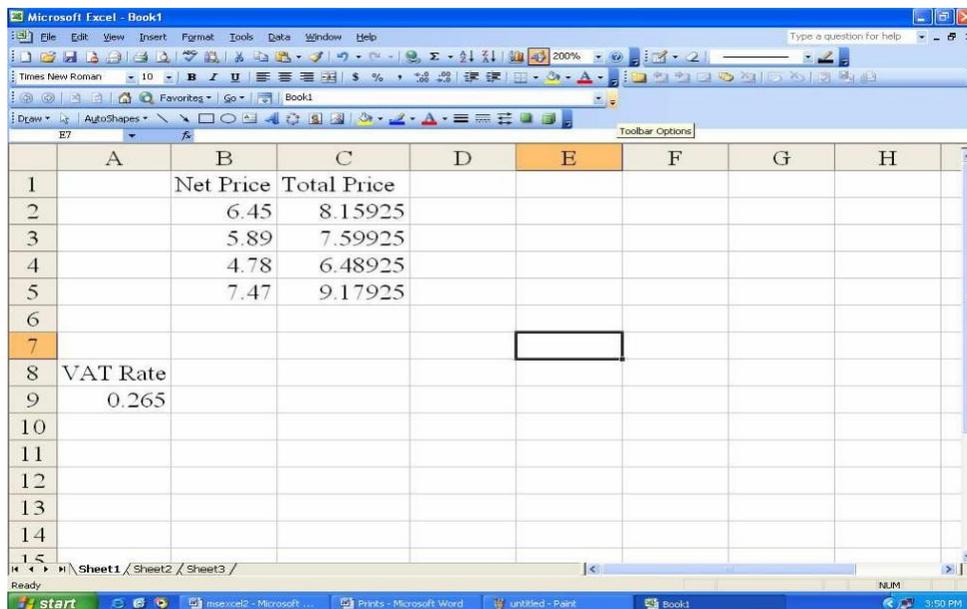
Create the worksheet shown below and save ABS

If you copy the formula in the cell c2 to c3, c4, c5 you will get the incorrect



result because the formula will change in the cell (C3) to B3*A10 but the value in the A10 is not defined. The reason is that we are copying relative address but not absolute address. To use absolute address move to c2 cell.

Edit the formula to =B2+(\$B\$2*\$A\$9) and press Enter key. Copy the formula to cells C3 to C5.



Formatting Spreadsheet

Task1: Increasing column width

Open an existing worksheet(For example cash3.xls)

	A	B	C	D	E	F	G	H	I	J
1	Expenditure									
2	Month	Jan	Feb	Mar	Apr	May	Jun			
3	Rent	200	200	200	250	300	250			
4	Electricity	20	22	18	25	30	28			
5	Household	150	145	150	130	150	140			
6	power	370	367	368	405					
7										
8										
9										
10										
11										
12										
13										
14										

Move the mouse pointer to the position(column B)shown below in the column header. When the black cross appears, hold down the left button and drag the mouse to the right to increase the column width by the required amount.

	A	B	C	D	E	F	G	H	I	J
1	Expenditure									
2	Month	Jan	Feb	Mar	Apr	May				
3	Rent	200	200	200	250	300	250			
4	Electricity	20	22	18	25	30	28			
5	Household	150	145	150	130	150	140			
6	power	370	367	368	405					
7										
8										
9										
10										
11										
12										
13										
14										

Task 2: Decreasing column width

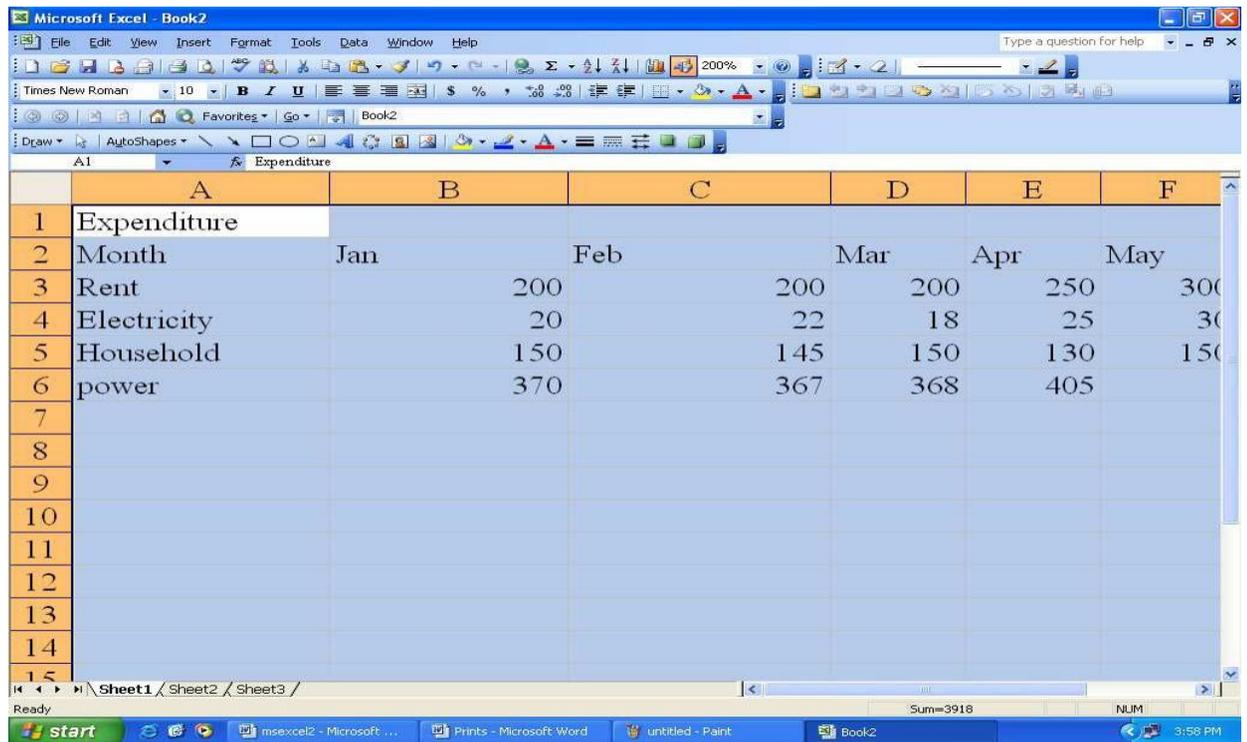
Open cash3.xls spreadsheet.

Move the mouse pointer to the column B. When the black cross appears, hold down the left button and drag the mouse to the left to reduce the cell width.

Task 3: Changing width of all cells in a spreadsheet

Open cash3.xls spreadsheet

Select the entire worksheet by clicking the Select All button (to the left of A1 cell) at the top left corner of the worksheet. The worksheet changes from white to black.

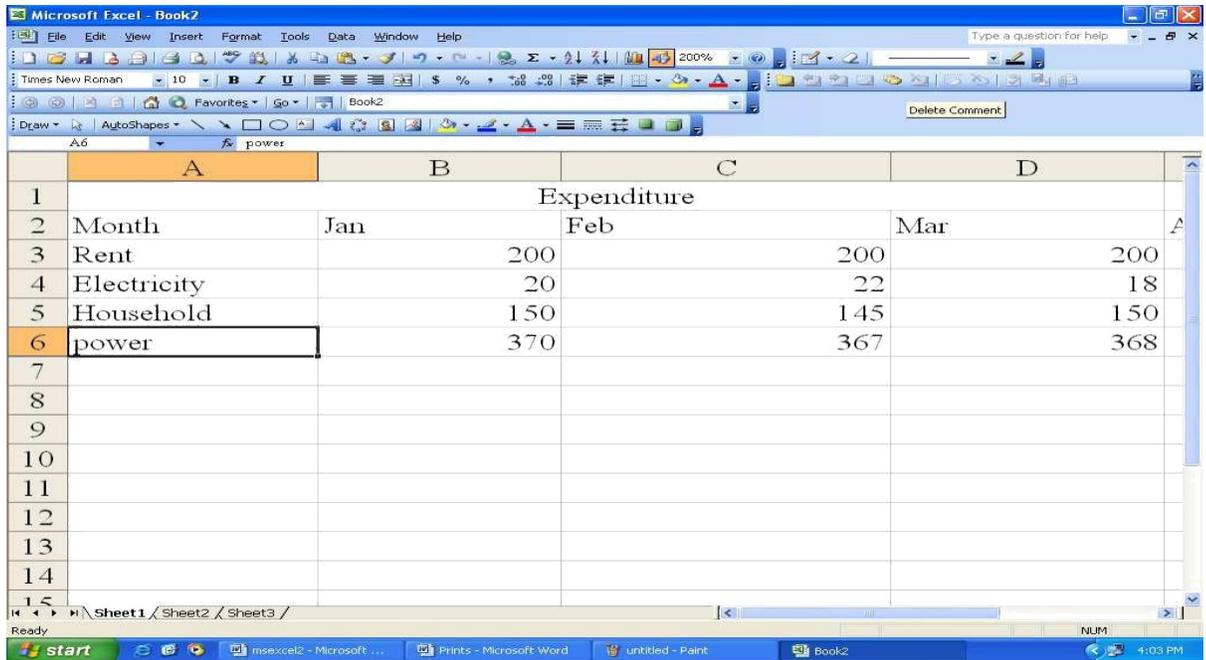


Click Format menu, click Column, then click Width

In the column width text box type 20, then click OK button. Your worksheet cells should all increase in width.



You will get the below screen. You will notice that widths of all columns are now changes to 20



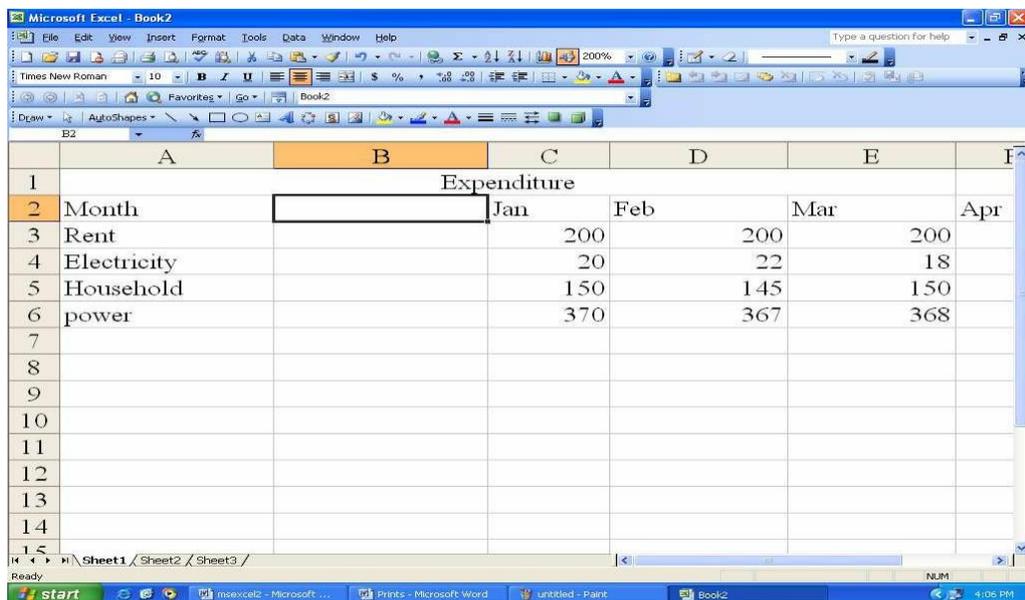
Click the Undo button to revert to the previous cell width.

Task 3: Inserting Columns

Open cash.xls spreadsheet.

Move to cell B2 and click.

Click Insert menu, click Columns. You will get the below screen.



A blank column will be inserted before(to the left of column B)

Task 4: Deleting Column contents

Open cash.xls spreadsheet.

Move the mouse pointer to column E header and click to select column E

	C	D	E	F
1	Expenditure			
2	Jan	Feb	Mar	Apr
3	200	200	200	250
4	20	22	18	25
5	150	145	150	130
6	370	367	368	405
7				
8				

Press Delete button. The column contents will be deleted.
Click Undo button to revert to the previous screen.

Task 5: Removing columns, rows, and cells completely

Select individual columns or rows or cells.
Click Edit menu and click Delete

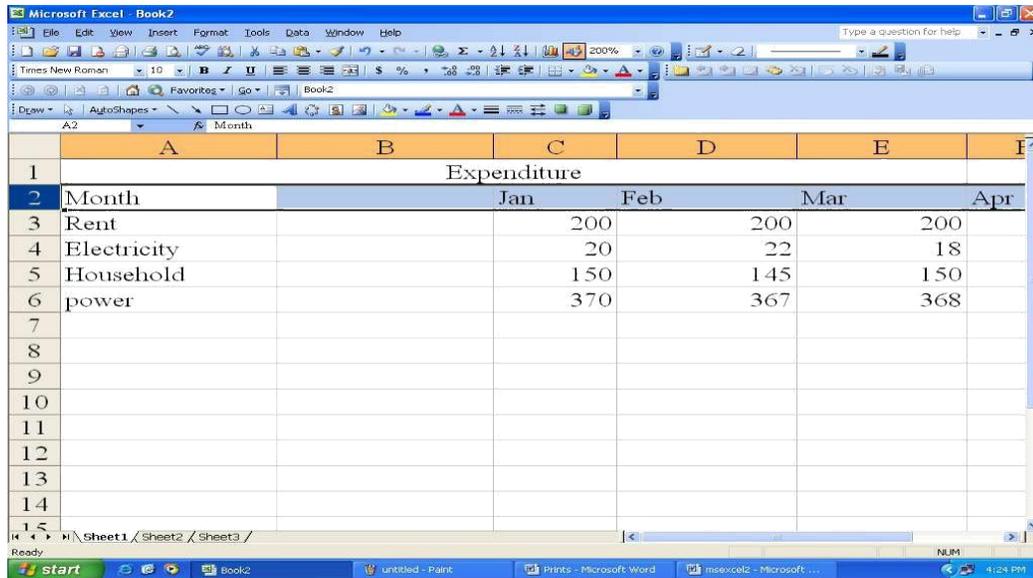
Task 6: Inserting a row

When you insert a row, it is inserted above the current row, so if you want to insert a new row above row 6(between rows 5 and 6), place the cursor on a cell in row 6 and
Click on the Insert menu.
Click Entire Rows insert a blank row between rows 5 and 6.

Task 7: Deleting row contents

Open cash.xls spreadsheet.

Move the mouse pointer to row 2 header and click to select the row as shown below

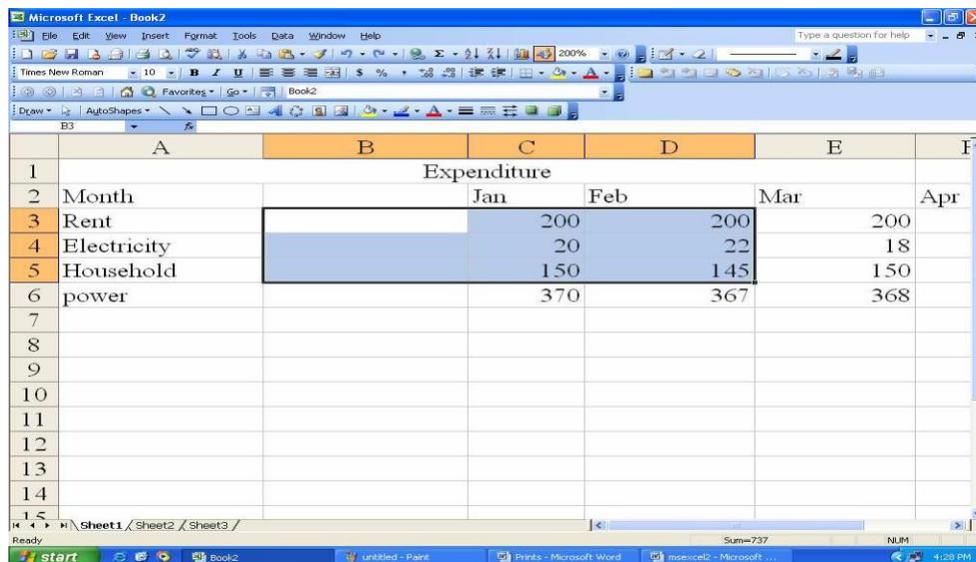


Press Delete to remove the contents of row.
Click the Undo button to cancel the delete operation.

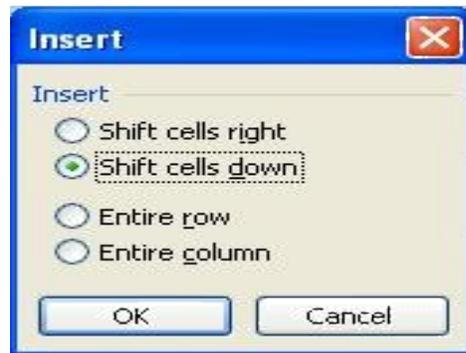
Task 7: Inserting cells

Open cash.xls spreadsheet.

Select cells B2 to D4 by moving the mouse pointer to cell B2, holding down the left mouse button and dragging the mouse pointer to cell D4, then releasing the left button. The cells should be highlighted.



Click Insert menu and click Cells. This dialog box appears.
Click OK to shift the cell down.



Task 8: Changing data justification

Open cash.xls spreadsheet.

Select the cell B2 as shown below.

Here the text "Jan" by default left justified. You can modify alignment as right justified or center by clicking right justify



or center the text



within the cell by clicking respectively.

Task 9: Merge and Center data

Open cash.xls spreadsheet.

Select the cells A1 to H1 as shown below

	A	B	C	D	E	F	G	H
1	Expenditure							
2	Month	Jan	Feb	Mar				
3	Rent	200	200	200				
4	Electricity	20	22	18				
5	Household	150	145	150				
6								

Click Merge and Center button on the toolbar



You will get the below screen.

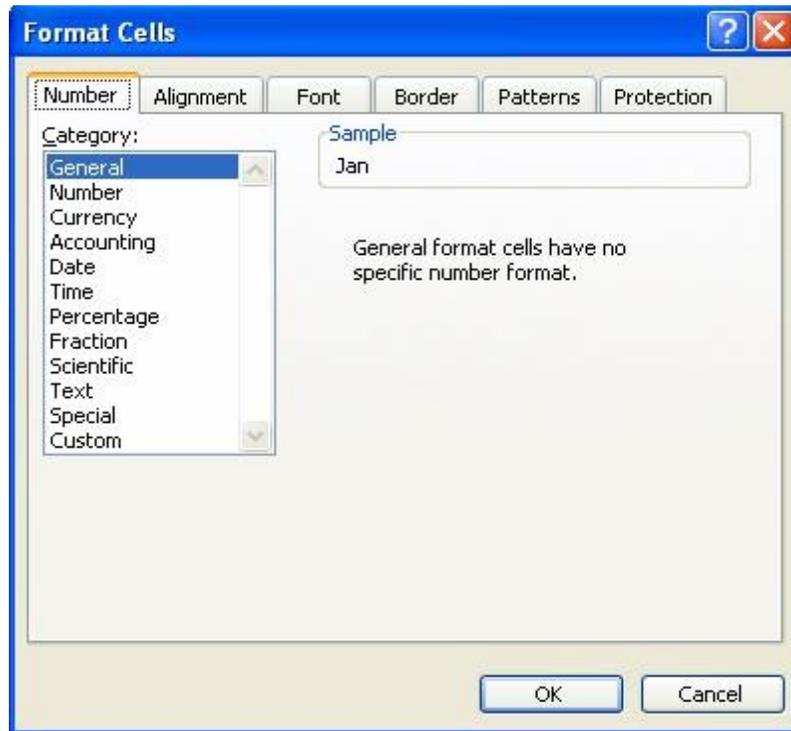
	A	B	C	D	E	F	G	H
1	Expenditure							
2	Month	Jan	Feb	Mar				
3	Rent	200	200	200				
4	Electricity	20	22	18				
5	Household	150	145	150				
6								

Task 10: Formatting cells

	A	B	C	D
1				
2		Marks		
3			200	66.66666667
4			440	22.22222222
5			640	213.3333333
6				
7				

Create a new spreadsheet as shown below and save it as "marks.xls"

Now you can format the cells in column C by selecting column C by clicking on the column heading



Click Format menu and click on Cells. Click on Number.

Use the Down arrow in the Decimal Places to set to 0. Click OK.

Now repeat the formatting but this time format the cells to two decimal places.

Again, repeating the formatting operation, but this time to four decimal places.

Finally, format the cells to eight decimal places. This screen will appear.

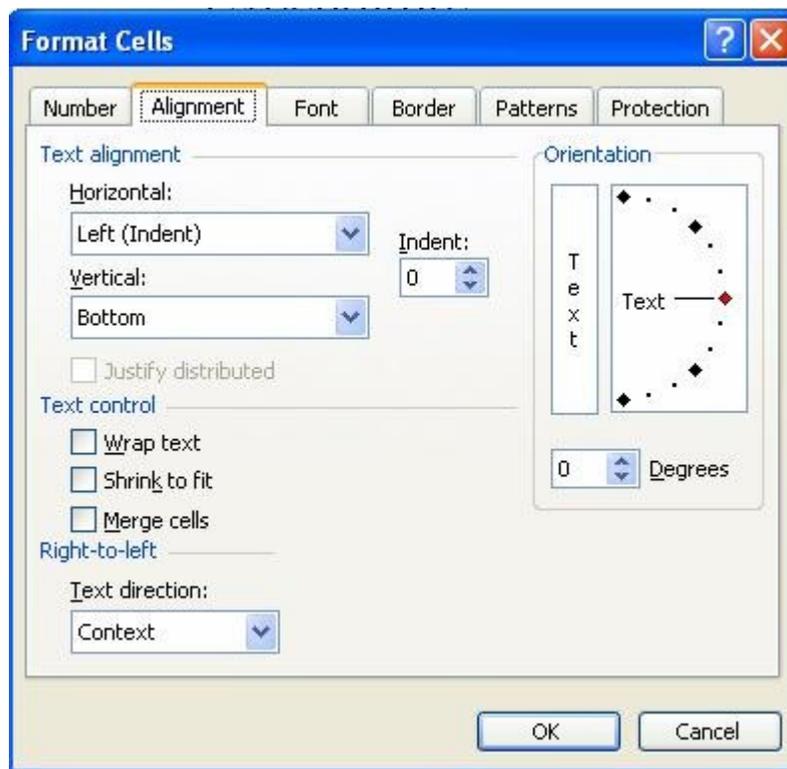
The #### symbols indicate that the cell is too narrow to display the data in the chosen format. However, if you increase the cell width sufficiently, the data will be displayed to eight decimal places.

Increase the width column C until the data is displayed.

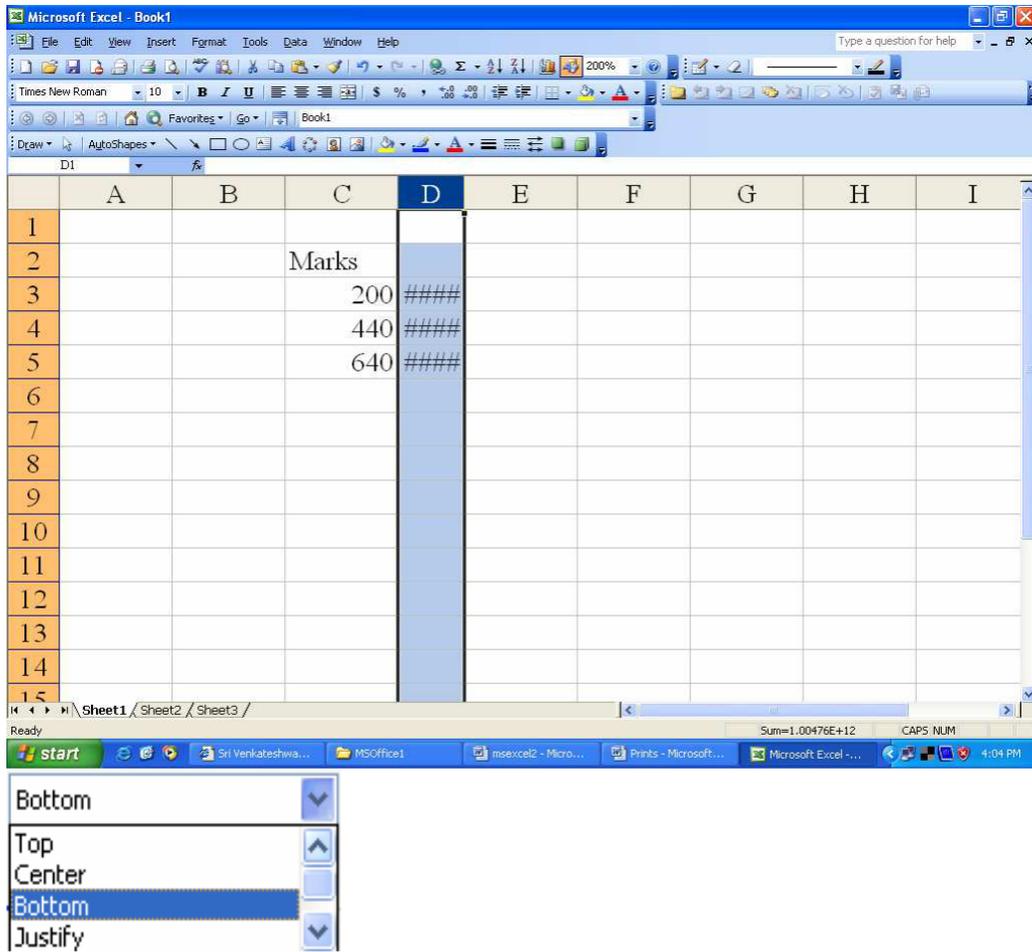
Now change the formatting back to two decimal places, and reduce the column width to a suitable width.

Changing the data Orientation (Vertical, Horizontal etc.)

Excel offers three options that let you control the orientation of the text within a cell. These are Text alignment, Text orientation, and Text control.



Vertical text alignment can be any one of the following



To display text vertically in a cell:

- Choose Cells from the Format menu.
- Click the Alignment Tab.
- Specify the desired text orientation by selecting one of the orientation boxes.
- Select the Wrap text check box, if you want Excel to wrap the text
- Click OK

Here are some examples of the different alignment options

	A	B	C	D	E	F
1	Horizontal Text	Wrapped Horizontal Text	Vertical list box	Vertical list box	Slant text	Wrapped slant text

Select vertical list box and select top to align the data at the top of the cell (Eg: cell A1)

The below figure shows you different Text control options.

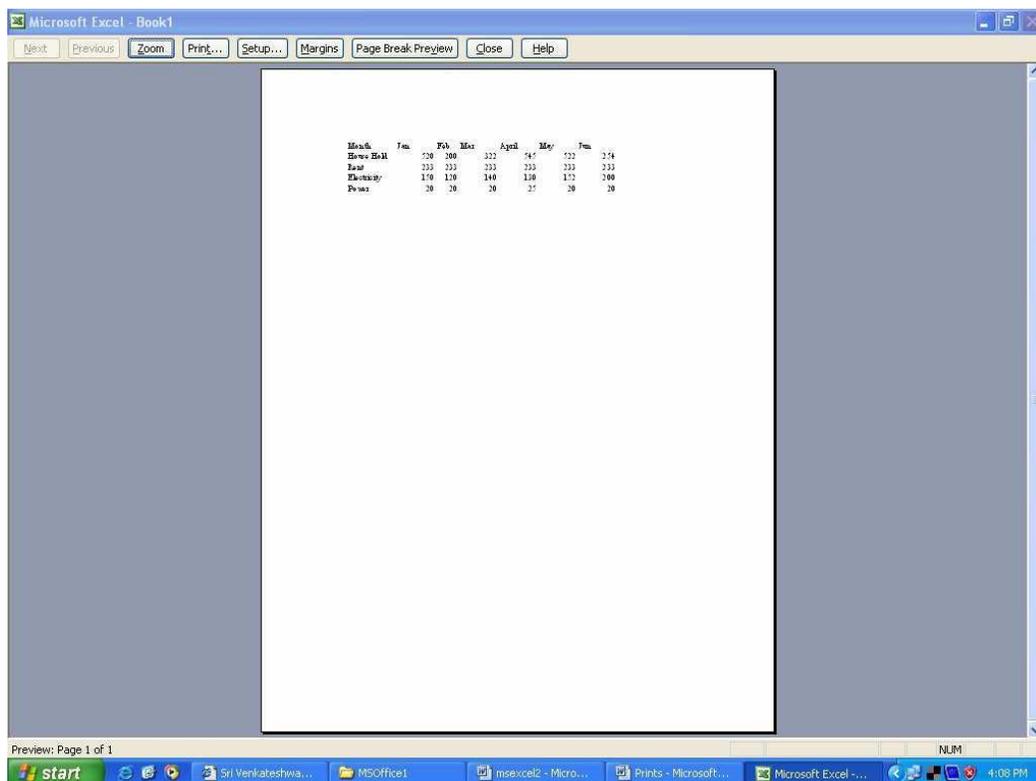
	A	B	C	D	E
1	Text control with Wrap text	Text control with Shrink to fit	Text control with merge cells		

Printing and layout

Task 1: Previewing a printout

Open cash.xls spreadsheet.

Click on the File menu and click on Print Preview. A screen similar to this should appear.



Since the size of the text is very small, you can click on Zoom button, it magnifies the worksheet. Clicking on Zoom second time returns you to the original preview format.

Press PgDn to move through your worksheet if it is more than one page long.

Before printing make sure that your printer is switched on, is loaded with the appropriate paper, and is on-line.

If you are happy with the layout of your document, click on the

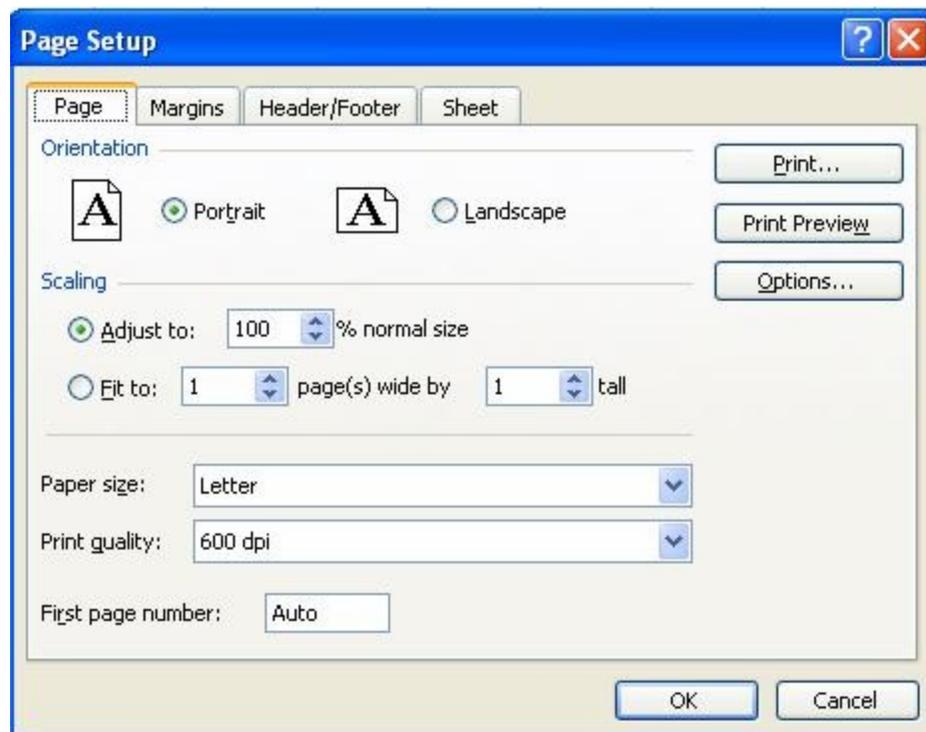


Print button to obtain a printout. You should see a message on screen telling you that your file is being printed, and on which paper.

Task 2: Printing landscape

To select landscape mode, click on the File menu, Page Setup this screen will appear.

Click on the Landscape button.



Task 3: Fitting your worksheet to one page

In the above screen click on the Fit To: box and type: 1 page wide by 1 page tall.

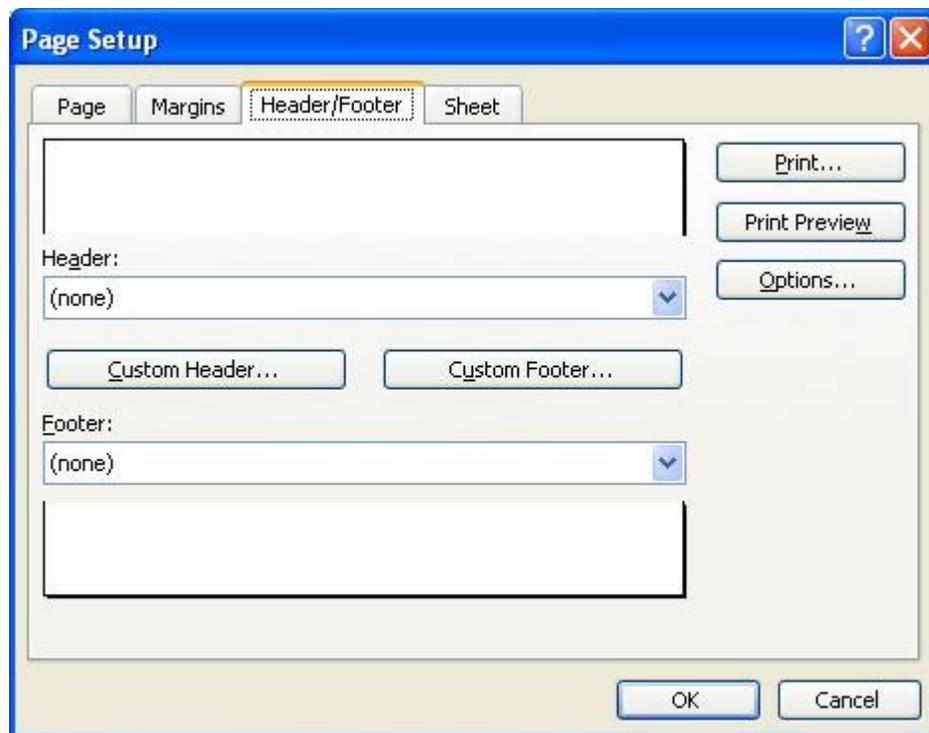
If you need to make changes to your worksheet before printing, click on the Close button to return to your workbook.

Task 4: Adjusting margins

In the Page Setup dialog box, click the Margins tab and enter the appropriate sizes(in inches or centimeters)

Task 5: Setting Header/Footer to your worksheet

From the Page Setup dialog box, click on the Header/Footer tab to display the below screen.



In the Header box either you select a title from the drop down menu or enter your own title. Similarly for Footer box also you can set your own title.

Click on OK.

Task 6: Printing selected cells

Open cash.xls spreadsheet.

Click on the row 2 button (or any other row containing data) to highlight the entire row.

Click on File, Print Area, Set Print Area. The preview screen should only display the selected cells. (Row 2).
 If the preview is satisfactory, click the Print button to print out only row 2.
 Click on File, Print Area, Clear Print Area to reset the Print Area.

Creating charts and graphs

Task 1: Creating a Pie Chart

Open cash.xls spreadsheet.
 Select the cells A1 to G5 as shown below

	A	B	C	D	E	F	G
1	Expenditure						
2	Month	Jan	Feb	Mar	Apr	May	Jun
3	Rent	200	200	200	250	300	250
4	Electricity	20	22	18	25	30	28
5	Household	150	145	150	130	150	140

Click on Insert menu and click Chart option. This will start the Office Assistant, to guide you through creating chart.

Follow the instructions in each step of the Wizard. The Assistant explains each step.

At step 3, you can specify the Chart title, X-axis title and Y-axis title separately.

At step 4, click As object in sheet 1, then click Finish.

Your chart is now finished. Save as cash4. Your chart is saved with the spreadsheet. This type of chart is known as an embedded chart and is saved with its worksheet.

Task 2: Creating charts when the data range is not continuous

Open cash4.xls

If your requirement is create a chart to show expenditure for February, then first select cells A2 to A5.

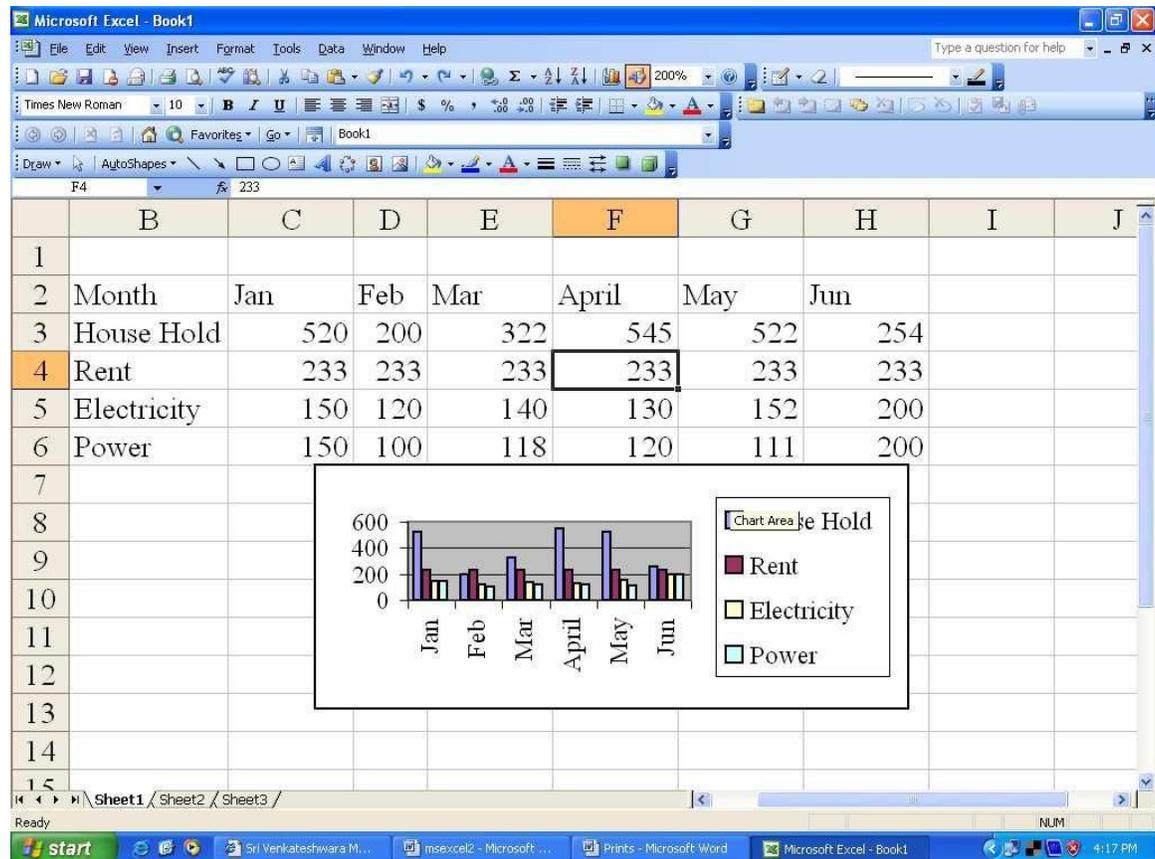
Hold down the Ctrl key and, while holding it down, select cells C2 to C5. Your screen should be similar to this one.

Click on the Chart Wizard and create a column chart. Your screen should look similar to this.

If your chart doesn't appear to show any data, you probably included some other cells, probably A1 and/or C1. If so, delete your chart and re-select the correct range.

Task 3: Sizing a chart

- Open the cash3.xls created earlier. A screen similar to this one should appear.



The small black markers at each corner and mid-way along each side of the chart. These indicate that the chart is selected, and are called its selection squares.

Click on the mid-point marker on the right-hand side, hold down the left mouse button and drag the mouse to the right about one inch(3cm), then release the mouse. The width of the chart will have increased.

Now practice the same operation on the mid-point marker of each of the other sides of the chart.

Now try the above, but this time on one of the four corner markers. Note that when you use these techniques, the whole chart changes in size, but it retains its original proportions.

Now use the same technique to reduce the size of the chart.

Task 4: Deleting Charts

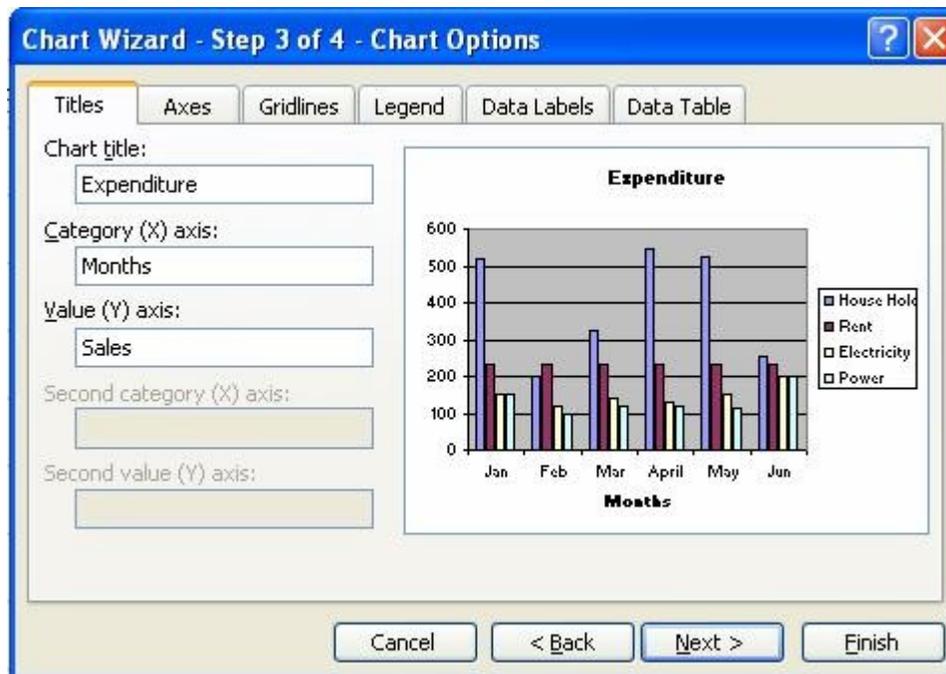
Make sure the chart is selected (the small black markers are visible). If not, move the mouse pointer into the chart area and click and release the left mouse button once. Press Delete to delete the chart.

Task 5: Moving charts and graphs

Make the chart active.
Move the mouse pointer into the chart area.
Hold down the left mouse button and drag the chart to the desired position.

Task 6: Chart headings and labels

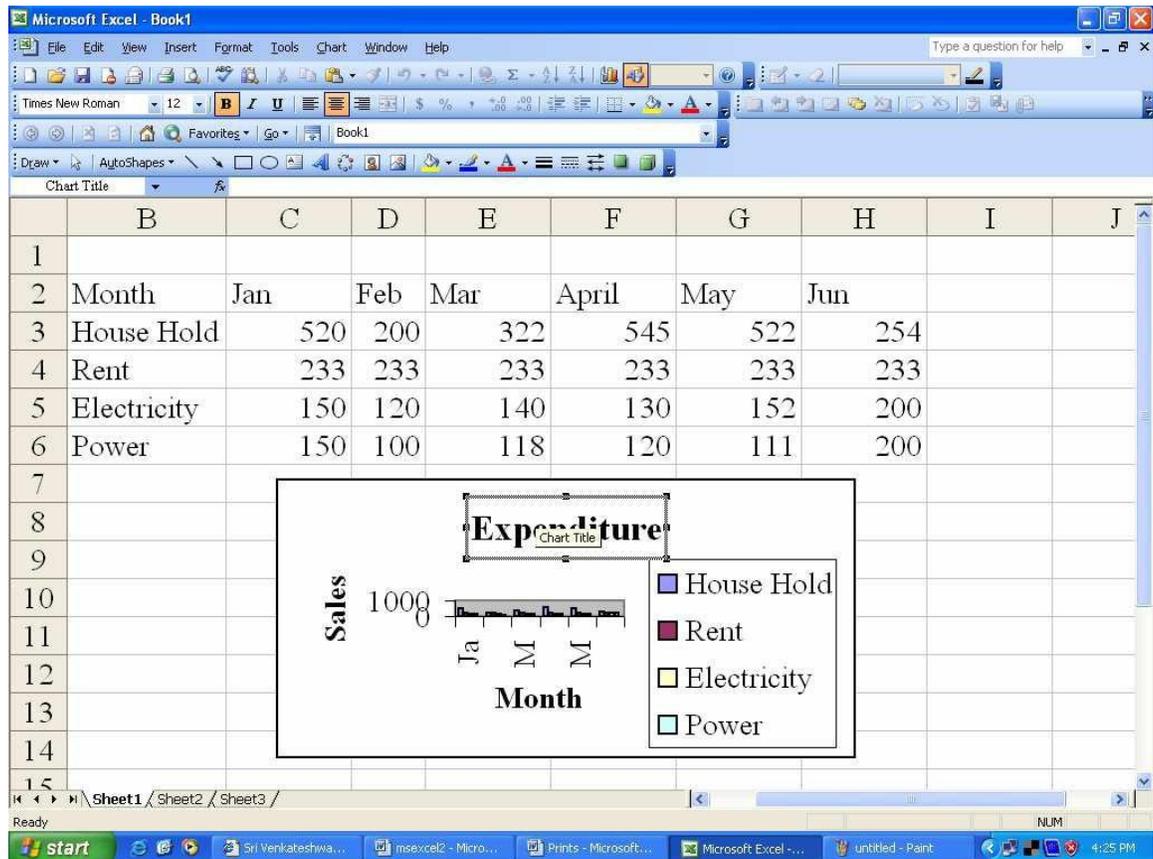
While creating charts the step3 asks for Chart heading, labels for X-axis and Y-axis. You can define your own labels or click Next button so that the default values can be accepted.



For example Chart title is Expenditure, X-axis label is months and Y-axis label is Sales

Task 7: Editing chart items

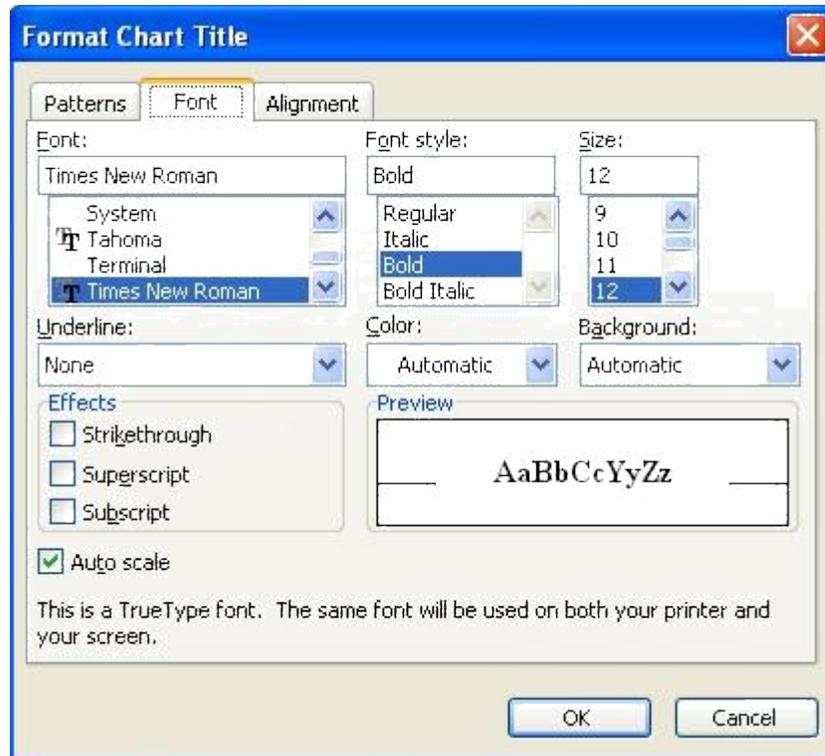
Create the chart as shown below and save it as cash4.xls.



Click the chart title(Expenditure). Selection markers(small black squares) will appear around the selected item.

You can move or size the title in the same way that you can move or size a chart. Click the title box and drag it up by about one inch (3 cm), then release the mouse.

You can format the title by selecting it, then right clicking and then selecting "Format Chart Title" from the drop down menu. You will get the below screen.



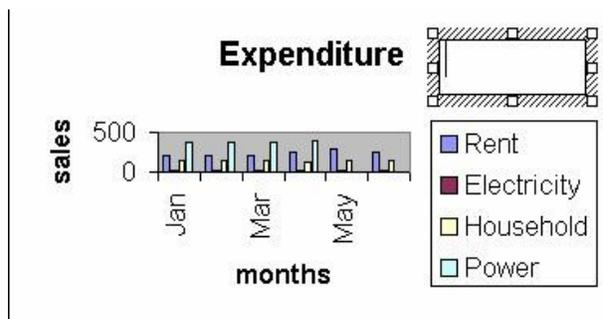
You can select font type, font style and font size as shown above
Click OK.

Task 8: Adding text to a chart

Open cash3.xls worksheet.
Click View menu, click Toolbars, Drawing.
Click the Text box icon on the Drawing toolbar.



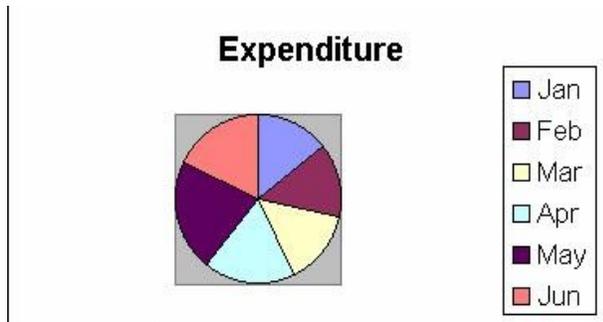
Draw a text box inside the chart area as shown below



Click inside the text box. A flashing text cursor will appear. Now type Household Expenditure
You can use the same procedure for any other text that you want to appear in charts.

Task 9: Adding a legend to a chart

Create a pie chart as shown below.



Display the Chart toolbar, by dropping down the view menu and clicking Toolbars, Chart. In the above figure the legend is already added.

Click inside the pie chart, then click once on the add or delete legend button on the Chart toolbar. The legend will be added if not already present and removed if it is currently present.



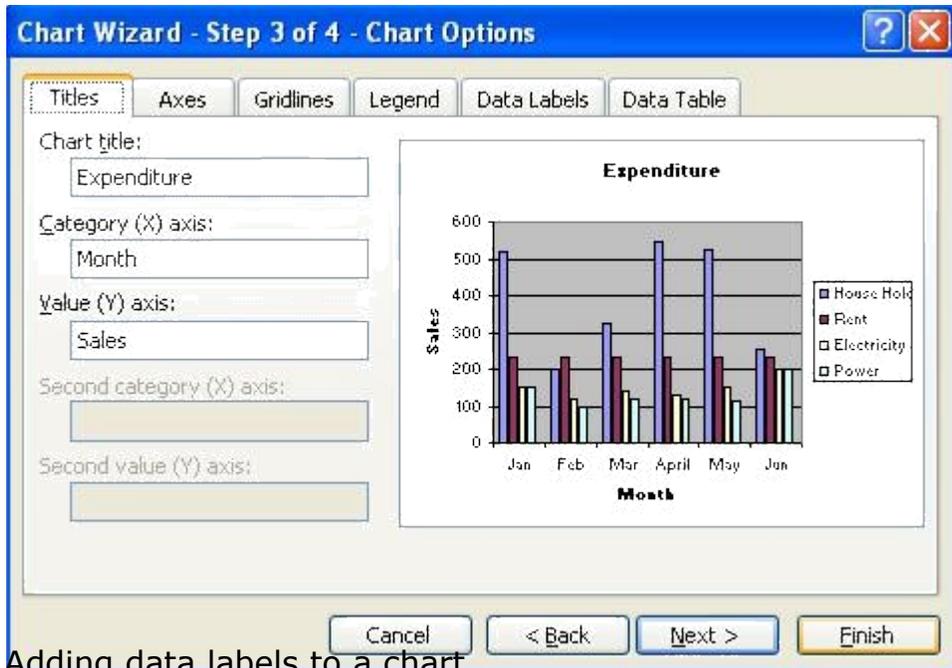
You can also add or delete a legend from the Chart, Chart options menu

Task 10: Adding gridlines to a chart

Open cash3.xls worksheet and change chart type to Column chart.

Click Chart, Chart options to display this box.

Click the Gridlines tab and tick the gridlines boxes required.

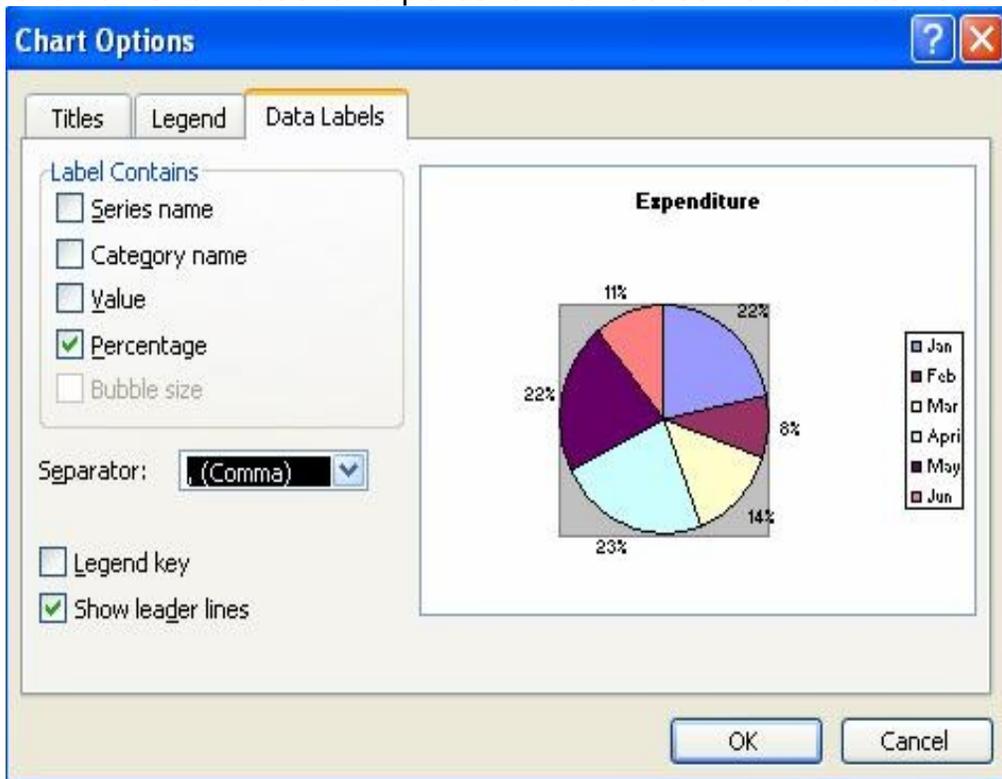


Task 11: Adding data labels to a chart

Open cash3 worksheet and change chart type to pie chart. Drop-down the chart menu and click Chart options.

Click on the Data Labels tab.

Click on Show label and percent. Your screen should look similar to this.



PowerPoint

In this chapter you will be knowing about :

- What is Power Point ?
- Starting PowerPoint
- Creating a new Presentation
- Creating Slides
- Adding text to slides
- Working in different Views
- Changing the Slide Layout
- Making the Presentation you need
- Delivering an On-screen Show
- Saving your Presentation
- Printing
- Getting Help

What is PowerPoint ?

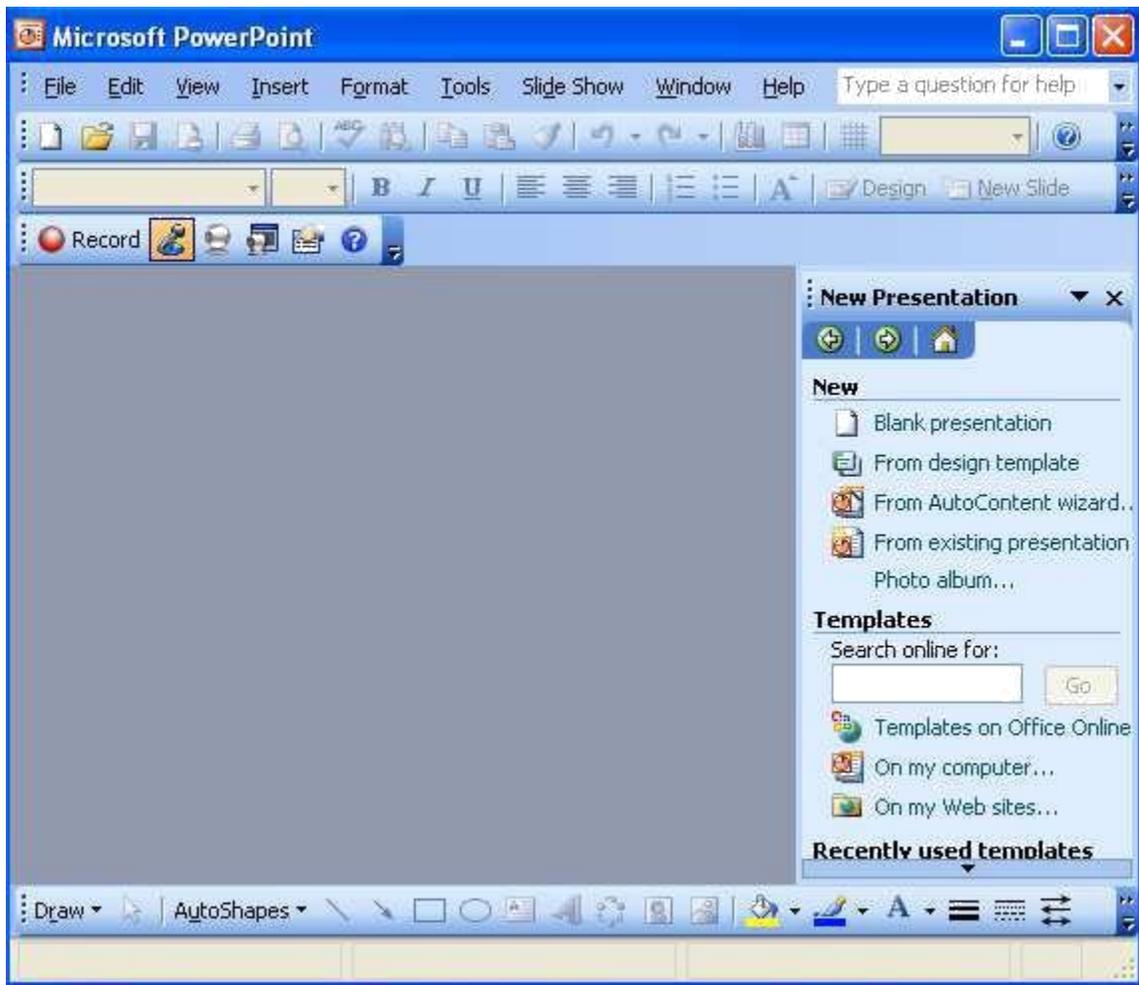
PowerPoint is a tool you can use to communicate your ideas effectively through visual aids that look professionally designed yet are easy to make. With PowerPoint, you can create slides for your presentation in the output you require: blank and white overheads, color overheads, 35mm slides or on-screen electronic slide shows. In addition, you can prepare speaker's notes, print an outline and print audience hand-outs. All these components in one file make up a PowerPoint Presentation.

Starting PowerPoint

To launch PowerPoint, Click the Start Button on the Windows Taskbar, select Programs and then click on Microsoft PowerPoint. You might also find the PowerPoint icon on your MS Office Toolbar. The PowerPoint startup as shown below. To begin working with PowerPoint, you will need either to open an existing presentation or create a new presentation using one of available options.

They are

- Blank Presentation
- From Design template
- From Auto Content Wizard
- From Existing Presentation Photo album.



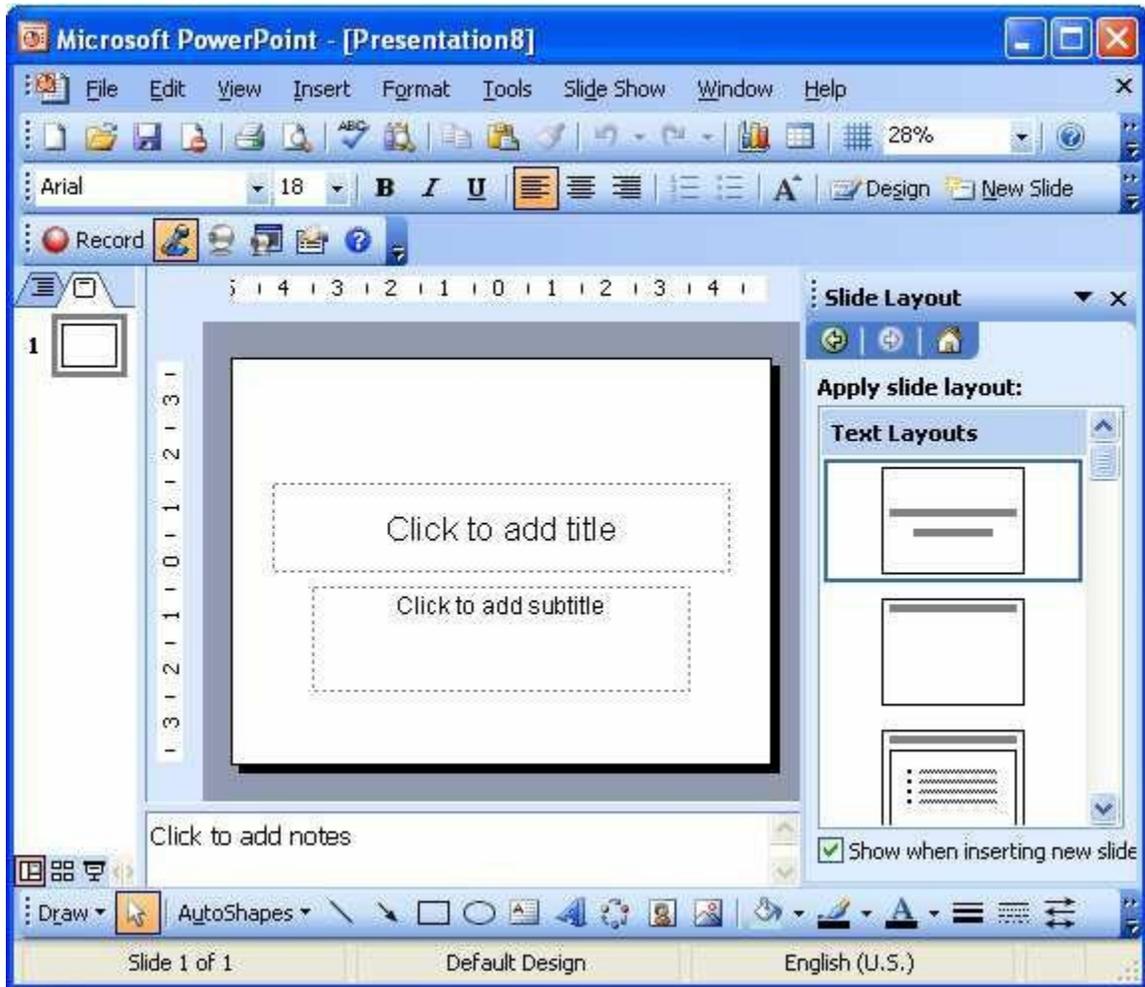
Creating a New presentation

Whether your presentation will be in the form of an electronic slide show, 35mm slides, overhead or just paper print-outs, the process of creating a PowerPoint Presentation is basically the same. You can start with a template, a design template or a blank presentation. To get to these three basics form, there are three options.

Blank Presentation

The blank Presentation template is a design template that uses the default formatting and design. It is useful if you want to decide on another design template after working on the presentation content or if you want to create your own custom formatting and design from scratch.

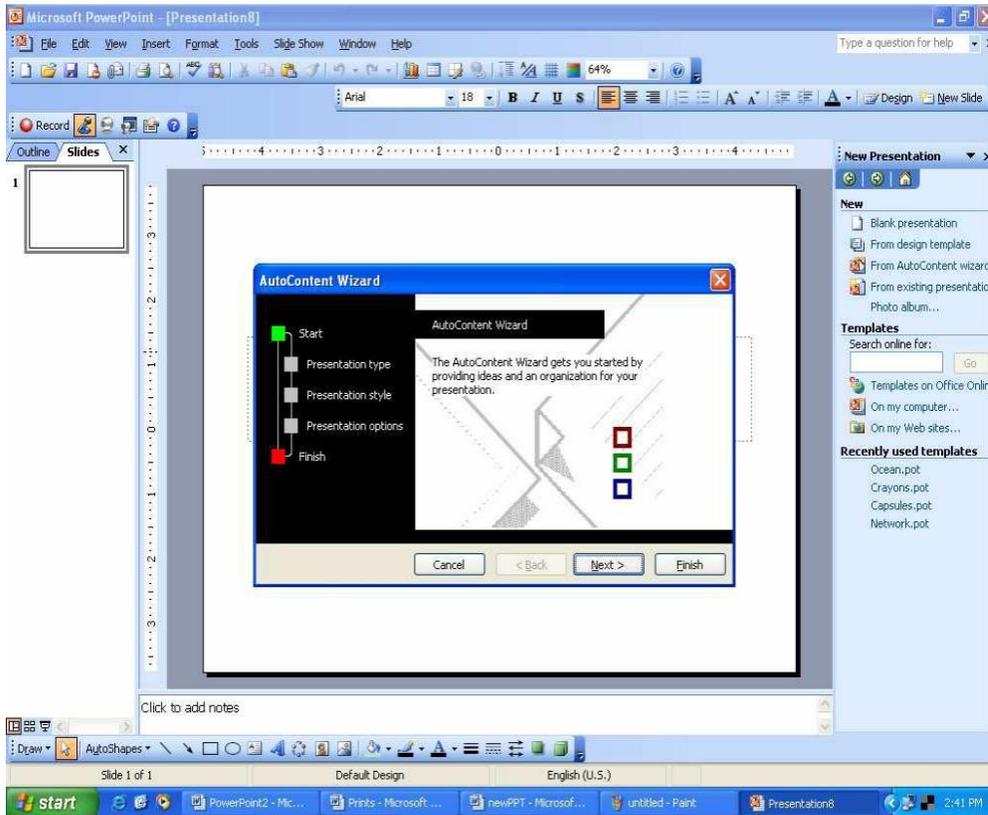
To create a new presentation based on the presentation template, select Blank Presentation from the PowerPoint startup dialog box and click OK. With PowerPoint already running, you can (1) select New from the File menu, click the General tab on the New Presentation dialog box, click the Blank Presentation icon and click OK or (2) click the New button on the standard toolbar. The New Slide dialog box appears.



Auto content Wizard

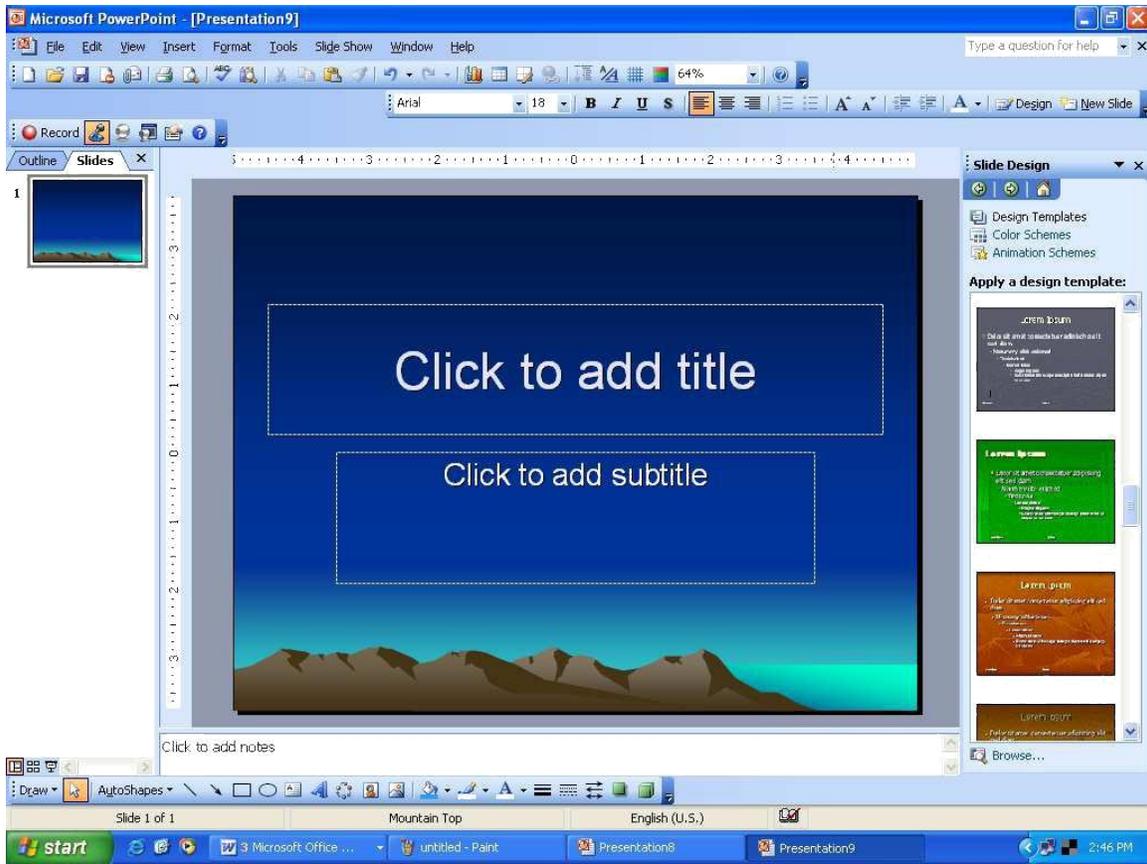
The Auto content wizard is a series of dialog boxes that gets you started with creating a new presentation using a template. You'll start by answering questions about your presentation and end up with the readymade slides. To activate this on-line guide from the PowerPoint is already running, select New from the File menu. On the New presentation dialog box, click the presentation tab , click the icon for

Auto content Wizard and click OK. To bypass the Wizard, click instead the icon for the template you want and you'll get the slides directly.



Design Template

This is advised for first-time and new PowerPoint users. After a few presentations on your own, you more than likely will always choose this option so as to have complete control over your presentation. A design template is a presentation that does not contain any slides but includes formatting and design. It is useful for giving your presentations a professional and consistent appearance. You can start to make a presentation by selecting a design template or you can apply a design template to an existing presentation without changing its contents.



Once you have chosen the 'template' option, you have 5 more options in New Presentation dialog box.

General : Gives one the option to begin with a blank template

Presentation Designs: Gives PowerPoint templates from which to work,

Presentations: A Presentation template is a presentation that contains slides with a suggested outline, as well as formatting and design. It is useful if you need assistance with content and organization for certain categories of presentations such as : Training: Selling a product, Service, or an idea: Communicating Bad News. When you make a new presentation using a template, you'll get a set of ready-made slides. You replace what's on the slides with your ideas, and insert additional slides as necessary.

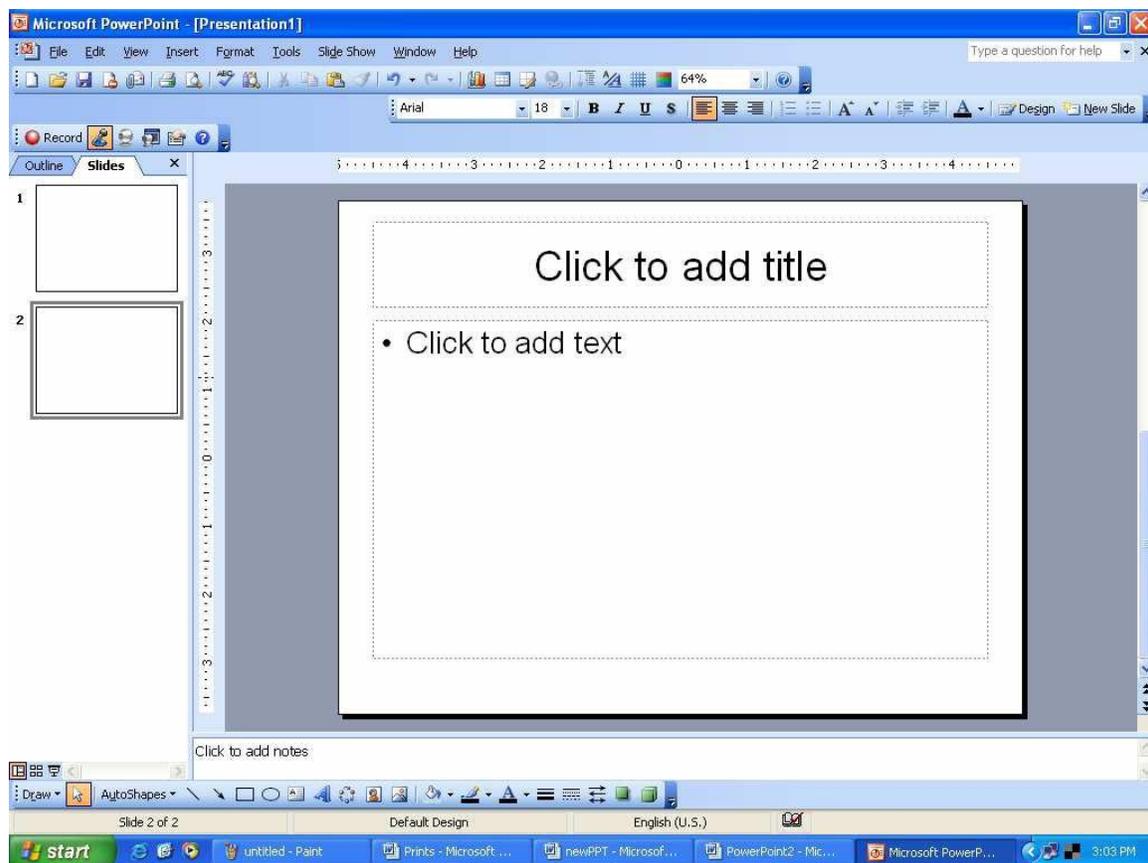
Web pages: Allows one to add web presentations and documents from your local or network computers,

Office 2003 Templates: Contains your favorite PowerPoint templates from Office 95, 97 and 2000.

It is hoped that by the end of our class (or the end of this document), you will feel most comfortable choosing the second option, "Presentation Designs" and getting down to business.

Creating Slides

When you create a new presentation using a template (including the Blank Presentation template), you start with first and then continue to build the presentation by inserting new slides.

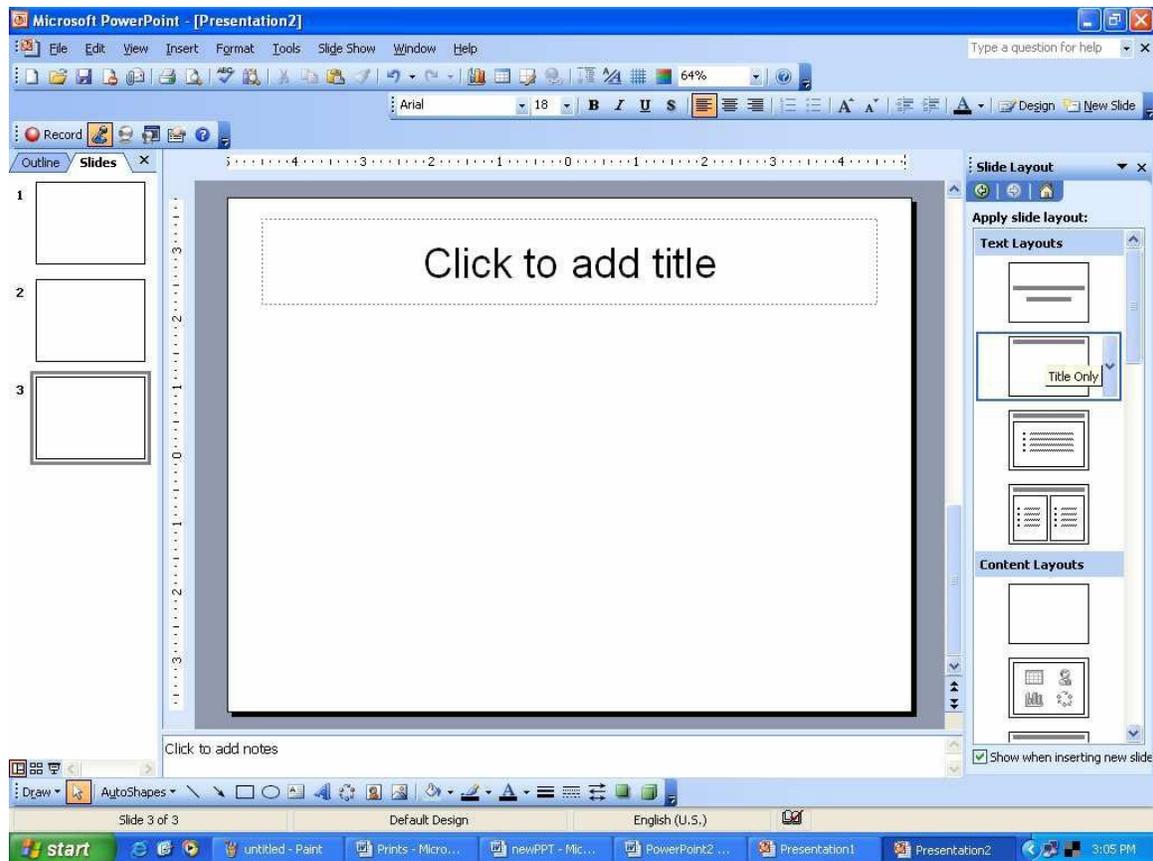


Inserting New Slides

To add a new slide after the current slide in Slide View:

- k. Choose New Slide From the Insert menu, or
- l. Click the Insert New Slide button on the Standard toolbar

This bring up the New Slide dialog box.



On the New Slide dialog box PowerPoint gives you a set of available slide layouts, called Auto layouts, to choose from. An Auto Layout contains placeholders for titles, Text and objects such as clip art , graphs or tables that you may want to put on a slide. You are not limited only by this option. As you will see later in the handout, anything can be added to any slide. To create slide, click an Auto layout icon that matches the layout of the slide you want to make; the name of the selected Auto layout appears in the lower right side on the dialog box. Then click OK and the new slide appears on the screen.

Adding Text to Slides

You can insert text on slides by selecting an Auto Layout with text placeholders. Text placeholders are formatted for titles and bulleted lists. The text formatting, which includes the font, alignment and bullets, depends on the design template you selected.

Using Text Placeholders

To add text to a slide in Slide in Slide View, simply click on the text placeholders. The directions on the placeholder will disappear, leaving an empty text box with a flashing insertion point. Begin typing. Text automatically wraps as you reach the right border of the placeholder. When you're done, click anywhere else on the slide. To edit text, move the mouse pointer over the text (note that it becomes an I-beam), click and edit.

When making a bulleted list, you automatically create the next bulleted item every time you press Enter. To create sublevels, click the Demote (indent more) button on the Formatting toolbar. To move up a level, click Promote (Indent less). You bulleted list can have up to five levels.

Using the Text Tool

You can use the Text Tool on the Drawing toolbar to add text outside of the text placeholders. In Slide View, click the Text Tool and move the mouse pointer to the point on the slide where you want to insert text. Click to make a label/Caption or drag to make a text box that will wrap the words. Then begin typing and, when you're done, click anywhere else on the Slide.

Adding slide Objects

You can incorporate elements, such as graphics and even sound and video, into your slides in one of two ways.

- b. Select an Auto Layout containing a placeholder for an object. Some placeholders are for specific object such as clip art, graphs, tables, organizational charts or media clips while other placeholders are for all type of objects.
- c. Select the desired object (Clip Art, Picture, Movie, Sound, Microsoft Graph, Microsoft Word Table, Object) from the

insert menu. Click on Object.... From insert menu brings up the Insert object dialog box which lists all the different types of objects that can be embedded in PowerPoint Slides.

You create embedded objects using another application while you are working in PowerPoint. (This requires that you have the application installed on your machine.)

The object's application menu and toolbar appear on the screen and may temporarily replace the PowerPoint menu and toolbars. When you're finished, click anywhere else on the slide to return to PowerPoint.

To edit embedded objects you created, double-click on the object. Again the object's application menu and toolbar appear. Make the changes and , when you're done, click anywhere also on the slide.

Tables

To inset a Microsoft Word table on a slide:

- c. Double-click on a Table Placeholder,
- d. Click on the Word Table Button shown here, or
- e. Under the Insert menu, choose Picture, then Word table

And specify the number of rows and columns you want. If you click on the Insert Microsoft word Table button on the standard toolbar, drag on the cells to select the number of rows and columns.

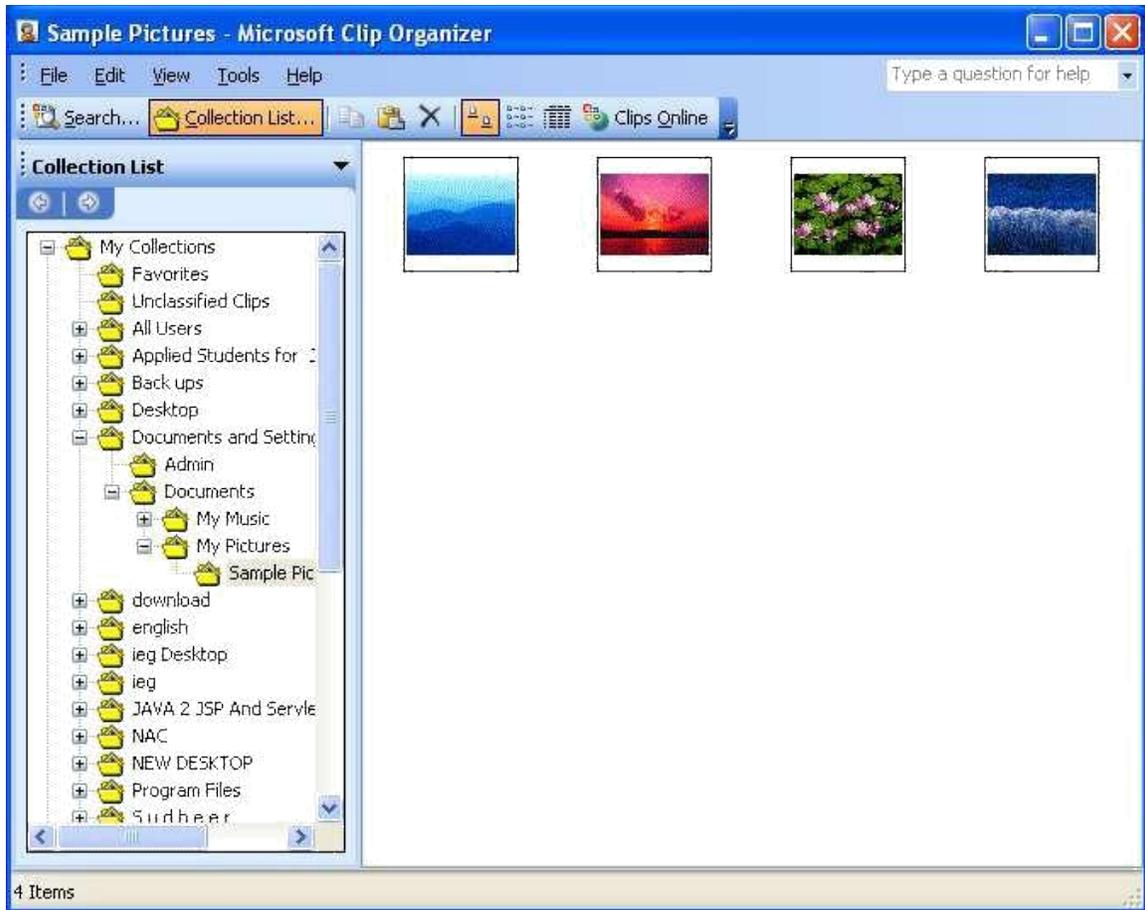
The table appears along with Word's application menu and toolbars. Type the table contents and, when you're finished, click anywhere else on the slide. To edit the table, double-click on it and edit the table using Word tools and menus.

Clip Art

You can put graphic images from Microsoft ClipArt Gallery on your slides. To add Clip Art to a slide:

- a. Double-click on Clip Art placeholder.
- b. Under the Insert menu, choose Picture, then clip art.

Click the Insert Clip Art button on the Standard toolbar.



Picture



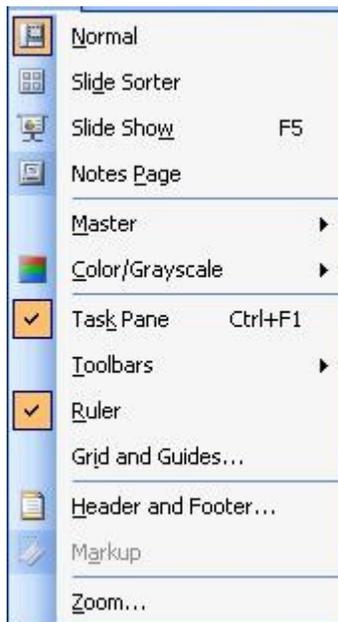
You can put scanned image or art created from other programs on your PowerPoint slide. Select Picture from the Insert menu, choose from Scanner and use the MS office photo editor after opening the file from your computer

Word Art Object:

Seven Hills South India

You can add text with special effects in your slides using Microsoft WordArt. There are at least three ways to put word art in your PowerPoint choose object from the insert menu, or double-click on an object placeholder. In the Insert Object dialog box, select Create New and chose the latest version of Microsoft Word Art from the Object Type list. The WordArt dialog box and menus appear. Type the text and click on Update Display. Choose the special effects you want from the WordArt toolbar. When you're done, click anywhere else on the slide.

Working in Different Views



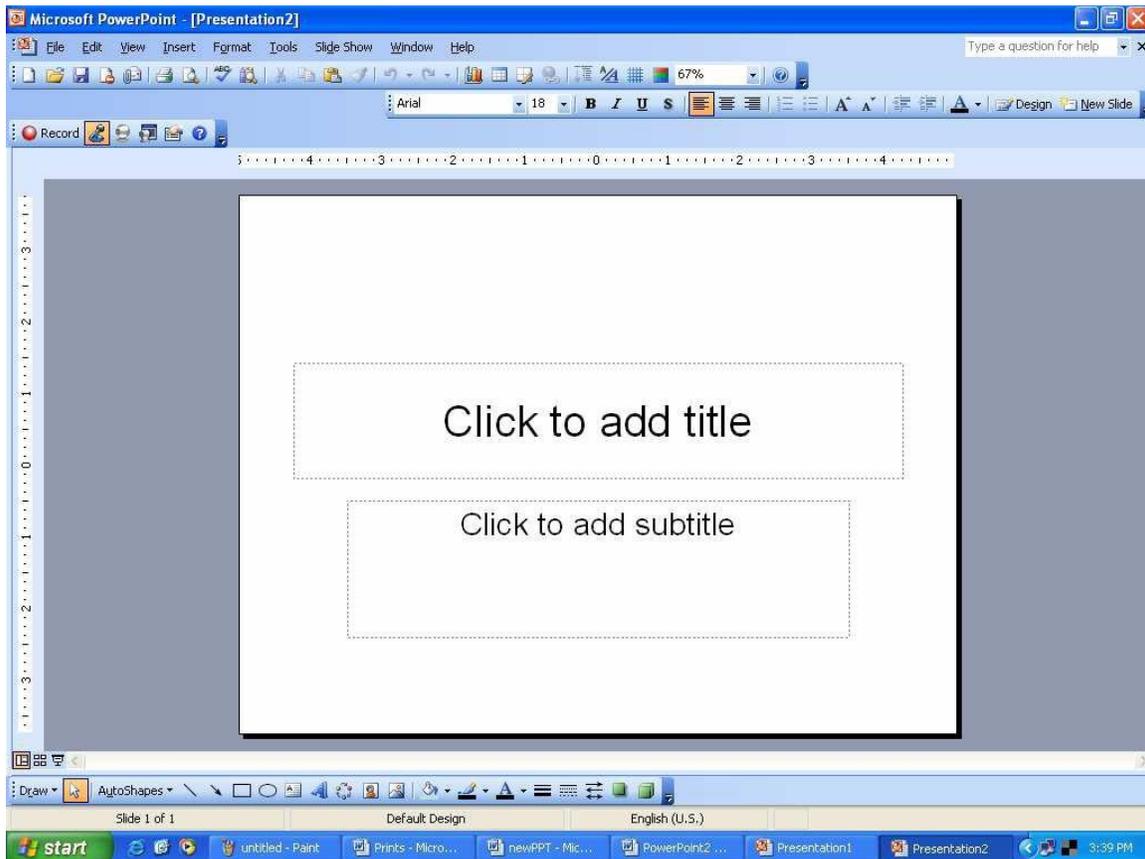
You can switch between five views of your presentation; each view gives you a different way of looking at and working with your presentation. To toggle between views, choose the desired view format from the View menu or click the appropriate button to the left of the horizontal scrollbar (shown here to the left). From left to right, the view are Slide View, Outline View, Slide Sorter View, Notes Pages View and Slide Show View.

Slide View

In Slide View, you can add graphics to your slides as well as type, edit and format text, PowerPoint displays the Formatting and Drawing toolbars in addition to the standard toolbar. The presentation appears

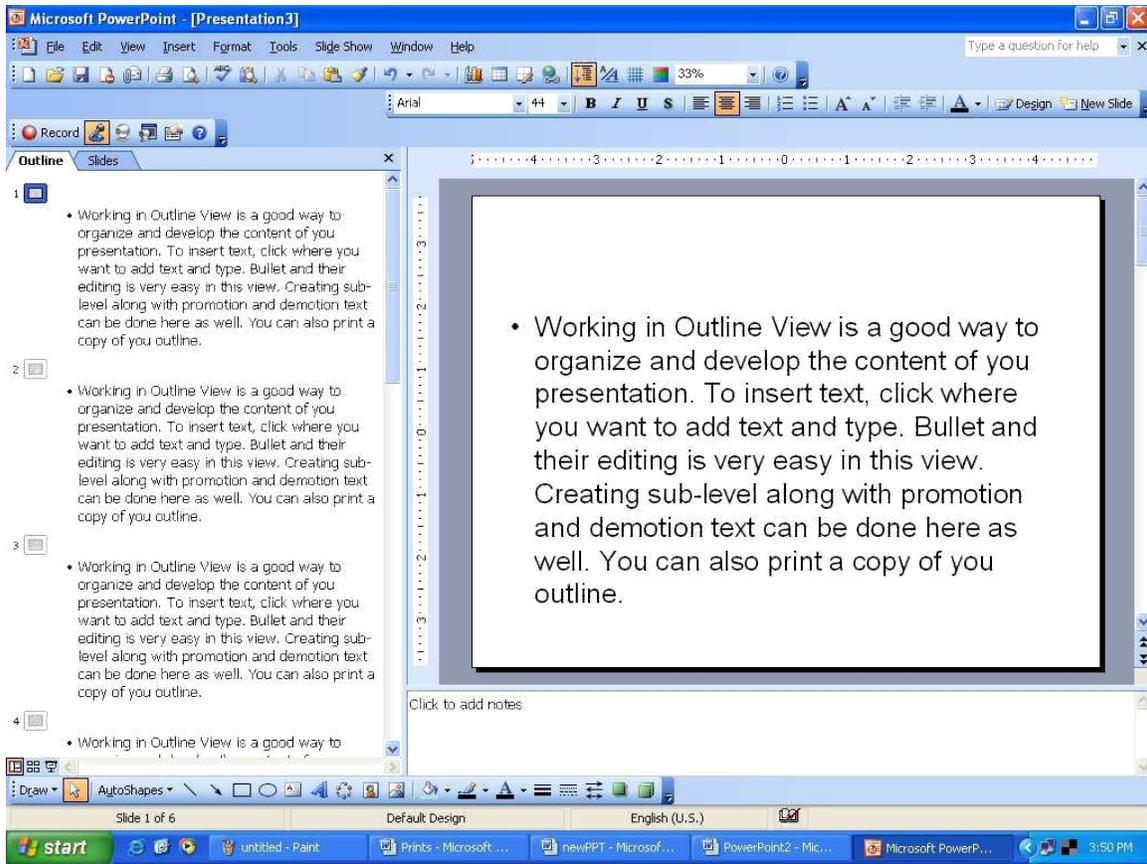
on the screen one slide at a time. The left side of the status bar displays the page number of the current slide. To move to other

slides, drag the elevator on the vertical scroll bar or click the Previous slide or next slide button below the scrollbar.



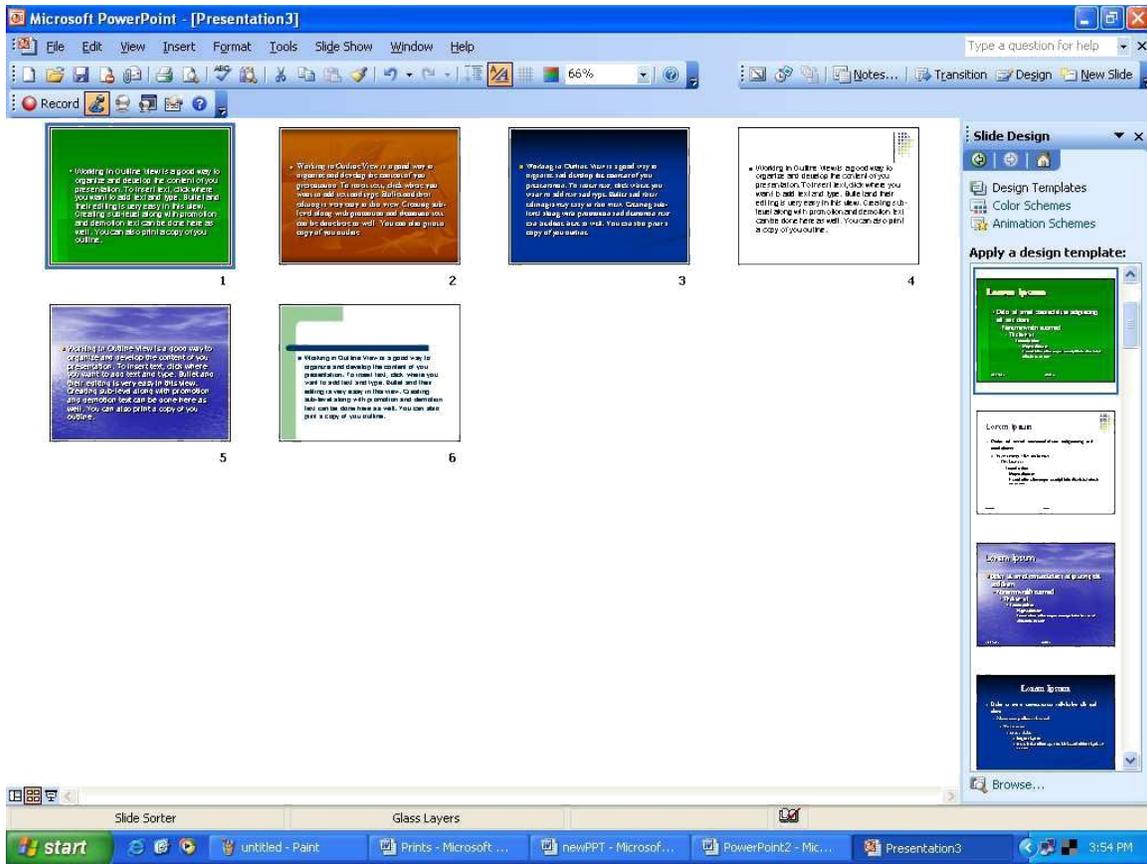
Outline View

Working in Outline View is a good way to organize and develop the content of your presentation. To insert text, click where you want to add text and type. Bullet and their editing is very easy in this view. Creating sub-level along with promotion and demotion text can be done here as well. You can also print a copy of your outline. In this view, you see only the title and body text of each slide. The drawing toolbar closes and the Outlining toolbar opens. This works much like the Microsoft Word Outlining toolbar.



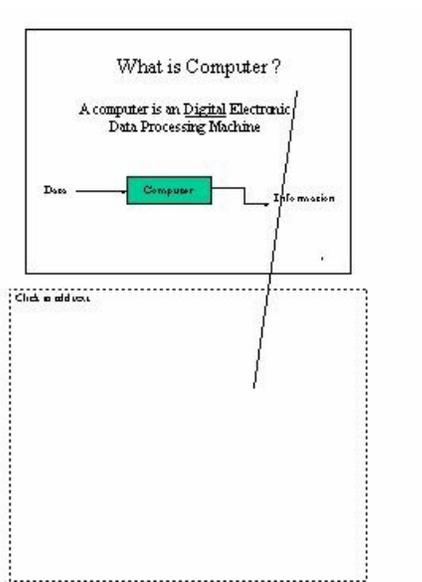
Slide Sorter View

In Slide Sorter View, you can efficiently perform tasks such as reordering slides and adding builds, transitions, and slide timings for electronic presentations. You cannot work on text and visual elements of individual slides in this view. PowerPoint displays miniature versions of each slide. In addition to the standard toolbar, PowerPoint displays the Slide Sorter toolbar.



Notes page View

In Notes Pages Views, you can create pages that you can print and use as a guide during your presentation. Each page contains an image of the corresponding slide and placeholder for your notes.



What is Computer ?

A computer is an Digital Electronic
Data Processing Machine



Digital means that the computer stores and processes information using binary numbers 0 and 1. Any kind of data including words, pictures, sounds are all stored as 0s and 1s

2



You use Slide Show view to deliver your presentation as an on-screen electronic slide show or to look at each slide full-screen. Click the mouse button to advance to the next slide. If you've reached the last slide or press the Esc Key on the keyboard, you return to the previous view.

Changing the Slide Layout

In Slide View, you can change the arrangement of objects on a slide, move and resize placeholders or replace the current layout with a different Auto-Layout.

Moving and Resizing objects

To move or resize an object, first click on the object to select it. Eight handles appear around the object. Click and drag a handle to change the size and / or shape of the object. Click and drag anywhere else on the object to move it.

To resize an object by an exact scale while maintaining its proportions, select the object and then choose Scale from the Draw menu. Enter the scale on the Scale dialog box and click on OK.

Moving and Resizing Placeholders

To move or resize or placeholder, select the placeholder and click on its dashed border. You will get a fuzzy outline around the border with eight resize handles. Click and drag a resize handle to change the size and / or shape of the placeholder. Click and drag anywhere else on the fuzzy outline to move it.

Changing the Auto Layout

To restore a slide's layout after you've made changes to it or to change the Auto Layout without deleting any text or object you've already put on it select Slide Layout from the Format menu or click Slide Layout button on the Status bar. Select the Auto Layout from the Slide Layout dialog box and click Reapply.

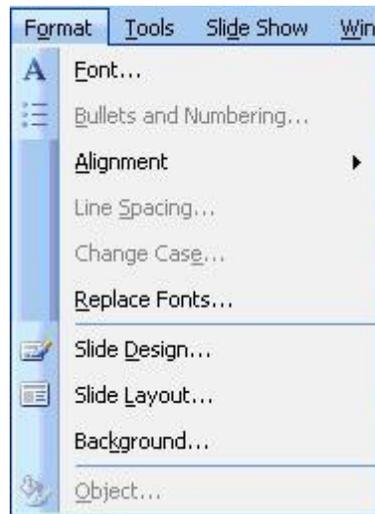
Making the Presentation You Need

Slide Setup

Unless you created the presentation using the Auto Content Wizard and specified otherwise, slides are by default up for an on-screen show. To change this, select Page Setup from the File menu. On the Slide Setup dialog box, select the output you want from the Slide Sized for drop down list. You can also change slide orientation from landscape to portrait, and the physical size of your printouts.

Arranging the Template

To change the presentation's design template, select Apply Design from the Format menu or click the Apply Design Template button on the Standard Toolbar. In the Apply Design Template dialog box, select the design template and click Apply. On a typical installation of PowerPoint, the design templates are in the presentation Designs folder in C:\MSOffice\Templates. You can also use your own design templates or even an existing PowerPoint Presentation.



Black & White Slides

To display the presentation in black and white, select Black and White from the View menu or click the B&W View button on the Standard Toolbar. In Slide view, you'll see the current slide in black and white and a color slide miniature on a small Color View window. The B&W View button toggles between the black and white and color views. To hide the Color View window, select Slide Miniature from the View menu.

Deleting a Slide

To delete a slide in Slide View, select Delete Slide from the Edit menu. In Slider Sorter View, Select a slide and hit the delete key from your keyboard.

Reordering Slides

To move a slide, select the slide in Slide Sorter View and click the Cut button on the Standard toolbar. This copies the slide to the Clipboard. Then click on the position where you want to insert the slide (note the flashing insertion point) and click the Paste button. You can also change the order of your slides in Slide Sorter View by clicking on a slide and dragging it to the position where you want it to appear.

Delivering an On-Screen Show

To deliver your presentation as an on-screen electronic slide show, open the presentation in PowerPoint; select Slide Show from the View menu. By choosing Setup Show from the Slide Show menu you can choose which slides you want to show during the presentation.

During the Presentation

To move to the next slide, click the mouse button or press 'N' on the keyboard. To get a menu of available slide show commands, click the right mouse button or this icon that appears on the lower left side of the screen.

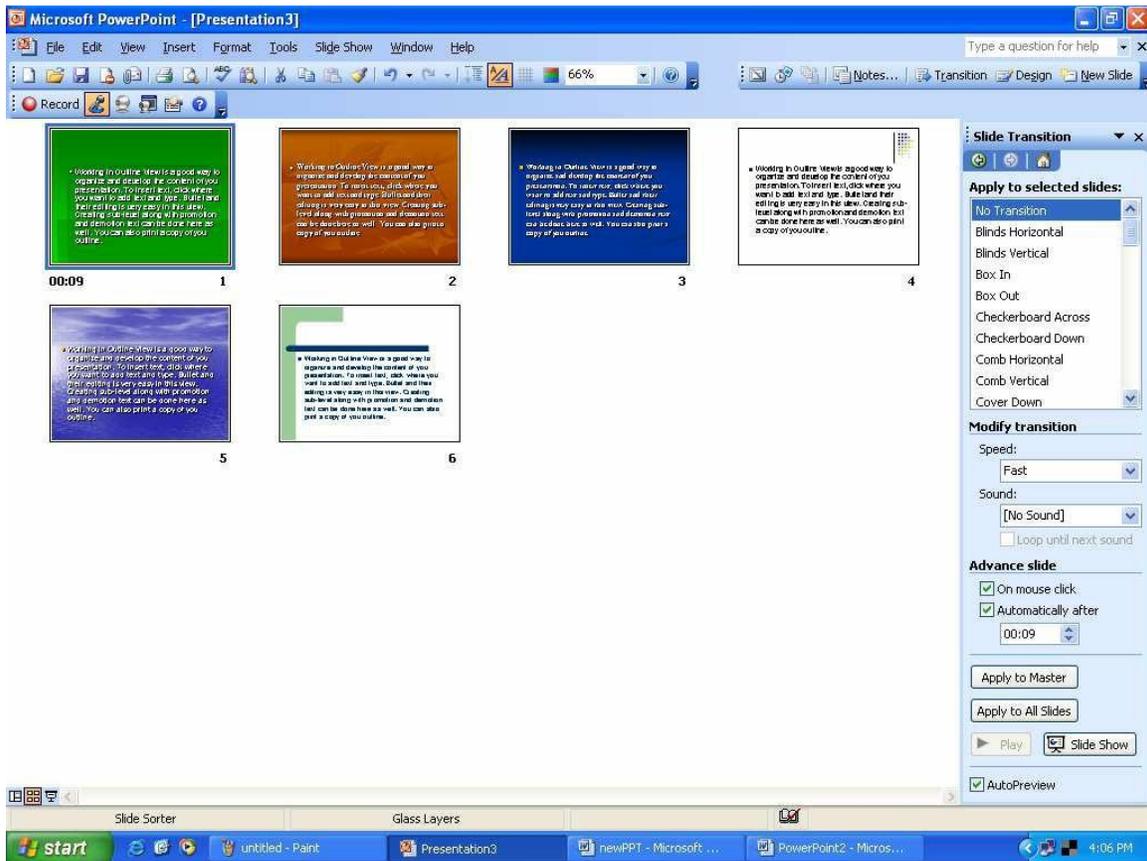
- b. To go directly to a particular slide, select Go To, Slide Navigator from the menu. On the Slide Navigator dialog box, select the slide and click Go To.
- c. To annotate a slide during a show, select Pen from the menu and the mouse pointer toggles to a pen. Click and drag to write or draw on the slide. To return to advancing the slides, switch back to the arrow by selecting Arrow from the menu

You can deliver an on-screen show on a computer that doesn't have PowerPoint installed using the PowerPoint Viewer, freeware that you can distribute with your presentation. You can create disks that contain the presentation and PowerPoint Viewer. Select Pack and Go from the File menu and the Pack and Go Wizard guides you through the process.

Slide Timings

When delivering an electronic slide show, you have the option of manually advancing the slides or using slide timing. In Slide Sorter View, click the Rehearse Timing button on the slide sorter toolbar and rehearse the delivery of your presentation. The rehearsal window

that stays on the screen during the slide show keeps track of the time elapsed since a slide appeared on screen. At end of the slide show PowerPoint gives you the total time of the presentation and the option to record the slide timings. If you record the slide timings, they will appear in Slide Sorter View. To manually revise the timing set for a particular slide, select it in slide sorter View and click and Slide Transition Button on the Slide Sorter toolbar. Then enter a number in the Advance Automatically after box. To use the slide timings during a slide show, choose Use Slide Timings on the Slide show dialog box.



Transitions are special audiovisual effect that occurs when moving from slide to slide during an electronic presentation. To add a transition to a selected slide in the Slide Sorter View, click the Slide Transition button on the slide Sorter toolbar. From the Transition dialog box, you can choose the effect and speed of the transition and a sound to accompany the visual effect. A transition icon appears below the slide miniature of a slide with transition. You can preview the transition on the miniature by clicking on the icon. If you want the same transition

on all your slides, choose Select all from the Edit menu and then all the transition.

Builds

You create build slide if you want to show paragraphs on a bulleted list one at a time during a slide show. To build the body text of a selected slide, choose an option that appears when you select Present Animation from the Slide Show menu. If you select an option other than off, during a slide show the list will appear by first level paragraphs with every mouse click using the particular effect. For more options, use the drop down menu on the slide sorter toolbar labeled Text Preset Animation. On the Animation Settings dialog box, pick a build option, a visual and audio effect, and the text color after a build step. In Slide Sorter View, build icon appear below the slide miniature of a slide with build but you cannot preview it. For more options, do the following:

- View your slide in slide view
- Right click on your slide
- Choose custom animation

Saving Your Presentation

To save your presentation, choose Save As from the File menu. In the File Save dialog box, type the name you wish to give your presentation in the File name edit box, select the folder where you want it saved from the Save in drop down list, and click Save. If you're going to open the presentation in another computer and want to make sure that text displays properly, click the Embed True Type check box.

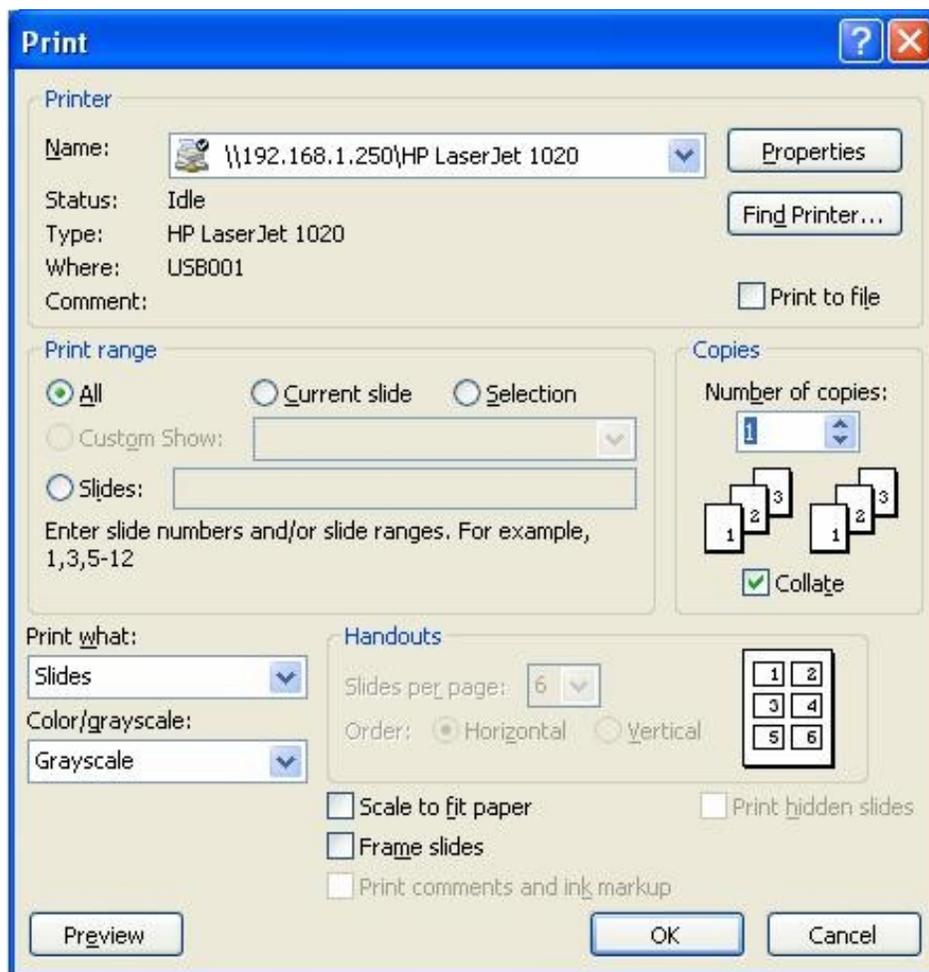
Opening a Presentation

To begin working with PowerPoint by opening an existing presentation select Open an Existing Presentation from the PowerPoint startup dialog box and click OK. If PowerPoint is already running, choose Open from the File menu or click the Open button on the Standard Toolbar. From the File Open dialog box, select the folder where the files is located in the Look in drop down list, select the file from the Name box, and click open.

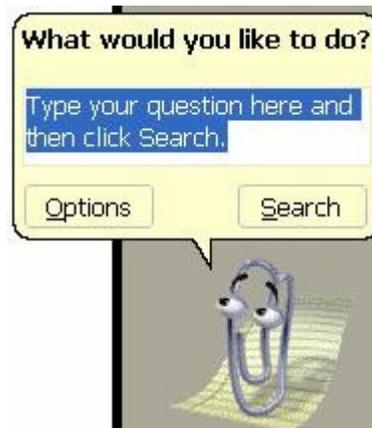
You can open several presentations at a time. To switch between open presentations, select the file name from the Window menu.

Printing

To print, choose Print from the File menu. In the Print dialog box, select from the PowerPoint drop down list the output you want (slides, handouts, notes pages or outline) and click OK. If you're printing a color presentation on a black and white printer, click the Black & White check box to print Black and White View of the presentation. If your slides are sized differently from the paper you're printing on (for example, 35mm or on-screen), click the Scale to Fit Paper check box to make the slide images fill the page



Getting Help



To access online help, select Microsoft PowerPoint Help Topics from the Help menu. You can type in a help request in your own words using the Answer wizard as well. And don't be afraid of the paper clip, star, Einstein look-a-like, or whatever may pop up as your assistant. To access any of these options, click on the help button on the standard tool bar.
