



BHARATHIDASAN UNIVERSITY
Tiruchirappalli- 620024,
Tamil Nadu, India

Programme: M.A.HUMAN RESOURCE MANAGEMENT

Course Title ::Information Technology for Managers

Course Code :22HRM4CC18

UNIT III

Word -Document Processing - and Excel -Analysis

Dr. T. KUMUTHAVALLI

Associate Professor

Department of Lifelong Learning

Word and Excel: Document Processing and Analysis

Agenda

- Word: Features and Basics
- Advanced Word Tools
- Excel: Worksheet Basics
- Advanced Excel Features
- Applications in Document and Data Management

Word - Features

- Overview:
 - - Comprehensive word processing software
- Key Features:
 - - Text editing and formatting
 - - Handling graphics, tables, and charts

Creating, Saving, and Opening Documents

- Steps:
 - - Launch Word and create a new document
 - - Save using 'Save As' option
 - - Open existing documents from File menu

Toolbars and Menus

- Components:
 - - Standard Toolbar: Common actions like save, open, print
 - - Formatting Toolbar: Font size, style, and alignment
 - - Menus: File, Edit, View, Insert, Tools

Keyboard Shortcuts

- Common Shortcuts:
 - - Ctrl + S: Save document
 - - Ctrl + C: Copy
 - - Ctrl + V: Paste
 - - Ctrl + P: Print

Editing a Document

- Basic Edits:
 - - Cut, copy, paste
 - - Undo and redo actions
- Advanced Edits:
 - - Find and replace text
 - - Insert comments and track changes

Previewing, Printing, and Formatting

- Preview:
 - - Use Print Preview to check layout
- Printing:
 - - Select printer and adjust settings
- Formatting:
 - - Apply styles, bullet points, and spacing

Advanced Features of Word

- Mail Merge:
 - - Create personalized letters and labels
- Tables and Charts:
 - - Insert and format tables
 - - Generate charts for data visualization
- Graphics:
 - - Add images, shapes, and SmartArt

Excel - Worksheet Basics

- Definition:
 - - Spreadsheet application for data analysis
- Features:
 - - Grid-based layout for organizing data

Creating and Entering Data

- Steps:
- - Open Excel and create a new workbook
- - Enter data into cells
- - Save workbook regularly

Toolbars and Menus in Excel

- Components:
 - - Formula Bar: Enter and edit formulas
 - - Ribbon: Access tools and options
 - - Status Bar: View workbook details

Working with Worksheets

- Single Workbook:
 - - Add, delete, and rename sheets
- Multiple Workbooks:
 - - Link and consolidate data across files

Working with Formulae

- Basics:
 - - Start with '=' to create formulas
 - - Use SUM, AVERAGE, IF functions
- Advanced:
 - - Apply conditional formatting
 - - Use pivot tables

Formatting Worksheets

- Options:
 - - Adjust cell borders and shading
 - - Align text and format numbers
 - - Use themes for consistent design

Advanced Excel Features

- Data Validation:
 - - Restrict input to specific values
- Charts:
 - - Create bar, line, and pie charts
- Macros:
 - - Automate repetitive tasks

Integration of Word and Excel

- Data Linking:
 - - Import Excel data into Word tables
- Mail Merge:
 - - Use Excel as the data source

Practical Applications

- Word:
 - - Reports, letters, and documentation
- Excel:
 - - Budgeting, forecasting, and analysis

Tips for Efficiency

- Word:
 - - Use templates and styles
- Excel:
 - - Leverage shortcuts and predefined functions

Conclusion

- Summary:
- - Word and Excel streamline document and data management
- - Mastering their features enhances productivity