

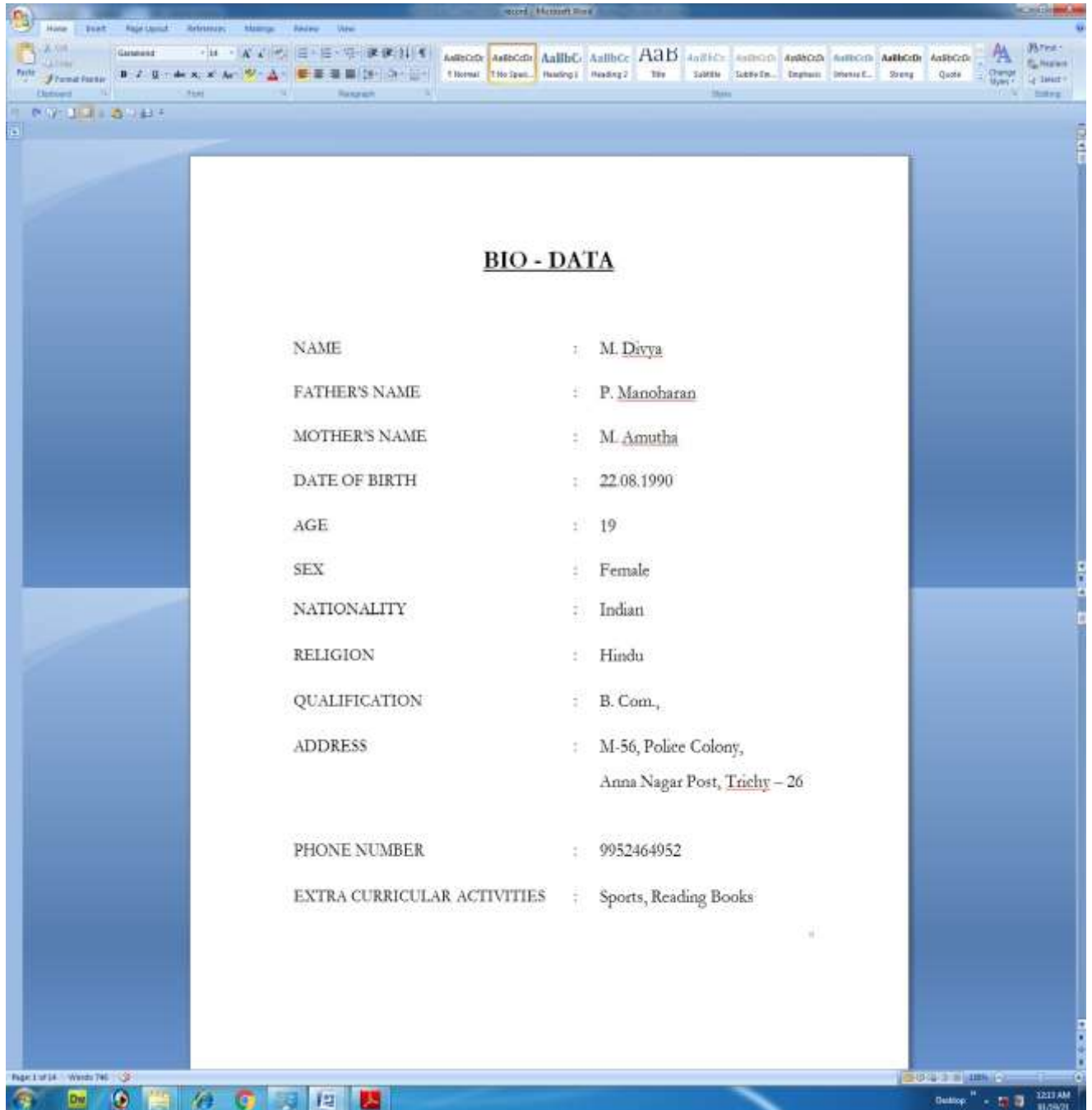
**Bharathidasan University**  
**Centre for Differently Abled Persons**  
**Tiruchirappalli - 620024**

<b>Programme Name</b>	Bachelor of Computer Applications
<b>Course Code</b>	20UCA1CP1
<b>Course Title</b>	Office Automation Lab
<b>Semester</b>	I
<b>Unit</b>	I
<b>Compiled by</b>	Dr.M.Prabavathy & Mr. G.Naveen Kumar

Ex.: 1

## RESUME PREPARATION

Output:



The image shows a screenshot of a Microsoft Word document titled "word1 - Microsoft Word". The document content is as follows:

**BIO - DATA**

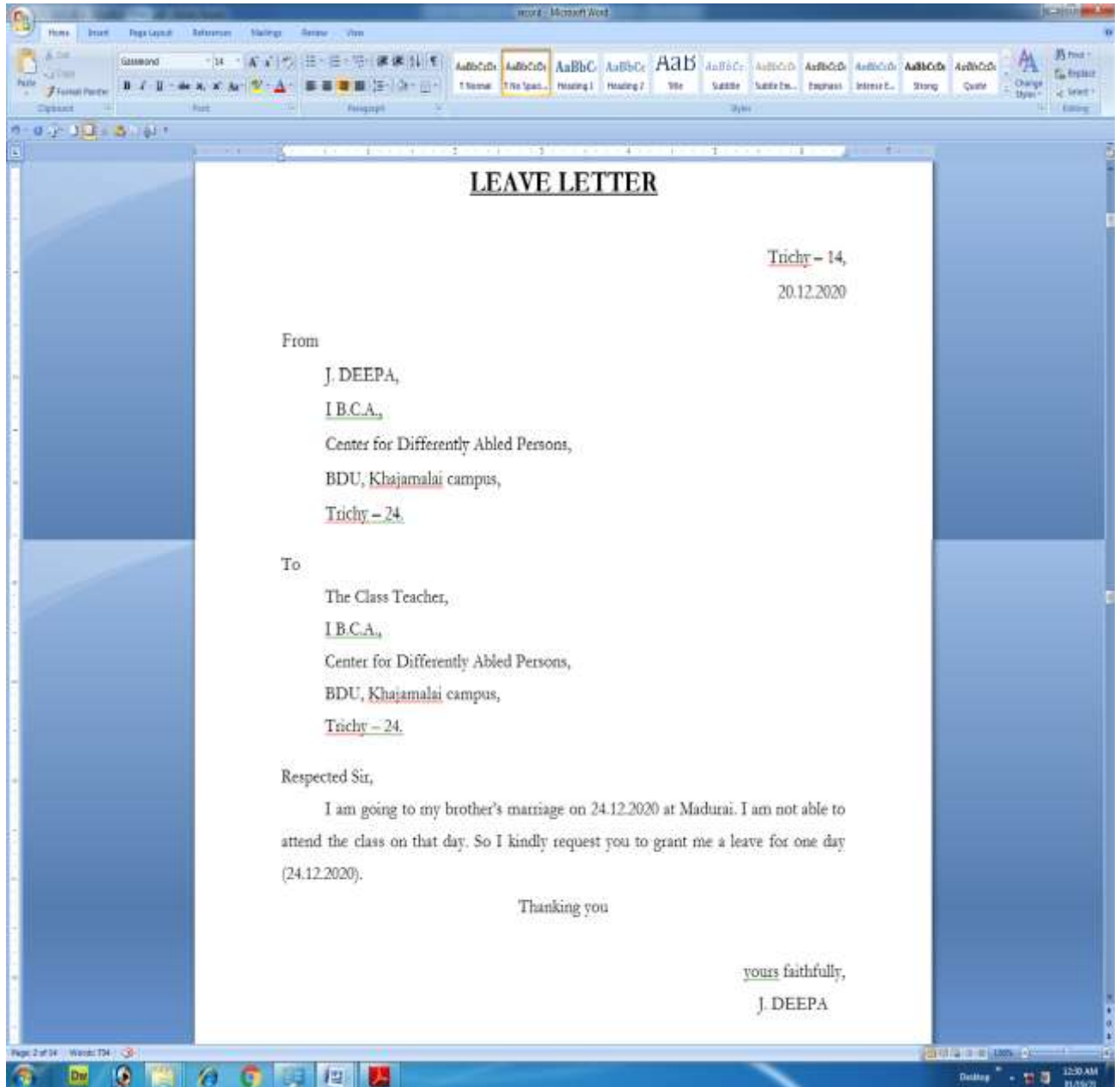
NAME	:	M. Divya
FATHER'S NAME	:	P. Manoharan
MOTHER'S NAME	:	M. Amutha
DATE OF BIRTH	:	22.08.1990
AGE	:	19
SEX	:	Female
NATIONALITY	:	Indian
RELIGION	:	Hindu
QUALIFICATION	:	B. Com.,
ADDRESS	:	M-56, Police Colony, Anna Nagar Post, Trichy – 26
PHONE NUMBER	:	9952464952
EXTRA CURRICULAR ACTIVITIES	:	Sports, Reading Books

The screenshot also shows the Microsoft Word ribbon with the "Page Layout" tab selected, and the Windows taskbar at the bottom with the system clock showing 12:11 AM on 8/15/21.

Ex.: 2

## LEAVE LETTER

### Output




Ex.: 3

## NEWS PAPER FORMAT

Output:

The screenshot shows a Microsoft Word document with a newspaper layout. The masthead at the top center reads "DECCAN Chronicle".

**Supreme Court lets Delhi cops decide on January 26 farmers' protest**




New Delhi: The Supreme Court on Monday left it to the Delhi police to decide on the entry of protesting farmers into the national capital on Republic Day, as it heard the government's plea seeking an injunction against the tractor rally planned for January 26.

Sticking to their stand, the union leaders said the protesting farmers had a constitutional right to take out their tractor rally peacefully and said thousands of people

will participate in the event. The proposed 50-km "kisan rally" will be led by women-driven tractors on Outer Ring Road and won't disrupt the day's big parade on Rajpath.

**Telangana postpones Covaxin roll-out**


Hyderabad: A quickly planned rollout of Covaxin, a Covid-19 vaccine manufactured by the city-based Bharat Biotech, was on Monday equally quickly pulled back without any explanation by the State health department authorities.



Covaxin was to become a matter of pride for the state and government, being a 'Made in Telangana' vaccine.

**CM Jagan to meet Amit Shah in Delhi today**

Vijayawada: Chief Minister Y.S. Jagan Mohan Reddy would visit New Delhi to meet Union home minister Amit Shah on Tuesday.



The CM will hold discussions with Shah on matters like the Amaravati land scam wherein top names from the judiciary are said to be involved. Sources in the CMO said the AP government had sent a request to Shah for an appointment to discuss on several issues. The CM would be accompanied by Adv-General S. Sriram.

Ex.: 4

## CALENDAR PREPARATION

Output:



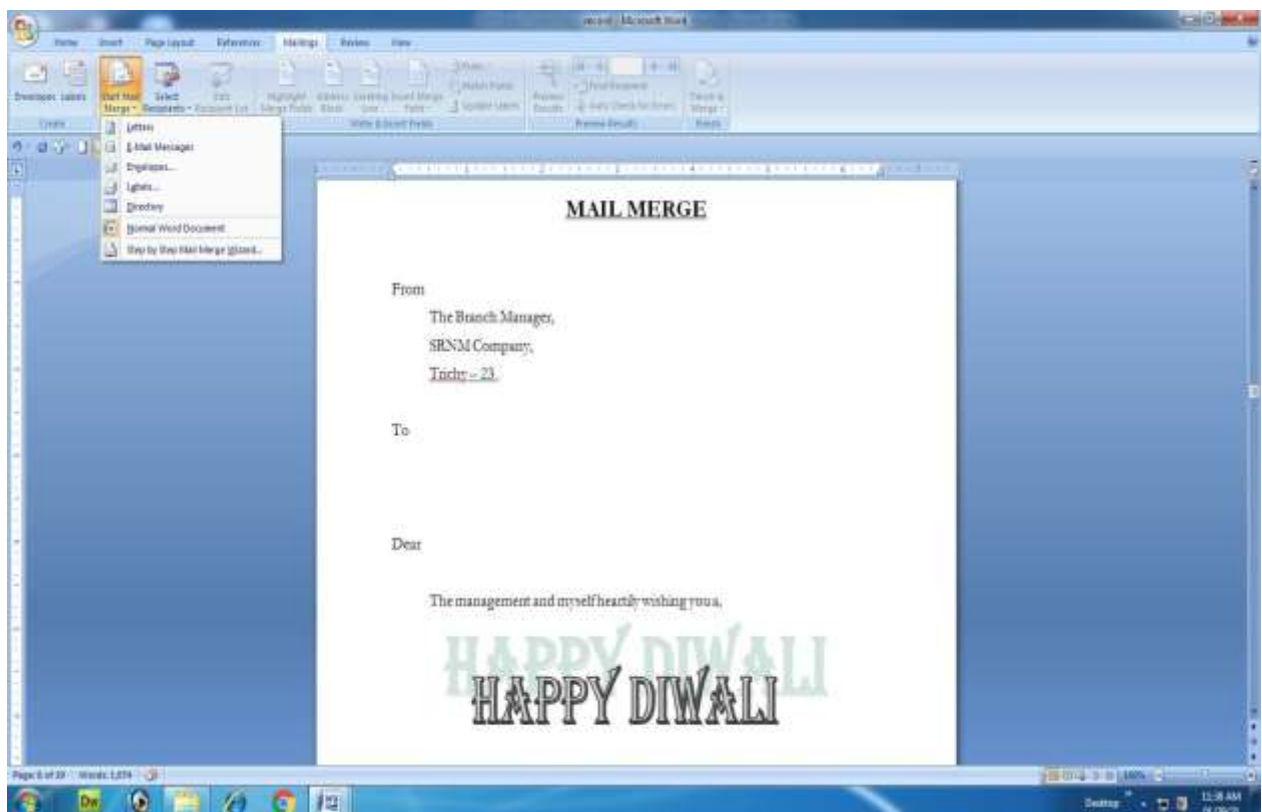
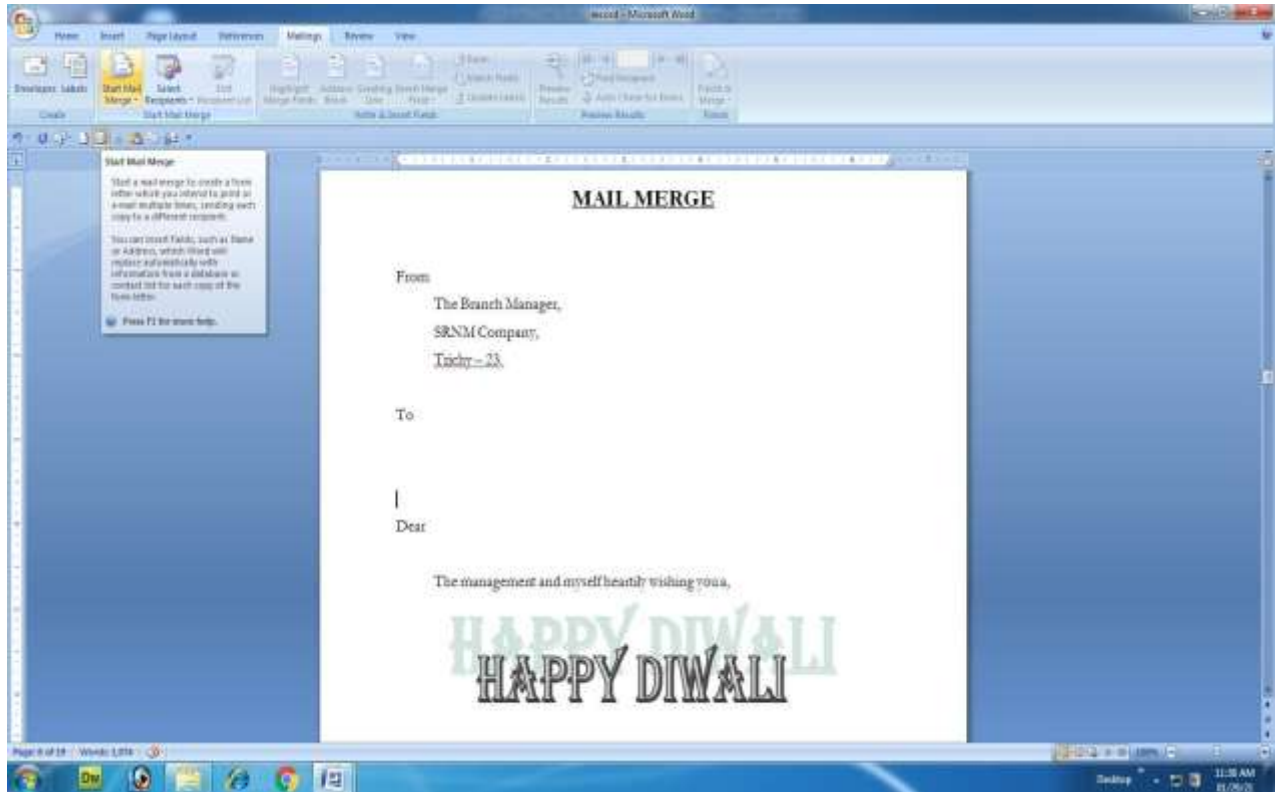
The screenshot shows a Microsoft Word document titled "word - Microsoft Word". The document content includes the Bharathidasan University logo, the text "BHARATHIDASAN UNIVERSITY", and three photographs of university buildings. Below the photos is a calendar for January 2021. The calendar is presented as a table with days of the week as rows and dates as columns. The dates are color-coded: red for the 1st, 3rd, 10th, 17th, 24th, 31st, and 30th; blue for the 4th, 11th, 18th, 25th, 7th, 14th, 21st, 28th, 8th, 15th, 22nd, 29th; and black for the 5th, 12th, 19th, 26th, 6th, 13th, 20th, 27th, and 9th.

BHARATHIDASAN UNIVERSITY					
Sunday	31	3	10	17	24
Monday		4	11	18	25
Tuesday		5	12	19	26
Wednesday		6	13	20	27
Thursday		7	14	21	28
Friday	1	8	15	22	29
Saturday	2	9	16	23	30

Ex.: 5

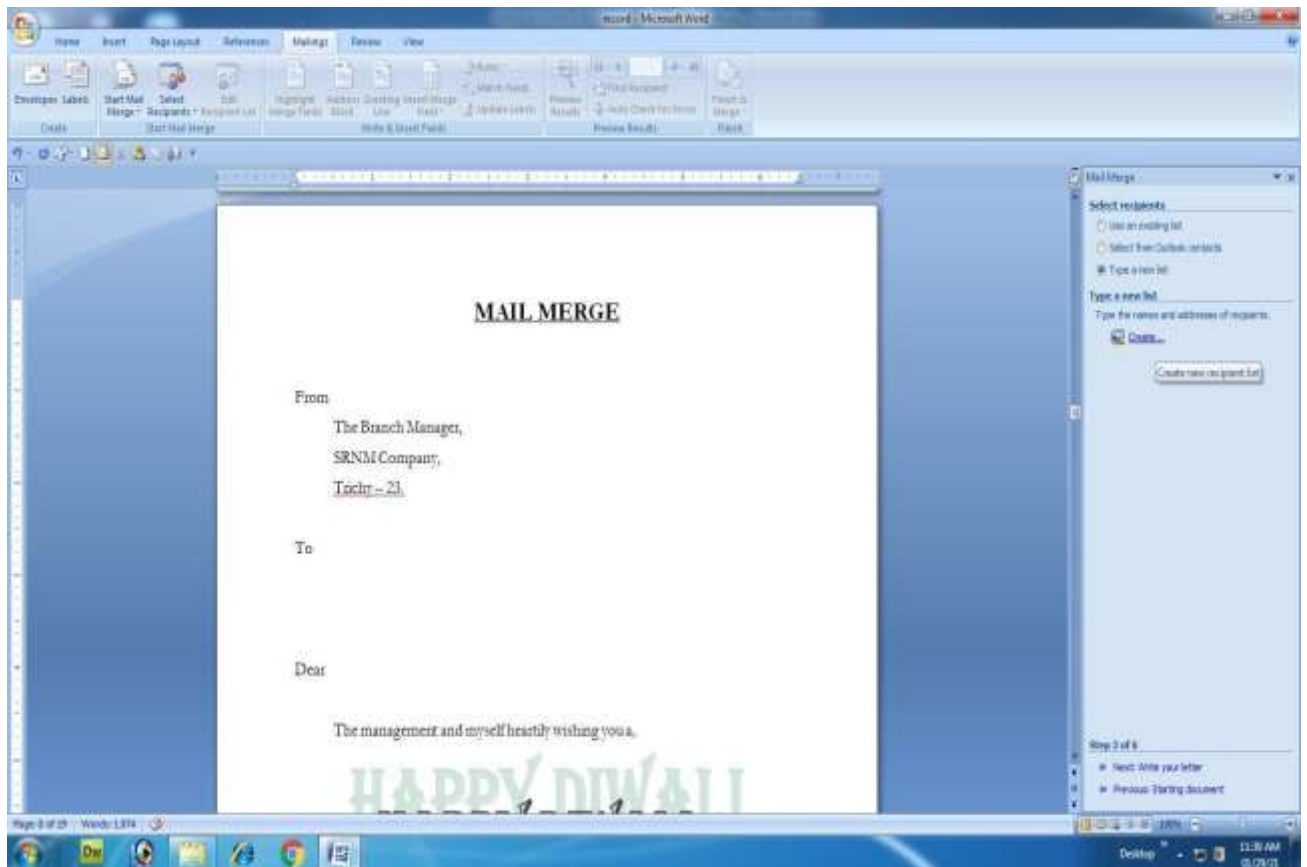
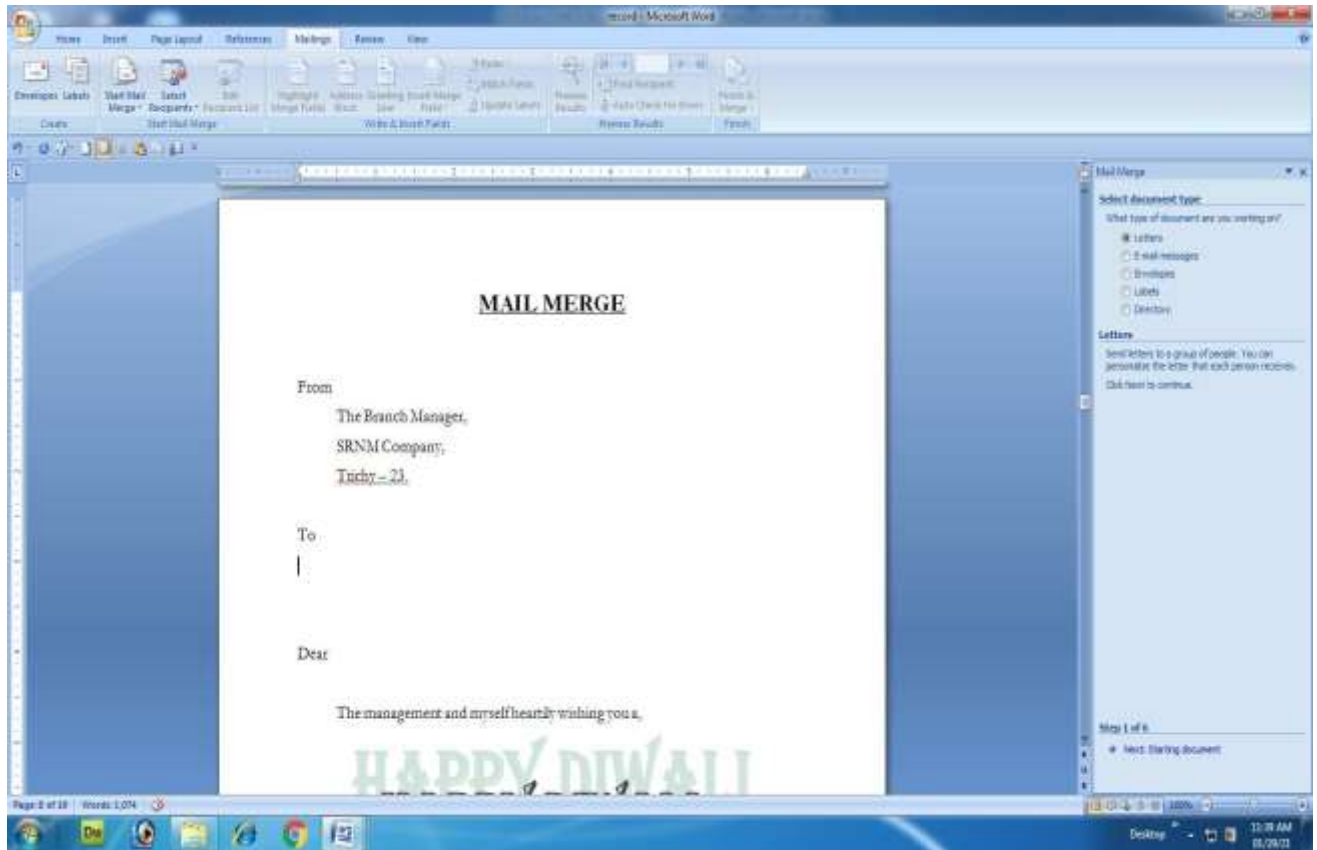
## MAIL MERGE

**Output:**

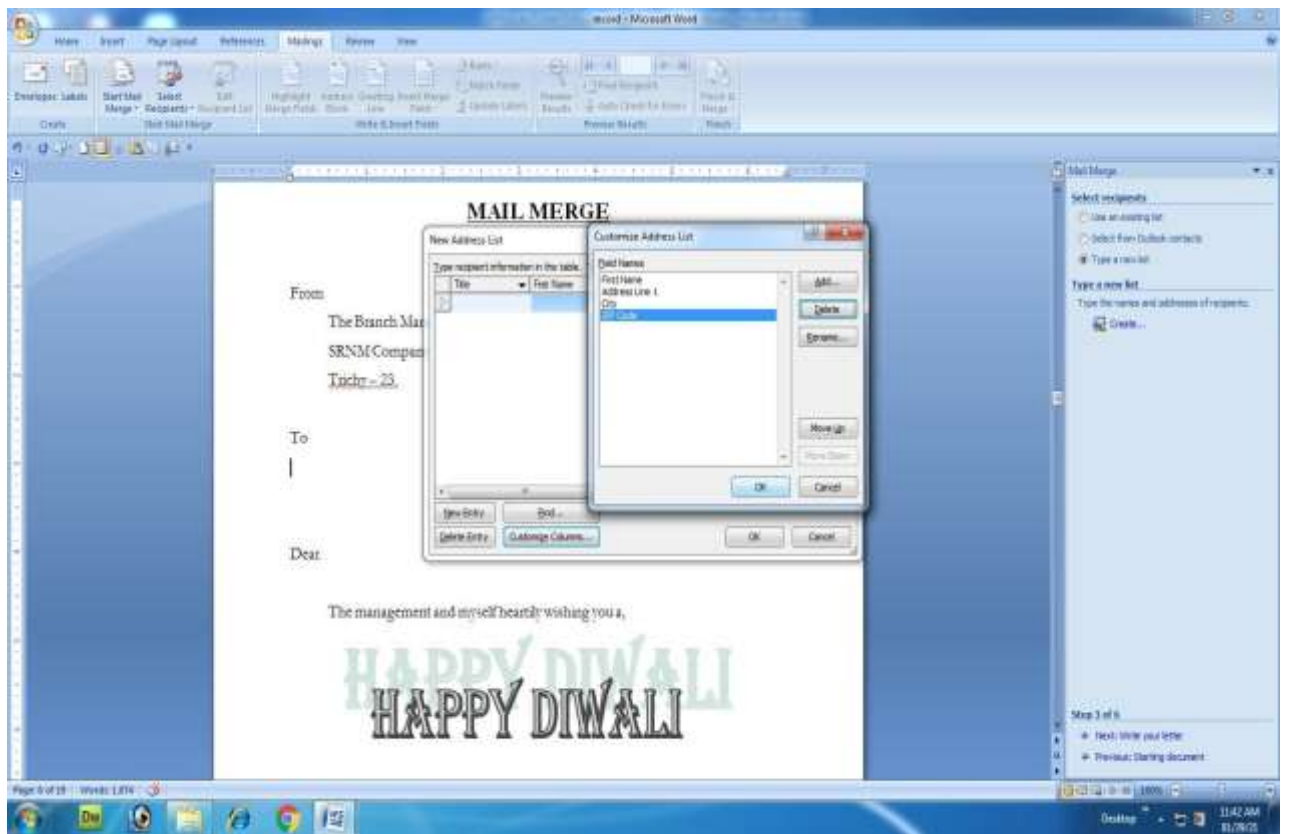
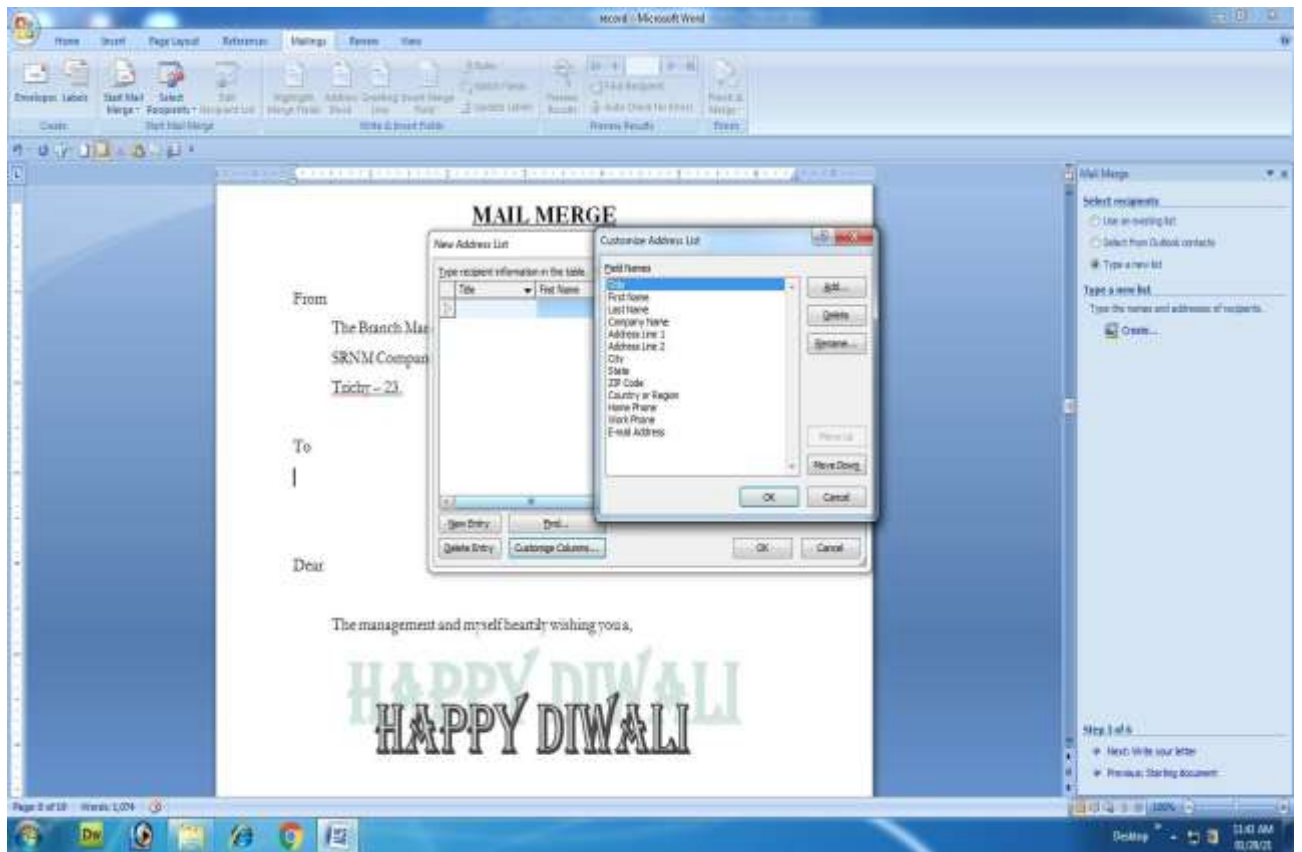




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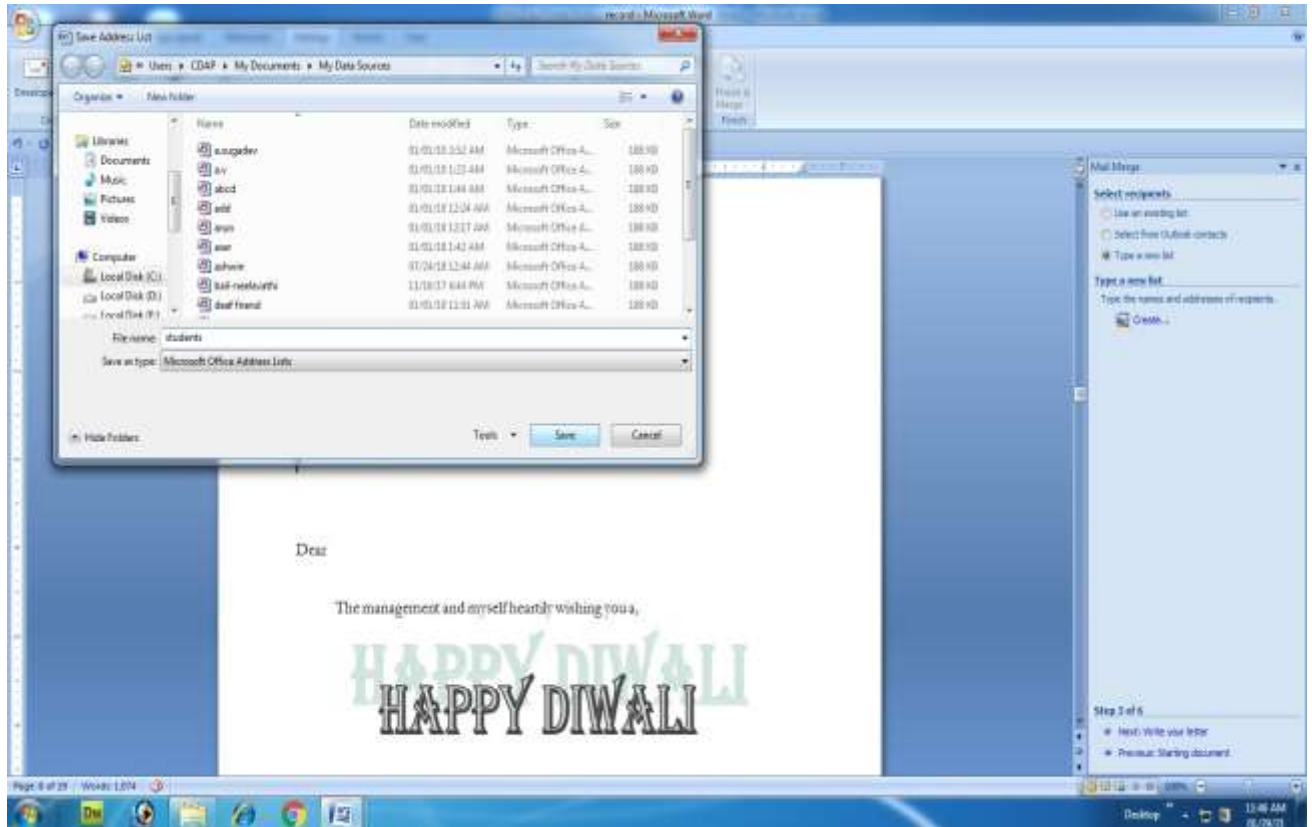
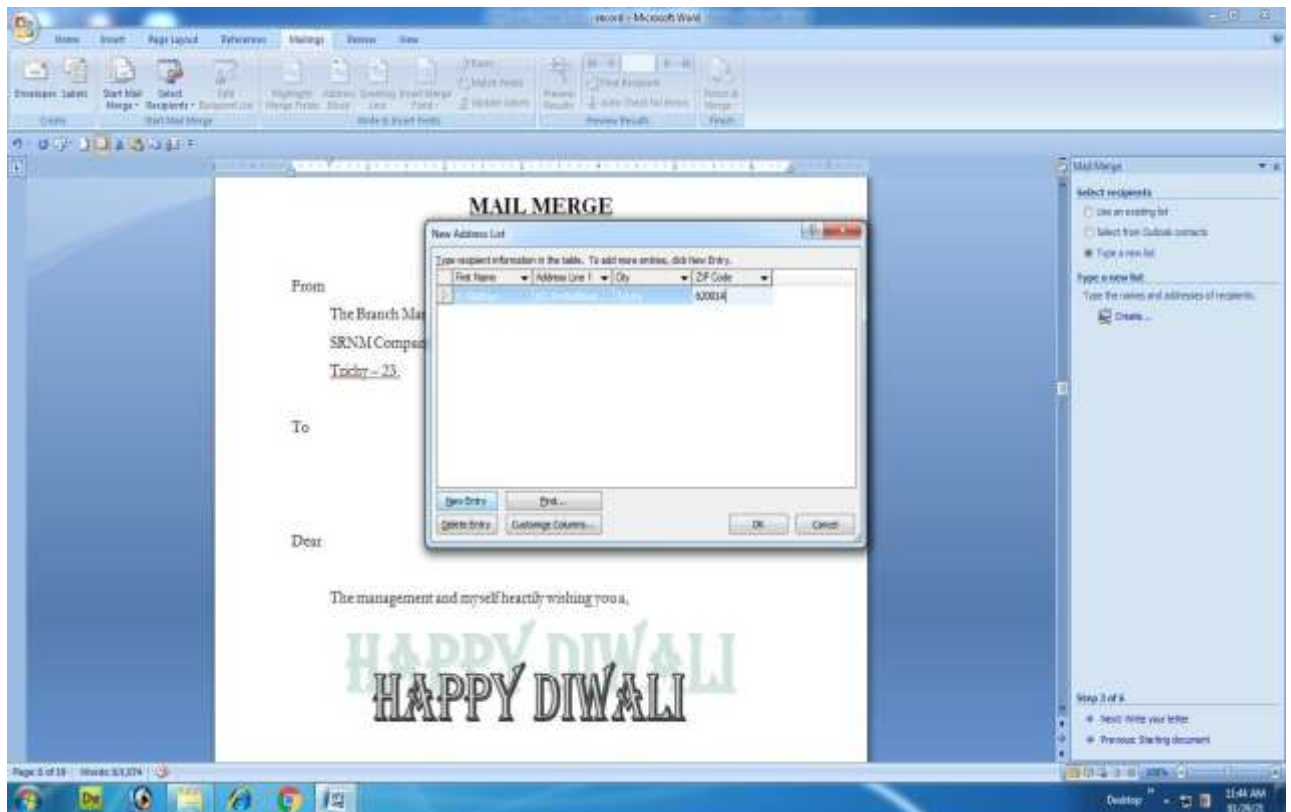


# I BCA – I Semester -Office Automation Lab

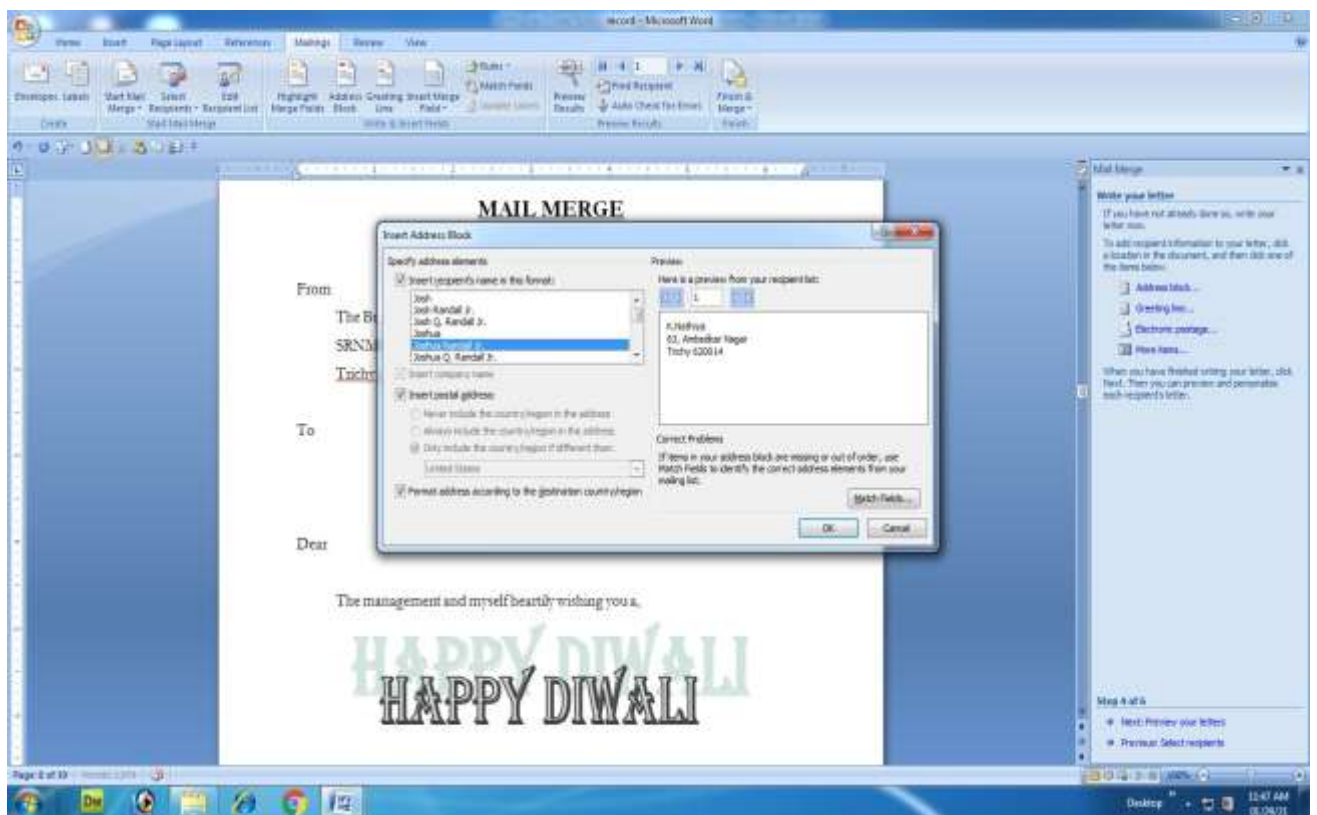
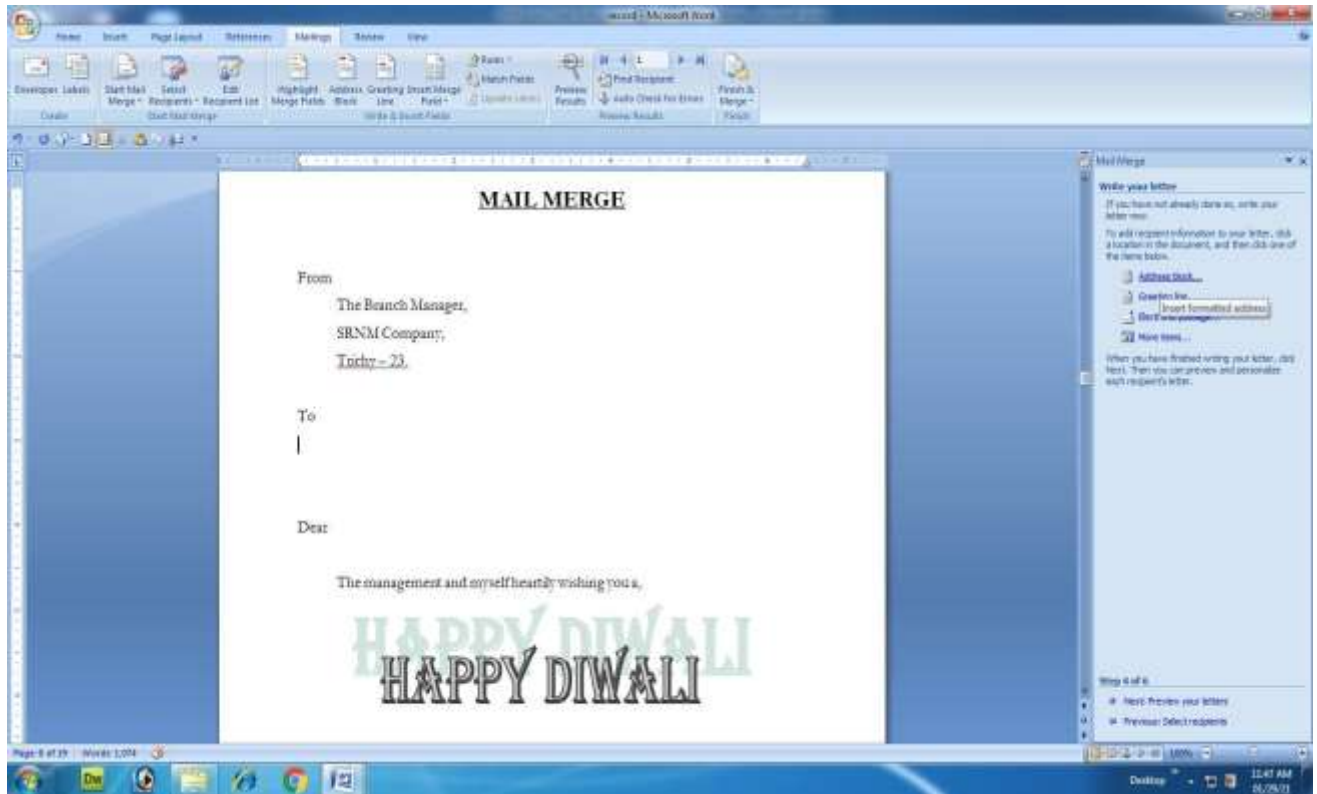




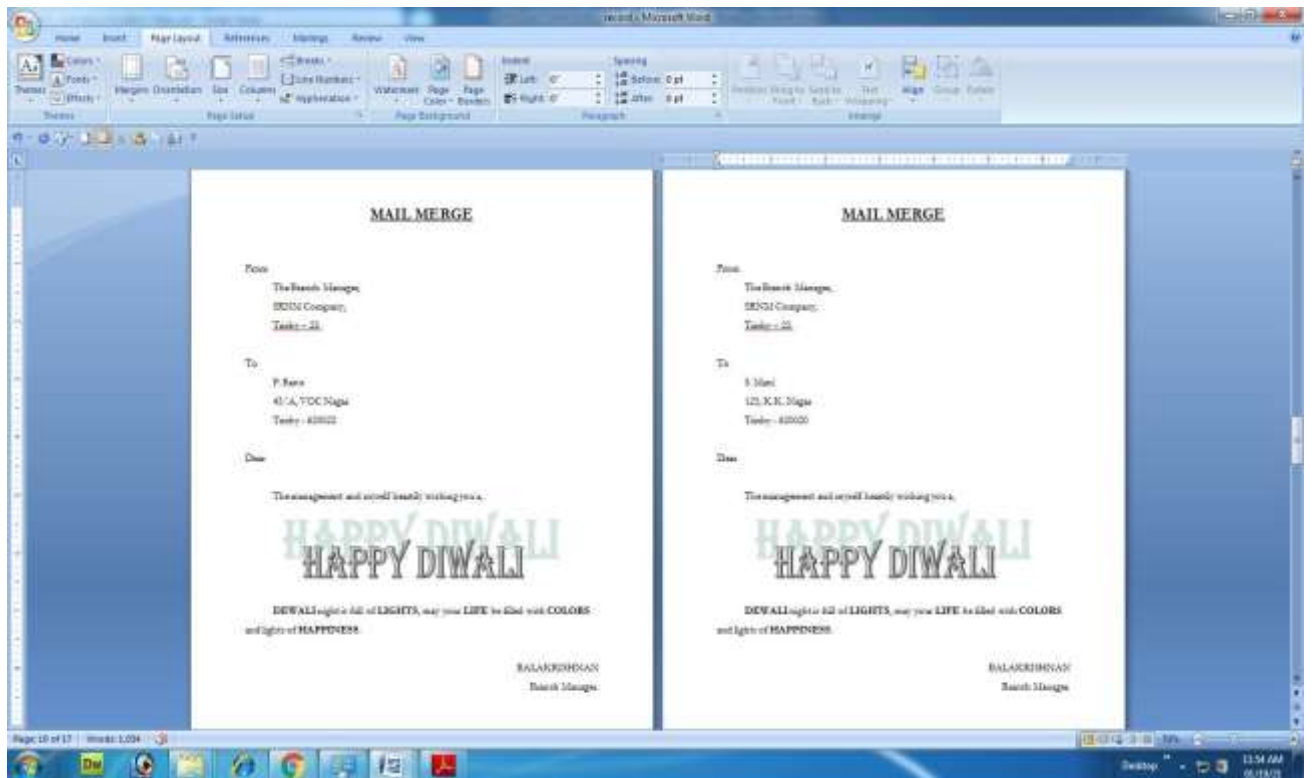
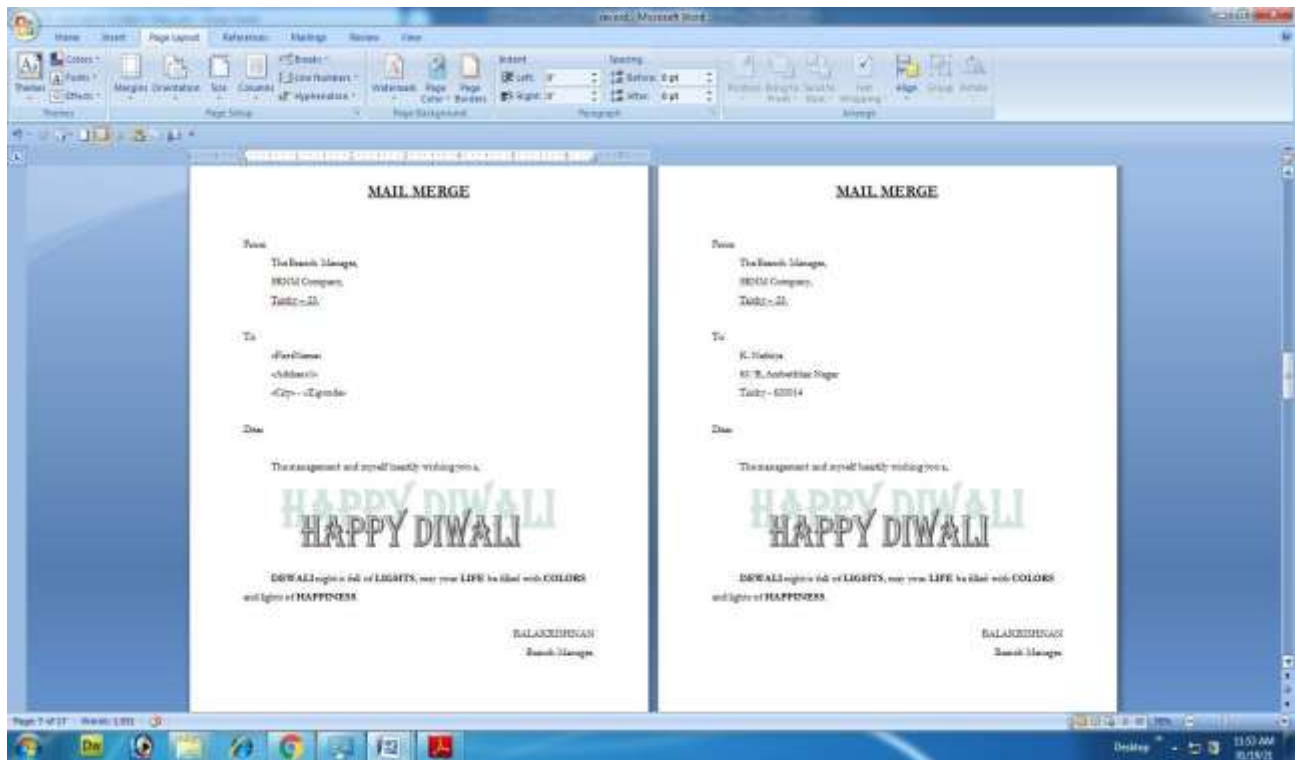
# I BCA – I Semester -Office Automation Lab



# I BCA – I Semester -Office Automation Lab



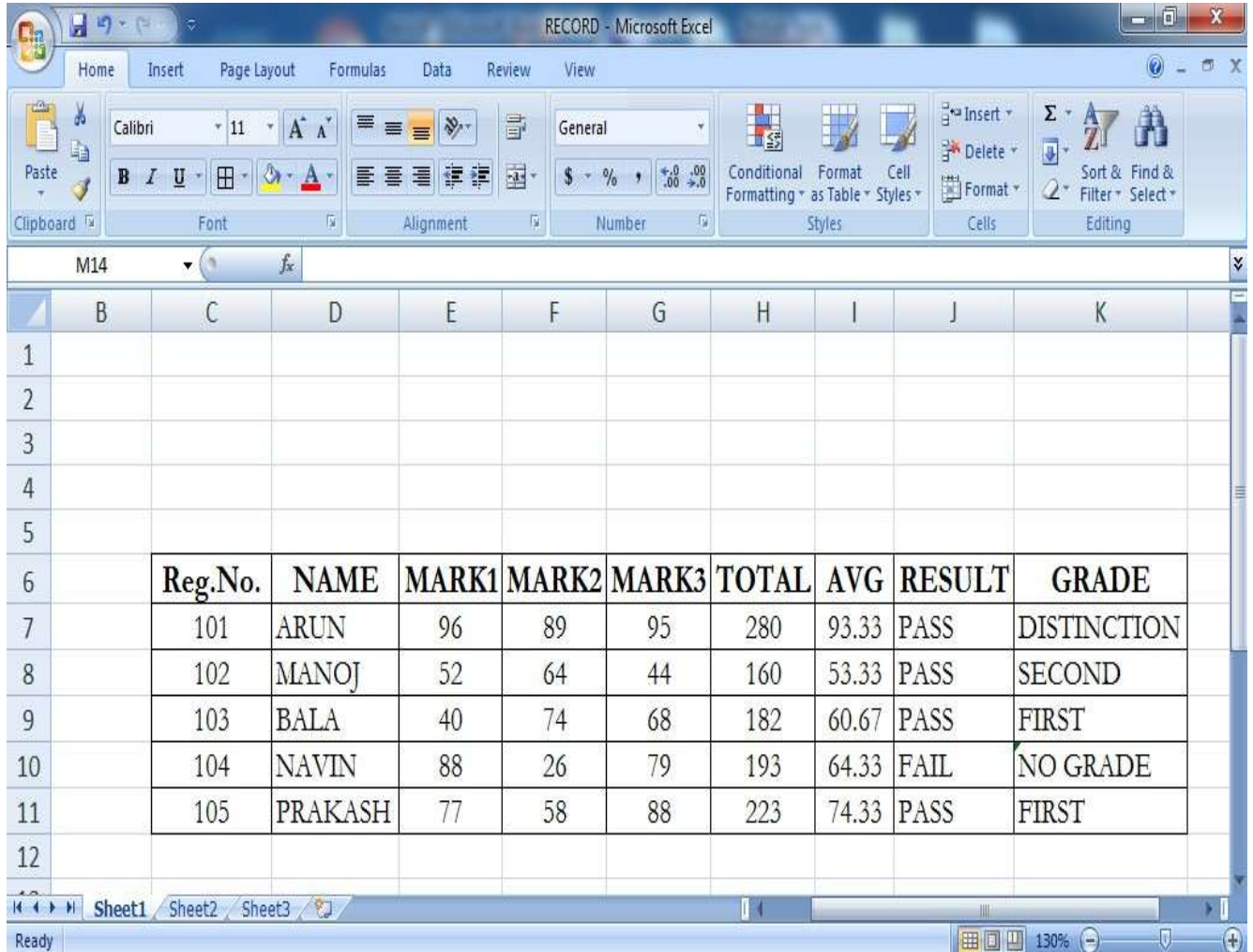
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Ex.: 6

## MARK LIST PREPARATION

Output:



The screenshot shows a Microsoft Excel window titled "RECORD - Microsoft Excel". The ribbon is set to "Home" with various toolbars for Font, Alignment, Number, Styles, Cells, and Editing. The active cell is M14. A table is displayed in the worksheet with the following data:

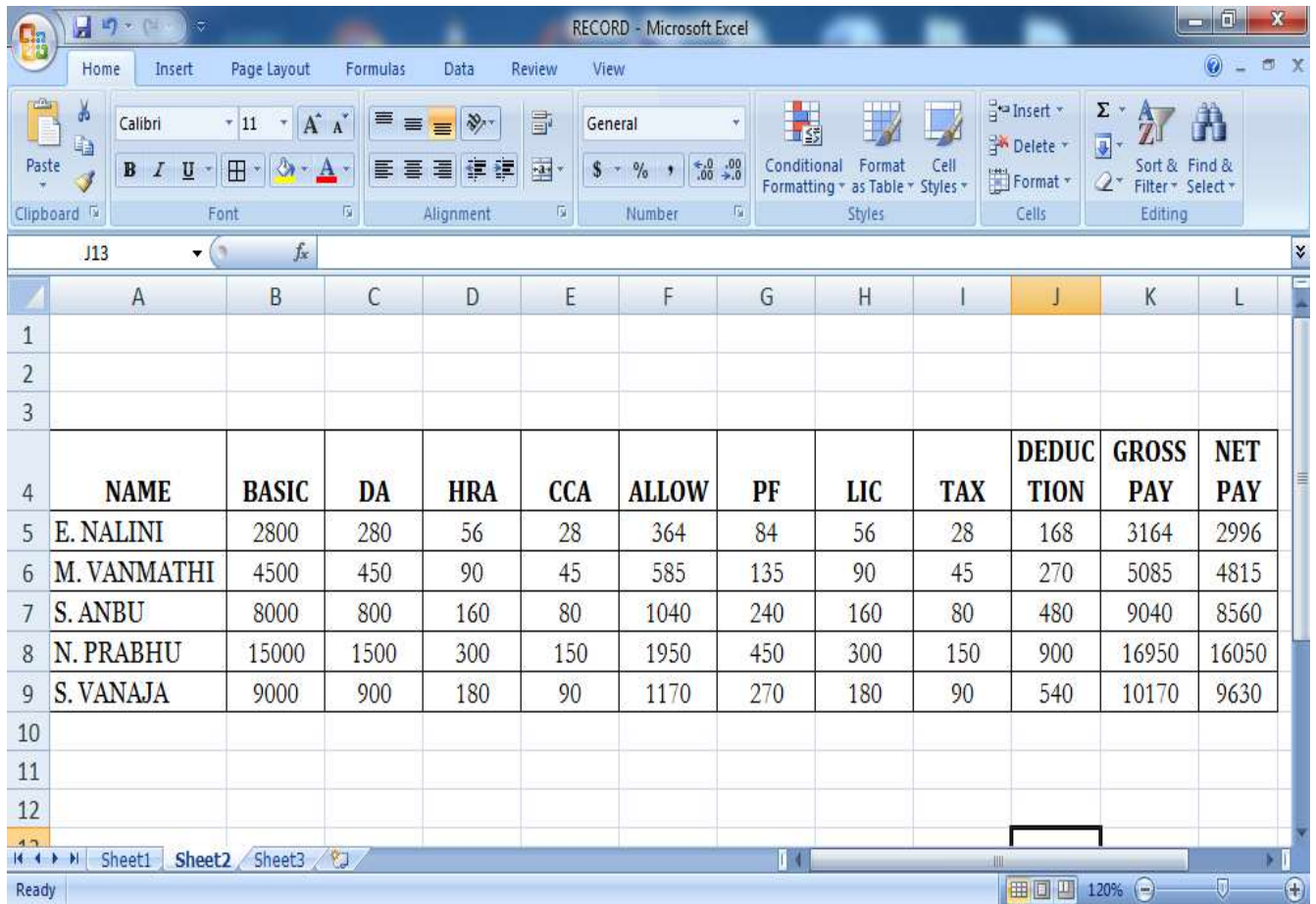
	Reg.No.	NAME	MARK1	MARK2	MARK3	TOTAL	AVG	RESULT	GRADE
1									
2									
3									
4									
5									
6									
7	101	ARUN	96	89	95	280	93.33	PASS	DISTINCTION
8	102	MANOJ	52	64	44	160	53.33	PASS	SECOND
9	103	BALA	40	74	68	182	60.67	PASS	FIRST
10	104	NAVIN	88	26	79	193	64.33	FAIL	NO GRADE
11	105	PRAKASH	77	58	88	223	74.33	PASS	FIRST
12									



Ex.: 7

## PAYBILL PREPARATION

Output:



The screenshot displays a Microsoft Excel spreadsheet titled "RECORD - Microsoft Excel". The spreadsheet contains a payroll table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3												
4	<b>NAME</b>	<b>BASIC</b>	<b>DA</b>	<b>HRA</b>	<b>CCA</b>	<b>ALLOW</b>	<b>PF</b>	<b>LIC</b>	<b>TAX</b>	<b>DEDUC TION</b>	<b>GROSS PAY</b>	<b>NET PAY</b>
5	E. NALINI	2800	280	56	28	364	84	56	28	168	3164	2996
6	M. VANMATHI	4500	450	90	45	585	135	90	45	270	5085	4815
7	S. ANBU	8000	800	160	80	1040	240	160	80	480	9040	8560
8	N. PRABHU	15000	1500	300	150	1950	450	300	150	900	16950	16050
9	S. VANAJA	9000	900	180	90	1170	270	180	90	540	10170	9630
10												
11												
12												

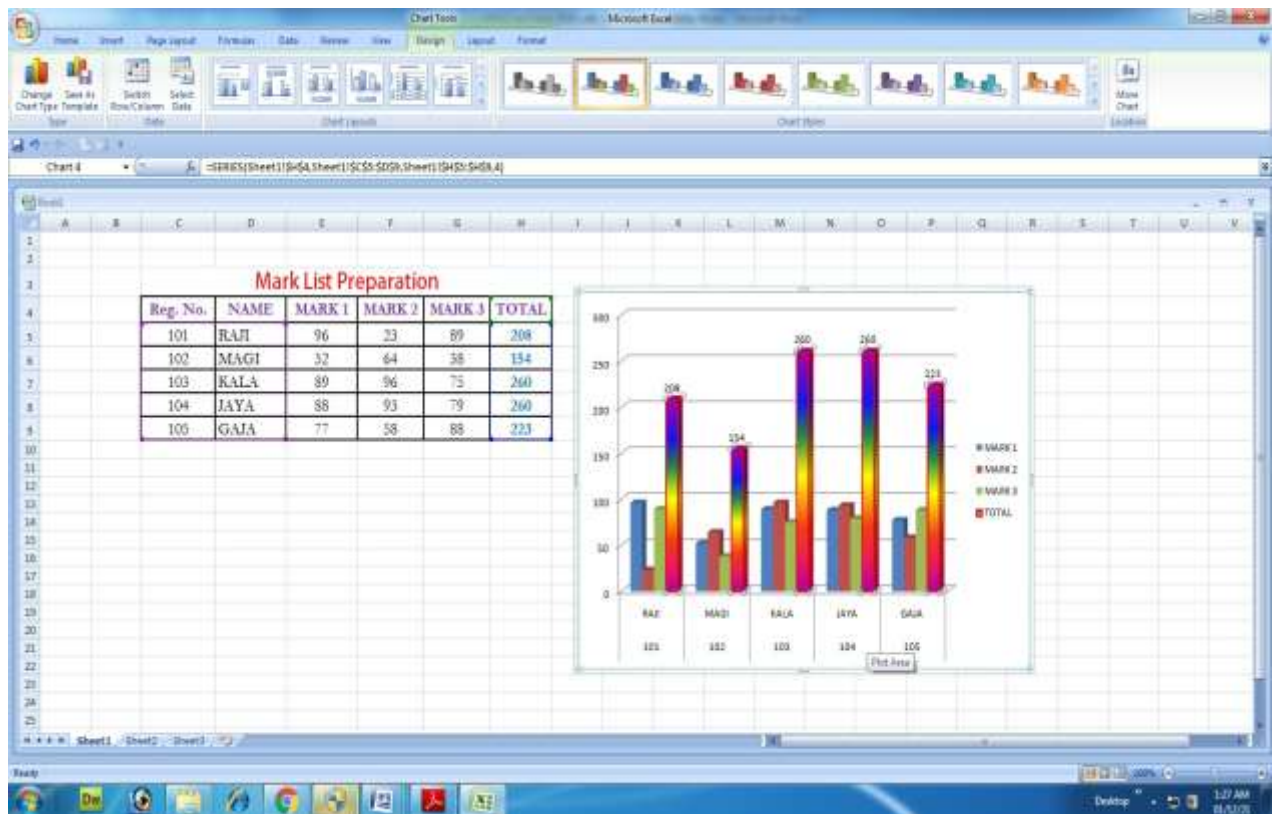


Ex.: 8

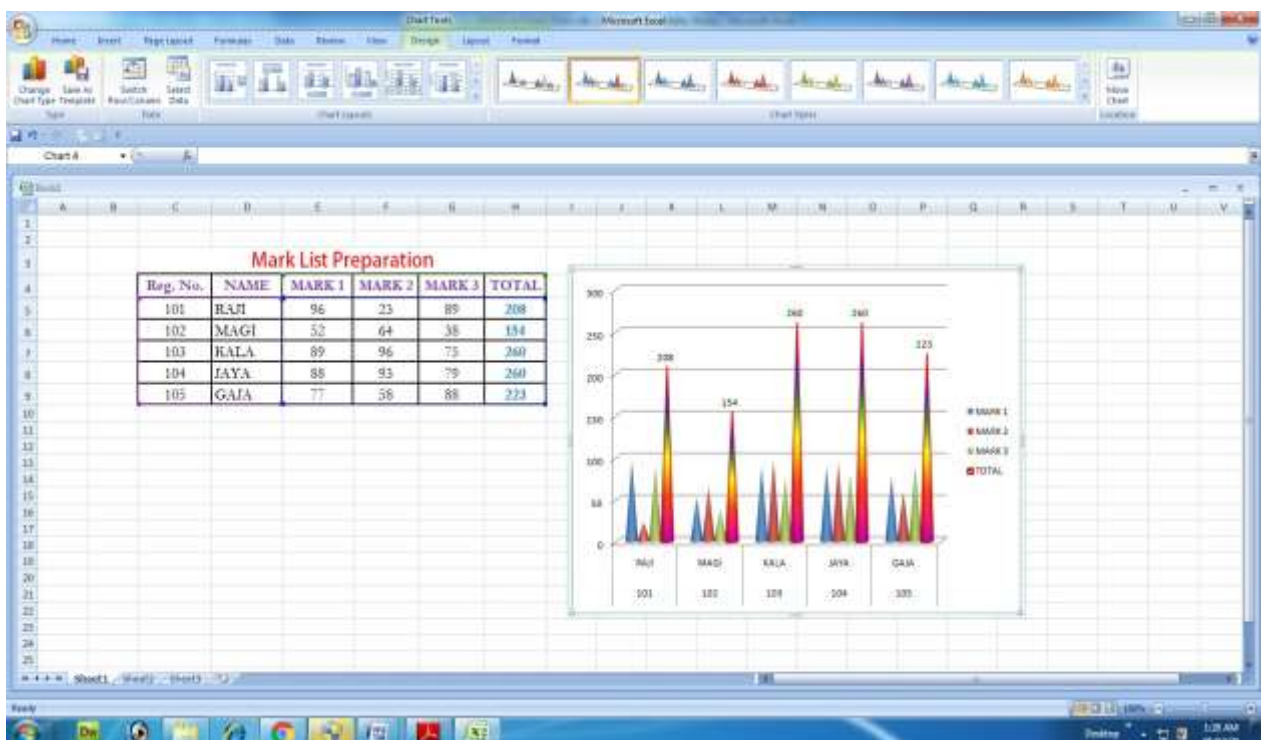
## VARIOUS TYPES OF GRAPH

Output:

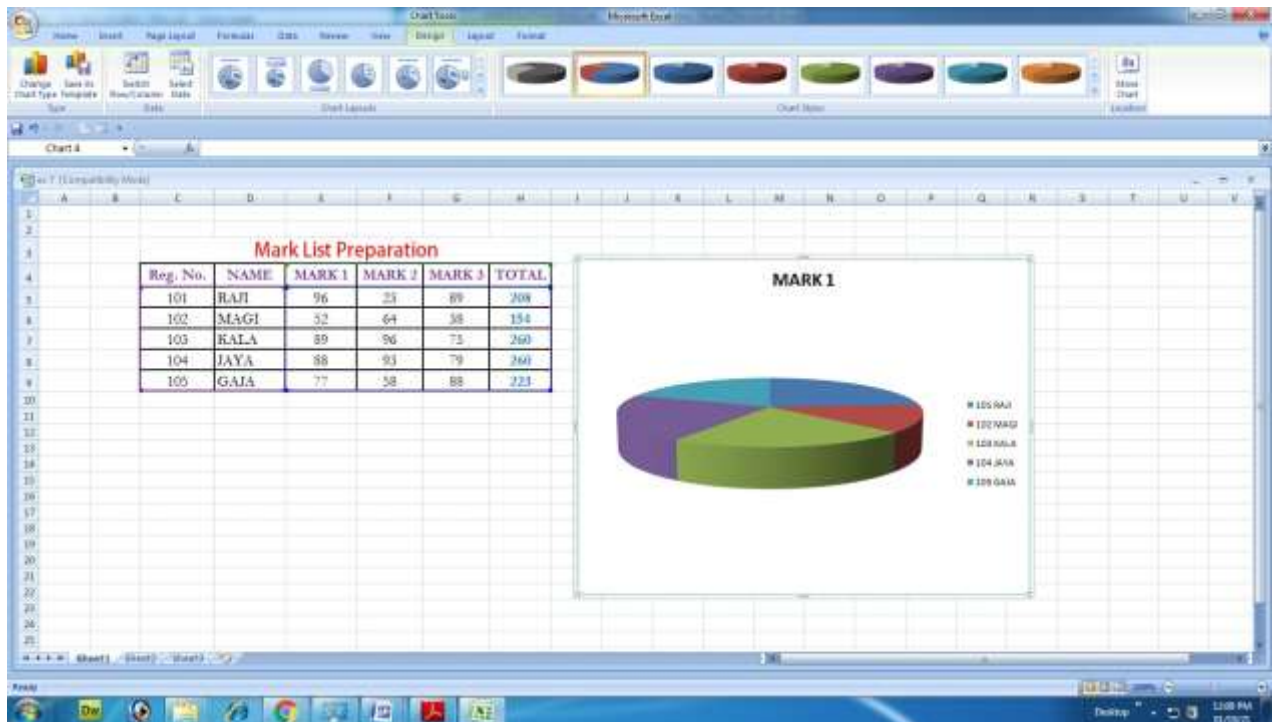
3-D Clustered Column Chart:



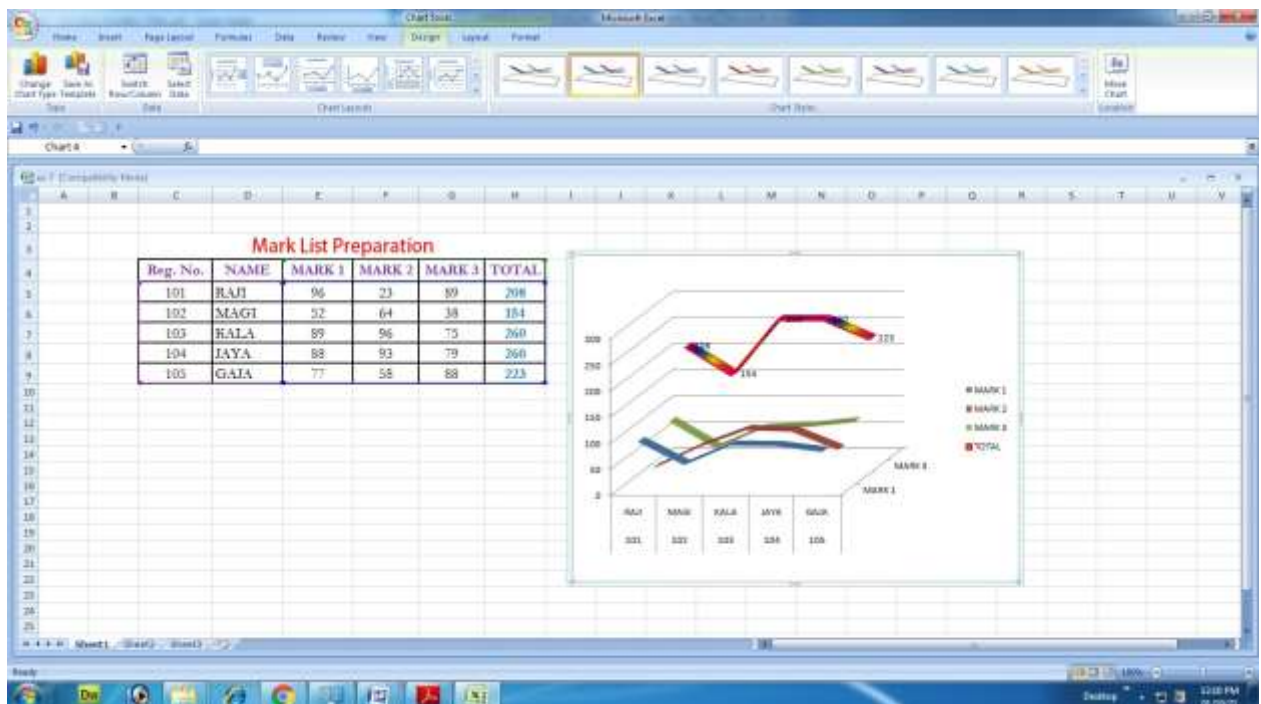
Clustered Cone Chart:



## Pie in 3-D Chart:



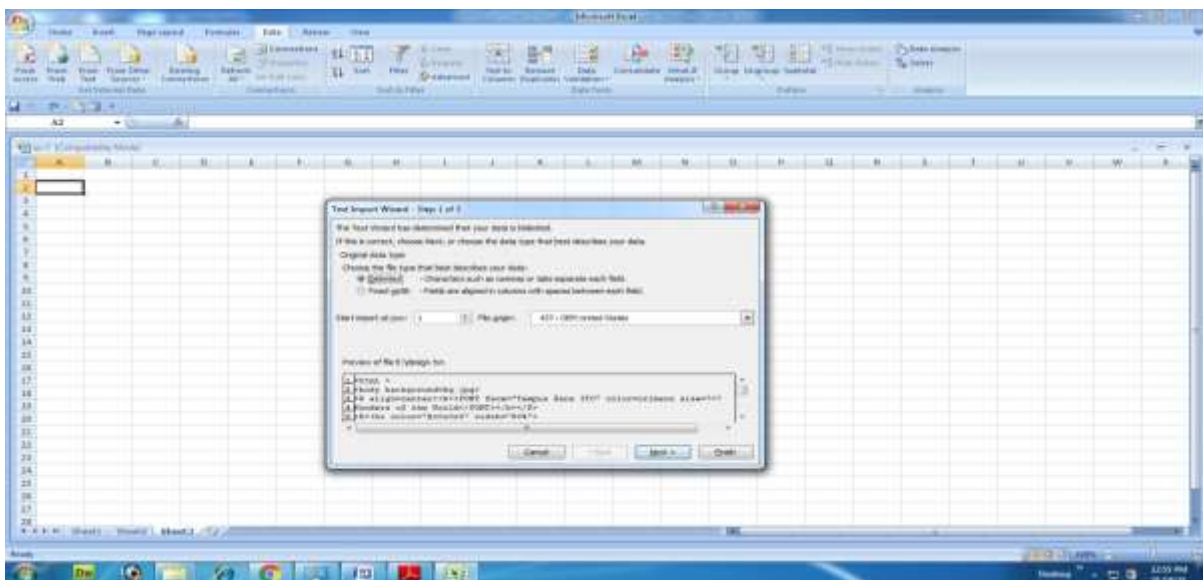
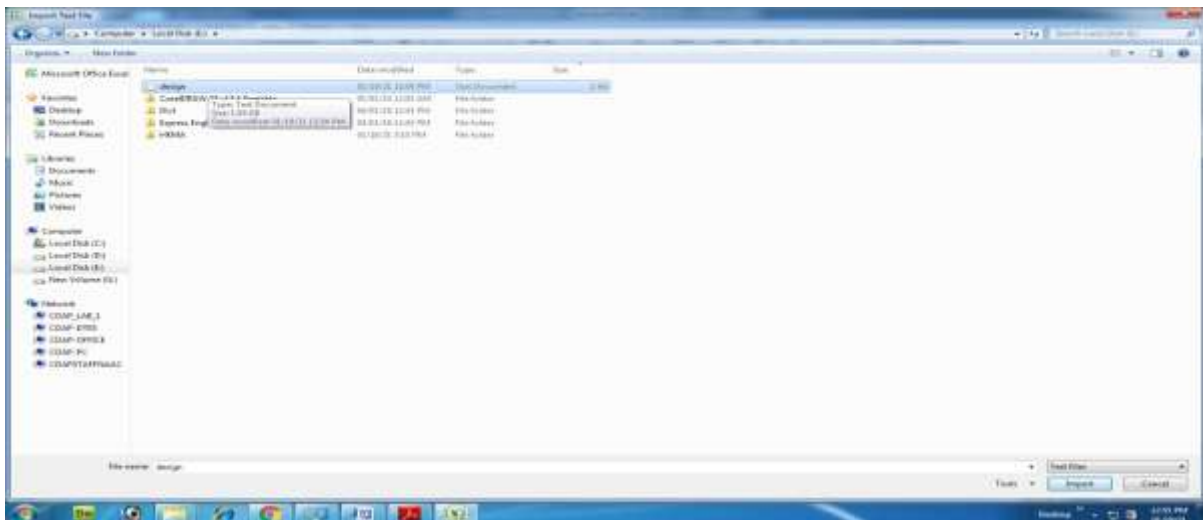
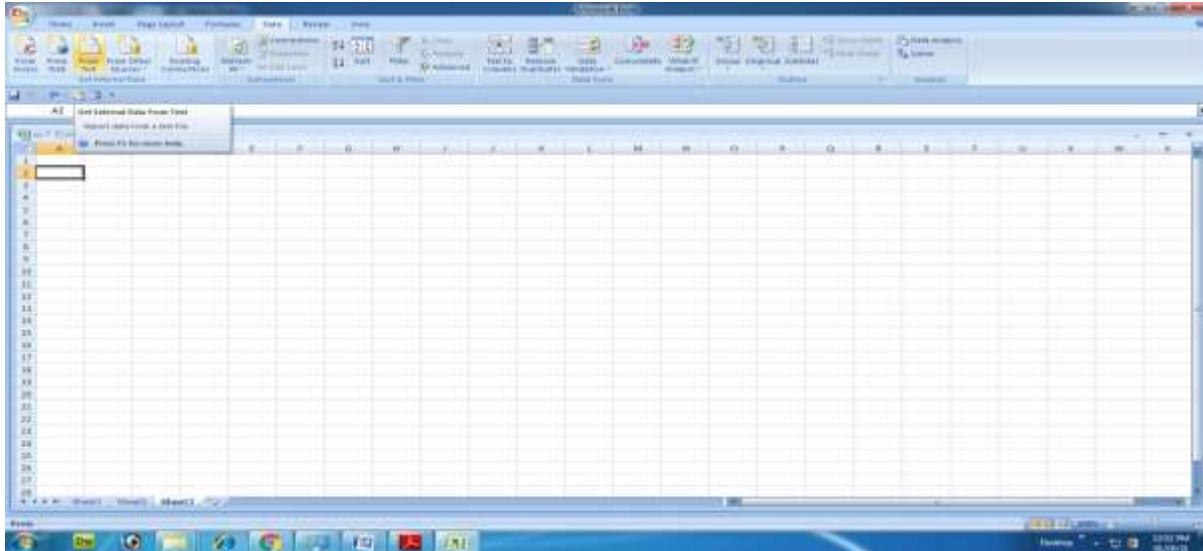
## 3-D Line Chart:



Ex.: 9

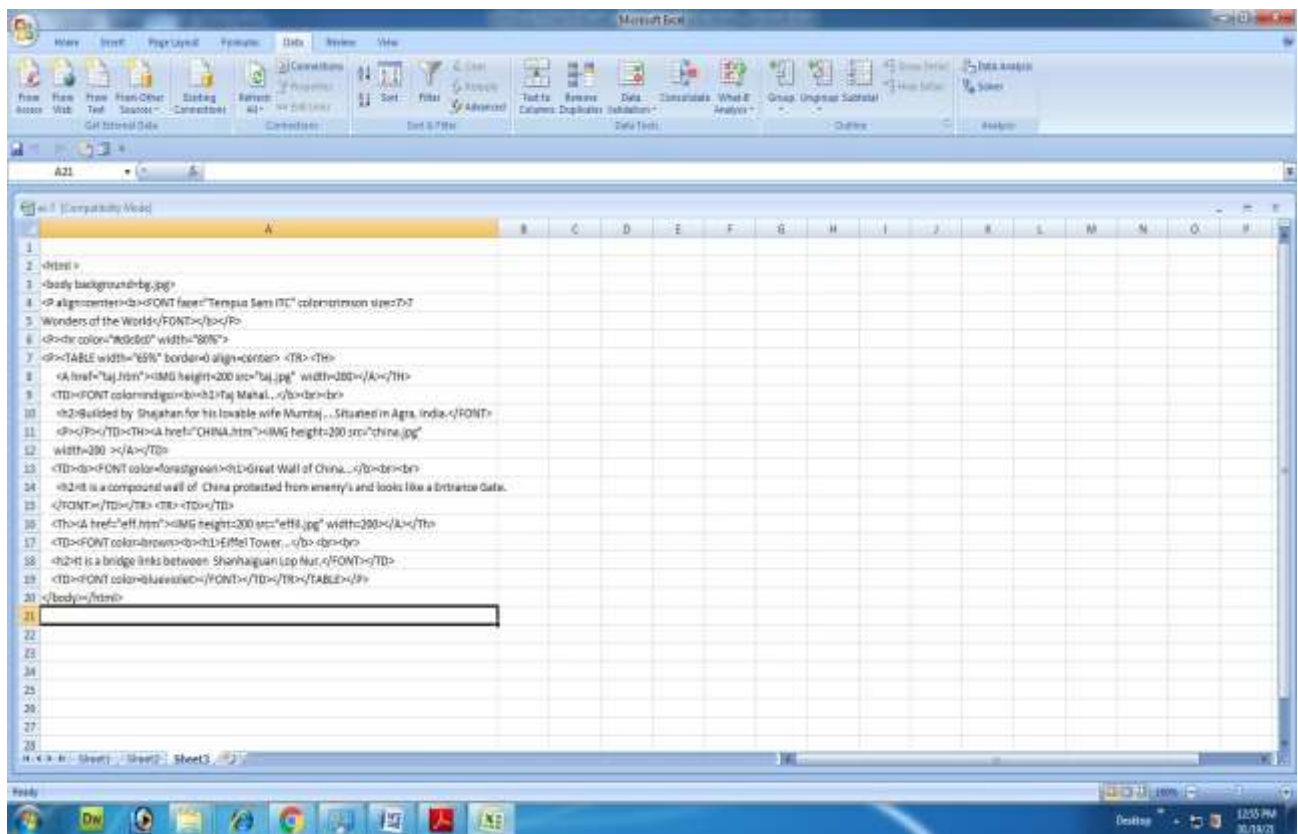
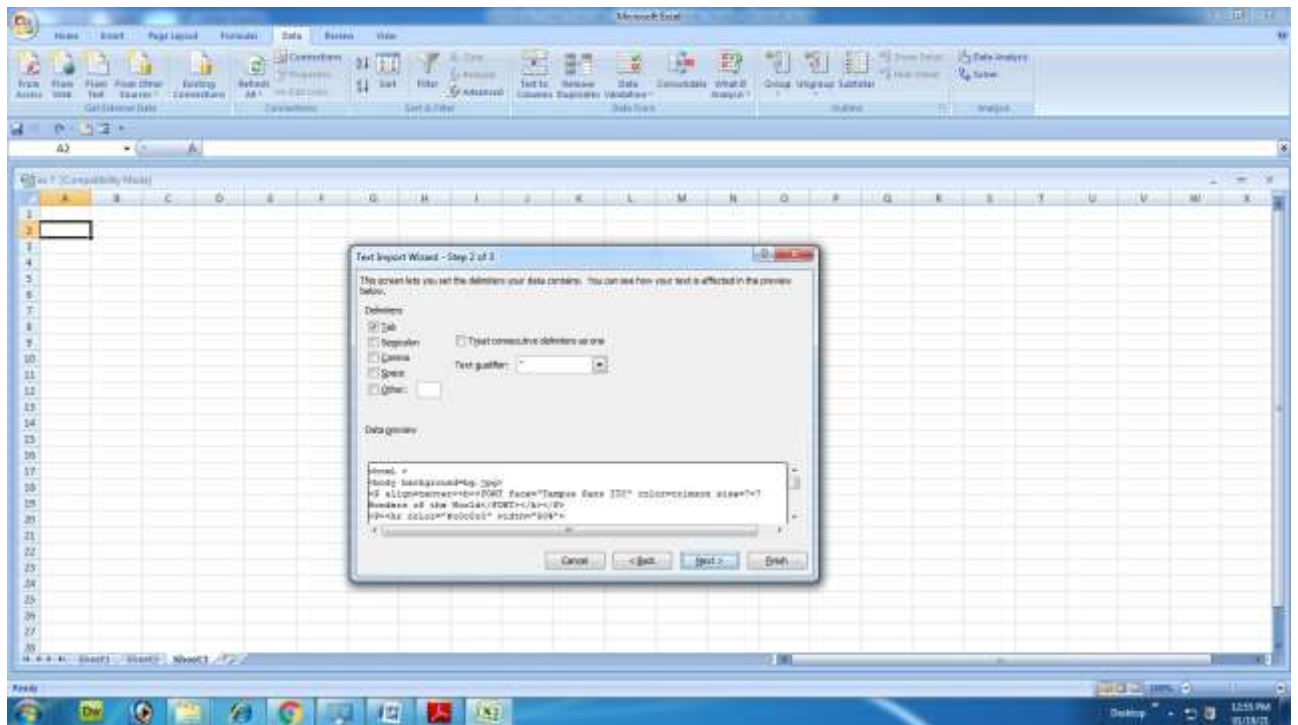
## IMPORTING DATA FROM NOTEPAD

Output:





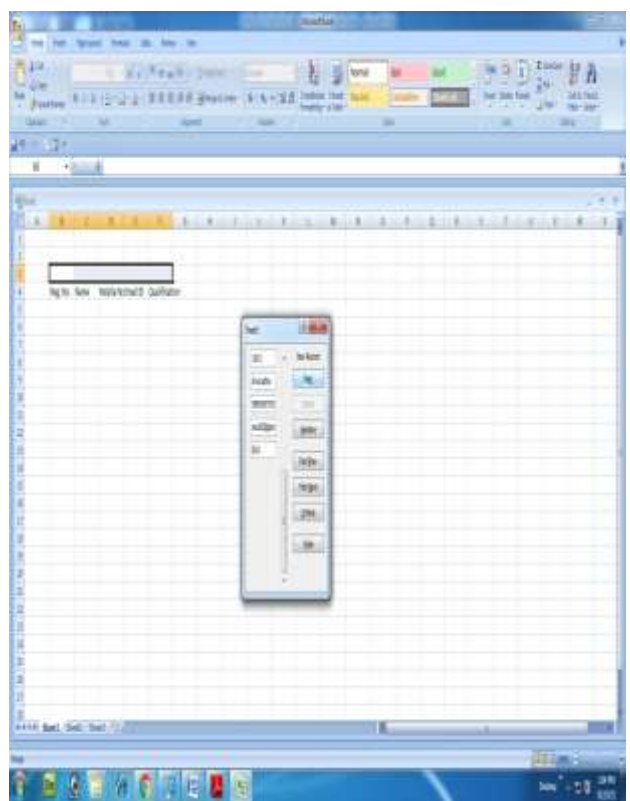
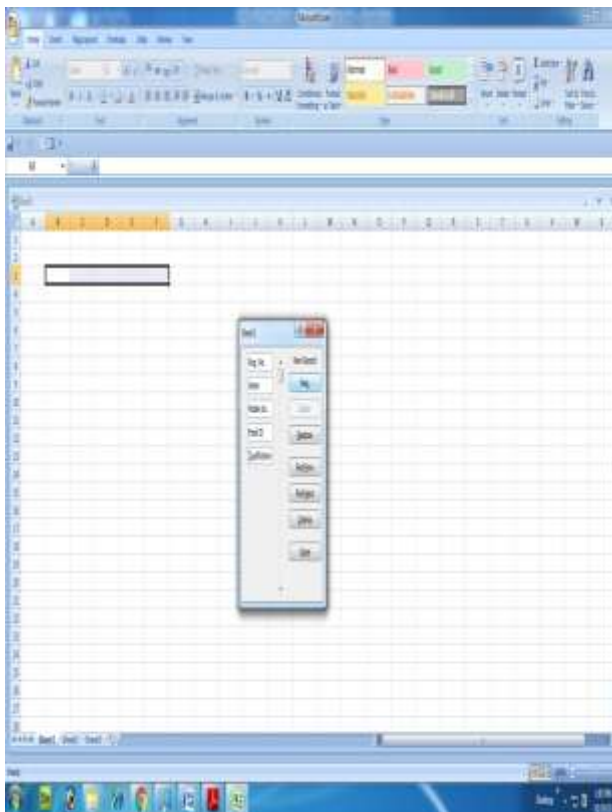
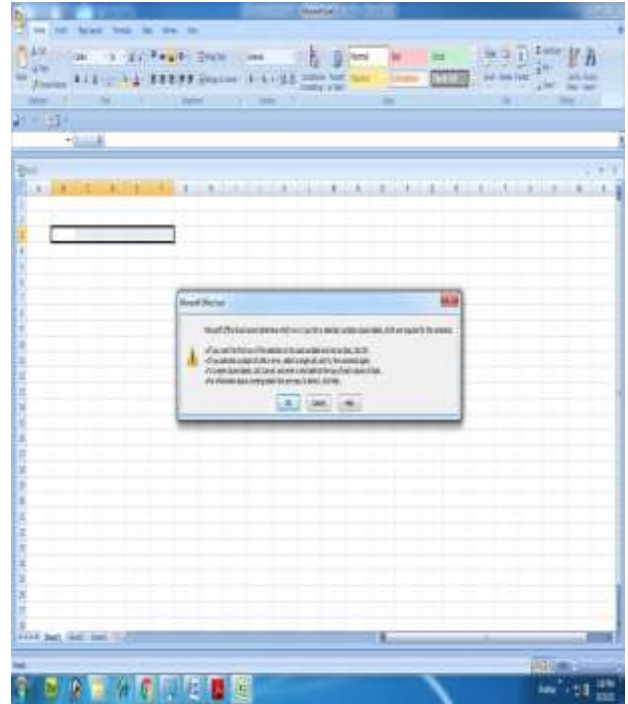
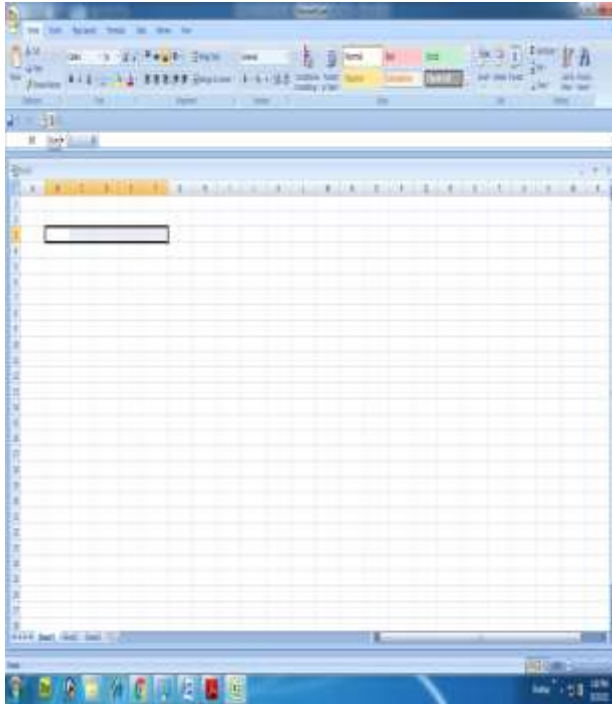
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Ex.: 10

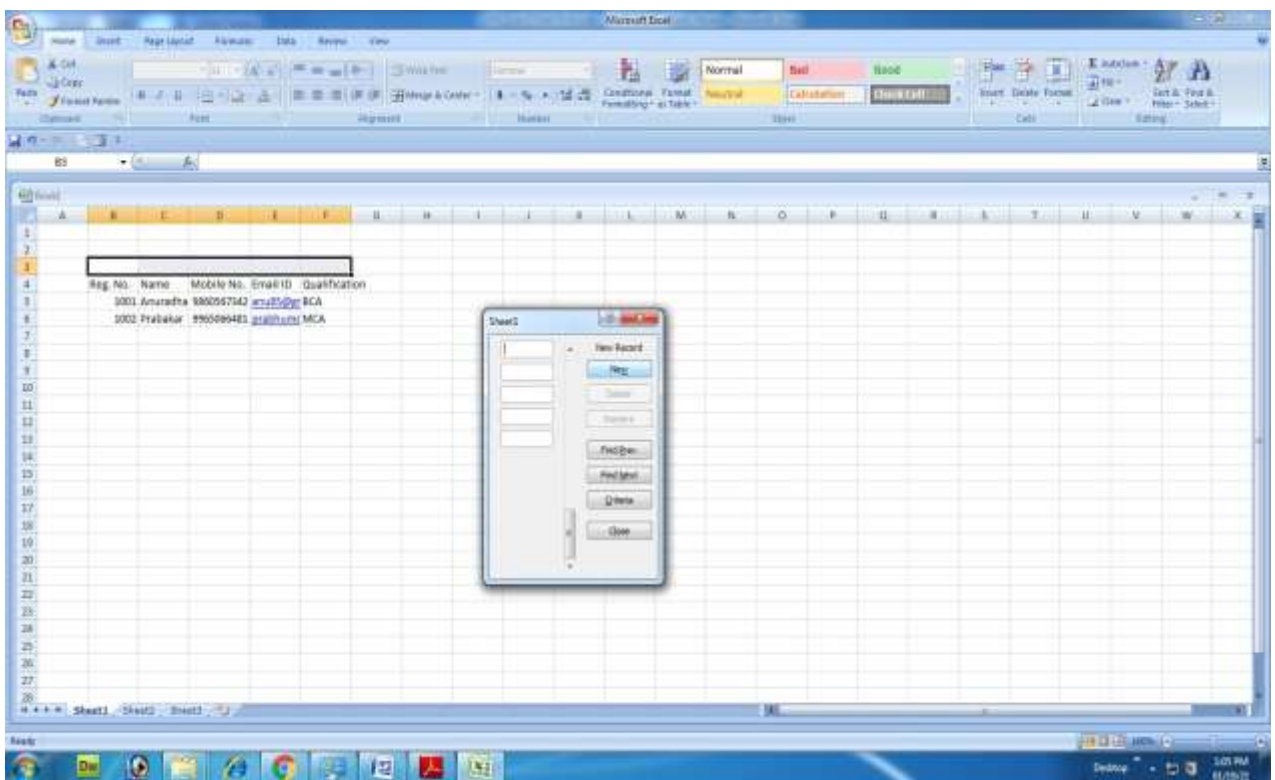
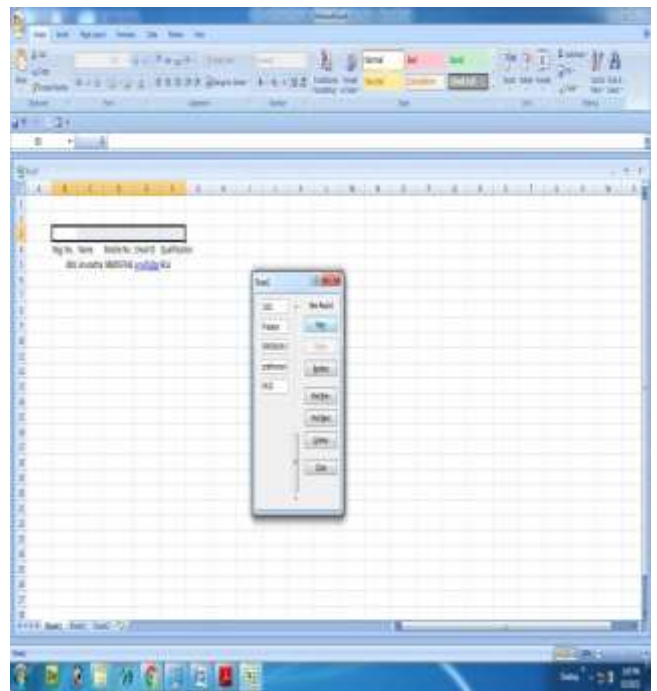
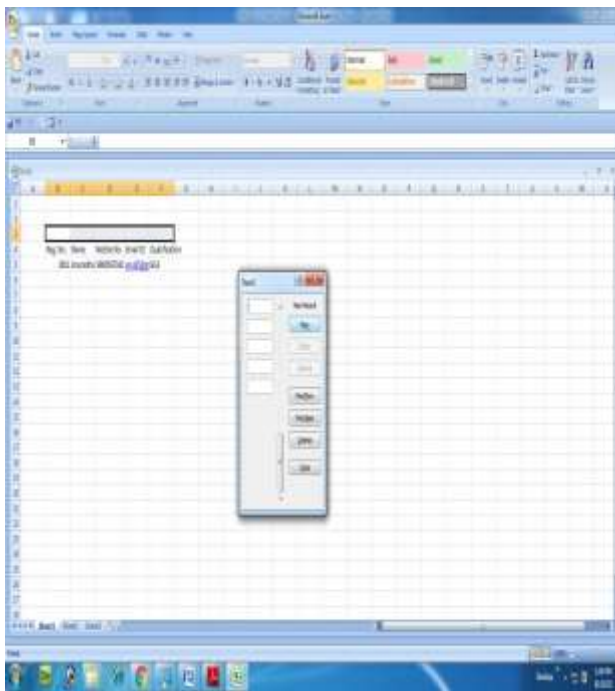
## FORM CREATION

Output:





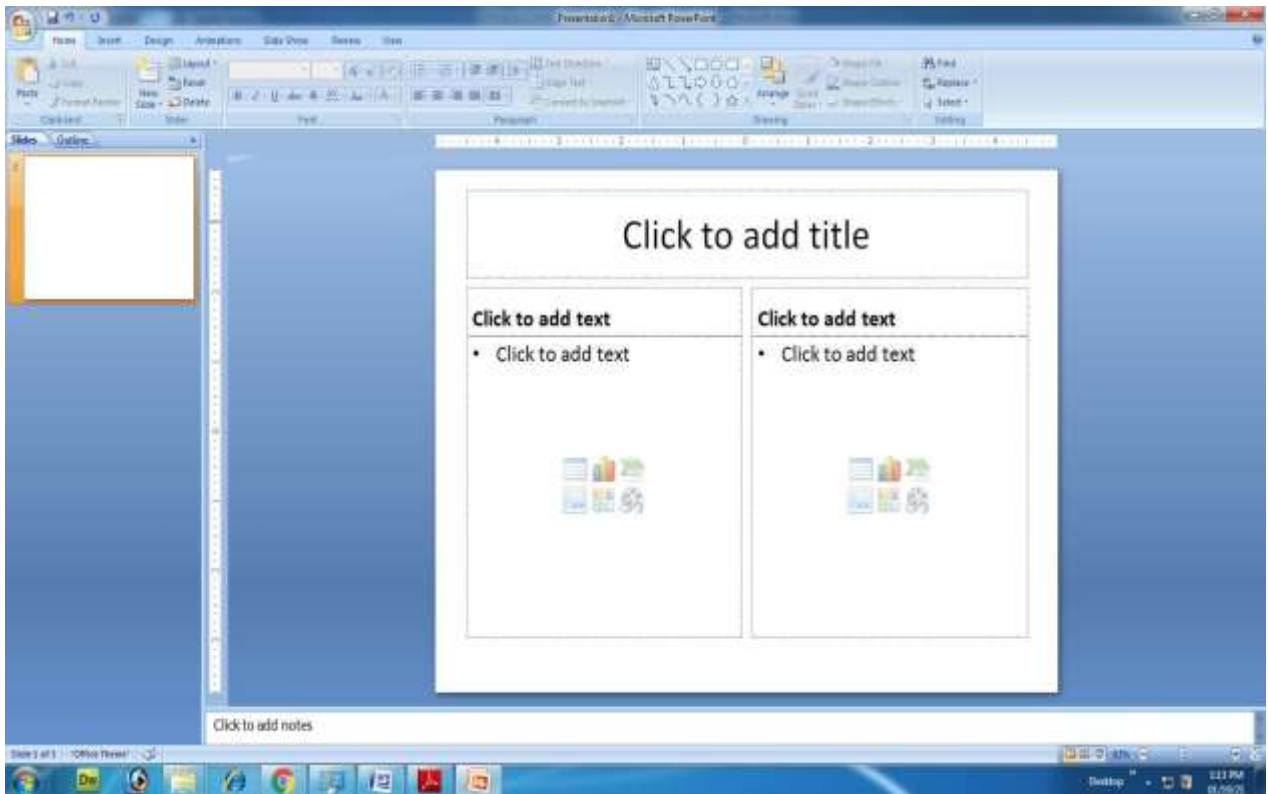
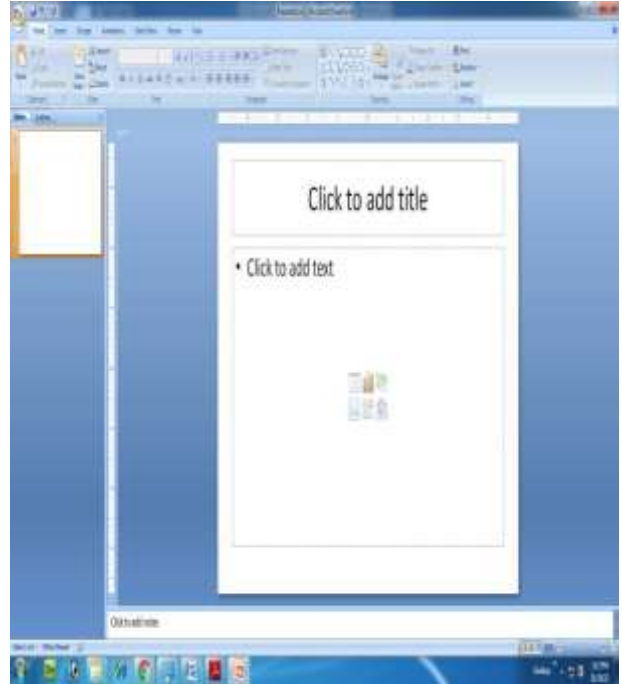
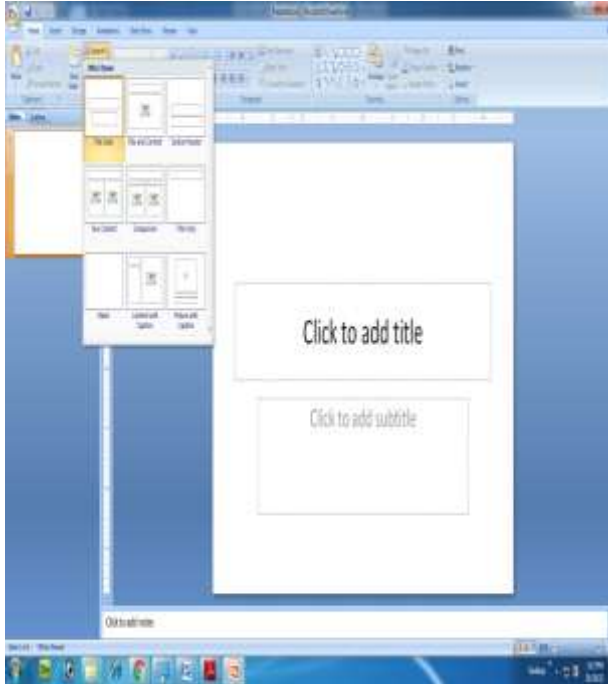
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Ex.: 11

**CHANGING SLIDE LAYOUT**

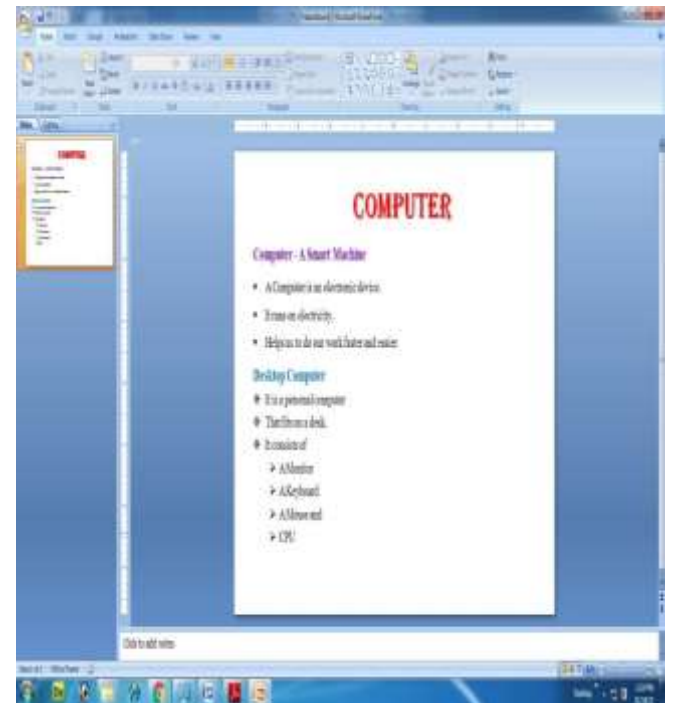
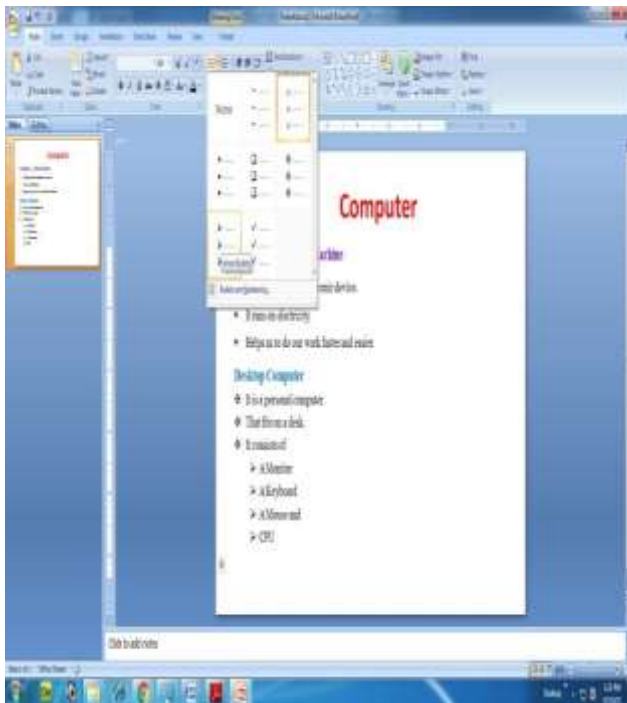
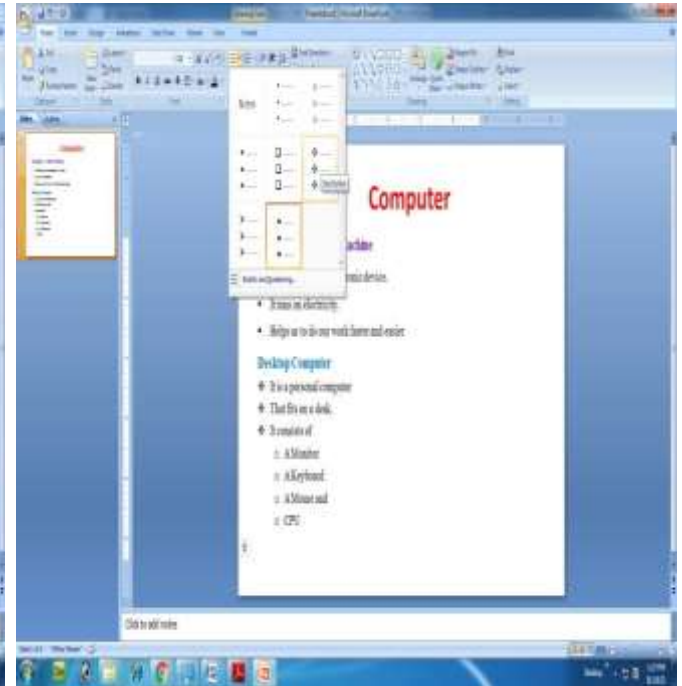
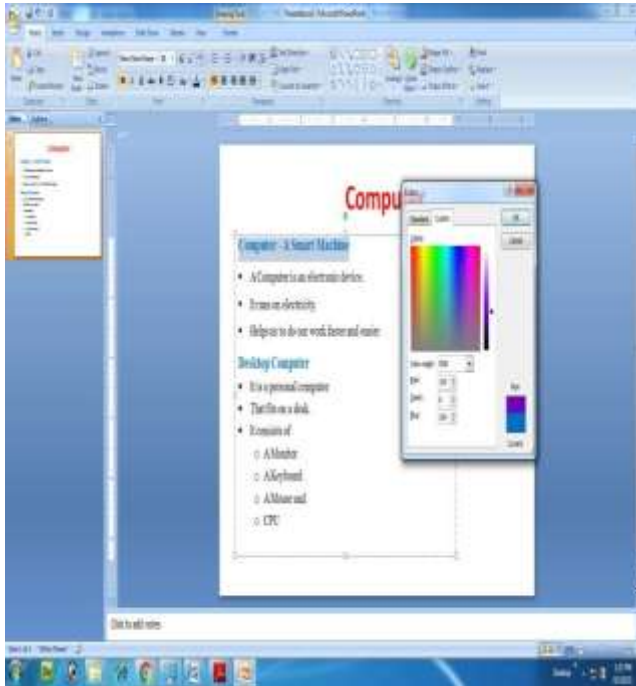
**Output:**



Ex.: 12

**WORKING WITH FONTS AND BULLETS**

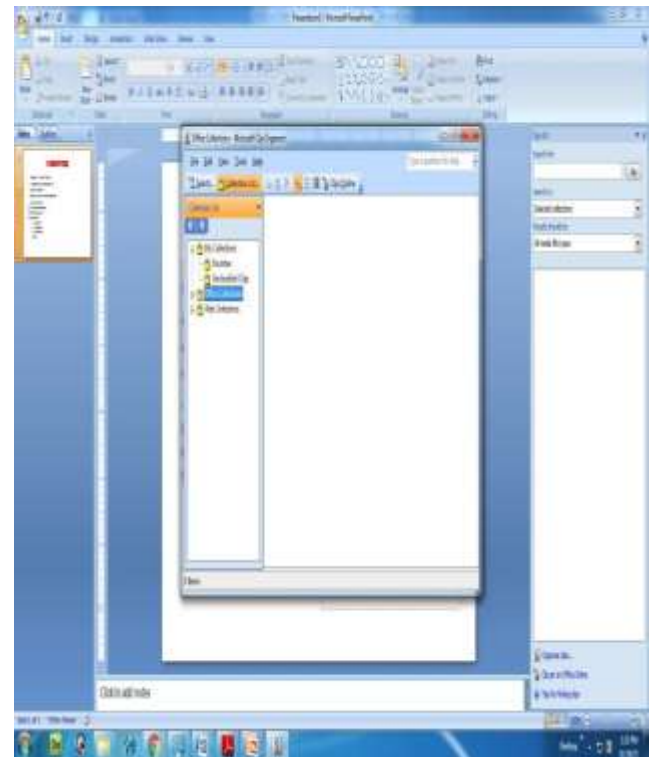
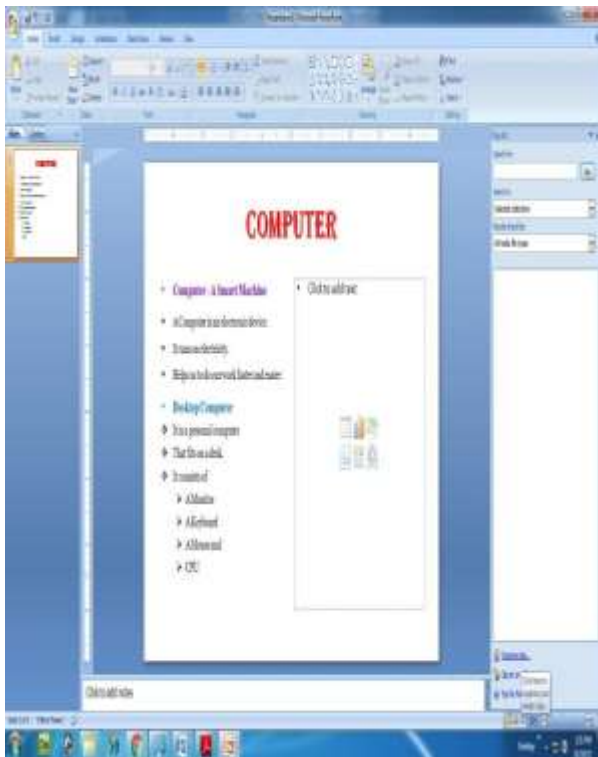
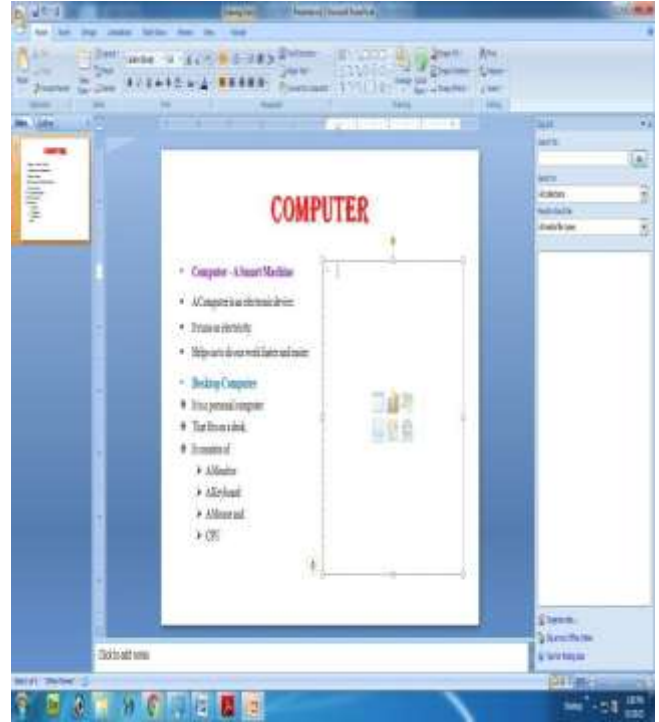
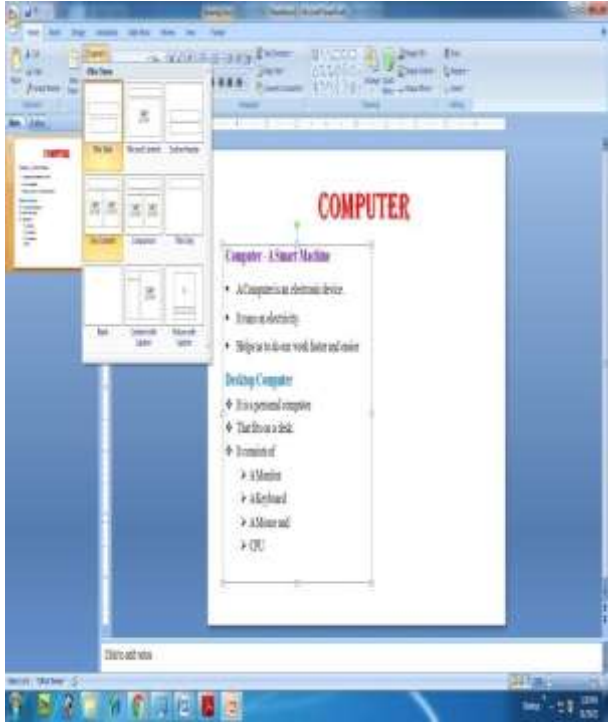
**Output:**



Ex.: 13

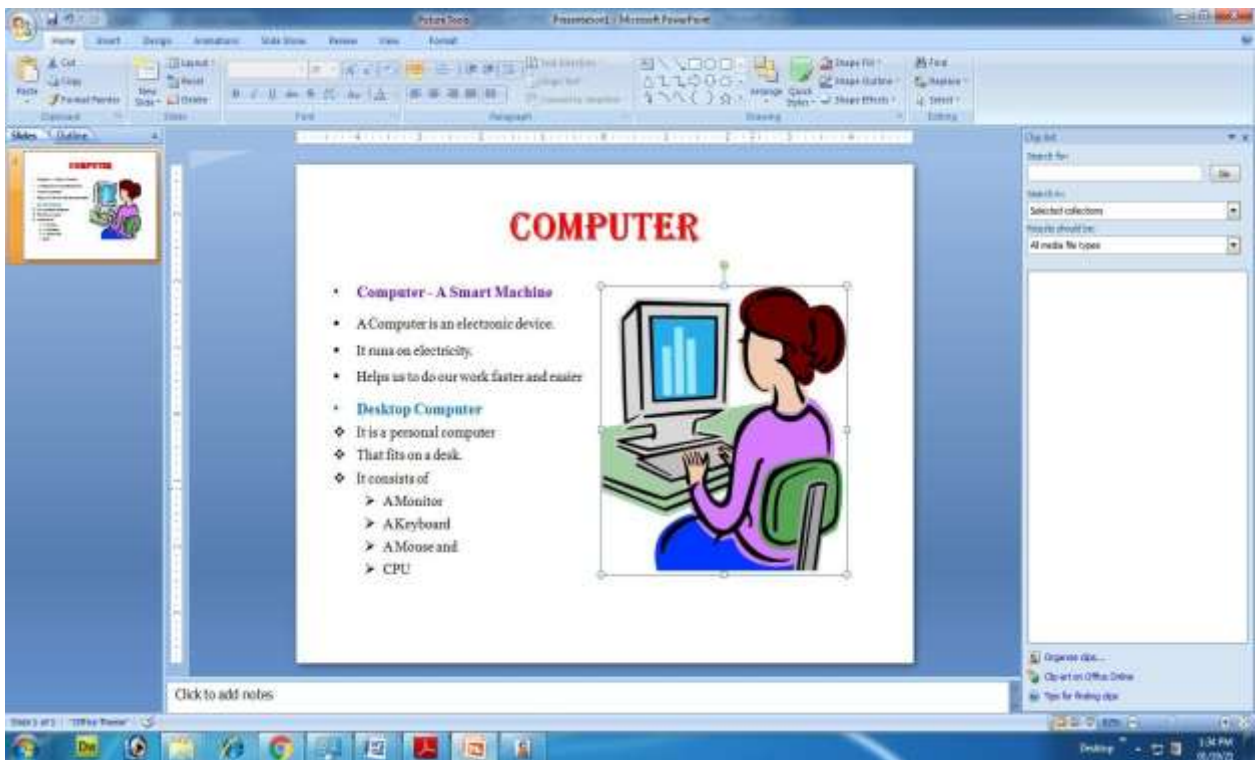
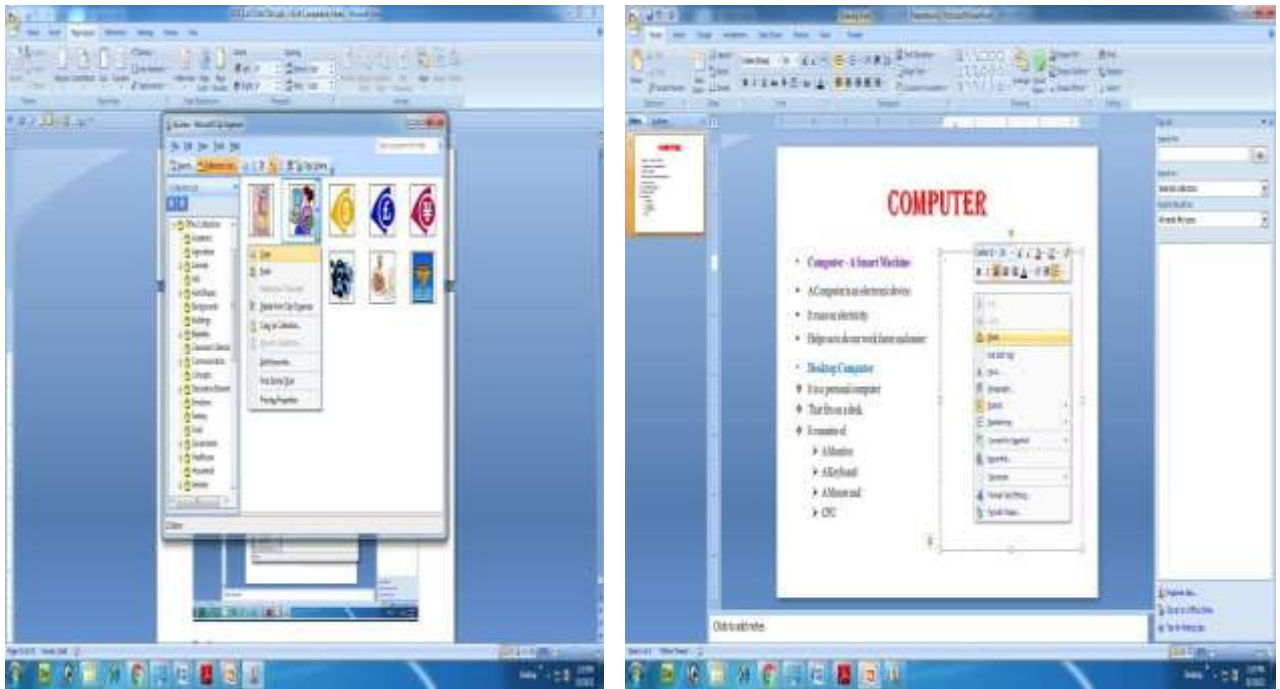
**INSERTING CLIPART**

**Output:**





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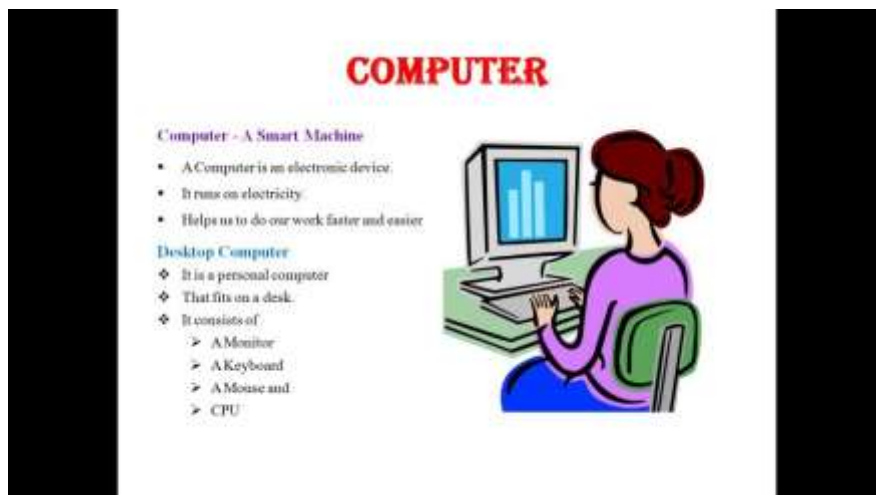
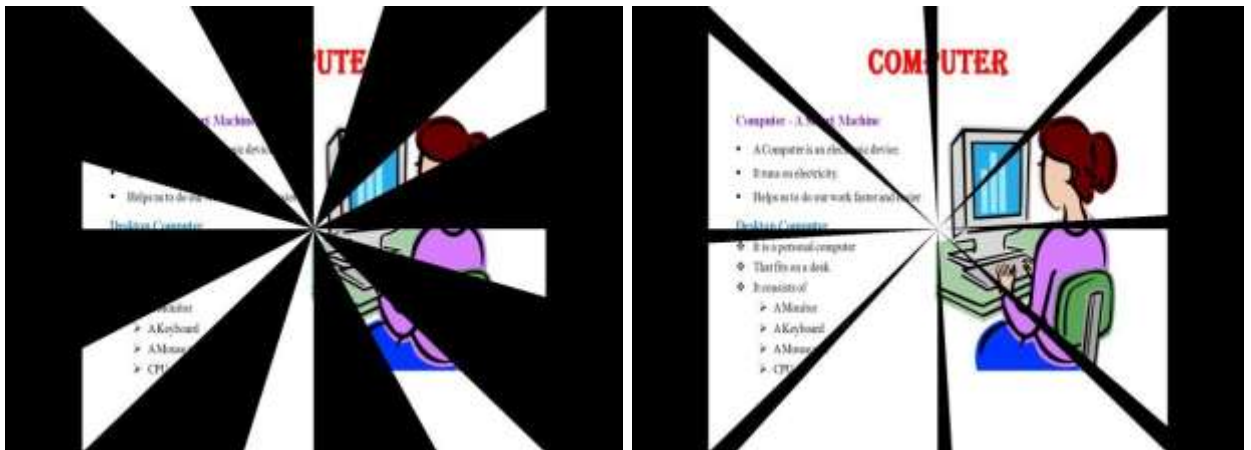
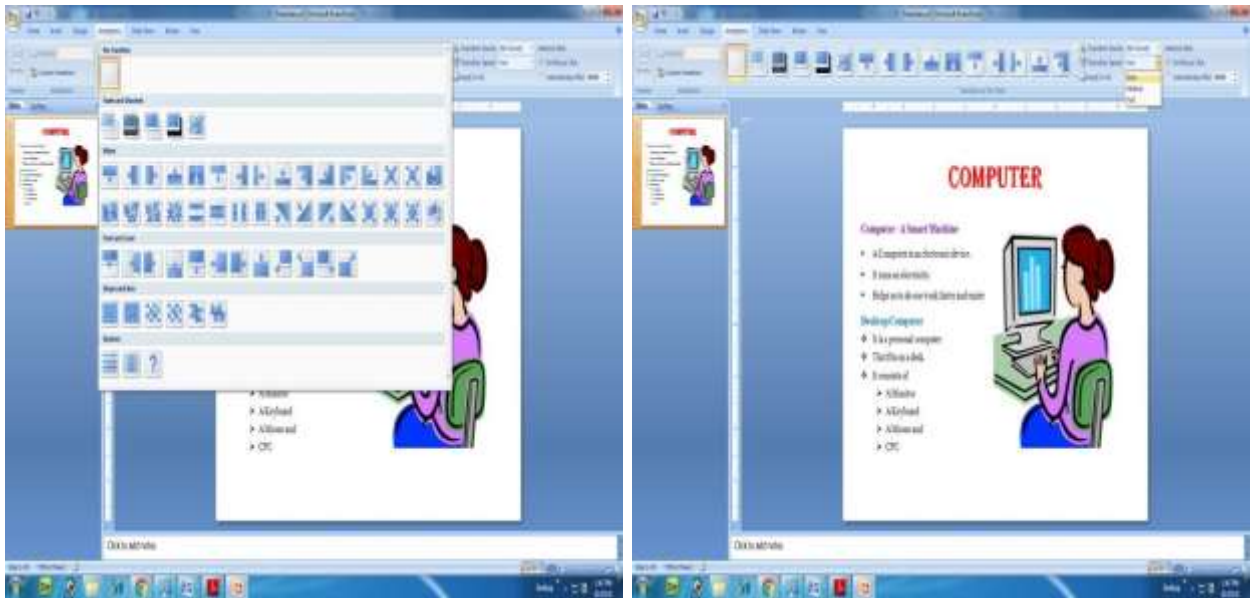




Ex.: 14

## APPLYING TRANSITION EFFECT

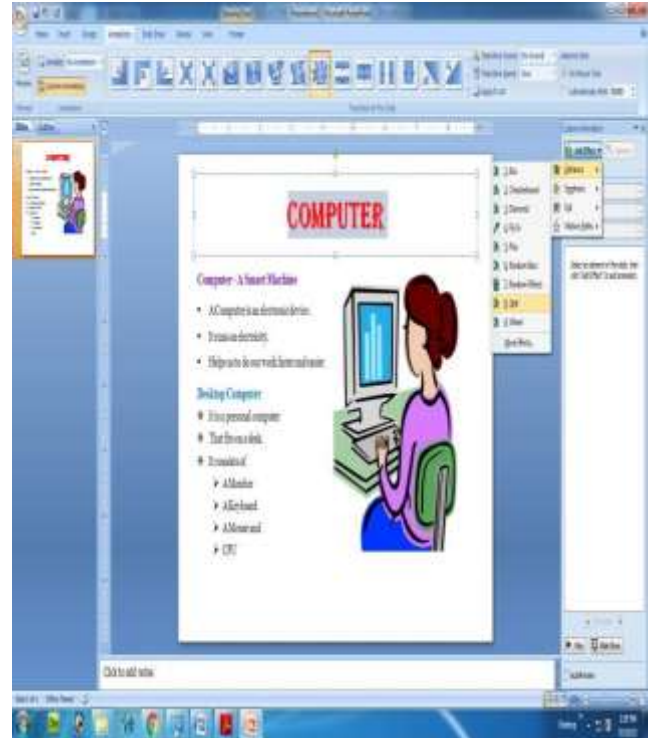
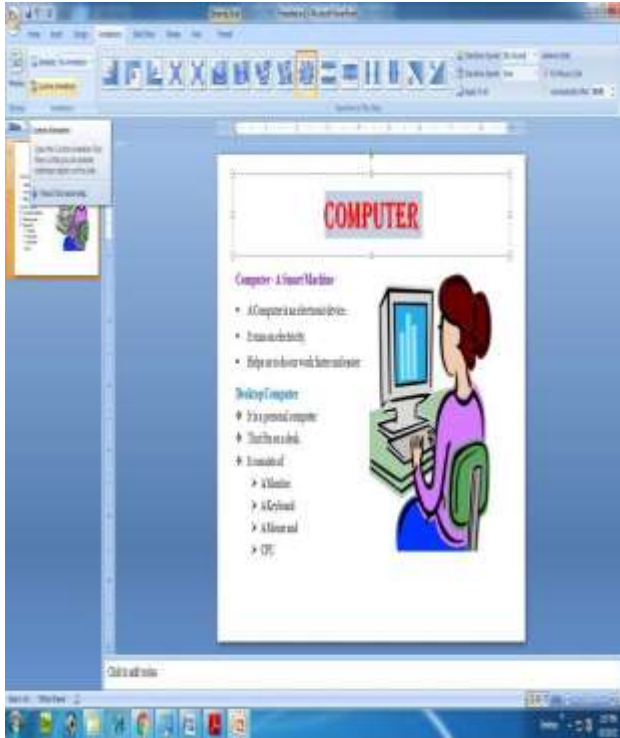
Output:



Ex.: 15

**APPLYING CUSTOM ANIMATION EFFECT**

**Output:**



## COMPUTER

### Computer - A Smart Machine

- A Computer is an electronic device.
- It runs on electricity.
- Helps us to do our work faster and easier.

### Desktop Computer

- ❖ It is a personal computer.
- ❖ That fits on a desk.
- ❖ It consists of
  - A Monitor
  - A Keyboard
  - A Mouse and
  - CPU



## COMPUTER

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  - CPU

## COMPUTER

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  - CPU

