

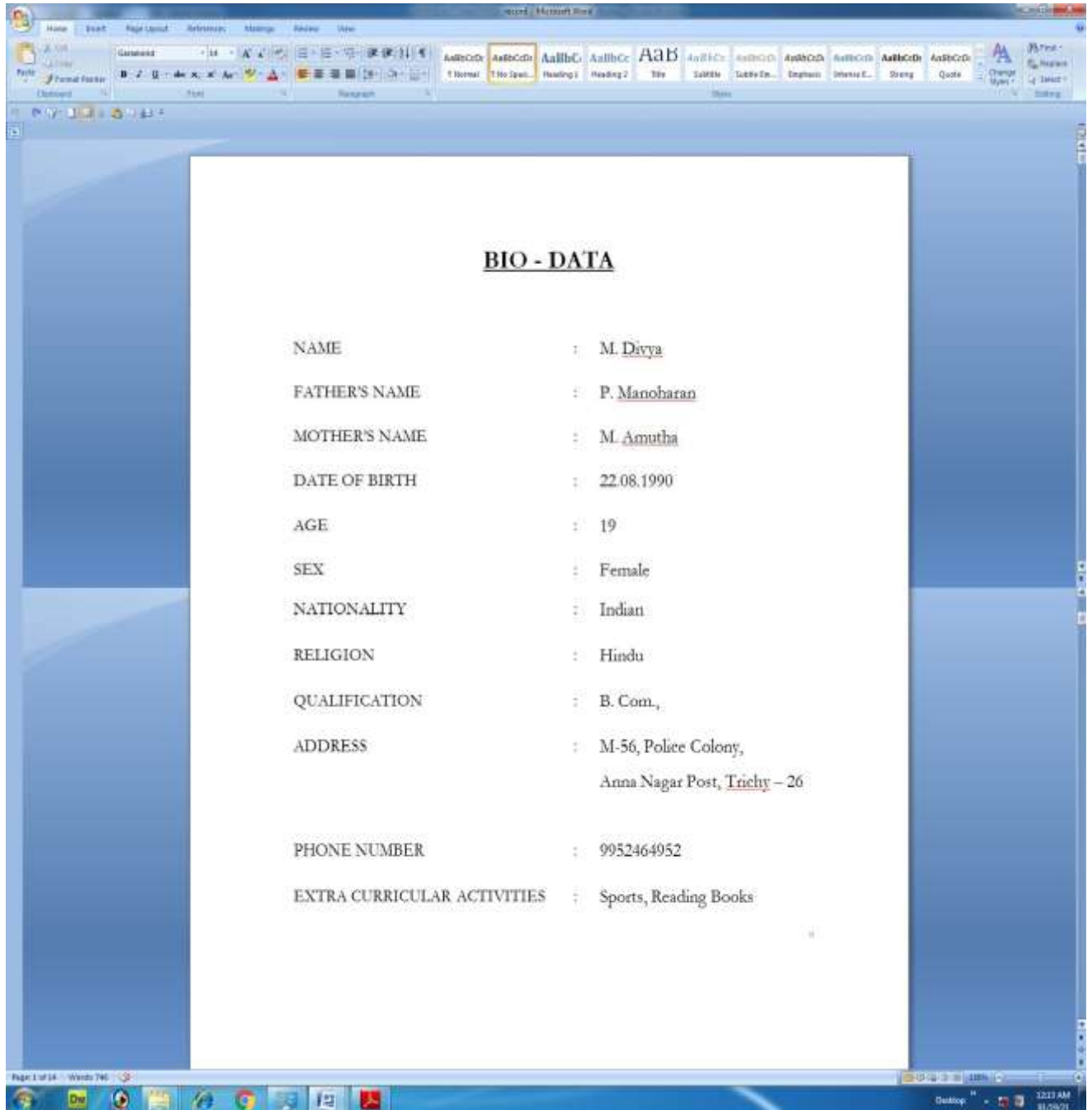
Bharathidasan University
Centre for Differently Abled Person
Tiruchirappalli Tamil Nadu

Programme Name	Bachelor of Computer Applications (BCA)
Course Name	Office Automation Lab
Course code	20UCA1CP1
SEM	I
Unit	I
Compiled by	Dr.M.Prabavathy Assistant Professor &
	Ms M.Hemalatha Guest Faculty

Ex.: 1

RESUME PREPARATION

Output:



The image shows a screenshot of a Microsoft Word document titled "word1 - Microsoft Word". The document contains a resume template with the following bio-data:

BIO - DATA

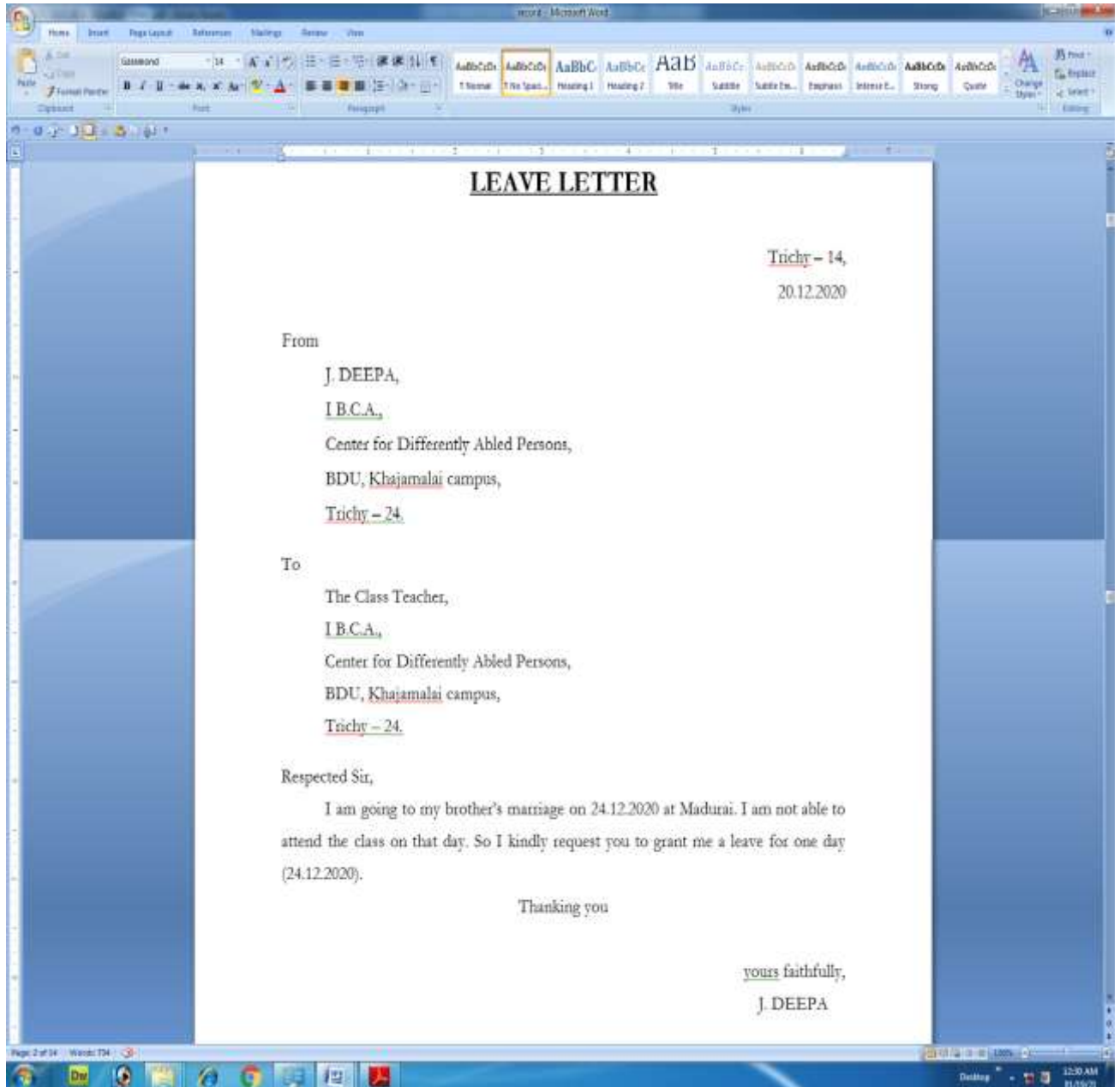
NAME	:	M. Divya
FATHER'S NAME	:	P. Manoharan
MOTHER'S NAME	:	M. Amutha
DATE OF BIRTH	:	22.08.1990
AGE	:	19
SEX	:	Female
NATIONALITY	:	Indian
RELIGION	:	Hindu
QUALIFICATION	:	B. Com.,
ADDRESS	:	M-56, Police Colony, Anna Nagar Post, Trichy – 26
PHONE NUMBER	:	9952464952
EXTRA CURRICULAR ACTIVITIES	:	Sports,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

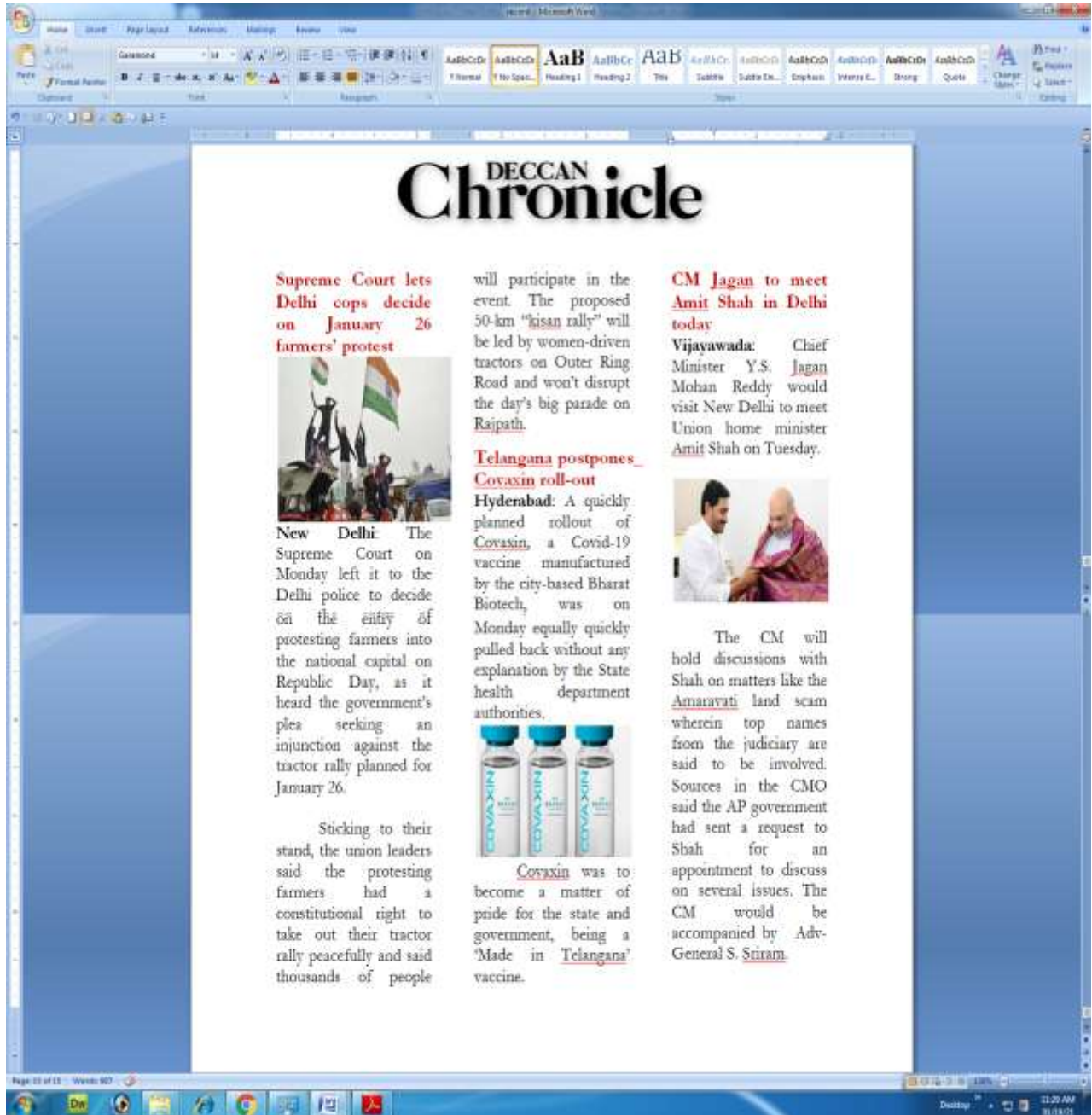
Output



Ex.: 3

NEWS PAPER FORMAT

Output:



Ex.: 4

CALENDAR PREPARATION

Output:



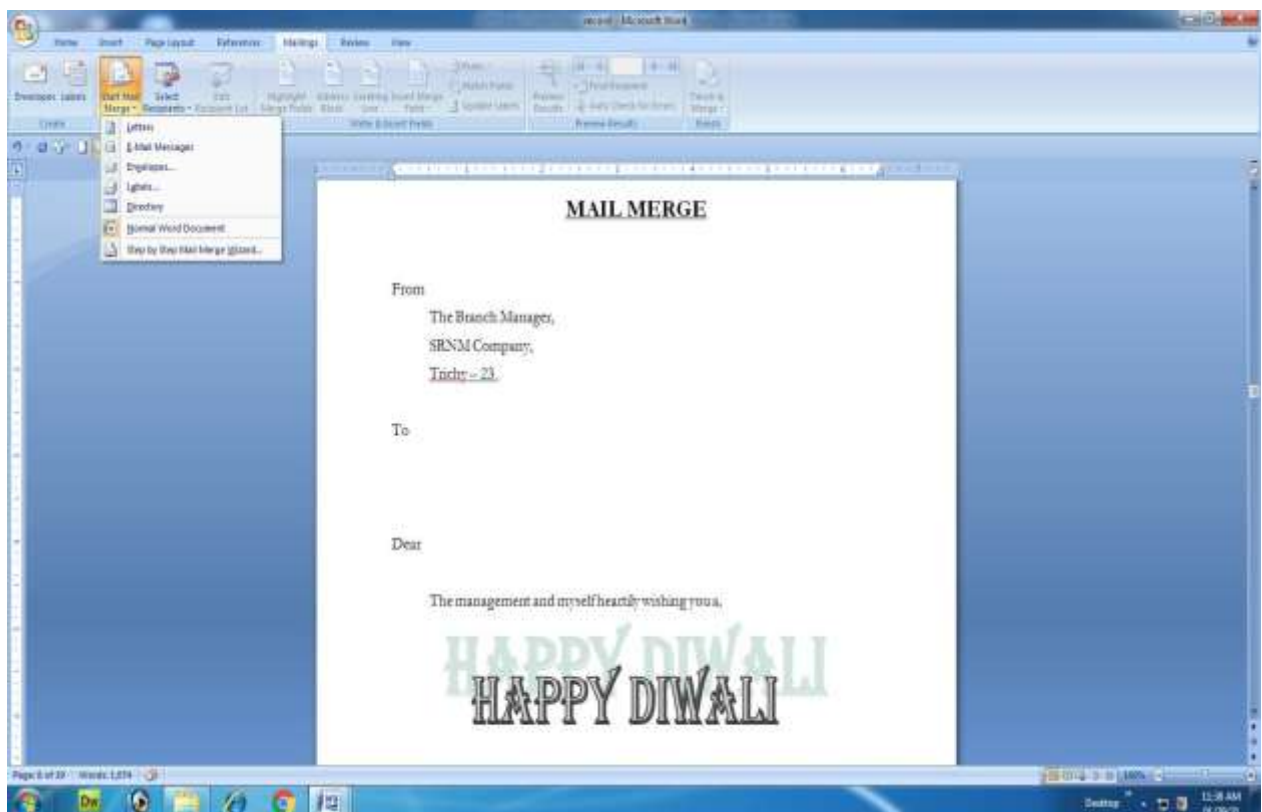
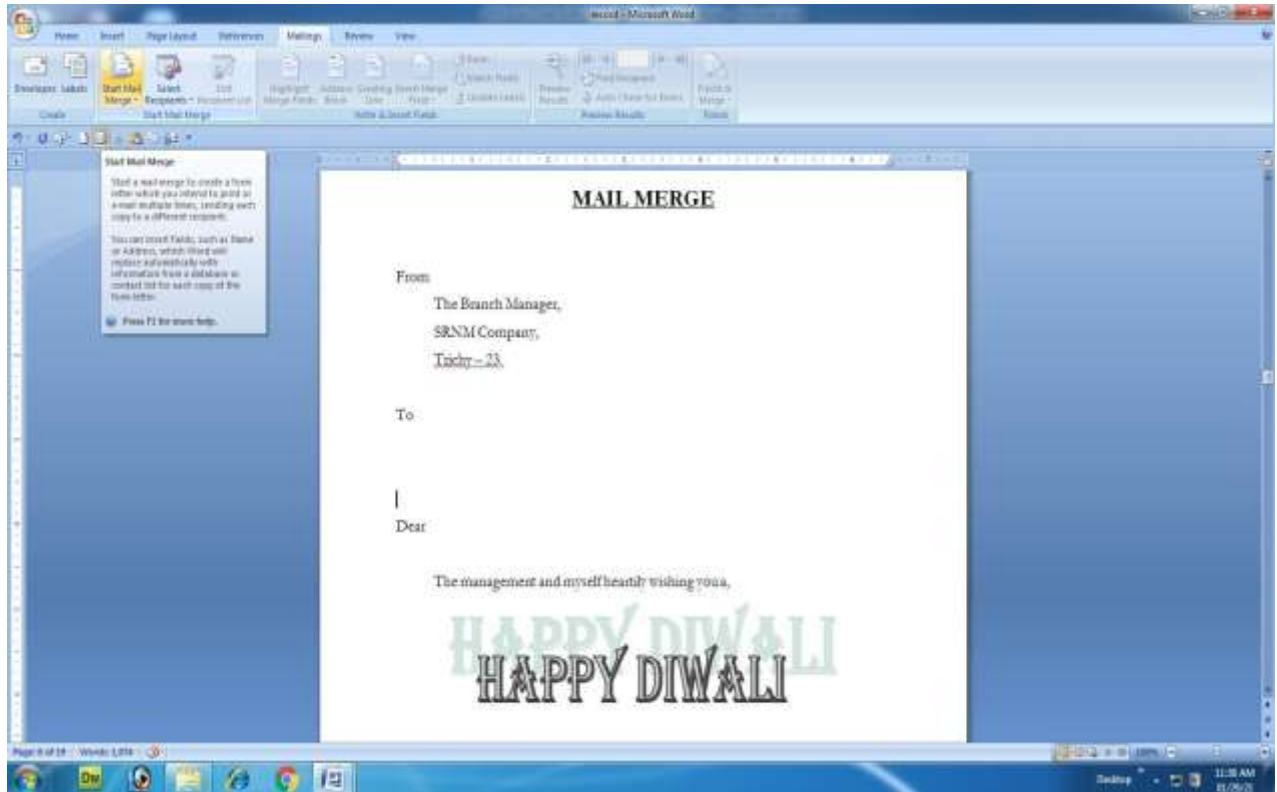
The screenshot shows a Microsoft Word document titled "word - Microsoft Word". The document content includes the logo of Bharathidasan University, the name "BHARATHIDASAN UNIVERSITY" in red, and three photographs of university buildings. Below the images is a red header for "JANUARY 2021" and a calendar table.

JANUARY 2021					
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

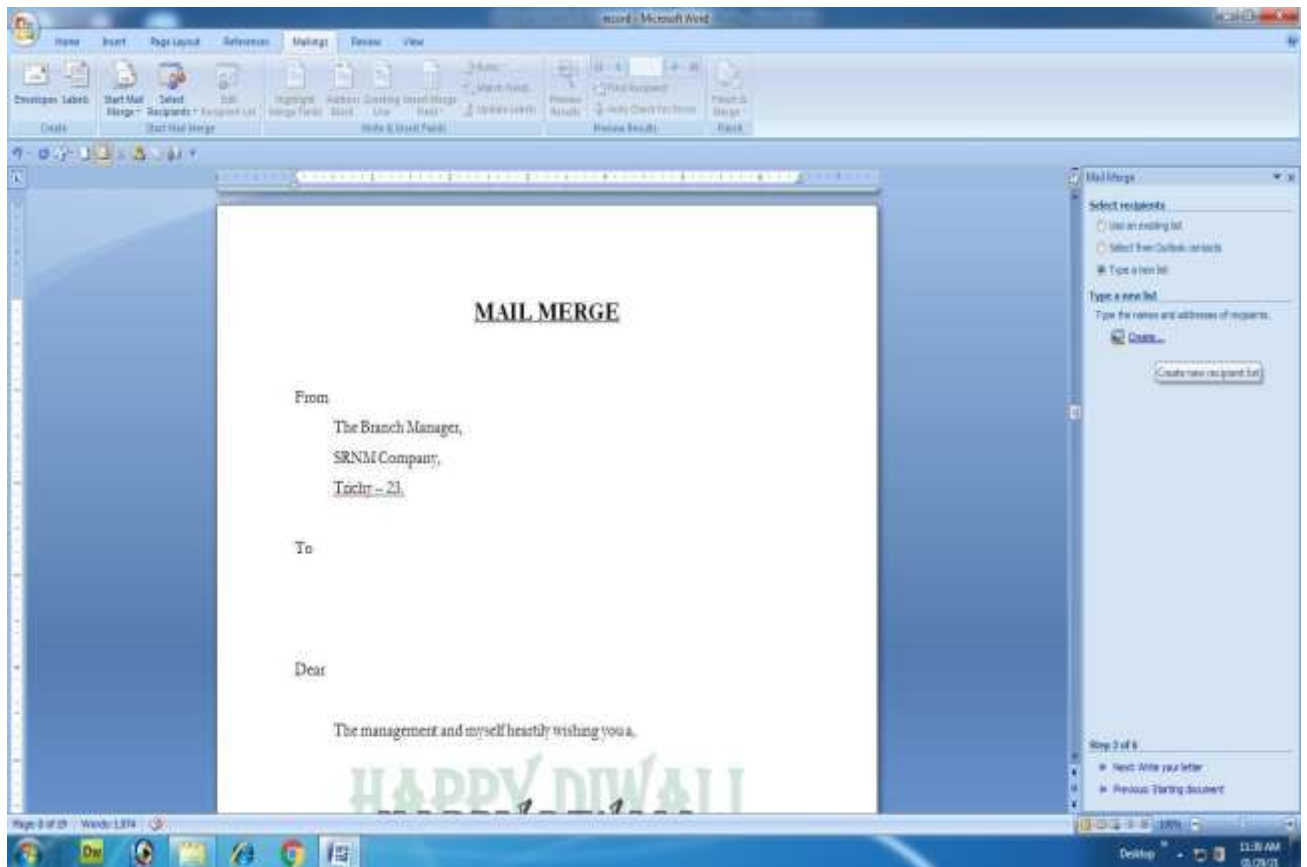
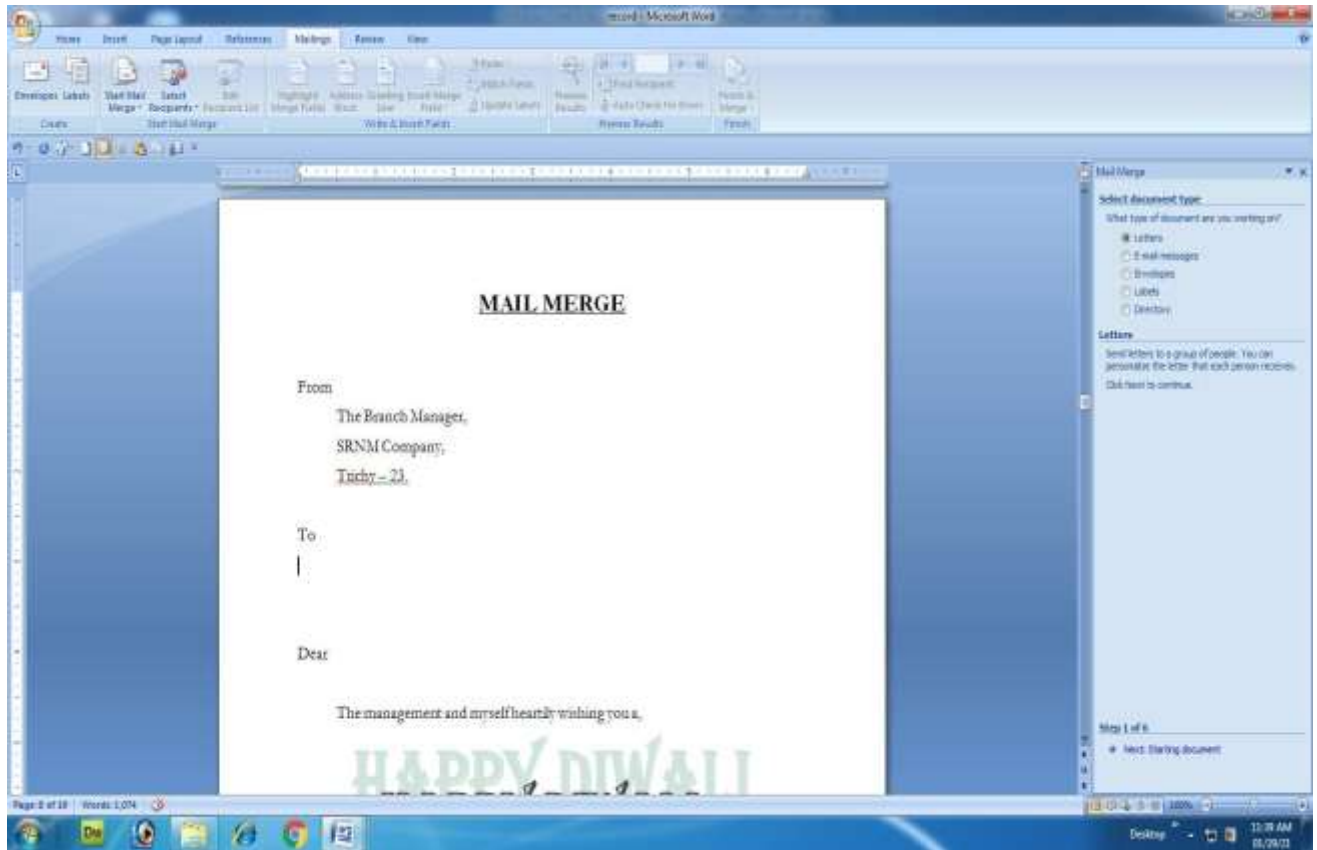
Ex.: 5

MAIL MERGE

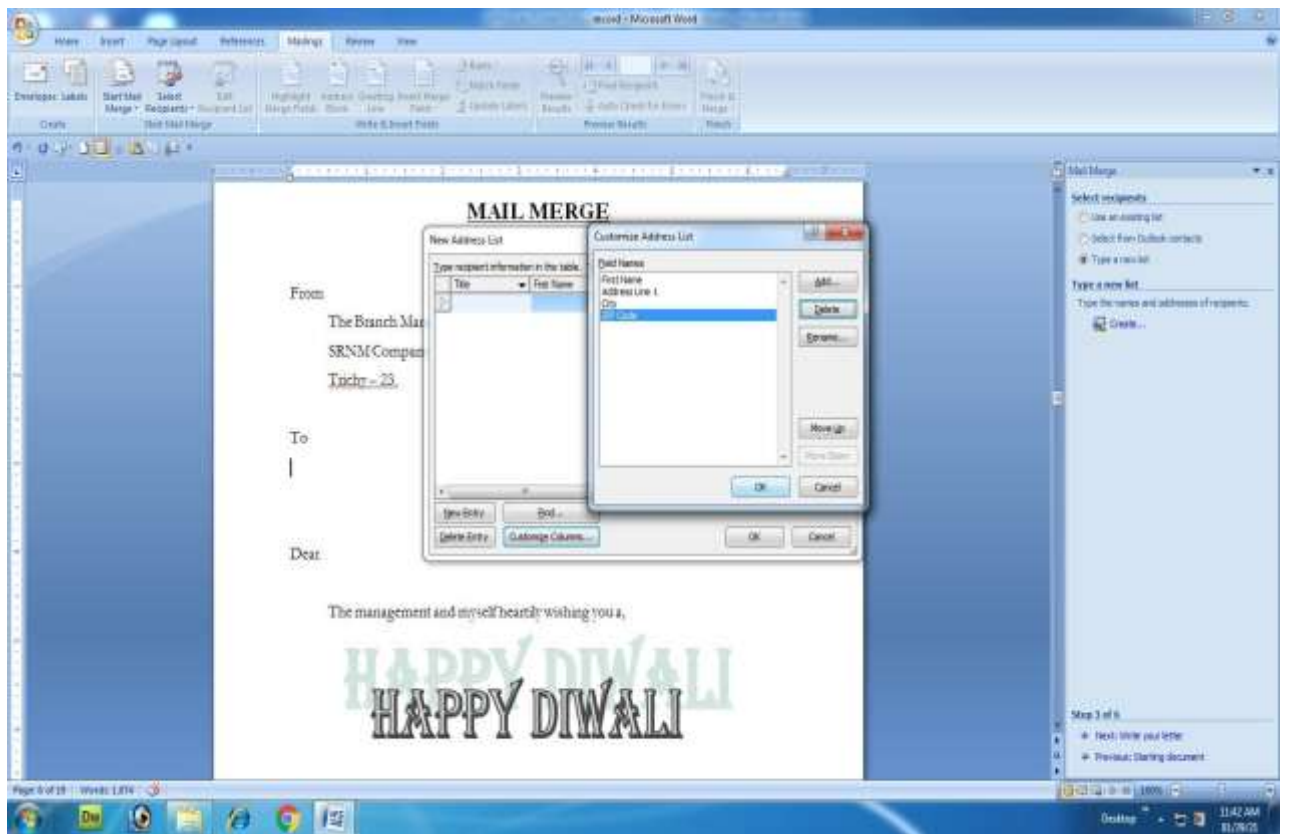
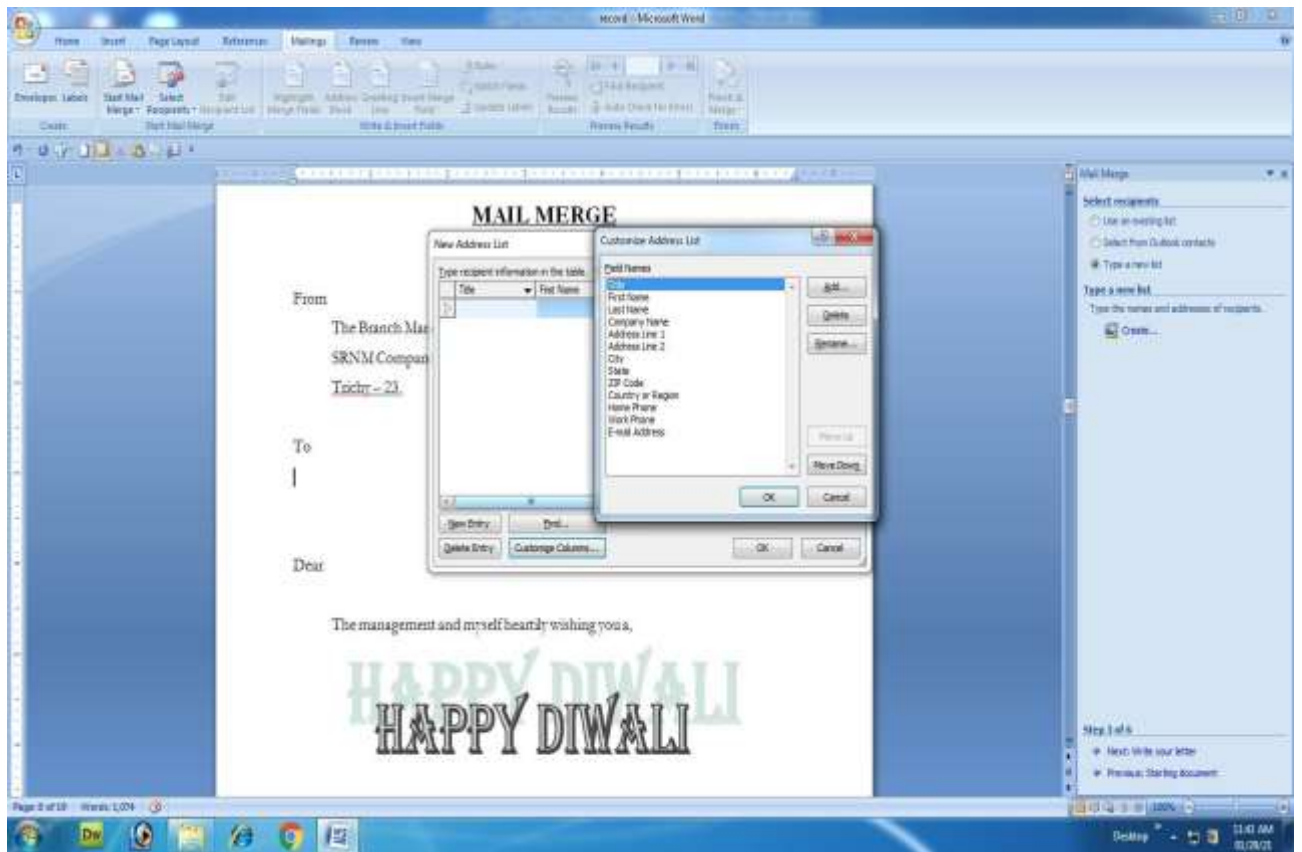
Output:



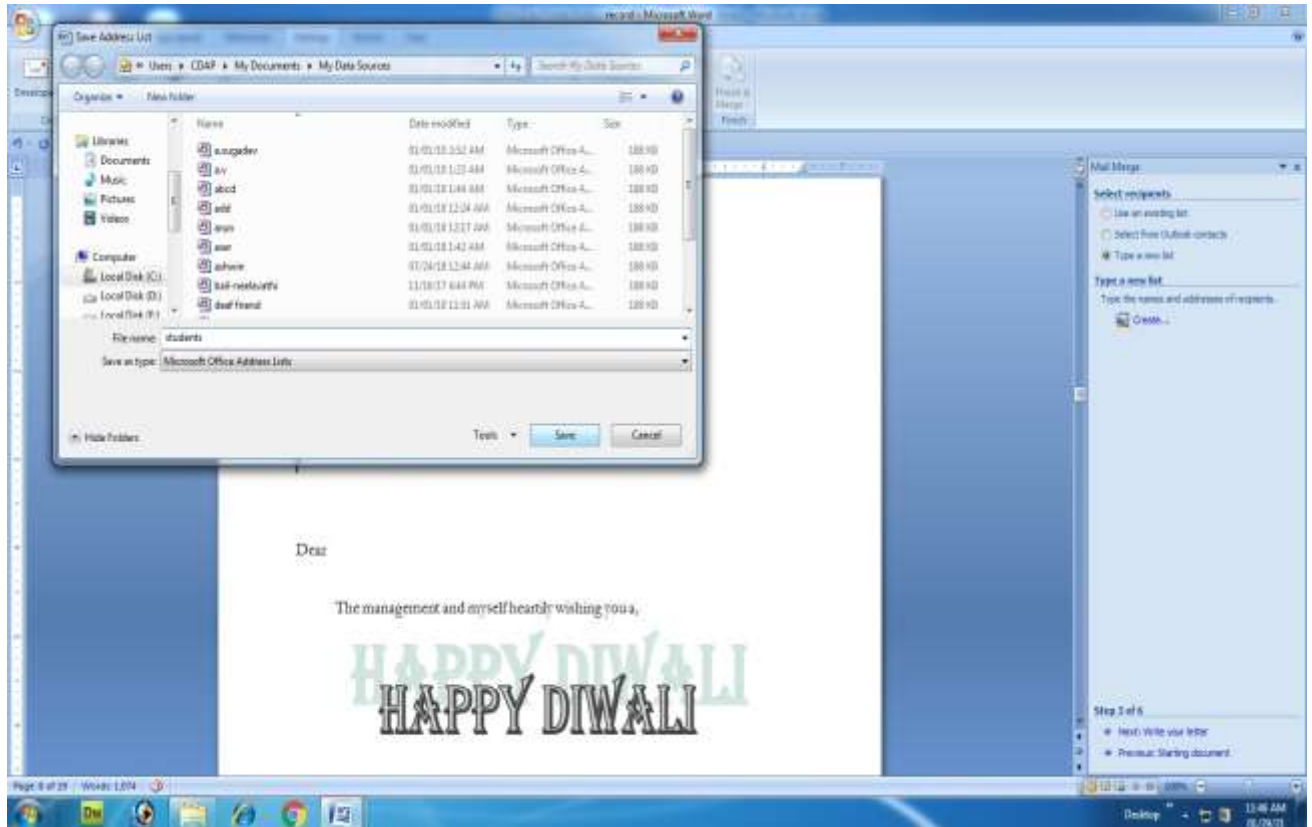
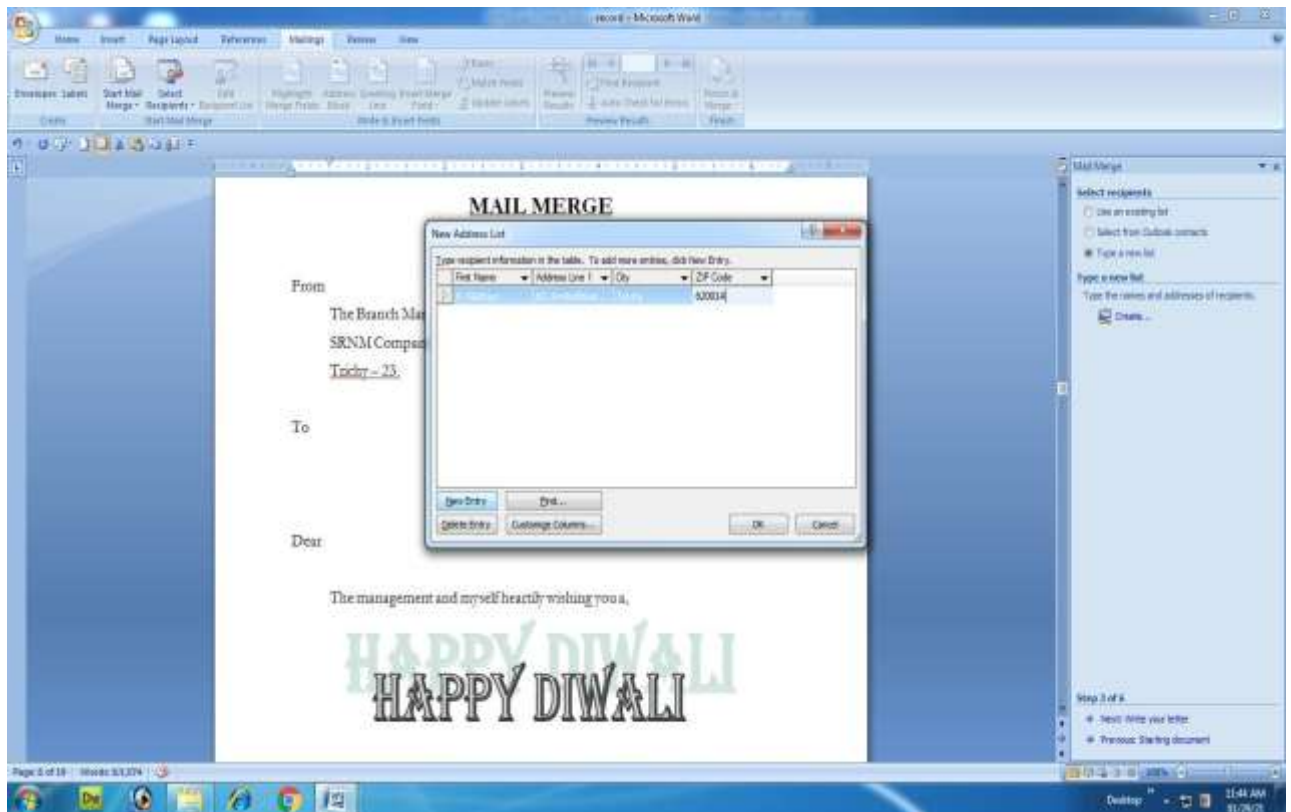
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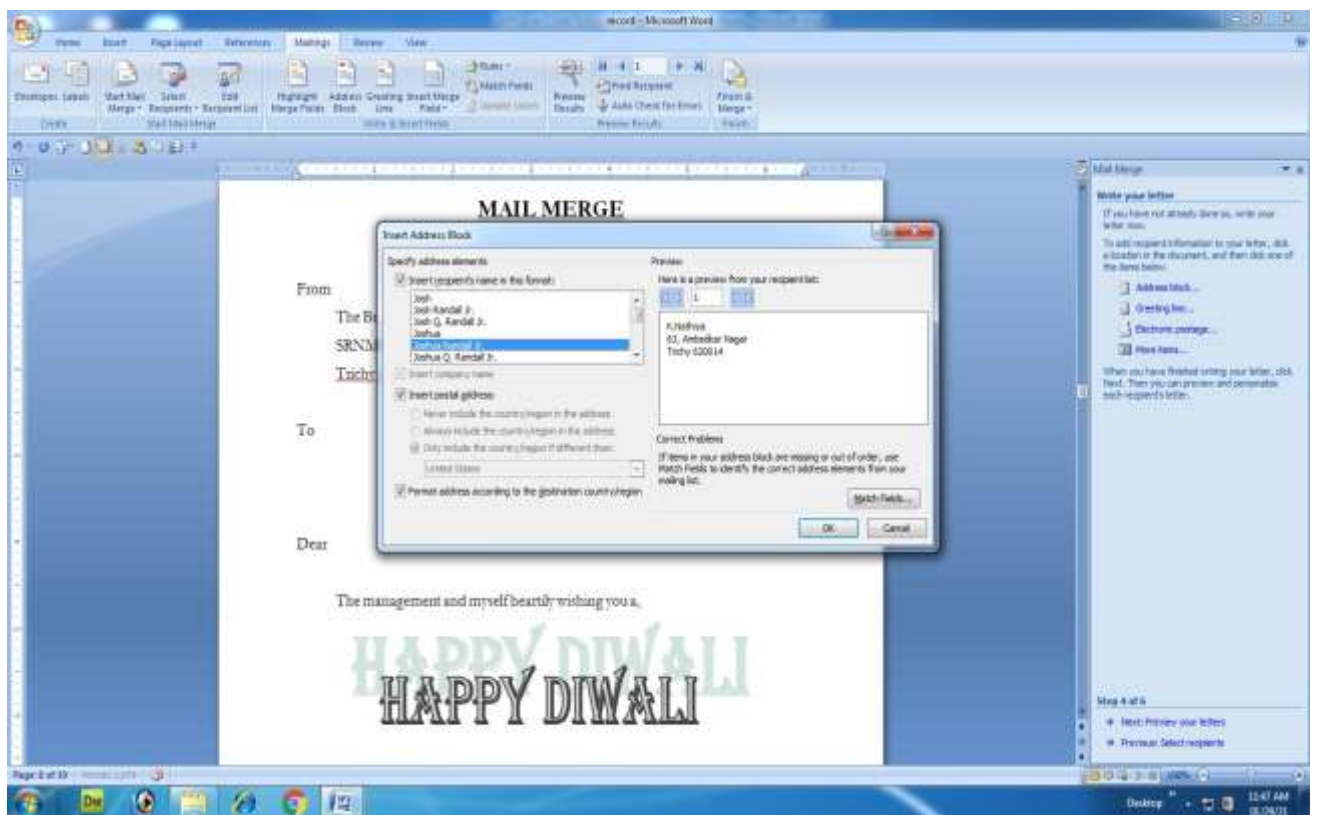
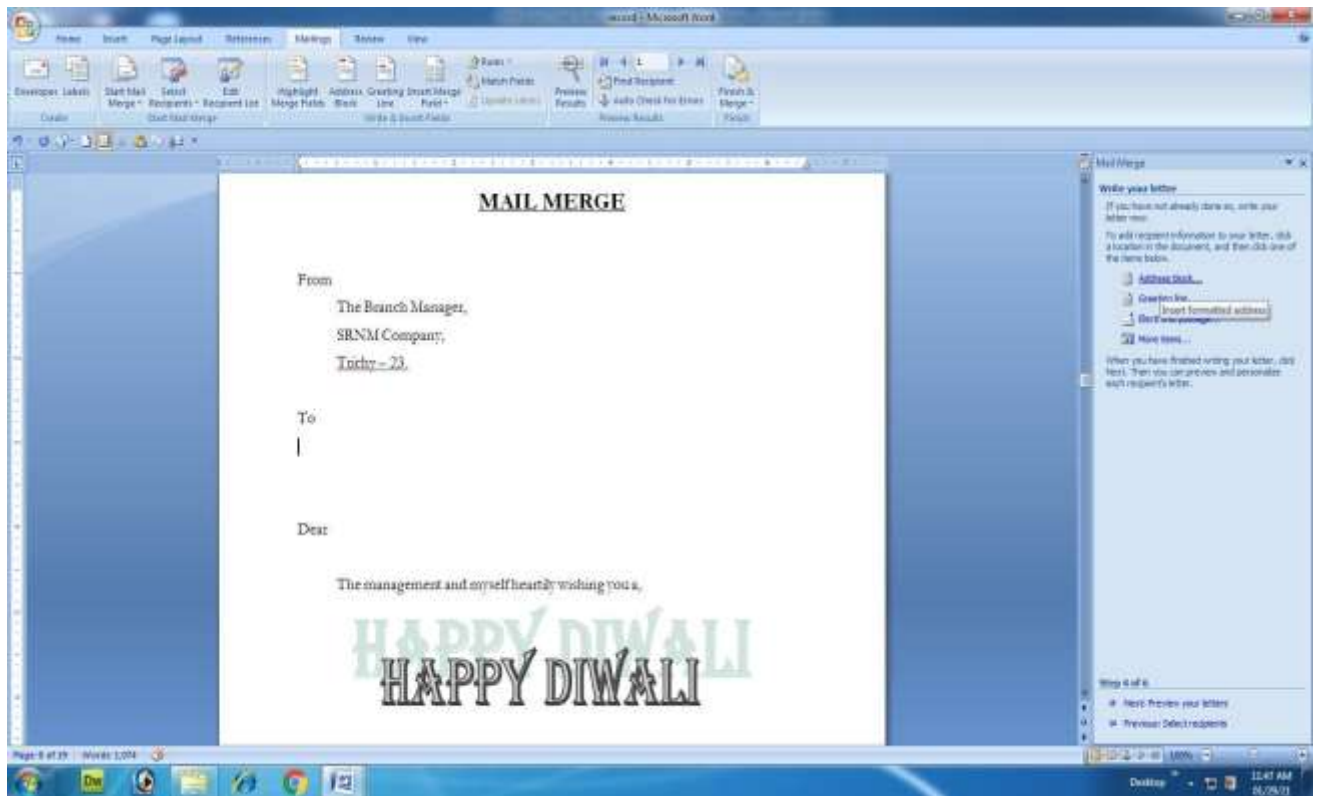
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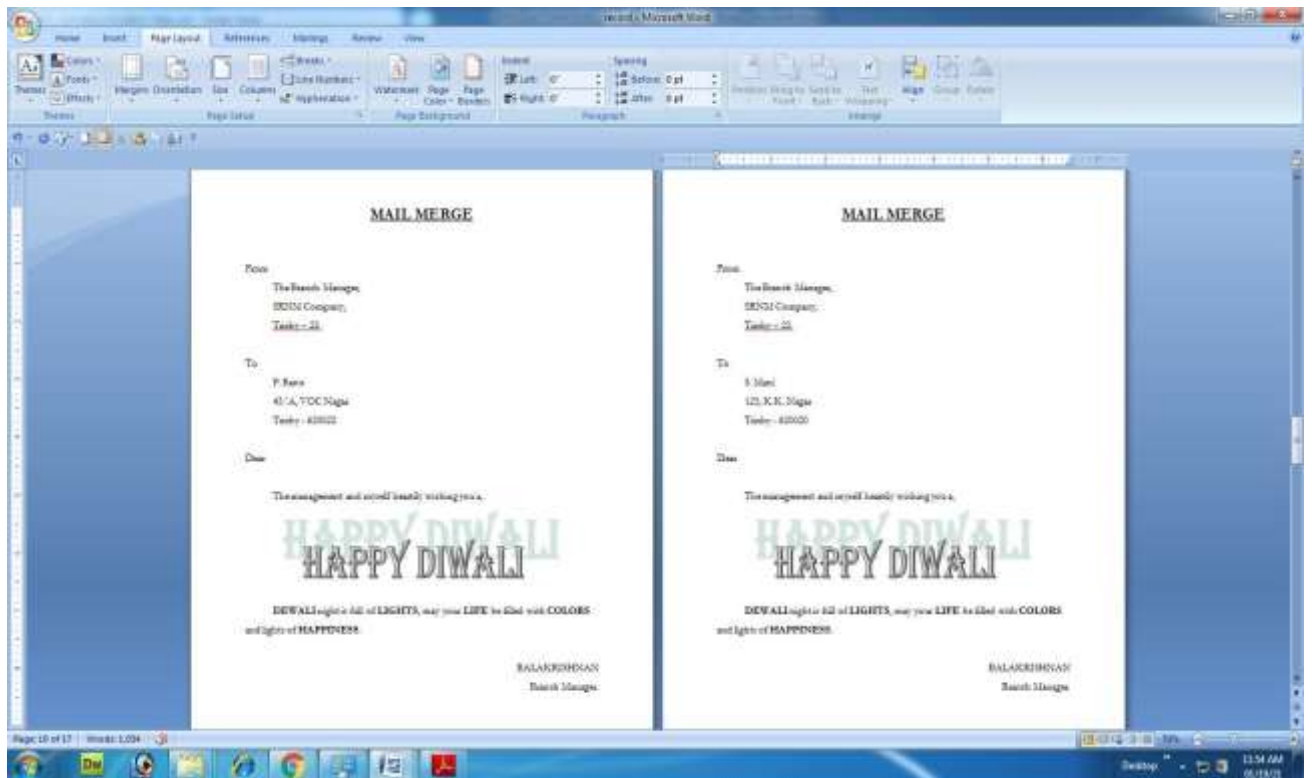
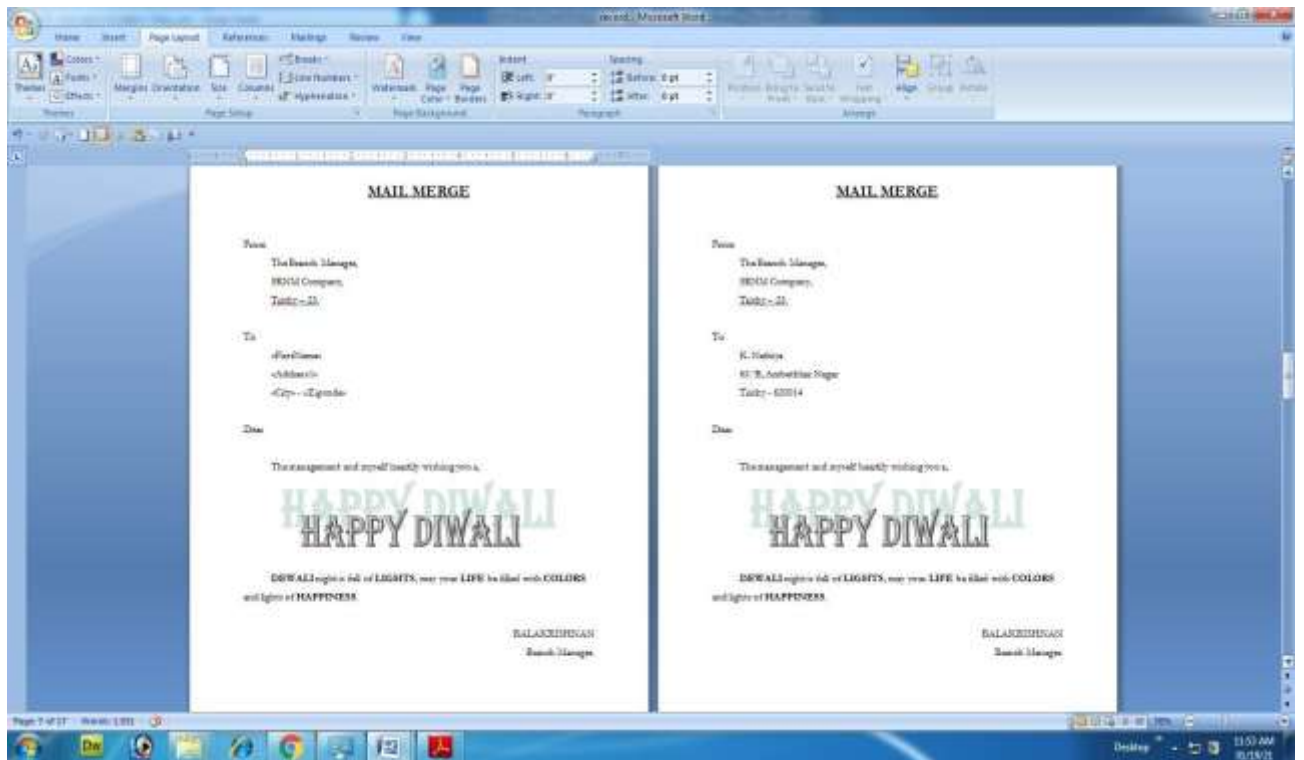
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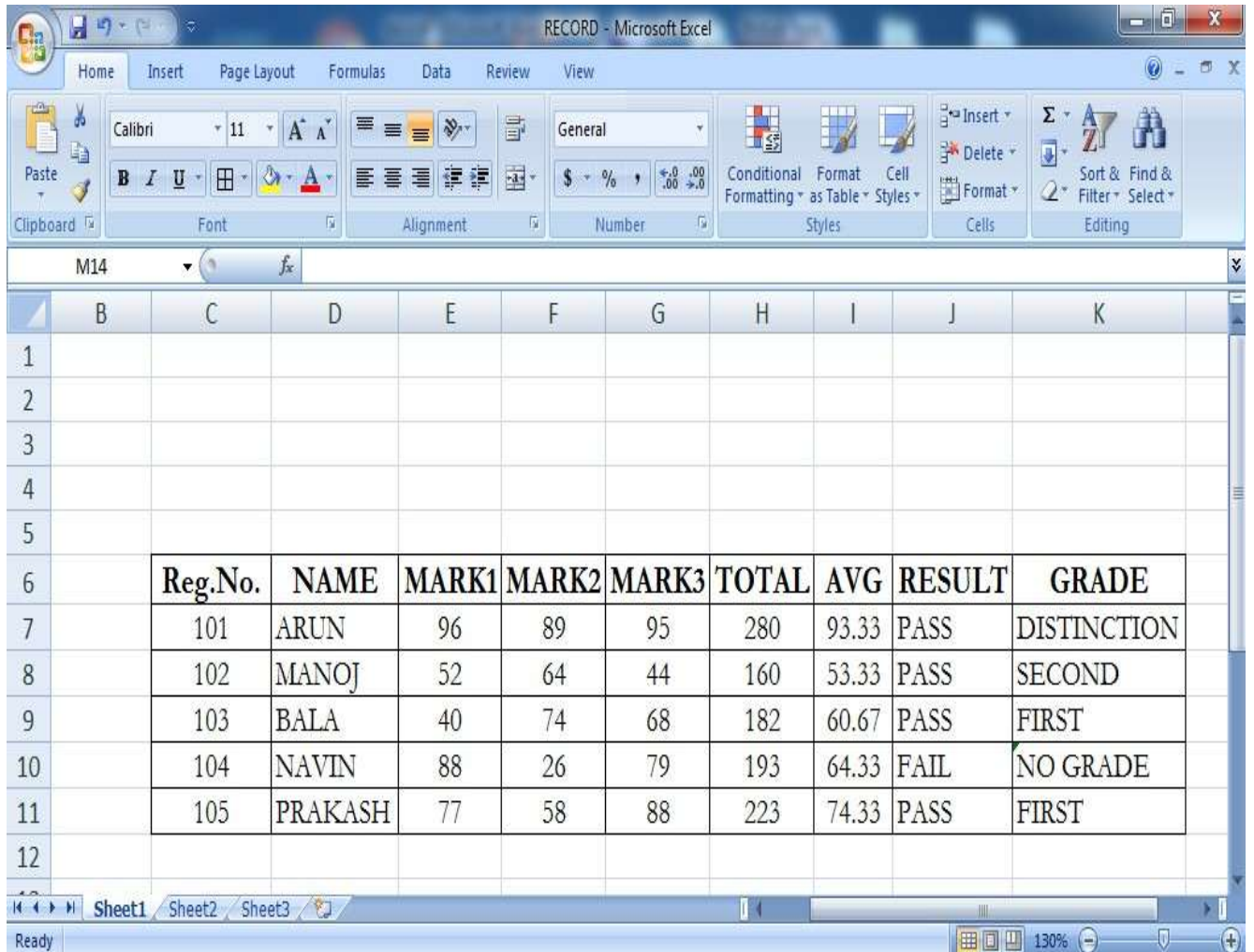
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Ex.: 6

MARK LIST PREPARATION

Output:



The screenshot shows a Microsoft Excel window titled "RECORD - Microsoft Excel". The ribbon is set to "Home" with the "Font" group selected. The font is Calibri, size 11. The table below is displayed in the worksheet area, starting from row 6, column B. The table has 10 columns: Reg.No., NAME, MARK1, MARK2, MARK3, TOTAL, AVG, RESULT, and GRADE. The data rows are 7 through 11.

	Reg.No.	NAME	MARK1	MARK2	MARK3	TOTAL	AVG	RESULT	GRADE
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

Ex.: 7

PAYBILL PREPARATION

Output:

The screenshot shows a Microsoft Excel spreadsheet titled 'RECORD - Microsoft Excel'. The spreadsheet contains a table with 13 columns and 13 rows. The columns are labeled: NAME, BASIC, DA, HRA, CCA, ALLOW, PF, LIC, TAX, DEDUC TION, GROSS PAY, and NET PAY. The rows contain data for five employees: E. NALINI, M. VANMATHI, S. ANBU, N. PRABHU, and S. VANAJA. The data is as follows:

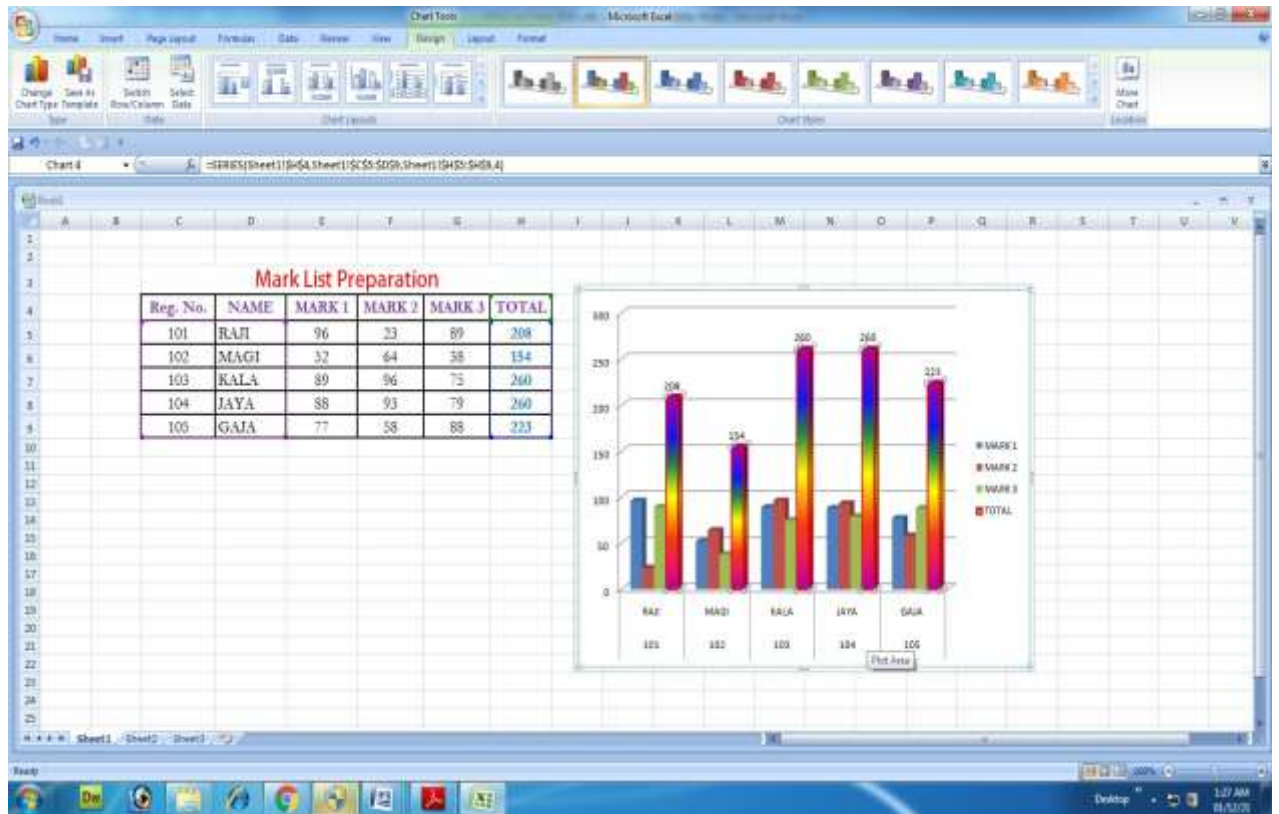
	A	B	C	D	E	F	G	H	I	J	K	L
4	NAME	BASIC	DA	HRA	CCA	ALLOW	PF	LIC	TAX	DEDUC TION	GROSS PAY	NET PAY
5	E. NALINI	2800	280	56	28	364	84	56	28	168	3164	2996
6	M. VANMATHI	4500	450	90	45	585	135	90	45	270	5085	4815
7	S. ANBU	8000	800	160	80	1040	240	160	80	480	9040	8560
8	N. PRABHU	15000	1500	300	150	1950	450	300	150	900	16950	16050
9	S. VANAJA	9000	900	180	90	1170	270	180	90	540	10170	9630
10												
11												
12												
13												

Ex.: 8

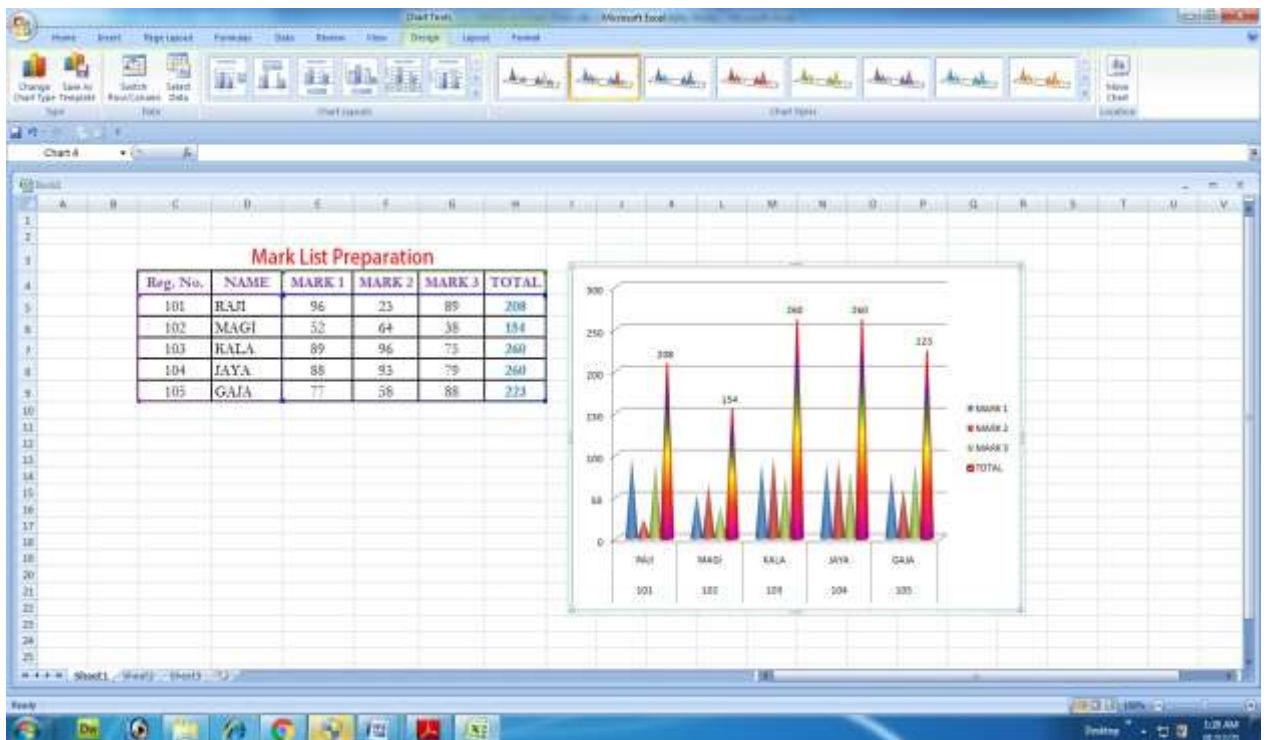
VARIOUS TYPES OF GRAPH

Output:

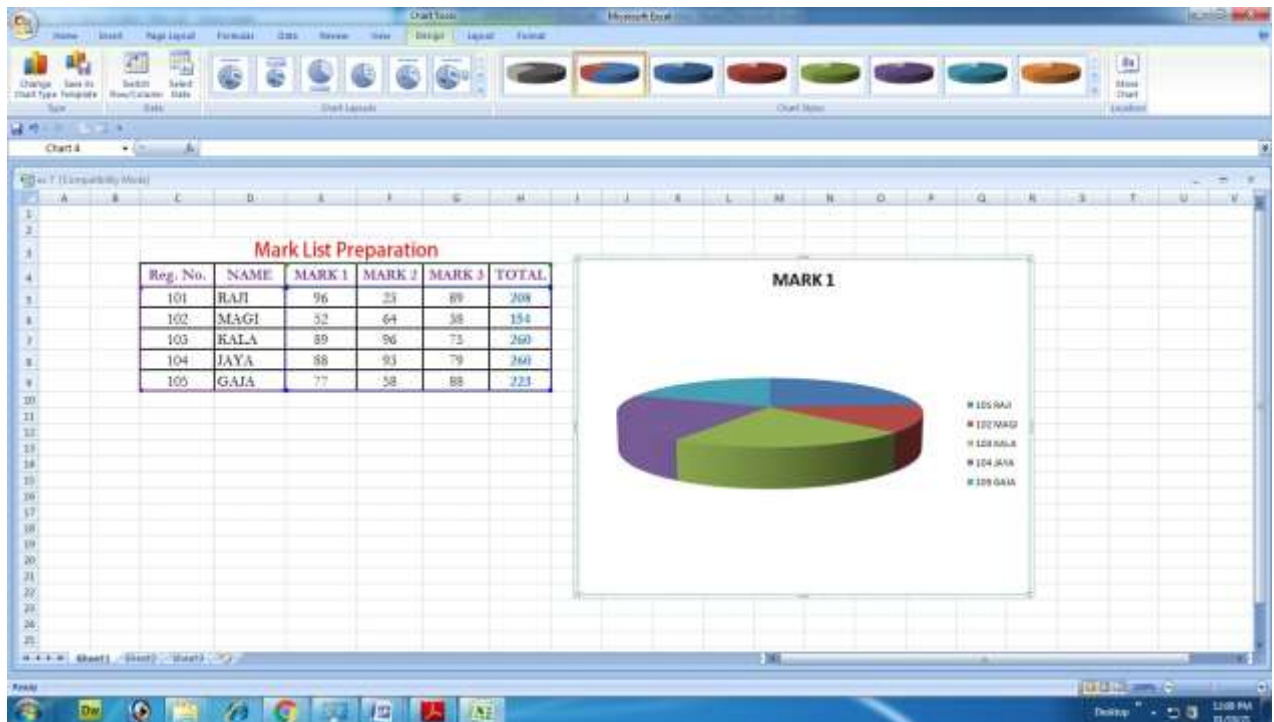
3-D Clustered Column Chart:



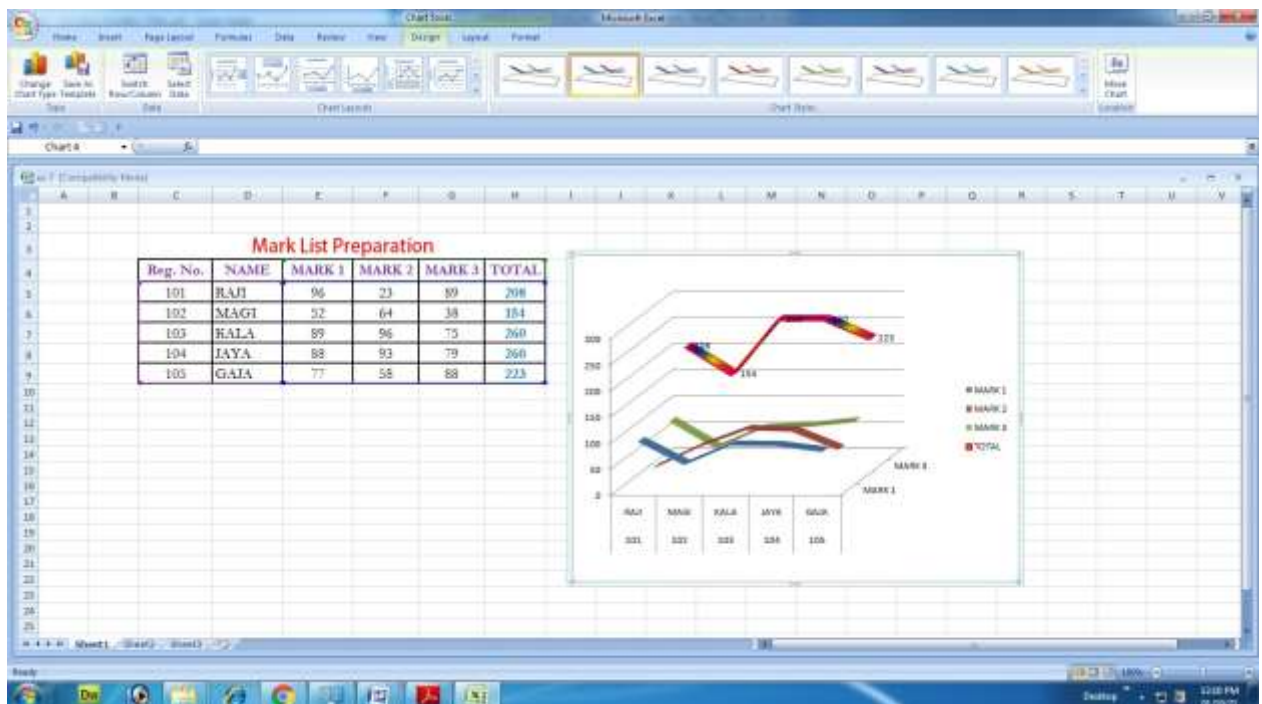
Clustered Cone Chart:



Pie in 3-D Chart:



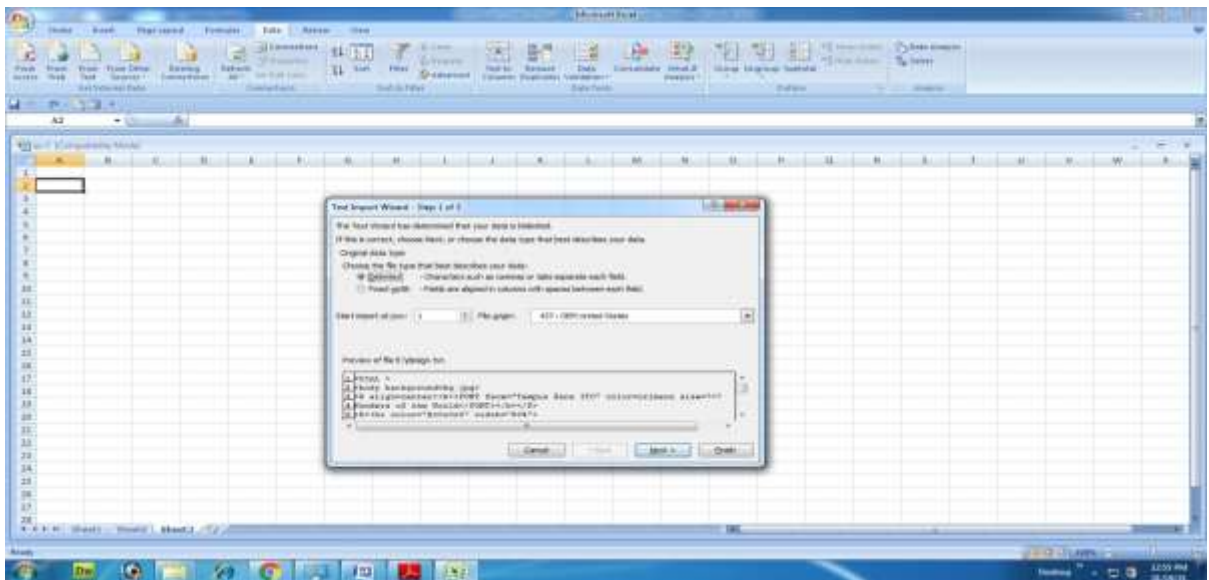
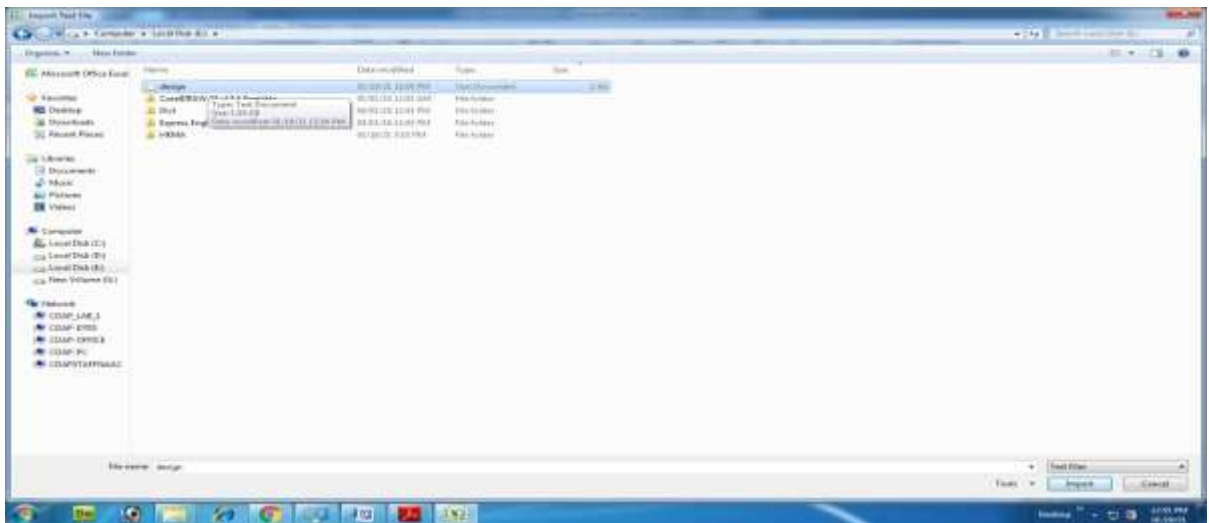
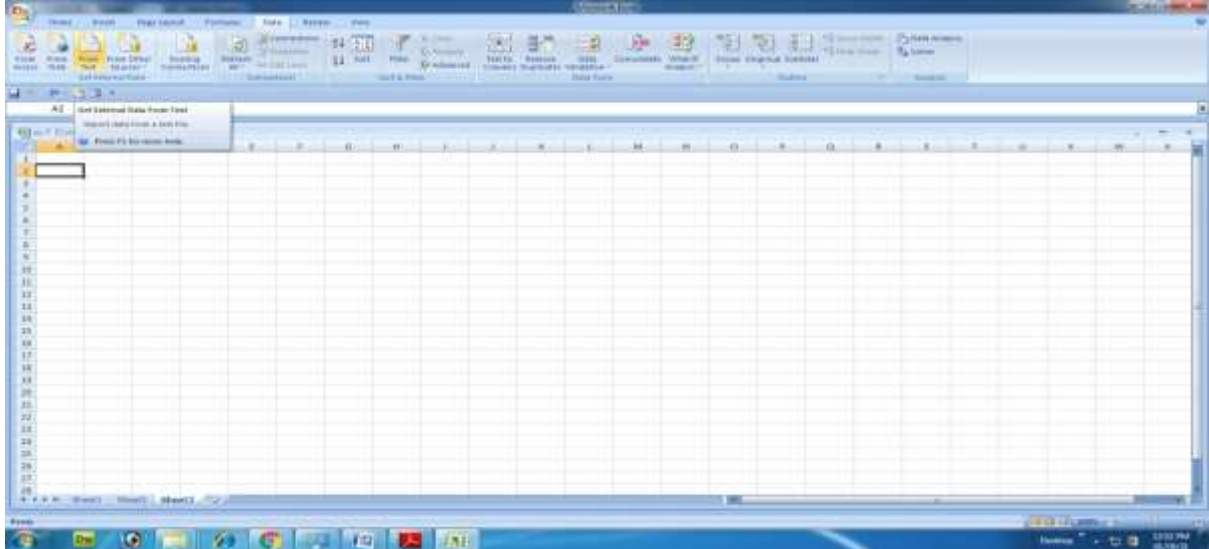
3-D Line Chart:



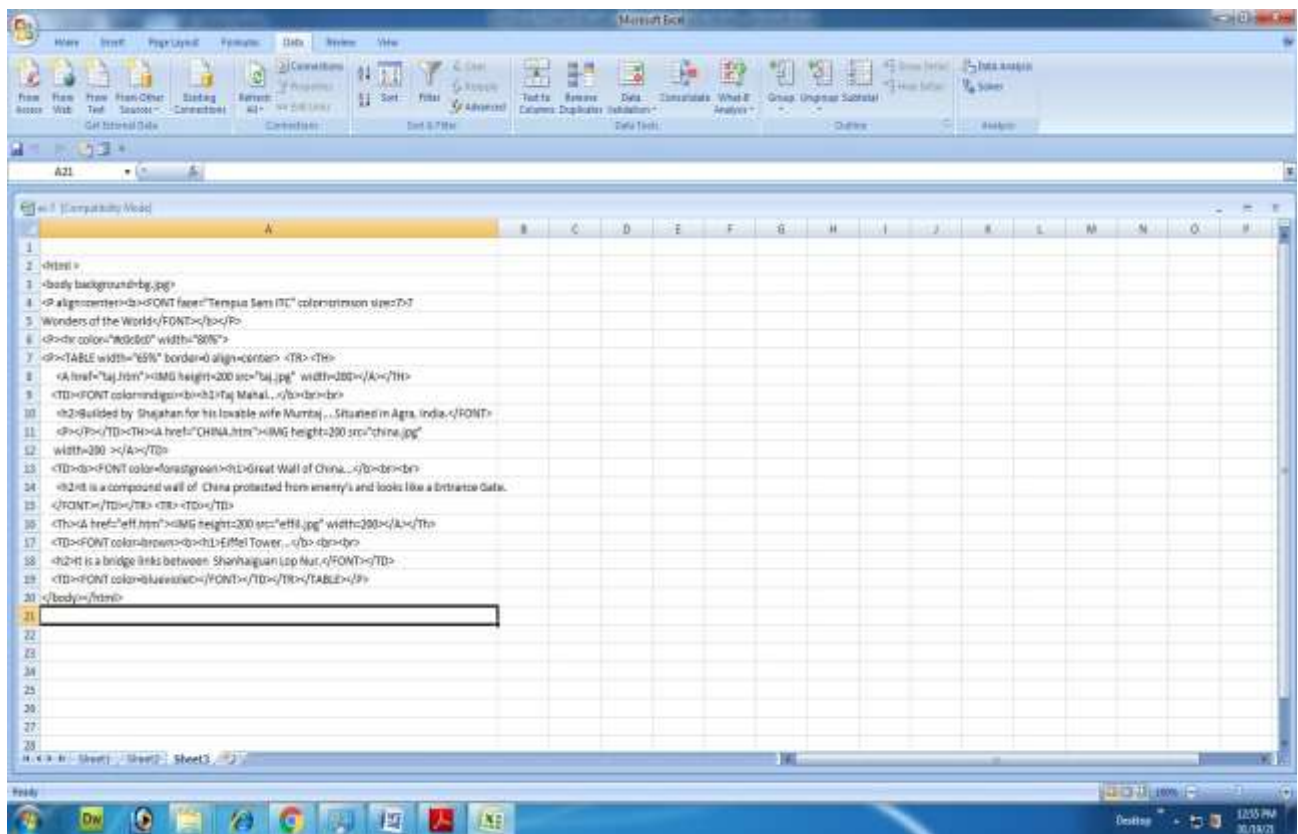
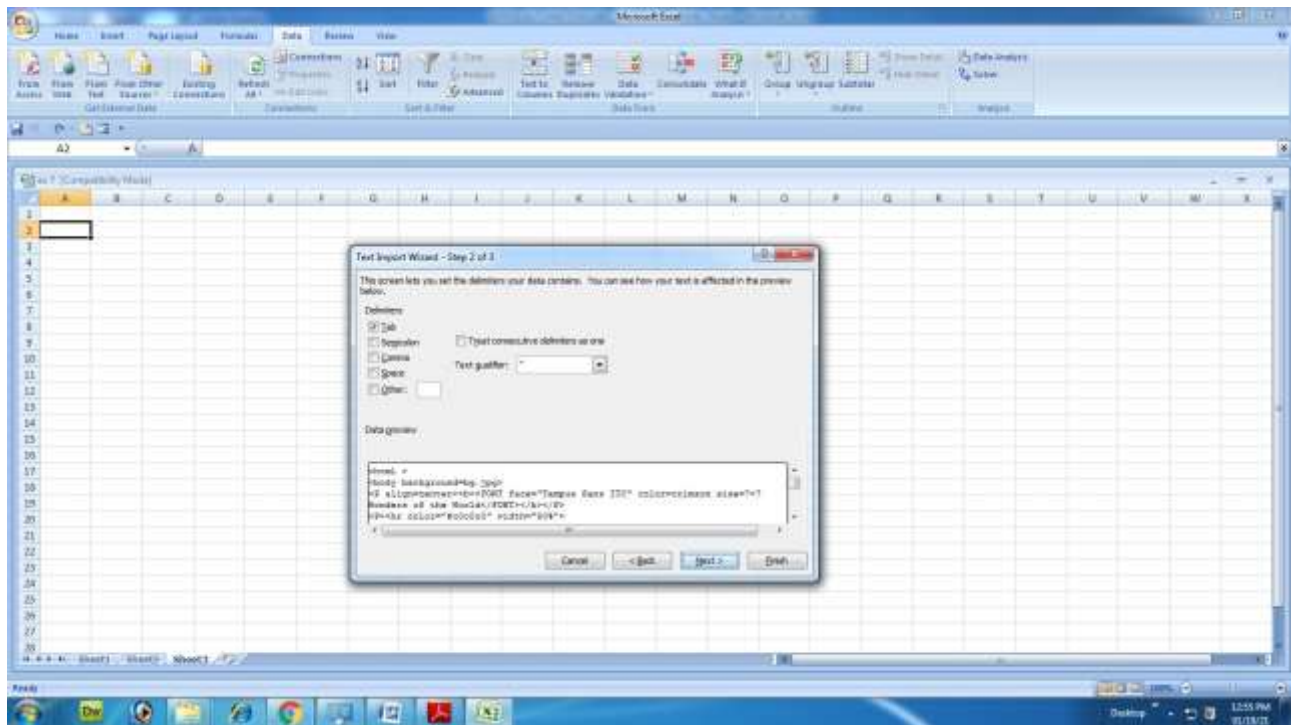
Ex.: 9

IMPORTING DATA FROM NOTEPAD

Output:



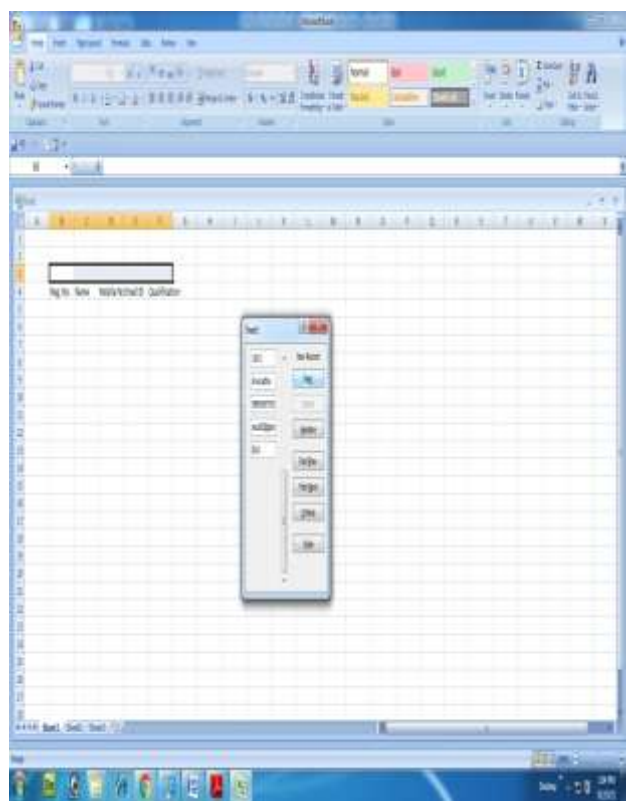
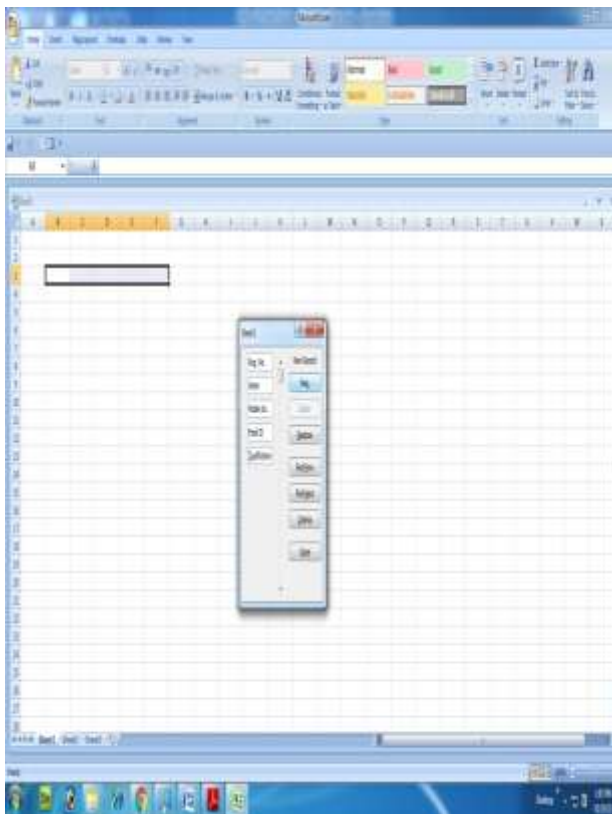
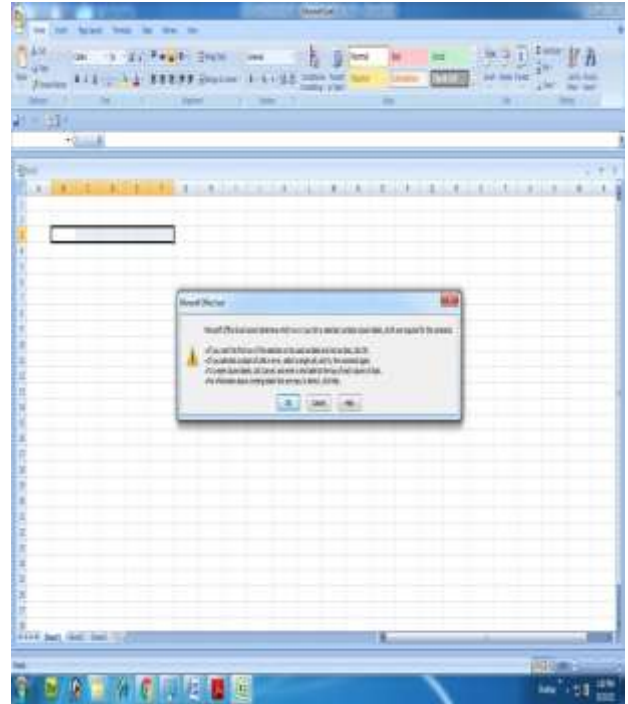
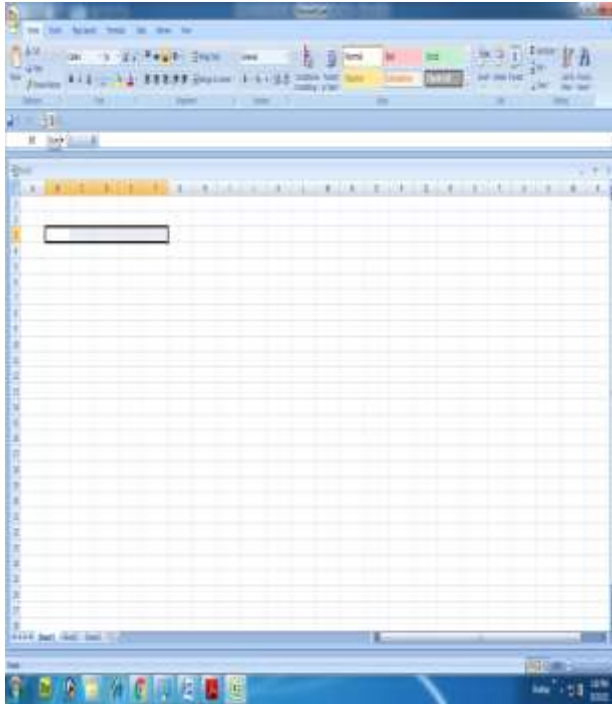
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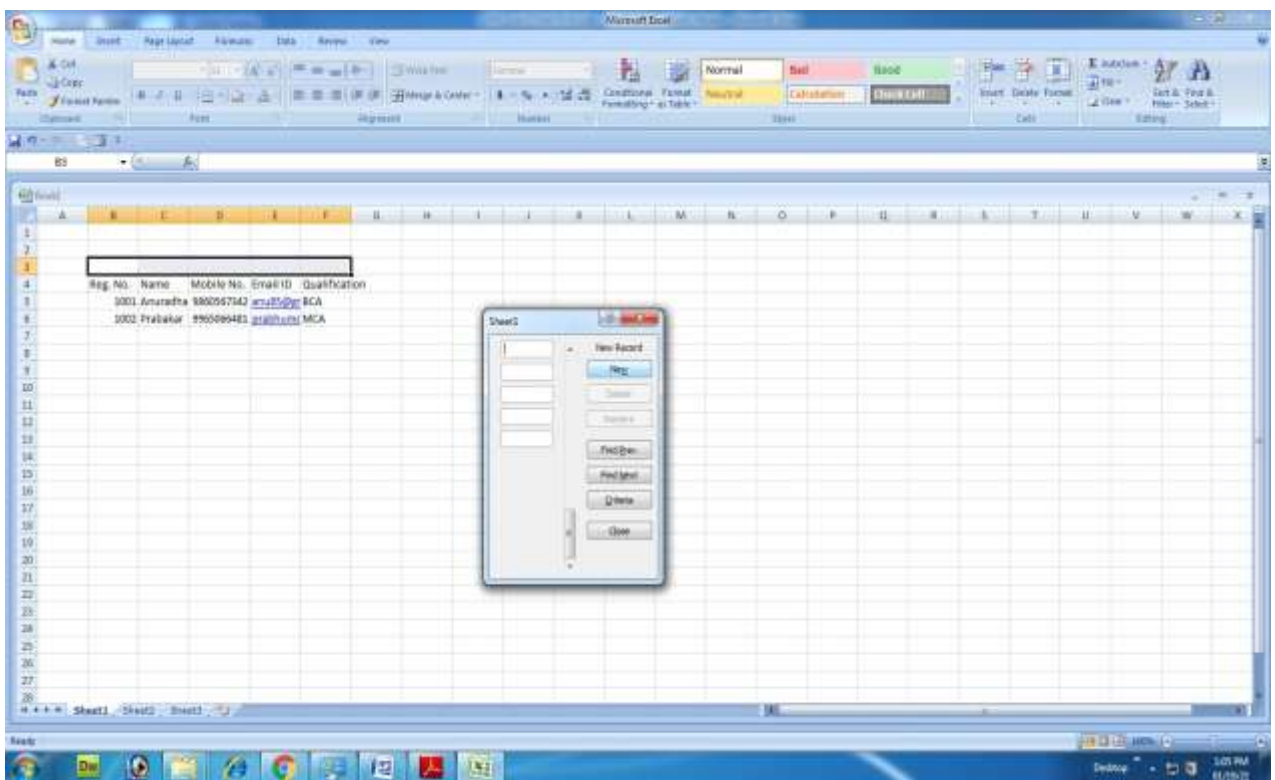
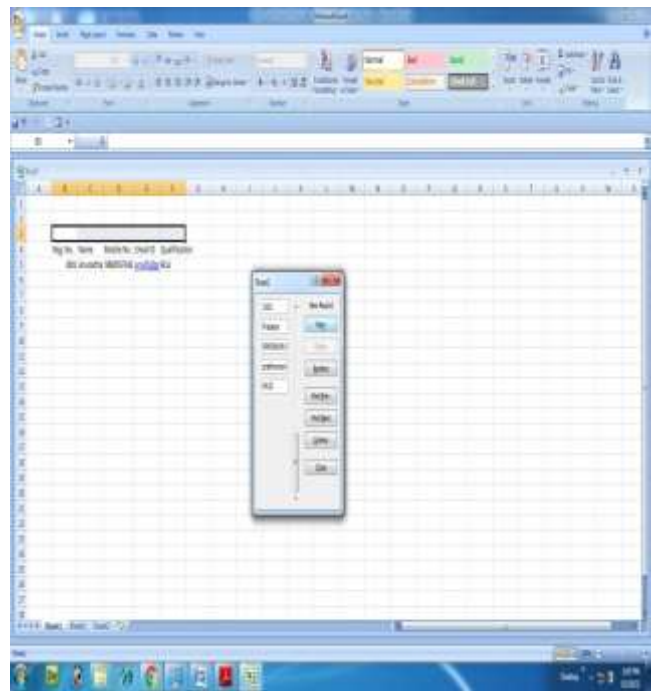
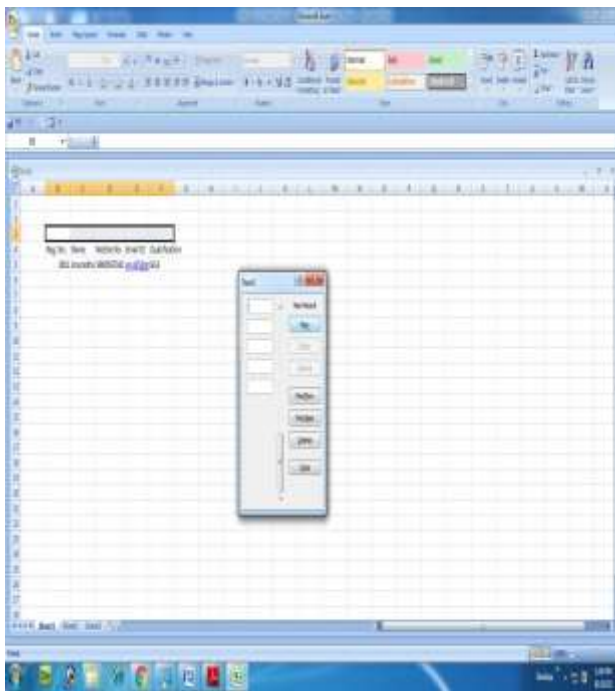
Ex.: 10

FORM CREATION

Output:



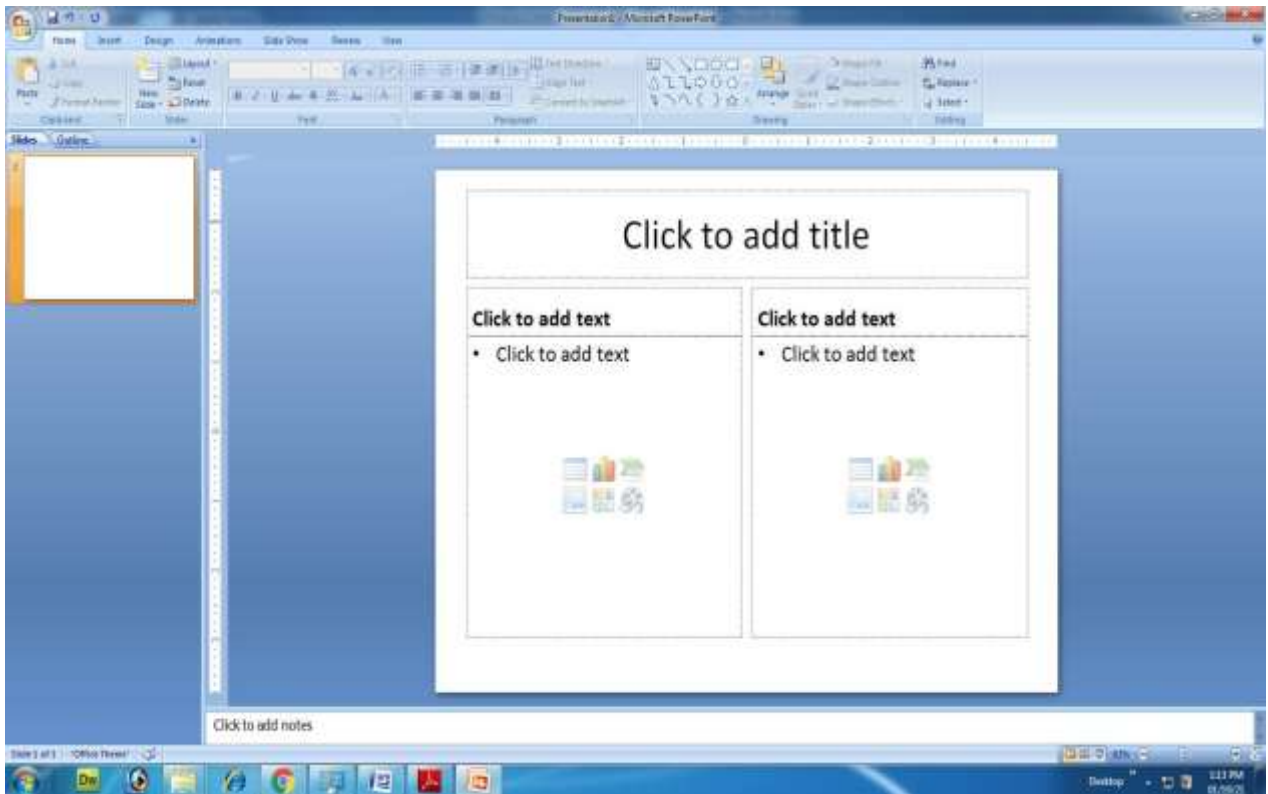
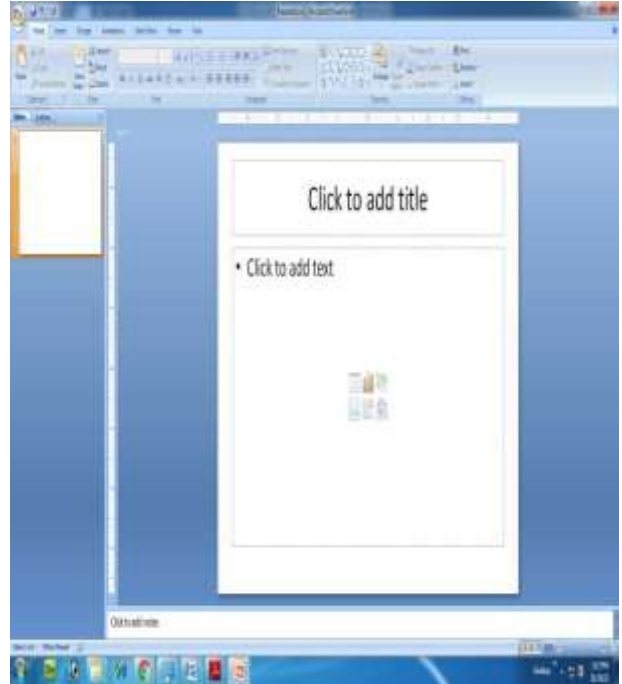
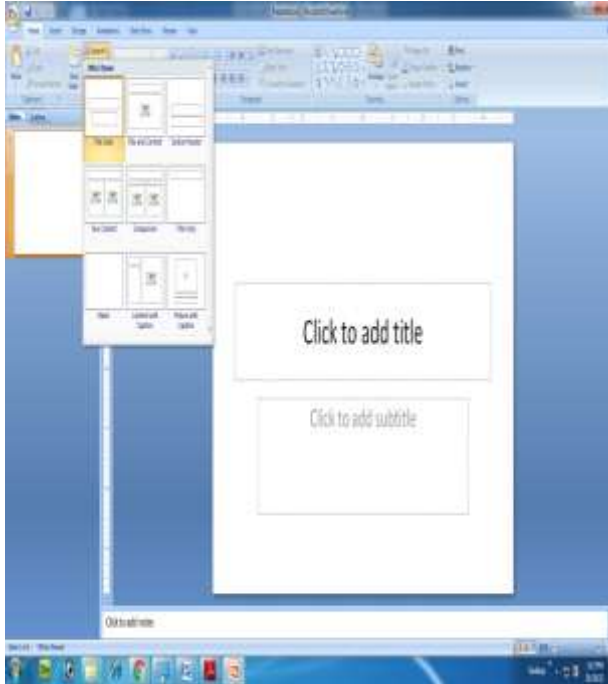
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Ex.: 11

CHANGING SLIDE LAYOUT

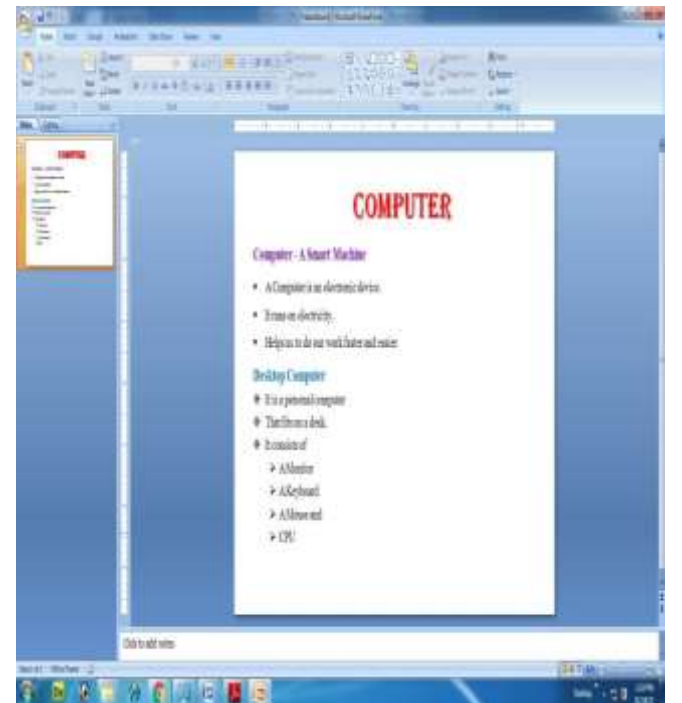
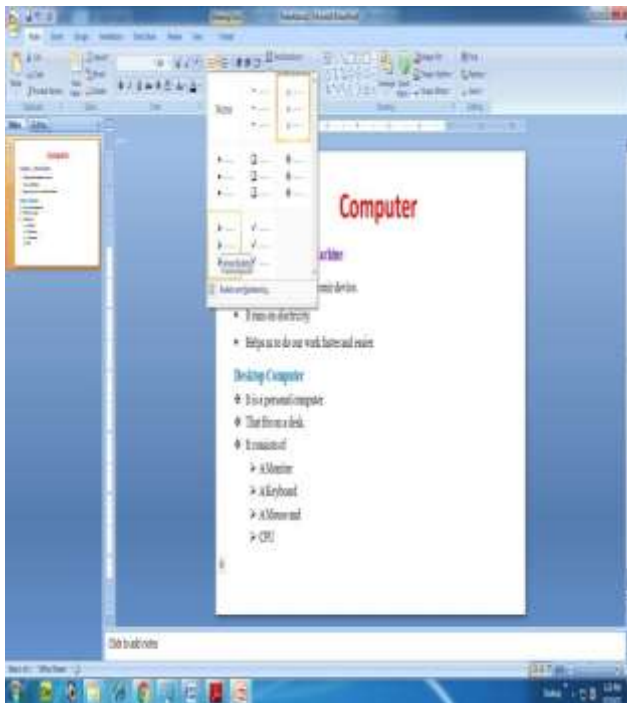
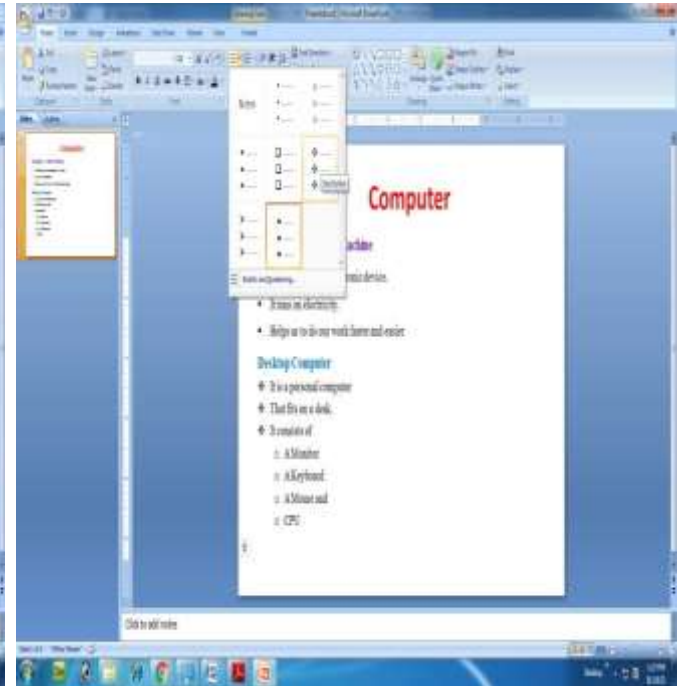
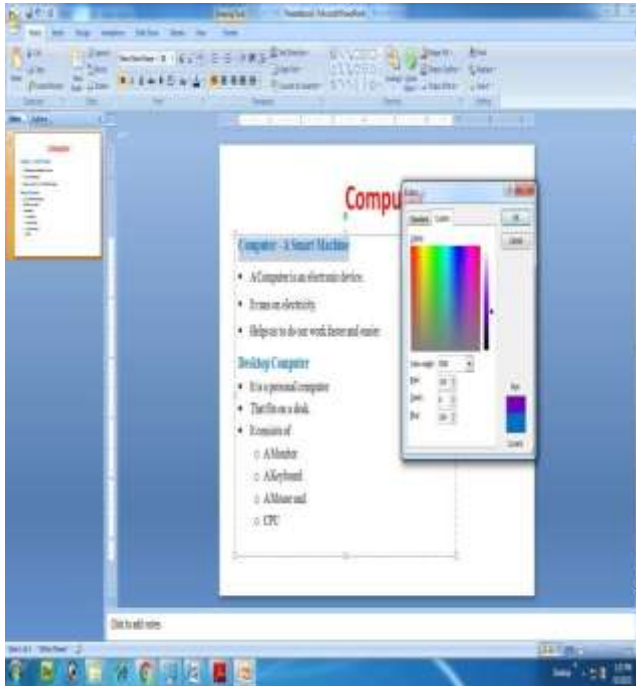
Output:



Ex.: 12

WORKING WITH FONTS AND BULLETS

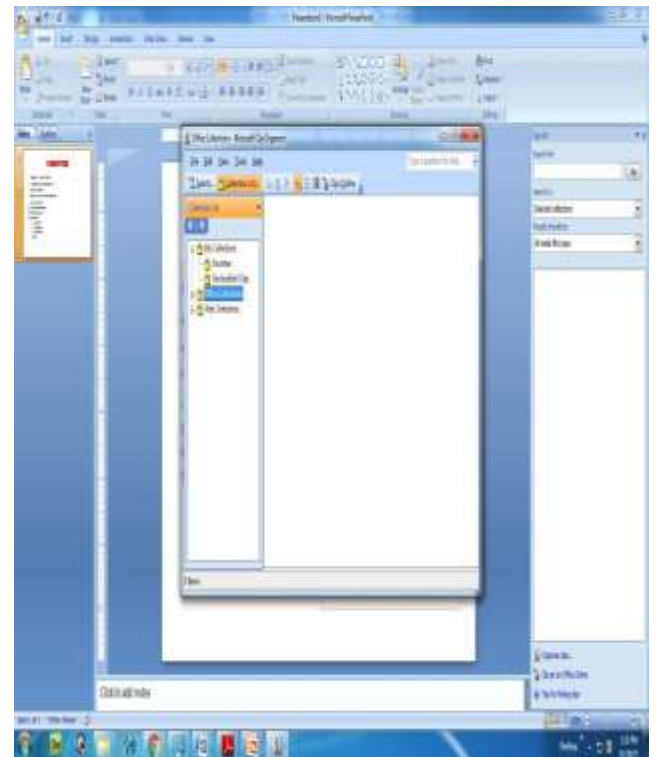
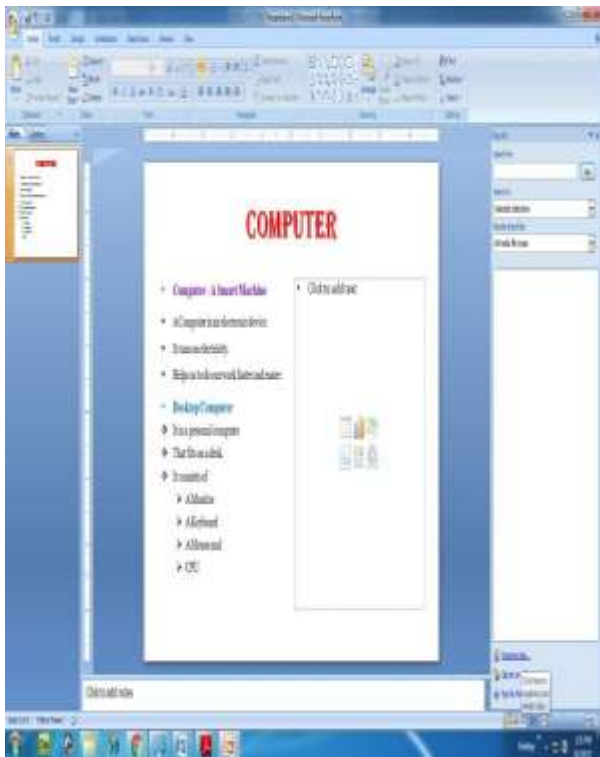
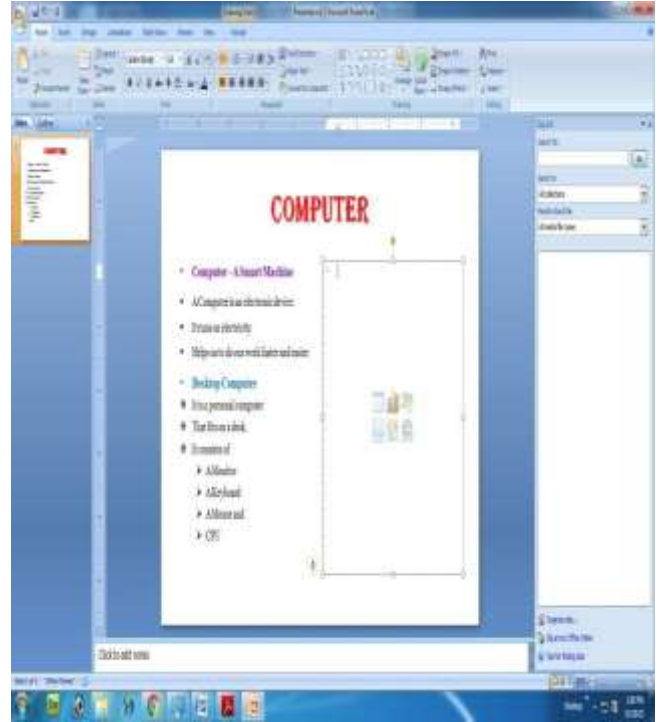
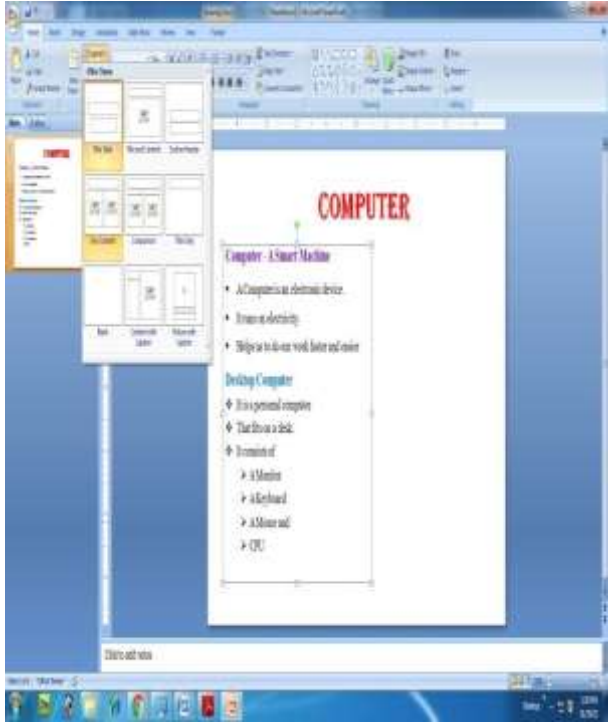
Output:



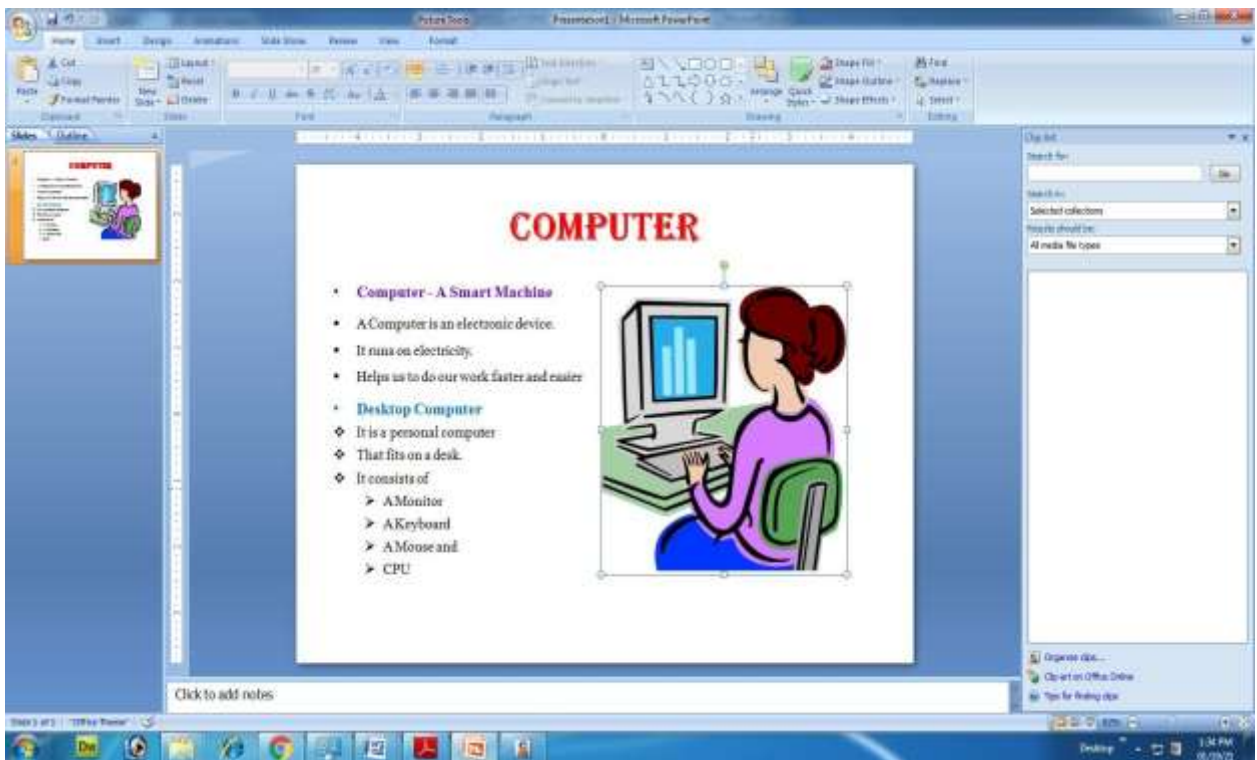
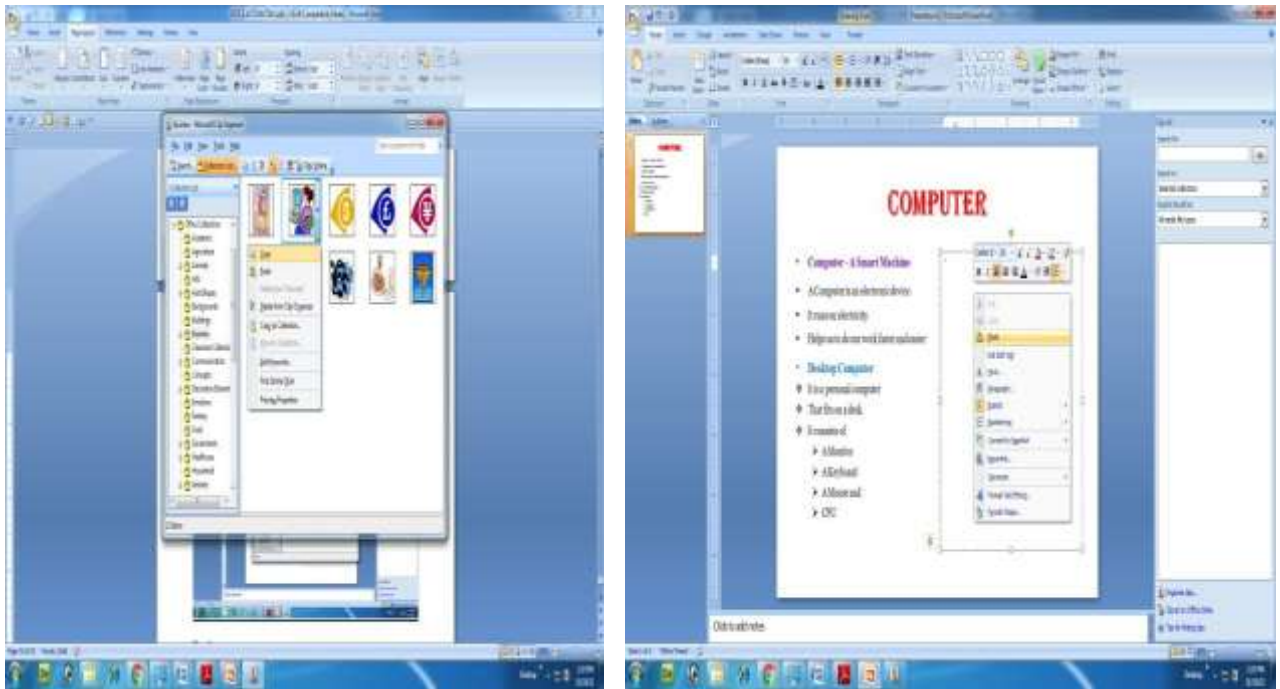
Ex.: 13

INSERTING CLIPART

Output:



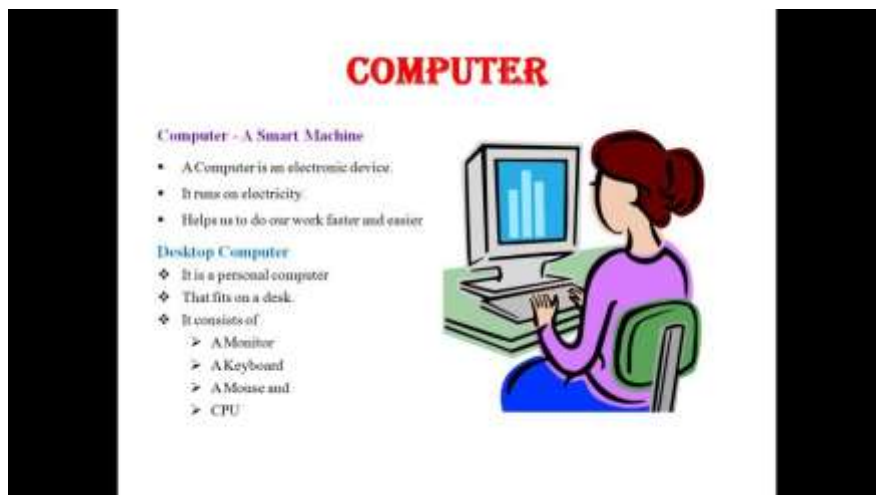
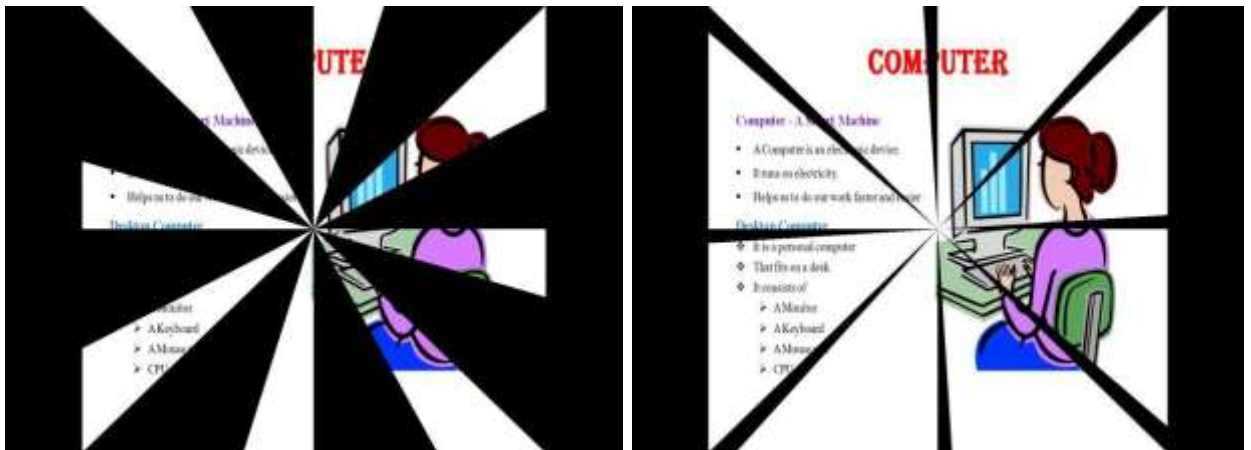
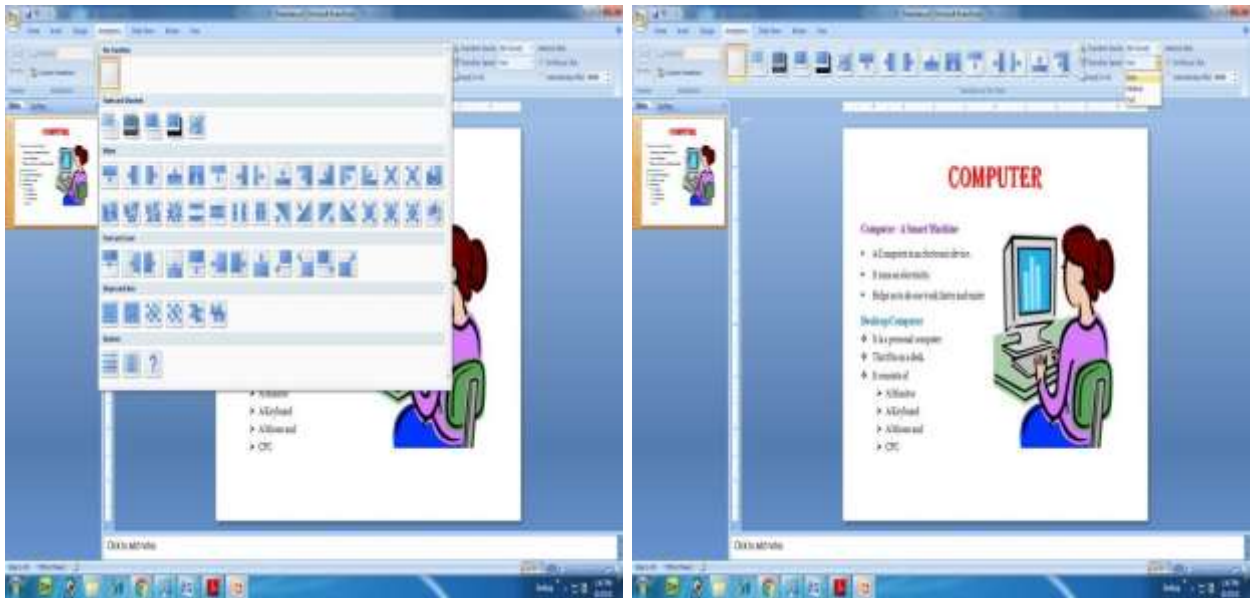
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Ex.: 14

APPLYING TRANSITION EFFECT

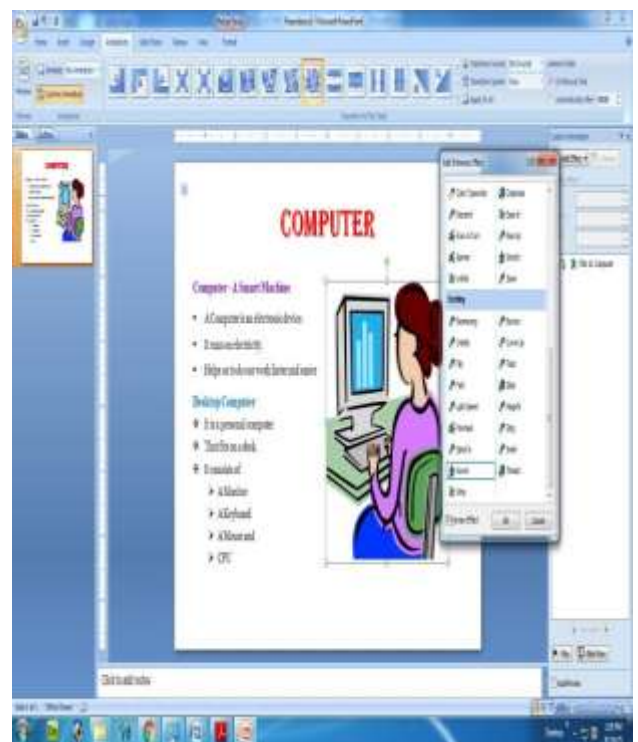
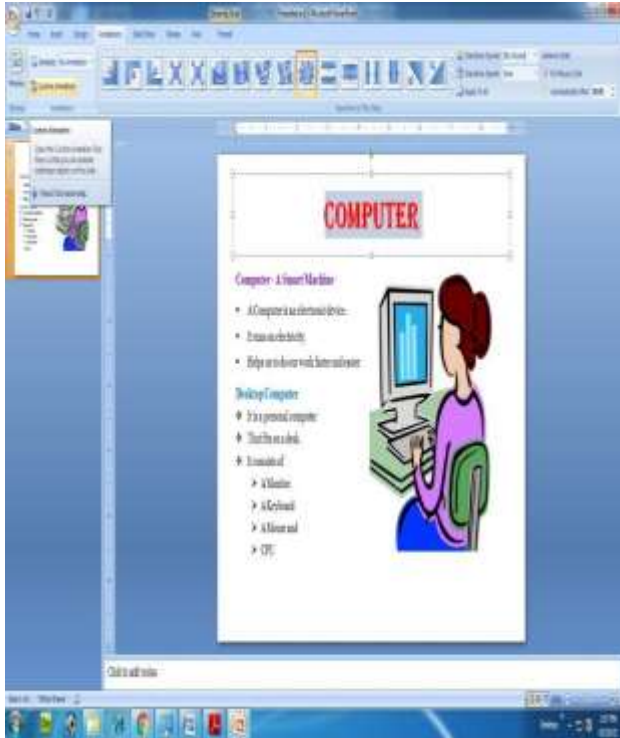
Output:



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



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