

DEPARTMENT OF COMPUTER SCIENCE

ALLIED - COMPUTER APPLIATIONS IN OFFICE

SEMESTER - III

STUDY MATERIAL

UNIT - I

Introduction to Computers - Five Generations of Modern Computers - Classification of Digital Computer Systems - Anatomy of a Digital Computer - Memory units - Input and Output Devices - Auxiliary Storage Devices.

UNIT - II

Getting Started: Starting a Program - Identifying Common Screen Elements - Choosing Commands - Finding Common Ways to Work - Getting Help with Office

UNIT - III

MS-WORD: Learning Word Basics - Formatting a Word Document - Working with Longer Document.

UNIT - IV

MS-EXCEL: Creating a Simple Spreadsheet - Editing a Spreadsheet - Working with Functions and Formula - Formatting Worksheets - Completing Your Spreadsheet - Creating Charts.

UNIT - V

MS-POWERPOINT: Creating and Viewing Presentations - Editing a Presentation - Working with Presentation Special Effects.

TEXT BOOKS:

1. Alex Leon, Mathew Leon, "Introduction to Computers", Vikas Publishing, 2008.
2. Diane Koers, "Microsoft Office XP - fast & easy", Prentice Hall of India Private Limited, New Delhi, 2001

REFERENCE BOOKS

1. Joyce Cox & Team, "Step by Step 2007 Microsoft Office System", PHI Learning Private limited, New Delhi, 2009.
2. Peter Weverka, "MS Office 2013 All-in-One for Dummies", 1st Edition, Wiley Publications, 2013.

UNIT - I

Introduction To Computers

A computer is a programmable machine. The two principal characteristics of a computer are:

- It responds to a specific set of instructions in a well defined manner.
- It can execute a pre recorded list of instructions. Modern computers are electronic and digital .

The actual machinery - wires , transistors , and circuits – is called hardware. The instructions and Data are called software.

- **CPU** - Central Processing Unit – The heart of the computer the component that actually executes instructions.
- **Memory**: - Enables a computer to store at least temporarily data and programs
- **Input Device** – Usually keyboard or mouse the input device is the conduit through which data and instructions enter a computer.
- **Output device**- A display screen, printer or other such devices that lets you see what the computers has accomplished.

Types of Computers

Personal Computer.

A personal computer (PC) is a multi-purpose computer whose size, capabilities, and price make it feasible for individual use.

Workstation

A workstation is a special computer designed for technical or scientific applications

Minicomputer

A minicomputer is a type of computer that possesses most of the features and capabilities of a large computer but is smaller in physical size. A minicomputer fills the space between the mainframe and microcomputer, and is smaller than the former but larger than the latter.

Supercomputer

A supercomputer is the fastest computer on earth that could process a considerable number of information very quickly.

Characteristics of Computer System: Speed

A computer works with much higher speed and accuracy compared to humans while performing mathematical calculations. Computers can process millions of instructions per second. The time taken by computers for their operations is microseconds and nanoseconds.

Accuracy

Computers perform calculations with 100% accuracy. Errors may occur due to data inconsistency or inaccuracy.

Diligence

A computer can perform millions of tasks or calculations with the same consistency and accuracy. It doesn't feel any fatigue or lack of concentration. Its memory also makes it superior to that of human beings.

Versatility

Versatility refers to the capability of a computer to perform different kinds of works with same accuracy and efficiency.

Automation

Automation is the use of technology to accomplish a task with as little human interaction as possible. In computing, automation is usually accomplished by a program, a script, or batch processing.

Storage

A computer has built-in memory called primary memory where it stores data. Secondary storage are removable devices such as CDs, pen drives, etc., which are also used to store data.

WHAT COMPUTER CAN DO

The computer is a truly amazing machine. Computer plays an important role in our daily life. Now a days computer is used to perform different tasks .

Complex calculations :

Computer can solve any type of complex calculation and gives us right answer and can perform arithmetic and logical operations in a quick way.

Storage :

Computer can store large amount of data and information. For Example: Documents Pictures Videos etc.

Entertainment :

Computer can also be the source of entertainment. We can entertain ourselves by playing Games , Watching Movies , Listening Music.

In offices Computers can be used for preparing letters, documents and reports. Computer are can be used for preparing bills and providing enquiry services. In Railways computer are can be used to do rail reservation, printing of tickets and preparation of reservation charts.

WHAT COMPUTER CAN'T DO

Productivity: Computers have not yet met all our expectations as a productivity improvement tool.

Reasoning: Computers can't think. They can't discriminate or assimilate widely divergent kinds of data, and they have absolutely no capacity for ethical evaluation .

Errors: Computers don't make errors , people do easier in the way they program computers or in the way they use them. Computers are extremely finicky machines and often frustratingly literal.

Five Generation of modern computers:

First Generation: (1945-1956)

The first generation computers made use of:

- Vacuum tube technology,
- Punched cards for data input,
- Punched cards and paper tape for output,

The computers of first generation used vacuum tubes as the basic components for memory and circuitry for CPU (Central Processing Unit). These tubes, like electric bulbs, produced a lot of heat and the installations used to fuse frequently. Therefore, they were very expensive and only large organizations were able to afford it.

In this generation, mainly batch processing operating system was used. Punch cards, paper tape, and magnetic tape was used as input and output devices. The computers in this generation used machine code as the programming language.

Some computers of this generation were

ENIAC (Electronic Numeric Integrator and Calculator)

The first all electronic computer was produced by a partnership between the US Government and the University of Pennsylvania. It was built using 18,000 vacuum tubes, 70,000 resistors and 1,500 relays and consumed 160 kilowatts of electrical power. The ENIAC computed at speed about thousand times faster than Mark I. However, it could store and manipulate only a limited amount of data. Program modifications and detecting errors were also difficult EDVAC.

UNIVAC I

Remington Rand designed this computer specifically for business data processing applications. The **Universal Automatic Computer** was the first general purpose commercially available computer.

Second Generation : (1956-1963)

In the second generation computers:

- Vacuum tube technology was replaced by transistorized technology,
- Size of the computers started reducing,
- Assembly language started being used in place of machine language,
- Concept of **stored program** emerged,
- High level languages were invented.

The period of second generation was from 195-1963. In this generation, transistors were used that were cheaper, consumed less power, more compact in size, more reliable and faster

than the first generation machines made of vacuum tubes. In this generation, magnetic cores were used as the primary memory and magnetic tape and magnetic disks as secondary storage devices.

In this generation, assembly language and high-level programming languages like FORTRAN, COBOL were used. The computers used batch processing and multiprogramming operating system.

The main features of second generation are –

- Use of transistors
- Reliable in comparison to first generation computers
- Smaller size as compared to first generation computers
- Generated less heat as compared to first generation computers
- Consumed less electricity as compared to first generation computers

The Third Generation: (1964-1971)

- The third generation computers were characterized by:
- Use of Integrated circuits,
- Phenomenal increase in computation speed,
- Substantial reduction in size and power consumption of the machines,
- Use of magnetic tapes and drums for external storage

This generation was characterized by the invention of **Integrated Circuits (ICs)**. The IC combined electronic components onto a small chip which was made from quartz. Even more components were fitted onto a single chip, called a **semiconductor**.

This reduced the size even further. The weight and power consumption of computers decreased and the speed increased tremendously. Heavy emphasis was given to the development of software. Operating systems were designed which allowed the machine to run many different programs at once. A central program monitored and co-ordinate the computer's memory.

Multiprogramming was made possible, whereby the machine could perform several jobs at the same time. Computers achieved speeds of executing millions of instructions per second. Commercial production became easier and cheaper. Higher level languages like Pascal and Report Program Generator (RPG) were introduced and applications oriented languages like FORTRAN, COBOL, and PL/1 were developed.

Fourth Generation: (1971-Present)

The general features of the fourth generation computers were:

- Use of Very Large Scale Integration
- Invention of microcomputer
- Introduction of Personal Computers.

Computers of fourth generation used Very Large Scale Integrated (VLSI) circuits. VLSI circuits having about 5000 transistors and other circuit elements with their associated circuits on a single chip made it possible to have microcomputers of fourth generation.

Fourth generation computers became more powerful, compact, reliable, and affordable. As a result, it gave rise to Personal Computer (PC) revolution. In this generation, time sharing, real time networks, distributed operating system were used. All the high-level languages like C, C++, DBASE etc., were used in this generation.

Fifth Generation: (Present and beyond)

In the fifth generation, VLSI technology became ULSI (Ultra Large Scale Integration) technology, resulting in the production of microprocessor chips having ten million electronic components.

This generation is based on parallel processing hardware and AI (Artificial Intelligence) software. AI is an emerging branch in computer science, which interprets the means and method of making computers think like human beings. All the high-level languages like C and C++, Java, .Net etc., are used in this generation.

CLASSIFICATION OF DIGITAL COMPUTER SYSTEM:

Computers can be generally classified by size and power as follows,

Personal computer (PCs):

A small, single-user computer based on a microprocessor. In addition to the microprocessor, a personal computer has a keyboard for entering data, a monitor for displaying information, and a storage device for saving data.

Workstation :

A powerful, single-user computer. A workstation is like a personal computer, but it has a more powerful microprocessor and a higher-quality monitor.

Portable computers:

A laptop is a small, portable computer and have all the features of a desktop computer. The advantage of the laptop is that it is small in size, so it can be carried anywhere. Notebook computers use a variety of techniques, known as flat-panel technologies, to produce a lightweight and non-bulky display screen. Laptops Computers are costlier than the desktop computers.

Mini Computers:

Mini computers are more powerful than the micro computers. They have higher memory capacity and more storage capacity with higher speeds. These computers are mainly used in process control systems. They are mainly used in applications like payrolls, financial accounting, Computer aided design etc.

Mainframe Computers:

Main frame computers are very large computers which process data at very high speeds of the order of several million instructions per second. They can be linked into a network with smaller computers, micro computers and with each other. They are typically used in large organizations, government departments .

Super computer :

An extremely fast computer that can perform hundreds of millions of instructions per second. This type of computer has been developed for scientific applications usually involving complex arithmetic and mathematical operations. One such use is in weather forecasting.

Network computer:

Network computer are with minimal memory , disk storage and processor power designed to connect to a network. This computers designed to connect to the internet are sometimes called Internet boxes, Net PCs , and Internet applications.

ANATOMY OF A DIGITAL COMPUTER :

Functions and Components of a Computer:

To function properly, the computer needs both hardware and software. Hardware consists of the mechanical and electronic devices, which we can see and touch.

The software consists of programs, the operating system and the data that reside in the memory and storage device.

A computer does mainly the following four functions:

1. Receive input – Accept data/information from outside through various input devices like the keyboard, mouse.
- 2.Process information – Perform arithmetic or logical operations on data/information.
- 3.Produce output—Communicate information to the outside world through output devices like monitor, printer.
4. Store information—Store the information in storage devices like hard disk, floppy disks.

These four basic functions are responsible for everything that computers do. The hardware components of the computer specialize in any one of these functions.

Computer hardware falls into two categories: processing hardware and the peripheral devices. The Processing hardware consists of the Central Processing Unit (CPU), and as its name implies, is where the data processing is done. Peripheral devices allow people to interact with the CPU. Together, they make it possible to use the computer for a variety of tasks

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Central Processing Unit (CPU)

This part of the computer that executes program instructions is known as the processor or Central Processing Unit (CPU). In a microcomputer, the CPU is based on a single electronic component, the microprocessor chip, within the system unit or system cabinet. The system unit also includes circuit boards, memory chips, ports and other components. A microcomputer's system cabinet. will also house disk drives, hard disks, etc., but these are considered separate from the CPU.

The CPU has two parts :

- 1.) The Control Unit (CU).
- 2.) The Arithmetic Logic Unit (ALU).

Control Unit (CU) – The control unit tells the rest of the computer system how to carry out a program’s instructions. It directs the movement of electronic signals between memory – which temporarily holds data, instructions and processes information – and the ALU. It also directs these control signals between the CPU and input/output devices.

Arithmetic/Logic Unit (ALU) – Arithmetic Logic Unit, usually called the ALU, performs two types of operations – arithmetical and logical. Arithmetical operations are the fundamental mathematical operations consisting of addition, subtraction, multiplication and division. Logical operations consist of comparisons. That is two pieces of data are compared to see whether one is equal to, less than, or greater than the other.

Memory

Memory also known as the primary storage or main memory – is a part of the microcomputer that holds data and instructions. Part of the contents of the memory is held only temporarily, that is, it is stored only as long as the microcomputer is turned on. When you turn the machine off, the contents are lost. The capacity of the memory to hold data and program instructions varies in different computers. The original IBM PC could hold approximately several thousand characters of data or instructions only. But modern microcomputers can hold millions or even billions of characters in their memory.

Registers

Computers also have several additional storage locations called registers. These appear in the Control Unit and ALU and make processing more efficient. Registers are a sort of special hi-speed storage areas that hold data and instructions temporarily during processing. They are parts of the Control Unit and ALU rather than the memory. Their contents can, therefore be handled much faster than the contents of the memory.

Addresses

To locate the characters of data or instructions in the main memory, the computer stores them in locations known as addresses. A unique number designates each address. Addresses can be compared to post office mailboxes. Their numbers remain the same, but contents continuously change.

MEMORY UNITS:

Memory units are the internal storage in a computer . The term “memory” identifies data storage that comes in this form of chips. There are several different types of memory,

RAM or Random Access Memory :

It is the central storage 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. The more RAM a computer has, the more data a computer can manipulate.

Random access memory, also called the Read/Write memory, is the temporary memory of a computer. It is said to be 'volatile' since its contents are accessible only as long as the computer is on. The contents of RAM are cleared 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 computer software operating, once the power is turned on.

PROM (Programmable Read Only Memory)

PROM is read-only memory that can be modified only once by a user. The user buys a blank PROM and enters the desired contents using a PROM program. Inside the PROM chip, there are small fuses which are burnt open during programming. It can be programmed only once and is not erasable

EPROM (Erasable and Programmable Read Only Memory)

An EPROM is a special type of PROM that can be erased by exposing it to ultraviolet light. It is a programmable read-only memory (programmable ROM) that can be erased and re-used. Erasure is caused by shining an intense ultraviolet light through a window that is designed into the memory chip.

EEPROM (Electrically Erasable and Programmable Read Only Memory)

EEPROM is programmed and erased electrically. It can be erased and reprogrammed about ten thousand times. Both erasing and programming take about 4 to 10 ms (millisecond). In EEPROM, any location can be selectively erased and programmed. EEPROMs can be erased one byte at a time, rather than erasing the entire chip. Hence, the process of reprogramming is flexible but slow.

Flash memory is a non-volatile **memory** chip used for storage and for transferring data between a personal computer (PC) and digital devices. It has the ability to be electronically reprogrammed and erased. It is often found in **USB flash** drives, MP3 players, digital cameras and solid-state drives.

INPUT DEVICES:

Input Devices Input is any data or instructions entered into the memory of a computer. An input device is any hardware component that allows a user to enter data and instructions into a computer. The following is a list of the most common input devices which are nowadays found in a computer system.

Keyboard: A keyboard contains keys that allow a user to enter data and instructions into the computer. All computer keyboards have a typing area that includes the letters of the alphabet, numbers, punctuation marks, and other basic keys. Many desktop computer keyboards also have a numeric keypad located on the right side of the keyboard. On notebook and many handheld computers, the keyboard is built into the top of the system unit. A standard computer keyboard is called a QWERTY keyboard because of the layout of its typing area which is similar to that of a typewriter.

Mouse : A mouse is the most widely used pointing device with a GUI environment on personal computers. A mechanical mouse has a rubber ball on its underside to detect movement of the mouse. An optical mouse uses devices that emit and sense light to detect the mouse's movement.

A cordless mouse (either mechanical or optical) transmits data using wireless technology such as radio waves or infrared light waves. Advantages of using a mouse include A mouse is user-friendly for computer beginners. A mouse is easy and convenient to use with a graphical user interface. Using a mouse to select items or move to a particular position on the screen is faster than using a keyboard.

Trackball : A trackball is a stationary pointing device with a ball mechanism on its top. Advantages of a trackball include , a trackball is good for limited desk space because the user does not have to move the entire device.

Joystick : A joystick is a pointing device with a vertical lever mounted on a base. The lever usually includes buttons called triggers, which activate certain events when pressed. Joysticks are mainly used for computer games and ultrasound scanners in hospitals. A joystick allows fast interactions required in most games.

OCR :Most OCR readers include a small optical scanner for reading characters and sophisticated OCR software for analysing what is read.

Written data and printed data can be read at the same time. Hard copies of documents can be read directly into a computer without retyping. The characters converted can later be edited by word processing software.

Scanner : Image Scanner A scanner is a light-sensing input device that converts printed text and graphics into a digital form that can be further processed by the computer. Two popular types of scanners are:

A flatbed scanner works like a copy machine except that it creates a file of the document rather than a paper copy.

A handheld scanner can be manually passed over the image to be scanned. A portable device you can use to copy an image from paper to your computer. Hand-held scanners are ideal for capturing small images, such as signatures and logos. A hand-held scanner is smaller, less expensive, and more portable than a flatbed scanner.

Scanners are mainly used for image processing, which consists of capturing, storing, analysing, displaying, printing, and manipulating images. Many scanners also include optical character recognition (OCR) software, which can convert an image of text into a text file that can be edited.

OMR :

Optical mark recognition (OMR) readers can sense hand-drawn marks such as small circles or rectangles made on pre-printed forms in certain places. The OMR reader first reads the answer key sheet to record the correct answers based on the patterns of light, and then reads the remaining documents and matches their patterns of light against the answer key sheet. OMR readers are often used for marking multiple choice answer sheets, capturing data from questionnaires, enrolment forms, and lottery tickets.

Advantages of OMR readers include OMR has a better recognition rate than OCR because fewer mistakes are made by machines to read marks than by reading handwritten characters. Large volumes of data can be collected quickly and easily without the need for

specially trained staff. The cost of inputting data and the chance of data input errors could be reduced because it is not necessary to type the details for data entry.

Digital Camera : A digital camera takes pictures and stores the images digitally, rather than on traditional film. Digital cameras use different media to store images, which include flash memory card, floppy disk and compact disc.

Advantages of a digital camera include Save money for buying films and developing costs in the long term. Images taken can be reviewed. Unwanted images can be deleted immediately after the preview. Photographic images can be digitised directly without using a scanner.

Light Pen : A light pen is a pointing device that can detect the presence of light. Light pens are used by health care professionals (such as doctors and dentists) and design work.

Touch screen : A touch screen is an input/output touch-sensitive display. Touch screens are often used for information kiosks located in department stores, hotels, airports, and museums. Touch screens are also used for ATM machines to allow easy access of bank accounts.

OUTPUT DEVICES:

One of the most important output devices in computer system is its screen commonly called monitor.

It is an output device and displays all the programs and applications which are running on the computer system. A Monitor is the visual display unit of the computer system. It displays images generated from the video output. It displays images without keeping a permanent record. A Graphic display is made up of a series of dots called 'pixels' (picture elements) whose pattern produces images in computer system.

Each dot on the screen is defined as a separate unit which can be addressed separately. Since each dot on the screen can be controlled separately it gives greater flexibility in drawing pictures. The Number of dots per inch (dpi) is called the resolution of the screen and represents the quality of the computer system.

In terms of color capabilities, monitors can be divided into the following groups:

1. Monochrome : These monitors display the result in two colors, i.e., black/white, green/black, amber/black. One color is for the background of the screen and other for the foreground.

2. Gray Scale: It is a monochrome type of monitor. But it displays the output by using different shades of gray, made by a combination of black and white.

3. Color Monitor: It can display the output in many colors, ranging from 16 to over 1 million different colors. These are also called as RGB monitors, because they accept three separate signals, which are red, green, and blue.

Analog Monitor : The Electronic signal that is sent by signals of varying frequency, amplitude or phase instead of being sent as an ON or OFF data transmission is called an analog signal. Analog signals allow equipment to handle information that continuously changes such as voltage, current, etc.

- Analog signals can be represented by a wave sign and watches which changes their position continuously.

- These are the traditional type of color monitors and are based on CRT technology. These work like the television screen and accept analog signals

Digital Monitor: An electronic signal that is sent as binary digits of either ON or OFF is called a Digital signal. Examples of digital signals and how they look like. In the first diagram signals are either 0 or 1 i.e. up or down for ON and OFF mode. In the right digital pictures are shown where a pixel is either ON or OFF helping to create an image on the display screen.

The digital monitor receives digital signals and can use CRT technology. The data in these monitors is received from the video adapter. These are of different types such as CGA (Color Graphics Adapter), EGA (Enhanced Graphics Adapter), VGA (Video Graphics Array), and SVGA (Super Video Graphics Array). These are fast and produce clear images.

Characteristics of a Monitor:

Classification of monitors on the basis of size : After color classification, the most important aspect of a monitor is its screen size. The Size of computer screen is measured in diagonal inches and is given by measuring the distance from one corner to the opposite corner (diagonally). The smallest size for VGA monitors is 14 inches, which is also the entry level monitor for most computer systems. The Larger size landscape monitors can display two full pages side by side at a time. Other typical monitor sizes are 17 inches, 20 inches, 23 inches etc.

Classification of monitors on the basis of Resolution The resolution of a monitor means the number of pixels per inch appearing on its surface. In general the greater the number of pixels the sharper is the images. Most modern monitors can display 1024 by 768 pixels. Some high-end models of computer monitors can display 1280 by 1024, or even 1600 by 1200 pixels. Even 3280 by 2048 resolution monitors are available for special purposes. While CRTs provide variability in resolution LCDs monitor have a fixed resolution..

Refresh rate:

A refresh rate is the number of times your monitor updates with new images each second. For example, a 60 Hz refresh rate means the display updates 60 times per second. A higher refresh rate results in a smoother picture

Dot pitch .

Dot pitch is a specification for a computer display, computer printer, image scanner, or other **pixel**-based device that describes the distance, for example, between **dots** (sub-pixels) on a display screen.

Video Graphics Array (VGA) is a video display controller and accompanying de facto graphics standard, first introduced with the IBM PS/2 line of computers in 1987,^{[1][2][3]} which became ubiquitous in the PC industry within three years. The term can now refer either to the computer display standard, the 15-pin D-subminiature VGA connector, or the 640×480 resolution characteristic of the VGA hardware.

SVGA: Short for super VGA , a set of graphics standards designed to offer greater resolution than VGA.

PRINTER :

Output is data that has been processed into a used form, called information. An output device is any hardware component that can display information to a user. The main and most common output devices in a computer system are the Printer.

A printer is an output device that produces text and graphics on a physical medium such as paper. Printed information is often called hard copy because the information exists physically and is a more permanent form of output than that presented on a VDU (Monitor). Printers can be grouped into impact and non-impact printers.

- An impact printer forms characters and graphics on a piece of paper by striking a mechanism against an ink ribbon that physically contacts the paper.
- A non-impact printer forms characters and graphics on a piece of paper without actually striking the paper.

The printing speed of a printer is usually expressed in pages per minute (ppm). Printer resolution is often expressed in dpi (dots per inch). The larger the number, the higher the resolution.

A daisywheel printer :

A daisywheel printer is an impact printer that uses a wheel as a print head. As the wheel rotates, a hammer strikes the backside of the spoke and presses it against the paper to print a character. Advantages of a daisywheel printer Can print letter quality characters. Disadvantages of a daisywheel printer Printing speed is very slow. Cannot print graphics.

Dot-Matrix Printer:

A dot-matrix printer is an impact printer that produces printed images with a print head striking mechanism. Most dot-matrix printers use continuous-form paper. A higher number of pins on the print head means more dots are printed, which results in higher print quality (i.e., a 24-pin printer has better print quality than a 9-pin printer).

The speed of a dot-matrix printer is normally measured by the number of characters per second (cps) it can print.

Line Printer :

A line printer is a high-speed impact printer that prints an entire line at a time. The speed of a line printer is measured by the number of lines per minute (lpm) it can print. Line printers are often used with mainframes, minicomputers, or with a network in applications such as manufacturing, distribution, or shipping.

Ink-Jet printer :

An ink-jet printer in a non-impact printer that forms characters and graphics by spraying tiny drops of liquid ink onto a piece of paper. Ink-jet printers can produce letter-quality text and graphics in both black-and-white and colours. Some ink-jet printers can print photo-quality images on any type of paper. Printer resolution is measured in dots per inch (dpi). The speed of an ink-jet printer is measured in lines per minute (lpm).

Laser Printer:

The mechanism of how a laser printer works is similar to a photocopier. Laser printers are also known as page printers because they process and store the entire page before they actually print it. Most laser printers today can print text and graphics in very high quality y.

Plotter :

A plotter is a large printer that generates high-quality documents by moving ink pens over the surface of a page. Plotters are particularly useful to engineers and architects, as they produce high-quality blueprints, maps, and floor plans. Two basic types of plotters are pen plotters and X-Y plotters.

Auxiliary storage devices:

Auxiliary memory holds programs and data for future use, and, because it is nonvolatile (like ROM), it is used to store inactive programs... In computer: Secondary **memory**. Secondary **memory** on a computer is **storage** for data and programs not in use at the moment.

Magnetic Tape memory:

In magnetic tape only one side of the ribbon is used for storing data. It is sequential memory which contains thin plastic ribbon to store data and coated by magnetic oxide. Data read/write speed is slower because of sequential access. It is highly reliable which requires magnetic tape drive writing and reading data.

Hard Disk:

Hard disk drive is made up of a series of circular disks called **platters** arranged one over the other almost ½ inches apart around a **spindle**. Disks are made of non-magnetic material like aluminum alloy and coated with 10-20 nm of magnetic material.

Standard diameter of these disks is 14 inches and they rotate with speeds varying from 4200 rpm (rotations per minute) for personal computers to 15000 rpm for servers. Data is stored by magnetizing or demagnetizing the magnetic coating. A magnetic reader arm is used to read data from and write data to the disks. A typical modern HDD has capacity in terabytes (TB).

CD Drive:

CD stands for **Compact Disk**. CDs are circular disks that use optical rays, usually lasers, to read and write data. They are very cheap as you can get 700 MB of storage space for less than a dollar. CDs are inserted in CD drives built into CPU cabinet. They are portable as you can eject the drive, remove the CD and carry it with you. There are three types of CDs ,

- **CD-ROM (Compact Disk – Read Only Memory)** – The data on these CDs are recorded by the manufacturer. Proprietary Software, audio or video are released on CD-ROMs.
- **CD-R (Compact Disk – Recordable)** – Data can be written by the user once on the CD-R. It cannot be deleted or modified later.
- **CD-RW (Compact Disk – Rewritable)** – Data can be written and deleted on these optical disks again and again.

Floppy Disk:

They are flexible plastic discs which can bend, coated with magnetic oxide and are covered with a plastic cover to provide protection. Floppy disks are also known as floppies and diskettes.

Jaz Disk:

A **Jaz** is a small, portable hard disk drive used primarily for backing up and archiving personal computer files. The **Jaz** drive is sold by Iomega Corporation, the same company

that developed the Zip drive. Both the **Jaz** drive and the disks come in two sizes, 1 GB and 2 GB

Super Disk:

The original Super Disk (shown right) is capable of holding 120 MB on a single disk the same size of a traditional 1.44 MB floppy diskette. Later, Super Disks were capable of holding 240 MB.

UNIT –II

Discovering Office Applications :

Microsoft Office includes multiple applications; each designed to accomplish a particular task. Although each application operates independently of the others, all are designed to tightly integrate so information you enter in one application can be shared among the others.

The Office applications covered

- Word—The Microsoft Office word-processing application.
- Excel—The Microsoft Office spreadsheet application.
- . PowerPoint—The Microsoft Office graphics and presentations application.
- . Outlook—The Microsoft Office e-mail and personal information management application.
- . Access—The Microsoft Office database application

Starting a Program

Starting a program (also called an application) is simple to do and it's the first, necessary step toward getting anything done. Because computers can be set up differently, you might not see the icons on your Desktop

1. Click on the Start button on the Windows Taskbar. The Start menu will appear.
2. Click on Programs. The Programs menu will appear.
3. Click on the Office program name (in this instance, Microsoft Word) that you want to start. The Welcome screen for the program will appear briefly before the main program window opens.

If this is the first time you have accessed a Microsoft Office application, the Activation Wizard will appear. You can only access Microsoft Office a total of 50 times without using the Activation Wizard. After the 50 uses, you will not be able to access Office until you register your product with the Activation Wizard.

4. Click on the Activate Later button. The Office application you selected will appear.



Identifying Common Screen Elements:

All Office programs contain common screen elements.

Title bar :A bar displayed at the top of a document that displays the name of the current Office program and document.

Menu bar: A group of all available features in the selected Office program

Toolbars: A selection of commonly used features. A single click on a toolbar item activates the feature. Most Office applications include multiple toolbars

Window control buttons : Three buttons, Minimize, Maximize/Restore, and Close, used to control the size of a document window.

Mouse pointer :The mouse pointer, which will change shape as it moves to different locations on the screen.

Working area (also called the Document screen) : The white area of the screen where the text will appear .

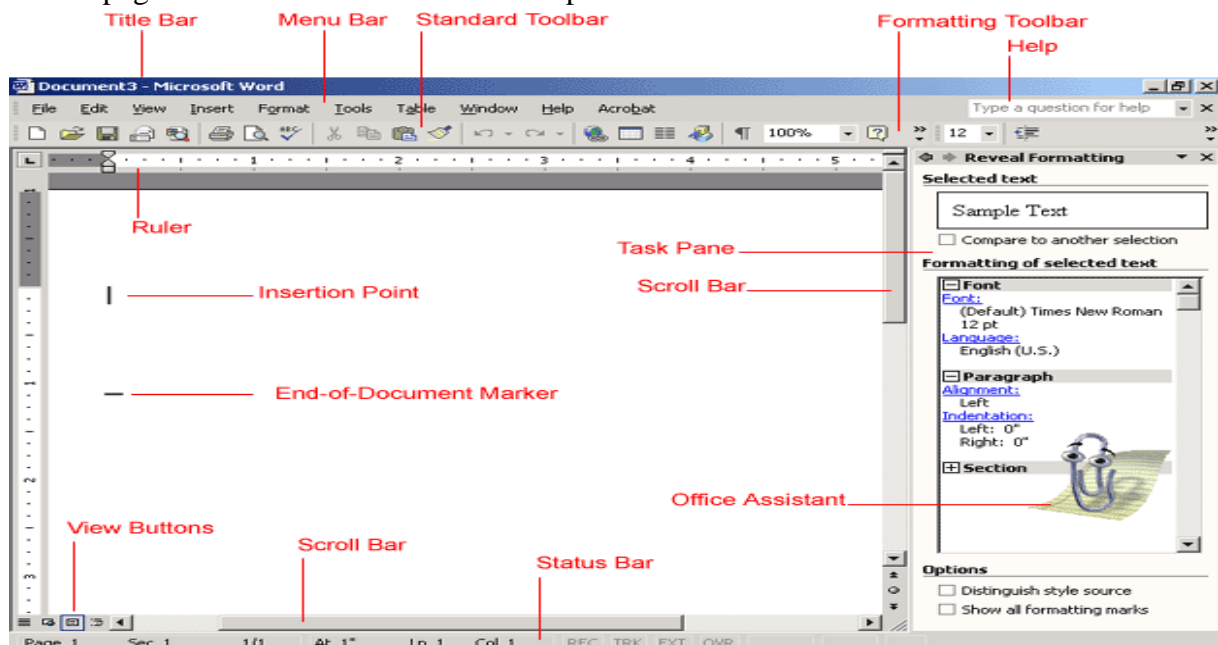
Insertion point : The blinking vertical line in the document screen that indicates where text will appear when you begin typing.

The insertion point appears in different locations in the various Office programs. On your screen, it flashes. The insertion point represents the location at which text will appear when you start typing. As you type, the insertion point moves to the right.

Scroll bars : Horizontal and vertical bars on the bottom and right sides of the screen that allow you to see more of a document.

Task Pane:Small windows that assist you in working with Word. Task panes store collections of important features and present them in ways that are much easier to find and use. There are several different task panes.

Status bar: A bar at the bottom of the screen indicating document information such as the current page or the location of the insertion point.



Exiting a Program

1. Click on the File menu. The File menu will appear.
2. Click on Exit. The program will close.

CHOOSING COMMANDS:

All Windows programs use menus to select commands and options from, but Office has a functionality called personalized menus. When the menu is first accessed, only the most common features are displayed. If you pause the mouse pointer over the main menu selection, or move it down to the double arrows at the bottom of a menu, the menu will expand to include all available features for that menu.

1. Click on Format. The Format menu will appear with eight options.
2. Pause the mouse pointer over the Format menu. The Format menu will expand to include more items.
3. Move the mouse pointer down a menu to select any item with an arrow. The item will be highlighted and a submenu will appear.
4. Move the mouse pointer to the right of your selection in step 3. The first item in the submenu will be highlighted.
5. Click on a selection in the submenu. The feature associated with that menu item will be activated.

Choosing Commands with the Keyboard:

You can also open menus and choose commands using the keyboard.

1. Press the Alt key on your keyboard. The menu bar will become active and a box will appear around the word "File" on the menu bar.
2. Press the underlined letter of a menu name. The menu will appear.
3. Press the underlined letter of a command name. The command will execute. Press the Esc key twice to cancel out of the menu.

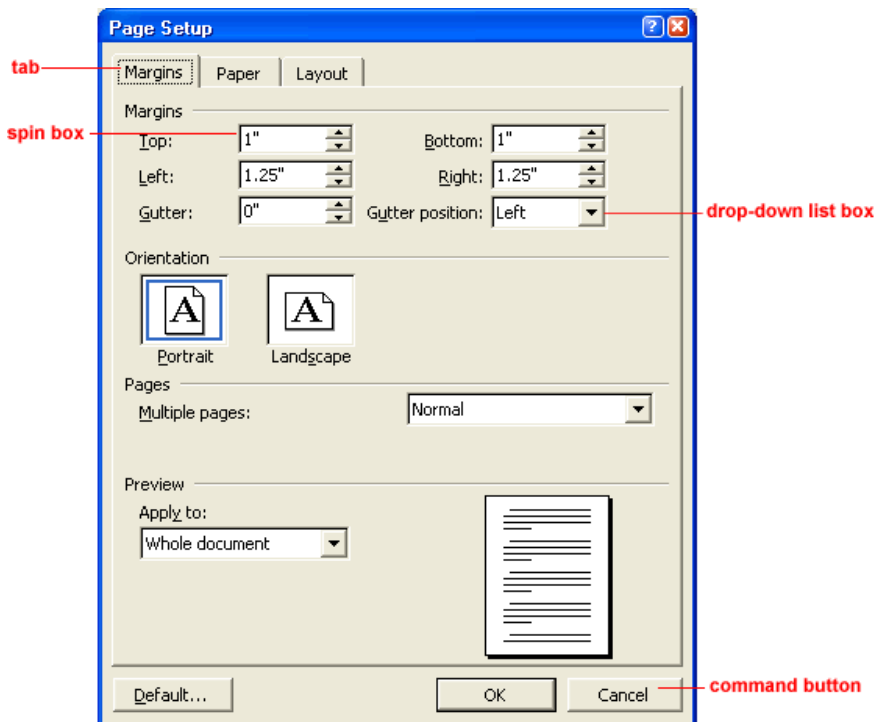
Using Shortcut Menus :

Shortcut menus contain a limited number of commands. The commands you see on a shortcut menu depend on what you're doing at the time you open the shortcut menu. You always click the right mouse button (called a right click) to open a shortcut menu.

1. Move the mouse pointer into the document area. The pointer will appear as an I-beam.
2. Press the right mouse button (right-click). The mouse pointer will change to an arrow and the shortcut menu for regular text will appear in the working area of the document.
3. Click on a menu selection. The menu action will take place.

Working with Dialog Boxes

Depending on the dialog box, several types of selections will appear.



Word 2003's Page Setup dialog box contains the following controls: spin box, drop-down list box, command button, and tab

Tabs

Tabs look like file folder tabs and let you switch between windows of information. When you click on a tab, a window of new information appears.

Command buttons

Command buttons, such as OK and Cancel, tell the computer to carry out an action. Execute an action by clicking on a command button.

Option buttons

Option buttons appear when you are shown a list of choices (options), and you need to select only one option. To select an option, click inside the circle next to your choice. When selecting an option, a small black dot fills the circle.

Check boxes

Check boxes appear when selecting more than one option. To select an option, click inside the box. When selecting an option, a check mark appears in the box.

Text boxes

A text box provides space to type information. For example, when naming a file, you type the name into a text box.

Drop-down list boxes

A drop-down list box shows only one option at a time (the option that's selected), and there is a downward arrow at the right end of the box. To view the entire list of options, click the arrow. Select an option from a list of choices, and click a command button to execute the command.

Spin boxes

A spin box is used to set a value, such as the number of copies to print. To increase or decrease the number, click on the up arrow or the down arrow.

List boxes

A list box usually is a large white space that contains a list of options. If the list of options is too long to fit inside the list box, a vertical scroll bar lets you view the entire list.

Sliders

A slider looks like a sliding volume control on a radio. A slider sets a value within a continuous range of values, such as from slow to fast. To move a slider, place the mouse pointer on the slider, left-click, and drag it from side to side.

Working with Toolbars :

Separating Toolbars

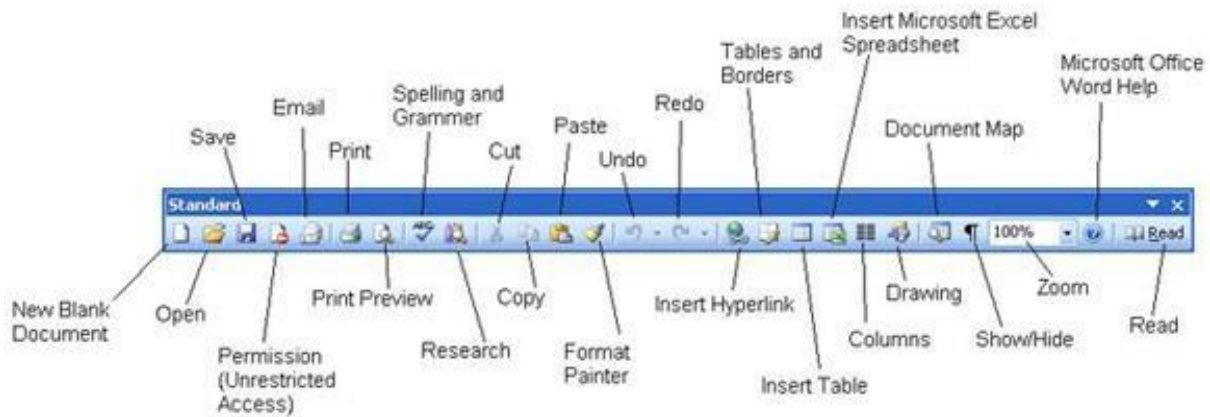
Most Office applications include two main toolbars, Standard and Formatting. By default, these two toolbars are displayed on the same line and unless you have an extremely large monitor screen, you can't see all the tools.

1. Open an Office application, for example Word.
2. Click on Tools. The Tools menu will appear.
3. Click on Customize. The Customize dialog box will open.
4. Click on the Options tab. The Options tab will appear in front.
5. Click on Show Standard and Formatting toolbars on two rows. A check mark will appear in the box.
6. Click on Close. The Customize dialog box will close and both toolbars will appear under the menu bar.

Using the Standard Toolbar:

There are several buttons on the Standard toolbar that are common to most Office applications.

- 1 New. Delivers a new blank document
- 2 Open. Opens a previously created document
- 3 Save. Saves a document
- 4 E-Mail. E-mails a document.
- 5 Print. Prints a document
- 6 Print Preview. Shows a document in full page



- 1 Cut. Removes selected information to the Windows Clipboard
- 2 Copy. Duplicates selected information to the Windows Clipboard
- 3 Paste. Copies information on the Windows Clipboard to the current document
- 4 Undo. Reverses the last action taken
- 5 Redo. Reverses the most recent Undo step

Displaying Other Toolbars

There are a number of other toolbars with buttons appropriate to various tasks. You can display as many toolbars as you want, but each additional toolbar you display takes room away from your display for seeing your document.

- Click on View. The View menu will appear.
- Click on Toolbars. The Toolbars submenu will appear.
- Click on a toolbar. The tool bar will appear.

Some toolbars will appear at the top of your screen, some at the bottom of your screen, or some right in the middle of your screen.

1. Press and hold the mouse pointer over the title bar of the toolbar. The mouse pointer turns into a four headed arrow.
2. Press and drag the title bar to a new location. The toolbar will move along with the mouse.
3. Release the mouse button. The toolbar will remain in the new location.

Closing Toolbars

If a toolbar is displayed and you no longer need it, you can easily close it.

- Click on the toolbar close box. The toolbar will close.
- Click on Toolbars. The Toolbars submenu will appear. Currently displayed toolbars have a check mark next to them.
- Click on the toolbar you want to close. The toolbar will close.

Understanding SmartTags

- SmartTags are new to Office XP. *SmartTags* are small icons that appear throughout your document as you perform various tasks or enter certain types of text.
- SmartTags perform actions in Office applications that would normally require you to open other programs.

- SmartTag functions range from quickly adding a name or address from your document to an Outlook contact folder to offering options when pasting data from the Clipboard.

Finding Common Ways to Work:

Working with the Task Pane

A major change to the previous version of Office, Office XP, was the introduction of task panes. Office 2003 also uses task panes, which have replaced many of the dialog boxes that were a common feature in Office 97 and Office 2000. Office 2003 has also added new task panes such as the Research task pane.

A task pane is a multipurpose window pane that appears on the right side of the window of an Office application.

Changing Task Panes

By default, Office displays the New Document Task pane. The New Document Task pane lists common features associated with creating a new document. As you select various functions of the application, the Task pane will change automatically.

- Click on the Task pane drop-down arrow. A list of other Task panes will appear.
- Click on a Task pane name. The selected Task pane will appear.

Closing the Task Pane

- You can close the Task pane during the current session of your current application, which will then redisplay the next time you start the program.

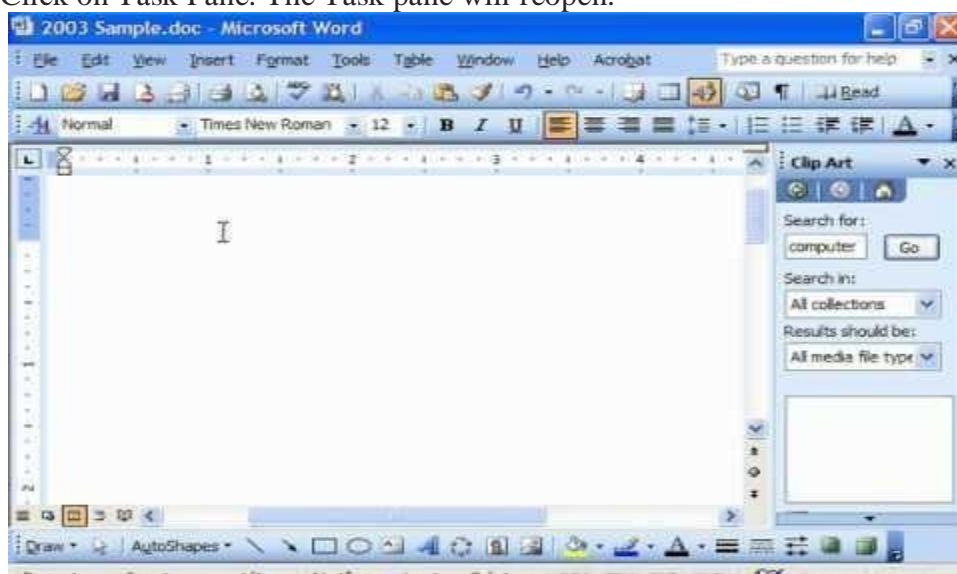
1. Click on the Close button. The Task pane will close.

If you choose a feature that uses the Task pane, the Task pane will reappear.

Redisplaying the Task Pane

- As previously mentioned, if you choose an Office feature that used the Task pane, it automatically reappears. You can, however, redisplay the Task pane whenever you want it.

- Click on View. The View menu will appear.
- Click on Task Pane. The Task pane will reopen.



Adding Random Text:

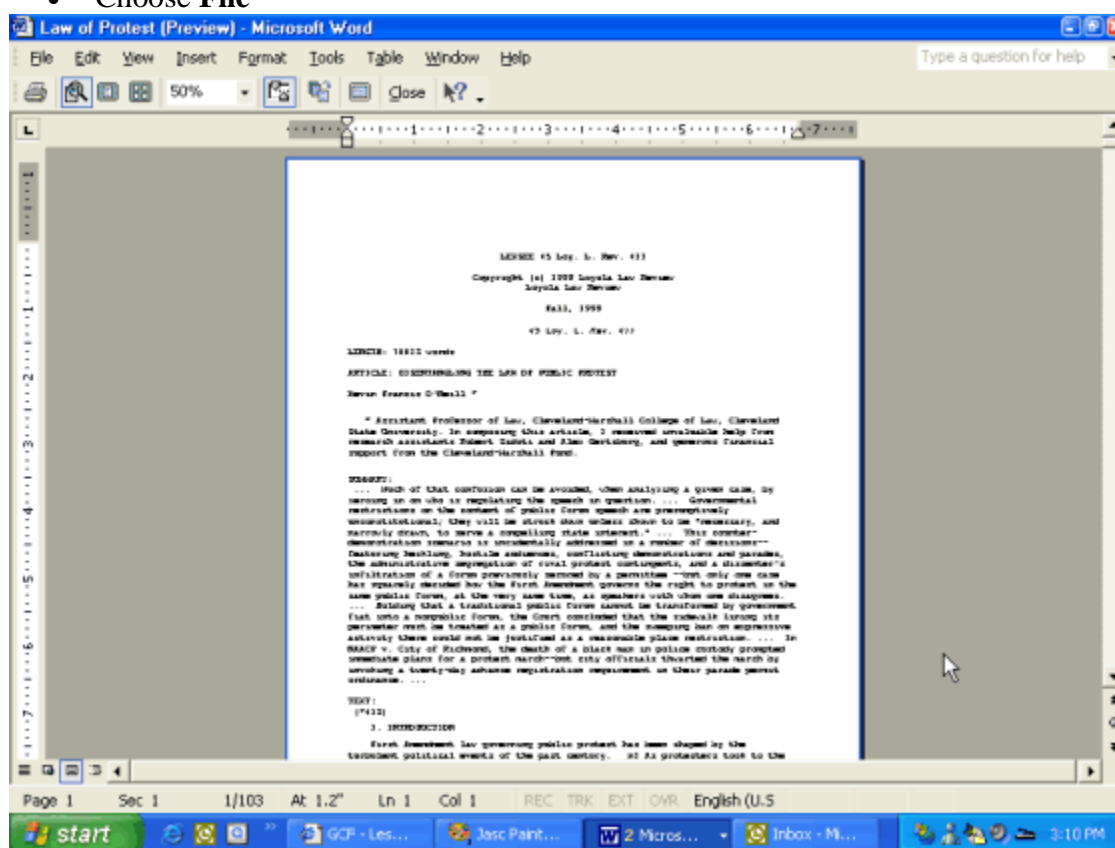
- To work with this feature, type =RAND() and hit [Enter]. The default is 5 paragraphs of 3 sentences each.
- To customize your text, type =RAND(# of paragraphs, # of sentences) and press [Enter]. For example, use =RAND(10,6) for 10 paragraphs with 6 sentences each.

Previewing a Document:

Print Preview allows you to see how your file looks before you print, preventing a waste of paper and ink.

To use Print Preview:

- Open the file you want to preview.
- Choose **File**



Word 2003 document in Print Preview mode

Printing a Document

When your document is complete, you'll probably want to print it. You can send it to your printer for a hard copy of the document.

Printing from the Toolbar

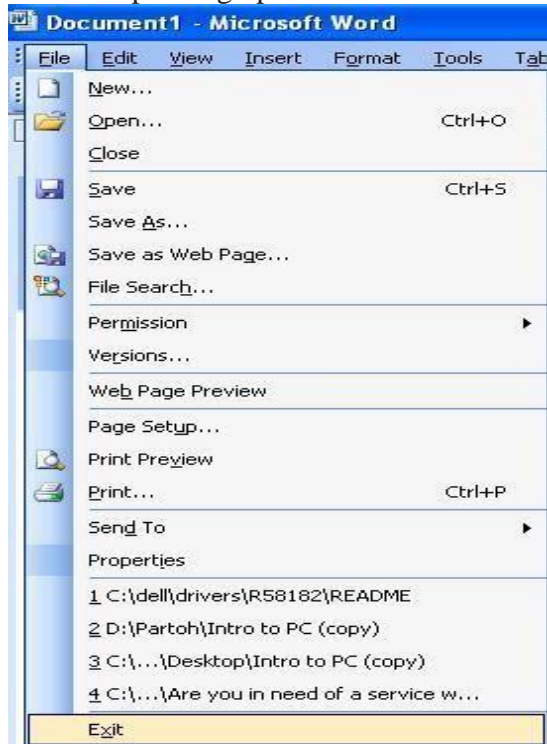
Each Office program contains a Print button on the standard toolbar that makes printing easy. In addition, you can print from Print Preview in both Word and Excel.

1. Click on the Print button. One copy of the entire document will be printed,

without showing the Print dialog box

Printing from the Menu

When electing to print from the menu, a dialog box will appear in which you can determine exactly what portion of the document to print, which printer to use, how many copies to print, and other printing options.



- Click on File. The File menu will appear.
- Click on Print. The Print dialog box will open.
- Make any desired changes in the Print dialog box. The dialog box will change to match your selections.
- Click on OK. The document will be printed.

Saving Your Document:

After you've created a document, you need to save it if you intend on using it again. Saving a document stores it in a file on your computer's hard disk, similar to putting a file away in a filing cabinet so you can use it later. Once you have saved a document, it's a good idea to save it again from time to time as you work on it. You don't want to lose all your work if the power suddenly goes out or if your computer crashes! In this lesson, you will learn how to save an existing document under a different name without changing the original document. It's often easier and more efficient to create a document by modifying one that already exists, instead of having to retype a lot of information.

Select File → Save As from the menu.

The Save As dialog box appears. This is where you can save the document with a new, different name. If you only want to save changes you've made to a document (instead of saving them in a new file), click the Save button on the Standard toolbar, or select

File → Save from the menu, or press Ctrl+S

First, you have to specify the drive and/or folder where you want to save your document

Closing a Document :

When you are finished working on a file, you should close it. *Closing* is the equivalent of putting it away for later use. When you close a file, you are only putting the document away not the program. The application, Word for example, is still active and ready to work for you.

- a. Click on File. The File menu will appear.
- b.. Click on Close. The file will be put away.

Opening an Existing File:

Opening a file is putting a copy of that file into the computer's memory and onto your screen so that you can work on it. If you make any changes, be sure to save the file again. Office provides several ways to open an existing file.

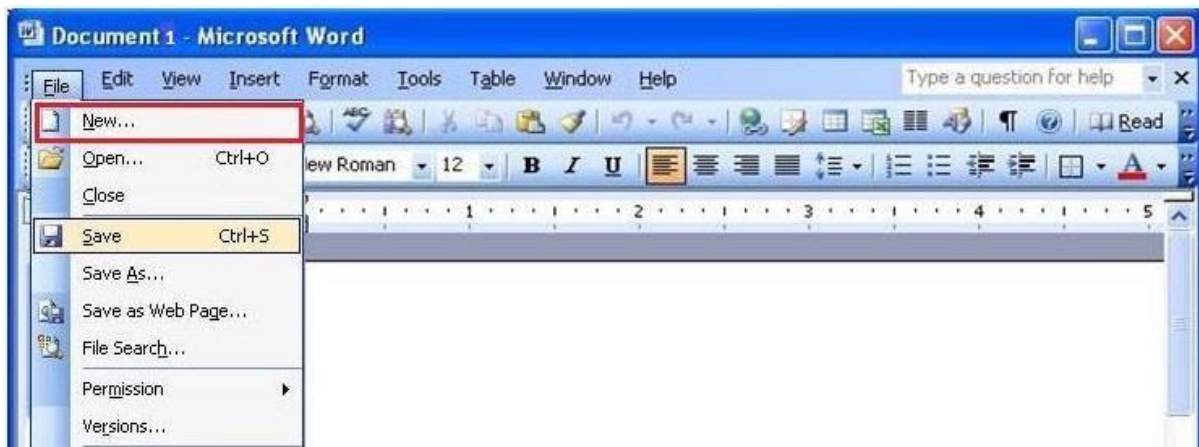
Displaying the Open Dialog Box

Office applications include an Open dialog box that lists all previously saved files located in a particular folder.

- Click on File. The File menu will appear.
- Click on Open. The Open dialog box will appear.
- Click on the file name you want to open. The file name will be highlighted.
- Click on Open. The file will be placed on your screen, ready for you to edit.

Starting a New Document :

When a Word, Excel, PowerPoint, or FrontPage session first begins, a new empty blank document appears ready for you to use. However, during the course of using one of these applications you might need to begin another new file.



- Click on the New button. A new screen will appear.
If you are using Access, a blank screen doesn't automatically appear. Instead, the Task screen appears to assist you in selecting options.

Getting Help with Office

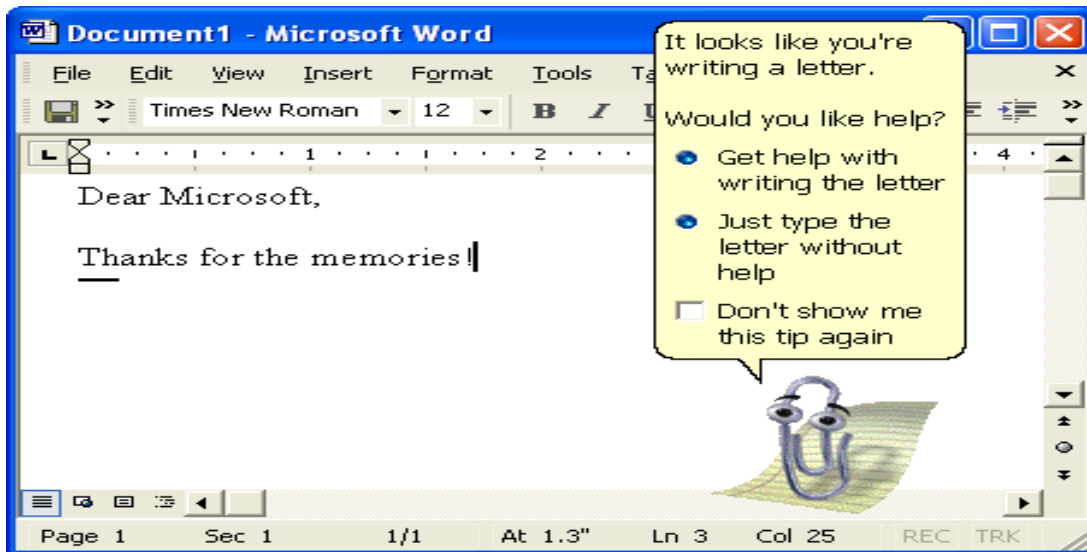
Using the Office Assistant

The Office Assistant is a cute animated character (a paper clip by default) that can answer your questions, offer tips, and provide help for all of Word's features. Many Word users don't use the Office Assistant, but it can be a very helpful tool. If you like using the Office Assistant but want a change of pace from Clippit's antics, you can choose one of eight different Office Assistants (see Office Assistants) to guide you through Word. Of course, if

you really hate the Office Assistant, you can always shut it off.

Asking the Assistant for Help

What sets Office Assistant apart from other help features is that you can use simple, everyday language to ask for assistance.

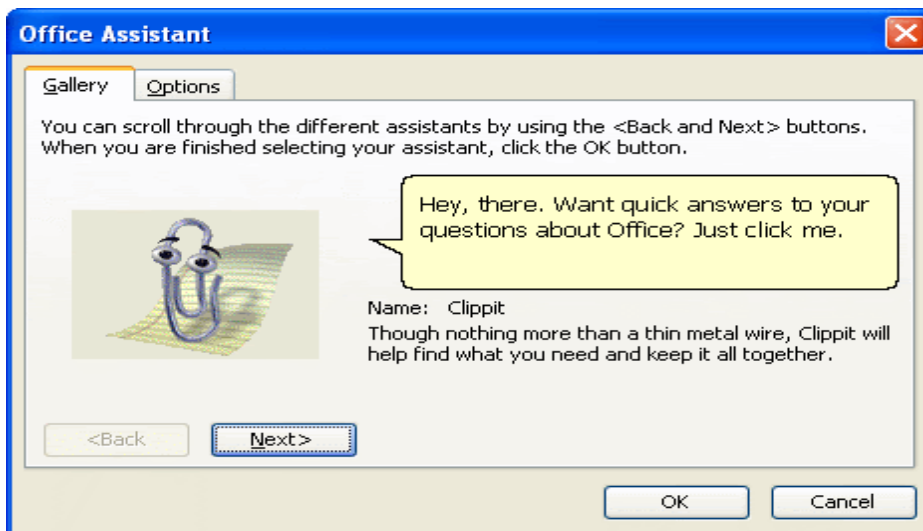


1. Click anywhere on the Office Assistant. A balloon will appear asking, "What would you like to do?" with an insertion point flashing in the white text box.
2. Type a question or just a word or two about what you need assistance with. An example might be: "How do I set a tab?" The text will appear in the white text box
3. Click on Search. A new window will appear with more choices related to your topic.
4. Click on a topic. The help information window will appear on your screen.
5. Click on the help Close box when you are finished reading the help topic. The help window will close and the original window will return to full size.

Choosing a Different Assistant

Is Clippit, the helpful little piece of metal, getting a little dull or just not your style? There is a way to select a different icon for Office Assistant

1. Right-click on the Assistant. A shortcut menu will appear.
2. Click on Choose Assistant. The Office Assistant dialog box will appear with the Gallery tab displayed.
3. Click on Back or Next to view other Assistants. A picture and description of the available assistants will appear.
4. Click on OK when you see the one you want. The Office Assistant dialog box will close and you'll have a new helper.



Hiding the Assistant

The Office Assistant is cute, but sometimes it's just in your way. You can hide the assistant and recall it whenever you need it.

1. Right-click on the Assistant. A shortcut menu will appear.
2. Click on Hide. The Office Assistant will disappear.
3. Click on the Help button. The Assistant will reappear.

Turning Off the Assistant

If you find that you don't use the Assistant and don't want to see it, you can turn it off.

1. Click anywhere on the Office Assistant. The "What would you like to do?" balloon will appear.
2. Click on Options. The Office Assistant dialog box will open.
3. Click on Use the Office Assistant. The check mark will be removed from the box.
4. Click on OK. The Office Assistant will be turned off until you manually choose to use it again.

Using What's This?

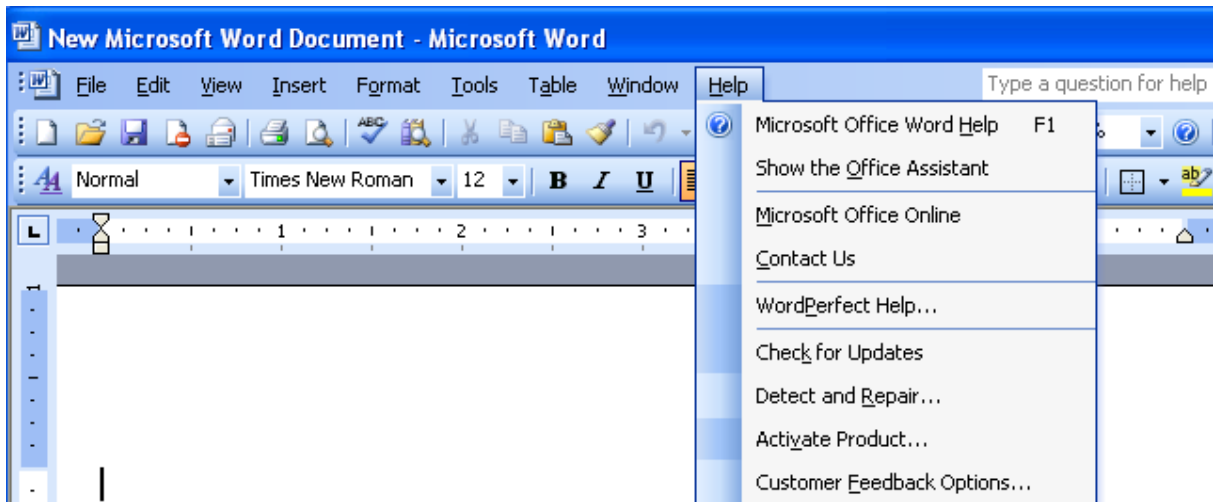
There are so many items on an Office application screen, it's hard to remember what each item is or does. You can use the What's This? feature to identify the various buttons and components:

1. Click on Help. The Help menu will appear.
2. Click on What's This? The mouse pointer will change to a black pointer with a question mark.
3. Click the mouse pointer over any button or item on the screen. A detailed information screen will appear and explain the item's function.
4. Click anywhere on the document window. The What's This? box will close.

Searching the Web for Help

If you have access to the Internet, Microsoft includes some wonderful assistance from its Web site.

1. Click on the Help command. The Help menu will appear.
2. Click on Office on the Web. If you are not already connected to the Internet, you will be prompted to connect. Your Web browser will launch and a Microsoft Office Web page will display.



3. Follow the instructions on the screen to access various help topics. When you have completed accessing the Web help, you'll want to close the Internet Explorer window.
 4. Click on the Close button. The Internet Explorer window will close.
- You might be prompted to disconnect from your Internet Service Provider (ISP).

UNIT- III

Learning Word Basics :

A flashing vertical bar on your screen when you're in Word. This is called the insertion point. It marks the location where text will appear when you type. If you type a few lines of text, you'll notice that you don't need to press the Enter key at the end of each line. The program automatically moves down or wraps to the next line for you. This feature is called **word wrap**. You only press the Enter key to start a new paragraph.

1. Type some text. The text will display on the screen.
2. Press Enter. The insertion point will move down to the next line.
3. Press Enter again. The insertion point will move down another line, creating a blank line between your paragraphs.
4. Type a paragraph of text. Don't press Enter, just keep typing until you have several lines of text. The word wrap feature will take care of moving the insertion point down to the next line when necessary.
5. Continue typing text until your document is complete. The text you type will display on the screen.

Inserting, Selecting, and Deleting Text

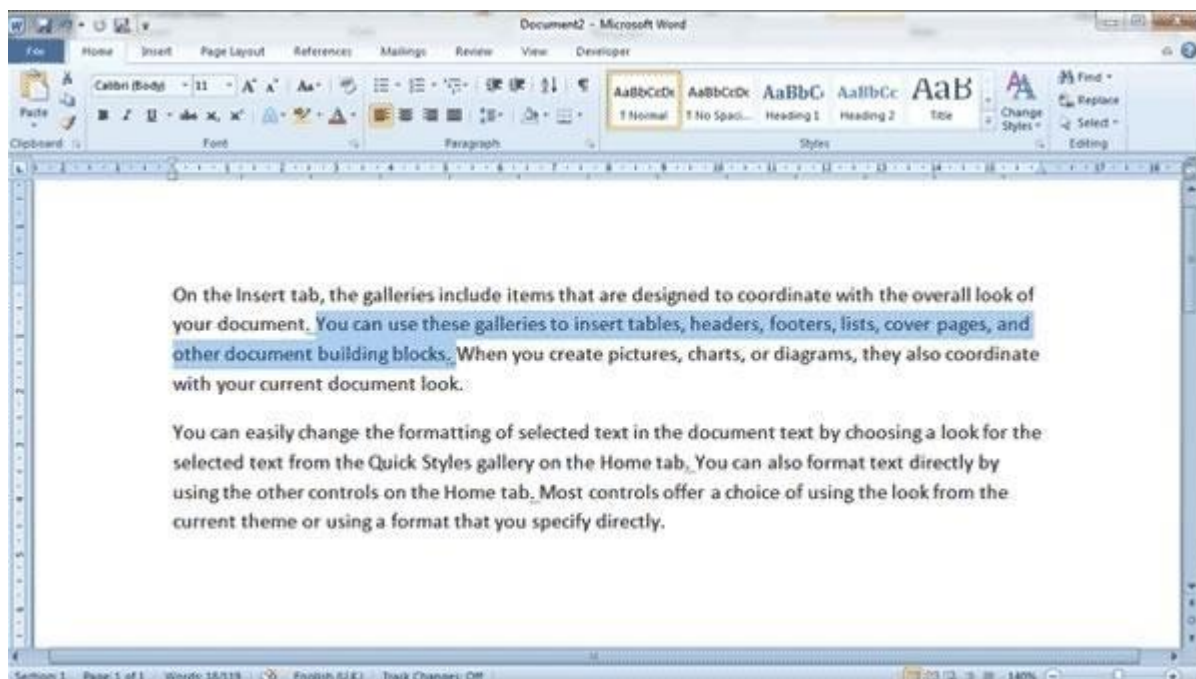
Inserting Text

Word begins in insert mode. This means that when you want to add new text to a document, simply place the insertion point where you want the new text to be and start typing.

1. Click the mouse pointer directly in front of the word within the body of the document where you want new text to appear. The blinking insertion point will appear.
2. Type any new word or phrase, adding a space before or after as necessary. The new text is inserted into the document. Word will push the existing text to the right and keep moving it over or down to make room for the new text.

Selecting Text

To move, copy, delete, or change the formatting of text, select the text you want to edit. When text is selected, it will appear as light type on a dark background on your screen, the reverse of non-selected text. In previous versions of Microsoft Word, you could only select a sequential block of text at a time, not bits of text in different places. New to Word XP is the capability to select non-sequential blocks of text.



The following list shows different selection techniques:

- To select one word, double click on the word.
 - To select a sentence, hold down the Ctrl key and click anywhere on the sentence.
 - To select an entire paragraph, click three times (triple-click) anywhere in the paragraph.
- To select a single line of text, move the mouse pointer to the left margin next to the line. The mouse pointer will change to an arrow. Click once.
- To select a block of text, click at the beginning of the text, hold the mouse button down, and drag across the balance of the text to be selected.
 - To select non-sequential blocks of text, hold down the Ctrl key and use the previous selection techniques for each additional text block you want to include.

Deleting Text

You can delete unwanted text one character, one word, and one paragraph at a time; or any combination of these. Two common keys used to delete text are the Backspace and the Delete keys. Pressing the Backspace key will delete one character at a time to the left of the insertion point, whereas pressing the Delete key will delete one character at a time to the right of the insertion point.

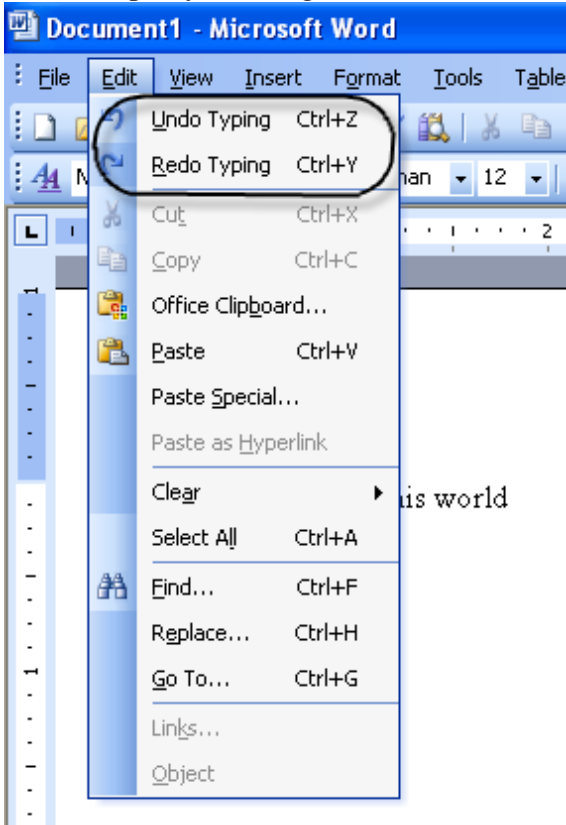
1. Select the text to be deleted. The text will be highlighted.
2. Press the Delete key. The text will be deleted.

Using Undo and Redo

If you want to restore text that you deleted, or reverse an action recently taken, use the Undo feature of Word. one click away from reversing your previous action.

1. Click on the Undo button. The last action taken will be reversed.
If you chose to undo an action and then decided that you liked it better the way you had it, choose the Redo feature.
2. Click on the Redo button. The Undo action will be reversed. Word keeps track of several steps that you have recently taken. When you undo a previous step, you'll also undo any actions taken after that step.

For example, you changed the case of some text, and then you

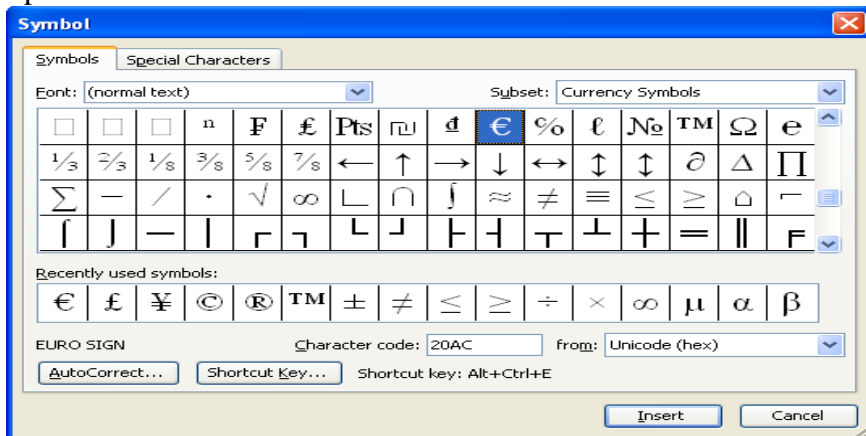


bolded and underlined the text. If you choose to undo the Change Case action, the bolding and underlining will also be reversed.

3. Click on the arrow next to the Undo button. A list of the most recent actions will be displayed.
4. Click on the action that you want to undo. The action will be undone as well as all actions above it on the list.

Inserting Special Characters or Symbols

Word includes hundreds of special characters and symbols for you to include in your document. Symbols include items like copyright or trademark symbols, stars, check marks, or small graphics.



1. Click the mouse where you want the special character to appear. The blinking insertion point will appear.
2. Click on Insert. The Insert menu will appear.

3. Click on Symbol. The Symbol dialog box will open.
4. Click on the down arrow next to the Font list box. A list of fonts will appear.
5. Click on a font. The symbols available for that font will display.
6. Click on a character. The character will appear selected.
7. Click on the Insert button. The symbol or character will be inserted into your document.
8. Click on the Close button. The symbol dialog box will close.

Moving Around the Screen

To work with your document, you'll need to place the insertion point. You can use several methods to move around the Word screen, and Word includes a feature called Click and Type.

Using Click and Type

With Click and Type, you can quickly position the insertion point anywhere on a page using the mouse and double-click where you want to enter text.

- . Double-click the mouse pointer anywhere on the white text area of the screen. A blinking insertion point will appear.
- Type some text. The text will appear at the insertion point you clicked.

Using the Scroll Bars

Two scroll bars are in the document window a vertical scroll bar and a horizontal scroll bar. You can scroll through an document by clicking on the scroll bar's arrows. Scrolling through text using the scroll bars does not, however, move the insertion point. You need to click the mouse wherever you want the insertion point to be located.

- Click on the arrow at either end of the vertical scroll bar. This will move the document up or down in the window.

A word at a time → Ctrl+Right Arrow or Ctrl+Left Arrow

A paragraph at a time → Ctrl+Up Arrow or Ctrl+Down Arrow

A full screen up at a time → The PageUp key

A full screen down at a time The PageDown key

To the beginning of a line → The Home key

To the end of a line → The End key

To the top of the document → Ctrl+Home

To the bottom of the document → Ctrl+End

To a specified page number → Ctrl+G; then enter the page number

Using the Go To Command

If you have a rather lengthy document, use the Go To command to jump to a specific location in the document.



1. Click on Edit. The Edit menu will appear.

2. Click on Go To. The Go To page of the Find and Replace dialog box will appear.
3. Type the page number you want to display. The number will appear in the Enter Page Number text box.
4. Click on the Go To button. The specified page will be displayed. The insertion point will be located at the beginning of the specified page.
5. Click on the Close button. The Go To dialog box will close.

Formatting a Word Document

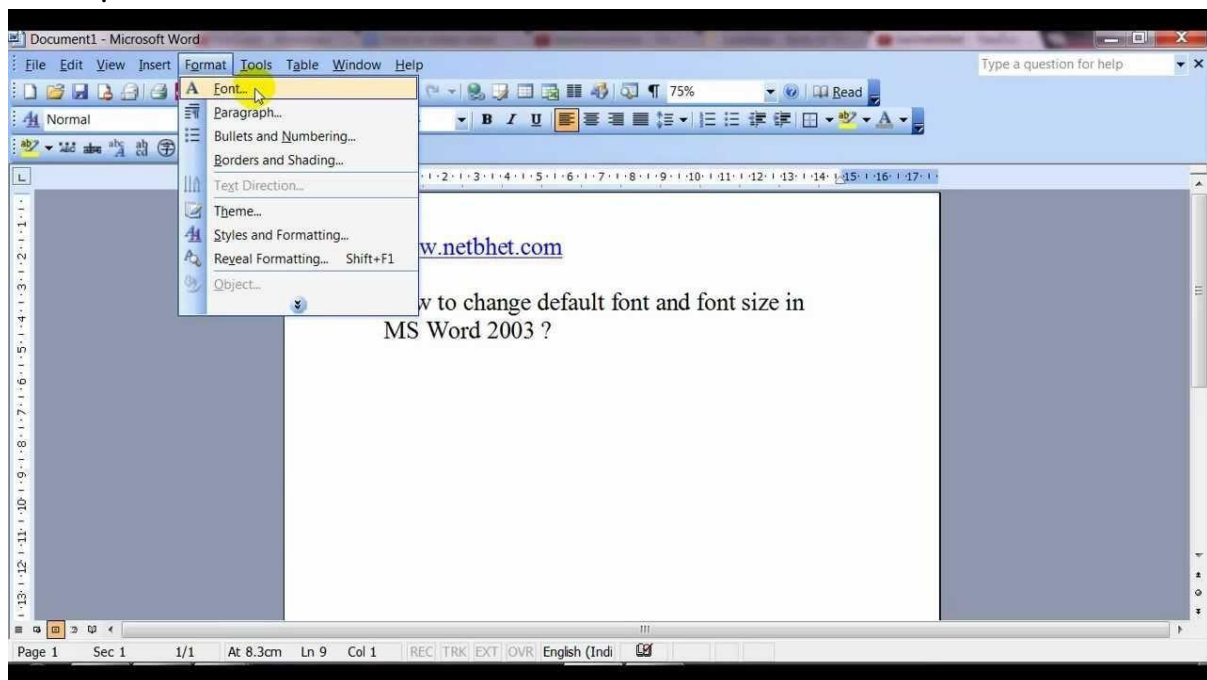
Enhancing Text

Enhancing text is the process of changing its appearance. For example, you can change fonts or point sizes or add embellishments, such as boldface, italic, or underline.

Changing the Font

The font is the typeface of the text. Windows comes with a variety of fonts, and Office adds some additional fonts. Other programs installed on your computer might also install fonts

Changing the Font



1. Select some text in the document. The text will be highlighted.
2. Click on the arrow next to the Font list box. A list of available fonts will appear.
3. Click on a font name. The font of the selected text will change.

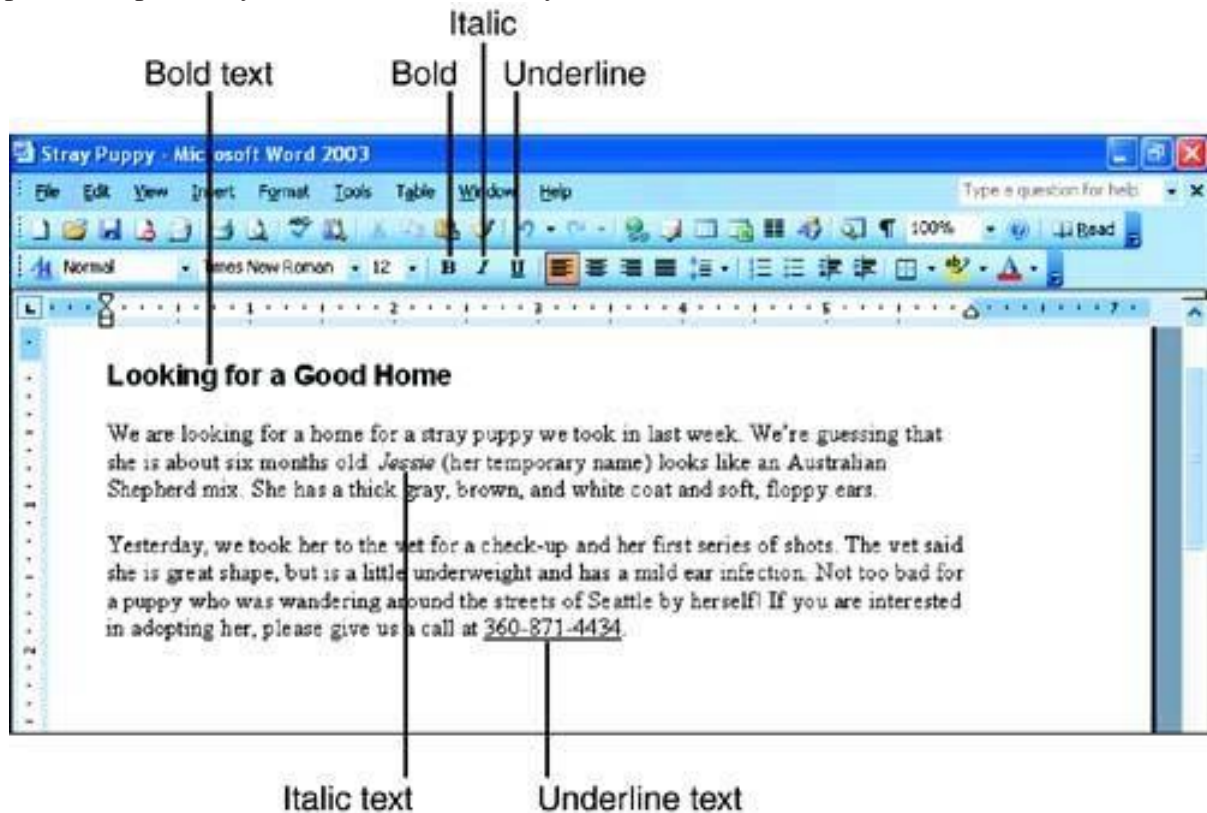
Changing the Font Size

The *font size* controls how large the font appears. Each font can be used in a number of sizes. Font sizes are measured in *points*, and a point is $1/72$ of an inch.

1. Select some text in the document. The text will be highlighted.
2. Click on the arrow next to the Font Size list box. A list of available font sizes will appear.
3. Click on a font size. The size of the selected text will change

Applying Bold, Italic, or Underline

Applying formatting attributes such as bold, *italic*, or underline will call attention to particular parts of your text. You can easily access these choices with the Word toolbar.



1. Select the text to be formatted. The text will be highlighted.
2. Click on the appropriate toolbar button: either B for bold, I for italic, or U for underline, or any combination of the three. The formatting will be applied. You can repeat the previous steps to remove the attribute.

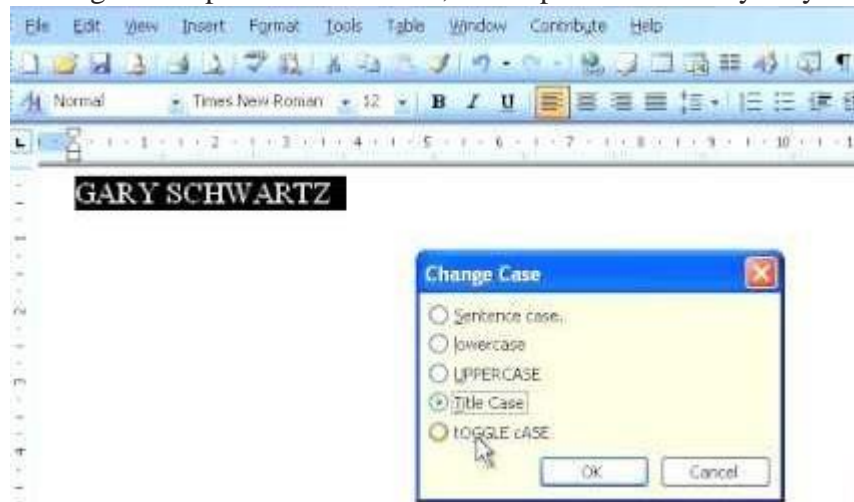
Copying Formatting to Another Selection

If you spend several minutes setting up just the right formatting for a heading that will appear multiple times in along document, you don't have to try to remember your selections and repeat them each time. Instead, you can use the Format Painter tool.

1. Select any of the text that has the formatting you want to use elsewhere. The text will be highlighted.
2. Click on the Format Painter button. The mouse pointer will change to a paintbrush.
3. Press and hold the mouse button and drag over the text to be formatted. The new text becomes highlighted
4. Release the mouse button. The new text take on the attributes of the original text

Changing Text Case

When you need to change the capitalization of text, Word provides an easy way to change it

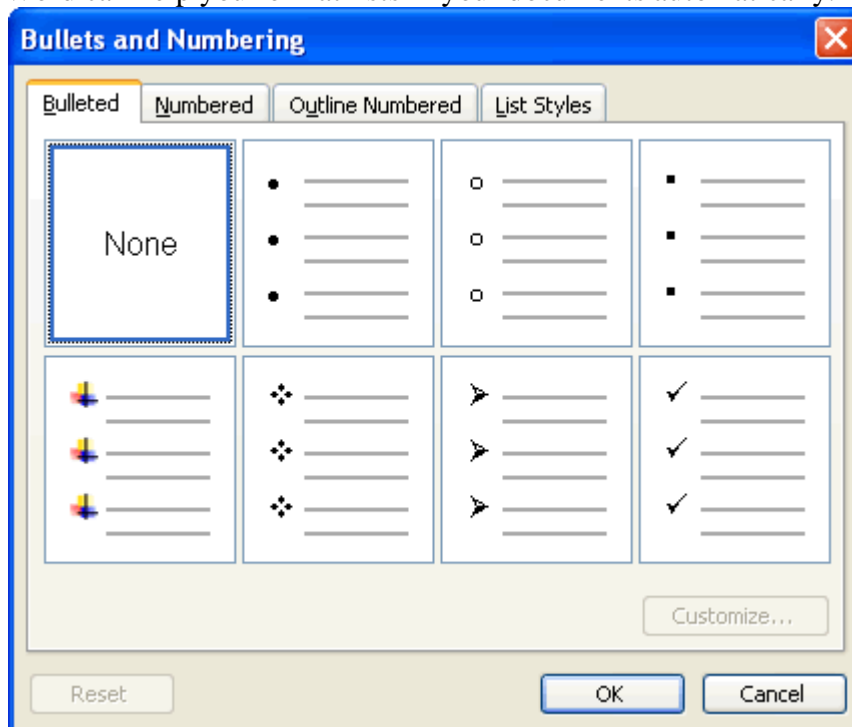


without retyping.

1. Select the text to be changed. The text will be highlighted.
2. Click on Format. The Format menu will appear.
3. Click on Change Case. The Change Case dialog box will open.
4. Click on a case option. The option will be selected.
5. Click on OK. The text will be modified.

Working with Bulleted or Numbered Lists

Everyone uses lists from shopping lists and check lists to meeting agendas and outlines. Word can help you format lists in your documents automatically.

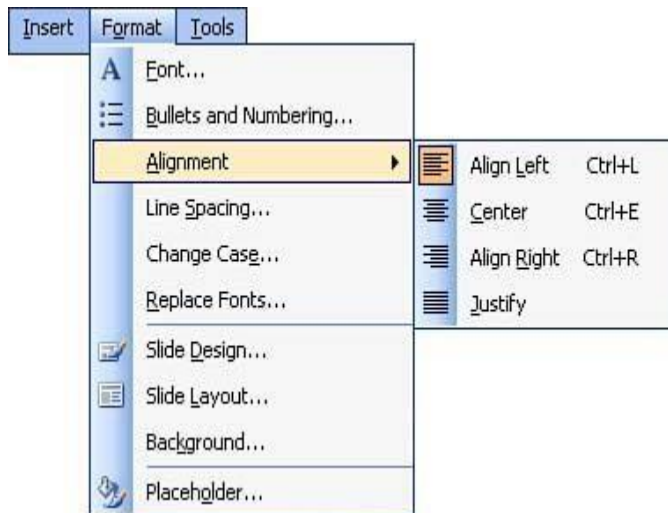


1. Select the text to be bulleted or numbered. The text will be highlighted.
2. Click on the Numbering button on the toolbar. The list will have numbers applied to it.

Arranging Text on a Page

Justifying Text

Perhaps the most common way to format a paragraph is to justify it. When you justify text, you determine the text's alignment in relation to the right and left margins. Word supports these justification options:



- Left-justification aligns (makes even) text with the left margin.
- Center-justification centers text between the left and right margins.
- Right-justification aligns text with the right margin.
- Full-justification aligns text with both the left and right margins.

The simplest way to justify existing text is to click anywhere inside the paragraph that you want to justify (or select multiple paragraphs if you want to justify several) and then click the toolbar's Align Left, Center, Align Right, or Justify (for full justification) buttons. Before you start a paragraph, you can click at the left, middle, or right of an empty line of text to justify the text that you then type there.

Changing Line Spacing

Line spacing is the amount of vertical space between each line of text. You might want to change line spacing when you want to make a document easier to read, for example, or for a draft so that the reader has room to make changes.

1. Select the text in which you want to change the line spacing. The text will be highlighted.
2. Click on the Line Spacing button. Line spacing options will appear. You can select from single spacing (1.0), one and one-half line spacing (1.5), or double spacing (2.0).
3. Click on an option. The new spacing selection is applied to the highlighted text.

Indenting Text

To draw the reader's attention to certain text, you sometimes want to indent that text so it doesn't line up with the left margin. Word includes a toolbar button to help you quickly indent your text.

1. Select the text to be indented. The text will be highlighted.
2. Click on the Increase Indent button. The selected text will move 1/2 inch from the left margin.

Working with Tabs

If you press the Tab key to move across the page, you'll notice that Word has default stops set at every 1/2 inch.

Setting Tabs

You can set tabs at particular points along the ruler so that when you press the Tab key, the cursor moves to that point automatically, instead of stopping every five spaces.

Left. The Tab button is already set to the left tab symbol, an "L." Text will appear with the left edge of the text at the tab.

- **Center.** Click one time to display the center tab symbol. An upside down "T" will appear. Text will center around a center tab.

- **Right.** Click two times to display the right tab symbol. A backward "L" will appear. Text will appear with the rightedge of the text at the tab.

- **Decimal.** Click three times to display the decimal tab symbol. An upside-down "T" with a dot on the right will appear. Decimal points, such as dollars and cents, align to the tab. The decimal tab is selected in this example

Click on the ruler to set the tab for the current paragraph or any currently selected text. A left, right, center, or decimal tab symbol will appear in the ruler at the spot you selected.

Click in the paragraph and press the Tab key. This moves the insertion point to the tab where you want the text to appear.

Type some text. The text will conform to the chosen tab. This example shows the decimal tab alignment.

Moving Tabs

If you don't like the position of a tab stop, you can easily move it!

1. Select the paragraphs that have a tab that needs to be moved. The text will be highlighted.
2. Drag the current tab setting to the desired location on the ruler bar. A vertical dotted line helps you visualize the new tab position.
3. Release the mouse button. The tab will be reset and any text will be moved.

Deleting Tabs

Deleting an unwanted tab stop is an easy process when using Words' ruler.

1. Select the paragraphs that have a tab that you want to delete. The text will be highlighted.
2. Drag the current tab setting off the ruler, into the body of the document. As you are dragging across the ruler, a vertical dotted line will appear.
3. Release the mouse button. The tab will be deleted.

Moving or Copying Text

Windows includes a feature called the *Clipboard*, which lets you hold information temporarily. Microsoft Word, as well as the other Office applications, uses the Clipboard feature to move or copy text from one place to another.

Moving Text

The feature used to move text from one place to another is called *cut and paste*. With cut and paste, the original text is deleted and placed in the new location.

1. Select the text to be moved. The text will be highlighted.
2. Click on the Cut button. The text will be removed from the document, and will be stored on the Windows Clipboard.
3. Click the mouse where you want the text to be located. The blinking insertion point will appear.
4. Click on the Paste button. The text will be placed at the new location.

Copying Text

The process of copying text will leave the text in its original location while a copy of it is placed on the Windows Clipboard.

1. Select the text to be copied. The text will be highlighted.
2. Click on the Copy button. The text will be stored on the Windows Clipboard. It doesn't appear that anything happened, but it did.
3. Click the mouse where you want the text to be located. The blinking insertion point will appear.
4. Click on the Paste button.

Using Drag-and-Drop

Another method of moving text from one location to another is to use the drag-and-drop method. The drag-and-drop method works best when you're moving a small amount of text a short distance:

1. Select the text to be moved. The text will be highlighted.
2. Position the mouse pointer on top of the highlighted text. The white mouse arrow will point to the left.
3. Hold down the mouse button and drag the mouse to the desired location. A small box will appear at the bottom of the mouse arrowhead and a gray line will indicate the position of the text.
4. Release the mouse button. The text will be moved.

Improving Your Writing

Working with AutoCorrect and AutoFormat

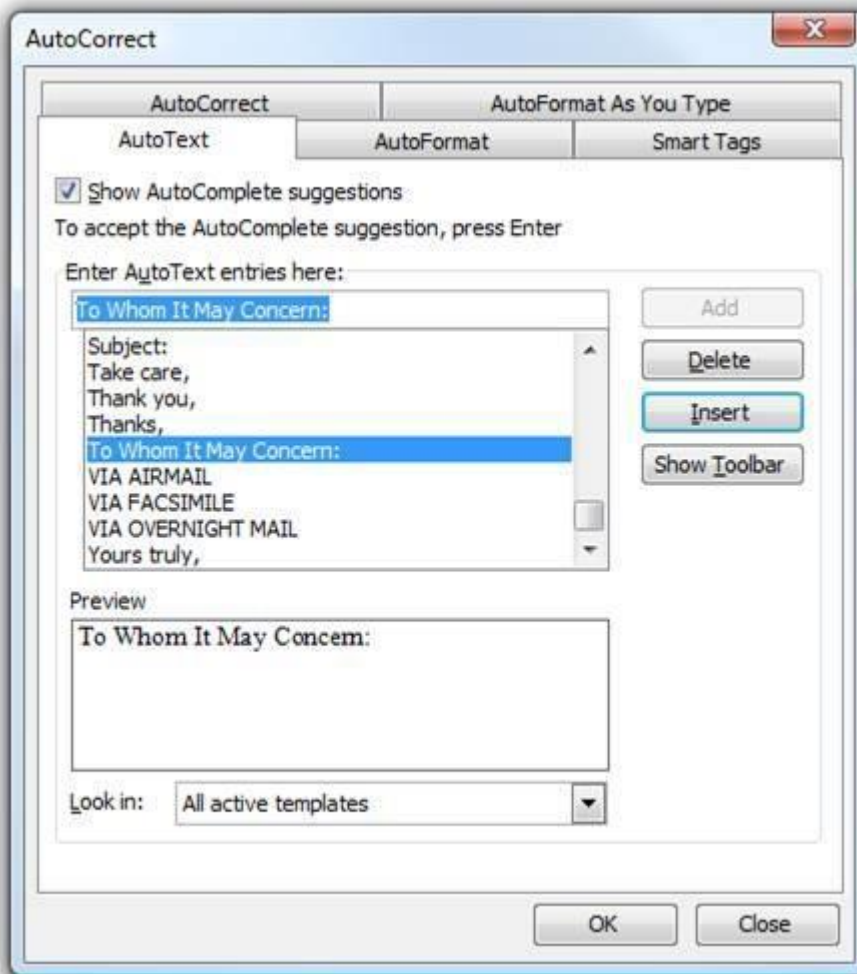
AutoCorrect is a great feature. If you type something wrong, Word automatically corrects it. Or, if you type "(c)" and Word interprets it as a copyright symbol, it will insert

Adding AutoCorrect Entries

If you know that you commonly make the same typing mistake, such as typing "click" when it should be "click," you can instruct Word to fix it for you.

1. Click on Tools. The Tools menu will appear.
2. Click on AutoCorrect Options. The AutoCorrect dialog box will open with the autoCorrect tab in front.
3. Type your common mistake in the Replace text box. The text will display.

4. Click in the With text box. A blinking insertion point will display.
5. Type the correct word spelling. The text will display.



6. Click on Add. The word will be added to your permanent AutoCorrect list.
7. Click on OK. The dialog box will close.

Deleting AutoCorrect Entries

What if you're typing an article about common misspellings and you *want* to type the word "teh" or you want to use "(c)" to indicate a heading in a report, but Word keeps changing them

1. Click on Tools. The Tools menu will appear.
2. Click on AutoCorrect Options. The AutoCorrect dialog box will appear with the AutoCorrect tab in front.
3. Click on an entry from the AutoCorrect list. The entry will appear in the Replace and With text boxes.
4. Click on Delete. The entry will be deleted.
5. Click on OK. The AutoCorrect dialog

Find and Replace

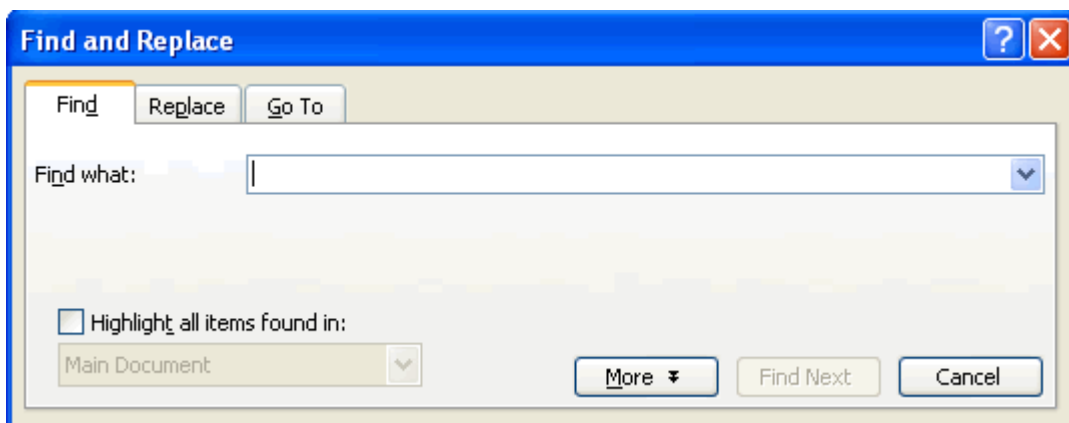
Word 2003 allows you to search for specific words in your document, as well as fonts, special characters, and formats. The **Find and Replace** functionality can really help save you time and effort in your word processing goals.

For example, let's say that a document you are editing that displays Word XP needs to be updated to Word 2003. Currently, the document has the text "Word XP" typed in various spots throughout the document. Using Find and Replace to replace Word XP with Word 2003 will save you time and effort in your editing process.

To use the Find feature:

- Click **Edit** on the menu bar.
- Select **Find**. The **Find and Replace dialog box** appears.
- Type a word, phrase, or format in the **Find What** box.
- Click **Find Next** to start the search.
- Word will jump to the first instance of this word and highlight it.
- Continue clicking the **Find Next button** to find all other instances of the word.

Check the **Highlight all items found in:** box to find all instances of the word at the same time. Use the list box below to select all or portions of your document.



You can perform a more detailed search by clicking the More button on the Find and Replace dialog box.

To use Find and Replace:

- Click **Edit** on the menu bar.
- Select **Find**. The **Find and Replace dialog box** appears.

- Type a word, phrase, or format in the **Find What** box.
- Click **More** to conduct a detailed search.
- Click the **Search** list box if you want to limit your search to a specific part of the document.
- Use the **check boxes** to limit your search.
- Click **Format** if you want to limit your search to words in a specific font, paragraph, tab, language, frame, style, or highlight.
- Click **Special** to search for punctuation marks or section breaks.
- Click **Find Next** to start the search.

To use the Replace feature:

- Click **Edit** on the menu bar.
- Select **Replace**. The **Find and Replace dialog box** appears.
- Type the word, phrase, or format in the **Find What:** box that you are searching for.
- Type the word, phrase, or format in the **Replace With:** box that will replace what is in the **Find What:** box.
- Click **Find Next** to conduct your search.
- When Word finds a word or phrase, do one of the following:
 - Ignore it.
 - Click Replace.
 - Click Replace All to replace every occurrence of the selected text with the replacement text.
- Click **Find Next** to bypass it and find the next.
- Click **Cancel** to quit.

Correcting Spelling and Grammatical Errors

Checking Spelling as You Go

By default, Word identifies problems right in your document as you type. Spelling errors have a red wavy line underneath them, whereas grammatical errors are indicated with a green wavy line.

1. Right-click on the questionable word. The shortcut menu will appear with suggested corrections.
2. Click on the correct spelling or grammatical suggestion. The erroneous word will be replaced with your selection

Running a Spelling and Grammar Check

By default, Word can run both a spelling and grammar check at the same time.

1. Click on Tools. The Tools menu will appear.
2. Click on Spelling and Grammar. The Spelling and Grammar dialog box will open.

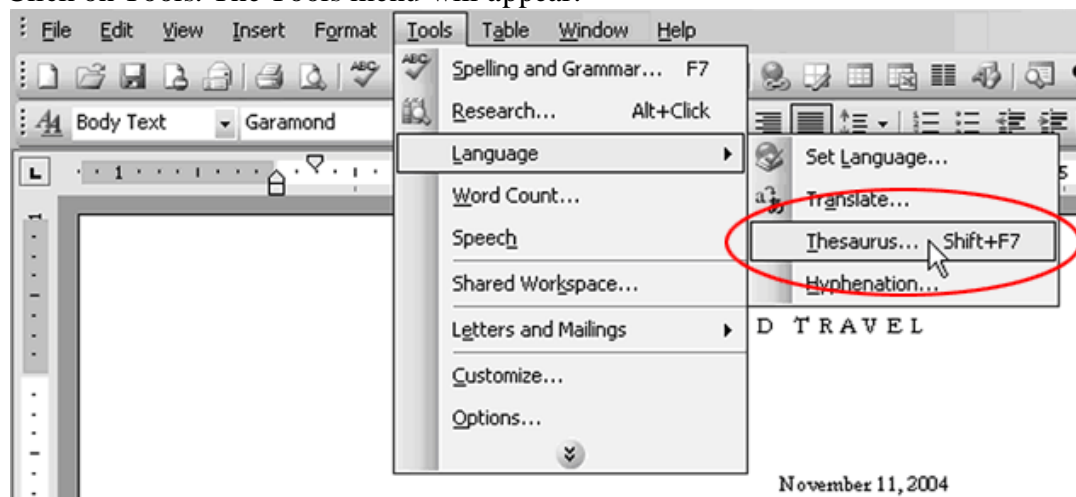
The first error encountered, whether spelling or grammar, will be displayed. If it's a spelling error, it is identified in the Not in Dictionary text box. In the Suggestions text box, there are possible correct spellings for the word.

Click on the correct spelling if available. The replacement will be highlighted. Click on one of the following options:

- Change. Changes only this incident of the spelling mistake.
- Change All. Use this if you think you made the mistake more than once.
- Ignore Once. If you don't want to correct this instance of the spelling, use this option.

Finding That Elusive Word with the Thesaurus

- Click on the word that you want to replace with a better one. The insertion point will appear in the word.
- Click on Tools. The Tools menu will appear.



- Click on Language. A submenu will appear.
 - Click on Thesaurus. The Thesaurus dialog box will open. Many words have multiple meanings. Word frequently lists many of the possible meanings of your word.
 - Click on a meaning. A selection of synonyms will appear on the right.
 - Click on a word in the Replace with Synonym text box that fits your document better than the original. The word will be highlighted.
- Click on Replace. The word will be replaced with the suggestion.

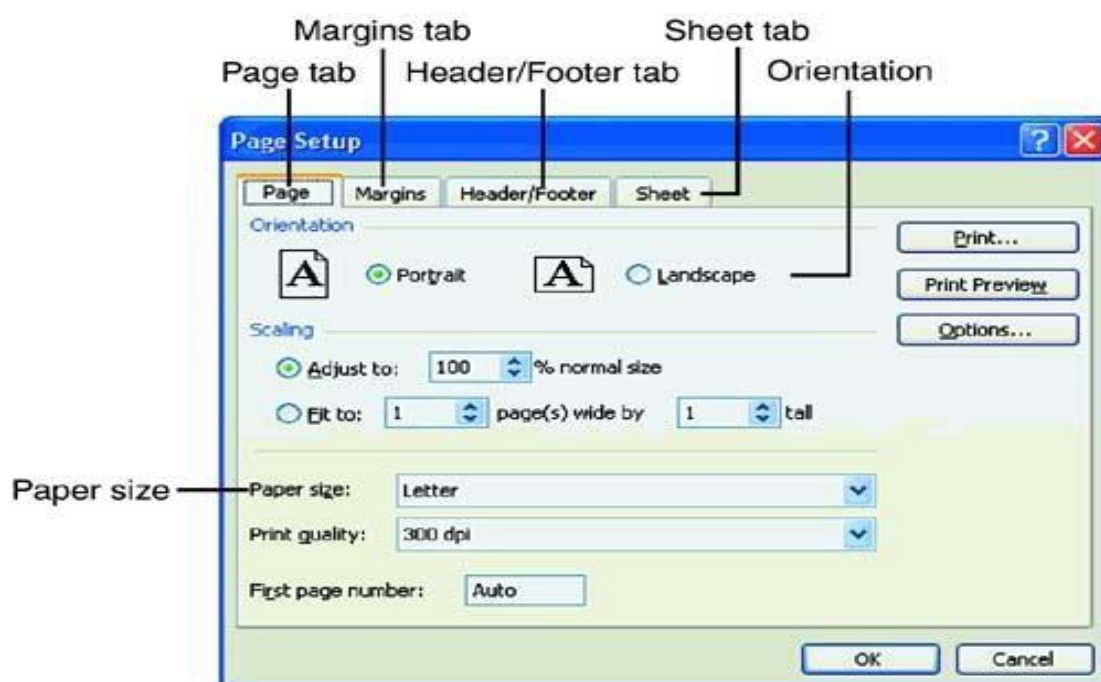
Working with Longer Documents:

Setting Page Options

Page options that you can modify include the margins, the orientation and the size of the paper.

Changing Margins and Orientation

To access the Page Layout ribbon, press Alt + P. To set the **margins**: In the Page Layout ribbon, tab to **Margins** button and press Enter (or alternatively press M). Arrow down to choose a preset **margins** that you want, such as Narrow **Margins** and press Enter.



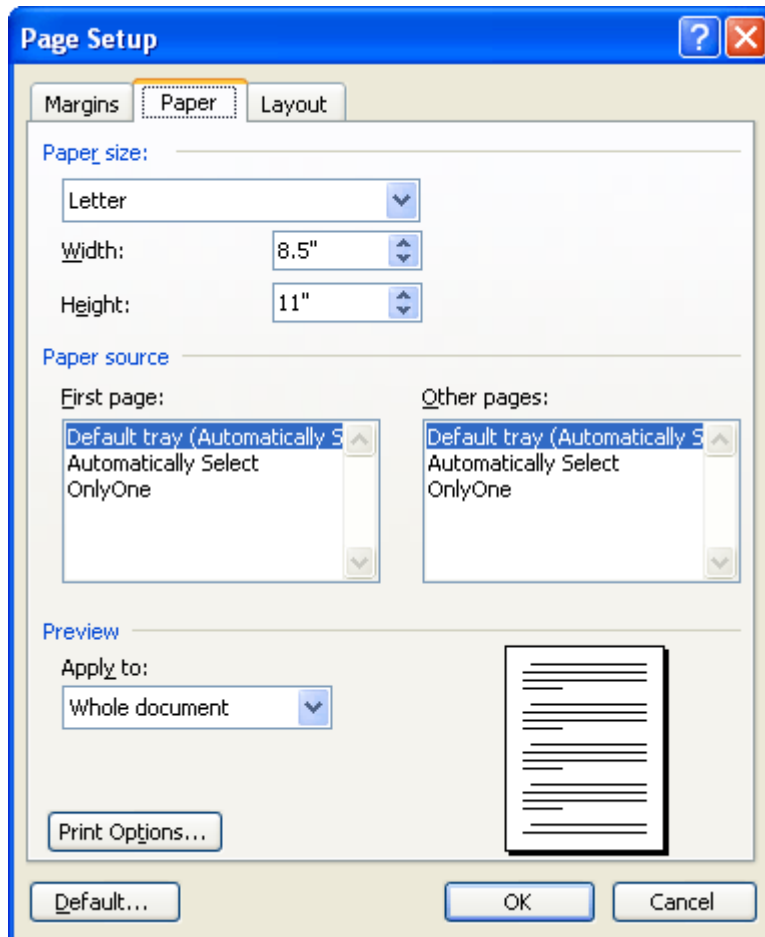
- Margins encompass the amount of space between the edges of the paper and where the text actually begins to appear.

1. Click on File. The File menu will appear.
2. Click on Page Setup. The Page Setup dialog box will open.
3. If necessary, click on the Margins tab. The Margins tab will be displayed.
4. Click on the up or down arrows to the right of the Top, Bottom, Left, and Right list boxes to increase or decrease the top, bottom, left, or right margin settings, respectively.
5. Click on Landscape. The option will be selected and the document will print along the long edge of the paper.

Selecting a Paper Size:

Word supports any printer supported by Windows. This is because Word uses the features offered by Windows to print documents. Many of the features associated with formatting your document and printing are related to the type of printer you have installed and selected. For instance, many printers will support different sizes of paper. If your printer does this, and you want to change the paper size used for your document, you should follow these steps:

1. Choose the Page Setup option from the File menu. You will see the Page Setup dialog box.
2. Select the Paper Size or Paper tab.



Managing Page Breaks

Word automatically inserts a page break when text fills the page. If you want the page break to be in a different place, you can override the automatic page break by creating your own.

Inserting a Page Break

You can break the page at a shorter position than Word chooses, but you cannot make a page longer.

*.Click the mouse in front of the text where you want the new page to begin. The blinking insertion point will appear.

*.Click on Insert. The Insert menu will appear. Click on Break. The Break dialog box will open Click on Page break. The option will be selected. Click on OK. The page break will be inserted.

Deleting a Page Break

1. Go to Home and select Show/Hide . This displays **page breaks** while you're working on your document.
2. Double-click the **page break** to select it and then press **Delete**.

Working with Headers and Footers

The **header and footer** usually contain title and author information, dates, and page numbers. The **header** appears at the top of the page, while the **footer** appears at the bottom of the page.

To insert a header and footer:

- Click **View** on the menu bar.
- Select **Header and Footer**.
- The document will appear grayed out with a dotted Header and Footer box showing at the top and bottom of the page.
- **Locate** the Header and Footer toolbar on the page.



- Type inside the dotted boxes to insert your header and/or footer.
- Click **Close** on the Header and Footer toolbar when you're finished.



AND



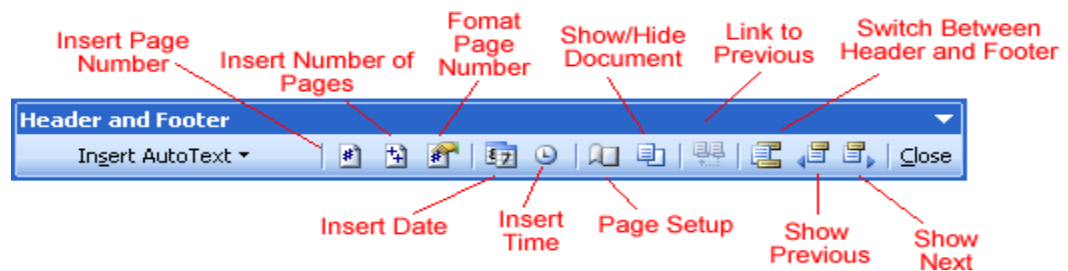
The Header and Footer toolbar

The **Header and Footer toolbar** contains buttons that can help you automatically enter important information in your header and footers.

Some of the useful features located on the Header and Footer Toolbar are:

- **Insert Auto-Text:** This drop-down menu shows commonly used header and footer information, including, author, page number, and date.
- **Insert Page Numbers:** This feature inserts page numbers.

- **Insert Number of Pages:** This inserts the number of pages in the entire document.
- **Format Page Number:** This opens the **Page Number Format dialog box** so you can format your page number in the header and footer.
- **Insert Date.**
- **Insert Time.**
- **Page Setup:** This opens the **Page Setup dialog box** so you can adjust the location of the header and footer.
- **Switch between Header and Footer:** This allows you to jump quickly between the header and footer on a page.
- **Close:** This closes the Header and Footer toolbar.



Deleting headers and footers

If you choose to delete your header or footer, Word will automatically delete the header or footer within the entire document.

To delete the header or footer:

- Click **View** on the menu bar.
- Select **Header and Footer**.
- **Highlight** the text within the header or footer (whichever text you would like to delete).
- Press Delete. The text is now removed.
- Click Close.

You can delete the header and footer on just the first page of the document by choosing File and then Page Setup. In the Page Setup dialog box, choose the Layout Tab and place a check mark next to Different First Page under Headers and Footers, then click OK.

Displaying Non-Printing Characters

To assist you in editing a document, Word can display some hidden symbols it uses to indicate spaces, tabs, and hard returns. These symbols do not print, but can be displayed on your screen for your convenience.



.{0> Sample-text <|0.|> Sample-text <0}. ¶

Click the Show/Hide ¶ button. The hidden characters will be displayed
Click the Show/Hide ¶ button. The displayed special characters will be hidden again.

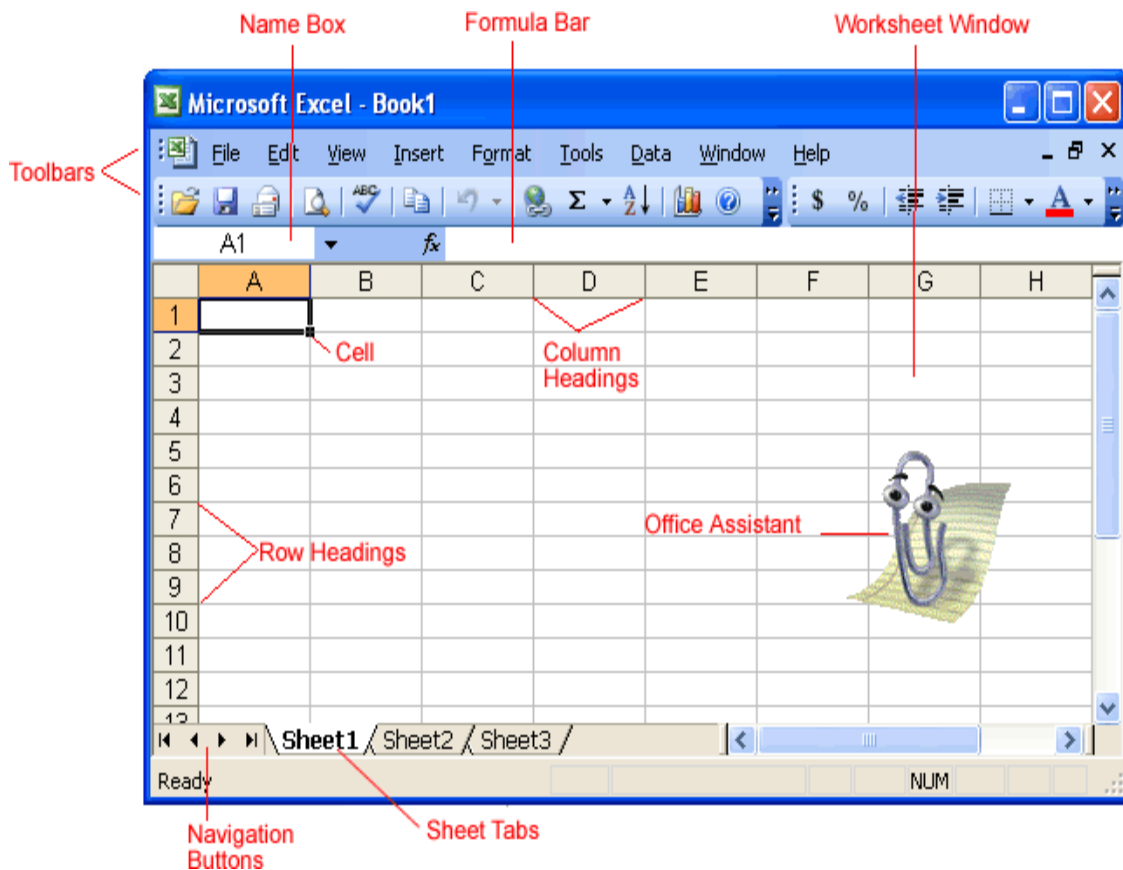
UNIT-IV

MS-EXCEL

Creating a Simple Spreadsheet: Exploring the Spreadsheet Screen

The Excel window

Many items you see on the Excel 2003 screen are standard in almost all other Microsoft software programs, including Word, PowerPoint, and previous versions of Excel. Some elements are specific to this version of Excel.



Workbook

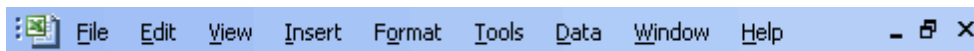
Also called a spreadsheet, the workbook is a unique file created by Excel.

Title bar



The Title bar displays both the name of the application and the name of the spreadsheet.

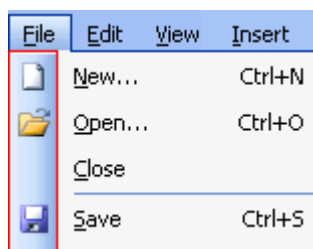
Menu bar



The Menu bar displays all of the menus that are available for use in Excel 2003. The contents of any menu can be displayed by clicking on the menu name with the left mouse button.

Toolbar

Some commands in the menus have pictures or icons associated with them. These pictures may also appear as shortcuts in the toolbar.

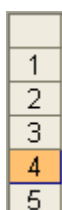


Column headings



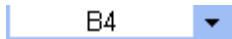
Each Excel spreadsheet contains 256 columns. Each column is named by a letter or combination of letters.

Row headings



Each spreadsheet contains 65,536 rows. Each row is named by a number.

Name Box



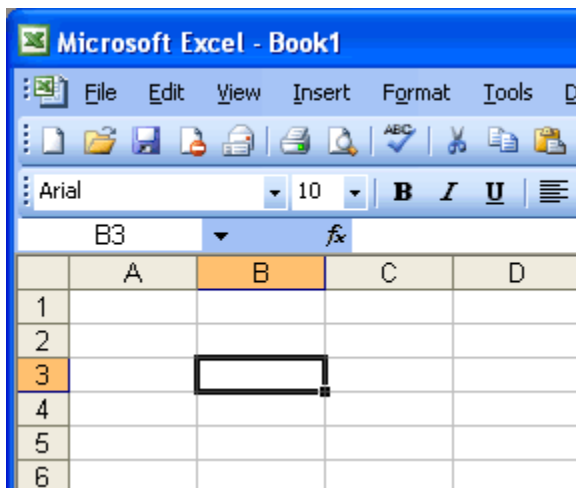
This shows the address of the current selection or active cell.

Formula bar



The Formula bar displays information entered—or being entered as you type—in the current or active cell. The contents of a cell can also be edited in the Formula bar.

Cell



A cell is an intersection of a column and row. Each cell has a unique cell address. In the picture above, the cell address of the selected cell is B3. The heavy border around the selected cell is called the cell pointer.

Navigation buttons and sheet tabs

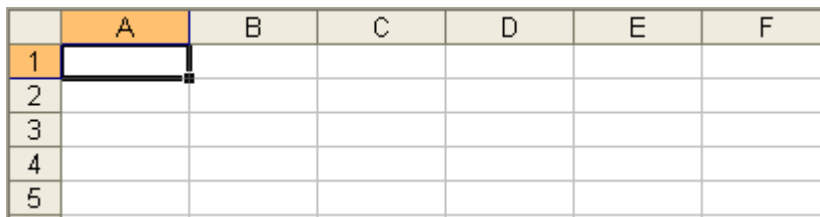


Navigation buttons allow you to move to another worksheet in an Excel workbook. They are used to display the first, previous, next, or last worksheets in a workbook.

Sheet tabs separate a workbook into specific worksheets. A workbook defaults to three worksheets. Each workbook must contain at least one worksheet.

Workbooks and worksheets

A **workbook** automatically shows in the workspace when you open Microsoft Excel 2003. Each workbook contains three **worksheets**. A worksheet is a grid of cells consisting of 65,536 rows by 256 columns. Spreadsheet information—text, numbers, or mathematical formulas—is entered in the different cells.



| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Column headings are referenced by alphabetic characters in the gray boxes that run across the Excel screen, beginning with Column A and ending with Column IV.

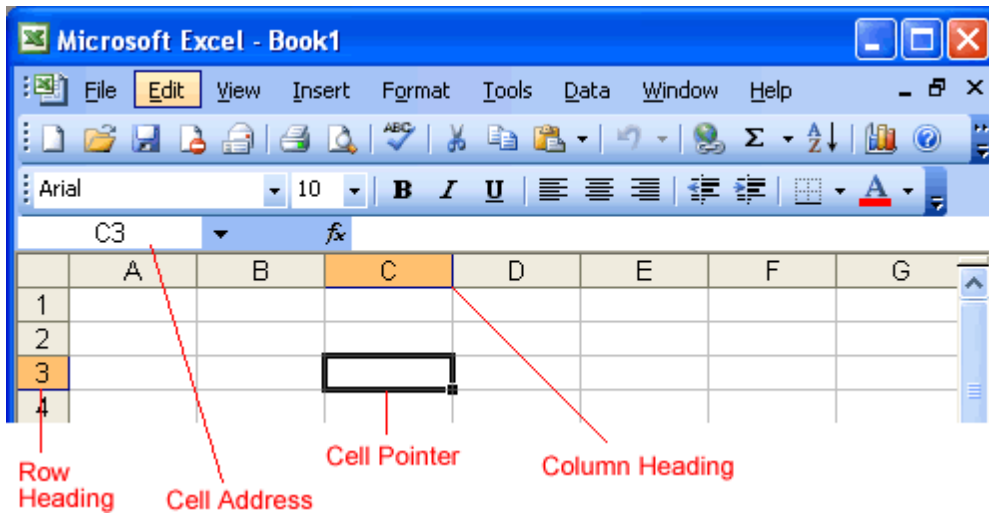
Rows are referenced by numbers that appear on the left and then run down the Excel screen. The first row is named Row 1, and the last row is named 65536.

Important terms

- A **workbook** is made up of three worksheets.
- The worksheets are labeled **Sheet1**, **Sheet2**, and **Sheet3**.
- Each Excel worksheet is made up of columns and rows.
- In order to access a **worksheet**, click on the tab that says **Sheet#**.

The cell

An Excel worksheet is made up of columns and rows. Where these columns and rows intersect, they form little boxes called **cells**. The active cell, or the cell that can be acted upon, reveals a dark border. All other cells reveal a light gray border. Each cell has a name. Its name is comprised of two parts: the column letter and the row number.



In the picture below, cell C3—formed by the intersection of column C and row 3—contains a dark border. It is the active cell.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

➤ Important terms

- Each cell has a unique **cell address**, which is composed of a cell's column and row.
- The **active cell** is the cell that receives the data or command you give it.
- A darkened border, called the **cell pointer**, identifies it.

Moving around the worksheet

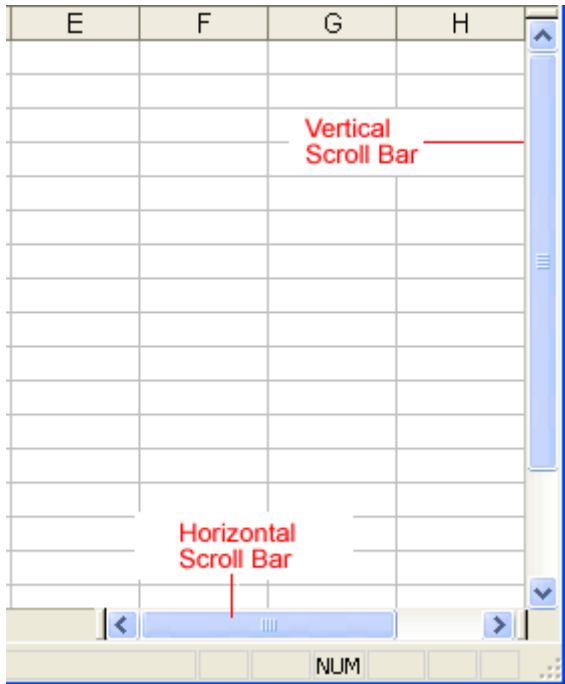
You can move around the spreadsheet in several different ways.

To move the cell pointer:

- To activate any cell, point to a cell with the mouse and click.
- To move the pointer one cell to the left, right, up, or down, use the keyboard **arrow keys**.

To scroll through the worksheet:

The **vertical scroll bar** located along the right edge of the screen is used to move up or down the spreadsheet. The **horizontal scroll bar** located at the bottom of the screen is used to move left or right across the spreadsheet.



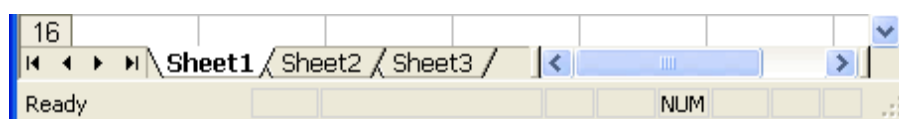
The **PageUp** and **PageDown** keys on the keyboard are used to move the cursor up or down one screen at a time. Other keys that move the active cell are **Home**, which moves to the first column on the current row; and **Ctrl+Home**, which moves the cursor to the top-left corner of the spreadsheet, or cell A1.

To move between worksheets

As mentioned, each workbook defaults to three worksheets. These worksheets are represented by tabs—named Sheet1, Sheet2, and Sheet3—that appear at the bottom of the Excel window.

To move from one worksheet to another worksheet:

- Simply click the sheet tab (Sheet1, Sheet2, or Sheet3) that you want to display.



Entering Data

Spreadsheet data is made up of three components: labels, values, and formulas.

Entering Labels

Labels are traditionally descriptive pieces of information, such as names, months, or types of products. Excel identifies a cell as a label if it begins with a letter or contains any letters.

Labels are traditionally descriptive pieces of information, such as names, months, or types of products. Excel identifies a cell as a label if it begins with a letter or contains any letters.

Click on the cell where you want to place the label. A border will appear around the selected cell. Type some text. A blinking insertion point will appear .

Press the Enter key to accept the label. The text will be entered and will align along the left edge of the cell. The cell below the one where you just entered data will then be selected.

Entering Values

Values are the raw numbers that you track in a spreadsheet. There is no need to enter commas or dollar signs.

Editing Data

You can edit your data in a variety of ways. You might need to change the contents of a cell, or you might want to move the data to another part of the spreadsheet.

Editing the Contents of a Cell

The other way to make changes to the contents of a cell is by using the Edit feature.

- Double-click on the cell to be edited. The insertion point will blink within the cell.
- Press the left arrow key. The insertion point will be relocated within the current cell.
- Type the changes. The changes will appear in the current cell.
- Press the Enter key. The changes will be entered into the current cell.

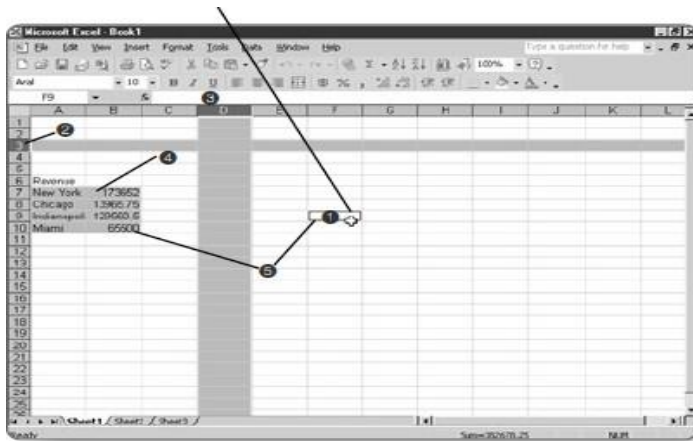
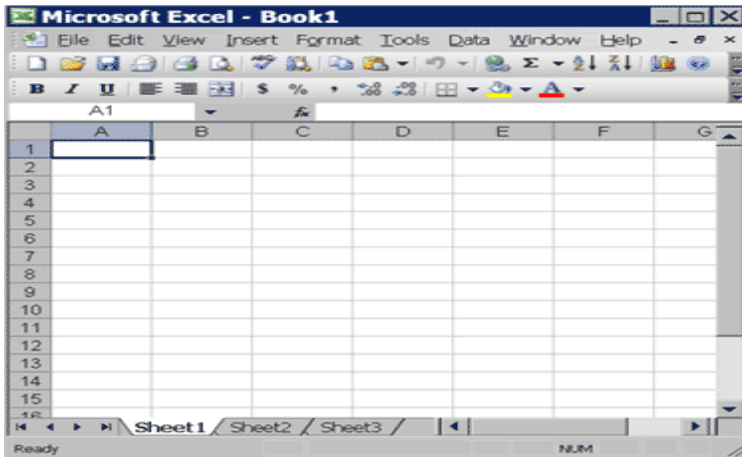
Editing a Spreadsheet :

Learning Selection Techniques

To move, copy, delete, or change the formatting of data in the spreadsheet, the cells to be modified must first be selected. When cells are selected, they appear darker on screen just the reverse of unselected text. However, if a block of cells is selected, the first cell will not have the darker shading around it.

The following table describes some of the different selection techniques.

| | |
|-----------------------------------|---|
| 1 A cell | Click on the desired cell. |
| 2 A row | Click on the row number on the left side of the screen. |
| 3 A column | Click on the column letter at the top of the screen. |
| 4 A sequential block of cells | Click on the first cell and drag to highlight the rest of the cells. |
| 5 A non sequential block of cells | Click on the first cell, then hold down the Ctrl key and click on any additional cells. |



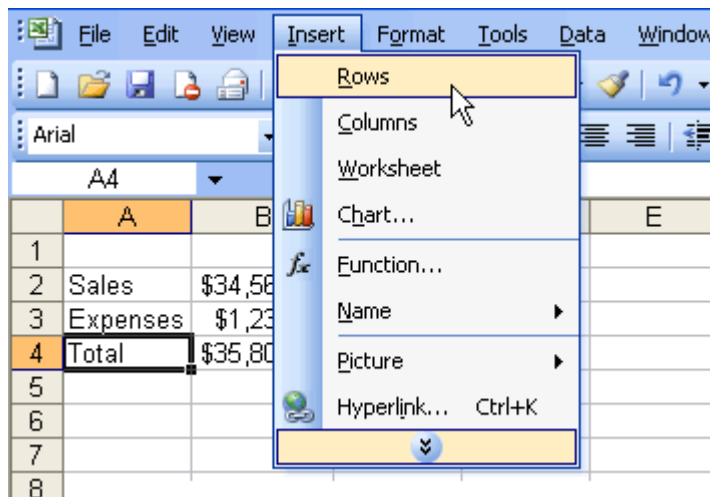
Inserting Rows and Columns :

Inserting a row:

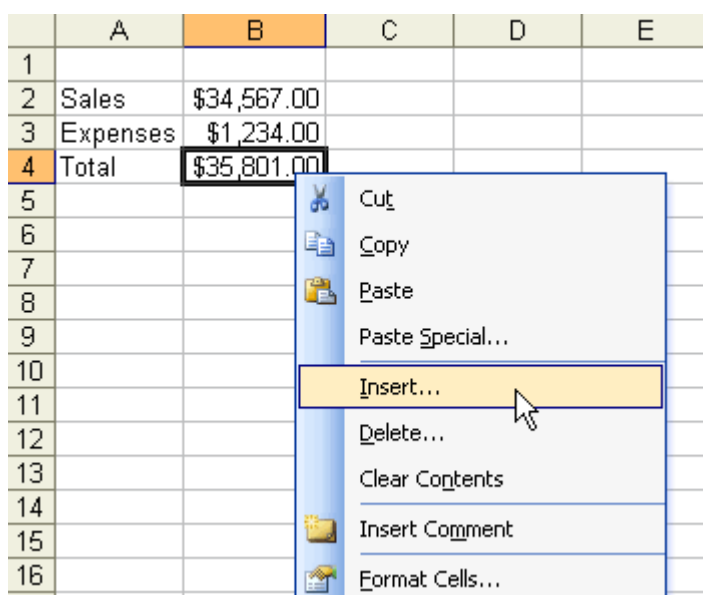
You can insert a **row** in a spreadsheet anywhere you need it. Excel moves the existing rows down to make room for the new one.

To insert a row:

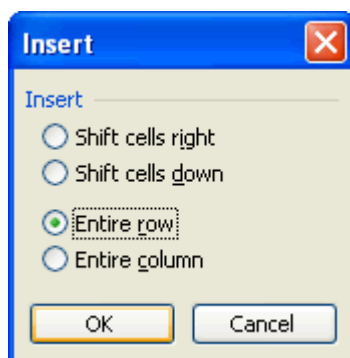
- Click anywhere in the row **below** where you want to insert the new row.
- Choose **Insert** → **Rows** from the menu bar.



- A new row is inserted above the cell(s) you originally selected.
- Click anywhere in the row **below** where you want to insert the new row.
- **Right-click** and choose **Insert** from the shortcut menu.

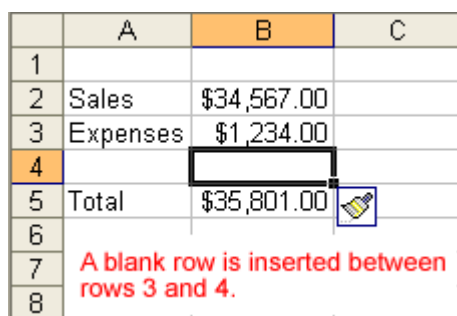


- The **Insert** dialog box opens.



Choose the **Entire Row** button.

- Click the **OK** button.
- A new row is inserted above the cell(s) you originally selected.



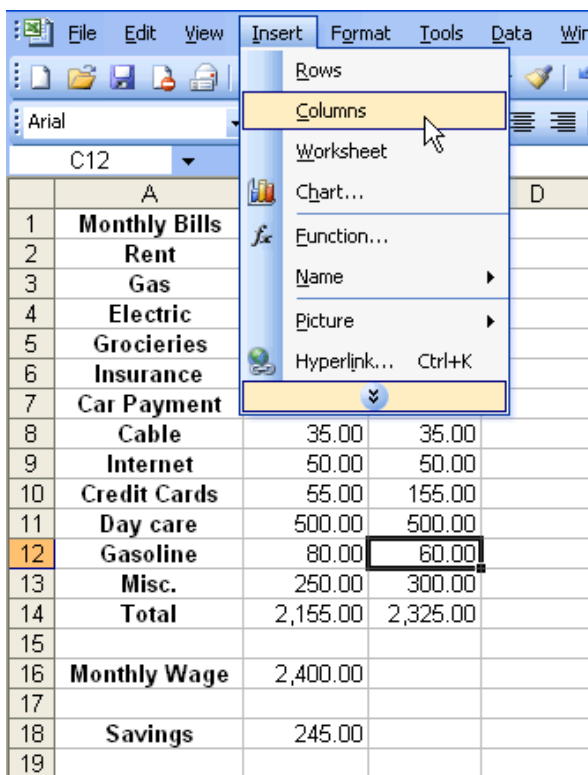
Select multiple rows before choosing **Insert** to add rows quickly. Excel inserts the same number of new rows that you originally selected.

Inserting a column :

In Excel, you can insert a **column** anywhere you need it. Excel moves the existing columns to make room for the new one.

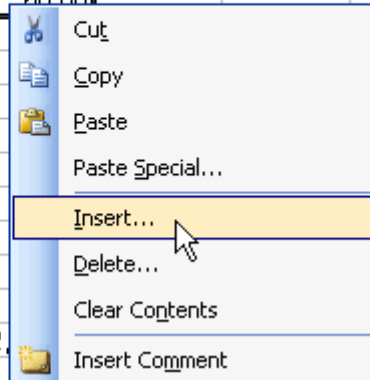
To insert a column:

- Click anywhere in the column where you want to insert a new column.
- Choose **Insert** → **Columns** from the menu bar.

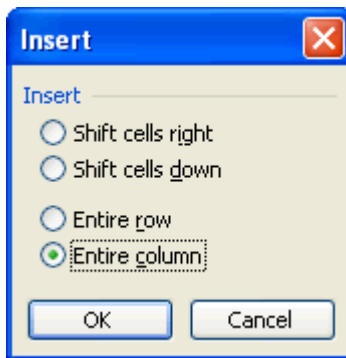


- A new column is inserted to the **left** of the existing column.
- Click anywhere in the column where you want to insert a new column.
- **Right-click** and choose **Insert** from the shortcut menu.

| | A | B | C | D | E |
|----|----------------------|----------------|--------------|---|---|
| 1 | Monthly Bills | January | March | | |
| 2 | Rent | 600.00 | 600.00 | | |
| 3 | Gas | 45.00 | 55.00 | | |
| 4 | Electric | 50.00 | 60.00 | | |
| 5 | Groceries | 130.00 | | | |
| 6 | Insurance | 110.00 | | | |
| 7 | Car Payment | 250.00 | | | |
| 8 | Cable | 35.00 | | | |
| 9 | Internet | 50.00 | | | |
| 10 | Credit Cards | 55.00 | | | |
| 11 | Day care | 500.00 | | | |
| 12 | Gasoline | 80.00 | | | |
| 13 | Misc. | 250.00 | | | |
| 14 | Total | 2,155.00 | 2, | | |
| 15 | | | | | |



- The **Insert** dialog box opens.



- Click the **Entire Column** button in the Insert dialog box.
- Click the **OK** button.
- A new column is inserted to the **left** of the existing column.

| | A | B | C | D | E |
|----|----------------------|----------------|---|--------------|---|
| 1 | Monthly Bills | January | | March | |
| 2 | Rent | 600.00 | | 600.00 | |
| 3 | Gas | 45.00 | | 55.00 | |
| 4 | Electric | 50.00 | | 60.00 | |
| 5 | Groceries | 130.00 | | 150.00 | |
| 6 | Insurance | 110.00 | | 110.00 | |
| 7 | Car Payment | 250.00 | | 250.00 | |
| 8 | Cable | 35.00 | | 35.00 | |
| 9 | Internet | 50.00 | | 50.00 | |
| 10 | Credit Cards | 55.00 | | 155.00 | |
| 11 | Day care | 500.00 | | 500.00 | |
| 12 | Gasoline | 80.00 | | 60.00 | |
| 13 | Misc. | 250.00 | | 300.00 | |
| 14 | Total | 2,155.00 | | 2,325.00 | |
| 15 | | | | | |
| 16 | Monthly Wage | 2,400.00 | | | |
| 17 | | | | | |
| 18 | Savings | 245.00 | | | |
| 19 | | | | | |

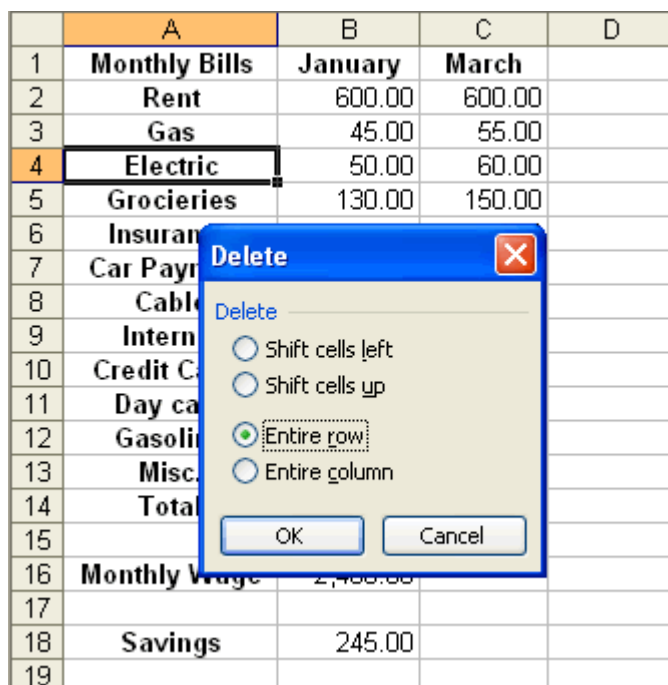
A new column is inserted between the January and March columns.

You can also select multiple columns before choosing **Insert** to add columns quickly. Excel inserts the same number of new columns that you originally selected. Deleting columns and rows

Columns and rows are deleted in much the same manner as inserting columns and rows.

To delete a row and all information in it:

- Select a cell in the row to be deleted.
- Choose **Edit → Delete** from the menu bar.
- Click the **Entire Row** button in the **Delete** dialog box.

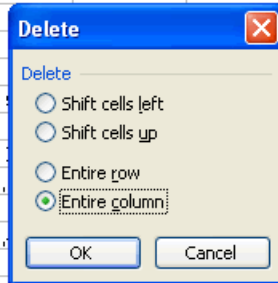


- Click the **OK** button.

To delete a column and all information in it:

- Select a cell in the column to be deleted.
- Choose **Edit → Delete** from the menu bar.
- Click the **Entire Column** button in the **Delete** dialog box.

| | A | B | C | D | E |
|----|---------------|----------|---|----------|---|
| 1 | Monthly Bills | January | | March | |
| 2 | Rent | 600.00 | | 600.00 | |
| 3 | Gas | 45.00 | | 55.00 | |
| 4 | Electric | 50.00 | | 60.00 | |
| 5 | Groceries | 130.00 | | 150.00 | |
| 6 | Insurance | 110.00 | | 110.00 | |
| 7 | Car Payment | 250.00 | | 250.00 | |
| 8 | Cable | | | | |
| 9 | Internet | | | | |
| 10 | Credit Cards | | | | |
| 11 | Day care | | | | |
| 12 | Gasoline | | | | |
| 13 | Misc. | | | | |
| 14 | Total | 2,100.00 | | 2,100.00 | |
| 15 | | | | | |
| 16 | Monthly Wage | 2,100.00 | | | |
| 17 | | | | | |
| 18 | Savings | 245.00 | | | |
| 19 | | | | | |



- Click the **OK** button.

Moving Data Around

If you're not happy with the placement of data, you don't have to delete it and retype it. Excel makes it easy for you to move it around.

Copying and Pasting Cells

The Windows Clipboard is extremely helpful if you want to transfer information from one place to another. To copy information, Excel uses the Copy and Paste features.

- Select some cells to be duplicated. The cells will be highlighted.
- Click on the Copy button. "Marching ants" will appear around the copied cells.
- Click on the beginning cell where you want to place the duplicated information. The cell will be highlighted.
- Press the Enter key. The information will be copied to the new location.

Using Drag-and-Drop to Move Cells :

Move information from one location to another is the drag-and-drop method.

- Select some cells to move. The cells will be highlighted.
- Position the mouse pointer around one of the outside edges of the selection. The mouse pointer will become a small white arrow with a black cross in front of it.
- Keeping the mouse pointed around the outside edge, press and hold the mouse button and drag the cells to a new location.

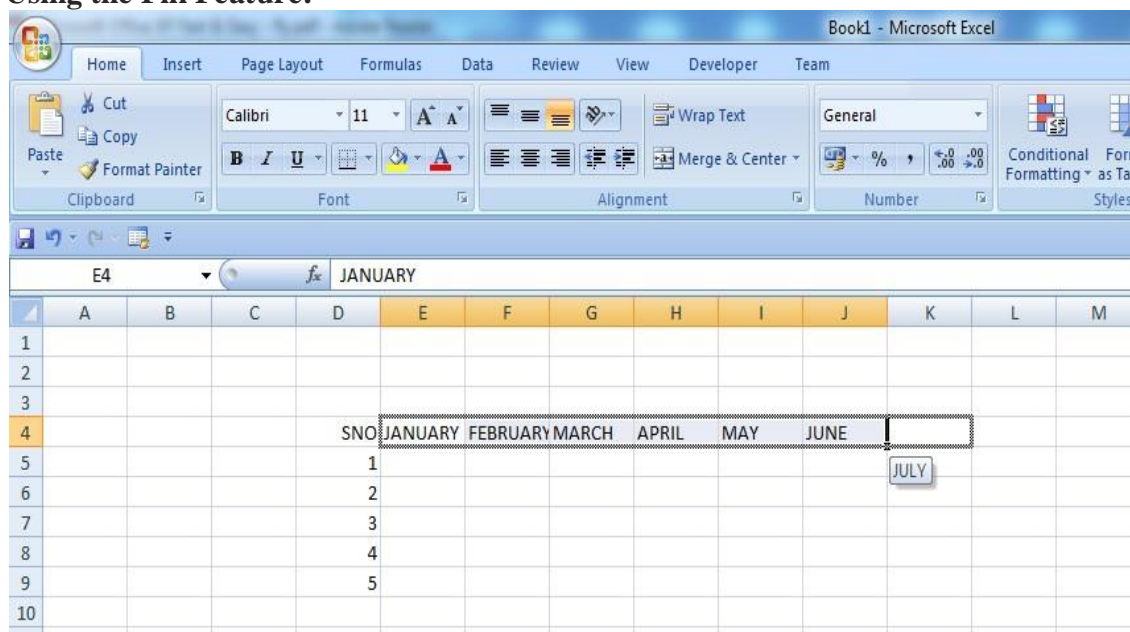
Release the mouse button. The cells will be moved.

Clearing Cell Contents :

If you have data in cells that you no longer want, you can easily delete the data.

1. Select some cells to be cleared. The cells will be highlighted.
2. Press the Delete key. The contents of the cells will be removed.

Using the Fill Feature:



Excel has a great built-in, time-saving feature called *Fill*. If you give Excel the beginning Month, Day, or numbers, it can fill in the rest of the pattern for you. For example, if you type January, Excel fills in February, March, April, and so on.

- Type the beginning Month, Day, or Number in the beginning cell. The text will be displayed in the cell.
- Position the mouse pointer on the lower-right corner of the beginning cell. The mouse pointer will become a small black cross.
- Press and hold the mouse button and drag to select the next cells to be filled in. The cells will have a gray border surrounding them. Release the mouse button. The pattern will be repeated.

Working with Functions and Formulas :

Creating Formulas

All formulas must begin with the equals (=) sign, regardless of whether the formula consists of adding, subtracting, multiplying, or dividing.

Creating a Simple Formula

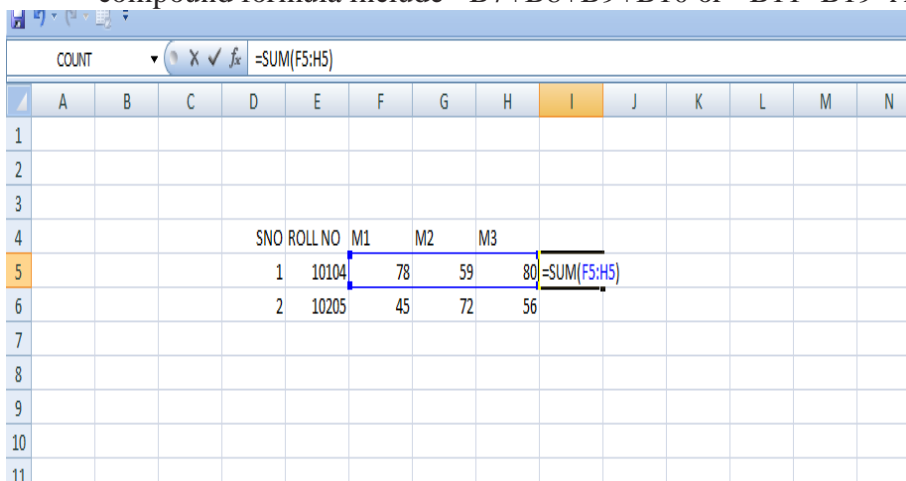
An example of a simple formula is =B5+B6, which adds the contents of cells B5 and B6.

- Click on the cell in which you want to place the formula's result. The cell will be selected.
Type an equals sign (=) to begin the formula. The symbol will display in the cell.
- Type the cell address of the first cell to be included in the formula. This is called the cell reference.
- Type the operator: plus (+), minus (-), multiply (*), or divide (/). The operator will display in the formula.
- Type the reference to the second cell of the formula. The reference will display in the cell.
- Excel references the second cell address in a different color and places a matching color box around the referenced address.
- Press the Enter key. The result of the calculation will appear in the cell.

Creating a Compound Formula

You use compound formulas when you need more than one operator. Examples of a

compound formula include =B7+B8+B9+B10 or =B11-B19*A23.



- Click on the cell in which you want to place the formula's result. The cell will be selected.
- Type an equals sign (=) to begin the formula. The symbol will display in the cell.
- Type the reference to the first cell of the formula. The reference will display in the cell.
- Type the operator. The operator will display in the cell.
- Type the reference to the second cell of the formula. The reference will display in the cell.
- Type the next operator. The operator will display in the cell.
- Type the reference to the third cell of the formula. The reference will display in the cell.

Press the Enter key to accept the formula. The answer will be displayed in the cell and the formula will be displayed in the content bar.

Editing Entries

Excel provides several methods of editing an incorrect cell, whether it's a label, a value, or a formula. One method involves simply retyping the desired data in the correct cell. When you press Enter, the new data replaces the old data. If however, the data is complex or lengthy, you might want to edit only a portion of the existing information.

Editing from the Cell

- You can make changes to a cell entry directly in the cell. Double-click on the cell you want to modify. The blinking insertion point will appear in the cell. When editing formulas, Excel color codes each cell address to its corresponding cell.
- Type any corrections. You may need to use the keyboard arrow keys to move the insertion point to the position of the incorrect data. The correction will appear in the cell and on the Formula line.
 - Press the Enter key. The correction will be accepted and if the data was a formula, the answer will be recalculated.

Copying Formulas

Now that you've created a formula, there's no reason to type it over and over for subsequent cells. Let Excel copy the formula for you!

Copying Using the Fill Feature

- Click on the cell that has the formula. The cell will be selected.
- Position the mouse pointer on the lower-right corner of the beginning cell. The mouse pointer will become a black cross.

- Press and hold the mouse button and drag to select the next cells (up, down, left, or right) to be filled in. The cells will be selected. Release the mouse button. The formula will be copied.

Copying with Copy and Paste

If the cells are not sequential, you can use Copy and Paste.

1. Select the cell containing the formula that you want to duplicate. The cell will be selected.
2. Click on the Copy button. Marching ants will appear around the copied cells.
3. Highlight the cells in which you want to place the duplicated formula. The cells will be selected.
4. Press the Enter key. The formula will be copied to the new location.

Using Functions:

Sometimes, formulas can be quite complex and time consuming to build. Excel has hundreds of different functions to assist you with your calculations. All Excel built-in functions begin with the equals (=) sign and have the basis (arguments) for the formula in parentheses.

Using the SUM Function

The SUM function totals a range of values. The syntax for this function is =SUM(range of values to total). An example is =SUM(B8:D8).

- Click on the cell in which you want to place the sum of values. The cell will be selected.
 - Type the equals (=) sign. The symbol will display in the cell.
 - Type the function name SUM. The characters will display in the cell. Function names are not case sensitive, therefore typing "SUM" is the same as typing "sum".
 - Type the open parenthesis symbol. The symbol will display in the cell.
 - Type the range to be totaled. The range will display in the cell.
 - Type the close parenthesis symbol. The symbol will display in the cell.
- Press the Enter key. The total of the range will be displayed in the selected cell.

Using the AutoSum Button

Excel includes the SUM function as a button on the toolbar. This makes creating a simple addition formula a mouse click away

1. Click on the cell below or to the right of the values to be totaled. The cell will be selected.
2. Click on the AutoSum button. The cells to be totaled are highlighted.
3. Press the Enter key. Excel will enter the sum of the values above it or to the left of it.

Using the AVERAGE Function

The AVERAGE function finds an average of a range of values.

The syntax for this function is =AVERAGE(range of values to average). An example is =AVERAGE(B7:D7), which would calculate an average of the values in cells B7 through D7.

1. Click on the cell in which you want to place the average. The cell will be selected.
2. Type the equals (=) sign. The symbol will display in the cell.
3. Type the function name AVERAGE. The characters will display in the cell.
4. Type the open parenthesis symbol. The symbol will display in the cell.

| SUM | | =AVERAGE(C1:C3) | | | | |
|-----|---------|-----------------|----------------------------------|---|---|---|
| | A | B | C | D | E | F |
| 1 | | 12 | 150 | | | |
| 2 | | 27 | 85 | | | |
| 3 | | 24 | 65 | | | |
| 4 | Sum | 63 | 300 | | | |
| 5 | | | | | | |
| 6 | Average | 21 | =AVERAGE(C1:C3) | | | |
| 7 | | | AVERAGE(number1, [number2], ...) | | | |
| 8 | | | | | | |

5. Type or highlight the range to be averaged. The range will display in the cell.

6. Press the Enter key. Excel will place the closing parenthesis and average the values in the selected range.

Other similar functions are MAX, MIN, and COUNT

- MAX function. Finds the largest value in a range of cells. Example: =MAX(B8:D8).
- MIN function. Finds the smallest value in a range of cells. Example: =MIN(B8:D8).
- COUNT function. Counts the number of non-blank cells in a range of cells. Example: =COUNT(B8:D8).

Formatting Worksheets :

Formatting Numbers:

By default, values are displayed as general numbers. Values can be displayed as currency, percentages, fractions, dates, and many other formats.

Formatting Numbers with the Toolbar :

Three popular number styles are accounting, commas, and percentages. Accounting and comma formats automatically apply two decimal points, whereas the percentage format doesn't apply any decimal points. The accounting style also applies a dollar sign to the number. Excel includes buttons on the toolbar for these formats.

1. Select some cells to be formatted. The cells will be highlighted.
2. Click on the Currency button. The cells will be formatted with a dollar sign and two decimal places.

Changing the Decimal Point Places

The number of decimal places assigned to a style might not be exactly what you want. Excel includes two buttons on the toolbar to give you control over the number of decimal places. Each cell can have from 0 to 15 decimal places.

1. Select the cells you want to change the decimal place in. The cells will be highlighted.
2. Click on the Increase decimal button. An additional decimal place will be assigned.

Adjusting Column Widths

The default width of a column is 8.43 characters, but each column can be from 1 to 240 characters wide.

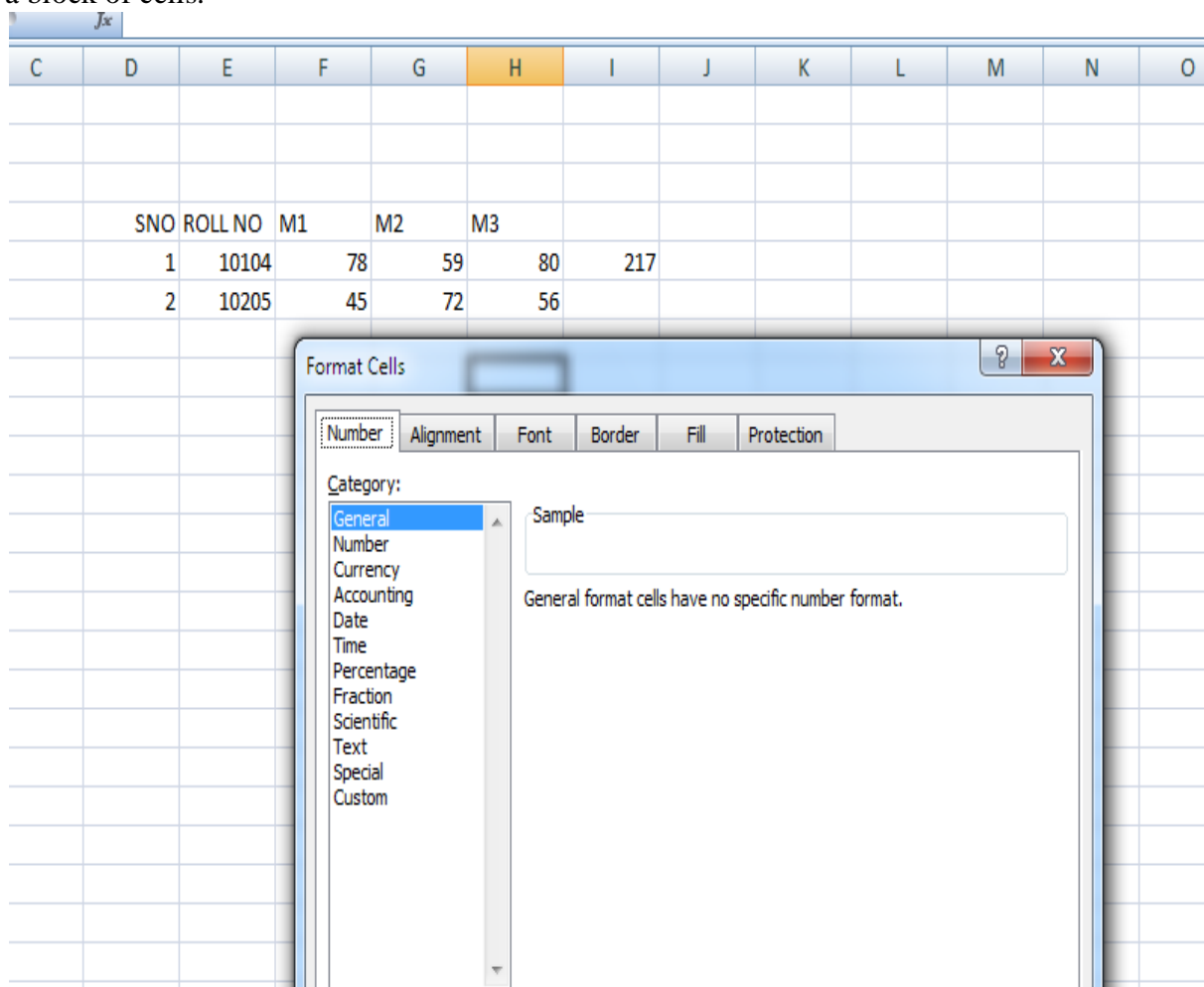
A line located at the right edge of each column heading divides the columns. You will use this line to change the column width.

1. Position the mouse pointer on the right column line for the column that you want to change. The mouse pointer will become a black, double-headed arrow.
2. Press and hold the mouse button and drag the column line. If you drag it to the right, the column width will increase; if you drag it to the left, the column width will decrease
3. Release the mouse button. The column width will be changed.

Setting Cell Alignment

Labels are left aligned and values are right aligned by default; however, you can change the alignment of either one to be left, right, centered, or full justified. Also by default, both are vertically aligned to the bottom of the cell.

Wrapping text in cells is useful when text is too long to fit in one cell and you don't want it to overlap to the next cell. Adjusting Cell Alignment You can adjust cells individually or adjust a block of cells.



- Select the cells to be formatted. The cells will be highlighted.
- Click on Format. The Format menu will appear.
- Click on Cells. The Format Cells dialog box will open.
- If necessary, click on the Alignment tab. The Alignment tab will come to the front.
- Click on an option under the Horizontal list box. The horizontal alignment of the text in the cell will change.
- Click on an option under the Vertical list box. The vertical alignment of the text in the cell will change.
- Click in a desired check box under Text control to make the option active. A check mark will appear in the selection box.

Click on OK. The selections will be applied to the highlighted cells.

Centering Headings

Text also can be centered across a group of columns to create attractive headings.

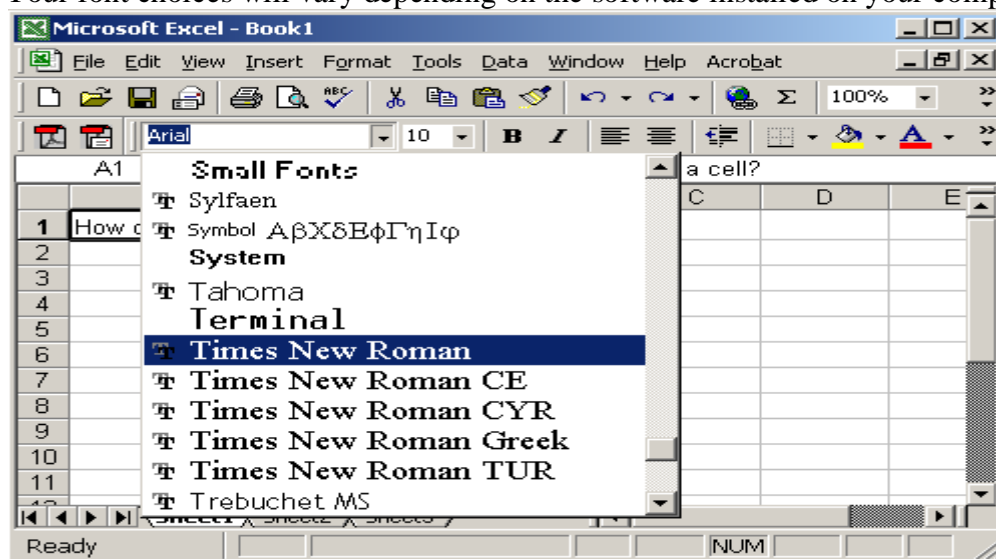
1. Type the heading text in the first column of the worksheet body. This is usually column A.
2. Select the heading cell and the cells to be included in the heading. The cells will be highlighted.
3. Click on the Merge and Center button. The title will be centered.

Formatting with Fonts

The default font in a spreadsheet is Arial 10 points, but you can easily change both the typeface and size.

Selecting a Font Typeface

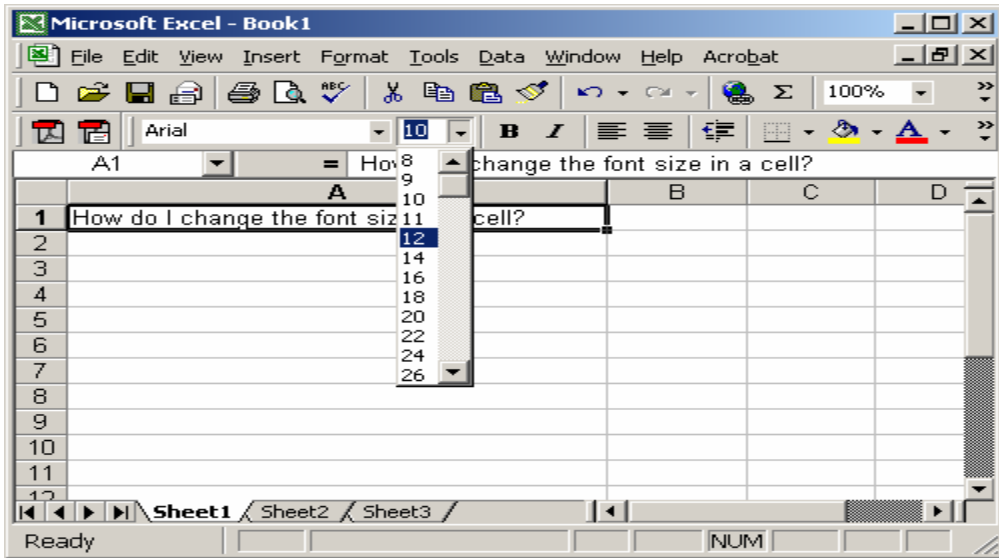
Your font choices will vary depending on the software installed on your computer.



1. Select some cells to change the typeface. The cells will be highlighted.
2. Click on the down arrow to the right of the font name list box. A drop-down list of available fonts will appear.
3. Click on the font of your choice. The selection list will close and the new font will be applied to the selected cells. Your font selections might vary from the ones shown here.

Selecting a Font Size

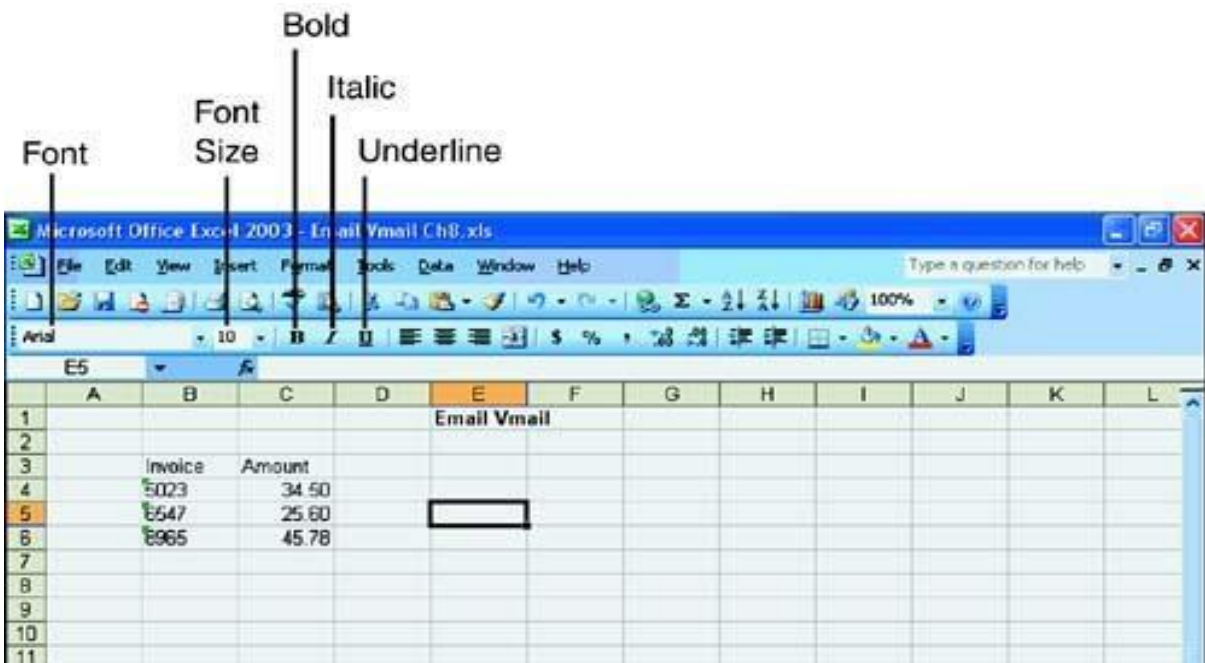
The default font size in an Excel spreadsheet is 10 points. There are approximately 72 points in an inch, so a 10-point font is slightly less than one-seventh of an inch tall.



1. Select some cells to change the font size. The cells will be highlighted.
2. Click on the down arrow to the right of the font size list box. A drop-down list of available font sizes will appear
3. Click on the font size of your choice. The selection list will close and the new font size will be applied to the selected cells.

Selecting a Font Style

Font styles include attributes like bold, *italics*, and underlining.



1. Select some cells to change the style. The cells will be highlighted.
2. Click on any of the following options; the attributes will be applied to the text in the cell.
 - Bold button
 - Italics button
 - Underline button

The Bold, Italics, and Underline buttons are like toggle switches. Click on them a second time to turn off the attribute.

Adding Cell Borders

You can add borders or lines to cells to emphasize important data. Borders are different from the gridlines that separate cells in the sheet. You can change the style and color of borders.

- *. Select the cells you want to have borders or lines. The cells will be highlighted.
- *. Click on the down arrow next to the Borders button. A selection of border styles will display.
- *. Choose a border line style. The selected cells will display the border.

Changing the Spreadsheet Display:

Excel includes several options to modify the display of your spreadsheet. Most display options do not affect how the spreadsheet prints, only the way you see it on the monitor.

Freezing Spreadsheet Titles:

You can freeze columns, rows, or both so that column and row titles remain in view as you scroll through the sheet. This is particularly helpful with larger spreadsheets.

1. Click on the desired cell:

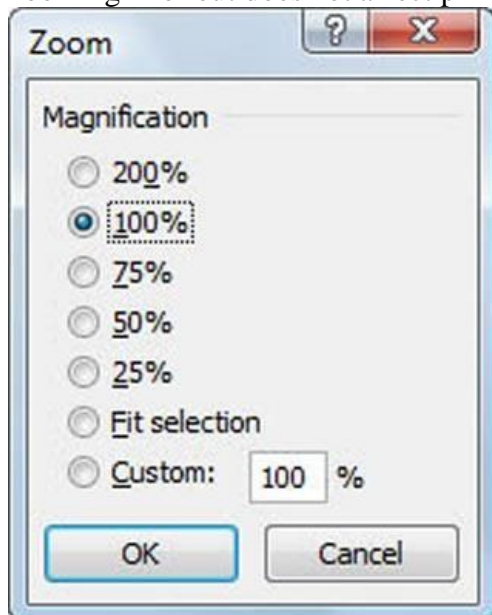
- To freeze columns, position the mouse pointer one cell to the right of the columns you want to freeze.
- To freeze rows, position the cell pointer one cell below the rows you want to freeze.
- To freeze both columns and rows, position the cell pointer in the cell below the rows and to the right of the columns you want to freeze.

2. Click on Window. The Window menu will appear.

3. Click on Freeze Panes. Lines will appear on the document indicating the frozen areas.

Using Zoom

Zoom enlarges or shrinks the display of your spreadsheet to allow you to see more or less of it. Zooming in or out does not affect printing. The normal display of your spreadsheet is 100%.

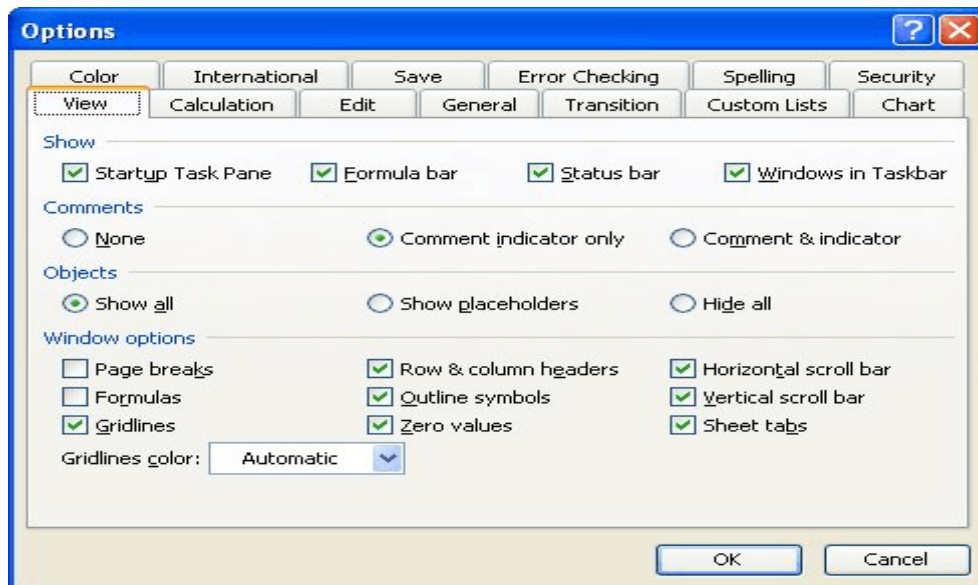


1. Click on the down arrow to the right of the Zoom button. A list of choices will display.

2. Click on a magnification (%) choice. The higher the number, the larger the cells will appear on-screen, and the less of the overall spreadsheet you'll be able to see. The display of your screen will adjust according to your selection.

Viewing Formulas :

When you create formulas, the result of the formula is displayed in the spreadsheet, not the formula itself. Having the formula displayed is a wonderful tool for troubleshooting formula errors in your spreadsheet.



Click on Tools. The Tools menu will appear. Then Click on Options. The Options dialog box will open , Click on the View tab. The View tab will come to the front. Click on Formulas. A check mark will display in the option. Click on OK. The dialog box will close.

Completing Your Spreadsheet :

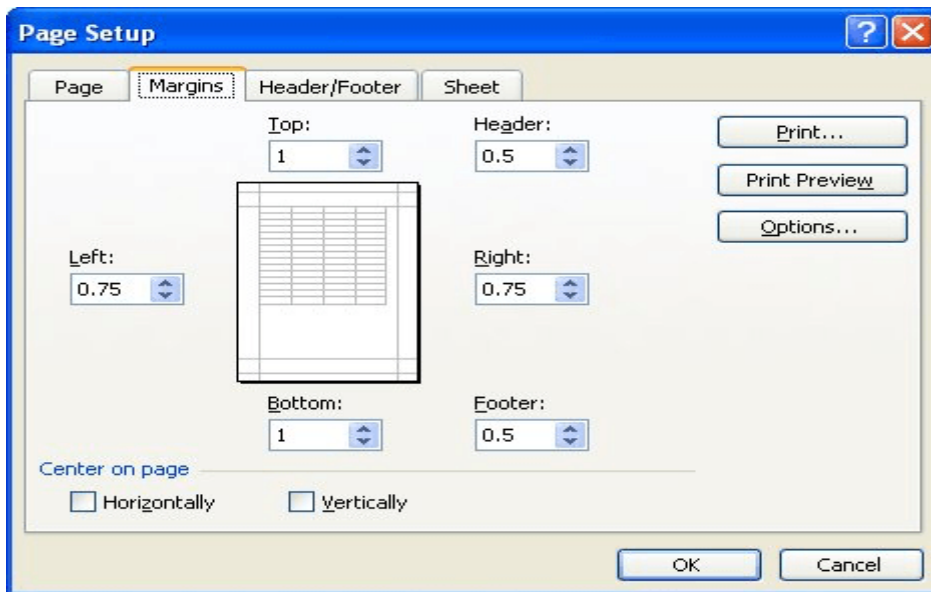
Preparing to Print:

Before you print your spreadsheet, you might want to tell Excel what size paper you'd like to use, how large the margins should be, and whether to print the gridlines or not. These options and others are selected from the Page Setup feature of Excel.

Setting Up Margins

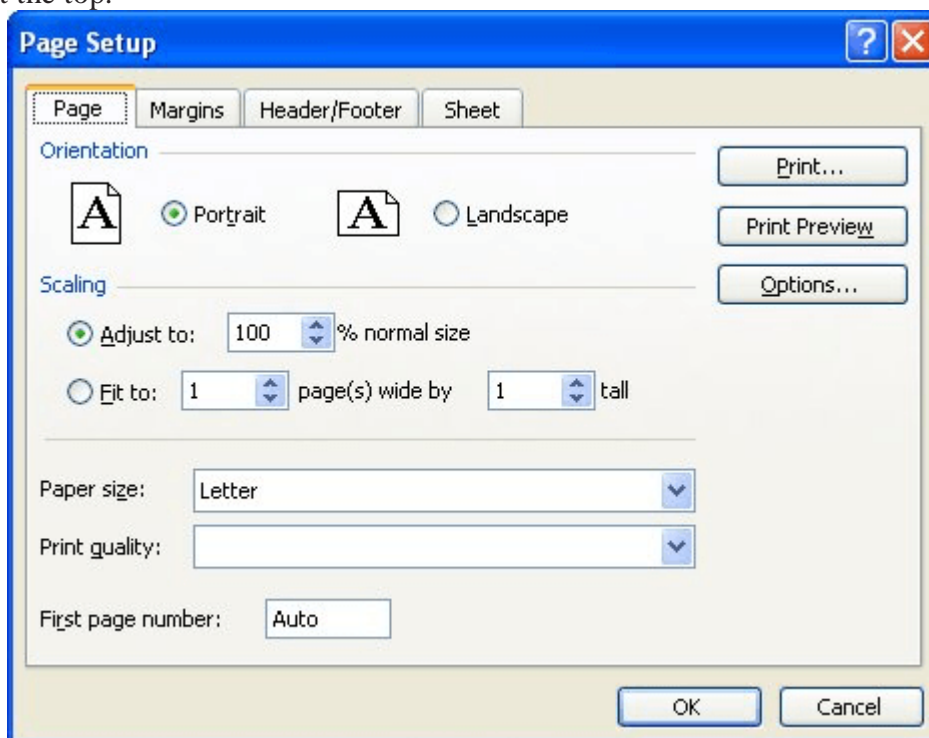
By default, the top and bottom margins are set at 1 inch and the left and right margins are set at .75 inch. You can change these margins.

1. Click on File. The File menu will appear.
2. Click on Page Setup. The Page Setup dialog box will open.
3. Click on the Margins tab. The Margins tab will come to the front.
4. Click on the up/down arrows on each margin that you want to change. A sample is displayed in the sample box.



Setting Page Orientation and Size :

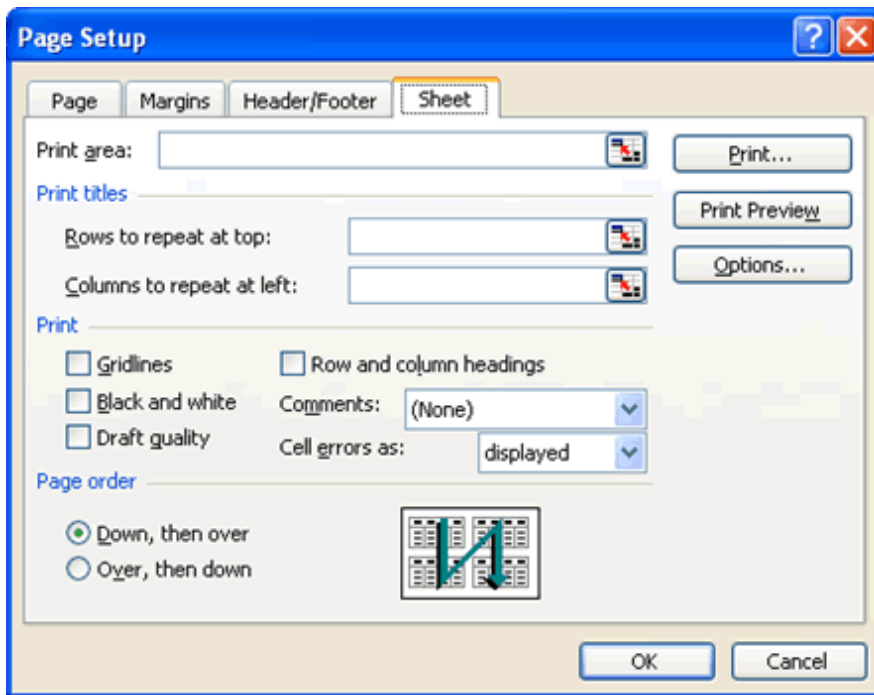
If your spreadsheet uses quite a few columns, you might want to change the orientation or paper size. The default size is 8 1/2 by 11 inch paper in portrait orientation the short side at the top. Changing to landscape orientation will print with the long edge of the paper at the top.



1. From the Page Setup dialog box, click on the Page tab. The Page tab will come to the front.
2. Click on an Orientation. The option will be selected.
3. Click on the down arrow at the right of the Paper Size list box. The list of available paper size options will appear.
4. Click on a paper size. The paper size will be selected.

Setting Other Printing Options :

You might want to consider other options for your worksheet, such as whether to print the gridlines or the row and column headings.



1. From the Page Setup dialog box, click on the Sheet tab. The Sheet tab will come to the front.
2. Click on Gridlines if you want to print the gridlines. A check mark will appear in the selection box.
3. Click on Row and column headings if you want the column headings or row headings to print on the spreadsheet. A check mark will appear in the selection box.
4. Click on OK. The Page Setup dialog box will close.

Printing a Spreadsheet :

After you have created your spreadsheet, you can print a hard copy to send to someone else or have one for your records.

Using Print Preview:

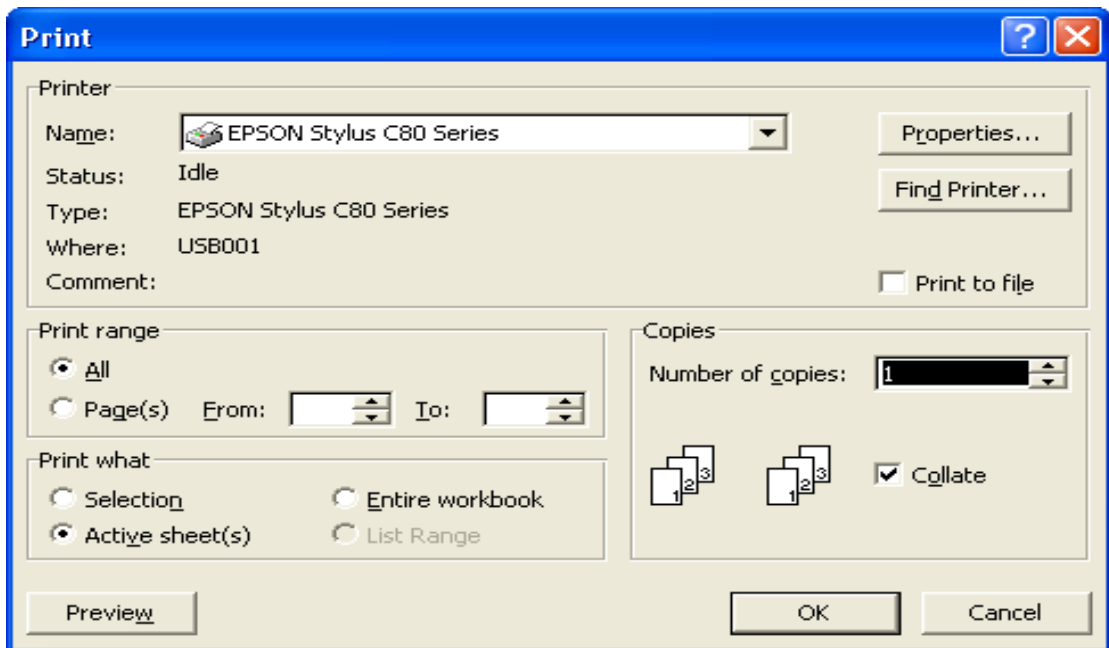
Print Preview allows you to check the overall spreadsheet onscreen prior to printing.

1. Click on the Print Preview button. The document will be sized so that an entire page is visible on the screen.
Don't strain your eyes trying to read the text in the Preview windows. You are looking at the overall perspective here, not necessarily the individual cells. The document is not editable on this screen.
2. Position the mouse pointer over the document. The mouse pointer will turn into a magnifying glass.
3. Click on the document. The text will become larger onscreen.
4. Click on the document again. The text will become smaller on-screen.
5. Click on Close. The spreadsheet will be returned to the normal view.

Printing Your Work:

Typically, the end result of entering a document into Excel is to get text onto paper. Excel gives you a quick and easy way to get that result.

- . Click on the Print button. The spreadsheet will print with standard options.
- Click on Print. The Print dialog box will open.

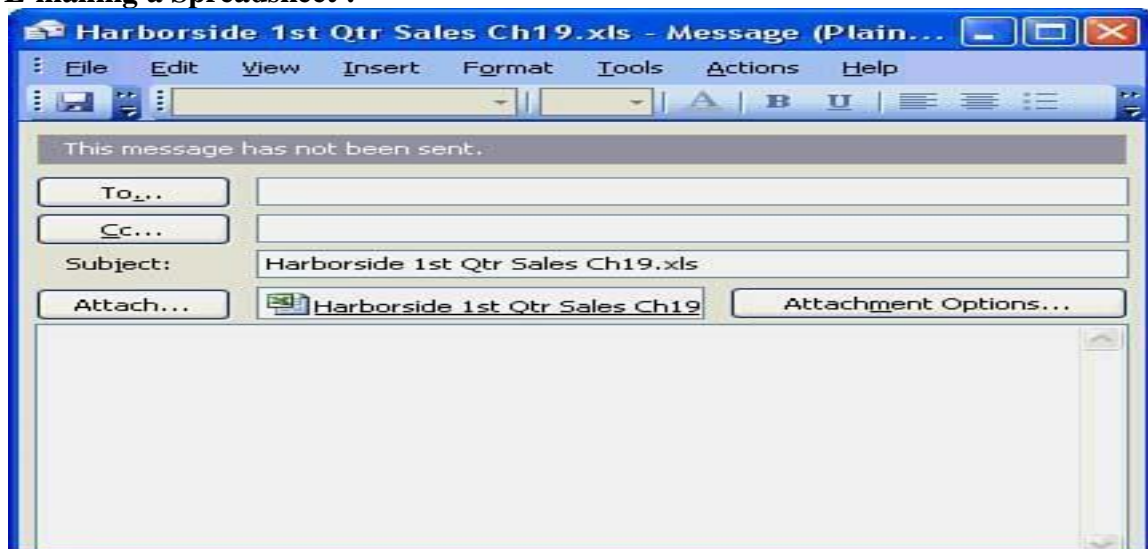


Printer name. If you are connected to more than one printer, you can choose the name of the printer to use for this print job. Click on the down arrow at the right of the Name list box and make a selection.

- **Print range.** Choose which pages of your document to print with the Print range option boxes.
- **Number of copies.** Choose the number of copies to be printed by clicking on the up/down arrows in the Number of copies list box.

- Click on any desired option. The option will be activated.
- Click on OK after you have made your selections. The document will be sent to the printer. You can also click on the Preview button at this point to review the document.

E-mailing a Spreadsheet :



If you have e-mail access, you can send a document directly to another person. Excel copies the content of the spreadsheet into a blank e-mail message.

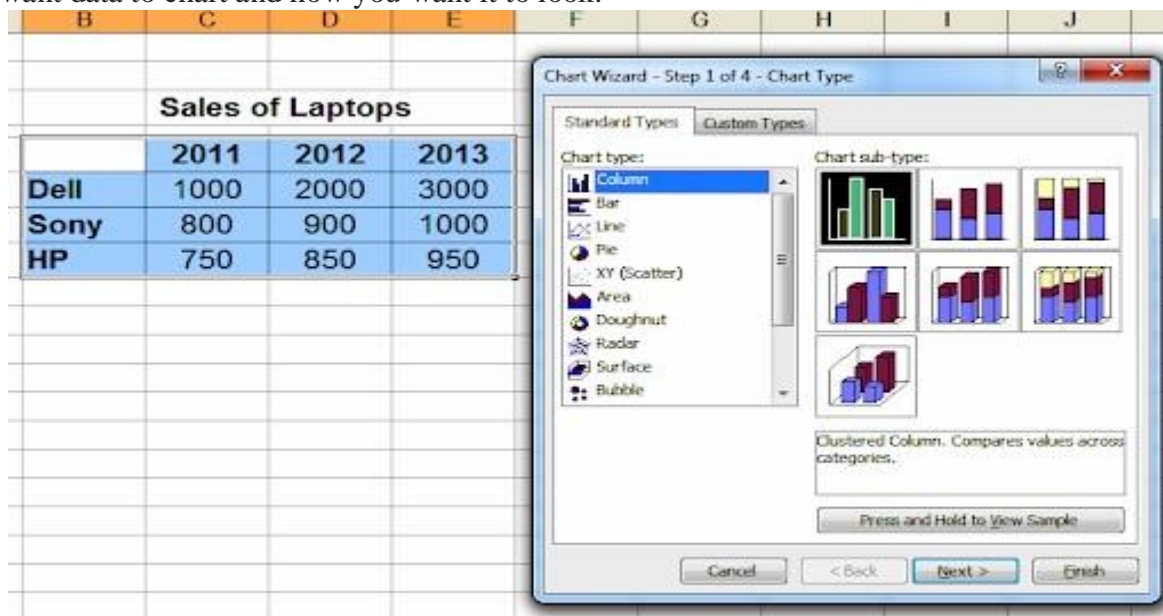
1. Click on the e-mail button. The e-mail header box will open.
2. Type the recipient's e-mail address. The e-mail address will appear in the To box.
3. Click in the Subject box and type a subject. If you are using a previously saved document,

Excel will automatically insert the document name as the subject of the e-mail.

4. Click on Send this Sheet. The spreadsheet text is sent to the recipient in the form of an email message.

Creating Charts:

Creating a chart is a simple process using the Excel Chart Wizard. You first decide what you want data to chart and how you want it to look.



1. Select the range that you want to chart. The range will be highlighted.
2. Click on the Chart Wizard button. Step 1 of the Chart wizard will display on-screen.
3. Click on a Chart type. A selection of chart subtypes will be displayed.
4. Click on a Chart subtype. The option will be selected.
5. Click on Next. Step 2 of the Chart Wizard will display.
6. Click on Rows or Columns to display the data series in rows or columns. The option will be selected.
7. Click on Next. Step 3 of the Chart Wizard will display.
8. Click in the Chart Title text box. A blinking insertion point will appear.
9. Type a title for your chart. The title will appear in the chart preview.
10. Click on Next. Step 4 of the Chart Wizard will display.
11. Click on a Place Chart option button. The option will be selected.
12. Click on Finish. The Wizard will close. The chart will be displayed either as a new sheet or below the existing data.

Modifying a Chart

Creating a chart is so simple that it probably will make you want to enhance the chart to improve its appearance. Items you can change include the size, style, color, and placement.

Resizing a Chart

When a chart is inserted on the spreadsheet page, it will probably be too small to read the data correctly. You can use your mouse to resize it.

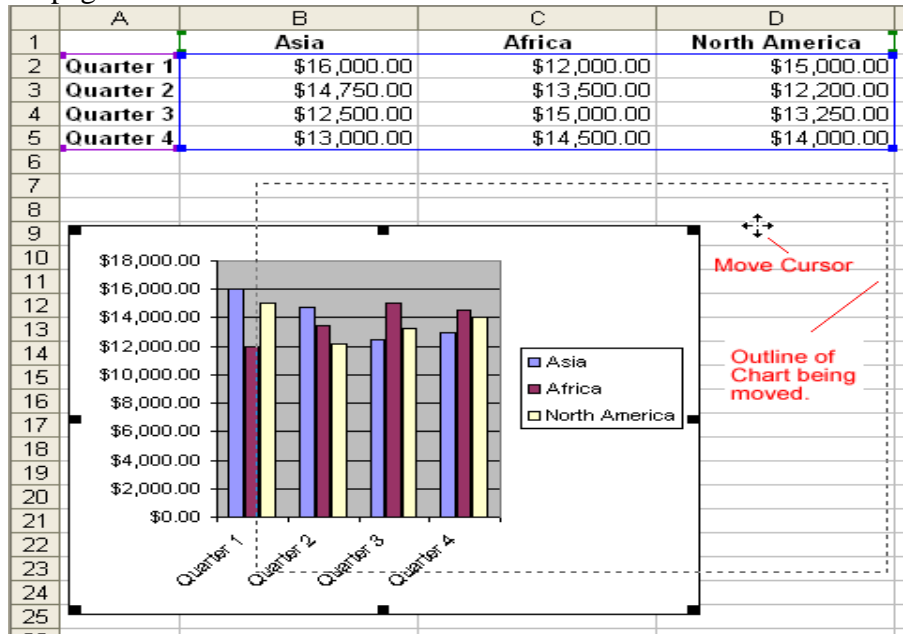
1. If necessary, click on the chart to select it. The chart will have eight small handles around it.
2. Position the mouse pointer over one of the handles. The mouse pointer will change to a double-headed arrow.
3. Press the mouse button and drag the black handle. A dotted line will indicate the new

chart size.

4. Release the mouse button. The chart will be resized.

Moving a Chart

When a chart is inserted on the spreadsheet page, you can easily move it to any location on the page.



1. If necessary, click on the chart to select it. The chart will have eight small handles around it.
2. Position the mouse pointer anywhere over a blank area of the chart. The mouse pointer will be a left-pointing, white arrow.
3. Press the mouse button and drag the chart to the new location. The mouse will turn into a four-headed arrow and a dotted line box will indicate the new position.
4. Release the mouse button The chart will be moved.

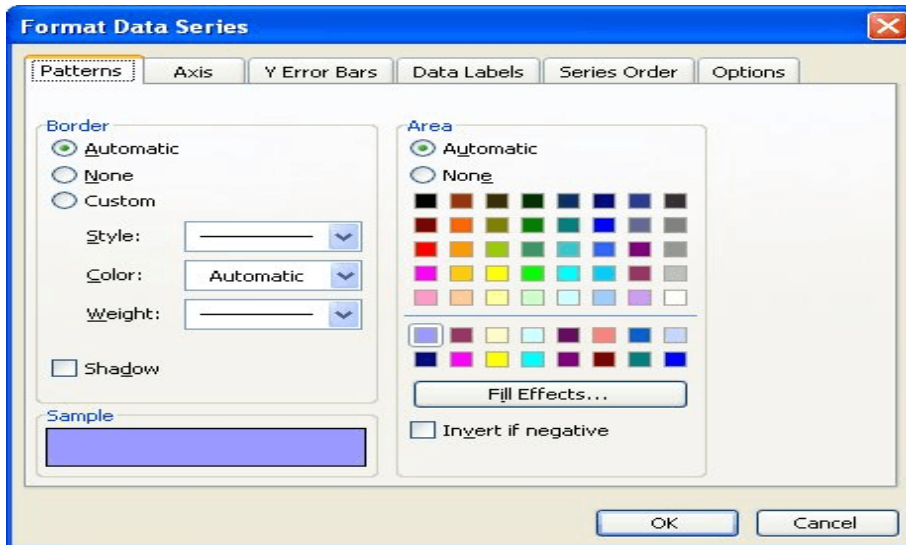
Changing a Chart Style:

If you want to change the style of the chart, you can select a bar, area, pie, line, or a number of other style charts. Most of these charts can also be 3-D.

1. If necessary, click on the chart. The chart will be selected.
2. Click on the down arrow to the right of the Chart Type button on the Chart Toolbar. A list of chart types will display.
3. Click on a chart type. The chart will change to the selected type.

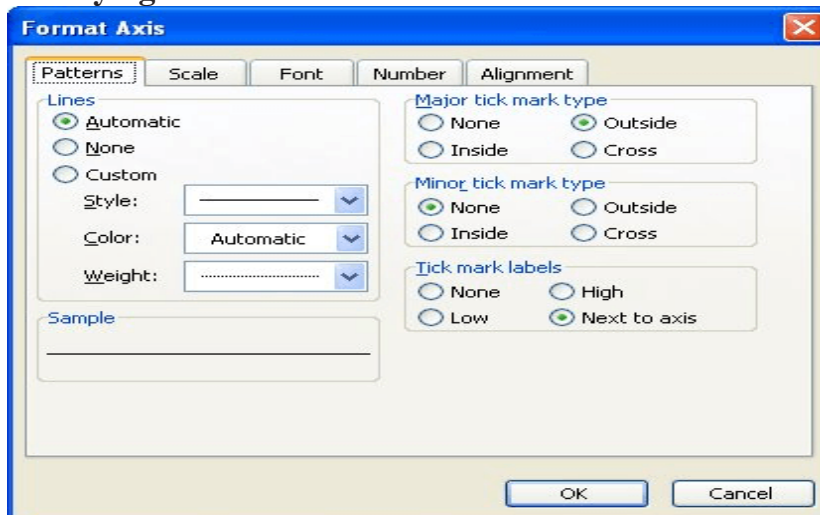
Changing the Series Appearance :

If you do not like the default colors assigned to a chart, you can change them for any series.



- Double-click on any colored bar, line, or series item. A small black square will appear in all items in the selected series and the Format Data Series dialogbox will open.
- If necessary, click on Patterns. The Patterns tab will come to the front.
- Click on a color for the selected series. The color will be highlighted.
- Click on Fill Effects. The Fill Effects dialog box will open.
- Click on the Gradient, Texture, or Pattern tabs. The tab will come to the front with its available options.
- Click on any desired gradient, texture, or pattern options for the selected series.
- The pattern will be highlighted.
- Click on OK. The Fill Effects dialog box will close.
- Click on OK. The Format Data Series dialog box will close and the series will change to the selected options.
- Repeat the previous steps for each series to be modified.

Modifying Chart Text



You can modify any text font, size, color, or border by double clicking on the text.

1. Double-click on the text to be modified. The Format dialog box for that section will open.
2. Click on the Font tab. The Font tab will come to the front.
3. Click on any desired font changes. The options will be selected.
4. Click on OK. The dialog box will close and the font changes will take affect.

Deleting a Chart :

Deleting a Chart on a Data Sheet

If the chart is on the same sheet as the data, you'll delete it with the Delete key.

1. Click on the chart. The chart will be selected.
2. Press the Delete key. The chart will be deleted.

Deleting a Chart on Its Own Sheet

If the chart is on a separate sheet, you'll need to delete the entire sheet to delete the chart.

1. Right-click on the sheet tab. This tab is usually marked Chart1, Chart2, and so forth. A shortcut menu will appear.
2. Click on Delete. A confirmation message will appear.
3. Click on Delete. The chart sheet will be deleted.

UNIT – V

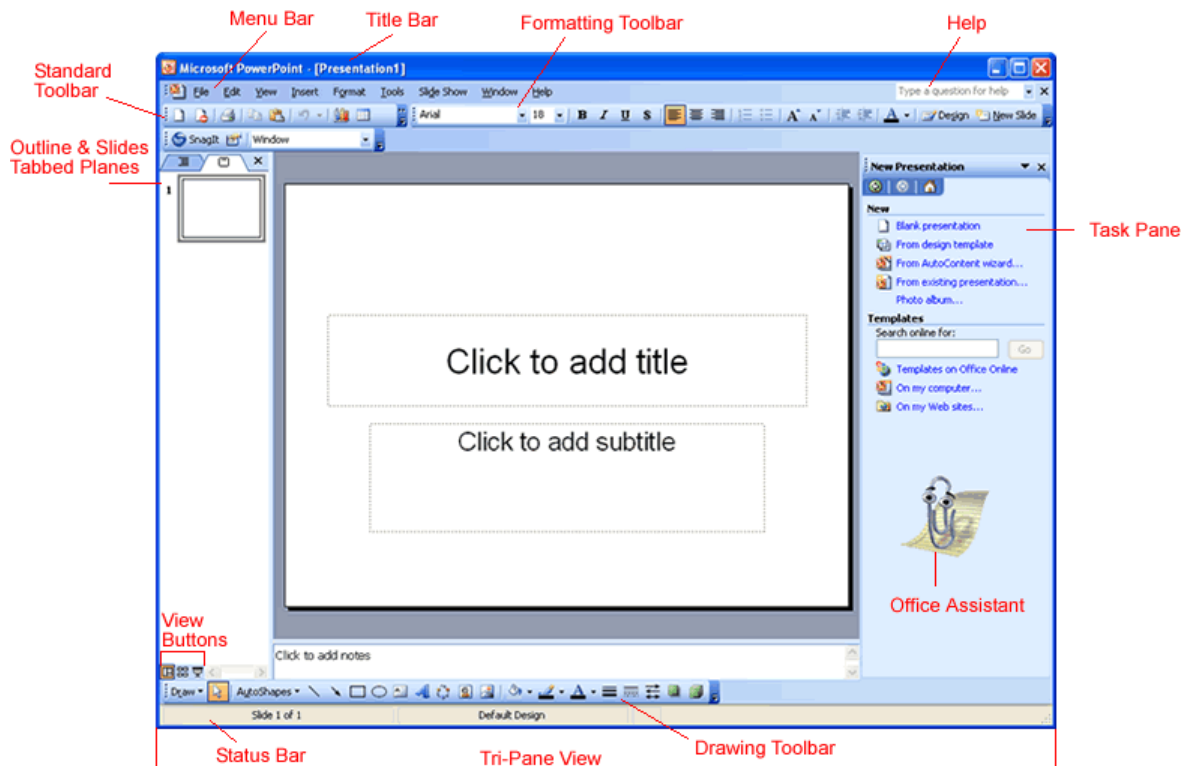
MS-PowerPoint:

Creating and Viewing Presentations:

We can use PowerPoint to enhance the presentations. Each PowerPoint presentation file consists of slides that contain information that you want to convey to an audience. Think of PowerPoint slides as pages of your presentation.

Creating a Presentation PowerPoint creates each presentation file based on a template. A template contains predefined information, such as text and colors.

1. **Start PowerPoint.** PowerPoint will launch with a blank presentation on the screen. The New Presentation Task Pane will appear on the right side on the screen.
2. Click on From Design Template. The Slide Design task pane will appear.
3. Click on Browse. The Apply Design Template dialog box will open.
4. Double-click on Presentation Designs. A selection of design templates will appear.
5. Click on a template on which to base your presentation. You will see a preview of the template on the right side of the dialog box. Choose a template that most closely represents the concept you're trying to communicate.
6. Click on Apply. PowerPoint will display the first slide of your new presentation in tri-pane view.



Adding Text to a Slide

All new slides contain instruction blocks or placeholders to help you organize your presentation. The text that appears on a slide is handled differently than with a standard word processor such as Word. Text is stored in objects called *text blocks*.

- Click on a text place holder. The blinking insertion point will appear.
- Type the desired text. The “Click to add” text will be replaced with your text.
- Click on the gray area onscreen. The insertion point and the handles that surrounded the text object box will disappear

Adding Slides

Each page in your presentation is called a slide and all the slides are saved in a single file. You can have as many slides in your presentation as you need and you can add a slide to a presentation at any time.

1. Click on the New Slide button. A new slide is added to your presentation.

Adding Bullet Point Text

Bullet point slides also have a place for the slide title, but in the bottom of the slide, a text placeholder exists to add strategic bullet point text. You add bulleted text in a similar manner as a title.

- Click on Click to add text. Those words will disappear and will be replaced by a text object box containing an insertion point.
- Type some text. The text will appear on the line with a bullet point in front.
- Press the Enter key. PowerPoint will start a new line preceded by a bullet.
- Type more text. The text will appear on the screen.
- Press the Enter key. An additional bullet will appear.
- Type text for each bullet you need until you finish typing the last bullet.
- Click on the gray area onscreen. The insertion point and the handles that surrounded the text object box will disappear and you will see the bullets you typed on-screen.

Switching Views

You can display your presentation in one of several views in PowerPoint.

Using Normal Tri-Pane View

Normal view is really a combination of several views. With Normal view you can see your individual slides as well as speaker notes and an overall slide view all at the same time.

Viewing Slides

The Slide pane shows you a close-up image of your slide the way it will appear when you print it.

1. Click on the Slide you want to view. The selected slide will appear.

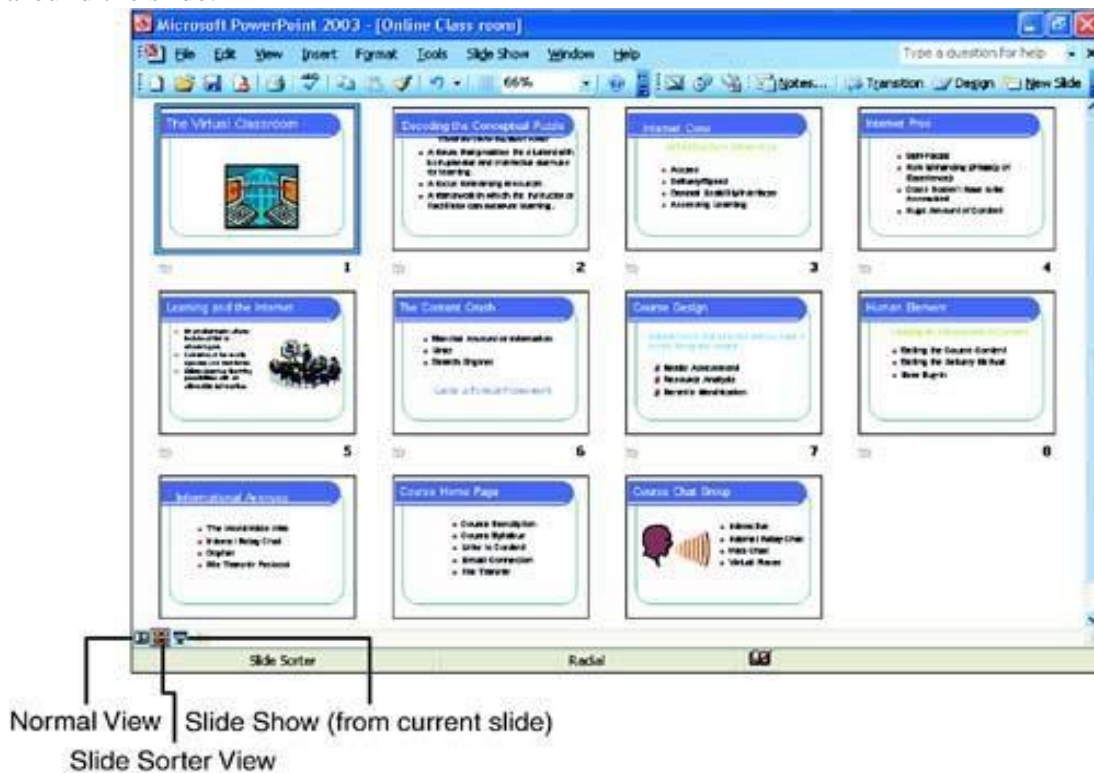
The status bar tells you the number of slides in your presentation and which slide you are viewing.

Using Slide Sorter View

Use Slide Sorter view to see a miniature view of each slide in the presentation. Slide Sorter view provides an easy way to view the overall effects of your presentation and check for variety in slide appearance variety helps keep your audience awake. You can't edit slides in Slide Sorter view, but you can change the order in which the slides appear.

1. Click on View. The View menu will appear.
2. Click on Slide Sorter. You will see all the slides in your presentation. A dark border will appear around the selected slide.

3. Click on a slide. PowerPoint will select the slide, and a black border will appear around the slide.



Adding and Viewing Speaker Notes :

You can create speaker notes notes to remind yourself of what you want to say when a slide appears.



1. In Normal view, display the slide to have a note attached. The slide will display in the Slide pane.
2. Click in the Notes pane. The blinking insertion point will appear.
3. Type the text that you want to store as a note for the selected slide. The text will display in the Notes pane.
4. Click on the slide. PowerPoint will accept the changes to the notes box.

Viewing a Slide Show :

- Click on the first slide of the presentation. The first slide will display.
- Click on View. The View menu will appear.

- Click on Slide Show. All screen elements will disappear, and the image of the first slide will fill your screen.
- Click the mouse button or press the right arrow key. The slide show will advance to the next slide.
- Continue clicking the mouse button or pressing the right arrow key. Each subsequent slide will display.
- At the end of the slide show a final slide message will display.
- Click the mouse anywhere on the screen. The previous view will reappear.

Editing a Presentation:

Deleting and Rearranging Slides:

Deleting Slides

Deleting unwanted slides is only a keystroke away

1. Click on the slide you want to delete. The slide will be selected.
2. Press the Delete key. The slide will be deleted. All remaining slides will be pulled up to the previous position.

Rearranging Slides

You might decide that you'd rather display slides in an order other than the one you originally created.

1. Click on the slide you want to move. The slide will be selected.
2. Drag the selected slide to its new location. As you drag, the mouse pointer will change to an arrow with a box at the bottom of it.
You will see a horizontal gray line as you drag. This bar represents the location where the new slide will appear when you drop the slide.
3. Release the mouse button. The slide will appear in its new position.

Editing Text

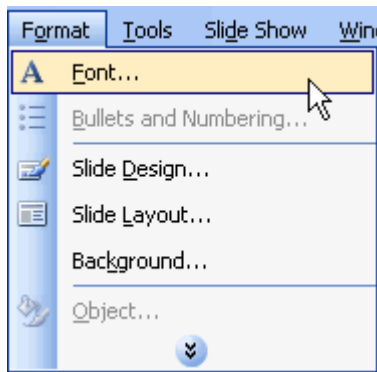
You might want to change text that appears on slides. You can edit the text that appears on your slides in a variety of ways. Editing text is easiest from the Normal view.

- Click on the slide that contains text to be changed. The slide will display.
Click on the text you want to modify. The text will display in a text object box and a blinking insertion point will appear where you clicked.
- Optionally, select any unwanted text. Click and drag the mouse pointer across the
- text you want to modify. The selected text will be highlighted.
- Type the new text. The new text will appear in the text object box.
- Click on the gray area onscreen. Your text changes will be accepted.

Changing Text Font

You might want to change the font type or size of your slide's text.

1. Display the slide you want to change. The slide will be in the Slide pane.
2. Select the text you want to change. The text will be highlighted.



3. Click on the down arrow next to the Font list box. A list of available fonts will appear.
4. Click on the font that you want to use. The selected text will reflect the new font.

Deleting a Text Object

You might find that you need to delete a text object on a slide without deleting the slide.

1. Click on the text object that you want to delete. The selected object will have eight small handles surrounding it and the border will have a striped appearance to it. As the mouse pointer passes over the border, you will see a four-headed arrow.
2. If necessary, click on the border of the text object. The border will change from stripes to dots.
3. Press the Delete key. Any existing text and the text object will disappear.

Moving a Text Object

If you have a text object that's not in the position you want, you can use your mouse to move it to a new position on the slide.

- Click on the text object that you want to move. The selected object will have eight small handles surrounding it and the border will have a striped or dotted appearance
- to it.
- If necessary, click on the border of the text object. The border will change from stripes to dots.
- Drag the border to a new position. An outline box will indicate the new position.
- Release the mouse button. The entire text object will move

Resizing a Text Object

Any text object can be resized to make it larger or smaller.

1. Click on the text object that you want to resize. The selected object will have eight small handles surrounding it and the border will have a striped or dotted appearance to it.
2. If necessary, click on the border of the text object. The border will change from stripes to dots.
3. Position the mouse over one of the white handle boxes surrounding the text object. The mouse pointer will turn into a double-headed black arrow.
4. Click and drag the handle. The new outline of the text object will appear.
5. Release the mouse button. The text object will be resized.

Changing Presentation Designs

If you don't really like the background appearance of your presentation, you don't need to start over; you can simply change the presentation design.

- Click on Format. The Format menu will appear.
- Click on Slide Design. The Slide Design task pane will open and display available designs.

- Click on a design. The design you selected will be applied to the current presentation.

Changing Slide Layouts

You might find that you need to change the layout of a slide. For example, you might need to change a bullet layout to a table layout or a double column layout. The layout can be modified from either Normal or Slide Sorter view.

- Click on the slide with the layout you want to change. The slide will be selected.
- Click on Format. The Format menu will appear.
- Click on Slide Layout. The Slide Layout task pane will open.
- Click on a layout. The layout will be selected and an arrow will appear on the right side of the selected layout.
- Click on the arrow. A menu will appear.
- Click on Apply Layout. The layout of the selected slide will change to the layout you chose.

Printing a Presentation

Print your presentation on paper or on overhead transparencies. The steps you follow to print are the same, regardless of the medium to which you choose to print; just place the correct medium in your printer.

1. Click on File. The File menu will appear.

2. Click on Print. The Print dialog box will open. Included among the items you can specify from the Print dialog box are:

- A printer
- A specific slide to print
- The number of copies to print
- Whether to print in color or black and white.
 - Click on the down arrow next to the Print What list box. A list of choices will appear, including slides, handouts, notes pages, and outline view.
 - Click on a selection. The selection will appear in the list box.
 - Click on OK. The slide features you chose will print.

Working with Presentation Special Effects :

Adding Tables:

When add a table to a slide in PowerPoint, you actually insert a Microsoft Word table. Creating the slide with a table layout is the easiest method.

- Display the slide to which you will add a table. The slide will be displayed.
- Double-click on the button in the center of the slide. The Insert Table dialog box will open, suggesting a table of two columns and two rows.
- Click on the up or down arrows to increase or decrease the number of columns or rows.
- The new quantity will display in the box.
- Click on OK. After a few moments, a table will appear on your slide.
- Type some text in the first column. The text will display in the first table cell.
- Press the Tab key. The blinking insertion point will move to the next cell.
- Type some text in the second column. The text will display in the second table cell.
- Press the Tab key. The insertion point will move to the next cell.

- Type some text for the rest of the cells in the table, pressing the Tab key to move from cell to cell. The text will display in the table cells.
- When you are done, click on the gray area outside the slide. The table will be deselected.

Inserting Charts

We can add a slide that contains a chart created by PowerPoint.

Display the slide to contain the chart. A button in the middle of the slide will display telling you how to add a chart. Double-click on the button. A sample chart and a datasheet window will display containing the data used in the sample chart. Change the text and values in the cells of the datasheet as needed. Your text and values will display.

Click on the column letter or row number you want to delete. The entire column or row will be highlighted. Press the Delete key. All the data in the column will disappear, and the chart will adjust itself to display only the data in the remaining columns. Click on the gray area outside the slide. The changes to the chart will be accepted.

The datasheet window will close.

Inserting an Excel Chart :

Start Excel and open the worksheet containing the chart that you want to place in PowerPoint. The chart will display on the screen. Click on the chart. The chart will be selected. Open or switch to your PowerPoint presentation. Your presentation will display.

Display the slide to contain a chart by clicking it.

The slide will display on the screen. Click on the Paste button. A copy of the Excel chart will appear with handles, indicating it is selected. Position the mouse over one of the handles. The mouse pointer will turn into a doubleheaded arrow. Drag a chart handle outward. The mouse pointer will change to a cross and a dottedline will indicate the new chart size. Release the mouse button. The chart will be resized.

Moving a Chart

We can also move the chart to a different position on the page.

1. Move the mouse pointer over the chart edge. The mouse pointer will change to a fourheaded arrow.
2. Drag the chart to a different location on the slide. A dotted box indicates the new position.
3. Release the mouse button. The chart will be moved.
4. Click anywhere on the gray area. PowerPoint will cancel the selection.

Working with Clip Art :

You can add visual interest to your slides by using clip art.

1. Click on the slide to which you want to add clip art. The slide will be displayed. Double-click on the button with the words “Double click to add clip art”. The Select Picture dialog box will open. Click on the graphic that you want to use. The graphic image will be selected Click on OK. The clip art will be inserted onto your slide. Click on the gray area outside the slide. PowerPoint will cancel the selection of the image.

Adding Transitions

Transitions are special effects you can use when you’re creating a presentation you intend to show as a slide show on a computer. Transitions make the change between slides appear smoother by fading, wiping, or dissolving slides.

The View menu will appear. Click on Slide Sorter. PowerPoint will switch to Slide Sorter view. Click on Edit. The Edit menu will appear. Click on Select All. Click on Slide Show. The Slide Show menu will appear. Click on Slide Transition. The Slide Transition menu will appear. Click on an effect. The slide sorter view will demonstrate the selected effect. Click on the Speed arrow. A list of available transition speeds will appear. Click on a speed (Slow, Medium, or Fast).

The slide sorter view will demonstrate the selected effect speed. Click on the drop-down arrow at the right of Sound. A list of available sounds will display. Click on a sound. Test all your special effects by displaying a slide show. Click on View. The View menu will appear. Click on Slide Show. The slide show will display.