

*OFFICE AUTOMATION*  
(WORD, EXCEL, POWERPOINT)

For

**DIT PART-1**

According to  
New Syllabus of  
BTE / TTB

Khyber Pakhtunkhwa Board of Technical  
Education

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**2014**

By

*or*

Habib Zeb (Gold Medalist)

M.Sc Computer Science (Gold  
Medalist) Peshawar.

# **Friends for (DIT) pocket and short**

**notes please**

**Contact us for to order notes**

email: [habibzeb@gmail.com](mailto:habibzeb@gmail.com)

**Mob: 0314 9626474**

**Phone: 0945 872029**

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*First of all, I am grateful to Almighty Allah for giving me the courage and determination to complete this book and then to my mother for caring and loving.*

***Khalid.***

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Microsoft Word		Page- 2
DIFFERENCE BETWEEN MANUAL AND ELECTRONIC WORD PROCESSING.		
MANUAL WORD PROCESSING	ELECTRONIC WORD PROCESSING	
TYPEWRITER IS USED IN MANUAL word processing	Computer is used in electronic word processing	
Text once write cannot be change.	Text can be change.	
Text cannot be formatted	Text can be formatted	
Word wrap function is not available	Word wrap function is available	
Text cannot be deleted or inserted	Text can be inserted or deleted.	
Text cannot be moved from one location to another location.	We can move text from one location to another	
Word cannot find or replace a word	Word can be find or replace	
Spell check function is not available	Spell check function is available.	
We cannot store text	We can store text.	

### 1. SCREEN LAYOUTS or MS-WORD SCREEN LAYOUT or Ms-Word ENVIRONMENT

Ms-Word environment is the different elements of the screen when we load Ms-Word.

#### TITLE BAR

Title Bar is horizontal area located at the very top of the screen.





## **PART-A**

# **MICROSOFT WORD**

### **MS-WORD**

#### **INTRODUCTION TO WORD PROCESSING:**

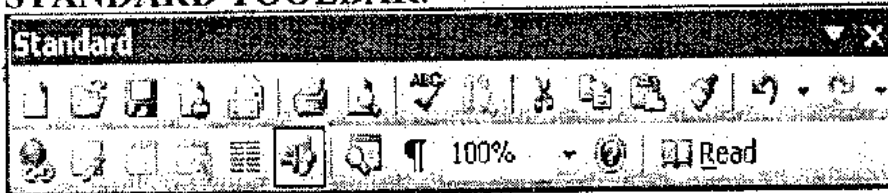
A Word processing program is used to produce letters, applications and other documents. Word processing is used in business to generate different documents.

Word Processing package provide tool bar which, display shortcut button to make editing. This packages provide word wrap, justification function. In word processing packages we can bold, underline the text. Text can be inserted or deleted. Block-editing tools can be used to move a block of text from one point to another point. Program search function can be used to find user specified word. Default format values are often supplied by the package, but they are easily changed. A word processing package may also include a spelling checker, thesaurus and mail merge.

Word processing packages are Ms-Word, Lotus WordPro, Word Star, Word Pad and Word Perfect These packages can convert all documents to HTML format for publication as Web pages. End-users and organization can use desktop publishing (DTP) software to produce their own printed material that looks professionally published. That is they can design and print their own newsletters, brochures, manuals, and book with several styles, graphics, photo, and colors on each page. Word processing packages and desktop publishing packages like Adobe PageMaker is used to do desktop publishing.

Microsoft Word Page- 4

### STANDARD TOOLBAR:



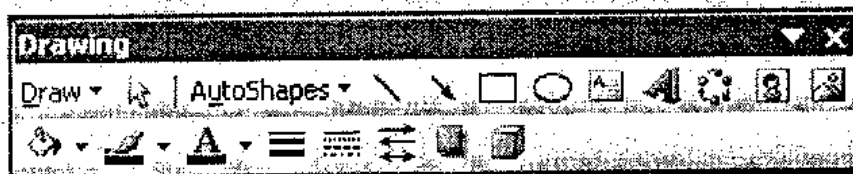
The Standard toolbar is used to run commonly used command by clicking the button available on Standard toolbar.

### FORMATING TOOLBAR



The format toolbar is used to format the document.

### DRAWING TOOLBAR:

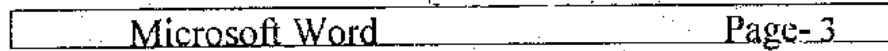


The drawing toolbar is used to draw different shape in opened document.

### TABLE AND BORDER:



The Table and border toolbar is used to draw table in opened document.



### **MENU BAR**



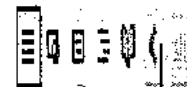
The menu bar is directly below the title bar and it displays the menu. A menu displays a list of command.

### **RULER**



The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly.

### **SCROLL BAR** (Horizontal and vertical scroll bar).

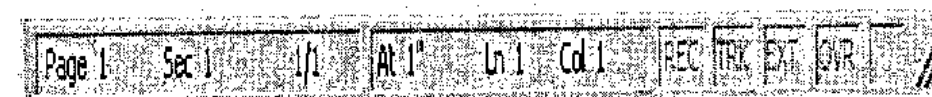


#### **Scroll Keys**

#### **Scroll Bar**

The Horizontal and vertical scroll bars; enable you to move up and down or left right across the window. To scroll to another part of the document drag the box or click the arrows in the scroll bar.

### **STATUS BAR**



The status bar is a horizontal area at the bottom of the document window in Ms-Word.

### **TOOLBAR**

The toolbar is group of picture button just below the menu bar; it provide shortcut for running command

Toolbar provide shortcuts to menu commands. Toolbars contain different tools. Toolbars are located just below the

**OR**

Point to program, click right mouse button and click on create shortcut button

### **1.3 TOOLBAR**

The toolbar is group of picture button just below the menu bar; it provide shortcut for running command

Toolbar provide shortcuts to menu commands. Toolbars contain different tools. Toolbars are located just below the menu bar.

**What you see on menus and toolbars** When you first start Word, the menus and toolbars display basic commands and buttons. As you work with Word, the commands and buttons that you use most often are stored as personalized settings and displayed on menus and toolbars

To look for a button that doesn't display on a toolbar, click **More Buttons** at the end of the toolbar. When you use a button that is not displayed on the toolbar,

### **1.4 CUSTOMIZATION OF TOOLBAR**

#### **Customizing (modifying) toolbars**

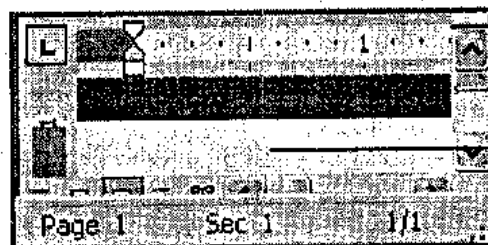
You can customize (modify) or create your own toolbar by adding, reorganizing, and removing buttons and menus. You can also show, move, and hide toolbars.

**Using the Customize dialog box** You can use the **Customize** dialog box (Tools menu) to make most changes to menus and toolbars. Some changes require that you perform an action directly on a menu or toolbar while the **Customize** dialog box remains open. If the dialog box is in the way, you can move it.

**Undoing your changes** At any time, you can restore the toolbar display to the settings used when you first started Word. To Customize a toolbar follow the following steps.

## TEXT AREA

Below the ruler is text area. You can type your text in the text area at the cursor position. Cursor is the insertion point.



Text Area

## 1.1 MENUS

Menu is a list of command. You can use menus to give Microsoft Word instructions about what you want to do. Menu display a basic command. Some of the commands have images next to them so you can quickly associate the command with the image. Most menus are located on the menu bar at the top of the Word window.

There are total nine menus on menu bar, which are File, Edit, View, Insert, Format, Tools, Table, Windows, and Help. Every menu on bar contains list of commands.

## 1.2 SHORTCUT

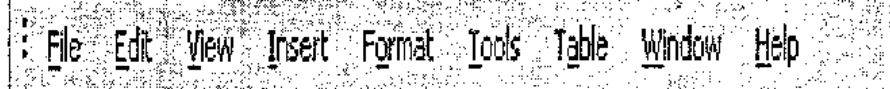
A shortcut is a quick way to start a program or open a file or folder without having to go to its permanent location. Shortcut menu are available when you right-click on icon, text, objects, or other items.

Write steps to create a shortcut

- 1 Click right mouse button on desktop
2. Point to new
3. Click on shortcut
4. Type the name and location of the items  
or through browse button select the location and item  
or program
5. Select **OK** then **Next** then **Finish**



## MENU BAR



The menu bar is directly below the title bar and it display the menu. A menu displays a list of command. The menu begins with the word File and continues with Edit, View, Insert, Format, Tools, Table, Windows and Help. You use the menu to give instructions to the software. Point with your mouse to the menu option and click the left mouse button to open a drop-down menu. You can now the left and right arrow keys on your keyboard to move left and right across the Menu bar option. You can use the Up and Down arrow keys to move Up and Down the drop down menu. To select an option, highlight the item on the drop down menu and press enter key.

The status bar is a horizontal area at the bottom of the document window. Ms-Word; provide information about the current state of what you are viewing in the window. To display status bar, click Option on Tools menus, click the view tab, and then select the Status bar check box.

The status appears at the very bottom of the screen and provides such information as the current page, current section, total number of pages inches from the top of the page, current line number and current column number. The status bar also provides options that enable you to track changes or turn on the record mode, the extension mode, and the overtype mode.

## SCROLL BAR (Horizontal and vertical scroll bar).



Scroll Keys

Scroll Bar

The Horizontal and vertical scroll bars; enable you to move up and down or left right across the window. To

- 1- Click on Tools Menu
- 2- Click on Customize
- 3- Click on Toolbar tab
- 4- Select any toolbar
- 5- Select different option from Customize Dialog box

### **RESET A BUILT-IN TOOLBAR**

1. On the **Tools** menu, click **Customize**, and then click the **Toolbars** tab.
2. In the **Toolbars** box, click the name of the toolbar you want to reset original buttons and menus on.
3. Click **Reset**.
4. In the **Reset changes** box, select the normal and press ok button.

### **TO DISPLAY OR HIDE A TOOLBAR**

This procedure is used to hide or display a toolbar.

- i. Click on View on Menu Bar
- ii. Point to toolbar
- iii. Check or uncheck any toolbar

## **1.5 TITLE BAR, STATUS BAR, SCROOL BAR, and RULERS**

### **TITLE BAR**



Title Bar is horizontal area located at the very top of the screen. On the Title Bar, Microsoft Word displays the name of the document you are currently using. At the top of the screen, you should see "Business-IT 2<sup>nd</sup> ed- Microsoft word" or a similar name.

## 2. WORKING WITH FILES

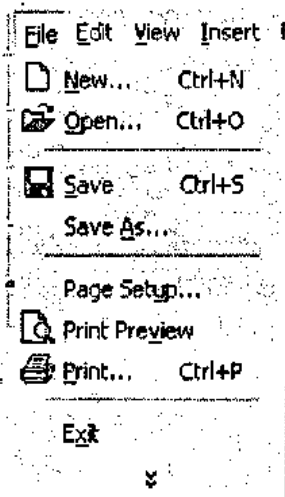
### 2.1 CREATE, OPEN, SAVE, RENAME AND CLOSE DOCUMENT

#### 1) CREATE A DOCUMENT

##### CREAT (NEW) (Ctrl+N)

This command is used to create a new blank file. To create a new document use the following steps

1. Click on File on Menu Bar
2. Click on NEW
3. A new dialog box appear at right
4. Click on Blank Document



#### 2) OPEN A DOCUMENT

##### OPEN (Ctrl+O)

This procedure is used to open or find a file (document) which already exists.

1. Click on File on Menu Bar
2. Click on Open
3. An Open menu dialog box appear on screen. In look in field enter drive name and folder name where document exist which you want to open.
4. Enter the name of the file in File name field and then Click open button

#### 3) SAVE A DOCUMENT

##### SAVE (Ctrl+S)

This procedure is used to save the active file with its current name or to save file for first time.

1. Click on File on Menu Bar
2. Click on Save



scroll to another part of the document drag the box or click the arrows in the scroll bar. The horizontal scroll bar is located above the status bar. The Vertical scroll bar is located along the right side of the screen.

### **SCROLL KEYS**

- ← The left arrow key in the Horizontal scroll bar is used to move left around the window.
- The right arrow key in the Horizontal scroll bar is used to move right around the window.
- ↑ The up arrow key in the vertical scroll bar is used to move up in the window.
- ↓ The down arrow key in the vertical scroll bar is used to move down in the window.



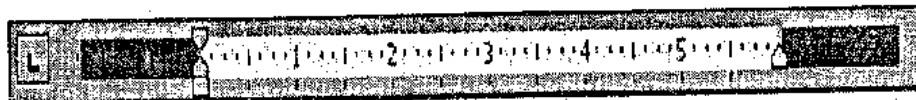
Browse Object button in the vertical scroll bar to use the Browse Object menu where you can click the item you want to use to browse through active file. To continue browsing through this type of item click previous or next button.



### **SCROLL BOXES**

To scroll to another part of the document drag box up or down in vertical scroll bar or drag box left or in Horizontal scroll bar.

### **RULER**



The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly. To display the ruler use the following steps

1. Click View on the Menu bar
2. Highlight the ruler. Press enter to display/hide ruler.

places it on the clipboard.

- i) Select Text, or Object
- ii) Click on Edit on Menu Bar
- iii) Click Copy

### 3) PASTE (Ctrl+V)

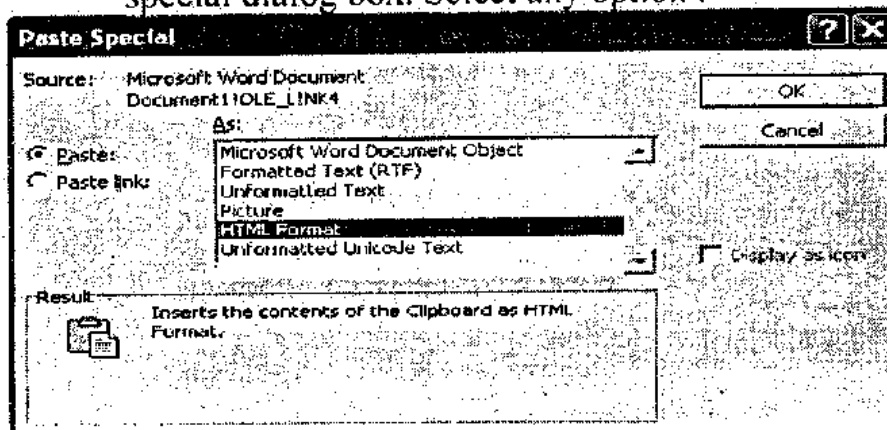
This procedure is used to insert the content of clipboard at the insertion point. This command is available only if you have cut or copied an object, or text.

- i) Place the cursor at the position where you want to paste
- ii) Click on Edit on Menu Bar
- iii) Click Paste

### 4) PASTE SPECIAL

This procedure is used to insert the content of clipboard at the insertion point or change the format of the text and we can change text into picture format or link. This command is available only if you have cut or copied an object, or links the selection.

- i) Place the cursor at the position where you want to paste
- ii) Click on Edit on Menu Bar
- iii) Click Paste Special
- iv) Paste Special dialog Box Appear
- v) Click Paste or Paste Link radio button
- vi) Select format (HTML, PICTURE, etc) from paste special dialog box. Select any option .



#### 4) RENAME (SAVE AS) RENAME/SAVE As (F12)

This procedure is used to save the active file with a different file name, or folder or drive.

1. Click on File on Menu Bar
2. Click Save As
3. Enter the new name of the file in File Name field in Save as dialog box
4. Click Save button

#### 5) CLOSE A DOCUMENT CLOSE (Ctrl+F4)

This procedure is used to close the current open file.

1. Click on File on Menu Bar
2. Click Close

### 2.2 WORKING ON MULTIPLE DOCUMENTS.

At a time you can open more than one file. You can switch from one file to another or from one program to another. When you open a document a button appear on taskbar, click the button on taskbar to switch from one file to another or from one program to another. You can cut/copy/paste text from one document to another.

### 2.3 CUT, COPY, PASTE, PASTE SPECIAL, UNDO AND REDO OPERATIONS.

#### 1) CUT (Ctrl+X)

This procedure is used to remove the selection from active document and places it on the clipboard.

- i) Select Text, or Object
- ii) Click on Edit on Menu Bar
- iii) Click Cut

#### 2) COPY: (Ctrl+C)

This procedure is used to copy the selection from active document and

Edit	View	Insert	Format	Tool
Undo Typing			Ctrl+Z	
Repeat Typing			Ctrl+Y	
Cut			Ctrl+X	
Copy			Ctrl+C	
Paste			Ctrl+V	
Paste Special...				
Paste as Hyperlink				
Clear			Del	
Select All			Ctrl+A	
Find...			Ctrl+F	
Replace...			Ctrl+H	
Go To...			Ctrl+G	
Links...				
Object				

Microsoft Word Page-14

replace a particular word or piece of text use the following steps

1. Click on Edit on Menu Bar
2. Click Replace
3. Type the word to search in the Find Field
4. Type the word to replace the search word in Replace With Field
5. Click Replace to replace one by one or Click Replace all to replace all words

### 3) GO TO (Ctrl+G or F5)

This procedure is used to go anywhere else from any place. Use the following steps

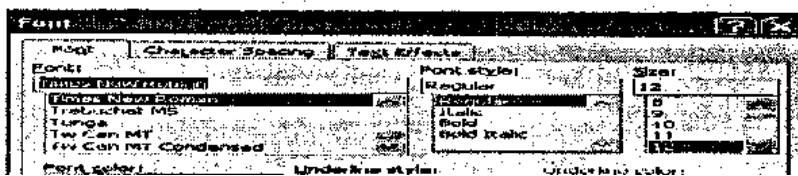
1. Click on edit menu
2. Click on Go To
3. Click on Go To Tab
4. Select any option from Go to what list box e.g. Select page No
5. Enter page no in the Enter page number box
6. Go To Button

## 2.5 TEXT, PARAGRAPH, AND PAGE FORMATTIN (Ctrl+D)

### 1- TEXT(Font):

This procedure is used to change the Text (fonts) format (layout) of the selected text, or to start typing with new format that is to change style, size, and color etc. Follow the following steps.

- 1: Click on Format on Menu Bar
- 2: Click on FONT
- 3: Select different option from FONT Menu
- 4: Press Ok Button



### 5- UNDO (CTRL+Z)

This command is used to reverse the last action performed. For this use the following steps.


- i) Click on edit menu
- ii) Click on Undo

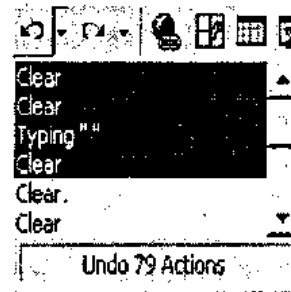
Or

On the Standard toolbar, click the undo  Arrow.

### Undo many Action

You can undo several action at the same time. Follow the following steps.

- i)  In the standard toolbar press down arrow next to undo button.
- ii) A list of action will appear
- iii) Select the action you want to undo



### 6- REDO (CTRL+Y)

This command is used undo an action. For this use the following steps.

- i) Click on edit menu
- ii) Click on Redo

Or

On the Standard toolbar, click the arrow next to Redo. 

## 2.4 FIND, REPLACE AND GO TO COMMANDS.

### 1) FIND TEXT: (Ctrl+F)

This procedure is used to find text or data in open document. To find a particular word or piece of text use the following steps

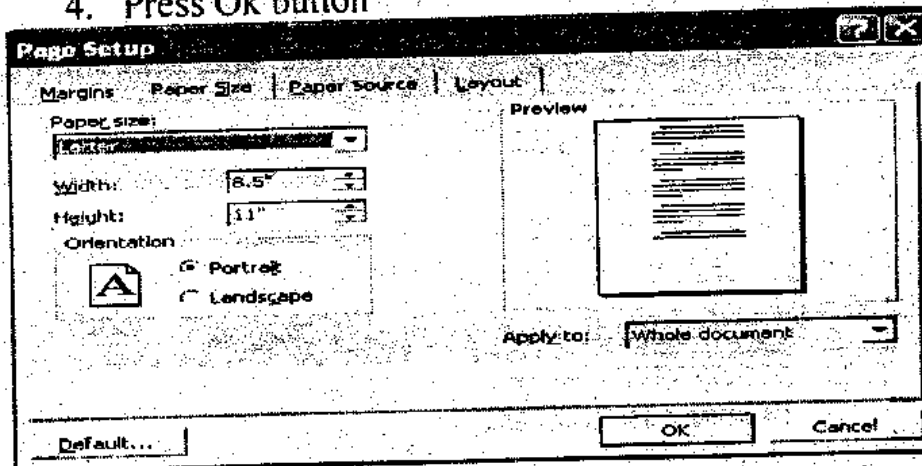
1. Click on Edit on Menu Bar
2. Click Find
3. Type the word to search in the Find What Field
5. Click on Find Next to find one by one

2) **REPLACE TEXT: (Ctrl+H)** This procedure is used to replace text with another text in the opened document. To

### 3- PAGE FORMATTING

This procedure is used to change the page layout. That is left, right, top, bottom or select paper size. Follow the following steps

1. Click on Page setup on file menu
2. A page setup dialog box appear on screen
3. Select different option
4. Press Ok button



### 2.6 HEADER AND FOOTERS:

A header is text that is added to the top margin of every page and footer is text added to the bottom margin of every page. The Header and Footer does not display in Normal view. To see the header and footer, select page layout from the view menu or click the page layout View button at the bottom left corner of the screen. For Header use the following steps:

- 1: Click on View on Menu bar.
- 2: Click on Header and Footer.
- 3: Type Header text in the Header box.

For Footer use the following steps

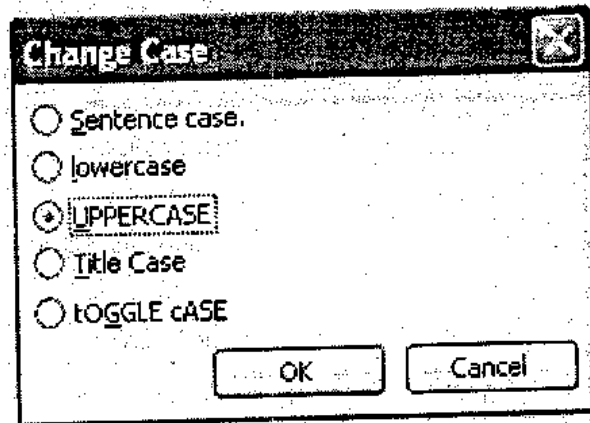
- 1: Click on View on Menu bar.
- 2: Click on Header and Footer.
- 3: Click on Switch button on Header and Footer toolbar.



### CHANGE CASE OF TEXT (Shift + F3)

This command is used to change case of the selected text to upper or lower case.

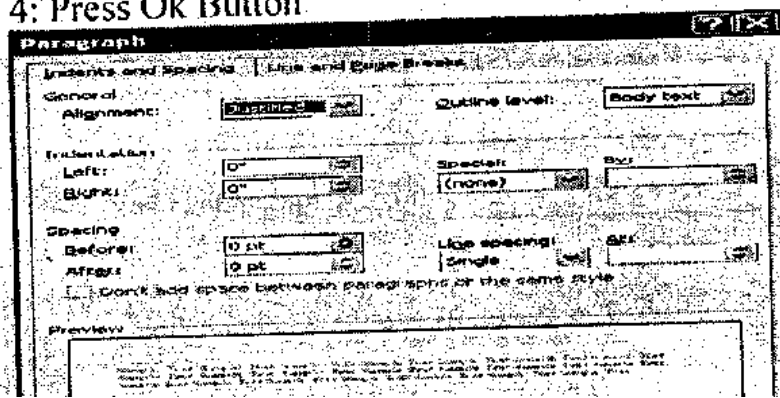
- 1: Select the text
- 2: Click on Format on Menu Bar
- 3: Click on Change Case
- 4: Select different option from Change Case Menu
- 5: Press Ok button

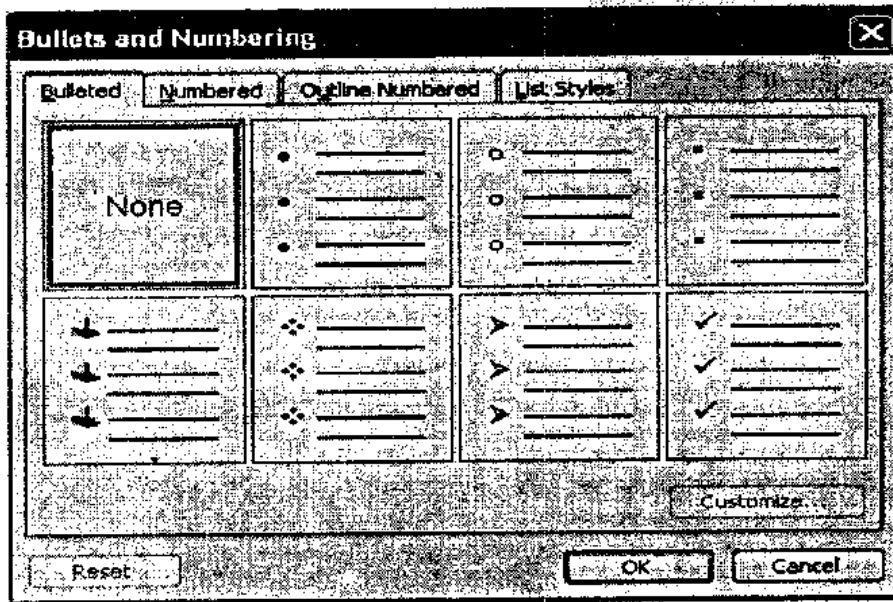


### 2- PARAGRAPH:

This command is used to change the paragraph indents, text alignment, line spacing, pagination and other paragraph formats in the selected paragraph or new paragraph.

- 1: Click on Format on Menu Bar
- 2: Click on PARAGRAPH
- 3: Select different option from PARAGRAPH Menu
- 4: Press Ok Button

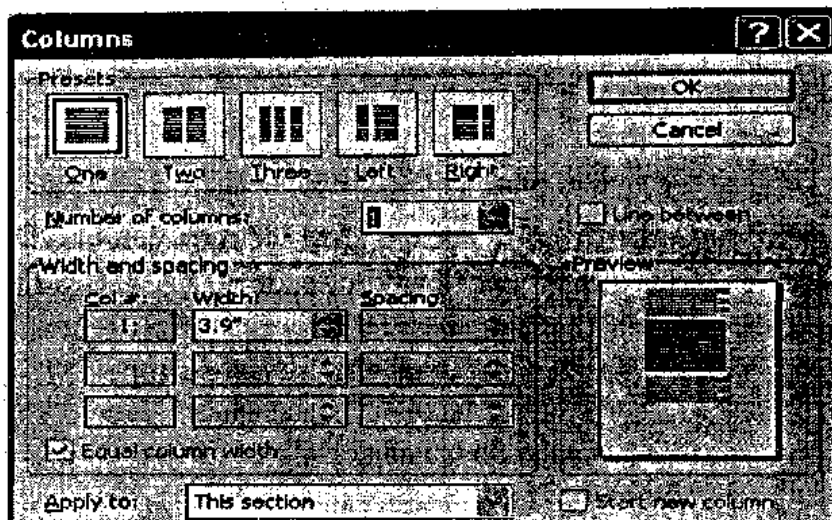




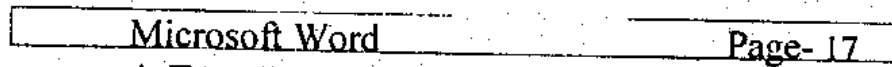
## 2.9 COLUMNS AND DROP CAPS

This command is used to change the format of the current document page into column. Follow the following steps

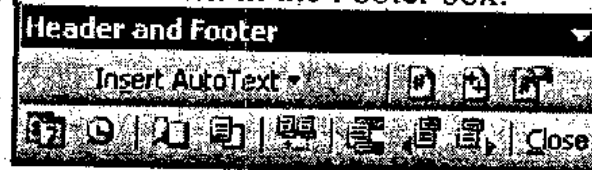
1. Click on column on format menu
2. Column dialog box appear on screen
3. Select different option
4. Press OK button







4: Type Footer text in the Footer box.



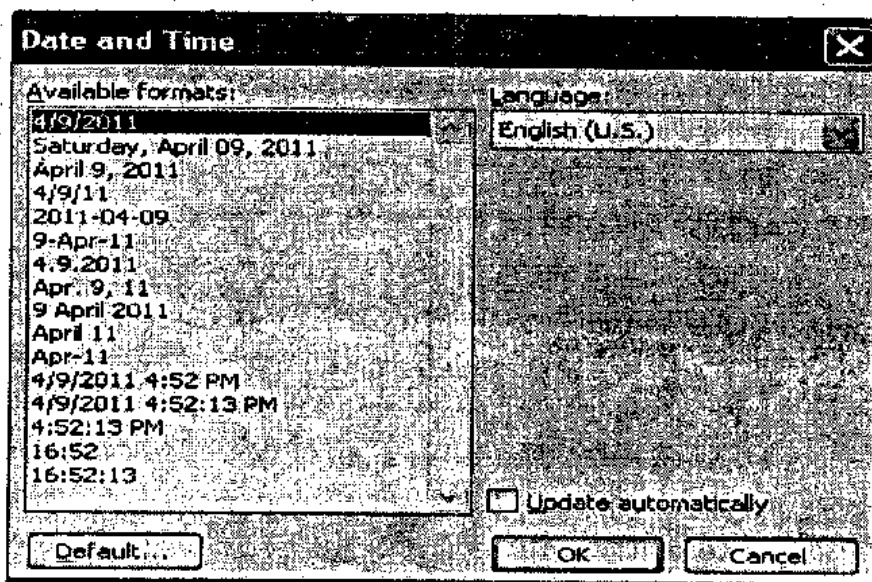
## 2.7 DATE AND TIME:

### DATE AND TIME:

This command is used to insert date and time in the document. For date and time use the following steps

- 1: Click on Insert
- 2: Click on Date and Time

Date and Time menu display on screen. Select any date and time format from Available format Field.

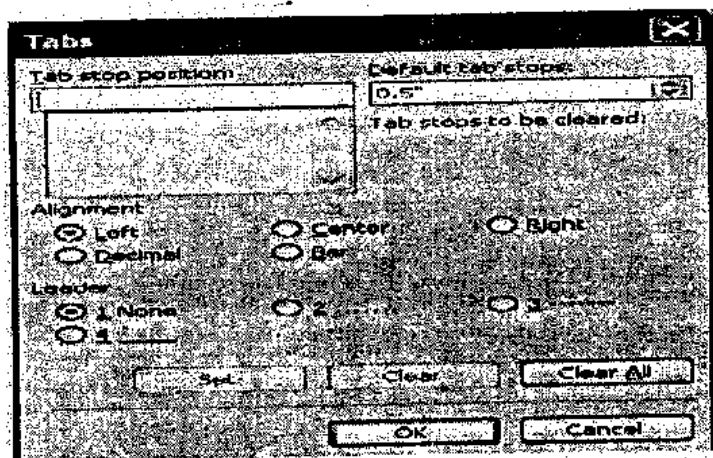


## 2.8 BULLETS AND NUMBERING:

This command is used to Add bullets or numbers to selected paragraph or to new paragraph and modifies the bullets and numbering format.

- 1: Click on Format on Menu Bar
- 2: Click on Bullets and Numbering
- 3: Select option from Bullets and Numbering Menu
- 4: Press Ok button

- position for a new tab.
5. Under **Alignment**, select the alignment for text typed at the tab stop.
6. Click OK button



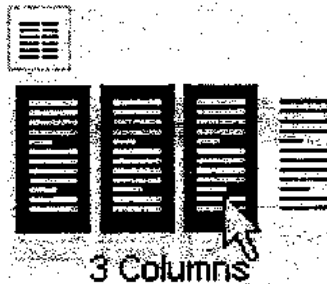
### Set tab stops with leader characters

1. Select the paragraph in which you want to insert leader character before a tab stop.
2. On the **Format** menu, click **Tabs**.
3. In the **Tab stop position** box, type the position for a new tab, or select an existing tab stop to which you want to add leader characters.
4. Under **Alignment**, select the alignment for text typed at the tab stop.
5. Under **Leader**, click the leader option you want, and then click **Set**.
6. Press OK button

### 2- MARGIN/PAGE MARGIN

Page margins are the blank space around the edges of the page. The page setup option in the file menu can be used to set up margin of the paper. There are four types of margin that can be set for a page namely left, right, top, and bottom margins. To set margin follow the following steps.

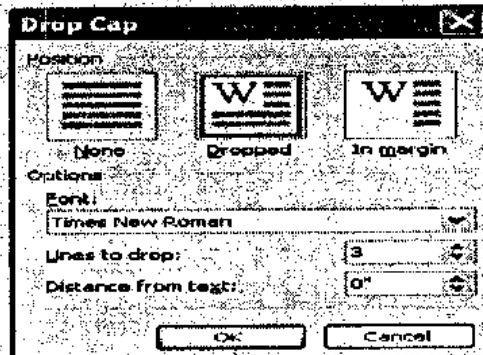
1. Click **Page Setup** on the **File** menu



### DROP CAP:

This command is used to Format a letter, word, or selected text with a large initial or “dropped” capital letter. A drop cap is traditionally the first letter in a paragraph.

- 1; Click on Format on Menu Bar
- 2: Click on Drop Cap
- 3: Select different option from Drop Cap Menu
- 4: Press Ok button



## 2.10 TABS AND MARGINS.

### 1- TAB SET TAB STOPS

This procedure is used to set tab stop for the current document. The default tab for the tab stop is .5". to set tab stop follow the following steps

1. Select the paragraph in which you want to insert tab stop.
2. On the **Format** menu, click **Tabs**.
3. A tabs dialog box will appear
4. In the **Tab stop position** box, type the

In comments pane a list of comments  
Appear select the comment, which you want  
to change or View

## 2- FOOTNOTES

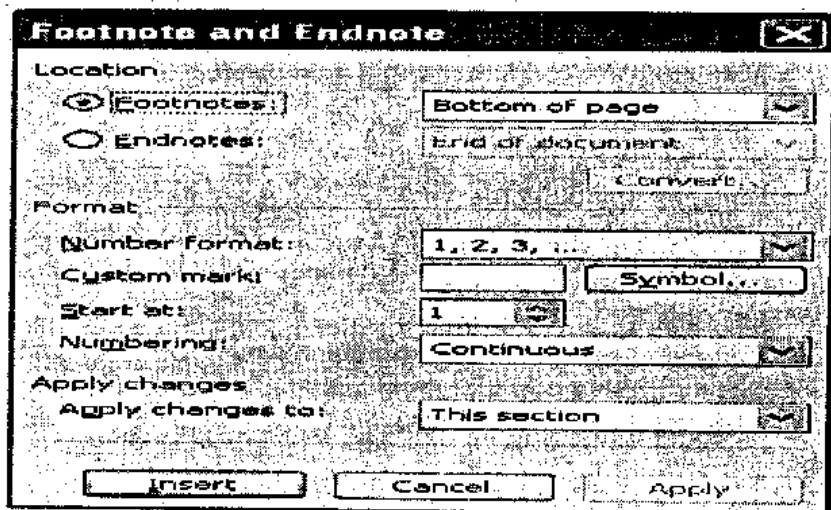
Footnotes are used in printed documents to explain,  
comment on, or provide references for text in a document.  
You can include footnotes in the same document.  
Footnotes appear at the end of each page in a document.  
In print layout view, click where you want to insert the  
note reference mark.

Use the following steps to insert footnote

1. On the Insert menu, click Footnote.
2. Click Footnote radio button from footnote dialog  
box
3. Under Numbering, click the option you want.
4. Click OK.

Word inserts the note number and places the insertion  
point next to the note number. Type the note text.

Scroll to your place in the document and continue typing

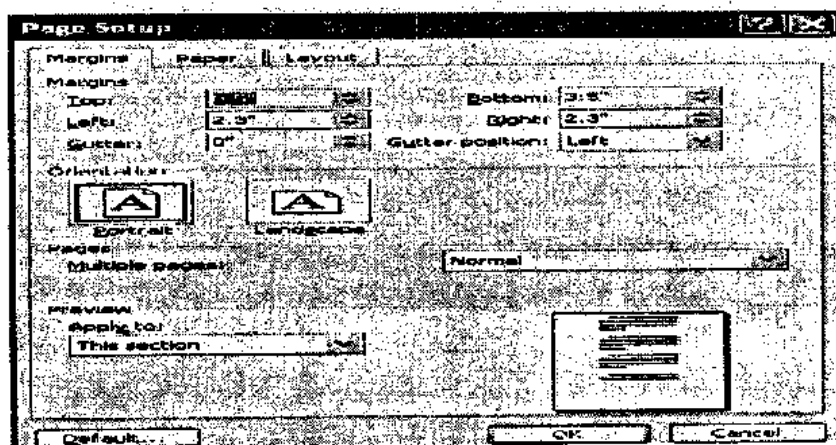


## ENDNOTES

Endnotes are used in printed documents to explain,  
comment on, or provide references for text in a document.



2. Page Setup dialog box will appear
3. Click the Margins tab.
4. Set margins and press Ok button



## 2.11 COMMENTS AND FOOT NOTE

### 1- COMMENTS

#### INSERTING COMMENTS

Insert comments at the insertion point. When a comment is added, Ms-Word numbers it and records it in a separate comment pane. Ms-Word then inserts a comment reference mark in the document and shades the text that's commented on with light yellow.

To view comments online, rest the pointer on text shaded with light yellow. Ms-Word displays the comments and the name of the comments author in a Screen Use the comment pane to edit and review all the comments in the document. To insert comments follow the following steps

1. Select the Text or item you want to comment on
2. Click on insert Menu
3. Type the comment text in the comment pane

Comment [s1]:

at the bottom of the screen

Comment [s2]: GCC

To View or Change the Comments follow the following steps

1. Click on View Menu
2. Click on Comment from drop down menu

## 2. FORMATING PICTURE

To format picture select the picture, click right mouse button on picture, a dialog box appear, click on format picture. A format picture dialog box appear, select different option and then press **OK** button

### 2.13 USE OF SPELLING AND GRAMMER CHECKS, AUTO CORRECT SYNONYMS THEASURUS.

#### 1. Spelling and Grammar Checks

Ms-Word provides the facility to check active document for possible spelling and grammar check. Spelling mistakes are mark with red and grammar is marks with green line. To check spelling and grammar use the following steps.

1. Click on Tolls menu in the menu bar
2. Click on Spelling and grammar on drop down menu
3. Spelling and Grammar dialog box appear on screen with two box one is for sentence containing the error and another box for suggestion.
4. Select different option that is change, ignore etc up to the end document.

#### 2. AUTO CORRECT

This command is used to convert text automatically as you type, or to store and reuse text and other items you use frequently. To add a new word or sentence in auto correct entry follow the following steps.

1. On the **Tools** menu, click **AutoCorrect**.
2. In the **Replace** box, type a word or phrase that you often mistype or misspell — for example, type **usually**
3. In the **With** box, type the correct spelling of the word — for example, type **usually**
4. Click **Add**.

You can include endnotes in the same document. Endnotes appear at the end of document/section. In print layout view, click where you want to insert the note reference mark.

Use the following steps to insert Endnote

1. On the Insert menu, click Footnote.
2. Click Endnote radio button from footnote and Endnote dialog box
3. Under Numbering, click the option you want.
4. Click OK.

Ms-Word inserts the note number and places the insertion point next to the note number.

Type the note text.

Scroll to your place in the document and continue typing

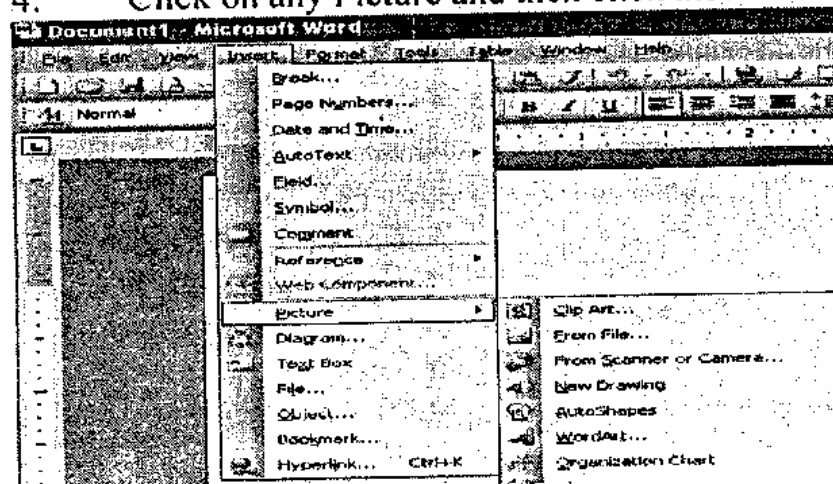
## 2.12 INSERT A PICTURE AND IT'S FORMATTING

### 1. PICTURE

Pictures are graphics that were created from another file. They include bitmaps, scanned pictures and photographs, and clip art. You can change and enhance pictures by using the options on the Picture toolbar and a limited number of options on the Drawing toolbar.

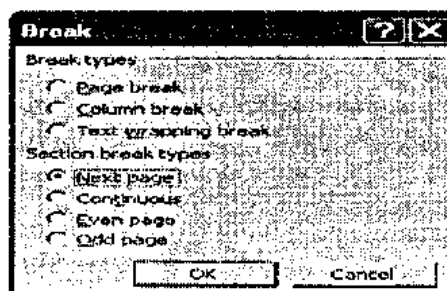
To insert pictures use the following steps

1. Click on Insert on Menu Bar
2. Highlight the Pictures Drop down menu display
3. Click on any required option
4. Click on any Picture and then click insert button.



## Insert a manual page break

1. Click where you want to start a new page.
2. On the **Insert** menu, click **Break**.  
Click **Page break**.



## 2- SECTION BREAK

A mark you insert to show the end of a section. A section break stores the section formatting elements, such as the margin, page orientation, header and footer, and sequence of page number. A section break appears as a double dotted line that contains the word "Section Break".

## Insert a section break

1. Click where you want to insert a **Section Break**
2. On the **Insert** menu, click **Break**.
3. Under **Section break types**, click the option that describes where you want the new section to begin
4. Click **OK** button

## 3- BACKGROUND PRINTING

Background can change the look of graphics in your Microsoft Word documents by applying a variety of enhancements, such as lines, fills, shadows, and transparent colors.

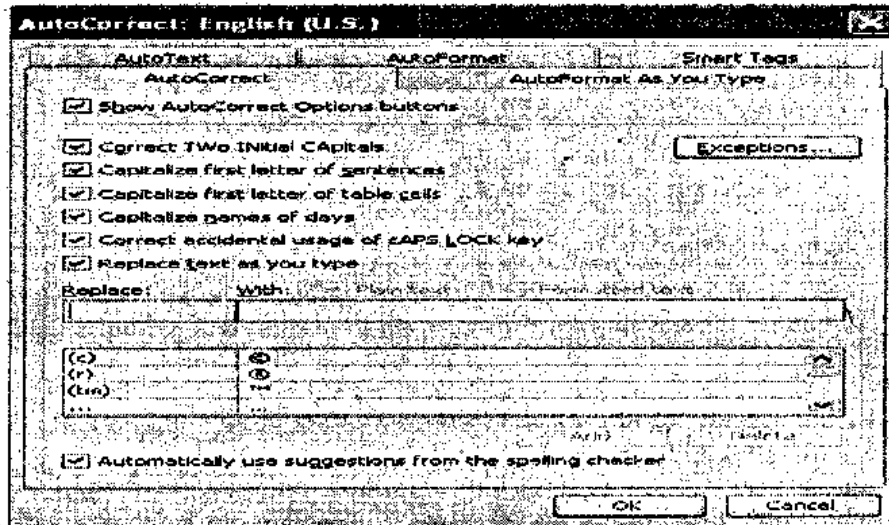
## ADD SHADING TO A TABLE, A PARAGRAPH, OR SELECTED TEXT

You can use shading to fill in the background of a table, a paragraph, or selected text.

1. To add shading to a table, click anywhere in the table. To add shading to specific cells, select the cells, including the end-of-cell marks.



Microsoft Word Page- 25  
When you type usually it will be replace with usually automatically



### 3- THESAURUS (Shift+ F7)

This function is used to replace a word or phrase in the document with a synonym, antonym or related word. To look up a words in the thesaurus follow the following steps.

#### Look up words in the thesaurus

1. Select or type a word for which you want to find a synonym, an antonym, or related words.
2. Click on the **Tools** menu, point to **Language**, and then click **Thesaurus**.
3. Select the options you want.

## 2.14 PAGE BREAK, SECTION BREAK, BACKGROUND

### 1- PAGE BREAK

Page break is the point at which one page ends and another begins. When you fill a page with text or graphics, Ms-Word insert an automatic ( or soft) page break and start a new page. To force a page break at a specific location, you can insert a manual (or hard) page break.

## CREATING A TABLE OF CONTENTS

To create a table of contents, use one of the following methods to specify the headings you want to include:

**Built-in heading styles** You can apply the built-in heading styles (Heading 1 through Heading 9).

### CREATE A TABLE OF CONTENTS BY USING BUILT-IN HEADING STYLES

1. In your document, apply built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in your table of contents.
2. Click where you want to insert the table of contents.
3. On the **Insert** menu, click **Index and Tables**, and then click the **Table of Contents** tab.
4. Do one of the following:  
To use one of the available designs, click a design in the **Formats** box.  
To specify a custom table of contents layout, choose the options you want.
5. Select any other table of contents options you want.

## 2 HYPERLINKS (Ctrl+K)

This command is used to link a document, web page or any other file to a file to a specific word or text. Hyperlinks is colored and underlined text or a graphic that you click to go to a file, a location in a file, and an HTML page on the World Wide Web

Follow the following steps

1. Select the text or drawing object you want to display as the hyperlink, and then click hyperlink on Insert Menu
1. An Insert Hyper link Dialog Box appear on screen

To add shading to a paragraph, click anywhere in the paragraph. To add shading to specific text, such as a word, select the text.

2. On the **Format** menu, click **Borders and Shading**, and then click the **Shading** tab.
3. Select the options you want.
4. Under **Apply to**, click the part of the document you want to apply shading to. For example, if you clicked a cell without selecting it in step 1, click **Cell**. Otherwise, Word applies the shading to the entire table.

#### CHANGE A FILL COLOR IN A DRAWING OBJECT

1. Select the drawing object you want to change.
2. On the **Drawing toolbar**, click the arrow next to **Fill Color**.
3. Click the color you want.

If you don't see the color you want, click **More Fill Colors**. Click a color on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.

#### 2.15 TABLE OF CONTENTS GLOSSARY, HYPERLINK, BOOKMARK

##### 1 What is a table of contents?

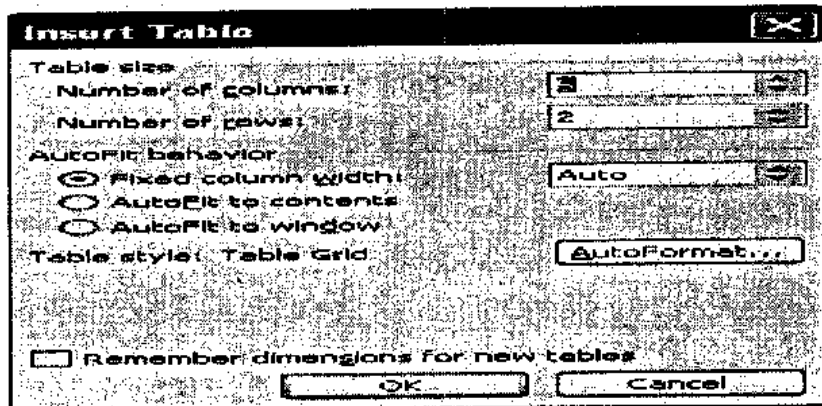
A table of contents is a list of the headings in a document that you can insert in a specific location. You can use a table of contents to get an overview of the topics discussed in a document or to quickly navigate to a topic. You can create a table of contents for a document that you plan to print as well as view in Word. For example, when you display the document in print layout view, the table of contents includes page numbers along with the headings. When you switch to web layout view, the headings are displayed as hyperlinks so that you can jump directly to a topic.

them. You can also use tables to create interesting page layouts and arrange text and graphics.

## 2- INSERT A TABLE

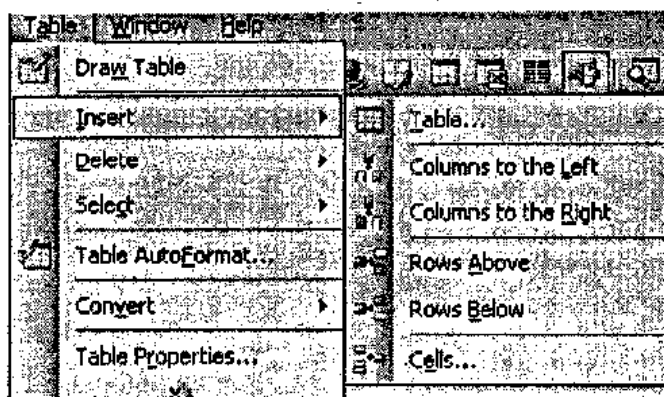
Insert a table in document with the number of row and column you specify. To insert a table follow the following steps.

1. Click on Table menu,
2. Point to insert Click on Table
3. Insert Table dialog Box appear on screen
4. Enter no of Column in Column Box
5. Enter no of Row in Row Box
6. Click on OK button



## 3- Add rows, columns or cell to a table

1. Select the number of row, column or cell you want to insert/add
2. Click on the Table menu, point to Insert, and then click Columns to the Left, Right. Or row Above or below or select cell



2. Enter name of the file or web page name in the type file or web page name field or click on file under browse to locate drive or file.
3. Press OK button

### 3- BOOKMARK

A bookmark is an item or location in a document that you identify and name for future reference. You can use bookmarks to quickly jump to a specific location, create cross-references, mark page ranges for index entries, and so on.

#### ADD A BOOKMARK

1. Select an item you want a bookmark assigned to, or click where you want to insert a bookmark
2. On the **Insert** menu, click **Bookmark**.
3. Under **Bookmark name**, type or select a name.
4. Click **Add**.

#### SHOW BOOKMARKS IN A DOCUMENT

1. On the **Tools** menu, click **Options**, and then click the **View** tab.
2. Select the **Bookmarks** check box.

#### GO TO A SPECIFIC BOOKMARK

1. On the **Insert** menu, click **Bookmark**.
2. Under **Bookmark name**, click the bookmark you want to go to.
3. Click **Go To**.

## 2.16 TABLE, INSERT A TABLE, ADD AND DELETE COLUMNS ROWS AND CELLS

### 1- TABLE

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on



## 2.18 FORMULA IMPLEMENTATION

### Perform calculations in a table

1. Click the cell in which you want the result to appear.
2. On the **Table** menu, click **Formula**.
3. If Word proposes a formula that you do not want to use, delete it from the **Formula** box.  
In the **Paste function** box, click a function.
4. In the **Number format** box, enter a format for the numbers. For example, to display the numbers as a decimal percentage, click **0.00%**.
5. Press Ok Button

23	45
12	67

Formula

Formula:  
=SUM(ABOVE)

Number format:

Paste function: Paste bookmark:

OK Cancel

## 3 DOCUMENT PRINTING

### 3.1 SELECTION OF PRINTER

When you want to select printer follow the following steps

1. Click On Print in File menu
2. Click On Print, Print Dialog Box appear
3. Select Printer Name from Name Box

If printer is not install then follow the following.

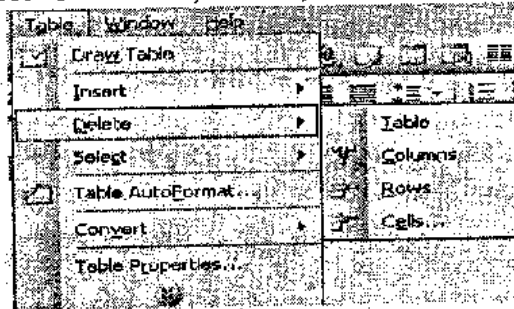
#### Printers & its Installation:

This procedure is used to set up printer or to add printer.

1. Click on the **Printers icon** in Control Panel.
2. Double-click **Add Printer**.
3. The Add Printer wizard box display on screen.
4. Click Next button.

4- **DELETE CELLS, ROWS, OR COLUMNS FROM A TABLE**

1. Select the cells, rows, or columns you want to delete.
2. On the **Table** menu, point to **Delete**, and then click either **Columns**, **Rows**, or **Cells**.

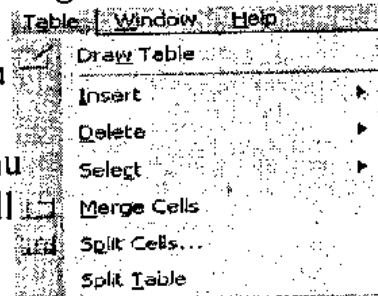


**2.17 MERGE AND SPLIT CELLS**

a- **MERGE CELLS INTO ONE CELL IN A TABLE**

You can combine two or more cells in the same row or column into a single cell. To merge cell follow the following steps

1. Select cells that you want to merge
2. Click on Table menu
3. Click on Merge Cell



b- **SPLIT CELL**

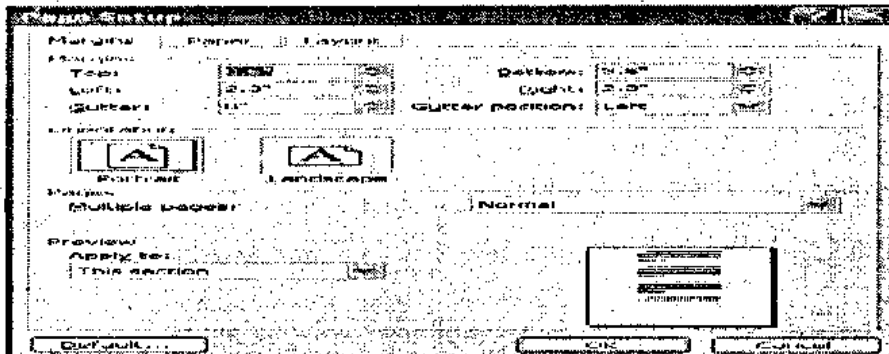
Split the selected cell into a number of row and column you enter. To split cell follow the following steps

1. Select cells that you want to split
2. Click on Table menu
3. Click on Split Cell, a split cell dialog box appear
4. Enter No of Column in Column Box
5. Enter No of Row in Row Box
6. Click OK button

## 2- PAGE SETUP

Page setup is used to set paper margin, size, paper source and layout of active file. To set paper setup follow the following steps.

1. Click on page setup on file menu
2. Click on margin tab select different margin
3. Click on paper size tab to select paper size
4. Click on paper source tab to select paper source
5. Click on Layout tab to select paper layout
6. Click on OK button



## 3.5 SHORTCUT

Press	To
CTRL+C	Copy text or graphics
Twice press CTRL+C	Display the Clipboard
Select text press F2 (then move the insertion point and press ENTER)	Move text or graphics
ALT+F3	Create <u>A</u> utoText
CTRL+V	Paste the Clipboard contents
CTRL+SHIFT+F3	Paste the <u>S</u> pike contents
ALT+SHIFT+R	Copy the header or footer used in the previous section of the document



5. Select the printer name from manufactures list box
6. Select model of printer from printers list box and click next
7. Click next thrice and then click finish.

### **3.2 PRINTING SETTINGS.**

To set printer properties and select different options follow the following steps

1. Click On Print on File menu
2. Click On Print, Print Dialog Box appear
3. Click on Properties Button, select different properties and then Press OK Button.
4. Click on Option button, select different option and the press OK button

### **3.3 PRINT PREVIEW (Ctrl+F2)**

Print preview is a view that shows how a document will look when you print it. You can view multiple pages at a time magnify or reduce the size of the pages on the screen, check page break, and make changes to text and make changes to text and formatting.

To display document in print preview follow the following steps.

1. Click Print Preview in File menu
2. A print preview dialog box appears, select different option and then press close button.

### **3.4 PRINT AND PAGE SETUP**

#### **1. PRINT (Ctrl+P)**

This command is used to print the active document or selected items. To select print option use the following steps.

1. Click Print on file menu, print dialog box appear
2. Select different option. e.g All or current or page. Number of Copies, printer name etc
3. Press **OK** button.

CTRL+SHIFT+Q

Change the selection to the Symbol font

**Set line spacing**

Press	To set line spacing to
CTRL+1	Single-space lines
CTRL+2	Double-space lines
CTRL+5	Set 1.5-line spacing
CTRL+0 (zero)	Add or remove one line space preceding a paragraph

**Align paragraphs**

Press	To
CTRL+E	Center a paragraph
CTRL+J	Justify a paragraph
CTRL+L	Left align a paragraph
CTRL+R	Right align a paragraph
CTRL+M	Indent a paragraph from the left
CTRL+SHIFT+M	Remove a paragraph indent from the left
CTRL+T	Create a hanging indent
CTRL+SHIFT+T	Reduce a hanging indent
CTRL+Q	Remove paragraph formatting

**Moving Cursor**

HOME	Go to the beginning of a comment
END	Go to the end of a comment
CTRL+HOME	Go to the beginning of the list of comments
CTRL+END	Go to the end of the list of comments

**Change or resize the font**

Press	To
CTRL+SHIFT+F	Change the font
CTRL+SHIFT+P	Change the font size
CTRL+SHIFT+>	Increase the font size by 2 point
CTRL+SHIFT+<	Decrease the font size by 2 point
CTRL+]	Increase the font size by 1 point
CTRL+[	Decrease the font size by 1 point

**Apply character formats**

Press	To
CTRL+D	Change the formatting of characters (Font command, Format menu)
SHIFT+F3	Change the case of letters
CTRL+SHIFT+A	Format letters as all capitals
CTRL+B	Apply bold formatting
CTRL+U	Apply an underline
CTRL+SHIFT+W	Underline words but not spaces
CTRL+SHIFT+D	Double-underline text
CTRL+SHIFT+H	Apply hidden text formatting
CTRL+I	Apply italic formatting
CTRL+SHIFT+K	Format letters as small capitals
CTRL+EQUAL SIGN	Apply subscript formatting (automatic spacing)
CTRL+SHIFT+PLUS SIGN	Apply superscript formatting (automatic spacing)
CTRL+SPACEBAR	Remove manual character formatting

## **PART-B**

### **MS-EXCEL**

Ms-Excel is a package (software/program). Ms-Excel is used for mathematical, statistical, scientific, graphics, tabulation, database and accounting purpose. It consists of row and column. Columns are named as A, B, C, D ,.....,IV and rows are named as 1,2,3,4,....., 65536. It has 256 columns and 65536 rows. Excel provides the ability to perform calculation, format reports, create charts (graphics), and even provides a simple database facility.

#### **HOW TO START MS-EXCEL**

To start Excel Follow the following steps

1. Click start button
2. Point to Program, a sub menu display
3. Click Excel

#### **DIFFERENCE BETWEEN MANUAL AND ELECTRONIC (COMPUTER) SPREADSHEET**

Electronic (Computer Spreadsheet) are far better than manual Spreadsheet in all most all aspect. We will discuss only some of the benefits of using a Electronic spreadsheet

1. Electronic spreadsheets work thousand of times faster than the manual spreadsheet. Your work in an electronic spreadsheet is better, faster and precise than manual spreadsheet.
2. In the manual spreadsheet, if you find an error after making it, you have to erase it or you will have to make the whole worksheet again. Whereas in electronic worksheet, you can check and correct your worksheet before printing. Also you get the facilities of spell checking, finding and replacing, auto-correcting and many more, which give more part of the work to the computer and less to you.

**EXERCISE**

- Q1) Discuss the Screen Layout/Environment of Ms- Excel.
- Q2) Explain the following a) Menu b) Shortcut c) Toolbar
- Q3) Discuss Customization of toolbars
- Q4) Briefly explain the following.  
Title Bar, Status bar, Scroll bar, and Ruler
- Q5) Define and write steps for the following.  
Create, Open, Save, Rename, and Close
- Q6) Explain and write steps for the following  
Cut, Copy, Paste, Paste Special, Undo and Redo, Operations.
- Q7) Write Shortcut key for the following.  
Create, Open, Paste, Undo and Redo
- Q8) Explain and write steps for the following Commands  
Find, Replace, and go to command
- Q9) Write the steps to change style of paragraph
- Q10) Explain page formatting.
- Q11) What is header and footer. Write steps to insert header and footer.
- Q12) Write steps to insert date and time.
- Q13) Define and write steps for the following  
Bullet, Numbering, Column, and Drop cap
- Q14) Write steps to set tab and margin.
- Q15) Discuss insert picture and its formatting.
- Q16) Define and write steps for the following.  
Spelling, Grammar checks, auto Correct, Synonyms thesaurus.
- Q17) Write steps to insert a page break and section break.
- Q18) Explain the following  
a) Table of contents b) Hyperlink
- Q19) Write steps to insert Row, Column.
- Q20) Discuss merge and split cell.
- Q21) Write the steps to sum cells.
- Q13) Define and write steps for the following.  
Selection of a printer, Printing Setting, Print Preview, Print and Page Setup.

### 1.3 Workspace

Workspace as a group of workbook file. Workspace is used to save a group of workbooks in a workspace. You can open a group of workbooks in one step by creating a workspace file. A workspace file saves information about all open workbooks, such as their locations, window sizes, and screen positions. The workspace file does not contain the workbooks themselves, and you must continue to save changes you make to the individual workbooks.

1. Open the workbooks you want to open as a group.
2. Size and position the workbook windows as you want them to appear the next time you use the workbooks.
3. On the **File** menu, click **Save Workspace**.
4. In the **File name** box, enter a name for the workspace file.

### 1.4 Worksheet/Spread sheet

Worksheets is use to list and analyze data. You can enter and edit data on several worksheets simultaneously and perform calculations. Think of them as a powerful multi purpose calculator, capable of every thing from simple to complicated calculation. Each worksheet is divided into row, column, and cell separated by gridlines. The names of the sheets appear on tabs at the bottom of the workbook window. To move from sheet to sheet, click the sheet tabs. The name of the active sheet is bold.



**1.5 COLUMN:-**Column are vertical divisions of worksheet. The column name are letter. The first column is column A, and the last is called IV. Each worksheet has 256 columns ( A through IV).

**1.6 ROW:-** Rows are horizontal division worksheet. Each row is separated by horizontal gridlines. Rows are numbered. The first row is 1 and the is 65536. Each worksheet has 65536 rows ( 1 through 65536 ).



3. You can copy the formula once you made to all other amounts in the worksheet, while in the manual worksheet you are to calculate the formula for every amount.
4. You can make your worksheet more beautiful and smart by adding charts and graphical objects, while the manual worksheet is a dumb-looking piece of white paper. No charm, no glamour.
5. The electronic worksheet is much bigger than the manual worksheet.
6. Saving your worksheets a big problem you can have with the manual work. Every time you make a worksheet for one purpose, you are to save it in a different file. Also you are to store the previous worksheets to keep track of what going on. In the electronic work, you can save them on your disk, which saves the loss of paper and you can move many worksheets on one floppy disk in your pocket. Other way, you would have to pick a bundle of papers with you.
7. Other benefits contain the tools for spell-checking, built-in formula list, different fonts and sizes, automatic alignment, copying and pasting, linking and many more which are difficult to be listed here. However, once you get started with a electronic worksheet, it looks damn difficult to go back to the manual method.

## **1 Basic of Ms-Excel**

### **1.2 Workbook**

Ms-Excel file is called workbook. Workbook is combination of sheets. A workbook is the file in which you work and store your data. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file. By default every workbook contains three sheets. We can increase or decrease the number of sheets in a workbook.

## 2 CREATING, OPENING, RENAMING, SAVING, CLOSING, WORKBOOK/SPREAD SHEET.

### 2.1 Create a new workbook (Ctrl+N)

This Command is used to Open a new workbook file Follow the following steps.

1. Click on the **File** menu
2. Click **New**.
3. A dialogs box appear on the right side, click blank workbook.

### 2.2 Open an existing a workbook (Ctrl+O)

This command is used to open an existing workbook file. Follow the following steps.

1. Click on the File menu
2. Click Open.
3. In the Open Window select from Look in field drive, folder, or FTP location that contains the workbook you want to open, and click the open.

### 2.3 RENAME A WORKBOOK/FILE

This command is used to change the name of an existing workbook

1. Click **Open**
2. In the **Look in** box, click the drive or folder that contains the file you want to rename.
3. In the folder list, double-click folders that contains the file you want.
4. Right-click the file you want to rename, and then click **Rename** on the shortcut menu. Type the new name, and then press ENTER

### 2.4 SAVING A WORKBOOK WITH SAVE AS OPTION (F12)

This command is used to save a new, unnamed workbook or to save a workbook with a new name.

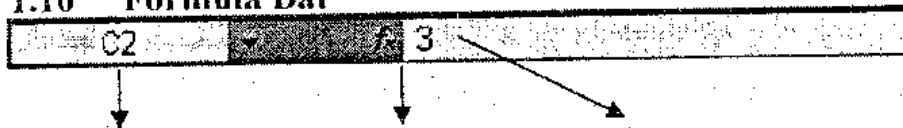
1. Click on the **File** menu, click **Save As**

**1.7 Cell:**-The intersection of a row and column is a rectangle area called cell. Cell is the basic unit of spreadsheet. Worksheet consists of columns A,B,C,D,..... and Rows 1,2,3,4,..... Column and row when combined make a cell, such as A12, B3, F11, M921. .... A cell can contain a value, a formula, or a text entry.

**1.8 Cell Address:**-Cell address (reference) are the combination of column letter and row number. Each cell has unique address. For example, the upper left cell of a worksheet is A1.

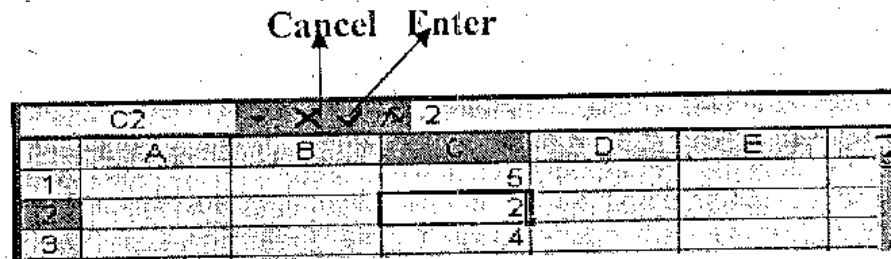
**1.9 Gridlines:**-The lines on the worksheet dividing it into rows and columns. These lines are normally non-printable and we easily examine the data, its rows and column. These gridlines cut each other throughout the worksheet to make the boundaries for each cell.

**1.10 Formula Bar**



Cell address      To insert Function      Cell contents

Formula bar is display below the toolbar and above the sheet column name. In view mode the shape of formula bar is above  
In edit mode the shape of formula bar is below




Other bar is maximum the same is in Ms-Word

### 3.2 REDO (Ctrl+Y)

This procedure is used to reverse the action of the Undo command. To use redo follow the following steps.

1. Click Redo in edit menu on Menu bar

OR

To Redo one action at a time, click **Redo** 

To redo more than one action at a time click the arrow next to and then click the **action** you want.

### 3.3 FILL (Ctrl+D or Ctrl+R)

This command is used to copies the contents and format of the cell or selected into the cells, down, up, right, and left any one. Follow the following steps.

- 1- Select the range which you want to fill
2. Point to Fill in Edit menu
3. Select Down, Up, Right or Left any one

### 3.4 AUTO FILL

1. Select the cell that contain the data you want to copy.
2. Drag the fill handle across the cells you want to fill, and then release the mouse button.



Fill Handle

OR

1. Enter first cell value and the select range which you want to fill
2. Point to fill in edit Menu and click on Series
3. A Series dialog box appear select different option
4. Enter the increase value in Step Value Box and end value in the Stop Value Box

2. In the **Save As** window **Save in** field select the drive and folder where you want to save the workbook.
3. In the **File name** box, type a name for the workbook.
4. Click **Save**

## 2.5 SAVE AN EXISTING WORKBOOK WITH SAVE OPTION (Ctrl+S)

This command is used to save a workbook with the same name or to save new workbook first time.

- 1- Click **Save** in **File** menu

## 2.6 CLOSING A WORKBOOK/SPREAD SHEET (Ctrl+F4 or Ctrl+W)

This command is used to close an opened workbook. Follow the following steps.

1. Click on the **File** menu
2. Click **Close**.

To close all open workbooks/spread sheet without exiting the program, hold down **SHIFT**, click on the **File** menu and then click **Close All**.

## 3 EDITING FUNCTION

### 3.1 UNDO (Ctrl+Z)

This procedure is used to undo any changes you made. To undo any changes follow the following steps.

1. Click **Undo** in edit menu on Menu bar

OR

### UNDO MISTAKES

- To undo recent actions one at a time, click **Undo**
- To undo several actions at once, click the arrow next to **Undo** and select from the list. Microsoft Excel reverses the selected action and all actions above it.

5. Click on the **Edit** menu
6. Click **Paste**.

**OR** by shortcut key

- 1- Select cell or range of cell and then Press **Ctrl+C**
- 3- Move to the cell or select cell where you want to Copy
- 4- Press **Ctrl+V**

### 3.8. PASTE (Ctrl+V)

To paste procedure is used to insert the contents of the clipboard at the insertion point. This command is only available if you have cut or copied an object, text, or contents of a cell or range of cells. Follow the following steps:

- 1- Click on Paste in edit menu. Or press **Ctrl+V**

### 3.9. CLEAR

This procedure is used to erase or remove the contents of a cell or a range of cell

1. Select the cells you want to clear.
2. Click on the **Edit** menu,
3. Point to **Clear**
4. Click any one from (**All, Contents, Formats, or Comments.**)

Or

1. Select the cell or range of cells
2. Press Delete Key

### 3.10. FIND TEXT: (Ctrl+F)

This procedure is used to find/search selected cells or sheet for the character you specify follow following steps

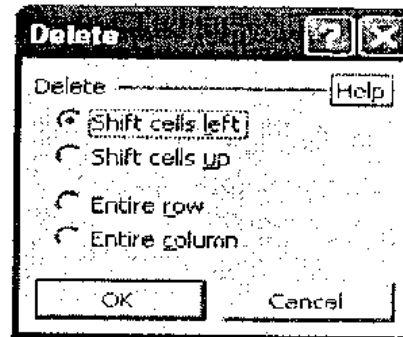
- 1 Click on Edit in Menu Bar
- 2 Click on Find, a find dialog box appear
- 3 Type the character to search in the Find What Field
- 4 Click on Find Next to find one by one



### 3.5 DELETE (DEL key)

This procedure is used to delete cells, row, or column

1. Select cells, row, or column you want to delete
2. On edit menu Click Delete.
3. Select any radio button from Delete Dialog Box
4. Press OK Button



### 3.6. CUT (MOVE) Cell Entries. (Ctrl+X & Ctrl+V)

To cut a cell or range of cells contents to another location. Follow the following steps:

1. Select the cell or range of cell you want to cut/move.
2. Click on the **Edit** menu
3. Click **CUT**
4. Move to the cell or select the cell where you want to move
5. Click on the **Edit** menu
6. Click **Paste**.

**OR** by shortcut key

- 1- Select cell or range of cell
- 2- Press Ctrl+X
- 3- Move to the cell or select cell where you want to Cut
- 4- Press Ctrl+V

### 3.7 Copying Cell Entries. (Ctrl+C and Ctrl+V)

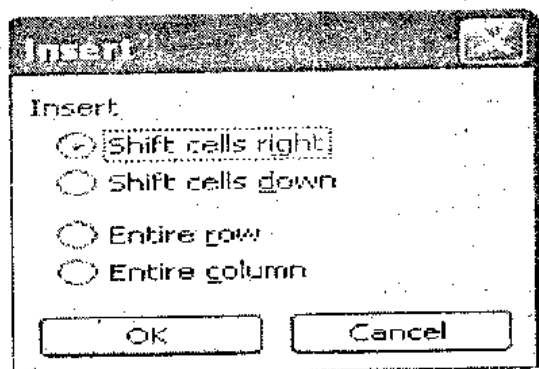
To copy a cell or range of cells contents to another location. Follow the following steps:

1. Select the cell or range of cell you want to copy.
2. Click on the **Edit** menu
3. Click **Copy**
4. Move to the cell or select the cell where you want to Copy

#### 4.2. INSERT CELLS/ INSERT BLANK CELL

This command is used to insert a cell or range of cells in a worksheet. Inserts cells starting at the insertion point. You can choose to shift other cells in the table to the right or down.

1. Select the number of cells as you want to insert.
2. Click on the **Insert** menu
3. Click **Cells**.
4. A dialog box appear on screen
5. Click **Shift cells right** or **Shift cells down** radio button



#### 4.3. INSERT ROWS

##### Insert a row

This procedure is used to insert a row in a worksheet. Follow the following steps.

1. Click a cell in the row where you want to insert a row
2. Click on Insert Menu
3. Click on Rows

##### TO INSERT MULTIPLE ROWS

This procedure is used to insert more than one row in a worksheet. Follow the following steps.

1. Select cells in the column where you want to insert rows
2. Click on Insert Menu
3. Click on Rows

#### 4.4. INSERT COLUMN

##### Insert a column (Single Column)

### 3.11. REPLACE TEXT: (Ctrl+H)

This procedure is used to replace character or word with another character or word in the current worksheet. To replace a particular word or piece of character follow the following steps

1. Click on Edit on Menu Bar
2. Click Replace, a replace dialog box appear
3. Type the character to search in the Find Field
4. Type the character or word to replace in Replace With Field
5. Click Replace to replace one by one or  
Click Replace all to replace all words

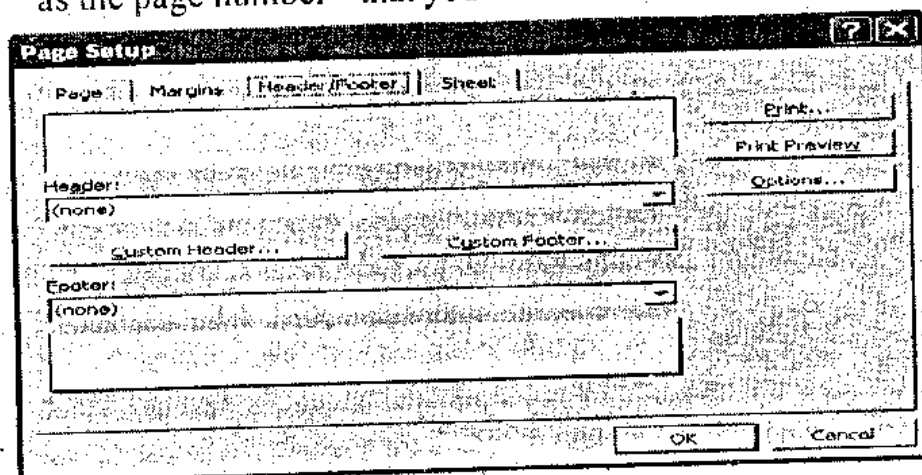
## 4 INSERTING

### 4.1. HEADERS AND FOOTERS

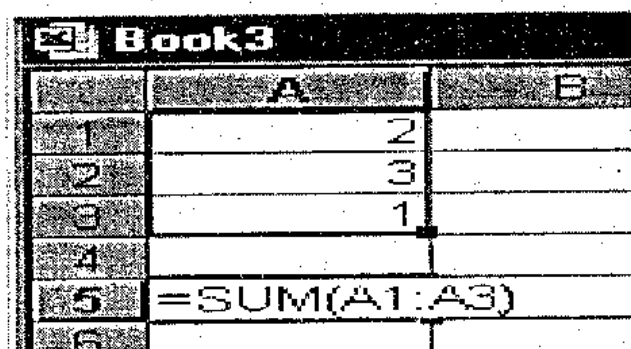
A header is text added to the top margin of page and footer is text added to the bottom margin of page.

The following procedure is used to insert/change header and footer at each page in a worksheet

1. Click on the worksheet to which put header and footer
2. Click on the View menu
3. Click on **Header or Footer**.
4. Click in the **Left section**, **Center section**, or **Right section** box, enter any text or data for header or footer or click the buttons to insert on header or footer other information - such as the page number - that you want in that section.



worksheet, cells on other sheets in the same workbook, or cells on sheets in other workbooks.



The screenshot shows a portion of an Excel spreadsheet titled 'Book3'. The visible grid includes columns A and B, and rows 1 through 6. Column A contains the values 2, 3, and 1 in rows 1, 2, and 3 respectively. Cell A5 contains the formula `=SUM(A1:A3)`. The spreadsheet is displayed in a window with a dark title bar.

	A	B
1	2	
2	3	
3	1	
4		
5	=SUM(A1:A3)	
6		

### 5.1. ENTERING FORMULA WITH THE HELP OF FORMULA BAR

1. Click the cell in which you want to enter the formula.
2. To start the formula with the function, click **Edit Formula symbol (=)** in the formula bar.
3. Click the down arrow next to the **Functions** box
4. Click the function you want to add to the formula. If the function does not appear in the list, click **More Functions** for a list of additional functions.
5. Enter the argument that is reference of cell or alue
6. When you complete the formula, press ENTER.

### 5.2 ENTERING FORMULA DIRECTLY INTO A CELL

This procedure is used to enter a formula directly in cell in an opened sheet.

1. Click the cell in which you want to enter the formula
2. Type = (an equal sign).
3. Enter the formula and Press Enter Key

For Example in above figure

`=SUM(A1:A3)` equals 6

`=PRODUCT (A1:A3)` equals 6

`=2+3*4` equals 14

This command is used to insert a column in a worksheet. Follow the following steps.

1. Click a cell in the column where you want to insert a column
2. Click on Insert Menu
3. Click on Column

#### **INSERTION OF MULTIPLE COLUMNS**

This command is used to insert range of columns in a worksheet. Follow the following steps.

1. Select range of cells in the row where you want to insert columns
2. Click on Insert Menu
3. Click on Column

#### **4.5. WORKSHEET**

##### **Insert a new Worksheet**

This procedure is used to add a single new worksheet to the left of selected sheet tab.

1. Click on the **Insert** menu.
2. Click on Worksheet

##### **INSERT MULTIPLE WORKSHEETS**

This procedure is used to add new multiple worksheets to the left of selected sheet tab.

1. Hold down **SHIFT**
2. Click the number of worksheet tabs you want to add in the open workbook.
3. Click on Worksheet in Insert Menu

## **5 WORKING WITH FORMULA**

### **WHAT IS FORMULA?**

A formula is an equation that performs operations on worksheet data. Formulas can perform mathematical operations, such as addition and multiplication, or they can compare worksheet values or join text. Formulas can refer to other cells on the same

1. Double click the cell that contains the formula you want to edit Or press F2
2. Make changes to the formula.
3. Press ENTER.

#### Display Formulas/Values in a cell

This procedure is used to display formula or formula values (result) in a cell of a sheet.

#### Displaying formula

For displaying formula use the following steps

1. Click on Tools menu on menu bar
2. Click on option
3. Option Dialog box display on screen
4. Click on View Tab
5. Click on Formula check Box to tick it (✓)
6. Click ok

#### Window options

<input type="checkbox"/>	Page breaks	[
<input checked="" type="checkbox"/>	Formulas	[
<input checked="" type="checkbox"/>	Gridlines	[
Gridlines color:	Automatic	

#### 5.5 Displaying values of formula (result)

For displaying formula values (result) use the following steps

1. Click on Tools menu on menu bar
2. Click on option
3. Option Dialog box display on screen
4. Click on View Tab
5. Click on Formula check Box to uncheck it
6. Click ok

#### Window options

<input type="checkbox"/>	Page breaks	[
<input type="checkbox"/>	Formulas	[
<input checked="" type="checkbox"/>	Gridlines	[
Gridlines color:	Automatic	



### 5.3. USE OF ARITHMETIC AND LOGICAL FORMULA

#### 1- Use Arithmetic Formula

Formulas calculate values in a specific order. A formula in Microsoft Excel always begins with an equal sign (=). The equal sign tells Excel that the succeeding characters constitute a formula. Following the equal sign are the elements to be calculated (the operands), which are separated by calculation operator. Excel calculates the formula from left to right, according to a specific order for each operator in the formula. You can change the order of operations by using parentheses.

In the example below, the parentheses around the first part of the formula force Excel to calculate  $B4+25$  first and then divide the result by the sum of the values in cells D5, E5, and F5.

$=(B4+25)/SUM(D5:F5)$

OR

$=(2+3)/5$  first calculate  $2+3$  is equal to 5 and then divide by 5. results is 1. It is arithmetical formula

#### 2. LOGICAL FORMULA

Formulas that calculate values and gives result true or false is called logical formula. The IF function is called logical function. The IF worksheet function checks a condition that must be either true or false. If the condition is true, the function returns one value; if the condition is false, the function returns another value. The function has three arguments: the condition you want to check, the value to return if the condition is true, and the value to return if the condition is false.

$=IF(\text{logical\_test}, \text{value\_if\_true}, \text{value\_if\_false})$

e.g  $=IF(B4<10, "Less than 10", "equal or greater than 10")$  if value in B4 is less than 10 it give result **Less than 10**, if value in B4 not less than 10 it will gives result **equal or greater than 10**

### 5.4 EDIT A FORMULA

This procedure is used to edit a formula for modification.

workbooks are called external references. References to data in other programs are called remote references.

**Relative references** Relative cell references, which are references to cells relative to the position of the formula. Relative references automatically adjust when you copy them.

When you create a formula, references to cells or ranges are usually based on their position relative to the cell that contains the formula. In the following example, cell A5 contains the formula =SUM(A1:A3) Microsoft Excel finds the value from A1 to A5. This is known as a relative reference.

When you copy a formula that uses relative references, Excel automatically adjusts the references in the pasted formula to refer to different cells relative to the position of the formula. In the following example, the formula in cell A5 =SUM(A1:A3) , which is from A1 to A3, has been copied to cell B5. Excel has adjusted the formula in cell B5 to =SUM(B1:B3), which refers to the cells from B1 to B3.

	A	B
1	2	5
2	3	1
3	1	7
4		
5	=SUM(A1:A3)	=SUM(B1:B3)
6		

**Absolute reference** Absolute references, which are cell references that always refer to cells in a specific location. If a dollar sign precedes the letter and/or number, such as \$A\$1, the column and/or row reference is absolute. Absolute references don't adjust when you copy them.

The difference between relative and absolute references

If you don't want Excel to adjust references when you copy a formula to a different cell, use an absolute reference. For example, if your formula multiplies cell A2 with cell

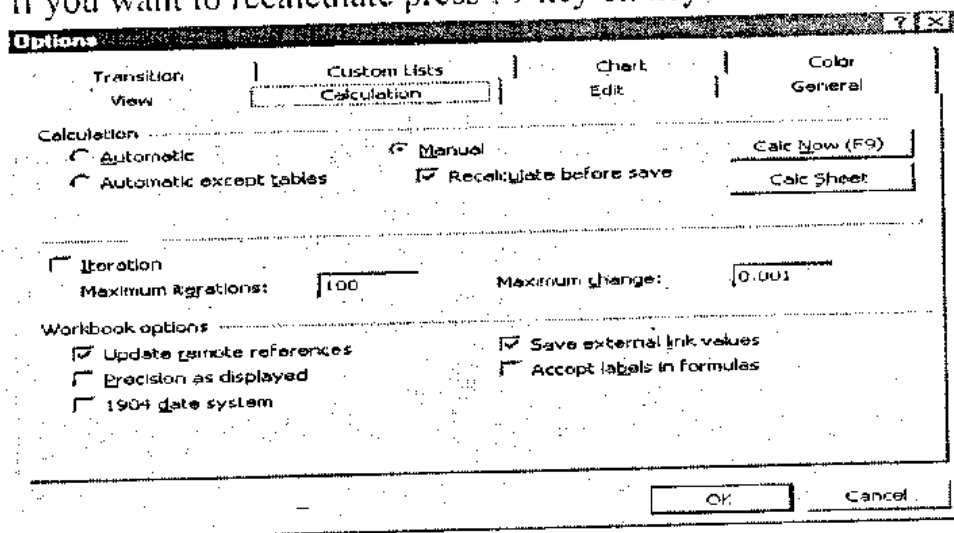
## 5.6 Freeze Formula Value

This procedure is used to freeze the formula values that is if we change the values of the cells given in formula range the value of the formula does not change from its previous calculated value.

Steps

- 1: Click on Tools menu
- 2: Click on Options an option dialog box display on screen
- 3: Click on calculation tab on option dialog box
- 4: Click on manual radio button to on it (check)
- 5: Click on Ok button

If you want to recalculate press F9 key on keyboard.



## 5.7 Relative, Absolute and Mixed cell reference

A Cell or range references

A reference identifies a cell or a range of cells on a worksheet and tells Microsoft Excel where to look for the values or data you want to use in a formula. With references, you can use data contained in different parts of a worksheet in one formula or use the value from one cell in several formulas. You can also refer to cells on other sheets in the same workbook, to other workbooks, and to data in other programs. References to cells in other

absolute value and the value of 3 in \$B3 changes because it is relative and 100 is constant so =C2/\$B2\*100 is Mixed formula

	A	B	C	D
1	Subj:	Total	M-Ob	%age
2	Urdu-100	100	57	=C2/\$B2*100
3	Math-50	50	46	92
4	Eng-150	150	90	60

	A	B	C	D
1	Subj:	Total	M-Ob	%age
2	Urdu-100	100	57	57
3	Math-50	50	46	=C3/\$B3*100
4	Eng-150	150	90	60

### Switching between relative and absolute references

If you created a formula and want to change relative references to absolute (and vice versa), select the cell that contains the formula. In the formula bar, select the reference you want to change and then press F4. Each time you press F4, Excel toggles through the combinations: absolute column and absolute row (for example, \$C\$1); relative column and absolute row (C\$1); absolute column and relative row (\$C1); and relative column and relative row (C1). For example, if you select the address \$A\$1 in a formula and press F4, the reference becomes A\$1. Press F4 again and the reference becomes \$A1, and so on.

$C2=(A2*C2)$  and you copy the formula to another cell, Excel will adjust both references. You can create an absolute reference to cell A2 by placing a dollar sign (\$) before the parts of the reference that do not change. To create an absolute reference to cell A2, for example, add dollar signs to the formula as shown in the follows figure  $=\$A\$2*B5$

In cell C2 we enter formula  $=\$A\$2*C2$  We copy this formula from C2 to C3 and upto C5 The value of B2 change because it is relative and the value of  $\$A\$2$  does not change because it is absolute vlaue

	A	B	C
1	Constant	Changeable	Absolute
2	2	3	6
3		4	8
4		1	2
5		5	$=\$A\$2*B5$

### Mixed Cell reference

If you want Excel to adjust references when you copy a formula to a different cell, use an absolute reference and relative both. For example, in the following diagram if your formula divide cell C2 by  $\$B2$  and multiply by 100 as in D2  $=(C2/\$B2*100)$  and you copy the formula to another cell, Excel will adjust both references. You can create a relative reference to cell C2 and an absolute reference to column B by placing dollar (\$) sign before the parts of the reference that do not change and relative to row 2 that change its value from 2 to 4 . To create an absolute reference to cell A2, for example, add dollar signs to the formula as shown in the follows figure  $=\$A\$2*B5$

In cell D2 we enter formula  $= C2/\$B2*100$  We copy this formula from D2 to D3 and D4 The value of C2 change because it is relative and the value of  $\$B$  does not change because it is

### TIME

This function is used to return a particular time according to a specified format

#### Syntax

**=TIME(hour,minute,second)**

Hour is a number from 0 (zero) to 23 representing the hour.

Minute is a number from 0 to 59 representing the minute.

Second is a number from 0 to 59 representing the second.

	A	B
1	=TIME(18,12,15)	6:12:15 PM
2		

#### Examples

TIME(12, 0, 0) equals 12:00:00 P.M.

TIME(16, 48, 10) equals 4:48:10 P.M.

TEXT(TIME(23, 18, 14), "h:mm:ss AM/PM" equals "11:18:14 PM"

In the above figure

=TIME(18,12,15) equals 6:12 PM or 18:12:15

### 6.2 CONCATENATE

This function is used to Joins several text strings into one text string.

#### Syntax

**= CONCATENATE (text1,text2,...)**

Text1, text2, ... are 1 to 30 text items to be joined into a single text item. The text items can be text strings, numbers, or single-cell references.

#### Remarks

The "&" operator can be used instead of CONCATENATE to join text items.

#### Examples

CONCATENATE("Total ", "Value") equals "Total Value". This is equivalent to typing

"Total"&" "&"Value"



## 6 USE OF BUILT IN FUNCTION

### About using functions to calculate values

Functions are predefined formulas that perform calculations by using specific values, called arguments, in a particular order, or structure. For example, the SUM function adds values or ranges of cells.

**Arguments** Arguments can be numbers, text, logical values such as TRUE or FALSE, The argument you designate must produce a valid value for that argument. Arguments can also be constants, formulas, or other functions. For more information about using a function as an argument for another function, also known as nesting functions, click

**Structure** The structure of a function begins with the function name, followed by an opening parenthesis, the arguments for the function separated by commas, and a closing parenthesis. If the function starts a formula, type an equal sign (=) before the function name. As you create a formula that contains a function, the Formula Palette will assist you.

### 6.1. DATE AND TIME FUNCTION

#### DATE

This function is used to return a particular date.

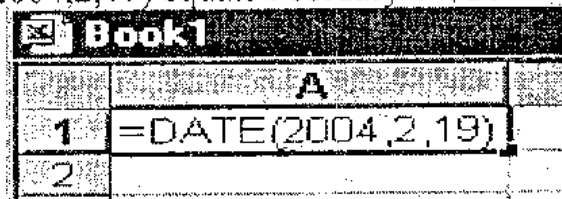
#### Syntax

**=DATE(year, month, day)**

**Year:** The year argument can be one to four digits. Excel interprets the year argument according to the date system you are using.

In the figure

=DATE(2004,2,19) equals February 19, 2004



Book1	
	A
1	=DATE(2004,2,19)
2	

=IF(B2>=60,"First",IF(B2>=40,"Second",IF(B2>=33,"Third",IF(B2<33,"Fail")))))

#### 6.6- MAX

Return the largest number in a set of values.

=MAX(number1,number2, ...)

Number1, number2,... are 1 to 30 numbers for which you want to find the maximum value.

#### Examples

If A1=10, A2=7, A3=9, A4=27 AND A5=2 then:

=MAX(A1:A5) equals 27

=MAX(A1:A5, 30) equals 30

#### 6.7- MIN

Returns the smallest number in a set of values.

#### Syntax

=MIN(number1,number2, ...)

Number1, number2,... are 1 to 30 numbers for which you want to find the minimum value.

#### Examples

If A1=10, A2=7, A3=9, A4=27 AND A5=2 then:

=MIN(A1:A5) equals 2

=MIN(A1:A5, 0) equals 0

#### 6.8- AVERAGE

This function returns the average (arithmetic mean) of the arguments.

#### Syntax

AVERAGE(number1,number2, ...)

Number1, number2, ... are 1 to 30 numeric arguments for which you want the average.

#### Examples

If A1=10, A2=7, A3=9, A4=27 AND A5=2 then:

=AVERAGE(A1:A5) equals 11

=AVERAGE(A1:A5, 5) equals 10

Suppose in a stream survey worksheet, C2 contains "species", C5 contains " brook trout", and C8 contains the total 32.  
 CONCATENATE("Stream population for ",C5," ",C2," is ",C8,"/mile")  
 equals "Stream population for brook trout species is 32/mile"

**6.3- SUM**

This function is used to Sum two or more number.

For example

=sum(2,4) To add 2, 4 the result is 6

=sum(A1:A10) To add number from cell a1 to cell a10 etc

**6.4- IF**

Returns one value if a condition you specify evaluates to TRUE and another value if it evaluates to FALSE.

Use IF to conduct conditional tests on values and formulas.

**Syntax**

**IF(logical\_test,value\_if\_true, value\_if\_false)**

**Logical\_test** is any value or expression that can be evaluated to TRUE or FALSE. For example, A10=100 is a logical expression; if the value in cell A10 is equal to 100, the expression evaluates to TRUE. Otherwise, the expression evaluates to FALSE. This argument can use any comparison calculation operator.

**Value\_if\_true** is the value that is returned if logical\_test is TRUE. For example, =if(A1>10,"Greater","Less") if the value in cell A1>10 True the result will be **Greater**

**Value if false** is the value that is returned if logical test is FALSE For example, =if(A1>10,"Greater","Less") if the value in cell A1>10 False the result will be **Less**.

**6.5- NESTED IF FUNCTION**

You can use **IF** in nested form in the following example.

	C2	B	=IF(B2>=60,"First",IF(B2>=40,"Second",IF(B2>=33,"Third",IF(B2<33,"Fail"))))
	A	B	
1	Name	Percenta	
2	ALI	32	Fail
3	MANSOOR	78	First
4	SAAD	56	Second
5	ANEEQ	76	First

### 6.11- MONTH

Returns the month of a date represented by a serial number. The month is given as an integer, ranging from 1 (January) to 12 (December).

#### Syntax

MONTH("Year/Month/Day")

#### Examples

MONTH("6-May") equals 5

MONTH("2004/04/01") equals 4

### 6.12- DAY

Returns the day of a date represented by a serial number. The day is given as an integer, ranging from 1 to 31.

#### Syntax

DAY("Year/Month/Day")

=DAY("4-Jan") equals 4

=DAY("15-Apr-1998") equals 15

=DAY("8/11/1998") equals 11

=DAY("2001/10/10") equals 10

### 6.13- YEAR

Returns the year corresponding to a date. The year is returned as an integer in the range 1900-9999.

#### Syntax

YEAR("Year/Month/Day")

#### Examples

=YEAR("7/5/1998") equals 1998

=YEAR("2006/05/01") equals 2006

### 6.14- UPPER

This function is used to change to uppercase.

UPPER(text)

Text is the text you want converted to uppercase. Text can be a reference or text string.

#### Examples

=UPPER("total") equals "TOTAL"

If A1 contains "gcms", then: =UPPER(A1) equals "GCMS"

=AVERAGE(A1:A5) equals =SUM(A1:A5)/COUNT(A1:A5) equals 11

**6.9- COUNT**

This function is used to counts the number of numeric cells within a range.

Syntax

=COUNT(range)

For example in figure

=COUNT(A1:A6) equals

4 because there are 4 numeric between

A1 to A6

**COUNTA:**

This function is used to Counts the number of cells that have alphabetic data or numeric data or alphanumeric

Syntax

=COUNTA(range)

For example in above figure

=COUNTA(A1:A6) equals 5

because there are 5 fill cells between A1 to A6

**COUNTBLANK**

This function is used to counts the number of blank cells in specified range.

Syntax

=COUNTBLANK(range)

In the given figure

=COUNTBLANK(A1:A6)

EQUAL 2

**6.10 NOW()**

Return the current date and time in cell

Book1		
	A	B
1	4	
2	32	
3	KHALID	
4		
5	ABC123	
6	23	
7		
8	=COUNTA(A1:A6)	
9		

Book1			
	A	B	C
1	4		
2	32		
3			
4	34		
5			
6	23		
7			
8	=COUNTBLANK(A1:A6)		
9			

B1	=	=NOW()
----	---	--------

	A	B
1		9/16/06 6:13

Num\_chars specifies the number of characters you want RIGHT to extract.

Num\_chars must be greater than or equal to zero.

If num\_chars is greater than the length of text, RIGHT returns all of text.

If num\_chars is omitted, it is assumed to be 1.

### Examples

=RIGHT("Sale Price",5) equals "Price"

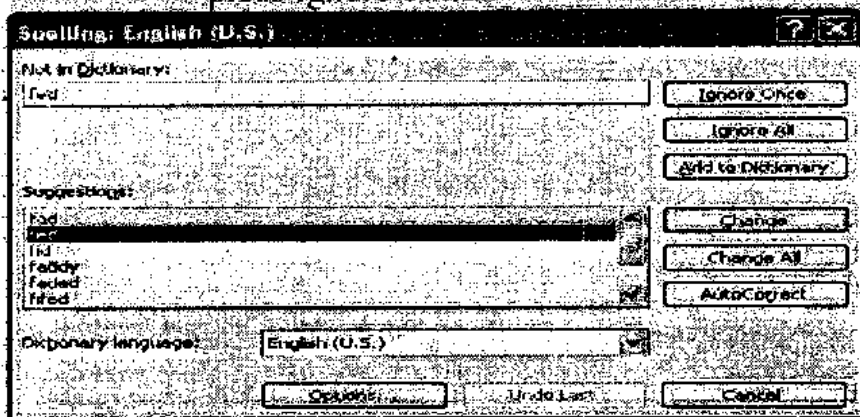
=RIGHT("KHALID") equals "D"

## 7 TOOLS AND DATA

### 7.1. SPELL CHECK ( F7 )

This procedure is used to check spelling in the active workbook. To apply spell check follows the following steps.

1. Click on Spell in Tools Menu
2. Spell check dialog box appear
3. Select any suggestion for very word.
4. Click on Change button
5. If you don't select any option then press Ignore button



### 7.2- AUTO CORRECT

This procedure is used to correct word automatically. As you enter a word computer automatically replace it to its store style.

1. On the Tools menu, click AutoCorrect.



### 6.15- LOWER

This function is used to convert all uppercase letters in a text string to lowercase.

#### Syntax

**LOWER(text)**

**Text** is the text you want to convert to lowercase. LOWER does not change characters in text that are not letters.

#### Examples

=LOWER("GCMS") equals "gcms"

=LOWER("Apt. 2B") equals "apt. 2b"

### 6.16- LEFT

LEFT returns the first character or characters in a text string, based on the number of characters you specify.

#### Syntax

**=LEFT(text, num\_chars)**

**Text** is the text string that contains the characters you want to extract.

**Num\_chars** specifies the number of characters you want LEFT to extract.

**Num\_chars** must be greater than or equal to zero.

If **num\_chars** is greater than the length of **text**, LEFT returns all of **text**.

If **num\_chars** is omitted, it is assumed to be 1.

#### Examples

=LEFT("Sale Price",4) equals "Sale"

If A1 contains "KHALID", then:

=LEFT(A1) equals "K"

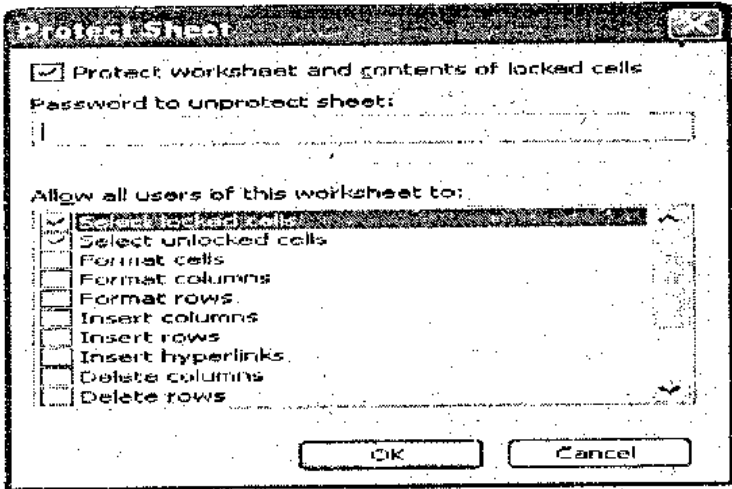
### 6.17- RIGHT

RIGHT returns the last character or characters in a text string, based on the number of characters you specify.

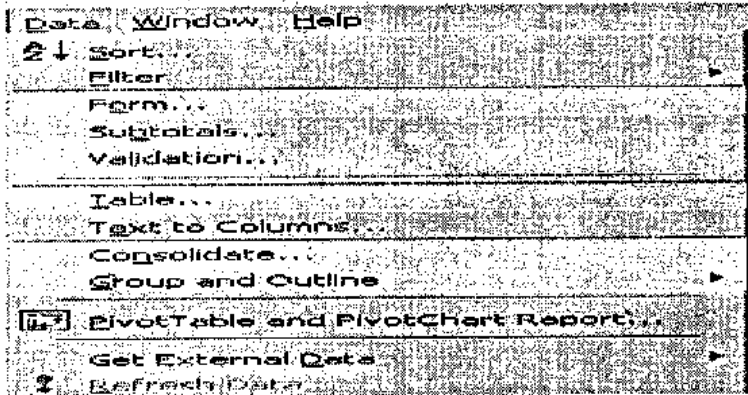
#### Syntax

**RIGHT(text, num\_chars)**

**Text** is the text string containing the characters you want to extract.

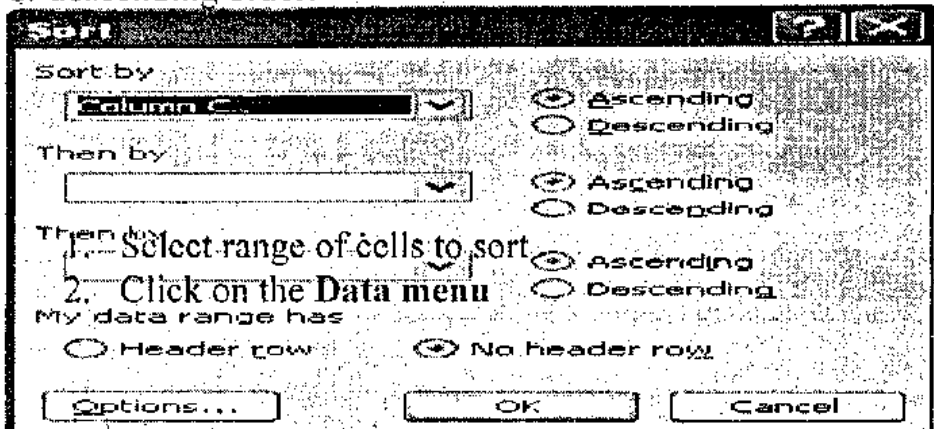


### 7.4- DATA SORTING AND FILTERING DATA MENU

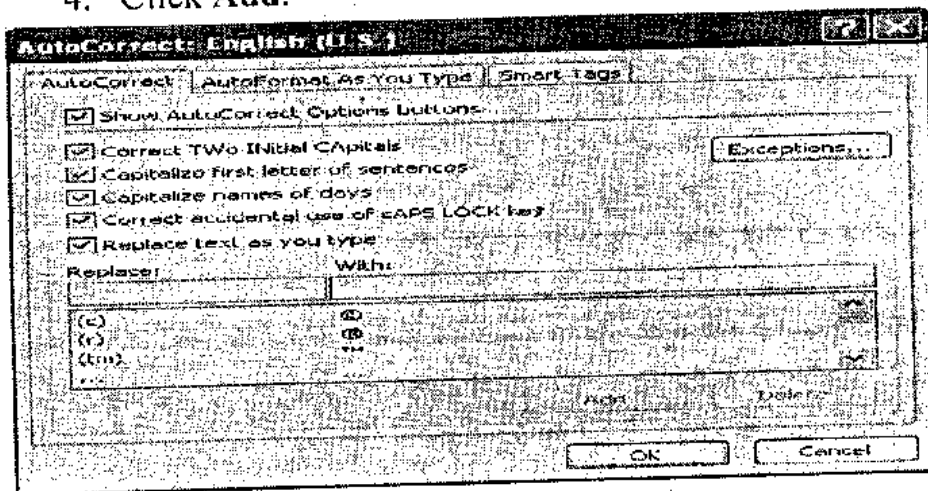


### SORT

This command is used to rearranges the information in selected rows or cells alphabetically, numerically, or by date in ascending or descending order.



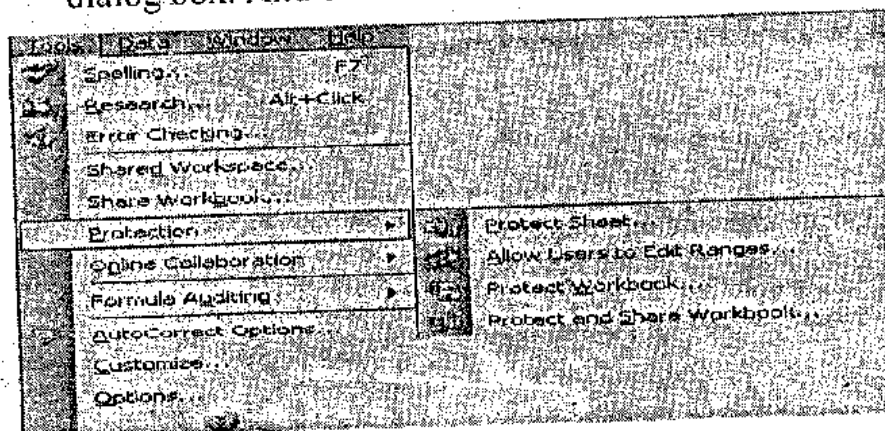
2. In the **Replace** box, type a word or phrase that you often want to replace e.g usu
3. In the **With** box, type the word that you want replace with e.g usually
4. Click **Add**.



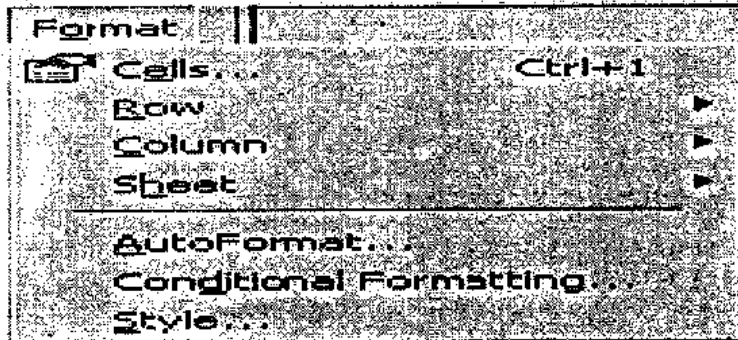
### 7.3- Protection.

This procedure is used to protect a workbook or worksheet. To protect a sheet then you cannot change the content of cells.

1. Click on **Tools** menu,
2. Point to **Protection**, in drop down menu click **Protect Sheet** Or **protect Workbook**. Or **Protect and Shared Workbook**
3. Click different option, enter password in **Protect Sheet** dialog box. And click on **OK** button



## 8 FORMATTING



### 8.1- FORMAT CELL AND TEXT

This procedure is used to change the layout (format) of a cell or range of cell that is font, border, alignment etc.

1. Select a cells or range of cell you want to format.
2. Click on the **Format** menu
3. Click **Cells**
4. Select different option from Format Cell Dialog Box
5. Click Ok

#### TO INSERT DECIMAL PLACES

1. Select a cells or range of cell you want to format.
2. Click on the **Format** menu
3. Click **Cells**
4. Format Cell Dialog Box appear
5. Select number from category list box
6. Different format number appear, select any format from them
7. Enter number of decimal you want in decimal places box
8. Press Ok Button

#### TO CONVERT SELECT CELLS INTO TEXT

This procedure is used to convert selected cells into text even if numerical will be treated as text and no calculation is performed on text.



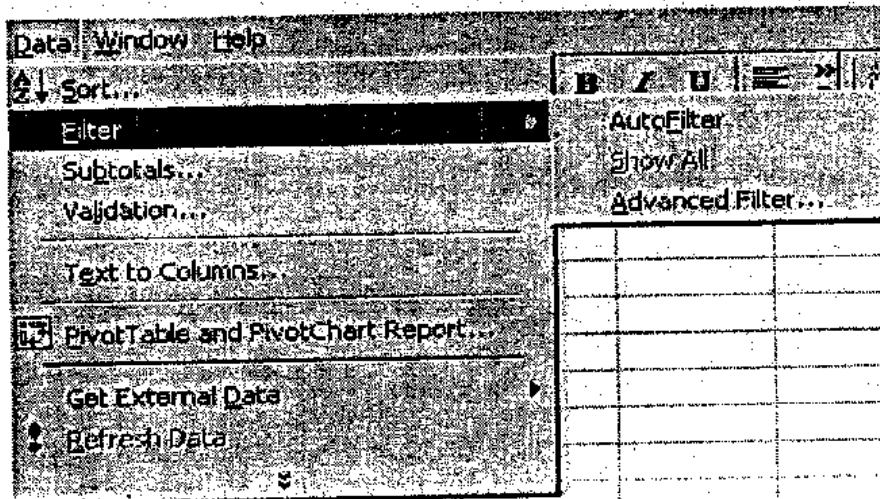
3. Click on **Sort** a sort dialog box display on screen
4. Select column on which you want sort as shown above  
Column A and you may also select other option
5. Click **Sort Ascending** or **sort Descending**
6. Click **Ok**

### **FILTER**

Filtering is a quick and easy way to find and work with a subset of data in a list. A filtered list displays only the rows that meet the criteria you specify for a column. Microsoft Excel provides two commands for filtering lists:

- **AutoFilter**, which includes filter by selection, for simple criteria
- **Advanced Filter**, for more complex criteria

Unlike sorting, filtering does not rearrange a list. Filtering temporarily hides rows, which you do not want displayed



1. Select range of cells to filter
2. Click on the **Data** menu
3. Click **filter**.
4. Select **Auto filter** or **advance filter**
5. Click **arrow** in corner of select range and apply different option

8. Select Top or Bottom or Center or justify from vertical text box
9. Select other option if you want
10. Press Ok Button

#### 8.4- APPLY AN AUTOFORMAT TO A RANGE

This procedure is used to convert the selected cell data into preset table format.

1. Select the range you want to format.
2. On the **Format** menu, click **AutoFormat**.
3. Click the format you want.

#### 8.5- CATEGORIES OF A NUMBER

There are three categories of a number are General, Number, and Currency. General format cells have no specific number format, Number format is used for general display of number, and Currency format are used for general monetary values. To convert format of selected range into any category follow the following steps.

1. Select a cells or range of cell you want to format.
2. Click on the **Format** menu
3. Click on **Cells**
4. Format Cell Dialog Box appear
5. Select General or Number or Currency from category list box
6. Different format number appear, select any format from them
7. Enter number of decimal you want in decimal places box
8. Press Ok button

#### 8.6- ABOUT CELL AND RANGE REFERENCES

A reference identifies a cell or a range of cells on a worksheet and tells Microsoft Excel where to look for the values or data you want to use in a formula. With references, you can use data contained in different parts of a worksheet in one formula or use



1. Select a cells or range of cell you want to format.
2. Click on the **Format** menu
3. Click **Cells**
4. Format Cell Dialog Box appear
9. Select Text from category list box
5. Press Ok button

### 8.2- BORDER AND SHADING

This procedure is used to select border for selected cells.

1. Select the cells you want to add borders to.
2. Click on the **Format** menu
3. Click **Cells**
4. Format Cell Dialog Box appear
5. Click on Border tab, different border option appear
6. Select different option according to your requirement
7. Press Ok Button

### SHADING

This procedure is used to select fill color for selected cells.

1. Select the cells you want to add shad to.
2. Click on arrow next to Fill Color button on formatting toolbar
3. Select any color from color palette

### 8.3- POSITIONING CELLS AND TEXT

This procedure is used to change the position of the selected cells. That is horizontal and vertical etc. Follow following steps

1. Select the cells you want to change the position.
2. Click on the **Format** menu
3. Click **Cells**
4. Format Cell Dialog Box appear
5. Click on Border tab, different border option appear
6. Click on alignment tab, different option appear
7. Select left or right or center from alignment text box

5. Select Date from category list box
6. Select date style from type list box
7. Click Ok

## TIME

This procedure to select style for time. Follow the following steps.

1. Select a cells or range of cell to change Time of it.
2. Click on the **Format** menu
3. Click **Cells**
4. Format Cell Dialog Box appear
5. Select Time from category list box
6. Select Time style from type list box
7. Click Ok

## 9 WORKING WITH CHARTS

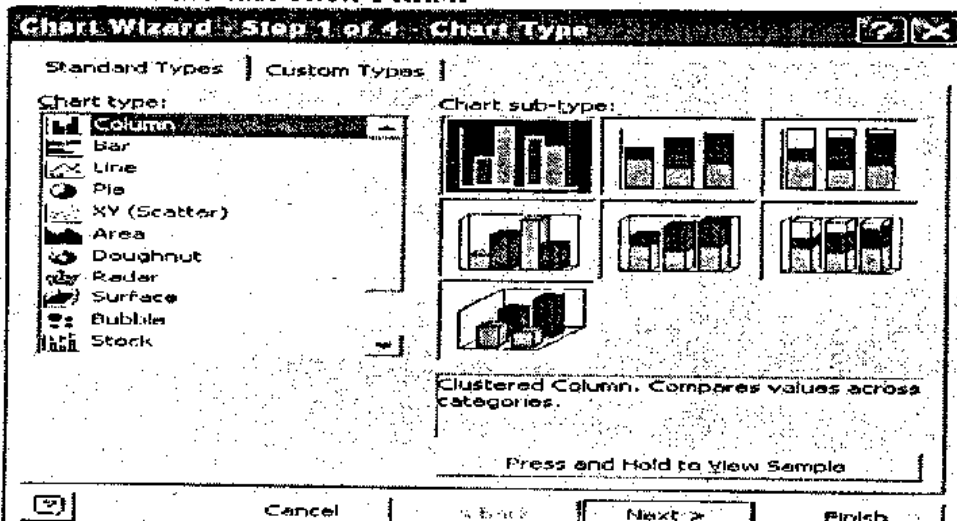
### 9.1. CREAT CHART

The procedure is used to create chart. Follow the following steps.

1. Select the cells that contain the data that you want to appear in the chart.

If you want the column and row labels to appear in the chart, include the cells that contain them in the selection.

2. Click **Chart Wizard** or Click on Chart in insert menu
3. Select chart Type
4. Follow the instructions in the Chart Wizard
5. At the last click **Finish**



the value from one cell in several formulas. You can also refer to cells on other sheets in the same workbook, to other workbooks, and to data in other programs. References to cells in other workbooks are called external references. References to data in other programs are called remote references.

The A1 vs. the R1C1 reference style

**The A1 reference style** By default, Excel uses the A1 reference style, which refers to columns with letters (A through IV, for a total of 256 columns) and refers to rows with numbers (1 through 65536). These letters and numbers are called row and column headings. To refer to a cell, enter the column letter followed by the row number. For example, D50 refers to the cell at the intersection of column D and row 50. To refer to a range of cells, enter the reference for the cell in the upper-left corner of the range, a colon (:), and then the reference to the cell in the lower-right corner of the range. The following are examples of references.

=sum(A1:A10) A1:A10 is range cell reference that is from A1 to A10

### 8.7- ALIGNMENT

This procedure is used to align data at the top, center, bottom, left or right of a cell

1. Select the cells you want to change alignment
2. On the **Format** menu, click **Cells**, and then click the **Alignment** tab, select left or right etc from **Horizontal** box.
3. In the **Vertical** box, click top, bottom, center or justify.

### 8.8- DATE AND TIME

This procedure is used to select style for date and time. Follow the following steps.

1. Select a cells or range of cell to change date of it.
2. Click on the **Format** menu
3. Click **Cells**
4. **Format Cell** Dialog Box appear

### Example

In the above figure there are two different chart display for the same data.

1. Select the data as shown above
2. Click on chart wizard
3. Select the type of chart
4. Click on Next
5. Click on data range tab to select data range if not selected otherwise click next
6. Click on title tab to select Title for chart, x-axis or y-axis.
7. Select different option and at the last press Finish
8. At the last enter finish

## 9.2. EDITING CHART

### CHANGE CHART LABELS, TITLES, AND OTHER TEXT

Most chart text — such as category axis labels, data series names, legend text, and data labels — is linked to the cells on the worksheet used to create the chart. If you edit the text of these items on the chart, they are no longer linked to the worksheet cells. To change the text of these items and maintain links to worksheet cells, edit the text on the worksheet

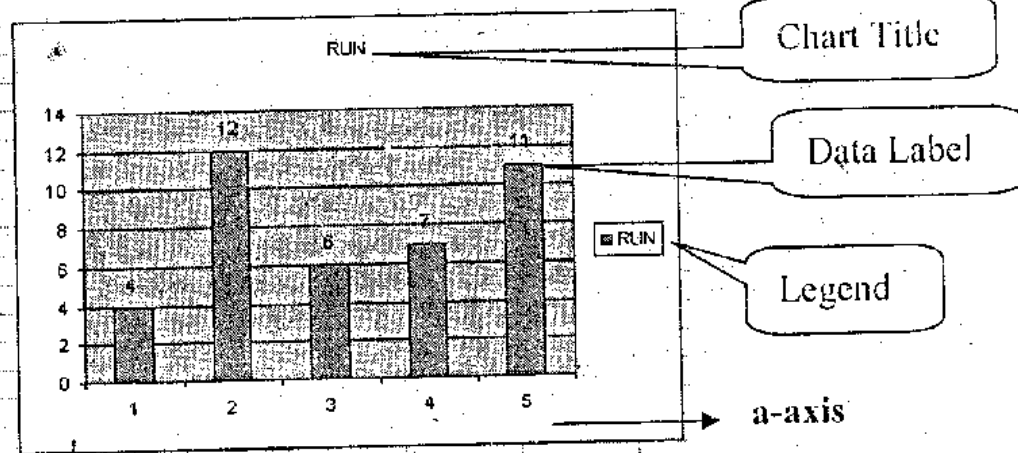
#### Change category axis labels

To change category axis labels on the worksheet, click the cell that contains the label name you want to change, type the new name, and then press ENTER.

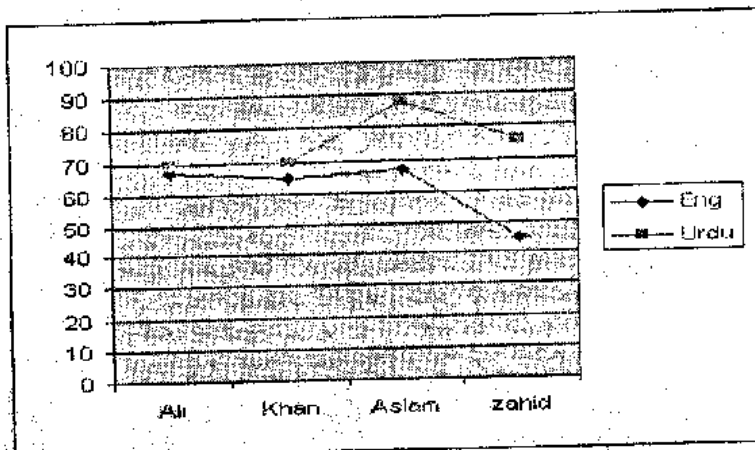
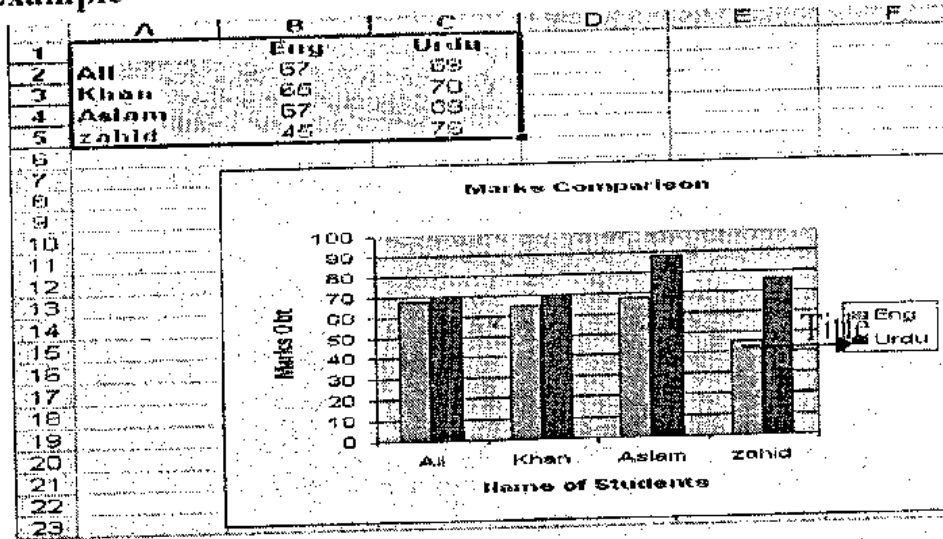
To change category axis labels on the chart, click the chart, and then click **Source Data** on the **Chart** menu. In the **Category axis labels** box on the **Series** tab, specify the worksheet range you want to use as category axis labels. You can also type the labels you want to use, separated by commas,

#### Change data labels

- To change data labels on the worksheet, click the cell that contains the information you want to change, type the new text or value, and then press ENTER.



y-axis  
Example



## Change the font and size of text in a chart

If a chart title or text box is linked to a worksheet cell, you can change the formatting of all characters in the title or text box at the same time, but you cannot change individual characters.

1. Click the chart text, or select the individual characters you want to format.

To change the formatting for all of the text in the chart at the same time, click the blank area between the border of the chart and the plot area to select the chart area.

2. On the **Formatting** toolbar, click a button for the format you want.

## Rotate text in a chart title or along an axis

You can rotate, or "angle," text in a chart title or along an axis.

You cannot rotate legend text.

1. Click the axis or the title you want to format.
2. If you clicked an axis, click **Selected Axis** on the **Format** menu.

If you clicked an axis title, click **Selected Axis Title** on the **Format** menu.

If you clicked a chart title, click **Selected Chart Title** on the **Format** menu.

3. Click the **Alignment** tab.

If you don't see the **Alignment** tab, click **Cancel**, click outside of the text you want to format, and then repeat steps 1-3.

4. To rotate text, under **Orientation**, click a degree point, or drag the indicator to the position you want.



- To change data labels on the chart, click once on the data label you want to change to select the data labels for the entire series, and then click again to select the individual data label. Type the new text or value, and then press ENTER. If you change the data label text on the chart, it is no longer linked to a worksheet cell.

#### **Edit chart and axis titles**

1. Click the title you want to change.
2. Type the new text you want.
3. Press ENTER.

#### **LEGEND**

Legend is box that identifies the pattern or color that are assigned to the data series or categories in a chart.

#### **Add a legend to a chart**

1. Click the chart to which you want to add a legend.
2. On the **Chart** menu, click **Chart Options**, and then click the **Legend** tab.
3. Select the **Show legend** check box.
4. Under **Placement**, click the option you want.

#### **Change colors in a surface chart**

To format the colors of the levels in a surface chart, you must format the legend key.

1. If the chart doesn't have a legend, add one.
2. Click the legend once to select it, and then click the legend key that represents the surface level you want to change.
3. On the **Format** menu, click **Selected Legend Key**, and then click the **Patterns** tab.
4. Click the color you want, and then repeat steps 2 and 3 for each level you want to format.

#### **Fonts and rotated text**

You can format text in a chart as you would any other text. Click the text or item, and then change the font, size, and color by clicking the buttons on the **Formatting** toolbar.

**EXERCISE**

- Q1) What is Ms-Excel? Write steps to start Ms-Excel.
- Q2) Differentiate Between manual and Electronic Data Processing.
- Q3) Explain the following  
Workbook, Row, Cell, Cell Address, Gridlines.
- Q4) Define and write steps to create (New), Open, Renaming, Saving, and Closing.
- Q5) Discuss the following  
Undo, Redo, Fill, Auto Fill, Delete, Cut, Copy, Paste, Clear, Find, Replace.
- Q6) How would you insert the following  
Header and Footer, Cells, Rows, Column, and worksheet
- Q7) Discuss the following  
Entering Formula with the help of formula bar, entering formula directly into the cell, Logical formula.
- Q8) Define the following functions and give example Date, If, Sum, Concatenation, Max, Min, Average, Year, Upper. Right
- Q9) How would you do the following  
Spell check, Auto Correction, Workbook Protection, Data Sorting and filtering.
- Q10) How would you do the following format.  
Cells and text, Auto format, Different numbers, Alignment
- Q11) Define and write steps for the following  
Create a Chart, Changes in a chart.
- Q12) Explain the following.  
Selecting Printer, Print Selected areas and page selection.
- Q13) Write shortcut for the following  
Undo, Redo, Fill, Auto Fill, Delete, Cut, Copy, Paste, Clear, Find, Replace.

## 10 PRINTING

### 10.1. SELECTING PRINTER

#### Set the Printer

This procedure is used to select printer name for printing. Follow the following steps

1. Click the worksheet.
2. On the **File** menu, click **Print**.
3. Under Printer, click arrow to next name list
4. Printer list will be appear, select any one
5. Click Ok button

### 10.2. PRINT SELECTED AREAS

#### Print selected area in the active

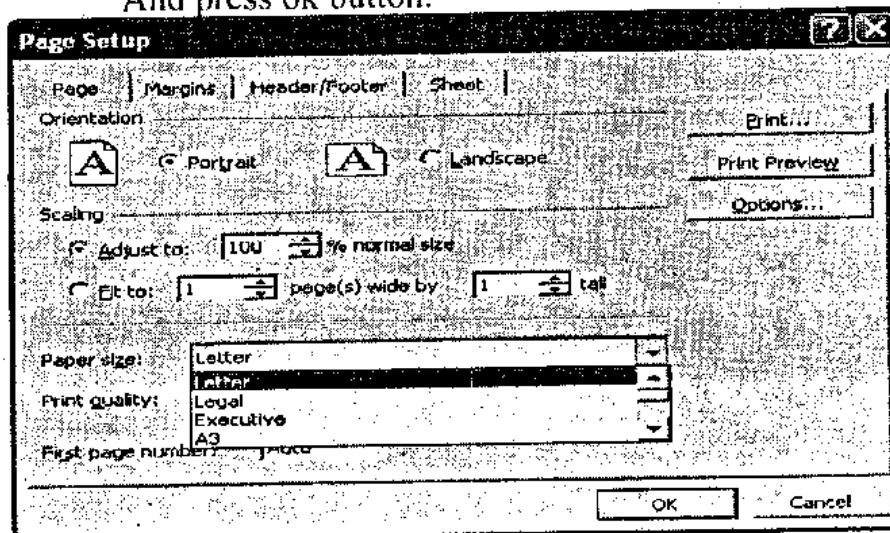
This procedure is used to print selected area of active. If you select a range of cells to print follow the following steps..

1. On the **File** menu, click **Print**.
2. Print dialog box appear
3. Click Selection radio Button

#### Page Selection

#### Set the size of the paper

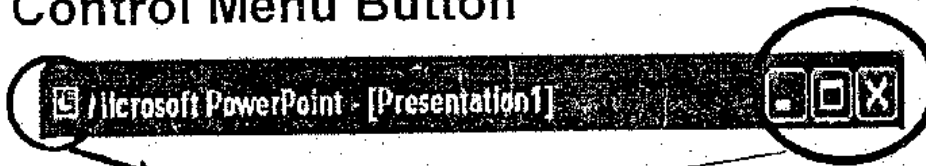
1. On the **File** menu, click **Page Setup**, and then click the **Page** tab.
2. In the **Paper size** box, click the size of paper you want.  
And press ok button.



PowerPoint Page- 80

PowerPoint the control menu, and the minimize, restore, maximize, and close button.

## Control Menu Button



Control Menu Button

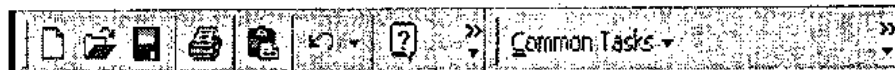
This button is found in the upper left corner of the title bar. When you click this button, a menu appears that lets you perform certain tasks, including moving, sizing, minimizing, or closing the current application applications window.

## MENU BAR.



The menu bar is directly below the title bar and it displays the menu. The menu bar contains 9 menus. A menu displays a list of command.

## TOOLBAR.



The toolbar is group of picture, button just below the menu bar; it provide shortcut for running command  
Toolbar provide shortcuts to menu commands. Toolbars contain different tools. Toolbars are located just below the menu bar.

## STATUS BAR.



The status bar is a horizontal area at the bottom of the Access window.

## PART-C

### POWER POINT

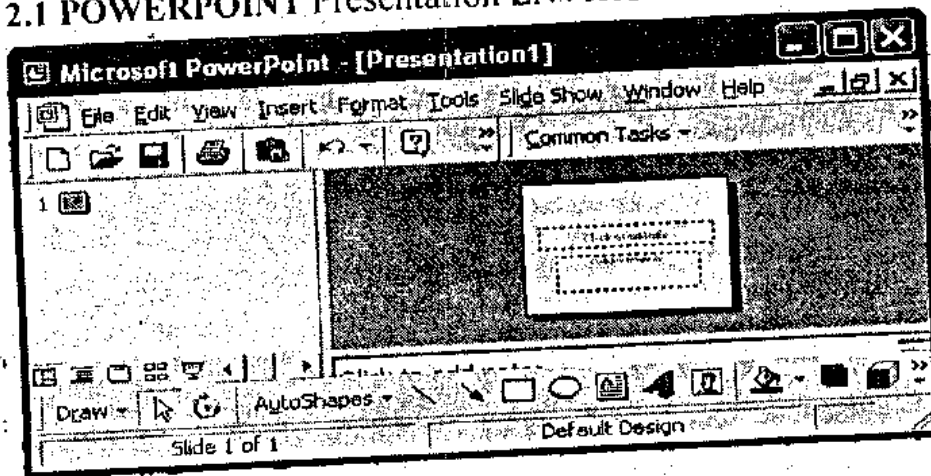
#### 1- INTRODUCTION TO MICROSOFT POWERPOINT

Microsoft PowerPoint is presentation software developed by Microsoft. Microsoft PowerPoint is a part of the Microsoft Office suite. Microsoft PowerPoint is a powerful tool to create professional looking presentations and slide shows. PowerPoint allows you to construct presentations from scratch or by using the easy to use wizard.

#### 2- What is Presentation?

A series of slides grouped together is called a presentation. The individual slides are stored in a single presentation file.

#### 2.1 POWERPOINT Presentation ENVIRONMENT



#### TITLE BAR

Microsoft PowerPoint - [Presentation1]



Title Bar is horizontal area located at the very top of the screen. The Title bar displays the name Microsoft

### Slide sorter view

In slide sorter view, you see all the slides in your presentation on screen at the same time, displayed in miniature.

Displays miniature versions of all slides in a presentation, complete with text and graphics. In slide sorter view, you can reorder slides, add transitions, and animation effects. You can also set the timings for electronic slide shows.

### Slide Show View

Runs your slide show in a full screen, beginning with the current slide if you are in slide view or the selected slide if you are in slide sorter view. If you simply want to view your show from the first slide:

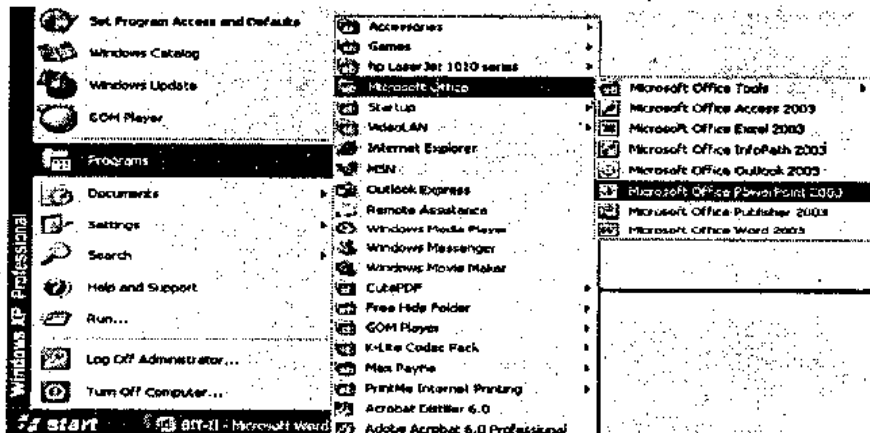
### Q) HOW WOULD YOU STARTING MICROSOFT POWERPOINT

- There Two Ways to start PowerPoint
  1. Double click on the Microsoft PowerPoint icon on the desktop.



Microsoft PowerPoint

2. OR
1. Click on Start
2. Highlight Programs
3. Click Microsoft PowerPoint



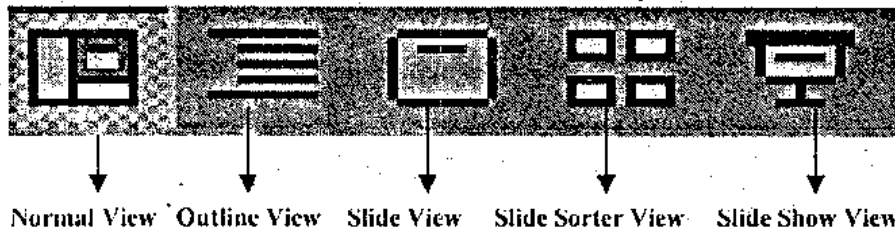


The left side of the status bar, displays Ready. The right side of the status bar tells you whether certain keyboard settings are active.

For example, if you have the Caps Lock feature turned on, the word CAPS appears in the status bar.

## 2.2 VIEWS ICON OF THE POWERPOINT

There are different views within Microsoft PowerPoint that allow you to look at your presentation from different perspectives.



### **Normal View**

Switches to normal view, where you can work on one slide at a time or organize the structure of all the slides in your presentation

### **Outline View**

Switches to outline view, where you can work with the structure of your file in outline form. Work in outline view when you need to organize the structure of your file.

### **Slide View**

Switches to slide view, where you can work on one slide at a time

### 3.1 AUTOCONTENT WIZARD

This procedure is used to create a new presentation using AutoContent Wizard.

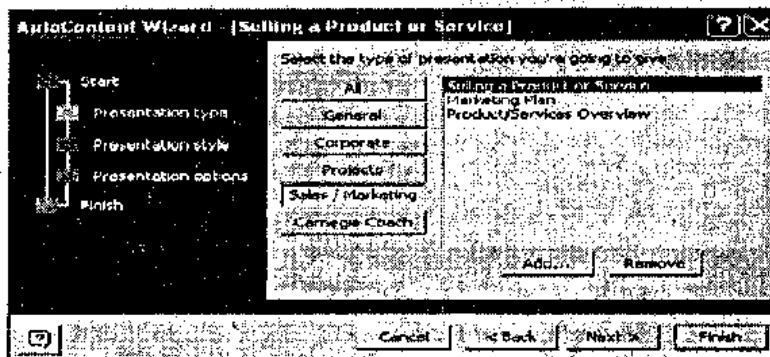
- **AutoContent Wizard**

This will help you to create a new presentation by giving suggestion you for information about content, purpose, style, handouts, and output. The new presentation contains sample text that you can replace with your own information. Simply follow the directions and prompts that are given by Microsoft PowerPoint.

- 1- Click on Start
- 2- Highlight Programs
- 3- Click Microsoft PowerPoint
- 4- Click AutoContent Wizard Radio Button
- 5- Press OK button
- 6- Read the Introduction and click next



- 7- Select the type of presentation and press next Button e.g Sales/Marketing



**Q) WRITE THE STEPS TO OPEN AN EXISTING A PRESENTATION**

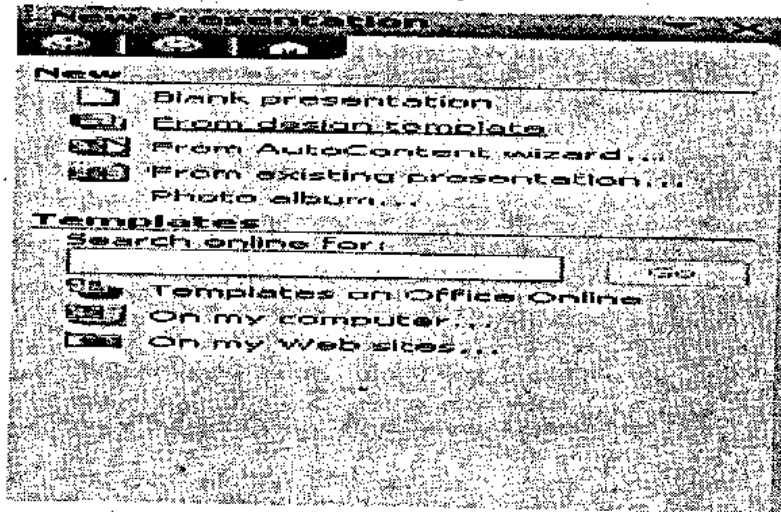
After you open up Microsoft PowerPoint, a screen pops up asking if you would like to create a New Presentation or Open An Existing Presentation.



- **Design Template (Templates)**

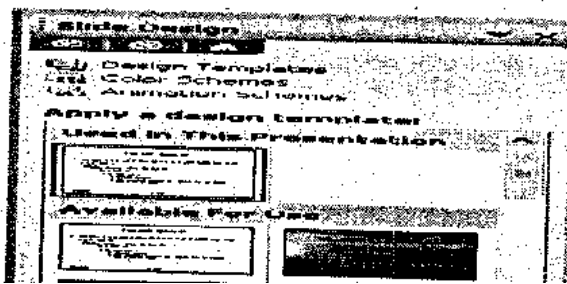
Creates a new presentation based on one of the PowerPoint design templates supplied by Microsoft. Use what is already supplied by Microsoft PowerPoint and change the information to your own.

- 1- Click on Start
- 2- Highlight Programs.
- 3- Click Microsoft PowerPoint
- 4- Click from Design Template Option

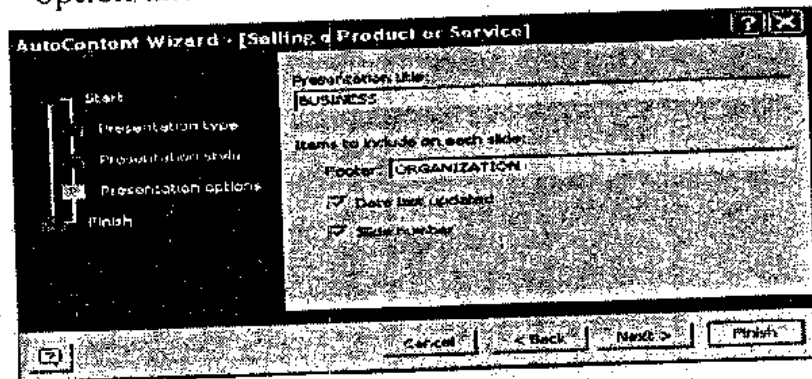
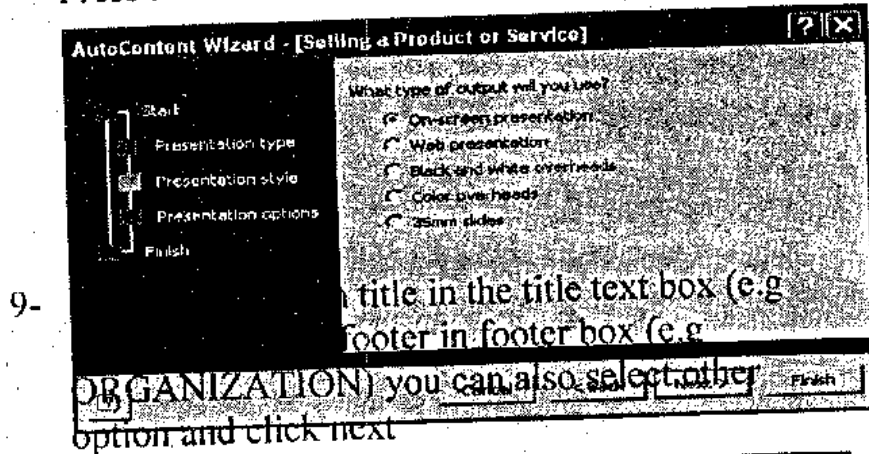


5- In the new Presentation dialog box, click Design Template tab. The slide design task pane appears with a variety of design templates in alphabetical order.

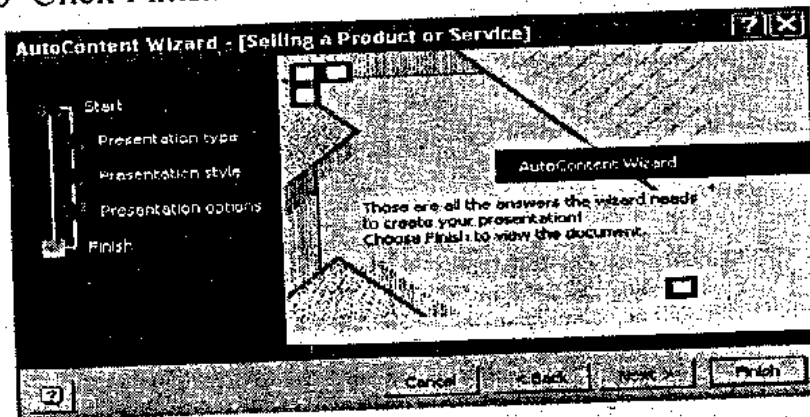
- 6- In slide Design task pane, click a design template.
- 7- Select the one of them



8- Select Radio button for the type of output and Press Next Button.



10- Click Finish

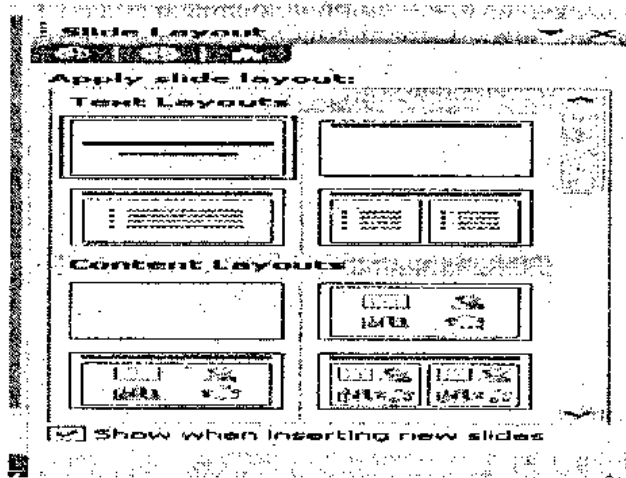


### 3.2 DESIGN TEMPLATE.

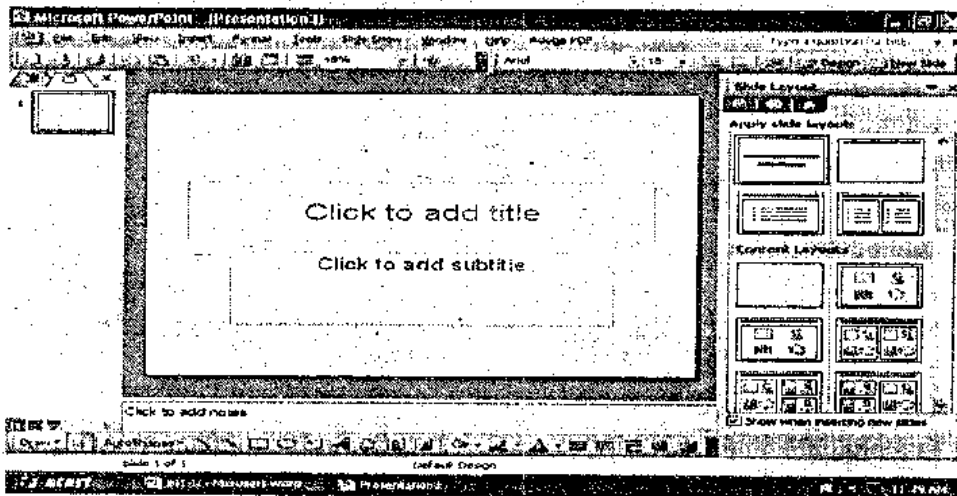
This procedure is used to create a new presentation using Design Template.



5. Select Layout from the new Slide dialog box and  
Click one of them



6. The following presentation will be open



### 3.4 What is Slide?

Slide is the basic building block of any PowerPoint presentation. Slide can be produced by two methods Landscape or Portrait layout in paper format. Slide can be formatted for either Onscreen format or a format suitable



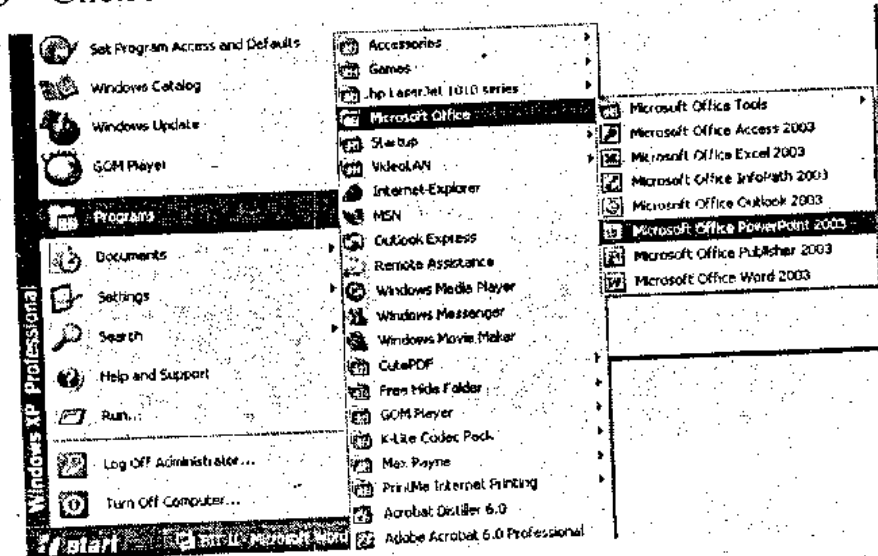
### 3.3 BLANK PRESENTATION

This procedure is used to create a new blank presentation.

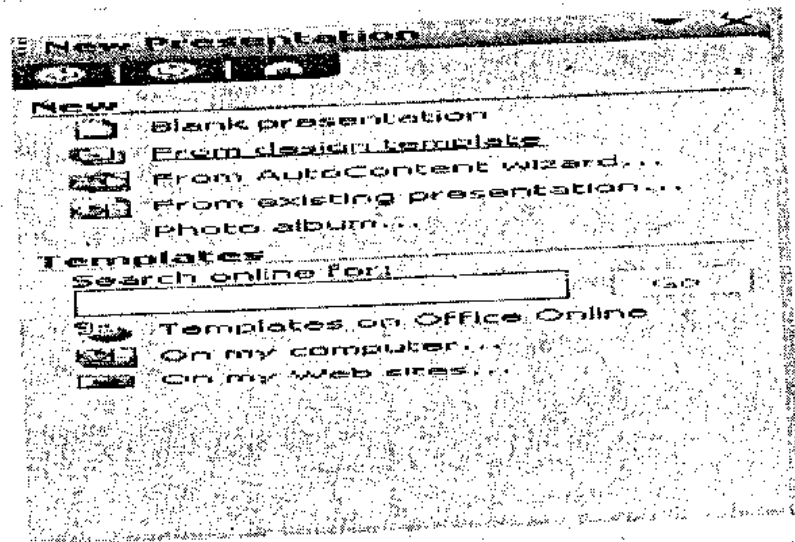
- **Blank Presentation**

Creates a new, blank presentation using a clean blank slide on which to produce your own presentation.

- 1- Click on Start
- 2- Highlight Programs
- 3- Click Microsoft PowerPoint



4. The following task pane will open from this box select the blank Presentation and double click on it



## To Insert a New Slide

If you are working in Normal or Slide view and you want to enter a title for a new slide, Press **Ctrl+Enter** Key.

OR Click New Slide icon

OR

Click Insert menu > Click New Slide

## To Delete a slide

Select the slide and press delete key

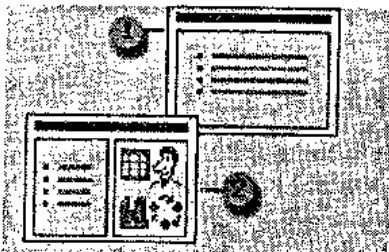
### To reorder Slide

Use the mouse to drag the slide.

## 4 Chose an auto layout.

### 4.1 Using Auto Layout

Microsoft PowerPoint automatically adjusts the layout if user inserts items that don't fit the original layout. For example, if you use a layout with only one placeholder for content such as a table, and you then insert a picture after inserting the table, the layout adjusts, adding a placeholder for the picture. If you don't like the new layout, you can undo it using the **Automatic Layout Options** button, which appears on the bottom right of the slide.



## 2.3 EDITING AND FORMATTING A TEXT BOX.

Editing is used to change text, or object, delete text or object or add more text or object etc.

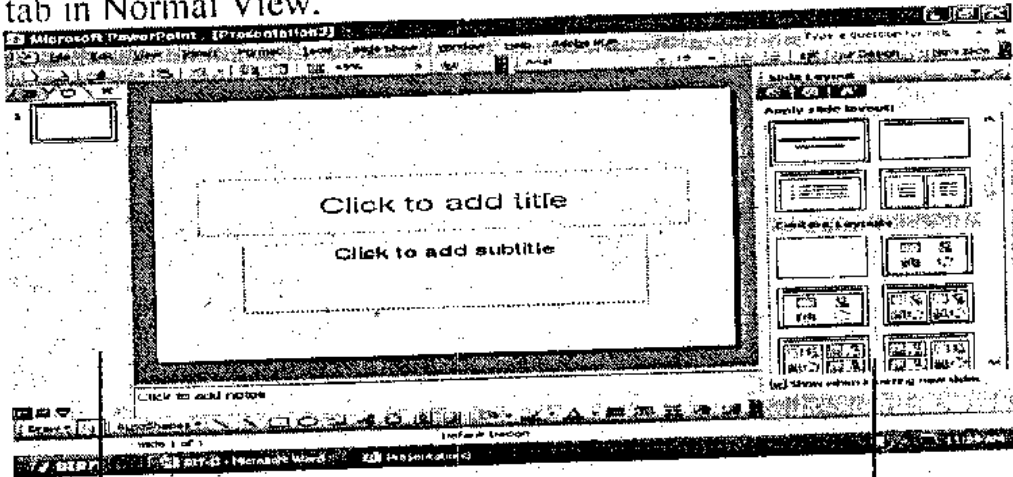
for production of 35 mm transparencies. There is also banner option for Web page. Slide can contain titles, body text, drawn objects, charts, and shapes, clipart, movies, sound and items created within other application.

## Selecting a Slide Layout

- 1- From the New Slide dialog box, select the require slide layout.
- 2- Click on the Ok button to confirm your slide layout selection.

## Entering Text in a Slide

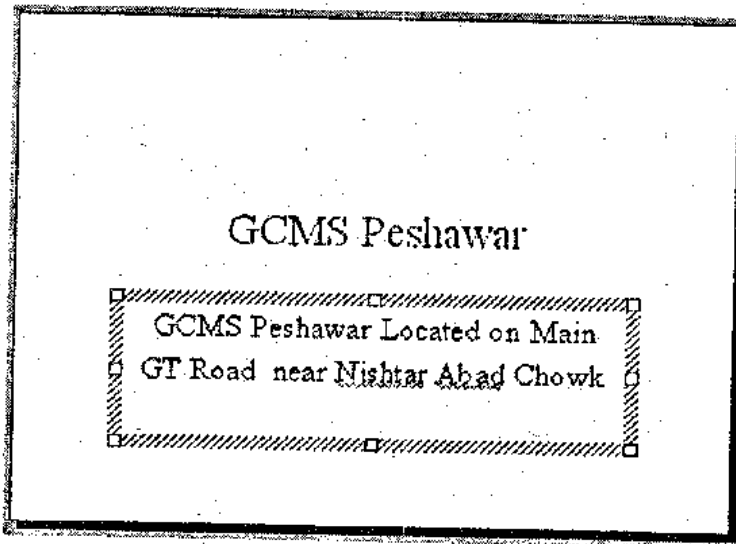
To add text to a presentation, including title and subtitle, you can enter text into either the slide pane or the outline tab in Normal View.



Outline Tab  
Slide Pane

#### 6. Add text

In the first text Object type GCMS Peshawar  
In the second text object type GCMS Peshawar  
Located on main GT Road near Nishtar Abad  
Chowk.



#### To change text properties

1. Select the text which you want to change
2. Click on Formatting toolbar click formatting button (such as Font, Font Size, Bold, etc)

OR

1. Click on Format menu from Menu bar
2. Click on Font Select Different Option from font Dialog Box

#### To Change Text Alignment

1. Select the text Box
2. On the formatting toolbar, click an alignment button



PowerPoint

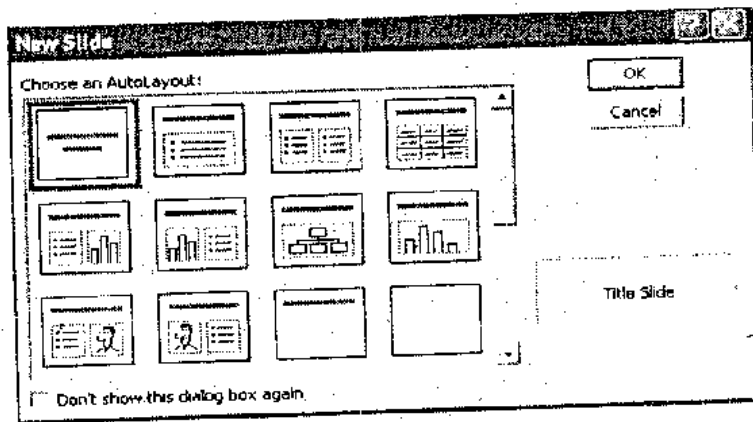
Page- 91

Formatting is used to change or select the layout of an object, picture or text. You can change the color, size, place etc of an object or text.

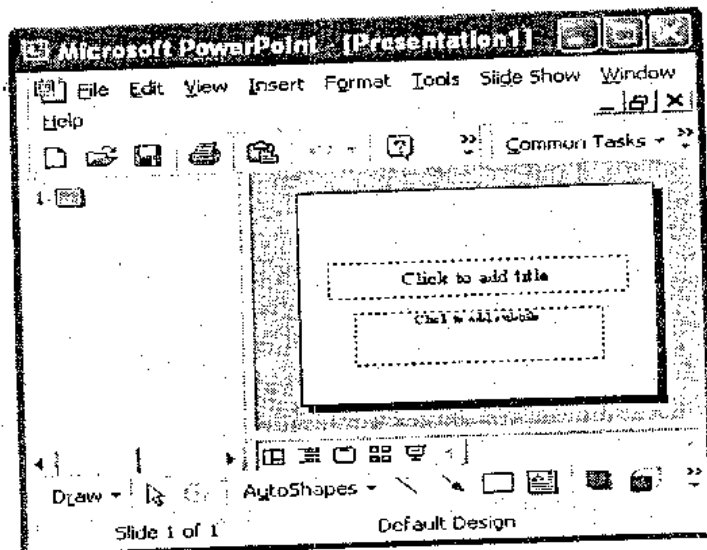
Follow the following steps for formatting

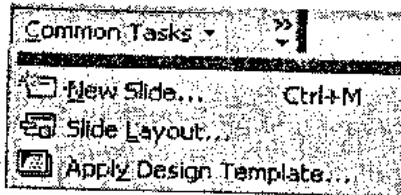
Creates a new, blank presentation using a clean blank slide on which to produce your own presentation.

- 1- Click on Start
- 2- Highlight Programs
- 3- Click Microsoft PowerPoint
- 4- Select Layout from the new Slide dialog box and press Ok Button



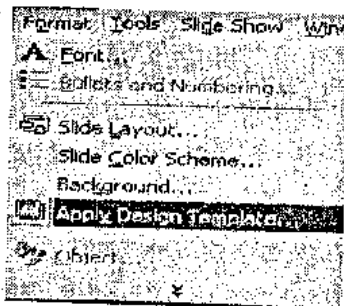
5. The following presentation will be open





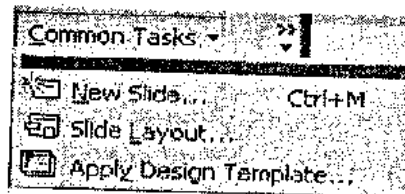
OR

- 1- Click on Format Menu, Click Apply design template, Select any design from Apply Design Template, and the press Apply Button



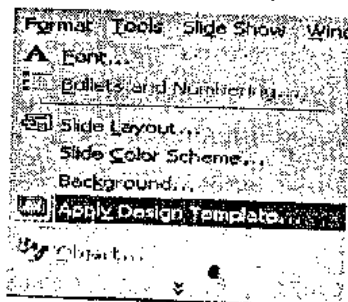
## To apply Slide Layout in a Presentation

- 1- On the formatting toolbar, click arrow next to Common Tools button, click Slide Layout, Select any Layout from Slide Layout, and then press Apply Button.



OR

- 1- Click on Format Menu, Click Slide layout, Select any Layout from Slide Layout, and the press Apply Button





## To change Text Spacing

1. Select the text box having more than one line
2. Click on the Format Menu,
3. Click Line spacing, line spacing box opens
4. Set the option for line spacing and click Ok button

## To check the spelling in a Presentation (F7)

1. In the Standard Toolbar, click Spelling button OR Click on Tolls Menu, click spelling
2. Select Ignore, Ignore all, change, change All, Add, Suggest, AutoCorrect and Close button according to your requirement
3. Click Ok button

## To applying bullet and numbering

- 1- Select the text box having more than one line
- 2- Click on the Format Menu,
- 3- Click Bullet and numbering, a bullet and Numbering dialog box opens
- 4- Select Bullet and Numbering tab according to your choice, and press Ok button

## To apply Slide Design in a Presentation

- 1- On the formatting toolbar, click arrow next to Common Tools button, click Apply Design Template, Select any design from Apply design Template, and then press Apply Button.

and title masters with custom formatting, and fonts designed for a particular "look."

## Apply a different design to a presentation

1. Open the presentation you want to apply a different design to.
2. On the **Formatting Toolbar**, click **Common Tasks**, and then click **Apply Design Template**.
3. Find and select the design you want to use or any presentation whose design you want to use and then click **Apply**

### 2.6 Set Background & Layout of Slides

#### Set background of slides.

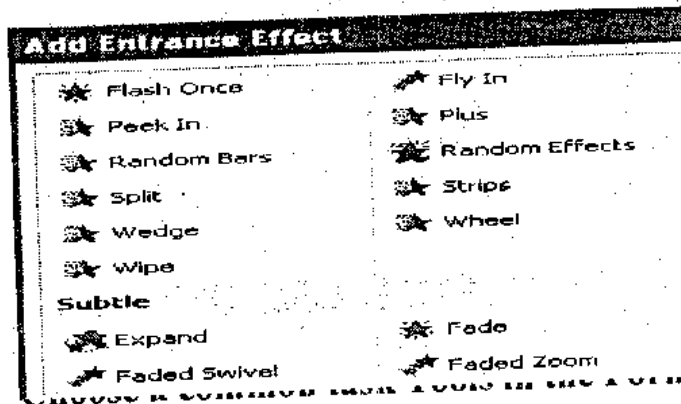
This procedure is used to set a background color, texture, pattern, or image of slide

Follow the following steps.

- i. Click on format menu.
- ii. Click on background .
- iii. Select a color or background picture.
- iv. Press apply button or apply all to apply selected color on existing slide.

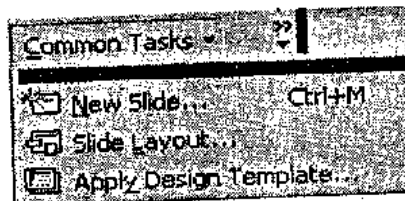
### Add a motion path

In normal view, display the slide that has the text or objects you want to create a motion path for. Select the text item or object you want to animate. For text items, you can select a placeholder or paragraph (including a bullet). If the Custom Animation task pane is not displayed, on the Slide Show menu, click Custom Animation. In the Custom Animation task pane, click , point to Motion Paths, and do one of the following:



### Tool Bar.

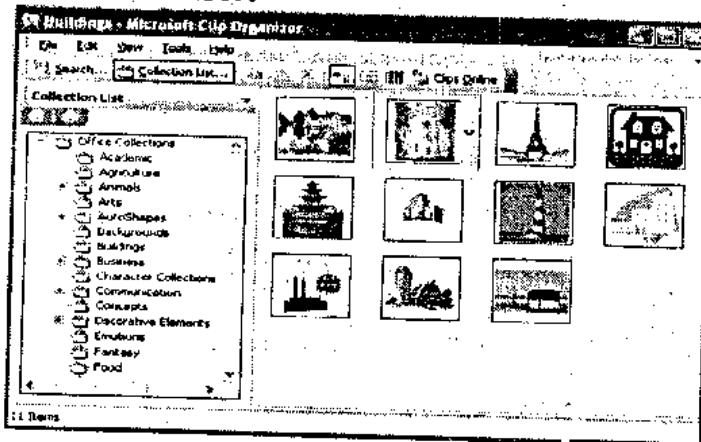
Common Task tools button on the formatting toolbar provide different option to change the design of a presentation or open a new slide and to change the layout of slide. Note :- There button are discussed in the above topic



### Apply Design Templates

Applies one of the PowerPoint design templates to your presentation or uses one of your own presentations as a template. Design templates contain color schemes, slide

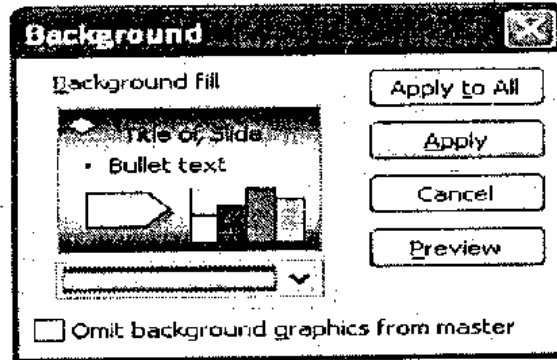
- i. Keep the cursor in the place where you want to insert a picture.
- ii. Click on insert menu.
- iii. Click on picture.
- iv. Click on clip art If you insert picture clip art
- v. A window will be display on the screen.
- vi. Select a required picture from list.
- vii. Click Insert



### Adding graphics.

This procedure is used to insert a graphic in a slide  
Follow the following steps to insert a graphic.

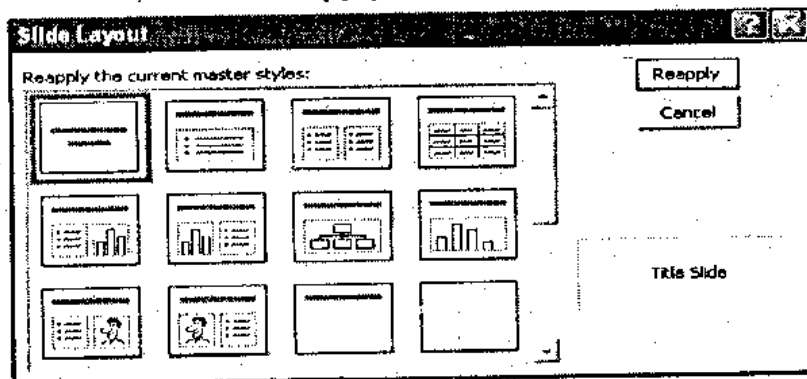
- i. Keep the cursor in the place where you want to insert graphics.
- ii. Click on insert menu.
- iii. Point to Picture.
- iv. Select the required graphics from list option.
- v. Click on insert button.



### Set Slide Layout (Format menu)

This procedure is used to changes the layout of the selected slide. Follow the following steps.

- i. Click on format menu.
- ii. Click on layout.
- iii. Select a layout for slide.
- iv. Press reapply button

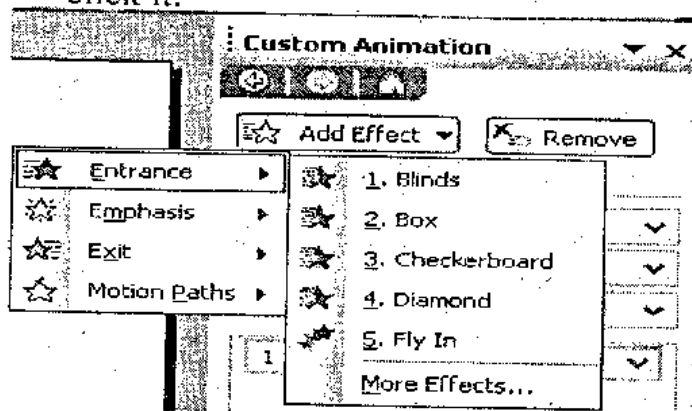


### **2.7 Adding picture & graphics.**

#### **Adding picture & graphics.**

This procedure is used to insert picture in a slide  
Follow the following steps to insert a picture.

3. Select the slides you want to include in the custom show then click **Add effect**.
4. Select custom animation from available list and click it.



## Apply a preset animation scheme

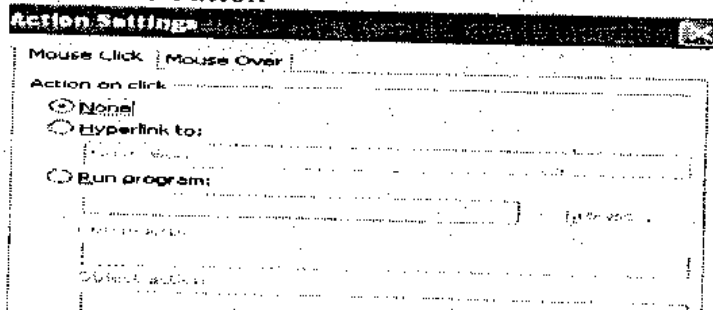
If you only want to apply the animation scheme to a few slides, click the Slides tab, and select the slides you want. On the Slide Show menu, click Animation Schemes.

### 2.9 Action Setting

#### Action Settings

Assigns an action to the selected object or Action Button that runs when you point to or click the object with the mouse. Use the following steps

1. Select slide
2. Click on Slide Show Menu
3. Click on Action Setting, action setting dialog box appear
4. Select different action
5. Press OK button





## 2.8 Apply custom Animation.

A Slide you set to appear character by character, word by word, paragraph by paragraph is called Animation Text. You can customize the animation of slide object.

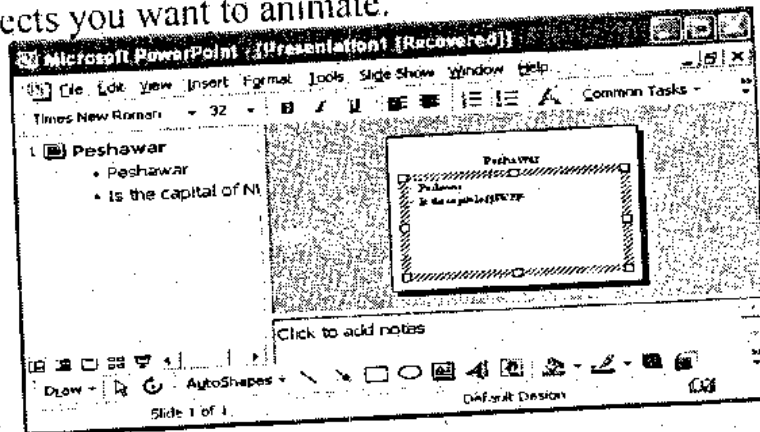
To set custom animation effect, you must be in the slide pane of Normal view. If you have an object with text, you can animate the text and the object separately or together. Animate the text you want with an entrance, emphasis, exit, or motion path effect.

### Add an entrance, emphasis, or exit animation

Open the presentations you want to add custom animation do the following:

### To Apply a custom animation

In normal view, display the slide that has the text or objects you want to animate.



Apply the following steps

1. Click on Slide Show Menu from Menu bar
2. Click on Custom Animation, a custom animation dialog box open

## 2.10 ADD A SOUND TO AN ANIMATION

You can insert sounds and movies from the Microsoft Clip Organizer or from a file by double-clicking a media placeholder or by clicking the **Movies and Sound command on insert menu**. To play the sound the sound hardware and software is required. PowerPoint insert sound as Object, which you can then change and edit.

### Inserting a Sound Clip from the Gallery

To add a multimedia selection from the Clip Gallery follow the Step as under:

- 1) Click the Insert menu and choose Movies And Sounds. On the Movies And Sounds submenu, choose Sound From Gallery.
- 2) Microsoft Clip Gallery opens to the Sounds tab.
- 3) To choose a clip, click the clip in the Clip Gallery and then click the Insert Clip button on the pop-out menu.
- 4) You can also drag a clip from the Gallery directly onto a slide. To see a clip's duration, file size, and file type in the Gallery, places the mouse pointer on the clip and pause without clicking. A small box shows the information.
- 5) As you insert a clip, PowerPoint displays a dialog box to ask whether you want the clip to play automatically in the slide show. If you click Yes, the clip plays whenever you turn to or go to the slide during a slide show. If you click No, you must click the clip on the slide to play it.

### Adding Sounds from Files

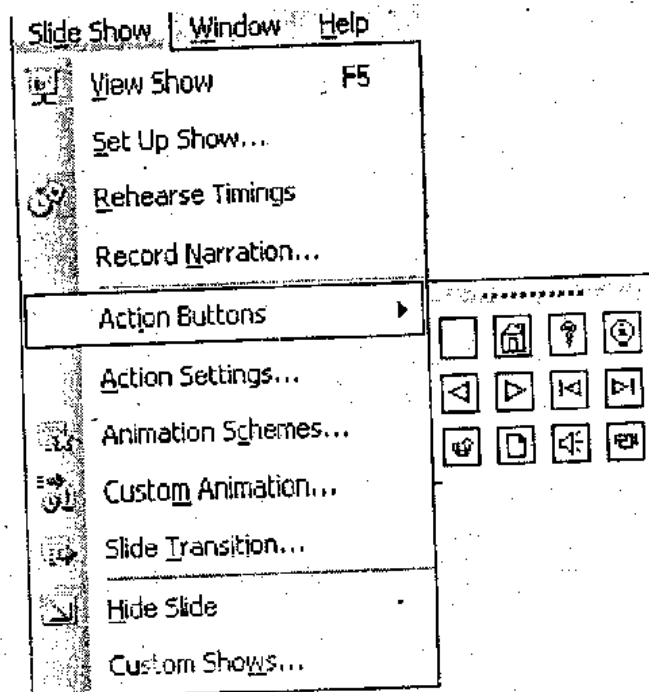
To add a sound from a file on your hard disk, use the following steps:

### Action Button

Inserts a Custom action button where you click or drag in the active window, and then opens the Action Settings dialog box, where you can assign an action to the button.

Follow the following steps

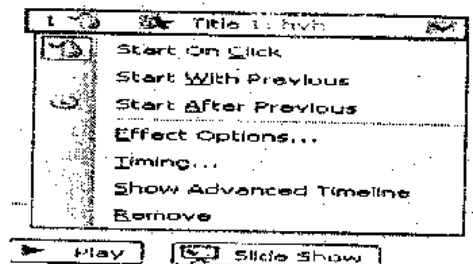
1. Select slide
2. Click on Slide Show Menu
3. Point to Action Button, click on any button
4. Select different action from Action Setting Dialog Box
5. Press OK button



- 3) To choose a clip, click the clip in the Clip Gallery and then click the Insert Clip button on the pop-out menu.
- 4) You can also drag a clip from the Gallery directly onto a slide. To see a clip's duration, file size, and file type in the Gallery, places the mouse pointer on the clip and pause without clicking. A small box shows the information.
- 5) As you insert a clip, PowerPoint displays a dialog box to ask whether you want the clip to play automatically in the slide show. If you click Yes, the clip plays whenever you turn to or go to the slide during a slide show. If you click No, you must click the clip on the slide to play it.

### Adding Video and Movies from Custom Animation

- i. On the slide, select the text or object you want to add an additional effect to.
- ii. On the Slide Show menu, click Custom Animation.
- iii. In the Custom Animation task pane, right click the arrow on the selected item in the Custom Animation list, and then click Effect Options.



- iv. On the Effect tab, under Enhancements, click the arrow in the Sound list, and do one of the following:

- 1) Click the Insert menu and choose Movies And Sounds. On the Movies And Sounds submenu, choose Sound from File and then choose Sound File from the dialog box.
- 2) Use the options on the Insert Sound dialog box to navigate to the folder in which you've stored sound files, and then Select the Sound File and click on Ok button.
- 3) PowerPoint asks whether you want the sound played automatically. Click Yes to have the sound start when you reach the slide during a slide show. Click No if you'd rather use a custom animation later to time the start of the sound in relation to the other objects on the slide.

## 2.11 Adding Sound and Music effects to the presentation (Video and Movies)

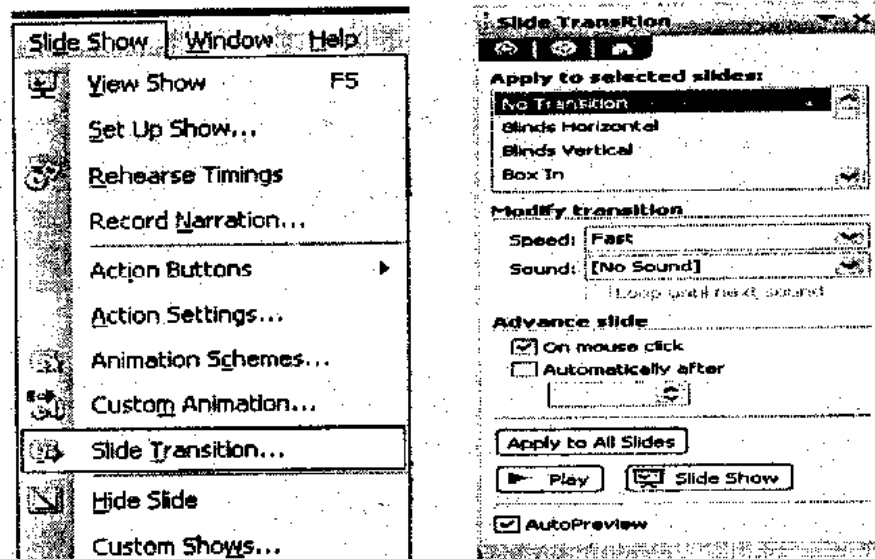
### Video and Movies from Gallery

You can insert sounds and movies from the Microsoft Clip Organizer or from a file by double-clicking a media placeholder or by clicking the **Movies and Sound command on insert menu**. To play the sound the sound hardware and software is required. PowerPoint insert sound as Object, which you can then change and edit.

To add a multimedia selection from the Clip Gallery follow the Step as under:

- 1) Click the Insert menu and choose Movies And Sounds. On the Movies And Sounds submenu, choose Movie From Gallery.
- 2) Microsoft Clip Gallery opens to the Movie tab.

1. In **slide or slide sorter view**, select the slide or slides you want to add a transition to.
2. On the **Slide Show** menu , click **Slide Transition**
3. Click the transition you want, and then select any other options you want



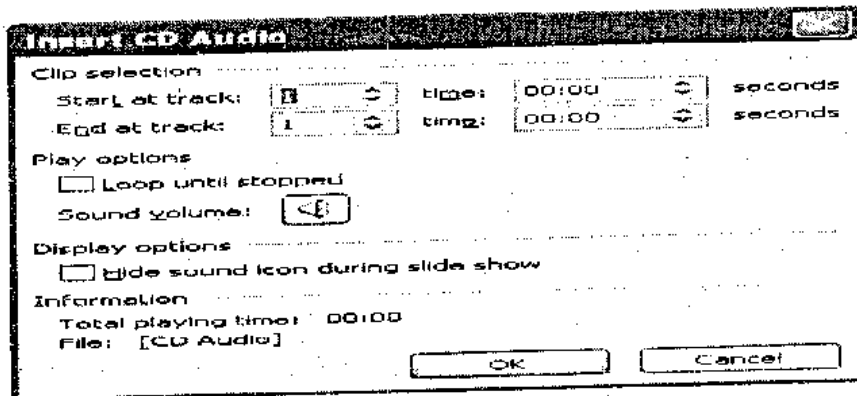
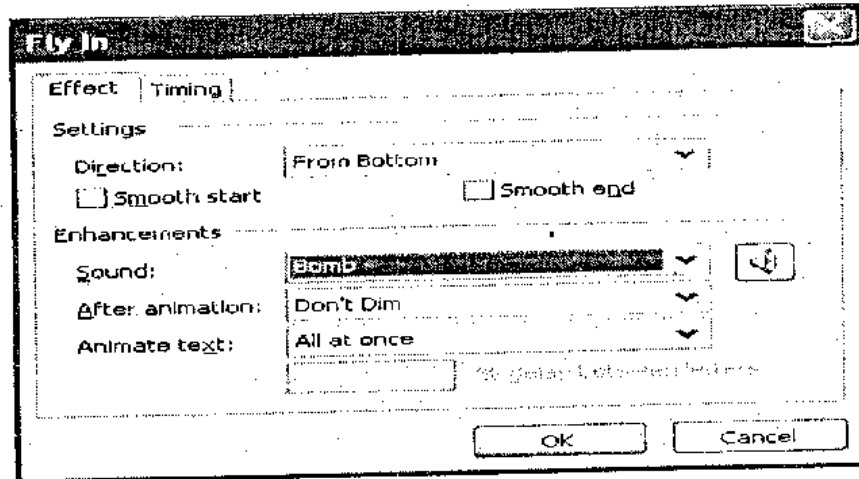
4. To apply the transition to the selected slide, click **Apply**.
5. To apply the transition to all the slides, click **Apply to All**.
6. Repeat the process for each slide you want to add a transition to.
7. To view the transitions, on the **Slide Show** menu, click **Animation Preview**.

### Navigating While In Your Slide Show

- **Forward Navigation**
  - Simply click on the left Mouse Button or hit the Enter Button on your keyboard
- **Reverse Navigation**



- v. If you want to add a sound from the list, click an option.
- vi. If you want to add a sound from a file, click Other sound, and then navigate to the file.



### What is Slide Transition (Slide Show menu)

Adds or changes the special effect that introduces a slide during a slide show.

### Adding Transitions to a Slide Show

You can add customized transitions to your slide show that will make it come alive and become appealing to your audience. Follow these steps when adding Slide Transitions.

### 2.12.5 Notes Page View

The notes pages View lets you add your speaker notes or information you want to share with the audience. If you want to have graphics in your notes, you must add the notes in notes page view.

### 2.12.6 Slide Show View

Runs your slide show in a full screen, beginning with the current slide if you are in slide view or the selected slide if you are in slide sorter view.

You can view your slide show by any of the following ways:

1. Click Slide Show icon at the lower left of the PowerPoint window.

OR

1. On the Slide Show menu, click View Show.

OR

1. On the View menu, click Slide Show.

OR

1. Press F5 on the keyboard

### 2.13 Slides Show Off

This command is used to end slide show. Use the following command.

- 1- Press Esc (Escape) key

### EXERCISE

Q1) Explain the following

i) Powerpoint ii) Presentation

Q2) Explain different Environment of PowerPoint

Q3) Briefly explain different View Icon of PowerPoint

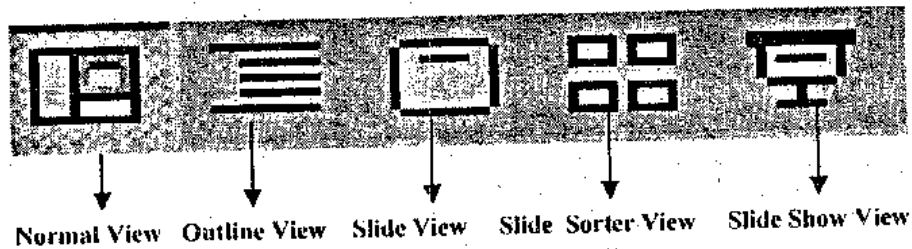
Q4) How would starting PowerPoint

Q5) Write the steps to open an existing Presentation.

Q6) Write the steps to open a new presentation.

- **Exiting the show**
  - Hit the Esc Button on the keyboard
  -

## 2.12 Set View Options



### 2.12.1 Normal View

Switches to normal view, where you can work on one slide at a time or organize the structure of all the slides in your presentation.

### 2.12.2 Outline View

Switches to outline view, where you can work with the structure of your file in outline form. Work in outline view when you need to organize the structure of your file.

### 2.12.3 Slide View

Switches to slide view, where you can work on one slide at a time.

### 2.12.4 Slide sorter view

In slide sorter view, you see all the slides in your presentation on screen at the same time, displayed in miniature.

Displays miniature versions of all slides in a presentation,

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**Khyber Pakhtunkhwa Board of Technical Education**  
**Peshawar**  
**Post inter Diploma in Information technology (New**  
**Course)**  
**(1st Semester)**  
**2<sup>nd</sup> Term examination 2014**  
**Paper:-Office Automation(Ms-**  
**Word/Excel/powerPoint)**

**Time Allowed: - 03 Hours. Max. marks: 50**

Section – A is compulsory It should be attempted on the question paper & Will be handed over to the supd : after first 20 minutes . Cutting , Erasing ,Overwriting & use of pencil is not allowed . Mobile Phone & Programmable Calculators are not allowed.

**Section-A**

**Time:-20 minutes**

**Q.1:- a) Fill in the blanks with suitable words.**

- i. \_\_\_\_\_ Shortcut is used for Save As.
- ii Ctrl +F1 is short key to display the \_\_\_\_\_
- iii Move or Copy sheet option is used to \_\_\_\_\_
- iv. Cell name is the combination of \_\_\_\_\_ & \_\_\_\_\_ names.
- v. \_\_\_\_\_ menu name is uniquely related to PowerPoint.

**b) Select the correct option.**

- i. \_\_\_\_\_ is short cut key to paste data.  
A) Ctrl + P                      b)Ctrl + V                      c) Ctrl + S
- ii. \_\_\_\_\_ is used to insert border around the document.
- iii. \_\_\_ symbol at standard bar is used to insert function .  
a) Pi                      b)Summation                      c) Plus
- iv. Data in Sheet is sorted by \_\_\_\_\_ sorting .  
a) Ascending                      b) descending                      c) both
- v. Background option can be used for \_\_\_\_\_ slides.  
a) Single                      b) all                      c)both

- Q7) Creating a new presentation using auto Content Wizard.
- Q8) Creating a new presentation using design Template.
- Q9) Write the steps to create a new blank presentation.
- Q10) Briefly explain the following.
- i) What is slide
  - ii) How would you select a slide
  - iii) How would you entering a text in a slide.
  - iv) How would you insert a new slide.
  - v) Create an auto layout.
- Q11) Define editing and formatting.
- Q12) Write Steps for the following
- i. Change text Font
  - ii. Change Text alignment
  - iii. Change Text Spacing
  - iv. To Check spelling
  - v. To apply bullet and numbering
- Q13) Define design template. Write the steps to apply design template
- Q14) Write steps to set/change background. Of a slide.
- Q15) Write the steps to add picture and graphics to a presentation.
- Q16) Define custom animation. Write the steps to apply custom animation.
- Q17) What is preset animation. Write the steps for preset animation.
- Q18) What is acting setting. Write the procedure for action setting.
- Q19) What is action button/ How would you set an action button.
- Q20) Write the steps to add/inset sound clip from following
- i. From Gallery
  - ii. From Files

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**KHYBER PAKHTUNKHWA TRADE TESTING  
BOARD PESHAWAR**

**Diploma in Information Technology Part-1**

**1st Term Examination 2014**

**Paper: Office Automation**

**Time Allowed: 3 Hours**

**Marks: 50**

**Note: Attempt any five questions at least two questions from each part. All question carry equal Marks.**

**PART-I**

Q1:- What is the different between Manual and electronic word processing.

Q2:- Differentiate the following.

- i) Endnote and Footnote
- ii) Protect Sheet and Format Cell
- iii) Margin and Orientation
- iv) Themes and Effect

Q3:- Write the steps for the following.

- i) Save as ii) Goto iii) Line spacing iv) Protect document v) Spell checking

Q4:- Explain purpose of the following command used in Ms-Word.

- i) Protect Document ii) Document Map iii) Macro
- iv) Cross Reference

**PART-II**

Q5:- Write the steps for filtering the Data in MS- Excel.?

Q6:- Write the syntax and purpose of the following function.



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Khyber Pakhtunkhwa Board of Technical Education Peshawar  
Post inter Diploma in Information Technology (New Course)  
(1st Semester)

PowerPoint Page- 113

Q7:- How to insert a duplicate slid in MS- PowerPoint?

Q8:- write short cuts of the following in MS-PowerPoint.

- i) Font
- ii) Replace
- iii) Insert New Slide
- iv) Superscript
- v) Spell Checking