

Shift I
Dept. copy

MS Word PREPARATION OF WORD DOCUMENT

AIM

Preparation of word document (Typing, aligning, Font Style, Font Size, Text editing, colouring, Spacing, Margins)

ALGORITHM:

Create a new blank document:

1. Click the **Microsoft Office** button.
2. Select New. The New **Document** dialog box appears.
3. Select Blank **document** under the Blank and recent section. It will be highlighted by default.
4. Click **Create**. A new blank **document** appears in the **Word** window.

Typing, aligning, text editing

1. select the text you want to modify.
2. Select one of the four **alignment options** from the Paragraph group on the Home tab.
3. **Align Text Left:** Aligns all of the selected text to the left margin
4. **Center:** Aligns text an equal distance from the left and right margins
5. **Align Text Right:** Aligns all of the selected text to the right margin
6. **Justify:** Aligns text equally to the right and left margins; used in many books, newsletters, and newspapers

Font Style,

1. Select the text you want to modify.
2. Left-click the **drop-down arrow** next to the **font style box** on the Home tab. The font style drop-down menu appears.
3. Move your cursor over the various font styles. A **live preview** of the font will appear in the document

Font Size

1. Select the text you want to modify.
2. Left-click the **drop-down arrow** next to the **font size box** on the Home tab. The font size drop-down menu appears.
3. Move your cursor over the various font sizes. A **live preview** of the font size will appear in the document.

Colouring

1. Select the text you want to modify.

2. Left-click the drop-down arrow next to the **font color box** on the Home tab. The font color menu appears.
3. Move your cursor over the various font colors. A live preview of the color will appear in the document.

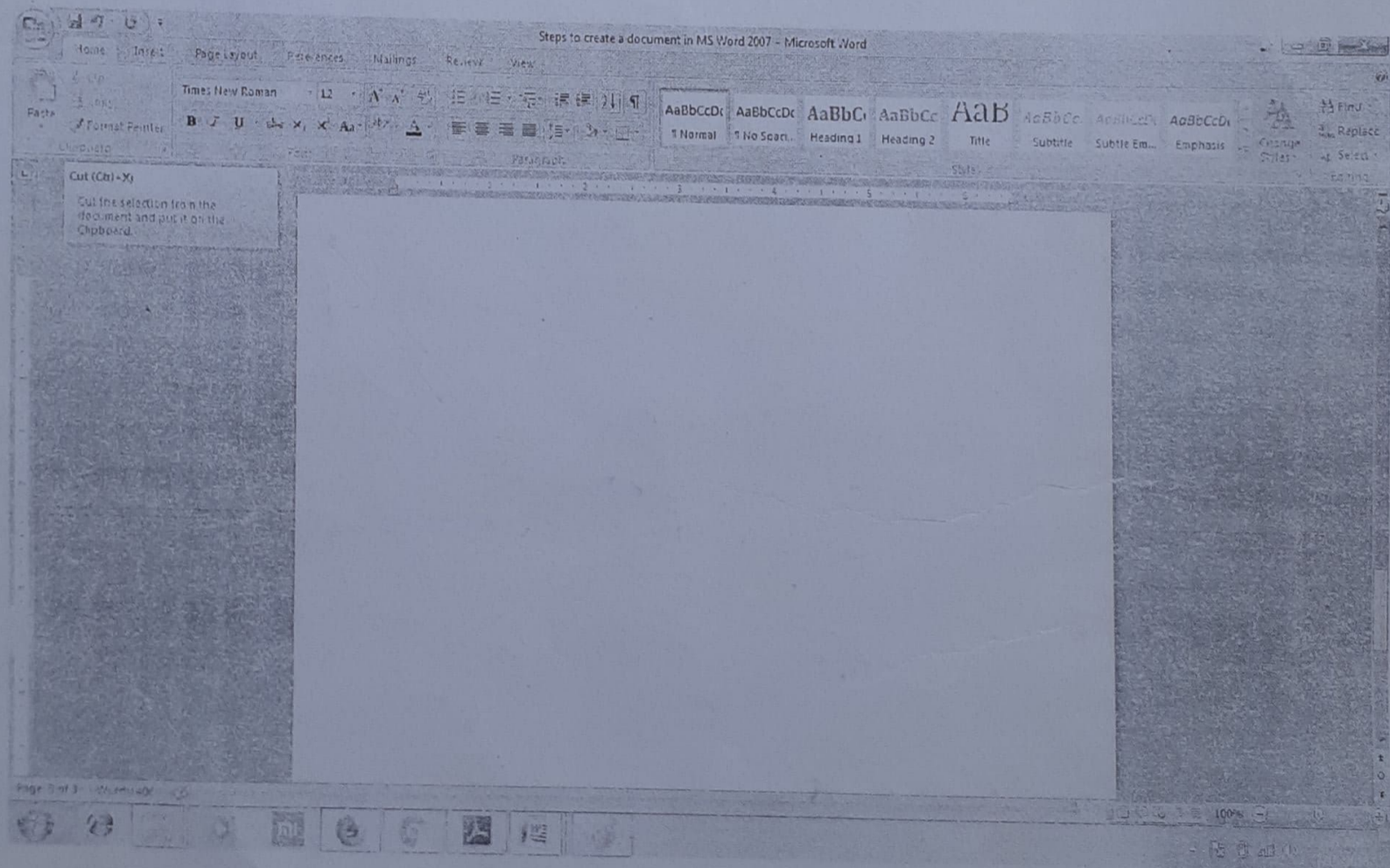
Spacing,

1. Click the **Line spacing** command on the Home tab.
2. Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the menu. If you don't see the option you want, click **Line Spacing Options** to manually set the spacing

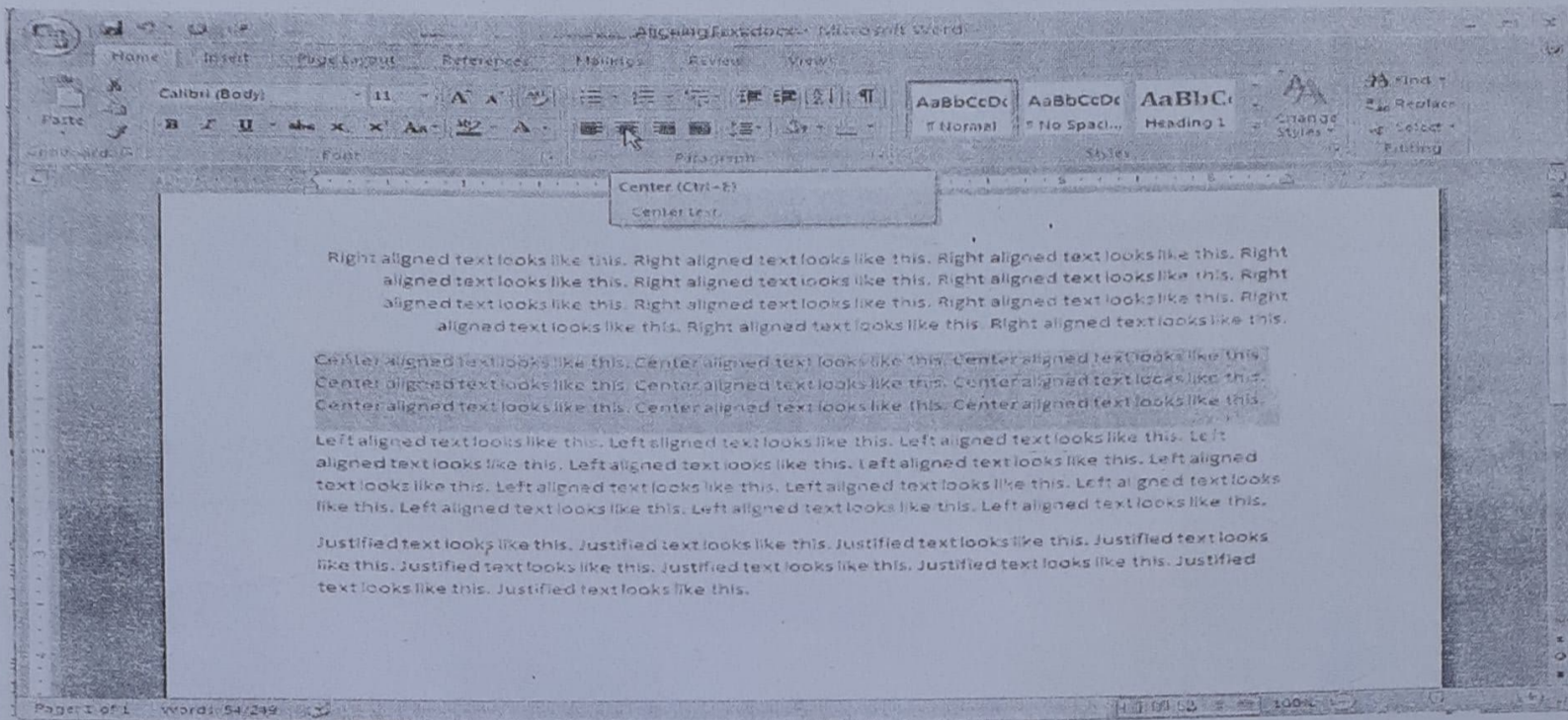
Margins

1. In the ribbon, click the Page Layout tab.
2. Click the Margins tool in the Page Setup group.
3. Click Custom Margins.
4. Change your right and left margins to one inch.
5. Click the Default button.
6. Click Yes.

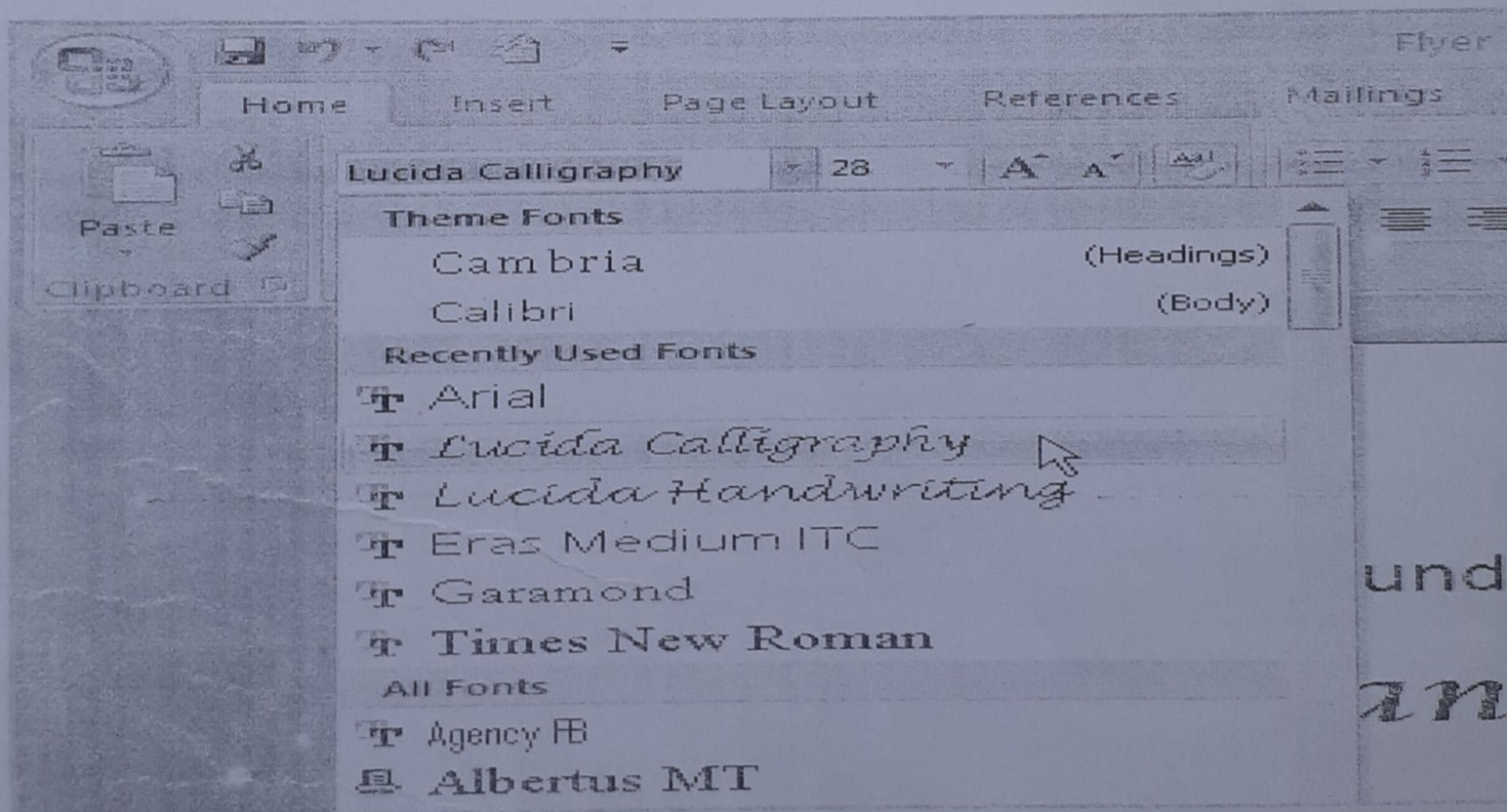
Create a new blank document



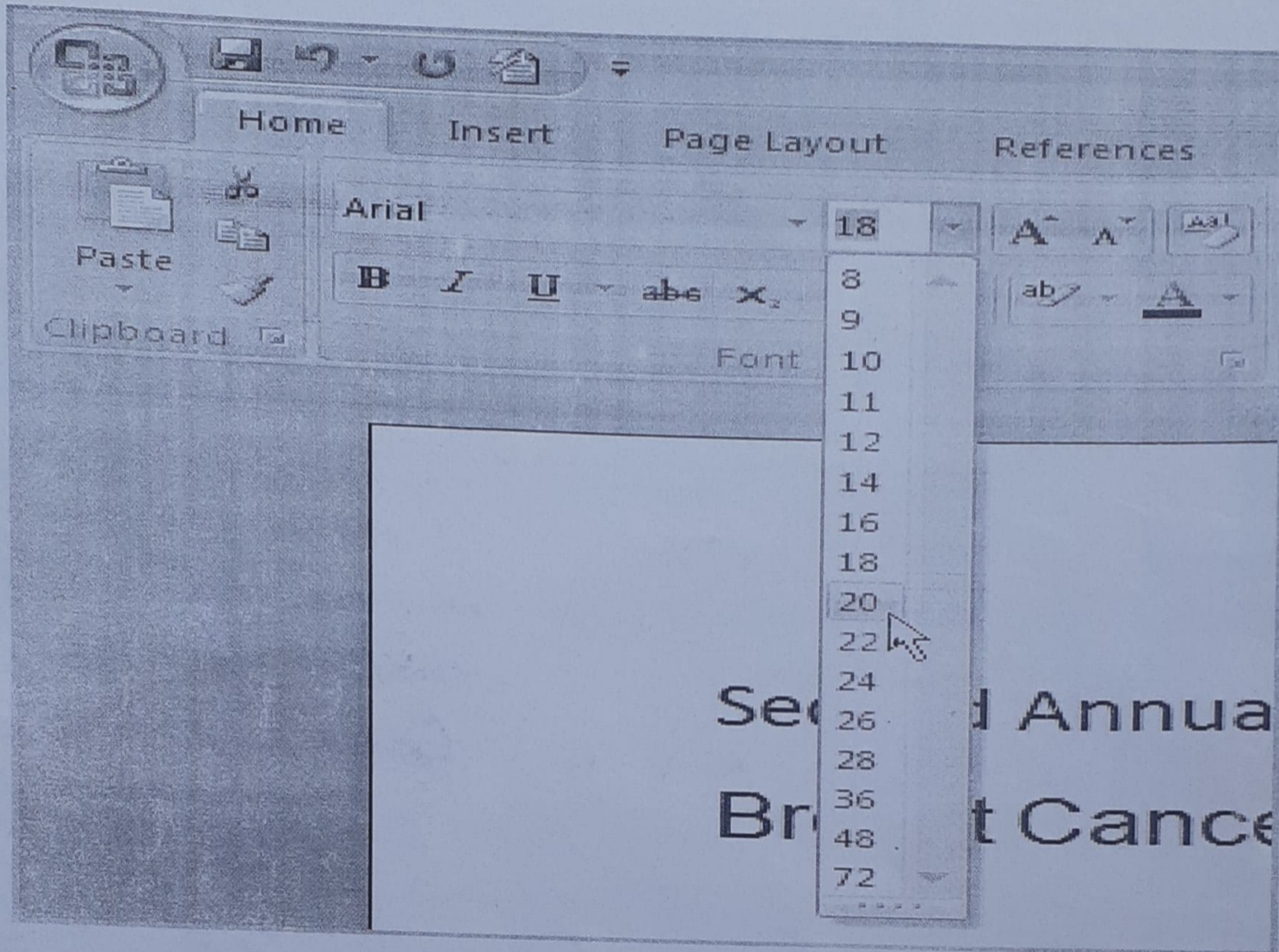
Typing, aligning, text editing



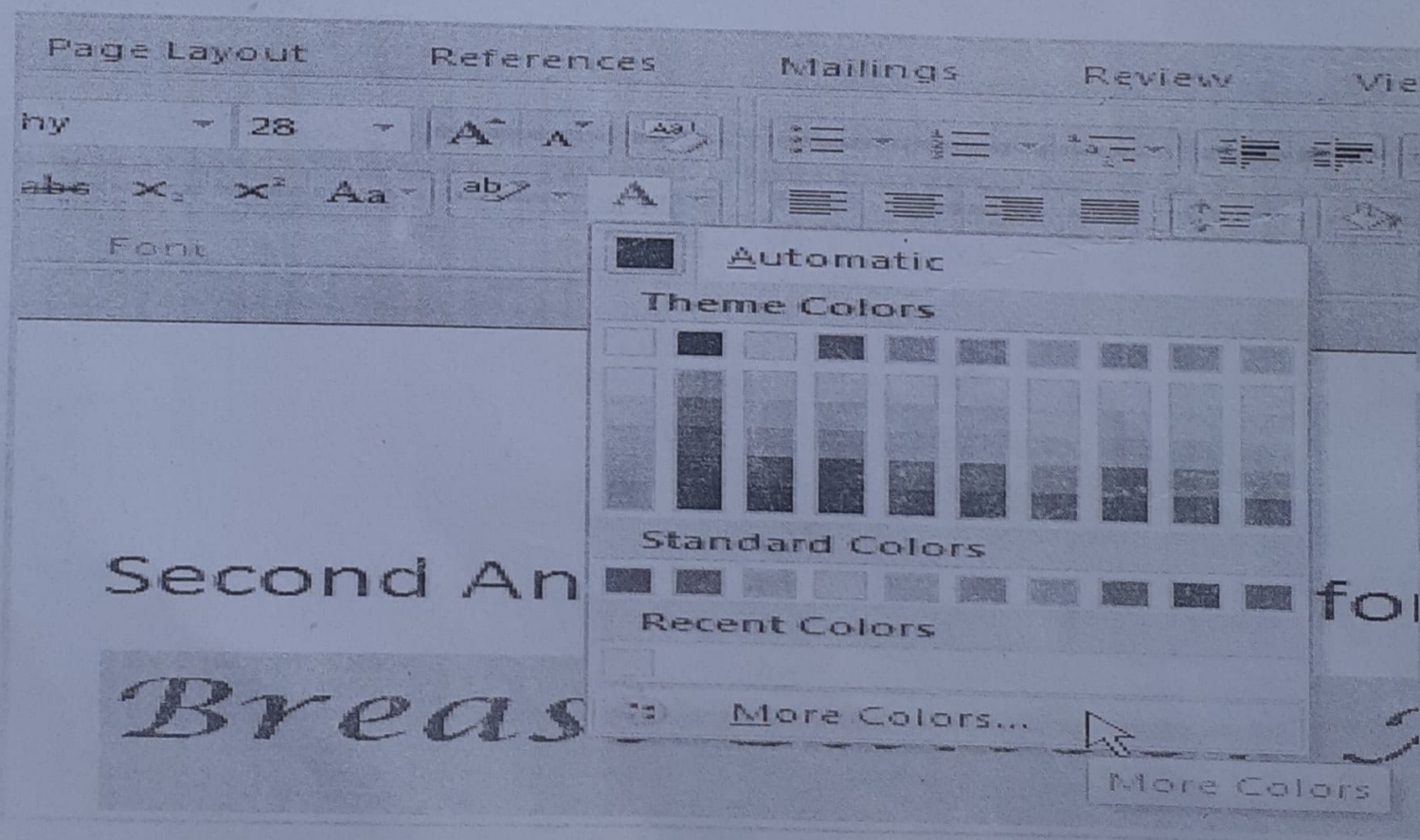
Font Style



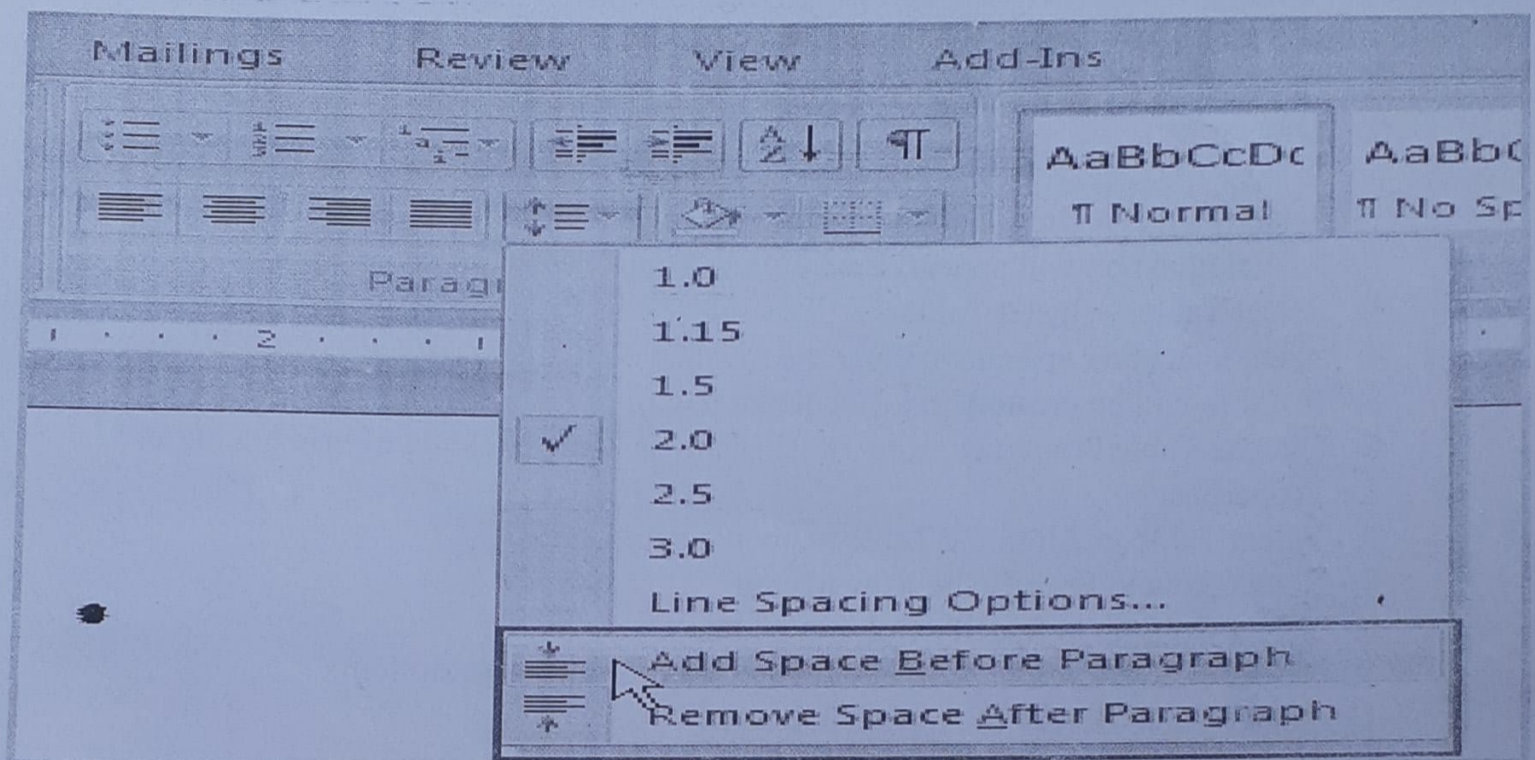
Font Size



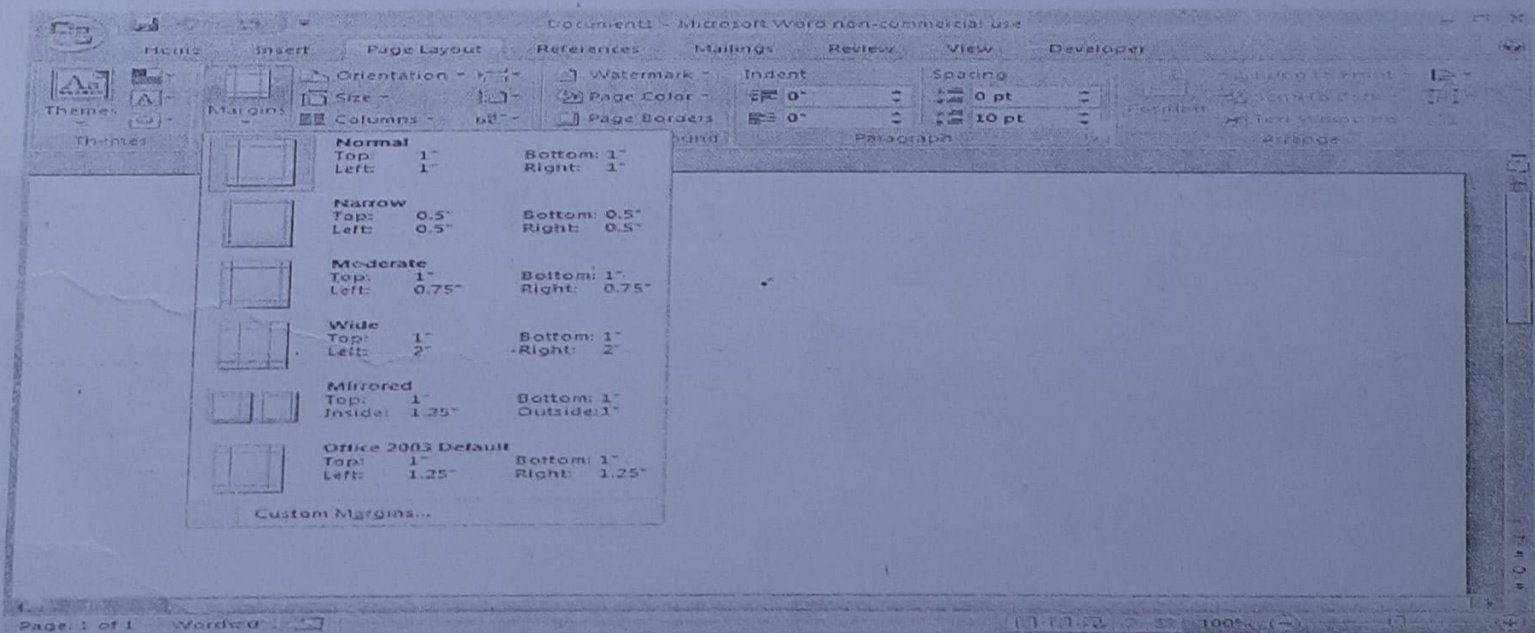
Colouring



Spacing,



Margins



Result:

Thus, the above operation is successfully completed.

TABLE

✓ AIM:

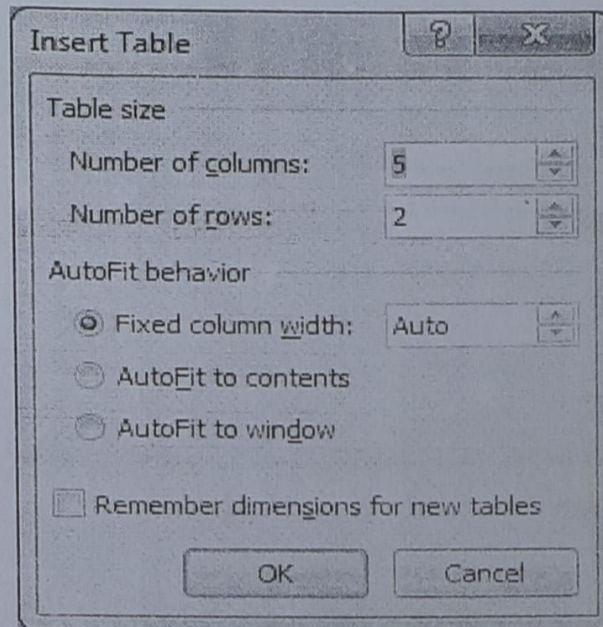
Creating and Editing a table (Select no of rows, Select no of columns, row heading, column heading, column width, row width, row height, spacing text editing)

✓ ALGORITHM:

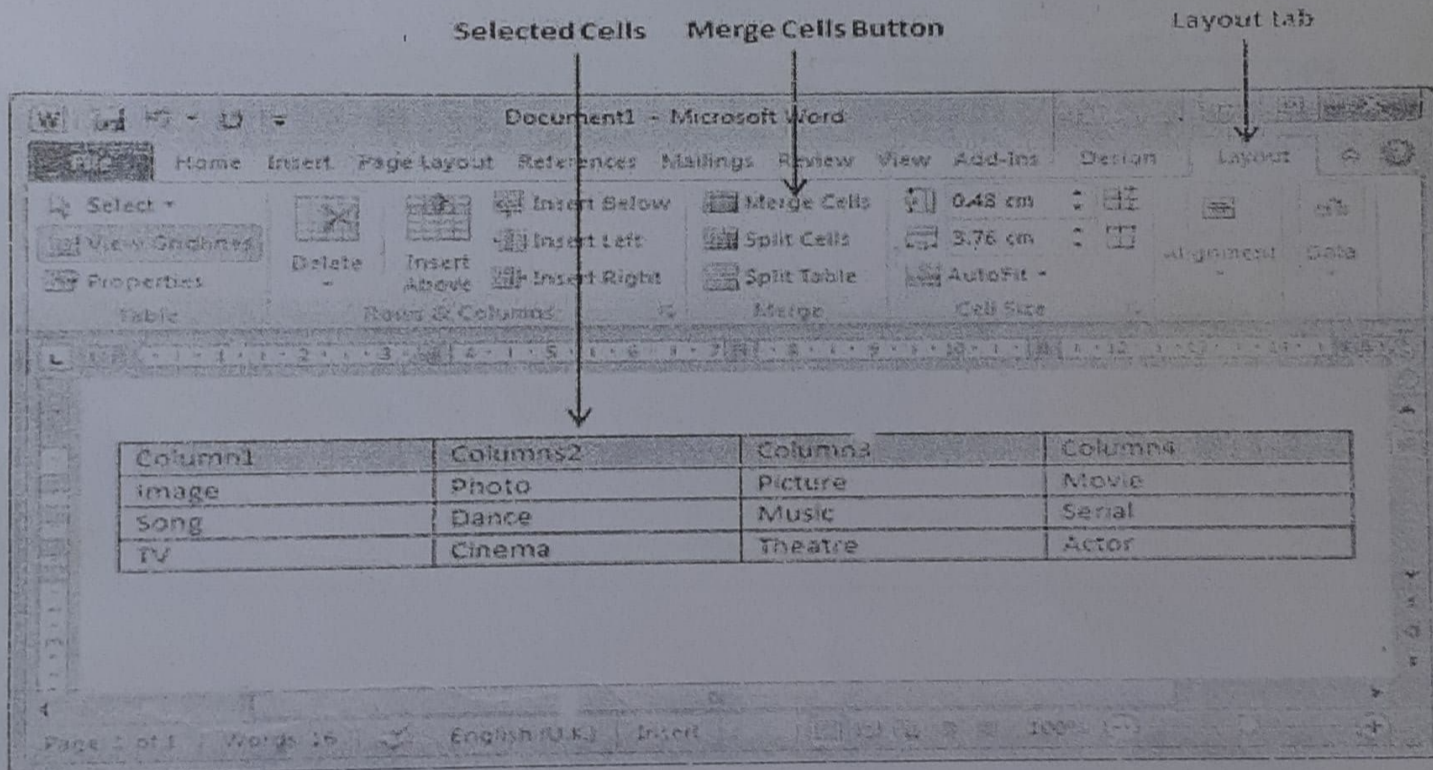
1. Select Table → Draw Table.
2. A Dialogue box will appear, Using Draw Table we can create as we like.
3. Select Table → Insert Table.
4. A Dialogue box appears to enter the row and column.
5. A Table will be created on a Document page.
6. Choose Table Properties from Table Menu or Right click the Mouse to choose Properties.
7. Select Table to Align the Table to be in center/Left/Right.
8. Select Row to Specify the Row height.
9. Select Column to Specify Column width.
10. Select Cell to align the content to Right/Left/Center/Top/Bottom.
11. Select Table Border to Apply thickness.
12. Select ok button to apply the Table.
13. Select Insert → Delete, to Delete Table.
14. Select the row or rows of an existing table you want to use to create the header row.
15. On the Table menu, click Table Properties.
16. On the Row tab, in the Options area, verify that the Repeat as header row at the top of each page check box is selected.
17. If the check box is not selected, select the check box to create a header row for the table.
18. Click OK.

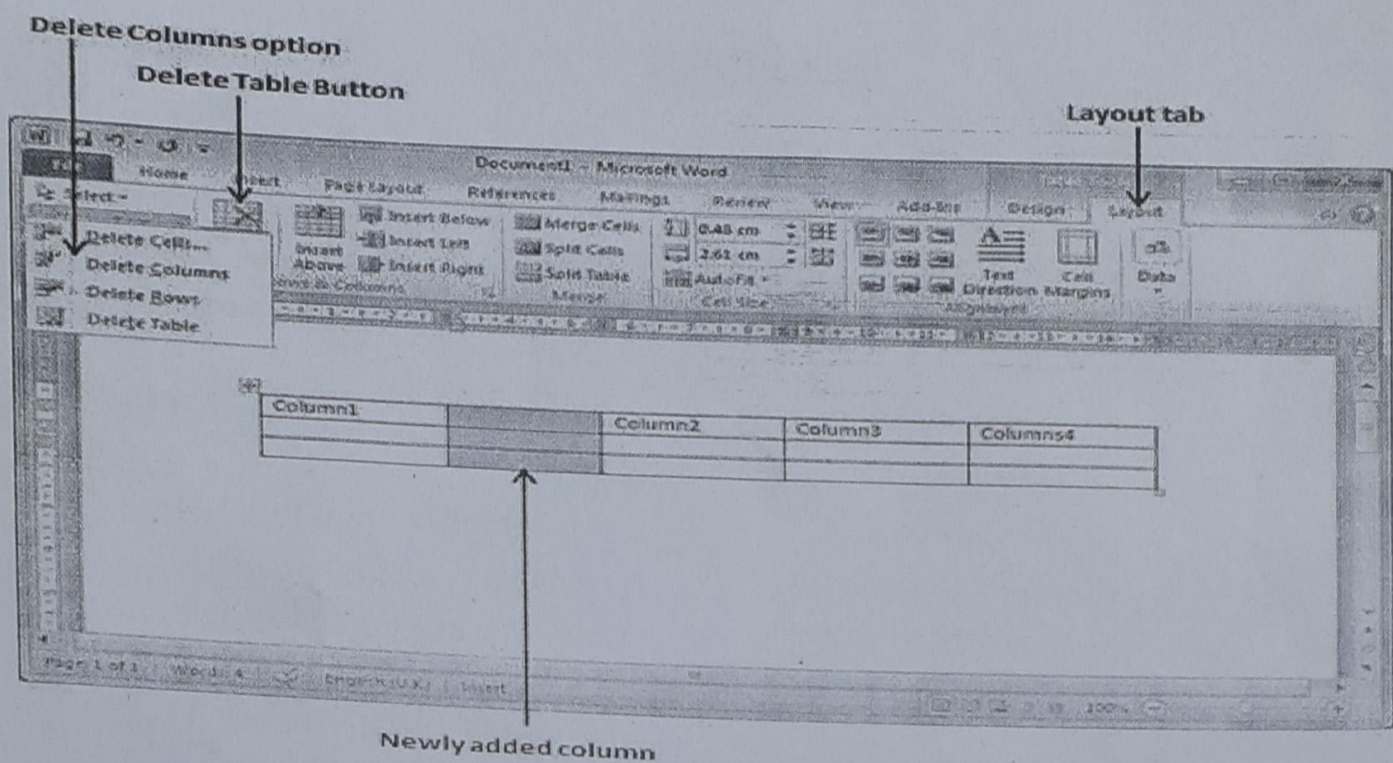
Table Creation

Creating Table



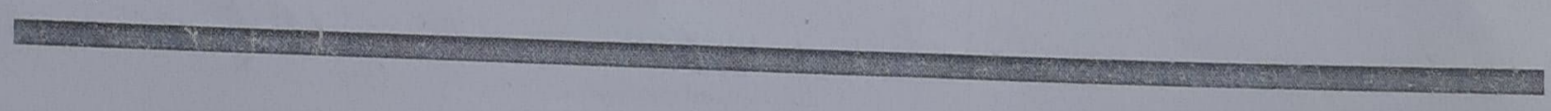
Selecting Row / Column





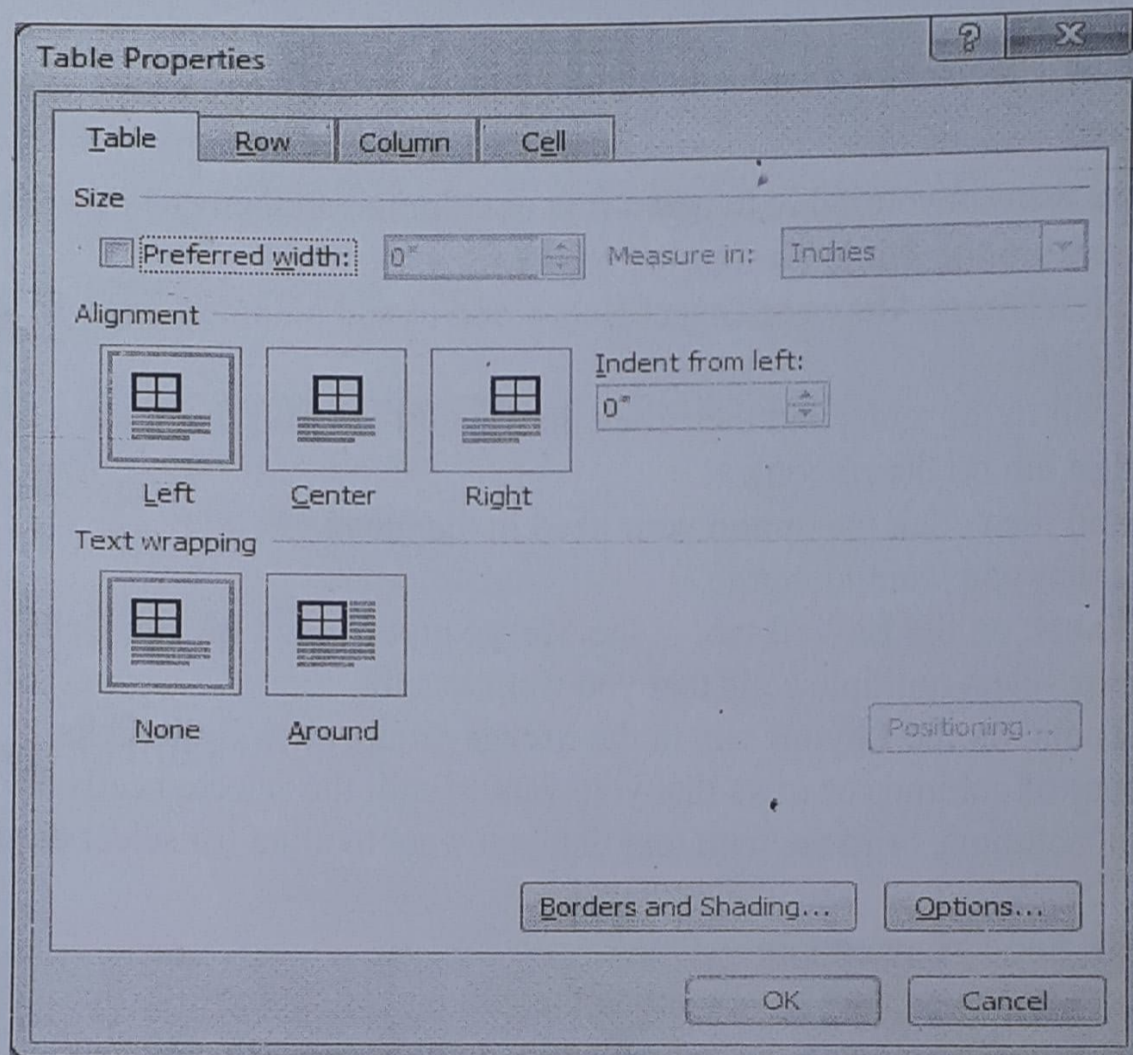
Row heading, column heading,

Roll No	Name	Class



Roll No	Name	Class

Row & Column Height, Width



Result:

Thus, the above operation is successfully completed.

FORMATTING A TABLES

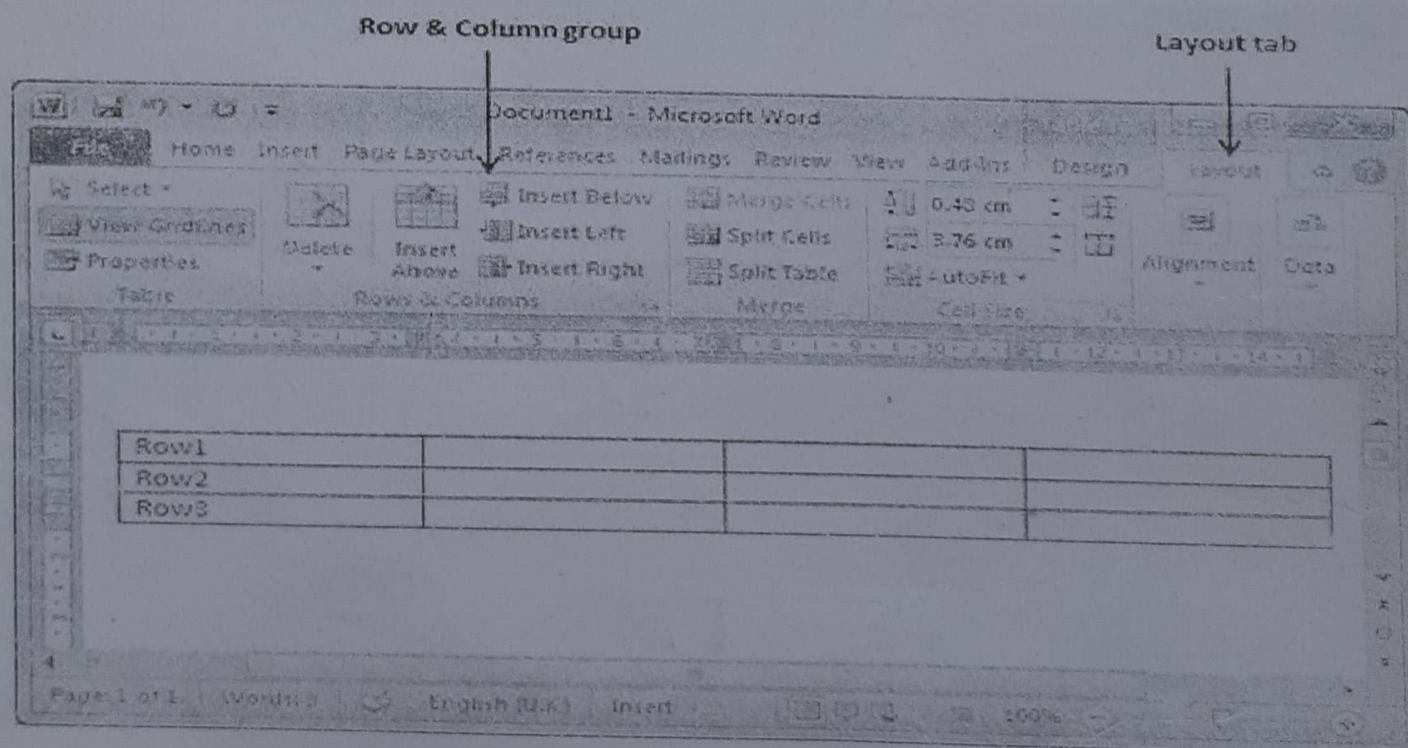
✓AIM:

Formatting a table (insert rows/columns, delete rows/columns, cell merging/ splitting, Cell alignment)

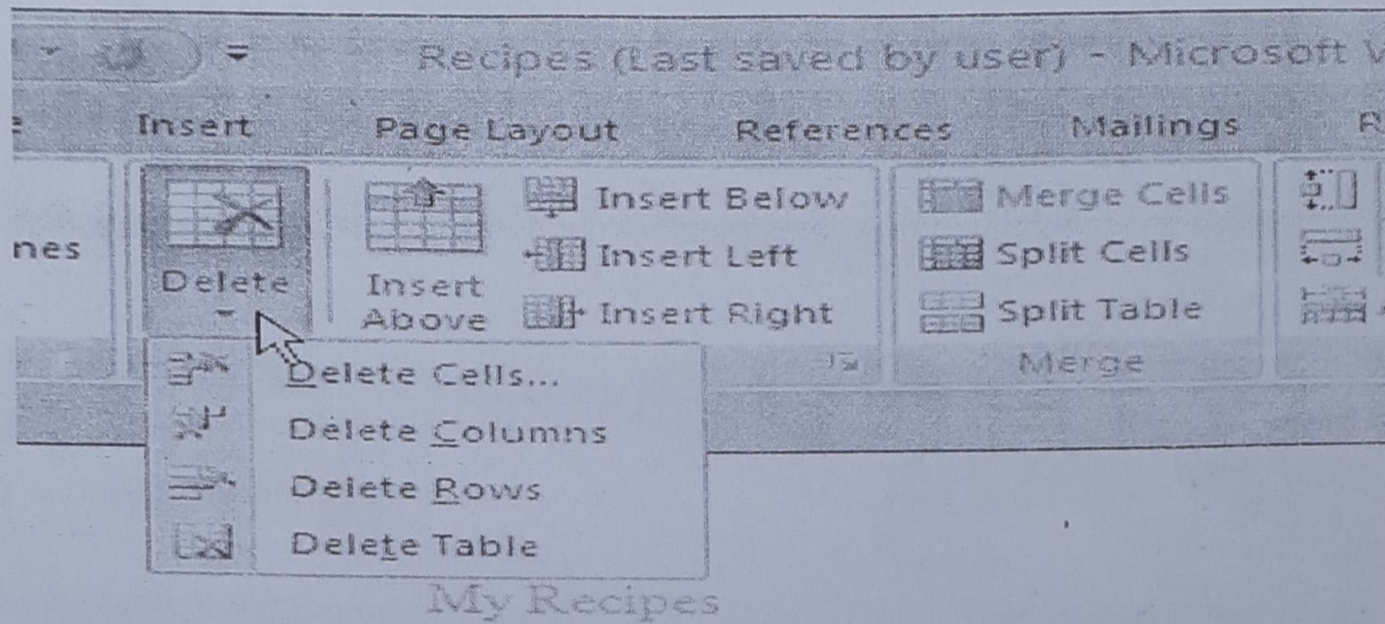
✓ALGORITHM:

1. Click where you want in your table to add a row or column and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).
2. To add rows, click **Insert Above** or **Insert Below** and to add columns, click **Insert Left** or **Insert Right**.
3. Click a row or cell in the table, and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).
4. Click **Delete**, and then click the option your need in the menu.
5. Select the cells that you want to merge.
6. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.
7. Click in a cell, or select multiple cells that you want to split.
8. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
9. Enter the number of columns or rows that you want to split the selected cells into.
10. Select the cells, columns, or rows, with text that you want to align (or select your entire table).
11. Go to the (Table Tools) **Layout** tab.
12. Click an **Align** button (you may have to click the **Alignment** button first, depending on the size of your screen).

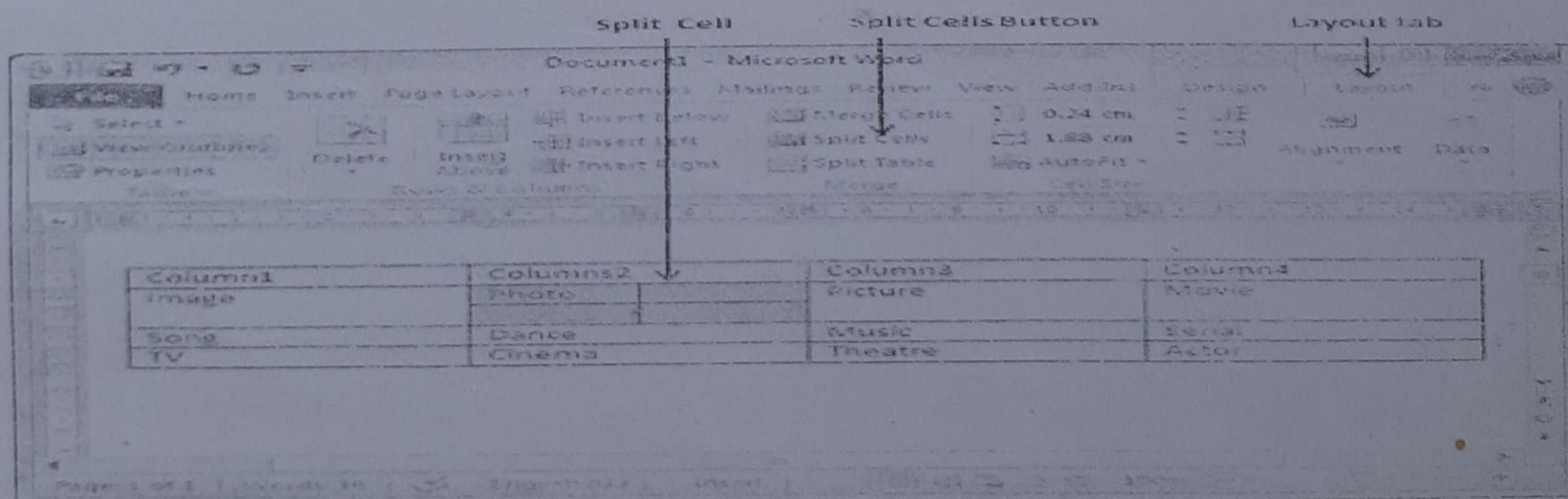
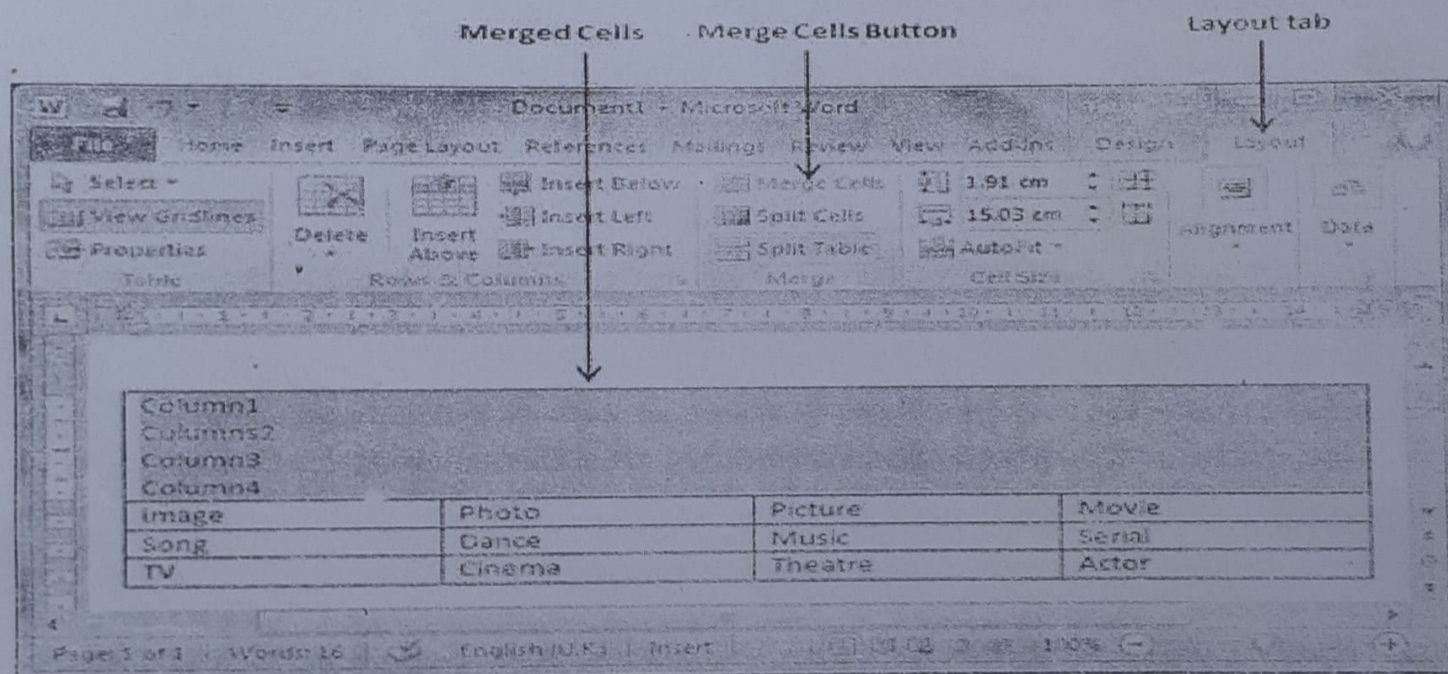
Insert Rows/Columns



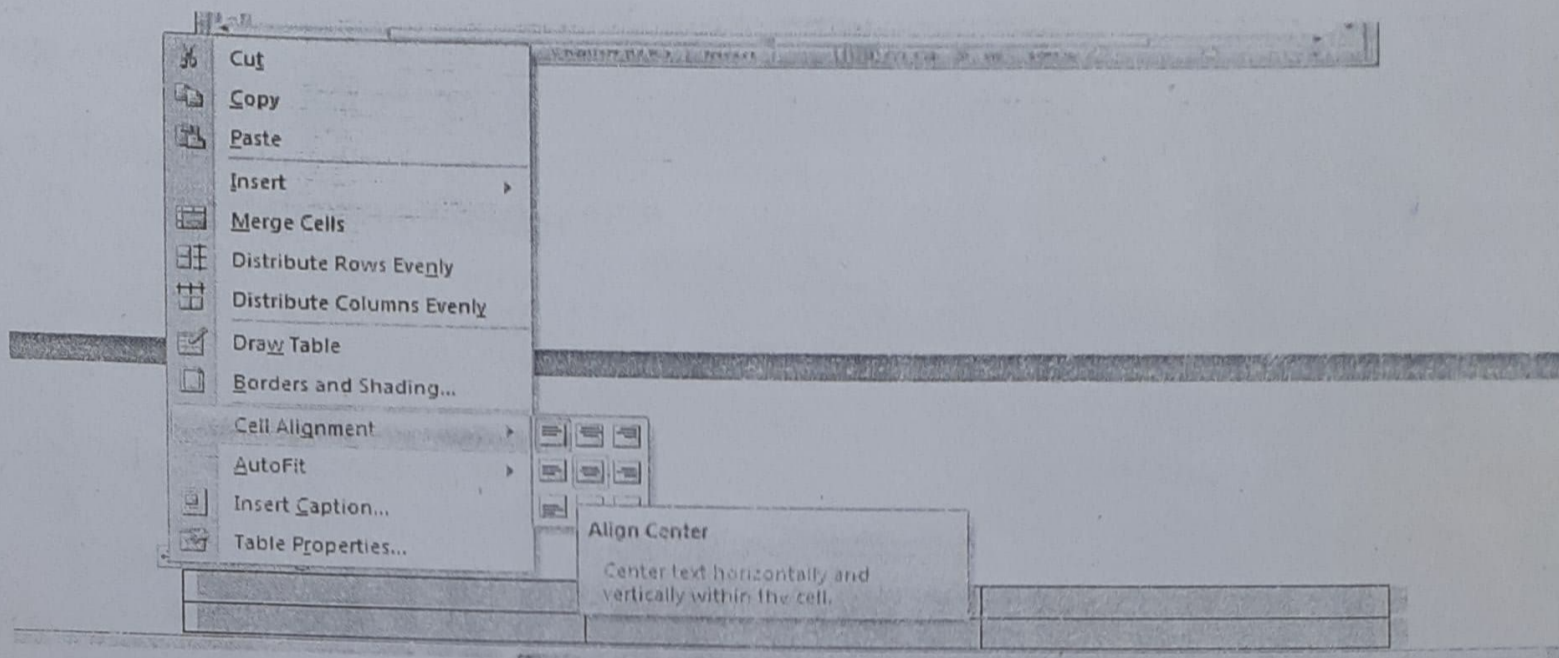
Delete Rows/Columns



Cell Merging/ Splitting



Cell Alignment



Result:

Thus, the above operation is successfully completed.

PREPARATION OF LETTERS USING MAIL MERGE.

AIM:

Preparation of letters using mail merge.

ALGORITHM:

Select document type

1. In the **Mail Merge** task pane, click **Letters**. This will allow you to send letters to a group of people and personalize the results of the letter that each person receives.
2. Click **Next: Starting document**.

Select the starting document

1. Click one of the following options:
 - **Use the current document:** Use the currently open document as your main document.
 - **Start from a template:** Select one of the ready-to-use mail merge templates.
 - **Start from existing document:** Open an existing document to use as your mail merge main document.
2. In the **Mail Merge** task pane, click **Next: Select recipients**.

Select recipients

When you open or create a data source by using the Mail Merge Wizard, you are telling Word to use a specific set of variable information for your merge. Use one of the following methods to attach the main document to the data source.

Method 1: Use an existing data source

To use an existing data source, follow these steps:

1. In the **Mail Merge** task pane, click **Use an existing list**.
2. In the **Use an existing list** section, click **Browse**.
3. In the **Select Data Source** dialog box, select the file that contains the variable information that you want to use, and then click **Open**.

Note If the data source is not listed in the list of files, select the appropriate drive and folder. If necessary, select the appropriate option in the **All Data Sources** list. Select the file, and

then click **Open**.

Word displays the **Mail Merge Recipients** dialog box. You can sort and edit your data if you want to.

4. Click **OK** to return to the main document.
5. Save the main document.

When you save the main document at this point, you are also saving the data source and attaching the data source to the main document.

6. Type the name that you want to give to your main document, and then click **Save**.

Method 2: Use names from a Microsoft Outlook Contacts List

To use an Outlook Contact List, follow these steps:

1. In the Mail Merge task pane, click **Next: Select recipients**.
2. Click **Select from Outlook contacts**.
3. In the **Select from Outlook contacts** section, click **Choose Contacts Folder**.
4. In the **Select Contact List Folder** dialog box, select the Outlook contacts folder that you want, and then click **OK**.

Word displays the **Mail Merge Recipients** dialog box. You can sort and edit your data if you want.

5. Click **OK** to return to the main document.

Method 3: Create a database of names and addresses

To create a new database, follow these steps:

1. In the Mail Merge task pane, click **Next: Select Recipients**.
2. Click **Type a new list**.
3. Click **Create**.

The **New Address List** dialog box appears. In this dialog box, enter the address information for each record. If there is no information for a particular field, leave the box blank.

By default, Word skips blank fields. Therefore, the merge is not affected if blank entries are in the data form. The set of information in each form makes up one data record.

4. After you type the information for a record, click **New Entry** to move to the next record.

To delete a record, click **Delete Entry**. To search for a specific record, click **Find Entry**. To customize your list, click **Customize**. In the **Customize Address List** dialog box, you can add, delete, rename, and reorder the merge fields.

5. In the **New Address List** dialog box, click **OK**. In the **Save Address List** dialog box, type the name that you want to give to your data source in the **File name** box, and then click **Save**.
6. In the **Mail Merge Recipients** dialog box, make any changes that you want, and then click **OK**.
7. Click **Next: Write your letter** to finish setting up your letter.
8. Save the main document.

When you save the main document at this point, you are also saving the data source and attaching the data source to the main document.

9. Type the name that you want to give to your main document, and then click **Save**.

To proceed to the next step, click **Next: Write your letter**.

Write your letter

In this step, you set up your main document.

1. Type or add any text and graphics that you want to include in your letter.
2. Add the field codes where you want the variable information to appear. In the **Mail Merge** task pane, you have four options:

- **Address block**: Use this option to insert a formatted address.
- **Greeting line**: Use this option to insert a formatted salutation.
- **Electronic postage**: Use this option to insert electronic postage.

Note This option requires that you have a postage software program installed on your computer.

- **More items**: Use this option to insert individual merge fields. When you click **More Items**, the **Insert Merge Field** dialog box appears.

Note Make sure that your cursor is where you want to insert the information from your data source before you click **More Items**.

In the **Insert Merge Field** dialog box, click the merge field that you want to use, and then click **Insert**.

Note You can insert all of your fields and then go back and add any spaces or

punctuation. Alternatively, you can insert one field at a time, close the **Insert Merge Fields** dialog box, add any spaces or punctuation that you want, and then repeat this step for each additional merge field that you want to insert. You can also format (apply bold or italic formatting to) the merge fields, just like regular text.

3. When you finish editing the main document, click **Save** or **Save As** on the **File** menu.

Note In Word 2007, click the **Microsoft Office Button**, and then click **Save** or **Save As**.

Name the file, and then click **Save**. To proceed to the next step, click **Next: Preview your letters**.

Preview your letters

This step allows you to preview your merged data, one letter at a time. You can also make changes to your recipient list or personalize individual letters.

To proceed to the next step, click **Next: Complete the merge**.

Complete the merge

This step merges the variable information with the form letter. You can output the merge result by using either of the following options:

- **Print:** Select this option to send the merged document directly to the printer. You will not be able to view the document on your screen.

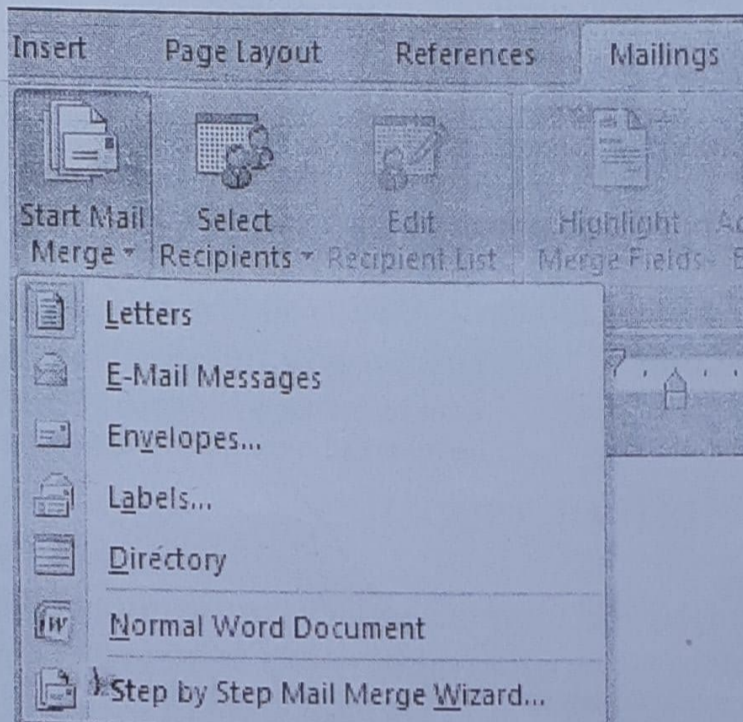
When you click **Print**, the **Merge to Printer** dialog box appears. In the **Merge to Printer** dialog box, you can choose which records to merge. When you click **OK**, the **Print** dialog box appears. Click **Print** to print the merge document.

- **Edit individual letters:** Select this option to display the merged document on your screen.

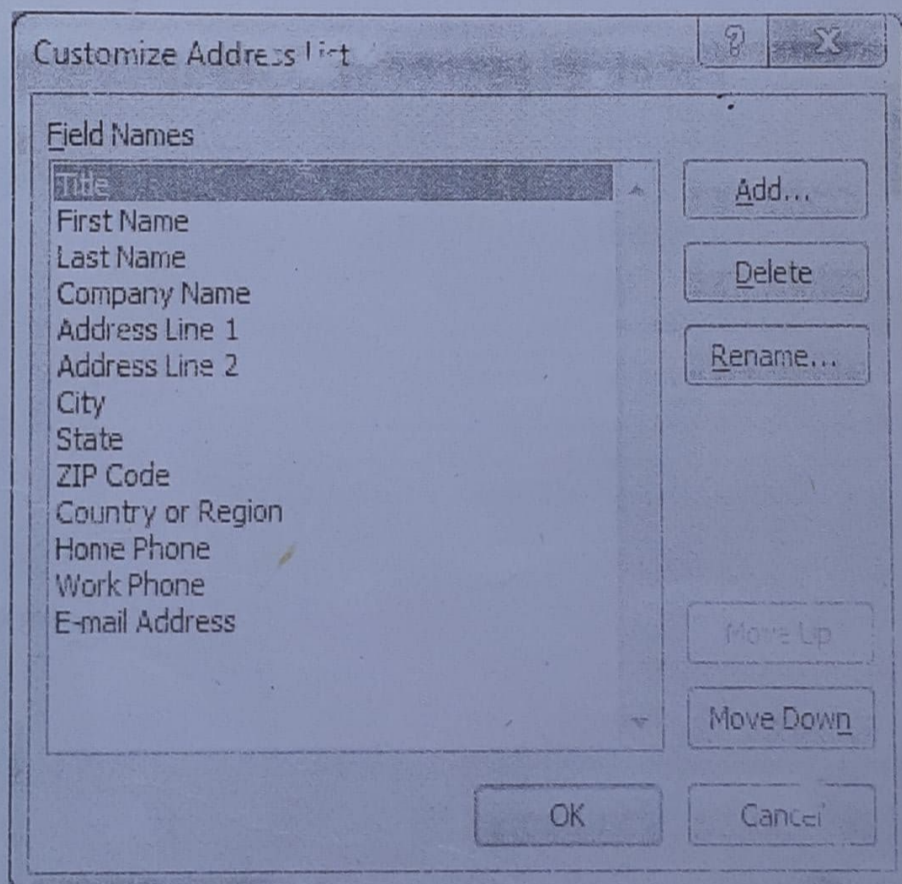
When you click **Edit individual letters**, the **Merge to New Document** dialog box appears. In the **Merge to New Document** dialog box, you can choose which records to merge. When you click **OK**, the documents are merged to a new Word document.

To print the file, on the **File** menu, click **Print**.

Mail Merge – To Create Mail Merge Document



To Get Data Source



Creating a Letter – Inserting Merge Fields

These are merge fields inserted in the usual way. They will display data from my data source.

«Company»
«Address_1»
«Address_2»
«Town»
«County»
«Postcode»

16 October 1998

Dear Customer

We will be holding an open evening on and cordially invite you to have the opportunity to view samples of our products and services. We will be on hand to answer your questions.

If you are unable to attend on please let me know and I will be notified of any future events.

Yours sincerely

I have placed my cursor in where I want to create a bookmark. The text will be inserted here during the merge.

RESULT:

Thus, the above operation is successfully completed.

Find, Replace, Cut, Copy and paste

Aim:

Demonstration of Find, Replace, Cut, Copy and paste texts in a word document

ALGORITHM:

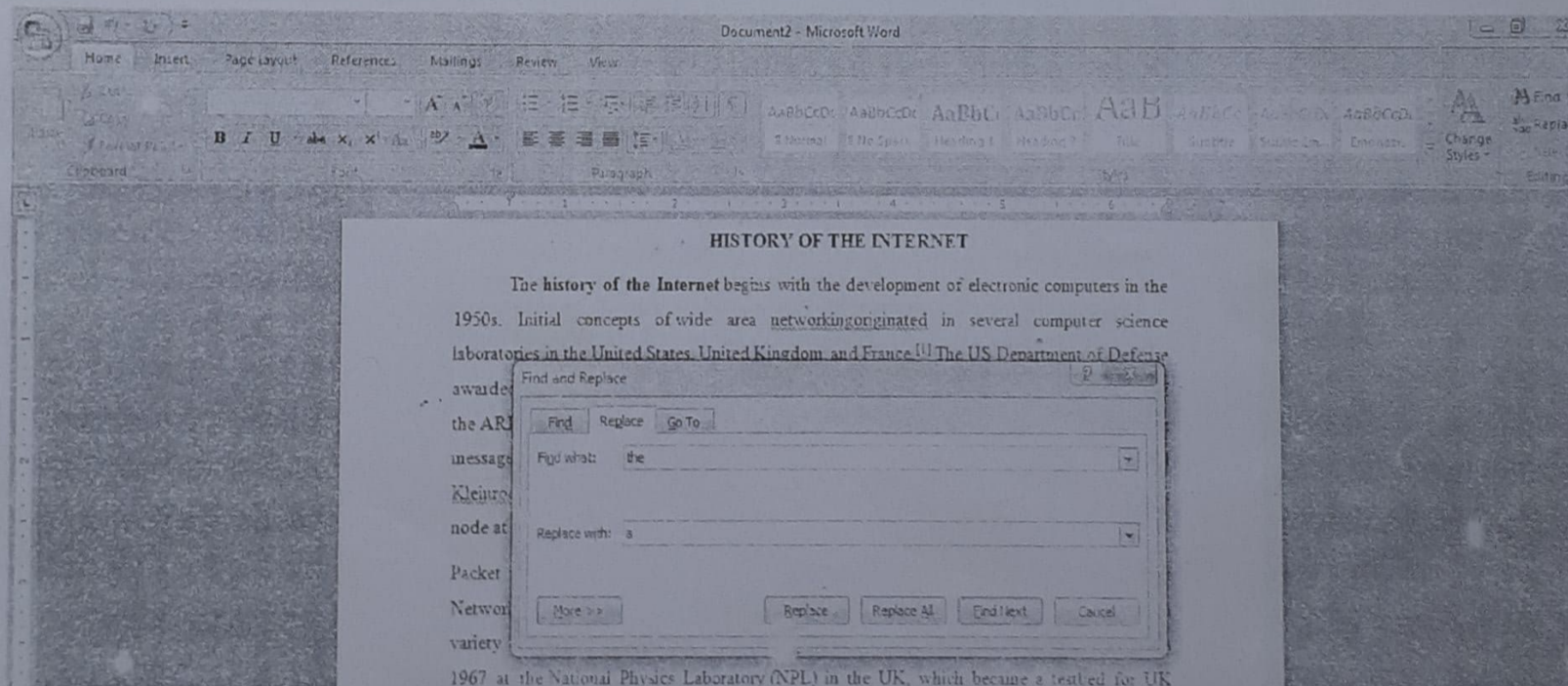
FIND AND REPLACE.

1. Create a document.
2. Press Ctrl+F or find from Edit Menu.
3. A Dialogue Box will be open to given the Word which is to be finding in Document.
4. Press Ctrl+H or select Replace from Edit Menu find a word and to be Replace with other word.

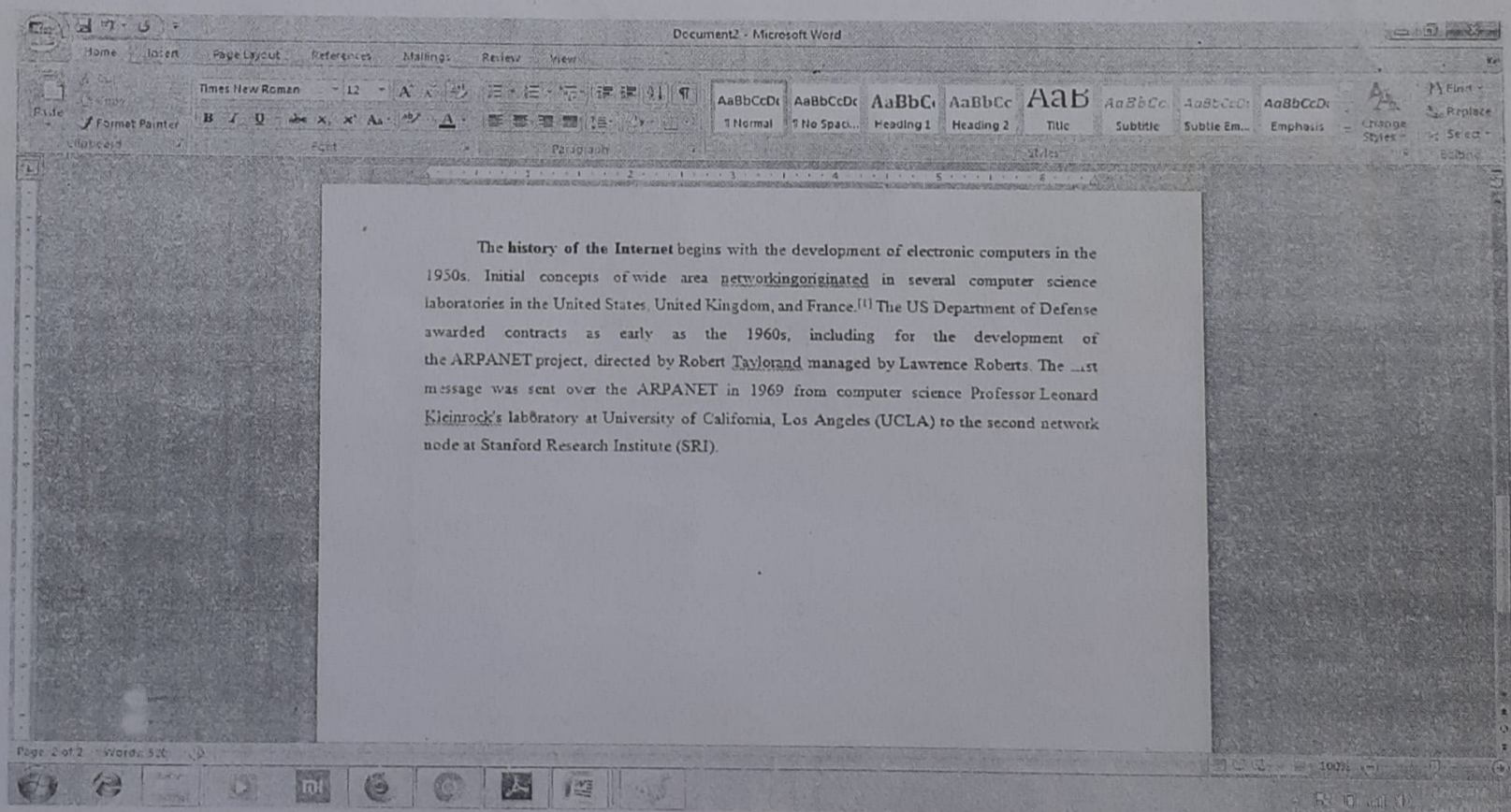
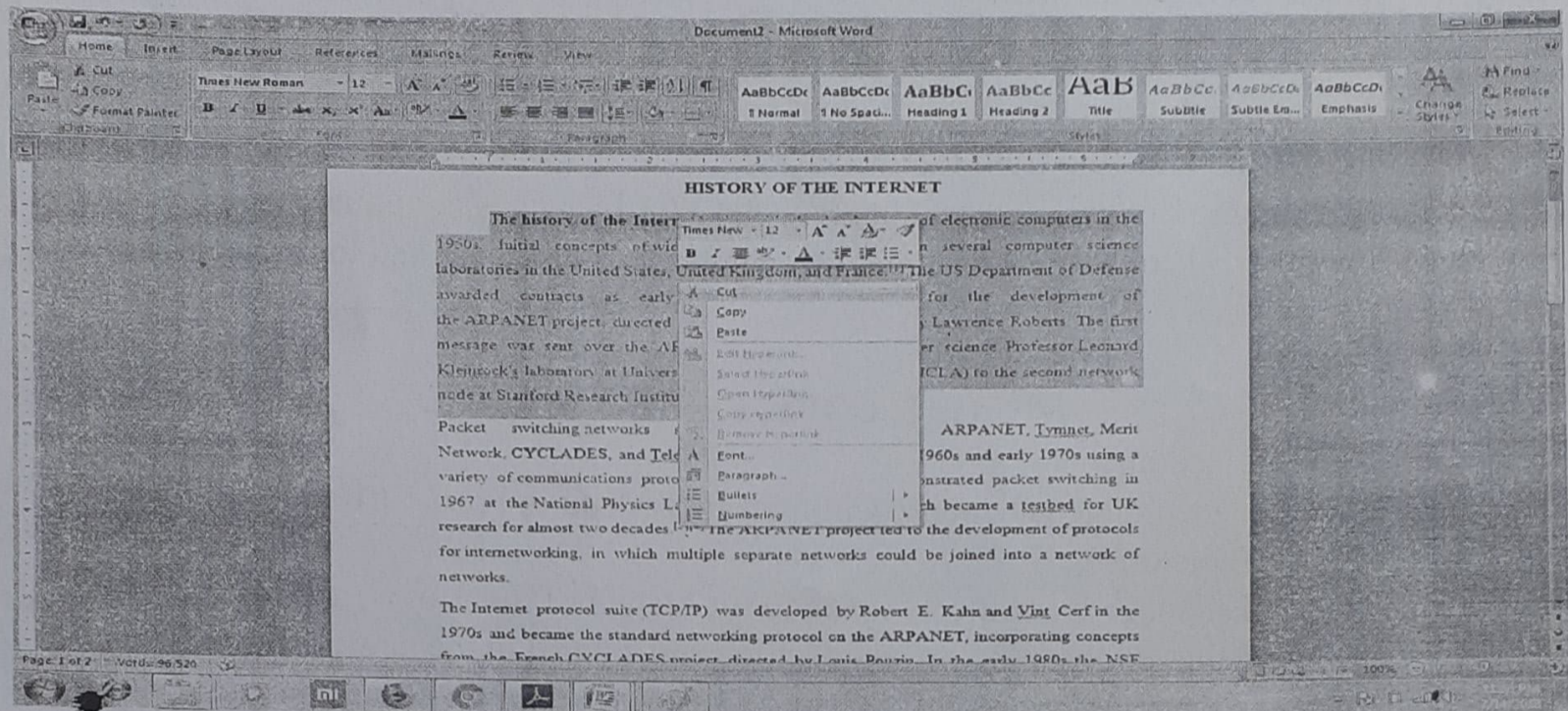
CUT, COPY, PASTE

1. Create a Document.
2. Select a Document and choose Cut from Edit Menu or Press Ctrl+X to cut the selected Document.
3. Place a Cursor to Paste the Text from Edit Menu or Press Ctrl+V the selected Text will be removed from the current position and Copied in the new position.
4. Select a Document, Press Ctrl+C or choose copy from Edit Menu and give Paste to copy in a desired position.

Find and Replace Options



Cut, Copy and Paste Options



RESULT:

Thus, the above operation is successfully completed.

MS Excel
Preparation of a Table using Excel

Aim:

Preparation of a Table using Excel

ALGORITHM:

1. Choose Start → Program → MS Excel to open on Excel Window.
2. A Work sheet will be Displayed with the Cell Insert connection with Row (1, 2, 3, etc.,) and Column (A, B, C, etc.,)
3. Enter Data in to a Work sheet.

CUT, COPY, PASTE

4. Select the Row or Column by dragging the Mouse through Cell or by Pressing Shift + Arrow key.
5. Choose Edit → Copy or press “Ctrl+C” to Copy selected range.
6. Move the Cell to the desire position.
7. Choose Edit → Paste or press “Ctrl+V” Paste.
8. Choose Edit → Cut or press “Ctrl+X” to Cut.

INSERT, DELETE ROWS & COLUMNS

9. Select a range of cell/Rows/Columns.
10. Choose a range of Cell to be the Left or Right otherwise Right click the Mouse to insert all.
11. Choose Insert → Rows or Right click the Mouse, Select Insert to add Row /Column.
12. To Delete a Row/Column Right click the Mouse and choose Delete.

Creating Worksheet

CS address [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Times New Roman - 8 A A Wrap Text General

Clipboard Font Alignment Number Styles Cells Editing

A7 F6

	A	B	C	D	E	F	G	H	I	J
1										
2	1	AJITH R	RANGANATHAN	PALANIPURAM, THIRUMANUR(PO)	VALAPPADY(TK)	SALEM-636202				
3	2	AKASH V A	VENKATESAN K	MEAKADU,SANKAGIRI WEST	SALEM					
4	3	ANANDA RAJA M	MURUGAN K	1/56 NORTH ST	MOOLASAMUTHARAM	ULUNDURPET, VILLUPURAM				
5	4	ARUNACHALAN K	KUPPUSAMY A	71/90,KILLIYUR, VELLAKKADAI	YERCADU	SALEM 636 601				
6	5	ARUNKUMAR A	APPURAJ P	145 A PGR LINE CROSS ROAD	GUGAI	SALEM -636006				
7	6	ARUNKUMAR C	CHINNAPPAN	344 PALANIPURAM, THIRUMANUR	VALAPPADI TK	SALEM-636202				
8	7	ASOKAN R	RAJI	1-99 KUPPANDIYUR, KOTTAGOUNDAMPATTI PO	CHELLAPILLAIKUTTAI	OMALUR-636304				
9	8	ATCHAYA T	THULASIMANI	9/121 NALLANAPATTI KATTU VALAVU	IDAGANASALAI ELLAMPILLAI(PO)	SALEM				
10	9	BALACHANDRAN E	RAJENDRAN	352E, SEKKIZHAR ST	AMMAPET	SALEM-636003				
11	10	BALAMANIKANDAN	PALANI	351 THAZHAINADUPPATHUATHUR	KARUMANDURAI POST	ATTUR SALEM-636138				
12	11	BEHUVANESHWARI J	JAYAVEL A	58 MUDIYANOUR,	VEPPILAIPATTY	VAZHAPADY, SALEM				
13	12	BOOBALAN M	MURUGESHAN	THIRUMANOOR(PO)	PALANIPURAM	VALAPPADI(TK) SALEM-636202				
14	13	BOOPATHI J	JEEVA	1-25, BOMBAYKAARAN COMPLEX,	SIDDHAR KOIL MAIN ROAD,ANDIPATTY PO,	PANANGADU,SALEM - 636307				
15	14	BOOPATHI N	NATARAJAN	191/1 GOMBAI KADU	UDAYAPPATTY	SALEM - 636140				
16	15	DHARANIDHARAN P	S PADMANABAN	220,TOWER LINE,KAVARKALPATTY	CHENDRAYAMPPLAYAM, VALAPPADI TK	SALEM-636111				
17	16	DHINESHKUMAR M	MAGALINGAM	2/134,KARUKKAL VADI	OMALUR,	SALEM				
18	17	DINESH K	KRISHNAN	1/174 ANMAN KOVIL KADU	POOLAVARI POST	SALEM - 636010				
19	18	GOKUL S	K. SHANMUGAM	57/19, VELLUPUTHU ST,	LINE MEDE	SALEM				
20	19	GOKULNATH S	SARAVANAN R	KURICHI(PO), MURUGAN KOVIL BACKSIDE	VALAPPADY(TK)	SALEM-636104				
21	20	GOWRAMAN S	G REKAR	8/84-102,MAPOSI ST	RAMANATHAPURAM	AMMAPET,SALEM-3				
22	21	GOWTHAM M	MANI K	VANNIYAR NAGAR	PULLIYAPATTI	OMALUR				
23	22	GOWTHAM M	MURUGESAN	3/137 AYYAMPESUMAMPATTI	MUTHUNAICKEN PATTI MAIN RD	SALEM				
24	23	GOWTHAM S	E SELVAKUMAR	225,KALIYANDIAN KOVIL ST	PONMALAI NAGAR,AN MANGALAM	VALAPPADY(TK)SALEM-636106				
25	24	HARI PRASATH M	S MAYILSAMY	4/234	MALLAMPATTI, PANCHAYAT PRIMARY SCHOOL BACKS	SITHANOOR, DALAVAIPATTI				

Ready

Average: 6 Count: 6 Sum: 6 100%

Deleting a row

CS address [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Times New Roman - 8 A A Wrap Text General

Clipboard Font Alignment Number Styles Cells Editing

A7 F6

	A	B	C	D	E	F	G	H	I	J
1										
2	1	AJITH R	RANGANATHAN	PALANIPURAM, THIRUMANUR(PO)	VALAPPADY(TK)	SALEM-636202				
3	2	AKASH V A	VENKATESAN K	MEAKADU,SANKAGIRI WEST	SALEM					
4	3	ANANDA RAJA M	MURUGAN K	1/56 NORTH ST	MOOLASAMUTHARAM	ULUNDURPET, VILLUPURAM				
5	4	ARUNACHALAN K	KUPPUSAMY A	71/90,KILLIYUR, VELLAKKADAI	YERCADU	SALEM 636 601				
6	5	ARUNKUMAR A	APPURAJ P	145 A PGR LINE CROSS ROAD	GUGAI	SALEM -636006				
7	6	ARUNKUMAR C	CHINNAPPAN	344 PALANIPURAM, THIRUMANUR	VALAPPADI TK	SALEM-636202				
8	7	ASOKAN R	RAJI	1-99 KUPPANDIYUR, KOTTAGOUNDAMPATTI PO	CHELLAPILLAIKUTTAI	OMALUR-636304				
9	8	ATCHAYA T	THULASIMANI	9/121 NALLANAPATTI KATTU VALAVU	IDAGANASALAI ELLAMPILLAI(PO)	SALEM				
10	9	BALACHANDRAN E	RAJENDRAN	352E, SEKKIZHAR ST	AMMAPET	SALEM-636003				
11	10	BALAMANIKANDAN	PALANI	351 THAZHAINADUPPATHUATHUR	KARUMANDURAI POST	ATTUR SALEM-636138				
12	11	BEHUVANESHWARI J	JAYAVEL A	58 MUDIYANOUR,	VEPPILAIPATTY	VAZHAPADY, SALEM				
13	12	BOOBALAN M	MURUGESHAN	THIRUMANOOR(PO)	PALANIPURAM	VALAPPADI(TK) SALEM-636202				
14	13	BOOPATHI J	JEEVA	1-25, BOMBAYKAARAN COMPLEX,	SIDDHAR KOIL MAIN ROAD,ANDIPATTY PO,	PANANGADU,SALEM - 636307				
15	14	BOOPATHI N	NATARAJAN	191/1 GOMBAI KADU	UDAYAPPATTY	SALEM - 636140				
16	15	DHARANIDHARAN P	S PADMANABAN	220,TOWER LINE,KAVARKALPATTY	CHENDRAYAMPPLAYAM, VALAPPADI TK	SALEM-636111				
17	16	DHINESHKUMAR M	MAGALINGAM	2/134,KARUKKAL VADI	OMALUR,	SALEM				
18	17	DINESH K	KRISHNAN	1/174 ANMAN KOVIL KADU	POOLAVARI POST	SALEM - 636010				
19	18	GOKUL S	K. SHANMUGAM	57/19, VELLUPUTHU ST,	LINE MEDE	SALEM				
20	19	GOKULNATH S	SARAVANAN R	KURICHI(PO), MURUGAN KOVIL BACKSIDE	VALAPPADY(TK)	SALEM-636104				
21	20	GOWRAMAN S	G REKAR	8/84-102,MAPOSI ST	RAMANATHAPURAM	AMMAPET,SALEM-3				
22	21	GOWTHAM M	MANI K	VANNIYAR NAGAR	PULLIYAPATTI	OMALUR				
23	22	GOWTHAM M	MURUGESAN	3/137 AYYAMPESUMAMPATTI	MUTHUNAICKEN PATTI MAIN RD	SALEM				
24	23	GOWTHAM S	E SELVAKUMAR	225,KALIYANDIAN KOVIL ST	PONMALAI NAGAR,AN MANGALAM	VALAPPADY(TK)SALEM-636106				
25	24	HARI PRASATH M	S MAYILSAMY	4/234	MALLAMPATTI, PANCHAYAT PRIMARY SCHOOL BACKS	SITHANOOR, DALAVAIPATTI				

Ready

Average: 6 Count: 6 Sum: 6 100%

Inserting a row

CS address [Compatibility Mode] - Microsoft Excel

STUDENT ADDRESS					
1	ANITH R	RANGANATHAN	PALANIPURAM THIRUMANUR(PO)	VALAPPADY(TK)	SALEM-636202
2	AKASH V A	VENKATESAN K	MEAKADU SANKAGRIRI WEST	SALEM	
3	ANANDA RAJA M	MURUGAN K	1/56 NORTH ST	MOOLASAMUTHARAM	ULUNDURPET, VILLUPURAM
4	ARUNACHALAM K	KUPPUSAMY A	71/90 KILLIYUR, VELLAKKADAL	YERCADU	SALEM-636601
5	ARUNKUMAR A	APPURAJ P	146 A, PGR LINE CROSS ROAD	GUGAI	SALEM-636006
6	ARUNDEVI C	CHIDHAPPAN	344 PALANIPURAM, THIRUMANUR	VALAPPADI TK	SALEM-636202
7	ASOKAN R	RAJ	1/99 KUPPANDIYUR, KOTTAGOUNDAMPATTI PO	CHELLAPILLAIKUTTAI	OMALUR-636304
8	ATCHAYA T	THULANI NI	9/121 NALLANAPATTI KATTU VALAVU	IDAGANASALAI ELLAMPILLAI(PO)	SALEM
9	BALACHANDRAN R	RAJENDR	352E, SEKKIZHAR ST	ANDMAPET	SALEM-636003
10	BALAMANKANDAN	PALANI	351 THAZHAINADUPPATTUATHUR	KARUMANURAI POST	ATTUR SALEM-636135
11	BHUVANESHWARI J	JAYAVEL A	58 MUDIYANOOKR,	VEPPILAI PATTY	VAZHAPADY, SALEM
12	BOOBALAN M	MURUGESHAN	THIRUMANOOR(PO)	PALANIPURAM	VALAPPADI(TK) SALEM-636202
13	BOOPATHI J	HEEVA	1/25, BOMBAYKAAARAN COMPLEX,	SIDDHAS KOIL MAIN ROAD ANDIPATTY PO.	PANANGADU SALEM - 636307
14	BOOPATHI N	NATARAJAN	191/1 GOMBAI KADU	UDAYAPPATTY	SALEM-636140
15	DR SANDHARAN P	PADMANABAN	220, TOWER LINE KAVARKALPATTY	CHENDRAYAMPALAYAM, VALAPPADI TK	SALEM-636111
16	DR. SESHUMAR M	MAGALENGAM	2/154 KARUKKAL VADI	OMALUR,	SALEM
17	DEVESH K	KRISHNAN	1/174 ANDMAN KOVIL KADU	POOLAVARI POST	SALEM - 636010
18	GOVIL S	R. SHANTHURAM	57/19, VELLUPUTHU ST,	LINE MEDE	SALEM
19	GOVILNATH S	SARAVANAN R	KURICHI(PO), MURUGAN KOVIL BACKSIDE	VALAPPADY(TK)	SALEM-636104
20	GOWDAMAN S	GHEKAR	8/84-102 MAPOHI ST	RAMANATHAPURAM	ANDMAPET, SALEM-3
21	GOWTHAM M	MANI K	VANNIYAR NAGAR	PULLIYAPATTI	OMALUR
22	GOWTHAM M	MURUGESAN	3/137 ATYAMPURUMAMPATTI	MUTHUNAICKEN PATTI MAIN RD	SALEM
23	GOWTHAM S	S. ELVAKUMAR	225 KALYANMAN KOVIL ST	PONMALAI NAGAR, A.N MANGALAM	VALAPPADY(TK) SALEM-636106
24	HARI PRASATH M	OMAYIL SAMY	4/234	MALLANUPPATTI PANCHAYAT PRIMARY SCHOOL BACKS	SITHANOOR, DALAVAIPATTI

Inserting a Column

CS address [Compatibility Mode] - Microsoft Excel

STUDENT ADDRESS					
1	ANITH R	RANGANATHAN	PALANIPURAM THIRUMANUR(PO)	VALAPPADY(TK)	SALEM-636202
2	AKASH V A	VENKATESAN K	MEAKADU SANKAGRIRI WEST	SALEM	
3	ANANDA RAJA M	MURUGAN K	1/56 NORTH ST	MOOLASAMUTHARAM	ULUNDURPET, VILLUPURAM
4	ARUNACHALAM K	KUPPUSAMY A	71/90 KILLIYUR, VELLAKKADAL	YERCADU	SALEM-636601
5	ARUNKUMAR A	APPURAJ P	146 A, PGR LINE CROSS ROAD	GUGAI	SALEM-636006
6	ARUNDEVI C	CHIDHAPPAN	344 PALANIPURAM, THIRUMANUR	VALAPPADI TK	SALEM-636202
7	ASOKAN R	RAJ	1/99 KUPPANDIYUR, KOTTAGOUNDAMPATTI PO	CHELLAPILLAIKUTTAI	OMALUR-636304
8	ATCHAYA T	THULANI NI	9/121 NALLANAPATTI KATTU VALAVU	IDAGANASALAI ELLAMPILLAI(PO)	SALEM
9	BALACHANDRAN R	RAJENDR	352E, SEKKIZHAR ST	ANDMAPET	SALEM-636003
10	BALAMANKANDAN	PALANI	351 THAZHAINADUPPATTUATHUR	KARUMANURAI POST	ATTUR SALEM-636135
11	BHUVANESHWARI J	JAYAVEL A	58 MUDIYANOOKR,	VEPPILAI PATTY	VAZHAPADY, SALEM
12	BOOBALAN M	MURUGESHAN	THIRUMANOOR(PO)	PALANIPURAM	VALAPPADI(TK) SALEM-636202
13	BOOPATHI J	HEEVA	1/25, BOMBAYKAAARAN COMPLEX,	SIDDHAS KOIL MAIN ROAD ANDIPATTY PO.	PANANGADU SALEM - 636307
14	BOOPATHI N	NATARAJAN	191/1 GOMBAI KADU	UDAYAPPATTY	SALEM-636140
15	DR SANDHARAN P	PADMANABAN	220, TOWER LINE KAVARKALPATTY	CHENDRAYAMPALAYAM, VALAPPADI TK	SALEM-636111
16	DR. SESHUMAR M	MAGALENGAM	2/154 KARUKKAL VADI	OMALUR,	SALEM
17	DEVESH K	KRISHNAN	1/174 ANDMAN KOVIL KADU	POOLAVARI POST	SALEM - 636010
18	GOVIL S	R. SHANTHURAM	57/19, VELLUPUTHU ST,	LINE MEDE	SALEM
19	GOVILNATH S	SARAVANAN R	KURICHI(PO), MURUGAN KOVIL BACKSIDE	VALAPPADY(TK)	SALEM-636104
20	GOWDAMAN S	GHEKAR	8/84-102 MAPOHI ST	RAMANATHAPURAM	ANDMAPET, SALEM-3
21	GOWTHAM M	MANI K	VANNIYAR NAGAR	PULLIYAPATTI	OMALUR
22	GOWTHAM M	MURUGESAN	3/137 ATYAMPURUMAMPATTI	MUTHUNAICKEN PATTI MAIN RD	SALEM
23	GOWTHAM S	S. ELVAKUMAR	225 KALYANMAN KOVIL ST	PONMALAI NAGAR, A.N MANGALAM	VALAPPADY(TK) SALEM-636106
24	HARI PRASATH M	OMAYIL SAMY	4/234	MALLANUPPATTI PANCHAYAT PRIMARY SCHOOL BACKS	SITHANOOR, DALAVAIPATTI

Deleting a Column

The screenshot shows the Microsoft Excel interface with a context menu open over column D. The menu options are: Cut, Copy, Paste, Paste Special, Insert, Delete, Clear Contents, Format Cells, Column Width, Hide, and Unhide. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J
1										
2	1	JAYITH R	RANGANATHAN	PALANIPURAM, THIRUMANUR(PO)		SALEM-636202				
3	2	AKASH V A	VENKATESAN K	MEAKADU, BANGAGIRI WEST						
4	3	ANANDA RAJA M	MURUGAN K	1/56 NORTH ST		ULUNDUPPET, VILUPURAM				
5	4	ARUNACHALAM K	KUPPUSAMY A	71/50 KILLITUR, VELLAKKADAL		SALEM-636601				
6	5	ARUNKUMAR A	APPURAJ P	146 A, PGR LINE CORES ROAD		SALEM-636006				
7	6	ARUNKUMAR C	CHENNAAPPAN	344 PALANIPURAM, THIRUMANUR		SALEM-636202				
8	7	ASOKAN R	RAJI	1-99 KUPPANDIYUR, KOTTAGOUNDAMP		OMALUR-636304				
9	8	ATCHAYA T	THILAKMANI	5/121 NALLANAPATTI KATTU VALAVU		SALEM				
10	9	BALACHANDRAN E	RAJENDRAN	352E, SEKKIZHAR ST		SALEM-636003				
11	10	BALAMANIKANDAN	PALANI	351 THACHANADUPPATHUATHUR		ATTUR SALEM-636138				
12	11	BHUVANESHWARI J	JAYAVEL A	58 MUDIYANOUR		VAZHAPADY SALEM				
13	12	BOOBALAN M	MURUGESHAN	THIRUMANNOOR(PO)	PALANIPURAM	VALAPPADI(TK) SALEM-636202				
14	13	BOOPATHI J	JEEVA	1-25 BOMBAYNAGARAN COMPLEX	SIDDHAR KOIL MAIN ROAD, ANDEPATTY PO,	PANANGADU, SALEM - 636307				
15	14	BOOPATHIN	NATARAJAN	15/1 GOMBAI KADU	UDAYAPPATTY	SALEM-636140				
16	15	DHARANDHARAN F	S PADMANABAN	220, TOWER LINE, KAVAKKALPATTY	CHENDRAYAMPALAYAM, VALAPPADI TK	SALEM-636111				
17	16	DHINESHKUMAR M	MAGALINGAM	2/134 KARUKKAL VADI	OMALUR	SALEM				
18	17	DINESH K	KEETHANAN	1/174 ANDAMAN KOVIL KADU	POOLAVARI POST	SALEM - 636010				
19	18	GOKUL S	K SHANMUGAM	5/119 VELLUPUTHI ST.	LINE MEDE	SALEM				
20	19	GOKULNATH S	SARAVANAN R	KURICHI(PO), MURUGAN KOVIL BACKSIDE	VALAPPADY(TK)	SALEM-636104				
21	20	GOWDALAN S	GSEKAR	6/84-102 MAPOSI ST	RAMANATHAPURAM	ANDIAPET, SALEM-3				
22	21	GOWTHAM M	MANI K	VANDIYAR NAGAR	PULLIYAPATTI	OMALUR				
23	22	GOWTHAM M	MURUGESAN	3/137 AYYAMPERUMAMPATTI	MUTHUNAICKEN PATTI MAIN RD	SALEM				
24	23	GOWTHAM S	E SELVAKUMAR	225 KALIYANDIAN KOVIL ST	PONMALAI NAGAR, ANMANGALAM	VALAPPADY(TK) SALEM-636106				
25	24	HARI PRASATH M	SMAYILEBANI	4/134	MALLAMPATTI PANCHAYAT PRIMARY SCHOOL BACK	SITHANNOOR, DALAVAPATTI				

RESULT:

Thus, the above operation is successfully completed.

CREATING CHARTS GRAPHS AND DIAGRAMS

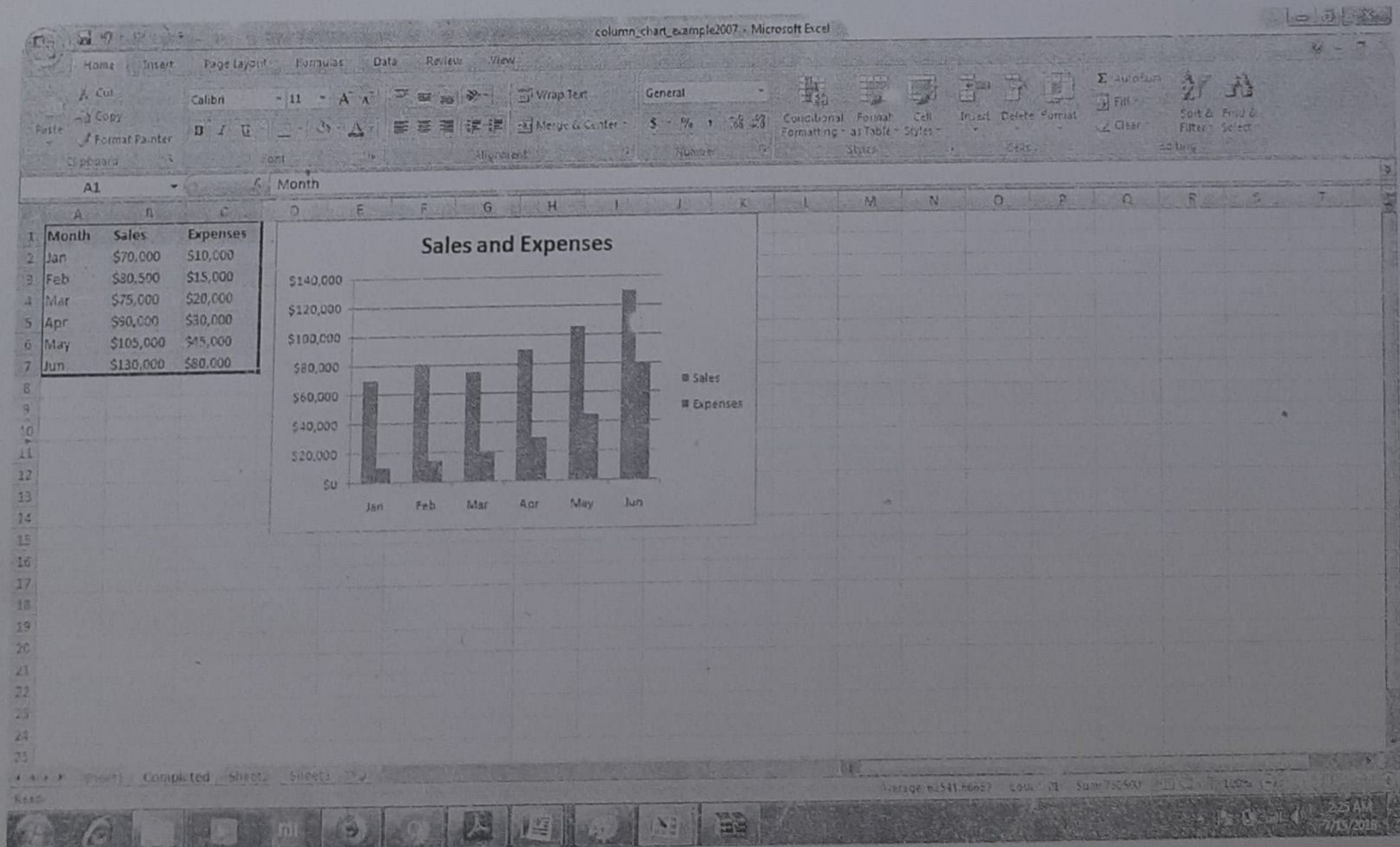
AIM:

Creation of Charts, Graphs and Diagrams

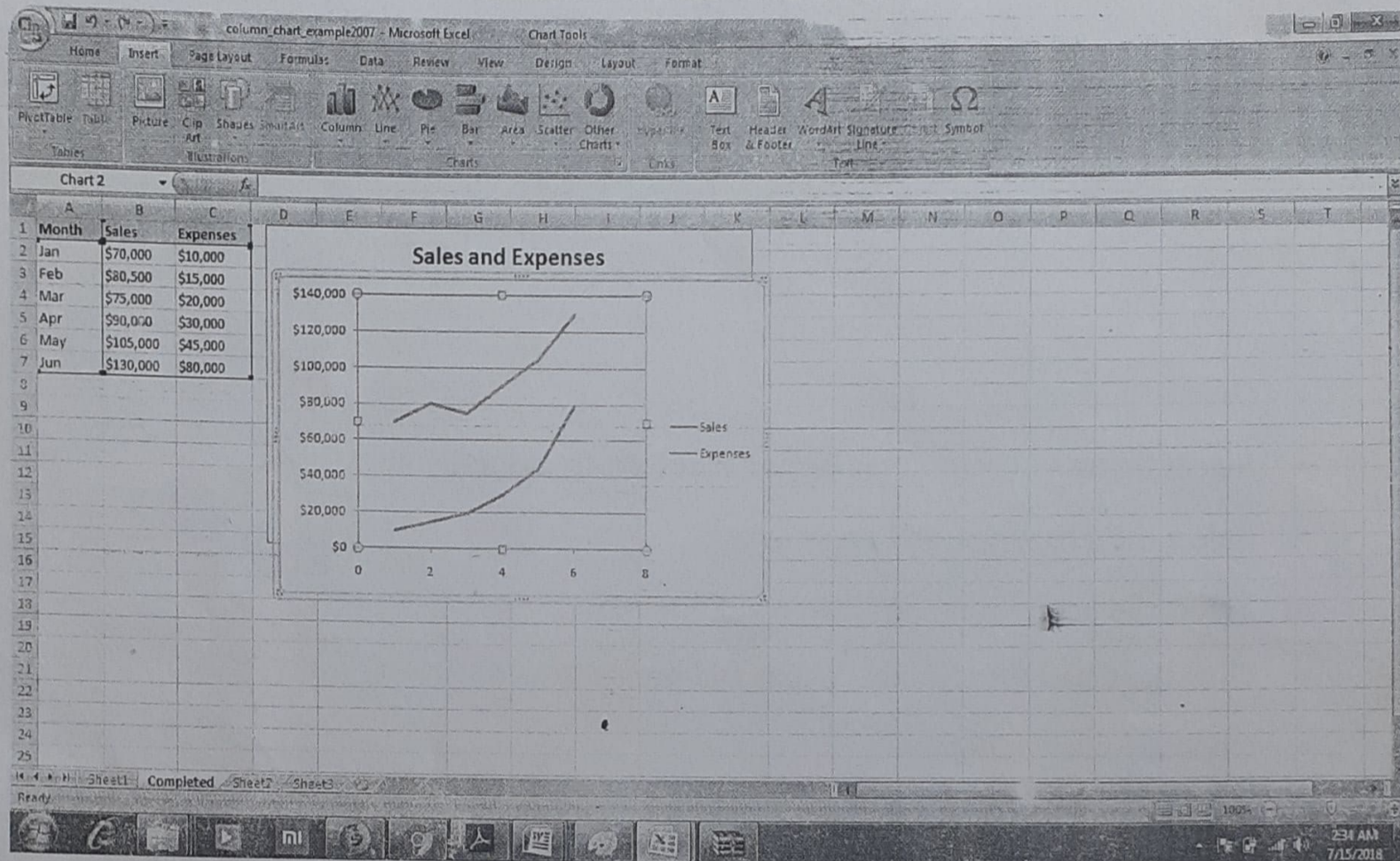
ALGORITHM:

- Create Student Data sheet.
- Select Insert → Chart or choose a Chart Icon from the Toolbar.
- Select the Chart type and Press next.
- Select the range from the Chart and Press next.
- Give the Chart title X-axis, Y-axis and press next.
- Choose Finish button.
- A Chart will be created and display on the Worksheet.
- Choose Created Chart and Right click the Mouse to change the Chart type, Edit Data, Change Color, etc.,

CHARTS



GRAPHS AND DIAGRAMS



RESULT:

Thus, the above operation is successfully completed.

MS Power Point
Preparation of slides in power point.

Aim:

To create a presentation in power point using auto content wizard.

ALGORITHM:

NORMAL VIEW

1. The power point default view is normal view.
2. It split the screen into the windows.
3. In Normal view all the slides are displayed at once.

OUTLINE VIEW

4. It display the content of the Slide at the left Slide
5. The Slides are displayed as small.

SLIDE VIEW

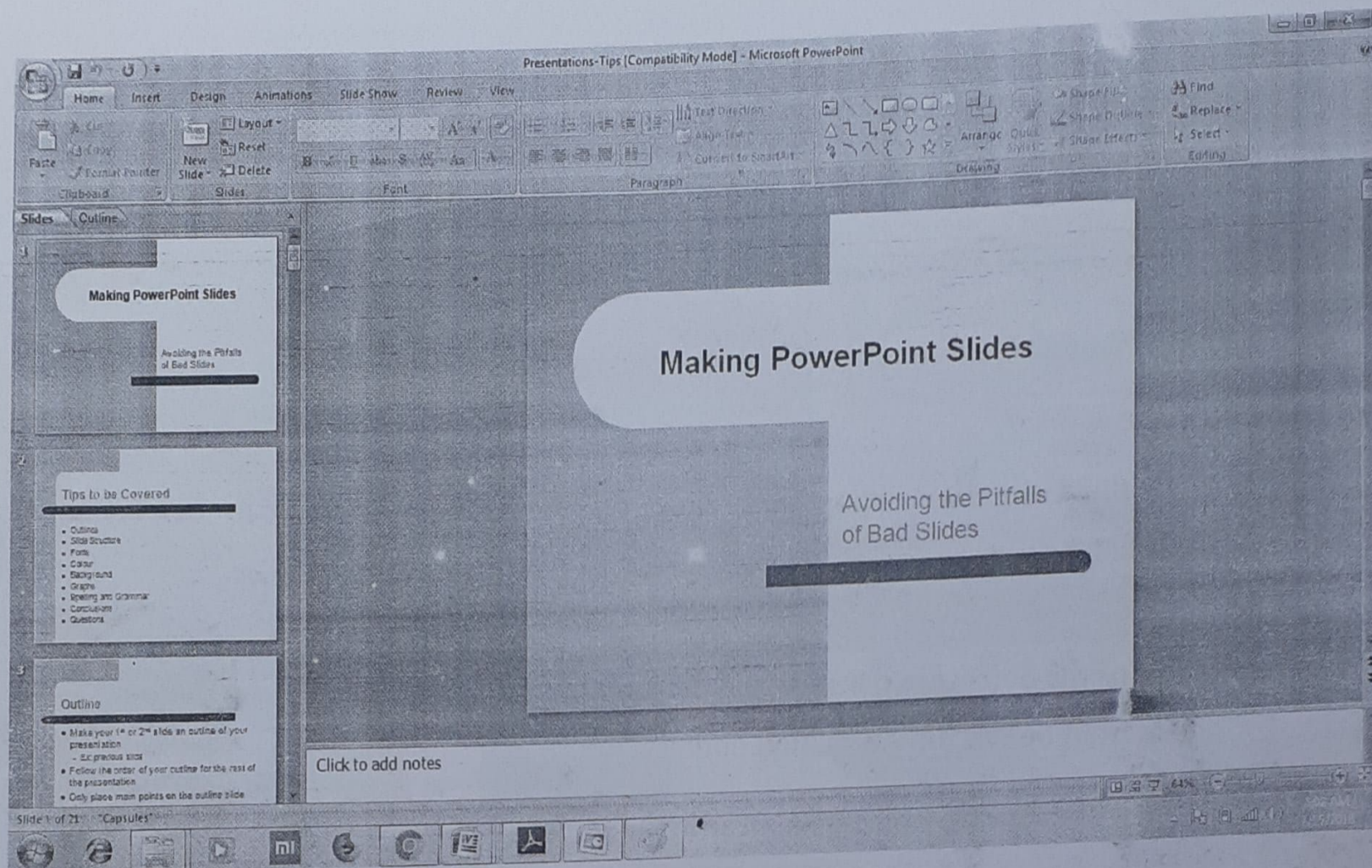
6. The Slide fit at most the whole presentation.
7. Slide view is better for creating Text, Images, and Animation.

SLIDE SORTER

8. It allows rearranging the order and status of the Slide.
9. In this view all the Slides will be displayed in minimize manner.
10. It is easy to add, delete, and move this Slide, Animation.

SLIDE SHOW VIEW

11. Press F5 or select Slide view show.
12. This view displays the Slide in full screen.
13. Press down arrow to view the next Slide.
14. Right click the mouse and select Slide show to view the Slide.



RESULT:

Thus, the above operation is successfully completed.

CREATION OF ANIMATION PICTURES

Aim:

To Creation of animation pictures.

ALGORITHM:

1. Go to the **Animation** ribbon and click on the **Animation Pane** to display the animation sidebar.
2. Select one of the objects in the slide and click on the **Add Animation** menu option.
3. Choose from one of the Animation options.

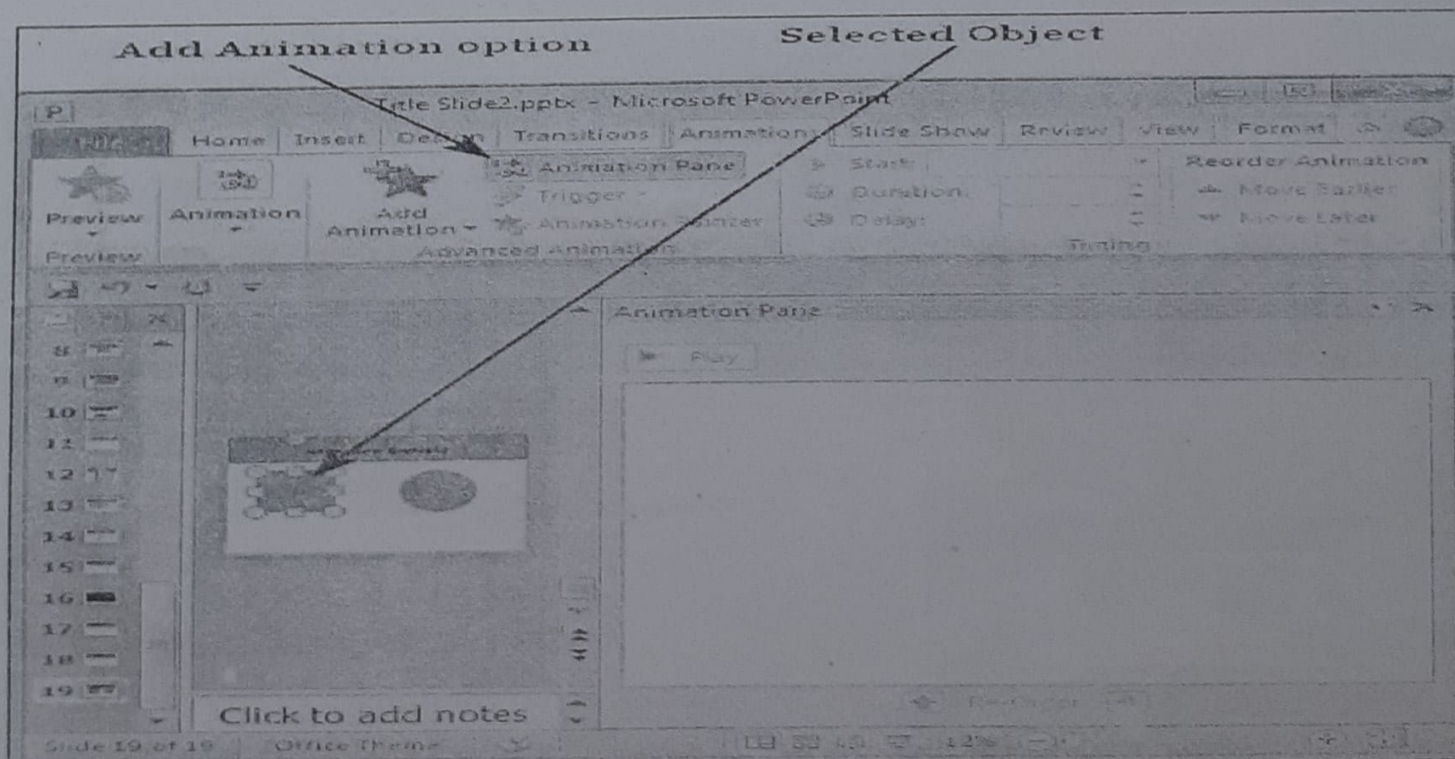
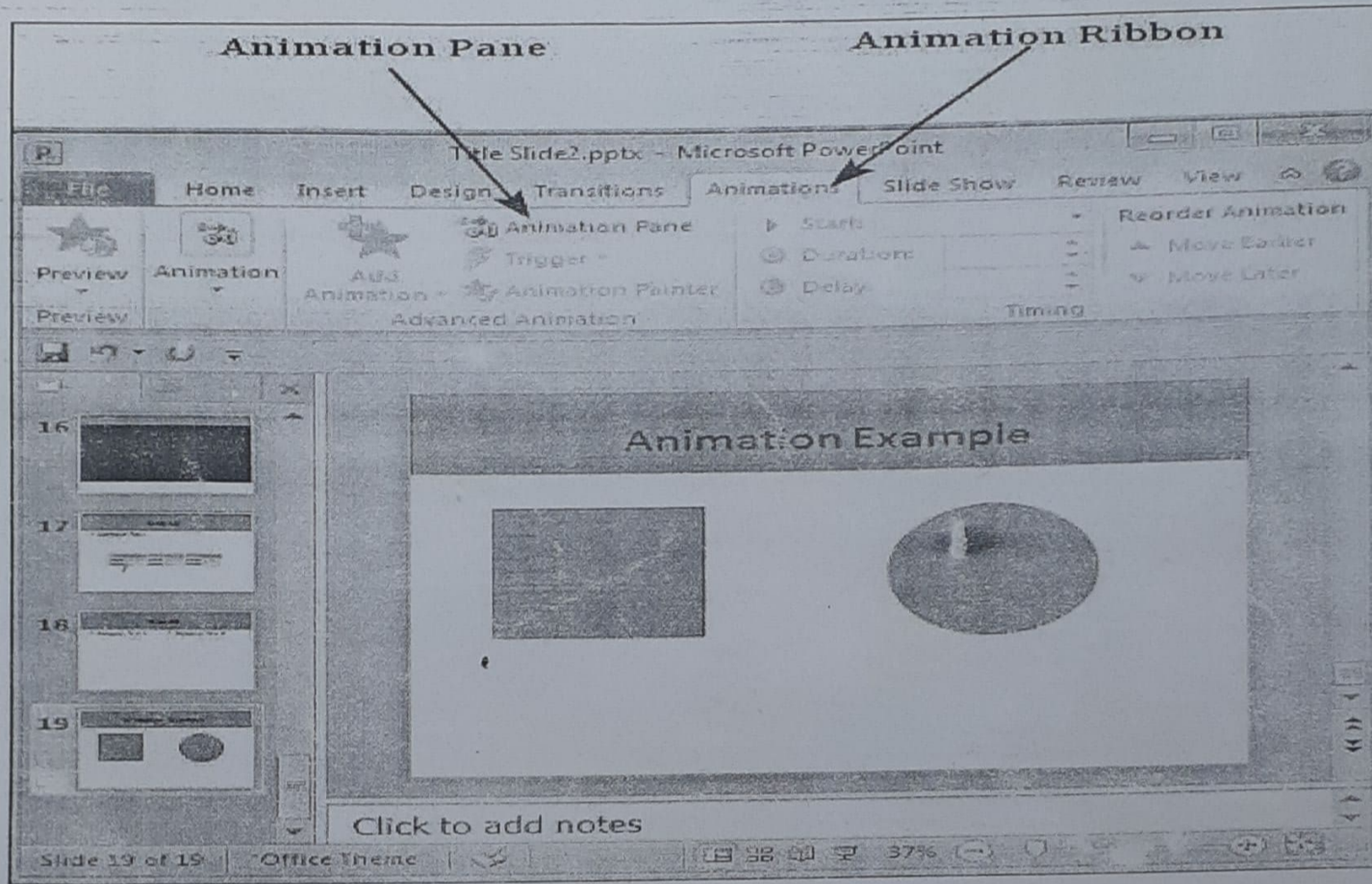
Entrance will cause the object to appear in the screen.

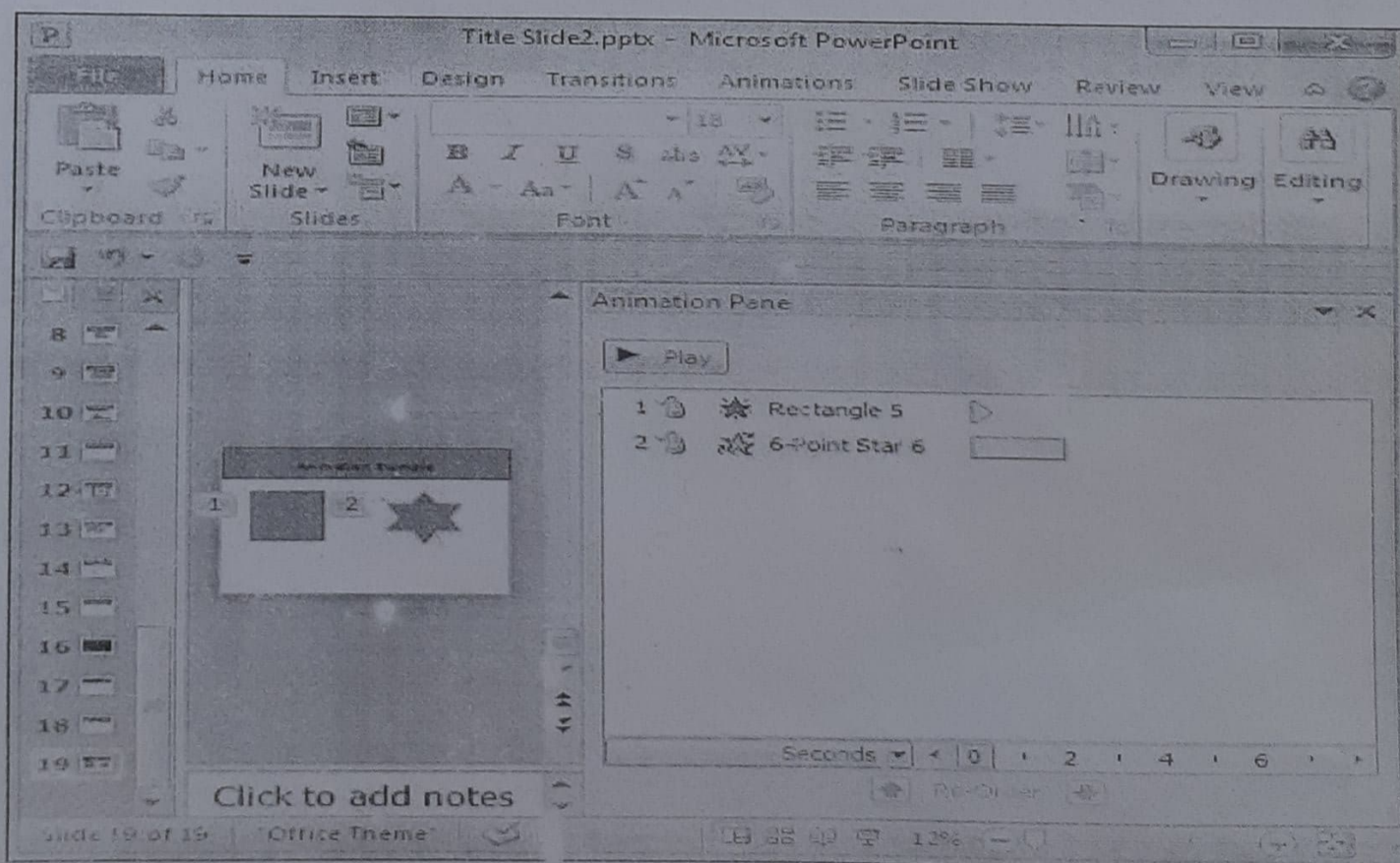
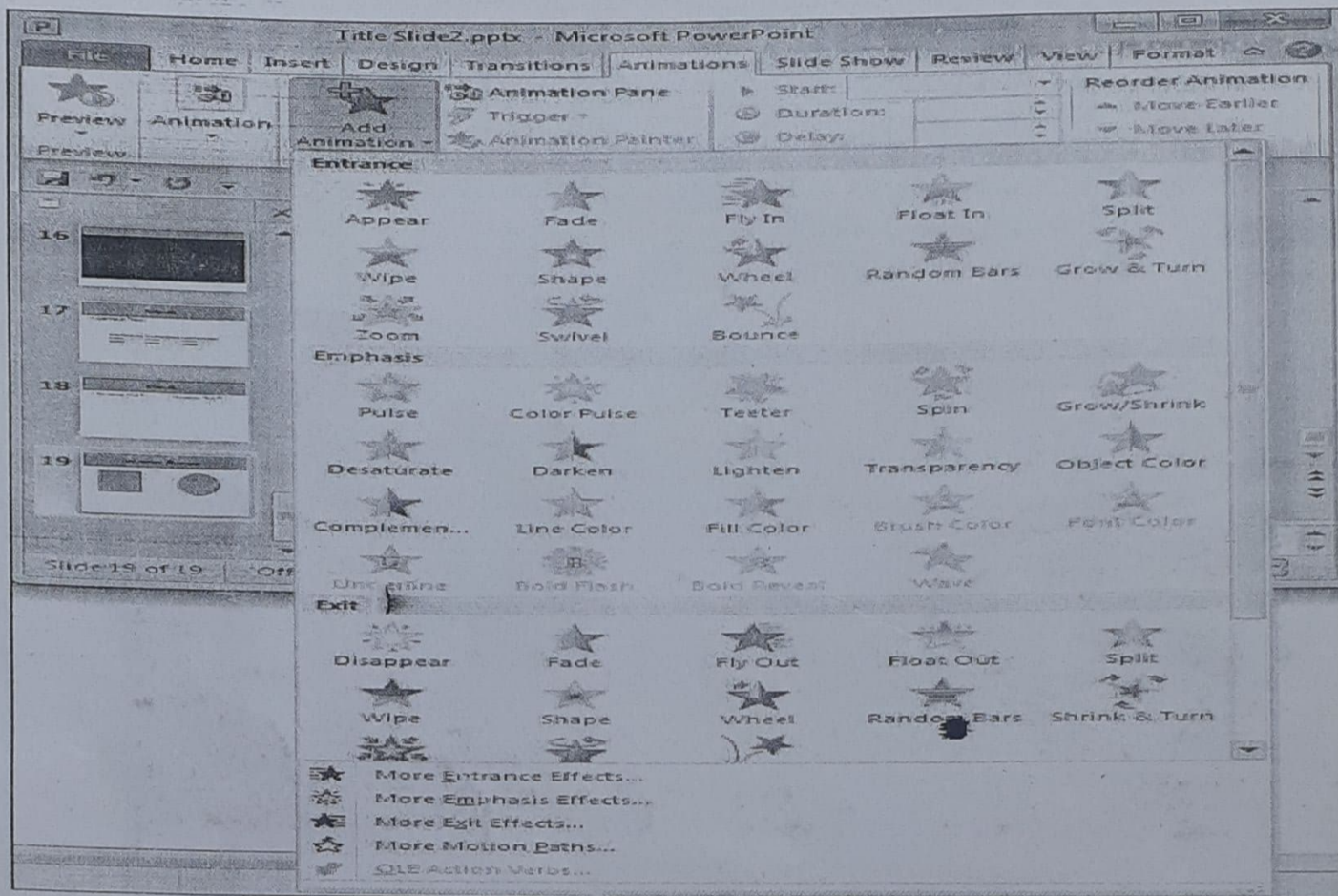
Emphasis will cause the object to emphasis without appearing or leaving the screen.

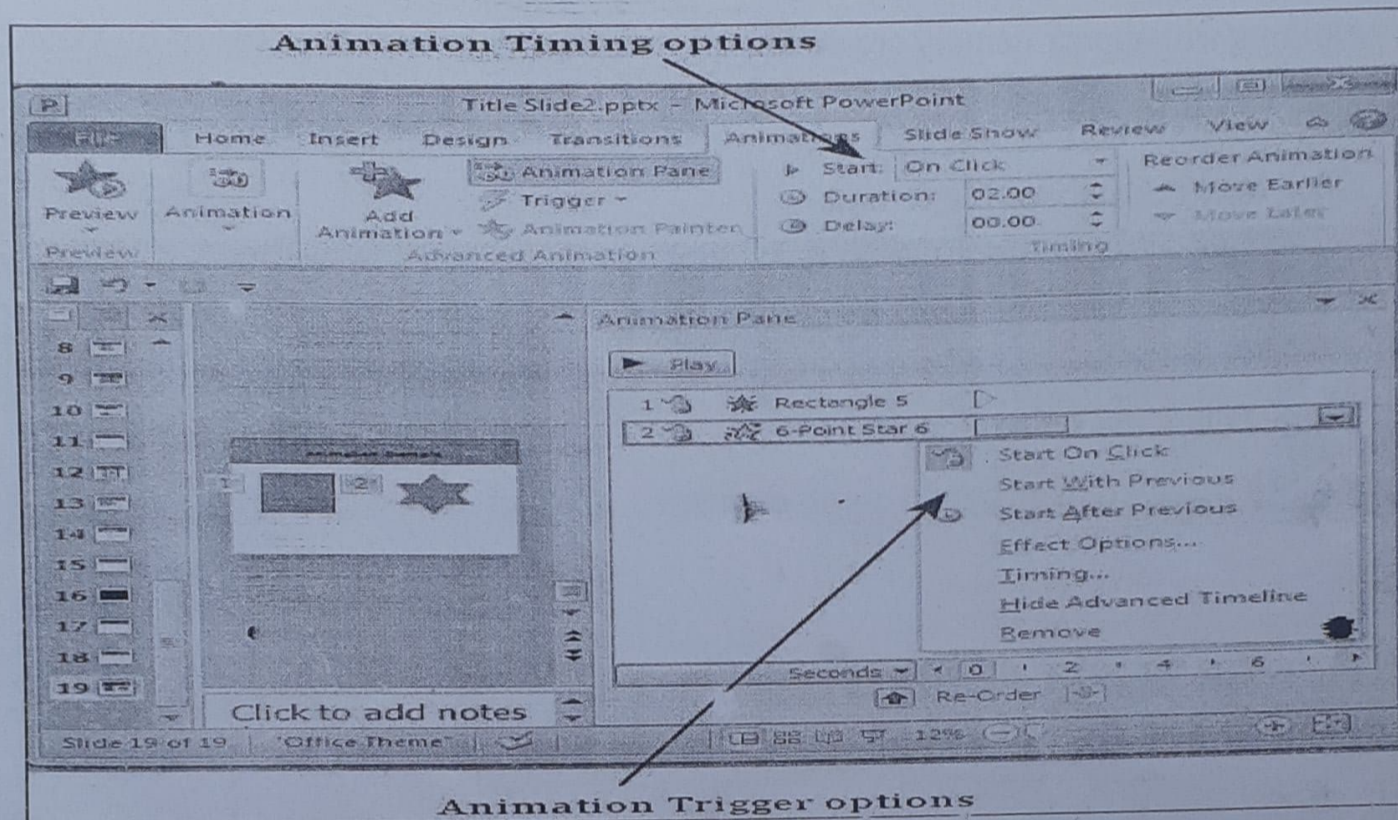
Exit will cause the object to disappear from the screen.

4. Once you add the animation for an object, it will show up in the **Animation pane**.
5. By default, all the animations are initiated by a click, but you can change this. To change the trigger, right-click on the animation object on the pane and choose an alternate trigger
6. **Start On Click** will cause the animation to start when you click the mouse.
7. **Start With Previous** will cause the animation to begin with the previous animation; if this is the first object, it will begin as soon as you reach the slide during the slide show.
8. **Start After Previous** will cause the animation to begin after the previous animation ends.
- 6 From the timing section, you can also manipulate the animation timing.
- 7 To preview the animation settings, just click **Play** on the animation pane.

ANIMATION PICTURES.







RESULT:

Thus, the above operation is successfully completed.

MS Access

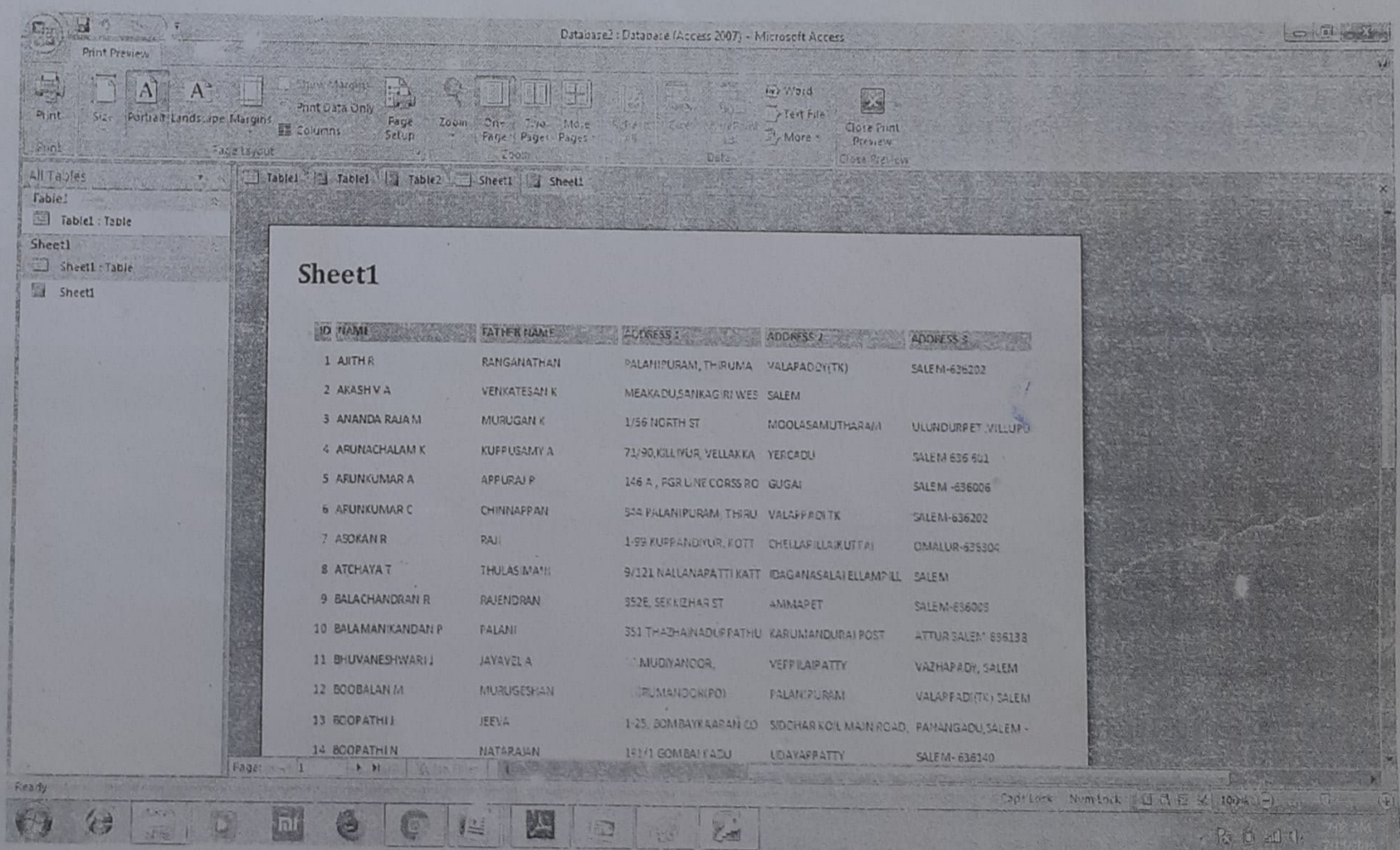
AIM

TO Creation of simple reports using MS Access.

ALGORITHM:

1. Select Report in database file format.
2. Options will appear namely create Report in design view or create Report in wizard.
3. Choose any one option.
4. Click new in database file format.
5. Select tabular form and select the table click ok.
6. Save the Report.
7. Double click the saved Report.
8. Finally Report will appear.

CREATION OF SIMPLE REPORTS



The screenshot displays the Microsoft Access 2007 interface. The main window shows a report titled 'Sheet1' in a tabular format. The report contains 14 rows of data with the following columns: ID, NAME, FATHER NAME, ADDRESS 1, ADDRESS 2, and ADDRESS 3. The data is as follows:

ID	NAME	FATHER NAME	ADDRESS 1	ADDRESS 2	ADDRESS 3
1	AJITH R	RANGANATHAN	PALANIPURAM, THIRUMA	VALAPPADY(TK)	SALEM-636202
2	AKASH V A	VENKATESAN K	MEAKADU,SANKAGIRI WEE	SALEM	
3	ANANDA RAJA M	MURUGAN K	1/56 NORTH ST	MOOLASAMUTHARAM	ULLURDURPET, VILLUPU
4	ARUNACHALAM K	KUPPUSAMY A	71/90,KELLYUR, VELLAKKA	YERCPDU	SALEM-636601
5	ARUNKUMAR A	APPURAJ P	146 A, PGR LINE CORSS RO	GUGAI	SALEM-636006
6	ARUNKUMAR C	CHINNAPPAN	544 PALANIPURAM, THIRU	VALAPPADY TK	SALEM-636202
7	ASOKAN R	RAJI	1-99 KUPPANDYUR, KOTTI	CHELLAPILLAKUTTAI	DMALLUR-635306
8	ATCHAYA T	THULASIMAH	9/121 NALLANAPATTI KATTI	EDAGANASALAI ELLAMPILL	SALEM
9	BALACHANDRAN R	RAJENDRAN	352E, SEKIZHAR ST	AMMAPET	SALEM-636005
10	BALAMANIKANDAN P	FALANI	351 THAZHAINADURFATHU	KARUMANDURAI POST	ATTUR SALEM- 636138
11	BHUVANESHWARI J	JAYAVEL A	11 MUDIYANDOR,	VEFFILAIPATTY	VAZHAPADY, SALEM
12	BOOBALAN M	MURUGESHAN	10/1,MANOONIPDI	PALANIPURAM	VALAPPADY(TK) SALEM
13	BOOPATHI J	JEEVA	1-25, BOMBAYKARAN CO	SIDHAR KOIL MAIN ROAD,	PANANGADU, SALEM -
14	BOOPATHIN	NATAPANN	151/1 GOMBAYYADU	UDAYAPPATTY	SALEM- 636140

RESULT:

Thus, the above operation is successfully completed.

GENERAL GRAPH FROM EXCEL TO WORD

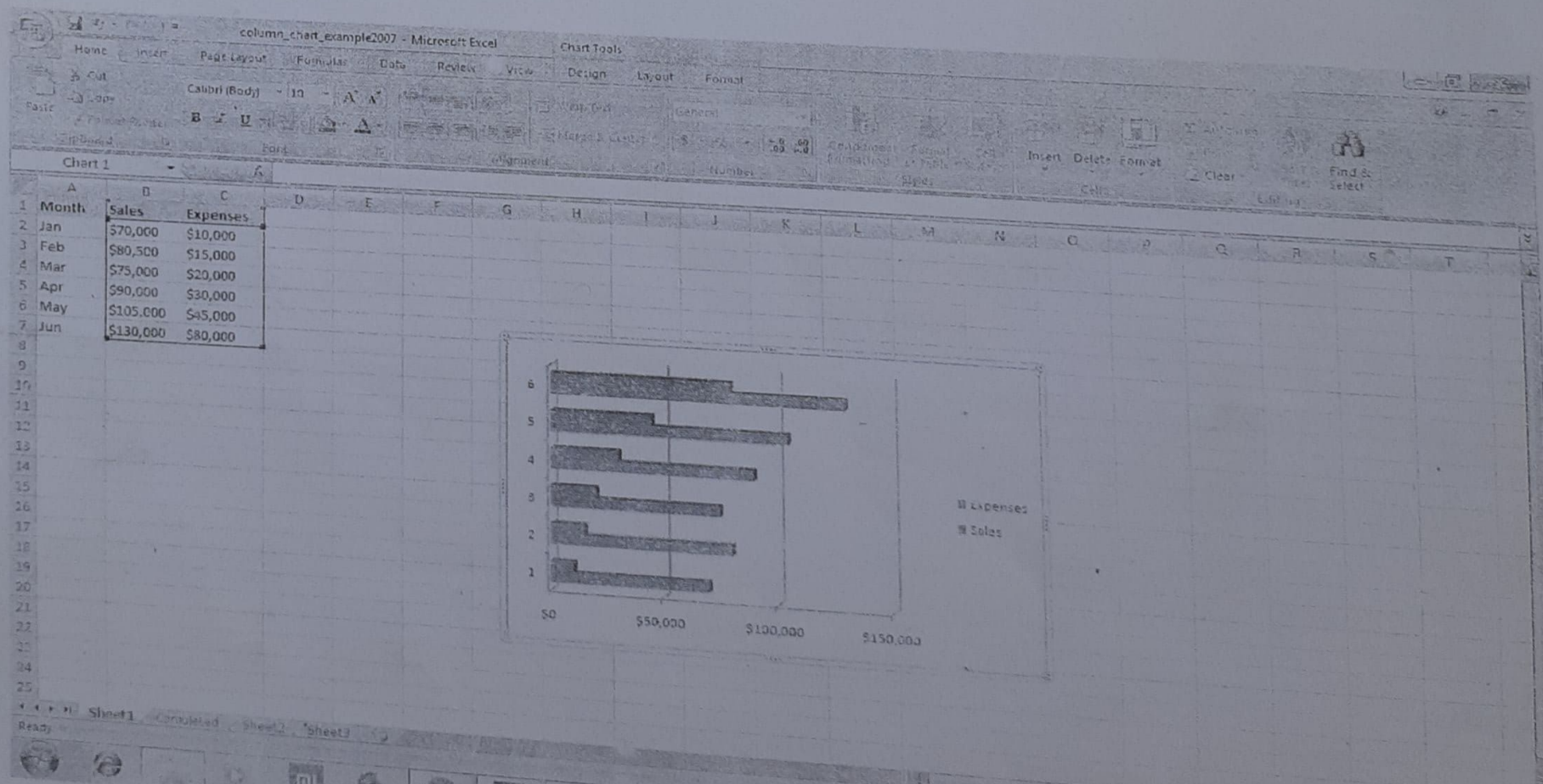
AIM:

Export a given graph from Excel to word

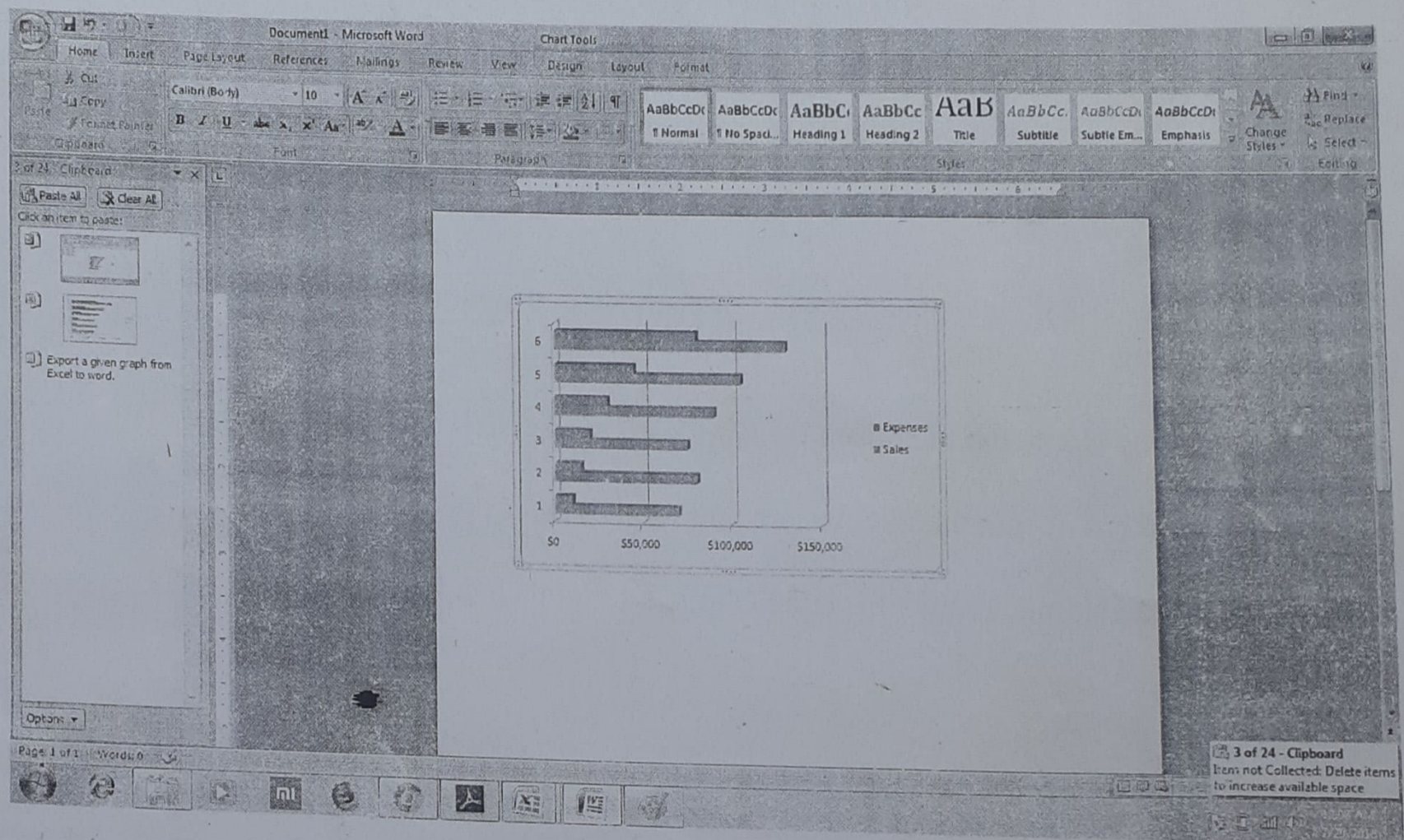
ALGORITHM:

1. In Excel, select the embedded chart or chart sheet that you want to copy to a Word document.
2. Select the Home tab then from the Clipboard group click the Copy button.
3. In the Word document, click where you want to paste the copied chart.
4. Select the Home tab then from the Clipboard group click Paste.

GRAPH FROM EXCEL



GRAPH FROM EXCEL TO WORD



Result:

Thus, the above operation is successfully completed.

SENDING AN EMAIL

AIM:


Preparation of An Email

ALGORITHM:

SENDING AN EMAIL

1. On your computer, open Gmail.
2. In the top left, click Compose.
3. In the "To" field, add recipients. If you want, you can also add recipients in the "cc" and "bcc" field.
4. Add a subject.
5. Write your message.
6. At the bottom of the page, click Send.

FIRST, TURN ON UNDO SEND

1. On your computer, open Gmail.
2. In the top right, click Settings  > Settings.
3. In the "Undo Send" section, check the box next to "Enable Undo Send."
4. In the "Send cancellation period" section, set the amount of time you want to decide if you want to unsend an email.
5. At the bottom of the page, click Save Changes.

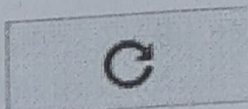
UNDO SENDING YOUR MESSAGE

After you turn on Undo Send, you can cancel sending an email.

1. After you send a message, you'll see the message "Your message has been sent" and the option to Undo or View message.
2. Click Undo.

SENDING AN EMAIL

Gmail ▾



More ▾

COMPOSE

Inbox (6)

Starred

Important

Sent Mail

Drafts (14)

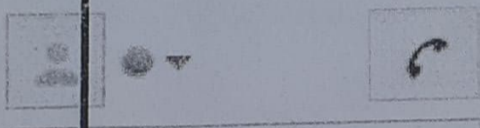
Person: Sent Mail

Travel

More ▾

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To: cedriccat	Th
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To: wshakespeare766	the
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To: me	In

0 GB (0%) of 15 GB used
[Manage](#)

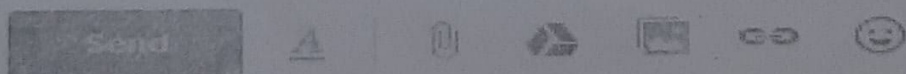


Sick leave

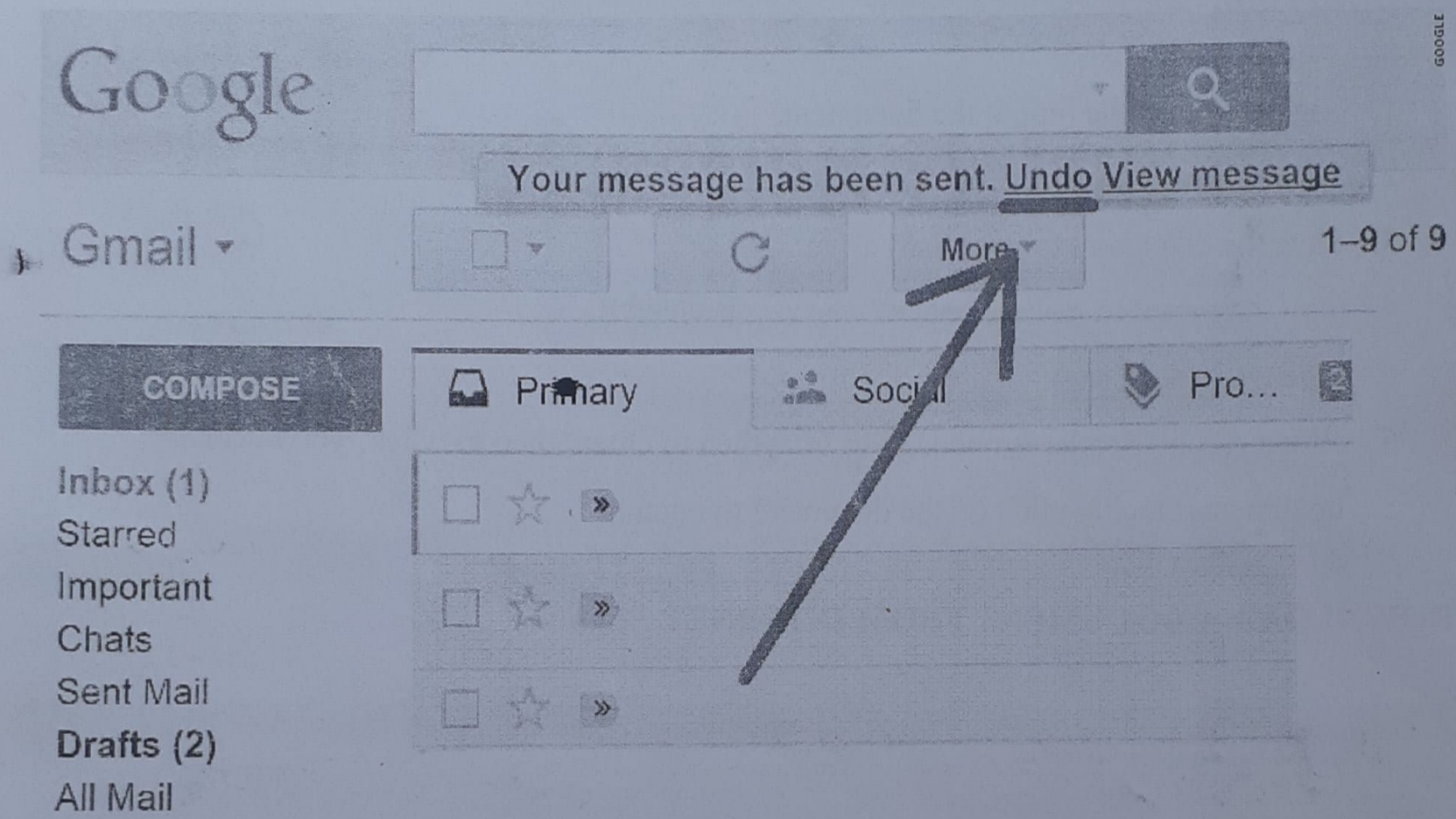
ganesh college@gmail.com

Sick leave

Dear Sir,
I am Sowmiya, student of the second maths. i request you tell to allow me one day leave because i am feeling sick. I have flue, cough and throat infection and not in a position to attend the class. Again i am requesting you for one day leave for today, dated 28th july i will be thankful to you
Sincerel.,
K.Sowmiya



UNDO SENDING YOUR MESSAGE



Result:

Thus, the above operation is successfully completed.

DOWNLOAD A DOCUMENT FROM INTERNET

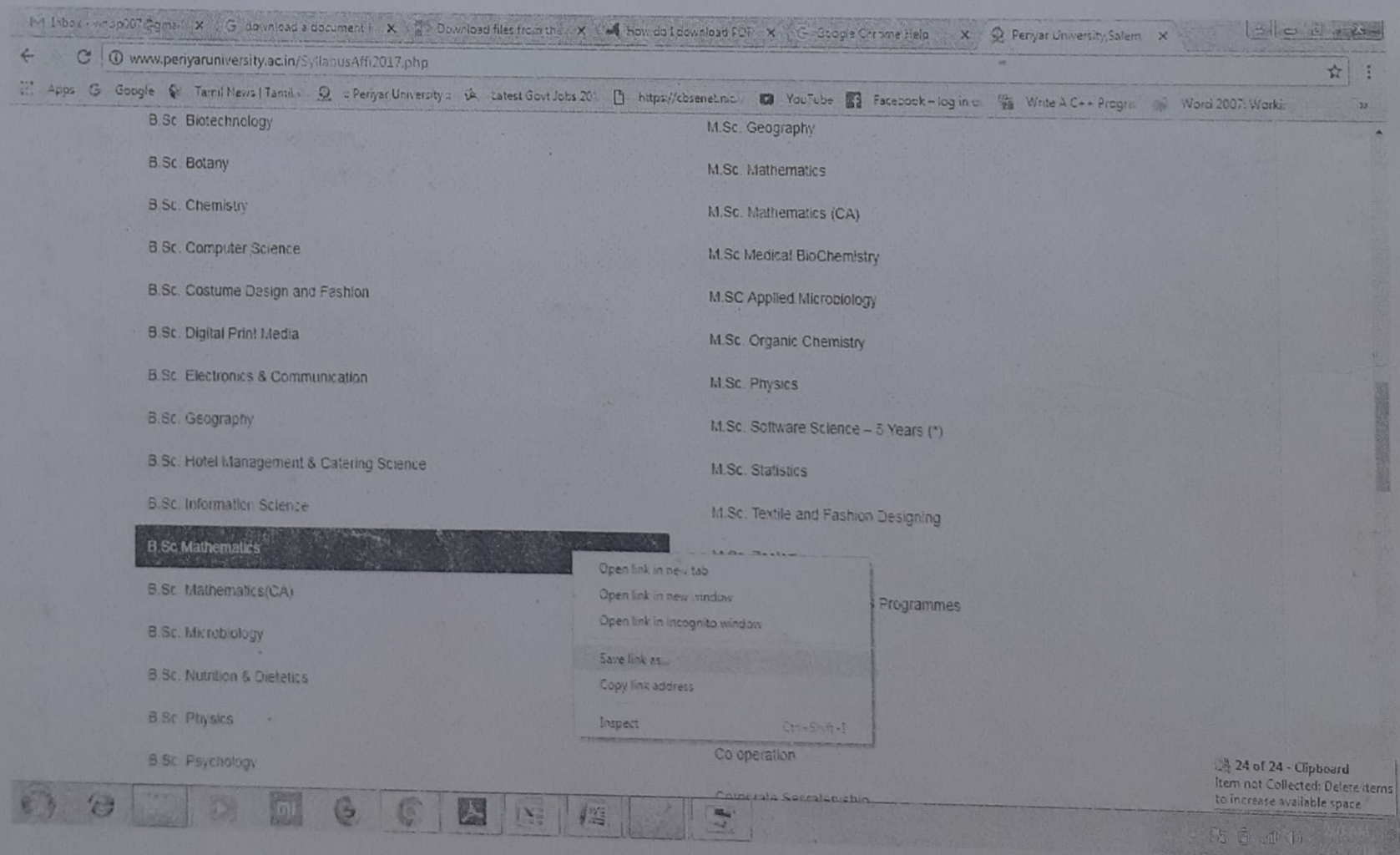
AIM:

Download a document from internet.

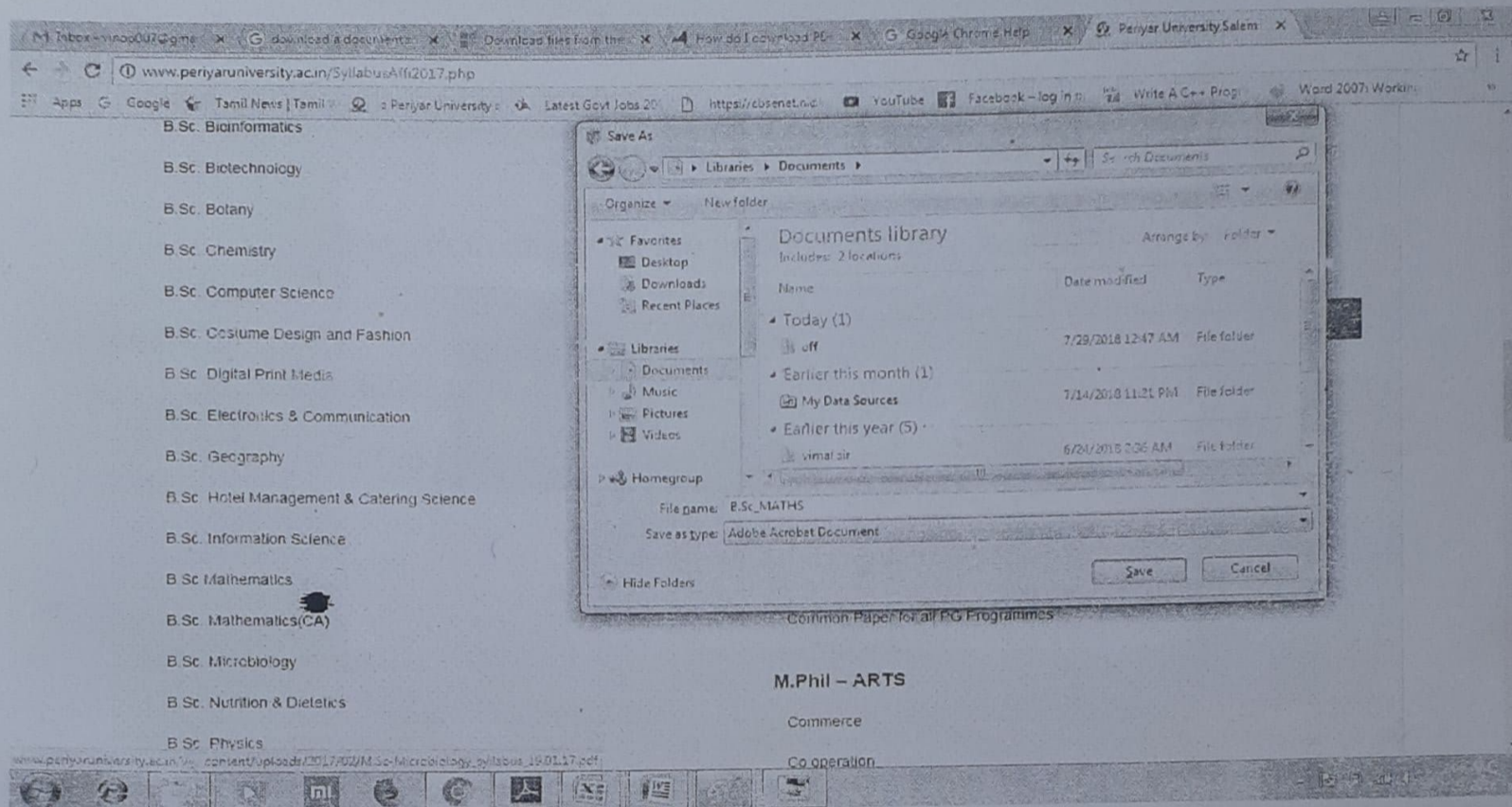
ALGORITHM:

1. Right-click on the link to the document.
2. Select "Save Target As" or "Save Link As."
3. Save the document to your hard drive.
4. You may want to make a note of where you saved it.
5. Open Adobe Reader.
6. When Adobe Reader is open, go to File, then to Open, then to where you saved the document. Double-click on the document to open it.

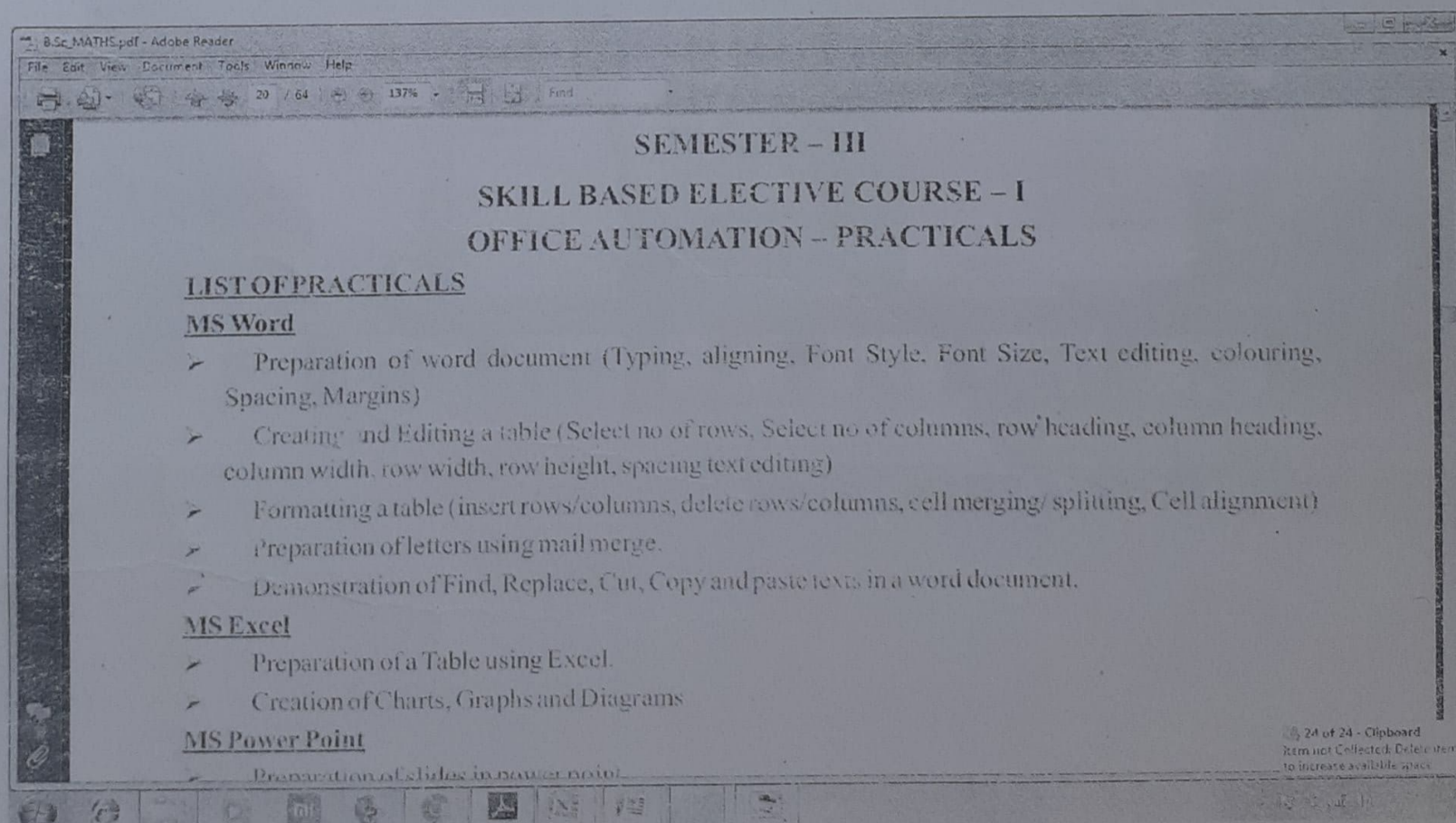
DOWNLOAD A DOCUMENT FROM INTERNET



SAVE LINK AS



OPEN ADOBE READER.



Result: Thus, the above operation is successfully completed.

IMPORT A PICTURE FROM INTERNET TO WORD DOCUMENT

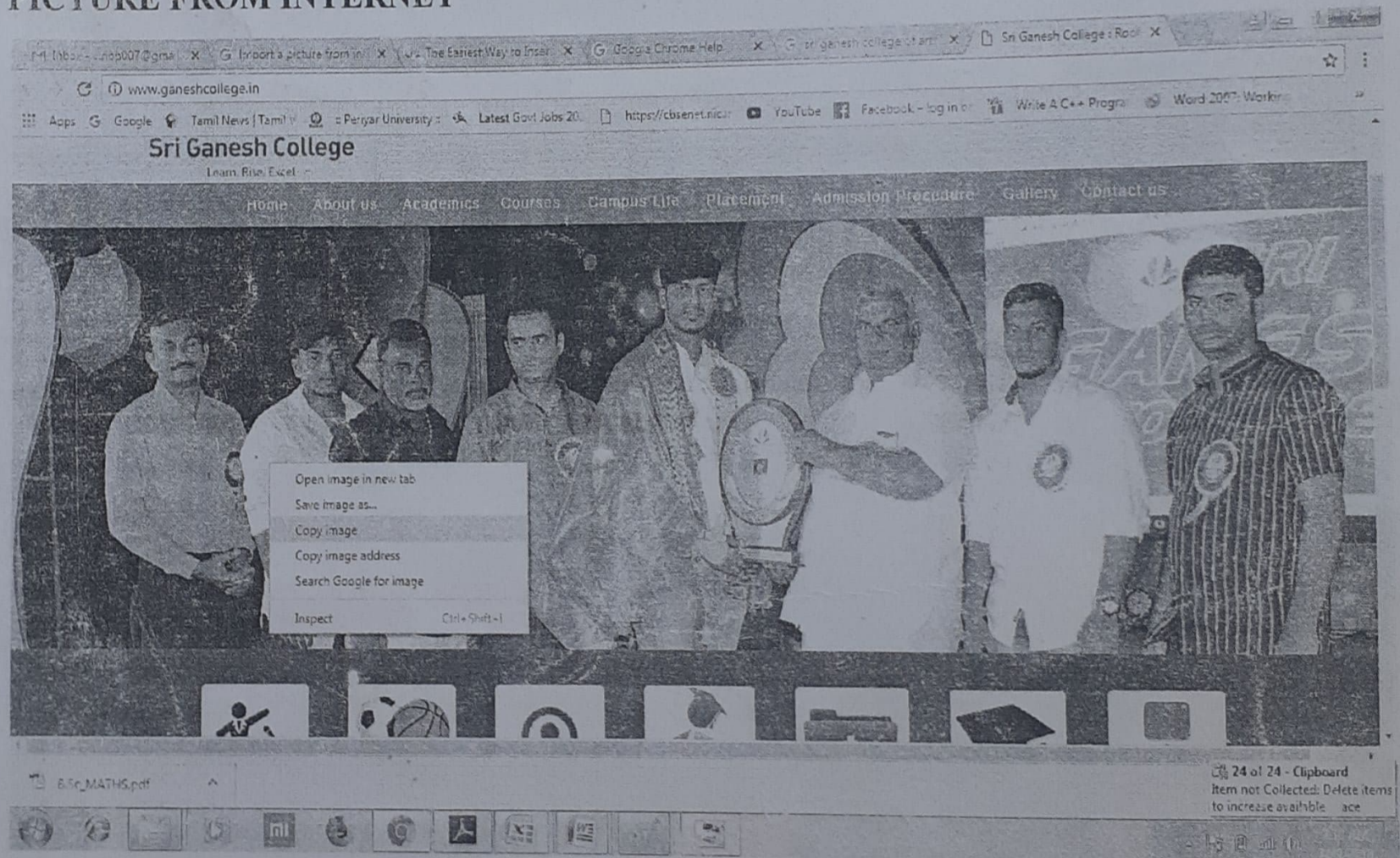
AIM:

Import a picture from internet to word document.

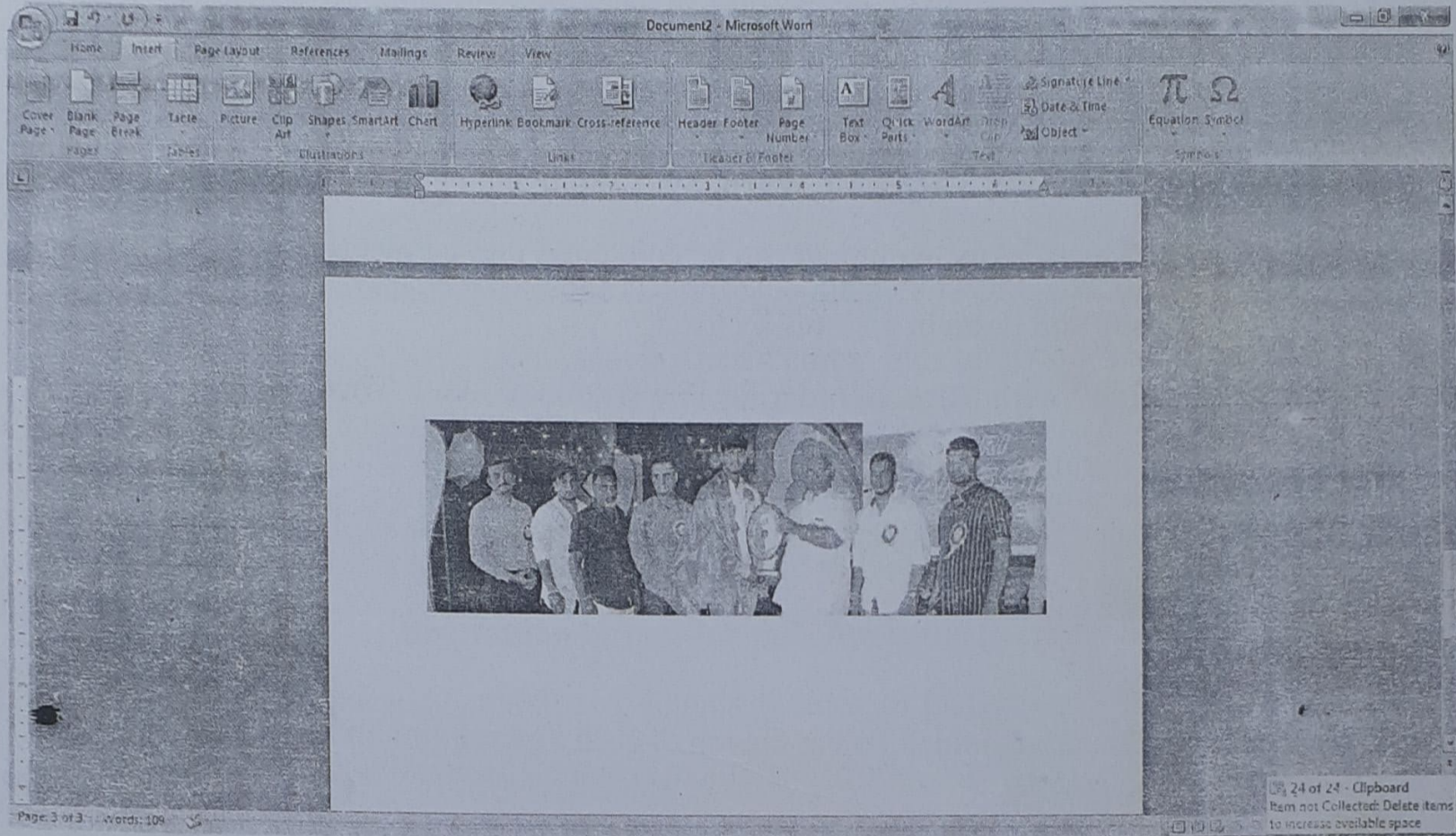
ALGORITHM:

1. Open a browser and search for the image that you want to insert into your document. Right-click on the image and *Copy Image or Save image as*
2. Switch back to the document you are working on. Navigate to *Insert* tab or *Paste* and click on *Picture* as you do for other regular pictures.
3. Insert Picture dialog opens for you to select a picture from your local collection. Here, instead of selecting an image or paste the image that you copied in Step 1.

PICTURE FROM INTERNET



PICTURE FROM INTERNET TO WORD DOCUMENT



Result:

Thus, the above operation is successfully completed.

WORD DOCUMENT TO POWER POINT PRESENTATION

AIM:

Create a power point presentation when a word document is given.

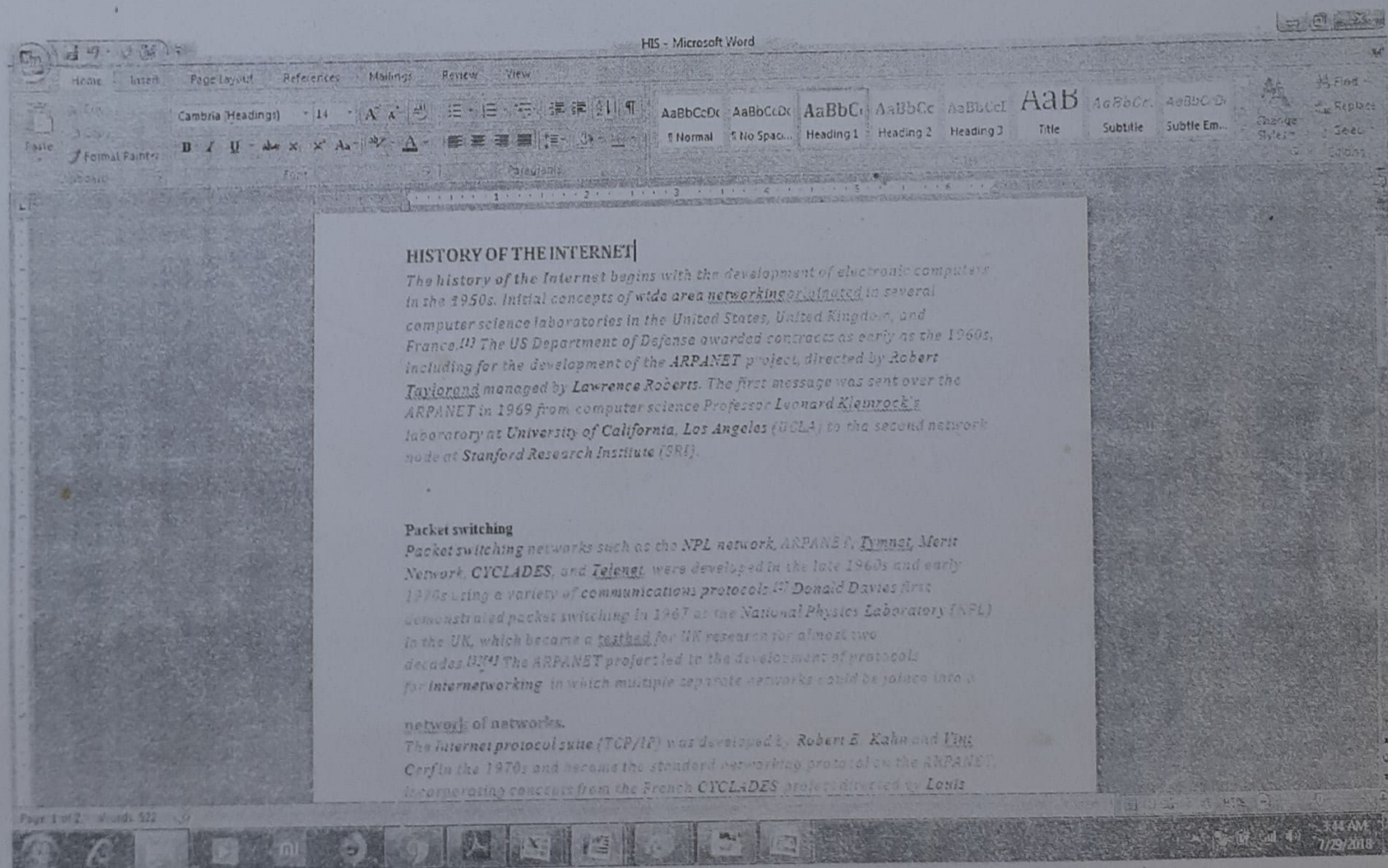
ALGORITHM:

1. **Open your document using Microsoft Word.** Start Word and open the document by clicking "File" → "Open." Any document can be converted into a PowerPoint. Know that you will need to copy and paste in pictures by hand.
2. **Separate each "slide" with titles.** In order for PowerPoint to know where to divide up slides, you need to divide up the information. In the line above each list, paragraph, or sentence you want as a separate slide, write a title for the slide, such as "First Quarter Numbers" or "Works Cited."
3. This will become the large, bolded text at the top of each PowerPoint slide.
4. **Navigate to the "Styles" menu.** Click on the "Home" tab in the upper left corner of Word. Along with your toolbar at the top of the screen, you should see a large box labeled "Styles." In it are several formatting examples labeled "Normal," "No Spacing," "Heading 1," etc.
5. **Highlight your titles and click "Heading 1."** You will have to format each title individually. The text will become large, bolded, and colored blue -- and PowerPoint will use this format to determine the slide titles.
6. **Add sub-bullets using "Heading 3."** If you assign something to "Heading 3," it will appear indented to the right and on a separate line. The PowerPoint slide would appear like the following:
 - Text formatted with "Heading 2"
 - Text formatted with "Heading 3"
7. **Customize your text if you'd like.** Once you've set up the outline you can change the size, color, and font of your text, which will convert to PowerPoint. The text no longer needs to be blue or bolded -- it has already been coded for conversion to PowerPoint
8. If you delete the spaces between lines or try to add new text, it may not be formatted correctly, so always take this step last. Don't forget to save your document!

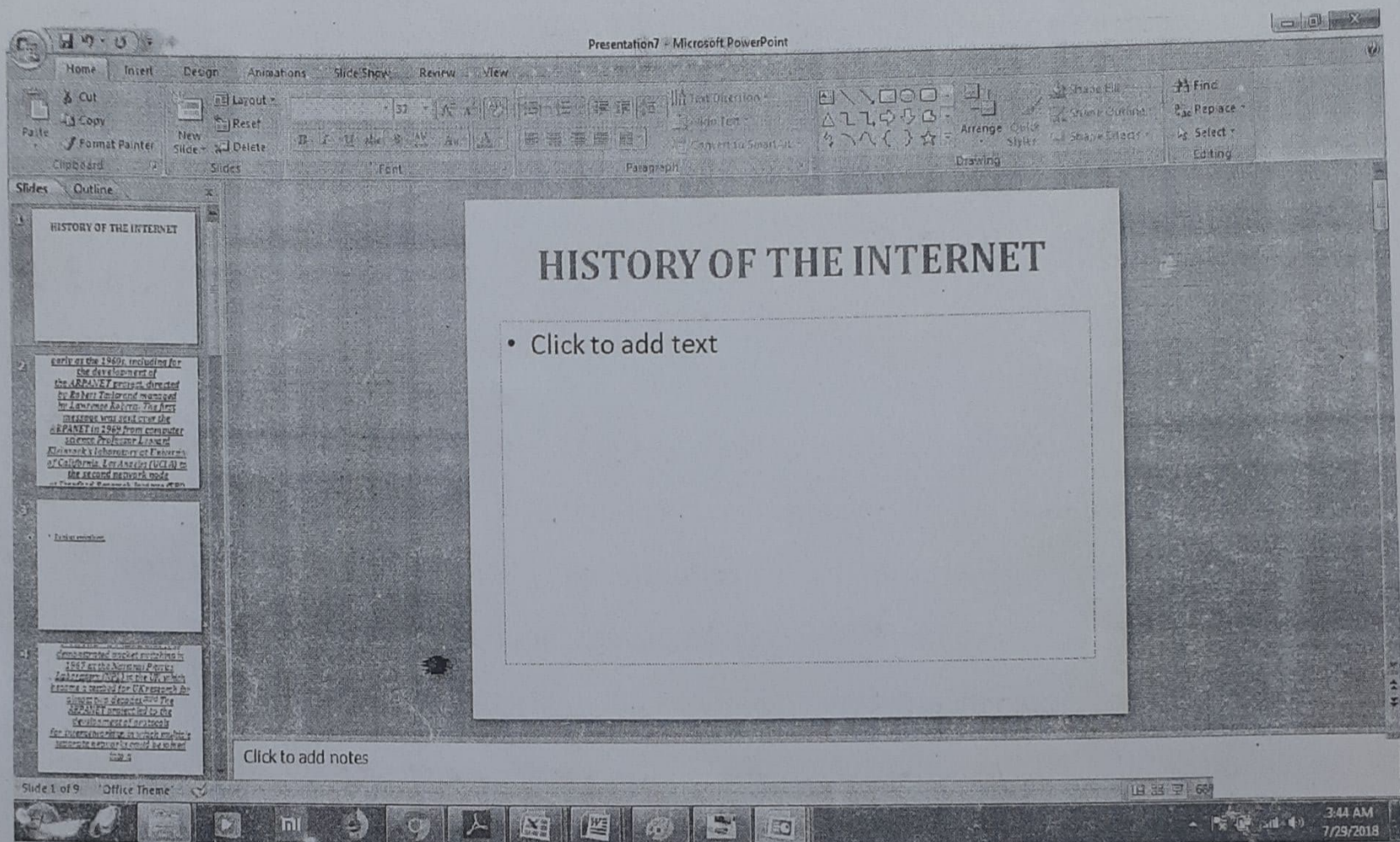
9. Send the document to PowerPoint using "File → "Send to PowerPoint." PowerPoint will take your document and convert it automatically into slides. If you cannot see the "Send to PowerPoint" button:

- Click on "File" → "Options" to open up the Options Window.
- Click "Quick Access Toolbar."
- Select "All Commands" under the "Choose Commands From:" menu.
- Scroll down through the alphabetically listed commands until you find "Send to Microsoft Powerpoint." Click to "Add >>" it.
- Click OK in the bottom right corner. Now, a small button will appear in the upper left corner of word that lets you send the document to PowerPoint.
- **Customize your presentation in PowerPoint.** Apply the finishing touches to your presentation, like slide animations, sounds, themes, or pictures.
- Word will not automatically convert pictures for you -- you will have to manually copy and paste or insert them into your slides.

WORD DOCUMENT



POWER POINT PRESENTATION



Result:

Thus, the above operation is successfully completed.