Structured Training Module (Level 1 Computer Course)

## HARDWARE AND MEMORY DEVICES

COMPUTER SYSTEM

Computer is a device that is used for arithmetic calculations and data processing - data gathering, data analysis and meaningful presentation of data. The first machine to qualify as computer was designed by Charles Babbge in 1800s, which was called Analytical Engine. In this machine simple mathematical calculations such as addition and multiplication were possible. This machine contained clockwork with gears and numbers and processing was almost similar as it is in modern day mechanical-petrol-vending-machines. However, the computers have graduated from old mechanical devices to electronic devices, which not only can perform various arithmetical calculations with ease but can also store large volumes of data, analyze it and present it in a useful form. A modern electronic computer is a set of complex automatic electronic switches, which can perform calculations. This capacity of modern electronic computer has transformed the computer into a very useful tool for managing the affairs of large corporations, governments and academics. The data gathered, stored and analyzed by computers plays a vital role in influencing the decision of managers, researchers, government officers and even the military officers. The influence of the computers on the decision making is so high that even it is feared that in future the decisions would be taken by computers.

HARDWARE AND SOFTWARE

You must have heard every computer user using terms Hardware and Software. These are the integral parts of every computer system. Hardware contains every *tangible part* of a computer system i.e. Hardware part of the computer system is perceptible to the feeling of touch. Hardware part includes all physical equipment viz. Monitor, keyboard, Central Processing Unit, Memory Units, mouse, hard disk, floppy disk, storage units, peripherals etc whereas the Software which is *non-tangible* part includes the data, instructions to system, interfaces and other information. The hardware part of a computer system is comparable to our mind, body and organs in human being whereas the software part is comparable to consciousness, ability to understand language, audio-visual instructions, ability to communicate and involuntary actions of brain by which it controls body.

HARDWARE DEVICES

Central Processing Unit: Central Processing Unit or CPU as it is commonly known is like the brain of a computer system that contains three main parts viz. **Arithmetic Logic Unit or ALU**, **Control Unit and Memory Unit.** As it is clear from the name **ALU** is responsible for conducting all the arithmetic calculations in a computer system.
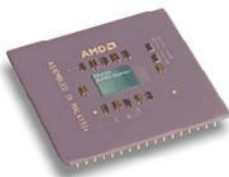
Control Unit controls the flow of data in and out of the CPU.

The **Memory Unit** contains two types of memory devices that make **primary/main or internal memory** of a computer system. These devices are **Read Only Memory or ROM and Random Access Memory or RAM**. ROM part of memory of a computer system contains instructions to conduct complex arithmetic calculations, Basic Input Output System(BIOS),

Boot Strap Loader, information about date/time and other instructions necessary for working of a computer system. As the name suggests any information on the ROM part is 'read only' i.e. it is not normally possible to write anything on this part of the memory. The **Random Access Memory** or **RAM** is like our notepad or slate on which the data, instructions etc can be written for processing and can be retrieved randomly for working of a computer system. The RAM memory is *volatile memory* i.e. this memory is erased whenever the computer system is switched off. So every bit of information that has been processed in RAM must be saved on some other type of memory device if it is to be prevented from erasure in the event of switch of.

The main **tasks of CPU** or microprocessor are following:

1. Making arithmetic calculations
2. Making logical decisions
3. Manipulating alphabetic or alphanumeric data
4. Converting data
5. Communicating
6. Storing the data temporarily
7. Processing control instructions
8. Managing input and output operations
9. Managing the storage of data in memory.

MEMORY DEVICES OR STORAGE DEVICES

We have discussed above that the CPU of the computer contains a memory unit that is called primary memory. The primary memory of the computer is controlled by the operating system of the computer and normal users cannot directly save any information in this segment of computer's memory. The saved information is stored in **secondary memory** devices such as hard disk, floppy disks, CD-ROM, DVD, pen drive and other memory devices. .Secondary storage media of computer systems available currently is dependent on three types of technologies viz. Magnetic media, optical media and **Flash**.media. Every type of media stores physical data in binary format. The memory is measured in following units of measurement:

Bit	A bit means a single binary digit. i.e. 0 or 1. it is on or off position of a particular switch in computer system.
Byte	It is a set of eight bits. To a layman, this represents a the physical storage of a single character stored in an electronic media for example character 'A' would be stored in an ASCII(American Standard Code for Information Interchange) based computer
Kilobyte or KB	1024 bytes.
Megabyte or MB	1024 KBs.(1024^2 Bytes)
Gigabyte or GB	1024 MBs. .(1024^3 Bytes)
Terrabyte or TB	1024 GB.(1024^4 Bytes)

Main memory devices presently available are following:

Floppy Disk : This is a **magnetic disk** covered with a paper or plastic safety jacket. In a floppy disk data is written using magnetic charge as it is in a taperecorder tape. Now floppy disks of size 3.5" are in vogue in India storage capacity of which is 1.2 MB and 1.44 MB respectively. 3.5" Floppy
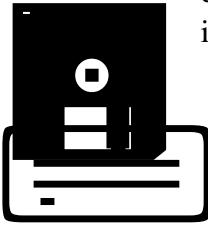
disk format contains 80 tracks on both sides having 18 sectors of 512 bytes each i.e.2 x 80 x 18 x 512 = 1474560 bytes or (1.44 MB) – It is Obsolete now.

Hard disk or Fixed disk : This is a **magnetic media** in which information is written electronically as it is written on a floppy disk. Unlike the floppy disk this cannot be removed from the computer system for transferring of information from one computer to another computer. The storage capacity of Hard Disks currently available in market varies from 80 MB to 160 GB. The read/write speed of hard disk is very fast.

Compact Disk or CD: This is also called CD–ROM. As the name suggests this is primarily a read only device. However, rewritable CDs are also available. It is an **optical media**. The storage capacity of compact disk is 700 MB.

DVD: This is called Digital Versatile Disk. It is also an **optical media** of same size and shape of CD. But the storage capacity of DVD is about 4.5 GB.

FLASH MEMORY

It is a form of non-volatile memory that can be electrically erased and reprogrammed. It is erased and programmed in blocks consisting of multiple locations (in early flash the entire chip had to be erased at once). Examples of its applications include digital audio players, digital cameras and mobile phones. Flash memory is also used in USB flash drives, which are used for general storage and transfer of data between computers. MultiMedia Cards(MMC), Reduced Size . MultiMedia Cards(RS-MMC) and Secure Digital (SD) cards use this technology

Input Devices: The job of in input device is to translate human readable/understandable information into computer readable format. The Input devices can be broadly classified into *Text Input Devices(***Viz. Keyboard, Handwriting recognition, Optical Character Recognition – OCR etc***)* *Screen Pointing Devices(***Viz. Mouse, TouchScreen, Joy Stick, Touch Pad, Light Pen etc***)* and *Image, Audio and Video Capturing Devices(***Viz. Microphone, Image Scanner, Digital Camera, Camcorder, 3D Scanner etc***)* A brief introduction of various input devices is following:

Keyboard: This device contains a Keypad containing Keys of various alphabetic characters, numbers, arithmetic operations, special symbols etc. Input only device i.e. one can input data and give instructions to the computer using this device. This is an

Mouse: This is called a screen pointer device. Using this device the user can point a particular part of the screen, highlight it or give instructions in a graphics based interface. This is an input only device.

Touchscreens, touch screens, touch panels or touchscreen panels: These are display overlays which are typically either pressure-sensitive (resistive), electrically-sensitive (capacitive), acoustically-sensitive (SAW - surface acoustic wave) or photo-sensitive (infra-red). The effect of such overlays allows a display to be used as an input device, removing the keyboard and/or the mouse as the primary input device for interacting with the display's content. Such displays can be attached to computers or, as terminals, to networks.	
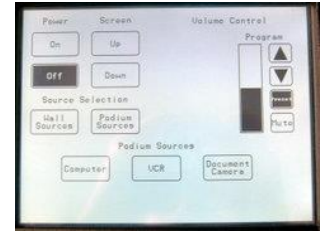
Light Pen: A light pen is a computer input device in the form of a light-sensitive wand used in conjunction with the computer's CRT monitor. It allows the user to point to displayed objects, or draw on the screen, in a similar way to a touch screen but with greater positional accuracy. A light pen can work with any CRT-based monitor, but not with LCD screens, projectors or other display devices.

Scanner: A **Scanner** is a device that analyzes an image (such as a photograph, printed text, or handwriting) or an object (such as an ornament) and converts it to a digital image. Most scanners today are variations of the *desktop (or flatbed) scanner*

Output Devicess: The job of in output device is to translate information in computer readable format into human readable/ understandable form. The Output devices can be broadly classified into following categories:

Monitor: A **computer display** (also known as a **computer monitor**, **computer screen**, or **computer video display**) is a device that can display signals generated by a computer as images on a screen. This device is similar to the TV which contains a Cathode Ray Tube on which every action of the user and the result after processing is shown. This is an Output only device i.e. this is a device on which the Output of the work of CPU can be taken. The Output shown on the screen of the monitor is called the Softcopy of the output.

Printer : A **computer printer**, or more commonly just a **printer**, is a device that produces hard copy (permanent human-readable text and/or graphics of documents stored in electronic form, usually on physical print media such as paper or transparencies). It is on output only device.
Impact Printers: Daisy Wheel, Golf Ball, Drum & Dot Matrix Printer(DMP
Non-Impact Printers: Ink Jet & Laser Jet printers.

Computer speakers, or **multimedia speakers:** These are external speakers usuallly incluading a simplified stereo system without a radio or other media sources built in.

हार्डवेयर एवं कम्प्यूटर मैमोरी पर जानकारी का संदर्भ लेते हुए निम्नलिखित तथ्यों में कॉलम मैच करें (जैसे **A** के सामने, यदि उपयुक्त ऑप्शन **5** हो तो खाली कॉलम में **5** लिखें)		
(A) C.P.U. (सी.पी.यू.)		**1.** Part of the Central Processing Unit that is responsible for calculations and sorting of data.(सैण्ट्रल प्रॉसेसिंग यूनिट का वो भाग जो गणना एवं डाटा सौर्ट करने हेतु कार्य करता है)
(B) It is a keyboard based Input Device.(यह कीबोर्ड पर आधारित इनपुट उपकरण है)		**2.** Bar Code Reader(बार कोड रीडर)
(C) It is a scanning based Input Device(यह स्कैनर पर आधारित इनपुट उपकरण है)		**3.** Capacitive Touch Screen/PAD(टच स्क्रीन या टच पैड)
(D) It is a Hard copy Output Device(यह हार्ड-कॉपी आउटपुट उपकरण है)		**4.** Main Part of a Computer System (कम्पयूटर सिस्टम का मुख्य पुर्ज़ा)
(E) It is a Soft copy Output Device(यह सॉफ्ट -कॉपी आउटपुट उपकरण है)		**5.** Erasable Programmable Read Only Memory(इरेज़ेबल प्रोगामेबल रीट आन्ली मेमोरी)
(F) It is a Wireless Communication Device (यह बेतार संचार उपकरण है)		**6.** LCD Multi Media Monitor(एल.सी.डी मल्टी मीडिया मॉनिटर)
(G) It is a Wired Communication Device (यह तार पर आधारित संचार उपकरण है)		**7.** Firewire(फॉयर वायर)
(H) USB		**8.** Numeric Keypad(अंको वाला की पैड)
(I) It is a Screen Pointer Device (यह एक स्क्रीन पाईंटर उपकरण है)		**9.** Chart Plotter(चार्ट छापने वाला प्लाट्टर)
(J) ALU		**10.** RAM and ROM(रैम तथा रोम)
(K) Primary memory(प्राईमरी मैमोरी)		**11.** WiFi Router(वाईफाई रूटर)
(L) Secondary memory(सैकेण्डरी मैमोरी)		**12.** Universal Serial Bus Port(यूनिवर्सल सीरियल बस पोर्ट)
(M) EPROM		**13.** Hard disk, CD, DVD, Flash Drive, Memory Card etc.(यूनिवर्सल हार्डडिस्क, सीडी, डीवीडी, फ्लैश मेमोरी, मैमोरी कार्ड इत्यादि उपकरण)

Catogeries of Hardware
(A)   C.P.U. (सैण्ट्रल प्रॉसेसिंग यूनिट)
(B)   Communication Device (संचार उपस्कर)
(C)   Input Devices (इनपुट उपस्कर)
(D)   Output Devices (आउटपुट उपस्कर)
(E) Primary Memory Devices (प्राथमिक मैमोरी उपस्कर)
(F) Secondary Memory Devices (अतिरिक्त मैमोरी उपस्कर)

Classify the following in correct category give above (A,B,C,D,E,F)	
1. BlueTooth	
2. Camera	
3. Handwriting recognition	
4. Hard Disk	
5. LCD Screen	
6. Mic	
7. Monitor or VDU	
8. Network Interface Card (NIC)	
9. Numeric Keyboard	
10. Optical Character Recognition – OCR	
11. Optical Mark Reader – OMR	
12. Printer or Plotter	
13. QWERTY KeyBoard	
14. RAM and ROM	
15. Scanner	
16. Speaker	
17. Track Ball	
18. ALU is part of_____	
19. USB Cable	
20. Wifi	

SOFTWARE

This is *non-tangible* part of a computer system. The software in a computer system contains data files, Interfaces, computer languages, application software and other information. The data files or documents as these are called nowadays contain the records, letters, statements, graphs, pictures, reports etc that have been entered into a computer system by the user. The computer languages or the programming languages are special types of computer programs that contain tool for the programming of CPU for processing of data (e.g. BASIC, VISUAL BASIC, C, C++ etc.). By using these *programming languages* the user can write programs for various types of jobs. *Application software* is a type of computer software that has been written in a programming language for doing specific types of jobs viz. Word Processing, Data management, Scientific Calculations etc.

A software that at least provides us with capabilities of system interface and user interface can be classified as *Operating System*. The main jobs of Operating System are following:

1. **User Interfacing:** Communication with the computer user operator by means of terminals or consoles is provided by OS.
2. **Prioritizing**: In multitasking OS where multiple programs can be running at the same time, the operating systems determines which appications should run in what order and how much time should be allowed for each application before giving another application a turn.
3. **Scheduling and loading of programs:** It provides scheduling and loading of programs, or subprograms for providing a continuous job processing.
4. **Control over hardware resources:** OS controls over the selection and operation of all the peripheral devices, and input/output/storage devices. It handles input and output operation.
5. **Managing the data and program files:** The operating system directs the information storage and retrieval functions using one or more filing methods.
6. **Providing utility functions** for loading programs, transferring files, formatting disk, controlling Input/Output devices like printer/modem, managing directory service for disk.
7. **Handling errors :** When an error occurs then the OS informs the user about the error and provides user with the options to come over it.

TYPES OF OPERATING SYSTEM:

1. *Single User Systems*: These are Operating Systems on which a single user can work at a time. e.g. DOS.
2. *Multi-User Time Sharing Systems*: A Multi-user operating system is an OS that allows multiple users to work on the same system simultaneously. Such an OS allocates limited CPU time amount to users, job requests & applications.
3. *Multi-tasking Operating Systems*: A multitasking operating system is an operating system that can handle various applications simultaneously. This is also called Multi-programming or concurrent programming OS.
   3.1. *Non- Preemptive Multitasking*: In this type of multitasking all the programs running on the processor may not get same amount of processor time. This type of multitasking lets a

program to run until it gets in idle state. This type of multitasking does not interrupt the execution of a running program.

    3.2. ***Preemptive Multitasking***: In this type of multitasking each program gets a specific amount of time(in milliseconds) for execution. In such a multitasking environment a priority system is in place to give some jobs a higher percentage of CPU time. For example Mouse function in windows has a very high priority.

4. ***Multitasking within a single program:*** Sometimes it is required that a single program is doing more than one things at once. For example word is simultaneously sending information to printer and allowing the user to work. This is achieved by an operating system that is capable to handle multiple tasks within a program. All individual tasks of the program are called threads.

5. ***Multiprocessing***: Multiprocessing means two or more independent processors linked together in a co-ordinated system. In such a system, instructions from different and independent programs can be processed at the same instant by different processors. The OS that handles this task schedules and balances the input, output, and processing capabilities of these systems.

Catogeries of Software
A. Operating System (ऑपरेटिंग सिस्टम)
B. Application Software (ऐप्लीकेशन सॉफ्टवेयर)
C. System Software (सिस्टम सॉफ्टवेयर)
D. Software tool or Utility Software (सॉफ्टवेयर टूल)
E. Type of Video Data File (वीडीयो डाटा फॉईल)
F. Type of Audio Data File (आडीयो डाटा फॉईल)
G. Type of Picture Data File (Picture डाटा फॉईल)

Classify the following in correct category give above (A,B,C,D,E,F)	
1 Accounting Package (Tally)	
2 BMP Files	
3 Calculator provided in Window OS	
4 Codec	
5 Detecting and Reporting error to user	
6 Error Reporting	
7 JPG	
8 Linux	
9 Managing Hardware and Software	
10 Managing Primary and Secondary Memory	
11 Microsoft Word (Word Processing Software)	
12 MP3 Files/AAC Files	
13 MP4 files/AVI Files/WMV	
14 Multi Tasking	
15 Paint Brush	
16 Printer driver software	
17 Spreadsheet/worksheet Software like MS Excel	
18 Symbian	
19 User interfacing and System Interfacing	
20 Windows	

Day-1 (Session 3)

WINDOWS OPERATING SYSTEM

SALIENT FEATURES OF WINDOWS OS (WINDOWS DESKTOP)

After successful completion of booting up process of Windows, Windows desktop, the area on the screen where the user works, appears on screen. Several icons, or small pictures, are located on the left side of your desktop. Each icon represents an object, such as a folder or a program. Depending on how computer is set up, your icons may be different from those in the illustration. Usually, *icons* such as My Computer, Recycle Bin, Network Neighborhood can be seen on desktop screen. Desktop is the default Windows screen by which the windows graphic user interface interacts with the user. The desktop screen contains **Task Bar** that remains present at the bottom of the screen. The Task Bar contains the start button { 🏁Start or 🪟 } at the left corner, information of date/time etc at the right corner, and buttons for programs that are in use.

1. **START BUTTON:** { 🏁Start or 🪟 } This button remains present at the left corner of the Task bar. By pressing this button with mouse pointer the user can have access to start menu options offered by the windows GUI. In this Menu, various options such as Shut Down, Settings, Documents, Find, Programs etc. remain present in a Start Menu.

    a) **Shut Down option**: This button usually remains at the bottom of the Start Menu there is an. option 'Shut Down'. The user should press this button before switching off the computer. When this option is exercised by selecting from mouse and pressing left mouse button. The computer shuts all the open files and parks hard disk heads. Switching off the computer without shutting down windows can corrupt software files and reduce hard disk life.

    b) **Documents option**: The user can see the list of recently used documents (data, text, worksheet or graphic files) by selecting the Documents option and by double clicking any of the item in Document Menu, the document along with the associated application program is started.

    c) **Control Panel**: By selecting Settings menu item settings of Control Panel (Ref. MY COMPUTER/CONTROL PANEL), Printers (MY COMPUTER/PRINTERS), Task Bar Settings, Desktop Settings etc can be changed. Again it is not advisable for the beginners to change these settings because due to compatibility of hardware and software technical problems can arise.

    d) **Search option**: By exercising this option the user can find any files or folders name of which is known and can ascertain the exact location of the files in the computer system.

The path of the area in which the file or folder is located can also be seen if the file/folder is found. In the find option dialogue box

e) **Programs option**: Exercising this option shows a list of various application programs that have been loaded in the computer. Selecting and double clicking mouse left button the respective icon can activate any of these programs.

f) **Run option:** By exercising this option any executable file (Ref. DOS Executable Files) can be started. When the user exercises this option, a dialogue box is shown which asks the user about the drive and path of the program to be run. When the exact *drive/path/filename.ext* is typed in the dialogue box query window and "OK" button in the dialogue box or <Enter> key at the Keyboard is pressed the executable program starts working.

2. ACCESSORIES: Various application programs have been provided with the windows GUI with the help of which the user can do various day to day works conveniently on computer. To look at these accessories the user is required to choose START→ PROGRAMS→ ACCESSORIES option. When this option is exercised, various in-build application programs of windows are listed viz. Calculator, PaintBrush, WordPad, Notepad etc.

3. RECYCLE BIN: In a windows system any file, folder or object that is deleted by the user remains temporarily stored in recycle bin. The user can double click this icon for getting a list of files or directories that have been marked for deletion and have been stored in the recycle bin. When this icon is double clicked a window appears on the screen. In the work area of window various files marked for deletion are shown which can be permanently erased form secondary memory by the user by executing empty recycle bin option in the File Menu. Any particular file can be permanently erased form secondary memory by the user by first selecting the file and executing the option Delete in the File Menu.

4. MY COMPUTER/ COMPUTER: In the Windows based computer system the various input/output devices attached to the computer can be checked by using either MY COMPUTER/COMPUTER or START→PROGRAMS→WINDOWS EXPLORER option. When the user exercises these option, the following window is shown. In this window besides the other normal features of windows such as Title Bar, Menu Bar, Tool Bar(s) and Address Bar, icons representing all input/output devices are shown. To check any of the input/output device listed the user can double click its icon. By selecting the Printers option a list of various printers installed in the system can be seen and the status of printing jobs that have been assigned to each of the printer can be seen. By selecting Control Panel option from here or from START→ SETTING→ CONTROL PANEL option the user can control/ configure/ install/ uninstall or set various hardware devices and programs and can also change system time date. As all the hardware and software devices available in windows are installed automatically by windows by checking compatibility user should not change any of these settings except date/time and display settings otherwise problems of compatibility could arise and functioning of computer could suffer. The following picture shows the typical Control Panel window. When the user chooses any of the drive viz. A:, C: or D: a window showing the contents (files or directories) contained in the device appear wherein icons and names of various files are listed. Selecting its icon and double clicking can start any of the files listed in this window. In windows GUI Directories are addressed as folders and these are shown in the shape of a yellow file folder. The contents of any of the file folder can be seen by double clicking its icon. Any of the item contained in this window can be renamed, deleted, sent to floppy or desktop using File Menu

and it can be cut-pasted, or copy pasted to other folders The files or folders are addressed to as *objects*. Main file management commands are following.
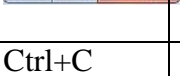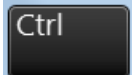
5.   **ANATOMY OF WINDOW:** In windows operating system all the application are opened in boxes called WINDOW. Each window has some common features that are called the anatomy of the window. The topmost bar on a window is called **Title Bar** and it contains title or program or file to which the window is associated along with its icon. Title bar also contains another bar in which

TITLE BAR

CONTROL BUTTON SET

MENU BAR

TOOL BAR

ADDRESS BAR

MAIN WINDOW

Windows Border

STATUS BAR

Vertical Scroll BAR

Horizontal Scroll BAR

File Folders
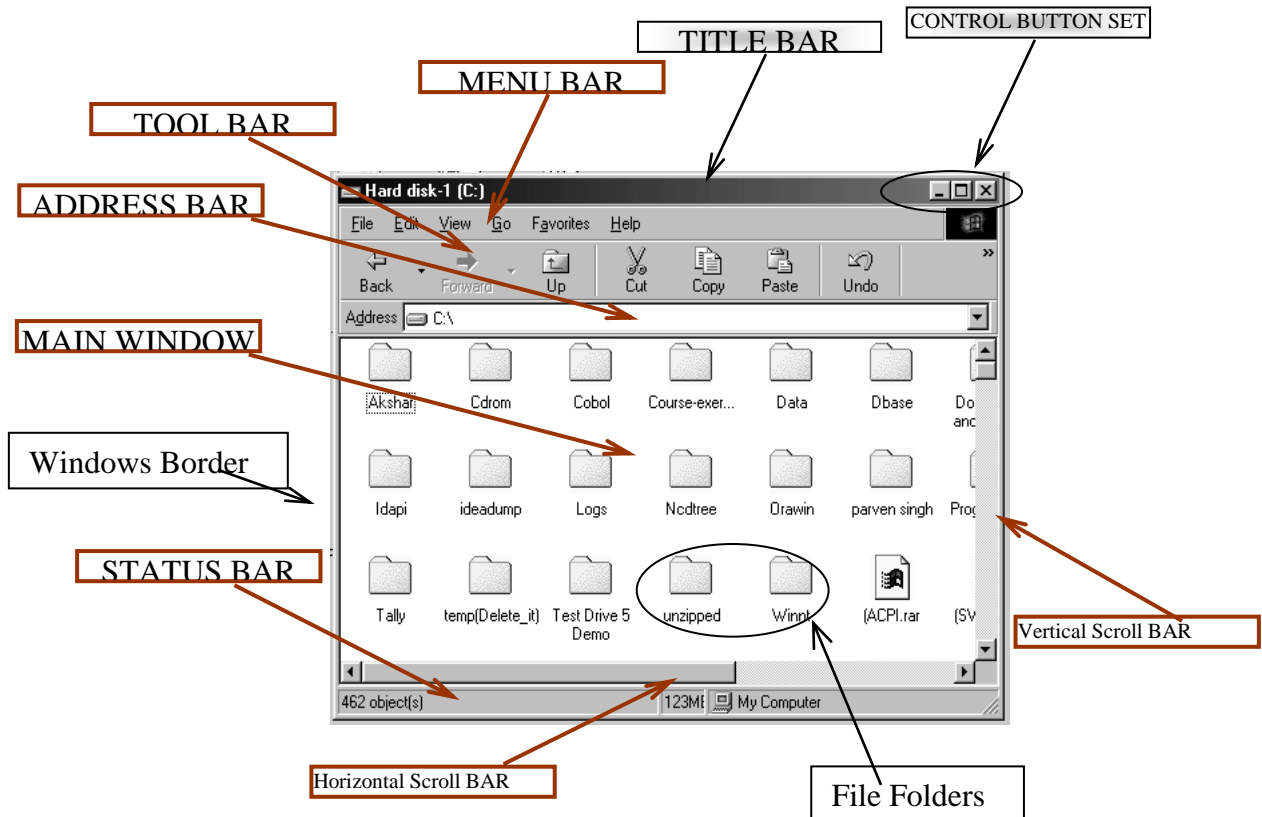
various commands related to the program in menu forms such as **File Menu, Edit Menu** etc. This bar is called a **Menu Bar.** Any of the Menu Items can be invoked by taking the mouse pointer to the Menu item and clicking the left button once. These can also be invoked by pressing ALT Key along with the underscored letter of the desired Menu. For example to activate File Menu ALT+F can be pressed. This underscored letter is called **Hot Key**. Each Menu contains list of various commands that can be executed by pointing with mouse pointer and clicking left button. Along with some of the commands listed in the menus a special **Shortcut Key** (viz. Ctrl+C for Copying, Ctrl+V for Paste) is given by which a command can be executed without going into the menu first. Below Menu Bar there are icons of various frequently used commands of menu bars are listed. Pointing the mouse pointer to the particular icon and clicking left mouse button can activate the commands associated to these icons. This bar is called **Tool Bar** and various items included in it are included from various menus for faster processing.
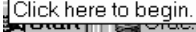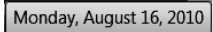
The Title Bar, *Menu Bar* and *Tool Bar* can be seen in almost all the Window based programs. In the Recycle Bin Window, however, there is another bar called *Address Bar* with word 'Address' written in the left corner. This bar shows the present area of operation in a computer system.

Day-1 (Session 4)

विन्डोज़ ऑपरेटिंग सिस्टम की जानकारी के आधार पर निम्नलिखित कॉलम मैच करें-			
(A)	Alt		1) कीबोर्ड की मदद से स्टार्ट बटन को दबाने हेतु इस की का प्रयोग किया जाता है।
(B)	[Windows key]		2) कीबोर्ड की मदद से मीनू कमांड पर हॉट की को प्रकट कराने हेतु इस की का प्रयोग किया जाता है।
(C)	ड्रैग-ड्रॉप		3) कन्ट्रोल बटन सैट
(D)	[Menu key]		4) कीबोर्ड की मदद से अधिकतर शॉर्ट कट कमांड देने हेतु इस की का प्रयोग किया जाता है।
(E)	[minimize button]		5) किसी खुली हुई विन्डो को बन्द करने हेतु इस बटन का प्रयोग किया जा सकता है।
(F)	[maximize button]		6) किसी खुली हुई विन्डो को अस्थाई रूप से मॉनीटर से हटाने हेतु इस बटन का प्रयोग किया जा सकता है।
(G)	[X close button]		7) किसी खुली हुई विन्डो को मॉनीटर पर सबसे अधिक विस्तृत करने हेतु इस बटन का प्रयोग किया जा सकता है।
(H)	[minimize/maximize/close buttons]		8) कीबोर्ड की मदद से मॉउस राईट-की कमांड देने हेतु इस की का प्रयोग किया जाता है।
(I)	Ctrl+C		9) सलैक्टेड ऑब्जेक्ट को कट करने हेतु शॉर्टकट कमांड
(J)	Ctrl+X		10) सलैक्टेड ऑब्जेक्ट को कट/कॉपी करने के उपरांत पेस्ट करने हेतु शॉर्टकट कमांड
(K)	Ctrl+V		11) सलैक्टेड ऑब्जेक्ट को कॉपी करने हेतु शॉर्टकट कमांड
(L)	Ctrl		12) मॉउस को किसी ऑब्जेक्ट पर क्लिक करके मॉउस का बांया बटन दबाए रखते हुए मॉउस चलाना
(M)	[Windows logo]		13) डेस्कटॉप गजेट
(N)	[notification area 11:31 29-01-2013]		14) स्टार्ट बटन
(O)	[USD 1.000 INR 53.935 gadget]		15) नोटिफिकेशन एरिया
	File Edit View Tools Help		
उपरोक्त चित्र के आधार पर *हॉट-की* पहचाने।			

File	Edit	View	Tools	Help

Day-2 (Session 1)

1.   **MOUSE OPERATION:** Windows is a Graphic User Interface(GUI) based operating system. In this type of operating system commands can be given using the mouse. A user can give following types of commands using the mouse in windows operating system.

POINTING	Moving the mouse over a flat surface e.g. mouse pad results in movement of mouse pointer on screen. When we take the mouse pointer to the start button { ▓Start or 🌐 } then Click here to begin. appears on screen. Similarly when we point mouse at clock at right corner of the task bar, date Monday, August 16, 2010 / 2:55 PM appears on screen.
CLICKING	Pressing the left mouse button (button under index finger of right handed people) once is for selection of objects and executing commands associated with command buttons.
DOUBLE CLICKING	Pressing the left mouse button twice for executing commands associated with icons.
DRAGGING/ DROPPING	Pressing the left mouse button over an object and moving the mouse while keeping the button depressed. The object moves along with mouse pointer. This is called dragging. When the button is released the object is placed at the position. This is dropping. Dragging/dropping is used for moving/copying/deletion of objects.
RIGHT CLICKING	Pressing right mouse button instead of left for displaying quick menu for advanced users.
SCROLLING	Nowadays, most of mouse devices also contain a scroll roller between left and right buttons. This roller can be scrolled up or down to scroll in windows area.

2.   **SELECTION OF OBJECTS AND BASIC FILE MANAGEMENT OPERATION**S

TO SELECT SINGLE OBJECT	Click over object.
TO SELECT MULTIPLE ADJACENT OBJECTS	Drag the Mouse around the Adjacent Objects **Or** Select one object and use Shift+Cursor Keys of Keyboard.
TO SELECT MULTIPLE NON-ADJACENT OBJECTS	Select one object and use Ctrl+Click
TO CREATE A FOLDER	❖ Choose File→New→Folder option ❖ Type *FolderName* ❖ Press enter at keyboard.
TO DELETE OBJECT(S)	❖ Select Object(s) ❖ Press Delete button at Keyboard or Toolbar Or Use File→Delete option ❖ Confirm
TO COPY OBJECT(S)	❖ Select Object(s) ❖ Press copy 📋 Button Or (Ctrl+C) Or (Edit→Copy Option) ❖ Goto Destination Area (Where Copy is to be put) ❖ Press paste 📋 button Or (Ctrl+V) Or (Edit→Paste Option)
TO MOVE OBJECT(S)	❖ Select Object(s) ❖ Press Cut Button Or (Ctrl+X) Or (Edit→Cut Option) ❖ Goto Destination Area (Where object is to be moved) ❖ Press paste 📋 button Or (Ctrl+V) Or (Edit→Paste Option)
TO RENAME OBJECT	❖ Select Object ❖ Use File→Rename Option ❖ Type *NewName* ❖ Press enter at keyboard

नया फोल्डर बनाने की प्रक्रिया का संक्षेप में वर्णन करें। **(Briefly describe the method of creating a new Folder)**	
ऑब्जेक्ट (फाईल या फोल्डर) का नाम बदलने की प्रक्रिया का संक्षेप में वर्णन करें। **(Briefly describe the method for renaming Folder/File)**	
फाईल तथा फोल्डर में अंतर संक्षेप में वर्णन करें। **(Briefly describe the difference between File and Folder)**	

Practice on ANATOMY OF WINDOWS and Basic Windows Commands

1. कम्प्यूटर आईकन पर डबल-क्लिक करें

2. हार्ड-डिस्क (D: or C:) पर डबल-क्लिक करें तथा खुलने वाली विन्डो के विभिन्न भागों जैसे कन्ट्रोल बटन सैट, स्क्रॉल बार, मीनू बार, स्टेटस् बार इत्यादि की पहचान करें।

3. *की से चलने वाली हॉट-की जैसे* **Alt+F** *से* इत्यादि की पहचान करें।

4. Minimise , Maximise/Restore Buttons and Close Buttons बटन पहचान कर इनका इस्तेमाल देखें।

5. Edit Menu में से Cut, Copy, पहचान कर इनका शार्ट-कट की ढूंडे।

6. हार्ड-डिस्क (D:) में से   Exercise 1 तथा Practice 1 फोल्डर को पहचान कर सलेक्ट करें की-बोर्ड पर **delete** बटन दबाएं या *रॉईट-क्लिक* के उपरांत **delete** चुनकर ये फोल्डर *डिलीट करें।*

7. हार्ड-डिस्क (C:) पर निम्नलिखित कमांड का इस्तेमाल करते हुए Exercise 1 तथा Practice 1 फोल्डर Create करें।

> 1. पहले **File→New→Folder** option का चुनाव करें
>
> 2. फिर विण्डो ऐरिया में प्रकट हुए नए फोल्डर पर Exercise 1 टाईप करके इसे नाम दें
>
> 3. की-बोर्ड पर बटन दबाकर कन्फर्म करें
>
> 4. (Practice 1 फोल्डर बनाने के लिए **1** से **3** तक के स्टैप दोहराएं तथा स्टैप **2** पर Practice 1 टाईप करके इसे Practice 1 नाम दें)

8. हार्ड-डिस्क (C:) में से कोई भी फॉईल का चुनाव कर इसे निम्नलिखित कमाँड का प्रयोग कर Exercise 1 फोल्डर पर कॉपी करें।

> 1. पहले हार्ड-डिस्क (C:) में से किसी भी फॉईल को *स्लेक्ट करें।*
>
> 2. फिर copy Button, (Ctrl+C) या (Edit→Copy Option)   कमाँड का प्रयोग कर इसे कॉपी करें।
>
> 3. Exercise 1 फोल्डर पर डबल-क्लिक कर इस फोल्डर में दाखिल हों।
>
> 4. फिर Button, (Ctrl+V) या (Edit→Paste Option) (Edit→Copy Option) कमाँड का प्रयोग कर इसे Exercise 1 फोल्डर में पेस्ट करें।

सुनिश्चित करलें की सलेक्ट की गई फाईल Exercise 1 फोल्डर में पेस्ट हो गई है।

9. Exercise 1 फोल्डर में पेस्ट की गई फॉईल का नाम बदलने के लिए पहले इसे सलेक्ट करें तथा **File→Rename** option का प्रयोग करके इसे PracticeFile नाम दें।

10. PracticeFile नाम की फॉईल को Exercise 1 फोल्डर से Practice 1 फोल्डर में कॉपी करें (Exercise 1 फोल्डर में इस फाईल को copy Button, (Ctrl+C) या (Edit→Copy Option) कमाँड का प्रयोग कर कॉपी करें तथा हार्ड-डिस्क (C:) में Practice 1 फोल्डर में Button, (Ctrl+V) या (Edit→Paste Option) (Edit→Copy Option) कमाँड का प्रयोग कर इस फॉईल को पेस्ट करें)

11. Practice 1 फोल्डर में पेस्ट की गई फॉईल PracticeFile का नाम बदलने के लिए पहले इसे सलेक्ट करें तथा **File→Rename** option का प्रयोग करके इसे MyNewPracticeFile नाम दें।

12. Practice 1 फोल्डर में से MyNewPracticeFile फॉईल को निम्नलिखित कमाँड का प्रयोग कर Exercise 1 फोल्डर में स्थानांतरित (Move) करें।

> **1.** पहले हार्ड-डिस्क (C:) में से Practice 1 फोल्डर में से MyNewPracticeFile फॉईल को *स्लेक्ट* करें।
>
> **2.** फिर copy Button, (Ctrl+X) या (Edit→Cut Option) कमाँड का प्रयोग कर इसे कॉपी करें।
>
> **3.** हार्ड-डिस्क (C:) में जाकर Exercise 1 फोल्डर पर डबल-क्लिक कर इस फोल्डर में दाखिल हों।
>
> **4.** फिर Button, (Ctrl+V) या (Edit→Paste Option) (Edit→Copy Option) कमाँड का प्रयोग कर इसे Exercise 1 फोल्डर में पेस्ट करें।

> सुनिश्चित करलें की सलेक्ट की गई फाईल Exercise 1 फोल्डर में पेस्ट हो गई है। कट-पेस्ट तथा कॉपी-पेस्ट में यह अंतर है कि कॉपी-पेस्ट में फॉईल की डुप्लिकेट कॉपी बनती है जबकी कट-पेस्ट में फॉईल को स्थानांतरण हो जाता है।

13. Start→**Programs→Accessories→Calculator** कमाँड का प्रयोग कर कैल्कुलेटर का प्रयोग करें।

14. Start→**Programs→Accessories→Paint** कमाँड का प्रयोग कर पेंट-ब्रश का प्रयोग करें।

Practice on ANATOMY OF WINDOWS and Basic Windows Commands

1. Double Click Computer Icon at Windows Desktop Choose Right Click at Start Button →Open Windows Explorer   option.

2. Select HardDisk (D: or C:) by entering drivename in the address bar or by double clicking on its icon and recognize various components such as Control Button Set, Address Bar, Scroll Bar, Menu Bar, Status Bar etc.

3. Use Alt **Alt Key+Underlined Character of Menu Bar(Hot Key)** to open various Menus. e.g. **Alt+F** for file menu **Alt+E** for edit.

4. Recognize Minimise , Maximise/Restore Buttons and Close Buttons and use these buttons.

5. Recognize Cut/Copy/Paste options in Edit Menu and find shortcut keys for these commands.

6. Try to locate folders Exercise 1 or Practice 1 by scrolling in window area. Click over Exercise 1 folder to select it press delete button on keyboard and confirm. Similarly delete Practice 1 Folder by selecting and pressing delete button.

7. Create a new folder named *Exercise 1* using following commands:

> A. Choose File→New→Folder option
>
> B. Type Exercies 1 at keyboard
>
> C. Press or click mouse anywhere else to confirm.

5. Copy a file from C:\ to Exercise 1 folder using following commands.

> A. Select a file from C:/D: drive.
>
> B. Press copy Button (Ctrl+C or **Edit→Copy**)
>
> C. Enter C:/D: in the address bar and press enter
>
> D. Double click Exercies 1 folder
>
> E. Press paste button (Ctrl+V or **Edit→Paste**)

(Make sure that file named file is transferred in *Exercise 1* Folder on C:\ drive.)

6. Select the file that you have copied. Choose **File→Rename** option. Type *Practice File* and Press enter key at keyboard. The name of the copied file would be changed to practice file.

7. To goto C:\ drive again Press up button or type C: followed by enter at address bar.

8. In the C:\ drive create a new folder named Practice Folder using the command sequence as explained in 4 above. The difference is that you should enter Practice Folder instead of Exercise 1 in step B.

9. Copy Practice File from Exercise 1 folder to Practice Folder using following steps.

> A. Double click Exercies 1 folder
>
> B. Select Practice File.
>
> C. Press copy ![icon] Button (Ctrl+C or **Edit→Copy**)
>
> D. Enter C: in the address bar and press enter or press up button
>
> E. Double click at Practice Folder.
>
> F. Press paste ![icon] button (Ctrl+V or **Edit→Paste**)

10. Now rename Practice File in Practice Folder as My Practice File by selecting it and choosing **File→Rename** option. Then type My Practice File and Press enter key at keyboard.

11. Move My Practice File From Practice Folder using following commands.

> A. Select Practice File.
>
> B. Press cut Button ![icon] (Ctrl+X or **Edit→CUT**)
>
> C. Enter C: in the address bar and press enter or press up button
>
> D. Double click at Exercise 1 folder.
>
> E. Press paste ![icon] button(Ctrl+V or **Edit→Paste**)

The difference between copying and moving is that by copying (Copy/Paste sequence) one object you create its duplicate copy where as in moving(Cut/Paste) you take object from one place to another.

12. Use **Start→Programs→Accessories→Calculator**

13. Use **Start→Programs→Accessories→Paint**

Day-2 (Session 3)

MS WORD 2007

SCREEN LAYOUT

The first thing that baffles new user about MS Word 2007 is that in look and feel it is very different from the previous versions of MS Word viz. 2003 or XP. Its anatomy contains mainly three components at the top viz. *Microsoft Office Button, Quick access Toolbar and a 'Ribbon' that takes place of toolbars.* These three features contain many of the functions that were in the menu of previous versions of Word. The functions of these three features will be more fully explored below. At the bottom of the MS word 2007 desktop another toolbar – 'View Choices Toolbar' remains present at the right side of the status bar.
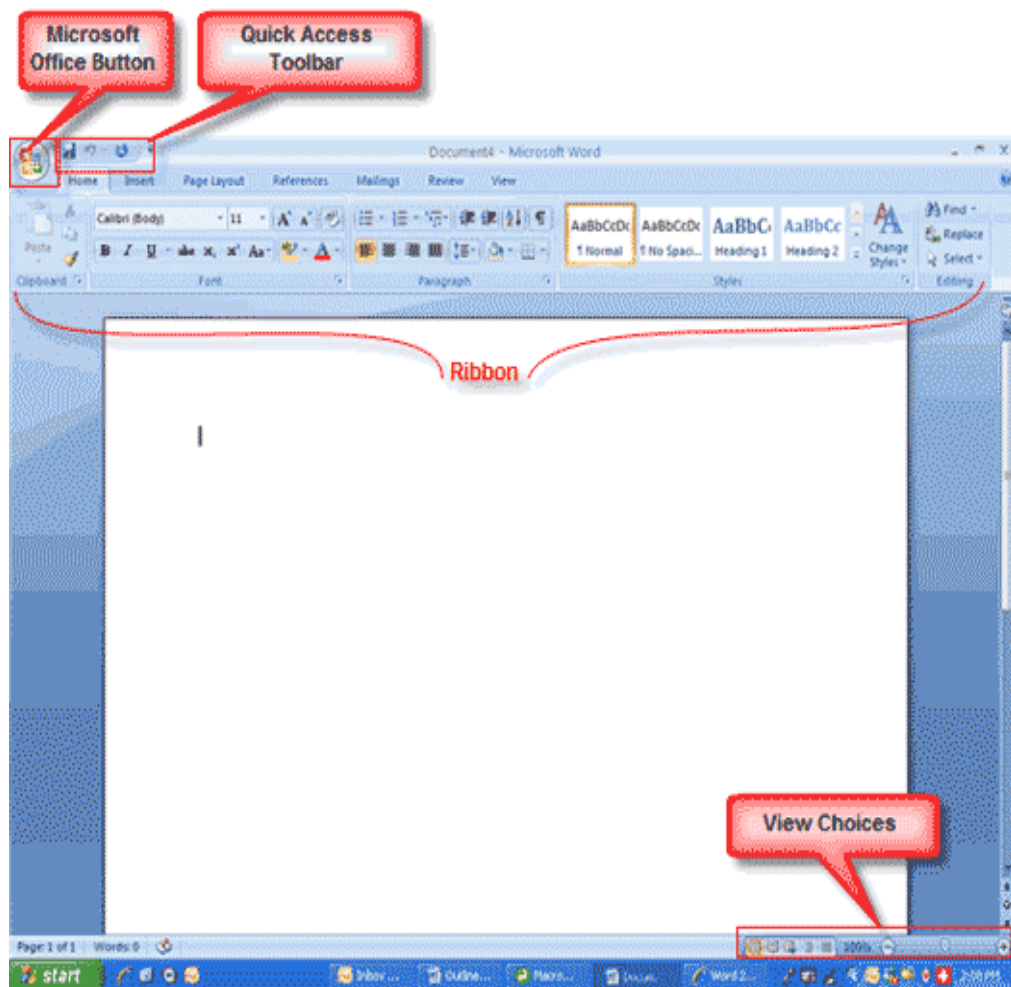
THE MICROSOFT OFFICE BUTTON

The Microsoft Office button performs many of the functions that were located in the File menu of older versions of Word. This button allows you to create a new document, open an existing document, save or save as, print, send (through email or fax), publish or close.
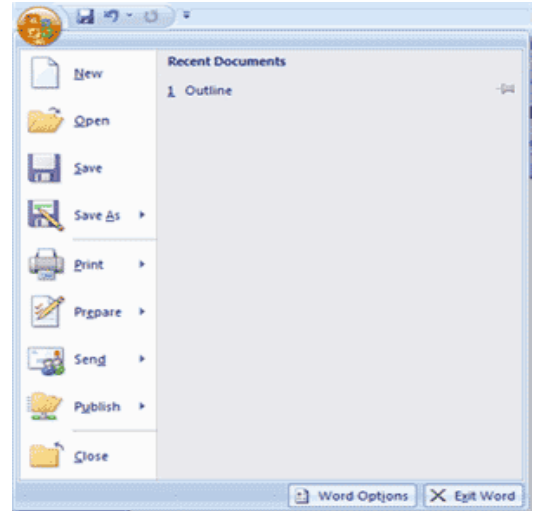
THE RIBBON
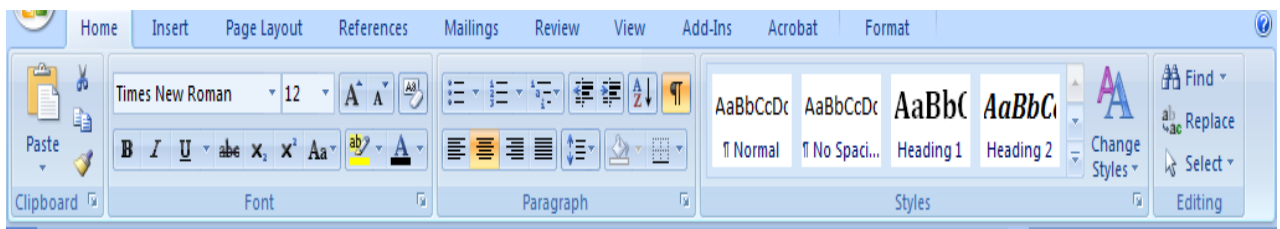
The Ribbon is the panel at the top portion of the document. By default, it has seven tabs: *Home, Insert, Page Layout, References, Mailings, Review, and View* that contain many new and existing features of Word. Some other tabs may appear due to additional programs that function with MS Word (such as *Add-ins and Acrobat* tab that is there in example shown above). Besides, tabs such as *Design, Layout, and Format* etc would appear while working on various components (such as Tables or Graphics) of MS Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that will be utilized in developing or editing of Word document. Commonly used features are displayed on the Ribbon and additional features within each group can be seen by clicking on the ***arrow*** at the bottom right of each group.
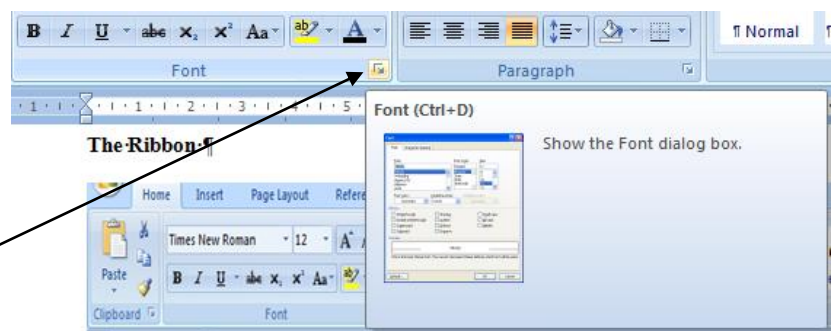
Each of the tabs contains the following tools:

Tab Name	Tool Groups in Tab
Home	Clipboard, Fonts, Paragraph, Styles, and Editing.
Insert	Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols
Page Layout	Themes, Page Setup, Page Background, Paragraph, Arrange
References	Table of Contents, Footnote, Citation & Bibliography, Captions, Index, and Table of Authorities
Mailings	Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish
Review	Proofing, Comments, Tracking, Changes, Compare, Protect
View	Document Views, Show/Hide, Zoom, Window, Macros

QUICK ACCESS TOOLBAR

The quick access toolbar is a customizable toolbar that contains commands that the user may want to use. User can place the quick access toolbar above or below the ribbon by using. '*Show Below the Ribbon*' in the menu that can be invoked by pressing arrow button besides this toolbar. Additional items can be added to the quick access toolbar by Right clicking on any item in the Office Button or the Ribbon and clicking on '*Add to Quick Access Toolbar*'.
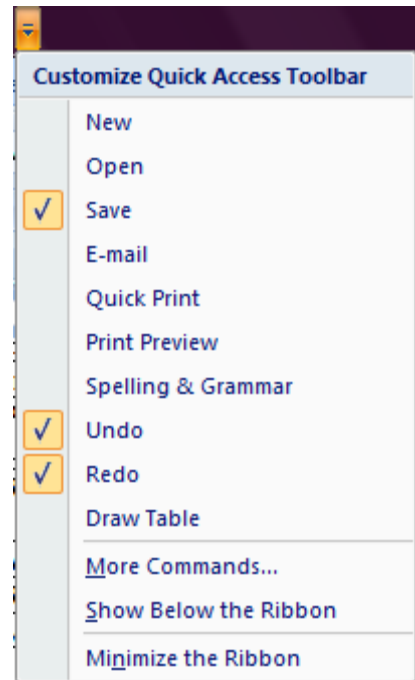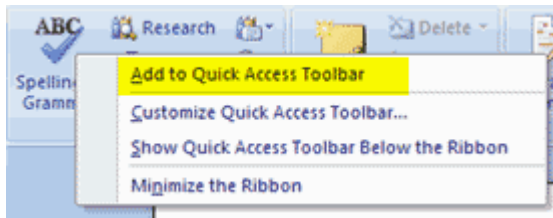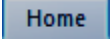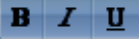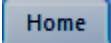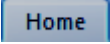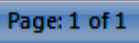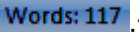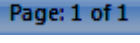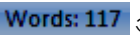
Day-2 (Session 4)

Practice Session

1. Open MS Word 2007 using Start→Programs→Microsoft Office→Microsoft Office Word 2007.{कम्पयूटर डेस्कटॉप पर Start→Programs→Microsoft Office→Microsoft Office Word 2007 कमांड का इस्तेमाल कर Microsoft Office Word 2007 लोड करें।}

2. Identify Office Button and click over it. Check out the command options available under it.{Office Button की पहचान कर इसे माउस की सहायता से दबाएं और इसमें उपलब्ध कमांड ऑपशन की जांच करें।}

3. Identify Quick Access Tool Bar and insert/delete buttons from it using option.{Quick Access Tool Bar की पहचान कर इसमें ऑपशन से नई कमांड डालें तथा उपलब्ध कमाण्डस् को हटा कर देखें।}

4. Click over 'Home' Button to activate Home Ribbon.{'Home' Button की पहचान कर इसे क्लिक करें तथा इससे Home Ribbon को ऐक्टीवेट करें। Home Ribbon में उपलब्ध कमांड ग्रुप जैसे Clipboard, Font, Paragrph, Styles इत्यादि की पहचान करें।}

5. Insert Random Text by typing '=RAND(12,5)' followed by enter on the first line of the Word Document.{Text area में =RAND(12,5) टाईप कर कुछ टेक्स्ट जेनेरेट करें।}

6. Indentify Vertical and Horizontal Scroll bars and practice scrolling up/down and right/left. {Vertical and Horizontal Scroll bars की पहचान कर माउस की सहायता से ऊपर/नीचे और दांए बांए स्क्रॉल करके देखें।}

7. Identify View Ruler button at the top of Vertical Scroll bar and Click over it to activate/deactivate ruler. {View Ruler button की पहचान करें जोकि Vertical Scroll bar के ऊपर है तथा माॅउस की सहायता से इसपर क्लिक करें और रूलर को प्रकट/गायब करके देखें।}

8. Identify Browse Object button below vertical scroll bar and check options under it. {Browse Object button की पहचान करें जोकि Vertical Scroll bar के नीचे है तथा इसे क्लिक कर उपलब्ध ऑपशनस् की जांच करें।}

9. Identify Status Bar at the bottom of word Desktop screen and right-click over it to check available/activated options. Activate/deactivate various options. {Word 2007 स्क्रीन के नीचे Status Bar की पहचान करें तथा इसपर राईट-क्लिक कर उपलब्ध ऑपशनस् की जांच करें। उपलब्ध ऑपशनस् को ऐक्टीवेट/डीऐक्टीवेट करके भी देखें।}

10. Identify buttons 'Redo' and 'Undo' on the Quick Access Toolbar after activating these buttons. {Quick Access Toolbar पर 'Redo' and 'Undo' बटन ऐक्टीवेट करके इनकी पहचान करें। टाईप

किए गए टैक्स्ट पर कुछ शब्द Bksp या Del बटन की सहायता से डिलीट करें तथा 'Redo ↻' and 'Undo ↺' बटन इस्तेमाल कर इनका प्रभाव जांचें।}

11. Click anywhere on the text that you just created and use options **B** *I* U on 'Font' Group on the Home Ribbon. You would see that the current word i.e. the word on which your cursor is currently placed, would become Bold, Italicized and Underlined. {टाईप किए गए टैक्स्ट में किसी शब्द पर क्लिक करें तथा 'Home' Ribbon Home पर फाँण्ट ग्रुप पर उपलब्ध **B** *I* U ऑप्शन इस्तेमाल कर सलेक्ट किए गए शब्द पर बोल्ड/इटेलिक/अण्डरलाईन् के प्रभाव जांचें।}

12. Click on another word in the text and use options A˄ A˅ on 'Font' Group on the Home Ribbon. You would see that the size of the current word i.e. the word on which your cursor is currently placed, would increase or decrease. {टाईप किए गए टैक्स्ट में किसी अन्य शब्द पर क्लिक करें तथा 'Home' Ribbon Home पर फाँण्ट ग्रुप पर उपलब्ध A˄ A˅ ऑप्शन इस्तेमाल कर सलेक्ट किए गए शब्द पर फॉण्ट साईज़ बढ़ाने/घटाने की प्रक्रिया का प्रभाव जांचें।}

13. Click on another word in the text and use options A˅ on 'Font' Group on the Home Ribbon to change the colour of the current word. {टाईप किए गए टैक्स्ट में किसी अन्य शब्द पर क्लिक करें तथा 'Home' Ribbon Home पर फाँण्ट ग्रुप पर उपलब्ध A˅ ऑप्शन इस्तेमाल कर सलेक्ट किए गए शब्द पर फॉण्ट रंग बदलने की प्रक्रिया का प्रभाव जांचें।}

14. Identify the area at the bottom of the Word Desktop for checking page number and total number of pages Page: 1 of 1 , Total number of words in the Document Words: 117 .{Word 2007 स्क्रीन के नीचे Status Bar की पहचान करें तथा इसपर Page: 1 of 1 और Words: 117 ऑपशनस् एक्टीवेट करें । }

15. Check the view area on the Status Bar and change the view of the Document. Press button for print layout view. Press button for Full Screen Reading View. Similarly use other buttons at this area.{Word 2007 स्क्रीन के नीचे Status Bar की पहचान करें तथा इसपर view area ऑपशनस् पहचान कर प्रिंट लेआउट व्यू तथा फुल स्क्रीन रीडींग व्यू ऑपशन प्रयोग करके देखें। }

16. Identify the viewing size 120% and increase/decrease viewing size. Use Ctrl+Scroll Button at Mouse to change view.{Word 2007 स्क्रीन के नीचे Status Bar की पहचान करें तथा इसपर view area ऑपशनस् पहचान कर व्यू जूम स्लाईडर 120% प्रयोग करके देखें तथा माउस स्क्रॉल बटन एवं कंट्रोल बटन से जूम करके देखें। }

17. Press ? button to invoke Help Menu.{Word 2007 ? की पहचान करें तथा इसे प्रयोग करके देखें }

Day-3 (Session 1)

CREATING A NEW DOCUMENT

New documents can be created either by Clicking the '*Microsoft Office Button*' and Clicking on '*New*' option or Pressing CTRL+N (Depress the CTRL key while pressing the "N") on the keyboard.

Following dialogue box depicting choices about the types of documents that can be created would appear after invoking command for creating new documents.
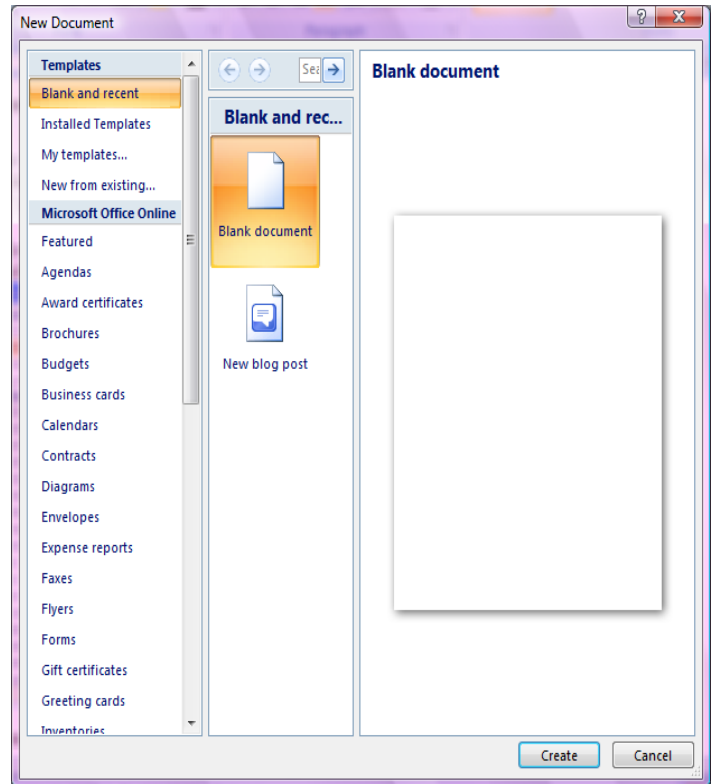
OPENING AN EXISTING DOCUMENT

Existing documents can be opened by Clicking the Microsoft Office Button and Clicking *Open* option, or by Pressing CTRL+O (Depress the CTRL key while pressing the "O") on the keyboard. Besides, recently used documents can be opened from Recent Documents section of menu that appears after clicking Microsoft Office Button

SAVING A DOCUMENT

Documents can be saved by Clicking the Microsoft Office Button and Clicking *Save* or *Save As* (remember, if you're sending the document to someone who does not have Office 2007, you will need to click the Office Button, click Save As, and Click Word 97-2003 Document), or Pressing CTRL+S (Depress the CTRL key while pressing the "S") on the keyboard, or Clicking the File icon on the Quick Access Toolbar

SAVING OPEN DOCUMENT IN DIFFERENT FORMAT/LOCATION/NAME

While using a Word document, it can be renamed/Saved copy in Different name or Format by clicking the Office Button and Choosing '*Save As*' option. A dialogue box similar to Save command given on the first occasion appears from where new name, location or format can be selected.

WORKING ON MULTIPLE DOCUMENTS

Several documents can be opened simultaneously if you are typing or editing multiple documents at once. All open documents will be listed in the View Tab of the Ribbon when you click on Switch Windows. The current document has a checkmark beside the file name. Select another open document to view it.
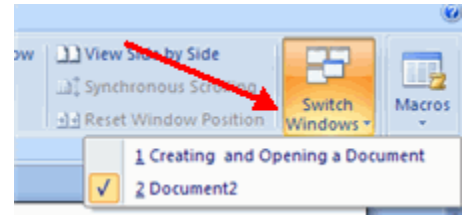
DOCUMENT VIEWS

There are many ways to view a document in Word.

Print Layout:	This is a view of the document as it would appear when printed. It includes all tables, text, graphics, and images.
Full Screen Reading:	This is a full view length view of a document. Good for viewing two pages at a time.
Web Layout:	This is a view of the document as it would appear in a web browser.
Outline:	This is an outline form of the document in the form of bullets.
Draft:	This view does not display pictures or layouts, just text.

To view a document in different forms, click the document views shortcuts at the bottom of the screen or click the View Tab on the Ribbon select the appropriate document view.
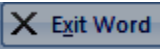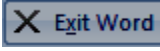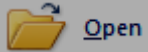
CLOSING A DOCUMENT

To close a document Click the Office Button and Click Close

Day-3 (Session 2)

Practice Session

1. Open MS Word 2007 using Start→Programs→Microsoft Office→Microsoft Office Word 2007.{कम्पयूटर डेस्कटॉप पर Start→Programs→Microsoft Office→Microsoft Office Word 2007 कमांड का इस्तेमाल कर Microsoft Office Word 2007 लोड करें।}

2. Type some text in the Document or exercise '=RAND(12,5)' followed by enter key to generate 12 paragraphs of five sentences each. {Text area में =RAND(12,5) टाईप कर 5 वाक्य वाले 12 पैरा टेक्स्ट जेनेरेट करें या कुछ टेक्स्ट टाईप करें।}

3. Use Office Button→Save or 'Ctrl+S' or to Save the Document. Select 'Exercise 1' Folder in the C: drive at 'Save in:' as destination of document to be save and name the Document as 'MyFirstDocx'.{Office Button को पहचान कर इसे माउस की सहायता से दबाएं तथा इसमें Save ऑपशन की सहायता से टेक्स्ट को सेव करने की कमाण्ड दें। वैकल्पिक रूप से 'Ctrl+S' या Quick Access Tool Bar पर ऑपशन की सहायता से भी सेव कमाण्ड दी जा सकती है। सेव कमाण्ड देने के बाद आने वाले डॉयलॉग बाक्स् में डाकूमेण्ट को C: drive पर 'Exercise 1' Folder में 'MyFirstDocx' नाम से सेव करें।}

4. Close the document using Office Button→Close option and Close MS Word package using 'X' button at Control Button Set or by using Exit Word button at Office Button Menu.{Office Button →Close ऑपशन की सहायता से फॉईल को बंद करें। वर्ड प्रोग्राम बंद करनें के लिए Office Button → Exit Word ऑपशन इस्तेमाल करें या बटन क्स्ट को का प्रयोग करें। ।}

5. Goto 'Exercise 1' Folder in the C: drive and locate the document that you have just created. Double click over the document to open it again. पहले {हार्ड-डिस्क (C:) में Exercise 1 फोल्डर पर डबल-क्लिक कर इस फोल्डर में दाखिल हों। बनाए गए डाकूमेण्ट 'MyFirstDocx' पर डबल-क्लिक करके इसे खोलें।}

6. Close the document using Office Button→Close option.{ →Close ऑपशन की सहायता से फॉईल को बंद करें।}

7. Reopen the document using Office Button→Recent Documents option.{ →Recent Documents ऑपशन की सहायता से 'MyFirstDocx' फॉईल को दोबारा खोलें।}

8. Close the document using Office Button→Close option.{ →Close ऑपशन की सहायता से फॉईल को बंद करें।}

9. Reopen the document using Office Button→ Open option. Select 'Exercise 1' Folder in the C: drive at 'Look in:' as source of document to be save and double click over the name of the

29
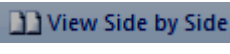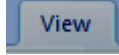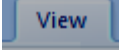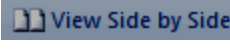
document. [Note: you can also rename any of the document that appears in Open Dialogue box by right clicking on the name of the document and choosing Rename option. Rename the name of the document to NewDocx]{ → ऑपशन की सहायता से 'MyFirstDocx' फॉईल को दोबारा खोलें। कमाण्ड देने के बाद आने वाले डॉयलॉग बाक्स् में डाकूमेण्ट को C: drive पर 'Exercise 1' Folder में बनाए गए डाकूमेण्ट 'MyFirstDocx' पर डबल-क्लिक करके इसे खोलें। }
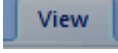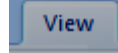
10. Open a new document by using Office Button → option. { → ऑपशन   की सहायता से एक नया डाकूमेण्ट खोलें।}
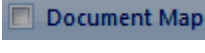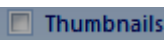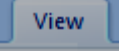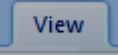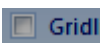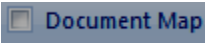
11. Type some text in the new Document or exercise '=RAND(5,3)' followed by enter key to generate five paragraphs of three sentences each.{Text area में =RAND(5,3) टाईप कर 3 वाक्य वाले 5 पैरा टेक्स्ट जेनेरेट करें या कुछ टेक्स्ट टाईप करें।}
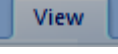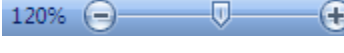
12. Save the new document as NewDocx in 'Exercise 1' folder at C: drive. {नए डाकूमेण्ट को C: drive पर 'Exercise 1' Folder में 'NewDocx' नाम से सेव करें।}

13. Switch between 'MyFirstDocx' and 'NewDocx' using button at Ribbon.{ Ribbon पर बटन की सहायता से 'MyFirstDocx' तथा 'NewDocx' को बारी बारी एक्टीवेट करके देखें।}

14. Select option at Ribbon to check both the documents side by side.{ Ribbon पर बटन की सहायता से 'MyFirstDocx' तथा 'NewDocx' को एक साथ एक्टीवेट करके देखें।}

15. Check Document Views option Group at Ribbon. These options are also available at status bar.{ Ribbon पर 'Document Views' ऑप्शन ग्रुप की के ऑपशन जाचें। ये आप्शन स्टेटस् बार पर व्यू शॉर्टकटस् सहायता पर भी उपलब्ध हैं।}

16. Check/uncheck , , and options at Ribbon. { Ribbon पर 'Show/Hide' ऑप्शन ग्रुप में , , and के ऑपशन जाचें। }

17. Check Zoom Options at Ribbon. These options are also available at viewing size slider at Status Bar. { Ribbon पर 'Zoom' ऑप्शन ग्रुप के ऑपशन जाचें। ये आप्शन स्टेटस् बार पर व्यू स्लाईडर सहायता से भी एक्टीवेट किए जा सकते है। }

Day-3 (Session 3)

TYPING AND INSERTING TEXT

To enter text, just start typing! The text will appear where the blinking cursor is located. Move the cursor by using the arrow buttons on the keyboard or positioning the mouse and clicking the left button. The keyboard shortcuts listed below are also helpful when moving through the text of a document:

Move Action	Keystroke
Beginning of the line	HOME
End of the line	END
Top of the document	CTRL+HOME
End of the document	CTRL+END

SELECTING TEXT

To change any attributes of text it must be highlighted first. Select the text by dragging the mouse over the desired text while keeping the left mouse button depressed, or hold down the SHIFT key on the keyboard while using the arrow buttons to highlight the text. *MS Word 2007 also offers facility for split selecting the text i.e. several portions of the text can be selected simultaneously.* The following table contains shortcuts for selecting a portion of the text:

Selection	Technique
Whole word	double-click within the word
Whole paragraph	triple-click within the paragraph
Several words or lines	drag the mouse over the words, or hold down SHIFT while using the arrow keys
Entire document	choose Editing	Select	Select All from the Ribbon, or press CTRL+A
Any amount of text	Click the mouse left button at the point from where the selection is to be made and keep the button depressed Draging the mouse over the text.
A word	Double click the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
Multiple lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down keepint the left button depressed.
A sentence	Hold down CTRL, and then click anywhere in the sentence
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.

Multiple paragraphs	Move the pointer to the left of the paragraphs until it changes to a right-pointing arrow, and then double-click and drag up or down
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click.
Entire document	Move the pointer to the left of any document text until it changes to a right-pointing arrow, and then triple-click. Or use *Ctrl+A*.
Several (in continuous) portions of text.	Make selection at one place and select other portions while holding down *Ctrl* Key

Deselect the text by clicking anywhere outside of the selection on the page or press an arrow key on the keyboard.

INSERTING ADDITIONAL TEXT

Text can be inserted in a document at any point using any of the following methods:

- Type Text: Put your cursor where you want to add the text and begin typing
- Copy and Paste Text: Highlight the text you wish to copy and right click and click Copy, put your cursor where you want the text in the document and right click and click Paste.
- Cut and Paste Text: Highlight the text you wish to copy and right click and click Cut, put your cursor where you want the text in the document and right click and click Paste.
- Drag Text: Highlight the text you wish to move, click on it and drag it to the place where you want the text in the document.

You will notice that you can also use the Clipboard group on the Ribbon.

REARRANGING BLOCKS OF TEXT

To rearrange text within a document, you can utilize the Clipboard Group on the Home Tab of the Ribbon. Insert picture of clipboard group labeled

- Move text: Cut and Paste or Drag as shown above
- Copy Text: Copy and Paste as above or use the Clipboard group on the Ribbon
- Paste Text: Ctrl + V (hold down the CTRL and the "V" key at the same time) or use the Clipboard group to Paste, Paste Special, or Paste as Hyperlink
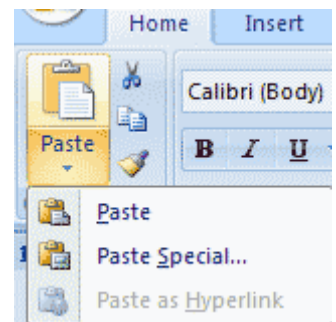
DELETING BLOCKS OF TEXT

Use the BACKSPACE and DELETE keys on the keyboard to delete text. Backspace will delete text to the left of the cursor and Delete will erase text to the right. To delete a large selection of text, highlight it using any of the methods outlined above and press the DELETE key.

SEARCH AND REPLACE TEXT

To find a particular word or phrase in a document:

- Click Find on the Editing Group on the Ribbon
- To find and replace a word or phrase in the document, click Replace on the Editing Group of the Ribbon.
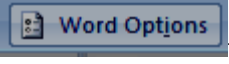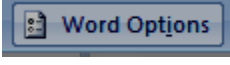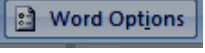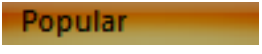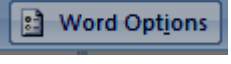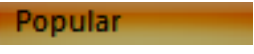
UNDO CHANGES

To undo changes click on the Undo Button on the Quick Access Toolbar
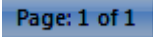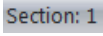
Day-3 (Session 4)

Practice Session

1. Open MS Word 2007 using Start→Programs→Microsoft Office→Microsoft Office Word 2007.{कम्प्यूटर डेस्कटॉप पर Start→Programs→Microsoft Office→Microsoft Office Word 2007 कमांड का इस्तेमाल कर Microsoft Office Word 2007 लोड करें।}

2. Open NewDocx from 'Exercise 1' Folder. {C: drive पर 'Exercise 1' Folder में से 'NewDocx' नाम से सेव फॉईल को ओपन करें।}

3. Select Office Button →'*Word Options*' to invoke Options menu. { → Word Options ऑपशन की सहायता से Options menu खोलें।}

4. Change Color Scheme of the Word using Office Button →'*Word Options*' → **Popular** option. { → Word Options → **Popular** ऑपशन की सहायता से Color Scheme खोलें बदलकर इसका प्रभाव देखें।}

5. Generate some text using '=RAND(12,6)' function and practice following options for selecting the text:{Text area में =RAND(12,6) टाईप कर 6 वाक्य वाले 12 पैरा टेक्स्ट जेनेरेट करें या कुछ टेक्स्ट टाईप करें तथा इसपर टेक्स्ट सलेक्ट करने के निम्निलखित ऑपशनों का अभ्यास करें।}

To Select	Use Technique
Whole word	double-click within the word
एक शब्द सलेक्ट करने के लिए	शब्द पर डबल-क्लिक
Several words or lines or a part of text	drag the mouse over the words/lines/part of text, or hold down SHIFT while using the arrow keys
कई शब्द या लाईन्स् या टेक्स्ट के भाग सलेक्ट करने के लिए	माउस का बांया बटन दबाकर इसे सलेक्ट किए जाने वाले शब्दों/लाईनों/टेक्स्ट के भाग पर ड्रैग करें। वैकल्पिक रूप में SHIFT की दबाकर कर्सर की की सहायता से सलेक्ट करें।
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
एक लाईन सलेक्ट करने के लिए	माउस पॉईंटर को टेक्स्ट में बांए चलाते हुए मार्जिन में लांए। जब माउस पॉईंटर का आकार दांए ओर रुख किए तीर के समान हो जाए तो क्लिक करें।
Several Lines of text	Move the pointer to the left of the lines until it changes to a right-pointing arrow, and then drag up or down keeping the left button depressed.
कई लाईन्स् सलेक्ट करने के लिए	माउस पॉईंटर को टेक्स्ट में बांए चलाते हुए मार्जिन में लांए। जब माउस पॉईंटर का आकार दांए ओर रुख किए तीर के समान हो जाए तो क्लिक करें तथा ऊपर या नीचे ड्रैग करें।
A sentence	Hold down CTRL, and then click anywhere in the sentence
एक वाक्य सलेक्ट करने के लिए	Ctrl की को दबाए रखते हुए सलेक्ट करने वाले वाक्य पर कहीं भी क्लिक करें।
A paragraph	Move the pointer to the left of the paragraph until it changes to a right-pointing arrow, and then double-click. Or triple-click anywhere in the paragraph.
एक पैरा सलेक्ट करने के लिए	पैरा में कहीं भी तीन बार क्लिक करें। या माउस पॉईंटर को टेक्स्ट में बांए चलाते हुए मार्जिन में लांए। जब माउस पॉईंटर का आकार दांए ओर रुख किए तीर के समान हो जाए तो डबल-क्लिक करें।

A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT and click.
टेक्स्ट के बडे भाग को सलेक्ट करने के लिए	सलेक्ट किए जाने वाले भाग के आरम्भ में क्लिक करें तथा माउस पॉईंटर को सलेक्ट किए जाने वाले भाग के अन्त में लेजाकर SHIFT की दबाकर क्लिक करें । माउस क्लिक से SHIFT-क्लिक के बीच का सारा टेक्स्ट सलेक्ट हो जाएगा।
Several (in continuous) portions of text.	Make selection at one place and select other portions while holding down *Ctrl* Key
टेक्स्ट के अनेक ऐसे भाग को सलेक्ट करने के लिए जो साथ साथ न हों	एक भाग सलेक्ट करें तथा *Ctrl* Key दबाकर अन्य किसी भी भाग को सलेक्ट करें। यह प्रक्रिया अनेकों भागों पर दोहराई जा सकती है।
Several words or lines containing Same Formatting	Use Home→Editing→Select→Select Text with Similar Formatting.
एक समान फॉर्मेटिंग वाले अनेक टेक्स्ट भाग सलेक्ट करने के लिए	एक भाग पर क्लिक करें तथा Home→Editing→Select→Select Text with Similar Formatting ऑप्शन का चुनाव करें।
Complete/whole Text	Use Ctrl+A or Triple-Click at the left corner of the paragraph.
सम्पूर्ण टेक्स्ट सलेक्ट करने के लिए	Ctrl+A एक कमाण्ड का प्रयोग करें या माउस पॉईंटर को टेक्स्ट में बांए चलाते हुए मार्जिन में लांए। जब माउस पॉईंटर का आकार दांए ओर रुख किए तीर के समान हो जाए तो ट्रिपल-क्लिक करें।

6. Open Find and Replace dialogue box for going to line 22. (Activate this option by clicking at options at left side of status bar **or** using Alt+E+G **or** using Browse Object button ⊙ below vertical scroll bar followed by goto → button.){Word 2007 स्क्रीन के नीचे Status Bar की पहचान करें तथा इसपर Page: 1 of 1 और Section: 1 ऑपशनस् पर क्लिक कर **या** Alt+E+G **या** Vertical Scroll bar के नीचे Browse Object button ⊙ तथा इसमें goto → बटन का प्रयोग कर Find and Replace dialogue box एक्टीवेट करें तथा इसकी मदद से लाईन संख्या 22 पर जाएं। }

7. Write 'AMERICAN OCEAN' anywhere in the text and goto top of the document using Ctrl+Home Buttons. {लाईन संख्या 22 पर कहीं भी 'AMERICAN OCEAN' टाईप करें तथा Ctrl+Home की मदद से डाकूमेंट के शुरुआत में जाएं तथा Home Tab पर Editing ग्रुप पर 🔍 Find ▾ **या** Alt+E+F **या** Vertical Scroll bar के नीचे Browse Object button ⊙ तथा इसमें goto 🔍 बटन का प्रयोग कर Find and Replace dialogue box एक्टीवेट करें तथा इसकी मदद से 'AMERICAN' शब्द खोज कर इसे 'INDIAN' से रिप्लेस करें। }

Day-4 (Session 1)

CHANGE FONT TYPEFACE AND SIZE

To change the font typeface click the arrow next to the font name and choose a font.

Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.
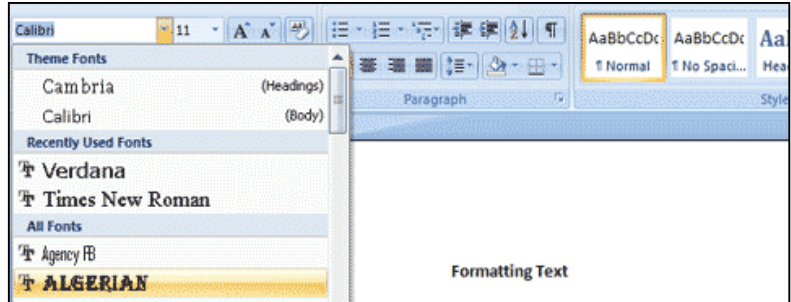
TO CHANGE THE FONT SIZE

- Click the arrow next to the font size and choose the appropriate size, or
- Click the increase or decrease font size buttons.
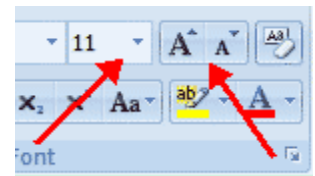
CHANGE TEXT COLOR

To change the text color:
- Select the text and click the Colors button included on the Font Group of the Ribbon, or
- Select the color by clicking the down arrow next to the font color button.

HIGHLIGHT TEXT

Highlighting text allows you to use emphasize text as you would if you had a marker. To highlight text:

- Select the text

- Click the Highlight Button on the Font Group of the Home Ribbon, or
- To change the color of the highlighter click on down arrow next to the highlight button.

SUB-SCRIPT/ SUPER SCRIPT

- Select the text

- Click the x^2 on the Font Group of the Home Ribbon for super scripting

- Click the x_2 on the Font Group of the Home Ribbon for Sub scripting

BOLD/ITALIC/UNDERLINE

- Select the text
- Click the on the Font Group of the Home Ribbon for making text Bold
- Click the on the Font Group of the Home Ribbon for italicizing text.
- Click the on the Font Group of the Home Ribbon for Underlining text.

STRIKE THROUGH EFFECT

- Select the text
- Click the on the Font Group of the Home Ribbon for line(s) striking through text.

ADVANCED OPTIONS

- Select the text
- Click the on the Font Group of the Home Ribbon
- Font dialogue box would open.
- The Font Dialogue Box contains Font and Character Spacing Tabs.
- Advanced options such as Outlining, Emboss effect, Engrave effect, Small Caps, All Caps etc can be given in Font Tab.
- Advanced options such as Scaling, Character Spacing, Text position etc can be given in Character Spacing Tab.
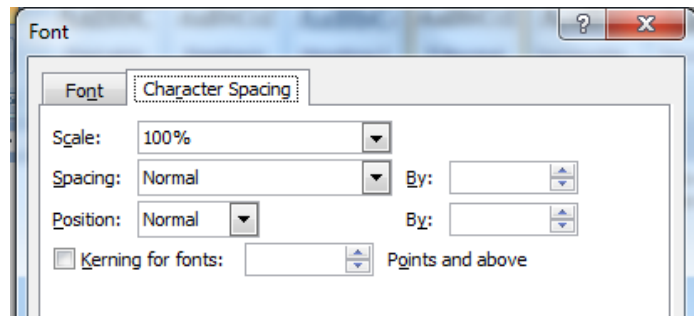
COPY FORMATTING

If you have already formatted text the way you want it and would like another portion of the document to have the same formatting, you can copy the formatting. To copy the formatting, do the following:

- Select the text with the formatting you want to copy.
- Copy the format of the text selected by clicking the Format Painter button on the Clipboard Group of the Home Tab
- Apply the copied format by selecting the text and clicking on it.
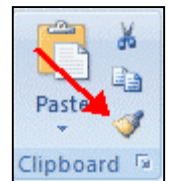
CLEAR FORMATTING

- Select the text you wish to clear the formatting Click the on the Font Group of the Home Ribbon

Practice Session

1. Open MS Word 2007 using Start→Programs→Microsoft Office→Microsoft Office Word 2007. {कम्पयूटर डेस्कटॉप पर Start→Programs→Microsoft Office→Microsoft Office Word 2007 कमांड का इस्तेमाल कर Microsoft Office Word 2007 लोड करें।}

2. Open NewDocx from 'Exercise 1' Folder. {C: drive पर 'Exercise 1' Folder में से 'NewDocx' नाम से सेव फॉईल को ओपन करें।}

3. Enter 22, 32, 103 and 122 in the end of the file and format these numbers as 2^2, 3^2, 10^3 and 12^2. {Ctrl+End की मदद से डाकूमेंट के अंत में जाएं तथा 22, 32, 103 and 122 टाईप करें टाईप किए गए अंकों को 2^2, 3^2, 10^3 and 12^2 के रूप में फॉरमेट करें। }

4. Enter H2SO4, CO2, O2 and C6H12O6 in the end of the file and format these as H_2SO_4, CO_2, O_2 and $C_6H_{12}O_6$. {Ctrl+Home की मदद से डाकूमेंट के आरम्भ में जाएं तथा H2SO4, CO2, O2 and C6H12O6 टाईप करें टाईप किए गए अंकों को H_2SO_4, CO_2, O_2 and $C_6H_{12}O_6$ के रूप में फॉरमेट करें। }

5. Enter 'Babaji Gir Gaye' in the end of the file and format these words as 'Babaji $_{Gir}$ Gaye' . Lower 'Gir' word by 7 pts. {डाकूमेंट में कहीं भी 'Babaji Gir Gaye' टाईप करें टाईप किए गए शब्दों को 'Babaji $_{Gir}$ Gaye' के रूप में फॉरमेट करें। 'Gir' शब्दों को 7 पॉईन्ट नीचे करें। }

6. Enter 'Totay Uar Gaye' in the end of the file and format these words as 'Totay ^{Uar} Gaye' ' . Raise 'Uar' word by 8 pts. {डाकूमेंट में कहीं भी 'Totay Uar Gaye' टाईप करें टाईप किए गए शब्दों को 'Totay ^{Uar} Gaye' के रूप में फॉरमेट करें। 'Uar' शब्दों को 8 पॉईन्ट ऊपर करें। }

7. Select any four non-adjacent words and increase font size to 40. Format these words to show only outline. For example Look must appear as Look. { उपरोक्त कोई भी दो दूरस्दूर के शब्द सलेक्ट कर फॉण्ट संख्या 40 करें तथा फॉण्ट ऑप्शनस् में इन्हे आउटलाईन् फॉरमेट करें। उदाहरण् स्वरूप Look शब्द Look दिखना चाहिए।}
Enter 'It's been a LONG day' in the end of the file and format these words as 'It's been a L O N G day' . Expand 'LONG' word by 3.4 pts. {डाकूमेंट में कहीं भी 'It's been a LONG day' टाईप करें टाईप किए गए शब्दों को 'It's been a L O N G day' के रूप में फॉरमेट करें। 'LONG' शब्दों को 3.5 पॉईन्ट Expand करें। }

8. Copy the all the entries that you have formatted in the above 5 and paste these in the beginning of the document. Clear the entire formatting using 'Clear Formatting' button. {उपरोक्त अभ्यास प्रश्न में की गई एण्ट्रीओं को कॉपी करके डाकूमेंट के आरम्भ में रखें तथा 'Clear Formatting' button से इसकी फारमेंटिंग साफ करें। }

9. Select C6H12O6, LONG, 122, LONG and Babaji and change colour to Red. Increase the font size to 17. {C6H12O6, LONG, 122, LONG and Babaji एण्ट्रीओं को सलेक्ट करें तथा कलर लाल करने के बाद फॉण्ट साईज़ 17 करें। }

Day-4 (Session 2)

Formatting paragraphs allows you to change the look of the overall document. You can access many of the tools of paragraph formatting by clicking the Page Layout Tab of the Ribbon or the Paragraph Group on the Home Tab of the Ribbon.

CHANGE PARAGRAPH ALIGNMENT

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the Home Tab
- Choose the appropriate button for alignment on the Paragraph Group.
    - Align Left: the text is aligned with your left margin
    - Center: The text is centered within your margins
    - Align Right: Aligns text with the right margin
    - Justify: Aligns text to both the left and right margins.
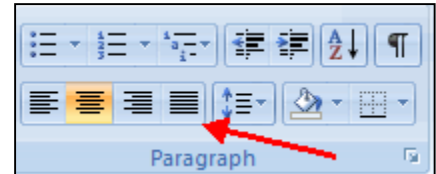
INDENT PARAGRAPHS

Indenting paragraphs allows you set text within a paragraph at different margins. There are several options for indenting:

- First Line: Controls the left boundary for the first line of a paragraph
- Hanging: Controls the left boundary of every line in a paragraph except the first one
- Left: Controls the left boundary for every line in a paragraph
- Right: Controls the right boundary for every line in a paragraph
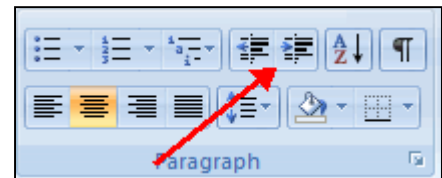
To indent paragraphs, you can do the following:

- Click the Indent buttons to control the indent.
- Click the Indent button repeated times to increase the size of the indent.

- Click the dialog box of the Paragraph Group
- Click the Indents and Spacing Tab
- Select your indents
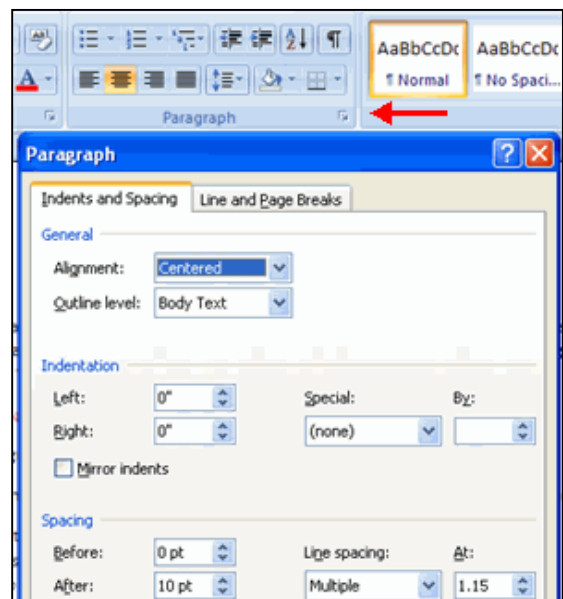
ADD BORDERS AND SHADING

You can add borders and shading to paragraphs and entire pages. To create a border around a paragraph or paragraphs:

- Select the area of text where you want the border or shading.
- Click the Borders Button on the Paragraph Group on the Home Tab
- Choose the Border and Shading
- Choose the appropriate options
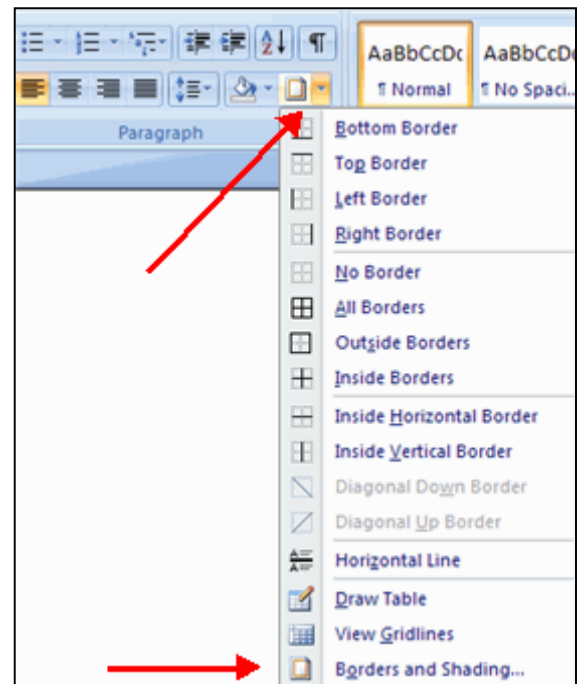
Practice on Para Formatting

1. Open MS Word 2007 using Start→Programs→Microsoft Office→Microsoft Office Word 2007.{कम्प्यूटर डेस्कटॉप पर Start→Programs→Microsoft Office→Microsoft Office Word 2007 कमांड का इस्तेमाल कर Microsoft Office Word 2007 लोड करें।}

2. Open NewDocx from 'Exercise 1' Folder. {C: drive पर 'Exercise 1' Folder में से 'NewDocx' नाम से सेव फॉईल को ओपन करें।}

3. Now select paragraphs four and five of the document and increase the line space to 2.5 using ⬆☰▾ button in Paragraph Group of Home Ribbon.{ पैरा संख्या 4 तथा 5 को सलेक्ट करें तथा Home Tab पर Paragraph ग्रुप पर ⬆☰▾ ऑपशन की मदद से लाइनस्पेस् 2.5 करें।}

4. Select Paragraph seven of the document and do the formatting shown in box. { पैरा संख्या 7 को सलेक्ट करें तथा Home Tab पर Paragraph ग्रुप पर ◳ ऑपशन की मदद से बाक्स में दर्शाई गई फॉरमेटिंग करें।}

   Right Indent - 0.5"
   Left Indent - 0.4"
   Special Indent – Hanging -0 .6"
   Space before paragraph – 10 pts
   Space After Paragraph – 3 pts.
   Outline Level – Level 2

5. Select third paragraph and add border and background colour to it.{ पैरा संख्या 3 को सलेक्ट करें तथा Home Tab पर Paragraph ग्रुप पर 🪣▾ ऑपशन की मदद से इसे background colour करें।}

6. Click anywhere sixth paragraph and use ⬅☰ ☰➡ buttons to change the indent.{ पैरा संख्या 6 को सलेक्ट करें तथा Home Tab पर Paragraph ग्रुप पर ⬅☰ ☰➡ ऑपशन की मदद से इसेके indent बदल कर देखें।}

7. Split fourth paragraph in three smaller paragraphs by pressing enter keys. Select all these paragraphs and enter paragraph numbering using ☷ button.{ पैरा संख्या 4 को तीन छोटे पैराग्राफ में तोड़ें तथा Home Tab पर Paragraph ग्रुप पर ☷ ऑपशन की मदद से इसको क्रम संख्या दें। }

8. Select para 2 and 3 and apply following para formatting .{ पैरा संख्या 2 तथा 3 को सलेक्ट करें तथा साथ के बाक्स में दर्शाई गई फॉर्मेंटिंग करें। }

9. Select para 4 and apply the same formatting as paragraphs 2 and 3 but mark outline level as 3. { पैरा संख्या 4 को सलेक्ट तरें तथा इसपर पैरा 2 एवं 3 वाली फार्मेंटिंग लगाए किन्तु लेवल को लेवल 3 रखें। }

   Alignment Justified
   Right Indent : 0.5"
   Left Indent : 0.75"
   Line Spacing 15 pts
   Space Before Para 4 pt
   Space After Para 2 pt
   Outline Level : 2

10. Select Paras 5 to 7 and apply same formatting as 2 & 3 but line space should be single and outline level should be 4. { पैरा संख्या 2 तथा 3 को सलेक्ट करें इसपर पैरा 2 एवं 3 वाली फार्मेंटिंग लगाए किन्तु लेवल को लेवल 4 रखें।}

11. Select rest of the paragraphs and give it outline level of 1. { उपरोक्त के अतिरिक्त अन्य सभी पैरा सलेक्ट करके आउटलाईन लेवल 1 रखें }

12. Select all paragraphs and assign outline numbering scheme 1, 1.1, 1 …. for various levels.{ सभी पैरा सलेक्ट करके आउटलाईन नम्बर की प्रणाली 1, 1.1, 1 लगाएं}

Day-4 (Session 3)

APPLY STYLES

There are many styles that are already in Word ready for you to use. To view the available styles click the Styles dialog box on the Styles Group in the Home Tab. To apply a style:

- Select the text
- Click the Styles Dialog Box
- Click the Style you choose

CREATING NEW STYLES

You can create styles for formatting that you use regularly. There are two ways to do this: New Styles or New Quick Styles.
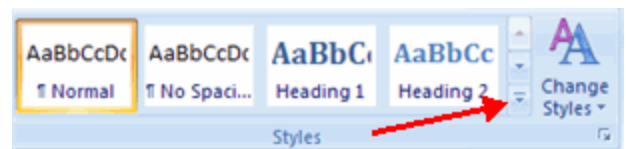
NEW STYLES
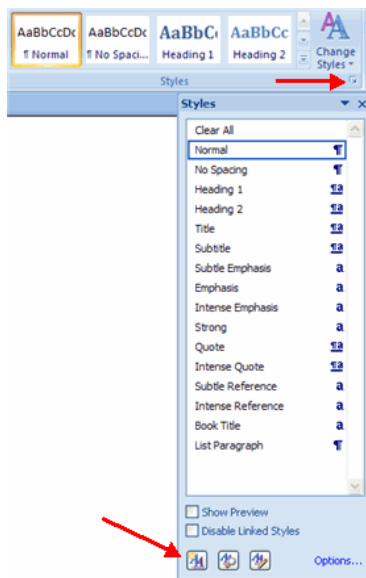
To create a new style:

- Click the Box Styles Dialog
- Click the Button New Style

- Complete dialog box. the New Style
- At the dialog box, bottom of that
to add this to you can choose
List or to the Quick Style
only in this make it available document.
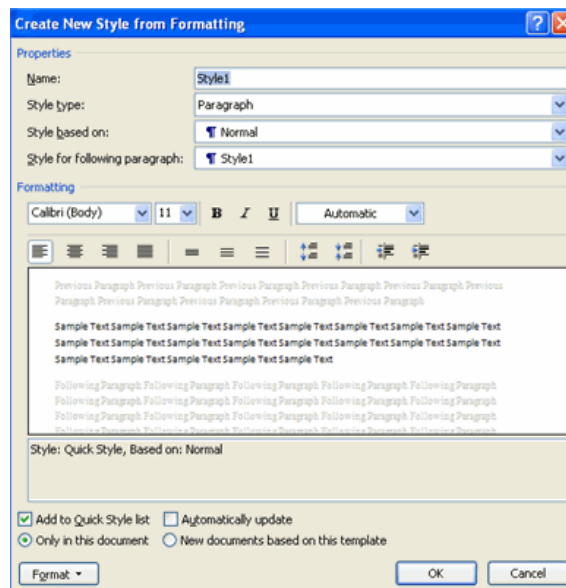
NEW QUICK STYLE

To create a style easily:

- Insert your cursor anywhere in the chosen style
- Click the Styles dialog box
- Click Save Selection as New Quick Style

Practice on Styles

1. Open MS Word 2007 using Start→Programs→Microsoft Office→Microsoft Office Word 2007. {कम्प्यूटर डेस्कटॉप पर Start→Programs→Microsoft Office→Microsoft Office Word 2007 कमांड का इस्तेमाल कर Microsoft Office Word 2007 लोड करें।}

2. Open NewDocx from 'Exercise 1' Folder. {C: drive पर 'Exercise 1' Folder में से 'NewDocx' नाम से सेव फाईल को ओपन करें।}

```
1. Chapter-1
    1.1.    Para-1
        (a.) Sub-Paragraph-1
            ✓    Sub-Sub-Paragraph-1
        (b.) Sub-Paragraph-3
    1.2.    Para-2
        (a.) Sub-Paragraph-1
            ✓    Sub-Sub-Paragraph-1
            ✓    Sub-Sub-Paragraph-2
        (b.) Sub-Paragraph-2
    1.3.    Para-3
        (a.) Sub-Paragraph-1
            ✓    Sub-Sub-Paragraph-1
            ✓    Sub-Sub-Paragraph-2
        (b.) Sub-Paragraph-2
        (c.) Sub-Paragraph-3
2. Chapter-2
    2.1.    Para-1
        (a.) Sub-Paragraph-1
        (b.) Sub-Paragraph-2
        (c.) Sub-Paragraph-3
    2.2.    Para-2
        (a.) Sub-Paragraph-1
        (b.) Sub-Paragraph-2
    2.3.    Para-3
        (a.) Sub-Paragraph-1
        (b.) Sub-Paragraph-2
        (c.) Sub-Paragraph-3
3. Chapter-3
    3.1.    Para-1
        (a.) Sub-Paragraph-1
```

3. Create small paragraphs and format paragraph numbering as given in box:. {Text area small पैरा टेक्स्ट जेनेरेट करें या कुछ टेक्स्ट टाईप करें जिसपर बाक्स में दर्शाए गए तरीके से आउटलाईन् नम्बर का फार्मेट दें। }

4. Format the Chapter Heading :- *Font:Britannic Bold, Size:17, Double Underline, Font Colour: Red, Centre Aligned, Space After Paragraph: 20 Pts* and apply this formatting to all the Chapter Headings. {Chapter Head को *Font:Britannic Bold, Size:17, Double Underline, Font Colour: Red, Centre Aligned, Space After Paragraph: 20 Pts* फार्मेट दें। तथा ये फॉर्मेटिंग सभी पैराग्राफ् के चैप्टर हैड पर लगाएं।}

5. Save the Chapter Heading Style as My_Ch_Heading. {Chapter Head पर राईट क्लिक करके इसे एक नया स्टाईल My_Ch_Heading बनाएं * }

6. Format the Para Heading :- *Font:Arial, Size:11, Underline,Justified, Space After Paragraph: 6 Pts, Space Before Paragraph: 6 Pts, Line Spacing 1.25.* and apply this formatting to all the Paragraph Headings. {Para Head को *Font:Arial, Size:11, Underline,Justified, Space After Paragraph: 6 Pts, Space Before Paragraph: 6 Pts, Line Spacing 1.25.* फार्मेट दें। तथा ये फॉर्मेटिंग सभी पैराग्राफ् के पैरा हैडिंग पर लगाएं।}

7. Save the Paragraph Heading Style as My_Ph_Heading. {Para Head पर राईट क्लिक करके इसे एक नया स्टाईल My_Ph_Heading बनाएं । }

8. Format the Sub Para Heading :- *Font:Times New Roman, Size:9, ,Justified, Space After Paragraph: 6 Pts, Space Before Paragraph: 6 Pts, Line Spacing 1.25.* and apply this formatting to all the Sub-Paragraph Headings. { Sub Para Heading को *Font:Times New Roman, Size:9, ,Justified, Space After Paragraph: 6 Pts, Space Before Paragraph: 6 Pts, Line Spacing 1.25.* फार्मेट दें। तथा ये फॉर्मेटिंग सभी सब पैराग्राफ् के पैरा हैडिंग पर लगाएं।}

9. Save the Paragraph Heading Style as My_Sub-Ph_Heading. {Sub Para Head पर राईट क्लिक करके इसे एक नया स्टाईल My_Sub-Ph_Heading बनाएं । }

10. Declare Levels 1, 2, 3, 4 for Chapter Heading, Paragraph Heading, Sub-Paragraph Heading and Sub-Sub Paragraph Heading respectively. { Chapter Heading, Paragraph Heading, Sub-Paragraph Heading and Sub-Sub Paragraph Heading पर के लिए क्रमशः लैवल 1, 2, 3, 4 बनाएं*}

Day-4 (Session 4)

MODIFY PAGE MARGINS AND ORIENTATIONS

The page margins can be modified through the following steps:
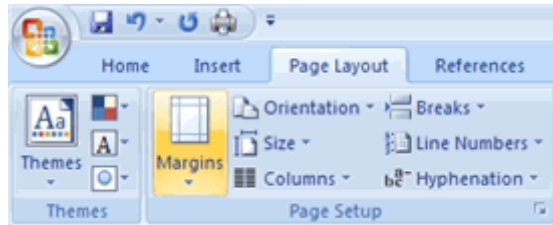
- Click the Page Layout Tab on the Ribbon
- On the Page Setup Group, Click Margins
- Click a Default Margin, or
- Click Custom Margins and complete the dialog box.

To change the Orientation, Size of the Page, or Columns:

- Click the Page Layout Tab on the Ribbon
- On the Page Setup Group, Click the Orientation, Size, or Columns drop down menus
- Click the appropriate choice
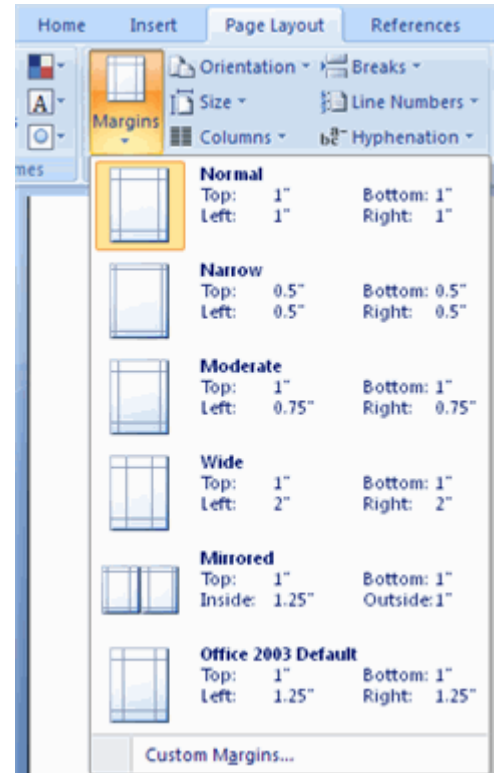
APPLY A PAGE BORDER AND COLOR

- Click the Page Layout Tab on the Ribbon
- On the Page Background Group, click the Page Colors or Page Borders drop down menus
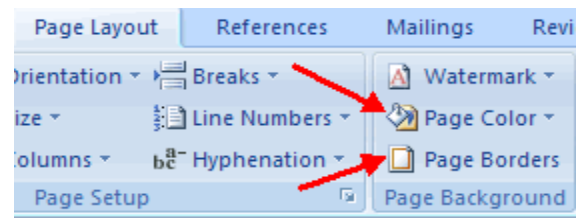
INSERT COMMON HEADER AND FOOTER INFORMATION

To insert Header and Footer information such as page numbers, date, or title, first, decide if you want the information in the header (at the top of the page) or in the Footer (at the bottom of the page), then:

- Click the Insert Tab on the Ribbon
- Click Header or Footer
- Choose a style
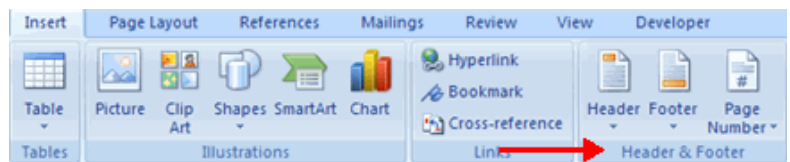
The Header/Footer Design Tab will display on the Ribbon

- Choose the information that you would like to have in the header or footer (date, time, page numbers, etc.) or type in the information you would like to have in the header or footer
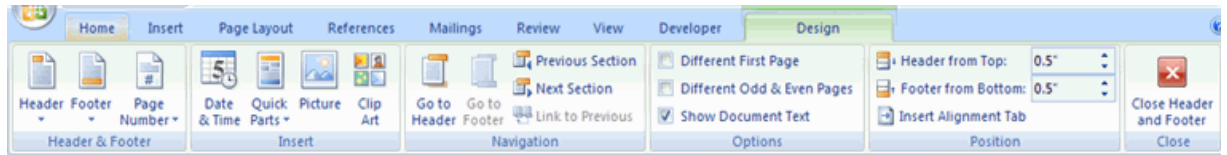
CREATE A PAGE BREAK

To insert a page break:

- Click the Page Layout Tab on the Ribbon
- On the Page Setup Group, click the Breaks Drop Down Menu
- Click Page Break
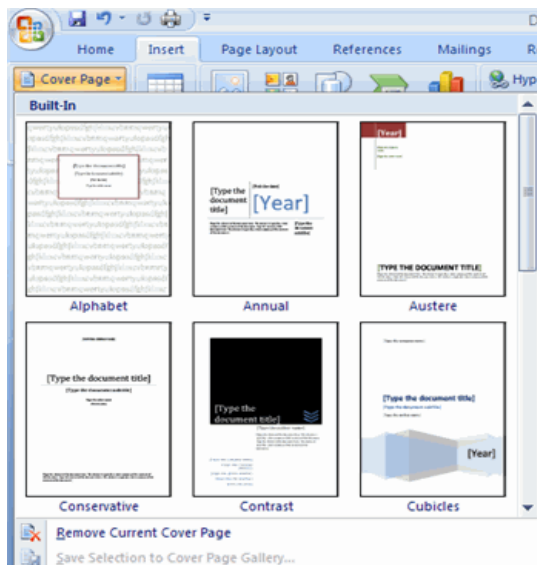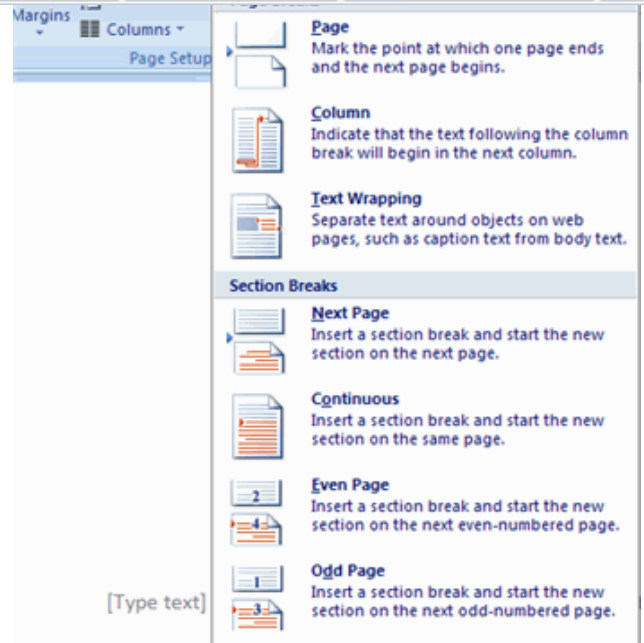
INSERT A COVER PAGE

To insert a cover page:
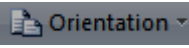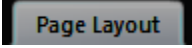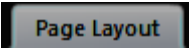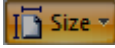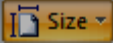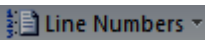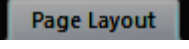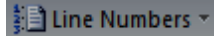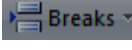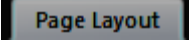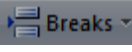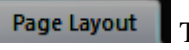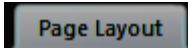
- Click the Insert Tab on the Ribbon.
- Click the Cover Page Button on the Pages Group.
- Choose a style for the cover page.

INSERT A BLANK PAGE

To insert a blank page:

- Click the Insert Tab on the Ribbon.
- Click the Blank Page Button.

Practice Session Page Formatting

1. Open MS Word 2007 using Start→Programs→Microsoft Office→Microsoft Office Word 2007. {कम्प्यूटर डेस्कटॉप पर Start→Programs→Microsoft Office→Microsoft Office Word 2007 कमांड का इस्तेमाल कर Microsoft Office Word 2007 लोड करें।}

2. Open NewDocx from 'Exercise 1' Folder. {C: drive पर 'Exercise 1' Folder में से 'NewDocx' नाम से सेव फॉईल को ओपन करें।}

3. Type or Generate six paragraphs of Text containing 12 sentences each. {C: drive पर 12 वाक्यों वाले 6 पैरा टाईप करें या जेनेरेट करें।}

4. Use Ctrl+A or Triple-Click at left corner of paragraph to select everything. Copy the selected text and paste it again and again to generate 30 page document. Generate six paragraphs of Text containing 12 sentences each. {Use Ctrl+ए या किसी पैरा के बांए मार्जिन पर Triple-Click पर करके समस्त टेक्स्ट सलेक्ट करें। सलेक्ट किए गए टेक्स्ट को कॉपी कर बार बार पेस्ट करें जिससे 30 पेज का डॉकूमेंट बन जाए।}

5. Change the Orientation of page to Landscape using Orientation button in Page Layout Tab at Page Setup Group. { Page Layout Tab पर Page Setup ग्रुप पर Orientation ऑपशन की मदद से Landscape Orientation करें। }

6. Change the paper size to Executive, Legal, A3 and B4 using Size button and check total number of pages at status bar after each change. {Tab पर Page Setup ग्रुप पर Size ऑपशन की मदद से Page size को Executive, Legal, A3 and B4 बदलें तथा हर पेज साईज़ के उपरांत कुल पृ-ठ संख्या को स्टेटस बार पर जांचें। }

Letter	21.59 cm x 27.94 cm
Legal	21.59 cm x 35.56 cm
Statement	13.97 cm x 21.59 cm
Executive	18.41 cm x 26.67 cm
A3	29.7 cm x 42 cm
A4	21 cm x 29.7 cm
A5	14.8 cm x 21 cm
B4 (JIS)	25.7 cm x 36.4 cm
B5 (JIS)	18.2 cm x 25.7 cm
11x17	27.94 cm x 43.18 cm

7. Save the document as MyFirstDocx(PageSetupChanges) at Personal sub-folder of your folder. {डॉकूमेंट को MyFirstDocx(PageSetupChanges) नाम से सेव करें।}

8. Insert line numbers using Line Numbers button. {Page Layout Tab पर Page Setup ग्रुप पर Line Numbers ऑपशन की मदद से Line number डालें ।}

9. Goto third paragraph and insert an 'Odd page break' using Breaks button. { Page Layout Tab पर Page Setup ग्रुप पर Breaks ऑपशन की मदद से 'Odd page break' डालें ।}

10. Check effect of page colur change from Page Background tab and insert Watermark 'RTC' at the background of the page. { Page Layout Tab पर Page Background ग्रुप पर ऑपशन की मदद से 'page color' डालें तथा ऑपशन की मदद से वाटरमार्क 'RTC' डालें।}

11. Format page borders and apply border to the page. { Page Layout Tab पर Page Background ग्रुप पर ऑपशन की मदद से ' page border ' डालें ।}

Day-5 (Session 1)

CREATE A TABLE

To create a table:

- Place the cursor on the page where you want the new table
- Click the Insert Tab of the Ribbon
- Click the Tables Button on the Tables Group. You can create a table one of four ways:

    - Highlight the number of row and columns
    - Click Insert Table and enter the number of rows and columns
    - Click the Draw Table, create your table by clicking and entering the rows and columns
    - Click Quick Tables and choose a table
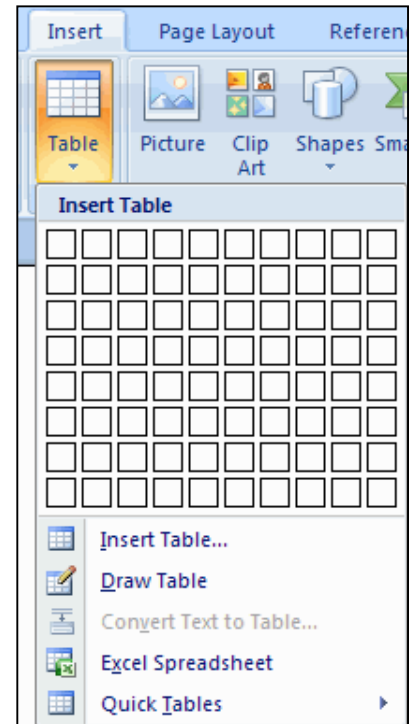
ENTER DATA IN A TABLE

Place the cursor in the cell where you wish to enter the information. Begin typing.

Modify the Table Structure and Format a Table

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: Design and Layout. These pertain to the table design and layout.

On the Design Tab, you can choose:

- Table Style Options
- Table Styles
- Draw Borders
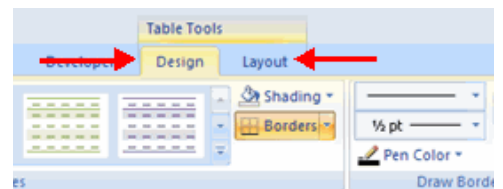
To format a table, click the table and then click the Layout Tab on the Ribbon. This Layout tab allows you to:

- View Gridlines and Properties (from the Table Group)
- Insert Rows and Columns (from the Rows & Columns Group)
- Delete the Table, Rows and/or Columns (from the Rows & Columns Group)
- Merge or Split Cells (from the Merge Group)
- Increase and Decrease cell size (Cell Size Group)
- Align text within the cells and change text directions (Alignment Group)

47
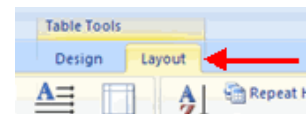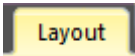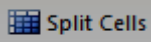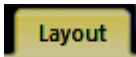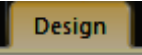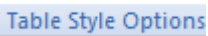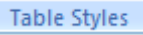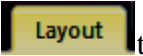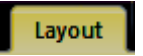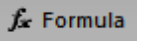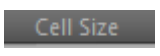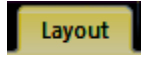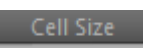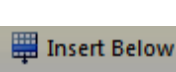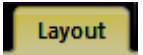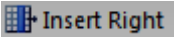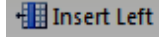
Day-5 (Session 2)

Practice on Table designing

1. Create the following table , format it and make calculations as given in total lines. { एम.एस. वर्ड में निम्नलिखित टेबल को बनाकर फॉरमेट करें।}

Designation	Class of employees							
	I		II		II		III	
	Male	Female	Male	Female	Male	Female	Male	Female
Director General	1							
Accountant General		1						
Principal Director	1	1						
Director	4	2						
Deputy Director	3	1						
Assistant Director	2							
Sr. Audit Officer			24	12				
Audit Officer			36	17				
Asstt. Audit Officer			54	15				
Section Officer			24	8				
Supervisor					10			
Sr. Auditor					76	28		
Auditor					52	18		
Steno					5	9		
Clerk					30	25		
Peon							28	
Daftry							12	8
Driver							8	
Sweeper							6	6
Total Class I Employees	{Total to be calculated from Above information }							
Total Class I Employees	{Total to be calculated from Above information }							
Total Class III Employees	{Total to be calculated from Above information }							
Total Class IV Employees	{Total to be calculated from Above information }							
Percent of Female Employees (Class I)	{Total to be calculated from Above information }							
Percent of Female Employees (Class II)	{Total to be calculated from Above information }							
Percent of Female Employees (Class III)	{Total to be calculated from Above information }							
Percent of Female Employees (Class IV)	{Total to be calculated from Above information }							
Total Male Employees	{Total to be calculated from Above information }							
Total Female Employees	{Total to be calculated from Above information }							

2. Click over the table and format it using **Layout** Ribbon. Use **Text Direction** button to change the direction of text and check options. Use **Split Cells** and Merge cells options. { उपरोक्त टेबल पर क्लिक करके **Layout** टैब पर क्लिक करें। इसमें **Text Direction** बटन की मदद से टेक्स्ट कि दिशा बदलें।}

3. Use various features of **Design** Ribbon and try applying different designs to the table format. { उपरोक्त टेबल पर क्लिक करके **Design** टैब पर क्लिक करें। इसमें **Table Style Options** बटन की मदद टेबल के हिस्सों को सलेक्ट करें जिसपर स्टाईल लगाना है। अब **Table Styles** टेबल विभिन्न स्टाईल लगा कर देखें। }

4. Calculate the totals and percentage using **fx Formula** option of **Layout** tab. { **Layout** टैब पर **fx Formula** ऑप्शन की मदद से टोटल गणना करने का फॉर्मूला लगाएं। }

5. Practice changing Cell height using **Cell Size** option. { **Layout** टैब पर **Cell Size** ऑप्शन की मदद से सैल की ऊंचाई बढ़ाएं । }

6. Use **Insert Below**, **Insert Above** buttons to insert rows below and above designation Section Officer. { टेबल पर बीच में Section Officer रो पर क्लिक करके **Layout** टैब पर **Insert Below**, **Insert Above** ऑप्शन की मदद से नई पंक्तिया शामिल करें तथा **Insert Right** तथा **Insert Left** ऑप्शन की मदद से कॉलम इन्सर्ट करें। }

Day-5 (Session 3)

Word 2007 allows you to insert special characters, symbols, pictures, illustrations, and watermarks.

SYMBOLS AND SPECIAL CHARACTERS

Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

- Place your cursor in the document where you want the symbol
- Click the Insert Tab on the Ribbon
- Click the Symbol button on the Symbols Group
- Choose the appropriate symbol.

EQUATIONS

Word 2007 also allows you to insert mathematical equations. To access the mathematical equations tool:

- Place your cursor in the document where you want the symbol
- Click the Insert Tab on the Ribbon
- Click the Equation Button on the Symbols Group
- Choose the appropriate equation and structure or click Insert New Equation

- To edit the equation click the equation and the Design Tab will be available in the Ribbon

ILLUSTRATIONS, PICTURES, AND SMARTART

Word 2007 allows you to insert illustrations and pictures into a document. To insert illustrations:

- Place your cursor in the document where you want the illustration/picture
- Click the Insert Tab on the Ribbon
- Click the Clip Art Button
- The dialog box will open on the screen and you can search for clip art.
- Choose the illustration you wish to include
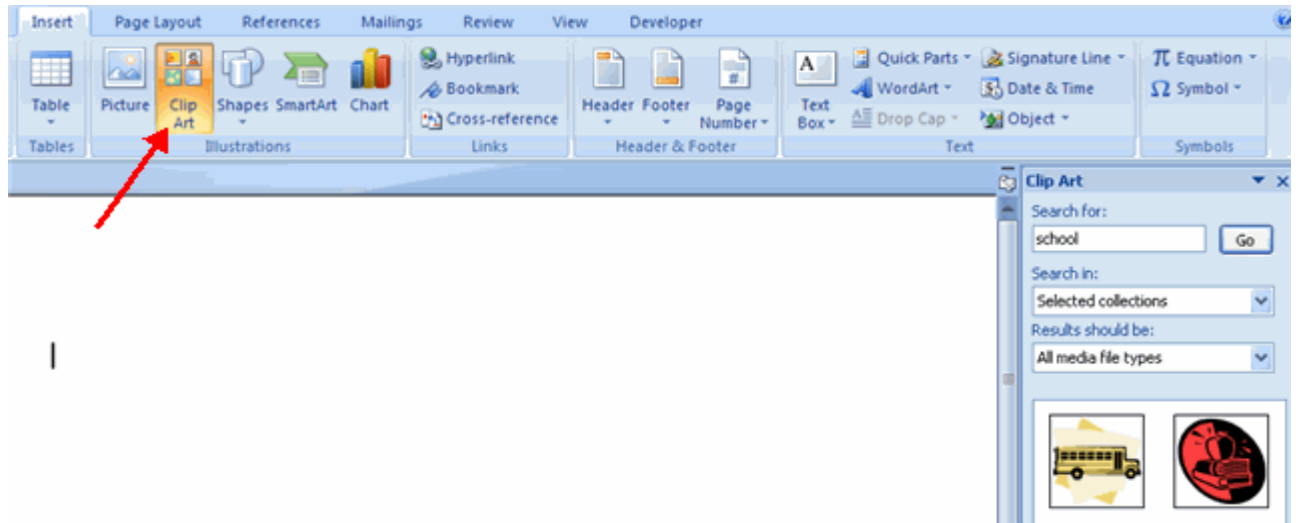
TO INSERT A PICTURE

- Place your cursor in the document where you want the illustration/picture
- Click the Insert Tab on the Ribbon
- Click the Picture Button
- Browse to the picture you wish to include
- Click the Picture
- Click Insert
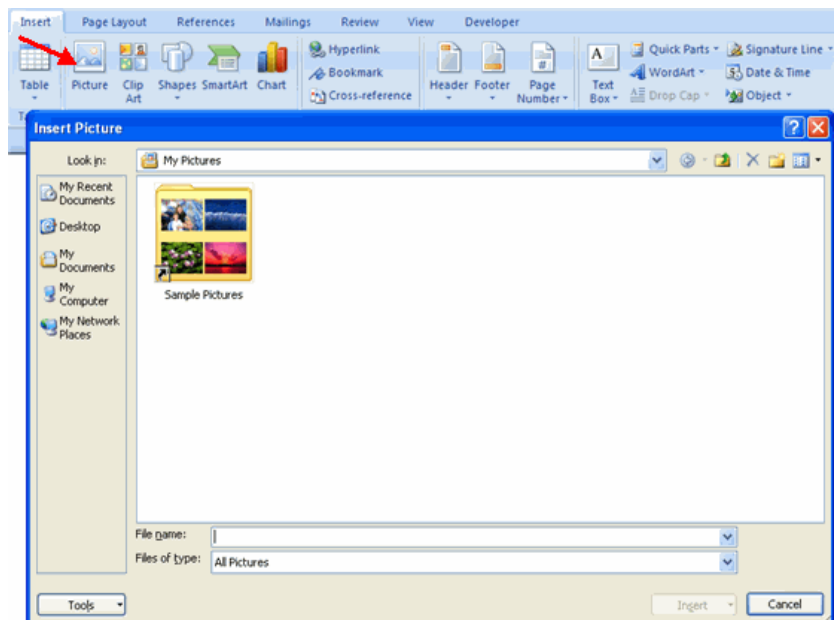
Smart Art is a collection of graphics you can utilize to organize information within your document. It includes timelines, processes, or workflow. To insert SmartArt

- Place your cursor in the document where you want the illustration/picture
- Click the Insert Tab on the Ribbon
- Click the SmartArt button
- Click the SmartArt you wish to include in your document
- Click the arrow on the left side of the graphic to insert text or type the text in the graphic.
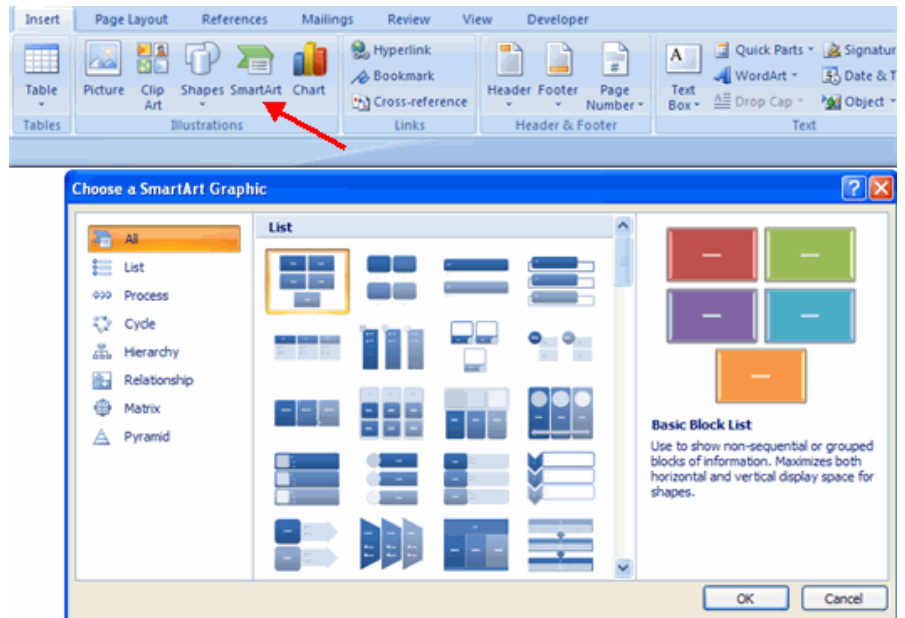
ENHANCING PICTURES

After inserting images, these can be edited by editing and enhancement tools in Word. Whether you want to do simple tasks like correct lighting problems or crop out unnecessary elements—or stylize the images by adding shadows, frames, and more—this is where the fun of working with images in Word really begins. We'll start with the Picture Styles because they give you the most dramatic enhancements for the smallest amount of effort.

APPLYING PICTURE STYLES TO IMAGES

Picture Styles work similarly to the other quick styles you'll find in strategic places throughout Word. When you select a picture in your document, the contextual Picture Tools become available on the Ribbon. The Picture Styles have their own group in the middle of the Format tab.
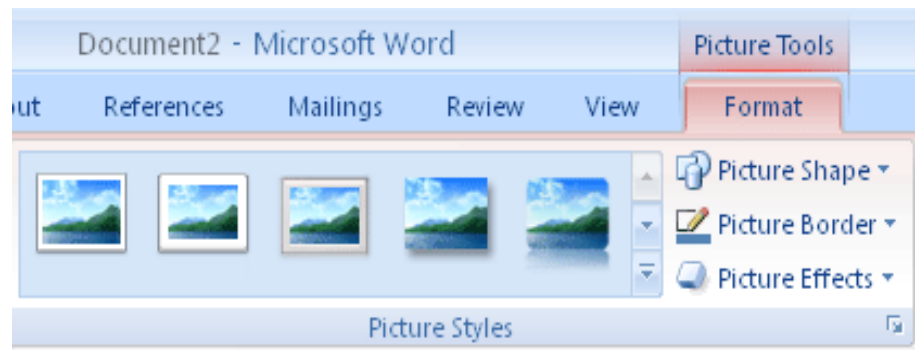
The Picture Style gallery shows the various styles you can apply to the selected image. You can display the entire selection of styles by clicking the More button in the lower right corner of the gallery (see Figure 1). Preview the various styles by positioning the mouse pointer over an item in the gallery; when you find one you want to use, click the mouse to select the picture style.

ADDING A PICTURE SHAPE

If you want to create a unique effect, you can apply a shape to the picture so that the image appears within the body of the shape. You might do this, for example, when you want a picture to pop off the page and catch the reader's attention. To add the shape to the selected image, click Picture Shape and choose the shape you want to apply from the palette that appears.
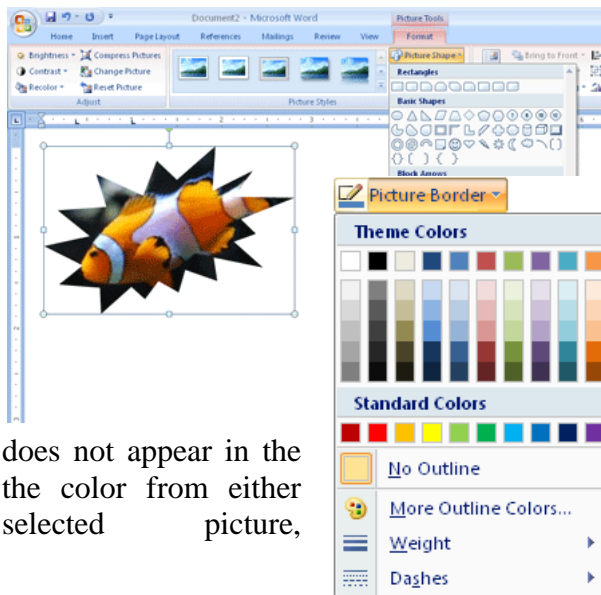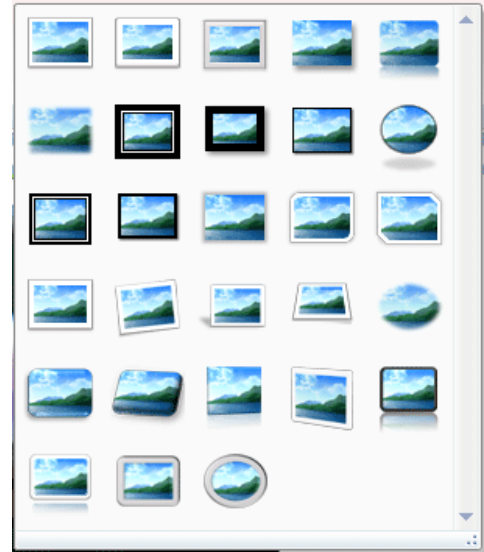
DISPLAYING A PICTURE BORDER

When you click Picture Border in the Picture Styles group, a color palette appears, enabling you to choose the color of the border you want to apply, as well as the weight and style of the line used to create the border. The top portion of the palette lists the colors that match the Theme that is currently applied to your document; the Standard Colors area of the palette provides primary colors. If you want to choose a color that does not appear in the palette, click More Outline Colors and then select the color from either the Standard or Custom tab. To apply it to the selected picture, click OK after you choose the color.

ADDING A PICTURE EFFECT

Picture effects give you a huge range of special formats you can apply to the selected picture. You can choose from among a variety of shadow styles, apply a glow to the outer edges, display a reflection of the image, soften the edges, create a beveled effect, and apply 3-D effects and rotation.
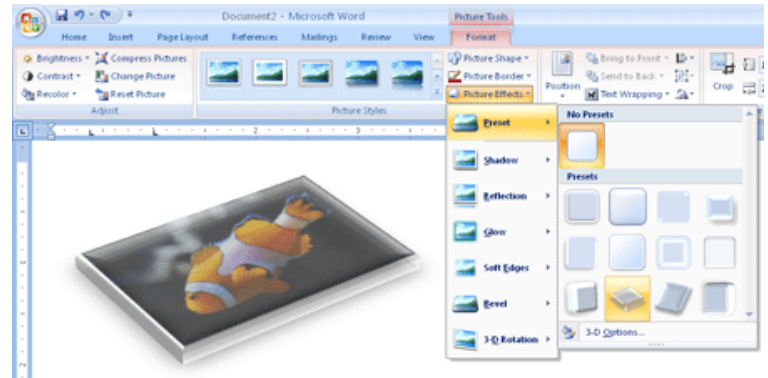
To apply a picture effect, select the picture and then click Picture Effects in thePicture Styles group. A palette of choices appears. Point to the effects category you want to apply (Preset, Shadow, Reflection, Glow, Soft Edges, Bevel, and 3-D Rotation). A palette of effects opens to display your choice. Use Live Preview to see how the different effects will appear in your document (see Figure 3).

EDITING AND ADJUSTING IMAGES

Word includes a number of image adjustment tools you can use to bring out the best in your images. You'll find the whole set located in the Adjustment group of the contextual Picture Tools. To display the tools, click on the picture you want to change. The Picture Tools appear on the Ribbon. The Format tab is automatically selected.

The Adjustment group is located on the far left. Depending on the type of change you want to make to your picture, click one of the following tools:

- **Brightness** changes the amount of light included in an image. When you click *Brightness*, a palette of brightness options appears, with values ranging from +40% to -40%. You can use the *Live Preview* feature to point to a setting and see how it will affect the selected image. When you find a brightness level you like, click it to apply it to the image.

- **Contrast** controls the way in which items in your picture are defined. When you click *Contrast*, a palette of contrast options appears. Experiment with the different settings until you find the one that looks right in your picture.

- **Recolor** enables you to apply a color wash to your picture that may give it an old-fashioned feel (like a sepia-toned image) or enable it to blend naturally with the color scheme in the Theme applied to your document. When you click *Recolor*, a palette appears offering you a number of different color possibilities (see Figure 4). Again, point to the ones you're considering, and *Live Preview* will show you the results. Click the one you decide on, and it is applied to the image in the document.

- **Compress Pictures** reduces the file size of the image (not the actual size of the image in the document) so that when you save the file, it will be as compact as
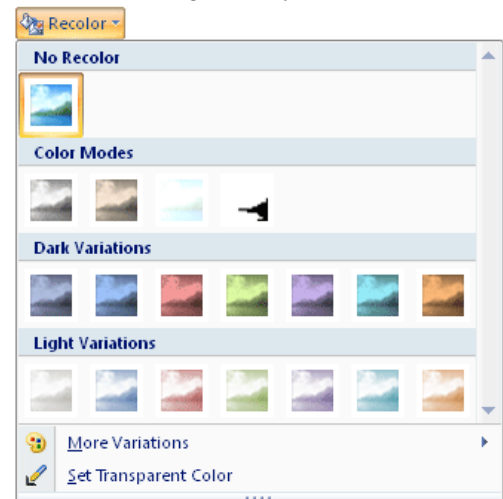
possible. When Word displays the *Compress Pictures* dialog box, click OK to compress all images in the document. If you want to compress only the selected images, click the *Apply To Selected Pictures Only* check box before you click OK.

- TIP   Click Options in the Compress Pictures dialog box to display additional choices for compression. In the Compression Settings dialog box, you can choose to compress images on save, delete image areas that have been cropped, or specify the type of compression you want depending on the desired output for your document (screen, print, or e-mail).

- **Change Picture** displays the Insert Picture dialog box so that you can replace the selected photo with a new one.

- **Reset Picture** reverses any modifications you've made to the original photo and returns it to its original size, shape, and coloring.

CROPPING PICTURES

Cropping images is a simple process, but it can dramatically improve the look of your photo by enabling you to remove unnecessary elements from the image. For example, suppose that a diver's swim fin appears in the corner of an underwater photo you want to use for the Coral Reef Divers annual report. You can easily crop the photo to remove the unwanted fin and help your readers focus on the important part of the photo.

To crop your photo, follow these steps:

1. Insert the photo in your document and make sure it is selected. The Picture Tools appears.

2. Click **Crop** in the **Size** group. The pointer changes to a cropping tool.

3. Position the tool on the edge or corner of the image where you want to begin cropping. Drag the side or corner of the image inward until the portion of the picture you want to remove has been cropped out (see Figure 5).
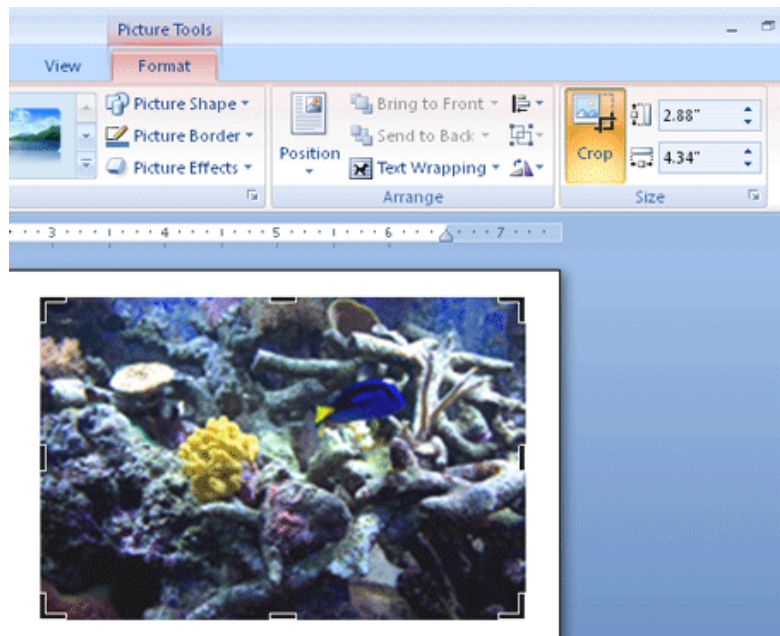
TIP   When you crop a photo, the rest of the image isn't gone; its display is merely suppressed. This means that if you decide to move the photo to another part of the document and redisplay the hidden part of the image, you can do that. Just select the Crop tool again and this time drag the corner or side outward to reveal the rest of the hidden image. Note, however, that if you have selected the **Delete Cropped Areas Of Pictures** check box in the **Compression Settings** dialog box, the cropped portions of the image will be deleted when you save the document.

RESIZING PICTURES

An operation that goes hand-in-hand with cropping is resizing the images you import. This is one technique you'll use all the time—pictures rarely come into your documents at just the right size.

Resizing a picture in Word is similar to resizing any object. To begin, click the image. Handles appear around the edges of the object. If you want to enlarge the image, click in one corner of the picture and drag the handle outward. When the image is the size you want, release the mouse button.

If resizing your picture to a precise measurement is important, use the **Size** command available in the picture's options. Here's how:

1. Right-click the image in your document.

2. Choose **Size** from the options that appear.

3. In the **Size** dialog box, enter the **Height** and **Width** settings (see Figure 6). Additionally, you can enter other positioning values, such as **Rotation** and **Cropping**.

4. Click **OK** to save your settings, and Word resizes the image according to your specifications.
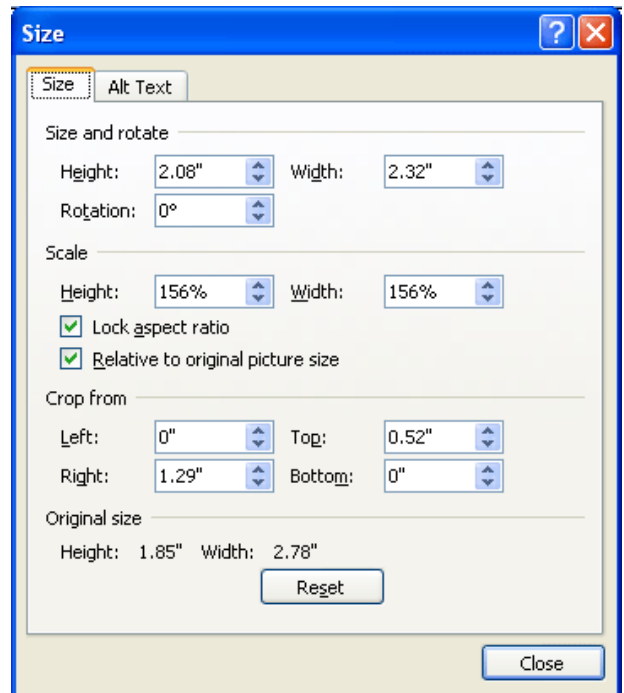
ROTATING PICTURES

Some of your documents are likely to be fairly straightforward and won't require a lot of special picture techniques. But once in a while you will have a reason to do something fun like rotating pictures. The rotating control in Word enables you to simply drag a picture in the direction you want to rotate it - very simple and easy to use. Instead of moving the image in predesigned increments, the Rotate tool lets you be in control of how far you want the picture to rotate.

Start by clicking the picture in your document. You'll notice that a round green handle appears in the top center of your image. This is the rotate handle. Position the mouse on that handle. The pointer changes to a curved arrow, indicating that you can drag the handle in the direction you want to rotate the image.

TIP   When you apply shadows or frames or other special picture effects to the image, Word automatically takes the angle into account, with no calculating required. Nice.

ADDING CAPTIONS TO PICTURES

Readers like to know what your images contain, so unless you're certain that readers will understand what your images are showing, you may want to consider adding figure captions. The process is simple, and you can control the look and placement of the text by following these steps:

1. Right-click the picture you want to add the caption to.
2. Click **Insert Caption**. The **Caption** dialog box appears, as Figure shows.

You can easily add captions to the images in your document by right-clicking a picture and choosing **Insert Caption**.
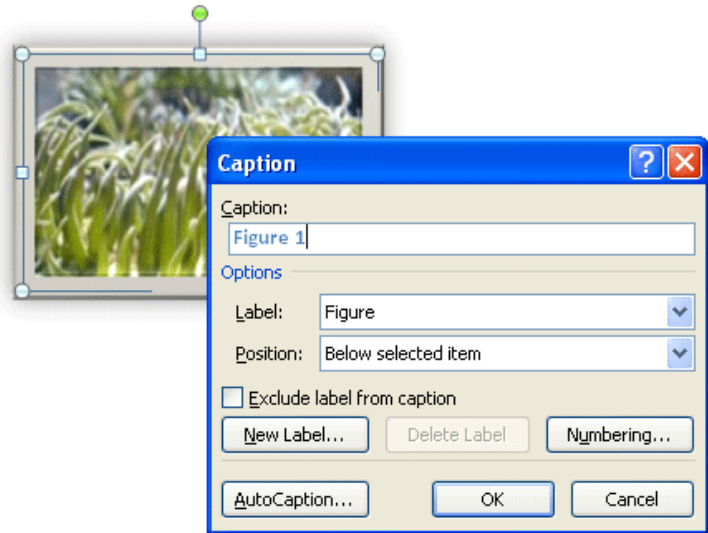
3. In the top text box, type the caption you want to appear with the figure. You may want to customize the look of the caption by changing one of the following items:

- If you want to hide the label (for example, Figure), click the **Exclude Label From Caption** check box.
- If you want to change the way in which the captions are numbered, click the Numbering button and select your choice.

4. Click **OK** to save the caption settings and return to the document.

The caption is displayed in a color, font, size, and style that is controlled by the Theme selected for your document. If you change the Theme later (by clicking the **Page Layout** tab, selecting **Themes**, and choosing a new Theme from the gallery), the captions will be reformatted automatically.

If you prefer to change the format of the captions, you can do so by clicking the **Home** tab and choosing new settings from your choices in the **Font** group. Remember, however, that once you change the captions from a Theme-supported style, you'll have to reformat them automatically if you ever apply a new Theme.

Type the following text and format page in the same manner after inserting picture, preparing table and designing Chart.

Types of Banana

MUSA BULBISIANA

These are some wild bananas that grow on our property. The plants themselves are huge – I would guess 20-25 feet tall (6-7.5 m.). They keep producing 'pups' (new plants from suckers) so the clumps keeps getting bigger and wider. The leaves range from 4 to 8 feet long and about 2 feet wide (1.2 to 2.4 by 0.6 m.), not counting the stalk. In the north coast of Honduras, banana leaves are used for making tamales instead of corn husks. These bananas are inedible, containing about 50% fruit and 50% seeds. Banana seeds are like rocks. I had a hard time cutting this one in half even with brand new, very sharp chef's knife.These are only about 4 inches (10 cm.) long but very fat.

Top banana producing nations –(Prod. In Tons)	
India	21770000
China	8040000
Philippines	7480000
Brazil	7100000
Ecuador	6000000
Indonesia	5460000
Tanzania	3500000
Costa Rica	2080000
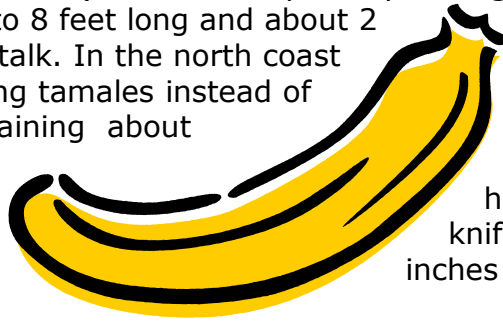
Data

The first cut didn't really show the extent of the seeds so I quartered it and in the picture on the right you can see the seeds better. Unripe bananas and plantains exude a sticky latex that is very difficult to remove from a knife or your hands. This latex dissipates as the fruit ripens. This is a picture of a banana flower. This stem has about 6 ft. (2 m.) between the flower and the bananas, which don't show in the picture. The fruit grows upward from the stem – what we would think of as upside-down. Edible banana and plantains. We'll chop up the leaves for mulch for our banana plantation. They make a good mulch and provide nutrients to the plants as the leaves break down.
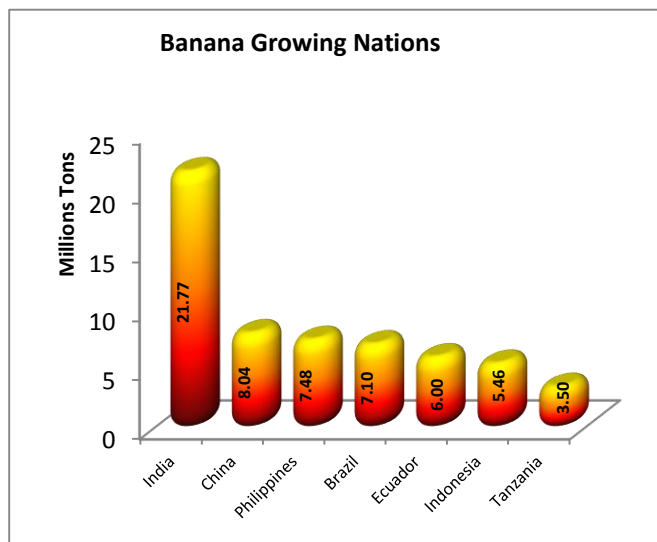
Banana Growing Nations

India 21.77, China 8.04, Philippines 7.48, Brazil 7.10, Ecuador 6.00, Indonesia 5.46, Tanzania 3.50 (Millions Tons)

Day-6 (Session 1 & 2)

MS EXCEL 2007

RIBBON

With the launch of Vista, Microsoft has taken the opportunity to update the look of its Office applications. The most noticeable change is the replacement of pull-down menus and toolbars with the more intuitive and visual tab-based *Ribbon*. All of the Office 2007 programs follow the same basic design, with some variations based on the particular functions of the program.

TABS

Office applications automatically open to the *Home* command tab, which contains most of the features needed to create a basic document, such as font and paragraph settings. Specialized features can be accessed from the other command tabs.

Tools for each command tab are divided into groups (e.g., the *Clipboard*, *Font*, and *Number* groups in Excel's *Home* tab). Some command tabs are context-sensitive, displaying only when a particular feature is being used. For example, when a chart has been inserted into an Excel document, the *Design*, *Layout,* and *Format* tabs appear in the *Ribbon*.

OFFICE BUTTON

The Office 2007 OFFICE BUTTON is located in the upper-left of the program window and is identified by the Office logo. The OFFICE BUTTON allows you to open, save, and print documents, and perform other document output functions (e.g., fax and email).

Office Button

OPENING EXCEL

NOTE: The procedure for opening Excel may vary depending on the setup of your computer.

1. From the *Start* menu, select ***Programs » Microsoft Office » Excel 2007***
2. Excel 2007 opens.

CREATING A WORKBOOK

An Excel file is called a workbook. By default, workbooks open with three blank worksheets, although you can add or delete worksheets at any time. The advantage of having multiple worksheets, or *layers*, is that a variety of data can be compiled, analyzed, and integrated in a single file. Worksheets can contain data, charts, or both. For more information on Excel terminology, refer to **Error! Reference source not found.**.

1. Under the Office Button, click New.

2. The *New Workbook* dialog box appears.
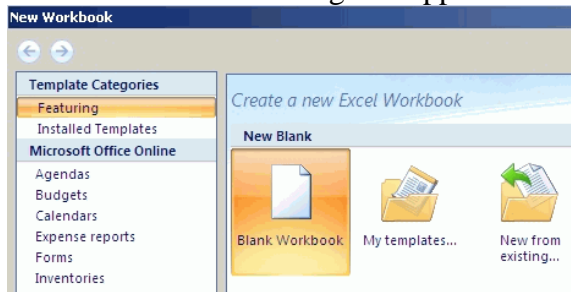
3. Under *Blank and recent*, double click *BLANK WORKBOOK*
4. A new workbook appears.
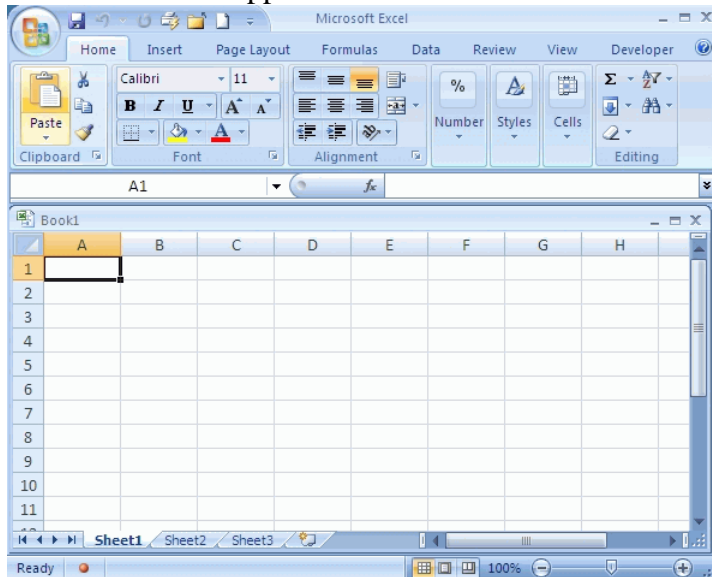
POINTER SHAPES

As with other Microsoft programs, the pointer often changes its shape as you work in Excel. Each pointer shape indicates a different mode of operation. As with other Microsoft programs, the pointer often changes its shape as you work in Excel. Each pointer shape indicates a different mode of operation. This document provides a table describing the various pointer shapes you may see while working in Excel 2007.

Shape	Context	Action
✛	The default pointer shape; appears in most Excel workspace contexts	Moves cell pointer or selects a range of cells
↕ ↔	Appears when the pointer is on the border of a window	Adjusts window size
✛ ✛	Appears when the pointer is between a row or column divider	Adjusts height and width of rows and columns

I	Appears when you are editing cell contents	Provides a text insertion point
→	Appears when the pointer is on a column or row heading	Selects columns or rows
↔	Appears when the pointer is placed over a cell border, graphic, or other object	Moves cells, graphics, or objects
⌐┐	Appears when the pointer is on the "fill corner" of a cell or cell range	AutoFills other cells with similar information
↖	Appears when mouse is placed over the *Ribbon*	The standard Microsoft Windows pointer; selects *Ribbon* and menu options

SAVING YOUR WORK

Saving for the First Time

The following steps should be used when you are saving a worksheet for the first time, when you want to save it to a new location (e.g., as a backup), or when you want to save a copy with a different name.

1. In the top left corner of the Excel window, click the Office Button.
2. From the *Office Button* menu, select *Save As...*
   OR
   Press [**Ctrl**] + [**S**]
   The *Save As* dialog box appears.
3. From the *Save in* pull-down list, select the appropriate save location.
4. In the *File name* text box, type a *filename.*
5. *OPTIONAL:* To save your workbook in a format other than the default (.xlsx), from the *Save as type* pull-down list, select the desired format.
   NOTE: This is an important consideration if you want your document to be able to open in Excel 97-2003.
6. Click **SAVE**
   The file is saved.

Saving Subsequent Times

1. In the top left corner of the Excel window, click the Office Button.
2. From the *File* menu, select *Save.*
   OR
   Press [**Ctrl**] + [**S**]
   OR
   From the *Quick Access* toolbar, click **SAVE** 💾
   The file is saved.

ORGANIZING WORKSHEETS

Organizing the worksheets within your workbook files can make your Excel documents easier to maintain and manage. Worksheets can be moved, renamed, or deleted to make your workbook easy to navigate through. This document covers the following topics:

RENAMING WORKSHEET TABS

The tabs on the bottom of the worksheets contain the name of each worksheet. You can change the default name of the worksheet to describe its contents.

1. To select the sheet name, double click the appropriate worksheet tab
   OR
   Right click the appropriate worksheet tab » select *Rename*

2. Type the new sheet name
3. Press [**Enter**]
   The worksheet is renamed.

CHANGING WORKSHEET TAB COLORS

Coloring worksheet tabs can make specific worksheets easier to locate within a large workbook.

1. Right click the appropriate **SHEET** tab » select *Tab Color* » select the desired color
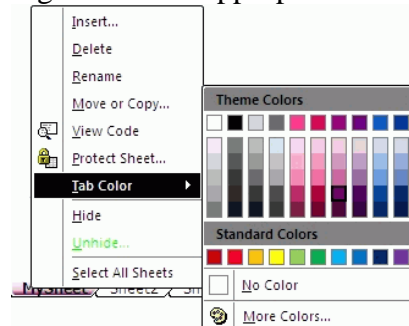
INSERTING WORKSHEETS

New Excel workbooks are created automatically with three worksheets. If you need additional sheets, you can easily insert them.

Inserting Worksheets: Right Click Option

This option inserts a new worksheet in front of the selected SHEET tab.

1. Right click the appropriate **SHEET** tab » select *Insert...*
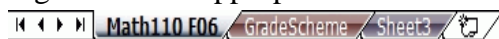
   The *Insert* dialog box appears.
2. Select the *General* tab
3. Select *Worksheet*
4. Click **OK**
   The new worksheet is inserted in front of the current worksheet.

Inserting Worksheets: Button Option

This option inserts a new worksheet after all other worksheets.

1. At the far right of the worksheet tabs, click **INSERT WORKSHEET** 🗇
   A new worksheet is added to the right of all other worksheets.

MOVING WORKSHEETS

You may want your worksheets in a particular order when printing the final document. You may also want to group similar worksheets together, or simply rearrange the order for easier access while working on a file. If the original worksheet order no longer fits your needs, you can rearrange worksheets within the same workbook or move a worksheet to another workbook.

Moving Worksheets: Same Workbook, Right Click

1. Right click the **SHEET** tab of the worksheet to be moved »
   select *Move or Copy...*
   The *Move or Copy* dialog box appears.
2. From the *To book* pull-down list, select the current workbook
3. From the *Before sheet* scroll box, select where the sheet will be moved
   NOTE: The sheet will be placed in front of the sheet you select.
4. Click **OK**
   The worksheet is moved.
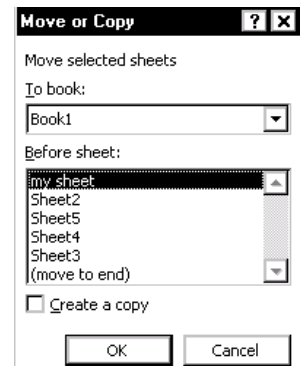
Moving Worksheets: Same Workbook, Drag and Drop Option

The *Drag and Drop* option works only if you want to move a worksheet within the same workbook.

1. Click and hold the **SHEET** tab of the worksheet to be moved
   A sheet icon and arrow appears.

   t2 Sheet

2. Drag the sheet icon to the desired location
   The arrow indicates where the sheet will be placed.
3. Release the mouse button
   The worksheet is moved.

Moving Worksheets: Different Workbook

1. Open both the worksheet to be moved and the workbook to which it will be moved
2. To display the worksheet that will be moved,
   a. From the *Ribbon*, select the *View* command tab
   b. In the *Window* group, click **SWITCH WINDOWS** » select the workbook containing the worksheet to be moved
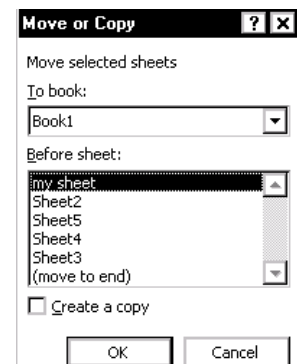
3. Right click the **SHEET** tab of the worksheet to be moved » select ***Move or Copy...***
   The *Move or Copy* dialog box appears.
4. To move the worksheet to an existing workbook, from the *To book* pull-down list, select the destination workbook
   To move the worksheet to a new workbook, from the *To book* pull-down list, select ***(new book)***
5. From the *Before sheet* scroll box, select where the sheet will be moved
   NOTE: The sheet will be placed in front of the sheet you select.
6. Click **OK**
   The worksheet is moved.

<u>COPYING WORKSHEETS</u>

You may need to create a copy of a worksheet if the same information is needed in multiple files. Or, you may want to use the same format without having to reformat a new worksheet. For example, if you have created a worksheet for one project but do not want to recreate the worksheet for another project, copying the worksheet saves you the time of creating another worksheet.

Copying Worksheets: Same Workbook

1. Right click the **SHEET** tab of the worksheet to be copied » select ***Move or Copy...***
   The *Move or Copy* dialog box appears.
2. In the *To book* pull-down list, select the current workbook
3. From the *Before sheet* scroll box, select where the sheet will be located
   NOTE: The sheet copy will be placed in front of the sheet you select.
4. Select ***Create a copy***
5. Click **OK**
   The worksheet is copied.
6. ***OPTIONAL:*** Rename the copy
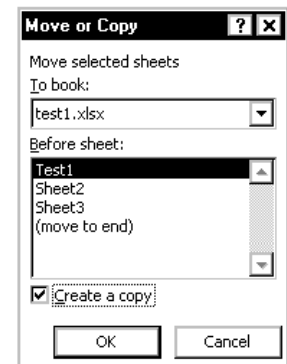
Copying Worksheets: Different Workbook

1. Open the worksheet to be copied and the workbook to which it will be copied
2. To display the worksheet that will be moved,
   a. From the *Ribbon*, select the ***View*** command tab
   b. In the *Window* group, click **SWITCH WINDOWS** » select the workbook containing the worksheet to be moved
3. Right click the **SHEET** tab of the worksheet to be copied » select ***Move or Copy...***
   The *Move or Copy* dialog box appears.
4. To copy the worksheet into an existing workbook, from the *To book* pull-down list, select the destination workbook
   To copy the worksheet into a new workbook, from the *To book* pull-down list, select ***(new book)***
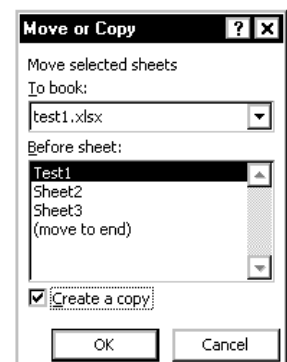
5. From the *Before sheet* scroll box, select where you want the worksheet copied
   NOTE: The sheet copy will be placed in front of the sheet you select.
6. Select ***Create a copy***
7. Click **OK**

The worksheet is copied.

DELETING WORKSHEETS

If you no longer have a need for a particular worksheet, you can delete that sheet from the workbook.

1. Right click the appropriate **SHEET** tab » select ***Delete***
   The sheet is deleted.

GROUPING WORKSHEETS
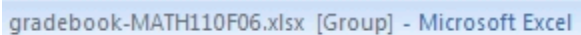
Grouping your worksheets can help improve consistency and save time. Once sheets are grouped, you can format or print the entire group.

1. Click the **SHEET** tab of the first sheet to be grouped

2. To select non-contiguous sheets, press [**Ctrl**] + click the sheets to be grouped
   To select contiguous sheets, press [**Shift**] + click the last sheet to be grouped
3. When all the sheets of the group are selected, release the [**Shift**] or [**Ctrl**] key
   The selected worksheets are grouped.
   NOTES:
   The tabs of the grouped sheets will appear white. Unselected sheets' tabs will remain unchanged (colors may differ based on your windows color scheme).
   The notation *[Group]* appears next to the filename.

UNGROUPING WORKSHEETS

When you are finished working with your sheet groups, you will need to ungroup them.

Ungrouping Worksheets: All Sheets

1. Right click one of the **SHEET** tabs within the group » select ***Ungroup Sheets***
   All grouped worksheets are ungrouped.

Ungrouping Worksheets: Individual Sheets

1. Press [**Ctrl**] + click the **SHEET** tab of the sheet to be removed from the group
   The selected worksheet is removed from the group.

FORMATTING WORKSHEET GROUPS

If you have multiple sheets within your workbook that require the same formatting, you can format all worksheets within a group at the same time. This option works when the worksheets have similar information in the same relative location. Many types of formatting can be done with sheet groups:
- Column width
- Shading
- Formulas and functions
- Borders

To format groups of sheets, use the following instructions:
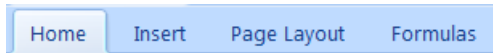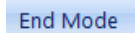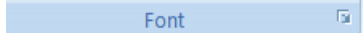
1. Group the worksheets.

2. On the current worksheet, select the cell(s) to be formatted.

3. Using the *Formatting* toolbar or the *Format* menu, apply the appropriate formatting. **NOTE:** For more information about formatting options, refer to **Error! Reference source not found. Error! Bookmark not defined.**.

4. Repeat steps 2–3 as necessary.

5. Ungroup the worksheets.

Day-6 (Session 3)

1. Load Microsoft Excel using **Start➔Programs➔Microsoft Excel 2007** commands. When the Excel workbook appears, familiarize with its anatomy. Row numbers are at *left corner* and Column numbers are shown at *Column Heading of worksheet*. Recognize *Name box* and *Formula bar* at the bottom of the *Ribbon.* {कम्प्यूटर डेस्कटॉप पर Start➔Programs➔Microsoft Office➔Microsoft Office Excel 2007 कमांड का इस्तेमाल कर Microsoft Office Excel 2007 लोड करें तथा इसमें Worksheet के बांई तरफ Row numbers तथा Worksheet के ऊपर Column numbers देखें। रिबन के नीचे *Name box* तथा *Formula bar* की पहचान करें।}

2. Recognize sheet tabs at the bottom of Worksheet and drag tabs or use **Home➔Cells ➔Format➔Copy or Move Sheets** options to move Sheet1 after Sheet3. {Worksheet के नीचे sheet tabs तथा की पहचान करें तथा इनको ड्रैग के या **Home➔Cells ➔Format➔Copy or Move Sheets** की मदद से sheet1 को sheet3 के बाद मूव करें। }

3. Insert another sheet using **Right Click at Sheet Tab➔Insert** option or **Home➔Cells ➔Insert➔Insert Sheet** option.{Worksheet के नीचे sheet tabs पर **Right Click➔Insert** या **Home➔Cells ➔Insert➔Insert Sheet** ऑप्शन की मदद से नई Worksheet बनाएं।}

4. Delete sheets 2 & 3 using **Right Click at Sheet Tab➔Delete** option or **Home➔Cells ➔Delete➔Delete Sheet** option.{Worksheet के नीचे sheet tabs पर **Right Click➔Delete** या **Home➔Cells ➔Delete➔Delete Sheet** ऑप्शन की मदद से sheet2 तथा sheet3 को डिलीट करें। }

5. Rename Worksheet sheet1 as PracticeSheet by **double clicking** at sheet1 tab or by using **Right Click at Sheet Tab➔Rename** or use **Home➔Cells ➔Format➔Rename** option. { sheet1 के नीचे sheet tab पर डबल-क्लिक करके या sheet tab पर **Right Click➔Rename** या **Home➔Cells ➔Format➔Rename** ऑप्शन की मदद से इसे PracticeSheet नाम से रीनेम करें।}

6. Open your workbook and Practice following commands for Moving around blank worksheet:{अपनी वर्कबुक में खाली वर्कशीट पर मूव करनें के लिए निम्नलिखित कमाण्डस् प्रयोग करें।}

To Move	Do this
One Cell up-down / right-left{एक सेल ऊपर-नीचे/दांए-बांए जाने के लिए }	use ↑↓→← buttons at keyboard.{की-बोर्ड पर कर्सर कीः ↑↓→← का प्रयोग करें }
Row by row Down or up{एक रो (row) ऊपर-नीचे जाने के लिए }	Use Vertical Scroll Bar{Vertical Scroll Bar का प्रयोग करें }
Right or Left in columns {कॉलम (column) दांए-बांए जाने के लिए }	Use Horizontal Scroll Bar{Horizontal Scroll Bar का प्रयोग करें }
To last row{आखिरी रो (row) में जाने के लिए }	use END key followed by ↓ at keyboard {की-बोर्ड पर END की दबाकर End Mode में जांए तथा ↓ कर्सर की का प्रयोग करें }
To Last column{आखिरी कॉलम (column) में जाने के लिए }	use END key followed by → at keyboard{की-बोर्ड पर END की दबाकर End Mode में जांए तथा → कर्सर की का प्रयोग करें }
To first Cell {पहले सैल (A1) में जाने के लिए }	Ctrl+Home Key at keyboard.{की-बोर्ड पर Ctrl+Home की का प्रयोग करें ।}
to any cell { किसी विशे-न सैल जैसे (NB357) में जाने के लिए }	Type Cellname at **name box** and press enter key at keyboard.{ नेम बॉक्स में सैल का नम्बर डालकर ऐण्टर दबाएं। }

Microsoft Excel 2007 पर जानकारी का संदर्भ लेते हुए निम्नलिखित तथ्यों में कॉलम मैच करें (जैसे A के सामने, यदि उपयुक्त ऑप्शन 5 हो तो खाली कॉलम में 5 लिखें)

#				(A)	Sheet Tabs
1)	(–) ▽ (+)			(B)	Office Button
2)	▦ ▢			(C)	Zoom Slider
3)	Sheet9 / Sheet10 / Sheet11			(D)	Quick Access Bar
4)	🗋 🗏 📂 🖫) ▾			(E)	Ribbon Tabs
5)	E7 ▾ ⦿			(F)	Name Box
6)	🗄			(G)	View Shortcuts
7)	Home Insert Page Layout Formulas			(H)	Command Sequence to Move or Copy Sheet
8)	5689 / 12-Jun / .2548 / 1:00 PM ; -245 / 0.254 / 1-1-1 / 12 AM			(I)	Command Sequence to Delete Sheet
9)	Home→Cells→Format→Rename Sheet			(J)	Commnad Sequence to Rename Sheet
10)	Home→Cells→Delete→Delete Sheet			(K)	Command Sequence to Insert Sheet
11)	Home→Cells→Format→Move or Copy Sheet			(L)	Examples of Value Data Type
12)	Home→Cells→Insert→Insert Sheet			(M)	Examples of Text/Label Data Type
13)	End Mode			(N)	Home→Cells→Format→Tab Color
14)	Home→Cells→Insert→Insert Sheet Rows			(O)	Commnad Sequence to Insert a blank Row of above current row
15)	Command Sequence to change Sheet Tab Color			(P)	This Mode is invoked on pressing 'End' Button
16)	Arun / 12 Noon / 01.01.12 ; New Delhi / 567 8 / 3232..3			(Q)	• Click in Name Box • Type B29:F16 • Press <Enter> at Keyboard
17)	Command Sequence for going to the last row of a blank worksheet			(R)	Press Button along Quick Access Bar → Show below Ribbon
18)	Command Sequence for selecting cells starting from B29 to F16			(S)	• Press 'End' Key at Keyboard (End Mode) • Press Down Arrow cursor Key at Key Board
19)	Font ▣			(T)	Command Panel Name
20)	To move the Quick Access Bar below 'Ribbon'				

Day-6 (Session 4)

ENTERING DATA

ENTERING TEXT

Excel allows you to enter text into cells.

1. Select the cell where you want to enter text
2. Type text into the cell
3. To accept the text, press [**Enter**] or an [**Arrow**]
   To force text to wrap at a specific point in a cell, press [**Alt**] + [**Enter**]

ENTERING NUMBERS

Numeric cells can be used for calculations and functions. A numeric cell may contain numbers, a decimal point (.), plus (+) or minus (-) signs, and currency ($).

1. Select the cell where you want to enter numbers
2. Type the numeric information that should be in the cell
   HINT: To enter a fraction, type **0** and press [**Space**] before the fraction; otherwise, Excel will interpret the fraction as a date.
3. To accept the information, press [**Enter**] or an [**Arrow**]
   NOTES:
   Excel automatically right-aligns numerical values and left-aligns text.
   Do not include spaces or alphabetical characters in a calculation cell.

ENTERING NUMBERS FORMATTED AS TEXT

When cells are formatted for text, all cell contents—letters, numerals, or alpha-numeric combinations—are treated as text. Information is displayed exactly as it is entered. There are two ways to enter numbers as text.

Entering Numbers Formatted as Text: Apostrophe Character

1. Select the cell you want to enter information into
2. Press ['], then type numeric information
3. To accept the information, press [**Enter**] or an [**Arrow**]

Entering Numbers Formatted as Text: Dialog Box

NOTE: This method is especially useful when formatting multiple cells to display text.

1. From the *Ribbon*, select the *Home* command tab
2. In the *Number* group, click **FORMAT CELLS**
   The *Format Cells* dialog box appears.
3. Select the *Number* tab
4. From the *Category* scroll list, select *Text*
5. Click **OK**
6. Type the desired numbers and/or text in the cell

7. To accept the text, press [**Enter**] or an [**Arrow**]
   To force text to wrap at a specific point in a cell, press [**Alt**] + [**Enter**]

ENTERING DATES AND TIMES

ENTERING A DATE AND TIME MANUALLY

1. Select the cell where you want to enter the date or time
2. To enter a date, type the date in one of the following formats: 8/14/2006, 8-14-2006, or August 14, 2006
3. To enter a time
   - Type the time
   - Press [**Space**]
   - To indicate AM or PM, press [**Shift**] + [**A**] or [**P**], respectively
4. To accept the information, press [**Enter**]

ENTERING THE CURRENT DATE AND TIME: DYNAMIC

Excel offers several ways to include dates and times into your worksheets. Depending on the purpose of your worksheet, you will need to decide whether to insert a static or dynamic date and time. Static dates and times will not change as you work with your worksheet, while dynamic dates and times will change as time progresses and modifications are made to your worksheet.

Dynamic dates and times are updated every time Excel recalculates, which is, by default, every time [Enter] is pressed. This is useful if you would like the current date and/or time to be displayed every time the worksheet is viewed or printed.

Inserting a Dynamic Date Only

1. Select the cell in which you want the date to appear

2. In the cell, type **=today()**

3. Press [**Enter**]
   The current date appears in the cell and will be updated every time Excel recalculates.

Inserting a Dynamic Date and Time

1. Select the cell in which you want the date and time to appear

2. In the cell, type **=now()**

3. Press [**Enter**]
   The current date and time appear in the cell and will be updated every time Excel recalculates.

ENTERING THE CURRENT DATE AND TIME: STATIC

Static dates and times are not updated. The date or time that is inserted into the cell will be the date or time that the command is entered into the cell.

Inserting a Static Date

1. Select the cell in which you want the date to appear
2. Press [**Ctrl**] + [**;**]
   The current date appears in the cell and will not be updated.

Inserting a Static Time

1. Select the cell in which you want the time to appear
   Press [**Ctrl**] + [**Shift**] + [**:**]
   The current time appears in the cell and will not be updated.

USING THE FILL COMMAND

The *Fill* command allows you to repeat or continue information in contiguous cells without copying the information manually. With this option, if the first cell contains a formula, the formula will be repeated in the additional cells, and if the first cell contains text, the text will be repeated in the additional cells. If Excel recognizes a pattern of information, the additional cells will contain the next item in the pattern (e.g., if the selected cells are numbered from one to five, the next cell would contain six; other examples include filling months of the year and hours of the day). You can allow Excel to automatically fill in the information for you, or you may choose to create custom patterns of information.

FILLING CELLS: RIBBON OPTION

This option copies (repeats) the information from one cell to another. To extend the series, refer to the mouse option below.

1. Type the information (cell contents or formula) in the first cell of the group
2. Starting with the cell containing the contents to be copied, select the group of cells to be filled
3. From the *Ribbon*, select the **Home** command tab
4. In the *Editing* group, click **FILL** » select the appropriate option:
   a. **Down**: Repeats the contents of the first cell throughout the selected cells below it.
   b. **Right**: Repeats the contents of the first cell throughout the selected cells to the right of it.
   c. **Up**: Repeats the contents of the first cell throughout the selected cells above it.
   d. **Left:** Repeats the contents of the first cell throughout the selected cells to the left of it.
   e. **Across Worksheets:** Repeats the contents of the selected cells in another selected worksheet.
   f. **Series...:** Fills in data that is part of a pattern, rather than simply repeating the data across selected cells. This option brings up the *Series* dialog box, which allows you to select the type of pattern you would like to use.

> **EXAMPLE:** If the first cell contains the day Sunday, Excel will fill the following cells with Monday, Tuesday, etc.

    g. **Justify**: Distributes text in the first selected cell throughout several selected rows. **NOTE:** This option changes the contents of these cells by moving the data to fit within the new rows.

5. *OPTIONAL:* If you selected the *Series* option

    In the *Series* dialog box, select the desired options:

    a. **Series in**: Determines whether the additional information will appear in a vertical line (rows) or in a horizontal line (columns).

    b. **Type**: Determines whether the additional information will differ from the previous entry by a specific interval (Linear), by multiplying the previous entry by a specific value (Growth), by creating a series of dates according to the selected date format (Date), or by automatically detecting what type of fill you would like to apply (AutoFill).

    c. **Date Unit**: When *Date* is selected as the type, determines whether numbers are listed for each day (Day) for each day in the weekday (Weekday), for that day of every month (Month), or for that day of every year (Year).

    d. **Trend**: When *Linear* or *Growth* is selected as the type, calculates the average difference between values existing in selected cells and uses that difference to calculate the fill values.

    e. **Step Value**: When *Linear* or *Growth* is selected as the type, determines the amount that the previous value is added to or multiplied by to come up with the results for the next cell. When *Date* is selected as the type, it determines how many dates should be skipped between each recorded value.

    f. **Stop Value**: Determines a value at which the series should no longer be continued.

6. Click **OK**. The fill is applied.

FILLING CELLS: MOUSE OPTION

Using this option will extend the data in the series to the selected cells.

1. Type the information (cell contents or formula) in the first cell of the group.

2. In this cell, move your pointer over the fill corner so your pointer changes into crosshairs ✚
   NOTE: For this option to work, you must ensure that the pointer changes into a crosshairs before filling.

Fill Corner
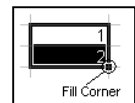
3. Click and hold the crosshairs.

4. Drag the mouse in the direction you want the information to be copied.
   NOTES: You can drag the corner in any one direction; left, right, up, or down.

5. Release the mouse button.

The fill is applied.

WORKING WITH CUSTOM FILLS

Custom fills allow you to select what information you want repeated. For example, if you typed the names of terms for a college with quarters (Fall, Winterim, Spring, and Summer) several times, custom fills allow you to automate the process. Using the regular *Fill* function, Excel would repeat "Fall" in all selected cells. With a custom fill, when you type Fall and use the *Fill* command, Winterim, Spring, and Summer will be entered in the adjacent cells. This feature is also handy when using Excel to create a grade book. For example, you could create a custom fill for letter grades (e.g., A, A-, B+, B, B-, ..., F).

Custom fills can be created from scratch or from an existing section of your worksheet. After creation, Excel will automatically apply your custom fills when using the *AutoFill* function.

NOTES:
Custom fills will work consistently only with word lists.
Lists of values do not work consistently.

CREATING A CUSTOM FILL

1. From the *Office Button* menu , click **EXCEL OPTIONS**
   The *Excel Options* dialog box appears.
2. From the *Categories* list, select **Popular**
   The dialog box refreshes to show the *Popular* options.
3. In the *Top options for working with Excel* section, click **EDIT CUSTOM LISTS...**
   The *Custom Lists* dialog box appears.
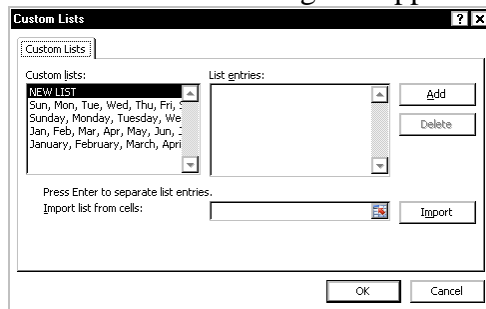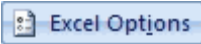
4. In the *Custom lists* scroll box, select **NEW LIST**
5. In the *List entries* text box, type the information you want to be added in the custom fill, pressing [**Enter**] after each entry
   EXAMPLE: A, A-, B+, B, B-, ..., F
   NOTE: Be sure to type every unit in the order you want it to appear.

6. Click **ADD**
   Your new entries appear in the *Custom Lists* scroll list.
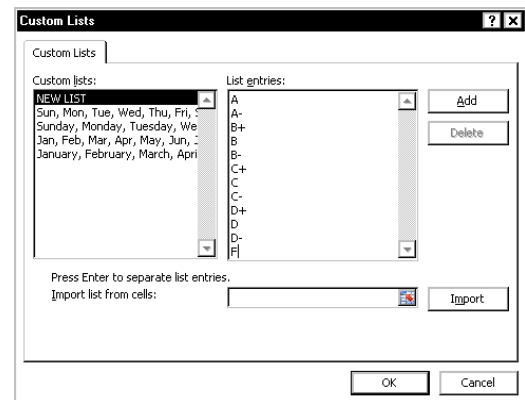
7. Click **OK**
   The *Custom Lists* dialog box closes.
8. Click **OK**
   The *Excel Options* dialog box closes.

IMPORTING CUSTOM FILLS

If you have a group of cells that contains information you would like to repeat elsewhere, you can create a custom fill from them.

1. Select the group of cells with the information you want to make into a custom fill

2. From the *Office Button* menu , click **EXCEL OPTIONS**
   The *Excel Options* dialog box appears.
3. From the *Categories* list, select *Popular*
   The dialog box refreshes to show the *Popular* options.
4. In the *Top options for working with Excel* section, click **EDIT CUSTOM LISTS...**
   The *Custom Lists* dialog box appears.
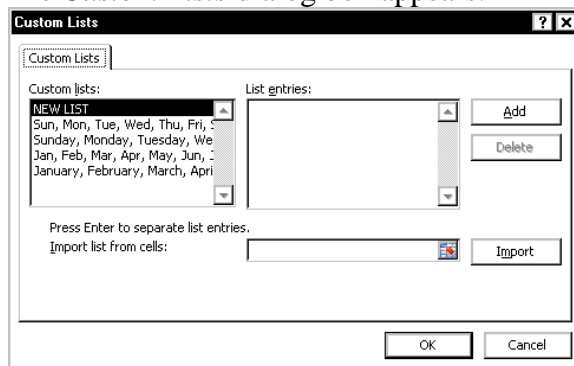
5. Click **IMPORT**
   Your selection appears in the *List entries* text box.
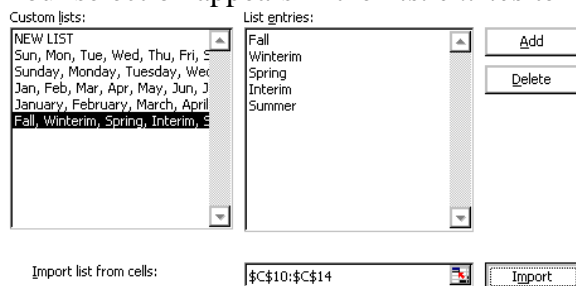
6. Click **OK**
   The *Custom Lists* dialog box closes.
7. Click **OK**
   The *Excel Options* dialog box closes.

USING A CUSTOM FILL

1. To use your custom fill, place the cell pointer in any cell and type the first entry
   EXAMPLE: Type **A**
   HINT: If you have created several custom fills that begin with the same entry, you may need to type the first two entries in the first two cells in order for Excel to know which fill you want to use.
2. In this cell, move your pointer over the fill corner so your pointer changes into crosshairs **+**
   NOTE: For this option to work, you must ensure that the pointer changes into a crosshairs before filling.
3. Click and hold the crosshairs.
4. Drag the corner in the direction you want the information to be copied.
   NOTE: For more information about filling cells, refer to **Filling Cells: Mouse Option.**
5. Release the mouse button
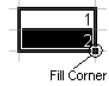
   The cells will be filled with the information you provided.

Day-7 (Session 1)

1. Open your workbook and Practice following commands for selection of cells:{अपनी वर्कबुक में खाली वर्कशीट पर सैल सलेक्ट करनें के लिए निम्नलिखित कमाण्डस् प्रयोग करें।}

A single cell{एक सेल सलेक्ट करने के लिए }	Click over cell.(The active cell is selected cell){सेल पर माउस क्लिक करें। ऐक्टिव सैल ही सलैक्टेड सैल है। }
Multiple adjacent cells/Range {एक साथ सटे अनेक सेल या सैल रेंज सलेक्ट करने के लिए }	• Click over the cell at beginning of selection and drag the mouse pointer till the end of the selection.{ रेंज के पहले सैल पर माउस क्लिक करके माउस ड्रैग करें तथा पूरी रेंज सलेक्ट करें। } • Click the mouse at the first cell of the selection and take the mouse pointer to the last cell and click while pressing Shift key at keyboard.{ रेंज के पहले सैल पर माउस क्लिक करें तथा की-बोर्ड पर Shift की दबाकर रेंज के आखिरी सैल पर माउस क्लिक करें। } • Enter StartingCellName:EndCellName in the Name box and press enter. e.g. for selecting from F5 to n20 TYPE F5:N20 IN NAME BOX AND PRESS ENTER { नेम बॉक्स में रेंज जैसे F5 से N20 तक सलेक्ट करने के लिए F5:N20 डालकर ऐण्टर दबाएं। }
A column or Row {एक रो (row) या कॉलम (column) सलेक्ट करने के लिए }	Click over column heading or Click over row heading.{ रो (row) या कॉलम (column) heading पर माउस क्लिक करें। }
Multiple non-adjacent cells {ऐसे अनेक सेल सलेक्ट करने के लिए जो साथ-साथ सटे नहीं हैं।}	Click over one cell and click over other cells holding the ctrl key at key board.{ पहले सैल/रेंज को सलेक्ट करें तथा की-बोर्ड पर Ctrl की दबाकर अन्य सैल/रेंज रेंज सलेक्ट करें। }
Entire worksheet { सम्पूर्ण वर्कशीट सलेक्ट करने के लिए ।}	Click over junction of row and column heading.{ रो (row) या कॉलम (column) heading के मिलने के स्थान junction पर माउस क्लिक करें ।}
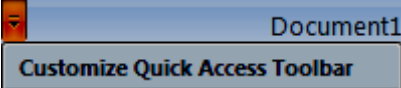
2. Identify Office Button and click over it. Check out the command options available under it.{Office Button की पहचान कर इसे माउस की सहायता से दबाएं और इसमें उपलब्ध कमांड ऑपशन की जांच करें।}
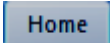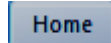
3. Identify Quick Access Tool Bar and insert/delete buttons from it using option.{Quick Access Tool Bar की पहचान कर इसमें ऑपशन से नई कमांड डालें तथा उपलब्ध कमाण्डस् को हटा कर देंखें ।}
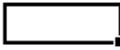
4. Click over 'Home' Button to activate Home Ribbon.{'Home' Button की पहचान कर इसे क्लिक करें तथा इससे Home Ribbon को ऐक्टीवेट करें। Home Ribbon में उपलब्ध कमांड ग्रुप जैसे Clipboard, Font, Paragrph, Styles इत्यादि की पहचान करें ।}

1. Insert some valid dates from **B1** to **B6** cells.

2. Insert = **B1**+22 on **C1** cell and confirm using <Enter> or ✔ button on left of Formula Bar. Double click at at ⊏⊐◄Fill handle on C1 Cell and check whether result is copied in remaining cells.

3. Enter 12.03.02 at **B4** and confirm using <Enter> or ✔ button on left of Formula Bar. Check impact of this entry on **C4** cell.

4. Enter Monday in **F1** cell and generate days of week using drag button {Fill Handle}.

5. Enter January in **G1** cell and generate months using drag button {Fill Handle}.

6. Enter 03/01/1999 at **H1** cell and 04/01/1999 at **H2** cell. Select these two cells and drag to generate entries for all months upto 03/1/2004.

7. Goto cell **L1** using **Name Box** and generate list of all the working days during 1st January 2005 to 31st March 2005 using Home➔Editing➔Fill➔Series Option.

8. A special type of bacteria double every five minutes in water. If a sample containing 5 bacterium specimen is added to a jar full of water, what would be their number after an hour?

9. A company's remuneration policy provides for 10% annual increment on basic pay. Find out the number of years it would take to double the basic pay using Home➔Editing➔Fill➔Series Option.

10. A Section of this office has members as mentioned in the adjacent box:

11. Add their names in a Custom list in your computer in alphabetical order. {Hint : **Office Button➔Excel Options➔Popular➔ Edit Custom Lists** option}

> **Subhash Mallik**
> **Mahesh Bhoumik**
> **BVVB Durga Prakash**
> **Roshan Ghoshal**
> **Zolex Bhumia**
> **Vilas Rao Patil**
> **Nand Kishore Saha**
> **Amol Palekar**
> **Ram Kishore Saha**
> **J.K. Swami**
> **Manish sharma**
> **Sanjeev Sharma**

12. To save this workbook Choose Office Button➔Save (Ctrl+S) option or Press 💾 button at Quick Access Toolbar. The following dialogue box would appear. Click in the **Save in:** box to select the destination drive and folder name for saving workbook. Type Name of the workbook in **File name:** box and Press **Save** button. Your workbook would be saved in the desired place with desired name.

13. Close the workbook using File➔Close option. To Close MS Excel Program use File➔Exit option or press cross marked button at the title bar. Now again load MS Excel using Start➔Programs➔Microsoft Excel commands.

EXCEL FORMULAS

To begin a formula in Excel, always start it with an equal sign {=}. A formula can contain a **numeric** (1.234) or **string** ("Manoj") value, **Cell address** or **cell range**, **Functions**, **Arithmetic operators, Parentheses, Ampersand, File names, Labels{Name}, Spaces, Tabs** or **Returns**. When a Formula is entered in a cell and control is moved to another cell then the result of the formula is displayed in the cell but when the control is again moved in the cell containing formula, formula is displayed in formula box whereas its result is shown in the Cell. When multiple arithmetic operators used in a formula, excel evaluates the formula from left to right setting their order of precedence according to rules of precedence followed throughout the world. According to these rules the ranking of various arithmetic operators in order of precedence is (+{Positive} or −{Negative}), (%), (^{Exponentiation}), (* {Multiplication} or / {Division}), (+ {Addition} or −{Subtraction})……. {i.e. $5+3^2=14$, $1+6*3 = 19$ & $6+1*3 = 9$}. Using parentheses can change this order of precedence. {i.e. $(5+3)^2 = 64$, $(1+6)*3 = 15$ and $(6+1)*3 = 15)$}. While using parentheses in a formula it must be remembered that an opening parenthesis must always have a closing one. While entering a cell address in a formula it must be remembered that three types of cell referencing is possible in Excel formula. The first is called **Relative Referencing{A3}** in which when formula is copied from one cell to another cell then the cell references adjust according to new location of formula. By default relative reference is given by Excel to cell addresses entered in a formula. The second type of cell referencing is called **Absolute Referencing {A3}** in which when a formula is copied to another cell, cell addresses contained in it do not adjust to new location. The third type of cell referencing is **Mixed Referencing{$A3 or A$3}** in which either row or column can be kept in relative or absolute address. Following are some examples of formulas that can be written in Excel.

Formula	Remarks
=2.34 + 5 - 3	Numbers and operators are being used in formula.
=A2 + B6 + D8	Relative Cell references and operators are being used in formula.
=A2 + B6 - 200	Numbers, Relative Cell references and operators are being used in formula.
=A3 + $B3 + C4 + D$4 + 300	Numbers, all types of Cell references and operators are being used in formula.
=SUM(C1:C7)+ 300 + (A1*5)	Function, Numbers, Relative Cell references and operators are being used in formula.
="Total = "**&**SUM(C1:C7)+ 300 + (A1*5)	String, ampersand (to join text in formula), Function, Numbers, Relative Cell references and operators are being used in formula.
="Gross = "**&** BasicPay+ 300 + (A1*.5)	This formula contains String, ampersand (to join text in formula), Function, Numbers, **Label**{Name}, Relative Cell references and operators. ☞ Remember: Label or Name can be included in formula when Name is already defined using **Formulas→Define Names→Define Name** option.

Day-7 (Session 3 & 4)

1. Using the names of the section members you have filled custom list, prepare sectional pay sheet in the following format.

| Pay for the Month January 2012 | | | | | | |
Name	Basic pay(BP)	HRA {30% of BP}	D.A. {51% of BP+HRA}	Gross Pay	Deductions TDS[1]	Net Pay
Subhash Mallik	12500					
Mahesh Bhoumik	14520					
BVVB Durga Prakash	18500					
Roshan Ghoshal	25320					
Zolex Bhumia	15425					
Vilas Rao Patil	18672					
Nand Kishore Saha	35600					
Amol Palekar	17892					
Ram Kishore Saha	32545					
J.K. Swami	28962					
Maneesh sharma	18285					
Sanjeev Sharma	12545					

2. Prepare a sheet for working out interest on HBA for an employee who takes Rs.500000 and has committed to repay the amount in 100 installments. Annual Rate of Interest is 12%. The Working sheet should look like following table.

HBA	500000
Number of Instalments	100
Annual Rate of Interest	12%

Month	Balance	Interest on Balance	Return of Principal	Cumulative Interest
1	500000	5000	5000	5000
99	10000	100	5000	252450
100	5000	50	5000	252500
		252500		

3. Prepare a sheet for working out Present value of amount to be paid in equal installments of 2500 for 60 months. The rate of inflation is 6%.

Month	EMI	Present Value of EMI (EMI(1-RoI)$^{\text{Time(Month)}}$
1	2500	2487.5
2	2500	2475.063
59	2500	1859.952
60	2500	1850.652
	150000	129220.2

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[1] 10% for GP.

Day-8 (Session 1)

FUNCTIONS

Basic worksheets in Excel often require you to use formulas and functions, which are calculations based on designated values, cell references, and commands. Functions are pre-written commands provided by Excel, while formulas are written entirely by the user. While both methods are useful, functions often save time and energy when working with complex but common tasks (such as finding the sum or average of a group of numbers) by allowing you to customize a pre-created calculation instead of typing it yourself.

PARTS OF A FUNCTION

Functions have two basic parts which you should be aware of:
- An equation, which is provided by Excel when you select the desired function
- Values or cell references to be used in the equation, which you will provide

Functions that are inserted using the Insert Function dialog box or the Point and Click method provide empty equations, but you must still provide the values which will be used in the calculation. Depending on the calculation, you may choose to use several types of operands.

NOTE: While typing cell references, keep in mind that the calculations will be done using the values present in the particular cells entered, not with the cell references themselves.

Operand	Example	Value
Cell Reference	A1	Calculates the function using the value(s) present in a specified cell. References can be relative or absolute
Cell Range	A1:A3	Calculates the function using the values present in all cells between the cells specified. References can be relative or absolute (See **Error! eference source not found.**).
Named Cell Range	Quiz Scores	Calculates the function using a specific group of cells that you have previously named. If the function is copied or moved, it will still use the values present in the specified range.
Value	5	Calculates the function using a specific value provided by you.

There are multiple ways to create a function. You can insert functions manually (by typing them), or you can use the *Insert Function* dialog box. The *Insert Function* dialog box eliminates the possibility of a typing error, so it is the recommended method.

INSERTING FUNCTIONS WITH THE INSERT FUNCTION DIALOG BOX

The *Insert Function* dialog box makes it easy to determine what functions are available, which function you should be using, and what you need to include in the function. It displays a listing of all functions or categories of functions available with Excel. As you select a function, a sample of the function appears at the bottom of the dialog box. As you make your selection, the *Insert Function* dialog box will request certain types of information; you will simply need to select the cells where that information is located.

1. Select the cell where the function should be added

2. From the *Ribbon*, select the **Formulas** command tab
3. In the *Function Library* group, click **FUNCTION WIZARD** *fx*
The *Insert Function* dialog box appears.
4. From the *Or select a category* pull-down list, select the appropriate function category
OR
Select *All*
5. From the *Select a function* scroll box, select the desired function
HINT: A description of the selected function appears beneath the *Select a function* scroll box.
6. Click **OK**
The *Function Arguments* dialog box appears.
NOTES:
The appearance and options available in the *Function Arguments* dialog box will differ depending on which function has been chosen.
A function's arguments are the value(s) that the function is being performed upon.
7. In the text boxes, type the data to be used in the function
OR
To select cell ranges
  a. Click **COLLAPSE DIALOG**
  b. Click and drag the mouse to select the desired cells
  c. Click **RESTORE DIALOG**
8. Click **OK**
The results of the function appear in the selected cell.
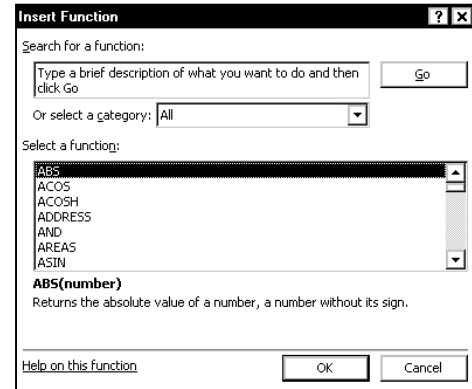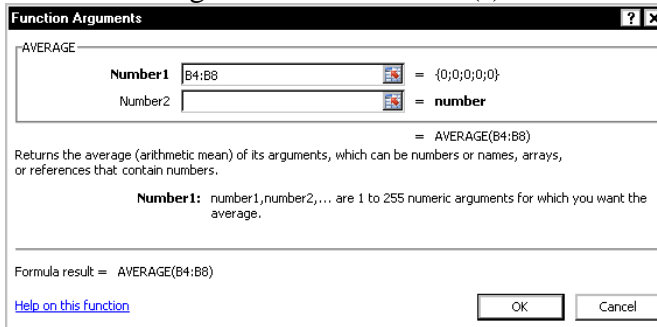
INSERTING FUNCTIONS FROM A CATEGORY: ON THE RIBBON

Excel provides a multitude of functions for your use. While this ensures that functions exist for most of your needs, it can also make it very difficult to find a particular function. To make functions easier to find, they are divided into categories (e.g., math and trig functions, date and time functions, logic functions, etc.). If you are looking for a function that belongs in a particular category, you can access the *Function Arguments* dialog box from that category.

1. Select the cell where the function should be added

81

2. From the *Ribbon*, select the **Formulas** command tab
3. In the *Function Library* group, click the correct category » select the desired function
   The *Function Arguments* dialog box appears.
   NOTES:
   The appearance and options available in the *Function Arguments* dialog box will differ depending on which function has been chosen.
   A function's arguments are the value(s) that the function is being performed upon.
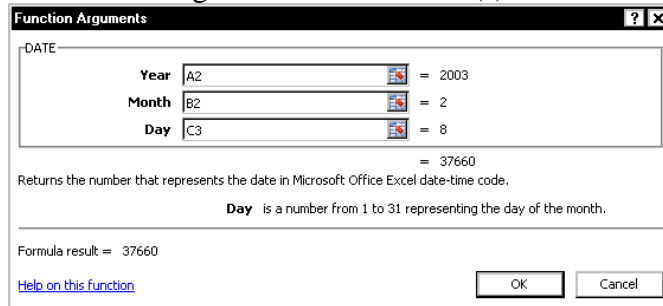
4. In the text boxes, type the data to be used in the function
   OR
   To select cell ranges
   a. Click **COLLAPSE DIALOG**
   b. Click and drag the mouse to select the desired cells
   c. Click **RESTORE DIALOG**
5. Click **OK**
   The results of the function appear in the selected cell.

ABOUT THE FUNCTION ARGUMENTS DIALOG BOX

The *Function Arguments* dialog box helps you to create functions. As you type information about the function, the *Function Arguments* dialog box displays the name of the function, the function arguments (i.e., the values that the function is being performed upon), a description of the function and its logic, and the result of the function. Once you have entered a function, you can further edit it using the *Function Arguments* dialog box.

TO ACCESS THE FUNCTION ARGUMENTS DIALOG BOX

1. Select a cell containing a function
2. On the *Formula* bar, click **FUNCTION WIZARD** *fx*
   The *Function Arguments* dialog box appears.

INSERTING FUNCTIONS WITH THE POINT AND CLICK METHOD

Functions based on cell references can be created by clicking the cells rather than typing the cell entries. This "point and click" method can help reduce the chance of error in the functions and may be easier for some users.

The key to the point and click method is to click the cells to be included and type the operators where appropriate.

NOTE: All functions that can be accessed from the *Insert Function* dialog box can be typed with a text-based command. If you choose to type your function into a cell, however, be sure that you know precisely how to enter information for the function, especially if you are working with a complex function.

The following examples provide step-by-step instructions for a simple addition of two cells and for adding a range of cells.

ADDING CELLS TOGETHER

1. Select the cell where the results should be displayed
2. To start the function, press [=]
3. Click the first cell to be added
4. Press [+]
5. Click the next cell to be added
6. Repeat steps 4–5 as necessary
7. Press [**Enter**]
   The sum appears in the selected cell.

ADDING A RANGE OF CELLS WITH THE SUM FUNCTION

1. Select the cell where the results should be displayed
2. To start the function, press [=]
3. Type **SUM(**
4. Click and drag the mouse over the range of cells to be added
   OR
   a. Click the first cell in the range to be added
   b. Press [**:**]
   c. Click the last cell in the range to be added
5. Type **)**
6. Press [**Enter**]
   The sum appears in the selected cell.

1. Enter function for returning current date in Cell **F8**.

2. Enter function for returning current time and date in Cell **F9**.

3. Write a valid date in Cell **F10** and enter function for isolating month from this date in Cell **F11**.

4. Write your birthdate in Cell **F12** and enter function for finding day of week on your birthday in Cell **F13**.

5. Write "c.A.g. oF iNdia" in Cell **F14** and enter function for converting it to Upper case in Cell **F15.**

6. Enter function for converting "c.A.g. oF iNdia" it to Lower case in Cell **F16.**

7. Enter function for converting "c.A.g. oF iNdia" it to Proper Case in Cell **F17.**

8. Write 5328 in Cell **F18** and enter function for rounding it to nearest 10 in Cell **F19.**

9. Enter function for rounding 5328 to last completed 50 in Cell **F20.**

10. Enter function for rounding 5328 to next complete 100 in Cell **F21.**

11. Write "2305aafcD" in Cell **F22** and isolate "305aa", "fcD", "2305" in subsequent cells.

12. Using the names of the section members you have filled custom list, prepare sectional Pay Sheet to be printed in the following format. (Use functions to show Current System Date & Time in the heading and to work out Averages and Gross Pay. DA is to be rounded off to the next higher rupee and HRA is to be rounded off to the last complete Rupee. TDS is to be rounded to nearest 10 Rs.) { बनाई गई कस्टम लिस्ट पर Basic pay के निम्नलिखित आंकड़ों को ऐन्टर करें तथा उपयुक्त फॉर्मूला इस्तेमाल करते हुए HRA, DA, Gross Pay, TDS, Pension Fund तथा Net Pay की गणना करें। Pay Sheet को दर्शाए गए प्रकार से फॉर्मेट करें। Current System Date & Time को दर्शाने तथा Averages and Gross Pay की गणना के लिए functions का इस्तेमाल करें। DA को आने वाले पूर्ण रुपए तक तथा HRA को पिछले पूर्ण रुपए तक राऊंड करें। TDS को निकटतम 10 रुपए तक राऊंड करें। }

Pay for the Month January 2011 calculated on ‹‹CurrentSystemDate›› at ‹‹CurrentSystemTime››							
Name	Basic pay(BP)	HRA {30% of BP}	D.A. {51% of BP+HRA}	Gross Pay	Deductions		Net Pay
					TDS[2]	Pension[3] Fund	
Subhash Mallik	12500						
Mahesh Bhoumik	14520						
BVVB Durga Prakash	18500						
Roshan Ghoshal	25320						
Zolex Bhumia	15425						
Vilas Rao Patil	18672						
Nand Kishore Saha	35600						
Amol Palekar	17892						
Ram Kishore Saha	32545						
J.K. Swami	28962						
Maneesh sharma	18285						
Sanjeev Sharma	12545						
AVERAGES							

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[2] TDS is 8% of Gross Pay of employee + Average Basic Pay should be rounded to nearest 10.
[3] Pension Fund Contribution @ 5% of Gross Pay – TDS

2. Use the Names entered in custom list in exercise one to create name column and enter designations & Annual Gross Emoluments as under. { बनाई गई कस्टम लिस्ट पर Annual Gross pay & Investments qualifying for tax rebate के निम्नलिखित आंकड़ों को ऐण्टर करें तथा उपयुक्त फॉर्मूला इस्तेमाल करते हुए Standard Deduction, Taxable Pay, Gross Tax, तथा Tax Payable की गणना करें। Tax Sheet को दर्शाए गए प्रकार से फॉर्मेट करें। }

Name	Gender	Designation	Annual Gross Emoluments	Investment Qualifying For Tax Rebate
Subhash Mallik	Male	AUDITOR	512378	105052
Mahesh Bhoumik	Female	CLERK	654871	65000
BVVB Durga Prakash	Male	AUDITOR	398977	88045
Roshan Ghoshal	Male	SR. AUDIT OFFICER	581548	155050
Zolex Bhumia	Female	SYSTEM ANALYST	467560	108950
Vilas Rao Patil	Male	SR. AUDIT OFFICER	897987	71000
Nand Kishore Saha	Male	SR. AUDITOR	437785	95025
Amol Palekar	Male	AUDITOR	245788	85005
Ram Kishore Saha	Female	SR. AUDITOR	387429	105825
J.K. Swami	Male	DATA PROCESSOR	533297	150545
Maneesh sharma	Male	AUDIT OFFICER	498983	105285
Sanjeev Sharma	Female	PEON	273080	63500

a) Create columns for Standard Deduction, Taxable Income, Gross Tax, Rebate and Net Tax and calculate these amounts using formula. The Rates are as following:

b) **Standard deduction** is 25000 for gross income more than 250000 and 30000 otherwise.

c) TAXABLE INCOME is calculated by rounding the Annual Gross Emoluments minus Standard Deduction rounded to the nearest multiples of 50.

d) Gross tax is calculated as following:

TAXABLE INCOME	GROSS TAX
Less than 160000 (for Male) (a)	0
Less than 190000 (for Female) (a)	0
Below 300000 (b)	10% of income exceeding (a)
Between 300000 & 500000 (c)	20% of income exceeding 300000 and 10% for income upto 300000 as mentioned in (b)
Above 500000	30% of the income exceeding 500000 and tax for income upto 500000 as mentioned at (c).

e) Tax Rebate of 20% of all the investments is allowed subject to a maximum of 20000.

f) Net Tax is Gross Tax – Rebate (it cannot be negative number).

Day-8 (Session 3)

FORMATTING DATA: TEXT AND NUMBERS

FORMATTING TEXT

Some rules to remember when formatting your text include the following:

- If you know what formatting options you want, you can enable them before you type. After you finish typing the section, you can disable them.
- When formatting text that is already typed into the document, the first step is to select it. Only selected text will take on the format that you are applying.
- Using too many fonts, sizes, and other formatting in one document often looks cluttered and is hard to read. Try to limit yourself to no more than two or three fonts, sizes, and formats per document.
- Once the text is formatted, deselect the text by clicking away from the text or pressing an arrow key. Selected text is vulnerable and may be deleted or changed unintentionally.

CHANGING FONT, SIZE, AND COLOR

Excel allows you to change the font, size, and color from the *Ribbon*, the *Font* dialog box, or the *Contextual* toolbar. The *Ribbon* and *Contextual* toolbar options are easier and faster ways of changing the look of your text. However, the *Font* dialog box provides more options and allows you to preview your text through the *Preview* box.

Changing Font, Size, and Color: Ribbon Option

1. Select the desired text.

2. From the *Home* tab, in the *Font* group, from the *Font* pull-down list, select the desired font.
   NOTE: As you hover your mouse over a font, Word previews it live on your selected text.

3. To select a different size, from the *Font Size* pull-down list, select the desired font size.
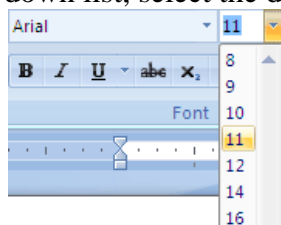
4. To select a different color, click the ▾ next to FONT COLOR A ▾ » select the desired font color

Changing Font, Size, and Color: Contextual Toolbar Option
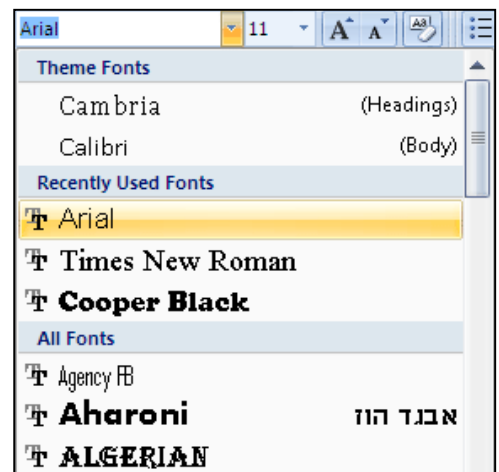
1. Select the desired text.
   The *Contextual* toolbar appears above the text.
2. To select a different font, from the *Font* pull-down list, select the desired font.
3. To select a different size, from the *Font Size* pull-down list, select the desired font size.
4. To select a different color, click the ▾ next to FONT COLOR **A** ▾ » select the desired font color.
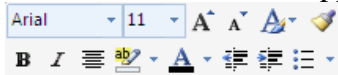
Changing Font, Size, and Color: Menu Option

1. Select the desired text
2. From the *Home* tab, in the *Font* group, click **FONT** ▫
   The *Font* dialog box appears.
   NOTE: A preview and description of the selected font appear in the *Preview* section.
3. In the *Font* text box, type the desired font name
   OR
   From the *Font* scroll list, select the desired font
4. In the *Size* text box, type the desired font size
   OR
   From the *Size* scroll list, select the desired size
5. From the *Font color* pull-down list, select the desired font color
6. In the *Effects* section, select any additional font effects
   EXAMPLES: *Small caps*, *Superscript*, *Subscript*
7. Click **OK**
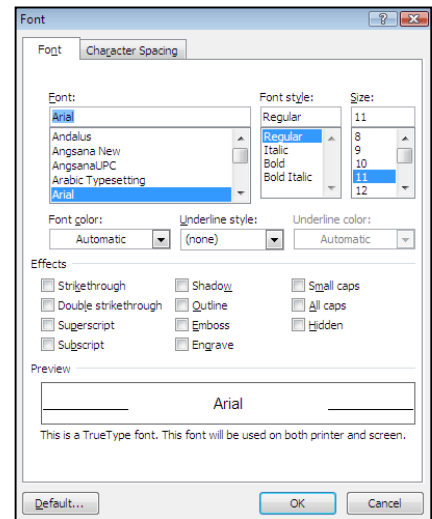
CHANGING CHARACTER FORMATTING

Word allows you to format text characters using the *Ribbon*, *Contextual* toolbar, menu, or keyboard options. The *Ribbon*, *Contextual* toolbar and keyboard options are faster; however, the menu option offers more options. Some of the styles you can apply are boldface, italics, underlining, shadow, superscript or subscript, single or double strikethrough, small or all caps, and color.

Changing Character Formatting: Ribbon Option

1. Select the text to be formatted
2. From the *Home* tab, in the *Font* group, click the appropriate formatting buttons
   HINT: To deselect character formatting, select the text and click the formatting button a second time.
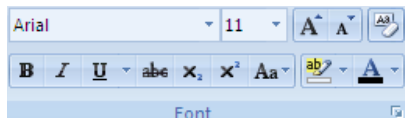
Changing Character Formatting: Contextual Toolbar Option

1. Select the text to be formatted
   The *Contextual* toolbar appears on top of the text.
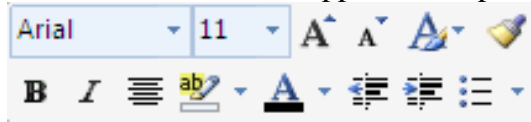
2. On the *Contextual* toolbar, click one or more of the appropriate formatting buttons
   HINT: To deselect character formatting, select the text and click the formatting button a second time.

Changing Character Formatting: Menu Option

1. Select the text to be formatted
2. From the *Home* tab, in the *Font* group, click **FONT**
   The *Font* dialog box appears.
3. In the *Font style* text box, type the desired style
   OR
   From the *Font style* scroll list, select the desired style
4. If necessary, in the *Effects* section, select additional formatting options
   EXAMPLE: *Small caps*, *Shadow*
5. Click **OK**

Changing Character Formatting: Keyboard Option

1. Select the text to be formatted
2. Press the appropriate key(s):

Enhancement	Keystroke
Italics	[**Ctrl**] + [**I**]
Bold	[**Ctrl**] + [**B**]
<u>Underline</u>	[**Ctrl**] + [**U**]

FORMATTING NUMBERS

Excel provides preset number formats to help you standardize how numbers will appear in your worksheet. You may also customize number formats to fit your needs.

EXAMPLES:

When formatted as *Currency*, the number 9.27 will appear as $9.27.

When formatted as *Fraction*, the number 9.27 will appear as 9 1/4.

Formatting Numbers: Toolbar Option

When you want to format numbers quickly, Excel allows you to do so from the *Ribbon*.

1. Select the cell(s) you want to format.
2. From the *Home* command tab, in the *Number* group, click the desired toolbar option.

Name	Image	Description
Number Format	General	Displays the formatting style of the selected cell
Accounting Number Format	$	Changes the formatting to *Accounting* **NOTE:** You can insert foreign currency symbols by clicking the ▼.
Percentage Style	%	Changes the formatting to *Percentage*
Comma Style	,	Changes the formatting to include commas and two decimal places
Increase Decimal		Adds one decimal place to the selected cell
Decrease Decimal		Removes one decimal place from the selected cell
Format Cells: Number		Accesses the *Format Cells* dialog box

Formatting Numbers: Ribbon Option

The *Ribbon* offers a simple way to apply number formatting.

1. Select the cell(s) you want to format.
2. From the *Home* command tab, in the *Number* group, click **NUMBER FORMAT** ▼ » select the desired number format.

   The cell is formatted.

   HINTS:
   The default category is *General*.
   The number in the selected cell is previewed under the format label in the pull-down list.

Formatting Numbers: Dialog Box Option

The *Format Cells* dialog box can help you customize your number formatting.

1. Select the cell(s) you want to format
2. In the *Home* command tab, in the *Number* group, click **FORMAT CELLS: NUMBER**
   The *Format Cells* dialog box appears with the *Number* tab displayed.
3. From the *Category* list, select the desired number format
   HINT: You can preview the formatting in the *Sample* section.
   EXAMPLE: Select *Currency*.
4. If the format offers additional options, select the preferred options.
   EXAMPLE: Format the number of decimal places, the desired symbol, and negative

numbers.
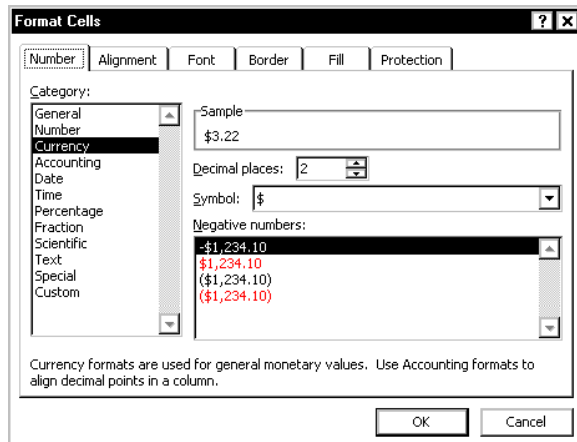
5. Click **OK**
   The selected cells are formatted.

CLEARING NUMBER FORMATTING

The *General* number format is the default selection. Changing the formatting to *General* will remove all other number formatting for the selected cells.

1. Select the cell(s) you want to format.

2. From the *Home* command tab, in the *Number* group, click **NUMBER FORMAT** ⏷ » select *General*

   The formatting is cleared.

Day-8 (Session 4)

Format the Tax Sheet Prepared in last practice session in the following manner:

Tax Calculations for the Year _____<<Current Year>>						
Name	Gross Emoluments	Standard Deduction	Taxable Income.	Gross Tax	Rebate Allowed	Tax Payable
Total						
Dated : 30th Day of January 2011						

Note : In order to check any logical errors in any of the formulas Check the total of "Net tax" Horizontally and vertically.

Title of the pay sheet should be in Red Times New Roman Font (Size 16). All other headings should be in Green Comic Sans Serif (Size 14). Back Ground colour for title headings should be yellow. Change all the entries of TAX PAYABLE column in Format Rs.#,##,###.00.

Name	AccountNo	Expenditure($)	Date
Amol Palekar	15002398761205	3500	11-01-98
BVVB Durga Prakash	15032398761235	2546	21-02-98
J.K. Swami	15002398761246	5678	23-01-99
Mahesh Bhoumik	15002398761275	9878	13-03-99
Manish sharma	15052444761286	2154	11-Mar-99
Nand Kishore Saha	15002388761295	4979	22-Mar-98
Ram Kishore Saha	15032444761215	3546	05-05-97
Roshan Ghoshal	15032444761252	2468	08-07-98
Sanjeev Sharma	15032444761237	1647	10-03-97
Subhash Mallik	15002398761282	9887	01-Jan-98
Vilas Rao Patil	15002398761219	4682	01-04-98
zolex Bhumia\	15002398761249	2566	02-02-98

1. Consider the above Data and work out country and agency details in the adjacent columns:

    a. First four letter of the Account Number denote Card Issuing Agency (1500 for Visa, 1504 for Master and any other code is "Error").

    b. Letters six to nine of the Account Number denote Country (398 for India, 444 for US and any other code is "Error").

    c. Find out Most frequent Month occurring in dates.

    d. Find out the month in which maximum expenditure is made.

    e. Find out the transactions occurred on Sunday.

f. On the 15th Anniversary of creation of Jharkhand State RBI issued 15 Rupee commemorative Coins, work out the number of coins and amount to be paid, if all the amount shown in amount column is to be paid in these coins.

g. Add a 'Risk' Column and work out risk (if Issuing Agency ="visa" and Country = "India" and amount>=3500 then transaction is 'High Risk', else it is 'Low Risk'.

h. Work out late fee on the amount column, (late fee is 2% of the amount rounded to the next 10).

i. Add a column to show Unique Transaction Code of these Transactions (Transaction Code contains First three letters (Uppercase) of Name, First letter of Issuing Agency, Last letter of Country and last three letter of Account Code e.g. AMOVA205 for first row).

Day-9 (Session 1)

ADDING A PICTURE

To add a picture:Click the **Insert** tab→Click the **Picture** button→Browse to the picture from your files→Click the **name** of the picture→Click **Insert**→To move the graphic, click it and drag it to where you want it.
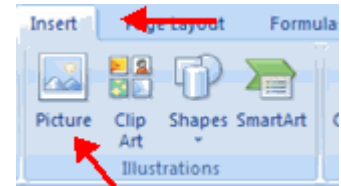
ADDING CLIP ART

To add Clip Art:Click the **Insert** tab→Click the **Clip Art** button→Search for the clip art using the search **Clip Art** dialog box→Click the **clip art** →To move the graphic, click it and drag it to where you want it.
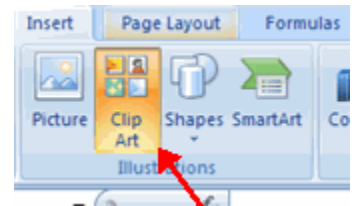
EDITING PICTURES AND CLIP ART

When you add a graphic to the worksheet, an additional tab appears on the Ribbon. The Format tab allows you to format the pictures and graphics. This tab has four groups:

Adjust: Controls the picture brightness, contrast, and colors

Picture Style: Allows you to place a frame or border around the picture and add effects

Arrange: Controls the alignment and rotation of the picture

Size: Cropping and size of graphic
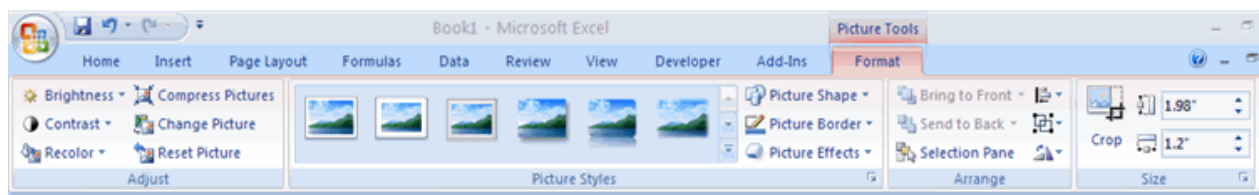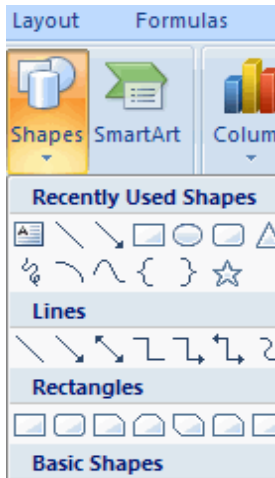
ADDING SHAPES

To add Shape:Click the **Insert** tab→Click the **Shapes** button→Click the shape you choose→Click the **Worksheet** →Drag the cursor to expand the Shape.

To format the shapes:Click the **Shape**→Click the **Format** tab.

ADDING SMARTART

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

To add SmartArt: Click the **Insert** tab→Click the **SmartArt** button→Click the **SmartArt** you choose→Select the **Smart Art**→Drag it to the desired location in the worksheet.
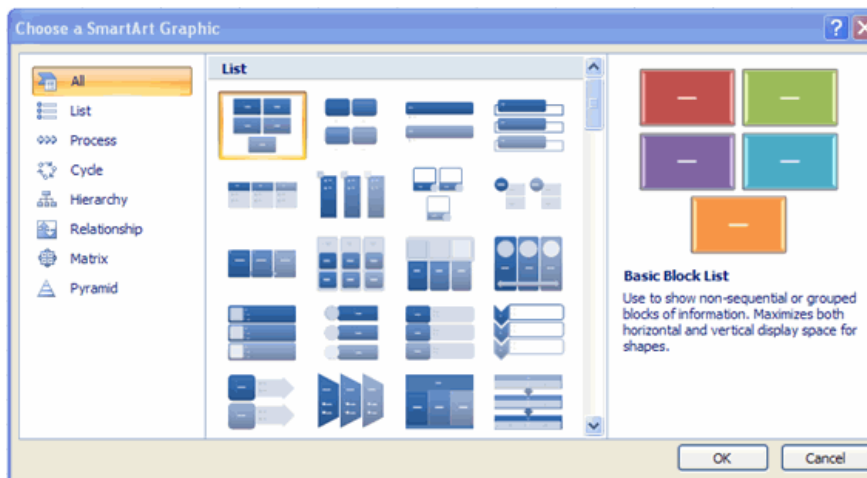
CREATE A CHART

To create a chart:

- Select the **cells** that contain the data you want to use in the chart.
- Click the **Insert** tab on the Ribbon.
- Click the type of **Chart** you want to create.
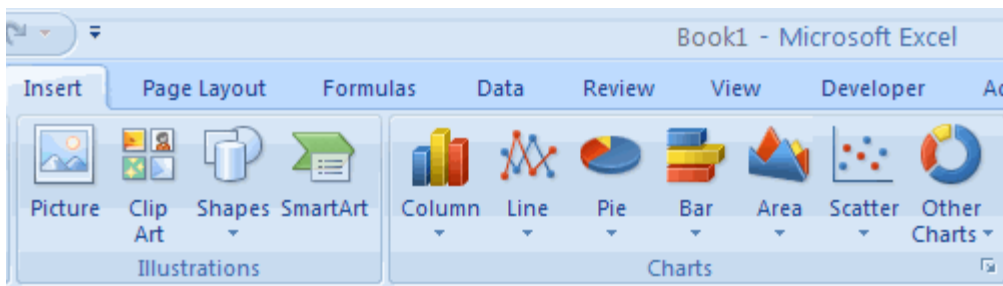
MODIFY A CHART

Once you have created a chart you can do several things to modify the chart.

To move the chart:

- Click the **Chart** and **Drag** it another location on the same worksheet, or
- Click the **Move Chart** button on the **Design** tab.
- Choose the desired location (either a new sheet or a current sheet in the workbook).

To change the data included in the chart:

- Click the **Chart.**
- Click the **Select Data** button on the **Design** tab.
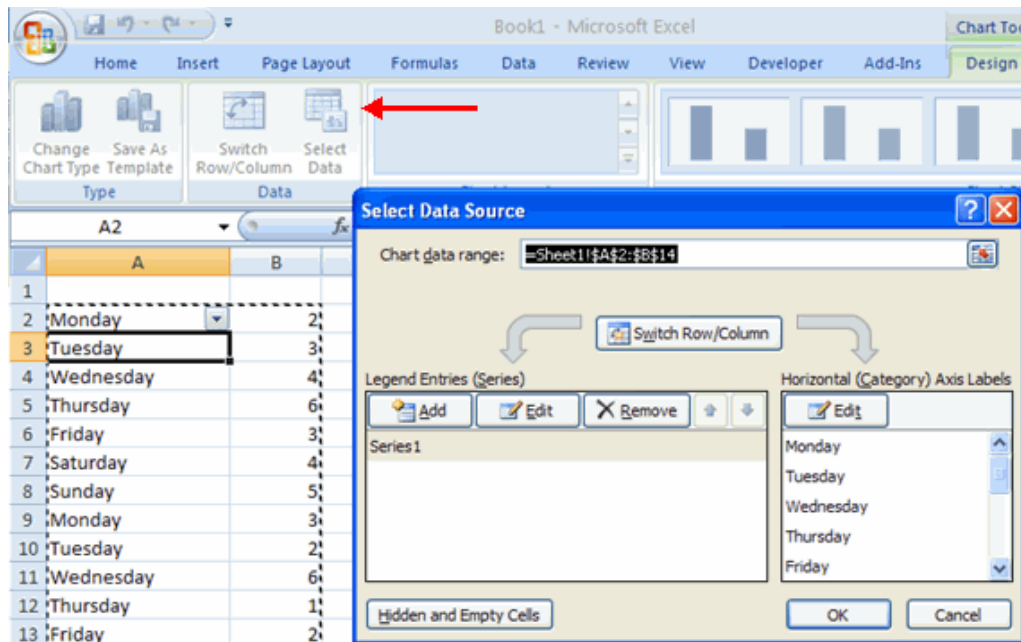
To reverse which data are displayed in the rows and columns:

- Click the **Chart**.
- Click the **Switch Row/Column** button on the **Design** tab.

To modify the labels and titles:

- Click the **Chart**.
- On the **Layout** tab, click the **Chart Title** or the **Data Labels** button.
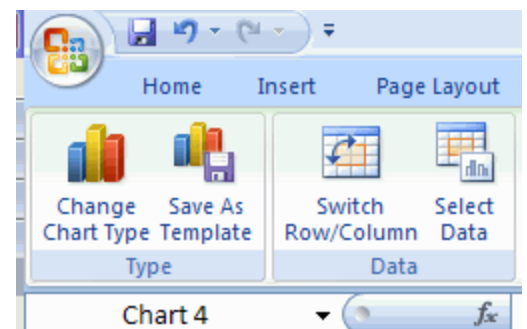
- Change the **Title** and click **Enter**.
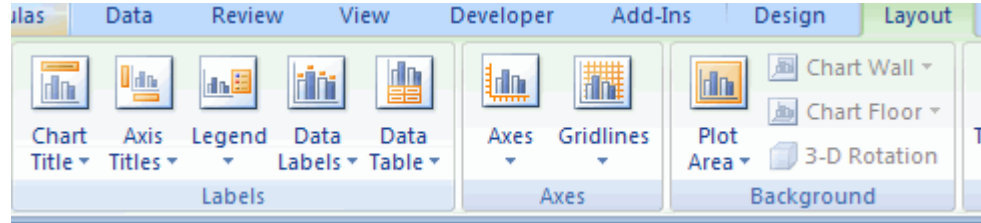
CHART TOOLS

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

Within the **Design** tab you can control the chart type, layout, styles, and location.
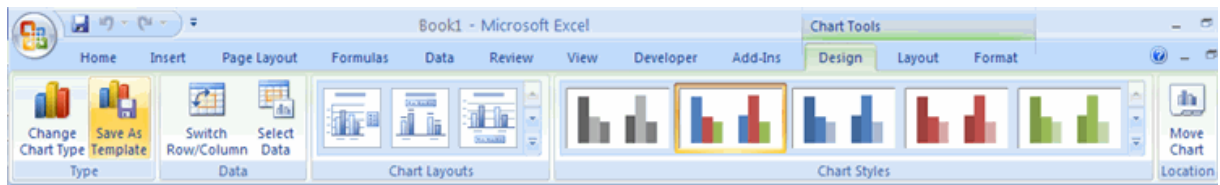
Within the **Layout** tab you can control inserting pictures, shapes and text boxes, labels, axes, background, and analysis.
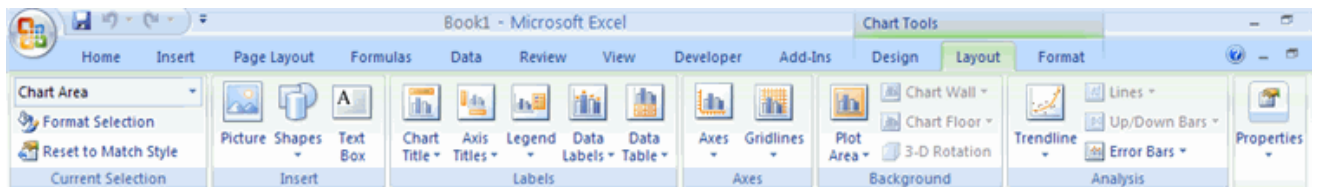
Within the **Format** tab you can modify shape styles, word styles and size of the chart.
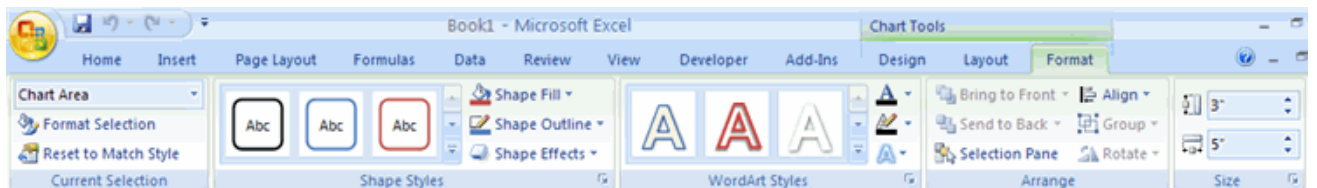
COPY A CHART TO WORD

- Select the **chart**.
- Click **Copy** on the **Home** tab.
- Go to the **Word** document where you want the chart located.
- Click **Paste** on the **Home** tab.

Day-9 (Session 2)

1. एम.एस. ऐक्सल में निम्नलिखित डाटा टाईप करें तथा इससे चार्ट बनाएं।

Top banana producing nations –(Prod. In Tons)	
India	21770000
China	8040000
Philippines	7480000
Brazil	7100000
Ecuador	6000000
Indonesia	5460000
Tanzania	3500000
Costa Rica	2080000
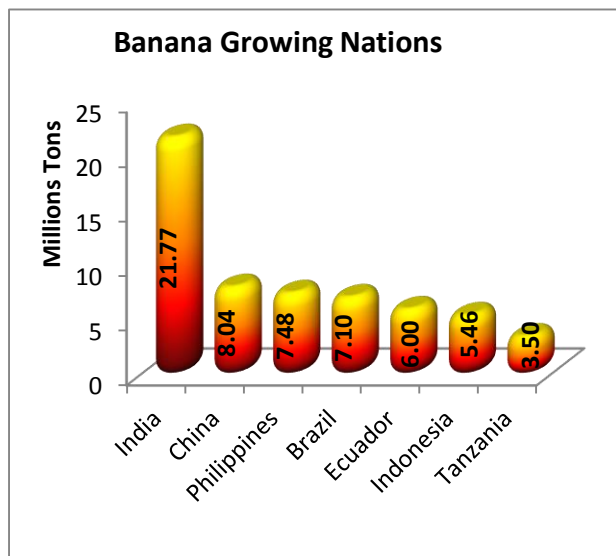
2. एम.एस. ऐक्सल में निम्नलिखित डाटा टाईप करें तथा इससे चार्ट बनाएं।

	Male	Female
Sr. Audit Officer	24	12
Audit Officer	36	17
Asstt. Audit Officer	54	15
Section Officer	24	8
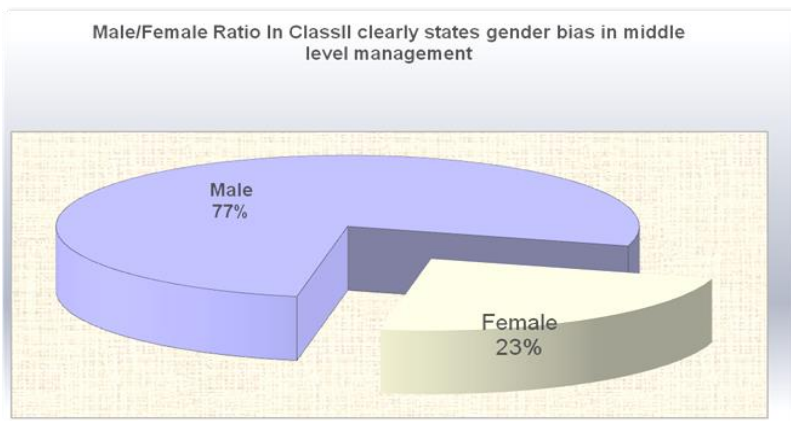
Day-9 (Session 3)

Sorting and Filtering allow you to manipulate data in a worksheet based on given set of criteria.

BASIC SORTS

To execute a basic descending or ascending sort based on one column:

- Highlight the cells that will be sorted
- Click the **Sort & Filter** button on the **Home** tab
- Click the **Sort Ascending** (A-Z) button or **Sort Descending** (Z-A) button
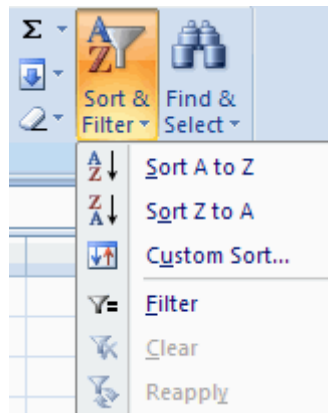
CUSTOM SORTS

To sort on the basis of more than one column:

- Click the **Sort & Filter** button on the **Home** tab
- Choose which column you want to sort by first
- Click **Add Level**
- Choose the next column you want to sort
- Click **OK**
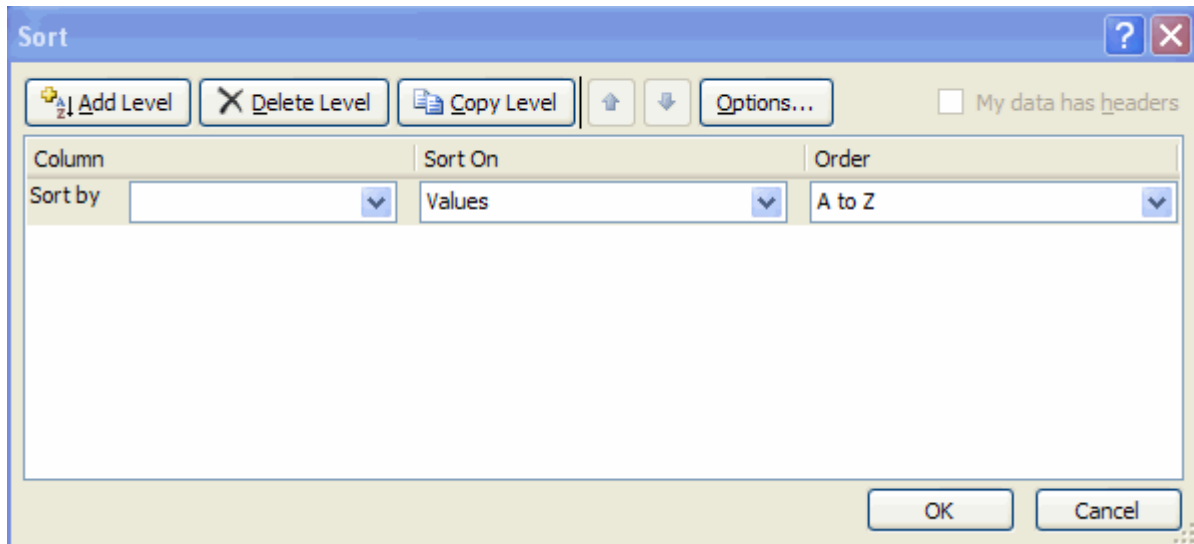
FILTERING

Filtering allows you to display only data that meets certain criteria. To filter:

- Click the column or columns that contain the data you wish to filter
- On the **Home** tab, click on **Sort & Filter**
- Click **Filter** button
- Click the **Arrow** at the bottom of the first cell
- Click the **Text Filter**
- Click the **Words** you wish to Filter
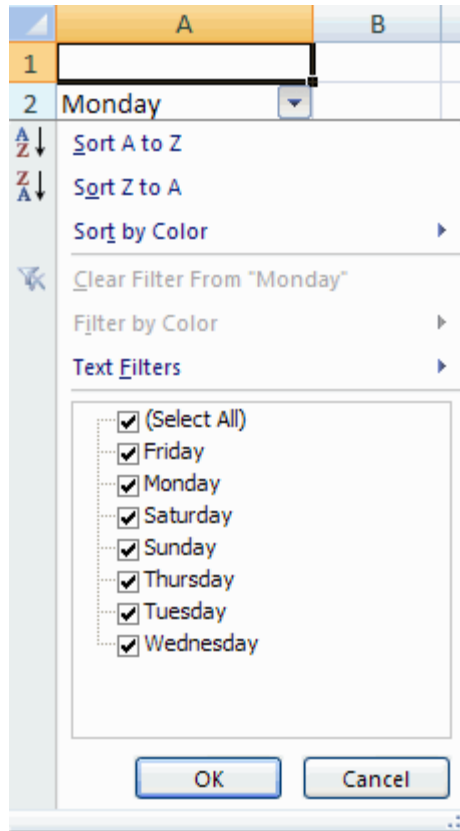
- To clear the filter click the **Sort & Filter** button
- Click **Clear**
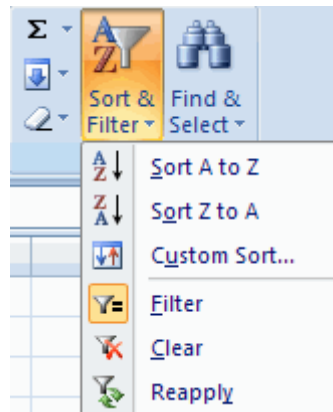
Day-9 (Session 4)

Using the names of the section members you have filled custom list and enter data for age, gender and height in the worksheet and format the data in the displayed manner. {बनाई गई कस्टम लिस्ट पर निम्नलिखित आंकड़ों को ऐन्टर कर **Home→Styles →Conditional Formatting** option की मदद से दर्शाए गए प्रकार से फॉर्मेट करें। }

Name		Score(1-5)
Amol Palekar	⬇	2
BVVB Durga Prakash	➡	3
J.K. Swami	⬆	5
Mahesh Bhoumik	➡	4
Manish sharma	➡	3.5
Nand Kishore Saha	⬆	4.8
Ram Kishore Saha	⬇	1.9
Roshan Ghoshal	⬇	2
Sanjeev Sharma	➡	3
Subhash Mallik	➡	3.2
Vilas Rao Patil	⬆	4.3
zolex Bhumia	➡	2.9

2:Score (75% and above Upwards Pointing Arrow, 25% and Below Downwards Pointing Arrow)

Name	Age(Years)	Height(Cms)	Score(1-5)
Amol Palekar	12	154	2
BVVB Durga Prakash	13	165	3
J.K. Swami	14	178	5
Mahesh Bhoumik	15	172	4
Manish sharma	12	156	3.5
Nand Kishore Saha	13	165	4.8
Ram Kishore Saha	15	149	1.9
Roshan Ghoshal	16	172	2
Sanjeev Sharma	17	154	3
Subhash Mallik	18	177	3.2
Vilas Rao Patil	12	176	4.3
zolex Bhumia	14	157	2.9

2:Age-Bars & Score on Numbers and Height on Percent

(A) Format Name Column to Highlight Names not containing 'SH' characters.
Name Column को ऐसे नाम Highlight करने के लिए फॉर्मेट करें जिनमें 'SH' characters. आते हैं।

(B) Format Height Column to Highlight Tallest 30% Boys.
Height Column को सबसे लम्बे 30 प्रतिशत लोगों को Highlight करने के लिए फॉर्मेट करें ।

(C) Format Height Column to Highlight Shortest 25% Boys.
Height Column को सबसे कम कद के 25 प्रतिशत लोगों को Highlight करने के लिए फॉर्मेट करें ।

(D) Format Score Column to Highlight Lowest Scoring Boys.
Score Column को सबसे अधिक Score वाले के लोगों को Highlight करने के लिए फॉर्मेट करें ।

(E) Format Score Column to Highlight Below Average Boys.
Score Column को औसत से कम Score वाले के लोगों को Highlight करने के लिए फॉर्मेट करें ।

1. एम.एस. ऐक्सल में निम्नलिखित डाटा का उपयोग करके डाटा फिल्टर करें तथा **2012** में रिटायर होने वाले कर्मचारियों का नाम बताएं।

Name	Gender	Category	Date of Birth
Subhash Mallik	Male	SC	11-3-52
Mahesh Bhoumik	Female	ST	21-11-52
BVVB Durga Prakash	Male	OBC	22-5-56
Roshan Ghoshal	Male	ST	3-5-57
Zolex Bhumia	Male	Gen	23-5-56
Vilas Rao Patil	Male		25-5-52
Nand Kishore Saha	Female	ST	23-3-54
Amol Palekar	Female	Gen	11-3-52
Ram Kishore Saha	Female	ST	21-11-52
J.K. Swami	Male	OBC	22-5-56
Maneesh sharma	Male	Gen	11-3-52
Sanjeev Sharma	Male	Gen	21-11-52

2. उपरोक्त डाटा का उपयोग करके लिंग एवं कैटेगरी के आधार पर पॉइवट टेबल बनाएं एवं प्रत्येक लिंग.जाति के कर्मचारियों की संख्या की गणना करें।

Day-10 (Session 1)

MS POWERPOINT 2007

NEW PRESENTATION

You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**

To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose

To create a new presentation from an existing presentation:

- Click the **Microsoft Office Button**
- Click **New**
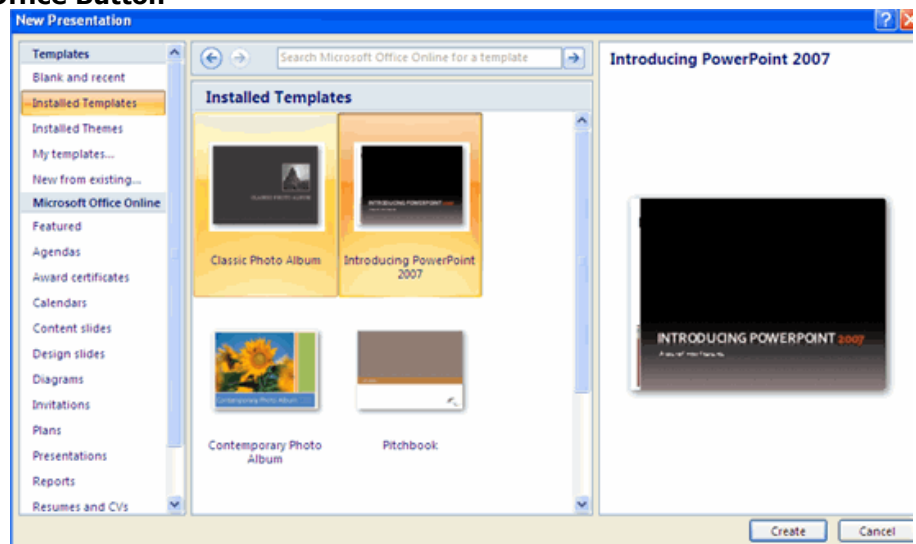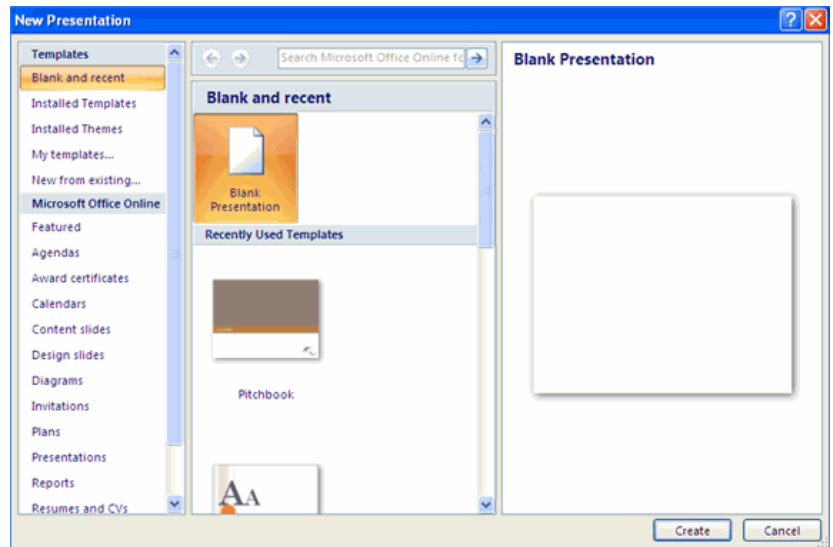
- Click **New from Existing**
- Browse to and click the presentation

To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline

SAVE A PRESENTATION

When you save a presentation, you have two choices: **Save** or **Save As**. To save a document:

- Click the **Microsoft Office Button**
- Click **Save**
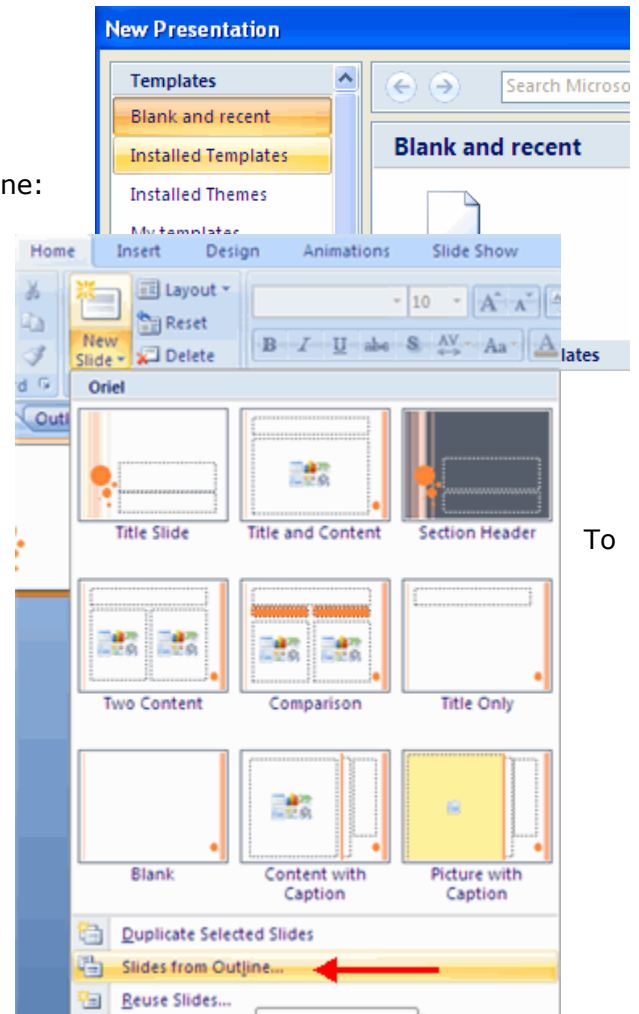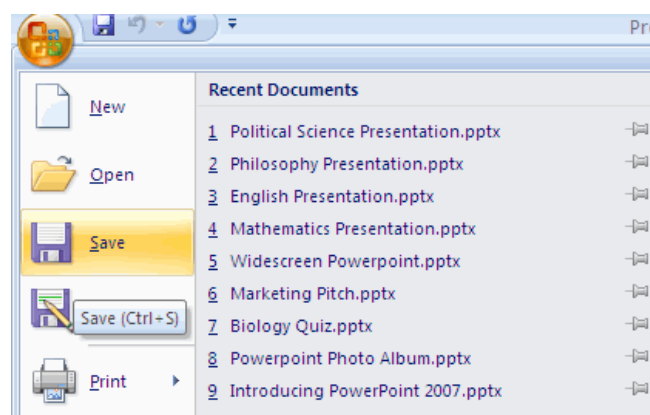
You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the **Save As** feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**

ADD SLIDES
There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides.
To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material
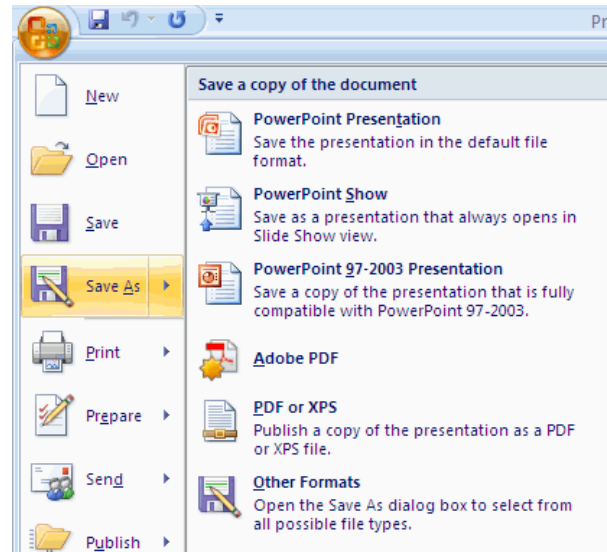
To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**

TO CREATE A NEW SLIDE FROM ANOTHER PRESENTATION:

- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import
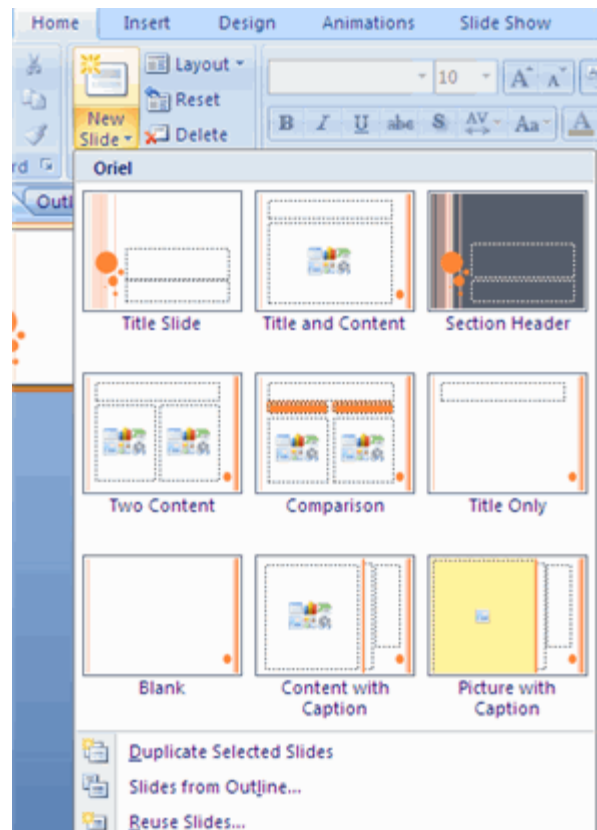
THEMES
Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button
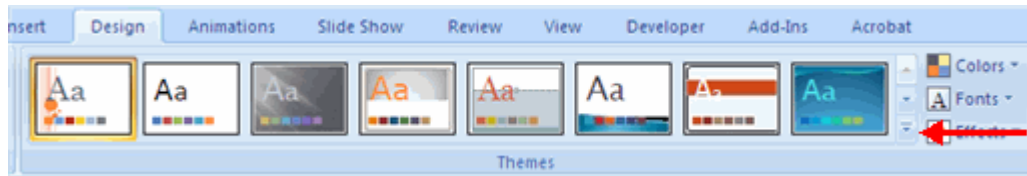
To apply new colors to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**

To change the background style of a theme

- Click the **Background Styles** button on the **Design** tab

ENTER TEXT
To enter text:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text
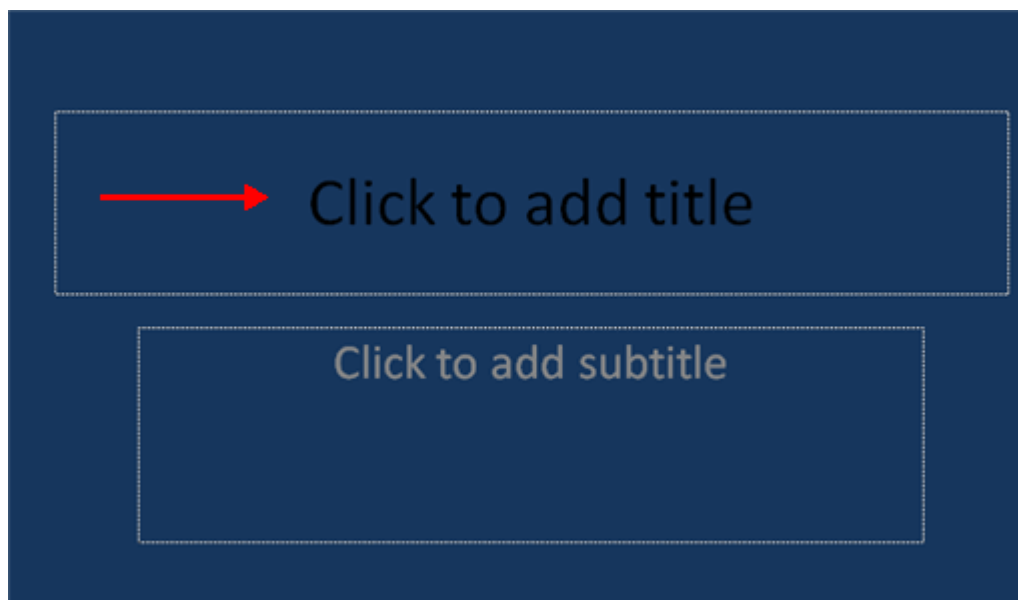
To add a text box:

- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text
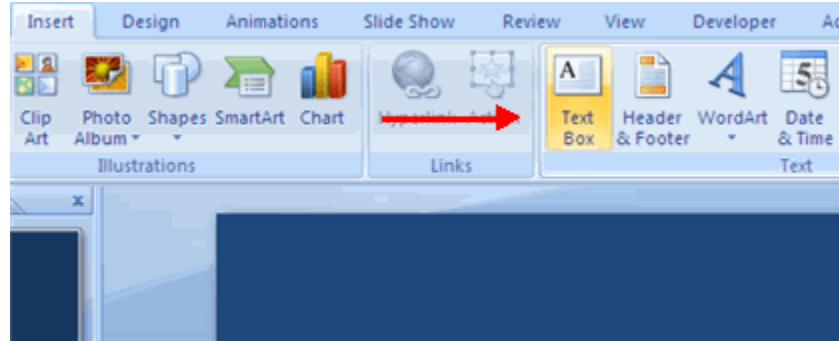
SELECT TEXT

To select the text:

- Highlight the text

COPY AND PASTE

To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**
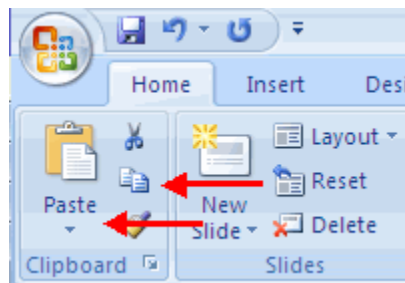
CUT AND PASTE

To cut and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**
- Select the items(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**

UNDO AND REDO

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**

SPELL CHECK

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button
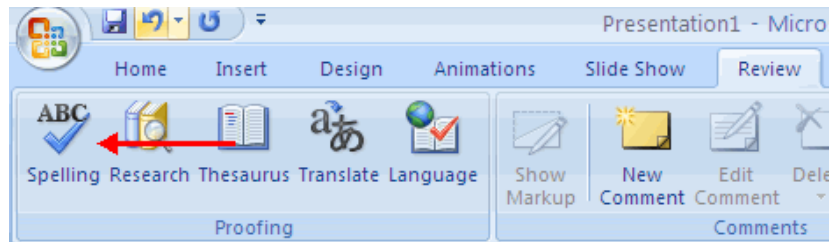
WORDART

WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**

To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button
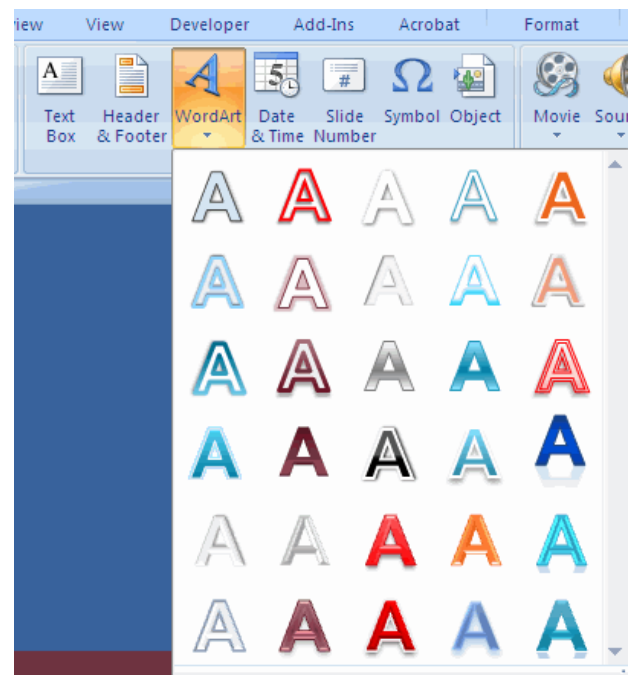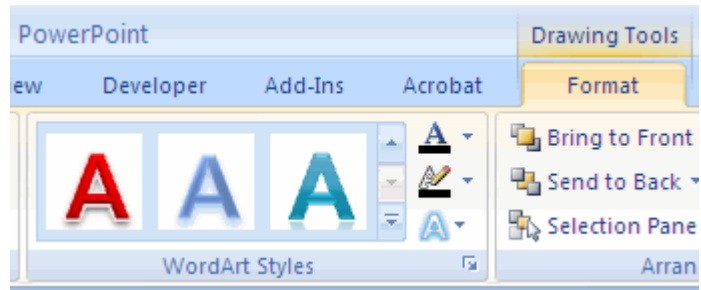
Day-10 (Session 2)

INTERNET AND WORLD WIDE WEB

For all but computer experts, the *Internet* and the *Worldwide Web* (*the Web*) are synonymous. Purists distinguish these terms as follows.

▪ The *Internet* refers to the *hardware* (e.g., computers, servers, routers) that comprise the *worldwide network of computer networks*.

▪ The *Worldwide Web* refers to the *software and content* (web pages) that reside on the Internet.

We'll leave these distinctions to the enthusiasts and refer to the combination of the hardware and software interchangeably as the *Internet*or *Web*.

INTERNET INFRASTRUCTURE

WEB PAGES AND WEB SITES

Web servers are computers that host *web pages*, the images you see on your computer when you are connected to the Internet. A *web site*is a set of interconnected web pages. The page that appears when you open a sponsor's web site is that site's *home page*.

Web pages are constructed using web-authoring software. Using such software, one produces documents identified by their *htm* or *html*extensions. These documents are associated with applications that open web pages. These programs are known as browsers.

INTERNET ADDRESSES

Each of the Internet's billions of web pages has a unique address, known by the techies as a *Uniform Resource Locator* (*URL*). A URL has three parts.

1. http://www.
2. *unique name*
3. *domain extension* (e.g., .com, .org, .net, .gov, .edu)

For example, the URL for the home page of India Times web site is ...
 http://www.indiatimes.com/
That for the Income Tax Department , is ...http://www.incometaxindia.gov.in/
The URL for the Comptroller and Auditor General of India is ...http://www.cag.gov.in/

BROWSERS

A *browser* is software that displays web pages. There are several competing browser applications, the most popular being Microsoft's Internet Explorer® and Mozilla's Firefox®. The newest addition to the browser market is Google's Chrome®, which is in its developmental (beta) stage.

All of the popular browsers are available free of charge. They all accomplish the basic browser functions; they differ somewhat in special features they offer. The best way to determine which browser is best for you is to try them. As Microsoft's Internet Explorer is embedded in the Windows operating system, you probably already have this browser on your computer.
Below are links to the web pages from which you can download these browsers' installation software.

▪   Microsoft's Internet Explorer

▪   Mozilla's Firefox

▪   Google's Chrome

ANATOMY OF A BROWSER WINDOW

Like most other Windows applications, your browser's window has three main parts ...
▪   a *header*,

▪   a *pane*, and

▪   Window's *task bar*.

Look at the right edge of your current window. There you see your window's ...
scroll trough --->

At the top of the scroll trough is an upward-pointing triangle. Everything above that triangle is your browser's header.

At the bottom of your scroll trough is a downward-pointing triangle. Below that is your window's task bar. The task bar displays (among other things) a button for each window that is currently open.

Between the header and the task bar is the pane, which displays the active, or current, web page. It holds what you're reading right now.

HEADER

People customize their browsers' headers in various ways. Therefore, computers' browser headers are not necessarily identical even though they might be running the same browser. Let's begin by returning the browser on the computer you're using to its native configuration, that is, with no custom features.
We are assuming that you are using Microsoft's Internet Explorer browser.

Let's proceed from the top of your browser's header downward.

TITLE BAR

At the top of your header is the *Title Bar*. On its left appears the name of the web page you are viewing: *Browsers (Internet & Email for Beginners).*

NAVIGATION BUTTONS AND ADDRESS BOX

Below the Title Bar is a row of controls that contains on its left two *Navigation Buttons*, the left- and right-pointing arrows.

To the right of the Navigation Buttons is the *Address Box*. It contains the address of the web page you are viewing: *http://www.internetemailcourse.com.*

MENU BAR

In the native view, the next line on your browser contains the *Menu Bar*. It has the words ...
File Edit View Favorites Tools Help

If you don't see the Menu Bar, let's make it visible. To do so ...
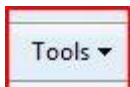
1. In your toolbar, click on the *Tools* icon. (The toolbar is on the bottom of your header, just above the upward-pointing triangle on the scroll trough.)

2. On the list that appears, click the *Menu Bar* menu item. A check will appear to the left of the menu item, and the menu bar will appear in your browser's header.

TABS AND TOOLBAR

In the native view, the next and final line on your browser contains *Tabs* and, to their right, the *Toolbar*.

If the browser on the computer you're using right now has other lines of controls between the Menu Bar and the Tabs and Toolbar, they are custom toolbars. Let's hide them for the time being.

1. In your toolbar, click on the *Tools* icon.

2. On the list that appears, click all menu items that have check marks to their left except the **Menu Bar** item. When you have completed this step, only the Menu Bar item will have a check mark to its left.

This 3-line browser header now is in its native state: it shows no custom features.

CUSTOMIZING THE HEADER

Now that we've de-customized your browser, let's consider why and how you might customize it. You customize the header to enhance convenience. You place controls that you use frequently on your header for the obvious reason: to have them readily available. You remove controls that you use infrequently to cut down on clutter.

There are two ways to proceed. (1) You can use customizing features built into your browser, and (2) you can place custom, third-party add-ons onto your browser.

BUILT-IN CUSTOM FEATURES

Explorer's custom features are available on the *Tools* menu on the Toolbar.

We've already seen how to toggle the browser's Menu Bar from being visible to not visible.
To add buttons to your header or remove existing ones ...

1. On the Toolbar, click the Tools icon.

2. Click Customize...

You can see that you can add to your browser's header the controls listed in the left panel and remove those listed in the right panel. (Click the *Close* button to close the popup.)
If you've added custom toolbars, you can toggle them between being visible and being not visible as follows ...

1. On the Toolbar, click the Tools icon.

2. Click the menu item that lists the toolbar that you want to hide or make visible.

ADD-ON TOOLBARS

Several vendors offer (free of charge) add-on toolbars that expand your header's functionality and convenience. Microsoft's *Windows Live Toolbar*® and the *Google Toolbar*® are particularly useful.

We recommend that you install one or both of these on your computer. Try both of them, and choose which (if either) you prefer to use. Once installed, you can opt to hide one or both using the toggling feature on the *Tools* menu that we described above.

INTERNET OPTIONS

The *Internet Options* popup contains many settings that affect, among other things, Internet security, which browser is used to access the Internet, and which web pages appear when you open your browser. To view the Internet Options popup ...

1. On either the Menu Bar or the Toolbar, click Tools.

2. Click the Internet Options menu item.

We cannot cover in detail all of the options contained on this popup. We'll refer to some of them when presenting other materials elsewhere. Click the *OK* button to close the popup.

SETTING OR CHANGING YOUR HOME PAGE(S)

You set your home page(s) using either the *Tools* menu in the menu bar, the *Tools* toolbar menu, or the *Home* button's menu. Let's begin with the *Home* button's menu.

To set a home page ...

1. Navigate to the web page you want to be your home page.

2. Click the **Home** button's handle (i.e., the downward pointing triangle to the right of the house image).

3. On the popup that appears, click **Add or Change Home Page...**

4. In the next popup, click one of the radio buttons (the circles).

5. If you want to have only one home page, click the button to the left of **Use this homepage as your only home page**. If you want to add the current page to previously selected home pages, click the button to the left of **Add this webpage to your home page tabs**.

5. Click the **Yes** button.

ADDING ADDITIONAL HOME PAGE(S)

Let's practice by setting two home pages. We'll start by setting the page we are now viewing as our only home page. Then, we'll add another web page to our list of home pages.

1. To make the current page your only home page, carry out Steps 2-5.

2. Select the contents of the Address Box, type into it **msn.com**, and hit the **Enter** key.

3. Repeat Steps 1-5. In the 4th Step, click the button to the left of **Add this webpage to your home page tabs**.

4. Return to this page by clicking the **Home** button in your toolbar.

REMOVING A HOME PAGE

To remove a home page from your list of home pages ...

1. Click the **Home** button's handle.

2. Click **Remove**.

3. Click the name of the page you wish to remove.

SEARCH ENGINES

Each of the Big 4 has a search engine. By far, however, Google's search engine dominates.
To use a search engine ...

1. Type or paste a character string into a search box.

2. Hit the **Enter** key.

That's all there is to it.

The search engine will search the Internet and produce web pages listing all of the pages that are suggested by the character string that you entered into the search box. Usually, the list contains hundreds of thousands and, not uncommonly, tens of millions of web page names, each with its address and a link to the corresponding web page.

The various search engines employ different algorithms for determining the order in which pages are listed, but all claim that the early-mentioned pages are more likely to satisfy the user's quest than are later-listed pages.

Of course, the more specific one can be in the search terms entered into the search box, the more likely it is that the search will unearth sites relevant to one's interests. For instance, if you are interested in knowing something about the history of Rome, Italy, enter *rome italy history*, rather than only *rome italy*. Enter *women shoes* rather than *shoes*. If you are looking for local shops, enter your city and state as well as the search topic. If you are seeking recent articles about current events, add the current year to the list of search terms.

When a search engine returns its pages of results, those pages appear in the tab formerly occupied by the page from which the search was initiated. As it is not uncommon to carry out repeated search attempts, it is desirable to reopen the page containing the search box in a new tab and to conduct searches from the reopened page. That preserves your original page in a separate tab.

To do this using, say, America-On-Line's search engine ...
1. Activate the unused tab (the small, unnamed one to the right of other tabs) by clicking it.
2. Type aol.com into the Address box, and hit the **Enter** key.
3. Make the new AOL page your active page.
4. Use the AOL home page's search box to conduct your search.
5. Close the AOL tab when you've concluded your search.

SPECIAL SEARCH SITES

Special search sites exist for conducting particular kinds of searches. For instance, a popular site for searching for individuals' and businesses' addresses, telephone numbers, and other information is found at whitepages.com. Wikipedia lists many, many special search sites. There are even search sites devoted to helping children find information.

To find specialized search sites, enter *search site* and another term (say, *guns*) into a search box, and hit the *Enter* key. See what comes up.

As you gain experience searching, you undoubtedly will come across useful search-assisting sites. When you find such, save their references in your *Favorites* list.

SHOPPING

Just as you can locate information about almost any conceivable subject on the Internet, so too can you purchase just about anything you can imagine from cyber-stores. The best place to begin your search for goods and services is your home page portal. Three of the *Big 4* portals - AOL, MSN, and Yahoo - are crammed with links to multitudes of places where you can purchase things.   They also contain many links to other lists of particular types of vendors. Google lets you put together your own customized links to vendors and other sites by using its various *gadgets*.

If you're seeking something very special, use a search engine to look for vendors' home pages.

SHOPPING ON A SITE

Once you've located a shopping site, you'll find a number of features to assist your shopping and purchasing that all well-organized sites employ. After all, cyber-shops, like their Main Street counterparts, exist to sell you things. The easier they make it for you to part with your money, the better off they are.

The shopping experience begins on the site's home page, which serves the principal purposes of hawking special sale items and helping you locate what you're looking for. The latter is accomplished by product lists and catalogs prominently displayed along home pages' tops or sides. One also usually finds a site-specific search box intended to help you locate items.

Look at Sears' home page, for instance. Across its top are fifteen category links (Appliances, Automotive, Baby, ...). Clicking any of these takes you to items in that category. Below these links is a search box, where you enter text to initiate a search of the web site. To the right of the search box are still more category links.

Virtually all shopping sites employ Main Street store metaphors. For example, near each item description is an *Add to Shopping Cart* button. If you decide to purchase an item, click this button, and the item is *added to your shopping cart*. You proceed in this manner until you're done shopping, at which point, you click a *Proceed to Checkout* button.

At checkout you provide the vendor information required to pay for your purchases and to have them shipped to chosen locations. You are also usually given the option of having items gift wrapped. Paying is usually accomplished by your providing credit card information.

Most shopping sites give you the option of taking out a membership or having an online account. These provide benefits to the frequent shopper.

- Members sometimes receive price discounts or special rebates.
- Members can choose to receive emails announcing new products, special offers, and other information.
- Sites retain your billing and shipping information, which eliminates re-entering it each time you shop at the site.

To see all the shopping site features in action, visit some well-known online stores, for instance, Barnes and Noble, Macys, and Home Depot.

CLASSIFIED ADS/GARAGE SALE SITES

A number of sites offer you opportunities to post items you wish to sell and to purchase items that others post. These are online equivalents of classified ads and garage sales. The best known of these are CraigsList® and eBay®.

CraigsList is an online equivalent of classified ads. In addition to its *For Sale* section, it includes postings for services, housing, personals,and community events.

eBay, on the other hand, is a buying-and-selling site that offers almost anything one can imagine. Prices for most items are set by auctions in which sellers agree to accept best offers at or above established minimums.

PAYING ONLINE

Many people are reluctant to divulge credit card information over the Internet, fearing that it might be stolen. This is very unlikely, for reputable online vendors go to great lengths to secure their sites and to prevent the theft of shoppers' private information.

However, be cautious. Some websites are fraudulent. Don't give your credit card or other private information to sites that you do not recognize as being legitimate business sites.

For shoppers who are highly risk averse, using the services of various so-called payment intermediaries obviates the need to give out credit card information. The best known of these is *PayPal*®.

Payment intermediary services operate much like banks. You transmit funds to the intermediary, which establishes an account, or you authorize the intermediary to charge purchases to your credit card. The intermediary supplies you a passwor

Day-10 (Session **3 & 4**)

1) Manually work out Present Value of Payments being made in future on the basis of formula:

	A	B	C	D	E
1	Years	Annual Payments	RO_INFLATION (Projected) %age	PresentValue of EMI	Manually work out Present Value of Payments being made in future on the basis of formula
2	1	5000	5	=B2/(1+C2/100)^A2	
3	2	5000	5	=B3/(1+C3/100)^A3	
4	3	10000	7	=B4/(1+C4/100)^A4	
5	4	5000	7	=B5/(1+C5/100)^A5	
6	5	5000	7	=B6/(1+C6/100)^A6	
7	6	5000	5	=B7/(1+C7/100)^A7	
8	7	7000	5	=B8/(1+C8/100)^A8	
9	8	5000	6	=B9/(1+C9/100)^A9	
10	9	9000	6	=B10/(1+C10/100)^A10	
11	10	5000	5	=B11/(1+C11/100)^A11	
12	11	15000	5	=B12/(1+C12/100)^A12	
13	12	5000	5	=B13/(1+C13/100)^A13	

2) Evaluate the following formula and check the correct result of formula on the basis value of D7 cell.

=IF(D17>5000,"Good",IF(D17<3000,"Bad",IF(D17>10000,"Very Good,""OK")))					
Value of D7	Result				
1500	Good	Bad	Very Good	OK	Error (no result would be shown)
5700	Good	Bad	Very Good	OK	Error (no result would be shown)
11200	Good	Bad	Very Good	OK	Error (no result would be shown)
8500	Good	Bad	Very Good	OK	Error (no result would be shown)
5000	Good	Bad	Very Good	OK	Error (no result would be shown)
3000	Good	Bad	Very Good	OK	Error (no result would be shown)