# DATA ENTRY OPERATOR

## NSQF LEVEL - 4

## TRADE PRACTICAL

**Sector:** IT & ITES

**DIRECTORATE GENERAL OF TRAINING**
**MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP**
**GOVERNMENT OF INDIA**

**NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, CHENNAI**

**Post Box No. 3142, CTI Campus, Guindy, Chennai - 600 032**

**Sector : IT & ITES**

**Duration : 6 Months**

**Trade : Data Entry Operator - Trade Practical - NSQF level - 4**

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# FOREWORD

The Government of India has set an ambitious target of imparting skills to 30 crores people, one out of every four Indians, by 2020 to help them secure jobs as part of the National Skills Development Policy. Industrial Training Institutes (ITIs) play a vital role in this process especially in terms of providing skilled manpower. Keeping this in mind, and for providing the current industry relevant skill training to Trainees, ITI syllabus has been recently updated with the help of Mentor Councils comprising various stakeholder's viz. Industries, Entrepreneurs, Academicians and representatives from ITIs.

The National Instructional Media Institute (NIMI), Chennai has now come up with instructional material to suit the revised curriculum for **Data Entry Operator - Trade Practical - NSQF Level - 4 in IT & ITES Sector.** The NSQF Level - 4 Trade Practical will help the trainees to get an international equivalency standard where their skill proficiency and competency will be duly recognized across the globe and this will also increase the scope of recognition of prior learning. NSQF Level - 4 trainees will also get the opportunities to promote life long learning and skill development. I have no doubt that with NSQF Level - 4 the trainers and trainees of ITIs, and all stakeholders will derive maximum benefits from these IMPs and that NIMI's effort will go a long way in improving the quality of Vocational training in the country.

The Executive Director & Staff of NIMI and members of Media Development Committee deserve appreciation for their contribution in bringing out this publication.

Jai Hind

Director General/ Addl. Secretary
Ministry of Skill Development &
Entrepreneurship,
Government of India.

New Delhi - 110 001

# PREFACE

The National Instructional Media Institute (NIMI) was established in 1986 at Chennai by then Directorate General of Employment and Training (D.G.E & T), Ministry of Labour and Employment, (now under Directorate General of Training, Ministry of Skill Development and Entrepreneurship) Government of India, with technical assistance from the Govt. of the Federal Republic of Germany. The prime objective of this institute is to develop and provide instructional materials for various trades as per the prescribed syllabi under the Craftsman and Apprenticeship Training Schemes.

The instructional materials are created keeping in mind, the main objective of Vocational Training under NCVT/NAC in India, which is to help an individual to master skills to do a job. The instructional materials are generated in the form of Instructional Media Packages (IMPs). An IMP consists of Theory book, Practical book, Test and Assignment book, Instructor Guide, Audio Visual Aid (Wall charts and Transparencies) and other support materials.

The trade practical book consists of series of exercises to be completed by the trainees in the workshop. These exercises are designed to ensure that all the skills in the prescribed syllabus are covered. The trade theory book provides related theoretical knowledge required to enable the trainee to do a job. The test and assignments will enable the instructor to give assignments for the evaluation of the performance of a trainee. The wall charts and transparencies are unique, as they not only help the instructor to effectively present a topic but also help him to assess the trainee's understanding. The instructor guide enables the instructor to plan his schedule of instruction, plan the raw material requirements, day to day lessons and demonstrations.

In order to perform the skills in a productive manner instructional videos are embedded in QR code of the exercise in this instructional material so as to integrate the skill learning with the procedural practical steps given in the exercise. The instructional videos will improve the quality of standard on practical training and will motivate the trainees to focus and perform the skill seamlessly.

IMPs also deals with the complex skills required to be developed for effective team work. Necessary care has also been taken to include important skill areas of allied trades as prescribed in the syllabus.

The availability of a complete Instructional Media Package in an institute helps both the trainer and management to impart effective training.

The IMPs are the outcome of collective efforts of the staff members of NIMI and the members of the Media Development Committees specially drawn from Public and Private sector industries, various training institutes under the Directorate General of Training (DGT), Government and Private ITIs.

NIMI would like to take this opportunity to convey sincere thanks to the Directors of Employment & Training of various State Governments, Training Departments of Industries both in the Public and Private sectors, Officers of DGT and DGT field institutes, proof readers, individual media developers and coordinators, but for whose active support NIMI would not have been able to bring out this materials.

**Chennai - 600 032** **EXECUTIVE DIRECTOR**

# ACKNOWLEDGEMENT

National Instructional Media Institute (NIMI) sincerely acknowledges with thanks for the co-operation and contribution extended by the following Media Developers and their sponsoring organisations to bring out this Instructional Material **(Trade Practical)** for the trade of **Data Entry Operator** NSQF (LEVEL - 4) under IT & ITES Sector for ITIs.

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NIMI records its appreciation for the Data Entry, CAD, DTP operators for their excellent and devoted services in the process of development of this Instructional Material.

NIMI also acknowledges with thanks the invaluable efforts rendered by all other NIMI staff who have contributed towards the development of this Instructional Material.

NIMI is also grateful to everyone who has directly or indirectly helped in developing this Instructional Material.

# INTRODUCTION

This manual for trade practical is intended for use in the ITI workshop. It consists of a series of practical exercises that are to be completed by the trainees during the year of course is the **Data Entry Operator** under **IT & ITES Sector**. It is National Skills Qualifications Framework NSQF (Level- 4), supplemented and supported by instructions/information to assist the trainees in performing the exercise. The exercises are designed to ensure that all the skills prescribed in the syllabus are covered including the allied trades.The syllabus for the Data Entry Operator Trade under IT & ITES Sector Trade Practical is divided into Ten Modules.The allocation of time for the various modules is given below:

| | | | |
|---|---|---|---|
| Module 1 | - | Safety Working Practices | 23 Hrs |
| Module 2 | - | Introduction to computer components | 12 Hrs |
| Module 3 | - | Windows Operating System | 37 Hrs |
| Module 4 | - | Computer basics and Software Installation | 44 Hrs |
| Module 5 | - | Word Processing Software | 87 Hrs |
| Module 6 | - | Excel Application | 116 Hrs |
| Module 7 | - | Image editing | 29 Hrs |
| Module 8 | - | Power point presentation | 29 Hrs |
| Module 9 | - | Networking and Internet Concepts | 116 Hrs |
| Module 10 | - | Share and transfer data | 87 Hrs |
| | | Total | 580 Hrs |

The syllabus and the content in the modules are interlinked. As the number of workstations available in the electrical section is limited by the machinery and equipment, it is necessary to interpolate the exercises in the modules to form a proper teaching and learning sequence. The sequence of instruction is given in the schedule of instruction which is incorporated in the Instructor's Guide. With 25 practical hours a week of 5 working days 100 hours of practical per month is available.

**Contents of Trade Practical**

The procedure for working through the 66 exercises for the year with the specific objectives as the learning out comes at the end of each exercise is given is this book.

The skill objectives and tools/instruments, equipment/machines and materials required to perform the exercise are given in the beginning of each exercise.Skill training in the shop floor is planned through a series of practical exercises/experiments to support the related theory to make the trainees get hands on trainning in the Electrician - power distribution trade along with the relevant cognitive skills appropriate for the level. A minimum number of projects have been included to make the training more effective and develop attitude to work in a team. Pictorial, schematic, wiring and circuit diagrams have been included in the exercises, wherever necessary, to assist the trainees broaden their views. The symbols used in the diagrams comply with the Bureau of Indian Standards (BIS) specifications.

Illustrations in this manual, help trainess visual perspective of the ideas and concepts.The procedures to be followed for completing the exercises is also given. Different forms of intermediate test questions have been included in the exercises, to enhance the trainee to trainee and trainee to instructor interactions.

**Skill Information**

Skill areas which are repetitive in nature are given as separate skill information sheets. Skills which are to be developed in specific areas are included in the exercises itself. Some subexercises are developed to fulfill the sequence of exercises in keeping with the syllabus.

This manual on trade practical forms part of the Written Instructional Material (WIM). Which includes manual on trade theory and assignment/test.

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# LEARNING / ASSESSABLE OUTCOME

On completion of this book you shall be able to

| Sl.No. | Learning / Outcome | Refer Ex:No |
|---|---|---|
| 1 | Identify different computer components, install and setup operating system and related software in a computer following safety precautions. | 1.1.01 - 1.4.17 |
| 2 | Create, format and edit document using Word processing application software. | 1.5.18 - 1.5.25 |
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| 13 | Carry out data entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy | 1.10.66 |

# SYLLABUS

| Duration | Reference Learning Outcome | Professional Skill (Trade Practical) (With indicative hour) | Professional Knowledge (Trade Theory) |
|---|---|---|---|
| Professional Skill 116 Hrs; Professional Knowledge 28 Hrs | Identify different computer components, install and setup operating system and related software in a computer following safety precautions. | 1. Visit various sections of the institutes and locate the electrical connections with computer system setup. (08 hrs)<br>2. Identifying safety symbols and hazard identification. (04 hrs)<br>3. Practice safe methods of fire fighting in case of electrical fire. (05 hrs)<br>4. Carry out artificial respiration. (06 hrs)<br>5.Identify computer peripherals, ports, connectors, cables and internal components of a desktop computer and laptop. (07 hrs)<br>6. Identify and record the functionality of various keys on the keyboard and mouse. (05 hrs)<br>7. Practice on Windows interface and navigating windows. (04 hrs)<br>8. Practice on managing files and folders including zipping and unzipping using removable drives. (07 hrs)<br>9. Customize the desktop settings and manage user accounts. (08 hrs.)<br>10. View system properties and control panel details. (06 hrs)<br>11. Work with keyboard shortcut commands. (06 hrs)<br>12. Print and scan document using different commands. (06 hrs)<br>13. Install Windows operating system. (08 hrs)<br>14. Format hard disk and create partition. (06 hrs)<br>15 Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc. (05 hrs)<br>16. Configure Bluetooth and wi-fi settings. (05 hrs) | **Safe working practices**<br>• Safety rules and safety signs.<br>• Types and working of fire extinguishers.<br>• Artificial respiration, awareness on accidents.<br>• Electrical safety & occupational hazards.<br>• Environmental hazards & e-waste management.<br>**Introduction to Computer components**<br>• Introduction / Evolution of computer system. Concepts of Hardware and Software.<br>• Function of motherboard components Various Input/ Output devices in use and their features.(14 hrs)<br>**Introduction to Windows Operating System**<br>• Introduction to operating System<br>• Main features of Windows OS<br>• Concept of various keyboard shortcut commands.<br>• Introduction to Notepad, Word pad, Paint, images, calculator, calendar.<br>• Control panel setting; display properties, audio-video settings, printer / scanner properties, user account management, etc.<br>• Introduction to various files and their formats, viz., doc, txt, xls, html, ppt, jpg, mpeg, etc. (07 hrs)<br>**Computer basics and Software Installation**<br>• Introduction to the booting process.<br>• Introduction to various types of memories and their features.<br>• Types of Application software and Antivirus.(05 hrs)<br>• Exposure to different types of Typing Software in English. (02 hrs) |

| | | | |
|---|---|---|---|
| | | 17. Practice English language typing with specific typing lesson and software. (20 hrs) | |
| Professional Skill 87Hrs; Professional Knowledge 21 Hrs | Create, format and edit document using Word processing application software.<br>Carry out data entry (Typing) in English and Hindi/Regional language with a reasonable speed and accuracy. | 18. Open MS Word and familiarise with basic word components. (06 hrs)<br>19. Edit document using basic formatting tools. (06 hrs)<br>20. Practice Inserting and formatting tables and other objects. (12 hrs)<br>21. Work with Page layout settings and printing documents. (10 hrs)<br>22. Use templates, autocorrect tools, and record. (08 hrs)<br>23. Use Mail merge tool. Use conditional Mail Merge, External Data Source. Practice Letters, Label & Envelop printing using Mail Merge. (12 hrs)<br>24. Use Table of Context, Indexing, Hyperlink, Bookmark, Comment, equation, symbols, citation, cross-reference, footnote, translate, synonyms, thesaurus, spell check & grammar, compare etc. (10 hrs)<br>25. Practice of using shortcut keys & using macro for creating shortcut. (08 hrs)<br>26. Practice English language typingwith specific typing lesson and software. (15 hrs) | **Word Processing Software**<br>• Introduction to the various applications in MS office.(04 hrs)<br>• Introduction to Word features, Office button, toolbars. .(07 hrs)<br>• Creating, saving and formatting and printing documents using Word.(03 hrs)<br>• Working with objects, macro, mail merge, templates and other tools in Word. (07 hrs) |
| Professional Skill 116Hrs; Professional Knowledge 28Hrs | Create, format, edit and develop a workbook by using Excel.<br>Carry out data entry (Typing) in English and Hindi/Regional language with a reasonable speed and accuracy. | 27. Open MS Excel and familiarise with basic application components. (06 hrs)<br>28. Practice creating, saving and formatting excel sheets. (08 hrs)<br>29. Use absolute and relative referencing, linking sheets, conditional formatting etc. (10 hrs)<br>30. Practice Excel functions of all major categories i.e. Financial, Logical, Text, date & time, Lookup, Math, Statistical etc. (12 hrs)<br>31. Use various data types in Excel, sorting, filtering and validating data. (12 hrs) | **Excel Application**<br>• Introduction to Excel features and Data Types.(04 hrs)<br>• Cell referencing and linking Sheets. .(04 hrs)<br>• Introduction to various functions in all categories of Excel. .(06 hrs)<br>• Concepts of sorting, filtering and validating data. .(06 hrs)<br>• Analyzing data using charts, data tables, pivot tables, goal seek and scenarios.(04 hrs)<br>• Concept of field, records, tables.(02 hrs)<br>• Exposure to different types of Typing Software in Hindi/ Regional Language. (02 hrs) |

| | | | |
|---|---|---|---|
| | | 32. Create and format various static and dynamic charts. (10 hrs)<br>33. Practice Importing &exporting excel data. (05 hrs)<br>34. Perform data analysis using "what if" tools, Pivot Table. Record and execute a macro. (08 hrs)<br>35. Modify Excel page setup and printing. (05 hrs)<br>36. Execute simple projects using Excel & Word. (20 hrs)<br>37. Practice English language typing with specific typing lesson and software. (15 hrs)<br>38. Practice typing in Hindi or any one regional languagewith specific typing lesson and software. (05 hrs) | |
| Professional Skill 29Hrs; Professional Knowledge 07 Hrs | Edit images/photos by using Paint and Office Picture Manager Application software.<br>Carry out data entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy. | 39. Practice editing of images in windows Paint using different tools and available options. (14 hrs)<br>40. Editing images/photos using Picture Manager Application. (10 hrs)<br>41. Practice typing in Hindi or any one regional languagewith specific typing lesson and software. (5 hrs) | **Image editing**<br>• Introduction to the properties and editing of images. (03 hrs)<br>• Introduction to different formats of images and their uses.(04 hrs) |
| Professional Skill 29Hrs; Professional Knowledge 07 Hrs | Create and customize slides for presentation by using Power Point.<br>Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy. | 42. Open power point presentation and familiarise with basic application components. (02 hrs)<br>43. Create Slide shows, Insert picture and theme. (04 hrs)<br>44. Add new slide, format text, link with word and excel documents. (04 hrs)<br>45. Practice animating slide transitions and objects. (04hrs)<br>46. Create slide shows by inserting audio & video and synchronise with presentation. (05 hrs)<br>47. Modify slide page setup and print the slides. (05 hrs)<br>48. Practice typing in Hindi or any one regional language with specific typing lesson and software. (05 hrs) | **Power Point Presentation**<br>• Introduction to Power Point and its advantages.(01 hrs)<br>• Creating Slide Shows with different features.(02 hrs)<br>• Types of ppt templates for different applications.(02 hrs)<br>• Good presentation technique (02 hrs) |

| | | | |
|---|---|---|---|
| Professional Skill 116 Hrs; Professional Knowledge 28 Hrs | Set up network connections and use computer network including Internet and video conferencing.<br>Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy. | 49. View Network connections. (10 hrs)<br>50. Browse the Internet for information (use at least 3 popular browsers). (10 hrs)<br>51. Create and use e-mail for communication with attachment, priority setting, address book. (12 hrs)<br>52. Use online dictionary, translation software, storage space, share files with e-mail links, download manager, download & upload YouTube files, google map & earth etc. Update windows& other softwares. (22 hrs)<br>53. Set up video conferencing using software/apps like ZOOM, skype, google etc., explore and practice different features. (16 hrs).<br>54. E Mail configuration through Outlook.(06hrs)<br>55. Browser setting for Bookmark, cookies, favourites and pop ups, default website, trusted site, restricted site, content, history and advanced setup. (20 hrs)<br>56. Practice typing in Hindi or any one regional language with specific typing lesson and software. (20 hrs) | **Networking Concepts**<br>• Introduction to Computer Networks, Necessity and Advantages.<br>• Client Server and peer to Peer networking concepts.<br>• Concept of Proxy Server and proxy firewall server.<br>• Introduction to LAN, WAN and MAN.<br>• Introduction to IP address and its relevance to PC/ Network. (18 hrs)<br>**Internet Concepts**<br>• Introduction to www, Concept of Internet, Web Browsers, internet servers and search engines.<br>• Concepts of Domain naming Systems and E mail communication. (10 hrs)<br>• Concept of data transfer techniques through cable/ wireless modes.(03 hrs) |
| Professional Skill 87 Hrs; Professional Knowledge 21 Hrs | Share/Transfer data from/ to computer through cables/ wireless modes using different mobile apps/ remote access softwares. • Carry out entry (Typing) in English and Hindi / regional language with a reasonable speed and accuracy. | 57. Convert different files to other required formats viz. word, pdf, jpg, etc. (06 hrs)<br>58. Secure different files with passwords. (07 hrs)<br>59. Setup, configure and Transfer/share data from mobile/mobile apps such as WhatsApp to computer through cables/ wireless modes. (12 hrs)<br>60. Practice mirror casting of screens between different devices. (06 hrs)<br>61. Scan QR Codes for data transfer and storage. (06 hrs)<br>62. Transfer/ share data from computer to google drive/ cloud. (07 hrs)<br>63. Practice preparing of google sheets, google forms and sharing for data processing. (14 hrs) | • Introduction to various mobile apps and their functions. (03 hrs)<br>• Different remote access softwares and their uses. (03 hrs)<br>• Overview of QR Codes for data transfer, storage and its applicability. (03 hrs)<br>• Features, uses and advantages of google drive/ cloud, google sheets, google forms etc. (03 hrs)<br>• Method of Remote access of computers using Team viewer software. (03 hrs)<br>• Introduction to secured online banking mechanisms, various modes of payments, cash transactions and associated mobile apps. (03 hrs) |

| | | | |
|---|---|---|---|
| | | 64. Setup and link computers for remote access using softwares like remote desktop sharing/Team viewer software/any desk. (10 hrs)<br>65. Observe Video Demonstration of online/ internet banking transactions using associated mobile apps. (04 hrs)<br>66. Practice typing in Hindi or any one regional languagewith specific typing lesson and software. (15 hrs) | |
| Project work/Industrial Visit | | | |

# Visit various sections of the institutes and locate the electrical connections with computer setup

**Objectives:** At the end of this exercise you shall be able to

- **visit the various sections in your ITI**
- **record the telephone numbers of the ITI office, hospitals, police station and fire station**
- **identify the locations that have electrical installations for computer set up.**

## PROCEDURE

TASK 1: **Visit various sections of the ITI**

**Instructor will lead the new trainees to various sections of the ITI.**

1 Visit the various sections in your ITI and identify the sections of the ITI. List the trades and record it in your note book.

2 Collect the information about the staff members in each trade.

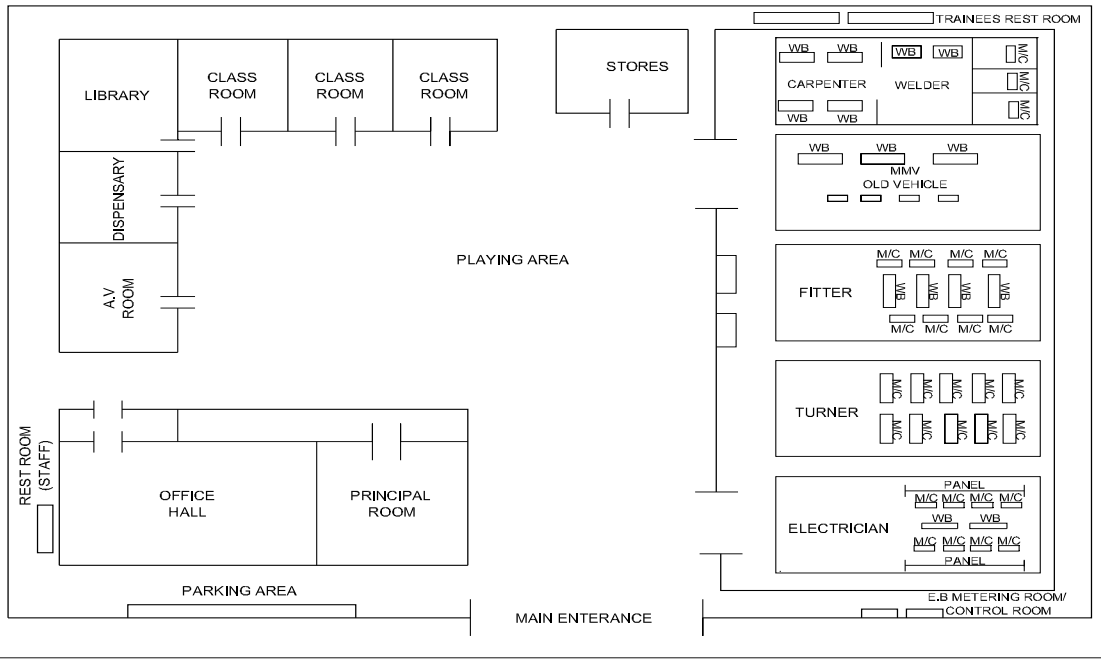
3 Identify the location of the ITI with details about the railway and bus stations in the locality and note down the list of bus route numbers which ply near the ITI.

4 Collect the telephone numbers of the ITI office, nearest hospitals, nearest police station and the nearest fire station and record.

5 Draw the layout of your ITI showing various trades.

**Note :A Sample layout of the ITI (Fig 1) is given for your reference.**

Fig 1




TASK 2: **Identify the locations of electrical connections with computer setup**

1 Identify each of the sub-main switches, the area of control in the section.

2 Identify 3 or 4 spots in various locations of the electrician sections layout and identify the respective sub-main switches.

3 Practice switching ‘off’ the control switches, depending upon the area of control,imagining that victim are electrocuted in a specific location/spot.

4 Identify and practice the use of various switch points for monitor, CPU, Printer, Scanner etc.

# Identify safety symbols and hazard identification

**Objectives:** At the end of this exercise you shall be able to
- **identify the safety symbols from the chart and their basic categories**
- **write their meaning and description mentioning where they are used**
- **identify road safety signs in traffic signals from the chart**
- **read and interpret different types of occupational hazards from the chart.**

## Requirements

**Materials**

- Basic safety signs chart - 1 No.
- Road safety signs and traffic signal chart - 1 No.
- Occupational hazards chart - 1 No.

PROCEDURE

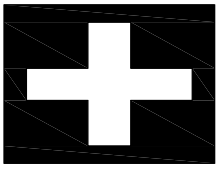
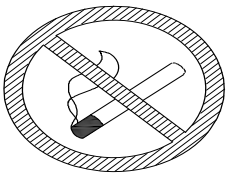
TASK 1: **Identify safety symbols and interpret what they mean with the help of their colour and shape**

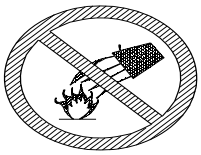
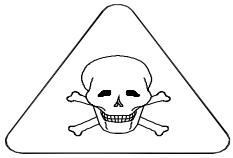
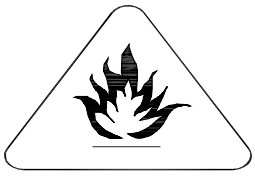
**Instructor may provide charts with various safety signs for the road safety signs in traffic signals. Then, explain the categories meaning and colour. Ask the trainees to identify the signs and record it in Table 1.**

1 Identify the signs and their categories from the chart.

2 Write the name, categories, meaning and description of each sign and its place of use in Table 1.

**Table 1**

| S.No. | Safety signs | Name of the sign and category | Place of use |
|---|---|---|---|
| 1 |  | | |
| 2 |  | | |
| 3 | | | |
| 4 | | | |

| S.No. | Safety signs | Name of the sign and category | Place of use |
|---|---|---|---|
| 5 |  DO NOT EXTINGUISH WITH WATER | | |
| 6 | WEAR HEAD PROTECTION | | |
| 7 |  TOXIC HAZARD | | |
| 8 | WEAR EYE PROTECTION | | |
| 9 |  RISK OF FIRE | | |
| 10 | PEDESTRIANS PROHIBITED | | |
| 11 | WEAR HEARING PROTECTION | | |

# Practice safe methods of fire fighting in case of electrical fire

**Objectives:** At the end of this exercise you shall be able to
- **demonstrate the ability of fire-fighting during electrical fire**
- **rescue the electric shock victim**
- **select fire extinguishers according to the type of the fire**
- **operate the fire extinguisher.**

## Requirements

**Equipment/Machines**

- Fire extinguishers- $CO_2$ - 1 No.
- Electrical safety chart (or) display - 1 No.
- Gloves - 1 No.
- Rubber mat - 1 No.
- Wooden stool - 1 No.
- Ladder - 1 No.
- Safety belt - 1 No.
- Fire extinguishers-$CO_2$ - 1 No.
- Scissors 100mm - 1 No.
- Cell phone - 1 No.

PROCEDURE

TASK 1: **General procedure to be adopted during electrical fire**

1 Raise an alarm. Follow the methods given below to raise an alarm signals when the fire breakes out.

– Raise your voice and shout Fire! Fire! to draw attention.

– run towards fire alarm/bell to activate

– switch off the mains (if possible)

2 when you hear the alarm signal:

– stop working

– turn off all machinery and power

– switch off fans/air circulators/exhaust fans. (it's good to switch off the sub-main)

3 If you are not involved in the fire fighting:

– leave the place using the emergency exit.

– evacuate the premises

– assemble at a safe place along with others

– check, if anyone has called the fire services

– close the doors and windows, but do not lock or bolt

**As a member of the fire-fighting team**

4 If you are involved in fire fighting:

– take instructions to extinguish fire in an organised way.

5 If taking instructions:

– follow the instructions, and obey. Be safe and do not get trapped.

– do not use your own ideas.

**As a leader of the group**

6 If you are giving instructions:

– locate and use $CO_2$ fire extinguisher

– seek for sufficient assistance and inform the fire brigade

– locate locally available suitable means to put out the fire

– judge the magnitude of the fire, Ensure that emergency exit paths are clear with no obstructions and then attempt to evacuate the place. (Remove explosive materials, substances that would easily catch fire.

– Put off the fire with assistance by identifying people with assigned responsibility for each activity.

5 Report the measures taken to put out the fire, to the authorities concerned.

**Detailed reports on the fire accidents, even if they are small accidents, shall help in identification of the causes of the fire. The identified causes shall help in taking preventive measures to avoid similar occurences in the future**

TASK 2: **Rescue the electic shock victim**

1 Proceed with treatment as early as possible without panic or becoming emotional.

2 Switch off the power or remove the plug or wrench the cable free.

3 Move the victim from contact with the live conductor by using dry non-conducting materials like wooden bars. (Fig 1 & 2)

Fig 1

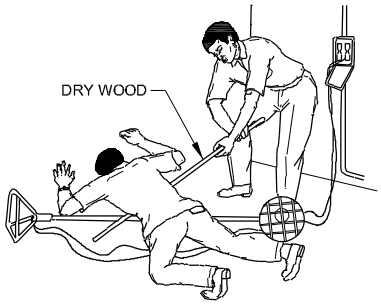
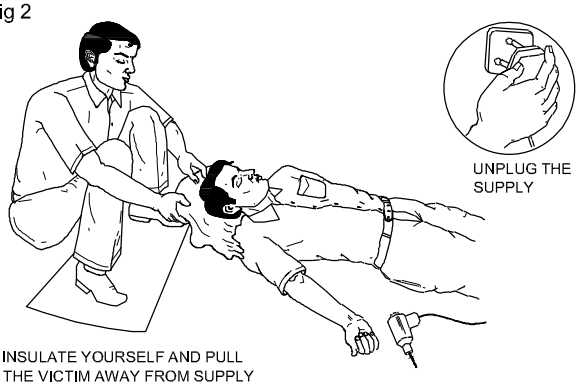



Fig 2




**Avoid direct contact with the victim. Wrap your hands with dry material if rubber gloves are not available. If you are uninsulated, do not touch the victim with your bare hands.**

4 Keep the patient warm and at mental rest.

**Ensure that there is good air circulation. Seek help to shift the patient to a safer place. If the victim is aloft, take steps to prevent him from falling.**

5 Loosen the clothing near the neck, chest and waist and place the victim in a relaxed position, if the victim is unconscious.

6 Keep the victim warm and comfortable. (Fig 3)

Fig 3

7 Send someone to call the doctor, in case of electric burns.

**If the victim has electrical burns due to shock, it may be very painful and is dangerous. If a large area of the body is burnt do not give treatment. Give first-aid as given in step 8**

8 Cover the burnt area with pure running water.

9 Clean the burnt area using a clean cloth/cotton.

10 Send someone to call the doctor immediately.

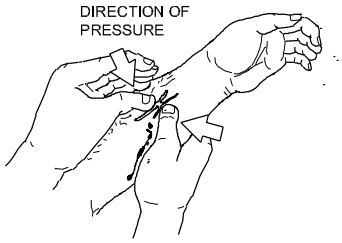
**In case of severe bleeding**

11 Lay the patient flat.

12 Raise the injured part above the body level. (If possible)

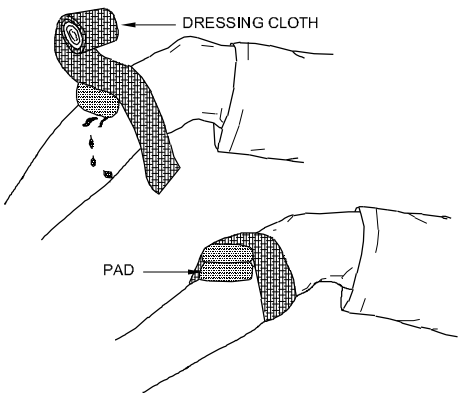
13 Apply pressure on the wound ,as long as necessary, to stop the bleeding. (Fig 4)

Fig 4




14 Cover the injured area with a clean pad and bandage firmly, if it is a large wound. (Fig 5)

Fig 5




**If bleeding is severe, use more than one dressing.**

15 Initiate right methods of artificial respiration, if the person is unconscious.

TASK 3: **Use of fire extinguishers**

1 Alert people in the surrounding area by shouting fire, fire, fire when you see fire (Fig 1a & b).

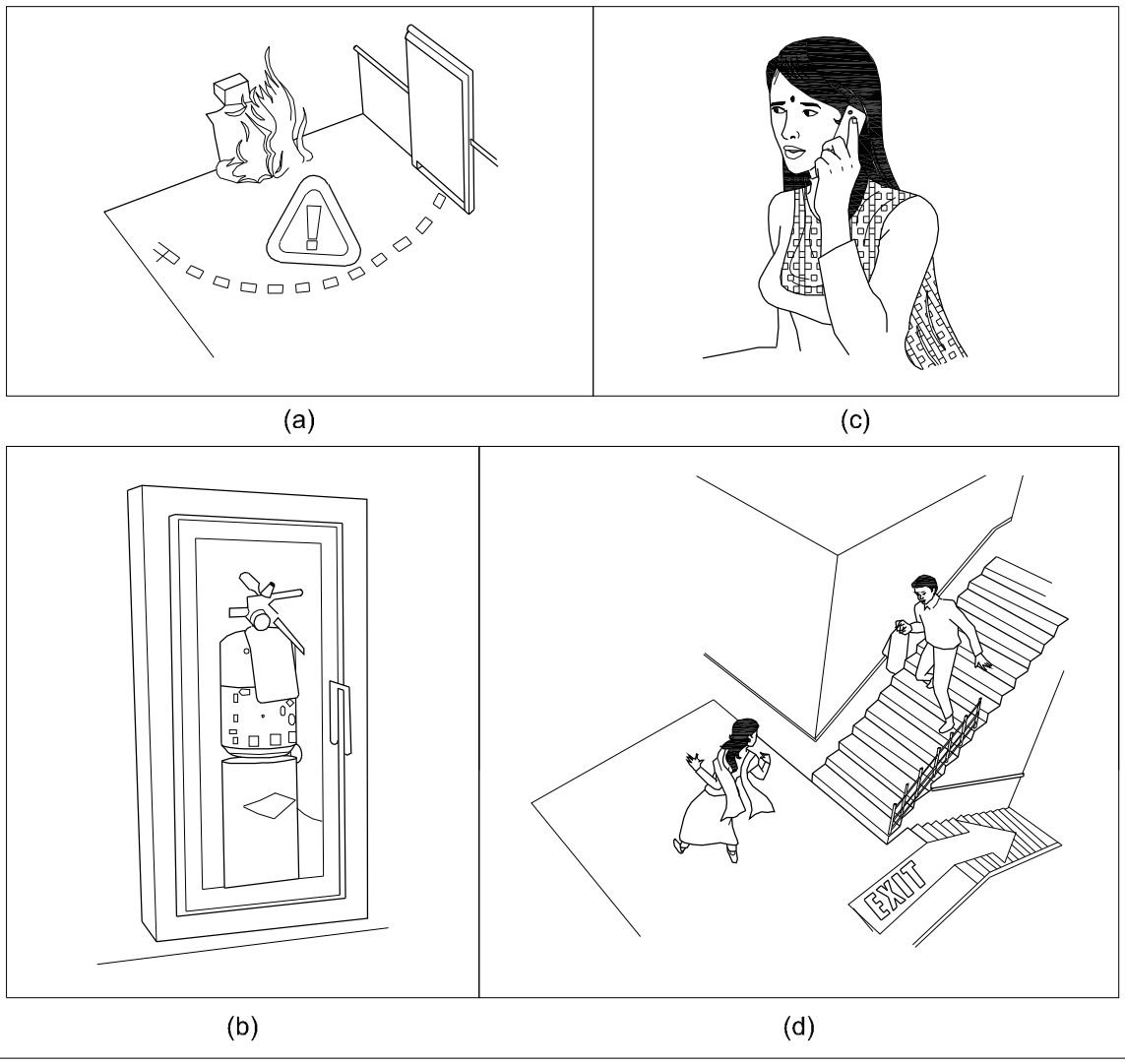
2 Inform fire service or arrange to inform them immediately (Fig 1c).

3 Open the emergency exit and ask the people inside the area to go away (Fig 1d).

4 Switch “OFF” all electrical power supply.

**Do not allow people to go near the fire.**

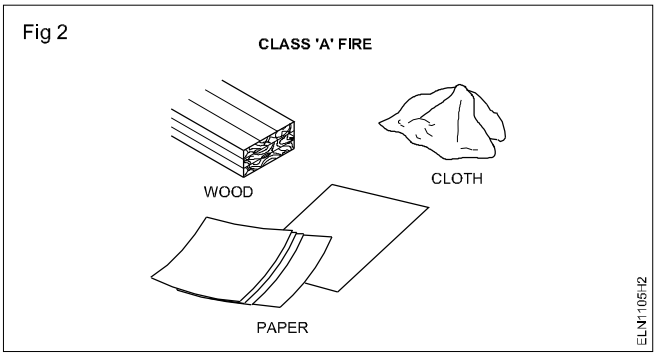
Fig 1




5 Analyze to identify the type of fire.

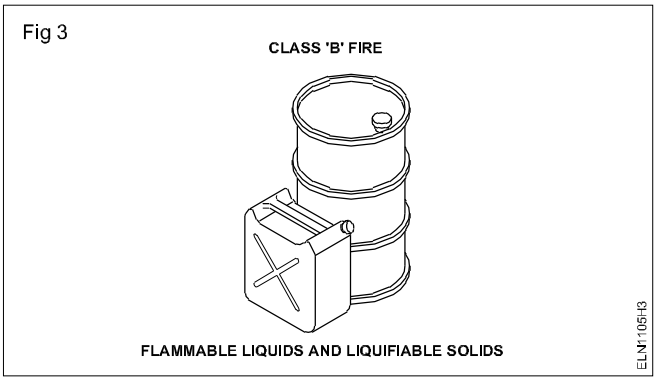
Class ‘A’: Wood, paper, cloth, solid material (Fig 2)

Fig 2




Class ‘B’: Oil-based fire (grease, gasoline,oil) and liquefiable solids (Fig 3)

Fig 3




Class ‘C’: Gas and liquefied gases (Fig 4)

Class ‘D’: Metals and electrical equipment (Fig 5)

Fig 4

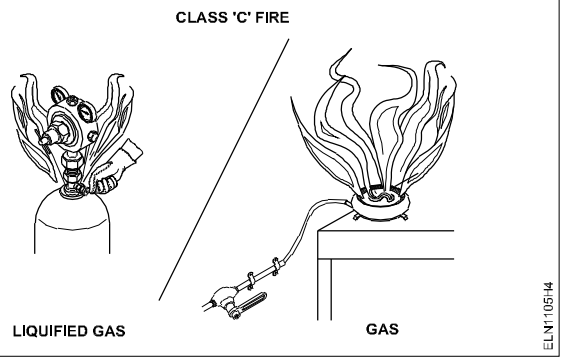
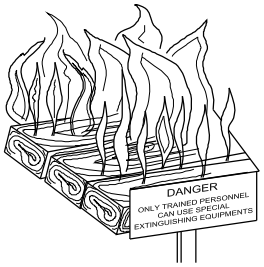



Fig 5

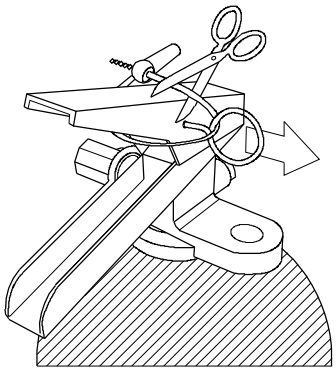



6 Assume that is it type D fire (Electrical fire). Select $CO_2$ (carbon dioxide) fire extinguisher.

7 Locate and take the $CO_2$ fire extinguisher. Check for its expiry date.

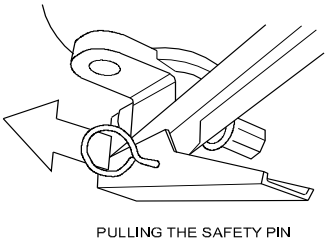
8 Break the seal. (Fig 6)

Fig 6



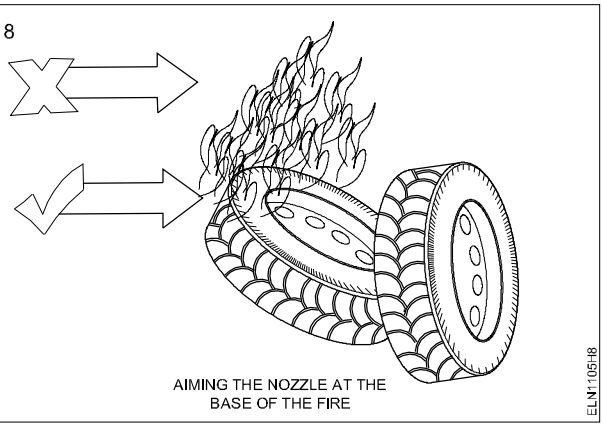

9 Pull the safety pin from the handle. (Fig 7) (the Pin is located at the top of the fire extinguisher.) (Fig 7)

Fig 7




10 Aim the extinguisher nozzle or hose at the base of the fire. (This will remove the source of the fuel fire.) (Fig 8)

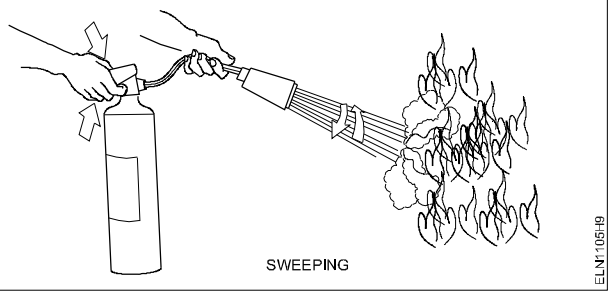
Fig 8




11 Slowly squeeze the handle lever to discharge the agent. (Fig 8)

12 Sweep from side to side approximately 15 cm over the fuel fire until the fire is put off. (Fig 9)

Fig 9




**Fire extinguishers are manufactured for use from a distance.**

**Caution**

- While putting off fire, the fire may flare up.
- Do not panic so long as it is being put off promptly
- If the fire does not respond well even after you have used the fire extinguisher, move away from the fire point.
- Do not attempt to put out a fire when it emits toxic smoke. Leave it to the professionals.
- Remember that your life is more important than the property. So do not take risks.

**In order to remember the simple operation of fire extinguisher, remember P.A.S.S.**

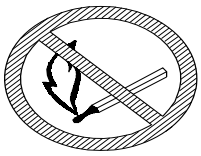
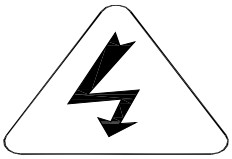
**This will help to use the fire extinguisher.**

**P for pull**

**A for aim**

**S for squeeze**

**S for sweep**

| S.No. | Safety signs | Name of the sign and category | Place of use |
|---|---|---|---|
| 12 |  SMOKING AND NAKED FLAMES PROHIBITED | | |
| 13 |  RISK OF ELECTRIC SHOCK | | |

TASK 2: **Identify the road safety signs and traffic signal signs from the given chart**

**Instructor will explain all the road safety signs and traffic signal signs**

1 Identify the sign and give details of its kind and meaning in Table 2.

2 Get it checked by the instructor.

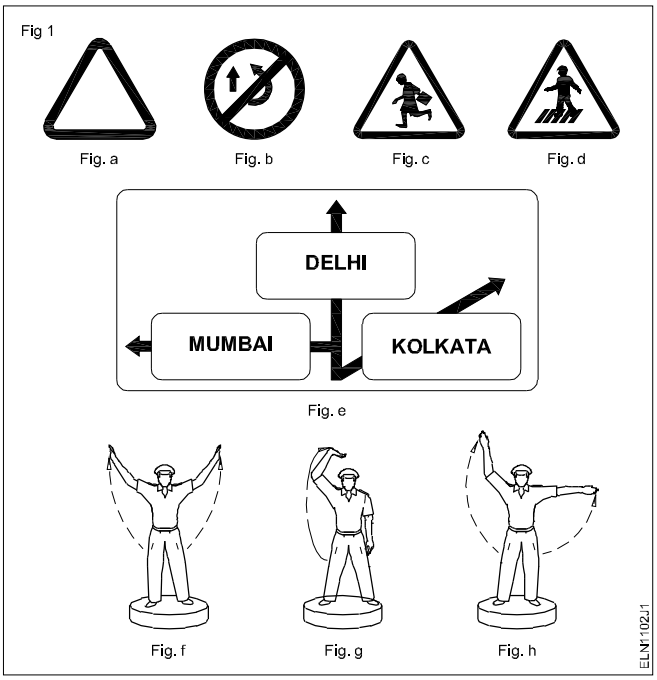



**Table 2**

| Figure Number | Label | Kind of road sign | Name of the signal | Meaning of the sign |
|---|---|---|---|---|
| 1 | a | | | |
| 2 | b | | | |
| 3 | c | | | |
| 4 | d | | | |
| 5 | e | | | |
| 6 | f | | | |
| 7 | g | | | |
| 8 | h | | | |

TASK 3: **Read and interpret the different types of occupational hazards and their causes from the given chart**

**Instructor may brief the various types of occupational hazards and their causes.**

1 Identify the occupational hazard matching it to the corresponding situation with the given potential in Table 3.

2 Complete the details and get it checked by your instructor.

**Table 3**

| Sl.No. | Source or potential harm | Type of occupational hazard |
|---|---|---|
| 1 | Noise | |
| 2 | Explosive | |
| 3 | Virus | |
| 4 | Sickness | |
| 5 | Smoking | |
| 6 | Non-control device | |
| 7 | No earthing | |
| 8 | Poor housekeeping | |

— — — — — —

# Carry out artificial respiration

**Objectives:** At the end of this exercise you shall be able to
- **rescue a victim from electric shock**
- **prepare the victim before giving first aid treatment**
- **apply respiratory methods**
  - **Holger Nielson's arm - Lift back method**
  - **Schafer's method**
  - **mouth to mouth method**
  - **mouth to nose method**
  - **revive breathing during cardiac arrest.**

## Requirements

**Equipment/Machines**

- Control panel arrangement - 1 No.
- Motor - 1 No.
- Rubber mat - 1 No.
- Wooden stick - 1 No.
- 2 persons for demonstration purpose - 1 No.

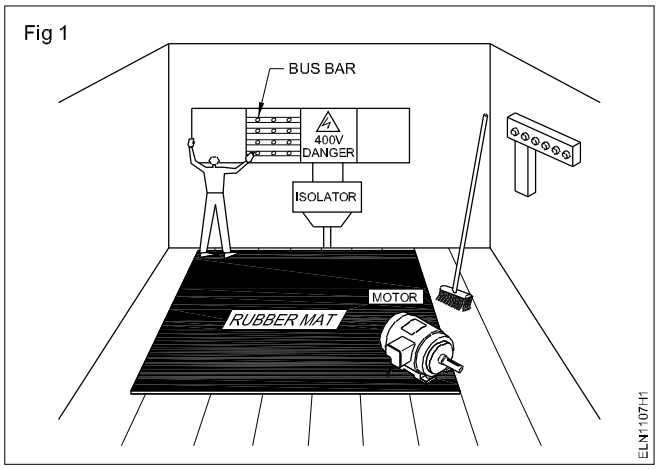
PROCEDURE

TASK 1: **Rescue a person (mock victim) from live supply (simulated)**

1 Observe the person (mock victim) receiving an electric shock. Interpret the situation quickly.

2 Safely move the victim away from the `live` equipment by disconnecting the supply or using any insulating material. (Fig 1)

Fig 1




**Do not run to switch off the supply that is far away.**

**Do not touch the victim with bare hands until the circuit is made dead or the victim is moved away from the equipment.**

**Push or pull the victim away from the point of contact of the live equipment, without causing serious injury to the victim.**

3 Physically move the victim to a nearby place.

4 Check for the victim's natural breathing and consciousness.

5 Take steps to revive breathing if the victim is unconscious and not breathing.

— — — — — —

TASK 2: **Prepare the victim before giving first-aid treatment**

1 Loosen the tight clothing as it may interfere with the victim's breathing. (Fig 1)

2 Remove any foreign material or false teeth from the victim's mouth and keep the victim's mouth open. (Fig 2)

3 Safely bring the victim to the level ground, taking the necessary safety measures. (Fig 3)

**Do not waste too much time in loosening the clothes or trying to open the tightly closed mouth.**

4 Avoid violent operations to prevent injury of the victim's internal parts.

Fig 1

LOOSENING TIGHT CLOTHING

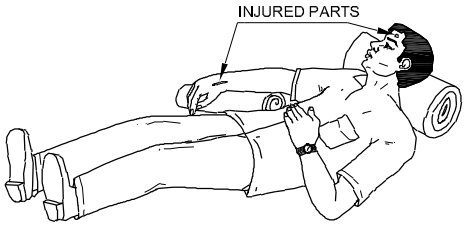
ELN1106J1

Fig 2

KEEP THE MOUTH OPEN

ELN1106J2

Fig 3




SAFETY ON THE LEVEL GROUND

ELN1106J3

TASK 3: **Revive breathing in the victim by Holger Nielson's arm-Lift back pressure method**

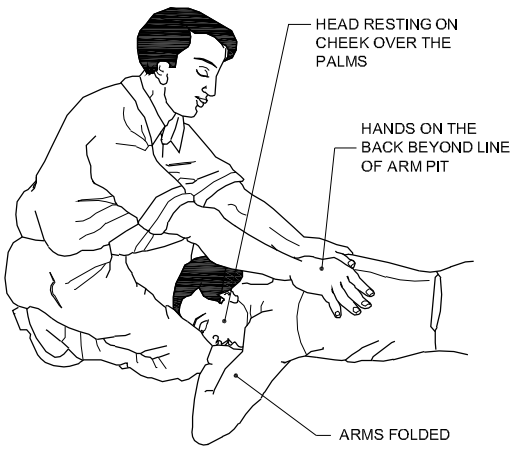
**Nelson's arm-lift back pressure method must not be used when there are injuries to the chest and belly.**

1 Place the victim with his arms folded with the palms one over the other and the head resting facing the ground with his cheek over the palms.

2 Kneel on one or both knees near the victim's hand.

3 Place your hands on the victim's back beyond the line of the armpits, with your fingers spread outwards and downwards, thumbs just touching as in Fig 2.

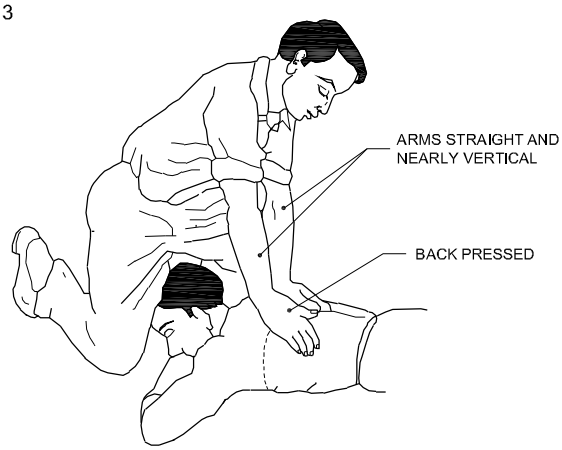
Fig 2




ELN1107H2

4 Gently rock forward keeping your arms straight until they are nearly vertical, and steadily keep pressing the victim's back as shown in Fig 3 to force the air out of the victim's lungs.

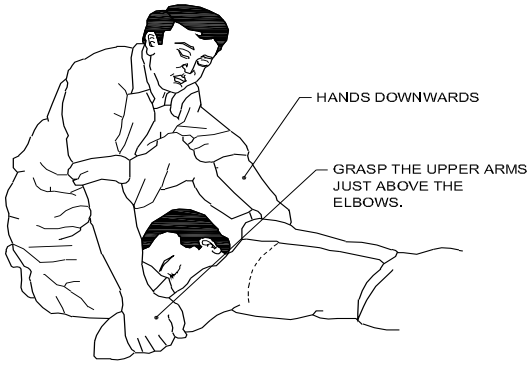
Fig 3




ELN1107H3

5 Synchronise the above movement of rocking back wards with your hands sliding downwards along the victim's arms, and grasp his upper arm just above the elbows as shown in Fig 4. Continue to rock back-wards.

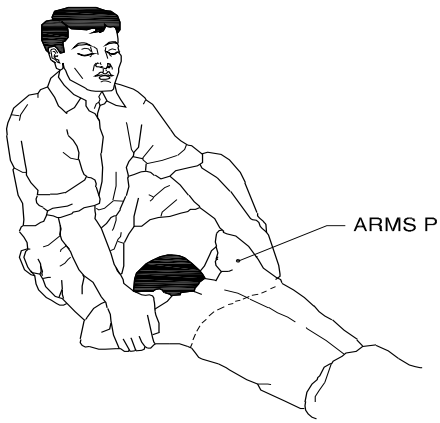
Fig 4




ELN1107H4

6 As you rock back, gently raise and pull the victim's arms towards you as shown in Fig 5 until you feel the tension in his shoulders. To complete the cycle, lower the victim's arms and move your hands up to the initial position.

Fig 5




7 Continue artificial respiration till the victim starts to breathe naturally. Please note, in some cases, it may take hours.

8 When the victim revives, keep the victim warm with a blanket, wrapped around him or with hot water bottles or warm bricks. Stimulate blood circulation towards the heart by stroking the insides of the arms and legs.

9 Keep him in the lying position and do not let him exert himself.

**Do not give him any stimulant, until he is fully conscious**.

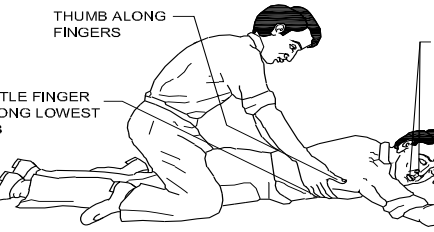
— — — — — —

TASK 4: **Revive breathing in the victim by Schafer's method**

**Do not use this method when the victim has injuries on the chest and belly.**

1 Lay the victim on his belly, one arm extended direct forward, the other arm bent at the elbow and with the face turned sideward and resting on the hand or forearm as shown in Fig 6.

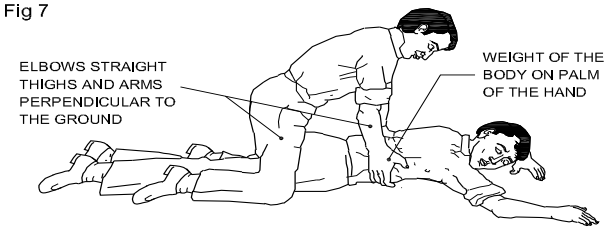
Fig 6




2 Kneel when the victim is astride, so that his thighs are between your knees with your fingers and thumbs positioned as in Fig 6.

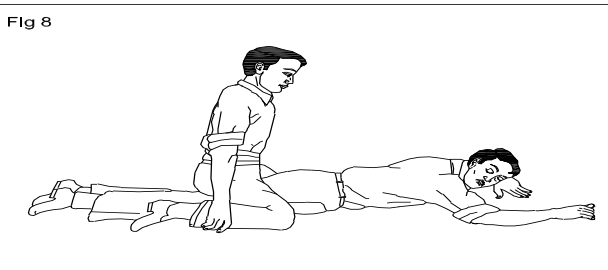
3 With the arms held straight, slowly swing forward so that the weight of your body is gradually brought to bear upon the lower ribs of the victim to force the air out of the victim's lungs as shown in Fig 7.

Fig 7




4 Now immediately swing backwards removing all the pressure from the victim's body as shown in Fig 8, to allow the lungs to fill with air.

Fig 8




5 After two seconds, swing again forward and repeat the cycle twelve to fifteen times per minute.

6 Continue it till the victim begins to breathe naturally.

— — — — — —

TASK 5: **Revive breathing in the victim by mouth-to-mouth method**

1 Lay the victim flat on his back and place a cloth roll under his shoulders to ensure that his head is thrown well back. (Fig 9)

2 Tilt the victim's head back so that the chin points straight upwards. (Fig 10)

3 Grasp the victim's jaw as shown in Fig 11, and raise it upwards until the lower teeth are higher than the upper teeth you may also place your fingers on both sides of the jaw near the victim's ear lobes and pull upward. Maintain this jaw position throughout the duration to revive respiration to prevent the tongue from blocking the air passage.

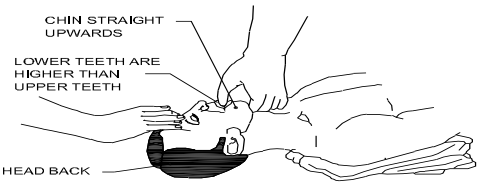
Fig 9

ELN1107-I9

Fig 10

ELN1107-HA

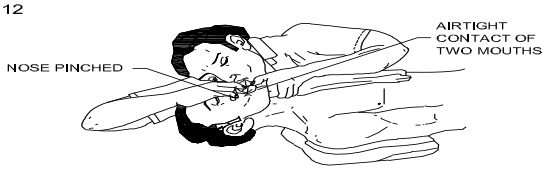
Fig 11




ELN1107-HB

4 Take a deep breath and place your mouth over the victim's mouth as shown in Fig 12 making airtight contact. Pinch the victim's nose shut with the thumb and forefinger. If you dislike direct contact, place a porous cloth between your mouth and that of the victim's. For an infant, place your mouth over the infant's mouth and nose. (Fig 12)

Fig 12




ELN1107-HC

5 Blow into the victim's mouth (gently in the case of an infant) until his chest rises. Remove your mouth and release the hold on the nose, to let him exhale, turning your head to hear gushing the out of air. The first 8 to 10 breathings should be as rapid as the victim responds. Thereafter the rate should be slowed down to about 12 times per victim's minute (20 times for an infant).

**If air cannot be blown in, check the position of the victim's head and jaw and recheck the mouth for obstructions. Then, try again more forcefully. If the chest still does not rise, turn the victim's face down and strike his back sharply to dislodge obstructions.**

**Sometimes air enters the victim's stomach as evidenced is the swelling of the stomach. Expel the air by gently pressing the stomach during the exhalation period.**

— — — — — —

TASK 6: **Revive breathing in the victim by Mouth-to-Nose method**

**Use this method when the victim's mouth will not open, or has a blockage you cannot clear.**

1 With the fingers of one of your hand that keep the victim's lips firmly shut. Seal your lips around the victim's nostrils and breath the air into him. Check to see if the victim's chest is rising and falling. (Fig 13)

2 Repeat this exercise at the rate of 10-15 times per minute till the victim responds.

3 Continue this exercise till the arrival of the doctor.

Fig 13

ELN1107-HD

— — — — — —

TASK 7: **Revive breathing in a victim who is under cardiac arrest**

**In cases where the heart has stopped beating, you must act immediately.**

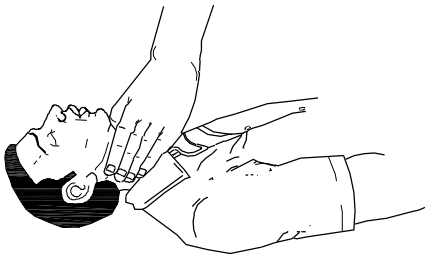
1 Check quickly whether the victim is under cardiac arrest.

**Cardiac arrest could be ascertained by the absence of the cardiac pulse in the neck (Fig 14), blue colour around lips and dilated pupil of the eyes.**

2 Lay the victim on his back on a firm surface.

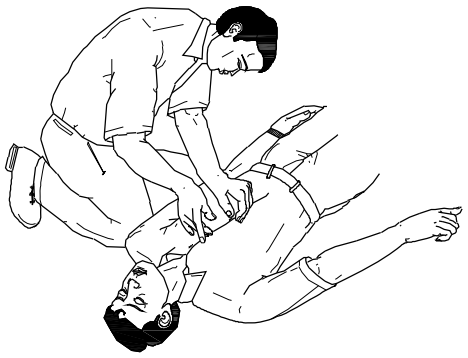
3 Kneel alongside facing the chest and locate the lower part of the breastbone. (Fig 15)

Fig 14



ELN1107-HE

Fig 15



ELN1107-HF

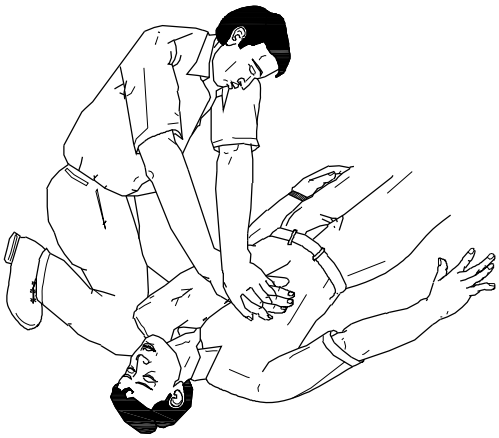
4 Place the palm of one of your hands on the centre of the lower part of the breastbone, keeping your fingers off the ribs. Cover the palm with your other hand and lock your fingers together as shown in Fig 16.

Fig 16

ELN1107-HG

5 Keeping your arms straight, press sharply down on the lower part of the breastbone. Then release the pressure. (Fig 17)

Fig 17

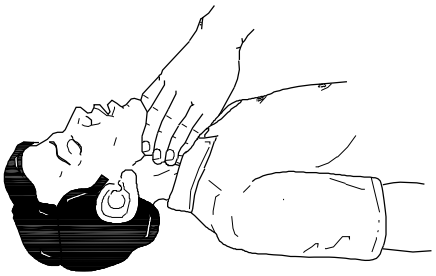


ELN1107-HH

6 Repeat step 5, fifteen times at the rate of at least one time per second.

7 Check the cardiac pulse (Fig 18).

Fig 18



ELN1107-HI

8 Move back to the victim's mouth to give two breaths (mouth-to-mouth revival of breathing) (Fig 19).

Fig 19

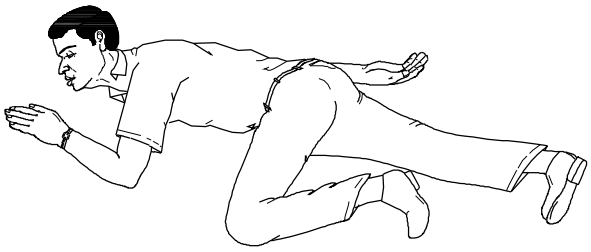
ELN1107-HJ

9 Continue with another 15 compressions of the heart followed by two breaths of mouth-to-mouth revival of breathing. Check the pulse at frequent intervals.

10 As soon as the heartbeat is revived, stop the compressions immediately. Continue mouth-to-mouth revival of breathing until natural breathing is fully restored.

11 Place the victim in the recovery position as shown in Fig 20. Keep him warm and quickly get medical help.

Fig 20



ELN1107-HK

**Other steps**

1 Send for a doctor immediately.

2 Keep the victim warm with a blanket around him or wrapped up with hot water bottles or warm bricks. Stimulate blood circulation towards the heart by stroking the insides of the arms and legs.

## Identify computer peripherals and internal components

**Objectives:** At the end of this exercise you shall be able to
- **identify various input/output device connected to the computer**
- **identify different controls and ports on the system unit cabinet**
- **identify the internal parts of a system unit**
- **identify the various parts of a laptop.**

PROCEDURE

TASK 1: **To identify various input/output devices connected to the computer**

**Among the three identical PC's, one PC will be used for demonstration by the instructor where as the other two will be used by two groups of trainees.**

1 Instructor will show the different input/output devices (available in your lab) connected to the computer and the trainees will make a record of it in Table 1. (Fig 1)

Fig 1

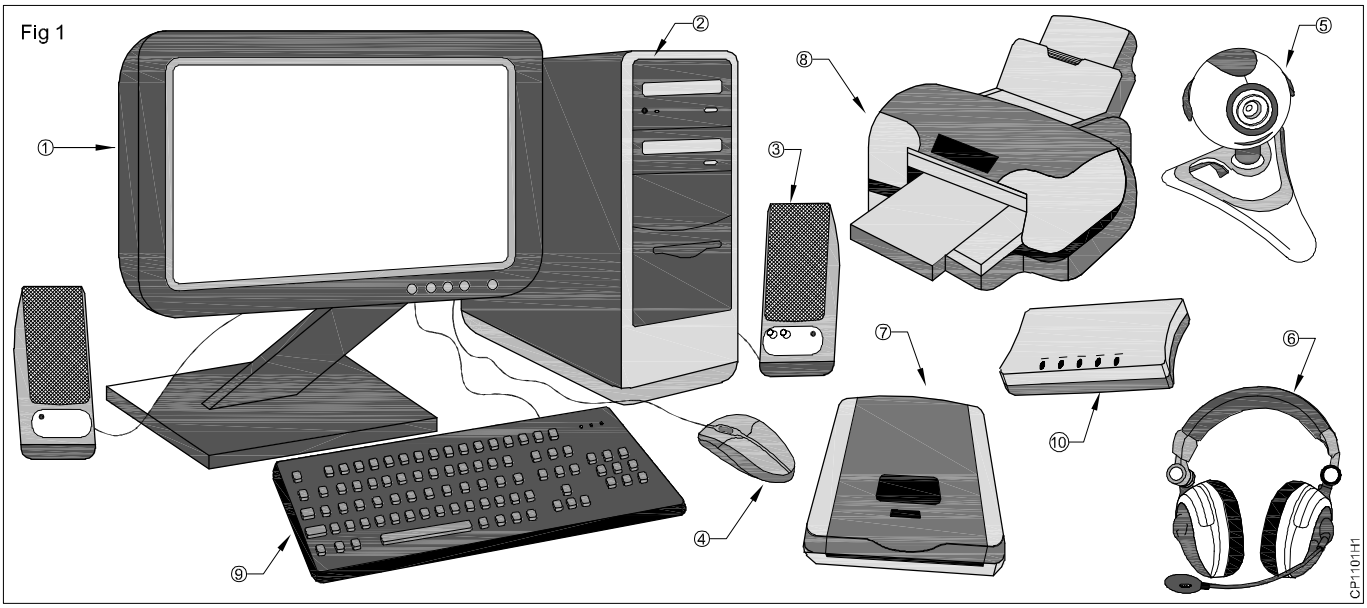



**Table 1**

| Sl. No. | Name of the I/P and O/P devices |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

— — — — — —

TASK 2: **Identify different controls, ports and connectors on the system unit cabinet and motherboard**

1 The instructor will demonstrate the uses of the following indicators ,switches controls in Fig 2 and ports external to the processor found on the system unit shown in and the trainees will make a record of it in Table 2 and Table 3. (Figs 3 & 4)

Fig 2

Fig 3

**Table 2**

| Sl. No. Rear | Name of the Parts on the CPU Panel |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |

Fig 4

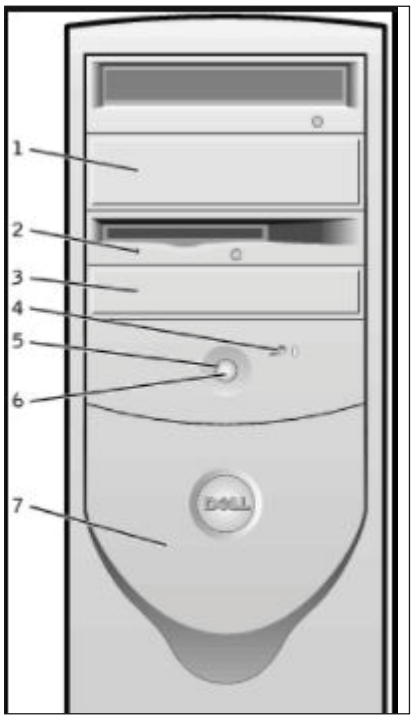



**Table 3**

| Sl. No. | Name of the Parts on the CPU Front Panel & mother board |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |

TASK 3: **Identify the various parts of the laptops**

**The instructor will keep the sample or under service laptop unit (available in your lab ) and show the various parts of laptop unit as shown in Fig 5, Fig 6 and Fig 7 the trainees will make a record of the parts in Table 3 and Table 4.**

Fig 5

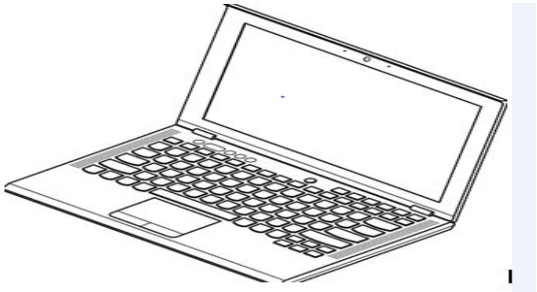


Fig 6

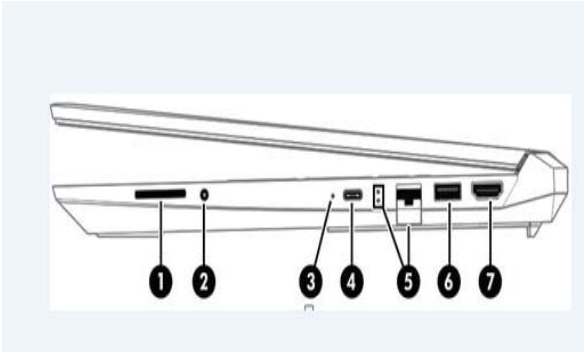


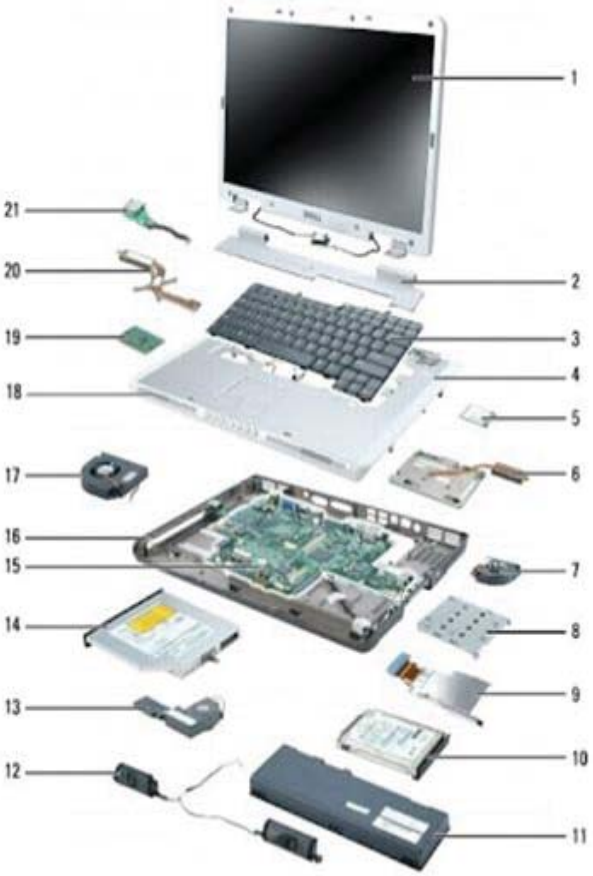

**Table 3**

| Sl. No. | Name the external parts of the laptop |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |

**Table 4**

| Sl. No. | Name the parts of laptop |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

Fig 7




| | |
|---|---|
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |
| 11 | |
| 12 | |
| 13 | |
| 14 | |
| 15 | |
| 16 | |
| 17 | |
| 18 | |
| 19 | |
| 20 | |
| 21 | |

# Identify and record the functionality of variours keys on the keyboard and mouse

**Objectives:** At the end of this exercise you shall be able to
- **state the name of keys, buttons and its function of a computer keyboard and mouse.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.

PROCEDURE

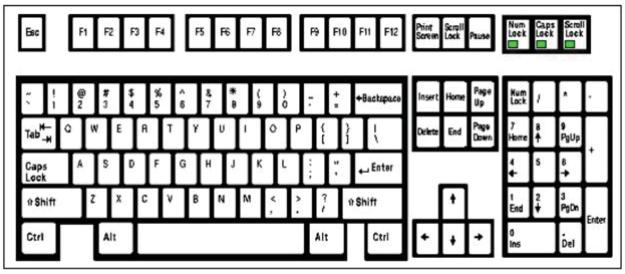
TASK 1: **List out the functions of the various keygroups in a keyboard (Fig 1)**

1 Write down the functions of the keygroups given in Table 1

**Table 1**

| S. No | Key group | Keys | Function |
|---|---|---|---|
| 1 | Function keys | | |
| 2 | Typewriter keys | | |
| 3 | Navigation keys | | |
| 4 | Numeric Keypad | | |

Fig 1

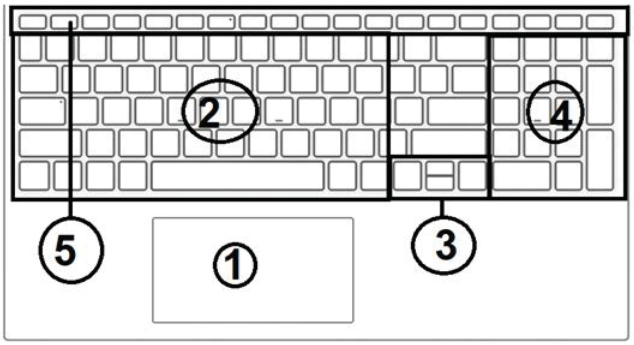


TASK 2: **Write down the functions of various keys in a keyboard (Fig 2)**

**Table 2**

| S. No. | Keys | Function |
|---|---|---|
| 1 | Alt | |
| 2 | Ctrl | |
| 3 | Shift | |
| 4 | Windows | |
| 5 | Enter | |
| 6 | Backspace | |
| 7 | Num Lock | |
| 8 | Scroll Lock | |
| 9 | Print Screen | |
| 10 | Pause Break | |
| 11 | Esc Key | |
| 12 | Space bar | |

Fig 2

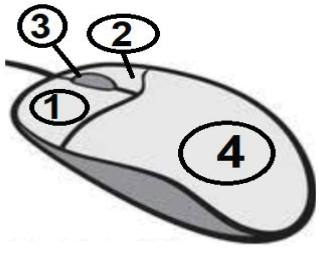



TASK 3: **List out the functions of the computer mouse Buttons (Fig 3)**

**Table 3**

| S. No. | Button | Function |
|---|---|---|
| 1 | Left | |
| 2 | Right | |
| 3 | Scroll | |
| 4 | Palm rest | |

Fig 3



# Practice on windows interface and navigating windows

**Objectives:** At the end of this exercise you shall be able to
- **move windows through mouse and keyboard**
- **maximize and minimize the window**
- **usage of help feature**
- **start and close of an application**
- **select and copy the files and folders or directories**
- **move files and folders**
- **delete files and folders.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.

## PROCEDURE

TASK 1: **Move windows through mouse and keyboard (Fig 1a, 1b, 1c, 1d)**

**Move windows through mouse**

1 Drag the window by its title bar to the new position.

2 Press Window key + Left Arrow or Window key + Right Arrow to cycle the active window through the left, right, and center of each screen.

**Move and control windows through keyboard**

1 Open Settings.

2 Click on Ease of Access.

3 Click on Mouse.

4 Turn on the Control your mouse with a keypad toggle switch.

5 (Optional) Check the Hold Ctrl key + to speed up and the Shift key to slow down option.

6 Use the sliders to adjust the pointer speed and poin ter acceleration (Fig 1a).

After completing these steps, user can use the numeric keypad on the keyboard to move the mouse around the screen.

Now 'Mouse Keys' are enabled, so user can use the numeric keypad to move the pointer around the screen. To speed up how quickly the mouse pointer moves, hold down the 'Ctrl' key. To slow the pointer down, hold down the 'Shift' key. (Fig 1b).

**Move the pointer using key board Keys**

| Keyboard | Key Action performed |
|---|---|
| 7 | Up and to the left |
| 8 | Up |
| 9 | Up and to the right |
| 4 | Left |
| 6 | Right |
| 1 | Down and to the left |
| 2 | Down |
| 3 | Down and to the right |

**Perform clicks using Mouse Keys**

| | |
|---|---|
| **Left click** | Activate the left mouse button by pressing the forward slash key (/) then press 5 to perform the click |
| **Right click** | Activate the right mouse button by pressing the minus sign key (-) then press 5 to perform the click |
| **Double click** | Activate the left mouse button by pressing the forward slash key (/) and then press the plus sign key (+) to perform the double click |

**Drag and drop items using Mouse Keys**

| | |
|---|---|
| Drag an item | Press zero (0) |
| Drop an item | Point to the location you would like to drop the item and press the decimal point key (.) |

Fig 1a

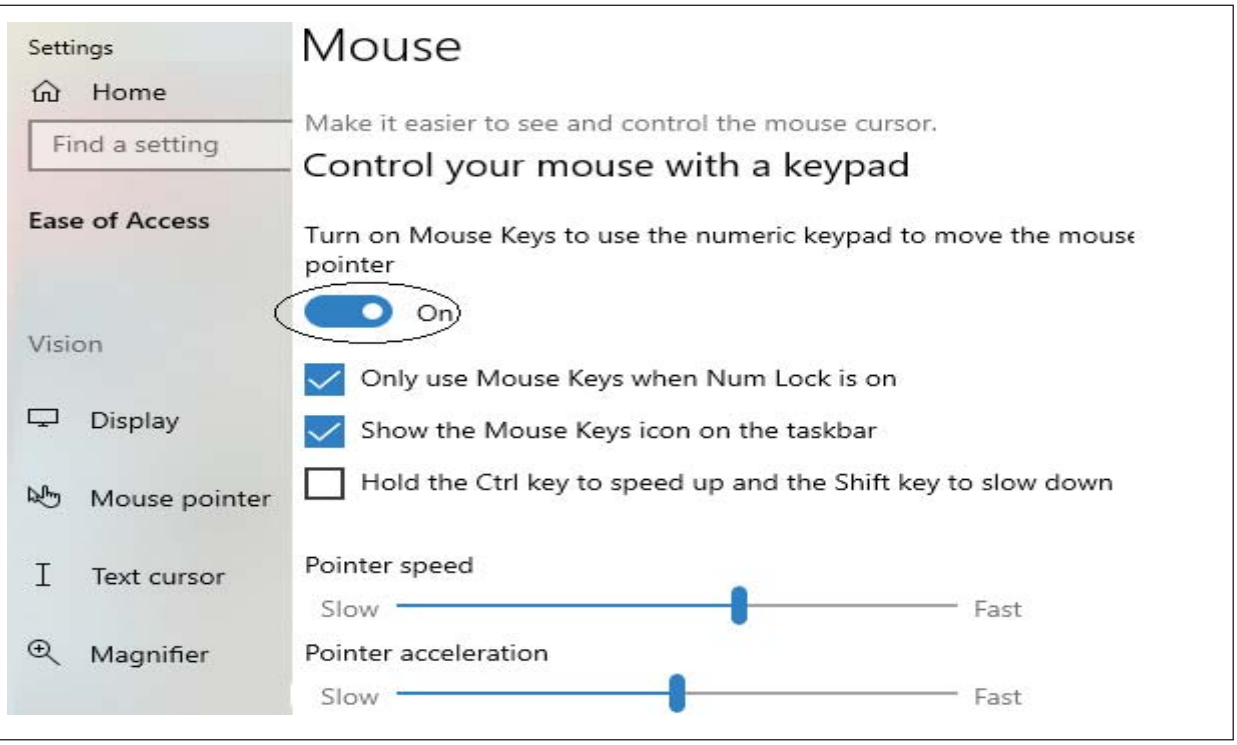



Fig 1b, 1c

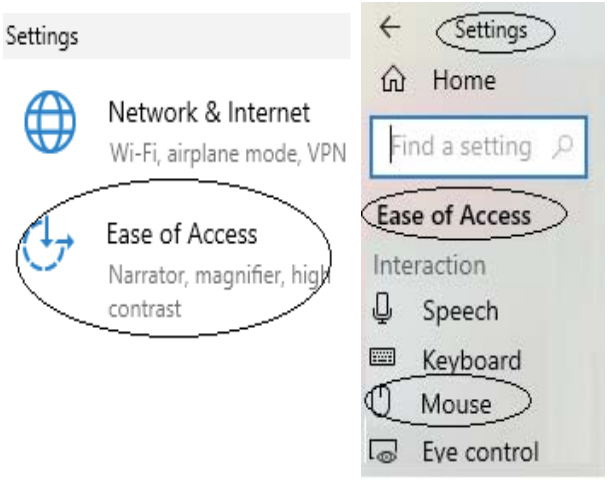
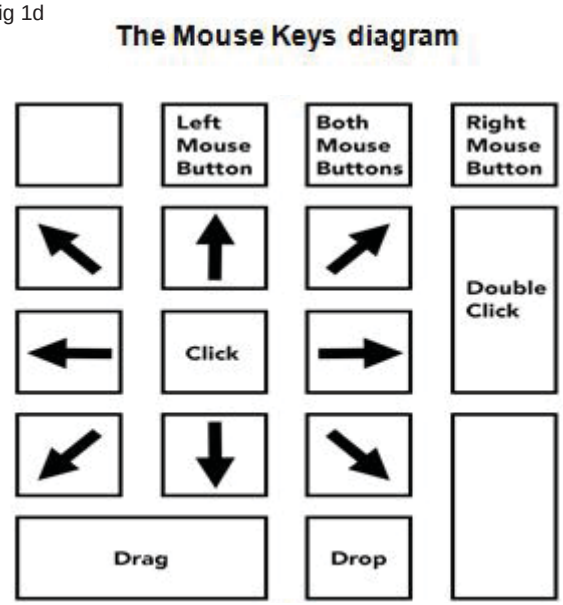



Fig 1d




TASK 2: **Maximize and minimize the window**

**Minimize the opened window**

There are different ways to minimize an open window.

**1 Minimize from Title bar using mouse**

a Click or tap Minimize button on the top-right corner of the window's title bar to minimize the window (Fig 2).

b By right clicking,

i Right-click or press and hold the Shift key, right click on a window's title bar to open the menu on a window's title bar

ii After releasing the Shift key click or tap on the Minimize option (Fig 3).

**2 Minimize from taskbar using mouse**

a Click/tap on the application icon on the taskbar to minimize, when it is opened.

Fig 2

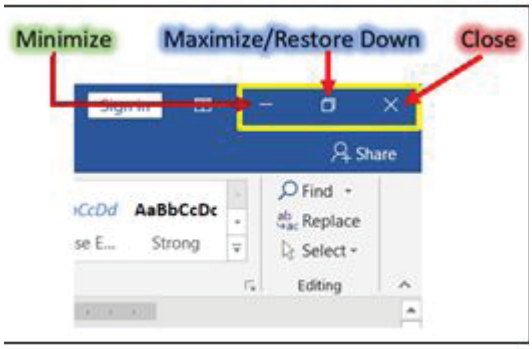
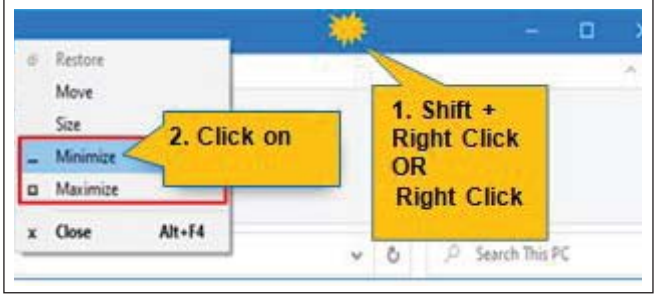
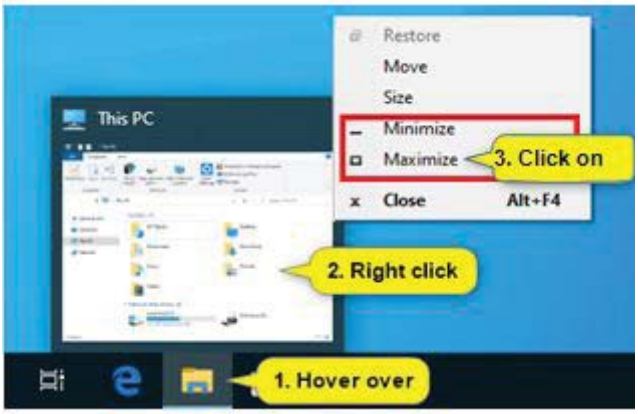



Fig 3



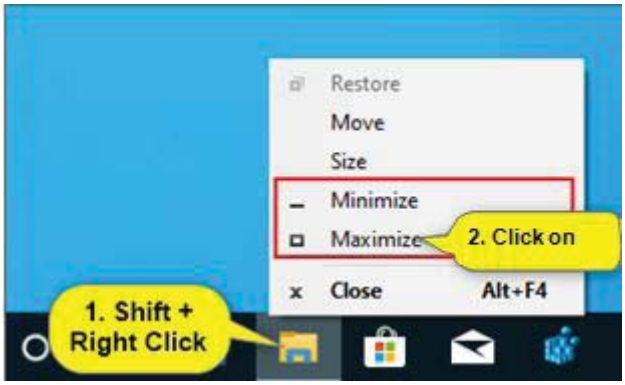

b Hover over the application icon on the taskbar user wants to minimize until he see its thumbnail preview, right click or press and hold on its thumbnail preview, and click/tap on Minimize option (Fig 4).

Fig 4




c Press-and-hold the Shift key, right click on an application icon taskbar to open the menu. After releasing the Shift key click or tap on the Minimize option (Fig 5)

Fig 5




**Maximize opened window**

**1 Maximize from Title bar using mouse**

a To maximize a window, click or tap on the Maximize (square) caption button at the top right corner on the title bar of a restored window (Fig 2)

To restore a maximized window, click/tap on the Restore Down (double squares) caption button at the right side on the title bar (Fig 2).

b By right clicking

i Right-click or press and hold the Shift key, right click on a restored window's title bar to open the menu on a window's title bar.

ii After releasing the Shift key, click or tap the Maximize button (Fig 3).

**2 Maximize from taskbar using mouse**

a Click/tap on the application icon on the taskbar to maximize, when it is minimized at the taskbar.

b Hover over the application icon on the taskbar user wants to maximize until he see its thumbnail preview, right click or press and hold on its thumbnail preview, and click/tap on Maximize option (Fig 4).

c Press-and-hold the Shift key, right click on an application icon taskbar to open the menu. After releasing the Shift key click or tap on the Maximize option (Fig 5).

**Minimize and Maximize opened window by keyboard shortcut key**

| Action performed | Keyboard shortcut keys |
|---|---|
| To minimize the current opened window from title bar | 1 First press Alt + Spacebar key to open title bar menu.<br>2 Then, press the N key. |
| To minimize all the application windows at a time to access desktop | Press Window key + D, Press it again to maximize the windows, immediately after pressing it. |
| To minimize all the application windows to access desktop | Press Window key + M |

| Action performed | Keyboard shortcut keys |
|---|---|
| To maximize all the application windows from desktop screen | Press Window key + Shift + M, only applicable immediately after the pressing the upper shortcut keys. |
| To maximize a window when it is on restore mode | First press Alt + Spacebar, then hit the X key |
| To minimize all other windows at once except the active one | Press Window + home key |
| To maximize a restore window | Press Window + Up Arrow key |
| To temporarily minimize the windows | Point to the Show Desktop button. . (This is called “peeking” at the desktop.) |

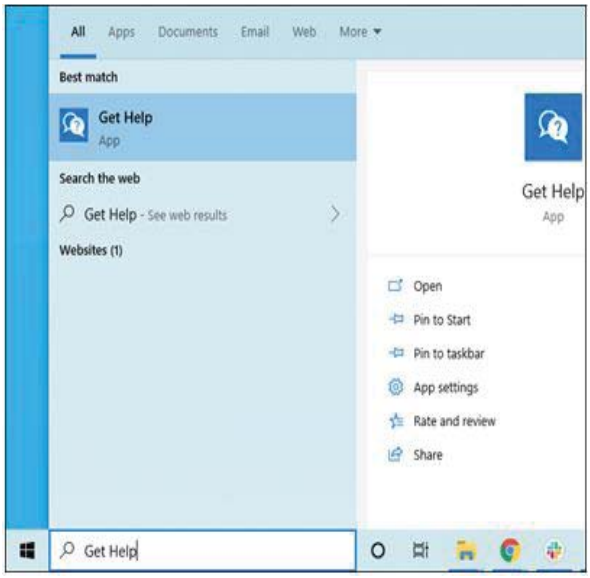
— — — — — —

TASK 3: **Usage of help feature**

1 Windows 10 includes a “Get Help” application that can provide solutions to many problems. It will be founded in Start menu. Click the Start button, type “Get Help,” and click the “Get Help” shortcut that appears or press Enter. Otherwise, it will be opened by scrolling through the list of applications at the left side of the Start menu and click the “Get Help” shortcut (Fig 6).

2 By default, this connects you to a “virtual agent.” Type what you want support with, and it’ll try to find you some information. You can also skip this part and type something like “talk to a human” to get connected with a Microsoft support person.

Fig 6

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TASK 4: **Start and close of an application**

**Start of an application**

**a Start from Start Menu**

1 Click Start button or press Window key to open the Start Menu.

2 Click the All Apps button in the lower-left corner (Fig 7).

3 This displays an alphabetical list of installed applications (Fig 7). Click an app to open it.

OR, right click on the application, then click on Open option.

b Otherwise, it can be started by double-clicking the application shortcut icon, which is present on the desktop screen.

**Close an application**

a Press the Alt + Spacebar keys, and press the C key or click or tap on Close.

b Right click on the taskbar of the open application icon. Then click on the Close window option (Fig 8).

c Press Alt + F4 keys to close the currently selected window.

d Press and hold the Shift key, right click on the app icon on the taskbar. Release the Shift key, and click on Close option (Fig 9).

e Right click or press and hold on the title bar of the open app or window and click or tap on Close button to close it (Fig 10).

f Click/tap on the Close caption button on the title bar of the open app or window you want to close (Fig 11).

Fig 7

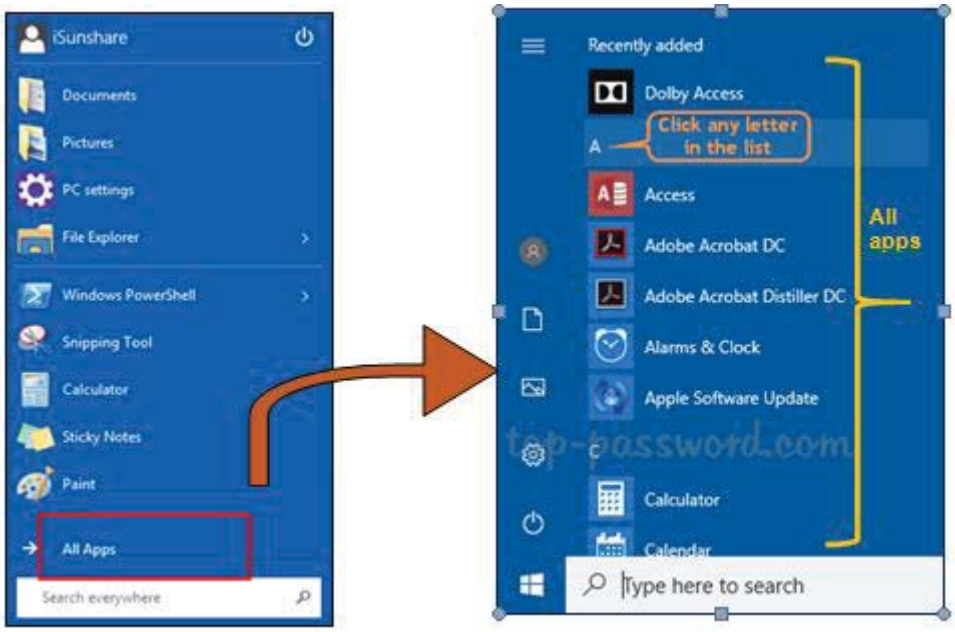



Fig 8

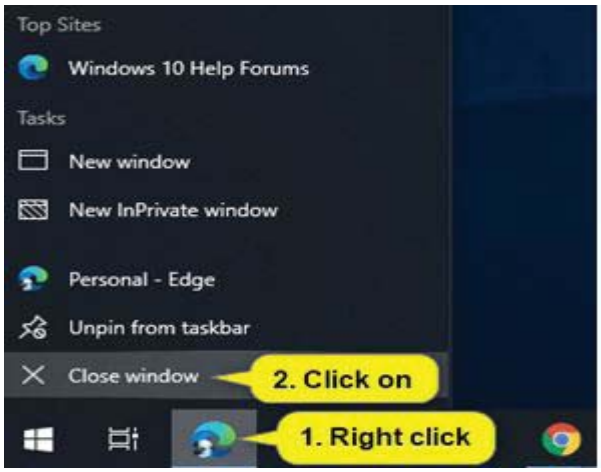



Fig 9

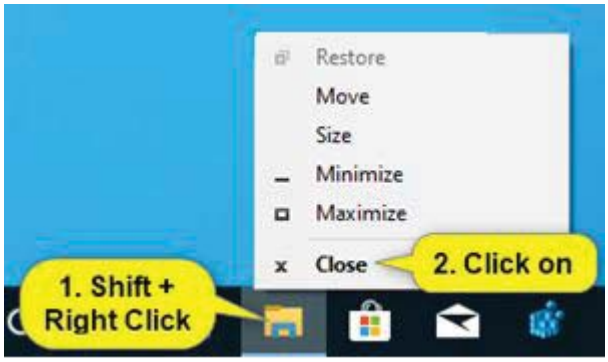



Fig10

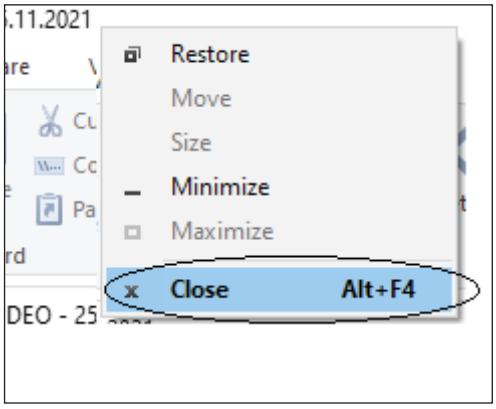
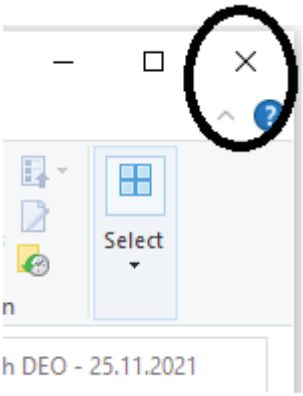



Fig 11



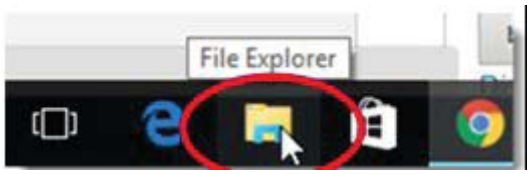
TASK 5: **Select and copy the files and folders or directories**

Windows Explorer is the file management application used by Windows operating systems to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer. It is call File Explorer in MS Windows 2010

**Opening File Explorer**

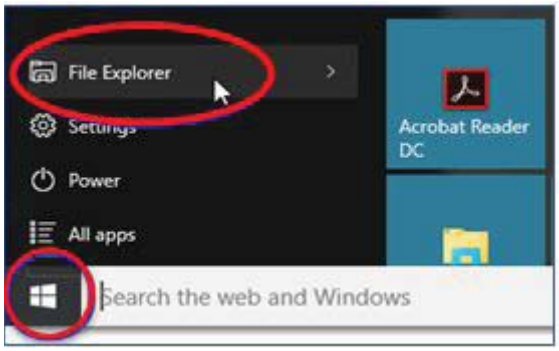
a Click on the File Explorer icon located in the taskbar (Fig 12). Or,

Fig 12




b Open File Explorer by clicking on the Start button and then clicking on File Explorer (Fig 13). Or

Fig 13




c Press the Windows logo key + E.

**Copy Files or Folders**

**Method 1: Right click**

1 Click File Explorer icon.

2 Go to the location where stores the required file or folder (hard drive, USB, etc.).

3 Click the name of the file or folder that will be copied i.e. select the required file or folder.

4 Right-click the highlighted file or folder and click Copy (Fig 14).

5 Go to the destination folder, right-click the destination folder and click Paste (Fig 15).

**Method 2: Ribbon toolbar commands**

1 Click File Explorer icon.

2 Go to the location where stores the required file or folder (hard drive, USB, etc.).

3 Click the name of the file or folder that will be copied i.e. select the required file or folder.

Fig 14

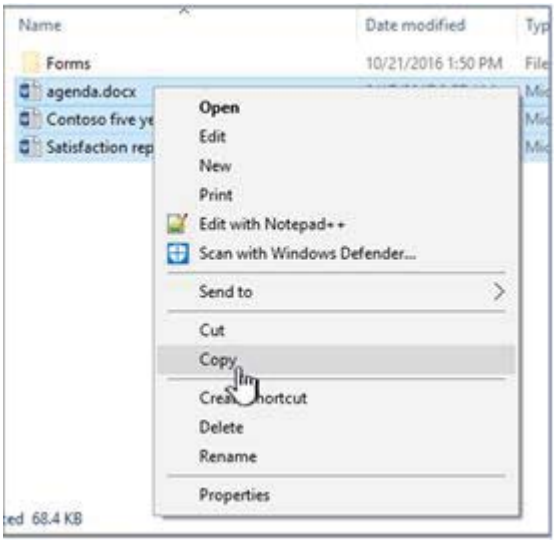
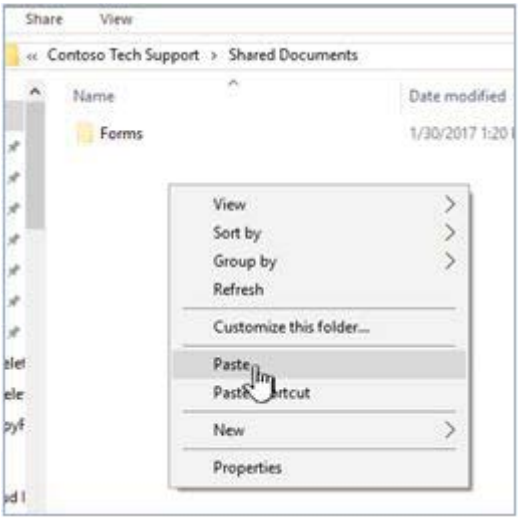



Fig 15



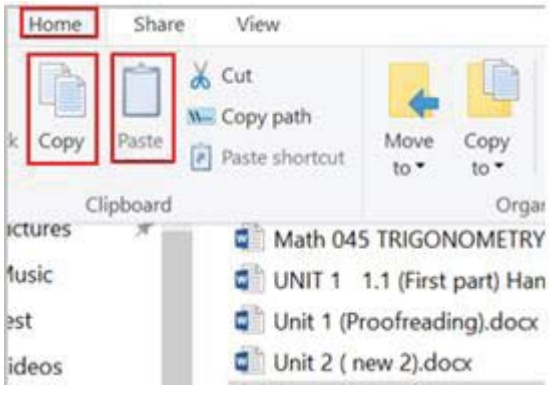

4 Click the Home tab at the top (on the ribbon).

5 Click the Copy button.

6 Go to the destination location, click the Home tab.

7 Click the Paste button (Fig 16).

Fig 16



TASK 6: **Move files and folders**

**Method 1**

1 Click File Explorer icon.

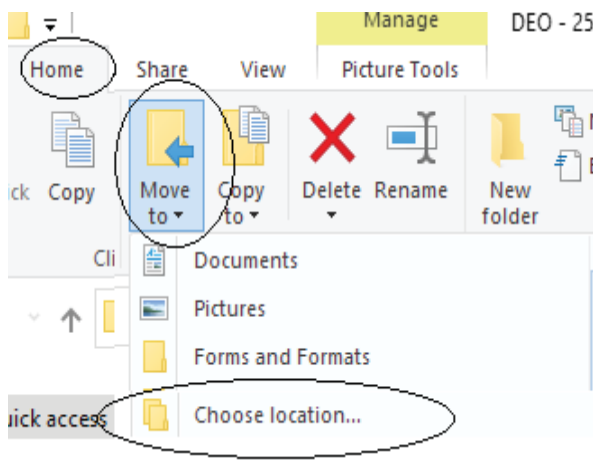
2 Go to the location where stores the required file or folder (hard drive, USB, etc.).

3 Click the name of the file or folder that will be copied i.e. select the required file or folder.

4 Click the Home tab at the top (on the ribbon).

5 Click the Move to button (Fig 17).

Fig 17




6 Click Choose Location (if don't find the right spot on the drop-down menu).

7 Go to the location you want to move for this folder.

8 Click Move. (Fig 18)

**Method 2**

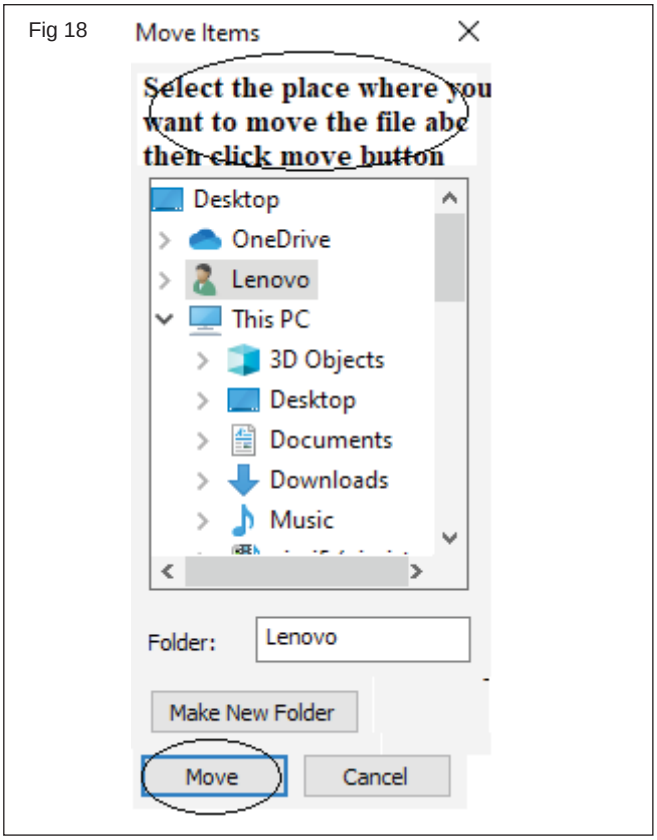
1 Click File Explorer icon.

2 Go to the location where stores the required file or folder (hard drive, USB, etc.).

3 Click the name of the file or folder that will be moved i.e. select the required file or folder.

4 Hold down the right mouse button and drag the file or folder to the location where user wishes to move.

Fig 18




TASK 7**: Delete files and folders**

**Method 1**

1 Click File Explorer icon.

2 Go to the location where stores the required file or folder.

3 Click the name of the file or folder that will be deleted i.e. select the required file or folder.

4 Press the delete key (on the keyboard) or right click the file or folder and click Delete. (Fig 19)

**Method 2**

1 Click File Explorer icon.

2 Go to the location where stores the required file or folder.

3 Select the file or folder by clicking this.

4 Click or tap the Home tab on the ribbon.

5 Then click the Delete button. This action removes the selected item(s) and moves them to the Recycle Bin (Fig 20). Or,

If we want to delete a file permanently go to Home tab on the ribbon then click the drop arrow near the Delete button and choose "Permanently delete" (Fig 21).

Fig 19

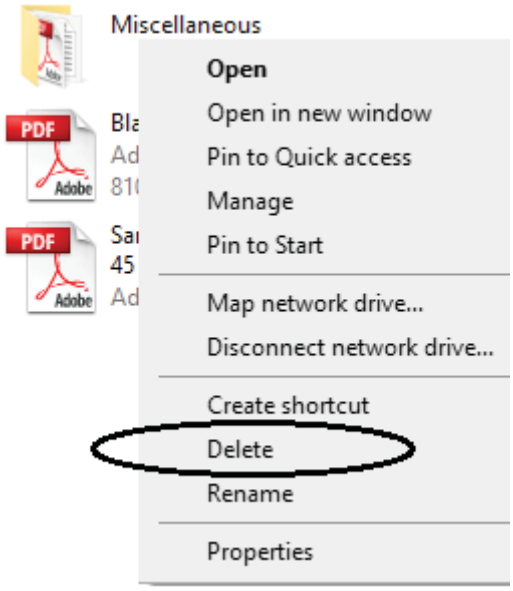



Fig 20

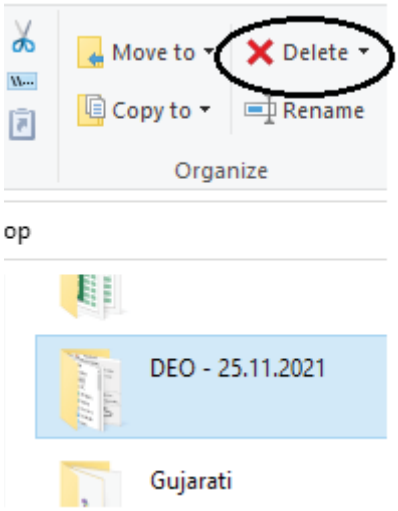
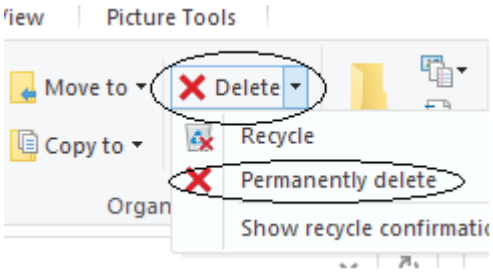



Fig 21



# Practicve on managing files and folders including zipping and unzipping using removable drivers

**Objectives:** At the end of this exercise you shall be able to
- **create a new folder**
- **create a new file**
- **rename a file or folder**
- **delete files or folders**
- **read and observe the following windows shortcut keys in the table**
- **zipping files in MS Windows 10**
- **unzipping files in MS Windows 10.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.

PROCEDURE

TASK 1: **Create a new folder**

There are different ways to create a new folder-

**Create New Folder using Keyboard Shortcut**

1 Navigate to where you want to create a new folder on your Desktop or in File Explorer (Windows key + E).

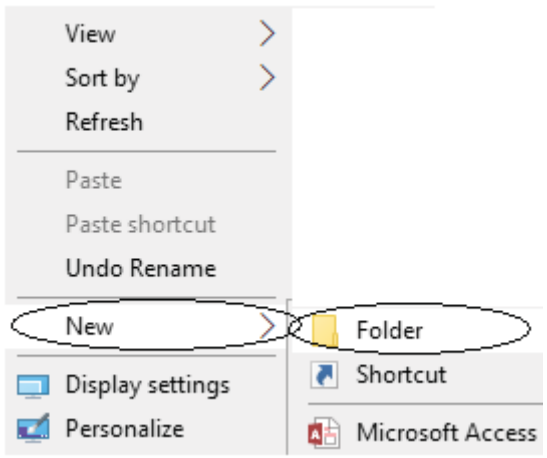
2 Press the Ctrl + Shift + N keys.

**Create New Folder from Context Menu**

1 Navigate to where you want to create a new folder on your Desktop or in File Explorer (Windows keys + E).

2 Right click or press and hold on an empty area of your desktop or folder window, click/tap on New, and click/tap on Folder. (Fig 1)

Fig 1




**Create New Folder from File Explorer Ribbon**

1 Open File Explorer (Windows key + E).

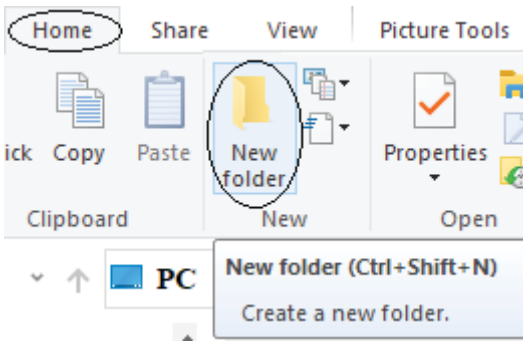
2 Click/tap on Home tab.

3 Navigate to where you want to create a new folder at.

4 Perform the action you want to do below:

a Click/tap on the New folder button in the “New” section of the ribbon (Fig 2).

Fig 2




OR

b Click/tap on the drop down arrow on New Item button in the “New” section of the ribbon, and click/tap on Folder (Fig 3).

TASK 2: **Create a new file**

**Create a new file using File Explorer**

1 Open File Explorer by pressing the (Window + E) on the keyboard or by right-clicking the Start menu and selecting File Explorer. OR click the File Explorer icon on the taskbar.

2 Double-click a folder in the main window of File Explorer to open the folder, where the new file is to be created.

Notice that you can also see the location of a folder in the address bar near the top of the window.

3 Right-click an empty area of the folder window.

4 Click/tap on New. This displays a sub-menu to the right of the pop-up menu.

5 Click the file or document type user would like to create such as text document, presentation, excel worksheet, notepad etc. (Fig 3).

**Create a new file from an Application**

1 Open an application (Word, PowerPoint, etc.).

2 Click File.

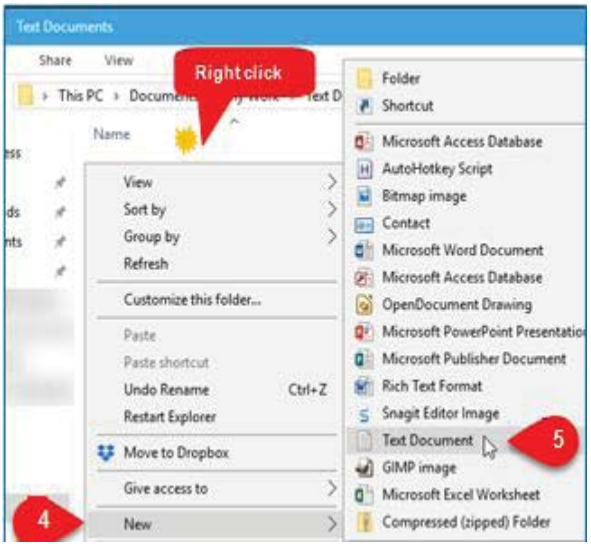
3 Click Save as.

4 Select Box as the location where you'd like to save your file. If you have a particular folder that you'd like to save it to, select it.

5 Name your file.

6 Click Save.

Fig 3



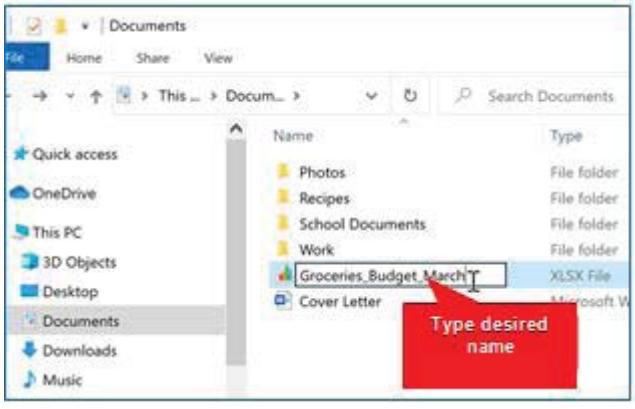

TASK 3: **Rename file and folder**

You can change the name of any file or folder. A unique name will make it easier to remember what type of information is saved in the file or folder.

1 Click the file or folder, wait about one second, and click again. An editable text field will appear.

2 Type the desired name on your keyboard and press Enter. The name will be changed. (Fig 4)

Fig 4



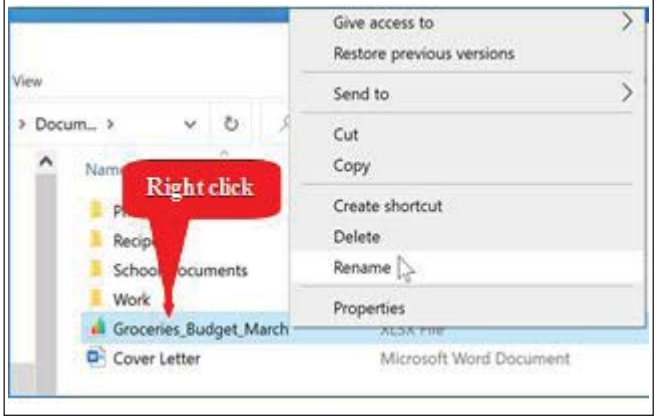

OR

1 Right click on the file or folder, which is to be renamed.

2 Select Rename from the menu that appears (Fig 5).

3 Type the desired name on your keyboard and press Enter. The name will be changed.

Fig 5



TASK 4: **Delete files and folders**

If user no longer need to use a file, he can delete it. When user delete a file, it is moved to the Recycle Bin. If you change your mind, user can restore the file from the Recycle Bin back to its original location. If there is no need to keep the files or folders user can permanently delete the file or folder.

**Delete file or folder from Recycle Bin**

1 Click and drag the file to the Recycle Bin icon on the desktop. You can also click the file to select it and press the Delete key on your keyboard.

2 To permanently delete the file, right-click the Recycle Bin icon and select Empty Recycle Bin. All files in the Recycle Bin will be permanently deleted.

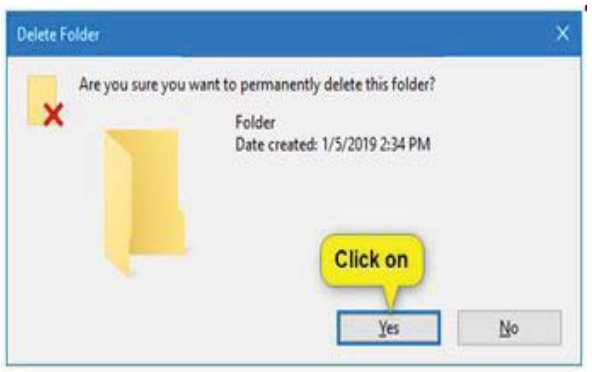
**Delete folder or file using keyboard shortcut**

3 While on your desktop (Windows + D) or in File Explorer (Windows + E), select the folder(s) of files user want to delete, and press the keys mentioned in the table below.

| Keyboard shortcut | Action Performed |
|---|---|
| Ctrl + D | Delete to Recycle Bin |
| Del or Delete | Delete to Recycle Bin |
| Shift + Delete | Permanently delete |

4 If you chose to permanently delete, then either click/tap on Yes or press Enter to confirm (see Fig 6).

Fig 6




**Delete folder from File Explorer Ribbon**

1 Open File Explorer.

2 Click/tap on Home tab.

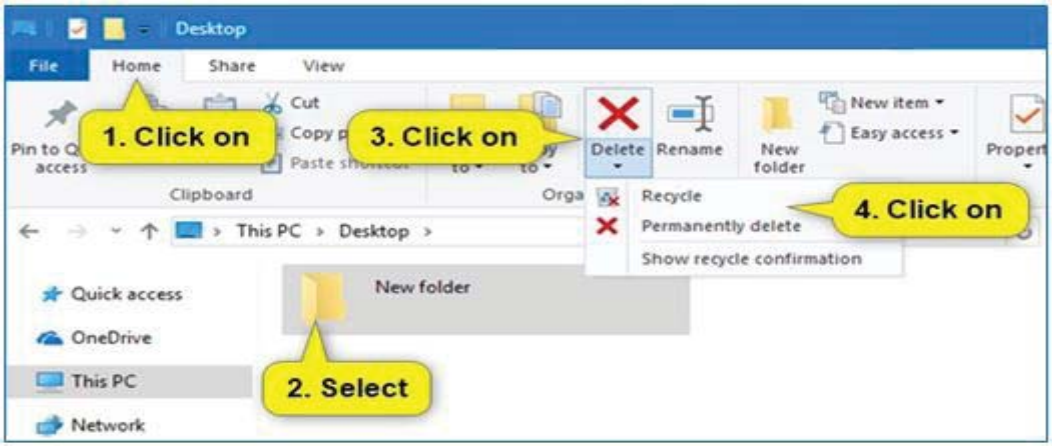
3 Navigate to and select the folder(s) user wants to delete.

4 Perform the action you want to do below:

a Click/tap on the Delete button in the ribbon to delete to Recycle Bin.

b Click/tap on the arrow under the Delete button in the ribbon, and click/tap on Recycle or Delete permanently in the drop menu (See Fig 7).

Fig 7




TASK 5: **Zipping files in MS Windows**

A file with the ZIP file extension is a ZIP Compressed file and is the most widely used archive format you'll run into.

A ZIP file, like other archive file formats, is simply a collection of one or more files and/or folders but is compressed into a single file for easy transportation and compression. Zipping a software program saves storage space on the server, decreases the time it takes for downloading and keeps the hundreds or thousands of files nicely organized in the single ZIP file.

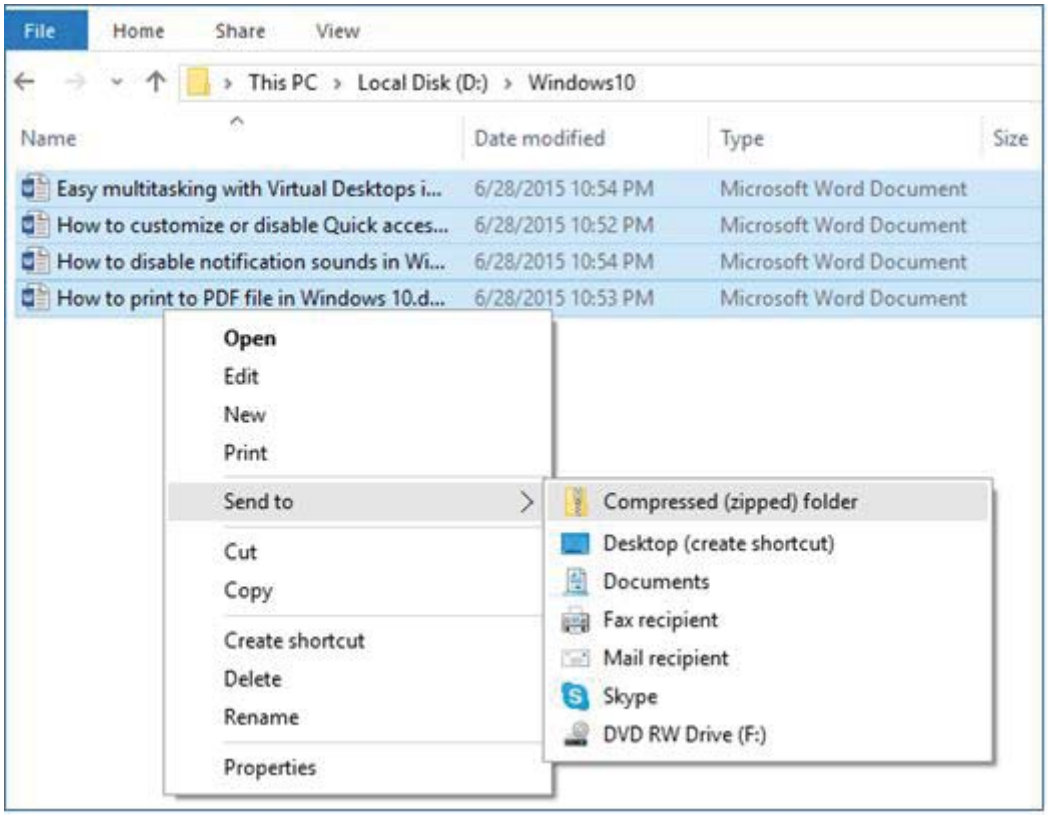
1 Open File Explorer.

2 Select and right click file(s) or folder(s) that you want to zip. A context menu will appear.

3 In context menu, select Send to (Fig 8).

4 Then click Compressed (zipped folder). This will compress your selected file(s) or folder(s) to new .zip file in current folder.

Fig 8



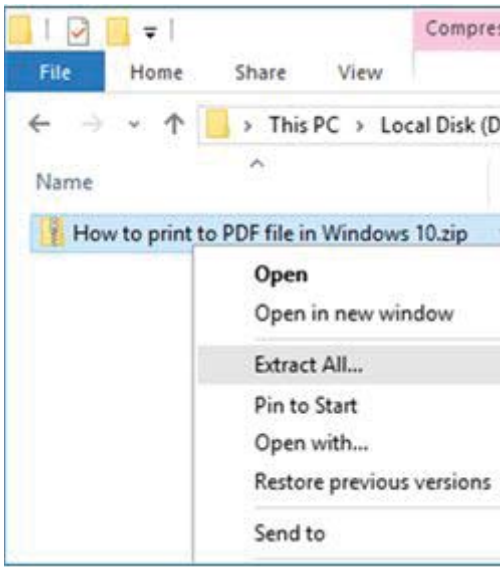

TASK 6: **Unzipping files in MS Windows**

**To extract all files from a compressed folder**

a Do either of the following

1 Right-click the compressed folder, and then select Extract All (Fig 9). Or,

Fig 9




2 Select or open the compressed folder and then, on the Extract tool tab, select Extract all (Fig 10).

The default extraction location is a new folder with the same name as the compressed folder, created in the folder that contains the compressed folder.

b If we want to extract the files to a folder other than the one indicated in the “Files Will Be Extracted To This” folder box, select Browse and then, in the “Select a destination” dialog box, navigate to the folder as per requirement.

c In the Extract Compressed (Zipped) Folders dialog box, select Extract (Fig 11).

**To extract selected files from a compressed folder**

1 Open the compressed folder in File Explorer.

2 Select the file or files that you want to extract.

3 Do one of the following:

- Drag the selection from the content pane to the folder into which user wants to extract the file.
- On the Extract tool tab, in the Extract To group, select the More button, select Choose location, and then in the Copy Items dialog box, browse to the folder and select Copy.

Fig 10

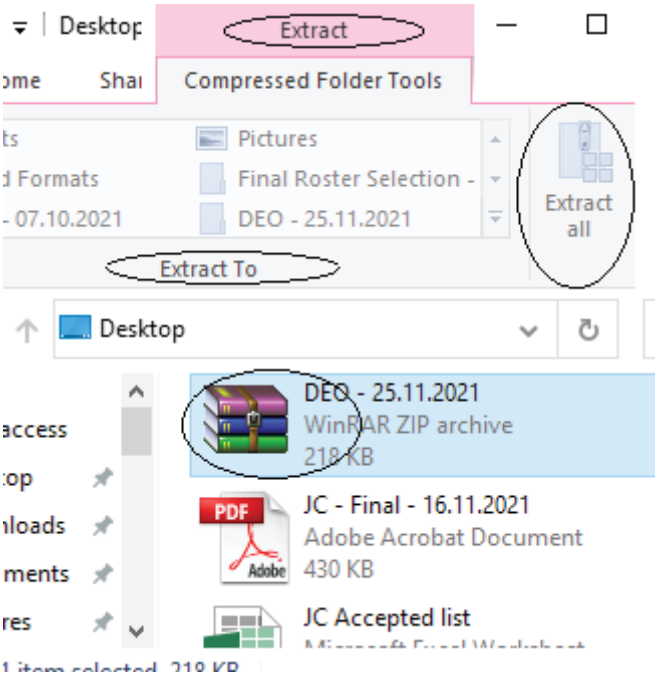
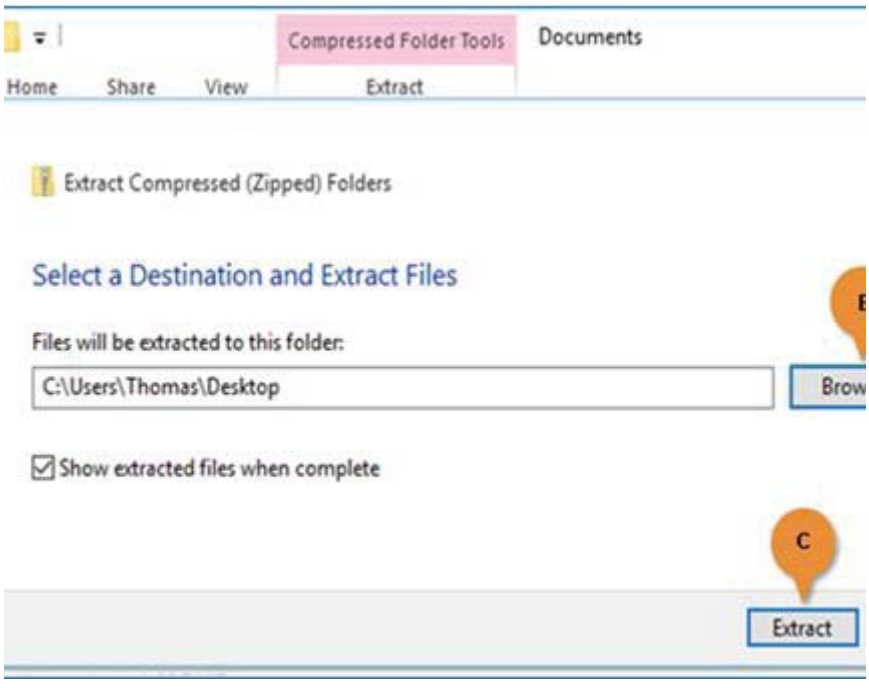

Desktop
Extract
Compressed Folder Tools
Pictures
Final Roster Selection -
DEO - 25.11.2021
Extract all
Extract To
Desktop
DEO - 25.11.2021
WinRAR ZIP archive
218 KB
JC - Final - 16.11.2021
Adobe Acrobat Document
430 KB
JC Accepted list

Fig 11


Compressed Folder Tools
Documents
Home
Share
View
Extract
Extract Compressed (Zipped) Folders
Select a Destination and Extract Files
Files will be extracted to this folder:
C:\Users\Thomas\Desktop
Show extracted files when complete
C
Extract

# Customize the desktop settings and manage user accounts

**Objectives:** At the end of this exercise you shall be able to
- **identify the desktop with MS Windows and using the start button**
- **identify and using the title bar and task bar.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.

PROCEDURE

TASK 1: **Identify the desktop with MS Windows and using the start button**

To start using MS Windows turn on your computer with updated system. After turning on the PC a first screen will appear as like Fig 1.

**Personalizing your desktop**

1 Right-click anywhere on the desktop. A dialogue box will appear (Fig 2).

2 Select Personalize from the drop-down menu. The Personalization settings will appear.(Fig 3)

**Click the buttons in the interactive below to learn more about using the Personalization settings.**

Fig 2

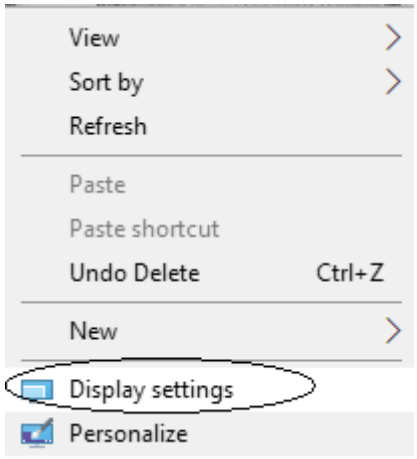



Fig 1

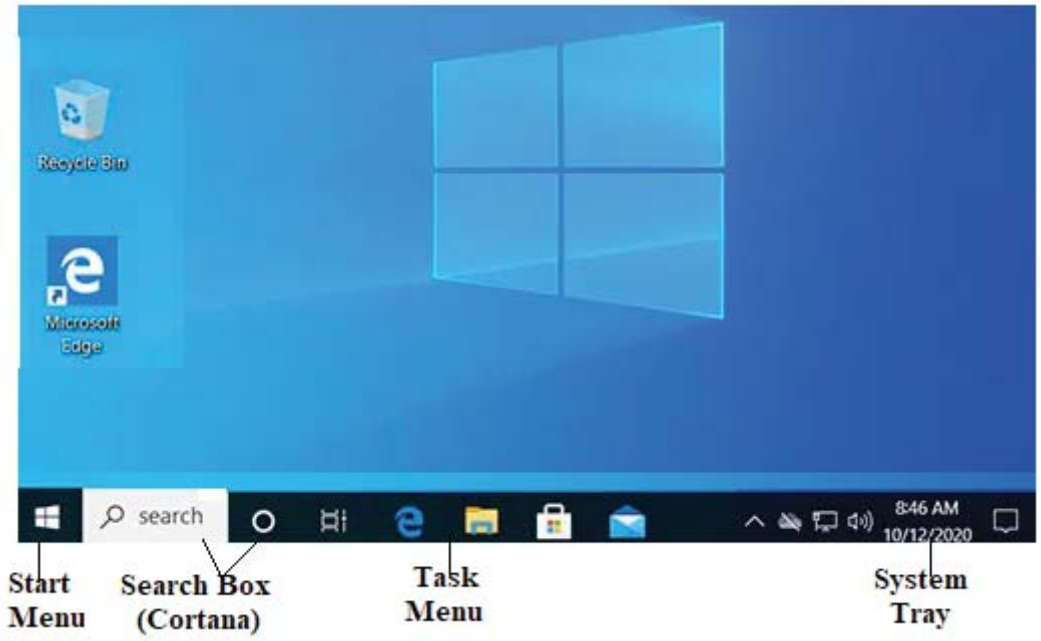
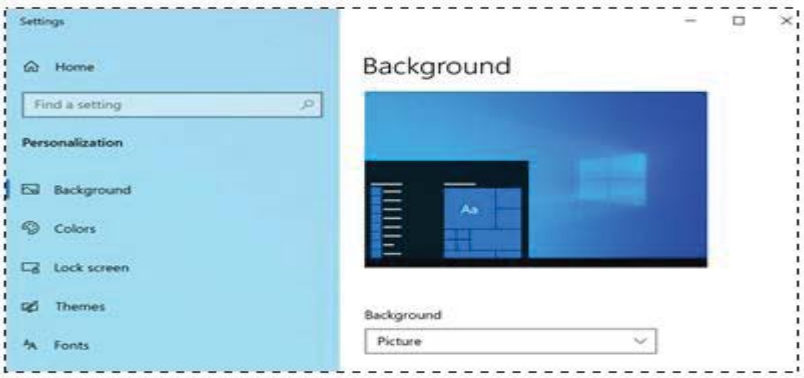


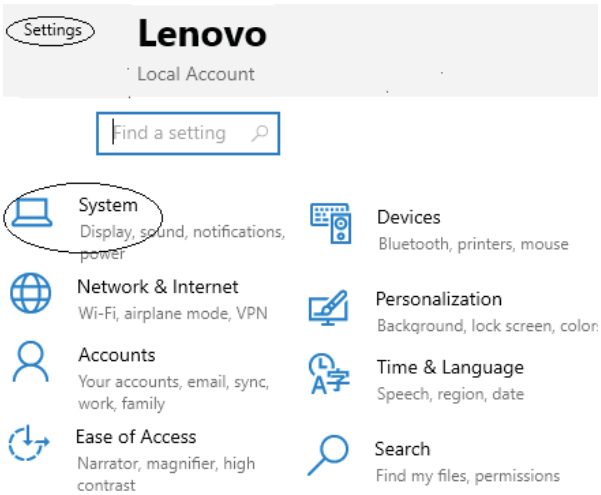
Fig 3




**To change the font size:** If we have difficulty seeing the text on the computer, we can increase the font size. Increasing the font size will also increase the size of icons and other items on desktop.

1 Open the Settings app, then select System. (Fig 4)

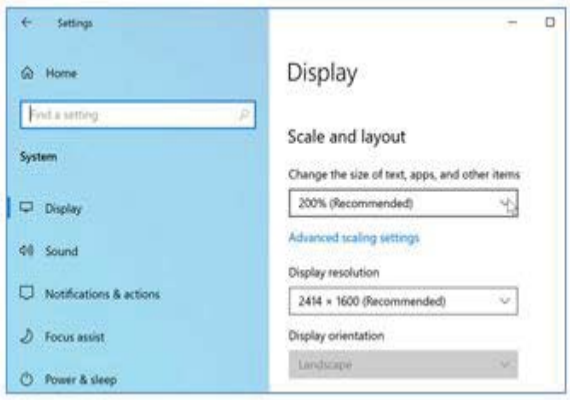
Fig 4




2 The Display options will appear. Use the drop-down arrow to scale up or down the size. Note that a larger size may interfere with the way some items appear on the screen.

3 Once we have made selection, the changes will take effect. (Fig 5)

Fig 5




**Use of start button**

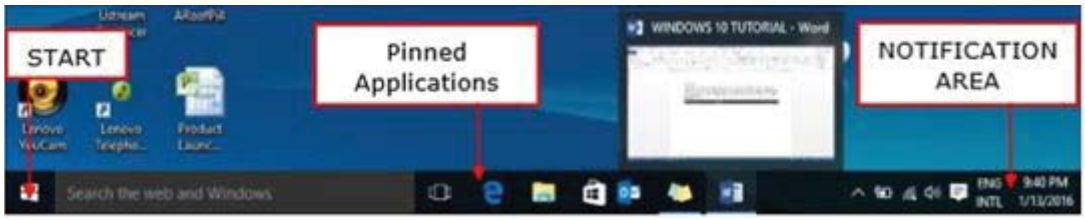
1 Click the Window icon, and you will see a familiar menu. The Start menu shows commonly used programs and gives access to settings and power options. In addition to the menu Windows 10 comes with active tiles. When first opening this is exactly how Start menu will look as Fig 6.

Fig 6

TASK 2: **Identify and using the title bar and task bar**

A taskbar is an element of a graphical user interface which has various purposes. It typically shows which programs are currently running. The icons in the middle of the Taskbar are “pinned” applications, which is a way to have a quick access to applications you use frequently. “Pinned” applications will stay in the Taskbar until you “unpin” them (Fig 7).

Fig 7




**Pin an Application to the Taskbar (Fig 8)**

1 Search for the application you want to pin in the Start Menu.

2 Right-click on the application or press and hold on any application tile (ex: Store) on the Start screen.

3 Select “More” option at the top of the menu.

4 Select the “Pin to taskbar” option.

Fig 8

**Otherwise,**

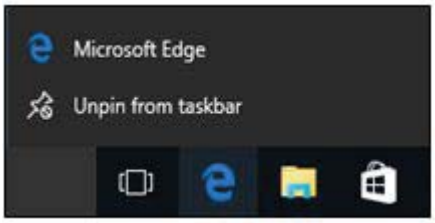
1 While on your taskbar, right click or press and hold on an app (ex: Command Prompt) icon on the task-bar to open it’s jump list.

2 If the opened app is currently not pinned to your taskbar, then you can click/tap on Pin this program to taskbar to add it. (as shown in Fig 9)

Fig 9

**We can “Unpin an Application” from the Taskbar. To “unpin” it, just right-click the icon in the Taskbar and select “Unpin from taskbar” (See Fig 10). We can “pin” it back again any time you want as shown in Fig 9.**

Fig 10




**Unpin an application to the taskbar,**

1 If you want to unpin any apps from the Taskbar then follow the same process and select the “Unpin from Taskbar” option as you see in Fig 11.

**Task View**

1 Task View allows you to quickly move within open windows and applications. We can access it by clicking the “Task View” button from the Taskbar (Fig 12). If this icon is missing on the Taskbar, right-click an empty portion of the Taskbar and select Show Task View button. We can also press and hold

the Windows key, and then press Tab to achieve the same result. By pressing the Alt+Tab keyboard shortcut also serves a similar purpose.

**Title bar**

1 The title bar is at the top of every window in Windows 10. This includes three buttons at the top right corner of the window and a title for each open window (Fig 13).

Fig 11

Fig 12

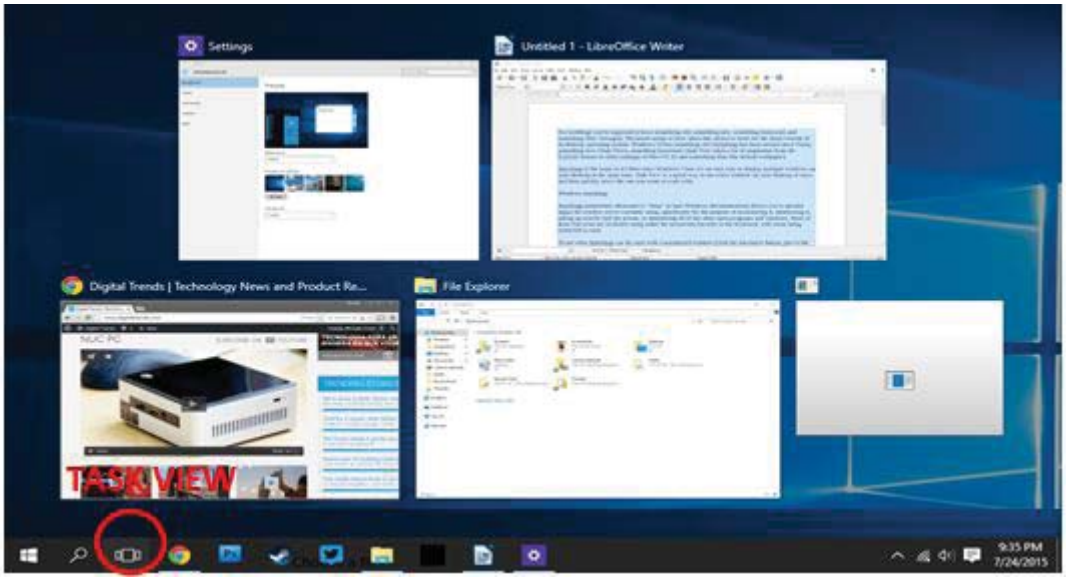
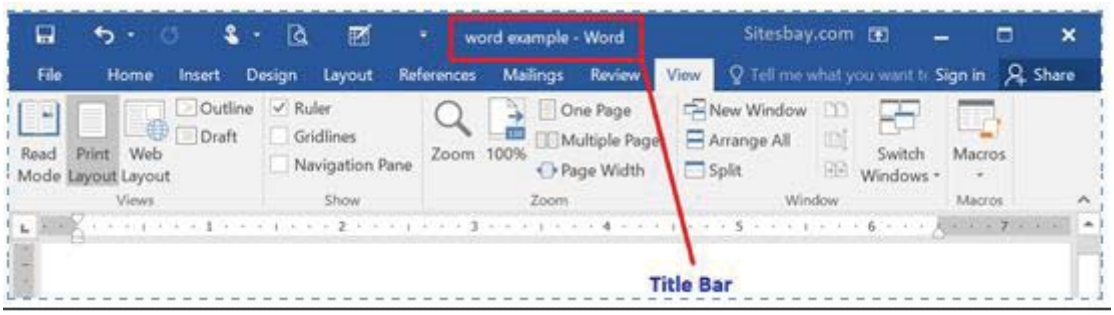



Fig 13



TASK 3: **Create a new local user in Windows**

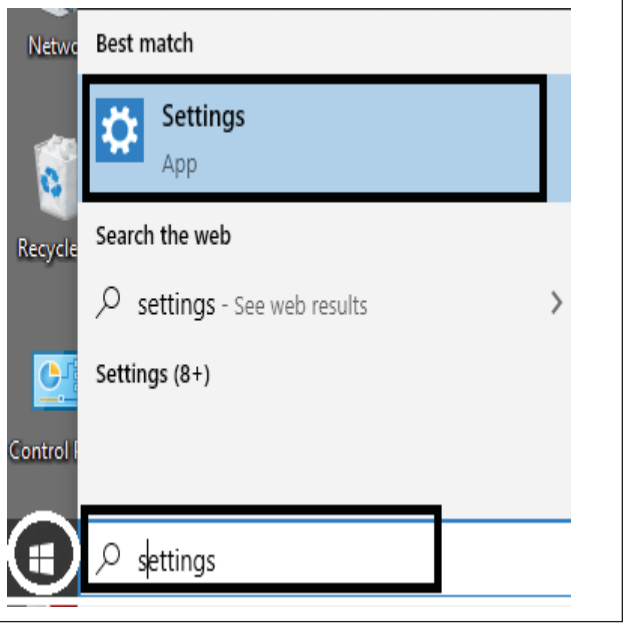
Creating an account for a person this way will also create them a Microsoft account, which means in the future they could transfer this account to another computer.

**VPN Deals: Lifetime license for $16, monthly plans at $1 & more**

1 Click on the Start menu. It's the Windows logo in the bottom left of your screen. (Fig 14)

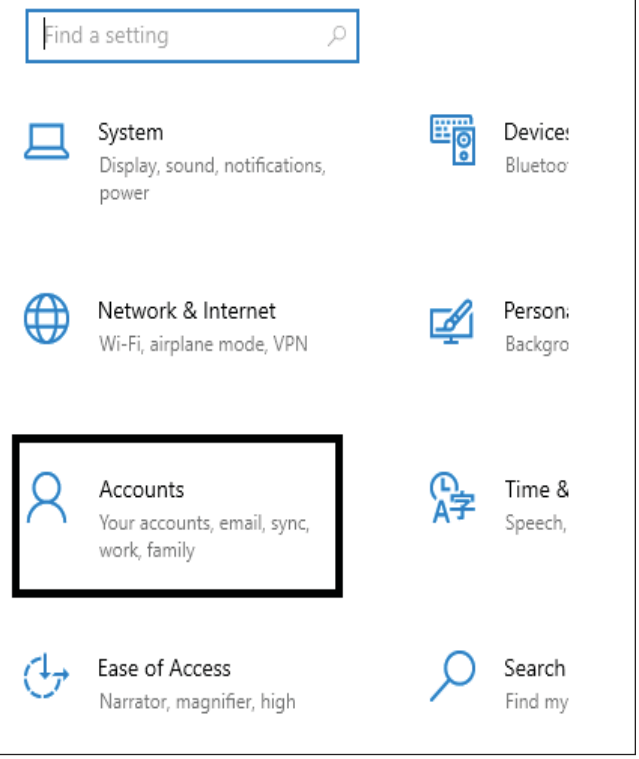
2 Click on Settings. (Fig 14)

Fig 14




3 Click on Accounts. (Fig 15)

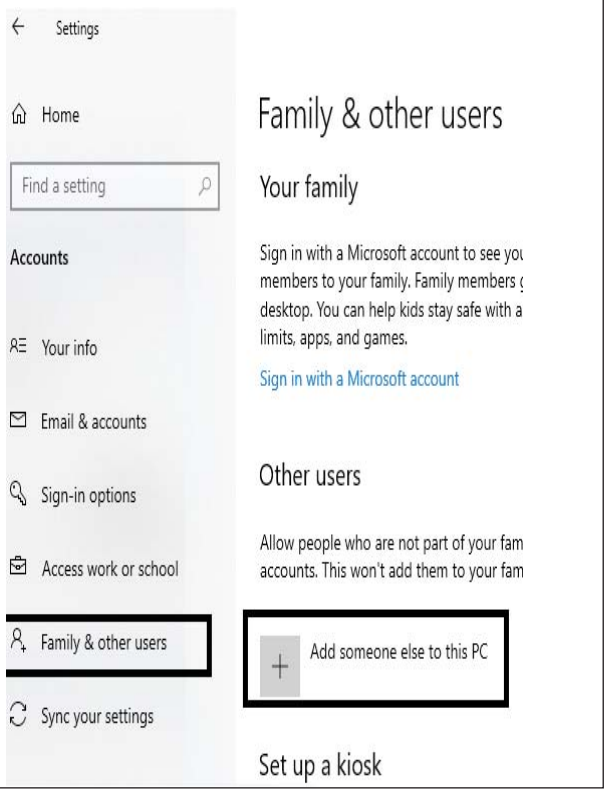
Fig 15




4 Click on Family & other users. (Fig 16)

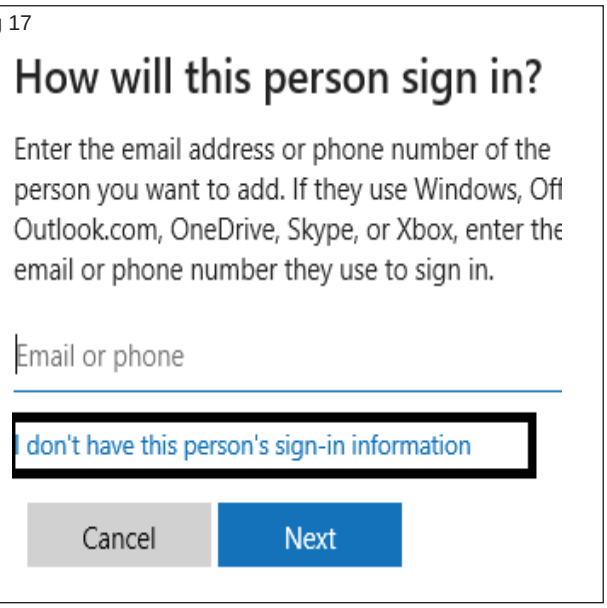
5 Click on add someone else to the PC. (Fig 16)

Fig 16




6 Click on I don't have this person's sign-in information. (Fig 17)

Fig 17




7 Click on Add a user without a Microsoft account. (Fig 18)

8 Enter their username, password, password hint and Security Questions (Fig 19 and Fig 20)

9 Click on Next. (Fig 21)

10 Check you had created a new account (Fig 22)

Fig 18

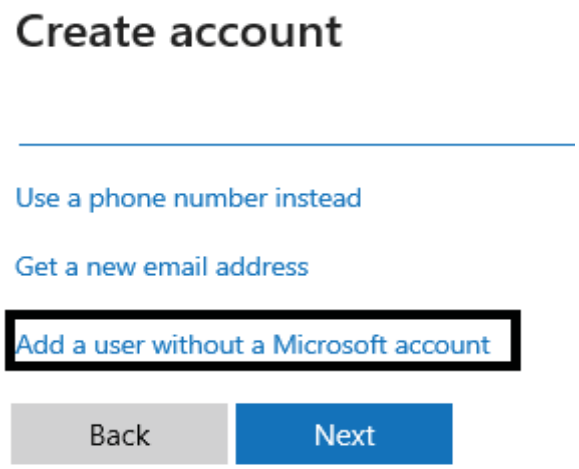



Fig 19

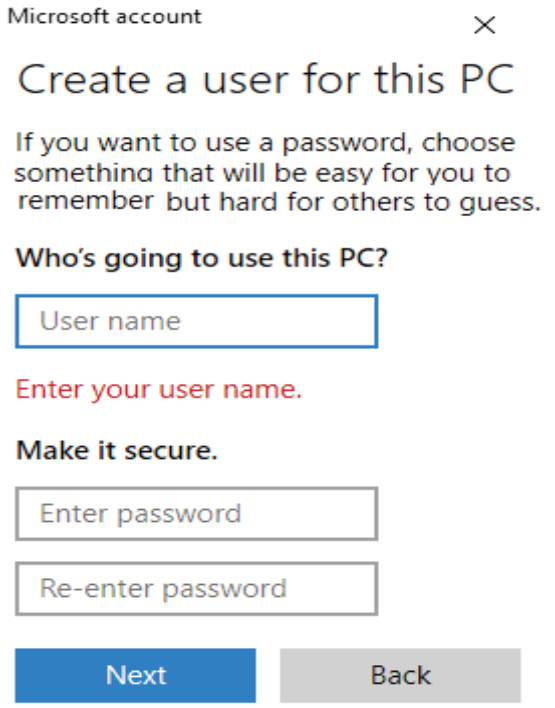



Fig 20

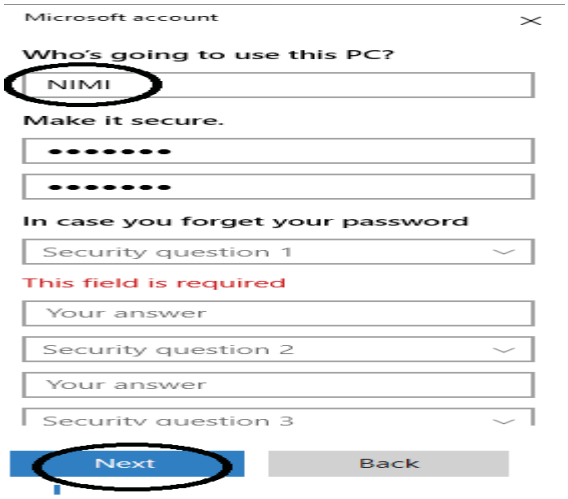



Fig 21

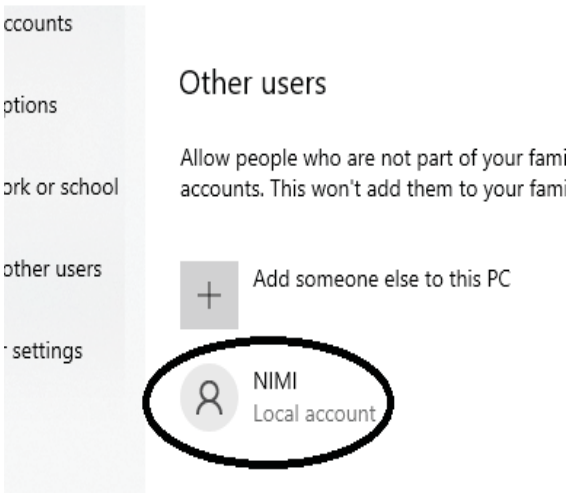
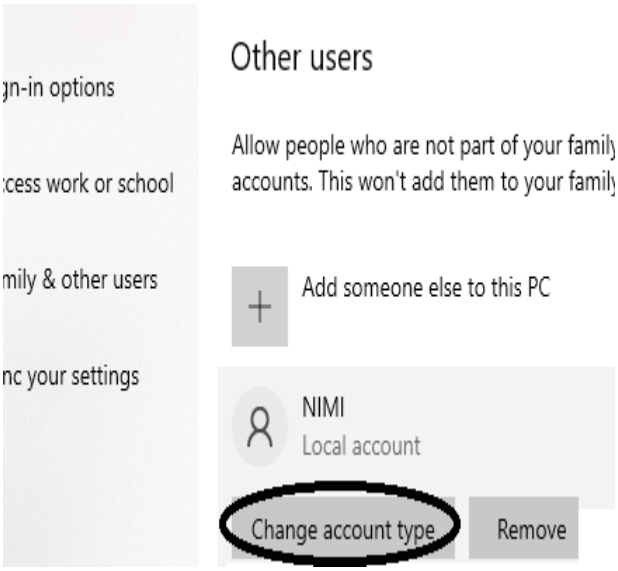



Fig 22




**How to make a local user an administrator in Windows**

By default, any new local user you add to your PC will automatically be added as a standard user, meaning they won't have certain permissions and will need the system administrator's password to complete certain tasks. If you want the other user to have full access, you will need to make them an administrator.

1 Click on the Start menu. It's the Windows logo in the bottom left of your screen. (Fig 14)

2 Click on Settings. (Fig 14)

3 Click on accounts. (Fig 15)

4 Click on Family & other users. (Fig 16)

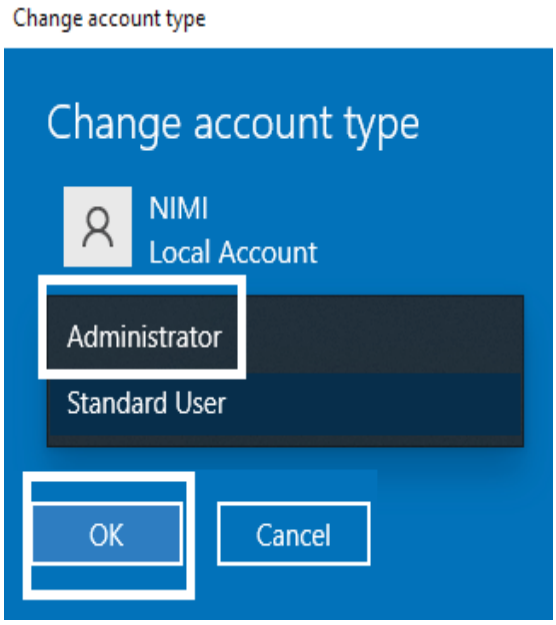
5 Click on the account you wish to change. (Fig 21)

6 Click on the Change account type button. (Fig 22)

7 Click on the drop down menu. (Fig 23)

8 Click on Administrator. (Fig 23)

Fig 23




9 Click on the OK button. Fig 23

**How to remove a local user in Windows**

1 Click on the *Start menu**. It's the Windows logo in the bottom left of your screen. Fig 14

2 Click on Settings. Fig 14

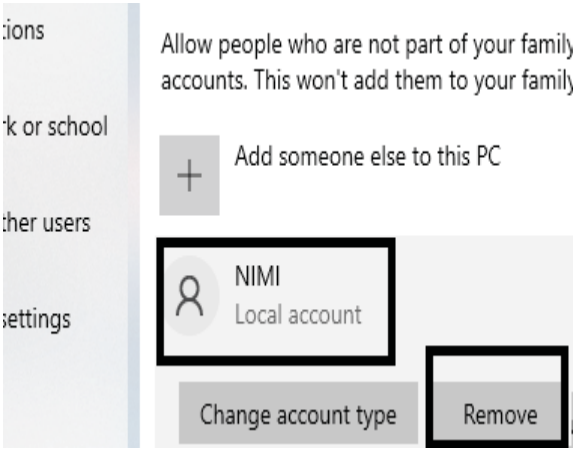
3 Click on Accounts. Fig 15

4 Click on Family & other users. Fig 16

5 Click on the account you wish to remove. Fig 21

6 Click on the remove button. Fig 24

Fig 24




7 Click on the Delete account and data button. Fig 25

8 Now the account deleted will no longer exist Fig 26

Fig 25

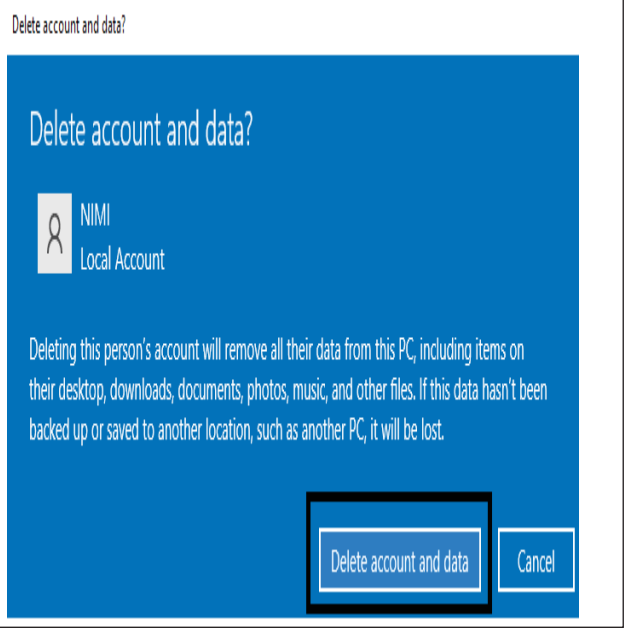



Fig 26

# View system properties and control panel details

**Objectives:** At the end of this exercise you shall be able to
- **open and use control panel in windows**
- **change clock, date, regional language in control panel**
- **disabling of USB drive**

## Requirements

**Tools/Equipment/Machines**

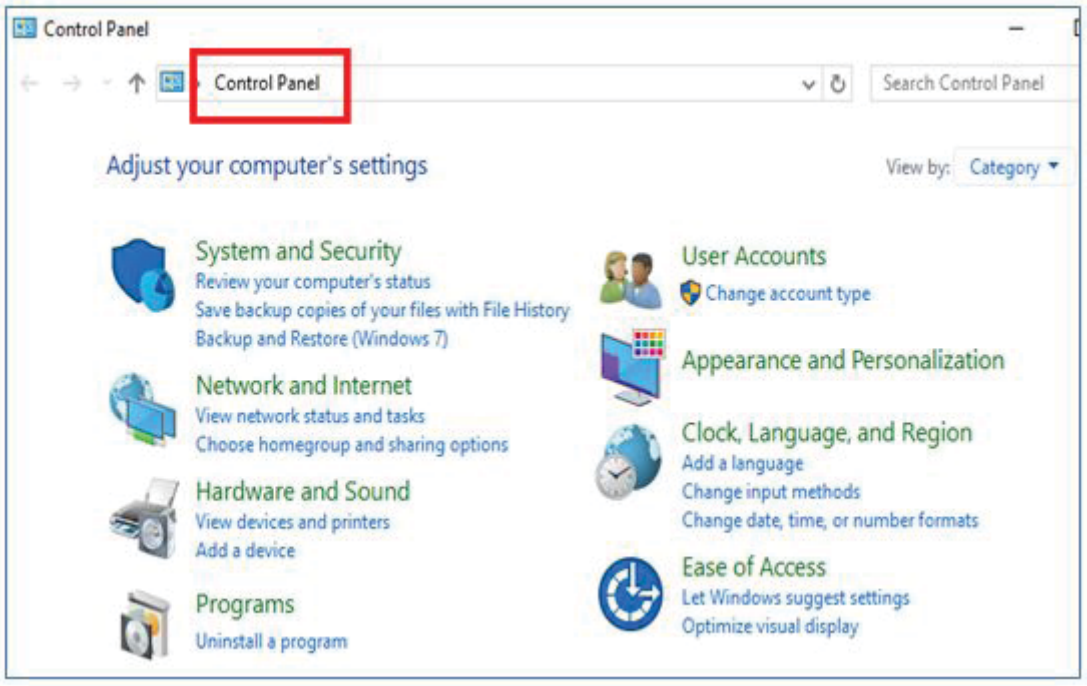
- PC with Windows OS - 1 No.

PROCEDURE

TASK 1: **Open Control panel in MS Windows**

The Control Panel is a component of Microsoft Windows that provides the ability to view and change system settings. It consists of a set of applets that include adding or removing hardware and software, controlling user accounts, changing accessibility options, and accessing networking settings (Fig 1).

Fig 1




**Open Control panel**

**Method 1:** Open it in the Start Menu (Fig 2)

1 Click the bottom-left Start button to open the Start Menu.

2 Type control panel in the search box.

3 Then select and click on Control Panel in the results.

OR,

1 Open the Start Menu.

2 Scroll down to W and click Windows System.

3 Then click Control Panel (Fig 3).

**Method 2**

1 Open the Start menu.

2 Click on the All

3 Scroll down to the bottom of the Apps list in the left pane, and click the “Windows System” folder.

4 Drag and drop the “Control Panel” shortcut to your desktop.

**Method 3**: From the Cortana search bar

1 The Cortana search bar is on the left side of the task-bar, next to Start Menu button. Click the search bar to place cursor in this box.

Fig 2

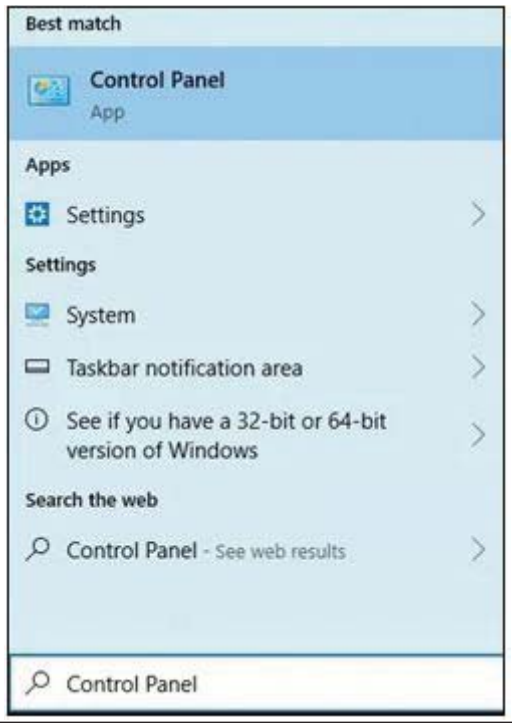
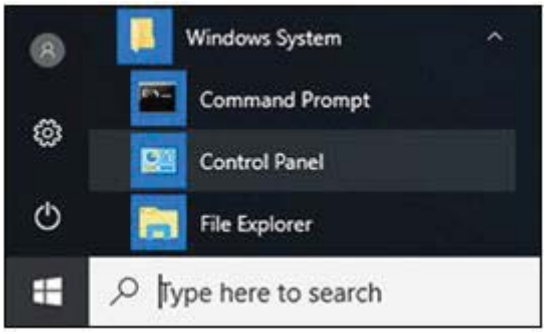


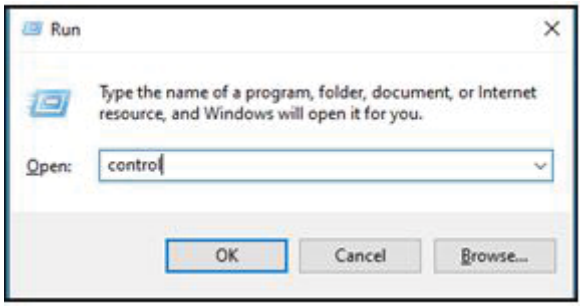

Fig 3




2 Type the word control. Cortana lists best matches above as per typing. In this list, select Control Panel.

**Method 3**: From the Run box (Fig 4)

Fig 4




The control command may be used to open the Control Panel.

1 Open the Run box by pressing Window key + R.

2 Type control and press Enter or press OK.

**Method 4**

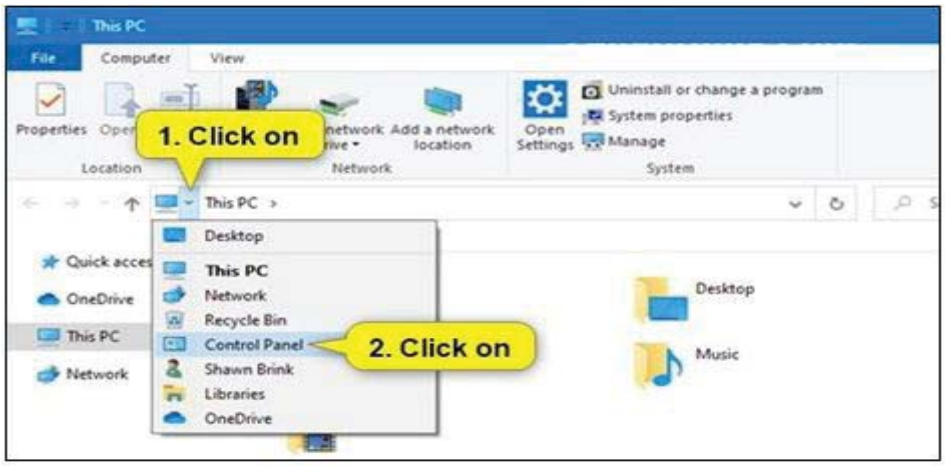
1 Open File Explorer (Windows key + E).

2 Click/tap on the first arrow on the left side in the address bar. (Fig 5).

3 Click/tap on Control Panel in the drop menu.

4 Select to view the Control Panel in either the Category, Large icons, or Small icons view.

Fig 5




TASK 2**: Use of Control Panel**

The Control Panel itself is really just a collection of shortcuts to individual components called Control Panel applets. Therefore, to use Control Panel really means to use an individual applet to change some part of how Windows works.

For example, control timedate.cpl works in some versions of Windows to open the Date and Time settings.

1 Open Control panel.

2 Go to Control Panel. Select Clock, Language, and Region.

3 There, click on the icon Date and time. The following figure will appear (Fig 6).

4 Click on the button Change date and time.

5 If a UAC prompt appears, click on the Yes button to proceed (Fig 7).

6 Now, change the date and time to the correct values of month, day, year, hour and minute. Click the OK button to set new values (Fig 8).

Fig 6

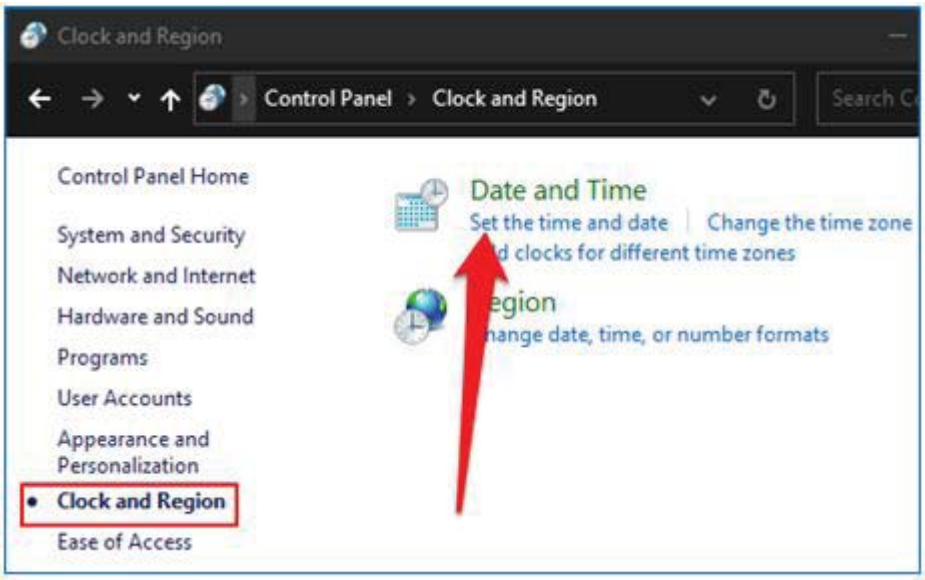



Fig 7

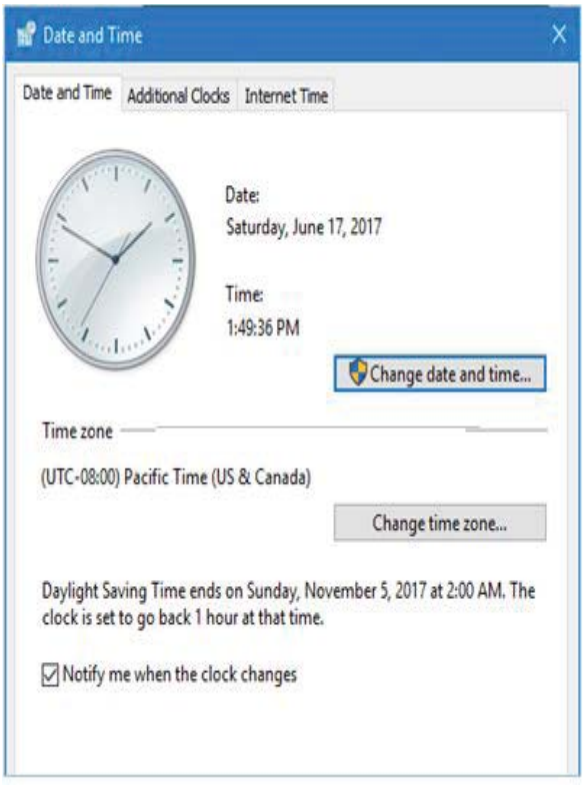



Fig 8

7 To change language, select Region from the Control panel (Fig 9).

8 Click on Language preferences.

9 Click on + Add a Language(Fig 10)

10 Type the name of the language you need the system to work/change. (Fig 11)

11 Click Install.

Fig 9

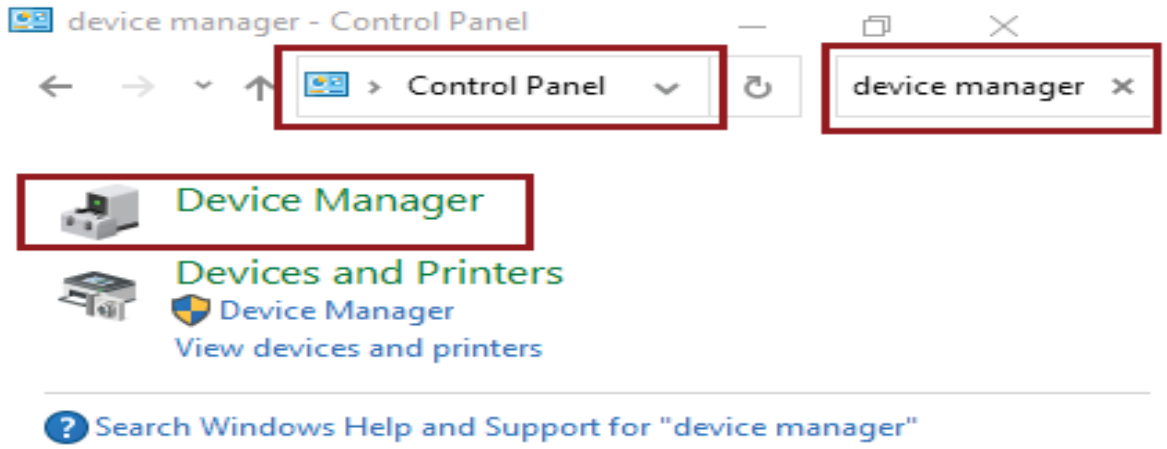



Fig 10

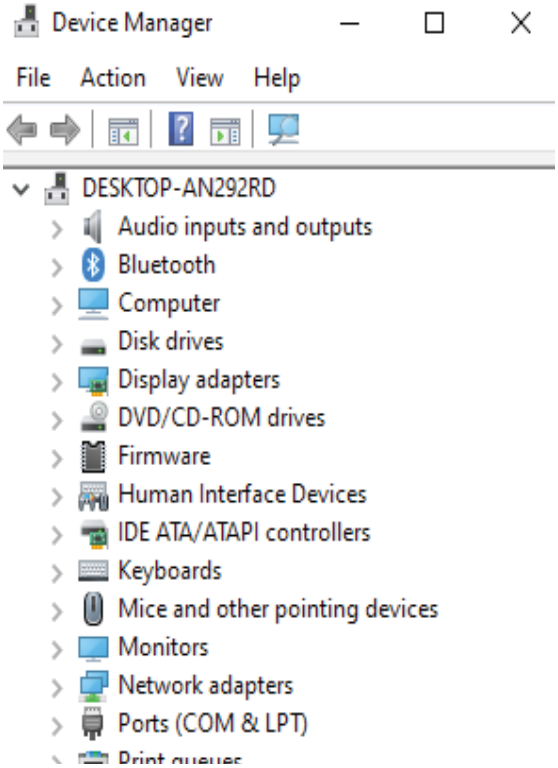
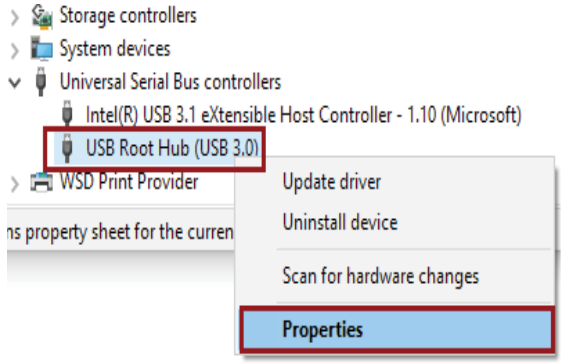



Fig 11

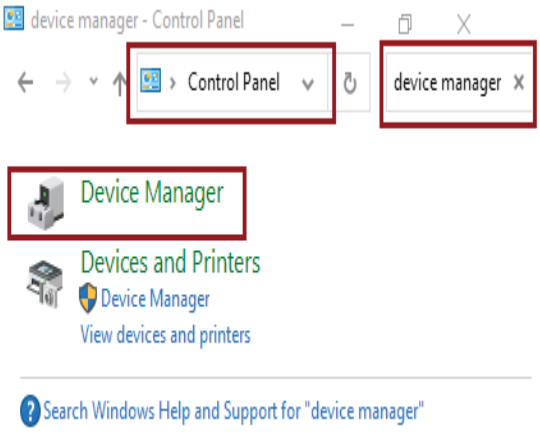


TASK 3**: Disabling of USB drive**

1 Go to control panel.

2 Select “Device Manager”. If not visible, type “Device Manager” in the search box (Fig 1).

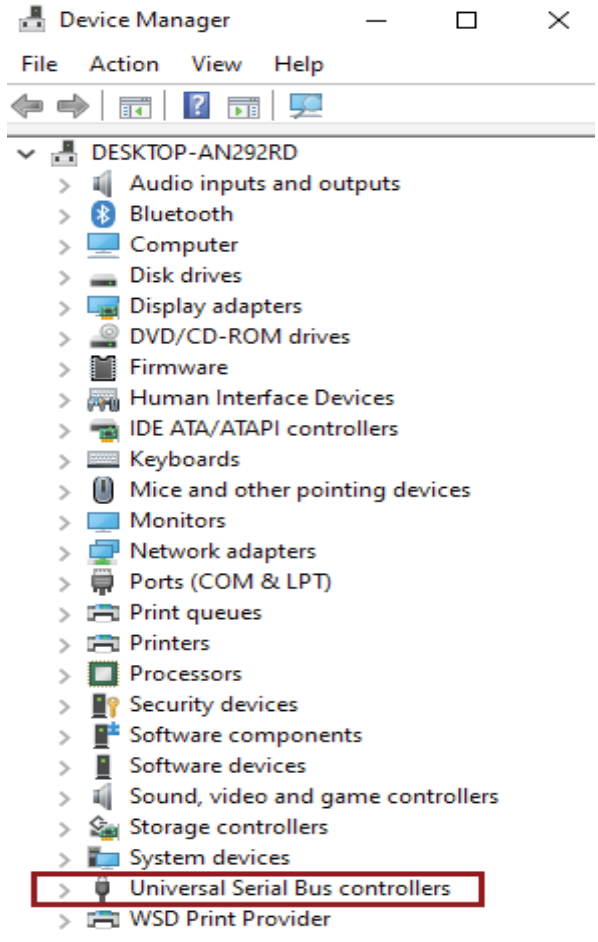
Fig 1




3 Double click the “Device Manager: icon.

4 Select the “Universal serial bus controllers” option as shown in Fig 2.

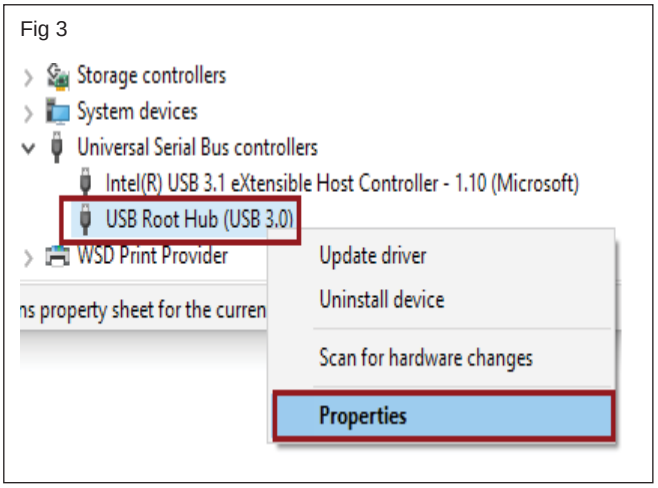
Fig 2




5 Expand the option “Universal serial bus controllers” by double clicking it. (Fig 3).

6 Right click on the option  USB root hub” (USB 3.0) and select the option properties (Fig 3)

Fig 3



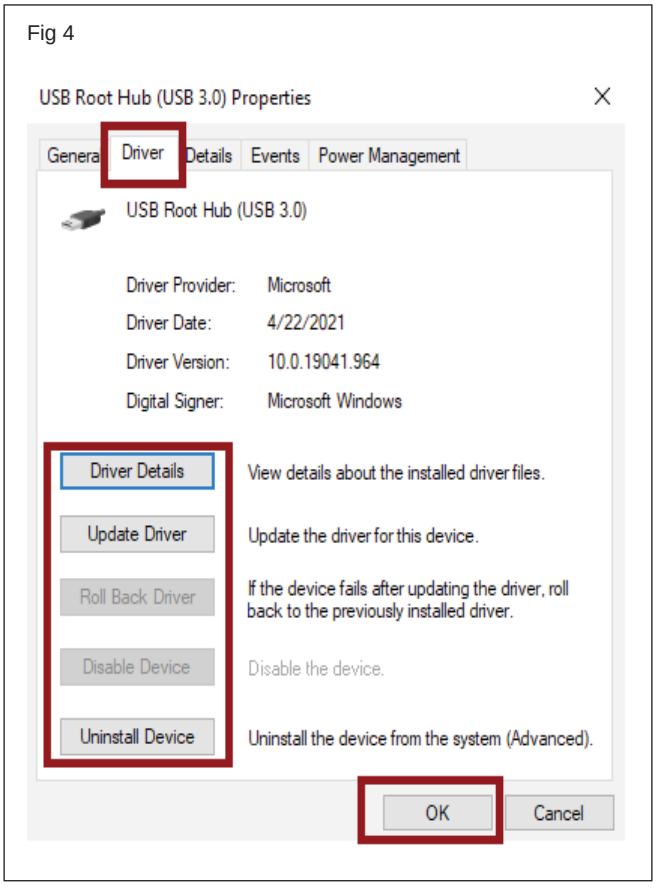

7 The USB root hub (USB 3.0) properties window is shown in Fig 4.

8 Select the “Driver” tab in the properties window (Fig 4).

9 Under “Driver” tab various options are available such as “Driver details”, “Update driver”, “Roll back  driver”, “Disable driver” and uninstall device (Fig 4)

10 Select the “Disable device” option and click ‘OK”.

Fig 4



# Work with keyboard shortcut commands

**Objectives:** At the end of this exercise you shall be able to
- **read and Observe the Windows Shortcut Keys in the table**
- **practice all the shortcut keys of windows OS and write the description in below the table.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.

**The instructor may disable the mouse and provide simple tasks such as open, close, files, folders may using keyboard shortcuts.**

PROCEDURE

TASK 1: **Read and Observe the following Windows Shortcut Keys in the table**

| Press This | To Do This |
|---|---|
| Windows Logo | Toggle the Start menu |
| Windows Logo+A | Open the Notifications pane |
| Windows Logo+B | Activate the notification area's Show Hidden Icons arrow (press Enter to display the hidden icons) |
| Windows Logo+C | Open Cortana for voice commands |
| Windows Logo+D | Minimize all open windows to display the desktop |
| Windows Logo+E | Open File Explorer |
| Windows Logo+F | Open feedback hub |
| Windows Logo+H | Start dictation |
| Windows Logo+I | Open settings |
| Windows Logo+K | Display the Devices pane |
| Windows Logo+L | Lock your computer or switch accounts |
| Windows Logo+M | Lock device orientation |
| Windows Logo+O | Choose a presentation display mode |
| Windows Logo+P | Display the Project pane to configure a second display |
| Windows Logo+Q | Open search using Cortana for voice commands |
| Windows Logo+R | Open the Run dialog box |
| Windows Logo+S | Open search |
| Windows Logo+T | Activate the taskbar icons (use the arrow keys to navigate the icons) |
| Windows Logo+U | Open the Ease of Access Center |
| Windows Logo+W | Open the windows ink workspace for scribbling on tablets or touch screen laptops |
| Windows Logo+X | Display a menu of Windows tools and utilities |
| Windows Logo+Z | Display an app's commands (although this works in only some Modern apps) |

| | |
|---|---|
| Windows Logo+= | Open Magnifier and zoom in |
| Windows Logo+- | Zoom out (if already zoomed in using Magnifier) |
| Windows Logo+, | Temporarily display the desktop |
| Windows Logo+Enter | Open Narrator |
| Windows Logo+Left | Snap the current app to the left side of the screen |
| Windows Logo+Right | Snap the current app to the right side of the screen |
| Windows Logo+Up | Restore a minimized app; maximize a restored app |
| Windows Logo+Down | Restore a maximized app; minimize a restored app |
| Windows Logo+PgUp | Move the current app to the left monitor |
| Windows Logo+PgDn | Move the current app to the right monitor |
| Windows Logo+PrtSc | Capture the current screen and save it to the Pictures folder |
| Windows Logo+Ctrl+D | Create a virtual desktop |
| Windows Logo+Ctrl+Right | Switch to the next virtual desktop |
| Windows Logo+Ctrl+Left | Switch to the previous virtual desktop |
| Windows Logo+Ctrl+F4 | Close the current virtual desktop |
| Windows Logo+Tab | Open Task View, which displays thumbnails for each running app as well as the available virtual desktops |

— — — — — —

TASK 2: **Practice all the shortcut keys of windows 10 and write the description in below the table**

| S.No | Shortcut Key | Description |
|---|---|---|
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1 Get it check by your instructor.

— — — — — —

# Print and scan documents

**Objectives:** At the end of this exercise you shall be able to
- **install or add a local scanner**
- **print image or document.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.

PROCEDURE

TASK 1: **Install or add a local scanner**

Plug the USB cable from your scanner into an available USB port on your device, and turn the scanner on. It can also be done manually as given below.

1 Select Start > Settings > Devices > Printers & scanners or click the option Open the Printers & scanners settings in control panel.

2 Select Add a printer or scanner. Find nearby scanners, then choose the one to use and select Add device.

**Note: If your scanner is included in a multifunction or All-In-One printer, the printer name will only be available. To view the scanner, under Printers & scanners, select the installed printer, select Manage, and then choose the scanner.**

**Install or add a network, wireless, or Bluetooth scanner**

If the scanner is turned on and connected to the network, Windows will find it automatically. Available scanners can include all scanners on a network, such as Bluetooth and wireless scanners or scanners that are plugged into another device and shared on the network. The following steps will help to do it manually.

1 Select Start > Settings > Devices > Printers & scanners or click the button Open the Printers & scanners settings

2 Select Add a printer or scanner. Find nearby scanners, then choose the one to use and select Add device.

If your scanner isn't in the list, select The printer that I want isn't listed, and then follow the instructions to add it manually.

**Notes**

- If you use wireless access points, extenders or multiple wireless routers with separate SSIDs, you'll need to ensure that you're connected to the same network as the scanner for your PC to find and install it.
- If you have a new wireless scanner that hasn't been added to your home network, read the instructions that came with the scanner and check the scanner manufacturer's website to learn more and to get up-to-date software for your scanner.
- If your scanner is included in a multifunction or All-In-One printer, you may only see the name of your printer. To see your scanner, under Printers & scanners, select your installed printer, select Manage, and then choose your scanner.
- You might need administrator permission to install some scanners.

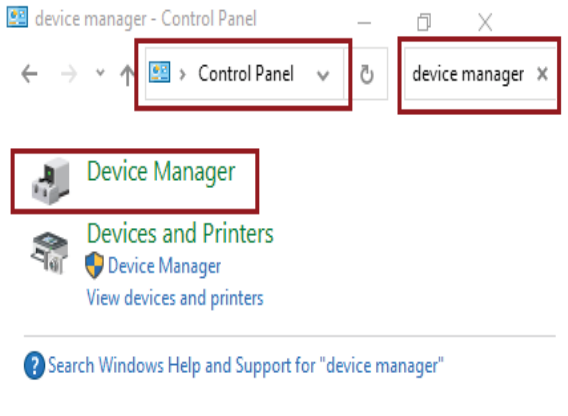
Verify your scanner is installed.

Scan a picture or document with Windows Scan app.

1 Turn on the scanner.

2 In the search box on the taskbar, type Windows Scan, and then select Scan from the results (Fig 1).

Fig 1




- Place the item you want to scan face down on the scanner's flatbed and close the cover or Place the item you want to scan in the scanner's document feeder.

3 On the Scan page, select the following (Fig 2 to Fig 5) :

Fig 2

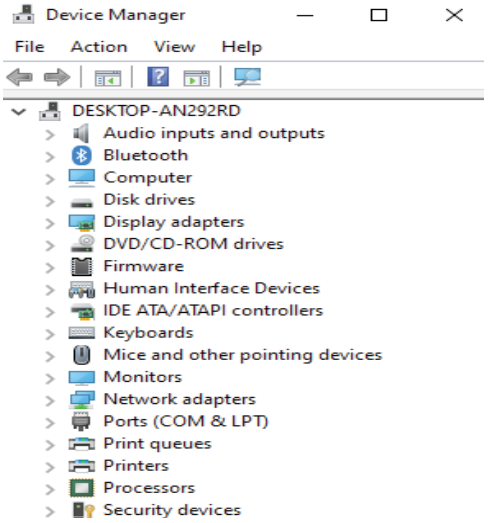



Fig 3

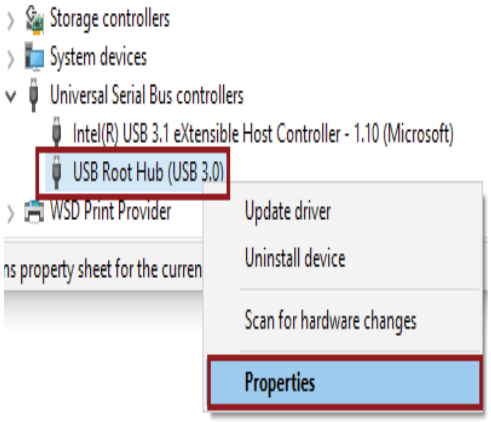



Fig 4

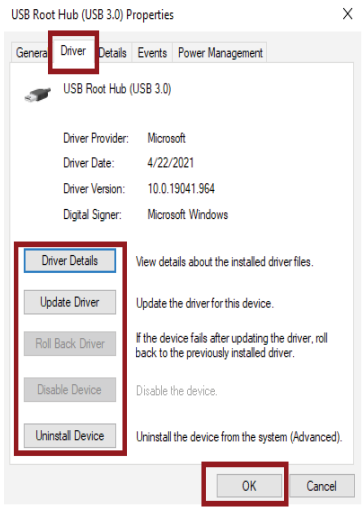
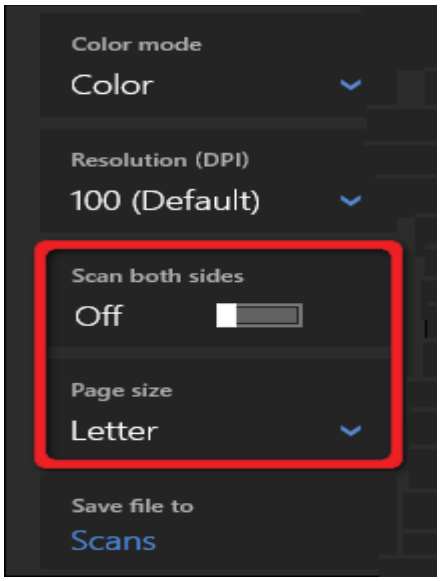


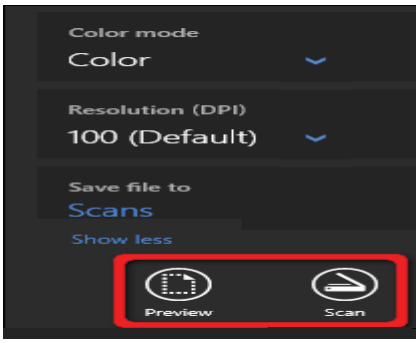

Fig 5




- Under Scanner, select the scanner you want to use.
- Under Source, select the location you prefer to scan from.
- Under File type, select the type of file you want the scan to be saved as. For example, you can save the file in different file formats—such as JPEG, Bitmap, and PNG.
- Select Show more to show the Save file to options.
- Under Save file to, browse to the location to save the scan.

4 Select Scan button at the bottom of the screen to scan the document or picture (Fig 6).

Fig 6




5 After scanning, select View to see the scanned file before save it, or select Close to save it.

**Note:You can edit the scanned document or picture in the preview that appears when you select View.**

TASK 2: **Print image or document**

1 Click File > Print.

2 To preview each page, click the forward and backward arrows at the bottom of the page. (Fig 7)

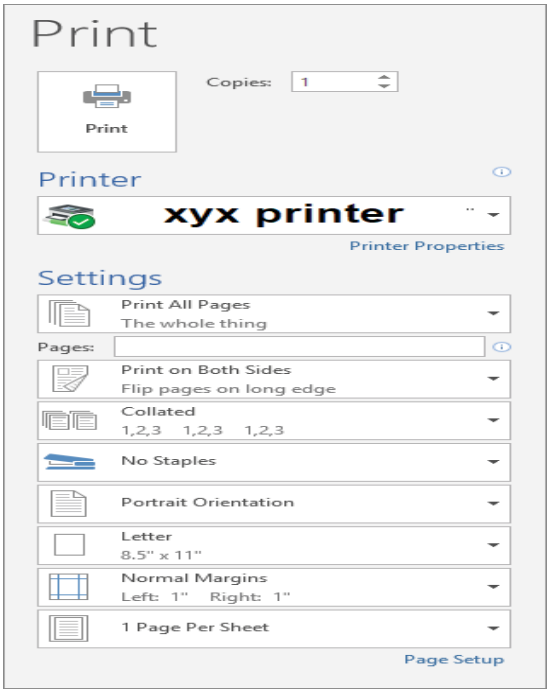
Fig 7

If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it. (Fig 8)

Fig 8

3 Choose the number of copies, and any other options you want, and click the Print button. (Fig 9)

Fig 9




**Print specific pages**

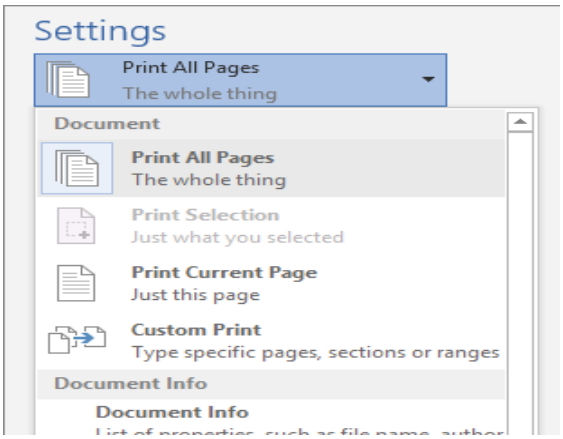
1 Click File > Print.

2 To print only certain pages, print some of the document's properties, or print tracked changes and comments, click the arrow under Settings, next to Print All Pages (the default), to see all of your options. (Fig 10)

3 To print only certain pages, do one of the following:

- To print the page shown in preview, select Print Current Page.

Fig 10



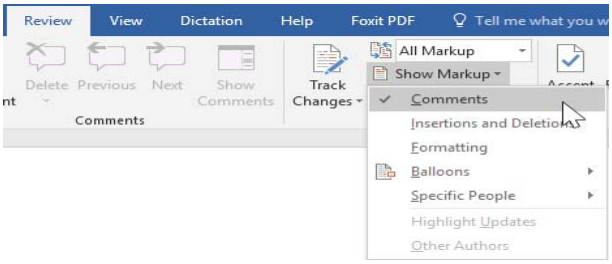

- To print consecutive pages like 1 -3, select Custom Print and enter the first and last page numbers in the Pages box.
- To print individual pages and a range of pages (like page 3, and pages 4-6) at the same time, select Custom Print, and enter the page numbers and ranges separated by commas (e.g. 3, 4-6).

**Print in color**

**Print comments present in the document**

1 Open a document that has comments. If the comments option doesn't show immediately, go to Review > Show Markup, and select only Comments from the list. (Fig 11)

Fig 11




You can choose to print comments from one specific reviewer by selecting the reviewer under Specific people.

2 Click File > Print.

3 Under Settings, select Print Markup.

4 Click Print.

Your document will print with comments.

# Install windows operating system

**Objectives:** At the end of this exercise you shall be able to
- **install MS Windows 7 Operating System**
- **install MS Windows 8 Operating System**
- **install MS Windows 10 Operating System.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows 10 OS - 1 No.
- Boot media kit of different operating system - 1 No.

## PROCEDURE

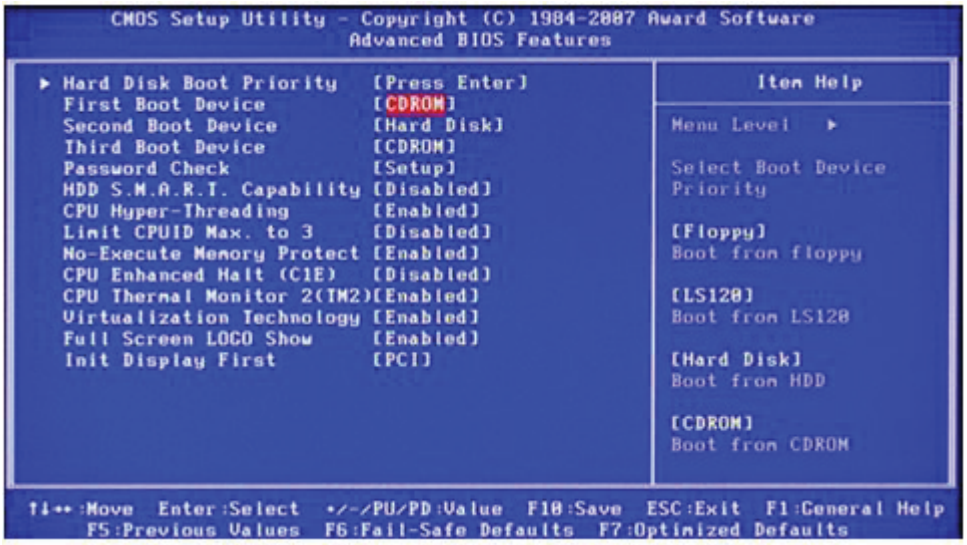
TASK 1: **Install MS Windows 7 Operating System**

1 Insert boot media kit (CD or DVD) into DVD drive. If the installation does not run automatically, it is necessary to restart computer.

2 Press del, F2, F12, F10 after restarting the computer.

3 Select the boot device to install. Then press Enter (as shown in Fig 1).

Fig 1




4 Wait for few seconds until windows will complete to load files (as in Fig 2).

Fig 2

5 Select and choose language, time and currency format, keyboard method. Then click on Next to move next step (as shown in Fig 3).

6 Click on Install Now option (Fig 4).

7 Tick for agree license (End User License Agreement). Then click on Next to proceed (see Fig 5).

8 Choose the type of installation like Upgrade or Custom option. Always recommended to choose Custom option (Fig 6).

9 Click on Drive options (advanced) as shown in Fig 7.

Fig 3

Fig 4

Fig 5

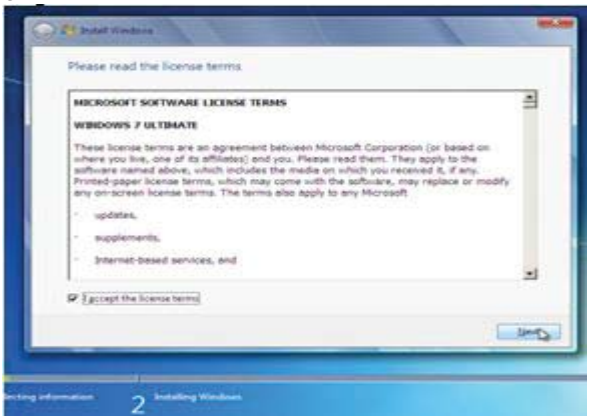
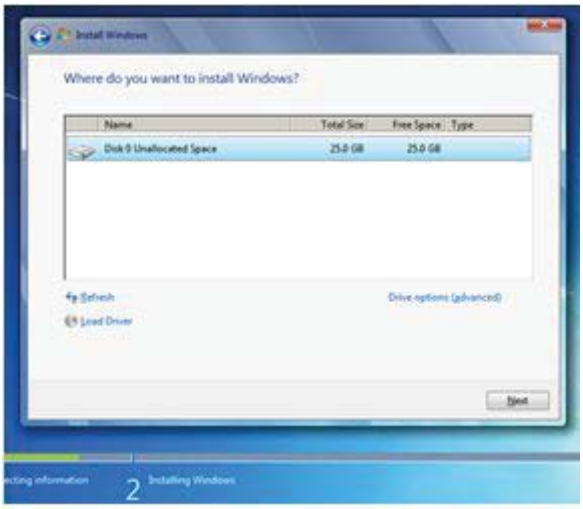


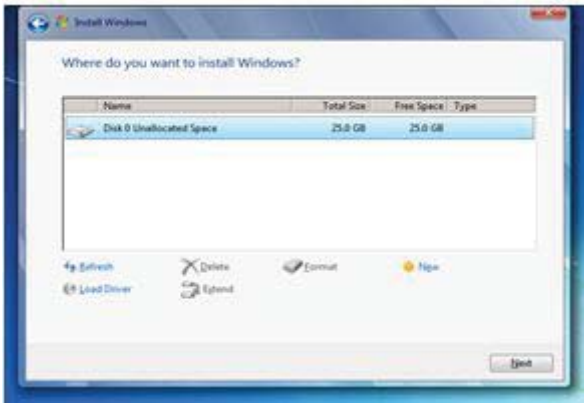

Fig 6

Fig 7




10 Click on New to create partition of hard disc with proper size. After completing click Apply, then ok (Fig 8). Finally press Next button to proceed.

Fig 8




11 This step takes most time but should not take longer than 20 minutes (Fig 9).

Fig 9

12 The installation will be completed and the system will restart automatically as shown in the Fig 10.

13 In next two steps choose user name and computer name. After clicking Next you have to give your password and retype it. Finally click on Next option. (See Fig 11 and 12).

Fig 10

Fig 11

Fig 12

14 Now type product key. Otherwise skip this step by clicking Next button. (See Fig 13).

Fig 13

15 Next choose “Use recommended settings” as shown in Fig 14.

16 Check Time zone and Date, then click Next. (Fig 15).

17 Choose correct network type. (Fig 16).

18 Finally installation is completed. The Fig 17 shows the first desktop. Now set the screen resolution and bring the desktop icons.

Fig 14

Fig 15

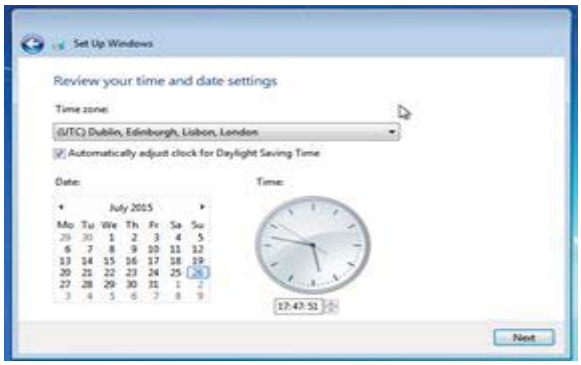



Fig 16

Fig 17

TASK 2: **Install MS Windows 8 Operating System**

1 Insert Windows 8 DVD or CD (boot media kit or installation disc) into computer and start or turn on computer.

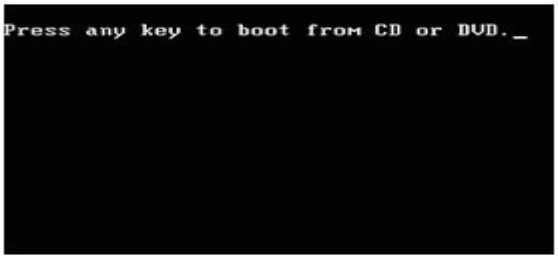
2 Press boot key (del or F2 or F9 or F10 or F11 or F12) on keyboard as soon as see the logo of computer manufacturer to enter boot menu. Boot key varies by the computer manufacturer.

3 Once entered boot menu select CD-ROM drive as Boot Device using Up/ Down key on keyboard and hit Enter (See Fig 18).

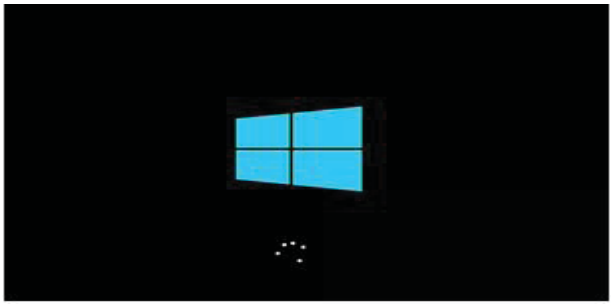
Fig 18

4 Windows 8 installing is starting - Press any key to boot from CD when you see the following screen as in Fig 19.

Fig 19




5 Wait for the Windows 8 Installation Files to Load. During this time following screen will appear (Fig 20).

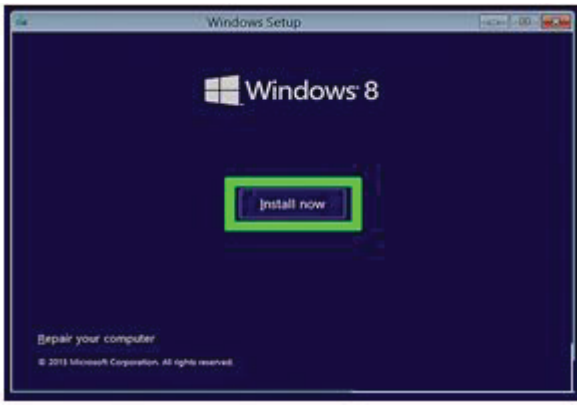


6 The next screen (Fig 21) allows to set up language, time, currency format and keyboard or input method. Choose your required settings and click Next to continue.

Fig 21

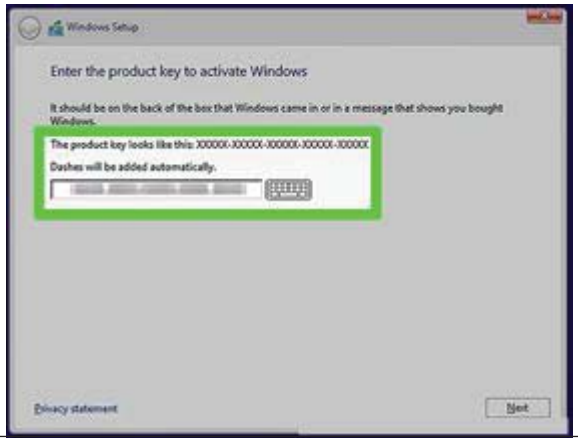
7 To do a clean installation, click on Install now option. (Fig 22)

Fig 22




8 Type in the 25-character code (Product key) that's listed on the Windows 8 CD case or box, and then click Next to proceed. (Fig 23)

Fig 23




9 Read the license terms and tick I accept license term. Then click Next to continue (Fig 24).

10 Choose the type of installation. For doing a clean installation click on custom option.

11 If you need to create a new partition with specific size, you should click "New". Otherwise, click "Next"

(Fig 25). To specify the size of new partition, first click Drive options (advance), then click “New” and input the partition size, then click “Apply” and finally click on Next button (Fig 26).

Fig 24

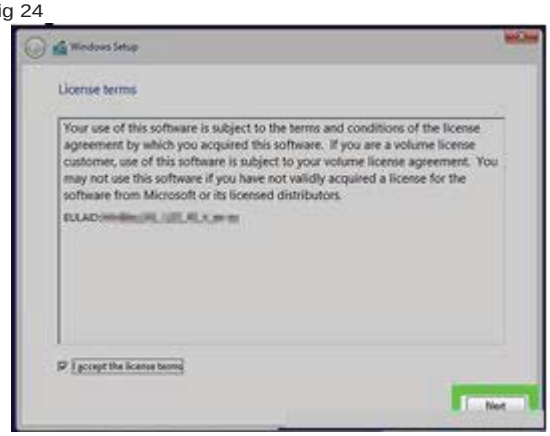



Fig 25

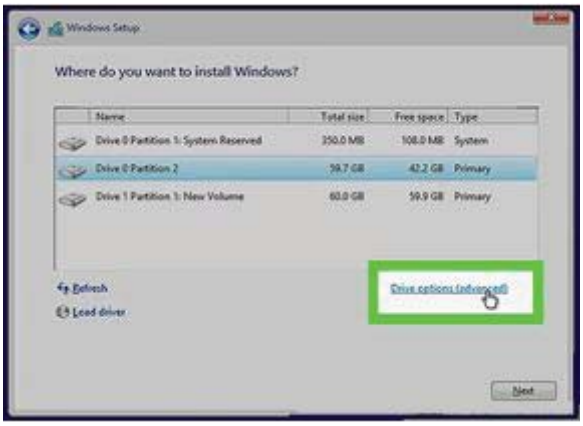
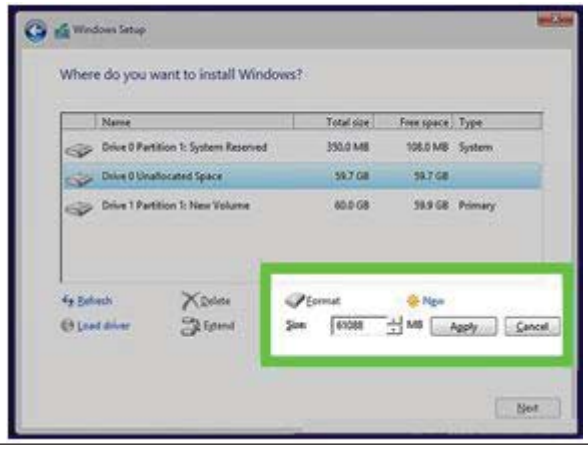



Fig 26




12 The Installing Windows stage begins with copying files from boot media kit (Fig 27). This will take some times.

13 Windows restarts automatically after the first part of the process will complete (Fig 28).

14 After restarting the system shows follow steps: 1) Personalize, 2) Wireless, 3) Settings, 4) Sign in. Click on next to Figures 29, 30 and 31.

Fig 27

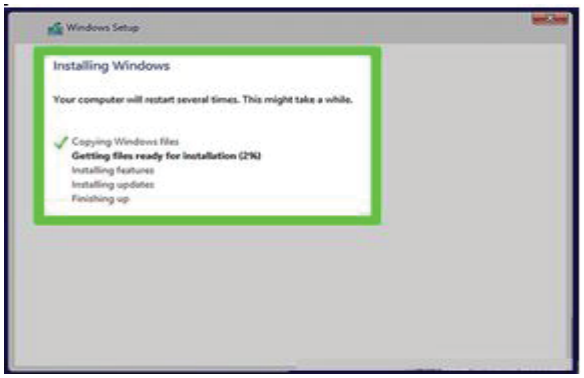



Fig 28

Fig 29

Fig 30

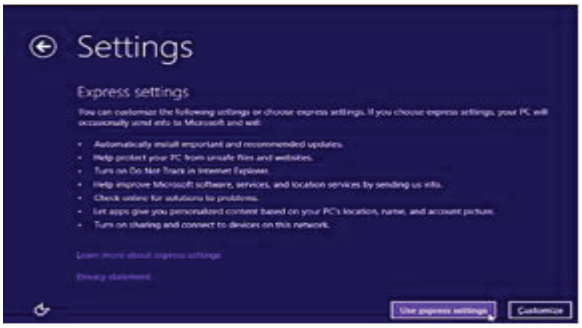



Fig 31

The Windows 8 installation is over. It will show as like following figures (Figs 32, 33).

Fig 32

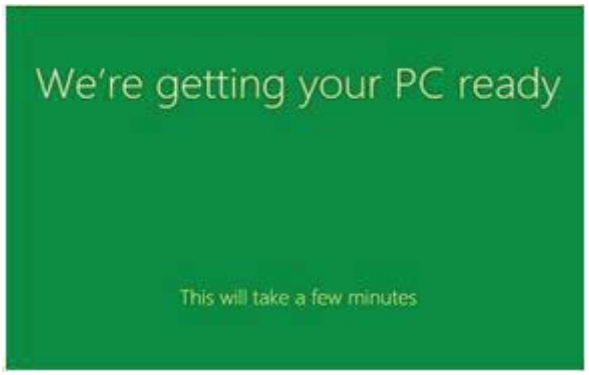



Fig 33

TASK 3: **Install MS Windows 10 Operating System**

1 Insert Windows 10 DVD or CD (boot media kit or installation disc) into computer and start or turn on computer.

2 Press boot key (del or F2 or F9 or F10 or F11 or F12) on keyboard as soon as see the logo of computer manufacturer to enter boot menu. Boot key varies by the computer manufacturer.

3 Select a device from which to boot. There have a couple of options:

- For a USB flash drive, select the Removable Devices option.
- For a disc installation, select the CD-ROM Drive option.

**Now follow the same steps till Step 13 as in Windows 8 installation.**

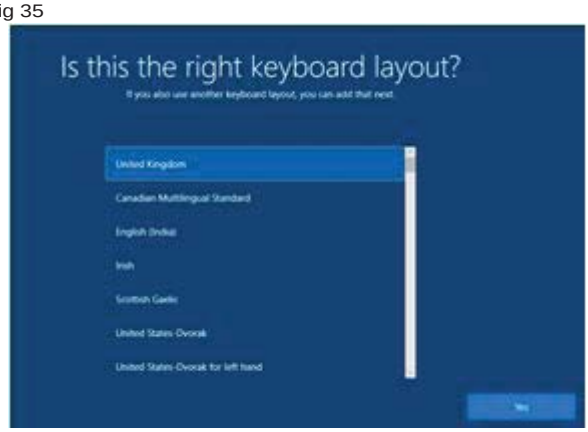
**Complete the Final Steps to Install Windows 10 on a New Hard Drive**

1 Check that your region is correct. Then click Yes to continue. Otherwise, select your region and click Yes. (Fig 34).

Fig 34

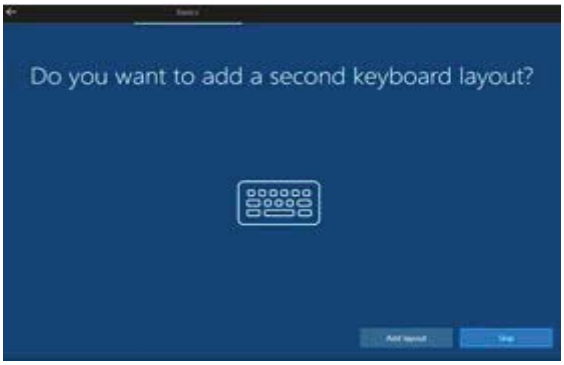
2 Then confirm that keyboard is correct and click Yes. Or select a new keyboard (Fig 35).

Fig 35




3 At the option to add a second keyboard, to add a new keyboard click Add layout. Otherwise, click Skip (Fig 36). Then wait for the next screen to load. The installer will begin configuring some additional setups.

Fig 36




4 Then you will be offered the option to choose whether you are installing Windows for personal use or for a company. Select an option and click Next. (Fig 37)

5 At the Sign in with Microsoft screen, enter your Microsoft account. Then click Next. If you have Microsoft email than enter it or if you want to skip so click on offline account (Fig 38).

Fig 37

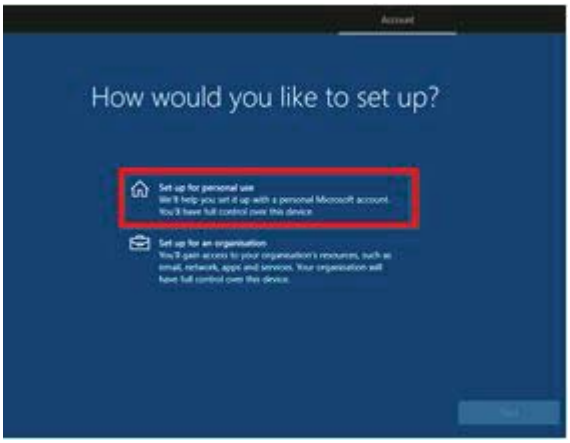
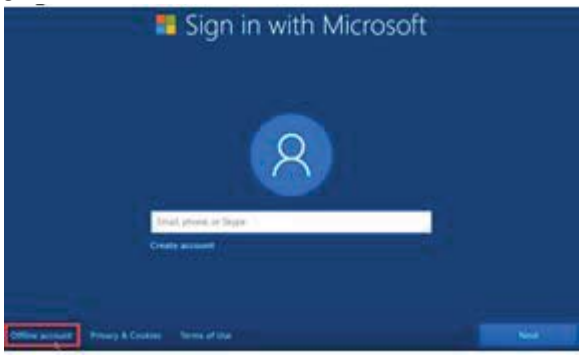
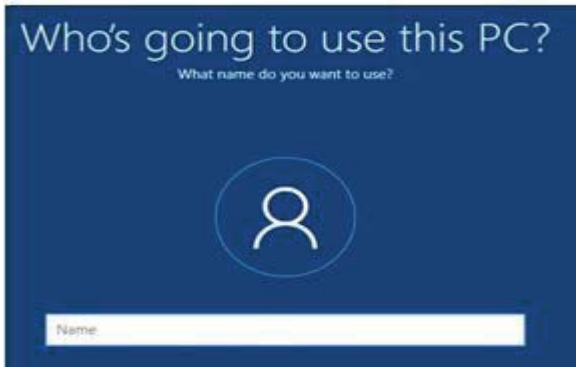



Fig 38




6 Then enter PC name or Password and click Next (Fig 39).

Fig 39

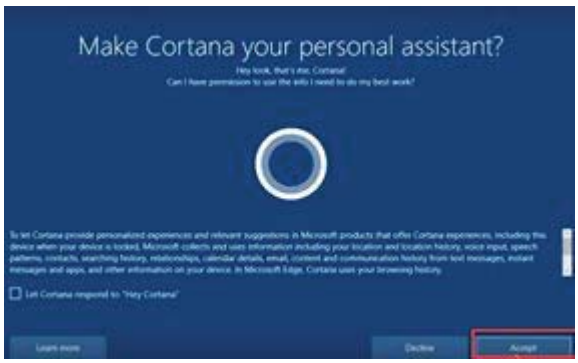



7 Then, on the Back up your files with OneDrive screen click Only save files to this PC otherwise select next with no changes (Fig 40).

Fig 40

8 After that accept Cortana personal assistant. Select next in Cortana as it is in default (Fig 41).

Fig 41




9 Now choose privacy setting and then click Accept (Fig 42). Then, windows take time to setup settings, at his time don't turn off computer.

Fig 42

Windows 10 installation on a new hard drive is over. The first desktop is shown in the Fig 43.

Fig 43

# Hard disk formatting and partitioning

**Objectives:** At the end of this exercise you shall be able to
- **format Hard Drive in Windows with Disk Management**
- **partition a drive on windows**
- **install MS Windows Operating System.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.
- MS-windows Software - 1 No.

PROCEDURE

TASK 1: **Format HD Drive in Windows with Disk Management**

Disk Management in Windows is a built-in tool which enables to format, create, delete, extend, shrink partition without rebooting system. If you want to use this tool to format Windows hard drive, you should open DiskManagement by one of the following ways at first.

**Note: The instructions given below are to help to partition and format a hard drive. This process is data destrucive and cannot be done, ALL THE DATA ON THE DRIVE WILL BE LOST.**

1 Click start menu and then type Disk Management to search (or)

2 Click start menu and type cmd to open command line and then input compmgmt.msc and then click Enter (or)

3 Press “Windows + R” to open the command line and then enter “diskmgmt.msc” to launch Disk Management

4 After open Disk Management, right click the Windows 10 hard drive partition you need to format (partition D) and then choose Format.

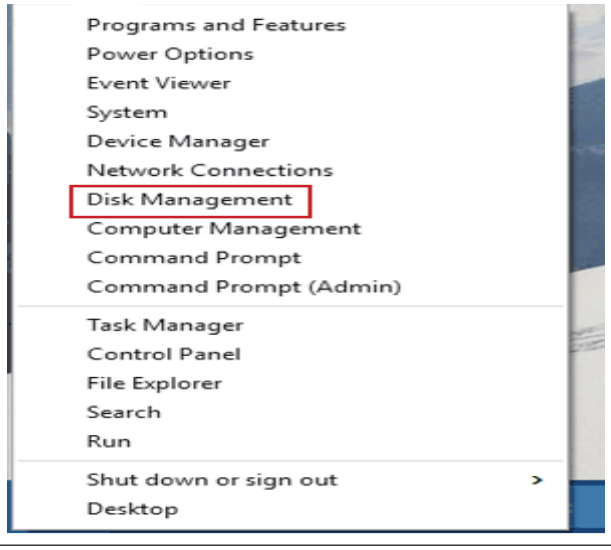
5 In the pop-up window, and set file system and cluster size and then click OK.

— — — — — —

TASK 2: **Format HD Drive in Windows with Disk Management**

1 Right click on start, the windows logo on the bottom - left of the screen and click **Disk Management** (Fig 1).

Fig 1




2 In the Disk Magagement window, the lower pane will display alist of available drives. Identify the drive that needs to be partitioned and formatted and make sure that all critical data on this drive has been backed up elsewhere. If there is already a partition on the drive, the bar above that drive will appear blue. If there is no critical data on the drive, or the data has been successfully backed up, right click the bar and click **Delete Volume**. (Fig 2)

3 If there is no partition and data on the drive, it will appear as **Unallocated**, with a black bar on top. Right click the **Unallocated** space or the black bar, and click **New Simple Volume**. (Fig 3)

4 The Welcome to the New Simple Volume Wizard will open. Click Next to proceed. (Fig 4)

5 Choose the volume size and click Next. By default, the maximum disk space is already selected and it is recommended to leave at at the maximum disk space.

Fig 2

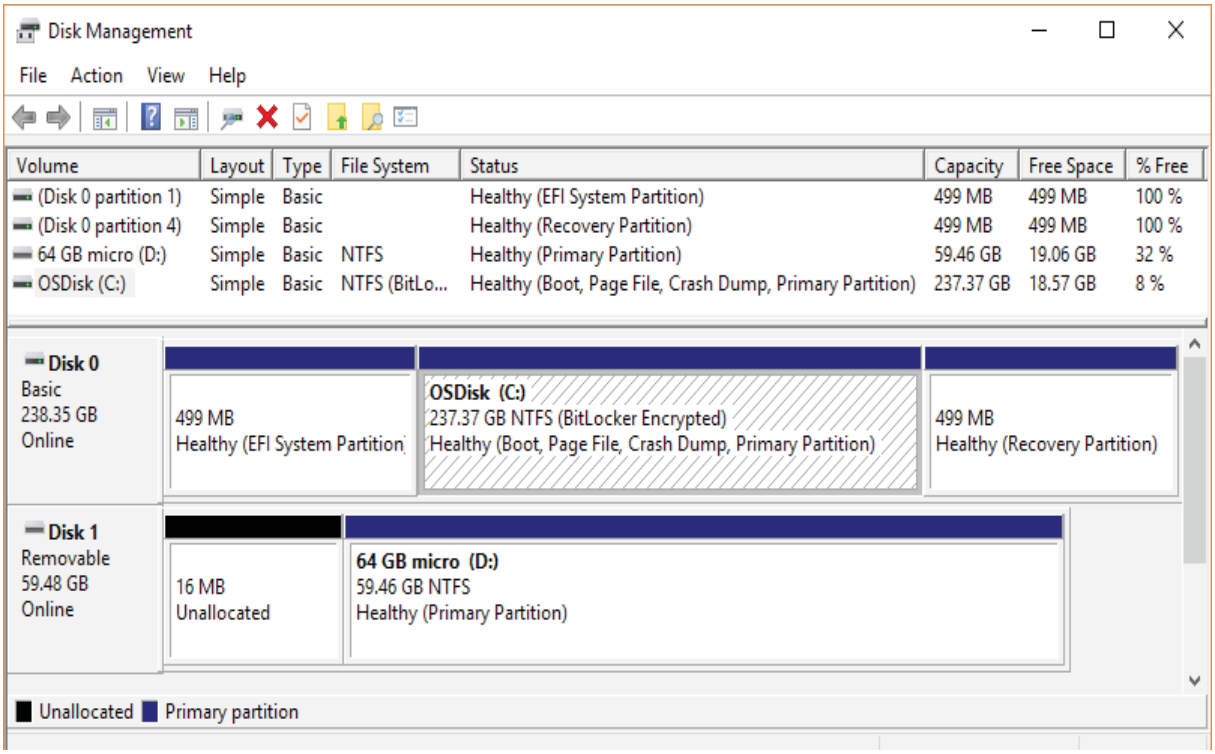
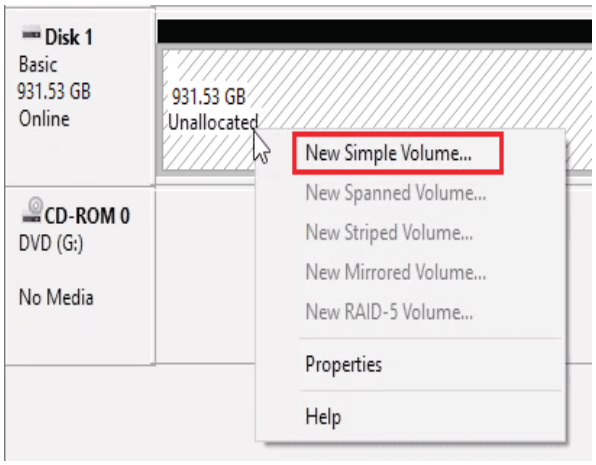



Fig 3




**To create multiple partitions, select or type a specific number of megabytes (MB) for the first partition and continu to the next step. Once done with this process, the remaining space will display as unallocated space for the next partition. For example, on a 2TB drive, set the volume size to 1000000 (1TB) and continue to the next step, when done, begin the new simple volume process again and select the remaining capacity, the unallocated space, for another 1 TB partition. (Fig 5)**

Fig 5

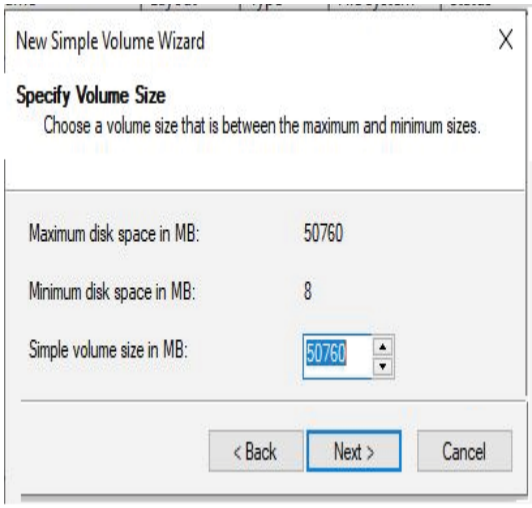
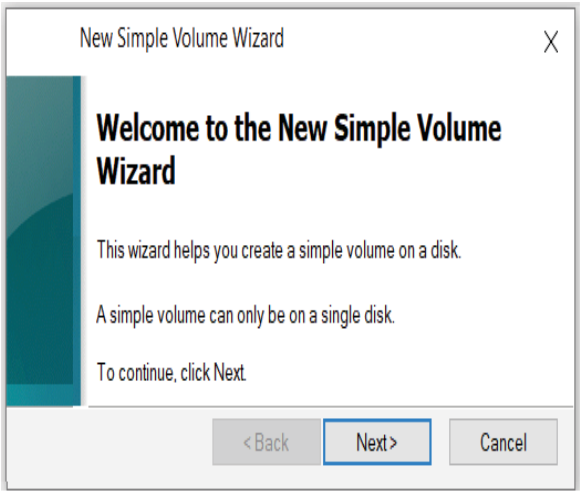
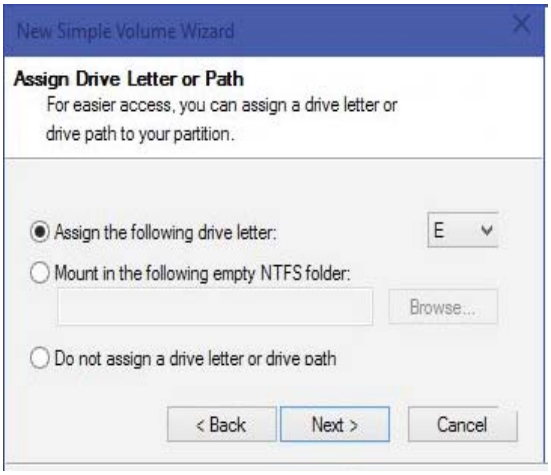



Fig 4



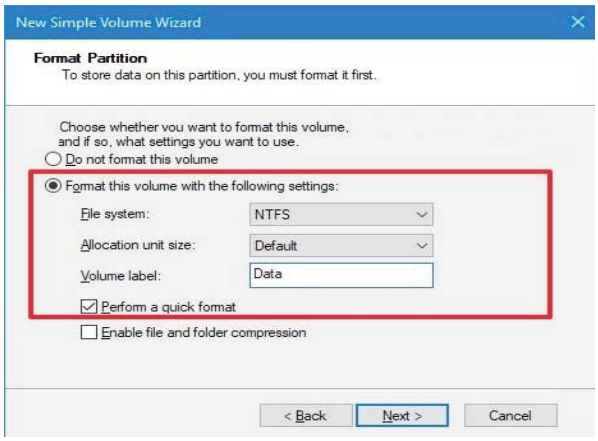

6 Assign a drive letter to represent the volume being created, and click Next. By default, this is the next available letter. (Fig 6)

Fig 6



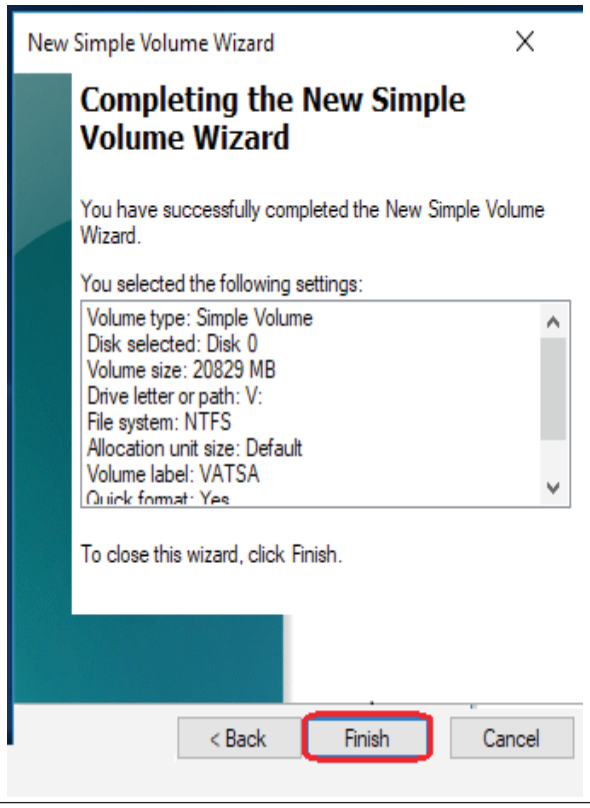

7 Next is the File system, which controls how the data is read and written. Set the file system to NTFSD, which is the default windows file system, and leave the allocation unit size to default. The volume label field can be customized in order to give click next. (Fig 7)

Fig 7




8 Click finish to begin formatting the drive. (Fig 8)

Fig 8




TASK 3: **Format HD Drive in Windows with AOMEI Partition Assistant Standard**

**AOMEI Partition Assistant Standard is a free software which is designed for partition management. It can help to format hard drive in Windows even format partition larger than 32GB from NTFS to FAT32.**

**Before format, user can use free backup software - AOMEI Backupper Standard to backup data.**

**In order to make sure OS works properly, AOMEI Partition Assistant will not allow you to format system partition and boot partition. However, if need to format system partition or boot partition, user need to create a bootable media with AOMEI Partition Assistant first, after that, user can format these partitions by entering Bootable Media. In this situation, user should reset the boot order of the computer from the original location to the bootable media created. To do this, sometimes, need to change the BIOS (Basic Input/Output System) settings of your PC.**

1 Download AOMEI Partition Assistant Free, install, and launch it.

2 Choose the Windows hard disk partition.

3 Select Format Partition as shown in Fig 9.

4 In the pop-up window, set the type of file system, the size of cluster. (Fig 10)

5 Click OK.

6 To execute the operations, please click Apply. Then successfully format hard drive in Windows. (Fig 11)

7 Get it check with your instructor.

Fig 9

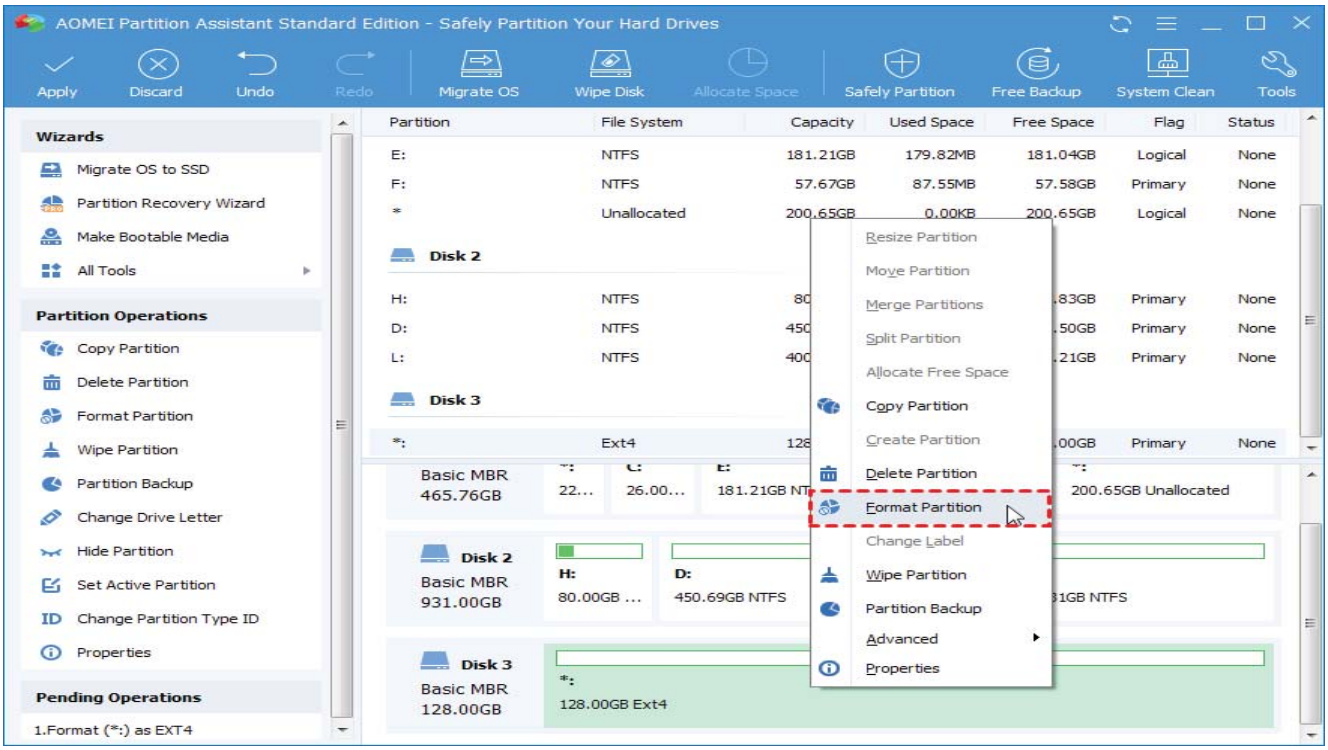



Fig 10

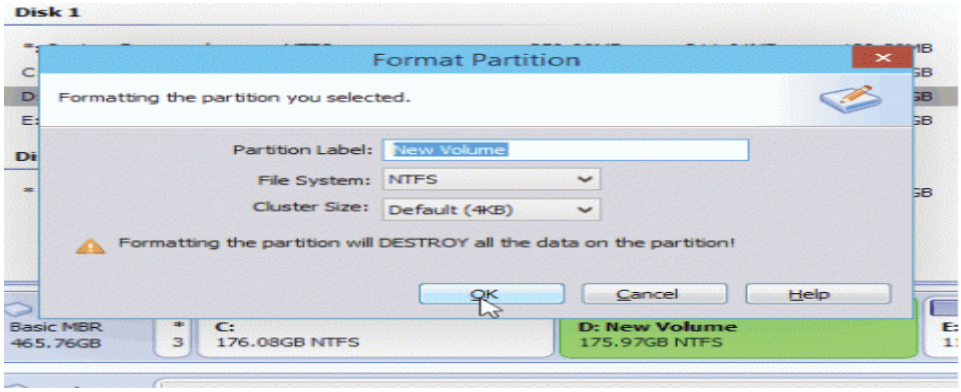
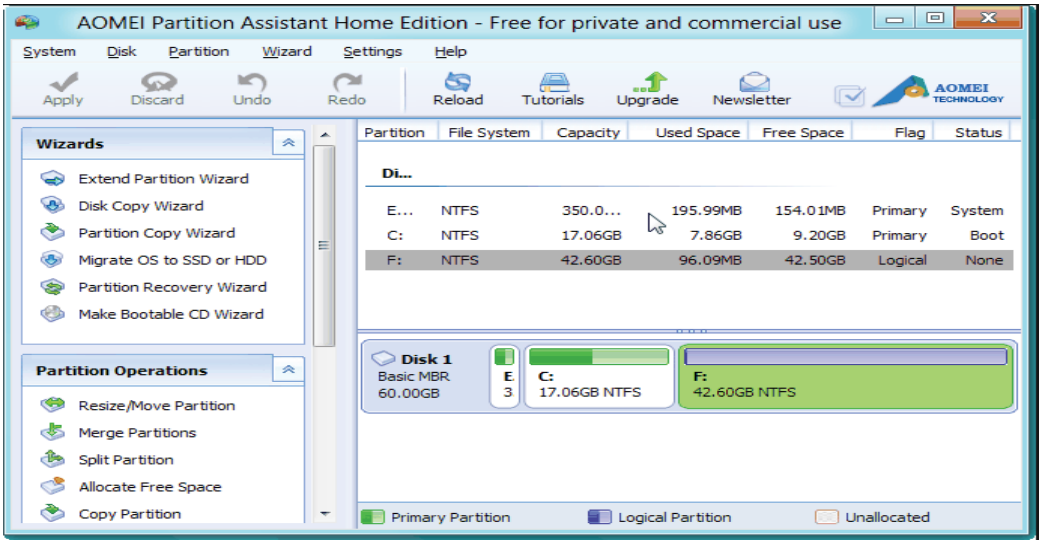



Fig 11



# Install system and application software

**Objectives:** At the end of this exercise you shall be able to
- **install MS-Office**
- **install Nero software in windows operating system**
- **install VLC Media player**
- **install Adobe PDF Reader**
- **download and Install Avira Free Antivirus software in windows operating system.**

## Requirements

**Tools/Equipment/Machines**

- PC with Windows OS - 1 No.
- MS-windows software - 1 No.

PROCEDURE

TASK 1: **Installing Ms-Office**

**Hardware and Software Requirements**

**Microsoft Office is available in both 32 and 64 -bit versions and will install on the following minimum hardware requirements.**

- **500 MHz or faster processor**
- **256 MB or more RAM memory**
- **3 GB or larger available hard disk space**
- **1024 x 578 display resolution**
- **Windows XP SP3 32-bit, Windows Vista SP1 32/64-bit, Windows Server 2003 R2 32/64-bit with MSXML 6.0, Windows Server 2008 32/64-bit or later, Windows 7 32/64-bit, Windows 8 32/64-bit, Windows Terminal Server and Windows on Windows applications are supported as well.**

**When inserting the CD a prompt should show windows explorer**

1 Confirm whether PC meets the Office system requirements.

2 Check to see if your PC is preloaded with Office 2010.

3 Click Run SETUP.EXE as shown in Fig 1.

4 Read the Microsoft Software License terms, place a check mark in the box to indicate that agree with them and press the Continue button as shown in Fig 3.

5 Enter the 25 character product key on the MSU CD case and then click Continue as shown in Fig 2.

6 Press the Install Now button to begin the installation as shown in Fig 4.

Fig 2

Fig 3

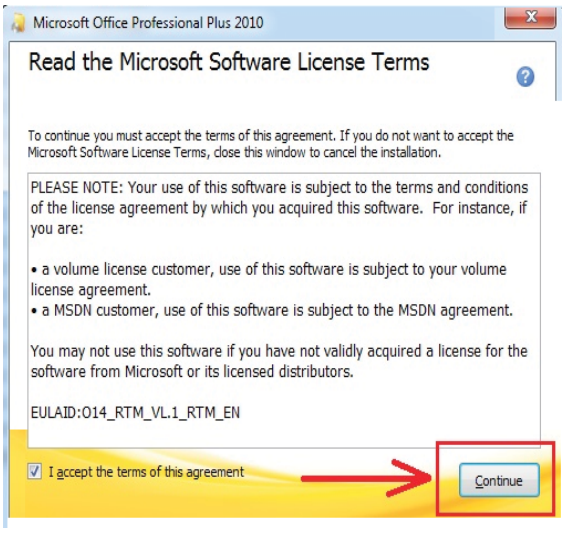


Fig 1

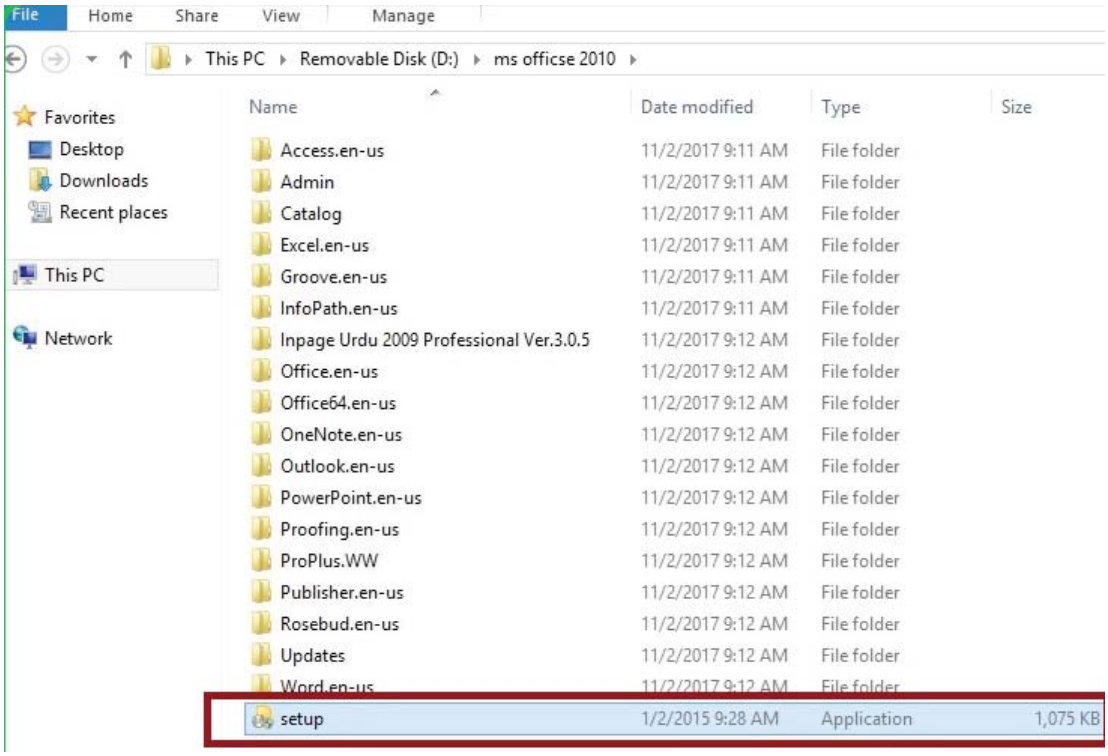
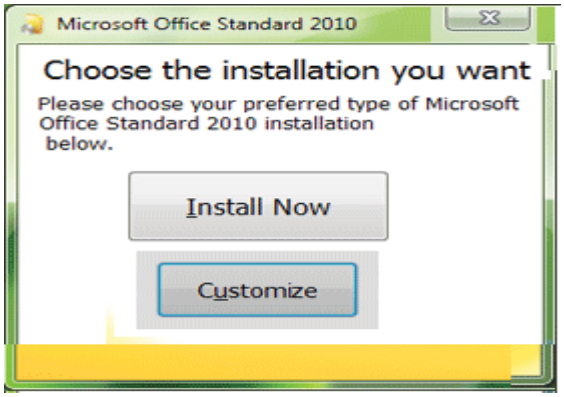
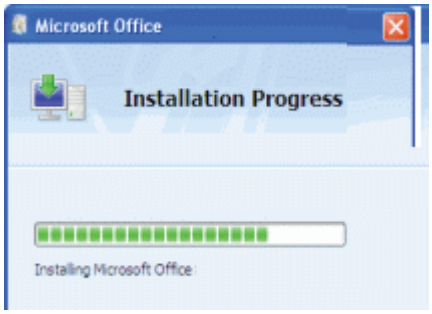



Fig 4




**The Fig 5 shows the progress bar will indicate how far along the installation has progressed. Depending upon the speed of the computer, this step could take several minutes on older systems.**

Fig 5




7 Click Close when the installation completes as shown in Fig 6.

Fig 6

TASK 2: **Instructions for installing nero for CD burning**

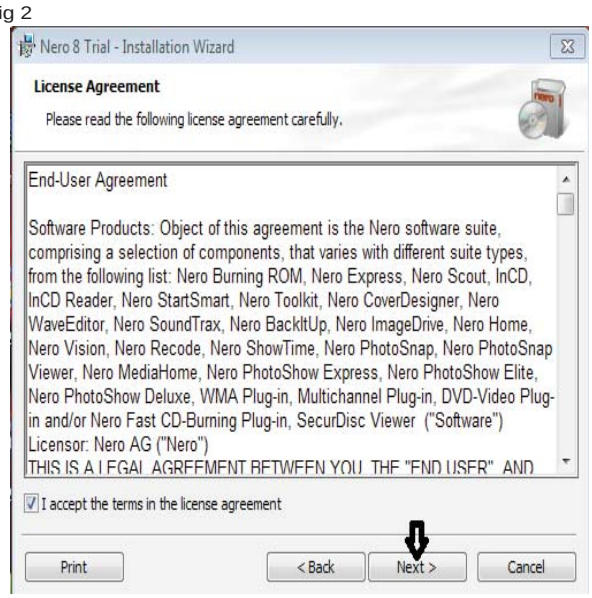
1 Download the demo version of nero and save it to a location you can access easily later.

2 Start the installation by double clicking set up. (Fig 1)

Fig 1

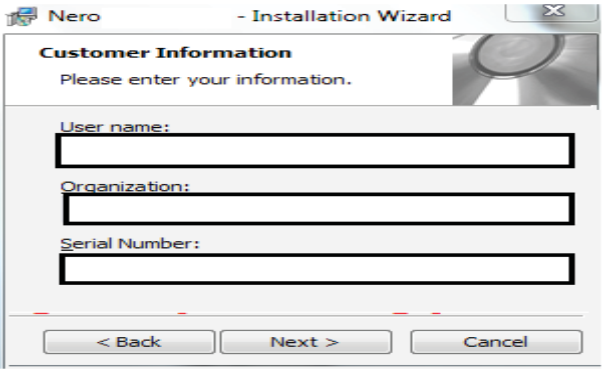
3 Next, you will need to accept the license agreement for usage of the nero trial software. (Fig 2)

Fig 2



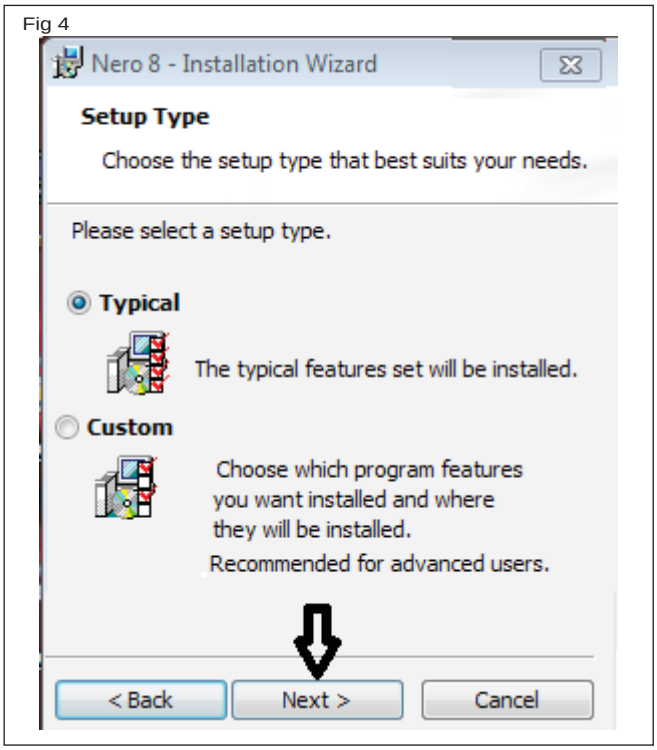

4 In the next window, enter your user name and organisation (home, school, office) then click next. (Fig 3)

Fig 3



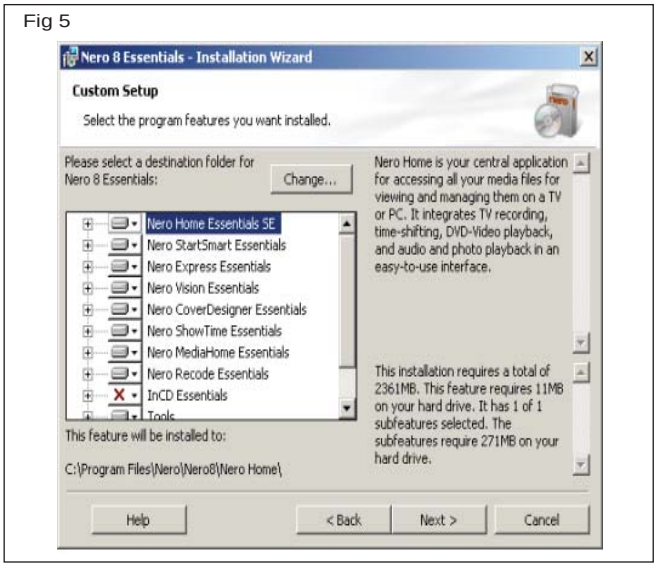

5 Now you will select type of installation you want to perform. If you want to use nero ONLY to burn CD's, click on "custom". (Fig 4)

Fig 4




6 In the next step, select ONLY nero burning ROM if this is the only feature you want. All other features should have an "X" next to them. Clicking "Next" will complete the installation. (Fig 5)

Fig 5




7 The next step of the installation process allows you to configure additional options like desktop shortcuts and auto play functions. Check the boxes if you want them. uncheck the boxes if you don't want them. (Fig 6)

8 When you have completed the installation, you will need to restart your computer.

Fig 6

After the installation is complete start the computer. Start Audible Manager and activate the nero plugin. (Fig 7)

9 Now it is ready to burn a CD, select the title you want to burn, then click “Burn to CD’s with nero” from the top of the window and follow the prompts.

Fig 7

TASK 3: **Installing VLC media player**

1 Double click on the VLC media player exe file

2 Click Run button in the window

3 Select the language and click ok button as shown in Fig 8.

4 Click Next Button as shown in Fig 9.

5 Click the Next Button On the License Agreement window as on Fig 10.

6 Select components of Media player and click Next Button as shown in Fig 11.

7 Click Install Button as on Fig 12.

Fig 8

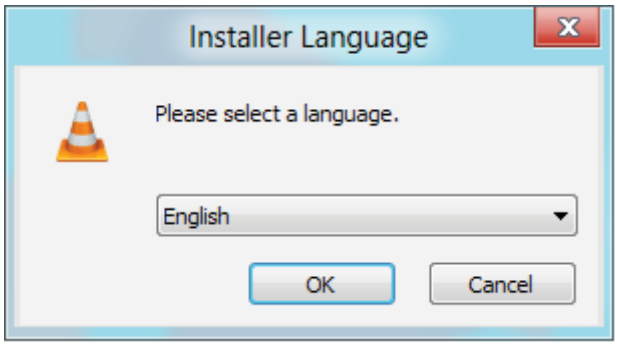



Fig 9

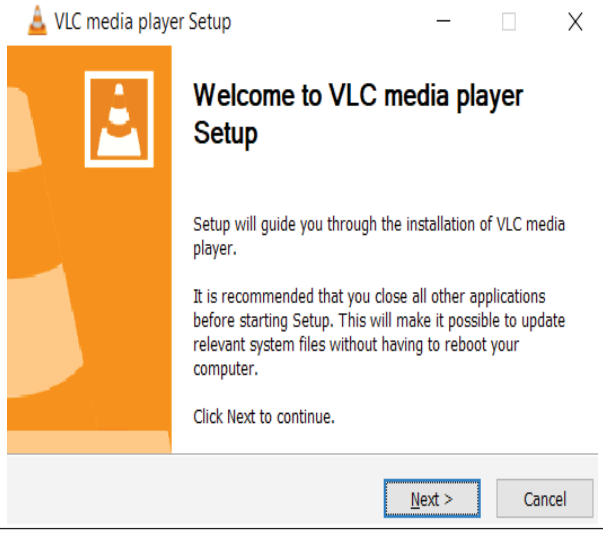
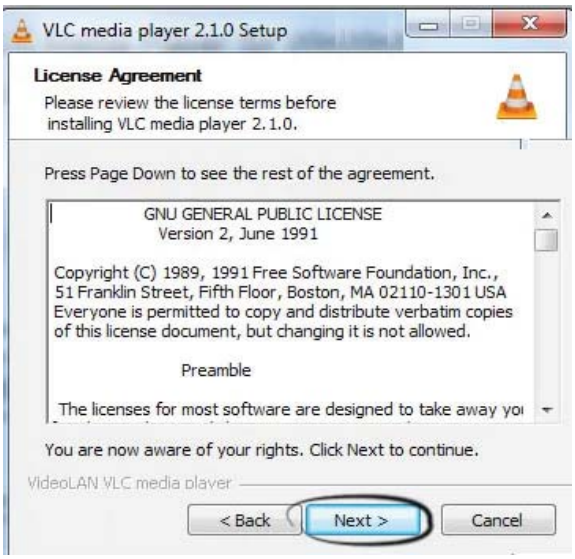



Fig 10




**The installation process window will display as on Fig 13.**

8 Click Finish Button as on Fig 14.

Fig 11

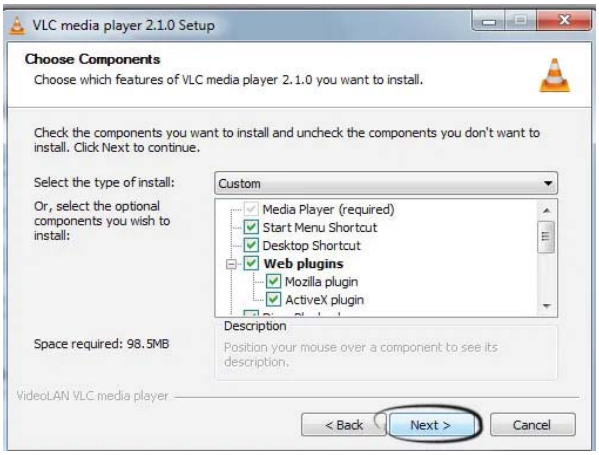



Fig 12

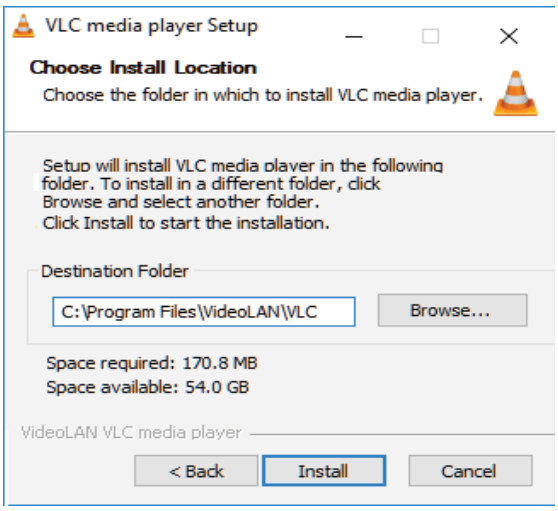



Fig 13

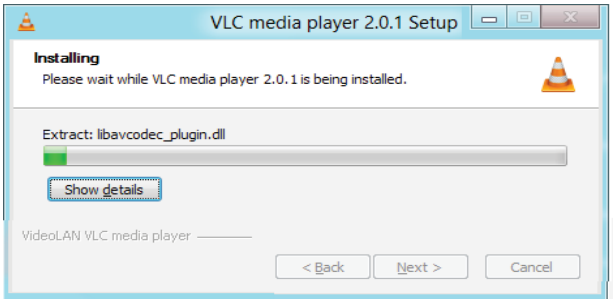
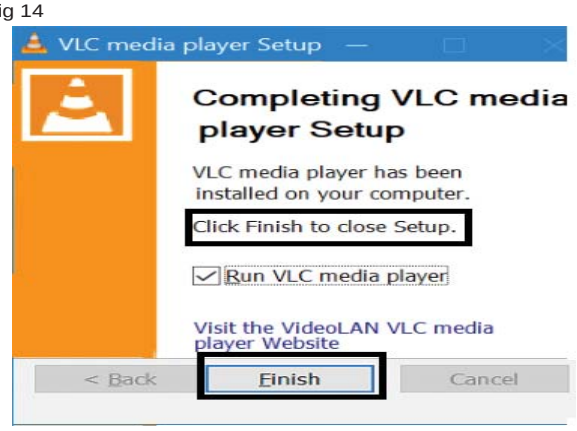



Fig 14



TASK 4: **Download and install the adobe Acrobat Reader DC from the Internet**

1 Open the browser

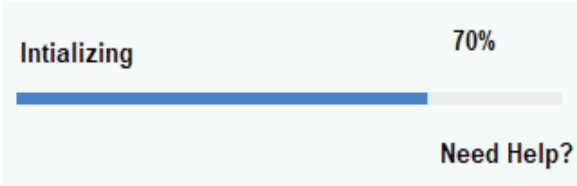
2 Select the corresponding website https://get.adobe.com/reader/otherversions/ as shown in Fig 15

Fig 15

3 Slect “windows version, Language and Reader version”

4 Click download button as shown in Fig 16.

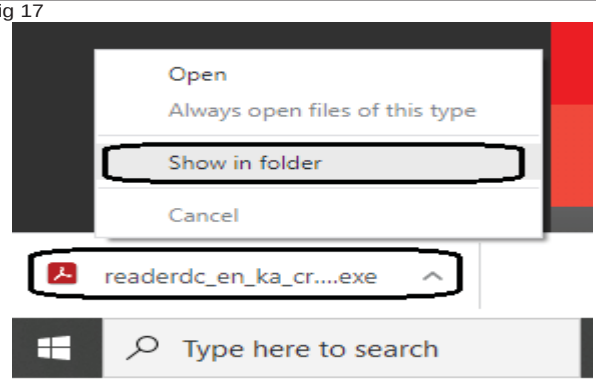
Fig 16




**The down loading process will start and the EXE file will show bottom of the Browser**

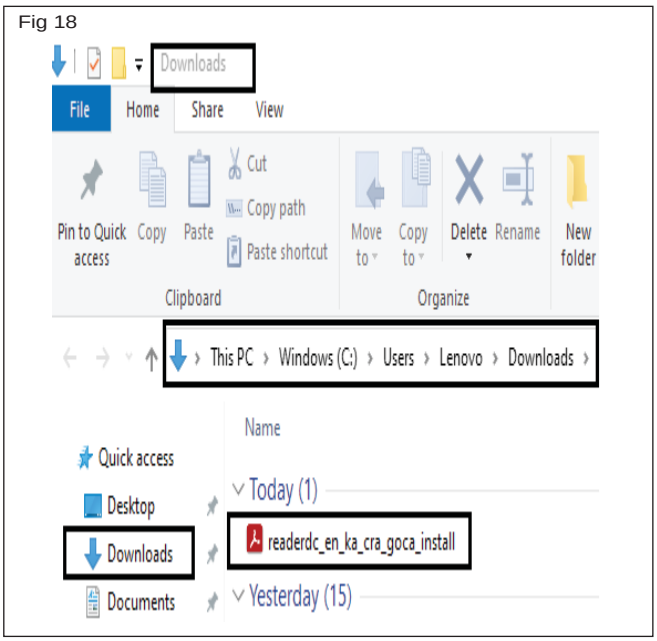
5 Click the up arrow and again click show in folder menu as shown in Fig 17

Fig 17




6 Double click the file as shown in Fig 18

Fig 18




7 Click Run button as shown in Fig 19.

Fig 19

**The down loading process window**

8 After complete the installation click Finish Button as shown in Fig 21 & 22.

Fig 21

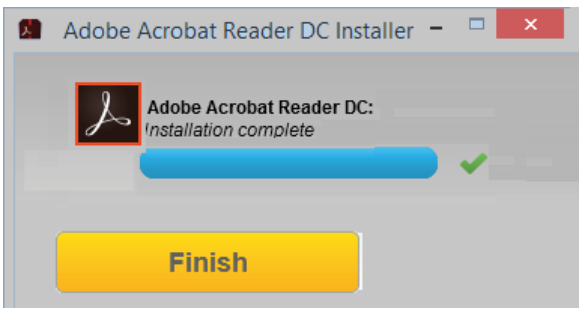
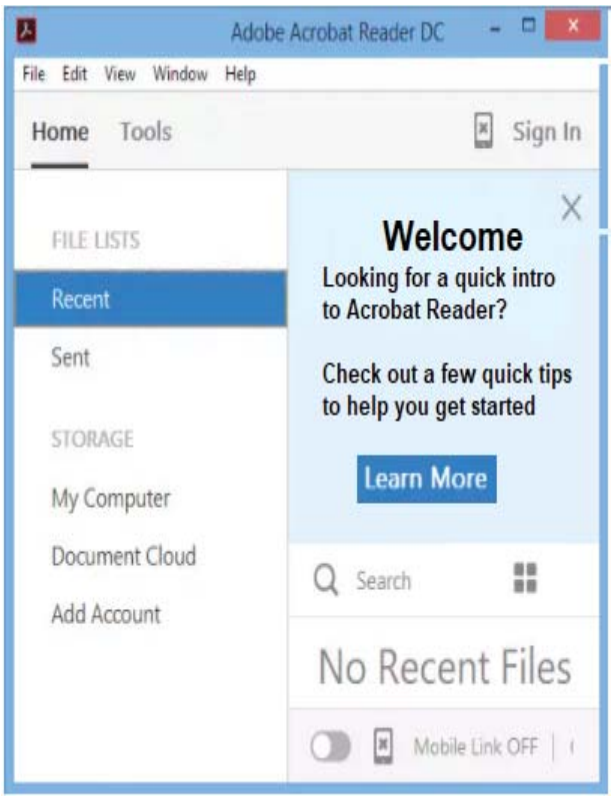


Fig 22




TASK 5: **Installing Avira Free Antivirus software in windows operating system**

1 Click “Google Chrome” icon in windows task Bar .

2 Type the text “download avira antivirus for windows 10” in text box and click “Search” Button as shown in Fig 23.

Fig 23

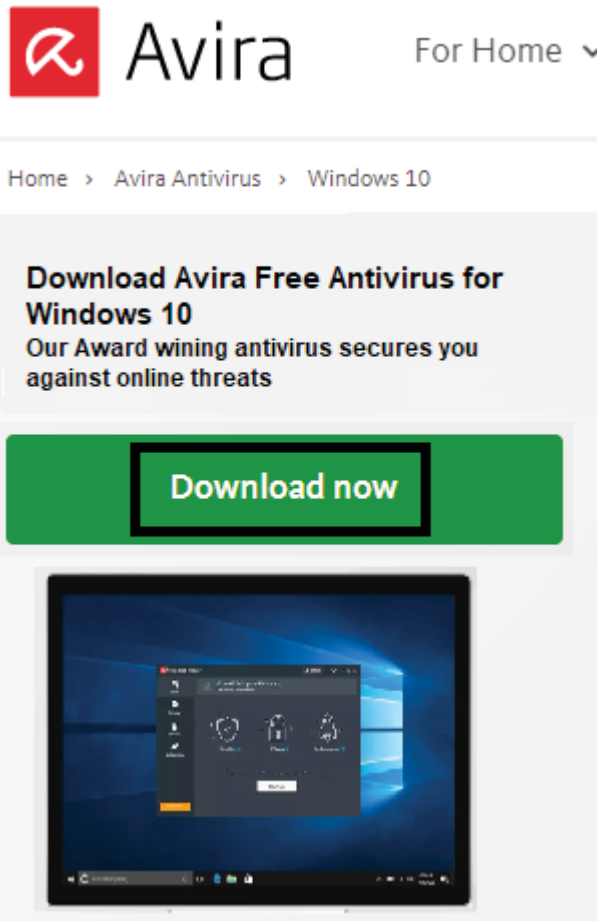
**Display the list of related links in the chrome web page.**

3 Right click on the related link and click “Open link in new tab” as shown in Fig 23.

**The corresponding software exe file will download bottom of the web page**

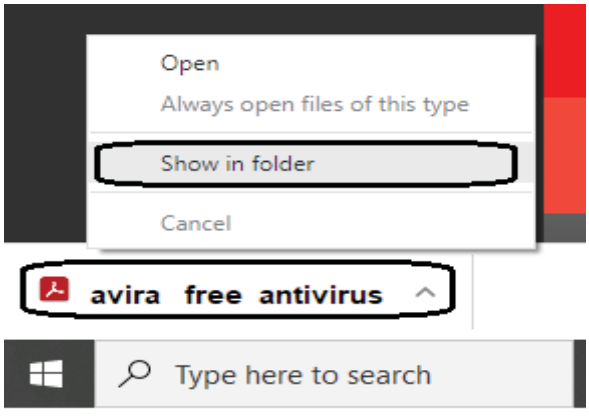
4 Click “START NOW” button in the web site as shown in Fig 24.

Fig 24



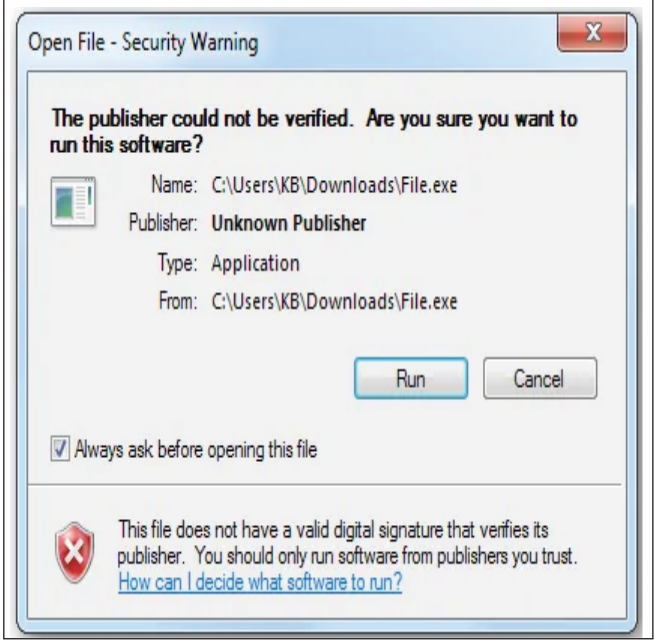

5 After download the file “click the ^ button” and click “open” menu as shown in Fig 25.

Fig 25




6 Click “Run” button in the below window as Shown in Fig 26.

Fig 26




**The bellowed screen shows “This will down load and install the software on your computer”**

7 Click “Next” to continue the downloading process as on Fig 27.

Fig 27

**The downloading progress bar will display the downloading status as shown in Fig 28.**

8 Click “Finish” button after complete the 100% downloading progress as on Fig 29.

9 After complete the downloading process the window will appear as on Fig 30.

10 Click “install now” button in the bottom of the window.

Fig 28

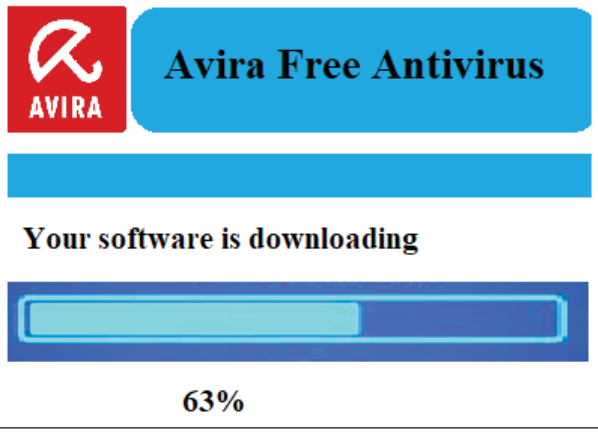



Fig 29

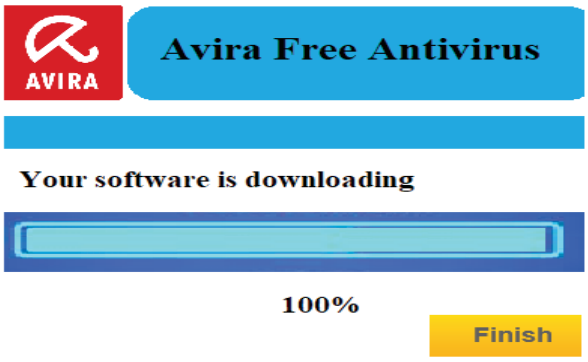
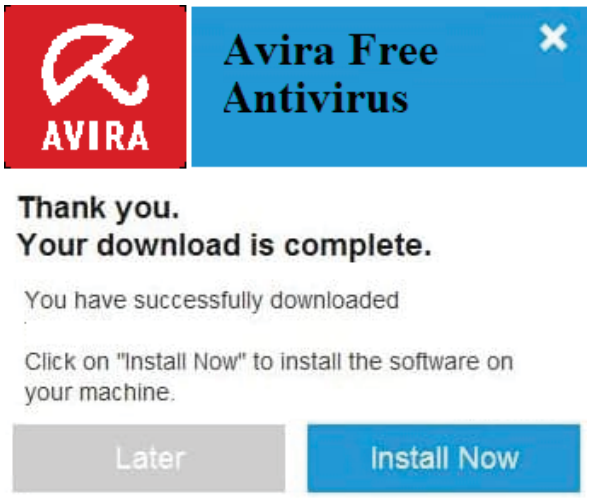



Fig 30




**The "preparing installation" process begins as on Fig 31.**

**After complete the "preparing installation" process the " Choose Installation Type" window will appear**

11 Select the "Express (Recommended)" setup type option and select the license agreement and privacy policy option in the bottom of the window as shown in Fig 32.

12 Click "Next" button

Fig 31

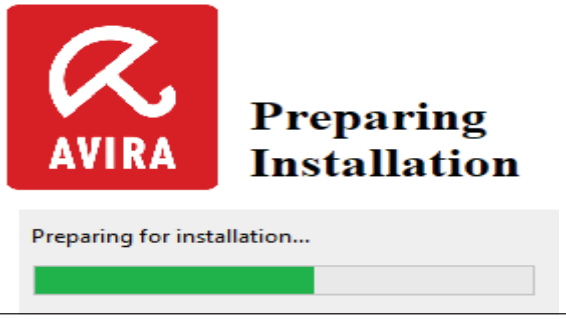



Fig 32

**The Avira Antivirus application installation completed as shown in Fig 33 and 34**

13 Get it checked with your instructor.

Fig 33

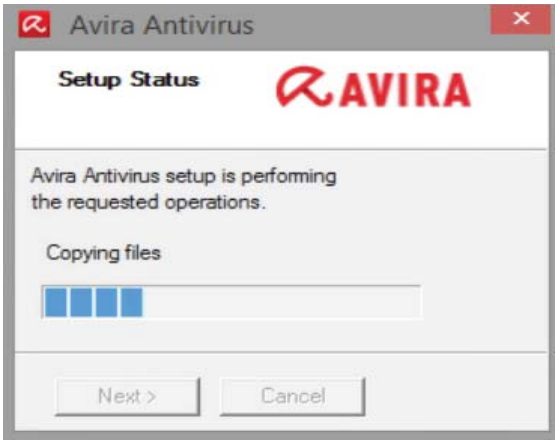
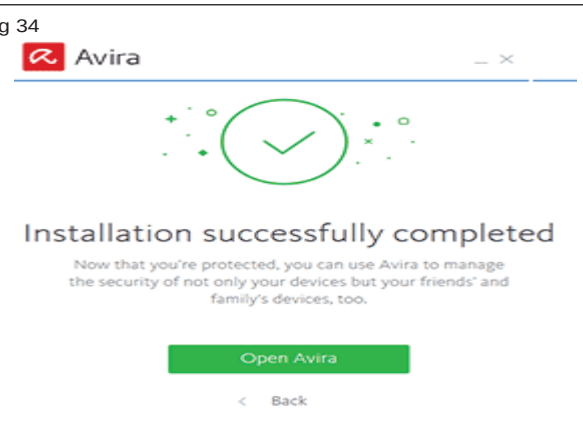



Fig 34



# Configure bluetooth and Wi-Fi settings

**Objectives:** At the end of this exercise you shall be able to
- **connecting Bluetooth devices to Windows**
- **create a Wi-Fi connection for a PC.**

## Requirements

**Tools/Equipment/Machines**

- A working PC - 1 No.
- MS-windows software - 1 No.

PROCEDURE

TASK 1: **Connecting Bluetooth devices to Windows 10Hardware and Software Requirements**

**Connecting Bluetooth devices to Windows 10**

1 For your computer to see the Bluetooth peripheral, you need to turn it on and set it into pairing mode. It typically involves pressing and holding the Bluetooth button until you see a flashing light that indicates the pairing is ready.

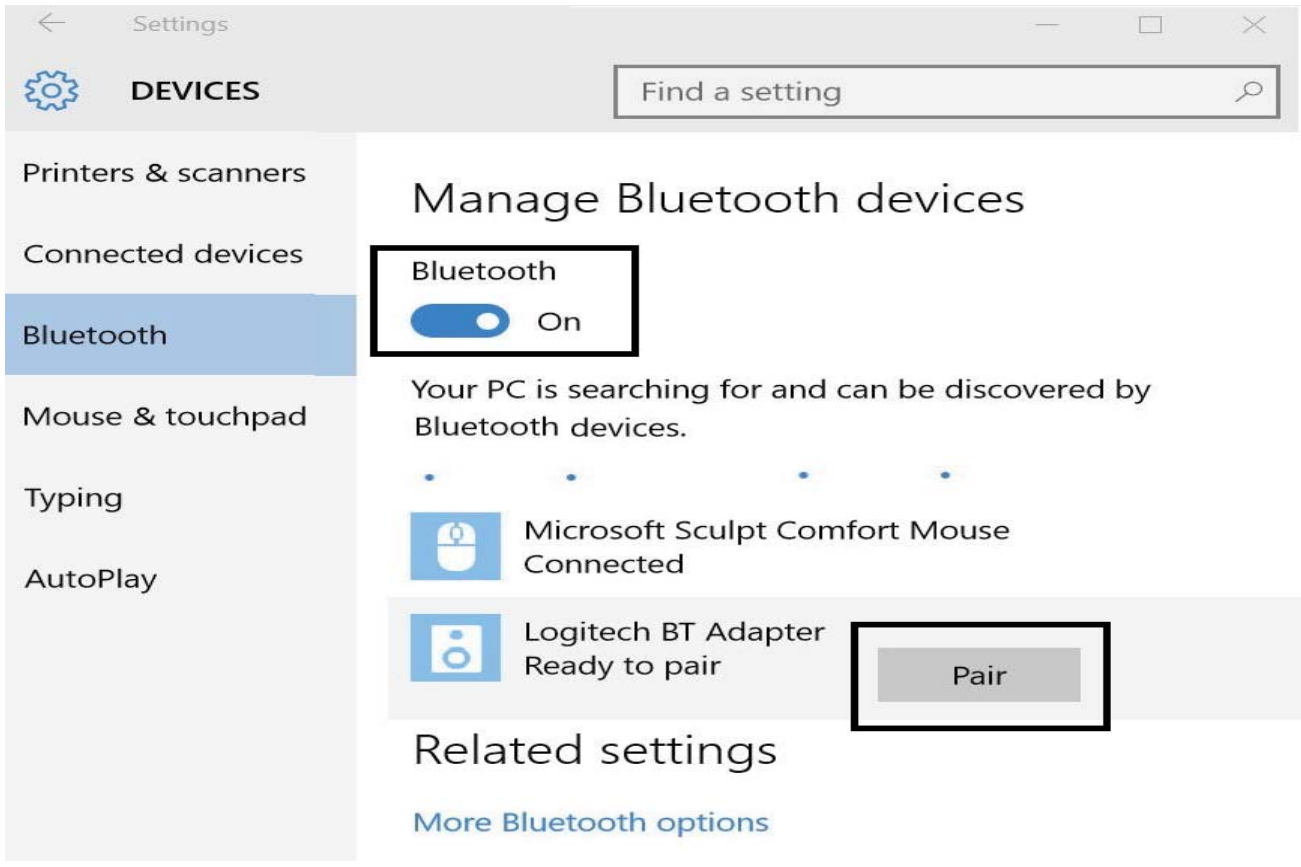
2 Then using the Windows key + I keyboard shortcut, open the Settings app.

3 Navigate to Devices and go to Bluetooth.

4 Make sure the Bluetooth switch is in the On position. (You'll know it is working because you'll notice the message reads "Your PC is searching for and can be discovered by Bluetooth devices.")

5 Select the device you want to connect and click Pair. Once you click Pair, you're all done. Windows 10 will take care of the rest. You'll notice the "Connected" label under the device name. (Fig 1)

Fig 1



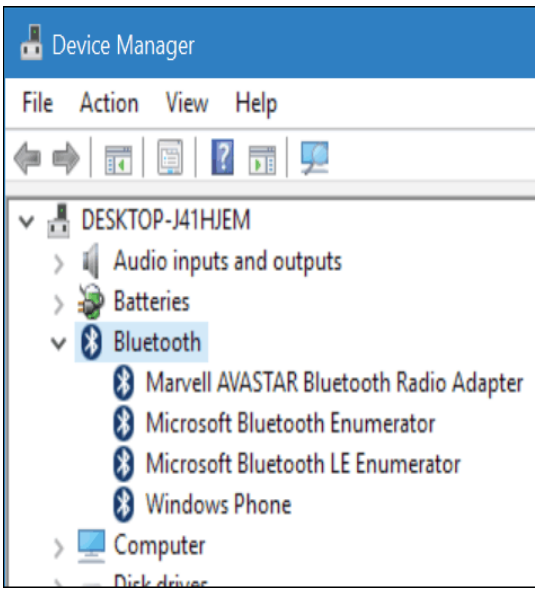
Alternatively, if you're simply trying to connect a Bluetooth audio or wireless display, you can simply do the following:

1 In the notification area in the Taskbar, click to open the Action Center button (or use the Windows key + A keyboard shortcut).

2 From the Quick actions area, click the Connect button.

3 Then all the enabled devices will appear in the list, select click on the device, and it should pair automatically. (Fig 2)

Fig 2




**Quick troubleshooting tips**

If you don't see the Bluetooth section on Devices, chances are that there are issues with Bluetooth driver. Make sure to right-click the Start button, and go to Device Manager to verify the driver is present and installed correctly. If everything looks alright, but you don't see the option, you may want to download and reinstall the latest Bluetooth driver from your computer's manufacturer support website. (Fig 3)

If the problem is with the speakers, headphones, mouse, or keyboard, make sure to turn the peripheral off, wait a few seconds, and turn it back on to try again.

**Removing a Bluetooth peripheral from Windows 10**

Disconnecting a wireless peripheral is as easy as connecting. Just follow the steps below:

1 Use the Windows + I keyboard shortcut to open the Settings app.

2 Navigate through Devices and go to Bluetooth.

3 Click on the peripheral you want to disconnect, and click the Remove button and then click Yes to confirm. (Fig 4)

Fig3

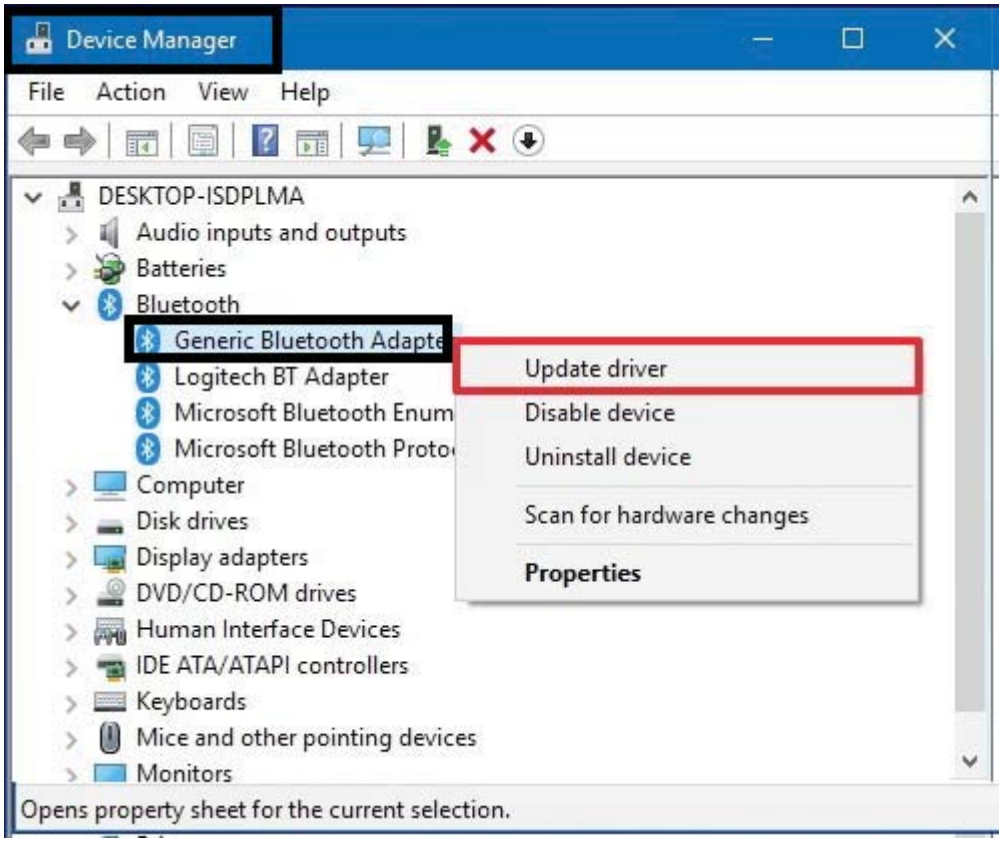
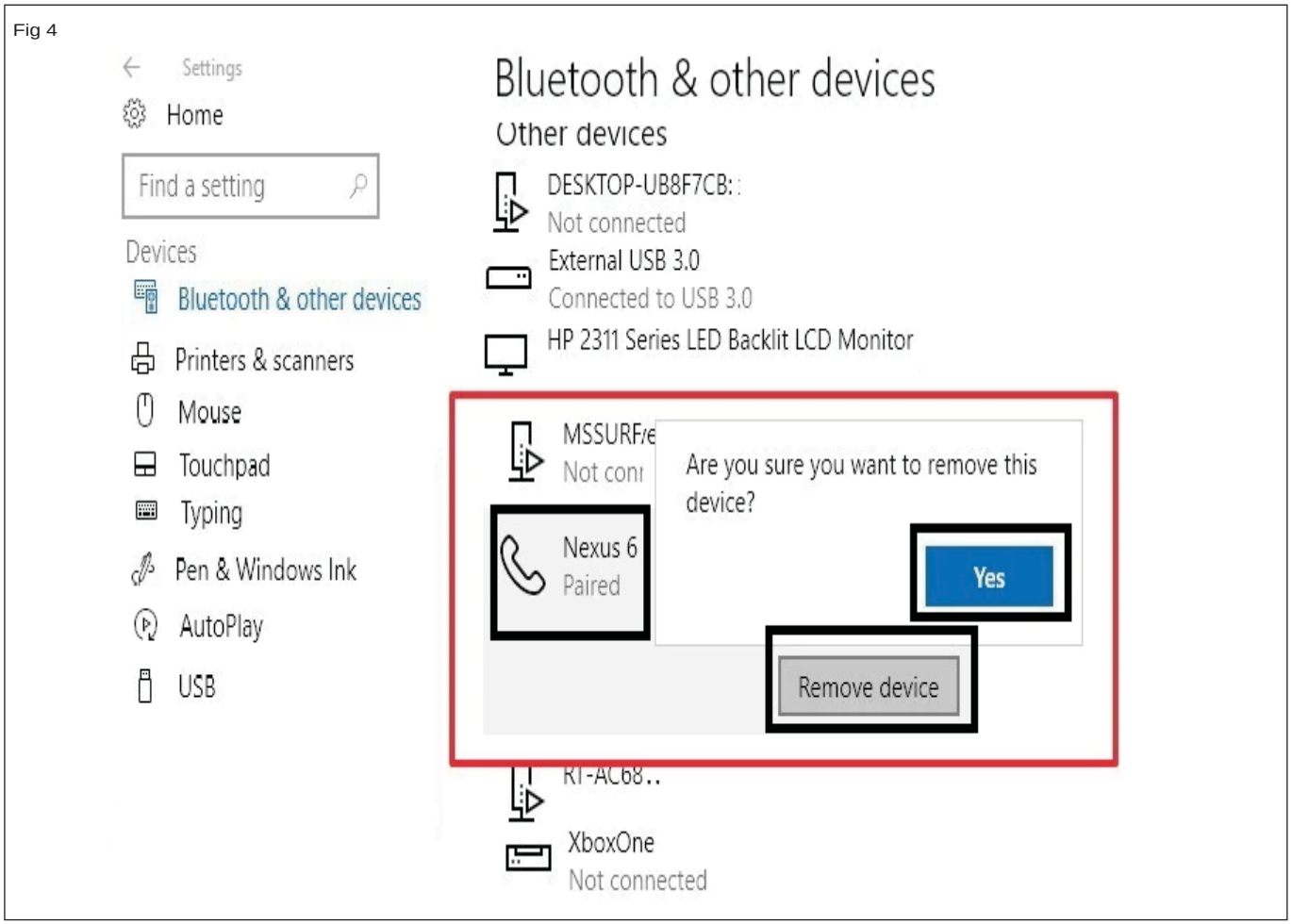


Fig 4




TASK 2: **Create a wifi connection for a PC**

**How to connect to a Wi-Fi network**

**Connecting to a wireless network is an easy process, you only need to know the network you want to connect and the security key to authenticate (sometimes also referred as a Wi-Fi password).**

1 Click the wireless icon in the notification area.

2 Select the network you want to connect.

3 Check the Connect automatically option.

4 Click the Connect button. (Fig 5)

5 Enter the network security key.

6 Click the Next button. (Fig 6)

If the network flyout is not reporting any wireless network, you can try the steps shown below to turn off and on again Wi-Fi to see if that fixes the problem.

Fig 5

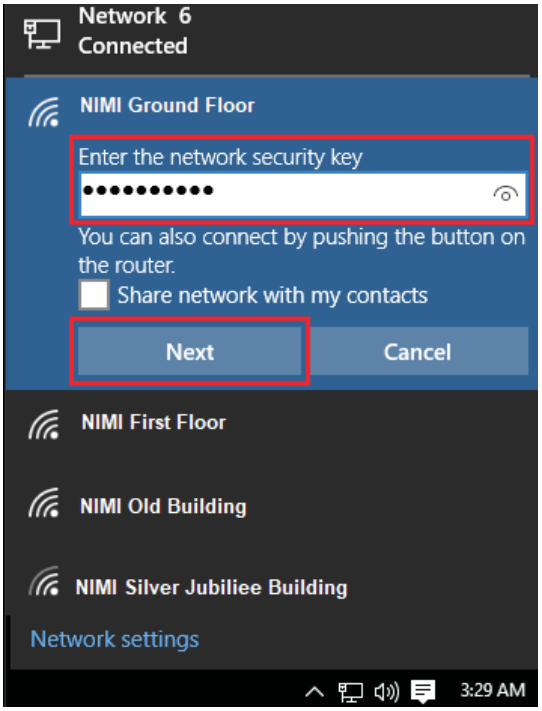
**How to disconnect from a Wi-Fi network**

Removing your device from a wireless network is also a straightforward process that can be done in a few different ways.

**Disconnecting using the flyout menu**

The easiest way to disconnect is using the network flyout menu.

Fig 6

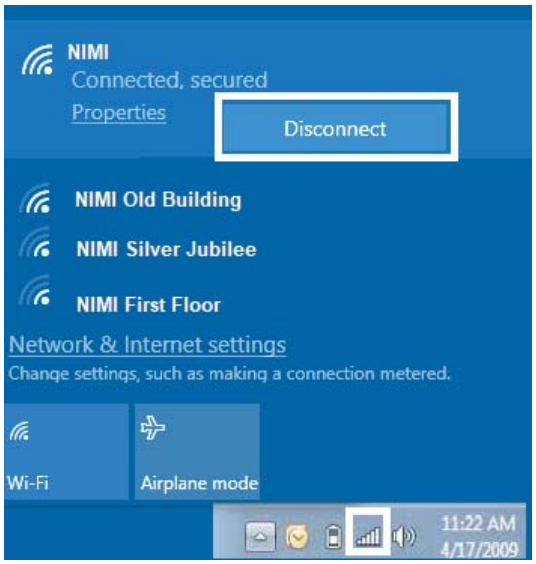



1 Click the wireless icon in the notification area.

2 Select the network you're currently connected.

3 Click the Disconnect button on the network connection. (Fig 7)

Fig 7




Alternatively, you can click the quick action Wi-Fi button at the bottom to turn off the adapter and disconnect from the network using fly out menu.

**Quick Tip:** The same Wi-Fi button can also be found in the Action Centre's Quick Actions section **(Windows key + A).**

If you don't select a schedule, then you'll need to enable the adapter manually by clicking the Wi-Fi button again from the fly out menu. Also, note that using the fly out menu, it's possible to turn on or off Airplane mode and Mobile hotspot.

**Disconnecting using the Settings app**

Alternatively, you can enable or disable Wi-Fi using the Settings app.

1 Open Settings.

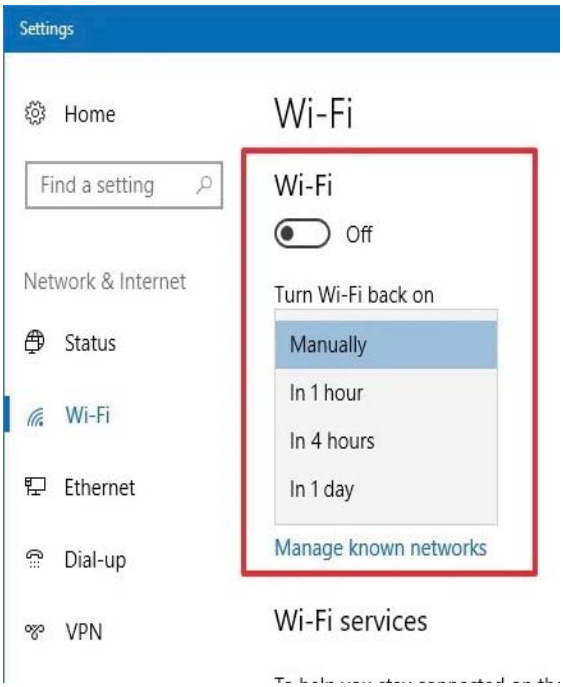
2 Click on Network & Security.

3 Click on Wi-Fi.

4 Turn off the toggle switch for the adapter you want to disconnect.

5 Use the drop-down menu to select an option to turn on the wireless adapter on schedule. (Fig 8)

Fig 8




**How to view a Wi-Fi connection properties**

Sometimes, in order to troubleshoot a problem or set up an application, you'll need to know your network hardware information, such as network band, IP address, the name of the adapter and others. While there are a number of ways to find out this information, you can quickly identify these and other information about your wireless connection using the Settings app.

1 Open Settings.

2 Click on Network & Security.

3 Click on Wi-Fi.

4 Under the wireless network, click the Hardware properties link. (Fig 9 & 10)

In the properties page, you'll find information, such as SSID, protocol, security type, network band and channel, IP and MAC address.

**How to connect to a Wi-Fi network on range automatically**

If you didn't select the option to connect to a wireless network automatically while setting up a new

connection, or you enabled the option, but you don't need the configuration anymore, it's possible to control this feature using the Settings app.

1 Open Settings.

2 Click on Network & Security.

3 Click on Wi-Fi.

4 Click your current Wi-Fi connection. (Fig 11)

Fig 9

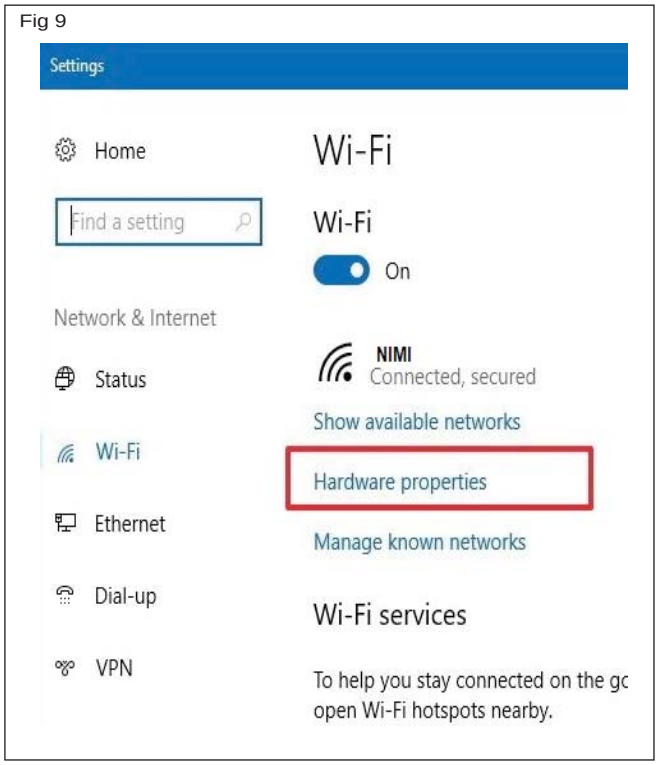
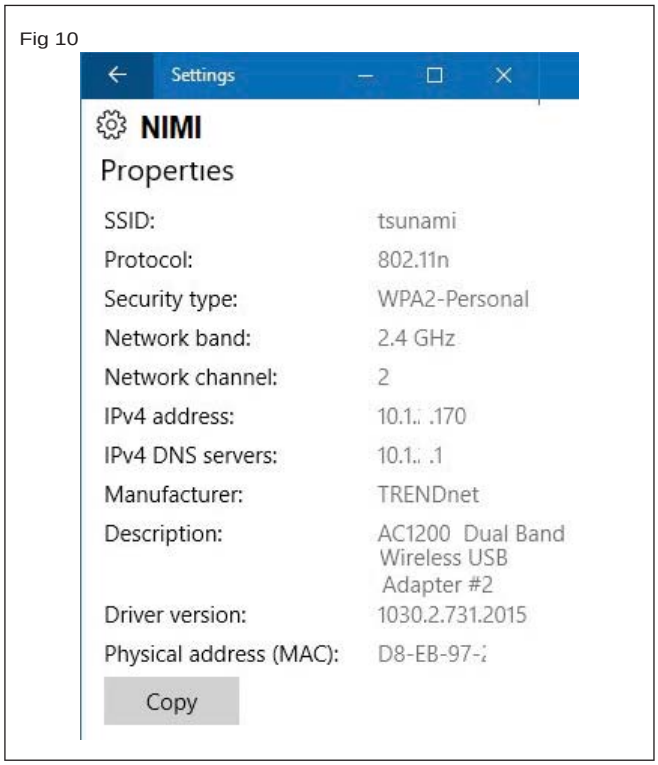



Fig 10




5 Turn on or off the Connect automatically when in range option. (Fig 12)

Fig 11

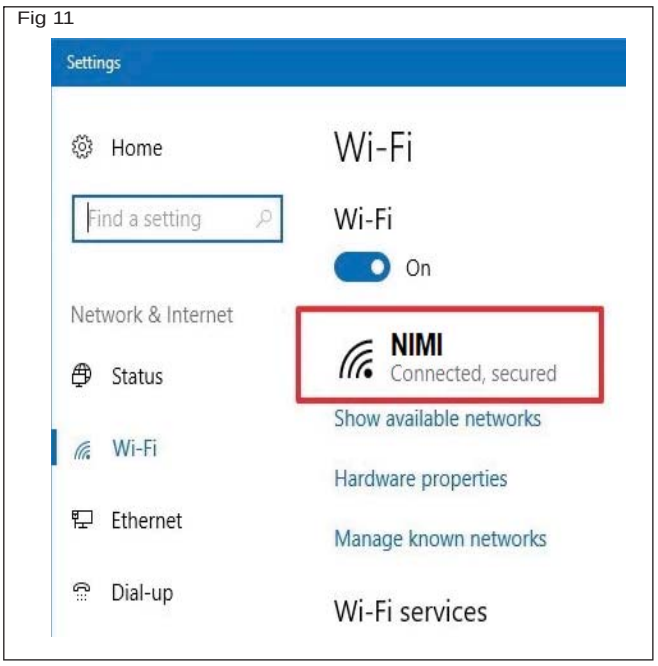
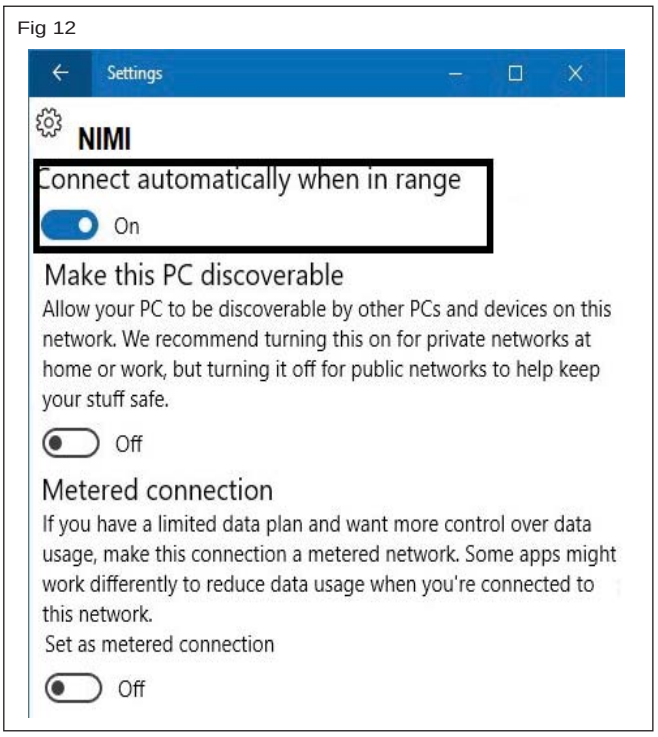



Fig 12




**How to change the Wi-Fi connection network profile**

In order to increase network security, starting with the Windows 10 Fall Creators Update, you can now more easily set your wireless connection as Private on a network you trust, or Public on the network you don't trust, such as at a coffee shop or airport.

1 Open Settings.

2 Click on Network & Security.

3 Click on Wi-Fi.

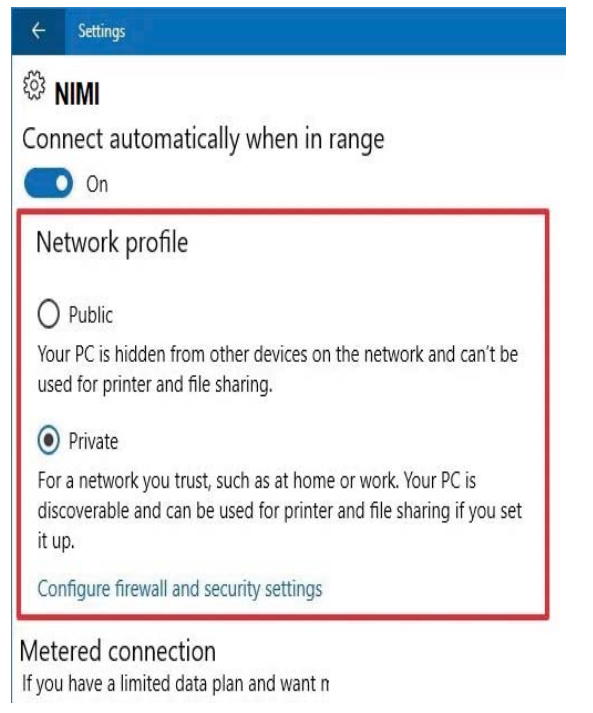
4 Click your current Wi-Fi connection. (Fig 13)

5 Under "Network profile," select one of the two options:

Fig 13

- Public - makes your PC hidden from other devices on a public network and disables file and printer sharing.
- Private - makes your PC discoverable by other devices in a local network and allows them to use printer and file sharing (if it was configured). (Fig 14)

Fig 14




If you're not running the Windows 10 Fall Creators Update, you'll see a Make this PC discoverable option, which works in the same way as the options shown in the above steps (toggle switch off means Public, and toggle switch on means Private).

**How to set a Wi-Fi connection as metered**

Out of the box, Windows 10 has unlimited access to the internet to download system and app updates, sync settings across your devices, connect to cloud services, and to connect you to the mighty internet.

The problem is that if you're on a limited internet connection, it's possible to go over the data cap very quickly. A metered connection helps to reduce Windows 10's data usage to prevent exceeding your data plan.

If you're connected to a limited data plan, you can use the Settings app to set your wireless connection as metered.

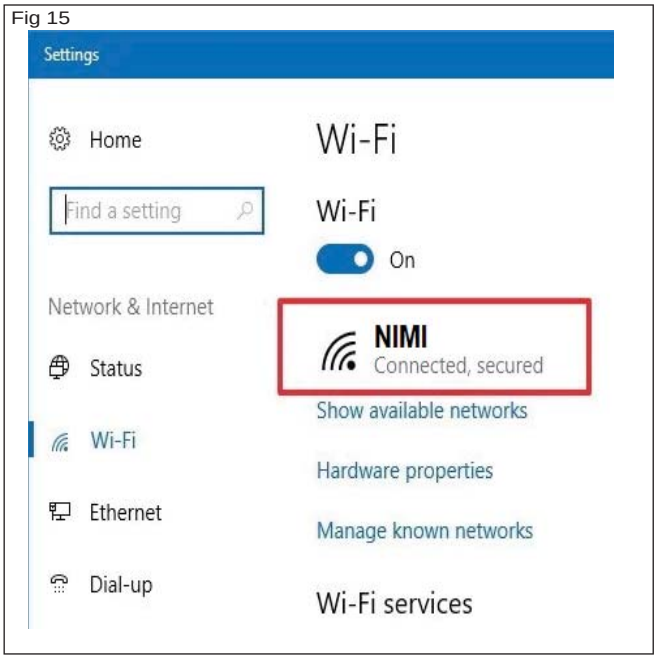
1 Open Settings.

2 Click on Network & Security.

3 Click on Wi-Fi.

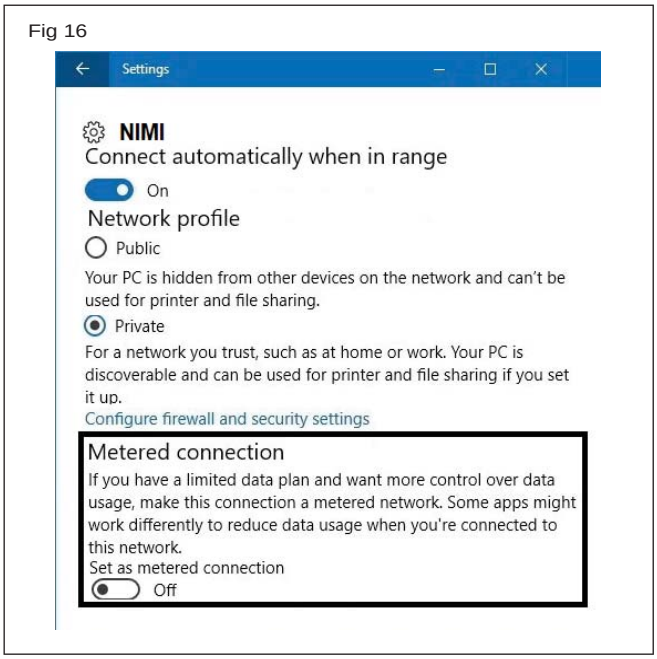
4 Click your current Wi-Fi connection. (Fig 15)

Fig 15




5 Under "Metered connection," turn on the Set as metered connection toggle switch. (Fig 16)

Fig 16



After completing the steps, Windows 10 will only have restricted access to an internet connection, which also prevents it from downloading updates. However, some critical updates may download over this type of connection.

In addition, using a metered connection will prevent the Start menu from downloading Live Tiles updates, and some apps will no longer receive updates automatically.

**How to add or remove Wi-Fi connections**

Using the Settings app is also possible to add or remove a Wi-Fi network manually in those cases when you may need to connect to a network that doesn't broadcast its SSID (Service Set Identifier), or when you need to set up a wireless connection beforehand to save time.

Adding a Wi-Fi network

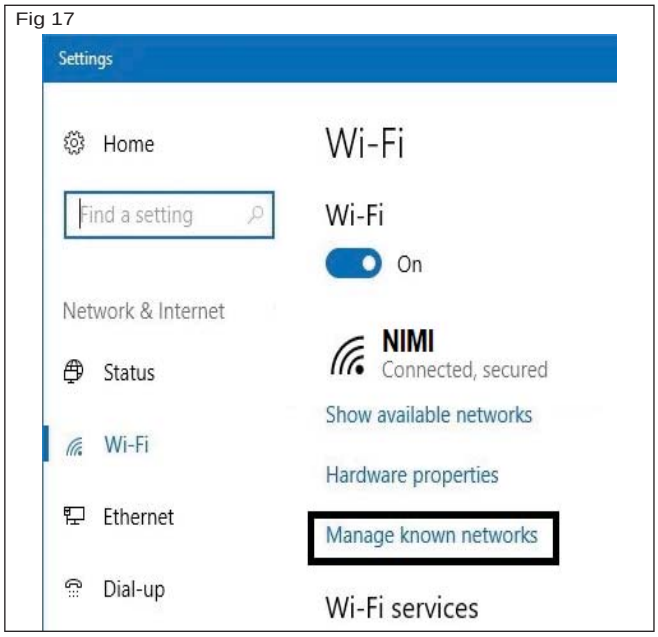
1 Open Settings.

2 Click on Network & Security.

3 Click on Wi-Fi.

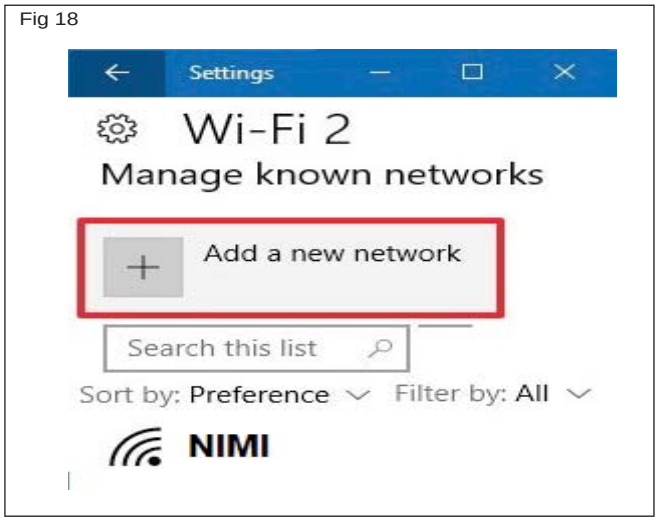
4 Click the Manage known networks link. (Fig 17)

Fig 17




5 Click the Add a new network button. (Fig 18)

Fig 18




6 Enter the network name.

7 Using the drop-down menu, select the network security type.

8 Check the Connect automatically option.

9 Check the Connect even if the network is not broadcasting option.

10 Click Save. (Fig 19)

Fig 19

Once you've completed the steps, whenever your device is within range of the network, it'll connect automatically without any further steps.

**Removing a Wi-Fi network**

If you must remove (forget) a Wi-Fi network, the Settings app makes it a very straightforward process.

1 Open Settings.

2 Click on Network & Security.

3 Click on Wi-Fi.

4 Click the Manage known networks link. (Fig 20)

5 Select the Wi-Fi connection you want to remove.

6 Click the Forget button (there is no confirmation dialog using this button, so make sure that you really want Windows 10 to forget this connection before clicking the button). (Fig 21)

After completing the steps, your device will no longer try to connect with the network you've removed.

**How to manage wireless services**

The Wi-Fi settings page also offers a few nifty features for users that are always on the move. (Fig 22)

Fig 20

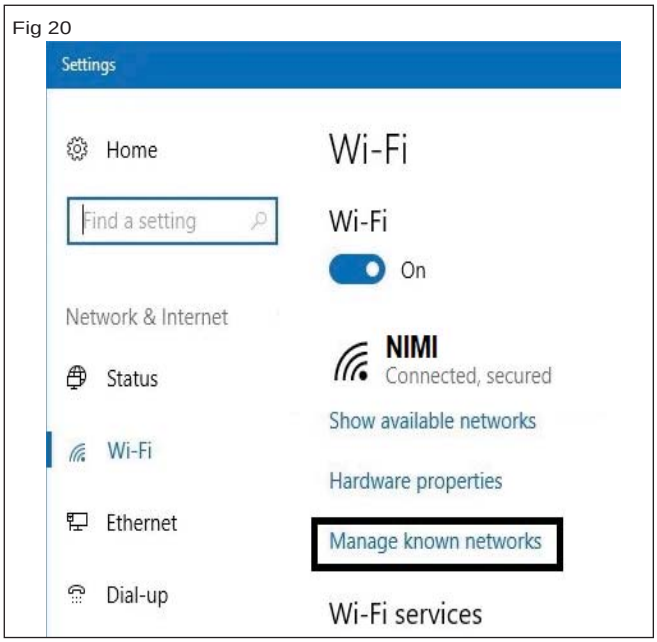



Fig 21

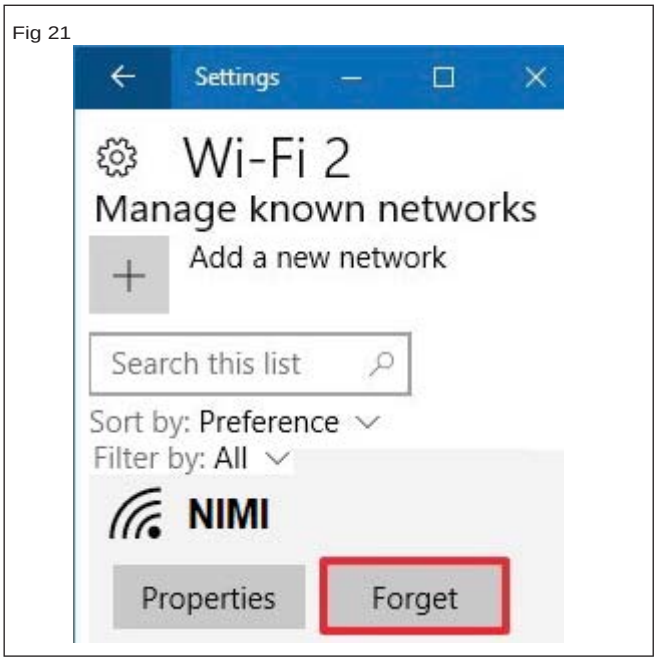
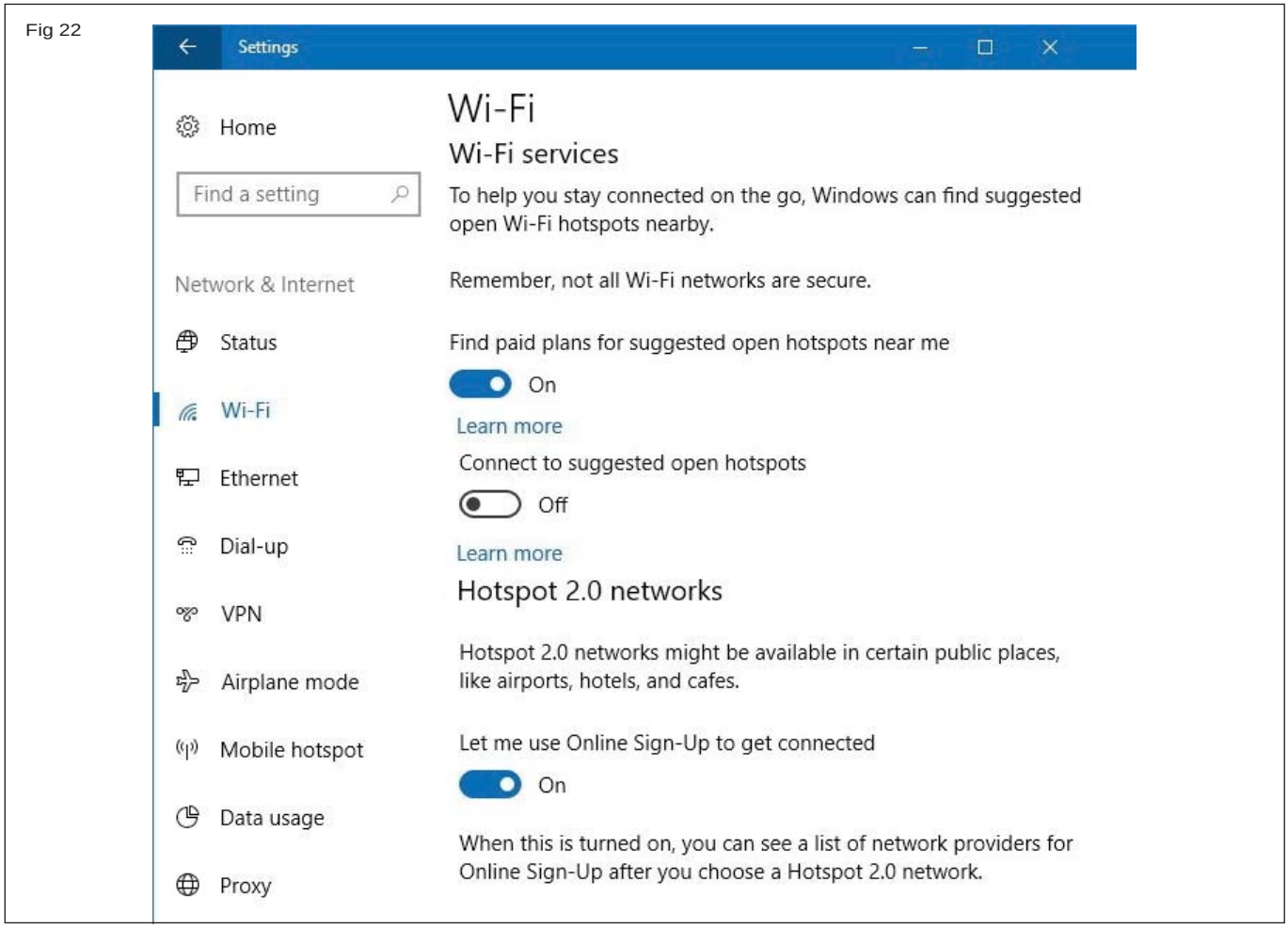



Fig 22




**Wi-Fi services**

Windows 10 offers two additional features to help you get connected no matter where you are located. If you turn on the Find paid plans for suggested open hotspots near me toggle switch, then you'll be able to purchase data plans from the Windows Store form affiliated networks.

In addition, you can also turn on the Connect to suggested open hotspots toggle switch, which allows Windows 10 to connect automatically to open wireless networks, even connecting through landing pages thanks to a database of known networks.

While using suggested open hotspots is a good option, remember that some networks can be reliable but not secure.

**Hotspot 2.0 networks**

Hotspot 2.0 is a relatively new networking standard that makes connecting to public Wi-Fi networks a simple and secure process.

If you're in a public place like at a coffee shop, airport, or hotel, Hotspot 2.0 will identify and connect to the right network automatically without having to go through a list of networks which can be fake or malicious.

Hotspot 2.0 networks is enabled by default on Windows 10, but if you're planning to make use of this feature, you can go to Settings>Update & Security>Wi-Fi to make sure is enabled. You can also check this guide for more details

**Wrapping things up**

While it's now possible to configure many wireless options using the Settings app, Windows 10 has yet to include every networking feature in this experience. This means that to change some options, such as advanced network adapter settings, power management, and set up specific protocols, you still need to use Control Panel.

**Bluetooth module**

We're rapidly moving from a wired to a wireless area very quickly as more people are switching to mobile devices, such as laptops, tablets, and phones, and moving away from traditional computers.

In these computing devices, we can connect all sort of accessories from headphones to speakers, mice, keyboards, and other peripherals that can connect wirelessly to virtually any device thanks to Bluetooth.

Bluetooth is now a ubiquitous wireless technology that transmit data back and forth between devices over a short distance. It allows you to get rid of cables around your desk.

Of course, Windows 10 includes support for Bluetooth. However, Microsoft is making it just a little bit easier to connect different peripherals with this wireless technology.

In this guide for beginners, we're going to look at how to connect any Bluetooth peripheral to your Windows 10 devices (of course, if your computer supports this type of wireless connectivity).

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# Practice english language typing with specific typing lesson and software

**Objectives:** At the end of this exercise you shall be able to
- **practice on the english typing lesson -1.**

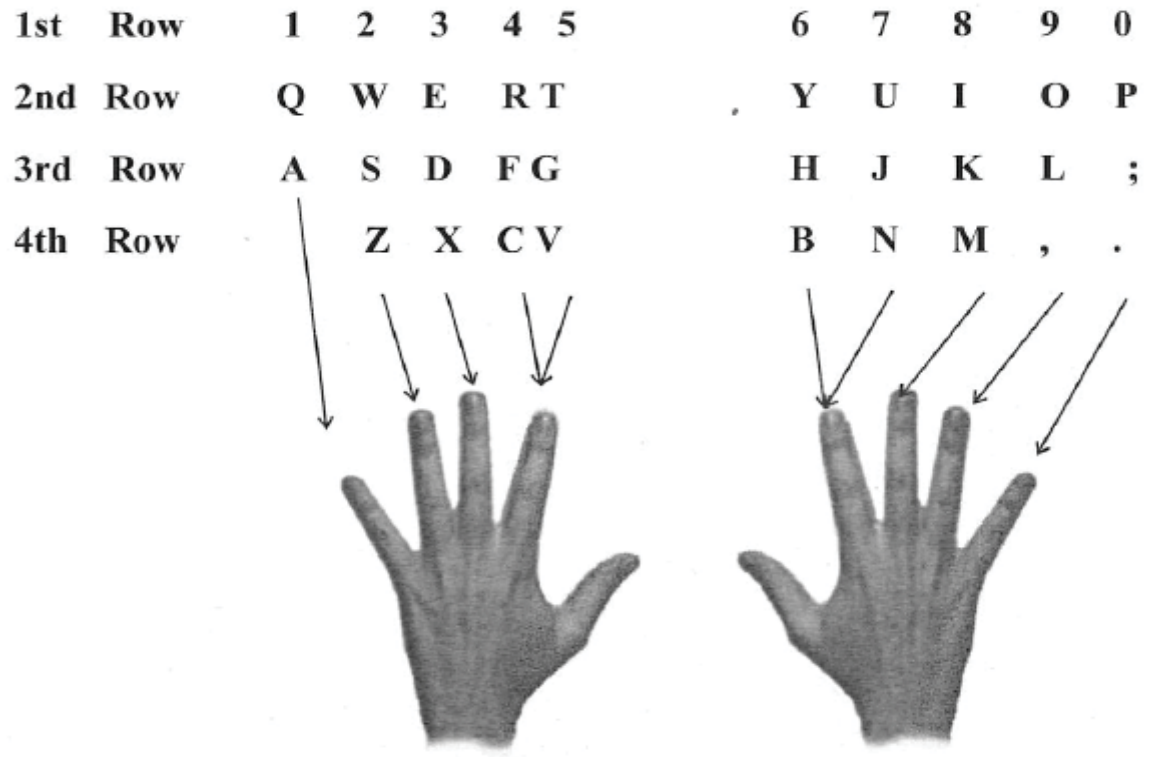
## Requirements

**Tools/Equipment/Machines**

- A working PC with MS Office - 1 No./batch.

PROCEDURE

## Fingering chart




TASK 1: **Type the following and practice as per the instruction of the teacher**

**Type the following and practice as per the instruction of the teacher:**

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

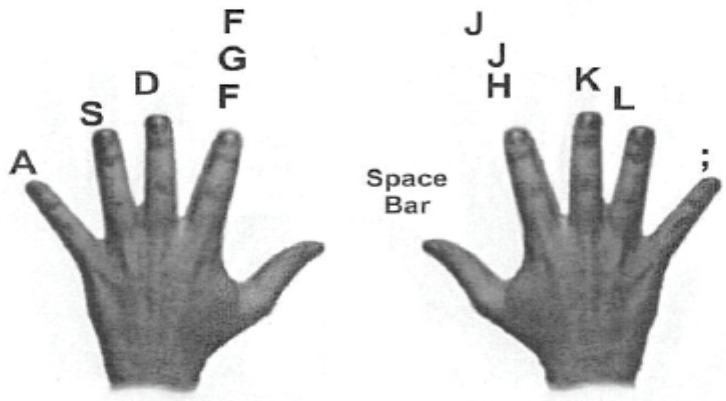
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

| | | | | | | |
|---|---|---|---|---|---|---|
| ask | fad | alsas | shad | lads | flags | flask |
| jag | fag | fall | hash | glad | galls | salad |
| jak | had | gaff | dash | gall | flash | slash |
| sad | lad | adds | lash | hall | lakhs | dhalls |
| dad | asks | alas | dall | fall | glass | shall |

Fig 1

**asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj**




**A and ; - by using little fingers (left and right respectively)**

**s and l - by using ring fingers**

**d and k - by using middle fingers**

**f and j - by using fore fingers**

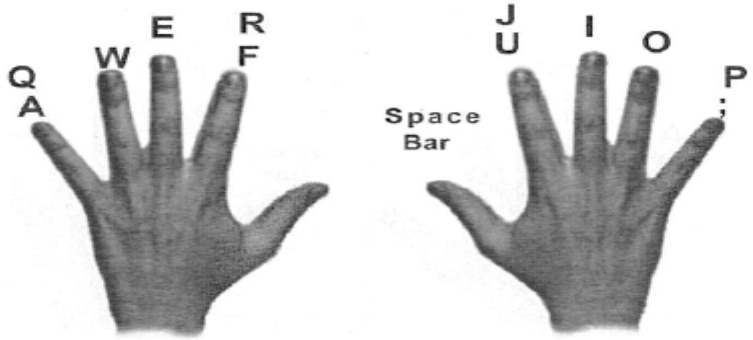
**g and h - by using fore fingers**

— — — — — —

TASK 2: **Type the following as per the instruction of the teacher**

Fig 2

**awerqfa ;oiupj; awerqfa ;oiupj; awerqfa;oiupj;**




**A and ; - by using little fingers (left and right respectively)**

**w and o - by using ring fingers**

**e and i - by using middle fingers**

**r and u - by using fore fingers**

**q and p - by using fore fingers**

**f and j - by using fore fingers**

awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;
awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj; awerqfa ;oiupj;

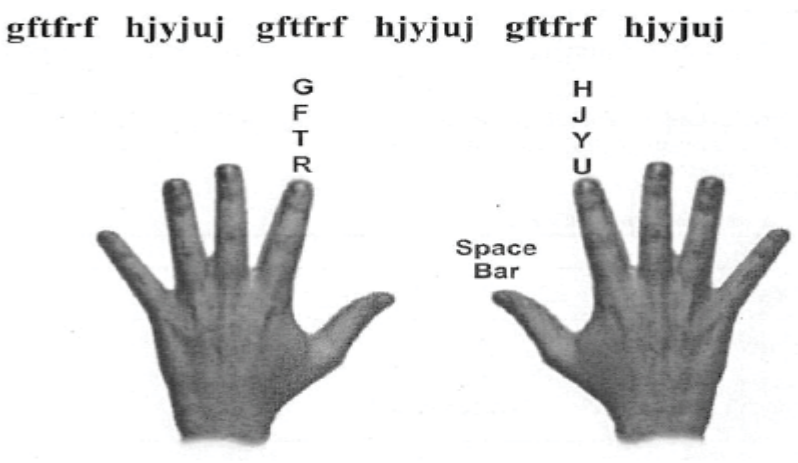
**Type the following words each 5 lines.**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| fish | dirks | oldest | apple | grade | falls | Kodak | rails | jaded | dead |
| usual | | sales | filed | legal | lease | lakes | agile | isles | ahead | larks |
| roses | | hedge | forks | skill | rupee | grass | would | alpine | jaded | liked |
| equip | | quail | jokes | asked | walks | fiddle | saddle | larger | require | defiles |
| drawls | | refresh | | | | | | | |

— — — — — —

TASK 3: **Type the following and practice as per the instruction of the teacher**

Fig 3




**gftfrf hjyuj gftfrf hjyjuj gftfrfhjyjuj**

**g and f - by using fore fingers**

**t and f - by using fore fingers**

**r and f - by using fore fingers**

**h and j - by using fore fingers**

**y and j - by using fore fingers**

**u and j - by using fore fingers**

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj

**Type the following words each 5 lines**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| lawyers | desired | prepare | feathery | repeated | etiquette | yesterday | desire |
| waggish | typist | kettle | further | quoted | ledger | outdoor | pleased |
| theatre | tortuous | gallery | opposed | outflow | priority | freehold | thorough |
| dearly | | | | | | | |

— — — — — —

# Open MS Word and familiarise with basic word components

**Objectives:** At the end of this exercise you shall be able to
- **open MS Word and create a new document**
- **identify MS Word screen components and ribbon**
- **add and format the text**
- **save a document**
- **close document and exit from MS word**
- **create, open, save and rename word document.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Open MS Word and create a new document**

1 Click the 'start' button

2 Place the cursor on 'Programs'

3 Click 'on' the 'Microsoft office'.

4 A popup menu will appear on the screen .

5 Select Microsoft Office word as shown in Fig 1.

**A blank document appears on the screen as shown in Fig 2.**

Fig 1

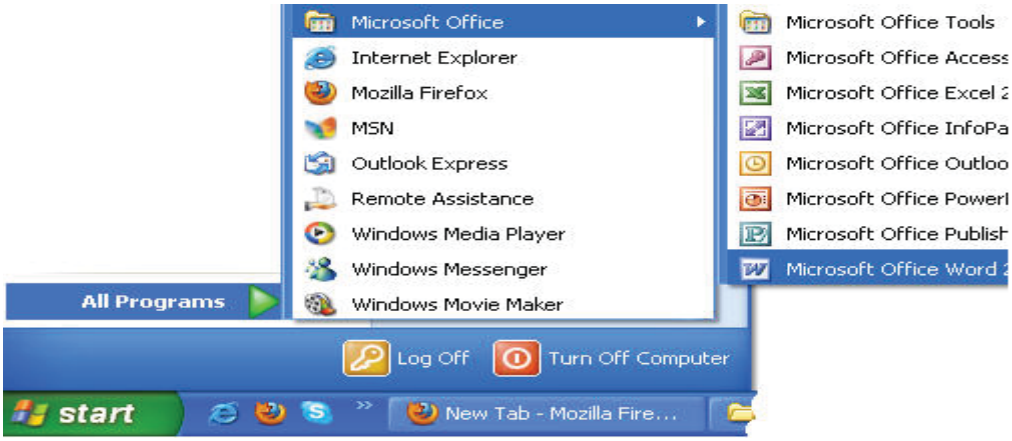
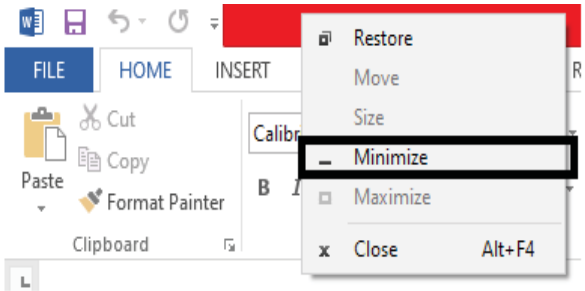



Fig 2

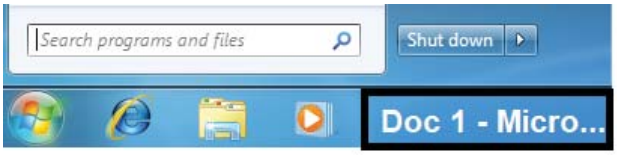
5 Right-click anywhere in the main menu as in Fig 3.

Fig 3




6 Select **Minimize the Ribbon** in the menu as in Fig 4.

Fig 4




**This will toggle the Ribbon on and off.**

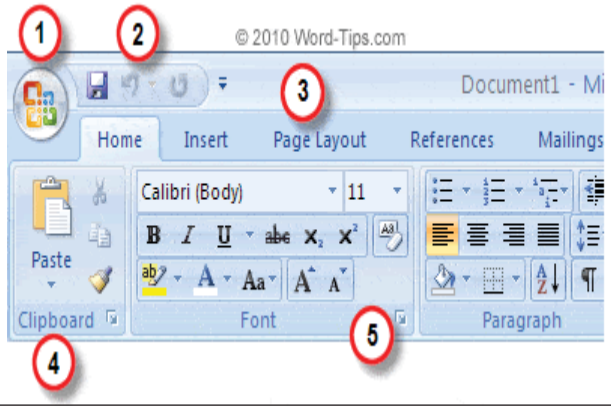
TASK 2: **Identify MS Word screen components and Ribbon**

**The parts of the Microsoft Office Ribbon**

It's time to get familiar with the Microsoft Office interface.

Elements always visible in the Office Ribbon (Fig 5)

Fig 5




1 **Office Button:** the Office button hides the Office menu and Word options menu. Click this button to find the open, save, print, and other menu items.

2 **Quick Access Toolbar:** the Quick Access Toolbar is a customizable toolbar that shows either above or below the ribbon. It is always in view even when the ribbon is minimized.

3 **Tabs:** the Office ribbon is organized into tabs according to task. Tabs always in view include Home, Insert, Page Layout, References, Mailings, Review, and View. The Add-Ins tab is visible when you have add-ins installed. Showing the Developer tab in the ribbon is optional—the tab must be added manually, but once it is added, it is always in view in all Office programs that use the ribbon.

4 **Groups:** each tab is divided into logical groups of buttons. The most popular buttons show in the ribbon. Some groups have additional options that are accessed by clicking a launcher.

5 **Dialog Box Launcher:** clicking the launcher icon opens dialog boxes and task panes. (Fig 6)

Fig 6

6 **Gallery:** galleries contain preset formatting options for tables, WordArt, charts, SmartArt, and more.

7 **More Buttons and Arrows:** More buttons expand galleries. Plain arrows (such as the one shown on the Change Styles button) open galleries or submenus.

8 **Collapsed Group:** groups expand and collapse when the document window is resized. A partially collapsed group may display the buttons in a different layout, or a reduced number of items. A fully collapsed group only shows the group name with an arrow button that opens the group submenu.

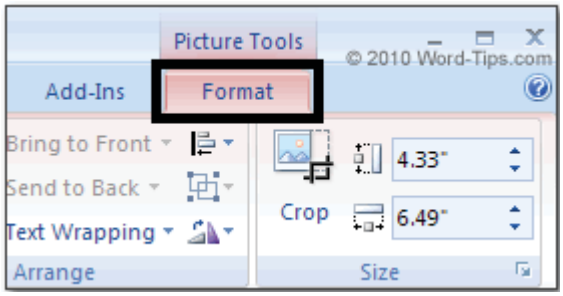
9 **Help Button:** the Help button links to the embedded Word 2007 help files.

10 **Program Window Controls:** the window controls work the same as other Microsoft Windows-based program. Clicking the minimize button (-) minimizes the program to the taskbar; the maximize button toggles between full-screen and reduced-size views; and clicking the X button exits the program.

**Elements not always visible in the Office Ribbon (Fig 7)**

- **Contextual Tabs:** these colored formatting tabs appear on the ribbon when certain items, such as pictures, are selected. They disappear when the item is deselected.

Fig 7

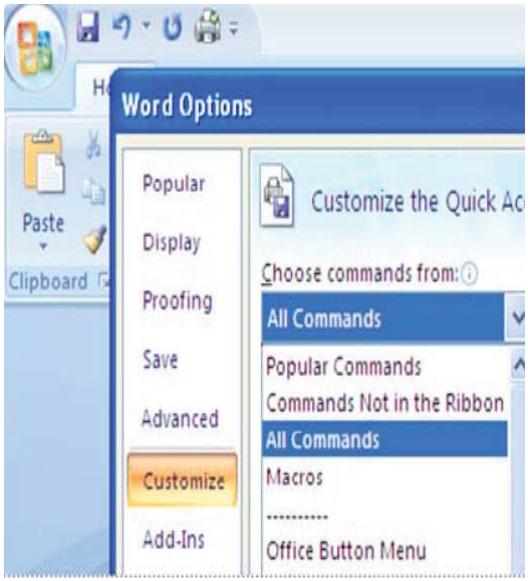



- **Galleries:** the only gallery that is always in view is the Style gallery. Other galleries appear in Contextual tabs when certain items are selected, such as tables or WordArt, or when arrow buttons are clicked.
- **Task Panes and Dialog Boxes:** task panes and dialog boxes appear when certain buttons or the dialog box launcher inside a group is clicked.

**Adding commands to the Quick Access Toolbar**

1 Click the Microsoft Office Button, and then click Word Options. (Fig 8)

Fig 8




2 In the list at the left, click Customize.

3 In the Choose commands from drop-down list box, click All commands.

4 In the Customize Quick Access Toolbar box, select either For all documents (default) or a specific document.

5 Click the command that you want to add, and then click Add.

Repeat for each command that you want to add.

6 Click the Move Up and Move Down arrow buttons to arrange the commands in the order in which you want them to appear on the Quick Access Toolbar.

7 Click OK.

**Do the math**

To write papers for your math, science, or engineering class? The new equation writing feature in Office Word makes it easy to insert professionally formatted formulas and equations into your document. (Fig 9)

Fig 9

When you solve the quadratic equation for x:

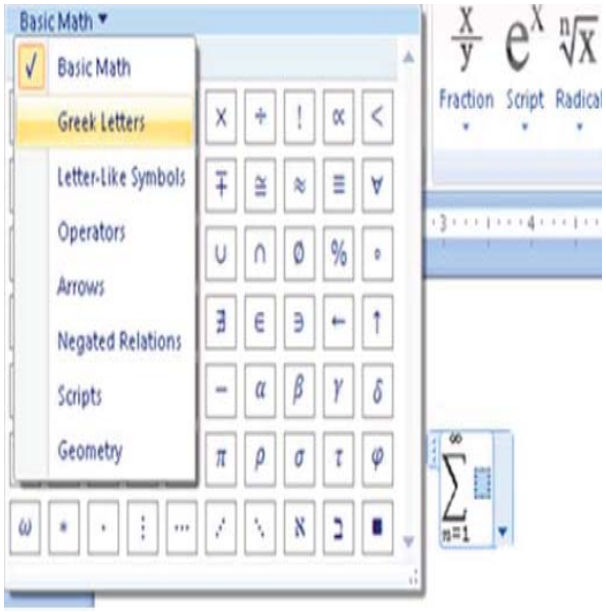
$$ax^2 + bx + c = 0$$

You end up with the following equation, which is the quadratic formula:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

You can also easily create your own equations and formulas based on common math structures, such as fractions, radicals, integrals, large operators, and more. Each structure provides a variety of placeholders for inserting mathematical symbols, which are organized in galleries. For example, you can choose from basic math, Greek letters, operators,arrows and more. (Fig 10)

Fig 10

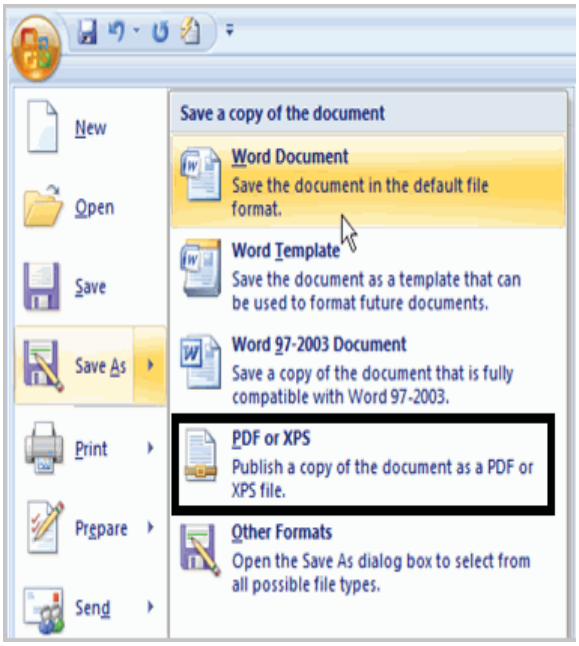



**Publish your work**

Your paper is done, but everyone in your department posts their papers as PDF files, not Word documents. Office Word makes it easy to save your document in PDF format. (Fig 11).

The first time that you use a Microsoft Office system program to save a file in PDF format, you need to install a free add-in. A link to the add-in is available when you click Save As. After you install the add-in, choose PDF when you use the Save As command.

Fig 11




TASK 3: **Enter text using keyboard**

1 Place cursor in the blank document.

2 Enter the following text in the blank document.

3 Select the text with mouse or keyboard.

4 Change the font and styles from Home tab. (like Font, Size, Bold, Italic, Underline etc).

| | |
|---|---|
| Sachin Tendulkar | Murali Vijay |
| Harbhajan Singh | MS Dhoni |
| Suresh Raina | Virender Sehwag |
| Virat Kohli | Gautam Gambhir |
| Rohit Sharma | Zageer Khan |

TASK 4: **Save a document**

1 Click the Microsoft Office Button or save button

**A dropped down list appears on the screen as in Fig 5.**

2 Click 'save' as shown in Fig 12

**A window will appear as shown in Fig 13.**

3 Type sample1 as the new file name, in the filename box. Save as type word Document as in Fig 13

Fig 12

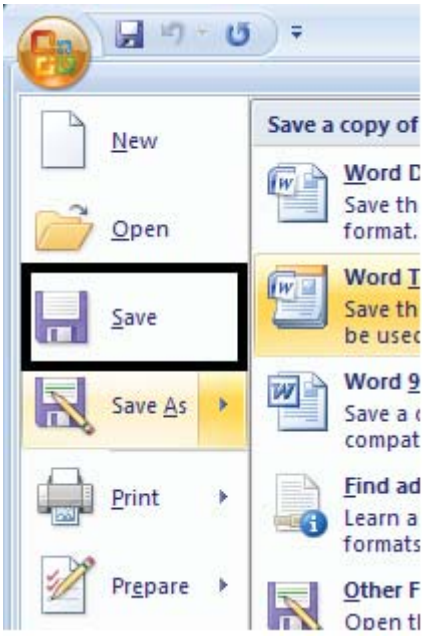
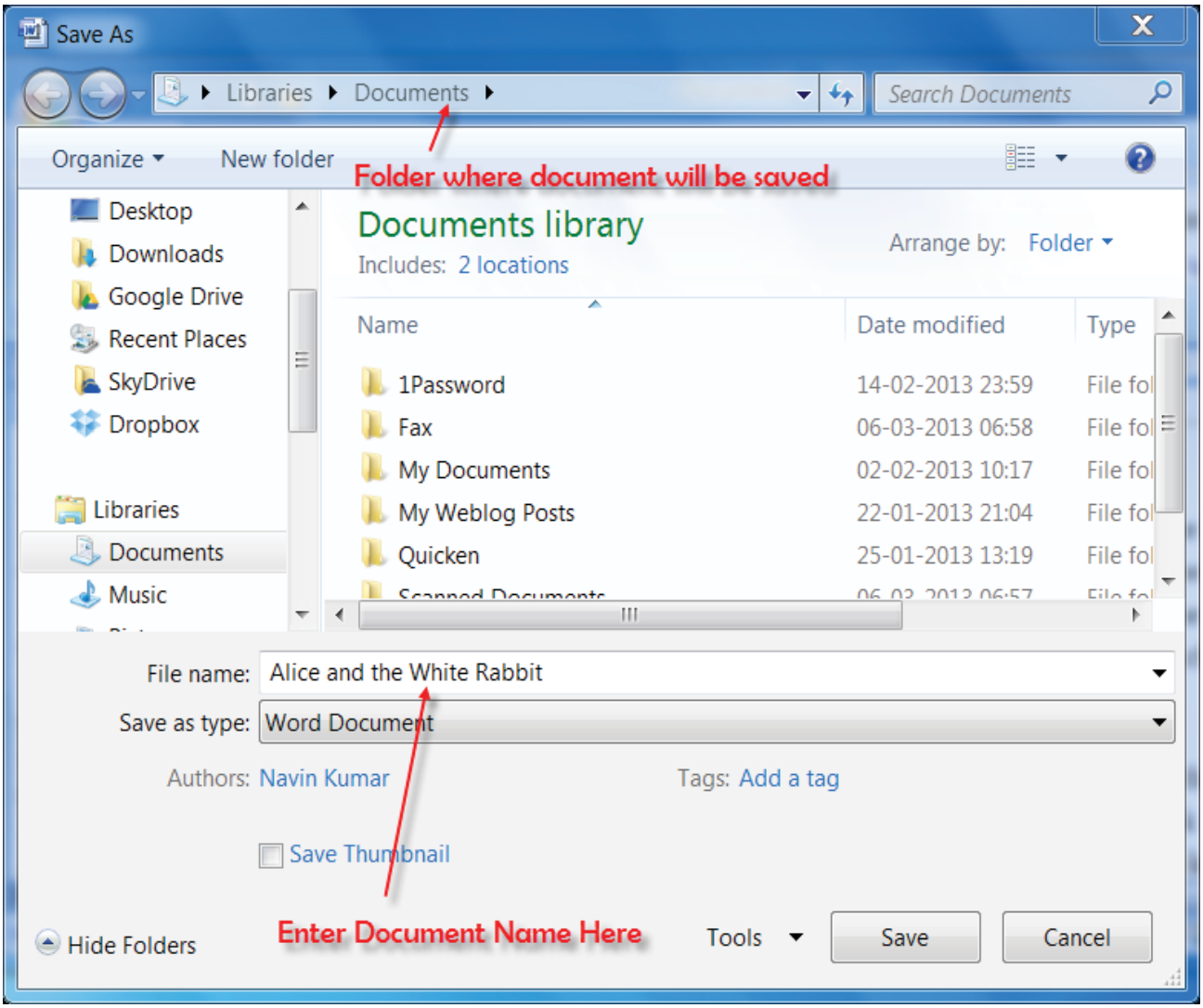


Fig 13

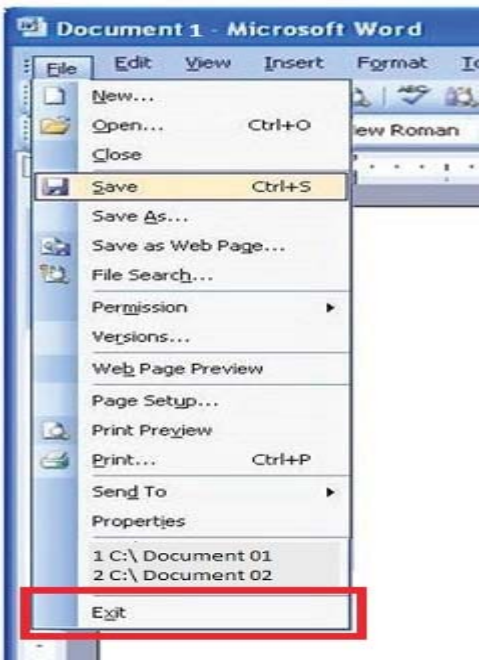



TASK 5: **Close document and exit from MS word**

1 Click Close from the Office Button menu Alt+Space+C.

2 Click exit from the MS Word( as shown in Fig 14).

Fig 14



TASK 4: **Create and open and existing document**

**Create a document**

1 Open MS word

2 Click the Microsoft office button and then click New.

3 Double click, blank document.

**Create a document from template**

1 Click the Microsoft office button and the click New.

2 Select a template that is available on your computer.

3 Double click the selected template file.

**Open an existing document**

1 Open Word.

2 Click the Microsoft Office button. A menu appears as in Fig 15.

Fig 1

3 Click Open.

**A dialog box appears as in Fig 16**

4 Type “sample1. docx” as in Fig 16

5 Click on the Open button

**Sample1.docx is opened for editing**

**Recently created or modified word document shall be easily opened from recent documents as in Fig 17**

Fig 17

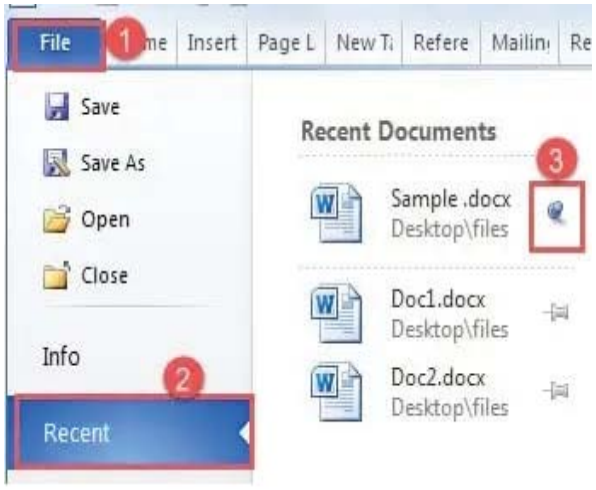
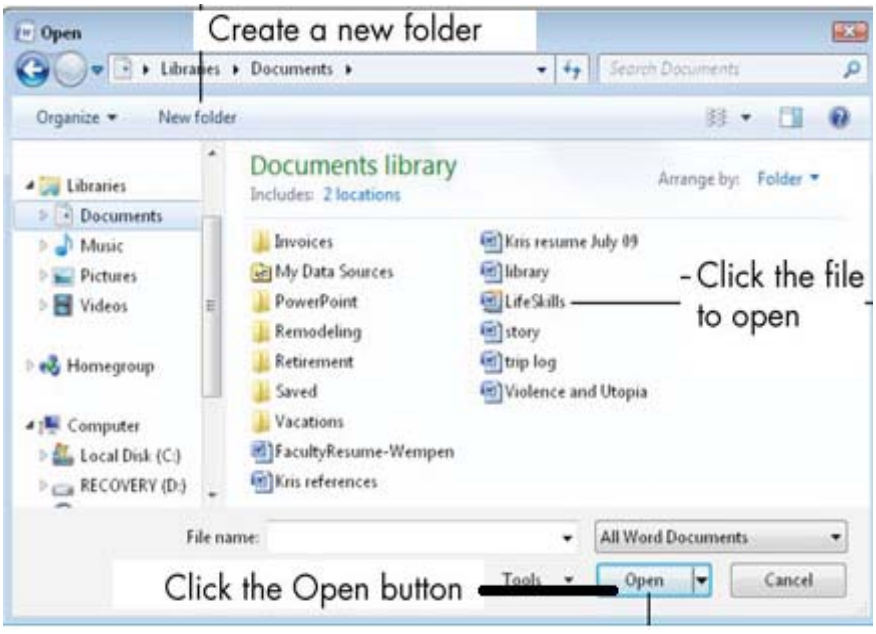



Fig 16



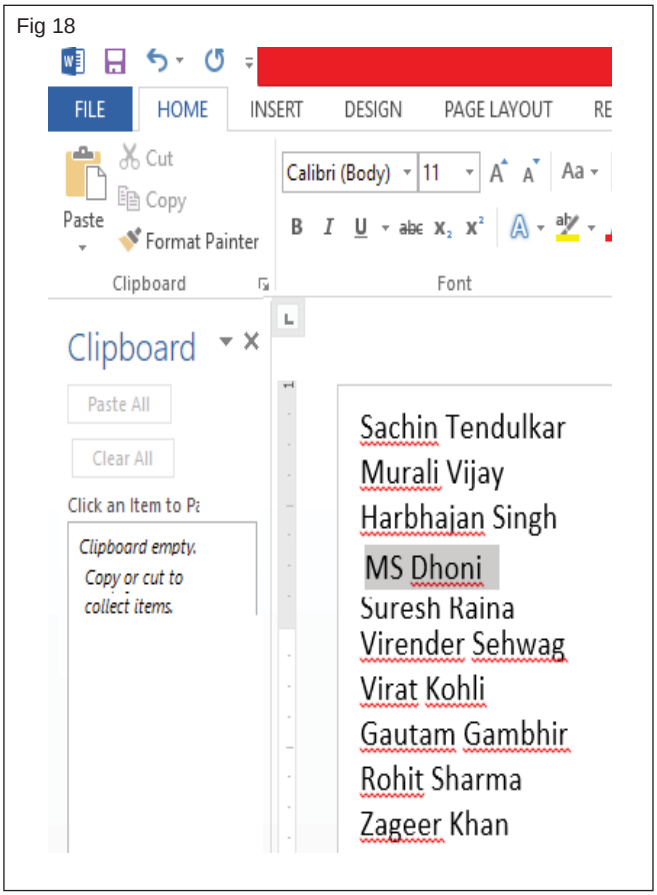
TASK 5: **Create and open and existing document**

**1 Select Text**

- Place the insertion point I before text 'Ms Dhoni' to select.
- Hold down the left mouse button and drag mouse over the text to select it.
- Release the mouse button.

**The text is selected as shown in Fig 18.**

Fig 18




**2 Cut the selected text**

- Select "MS Dhoni "
- Choose the Home menu.
- Click the Cut button in the Clipboard group.

**Word cuts the selected text Ms Dhoni and places it on the Clipboard as shown in Fig 19.**

**3 Paste the text which has been cut**

- Place the cursor before "Sachin Tendulkar"
- Choose the Home menu.
- Click the Paste button in the Clipboard group. Word pastes the text MS Dhoni as shown in Fig 20.

**4 Copy and paste the selected text**

- Select "MS Dhoni "
- Choose the Home menu.

Fig 19

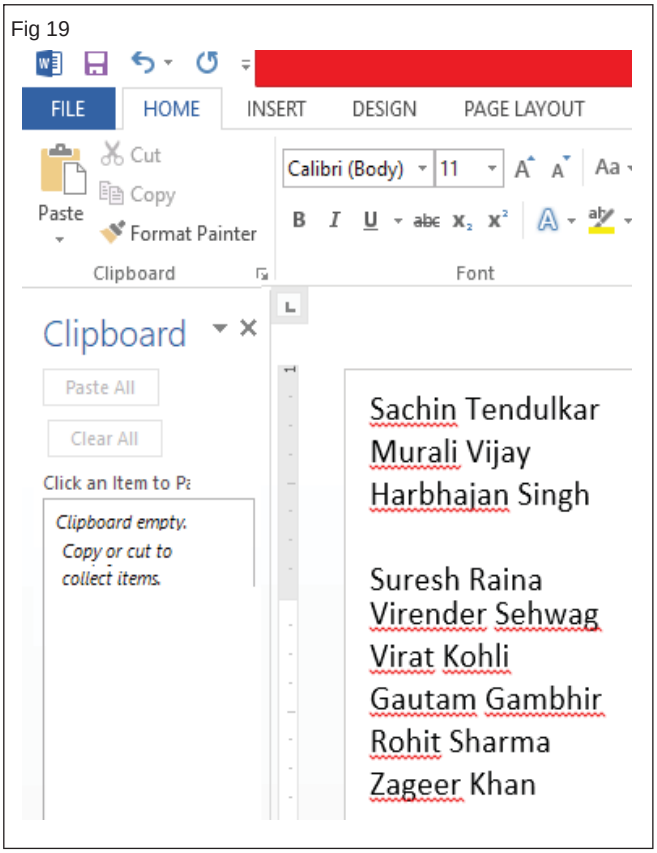
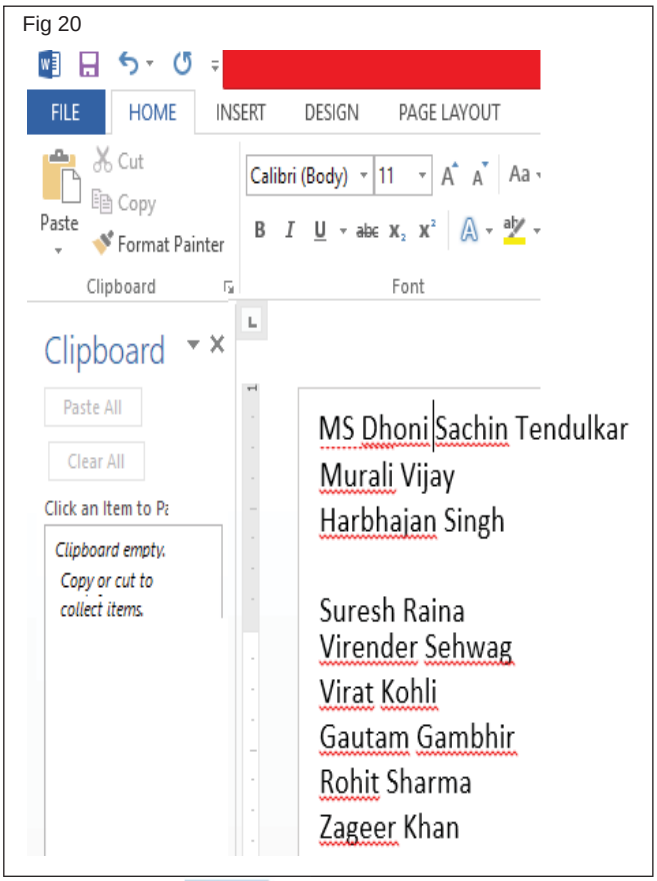



Fig 20

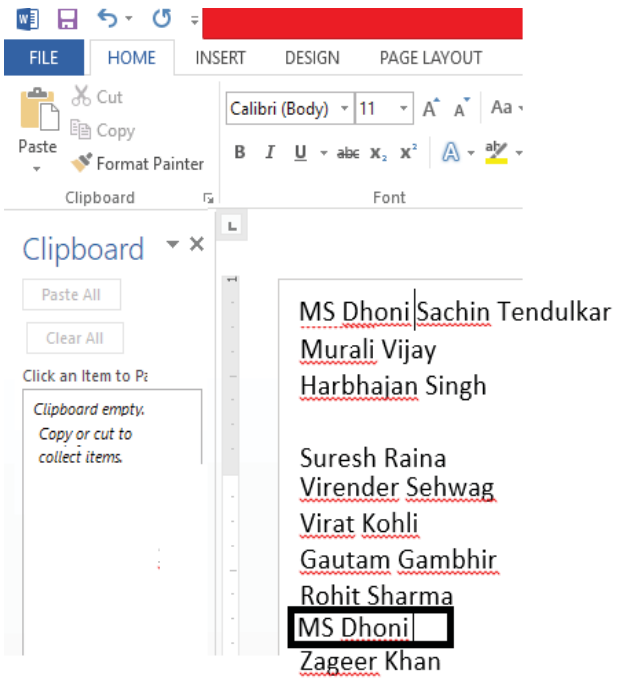



- Click the Home → copy button in the Clipboard group.

**Word copies the selected text 'Ms Dhoni' and places it on the Clipboard.**

- Place the cursor below the text 'Rohit Sharma' and click the Home → Paste button in the Clipboard group. Word pastes the copied text Ms Dhoni as shown in Fig 21.

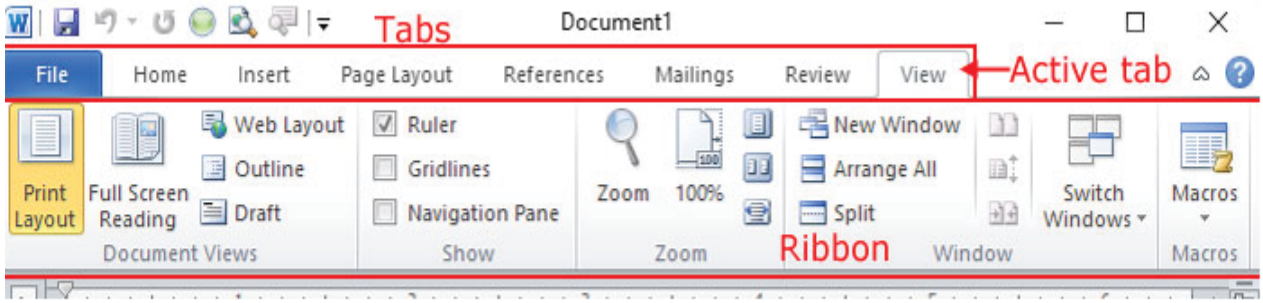
Fig 21




TASK 6: **Zoom the document**

1 Choose view menu as shown in Fig 22.

Fig 22




2 Click

3 window appears as shown in Fig 23.

4 Choose zoom to 200% as in Fig 23.

5 Press 'OK'.

**Zooms the document to 200% of the normal size as shown in Fig 24.**

Fig 23

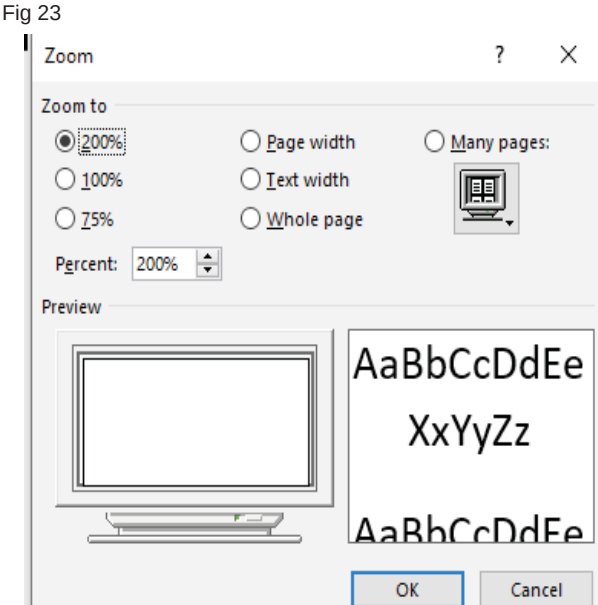
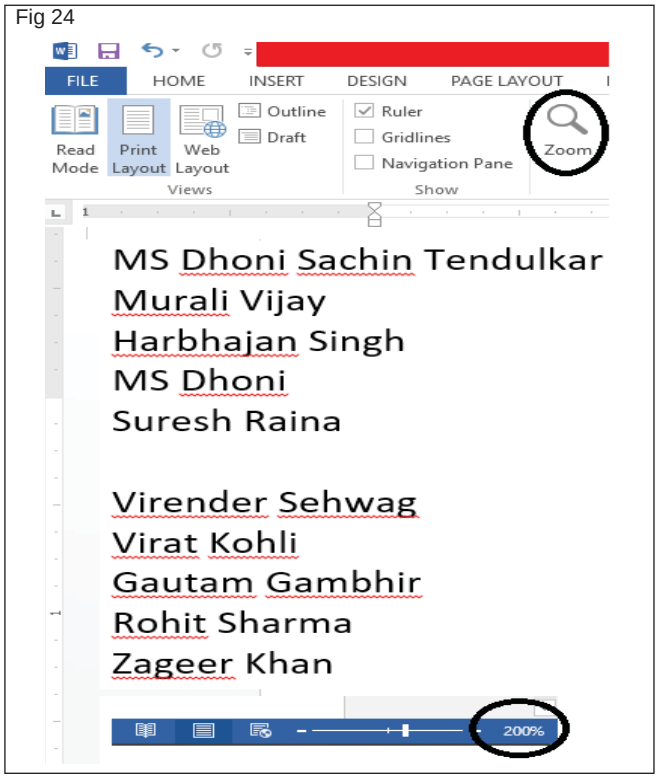


Fig 24




TASK 7: **Save and rename the file**

Save a file

By default, the Microsoft Office programs save a file in a default working folder. If you want, you can specify a different location.

1 Click the **Microsoft Office Button** , and then click **Save.** Or press CTRL+S.

2 If you are saving the file for the first time, you are asked to give it a name.

**Note: To save to a CD, or another location, click the Microsoft Office Button** **, select Save As, and then Other Formats. From the Folders list, select a location or the media on which you want to save.**

**Top of Page**

**Save a copy of a file (Save As command)**

You can also use the Save As command to rename a file or change the location of where you save the file.

1 Click the **Microsoft Office Button,** and then click Save As. Or press ALT, F, A.

2 In the **File name** box, enter a new name for the file.

3 Click Save.

**Tip** To save the copy in a different folder, click a different drive in the **Save in** list or a different folder in the folder list. To save the copy in a new folder, click **Create New Folder.**

Top of Page

**Save a file to another format (Save As command)**

1 Click the **Microsoft Office Button**, and then click **Save As.** Or press ALT, F, A.

2 In the File name box, enter a new name for the file.

3 In the Save as type list, click the file format that you want to save the file in. For example, click Rich Text Format (.rtf), Web Page (.htm or .html), or Comma Delimited (.csv).

4 Click Save.

**Save AutoRecover information automatically**

1 Click the **Microsoft Office Button**, and then click Word Options.

2 Click Save.

3 Select the **Save AutoRecover information every** check box.

4 In the minutes box, type or select a number to determine how often you want to save files.

# Format the document in MS word - 1

**Objectives:** At the end of this exercise you shall be able to

- **format the text (Font or Character)**
- **change the space between character**
- **formatting paragraph**
- **set tabs and format the tab setting**
- **insert bullets and numbering**
- **add borders and shading.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with MS Office - 1 No./batch.

## PROCEDURE

TASK 1: **Format the text (Font or Character)**

1 Create a new file and type the following text.

**India physical features**

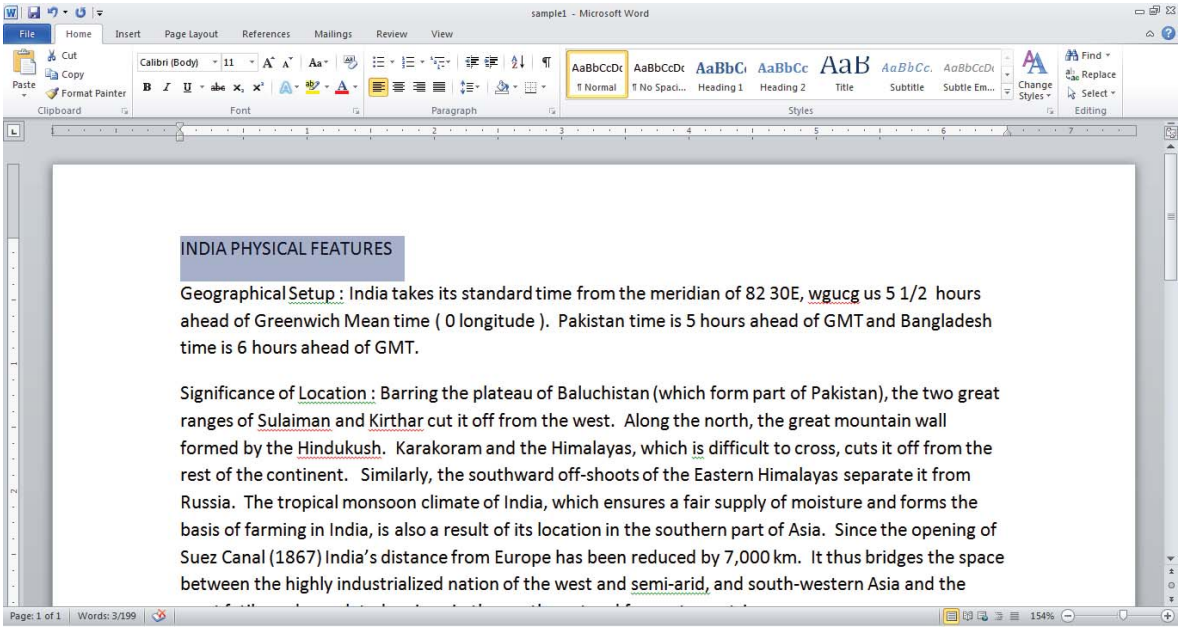
**Geographical Set Up:** India takes its standard time from the meridian of 82 30 E, which is 5 ½ hours ahead of Greenwich Mean time (0 longitude).Pakistan time is 5 hours ahead of GMT and Bangladesh time is 6 hours ahead of GMT.

**Significance of Location:** Barring the plateau of Baluchistan (which form part of Pakistan), the two great ranges of Sulaiman and Kirthar cut it off from the west. Along the north, the great mountain wall formed by the Hindukush, Karakoram and the Himalayas, which is difficult to cross, cuts it off from the rest of the continent. Similarly, the southward of-shoots of the Eastern Himalayas separate it from Russia. The tropical monsoon climate of India, which ensures a fair supply of moisture and forms the basis of farming in India, is also a result of its location in the southern part of Asia. Since the opening of Suez Canal (1867) India's distance from Europe has been reduced by 7,000km. It thus bridges the space between the highly industrialized nation of the west and the semi-arid, and south-western Asia and the most fertile and populated regions in the south-east and far-east countries.

2 Press Ctrl+S to save the file as **"India.docx"**

3 Select the text **India physical features** using Format Tool Bar as shown in Fig 1.

Fig 1

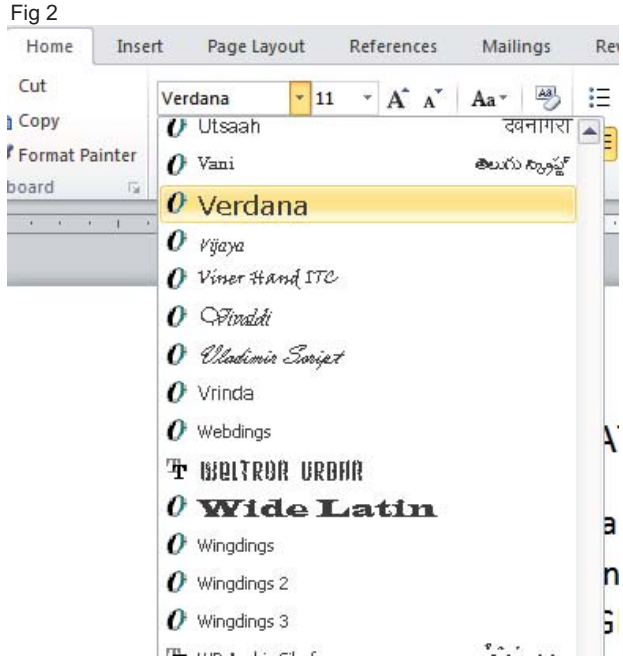


4 Click the 'Home' menu as in Fig 2

5 Click on the Font list as in Fig 2

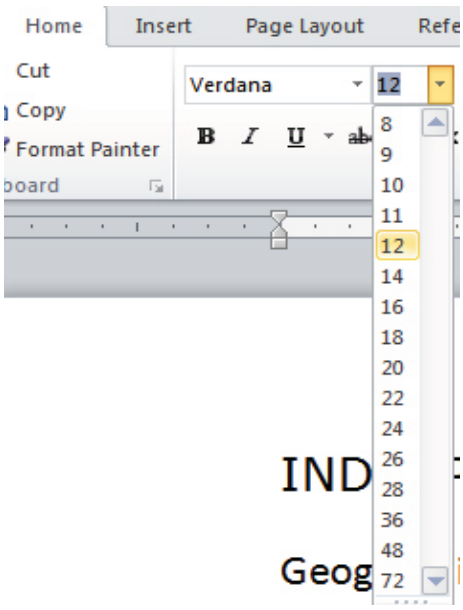
6 Choose the font as Verdana as in Fig 2

Fig 2




7 Choose the font size as 12 in Fig 3

Fig 3




8 Click on **B** button or Ctrl+B to bold the selected text as in Fig 4.

9 Select first paragraph as shown in Fig 5.

10 Click *I* button or Ctrl+I to italicize the selected text as in Fig 5.

**Underline the text and set font effects**

1 Click on **U** button or Ctrl+U to Underline the text as in Fig 6.

Fig 4

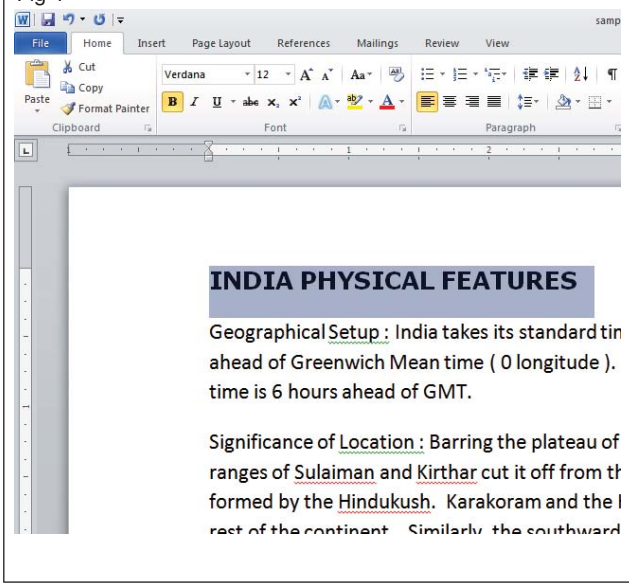



Fig 5

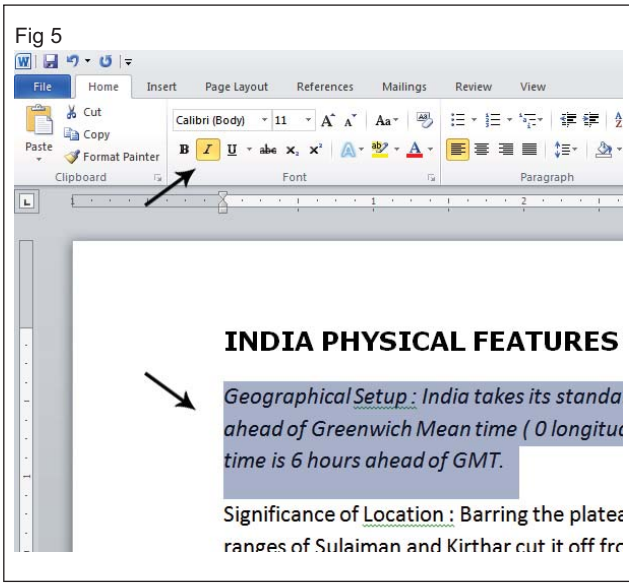
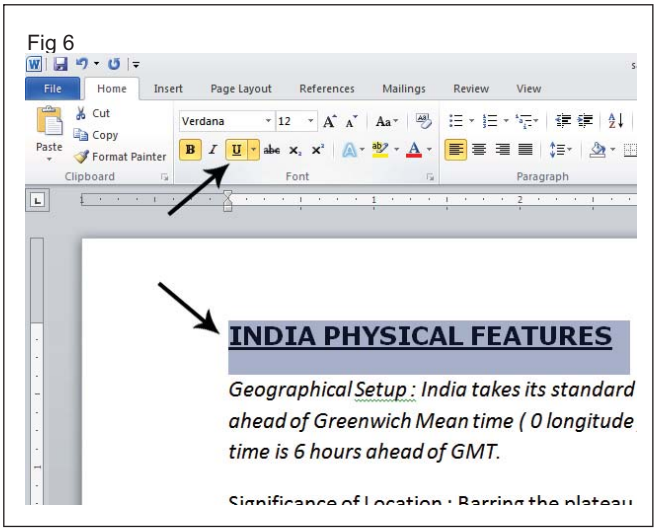



Fig 6

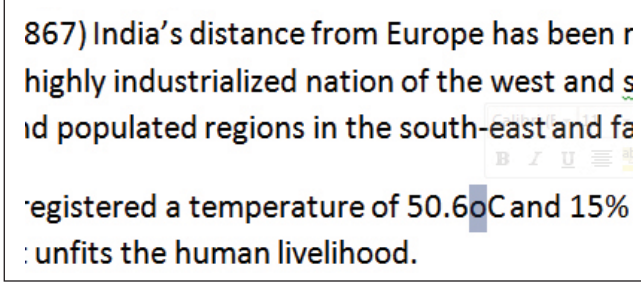



2 Place the cursor at the end of the document and type the following text

**Thar Desert, registered a temperature of 50.6°C and 15% of water (H20)**

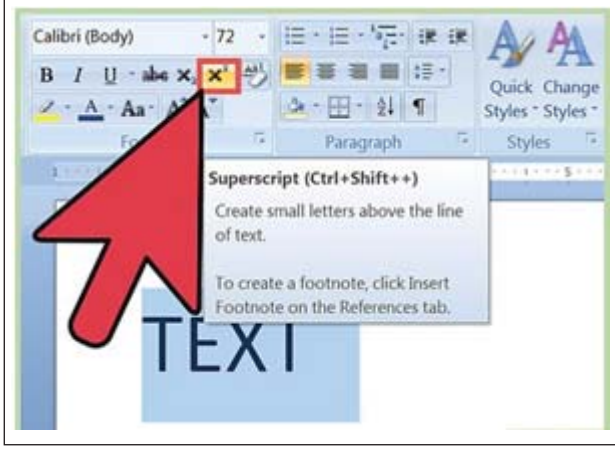
3 Select '°' as in Fig 7.

Fig 7



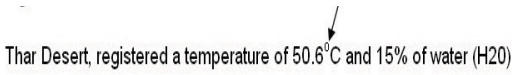

4 Click on $X^2$ button as in Fig 8

Fig 8



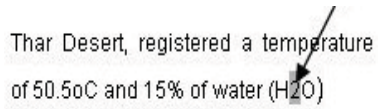

5 The selected text is set as superscript as in Fig 9.

Fig 9



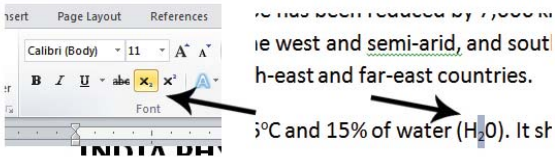

6 Select 2 as in Fig 10.

Fig 10



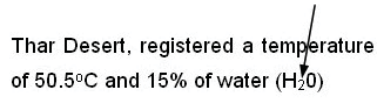

7 Click on $X_2$ button as in Fig 11.

Fig 11




8 The selected text is set as subscript as in Fig. 12.

Fig 12




9 Select the text as in Fig 13.

10 Click on button to draw the line through the middle of the selected text as in Fig 14.

Fig 13

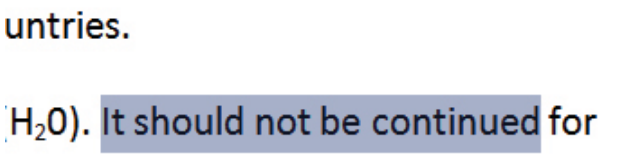
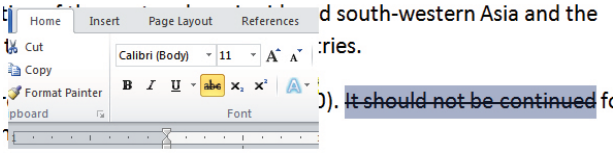



Fig 14



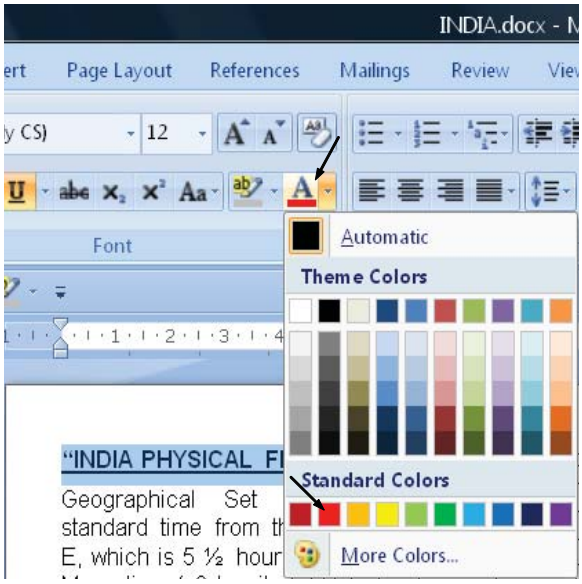

**The line is drawn through the middle of the selected text.**

**Change font color and set highlight color**

1 Select the text "India physical features"

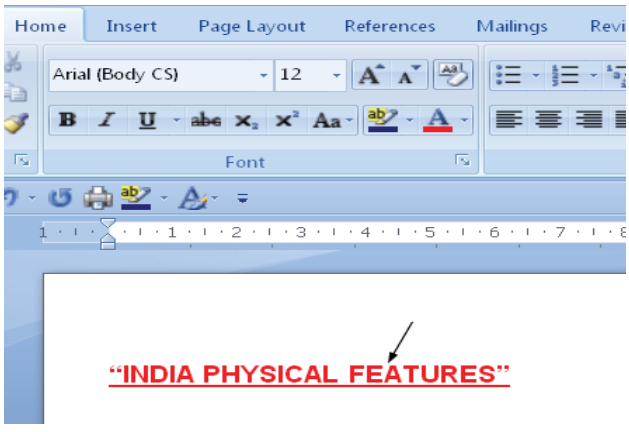
2 Click on A button and choose red colour from the color palette as in Fig 15.

Fig 15




**The selected colour text is changed to red as in Fig 16.**

Fig 16



4 Click on button and choose green colour from the color palette as in Fig 17.

**The selected text is highlighted to grey color.**

Fig 17

— — — — — —

TASK 2: **Change the spacing between characters**

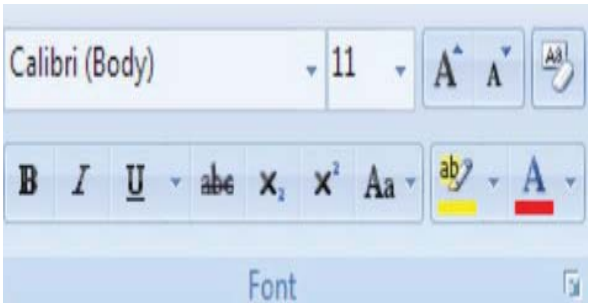
**Expanded or Condensed**

Selecting Expanded or Condensed alters the spacing between all selected letters by the same amount. Kerning alters the spacing between particular pairs of letters - in some cases reducing and in other cases expanding the space depending upon the letters.

1 Select the text to change.

2 On the Home tab, click the Font Dialog Box Launcher, and then click the Advanced tab. (Fig 18)

Fig 18



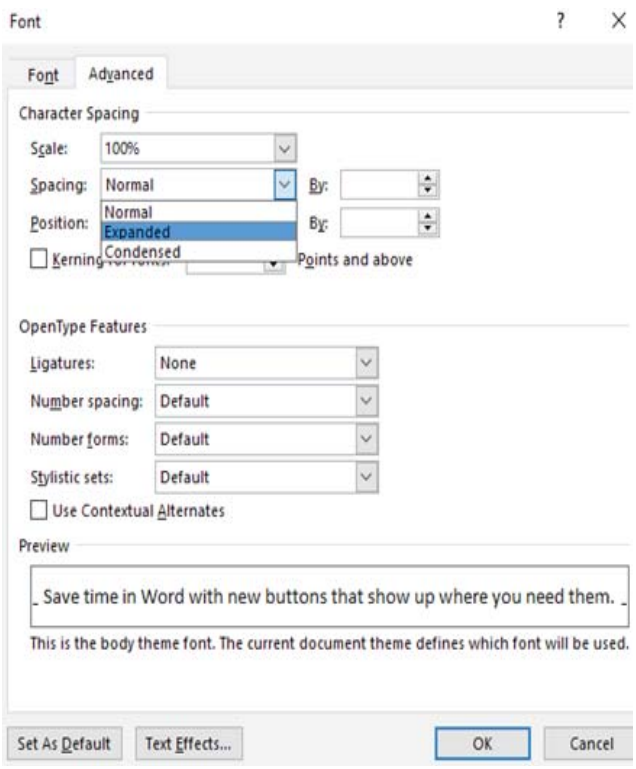

**Note: The tab is called Character Spacing.**

3 In the Spacing box, click Expanded or Condensed, and then specify how much space you want in the By box. (Fig 19)

**Kern the characters that are above a particular size**

Kerning refers to the way spacing between two specific characters is adjusted. The idea is to give a better looking result by reducing the spacing between characters that fit together nicely (such as “A” and “V”) and increasing the spacing between characters that don’t.

Fig 19

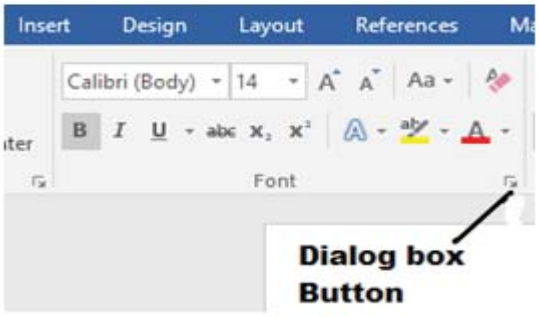



1 Select the text change.

2 On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Advanced** tab. (Fig 20)

3 Select the Kerning for fonts check box, and then enter the point size in the Points and above box. (Fig 21)

Fig 20



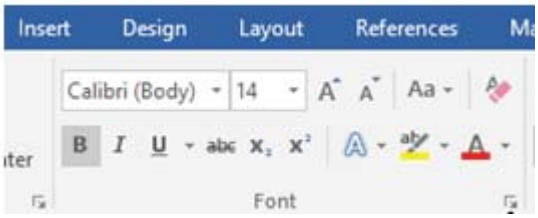

**Stretch or scale the text horizontally**

When you scale the text, you change the shapes of the characters by percentages. You can scale text by stretching it or by compressing it.

1 Select the text to stretch or compress.

2 On the Home tab, click the Font Dialog Box Launcher, and then click the Advanced tab. (Fig 22)

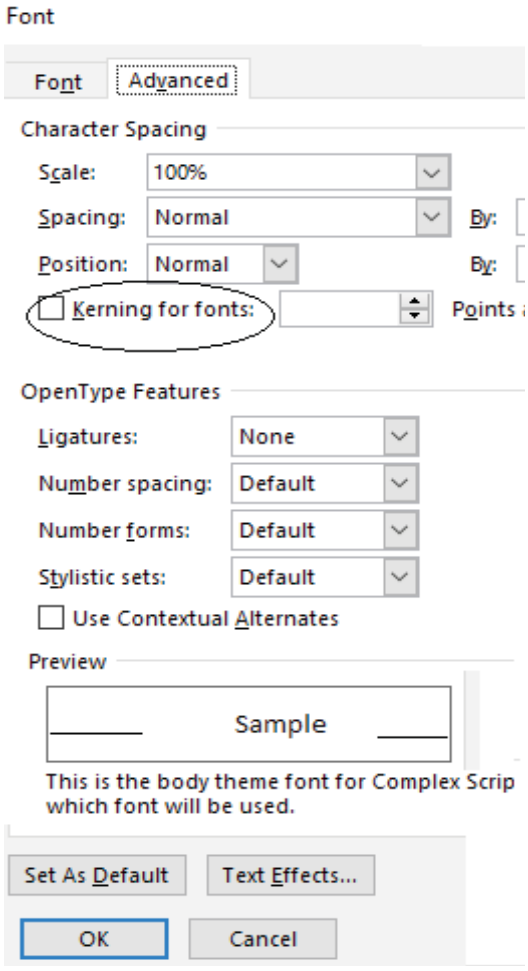
Fig 22




3 In the **Scale** box, enter the percentage that you want.

Percentages above 100 percent stretch the text. Percentages below 100 percent compress the text.

Fig 21




TASK 3: **Paragraph formatting**

Horizontal alignment determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, which is aligned evenly along the left and right margins.

**Align the text left or right**

1 Select the text to align.

2 On the **Home** tab, in the **Paragraph** group, click **Align** **Left** or **Align Right** .

**Center the text**

1 Select the text to center.

2 On the Home tab, in the Paragraph group, click Center .

**Justify the text**

You can justify the text, which might make the last line of text in a paragraph considerably shorter than the other lines.

1 Select the text to justify.

2 On the Home tab, in the Paragraph group, click Justify .

**Indent paragraphs**

Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs

1 Page margins

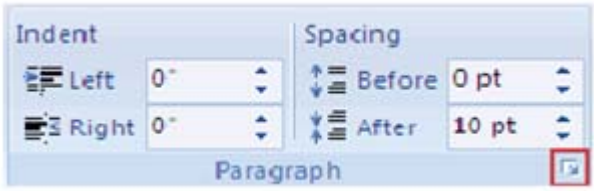
2 Indentation

**Indent only the first line of a paragraph**

1 Click in front of the line to indent.

2 On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab. (Fig 23)

Fig 23




**Increase or decrease the left indent of an entire paragraph**

1 Select the paragraph to change.

2 On the **Page Layout** tab, in the Paragraph group, click the arrows next to **Indent Left** to increase or decrease the left indentation of the paragraph.

**Increase or decrease the right indent of an entire paragraph**

1 Select the paragraph to change.

2 On the **Page Layout** tab, in the **Paragraph** group, click the arrows next to **Indent Right** to increase or decrease the right indentation of the paragraph.

**Set an indent by using the TAB key**

1 Click the **Microsoft Office Button** and then **click Word Options**.

2 Click **Proofing**.

3 Under **AutoCorrection settings**, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.

4 Select the **Set left- and first-indent with tabs and backspaces** check box.

5 To indent the first line of a paragraph, click in front of the line.

To indent an entire paragraph, click in front of any line but the first line.

6 Press the TAB key.

**Note: To remove the indent, press BACKSPACE before you move the insertion point. You can also click Undo on the Quick Access Toolbar.**

**Indent all but the first line of a paragraph**

1 Select the paragraph in which to indent all but the first line of the paragraph, also referred to as a hanging indent.

2 On the horizontal ruler, drag the Hanging Indent marker to the position at which you want the indent to start.

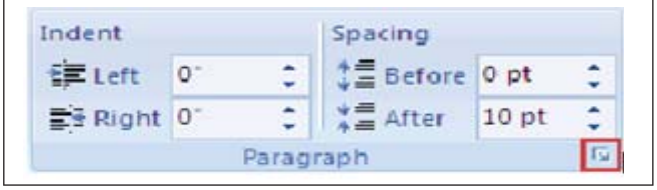
If you don't see the horizontal ruler that runs along the top of the document, click the **View Ruler** button at the top of the vertical scroll bar.

**Use precise measurements to set a hanging indent**

For more precision in setting a hanging indent, you can select options on the **Indents and Spacing** tab.

1 On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab. (Fig 24)

Fig 24




2 In the Special list under Indentation, click Hanging, and then in the By box, set the amount of space that you want for the hanging indent.

**Create a negative indent**

1 Select the text or paragraph to extend into the left margin.

2 On the Page Layout tab, in the Paragraph group, click the down arrow in the Indent Left box.

Continue to click the down arrow until the selected text is positioned where you want it in the left margin.

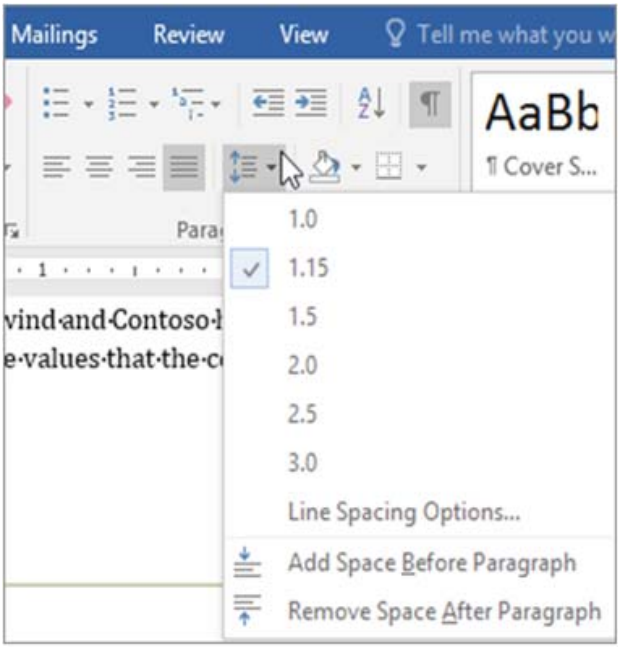
**Change the line spacing, before and after spacing in a portion of the document**

1 Select the paragraphs.

**Note: If you decide you want to change line spacing for the entire document, and not just specific paragraphs, press Ctrl+A. That combination of keys selects all text in your document.**

2 Choose **Home>Line and Paragraph Spacing**. (Fig 25)

Fig 25




3 Choose the number of line spaces or choose **Line Spacing Options** at the bottom of the menu

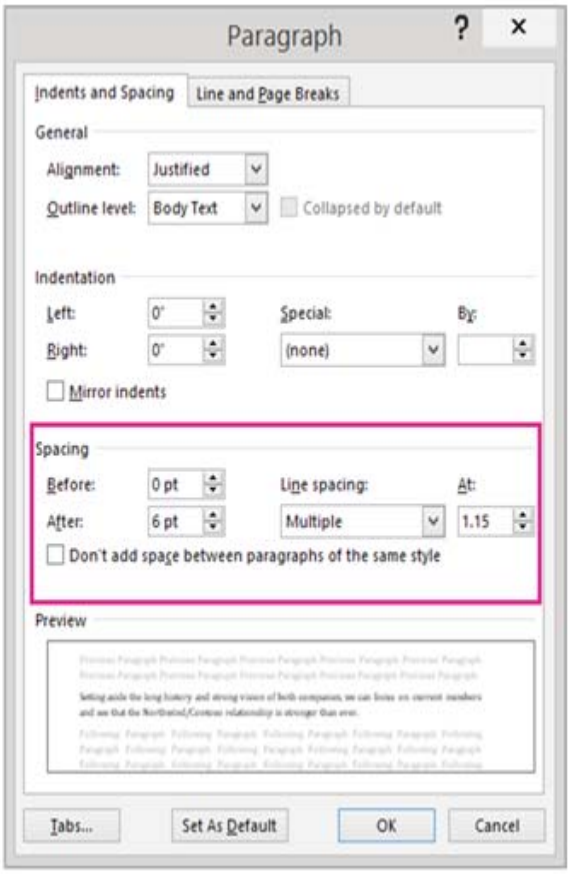
4 Select the options in the **Paragraph** dialog box under Spacing. (Fig 26)

5 change the spacing before or after the selected paragraphs

6 **Before** or **After** box and enter the amount of space.

7 Click Ok. The line spacing, Before and after paragraph spacing changes will appear on the screen.

Fig 26

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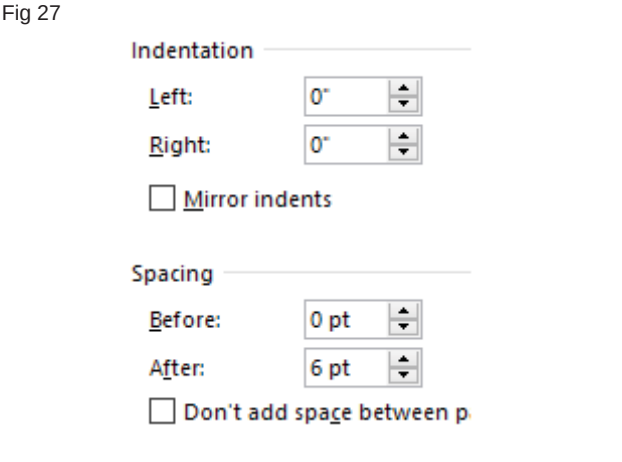
TASK 4: **Set Tabs and format the Tab setting**

Set tabs in the Tabs dialog box

The Tabs dialog box, get more precise tab positions and also can insert a specific character (leader) before the tab.

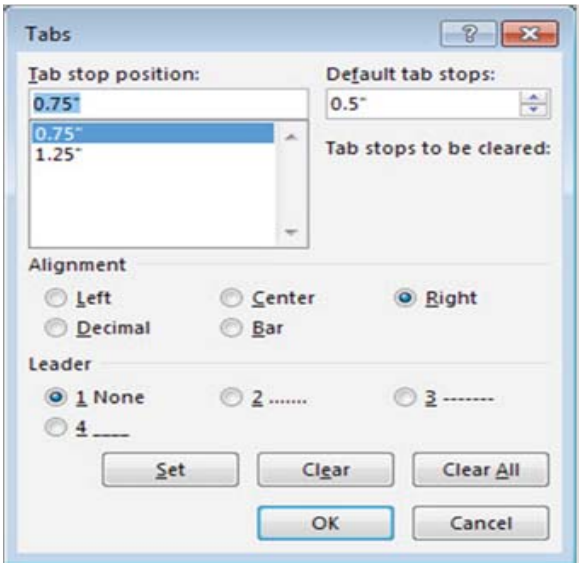
1 Click Home tab, in the Paragraph group, click the Paragraph dialog box launcher, and then click Tabs (Fig 27).

Fig 27




2 Tab stop position box, enter the position (measurement) on the ruler to set the tab stop. (Fig 28)

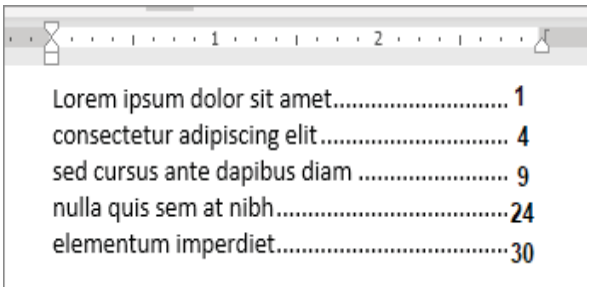
Fig 28



3 Under Alignment, choose Left, Center, Right, Decimal, or Bar.

4 Under Leader, choose 1 None, 2 dots, 3 dashes, or 4 underline to set—in the case of options 2, 3, and 4—a series of characters that links, for example, a section title with a page number. (Fig 29)

Fig 29




5 Click Set>OK.

Clear tabs in the Tabs dialog box

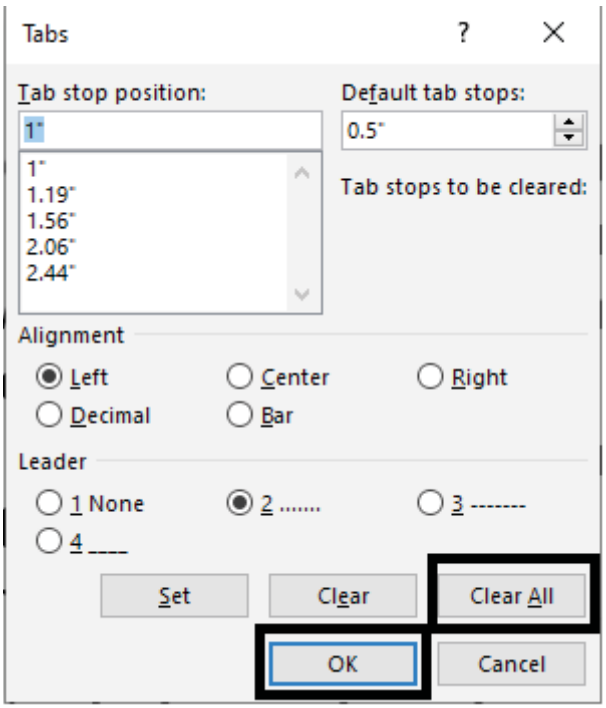
**You can clear all tab stops you set, or just clear one or more.**

1 Click Home tab, in the Paragraph group, click the Paragraph dialog box launcher, and then click Tabs.

2 Choose one of the following:

- To clear a single tab stop, in the Tab stop position list, choose a tab stop position, click Clear, and then click OK. (Fig 30)

Fig 30

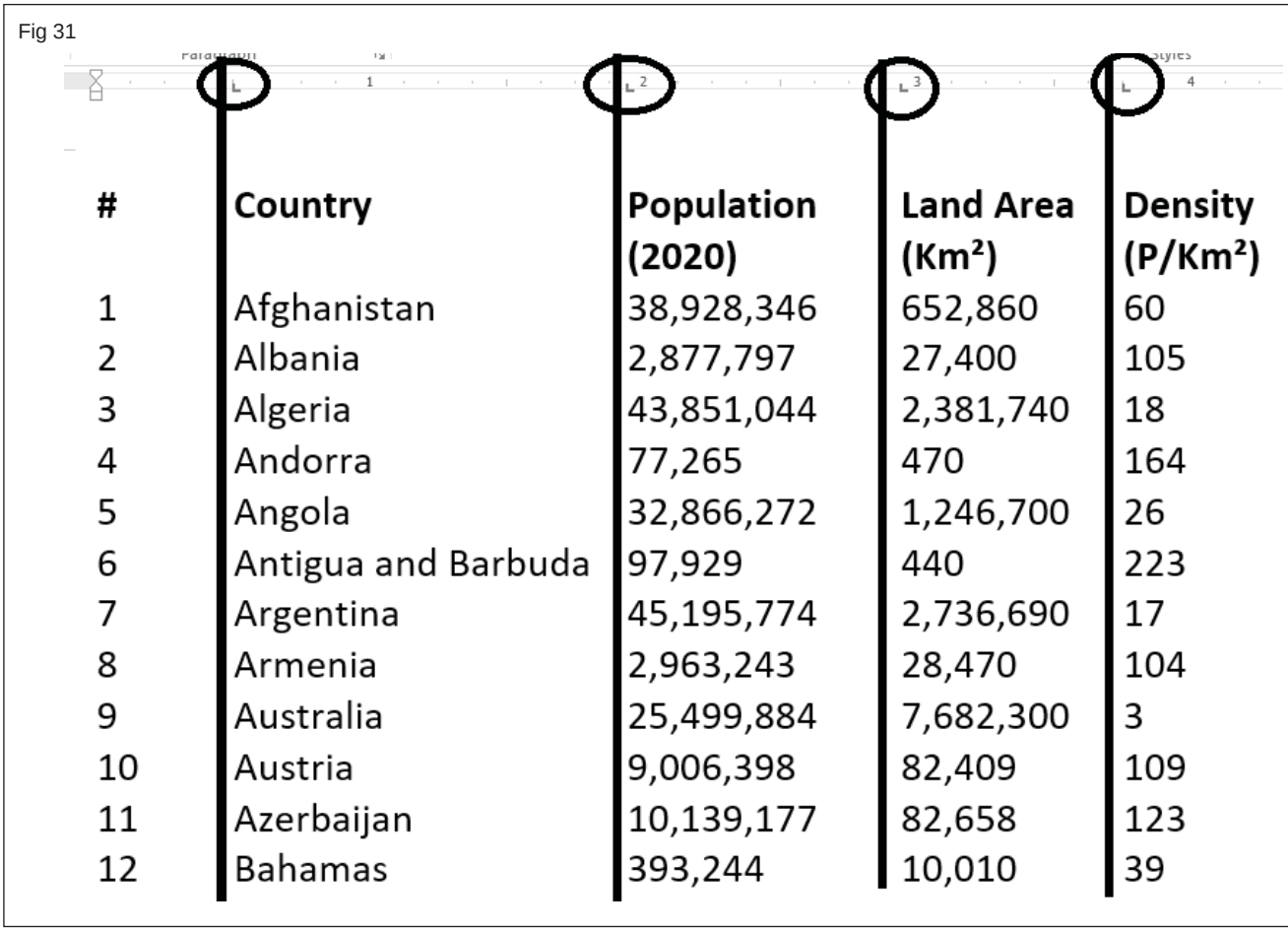



- To clear all tab stops, click Clear All>OK. (Fig 30)

**Add tab stops**

A quick way to set tab stops in your document is to click the ruler where you want the tabs to appear. (Fig 31)

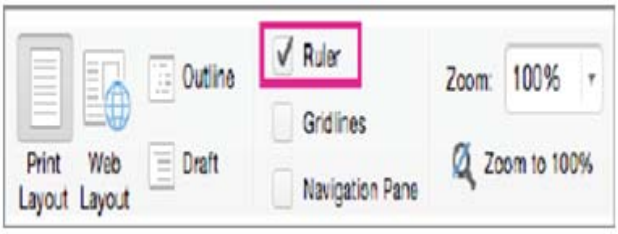
Fig 31



| # | Country | Population (2020) | Land Area (Km²) | Density (P/Km²) |
|---|---|---|---|---|
| 1 | Afghanistan | 38,928,346 | 652,860 | 60 |
| 2 | Albania | 2,877,797 | 27,400 | 105 |
| 3 | Algeria | 43,851,044 | 2,381,740 | 18 |
| 4 | Andorra | 77,265 | 470 | 164 |
| 5 | Angola | 32,866,272 | 1,246,700 | 26 |
| 6 | Antigua and Barbuda | 97,929 | 440 | 223 |
| 7 | Argentina | 45,195,774 | 2,736,690 | 17 |
| 8 | Armenia | 2,963,243 | 28,470 | 104 |
| 9 | Australia | 25,499,884 | 7,682,300 | 3 |
| 10 | Austria | 9,006,398 | 82,409 | 109 |
| 11 | Azerbaijan | 10,139,177 | 82,658 | 123 |
| 12 | Bahamas | 393,244 | 10,010 | 39 |

1 Click View>Ruler to display it. (Fig 32)

Fig 32




2 Click the ruler where you want a tab stop. For example, click 1, 2, 3, 4, and 5. (Fig 33)

Fig 33

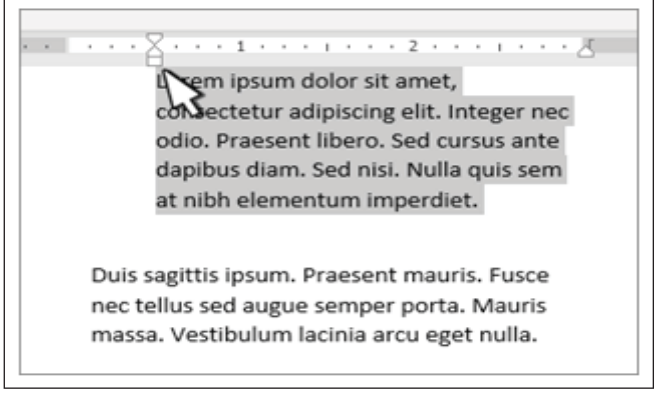
Press the TAB key, your text will line up with the tabs you've set.

**Note: To adjust the position of a tab, drag it right or left along the ruler.**

**Add a hanging indent**

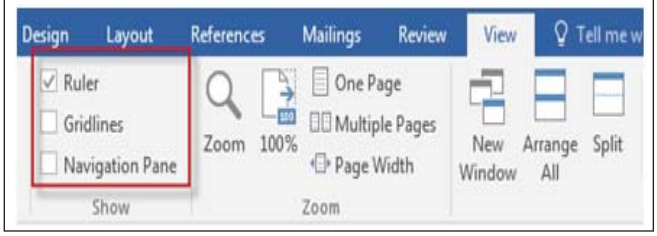
With a hanging indent, the second and all the following lines of a paragraph are indented more than the first. (Fig 34)

Fig 34




1 Click **View>Ruler** to display it. (Fig 35)

Fig 35




2 Select the text to add a hanging indent.

3 On the ruler, drag the upper triangular part of the lower marker to the place you want the indentation to start, for example to the 1" mark. (Fig 36)

**Add dot leaders**

The space between tabs can show dots, dashes, or other "leader" characters to line up information. (Fig 37)

1 Click View>Ruler to display it. (Fig 38)

Fig 36

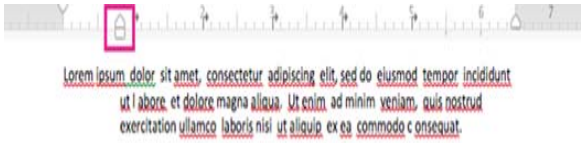



Fig 37

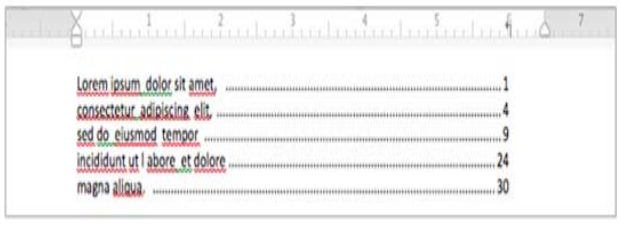


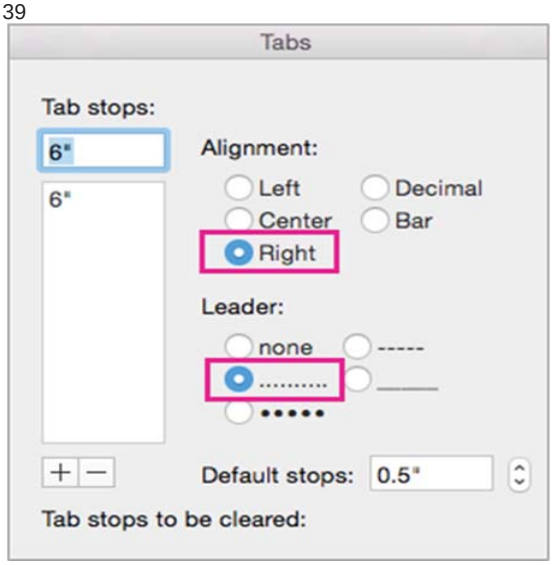

Fig 38

2 Click the lower edge of the ruler where you want to set the tab.

3 On the Format menu, select Tabs to open a window with tab options.

4 Select the tab. (Fig 39)

Fig 39




5 Under Alignment select Right.

6 Under Leader, select the dotted lines option, and then click OK.

**Note :Now you can add entries and when you press TAB, a dotted line will appear across the page, to the 6" mark. The formatting will be added to each new line until you change the leader. To change the formatting so no leader appears, follow steps 3-5 and under Leader, choose none.**

TASK 5: **Define new bullets, numbers, and multilevel lists**

**Change the bullet to a symbol**

1 Select the text or bulleted list to change.

2 On the Home tab, in the Paragraph group, click the arrow next to Bulleted List, and then click **Define New Bullet.**

3 Click **Symbol** and then click the symbol you want to use.

4 Click **OK**.

**Change a bullet to a picture**

1 Select the text or bulleted list to change.

2 On the **Home** tab, in the **Paragraph** group, click the arrow next to **Bulleted List,** and then click Define New Bullet.

3 Click **Picture** and then browse for your picture from a file or Bing Image Search.

4 Click **Insert**.

5 Review what the picture bullets will look like and click OK to add it or change the picture by repeating steps 3-5.

**Change the bullet font**

1 Select the text or bulleted list to change.

2 On the **Home** tab, in the **Paragraph** group, click the arrow next to **Bulleted List**, and then click **Define New Bullet.**

3 Click Font and then change the font properties to be used for the bullet. You can choose settings on the Font tab or Advanced tab:

| Tab | Description |
|---|---|
| **Font** tab | Change the bullet font, style, size, color, underline style, underline color and effects. |
| **Advanced** tab | Change the bullet font character spacing and OpenType features. |

**Change the bullet alignment**

1 Select the text or bulleted list to change

2 On the Home tab, in the Paragraph group, click the arrow next to Bulleted List, and then click Define New Bullet.

3 Under alignment, choose Left, Centered, or Right.

4 Click OK.

**Define a new number format**

1 Select the text or numbered list to change.

2 On the Home tab, in the Paragraph group, click the arrow next to Numbered List, and then click Define New Number Format.

3 To change the style, click the down arrow next to Number style and choose numbers, letters, or another chronological format.

4 To change the font size, style, and color, click Font and choose a setting on the Font tab or Advanced tab:.

| Tab | Description |
|---|---|
| **Font** tab | Change the bullet font, style, size, color, underline style, underline color and effects. |
| **Advanced** tab | Change the bullet font character spacing and OpenType features. |

5 To append the numbering with a dash, parentheses, or another value, enter it in the Number format field.

6 To change the number alignment, choose **Left, Centered, or Right** under Alignment.

7 Click **OK**.

**Define a new multilevel list**

1 Select the text or numbered list to change.

2 On the Home tab, in the Paragraph group, click the arrow next to Multilevel List, and then click Define New Multilevel List.

3 Expand the Multilevel list dialog box by clicking More in the lower left corner.

4 Choose the list level to modify by selecting it in the list. 1 is selected by default.

5 Choose where you would like to apply your changes by clicking Whole list, This point forward, or Current paragraph.

6 To use an existing style in Word for each level in the list, choose a style under Link level to style.

7 Choose the number to show in the gallery. Level 1 is shown by default.

8 Give the multilevel list a name in the ListNum field list name. This name will appear wherever you see the Listnum field.

9 To append the numbered list with a dash, parentheses, or another value, enter it in the Number format field.

10 To change the font size, style, and color, click Font and choose a setting on the Font tab or Advanced tab:.

11 To change the style, click the down arrow next to Number style and choose numbers, letters, or another chronological format. Specify a level number to include this from.

12 Choose the number to start the list at. The default value is 1. To restart numbering after a specific level, select the Restart List After check box and choose a level in the list.

13 Select Legal Style Numbering to enforce a legal style on the multilevel list.

14 To change the number alignment, choose Left, Centered, or Right under Alignment

15 Specify a value for where to start the alignment and a value for the text indent.

16 To apply these values to the entire list, choose Set for All Levels.

17 Enter a value for what should follow each number, Tab character, Space, or Nothing. Check Add tab stop at and enter a value.

18 Click OK.

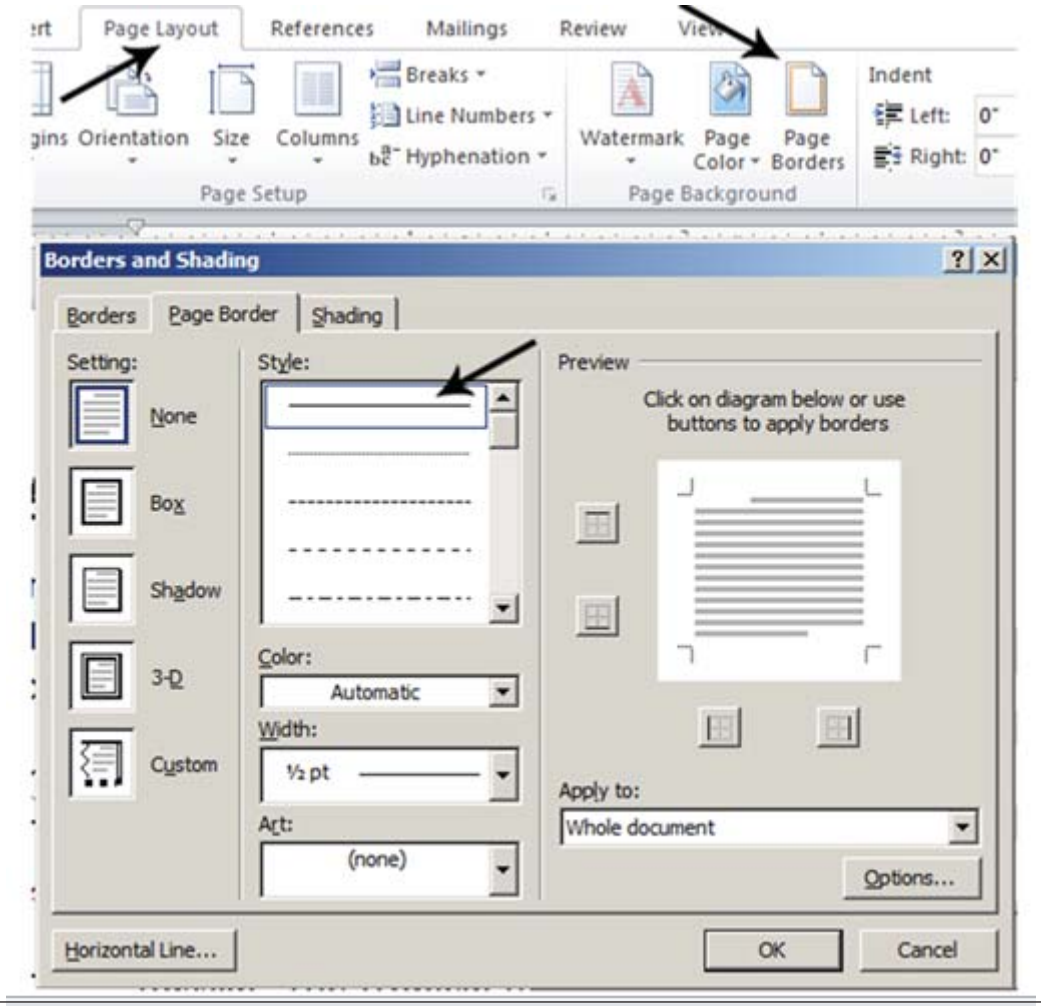
— — — — — —

TASK 6: **Add boarders and shading**

1 Click Page Layout page border as in Fig 40.

2 Select Box in setting

Fig 40




3 By moving the scroll bar of Style select double line as in Fig 41.

4 Click 'OK'

**The document appear with the page border as shown in Fig 42.**

5 Select Page Layout

as Fig 43.

6 Click button a color palette appear as in Fig 44.

7 Select color as 'blue' as in Fig 44.

The document appear with the page color as shown in Fig 45.

Fig 41

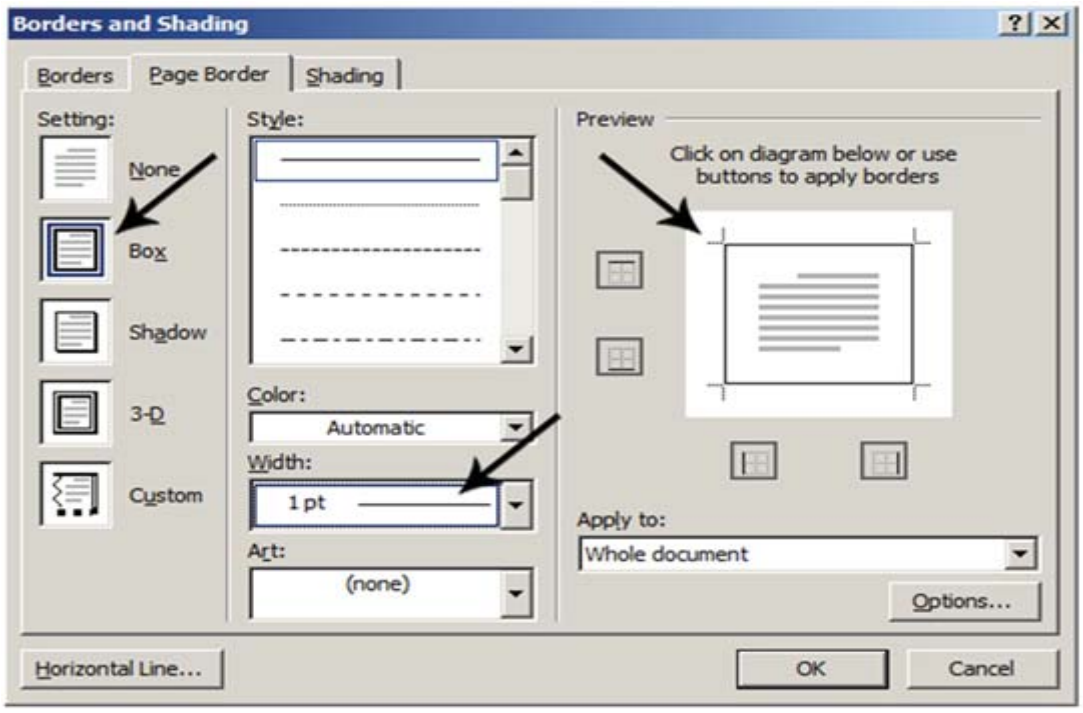
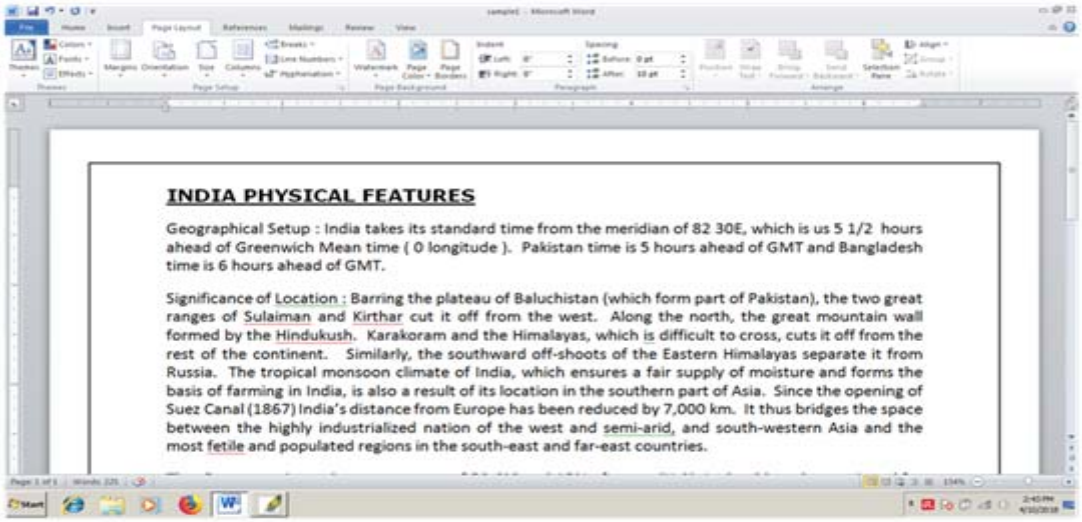



Fig 42



**INDIA PHYSICAL FEATURES**

Geographical Setup : India takes its standard time from the meridian of 82 30E, which is us 5 1/2 hours ahead of Greenwich Mean time ( 0 longitude ). Pakistan time is 5 hours ahead of GMT and Bangladesh time is 6 hours ahead of GMT.

Significance of Location : Barring the plateau of Baluchistan (which form part of Pakistan), the two great ranges of Sulaiman and Kirthar cut it off from the west. Along the north, the great mountain wall formed by the Hindukush. Karakoram and the Himalayas, which is difficult to cross, cuts it off from the rest of the continent. Similarly, the southward off-shoots of the Eastern Himalayas separate it from Russia. The tropical monsoon climate of India, which ensures a fair supply of moisture and forms the basis of farming in India, is also a result of its location in the southern part of Asia. Since the opening of Suez Canal (1867) India's distance from Europe has been reduced by 7,000 km. It thus bridges the space between the highly industrialized nation of the west and semi-arid, and south-western Asia and the most fetile and populated regions in the south-east and far-east countries.

Fig 43

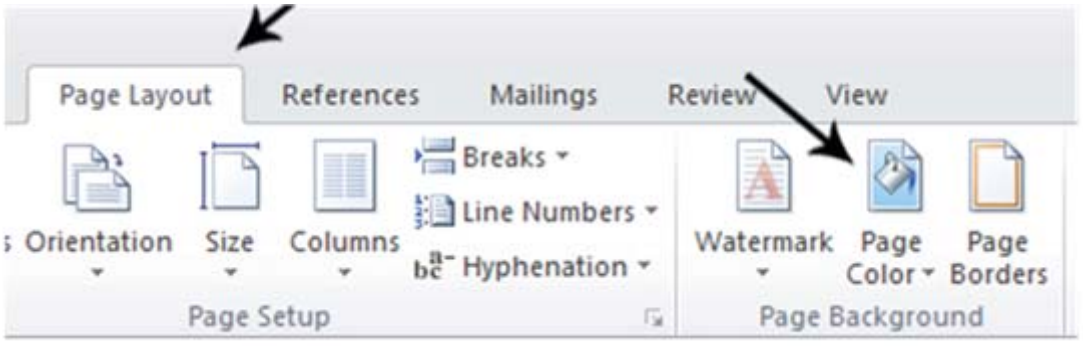
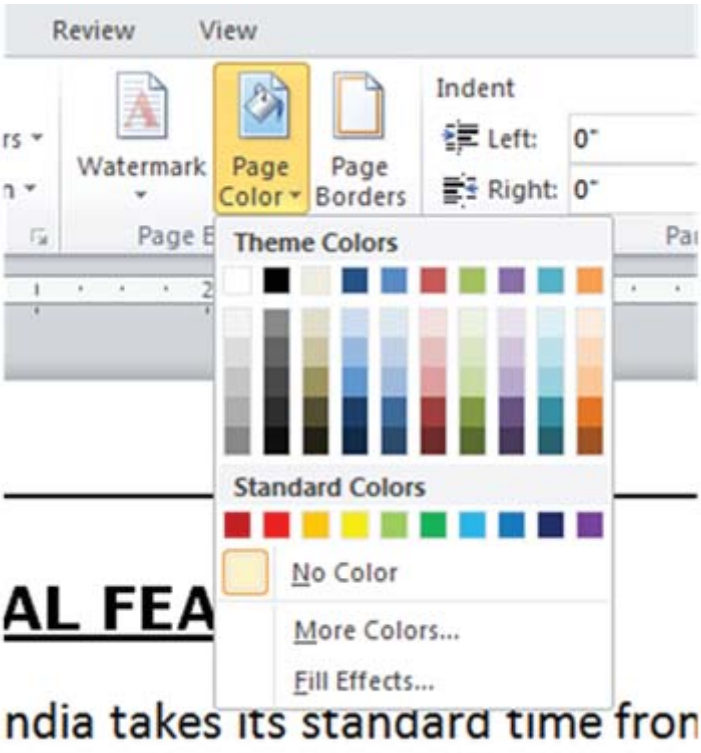


Fig 44


Review
View
Watermark
Page Color
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Left: 0"
Right: 0"
Theme Colors
Standard Colors
No Color
More Colors...
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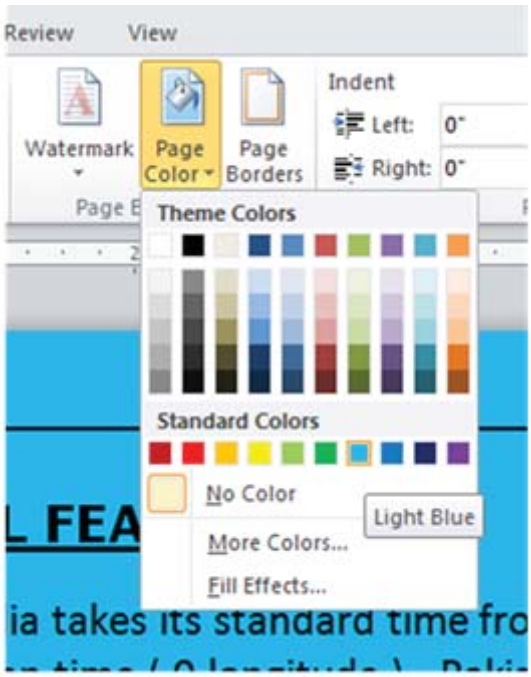
Fig 45


Review
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Watermark
Page Color
Page Borders
Indent
Left: 0"
Right: 0"
Theme Colors
Standard Colors
No Color
Light Blue
More Colors...
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# Format the document in MS word - 2

**Objectives:** At the end of this exercise you shall be able to
- **create and modify an existing style**
- **use find and replace the text.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with MS Office - 1 No./batch.

PROCEDURE

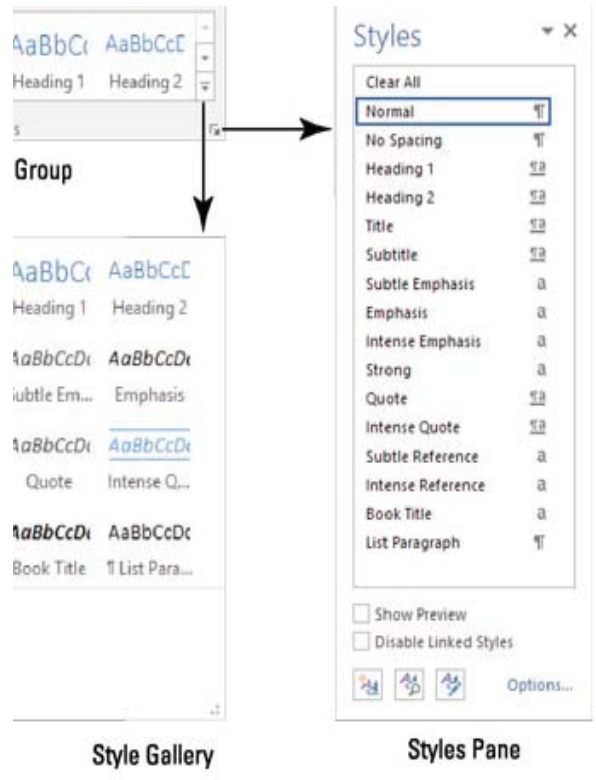
TASK 1: **Create and modify an existing style**

### Create Style

1 Select Home tab and click right bottom corner of the Styles group. (Fig 1)

2 Click New Style Button in the left bottom corner of the Styles dialog box. (Fig 1)

Fig 1




3 Click on the option "create a style' (Fig 2).

4 A new dialog box opens as showing in Fig 2.

5 Enter a name click "OK" (Fig 2).

6 Go to Home tab and click on the newly created style < style1> as shown in Fig 3.

Fig 2

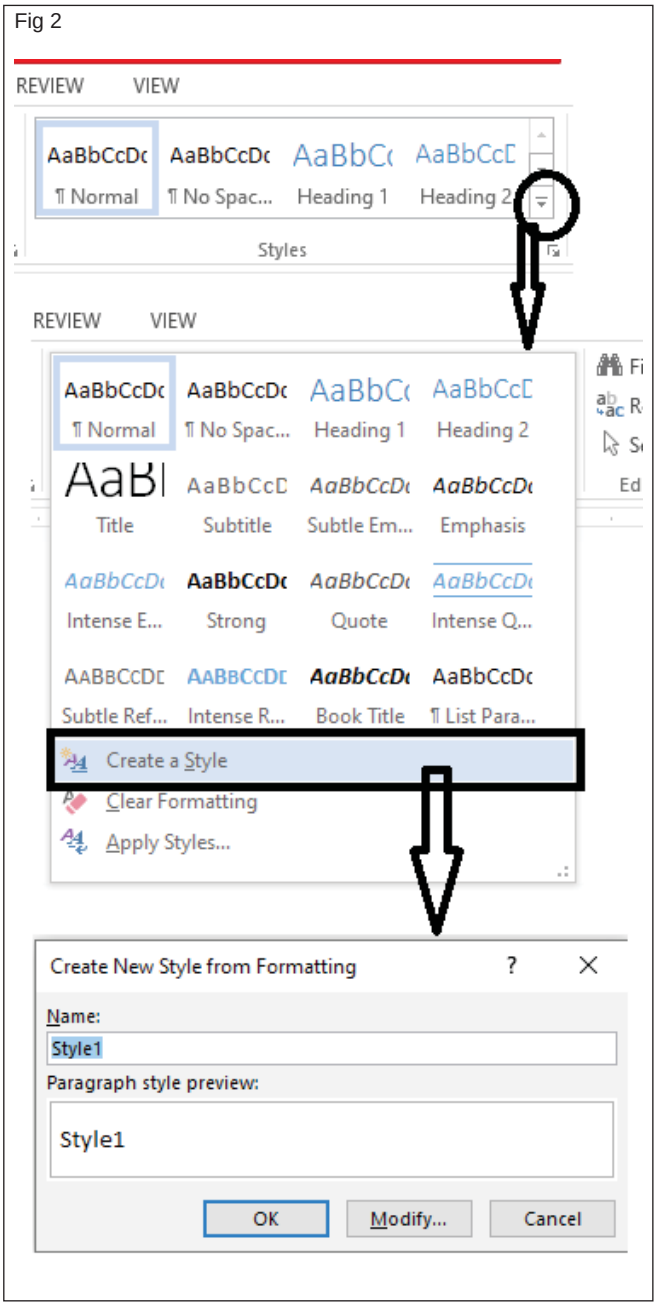
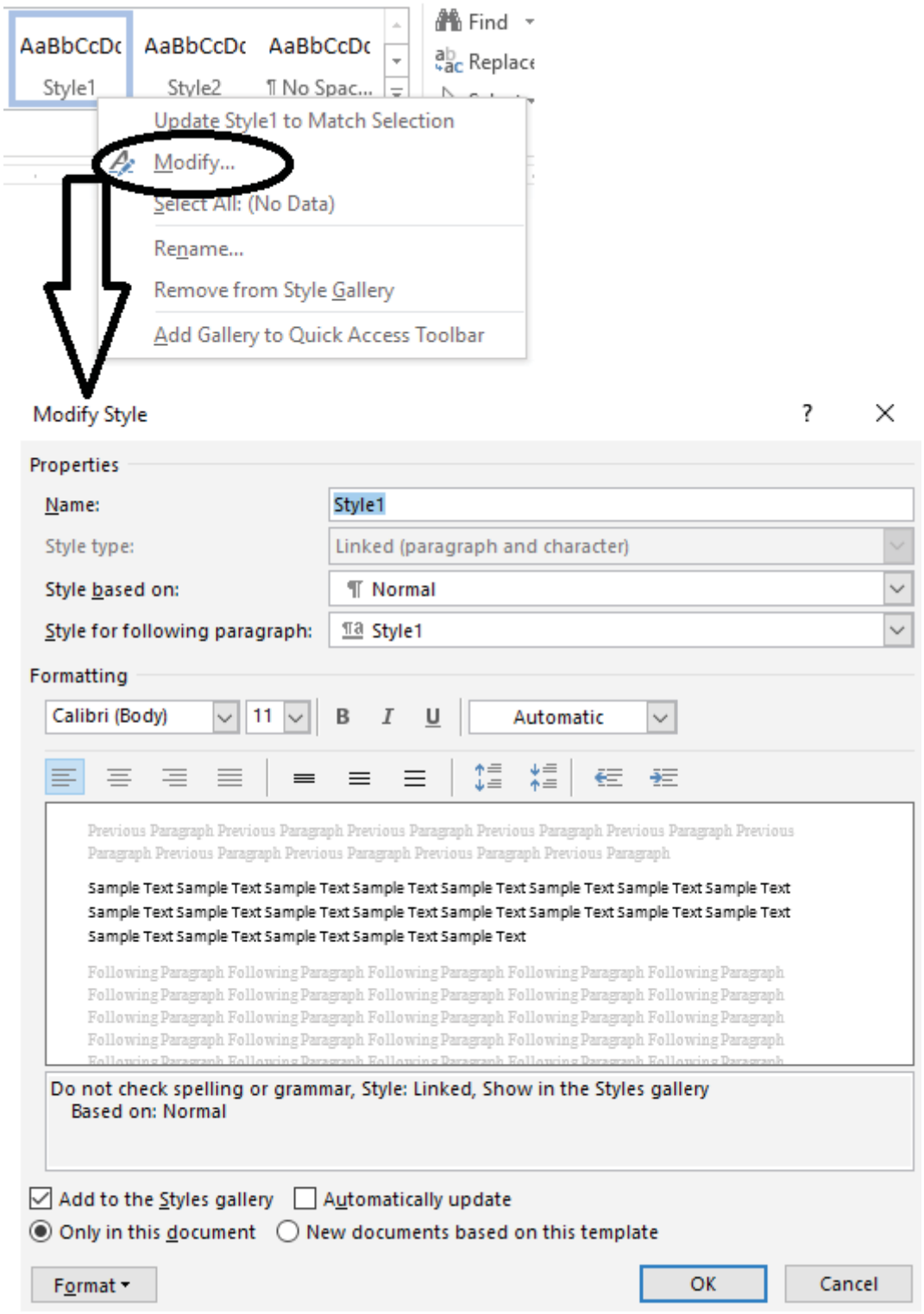


Fig 3




7 Click “Modify” option. A new window opens as shown in Fig 3.

8 In this modify window, create your style including body text, font, size allignment, spacing etc., (Fig 3).

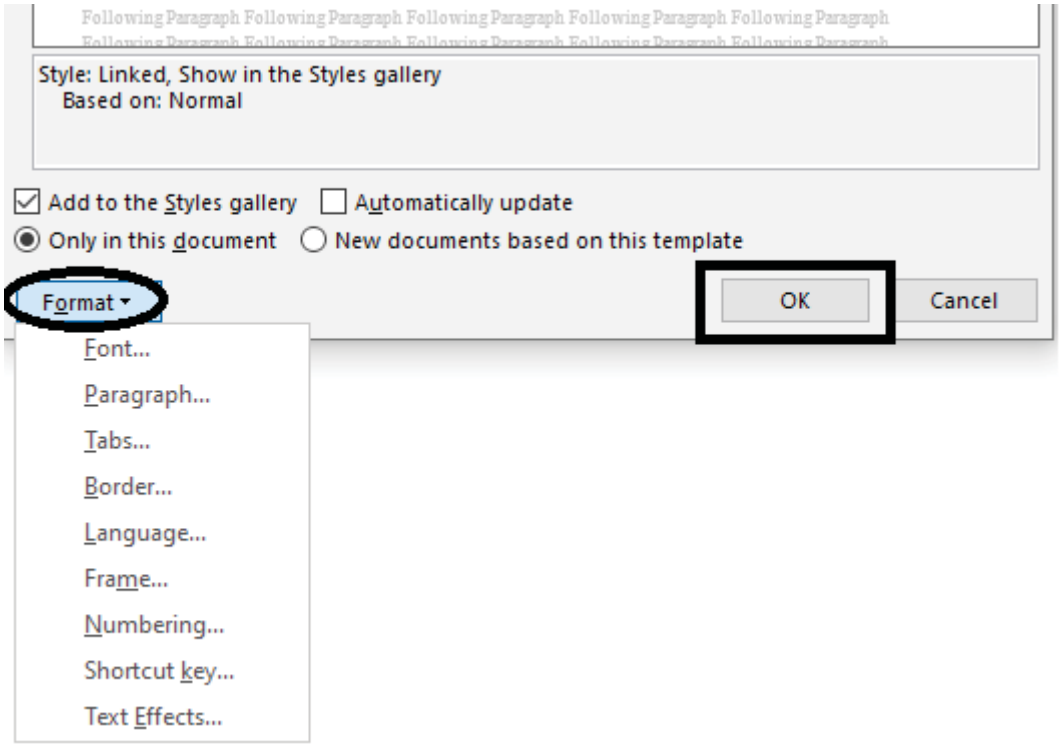
9 Click on the “Format” button at the left bottom corner in Fig 3 as shown in Fig 4.

10 In Fig 4, the tabs, paragraph, languaages, numbering, bullets, short cut keys etc., can be pre-setted.

11 Finally click to have a new style.

12 In future, you can also modify the style as per your requirement.

Fig 4




TASK 2: **Find and replace the text**

1 Select the Home →Replace

2 Type the word in “Find what” and type the word to be replaced in “Replace with” text box as shown in Fig 5.

3 Click Replace All.

**It replaces all Sachin into Little Master Sachin as shown in Fig 6**

4 Click ‘OK’. (Fig 7)

Fig 5

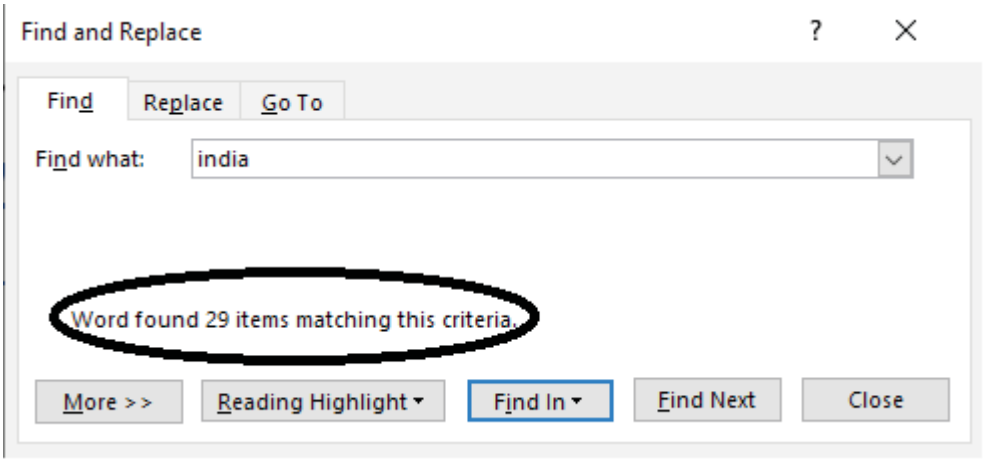


Fig 6

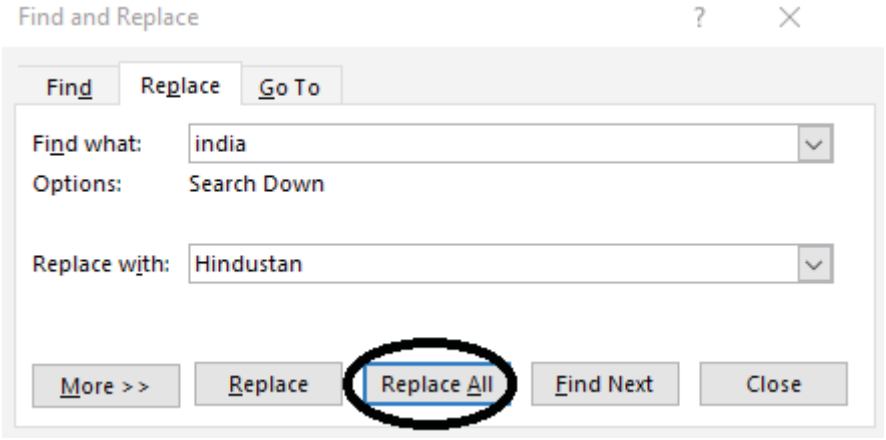
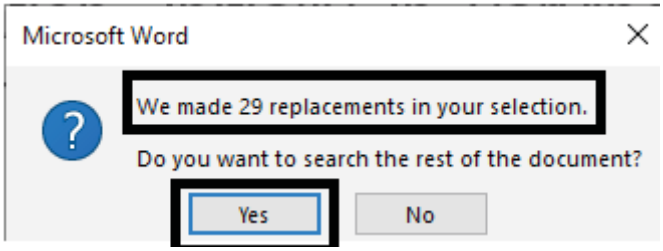

Find and Replace
Find
Replace
Go To
Find what:
india
Options:
Search Down
Replace with:
Hindustan
More >>
Replace
Replace All
Find Next
Close

Fig 7


Microsoft Word
We made 29 replacements in your selection.
Do you want to search the rest of the document?
Yes
No

# Insert and format the table

**Objectives:** At the end of this exercise you shall be able to
- **insert table in different methods**
- **format the table**
- **convert text to a table and convert table to text.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with window, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Insert table in different methods**

**Insert a Table**

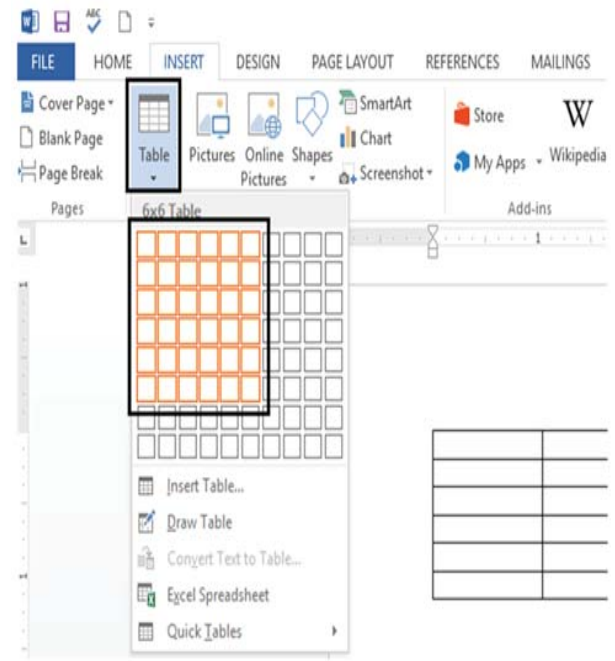
**Method 1**

1 Click Insert tab > Table

2 Move the cursor over the grid until you highlight the number of columns and rows

3 Click the cursor over the grid after selected the number of columns and rows. The table will appear the screen Fig 1.

Fig 1

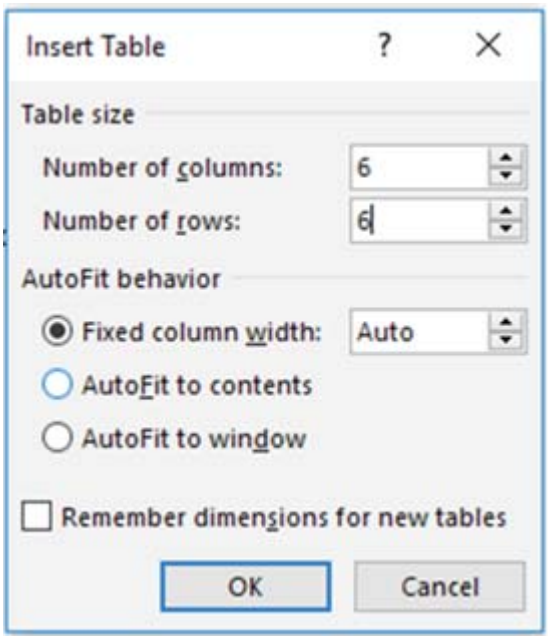



**Method 2**

1 Click Insert tab > Table > Insert Table

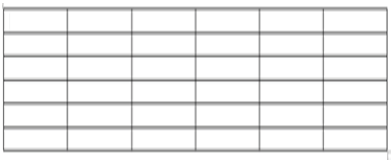
2 See the fig-2 and type the value to Number Columns 6 and Number of Rows 6 in the Insert Table dialog box. (Fig 2)

Fig 2




3 Click OK. The screen will show in the following Fig 3.

Fig 3



**Method 3**

1 Click Insert tab > Table > Draw Table. The cursor will show in the screen like pencil view

2 Drag to draw the cursor left to right side of the page for example rectangle shape

3 Draw vertical lines for creating columns and horizontal lines for rows.

**Type the text into the table**

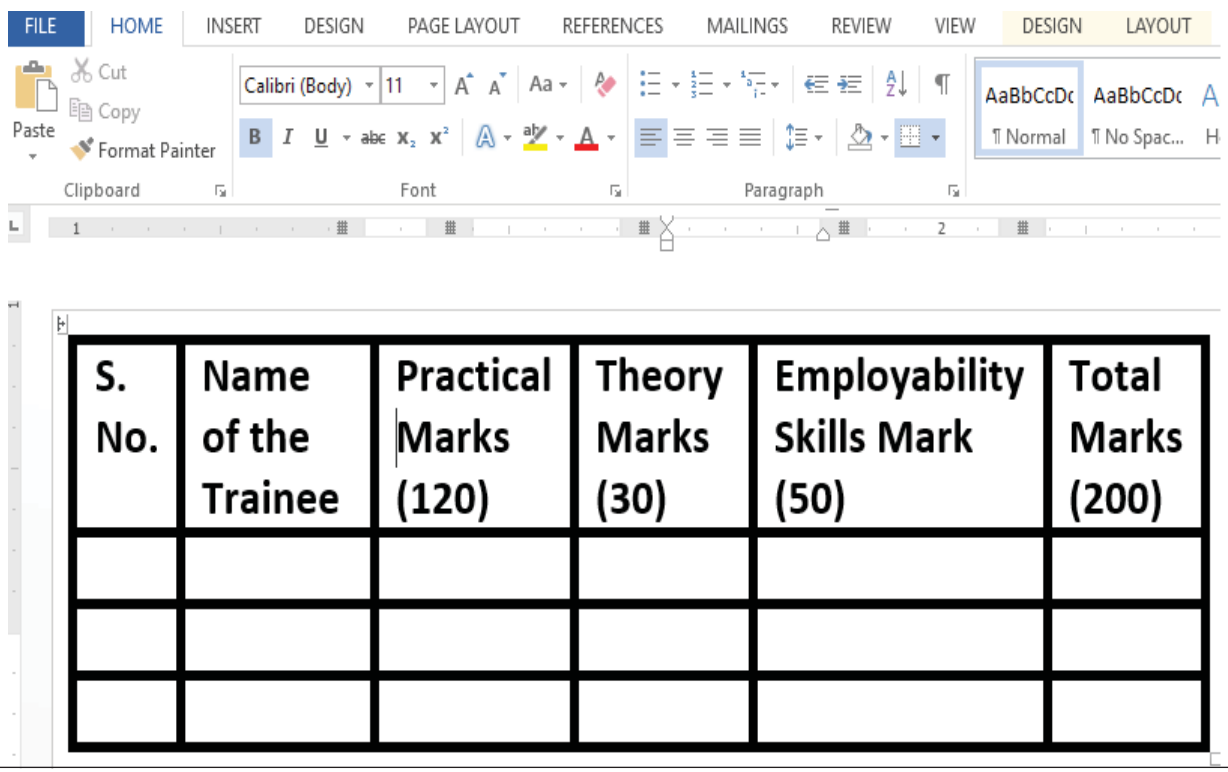
1 Insert the Table, Number Columns in 6 and Number Rows in 6

2 Place the curser in the top left side corner of the table

3 Type the text in column 1.

4 To move from one column to another press “TAB” or use cursor. (Fig 4)

Fig 4




| S. No. | Name of the Trainee | Practical Marks (120) | Theory Marks (30) | Employability Skills Mark (50) | Total Marks (200) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

TASK 2: **Format the table**

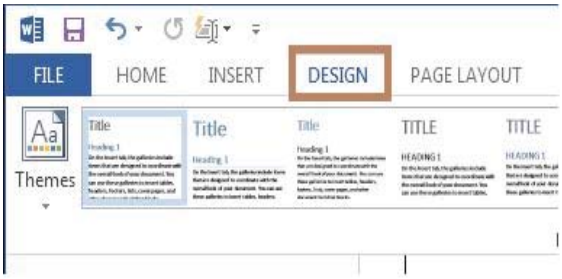
**Use table styles to format an entire table**

1 Click or select the table

2 Click the “Design Tab” .

3 Choose the Table style in the Table Style group and click (Fig 5).

Fig 5




**Add or Remove Borders**

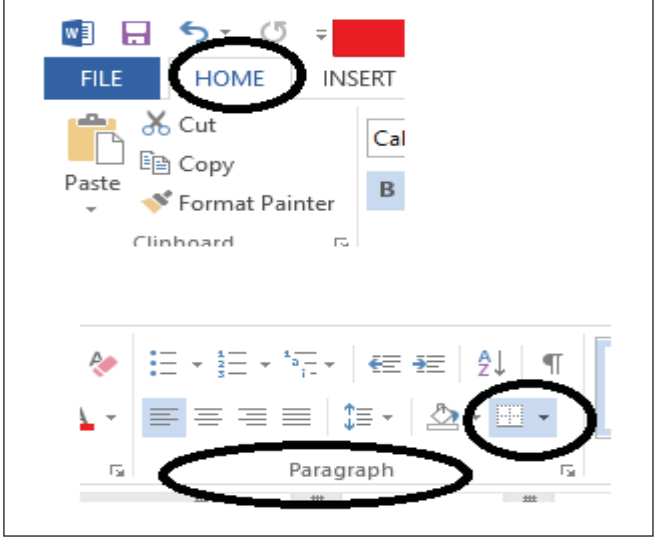
**Add Borders**

1 Click the “HOME” Tab, under the Table Tools

2 Under “Paragraph” section click on the “Borders & Shading” option at the end as shown in Figs 6 & 7.

Fig 6

Fig 7




3 In “Borders & shading” window as showing Fig 8, choose the style, color, width, section to which it has to be applied as per the reg.

**Remove the Table Borders**

1 Select the table

2 Select the option as shown in Fig 6.

3 Choose “No Border”

**Add or Remove shading in a table**

**Add shading to a table**

1 Select the Row column/ table to be shaded.

2 Select the “Shading” option as shown in Fig 9.

3 Choose the color to shade.

Fig 8

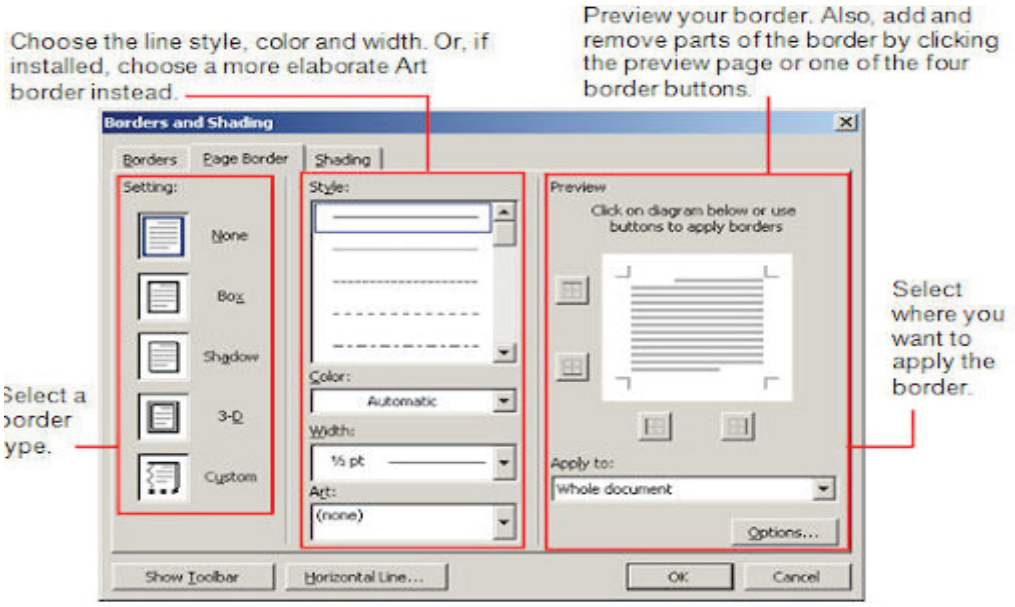
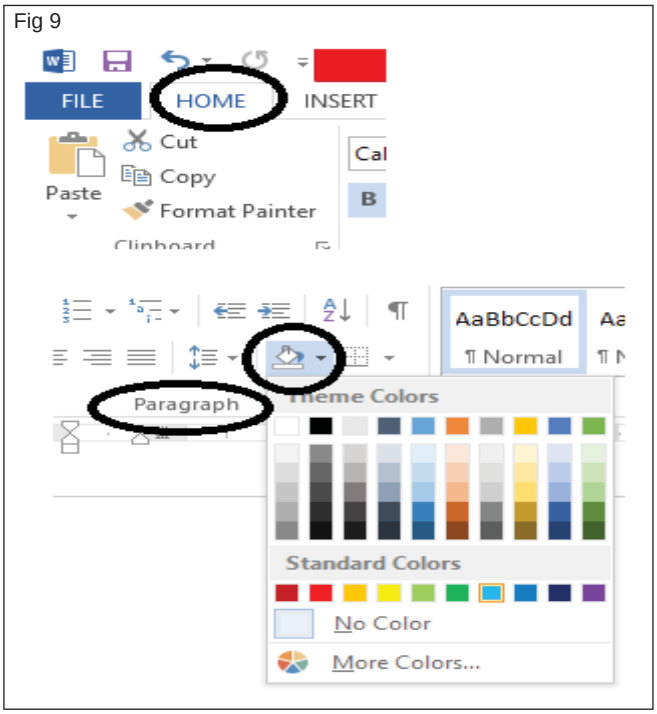



Fig 9




**Remove shading from a table**

1 Select the colored cell/ table to be decolored.

2 Select the “Shading” option under “Home” tab “Paragrph” section as shown in Fig 9.

3 Click “ No color”.

**Set Table properties**

**Table**

1 Select the Table, Right click on the table select “Table properties” (or) click “Properties” under “Layout” tab. (Figs 10 & 11)

2 Click, “Table Properties” Button. The “Table Properties” dialog box will appear on the screen (Fig 12).

3 Click Table Tab, disable the “Preferred Width” in the size option, select center Alignment and to choose Text Wrapping is none. (Fig 14)

Fig 10

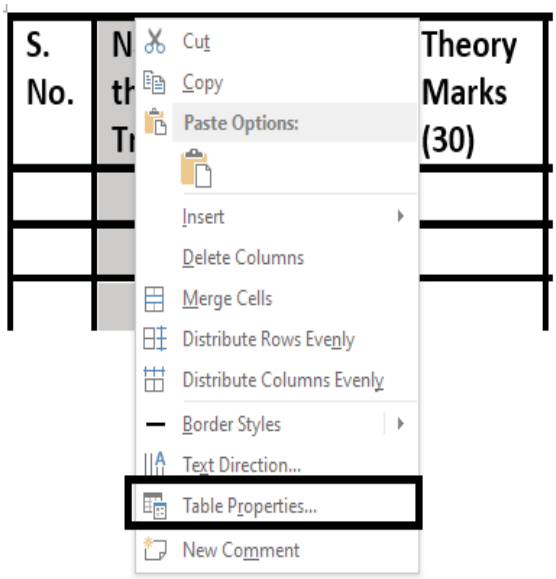



Fig 11

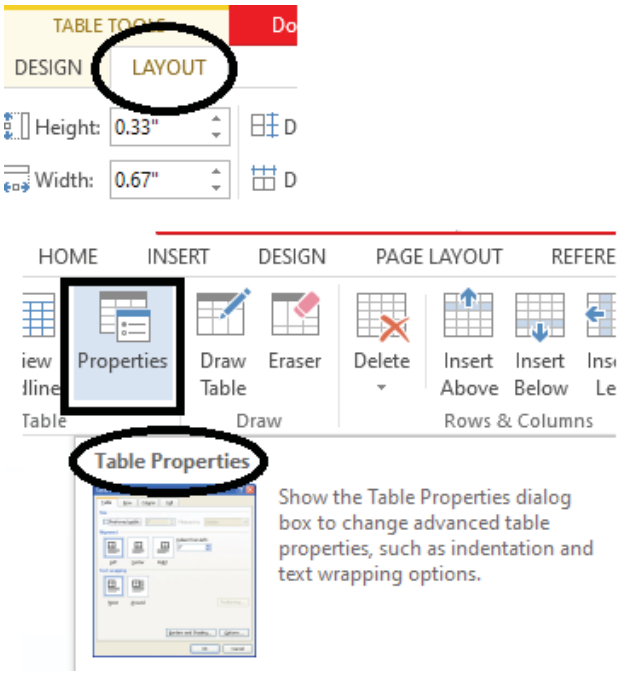
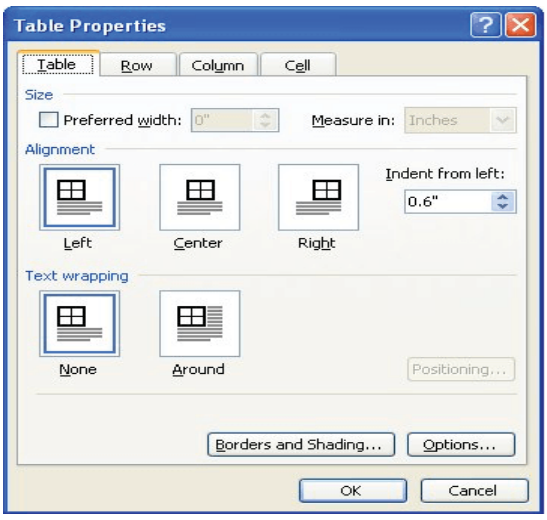



Fig 12




4 Click 'OK' Button. The Table will align in center of the pages.

**Row**

1 Click Rows tab, enable the specific height. (Fig 13)

Fig 13

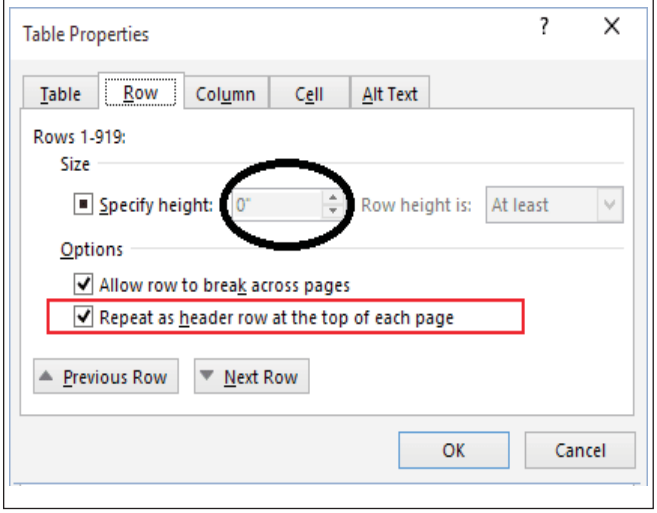
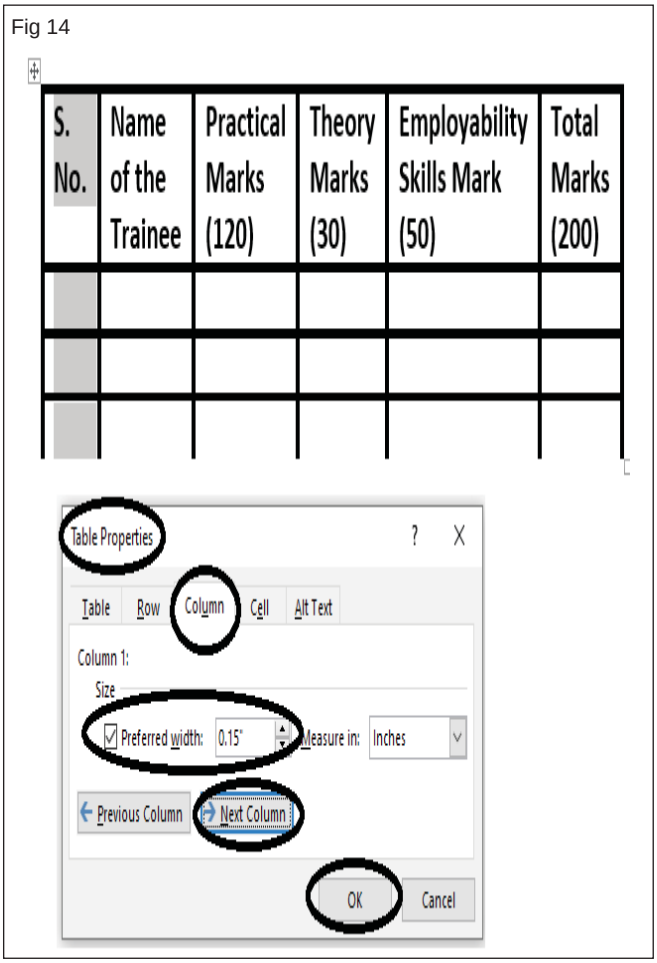



Fig 14




2 Type the value 0.36 inch.

3 Click 'OK' button. The changed rows height will appear on the screen. (Fig 15)

**Columns**

1 Click, "Table Properties" Button. The "Table Properties" dialog box will appear on the screen

Fig 15

| Sl. No. | Name of the Trainee | Practical (120 Marks) | Theory (30 Marks) | Employability Skills (50 Marks) | Total (200 Marks) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

2 Click Columns tab, enable Preferred width type value 0.5 inch in first column

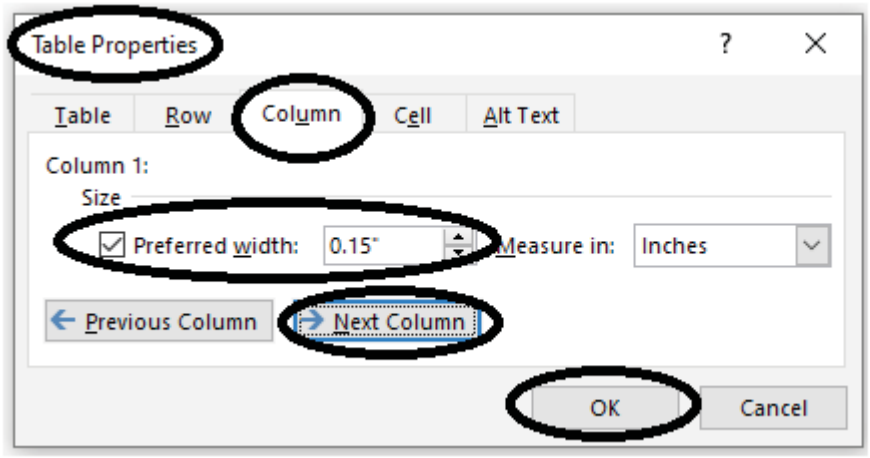
3 Click Next column button change the values of preferred width 1.5 inches

4 Click Next column button change the values for next 3 columns of preferred width 1 inches and the last column change to 1.3 inches.

5 Click 'Ok' button, now the table will appear as shown in Fig 16.

Fig 16

| S. No. | Name of the Trainee | Practical Marks (120) | Theory Marks (30) | Employability Skills Mark (50) | Total Marks (200) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |




**Add a cell, row, or column**

**Add a cell**

1 Click in a cell that is located just to the right of or above to insert a cell.

2 Under Table Tools, on the Layout tab, click the Rows & Columns Dialog Box Launcher.

3 Click one of the following

**Shift cells right**

Insert a cell and move all other cells in that row to the right.

**Note: This option may result in a row that has more cells than the other rows.**

**Shift cells down**

Insert a cell and move remaining existing cells in that column down one row each. A new row will be added at the bottom of the table to contain the last existing cell.

**Insert entire row**

Insert a row just above the cell that you clicked in.

**Insert entire column**

Insert a column just to the right of the cell that you clicked in.

**Add a row**

1 Click in a cell that is located just below or above to add a row.

2 Under Table Tools, click the Layout tab.

3 Do one of the following:

- To add a row just above the cell clicked in, in the Rows and Columns group, click Insert Above.
- To add a row just below the cell clicked in, in the Rows and Columns group, click Insert Below.

**Add a column**

1 Click in a cell that is located just to the right or left of where you want to add a column.

2 Under Table Tools, click the Layout tab.

3 Do one of the following:

- To add a column just to the left of the cell clicked in, in the Rows and Columns group, click Insert Left.
- To add a column just to the right of the cell clicked in, in the Rows and Columns group, click Insert Right

**Delete a cell, row, or column**

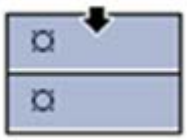
1 Do one of the following:

**A cell** Click the left edge of the cell.

.

**A row** Click to the left of the row

**A column** Click the column's top gridline or top border.



2 Under Table Tools, click the Layout tab.

3 In the Rows & Columns group, click Delete, and then click Delete Cells, Delete Rows, or Delete Columns, as appropriate.

**Merge or split cells**

**Merge cells**

1 Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.

2 Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

**Split cells**

1 Click in a cell, or select multiple cells that you want to split.

2 Under Table Tools, on the Layout tab, in the Merge group, click Split Cells.

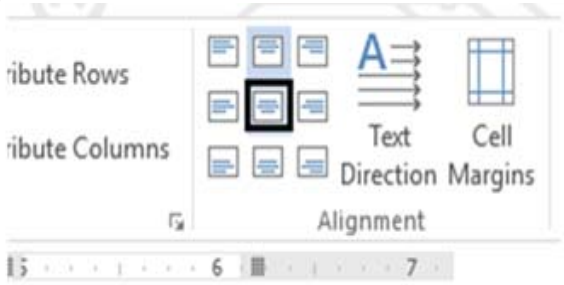
3 Enter the number of columns or rows that you want to split the selected cells into.

**Align Text in a Table**

1 Select the Heading Row

2 Click Layout Tab under the Table Tools and Select "Align Center" in the Alignment group. See the fig and follow. (Fig 17)

Fig 17




3 The table will appear as shown in following Fig 18.

4 Practice to do the remaining text alignment of Align Top Left, Align Top Center, Align Top Right, Align Center Left, Align Center Right, Align Bottom Left, Align Bottom Center, and Align Bottom Right.

**Change the Text Direction in a Table**

1 Select the particular Cell

2 Select Layout Tab under the Table Tools and Double Click "Text Direction" in the Alignment group. See the fig and follow. (Fig 19)

**Sort a list Alphabetically**

1 Create a table and formatting the table same as shown in following Fig 20.

2 Select the text in a column of "Name of the Trainees" list.

Fig 18

| S. No. | Trainee Name | Practical (120 Marks) | Theory (120 Marks) | Employability Skills 50 Marks | Total (200 Marks) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Fig 19

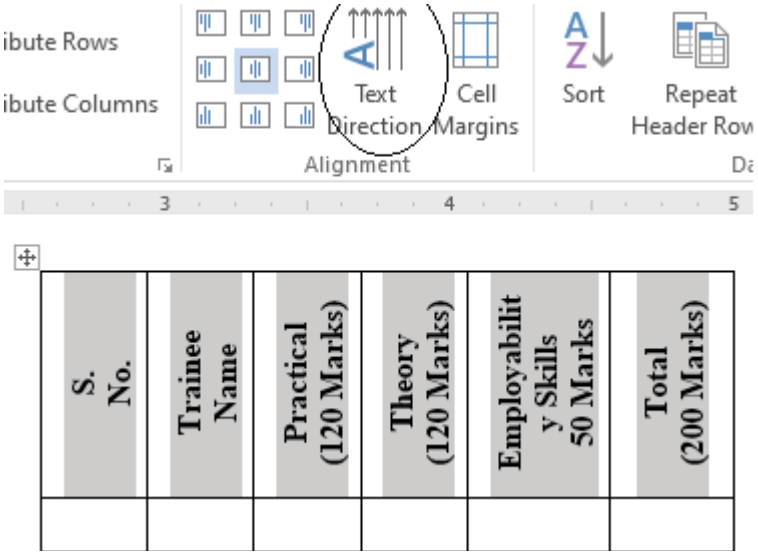
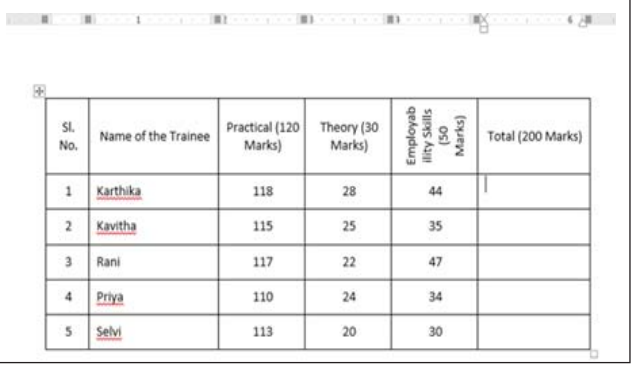


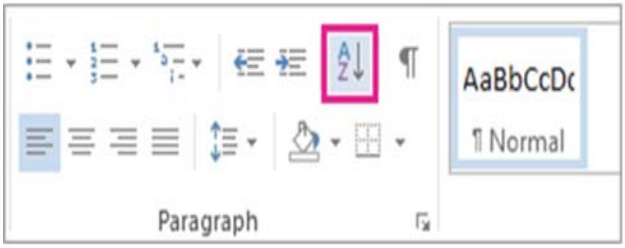

Fig 20



| Sl. No. | Name of the Trainee | Practical (120 Marks) | Theory (30 Marks) | Employability Skills (50 Marks) | Total (200 Marks) |
|---|---|---|---|---|---|
| 1 | Karthika | 118 | 28 | 44 | |
| 2 | Kavitha | 115 | 25 | 35 | |
| 3 | Rani | 117 | 22 | 47 | |
| 4 | Priya | 110 | 24 | 34 | |
| 5 | Selvi | 113 | 20 | 30 | |

3 Select Layout tab under the Table Tools, click Sort Button. (Fig 21)

Fig 21




4 In the Sort Text box, set Sort by to Paragraphs and Text.

5 Click Descending (Z to A). See the fig and follow. (Fig 22)

6 Click OK. The Descending sorted table will appear as shown in following Fig 23.

**Apply formula to the Table**

1 Select the particular cell in a Table. See the fig and follow (Fig 24)

2 Choose Layout Tab under the Table Tools and click Formula Button. The Formula dialog box will appear on the screen.

3 Type "=SUM(LEFT)" into the Formula tab. See the fig and follow (Fig 25)

Fig 22

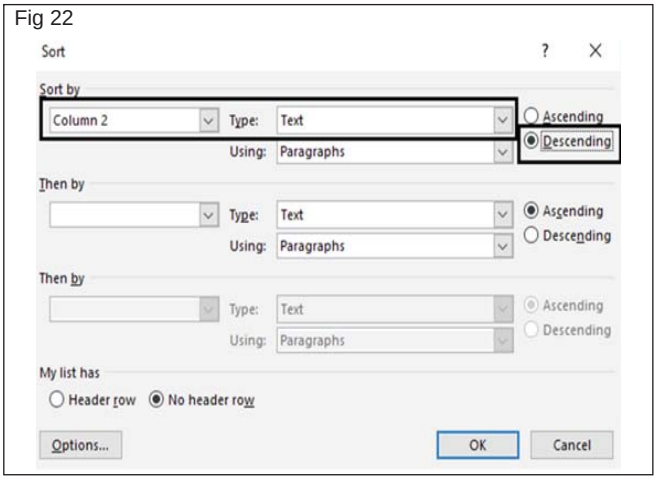
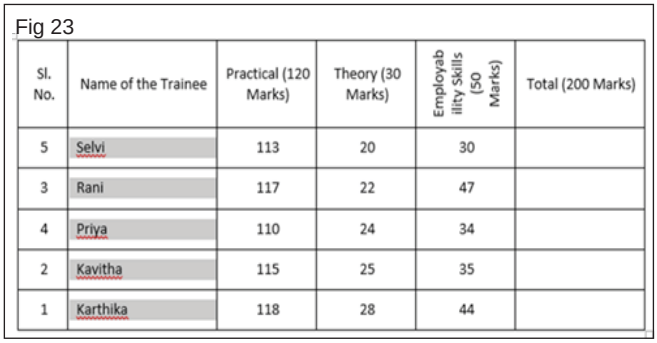
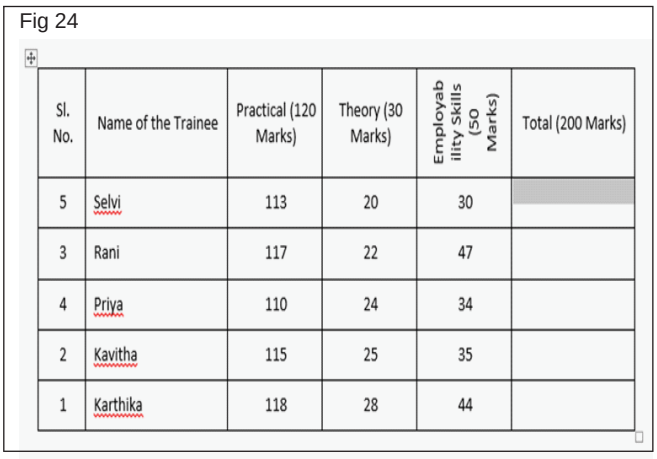



Fig 23



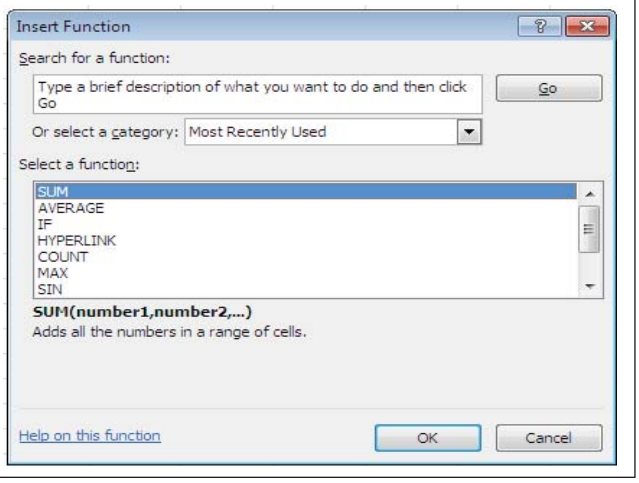
| Sl. No. | Name of the Trainee | Practical (120 Marks) | Theory (30 Marks) | Employability Skills (50 Marks) | Total (200 Marks) |
|---|---|---|---|---|---|
| 5 | Selvi | 113 | 20 | 30 | |
| 3 | Rani | 117 | 22 | 47 | |
| 4 | Priya | 110 | 24 | 34 | |
| 2 | Kavitha | 115 | 25 | 35 | |
| 1 | Karthika | 118 | 28 | 44 | |

Fig 24



| Sl. No. | Name of the Trainee | Practical (120 Marks) | Theory (30 Marks) | Employability Skills (50 Marks) | Total (200 Marks) |
|---|---|---|---|---|---|
| 5 | Selvi | 113 | 20 | 30 | |
| 3 | Rani | 117 | 22 | 47 | |
| 4 | Priya | 110 | 24 | 34 | |
| 2 | Kavitha | 115 | 25 | 35 | |
| 1 | Karthika | 118 | 28 | 44 | |

Fig 25




4 Click 'OK' button

5 The row's value will added in the selected cell. See the fig 26.

6 Practice to use formula in the remaining rows.

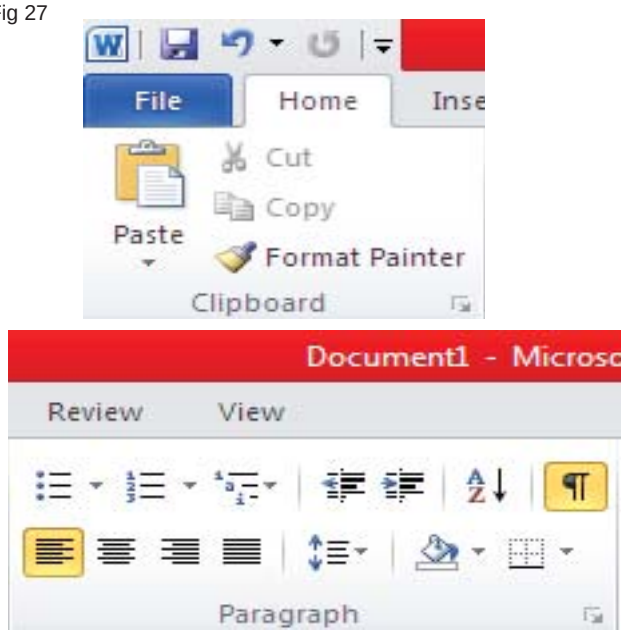
Fig 26

| Sl. No. | Name of the Trainee | Practical (120 Marks) | Theory (30 Marks) | Employability Skills (50 Marks) | Total (200 Marks) |
|---|---|---|---|---|---|
| 5 | Selvi | 113 | 20 | 30 | |
| 3 | Rani | 117 | 22 | 47 | |
| 4 | Priya | 110 | 24 | 34 | |
| 2 | Kavitha | 115 | 25 | 35 | |
| 1 | Karthika | 118 | 28 | 44 | |

TASK 3: **Convert text to a table or a table to text**

To convert text to a table or a table to text, start by clicking the Show/Hide paragraph mark on the Home tab so you can see how text is separated in your document. (Fig 27)

Fig 27




**Convert text to a table**

1 Insert separator characters—such as commas or tabs—to indicate where to divide the text into table columns.

**Note: If you have commas in your text, use tabs for your separator characters.**

2 Use paragraph marks to indicate where you want to begin a new table row.In this example, the tabs and paragraph marks will produce a table with 3 columns and 2 rows: (Fig 28)

Fig 28

Red, yellow → blue, green → orange, purple¶

Red, yellow → blue, green → orange, purple¶

3 Select the text that you want to convert, and then click Insert > Table > Convert Text to Table. (Fig 29)

In the Convert Text to Table box, choose the options. (Fig 30)

5 Under Table size, make sure the numbers match the numbers of columns and rows.

6 Under AutoFit behavior, choose how you want your table to look. Word automatically chooses a width for the table columns. If you want a different column width, choose one of these options:

| To do this | Choose this option |
|---|---|
| Specify a width for all the column | In the fixed column width box, type or select value. |
| Resize the columns to fit the width of the text in each column | Autofit to contents |
| Resize the table automatically in case the width of the available space chages (for example, web layout or land scape orientation | Autofit to window |

Fig 29

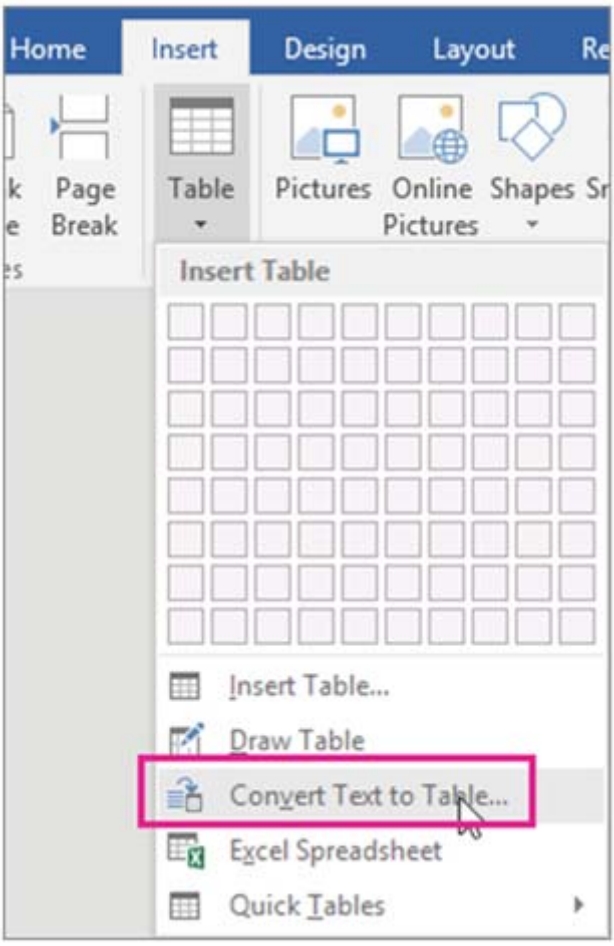
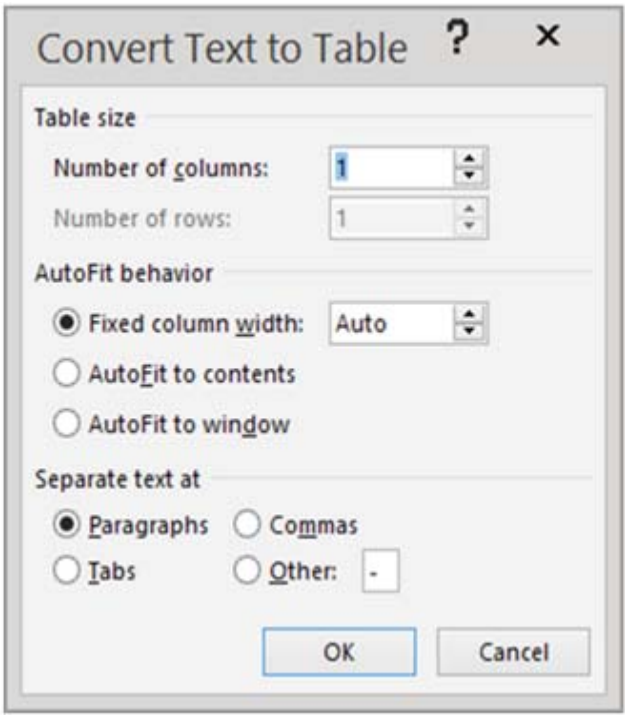



Fig 30




7 Under Separate text at, choose the separator character you used in the text.

8 Click OK. The text converted to a table should look something like this: (Fig 31)

Fig 31

| | | |
|---|---|---|
| Red, yellow | blue, green | orange, purple |
| Red, yellow | blue, green | orange, purple |

**Convert a table to text**

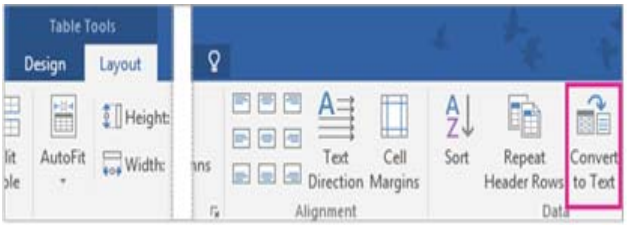
1 Select the rows or table to convert to text.

2 Under Table Tools, on the Layout tab, click Convert to Text. (Fig 32)

3 In the Convert to Text box, under Separate text with, click the separator character you want to use in place of the column boundaries. Rows will be separated by paragraph marks.

4 Click OK.

Fig 32



# Insert and format the table and objects

**Objectives:** At the end of this exercise you shall be able to
- **insert file, clipart, picture and use picture in different options**
- **insert a check mark and others symbol**
- **insert header and footer**
- **insert word art style and shape**
- **insert drop cap and formate the remove drop cap.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with window, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Insert file, clipart, picture and use picture in different options**

### Insert a file

1 Open a new document.

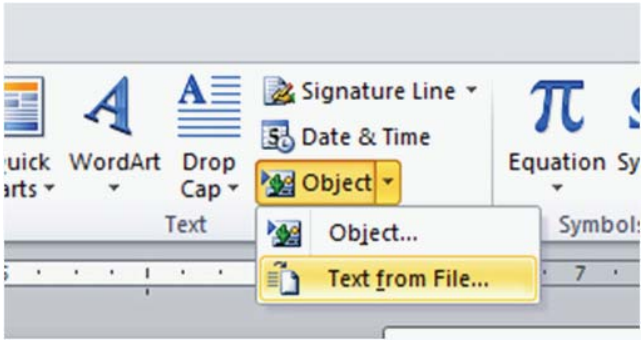
2 Choose insert tab, in the text group. Click the arrow next to object and then click Text from tab.

3 The insert File display box will appear on the screen.

4 Choose and select the file from the specific location.

5 Click OK button, the entire file inserted in to a new document. (Fig 1)

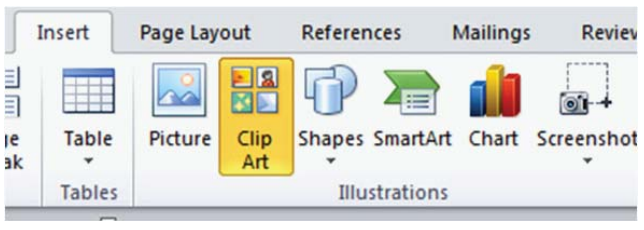
Fig 1




### Insert a clipart into word

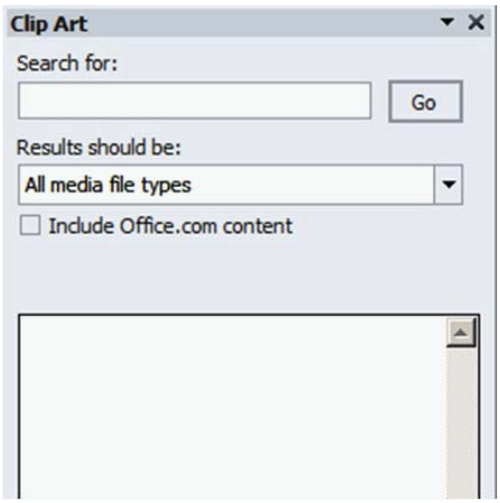
1 Select Insert -> ClipArt option from Ribbon as in Fig 2.

Fig 2



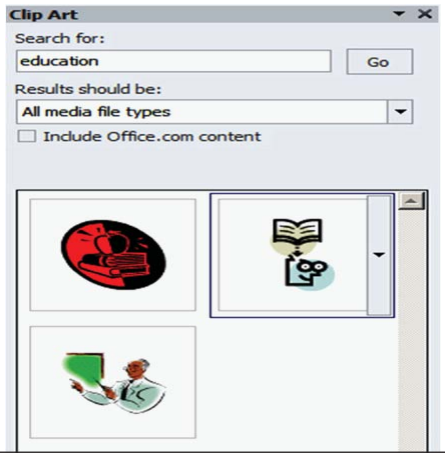

**A clipart dialog box appears as in Fig 3**

Fig 3




2 Type as “Education” in the search for option which displays cliparts as in Fig 4.

Fig 4



3 Select the clipart that need to be inserted into the document which makes the clipart to be on the document. (Fig 5)

Fig 5

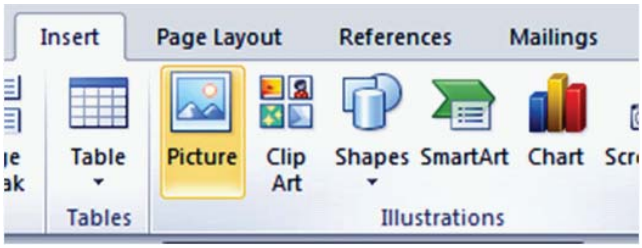
4 Save the document.

**Insert a picture into word document**

1 Insert pagebreak to get a new page.

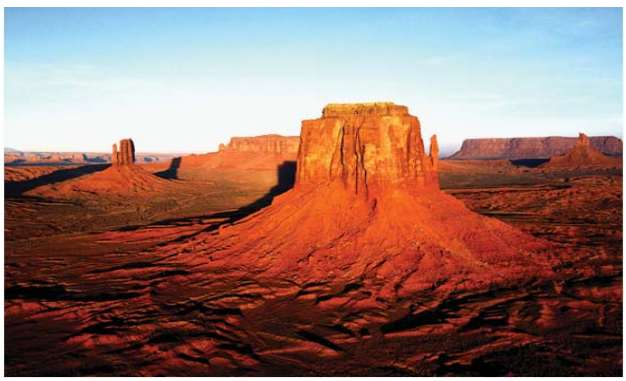
2 Select Insert -> Picture option from illustations tab and choose a picture to insert Fig 6.

Fig 6



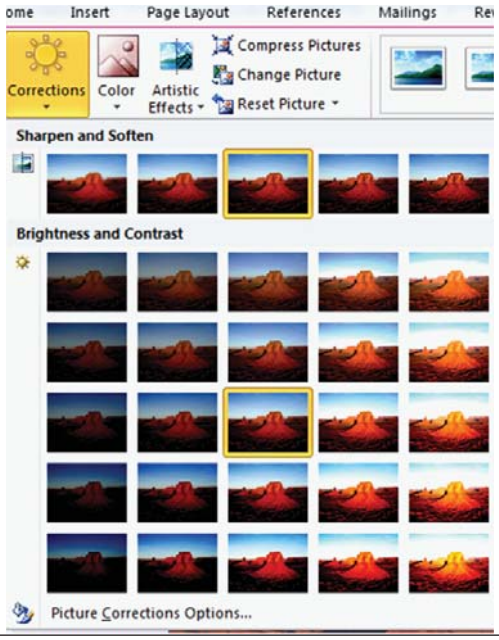

3 Select a picture from the pictures library -> Sample Pictures to insert into the document as in Fig 7 (Desert.jpg)

Fig 7



4 Choose Picture Tools -> Corrections option (Fig 8)

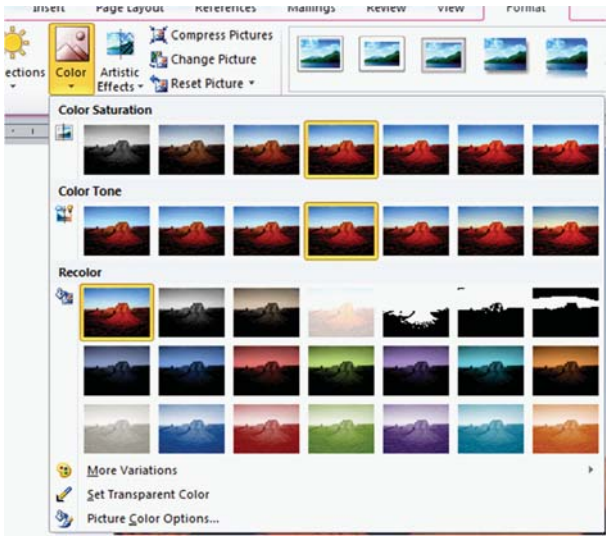
Fig 8




**Adjust picture brightness and contrast as to avalable options and apply**

5 Select Color Option to adjust color settings as in Fig 9

Fig 9




**Adjust picture color options and contrast as to avalable options and apply**

6 Select Artistic Effects option and make the image in a different style as in Fig 10.

7 Save the file for reference. (Fig 11)

**Apply a picture into the document as in Fig 12**

1 Insert a picture into the document as in Fig 12.

2 Choose metal frame option to get an outside frame as in Fig 13.

Fig 10

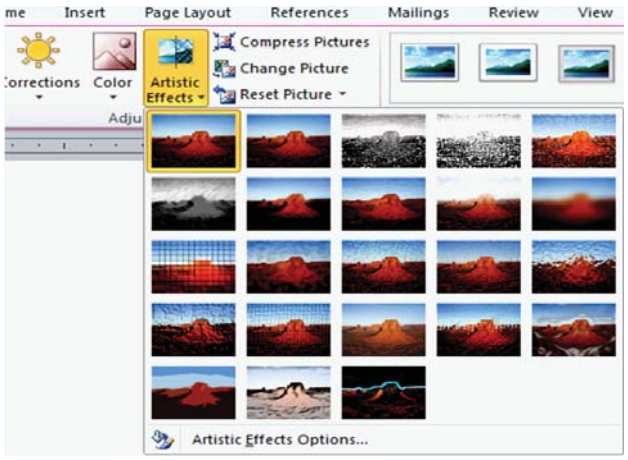



Fig 11

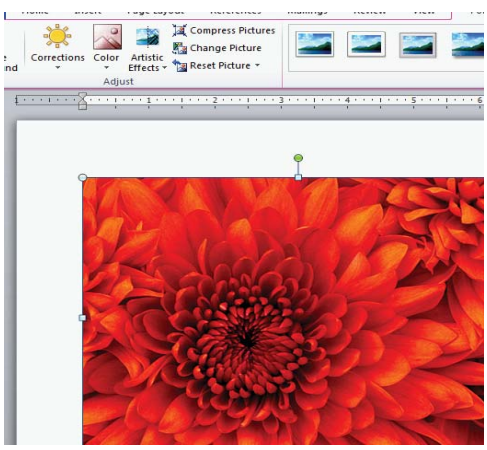
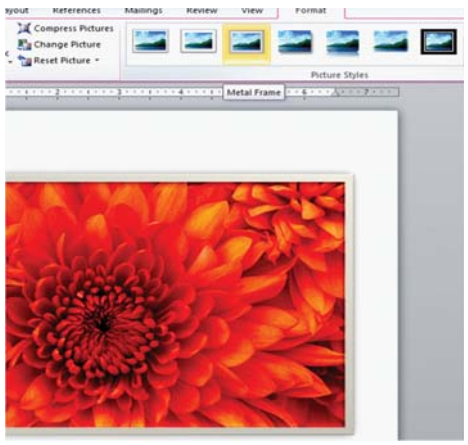



Fig 12




3 Click on Picture Border and apply a border with different color as in Fig 13.

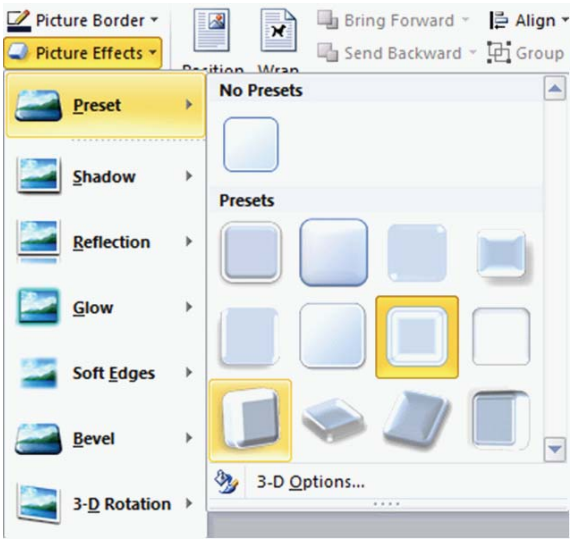
Fig 13

4 View the output as in Fig 14.

Fig 14

5 Apply a 3D effect using Picturer Effects -> Picture Effect 9 as in Fig 15.

Fig 15




6 Check the output of the image as in Fig 16.

Fig 16

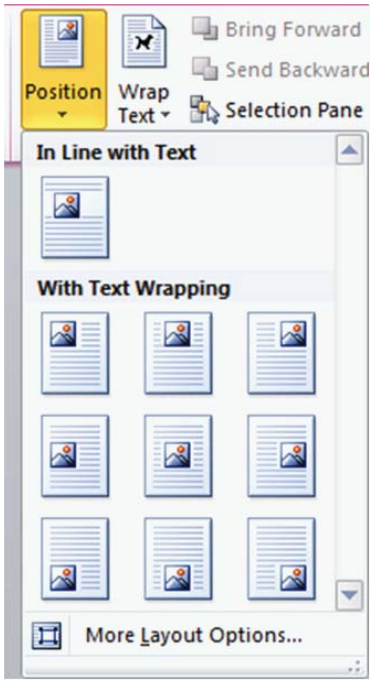
Try with different effect and border styles.

**Positioning and Wrapping of Image / Clipart**

1 Select the picture to position and wrapping.

2 Choose position option to place the object on the proper place as from Fig 17.

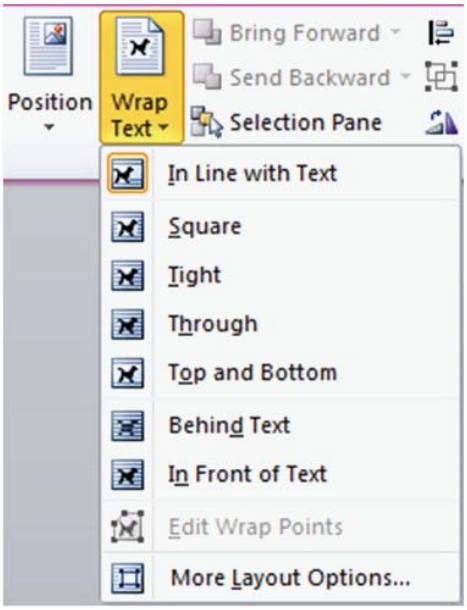
Fig 17




**It places the object as we select from the menu option**

3 Select Wrapping method using Wrap Text option as in Fig 18.

Fig 18

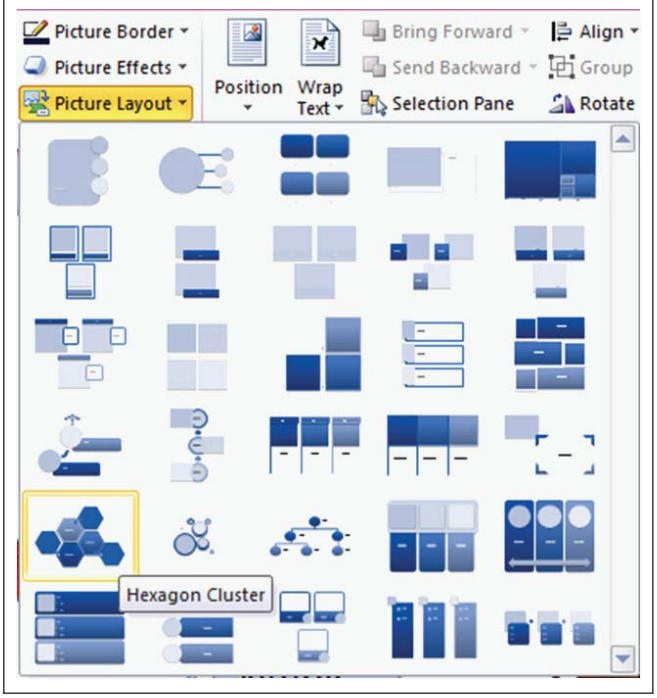



**Inserting Picture Layout Smartart**

1 Select the picture for this option to apply

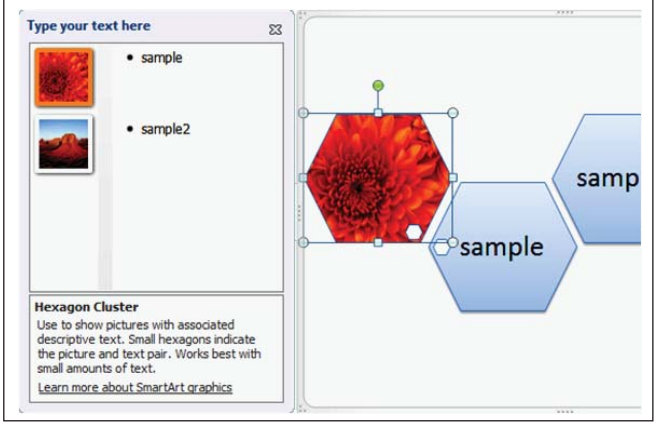
2 Choose Picture Layout to select a layout as in Fig 19.

Fig 19




3 Select Hexagon cluster to set the image as smartart and add text as required as in Fig 20.

Fig 20




4 Add pictures to other shapes available and as required

5 Try with other smart options to get different items. (Fig 21)

Fig 21

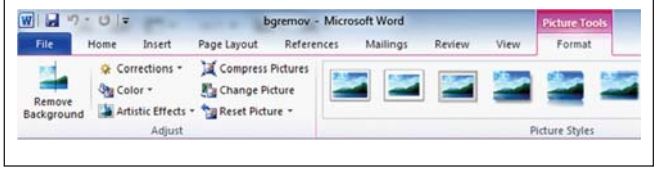
**Wrapping makes the text placement around the image, leaves space square, tight, text through the image, even place text behind the image or in front of image.**

### Remove background of a Picture

1 Select and insert a picture (eg. tulips.jpg)

2 Select Picture -> Format tool and Remove Background as in Fig 22.

Fig 22



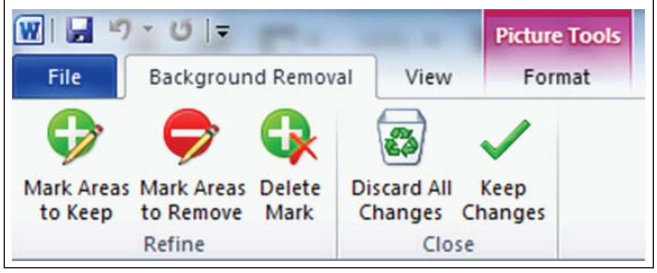

3 Choose the background level as displayed in the Fig 23.

Fig 23

**The background is selected by default as to figure. To adjust, just crop its level to get other areas. Even it can be drawn on the pictures to select items to remove area.**

4 Apply keep changes to remove the background from image as in Fig 24.

Fig 24




Which will give result as in Fig 25.

Fig 25

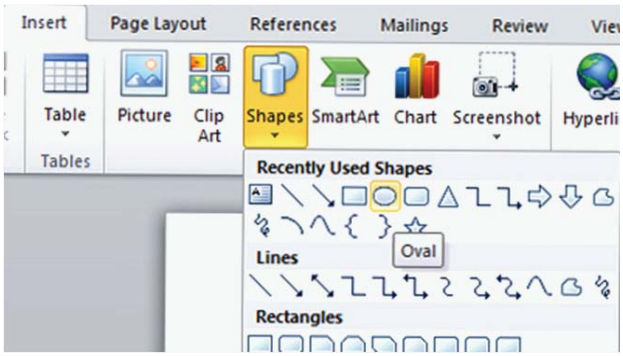
**Note : Reset all changes makes the original image to apply again.**

### Insert Shapes on the images

1 Insert an image to the document

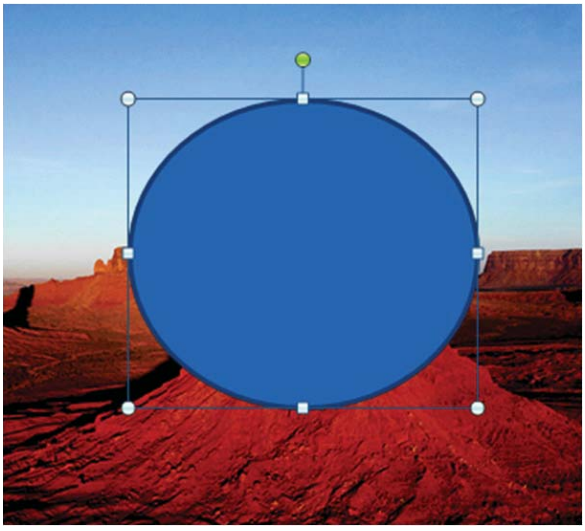
2 Select Shapes from Insert menu (Fig 26)

Fig 26



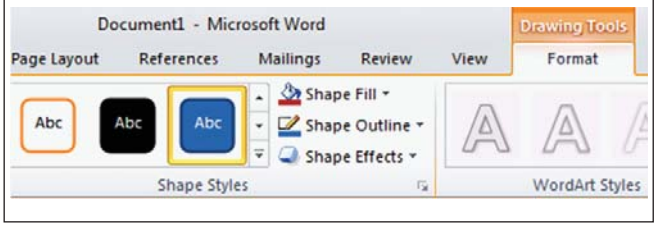

3 Draw an oval on the image as in Fig 27.

Fig 27



4 Select the drawing and apply outline and fill properties (Fig 28)

Fig 28




**Note: Outline will be as in Fig 29**

5 Apply a shape style as in Fig 30

Save the file and exit.

### Grouping & ungrouping of Objects

1 Open a new document for working.

2 Insert a ClipArt using Insert Clipart as in Fig 31

Fig 29

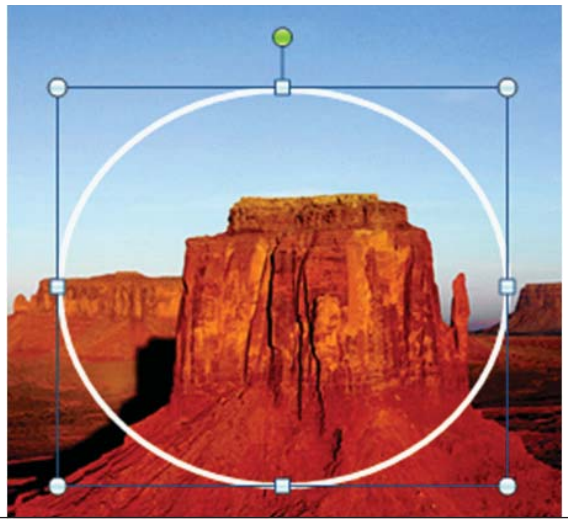


Fig 30

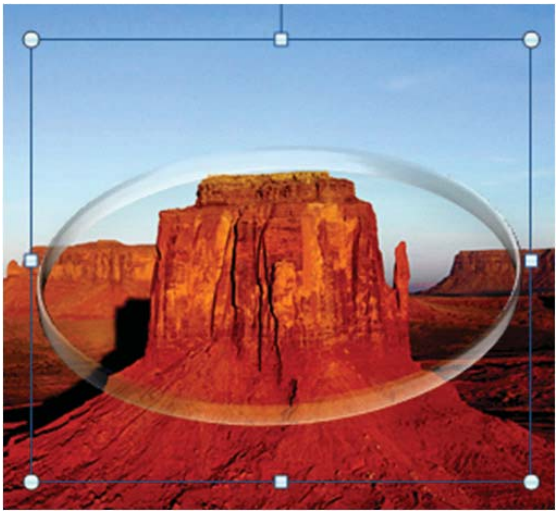
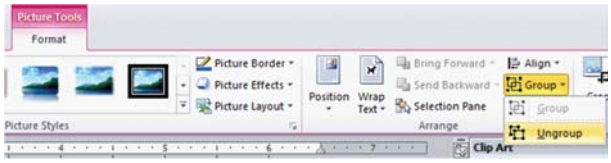


Fig 31

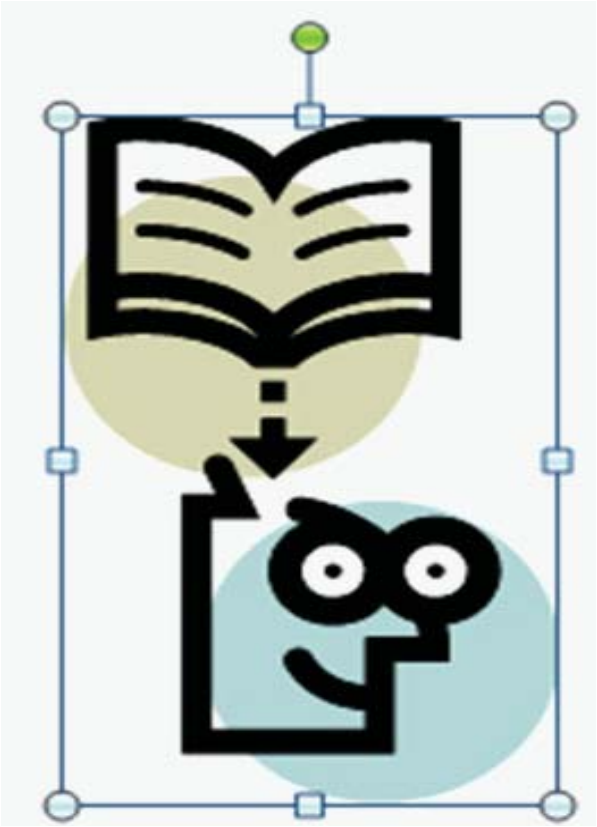
3 Select the clipart and find the bounding box has few objects combined as in Fig 32.

Fig 32




4 Ungroup the object using Picture - Format tab -> Group option as in Fig 33.

Fig 33



The clipart now gets ungrouped and separated as different objects. Use the same group option for making the objects a single clipart.

5 Check with instructor for more options.

TASK 2: **Insert a check mark and others symbol**

1 Place your cursor in the file at the spot where you want to insert the symbol.

2 On the Insert tab, click Symbol. (Fig 34)

3 See the symbol you want listed on that gallery, just click it to insert. Otherwise, click More Symbols to open the Symbol dialog box. (Fig 35)

4 Scroll up or down to find the symbol you want to insert.

Fig 34

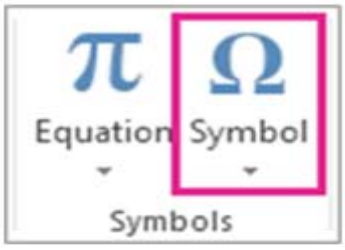
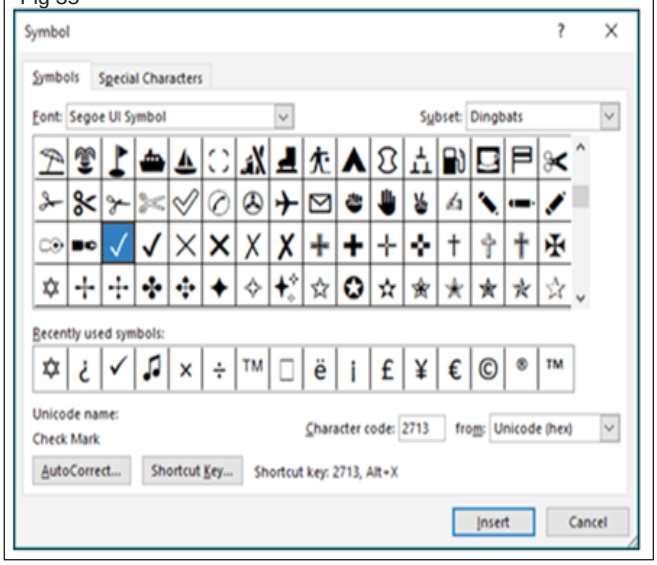



Fig 35




Different font sets often have different symbols in them and the most commonly used symbols are in the **Segoe UI Symbol** font set. Use the **Font** selector above the symbol list to pick the font you want to browse through.

5 Find the symbol and double-click it. The symbol will be inserted in your file. You can click **Close** now unless you want to insert additional symbols.

**Tip: If you want to make your symbol larger or smaller, select it and use the Font Size setting.**

If you're going to insert the same symbol often, consider setting up AutoCorrect to insert it for you. You can find more info about that here: Insert a check mark or other symbol using AutoCorrect.

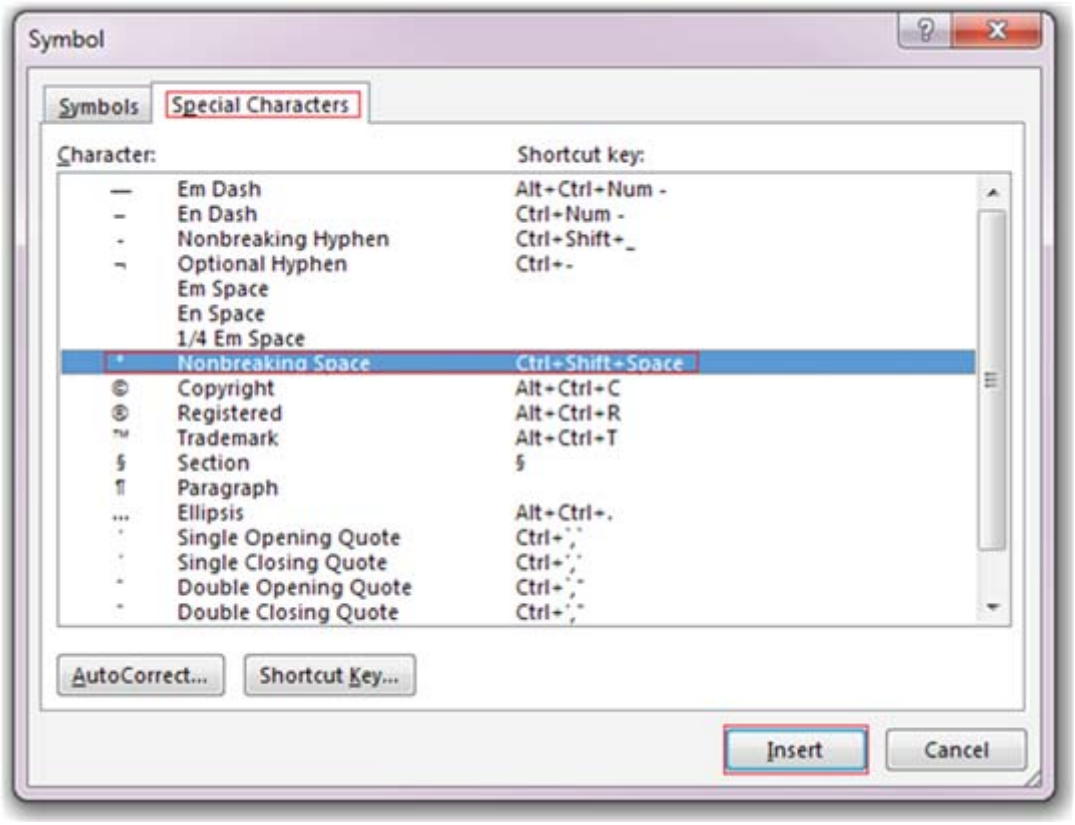
**A special character like em dashes or section marks (§)**

1 Click where you want to insert the special character.

2 Click Insert>Symbol>More Symbols.

3 In the Symbol dialog box, click the Special Characters tab. (Fig 36)

Fig 36




4 Double-click the character that you want to insert.

**Tip: Many of the special characters have shortcut keys associated with them. If you want to insert that special character again in the future, just press the shortcut key.**

ALT+CTRL+C inserts the Copyright symbol (©), for example.

5 Click Close when you're finished inserting special characters.

**Fractions (1/3, 2/5)**

Some fractions (1/4, 1/2, and 3/4) automatically switch to a fraction character (¼, ½, ¾) when you type them. But others do not (1/3, 2/3, 1/5, etc.) so if you want to insert those as symbols you'll need to use the insert symbol process.

1 Click where you want to insert the fraction.

2 Click I**nsert>Symbol>More Symbols.**

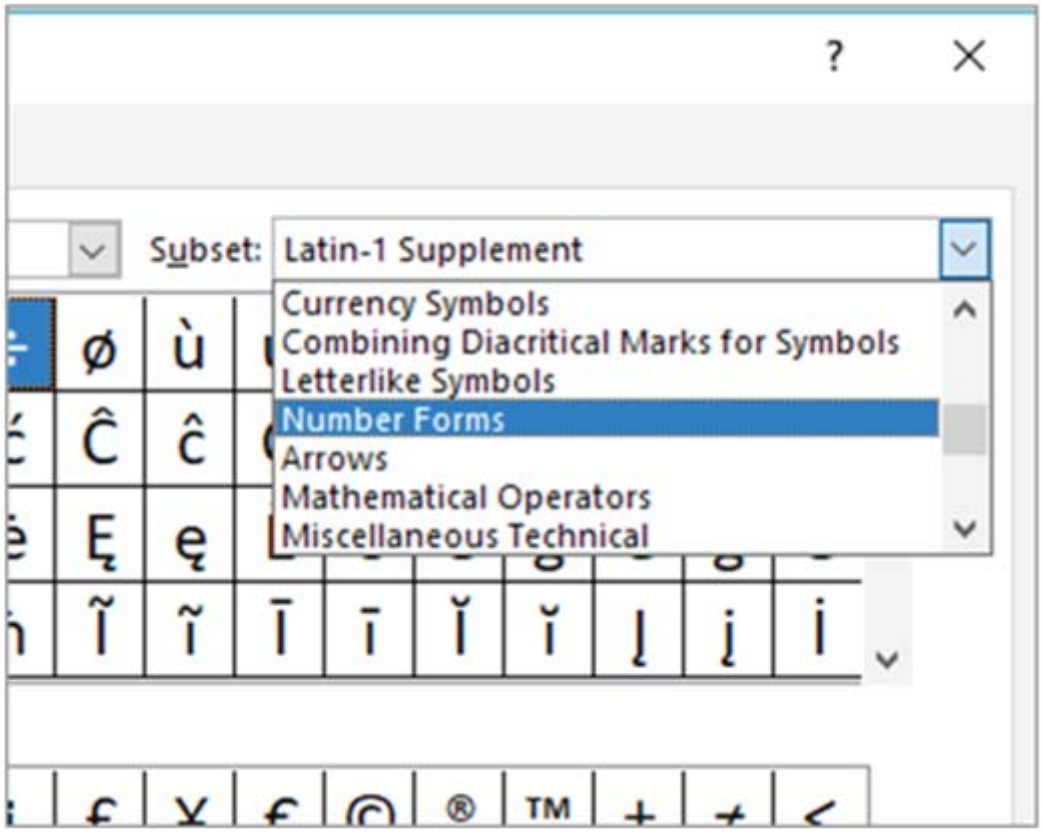
3 In the Subset dropdown, choose Number Forms. (Fig 37)

**Note: Not all fonts have a number forms subset. If you don't see the number forms subset available for your font you will have to use a different font, such as Calibri, to insert the fraction character.**

4 Double-click the fraction that you want to insert.

5 Click Close.

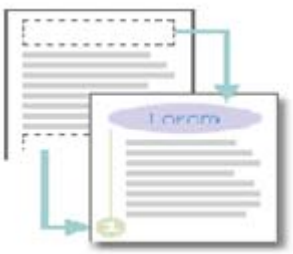
Fig 37




TASK 3: **Insert header and footer**

Headers and footers are areas in the top, bottom, and side margins of each page in a document. (Fig 38)

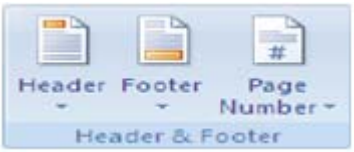
Fig 38



**Insert a predefined header or footer**

1 On the Insert tab, in the Header & Footer group, click Header or Footer. (Fig 39)

Fig 39




2 Click the header or footer design that you want.

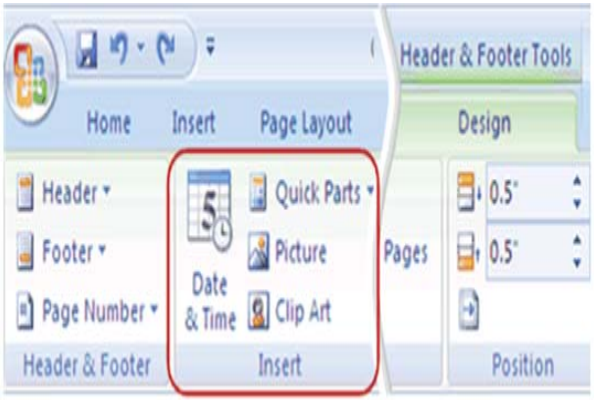
**Insert a custom header or footer**

1 On the Insert tab, in the Header & Footer group, click Header or Footer.

2 Click Edit Header or Edit Footer.

3 Type text or insert graphics and other content by using the options in the Insert group on the Design tab, under the Header & Footer Tools tab. (Fig 40)

Fig 40




**Tip: To save the header or footer that you created to the gallery of header or footer options, select the text or graphics in the header or footer, and then click Save Selection as New Header or Save Selection as New Footer.**

**Make the first page header or footer different from the rest of the pages**

1 On the first page of the document, double click the header or footer area.

2 Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.

**Note : If your document includes a cover page from the gallery of cover pages in Office Word 2007, the Different First Page option is already turned on. Inserting or editing a header or footer on this page does not affect the other pages in the document.**

3 Create a header or footer, or make changes to the existing header or footer, on the first page.

**Use no header or footer on the first page**

1 On the first page of the document, double click the header or footer area.

2 Under Header & Footer Tools, on the Design tab, in the Options group, select the Different First Page check box.

**Note: If the Different First Page check box is already checked, do not clear it. Go on to the next step.**

3 In the First Page Header or First Page Footer area, delete the contents of the header or footer.

**Make the header or footer different for odd and even pages**

For example, you can use the title of the document on odd-numbered pages, and the chapter title on even-numbered pages. Or, for a booklet, you can place page numbers on odd-numbered pages to be on the right side of the page and page numbers on even-numbered pages to be on the left side of the page. This way, the page numbers are always on the outside edge when the pages are printed on both sides of the paper.

**Create odd and even headers or footers in a document that does not yet use headers or footers**

1 Click an odd-numbered page, such as the first page of your document.

2 On the Insert tab, in the Header & Footer group, click Header or Footer. (Fig 41)

Fig 41

3 In the gallery of headers or footers, click a design labeled(Odd Page), such as Austere (Odd Page).

**Note: If you don't see a gallery of header or footer designs, there might be a problem with the Building Blocks template on your computer. See I don't see galleries of page numbers, headers and footers, cover pages, or equations for information about how to fix this problem.**

4 Under Header & Footer Tools, on the Design tab, in the Options group, select the Different Odd & Even Pages check box.

5 Under Header & Footer Tools, on the Design tab, in the Navigation group, click **Next Section** to advance the cursor to the header or footer for even-numbered pages.

6 Under Header & Footer Tools, on the Design tab, in the Header & Footer group, click Header or Footer.

7 In the gallery of headers or footers, click a designlabeled (Even Page), such as Austere (Even Page).

**Notes**

- If necessary, you can format text in the header or footer by selecting the text and using the formatting options on the Office Fluent Mini toolbar.
- If you want to switch to a different predefined header or footer, repeat these steps, and choose a different header or footer from the gallery.

**Create odd and even headers or footers in a document that already has headers or footers**

1 Double-click in the header or footer area.

2 Under Header & Footer Tools, on the Design tab, in the Options group, select the Different Odd & Even Pages check box.

The existing header or footer is now configured for odd-numbered pages only.

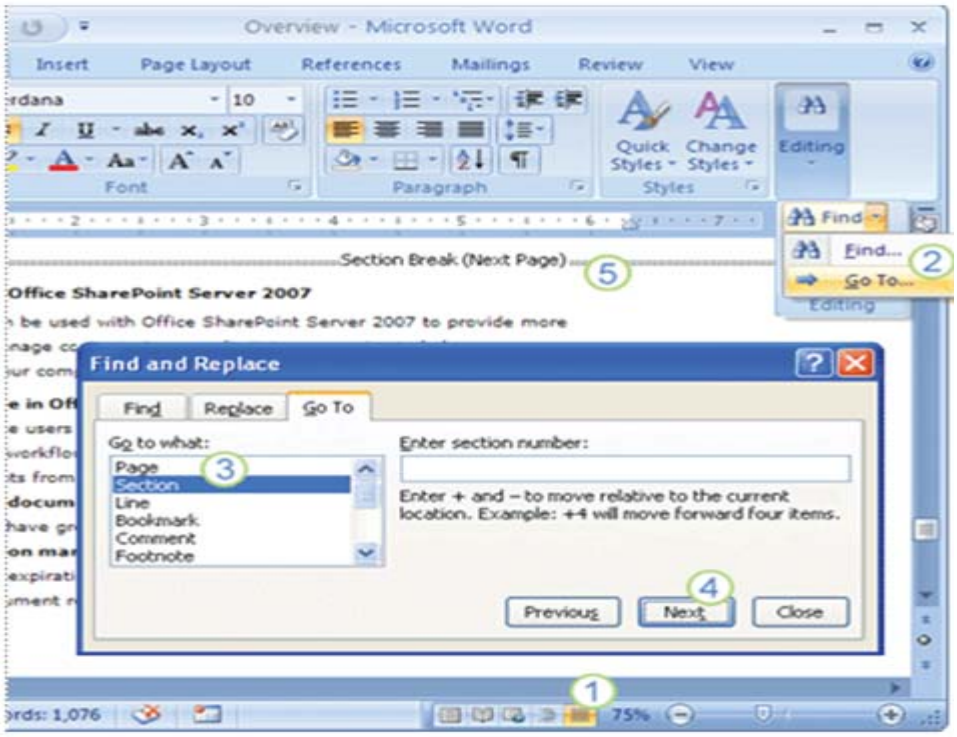
3 Under Header & Footer Tools, on the Design tab, in the Navigation group, click **Next Section** to advance the cursor to the header or footer for even-numbered pages, and then create the header or footer for even-numbered pages.

**Make the header or footer different in each section or chapter**

If your document is divided into sections, you can vary the headers and footers so that they display different content for each section. For example, if your document is divided into chapters by using section breaks, the chapter title can be displayed in the header of each chapter.

**Tip: If you are unsure whether your document has sections, you can search for them. (Fig 42)**

Fig 42




1 Click Drafts on the status bar.

2 On the Home tab, in the Find group, click Go To.

3 Click Section.

4 Click Next to find section breaks in the document.

5 Draft view makes it easy to see the section breaks in the document.

**Add section breaks to a document**

If your document is not divided into sections, you can insert section breaks where you want the header or footer to vary.

1 Starting at the beginning of the document, place the cursor at the beginning of the page where you want to start varying the header or footer.

2 On the Page Layout tab, in the Page Setup group, click Breaks, and then under Section Breaks, click Next Page.

3 Place the cursor at the beginning of the next page where you want to vary the header or footer, such as the first page of a new chapter.

4 On the Page Layout tab, in the Page Setup group, click Breaks, and then under Section Breaks, click Next Page.

5 Repeat steps 3 and 4 for every section break that you want in the document.

**Use a document's section breaks to vary the header or footer**

If your document is already divided into sections, you can use the section breaks to configure headers and footers.

1 Starting at the beginning of the document, click in the first section for which you want to vary the header or footer.

2 On the Insert tab, in the Header & Footer group, click Header or Footer. (Fig 43)

Fig 43

3 Click Edit Header or Edit Footer.

4 On the Headers & Footers tab, in the Navigation group, click Link to Previous to break the connection between the header or footer in this section and the previous section.

5 Change the existing header or footer, or create a new header or footer for this section.

6 In the Navigation group of the Design tab (Header & Footer contextual tab), click Next Section to advance the cursor to the header or footer of the next section.

7 On the Headers & Footers tab, in the Navigation group, click Link to Previousto break the connection between the header or footer in this section and the previous section.

8 Change the existing header or footer, or create a new header or footer for this section.

9 Repeat the previous three steps for all of the sections in the document.

**Use the same header or footer across section boundaries**

In a document where the header or footer varies by section, you can make the header or footer the same across section boundaries.

1 Double-click the header or footer that you want to preserve across section boundaries.

2 On the Headers & Footers tab, in the Navigation group, click Next Section.

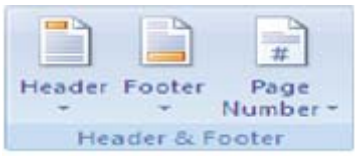
3 Click Link to Previous.

4 Office Word will ask if you want to delete the header and footer and connect to the header and footer in the previous section. Click Yes.

**Change the contents of a header or footer**

1 On the Insert tab, in the Header & Footer group, click Header or Footer. (Fig 44)

Fig 44




2 Click Edit Header or Edit Footer.

3 Make your changes to the header or footer by selecting the text and revising it or by using the options on the Fluent Mini toolbar to format the text. For example, you can change the font, apply bold format, or apply different font color.

**Tip: InPrint Layout view (Print Layout view: A view of a document or other object as it will appear when you print it. For example, items such as headers, footnotes, columns, and text boxes appear in their actual positions.), you can quickly switch between the header or footer and the document text. Just double-click the dimmed header or footer, or the dimmed document text.**

**Insert a page number**

If your document already has content in the header or footer, you can add the page number to the header or footer.

If you want to use one of the preformatted page number designs, but you want more information in the header or footer than just the page number, it is easiest to start with a page number and then add other text or graphics to the header or footer.

**Note: Many of the footer designs in the gallery of footers already include the page number as part of the content.**

For more information about inserting page numbers, see Insert page numbers.

**Add a page number to an existing header or footer**

1 Double-click the header or footer area.

2 Position the cursor where you want to insert the page number.

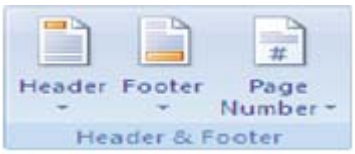
**Notes**

- You may need to press the TAB key, adjust paragraph alignment, or make other changes to the header or footer content to position the cursor where you want it.
- Many header and footer designs are laid out in a table, and pressing TAB moves the cursor without inserting a tab stop. To insert a tab stop within a table cell, press CTRL+TAB. To determine whether the header or footer that you are working with is laid out in a table, look for the Table Tools contextual tab at the top of the Ribbon while the cursor is in the header or footer.
- Many header and footer designs contain content controls for storing content such as the document title and the date. When you click to edit the header or footer, the cursor might automatically select the content control. To move the cursor away from the content control (so that you can insert the page number in the header or footer without deleting the content of the content control), press the LEFT ARROW or RIGHT ARROW key.

3 On the Insert tab, in the Header & Footer group, click Page Number (Fig 45)

4 Click Current Position.

Fig 45

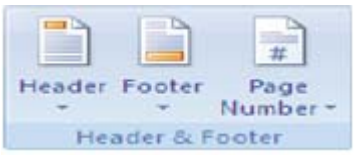



5 Choose a page number design from the gallery of designs.

**Add header or footer content to a preformatted page number design**

1 On the Insert tab, in the Header & Footer group, click Page Number. (Fig 46)

Fig 46




2 Click Top of Page, Bottom of Page, or Page Margins, depending on where you want page numbers to appear in your document.

3 Choose a page number design from the gallery of designs.

4 Do one of the following:

- To insert header or footer content before the page number, press the HOME key, enter the content, and then press TAB to position the content.
- To insert header or footer content after the page number, press the END key, press TAB, and then enter the content.
- If you choose a design from the Page Margins designs, click in the header or footer, and add the content that you want.

**Notes**

- You may need to press TAB, adjust paragraph alignment, or make other changes to the header or footer content to position the cursor where you want it.
- Many header and footer designs are laid out in a table, and pressing TAB moves the cursor without inserting a tab stop. To insert a tab stop within a table cell, press CTRL+TAB. To determine whether the header or footer that you are working with is laid out in a table, look for the Table Tools contextual tab at the top of the Ribbon while the cursor is in the header or footer.
- Many header and footer designs contain content controls for storing content, such as the document title and the date. When you click to edit the header or footer, the cursor might automatically select the content control. To move the cursor away from the content control (so that you can insert the page number in the header or footer without deleting the content of the content control), press the LEFT ARROW or RIGHT ARROW key.

**Insert the file name of the document**

1 Place the cursor where you want to insert the file name in the header or footer.

2 Under Header & Footer Tools, on the Design tab, in the Insert group, click Quick Parts, and then click Field.

3 In the Field names list, click FileName. If you want to include the path as part of the file name, select the Add path to filename check box.

**Security: Because field codes can be visible to anyone reading your document, be sure that the information you place in field codes is not information that you want kept private.**

**Insert the document title, author's name, or other document property**

1 Place the cursor where you want to insert the document property in the header or footer.

2 Under Header & Footer Tools, on the Design tab, in the Insert group, click Quick Parts.

3 Point to Document Property, and then click the document property that you want.

**Insert the current date**

1 Place the cursor where you want to insert the date in the header or footer.

2 Under Header & Footer Tools, on the Design tab, in the Insert group, click Date & Time.

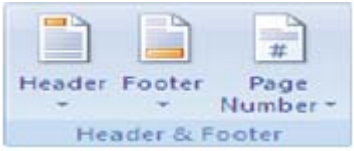
3 In the Available formats list, click the format in which you want the date (and time, if you want) to appear.

**Remove the header or footer**

1 Click anywhere in the document.

2 On the Insert tab, in the Header & Footer group, click Header or Footer. (Fig 47)

Fig 47




3 Click **Remove Header** or **Remove Footer**.

The headers or footers are removed from the entire document.

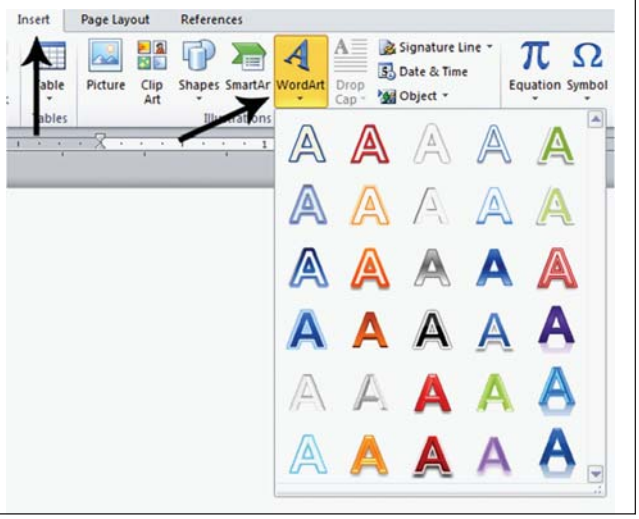
**Important: If you created different first-page or odd-and-even headers or footers, or if there are sections that aren't linked, be sure to remove the headers or footers from each different page or section.**

TASK 4: **Insert WordArt style and shape**

1 Press control + home key to move to the beginning of the document.

2 Invoke WordArt using Insert menu -> WordArt option in ribbon. The WordArt shows available styles as in Fig 48.

Fig 48

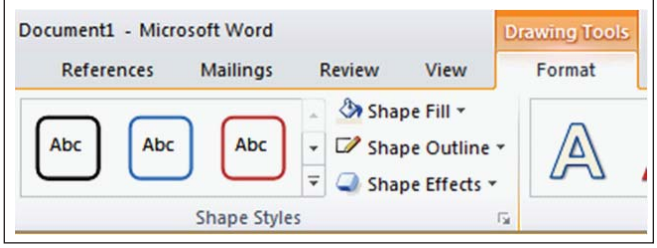



3 Choose a style to apply on the box, “Your Text Here” block to type the input as in Fig 49.

Fig 49

4 Click on shape outline in shape styles option to get outline on the text as in Fig 50.

Fig 50




5 Fill color using Shape fill option as in Fig 51

6 Create outline using shape outline option as in Fig 52

**The output after line and fill objects will be as in (Fig 53)**

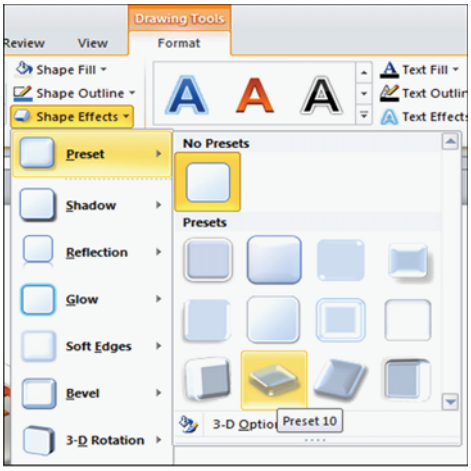
7 Apply a shape effect from the presets available, choose Preset -> Preset -> Preset 10 as to Fig 54.

Fig 51

Fig 52

Fig 53

Fig 54



The output will be as in Fig 55

**Note : WordArt can be placed at any place and set for text wrapping as like pictures.**

8 Save the work for future reference.

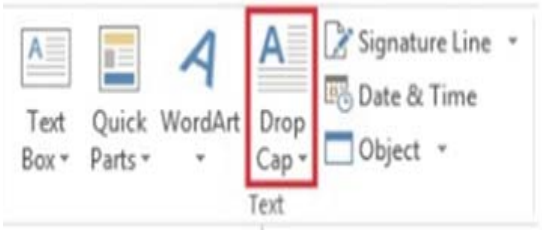
Fig 55

TASK 5: **Insert and remove Dropcap**

1 Select the first character of a paragraph.

2 On the INSERT tab, in the Text group, select Drop Cap. (Fig 56)

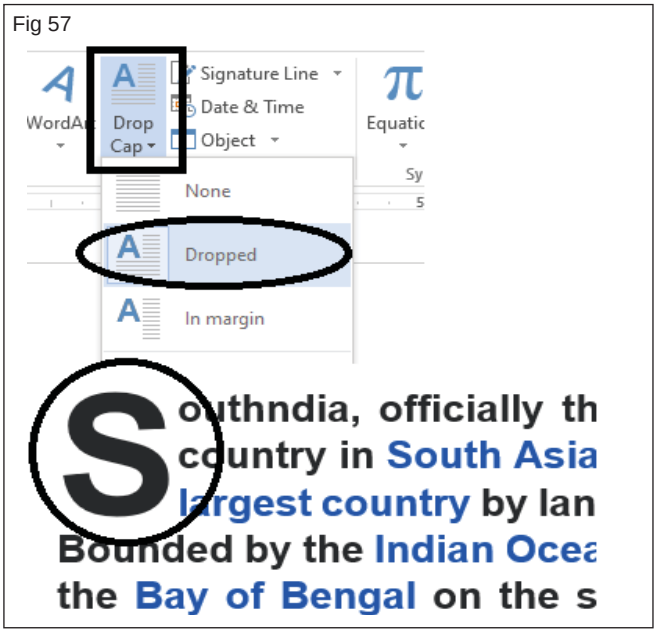
Fig 56




3 Select the drop cap option you want.

- To create a drop cap that fits within your paragraph, select Dropped. (Fig 57)

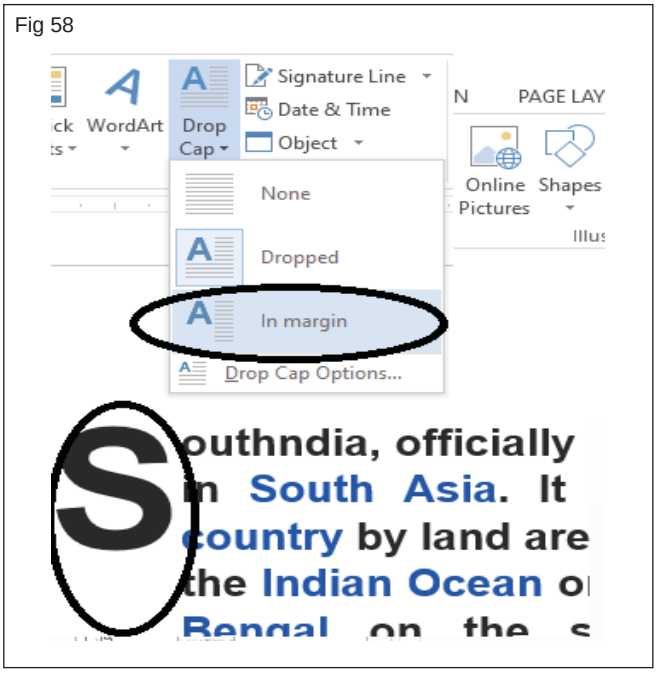
Fig 57




- To create a drop cap that is in the margin, outside of your paragraph, select In margin. (Fig 58)

**Note: You can change the size and font of the drop cap, as well as its distance from the text. To do so, click Drop Cap>Drop Cap Options, and under Options, make your selections.**

Fig 58

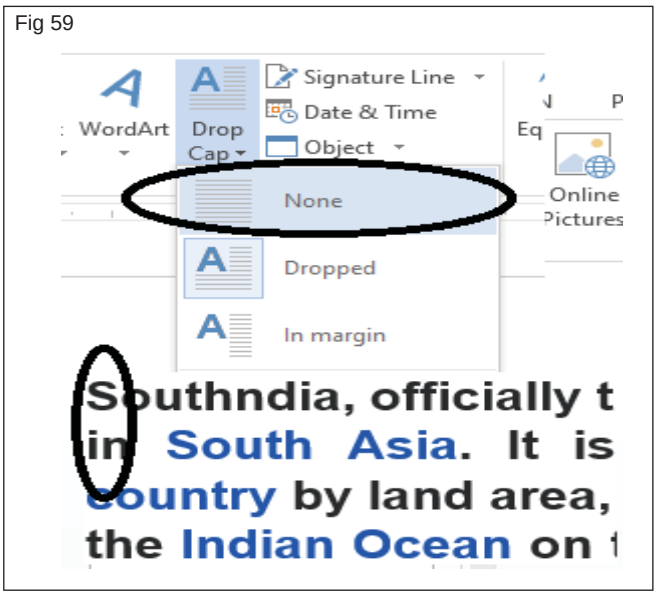



**Remove a drop cap**

1 Highlight the large drop cap letter.

2 On the INSERT tab, in the Text group, click Drop Cap>None. (Fig 59)

Fig 59



# Page layout setting and printing the document

**Objectives:** At the end of this exercise you shall be able to
- **setting up a page in the document**
- **print the document.**

## Requirements

**Tools/Equipment/Machines**

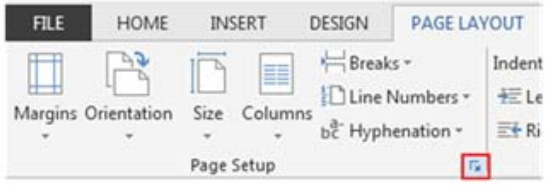
- A working PC with window, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Setting up a page in the document**

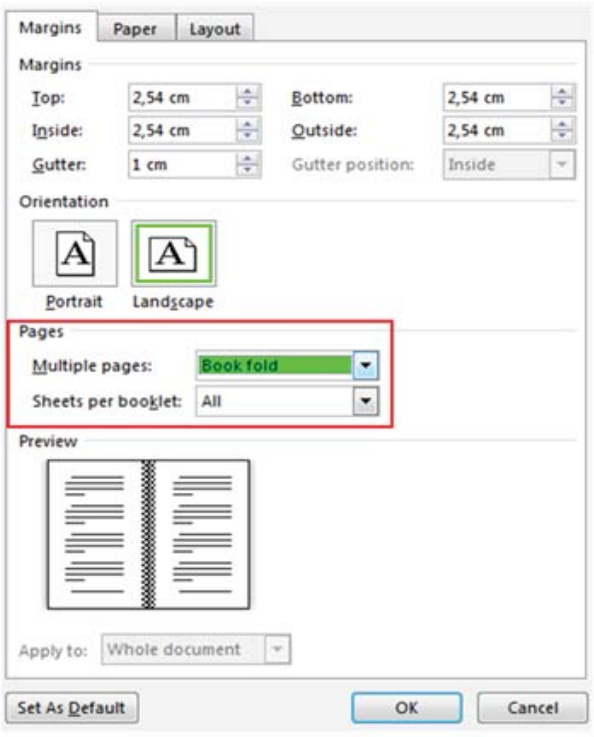
1 On the PAGE LAYOUT tab, click the icon at the bottom-right corner of the Page Setup group to pop out the Page Setup window. (Fig 1)

Fig 1




2 On the Margins tab, under Pages, change the setting for Multiple pages into Book fold. The orientation automatically changes to Landscape.(Fig 2)

Fig 2

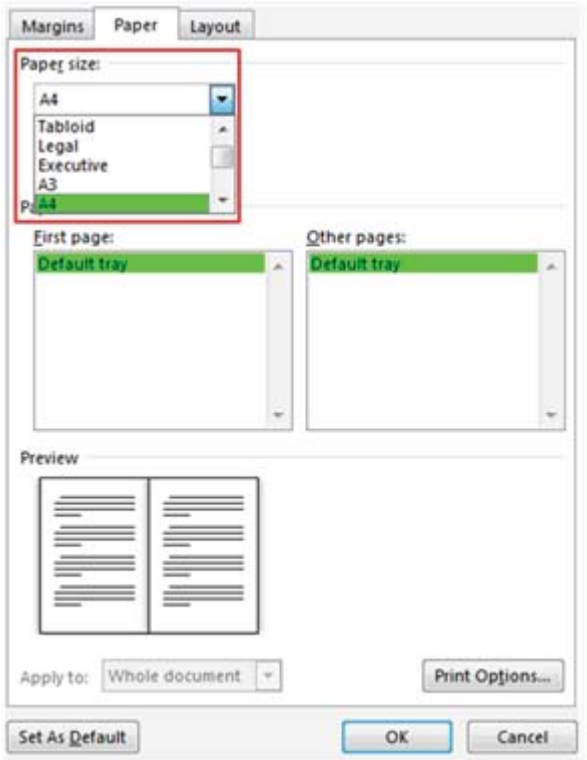



**Note : If you have a long document, you might want to split it into multiple booklets, which you can then bind into one book. Under Sheets per booklet, choose how many pages to print per booklet.**

3 To reserve space on the inside fold for binding, increase the width of the Gutter.

4 On the Paper tab, select the Paper size. Keep in mind that the final size of the booklet is one half of the paper size. Make sure your printer is stocked with paper of the right size. (Fig 3)

Fig 3



**Note : You can add many embellishments to your booklet's appearance. For example, to add borders to every page, on the Layout tab of the Page Setup window, click Borders.**

5 Click OK. If your document already has content, the text is formatted automatically, but you might need to adjust objects like images and tables manually.

**Note : An easy way to make sure that a table doesn't flow over the margins is to right-click the handle on the top-left corner of the table, and select AutoFit>AutoFit to Contents.**

**Change page orientation to landscape or portrait**

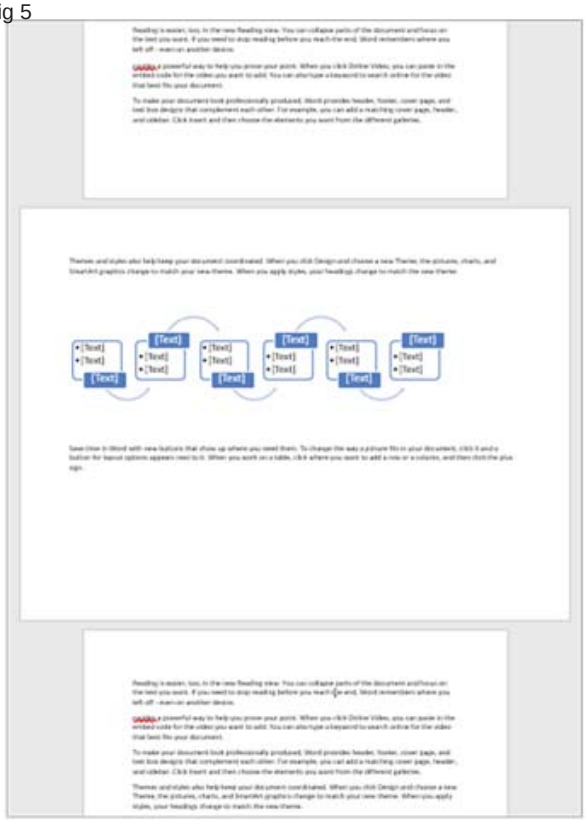
1 To change the orientation of the whole document, select Layout>Orientation.

2 Choose Portrait or Landscape. (Fig 4)

Fig 4

Change part of a document to landscape. (Fig 5)

Fig 5



1 Select the content that you want on a landscape page.

2 Go to Layout, and open the Page Setup dialog box.

3 Select Landscape, and in the Apply to box, choose Selected text (Fig 6)

Fig 6

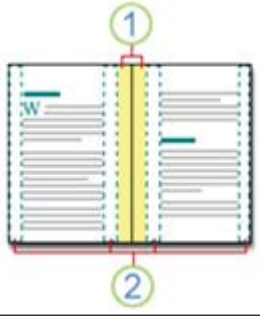
4 Click OK

**Change or set page margins**

**Page margin options**

- **Add margins for binding:** Use a gutter margin to add extra space to the side or top margin of a document that you plan to bind. A gutter margin helps ensure that text isn't obscured by the binding. (Fig 7)

Fig 7




1 Gutter margins for binding

2 Mirror margins for facing pages

- **Set margins for facing pages:** Use mirror margins to set up facing pages for double-sided documents, such as books or magazines. In this case, the margins of the left page are a

mirror image of those of the right page (that is, the inside margins are the same width, and the outside margins are the same width).

**Note: You can set gutter margins for a document that has mirror margins if the document needs extra space for binding.**

- **Add a book fold:** Using the Book fold option in the Page Setup dialog box, you can create a booklet. You can use the same option to create a menu, invitation, event program, or any other type of document that uses a single center fold. (Fig 8)

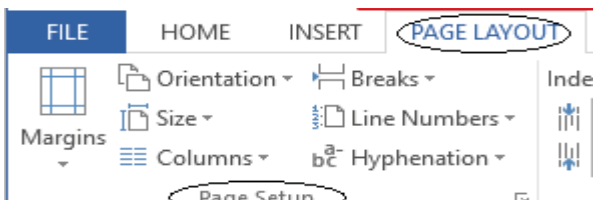
Fig 8

1 Word inserts a single, centre book fold

### Change or set page margins

1 On the Page Layout tab, in the Page Setup group, click Margins. (Fig 9)

Fig 9




2 Click the margin type that you want. For the most common margin width, click Normal.

When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.

3 You can also specify your own margin settings. Click Margins, click Custom Margins, and then in the Top, Bottom, Left, and Right boxes, enter new values for the margins.

### Notes

- To change the default margins, click Margins after you select a new margin, and then click Custom Margins. In the Page Setup dialog box, click the Default button, and then click Yes. The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.
- To change the margins for part of a document, select the text, and then set the margins that you want by entering the new margins in the Page Setup dialog box. In the Apply to box, click Selected text. Microsoft Word automatically inserts section breaks (section break: A mark you insert to show the end of a section. A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers.) before and after the text that has the new margin settings. If your document is already divided into sections, you can click in a section or select multiple sections and then change the margins.

### View page margins

1 Click the Microsoft Office Button, and then click Word Options.

2 Click Advanced, and then click the Show text boundaries check box under Show document content.

The page margins appear in your document as dotted lines.

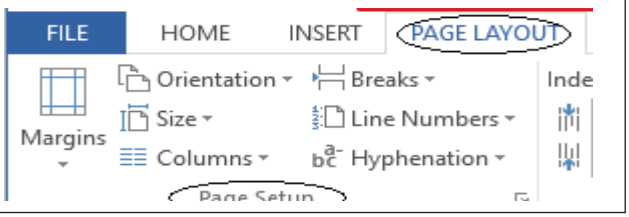
**Note: You can view page margins in either Print Layout view or Web Layout view, and the text boundaries do not appear on the printed page.**

### Set margins for facing pages

When you choose mirror margins, the margins of the left page are a mirror image of those on the right page. That is, the inside margins are the same width, and the outside margins are the same width.

1 On the Page Layout tab, in the Page Setup group,click Margins. (Fig 10)

Fig 10




2 Click Mirrored.

3 To change the margin widths, click Margins, click Custom Margins, and then, in the Inside and Outside boxes, enter the widths that you want.

### Set gutter margins for bound documents

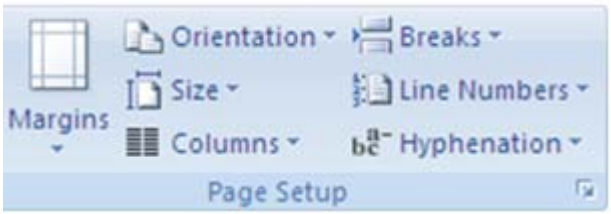
A gutter margin setting adds extra space to the side margin or top margin of a document that you plan to bind. A gutter margin helps ensure that text isn't obscured by the binding.

1 On the Page Layout tab, in the Page Setup group, click Margins (Fig 11)

2 Click Custom Margins.

3 In the Multiple pages list, click Normal.

Fig 11




4 In the Gutter box, enter a width for the gutter margin.

5 In the Gutter position box, click Left or Top.

**Note: The Gutter position box is not available when you use the Mirror margins, 2 pages per sheet, or Book fold option. For those options, the gutter position is determined automatically.**

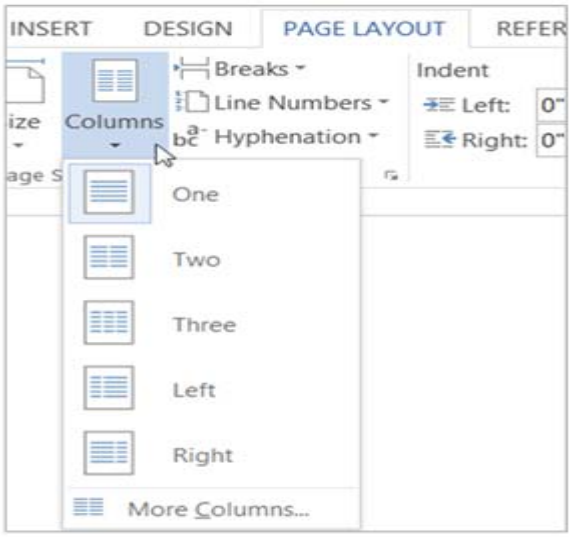
If this article didn't answer your question, you can get assistance from an OmniTech support agent. For a limited time, first-time users can get up to 15 minutes of free support.

### Create newsletter-style columns

Apply columns to your document

1 On the Layout tab, click Columns. (Fig 12)

Fig 12




2 Click the column layout you want. This applies that layout to the entire document or section.

**Notes: To apply columns to part of a document, or to change columns you've already applied:**

a Select the text or click in the section you want to change.

b Click Page Layout>Columns.

c Click the column layout you want.

Word automatically sets the column widths to fit your page. If the presets don't work for your layout or if you want more than three columns, choose More Columns and adjust the settings in the Columns dialog box.

### Create columnized text

1 Select first paragraph for column setting as in Fig 13. Select Page Layout -> Columns -> Two to make the paragraph as two column as in Fig 14.

**The Text is split into two columns and displayed as in Fig 15**

Fig 14

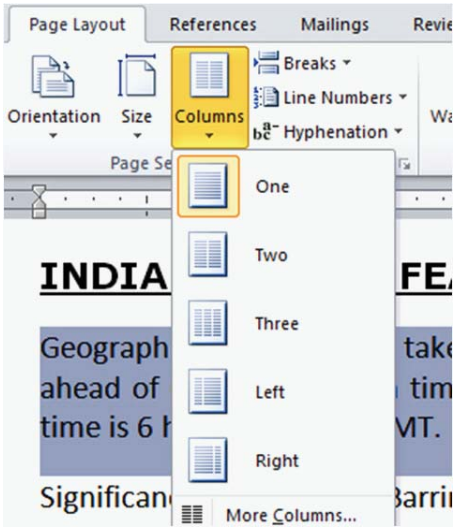
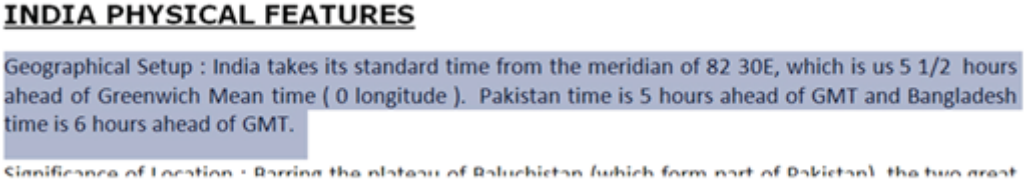


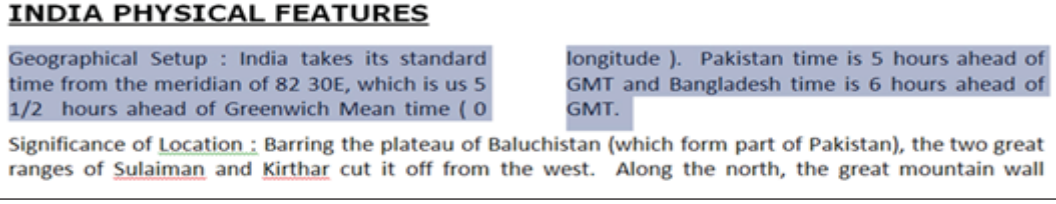

Fig 13



**INDIA PHYSICAL FEATURES**

Geographical Setup : India takes its standard time from the meridian of 82 30E, which is us 5 1/2 hours ahead of Greenwich Mean time ( 0 longitude ). Pakistan time is 5 hours ahead of GMT and Bangladesh time is 6 hours ahead of GMT.

Fig 15



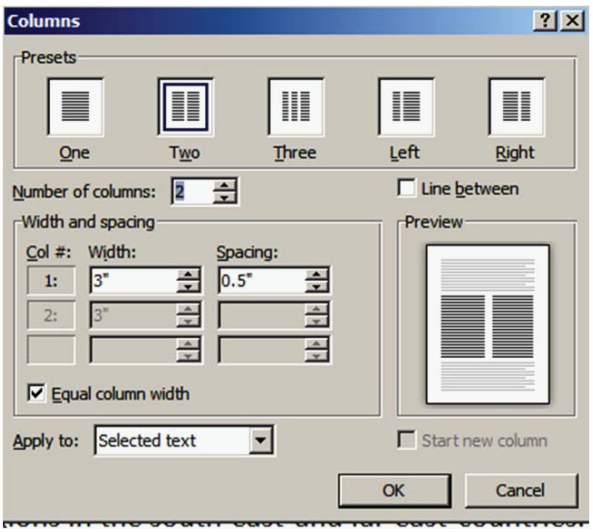
**INDIA PHYSICAL FEATURES**

Geographical Setup : India takes its standard time from the meridian of 82 30E, which is us 5 1/2 hours ahead of Greenwich Mean time ( 0 longitude ). Pakistan time is 5 hours ahead of GMT and Bangladesh time is 6 hours ahead of GMT.

Significance of Location : Barring the plateau of Baluchistan (which form part of Pakistan), the two great ranges of Sulaiman and Kirthar cut it off from the west. Along the north, the great mountain wall

3 Select More Columns option opens window for columns options, try with different values for columns as in Fig 16.

Fig 16




4 Check with instructor for more options and workings.

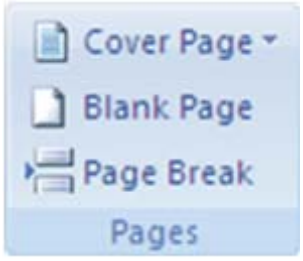
**Insert a page break**

**Insert a manual page break**

1 Click where you want to start a new page.

2 On the Insert tab, in the Pages group, click Page Break. (Fig 17)

Fig 17




**Prevent page breaks in the middle of a paragraph**

1 Select the paragraph that you want to prevent from breaking onto two pages.

2 On the Page Layout tab, click the Paragraph Dialog Box Launcher, and then click the Line and Page Breaks tab.

3 Select the Keep lines together check box.

**Prevent page breaks between paragraphs**

1 Select the paragraphs that you want to keep together on a single page.

2 On the Page Layout tab, click the Paragraph Dialog Box Launcher, and then click the Line and Page Breaks tab.

3 Select the Keep with next check box.

**Specify a page break before a paragraph**

1 Click the paragraph that you want to follow the page break.

2 On the Page Layout tab, click the Paragraph Dialog Box Launcher, and then click the Line and Page Breaks tab.

3 Select the Page break before check box.

**Place at least two lines of a paragraph at the top or bottom of a page**

1 Select the paragraphs in which you want to prevent widows and orphans.

2 On the Page Layout tab, click the Paragraph Dialog Box Launcher, and then click the Line and Page Breaks tab.

3 Select the Widow/Orphan control check box.

**Note: This option is turned on by default.**

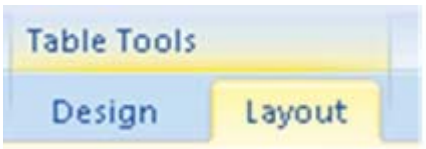
**Prevent page breaks in a table row**

1 Click the row in the table that you don't want to break. Select the entire table if you don't want the table to break across pages.

**Note: A table that is larger than the page must break.**

2 On the Table Tools tab, click Layout. (Fig 18)

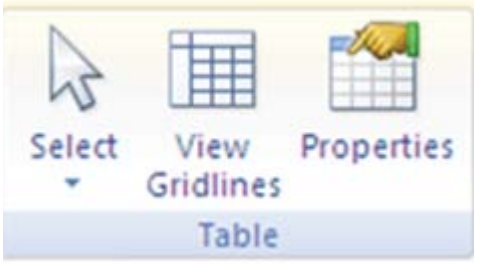
Fig 18




3 In the Table group, click Properties. (Fig 19)

4 Click the Row tab, and the clear the Allow row to break across pages check box.

Fig 19




TASK 2: **Print the document**

**Preview your document**

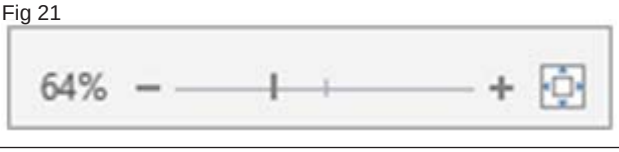
1 Click File>Print.

2 To preview each page, click the forward and backward arrows at the bottom of the page. (Fig 20)

Fig 20

If the text is too small to read, use the zoom slider at the bottom of the page to enlarge it. (Fig 21)

Fig 21




3 Choose the number of copies, and any other options you want, and click the Print button. (Fig 22)

Fig 22

**Print specific pages**

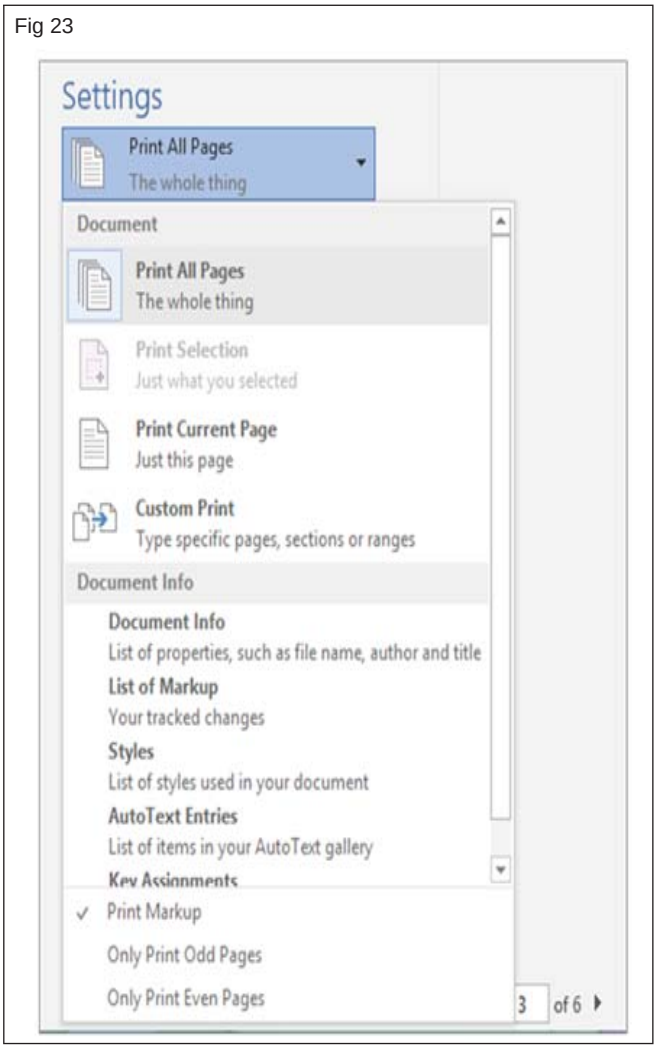
1 Click File>Print.

2 To print only certain pages, print some of the document's properties, or print tracked changes and comments, click the arrow under Settings, next to Print All Pages (the default), to see all of your options.

3 To print only certain pages, do one of the following: (Fig 23)

- To print the page shown in preview, select Print Current Page.

Fig 23




- To print consecutive pages like 1 -3, select Custom Print and enter the first and last page numbers in the Pages box.
- To print individual pages and a range of pages (like page 3, and pages 4-6) at the same time, select Custom Print, and enter the page numbers and ranges separated by commas (e.g. 3, 4-6).

**Print settings for booklets**

When you print the booklet, check the print settings to make sure you print on both sides of the paper and flip the papers correctly for the printing to work as intended.

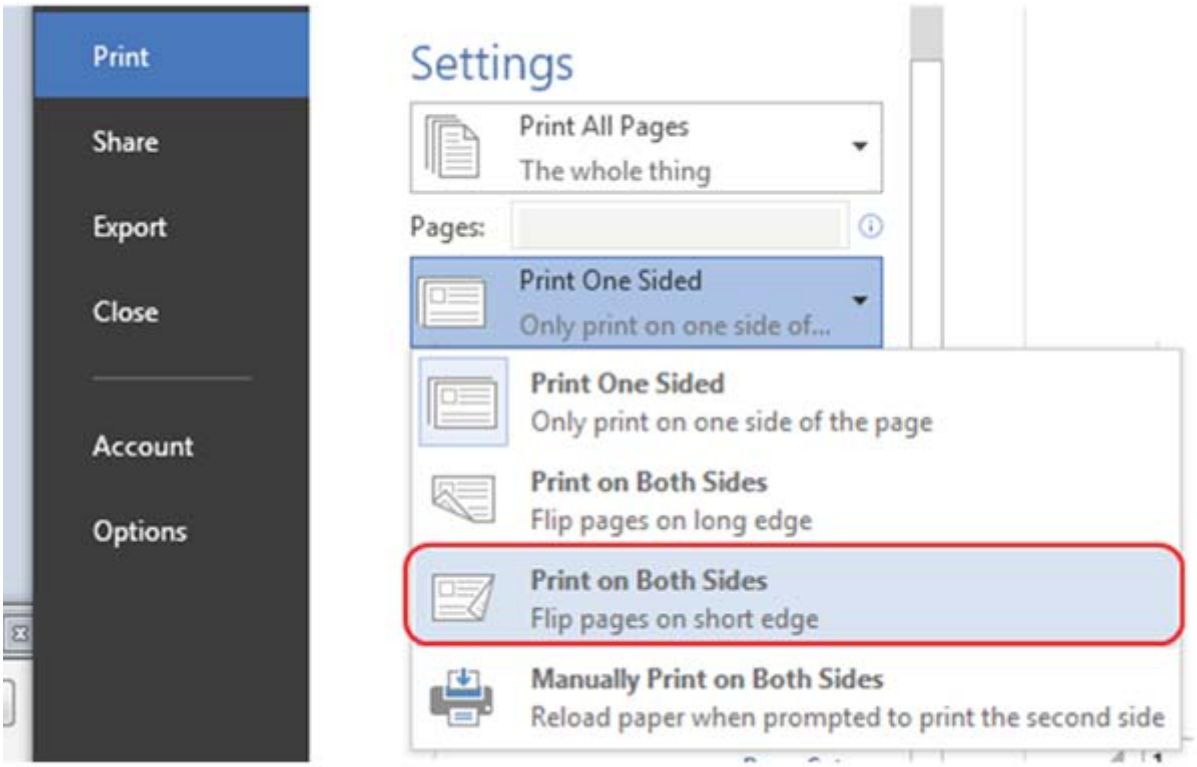
1 Click FILE>Print.

2 If your printer supports automatic printing on both sides, under Settings, change Print One Sided to Print on Both Sides. Choose the option Flip pages on short edge to avoid printing the second side of each sheet upside down.

If your printer doesn't support automatic printing on both sides, select Manually Print on Both Sides, and feed the pages back to the printer when prompted. To avoid pages from printing upside down, flip the sheets on the short edge of the paper according to your printer's instructions. (Fig 24)

**Note : For a professional touch, consider adding page numbers in the header or the footer. For example, if you want to have page numbers appearing on the outer bottom corner of each page, set up a different page number fomat in the footers of odd and even pages.**

Fig 24



# Use templates, Auto correct tools and Macros

**Objectives:** At the end of this exercise you shall be able to
- **open a template**
- **choose AutoCorrect options for capitalization, spelling, and symbols**
- **create and run macros.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

## PROCEDURE

TASK 1: **Open a template**

**Open a new document and start typing**

1 In Microsoft Office Word 2010, 2013 or 2016, click File, and then click New. In Microsoft Office Word 2007, click the Microsoft Office Button, and then click New.

2 Double-click Blank document.

**Start a document from a template**

To use a template as a starting point, do one of the following:

1 In Microsoft Office Word 2010, 2013 or 2016, click File, and then click New. In Microsoft Office Word 2007, click the Microsoft Office Button, and then click New.

2 Under Templates, do one of the following:

- If you are using Microsoft Office Word 2007, click Installed Templates to select a template that is available on your computer. If you are using Microsoft Office Word 2010, look in Available Templates
- In Microsoft Office Word 2007, click one of the links under Microsoft Office Online. In Microsoft Office Word 2010, click Office.com Templates. In Microsoft Office Word 2013 and 2016, all available installed templates are shown when you click File, and then click New and additional templates can be discovered by using the Search for online templates search box.

2 Double-click the template that you want.

Save and reuse templates

I f you make changes to a template that you download, you can save it on your computer and use it again. It's easy to find all your customized templates by clicking My templates in the New Document dialog box. To save a template in the My templates folder, do the following:

1 Click the File tab.

2 Click Save As.

3 In the Save As dialog box, click Templates.

4 In the Save as type list, select Word Template.

5 Type a name for the template in the File name box, and then click Save.

**Delete a document**

1 Click the File tab.

2 Click Open.

3 Locate the file that you want to delete.

4 Right-click the file, and then click Delete on the shortcut menu.

**Create a template**

If you frequently create a certain type of document, such as a monthly report, a sales forecast, or a presentation with a company logo, save it as a template so you can use that as your starting point instead of recreating the file from scratch each time you need it. Start with a document that you already created, a document you downloaded, or a new template you customized.

**Save a template**

1 To save a file as a template, click File>Save As.

2 Double-click Computer or, in Office 2016 programs, double-click This PC. (Fig 1)

3 Type a name for your template in the File name box.

4 For a basic template, click the template item in the Save as type list. In Word for example, click Word Template. (Fig 2)

If your document contains macros, click Word Macro-Enabled Template.

Fig 1

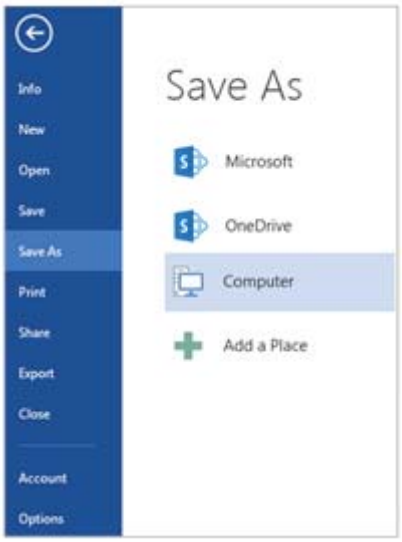
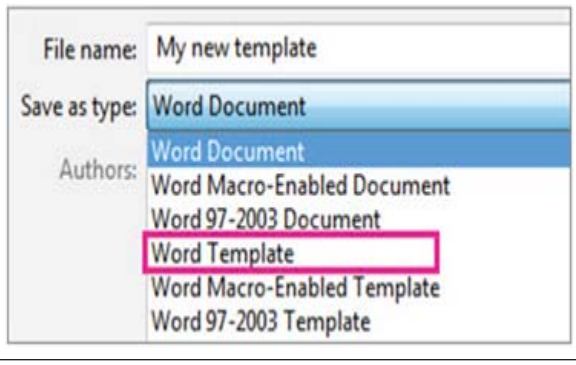



Fig 2




Office automatically goes to the Custom Office Templates folder.

5 Click Save.

**Note : To change where your application automatically saves your templates, click File>Options>Save and type the folder and path you want to use in the Default personal templates location box. Any new templates you save will be stored in that folder, and when you click File>New>Personal, you'll see the templates in that folder.**

**Edit your template**

To update your template, open the file, make the changes you want, and then save the template.

1 Click File>Open.

2 Double-click Computer or This PC.

3 Browse to the Custom Office Templates folder that's under My Documents.

4 Click your template, and click Open.

5 Make the changes you want, then save and close the template.

— — — — — —

TASK 2: **Choose AutoCorrect options for capitalization, spelling, and symbols**

1 Click File>Options>Proofing>AutoCorrect Options (Fig 3)

Click "Auto Correct Options" button

In the Auto correct tab, select the following boxes

- Correct TWo INitial CApitals
- Capitalize first letter of sentences
- Capitalize first letter of table cells (Not in Excel or OneNote)
- Capitalize names of days.
- Correct accidental use of CAPS LOCK key (Fig 4)

**Add, change, or delete an entry on the AutoCorrect list**

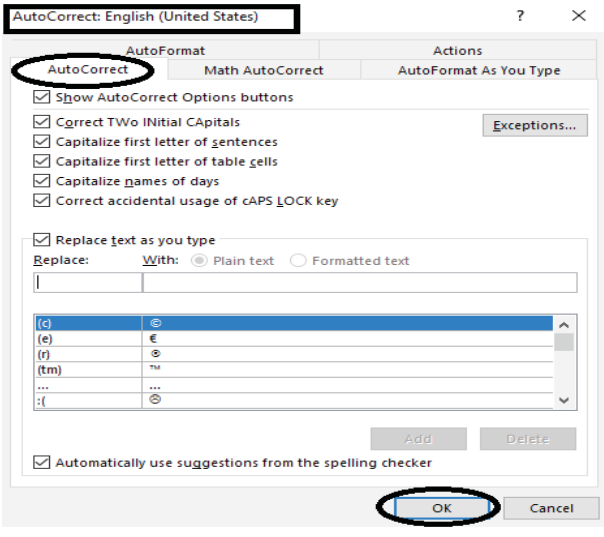
To add an entry follow these steps:

1 Go to the AutoCorrect tab.

2 In the Replace box, type a word or phrase that you often mistype or misspell — for example, type usualy.

3 In the With box, type the correct spelling of the word — for example, type usually.

Fig 4

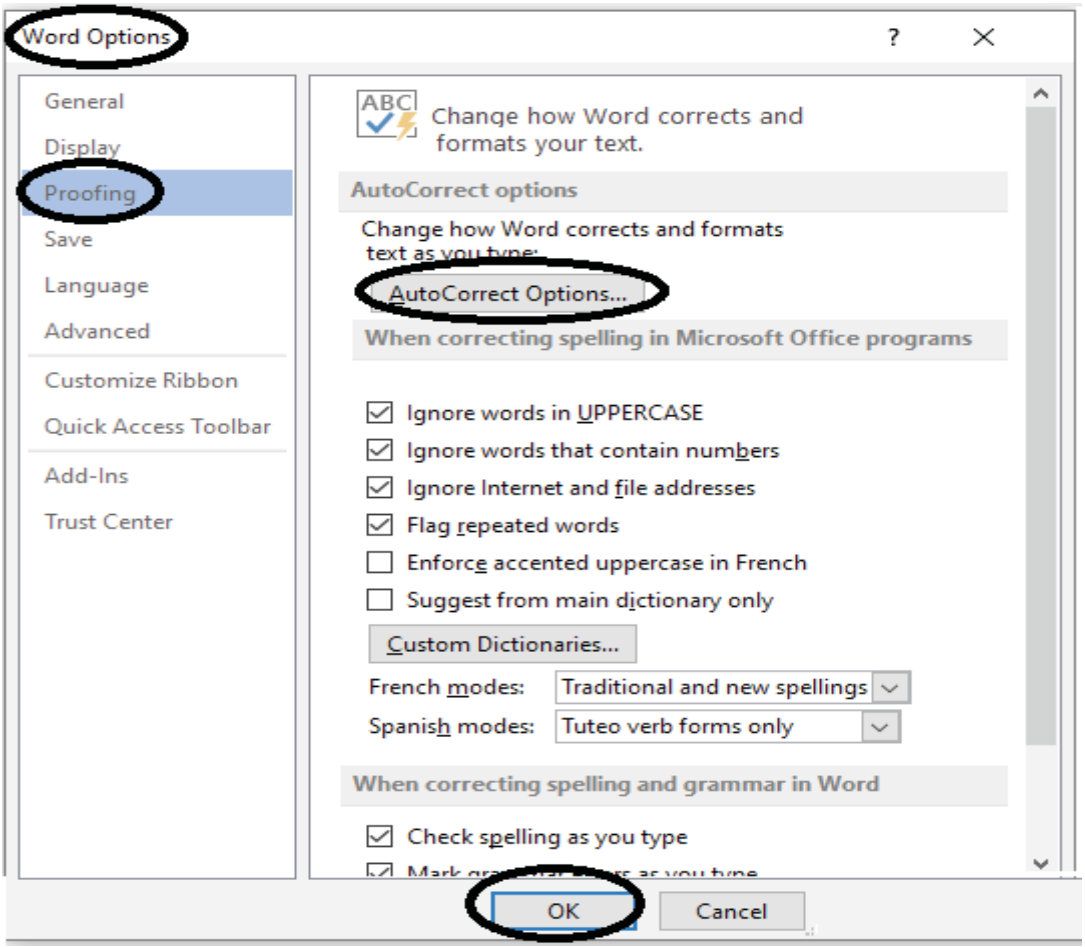



4 Click Add.

To change the replacement text for an entry, select it in the list of entries and type a new entry in the With box.

To delete an entry, select it in the list and click Delete.

Fig 3

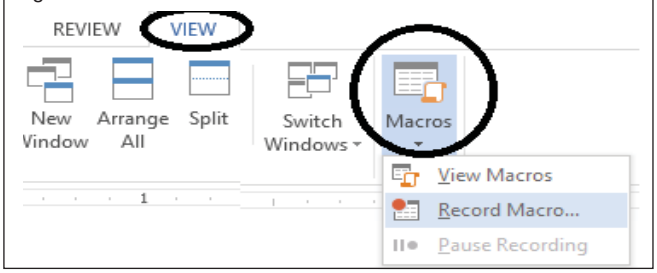



TASK 3: **Create and run macros**

**Record a macro with a button**

1 Click View>Macros>Record Macro. (Fig 5)

Fig 5




2 Type a name for the macro.(Fig 6)

To use this macro in any new documents you make, be sure the Store macro in box says All Documents (Normal.dotm).

3 To run your macro when you click a button, click Button. (Fig 7)

4 Click the new macro (it's named something like Normal.NewMacros.<your macro name>), and click Add (Fig 8)

5 Click Modify. (Fig 9)

Fig 6

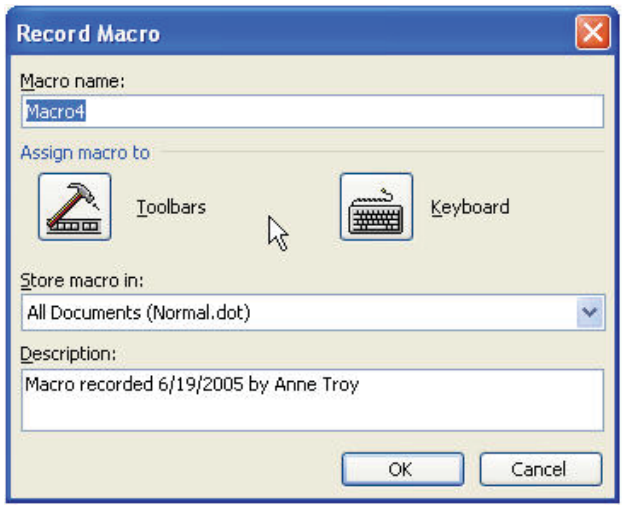



Fig 7

Fig 8

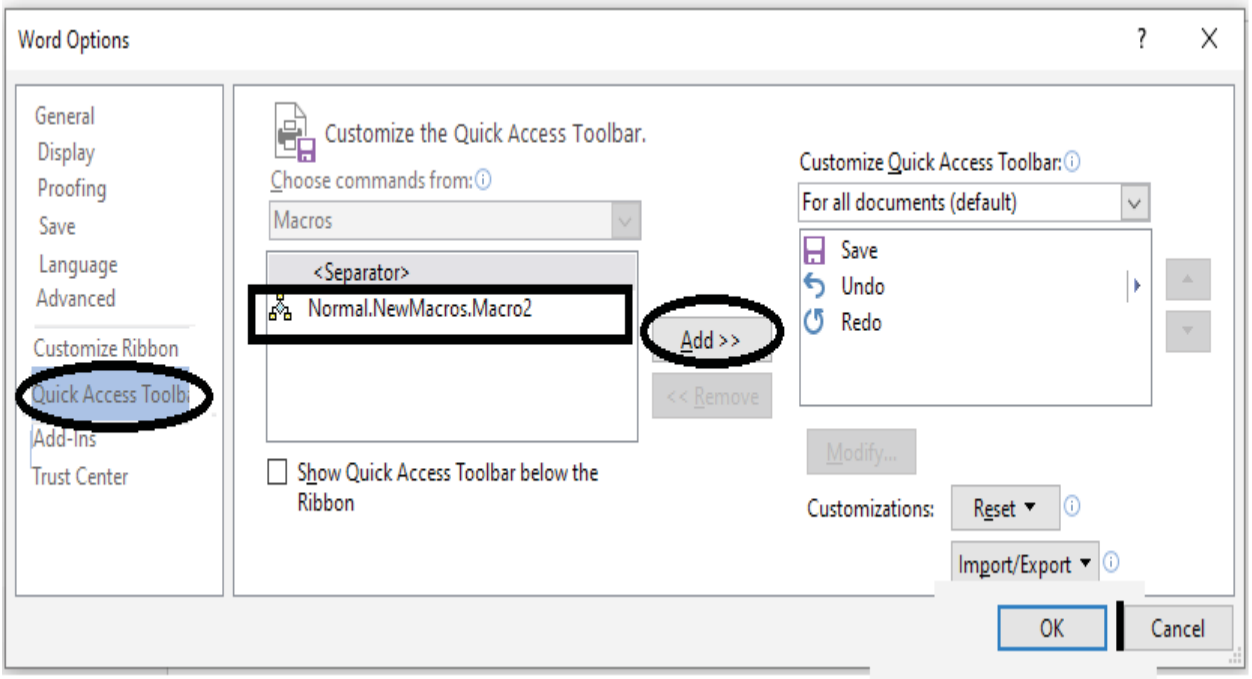
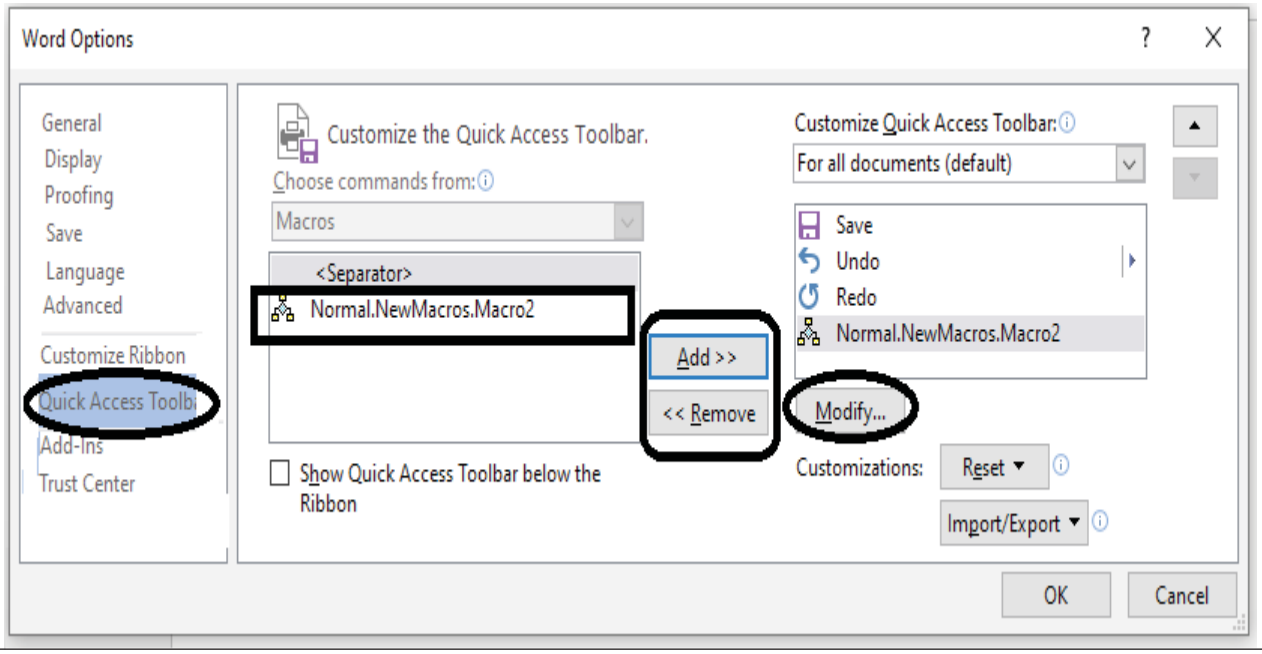



Fig 9




6 Choose a button image, type the name you want, and click OK twice. (Fig 10)

7 Now it's time to record the steps. Click the commands or press the keys for each step in the task. Word records your clicks and keystrokes.

**Note: Use the keyboard to select text while you're recording your macro. Macros don't record selections made with a mouse. (Fig 11)**

8 To stop recording, click View>Macros>Stop Recording. (Fig 12)

9 The button for your macro appears on the Quick Access Toolbar. (Fig 13)

10 To run the macro, click the button. The recorded text will appear on as shown in the following fig 14.

Fig 10

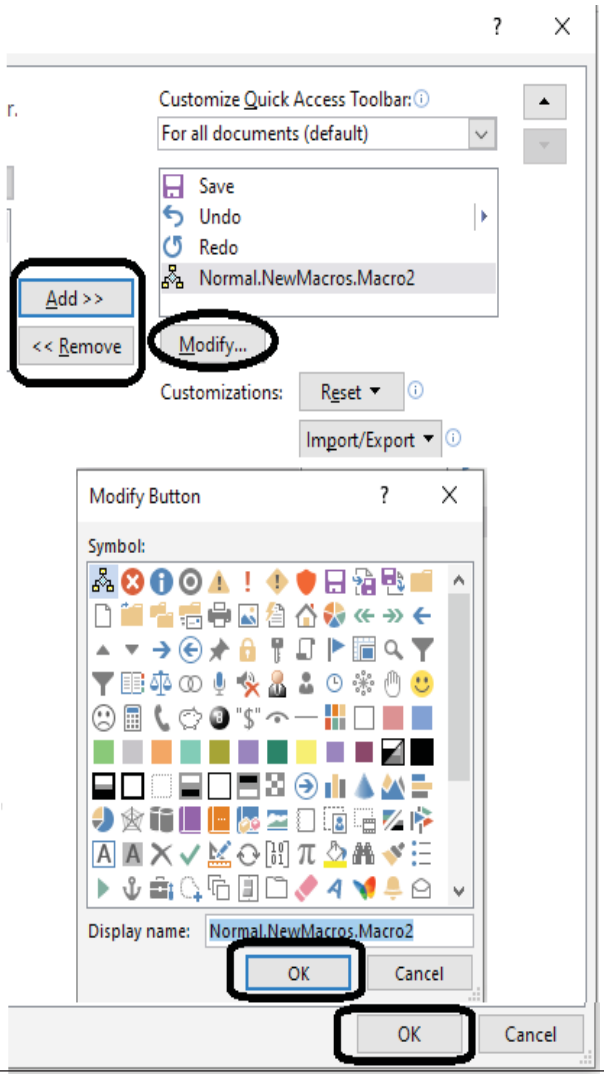



Fig 11

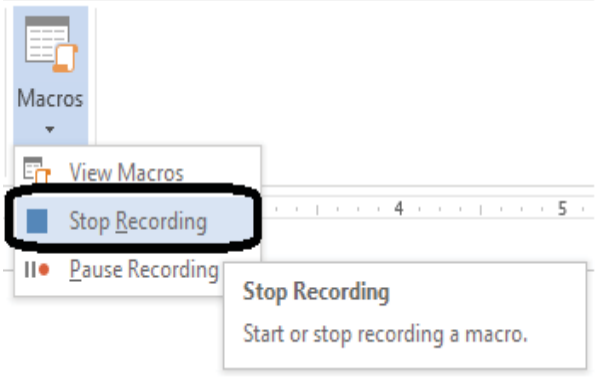



Fig 12

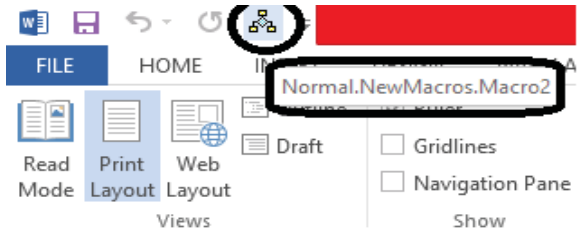



Fig 13

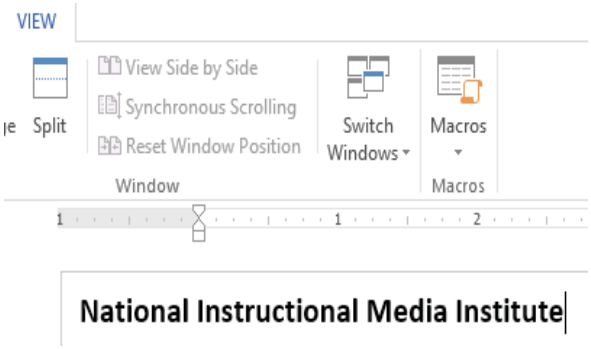
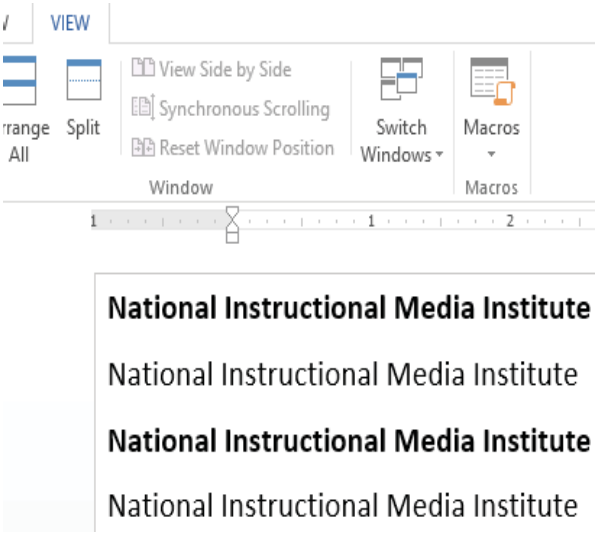



Fig 14



# Mail merge using MS word

**Objectives:** At the end of this exercise you shall be able to
- **create a formal letter**
- **type list of recipients and edit recipients list**
- **use mail merge to personalize letters for bulk mailings.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

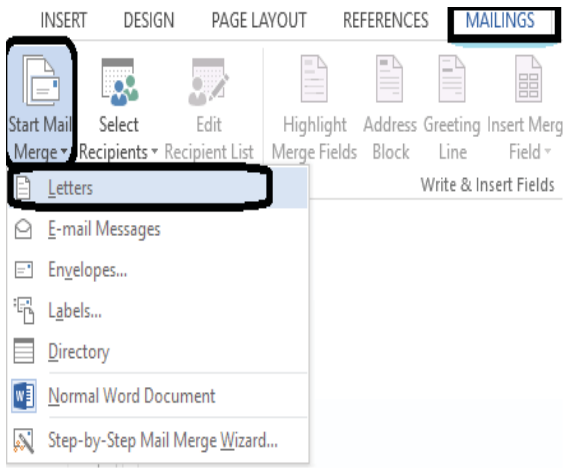
PROCEDURE

TASK 1: **Create formal letter**

1 Select **Mailing** →


A drop down menu as shown in Fig 1.

Fig 1




2 Select option “Letters” from the menu. A blank word document appears on the screen.

3 Type the following letter.

FROM

TO

National instructional media institute,
CTI campus, Guindy,
Chennai 600 032

Sir,

We trainees studying in ITI, we need to know the price list of few trades for purchasing course materials like

1 COPA 2 FITTER

3 WELDER 4 TURNER

5 PPO 6 MACHINIST

7 COE AUTOMOBILE (BBBT & AAT)

Sir Please send us the price details and the discount details, which will enable our friends give bulk orders.

Thanking you

— — — — — —

TASK 2: **Type the list of recipients and edit recipients list**

1 Select Mailing → Select recipients choose and click “type new list” as on Fig 2.

**A “New address list” window appears on the screen as on Fig 3.**

2 Select “Customize columns”

A “Customize Address list” window appears on Screen as on Fig 4.

Fig 2

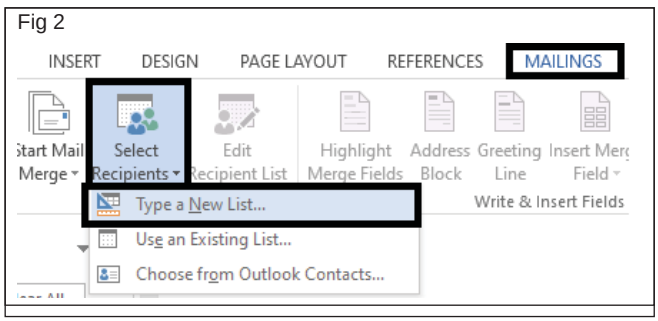


Fig 3

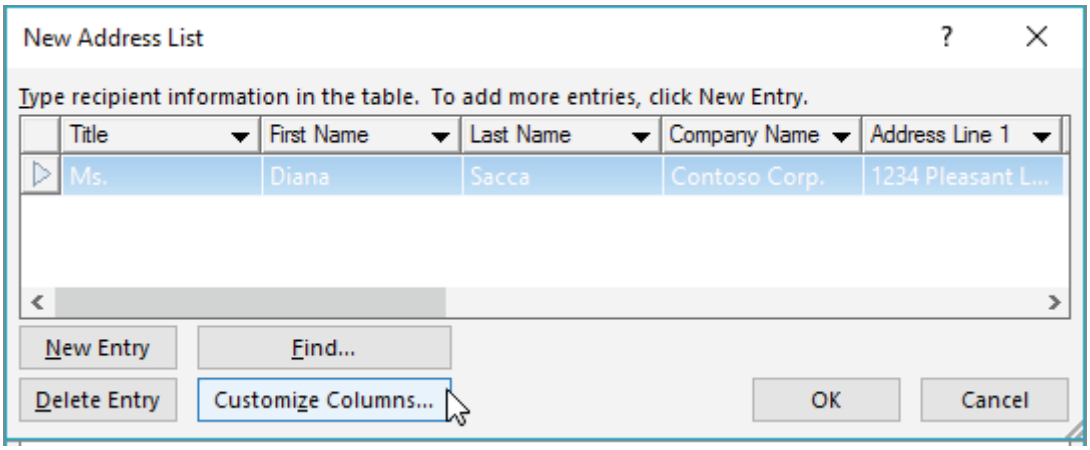
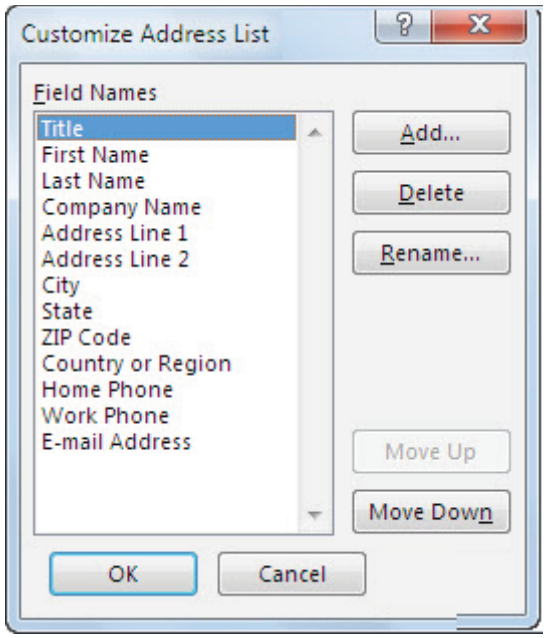


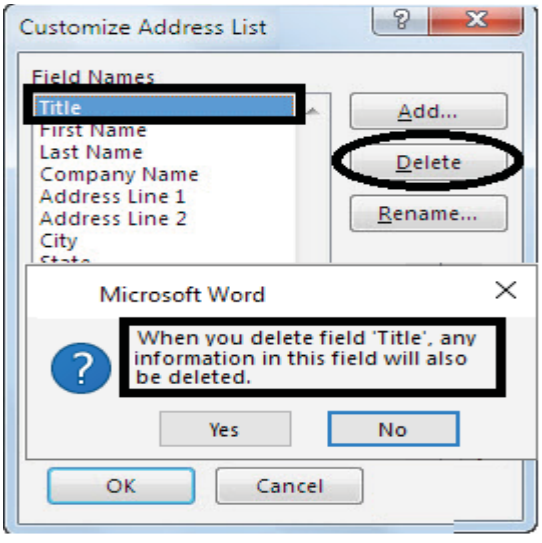

Fig 4




3 Select “title” & click “Delete”

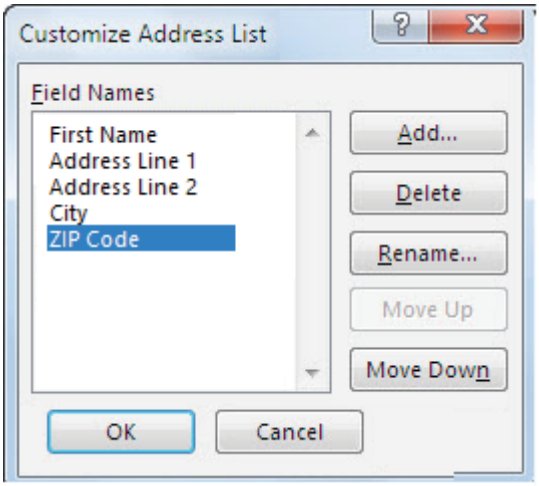
The title gets deleted & a screen prompts as “Are you sure you want to delete field “title”?. Click “Yes” as on Fig 5.

Fig 5




- Use select & delete “Country & region”, “Home phone”, “Work phone” & “Email address”
- Fig 6 shows the final customize address list window.

Fig 6




4 Press OK the screen displays as shown in Fig 7.

5 Type “HARI” below “First Name “ as in Fig 8.

6 Press “TAB” key to move to the next column or position the mouse button on the next column and right click the mouse.

7 Repeat the step 6 to enter the following data as in Fig 9.

8 Click OK and a “Save Address list” dialog box appears as shown in Fig 10.

9 Type “ MAIL ADDRESS” as file name.

10 Click save.

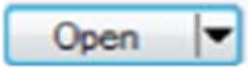
**A confirm Data Source dialog box appears as shown in Fig 11.**

11 Click OK.

To use the existing list of address saved on your system follow step 12.

12 Select Mailing →

→

as dialog box 13 Click 


appears on the screen as shown in Fig 12

Fig 7

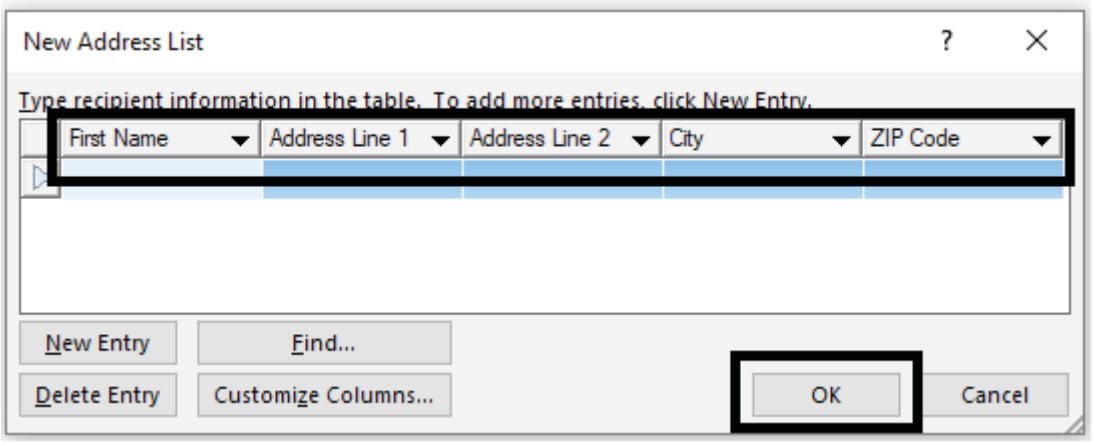



Fig 8

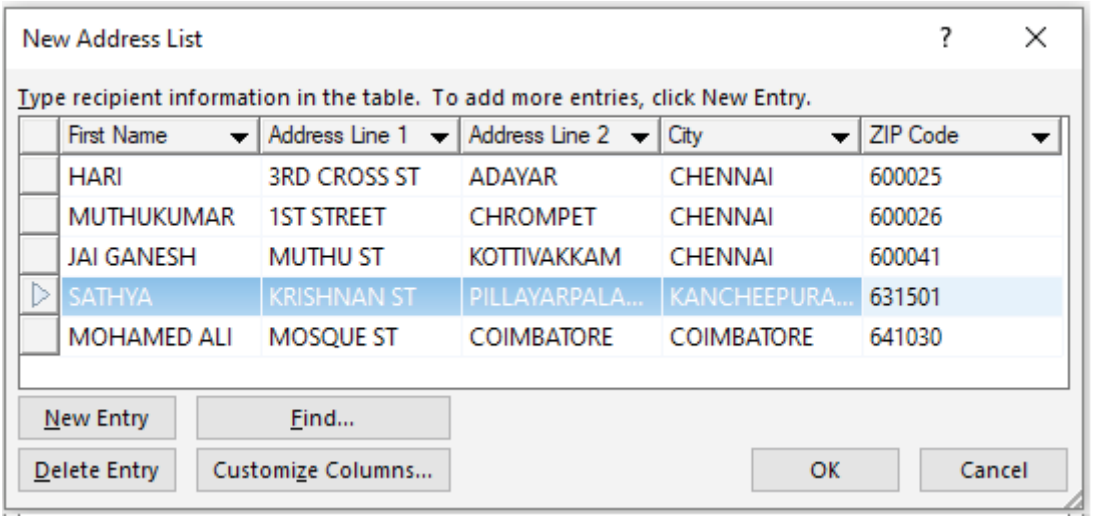



Fig 9

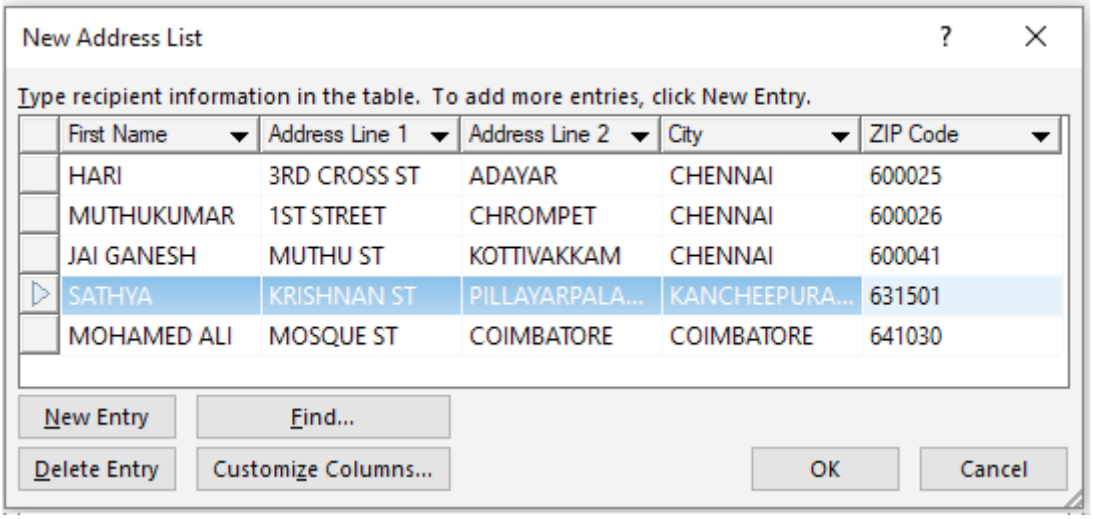


Fig 10

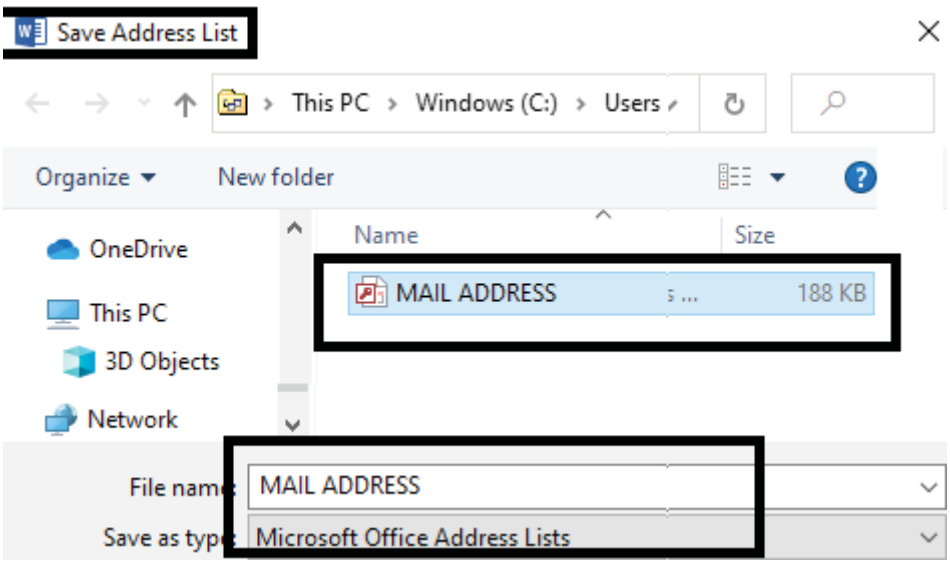
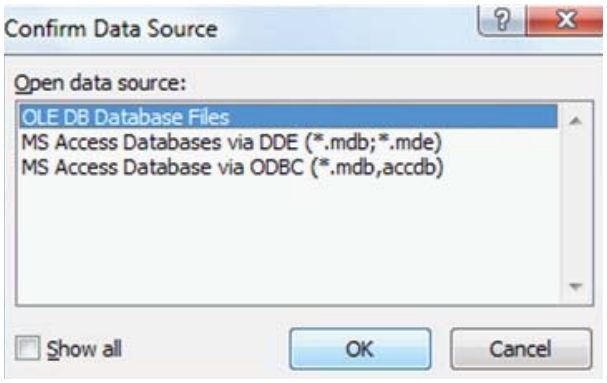



Fig 11

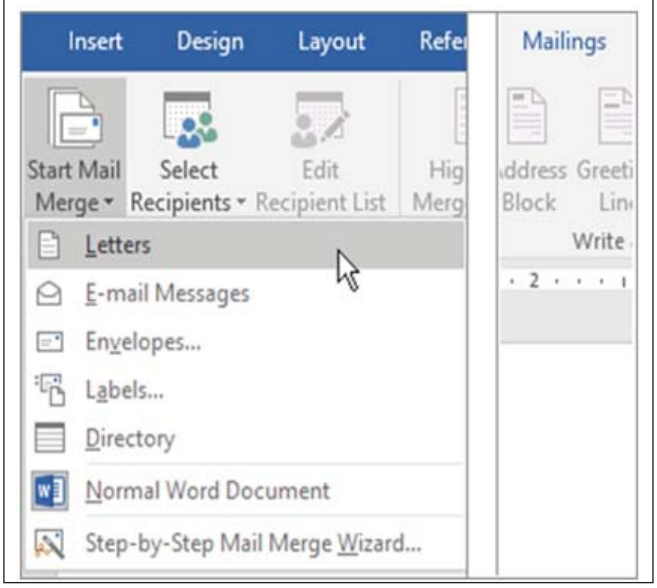



TASK 3: **Use mail merge to personalize letters for bulk mailings**

**Step 1: Prepare your main document**

1 On the Mailings tab, in the Start Mail Merge group, choose Start Mail Merge>Letters. (Fig 12)

Fig 12




2 In Word, type the body of the letter (example follows) you want to send to everyone. (Fig 13)

**Step 2: Set up your mailing list**

The mailing list is your data source. It can be an Excel spreadsheet, a directory of Outlook contacts, an Access database, or an Office address list. It contains the records that Word uses to pull information from to build your letter.

**Note**

- **If you don't have a mailing list, you can create one during mail merge. Before you start the mail merge process, collect all of your data records, and add them to your data source.**
- **If you're using an Excel spreadsheet, make sure the column for ZIP Codes or postal codes is formatted as text so that you don't lose any zeros.**
- **If you want to use your Outlook contacts, make sure Outlook is your default email program**

Fig 13

January 1, 2016

**<Insert recipient's address here>**

**<Insert salutation here>**

Thank you for being part of the community's conservation efforts. Because of your contribution of **<insert amount here>**, we are pleased offer you a **<insert amount here>** discount the next time you visit our online store.

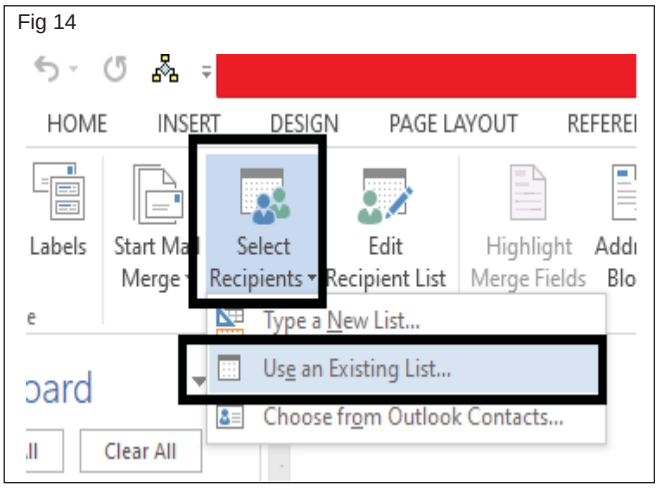
Sincerely,

Keri Mills

**Step 3: Link your mailing list to your main document**

1 On the Mailings tab, in the Start Mail Merge group, choose Select Recipients, and then choose an option. (Fig 14)

Fig 14




2 Do one of the following:

- If you don't have a mailing list, choose Type a New List and create one.

or

- If your mailing list is in an Excel spreadsheet, an Access database, or another type of data file, choose Use an Existing List. Then browse to your list and choose Open. (Fig 15)

or

- If you're using your Outlook contacts, choose Choose from Outlook Contacts. (Figs 16 to 18)

3 Choose File>Save as.

4 In the File name box, type a file name, and then choose Save

Fig 15

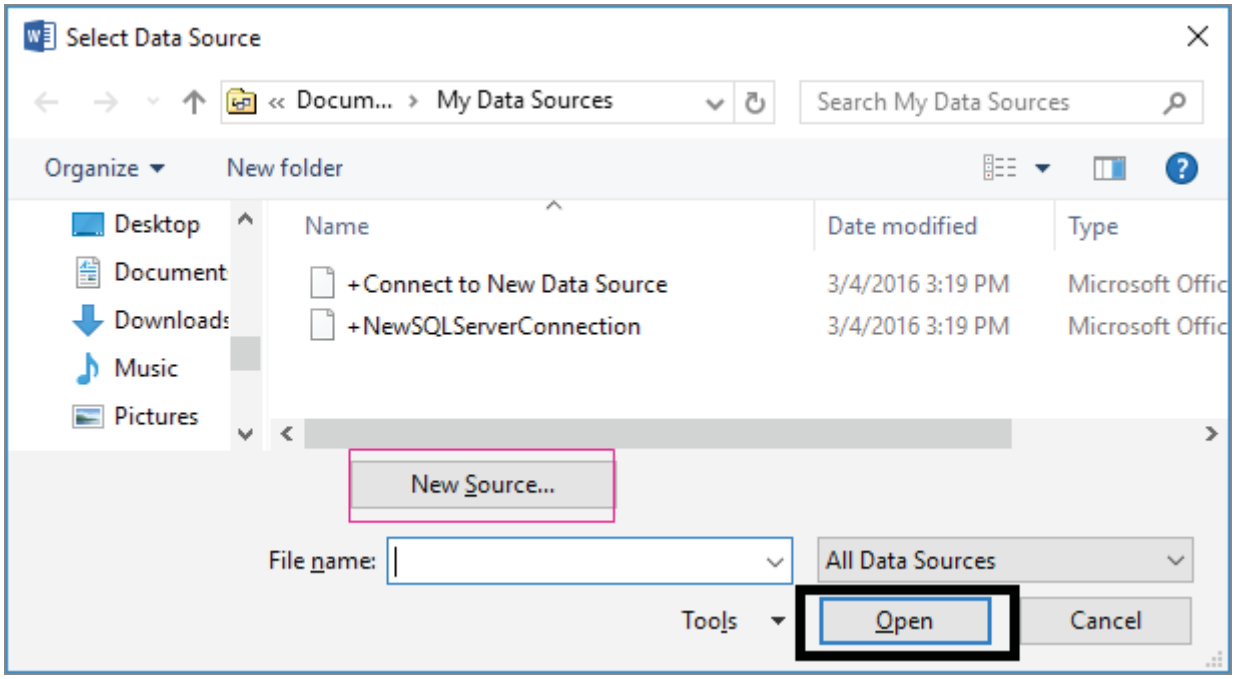


Fig 16

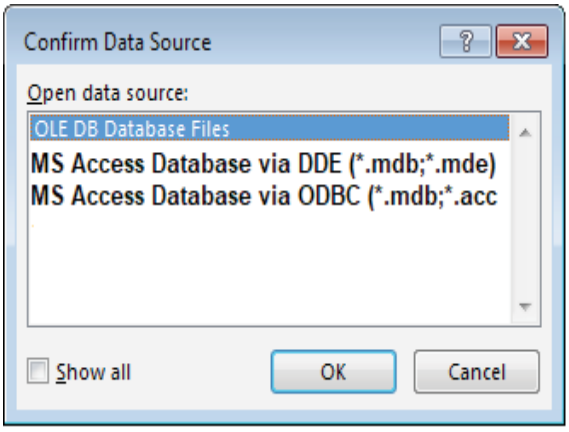



Fig 18

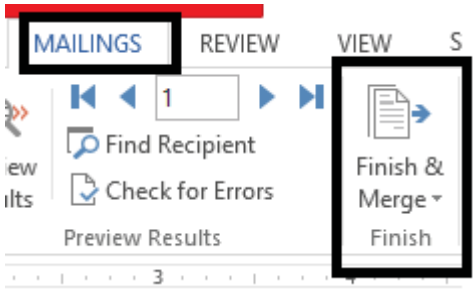
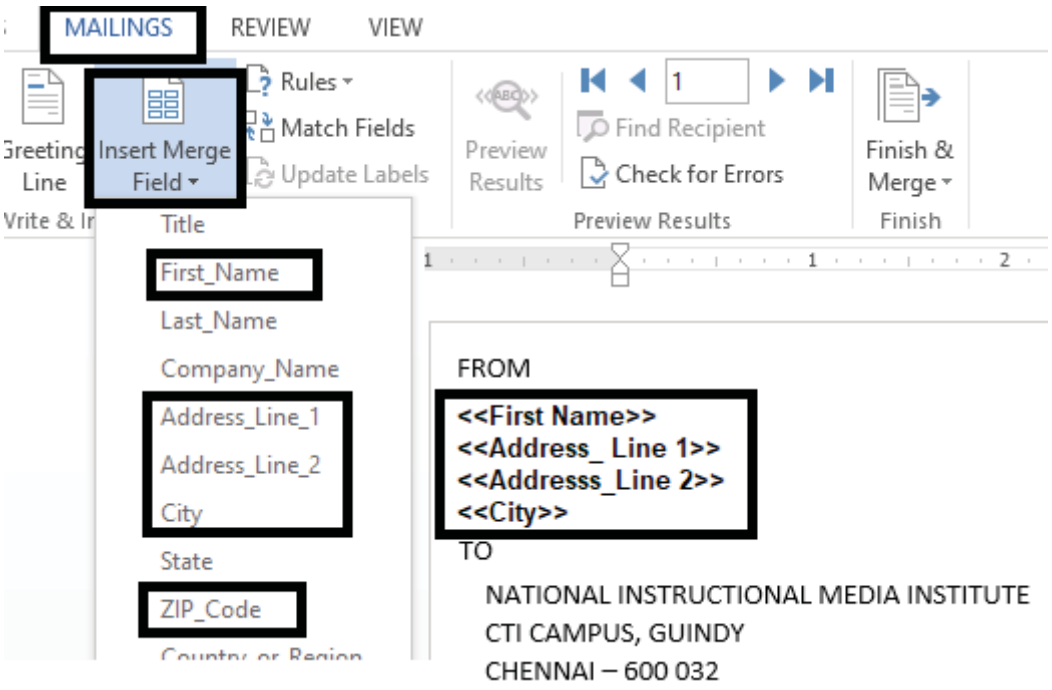



Fig 17

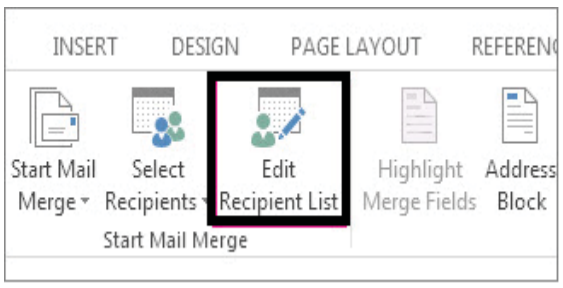



**Edit recipient list**

If you're creating and printing letters for everyone on your list, go to "Step 4: Add personalized content to your letter." If you want to send letters to people who live, for example, within 20 miles of an event you're hosting, then use a filter like a ZIP Code or a postal code to narrow the list.

Choose Edit Recipient List (Fig 19)

Fig 19




In the Mail Merge Recipients dialog box, select the check box next to the name of each person who you want to receive your email message. (Fig 20)

In the Mail Merge Recipients dialog box, there are options to refine the recipient list. The two most frequently used options are to sort and to filter the list to make it easier to find names and addresses. (Fig 20)

**Step 4: Add personalized content to your letter**

1 On the Mailings tab, in the Write & Insert Fields group, choose Address Block. (Fig 21)

2 In the Insert Address Block dialog box, choose a format for the recipient's name as it will appear in the letter. (Fig 22)

3 Choose OK.

Fig 20

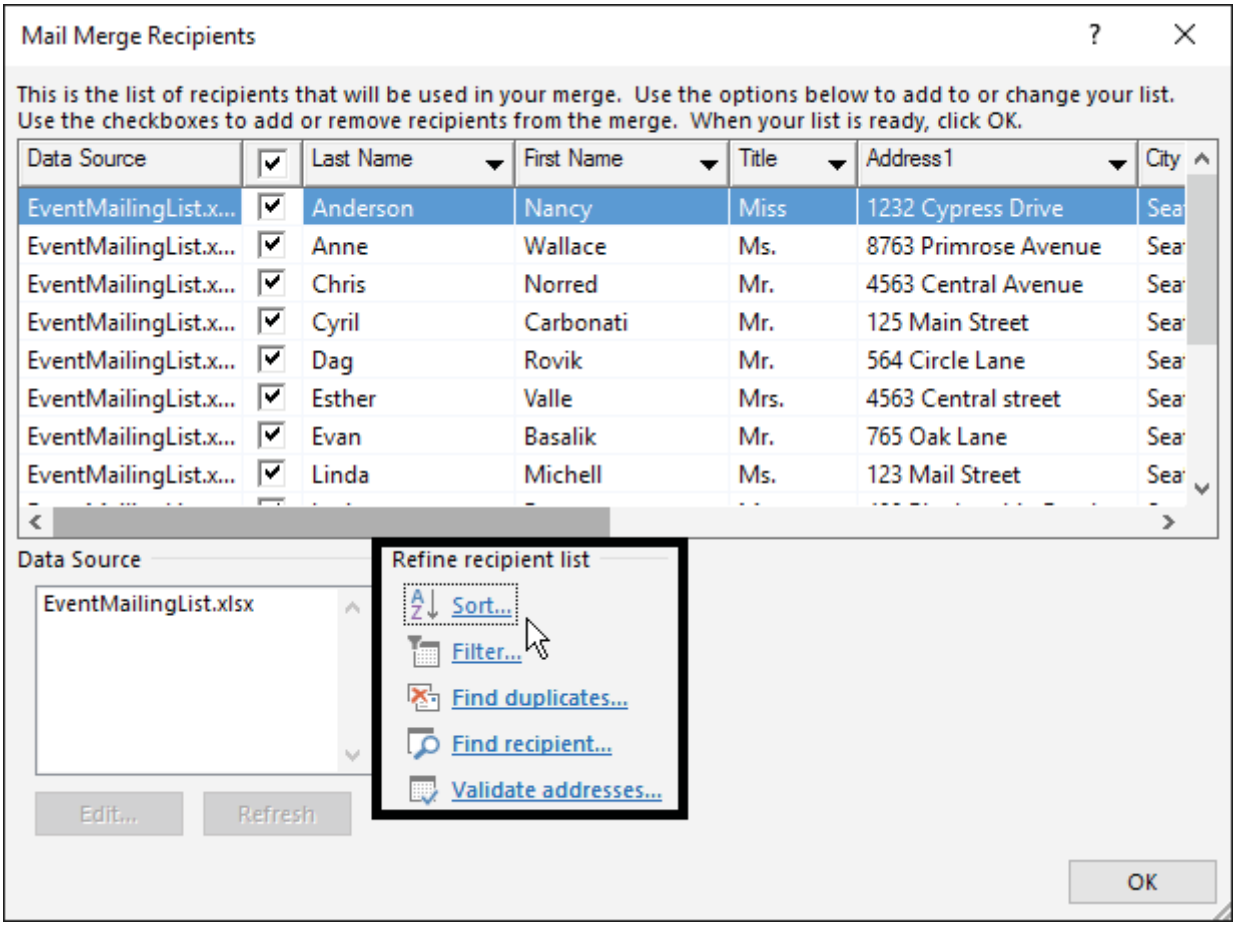
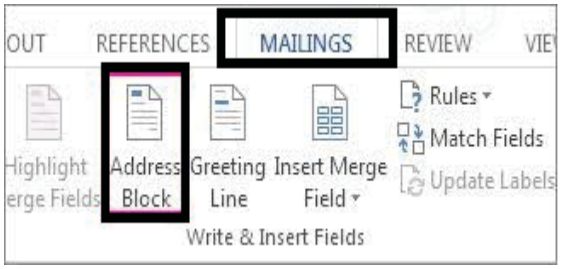



Fig 21




**Note: To view how an address will appear in the letter, under Preview, choose Preview Results. Choose the Nextor Previousrecord button to move through records in your data source.**

4 In the Write & Insert group, choose Greeting Line. (Fig 23)

Fig 22

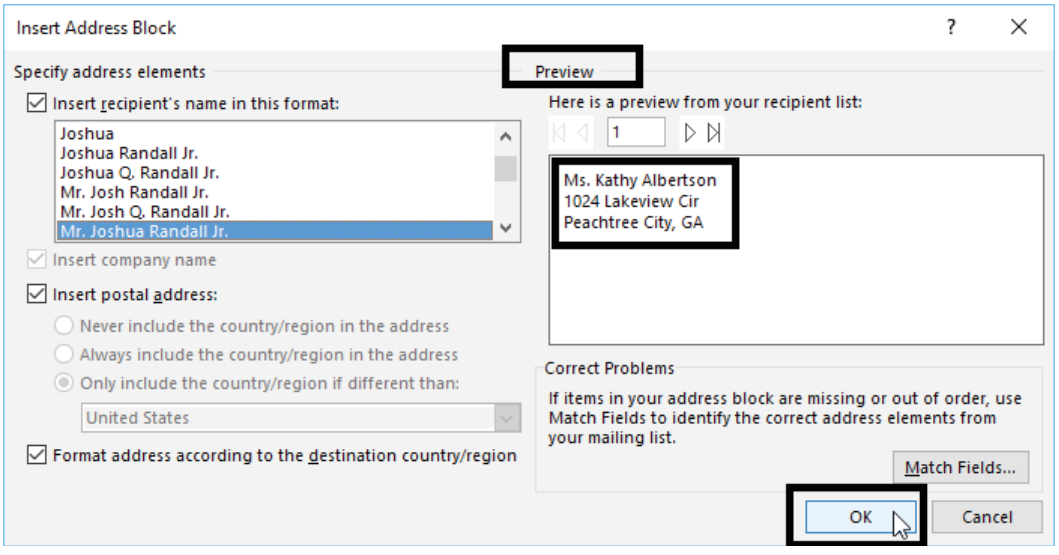
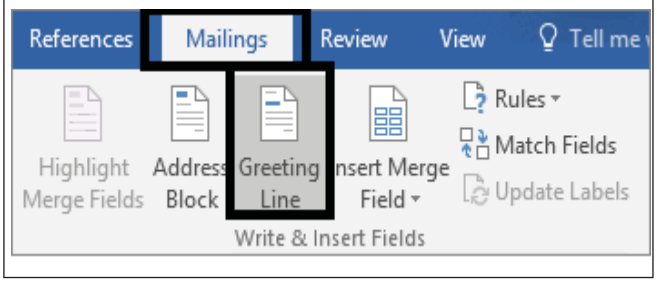


Fig 23

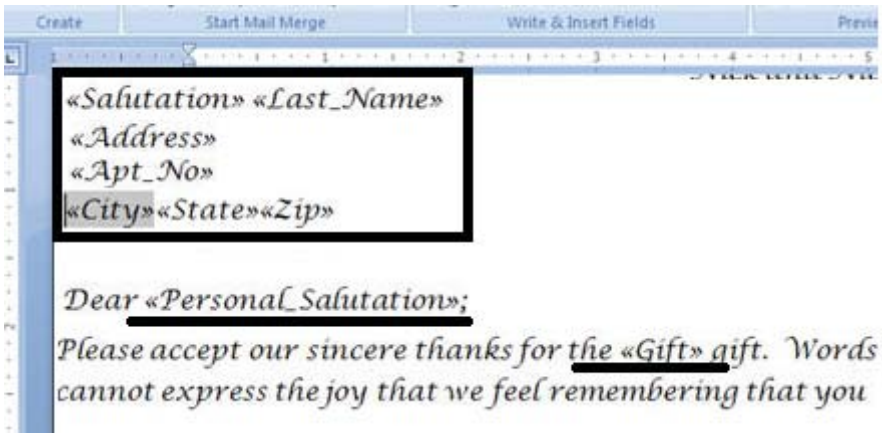



5 In the Insert Greeting Line dialog box, choose the format you want to use.

6 Choose OK to insert the merge field in the letter.

7 Choose File>Save to preserve the letter (example follows) you're creating for the mail merge. (Fig 24)

Fig 24




To insert other custom information in the letter from your mailing list, see add mail merge fields one at a time.

**Verify merge field names**

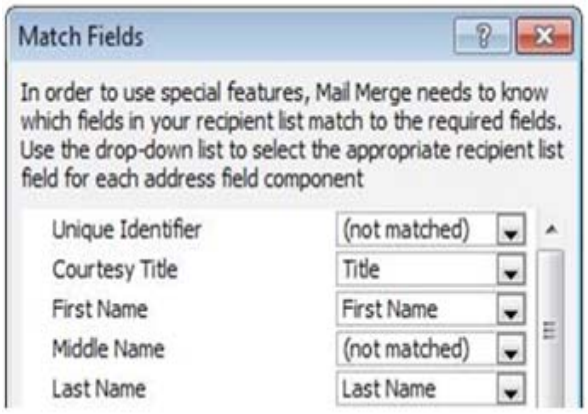
Make sure Word finds the names and addresses in your mailing list.

On the Mailings tab, in the Write & Insert Fields group, choose Match Fields.

**Note : Merge Fields also can be opened from the Insert Address Block dialog box you used to add an address block to the main document.**

1 In the Match Fields dialog box, verify that the record fields that appear in the list match the names of column headings for records in your mailing list data source. (Fig 25)

Fig 25




**Note: There are two columns in the dialog box. The left column is a list of common names in a business record for example. The right column is the field name for the common name that is mapped to a column heading in your data source file.**

1 Do one of the following:

- If the field names shown match column headings you used for records in your mailing list data source, do nothing.

or

- If (not matched) appears in a field name that you expected to match a column heading in your data source, choose the drop-down arrow, and then choose the field name in your mailing list data source. Repeat as necessary.

2 Choose OK.

**Format mail merge fields**

To change the font, size, or spacing of the merged content, select the merge field name and make the changes you want.

1 On the Mailings tab, in the Preview Results group, choose Preview Results to switch from the merged results back to the mail merge fields in your letter. (Fig 26)

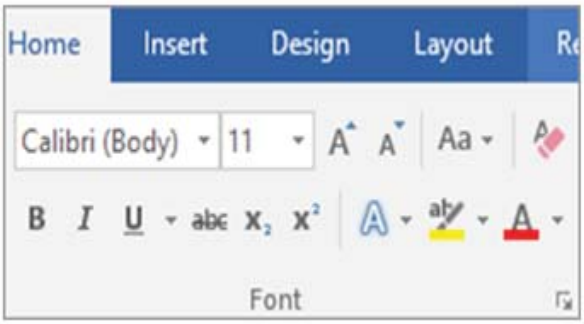
2 Choose the merge field name. (Fig 27)

3 On the Home tab, choose the font and the font size you want to use. (Fig 28)

Fig 26

Fig 27

Fig 28




4 On the Page Layout tab (Word 2013) or Layout tab (Word 2016), choose the paragraph spacing you want. (Fig 29)

Fig 29

**Note: Because Word treats each line in an Address Block as a paragraph, you might want to reduce the spacing between the lines.**

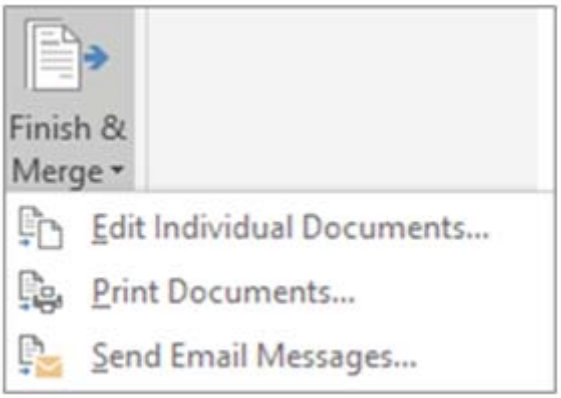
**Step 5. Preview and print the letters**

1 Choose Preview Results, and then choose the Next ▶ or Previous ◀ record button to make sure the names and addresses in the body of your letter look right.

**Note : To go to the start of the list, choose the First record button, and to go to the end of the list, choose the Last record button.**

2 Choose Finish & Merge>Print Documents. (Fig 30)

Fig 30




**Step 6: Save your personalized letter**

When you save the mail merge document, it stays connected to your mailing list so that you can use it for your next bulk mailing.

To reuse your mail merge document

- Open the mail merge document and choose Yes when Word prompts you to keep the connection.

To change addresses in mail merge document

- Open the mail merge document and choose Edit Recipient List to sort, filter, and choose specific addresses.

# Word - Publishing options

**Objectives:** At the end of this exercise you shall be able to

- **create a table of content**
- **format or customize a table of contents**
- **create and update of Index**
- **create a Hyperlink in different options**
- **insert Book mark, comment, equation, cross reference and Foot notes**
- **check spelling and grammar, translate utility.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

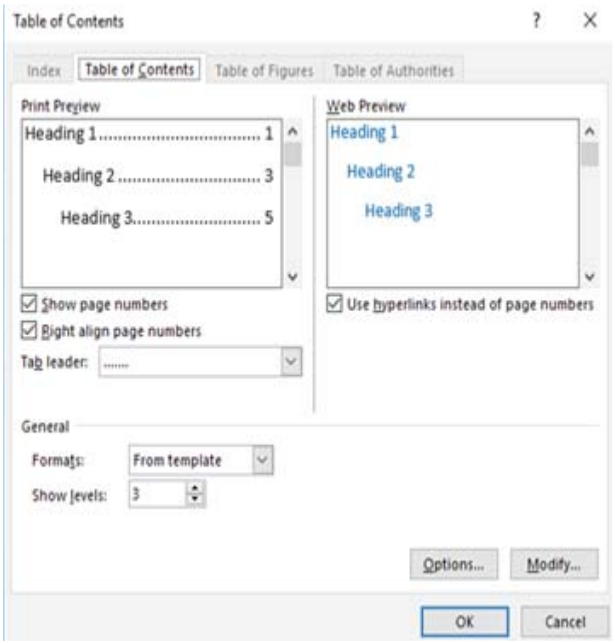
TASK 1: **Create a table of content**

1 Create text file with more number of heading file and make Styles in each headings and paragraph

2 Put your cursor in page number 1 for add the table of content

3 Go to Reference > Table of Contents > Custom Table of contents. The Table of Contents dialog box will appear on the screen Fig 1.

Fig 1




4 Click Options button. The Table of Contents Options dialog box will appear Fig 2.

5 Delete the TOC Level tab of 1,2,3, and so on

6 See the Fig 3 and set the TOC level 1 and click Ok button.

Fig 2

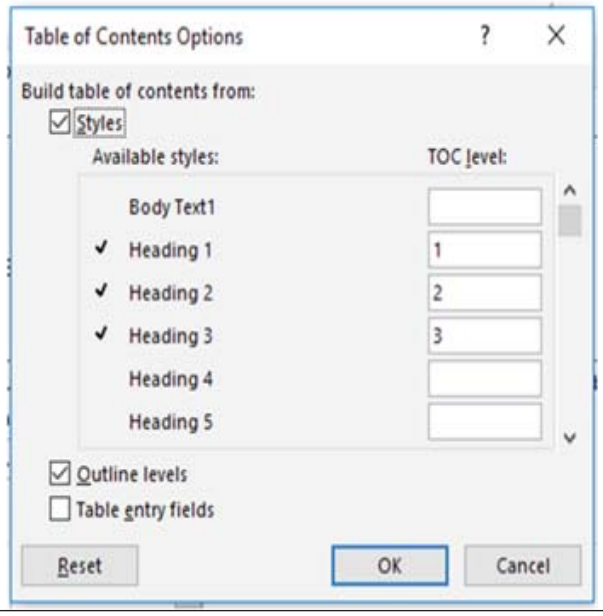
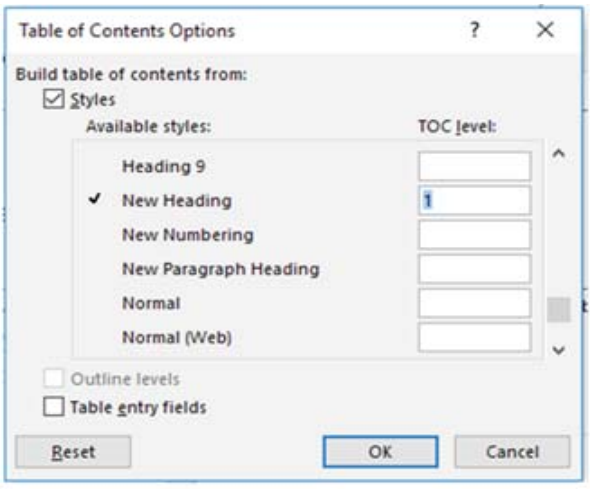



Fig 3



7 The Table of Contents dialog box's Print preview and Web preview options TOC level will be changed as shown in Fig 4.

8 Click OK Button. The Contents will appear as shown in Fig 5.

Fig 4

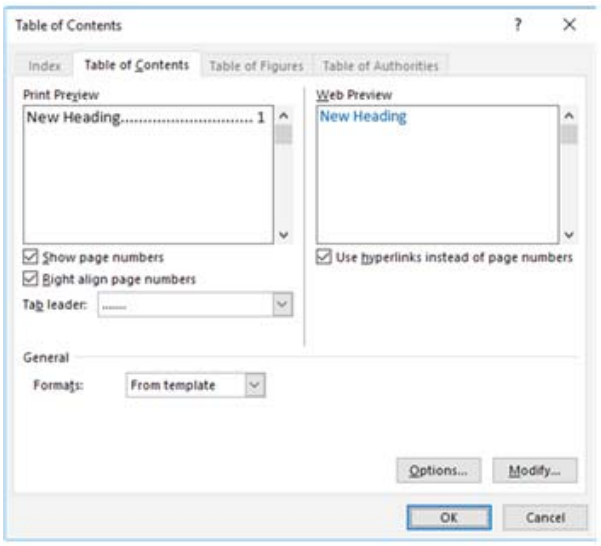
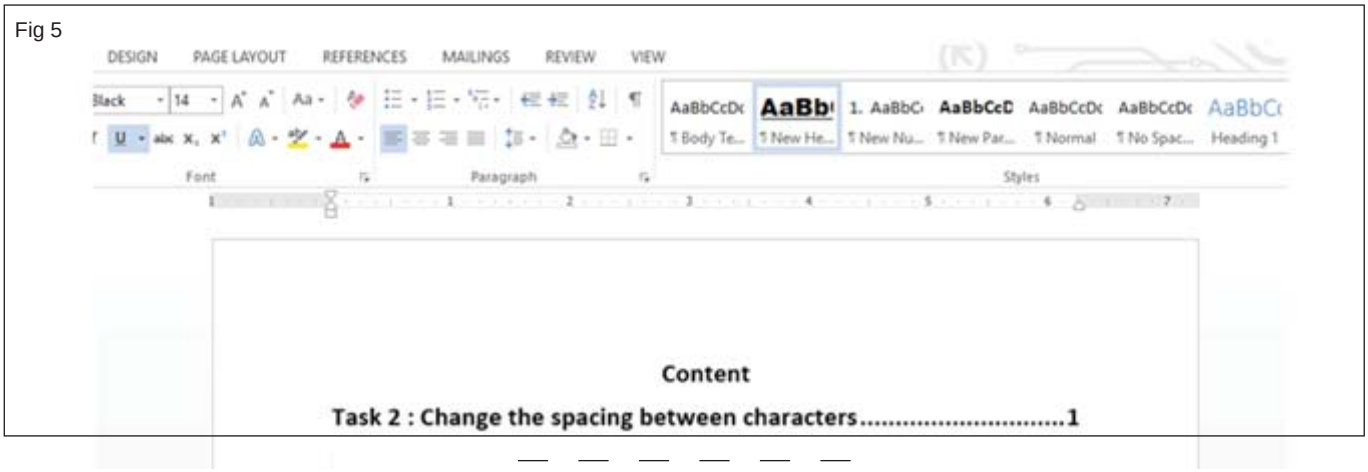



Fig 5

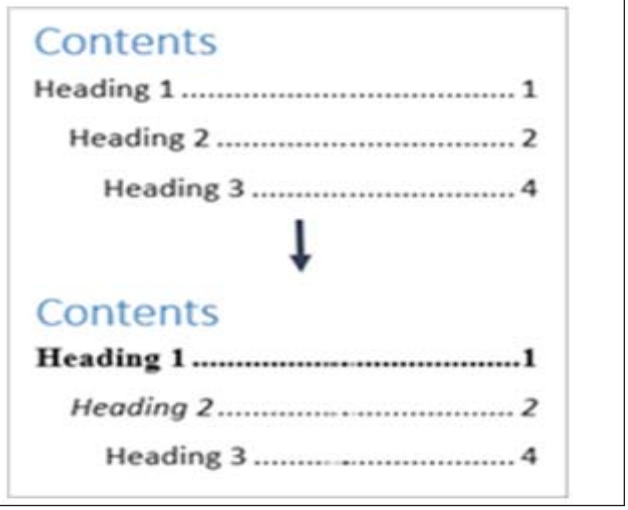



TASK 2: **Format or customize a table of contents**

1 After you have created a table of contents in Word, you can customize the way it appears. For example, you can change the layout, change the text formatting, select how many heading levels to show, and choose whether to show dotted lines between the entries and the page numbers.

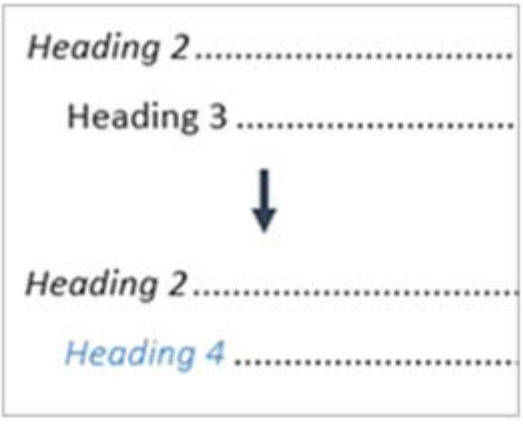
**Format the text (Fig 6)**

Fig 6




**Change the level of an entry (Fig 7)**

Fig 7




**Add dot leaders (Fig 8)**

**Change the number of levels shown (Fig 9)**

**Change the layout of your table of contents**

1 On the References tab of the Ribbon click Table of Contents>Custom Table of Contents. (Fig 10)

Fig 8

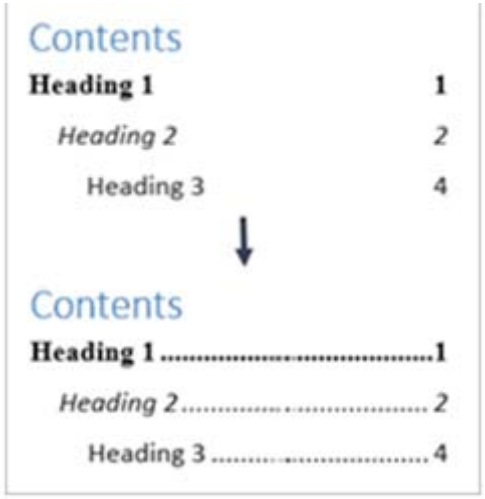
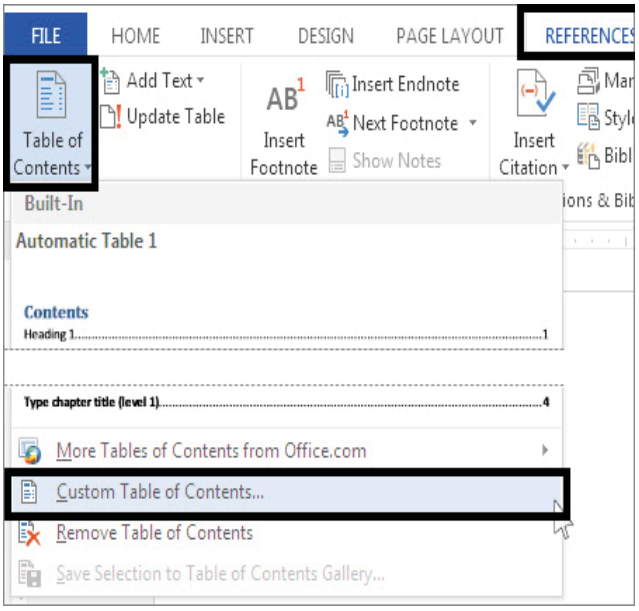



Fig 9

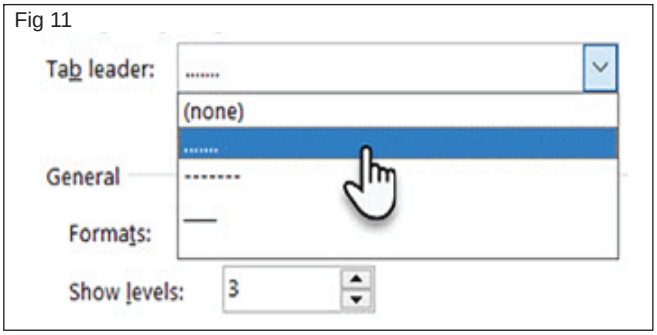
Fig 10




2 Make your changes in the Table of Contents dialog box. You'll see what they look like in the Print Preview and Web Preview areas.

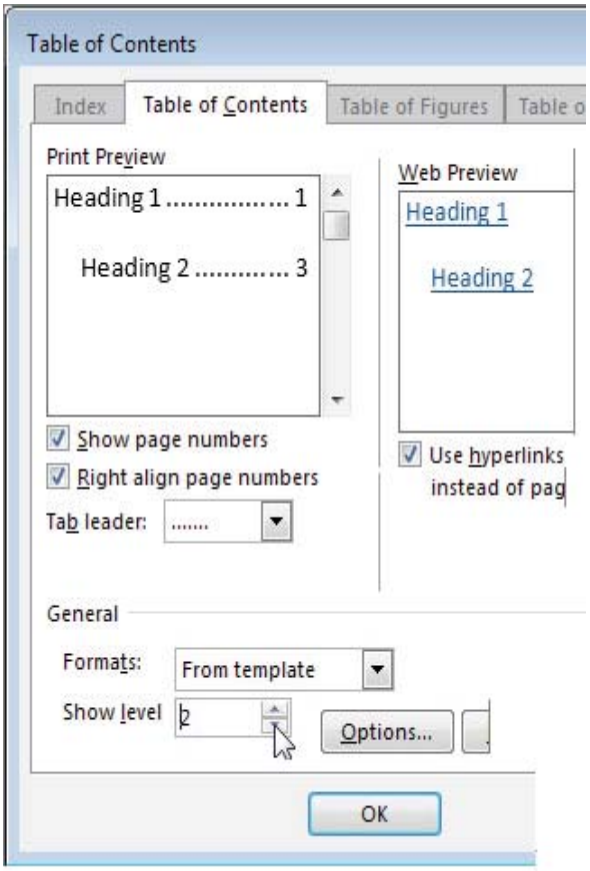
- To add a dot leader, or dotted line, between each entry and its page number, click the Tab leader list and then click the dotted line. You can also choose a dash leader or remove the leader entirely and just have a blank space. (Fig 11)

Fig 11




- To change the overall appearance of your table of contents, click the Formats list, and then click the format that you want.
- To change the number of levels displayed in your table of contents, click Show levels, and then click the number of levels you want. (Fig 12)

Fig 12




**Note : "Levels" in this context refers to your heading levels. You may have Heading 1 for your major headings then Heading 2 for your subsections of those headings. You can have even more sub-levels within those that in your table of contents if you choose.**

3 Click OK.

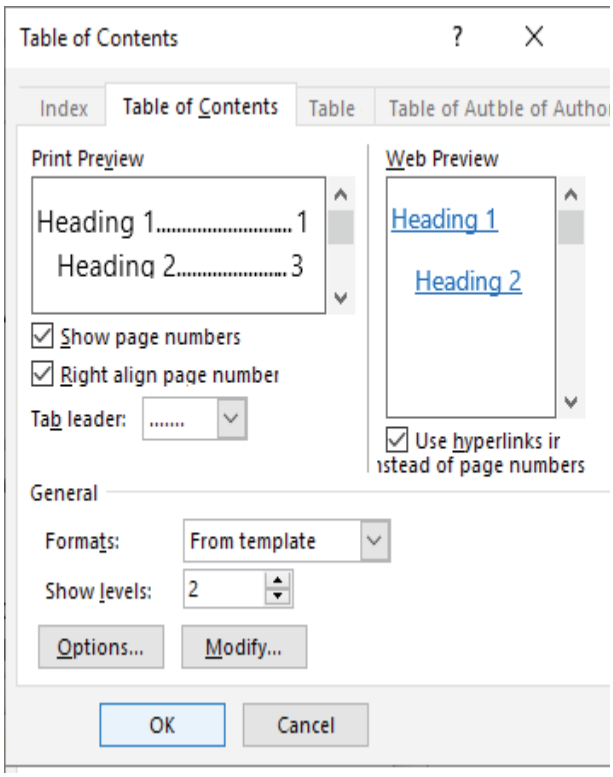
**Format the text in your table of contents**

To change how the text in your table of contents looks, change the style for each level in the table of contents.

1 On the References tab of the Ribbon click Table of Contents>Custom Table of Contents.

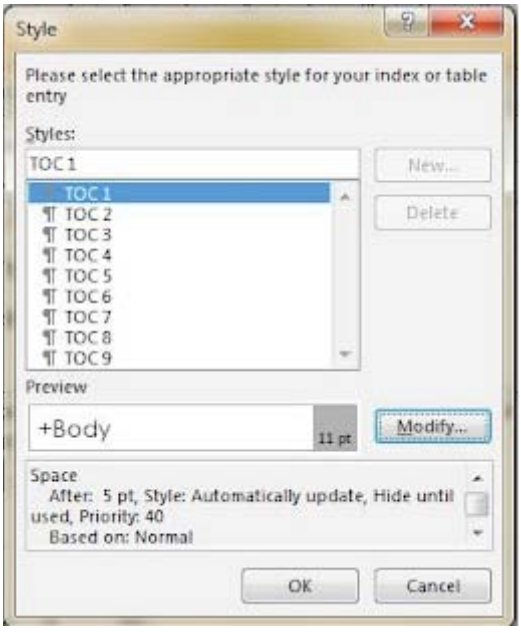
2 In the Table of Contents dialog box, click Modify. If the Modify button is grayed out, change Formats to From template. (Fig 13)

Fig 13




3 In the Styles list, click the level that you want to change and then click Modify. (Fig 14)

Fig 14




4 In the Modify Style dialog box, make the formatting changes that you want, and then click OK.

5 Repeat steps 3 and 4 for all the levels that you want to display in your table of contents.

Word will remember these customizations each time you update the table of contents in this document.

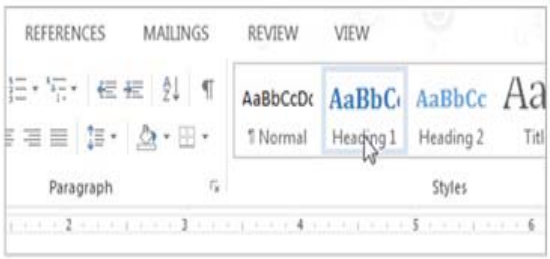
**Change the level of an entry**

To change the level of an entry in your table of contents, just change the heading level of that text in the body of your document.

1 Click the heading that you want to change.

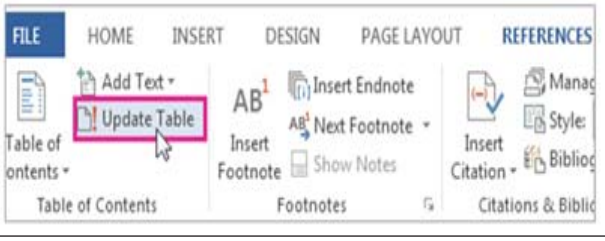
2 On the Home tab, in the Styles group, click the heading level you want. (Fig 15)

Fig 15




3 On the References tab, click Update Table. (Fig 16)

Fig 16



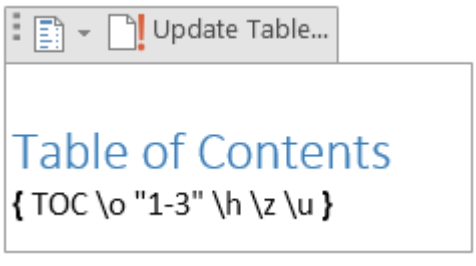

**Edit the field code information (to change the number of levels)**

Word inserts fields automatically when you use particular commands. For example, when you Add page numbers, Word inserts the Page field. When you Create a table of contents, Word inserts the TOC field.

You can edit the field code information to quickly change the number of levels shown in your TOC.

1 Click in your table of contents, and then press Alt+F9. The field code information appears between curly brackets and looks like this: (Fig 17)

Fig 17



2 Change the numbers in the quotation marks. For example, if you want to show only two levels, change “1-3” to “1-2”.

3 Press Alt+F9 to display the table of contents again.

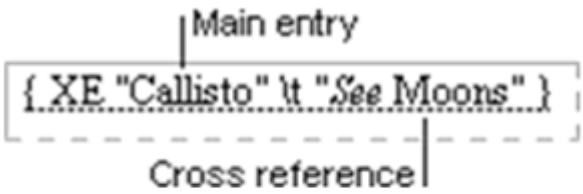
4 Update the table of contents to see your changes (References>Update Table).

— — — — — —

TASK 3: **Create and update an index**

An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. To create an index, you mark the index entries by providing the name of the main entry and the cross-reference in your document, and then you build the index. (Fig 18)

Fig 18



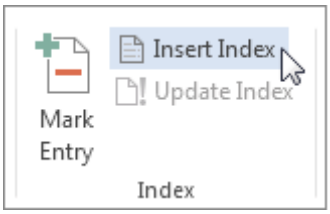

**Mark the entries**

These steps show you how to mark words or phrases for your index, but you can also Mark index entries for text that spans a range of pages.

1 Select the text you’d like to use as an index entry, or just click where you want to insert the entry.

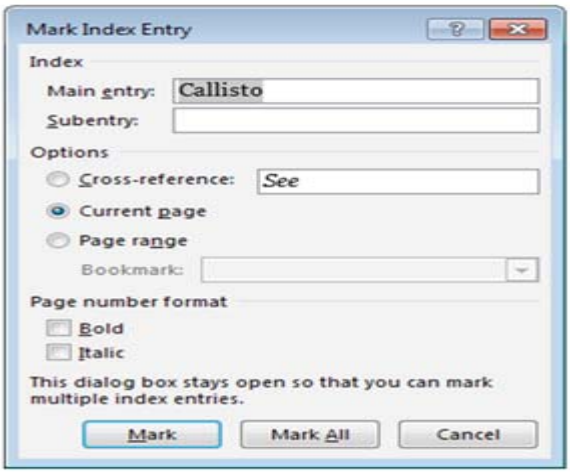
2 On the References tab, in the Index group, click. Mark Entry. (Fig 19)

Fig 19




3 You can edit the text in the Mark Index Entry dialog box. (Fig 20)

Fig 20




- You can add a second-level in the Subentry box. If you need a third level, follow the subentry text with a colon.
- To create a cross-reference to another entry, click Cross-reference under Options, and then type the text for the other entry in the box.
- To format the page numbers that will appear in the index, select the Bold check box or Italic check box below Page number format.

4 Click Mark to mark the index entry. To mark this text everywhere it shows up in the document, click Mark All.

5 To mark additional index entries, select the text, click in the Mark Index Entry dialog box, and then repeat steps 3 and 4

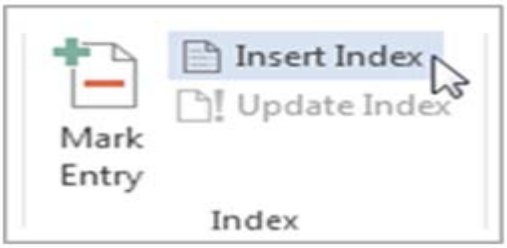
**Create the index**

After you mark the entries, you’re ready to insert the index into your document.

1 Click where you want to add the index.

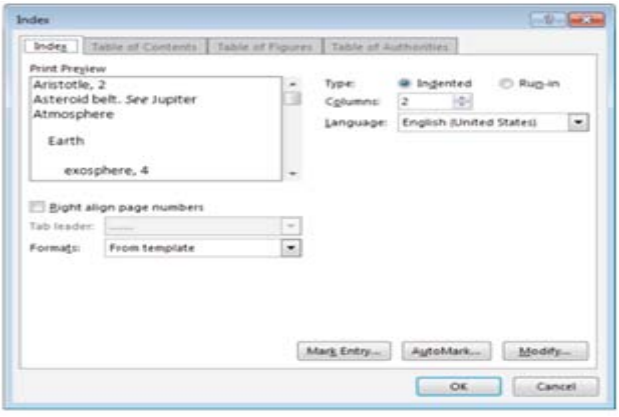
2 On the References tab, in the Index group, click Insert Index. (Fig 21)

Fig 21




3 In the Index dialog box, you can choose the format for text entries, page numbers, tabs, and leader characters. (Fig 22)

Fig 22



4 You can change the overall look of the index by choosing from the Formats dropdown menu. A preview is displayed in the window to the top left.

5 Click OK.

**Edit or format an index entry and update the index**

If you mark more entries after creating your index, you'll need to update the index to see them.

1 If you don't see the XE fields, click Show/Hidein the Paragraph group on the Home tab.

2 Find the XE field for the entry that you want to change, for example, { XE "Callisto" \t "See Moons" }.

3 To edit or format an index entry, change the text inside the quotation marks.

4 To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab. (Fig 23)

Fig 23

If you find an error in the index, locate the index entry that you want to change, make the change, and then update the index.

**Delete an index entry and update the index**

1 Select the entire index entry field, including the braces ({}), and then press DELETE.

If you don't see the XE fields, click Show/Hide ¶ in the Paragraph group on the Home tab.

2 To update the index, click the index, and then press F9. Or click Update Index in the Index group on the References tab. (Fig 24)

Fig 24

TASK 4: **Create a Hyperlink in different options**

**Create a hyperlink to a location on the web**

1 Select the text or picture that you want to display as a hyperlink.

2 On the Insert tab, click Hyperlink. You can also right-click the text or picture and click Hyperlink on the shortcut menu.

3 In the Insert Hyperlink box, type or paste your link in the Address box.

**Note: If you don't see the Address box, make sure Existing File or Web Page is selected under Link to.**

**Optionally, type different display text for your link in the Text to display box.**

**If you don't know the address for your hyperlink, click Browse the Web to locate the URL on the Internet and copy it.**

**Create a hyperlink to a file on your computer**

You can add a hyperlink to a file on your computer, or to a new file that you want to create on your computer.

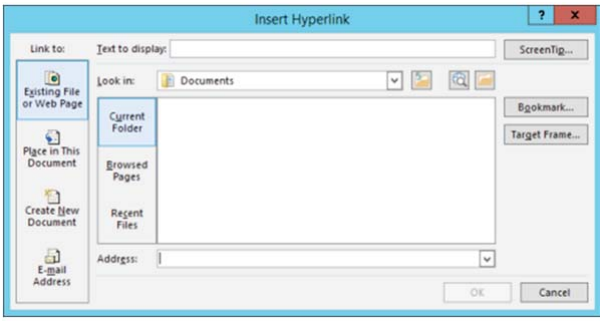
1 Select the text or picture that you want to display as a hyperlink.

2 On the Insert tab, click Hyperlink.

3 Under Link to, do one of the following:

- To link to an existing file, click Existing File or Web Page under Link to, and then find the file in the Look in list or the Current Folder list. (Fig 25)

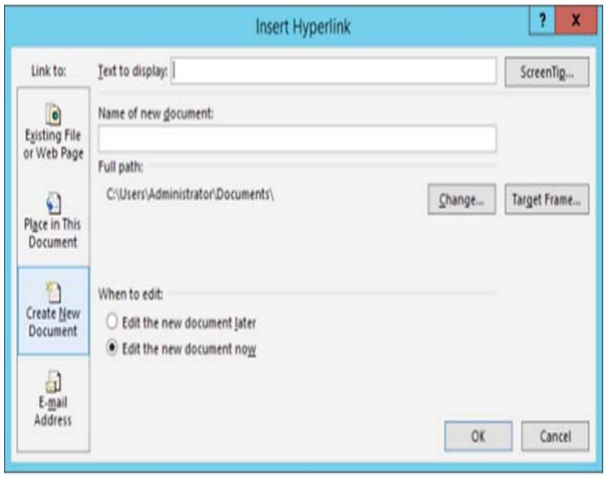
Fig 25




- To create a new, blank file and link to it, click Create New Document under Link to, type a name for the new file, and either use the location shown under Full path or browse to a different

save location by clicking Change. You can also choose whether to Edit the new document later or open and Edit the new document now. (Fig 26)

Fig 26



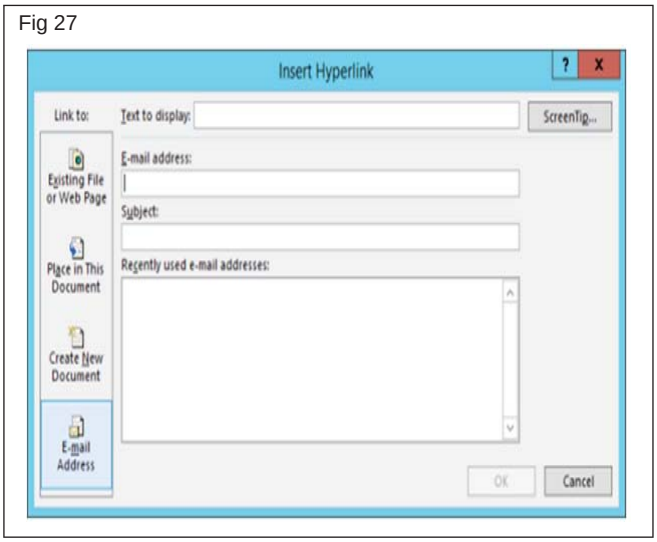

**Create a hyperlink to a new email message**

1 Select the text or picture that you want to display as a hyperlink.

2 On the Insert tab, click Hyperlink. You can also right-click the text or picture and click Hyperlink on the shortcut menu.

3 Under Link to, click E-mail Address. (Fig 27)

Fig 27




4 Either type the email address that you want in the E-mail address box, or select an address in the Recently used e-mail addresses list.

5 In the Subject box, type the subject of the message.

**Note: Some web browsers and email programs might not recognize the subject line.**

6 Click Ok button.

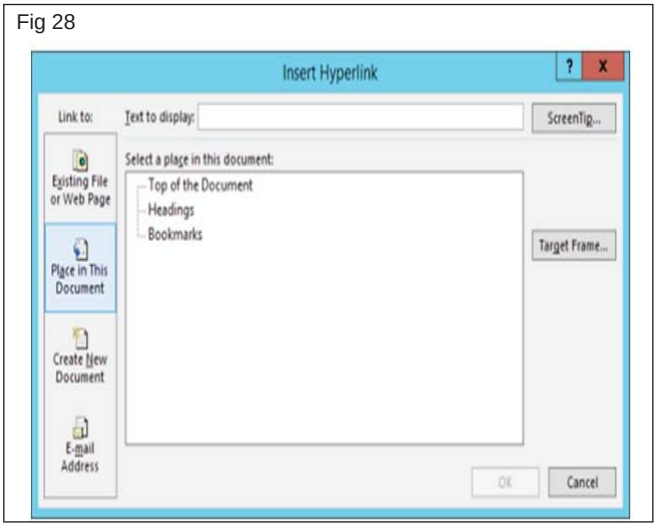
**Create a hyperlink to a location in the current document**

1 Select the text or picture that you want to display as a hyperlink.

2 On the Insert tab, click Hyperlink.. You can also right-click the text or picture and click Hyperlink on the shortcut menu.

3 Under Link to, click Place in This Document. (Fig 28)

Fig 28




4 In the list, select the heading (current document only), bookmark, slide, custom show, or cell reference that you want to link to.

5 Click Ok button.

**Optional**

To customize the ScreenTip that appears when you rest the pointer over the hyperlink, click ScreenTip in the top-right corner of the Insert Hyperlink dialog box and enter the text you want.

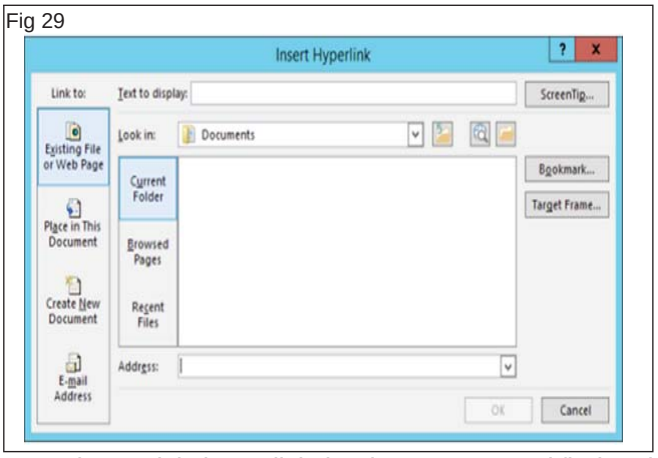
Create a hyperlink to a location in another document

1 Select the text or picture that you want to display as a hyperlink.

2 On the Insert tab, click Hyperlink. You can also right-click the text or picture and click Hyperlink on the shortcut menu.

3 Under Link to, click Existing File or Web Page. (Fig 29)

Fig 29




4 In the Look in box, click the down arrow, and find and select the file that you want to link to.

5 Click Bookmark, select the heading, bookmark, slide, custom show, or cell reference that you want, and then click OK.

TASK 5: **Insert Book mark, comment, equation, cross-reference footnotes**

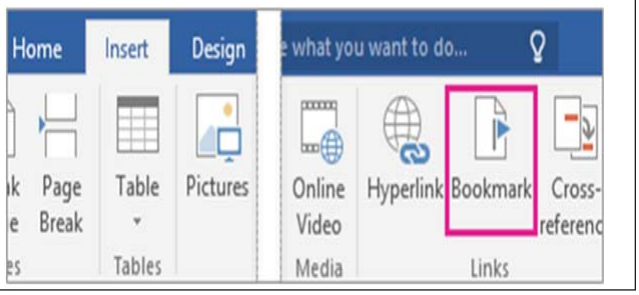
**Add or delete bookmarks in a Word**

**Bookmark the location**

1 Select text, a picture, or a place in your document where you want to insert a bookmark.

2 Click Insert>Bookmark. (Fig 30)

Fig 30



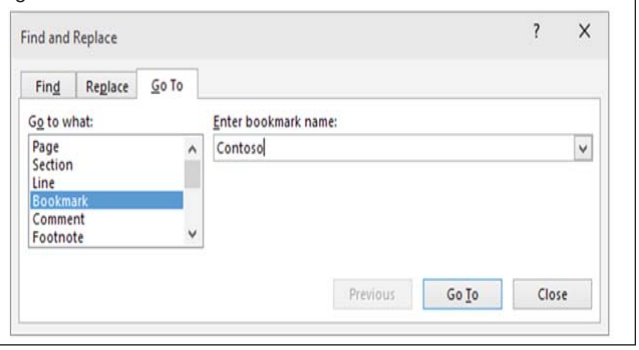

3 Under Bookmark name, type a name and click Add.

**Note: Bookmark names need to begin with a letter. They can include both numbers and letters, but not spaces. If you need to separate words, you can use an underscore ( _ )—for example, First_heading.**

**Go to the bookmarked location**

Type Ctrl+G to open the Go To tab in the Find and Replace box. Under Go to what, click Bookmark. Enter or select the bookmark name, and then click Go To. (Fig 31)

Fig 31




**Link to a bookmark**

You can also add hyperlinks that will take you to a bookmarked location in the same document.

1 Select the text or object you want to use as a hyperlink.

2 Right-click and then click Hyperlink.

3 Under Link to, click Place in This Document.

4 In the list, select the heading or bookmark that you want to link to.

**Note: To customize the Screen Tip that appears when you rest the pointer over the hyperlink, click ScreenTip, and then type the text that you want.**

5 Click OK.

**Delete a bookmark**

1 Click Insert>Bookmark.

2 Click either Name or Location to sort the list of bookmarks in the document.

3 Click the name of the bookmark you want to delete, and then click Delete.

4 If you have inserted a hyperlink to the deleted bookmark, right-click the linked text and then click Remove Hyperlink.

**Note: To delete both the bookmark and the bookmarked item (such as a block of text or other element), select the item, and then press Delete.**

**Insert or delete a comment**

1 Select the content you want to comment on.

2 Go to Review >Comments >New Comment, and make your comment. If you want to make changes to any of your comments, just go back and edit them.

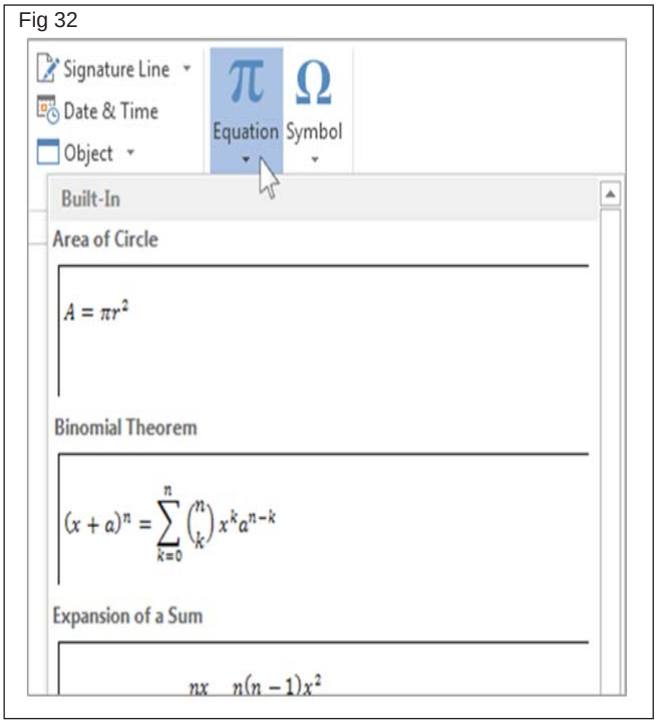
3 To reply to a comment, go to the comment, and select Reply

**Insert Equations**

1 Place the cursor where you want to insert an Equation

2 Choose > Insert > Equation and click arrow button. See the fig- and follow. (Fig 32)

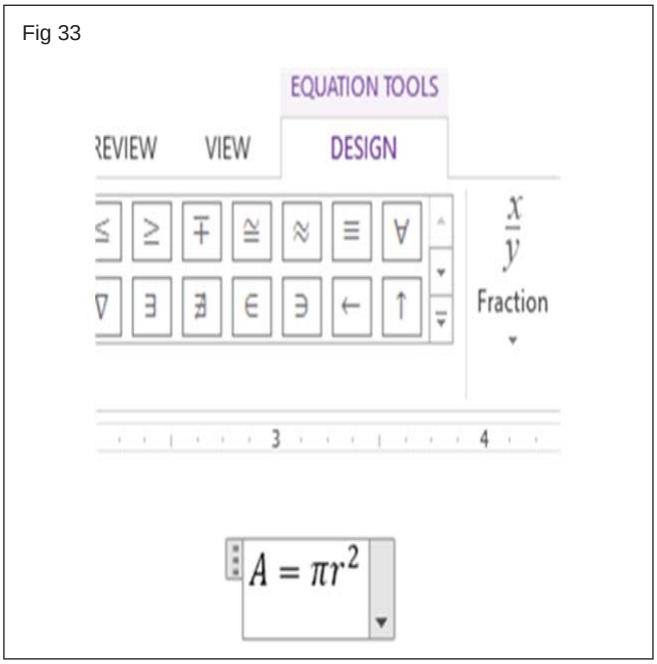
Fig 32




3 Choose and click the equation which type you want to insert it. Now the Inserted equation will appear as shown in fig 33.

4 After you insert the equation the Equation Tools Design tab opens with symbols and structures that can be added to your equation

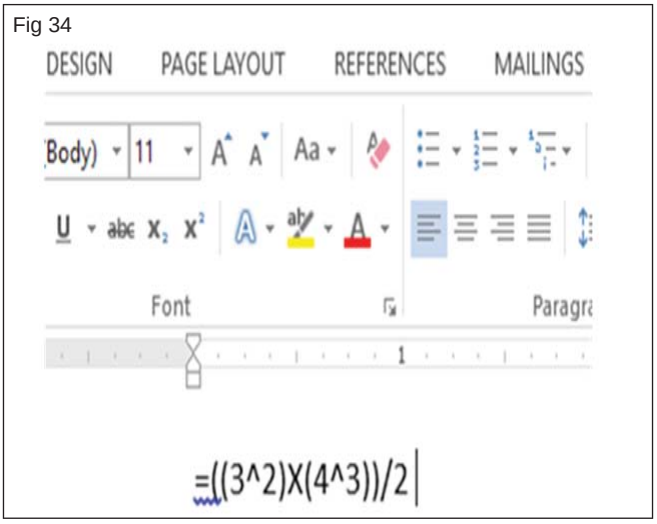
Fig 33




**Insert Equation in normal typed text**

1 Type the text given in the following fig 34.

Fig 34



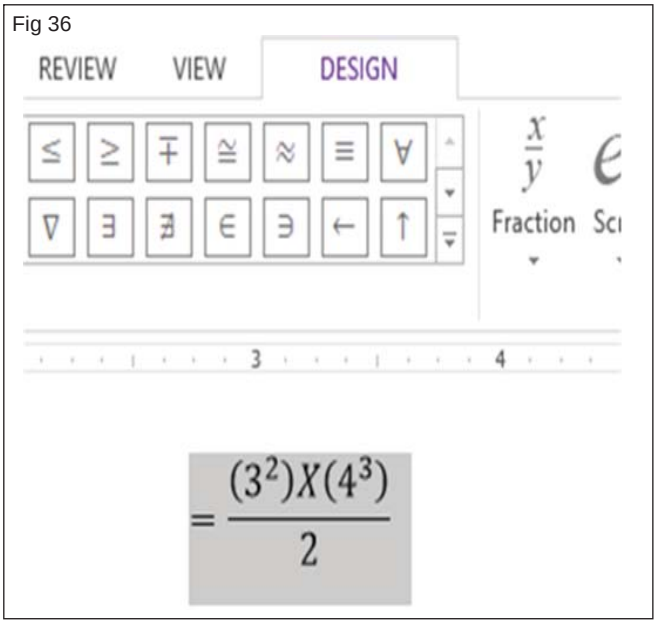

2 Select the text

3 Choose Insert and click Equation button

4 Select Professional Button in the Tool group under the Equation Tools. Fig 35

5 The Equation will appear in professionally as shown in the following fig 36.

Fig 36




**Insert the cross-reference**

1 In the document, type the text that begins the cross-reference.

2 On the Insert tab, click Cross-reference. (Fig 37)

Fig 37

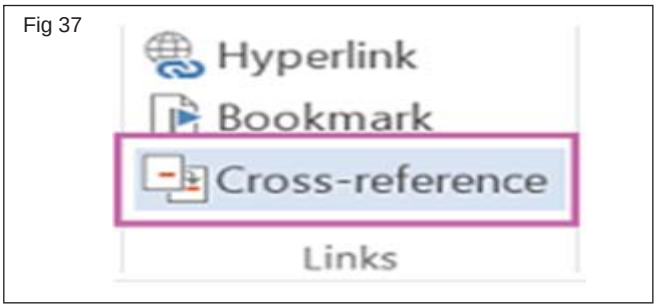
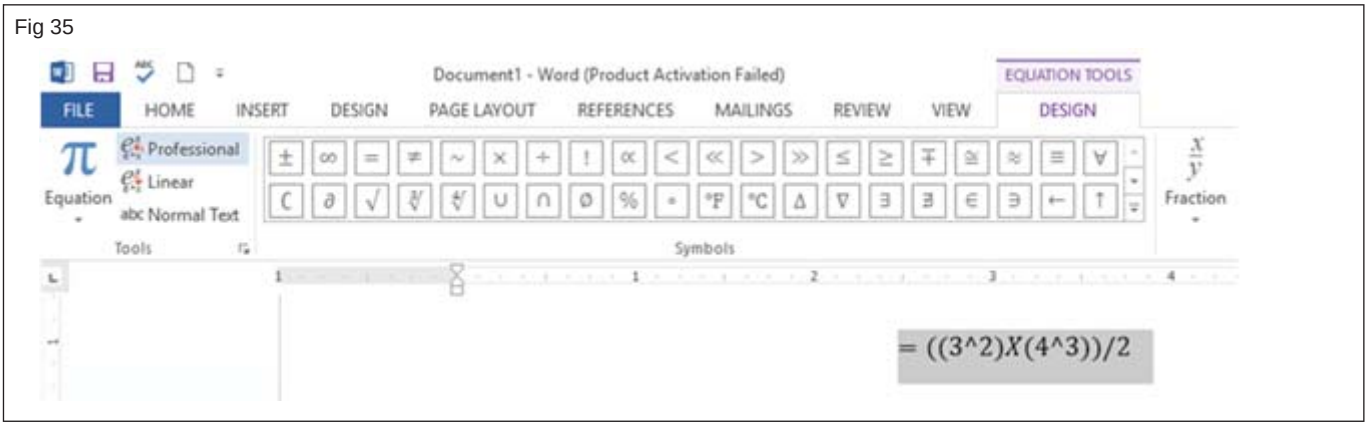



Fig 35




3 In the Reference type box, click the drop-down list to pick what you want to link to. The list of what's available depends on the type of item (heading, page number, etc.) you're linking to. (Fig 38)

4 In the Insert reference to box, click the information you want inserted in the document. Choices depend on what you chose in step 3. (Fig 39)

Fig 38

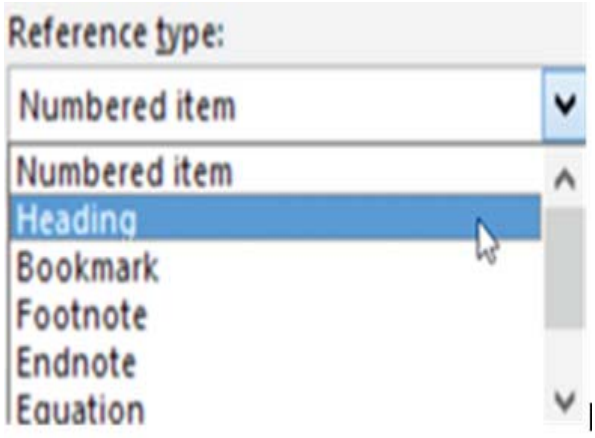
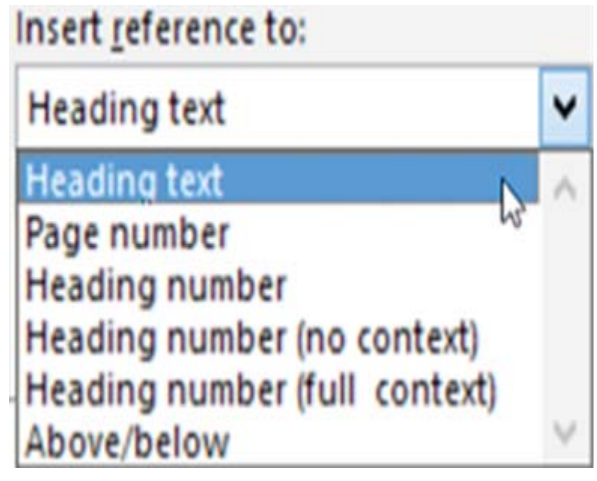


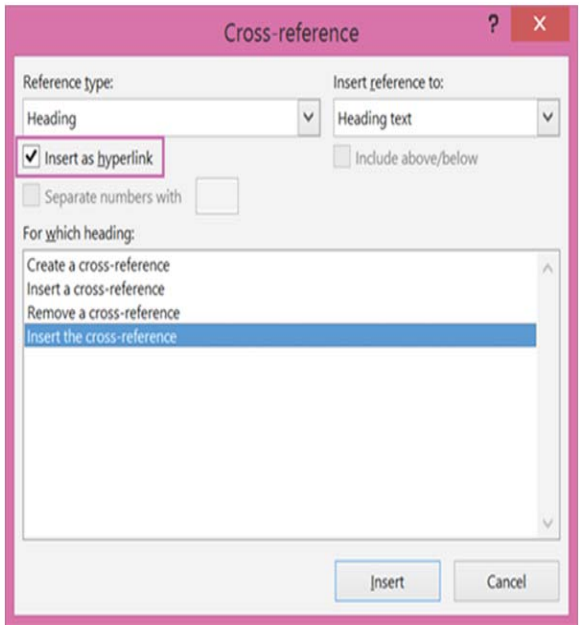

Fig 39




5 In the For which box, click the specific item you want to refer to, such as “Insert the cross-reference.”

6 To allow users to jump to the referenced item, select the Insert as hyperlink check box. (Fig 40)

Fig 40



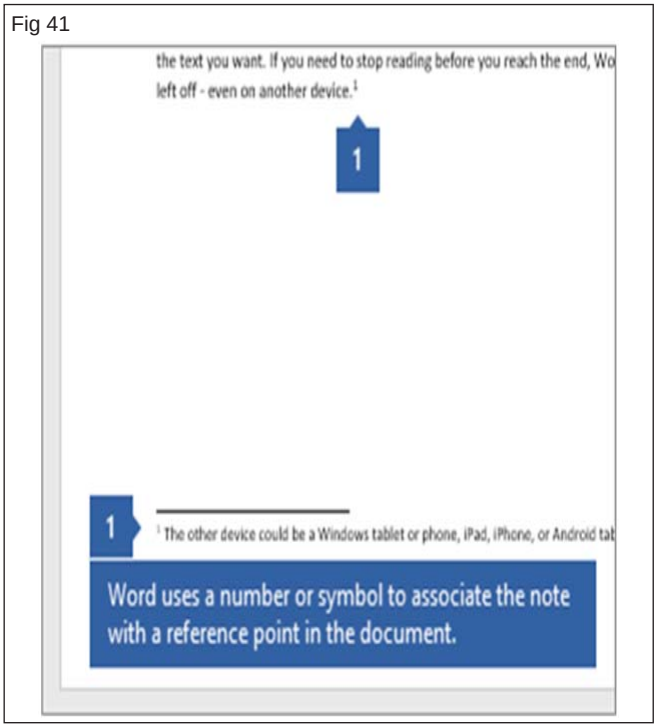

7 If the Include above/below check box is available, check it to include specify the relative position of the referenced item.

8 Click Insert.

**Insert footnotes and endnotes**

Footnotes appear at the bottom of the page and endnotes come at the end of the document. A number or symbol on the footnote or endnote matches up with a reference mark in the document. (Fig 41)

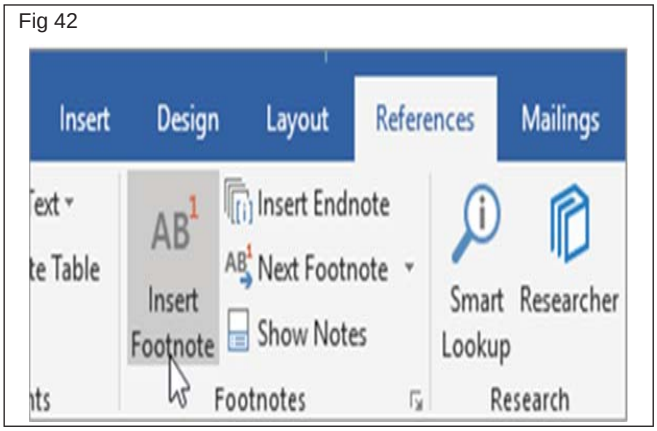
Fig 41




1 Click where you want to reference to the footnote or endnote.

2 On the References tab, select Insert Footnote or Insert Endnote. (Fig 42)

Fig 42




3 Enter what you want in the footnote or endnote.

4 Return to your place in the document by double-clicking the number or symbol at the beginning of the note.

TASK 6: **Check spelling and grammar, translate utility**

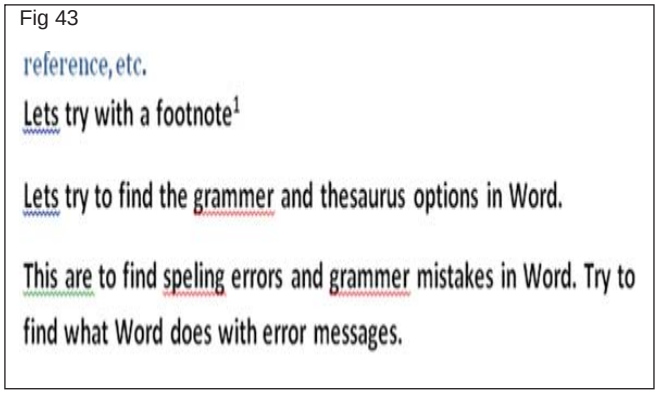
1 Goto Page 3 in the word document saved.

2 Type as following ( though it is error, ignore it

This are to find spelling errors and grammer mistakes in Word. Try to find what Word does with error messages.

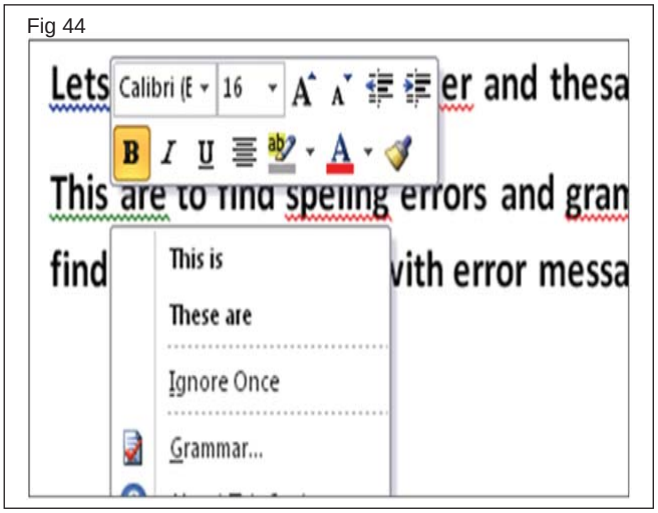
3 Save the document on completion and see, green underlined errors are grammatical mistakes, while red underlined are spelling mistakes as in Fig 43.

Fig 43




4 Right click on the error underlined phrase to find the correct options and replace proper grammar / spelling as in Fig 44.

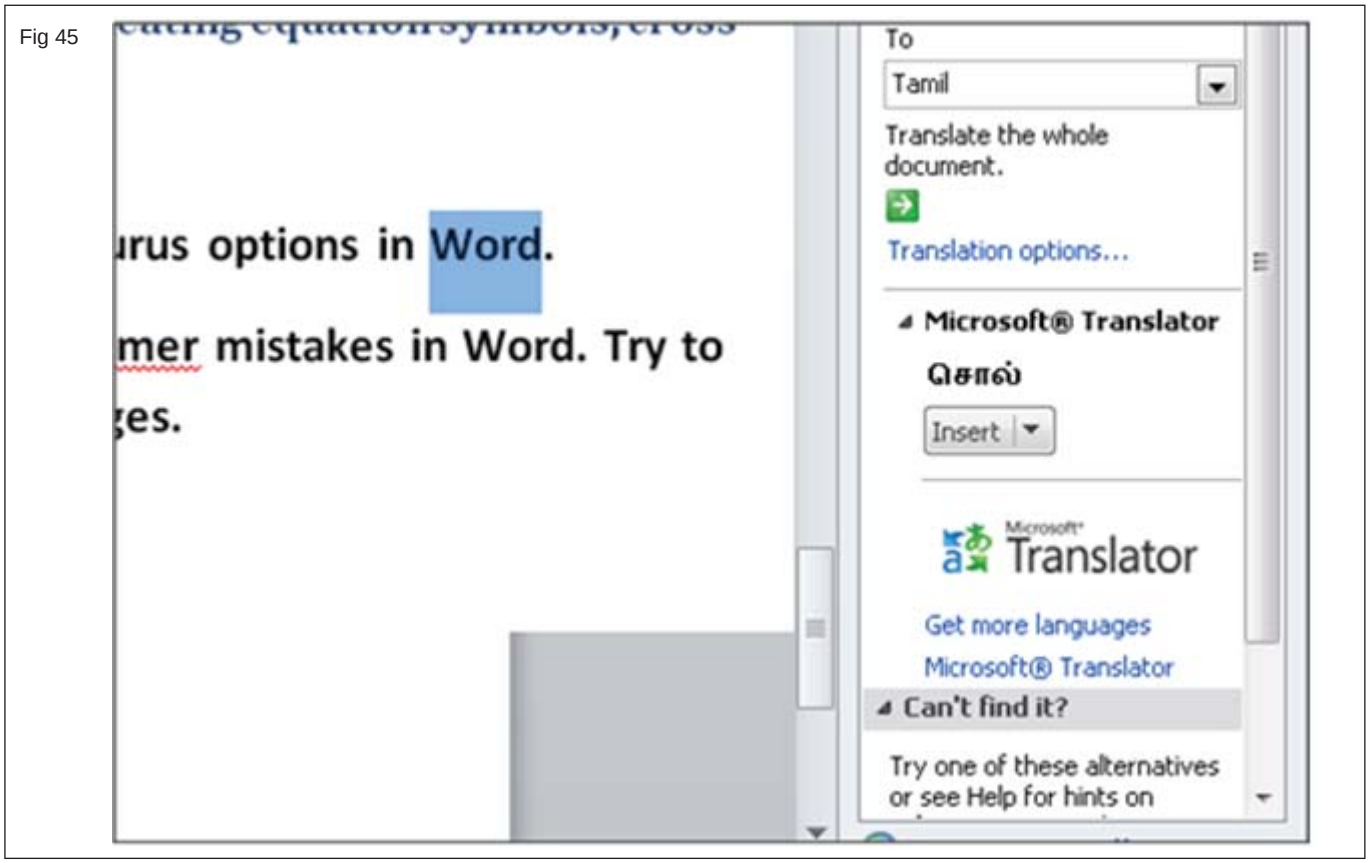
Fig 44




5 Select a word in the sentence, say Word in this example, and right click for options and find Translate.

6 Click on translate to get the panel enabled as in Fig 45.

Fig 45




Word displays the translate panel with languages options, which allows to get translated word in the selected language if available or send to Microsoft translator option online and get back proper translation.

7 For other options get cleared with instructor.

— — — — — —

# Practice of using shortcut keys & using macro for creating shortcut

**Objectives:** At the end of this exercise you shall be able to
- **practice the shortcut keys in word document.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

TASK 1: **Practice the shortcut keys in word document**

**Common tasks in microsoft word**

| | |
|---|---|
| CTRL+SHFT+SPACEBAR | Create a nonbreaking space. |
| CTRL+SHFT+HYPHEN | Create a nonbreaking hyphen. |
| CTRL+B | Make letters bold. |
| CTRL+I | Make letters italic. |
| CTRL+U | Make letters underline. |
| CTRL+SHFT+< | Decrease font size one value. |
| CTRL+SHFT+> | Increase font size one value. |
| CTRL+[ | Decrease the font size by 1 point. |
| CTRL+] | Increase the font size by 1 point. |
| CTRL+SPACEBAR | Remove paragraph or character formatting. |
| CTRL+C | Copy the selected text or object. |
| CTRL+X | Cut the selected text or object. |
| CTRL+V | Paste text or an object. |
| ALT+ CTRL +V | Paste special |
| CTRL+SHFT+V | Paste formatting only |
| CTRL+Z | Undo the last action. |
| CTRL+Y | Redo the last action. |
| CTRL+SHFT+G | Open the Word Count dialog box. |

| **Create, view, and save documents** | |
|---|---|
| CTRL+N | Create a new document. |
| CTRL+O | Open a document. |
| CTRL+W | Close a document. |
| ALT+CTRL+S | Split the document window. |
| ALT+SHFT+C or ALT+CTRL+S | Remove the document window split. |
| CTRL+S | Save a document. |

| Find, replace, and browse through text | |
|---|---|
| CTRL+F | Open the Navigation task pane (to search document). |
| ALT+CTRL+Y | Repeat find (after closing Find and Replace window). |
| CTRL+H | Replace text, specific formatting, and special items. |
| CTRL+G | Go to a page, bookmark, footnote, table, comment, graphic, or other location. |
| ALT+CTRL+Z | Switch between the last four places that you have edited. |
| ALT+CTRL+HOME | Open a list of browse options. Press the arrow keys to select an option, and then press ENTER to browse through a document by using the selected option. |
| CTRL+PAGE UP | Move to the previous browse object (set in browse options). |
| CTRL+PAGE DOWN | Move to the next browse object (set in browse options). |
| **Switch to another view** | |
| ALT+CTRL+P | Switch to Print Layout view. |
| ALT+CTRL+O | Switch to Outline view. |
| ALT+CTRL+N | Switch to Draft view. |
| **Outline view** | |
| ALT+SHFT+LEFT ARROW | Promote a paragraph. |
| ALT+SHFT+RIGHT ARROW | Demote a paragraph. |
| CTRL+SHFT+N | Demote to body text. |
| ALT+SHFT+UP ARROW | Move selected paragraphs up. |
| ALT+SHFT+DOWN ARROW | Move selected paragraphs down. |
| ALT+SHFT+PLUS SIGN | Expand text under a heading. |
| ALT+SHFT+MINUS SIGN | Collapse text under a heading. |
| ALT+SHFT+A | Expand or collapse all text or headings. |
| ALT+SHFT+L | Show the first line of body text or all body text. |
| ALT+SHFT+1 | Show all headings with the Heading 1 style. |
| ALT+SHFT+n | Show all headings up to Heading n. |
| CTRL+TAB | Insert a tab character. |
| **Print and preview documents** | |
| CTRL+P | Print a document. |
| ALT+CTRL+I | Switch to print preview. |
| Arrow keys | Move around the preview page when zoomed in. |
| PAGE UP or PAGE DOWN | Move by one preview page when zoomed out. |
| CTRL+HOME | Move to the first preview page when zoomed out. |
| CTRL+END | Move to the last preview page when zoomed out |
| **Review documents** | |
| ALT+CTRL+M | Insert a comment. |
| CTRL+SHFT+E | Turn change tracking on or off. |
| ALT+SHFT+C | Close the Reviewing Pane if it is open. |

| Full screen reading view | |
|---|---|
| HOME | Go to beginning of document. |
| END | Go to end of document. |
| n, ENTER | Go to page n. |
| ESC | Exit reading layout view. |
| **References, footnotes, and endnotes** | |
| ALT+SHFT+O | Mark a table of contents entry. |
| ALT+SHFT+I | Mark a table of authorities entry (citation). |
| ALT+SHFT+X | Mark an index entry. |
| ALT+CTRL+F | Insert a footnote. |
| ALT+CTRL+D | Insert an endnote. |
| **Move through your document** | |
| LEFT ARROW | One character to the left |
| RIGHT ARROW | One character to the right |
| CTRL+LEFT ARROW | One word to the left |
| CTRL+RIGHT ARROW | One word to the right |
| CTRL+UP ARROW | One paragraph up |
| CTRL+DOWN ARROW | One paragraph down |
| SHFT+TAB | One cell to the left (in a table) |
| TAB | One cell to the right (in a table) |
| UP ARROW | Up one line |
| DOWN ARROW | Down one line |
| END | To the end of a line |
| HOME | To the beginning of a line |
| ALT+CTRL+PAGE UP | To the top of the window |
| ALT+CTRL+PAGE DOWN | To the end of the window |
| PAGE UP | Up one screen (scrolling) |
| PAGE DOWN | Down one screen (scrolling) |
| CTRL+PAGE DOWN | To the top of the next page |
| CTRL+PAGE UP | To the top of the previous page |
| CTRL+END | To the end of a document |
| CTRL+HOME | To the beginning of a document |
| SHFT+F5 | To a previous revision |
| SHFT+F5 | After opening a document, to the location you were working in when the document was last closed |
| **Move around in a table** | |
| TAB | To the next cell in a row |
| SHFT+TAB | To the previous cell in a row |
| ALT+HOME | To the first cell in a row |
| ALT+END | To the last cell in a row |
| ALT+PAGE UP | To the first cell in a column |

| | |
|---|---|
| ALT+PAGE DOWN | To the last cell in a column |
| UP ARROW | To the previous row |
| DOWN ARROW | To the next row |
| ALT+SHFT+UP ARROW | Row up |
| ALT+SHFT+DOWN ARROW | Row down |
| **Insert paragraphs and tab characters in a table** | |
| ENTER | New paragraphs in a cell |
| CTRL+TAB | Tab characters in a cell |
| **Copy formatting** | |
| CTRL+SHFT+C | Copy formatting from text. |
| CTRL+SHFT+V | Apply copied formatting to text. |
| **Change or resize the font** | |
| CTRL+SHFT+F | Open the Font dialog box to change the font. |
| CTRL+SHFT+> | Increase the font size. |
| CTRL+SHFT+< | Decrease the font size. |
| CTRL+] | Increase the font size by 1 point. |
| CTRL+[ | Decrease the font size by 1 point. |
| **Apply character formats** | |
| CTRL+D | Open the Font dialog box to change the formatting of characters. |
| SHFT+F3 | Change the case of letters. |
| CTRL+SHFT+A | Format all letters as capitals. |
| CTRL+B | Apply bold formatting. |
| CTRL+U | Apply an underline. |
| CTRL+SHFT+W | Underline words but not spaces. |
| CTRL+SHFT+D | Double-underline text. |
| CTRL+SHFT+H | Apply hidden text formatting. |
| CTRL+I | Apply italic formatting. |
| CTRL+SHFT+K | Format letters as small capitals. |
| CTRL+EQUAL SIGN | Apply subscript formatting (automatic spacing). |
| CTRL+SHFT+PLUS SIGN | Apply superscript formatting (automatic spacing). |
| CTRL+SPACEBAR | Remove manual character formatting. |
| CTRL+SHFT+Q | Change the selection to the Symbol font. |
| **Set the line spacing** | |
| CTRL+1 | Single-space lines. |
| CTRL+2 | Double-space lines. |
| CTRL+5 | Set 1.5-line spacing. |
| CTRL+0 (zero) | Add or remove one line space preceding a paragraph. |

**Align paragraphs**

| | |
|---|---|
| CTRL+E | Switch a paragraph between centered and left-aligned. |
| CTRL+J | Switch a paragraph between justified and left-aligned. |
| CTRL+R | Switch a paragraph between right-aligned and left-aligned. |
| CTRL+L | Left align a paragraph. |
| CTRL+M | Indent a paragraph from the left. |
| CTRL+SHFT+M | Remove a paragraph indent from the left. |
| CTRL+T | Create a hanging indent. |
| CTRL+SHFT+T | Reduce a hanging indent. |
| CTRL+Q | Remove paragraph formatting. |

TASK 2: **USing macro for creating shortcut**

1 Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 or a later version, click the File tab of the ribbon and then click Options.)

2 At the left side of the dialog box, click Customize (Word 2007) or Customize Ribbon (Word 2010 or later).

3 Near the bottom of the dialog box, click the Customize button. Word displays the Customize Keyboard dialog box. (Fig 1)

4 Scroll through the Categories list and select the Macros category. The list at the right side of the dialog box changes to show the currently available macros.

5 In the Macros list, select the macro you want assigned to the shortcut key.

6 With the insertion point in the Press New Shortcut Key box, press the shortcut key you want to use. For instance, if you want to use Ctrl+Alt+J, press that.

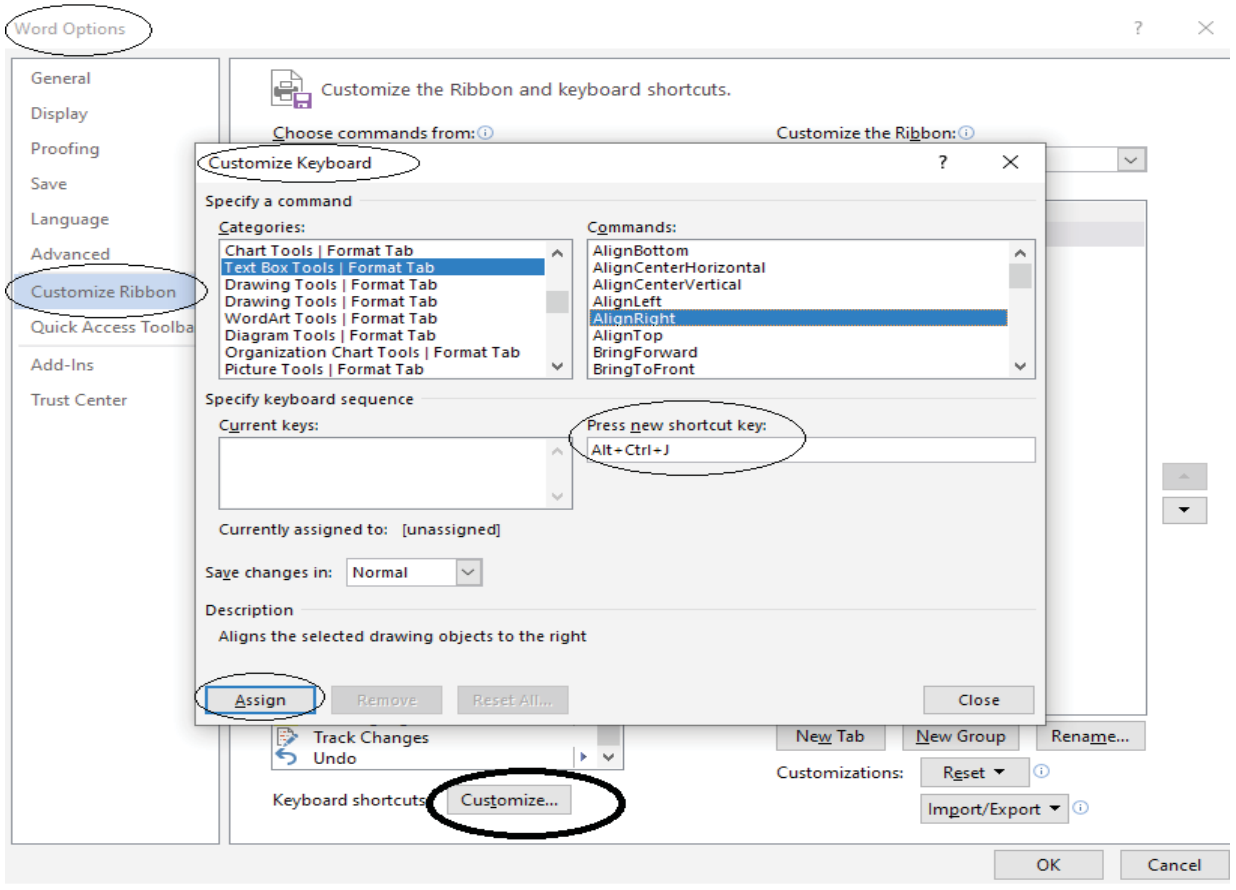
7 Just below the Current Keys box you can see whether the shortcut key is already assigned to a different function.

8 Click on Assign.

9 Repeat steps 5 through 8 for each change you want to make.

10 Click on Close.

Fig 1



# Typing practice using open source typing Tutor

**Objectives:** At the end of this exercise you shall be able to
- **practice or typing of the english alphabet**
- **practice typing of the given words each five times**
- **practice typing of the given sentences each five times.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Practice of typing of the english alphabet**

abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.zyxwvutsrqponmlkjihgfdcba
abcdefghijklmnopqrstuvwxyz., ,.Zyxwvutsrqponmlkjihgfdcba

— — — — — —

TASK 2: **Practice typing of the given words each five times**

| | | | | | |
|---|---|---|---|---|---|
| Cosmo | instant | youthful | personnel | correspond | xanthophylls |
| Quota | zigzags | up-board | witnessed | fulfilling | contemplate |
| necy., | morning | hitherto | pessimism | technology | distributor |
| etc., | brevity | emphasis | peasantry | indulgence | formulating |
| viz., | written | impulses | tolerance | privileges | controversy |
| doz., | endorse | judgment | elevation | rejuvenate | sacrificing |

— — — — — —

TASK 3: **Practice typing of the given sentences each five times**

1 Lost time is never regained.
2 Get up early and do your work.
3 Today's youth and tomorrow's old.
4 Age is a virtue when wisdom is with it.
5 Measure your word before it goes out of you.
6 My steps are measured.
7 A friend in need is a friend indeed.
8 Children are innocent and should be guided rightly.
9 Our Land has great sages who knew the eternal-truth.
10 Truth never fails.

— — — — — —

TASK 4: **Practice of typing of the english alphabet**

**Learning numerical: type the following numbers as per the instruction of your teacher:**

| | | | | | |
|---|---|---|---|---|---|
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |
| 123454 | 098767 | 123454 | 098767 | 123454 | 098767 |

— — — — — —

TASK 5: **Type the following numbers each 5 times**

| | | | | | | |
|---|---|---|---|---|---|---|
| 153 | 4586 | 48766 | 1298 | 96842 | 67,492 | 9,18,17,615 |
| 765 | 9539 | 97530 | 6541 | 78646 | 65,431 | 10,87,43,111 |
| 187 | 7654 | 65431 | 2244 | 98761 | 78654 | 4,16,22,44,882 |
| 786 | 1009 | 28761 | 7755 | 87652 | 97531 | 9,34,53,05,090 |
| 440 | 5599 | 76542 | 4174 | 9442 | 805515 | 9,89,45,82,990 |

— — — — — —

TASK 6: **Using of shift keys - left & right**

| | | | | | |
|---|---|---|---|---|---|
| January | February | March | April | May | June |
| July | August | September | October | November | December |
| Tamil | English | Tamilnadu | Andhra | Karnataka | Orissa |
| Maharastra | Delhi | Himalaya | Simla | India | Srilanka |
| America | Calcutta | Kolcatta | Tailand | England | Kuwait |
| West indies | Africa | German | Russia | Rome | Kerala |
| Parthiban | Dikshaya | Anandan | Vidiya | Vijayanthi | Glory |
| Trinita | Feeba | Glory | Kumar | Balaji | Shyamala |
| Freeda | Joel | Royston | Rajini | Kamal | Sivaji |

| | | | | |
|---|---|---|---|---|
| Superintendent | Confidential | Government | Schedule | Notification |
| Secretary | Proceedings | Reference | subject | Enclosure |

— — — — — —

TASK 7: **Typing practice**

1 Pack my box with five dozen liquor jugs.

2 A quick brown fox slowly jumped over the lapdogs.

3 Five prizes were quickly distributed by the judged examiners.

4 Handy Jack's quixotic laziness may grow to be far expensive.

5 Gay men with extra pluck and zeal would often have quiet job.

6 Black market fugitive should be quickly expelled with zeal.

7 May we have Jack squires fix the big lamps for Andy Ziegler?

8 Have you seen my brother-in-Law Jayavendan?

9 The partition of India affected more than 506 of our people.

10 Balaji worked with Zealand vigour.

11 Joel & Subashini took their child on 2nd January 2005 for Kuwait.

12 Messer Parthiban & Co., Ltd were great toymakers.

13 The son got ¾ and the daughter Dikshaya ¼ of their shares.

14 The French Revolution war was in the year 1709

15 Received 5 sets of Typist's Tables (2'-5") & chairs (18" 6")

16 Now the cost of gold is very high. (Onegram = Rs.1,500/=)

17 Every Indian should say "No Partition".

18 Leave 2 spaces after (.) and (?)

19 Punctuation should be marked carefully.

20 Character builds a good family.

21 Service to the Community is humanity.

22 Anandan got cent percent result in his subject.

23 We must be proud of our Nation.

24 Untouch ability is as in. Un touch ability is a crime and also in human.

25 Time and tide wait for none. So, make use of the time. All the best.

— — — — — —

# MS Excel Screen components and Tools

**Objectives:** At the end of this exercise you shall be able to
- **open new microsoft office excel workbook in windows operating system**
- **observe the Excel workbook Tabs, Ribbons and its components.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

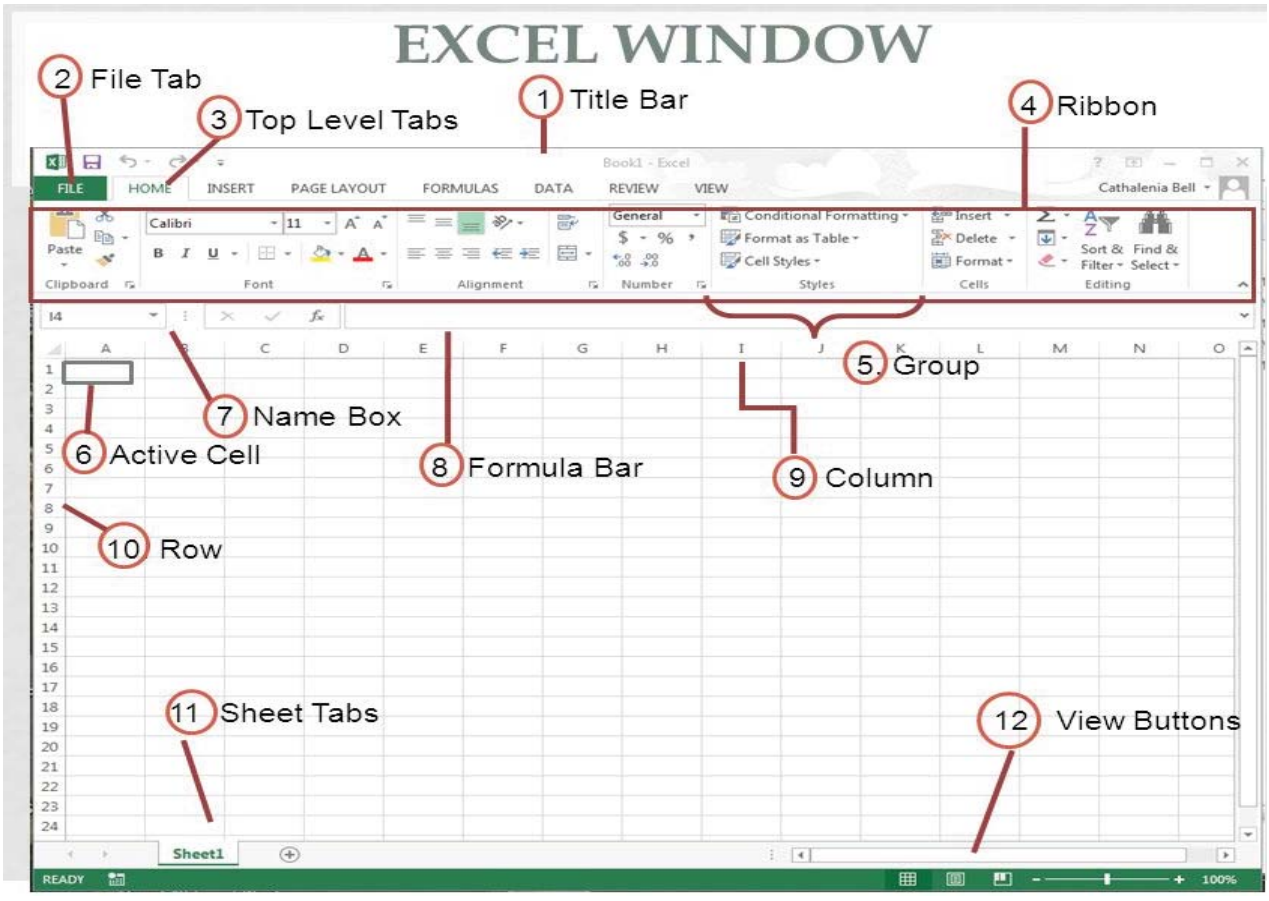
TASK 1: **Opening new microsoft office excel workbook in windows operating system**

1 Press windows Key in Keyboard

2 Choose Micsrosoft office and click Microsoft office excel.

3 Click Blank work book. The new Microsoft office excel workbook will appear on screen. (Fig 1)

Fig 1



TASK 2: **Observe the Excel workbook Tabs, Ribbons and its components**

1 Open the New Excel workbook (Fig 2)

2 Observe and write name of the Tabs and Ribbon groups of the corresponding Tab in the below table.

Fig 2

| S.No | Tab Name | Ribbon Group |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

# Create Save and Formatting Excel Sheet

**Objectives:** At the end of this exercise you shall be able to
- **create an excel worksheet**
- **enter data into the cell**
- **insert borders to the table**
- **save and exit excel.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

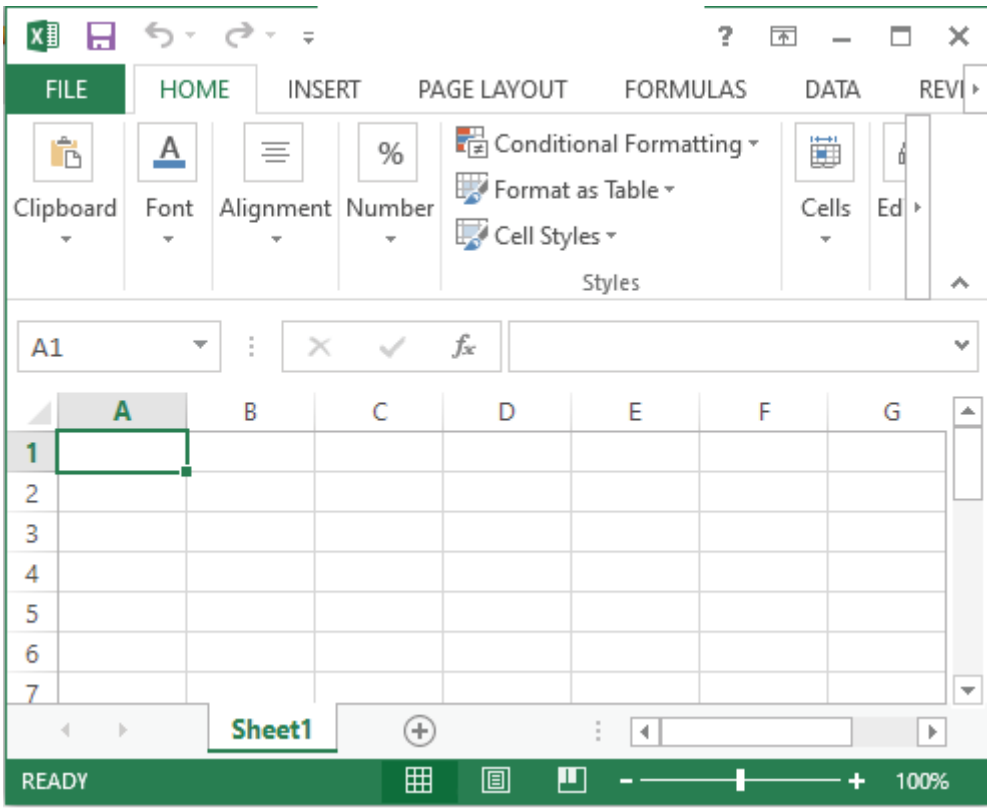
TASK 1: **Create MS-Excel Worksheet**

1 Invoke Excel application package by following sequence

Click start button -> All Programs -> Microsoft Excel 2010

**Microsoft Excel splash screen appears for a moment and a blank Excel Worksheet appears as shown in Fig 1**

Fig 1

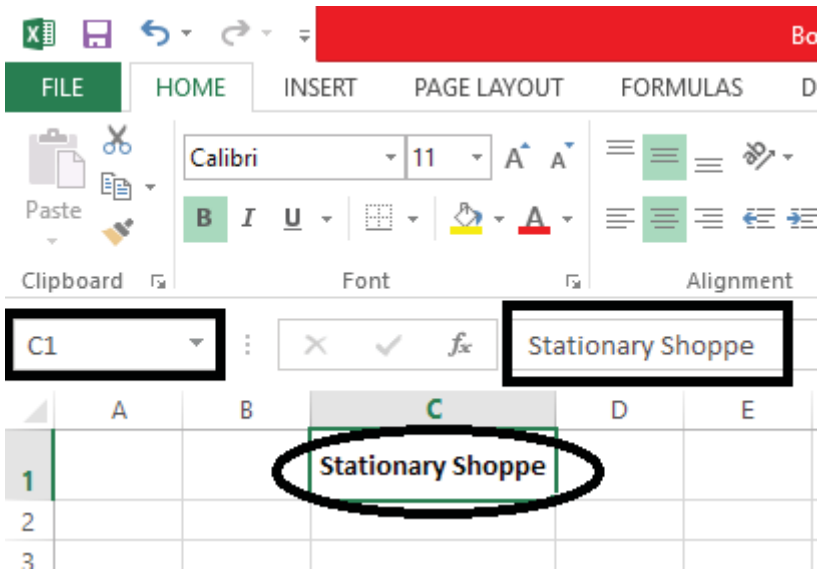


TASK 2: **Enter data into the cell**

1 Click at C1 cell and type the name of a stationery shoppe and press “Enter” key.

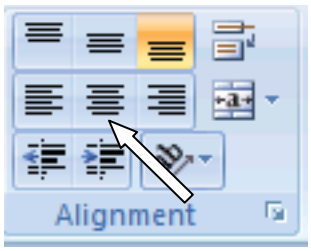
**The existing cell address will be displayed in Name box and content will be displayed in formula bar/ reference area and in the cell. If the typed text is more than that can be accommodated in the cell it gets displayed over the next cell as shown in Fig 2.**

Fig 2



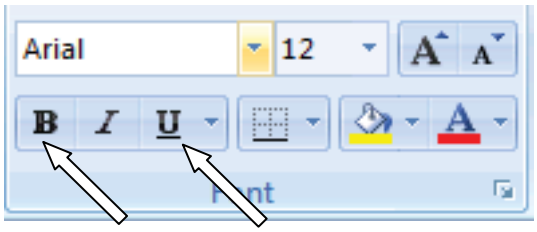

2 Click the Center alignment button from Alignment group as shown in Fig 3.

Fig 3




3 Click the **B** Bold and U Underline button from Font group as shown in Fig 4.

Fig 4




**The underline style can be changed into single or double by clicking on the drop down arrow next to button.**

4 Enter the following data in the cells as given below

Click on cell A4. Type “Sl.No.” and press “Right Arrow” key.

Type “Item” and press “Right Arrow” key.

Type “Rate” and press “Right Arrow” key.

Type “ Quantity” and press “Right Arrow” key.

Type “Amount” and press “Enter” key.

**Up /Down arrow keys can be used to move to cells in vertical directions and Left/Right arrow keys can be used to move to cells in horizontal directions**

**Entering Data using Fill**

5 Click on cell A5 and type 1 and press “Enter” key.

6 Click on cell A5 and move the pointer to the right bottom of the cell

A black ‘+’ sign will appear

7 Click Right button of the mouse and drag till A14

A context will appear as shown in Fig 5.

8 Click Fill Series from this menu.

9 Click CENTER ALIGNMENT button from Alignment group.

10 Enter the following data into the cell. (Fig 6)

Fig 5

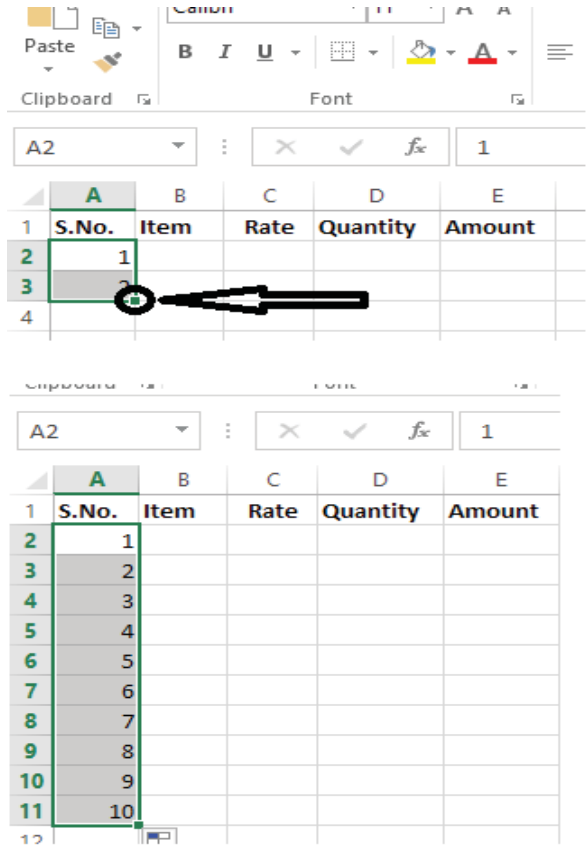
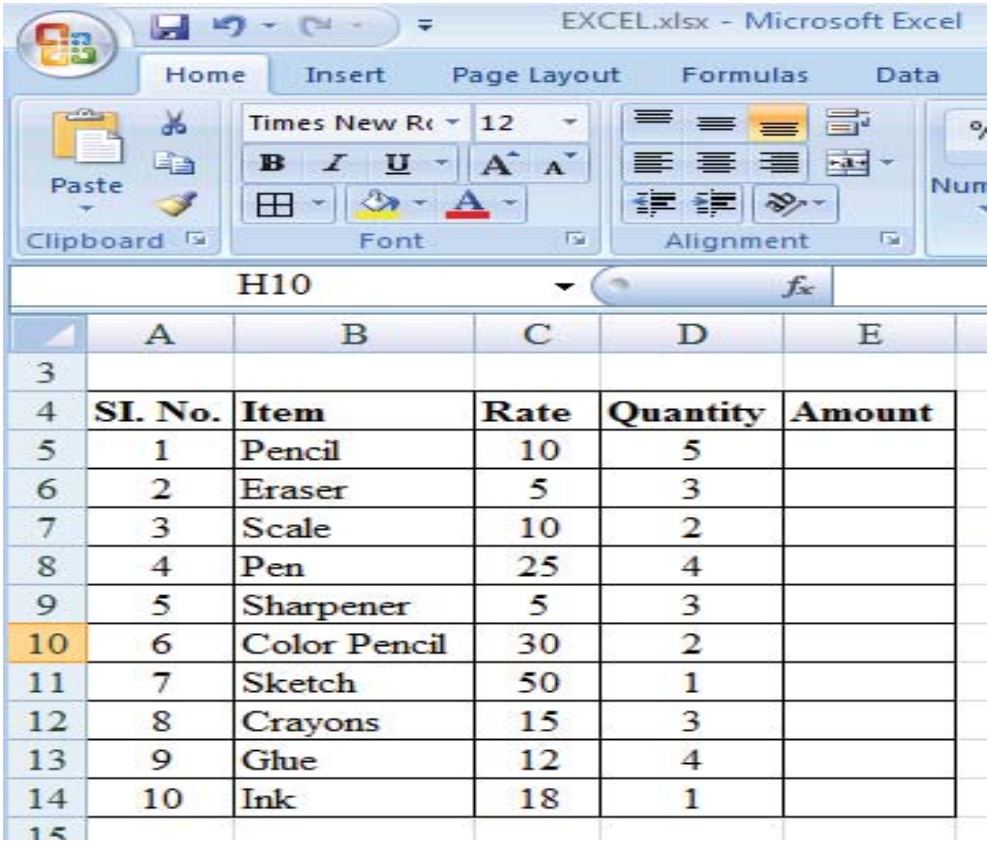



Fig 6




| SI. No. | Item | Rate | Quantity | Amount |
|---|---|---|---|---|
| 1 | Pencil | 10 | 5 | |
| 2 | Eraser | 5 | 3 | |
| 3 | Scale | 10 | 2 | |
| 4 | Pen | 25 | 4 | |
| 5 | Sharpener | 5 | 3 | |
| 6 | Color Pencil | 30 | 2 | |
| 7 | Sketch | 50 | 1 | |
| 8 | Crayons | 15 | 3 | |
| 9 | Glue | 12 | 4 | |
| 10 | Ink | 18 | 1 | |

TASK 3: **Inserting borders to the table**

1 Click on the cell A4 and move the Mouse pointer towards to E4 without releasing the mouse button to select the cells

2 Click on the Border button from Font group

A Context menu appears as shown in Fig 7.

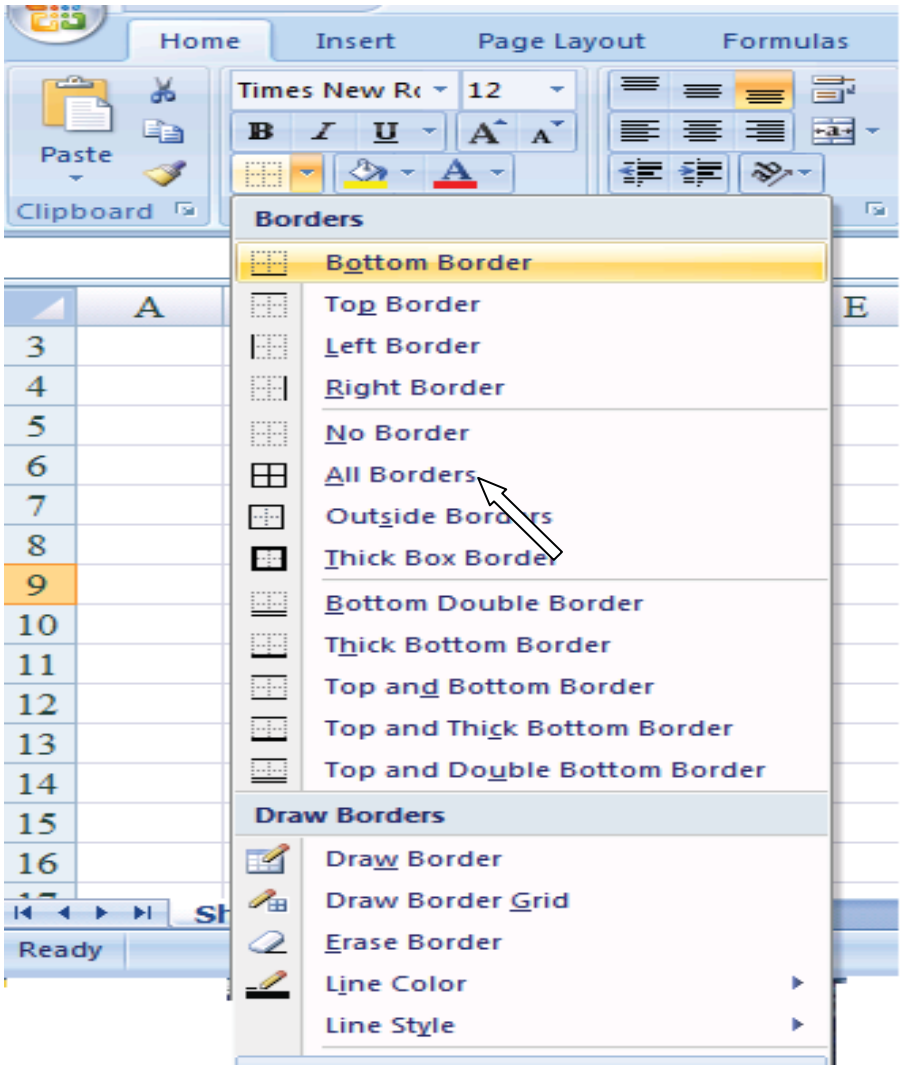
Choose All Border from this menu.

3 Click on the cell A5 and move the Mouse pointer towards to A12 without releasing the mouse button to select the cells

4 Click on the Border button from Font group and choose Outside Border.

5 Repeat the steps 3 and 4 by selecting the cells B5 to B12, C5 to C12, D5 to D12, E5 to E12.

Fig 7




TASK 4: **Save and Exit Excel**

1 Click on the (Office button)/ File option.

**A main pop-up menu will appear as shown in Fig 8.**

2 Select Save command from the above menu

Give you own name to this file. (Here for example "Stationery" is given).

**On the Title bar, Microsoft Excel displays the name of the workbook as shown in Fig 9.**

3 Select Close command from Main menu

4 Select

command from Main menu.

Fig 8

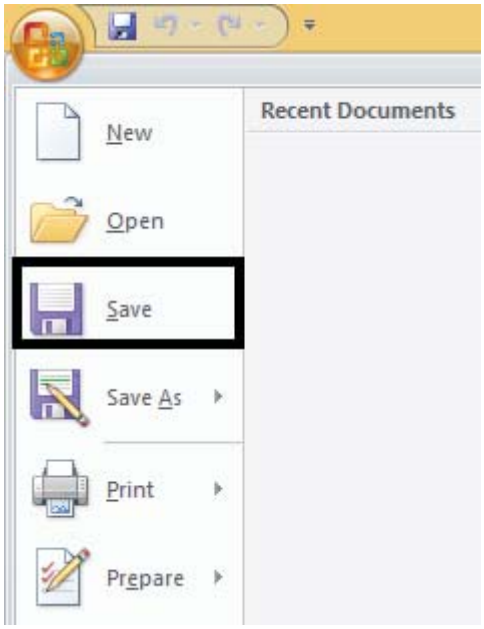
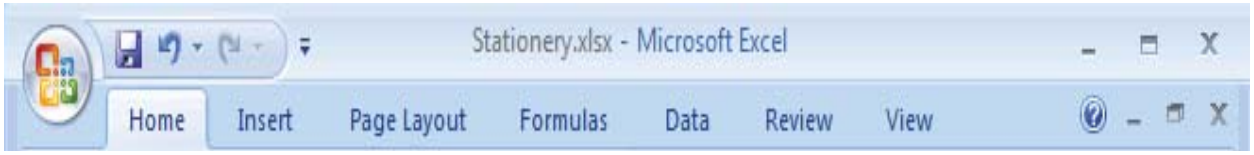

Recent Documents
New
Open
Save
Save As
Print
Prepare

Fig 9


Stationery.xlsx - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View

# Absolute and Relative referencing linking sheets & conditional formatting

**Objectives:** At the end of this exercise you shall be able to
- **create absolute and relative reference between worksheets**
- **conditional formatting in excel.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

## PROCEDURE

TASK 1: **Open a excel and apply b/w cells relative reference**

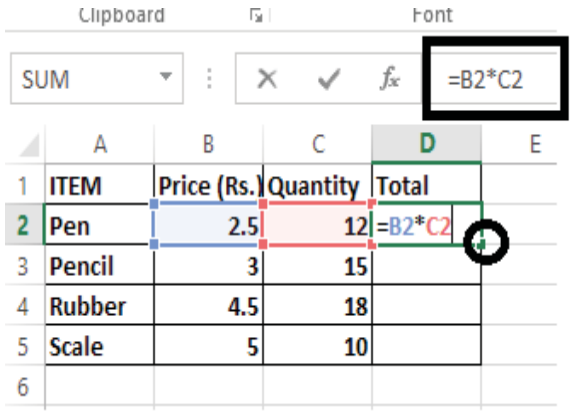
**All cell references are relative references. When copied across multiple cells, they change based on the relative position of rows and columns.**

For example, if you copy the formula =A1+B1 from row 1 to row 2, the formula will become =A2+B2.

1 Select the cell D2. Enter the formula as shown in Fig 1

2 Drag the fill handle (Fig 1)

Fig 1




3 The formula will be copied to the selected cells with relative references and the values will be calculated in each cell (Fig 2).

4 Double-click the filled cells to check their formulas for accuracy. The relative cell references should be different for each cell, depending on its row. (Fig 3)

**Note: Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.**

Fig 2

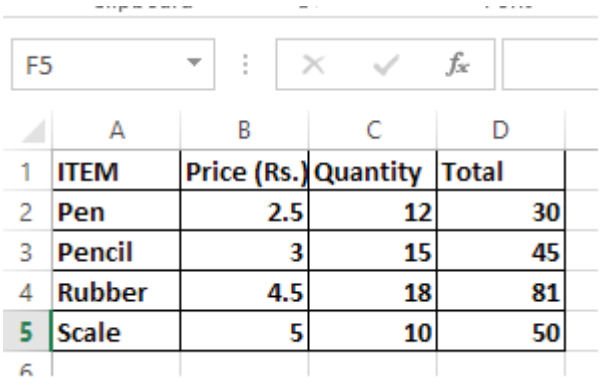
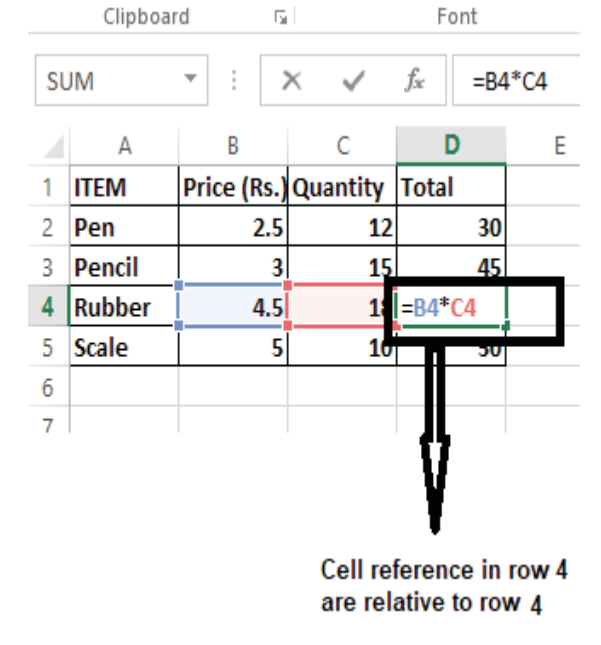



Fig 3



TASK 2: **OPen a excel file and apply b/w cells absolute reference**

Unlike relative references, absolute references do not change when copied or filled.

**Note: An absolute reference can be used to keep a row and/or column constant.**

An absolute reference is designated in a formula by the addition of a dollar sign ($) before the column and row. If it precedes the column or row (but not both), it's known as a mixed reference. (Fig 4)

Fig 4

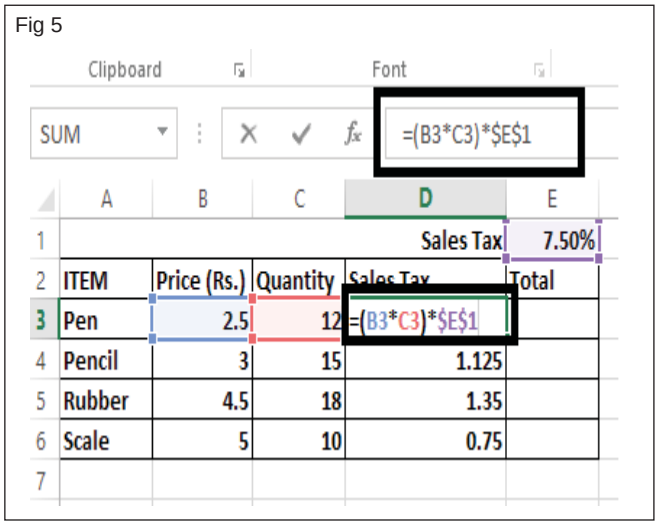
| | |
|---|---|
| $A$1 | The column and the row do not change when copied |
| A$1 | The row does not change when copied |
| $A1 | The Column does not change when copied |

Entre the 7.5% sales tax rate in cell E1 (Fig 5). Calculate the sales tax for all items in column D. Use the absolute cell reference $E$1 in the formula (Fig 5)

As each formula is using the same tax rate, the reference need to remain constant when the formula is copied and filled to other cells in column D.

1 Select the cell D3 and entre the formula =(B3*C3)*$E$1 (Fig 5).

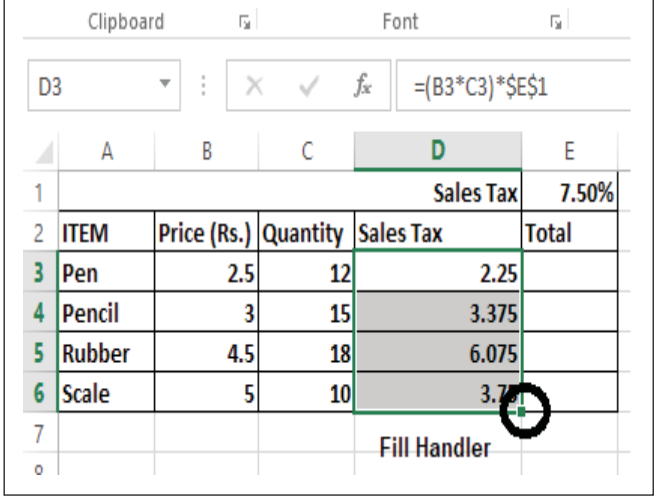
Fig 5




2 Click, hold, and drag the fill handle over the cells to fill.

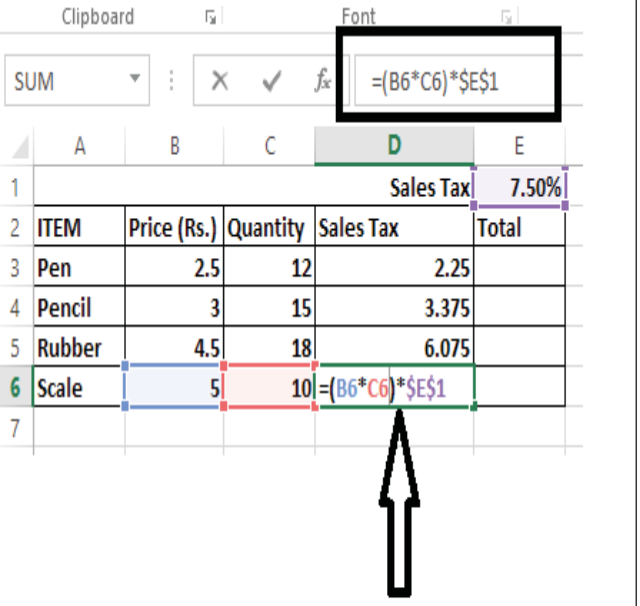
3 The formula will be copied to the selected cells with an absolute reference, and the values will be calculated in each cell. (Fig 6)

Fig 6




4 Double-click the filled cells to check their formulas for accuracy. The absolute reference should be the same for each cell, while the other references are relative to the cell's row. (Fig 7)

Fig 7




— — — — — —

TASK 3: **Conditional formatting in excel**

1 Create a marks sheet as shown below. (Refer table 1) (Fig 8)

2 Select cells in the rangeC3 : G12 for marks of all students in all subjects.

3 In the Home ribbon "Conditional Formatting". (Fig 9)

4 Place the mouse on Highlight Cell Rules. A drop down menu for rules appears.

5 Click on "Less Than" rule and then "Less Than ".

A Less Than window appears.

6 In the "Format cells that are less than" text box type 40. (Refer Fig 10)

Fig 8

Mark Sheet for Class - X - B

| Roll No | Name | Subject 1 | Subject 2 | Subject 3 | Subject 4 | Subject 5 | Total |
|---|---|---|---|---|---|---|---|
| 1 | Ram | 34 | 37 | 55 | 35 | 100 | 261 |
| 2 | Uma | 56 | 66 | 67 | 21 | 98 | 308 |
| 3 | Syed | 65 | 87 | 21 | 98 | 87 | 358 |
| 4 | Jhon | 85 | 78 | 98 | 88 | 76 | 425 |
| 5 | Jabeen | 77 | 44 | 77 | 65 | 65 | 328 |
| 6 | Jagan | 34 | 43 | 45 | 23 | 54 | 199 |
| 7 | Ezhil | 56 | 76 | 23 | 78 | 43 | 276 |
| 8 | Guru | 23 | 50 | 39 | 56 | 21 | 189 |
| 9 | Hari | 88 | 99 | 34 | 55 | 10 | 286 |
| 10 | Pari | 100 | 90 | 7 | 12 | 65 | 274 |

Fig 9

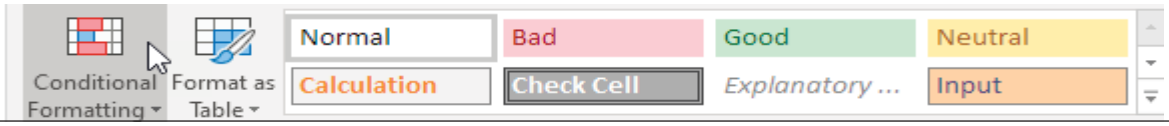



Fig 10

7 In the adjacent text box indicated as “with” use the drop down menu and select “Custom format”.

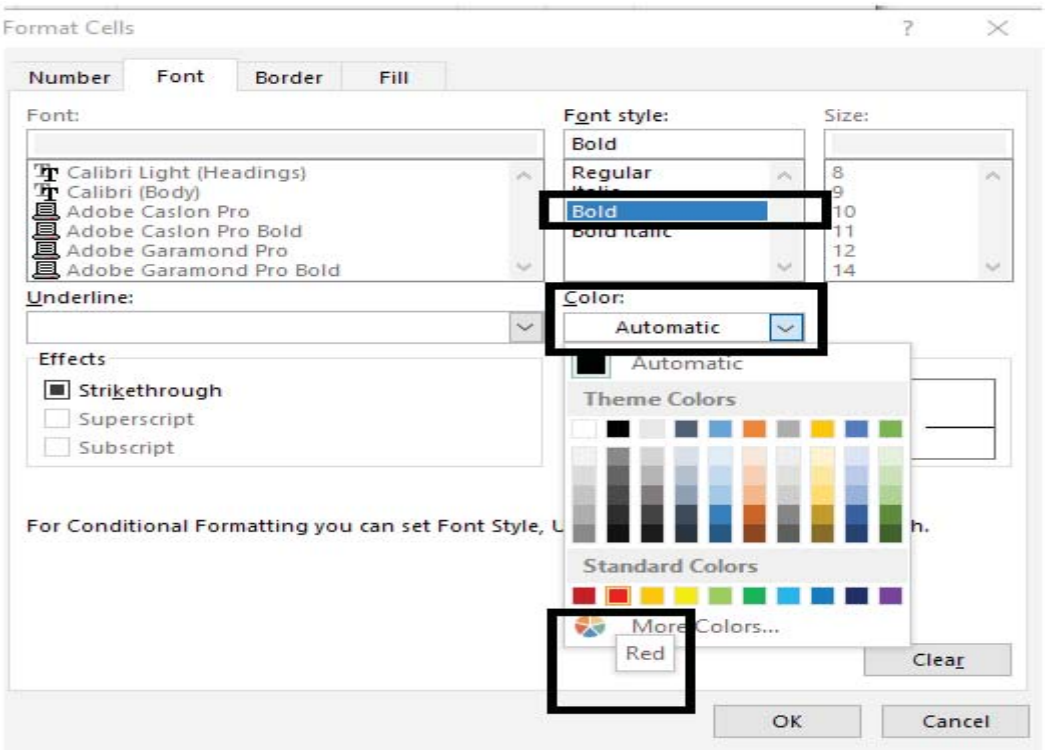
8 The “Format cells” window appears. Select the Font style as bold and the text color as red. (Fig 11)

9 Click OK.

10 All the cells containing values less than 40 appear with the formatting set in step 8.

11 Change the values in the marks sheet randomly to values above and below 40 and test the results.

Fig 11



# Practice Excel Functions in all major categories

**Objectives:** At the end of this exercise you shall be able to

- **work with Mathematical and Statistical Functions**
- **work with date and time Functions**
- **practice on Financial Functions**
- **work with Text based Functions**
- **work with logical function to arrive a decision.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

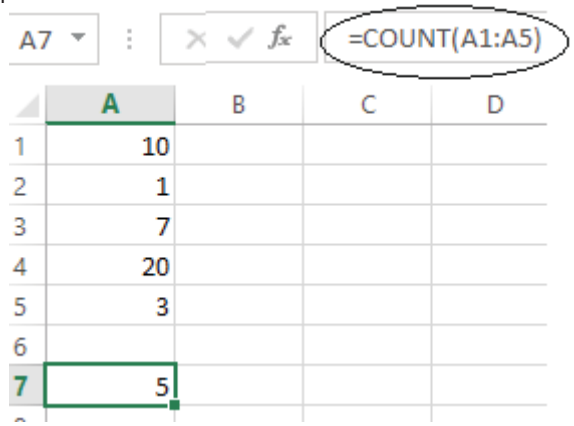
PROCEDURE

TASK 1: **Work with Mathematical Functions and Statistical functions**

**Count**

1 To count the number of cells that contain numbers, use the COUNT function. (Fig 1)

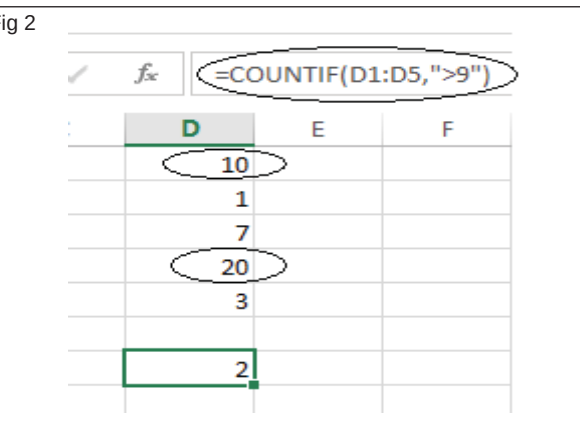
Fig 1




**Countif**

2 To count cells based on one criteria (for example, greaterthan 9), use the following COUNTIF function. (Fig 2)

Fig 2

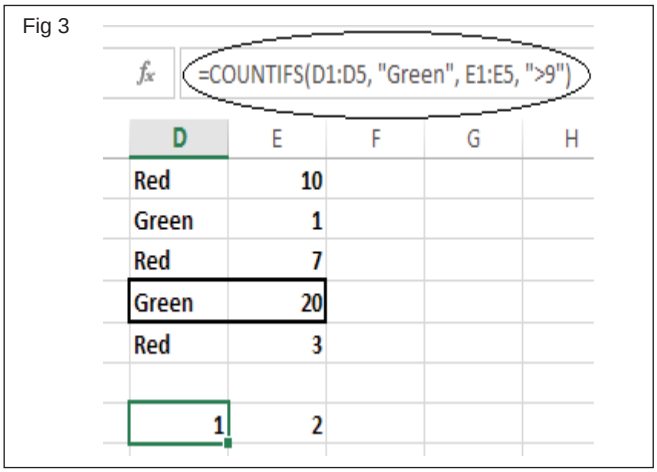



**Note: visit our page about the COUNTIF function for many more examples.**

**Countifs**

3 To count cells based on multiple criteria (for example, green and greater than 9), use the following COUNTIFS function. (Fig 3)

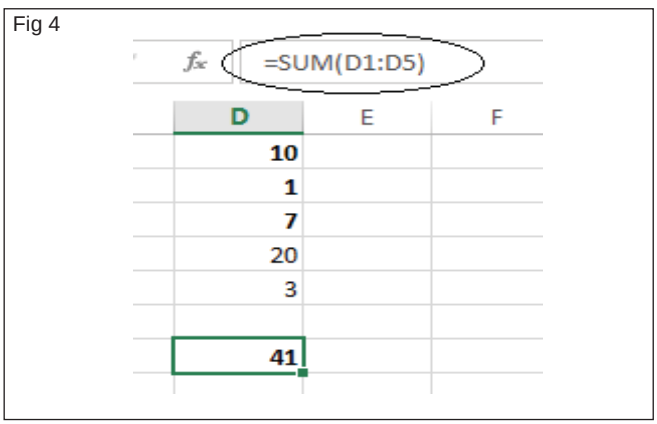
Fig 3




**Sum**

4 To sum a range of cells, use the SUM function. (Fig 4)

Fig 4



### Sumif

5 To sum cells based on one criteria (for example, greater than 9), use the following SUMIF function (two arguments).

**To sum cells based on one criteria (for example, green), use the following SUMIF function (three arguments, last argument is the range to sum). (Fig 6)**

Fig 5

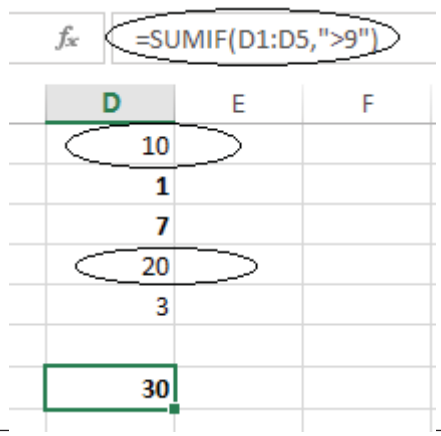
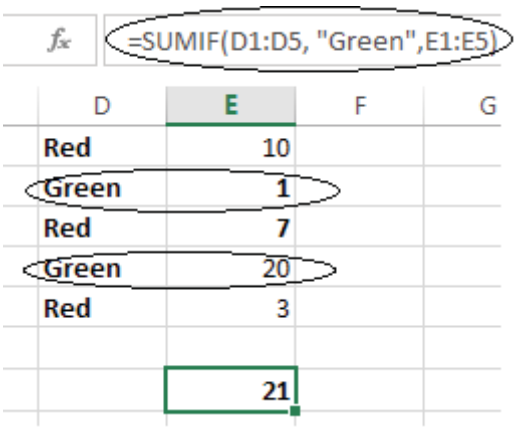


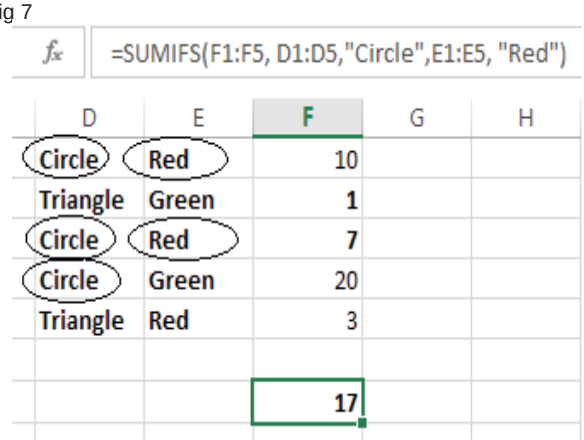

Fig 6




### Sumifs

**To sum cells based on multiple criteria (for example, circle and red), use the following SUMIFS function (first argument is the range to sum). (Fig 7)**

Fig 7



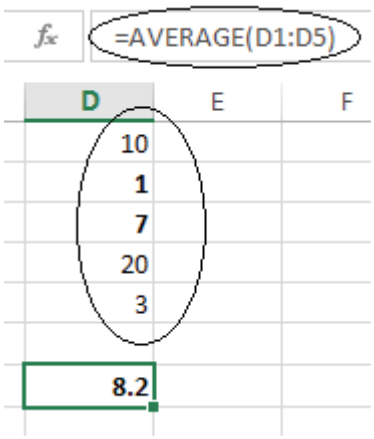

**General note: in a similar way, you can use the AVERAGEIF and AVERAGEIFS function to average cells based on one or multiple criteria.**

### Statistical functions

### Average

6 To calculate the average of a range of cells, use the AVERAGE function. (Fig 8)

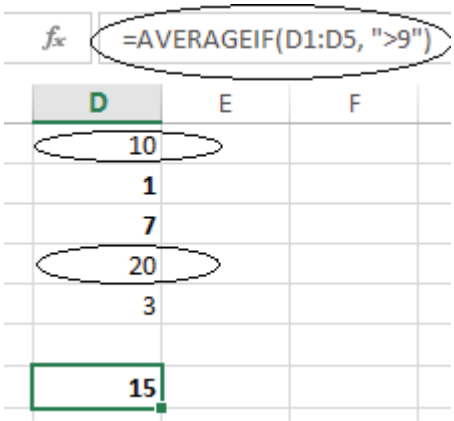
Fig 8




### Averageif

7 To average cells based on one criteria, use the AVERAGEIF function. For example, to calculate the average of Nos. greater than 9 (Fig 9)

Fig 9




### Median

**Note: <> means not equal to.**

8 To find the median (or middle number), use the MEDIAN function. (Fig 10)

### Mode

9 To find the most frequently occurring number, use the MODE function. (Fig 11)

### Standard Deviation

10 To calculate the standard deviation, use the STDE V function. (Fig 12)

Fig 10

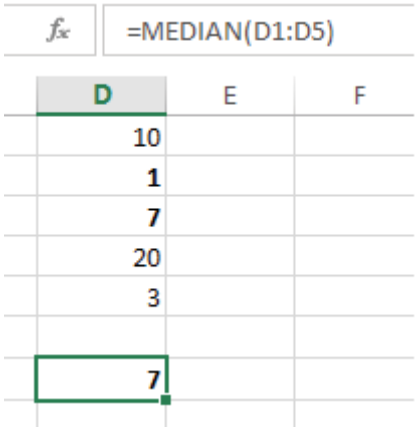



Fig 11

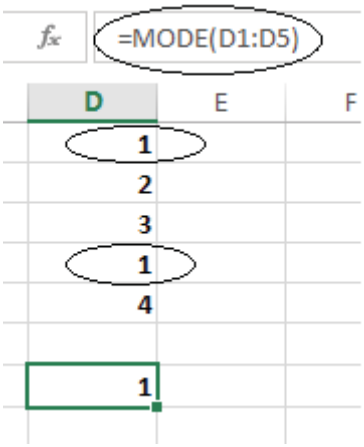
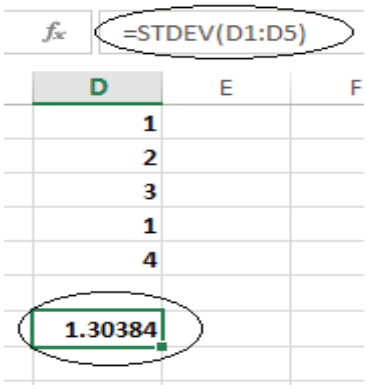



Fig 12




**Min**

11 To find the minimum value, use the MIN function. (Fig 13)

**Max**

12 To find the maximum value, use the MAX function. (Fig 14)

**Large**

13 To find the third largest number, use the following LARGE function.(Fig 15)

**Small**

14 To find the second smallest number, use the following SMALL function. (Fig 16)

Fig 13

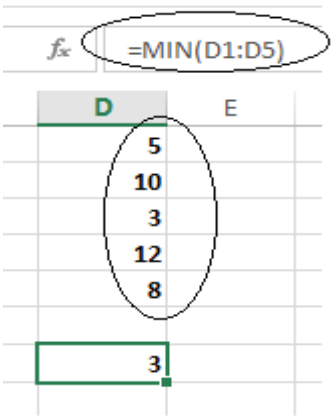



Fig 14

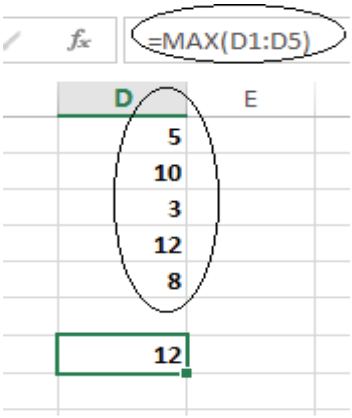



Fig 15

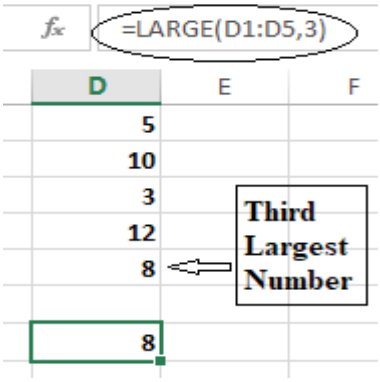
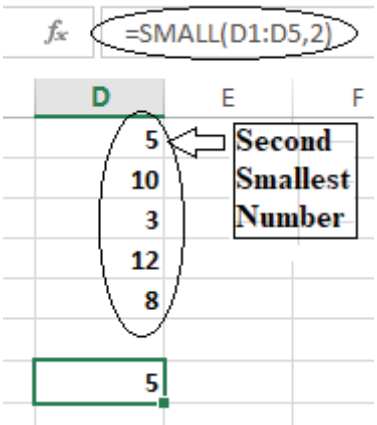


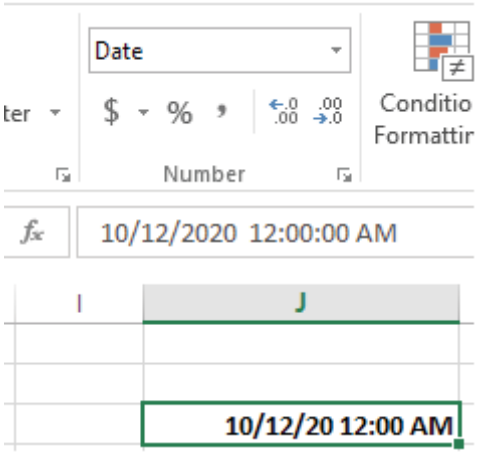

Fig 16



TASK 2: **Practice on Date/Time Functions**

1 Enter a date in Excel, use the "/" or "-" characters. To enter a time, use the ":" (colon). You can also enter a date and a time in one cell. (Fig 17)

Fig 17

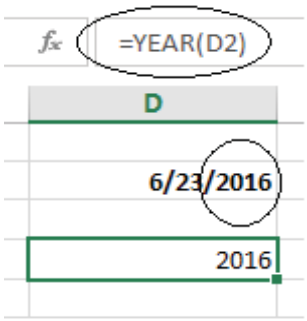



**Note: Dates are in US Format. Months first, Days second. This type of format depends on your windows regional settings. Learn more about Date and Time formats.**

**Year, Month, Day**

2 Get the year of a date, use the YEAR function. (Fig 18)

Fig 18

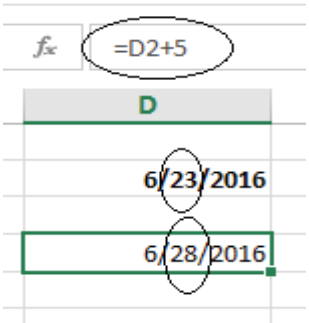



**Note: use the MONTH and DAY function to get the month and day of a date.**

**Date Function**

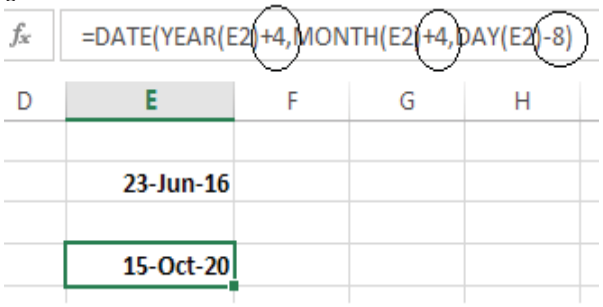
3 Add a number of days to a date, use the following simple formula. (Fig 19)

Fig 19




4 Add a number of years, months and/or days, use the DATE function. (Fig 20)

Fig 20

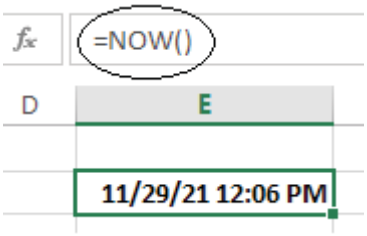



**Note: the DATE function accepts three arguments: year, month and day. Excel knows that 6 + 2 = 8 = August has 31 days and rolls over to the next month (23 August + 9 days = 1 September).**

**Current Date & Time**

5 Get the current date and time, use the NOW function. (Fig 21)

Fig 21

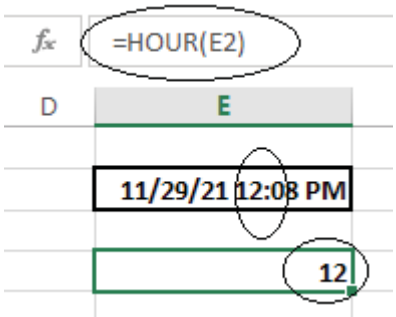



**Note: use the TODAY function to get the current date only. Use NOW()-TODAY() to get the current time only (and apply a Time format).**

**Hour, Minute, Second**

6 Return the hour, use the HOUR function. (Fig 22)

Fig 22

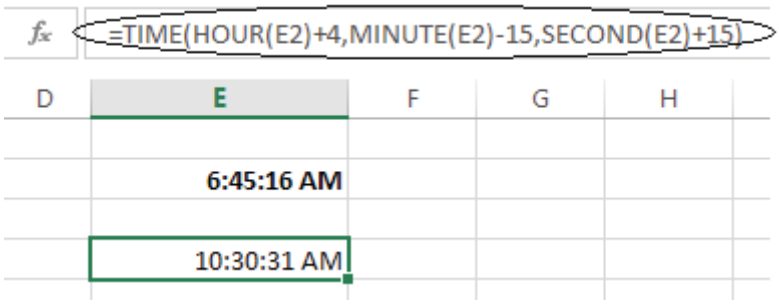



**Time Function**

7 Add a number of hours, minutes and/or seconds, use the TIME function. (Fig 23)

**Note: Excel adds 2 hours, 10 + 1 = 11 minutes and 70 - 60 = 10 seconds.**

Fig 23

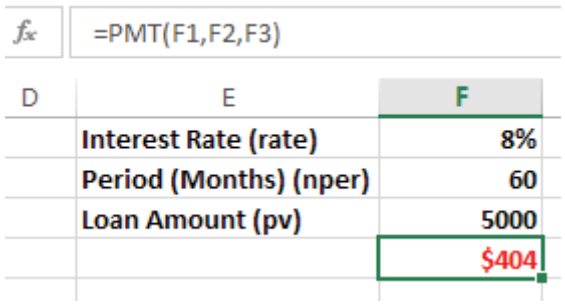



TASK 3: **Practicing Financial Functions**

**Pmt (To determine loan payment amount)**

1 Select cell and insert the PMT function. (Fig 24)

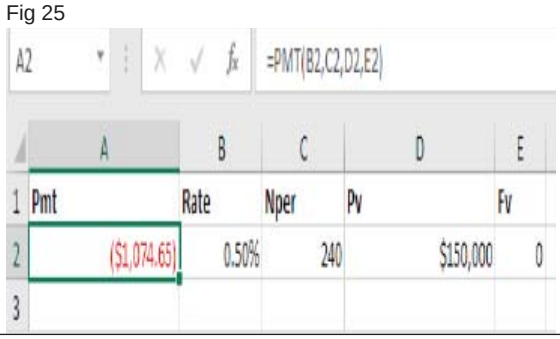
Fig 24




**Note: The last two arguments are optional. For loans the Fv can be omitted (the future value of a loan equals 0, however, it's included here for clarification). If Type is omitted, it is assumed that payments are due at the end of the period.**

**Result.** The monthly payment equals $1,074.65. (Fig 25)

Fig 25

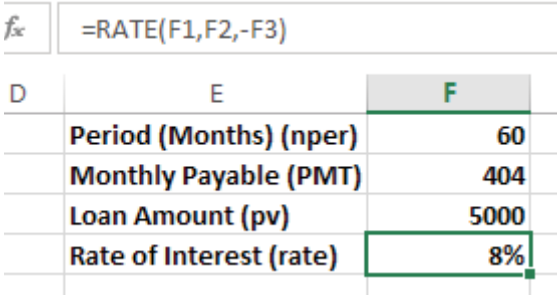



**Tip: when working with financial functions in Excel, always ask yourself the question, am I making a payment (negative) or am I receiving money (positive)? We pay off a loan of $150,000 (positive, we received that amount) and we make monthly payments of $1,074.65 (negative, we pay).**

**Rate**

2 If Rate is the only unknown variable, we can use the RATE function to calculate the interest rate. (Fig 26)

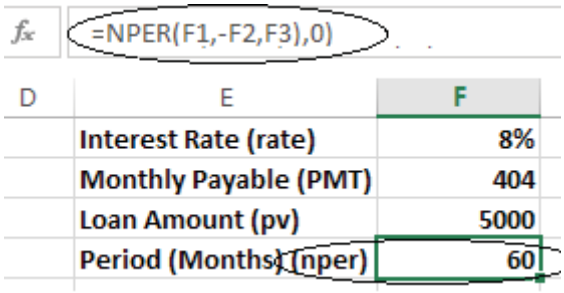
Fig 26




**Nper**

3 This function returns the number of periods for a loan / investment. The NPER function. If we make monthly payments of $1,074.65 on a 20-year loan, with an annual interest rate of 6%, it takes 240 months to pay off this loan. (Fig 27)

Fig 27




4 We can change the monthly payment now to see how this affects the total number of periods. (Fig 28)

**Conclusion: if we make monthly payments of $2,074.65, it takes less than 90 months to pay off this loan.**

**PV**

5 Or the PV (Present Value) function. If we make monthly payments of $1,074.65 on a 20-year loan, with an annual interest rate of 6%. (Fig 29)

Fig 28

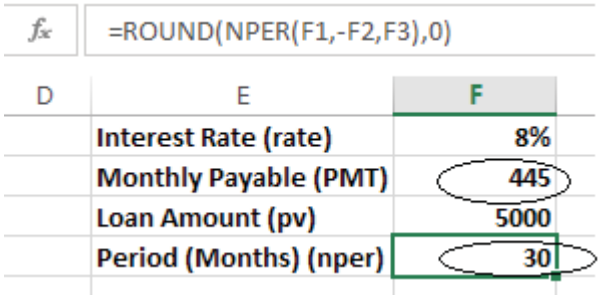
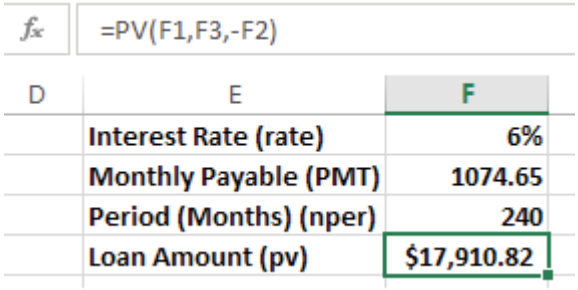


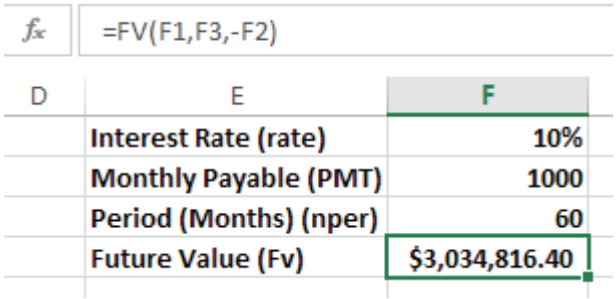

Fig 29




**Fv**

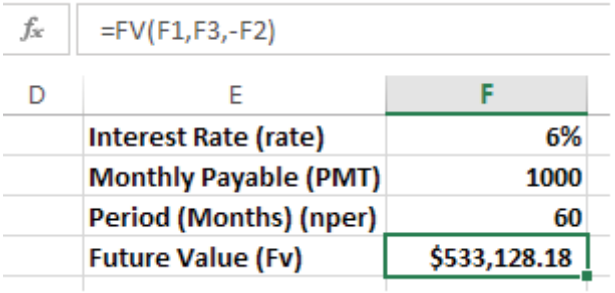
6 If you deposit $1,000.00 for a period of 5 years at the rate of interest 10%, then the future value that will be received at the end of 5th year. (Fig 30)

Fig 30




**If the rate of interest changes to 6% then the output will be in Fig 31.**

Fig 31

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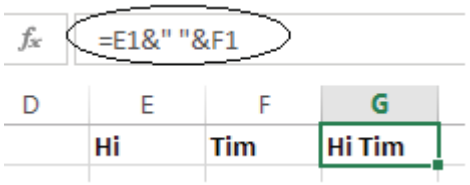
TASK 4: **Work with Text based functions**

**Join Strings**

1 Join strings, use the & operator. (Fig 32)

Fig 32

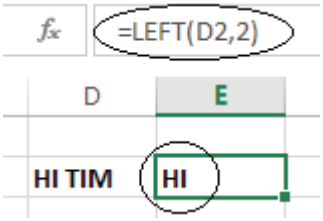



**Note: to insert a space, use " "**

**Left**

2 Extract the leftmost characters from a string, use the LEFT function. (Fig 33)

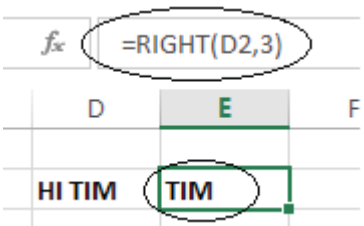
Fig 33




**Right**

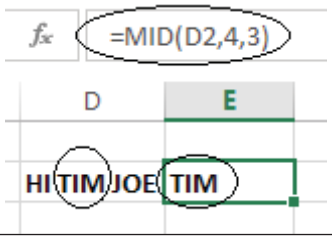
3 Extract the rightmost characters from a string, use the RIGHT function. (Fig 34)

Fig 34




**Mid**

4 Extract a substring, starting in the middle of a string, use the MID function. (Fig 35)




**Note: started at position 4 with length 35.**

**Len**

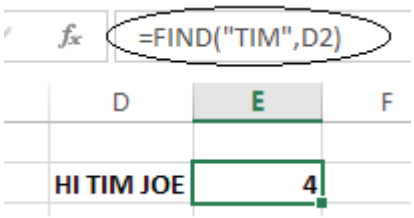
5 Get the length of a string, use the LEN function. (Fig 36)

**Note: space included!**

**Find**

6 Find the position of a substring in a string, use the FIND function. (Fig 37)

Fig 37

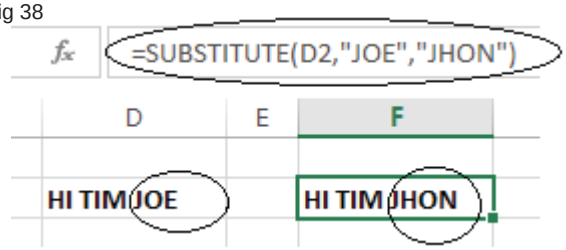



**Note: string "TIM" found at position 4.**

**Substitute**

7 Replace existing text with new text in a string, use the SUBSTITUTE function. (Fig 38)

Fig 38



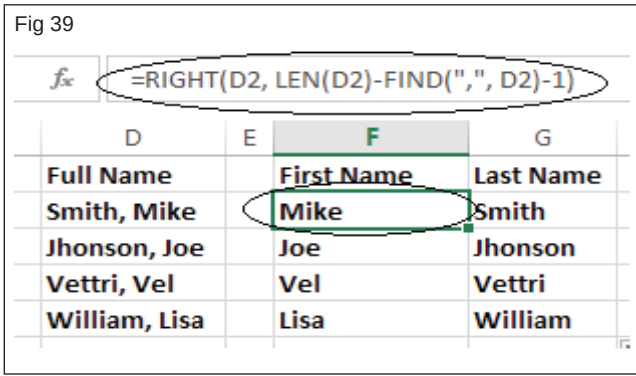

**Separate Strings**

8 This example explains how to separate strings in Excel.

**The problem we are dealing with is that we need to tell Excel where we want to separate the string. In case of Smith, Mike the comma is at position 6 while in case of Williams, Janet the comma is at position 8.**

9 Get the first name, use the formula below. (Fig 39)

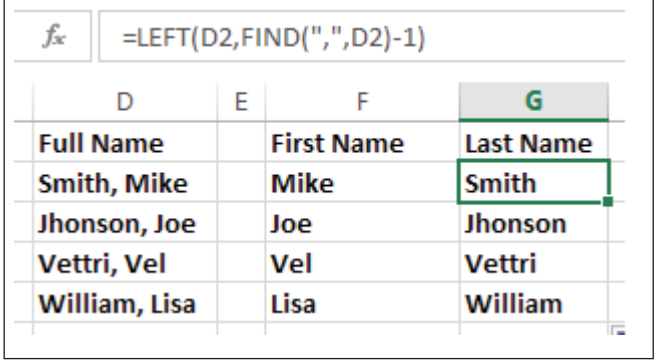
Fig 39




**Explanation: To find the position of the comma, use the FIND function. To get the length of a string, use the LEN function. =RIGHT(A2,LEN(A2)-FIND(",",A2)-1) reduces to =RIGHT(A2,11-6-1). =RIGHT(A2,4) extracts the 4 rightmost characters and gives the desired result (Mike).**

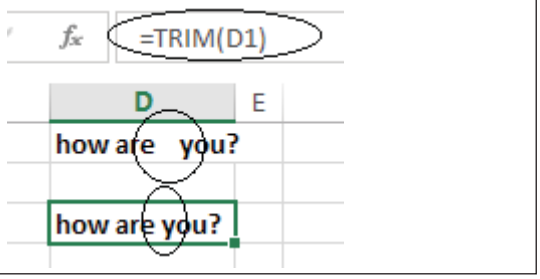
10 Get the last name, use the following formula. (Fig 40)

Fig 40



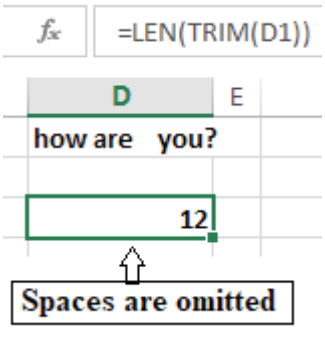

1a The TRIM function returns a string with extra spaces, starting spaces and ending spaces removed. (Fig 41)

Fig 41



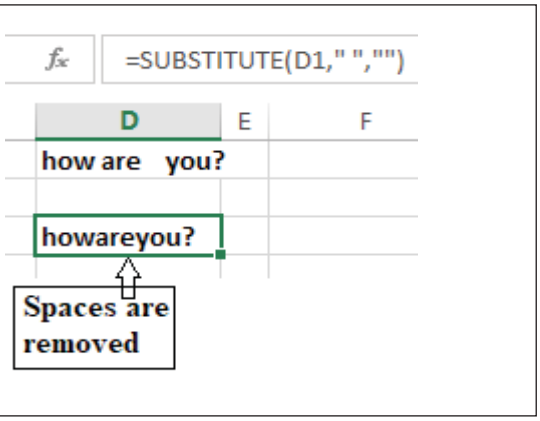

1b Get the length of the string with normal spaces by LEN function by spaces are omitted, combining the LEN and TRIM function. (Fig 42)

Fig 42




2a The SUBSTITUTE function replaces existing text with new text in a text string. We use the SUBSTITUTE function to get the string without spaces. (Fig 43)

Fig 43



2b Get the length of the string without spaces, we combine the LEN and SUBSTITUTE function. (Fig 44)

Fig 44

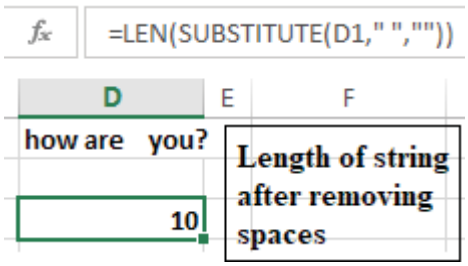
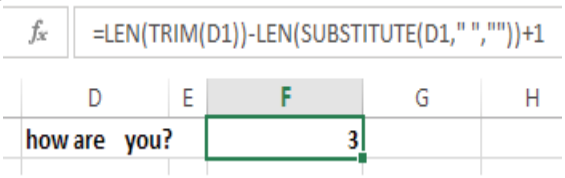



Fig 46

3 Now comes the simple trick. To get the number of words, we subtract the length of the string without spaces (10) from the length of the string with normal spaces (12) and add 1. (Fig 45)

Fig 45

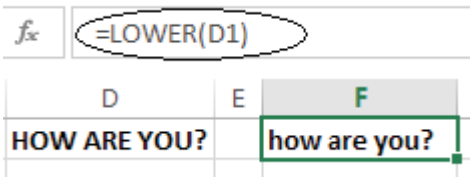



**Lower/Upper Case**

This example teaches you how to convert a text string to lower, upper or proper case in Excel.

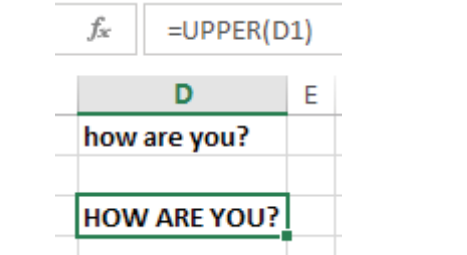
1 Use the LOWER function to convert all letters in a text string to lowercase. (Fig 46)

Fig 46




2 Use the UPPER function to convert all letters in a text string to uppercase. (Fig 47)

Fig 47

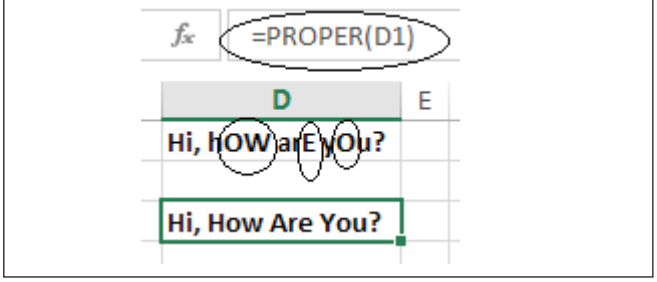



3 Use the PROPER function to convert a text string to proper case. That is, the first letter in each word in uppercase, and all other letters in lowercase. (Fig 48)

**Compare Text**

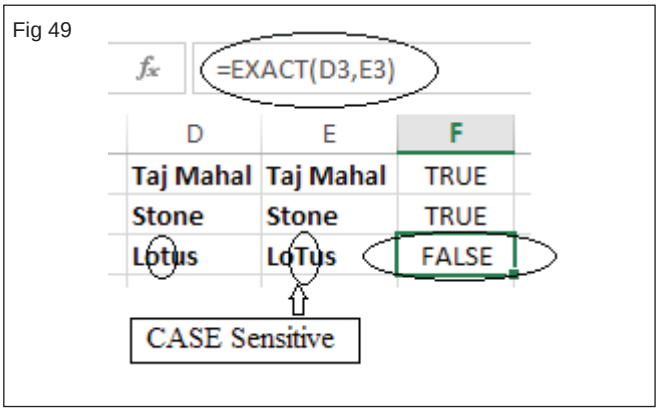
**This example shows two ways to compare text in Excel. One is case-sensitive and one is case-insensitive.**

Fig 48



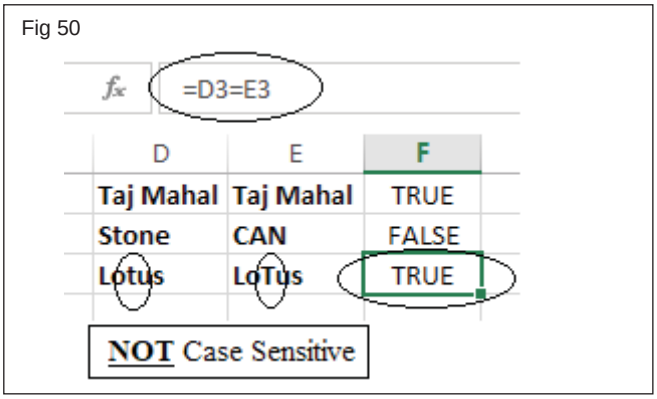

1 Use the EXACT function (case-sensitive) (Fig 49)

Fig 49




2 Use the formula =A1=B1 (case-insensitive). (Fig 50)

Fig 50

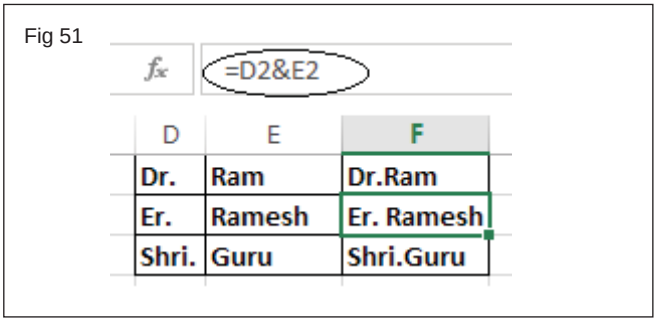



**Concatenate Strings**

**This example illustrates four different ways to concatenate (join) strings in Excel.**

3 Simply use the & operator to join strings. (Fig 51)

Fig 51



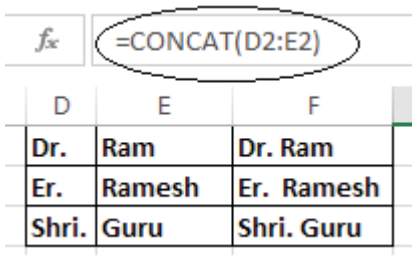

**Note: to insert a space, use " "**

4a The CONCATENATE function produces the exact same result. (Fig 52)

4b The CONCAT function in Excel 2016 produces the exact same result. (Fig 53)

4c The CONCAT function can also join a range of strings. If user don't need a delimiter (space, comma, dash, etc.) this can be useful. (Fig 54)

Fig 54




| D | E | F |
|---|---|---|
| Dr. | Ram | Dr. Ram |
| Er. | Ramesh | Er. Ramesh |
| Shri. | Guru | Shri. Guru |

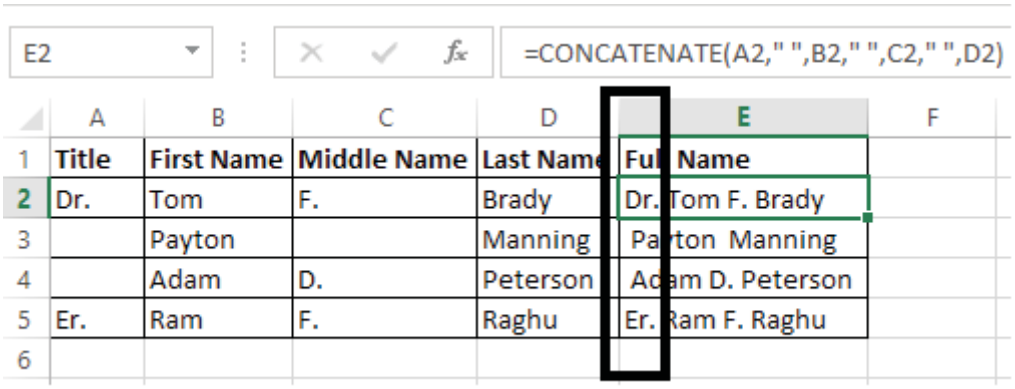
5a The CONCAT function cannot ignore empty cells. Take a look at all the extra spaces in column E below if drag the function in cell E2 down to cell E11. (Fig 55)

5b The TEXTJOIN function in Excel 2016 is that it can ignore empty cells (if the second argument is set to TRUE). (Fig 56)

**Note: the TEXTJOIN function joins a range of strings using a delimiter (first argument)**

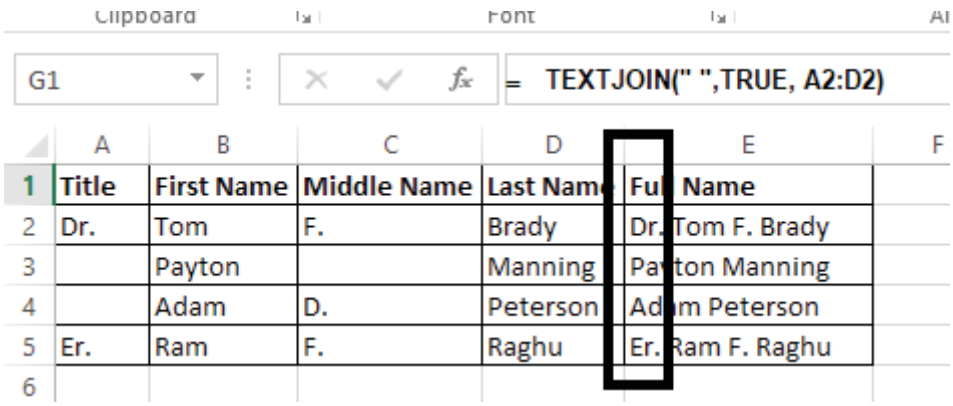
6 Get it check with your instructor.

Fig 55




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Title | First Name | Middle Name | Last Name | Full Name | |
| 2 | Dr. | Tom | F. | Brady | Dr. Tom F. Brady | |
| 3 | | Payton | | Manning | Payton Manning | |
| 4 | | Adam | D. | Peterson | Adam D. Peterson | |
| 5 | Er. | Ram | F. | Raghu | Er. Ram F. Raghu | |
| 6 | | | | | | |

Fig 56




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Title | First Name | Middle Name | Last Name | Full Name | |
| 2 | Dr. | Tom | F. | Brady | Dr. Tom F. Brady | |
| 3 | | Payton | | Manning | Payton Manning | |
| 4 | | Adam | D. | Peterson | Adam Peterson | |
| 5 | Er. | Ram | F. | Raghu | Er. Ram F. Raghu | |
| 6 | | | | | | |

TASK 5: **Logical function to arrive a decision**

### IF Function

**The IF function checks whether a condition is met, and returns one value if TRUE and another value if FALSE.**

1 Select cell F1 and enter the following function. (Fig 57)

The IF function returns Correct because the value in cell D1 is higher than 10.

### And Function

1 The AND Function returns TRUE if all conditions are true and returns FALSE if any of the conditions are false.

2 Select cell D1 and enter the following formula. (Fig 58)

The AND function returns FALSE because the value in cell B1 is not higher than 5. As a result the IF function returns Incorrect.

Fig 57

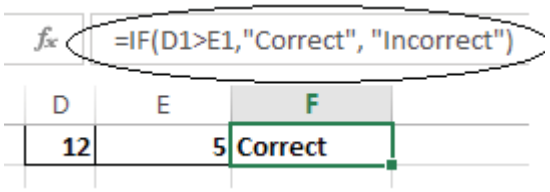
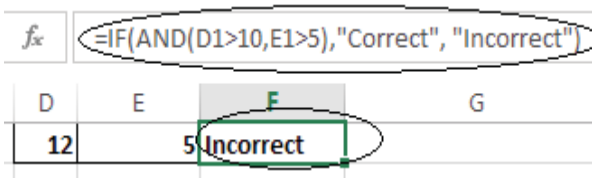



Fig 58

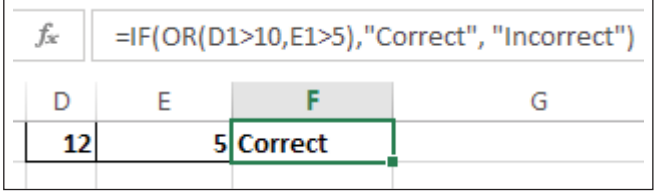



**Or Function**

**The OR function returns TRUE if any of the conditions are TRUE and returns FALSE if all conditions are false.**

3 Select cell E1 and enter the following formula. (Fig 59)

Fig 59



# Perform Sort, Filter and Validating data in MS Excel

**Objectives:** At the end of this exercise you shall be able to
- **sort the data in a Table**
- **filter the data under certain conditions.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Sort the data in a Table**

1 Open a new file and enter the data's in the subsequent cells as shown in Fig 1.

**Fig 1**

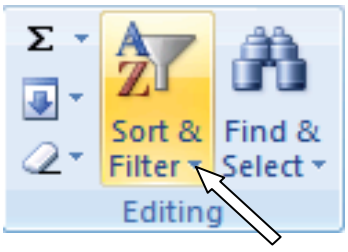
| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Sl.No. | Name | Quali | Trade | DOJ- JTO | DOR | |
| 2 | 1 | Sathya raj D. | NTC | Fitter | 21-11-86 | 31-03-17 | |
| 3 | 2 | Tharmaraj L. | PT-Dip | Fitter | 12-02-87 | 31-05-20 | |
| 4 | 3 | Muthiah K. | NTC | Fitter | 20-02-87 | 30-09-18 | |
| 5 | 4 | Subramanian N. | NTC | Turner | 01-02-85 | 28-02-14 | |
| 6 | 5 | Selvaraj K. | NTC | Turner | 01-02-85 | 30-06-14 | |
| 7 | 6 | Raghavan V. | NTC | IM | 18-12-85 | 31-01-13 | |
| 8 | 7 | Ismath Banu G. | Dip | IM | 05-05-86 | 31-01-24 | |
| 9 | 8 | Thirugnanam D. | PT-Dip | IM | 11-05-89 | 30-04-20 | |
| 10 | 9 | Rajendran S. | NTC | W/M | 23-04-86 | 28-02-14 | |
| 11 | 10 | Nazeer Ahamed | NTC | W/M | 11-04-86 | 31-12-16 | |
| 12 | 11 | Mohandass K.A. | NTC | W/M | 18-03-87 | 31-01-19 | |
| 13 | 12 | Easwaran V. | Dip | MMV | 28-09-88 | 31-03-25 | |
| 14 | 13 | Balamurugan K. | PT-Dip | MMV | 01-04-89 | 30-09-21 | |
| 15 | 14 | Thaniyarasu | Dip | MMV | 08-08-90 | 31-03-27 | |
| 16 | 15 | Narayana Perumal | NTC | MMV | 09-03-90 | 31-05-13 | |
| 17 | 16 | Azhaganantham G | NTC | MMV | 07-03-90 | 31-03-24 | |
| 18 | 17 | George Franklin T. | Dip | MMV | 02-11-90 | 31-05-28 | |
| 19 | 18 | Ramiza Banu N. | Dip | MRTV | 15-02-88 | 30-06-23 | |
| 20 | 19 | Mahalakshmi C | Dip | MRTV | 18-02-88 | 31-05-25 | |
| 21 | 20 | Sudhaa Dridhe | Dip | MRTV | 22-Feb-88 | 31-May-25 | |

2 Select the range from B1 to F21.

3 Click on drop down arrow in Sort & Filter button

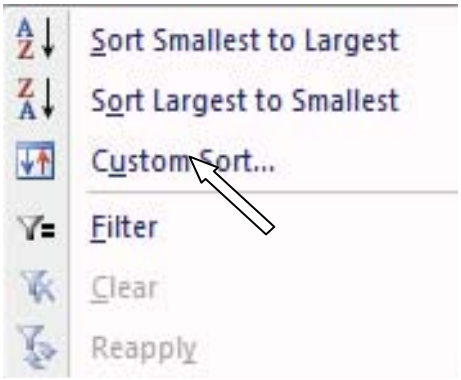
from Editing group as shown in Fig 2.

**Fig 2**




**A Context menu will appear as shown below in Fig 3.**

Fig 3



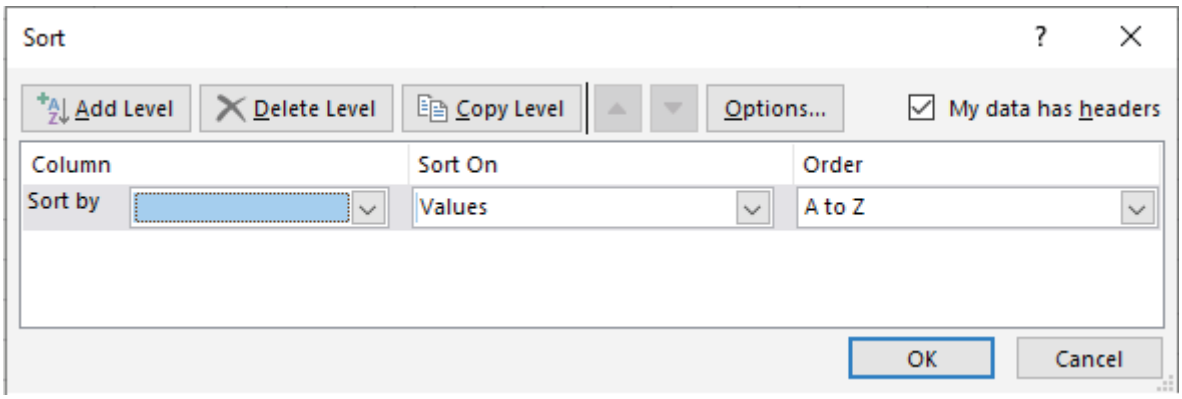

4 Select Sort Smallest to Largest to sort the data in ascending order.

5 Select Sort Largest to Smallest to sort the data in descending order.

6 Select Custom Sort...

**A new window will appear as shown in Fig 4.**

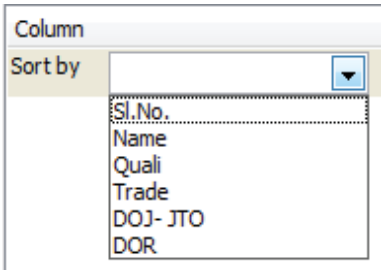
Fig 4




7 Click on the drop down arrow near the

**A drop down list will appear with all the field name in the table as shown in Fig 5.**

**Fig 5**

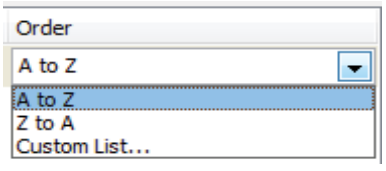



8 Select "Quali" field

9 Click on the drop down arrow near the Order

**A drop down list will appear with all the field name in the table as shown in Fig 6.**

**Fig 6**




10 Select "A to Z".

11 Click on Add Level

12 Select "Trade" field.

13 Click on Sort by level.

14 Select "Z to A".

15 Click OK button.

**The data's are now sorted according to our requirement.**

16 Select Custom Sort... from Sort & Filter option.

17 Click on Delete Level

18 Repeat the step 11.

19 Select "Trade" field.

20 Select "A to Z".

21 Repeat the step 11.

22 Select "Quali" field.

23 Select "Z to A".

24 Repeat the step 11.

25 Select "DOR" field.

26 Select "Oldest to Newest".

27 Click OK button.

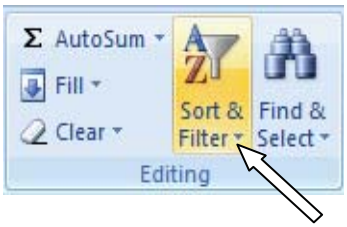
TASK 2: **Filter the data under certain conditions**

1 Select C1 & D1.

2 Click on drop down arrow in Sort & Filter button

from Editing group as shown in Fig 7.

**Fig 7**




**A Context menu will appear as shown below in Fig 8.**

3 Click on Filter command. An Drop Down will be displayed near the Heading "Quali" & "Trade" in the Table as shown in Fig 9.

4 Click on the Drop down arrow and a drop down menu related to it will displayed as shown in Fig 10.

**Fig 8**

5 Deselect some trade name by clicking on the check box near it as shown in Fig 11.

6 Click OK button.

**Fig 9**

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Sl.No. | Name | Qual | Trade | DOJ- JTO | DOR | |
| 2 | 1 | Azhaganantham G | NTC | MMV | 07-03-90 | 31-03-24 | |
| 3 | 2 | Balamurugan K. | PT-Dip | MMV | 01-04-89 | 30-09-21 | |
| 4 | 3 | Easwaran V. | Dip | MMV | 28-09-88 | 31-03-25 | |
| 5 | 4 | George Franklin T. | Dip | MMV | 02-11-90 | 31-05-28 | |
| 6 | 5 | Ismath Banu G. | Dip | IM | 05-05-86 | 31-01-24 | |
| 7 | 6 | Mahalakshmi C | Dip | MRTV | 18-02-88 | 31-05-25 | |

**Fig 10**

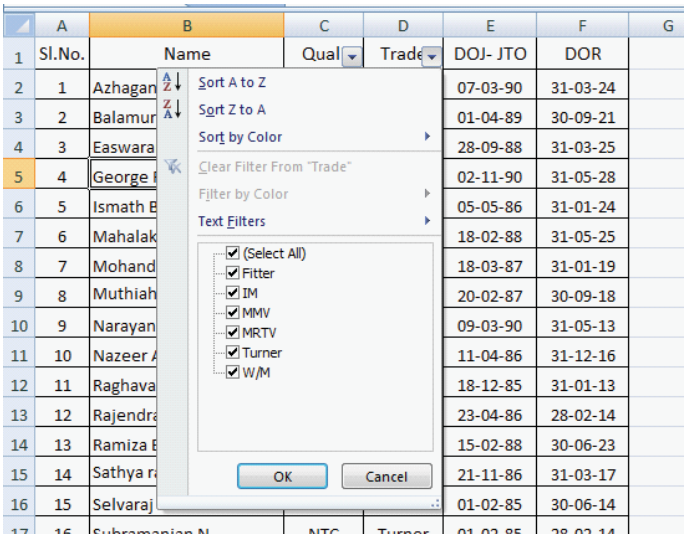
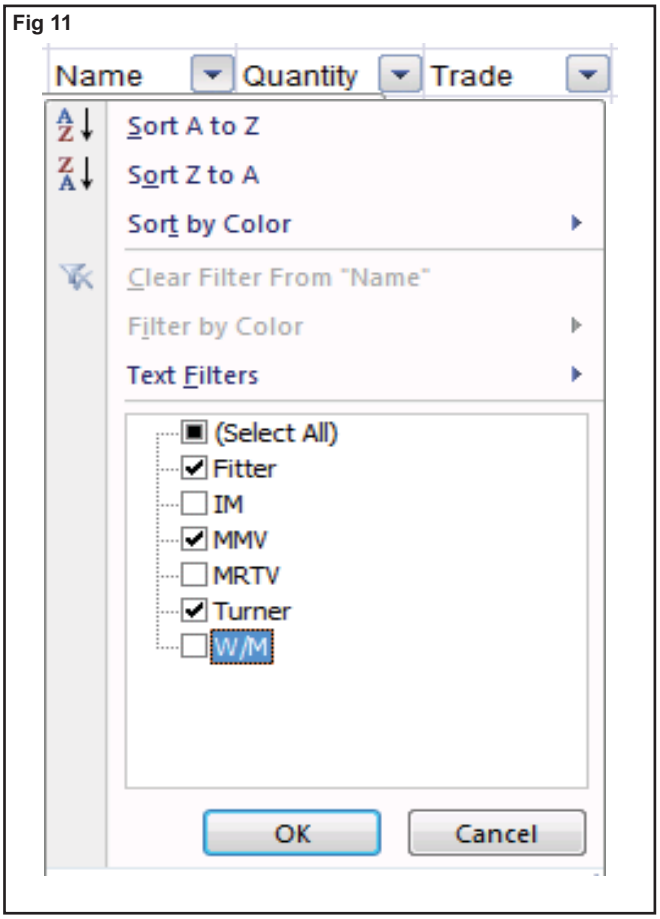


Fig 11


Name
Quantity
Trade
Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "Name"
Filter by Color
Text Filters
(Select All)
Fitter
IM
MMV
MRTV
Turner
W/M
OK
Cancel

# Create and Format various Static and dynamic charts in Excel

**Objectives:** At the end of this exercise you shall be able to
- **create a chart using given data**
- **make a static chart with Fixed values of table**
- **create a dynamic chart with updatable values of table.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

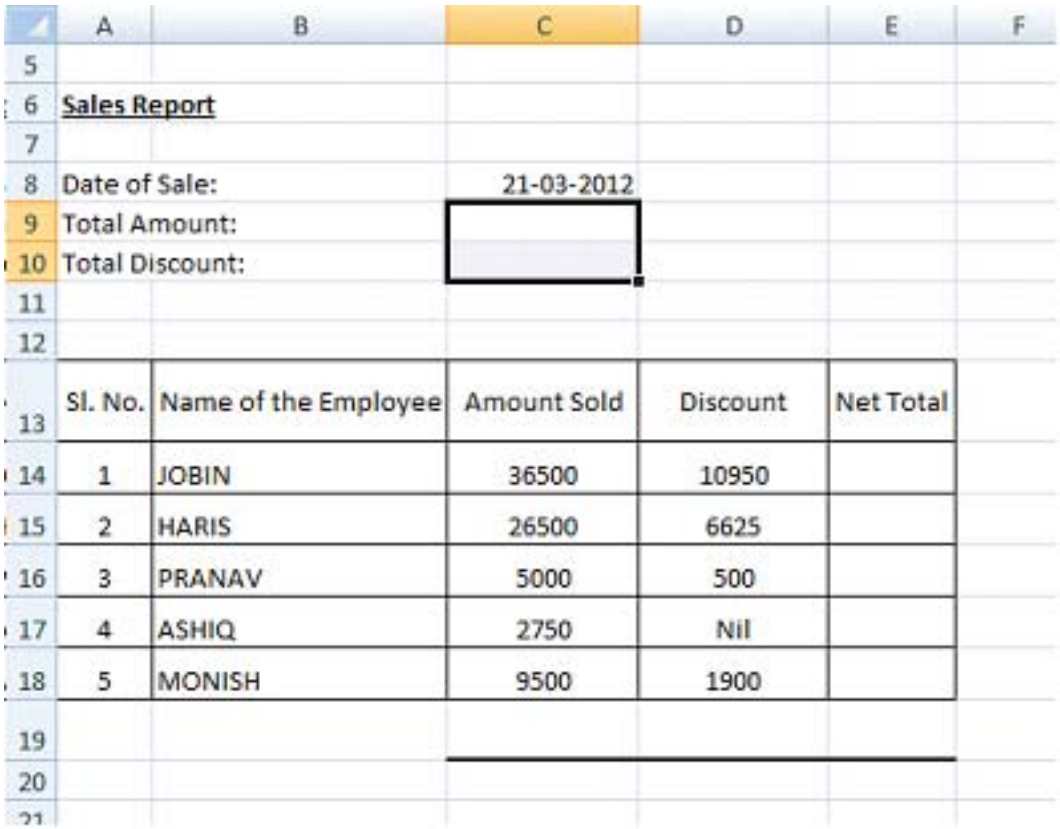
TASK 1: **Create a chart using given data**

1 Open a new file and enter the data's in the subsequent cells as shown in Fig 1.

2 Save it with file name "Sales Report".

3 Select the cell D14 and type the formula given below to calculate discount for the condition and press "Enter key".

**Fig 1**



| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 5 | | | | | | |
| 6 | Sales Report | | | | | |
| 7 | | | | | | |
| 8 | Date of Sale: | | 21-03-2012 | | | |
| 9 | Total Amount: | | | | | |
| 10 | Total Discount: | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | Sl. No. | Name of the Employee | Amount Sold | Discount | Net Total | |
| 14 | 1 | JOBIN | 36500 | 10950 | | |
| 15 | 2 | HARIS | 26500 | 6625 | | |
| 16 | 3 | PRANAV | 5000 | 500 | | |
| 17 | 4 | ASHIQ | 2750 | Nil | | |
| 18 | 5 | MONISH | 9500 | 1900 | | |
| 19 | | | | | | |
| 20 | | | | | | |

=IF(C14<3000, "Nil", IF(C14<=5000, C14*10/100,IF (C14<=10000,C14*20/100, IF(C14<=35000,C14*25 /100,C14*30/100))))

4 Select the cell D14.

5 Move the mouse pointer to the right bottom corner of the cell

A '+' sign will appear at the right bottom corner of the cell

6 Press the left button and drag till D18.

The formula in D14 will be copied to D15, D16, D17 & D18.

7 Select the cell E14 and type the formula given below to calculate “Payable Amount” as Amount - Discount and press “Enter key”.

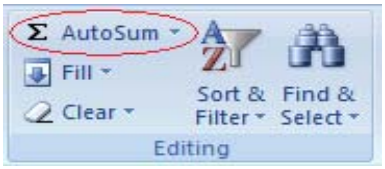
=C14-D14

8 Repeat the steps 5 to 6.

9 Select Cells C14 to C18

10 Click Σ from Editing group in Home Tab as shown in Fig 2.

Fig 2




The contents in C14 to C18 is added and the result will be displayed in C19.

11 Copy the formula in C19 to D19 and E19.

12 Select the cell C9

13 Type “=C19”

14 Select the cell C10

15 Type “=D19”

The contents in C19 is also displayed in C9 and the content in D19 is also displayed in C10.

TASK 2: **Make a static chart with Fixed values of table**

1 Select the cells B13 to E18.

2 Click on the Insert tab.

3 Click on the drop down arrow below the column button from Charts group as shown in Fig 3.

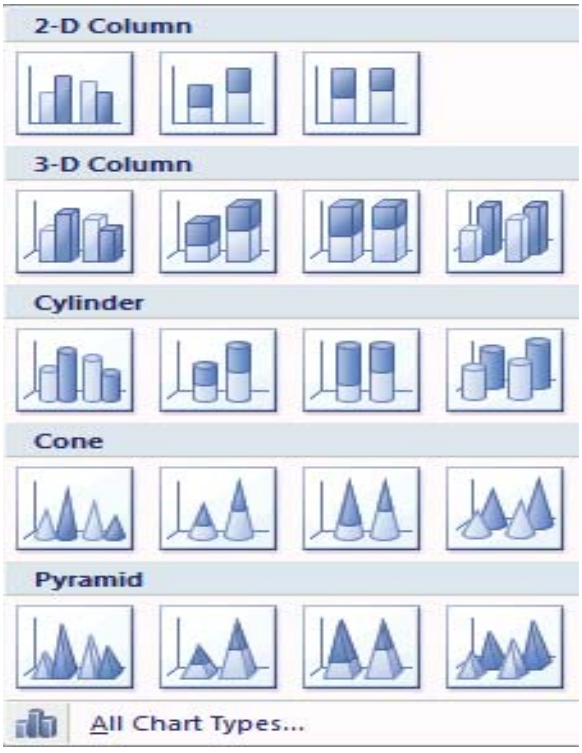
A Context menu will appear as shown below in Fig 4.

4 Select any one of the above chart type.

The chart will be inserted into the Excel worksheet as shown in Fig 5.

Fig 3

Fig 4




Changing chart style and type.

1 A new Menu Chart Tools is insert with sub menus. Design Layout Format

The colour combination and style of the bar can be change by using Chart Styles group from Design tab.

Appearance of the legends and value in the chart can be changed using from Design tab

2 Select Chart Tools → Layout

**A new sub menu will appear as shown in Fig 6.**

3 Select Chart Title from Labels group.

**A Context menu will appear as shown in Fig 7.**

4 Select Axis Titles from the above menu.

Fig 5

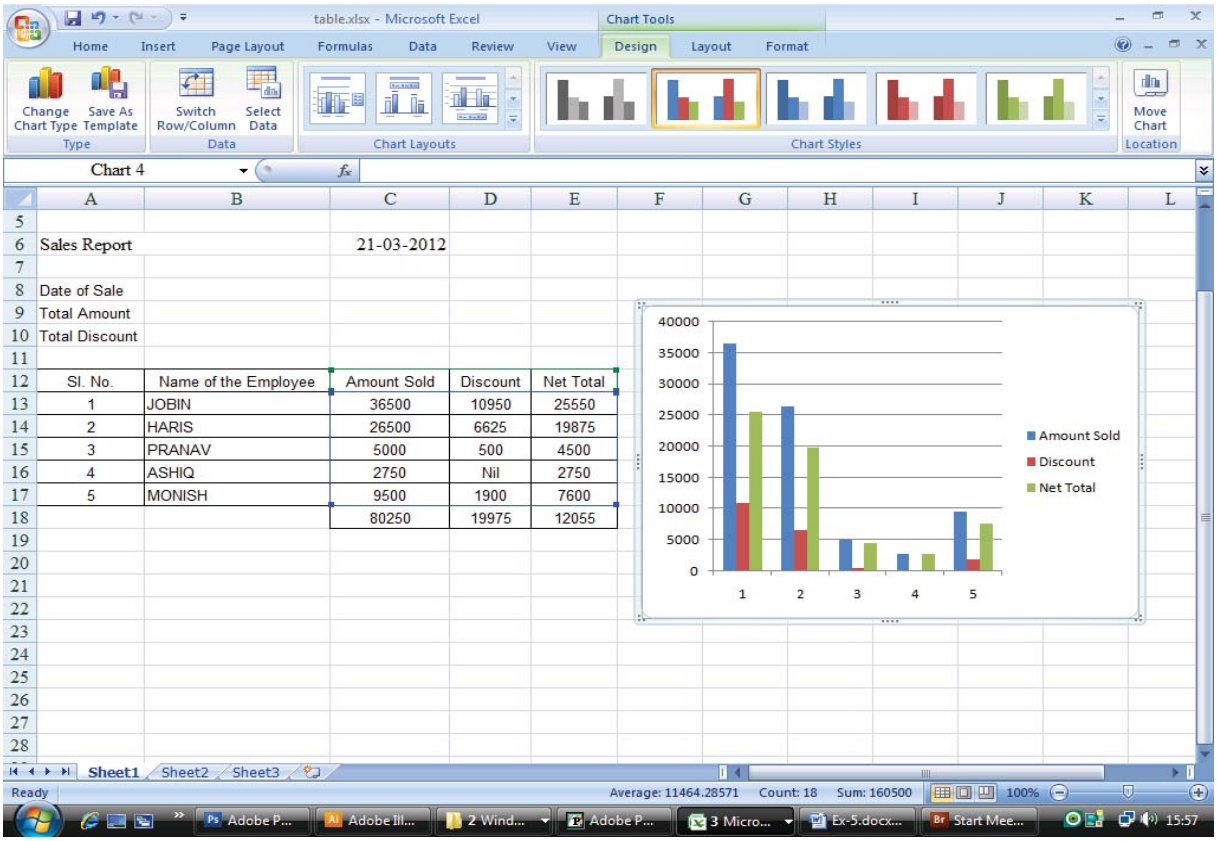
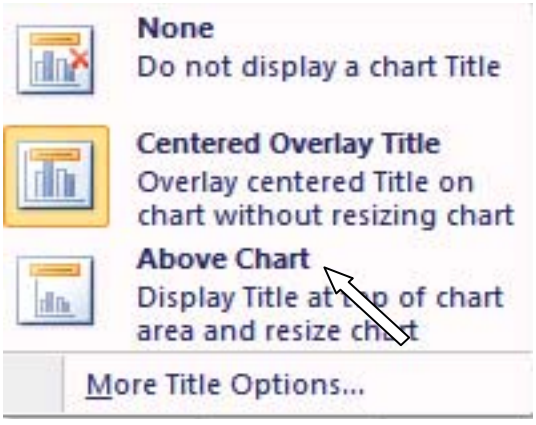



Fig 6

Fig 7



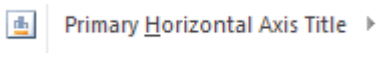

5 Type the heading as “SALES REPORT”.

6 Select

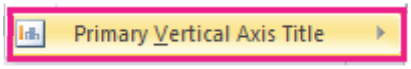
from Labels group.

**A Context menu will appear as shown in Fig 8.**

Fig 8

7 Select 

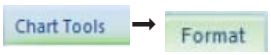

and type “Employees” and press Enter Key.

8 Select 


and type “Amount” and press Enter Key.

**Try with various options in Legend, Data Labels and Data Table and also try with various options in axes and gridlines in Axes group.**

9 Click on the chart.

Select 

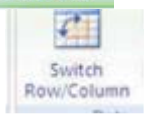

**‘Chart Tools’ menu will appear as shown in Fig 9.**

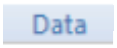
This menu is used to change the style, shape and colour of the fonts used in the chart.

Changing row & column, data.

1 Click on the chart.

2 Select


3 Click on 

from 

group.

The row and column data with automatically (Fig 10)

Fig 9

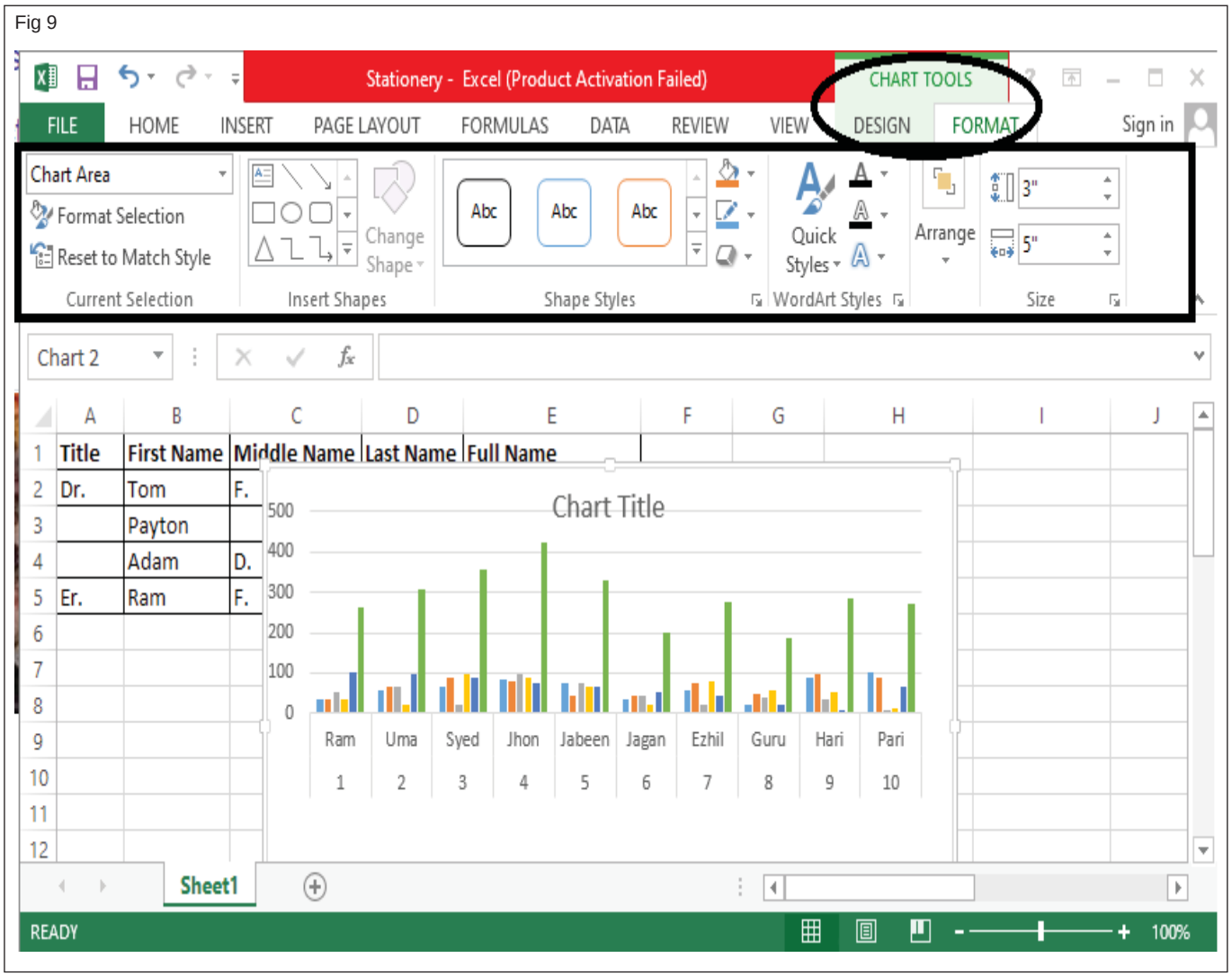
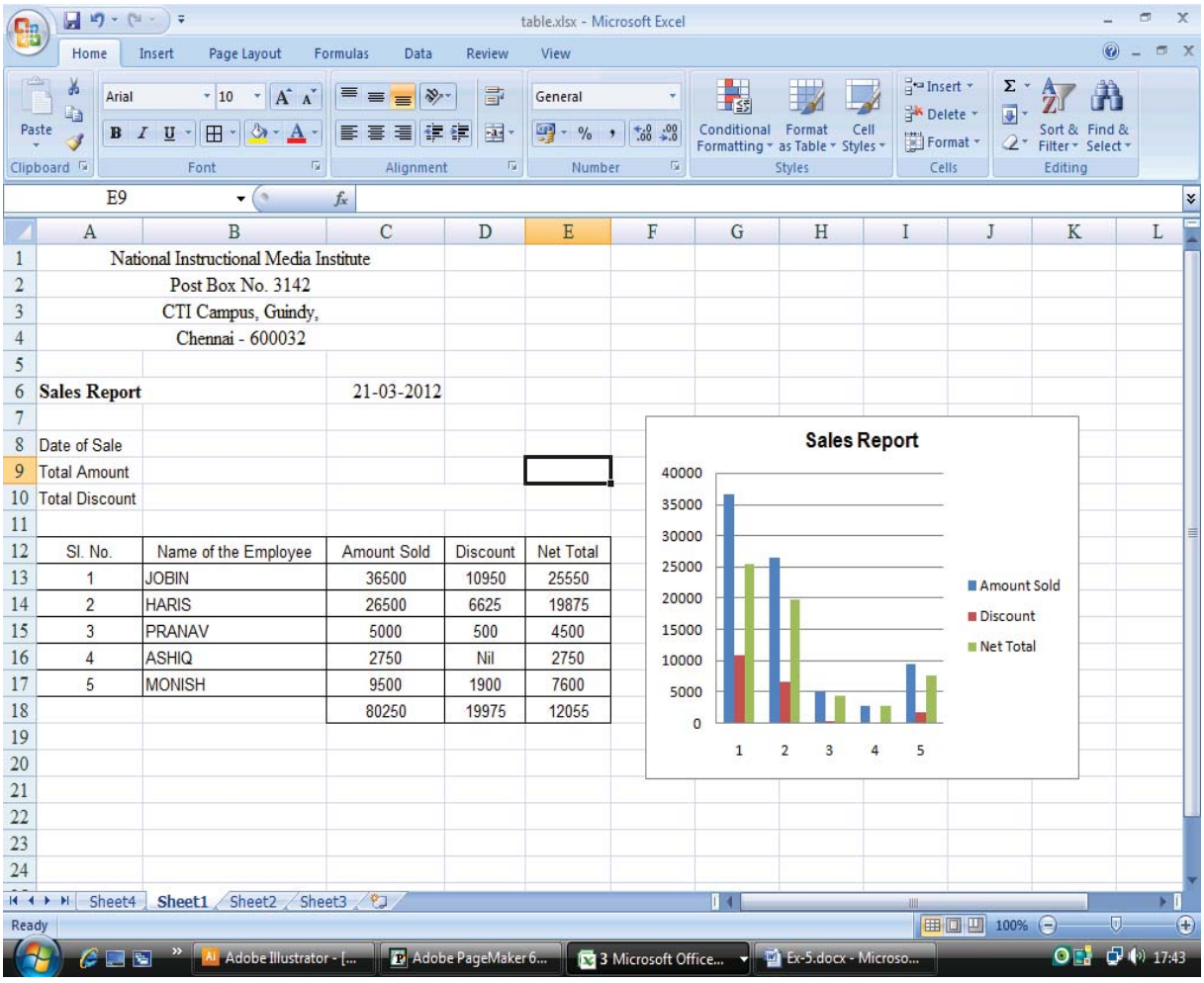


Fig 10




TASK 3: **Create a dynamic chart with updatable value of table**

**Note: A dynamic chart range is a range that updates automatically when you change the data source.**

1 Create a Excel sheet, cells filled with data as shown in the Fig 11.

Fig 11

| | A | B |
|---|---|---|
| 1 | Sharada Matriculation Higher Secondary School | |
| 2 | Guindy Bye Pass Road, Guindy, Chennai - 600 032 | |
| 3 | | |
| 4 | | Nirmala G. |
| 5 | | |
| 6 | Subject | Marks |
| 7 | Tamil | 85 |
| 8 | English | 92 |
| 9 | Maths | 100 |
| 10 | Science | 98 |
| 11 | His & Geo | 95 |
| 12 | Total | 470 |
| 13 | | |

2 Select the cells with data and convert it into “Excel Table” by pressing “Ctrl + T” as shown in Fig 12.

3 Click “OK” Fig 13.

4 Select the table and insert the chart by using “INSERT” tab option as mentioned in Task 2.(Fig 14)

5 Enter data for the cells A9:B9 and A10:B10. The chart changes dynamically as shown in Fig Fig 15.

Fig 12

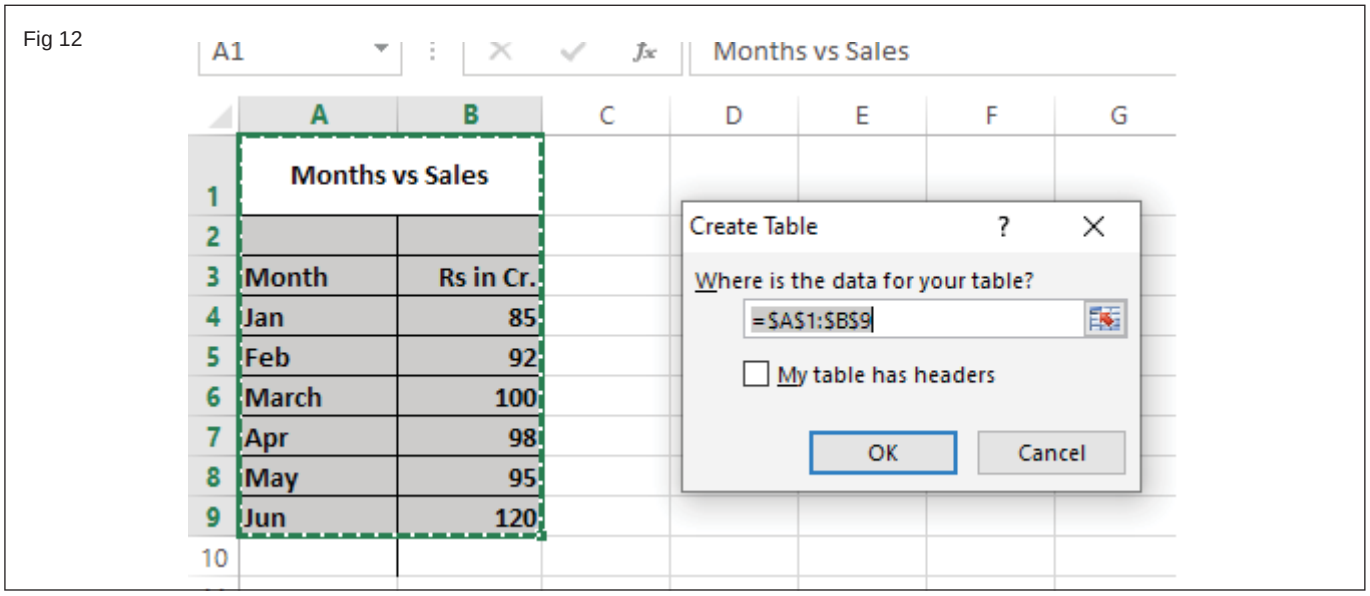



Fig 13

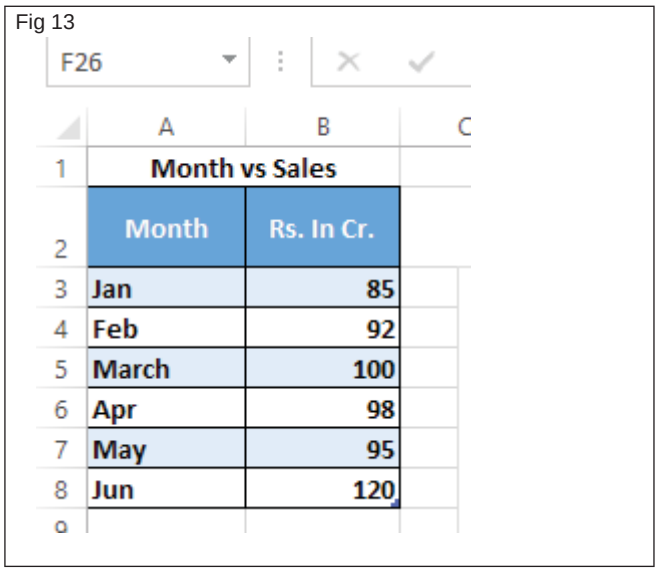



Fig 14

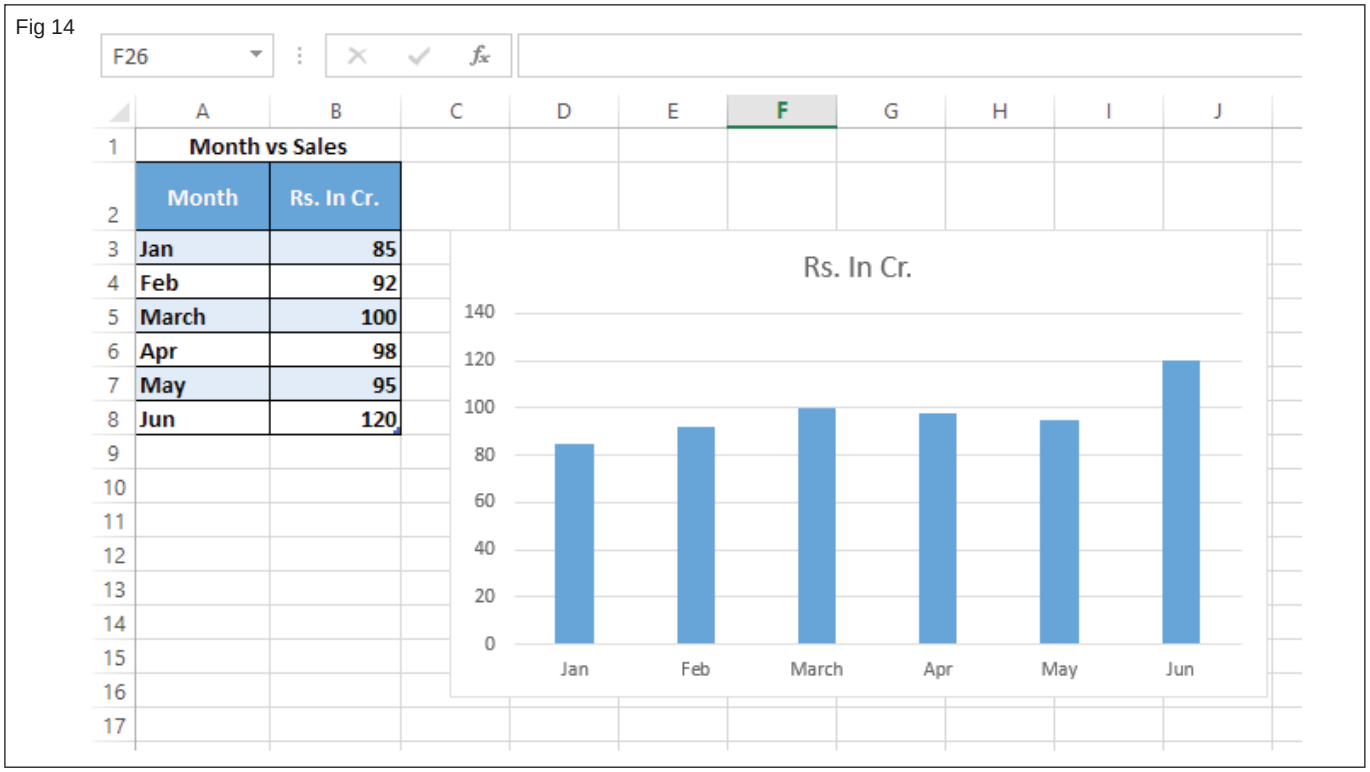
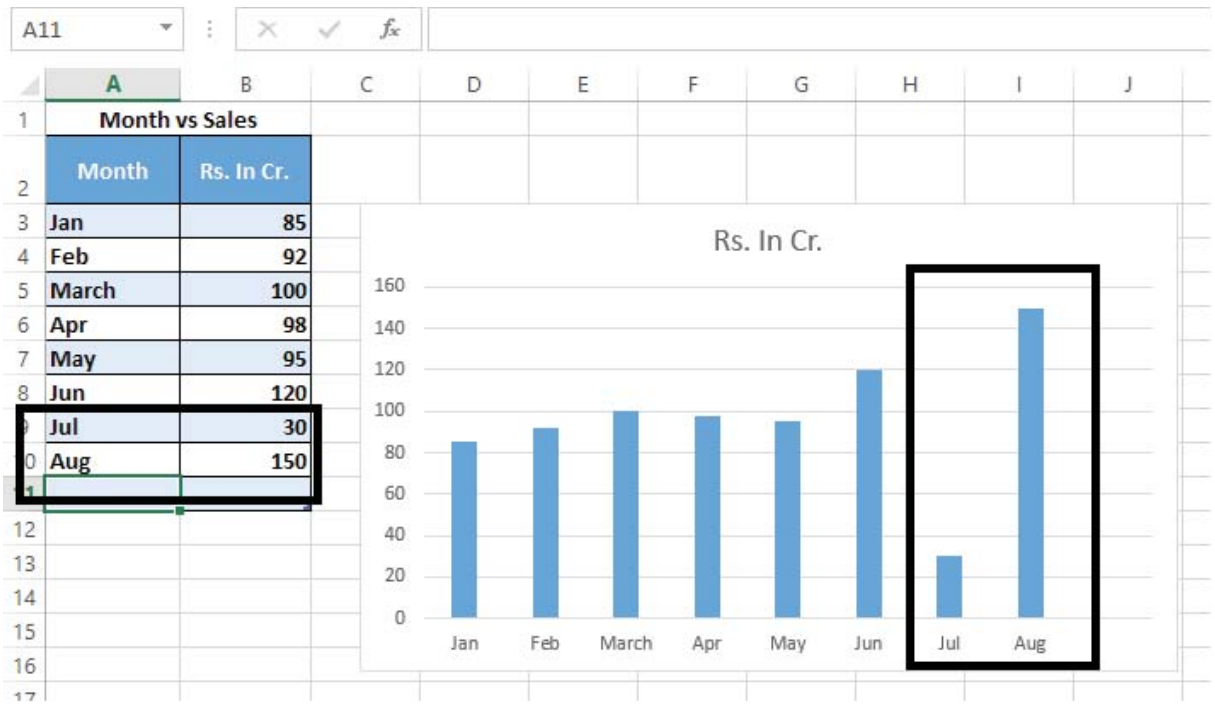


Fig 15


A11
Month vs Sales
Month
Rs. In Cr.
Jan 85
Feb 92
March 100
Apr 98
May 95
Jun 120
Jul 30
Aug 150
Rs. In Cr.
160
140
120
100
80
60
40
20
0
Jan
Feb
March
Apr
May
Jun
Jul
Aug

# Practice Importing and Exporting Excel data

**Objectives:** At the end of this exercise you shall be able to
- **import data into excel from Access database.**

## Requirements

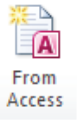
**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

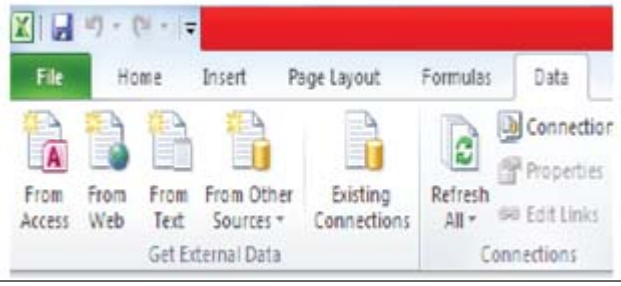
TASK 1: **Import data into excel from Access database**

1 Click “DATA” Tab

2 Click From Access Icon 

in Get External DATA Ribbon Group as shown in Fig 1

Fig 1




**The select Data Source window will display on the screen (Fig 2).**

3 Select the already saved MS-Access Data base file and click Open.

**The Import Data dialog Box will display on the screen (Fig 3).**

4 Select the Table option

5 Select the cell where you want to import the Access database as shown in Fig 3.

6 Click OK button.

**The output window will display as on Fig 4.**

Fig 2

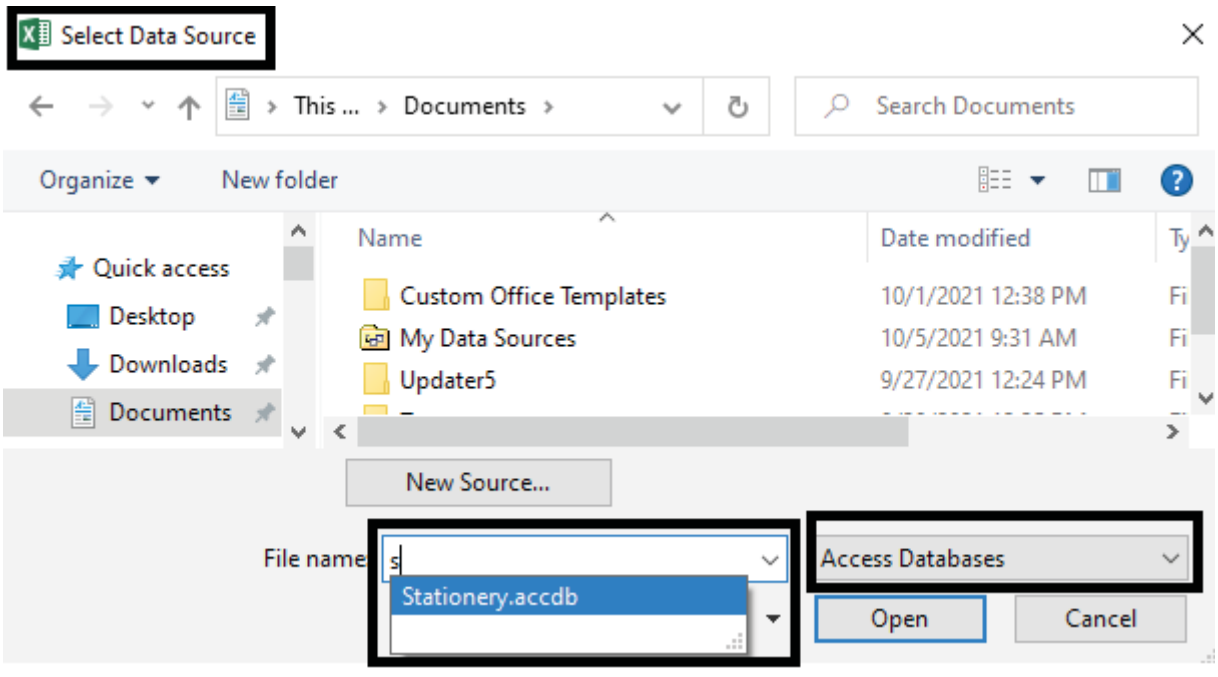


Fig 3

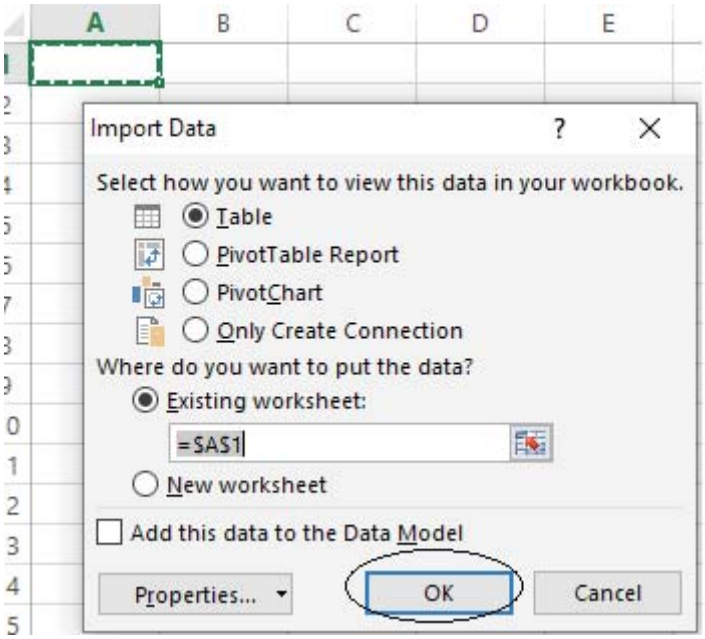
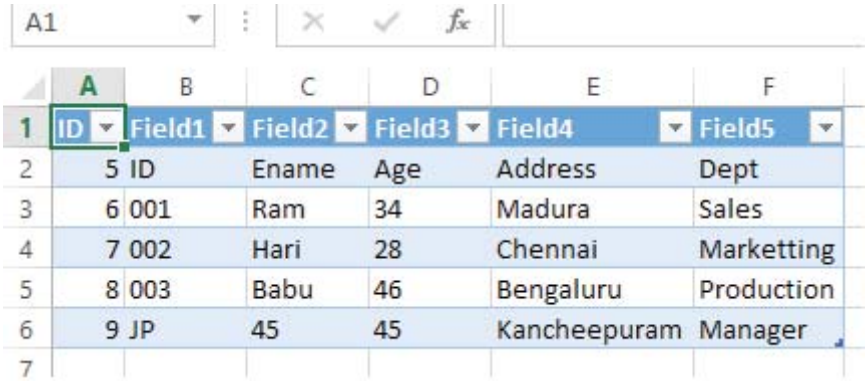



Fig 4



A1

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | ID | Field1 | Field2 | Field3 | Field4 | Field5 |
| 2 | 5 | ID | Ename | Age | Address | Dept |
| 3 | 6 | 001 | Ram | 34 | Madura | Sales |
| 4 | 7 | 002 | Hari | 28 | Chennai | Marketting |
| 5 | 8 | 003 | Babu | 46 | Bengaluru | Production |
| 6 | 9 | JP | 45 | 45 | Kancheepuram | Manager |
| 7 | | | | | | |

# Perform data analysis using Pivot Table and Macros

**Objectives:** At the end of this exercise you shall be able to
- **practice on pivot table**
- **create a Macro and run it.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

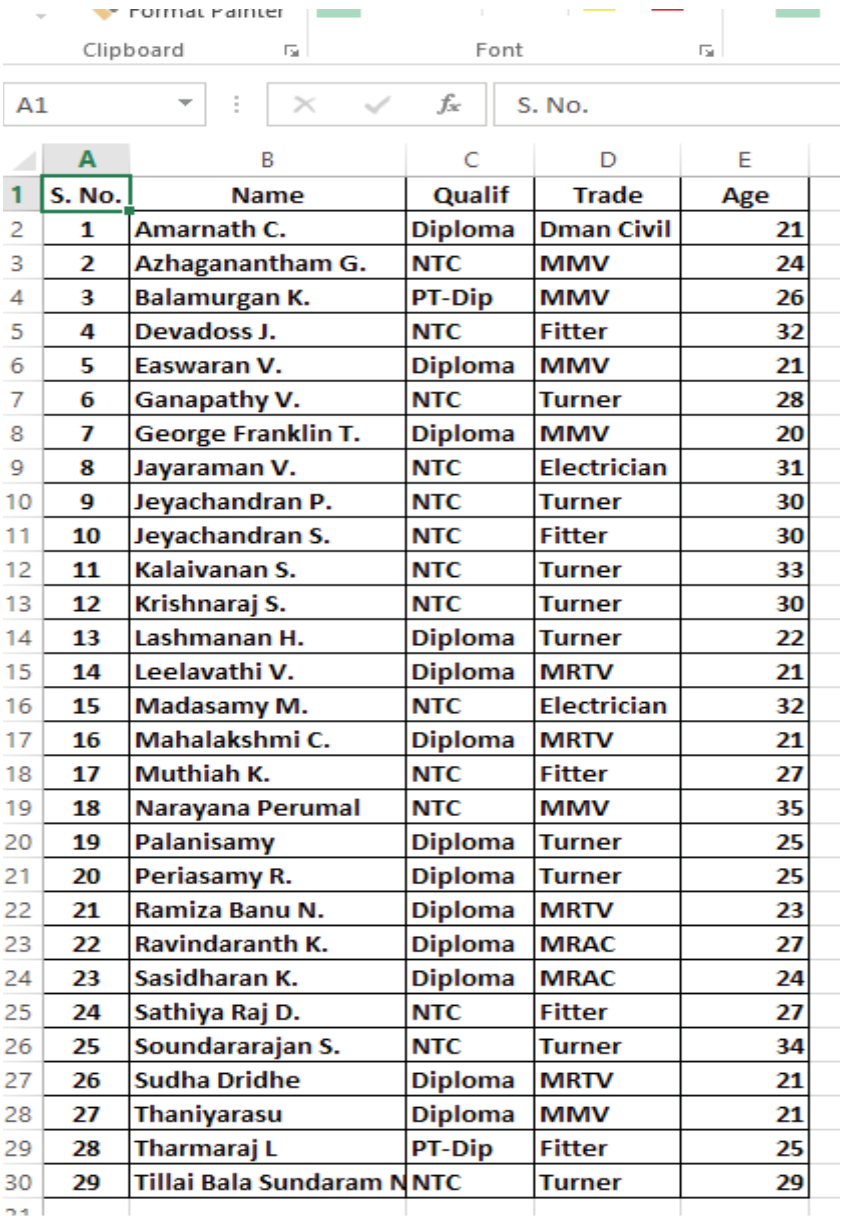
PROCEDURE

TASK 1: **Practice on pivot table**

1 Open a new file and enter the data in the subsequent cells as shown in Fig 1.

2 Click somewhere inside the table to make the active cell inside the table.

Fig 1

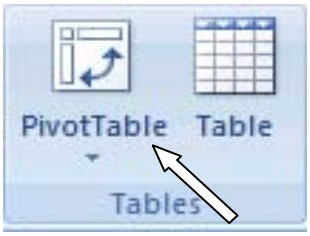



| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | S. No. | Name | Qualif | Trade | Age |
| 2 | 1 | Amarnath C. | Diploma | Dman Civil | 21 |
| 3 | 2 | Azhaganantham G. | NTC | MMV | 24 |
| 4 | 3 | Balamurgan K. | PT-Dip | MMV | 26 |
| 5 | 4 | Devadoss J. | NTC | Fitter | 32 |
| 6 | 5 | Easwaran V. | Diploma | MMV | 21 |
| 7 | 6 | Ganapathy V. | NTC | Turner | 28 |
| 8 | 7 | George Franklin T. | Diploma | MMV | 20 |
| 9 | 8 | Jayaraman V. | NTC | Electrician | 31 |
| 10 | 9 | Jeyachandran P. | NTC | Turner | 30 |
| 11 | 10 | Jeyachandran S. | NTC | Fitter | 30 |
| 12 | 11 | Kalaivanan S. | NTC | Turner | 33 |
| 13 | 12 | Krishnaraj S. | NTC | Turner | 30 |
| 14 | 13 | Lashmanan H. | Diploma | Turner | 22 |
| 15 | 14 | Leelavathi V. | Diploma | MRTV | 21 |
| 16 | 15 | Madasamy M. | NTC | Electrician | 32 |
| 17 | 16 | Mahalakshmi C. | Diploma | MRTV | 21 |
| 18 | 17 | Muthiah K. | NTC | Fitter | 27 |
| 19 | 18 | Narayana Perumal | NTC | MMV | 35 |
| 20 | 19 | Palanisamy | Diploma | Turner | 25 |
| 21 | 20 | Periasamy R. | Diploma | Turner | 25 |
| 22 | 21 | Ramiza Banu N. | Diploma | MRTV | 23 |
| 23 | 22 | Ravindaranth K. | Diploma | MRAC | 27 |
| 24 | 23 | Sasidharan K. | Diploma | MRAC | 24 |
| 25 | 24 | Sathiya Raj D. | NTC | Fitter | 27 |
| 26 | 25 | Soundararajan S. | NTC | Turner | 34 |
| 27 | 26 | Sudha Dridhe | Diploma | MRTV | 21 |
| 28 | 27 | Thaniyarasu | Diploma | MMV | 21 |
| 29 | 28 | Tharmaraj L | PT-Dip | Fitter | 25 |
| 30 | 29 | Tillai Bala Sundaram N | NTC | Turner | 29 |

3 Select Insert tab.

4 Click button from Table group as shown in Fig 2.

Fig 2



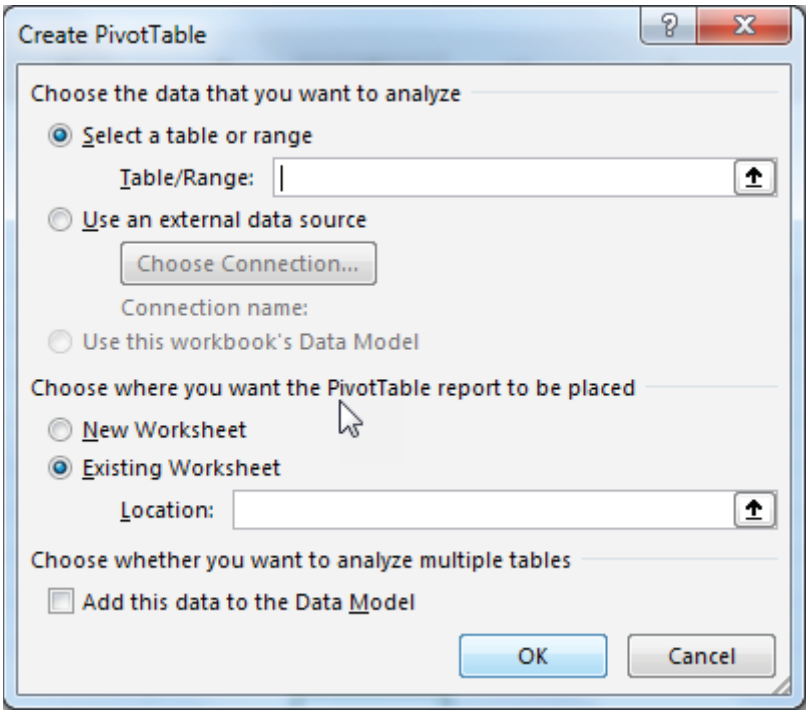

**"Create Pivot Table" dialog box will appear as shown in Fig 3.**

5 Click OK button in the above dialog box.

A new worksheet will appear in the workbook, with a special pane at right side of the screen as shown in Fig 4.

6 Drag the "Trade" field and drop it under Row Labels pane and the screen appears as shown in Fig 5.

Fig 3




7 Drag the "Name" field and drop it under Σ values pane and the screen changes its appearance as shown in Fig 6.

8 Drag the "Trade" field and put it outside of the pane.

9 Drag the "Quali" field and drop it under Row Labels pane.

10 Drag the "Name" field & "Age" field and drop it under Σ values pane.

**The appearance of the screen will be as shown in Fig 7.**

**Here Excel uses "Count" function to find the number of persons under each qualification and "Sum" function to add the age of persons under each qualification.**

11 Double click on the word "Sum of Age".

**A "Value Field Setting" dialog box will appear as shown in Fig 8.**

Fig 4

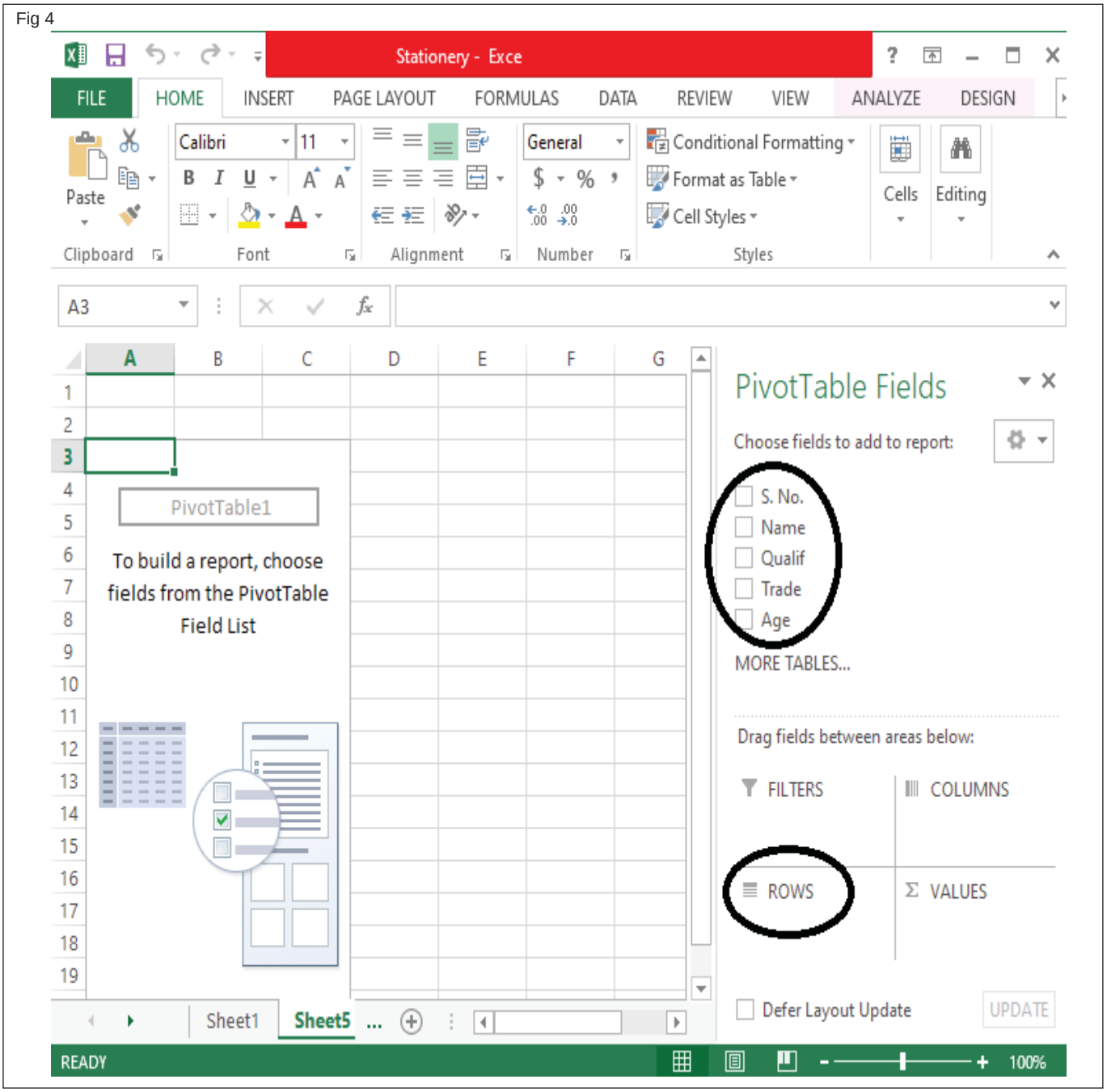
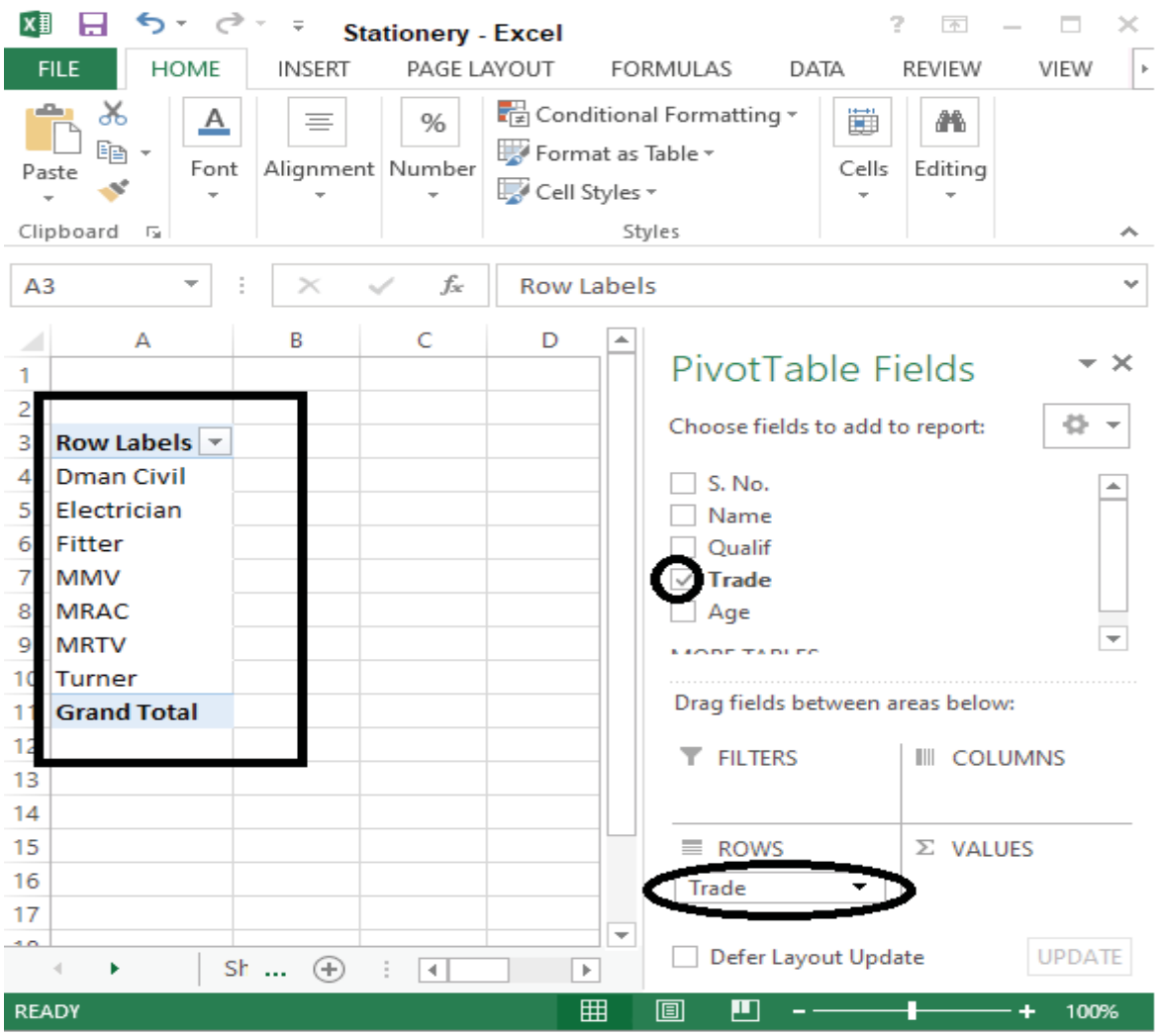

Stationery - Exce
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
ANALYZE
DESIGN
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Cell Styles
Cells
Editing
Clipboard
Font
Alignment
Number
Styles
A3
PivotTable1
To build a report, choose fields from the PivotTable Field List
PivotTable Fields
Choose fields to add to report:
S. No.
Name
Qualif
Trade
Age
MORE TABLES...
Drag fields between areas below:
FILTERS
COLUMNS
ROWS
VALUES
Defer Layout Update
UPDATE
Sheet1
Sheet5
READY
100%

Fig 5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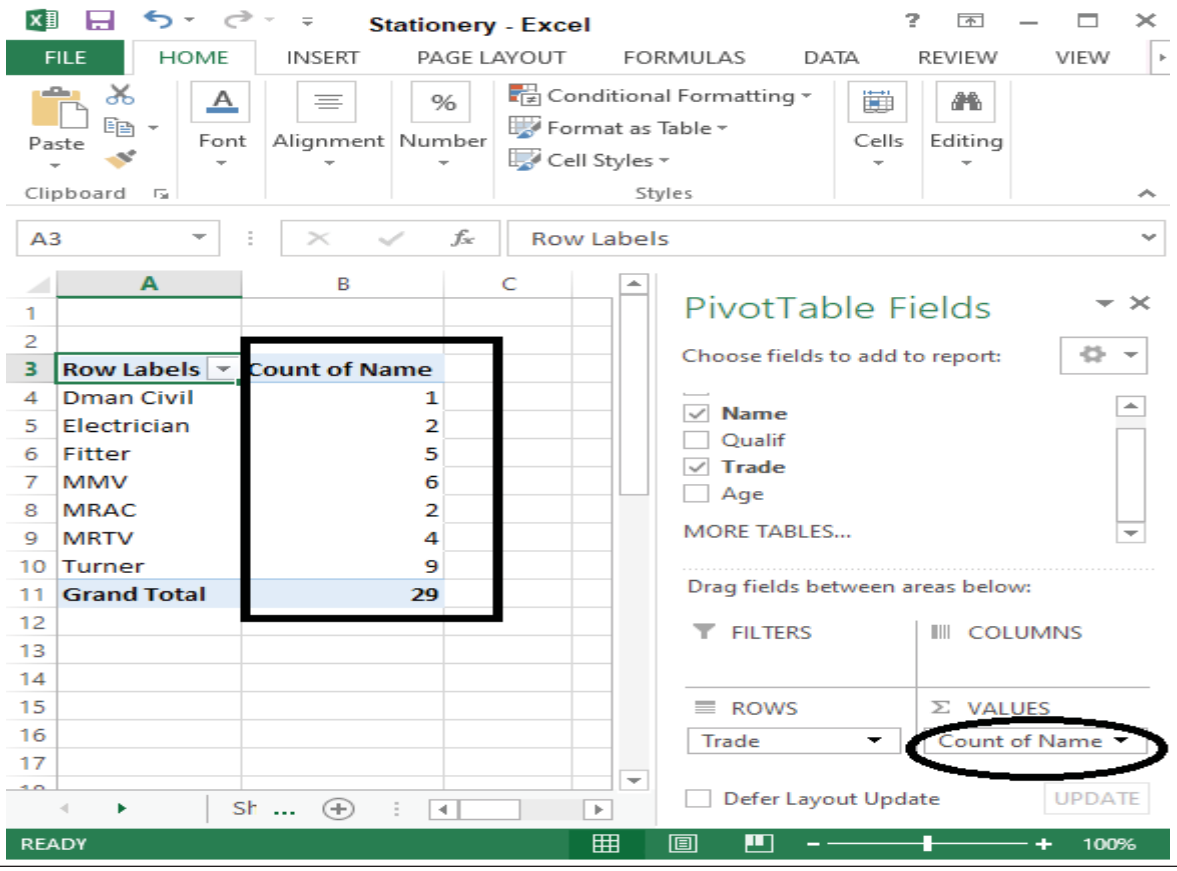
Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Cells
Editing
Clipboard
Styles
A3
Row Labels
Row Labels
Dman Civil
Electrician
Fitter
MMV
MRAC
MRTV
Turner
Grand Total
PivotTable Fields
Choose fields to add to report:
S. No.
Name
Qualif
Trade
Age
Drag fields between areas below:
FILTERS
COLUMNS
ROWS
VALUES
Trade
Defer Layout Update
UPDATE
READY
100%

Fig 6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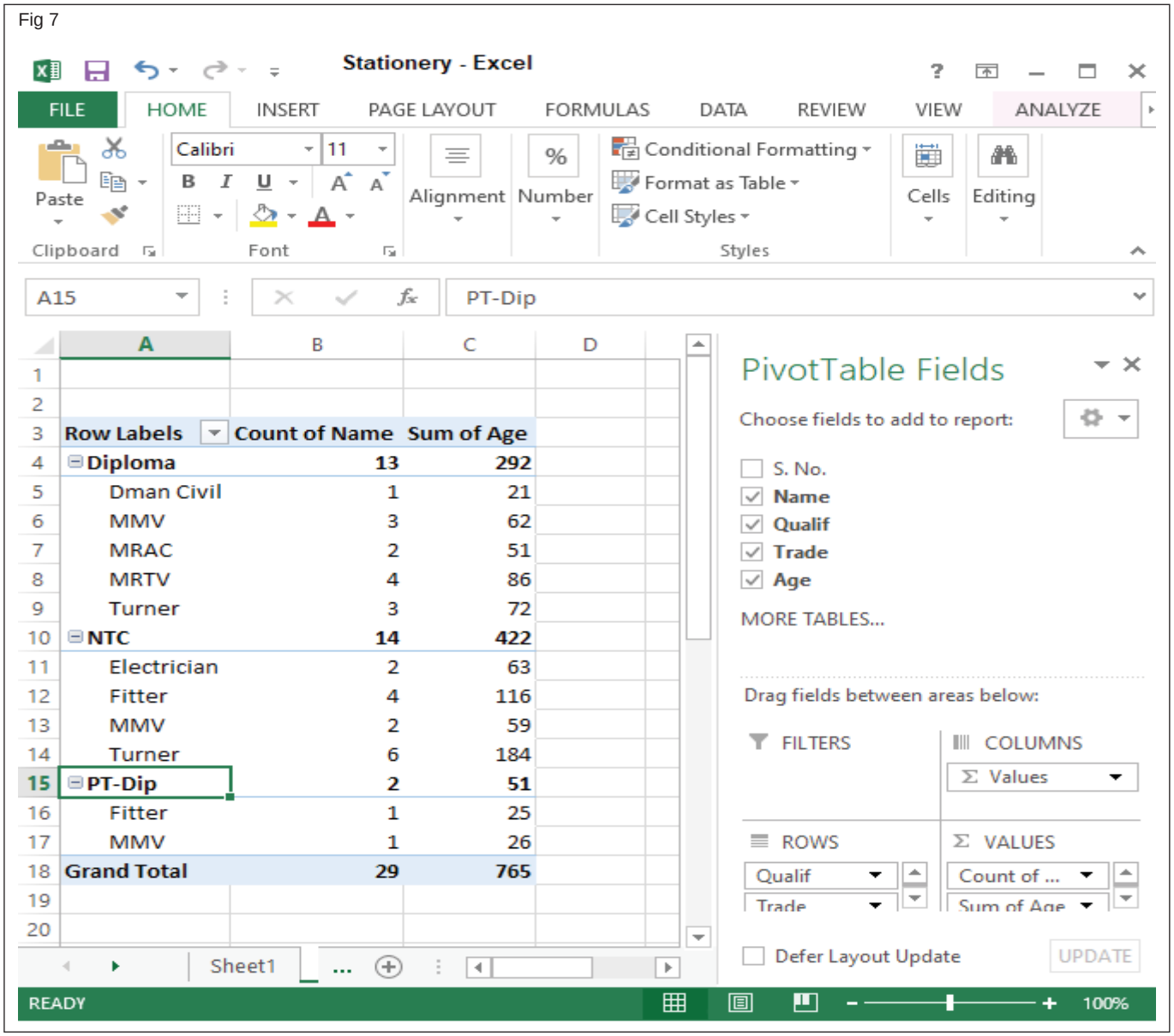
VIEW
Paste
Font
Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Cells
Editing
Clipboard
Styles
A3
Row Labels
Row Labels
Count of Name
Dman Civil 1
Electrician 2
Fitter 5
MMV 6
MRAC 2
MRTV 4
Turner 9
Grand Total 29
PivotTable Fields
Choose fields to add to report:
Name
Qualif
Trade
Age
MORE TABLES...
Drag fields between areas below:
FILTERS
COLUMNS
ROWS
VALUES
Trade
Count of Name
Defer Layout Update
UPDATE
READY
100%

Fig 7




12 Select Min option and press OK.

**Now it will display the Minimum age comes under each qualification as shown in Fig 9.**

13 Double click on the word “Min of Age”.

14 Select Average option and press OK

**Now it will display the Average age comes under each qualification as shown in Fig 10.**

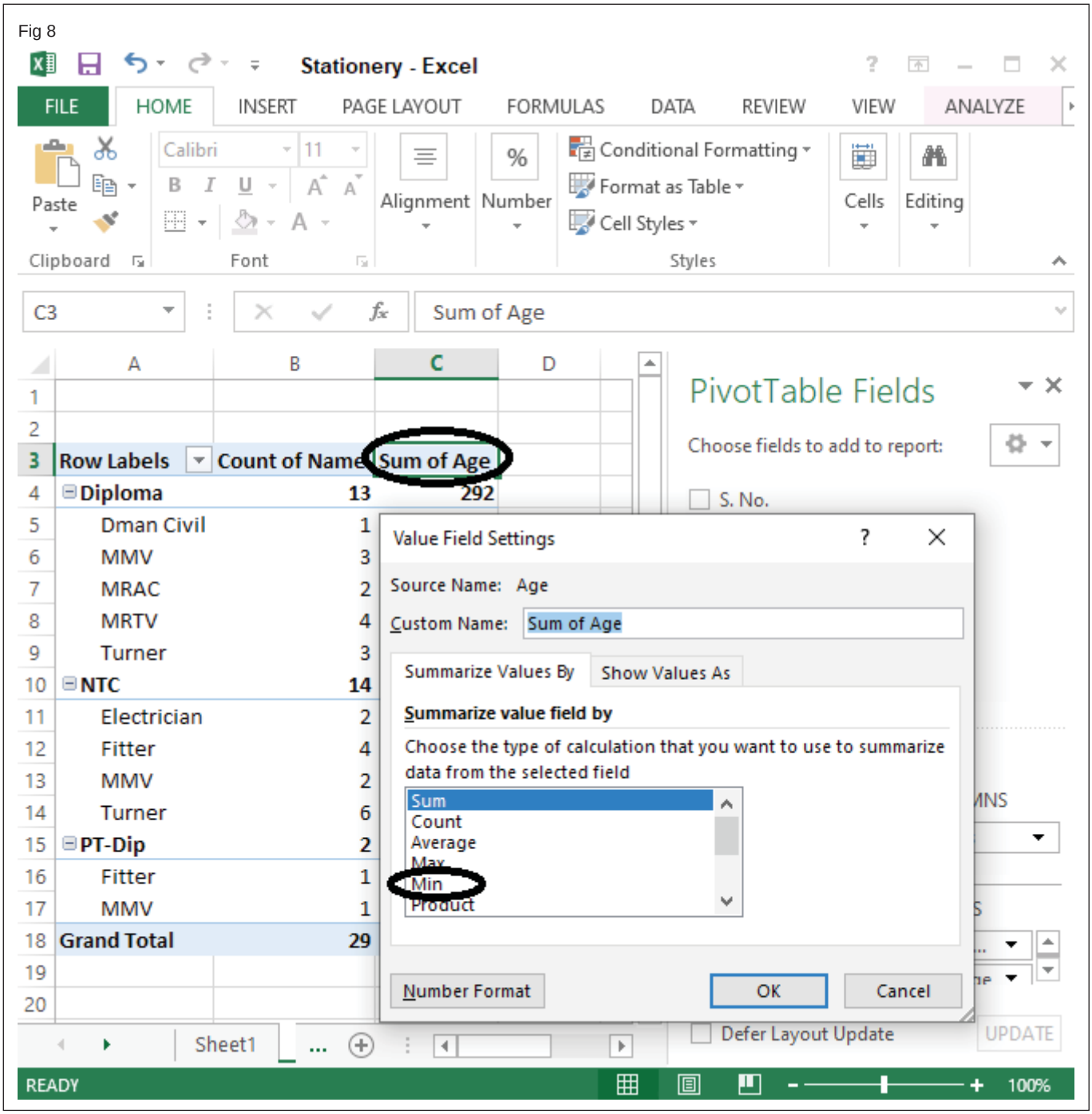
15 Select the column “Average of age”.

16 Click the mouse right button.

**Mini Toolbar buttons will appear on the screen as shown in Fig 11.**

17 Select “Decrease Decimal” to show fewer decimal places.

Fig 8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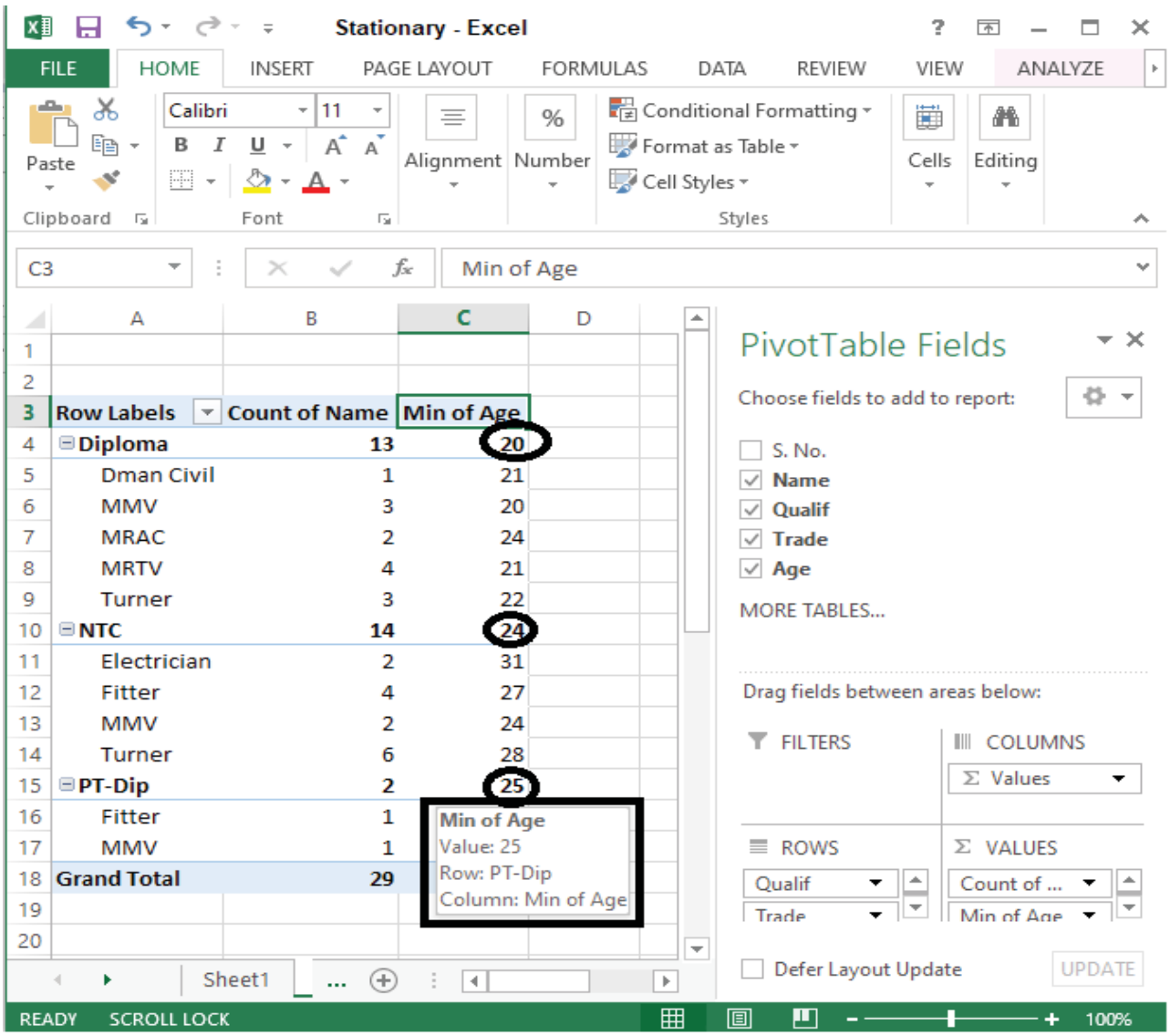
REVIEW
VIEW
ANALYZE
Paste
Clipboard
Font
Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Cells
Editing
C3
Sum of Age
Row Labels
Count of Name
Sum of Age
Diploma 13 292
Dman Civil 1
MMV 3
MRAC 2
MRTV 4
Turner 3
NTC 14
Electrician 2
Fitter 4
MMV 2
Turner 6
PT-Dip 2
Fitter 1
MMV 1
Grand Total 29
PivotTable Fields
Choose fields to add to report:
S. No.
Value Field Settings
Source Name: Age
Custom Name: Sum of Age
Summarize Values By
Show Values As
Summarize value field by
Choose the type of calculation that you want to use to summarize data from the selected field
Sum
Count
Average
Max
Min
Product
Number Format
OK
Cancel
Defer Layout Update
UPDATE
Sheet1
READY
100%

Fig 9


Stationary - Excel
FILE
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Alignment
Number
Conditional Formatting
Format as Table
Cell Styles
Cells
Editing
Clipboard
Font
Styles
C3
Min of Age
Row Labels
Count of Name
Min of Age
Diploma 13 20
Dman Civil 1 21
MMV 3 20
MRAC 2 24
MRTV 4 21
Turner 3 22
NTC 14 24
Electrician 2 31
Fitter 4 27
MMV 2 24
Turner 6 28
PT-Dip 2 25
Fitter 1
MMV 1
Grand Total 29
Min of Age
Value: 25
Row: PT-Dip
Column: Min of Age
Sheet1
PivotTable Fields
Choose fields to add to report:
S. No.
Name
Qualif
Trade
Age
MORE TABLES...
Drag fields between areas below:
FILTERS
COLUMNS
Values
ROWS
VALUES
Qualif
Count of ...
Trade
Min of Age
Defer Layout Update
UPDATE
READY
SCROLL LOCK
100%

Fig 10

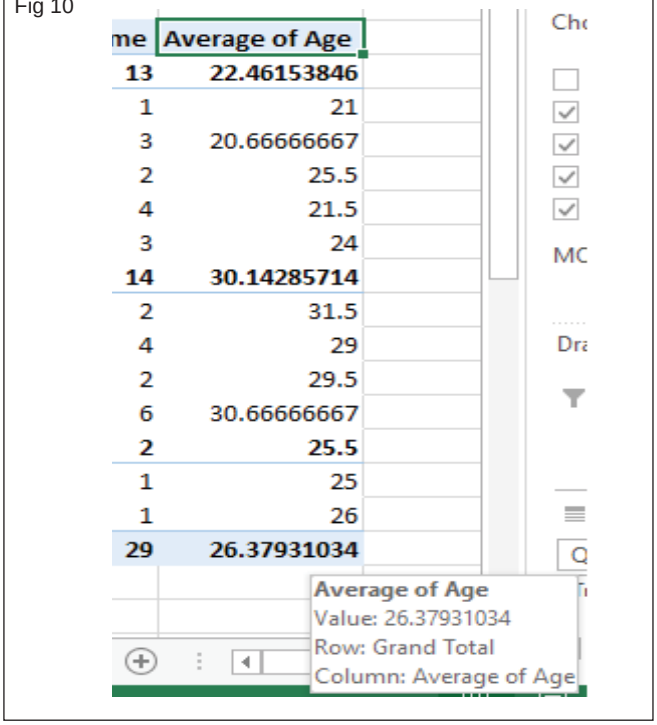
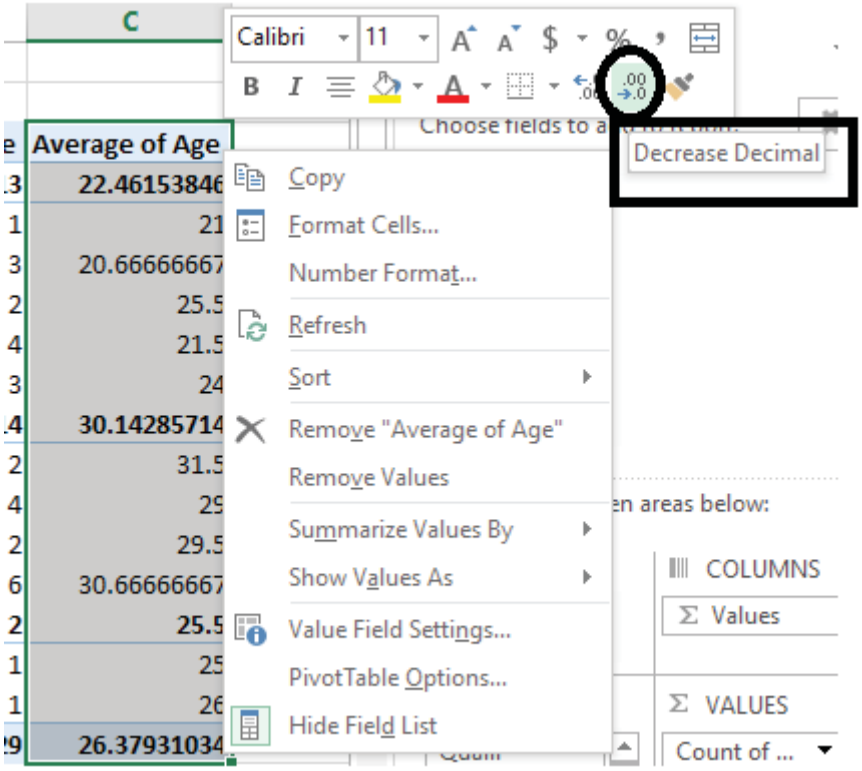

me
Average of Age
13 22.46153846
1 21
3 20.66666667
2 25.5
4 21.5
3 24
14 30.14285714
2 31.5
4 29
2 29.5
6 30.66666667
2 25.5
1 25
1 26
29 26.37931034
Average of Age
Value: 26.37931034
Row: Grand Total
Column: Average of Age

Fig 11



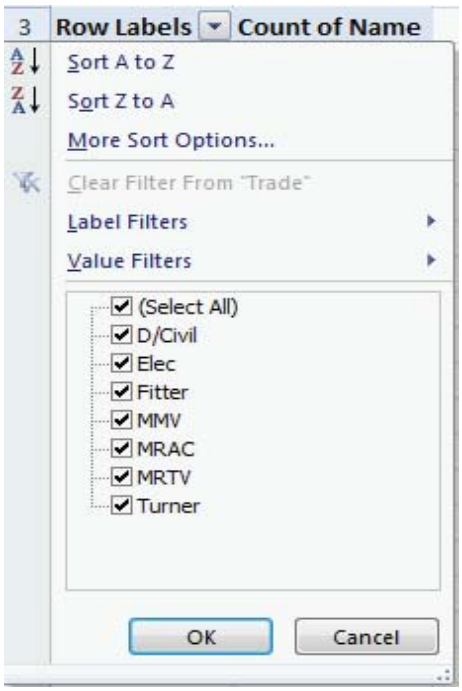

TASK 2: **Sorting and Filtering data's in PIVOT Table**

1 Repeat the Steps 6 and 7 from Task I.

2 Click on the Drop down arrow near the Row Labels

**A context menu will appear as shown in Fig 12.**

Fig 12

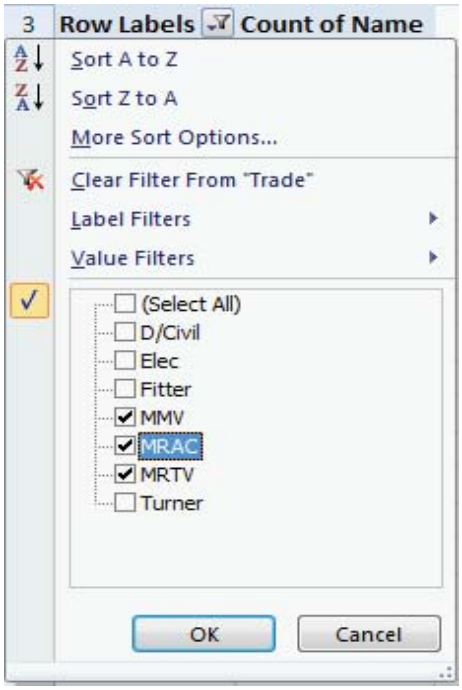



3 Select Sort Z to A to arrange the name reversely.

**You can change the order manually also by dragging the names here and there**

4 Deselect some trade name by clicking on the check box near it as shown in Fig 13.

Fig 13



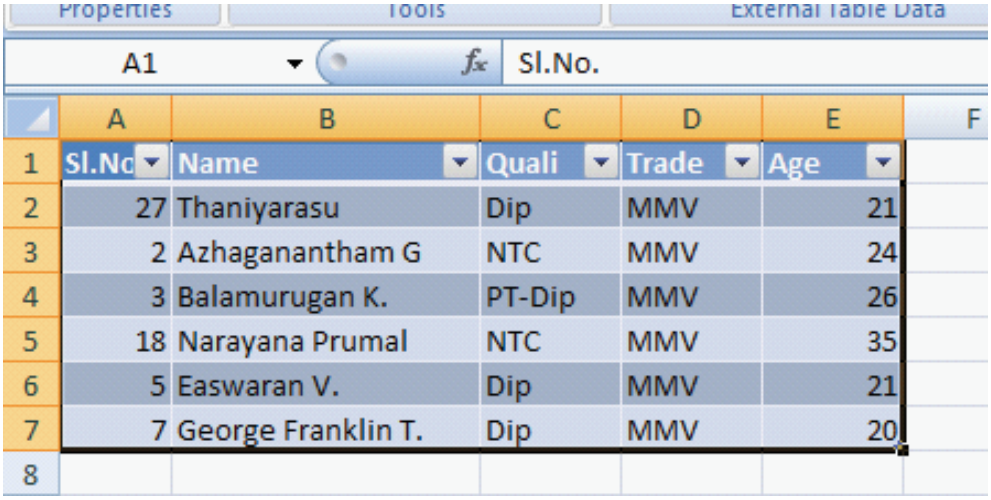
**Now the worksheet will appear as shown in Fig 14.**

5 Double click on B4, to view the details of MMV group as shown in Fig 15.

Fig 14

| | A | B | C |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | Row Labels | Count of Name | |
| 4 | MMV | 6 | |
| 5 | MRAC | 3 | |
| 6 | MRTV | 4 | |
| 7 | Grand Total | 13 | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |

Fig 15




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Sl.No | Name | Quali | Trade | Age | |
| 2 | 27 | Thaniyarasu | Dip | MMV | 21 | |
| 3 | 2 | Azhaganantham G | NTC | MMV | 24 | |
| 4 | 3 | Balamurugan K. | PT-Dip | MMV | 26 | |
| 5 | 18 | Narayana Prumal | NTC | MMV | 35 | |
| 6 | 5 | Easwaran V. | Dip | MMV | 21 | |
| 7 | 7 | George Franklin T. | Dip | MMV | 20 | |
| 8 | | | | | | |

— — — — — —

TASK 3: **Create a Macro and run it**

1 Click on the to open the drop down menu as shown in Fig 16.

2 Click on the Excel Options button located at the bottom of the menu to open the EXCEL Options dialog box as shown in Fig 17.

3 Click on the Popular option at the top of the left hand window of the open dialog box.

4 Click on the Show Developer Tab in the ribbon in the right hand window of the open dialog box.

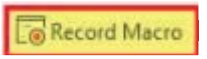
5 Click OK.

6 Open a new Excel File.

7 Select A1 Cell and Type “COPA - SPREED SHEET APPLICATION” and place the pointer in A1 cell.

8 Click on

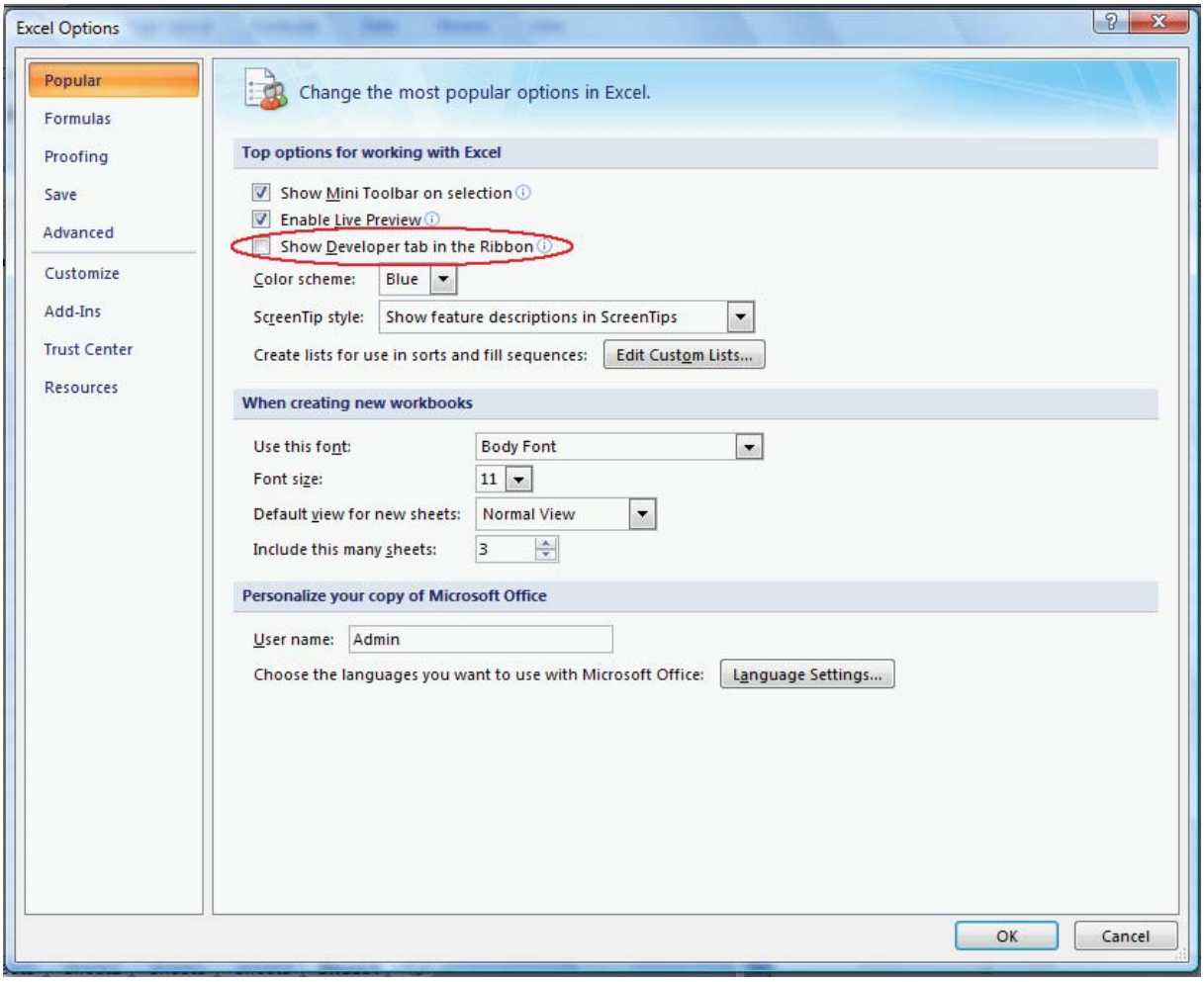
tab.

9 Select 

from Code tab.

Fig 16

Fig 17




**Record Macro will appear as shown in Fig 18.**

Fig 18

5 Type “f” in the check box in Shortcut key and press OK.

6 Select Home tab.

7 Click on **B** *I* U Font group and ≡ from Alignment group.

8 Click on Font face and change it as “STENCIL”.

9 Click on Font Size and change it as “14”.

10 Click on Fill Color and select “Light Green”.

11 Click on Font Color and select “Purple”

12 Select Stop Recording from Code tab.

Now the Macro for the above task is recorded.

13 Click on any cell and type “SAMPLE”

14 Press Ctrl+f.

Now the word SAMPLE will be displayed as *SAMPLE* If the above formatting is required for any cell, it can be available by just pressing Ctrl+f.

# Page setup and printing in Excel Worksheet

**Objectives:** At the end of this exercise you shall be able to
- **prepare an existing table to printing setup**
- **working with printing options and print the given Excel sheet.**

## Requirements

**Tools/Equipment/Machines**

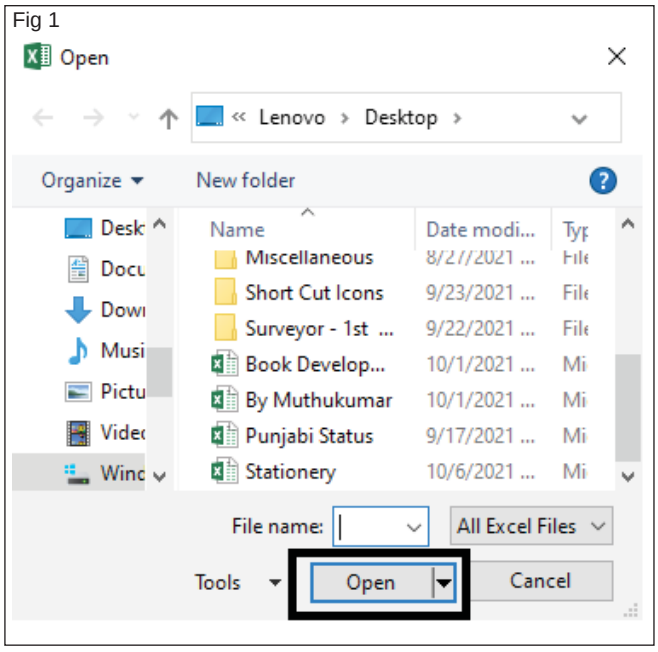
- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Preparing an existing table to printing setup**

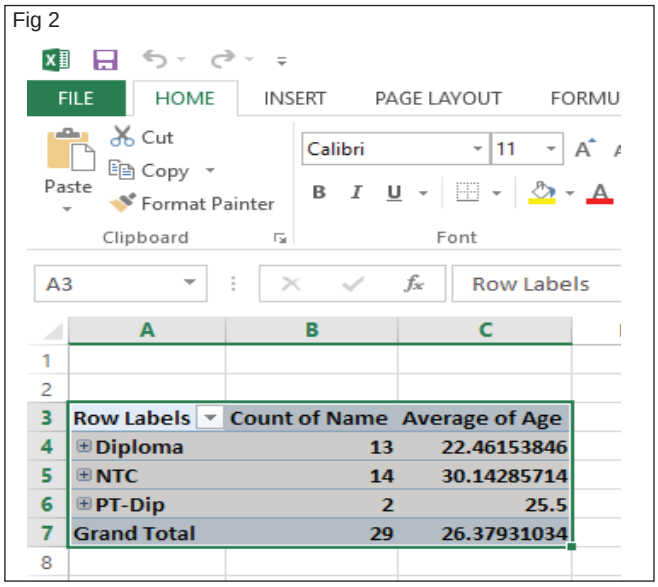
1 Open the existing excel file as on Fig 1.

Fig 1



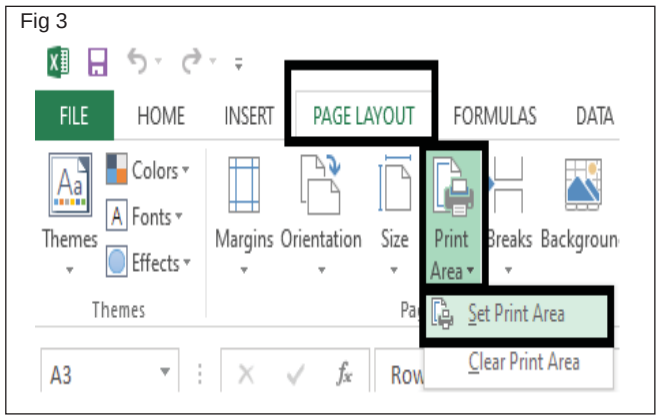

2 Select the table as on Fig 2.

Fig 2



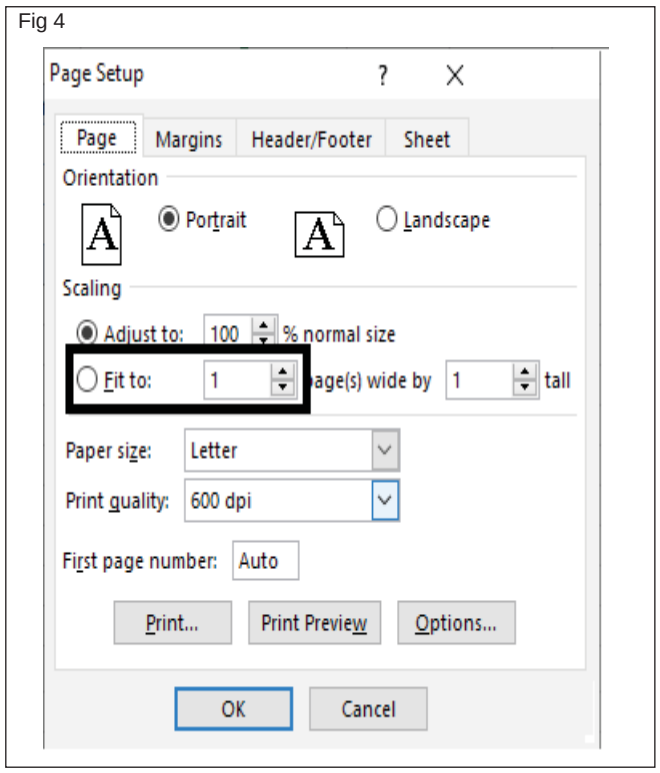

3 Set the “Print Area” option in “Page Layout” Tab as shown in Fig 3.

Fig 3




4 Set the paper size and fit to 1 and click ok as on Fig 4.

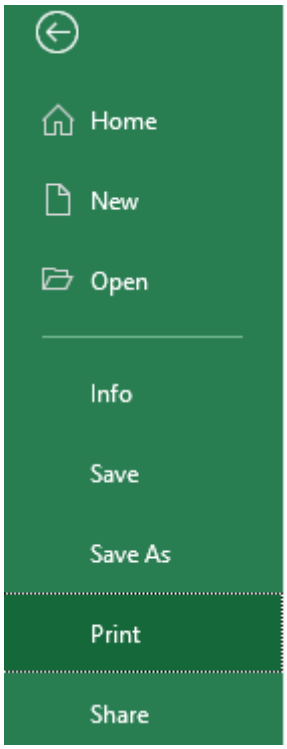
Fig 4



TASK 2: **Working with print options and print the given Excel sheet**

1 After set the page layouts Click File menu and click Print option as on Fig 5

Fig 5



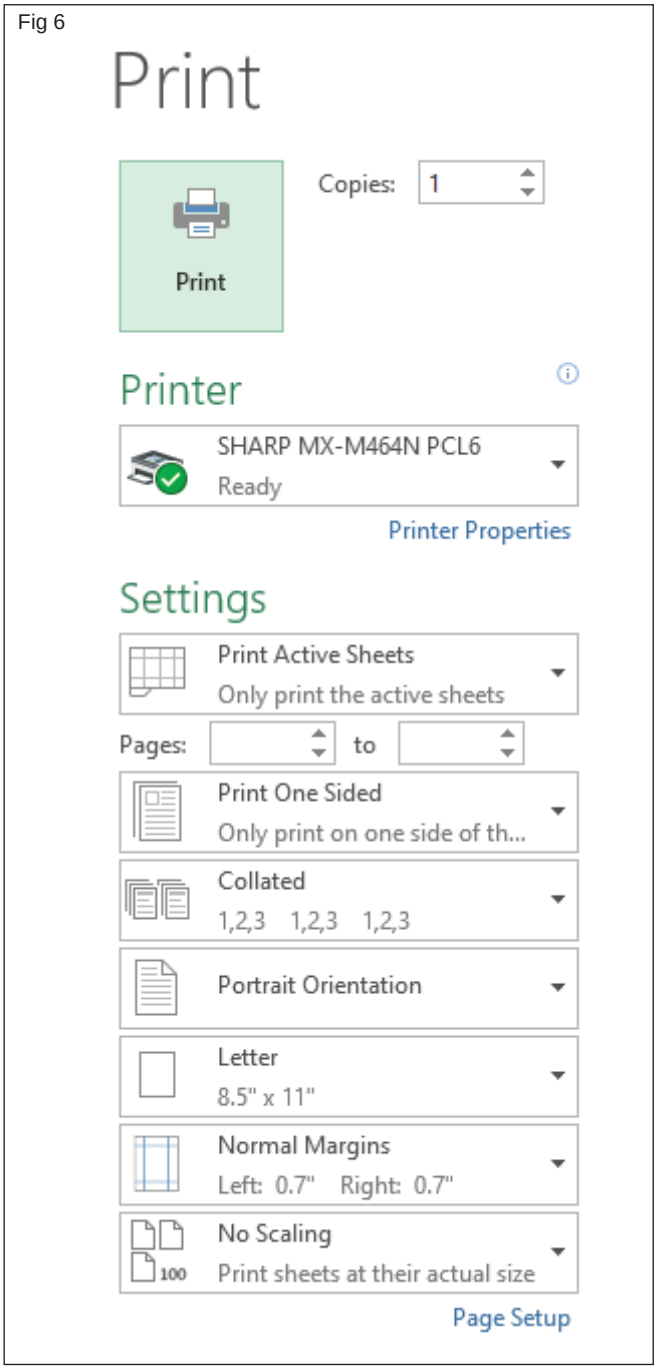

**When select the print option , simultaneously printing options and preview window will display as on Fig 6**

2 In Fig 6 window select number of copies, printer name, number of pages, page orientation

3 Finally click print button as on Fig 7.

Fig 7

Fig 6



## Simple project work using in Excel

**Objectives:** At the end of this exercise you shall be able to
- **prepare an employee due and drawn statement from December-2011 to February -2014**
- **prepare student list in word.**

### Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Prepare an employee due and drawn statement from December-2011 to February -2014**

| NATIONAL INSTRUCTIONAL MEDIA INSTITUTE | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Guindy, Chennai | | | | | | | | | | |
| Due and Drawn in respect of Mr. Akshay Kumar | | | | | | | | | | |
| Month | Basis Pay | DA Rate | DA | HRA | Total | Basic Pay | DA | HRA | Total | Difference |
| Dec-11 | 20000 | 54 | 10800 | 6000 | 36800 | 25000 | 13500 | 7500 | 46000 | 9200 |
| Jan-12 | 20000 | 59 | 11800 | 6000 | 37800 | 25000 | 14750 | 7500 | 47250 | 9450 |
| Feb-12 | 20000 | 59 | 11800 | 6000 | 37800 | 25000 | 14750 | 7500 | 47250 | 9450 |
| Mar-12 | 20000 | 59 | 11800 | 6000 | 37800 | 25000 | 14750 | 7500 | 47250 | 9450 |
| Apr-12 | 20000 | 59 | 11800 | 6000 | 37800 | 25000 | 14750 | 7500 | 47250 | 9450 |
| May-12 | 20000 | 59 | 11800 | 6000 | 37800 | 25000 | 14750 | 7500 | 47250 | 9450 |
| Jun-12 | 20000 | 59 | 11800 | 6000 | 37800 | 25000 | 14750 | 7500 | 47250 | 9450 |
| Jul-12 | 20600 | 62 | 12772 | 6180 | 39552 | 25750 | 15965 | 7725 | 49440 | 9888 |
| Aug-12 | 20600 | 62 | 12772 | 6180 | 39552 | 25750 | 15965 | 7725 | 49440 | 9888 |
| Sep-12 | 20600 | 62 | 12772 | 6180 | 39552 | 25750 | 15965 | 7725 | 49440 | 9888 |
| Oct-12 | 20600 | 62 | 12772 | 6180 | 39552 | 25750 | 15965 | 7725 | 49440 | 9888 |
| Nov-12 | 20600 | 62 | 12772 | 6180 | 39552 | 25750 | 15965 | 7725 | 49440 | 9888 |
| Dec-12 | 20600 | 62 | 12772 | 6180 | 39552 | 25750 | 15965 | 7725 | 49440 | 9888 |
| Jan-13 | 20600 | 66 | 13596 | 6180 | 40376 | 25750 | 16995 | 7725 | 50470 | 10094 |
| Feb-13 | 20600 | 66 | 13596 | 6180 | 40376 | 25750 | 16995 | 7725 | 50470 | 10094 |
| Mar-13 | 20600 | 66 | 13596 | 6180 | 40376 | 25750 | 16995 | 7725 | 50470 | 10094 |
| Apr-13 | 20600 | 66 | 13596 | 6180 | 40376 | 25750 | 16995 | 7725 | 50470 | 10094 |
| May-13 | 20600 | 66 | 13596 | 6180 | 40376 | 25750 | 16995 | 7725 | 50470 | 10094 |
| Jun-13 | 20600 | 66 | 13596 | 6180 | 40376 | 25750 | 16995 | 7725 | 50470 | 10094 |
| Jul-13 | 21220 | 70 | 14854 | 6366 | 42440 | 26530 | 18571 | 7959 | 53060 | 10620 |
| Aug-13 | 21220 | 70 | 14854 | 6366 | 42440 | 26530 | 18571 | 7959 | 53060 | 10620 |
| Sep-13 | 21220 | 70 | 14854 | 6366 | 42440 | 26530 | 18571 | 7959 | 53060 | 10620 |
| Oct-13 | 21220 | 70 | 14854 | 6366 | 42440 | 26530 | 18571 | 7959 | 53060 | 10620 |
| Nov-13 | 21220 | 70 | 14854 | 6366 | 42440 | 26530 | 18571 | 7959 | 53060 | 10620 |
| Dec-13 | 21220 | 70 | 14854 | 6366 | 42440 | 26530 | 18571 | 7959 | 53060 | 10620 |
| Jan-14 | 21220 | 73 | 15491 | 6366 | 43077 | 26530 | 19367 | 7959 | 53856 | 10779 |
| Feb-14 | 21220 | 73 | 15491 | 6366 | 43077 | 26530 | 19367 | 7959 | 53856 | 10779 |
| **Total** | **556960** | **1742** | **359914** | **167088** | **1083962** | **696240** | **449920** | **208872** | **1355032** | **271070** |

1 Perform following criteria

2 Give 3% increment in july month every year

3 Use Roundup function for increment calculation and rounded to nearest to 10

4 HRA is 30% on basic pay

5 DA rate is increased every 6 months

6 If change December -2011 basic pay total difference amount should be calculated automatically.

7 After finishing the exercise check with the instructor.

— — — — — —

TASK 2: **Prepare student list in word**

**Perform following criteria**

1 Create a table 100 rows and 4 column

2. Use top row for header

3 Give Sl.No. using numbers and bullets

4 Apply header on each page using “repeat as header at the top of each page”. option

5 Change Sl.no at 20 as 30 in single stroke by using “set numbering value” option.

6 Split table at Sl.no.50 using “split table” option.

7 After finishing the exercise check with the instructor.

| Sl.No | Name of the student | Father name | Address |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 100 | | | |

— — — — — —

# Practice english language typing with specific typing lesson and software

**Objectives:** At the end of this exercise you shall be able to
- **practice english language typing with specific lesson.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

## PROCEDURE

TASK 1: **Type the following in double line spacing with a margin of ten degree**

**Indian National Flag**

The National Flag of India is a horizontal rectangular tricolour of saffron, white and India green; with the Ashoka Chakra, a 24-spoke wheel, in navy blue at its centre. It was adopted in its present form during a meeting of the Constituent Assembly held on 22 July 1947, and it became the official flag of India on 15 August 1947. In India, the term “tricolour” almost always refers to the Indian national flag. The flag is based on the Swaraj flag, a flag of the Indian National Congress designed by Pingali Venkayya.

By law, the flag is to be made of khadi, a special type of hand-spun cloth made popular by Mahatma Gandhi. The manufacturing process and specifications for the flag are laid out by the Bureau of Indian Standards. The right to manufacture the flag is held by the Khadi Development and Village Industries Commission, who allocates it to regional groups. As of 2009, the Karnataka Khadi Gramodyoga Samyukta Sangha has been the sole manufacturer of the flag.

Usage of the flag is governed by the Flag Code of India and other laws relating to the national emblems. According to the Flag code of India, the Indian flag has a width:height aspect ratio of 3:2. All three horizontal bands of the flag (saffron, white and green) are equally sized. The Ashoka Chakra has twenty-four evenly-spaced spokes.

**Symbolism**

Gandhi first proposed a flag to the Indian National Congress in 1921. The flag was designed by Pingali Venkayya. In the centre was a traditional spinning wheel, symbolising Gandhi’s goal of making Indians self-reliant by fabricating their own clothing. The three bands refers to courage and sacrifice, peace and truth, and faith and chivalry respectively.

The wheel denotes motion. The wheel represents move and go forward (dynamism of a peaceful change).

Education and training in cosmetology takes you straight to the world of glamour and excitement and allows you to explore the opportunity to work with hair, skin or nails depending upon your choice. The different combinations of chemicals allow to create the right type of product for possibilities in the field

— — — — — —

Scripts to be Practiced by typing the following:

1. A leads letters Ancient Lord
   Leads and Lords the entire world.
2. Lore worth learning learn flawlessly
   Live by that learning throughly.
3. That lore is vain which does not fall
   At his good feet who knowth all.
4. In grace and gain the house excells
   where love with virtue sweetly dwells
5. Industry adds Prosperity
   Indolence brings but Poverty
6. A father's duty to his son is
   to seat him in the front of the wise.
7. A mother hearing her son's merit
   delight more than when she beget.
8. A help rendered in hour of need
   though Small is greater than the world.
9. Doing good turns Put them to shame
   Thus Chide the evils who do harm.
10. What is truth the question be
    It is to speak out evil free.

11. my dear brothers and sisters, take Note of this: Every one Should be quick to listen, Slow to speak and Slow to become angry, for man's anger does not bring about the righteous life that God desire. Therefore, get rid of all moral filth and the evil that is so Prevalent and humbly accept the word Planted in you, which can save you.

— — — — — —

TASK 3: **Speed practice - I**

**Type the following in double line spacing with a margin of ten degrees**

Education and training in cosmetology takes you straight to the world of glamour and excitement and allows you to explore the opportunity to work with hair, skin or nails. Depending upon your choice. The different combinations of chemicals allow to create the right type of product for product for hair skin or mails. Thought the possibilities in the field of cosmetology are endless, you do require education or training in this field to be able to find the right path for yourself. The aim of a make-up artistes to brining out beauty without making it look like a disguise. Make-up artists apply cosmetics to enhance a client's appearance as also create any image a particular job calls for. The artist should be inclined artistically like blending, shad9ing or creating.

A make-up artist can establish himself in a salon with a private clientele, become make-up director for a prestigious department store represent a line of cosmetics, work in Television and movie production, find a position with a fashion magazine or work behind the scenes in theatre production. Operating as an independent free lancer allows you to create your own schedule or find employment with one company. The make-up artists should concentrate on chemistry and anatomy if they want to make it to the top. Theatre experience, especially a study of stage lighting can be really helpful. Six months to one year work experience in a good salon is important after training.

Volunteering your services to community theatres, fashion shows etc., will not only provide experience but also help in establishing contact with people who may be important to your career. Star Campbell place a master of make-up artistry, says that achieving delicate effects takes yeast of concrete training. The ,ore time you invest in preparing for this career the longer your career will be and the more you will get out of it. It allows you to be independent mobile and employable. You can begin by developing a portfolio that can be presented to a potential client. The portfolio can include before and after photograph so make-over you have performed, along with any awards or certificates you may have earned.

The job of skin care specialist (Aesthetician) here is to offer treatments to perfect the look and health of the skin. The aesthetician can work in a salon, teach, travel giving demonstrations or become a consultant to a cosmetic company. The training for this job should be in beauty salon which specializes in emphasizes on facial treatments. These training courses are best use of them. The specialist must read as much as possible about skin care so that there is a touch of authority in what he says.

— — — — — —

**Type the following in double line spacing with a margin of ten degrees**

The invention of paper is closely-linked with the history of human civilization. Although the modern printing industry is generally considered to have bon out of the invention of movable types of Johan Gutenberg in 1455, the Chinese had been printing on paper many hundreds of years earlier. Paper was first produced in China in about 105 AD when papyrus and parchment were being used in Mediterranean countries. Tortoise shell, bone metals, stones bamboo slips, wooden tables and silk were used as writing materials in China before the invention of paper. It took centuries to perfect the technology of producing vegetable fibre paper, initially, the raw materials used was hemp, rope ends, rags and work out fishing nets ect, the oldest sample of paper from Wester Han Dynasty was discovered in 1957 in Shaanxi province of China.

The ancient Egyptians used papyrus as writing materials, which is derived from the plant Cypenus papyrus. The papyrus was long cultivated in the Nile delta region in Egypt and was collected for its stalk or stem, whose central pith was cut into thin strips, pressed together and dried to form a smooth thin writing surface. Papyrus is a grass like aquatic plant that has woody, blunt triangular stems and grows up to 4.6cm high in quietly flowing water. The triangular stem can grow to a width of 6cm. The Egyptians used the stem of the pyrus plant to make sails, cloth, mat, cords and above all paper. It was adopted by the Greeks and was used extensively in the Roman Empire.

It was used for the production of legal documents. Pliny the Elder, gave an account of the manufacture of paper from papyrus. The fibrous layers within the stem of the plant were removed and a number of these longitudinal strips were placed side by side and then crossed at right angles with another set of strips. The two layers formed a sheet, which was then dampened and pressed. Upon drying the glue-like sap of the plant acted as an adhesive and cemented the layers together. The sheet was finally hammered and dried in the sun. a number of these sheets were then joined together with paste to form a roll, with usually not more than 20 sheets to a roll. As time passed, other fibrous plants started replacing papyrus.

By the turn of 3rd Century A.D papyrus had already begun to be replaced by less expensive velum of parchment in Europe. Parchment is said to have been invited in the 2nd Century. B.C., The name apparently derived from the ancient Greek city of Pergamum. It is the processed skin of certain animals mainly sheep.

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TASK 5: **Speed practice - III**

**Type the following in double line spacing with a margin of ten degrees**

In 1452, Christopher Columbus ignored advice that the Earth was flat and tried to reach India by sailing west rather that east. He may have muddle his continents, but he didn't fall off the edge, the Earth's surface is of course curved. A similar question has been bothering cosmologist for nearly a century is the universe flat Researchers now announce that the answer is yes, Common sense in a straight tells us that flying through space in a straight line gets you further and further away from your starting point. But common sense and cosmology (the study of the universe) have little in common. Researchers have no difficulty accepting a universe in which space itself is curved. Fly for long enough in curved space and you could find yourself back where you started. But the curvature of a universe does not just bend the brain. It also has a far more worrying conclusion.

A universe that contains enough mass to give it a positive curvature is doomed to a fiery end. It will gradually stop expanding and begin to shrink, ultimately imploding in a cataclysmic big crunch. A universe, with zero curvature, a flat universe, escapes this demise. Conditions in the young believed to have been rather like being rather like being inside the sun. super-hot protons and electrons were densely packed, too excited to form any stable structures. Radiation was trapper, endlessly bouncing around, in the seething sea of particles. As this proto universe grew. It gradually cooled. When it was about 3,00,000 years old, things finally settled down enough for atoms to from.

The radiation that had been trapped finally escaped, an era known as decoupling. Since then, it has been racing through the cosmos largely keeping itself. Over billions of years, it too has cooled with the expanding universe and what must originally have been energetic ultraviolet rays now reach us as feeble microwaves at just a few degrees above absolute zero, known as the Comic Microwave Background Radiation or CMB this radiation hold important clues about the early universe, Tiny differences in density of the baby universe caused tiny differences in the temperature of the escaping radiation. These density fluctuation have grown into the clusters of galaxies we see to day

Because of the relative simplicity of the early universe. Physicists believe they have a good understanding of its mechanisms. Armed with reliable measurements of the CMB they would be able to wind back the clock and calculate the state of the universe at decoupling and hence work out its density and curvature. Researchers finally got the date they needed just few months ago when an experiment known as Boomerang.

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# Practice typing in Hindi or any one regional language with specific typing lesson and software

**Objectives:** At the end of this exercise you shall be able to
- **practice Hindi language or any regional language typing with specific lesson.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Type the exercises (letters/ words) given by the instructor**

**Note: The instructors may train the trainees to do the Hindi/ regional language for fingering practice as per fingering chart.**

**Note: The accuracy is more important than speed in the beginner level.**

— — — — — —

# Edit image using MS Paint

**Objectives:** At the end of this exercise you shall be able to
- **open image file in MS Paint**
- **resize, crop the image according to size required**
- **save in different formats of image (JPG, PNG, BMP).**

## Requirements

**Tools/Equipment/Machines**

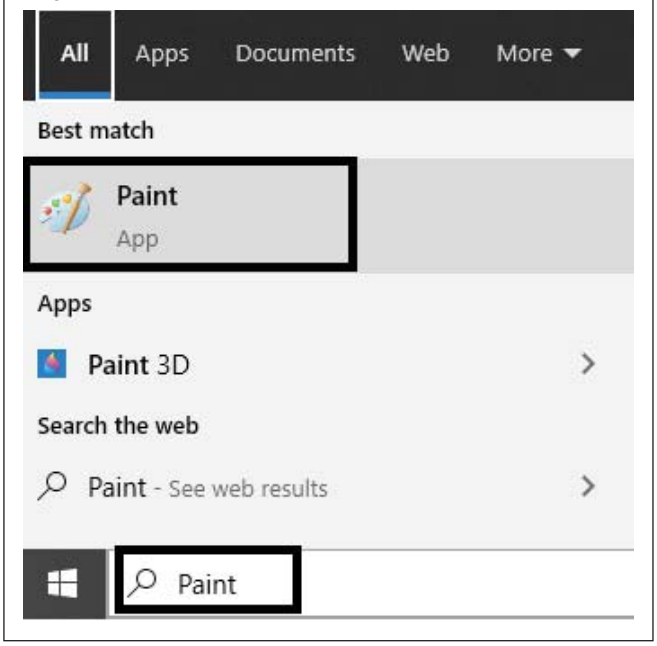
- A working PC with windows, OS and MS Office - 1 No./batch.

## PROCEDURE

TASK 1: **Open image file in MS Paint**

1 Type paint in the search box to open the paint app. (Fig 1)

Fig 1




**You can open the paint app using start menu also. Click on Start button and scroll down to the Paint tab.**

2 Click on the Paint tab

3 Click on the File tab as in Fig 2.

4 Click on the Open in the drop down menu. (Fig 3)

5 Select the image file you want to open and click Open (Fig 4)

**In case the image file is not in the recent file, search for the file in the drive or desktop the file was earlier saved.**

Fig 2

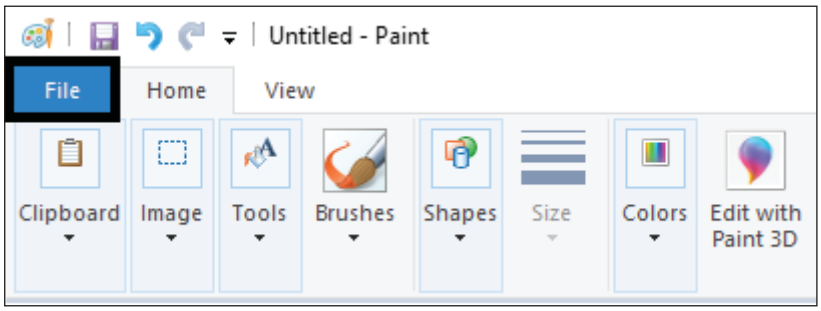


Fig 3

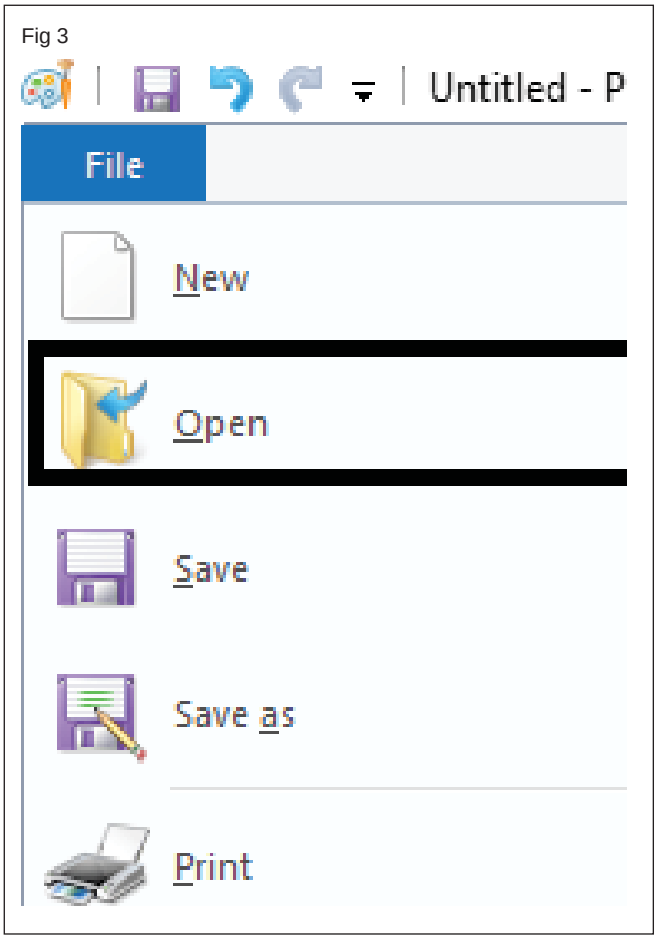
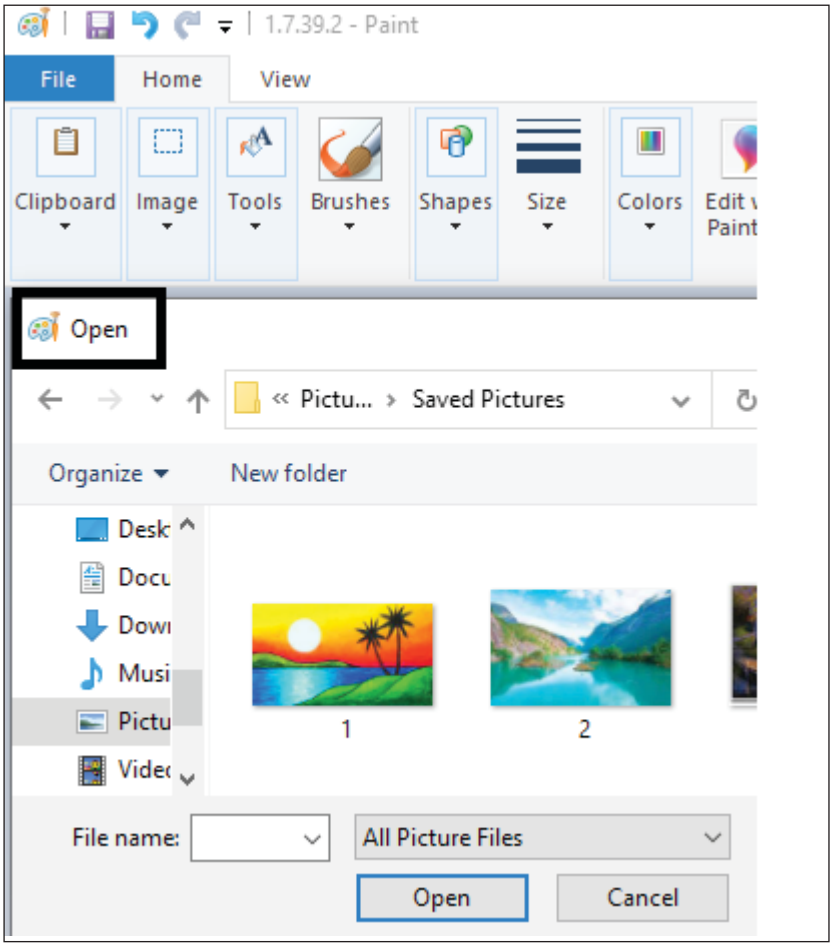

Untitled - P
File
New
Open
Save
Save as
Print

Fig 4

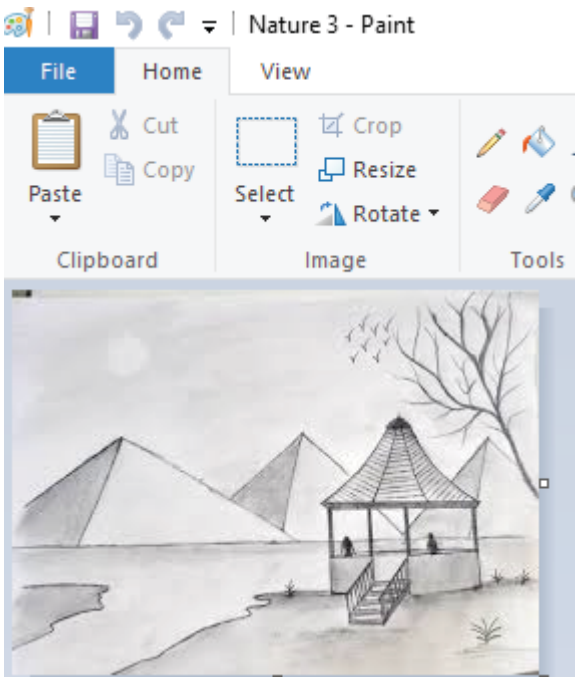

1.7.39.2 - Paint
File
Home
View
Clipboard
Image
Tools
Brushes
Shapes
Size
Colors
Open
Pictu... › Saved Pictures
Organize
New folder
1
2
File name:
All Picture Files
Open
Cancel

TASK 2: **Resize, Crop the image according to size required**

1 Open the Paint App

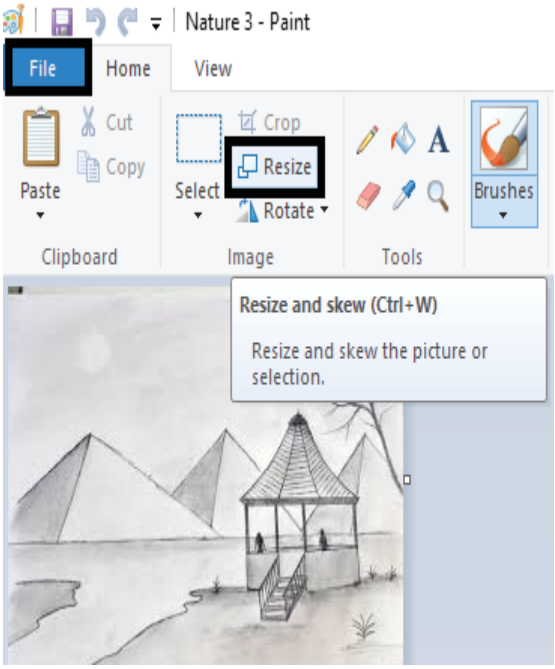
2 Open the image file to work on (Fig 5)

Fig 5




3 To resize the image click on the resize tab (Fig 6)

Fig 6




4 Change the Percentage or pixels according to the required size. The aspect ratio can be maintained with the image skewed by the required degrees (Fig 7) and click “OK”. The image is resized as shown in Fig 8.

Fig 7

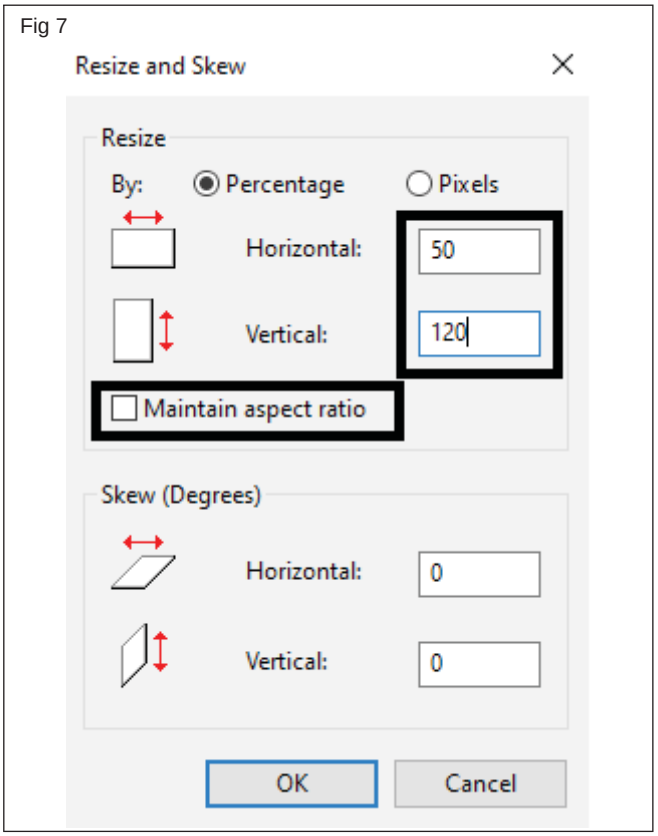
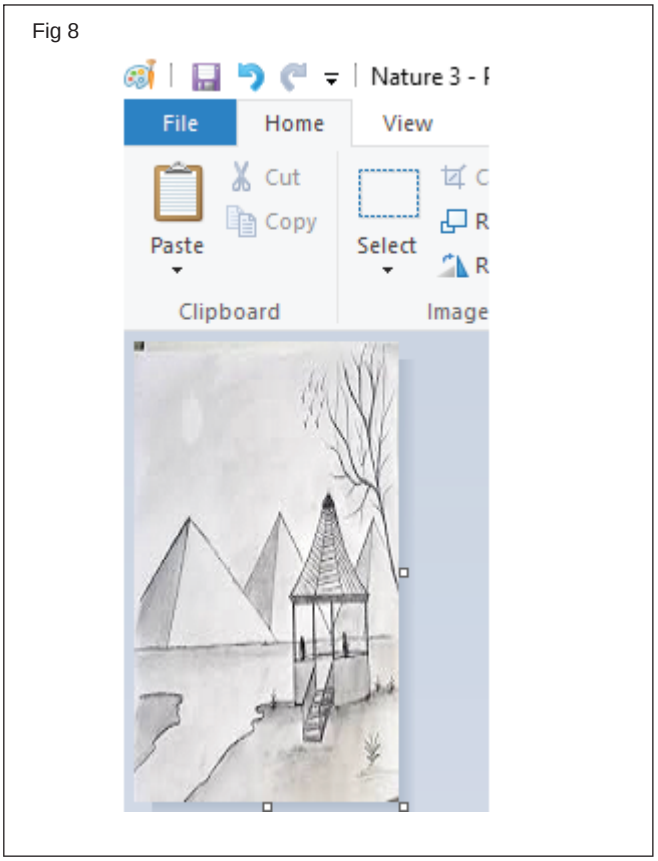


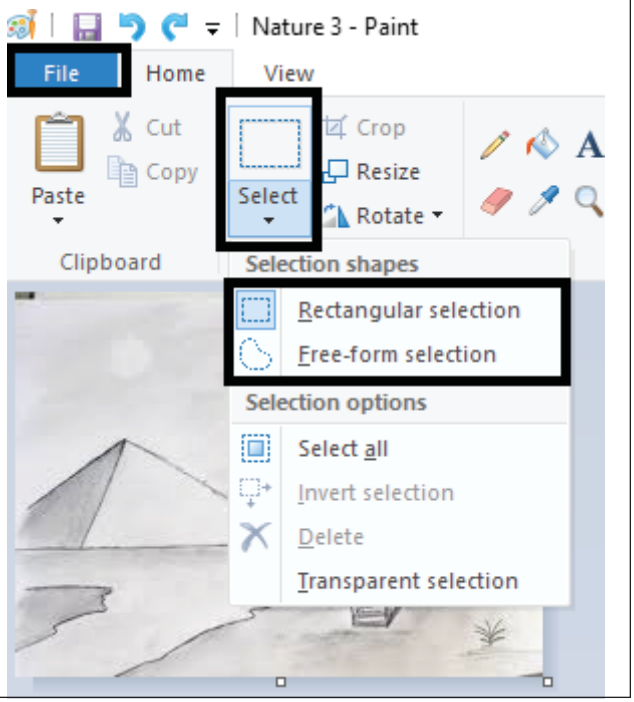

Fig 8



5 Uncheck Maintain aspect ratio, if you want to have unequal resize percentage in horizontal and vertical resizing of the image. Enter the resizing percentage. (Fig 8)

6 To Crop the image, Click Select and click either Rectangular selection or Free-form selection.(Fig 9)

Fig 9




7 Select the portion of the file that should not be cropped by dragging and expanding the dotted lines (Fig 10).

8 Click “Crop” (Fig 10).

9 The cropped image as shown in Fig 11.

Fig 10

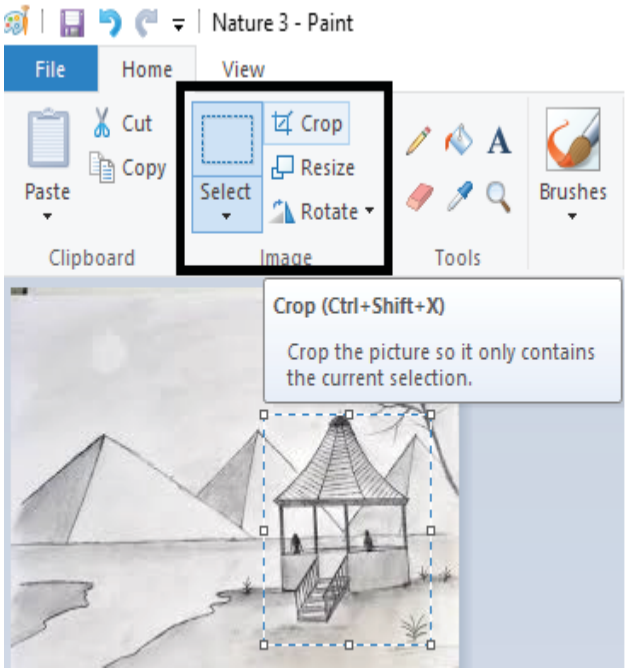
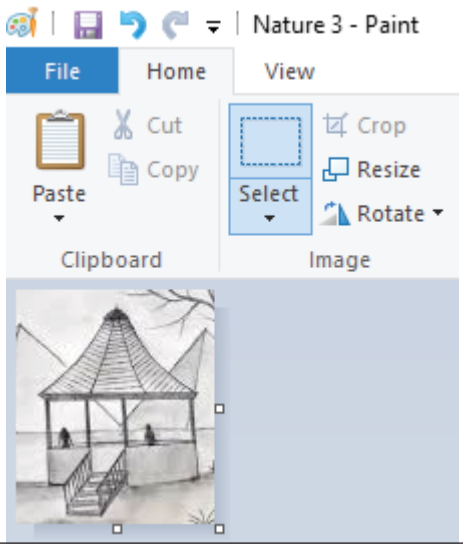



Fig 11



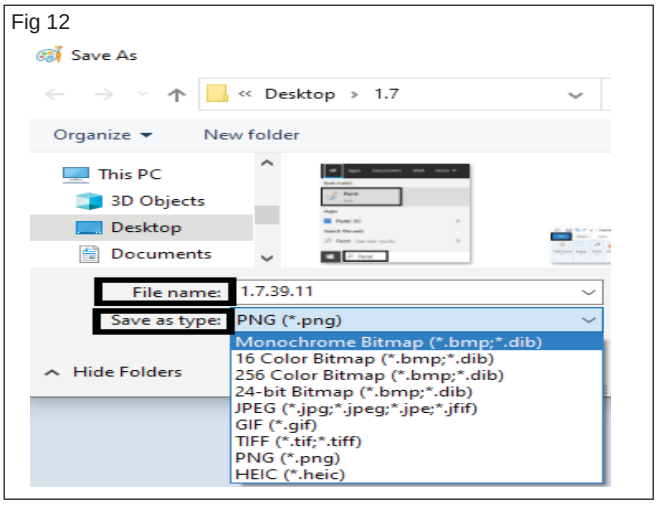

TASK 3: **Save in different formats of image (JPEG, PNG, BMP)**

1 To save the edited MS Paint file , Click File ->Save as (Fig 12).

2 Select any format in which the image should be saved (JPEG, PNG, BMP).

3 Give the file name and press “Save”.

Fig 12



# Editing images/ photos using picture manager application

**Objectives:** At the end of this exercise you shall be able to
- **open image file in MS Office picture manager**
- **resize, crop the images**
- **save the images.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Open Picture Manager from the Start menu**

1 From the Start menu, select All Programs.

2 Click to open the Microsoft Office folder.

3 Click to open the Microsoft Office Tools folder.

4 Click Microsoft Office Picture Manager.

**Note: Picture Manager is not included with Office 2013 and later versions, but you can install it as a standalone app.**

— — — — — —

TASK 2: **Resize an image**

1 Open the picture that need to be resized in the picture manager (Fig 1)

Fig 1

2 Click on the “Edit Pictures” button, located near the top center of the window (Fig 2)

3 Along the right side of the window, about half way down, click on the “Resize” link. (Fig 3)

4 On the right side of the window, type the new width for the image in the width box. While entering the new width, the height will be calculated proportionally (Fig 4).

Fig 2

5 Click on the “OK” button after entering new dimensions.

**Note: For web page posting, the width may be 600 pixel and for PowerPoint it may be 800.**

6 Click on “File” in the menu bar. Then click on “Save As” (Fig 5). This will allow to save the new image with a different file name so that your original image with its original size is not lost.

7 In the “Save As” window, type a new name for new image. Click on “Save” button to save the new image

Fig 3

Fig 4

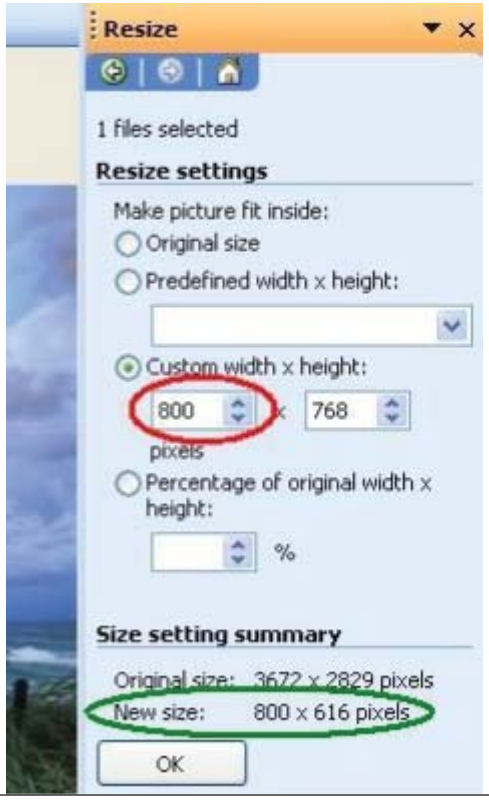


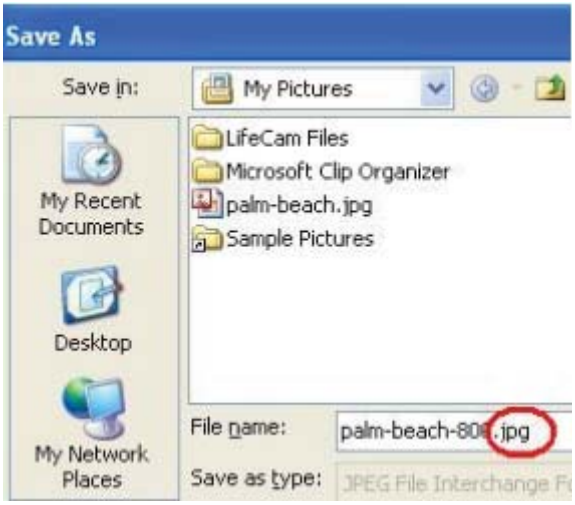

Fig 5

**Note:**

1 **Make sure you DO NOT erase the period and the last 3 characters of the original file name, as indicated in the Fig 6**

2 **While Quitting or Exiting the Picture Manager program, it may ask to save changes you made to your original image. Click on "NO" so that the original image is not changed.**

Fig 6




TASK 3: **Adjust brightness and contrast, colour and crop the image**

1 Open the image in the "Microsoft Office Picture Manager"

2 Click on Edit Pictures in the Task Pane on the right to reveal a menu with all the editing options (Fig 7).

3 Select the Brightness and Contrast menu entry. The Task pane will display a range of control sliders; you can use these to adjust any exposure issues (too bright, too dark etc) (Fig 8).

4 Select the Colour option from the Edit Pictures menu. Use the sliders to adjust the Hue and Saturation (Fig 9).

5 Select the Crop option. You will notice the crop is previewed on the image; you can click and drag the crop area to reposition it. Grab the little black crop marks in the corners or on the edges to scale the image (Fig 10). Click OK to cut the photo to the crop.

6 Select Red eye removal from the Edit Pictures menu

Click the mouse cursor several times over all the red eye areas you want to remove, then click OK.

Fig 7

Fig 8

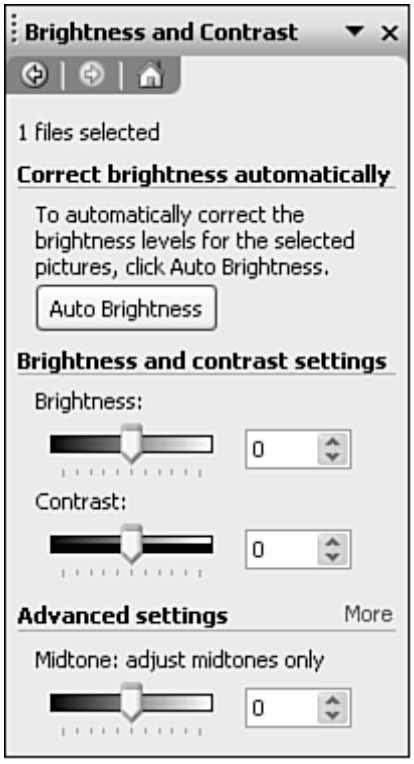
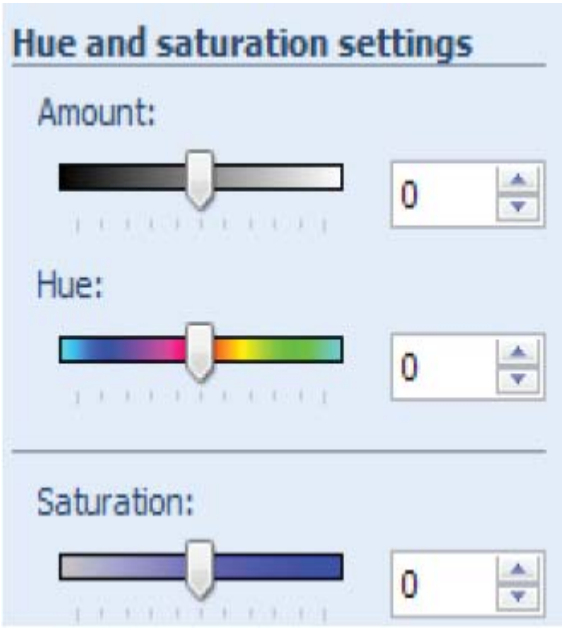
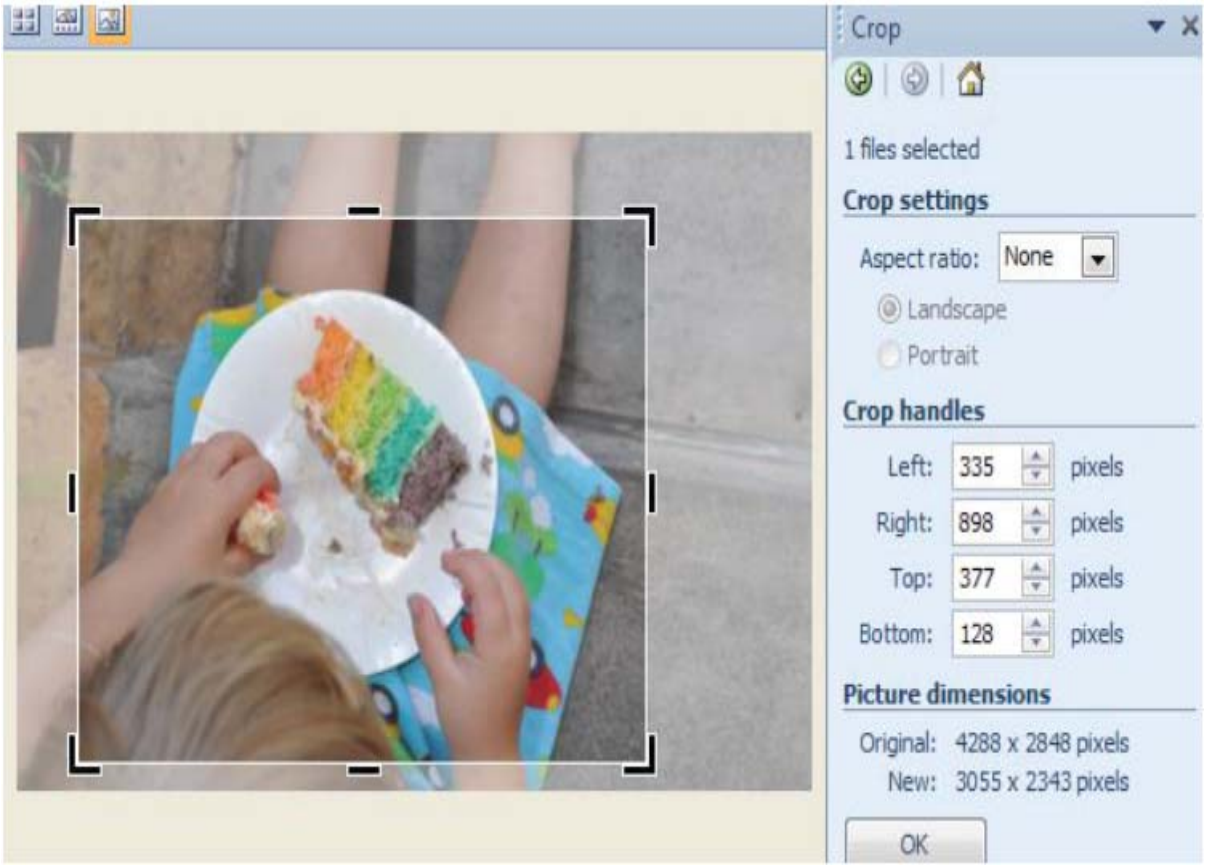



Fig 9




**Note: Red eye removal Allows you to remove the red from your picture subjects' eyes caused by the camera's flash. You can use this feature to correct red eyes wherever they appear.**

Fig 10


Crop
1 files selected
Crop settings
Aspect ratio: None
Landscape
Portrait
Crop handles
Left: 335 pixels
Right: 898 pixels
Top: 377 pixels
Bottom: 128 pixels
Picture dimensions
Original: 4288 x 2848 pixels
New: 3055 x 2343 pixels
OK

# Practice typing in Hindi or any regional language with specific typing lesson and software

**Objectives:** At the end of this exercise you shall be able to
- **practice Hindi/ regional language with speific lesson by instructor.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Practice the given exercises of words and sentences of Hindi/ regional language as given by the instructor**

**Note: The instructors may train the trainees to do the Hindi/ regional language typewriting exercises (words/ sentences).**

# DEO - Power point presentation

## Open Power Point presentation and familiarise with basic application components

**Objectives:** At the end of this exercise you shall be able to
- **open a power point and creat a new presentation**
- **familiarize different power point screen components.**

### Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

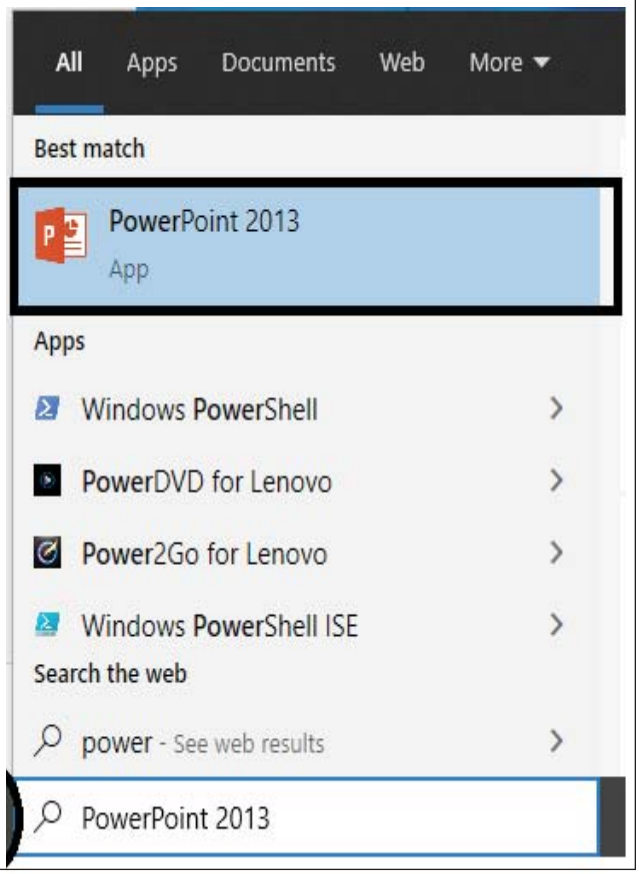
TASK 1: **Open a Power Point and create a new presentation**

1 Click Start Button

2 Search for power point application

3 Click Microsoft PowerPoint (Fig 1)

Fig 1




4 PowerPoint application window will open as shown in Fig 2.

5 New presentation can also be created by clicking using file menu File ➞ New (Ctrl +N) (Fig 3)

Fig 3

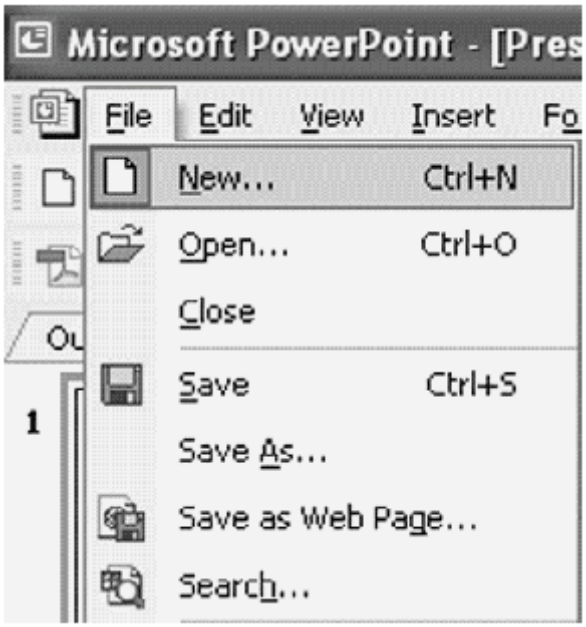
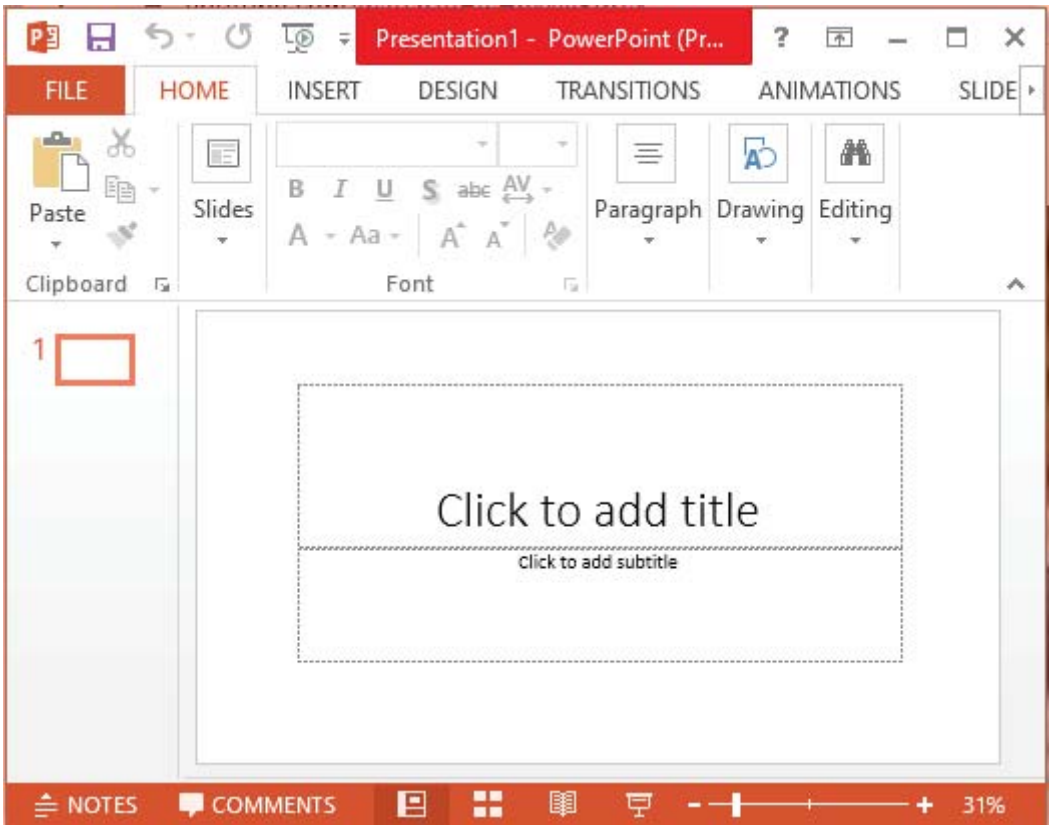


Fig 2




TASK 2: **Familiarize different Power point screen components**

1 Choose “File” Menu

2 Click Open option which displays, existing presentation (Fig 4)

3 Choose any one presentation.

4 Click “Open” button to open the presentation.

**Save a current Presentation**

1 Choose “File” menu

2 Click “Save” option (Fig 5)

3 Displayed Save as window

4 Type the name of the presentation (Fig 6)

5 Choose saving location

6 Click “save” button

7 The presentation is saved (Fig 7).

**Close the current presentation**

1 Choose “File” menu

2 Click “Close” option

3 The current presentation is saved.

**Insert a New Slide**

1 Choose “Insert” Menu

2 Click “New Slide” (Short cut key : Ctrl + M) (Fig 8)

Fig 4

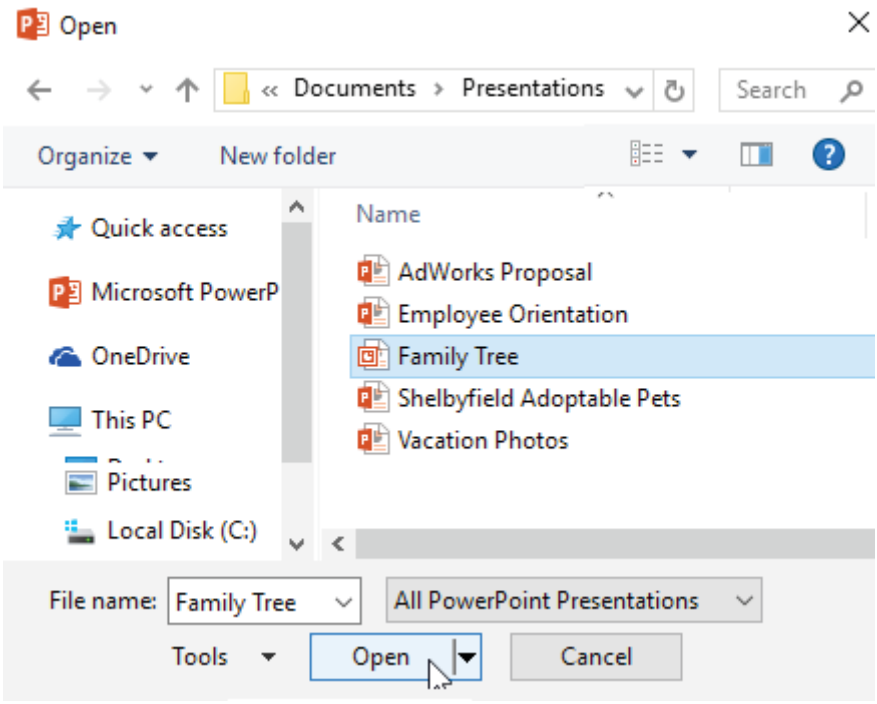



Fig 5

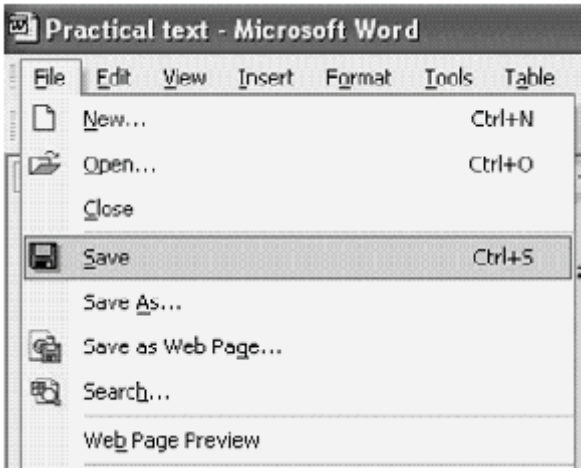



Fig 6

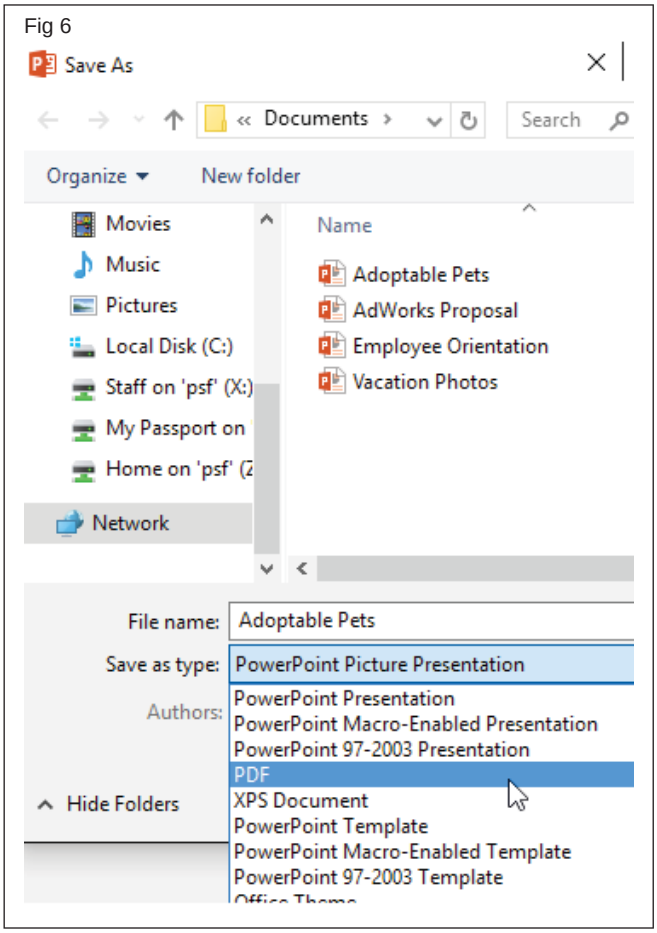


Fig 7

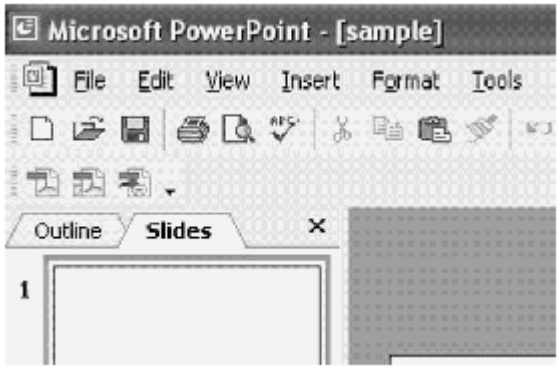
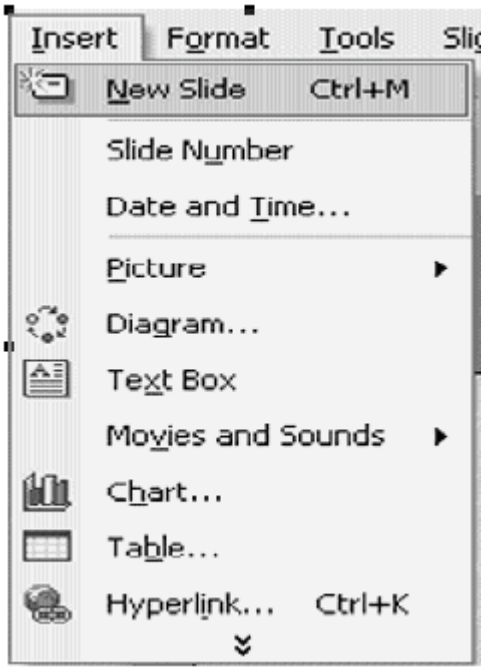

Microsoft PowerPoint - [sample]
File Edit View Insert Format Tools
Outline
Slides
1

Fig 8


Insert
Format
Tools
New Slide Ctrl+M
Slide Number
Date and Time...
Picture
Diagram...
Text Box
Movies and Sounds
Chart...
Table...
Hyperlink... Ctrl+K

# DEO - Power point presentation

## Create Slide shows, Insert picture and theme

**Objectives:** At the end of this exercise you shall be able to
- **insert a picture on a slide**
- **change a theme of a presentation**
- **show presentation in slide show mode.**

### Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

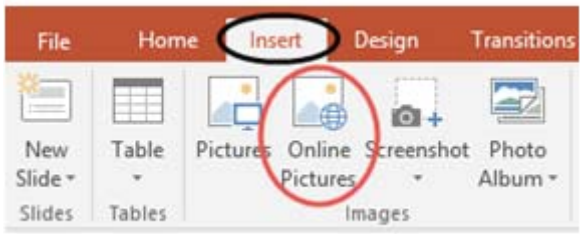
PROCEDURE

TASK 1: **Insert a picture or images from the clipart gallery**

1 Click in the slide where to insert a clip art file.

2 On the Insert tab, in the Images group, click Online Pictures (Fig 1). (In PowerPoint 2007/2010, this option is called Clip Art.)

Fig 1



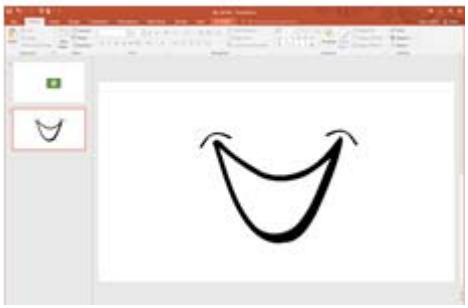

3 In the Insert Pictures dialog box (Clip Art task pane in PowerPoint 2007/2010), enter the search terms in the search field (Fig 2)

Fig 2

4 The search results loaded in the task pane.

5 Locate the clip art to be inserted in the slide and double-click on it or click the item and select Insert (Fig 3).

Fig 3



TASK 2: **Change the current theme**

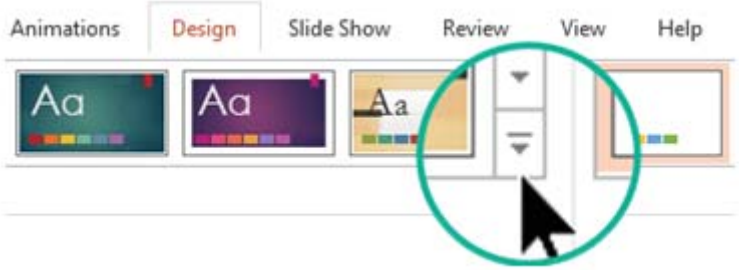
1 On the Design tab, in the Themes group, click the More button (illustrated below) to open the entire gallery of themes. (Fig 4)

2 To apply a built-in theme, under Office or Built-In, click the theme that you want.

**Note: To apply a newly-created theme or an existing theme that you previously modified and saved, under Custom, click the theme that you want.**

**To apply a custom theme or a themed document stored in a different location, click Browse for Themes, and then locate and select the theme you want.**

Fig 4




TASK 3: **Remove a colorful theme**

**To remove a colorful theme, apply the Office Theme for a simple design with a plain white background.**

1 On the Design tab, in the Themes group, click the More button (illustrated below) to open the entire gallery of themes. (Fig 5)

2 Under Office or Built-in, locate and click the Office Theme, which has a white background. (Fig 6)

Fig 5

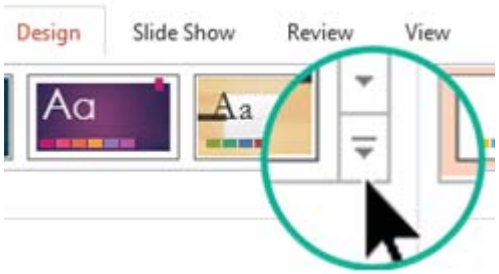
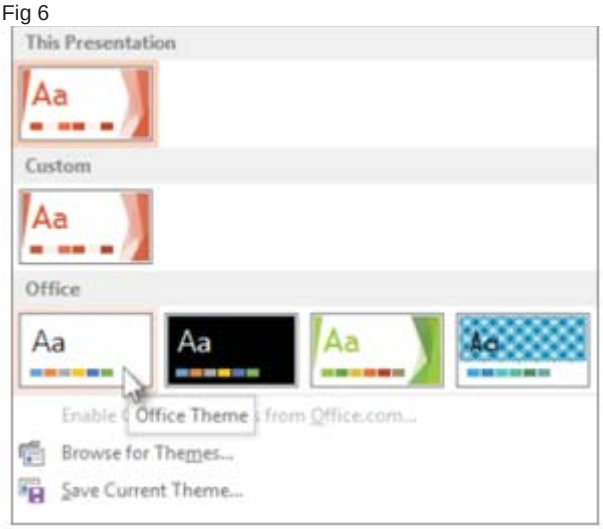



Fig 6




TASK 4: **Apply a theme to all slides/Selected Slides**

1 In the slide thumbnail pane on the left, select a slide. (Fig 7)

2 On the Design tab, in the Themes group, click the More button to open the entire gallery of themes. (Fig 8)

3 Point the mouse at the theme you want to apply. Right-click it, and then select Apply to All Slides or Selected Slides. (Fig 9)

Fig 7

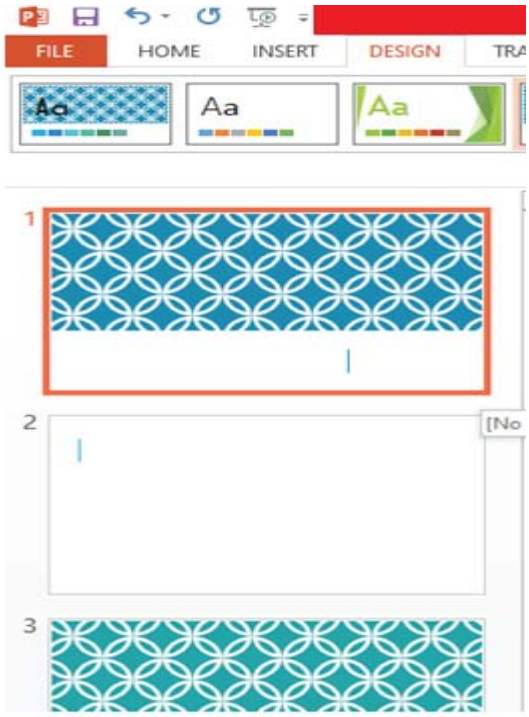



Fig 8

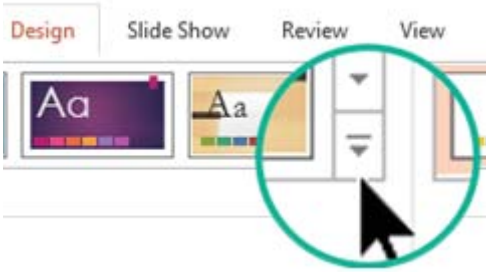



Fig 9

TASK 5: **Show presentation in slide show mode**

1 Click slide show tab.

2 Choose from begining button under start slide show group. (short cut key is F5)

3 Presentation display will appear on the screen. (Fig 10)

**Note : The slide show may be start from, begining or current slide by the setting option. Timings, animations, audio can be setted by using options under " set up group" of "slide show" tab. (Fig 11)**

Fig 10

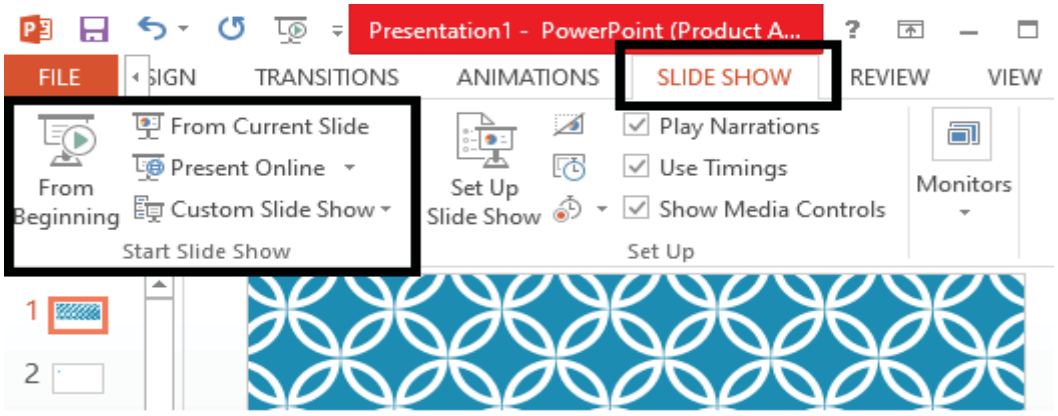
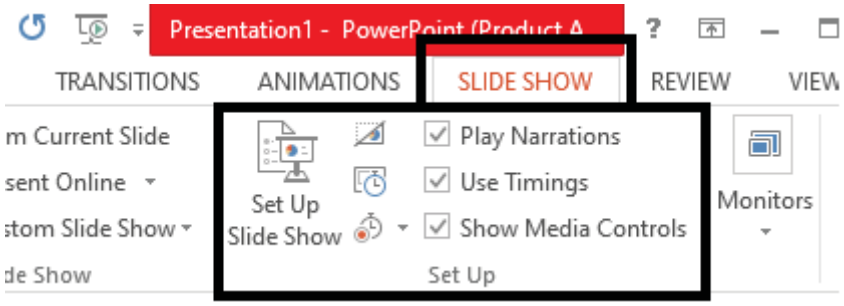



Fig 11



# Add new slide, Format text, Link with word and excel documents

**Objectives:** At the end of this exercise you shall be able to
- **add a new slide and format layout**
- **format text and paragraph**
- **insert a word art for effect**
- **link with external documents (word/ excel).**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Add a new slide and format layout**

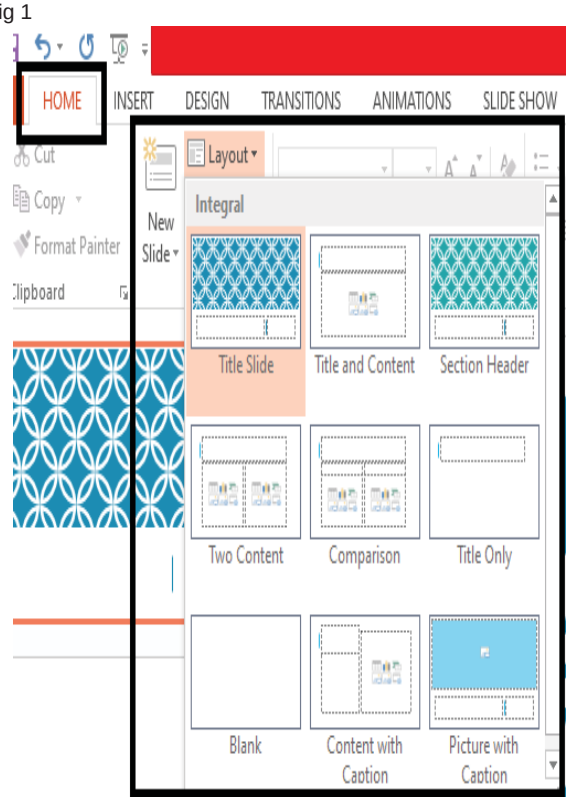
**Note: Pick a pre-designed layout that matches the arrangement of text and other object placeholders that you plan to put on your slide.**

1 On the View tab, click Normal.

2 In Normal View, in the thumbnail pane on the left click the slide that you want to apply a layout to.

3 On the Home tab click “Layout” under slides group, and then select the layout that you want. (Fig 1)

Fig 1



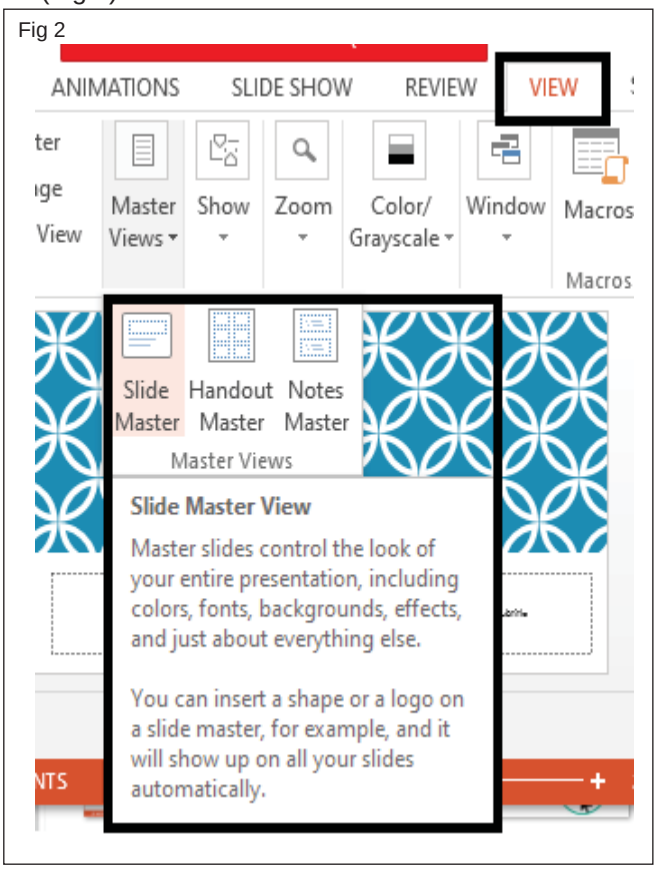

4 Change a slide layout in Slide Master View

**Note: If you are unable to find a slide layout that works with the text and other objects that you plan to put on your slides, change a layout in Slide Master View.**

5 On the “View” tab click Slide Master.

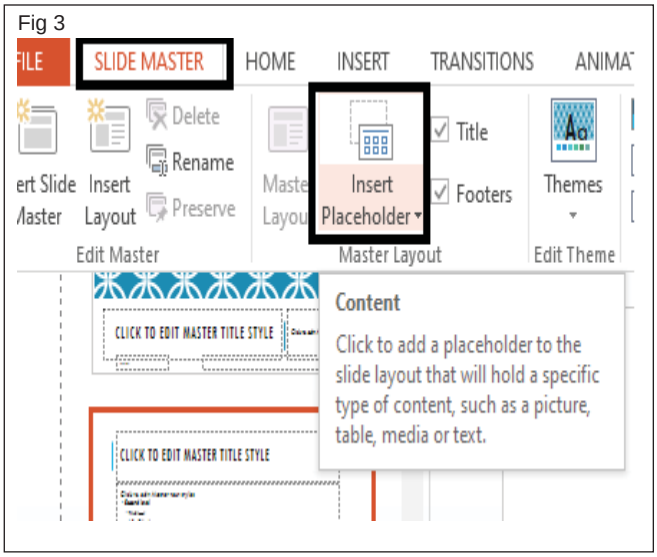
6 In Slide Master View, in the thumbnail pane on the left click a slide layout that you want to change. (Fig 2)

Fig 2



7 On the Slide Master tab, to change the layout do one or more of the following: (Figs 3 & 4)

Fig 3



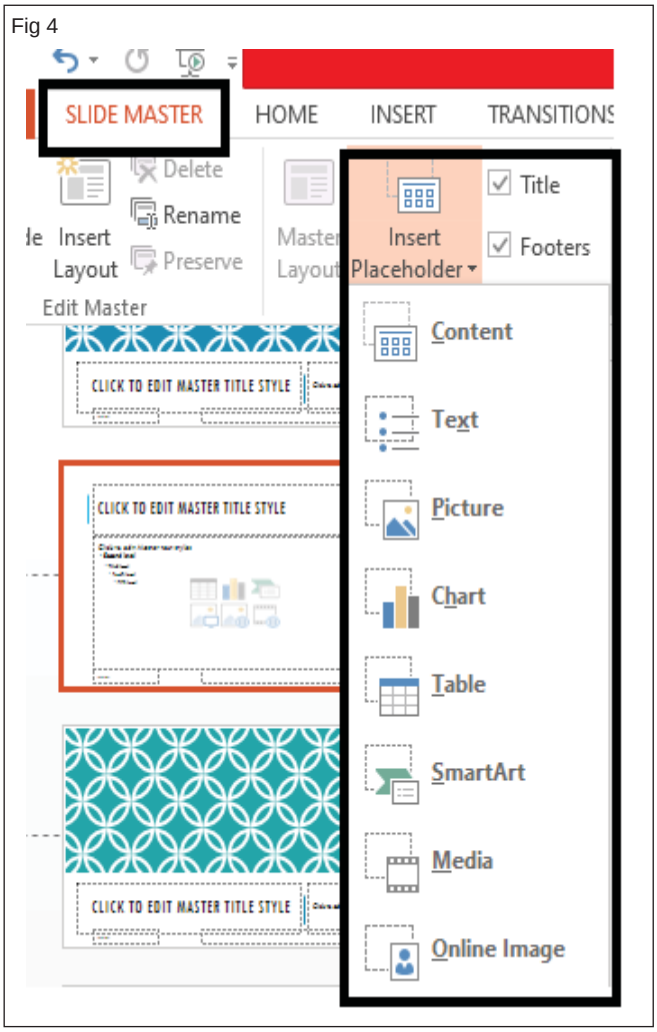

8 To add a placeholder use slide Master and click Insert Placeholder, and then pick a type of placeholder from the list.To rearrange a placeholder click the edge of the placeholder until you see a four-headed arrow, and the drag the placeholder to the new location on the slide.

9 To delete a placeholder select the placeholder, and then press Delete on your keyboard.

10 To add a new layout click Insert Layout.

11 To rename a layout, in the thumbnail pane on the left right-click the layout that you want to rename, click Rename Layout, type the new name of the layout and then click Rename.

Fig 4




TASK 2: **Format text and paragraph**

**Note: About Line Spacing: Line spacing can either be measured in lines or points. For example, when text is double-spaced, the line spacing is two lines high. On the other hand, you might set 12-point text with something like 15-point spacing, which gives enough height for the text plus a little extra space. You can reduce the line spacing to fit more lines on the page, or you can increase it to improve readability. Line spacing is also known as leading**

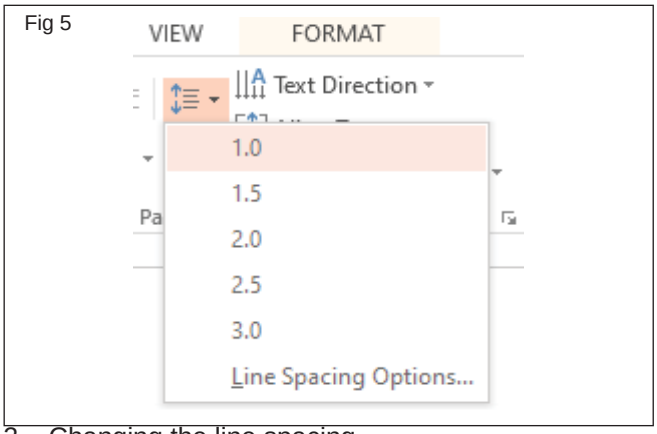
1 To Format Line Spacing

a Select the text you want to format.

b Click the “Line Spacing” button command in the Paragraph group on the “Home” tab.

c Select the desired spacing option from the drop-down menu. (Fig 5)

Fig 5



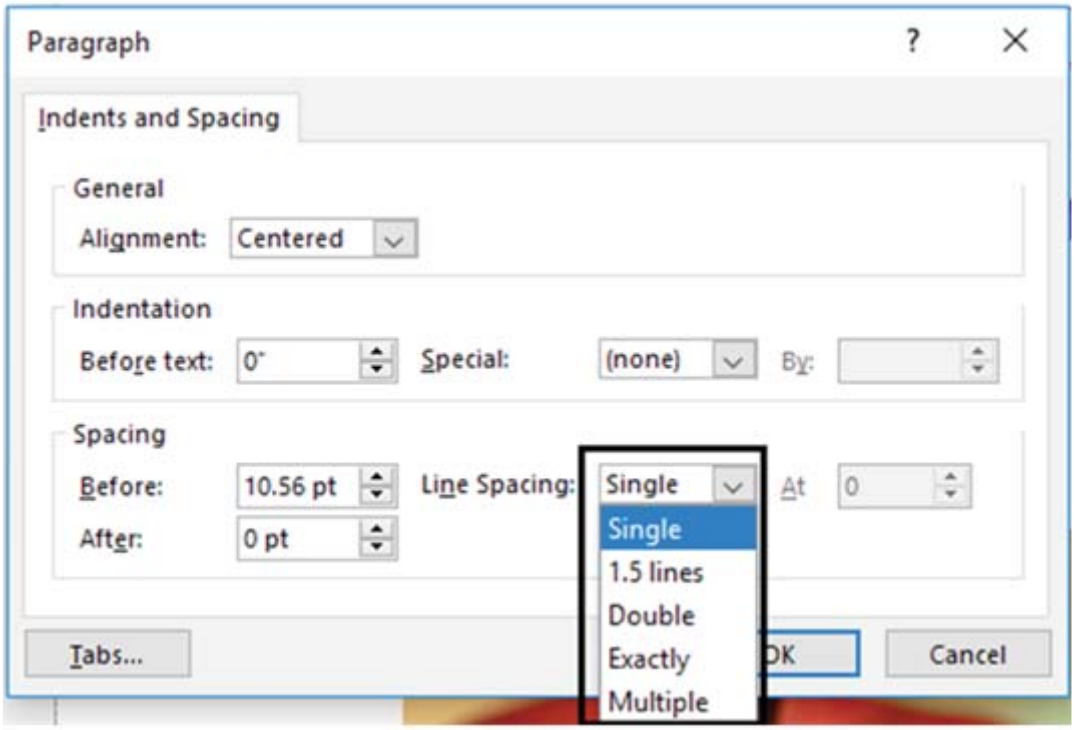

2 Changing the line spacing

a From the drop-down menu, select Line Spacing Options to open the Paragraph dialog box.

b Adjust the line spacing with even more precision.

c Select At least or Exactly in the Paragraph dialog box, the line spacing will be measured in points. Otherwise, it will be measured in lines. (Fig 6)

Fig 6




## 3 Paragraph Spacing

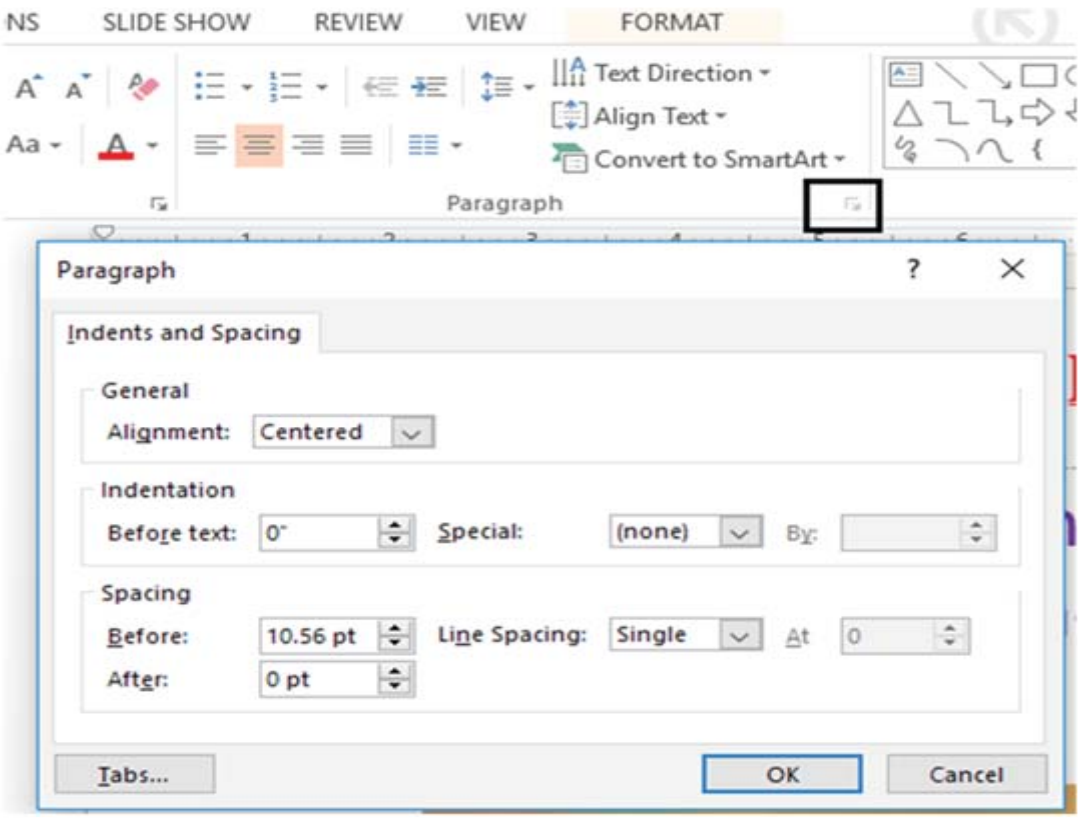
**Note: Just as you can format spacing between lines in your document, you can also choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs helps to make a document easier to read.**

### To Format Paragraph Spacing

1 Click the Line and Paragraph Spacing command on the Home tab.

2 Select Add Space Before Paragraph or Remove Space After Paragraph from the drop-down menu. (Fig 7)

Fig 7



From the drop-down menu, you can also select Line Spacing Options to open the Paragraph dialog box. From here, you can control exactly how much space there is before and after the paragraph. (Fig 8)

**Working with Columns**

- Columns are used in many types of documents, but are most commonly used in newspapers, magazines, academic journals, and newsletters.

**To Add Columns to a Document**

1 Select the text required to format.

2 Click the Column button wtih paragraph group command.

3 Click the Columns command. A drop-down menu will appear. (Fig 9)

Fig 8

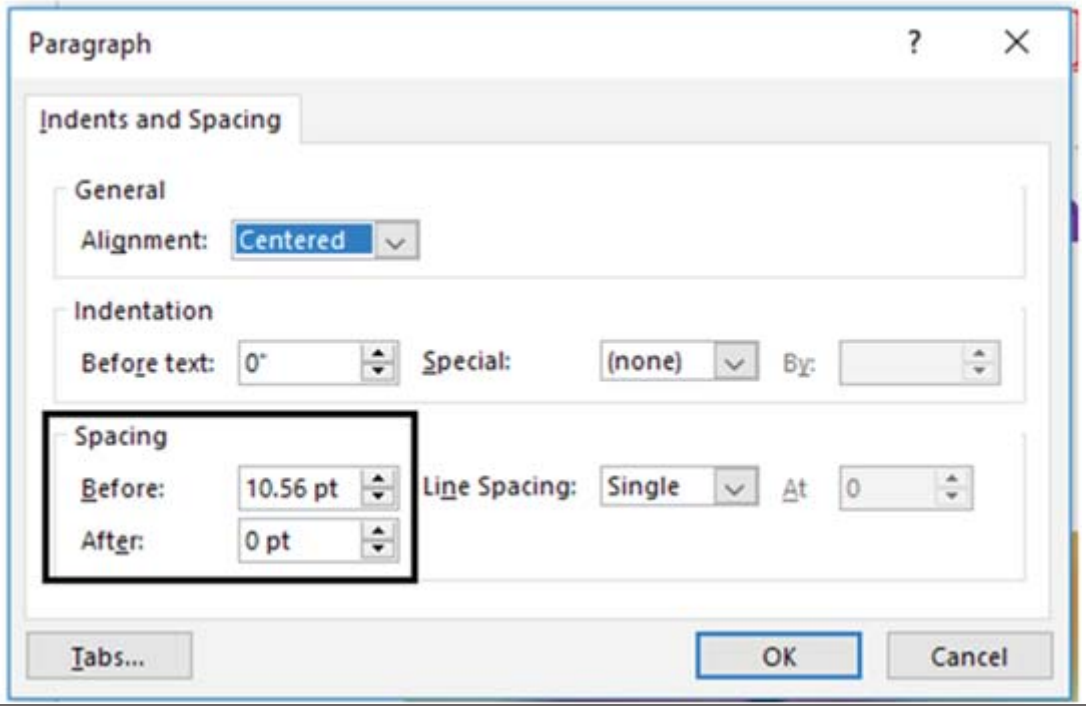
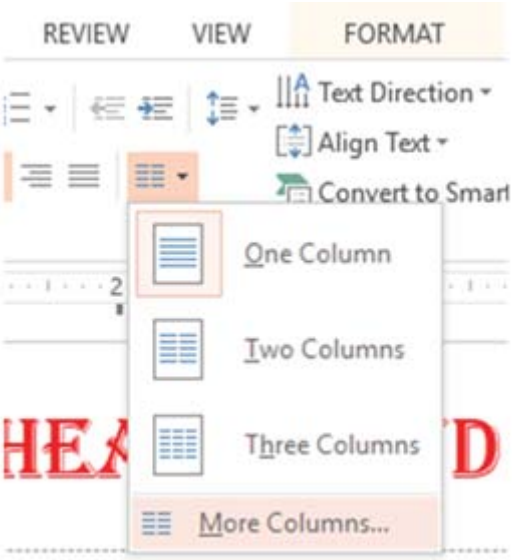



Fig 9




4 Select the number of columns to insert.

(If you want to get rid of the columns, just click the Columns command and select One for the number of columns).

**Text Boxes:** You may want to insert a text box into your document to draw attention to specific text or to have the ability to easily move text around within a document. Text boxes are basically treated the same as shapes, so you can add the same types of effects to them, and you can even change their shape. If you want, you can format the text inside the text box as WordArt, allowing you to apply 3-d effects and transformations to the text itself.

**To Insert a Text box**

1 Select the Insert tab on the Ribbon.

2 Click the Text Box command in the Text group. A drop-down menu will appear.

3 Select Draw Text Box. (Fig 10)

4 Click and drag on the document to create the text box. (Fig 11)

**Drawing the text box**

5 Start typing to create text inside the text box.

From the drop-down menu, you can also select one of the built-in text boxes that have pre-defined colors, fonts, positions and sizes. If you choose this option, the text box will appear automatically, so you will not need to click and drag to draw it. (Fig 12)

**To Move a Text Box**

1 Click on the text box.

Fig 10

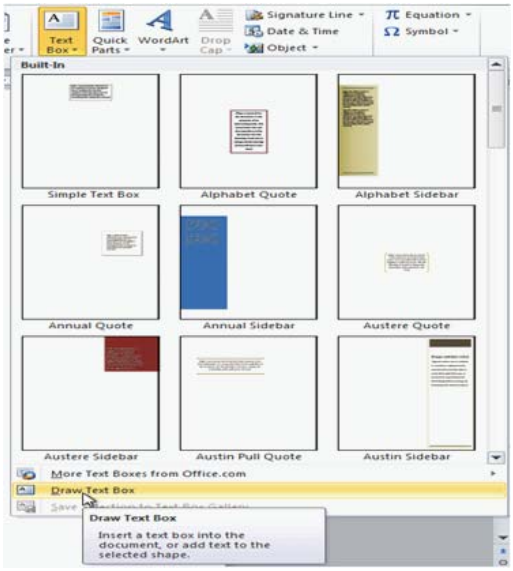



Fig 11

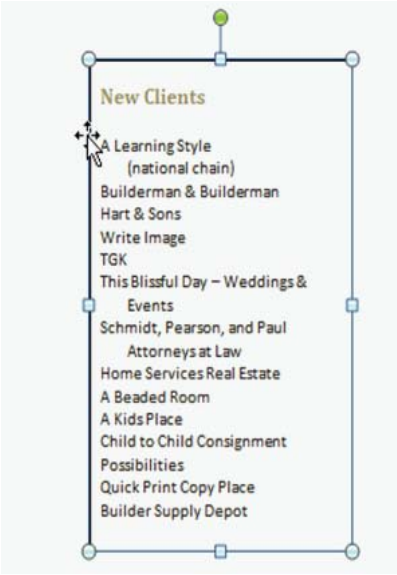
2 Hover the mouse over one of the edges of the text box.

**Note : The mouse pointer becomes a cross with arrows on each end and looks like this.**

3 Click and drag the text box to the desired location on the page. (Fig 13)

Fig 12

Fig 13




TASK 3: **Insert a word art for effect**

**Creating WordArt**

**Note: In addition to adding effects to a text box, you can also add effects to the text inside the text box, which is known as WordArt. For the most part, the types of effects you can add are the same as the ones you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also Transform the text to give it a wavy, slanted, or inflated look.**

**To Apply a Quick Style to Text :** A Quick Style will automatically apply several effects to the text at once. You can then refine the look of the text by adding or modifying text effects.

1 Select the text box, or select some text inside of the text box. The Format tab will appear.

2 Click the Format tab.

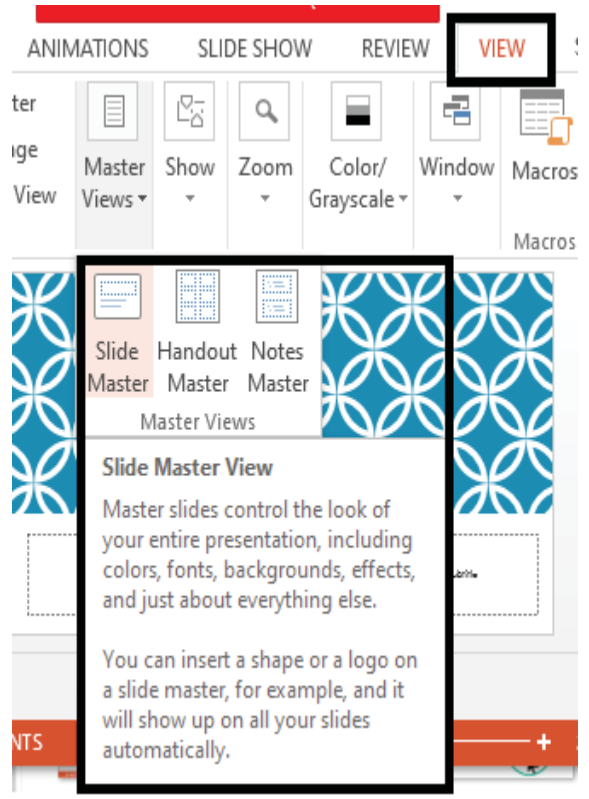
3 Click the Quick Styles command in the WordArt Styles group. A drop-down menu will appear. (Fig 14 & 15)

4 Select the desired style preset to apply the style to your text.

After you have applied a Quick Style, you can still modify the font or font color from the Home tab if desired. Select the desired the desired effect preset. The effect will be applied to your text. If you can combine several different effects.

Fig 14

Fig 15




Change shape

1 Click Change Shape to display a drop-down list. (Fig 16)

2 Select the desired shape from the list.

**To Choose a Shape Style:** Choosing a Shape Style allows to apply a preset fill and outline color, and in some cases, other effects such as beveling and shadow. You don't have to pick a style for your text box, but it can help you save time or experiment with different appearances.

1 Select the "text" box. The "Format" tab appears.

2 Select the Format tab.

3 Click the More drop-down arrow in the Shape Styles group to display more style options. (Fig 17)

Fig 16

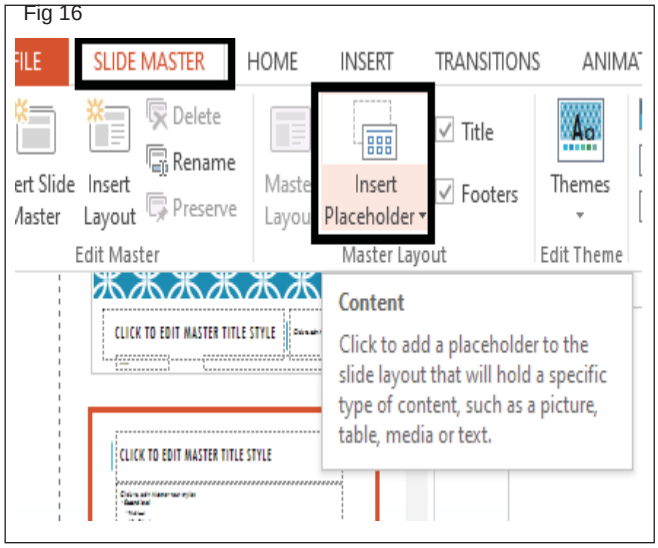
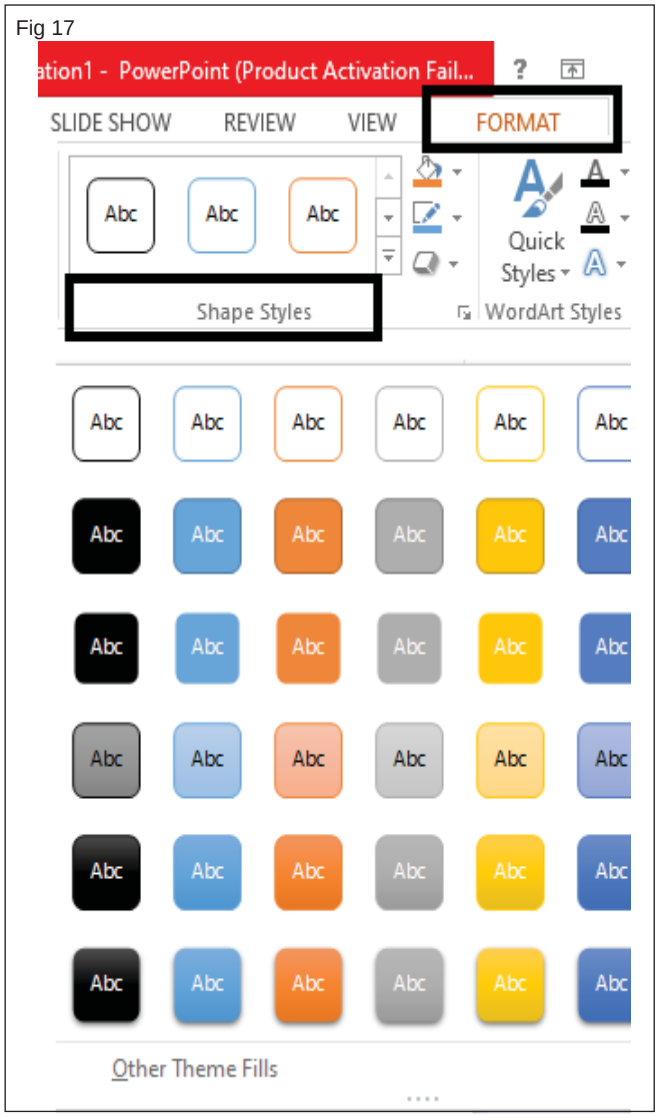



Fig 17




4 Move the mouse over the styles to see a live preview.

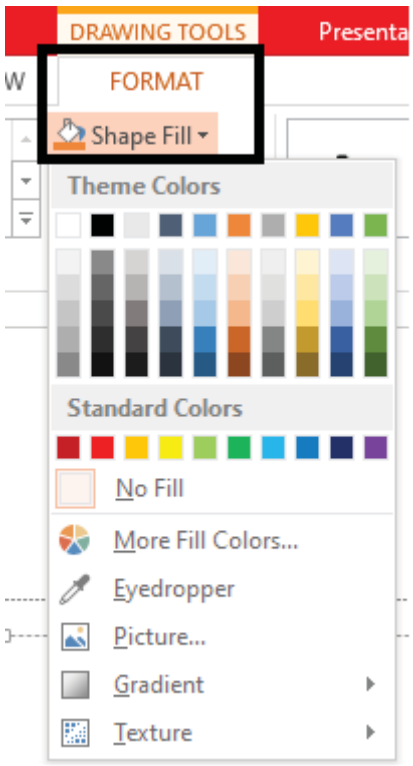
5 Select the desired style.

**To Change Shape Fill**

1 Select the text box. The Format tab appears.

2 Click the Format tab. (Fig 18)

Fig 18




3 Click the Shape Fill command to display a drop-down menu.

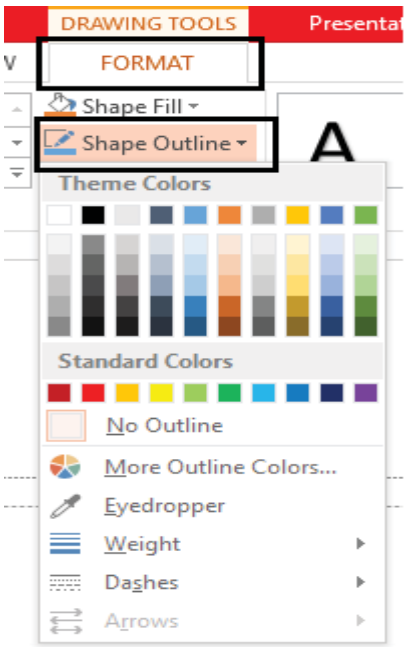
4 From the drop-down menu, you can select a color from the list, choose No Fill, or select More Fill Colors to use a color that's not on the list.

**To Change the Shape Outline**

1 Select the text box. The Format tab appears.

2 Click the Shape Outline command to display a drop-down list. (Fig 19)

Fig 19




3 Select a color from the list, choose No Outline, or select More Outline Colors to use a color that's not on the list.

4 From the drop-down menu, you can change the outline color, weight (thickness), and whether or not it is adashed line.

**To Change Shape Effects**

1 Select the text box. The Format tab appears.

2 Select the Format tab.

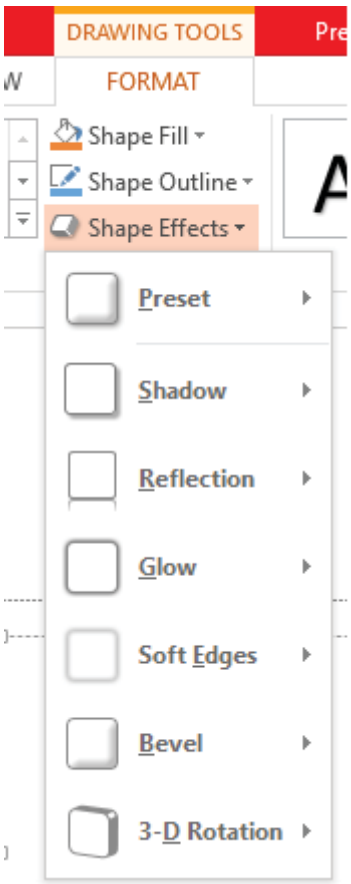
3 Click the Shape Effects command.

4 Click Shadow.

5 Move your mouse over the menu options to see a live preview in your document. (Fig 20)

6 Click the desired option to select the shadow effect. To choose a different shadow color for your shape, select Shadow Options from the drop-down menu and click the Color button.

Fig 20



**Note :Just like other types of shapes, text boxes can have 3-D Effects. There are two kinds of effects that you can apply to your shapes to give them a 3-D appearance: 3-D Rotation and Bevel. 3-D Rotation gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape. Bevel adds thickness and a rounded edge to shapes, however it doesn't work with every type of shape.**

**To Use 3-D Rotation**

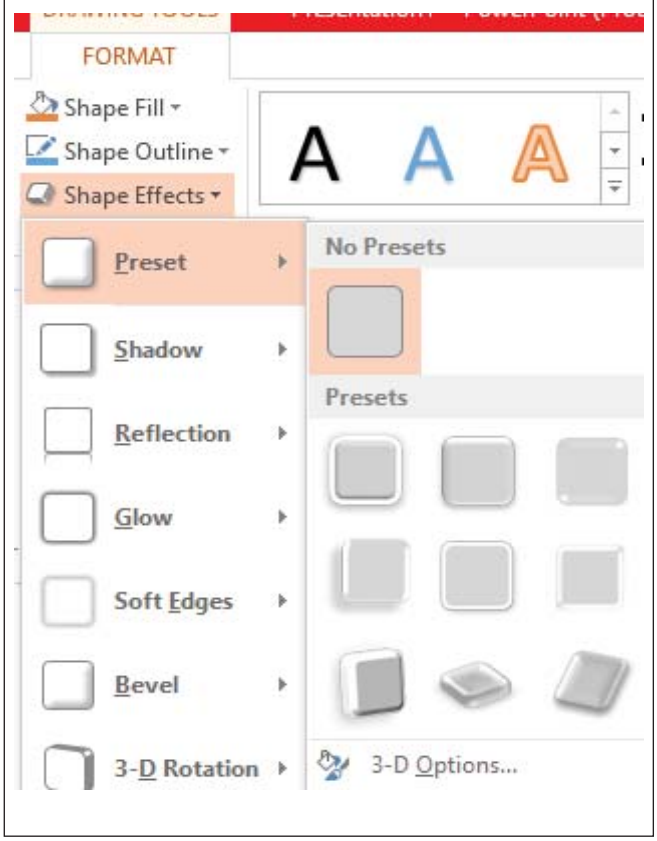
1 Select the text box.

2 Click on the Format tab.

3 Click Shape Effects from the Shape Styles group.

4 Move the mouse over 3-D Rotation. A drop-down menu will appear. (Fig 21)

Fig 21




5 Select the desired rotation preset from the drop-down menu. You can also click 3-D Rotation Options if you would prefer to type in custom values. (Fig 22)

**To Use Bevel**

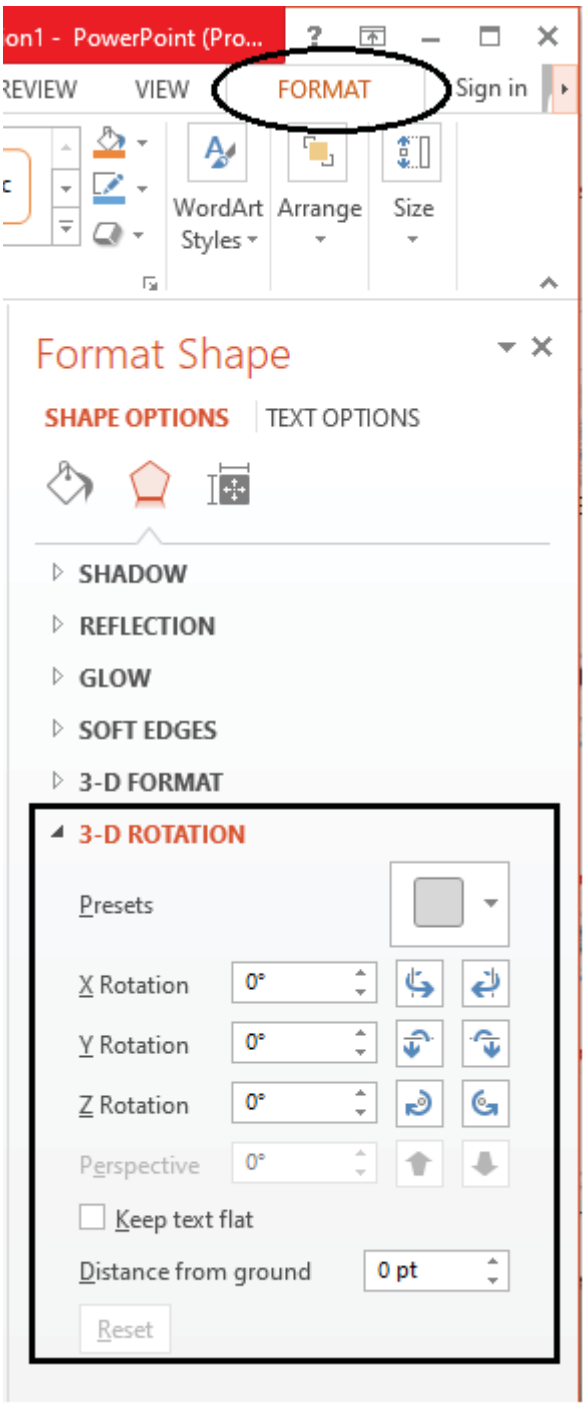
1 Select the text box.

2 Click on the Format tab.

3 Click Shape Effects from the Shape Styles group.

4 Hover the mouse over Bevel. A drop-down menu will appear. (Figs 23)

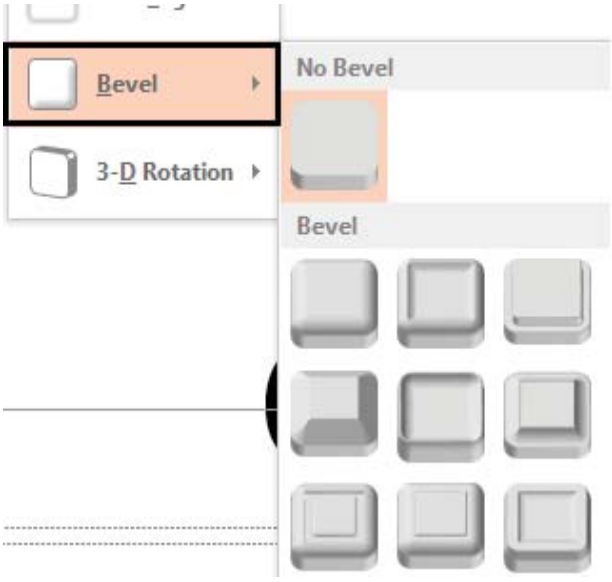
Fig 22




5 Select the desired bevel preset from the drop-down menu, You can also click 3-D Options if you would prefer to type in custom values.

If you click on 3-D options, you'll also be able to change the shape's Material to give it a metal, plastic, or translucent appearance, and you can choose the lighting type to change how the shape is illuminated.

Fig 23




TASK 5: **Link with external documents (word/excel)**

Embed information from one file in a different file

If you want the two files to remain connected but you do not want the main file to update when the other file is changed, you can embed the information. For example, suppose that you want to embed the latest sales returns in your monthly status report. The status report is a PowerPoint presentation, and the sales returns are on an Excel sheet. By embedding the sheet in a presentation, the two files remain connected.

1 Click where you want to embed the file.

2 On the “Insert” menu, click “Object”, and then click “From” file. (Fig 24)

3 Locate and click the file that you want to embed.

**If you embed an Excel sheet, it must be the first sheet in the workbook.**

4 Click Insert, and then click OK. (Fig 25)

If you can’t see the information in the embedded file, drag a sizing handle until you see the file contents. (Fig 26)

Fig 24

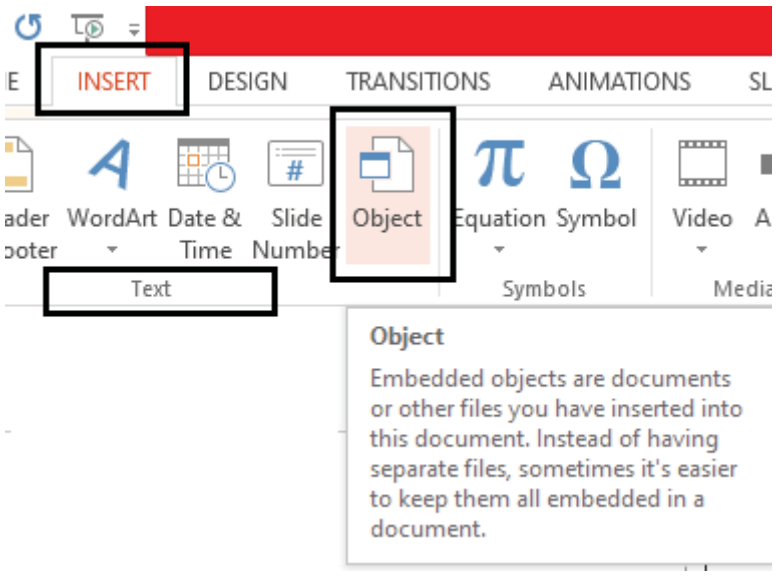


Fig 25

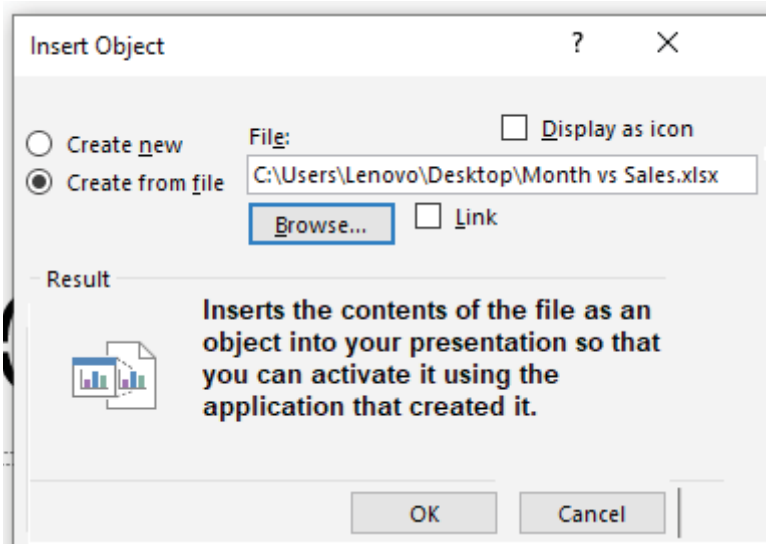
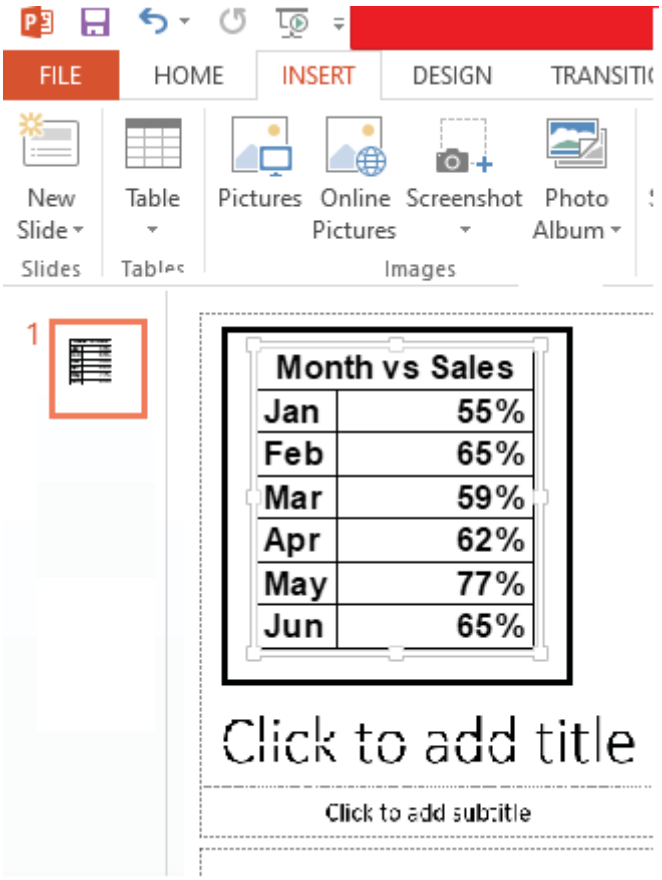

Insert Object
Create new
Create from file
File:
C:\Users\Lenovo\Desktop\Month vs Sales.xlsx
Browse...
Display as icon
Link
Result
Inserts the contents of the file as an object into your presentation so that you can activate it using the application that created it.
OK
Cancel

Fig 26


FILE
HOME
INSERT
DESIGN
New Slide
Table
Pictures
Online Pictures
Screenshot
Photo Album
Slides
Tables
Images
1
Month vs Sales
Jan 55%
Feb 65%
Mar 59%
Apr 62%
May 77%
Jun 65%
Click to add title
Click to add subtitle

# Practice animating slide transition and objects

**Objectives:** At the end of this exercise you shall be able to
- **set a simple animation to text**
- **set timings for each animation**
- **set transition between slides.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

## PROCEDURE

TASK 1: **Set a simple animation to text**

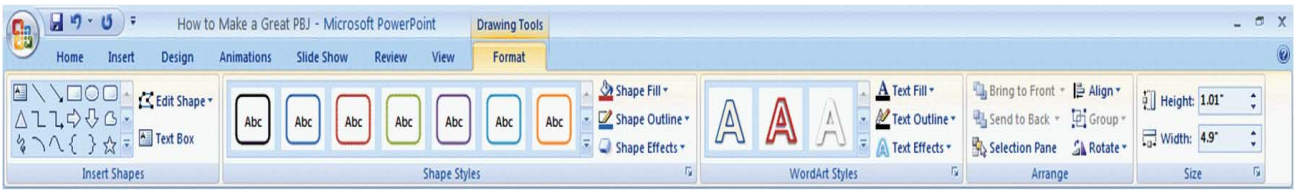
1 Create a simple slide as shown in Fig 1.

2 Apply any of the options shown in the “Animation” tab such as “Grow & turn” Zoom etc. (Fig 2)

3 Click on the “More” option to view various animation effects as shown in Fig 2.

Fig 1

Fig 2



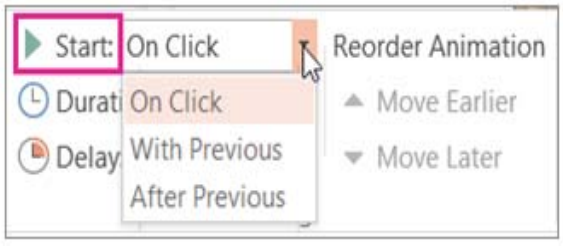

TASK 2: **Set timings for each animation**

The animation effect can be set to start while clicking the mouse, or in coordination with other animation effects on the slide.

1 On the slide, click the text or object that contains the animation effect that needed to be set the start timing for.

2 On the Animations tab, click the Start down arrow, and pick one (Fig 3)

Fig 3




- To start the animation when you click the slide, select On Click.
- To start the animation at the same time as the previous effect in the list (where one click executes multiple animation effects), select With Previous.
- To start the animation effect immediately after the previous effect in the list finishes, select After Previous.

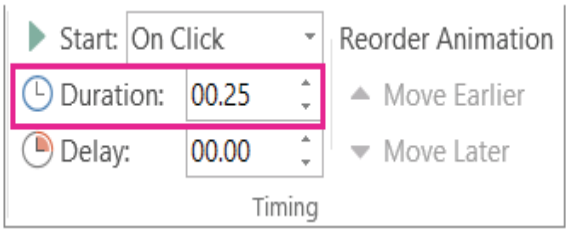
**Set the speed**

To run the animation effect at a faster or slower pace, change the Duration timming.

1 On the slide, click the text or object that contains the animation effect that need to be setted for the speed.

2 On the Animations tab, in the Duration box, enter the number of seconds for which the effect to run. (Fig 4)

Fig 4




**Delay the start time**

To delay the start time or pause in between animation effects on a slide, a delay can be setted on one or more effects.

1 On the slide, click the text or object that contains the animation effect that to be setted for a delay or another timing option.

2 On the Animations tab, in the Delay box, enter in the number of seconds that the effect to pause before running. (Fig 5)

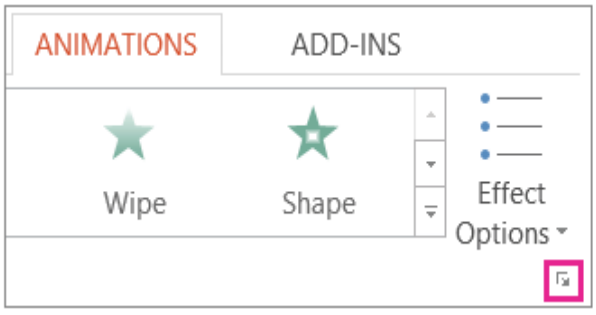
Fig 5

**Repeat or rewind**

Normally, when an animated object has run its course, it stays at its endpoint and appears in its final form. You can set an animation effect (or sequence of effects) to return to its original state, or repeat.

1 On the Animations tab, click the Show Additional Effect Options launcher . (Fig 6)

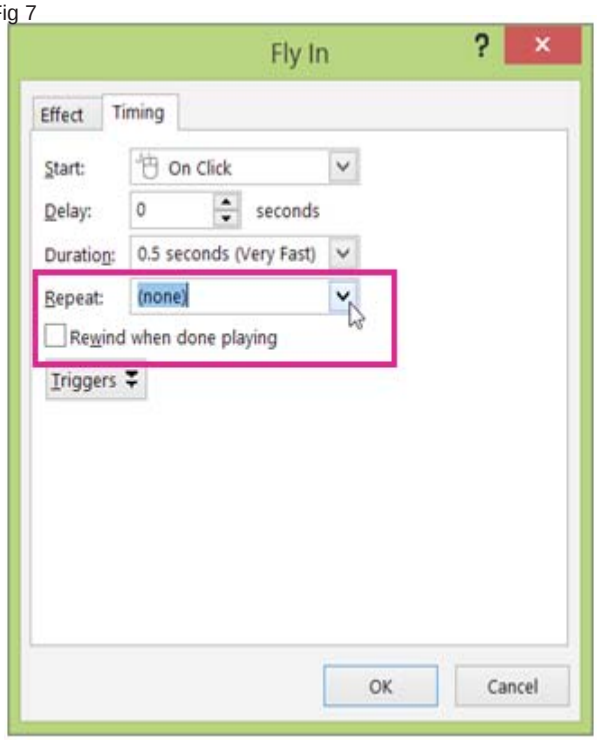
Fig 6




2 Click the Timing tab, and do one or both of the following:

- To play an animation effect more than once, select an option in the Repeat list.
- To automatically return an animation effect to its original state and location on the slide after it plays, check the Rewind when done playing box. (Fig 7)

Fig 7



# Create slide shows by inserting audio & video and synchronise with presentation

**Objectives:** At the end of this exercise you shall be able to
- **insert external video/ audio into presentations.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

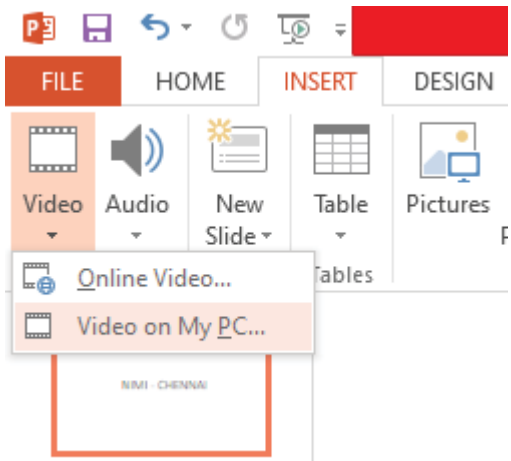
PROCEDURE

TASK 1: **Insert Audio/Video into presentations**

1 Select the slide in which the video to be inserted

2 On the Insert tab, click the arrow under Video, and then click Video on my PC (Fig 1).

Fig 1




3 In the Insert Video box, click the file that you want to link to, click the down arrow next to the Insert button there are two options in this. 1. Insert, 2. Link to File (Fig 2).

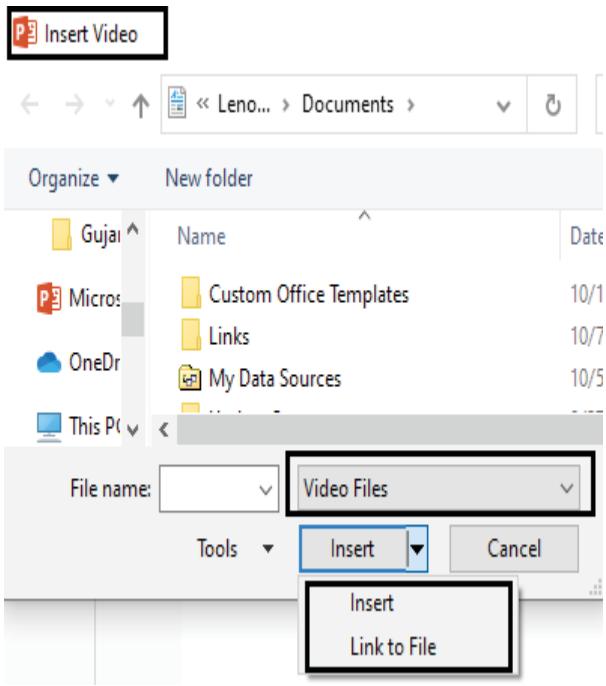
**Note:**

- **Insert: inserts an embedded video (the default behavior). Inserting an embedded video is convenient, but it increases the size of your presentation.**
- **Link to file: links to a video file stored on your computer. A linked video keeps the presentation file smaller, but links can break. It is recommended to store presentations and linked videos in the same folder.**

4 Choose the option required.

5 Select the video to be inserted and click “Insert”

Fig 2




**Note:**

**To find out where a linked video is stored: If there’s already a video on a slide and to know where it’s stored, go to File > Info. Under Optimize Media Compatibility, there will be information about all media files in the presentation—whether they are linked or embedded in the file. If there are any linked videos, PowerPoint gives the View Links hyperlink. Click it to open a dialog box that shows the storage location of any linked files.**

6 The video will be inserted in the slide as shown in Fig 3 (Fig 4 for Audio)

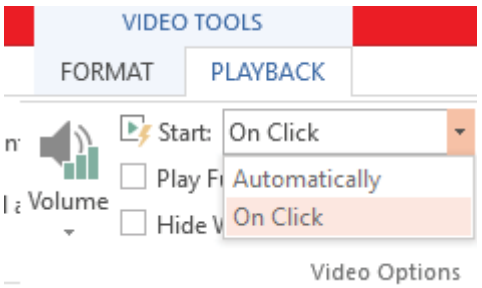
Fig 3

Fig 4

7 To make the video start automatically as soon as it appears onscreen, or make it play when it is clicked, select the video frame.

8 On the ribbon, on the Video Tools Playback tab, open the Start list and choose the option (Fig 5)

Fig 5



# Modify slide page setup and print the slides

**Objectives:** At the end of this exercise you shall be able to
- **change the slide size**
- **print your PowerPoint slides, handouts, or notes**
- **print slides with background images.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

## PROCEDURE

TASK 1: **Change the slide size**

1 On the Design tab, in the Customize group at the far right end, click Slide Size.(Fig 1)

2 Click Custom Slide Size. (Fig 2)

3 In the Slides sized for list, click the size you want to use, or use the Width and Height boxes to select custom sizes. (Fig 3)

Fig 1

Fig 2

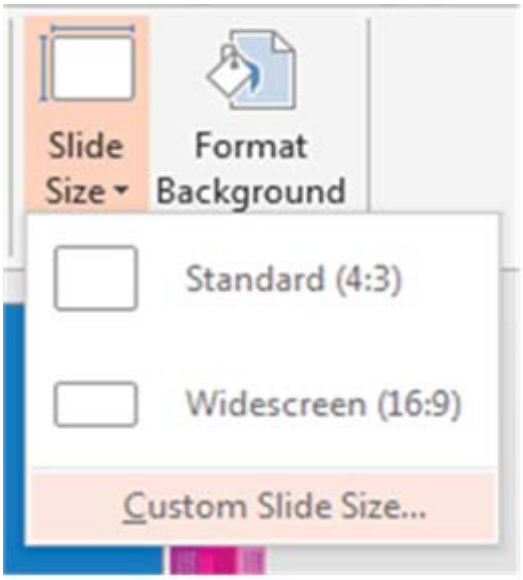
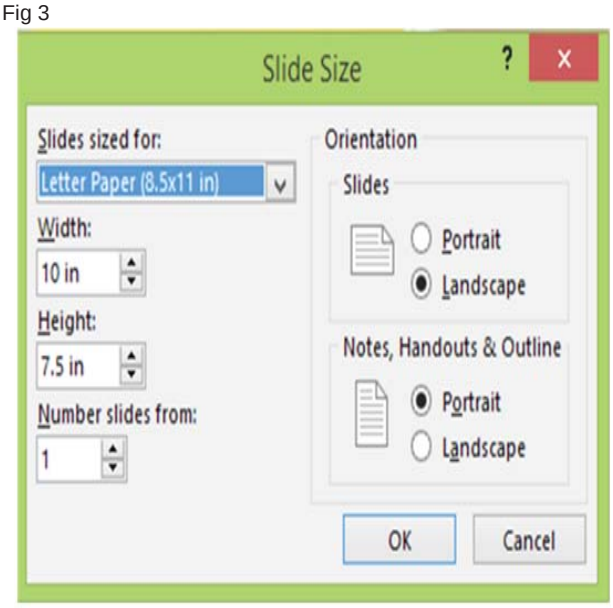



Fig 3



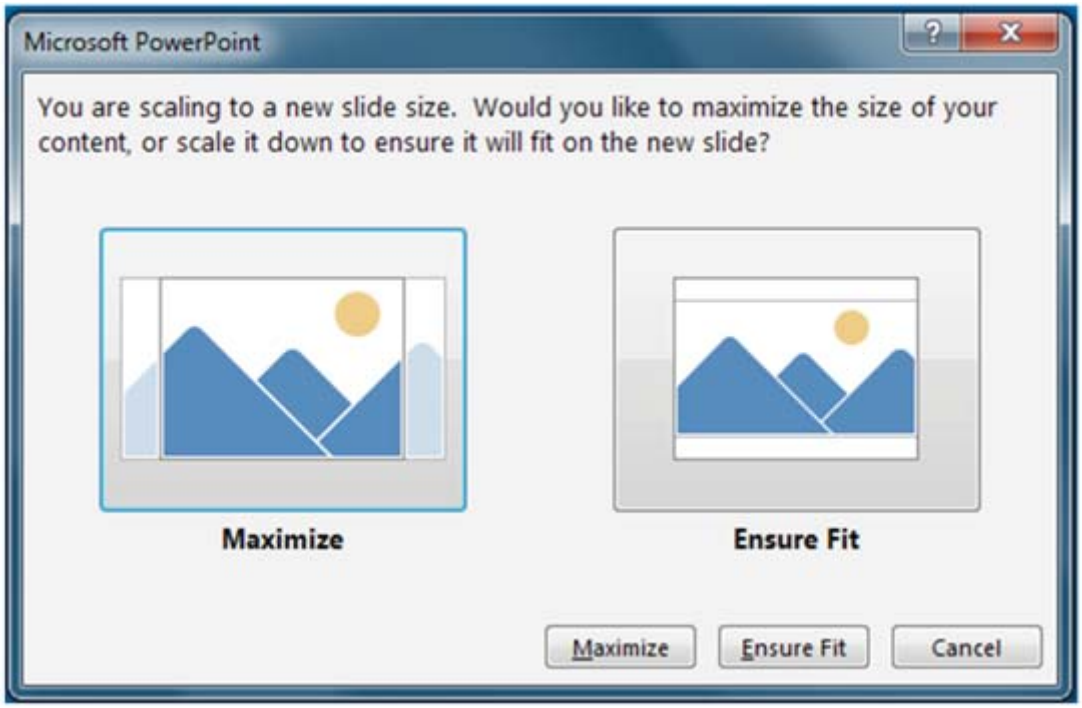

4 Click OK.

5 PowerPoint now asks you to choose between maximizing the size of your content on the new layout (to do this, click Maximize) or scaling it down so that all of the content fits into the new layout (to do this, click Ensure Fit).

**Note: If you choose to maximize, some content might fall outside the print margins. (Fig 4)**

**Note: Unlike Word document pages, PowerPoint slides don't have margins that you can adjust to change the slide layout. Your slide stretches from edge to edge. When you print the slides, printer limitations can result in a white edge around the slides. However, you can change the margins inside Text Boxes and Shapes.**

Fig 4




**Change the slide orientation**

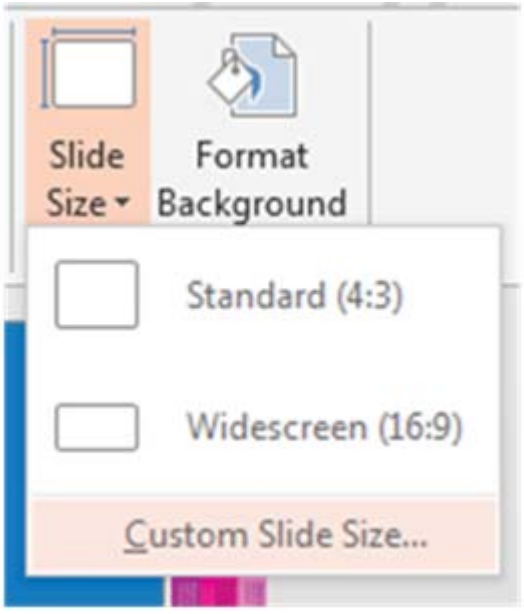
Although wide format landscape presentations are most popular, you might find that your slides work better in vertical, portrait mode.

**Note: You can change the orientation of the entire presentation only, not individual slides.**

1 On the Design tab, in the Customize group, click Slide Size.

2 Click Custom Slide Size. (Fig 5)

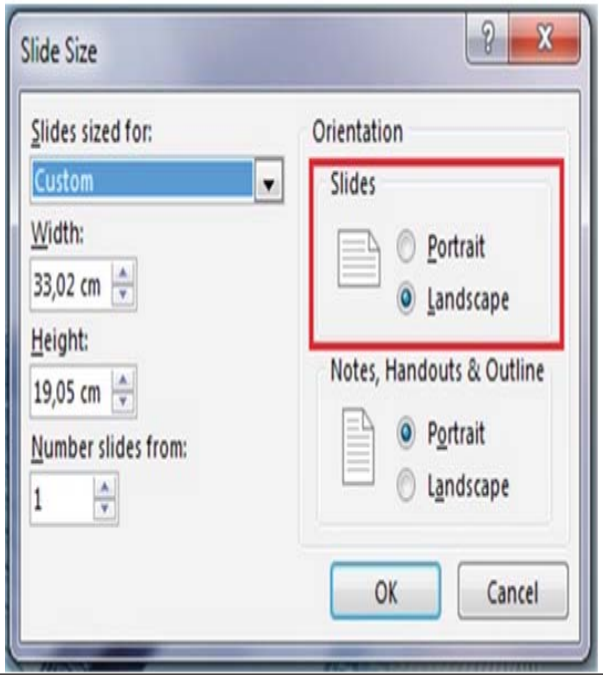
Fig 5




3 Change the orientation for the slides to Portrait or Landscape. (Fig 6)

**Note: You can also change the orientation of your notes, handouts, and outline.**

Fig 6

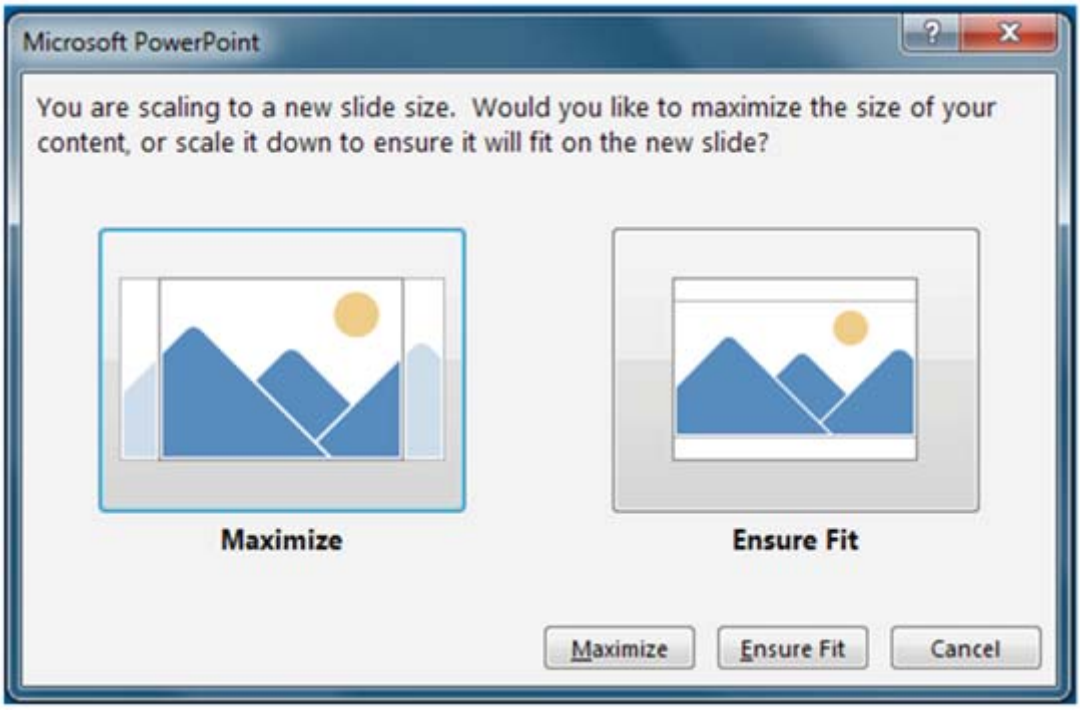



4 Click OK.

5 PowerPoint now asks you to choose between maximizing the size of your content on the new layout (to do this, click Maximize) or scaling it down so that all of the content fits into the new layout (to do this, click Ensure Fit). (Fig 7)

**Note: If you choose to maximize, some content might fall outside the slide.**

Fig 7

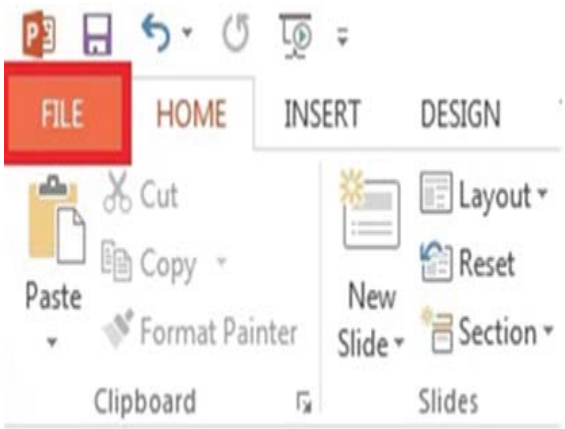



TASK 2 : **Print your PowerPoint slides, handouts, or notes**

**Print slides**

1 Select File. (Fig 8)

Fig 8




2 Select Print.

3 Select Full Page Slides, and then choose Full Page Slides from the Print Layout list. (Fig 9)

4 Set the other printing options you want, and click Print.

**Print slides with speaker notes**

1 Select File. (Fig 10)

2 Select Print.

3 Select Full Page Slides, and then choose Notes Pages from the Print Layout list. (Fig 11)

Fig 9

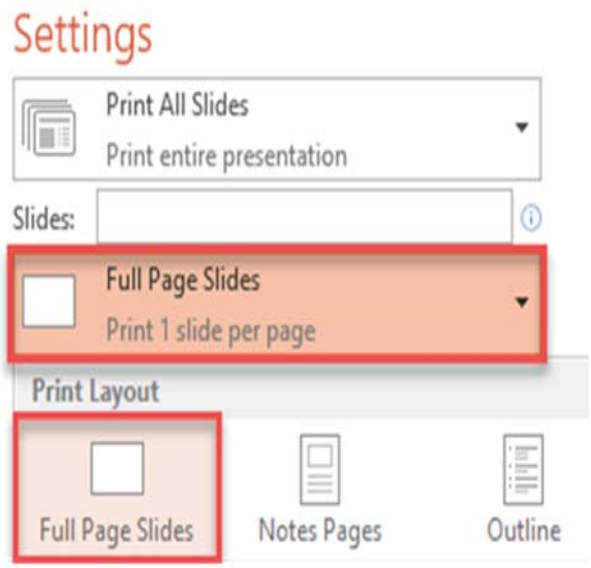



Fig 10

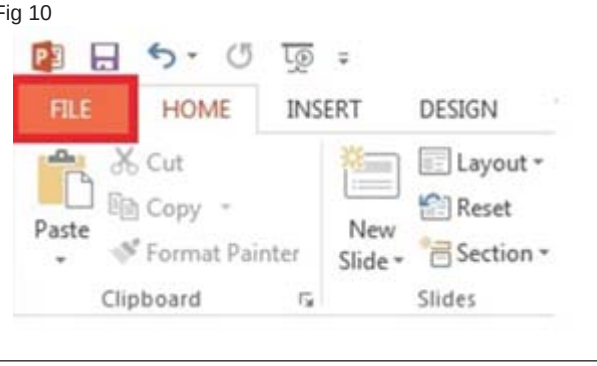
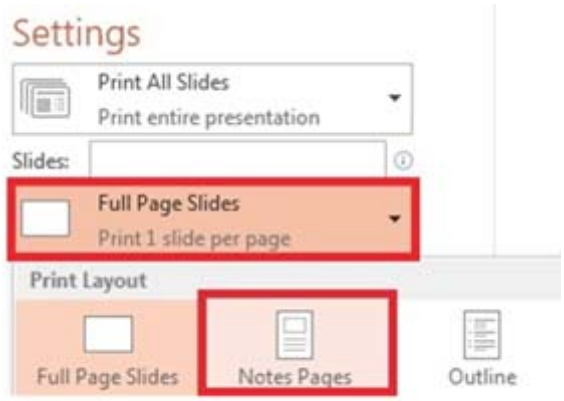


Fig 11




4 Set the other printing options you want, and click Print.

**Print an outline**

1 Select File. (Fig 12)

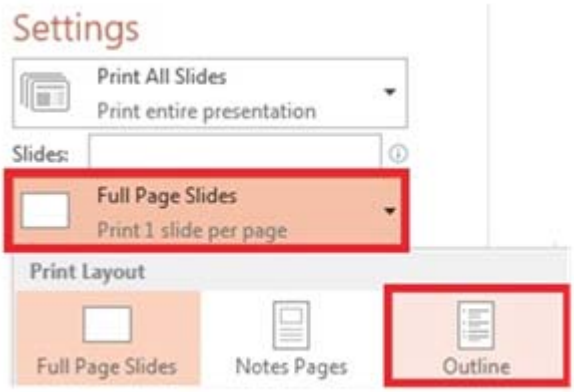
Fig 12

2 Select Print.

3 Select Full Page Slides, and then choose Outline from the Print Layout list. (Fig 13)

4 Set the other printing options you want, and click Print.

Fig 13




TASK 3 : **Print slides with background images**

1 Open the PowerPoint presentation that contains the coloured background.

2 Click the View tab, and then select the Slide Master button under the Presentation Views group.

3 Click the View tab, then select Grayscale in the Colour/Grayscale group.

4 Select Automatic in the Change Selected Object group or right-click the background and select Grayscale setting, then select Automatic.

5 Select Back to Colour View in the Close group of the Grayscale tab.

6 Select Close Master View in the Close group of the Slide Master tab. (Fig 14)

Fig 14

# Practice typing in Hindi or any one regional language with specific typing lesson and software

**Objectives:** At the end of this exercise you shall be able to
- **practice typing in Hindi or any one regional language with specific typing lesson and software.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Type the exercises (Sentences/ numbers) given by the instructor**

**Note: The Instructor may train the trainees to do the Hindi/ regional languages typing exercises.**

**Note: The accuracy is more important than speed.**

# View network connections

**Objectives:** At the end of this exercise you shall be able to
- **view and change the IP address of your computer**
- **establish connection between two computers.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

PROCEDURE

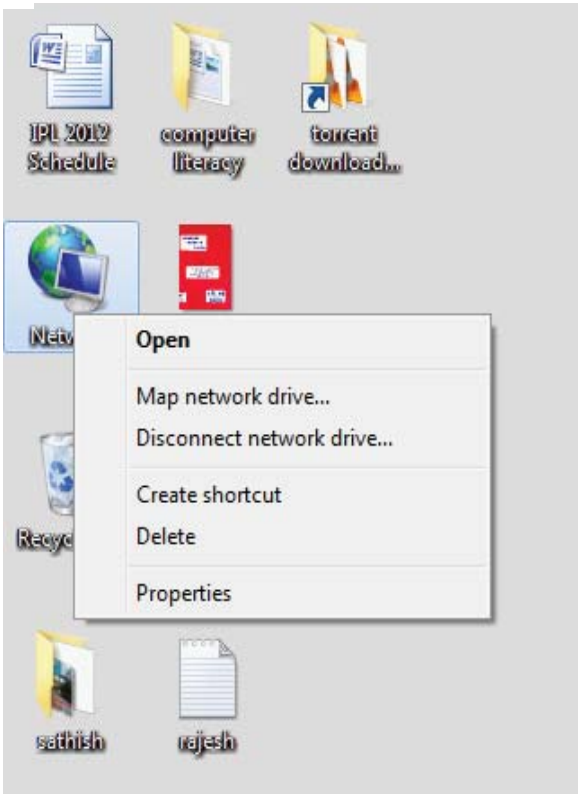
TASK 1: **View and change the IP address of your computer**

**Note to the instructor: Network icon should be placed on the desktop**

1 Select the network icon and right click it.

**Note: A menu displayed on the screen as on Fig 1.**

Fig 1




2 Choose “Properties”

**Note: A “View your basic network information and setup connection” window appears as shown on Fig 2.**

3 Click “Change adapter setting” option as shown in Fig 2.

**Note : A menu gets displayed on the screen.**

4 Choose “Local area connection” and right click it

**Note: A “Local area connection properties” window appears on the screen as shown in Fig 3.**

5 Choose “Internet protocol version4 (TCP/IPv4)”

6 Click “Properties”

**Note: Internet protocol version 4 (TCP/IPv4) windows appears on the screen as shown on Fig 3.**

7 View and note down the IP address and subnet mask and fill the following given table.

| | |
|---|---|
| IP Address | |
| Subnet mask | |
| Class | |
| Gateway | |

8 Click “Obtain an IP address automatically”

**Note: As the radio button is clicked, the IP address gets cleared as shown on Fig 4.**

9 Click “Use the following IP address”

10 Type “10.0.0.1” in the IP address and press tab key as on Fig 5.

**Note: The subnet mask gets automatically filled as on Fig 6.**

Fig 2

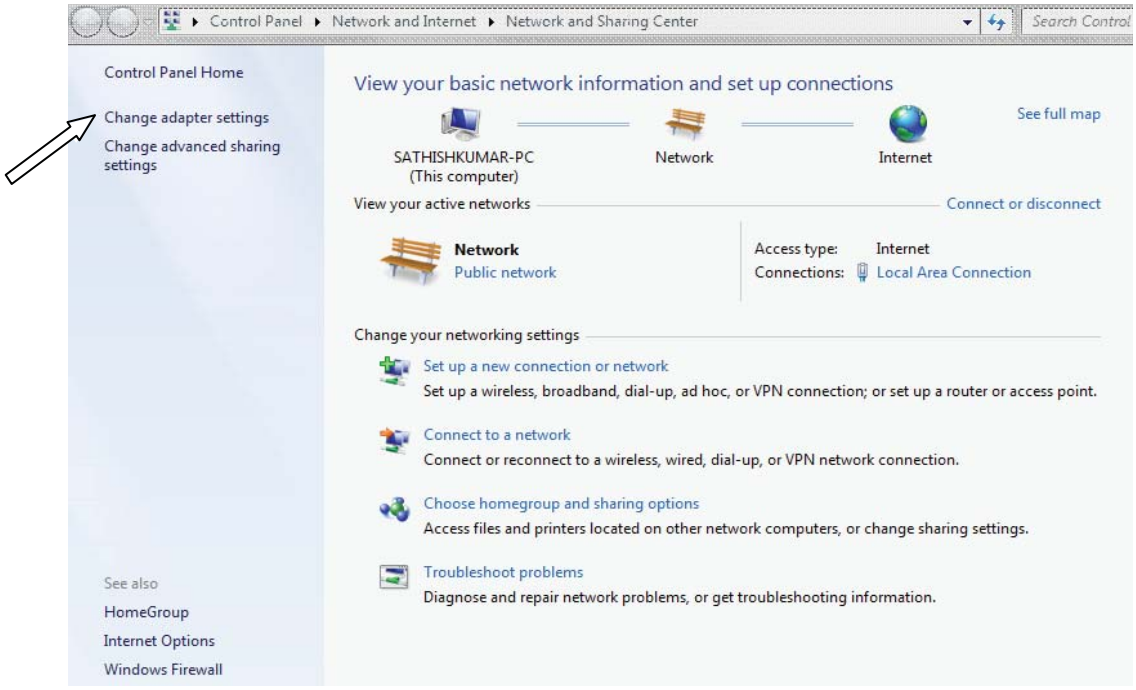

Control Panel ▸ Network and Internet ▸ Network and Sharing Center
Search Control
Control Panel Home
Change adapter settings
Change advanced sharing settings
View your basic network information and set up connections
See full map
SATHISHKUMAR-PC
(This computer)
Network
Internet
View your active networks
Connect or disconnect
Network
Public network
Access type: Internet
Connections: Local Area Connection
Change your networking settings
Set up a new connection or network
Set up a wireless, broadband, dial-up, ad hoc, or VPN connection; or set up a router or access point.
Connect to a network
Connect or reconnect to a wireless, wired, dial-up, or VPN network connection.
Choose homegroup and sharing options
Access files and printers located on other network computers, or change sharing settings.
Troubleshoot problems
Diagnose and repair network problems, or get troubleshooting information.
See also
HomeGroup
Internet Options
Windows Firewall

Fig 3

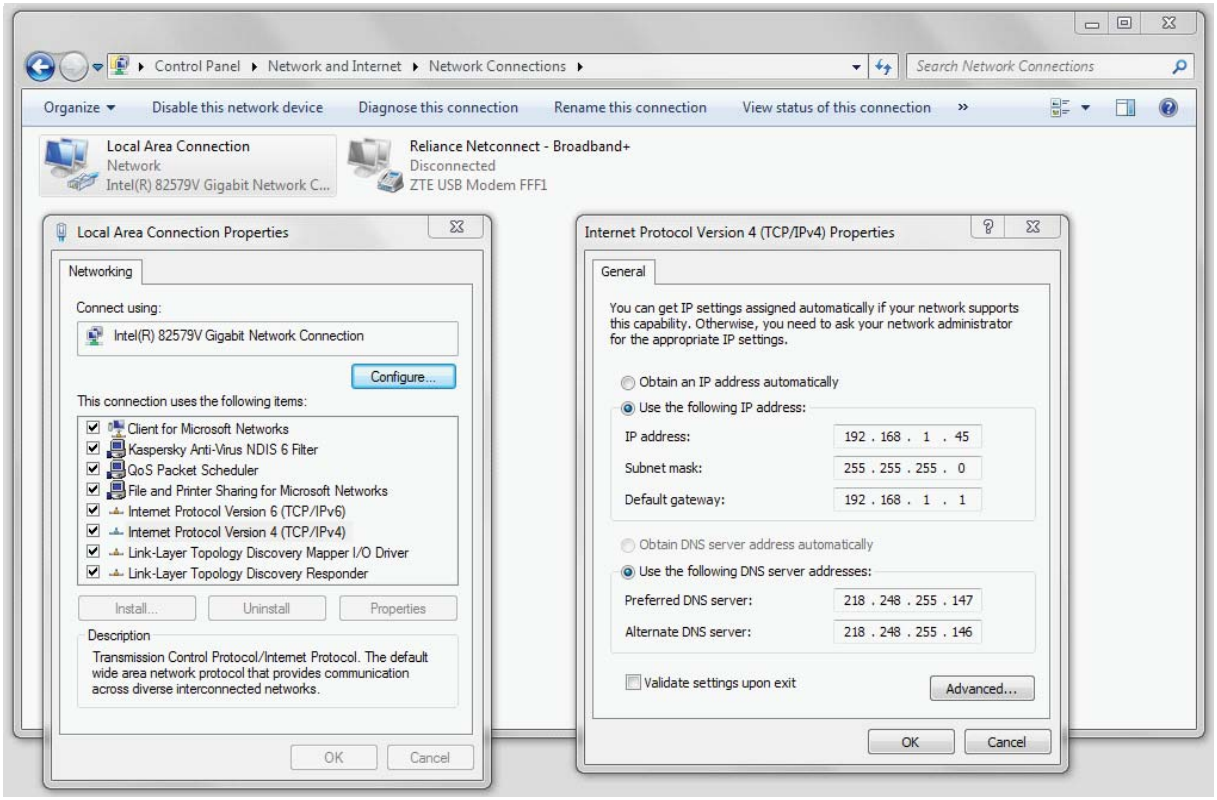

Control Panel ▸ Network and Internet ▸ Network Connections ▸
Search Network Connections
Organize
Disable this network device
Diagnose this connection
Rename this connection
View status of this connection
Local Area Connection
Network
Intel(R) 82579V Gigabit Network C...
Reliance Netconnect - Broadband+
Disconnected
ZTE USB Modem FFF1
Local Area Connection Properties
Networking
Connect using:
Intel(R) 82579V Gigabit Network Connection
Configure...
This connection uses the following items:
Client for Microsoft Networks
Kaspersky Anti-Virus NDIS 6 Filter
QoS Packet Scheduler
File and Printer Sharing for Microsoft Networks
Internet Protocol Version 6 (TCP/IPv6)
Internet Protocol Version 4 (TCP/IPv4)
Link-Layer Topology Discovery Mapper I/O Driver
Link-Layer Topology Discovery Responder
Install...
Uninstall
Properties
Description
Transmission Control Protocol/Internet Protocol. The default wide area network protocol that provides communication across diverse interconnected networks.
OK
Cancel
Internet Protocol Version 4 (TCP/IPv4) Properties
General
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.
Obtain an IP address automatically
Use the following IP address:
IP address: 192 . 168 . 1 . 45
Subnet mask: 255 . 255 . 255 . 0
Default gateway: 192 . 168 . 1 . 1
Obtain DNS server address automatically
Use the following DNS server addresses:
Preferred DNS server: 218 . 248 . 255 . 147
Alternate DNS server: 218 . 248 . 255 . 146
Validate settings upon exit
Advanced...
OK
Cancel

Fig 4

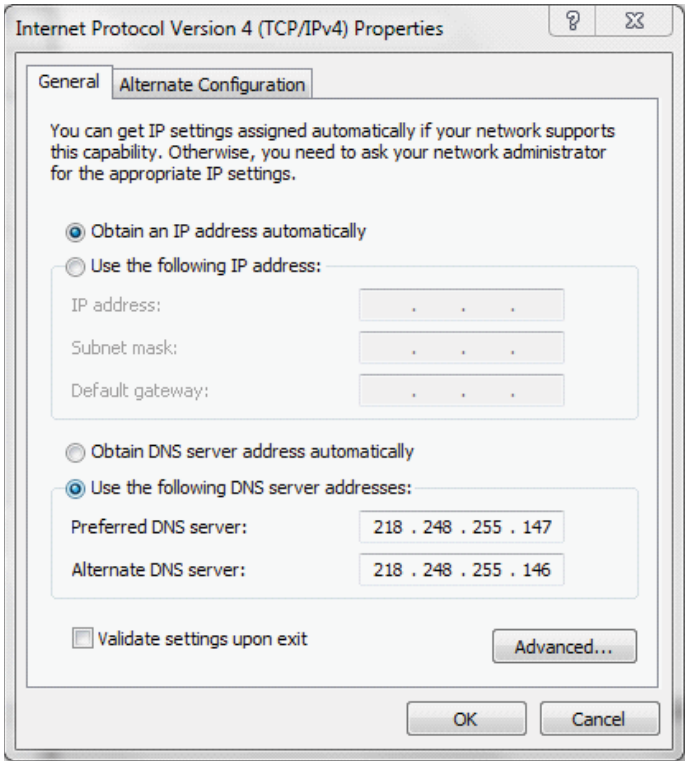

Internet Protocol Version 4 (TCP/IPv4) Properties
General
Alternate Configuration
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.
Obtain an IP address automatically
Use the following IP address:
IP address:
Subnet mask:
Default gateway:
Obtain DNS server address automatically
Use the following DNS server addresses:
Preferred DNS server: 218 . 248 . 255 . 147
Alternate DNS server: 218 . 248 . 255 . 146
Validate settings upon exit
Advanced...
OK
Cancel

Fig 5

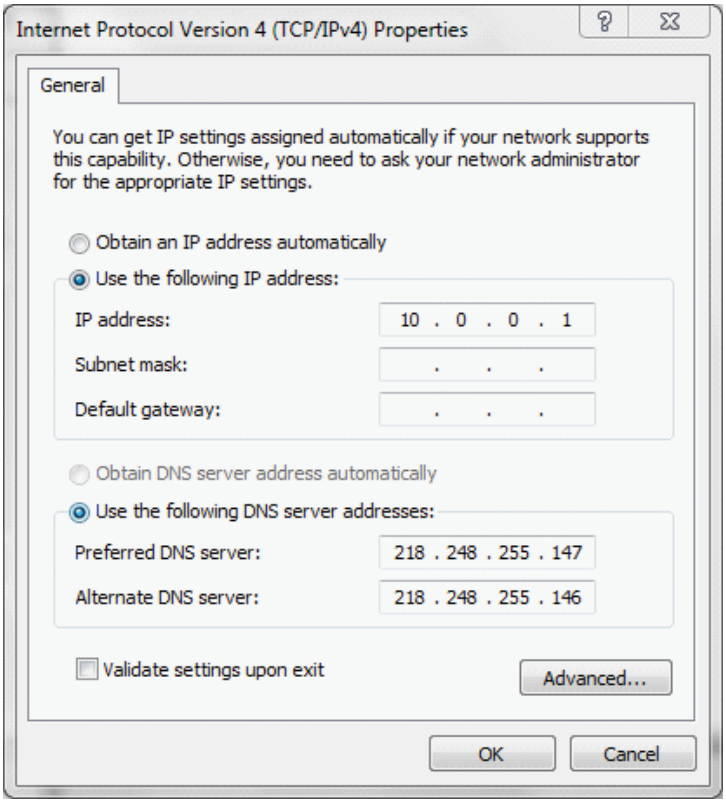
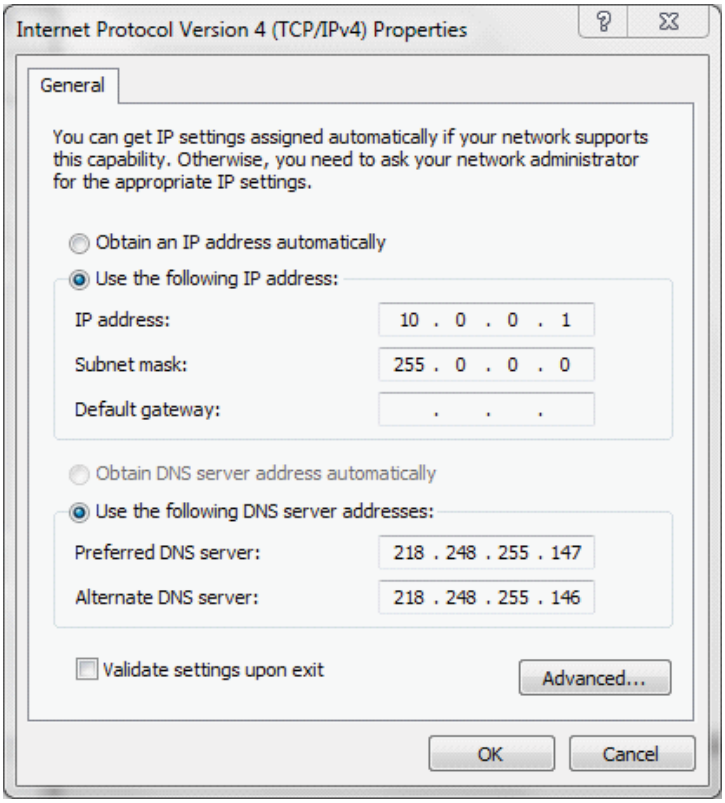

Internet Protocol Version 4 (TCP/IPv4) Properties
General
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.
Obtain an IP address automatically
Use the following IP address:
IP address: 10 . 0 . 0 . 1
Subnet mask:
Default gateway:
Obtain DNS server address automatically
Use the following DNS server addresses:
Preferred DNS server: 218 . 248 . 255 . 147
Alternate DNS server: 218 . 248 . 255 . 146
Validate settings upon exit
Advanced...
OK
Cancel

Fig 6




TASK 2: **Establish connection between two computers (P2P)**

1 View and note the IP address of two computers.

**In case the computers do not have LAN port there to establish P2P connection, network card must be installed.**

2 Insert one end of the cross cable in Ethernet port on the rear side of the CPU (First Computer).

3 Insert another end of the cross cable in Ethernet port on the rear side of another CPU (Second Computer).

4 In First computer (Check connectivity) Press Windows button and R key simultaneously to invoke Run dialog box.

5 Type 'cmd' and press Enter key to invoke DOS prompt.

6 Type "ping <IP address of Second computer>" and press Enter key.

**Note**

**If you get a 'Reply' as shown in Fig 7, there is a connectivity between first computer and second computer.**

**If you get the message 'Request Timed out as shown in Fig 8, then there is no connectivity between first and second computer.**

Fig 7

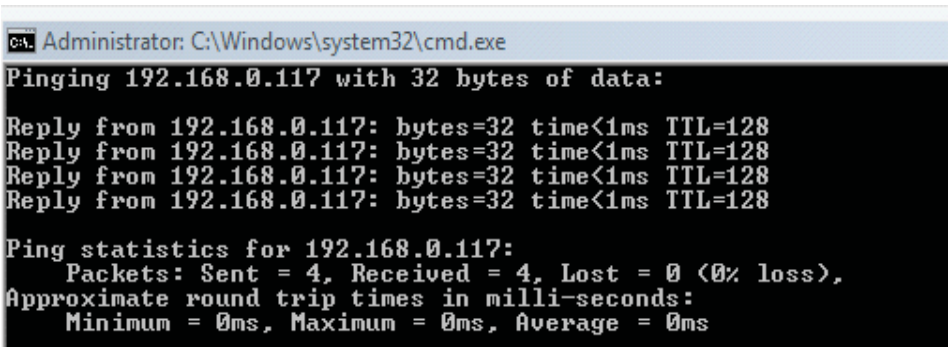


Fig 8

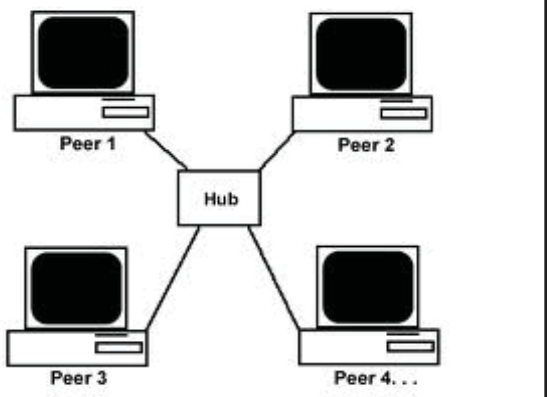
```
C:\Users\Admin>ping 222.111.33.22

Pinging 222.111.33.22 with 32 bytes of data:

Request timed out.
Request timed out.
Request timed out.
Request timed out.

Ping statistics for 222.111.33.22:
    Packets: Sent = 4, Received = 0, Lost = 4 (100% loss),

C:\Users\Admin>
```

**By repeating steps 4,5 and 6 in second computer you can check the connectivity between second computer and first computer.**

7 Get it checked with the instructor

**Note: Using cross cable you can connect only two computers in a peer to peer network. To Connect more than two computers in a peer to peer network you need a Hub/Switch as shown in Fig 9.**

Fig 9




**Method 2**

1 Correct an end of the cross over ethernet cable into LAN port of one computer and the second end of ethernet cable to second computer system.

2 Follow the steps 1 to step 5 of task 1.

3 Select “Properties”.

4 Input 10.1.1.1 as the IP address for the first computer and 10.1.1.2 as the IP address for second computer. Type 255.255.255.0 as the “Subnet mask” for both computers and click ok.

**Note: No need to type anything on the “Gateway” and “DNS besters” because the two computers are directly connected.**

# Browse Internet for information

**Objectives:** At the end of this exercise you shall be able to
- **browse a website through web browser**
- **download file from website.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

PROCEDURE

TASK 1: **Browse a website through Web browser**

1 Select “Google Chrome” icon.

**Note: A home page Google appears on the screens as on Fig 1.**

2 Type “www.dget.gov.in”. (Fig 2)

**Note: website of DGET appears on the screen. (Fig 3)**

Fig 1

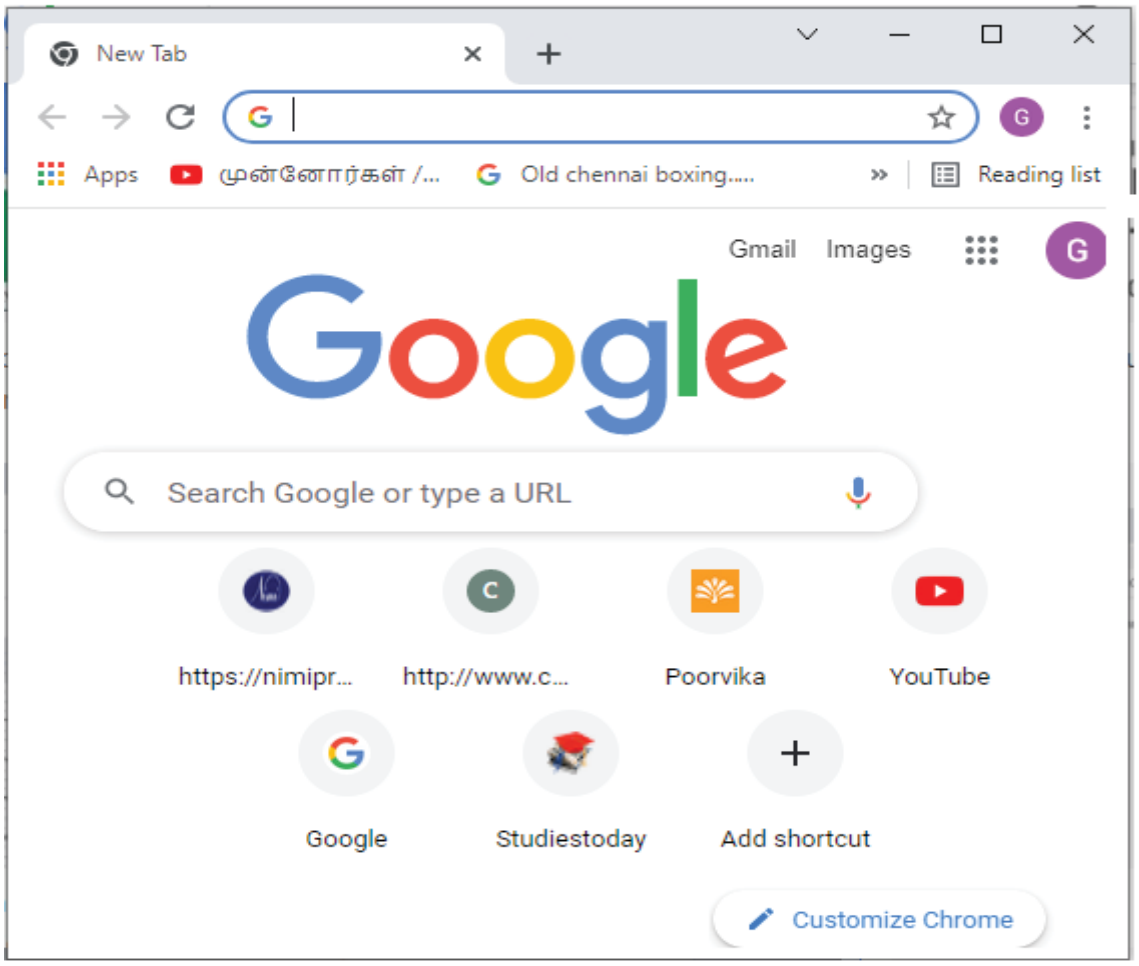


Fig 2

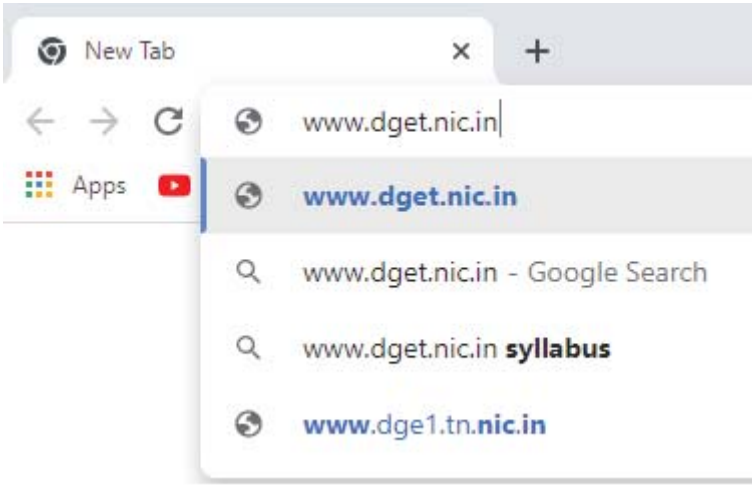
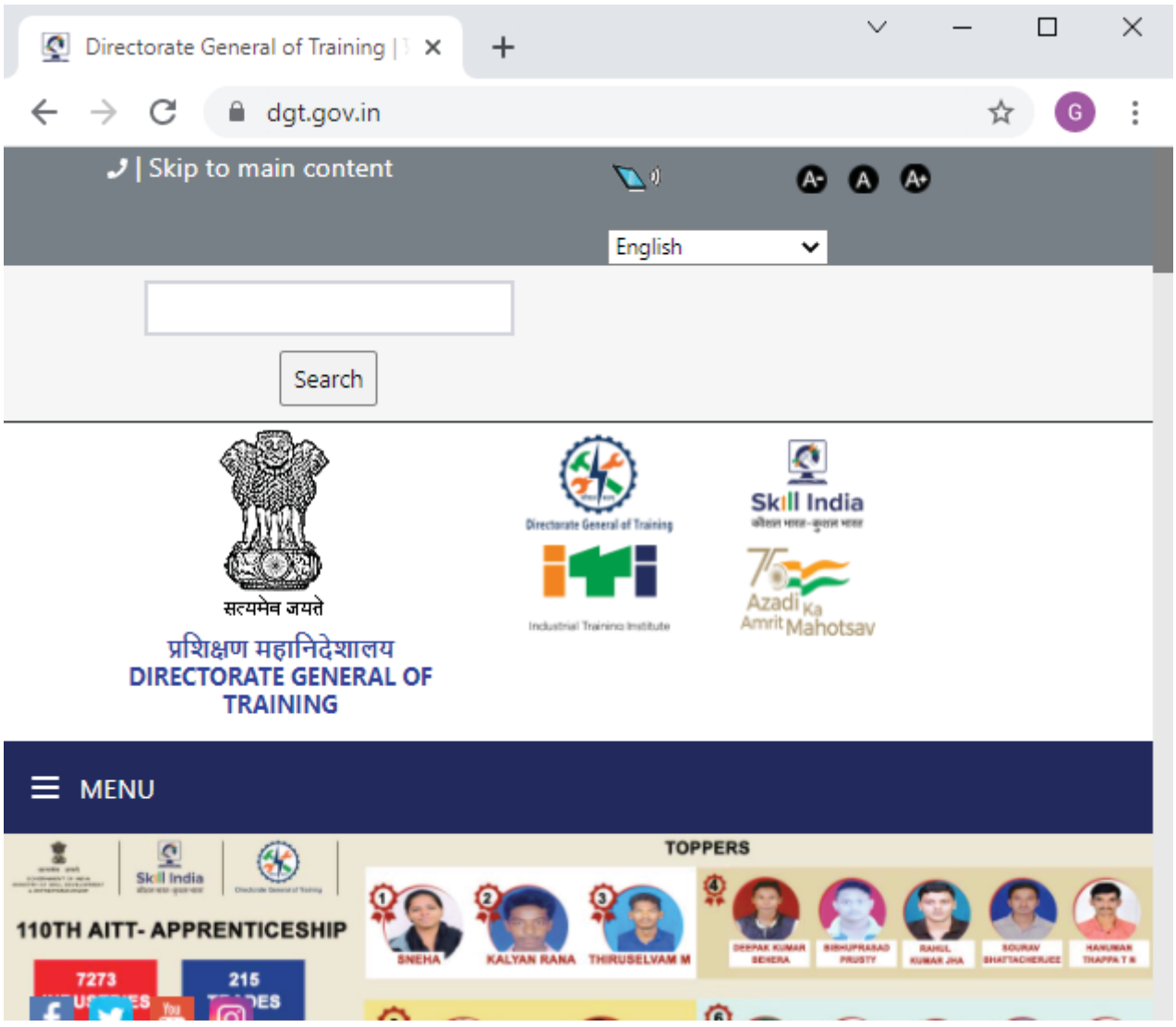

New Tab
www.dget.nic.in
Apps
www.dget.nic.in
www.dget.nic.in - Google Search
www.dget.nic.in syllabus
www.dge1.tn.nic.in

Fig 3


Directorate General of Training
dgt.gov.in
Skip to main content
English
Search
सत्यमेव जयते
प्रशिक्षण महानिदेशालय
DIRECTORATE GENERAL OF TRAINING
Directorate General of Training
Industrial Training Institute
Skill India
Azadi Ka Amrit Mahotsav
MENU
110TH AITT- APPRENTICESHIP
7273
215
TOPPERS
SNEHA
KALYAN RANA
THIRUSELVAM M

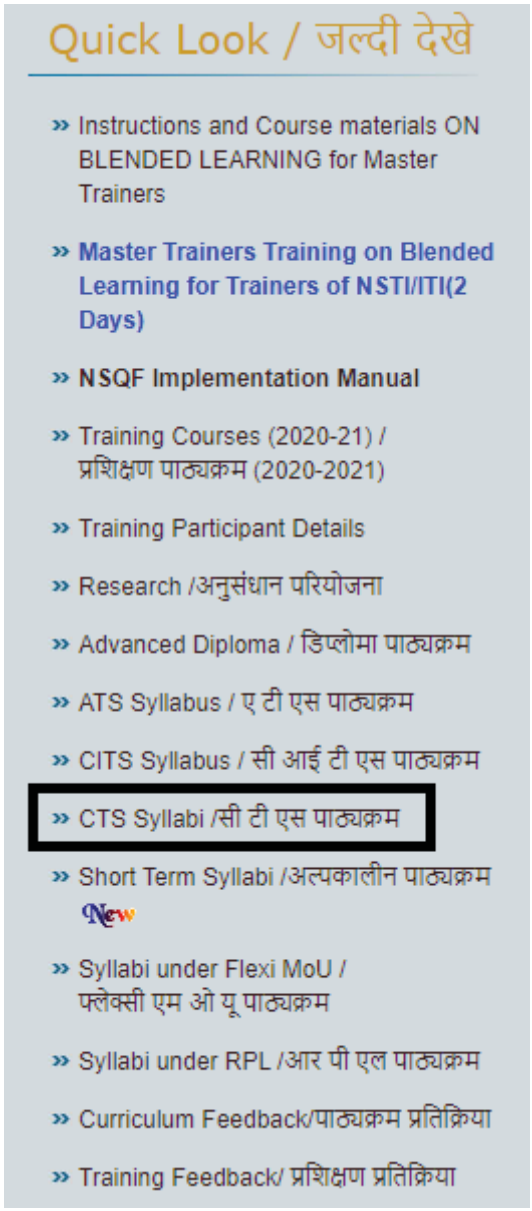
TASK 2: **Download File from website**

1 Type “CSTRI culcutta.gov.in” in the address bar.

2 In the home page on the right hand side various scheme syllabus are listed as shown in Fig 4.

3 Select “CTS syllabi” (Fig 4).

Fig 4




**Note: List of engineering and non-engineering trades appears on the screen as on Fig 5.**

4 Scroll down the screen with the mouse and select your trade syllabus

Example: Trade name “DEO” (Data Entry Opeartor)

5 Click the selected trade COPA which is under lined in blue as on Fig 6.

**Note: The syllabus of “DEO” appears on the screen as on Fig 7.**

6 Click the “down load” icon to download the syllabus as shown in Fig 8.

Fig 6

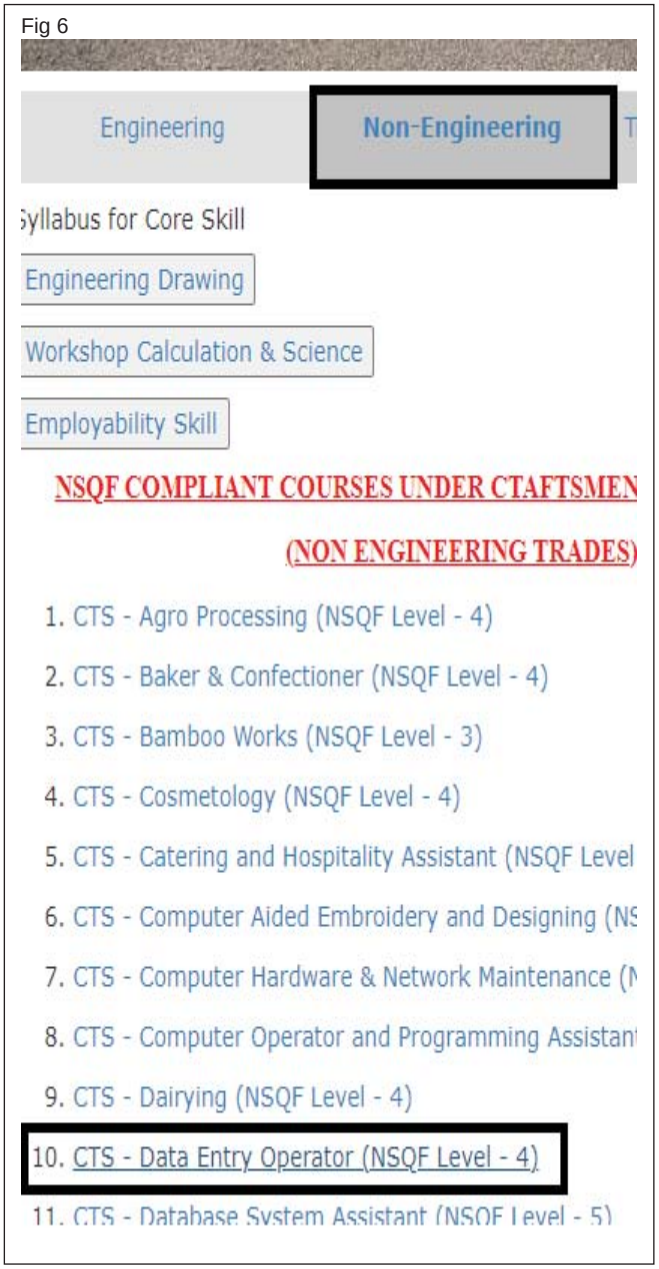


Fig 5

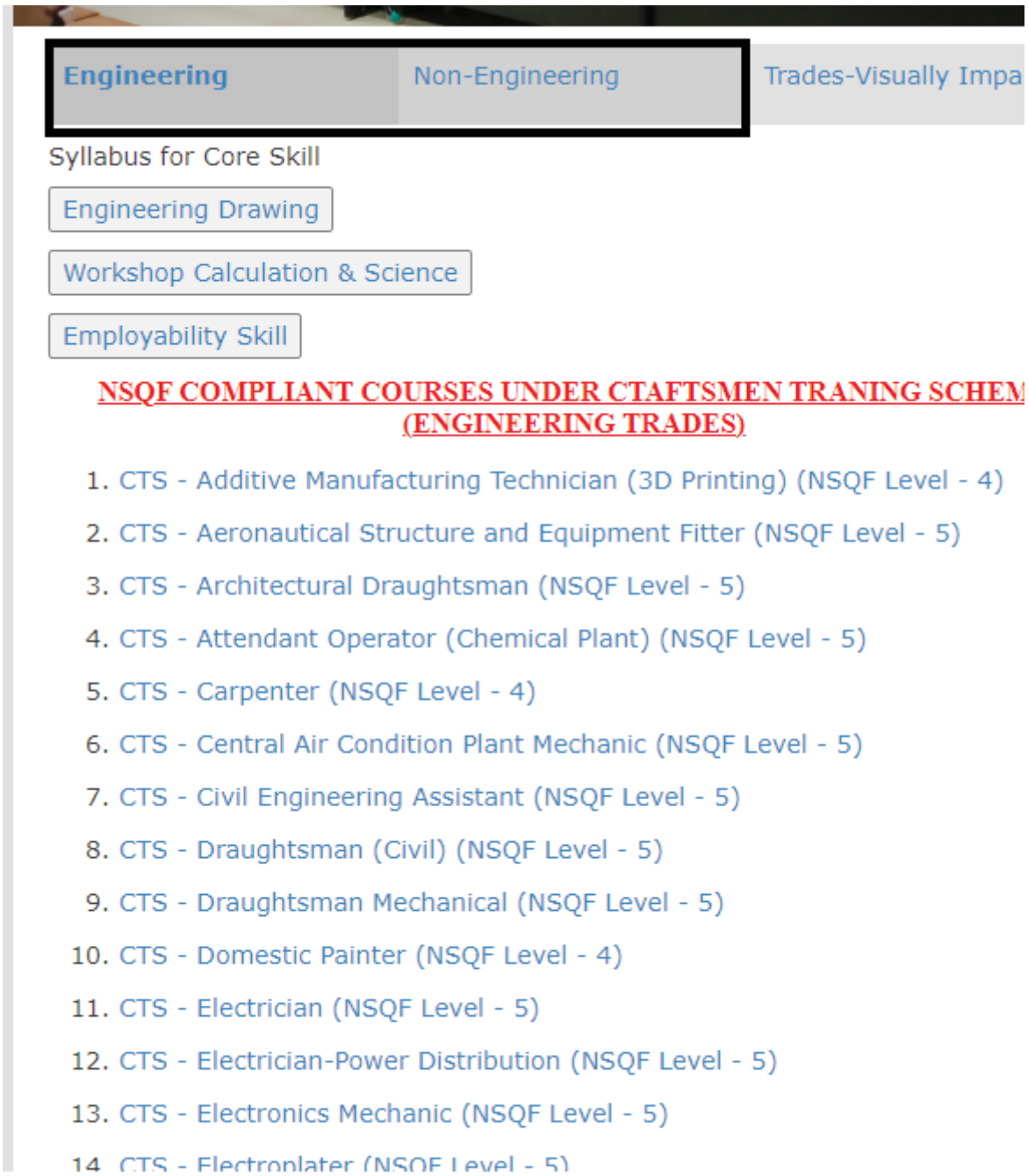
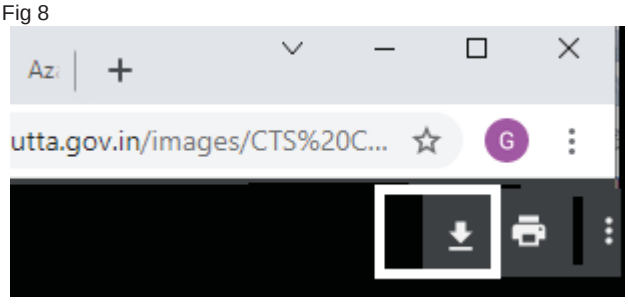



Fig 7

Fig 8

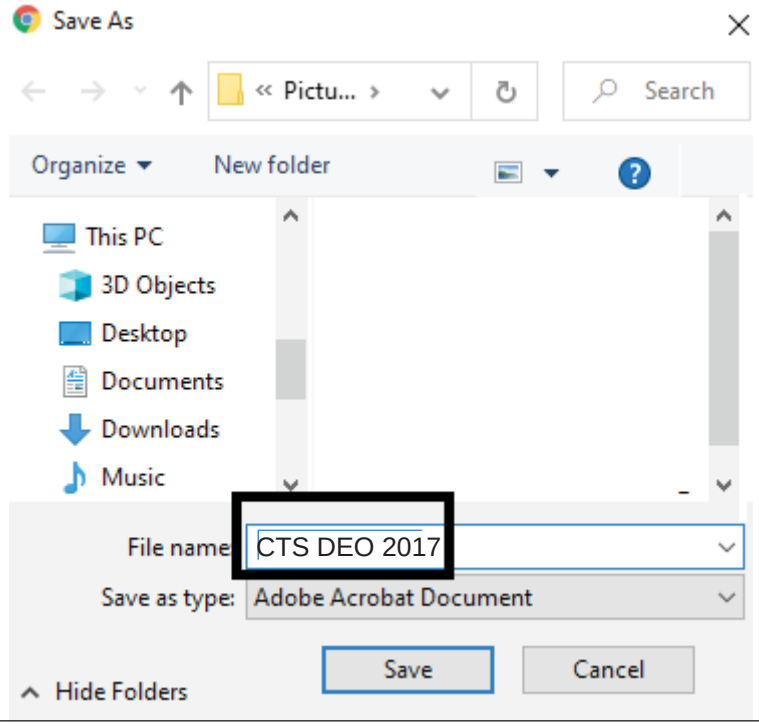


**Save the file (Fig 9).**

6 Print the downloaded DEO syllabus

7 Check with the instructor.

Fig 9



# Create and use e-mail for communication with attachment, priority setting, address book

**Objectives:** At the end of this exercise you shall be able to
- **create an e-mail account**
- **create an export and import contacts**
- **compose and send e-mail with attach documents**
- **check the mails and sign out account.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

PROCEDURE

TASK 1: **Create an Email Account**

**Note to the instructor: Make the trainees to create accounts as DEOTRG as the primary name and secondary in increasing order of number series, in Gmail.**

**Example: DEOTRG2, DEOTRG3 etc.**

1 **Create DEOTRG2 in yahoo mail simultaneously at the end of Task 1**

2 **Add contact in "DEOTRG2" of yahoo account**

1 Choose " internet explorer" and Click to open it.

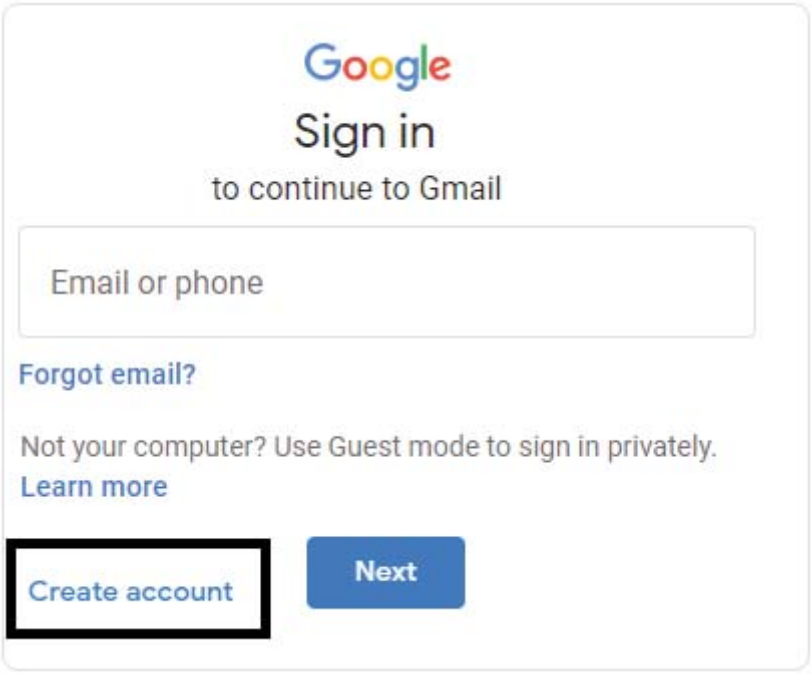
2 Click "Gmail" on the "Google" home page.

**Note: An Account creation screen appears on the screen Fig 1.**

3 Click "CREATE AN ACCOUNT "

**Note: the following display appears on the screen as on Fig 1.**

Fig 1



**Note: An account creation screen appears on the screen as shown in Fig 2.**

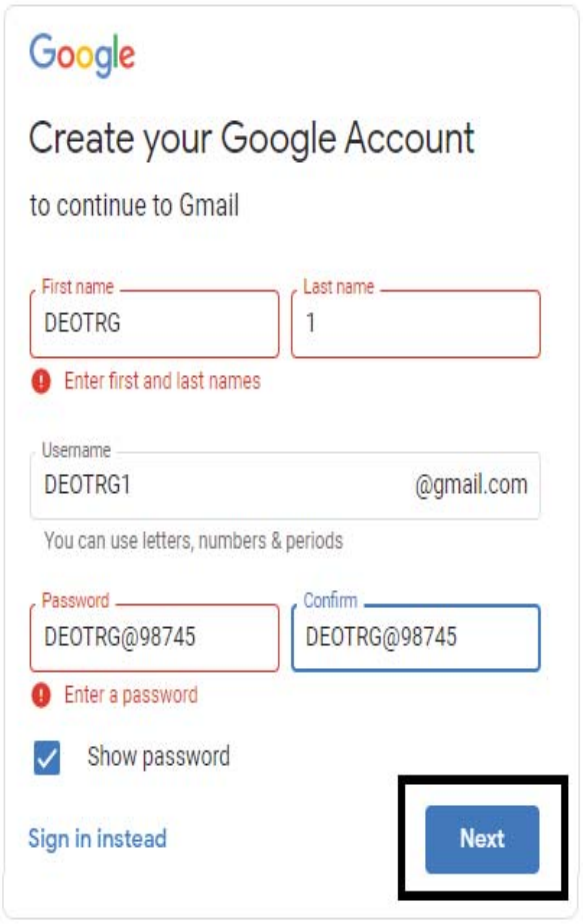
4 Type “DEOTRG” in First Name box, “1” in Last Name box

5 Choose your username as “DEOTRG1”

6 Password as “DEOTRG@98745” and retype the same in “confirm your password”.

**Note: While typing the password the password box has to denote strong as on Fig 2.**

Fig 2




7 Choose Birthday January, 24, 1994, Male in Gender, your mobile number in mobile number, and alternative email id if you have. (Fig 3)

8 Select “I agree” as shown in Fig 4.

11 Click “Next Step”

**A created account of Deotrg1@gmail.com is appeared on the screen as on Fig 5.**

Fig 3

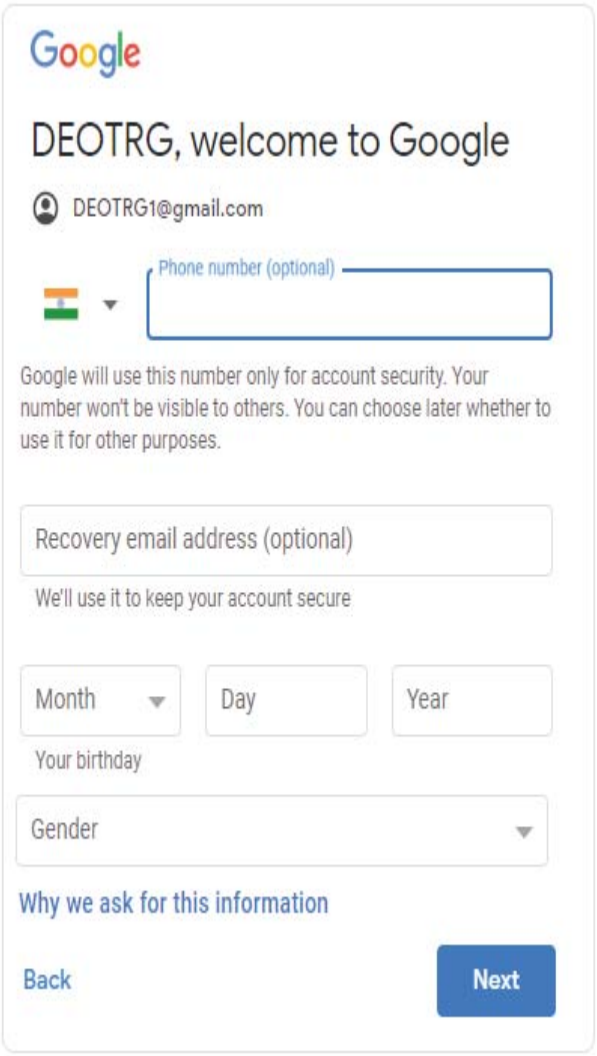



Fig 4

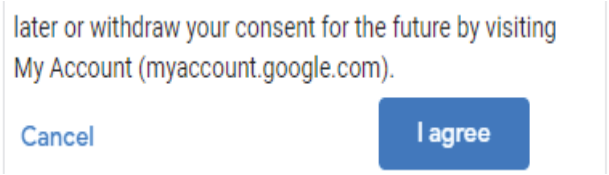
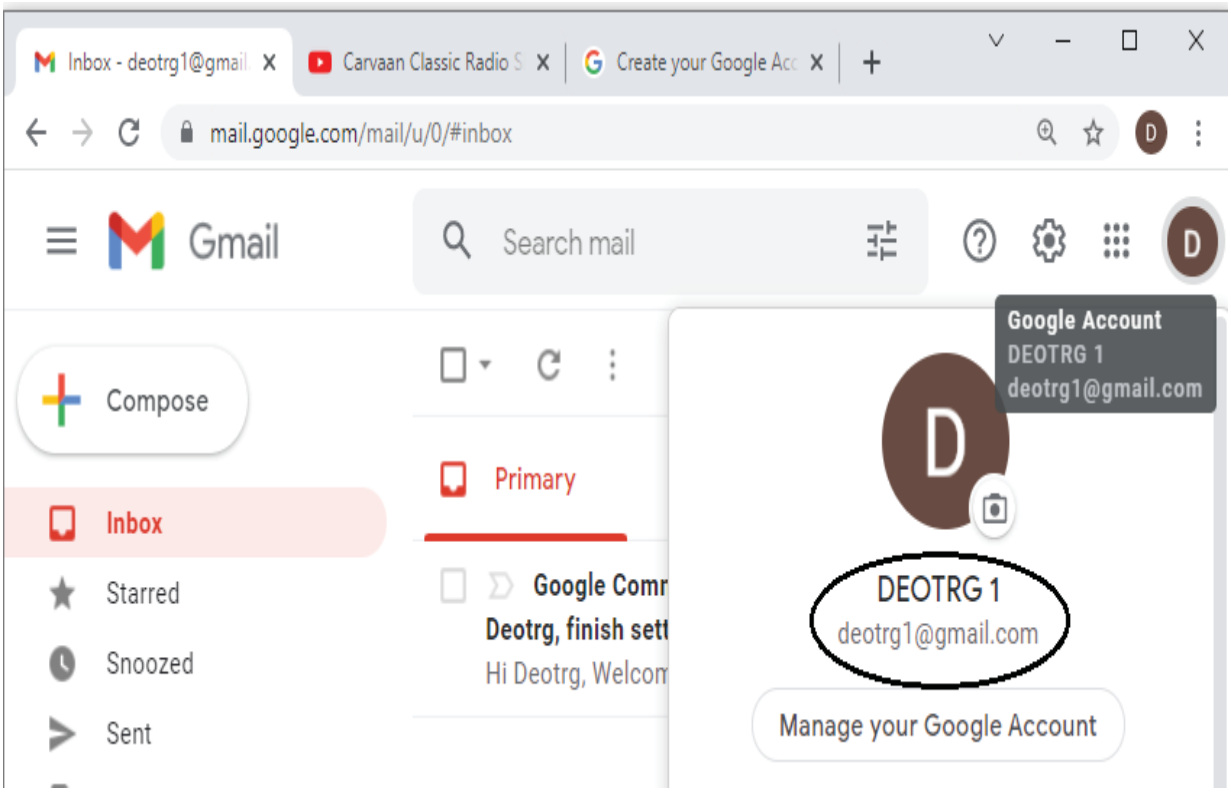


Fig 5

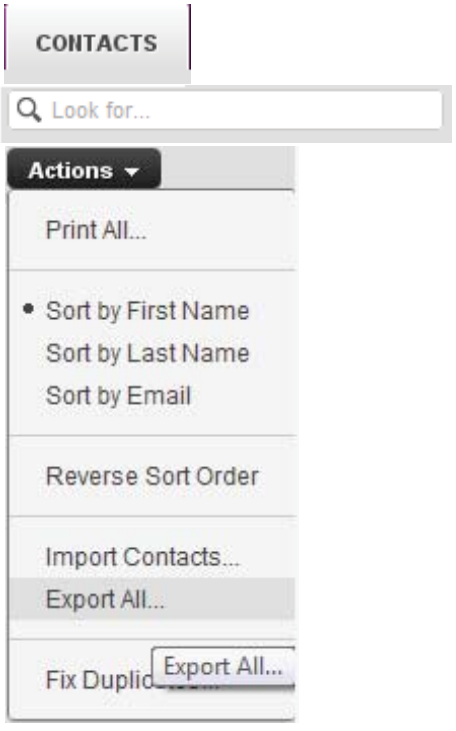



TASK 2: **Create an Export and Import Contacts**

1 Login to “Deotrg2” of Yahoo Mail first.

2 Click on “contacts” options and select “Actions” and choose “Export All” as on Fig 6.

Fig 6




**Note: An Export window get opened as in Fig 7.**

3 Choose and click “Yahoo! CSV Export Now option.

**Note: The verification codes appears on the screen as in Fig 8.**

4 Type the given code and click export now button

**Note: Fig 9 &10 appears on the top of the export window and appear on the bottom of the export window.**

5 Click “yahoo_ab(1).csv” file from downloads of hard disk drive to view the address book.

**Note: The downloaded file gets opened in excel sheet were contacts can be checked.**

6 Close the address book.

7 Signout yahoo mail.

**Importing Contacts**

1 Login to your Gmail account “Deotrg1”.

2 Click on “contacts” in Left hand panel of gmail as shown in Fig 11.

**Note: A Contact window appears on the screen**

Fig 7

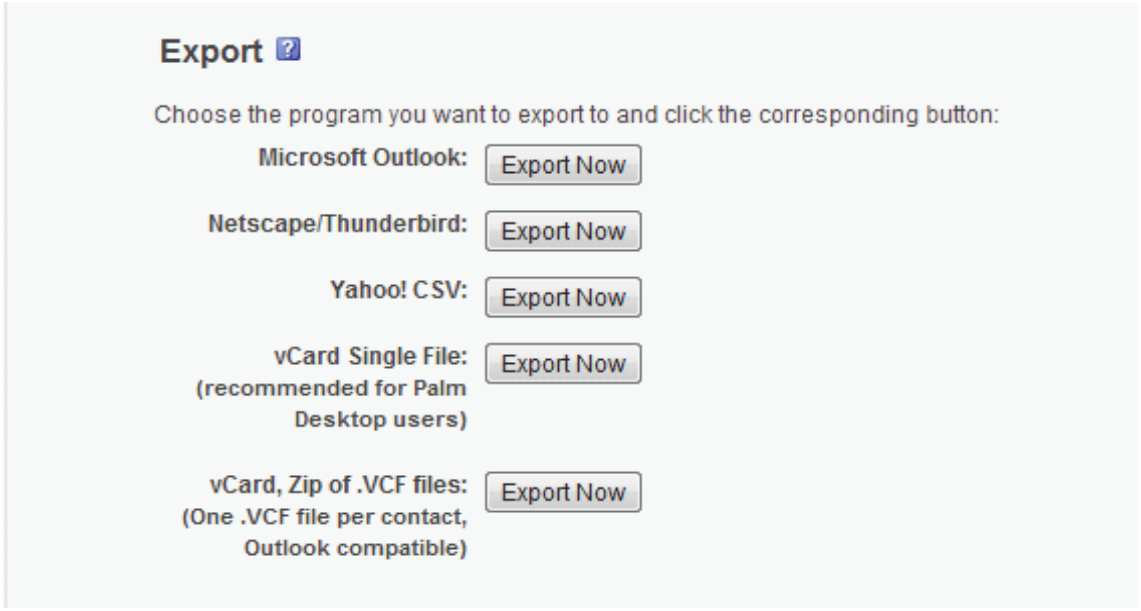



Fig 8

Fig 9

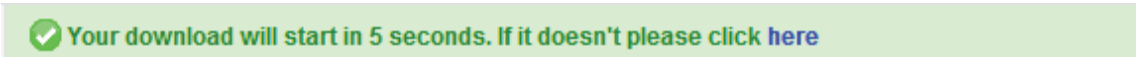
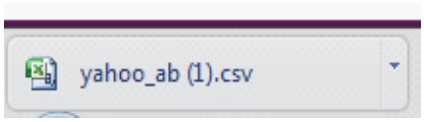



Fig 10




3 Click “More” and choose “import” from it as on Fig 12.

**Note: A “Import contacts” window appears on the screen as on Fig 13.**

Fig 11

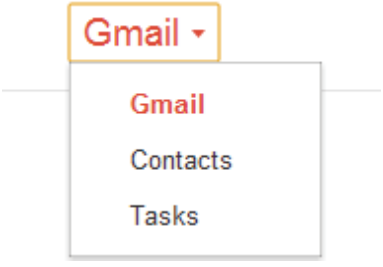
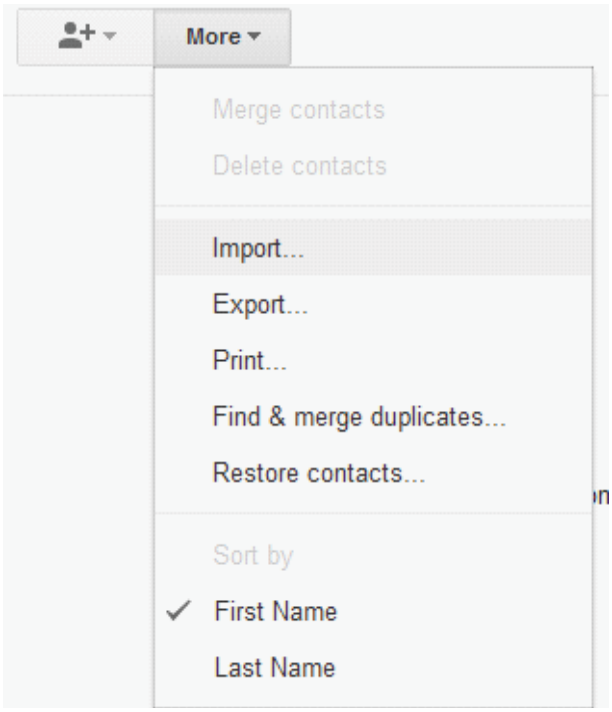


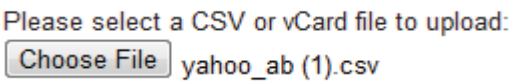
Fig 12




4 Click “Choose file” option and select “yahoo_ab.csv” the downloaded file of yahoo aaddress book

**Note: Fig 14 shows how the selected file is displayed before importing.**

Fig 14

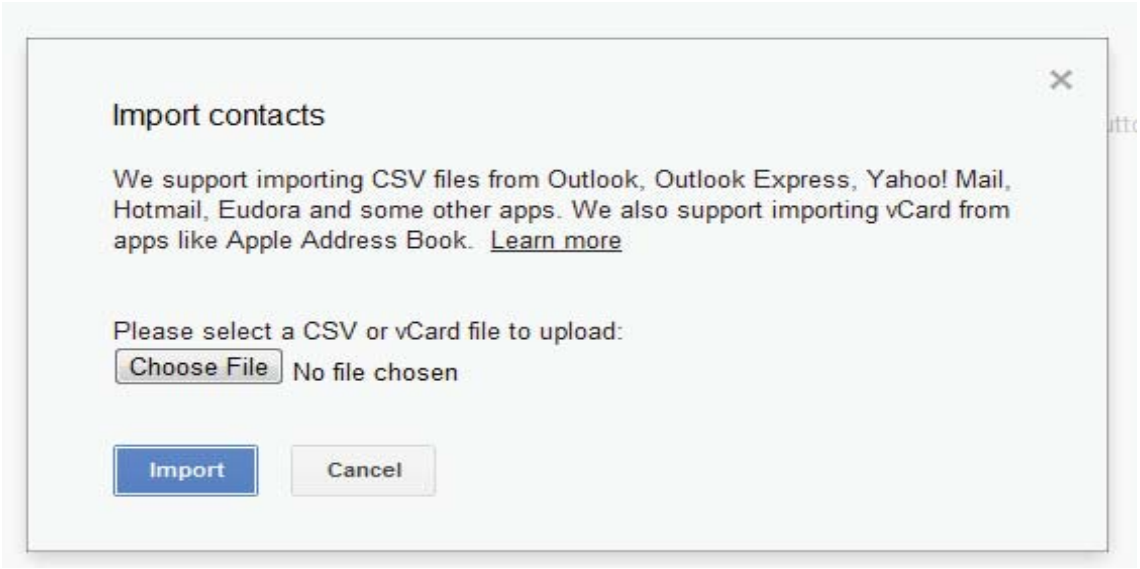



5 Click “Import” button

**Once the Import is complete you will see a confirmation message as on Fig 15.**

Fig 15

Fig 13




TASK 3: **Composing and Sending mail with attachments**

1 Choose and click “COMPOSE” button

**Note: A compose window appears on the screen**

2 Type “Deotrg2@yahoo.com” in “TO” box

3 Type “Deo syllabus” in “Subject” box

4 Attach “Deo syllabus” from the downloads of hard disk drive.

**Note: Wait till the attachments gets completely attached**

5 Click send button and send the mail

6 Signout “Deotrg1” gmail account

7 Check with your instructor.

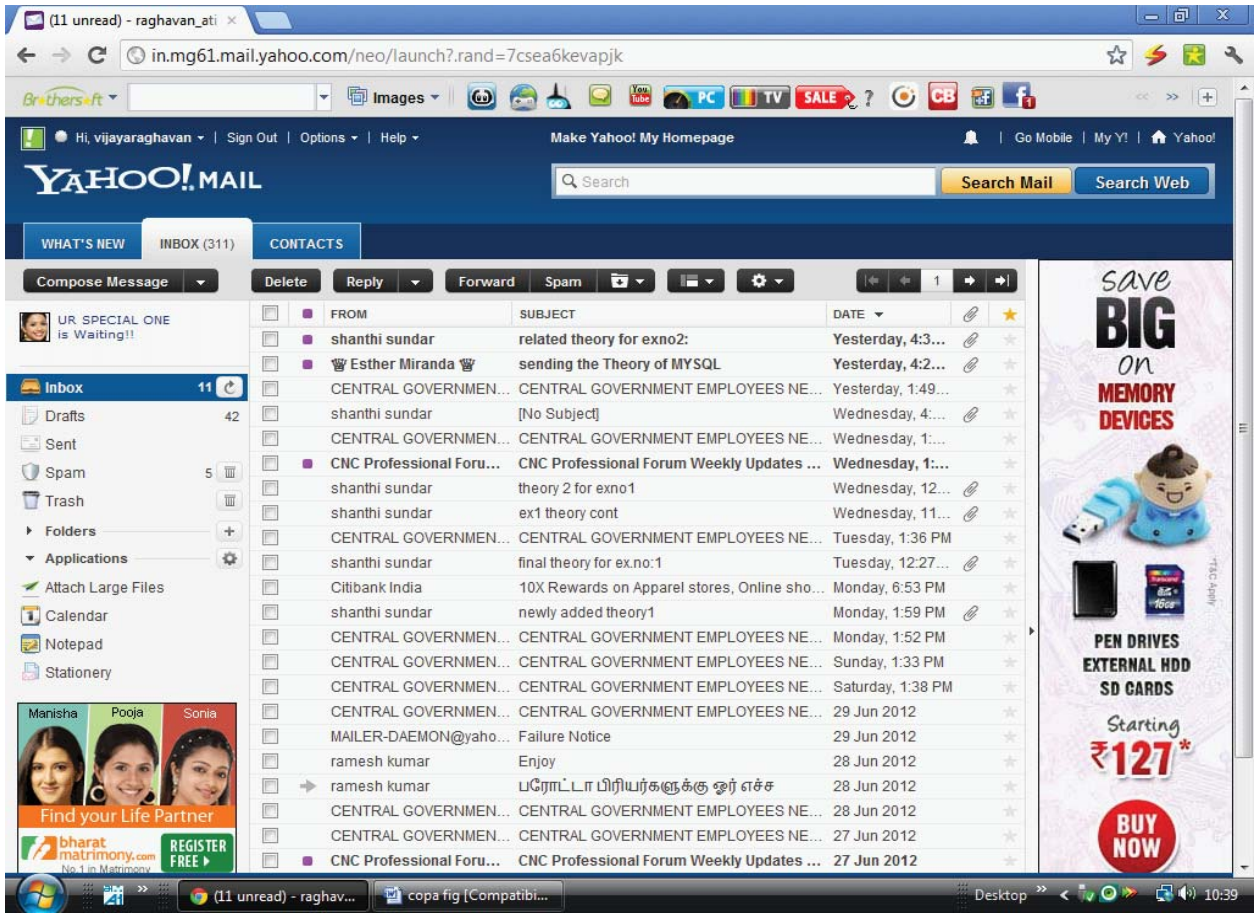
TASK 4: **Checking mails and Sign Out**

1 Sign in to “copatrg2” of yahoo mail.

2 Click “INBOX”

**Note: The unread messages are shown in the inbox as in Fig 16.**

Fig 16



# Use online utilities in Internet

**Objectives:** At the end of this exercise you shall be able to
- **use online dictionary**
- **use translations**
- **use storage space**
- **share with mail links**
- **use download manager**
- **use youtube utilities**
- **use google map**
- **use google earth**
- **use update windows.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

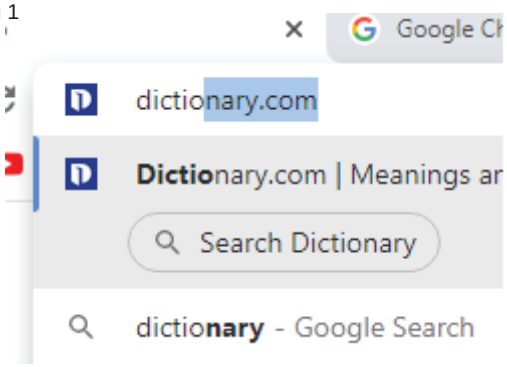
PROCEDURE

TASK 1: **Online dictionary**

1 Open browser

2 Enter "online dictionary" or www.dictionary.com in the address tab. (Fig 1)

Fig 1




3 Type the word whose meaning you need to know e.g.: utility (Fig 2)

4 Scroll down to see the different meaning of the word (Fig 3)

5 Repeat the steps to find the meaning of two more words

6 Close the browser.

Fig 2

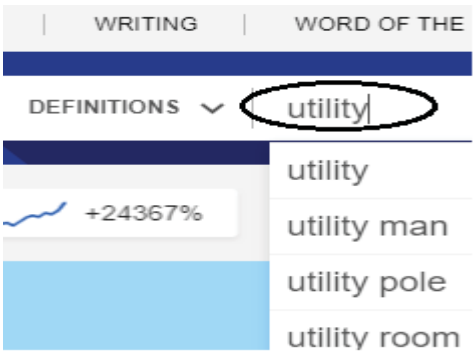
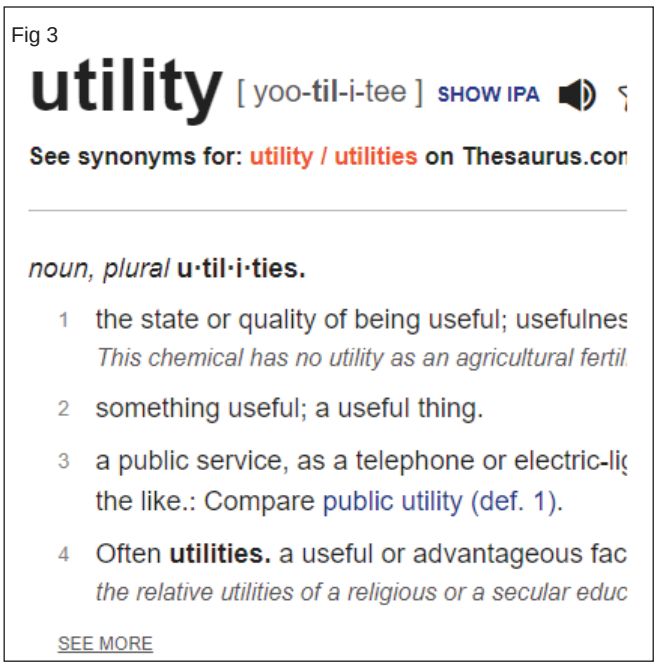



Fig 3

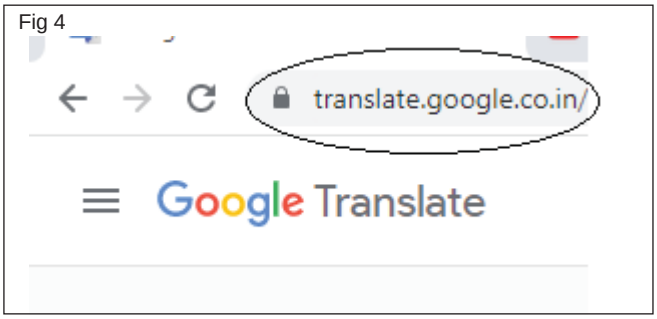


TASK 2: **Online translate**

1 Open browser “Google Chrome”

2 Type “translate.google.co.in” in the address tab (Fig 4)

Fig 4




3 Select the language for the input word e.g.: ENGLISH

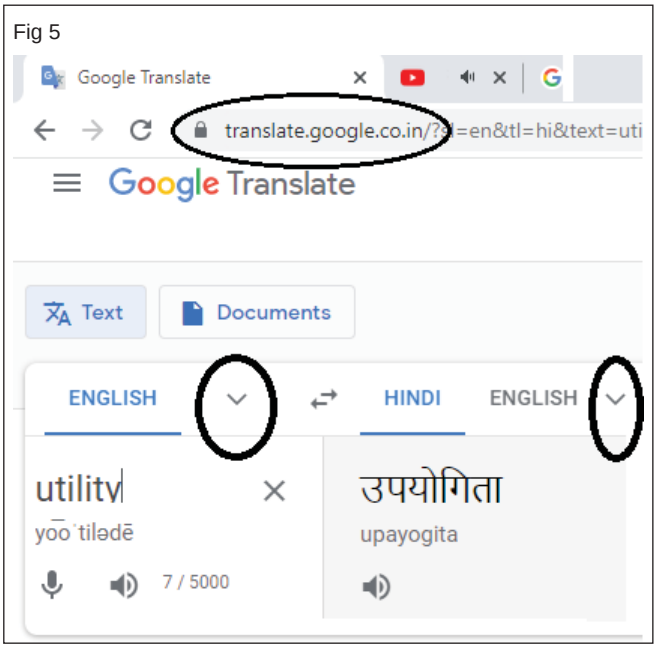
4 Type the word, e.g.: utility

5 Click the language the input word needs to be translated into, e.g.: HINDI

6 Press enter.

7 Repeat the above steps for two more word translation (Fig 5)

Fig 5




8 Close the browser.

TASK 3: **Use Storage space**

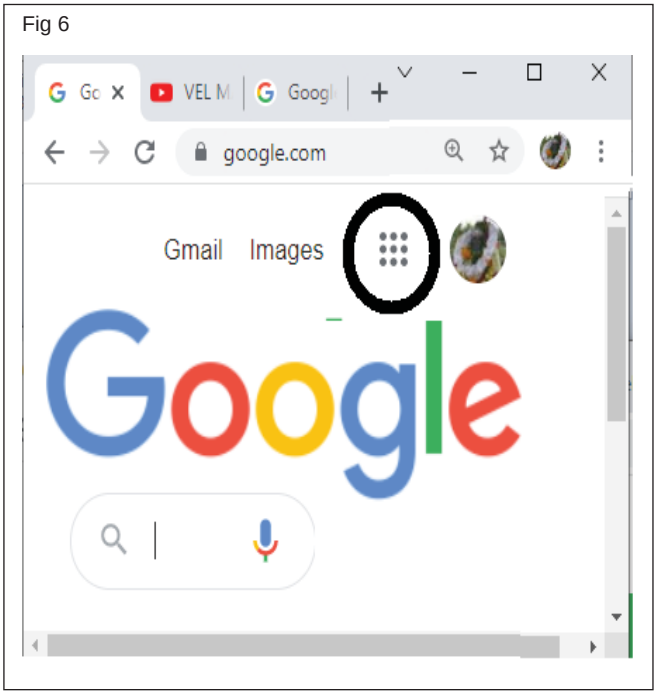
1 Open the browser

2 Log in using your Google account

**Note: In case you don’t have a Google account, create a new account to continue**

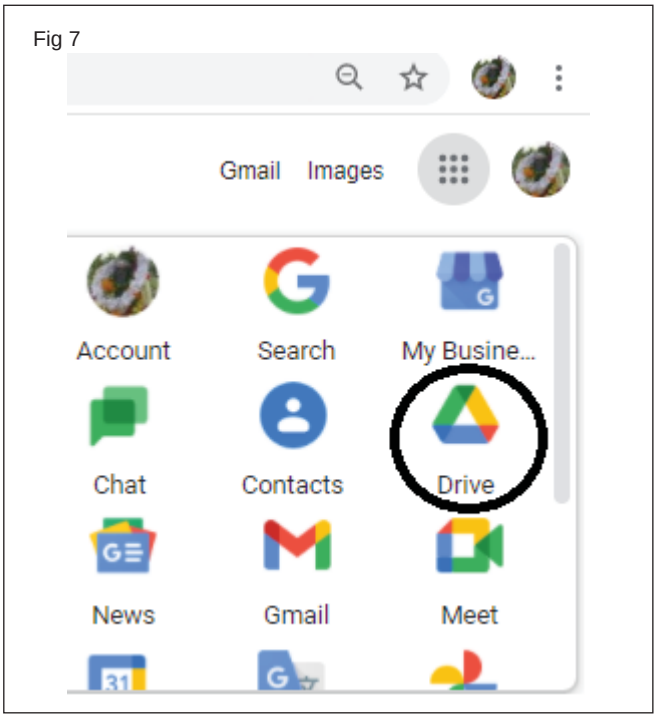
3 Click on the “Google Apps” icon and select “Drive” (Fig 6)

Fig 6




4 Click on My Drive to view the files and folders in your account (Fig 7)

Fig 7




5 Click on + New to create a new folder named DEO (Fig 8 to Fig 10)

6 Add the files related to DEO in the folder

7 Log off from the account

8 Close the browser.

Fig 8

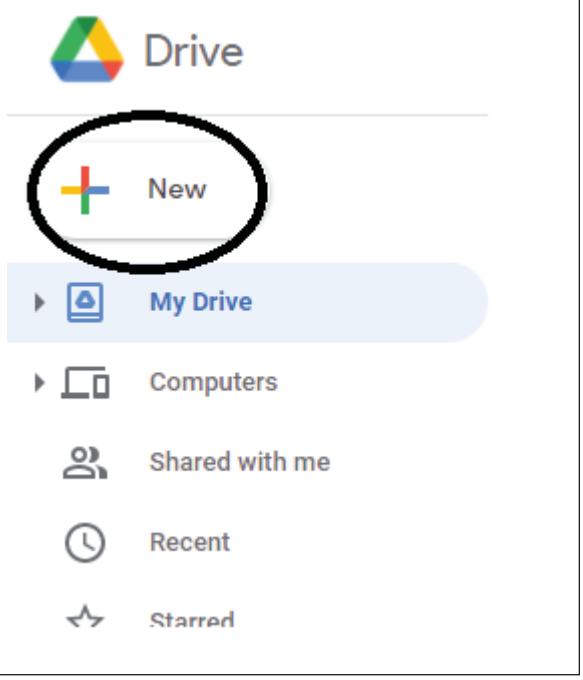



Fig 9

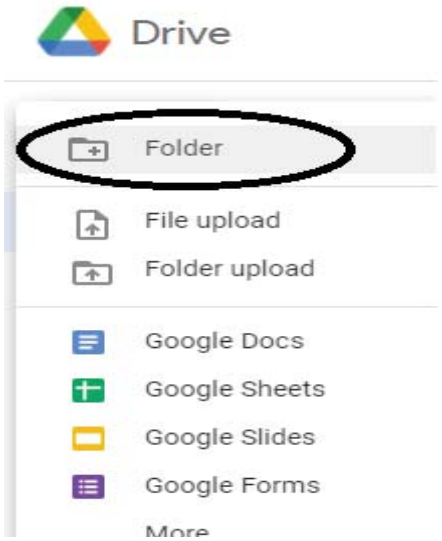
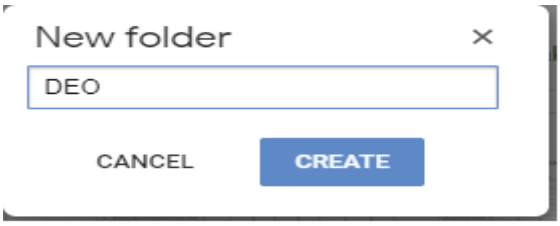



Fig 10




TASK 4: **Use Share with mail links**

1 Open the browser

2 Log in using your Google account.

**Note: In case you don't have a Google account, create a new account to continue**

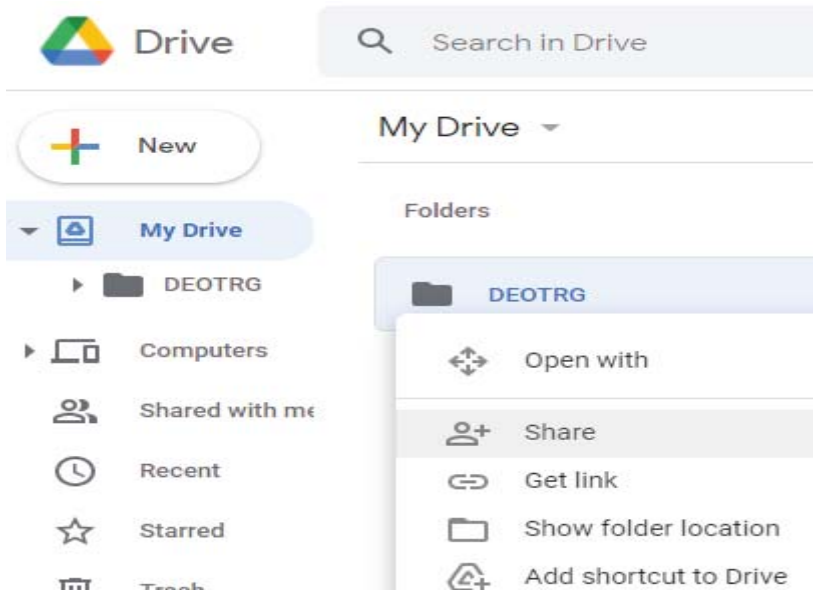
3 Click on the Google Apps icon and select Drive (Fig 7).

4 Click on My Drive to view the files and folders in your account (Fig 8)

5 Click on the file you need to share.

6 Click the SHARE button on the right hand side of the file (Fig 11).

Fig 11



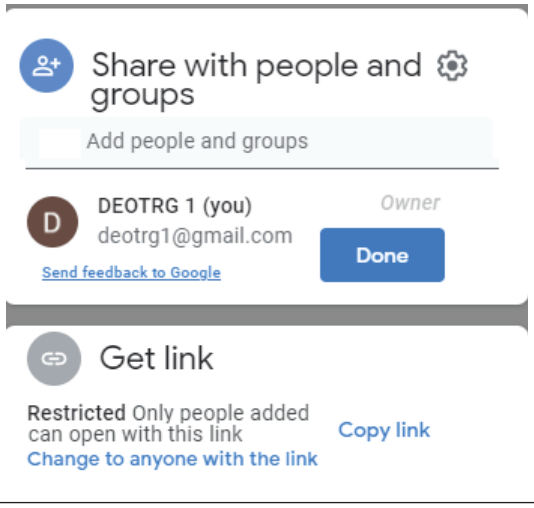
7 Press the Get sharable link to share with mail links (Fig 12).

8 Enter the email address to share the link and click Done.

9 Log off from your account.

10 Close the Browser.

Fig 12




TASK 5: **Download Manager**

1 Open the Browser

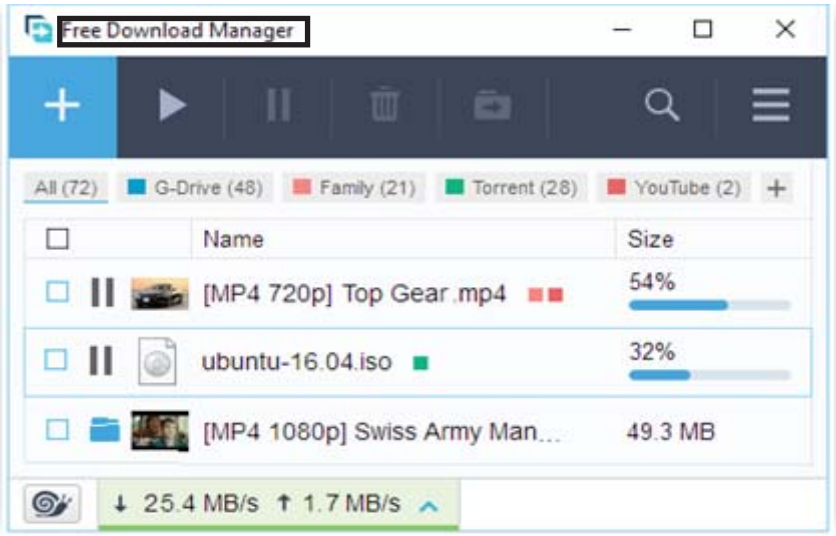
2 Type “Download manager” (Fig 13)

3 Click on the Free Download Manager link and press Free Download.

4 Complete the installation of the Free Download Manager

5 Download any files or video using Download Manager.

Fig 13




TASK 6: **Use YouTube utilities**

1 Open the browser

2 Log in using your Google account

**Note: In case you don’t have a Google account, create a new account to continue**

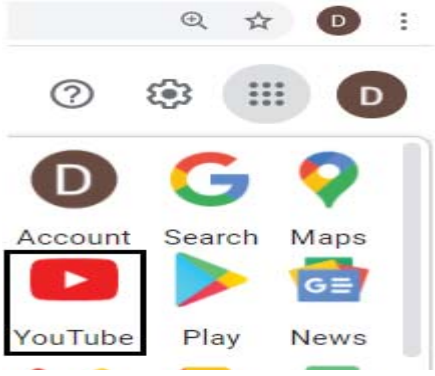
3 Click on the Google Apps icon and select YouTube. (Fig 14) (or) type youtube.com in address tab.

4 Search for the video ‘how to assemble a PC’ in YouTube.

5 Log off from the account

6 Close the browser

Fig 14

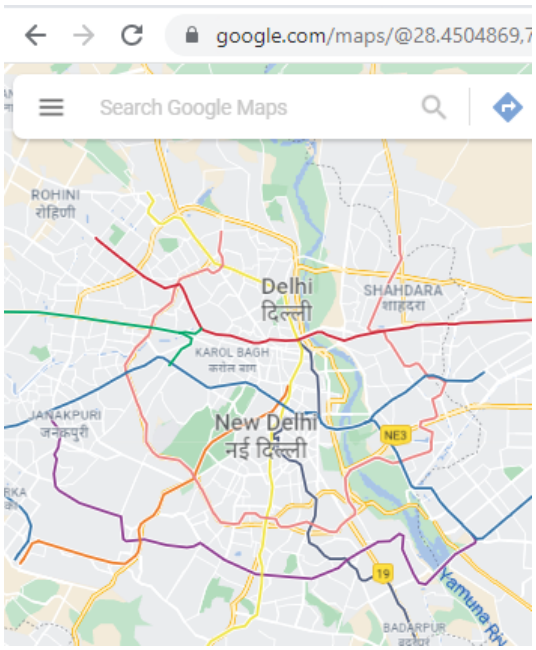


TASK 7: **Google map**

1 Open browser

2 Enter address http://maps.google.com (Fig 15)

Fig 15




3 Enter the place in Search Google Maps (Fig 16)

4 Click Directions and type the name of starting point (Fig 17).

5 Note the time taken by taking different routes and modes of transportation.

6 Close the Browser.

Fig 16

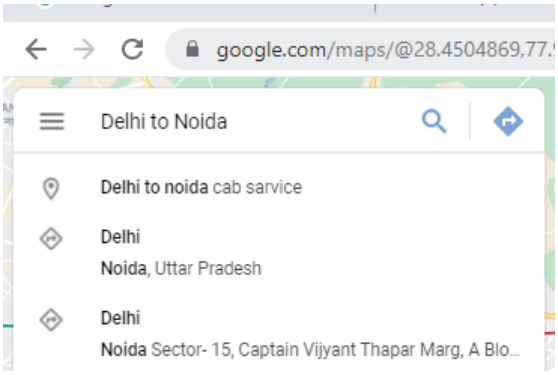
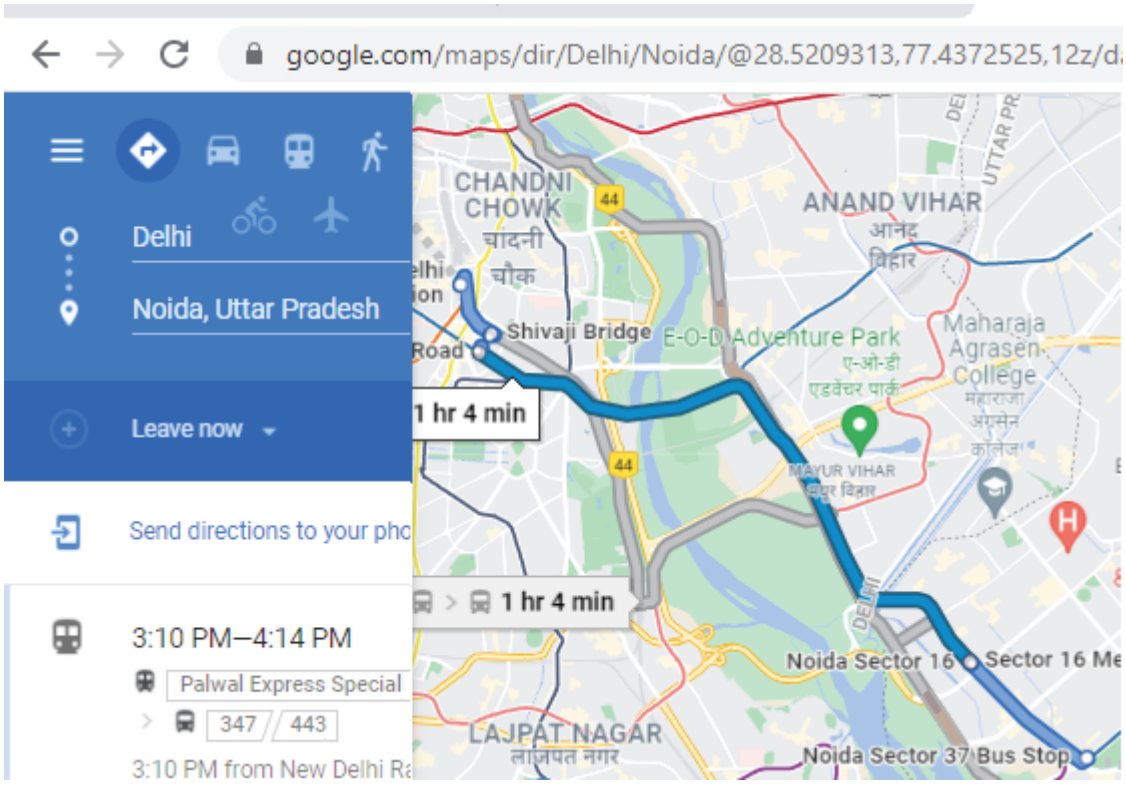



Fig 17

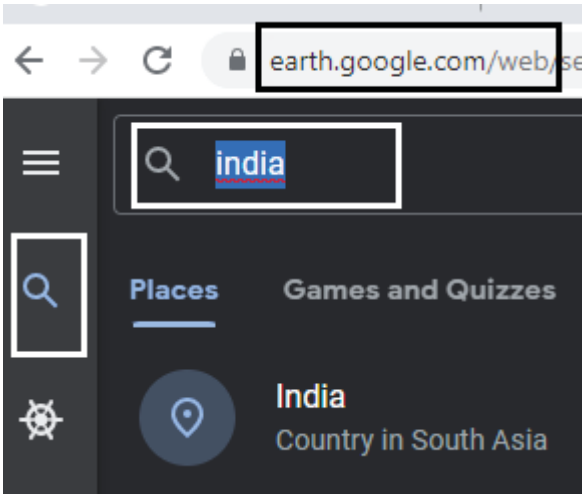


TASK 8: **Use Google earth**

1 Open the Browser

2 Enter the address earth.google.com (Fig 18)

Fig 18




3 Enter the destination name to find on earth in the search tab (Fig 19)

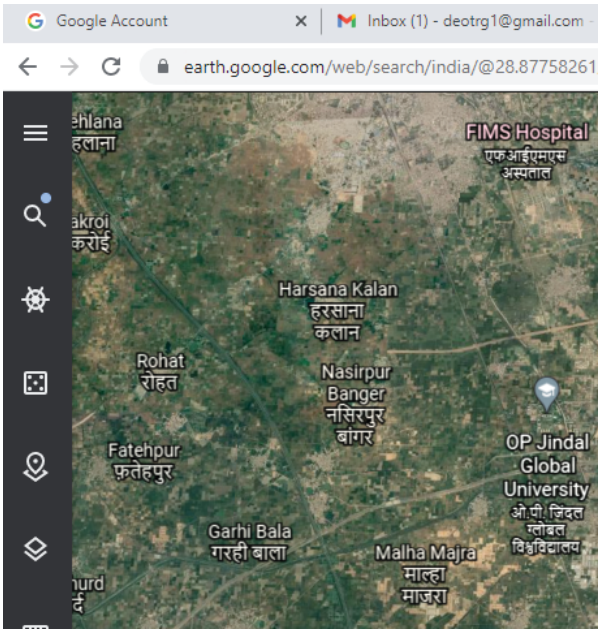
4 Analyse the area in 2D and 3Dwith zoom in and zoom out .Note down the details about the place (Fig 20)

5 Close the Browser.

**Note: Google earth works best in Google chrome and Firefox browsers**

Fig 19

Fig 20




TASK 9: **Use Update windows**

1 Click start button or press short cut key window + x.

2 Choose settings.

3 Click Update and Security window update window will appear on the screen.

4 Click “check for updates”. Now the window automatically change the available updates in your PC. After checking the update, it is automatically install and finish the update.

# Video conferencing using software/apps

**Objectives:** At the end of this exercise you shall be able to
- **get Started With Zoom**
- **set Up A Zoom Meeting**
- **join A Zoom Meeting**
- **schedule Meetings**
- **record Zoom Meetings.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

PROCEDURE

TASK 1: **How to Get Started with Zoom**

1 For Desktop

**Step 1:** Type WWW.Zoom.us in the address tab and click on the "SIGN UP" button that's at the top-right corner of the screen.(Fig 1)

**Step 2:** Zoom account can be created in two methods (Fig 2)

- Create a new account using your work email address.
- Sign in using SSO (Single Sign-On) or your Google or Facebook account.

**Note: For a company meeting or other work purposes, it's best to sign up using the work email address.**

**Step 3:** Zoom will now send an email with a confirmation link (Fig 3).

Fig 1

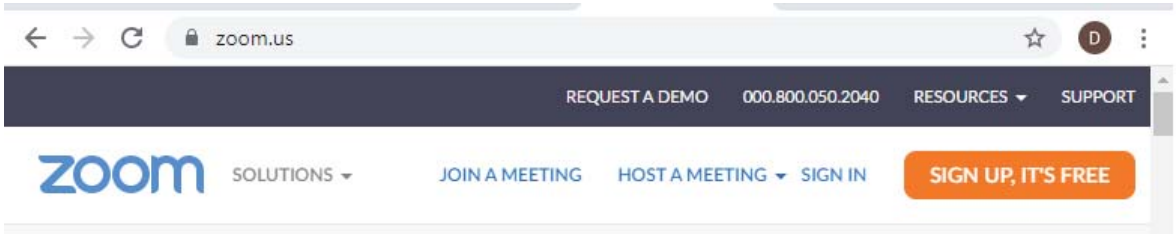



Fig 2

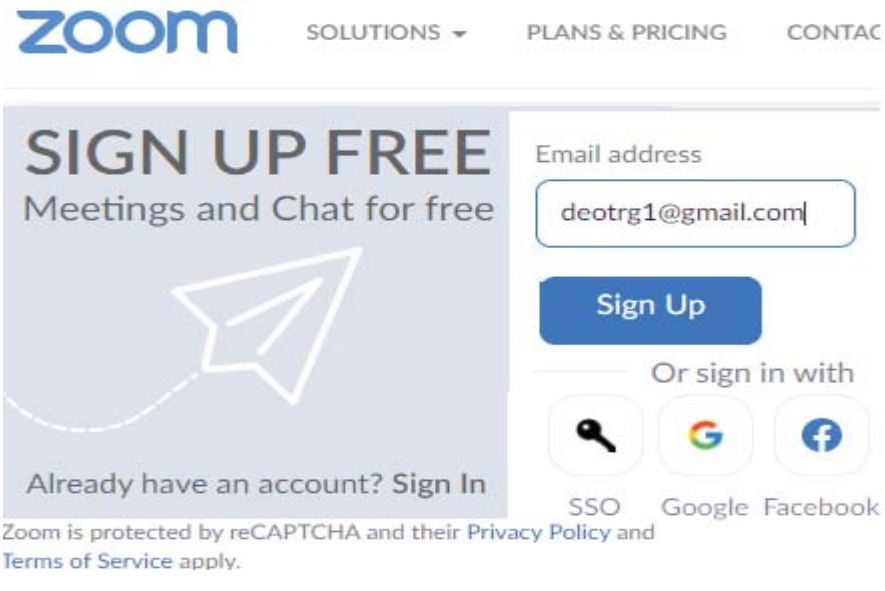
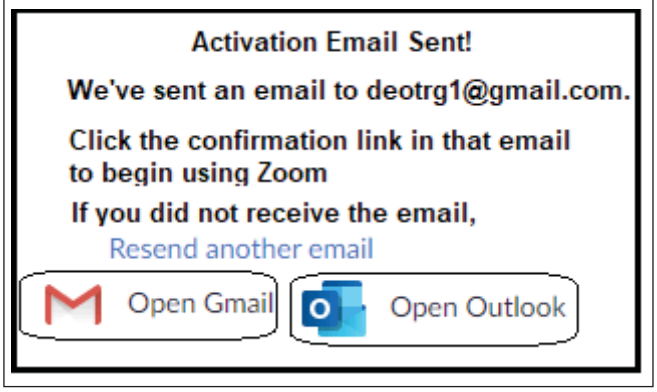


Fig 3




**Step 4:** Login to the email account and click on that link to go to Zoom's Sign Up Assistant and sign in using given credentials (Fig 4,Fig 5, Fig 6 & Fig 7).

**Step 5:** Now it is ready to start a meeting or schedule

Note: Download the desktop app/Zoom client from the Zoom website for easy access.

**2 For Mobile**

**Step 1:** Download the Zoom IOS or Android app from the App Store/Play Store.

**Step 2:** Sign up or sign in to Zoom by following the on-screen instructions that are similar to the desktop process.

Fig 4

Fig 5

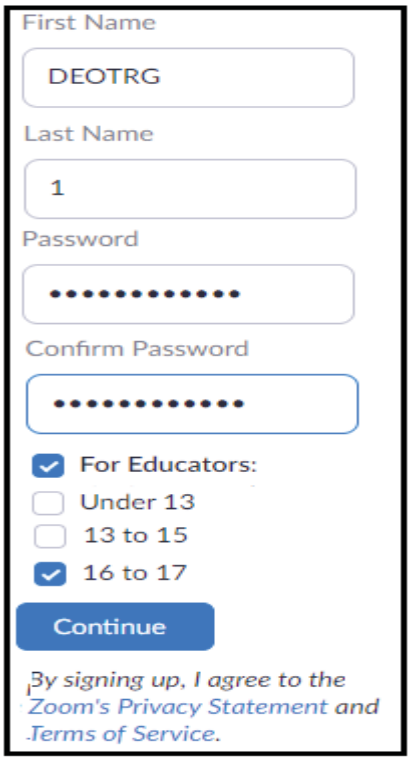



Fig 6

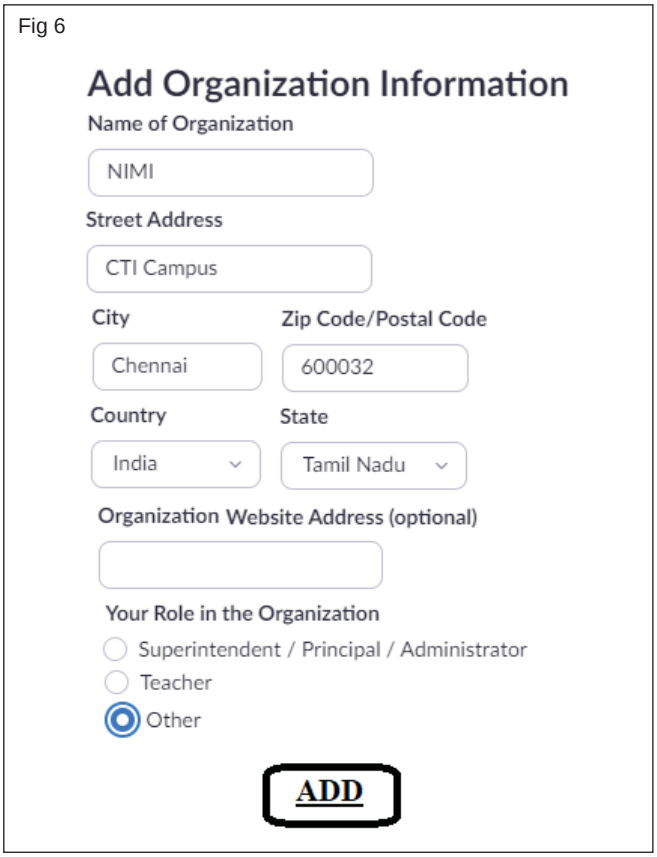
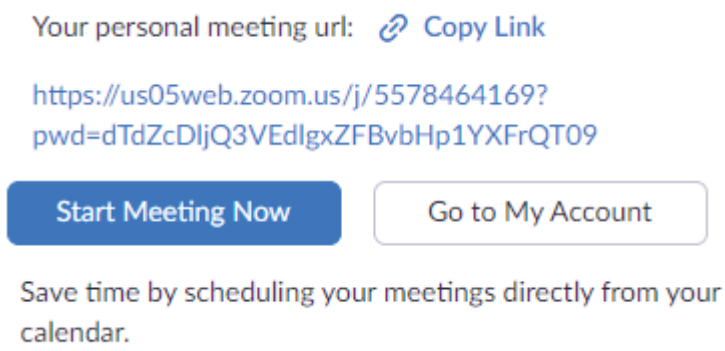


Fig 7




TASK 2: **How to Set Up a Zoom Meeting**

Here's a step-by-step guide to set up a Zoom meeting easily:

**1 For Desktop**

**A Starting a Zoom Meeting**

**Step 1:** Log in to your Zoom account (Fig 8).

**Step 2:** Click the link "HOST A MEETING" at the top-right corner of the screen, and select one of the following options (Fig 9):

Fig 8

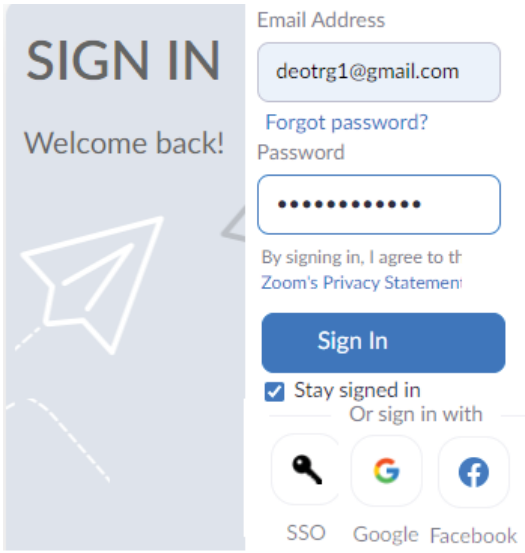
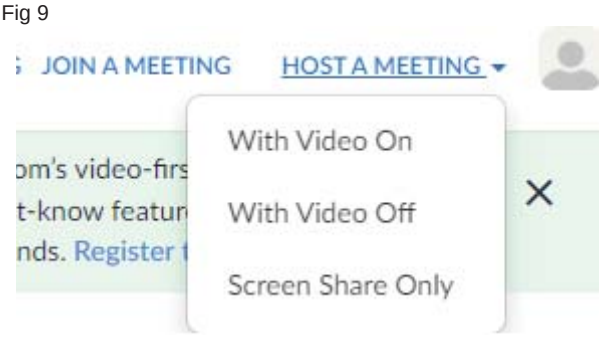



Fig 9




- With Video On
- With Video Off
- Screen Share Only

**Step 3:** The website will redirect you to the Zoom app (Fig 10, Fig 11, Fig 12) and start a meeting. Here, you can edit meeting settings or copy the "Invitation URL" that you send to the attendees.

Fig 10

**B Adding Participants**

**Step 1:** Start a new meeting on the Zoom desktop app.

**Step 2:** In the new meeting screen, click on the "Invite" button in the toolbar at the bottom (Fig 13).

**Step 3:** Here, Zoom will give you the options to either "Copy URL" or "Copy Invitation". You can send these to participants via text, email or instant messaging (Fig 14).

**Step 4:** You can also directly email the meeting details through your preferred email client via the Zoom app itself.

Fig 11

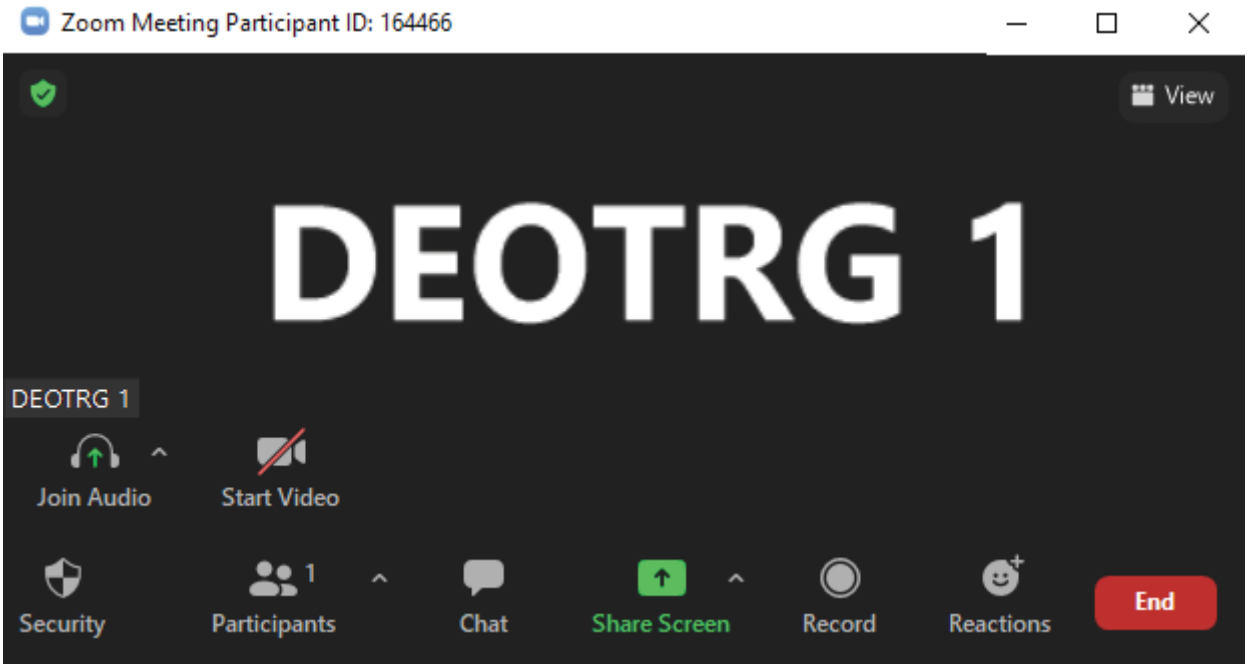

Zoom Meeting Participant ID: 164466
View
DEOTRG 1
DEOTRG 1
Join Audio
Start Video
Security
1
Participants
Chat
Share Screen
Record
Reactions
End

Fig 12

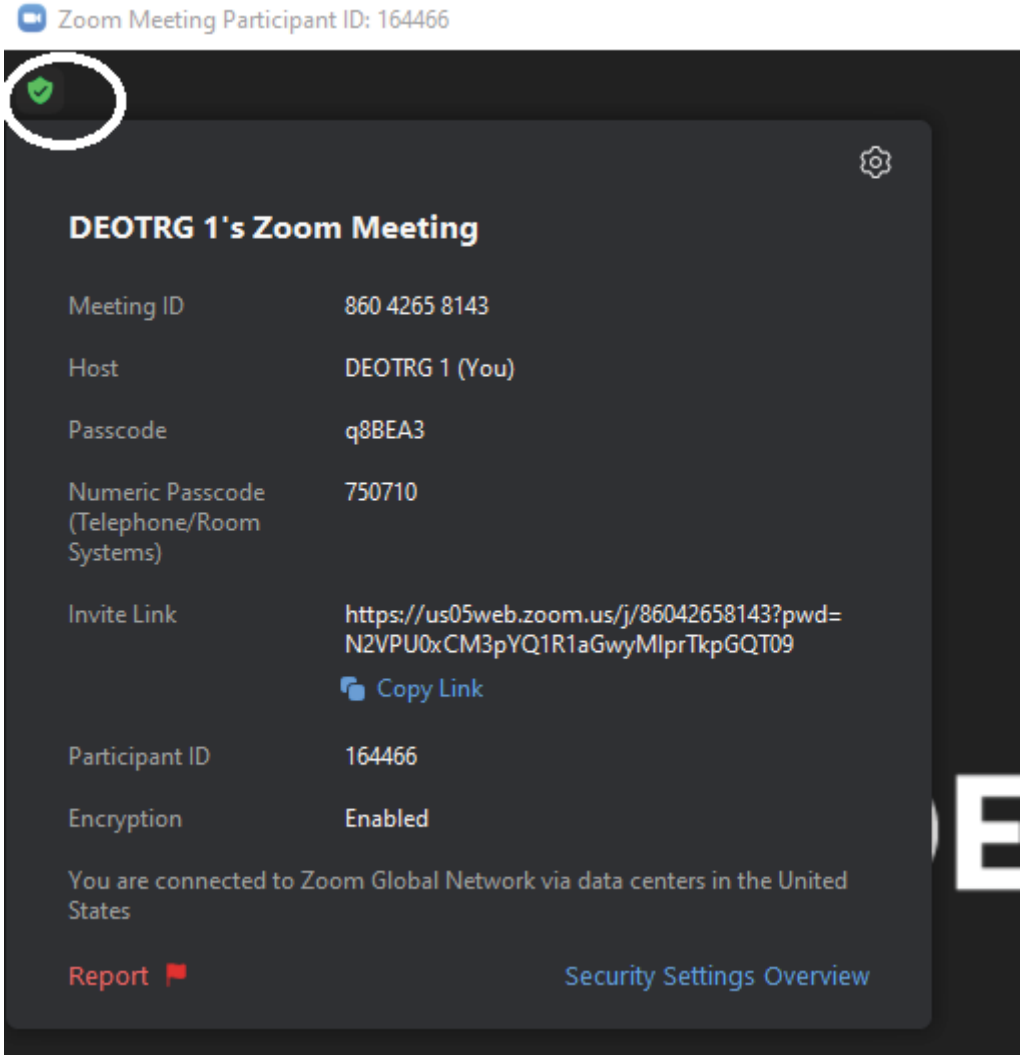

Zoom Meeting Participant ID: 164466
DEOTRG 1's Zoom Meeting
Meeting ID
860 4265 8143
Host
DEOTRG 1 (You)
Passcode
q8BEA3
Numeric Passcode (Telephone/Room Systems)
750710
Invite Link
https://us05web.zoom.us/j/86042658143?pwd=N2VPU0xCM3pYQ1R1aGwyMlprTkpGQT09
Copy Link
Participant ID
164466
Encryption
Enabled
You are connected to Zoom Global Network via data centers in the United States
Report
Security Settings Overview

Fig 13

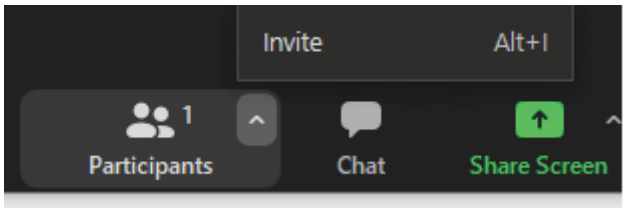
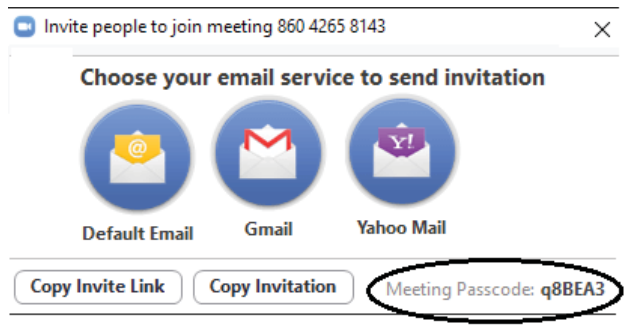



Fig 14




**2 For Mobile Devices**

**A Starting a Zoom Meeting**

1 Open the Zoom mobile app and sign in to your account.

2 Tap the orange “New Meeting” icon that appears on your screen.

3 Edit meeting settings according to your preferences (such as switching video off for participants, using a Personal Meeting ID, etc.).

Once you’re done, tap the blue “Start a Meeting” button.

TASK 3: **How to Join a Zoom Meeting**

Here’s a step-by-step guide to join a Zoom meeting quickly:

**Note: The same steps apply to both your desktop and your phone.**

**A Join Using a Meeting Link**

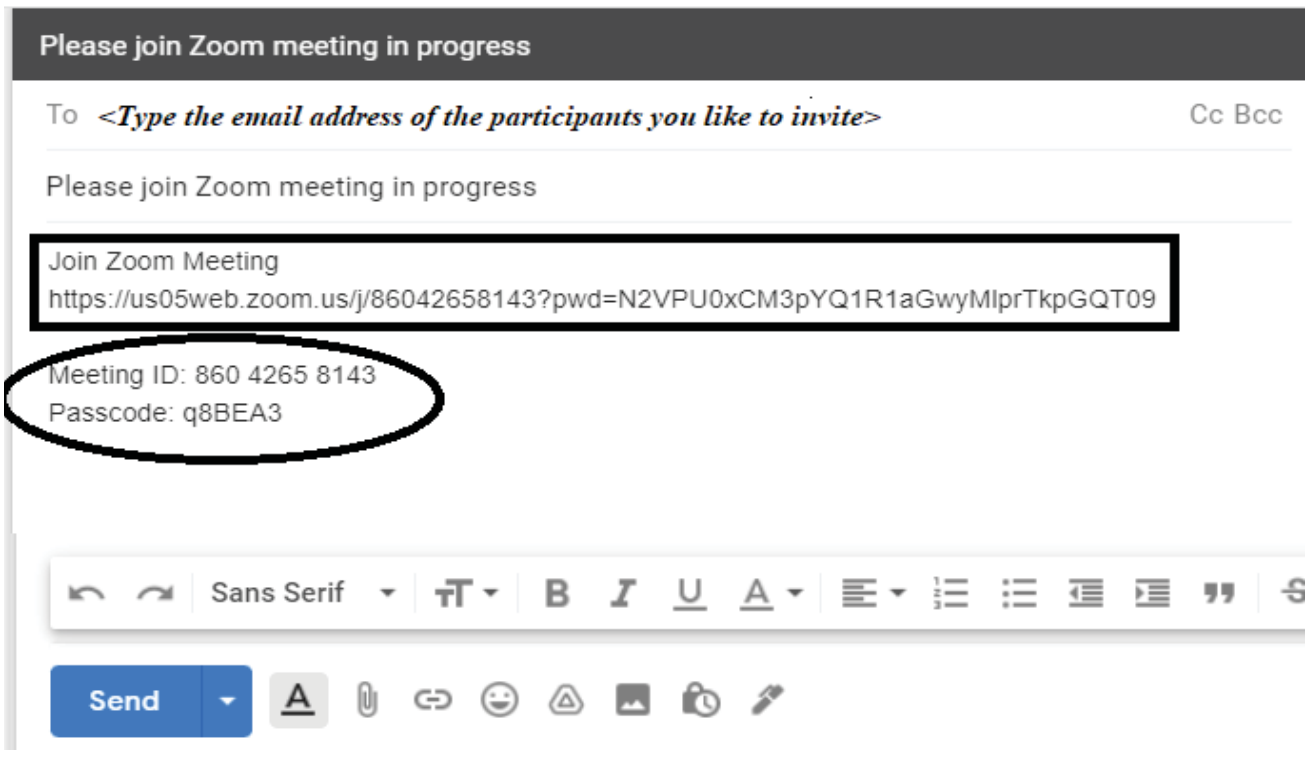
1 If you have a join link for a meeting, just click on it or paste it into your web browser to join the meeting (Fig 15).

**B Join Using a Meeting ID**

**Step 1:** Open the Zoom app and click on the “Join” icon.

**Step 2:** Paste the Meeting ID in the box provided, add your display name for the meeting and click on the “Join” button.

Fig 15



TASK 4: **How to Schedule Meetings**

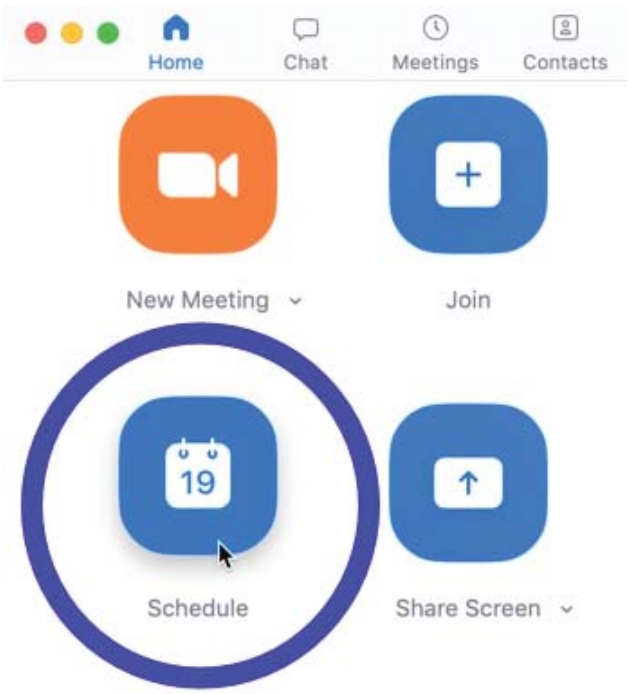
You can schedule a meeting by setting:

- Its date and time
- Meeting ID
- Whether it requires a password to join or not
- And more!

**A For Desktop**

**Step 1:** To schedule a meeting, head to the Zoom app and click on the blue “Schedule” button (looks like a calendar icon) (Fig 16).

Fig 16

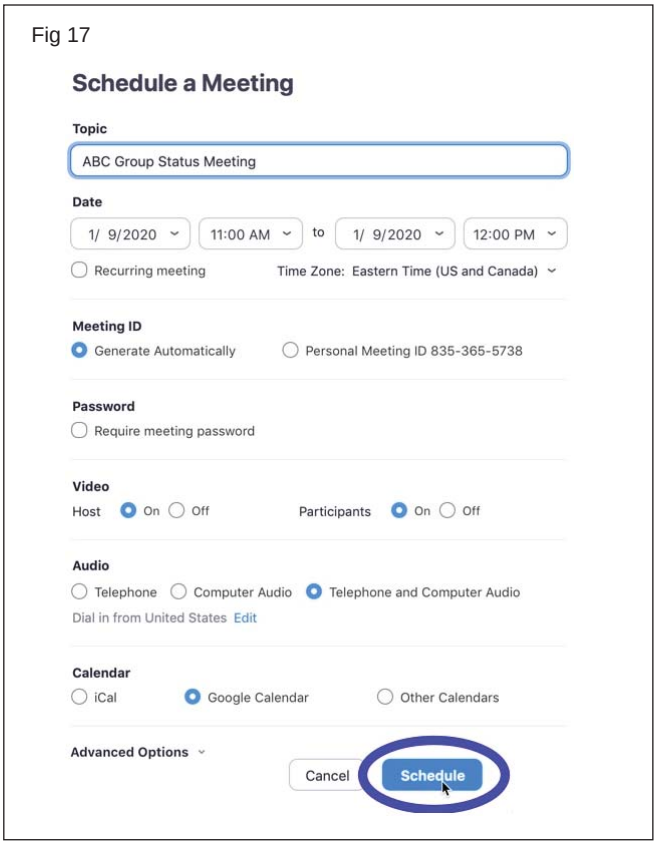



**Step 2:** Enter meeting details in the Schedule Meeting pop-up window that appears (Fig 17).

Set its date and time, privacy and access settings. Select the preferred calendar (between iCal, Google Calendar or others) to schedule the event in the calendar.

**Step 3:** Once you’ve adjusted preferences, click on the “Schedule” button at the bottom right of the screen (Fig 17).

Fig 17




TASK 5: **How to Record Zoom Meetings**

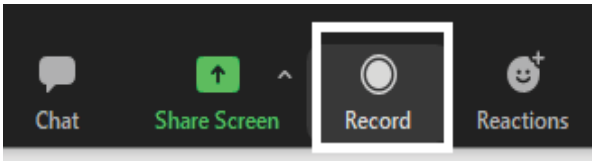
Zoom allows to record meetings easily and save them either to the local device or the Zoom cloud. By saving it to the Zoom cloud, the team members can access it across multiple platforms easily.

**A For Desktop**

**Step 1:** Start a meeting.

**Step 2:** In the Zoom toolbar, click on the “Record” icon (Fig 18).

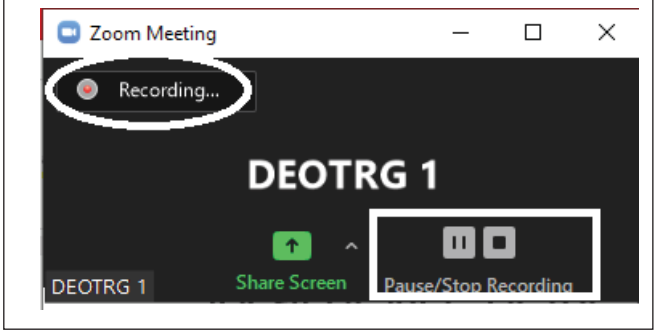
Fig 18




**Step 3:** Choose between “Record on this Computer” or “Record to the Cloud.” This starts the recording, and all meeting members will see the word “Recording” in red at the top of the screen (Fig 19).

**Step 4:** Click on “Pause/Stop Recording” to stop recording the meeting. Alternatively, you can also end a meeting to stop recording it (Fig 19).

Fig 19



**Step 5:** After you end the meeting, Zoom converts the recording to MP4 format and stores it in your preferred location. You can now easily access your recorded sessions any time you want!

**1 How to share the Screen (Screen Sharing)**

a To share the screen, just click on the "Share Screen" icon in the toolbar at the bottom (Fig 20).

**This allows to share:**

- A specific app or window.
- A whiteboard.
- Apple iPhone / iPad screen (if your device supports this).

**2 For more screen sharing options, click on the "Advanced" tab at the top of the screen to share:**

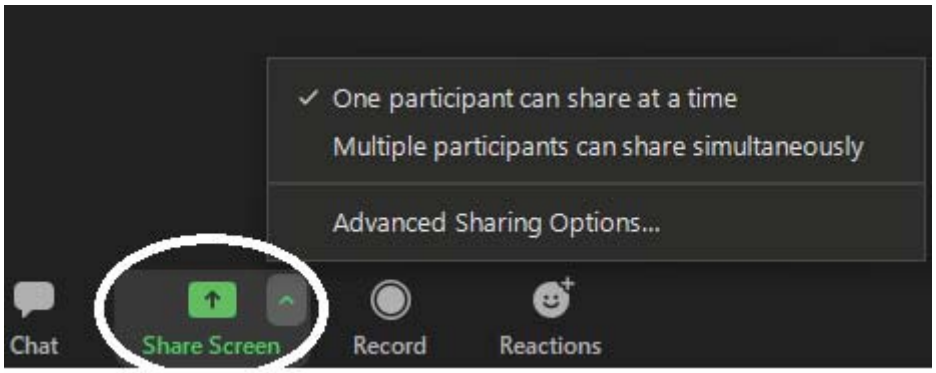
- A part of your screen or the entire screen.
- Only your computer's sound or your microphone's sound as well.
- Content from a second camera or content only from your screen.

**Zoom screen sharing helps to:**

- Host virtual presentations and workshops.
- Explain processes in detail.
- Review work and project documents together with your team.

**Note to the Instructor: The Instructor may train the trainees for other video conferencing software's /apps such as skype/ google etc.**

Fig 20



# E Mail configuration through outlook

**Objectives:** At the end of this exercise you shall be able to
- **open Outlook**
- **setup the email account manually.**

## Requirements

**Tools/Equipment/Machines**

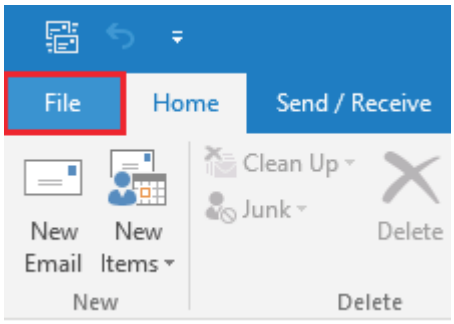
- A working PC with internet connection - 1 No./batch.

PROCEDURE

TASK 1: **To add an email account to Outlook on Windows**

1 Open Outlook 2016 or 2019 from your start menu. (Fig 1)

Fig 1

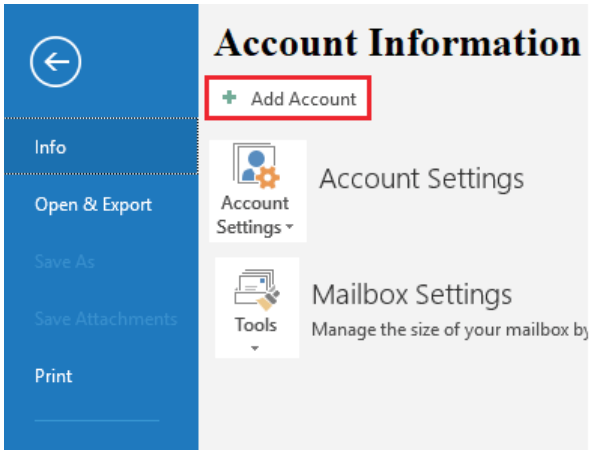



2 On the top left, click the File tab.

3 Click Add Account.

A popout menu appears allowing you to add an account (Fig 2)

Fig 2




4 Enter your email address.

5 Click the 'Advanced' link and check the box to set up the account manually.

6 Click the 'Connect' button. (Fig 3)

7 Choose POP or IMAP. IMAP is recommended. (Fig 4)

Fig 3

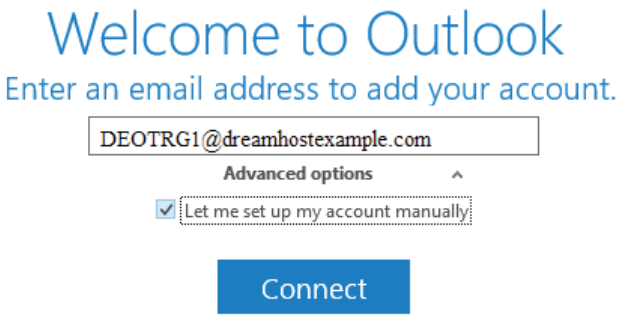
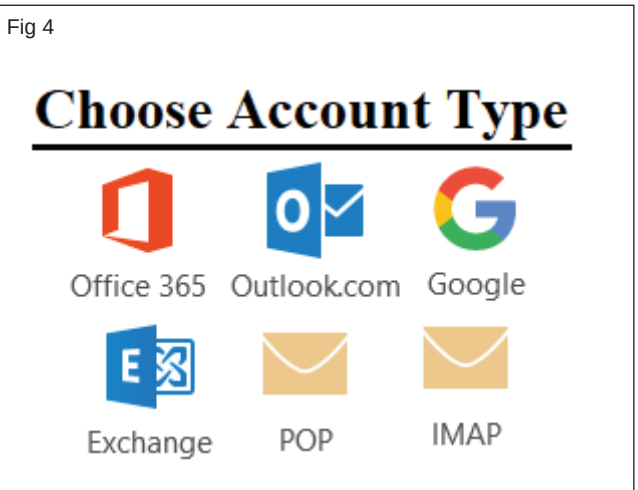



Fig 4




**Note: IMAP (Internet Message Access Protocol) and POP (Post Office Protocol) are two standard protocols to access email. IMAP is the recommended method when you need to check your emails from several different devices, such as a phone, laptop, and tablet.**

8 On the next page, enter th0065 Incoming and Outgoing settings.

- Server — This is your DreamHost mail server name. The example above uses imap.dreamhost.com for the incoming server. If you'd prefer a POP connection, you would use pop.dreamhost.com instead. The outgoing server is always smtp.dreamhost.com.

**Note: Make sure you only enter your DreamHost mail servername. Do not use a subdomain such as mail.example.com. You may get an insecure warning if you use the wrong mail hostname.**

- Port — If you chose IMAP, the secure port is 993. For outgoing ports, use 465 or 587.

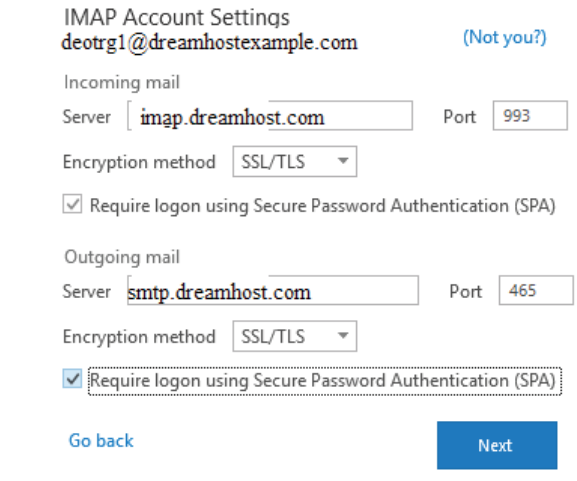
  Port 465 with SSL is recommended, however some email clients are unable to use this port.

If you are unable to use port 465, the next best option is port 587 using STARTTLS.

- Encryption — SSL/TLS.
- Require logon using Secure Password Authentication — Check this box.

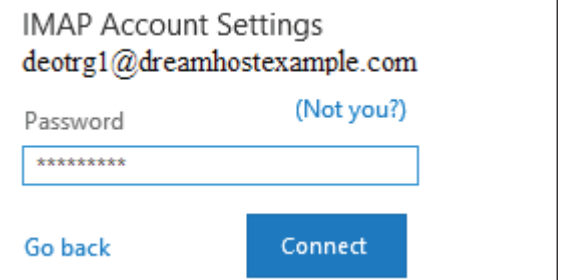
9 Click the 'Next' button. (Fig 5)

Fig 5



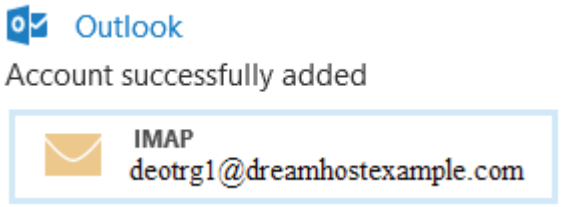

10 Enter the password and click 'Connect'. (Fig 6)

Fig 6




11 A confirmation message will pop up, if it was successfully set up. (Fig 7)

Fig 7



# Browser utilities

**Objectives:** At the end of this exercise you shall be able to
- **browser history view and clear**
- **bookmark a web page for future view.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

PROCEDURE

TASK 1: **Browser history view and clear**

1 Open browser

2 Click on Customise and control icon on the top right hand of the screen

3 Click the on History in the drop down menu to view the browser history (Fig 1).

4 Click on Clear Browsing data to clear the browsing history (Fig 2)

5 Click on Clear data on complete the clearing of browser history.

6 Close the browser.

Fig 1

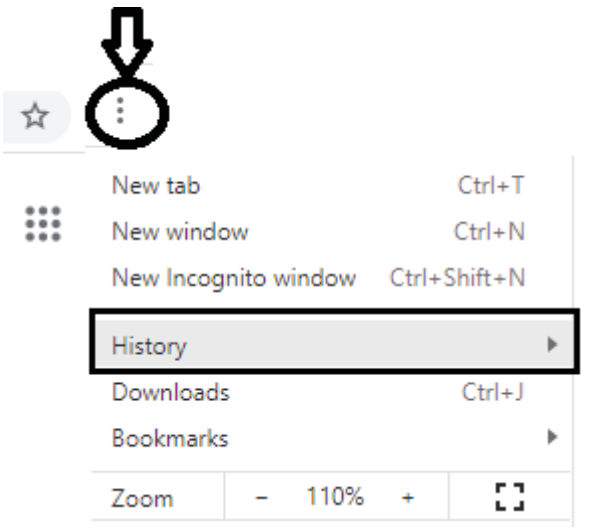
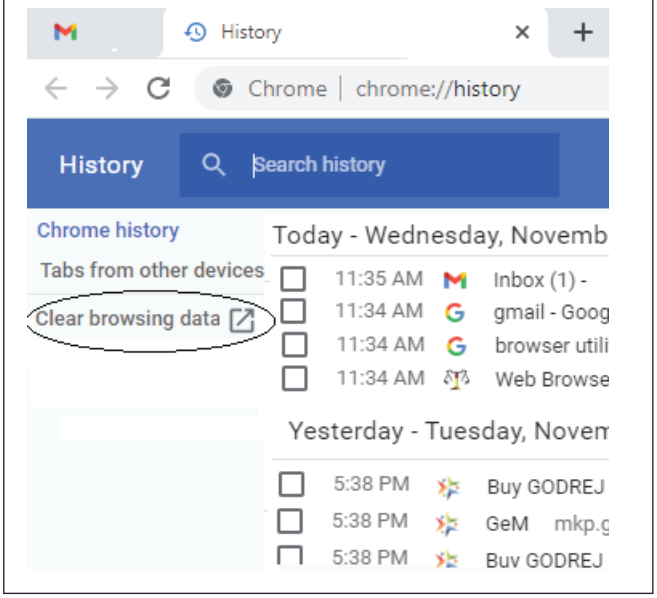



Fig 2




TASK 2: **Book mark a web page for future view**

1 Open the Browser

2 Enter the address of any web page, e.g.: www.skill-development.gov.in

3 Click on the Bookmark this pageicon on the top right hand of the screen (Fig 3)

4 Enter the Name and Folder details and click Done.

5 To see other bookmarks, click on the Customise and control icon on the top right hand of the screen. (Figs 4&5)

Fig 3

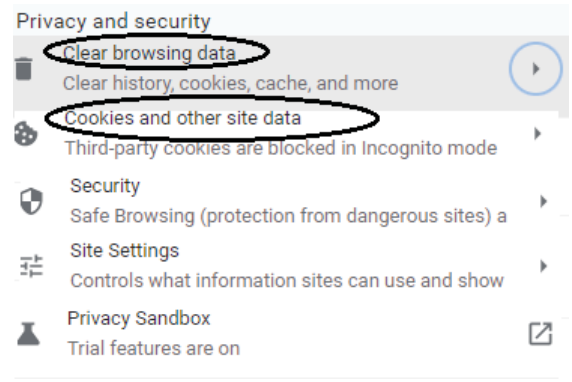



Fig 4

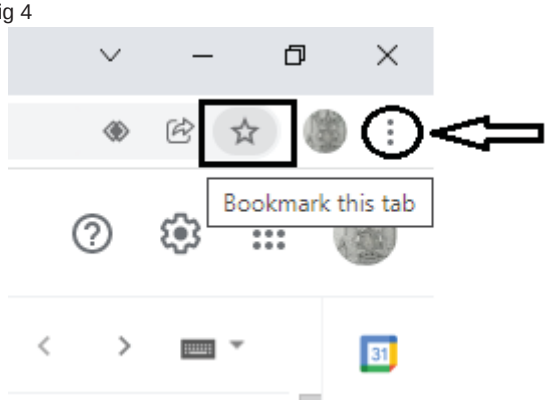
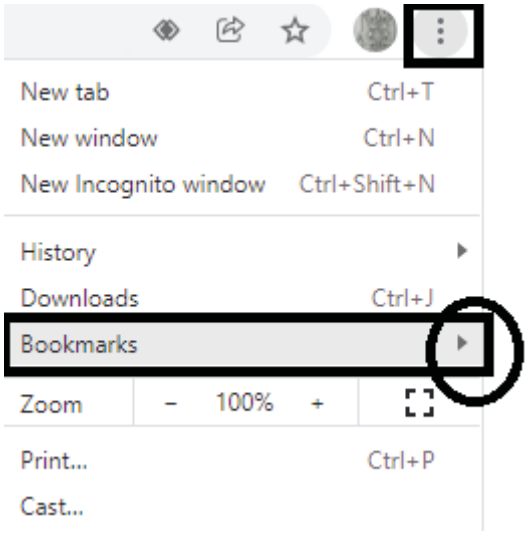



Fig 5




TASK 3: **Changing the Home Page in Google Chrome**

1 In the top right corner of your computer's browser, click the customize and control Googel Chrome button at the right hand top corner and select Settings from the drop down list (Figs 6&7).

2 Find the Settings option labeled Appearance. Click it. The "Appearance window" will get opened. Type ww.skillindia.gov.in in the home page option.

3 The web address of the homepage can be changed in future as desired.

Fig 6

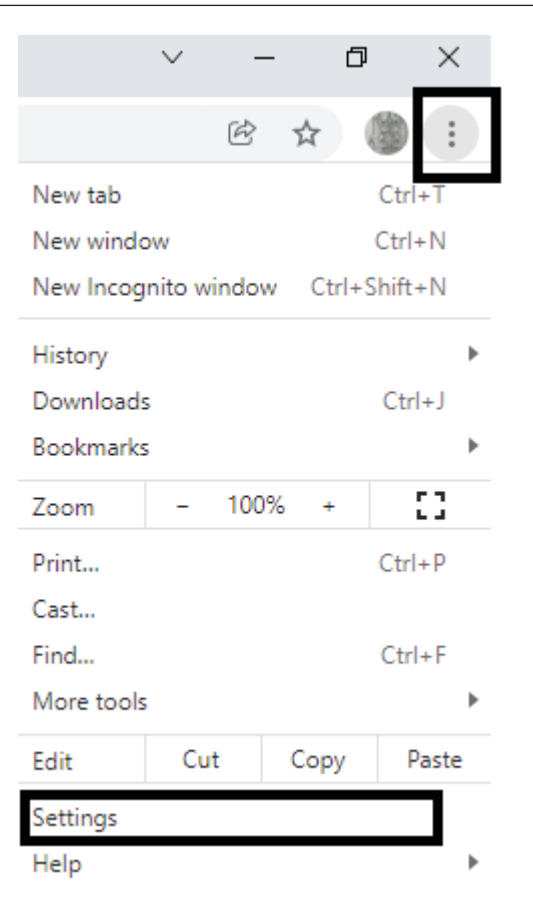
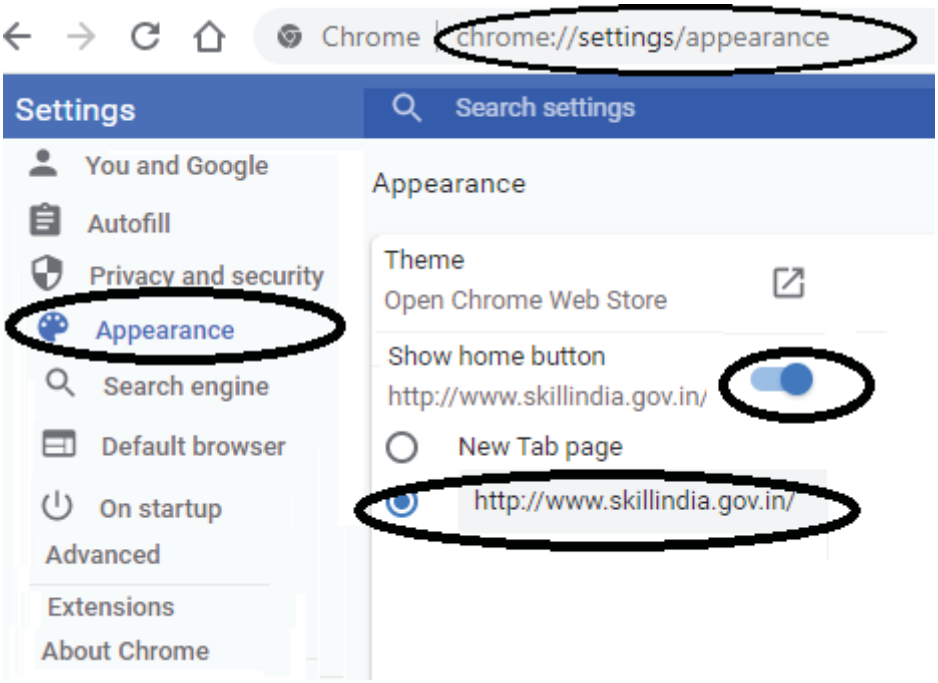


Fig 7




TASK 4: **Allow, Block and delete cookies**

**Note: A cookie is a small piece of text sent to your browser by a website you visit. It helps the site remember information about your visit, which can make it easier to visit the site again and make the site more useful to you.**

1 Open the browser

2 Click on customize and control icon on the top right hand of the screen

3 Customize the cookies option to allow, block or delete as shown in Fig 3

# Practice typing in Hindi or any one regional language with specific typing lesson and software

**Objectives:** At the end of this exercise you shall be able to
- **practice typing in Hindi or any one regional language with specific typing lesson and software.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Type the exercises (Sentences/ Paragraph) given by the instructor**

**Note: The Instructor may train the trainees to do the Hindi/ regional languages typing exercises.**

**Note: The accuracy is more important than speed.**

# Convert different files to other required formats viz word, pdf, jpg, etc

**Objectives:** At the end of this exercise you shall be able to
- **convert pdf to various formats using Adobe Acrobat**
- **convert files various formats using MS Office Word, Excel, Power point etc**
- **convert the given file in to various file formats (online).**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

PROCEDURE

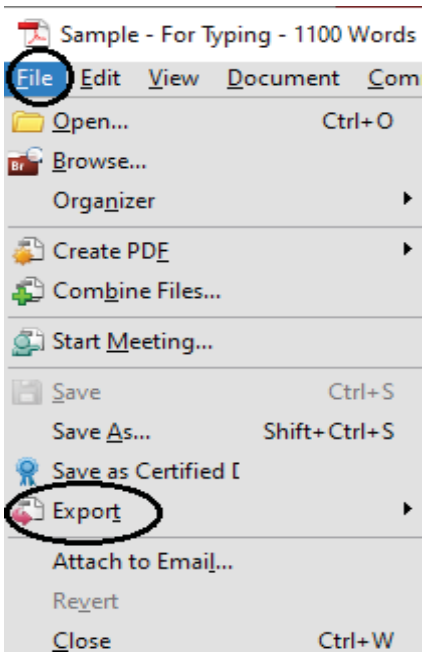
TASK 1: **Convert pdf to various formats using Adobe Acrobat**

**The instructor may get install the Adobe Acrobat in the PC**

1 Open the pdf file to be converted in Adobe Acrobat software

2 Click the File Menu and select “Export” Option (Fig 1)

Fig 1




3 A sub-menu will open with options to which format the file need to be converted (Fig 2).

4 Select “Word Document”.

5 A new window will open. Give a name to the file and Click the “Save” button to save the file in the word format. (Fig 3)

Fig 2

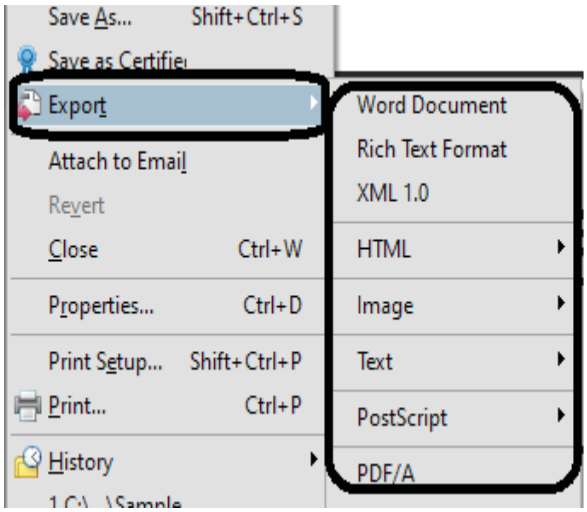
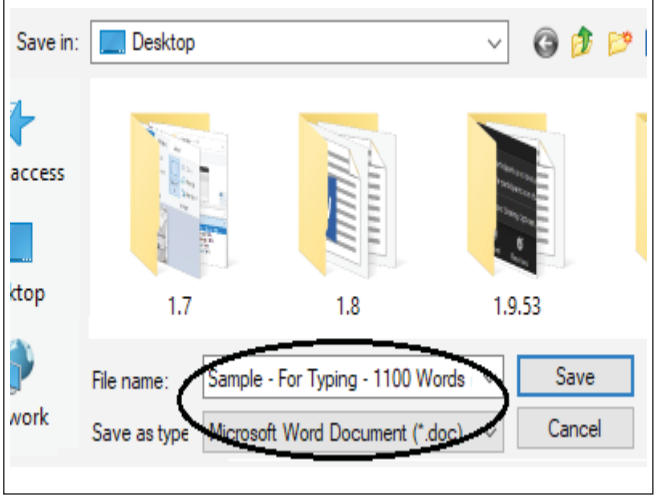



Fig 3

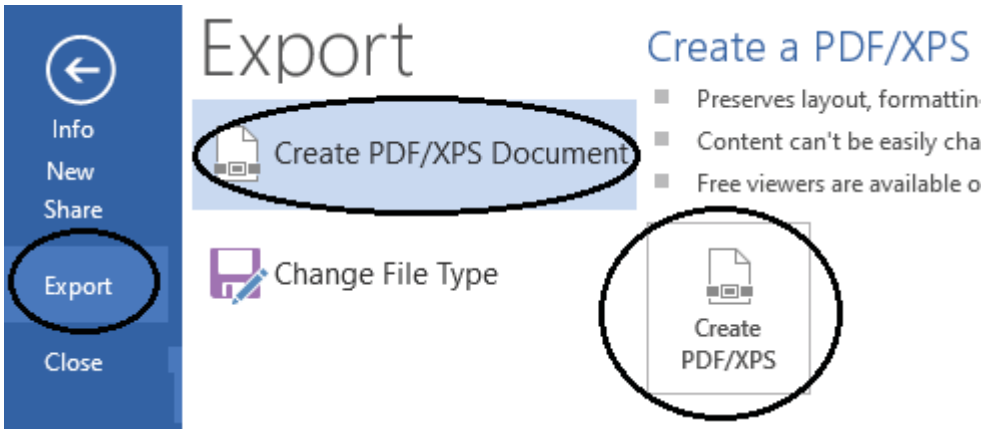


TASK 2: **Convert files various formats using MS Office Word, Excel, Power point etc.**

1 Open the word file to be converted in Microsoft Word

2 Click the File Menu and select “Export” Option (Fig 4)

Fig 4



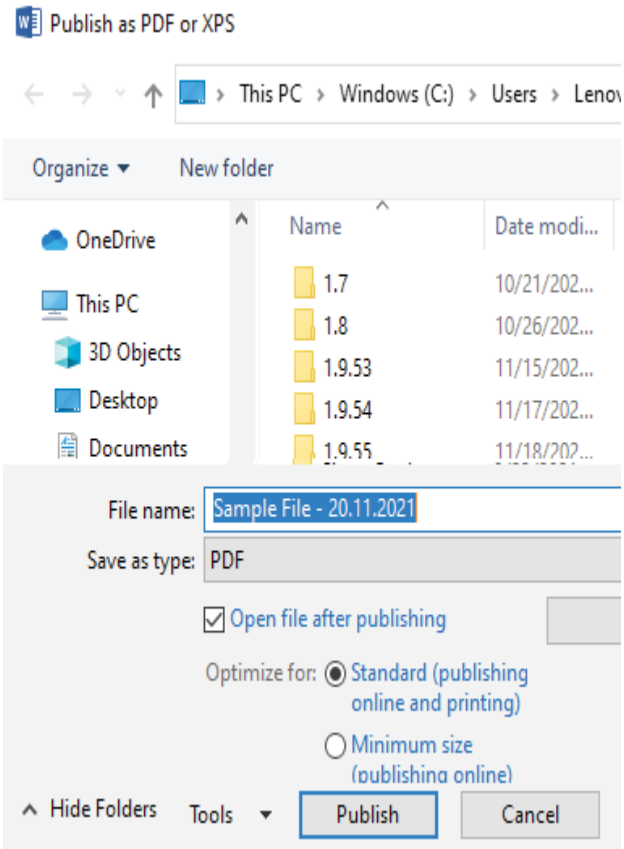

3 Select “Create PDF/XPS” to convert the word file in to pdf

4 A new window will open. Give a name to the file and click the “Publish” button to save the file in the pdf format (Fig 5).

**Note: The same procedure applies to convert the files in other Office components like Excel, power point etc.**

**The “Save as” in the “File” menu can also be used to save the files in different formats in MS office.**

Fig 5




TASK 3: **Convert a given file in to various formats (online)**

1 Open Google.

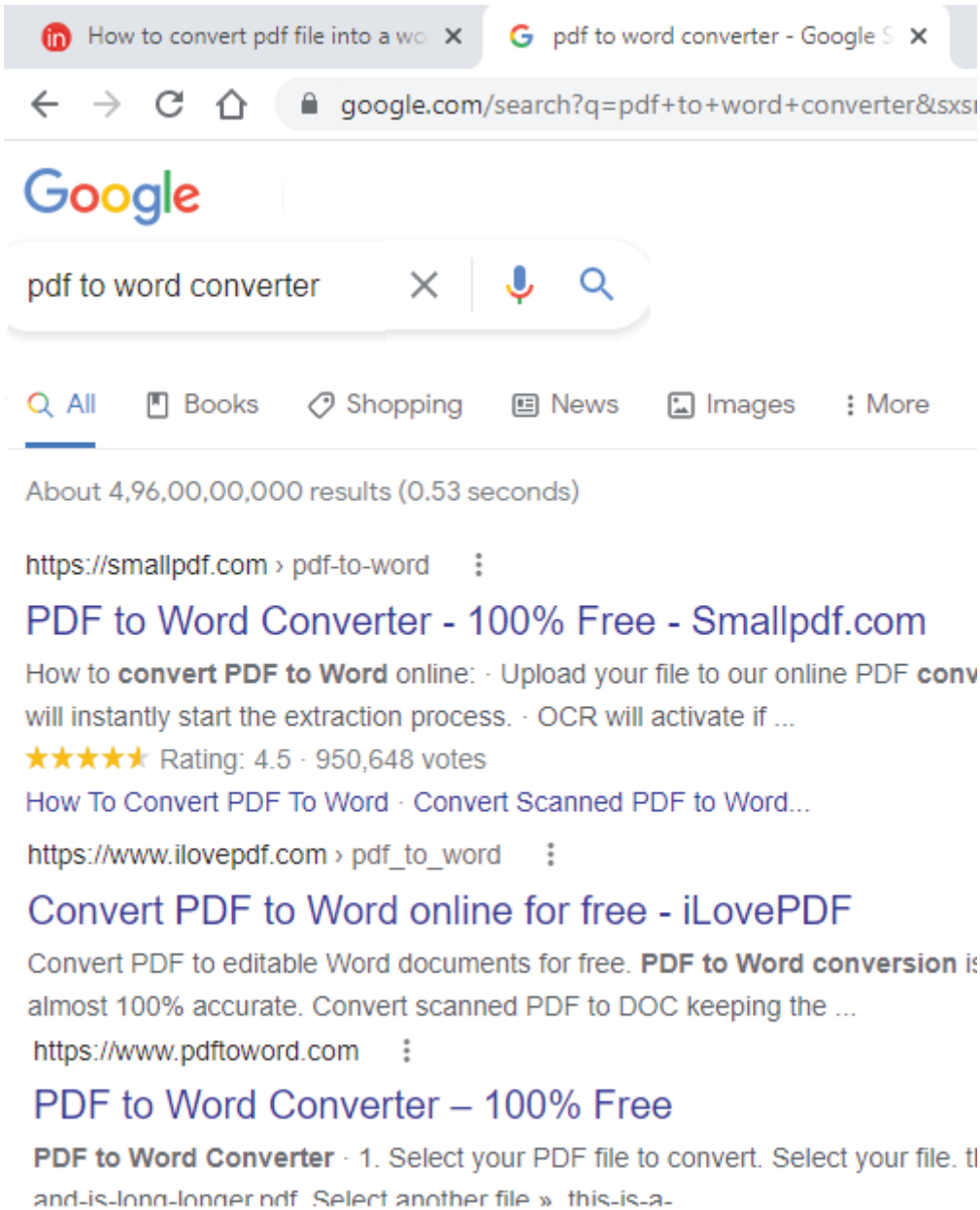
2 Search for file conversion as required ex. Pdf to word converter

3 Select a search option as shown in Fig 6

4 Follow the procedures as given in the website to convert the given file to different formats

**Note: The instructor may guide the trainees to convert files through online by selecting genuine website.**

Fig 6


How to convert pdf file into a wo
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google.com/search?q=pdf+to+word+converter&sxsr
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pdf to word converter
All
Books
Shopping
News
Images
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PDF to Word Converter - 100% Free - Smallpdf.com
How to convert PDF to Word online: · Upload your file to our online PDF conv
will instantly start the extraction process. · OCR will activate if ...
Rating: 4.5 · 950,648 votes
How To Convert PDF To Word · Convert Scanned PDF to Word...
https://www.ilovepdf.com › pdf_to_word
Convert PDF to Word online for free - iLovePDF
Convert PDF to editable Word documents for free. PDF to Word conversion is
almost 100% accurate. Convert scanned PDF to DOC keeping the ...
https://www.pdftoword.com
PDF to Word Converter – 100% Free
PDF to Word Converter · 1. Select your PDF file to convert. Select your file. tl
and-is-long-longer.pdf. Select another file » this-is-a-

# Secure different files with passwords

**Objectives:** At the end of this exercise you shall be able to
- **protect the given file using password (Adobe, Word, Excel) etc**
- **restrict printing, editing and copying of documents**
- **remove password of the documents.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

PROCEDURE

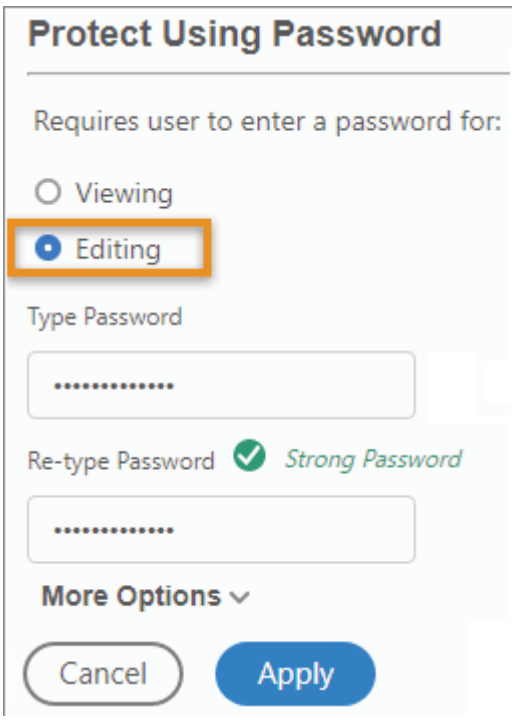
TASK 1: **Protect the given file using password (Adobe, Word, Excel) etc**

1 Open the PDF in Acrobat DC, and do one of the following:
   - Choose File > Protect Using Password.
   - Choose Tools > Protect > Protect Using Password.

2 If you receive a prompt, click Yes to change the security.

3 Choose Editing, and then type and retype your password. Your password must be at least six characters long. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, or strong. (Fig 1)

Fig 1



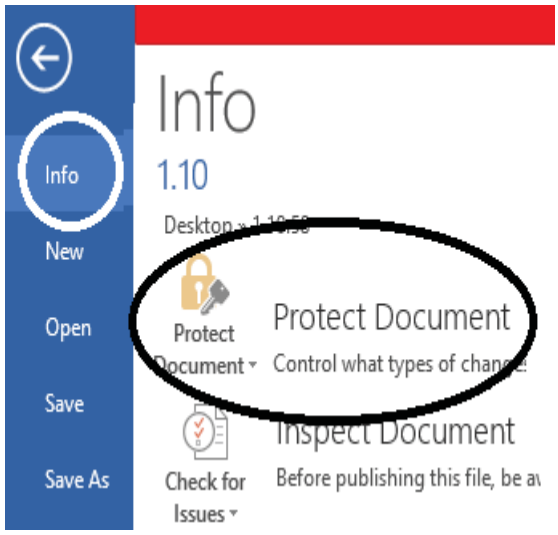

4 Click Apply. Acrobat displays a confirmation message that the file was successfully protected using password.

**Protecting MS office Documents**

1 Open Word,, Click the “File” menu and Click “Info” option (Fig 2)

2 Click the Protect Document option (Fig 2).

Fig 2




3 Click the “Encrypt with Password” option (Fig 3).

4 Type the password in the Encrypt Document Window (Fig 4)

5 Retype the password in the Confirm Password Window and click OK (Fig 5)

6 Now the document is protected with password (Fig 6).

7 Next time, when the document is opened, it will ask for a password. (Fig 7)

Fig 3

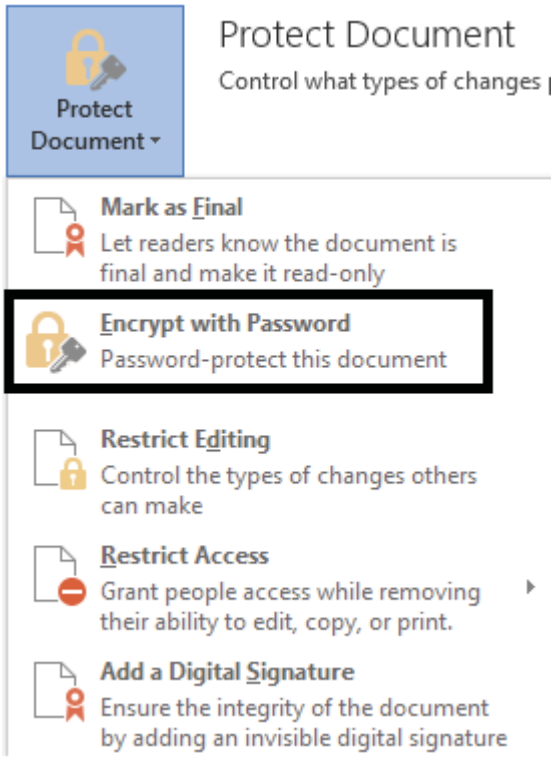



Fig 4

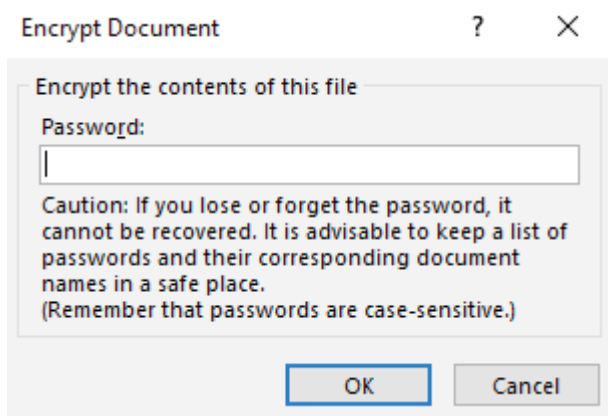



Fig 5

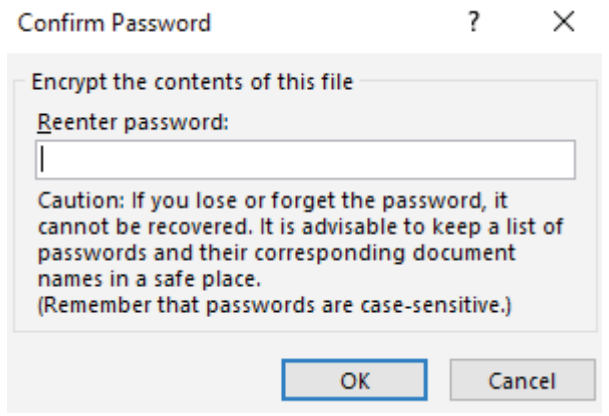



Fig 6

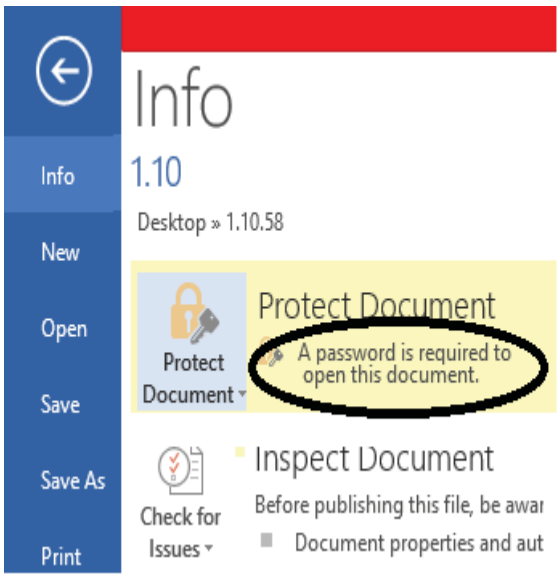
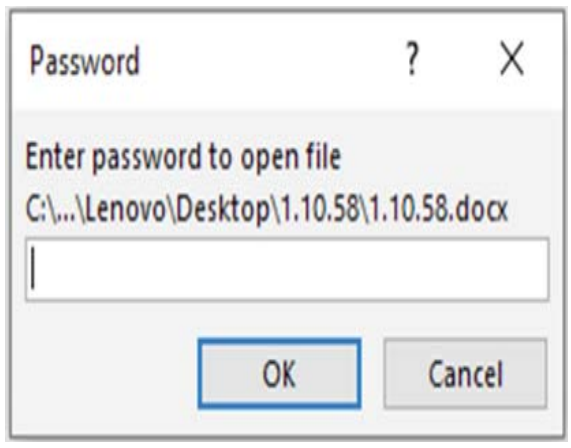



Fig 7




**Note: The same procedure applies for Excel, Powerpoint etc.**

TASK 2: **Restrict printing, editing and copying of documents**

**Note 1: You can prevent users from printing, editing, or copying content in a PDF. You can set the restrictions you want to apply to the PDF. Users cannot change these restrictions unless you give them password.**

**Note 2: Illustrator, Photoshop, or InDesign do not have view only modes. To open a restricted PDF in these applications, the user must enter the permissions password.**

**Note 3 : If you forget a password, you cannot recover it from the PDF. Consider keeping a backup copy of the PDF that isn't password-protected.**

1 Open the PDF in Acrobat DC, and do one of the following:

- Choose Tools > Protect > More Options > Encrypt with Password.
- Choose File > Protect Using Password, and then choose Advanced Password Protection from More Options.

2 If you receive a prompt, click Yes to change the security.

3 Select Restrict Editing And Printing Of The Document.

All Adobe products enforce the restrictions set by the permissions password. However, if third-party products do not support these settings, document recipients are able to bypass some or all of the restrictions you set.

4 Type the password in the corresponding field. Your password must be at least six characters long. For each keystroke, the password strength meter evaluates your password and indicates the password strength. (Fig 8)

Fig 8

5 The resolution may be selected based on the end user printer capability.

6 Select what the user can change from the Changes Allowed menu: such as

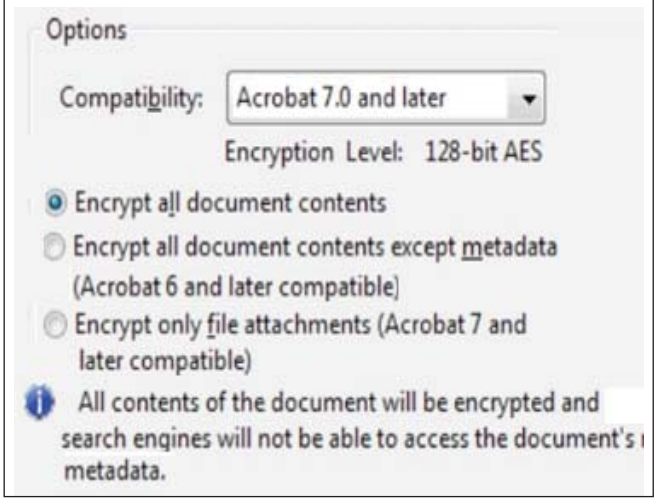
- None
- Inserting, Deleting, And Rotating Pages
- Filling In Form Fields And Signing Existing Signature Fields
- Commenting, Filling In Form Fields, And Signing Existing Signature Fields
- Any Except Extracting Pages

7 Choose any of the following options:

- Enable Copying Of Text, Images, And Other Content
- Enable Text Access For Screen Reader Devices For The Visually Impaired

8 Select an Acrobat version from the Compatibility menu. Choose a version equal to or lower than the recipients' version of Acrobat or Reader. The Compatibility option you choose determines the type of encryption used. It is important to choose a version compatible with the recipient's version of Acrobat or Reader. For example, Acrobat 7 cannot open a PDF encrypted for Acrobat X and later. (Fig 9)

Fig 9




9 Select what you want to encrypt:

- Encrypt All Document Contents
- Encrypt All Document Contents Except Metadata
- Encrypt Only File Attachments

Requires a password to open file attachments. Users can open the document without a password. Use this option to create security envelopes.

10 Click OK. At the prompt to confirm the password, re-type the appropriate password in the box and click OK.

TASK 3: **Remove password of the documents**

**Note: You can remove security from an open PDF if you have the permissions to do so. If the PDF is secured with a server-based security policy, only the policy author or a server administrator can change it.**

1 Open the PDF, then select Tools > Protect > More Options > Remove Security.

2 Your options vary depending on the type of password security attached to the document:

- If the document had only a Document Open password, click OK to remove it from the document.
- If the document had a permissions password, type it in the Enter Password box, and then click OK. Click OK again to confirm the action.

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# Setup, configure and Transfer/share data from mobile/mobile apps such as WhatsApp to computer through cables/ wireless modes

**Objectives:** At the end of this exercise you shall be able to
- **transfer/share data from mobile to computer through whatsapp (wireless transfer)**
- **transfer/share data from mobile to computer through cable.**

## Requirements

**Tools/Equipment/Machines**

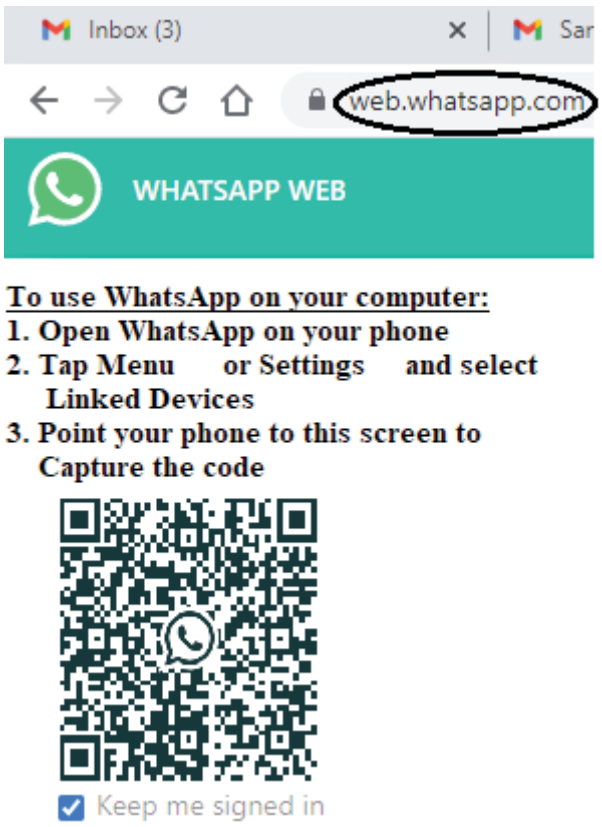
- A working PC with internet connection - 1 No./batch.
- Mobile - 1 No.

PROCEDURE

TASK 1: **Transfer/share data from mobile to computer through whatsapp (Wireless transfer)**

1 Open WhatsApp on your web browser (Fig 1)

Fig 1




2 Open WhatsApp on your phone and click on the WhatsApp web option or “Linked devices” option (Fig 2, Fig 3)

3 Scan the QR code on your desktop using your smartphone (Fig 4)

4 After scanning the QR code using your rear camera, you will be able to see all the conversation on your desktop screen (Fig 5)

Fig 2

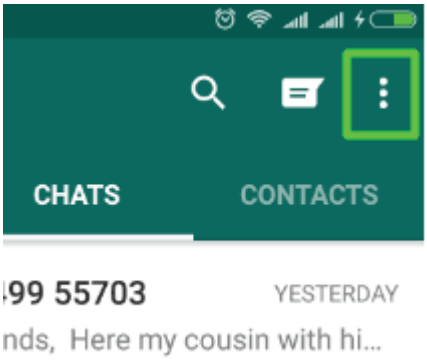
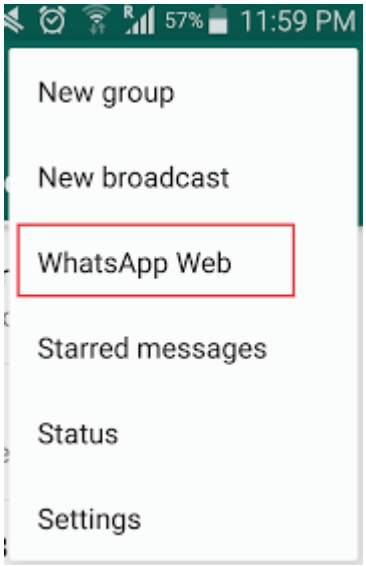



Fig 3




5 If you want to share pictures or documents, click on the contact name you want to send the message

6 Tap on the Attachment icon as shown in Fig 6

Fig 4

Fig 6

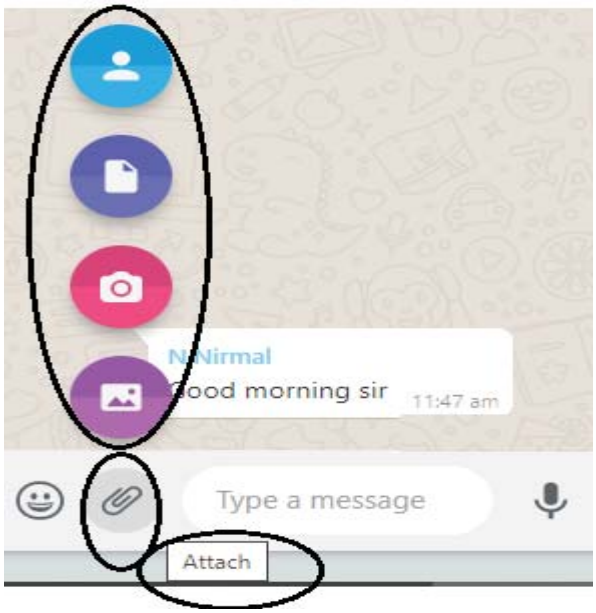
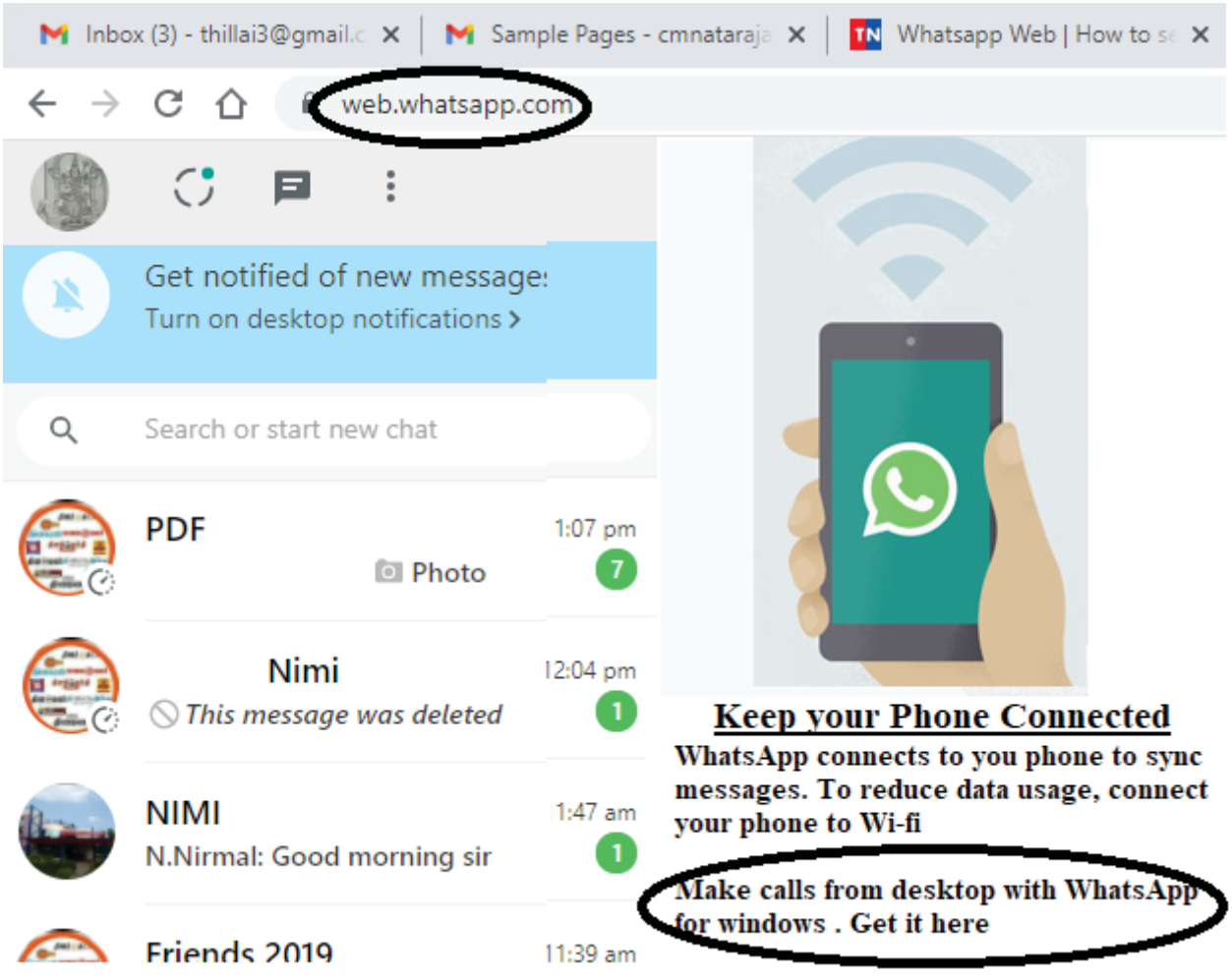



Fig 5



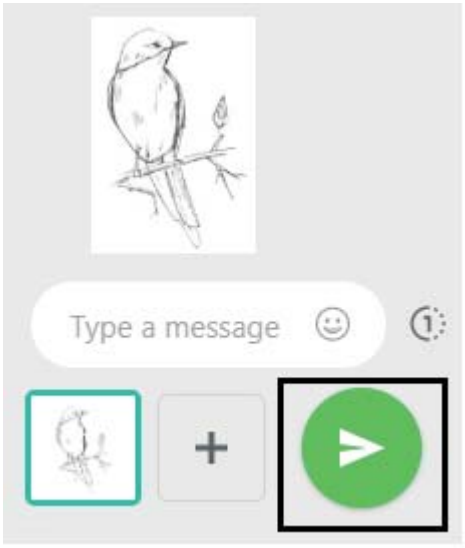
7 A menu list of icons will appear where you will be given the option to either send pictures using the picture icon or share documents.

8 Find the file that you want to share and double click on the file after choosing it

9 After the double-clicking, the file gets attached and now you can send the file by clicking the send icon button (Fig 7)

**Note: You can add multiple files by following the same procedure**

Fig 7

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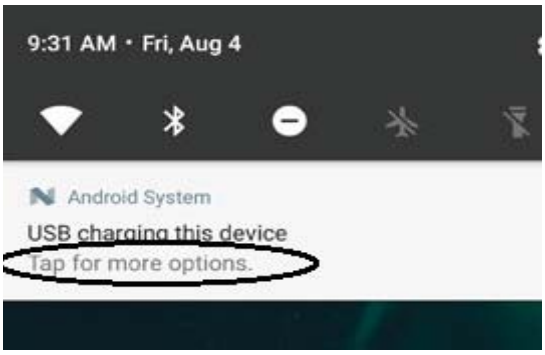
TASK 2: **Transfer/share data from mobile to computer through cable**

1 Connect the mobile and computer with USB cable

2 A charging message will appear on the mobile screen as shown in Fig 8

Fig 8




3 After tapping “Tap for more options” in the mobile message, a new window will open with options as shown in Fig 9.

4 Select the option “Transfer Files” (Fig 9).

5 The Mobile Phone icon will be displayed in the computer (Fig 10)

6 Double-Click the Mobile phone icon to access the memory of the phone (Fig 11)

7 Now, copy or download the files from the mobile memory to computer memory.

Fig 9

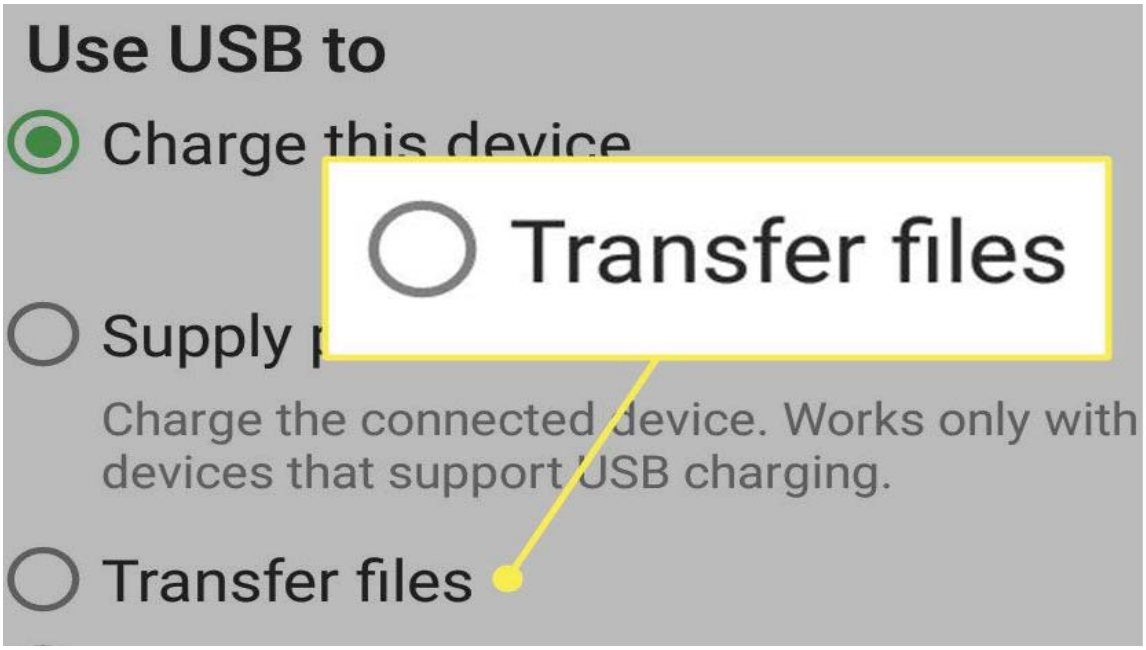


Fig 10

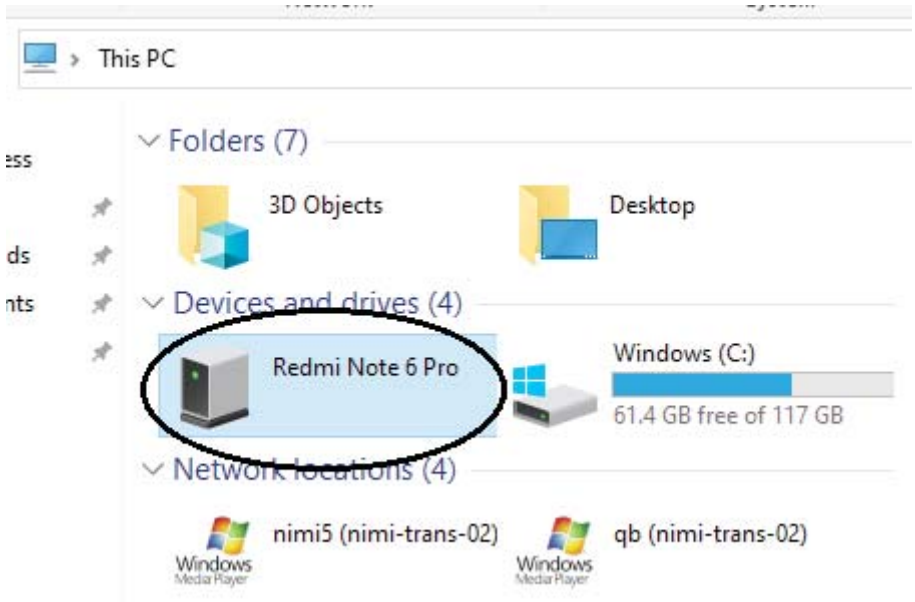
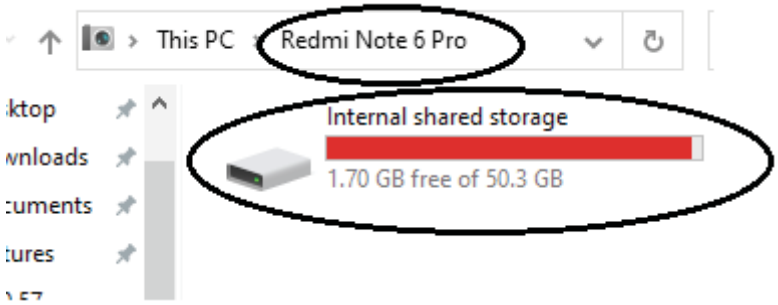

This PC
Folders (7)
3D Objects
Desktop
Devices and drives (4)
Redmi Note 6 Pro
Windows (C:)
61.4 GB free of 117 GB
Network locations (4)
nimi5 (nimi-trans-02)
qb (nimi-trans-02)

Fig 11


This PC
Redmi Note 6 Pro
Internal shared storage
1.70 GB free of 50.3 GB

# Practice mirror casting of screens between different devices

**Objectives:** At the end of this exercise you shall be able to
- **mirror casting of screens between laptop/pc to TV without HDMI cable**
- **mirror casting of screens between laptop/pc to TV using HDMI cable.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

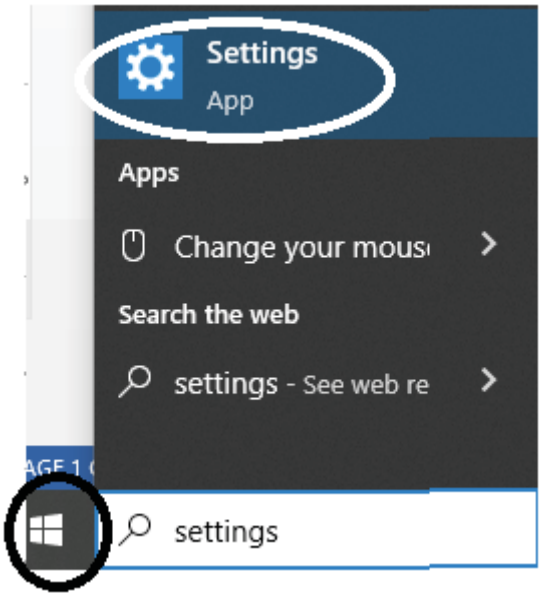
PROCEDURE

TASK 1: **Mirror casting of screens between laptop/pc to TV without HDMI cable**

**Note: While working on a Windows 10 PC and want the apps and content from another screen to show on your PC screen, you'll want to consider mirroring that device's screen or projecting it to your PC. Please note that you'll need a device that supports Mirror cast.**

1 Select Start > Settings > System > Projecting to this PC Fig 1, Fig 2, Fig 3.

Fig 1




2 Under Add the "Wireless Display" optional feature to project this PC, select Optional features (Fig 4).

3 Select Add a feature, then enter "wireless display."

4 Select it from the list of results, then select Install.

5 After "Wireless Display" is installed, manage your projecting preferences on the Projecting to this PC page in Settings based on your personal preference. You can also decide if you want to require a PIN..

Fig 2

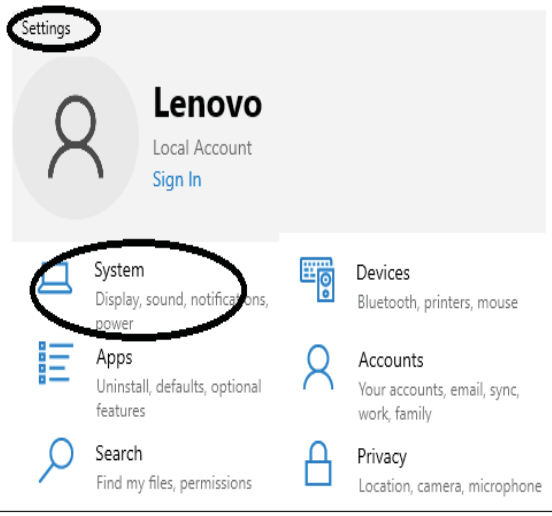
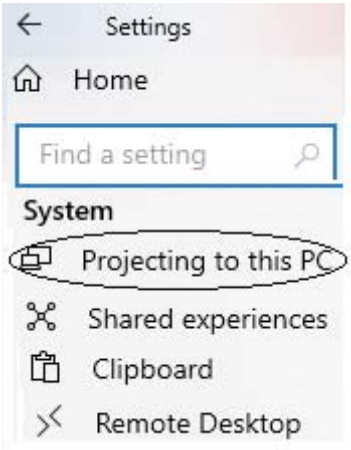


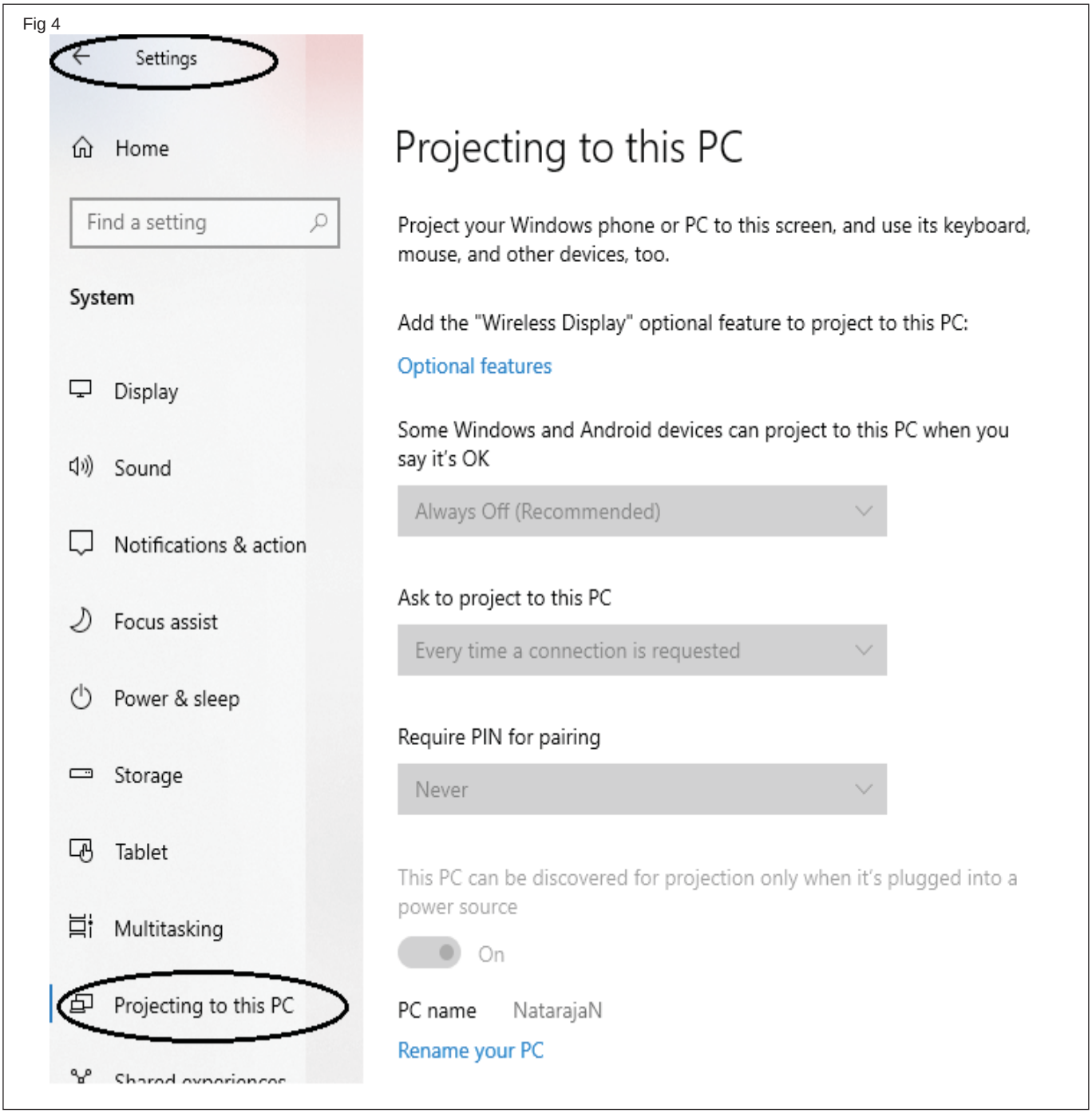

Fig 3




6 Your PC will alert you that your TV wants to connect, click Yes.

7 On the PC you're projecting to, launch the Connect app by entering "Connect app" in the search box on the taskbar.

Fig 4




8 On the device you're projecting from, go to the screen mirroring settings (sometimes called cast settings), and select your PC to connect to it. If you're projecting from a PC, you can also select Windows key + K and select the PC you'd like to connect to.

— — — — — —

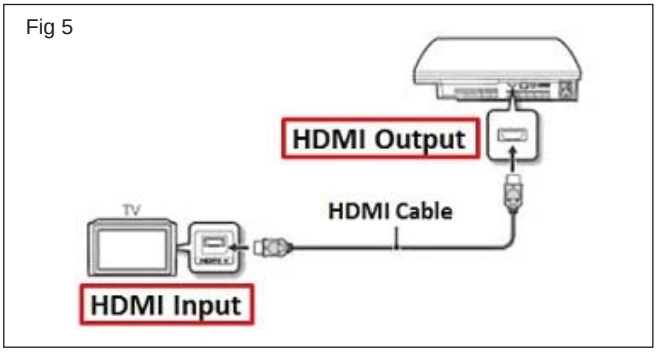
TASK 2: **Mirror casting of screens between laptop/pc to TV using HDMI cable**

**Note: A wired connection between the laptop and TV ensures better picture quality and shorter lag time**

1 Locate the video/data port on the laptop and plug in the HDMI adapter or the USB-C/DisplayPort to HDMI cable (Fig 5)

**Note: HDMI cables are the same on both ends, so it doesn't matter which one goes into the TV or the laptop.**

Fig 5



2 Connect the HDMI cable to the adapter (if applicable) and then to your TV or other video source.

3 Press INPUT or SOURCE button on the TV remote. Then choose HDMI 1/HDMI 2/HDMI 3 on your TV screen (Fig 6).

Fig 6

4 Access the “Display” options in “Settings.” (Fig 7) in the laptop

Fig 7

5 Click “Adjust Resolution” (Fig 8)

6 Select TV from Display drop-down list. (Fig 9)

7 Change the Resolution to have a best view on TV screen. Click OK to save settings.

Fig 8

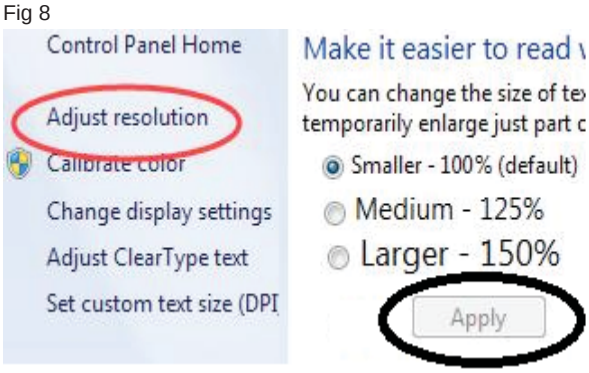
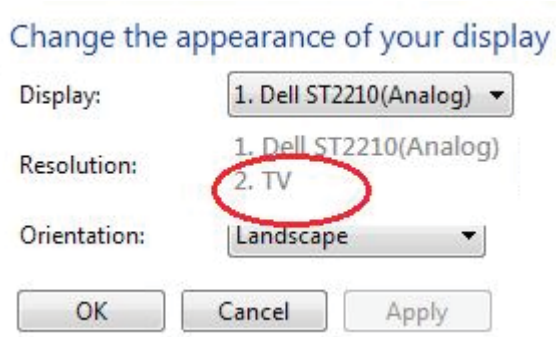



Fig 9

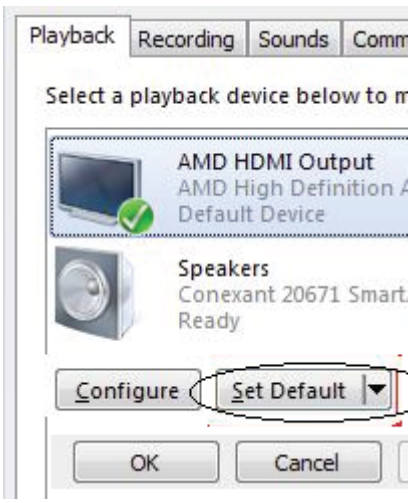



8 Right-click on the sound icon at bottom right on the laptop’s screen. Click Playback devices. (Fig 10)

Fig 10

9 Select HDMI audio output device and click Set Default. (Fig 11)

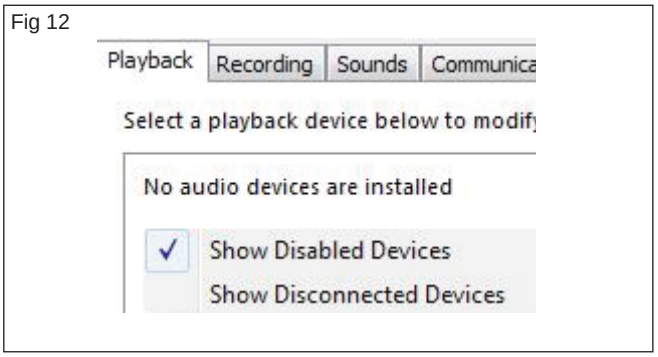
Fig 11



10 To show the disabled devices, right-click on the blank area of and select on Show Disabled Devices (Fig 12).

11 For any additional configurations please refer the manual of the TV

Fig 12



# Scan QR Codes for data transfer and storage

**Objectives:** At the end of this exercise you shall be able to
- **transfer and store files by scanning QR codes.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.
- Mobile - 1 No.

PROCEDURE

**Note to Instructor: The instructor may install a genuine QR code generator for windows and android phone from trusted sites like Google play store or Microsoft store**

1 Download any Genuine qrSend app from trusted website and install it on your Android device.

2 Download the Genuine qrSend app from trusted website and install it on your PC

3 Explore your pc. Right-click on the file to be sent to your Android device. An option to send the file through qrSend app will be listed in the menu.

4 Click the “QR app” for file transfer in the menu. A QR code should be generated and displayed on your computer screen.

5 Open the qrSend app on your Android device.

6 Tap the “Upload” / “Send” button located in the screen.

7 Scan the QR code shown in computer by using your Android device’s camera.

8 Now, the file transfer will begin automatically.

— — — — — —

# Transfer/ share data from computer to google drive/cloud

**Objectives:** At the end of this exercise you shall be able to
- **transfer/share data from computer to Google drive manually.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.
- Mobile - 1 No.

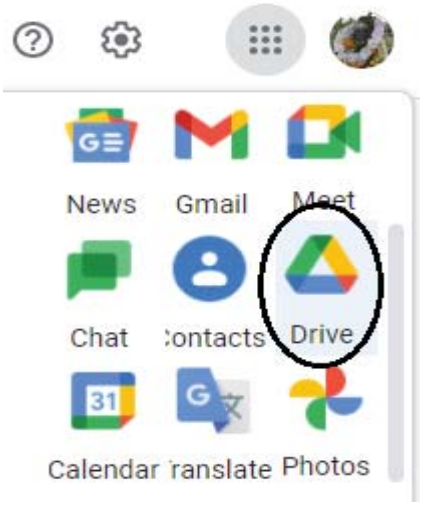
PROCEDURE

TASK 1: **Transfer/share data from computer to Google drive manually**

1 Login to your Google account

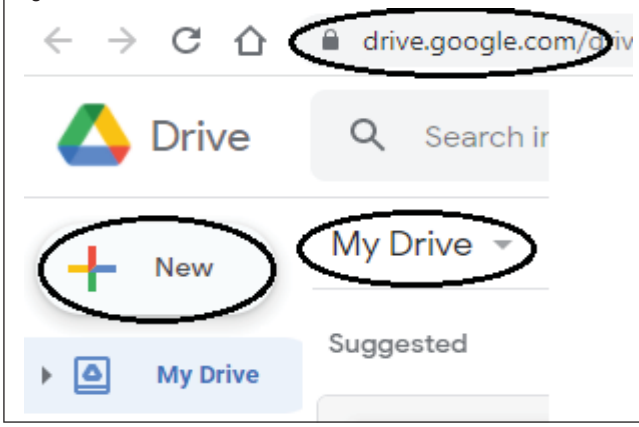
2 Select Google drive (Fig 1)

Fig 1




3 Click the “New” Option (Fig 2) and choose any of the mentioned options (Fig 3).

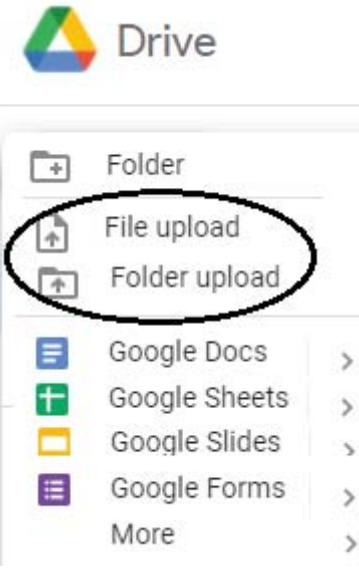
Fig 2




File Upload - By using this option you can upload only the file

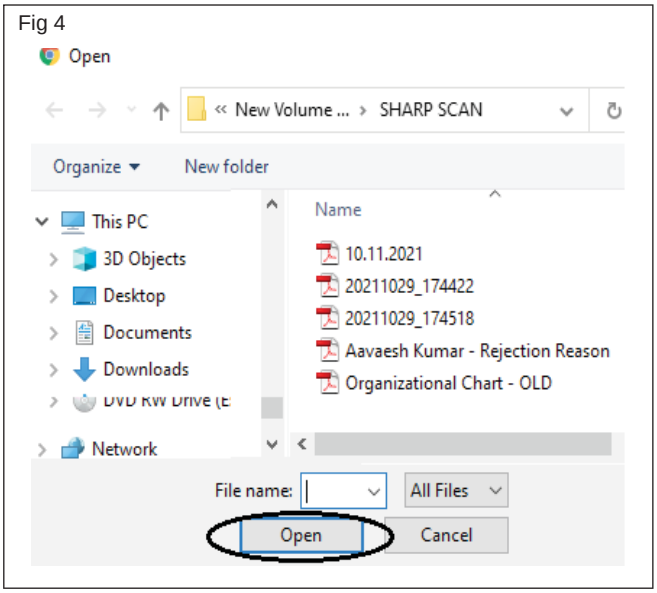
Folder Upload - By using this option you can upload the whole folder

Fig 3




4 Now select the folder or file which need to be transferred from computer to Google Drive and click “Open” button in the open window (Fig 4)

Fig 4



**Note:**

1 **In case of batch transferring, you cannnot transfer more than one files during the migration process. This will make the process time consuming**

2 **Threre is no filter option like date and size filter in this method**

3 **There is a chance of alteration of data integrity and foldr hierarchy**

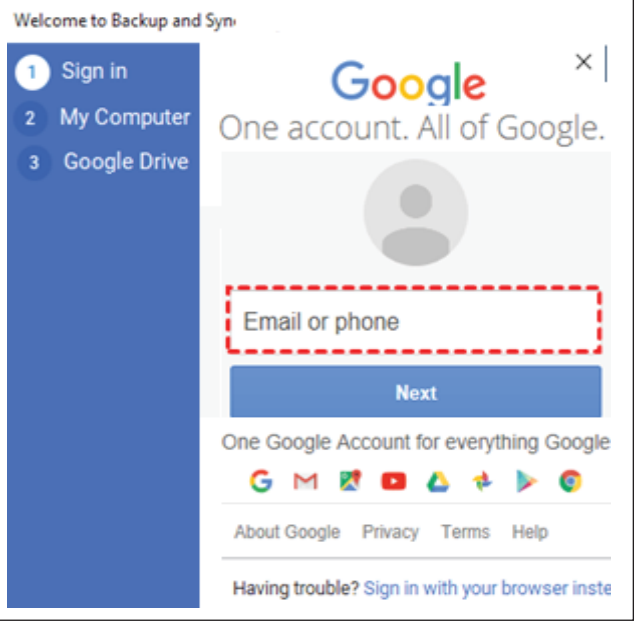
**Method 2**

Transfer/share data from computer to Google drive with the official app

**Note: Google Drive provides an official desktop application for PC-Google Backup and Sync, which can directly back up data from local disk to Google Drive.**

Download and install Google Backup and Sync on PC, after launching the program, log in to your account according to the instructions (Fig 5).

Fig 5




Click CHOOSE FOLDER to select the folder that needs to be backed up and synced to Google Drive. If you need to upload a folder to Google Photos, just check Upload photos and videos to Google Photos in this window. (Fig 6)

To Sync My Drive to this computer check or uncheck this option. Confirm your settings and click START to transfer the file to Google Drive. (Fig 7)

4 The program will create a Google Drive folder on the local disk.

To backup laptop to Google Drive later, drag and drop or copy and paste them to this folder (Fig 8).

**Note: Third-party tools can also help you move files from PC to Google Drive**

Fig 6

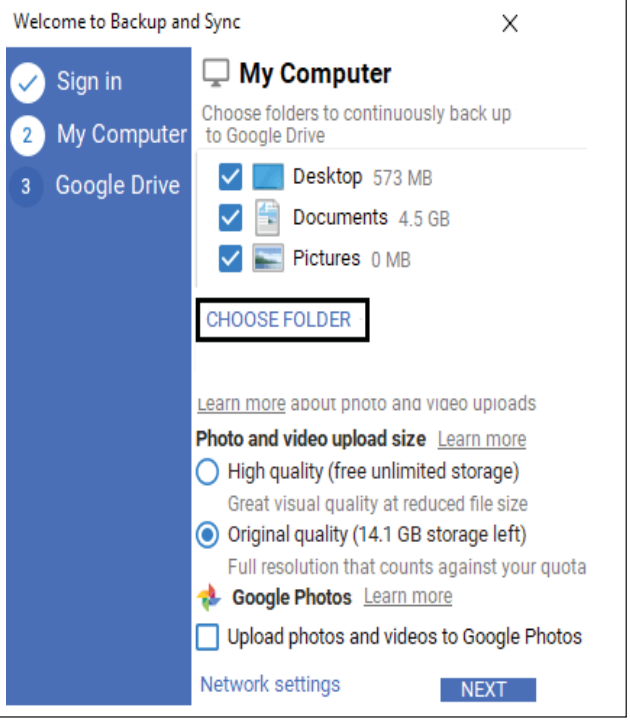



Fig 7

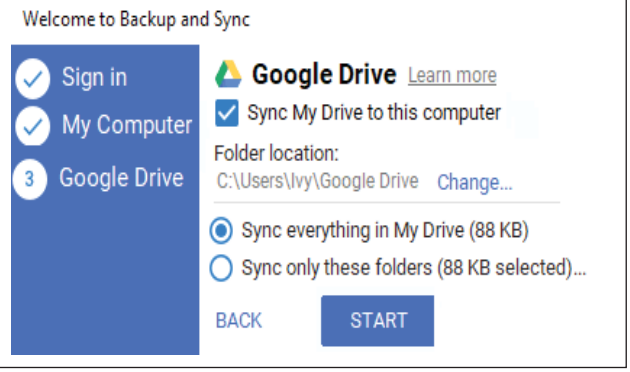
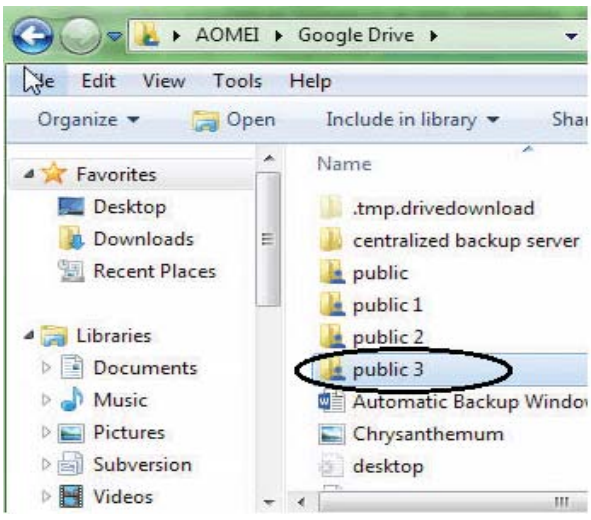



Fig 8




**The instructor may ask the trainees to prepare a list of some third party tools to move files from PC to Google Drive**

# Practice preparing of google sheets, google forms and sharing for data processing

**Objectives:** At the end of this exercise you shall be able to
- **create a spreadsheet and fill it with data**
- **create, edit and share google forms.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.
- Mobile - 1 No.

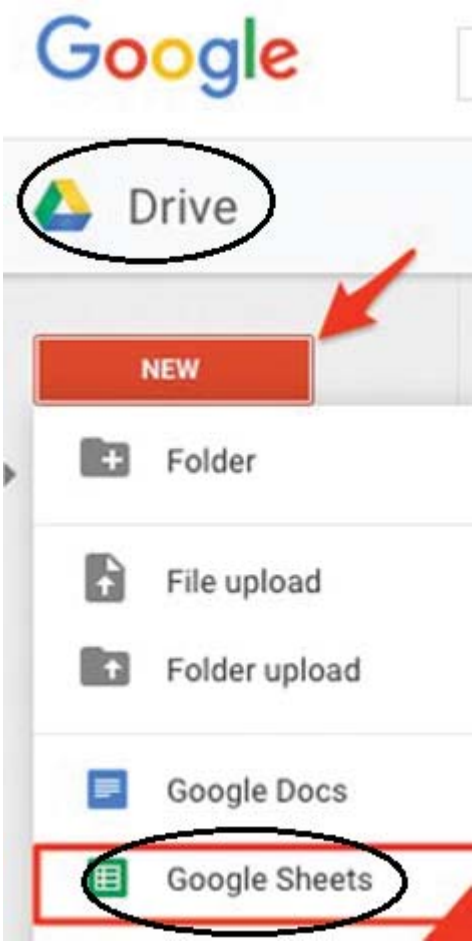
PROCEDURE

TASK 1: **Create a spreadsheet and fill it with data**

There are 3 ways to create a new spreadsheet in Google Sheets:

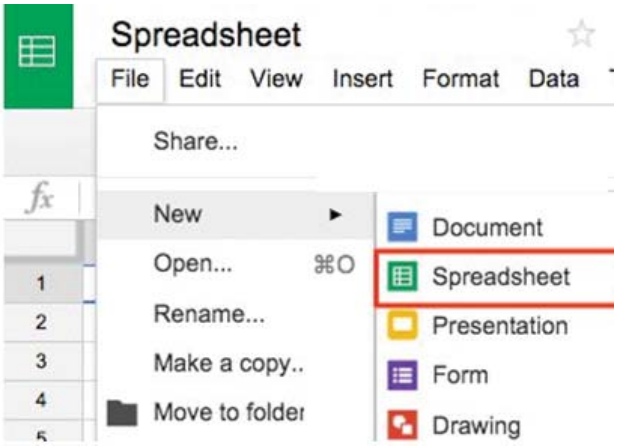
1 Click the red “NEW” button on Google Drive dashboard and select “Google Sheets” (Fig 1)

Fig 1




2 Open the menu from within a spreadsheet and select “File > New Spreadsheet” (Fig 2)

Fig 2




3 Click “Blank” or select a template on the Google Sheets homepage (Fig 3 & Fig 4)

Fig 3

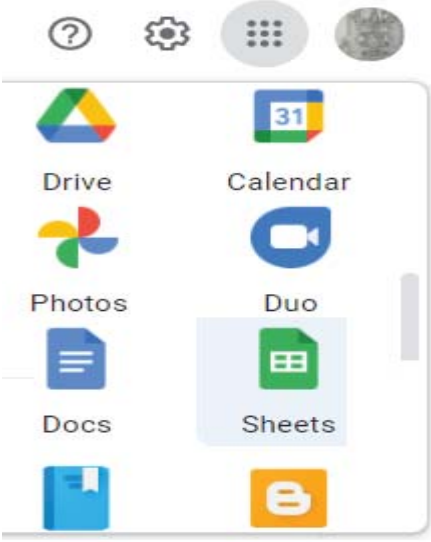
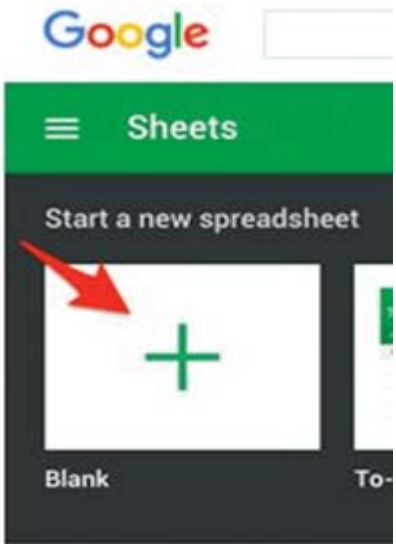
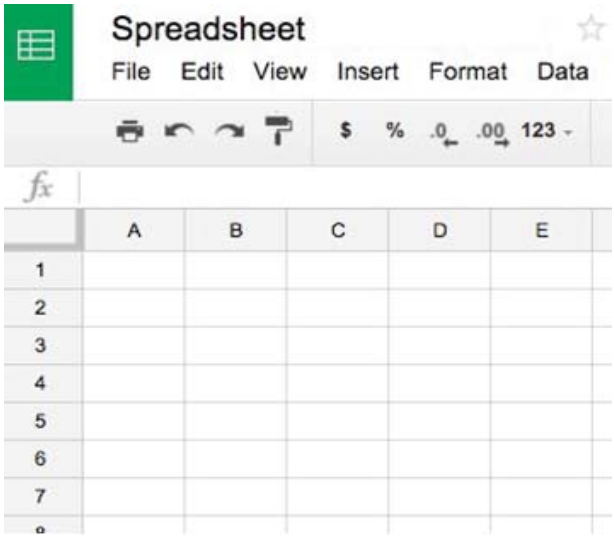


Fig 4




4 A new spread sheet is created (or a pre-populated template if you choose one of those) (Fig 5)

Fig 5




**Adding Data to Your Spreadsheet**

1 Start entering data into a cells or copy paste the data in the spread sheet (Fig 6)

**Note:**

**a Copy and paste an HTML table from a website**

**b Import an existing spreadsheet in csv, xls, xlsx and other formats. To import a file from outside of your Google Drive, go to the FILE > IMPORT > UPLOAD menu.**

**c Copy any value in a cell across a range of cells via a click and drag**

**Note : Make sure you only click once on a cell before pasting data, so Google Sheets will turn it into a list with each item in its own cell. If you double-click on a cell, Google Sheets will paste all the data into one cell which is likely not what you want.**

**2 Format Data for Easy Viewing**

The basic formatting options in Google Sheets is shown in Fig 7. Move the cursor over an icon to see its description and shortcut key (Fig 8).

**Freeze" the first row**

There are two ways to freeze rows:

1 Click VIEW > FREEZE > 1 ROW in the navigation bar to lock the first row in place

2 Hover the dark grey bar in the top left of the spreadsheet (until it becomes a hand) and drag between rows 1 and 2 (Fig 9).

**3 Add, Average, and Filter Data with Formulas**

Fig 6

Mark List

File Edit View Insert Format Data Tools Extensions

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | | English | Science | Social | Maths | Language | Total |
| 2 | Raman | 90 | 75 | 99 | 100 | 85 | 449 |
| 3 | Abdulla | 85 | 85 | 95 | 100 | 75 | 440 |
| 4 | Suresh | 70 | 96 | 89 | 99 | 96 | 450 |
| 5 | Shah | 100 | 81 | 76 | 98 | 78 | 433 |
| 6 | Meenakshi | 97 | 100 | 99 | 100 | 96 | 492 |
| 7 | | | | | | | |

Fig 7

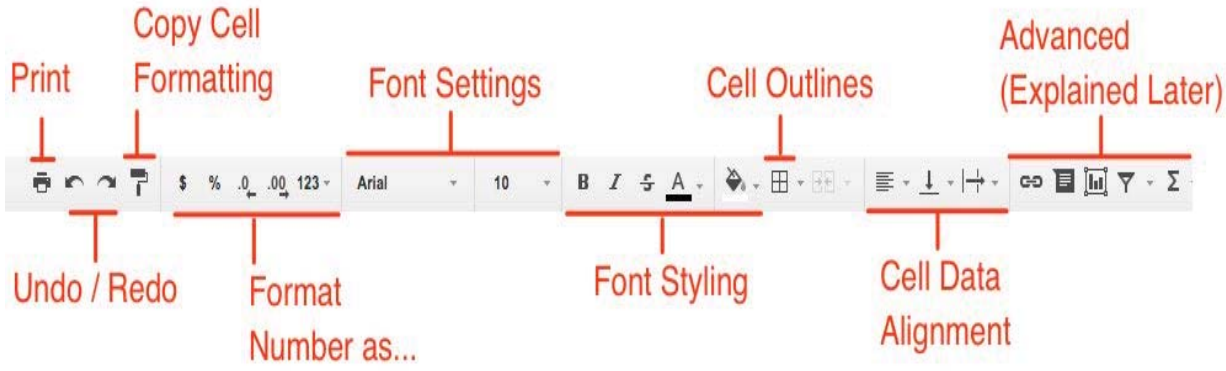



Fig 8

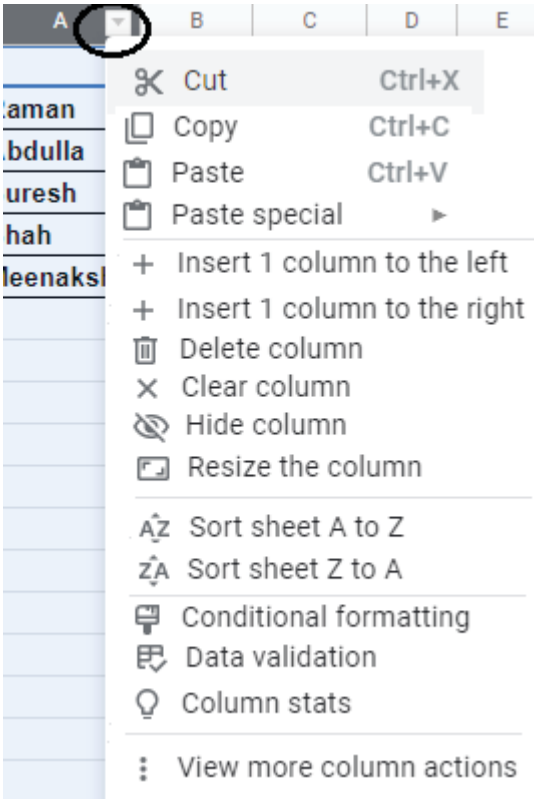



Fig 9

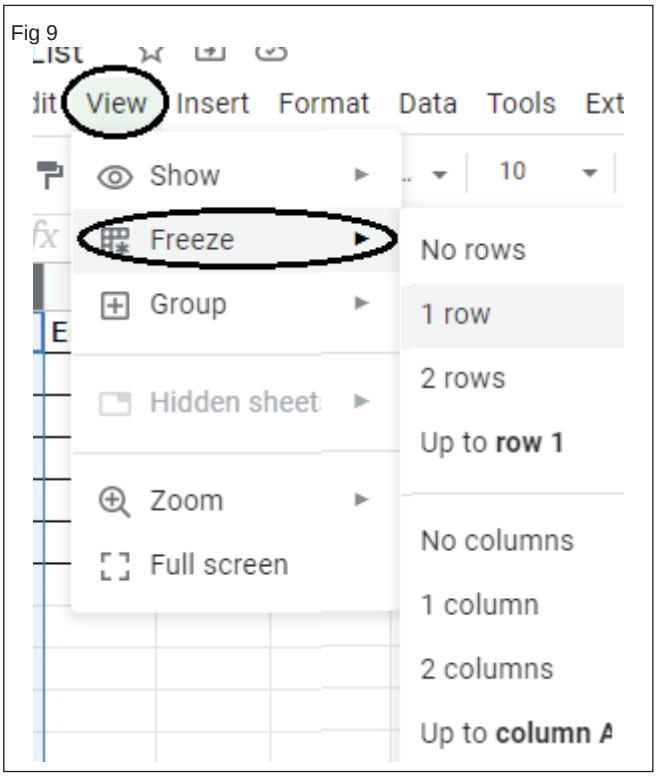
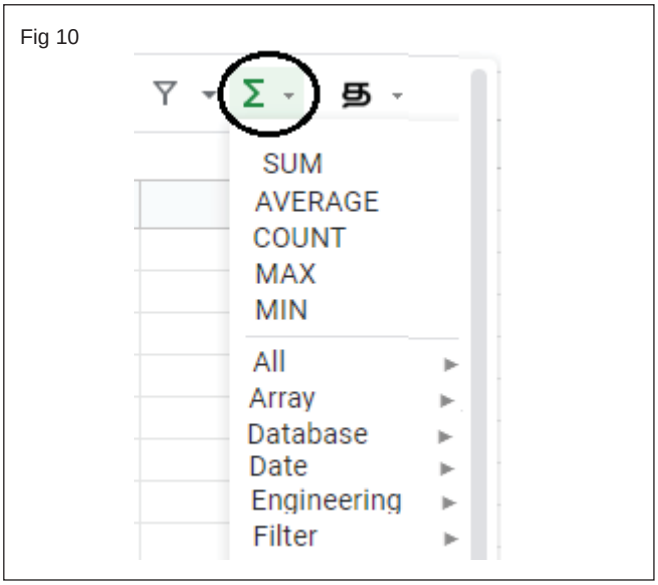



Fig 10




Google Sheets, like most spreadsheet apps, has a bunch of built-in formulas for accomplishing a number of statistical and data manipulation tasks (Fig 10).

**4 Share the Data**

Click either FILE > SHARE or use the “Share” button in the top right (Fig 11, Fig 12) and then enter the credentials required to the share the data (Fig 13).

**5 Downloading Your Data**

Click File > Download as to download the data in different formats (Fig 14)

TASK 2: **Create, edit and share Google forms**

Fig 11

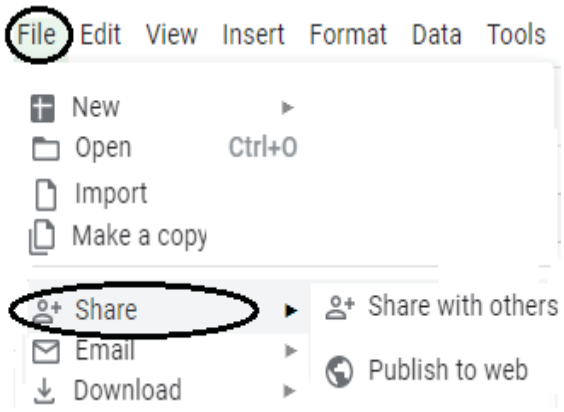



Fig 12

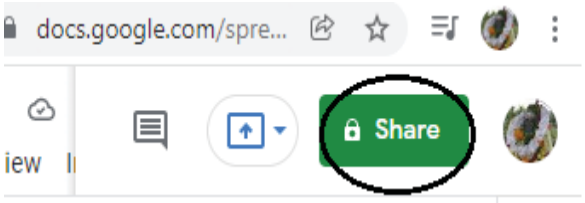



Fig 13

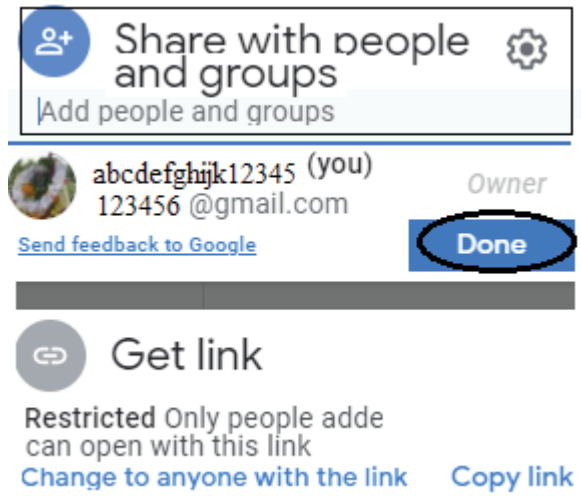
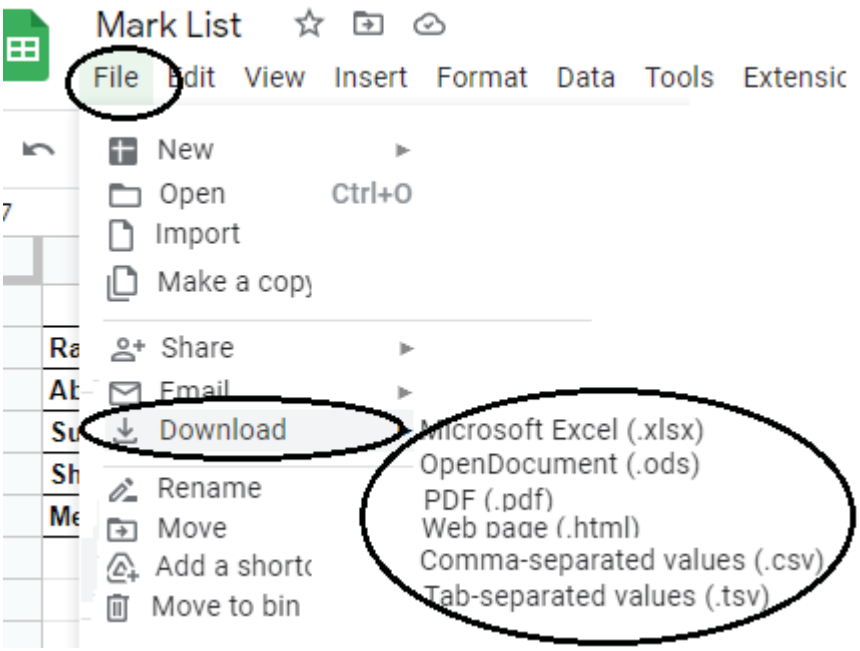



Fig 14




**Note: Google Sheets has an "Offline Mode" that will automatically sync your changes to the document when you reconnect to the internet.**

**This is useful for any situation where you'd need to treat Google Sheets like a desktop application**

**Google forms is a way to collect and organize information**

1 Type forms.google.com or select it from Google dashboard (Fig 15 & Fig 16)

2 A new Google form will get opened (Fig 17)

3 Add Title, Questions and Options (Fig 18)

4 To add another question click the "+" button on the right side (Fig 18)

5 After adding serious of questions, Click the "SEND" option at the right hand top corner (Fig 18)

6 The "Send" will get opened. Add the e-mail ids to which the form need to be send (Fig 19).

Fig 15

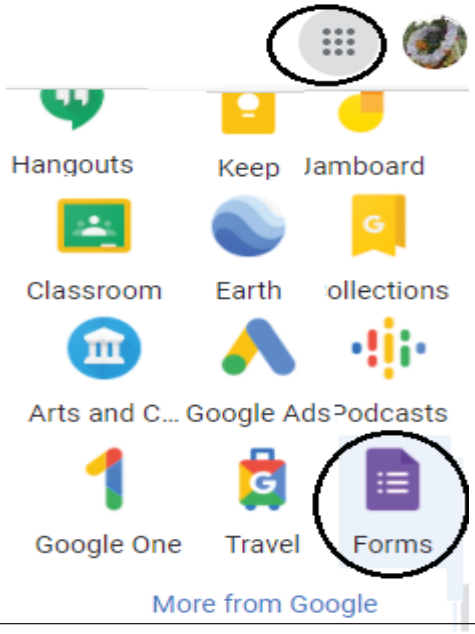



Fig 16

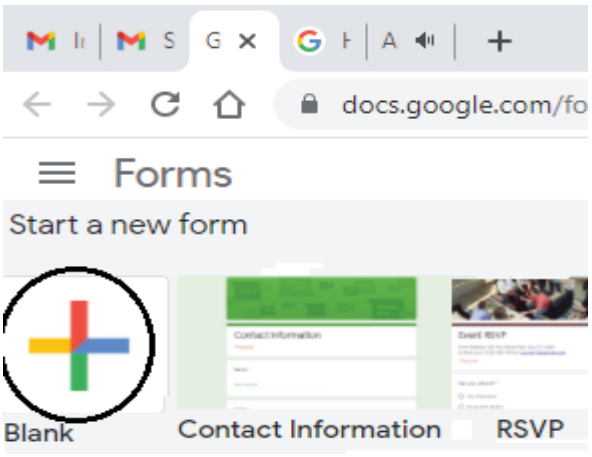



Fig 17

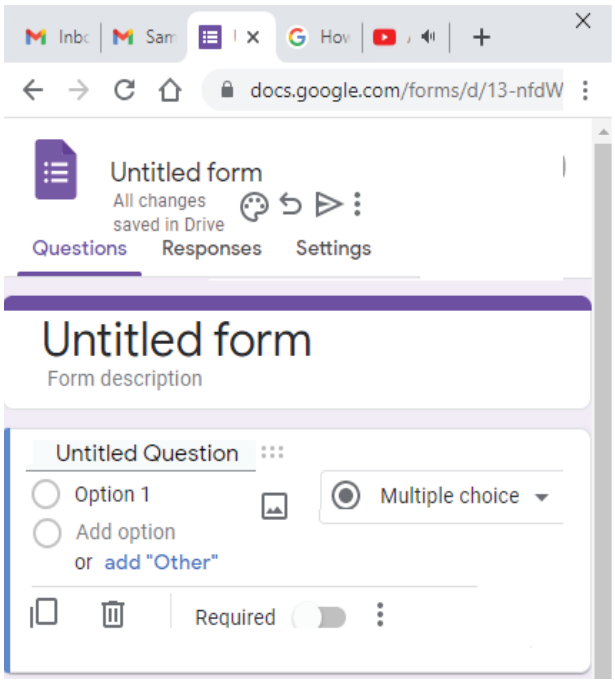
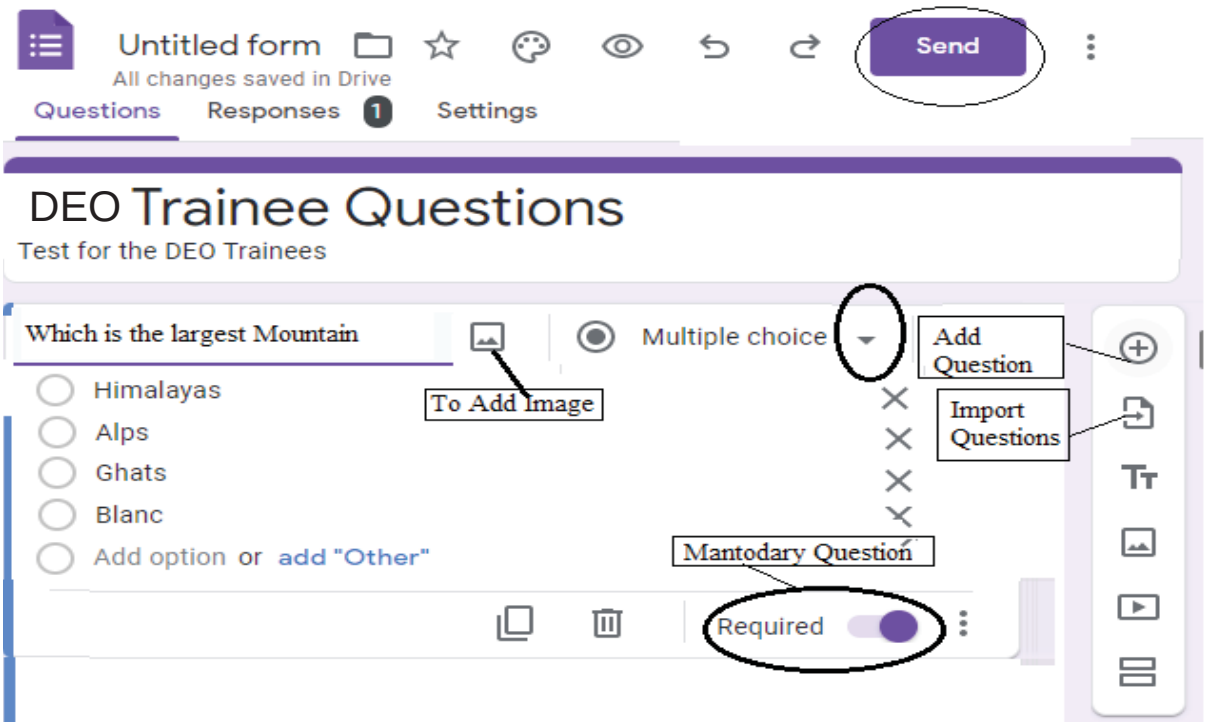
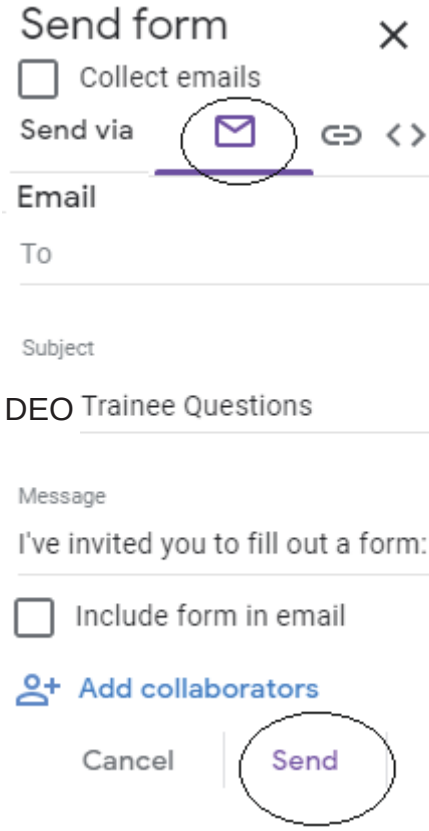



Fig 18



7 The receiver will submit the form after filling up (Fig 20, Fig 21)

Fig 19




8 The responses received will be seen by clicking the "Response" tab. (Fig 22)

Fig 20

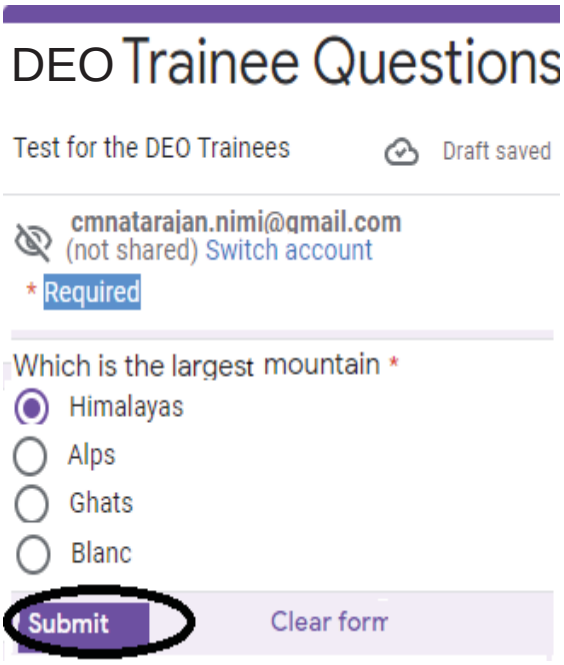
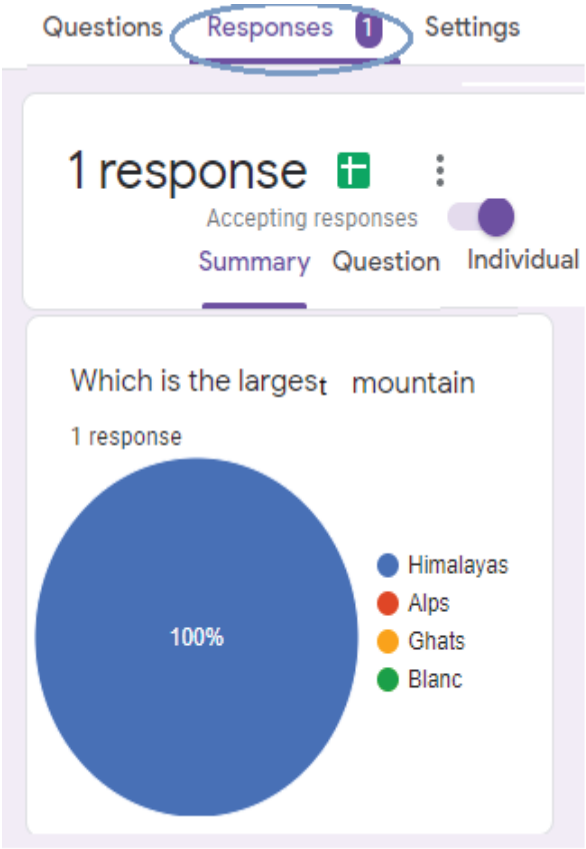



Fig 21

Fig 22



# Setup and link computers for remote access using softwares like remote desktop sharing/Team viewer software/any desk

**Objectives:** At the end of this exercise you shall be able to
- **setup and link computers for remote access using 'Anydesk" software**
- **setup and link computers for remote access using "Teamviewer".**

## Requirements

**Tools/Equipment/Machines**

- A working PC with internet connection - 1 No./batch.

## PROCEDURE

TASK 1: **Setup and link computers for remote access using 'Anydesk" software**

1 Download and install any desk in any two computers

2 Click the "AnyDesk" icon in computer 1

3 You will get a 9 digit address for your network pc (Fig 1)

4 AnyDesk window will get opened and the list of computers in network will be displayed in the home page (Fig 1)

5 Entre the remote address of computer 2 in the <Remote Address Bar> (Fig 1) or click invite button to type the address of the remote computer (Fig 2). (The address of remote computer 2 will be sent over mail/message/WhatsApp/chat etc.)

Fig 1

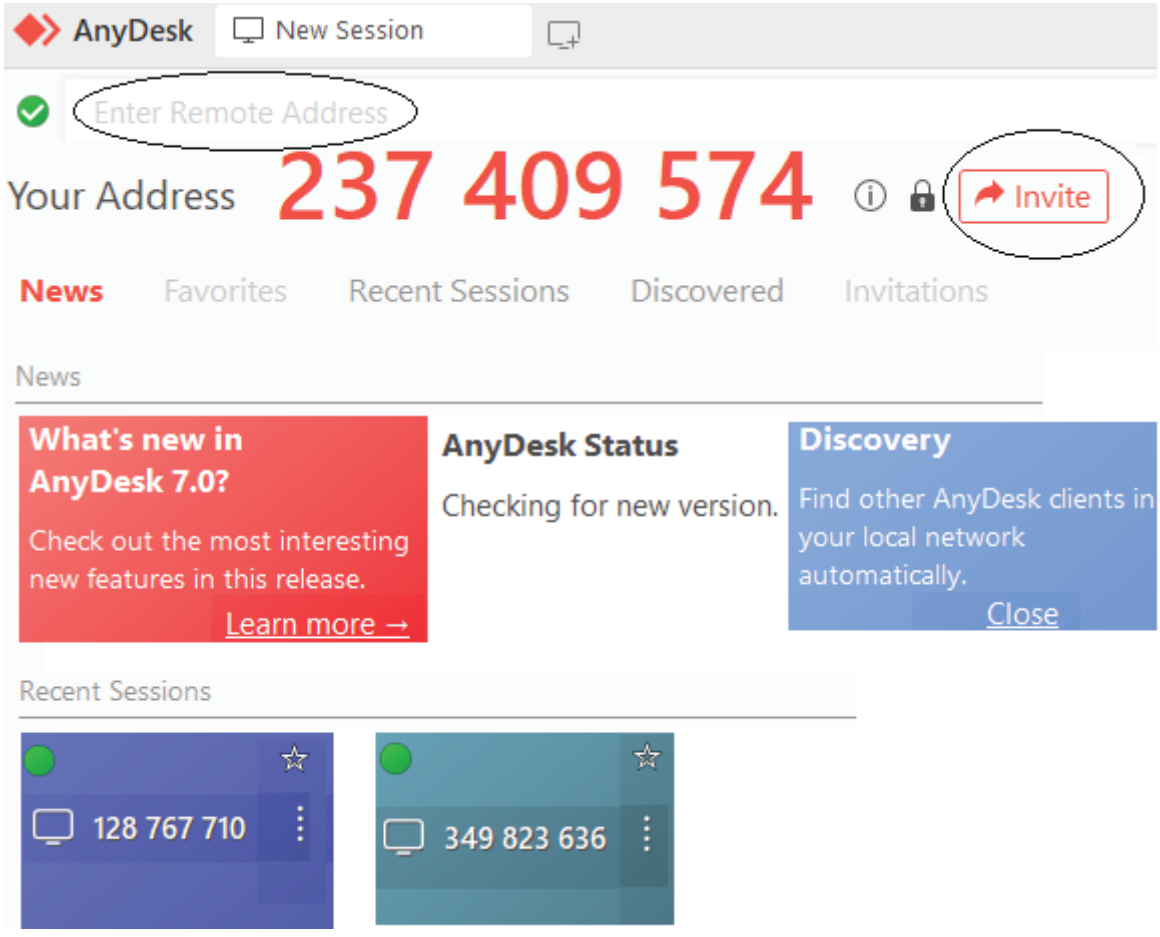
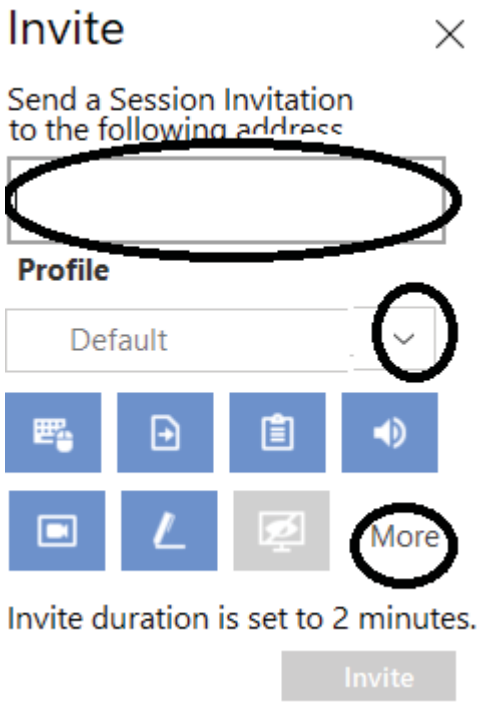
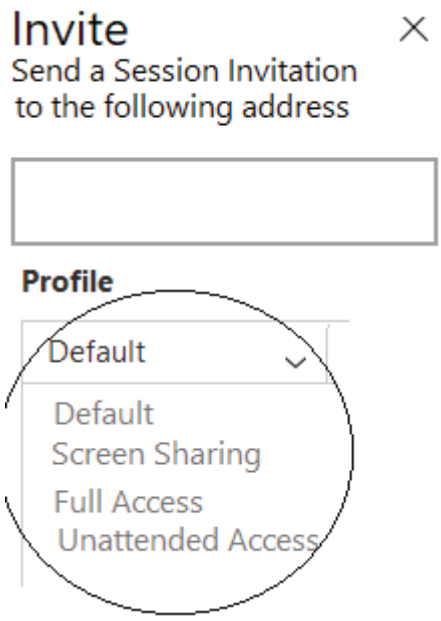


Fig 2




6 Grant the “Profile” and Access limits to the computer 2 by setting “Profile” and “More” dropdown menus as shown in Fig 3 and Fig 4.

Fig 3




7 A connect window will pop up in the remote computer 2 as shown in Fig 5

8 Connection will be progress (Fig 6) and a request will be sent to computer 1 (Fig 7)

9 Once the request has been accepted, connection between two computers will get connected (Fig 8). The inner window in Fig 8 is of computer 2 and the outer window is of computer 1

Fig 4

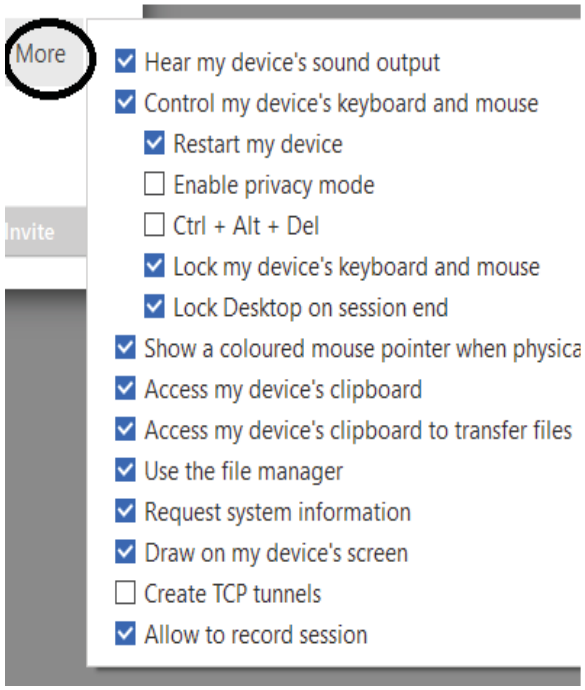



Fig 5

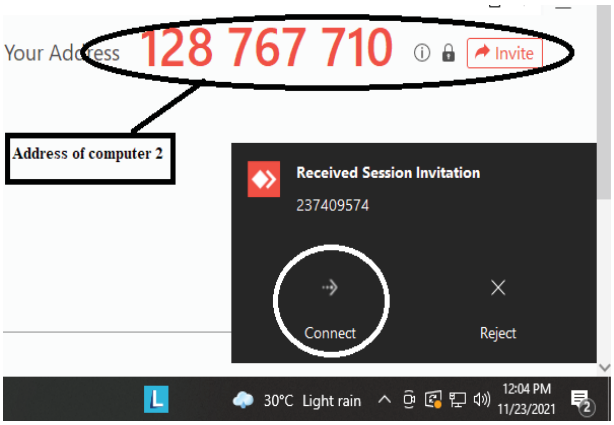



Fig 6

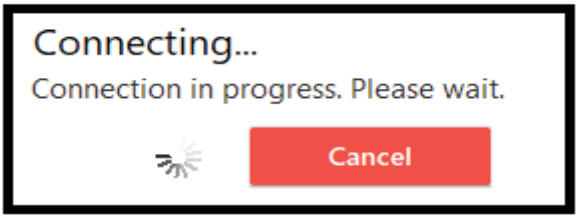



Fig 7

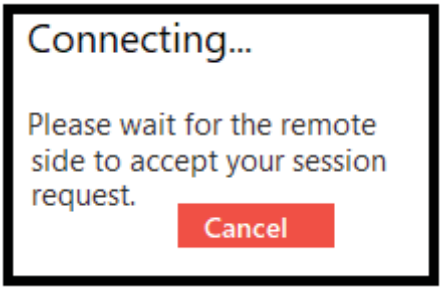
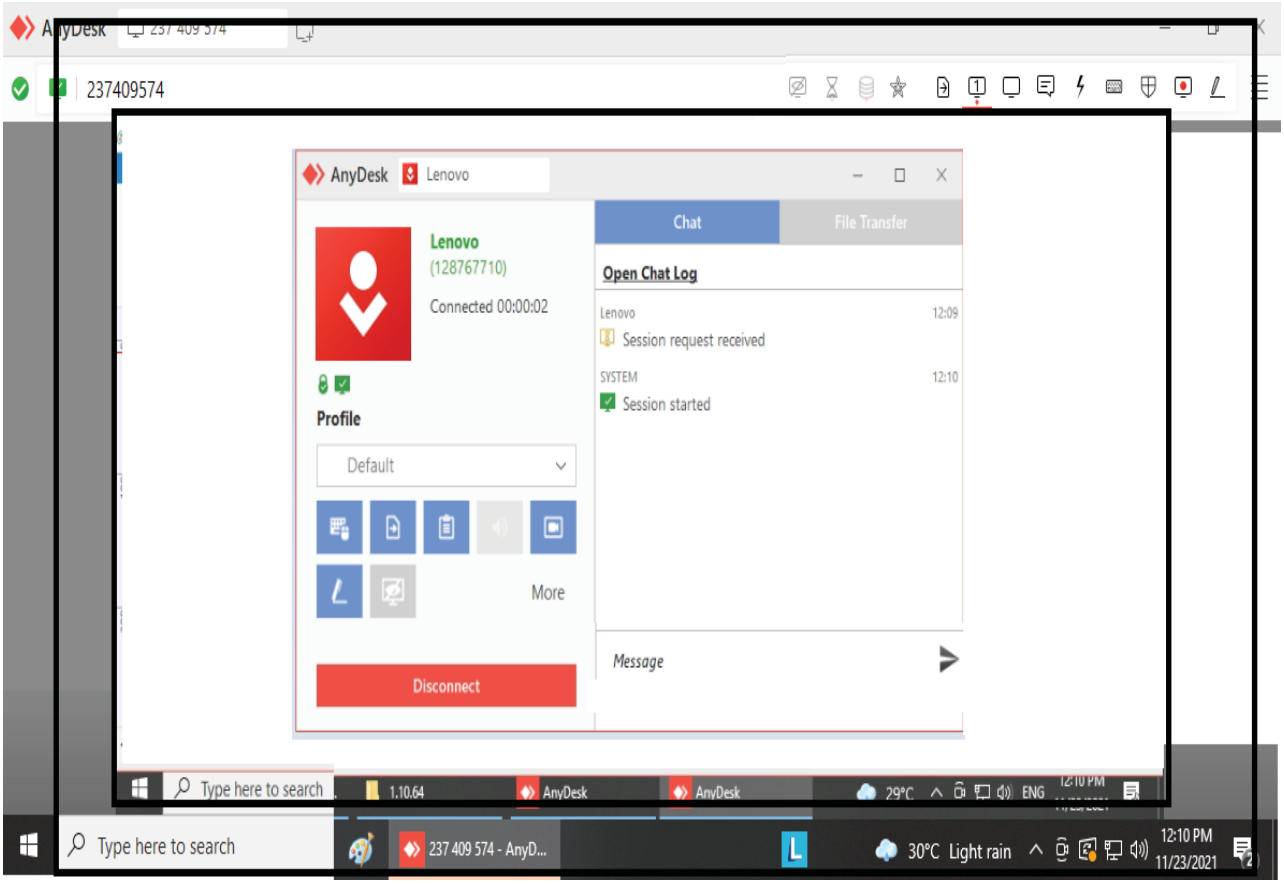


Fig 8




TASK 2: **Setup and link computers for remote access using "Teamviewer"**

**Installing TeamViewer on Desktop**

1 Open the TeamViewer website. Go to https://www.teamviewer.com/en/download/ in your browser. Select your operating system. Click Download TeamViewer.

2 Double-click the TeamViewer setup file (Fig 9, Fig 10).

Fig 9

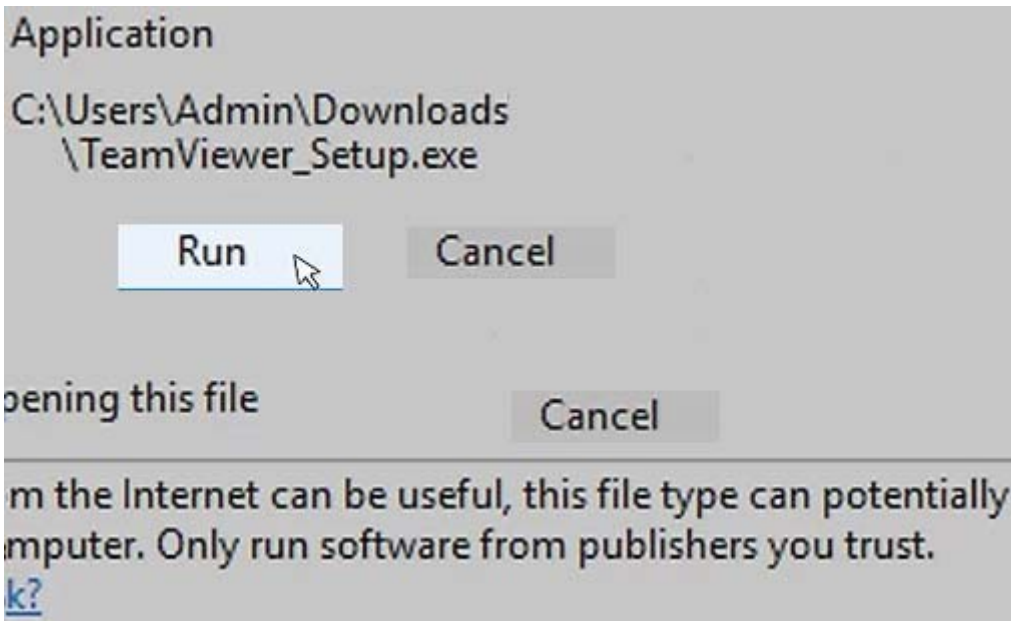
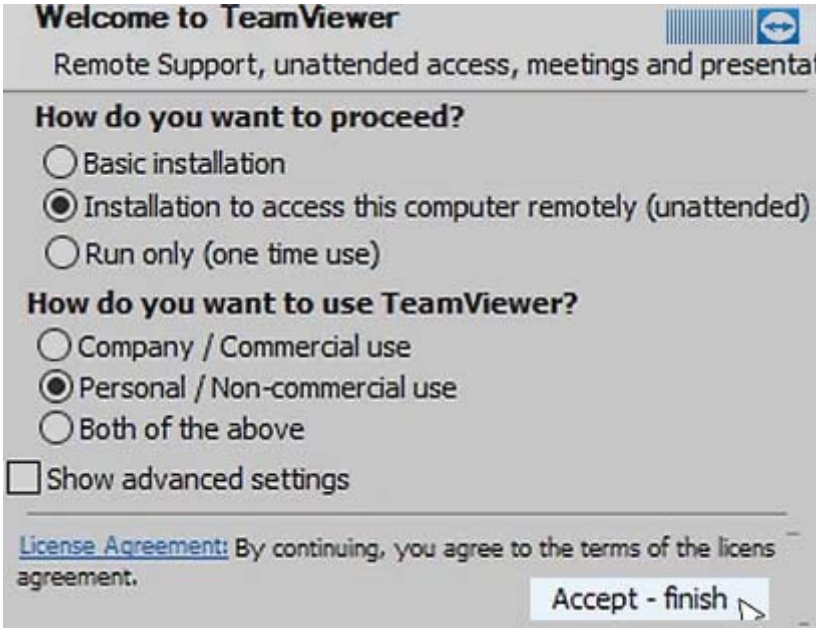


Fig 10




**Note: Windows - Check the "Installation to access this computer remotely" box, check the "Personal / Non-commercial use" box, uncheck the "Show advanced settings" box if necessary, click Accept - finish, and click Yes when prompted.**

**Connecting on Desktop**

1 Open TeamViewer.

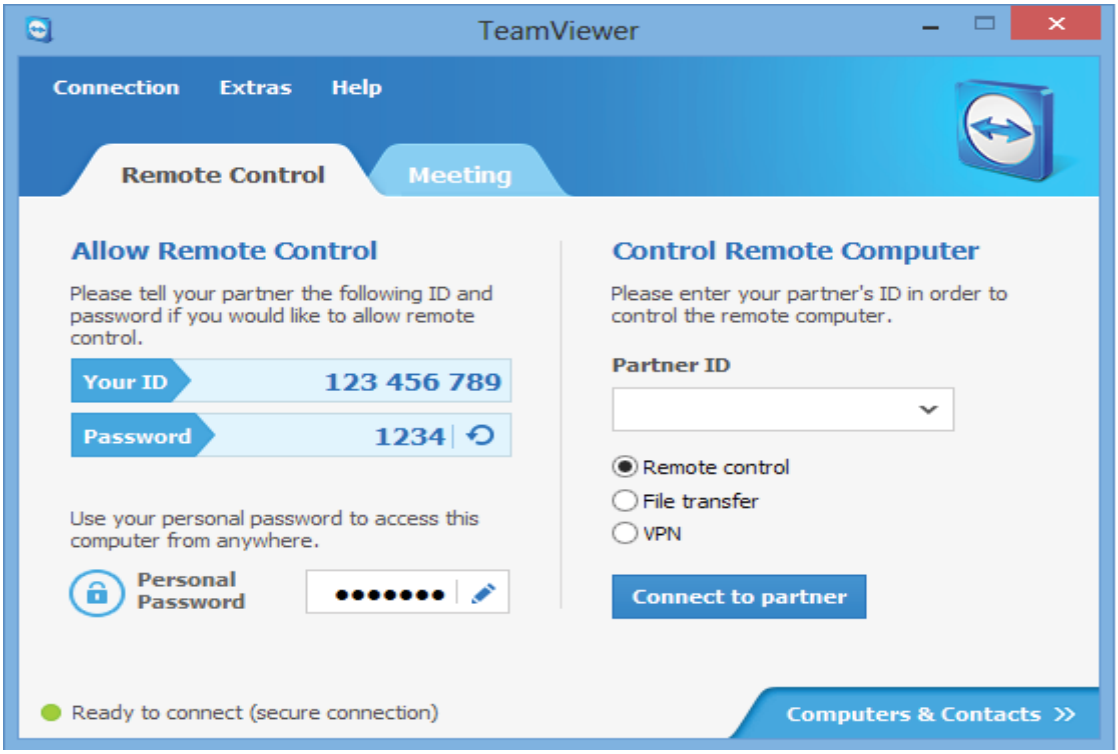
**Note: Close the "Unattended setup" wizard if prompted. If this is your first time opening TeamViewer, you'll be prompted to navigate through an "Unattended setup" wizard; if so, just click Cancel.**

2 Open TeamViewer on the computer to which you want to connect. Once TeamViewer is open on both computers, you should be able to connect. (Fig 11)

3 Review the second computer's ID and password. On the left side of the computer's TeamViewer window, you should see an "ID" number and a "Password" number or jumble of characters (Fig 11).

4 Enter the second computer's ID into TeamViewer on the first computer. Type the "ID" number into the "Partner ID" text field on the right side of the TeamViewer window on the computer from which you want to connect.

Fig 11



5 Make sure that “Remote control” is checked. This box is below the “Partner ID” text field.

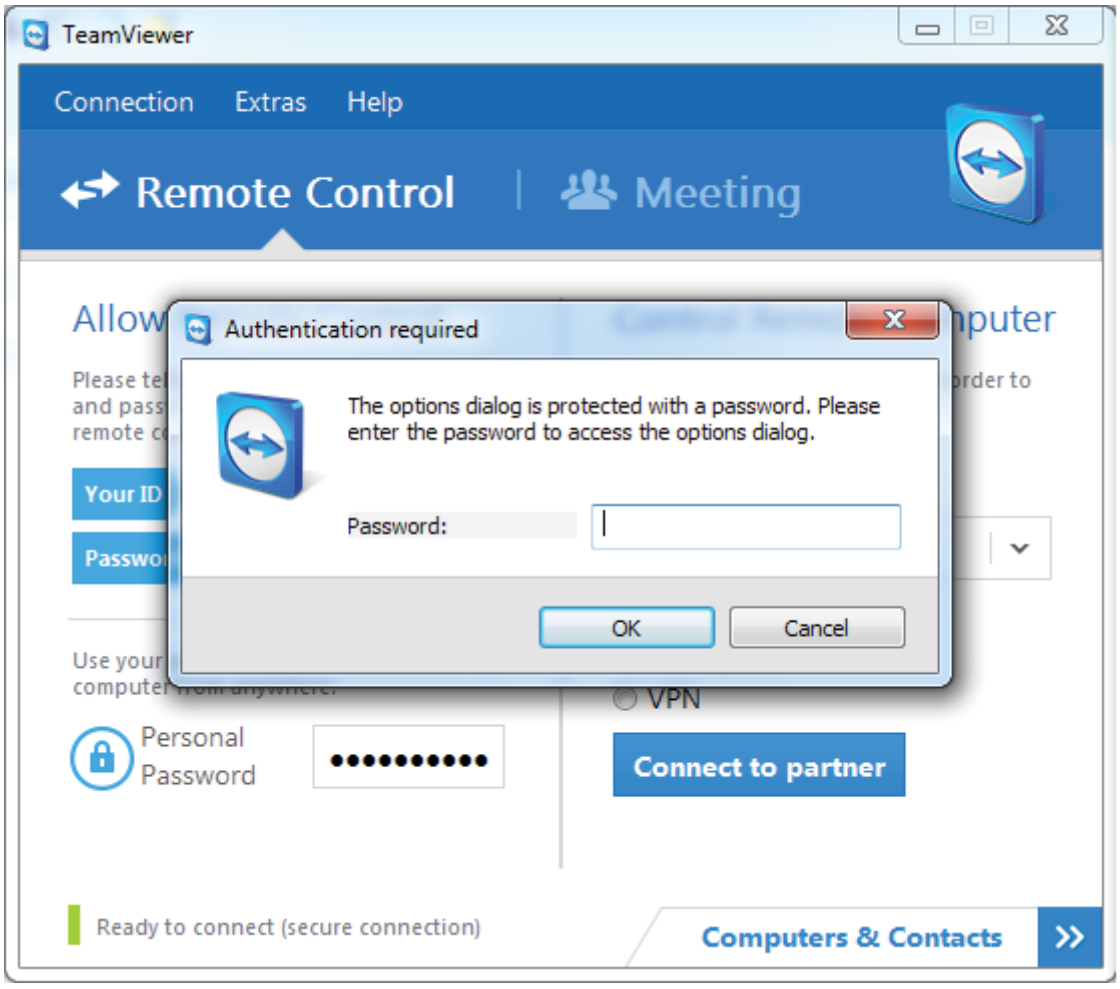
6 Click “Connect to the partner” button.

7 Enter the second computer’s password when prompted. Type the second computer’s “Password” value into the text box that appears (Fig 12).

8 Click “Ok”. (Fig 12)

9 Control the connected computer. Once you’re connected to the computer, you can control it as though you were sitting in front of it (Fig 13).

Fig 12

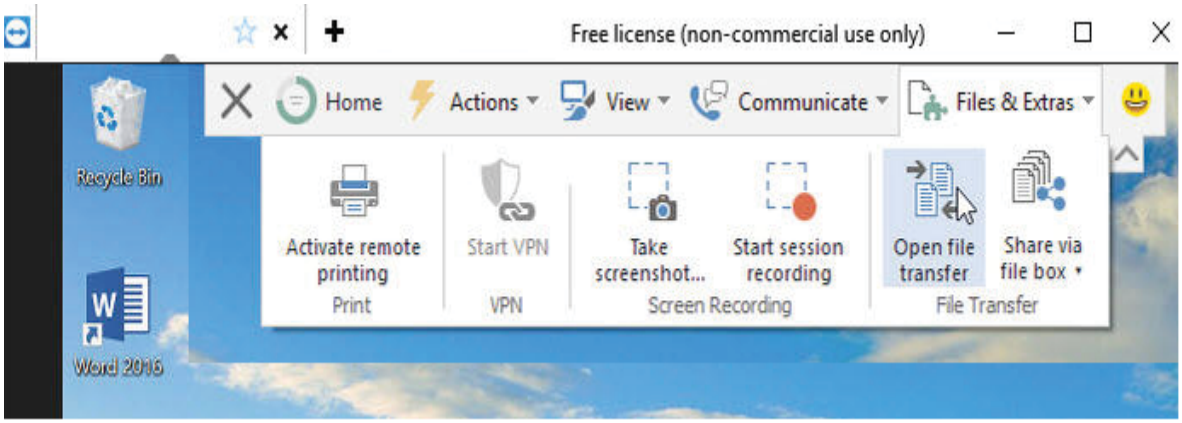



- Closing the session or TeamViewer program at any time will cancel the connection.

**Transferring Files**

1 Connect the computers through teamviewer by clicking the File transfer option while login (Fig 11, Fig 13)

Fig 13



# Observe Video Demonstration of online/ internet banking transactions using associated mobile apps

**Objectives:** At the end of this exercise you shall be able to
- **observe video demonstration of online/ internet banking transactions using associated mobile apps.**

| Requirements | |
|---|---|
| **Tools/Equipment/Machines** | |
| • A working PC with internet connection | - 1 No./batch. |

PROCEDURE

**Note: The Instructor may arrange for the video demonstration of online/internet banking transactions available in the youtube.**

**Example:https://www.youtube.com/watch?v=Kg0vuypxvlE**

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# Practice typing in Hindi or any one regional language with specific typing lesson and software

**Objectives:** At the end of this exercise you shall be able to
- **practice typing in Hindi or any one regional language with specific typing lesson and software.**

## Requirements

**Tools/Equipment/Machines**

- A working PC with windows, OS and MS Office - 1 No./batch.

PROCEDURE

TASK 1: **Type the exercises (Paragraph) given by the instructor with a given time-**

**Note: The Instructor may train the trainees to do the Hindi/ regional languages typing exercises.**

**Note: The accuracy and speed is more important.**

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