GCA(S1) 02-02

PC Software

SEMESTER - 1

BACHELOR OF COMPUTER APPLICATION

Block 2



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BACHELOR OF COMPUTER APPLICATION

PC SOFTWARE

DETAILED SYLLABUS

Block-2

UNIT 6: Introduction to Word Processor **Pages: 127-142**

Starting MS-Word; The Title Bar; The Menu Bar; The Toolbars; The Ruler; The Status Bar; Document View; Entering and Saving Text in a Document; Exiting MS-Word; Opening an Existing Document; Working with Text: Erasing Text, Bold, Underline, and Italicize Text; Copy, Cut and Paste Method; Find and Replace; Inserting Objects

UNIT 7: Formatting a Word Document **Pages: 143-158**

The Tab Key; Bullets and Numbering; Undo and Redo; Working with Fonts; Page Break; Header and Footer: Creating Header and Footer, Separating Header and Footer, Putting Page Number in Header and Footer; Page Setup

UNIT 8: Working with Tables **Pages: 159-169**

Creating a Table; Deleting a Table; Moving Around a Table; Selecting a Table, Column, Row and Cell; Entering, Editing and Deleting Texts; Inserting Columns and Rows; Deleting Columns and Rows; Merge Cells; Split Cells

UNIT 9: Introduction to Spreadsheet Package **Pages: 170-176**

Starting MS-Excel; Parts of MS-Excel Window: The Title Bar, The Menu Bar, Row, Column and Cell, The Formula Bar and Status Bar, The Sheet Tab, The Horizontal and Vertical Scroll Bars; Exiting MS-Excel

UNIT 10: Working with Spreadsheet **Pages: 177-190**

Creating a New Workbook; Working with Cells: Entering Data, Editing Data, Highlighting Data, Bold, Underline and Italicize Text, Changing Font and Font

Size, Merging of Cells; Choosing Menu Commands Using the Alt key; Inserting a Row and Column; Deleting a Row and Column; Saving a Workbook; Closing a Workbook

UNIT 11: Working with Function and Charts **Pages: 191-203**

Operators in Excel; Working with Calculation and Functions: Entering a Mathematical Calculation, Entering a Function, Editing a Function; Working with Chart: Creating a Chart, Changing Size & Position of Chart, Modifying a Chart

UNIT 12: Introduction to Presentation Software **Pages: 204-210**

Starting MS-PowerPoint; Parts of MS-PowerPoint Window: The Title Bar, The Menu Bar, The Status Bar; Different Types of Views; Exiting MS-PowerPoint

UNIT 13: Creating Slides **Pages: 211-228**

Creating a New Presentation; Working with Slides: Creating and Inserting New Slides, Typing Texts in Slides, Changing Font and Font Styles, Deleting Existing Slides, Applying Design Templates, Applying Animations, Applying Slide Transitions; Saving a Presentation; Running a Presentation; Closing a Presentation; Opening an Existing Presentation

BLOCK INTRODUCTION

This is the *second Block* of the course '***PC Software***'. After completing this block, which consists of eight units, you will be able to prepare office documents using software like MS Word, MS Excel and MS PowerPoint.

This block comprises the following six units:

Unit 6: introduces you to MS word. Creating, opening and closing a document are discussed in this unit.

Unit 7: deals with formatting of the word document. Different formatting options like tab key, bullet and numbering, along with page setup are discussed in this unit.

Unit 8: involves working with tables. Creating, inserting and deleting rows and columns are discussed in this unit.

Unit 9: introduces you spreadsheet package. Starting and exiting MS-Excel are discussed in this unit.

Unit 10: involves working with cells in Excel. Different ways of formatting data like adding or removing rows and columns are discussed in this unit.

Unit 11: deals with different mathematical functions in Excel. Creating, modifying a chart and functions like IF are discussed in this unit.

Unit 12: introduces you MS PowerPoint. The different parts of PowerPoint - Title Bar, Menu Bar, Toolbars and Status Bar are discussed in this unit.

Unit 13: deals with creating and exiting presentations. Different concepts like working with slides, applying design templates, and animations are also discussed in this unit.

The structure of Block 2 is as follows:

UNIT 6: Introduction to Word Processor

UNIT 7: Formatting a Word Document

UNIT 8: Working with Tables

UNIT 9: Introduction to Spreadsheet Package

UNIT 10: Working with Spreadsheet

UNIT 11: Working with Function and Charts

UNIT 12: Introduction to Presentation Software

UNIT 13: Creating Slides

While going through a unit, you will notice some along-side boxes, which have been included to help you know some of the difficult, unseen terms. Again, we have included some relevant concepts in "LET US KNOW'' along with the text. And, at the end of each section, you will get "CHECK YOUR PROGRESS" questions. These have been designed to self-check your progress of study. It will be better if you solve the problems put in these boxes immediately after you go through the sections of the units and then match your answers with "ANSWERS TO CHECK YOUR PPROGRESS" given at the end of each unit.

UNIT 6: GETTING FAMILIAR WITH MS-WORD

UNIT STRUCTURE

6.1 Learning Objectives

6.2 Introduction

6.3 Starting MS-Word

6.4 The Title Bar

6.5 The Menu Bar

6.6 The Toolbars

6.7 The Ruler

6.8 The Status Bar

6.9 Document View

6.10 Entering and Saving Text in a Document

6.11 Exiting MS-Word

6.12 Opening an Existing Document

6.13 Working with Text

- 6.13.1 Erasing Text
- 6.13.2 Bold, Underline, and Italicize Text

6.14 Copy, Cut and Paste Method

6.15 Find and Replace

6.16 Inserting Objects

6.17 Let Us Sum Up

6.18 Answer to Check Your Progress

6.19 Further Reading

6.20 Model Questions

6.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- start MS-Word application
- learn some basic terms like Click, Double-Click, Right-Click etc.
- learn the different components of a MS-Word windows
- learn the different views of a word document

- learn to italic, underline and make bold texts
- understand the copy, cut and paste method
- learn to search word(s) in a document and replace the same with another word.
- learn to insert objects in a document.
- exit MS-Word application.

6.2 INTRODUCTION

Microsoft Word is a word processor. A word processor is a type of application software which is used to create, edit and print documents. It can be used to create many types of documents– letters, reports and other personal, business and professional documents. It can also be used to format text, check spelling, add tables and insert appropriate images etc.

Now, before starting the MS-Word, let us get familiar with the mouse click.

During the units that follow, you will be asked to ‘‘Click’’ items. When asked to Click an item, you:

1) Point the mouse pointer to the item.
2) Press your left mouse button once.

If you are asked to ‘‘Double-Click’’ an item, then:

1) Point the mouse pointer to the item.
2) Quickly press your left mouse button twice.

If you are asked to ‘‘Right-Click’’, then:

1) Point the mouse pointer to the item.
2) Press your right mouse button once.

6.3 STARTING MS-WORD

To start the MS-Word application, click the ‘‘Start’’ button and then under the ‘‘Programs’’ menu, click the ‘‘Microsoft Word’’. The screen shown in Figure 6.1 will appear.

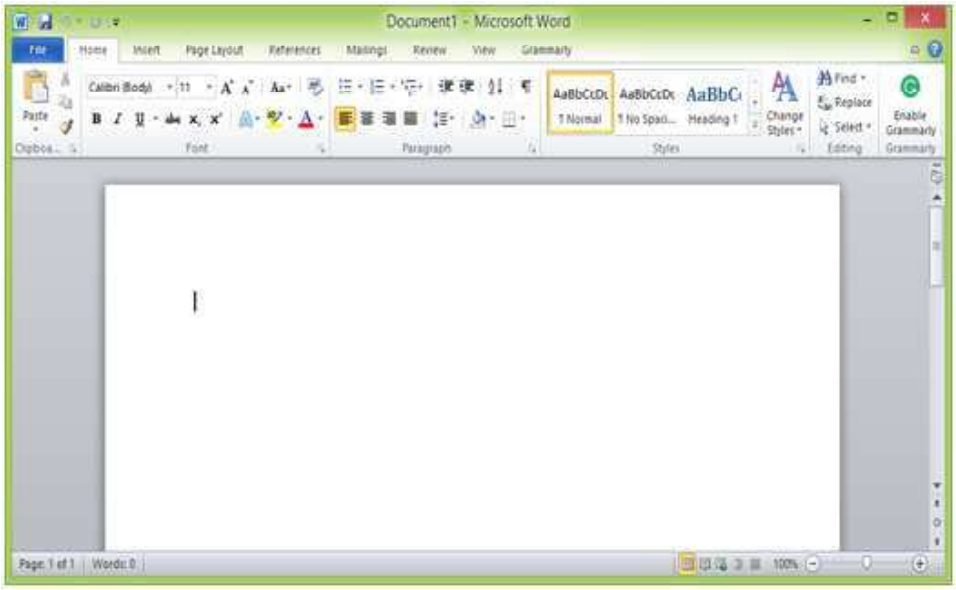


Fig. 6.1: Microsoft Word Window

Here you can type content and create a word document.

To create a new word document from the above window, go to File → 'New option'.

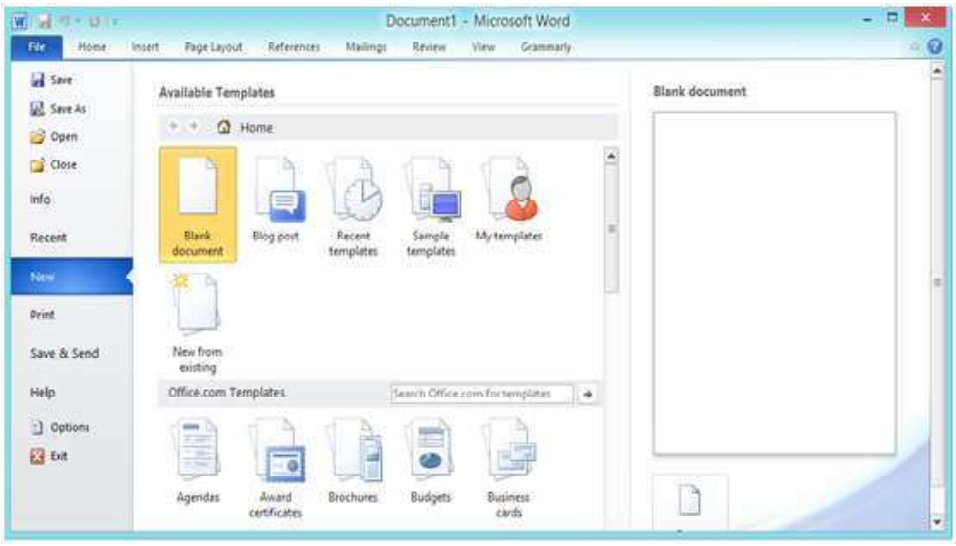


Fig. 6.2: Window showing Blank Document Option

When we double click on the Blank document icon the screen shown in Figure 6.3 will appear.

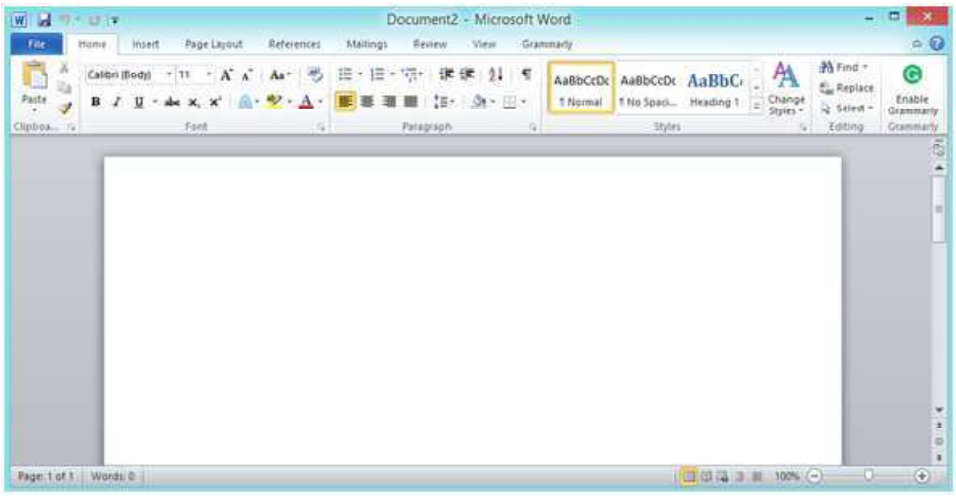


Fig. 6.3: New Microsoft Word Window created from an Existing Document

6.4 THE TITLE BAR



Fig. 6.4: Title Bar

The Title Bar is located at the very top of the screen. On the Title Bar, MS-Word displays the name of the document you are currently using. At the top of your screen, you could see "Document1 - Microsoft Word" or a similar name.

6.5 THE MENU BAR



Fig. 6.5: Menu Bar

The Menu Bar is directly below the Title Bar. The Menu Bar contains the words known as File, Home, Insert, Page Layout, References, Mailings, Review and View. Under each of the menus, there are various options, commands and sub-menus. To use a menu, click at that menu. For example, the ‘‘File’’ menu is shown in Figure 6.6.



Fig. 6.6: File Menu Options

6.6 THE TOOLBAR



Fig. 6.7: Toolbar

Toolbars provide shortcuts to menu commands. Toolbars are generally located just below the Menu Bar.

6.7 THE RULER

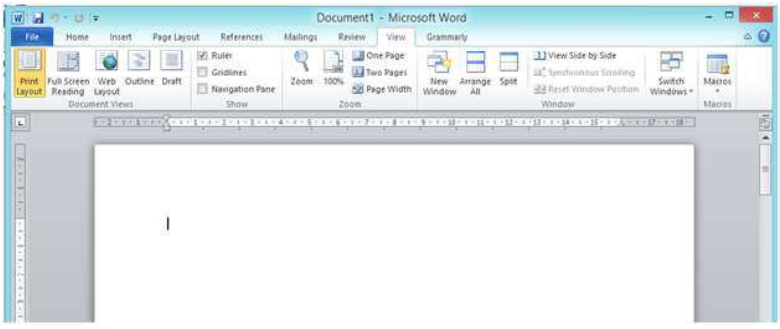


Fig. 6.8: Ruler

The Ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly. If the Ruler is not available, then to display it follow the steps given below:

1) Click View on the Menu Bar.
2) In the sub-menu appeared, click Ruler option.

6.8 THE STATUS BAR

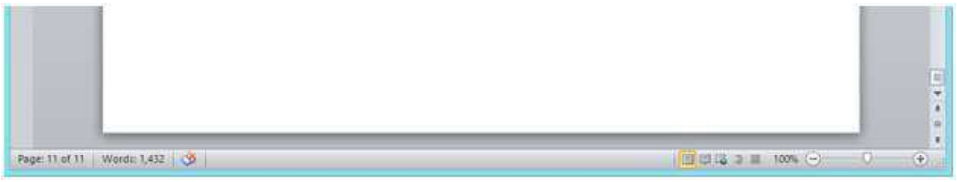


Fig. 6.9: Status Bar

The Status Bar appears at the very bottom of the screen and provides such information as the current page, total number of pages, total number of words etc.

6.9 DOCUMENT VIEW

In MS-Word, you can display your document in one of the five views. These are: Print Layout, Full Screen Reading, Web Layout, Outline and Draft.

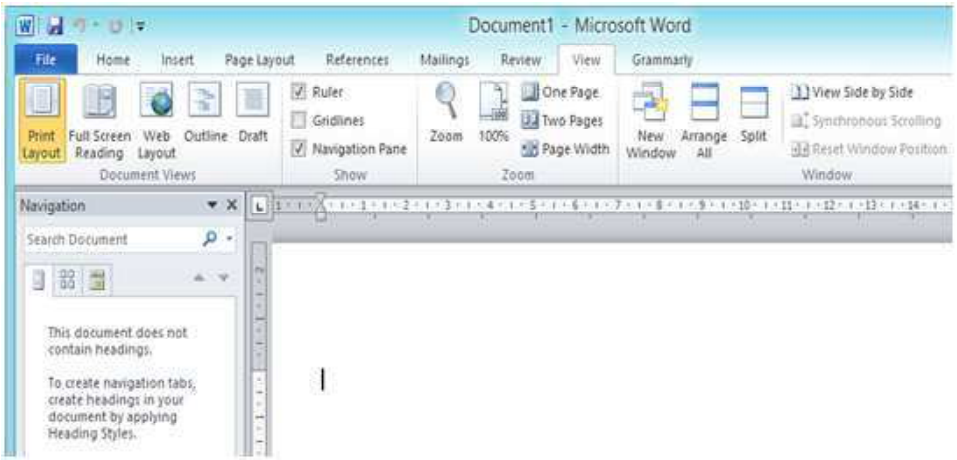


Fig. 6.10: Document View Options

- **Print Layout View:** The Print Layout View shows the document as it will look when it is printed.
- **Full Screen Reading:** You can read a document in full screen mode and navigate from one page to another page through the arrow keys.

- **Web Layout View:** Web Layout View enables you to view your document as it would appear in a browser such as Internet Explorer, Mozilla etc.
- **Outline View:** Outline View displays the document in outline form. Headings can be displayed without the text. If you move a heading, the accompanying text moves with it.
- **Draft:** In this mode, the text of the document will only be displayed. Pictures and figures will not be displayed in the view.

6.10 ENTERING AND SAVING TEXT IN A DOCUMENT

After opening a new word document, you can simply enter text/ content by typing through the keyboard. To save a word document, go to File → Save option. A dialog box will appear where you have to mention the file name and the location where you want to store the file and click the Save button as shown in Figure 6.11. (It is a good practice to save a document by creating a folder in a hard disk drive i.e. either drive D:, E: etc.)

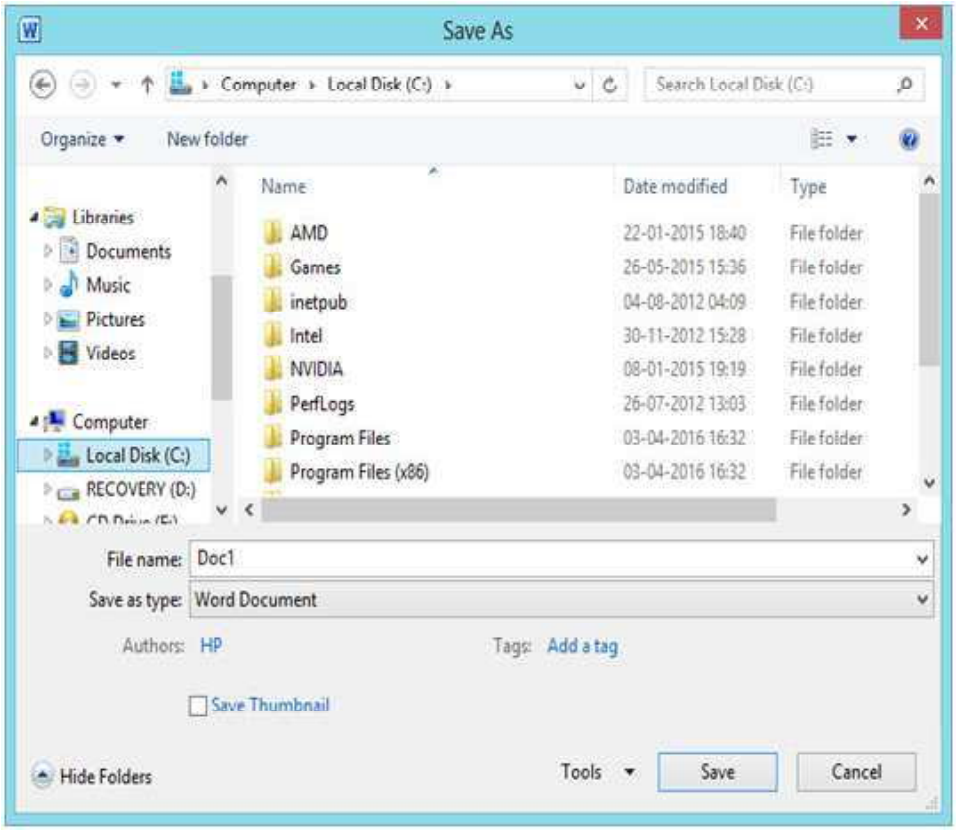


Fig. 6.11: Saving a Word Document

6.11 EXITING MS-WORD

Typically, you would save your work before exiting. To exit Word, go to File → Exit options

If you have entered text, you will be prompted: ‘‘Do you want to save changes you made to Document1?’’ Since, till now, we haven’t discussed how to work with texts, we don’t need to save the document. So click No.

6.12 OPENING AN EXISTING DOCUMENT

In MS-Word, you can open an existing document by following the steps below:

Step 1: Open MS-Word application.

Step 2: Choose File → Open option. The following window will open.

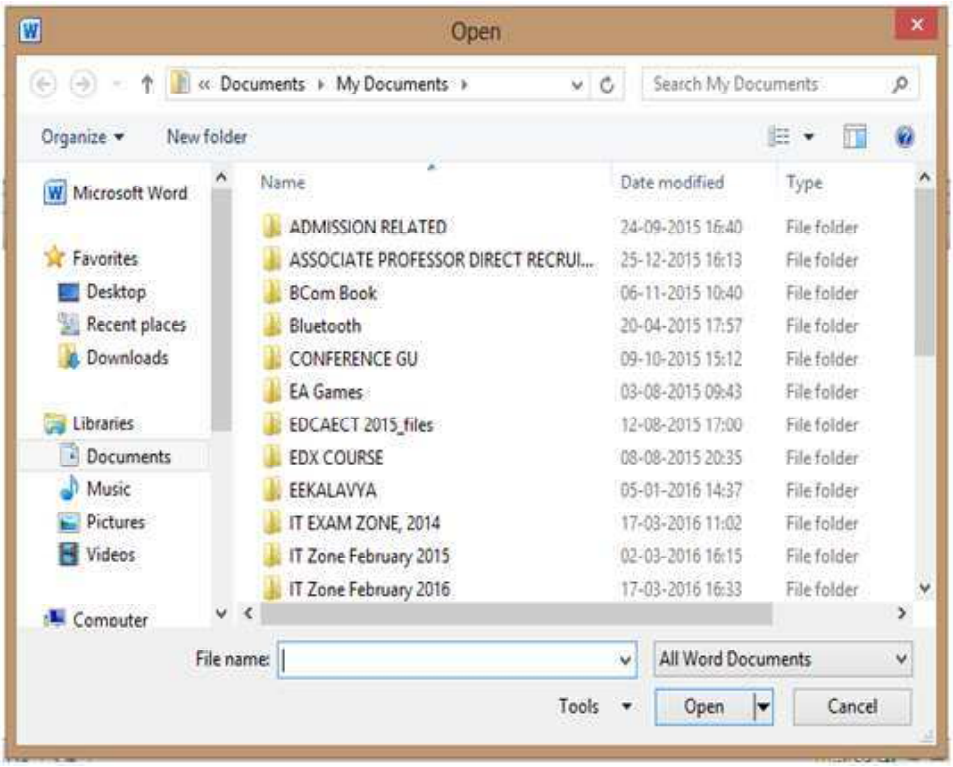


Fig. 6.12: Opening an Existing Document

Step 3: Find the location of the document you have saved in your computer. Then click over the document and click the open button. The existing document will be displayed.



CHECK YOUR PROGRESS

Do the following exercises:

Q.1: Start the MS-Word application and make the page size A4 .

Q.2: If the Ruler is available, make it unavailable and then again make it available.

Q.3: Exit MS-Word without saving it.

6.13 WORKING WITH TEXT

6.13.1 Erasing Text

Using the Backspace Key: The Backspace key erases the text before the cursor position. On one press on the Backspace Key, only one letter is erased. Consider the exercise mentioned below:



Exercise 1:

1) Type the following text:
   Krishna Kanta Handiqui State Open University Guwahati
2) Suppose you have to erase the word ‘‘Guwahati’’. Now using either the arrow keys or the mouse, place the cursor after the letter ‘‘i’’ in ‘‘Guwahati’’.
3) Press the Backspace key until the word ‘‘Guwahati’’ is erased.
4) The sentence should now read:
   Krishna KantaHandiqui State Open University

Using the Delete Key: The Delete key erases the text after the cursor position. On one press on the Delete key, only one letter is erased. Consider the exercise mentioned below:



Exercise 2:

1) Type the following text:
   Krishna KantaHandiqui State Open University Guwahati

2) Suppose you have to erase the word “Guwahati”. Now using either the arrow keys or the mouse, place the cursor before the letter “G” in ‘‘Guwahati’’.
3) Press the Delete key until the word "Guwahati" is deleted.
4) The sentence should now read:
   Krishna KantaHandiqui State Open University

You can also erase the text by highlighting the text to be erased and then either pressing the Backspace key or the Delete key only once.

6.13.2 Bold, Underline, and Italicize Text

You can make bold, underline or italicize text in a document. You can also combine these features - in other words, you can bold, underline and italicize the same piece of text.



Exercise 3:

Type the following sentence:
Krishna KantaHandiqui State Open University.

1) Highlight the expression ‘‘Krishna KantaHandiqui State Open University’’. To do so, place the cursor before the letter ‘‘K’’ in the word ‘‘Krishna”. Press the Shift key; then press the right arrow key until the entire sentence is highlighted.
2) Click the Bold icon  on the toolbar.

Note: To turn off bold, highlight the text and press the Bold icon again. Click anywhere in the text area to remove the highlighting.



Exercise 4:

1) Highlight the words ‘‘Krishna KantaHandiqui State Open University’’. To do so, place the cursor before the letter ‘‘K’’ in the word ‘‘Krishna”. Press the Shift key; then press the right arrow key until the entire expression is highlighted.
2) Click the Italic icon  on the toolbar.

Note: To turn off italics, highlight the text and press the Italic icon again. Click anywhere in the text area to remove the highlighting.



Exercise 5:

1) Highlight the sentence you want to underline.
2) Click the Underline icon U on the toolbar. You will get a single underline.

Note: To turn off underlining, press the Underline icon again. Click anywhere in the text area to remove the highlighting.

6.14 COPY, CUT AND PASTE METHOD

Copy and Paste Method: In Microsoft word, you can copy text from one area of the document and place that text elsewhere in the document. When you copy a text, it is stored on the clipboard. Information stored on the Cclipboard stays there until new information is copied. Each time you execute copy, you replace the old information on the clipboard with whatever you just copied. You can paste clipboard information as often as you like.



Exercise 6:

1) Type the following:
   We are the students of KKH State Open University. We are doing BCA under this University.

   Copy by Using Keys:

1) Highlight “We are the students of KKH State Open University”.
2) Press Ctrl-c.

   Paste by Using Keys:

1) Place the cursor after the sentence “We are doing BCA under this University”.
2) Press the spacebar to leave a space.
3) Press Ctrl-v.
4) Your text will be looked as follows:

We are the students of KKH State Open University. We are doing BCA under this University. We are the students of KKH State Open University.

In Microsoft word, you can cut (delete) text from one area of a document and save that text so it can be pasted elsewhere in the document. When you cut the text, it is deleted from the place from where it is cut and stored on the clipboard. Each time you execute cut, you replace the old information on the clipboard with whatever you just cut. You can paste clipboard information as often as you like.

Cut and Paste Method:



Exercise 7:

Type the following:

We are the students of KKH State Open University. We are doing BCA under this University.

Cut by Using Keys:

1) Highlight "We are the students of KKH State Open University".
2) Press Ctrl-x.
3) Your text will appear as follows:

   We are doing BCA under this University.

Paste by Using Keys:

1) Place the cursor after the sentence "We are doing BCA under this University".
2) Press the spacebar to leave a space.
3) Press Ctrl-v.
4) Your text will appear as follows:

   We are doing BCA under this University. We are the students of KKH State Open University.

6.15 FIND AND REPLACE

Find: You can quickly search for every occurrence of a specific word or phrase.

1) On the Home tab, in the Editing group, click Find. Or press CTRL+F.



The Navigation Pane Opens:

2) In the Search Document box, type the text that you want to find.
3) Click a result to see it in your document, or browse through all the results by clicking the Next Search Result and Previous Search Result arrows.

Note: If you make a change in your document and the search results disappear, click the down arrow in the Navigation pane to view the list of results.

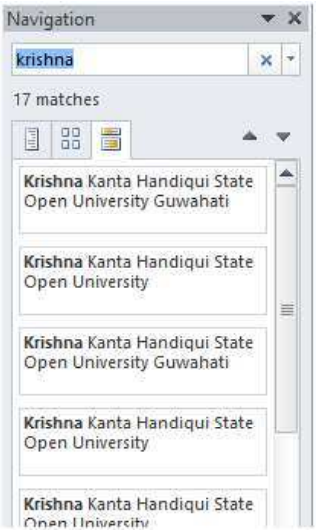
Find other Document Elements: To search for a table, a graphic, a comment, a footnote or an endnote, or an equation, do the following:

1) On the Home tab, in the Editing group, click Find. Or press CTRL+F.



The Navigation Pane Opens:

2) Click the arrow next to the magnifying glass, and then click the option that you want.



3) Search Result and Previous Search Result arrows.

Find and Replace Rext:

1) On the Home tab, in the Editing group, click Replace.

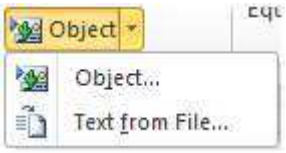


2) In the Find what box, type the text that you want to search for and replace.
3) In the Replace with box, type the replacement text.
4) Click Find Next, and then do one of the following:
   a) To replace the highlighted text, click Replace.
   b) To replace all instances of the text in your document, click Replace All.
   c) To skip this instance of the text and proceed to the next instance, click Find Next.

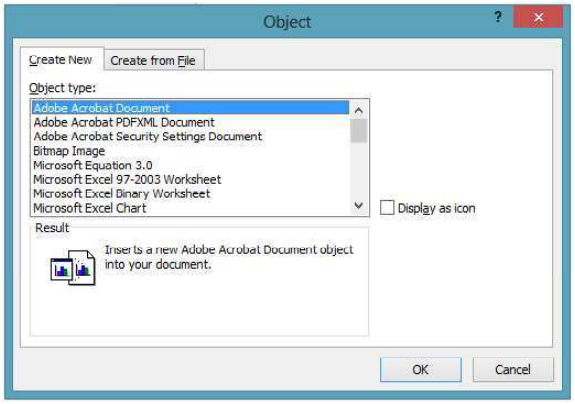
6.16 INSERTING OBJECTS

You can insert objects like video file, image or Excel into a word document. For this, follow the steps:

1) Go to Insert Object option.



2) Choose the Object option. The following screen will be displayed.



3) Choose the object you want to insert and press Ok button.



CHECK YOUR PROGRESS

Q.4: Type the following text:

The quick brown fox jumps over the lazy dog.

Now edit the above text so that it becomes as follows:

The quick brown ***fox*** jumps over the lazy dog.

Q.5: Find the text quick in the above line of text and replace it with smart.



6.17 LET US SUM UP

- Microsoft word is a Word Processor– a type of application software used to create, edit and print documents.
- The Title Bar, located at the very top of the screen, displays the name of the document you are currently using.
- The Menu Bar, located directly below the Title Bar, contains different Menus.
- Rulers are found at the top and left of a document and indicate text positioning, such as size of the margins.
- The Status Bar appears at the very bottom of the screen and provides such information as the current page, total number of pages etc.
- You can make text bold, italic and underline it by the shortcut keys: ctrl + b, ctrl + i and ctrl + u
- You can search a word and replace it with another word in a document using Find and Replace method.
- You can insert an object like an image, a chart, a PowerPoint file or an excel file in a word document.



6.18 ANSWER TO CHECK YOUR PROGRESS

Ans. to Q. No. 1: Page Layout → Size → A4 ↵

Ans. to Q. No. 2: View → Ruler Check for available and uncheck to hide

Ans. to Q. No. 3: a) Befor Home menu Click office button → close

or

b) File → close

Ans. to Q. No. 4: Select the word fox then click on B button or after selecting press ctrl + B

Ans. to Q. No. 5: Press ctro+F then click on Replace tab, then type the text 'quick' in 'Find what' prompt and type the text 'smart' in Replace with prompt then click on Replace button.



6.19 FURTHER READING

1) Habraken, J. (2010): *Microsoft Office 2010 in Depth*; Que Publishing.
2) Siechert, C. & Bott, E. (2010): *Microsoft® Office 2010 Inside Out*; Microsoft Press.



6.20 MODEL QUESTIONS

Q.1: Explain with an example how you can make a text bold, italic it and underline it.

Q.2: Explain with an example the copy and paste method.

Q.3: Explain with an example the cut and paste method.

Q.4: Write down the steps to Exit the MS-Word application.

*** ***** ***

UNIT 7: FORMATTING A WORD DOCUMENT

UNIT STRUCTURE

7.1 Learning Objectives

7.2 Introduction

7.3 The Tab Key

7.4 Bullets and Numbering

7.5 Undo and Redo

7.6 Working with Fonts

7.7 Page Break

7.8 Header and Footer

- 7.8.1 Creating Header and Footer
- 7.8.2 Separating Header and Footer
- 7.8.3 Putting Page Number in Header and Footer

7.9 Page Setup

7.10 Let Us Sum Up

6.11 Answer to Check Your Progress

7.12 Further Reading

7.13 Model Questions

7.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- set the tab key
- create bulleted and numbered lists
- undo and redo actions
- change the font-size, font-type and font-color
- break a page
- insert header and footer
- set up a page by adjusting the margins.

7.2 INTRODUCTION

In the previous unit, we have discussed the basics of word processor. We have learned about opening, closing, and the use of copy-paste and

cut-paste method. We have also learned to find a particular pattern and to insert objects in a document.

In this unit, we will learn how formatting can be done in a document. We will learn to use header and footer, set up page breaks and set ups.

7.3 THE TAB KEY

Tab stops are locations on each line of the Microsoft word document placed at regular intervals (usually half an inch) at which the cursor stops after the Tab key is pressed. MS Word has default tabs at 0.5 inch intervals and their locations are displayed as tiny vertical lines below the horizontal ruler. Each press of the Tab key moves the cursor to the tab stop immediately right of it.

There are five types of tab stops:

a) Left Tab: Left aligns the text at the tab stop
b) Centre Tab: Centres the text around the tab stop.
c) Right Tab: Right aligns the text at the tab stop.
d) Decimal Tab: Aligns numbers using the decimal point.
e) Bar Tab: Draws a vertical line at the tab stop.

7.4 BULLETS AND NUMBERING

In Microsoft word, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You select the one you wish to use. Try the exercises to see how it works.

Examples: Numbering

1. Apple	1) Apple	I. Apple	i. Apple
2. Orange	2) Orange	II. Orange	ii. Orange
3. Grape	3) Grape	III. Grape	iii. Grape
4. Mango	4) Mango	IV. Cherry	iv. Mango
5. Cherry	5) Cherry	V. Cherry	v. Cherry

A. Apple	A) Apple	(a) Apple
B. Orange	B) Orange	(b) Orange
C. Grape	C) Grape	(c) Grape

D. Mango	D) Mango	(d) Cherry
E. Cherry	E) Cherry	(e) Cherry

Examples: Bulleting

● Apple	■ Apple	❖ Apple
● Orange	■ Orange	❖ Orange
● Grape	■ Grape	❖ Grape
● Mango	■ Mango	❖ Cherry
● Cherry	■ Cherry	❖ Cherry
□ Apple	❖ Apple	➢ Apple
□ Orange	❖ Orange	➢ Orange
□ Grape	❖ Grape	➢ Grape
□ Mango	❖ Mango	➢ Cherry
□ Cherry	❖ Cherry	➢ Cherry
1. Apple	1) Apple	I. Apple
2. Orange	2) Orange	II. Orange
3. Grape	3) Grape	III. Grape
4. Mango	4) Mango	IV. Cherry
5. Cherry	5) Cherry	V. Cherry



Exercise 7.1: Type the following as shown below:

Apple
Orange
Grape
Mango
Cherry

Numbering by Using the Icon:

1) Highlight the list you typed.
2) Click the Numbering icon on the Formatting toolbar. Your list is now numbered.

To remove the numbering:

1) Highlight the list again.
2) Click again on the Numbering icon. Your list is no longer numbered.

Bulleting:

Bulleting by Using the Icon:

1) Highlight the list you typed
2) Click the Bullets icon on the Formatting toolbar. Your list is now bulleted.

To remove the bulleting:

1) Highlight the list again.
2) Click the Bullets icon again. Your list is no longer bulleted.

7.5 UNDO & REDO

You can quickly reverse most commands you execute by using undo. If you then change your mind, you can use redo.

Exercise 7.2: undo & redo the following by using keys

1) Type: KKHSOU.
2) Press Ctrl-z. The typing disappears.
3) Press Ctrl-y. The typing reappears.
4) Highlight "KKHSOU"
5) Press Ctrl-u to underline.
6) Press Ctrl-z. The underline is removed.
7) Press Ctrl-y. The underline reappears.

7.6 WORKING WITH FONTS

You can make your document look impressive by changing the font of your text. MS-Word has number of fonts, which have different shapes and style of characters. The default font of the WS-Word is the ‘‘Times New Roman’’. You can change your font type, font style, font size and font color from the Formatting Toolbar as shown in Figure 7.1.



Fig. 7.1: Formatting Toolbar

You can also set the fonts properties by right clicking over the text and choosing the font option and this will display the "Font" dialog box as shown in Figure 7.2. From this dialog box you can select any font by scrolling the "Font" list box. You can also set the font style from "Font style" list box, which has mainly four styles as in the figure. The third list box is the "Size" box. You can select any font size as required.

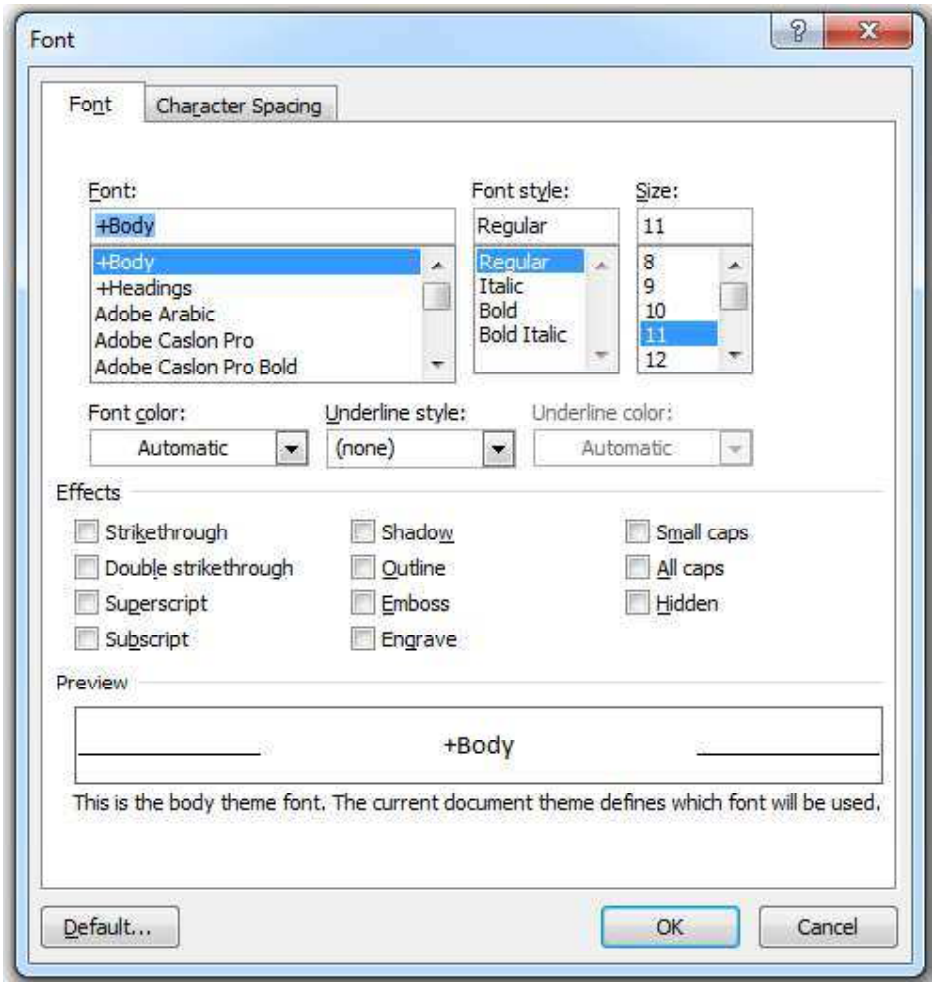


Fig. 7.2: Font Dialog Box

The following exercise illustrates changing the font size.

Font Size:

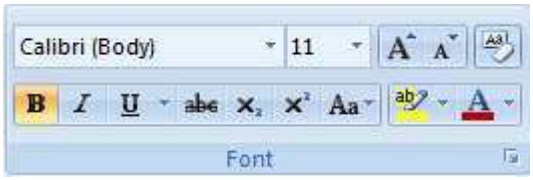
Change Font Size by Using the Toolbar:



1) Highlight the following text:
   "I am the smallest. I am a little bigger. I am the biggest."
2) Press Ctrl-spacebar to set the formatting back to the default.
3) Highlight "I am the smallest".
4) In the font size box on the toolbar, type 8.
5) Press Enter.
6) Highlight "I am a little bigger".
7) In the Font Size box on the toolbar, type 14.
8) Press Enter.
9) Highlight "I am the biggest."
10) In the Font Size box on the toolbar, type 24.
11) Press Enter.

Font Type: In Microsoft word, you can change the font (the "family" of type you use for your text). This feature is illustrated in the following exercise:

Change the Font by Using the Formatting Toolbar:



1) Highlight "Krishna KantaHandiqui State Open University".
2) Press Ctrl-spacebar. Ctrl-spacebar sets the formatting back to the default.
3) Highlight "KrishnaKantaHandiqui".
4) Click to open the Font pull-down menu on the Formatting toolbar.
5) Click "Arial".
6) Next, highlight "State Open University".
7) Click to open the Font pull-down menuon the Formatting toolbar.
8) Click "Courier".
   Your text should now look similar to the following:
   "Krishna Kanta Handique State Open University".



CHECK YOUR PROGRESS

Q.1: Create the following bulleted list:

- ❑ First Generation Computers
- ❑ Second Generation Computers
- ❑ Third Generation Computers
- ❑ Fourth Generation Computers
- ❑ Fifth Generation Computers

Q.2: Type the following:

"The quick brown fox jumps over the lazy dog"

Now do the following:

a) Change the size of the word 'brown fox' to 16 point.

b) Change the size of the word 'lazy dog' to 17 point.

c) Set the style of the fonts of the word 'brown fox' to verdana.

7.7 PAGE BREAKS

MS-Word automatically wraps text to the following page based on page margins, paragraph indents and other criteria. You can insert a manual page break any time you want to force word to start a new page. To insert page break, move the cursor where you want to set the page break.

Click the "Break" command from the "Insert" menu.

7.8 HEADERS AND FOOTERS

Header and Footer appear at the top and bottom respectively of a document. Header is a special text, which is often used for repeating the title of a document from a page to another page and entering page number at the top of the document. Also graphic symbol can be displayed as header. Footer is often used for the same purpose but at the bottom of a document. Headers and footers are also useful for placing backgrounds and watermarks on the page.

7.8.1 Creation of Header and Footer

Headers and footers can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document.

To insert a header or footer:

1) Select the Insert tab.
2) Click either the Header or Footer option. A drop-down menu will appear.
3) From the drop-down menu, select blank to insert a blank header or footer, or choose one of the built-in options.

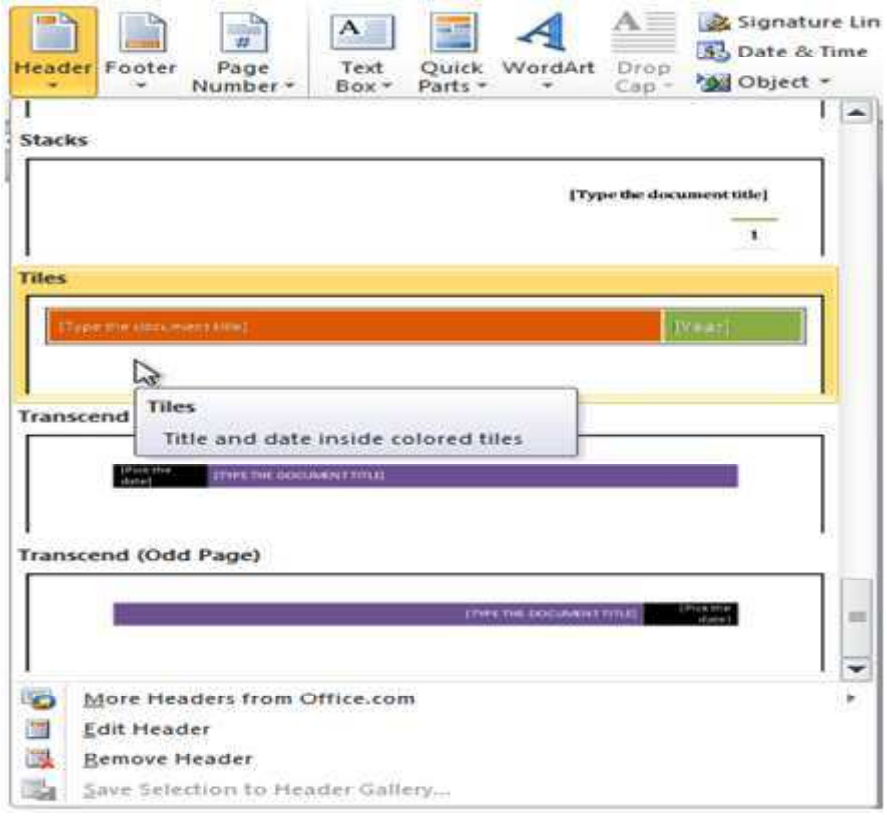


Fig. 7.3: Creation of Header and Footer

4) The design tab will appear on the ribbon, and the header or footer will appear in the document.
5) Type the desired information into the header or footer.

Note: After you close the header or footer, it will still be visible, but it will be locked. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

7.8.2 Separating Header and Footer

Sometimes in documents like a book, which has even and odd pages, problem occurs to mark header for even page and footer for odd page or vice-versa. Suppose you want to Header "BCA 1st Semester" for even page and footer "P.T.O." for odd page. Now go to Page Layout → 'Margins' → Custom Margins option. A "Page Setup" dialog box will be displayed as shown in the Figure 7.5. Select the "Layout" tab if not selected. Now set the "Odd page" option from the "Section start" box and check the "Different odd and even" option in the headers and footers section.

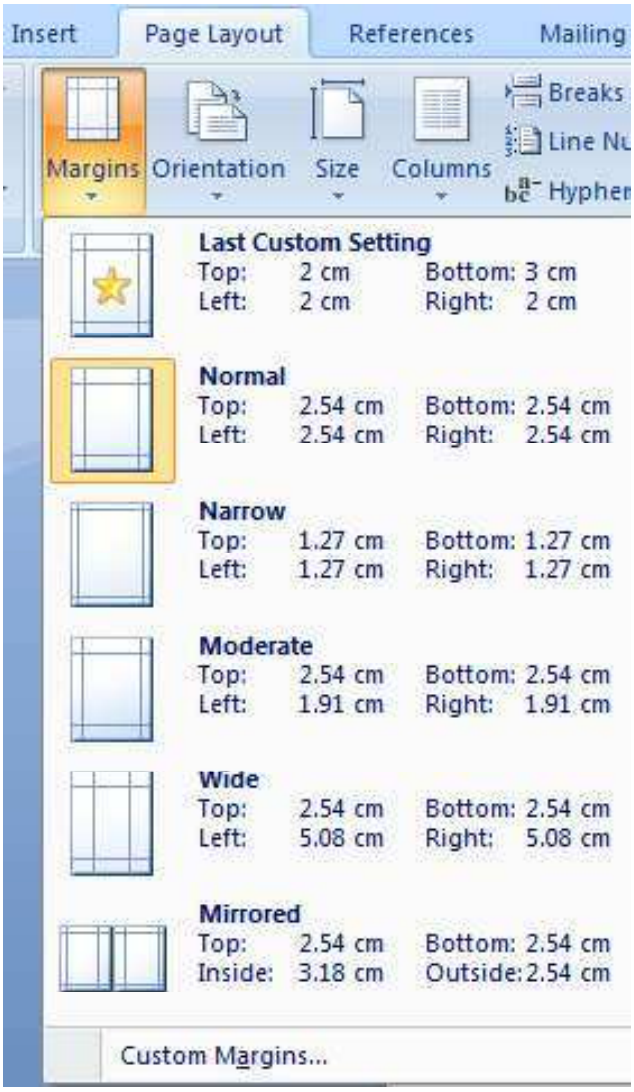


Fig. 7.4: Different Types of Margins

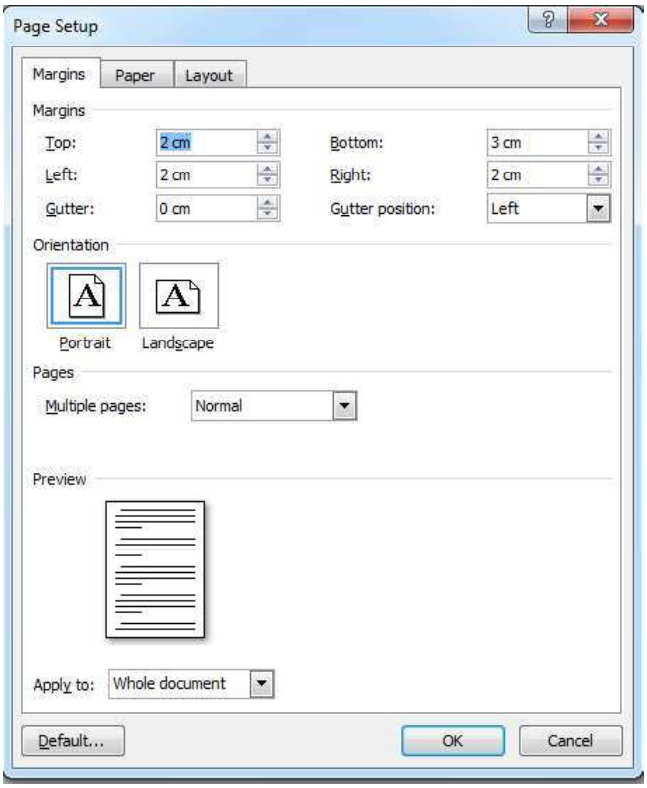


Fig. 7.5: Page Setup

Now click the ‘‘OK’’ button. Now create the Header for the first odd page and then create the Footer for the first even page of the document as described earlier.

7.8.3 Putting Page Numbers in Header and Footer

You can insert Page numbers automatically in the Header or Footer. To insert Page numbers, click the “Page Numbers…” command from the “Insert” menu (Figure 7.6)

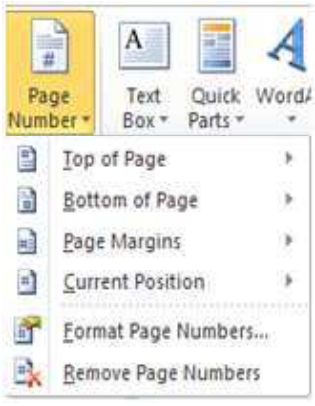


Fig. 7.6: Page Number

After setting the position and alignment of the page numbers as necessary click the ‘‘OK” button to set settings and close the dialog box.

7.9 PAGE SETUP

You can change the margin of the document with the Page Layout ' Margin option (Figure 7.7).

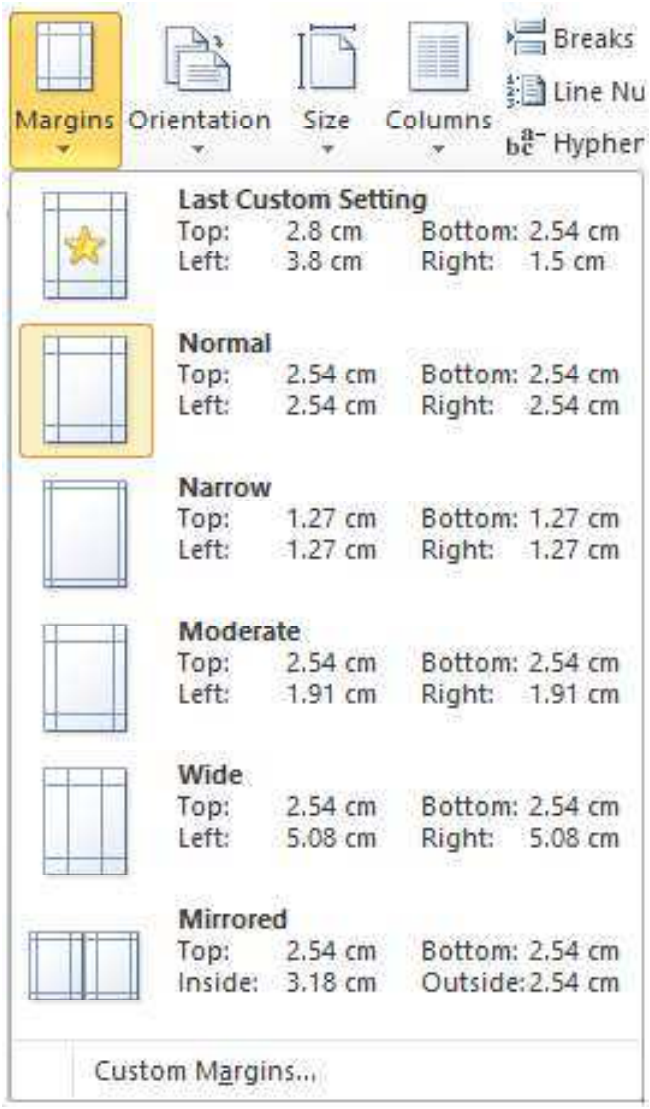


Fig 7.7: Margins Option in Page Setup

You can change the margin of the page, by clicking the Custom Margin option (Figure 7.8).

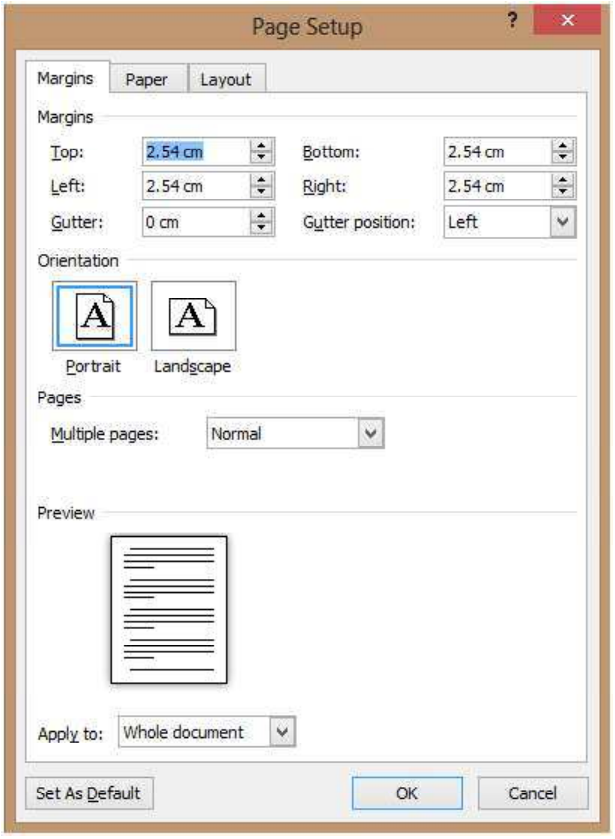


Fig 7.8: Selection of Custom Margin

The ‘‘Page Setup’’ command will display ‘‘Page Setup’’ dialog box as shown in Figure 7.8. This dialog box has mainly three options: Margins, Paper and Layout.

Changing the Margins: If you want to change the margin then click the ‘‘Margin" option from the ‘‘Page Setup’’ dialog box. Now there are six margins such as top, bottom, left, right, Gutter and Gutter-position.

- The ‘‘Top’’ margin is from the top of the page. This margin is measured in inches. MS-Word has default top margin 2.54 cm at the top of every page.
- The ‘‘Bottom’’ margin is from the bottom of the page to the last line of the text. MS-Word has default bottom margin of 2.54 cm at the bottom of every page.
- The ‘‘Left’’ margin is from the left side of the page. MS-Word has default left margin 2.54 cm.
- The ‘‘Right’’ margin is from the right side of the page. MS-Word has default right margin 2.54 cm.

- There is also "Gutter" margin, it is also called binding margin. This margin is used only when you want to prepare a document that will be bound and you want to leave a specific margin for binding.
- The "Gutter-position" specifies the position of the gutter. Three options are available for the Gutter-position: Left, Right and Top.

You can change the margins according to your requirement. If you want to change any margins then either type the desired margin in the margin box or move the cursor in the margin box and use up and down arrow keys to increase and decrease the margin. You can also apply the changes to the whole document or part of the document as required by selecting from the "Apply To" box. You can also set the default setup by clicking in the "Set as Default" button.

Changing the Paper: If you want to change the paper size, click the "Paper" option from the "Page Setup" dialog box (Figure 7.9).

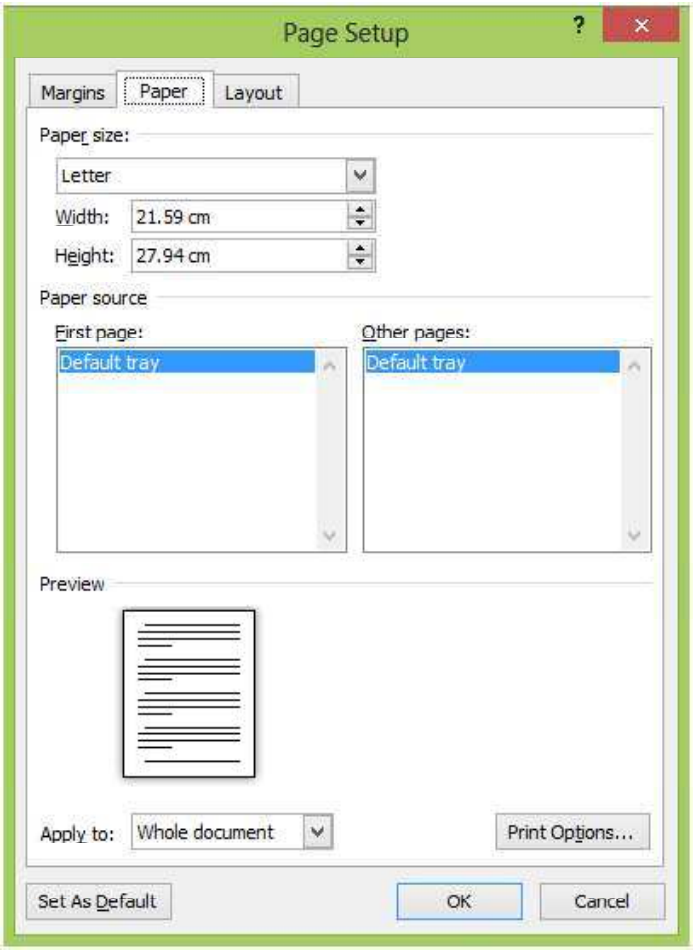


Fig. 7.9: Selection of Paper Option in Page Setup

It has paper size, width, height and Paper source. You can apply the changes to whole document or part of document. You can change the paper size by typing directly in the boxes or by using the spinner button at right hand side of "Paper size" box. You can increase or decrease the width and height in the "Width" and "Height" boxes.

You can also choose the source of the pages to be printed from the "Paper source" option. You can also apply the changes to the whole document or part of the document as required by selecting from the "Apply To" box. You can also set the default setup by clicking in the "Set as Default" button.



CHECK YOUR PROGRESS

Q.3: a) Create a header and footer in a word document. The text "PC Software" should be included in the header part and the page number should be included in the footer part. The page number should be right aligned.

b) Change the margin of the document as: Top 1.18″, Bottom 0.79″, Left 1.18″ and Right 2.55″.



7.10 LET US SUM UP

- The default tab setting for Microsoft Word is .5 inches.
- In Microsoft Word, you can easily create bulleted or numbered lists of items.
- You can quickly reverse most commands you execute by using Undo command
- Using the Redo command, you can go to the previous state after you use the Undo command.
- The font style, size and color of a document can be changed.
- A manual page break can be inserted at any time to force Word to start a new page.

- Header is a special text that appears at the top of the page, which is often used for repeating the title of a document from a page to another page and entering page number at the top of the document.
- Footer is often used for the same purpose but at the bottom of a document.
- The margin of the document can be changed with the Page Setup command.



7.11 ANSWER TO CHECK YOUR PROGRESS

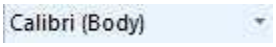
Ans. to Q. No. 1: a) Type the text in four lines.

b) Select all the lines.

c) In Home tab there in an icon  bullets and click on that icon.

Ans. to Q. No. 2: a) Type the sentence and select the words 'brown forn' then in Home tab for size  icon is there. you change the value 11 to 16 as per your need.

b) Same as above 29 answer.

c) Select the word 'brown torn' then in home tab Font  icon is there you change the value by clicking in that point.



7.12 FURTHER READING

1) Habraken, J. (2010): *Microsoft Office 2010 in Depth*; Que Publishing.

2) Nelson, Stephen L.: *Word 2002 From A to Z*; FireWall Media.

3) Siechert, C. & Bott, E. (2010): *Microsoft® Office 2010 Inside Out*; Microsoft Press.

4) Tommy, Adrienne: *On Your Side– Word 2002*; FireWall Media.



7.13 MODEL QUESTIONS

Q.1: What is the use of the Tab key? How can the Tab key be set?

Q.2: How can the bulleted or numbered text be created in a document?

Q.3: What is Undo and Redo command?

Q.4: What is page-break?

Q.5: What is the use of header and footer in a word document? How header and footer can be inserted in a document?

Q.6: How can page number be inserted in header and footer in a document?

*** ***** ***

UNIT 8: WORKING WITH TABLES

UNIT STRUCTURE

8.1 Learning Objectives

8.2 Introduction

8.3 Creating a Table

8.4 Deleting a Table

8.5 Moving Around a Table

8.6 Selecting a Table, Column, Row and Cell

8.7 Entering, Editing and Deleting Texts

8.8 Inserting Columns and Rows

8.9 Deleting Columns and Rows

8.10 Merge Cells

8.11 Split Cells

8.12 Let Us Sum Up

8.13 Further Reading

8.14 Model Questions

8.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- create a table and enter text in it
- delete a table
- select a table, column, row and cell
- add rows and columns to a table
- remove rows and columns from a table
- merge and split cells.

8.2 INTRODUCTION

MS-Word has the facility of creating tables so that we can put some data in a tabular format. You can create table by drawing or inserting a table. In this unit, we will discuss how to work with tables.

8.3 CREATING A TABLE

You can create a table by using the following steps:

1) Position the cursor in the position where you want to insert a table in the document.
2) Select the Insert 'Table' Insert Table option shown in Figure 8.1.

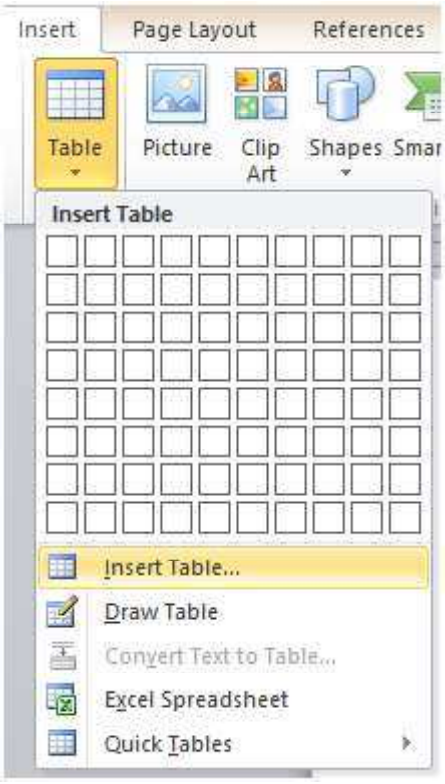


Fig. 8.1: Insert Table

3) An "Insert Table" dialog box will be displayed as shown in Figure 8.2.

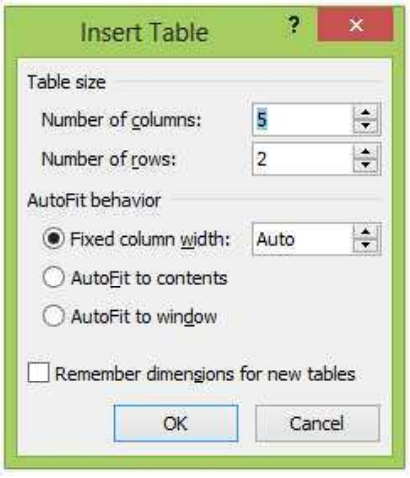


Fig. 8.2: Insert Number of Rows and Columns

4) Now mention the number of columns and rows for the table in the "Number of columns" and "Number of rows" boxes.
5) Check any of the AutoFit behaviour options by checking any of the radio buttons in the dialog box.
6) Now click the "OK" button.
7) A table will be inserted in the current cursor location.



Exercise 1: Create a four-column, five-row table and follow the given instructions:

1) Choose Insert 'Table' Insert Table option from the menu. The Insert Table dialog box opens.
2) Type 4 in the Number of Columns field.
3) Type 5 in the Number of Rows field.
4) Select Auto in the Fixed Column Width field. Selecting Auto allows Microsoft Word to determine the size of your column widths. Alternatively, you can enter the column width you desire.
5) Click OK. Your table should look like the one shown here, with four columns and five rows.

Fig. 8.3: Table with 4 Columns and 5 Rows

Alternate Method– Creating a Table by Selecting Rows and Columns:

Step 1: Choose Insert 'Table option' from the menu.

Step 2: Select the number of rows and columns you need and click the mouse button.

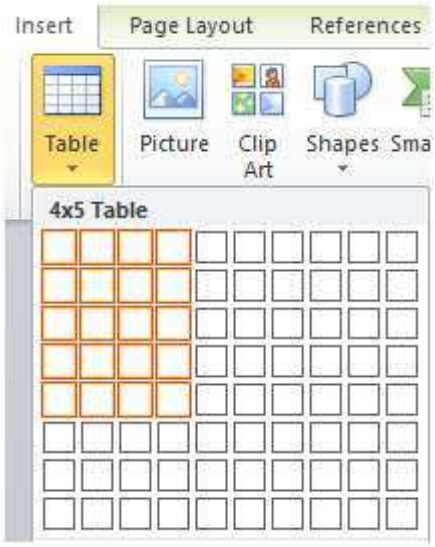


Fig. 8.4: Alternate Method for Creating Table

8.4 DELETING A TABLE

To delete a table, select the table by placing the cursor over the table in the location and then press the delete keys shown in Figure 8.5.

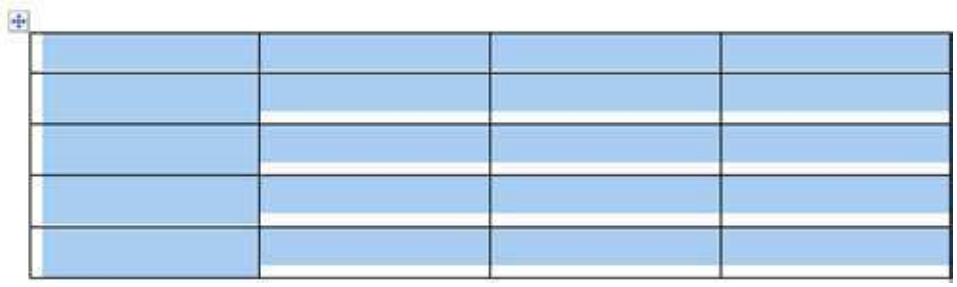


Fig. 8.5: Deleting a Table

8.5 MOVING AROUND A TABLE

Each block in a table is called a cell. Use the Tab key to move from cell to cell from left to right. Use Shift-Tab to move from cell to cell from right to left. The following exercise demonstrates it:

1) Click in the first cell in the first column.
2) Press the Tab key nine times. The cursor moves forward nine cells.
3) Press Shift-Tab six times. The cursor moves backward six cells.

   Note: You can also move to a cell by clicking in the cell. In addition, you can move around the table by using the left, right, up, and down arrow keys.

8.6 SELECTING A TABLE, CMOLUMN, ROW AND CELL

a) You can select the table by clicking at any of the cells of the Table and then right click the mouse button and select the Select -> Table command from menu (Figure 8.6).



Fig.8.6: Selecting Cell, Row Column of a Table

b) You can select a column by clicking at any of the cells in the column and then right click the mouse button and select the Select –> Column command from menu.

c) You can select a row by clicking at any of the cells in the row and then right click the mouse button and select the Select –> Row command from menu.

d) You can select a cell by clicking at the cell of the table and then right click the mouse button and select the Select –> Cell command from menu.

8.7 ENTERING, EDITING AND DELETING TEXT

After inserting a table with five numbers of columns and six numbers of rows, the Table will look like as shown in Figure 8.3. Now to enter text in a cell, click at the cell to place the cursor and type the text you wish, in the cell.

You can also edit the text in a cell, by clicking at the cell to place the cursor and then edit the text as required. You can align, change the font properties etc. of a text in a cell or texts in some cells or texts in all the cells in the way as the texts in the document (By selecting the text in a cell or texts in some cells or texts in all the cells).

Also to delete a text or a portion of a text in a cell, select the text or the portion of the text and press the “Delete” key form the keyboard.

8.8 INSERTING COLUMNS AND ROWS

You can insert a column in a table. To insert a column in the table, click at a cell of the column after or before which the new column is to be inserted. Now right click the mouse button and select the Insert'Insert Columns to the Left or Insert'Insert Columns to the Right option from the menu (Figure 8.7).

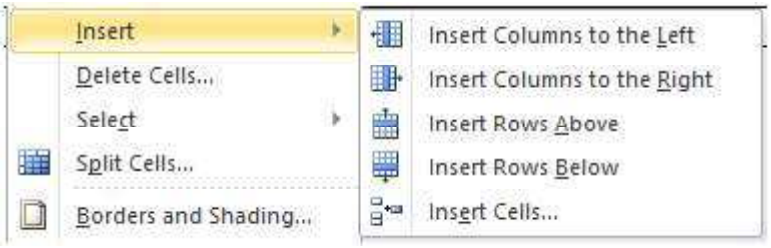


Fig. 8.7: Inserting addition Rows and Columns

You can also insert a Row in a Table. To insert a Row in the Table, click at a cell of the column after or before which the new column is to be inserted. Now right click the mouse button and select the Insert'Insert Rows Above or Insert'Insert Rows Below option from the menu (Figure 8.7).



CHECK YOUR PROGRESS

Q.1: Create a table as shown below:

Roll No	Name	Address
100	R. Sarma	Guwahati
101	D. Kalita	Nagaon
102	S. Saikia	Sivsagar
103	K. Hussain	Dhuburi

a) Insert a column named ‘‘Phone’’ after the column ‘‘Address’’ and then type the phone number of all the four students.

b) Insert three rows between the 2nd row and the 3rd row and type the Roll No, Name, Address and Phone of the new three students.

8.9 DELETING COLUMNS AND ROWS

You can delete a column from a table. To delete a column from the table, click at a cell of the column, which is to be deleted. Now right click the mouse button and choose the Delete entire column option (Figure 8.8) to delete the entire column.

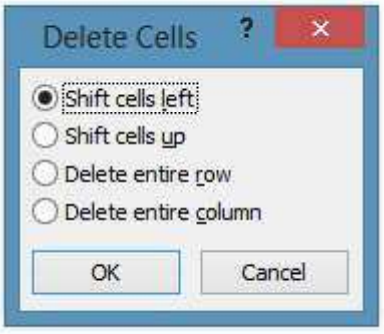


Fig. 8.8: Delete Cells Options

You can delete a Row from a Table. To delete a Row from the table, click at a cell of the row, which is to be deleted. Now right click the mouse button and choose the Delete entire row option (Figure 8.8) to delete the entire row.

8.10 MERGE CELLS

Using Microsoft Word, you can merge cells - turn two or more cells into one cell. Let us consider one example. Create a table as shown below:

Roll No	Name	Address

Fig. 8.9: Initial Table with 3 Columns and 5 Rows

Suppose we want to merge the cells of the above table (the four bottom-right cells). The structure of the table after merging the four cells will look as shown below:

Roll No	Name	Address

Fig. 8.10: Table after Merging

To get the above structure of the table, follow the steps:

Step 1: Select the four bottom-right cells (Figure 8.11)

Roll No	Name	Address

Fig. 8.11: After Selection of four Bottom Right Cells

Step 2: Right click the mouse button and choose the Merge Cells option.

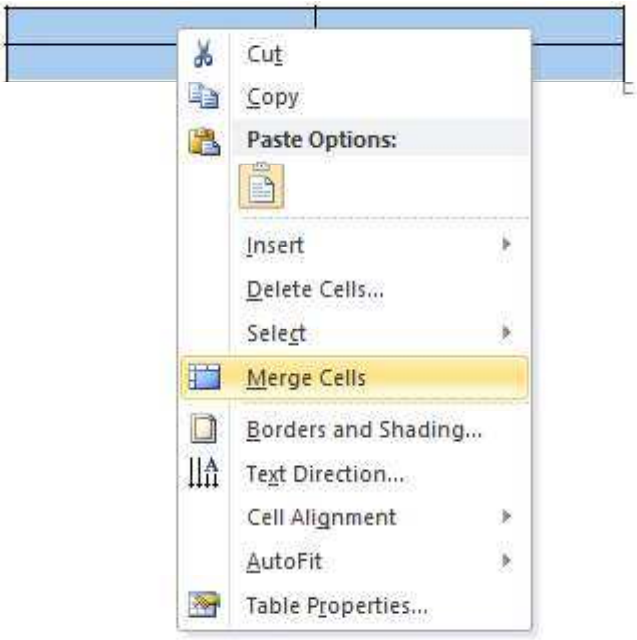


Fig. 8.12: Selecting Merge Cells Option

8.11 SPLIT CELLS

Using Microsoft Word, you can split a cell i.e. turn one cell into more than one cell. Let us consider the previous example. Create a table as shown below:

Roll No	Name	Address

Suppose we want to split the 6th cell (just below the address field) of the above table.

To split the cell, follow the steps given below:

Step 1: Place the cursor inside the cell by clicking the mouse button.

Step 2: Right click the mouse button and choose the Split Cells option as shown in Figure 8.13.

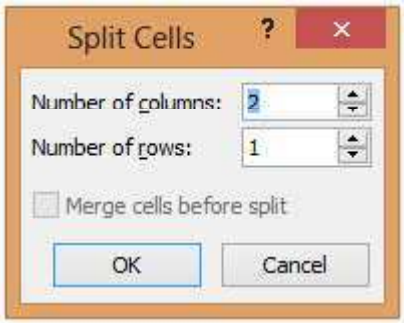


Fig. 8.13: Split Cells Option in a Table

In the above window, specify the number of rows and number of columns the cell will contain after splitting. Let us consider the number of columns as 2 and number of rows as 1.

Step 3: Click OK. The structure of the table will be as shown below:

Roll No	Name	Address	

Fig. 8.14: Table after Cells are Split



CHECK YOUR PROGRESS

Q.2: Create a table as shown below:

Roll No	Name	Address
100		
101		
102		
103		

a) Delete the 2nd row from the table.

b) Delete the 3rd column from the table.



8.12 LET US SUM UP

- A table can be created with the Insert'Table option.
- While creating a table, we have to specify the size of the table (i.e. the Number of Rows and Number of Columns of the table).
- Each block in a table is called a cell
- After creating a table, additional rows and columns can be inserted at any position in the table.
- The size of a table can be reduced by deleting row(s) or column(s) from the table.
- In a table, the cells can be merged.
- In a table, a particular cell can be split to form new cells.



8.13 FURTHER READING

1) Habraken, J. (2010): *Microsoft Office 2010 in Depth*; Que Publishing.

2) Siechert, C. & Bott, E. (2010): *Microsoft® Office 2010 Inside Out*; Microsoft Press.



8.14 MODEL QUESTIONS

Q.1: Describe the steps to create a new table?

Q.2: How can a new row be inserted in a table?

Q.3: How can a new column be inserted in a table?

Q.4: How can two or more cells be merged to form a new cell in a table?

Q.5: How can a cell be split to more than one cell in a table?

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UNIT 9: INTRODUCTION TO SPREADSHEET

UNIT STRUCTURE

9.1 Learning Objectives

9.2 Introduction

9.3 Starting MS-Excel

9.4 Parts of MS-Excel Window

- 9.4.1 The Title Bar
- 9.4.2 The Menu Bar
- 9.4.3 Row, Column and Cell
- 9.4.4 The Formula Bar and Status Bar
- 9.4.5 The Sheet Tab
- 9.4.6 The Horizontal and Vertical Scroll Bars

9.5 Exiting MS-Excel

9.6 Let Us Sum Up

9.7 Further Reading

9.8 Model Questions

9.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- start MS-Excel application
- learn a few basic terms like Click, Double-Click, Right-Click etc.
- learn about the different parts of a MS-Excel Window
- exit MS-Excel application.

9.2 INTRODUCTION

In the previous unit we have learn about word processing, but in this unit we will learn data processing using spreadshest.

Data and data storage is an important part of computing. But performing calculations on that data to create meaningful reports is equally important. Spreadsheets allow the users to do mathematical, financial and statistical calculations. Spreadsheet electronically duplicates an accountant's

or bookkeeper's tools. Once data is entered in a spreadsheet, variety of calculations can be applied to it, ranging from simple addition, subtraction, division to trigonometric, statistical and business calculations. MS-Excel is the most popular spreadsheet package. Now, before starting the MS-Excel, let us get familiar with a few important terms:

During the units that follow, you will be asked to "Click" items.

- When you are asked to click an item:
  1) Point the mouse pointer to the item.
  2) Press your left mouse button once.
- If you are asked to "Double-Click" an item:
  1) Point the mouse pointer to the item.
  2) Quickly press your left mouse button twice.
- If you are asked to "Right-Click":
  1) Point the mouse pointer to the item.
  2) Press your right mouse button once.

9.3 STARTING MS-EXCEL

Here we are going to use Microsoft Excel 2010 from the MS-Office 2010 package and the Operating System is Windows 7.

To start the MS-Excel Application, click  button and then under the "All Programs" menu, click "Microsoft Office" and then click "Microsoft Excel 2010". The screen shown in Figure 9.1 will appear.

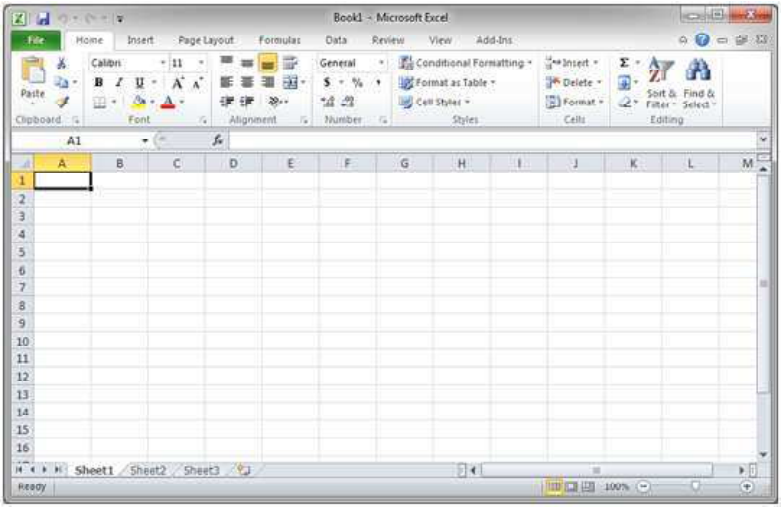


Fig. 9.1: MS-Excel 2010 Window

9.4 PARTS OF MS-EXCEL WINDOW

The different parts of MS-Excel Window (Figure 9.1) are:

9.4.1 The Title Bar

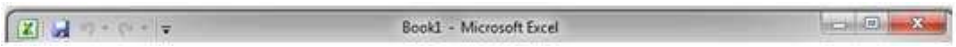


Fig. 9.2: Title Bar

The Title Bar is located at the very top of the window. On the Title Bar, MS-Excel displays the name of the workbook you are currently using with the application name. At the top of your window, you could see ‘‘Book1 –Microsoft Excel’’ or a similar name.

9.4.2 The Menu Bar



Fig. 9.3: Menu Bar

The Menu Bar is directly below the Title Bar. The Menu Bar contains the words, known as File, Home, Insert, Page Layout, Formulas, Data, Review, View and Add-Ins. Under each of the menus, there are various options/commands/sub-menus in the form of buttons. To use a menu, click at that menu. For example, the ‘‘Insert’’ menu is shown in Figure 9.4.

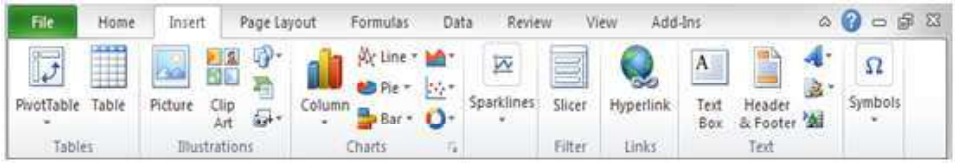


Fig. 9.4: ‘‘Insert’’ Menu Items

9.4.3 Row□Column and Cell

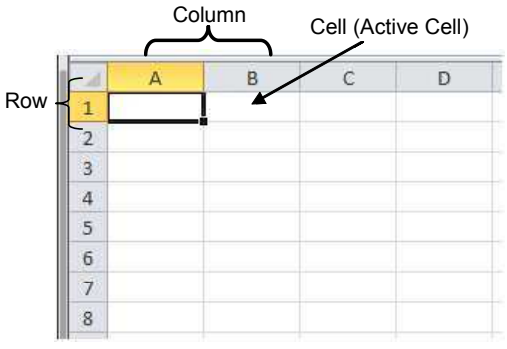


Fig. 9.5: Row□Column and Cells

In, MS-Excel, there are 256 columns and 65536 rows. The columns are numbered as A, B, C, D, … etc. and the rows are numbered as 1, 2, 3, 4, 5, … etc (Figure 9.5).

A cell is an area where you can type your data/text. The cell, which is currently selected, is called the active cell (Figure 9.5).

Each cell has an address. It consists of the column name and row number under which the cell falls. In case of the cell, i.e. active cell (Figure 9.5), the address is ‘‘A1’’, as the cell comes under the column “A” and row “1’’. When you create a new Excel workbook, the 1st cell, i.e. cell “A1’’, is always the active cell.

9.4.4 The Formula Bar and Status Bar



Fig. 9.6: The Formula Bar

MS-Excel uses the formula bar for displaying information, such as the address of the active cell, contents of the formula entered in the active cell etc.



Fig. 9.7: Status Bar

The bar, at the bottom, is called the status bar (Figure 9.7). MS-Excel uses this bar to display the following information.

- When you select a command, the left side of the status bar briefly describes the command.
- The left side of the status bar also indicates the status of the operation in progress. Such as entering data etc.

9.4.5 The Sheet Tab



Fig. 9.8: Sheet Tab

A MS-Excel workbook consists of worksheets. By default, there are three worksheets in a workbook and they are named as ‘‘Sheet1’’, ‘‘Sheet2’’ and ‘‘Sheet3’’ respectively. This tab enables you to switch between the sheets. By default, ‘‘Sheet1’’ is selected.

You can create more sheets by clicking on . You can also move between the sheets either by clicking on the sheets directly or by clicking on the arrow buttons on the sheet tab (Figure 9.8).

9.4.6 The Horizontal and Vertical Scrollbars

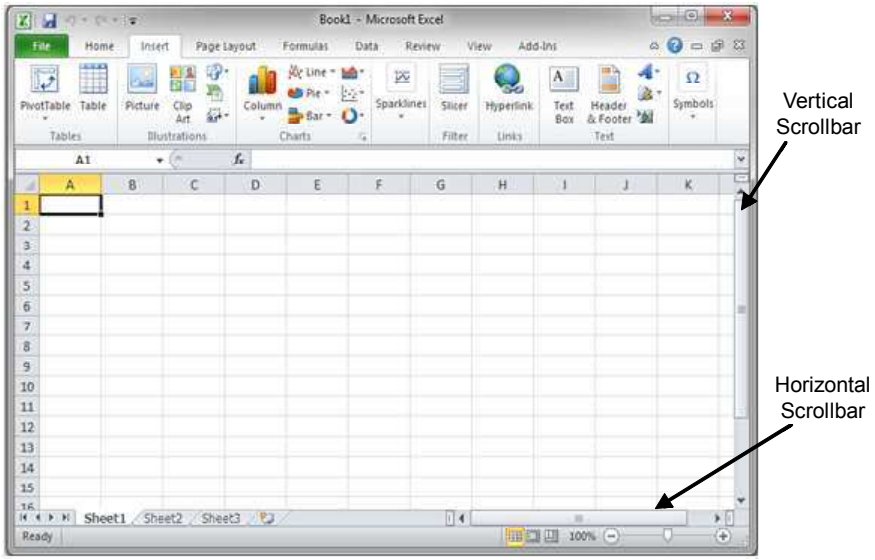


Fig. 9.9: Horizontal and Vertical Scrollbars

The horizontal and vertical scrollbars as shown in (Figure 9.9) enable you to move up and down or across the window. To move up and down your workbook, click and drag the vertical scrollbar up and down. To move back and forth across your workbook, click and drag the horizontal scrollbar.

9.5 EXITING MS-EXCEL

We are about to complete the Unit. Typically, you would save your work before exiting. This unit does not require you to enter any data, so you have nothing to save. Now, to exit MS-Excel, you are to:

1) Click File menu (Figure 9.10).
2) Click Exit.
3) If unknowingly you have entered data in the sheet, you will be prompted: ‘‘Do you want to save changes made to ‘Book1’?’’ Since, till now, we haven’t discussed how to work with data, we don’t need to save the workbook. So click ‘‘Don’t Save’’.



Fig. 9.10: File Menu



CHECK YOUR PROGRESS

Do the following exercises:

Q.1: Start the MS-Excel Application.

Q.2: Exit MS-Excel without saving it.



9.6 LET US SUM UP

- MS-Excel is the most popular spreadsheet package. Spreadsheet allows users to do mathematical, financial and statistical calculations.
- The Title Bar, located at the very top of the screen, displays the name of the workbook also the application name.
- The Menu Bar, located directly below the Title Bar, contains different Menus.

- In, MS-Excel, there are 256 columns, which are numbered as A, B, C, …etc.
- In, MS-Excel, there are 65536 rows, which are numbered as 1, 2, 3, 4, …etc.
- A Cell is an area, where you can type your data/text. The Active Cell is the cell, which is currently selected. The cell address is consists of the column name and row number under which the cell falls, e.g. "A1".
- MS-Excel uses the formula bar for displaying information, such as the address of the active cell, contents of the formula entered in the active cell etc.
- The Horizontal Scroll bar and Vertical Scrollbar, enable you to move up and down or across the window.



9.7 FURTHER READING

1) Harvey, G. (2010): *Excel 2010 For Dummies*; John Wiley & Sons.
2) Katz, A. (2010): *Beginning Microsoft Excel 2010*; Apress.



9.8 MODEL QUESTIONS

Q.1: What do you mean by Spreadsheet? Give one example of a popular Spreadsheet.

Q.2: How can you move around an Excel Worksheet?

Q.3: Write down the steps to exit MS-Excel application

*** ***** ***

UNIT 10: WORKING WITH SPREADSHEET

UNIT STRUCTURE

10.1 Learning Objectives

10.2 Introduction

10.3 Creating a New Workbook

10.4 Working with Cells

- 10.4.1 Entering Data
- 10.4.2 Editing Data
- 10.4.3 Highlighting Data
- 10.4.4 Bold, Underline and Italicize Text
- 10.4.5 Changing Font and Font Size
- 10.4.6 Merging of Cells

10.5 Choosing Menu Commands Using the Alt key

10.6 Inserting a Row and Column

10.7 Deleting a Row and Column

10.8 Saving a Workbook

10.9 Closing a Workbook

10.10 Let Us Sum Up

10.11 Further Reading

10.12 Model Questions

10.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- create a new MS-Excel workbook
- enter and edit data in cells
- highlight data in a cell
- bold, underline and italicize data
- learn different menu commands
- insert new rows and columns
- delete rows and columns.

10.2 INTRODUCTION

In the first four units we have learnt about the different operating systems. We have also discussed using the word processor, and formatting word document. In the previous unit we have had an introduction to spreadsheet package.

In this unit we will be learning to work with spreadsheet package. We will learn to insert and edit data in a spreadsheet. In addition to this, we will learn multiple other functions like merging cells, inserting new rows and columns in this unit.

10.3 CREATING A NEW WORKBOOK

When MS-Excel starts, it displays a new blank workbook. However, if the excel application is already running, you can create a new blank workbook using the following steps:

1) Click File –> New.

   A list of Available Templates will appear (Figure10.1).

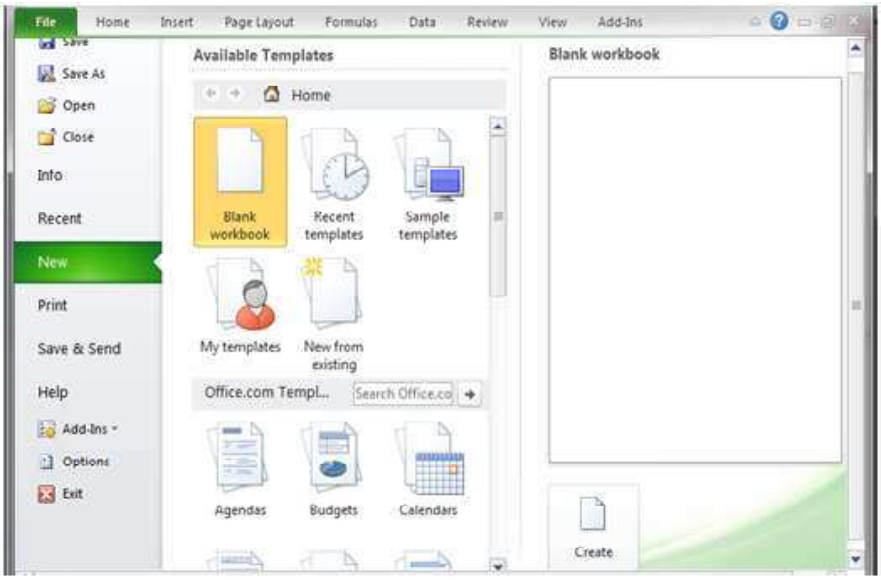


Fig.10.1: Creation of New Workbook

2) Click ‘‘Blank Workbook’’ (automatically selected) under ‘‘Home’’ heading as in Figure10.1.

3) Then click on the ‘‘Create’’ button on the right-hand side of the window as shown in Figure10.1) This creates a new blank excel workbook.

10.4 WORKING WITH CELLS

In MS-Excel, we can enter edit and format data contained in a cell in a worksheet.

10.4.1 Entering Data

To enter data in a cell you are to do the following:

1) Select the cell where you want to enter data by clicking on the cell.
2) Start typing the data.



Exercise 1: Enter the following data ‘‘Roll No’’, ‘‘Name’’, “Address” in to the cells **A1, B1, C1** respectively.

Steps: 1) Select the cell A1 and then type ‘‘Roll No’’.
2) Select the cell B1 and then type ‘‘Name’’.
3) Select the cell C1 and type ‘‘Address’’.

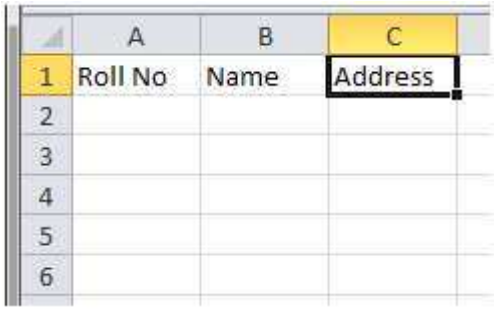


Fig.10.2: Figure Displaying the Result of Exercise 1

10.4.2 Editing Data

After you enter the data into a cell, you can edit it. To edit a cell’s content do the following:

1) Click on the cell, whose content you want to edit.
2) Press F2 key.
3) Make the necessary changes to the content.
4) Press Enter key.

Or,

1) Double Click on the cell, whose content you want to edit.

2) Make the necessary changes to the content.
3) Press Enter key.

To delete the content of a cell:

1) Click on the cell, whose content you want to delete.
2) Press Delete key.



Exercise 2: Enter ‘‘Ajay Das’’ in to the cell **B2.** Now change the content to ‘‘Ajay Sinha’’.

Steps: 1) Double Click on the cell B2 or Click on the cell B2 and press F2 key.
2) Move the cursor before the word ‘‘Das’’.
3) Delete the word ‘‘Das’’ by using Delete key.
4) Type the word ‘‘Sinha’’ and press Enter key.



Exercise 3: Delete the content, ‘‘Ajay Sinha’’, in the cell **B2.**

Steps: 1) Click the cell B2.
2) Press Delete key.

10.4.3 Highlighting Data

To highlight/select data contained in a cell, you can use either of the following methods:

Highlighting by Using Arrow Keys:

1) Select the cell, by moving around with the help of appropriate keys, whose content you want to highlight.
2) Press F2 key.
3) Move the cursor before or after the data you wish to highlight.
4) Hold down the Shift key.
5) Press the appropriate arrow key (left arrow to move to the left or right arrow to move to the right) until the data is highlighted.
6) Release the Shift key.

Highlighting by using the Mouse:

1) Double click on the cell, whose content you want to highlight.
2) Move the cursor before or after the data you wish to highlight.

3) Hold down the left mouse button.
4) Move the mouse left, right, up, or down until the data is highlighted.
5) Release the left mouse button.

10.4.4 Bold, Underline and Italicize Text

You can bold, underline or italicize data in a cell. You also can combine these features i.e., you can bold, underline and italicize the same piece of data in a cell. In the exercise that follows, you will learn three different methods to bold, italicize or underline by using the menu, an icon, or the keys.

Exercise 4: Type ‘‘KKHSO University’’ in the cell **A5.**

Steps: 1) Click on the cell **A5.**

2) Type ‘‘KKHSOU University’’ (Figure10.3).

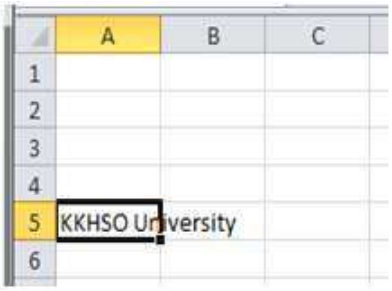


Fig.10.3: Before Adjusting Column Width

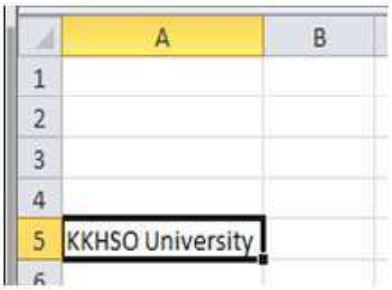


Fig.10.4: After Adjusting

3) Adjust the column width column ‘‘A’’ with mouse pointer so that the data is fully comes within the cell ‘‘A5’’ (Figure 10.4).

BOLD– Using the Menu:

- Select ‘‘Home’’ menu (if not selected).
- Click button of the ‘‘Home’’ menu (Figure 10.5).

BOLD– Using the Keys:

- Press Ctrl-b (hold down the Ctrl key while pressing b key once) (Figure10.5).

Note: To turn off Bold, press Ctrl-b again.

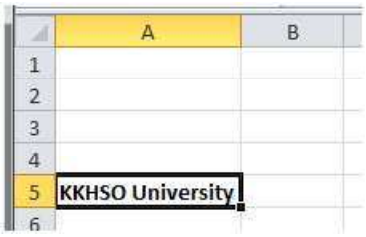


Fig. 10.5: Cell Contents After Making it Bold

ITALICIZE– Using the Menu:

- Select "Home" menu (if not selected).
- Click button of the "Home" menu (Figure 10.6).

ITALICIZE– Using the Keys:

- Press Ctrl-I (hold down the Ctrl key while pressing I once) (Figure 10.6).

Note: To turn off Italic, press Ctrl-I again.

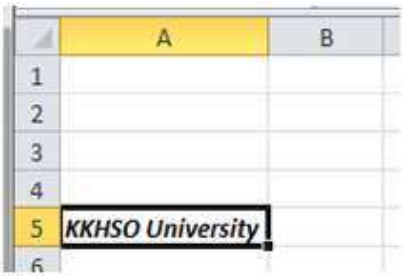


Fig. 10.6: Cell Contents After Making it

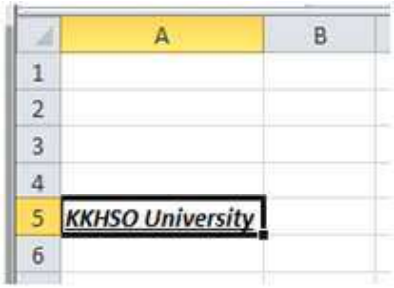


Fig. 10.7: Cell Contents After Bold Underlining it

UNDERLINE– Using the Menu:

- Select "Home" menu (if not selected).
- Click button of the "Home" menu (Figure 10.7).

UNDERLINE– Using the Keys:

- Press Ctrl-I (hold down the Ctrl key while pressing I once). You will get a single underline (Figure 10.7).

Note: To turn off underlining, press Ctrl-u again.

10.4.5 Changing Font and Font Size

We have discussed above how you can change the font-styles (i.e. bold, italic and underline). Now let us discuss how to change the font and font size of the data in a cell. To set the font and font-size, follow the following **Steps:**

1) Click on the cell, whose font and font size you want to change.
2) Select "Home" menu.
3) Click on the Calibri box. A list of fonts appears as in Figure 10.8.



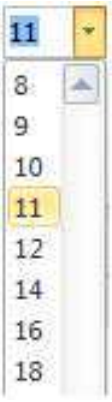


Fig. 10.8: Selecting Font Style **Fig. 10.9: Selecting Font Size**

4) Select the font, from the list, you want to set for the data on the selected cell.
5) Click on the box. A list of fonts-sizes appears as in Figure 10.9.
6) Select the font-size, from the list; you want to set for the data on the selected cell.

10.4.6 Merging of Cells

In MS-Excel, you can merge consecutive cells into a single cell, whether the consecutive cells may lie in a single row, in a single column or may be a combination of both (with continuity). To merge consecutive cells, follow the steps below:

1) Select the consecutive cells that are to be merged.
2) Select the "Home" menu.
3) Click the down-arrow attached with the "Merge & Centre" button, , and thus a drop-down list of options will appear.
4) Select the "Merge Cells" option from the list.

Also, after the Step-2, mentioned above, you can just click on the "Merge & Centre" button, , to merge the selected cells. You may also choose any of the other options from the drop-down list, as per your requirement while merging.

10.5 CHOOSING MENU COMMANDS BY USING THE ALT KEY

There are many methods to accomplish tasks when you are using MS-Excel. Generally, we accomplish a task with the help of the tools on the different menu as shown above by using the mouse. However, you can also select a menu and its options/tools with the help of Alt key.

When you press the Alt key you will get the keys (each inside in a box like F), those are associated with the menus to be used with Alt key (as shown in Figure10.10).

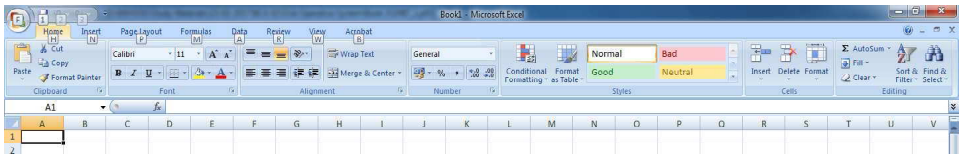


Fig. 10.10: Keys Associated with File Menu to be used with Alt Key

Now, after pressing the required key for a particular menu, you will then find the keys associated with the different items/tools under that menu (as shown in Figure 10.11 for “File” menu).





Fig. 10.11: File Menu **Fig. 10.12: Adjusting width of cell**

For example, type the data "KKHSO University, Guwahati" on cell B2 and make it bold by using the Alt key.

Steps: 1) Click on the cell B2.

2) Type the data "KKHSO University, Guwahati" in to it.

3) Make the width of the cell so that the content fits the cell (Figure 10.12).

4) Press the Alt key and the window appears as in Figure 10.10.

5) Press the H key to select the "Home" menu as the tool, to make the data bold, in the "Home" menu. The window will now become like the one shown in Figure 10.13.

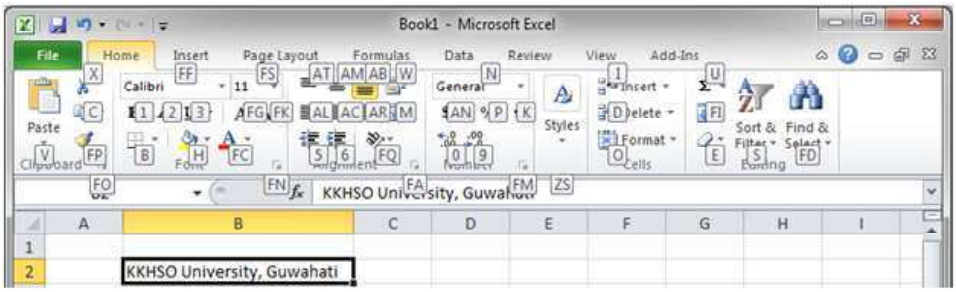


Fig. 10.13: Keys Associated with Home Menu to be used with Alt Key

6) You can see (in fig.-10.13) that for making data bold the key is 1. Now press the key 1 and the data "KKHSO University, Guwahati" will get bold (Figure 10.14).



Fig. 10.14: Contents of Cell Made Bold Using Key 1

Like-wise you can use other tools/items using the Alt key.

10.6 INSERTING ROWS AND COLUMNS

In your worksheet, you can insert new rows and columns. To insert a new row before an existing row, e.g., consider an example as shown in Figure 10.14. You have to insert a new row before the row no 2. To do this we follow the steps given below:

1) Select the row no. 2 by clicking on the row 2 that is on the left-side of the window.

2) Select "Home" menu (if not already selected).
3) Click on the down arrow on the tool . A drop-down list with four different insert options will appear as in Figure 10.15.

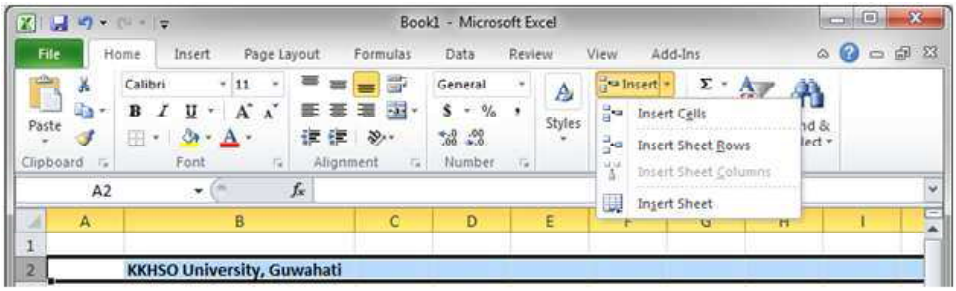


Fig. 10.15: Insert Options from Drop Down List

4) Click "Insert Sheet Rows" option. Now you will get a new row added before the selected row as in Figure 10.16.

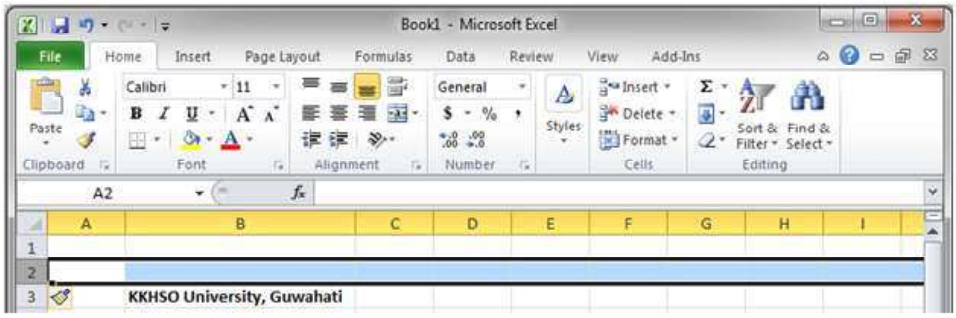


Fig. 10.16: Worksheet After "insert sheet rows" Option is Selected

Like-wise you can also insert new column before an existing column. To insert a new column before an existing column, follow the steps below:

1) Select the column (before which a new column is to be added) by clicking on the column heading.
2) Select "Home" menu (if not already selected).
3) Click on the down arrow on the tool.
4) Click "Insert Sheet Columns" option. Now you will get a new column added before the selected column.

10.7 DELETING ROWS AND COLUMNS

In a worksheet, you can delete existing row(s) and column(s). Consider the example as shown in Figure 10.17. Now, you need to delete the row 1. To do this, follow the steps given below:

1) Click on the row heading 1.
2) Select "Home" menu (if not already selected).
3) Click on the down arrow on the tool .
4) Click "Delete Sheet Rows" option from the drop-down option list. Now you will get the row 1 deleted from the worksheet (Figure 10.17).

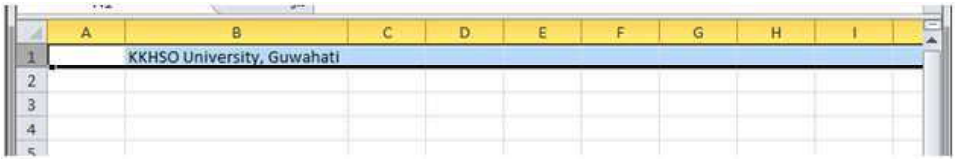


Fig. 10.17: Worksheet After "delete sheet rows" Option is Selected

Like-wise, you can also delete existing column from the worksheet. To do this, follow the steps given below:

1) Click on the column heading of the column you want to delete.
2) Select "Home" menu (if not already selected).
3) Click on the down arrow on the tool Delete .
4) Click "Delete Sheet Columns" option from the drop-down option list. Now you will get the selected column deleted from the worksheet.

10.8 SAVING A WORKBOOK

To save the data you have worked with there are two methods. Now, consider the example as pictured in Figure 10.17.

Method 1: 1) Select "File" menu (if not already selected).
2) Click on the Save option.

Method 2: 1) Click on the button on the toolbar which is at the left-most side of the title-bar (Figure 10.18).



Fig. 10.18: Save Option on the Toolbar

Now, since you are trying to save the workbook for the first time you will get the "Save As" dialog-box (Figure 10.19) as appeared on the screen.

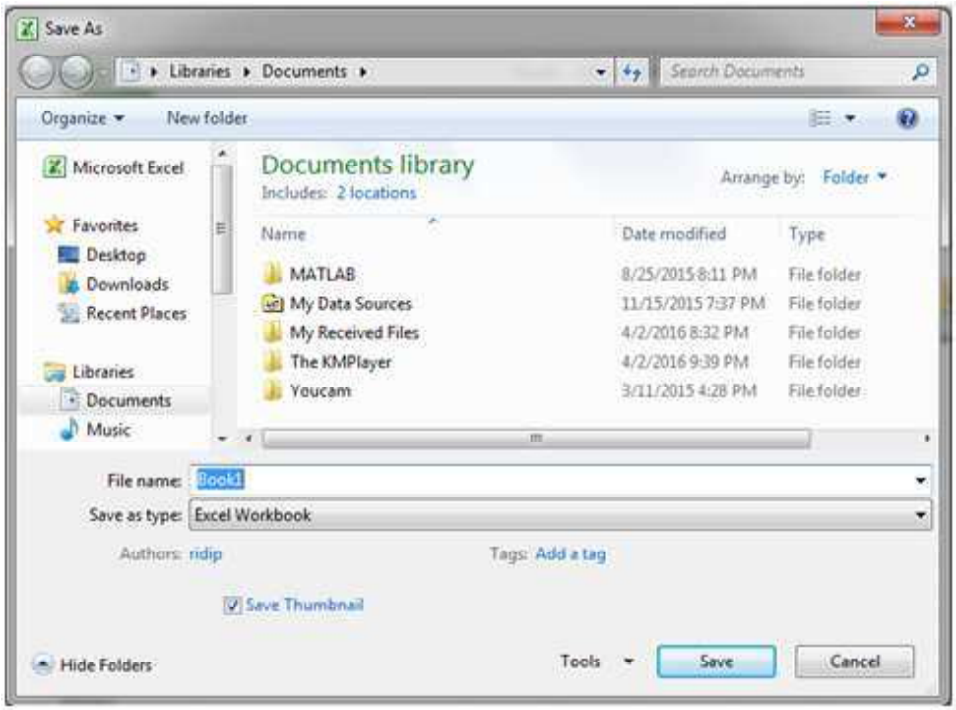


Fig. 10.19: Specify the Directory Position and Name of Workbook for Save as Option

Now, 1) Specify your directory under which you want to save the workbook.

2) Type the name you want to give for your workbook in the **"File name:"** field by erasing the default name (which is "Book1" for the current example).

3) Click Save button.

Now, your workbook will be saved.

10.9 CLOSING A WORKBOOK

To close a workbook, go through the following steps:

1) Select "File" menu (if not already selected).
2) Click on the Close option.

Your workbook will get closed now. But, in case you forget to save your file before closing then a dialog-box as in Figure 10.20 will appear. So, now click on the "Save" button.

Again, say you have not saved your workbook yet and you are trying to close the workbook, then the dialog-box (as in Figure 10.20) will appear.

Now, click on the "Save" button and if the "Save As" dialog-box (as in Figure 10.19) appears, then specify the location and name of the workbook and click on the "Save" button. Thus, your workbook will be saved and closed.

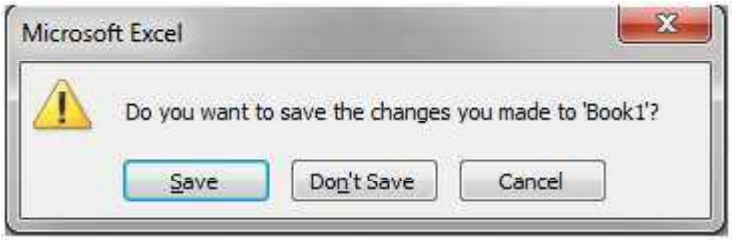


Fig. 10.20: Closing a Workbook



CHECK YOUR PROGRESS

Do the following exercises:

Q.1: Insert a new row before the row 5.

Q.2: Insert a new column before the column D.

Q.3: Type "Welcome to KKHSOU" into the cell A5 and make it bold and italic using Alt key.



10.10 LET US SUM UP

- By default there are three sheets when you start MS-Excel.
- You can enter data into a cell by clicking over that particular cell.
- You can edit a data inside a cell by double-clicking on that particular cell and the edit as per your need.
- You can insert new rows and columns after a particular row and column respectively.
- You can also delete existing row(s) and columns(s).
- There are different short-cuts for different menus and menu options in combination with the Alt key.



10.11 FURTHER READING

1) Harvey, G. (2010): *Excel 2010 For Dummies*; John Wiley & Sons.
2) Katz, A. (2010): *Beginning Microsoft Excel 2010*; Apress.



10.12 MODEL QUESTIONS

Q.1: Write down the steps for merging two consecutive cells with the help of an example.

Q.2: What will be the key to be used with Alt key so as to get "File" menu selected?

Q.3: Write down the steps to insert new row and column.

Q.4: Create a workbook with the table as shown below. And save the workbook as "exam".

	A	B	C	D	E
1	Roll No	Name	Assamese	English	Maths
2	1	Ajay	80	70	68
3	2	Rahul	78	56	65
4	3	Rajib	56	78	80
5	4	Kongkona	71	82	50
6	5	Bismita	75	63	71
7					
8					

*** ***** ***

UNIT 11: WORKING WITH FUNCTION AND CHARTS

UNIT STRUCTURE

11.1 Learning Objectives

11.2 Introduction

11.3 Operators in Excel

11.4 Working with Calculation and Functions

- 11.4.1 Entering a Mathematical Calculation
- 11.4.2 Entering a Function
- 11.4.3 Editing a Function

11.5 Working with Chart

- 11.5.1 Creating a Chart
- 11.5.2 Changing Size & Position of Chart
- 11.5.3 Modifying a Chart

11.6 Let Us Sum Up

11.7 Further Reading

11.8 Model Questions

11.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- learn the different Operators used in Excel
- work with Functions, i.e., typing a Function and editing a Function
- create a Chart, modify a Chart.

11.2 INTRODUCTION

In the earlier units we have learnt about the different operating systems. We have also discussed the use of word processor, formatting word document. In the previous two units we have had an introduction to spreadsheet package and learned how to work with spreadsheet.

In this unit, we are going to learn how to work with functions, operators and how to create and modify charts. To start, open a blank Microsoft Excel Workbook.

11.3 OPERATORS IN EXCEL

In MS-Excel, there are different types of operators which can be used in mathematical calculations.

There are a few arithmetic operators, ‘‘+’’ for addition, ‘‘–’’ for subtraction, ‘‘*’’ for multiplication, ‘‘/’’ for division etc. Other than these arithmetic operators, there is another operator, called reference operator, ‘‘:’’. Reference operators refers to a cell or a group of cells. There are two types of reference operators– range and union.

- A range reference refers to all the cells between and including the reference. A range reference consists of two cell addresses separated by a colon. The reference A1:A3 includes cells A1, A2, and A3. The reference A1:C3 includes A1, A2, A3, B1, B2, B3, C1, C2, and C3.
- A union reference includes two or more references. A union reference consists of two or more cell addresses separated by a comma. The reference A7, B8, C9 refers to cells A7, B8, and C9.

11.4 WORKING WITH CALCULATIONS AND FUNCTIONS

In MS-Excel, there are a large number of pre-written formulas/ functions. Beside these pre-written formulas/functions, you can type your own formulas. While typing your own formula, you can use the pre-written functions.

11.4.1 Entering a Mathematical Calculation

In MS-Excel, you can enter numbers and mathematical formulas into cells. When a number is entered into a cell, you can perform mathematical calculations such as addition, subtraction, multiplication, and division. When entering a mathematical formula, precede the formula with an equal sign ‘‘=’’. Use the following to indicate the type of calculation you wish to perform:

The following exercises demonstrate how to perform some mathematical calculations.

Addition:

1) Move your cursor to cell A1 as show in Figure 11.1.
2) Type 1.
3) Press Enter key.
4) Type 1 in cell A2.

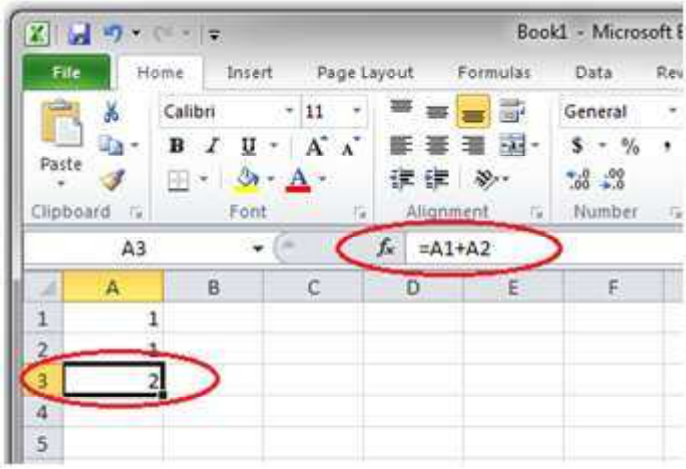


Fig. 11.1: Addition Operation in Worksheet

5) Press Enter key.
6) Type "= A1 + A2" in cell A3.
7) Press Enter key. Cell A1 has been added to cell A2, and the result is shown in cell A3.

Subtraction:

1) Move your cursor to cell B1 as in Figure 11.2.
2) Type 5 in cell B1.
3) Press Enter key.
4) Type 3 in cell B2.
5) Press Enter key.
6) Type "= B1 – B2" in cell B3.
7) Press Enter key. Cell B1 has been subtracted from B2, and the result is shown in cell B3.

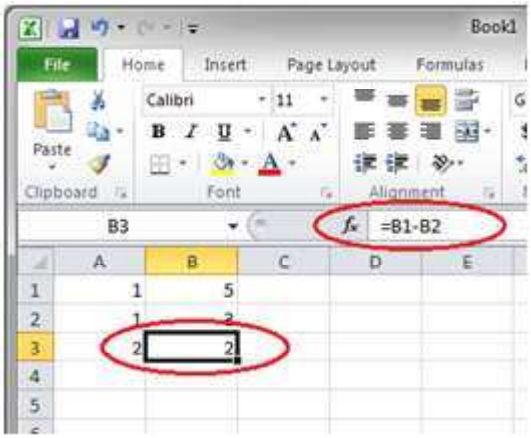


Fig. 11.2: Subtraction Operation in Worksheet

Note: Like addition and subtraction, you can also perform multiplication and division operations.

11.4.2 Entering a Function

MS-Excel has a set of prewritten formulas called functions. For example, you can use the SUM function to add. When using a function, remember the following:

- Use an equal sign, ‘‘=’’ to begin a formula.
- Specify the function name.
- Enclose the arguments within parentheses, ‘‘( )’’.
- Use a comma to separate the arguments.

Here is an example of a function:

= SUM(2,13,A1,B27)

In this Function:

- the equal sign, ‘‘=’’, begins the function.
- SUM is the name of the function.
- 2, 13, A1, and B27 are the arguments.
- Parentheses, ‘‘( )’’, enclose the arguments.
- a comma separates the arguments.

The SUM function adds the arguments together. After typing a function press the Enter key to execute the function. In case of using a function by typing in the function, you must know the syntax of the function.

You can also insert a function with the help of menu. Consider that you have data in the cells– A1, B1, C1 and D1 as in Figure 11.3.

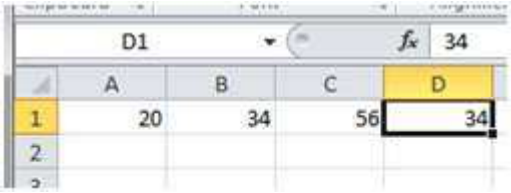


Fig. 11.3: Data in Cell

Now calculate the summation of the numbers in the cells and display it in to the cell E1. Here we can use the function SUM. The functions in MS-Excel are grouped under different categories. SUM is under the Math & Trig category. To do this:

1) Click on the cell E1.
2) Select the "Formulas" menu.
3) Click the Insert Function button under the menuis in (Figure 11.4).



Fig. 11.4: Formulas Menu

4) The "Insert Function" window will appear (Figure 11.5).

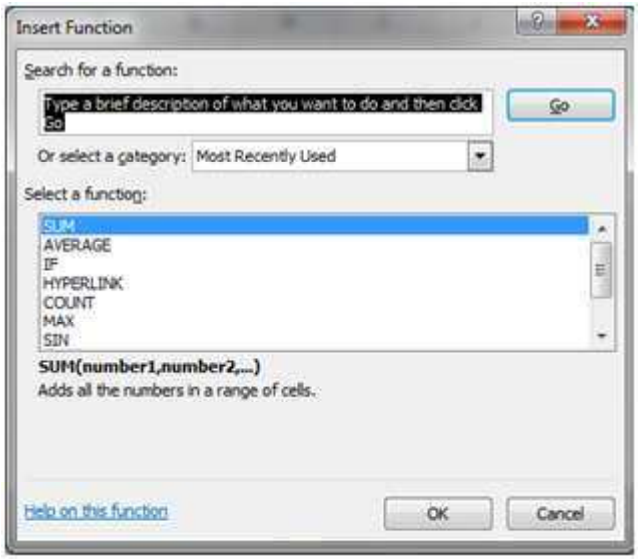


Fig. 11.5: Insert Function Menu

5) By default, the **"Most Recently Used"** category is selected and under that category you can see the function SUM in the **"Select a Function"** list. Select SUM from the list.

But suppose in the function list, the SUM is not there. Then click the category box just next to the **"Or select a category"** and select the **"Math & Trig"** category.

Note: The syntax of the selected function is shown just below the **"Select a function"** list. Also you can see the purpose of the function there. If you require more help on the selected function then click **"Help on this function"** at the bottom of the window.

6) Click the OK button. A window titled **"Function Arguments"** will appear (Figure 11.6).



Fig. 11.6: Function Arguments Window

7) Since, the numbers are stored in the cell range– A1 to D1 and in the Number1 box (Figure 11.6), the range is already displayed as A1:D1, i.e., the cells are by default selected. So to get the result, click the "OK" button.

But if the cell range is not there in the Number1 box, then select by clicking on the cell, A1, and holding the left mouse button drag the mouse pointer up to the cell D1, as shown in Figure 11.7.

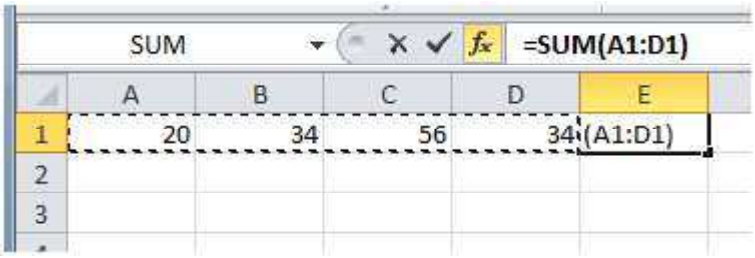


Fig. 11.7: Selection by Clicking on the Cell and Dragging left Mouse Button

8) Click the OK button and the result, i.e., 144, will be displayed in the cell E1 (Figure 11.8).

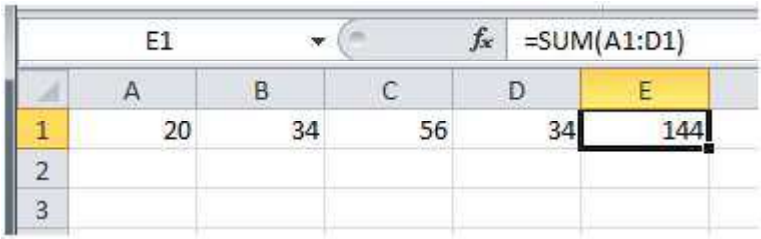


Fig. 11.8: Result Displayed After Clicking of OK Button

Note: In this way, you can work with any function, without remembering the syntax of a function. But, you must know the category under which it may exist.

11.4.3 Editing a Function

You may also need to edit/modify the formula/function which you have typed/used. To modify an entered formula/function, do the following steps:

1) Click on the cell, where the function to be modified is there.
2) Now, click on the formula-bar shown below.



Fig. 11.9: Formula Bar

3) Now make the necessary changes and then press Enter key. You can see that the result of the recently edited formula is in the cell.

11.5 WORKING WITH CHART

In MS-Excel, you can represent data in the form of a chart. You can choose from a variety of chart types. As you change your data, your chart will automatically update.

11.5.1 Creating a Chart

Create a table as shown in Figure 11.10. Now, we will create a column chart as shown in Figure 11.11.

	A	B	C	D
1		Toy Sales		
2				
3	Products	Region 1	Region 2	Region 3
4	Dolls	900	1275	650
5	Trucks	1325	1370	800
6	Puzzles	1650	1525	1100
7				

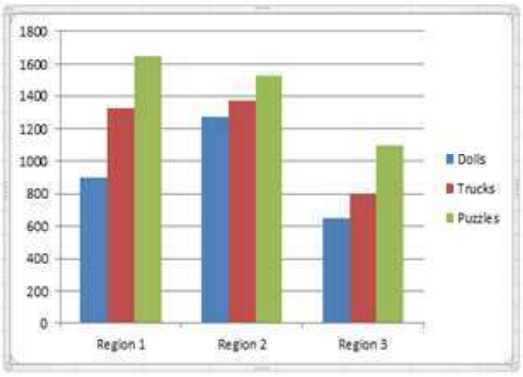


Fig. 11.10: Table **Fig. 11.11: Column Chart**

To create the above column chart, you are to follow the steps given below:

1) Highlight/Select cells A3 to D6. You must select all the cells containing the data you want in your chart. You should also include the data labels.
2) Select ‘‘Insert’’ menu.
3) Click the down-arrow in the button 

under the “Insert” menu. A list of buttons/options, as in Fig.11.12, will appear.
4) Now, click on the  button (for Clustered Column chart).

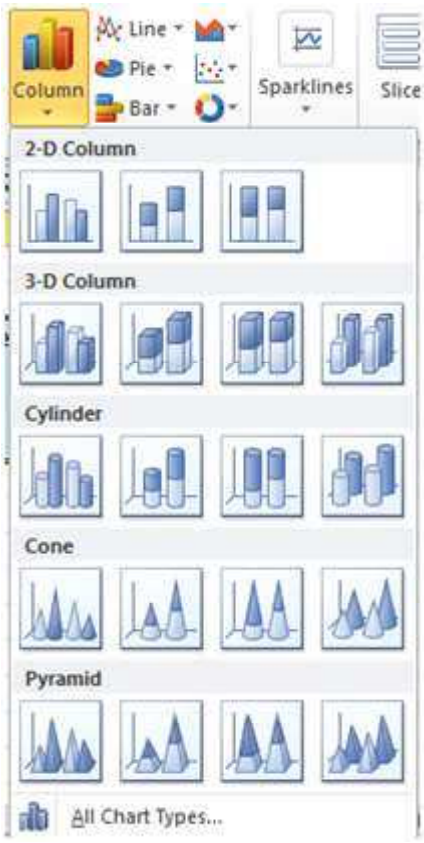


Fig. 11.12: Clustered Column Chart

Now, you will get the chart (shown in Figure 11.11). You can see all types of column charts on selecting the "All Chart Types…" option as shown in Figure 11.13.

11.5.2 Changing Size & Position of Chart

When you select a chart, handles appear on the right and left sides, the top and bottom, and the corners of the chart (Figure 11.13). You can drag the handles on the top and bottom of the chart to increase or decrease the height of the chart. You can drag the handles on the left and right sides of the chart to increase or decrease the width of the chart. You can drag the handles on the corners of the chart to increase or decrease the size of the chart proportionally.

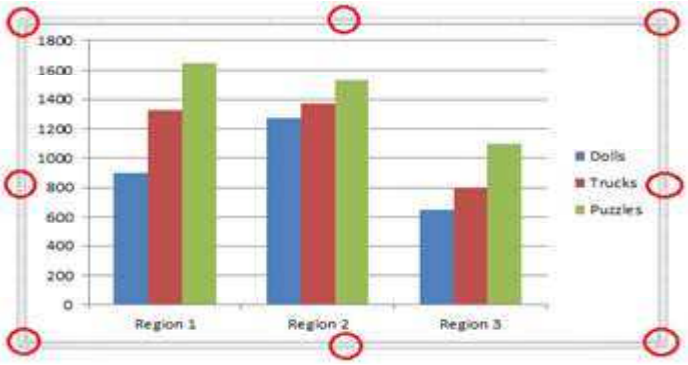


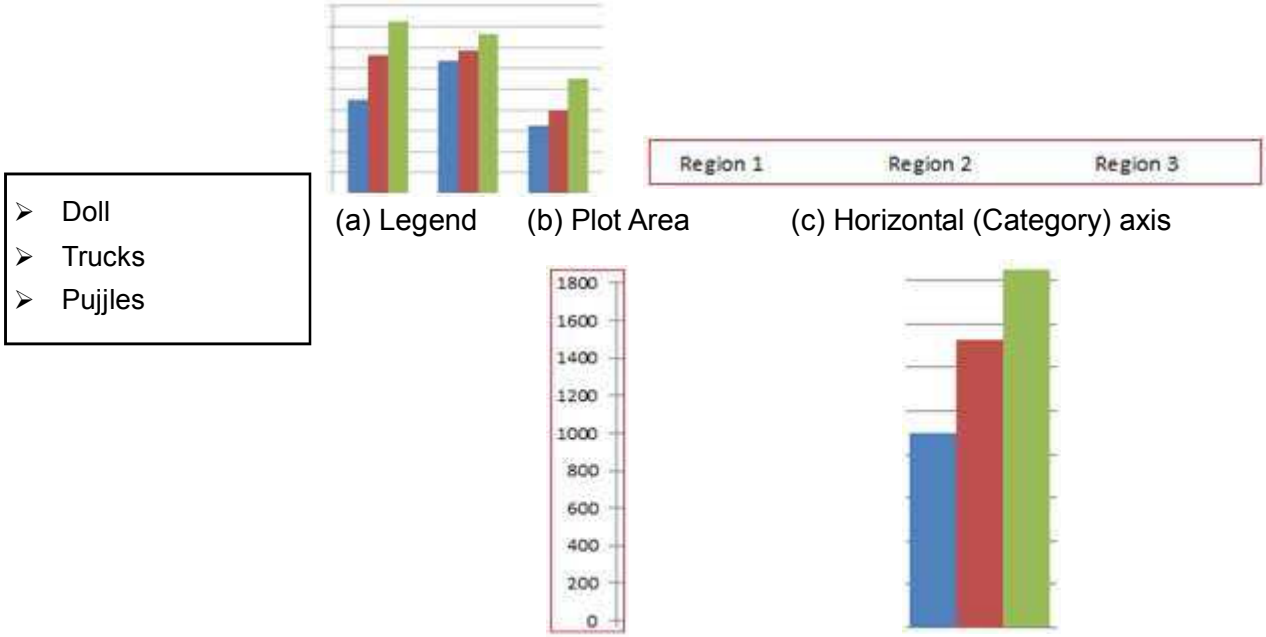
Fig. 11.13: Handles in a Chart

You can change the position of a chart by clicking on the chart and dragging

1) Use the handles to adjust the size of your chart.
2) Click the chart and drag to position the chart under the data.

11.5.3 Modify a Chart

In a chart called Chart Area, there are different parts (considering the Figure 11.14) and they are– (a) Legend, (b) Plot Area, (c) Horizontal (Category) Axis, (d) Vertical (Value) Axis, (e) Series.



(a) Legend (b) Plot Area (c) Horizontal (Category) axis

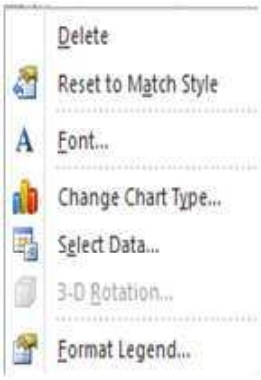
(d) Vertical (Value) Axis (e) Series

Fig. 11.14: Different Parts of a Chart

You can modify/edit any of the parts of a chart as well as the chart area whatever necessary/required.

Modifying Legend:

1) Right-Click over the Legend part and an option-list appears (Figure 11.15).



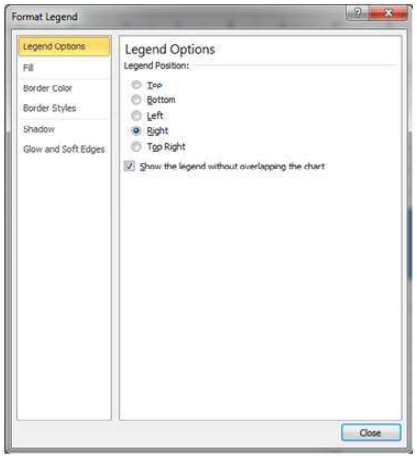


Fig. 11.15: Options List **Fig. 11.16: Format Legend Window**

2) Click the "Format Legend" option and "Format Legend" window appears (Figure 11.16).
3) Now, you can edit/modify whatever you want modify.

Modifying Plot Area:

1) Right-Click over the Plot Area part and an option-list appears (Figure 11.17).
2) Click the ‘‘Format Plot Area’’ option and ‘‘Format Plot Area’’ window appears (Figure 11.18).
3) Now, you can edit/modify whatever you want to modify.

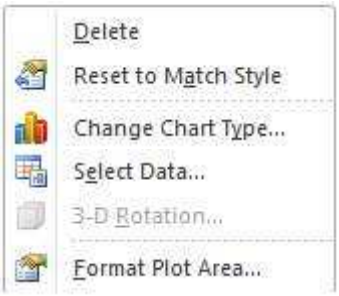




Fig. 11.17: Options List **Fig. 11.18: Format Plot Area Option**

Like-wise, you can also edit/modify the other parts of the chart.



CHECK YOUR PROGRESS

Q.1: In a worksheet, type the data as shown below:

	A	B	C	D	E
1	Final Year Examination Mark-Sheet				
2	Roll No	English	Assamese	Mathematics	General Science
3	810010001	67	40	65	87
4	810010004	40	87	23	54
5	810010010	50	60	65	56

Now, calculate

a) Total Marks obtained by each student

b) Percentage of marks for each student



11. 6 LET US SUM UP

- There are a few arithmetic operators, ‘‘+’’ for addition, ‘‘–’’ for subtraction, ‘‘*’’ for multiplication, ‘‘/’’ for division etc. There is another operator, called reference operator, ‘‘:’’, used to refer to a cell or a group of cells. There are two types of reference operators– range and union.
- A range reference refers to all the cells between and including the reference.
- A union reference includes two or more references and consists of two or more cell addresses separated by a comma.
- In MS-Excel, you can enter numbers and mathematical formulas into cells. When entering a mathematical formula, precede the formula with an equal sign, ‘‘=’’.
- In MS-Excel, you can represent data/numbers in the form of a chart.
- You can also modify a created chart and its different parts.



11.7 FURTHER READING

1) Harvey, G. (2010): *Excel 2010 For Dummies*; John Wiley & Sons.
2) Katz, A. (2010): *Beginning Microsoft Excel 2010*; Apress.



11.8 MODEL QUESTIONS

Q.1: What are the different types of operators used in MS-Excel?

Q.2: Describe the different ways to use a function in MS-Excel.

Q.3: Write down the steps to draw a column chart.

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UNIT 12: INTRODUCTION TO PRESENTATION SOFTWARE

UNIT STRUCTURE

12.1 Learning Objectives

12.2 Introduction

12.3 Starting MS-PowerPoint

12.4 Parts of MS-PowerPoint Window

12.4.1 The Title Bar

12.4.2 The Menu Bar

12.4.3 The Status Bar

12.5 Different Types of Views

12.6 Exiting MS-PowerPoint

12.7 Let Us Sum Up

12.8 Further Reading

12.9 Model Questions

12.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- start Microsoft PowerPoint
- understand the different parts of the PowerPoint window such as the Title bar, Menu bar, Status bar, Horizontal and Vertical Scroll bars
- understand the use of Outline and Slides Pane.
- exit PowerPoint.

12.2 INTRODUCTION

In the previous unit we have learnt to use the spreadsheet package. This unit will help you to understand PowerPoint, an application software, used for creating presentations. Also in this unit, you will be provided the information on the basic components of a PowerPoint window, i.e. Title Bar, Menu Bar etc. and also the different types of views of a presentation. To begin this lesson, start MS-PowerPoint.

12.3 STARTING MS-POWERPOINT

The first step in creating a presentation is to start PowerPoint.

To start the MS-PowerPoint application, click button and then under the "All Programs" menu, click "Microsoft Office" and then click "Microsoft PowerPoint 2010". The window, shown in Figure 12.1, will appear.

12.4 PARTS OF MS-POWERPOINT WINDOW

The different parts of MS-PowerPoint Window (Figure 12.1) are:

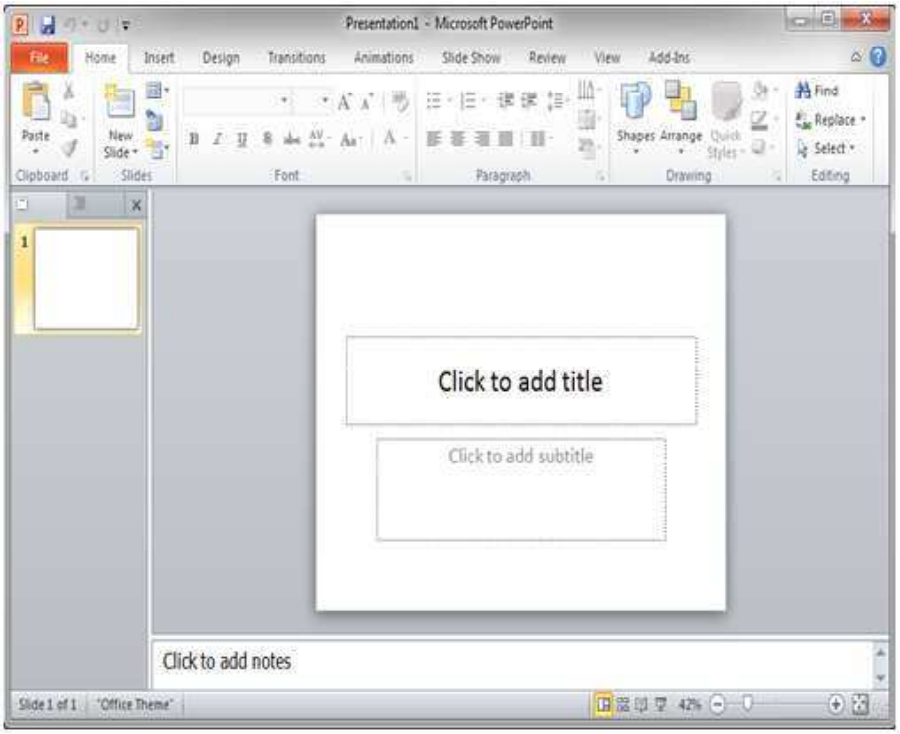


Fig. 12.1: MS-PowerPoint 2010 Window

12.4.1 The Title Bar



Fig. 12.2: Title Bar

The Title Bar is located at the very top of the window. On the Title Bar, MS-PowerPoint displays the name of the workbook you are currently using with the application name. At the top of your window, you could see "Presentation1-Microsoft PowerPoint" or a similar name.

12.4.2 The Menu Bar



Fig. 12.3: Menu Bar

The Menu Bar is directly below the Title Bar. The Menu Bar contains the words, known as File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View and Add-Ins. Under each of the menus, there are various options/commands/sub-menus in the form of buttons. To use a menu, click at that menu. The ‘‘Insert’’ menu is shown in Figure 12.4.



Fig. 12.4: ‘‘Insert’’ Menu Items/Tools

2.4.3 The Status Bar

The Status bar is located at the bottom of the PowerPoint window. It displays the details of the current presentation, such as the number of slides in the presentation and the design template used.



Fig. 12.5: Status Bar

In the right-hand side of the bar, there are different shortcuts related to the view of the PowerPoint presentation.

They are as follows:

 to get the Normal View of the presentation,

 to get the Slide Sorter View of the presentation,

 to get the Reading View of the presentation,

 to run the presentation (will discuss in the next chapter),

 displays the current zoom-level of the window,

 for adjusting the zoom-level of the window,

 to fit the slides to the current window.

12.5 DIFFERENT TYPES OF VIEWS

When MS-PowerPoint starts, it displays a new presentation with a single slide. There are different types of views of the presentation window. In the above section you have just been able to know the names of the views. Now, we will discuss each of the views one-by-one.

- **Normal View:** When you start PowerPoint, normally you will get your blank presentation in Normal View. This view contains four panes: the outline pane, the slide pane, the slide preview pane and the notes pane.

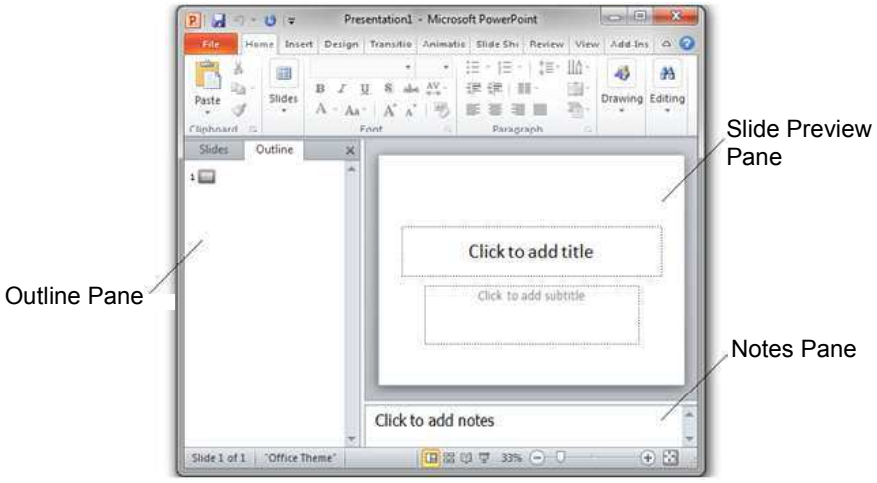


Fig. 12.6: Outline Pane

The outline pane (Figure 12.6) shows the outline of your presentation. Each line at the highest level of the outline marks the beginning of a new slide. The highest-level entry is called the slide title. The slide text appears as a bullet in the outline.

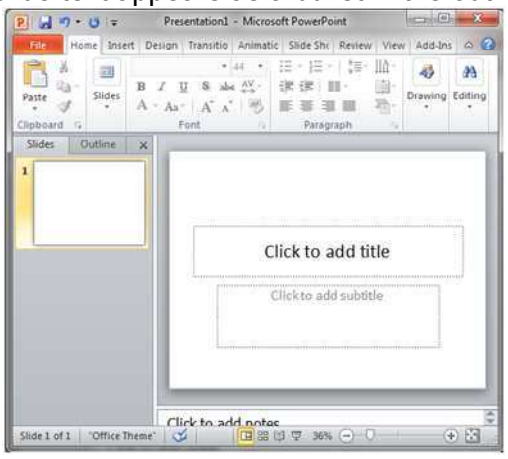


Fig. 12.7: Slides Pane

The Slides pane is shown in Figure 12.7. In Slide pane (Figure 12.7), you can work with the slides. The Notes pane (Figure 12.6) lets you add speaker notes or information you want to share with the audience.

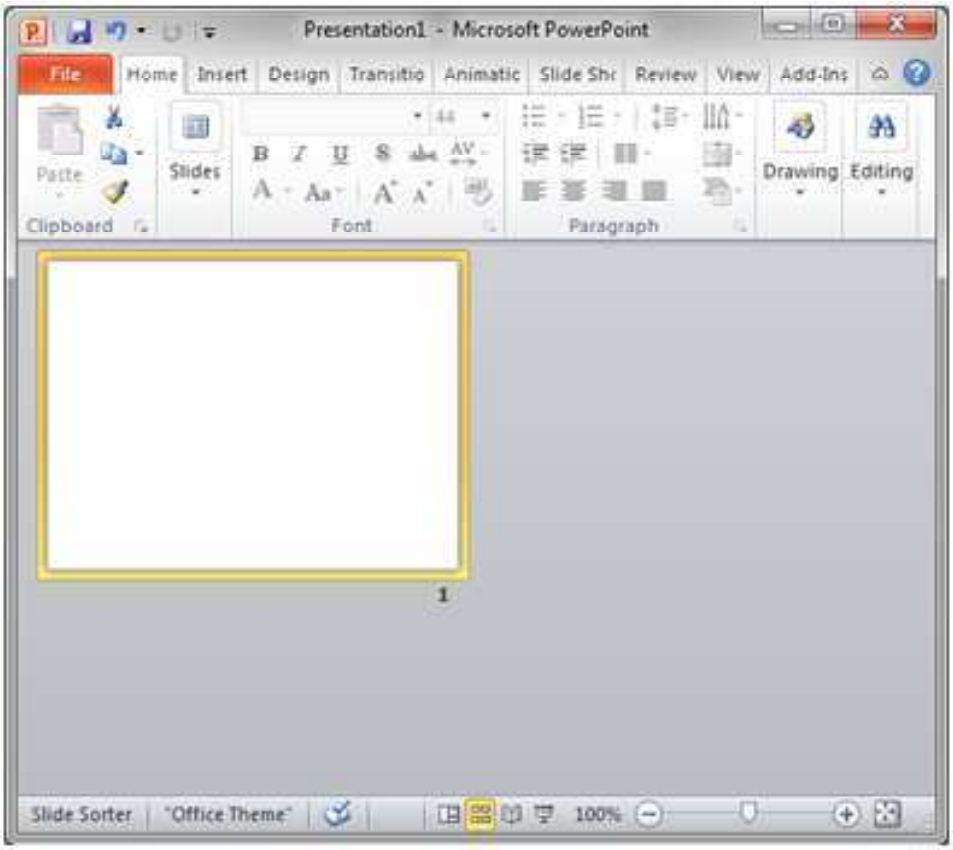


Fig. 12.8: Slide Sorter View

- **Slide Sorter View:** In slide sorter view (Figure 12.8), you will see the slides in your presentation on screen and at the same time displayed in miniature. This view allows you to see the thumbnails of all your slides, in order. To get the Slide Sorter View, click on the shortcut button in the status bar.
- **Reading View:** In this view (Figure 12.9), you will get the content part of the slides in the presentation without showing the different parts of the presentation window except the status bar. You can see the content of the slides one-by-one by clicking on the forward arrow-key in the status bar (Figure 12.9). To get the Reading View, click on the shortcut button in the status bar.

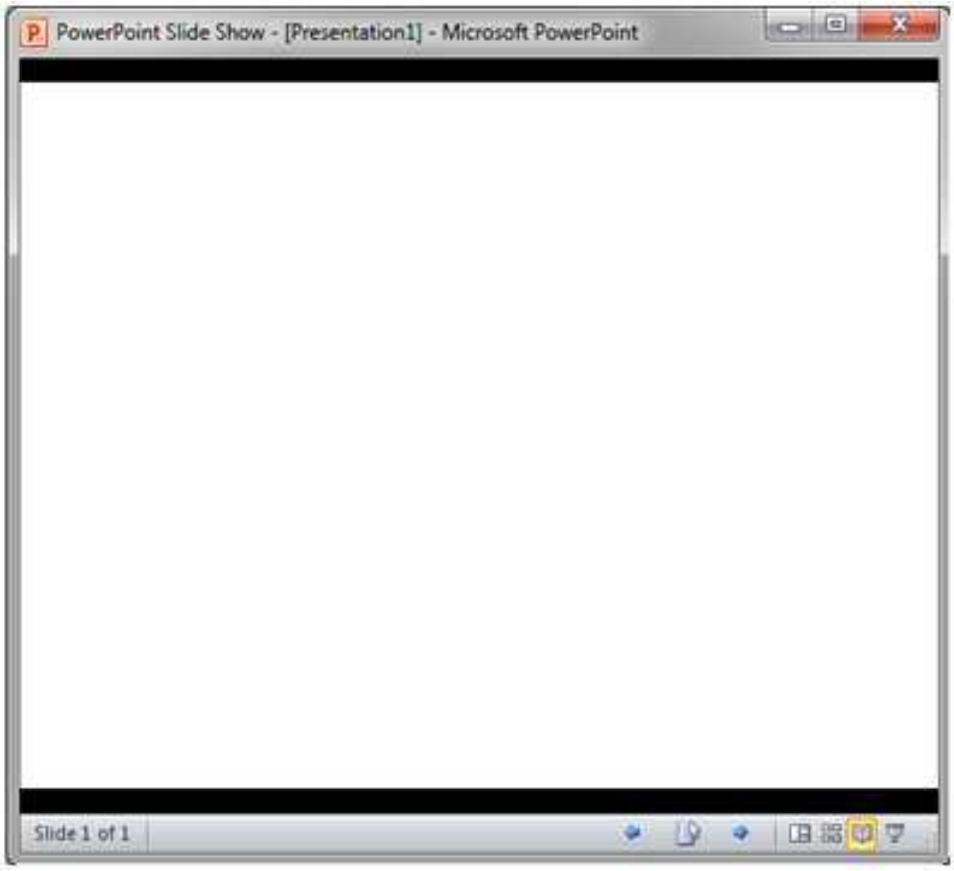


Fig. 12.9: Reading View

12.6 EXITING MS-POWERPOINT

You have almost completed the unit. This unit does not require any data to be entered by you, so you have nothing to save. Now to exit PowerPoint:

1) Click “File” menu.
2) Click “Exit”.

But in case you have entered data, you will be prompted as follows:

“Do you want to save changes to Presentation1?”

Since, till now, we haven’t discussed how to enter text/data, we don’t need to save the presentation. So click “Don't Save”.



CHECK YOUR PROGRESS

Do the following exercises:

Q.1: Start the MS-PowerPoint Application.

Q.2: Exit MS-PowerPoint without saving it.



12.7 LET US SUM UP

- PowerPoint application software is used to create attractive presentations.
- The Title Bar is located at the very top of the PowerPoint window. It displays the name of the current presentation.
- The Menu Bar, located directly below the Title Bar, contains different menus.
- The Status Bar appears at the very bottom of the PowerPoint window and provides status related information.
- A PowerPoint presentation has three types of views - Normal View, Slide Sorter View and Reading View.



12.8 FURTHER READING

1) Lambert, J. & Cox, J. (2010): *Microsoft PowerPoint 2010 Step by Step*; Microsoft Press.

2) McFedries, P. (2007): *Microsoft Office Powerpoint 2007: Visual Quick Tips*; John Wiley & Sons.



12.9 MODEL QUESTIOS

Q.1: What are the purposes for which MS-PowerPoint can be used?

Q.2: What are the different types of views of PowerPoint presentation?

Q.3: What view is useful to see possibly all the slides in a single window?

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UNIT 13: CREATING SLIDES

UNIT STRUCTURE

13.1 Learning Objectives

13.2 Introduction

13.3 Creating a New Presentation

13.4 Working with Slides

- 13.4.1 Creating and Inserting New Slides
- 13.4.2 Typing Texts in Slides
- 13.4.3 Changing Font and Font Styles
- 13.4.4 Deleting Existing Slides
- 13.4.5 Applying Design Templates
- 13.4.6 Applying Animations
- 13.4.7 Applying Slide Transitions

13.5 Saving a Presentation

13.6 Running a Presentation

13.7 Closing a Presentation

13.8 Opening an Existing Presentation

13.9 Let Us Sum Up

13.10 Further Reading

13.11 Model Questions

13.1 LEARNING OBJECTIVES

After going through this unit, you will be able to:

- create a new PowerPoint presentation
- insert a new slide in to your presentation
- delete existing slides
- apply different design templates
- add animations to the slides' contents
- add slide transitions to the slides
- save and close a presentation
- open an existing presentation.

13.2 INTRODUCTION

In the previous unit we have learnt about the basic concept of PowerPoint presentation. This unit will help you to create and modify your presentation, i.e. inserting and deleting slides, applying existing design templates to the slides, adding animations to the contents of the slides and also adding slide transition effects to the slides. To begin this lesson, start Microsoft PowerPoint.

13.3 CREATING A NEW PRESENTATION

When MS-PowerPoint starts, it displays a new blank presentation. However, if the PowerPoint application is already running, and you want to create a new blank presentation, then follow the steps given below:

1) Click File → New. A list of "Available Templates and Themes" will appear (Figure 13.1)
2) Click "Blank presentation" (automatically selected) under "Home" menu (as in Figure 13.1).

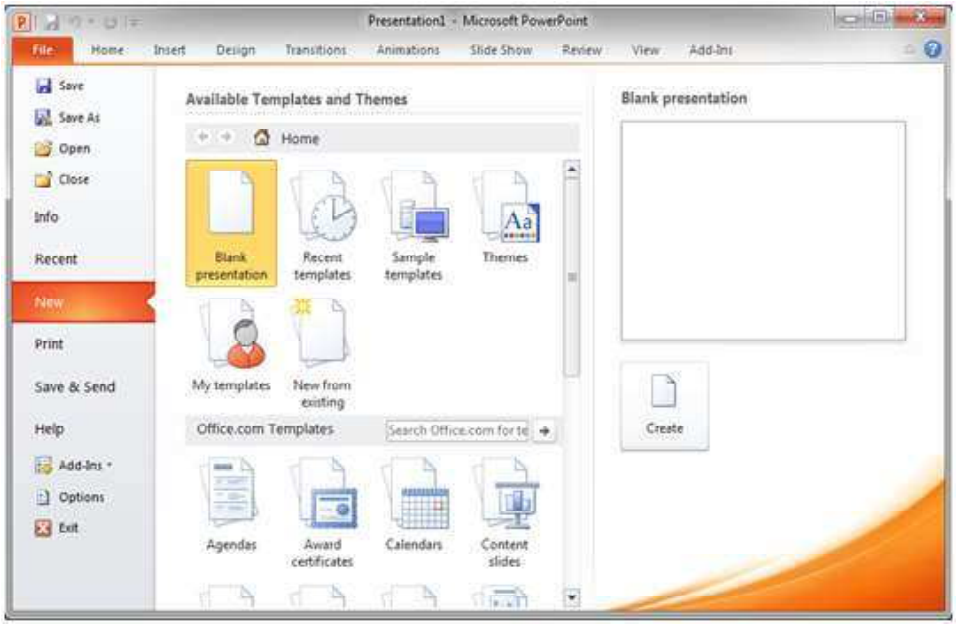


Fig. 13.1: Blank presentation

3) Click the "Create" button on the right-hand side of the window (shown in Figure 13.1).This creates a new blank PowerPoint presentation.

13.4 WORKING WITH SLIDES

13.4.1 Creating/Inserting New Slides

You can insert new slides in your presentation. To insert a new slide (considering you are in the Normal View), follow the steps given below:

1) Select the slide, after which you want the new slide to be inserted (currently you have only one slide).
2) Select the ‘‘Home’’ menu (if not automatically selected).
3) Click on the down-arrow of the 

button and a list different slide themes will appear (Figure 13.2).



Fig. 13.2: New Slide Themes

4) Click on the ‘‘Blank’’ slide theme.
5) A new blank slide will then be inserted just next to the selected slide.

There are other slide themes, as you can see in Figure 13.2, and as per your requirement you can use any of them.

13.4.2 Typing Texts in Slides

In MS-PowerPoint, you can type texts/data only in text box. Apart from text box, there are other various types of objects, e.g., images, clip-art, tables, charts etc.

When you start a presentation, by default there will be only one slide. Here you can see (Figure 13.3), there are two text boxes. You can only type texts/data inside the text boxes.

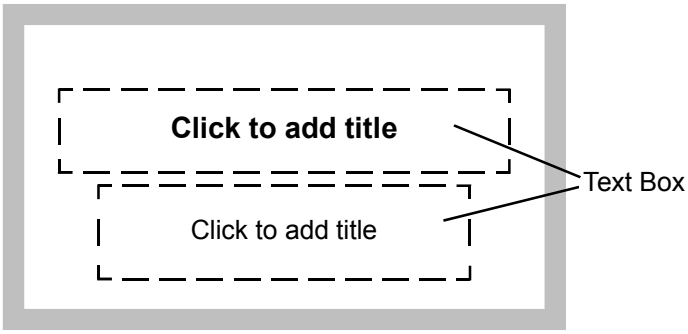
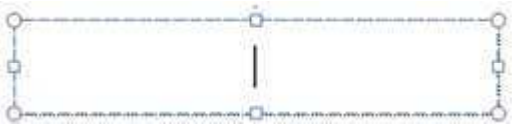


Fig. 13.3: Title Slide

Exercise 13.1: Type the text "KKH State Open University" inside the first text box.

Steps: 1) Click over the first text box. The text box will look like as below with the cursor placed within the box.



2) Start typing the text.
3) After you complete typing, click anywhere on the slide outside the text box and your text box will look normal text.

Now, consider that you want your first slide to contain only the above content. So, you do not require the 2nd text box. You may keep the 2nd text box as it contains nothing and so it will not hamper in the viewing of the 1st slide in the presentation. But it is better to delete that text box. So, to delete the text box, follow as given below:

1) Click over the 2nd text box (Figure 13.3). The text box will look as shown below.



2) Now, click on the boundary (marked by dotted lines) to select the text box object.
3) Press the ‘‘Delete’’ key and the 2nd text box gets deleted.

You also can resize an object. For example, consider the ‘‘Exercise 13.1’’ (with the 2nd text box in the slide). To resize 2nd text box, follow the steps given below:

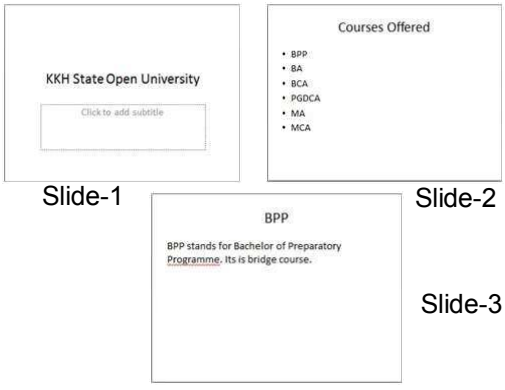
1) Select the 2nd text box object. In the dotted boundary you will see there are some small circles and square boxes.
2) Now, according to your need you place the mouse cursor either on the any of the circles or on any of the squares.
3) Pressing the left mouse button, drag the mouse cursor as per your requirement.

As mentioned earlier, you can insert/add the various types of objects including the text box object to your slides. The ‘‘Insert’’ menu hold the various tools/options for this (Figure 13.4).



Fig. 13.4: Insert Menu

Exercise 13.2: Create a presentation which contains three slides as shown below:



Slide-1 Slide-2

Slide-3

Fig. 13.5: Example of three slides for exercise 13.2

Steps: 1) Right-click on the 1st slide. A drop-down list appears.

2) Click on the "New Slide" option. A new slide, which is the 2nd slide, is inserted.

3) Right-click on the 2nd slide.

4) Click on the ''New Slide'' option from the drop-down list. 3rd slide will appear in the Slide Pane.

As, since we suppose that we have started with Exercise 13.1, so we have already typed the text in the slide which, in the current context, is slide-1.

5) Click on the 2nd slide.

6) Now, in the 2nd slide, click over the 1st text box type the text.

7) Click over the 2nd text box, which is actually a list box. Now type the list (basically a list of courses) as shown above.

8) Now, go to the 3rd slide by clicking on it in the Slide Pane.

9) Again, type the texts in the two text boxes as shown above for the 3rd slide.

13.4.3 Changing Font and Font Styles

In PowerPoint, like MS-Word and MS-Excel, you can change the font and styles of the texts in a slide.

You can bold, underline or italicize text in a slide. You also can combine these features - in other words you can bold, underline and italicize the same piece of text. In the exercise that follows, you will learn to bold, italicize or underline texts/data by using the menu, and the keys.



Exercise 13.3: Consider the Exercise 13.2. Now, make content of the text in the 1st slide bold (as shown below).

KKH State Open University

BOLD– Using the Menu:

1) Click over the text.

2) Select/Highlight the text.

3) Select the ‘‘Home’’ menu (if not already selected) and a horizontal list of tools/buttons will appear (Figure 13.6).



Fig. 13.6: Home Menu

4) Click the bold button, **B**, and you will find that your text gets bold.

(Note that to turn off bold, select the text and click the bold button again.)

BOLD– Using the Keys:

1) Click the over the text.

2) Select/Highlight the text.

3) Press Ctrl-b.

(Note that to turn off bold, press Ctrl-b again.)

ITALICIZE– Using the Menu:

1) Click over the text.

2) Select/Highlight the text.

3) Select the ‘‘Home’’ menu (if not already selected) and a horizontal list of tools/buttons will appear (Figure 13.6).

4) Click the Italic button, *I* , and you will find that your text gets italicized.

(Note that to turn off italic, select the text and click the Italic button again.)

ITALICIZE– Using the Keys:

1) Click the over the text.

2) Select/Highlight the text.

3) Press Ctrl-i.

(Note that to turn off Italic, press Ctrl-i again.)

UNDERLINE– Using the Menu

1) Click over the text.

2) Select/Highlight the text.

3) Select the ‘‘Home’’ menu (if not already selected) and a horizontal list of tools/buttons will appear (Figure 13.6).

4) Click the Underline button, ***u***, and you will find that your text gets underlined.

(Note that to turn off underline, select the text and click the underline button again.)

UNDERLINE– Using the Keys:

1) Click the over the text.
2) Select/Highlight the text.
3) Press Ctrl-u.

(Note that to turn off underline, press Ctrl-u again.)

13.4.4 Deleting an Existing Slide

In a presentation, you can delete an existing slide. To delete a slide (considering you are in the Normal View), follow the steps given below:

1) Select the slide you want to delete.
2) Right-click on the slide and a drop-down list of options will appear (Figure 13.7).
3) Click the ‘‘Delete Slide" option and the selected slide will get deleted.



Fig. 13.7: Drop Down Menu for Deleting Slide

13.4.5 Applying Design Templates

In PowerPoint, there are different design templates, which you can use to change the design of the slides/selected slides of your presentation.

Consider the Exercise-13.2. Now we are going to apply a design template in all the slides in the presentation (suppose we are in the Normal View). To do this, follow the steps given below:

1) Select the first slide from the Slide Pane.
2) Select the "Design" menu (if not already selected) and a horizontal list of tools/menu-options will appear (Figure 13.8).

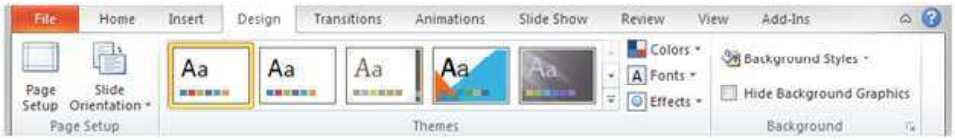


Fig. 13.8: Design Menu

3) Under ‘‘Themes’’, there are different types of design themes/ templates. You can navigate them using the buttons,  (Figure 13.8). Now, click on the design-template which you want to apply to your slides and you will find that the design of your slides will take the selected design (as the selected template).

(Note that, you can see the temporary preview, i.e. how a deign-template will change the look your slides, by just placing your mouse pointer over that design-template.)

Instead of all the slides, you can use a design template to few of your slides. To do this, follow the steps given below:

1) Select the slide(s), whose design you want to change, from the Slide Pane.

(Note that to select more than one slide, hold the "Ctrl" key and carry on clicking on the slides from the Slide Pane.)

2) Select the ‘‘Design’’ menu (if not already selected) and a horizontal list of tools/menu-options will appear (Figure 13.8).

3) Right-click on the design-template which you want to apply to the selected slides and a drop-down list of options will appear (Figure 13.9).



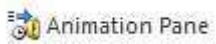
Fig. 13.9: Drop Down Menu for Apply all Option

4) Click the ‘‘Apply to Selected Slides’’ option and you will find that the design of the slides will take the selected design (as the selected template).

13.4.6 Applying Custom Animations

In PowerPoint, there is a facility of animating the contents in the slides in a presentation. There are various custom animations with different settings in PowerPoint.

Now, again consider the Exercise-13.3. Apply a custom animation to the text ‘‘KKH State Open University’’ on the first slide of the presentation. For this to be done follow the steps as given below:

1) Select the ‘‘Animations’’ menu (if not already selected).
2) Click on 

button to view the Custom Animation Pane (as in Figure 13.10). This pane displays all the animations applied to a particular slide which is currently selected. Here you can have many options related to the applied animations settings. The ‘‘Play’’ button on this pane will play the animations applied.

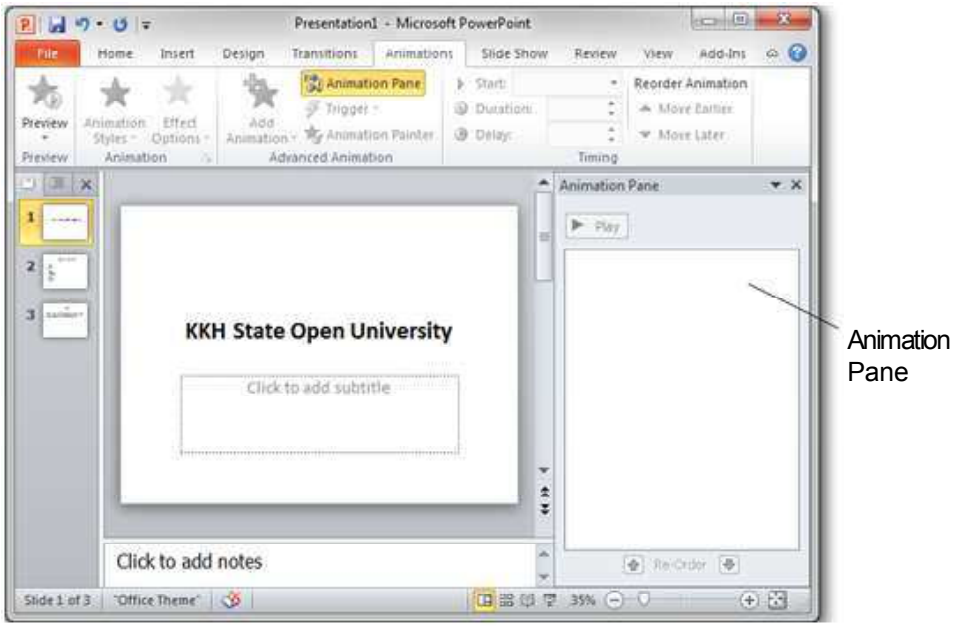


Fig. 13.10: Animation Pane Button in Animation Menu

3) Click over the text "KKH State Open University". Along-with few option buttons, the Animation Styles and Add Animation buttons will be enabled. The types/categories with animation effects are shown in Figure 13.11 and Figure 13.12.



Fig. 13.11: Animation Styles

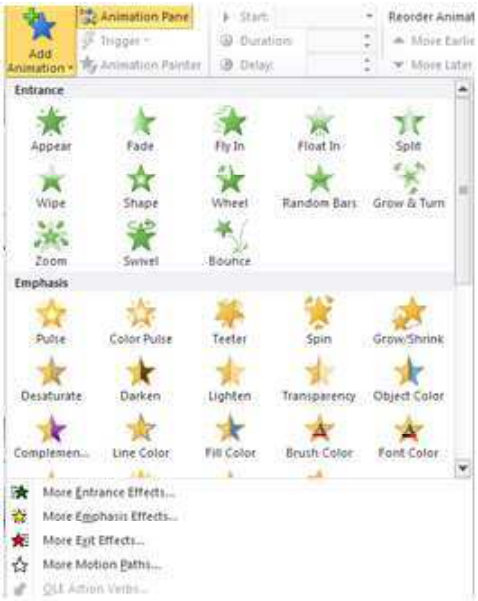


Fig. 13.12: Add Animation

From the above figures you can see that the types of animations under both of the buttons are same. Basically there are four categories of animation effects and they are:

- Entrance means at the time of appearing the object in the slide during slide-show.
- Emphasis means after appearing the object in the slide during slide-show.
- Exit means at the time of going from the slide to the next slide during the slide-show.
- Motion Paths means at the time of appearing the object along a set path on the slide during the slide-show.

If you select an animation effect from under ‘‘Animations Styles’’ (Figure 13.11) then that animation effect will apply to the particular object by removing the earlier animation(s) applied on that object in that slide.

On the other hand, if an animation effect, from under ‘‘Add Animation’’ (Figure 13.12), is selected for a particular object in a slide then the newly selected animation effect will be added (at the end of the list of animations under the ‘‘Animation Pane’’) for the particular object keeping the other animation effects for that object in that slide.

4) Now, choose the animation effect, which you like to add for 1st text box of the 1st slide in your presentation.

Thus, you can set custom animations to each of the objects in every slide in your presentation. As mentioned above, the ‘‘Animation Pane” lists all the animation effects, those are applied to the objects in the selected slide in your presentation. You can work with some settings related with every animation effects applied in your slide. The setting options can be viewed as drop-down list which will appear when you right-click on a particular animation effect in the ‘‘Animation Pane’’.

You can also remove an applied animation(s) from the objects in a slide. So, to remove an applied animation, right-click on the

animation you want to remove and click on the "Remove" option from the drop-down option list.

13.4.7 Applying Slide Transitions

A PowerPoint presentation contains more than one slide. You can set effects on the slides during their transition time, i.e., a slide is disappearing and next slide is appearing. These kinds of effects are known as transition effects. There are various transition effects with different settings.

To add slide transition effects to the slides of your presentation, considering the Exercise 13.2, follow the steps given below:

1) Select "Transition" menu. A horizontal list of tools/buttons will appear (Figure 13.13).

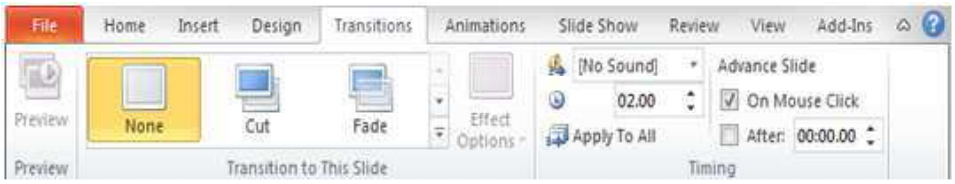


Fig. 13.13: Transition Menu

2) Now, click on  on the option/tool list (Figure 13.13). A list-box of transition effects will appear (Figure 13.14).
3) Click on the transition effect you want to set to your current slide.

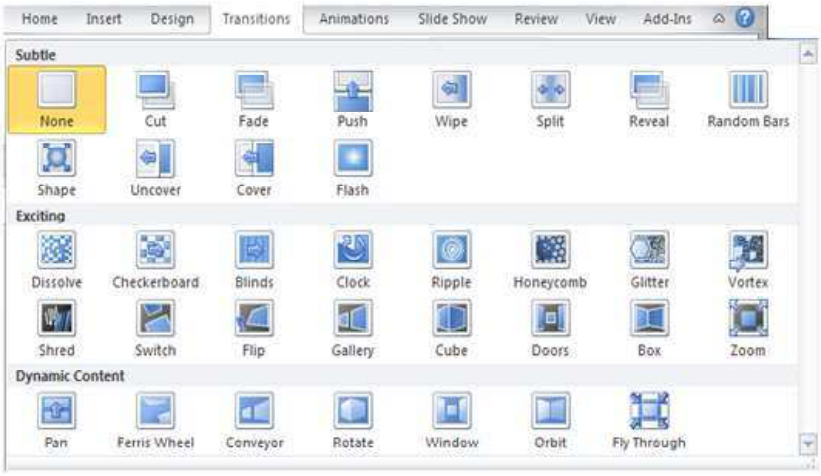


Fig. 13.14: Transition Effects

13.5 SAVING A PRESENTATION

When you do some work in computer, definitely you want to preserve/ save it so that in future you can open your work and modify/view the data/ information in the file. To save your presentation, follow the steps as given below:

1) Click the ‘‘File’’ menu.
2) Click on the ‘‘Save’’ option or directly click on button along-with the title bar. A dialog box with title ‘‘Save As’’ will then appear (Figure 13.15).



Fig. 13.15: ‘‘Save As’’ Dialog Box

3) Now, select your location where you want to save your presentation file.
4) Type a name for your presentation in the ‘‘File name’’ text box.
5) Click the ‘‘Save’’ button. And thus your work will be saved.

13.6 RUNNING A PRESENTATION

You can view your created presentation like a video by viewing the slides one by one, which is called Slide Show. There are various options/ settings regarding the slide show. These options/settings are under the ‘‘Slide Show’’ menu (Figure 13.16).



Fig. 13.16: Slide Show Menu

Basically, when you run a presentation, it should run from the 1st slide to the last slide in your presentation. So, to run your presentation (considering the Exercise 13.2), follow the steps given below:

1) Select the "Slide Show" menu.

2) Click on the 

button and your presentation will run.

3) After the last slide of your presentation, press "ESC" key and you will get your presentation in normal mode.

13.7 CLOSING A PRESENTATION

To close an opened and already saved presentation, follow the steps given below:

1) Click the "File" menu.
2) Click the "Close" option.

   Note: But consider that you have not fully saved your data in the presentation before closing it. So, in this case, when you try to close it a dialog-box, as in Figure 13.17, will appear asking whether you want to save your presentation.

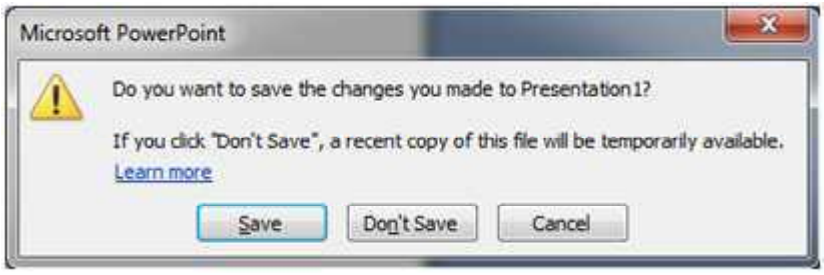


Fig. 13.17: Closing a Presentation

If you want to save your presentation and close it, then click "Save". If you do not want to save your presentation and close it, then click "Don't Save". And if you want to cancel your current saving command then click "Cancel".

13.8 OPENING AN EXISTING PRESENTATION

To open an existing presentation, you need to follow the steps below:

1) Start the MS-PowerPoint.
2) Click on the "File" menu.
3) Click "Open" option and the "Open" dialog-box will appear (as in Figure 13.18).



Fig. 13.18: "Open" Dialog Box

4) Select the location where, the presentation to be opened, was saved.
5) Click "Open" button. The presentation will then be opened.



CHECK YOUR PROGRESS

Do the following exercise:

Q.1: Start the MS-PowerPoint application.

Q.2: In a text box of the default slide, type "Bachelor of Computer Application" and set the font size to "40" and font colour to "Green".

Q.3: Now add an animation effect in that text box so that when the slide appears during the slide show, the text box appears with the set animation effect.

Q.4: Also add a slide transition effect to that slide.



13.9 LET US SUM UP

- To create a new presentation, click File –> New... and then click ‘‘Blank Presentation’’ in ‘‘New Presentation’’ task pane.
- There are three types of views of a presentation– Normal View, Slide Sorter View and Reading View.
- To create/insert a new slide in to your presentation, click on the slide after which you want to insert the new slide then click Home –> New Slide.
- You can change your font and font-styles of your text with the help of either Home menu or by short-cut buttons/keys.
- To delete an existing slide, right-click on the slide and then click ‘‘Delete Slide’’ option.
- You can also apply designs to your slides by using the design templates provided in PowerPoint. To apply design template, select the ‘‘Design’’ menu and then select a design template.
- You can also apply custom animations to the content of your slides. To apply custom animation, select the object and also select the ‘‘Animations’’ menu. Now, select the animation as you like.
- To apply slide transitions, select the slide and also select the ‘‘Transitions’’ menu. Now, select the transition effect you like.
- To save a presentation, click File –> Save.
- To close a presentation, click File –> Close.
- To open an existing presentation, click File –> Open.



13.10 FURTHER READING

1) Lambert, J. & Cox, J. (2010): *Microsoft PowerPoint 2010 Step by Step*; Microsoft Press.
2) McFedries, P. (2007): *Microsoft Office Powerpoint 2007: Visual Quick Tips*; John Wiley & Sons.



13.11 MODEL QUESTIONS

Q.1: What do you mean by custom animation? Write down the steps for applying an animation effect.

Q.2: What are the different kinds of animation effects?

Q.3: Are the slide transition effect and custom animation effect means the same? Explain your answer.

Q.4: Create a PowerPoint presentation about your institute and animation effects and transitions effects to the contents of the slides and the slides respectively. Make at least 5 slides for the presentation.

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