

Microsoft Word

It is a word processing package . Word is generally use for creating letters, application forms, certificates etc

Start a word document.

Start > All programs > Microsoft office > Microsoft word office button

New :- It is used to open a new word document.

Steps: Click office button > Select New > Blank document > create

Short key :ctrl+N

Open : It is used to open a saved document

Steps : Click office button > Select open > Select word document you want to open > click open

Short key :ctrl+O

Save : Used to save current record

Steps : Click office button > Select save > select a place you want to save the record > Enter file name >Click save button

Short key :ctrl+S

Save as : Used to save a document with different names

Steps: Click office button > select save as > select a place you want to save the record > Enter file name> Save

Print : Used to print current document.

Steps : click office button > Select print > Enter number of copies > Ok

Print preview : used to show the preview of document before printing

Steps: Click office button > select print > Print preview

Short key :- ctrl+ F2

Close : Used to close the current document

Steps : click office button > Select the close

Short key : Alt +F4

HOME TAB

Cut, copy and Paste

Cut : Cut option is used to cut or move selected portion of a document .

Steps:- Select text > Click on cut icon from home tab short key : Ctrl+X

Copy : copy option is used to copy selected portion of a document

Steps : Select text > Click on copy icon from home data Short key : ctrl+C

Paste : Paste option is used to paste text or images into a document.

Steps:- After cut or copy operation place the cursor where you want to paste > Click paste icon

Short key :-ctrl+V

Paste special

This is used to paste selected text or image into different formate.

Steps: After cut or copy operation, put the cursor where you want to paste > click > select paste special > select any format > click ok

Clip board

Clip board can hold 12 number of elements that where cut or copied in M.s word.

Format painter

Used to copy formatting one place and apply it to another place.

Steps : select the text or graphic that has the formatting that you want to copy > on the home tab > click format painter > select the text type that you want to format > To stop formatting press ESC button.

Font

Font option is used to change the font style of selected text

Font = It is the style which the character are written.

Font style = It is the thing used to specify a font style such as Bold, Italic, Underline

Font size = To change the size of font. Minimum font size is 8 and maximum font size is 72

Grow font = increase the font size

Shrink font = Decrease in the font size

Strike through = Draw as line through the selected text

Double strikthrough : Draw a double line though the selected text

Super script= Raises the selected text below the thebase line and changes the selected text into a smaller font size

Example: H²O

Change Case(Shift+F8)

Change the selected text to upper case, lower case and other cases

a) Sentence case= it is used capitalise first letter of the first word

b)Lower case = Change all selected text to lowercase setup

c) Uppercase= Change all selected text to capital letter

d) Capitalize Each Word (Title case)=Capitalize first letter of each word

e) Toggle case =it convert all capital letters into small letter and all small letters to capital letters

Step: All the above are following the same steps

Select text > Click any of the above operations> to remove > click again the selected icon

Highlight

Use the highlight tool and mark and find important text in your document

Steps: Selected text > click highlight colour> Select any colour

To remove highlights: select the text > Click highlight colour> Select no colour

Clear format

Clear all the format from the selection leaving only the plain text

Steps: Click clear format icon

Bullets and numbers

Bullets: Add bullets to existing line or start a bulleted list

steps: select text> click bullets or numbering icon> select the bullet type or numbering type (click the allow to choose different numbering formats)To remove bullets and numbering click again numbering

Decrease indent

Decrease indent level of the paragraph

steps: select paragraph> click decrease indent

Sort

Used to sort numbers and alphabets into ascending to descending order

Steps: Select sort icon> from appearing window select ascending or descending > click ok

Find, Replace, Go to [Ctrl+F, Ctrl+L, Ctrl+G]

Find option is used to find a word from a document

replace option is used to replace a word from a document

Go to option is used to jump to another part of the document

Paragraph Symbol [show/ hide]

Used to show paragraph marks .

Left : Used to align the selected text to left

Right: Used to align the selected text to right

Centre: Used to align the selected text to centre

Steps= Select text > click left or right or centre icon

Justify ; Used to align text both right and left margin

step= Select text > click justify

Line spacing

Used to change the spacing between lines of text

Steps = select text > click line spacing > from the list >select any one space

Shading

Used to colour the background behind the selected text

steps: select text > click shading > select any colour

Border

Used to give border to the selected text or cell

steps: select text > click boarder > click any boarder

INSERT TAB

Coverpage

Insert a fully formal cover page into our document

steps: click cover page icon> select any format>

To remove: cover page , click cover page icon >click current cover page

Blank page

Used to insert a new blank page at the current position

steps : click blank page icon

Table

used to insert or drew a table into the document there are four steps to insert a table

step1: click table > select required rows and columns from default table

step2: click table > select insert table > enter number of columns> enter number of rows > click ok

step3: using pen > select table> select draw table> draw table as you went using the pencil

step4: quick table> used into insert different types of built in table > click table icon> select quick table> select any table icon the list of tables

Table tools ,Design, table styles

Used to choose a visual style to the table

steps: Just click on the required style

Table styles option: used to select different tables styles based on table just click on the bases to apply styles shading

border

line style change the style of the line

layout

Used to select the current cell, row, column

steps: click on the icon > click any option from the list

Insert Above

Used to add a new row directly above the selected row

steps: select all> click insert above

Insert Below

Used to add a new row directly below the select row

steps: select all > insert below

Insert Left

Used to add a new row directly left the select column

steps: select all> insert left

Merge cell

Used to merge selected cells into one cell

steps :select two or more cells> click merge cell icon

Split cell

Used to split selected cells into multiple new cell

steps: select cell> click split cell > from the coming window select number of columns and rows> click ok

Split table

Used to split table into two tables

steps: select cell> from where you want to split > click ok

Auto fill

Used to automatically resize the column based on text

steps: click auto fill> select any option

Distribute column

Used to set the width of the selected columns based on text

steps: select columns>click distribute columns

Alignment

Used to set the position of text within the cell they have many options to set alignment that are displayed in alignment box

steps: select text> select any option from the alignment box

Text direction

Used to change the text direction within the selected cells

Cell margin

Used to customise all margin and spacing

steps: select cell> select cell margin> select top bottom, left & right > click ok

convert to text

Used to convert a table to regular text

steps: select table> click convert to text , to change text table format do the following steps

select text> insert tab> select convert text to the table from table option> select number of columns > click ok

Formula

Used to insert formula to a cell from simple calculation

steps: select formula > to a cell from simple calculations

Picture(Insert picture)

Used to insert picture from file

steps: click picture icon > select any picture from any file > click insert

Brightness

Used to increase or decrease the brightness of the picture

steps: select picture > click brightness > select any option from the list

Picture style

Used to give different styles to selected picture

steps: Select picture > select any style

Picture shape

Used to change the shape of selected picture

steps : select picture > click picture shape> select any shape

Picture effect

Used to apply visual effect to the picture

steps: Select picture > click picture effect > select any style in the list

Send to back

It is used to send an object behind all other

steps: select picture > click send to back

Text wrapping

Used to change the way the text appear around the picture

steps : Select picture > click text wrapping > select any option

There are any text wrapping options

1. In line with text
2. Square
3. Tight
4. Behind text
5. In front of text
6. Top and bottom
7. Through

Rotate

Used to rotate selected object

steps : Select picture > click rotate icon > select any option

Clip art

Used to insert clipart into the document.

steps: Click an clipart > A window will appear on right side > enter picture name in search for box > click go button > click any picture from the list > select picture to appear in the document.

Drawing Tools (format Tab)

Insert shape : To insert shape

Shape style : Choose a visual style for the shap or line

shape fill

shape outline

change shape

shadow effect > to add shadow to the shape

Smart art

Used to insert smart art graphic to visually communicate information.

Step: Click smart art icon > select any style >Ok . There are two types of tool in smart art

1. Design

2. Format

1. Design

Add shape: - To add shape

Graphic :- click shape icon > select any option

Add bullets : To add bullets

Steps: Select shape > add bullets icon right to left

Promote/ Demote: To increase/Decrease level of the selected bullets or shape

Steps : Select shape > click text pane >text pencil appear > select an item from text pan> click promote or demote. All other in design tab are available by clicking on the list .

Chart

Used to insert chart to illustrate and compare data

Steps: click chart icon> a window will appear> select any chart > click ok> an excel sheet with default data with appear > to edit chart, select the default and enter data you want > A chart based on your data will automatically appear in word document

Chart having three sub tabs

1. Design
2. Layout
3. Format

Design tab

Change chart type

Used to change the style of chart

Steps: click chart > click edit data> excel sheet > edit data

Layout Tab

Chart Title

Used To Add Remove Chart Title

Steps: Click Chart Title> Select Any Option>A Heading Box Will Appear> Enter Heading into the Box to Remove Title> Click Chart Title> Select None

These Are Many Types of Charts

- Column
- Line
- Pie
- Box
- Area
- Xy (Scatter)
- Stack
- Surface
- Dough Out
- Bubble
- Redder

Hyper link

Used to create a link between our document and another file

Steps: select any word> click hyperlink> select any file you want to link> click ok> select text will appear in blue colour> holding ctrl key> click on that text to follow link> the file will appear

To remove hyperlink: select word> click hyper link> ok

Bookmark

A Bookmark identify a location or selection of text that your name and identify for justice reference you might use a bookmark to identify

Steps: Select any word> click bookmark> enter name for bookmark>click add button

To delete bookmark: click bookmark icon> select bookmark> click delete button

Header

Header is the text that is added to the top margin of our cover page

Steps: Click header icon> select a type from the list> Type the letter in header box> When you finished adding header double click on document

To remove header: Select heading text> click delete button

Footer

Footer is a text that is added to the bottom margin of every page

Steps: Click footer icon> select a type from the list> type the text in footer icon>select a type from the list> type the text in footer box> when you finished adding footer double click on document

To remove footer: Double click on footer> Select footer text> click delete button

Quick parts

Used to insert a reasonable content into the document

Steps: Click quick part icon > select document property > select any type> enter data you want

Word art

Used to insert decoration text into the document

Steps: Click word art > from the list select any style> enter your text> click ok

Signature line

Used to insert a signature line those specify the individual who must sign

Steps: Click signature line> select micro soft office signature line> enter signature name> enter title> click ok

Date & time

Used to insert the current date & time in current document

Object

Used to insert an object from software

Equations

Used to insert equations into the document

Symbol

Used to insert symbols that are not your keyboard

Steps: Click symbols> select mark symbols> select any symbols> click insert button> click close

Page Layout

Size

Choose a appear size for the current section.

Break

Used to add page break and column break, page break (ctrl+enter), column break (ctrl+shift +enter)

Line number

Used to add line numbers to each line of the document

Hyphenation

Used to add hyper to the text

Water mark

Used to insert text behind the content on the page

Steps: click water mark >selected any pre-defined water mark > select water mark > enter text > select colour and layout > apply > ok

To remove water mark: click water mark icon > select remove water mark

Page Border

Used to set the boarder around the paragraph and add shading to the paragraph

Steps: click page border > A dialogue box will appear select boarder to add border around the paragraph select page layout border to add border around the page > select any border style > select colour and width > click ok

To add shading to paragraph: Select paragraph > select page border > select shading > select any colour > click ok

To remove shading

Select paragraph > select page border > select shading > select no colour > ok

Indent

Left: Move the left side of the paragraph by a certain amount

Steps: use up and down arrows.

Before: change the shading between paragraphs by adding space above the selected paragraph.

After : change the shading between paragraphs by adding space between the selected paragraphs.

Reference

Table of contents

Add table of contents to the document.

The easiest way to create a table of content is to use the built in heading style.

Steps: Type your notes with heading and subheading select heading to which use went to apply a heading style > on the home tab in the style group click the style that from the reference tab > click table of contents > select any style.

Add text

Used to change or add the selected text or on entry in the table of contents.

Steps: Select text > click on add text > select any level

Update Table

Used to update the table of contents

Steps: click update table of contents

Insert foot note and insert End note

Foot note and endnote are used in printed documents to explain, comment or provide references for that text in a document footnote appear as the end of the page. End note appear in the end of the document.

Footnote steps: Select text > click insert > foot note > type the reference note

End note steps: select text > click insert > click insert endnote > type reference note.

Mailing Tab

Envelops

Steps: On mailing tab > envelops type delivery address and return address> click add to document

To remove envelop: select the press delete key

Labels

Steps: On mailing tab> click label> select options> from label windows list box select 'A 'one> ok>enter data to create name slip> click new document

Mail merge

MS Office Is A Feature Called Mail Merge. ThisIs Especially Useful When You Want To Merge Letters To A Number Of Recipients. You Can Follow Simple Instructions To Create Your Own Mail Merge Document.

Step:On Mail Merge Tab> Click Start Mail Merge> Select Step By Mail Merge Wizard> Click On Next Starting Document From The Window Appear> Click On Select Recipients> Select Type In New List > A

From It Click On Customize Button> Yes> Click Add Button to Add New Fields> Enter Field Name> Ok> Enter Address Using Tab Key> Ok > Field Name> Save> Ok> Type Letter > Put Curser After To> Click Insert Merge Field Icon> Select Field> Click Finish and Merge> Click Edit Individual Elements> All > Ok

Review

Spelling & grammar

Used to check the spelling and grammar of text in the document .Spelling mistakes are noted in the document with red underline Grammar mistakes are indicated by green underline

Steps: click a spelling> F7 key> A window' will appear> from the suggestions list box select ignore ones all button from appearing window

Word count

Used to find out the numbers of words, characters paragraphs and lines in the document

Comments

Add comments:

Used to add a comment about select text or image

Steps: select text > click new comment> enter comments in appearing belongs

Delete

Used to delete all of the comments in the document or just the one that is shown on the screen

Steps: Select comments> click delete icon

Track change

Track all change made to the document

Steps: from review tab> select track changes

Accept

Used to accept all changes in the document

Steps: click accept icon> select accept all changes in document

Next

Used to navigate to the next change in the document

Steps: Select any changes> click next

Protect document

Used to protect the current document restrict new people can access the document

Steps: click protect document > select restrict formatting and editing> from appearing box click on the formatting restrictions and editing restrictions> click on 'yes' start enforcing protection button> enter password> re-enter the password> click ok

View

Print layout

View the document as it will appear on the printed page

Web layout

View the document as it would lead as a web page

Outline view

View the document as outline and show the outline tools

Drafts

View the documents as a draft to quickly edit the text. All the above five options use same steps

Just click on the respective icons

Document map

Used to navigate through and structural view of document

Steps: To show document map select the check box> to hide document map

Thumbnails

Used to navigate along document through small pictures of each page

Steps: To show thumbnails select the check box > to hide the thumbnails deselect the check box

Zoom

Used to specify the zoom level of the document

[Default zoom is 100%]

Steps: select zoom icon > select any zoom option > click ok

One page

An entire page fits in the window

Two Page

Two pages fit in the window.

New window

Open a new window containing a view of current document.

Split window

Used to split window into two parts .so that you can view different sections of the document at the same time.

Switch window

Switch to the different currently open window.

Steps:- select switch window > select any window.

Macro

Used to record an operation . It is an advanced feature that can speed up editing you may perform in a word document.

Steps: Click macro from view tab > Enter any shortcut key using ctrl key > click assign button > click new the macro starts recording > from macro icon > To own.

The macro press the short cut key on the key board.

To remove macro :- Click macro > select macro name want to delete > click delete button > select Yes > click ok

Microsoft Excel

Microsoft excel is a powerful spread sheet program. Each excel file is a work book that can add many work sheets. The instructions of row and column is called cell . Each cell on the spread sheet has a cell address that is column letters and the new number.

Work book is a excel name for a file by default excel consist of sheet. In a work book it can be increased upto 255 extension of excel is x is in excel. Each sheet consist of 250 columns and 35536 rows formulas in excel must start with the equal (=) sign

Calculation

Addition

There are tree method, to add number in excel

1. = select 1st no +select 2ndno > Enter
2. = Sum (select range) > Enter
3. = select cell then click auto sum > select number > Enter.

Substraction

There is only one method to substract numbers in excel

1. = select 1st no – select 2nd> Enter

Multiplication

There are two methods.

1. = Select 1st no * select 2nd no > Enter
2. = Product (select range) > Enter

Division

Thre is only one method.

1. Select 1st no / select 2nd no > Enter

Logical Function

There are four types of logical function

- 1- Simple If
- 2- Nested If
- 3- And If
- 4- Or If

Simple If

It is used to find result based on one condition

Example: -1	<u>Name</u>	<u>Mark</u>	<u>Result</u>
	Ammu	366	=If (Mark>10, "pass", "fail")
	Roy	400	= if [mark>10,"pass","fail"]
	Rahul	123	=(mark>10,"pass,"fail")

Example:-2

Name	Job	service	status	BP	TA	DA
Bonus	PF	HRA	TAX	TD	NP	GP

Conditions:

TA= [Salary>5000, 20% of Salary Else 10% of Salary]

DA= Job="manage" 1000 else 500

Bonus=(Salary=5000,15% of salary else 10% of salary)

HRA = status = "m", 1500,150

Tax = 8% of salary

Gp = salary+ta+Da+HRA+Bonus

TD = PF+ Tax

NP = GP+TD

PF = Salary = 1000,2000,500

Nested IF

Nested if is used to find result on two or more conditions

Eg: 1	<u>Name</u>	<u>Mark</u>	<u>Result</u>
	Arjun	345	= if (mark > 480, "distinction", if (mark>360, "first class" , if (mark > 300, "second class",if (mark>210, "pass", " fail")))))

Eg: 2 **Name Job status service TA DA Bonus PF HRA Tax GP TD Np**

Conditions :- TA - salary > 800, 2000

Salary >600,1500

Salary > 400,1000

Salary > 2000,500, else 250

Da – Job > "Manager" 25% of salary

Job = " Doctor " 30% of salary

Tax = 8% of salary

GP = Salary+DA +HRA+Bonus+TA

TA = Pf+Tax

NP = Gp-TD

OR IF :- It is like the and If.

Function

1- Statistical function

a) Max :- used to find largest value from range

eg: max (select range) > enter

b) min :- used to find smallest value from range.

eg :- min (select range) > enter

c) count :- To count the no of cell in a range

eg:- count : to count the no of cell in a range

d) Average :- To set the average of given numbers

eg:- Average (select Nos) > enter

e) count A :- To count the No of cells in a range that contains number and texts.

eg:- Count A (select range) > Enter

f) count If :- To count the Nos of cells that within a range that meets the given condition.

eg:- Count if (select the nos "give the condition) > Enter

g) Count Blank : To count the no of empty cells

eg:- = count Blank (select the whole cell with or without nos)

2- Text Function

a) Exact :- To check whether the the two strings are exactly the same and returns True or False. It is case sensitive Eg:- Exact (select the words)> Enter

b) Upper :- To convert the word string to upper case

eg:- Upper (select the texts) > Enter

c) Lower (give text) > Enter

d) substitute :- To replace the existing text with new text string

- eg:- Substitute (select the text) > Enter
- e) Chor :- Returns the character specified by the code number from the character set for your computer
eg:- Char (give any on) > Enter
- f) Code :- Return a numeric code for the 1st character in a text string, in the character set used by your computer
eg:- code ("give text") > enter
- g) Left :- Returns the specified number of character from the start of a text string
eg:- Left (select text, give no of characters) > Enter
- h) Right :- Returns the specified number of characters from the end of a text string
eg:- right :- Return the specified number of character from the end of a text string
- i) Mid :- returns the character from the middle of a text string, given a starting position and length
eg:- MID (select text, starting letter, no of 1st word, no of character in the word we want) > enter
- j) concatenate :- Joins several text strings into one text string.
eg:- CONCATENATE (select 1st word, 2nd word,.....) > Enter
- k) Trim :- Removes all spaces from a text string except for single spaces between words.
eg:- = Trim (select the text) > Enter
- l) Len : Returns the no of characters in a text string
eg:- = LEN (select the text) > Enter
- m) Proper :- converts a text string to proper case
eg:- = PROPER (select the sentence) > Enter
- n) REPT (to repeat) :- Repeats the text at a given number of times.
eg:- REPT (text, no of numbers to be repeated) > Enter

3- Date and Time Function

- a) Today :- Used find the current date
eg:- TODAY () > Enter
- b) Day :- To find the current day
eg:- DAY (TODAY ()) > Enter
- c) Date value :- converts a date in the form of text to a NO : that represents the date in micro excell date tiem code
eg:- DATE VALUE ("1/11/2018") > Enter
- d) Time value : To converts a text time of an excel serial no for a time, a no: from 0 to 0.99

eg:- TIME VALUE ("12:15") > Enter

e) Month :- To find the month

eg:- MONTH (To DAY ()) > Enter

f) Year :- To find the year

eg:- YEAR (TODAY ()) > Enter

g) Now :- To find the current date and time together

eg:- = Now () > Enter

h) Second :- To find the seconds, from 0 to 59

eg:-SECOND (Now ()) > Enter

i) Minute :- To find the minutes from 0 to 59

eg:- MINUTE (Now ()) > Enter

j) Hour :- To find the hour , from 0 to 23

eg:- HOUR (Now ()) > Enter

4- math and trig Functions

a) ABS :- To find the absolute value of a no : without its sign

eg:- = ABS (-56) > enter

b) ODD :- Rounds a +ve no. up and - ve no : down to the nearest odd integer

= odd (4) > enter

C) Even ;- Round a +ve no: up and -ve no: down to the nearest even integer

eg: even(5)>enter

D) Fact:- To joined factorial of a number

eg :- FACT(5)>Enter

E) Power:- To joined power of a number

eg:- Power (10,3)> Enter

F) Rand:- Return a random no: gather than or equal to 0 and less than 1 , Eve only distributed

eg:- = RAND()*15> Enter

G)Rand Between: Returns a random no. b/w the number you specify

e.g.:- RAND BETWEEN (45,80) > Enter

H) M ROUND :- Returns a no. rounded to the desired multiple

e.g.:- M ROUND:- (44,5)> Enter

I) INT:- Rounds a no down to the nearest integer

e.g.:- = INT (45,399)> Enter

J) MOD:- return the remains after a number is divided by a divisor

Eg:=-mod (27,2)>enter

k) sqrt =returns the square root of a number

eg:- =sqrt(9)>enter

l) ceiling:- round number up to the nearest multiple of significance

eg:- =ceiling (27,5)>enter

m) floor :- rounds a number down to the nearest multiple of significance

eg:- =floor(27,5)>enter

n) sum if:- adds the cells specified by a given condition or criteria

eg:- sum if (select the whole date,"name",select the other data)>enter.

orientation

Used to rotate a text within a cell or group of cells wrap text

Wrap text

Make all text visible within a cell.

Steps:- select all >click on wrap text button.

Merge and center

Used to join two or more cells into one cell and align text to center

Merge across

Used to join only columns of selected cells.

Unmerge cells

Split the cells into multiple cells

Conditional formatting

It is used to edit cells based on several conditions which are indicated in such means

Steps :- 1. enter a value data

2. select that data

3.on conditional formatting menu click any conditional which you need

4.depends up on the selected condition enter value to the boxes or select any options

Format as table

Used to convert a large of values in to table format

- Steps :-
1. Select range
 - 2.click on format as table
 - 3.select any style from list
 4. click ok

Cell styles

Used to format a cell by choosing from predefined format

- Step :-
- 1.select a cell
 - 2.click on cell style
 - 3.select any style

Insert cells

To insert a cell between cells

Steps:- on insert button>click insert cell

Delete sheet.

To delete a specific cell from one sheet.

Steps:-select cell>on delete button >select delete cell>ok

Delete sheet rows

Used to delete a specific cell from one sheet .

Steps: Select cell> on delete button> click delete sheet rows

Delete sheet columns

Used to delete columns from a sheet

Steps: select columns> on delete button> click delete sheet columns>

Format

Row height

Used to change the row height

Steps:

1. Select cell of row
2. On format button click row height
3. Enter height between 0 and 40

Auto fit Row height

Used to change row height automatically based on text size

Step:

1. Select row or cell
2. On format button click auto fit

Auto fit column width

Used to change column width automatically based on text size

Steps:

1. Select cell
2. On format cell button click auto fit column width

Default width

Used to display the default width of a column

Hide and unhide

Used to hide and unhide rows, columns and sheets

To hide row: select row> on format menu> select hide and unhide > hide row

To hide columns: select columns> on format menu> select hide and unhide columns

To hide sheets: select format menu > hide and unhide > hide sheet

Move or copy sheets

Used to move the select sheet in another location

Steps: on format menu > sheet move or copy> A window will appear> select which sheet you want to move > click ok

Fill

Used to fill a text or number in a particular style

Justify

Used to wrap text with in multiple cells into one cell

Clear

Used to clear data and format the sheets

Steps: select range> on clear menu. Select any option you want

Insert

Pivot table

Used to summarize data

Select data on range> pivot table> the next coming window press ok> pivot table will appear on another sheets and sometimes it will be appear on the left side of the windows. In the pivot table field we can choose or select what we intend

There are pivot table for inserting table and pivot chart into the sheet in pivot table

Tables

Used to convert data into table format

Steps: First we select the range > then click in the insert menu> click table> new appearing window> click ok

Chart

Graphical representation of data there are many types of charts we can select it from other chart icon from the Insert menu

Steps: select range> click other chart from insert menu > select all chart types> select any chart type> click ok

Page layout

Print area

Used to set the area we want to print

Steps:

1. Select the range we want to print
2. Click print area
3. Set print area
4. Give print titles
5. Print preview

Breaks

Used to specify where new page will begin in the printed copy

Steps: select cell> click break> select insert page break

Print titles

Used to display the print preview

Width

Used to display the width of print page

Hide line

Used to show and hide lines in work sheets

Formulas

Name manager [ctrl+F3]

Used to change the name of a cell

Steps: select cells> name manager> new centre name> ok

Define name

Used to change the name or address of a cell directly

Use in formula

Used to insert cell name into the formula

Steps: select any cell> click list in formula> select name > select any cell> click use in formula> select name

Trace precedent

Show allows that indicate what cell affect the values of the currently selected cell or text

Steps: click any cell that has formula > click trace precedent

Show formula icon [ctrl+.]

It is used to display formula in a sheet

Evaluate formula

Used to evaluate formula in cell

Steps: select cell that have formula> click evaluate formula > click evaluate > close

Calculation options

Specifying when formula are calculated

Steps: click calculate option> select automatic or manually > you use manual option from calculate option that use calculate > now option for position

Error checking

Display the formula in each cell instead of the resulting value

Steps: error checking> show calculation steps> evaluate error checking > editing formula bar

Watch window

Used to get the whole detailed regarding a cell

Steps: select cell> watch window> add watch window> add

Data

Filters

It is used on selected data based on conditions

Advanced filters [shift + ctrl+l]

Enable filtering of the selected cells

Steps:- first centre our conditions in to our cell>select the range> select the advanced filter> the next coming window select the criteria range box> select copy another location button> click copy to and select any cell> select any unique cell> click ok

Text to columns

To separate the content in a cell in to different columns.

Steps:-type the centence in the cell and click the 1st cell> text to columns> fixed width> next, the click where you want to give columns> finish

Remove duplicates

To remove duplicate lows from a sheet

Data validation

Used to remove invalid datas. If pivotic invalid datas being entered in to the cell.

Steps:- select the cells> click data invalidation> allow> click whole number> give no in min end max> select input message, then give title and message> select error alert, give title and message> ok

To remove data validation:- select the cells >data validation> clear all> ok

Consolidate

To combine multiple range of data into a single range of data

Steps:- select the cell> click consolidate> select reference>select 1st table> click add> select the 2nd table > click add >select another blank cell> click add> give mark in top and bottom column > click ok

What if analysis

Used to layout varius values for the formula in the sheet. So that we have,

1. Scenario management
2. Goal seek
3. Data table

1. Scenario management

Used to change the data in our table.

Steps:- select data> click what if analysis> select scenario management> click add> give senerio name > select changing cell, give the cells to be changed> ok > change the name > ok > close

To see it:- select scenario management > click show

2. Goal seek

Used to change the total values directly.

Steps:- select the values in cell> select goal seek from what if analysis > give value in 'to value' > give cell needs change 'by changing cell' > click ok.

3. Data table

Used to find the interest late of an amount in different years

Steps :- select the range > click data table from what if analysis > select low input cell, give the data required > ok

4. Group

Used to hide the grouped rows and columns

Steps:- select the range > select group > select row column > then click un group.

5. Subtotal

Used to join the sub total.

Steps :- select the range > select subtotal > give where we want to remove :- click subtotal > select remove all

6. Protect sheet

Used to protect our sheet from unwanted change that are given by others.

Steps :- click protect sheet icon > enter password > ok > re enter password > click ok.

View

Normal

Used to view the normal document

Page layout

Used to appear the sheet as print view.

Grid lines

Used to show the grids

Freeze Panes

It keep a portion of the sheet visible while the rest as the screen scrolls

Step :- Select a cell > click freeze panes > select freeze pane

Save work space

Used to save work space

Switch windows

Switch to a different currently open window

Referencing

Here we do the coding of cells.

There are three type of referencing

1. Relative referencing
Where two cells are coded end get a different answer
2. Absolute referencing
Get the same answer when two cell are coded
3. Mixed referencing
Combination of relative and absolute referencing

Microsoft Power Point

Power point is a complete presentation graphic package. It gives your everything needed for presentation power point features.

Animations

In power point animation refers to the movement of text and others slide pbject and change could with sound in addition, you can add transition effect in between.

Power point

Power point gives 4 scene layouts for constructing presentation in addition to the slide show

Normal view

This scene is split into their section showing the presentation out line on the left said of the main window and notes and the buttons on other said

Slide view

The slide show displays each slide on the scene and helpful for editing image formatting text and adding ground slide

Outline view

The presentation outline is displaced on the majority of the screen with small window for the slide and notes . This view is recommitted for editing treat

Slide sorter view

A small image of each slide is displayed is slide sorted view. Slides can be easily ordered end sorted from screen by checking the show button.

Grouping And Order

Image can grouped together so they become one image and van be moved together or the same formatting changes can be applied to both at the same time, once select all the image that will be grouped by holding down the shift key and checking once again the image then select group from the menu, the images can be ungrouped by selecting the same menu.

Insert Tab

New slide (Ctrl+M)

Used to add a new slide to the presentation.

Layout

Used to change the layout on the selected silde.

Steps :- Select slide > click on layout icon > select any layout.

Design tab

Themes

Used to change the background themes of side

Background styles

Used to change background styles

Animation tab

Slide transition

Used to choose a special effect that can be applied during the transition between slides

On mouse click

To move to the next slide

Automatically after

Move to the next slide after a creation number of seconds

Slide show

For beginning click F₅

Start the slide show from the 1st slide onwards

For starting from the current slide click shift +F₅

Starts the slide show from the current slide

Action button

It is used for linking

Steps: click insert menu > select shapes > select the action button > draw the button in the slide > give the slide to be linked

Microsoft Access

Microsoft Access is a [RDBMS] Relation data base management system. It is used to organize, manage, and display a data base

Data base

A data base can be as a collection of data

Data type

It is the type of value that will be entered into the field

Text :- the default type text allow any combination of letters and numbers up to a maximum 255 field

Memo: - a text type that store 1 to 64000 characters

Numbers: - any number can be stored

Date and time:- date , time, or combinations of both

Currency:- used to define monetary values

Auto numbers:- when a new record is created , access, will automatically assign a unique integer to the record in the field

Yes/ no:- use this option for travel, falls, yes/ no , on/ off,

OLE object:- OLE object is a sound , picture, or other object

Hyper link:- a hyper link links to an internet website or other location in the data base

Primary key

Every record in a table must have a primary key that differentiates it from every other records in the table

Form wizard

Used to change the table we have created to from style

Steps: select from wizard> select field> next [default] column layout > finish

To modify the created form :- click right button of the mouse > design view > double click left side form

Query Design

Used to make change, delete and update data in our table . To create a new blank query in our design view > click query design > select table > Add

There are three types of queries

1. Select Query - Used to extract data from table
2. Update Query – Used to modify data in a table
3. Delete Query – Used to delete unwanted data from the table based on specific values.

Forms

It is used as an alternate way entry into a database table

Reports

Reports will organize and group the information in a table or query and provide a way to point the data in database.

