

# SESSION - 2022-23

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CLASS - B.Com I Year

SUBJECT - ELECTIVE COURSE

TITLE - M.S. OFFICE

CCE - CCE I (ASSIGNMENT & VIVA)

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Unit - I

M.S. WORD

M.S. Word is a computer application program written by Microsoft and is a part of Microsoft Office suite. It enables you to create, edit and save professional documents like letters and reports.

Write the features of M.S. Word. Also write its area of use.

→ Features of M.S. Word

Home = This has options like font colour, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option.

Insert = Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the "Insert" category.

Design = The template or the design in which you want your document to be created can be selected under the Design tab. Choosing an appropriate tab will enhance the appearance of your document.

- Page layout - Under the page layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.
- References - This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography etc. can be found under this tab.
- Review - Spell check, grammar, thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

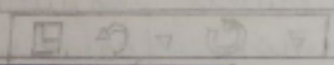
### Uses of M.S. Word

- In Education: It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online.

- In Workplace: Submitting letters, bills, creating records, letterheads, sample documents, can all easily be done using MS word.
- Creating and Updating Resume: One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience.
- Fast Authors: Since separate options are available for bibliography, table of contents etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice.

Q2. What is Quick Access Toolbar? Write the steps for customizing quick access toolbar.

Ans → Quick Access Toolbar lies next to the Microsoft Office Button. It is a customizable toolbar that comes with a set of independent commands. It gives you quick access to commonly used commands such as Save, Undo, Redo, etc.



Steps for customizing:-  
When you click the drop-down arrow next to the toolbar it offers more commands. With a left click you can add any of these commands

to Quick Access Toolbar.

You can also remove the commands added to the tool bar. The indent, spacing values, individual styles and other features that appear on the ribbon cannot be added to quick access toolbar.

Q3 Explain ribbon tab with example.

Ans: The ribbon is a user interface element which was introduced by Microsoft in Microsoft Office 2007. It is located below the Quick Access Toolbar and the Title bar. It comprises seven tabs: Home, Insert, Page Layout, References, Mailings, Review and View. Each tab has specific groups of related commands. It gives you quick access to the commonly used commands that you need to complete a task.

Home Tab:

The home tab is the default tab in Microsoft Word. It has five groups of related commands: Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features. It also helps you to return to the home section of the document.

Insert tab:

Insert tab is the second tab in the ribbon. As the name suggests, it is used to insert or add extra features in your document. It is commonly used to add tables, pictures, clip art, shapes, page numbers, etc. The insert tab has seven groups of related commands: Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.

Page layout tab:

It is the third tab in the Ribbon. This tab allows you to control the look and feel of your document, i.e. you can change the page size, margins, line spacing, indentation, document orientation etc. The page layout tab has five groups of related commands: Themes, Page setup, Page background, Paragraph and Arrange.

References tab:

It is the fourth tab in the ribbon. It allows you to enter document source citations, bibliography commands, etc. It also offers commands to create a table of contents, an index, table of contents and table of authorities. The References tab has six groups of related commands: Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of authorities.

### Mailings tab:

It is the fifth tab in the ribbon. It is the least - often used tab of all the tabs available in the ribbon. It allows you to merge emails, writing and indenting different fields, preview results and convert a file into a PDF format. The mailings tab has five groups of related commands; create, Start Mail Merge, Write & Indent fields, preview results and finish.

### Review tab:

It is the sixth tab in the ribbon. This tab offers you some important commands to modify your document. It helps you proofread your content, to add or remove comments, track changes, etc. The review tab has six groups of related commands; Proofing, Comments, Tracking, Changes, Compare and Protect.

### View tab:

The View tab is located next to the Review tab. This tab allows you to switch between single page and Two Page view. It also enables you to control various layout tools like boundaries, guides, rulers, etc. The primary purpose of it is to offer you different ways to view your document. The view tab has five groups of related commands;

Document, Views, Show/Hide, Zoom, Window and Macros.

Q4 Discuss home tab with its groups.

Ans: The Home tab is the default tab in MS Word. It has five groups of related commands: Clipboard, Font, Paragraph, Styles and Editing.

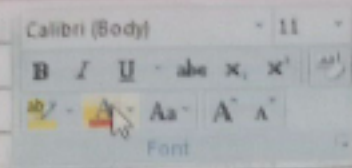
Clipboard :-



The main function of clipboard is the cut, copy, paste feature. All office applications share a universal clipboard. This means that items that are copied in windows 10 can be shared between Office Applications. You can view the Universal Clipboard by clicking on the clipboard icon with an arrow facing down to the right in Word. A new navigation pane will open on the left side of the screen. It will display all the items that you have copied in windows 10 recently. This allows you to work with multiple items you have pasted.



## Font Group :-



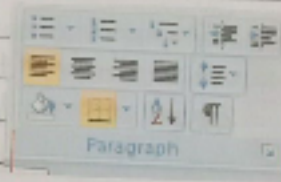
The font group provides unlimited customization of text. It allows users to change the style of text, the size of text, provide text emphasis and even change the colours.

Beginning in the upper left-hand corner, the Font Selection Box and Font size boxes allow customizations of hundreds of fonts designs and text sizes. The capital 'A' button on the right [A<sup>+</sup>] allows users to gradually increase the font size and with smaller 'A' button next to it on the right decrease the text size. The word capital 'Aa' button all to the right change the case of the text. [lower case, UPPER CASE, Capitalize Each Word] etc. Finally, in the button to the right that appears to have an 'A' with an eraser removes all the formatting from the Font menu. The lower row of the Font group contains Bold, Italic, and Underline (without underline options for thickness). Next to these commonly used emphasis tools are strikethrough [abc] (which place a line on the text), Subscript [x<sub>2</sub>] (which types small letters under the text, and superscript (which types small letters above the text).

Next to subscript and superscript is an outlined letter 'A' which allows adjustment of text effects and typography to create shadows for other text effects.

To the right there is an icon with the letters 'ab' with a pen. This is the highlighter option which allows the highlight the selected text. Finally, to the right of the highlighter menu is an icon of the letter 'A' with a line underneath. This control allows the user to change the colour of any selected text with an almost infinite number of color options.

### Paragraph Group:-



The Paragraph group focuses on arranging text in paragraphs. Users may create lists, adjust the indentation, add items, show paragraph formatting, correctly align text in paragraphs, adjust line spacing, add fill color in shapes, create borders.

Bullet lists - Starting in the upper left corner are bullet lists. Bullet list should be used when creating a list of similar items that do not require any order.

Clicking on the drop-down arrow allows for customization of the appearance of bullet lists. Pressing "Tab" on the keyboard will indent a list item and create a sub-bulleted item.

Numbered lists - To the right of the bullet lists are numbered lists. They should be used when listing out a sequence of events that must be followed in order. Clicking on the drop-down arrow will allow for customization of the numbered lists.

Multi-level lists - To the left of numbered lists are multi-level lists. Multi-level lists provide more customization of lists and sub-lists to the user.

Increase / Decrease - Indent next to the right, allow the user to move the selected text to the right or left five spaces, or to the next tab setting. It also changes the hierarchy of the list.

Sort - Allows the user to change or arrange a current selection of text in alphabetical or numerical order. It is usually used when working with tables in MS Word.

Show/Hide Paragraph Formatting - Finally, in the top right corner of the paragraph group is the Show/Hide formatting icon, allow users to view all the hidden formatting options that are normally attributed to the document. This is useful if the formatting seems incorrect in a document and the user is trying to investigate it. Any formatting displayed is not printed.

Paragraph Alignment - The settings align the selected text to the left side of the screen (which is standard formatting), centered (which is common for titles), right aligned, and justified, which distributes text evenly between the margins.

Line & Paragraph Spacing - These settings allow the user to choose how much space exists between lines and between paragraphs.

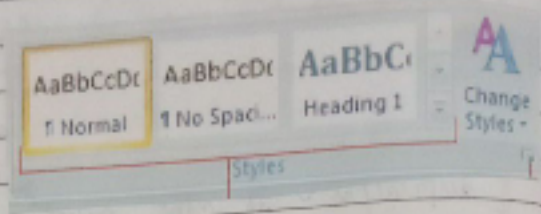
Shading - The shading function to the right of line & paragraph spacing allows the user to change the color behind a paragraph, table or selected text. It can be used in flyers and more creative word documents.

Borders - The cross page border icon allows the user to create borders around selected text and/or paragraphs and define the type

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Page 12

of border from the drop-down menu.  
There is every type of border  
imaginable for the user.

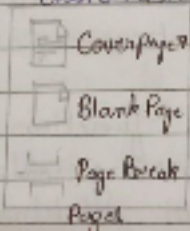
### Styles Group:-



The Find/ Replace/ Selection Pane allows you to search for any text in Microsoft Word and replace the text with another text entry. Also, there are many styles, which can be used as per requirement or are customizable.

INSERT > TAB - allows you to insert the formats to customize your document.

Pages:-

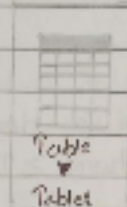


(i) Cover Page - Drop down. The drop-down contains the commands: Built in, Remove Current cover page and save selection to cover page gallery. The list of built-in cover pages is Alphabet, Annual, Conservative, etc.

Blank Page - Insert a blank page by inserting two page breaks, one above the current position point and below it.

Page Break - (Ctrl + Enter). Inserts a page break instead of displaying the breaks dialog box. You can access all the other types of breaks using the breaks drop-down on the Page Layout tab, page setup group.

### TABLES :-

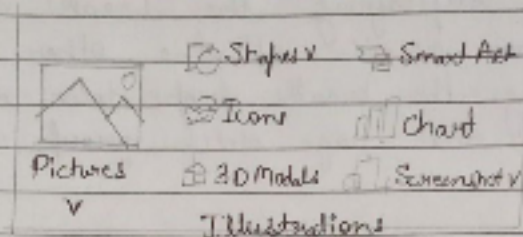


When a table is selected you will see additional contextual tabs: Tables > Table Tools Design.

Table - Drop-Down. This lets you quickly drag out the table size. The maximum size you can drag is (8x8). The drop down contains commands: Insert Table, Draw Table, Convert text to table, Excel Spreadsheet and Quick Tables. The Insert Table displays the "Insert Table" dialog box. The Draw table lets you create a table by inserting horizontal and vertical lines using the mouse. The Convert text to table displays the "Convert Text to Table" dialog box. The Excel Spreadsheet command insert an

Excel worksheet into the document. The Quick Table lets you insert tables that have been stored as building blocks.

## ILLUSTRATIONS Group-



### Pictures - Drop-down

To insert a picture in a document:-  
First Select Insert > Pictures > This device for a picture on your PC.  
Select the picture you want, and then select insert.

This device, Stock images, Online pictures.

Shapes - Drop-down - The drop-down contains the commands: Recently used shapes, lines, rectangles, basic shapes, block arrows, flowchart, callouts and Stars and banners.

3D Models - This command contains: This Device and Stock 3D models.

Smart Art - Displays the "Choose a Smart Art graphic" dialog box which lets you choose from the following different

types of smartart: list, process, cycle, hierarchy, relationships, matrix and pyramid.

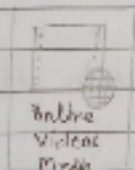
Chart - Displays the "Insert Chart" dialog box. There is no more MS Graph and datachart, chart is now opened up in an Excel spreadsheet.

Screenshot - Drop down. The drop-down contains the commands: Available screenshots and screen clipping.

Add-ins

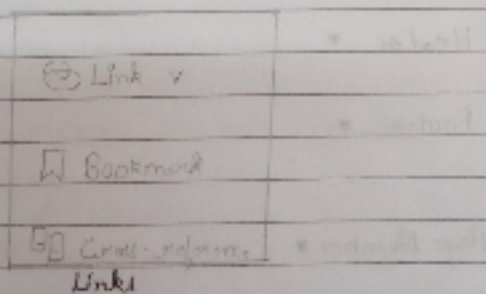
Get Add-ins = Insert an Add-in into your document to introduce additional functionality.

Media -



Online video - Find and insert videos from online resources.

Links -



Links - (Ctrl + K). This drop-down contains the commands: Recent items, Search for files and Insert link. Create a link in your

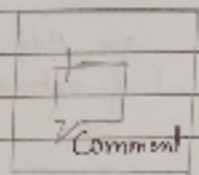


document for quick access to webpages and other files. Displays the "Insert Hyperlink" dialog box.

Bookmark - This displays the "Bookmark" dialog box.

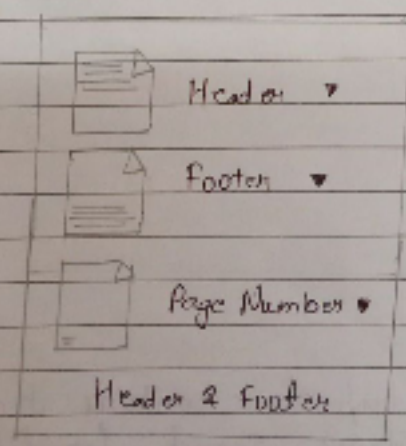
Cross-References - This lets you cross reference other parts of your document. Typically used for figure number and section headings.

Comments



Indent a comment into this part of the document.

Header & Footer



## Insert header & footer in document:-

In MS word, Headers and Footers are used to insert additional information such as title, file, name, date, page numbers, etc. The presence of both header and footer in the word document makes your document more professional and easier to read as well as understand.

Header appears at the top margin of the document.

Footer appears at the bottom margin of the document.

To insert, header & footer, follow the steps given below.

Step 1: Open the new or an existing word document in which you want to insert header and footer.

Step 2: Go to the Insert tab at the top of the ribbon.

Step 3: Click on either header or footer. Drop-down menu will appear.

Step 4: A Header or Footer drop-down menu will display on the screen with a list of built-in Header or Footer options. Select your desired option from the built-in list.

classmate  
Date  
Page 15

Step 5: A design tab with header & footer option will appear at the top of the document (on the ribbon).

Step 6: Type your desired information into the header or footer section.

Step 7: Once typed, click on close Header and Footer under the design section on the Ribbon or press the Esc key from the keyboard to remove the dotted underline.

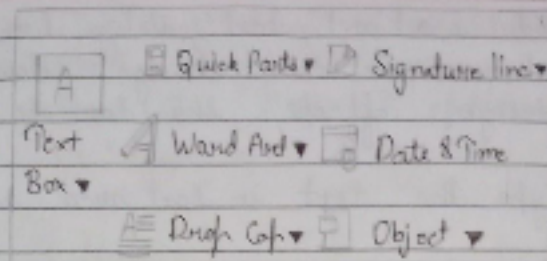
Now, you can see that the Header is inserted into the document.

Also, you can insert the date or time by clicking on the Date & Time option in the text section.

Advantages: One of the advantages of header and footer is that important information is repeated across each page or section. This helps readers to navigate a long document and find the information they need quickly. Page numbering is an example of this and is essential in any long document.

Page Number: The drop-down commands contain: Top of Page, Bottom of page, Page Margins, Format Page numbers and remove page number.

- Text



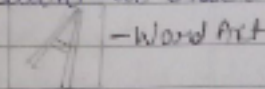
Text Box - Text box allows you to indent text on a blank page. A text box that can be positioned anywhere on the page. The drop-down contains the commands: Built-in, Draw Text Box and Save selection to Text Box Gallery. There are 36 different types of built-in text box shapes and positions.

Quick Parts - Drop-down contains: Auto Text, Document property, Field, Building Blocks Organizer and Save selection to Quick Part Gallery.

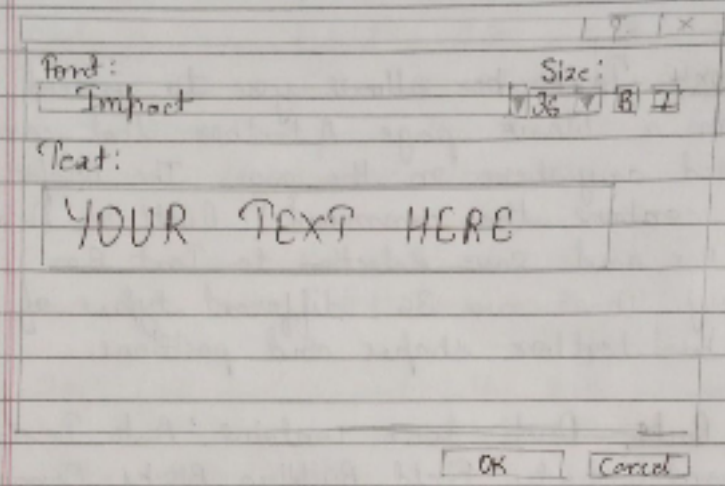
Word Art - The drop-down gives you a choice of Word Art styles to indent. The 'Edit Word Art Text' dialog box is displayed when you click on a word art style.

### How to Indent Word Art?

- Place the cursor where you want to indent Word Art.
- Select the Indent tab.
- In text group, click the 'Word Art' button.
- Word Art menu appears.
- Select the desired Word Art style.



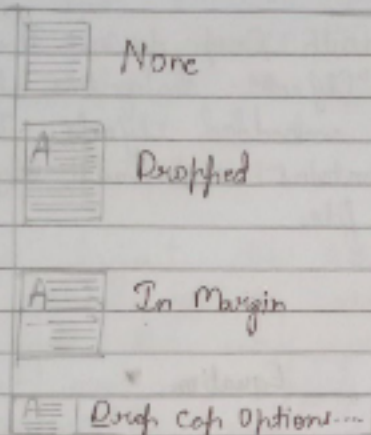
- 'Edit word art text' dialog box appears, where you can change colour, size, design, effects, shadow etc.
- Type the text in text area and click OK.



Advantages:-

- Document becomes more interactive as a result of using word art.
- The Word Art also allows the user to overcome the issues which are presented in terms of data sorting.

Drop cap:- The drop-down gives contains the commands: None, Dropped, In Margin and Drop cap option. The drop cap option command displays the 'drop cap' dialog box.



To Insert Drop Cap:-

- ① Select the text
- ② Go to Insert tab, locate text group, click on drop cap
- ③ Select as per your requirement, and drop cap will appear.

Advantages:- Drop caps add style or grab a reader's attention.

Signature line:- Lets you insert digital signature into your documents. The button inserts a digital signature line that specifies the individual who must sign.

Date & Time - Displays the 'Date and Time' dialog box through which user can insert date and time into his document.

Object - Button with drop down. The button displays the 'Object' dialog box allowing you to insert embedded objects. The drop-down contains commands: Object and text from file.

SYMBOLS

$\pi$ Equation ▼	
$\Omega$ Symbol ▼	
Symbols	

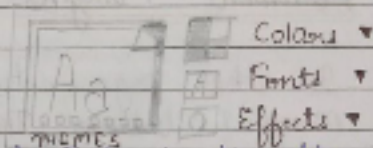
Equation :- Button with drop down. The button inserts an equation at the current location and then displays the Equation Tools-Design Tab. The drop-down contains the following built-in equations: Area of Circle, Binomial Theorem, Expansion of a sum, Pythagorean Theorem, Quadratic Formula. At the bottom are the commands: Insert New Equation and Save selection to Equation Gallery.

Symbol:- lets you insert symbols into your document. Drop-down menu contains: Currency - (Euro, Pound, Yen), Copyright, Registered Trademark, Plus-minus, Not equal, less than, greater than, Division, Multiplication, Pi, Ohm, and more symbols. The more symbols command display the "Symbol" dialog box.

### PAGE LAYOUT TAB

The Page Layout tab holds all the options that allow you to arrange your document pages just the way you want them. You can set margins, apply themes, control of page orientation and size, add sections and line breaks etc.

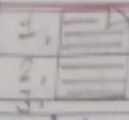
### Document Themes



- On the Page Layout Tab in the Themes group, click the Themes button. A gallery opens.
- However, your mouse pointer over the many themes in the Themes gallery, Word enables you to preview the themes in your document via the Live Preview feature. To make the change permanent, click the theme you want to see.



### Line Numbers



Line Numbers ▼

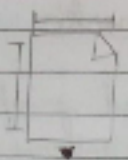
- In the Page Setup group, click the Line Numbers button. Word displays a list of line numbering options.
- Click the line numbering format that you want to use in your document. The line numbers are displayed accordingly.
- To turn off line numbering, click the Line Numbers button again, and select the option labeled None.

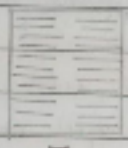
### Document Margins



Margins ▼

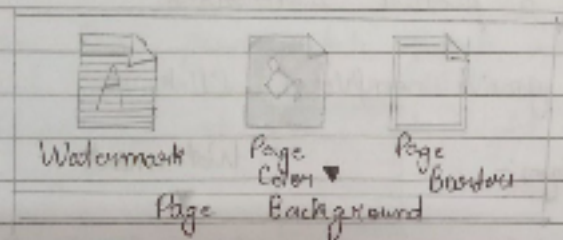
- In the page setup group, click the Margins button. There you will see a gallery showing a number of margin options. Click one of the options, and Word applies the margins to your document.
- If none of the gallery's options are satisfactory, click the custom margin option. The page setup dialog box opens with the Margins tab displayed.
- Use the options in the Page Setup dialog box to adjust the margins to your satisfaction. When you finished, click OK.

Size -  → It allows users to change the page size like A4 size, A5 size, A3 size etc.

Columns -  → Columns allow users to divide the page in two side. Columns are of types-

- (i) One Column
- (ii) Two Column
- (iii) Three column

### Page Background Tab



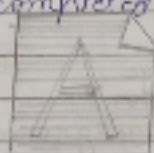
It is the third tab in the ribbon. This tab allows you to control the look and feel of your documents.

Watermark: A watermark is an image or text that appears behind the main text of the document. It is usually a lighter shade than the text, so you can read the document easily.

## Steps to insert a watermark:-

- ① In the Page Background group, click the watermark button. A gallery opens with a number of standard watermarks.
- ② Click the one you want to use.
- ③ If you don't want to use any of the standard watermarks you can create your own by clicking the custom watermark command. The Print watermark dialog opens.
- ④ Use the options in that dialog to create a text watermark or to select an image to use a picture watermark.
- ⑤ When you've completed, click OK.

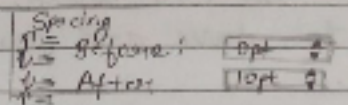
## Advantages:-



Watermark

- Brand Consistency - Watermarking protects your assets and helps to keep your brand safe, eliminating the risk of them being misused.
- Asset protection - Watermarks are used to protect images and visual files from being stolen and used or altered without the owner's protection.

## Adjusting line spacing



- Use the mouse pointer to select the text you want to adjust.
- On the Page layout tab in the Paragraph group, use the spacing controls to adjust the line spacing before and after each line. You will see the changes in your document.

## Indenting Paragraphs:

- Place the cursor in the paragraph you want to indent.
- In the paragraph group, use the left and right indent controls to indent the paragraph at the left, right or both margins.

The Page layout Tab also features an Align Button, that aligns whatever paragraph or text is selected.

Spell Check :- All Microsoft word versions have spell check feature that allow you you to check spelling as well as correct grammar mistakes that in your word document. In Ms word, misspelled word appear with a wavy red underline.

Q5 Write the steps for creating a new document in MS Word. Also write the steps to save and print a document.

Ans ⇒ Steps for creating a new document:-

- (i) Open word
- (ii) Select File → New → Blank document

Or, if word is already open, select File → New → Blank document

To create a document using a template

- (i) Open word, Or, if word is already open, select, file → New

To Save the document in MS Word.

The shortcut method to save a document is to press "Ctrl + S" keys. It opens the 'Save As' dialogue box where you can name your document and save it to a desired location.

Or, go to file → click on save → and give your document appropriate name and choose the location. Your document is saved.

## Steps to print a document.

Preview Your document :-

1. Select File > Print
2. To preview each page, select the forward and backward arrows at the bottom of the page.
3. Choose the number of copies, and any other options you want, select.

## Print specific pages :-

1. Select file > Print
2. To print only certain pages, print some of the document's properties, or print tracked changes and comments, select the arrow under Settings, next to print all pages (the default), to select one of your options.

## To Print only certain pages, do one of the following

1. To print the page shown in preview, select print current page.
2. To print consecutive pages like 1 & 3, select custom print and enter the first and last page numbers in the page box.
3. To print individual pages and a range of pages (like page 3 and page 4 and 5) at

the same time, select custom print, and enter page number and ranges separated by comma (e.g. 3, 4-5)

### Print in colour

1. Select File > Print
2. Under settings, choose the color printing option, and any other options you want, and select Print button.

### Print comments present in the document

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

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

- (2) Select File > Print
- (3) Under settings, select print markup.
- (4) Select print.  
Your document will print with comments.

You can also use shortcut key CTRL+P to print your document.

Track changes = Track changes is a built in feature in M.S. Word which allows you to see the changes that were made to the document. To view changes, or to edit a document with them, follow the instructions.

- (1) In word, press the "Review tab" and select "Track changes" to highlight and turn it on.
- (2) Begin typing anywhere in the document, making changes, deleting items, or adding parts. Word will track changes to text and formatting.
- (3) To display comments changes, click the red line to the left of the document. The changes will appear in red. Click again on the line (now grey) to hide the comments.
- (4) To keep changes, make sure you save the document, saving under a different name than the original will help eliminate confusion.

Excellent

CM  
21/9/2022





CCE-2020-21



III

Office  
TOOL

ISEM

14  
15

SUBMITTED TO

ARUNA MAM

VAISHALI MAM

~~Gayatri~~  
~~Madhu~~

SUBMITTED BY

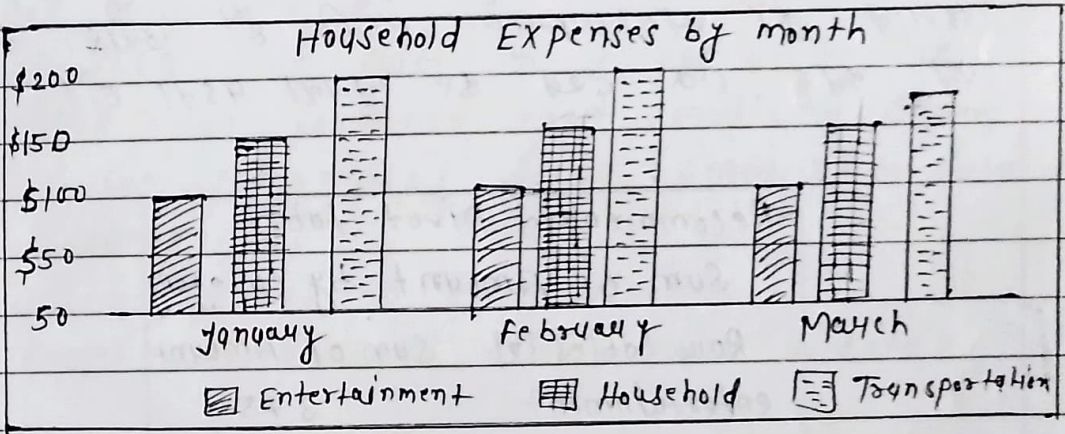
NEETU KUMARI





Q 2. what is pivot table write step for creating pivot table what is advantages of pivot table

Answer: - pivot table :- MS excel में काम करते समय कई बार data इतने ज्यादा हो जाते हैं कि उन्हें एक साथ रख कर देखना काफी मुश्किल हो जाता है ऐसे में pivot table का प्रयोग किया जाता है pivot table हमारे सारे data को कम से कम जगह में संक्षिप्त रूप में दर्शा देते हैं



Create a pivot table :- pivot table को create करने के निम्नलिखित steps हैं

Step 1. आपने जो table बनाया है या फिर data को जहाँ व्यवस्थित किया है उसके किसी भी भाग पर click करें

Step 2. अब insert tab के अंदर tables पर click करें

## Advantages of electronic worksheet :-


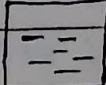

ms excel में worksheet में कार्य करते समय केवल formula पर्याप्त सुविधा नहीं दे पाते हैं। इसी वजह से Microsoft Corporation ने इस software application में और भी कई operation को पूरा करने के लिए विभिन्न श्रेणियों को सम्मिलित किया है। इन कार्यो निम्नलिखित श्रेणियों में णीकृत किया गया है।

1. Statistical
2. Financial
3. Mathematical
4. Logical
5. Text
6. Date & Time
7. Database
8. Engineering
9. Information
10. Lookup & Reference

- Step 5- यहाँ दिख रहे pivot table में से कोई एक जो आपको सबसे सही लगे उसे चुने।
- Step 6- इसके बाद आपके ok click करते ही ms excel एक नई sheet पर उस pivot table को डाल देगा और फिर आप उसका बच्चे से प्रयोग कर पाएंगे।

### Advantages of pivot table :-

1. Representation of information is more organized.
2. It provides a clear data analysis.
3. It can link data to extended source.
4. Data can be combined from multiple sheets.
5. It can compresses large amount of data to a summary.
6. quick access to data report.
7. keeps records and allow quick updates.

File	Home	Insert
		
Pivot Table	Recommended Pivot Table	Table

Step 3- यहाँ आपको एक option दिखेगा Recommended pivot table उसपे क्लिक करे

Step 4- अब Ms excel आपके वक्तव को विभिन्न तरीको से विश्लेषण करेगा और आपके सामने दिखाएगा जैसे कि आपके वक्तव के साथ कई तरह के pivot table बनाने की सम्भावनाएँ होती हैं और उन सब से कोई एक देख कर चुनना पड़ता है।

Recommended pivot table	
Sum of Amount by category	
Row Labels	Sum of Amount
entertainment	345
grocery	735
Household	600
Transportation	279
grand total	1959
Sum of AMOUNT by MONTH	
Row Labels	Sum of Amount
January	584
february	705
march	670
grand total	1959

A) Task pane में from design templates को चुने अब हमें power point की पूर्व निर्मित designs दिखाई देंगी।

B) किसी एक design को चुने

C) अब user अपने अनुसार slide के प्रत्येक Box में click करके अपने अनुसार परिवर्तन कर सकता है।

### • Auto Content Wizard (create presentation):

Auto Content Wizard presentation तैयार करने का एक सरल तरीका है। यह हमसे पूछे गए question के अनुसार पहले से परिभाषित template का उपयोग करके हमारे लिए slide तैयार करता है। इस wizard का उपयोग करने के लिए मुख्य window में दाईं ओर उपस्थित task pane में New के नीचे से from Auto Content Wizard select करते हैं। इस option पर क्लिक करते ही एक dialog box show होता है। यह dialog box केवल wizard शुरू होने की सूचना देता है।

Auto Content Wizard		<input checked="" type="checkbox"/>
Start	Auto Content Wizard	
<input checked="" type="checkbox"/> presentation type	The AutoContent wizard	
<input type="checkbox"/> presentation style	gives you started by	
<input checked="" type="checkbox"/> presentation options	providing ideas and an	
	organization for your	
	presentation	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Finish"/>		

Q.3. What is presentation write the steps / write the various method for creating power point

Answer: - power point presentation: - power point ms office package के अन्तर्गत एक presentation software है जिसे microsoft soft company ने develop किया था। power point program विभिन्न प्रकार के presentation को सरलता शीघ्रता से तैयार करने, उन्हें सुधारने, ढाँटने तथा presentation का अभ्यास करने में हमारी सहायता करता है। power point एक पूर्ण presentation graphics program है जो आपको profess तरीके से presentation की सुविधा देता है। power point आपको flexibility प्रदान करता है जिससे आप चाहे तो अपने presentation को transparency, informal बना लें या personal computer से जोड़ें उसे electronic बना लें।

Steps of presentation: - ms power point को निम्नलिखित दो तरीके से चारम्भ कर सकते हैं।

1. Desktop पर उपलब्ध ms power point की आइकन पर double click करके इसे खोला जा सकता है।
2. स्टार्ट मेनू पर click करें स्टार्ट मेनू की window में All program पर click करें All program में microsoft power point को select करें।

Start → All program → Microsoft office → Microsoft → power point



4. excel following slide view custom Animation slide Transitions.

44- powerpoint में कई अलग-अलग slide view शामिल हैं जो विभिन्न कार्य के लिए उपयोगी हैं। slide view कमांड powerpoint window के निचले दाएं भाग में स्थित होता है। Ms powerpoint 2013 में चार मुख्य slide view होते हैं।

Normal view :- यह default view है जहाँ आप slide बनाते और संपादित करते हैं। आप slide पर slide navigation फलक में slide भी ले जा सकते हैं।

Slide sorter :- इस view में, आपको प्रत्येक slide का एक thumbnail version दिखाई देगा। आप अब्दी से उन्हें पुनः व्यवस्थित करने के लिए slide खींच और छोड़ सकते हैं।

Reading view :- यह view powerpoint window को आपकी presentation की preview के साथ दिखाता है। इसमें निचले दाएं भाग में अस्नानी से ~~सुलभ~~ नेविगेशन button शामिल है।

play slide show :- यह वह view है जिसका उपयोग आप दर्शकों को presentation दिखाने के लिए करेंगे। यह command वर्तमान slide से presentation शुरू करेगा। presentation की शुरुआत से शुरू करने के लिए आप अपने keyboard पर F5 भी दबा सकते हैं। जब आप नीचे-बाएं कोने में mouse को छुमाते हैं तो एक menu दिखाई देगा।

## ● Create presentation in power point :-

नया presentation तैयार करने के लिए power point window में create a New presentation पर click करते हैं तो task pen में निम्न option दिखाई देने हैं

blank presentation

from design template

from auto content wizard

from existing presentation photo album

blank presentation :- इस option के द्वारा user अपनी इच्छा अनुसार presentation तैयार कर सकता है इसमें user अपने अनुसार design चुन सकता है और content लिख सकता है इसके लिए निम्न option हैं

1. Task pen में create a New presentation पर क्लिक करें
2. blank presentation को select या क्लिक करें
3. इसमें task pen में तीन प्रकार के layout प्रदर्शित होंगे।

(A) Apply Slide layout-

(B) content layout-

(C) Text and content layout-

## 2. Design Templates का use करने के लिए

इस option में user को पहले से बनाये presentation की तैयार design उपलब्ध कराने के लिए इसमें user इस समय में अच्छी presentation बना सकता है

- Custom Animation :- इस option से slide के प्रकार का Animation लगा सकते हैं Custom Animation में चार प्रकार के effect होते हैं
  1. Entrance Effect :- इस effect से object को slide show के दौरान effect के साथ प्रवेश दिया जाता है जिससे presentation प्रभावी हो जाता है
  2. Emphasis effect :- object को slide पर Highlight करने के लिये यह प्रभाव लगाया जाता है
  3. Exit Effect :- इसमें object को slide show के दौरान slide से exit effect के साथ हटाया जाता है
  4. Motion paths :- इस effect में object को slide पर एक स्थान से दूसरे स्थान पर विभिन्न प्रकार से move करा सकते हैं effect set करने के बाद यह निर्धारित किया जाता है कि उसको कैसे स्थान होना है

Slide Transitions :- यदि आपने powerpoint presentation देखी है तो आपने देखा होगा की प्रत्येक slide के बीच में एक विशेष effect दिखाई देता है जिसे slide transition कहा जाता है। Slide transition में प्रत्येक slide उनाच्छक और चमकदार दिखाई देती है। Transition की तीन श्रेणियां हैं ये

- इससे Next button पर click करते ही एक dialog box show होता है जिसमें हम presentation का प्रकार चुनते हैं जैसे - Corporate project या sales marketing
- Next button पर click करते ही तीसरा dialog box show होता है जिसमें हम type of output select करते हैं
- Next button पर क्लिक करते ही चौथा dialog box show होता है इस dialog box में presentation का title तथा footer type करना होता है जो कि प्रत्येक slide में प्रदर्शित होगा इसमें हम presentation का slide number भी डाल सकते हैं
- इसके बाद Next button पर क्लिक करने पर just dialog box show होता है
- यह dialog box पर हमें केवल कार्य complete की सूचना प्रदर्शित करता है। Minish पर click करते ही हमारे चुने गए option के अनुसार हमारा presentation बन कर screen पर show हो जायेगा।

सभी transition tab पर पाई जाती है।

- subtle
- Exciting
- Dynamic content

How to apply a transition :-

- slide Navigation pane से चूनि slide का चयन करे यह वह slide है जो transition के बाद दिखाई देगी।
- Transition tab पर click करे फिर transition to this slide group का पता लगाएं - default रूप से, प्रत्येक slide पर कोई भी transition लागू नहीं होता है।
- सभी transition को प्रदर्शित करने के लिए mouse drop down Arrow पर click करे
- चयनित slide पर इसे लागू करने के लिए एक transition पर click करे।
- आप अपनी presentation में सभी slides में एक ही transition लागू करने के लिए Timing group में apply to all का उपयोग कर सकते हैं।

# SATHYA SAI COLLEGE FOR WOMEN BHOPAL



*Session*  
*2021-22*

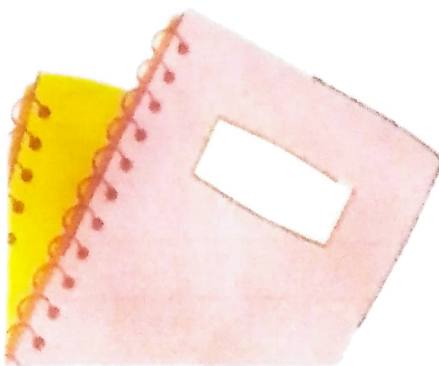


*Name - Soumya Tiwari*

**CLASS - BCOM 3RD YEAR**

**SUBJECT - COMPUTER (FC)**

*submitted to -*  
*ekta ma'am*



## foundation course

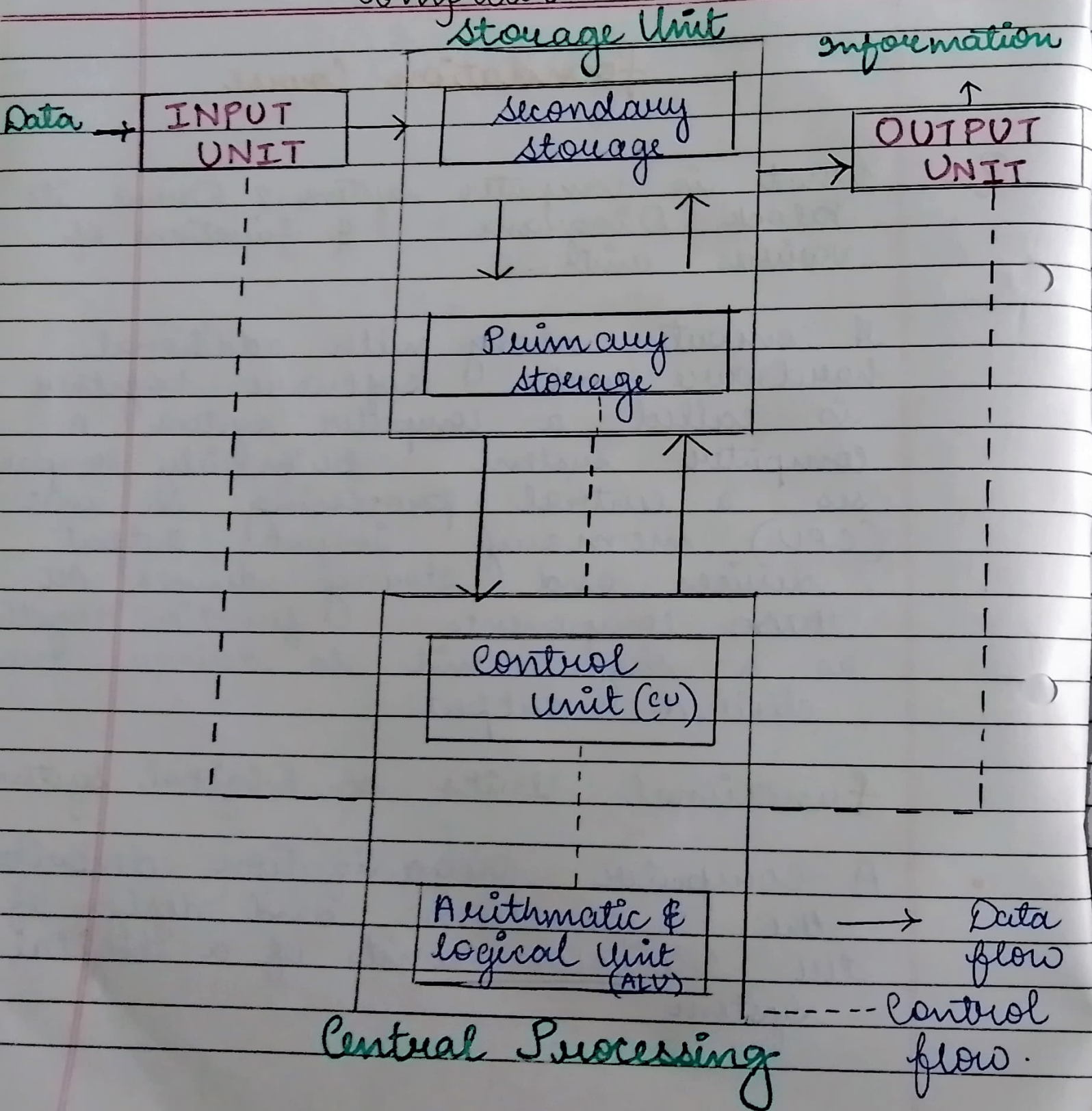
Q.1 what is computer system? Draw its Block Diagram & functions of various units.

A computer along with additional hardware and software together is called a computer system. A computer system primarily comprises a central processing unit (CPU), memory, input/output devices and storage devices. All these components function together as a single unit to deliver the desired output.

### Functional Units of Digital system.

A computer organization describes the functions and design of the various units of a digital system.

# Block Diagram of Computer.





• A general - purpose computer system is best-known example of a digital system. Other examples include telephone switching exchanges, digital voltmeters, digital counters, electronic calculator and digital displays.

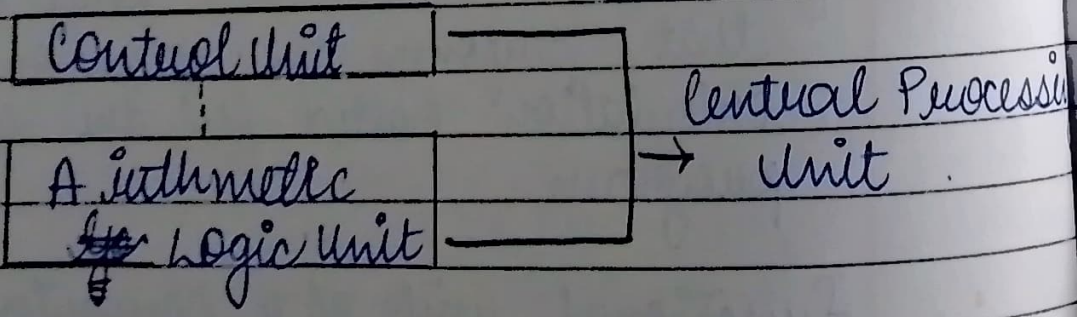
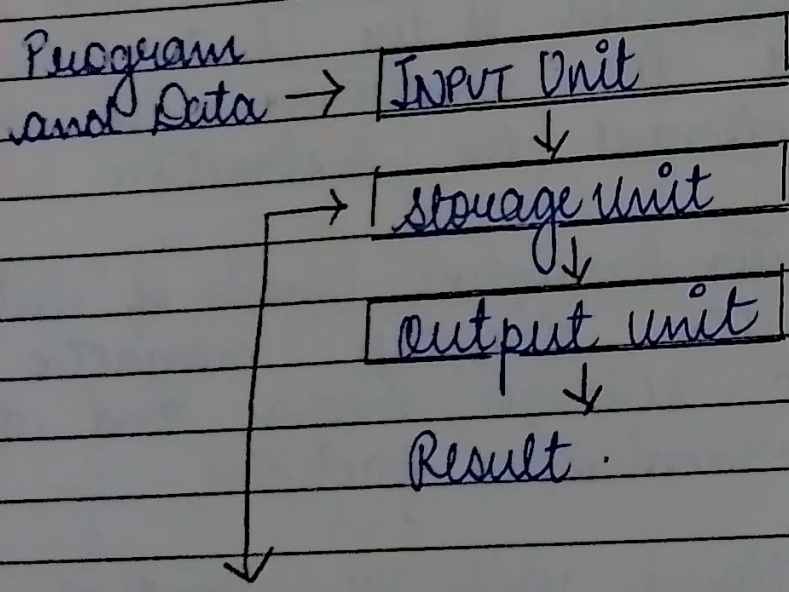
• Computer architecture deals with the specification of the instruction set and the hardware units that implement the instruction.

• Computer hardware consists of electronic circuits, displays, magnetic and optic storage media and also the communication facilities.

• functional units are a part of a CPU that performs the operation and calculation called for the computer program.

• functional units of a computer system are parts of the CPU (Central Processing Units) that performs the

operations and calculations called for by the computer program. A computer consists of five main components namely, input unit, memory unit, central processing unit, control unit and an output unit.



Explain different type of Computing Devices

## INPUT DEVICES

Components which are used to input raw data are categorized under input device. They aid in feeding data such as text, image and audiovisual recordings. They even aid in file transfer between computers.

Keyboard is probably the most common - only used input device. Below are just some other type

A microphone is an example of a sound input device.

INPUT TYPE	EXAMPLE
Pointing Device	Mouse, touchpad, touch-screen, pen input,

	motion sensor, graphic tablet, interactive smartboard and fingerprint scanner
Game Controller	Joystick, gamepad and steering wheel.
Audio Input Device	Microphone and mini keyboard.
Bluetooth Periph- -eral	Keyboard, mouse, head- -set, gamepad, pointed
Visual and Imagi- -ng Device	Webcam, digital camera, digital camcorder, T.V capture card biometric scanner; and barcode

## OUTPUT DEVICES

An output device is any piece of computer hardware equipment used to communicate the results of data processing carried out by an information processing system (such as a computer) with converts the electronically generated information into human-readable form.

### Display Devices

A display device is an output device that visually conveys text, graphics, and video information. Information shown on a display device is called soft copy because the information exists electronically and is displayed for a temporary period of time. Display devices include CRT monitors, LCD monitors and displays, gas plasma monitors and displays, gas plasma monitors, and televisions.

## Input / Output

INPUTS → PROCESS → OUTPUTS

Inputs are the signals or data received by the system and outputs are the signals or data sent from it.

There are many input and output devices such as multi function printers and computer based navigation system that are used for specialised or unique application. In computing, input/output refers to the communication between an information processing system (such as a computer) and the outside world. Input are the signals or data received by the system and output are the signals or data sent from it.

for eg: speaker, headphones, screen  
Printer, voice output communi-  
-cation aid, automotive navigation  
system, Braille embosser Project  
, Projector, Plotter, Television,  
radio.

## COMPUTER MEMORY

In computing memory refers to the devices used to store information for use in a computer. The term primary memory is used for storage system which function at high speed (i.e. RAM) as a distinction from secondary memory which provide program and data storage that is slow to access but offer higher memory capacity. If needed, primary memory can be stored in secondary memory through a memory management technique called "virtual memory". An archaic synonym for memory is store.

## Volatile Memory.

volatile memory is computer memory that requires power to maintain the stored information. Most modern semiconductor volatile memory is either static RAM or dynamic RAM. It retains its contents as long as the power is connected and is easy to interface to but uses six transistors per bit. Dynamic RAM is more complicated to interface to and control and needs regular refresh cycles to prevent its contents being lost. However, DRAM uses only one transistor and a capacitor per bit, allowing it to reach much higher densities and with more bits on a memory chip be much cheaper per bit. SRAM is not worth while for desktop system memory chip. be much cheaper per bit SRAM is not worthwhile for desktop system memory.



Q.03 What is Primary memory? Explain its various types?

Primary memory is a segment of computer memory that can be accessed directly by the processor. In a hierarchy of memory, primary memory has access time less than secondary memory and greater than cache memory. Generally primary memory has a storage capacity lesser than secondary memory and greater than cache memory.

Different Types of Primary Memory :-

### MAIN MEMORY

The size of Main memory is the largest when compared to cache memory and register memory but the cost is the lowest among them. Main memory can be divided into two main type viz. Random Access memory.

and each of these is divided into further sub types

## Random Access Memory.

it is a volatile type of memory where in the memory loses its contents when the power is switched off. The processor reads instruction / data from it and write into it. Data and instruction are loaded into Ram from external hard disk and processed data are stored back into the hard disk

### A. Static Random Access Memory (SRAM)

Transistors are used in this memory and constant power flow is needed to keep it alive. Data remains static in this memory and hence no refresh is needed at any point in time. It has a short read / write cycle, smaller in size, more expansion than dynamic RAM, and faster in data retrieval and write and

write, and hence it is deployed in special applications like cache memory.

## B. Dynamic Random Access Memory

(DRAM) capacitors are used in this type and it tends to lose energy gradually over a period of time and hence the data is likely to be lost. A periodic refresh is required to retain the data. It is a high-density type, cheaper than SRAM but slower than it. Larger in size used in main memory mostly.

## Read Only Memory (ROM)

A non-volatile type of memory that continues to hold the contents even when the power is switched off. As per the name, contents can only be read from these memory location and it cannot be erased or rewritten.

contents like boot program, firmware, mathematical table. in scientific applications.

are stored during the manufacturing stage and sold with pre-stored contents. These contents are used during the operation of the device and it cannot be altered. In modern computers flash memory is used for storing BIOS firmware instead of ROM as it enables easier version updating.

ROM has two subcategories

- a) Programmable ROM (PROM)
- b) Erasable Programmable ROM (EPROM)

## Cache Memory.

frequently addressed instruction and data are stored in an exclusive faster memory in CPU to avoid wasted effort and time to bring it from slow main memory. Such storage is called cache memory and its size is in the range of 2K to 64KB. The size of this memory is

DATE \_\_\_\_\_  
PAGE \_\_\_\_\_

much lower than the main memory is  
much lower than the main memory  
but lesser than the Registers.

## Register Memory.

Registers as part of CPU, are used to hold the memory addresses of the data, next instruction and intermediate results during the program execution. It also acts as transit storage between the main memory and the processor. It is the costliest of all the memory and size-wise is the smallest.

Q.4 Explain any two input and output devices with their working.

### INPUT DEVICES

A device that can be used to insert data into a computer system is called an input device.

It allows people to supply information to computer without any input device. A computer would only be a display device and not allow users to interact with it.

Example in input devices include keyboards, mouse, scanners, digital cameras and light pen, joysticks, touch, screen OMR, OBR, OCR.

## OUTPUT DEVICES

A device which is used to display result from a computer is called as output device.

It allows people to receive information from computer. An output device is any peripheral that receives or displays output from a computer. The picture shows an inkjet printer, an output device that can make a hard copy of anything being displayed on a monitor. Output device is electronic equipment connected to a computer and used.

to transfer data out of the computer in the form of text, images sound or print.

Example :- of output device include :-

Digitization, Plotters, LCD, Plasma Display, Printers etc.

*[Signature]*