

PARAGRAPH FORMATTING

Ex. No: 1

Date :

AIM:

To type a chairman's Speech/ paragraph and perform the following operations:
Bold, Underline, Font Size, Style, Background colour, Text colour, Line spacing,
Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find
and Replace.

ALGORITHM:

STEP 1:

Click Start Button → Programs → Microsoft office → Microsoft word.

STEP 2:

Type a paragraph.

STEP 3:

To change font size. Select Paragraph → Choose Format → Choose Font option.
Dialog box opens. Change the font size and Click ok.

STEP 4:

To change font style. Select Paragraph → Choose Format → Choose
Font option. Dialog box opens. Change the font style and Click ok .

STEP 5:

To change the text colour, select the text. Choose Format → Choose Font option. Change the colour and Click ok.

STEP 6:

To change the line spacing, select the text. Choose Format → Choose Paragraph option. Change the line spacing and Click ok.

STEP 7:

To underline the text. Select the text. Choose Format → Choose Font option. Choose the underline style and Click ok.

STEP 8:

To align the paragraph. Select the paragraph. Choose Format → Select Paragraph option. Select the alignment and Click ok.

STEP 9:

To change the background. Choose Format → Select Background and the Effect and Click ok.

STEP 10:

To insert bullets. Select the text. Choose Format → Bullets and Numbering. Select the bullets and Click ok.

STEP 11:

To insert table. Click Table → Select Insert → Enter the required number of rows and columns and Click ok.

STEP 12:

To check Spelling and Grammar. Choose Tools → Spelling and Grammar and Click ok.

- a) Using numbering and bulleting.

Examples:

- Every day in my dreams
- ❖ Every day in my dreams
- ✚ Every day in my dreams

- b) Changing the background colour: (Examples)

Every day in my dreams

Every day in my dreams

- c) Table formatting creating table and row & columns: (examples)

Institution	Degree	Year of Passing	Percentage
S.V.V Higher Secondary School	10 th	2011	92%
S.V.V Higher Secondary School	12 th	2013	86%
Nandha Engineering College	B.Sc(CS)	2017	72%

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RESULT:

The above program is executed and output is verified.

INVITATION CARD

Ex. No : 02

Date :

AIM:

To prepare an invitation for the college function using Text boxes and Clip Art.

ALGORITHM:

STEP 1:

Click Start Button → Programs → Microsoft office → Microsoft word.

STEP 2:

Choose insert → Text box option. +Symbol appears.

STEP 3:

Drag the symbol till the text box of required size is obtained and Click outside the box.

STEP 4:

Type the text inside the text box.

STEP 5:

To change the colour of text box. Click Format → Background. Choose the desired background and Click ok.

STEP 6:

To insert the auto shapes. Click Auto shapes tool and select the desired shape. +Symbol appears. Drag the symbol till the required size is obtained.

STEP 7:

To insert the text inside the auto shapes. Right Click mouse and choose the Insert Text option. Type the text and Click outside the auto shapes.

STEP 8:

To insert picture. Click Insert → Picture → from clipart. Select the picture. Click Insert. Resize the picture and Click outside the picture.

RESULT:

The above program is executed and output is verified.

JOB APPLICATION AND BIODATA

Ex. No : 03

Date :

AIM:

To prepare a job application letter enclosing your bio-data.

ALGORITHM:

STEP 1:

Click Start Button → Programs → Microsoft office → ~~M~~icrosoft word.

STEP 2:

Set up the margin.

STEP 3:

Type the job application letter. Click Format → Font. Change the font size and style.

STEP 4:

On the next page type the bio-data. Click Format → Font. Change the font size and style.

STEP 5:

Save the document.

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RESULT:

The above program is executed and output is verified.

MAIL MERGE

Ex. No : 07

Date :

AIM:

To create a letter using mail merge option.

ALGORITHM:

STEP 1:

Open a new document using start → all programs → MS office → MS word and click on tools menu and choose mail merge option from the drop down list.

STEP 2:

Type the body of the letter. Click on tools menu and click mail merge option.

STEP 3:

Click on use the current document option. Select → starting document option to use the current document and click next.

STEP 4:

To create new receipts or recipients. Select type a new list option and click create option.

STEP 5:

New → address list dialog box appears. Enter the required details and click close option and save the file.

STEP 6:

The address block appears on the screen. Type the body of the letter.

RESULT:

The above program is executed and output is verified.

Ex. No: 05

PREPARATION OF BIBLIOGRAPHY IN APA AND MLA FORMAT

Aim:

To prepare a Bibliography (APA and MLA) format for five books and 5 journal articles.

A) To Create MS Word

Step 1: Click the start button

Step 2: Select the all program option

Step 3: Select Ms Office → MS Word

Step 4: Microsoft Word will appear.

B) To create Bibliography in APA/MLA format

Step 1: Select References in Menu bar

Step 2: Go to the Citation and Bibliography section

Step 3: Click Manage Sources

Step 4: Choose New Button

C) To create Source

Step 1: Select type of sources

Step 2: Select Book

Step 3: Type the text (Author Name, Title of Books, Year, Publishers) Click Ok

Step 4: Select Journal Article

Step 5: Type the text (Author Name, Title, Year, Page Number) Click Ok

Step 6: References will be appeared in Preview Section. Click Close

Step 7: Select style either APA or MLA

Step 8: Click Bibliography, Select Bibliography, the references will be appeared.

Result:

The above program is executed and output is verified.

Output:

APA Format

Bibliography

1. Ganeshan, A. C. (2008). Profile and Perception of Retail Consumers and Empirical study in Palakkad District. *Indian Journal of Marketing* .
2. Ganeshan, D. P. (2016). Green Purchasing of Personal Care products. *Advances in Economics and Business Management* .
3. Ganeshan, H. (2017). 5) An Empirical Analysis on Supply Chain Problems, Strategy, and Performance with Reference to SMEs. *Indian Journal of Management* .
4. Hugos, M. H. (2018). *Essentials of Supply Chain Management* (4 ed.). USA: Wiley.
5. Murthy, R. a. (2015). *Financial Accounting*. Mumbai: Margham Publications.
6. P, H. G. (2018). Supply Chain Risk Mitigation Strategies and Its Performance of SMEs. *International Journal of Pure and Applied Mathematics* .
7. Sunil Chopra, P. M. (2016). *Supply Chain Management*. India: Pearson Education India.
8. Suresh, H. G. (2015). Implementation of Green Supply Chain Management in SMEs. *International Journal of Applied Engineering Research* .
9. Suresh, H. G. (2016). Strategy development by SMEs' while practicing Supply Chain with respect to South Indian Textile Sectors. *International Journal of Management Research & Review* , 861-870.

MLA Format:

Bibliography

1. Ganeshan, Ashokan C and Hariharan. "Profile and Perception of Retail Consumers and Empirical study in Palakkad District." *Indian Journal of Marketing* (2008).
2. Ganeshan, Dr P Suresh and Hariharan. "Green Purchasing of Personal Care products." *Advances in Economics and Business Management* (2016).
3. Ganeshan, Hariharan. "5) An Empirical Analysis on Supply Chain Problems, Strategy, and Performance with Reference to SMEs." *Indian Journal of Management* (2017).
4. Hugos, Michael H. *Essentials of Supply Chain Management*. 4. Wiley, 2018.
5. Murthy, Reddy and. *Financial Accounting*. Mumbai: Margham Publications, 2015.
6. P, Hariharan Ganeshan and Suresh. "Supply Chain Risk Mitigation Strategies and Its Performance of SMEs." *International Journal of Pure and Applied Mathematics* (2018).
7. Sunil Chopra, Peter Meindl D V Kalra. *Supply Chain Management*. Pearson Education India, 2016.
8. Suresh, Hariharan G and Dr P. "Implementation of Green Supply Chain Management in SMEs." *International Journal of Applied Engineering Research* (2015).

9. Suresh, Hariharan Ganeshan and Dr P. "Strategy development by SMEs' while practicing Supply Chain with respect to South Indian Textile Sectors." International Journal of Management Research & Review (2016): 861-870.

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CLASS PERFORMANCE AND GRAPHICAL REPRESENTATION

Ex. No : 08

Date :

AIM:

To create a table for class performance with graphical representation.

ALGORITHM:

STEP 1:

Click Start → Program → Microsoft Office → Microsoft Excel.

STEP 2:

Type the Students details. Enter Students Name, Subject followed by marks.

STEP 3:

To find the total marks. Type the formula =sum [cell range]

STEP 4:

To find the average. Type the formula =average [cell range]

STEP 5:

To draw the graph, Select the range of cells and Click Insert → Chart and Select bar type of chart and then Select Next.

STEP 6:

Enter the title as Class Performance. Subject on X axis and Student's Markson Y axis.

STEP 7:

Save the worksheet

RESULT:

The above program is executed and output is verified.

SALES DETAILS

Ex. No : 12

Date :

AIM:

To prepare an Excel sheet containing the sales of the company.

ALGORITHM:

STEP 1:

Click Start → Programs → Microsoft Office → Microsoft Excel.

STEP 2:

Enter the Sales details. Type the Previous Unit, Current Unit, Used Unit, Cost Price, Selling Price

STEP 3:

To find the Current Unit. Type the formula $\text{Current Unit} = \frac{\text{Used unit} * \text{Selling Price}}{\text{Selling Price}}$

STEP 4:

To find the Net profit. Type the formula $\text{Profit} = \text{Current Unit} * (\text{Selling price} - \text{Cost price})$

STEP 5:

To draw Graph between Current Unit and Previous Unit. Click Insert → Graph. Select the type of graph and click ok.

STEP 6:

To draw Graph for Profit. Click Insert → Graph. Select Pie graph and clickok.

RESULT:

The above program is executed and output is verified.

POWERPOINT SLIDE PREPARATION FOR PRODUCT

Ex. No : 13

Date :

AIM:

To design a slide show for a product by using MS Power point

ALGORITHM:

STEP 1:

Click Start → Programs → Microsoft Office → Microsoft Office Power point

STEP 2:

Select blank presentations in the window displayed and click ok

STEP 3:

Choose the layout which include design a heading bulleted text and picture

STEP 4:

Click and enter the details about the product to insert a picture double click the icon in the slide

STEP 5:

Save the file as cell word

STEP 6:

Choose the layout which in including a heading bulleted text and picture

STEP 7:

Click and enter the details

STEP 8:

Save the file as product details

STEP 9:

Choose file →click new choose presentation and click ok

STEP 10:

Choose the layout which include a heading bulleted text and picture

STEP 11:

Click and enter the details

STEP 12:

Save the file as demonstration

STEP 13:

Open the file as world

STEP 14:

To insert hyperlink select the file click ok

STEP 15:

To insert option button choose slide show → action button → a'+ symbol appear drag it to appropriate size a dialog box opens. Click hyperlink choose the file new click ok

STEP 16:

To choose the slide design choose format → slide design → choose the design click ok apply

STEP 17:

To change the background color → choose format → background

STEP 18:

To apply information select the text choose slide show custom animation.

RESULT:

The above program is executed and output is verified.

POWERPOINT PRESENTATION FOR SEMINAR OR LECTURE

Ex. No : 14

Date :

AIM:

To design PowerPoint presentation for the seminar or lecture using animation effects

ALGORITHM:

STEP 1:

Click Start → program → Microsoft office → Microsoft power point

STEP 2:

Choose insert new slide a dialog box opens. Select the slide and click ok

STEP 3:

Type the text to change font size select the text choose format, font option change the size color and click it

STEP 4:

Choose insert new slide to additional slides and click ok

STEP 5:

Select the text → choose the slide show → select the animation effect and speed of the animation and click apply button

STEP 6:

Choose format → apply design template a dialog box opens. Select the design and click ok

STEP 7:

Choose the slide show → action button → select action button and fix to the size

STEP 8:

Select the slide → choose slide show → slide transition. Select the transition and click apply

STEP 9:

Choose view → slide show or click f5 for run the slides

STEP 10:

Save the slide.

RESULT:

The above program is executed and output is verified.

CREATING EMAIL ACCOUNT

Ex. No : 17

Date :

AIM:

To create e-mail account in Gmail

ALGORITHM:

STEP 1:

Click open the internet browser.

STEP 2:

Click on URL and type <http://www.gmail.com>

STEP 3:

Click create an account on the right top of the column

STEP 4:

Fill on the fields required according to the terms and conditions and click accept.

STEP 5:

After signing up a page will appear sorting mails in the inbox.

RESULT:

The above program is executed and output is verified.

FINAL ACCOUNT

Ex.No: 20

Date :

AIM:

To prepare the Final account

ALGORITHM:

STEP 1:

Double Click the Tally ERP9 icon in desktop

STEP 2:

By Clicking Alt+F3, select company dialog box appears; in that Click create company option

STEP 3:

In that fill in the information

STEP 4:

Gateway of Tally appears, in that Click Account info → Ledger and then Click multiple ledger option and Click create

STEP 5:

In multiple ledger type, create group name and ledger names

STEP 6:

Enter the all entries respectively

STEP 7:

Fill the particulars in debit and credit columns in Accounting Voucher respectively

STEP 8:

Then press enter key to accept

STEP 9:

To get profit and loss account Gateway of Tally, Click profit and loss account or press P you will able to see profit and loss for detailed view Alt+F1

STEP 10:

To get balance sheet press B in Gateway of Tally dialog box or Click balance sheet in gateway to Tally for detailed view, Alt+F1

RESULT:

The above program is executed and output is verified.

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