

Computers for Digital Era

Practicals

1. Preparing a word document and saving, copying files, deleting files, renaming files, etc.

Steps :

Open a word document by clicking **Start-> All Programs -> Microsoft Office -> Ms Word**

A blank document will be opened.

Type the content in the document

Saving

1. Make sure your **document** is open.
2. Find the "**File**" tab and click on it.
3. Click "**Save**" or "**Save As**".
4. Under "**Save As**", decide on your **save** location.
5. Double-click your **save** location.
6. In the "**File Name**" field, type in your preferred **file** name.
7. Click "**Save**" to **save** your **file**.

Copying

1. Press **Ctrl+O**. Word display Open options on the File menu.
2. Click the source of where you want to find the document.
3. Click Browse. Word displays the standard Open dialog box.
4. Select the document file you want to make a copy of.
5. Click on the down-arrow at the right side of the Open button. Word displays a menu of choices.
6. Choose the Open as Copy option. Word opens a copy of the document.

Renaming

1. Make sure the document you want to rename is not loaded into Word.
2. Click on the Open tool on the toolbar or choose Open from the File menu. You will see the Open dialog box.
3. In the list of files contained in the dialog box, right-click on the one you want to rename. This displays a Context menu for the document.
4. Choose Rename from the Context menu. The document name is highlighted, and you have the opportunity to change the name.

5. Once the document name is changed, press **Enter**.
6. Close the Open dialog box by clicking on Cancel.

Deleting

1. Click **File > Open**.
 2. Locate the file that you want to delete.
 3. Right-click the file, and then click **Remove from list**.
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2. Preparing slides, Animation, slide transition, Background Changing, WordArt etc.

Creating a PowerPoint Slide

1. Open Microsoft PowerPoint.
 2. Go to **File** at the top of the screen and click **New**. A box that says "**New Presentation**" should appear on the right side of your screen.
 3. In the "**New Presentation**" dialog box, click on "**From Design Template**." You may then scan through design templates and choose one that you like.
 4. Slide Design Select a design template by clicking on the template you like. You may choose a different color for your template by clicking on "**Color Schemes**" in the "New Presentation" dialog box. 1
 5. Slide Layout Change the Slide Layout. You may change the slide layout by going to the top of the screen and clicking on "**Format**" – "**Slide Layout**." A box will appear on the right side of your screen labelled "Slide Layout." You may select a design by clicking on it.
 6. Adding Text Enter your text by clicking and then typing in the box titled "**Click to Add Text**" or "**Click to Add Title**."
 7. Adding Pictures You may add pictures by clicking on the box that says "Click to add content." Inside that box, there will be a smaller box with six icons. Click on the icon that looks like a photograph of a mountain. A new window will open, allowing you to browse for a picture on your computer or a CD. Once you find your picture, click on it and then click "Insert."
- Step 8: Resizing Pictures You may change the size of your picture by clicking on the picture. The picture will then have black lines around it with small bubbles or boxes in the corners. Place your mouse over the bubbles or boxes and click. Holding the mouse pointer down, drag the picture to the size you want.

Animations

1. Click "**Animations**" at the top of the screen.
2. Click the "**More**" **button** in the Animations Gallery.
3. If you are using MS Office 2007, switch to the **Slide Show** tab and click **Custom Animation** to open a sidebar that shows animations.
4. Select an object on the slide.
5. Click the button **Add Animation** or select an animation from the sample gallery on the left hand side. It will apply the very first effect to the object.
6. To apply additional animations, click the same **Add Animation** button again. It's important to know that only this option will append an animation. Other methods will replace the prior animation.
7. Right-click on a subsequent animation and select **Start With previous** so both animations will coincide. If you select **After previous**, animations will be set in a sequence.
8. Timings can be managed right in the **Animation Pane**. When you hover the mouse over the green timeline for the effect, you can adjust the start time for the chosen animation. If you click the mouse on the border and drag, the duration of this specific animation will be changed.
9. Also, you can use numeric input by right-clicking on the animation and choosing **Timing**.

Custom Motion Path

1. Select an object.
2. Click **Add Animation**.
3. At the very bottom of the list you will see motion paths. Pick the one that suits your idea.
4. Transform the path or Edit Points to make fine adjustments. If you choose Custom Path, you can draw freeform. When you are done, press the Esc button.

Slide Transition

To apply a transition to selected slides:

1. On the Slides tab, hold down the Ctrl key and then click the slides to which you want to apply the transition.
2. Choose the Animations tab.
3. Click the More buttons  in the Transition to this Slide group. A menu of transitions appears.
4. Click the transition you want to apply. PowerPoint applies the transition. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

To apply a transition to all slides:

1. Choose the Animations tab.
2. Click the More buttons  in the Transition to this Slide group. A menu of transitions appears.
3. Click the transition you want to apply. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.
4. Click the Apply to All buttons  in the Transition to This Slide group.

To add a sound to a transition:

1. Choose the Animations tab.
2. Click the down arrow next to the Transition Sound field and then click the sound you want. As you roll your pointer over each sound, PowerPoint plays the sound.

To set the speed of a transition:

1. Choose the Animations tab.
2. Click the down arrow next to the Transition Speed field and then click the speed you want.

Background Changing

1. Select the slide for which you want to change the background.
2. On the Design tab, in the Background group, click Background Styles.
3. Click Format Background.
4. Click Fill.
5. Click Picture or texture fill.
6. Click File, locate and double click the picture you want to use as the background.
7. Click Close.

Word Art

1. Click the Insert tab on the Ribbon and then click the WordArt button in the Text group.
 2. Select the WordArt style you want to use.
 3. Click the WordArt text box and then type your text.
 4. Apply any other WordArt formatting necessary.
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3. Preparing Mark sheet with Excel – Calculating First class, Second Class etc.

- 1) Start "MS Excel" program
- 2) Fill your data "SNO", "Name", "F/Name", "English", "Chemistry", "Mathematics", "Physics", "Biology", "Drawing", "History", "Total Marks", "Average", and "Grade".
- 3) Use this function in first cell of "Total Marks" type this function "**=sum(F5:L5)**". After type it press "Enter".
- 4) To find the "Average" of your marks. To find the average of mark type this function at the first cell of "Average" column **=Average(F5:L5)**
- 5) The last think is to find the "Grade" of your marks. To find the **Grade** first of all click on the first cell as given above and then type in "**Formula bar**". After click on "**Formula bar**" type the below function
=IF(N5>=550,"Grade A",IF(N5>=450,"Grade B",IF(N5>=400,"Grade C",IF(N5>=350,"Grade D","Failed"))))