

## SECTION - A

## WORD PROCESSING

1. Introduction to Word Processing – Examples- Creation of new documents, opening document, insert a document into another document. Page setup, margins, gutters, font properties, Alignment, page breaks, header footer deleting, moving, replace, editing text in document. Saving a document, spellchecker.

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Printing a document. Creating a table, entering and editing, Text in tables. Changing format of table, height width of row or column. Editing, deleting Rows, columns in table. Borders, shading, Templates, wizards, drawing objects, mail merge.

## Exercises

2. Create the following table and perform the operations given below

DAYS	1	2	3	4	5	6	7	8
MON	TEST		A : JPP			CA	RDBMS	TUT
			B : RDBMS					
TUE	CA	OOP	CN	RDBMS	A : RDBMS			
					B : JPP			
WED	CN	RDBMS	OOP	RDBMS	COMMUNICATION	CN	CA	
THU	OOP	A : JPP			CA	RDBMS	CN	OOP
		B : RDBMS						
FRI	COMMUNICATION		A : JPP		OOP	CN	RDBMS	CA
			B : RDBMS					
SAT	OOP	RDBMS	CN	CA	.....			

3. Create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations. Also, create a database and generate labels for the applying organizations.
4. Create a news letter of three pages with two columns text. The first page contains some formatting bullets and numbers. Set the document background colour and add 'confidential' as the watermark. Give the document a title which should be displayed in the header. The header/ footer of the first page should be different from other two pages. Also, add author name and date/ time in the header. The footer should have the page number.

## SPREADSHEET

Introduction to Analysis Package – Examples - Concepts of Workbook & Worksheets; Using Wizards; Various Data Types; Using different features with Data, Cell and Texts; Inserting, Removing & Resizing of Columns & Rows; Working with Data & Ranges; Different Views of Worksheets; Column Freezing, Labels, Hiding, Splitting etc.; Using different features with Data and Text; Use of Formulas, Calculations & Functions; Cell Formatting including Borders & Shading; Working with Different Chart Types; Printing of Workbook & Worksheets with various options.

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5. Create a result sheet containing Candidate's Register No., Name, Marks for six subjects. Calculate the total and result. The result must be calculated as below and failed candidates should be turned to red.

Result is Distinction if Total  $\geq 70\%$  First Class if Total  $> 60\%$  and  $< 70\%$

Second Class if Total  $\geq 50\%$  and  $< 60\%$  Pass if Total  $\geq 35\%$  and  $< 50\%$

Fail otherwise

Create a separate table based on class by using auto filter feature.

6. Create a table of records with columns as Name and Donation Amount. Donation amount should be formatted with two decimal places. There should be at least twenty records in the table. Create a conditional format to highlight the highest donation with blue color and lowest donation with red colour. The table should have heading.
7. Create line and bar chart to highlight the sales of the company for three different periods for the following data.

#### SALES BAR CHART

Period	Product1	Product2	Product3	Total
JAN	35	40	50	125
FEB	46	56	40	142
MAR	70	50	40	160

#### SECTION – B

##### DATABASE

Introduction – Menus – Tool bar – Create – Edit – Save – Data types – Insert – Delete – Update – View – Sorting and filtering – Queries – Report – Page setup – Print.

##### Exercises

8. Create Database to maintain at least 10 addresses of your class mates with the following constraints
- Roll no. should be the primarykey.
  - Name should be notnull
9. create a students table with the following fields: Sr. No, Reg. No, Name, Marks in 5 subjects. Calculate total and percentage of 10 students. Perform the following queries.
- To find the details of distinction student
  - To find the details of first class students
  - To find the details of second class students

Design a report for the above exercise to print the consolidated result sheet and mark card for the student.

## PRESENTATION

Introduction - Opening new presentation, Parts of PowerPoint window – Opening -Saving and closing presentations - Features of PowerPoint, Background design, Word art, Clip art, Drawings, 3D settings - Animations, Sound, Views, types of views - Inserting and deleting slides, arranging slides, slides show, rehearsal, setup show, custom show - Creating custom presentations, action setting, auto content wizard, working with auto content wizard

### Exercises

10. Make a marketing presentation of any consumer product with at least 10 slides. Use different customized animation effects on pictures and clip art on any four of the ten slides.
11. Create a Presentation about our institution or any subject with different slide transition with sound effect.

## INTERNET

Introduction – Getting acquainted with Internet Connection - Browsers – Website URL - Open a website – Net Browsing - Email: Creating E-mail id – Sending, receiving and deleting E-mail - Email with Attachments – CC and BCC - Chatting – Creating Group mail - Google docs – Search Engines – Searching topics .

**Most Popular Social Networking Sites :** History – Features – Services – Usage of Face book , Twitter and LinkedIn. Transferring data through wifi / Bluetooth among different devices.

**Introduction to cybercrime – Software Piracy – Viruses – Antivirus Software**

### Exercises

12. Create an e-mail id and perform the following
  - Write an e-mail inviting your friends to your Birthday Party.
  - Make your own signature and add it to the e-mail message.
  - Add a word attachment of the venue route
  - Send the e-mail to at least 5 of your friends.
13. Create a presentation on Google docs. Ask your friend to review it and comment on it. Use “Discussion” option for your discussions on the presentation.

## Hardware and Software Requirements

### Hardware Requirements:

- Computers –36 Nos
- Intel Core i3 Processor

among different devices.

## Introduction to cybercrime – Software Piracy – Viruses – Antivirus Software

### Exercises

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### Hardware and Software Requirements

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- Computers –36 Nos
- Intel Core i3 Processor

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- 500 GB Hard Disk
- 14” Monitor
- Projector – 1 Nos
- Laser Printer – 1 No
- Internet Connection – Minimum of 512KBPS

#### Software Requirement

- Any GUI Operating System
- Open Source Software / MS-Office

1. Semester End Examination– 60 Marks

Content	Max. Marks
Writing Procedure – One Question from Section A	10
Demonstration	10
Results with Printout	5
Writing Procedure – One Question from Section B	10
Demonstration	15
Results with Printout	5
Viva voce	5
<b>Total</b>	<b>60MARK</b>