

**Dr. C. V. RAMAN UNIVERSITY**

**Open and Distance Education (IODE)**

**KARGI ROAD-KOTA, BILASPUR (C.G.)**

**Practical Manual**

**Programme: DCA 1<sup>st</sup> Sem.**

**Computer in Office – I (MS Word and MS Excel)**

**List of Practical's**

1. Creating, opening, closing, saving and editing a word Document.
2. Insertion of header and footer in the document and Use of word art, spell check.
3. Saving a word file as web page and Creation of a link between two files using Hyperlink.
4. E- mail-merge and providing protection of a document.
5. Creation of a letter/Application in different subjects.
6. Insertion of page border and watermark in a word document and work with page layout.
7. How to insert, close, update and save a worksheet?
8. Creation of records in excels for students marks of five subjects and calculation of their average percentage using formulas.
9. Operation of data sorting in a worksheet.
10. Use of mathematical functions, date function, time function and work on a formula of MS Excel to add two numbers.