Dr. C. V. RAMAN UNIVERSITY

Open and Distance Education (IODE)

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

Practical Manual

Programme: M.Sc. (IT) 1st Sem.

Windows and MS Office

List of Practical's

1. Creating, opening, closing, saving, editing and defining header and footer in a word Document.
2. Perform fonts, page formatting, and color and bullet operation in a word document.
3. Use of word art, spell check, cut, copy, paste and save as command.
4. Creation of a link between two files using Hyperlink.
5. E- mail-merge and providing protection of a document.
6. Creation of a letter/Application in different subjects.
7. Creation of records in excels for students marks of five subjects and calculation of their average percentage using formulas.
8. Creation of a marksheet in excels and calculation of percentage marks of 10 students using function and formulas.
9. Operation of data sorting in a worksheet.
10. Use of mathematical functions, date function and time function.
11. Define trig function with an operation on excel sheet.
12. Creation of new slide and duplicate slide in power point.
13. Steps of presentation and creation of presentation for the seminar in a topic.
14. Use of animation audio and clipart in power point presentation.
15. Changing backgrounds and adding slides in a presentation.