

OFFICE MANAGEMENT TOOLS

SYLLABUS

UNIT-1: COMPUTER FUNDAMENTALS

Computer and operating system-fundamentals of computer-components of computer system-Input and Output devices-Memory handling-Storage devices

UNIT-2: M.S WORD:

Introduction to MS Word and users utilities-Exploring Templates & Formation of documents- Table Handling-Mail merge and Print process

UNIT-3: MS EXCEL

Spread sheet- Work book Window-Formatting cells/Worksheet-Working with formula, function and charts-Filtering data and printing a presentation

UNIT-4: M.S POWER POINT

Introduction to M.S Power point-Creating Templates-Fonts and color editing-Adding Multimedia effects-Consolidating using Ms power point, Computation-Indexed cost of acquisition and improvement-Exemptions-Changeability of short & long term capital gains-Interest on securities etc income from other sources-Deduction – Introduction to direct taxes code

UNIT-5: TALLY

Accounting package (theory only)-Introduction to Accounting Packages-Need and Advantages

UNIT – I

SECTION – A

1. What is computer?

A Computer is an electronic machine with the following capabilities.

- Accept user supplied data and instructions using various input device.
- Performs arithmetic and logical operations using the given data
- Present the results of data processing to output device.
- Stores the data in storage devices.
- Executes the given data using a set of user instructions.

2. What is input device?

Be vices which are used to feed data in to the computer are called input devices, some of the input devices are.

- | | | |
|--------------|---|-----------------|
| ▪ Key board | - | BCR |
| ▪ Mouse | - | Scanner |
| ▪ Joystick | - | digital Camera |
| ▪ Light pen | - | digiting tablet |
| ▪ Track ball | - | touch screen |
| ▪ OCR | | |
| ▪ OMR | | |
| ▪ MICR | | |

3. What is output device?

Devices that are used to show the output of the computer are called output devices some of the output devices are.

- i. Printer
- ii. Plotter
- iii. Monitor

4. What is operating system?

It is system software that controls the computer system. It also coordinates and super wife the activities of various components of the computer . As soon as the computer is switched on its operating system state functioning.

5. What is storage device?

Computer can store large amount of data in small storage area the stored data can be retrieved quickly, the storage capacity is measured in MB (mega Bytes) or GB (Giga Bytes).

6. Define computer.

The word “computer” is a Latin word. It means. “To reckon” or to computer,

The word computer can be expanded into commonly operated machine particularly used for. Trade Education and Research.

7. Write a note on components of computer.

The three major components of a computer are

- i. Input unit.
- ii. Output unit
- iii. Central processing unit (CPU)

8. Write a note on fundamentals of computer.

The Stone Age man initially used his fingers for counting. The he used stones sticks, scratches and symbols on the stones and knot on the robes for counting. The computing speed was also very slow. Then he developed number system for counting. This laid the foundation for modern computer.

9. What is memory handling?

It holds all data and instructions temporarily, it is otherwise called primary memory or internal memory, there are two types of main memory, they are

Random - Access Memory (RAM)

Read - Only memory (Rom)

10. What are the advantages of computer?

- It can do calculations quickly and accurately.
- It can store large amount of data in small area.
- Accessing speed is very high.
- It can be used in all areas.
- It can do repetitive calculations with same accuracy,

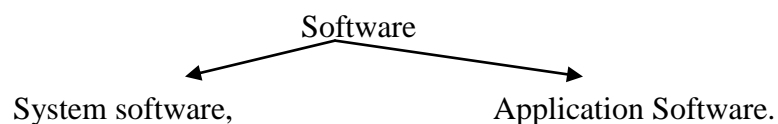
11. What is hardware?

The physical components of a computer are called hardware following are the examples of hard ware.

- ❖ Key board mouse etc.
- ❖ Microprocessor, memory etc,
- ❖ Screen, printer, plotter, etc,
- ❖ Floppy disk, hard disk, optical disk, etc,
- ❖ Modem.

12. What is software?

A set of computer program is called software. Software, is classified as below



SECTION – B

13. Write short notes on operating system and functions of operating system.

Operating system :-

It is system software that controls the computer system it also coordinates and supervises the activities of various computer of the computer. As soon as the computer is switched on, its operating system starts functioning.

Functions of operating system :-

- i. Controls the computer resources like printer, keyboard, etc.
- ii. Executes the applications programs such word. Excel. Etc.
- iii. Inform user about wrong input or system fault
- iv. Acts as an interface between the hard ware and application software
- v. Maintain priority among users.
- vi. Provides multi-access facility
- vii. Provides security
- viii. Manages memory
- ix. Manages processor
- x. Share resources

14. What do you mean by components of computer?

The three major components of computer

1. Input unit
2. Output unit
3. Central processing unit [CUP]

Input Unit :-

The data and the programs are entered into the computer through this device. When the data and introductions are entered into the input unit, they are passed to the

memory unit of the CPU, some of the input devices are keyboard, mouse, OCR, and OMR.

Output unit :

The data fed into a computer are processed as per the given set of instructions. Computer returns the results of this processing through the output units, some of the output devices are monitor, printer and plotter.

Central processing unit :

This unit contains the following three subunits:

Arithmetic and logic unit [ALU]

Control unit [CU]

Main memory unit [MMU]

15. Write note on software.

A set of computer programs is called software. Software is classified as below.

- i) System software
- ii) Application software

System software :

A set of programs which are used to control the system or used to improve the efficiency of the system is called system software. The following are the examples of system software.

- Operating system such as DOS, Unix etc.
- Utility program such as virus scan programs
- Language processor such as compiler, interpreter etc.

Application software:

A set of programs which are developed by the user for his / her day to day activities like accounting is called application software, the following are the examples of application software.

- ✓ Word processors such as MS- Word , Note pad etc.
- ✓ Spread sheets such as MS – Excel, lotus, 1,2,3
- ✓ Data base packages such as Fox PRO, DBASE, etc.

16. What do you mean by memory handling?

It holds all data and instructions temporarily, it is otherwise called primary memory or internal memory, and they are two types of main memory. They are

Random - Access memory (RAM)

Read - Only Memory (ROM)

Random – Access memory

It is Volatile memory so this type of memory loses its contents when the power is turned off. There are two types of RAM They are

- a) Static RAM (SRAM)
- b) Dynamic RAM (DRAM)

Read – Only Memory:-

It is nonvolatile memory, So its contents are not lost when the power is turned off, this memory contains the programs.

- a. PROM
- b. EPROM
- c. EEPROM

17. Explain the storage device.

Storage device :

- Computer can store large amount of data in a small storage area

- The stored data can be retrieved quickly
- The storage capacity is measured in MB (mega bytes) or [GB Giga Bytes]

18. Write short notes on fundamentals of computer:

Fundamentals or story of computer :

The stone age man initially used his scratches, and symbols, on the stones sticks scratches and symbols, on the stones sticks knot on the robes for counting,

He found it difficult to use these aids because they required some physical effort from him. Moreover the computing speed was also very slow then he developed number system for counting. This laid the foundation for modern computers the following this development of modern computers.

SECTION – C

19. Explain the classification of operating system.

- i) Single user operating system
- ii) Multi user operating system
- iii) Graphical user interface operating system
- iv) Multi processing operating system
- v) Multithreading operating system

(i) Single user operating system:

This operating system controls only one user at a time. This operating system is used in personal computers. Example for this type of operating system is DOS.

(ii) Multi user operating system :

This operating system controls more than one user at a time. This operating system is used in networking environment. Examples for this type of operating system are UNIX and windows NT.

(iii) **Graphical user interface operating system :**

It has the capability of using graphical devices such as mouse, Examples for this type of operating system are windows XP and windows 2000.

(iv) **Multi processing operating system :**

It allows more than one processor for simultaneous processing. Examples for this type of operating system are UNIX and windows NT,

(v) **Multitasking operating system :**

It allows multiple software processor to be run at the same time. Examples for this type of operating system are windows 98 % windows 2000 and windows XP.

(vi) **Multithreading operating system :**

It allows different part of a software program to run in parallel. Examples for this type of operating system are windows 98, windows 2000 and windows XP,

20. Explain the fundamentals and component of computer.

Fundamentals:

The stone – age man initially used his fingers for counting then he used stones. Sticks, scratches and symbols. On the stones and knots on the robes for counting. He found it difficult to use these aids because they required some physical effort from him more over the computing speed was also very slow then he developed number system for counting the following table shows the development of modern computer.

Components of computer:

The three major components of a computer are

Input unit

Output unit

Central processing unit [CPU]

Input unit

The data and the programs are called in to the computer through this device when the data and instructions are entered into the input unit they are passed to the memory unit of the CPU some of the input devices are key board, maize OCR and OMR

Output unit:

The data fed into a computer are processed as per the given set of instructions computer returns the results of this processing through the output unit, some of the output devices are monitor printer. And plotter,

Central processing unit [CPU]:

This unit contains the following three sub units.

- i) Arithmetic and logic unit [ALU]
- ii) Control unit [CU]
- iii) Main memory unit [MMU]

(i) Arithmetic and logic unit:

Actual data processing occurs in this unit, all arithmetic and logical operations such as addition subtraction, comparison etc, are performed here, it has many subunits they are

- Registers : it is used for temporary storage some of the registers are instruction registers address registers etc.
- Program counter it is used to store the address of the instruction that is to be executed.

- Adders it is used to perform arithmetic and logical operations ,

(ii) Control unit :

The unit controls the activities of their units in the computer system. It instructs the input device to transfer data and instructions to main memory and then to the ALU the processed results are sent from ALU to storage or monitor by the control unit.

(iii) Main memory unit :

It holds all data and instructions temporarily, it is otherwise called primary memory or internal memory. There are two types of main memory. They are

- Random Access memory
- Read only memory

(iv) Random Access memory:

It is a volatile memory so this type of memory loses its contents when the power is turned off there are two type of RAM they are

- a. static RAM [SRAM]
- b. Dynamic RAM [DRAM]

Dynamic RAM contents are refreshed thousands of times per second where as static RAM contents are refreshed less often,

Read only memory :

It is non volatile so its contents are not lost when the power is turned off this memory contains the programs which are used to boot the computer system. The content of Rom is recorded while manure fracturing. The there types of Rom are.

- a. PROM
- b. EPROM
- c. EEPROM

PROM:

It stands for programmable rom the user records its contents only one time.

EPROM:

It stands for erasable programmable Rom The contents of EPROM are Removed by focusing the chip to ultra violet. Light,

EEPROM:

It stands for electrically, erasable programmable ROM, Its contents are removed by applying electrical charges.

21. Explain the input output devices.

Devices which are used to feed data into the computer are called input devices.

Keyboard:

It is similar to typewriter the keyboard has 101,104, or 105 key. As soon as a key is pressed on the keyboard a character will appear on the screen, the current position of the screen is indicated by the cursor its layout is similar to that key board they are three parts,

Main keyboard keys

Function keys

Numeric keys

Mouse:

Mouse is a hand held device connected to the computer by a small cable , when the mouse is moved the cursor moves across the screen,

Joystick:

It is an input devices used for playing video games on personal computers. Its consist of four micro switches arranged in four direction [East west north and south] when the Joy Stick is moved the particular direction.

Light pen:

It is a device used for drawing images on the computer screen, when the pen goes close to the screen, light is emitted by it create a dot on the screen,

Track ball:

It contains a ball, which can be rotated in any direction. When the ball moves the cursor will moves on the screen.

OCR :

It stands for optical character Reader, it can read characters optically the advantages of OCR is that is eliminates the human effort of transcription the limitation of OCR is requirement of specific character, fonts.

OMR:

It stands for optical mark Reader; it can sense the presents or absence of a mark created by a pencil,

MICR:

It stands for magnetic ink character Reader it can read the characters, which are printed by the using a special kind of ink.

BCR:

It stands for Bar code Reader it scans bar codes is a set of parallel printed lines of varying thickness and separations.

Scanner:

It can read text or images printed on the paper it translates the information into a form that the computer can use when a scanner is used light is on in the scanner,

Digital camera:

It is used input image into a computer system directly by this we can take photos and store the images in digital format,

Digitizing tablet:

It consist of an electronic tablet surface and stylus. When stylus drawa on the tablet surface ,

Touch Screen :

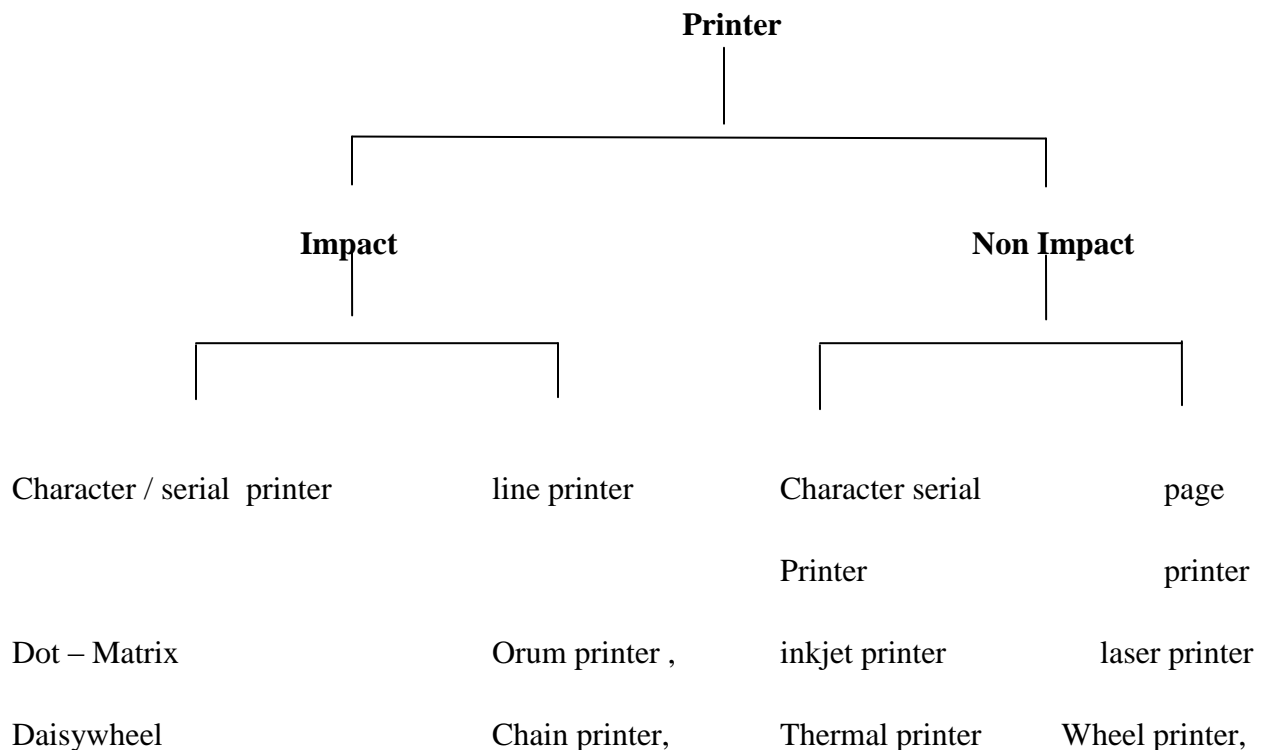
Touch screen is another favorite method for feeding data into the computer. Users can command the computer to perform various useful tasks.

Out put unit :-

Printer
Plotter
Monitor

Printer :

It is an output device used for making permanent copies. The following figure shows the classification of printer,



Plotter:

It is a graphical output device it is classified as below,

- (i) Flattn
- (ii) Drum

(i) Flatten plotter:

It uses a pen to draw graphs on the paper in this the pen moves where as the paper is fixed ,

(ii) Orum plotter:

It contains a drum capable of retaining in this type, the drum rotates the paper where as the pen is fixed.

Monitor:

It is similar to television screen. It is otherwise called visual display screen, it displays the character keyed in through the keyboard.

Monochrome:

It can show the characters only in black and white

Colored :

It can show the characters in different colors.

22. Explain the advantages and disadvantages of computers.**Advantages of computer:**

1. It can do calculation quickly and accurately,
2. It can store large amount of data in small area,
3. Accessing speed is very high

4. It can be used in all areas
5. It can do repetitive calculations with same. Accuracy,

Disadvantages of Computers :

1. It has no thinking power like human being
2. It cannot find the errors on its own
3. It will work based on the instructions given in the program, it cannot work beyond these instructions,

23. What are the characteristics of computer?

Speed:

Computers can perform 100 millions of instructions per second the speed of a computer is calculated by the unit MIPS [millions of instructions per second] normally computer speed is computer vary from machine to machine because of their hardware capabilities,

- (i) Inputting faculty data
- (ii) Wrong set of instructions
- (iii) Hardware failure

Storage:

Computer can store large amount of data in small storage area The stored can be retrieved quickly, The storage capacity is measured in MB [mege Bytes] or GB (Giga Bytes) or GB (Giga Bytes).

Versatility:

Computer is capable of solving various types of problems. It is used both in simple activities such as preparing payroll and in complex activities such as controlling the aircraft

Automation:

Computers can do calculations automatically without human intervention until the completion of a program.

Diligence:

Diligence means constant effort in works computer do calculations repetitively with same speed and same accuracy, like human , beings, computers do into have problems such as fatigue, lack of concentration ect.

24. Difference between hard ware and software.

Hard ware	Software
It is the physical unit of computer	It is the collection of programs used to operate the hard ware components.
It consist of electronic components like transistor ICS, diodes resistors insulators, etc	It consist of numerals alphabets, special symbols signs etc.
It work with binary codes 0 ^s and 1 ^s	It is represented by high level languages such as BASIC FORTRAN, COBOL, C, etc.
It can understand only machine level or assembly level languages	It is written in high level languages which readable by human beings.
It is classified into input unit, output, unit, cpu, etc.	It is classified into operating system utilities. Applications programs etc.

25. Explain the area of computer applications.

AREAS of computer Applications:

Computer are used everywhere, the following topics show some of the areas of computer, applications.

Accounting:

Computers are used to maintain accounts efficiently. Computer do inventory management financial management and cash management very easily, take the reports like trail balance profit and loss account and balance sheet.

Banking:

Nowadays all banks are computerized. Customer transactions are maintained by computers computer controlled. Automatic Teller machines [ATM] are used for cash withdrawals and deposits.

Educations:

Computer can be used in education to teach students it is used to create “Virtual class room” and Virtual University” students can get most of the details using various websites available in the internet.

Communication:

E – Mail Voice mail and Video conferencing are possible by using computer.

Engineering:

Computer aided manufacturing [CAM] software is used by the engineers to design to products before their manufactures.

Entertainment:

Computers are used to play movies and to play games.

Insurance:

Insurance companies use computer to maintain their policy holder details,

UNIT-II

SECTION – A

01. What is M.S. Word?

It is a software package available in office 2000. It is used to create letters, Memos, and reports.

Ms. Word is a part of the biggest package called MS OFFICE. Which can do much more than word processing?

In fact when you open MS OFFICE you will find four main components in it.

They are M.SWord (for Word processing) MS EXCEL (for Spreadsheet) MS ACCESS (for database management) and MS POWERPOINT (for presentation purposes). However, we will limit ourselves to M.S Word only in this Unit.

02. What are objectives In MS.Word?

- ❖ Start the M.S.Word Package
- ❖ Be familiar with the M.S.Word screen
- ❖ Advantages and features of word processing.
- ❖ Some common word processing packages
- ❖ How to involve M.S.Word
- ❖ Learn the capabilities of M.S.Word

03. Starting shortcut for Word 2000.

Right click any empty area on desktop, the menu that appears is shown in figure.

The following steps create a new word document.

1. Click “New” in the file menu
2. Click “Blank document”
3. Click “Document” ratio button
4. Click “OK”.

04. How will you save a document?

To save a document

1. Click “File” menu
2. Click “Save” the windows that appears is shown in figure
3. Choose folder name in “Save in” box.
4. Enter the file name in “File name” box
5. Click “Save” button.

05. Give short cut keys for cut, copy and paste.

This feature is used to remove the selected text a paragraph from one part of a document and copy the same into another part of a document and copy the same into another part of a document.

Cut and paste

1. Select the text or paragraph.
2. Click “Cut” in edit menu.
3. Click “Paste”.

Copy and paste

This feature is used to make another copy of the selected text or paragraph in another part of a document.

1. Select the text or paragraph
2. Click “Copy” in edit menu
3. Click “Paste”

06. What is mail merge? What are the basic steps in mail merge?

It is a feature available in M.S.Word to create the same type of letter to be sent to many recipients at different location.

Three basic steps for mail merge

1. Creating the main document
2. Creating a data source
3. Merging data source and main document.

Creating the main document

The main document contains the Information that is to be repeated in each letter. In this main document, some space is left for recipient address, to set up the current document as main document. The following steps are needed,

1. Click “Mail Merge” in the “Tools” menu. The window that appears is shown in figure.

Creating a data source

It is used to create a data file, which contains the information such as recipient name, address, phone number etc. the following steps are needed to create a data file.

1. Click “Get data” the window shown in figure, changes and appears as the window shown in figure.

Merging data source and main document

After creating the data source, M.S.Word Window appears as shown in figure.

1. Insert the field names in the main document, using “Insert merge field” the figure shows a document that uses mail merge concept.
2. Click “View merged data” button to view the document with different data sources record. To get different letters for all data record click “Merge” to new document.

07. Text in word document.

Step – 1

Open Microsoft word. Remember to leave your browser window open until this lesson is finished.

Step – 2

Open a new blank document using keyboard commands.

IBM – Use Ctrl +N (Hold down the command key and tap the N Key one time)

- ❖ Format the text to Bold
- ❖ Increase the size to 18 pt.
- ❖ Center the text
- ❖ Press Return/Enter two times
- ❖ Click bold button to remove bold
- ❖ Return text size to default.
- ❖ Note, all of this action can be performed using the formatting toolbar.

SECTION-B

08. Explain editing word document process in word 2000.

Editing is the act of making alterations in the content of a document.

The “Edit” Menu is used for this purpose, the figure shows the options of “Edit” menu

Undo typing

Delete the last typed entry.

Repeat typing

Repeats the last action

Cut

Removes the selection from the document and places in the clipboard

Copy

Copies the selection to the clipboard

Paste

Inserts the content of the clipboard at the Insertion point.

Paste special

Insert pictures, which are created by other software's.

Clear

Deletes the selected text

Select all

The text in the active document.

Find

Sparklers all the text in the document

Replace

Searches and replaces the give text

Go to

Moves the cursor positions to be required page number, section number, or line number.

09. Functions in word 2000 spelling and grammar check.

1. Creation of web page
2. Mail merge
3. Creation of tables
4. Formatting documents with features like, alignments, color, font style, size etc.
5. Spelling and grammar check facility.
6. Cut, copy and paste functions.
7. Inserting various kinds of pictures, graphs, etc.
8. Word count, thesaurus features
9. Creation of web pages.

10. Various types of wizards.

Spelling and Grammar check

When a type a document, M.S. Word automatically underlines the word, which are incorrect. Also if any sentence grammatically wrong. The whole sentence will be underlined in red color.

Steps involved in correcting spelling and grammatical mistakes.

1. Click the “Tools” menu.
2. Select the “Spelling and grammar option” the window that appears is shown in figure.

The functions of the above window buttons are given below.

Ignore

Retains the current spelling

Ignore all

Retains such types of all mistake in the document

Auto correct

Automatically correct the mistakes.

Change

Changes the mistake with the chosen suggestion

Change all

Change all such types of mistakes

Cancel

Omits this operation

Options

Changes the default setting for spelling check

10. What are ways to Insert text into M.S. Word?

1. Fonts such as Times Roman, Arial, etc.
2. Font styles such as Regular, Italic, etc.
3. Size
4. Font color
5. Underline style
6. Special effect such as strike through, subscript, subscript, etc.
7. Character spacing such as expanded, condensed etc.
8. Text effects such as blinking background sparkle text, etc.

Steps involved in insert the effect on text

- ❖ Select the text that needs change
- ❖ Open the front window and set the required features
- ❖ Click “OK”

Paragraph option

1. Left, right or center alignment
2. Left and right indentation
3. Line spacing link single, double, etc.
4. Page breaks, suppress line number, etc.

11. How can you entering data into table?

Introduction

Tables are made up of cells. A horizontal line of cell is called a “row” and a “column”

You can use tables to set up side-by-side text paragraphs that wrap around.

Independently or graphics such as charts that sit side-by-side.

Tables can be useful for creating newsletters, brochures, web pages and forms.

Table

It consists of rows and columns

Creation of table

There are two ways to create a table,

- ❖ They are using “Draw table” option in the table menu.
- ❖ Using “Insert” option in the table menu.

Draw table method

- ❖ Click “Draw table” option in the table menu. A pen shaped cursor will appear.
- ❖ Using the cursor draw column & rows

Insert table method

- ❖ Click “Table” menu
- ❖ Choose “Insert” option
- ❖ Click “Table” option the window that appears is shown in figure.
- ❖ Enter the number of columns and rows,
- ❖ Select suitable table format using “Auto format” button
- ❖ Click “OK”

To move from one cell to another in a table

1. Tab moves one cell right
2. Shift and tab move one cell left.
3. ↑ Moves one cell up
4. ↓ Moves one cell down

To delete table

1. Select the table by clicking the table area.
2. Select “Table” menu
3. Click “Delete”

4. Click “Table”

To delete columns in a table

1. Select a column.
2. Select “Table” menu
3. Click “Delete”
4. Click “Columns”

To delete row in a table

1. Select a row.
2. Select “Table” menu
3. Click “Delete”
4. Click “Rows”

To delete cell in a table

1. Select a cell.
2. Select “Table” menu
3. Click “Delete”
4. Click “Cells”

To sort the contents of a table

1. Select all rows in the table
2. Select “Table” menu
3. Choose “Sort” the window that appears is show on figure.

12. How can you change the rows/Column width of table in M.S. Word?

Introduction

To insert a row or column within a table. Select the row or column after the position for the new row or column. Select inset row or insert column from the table menu.

Click the Insert columns button on the standard tool bar

1. Select the first row in the “States” table
2. Select Insert rows from the Table menu
3. Select the last row in the “States” table
4. Select Insert Rows from the Table menu,
5. Select the first column in the “States” table.
6. Select Insert columns from the Table menu
7. Select the last two columns from the “States” table
8. Select insert columns from the table menu.

13. Deleting the columns and Rows.

To delete a column or row, select the column or row you want to delete then select delete column or row from table menu.

1. Select the first column in the “States” table.
2. Select the delete column command from the table menu
3. Select the second and third columns in the table
4. Select the delete columns command from the table menu
5. Select the first row in the last table in your document.
6. Select the delete rows command from the table menu
7. Select the last row in your table
8. Select the delete row command from the table menu.
9. Click on the undo button to restore the deleted rows.

14. What are the font options available in word document?

When the “font” option is called, the window that appears shown in figure

This option is used to set the following for the selected text

1. Font such as Times Roman. Arial etc.
2. Font style such as Regular, Italic etc.
3. Size
4. Font color
5. Underline style

6. Special effect such as strike through, subscript, subscript etc.
7. Character spacing such as expanded, condensed etc.
8. Text effect such as blinking background, sparkle sheet etc.

Steps involving in implementing the effects of the text

1. Select the text that needs change
2. Open the font window and set the required features
3. Click “OK”

Paragraph option, bullet and numbering Borders and shading, columns, tables, Drop cap, change case, Back ground, theme, frame, auto format, style.

SECTION – C

15. What are the functions of M.S. Word?

Introduction

Let us consider an office sense, many letter are typed in the office, the officer dictate a letter. The typist first types a draft copy of the letter. The officer goes through it to check mistake regarding spelling errors, Missing words etc. and suggestion & correction

The typist changes the letters as suggested by the officer. Our choice is M.S. Word because it the most popular software in these days.

Function of M.S. Word

One of the main advantages of a M.S. Word that enable you to create, edit, print and save documents for future retrieval and reference

- ❖ Text typing into the computer, which allows alternation to be made easily.

- ❖ Word and sentence can be inserted, amended (or) deleted.
- ❖ Paragraph or text can be copied/invoked throughout the document
- ❖ Margins and page length can be adjusted as desired
- ❖ Spelling can be checked and modified through the spell check facility.
- ❖ Multiple document (files can be merged).

16. How will create a new document using M.S. Word?

The following steps are followed in order to create shortcut for word 2000.

1. Right click any empty area on desktop. The menu that appears is shown in figure.
2. Select “New” the menu that appears in shown in figure.
3. Click “Shortcut” the menu that appears is shown in figure.
4. Type the location of the file for which shortcut is required. If we don’t know the location. Click “Browse” button to find the location. This will Insert the path of the file in command line text box as in figure.
5. Click “Next” the window that appear is shown in figure.

The following steps create a new document

1. Click “New” in the file menu. The window that appears is shown in figure
2. Click “Blank document”
3. Click “Document” radio button
4. Click “OK”.

17. Explain the attracting way for formatting Text in M.S. Word.

Introduction

There are various access advanced formatting options by right-clicking the border of text box, select format text box on the colors and line tab, you can change the background color and adjust the transparency. It also allows you to specify border style, color and weight.

Handling multiple documents

- ❖ Many end-user applications are document, centric (that is they are tools for manipulating documents of one type or another)
- ❖ End user of these applications generally considers them merely a convenient way to modify a document.
- ❖ However as most programmers know, running multiple instances of one programme does not work all that smoothly.
- ❖ The two primary problems one that multiple instance do not cooperate nicely and they take up way too much memory.
- ❖ A multiple document interface such as the gnome MDI simplifies these problems by handling the user interface. So, let's take a closer look at how the Gnome MDI does this.

Creating a simple text editor

Now, we are ready to start, we will build a simple. "Text Editor". It won't be a real text editor. Because it won't load (or) "Save file".

Our text editor will only work on memory buffers, but it show you how to deal with some of the Issue, that pop up when you work with, multiple document Interface.

Screen shot of simple text

Let's look where it all begins, our main function. After we initialize gnome, we'll create a new mdi objects and setup it menu bar template

Now that the "mdi" variable is a global of type Gnome MDI, (Blue font is used in the code sample for comments and red is used for highlights)

18. What are the various types of paragraph alignments that can be made in M.S. Word?

Introduction

Text can be centered, right, justified, left justified or fully justified (ie on both sides)

If you want to change the alignment of a paragraph highlight the paragraph, then click on the desired button on the formatting tool bar.

The paragraph mark at the end of your paragraphs contains all the attributes for the entire paragraph.

- ❖ Paragraphs can have been space before and after a paragraph (format>paragraph) (Indents and spacing tab “Before” and “After”).
- ❖ Spacing is altered in increments of 6 points by default, which is considered to be half a line,
- ❖ You can type in other values though, never use the enter key to Insert blank paragraphs although it is very quick
- ❖ To vertically space text you should always use the paragraph spacing associated with each paragraph
- ❖ Generally there is more space before heading than before a paragraph, and there is less space between a heading and its following paragraph than between two adjacent paragraphs

19. What is the insertion point?

There is no need to add extra carriage returns before or after your paragraphs in order to space out your paragraphs. Adjust the paragraph spacing above and below (format>paragraph) (indents and spacing tab)

Pressing enter create a paragraph with exactly the same paragraph formatting as the one before it.

When you press enter, the new paragraph, inherits all the formatting from the previous paragraph

Thing to remember

Every time you press enter you are creating a new paragraph

A paragraph contains one or more character including a paragraph more.

Getting Help

M.S. Word improved time to time these improved are sold in the market as new versions of M.S. Word being used in different offices.

We will cover the version M.S. Word 97, which is latest in the market and contains many improvements over the older versions.

However you do not have to worry if you have an older version of word 6.0 (or) Word 9. All these available. It also available word 97 any they are compatible.

You can go Inside M.S. Word by the following way

1. Take the mouse pointer to start button on the task bar. Click the left mouse button, the monitor will show like as follows
2. Move the pointer to programmes, you will notice another menu coming up to the right.
3. In that menu identify, where Microsoft word is placed, move the cursor horizontally to come out of programmes.
4. Move into the rectangular area meant for Microsoft word. Click the left menu mouse button, there, the computer will start M.S. Word

UNIT-III

SECTION-A

1. What is electronic spread sheet?

Spread sheet is a grid of rows and columns. Each spreadsheet contains many rows and columns. This makes many cells. Each cell can hold either text or numbers or formula. The rows are numbered numerically like 1,2,3..., etc. The columns are labeled alphabetically like A,B,C..., etc. After Z it starts like AA, AB, AC,..., etc.

2. What do you mean by active cells?

The active cell in which you want to type the data is identified by the cell pointer which is a regulator box covering that cell.

3. How will you create formulae on worksheet?

To create formulae, you first need to know the syntax that describes the format of specifying a formula. The syntax of formula begins with an equal sign followed by combination of values, operators and cell references.

4. What is list? How you create it?

A series of worksheet rows that contain related data is called list.

Creation of list

- i. Type the column title as a row
- ii. Enter the data under each column

SECTION-B

5. Describe the creating and formatting functions of different types of charts.

Chart is a pictorial representation of the given data. It is used to analyze numerical data. It is easy for the users to see comparisons and trends in the data.

There are different types of charts such as column, bar, line, pie, XY (scatter), area, doughnut, radar, surface, bubble, stock, cylinder, cone, pyramid.

Creating of Chart:

We can create a chart in the same worksheet or in another worksheet.

- Enter the data in the Excel window and select the data range (A1 to B3)
- Click “**Insert**” menu.
- Chart wizard window will appears.
- The uses of buttons are given below
 - a. **Cancel** used to cancel an operation
 - b. **Back** moves to a previous screen
 - c. **Next** moves to the next screen
 - d. **Finish** used to finish task
- Choose chart type and chart subtype. Then click “**Next**” button. A window will appear.
- Set “**rows**” or “**columns**” button, then click “**Next**” button. A window will appear.
- Enter chart titles, X and Y axes titles, then click “**Next**” button. A window will appear
- Set required options in the above window, and then click “**Finish**”. The graph will be inserted in the worksheet if we choose the same sheet. Otherwise, it will be inserted in another sheet.

Formatting chart Title:

- click the chart title
- Right click the mouse. A menu will appear.
- The clear button is used to clear the chart title. Click “**Format chart title**”. A window will appear.
- Set pattern, font and alignment details. Then click “**Ok**” .
- Similarly X axis, Y axis title, plot area, legend, data series, etc , can be formatted.

6. Write short notes on editing and formatting functions in worksheet.

Editing worksheet

Editing a constant

- i. Double click the cell where we want the change
- ii. Press backspace key or delete key to delete the characters
- iii. Type the characters to be added
- iv. Press “Enter” key to accept this changes

Editing a formula

- i. Select the cell where we want the change
- ii. Click the formula bar. Now the cell is in edit mode
- iii. Use backspace key to delete key to delete the characters. Type the characters to be added
- iv. Press “Enter” key to accept this change

Formatting worksheets

Format menu is used to format the cells

Number tab

It is used to format the numeric data in the cell. General, number, currency, data, time, percentage, are the format category in number tab

Alignment tab

It is used to align the data in the cell. Horizontal, vertical, orientation, text control are options available in alignment tab to align the text

Font tab

It is used to set font, font style, size, color etc.

Border tab

It is used to make borders. This tab is used to presets border, change line style and color of the border

Pattern tab

It is used to set the back ground. This has two options color- to set the pattern color, pattern- to set the background of cell

Protection tab

It prevents any change or deletion of a selected cell

7. How can you inserting cells rows and columns in worksheet?

To insert an empty cell or an empty row or a column in a worksheet already created follow the procedures are given below:

- Click the **Insert cell** from **view –Toolbar** menu. A floating toolbar with four icons appears. These icons are insert cells Down, Insert cells Right, Insert Rows and Insert Column icons.
- In order to insert an empty cell in a column and move the existing cells down, place the cursor in the cell where you want to insert the new cell and click on the **Insert Cell down** icon
- In order to shift the content of a cell to the right and to create an empty cell, select the cell and click the **Insert Cell Right** icon.
- In order to insert an empty row in a worksheet, select the row where you want to insert the new row and click the **Insert Rows** icons.
- In order to insert a column, select the column where you want to insert and click the **Insert Columns** icon.

8. List out and explain the command addition subtraction in M.S excel.

In a spreadsheet, the rows are numbered from 1 to some length and columns designated with the letters A through Z, AA through AZ, and so on, as provided by different spread sheet packages.

Addition & Subtraction function:

Consider an example of storing a number 150 in a cell another number 16 in another cell. Add these two number electronically and store the result in a new cell. For this purpose, let us use the cells A3 and A4 for storing the number 150 and 16 respectively and the cell B4 for storing the sum of these two numbers.

To enter the value 150 in a cell A3, position the cursor in the cell A3, click the mouse to select it and type 150. Now, you will find the number 150 appearing in the cell A3. Similarly, enter the number 16 in the cell A4. Let us now add the values in the cell A3 and A4 and store the result in B4.

To perform this operation, select the cell B4 taking the cursor to B4 and clicking the same. Type the formula as =A3+A4 or use the sum function as =sum (A3:A4). The formula appears in the input line of the formula bar (below the menu bars). Press the enter key. You will now find the sum 166 appearing in the cell B4

To perform subtraction the above procedure will follow except the formula. Enter formula as=A3-A4 or use the subtraction as =sum (A3-A4). You will now find the subtraction 134 appearing in the cell B4

9. What are the advantages of using electronic spread sheet?

The electronic spreadsheet offers several advantages over manual one. The following are some of the main advantages electronic spreadsheets:

- Calculations are automated through the built-in mathematical, financial and statistical functions.
- Accurate results to any desired level of decimal points are possible.
- Worksheets can be quite big in size

- Any part of the worksheet can be viewed or edited.
- Worksheet can be saved and retrieved later.
- Any part or whole of an existing worksheet can be merged with any existing or new worksheet.
- Any part or whole of the worksheet can be printed in a desired format.
- Worksheet data can be viewed in the form of graphs or charts.
- The worksheet information can be transferred to any database or word processing software.

10. How will you create formulae on worksheet?

After entering data in the worksheet you can perform calculations on the data in the worksheet. This is done using formula. In order to create formulae, you first need to know the syntax that describes the format of specifying a formula. The syntax of formula begins with an equal sign followed by a combination of values, operators and cell references. The various

i. Arithmetic operators:

These operators return numerical results

Operator	Name	Example
+(plus)	Addition	1+1
-(minus)	Subtraction	2-1
-(Minus)	Negation	-5
*(asterisk)	Multiplication	2*2
/(slash)	Division	9/3
%(percent)	Percent	15%
^(caret)	Exponentiation	3^2

ii. Comparative Operators:

These operators return either true or false

Operators	Name	Example
=	Equal	A1=B1
>	Greater Than	A1>B1
<	Less than	A1<B1
>=	Greater than or equal to	A1>=B1
<=	Less than or equal to	A1<=B1
<>	inequality	A1<>B1

iii. Text Operators:

The operators combines sections of text to the entire text e.g &(And)

iv. Reference operators:

These operators combine areas. E.g: (colon), !(Exclamation point)

When arithmetic operators are used in formulae, star office calculates the results using the rules of precedence followed in mathematics. The order is as follows:

- a. Exponentiation(^)
- b. Negation(-)
- c. Multiplication and Division(*, /)
- d. Addition and subtraction (+, -)

11. Write the steps to sort data in excel.

The following steps are needed to sort the given set of data.

- i. Select the data that are to be sorted
- ii. Click the “ Data” menu
- iii. Click “Sort” option. A window will appear
- iv. Choose “ Sort by” and “Then by” options

- v. Click “Ok”

SECTION –C

12. What are the ways to inserting pictures and special characters in worksheet?

In the worksheet, star office calc also provides for interesting pictures and special characters. For inserting a picture or a special character in a worksheet follow the procedure given below

- Place the cell pointer in any cell, say B2
- Choose **Insert-Picture-From File**. The Insert Picture dialog box appears. In the **File name** combo box, you can type the path of the file that contains the picture or you can directly select the desired file from the gallery directory of star office. After selecting the picture file click **Open**. For example, select **Apple** file from the gallery directory and click **Open**.
- For inserting special characters, click the **Insert-Special Characters** from the menu bar and select the desired special characters from the **Special character** dialog box. For example, select2 from the **Special Character** dialog box and click the Ok button

13. How will you formatting a worksheet?

Format menu is used to format the cells. If we click “cells” in the format menu, a window will appear. The window has six tabs. They are

- Number
- Alignment
- Font
- Border
- Pattern
- Protection

Number tab:

It is used to format the numeric data in the cell. The table shows the format category in number tab

Format category	Description	Example
General	Display values as we enter	7.6
Number	Display with two decimal places	-7.60
Currency	Display with two decimal places with \$ sign	\$-7.60
Date	Display in date format	23/01/13
Time	Display in time format	5:45
percentage	Multiplying the value by 100 and displays with % sign. It has two decimal places	10%

Alignment Tab:

It is used to align the data in the cells.

- **Horizontal:** Aligns the text either left or right or centre
- **Vertical:** Aligns the text either top or bottom
- **Orientation:** Displays the text in different angles
- **Text control:** Wraps and shrinks text and merge cells

Font Tab:

It is used to set font, font style, size, color, etc

- **Font** : Used to select the text font
- **Style** : Used to select the font style
- **Size** : Used to select the size of the text
- **Underline** : Used to select different style of underline
- **Color** : Used to select the text color
- **Effects** : Used to set the effects such as superscript, subscript, etc

Border Tab:

It is used to make borders. The following are the options available in border tab

- **Presets** : It has three options. They are
 - **None** – No border
 - **Outline**- Outline border
 - **Inside**- Inside border
- **Border** : It is used to set border for different sides
- **Line Style** : It is used to set border in line style
- **Color** : It is used to set color of the border

Pattern Tab:

It is used to set the background

- **Color** : It is used to set the pattern color
- **Pattern** : It is used to set the background of cell

Protection Tab:

It prevents any changes or deletion of a selected cell.

14. Explain the feature “filtering data”

It is a feature that is used to select the rows, which satisfies certain conditions.

Procedure for Filtering Data:

- i. Type the list
- ii. Keep the cursor in the title row
- iii. Choose “Auto Filter” in “Filter” option of “Data” menu.
- iv. Select the dropdown button in the “Name” column. A window will appear

- v. If we choose “All” option, all rows will be on the worksheet. If we choose “Top 10” , the topmost 10 rows will appear. If we choose “Ram” or “Ragu” or “Irfan” the corresponding row will appear. If we choose “Custom” a window will appear.
- vi. From that fill the required conditions and then click “Ok”. The rows, which satisfy the condition, will appear.

If we want to get the original worksheet data, click ”Show all” in “Filter” option of “Data” menu. To release this feature, click “Auto Filter” in “Filter” option of “Data” menu

15. Analyze the uses of statistical and financial functions of excel.

Financial functions:

Functions	Uses
ACCRINT	Returns the periodic interest
ACCRINTM	Returns the interest at maturity
DB	Returns the depreciation of an asset using fixed decline balance method
SLN	Returns the depreciation of an asset using straight line method
SYD	Returns the depreciation of an asset using years digit method
FV	Returns the future value of an investment
DISC	Returns the discount rate
PV	Returns the present value of an asset
RATE	Returns the interest rate
PPMT	Returns the payment of the principle for an investment for a given period

Statistical Functions:

Functions	Uses
AVERAGE	Returns the average of its arguments
COUNT	Count the number of data in the list
COVAR	Returns covariance

DEVSQ	Returns the sum of square of deviations
FISHER	Returns the fisher transformation
FISHER INV	Returns the inverse of fisher transformation
LARGE	Returns the Kth largest value in the data set
MAX	Returns the maximum value in the data set
MIN	Returns the minimum value in the data set
SMALL	Returns the Kth smallest value in the data set

UNIT-IV

SECTION-A

1. What do you mean by slide show?

A slide show is a series of slides, or pages, that present information on a specific topic.

2. What is meant by presentation?

Presentations are among the most powerful and effective ones. In a presentation, you can include a variety of items such as text, audio, hand-drawn images and videos. A presentation is used while speaking to a group, with a presentation to support and organize your information.

3. How will you create presentation?

A presentation can be created using a template or can be created from scratch. You can create a new presentation by choosing **File-New-presentation**

4. Mention the different types of slide show.

Normal view, outline view, notes view, handouts view, slide sorter views, master page, layouts, custom animation, slide transition.

5. What is the object presentation contains?

A presentation can contain different type of objects like picture, movies, sound, chart, spreadsheet, and other OLE objects.

6. How will you start a presentation?

The presentation can be started by launching Star office impress. You can do so by choosing **Start-All Programs-Staroffice8-Staroffice impress**

7. How will you insert an object in slide show?

M.S Excel provides tools for inserting objects like charts, formula, etc. in a presentation. To insert an object in a slide, choose an object from **Insert-Object**.

8. How will you start a slide show from current slide?

Choose **Tools-Options-Star office impress-General**. A window will appear. In the start presentation area, select **Always with current page** check box

9. How will you hide a slide?

Select the slide(s) that you want to hide in the slide show.

Choose **Slide Show-Show/Hide Slide**.

10. How will you show a hidden slide?

Select the slide(s) that you want to hide from the **Slide pane**. Choose **Slide Show-Show/Hide slide** to show the slide in the slide show

11. Define master slide.

A master slide determines the text formatting style for the title and outline and the background design for individual slides.

12. Define custom slide.

Custom slide show allows you to display important slides during a presentation

SECTION-B

1. How will you start a presentation?

To start a presentation, click the **Slide Show** icon on the **Presentation** Toolbar or choose **Slide Show-Slide Show** or press **F5**.

The on-screen presentation starts automatically in the full screen mode. If you click once, the second slide will be displayed (preceded by the defined transition effect). After the last slide, you will see a black slide

End the presentation by pressing the Escape key (also used to stop the presentation before the end)

Presentation settings can be adjusted under **Slide Show-Slide Show Settings**. A dialog box will appear.

Select **All Slides**, if you want to display all the slides else select **From** option and select the page from which you want to display.

Select **Custom Slide Show**, to run a custom slide show in the order that you defined in **Slide Show-Custom Slide Show**.

2. How will you inserting, deleting and renaming slides?

To insert a slide, click the **Slide** button in the presentation toolbar or choose **Insert-Slide** from the menu bar. The new slide uses the page layout of the previous slide.

If you want to delete a slide, select the slide, which you want to delete in the slides pane and press **Delete** key or right click on the slide, and choose **Delete slide**.

To rename a slide, select the slide, which you want to rename and choose **Slide-Rename Slide** or right click on the slide and choose **Rename Slide**

3. How can you make automatic slide transitions?

The easiest way to assign slide transition effects to slides is in **Slide** view. Choose **View-toolbars-Slide View**.

Select the number of slides to be listed in the **Slides per Row** spin box.

The number of slides in the slides view changes according to the number specified in the **Slide per Row** spin box

The **Slide** view displays the slides in the certain numbers specified in the **Slide per Row**.

4. How can you change slide back ground?

You can change the background color or the background fill of the current slide or all of the slides in your document. For a background fill, you can use hatching, gradient, or bitmap image

Choose **Format-Page-Background**. Select the background fill from the following options.

- Select **Color**, and then click a color in the list
- Select **Gradient**, and then click a gradient style in the list.
- Select **Hatching**, and then click a hatching style in the list.
- Select **Bitmap**, and then click bitmap image in the list.

Then, click **Ok**. **Page Settings** dialog box appears. If you want to change the background fill for all of the slides, click **YES** when the 'Background settings for all pages ' from the dialog box appears else click **NO** to change the background fill for a single slide.

5. How will you make effects for objects in slide show?

The objects in your slide can have various effects, for example, they can roll into your presentation from the left side, the text can be slowly drawn onscreen, as so on.

All these effects can be assigned using the **Normal View (View-Normal View)**

Choose **Custom Animation** from **Slide Show-Custom Animation**. First you must select the object to which you want to apply the effect.

Click **Add** in **Modify Effects**. The custom animation window will appear.

Then select the desired effect. Click the **OK** button. You can also have your object **Fade in**(in the **Custom Animation** window, on the **Entrance** tab under **Special** category) and additionally, fade out (in the **Custom Animation** window, on the Exit tab under **Special Category**) per mouse-click

6. How will you create a custom slide show?

- Choose **Slide Show-Custom Slide Show**
- Select the slide show you want to start from the list.
- Click **Start**

To start the selected custom slide show when you click the **Start** button check whether the **Use Custom Slide Show** check box is selected

SECTION-C

1. How will you create presentation using presentation wizard?

When you create a new presentation, the presentation Wizard automatically starts. This wizard will guide your through the steps of creation a presentation.

The first page of the Presentation Wizard displays three options that allow you to create an empty presentation, use a pre-created template to create the presentation, or open an existing presentation. For the purpose of this activity let's select **Empty presentation** and click **Next to** proceed to the seconds page of the wizard.

This page allows you to select a background for all the slides in the presentation. A drop-down list on the left provides three categories of presentation backgrounds for you to choose from. A list box below the background category displays different backgrounds in that category. A preview box on the right allows you to view a preview of the slide with the selected background. If you do not see a preview, make sure the **Preview** check box is checked.

As the name indicates, the **Select an output medium** section in the lower half of the page allows you to specify the final output medium for the presentation.

Choose a suitable background for the presentation and click the **Next** button to proceed. Note that the background chosen can be changed later if necessary.

This page of the wizard allows you to specify the transition effects to be used in the presentation. The **Select a slide transition** section at the top of the page allows you to choose the transition effect and speed in the slides.

2. How can you create presentation using templates? Explain.

M.S office presentation provides several default presentation formats. The easiest way of creating a presentation is to use one of these formats and then modify it to suit your requirements. The advantage of using these formats is that they already contain slides with content outlines that you can populate to quickly build presentations.

- To create a new presentation using a template, choose **File-New-Templates and Documents**,
- Or press **Shift+Ctrl+N**. Choosing Templates and Documents window will appear.
- In the **Templates and Documents** dialog that now appears, click the **Templates** icon on the left and then double-click **Education**. Double-click one of the templates, such as **Academic Presentation**.
- Click **Open** to open the presentation. The selected presentation format will open in the impress window

3. How the presentation allows you to view the presentation in different formats?

In the M.S office presentation window menu bar, at the top of the window. Below the menu bar, one or more toolbars display shortcut icons for most of the frequently used options of M.S office presentation. The status bar at the bottom of the screen displays status information such as the number of slides.

The middle pane displays the slides in the presentation. As you can see, this section contains three panes:

The slides pane on the left displays a thumbnail image of the slide and allow you to rename, delete, or rearrange them.

The pane in the centre allows you to view the slides in the presentation. This pane displays five tabs at the top that allows you to view the presentation in different formats.

Normal View: Allows you to create and edit slides

Outline View: Allows you to recorder slides, edit slide titles and heading.

Note View: Allows you to add notes to the slides or view any existing notes for the slide. Notes are typically used by a presenter to add additional information to a slide.

Handout View: Allows you to scale the slides so that several slides can fit into a page. This view is typically used when the presentation is to be printed and distributed as a handout.

Slide Sorter View: Allows you to view miniature images of all slides in the presentation. This view is also used to rearrange slides.

The Task pane on the right displays four pages that allow you to specify the master slide, layout, transitions, and animation effects for the objects on your slides.

Master Page: This page can be used to specify basic background information that needs to be included in all the slides. For example, you can insert a company logo to the master slide and it will appear in all the slides.

Layouts: This page displays the various layouts provided by M.S office presentation. You can choose a layout while creating a new slide.

Custom Animation: This page displays various options that allows you to add or modify animation effects to elements of a slide.

Slide Transition: This page displays various transitions effect that can be attached to a slide along with other options that allow you to control the transition of the slides.

4. How will you inserting pictures, object, sound and video inserting pictures on slide show?

Insert pictures:

To insert a picture in a slide, choose **Insert-Picture-From File** or click the insert picture icon from the insert toolbar. An open dialog box appears. Choose the desired picture to be inserted from the open dialog box.

Sound and Video:

To insert a movie in a slide, choose **Insert-Movie and Sound** or else click the insert movie and sound icon from the insert toolbar. The insert movie and sound dialog box will appear. The inserted sound file will be displayed.

To play a movie or sound file in an office presentation

- Open the slide that contains the movie or sound file.
- Click the object icon for the movie or sound file on the slide
- Click **play** on the **Media Playback** toolbar

M.S power point enables Media Player where you can preview movie and sound files as well as insert these files into the current presentation slide. The media player supports many different media formats.

To open media player window

- Choose **Tools-Media Player**

The media player window will appear

- Click **Open** icon which is displayed at the lower left corner of the media player window. The open movie and sound dialog box will appear
- Select a video or sound apply t file and view the preview.
- Click the **Apply** icon the selected movie or video file into your presentation.
- Close the media player window
- Start slide show by choosing **Slide Show-Slide Show** or press the F5 key.

Inserting Objects:

M.S office power point provides tools for inserting objects like charts, formula, etc. in a presentation. To insert an object in a slide, choose an object from **Insert-Object**.

Insert formula:

This is used for inserting a formula into the presentation for performing calculations.

Insert OLE Object:

This is used to import objects from other application into a presentation. For example, M.S office spread sheet, formula, text and even Microsoft application objects can be inserted.

5. How will you applying a slide design to a master slide?

A master slide determines the text formatting style for title, outline and the background design for individual slides, or for all of the slides in a presentation. You can change the appearance of a master slide by applying a new slide design.

To apply a new slide design:

Select **Format-Slide Design**. A dialog box will appear.

Do one of the following:

- To apply the slide design to all of the slides in your presentation, select the **Exchange background page** check box.
- To apply the slide design to the current slide only, clear the **Exchange background page** check box.
- Click **Load**. A window will appear
- Under **Categories**, select a slide design
- Under **Templates**, select a template with the design that you want to apply. To preview the templates, click **More**, and then select the **Preview** check box.
- Click **Ok** to see the changes in the master slide.

6. How can you rehearse timing of slide show?

M.S office power point assist you in defining the right rehearse timing for automatic slide changes. M.S power point records the display time for each slide. So the next time you play the show with automatic slide changes, the timing will be recorded.

To record a show with rehearse timing:

- Open a presentation, and switch to **Normal** view.
- Start the show with the **Rehearse Timing** from **Slide Show** menu. You see the first slide and a timer in the bottom left corner
- When it is time to advance to the next slide, click the timer. Continue for all slides in your presentation.
- M.S office power point has recorded the display time for each slide.
- If you want the whole presentation to auto-repeat, open the menu **Slide Show-Slide Show Settings**. A window will appear. Select **Auto** and then click **OK**.

UNIT-V

SECTION-A

1. Given the accounting rules.

Personal accounts:

Debit the receiver credit the giver.

Real accounts:

Debit what comes in credit what goes out.

Nominal accounts:

Debit all expenses and losses, credit all incomes and gains.

2. What are the function keys used to choose voucher type?

F4 =contra voucher

F5 =payment voucher

F6 =receipt voucher

F7 =journal voucher

F8 =sales voucher

F9 = purchase voucher

3. What is meant by contra voucher?

Press F4for contra voucher. This voucher is used for fund transfer between cash and bank accounts only.

Example: Cash withdrawn from bank Rs 50000

Journal entry:

Cash a/c	Dr	50000	
To Indian bank a/c			50000

4. What are the types of vouchers?

- Contra voucher
- Receipt voucher
- Payment voucher

- Journal voucher
- Sales voucher
- Purchase voucher

5. What are groups?

It is a sub menu of “account info” menu. It is used to create, display, and alter the group, using either the “single group” or “multiple group” options.

6. What are ledgers?

It is a sub menu of “account info” menu. It is used to create, display, and alter the Léger, using either the “single ledger” or “multiple ledger” options.

7. What are inventories?

Inventory means maintaining stock. Inventory control provides high quality service to its customers. The customer’s order can be satisfied efficiently and stock outs are avoided.

8. What are stock categories?

Stock categories offer a parallel classification of stock items. It is similar to stock group. it provides another dimension for organizing item ,offering more flexibility in reporting.

Example: Coffee power.

9. What are stock group?

Each stock item must have a stock group. The relationship between stock item and stock group is similar to account ledger and accounts groups.

10. What are stock orders?

The stock order is used in many companies. Before selling the item to customers, they first fix the total number of item , rate and supply months using this stock orders. Each stock invoice linked to this sales order.

11. What are cost category & cost center?

Cost is an accounting entity on which various expenses can occur. It gives further classification in ledgers.

Example:

Cost category	cost center
• Branches	Chennai, Bangalore, Madurai, ect...
• Products	coffee, pepper, teams, shirts.
• Projects	road, buildings, tanks, etc.

12. What are budget controls?

Budgets are used to set targets and compare against actual and get variance we create multiple budgets for different purposes.

13. What is ratio analysis?

It is a tool to know the managerial and operational efficiency of the company. it is used to understand the performance of the company. The main group for ratio analysis in tally are working capital, cash, bank a/c, bank OD a/c, sundry debtors, sundry creditors, sales a/c, purchase a/c, net profit & working capital turn over & inventory turnover.

14. What is meant by cash/fund flow?

The cash flow report gives complete information on the movement of money in to and out of the business. It displays the monthly inflow, out flow, and net flow. The fund flow gives the sources of funds & their application.

15. What is meant by journal?

1. It is the basic book of prime entry where in transactions are first recovered with their dates amount & brief explanations
2. It is called a book of original entry.
3. It explains transaction with details of the account debited & credit sales in each transaction.

SECTION-B

16. Explain the configuration of tally screens and menu.

- ❖ The configuration of tally is done by pressing F11 and F12 buttons. Set either yes or no for the various types of features available in the window.
- ❖ When we click F12 the window that appears is shown in .

General:

The option is used to configure country details, data formats, and number formats.

Numeric symbols:

This menu is used to configure the symbols used for positive, negative, and debit and credit values.

Accounts /inventory info:

Configures the account vouchers, and inventory master.

Voucher entry:

Configures the account vouchers, and inventory master.

Invoice /order entry:

Configures invoice, delivery notes, and orders.

Tally screens & menus:

Work area:

It is an area which menu and company names will appear.

Calculator area:

It is an area where calculation can be done.

Buttons area:

It is an area in which buttons for different action will appear.

17. Discuss the process of editing and deleting ledgers.

Editing ledgers:

- ❖ Select “ledgers” from “account info” menu. The following menu appears.

Gateway of tally
Accounts info
Ledgers
Single Ledger
Create
Display
Alter
Multiple L edger
Create
Display
Alter
Quit

- ❖ Select “Alter” option under “single ledger”. The following Figure appears.

<u>Name of Ledger</u>
List of Ledgers
Cash
Office-rent
Profit &loss A/c
Salary- office staff

- ❖ Select the required ledger from the list of ledgers.

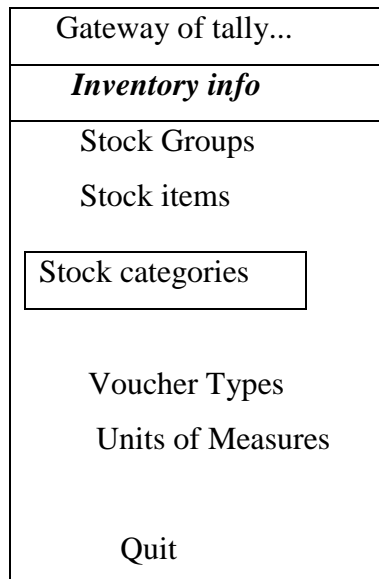
- ❖ Do the changes and confirm pressing “y” for the message “Accept yes/ no “.

Dealing of ledgers:

- Select “ledgers “from “account info” menu.
- Select “Alter” option under “single ledger”.
- Press “alt” and “D” keys simultaneously.
- Confirm by pressing “y” for the message “delete yes/ no “.

18. Explain the process of creation of stock categories.

- Select “*Inventory Info.*” From “Gateway of tally”. The following Figure appears.



- Select “Stock categories”. The following Figure appears.

Gateway of tally...
Inventory info
<i>Stock categories</i>
<p>Single stock category</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px; text-align: center;">create</div> <p>Multiple stock categories</p> <p style="text-align: center;">Create</p> <p style="text-align: center;">Quit</p>

- Select “create “form single stock category. The following Figure appears.

Stock category creation	
Name:	
(<i>alias</i>)	
Under:	

- Enter the name of the stock category. Choose “primary “for primary categories.
- At the end pressing “Y” for the message “Accept Yes/No”.

19. Explain the process of creation of cost center.

1. Select “*account* Info.” From “Gateway of tally”. The following Figure appears on the screen.

Gateway of tally.....
Accounts Info
<div>Groups</div> <div>Ledgers</div> <div>Cost Categories</div> <div>Cost Centres</div> <div>Voucher Types</div> <div>Quit</div>

2. Select “cost centers.” From “Gateway of tally”. The following Figure appears on the screen.

<i>Gateway of tally</i> <i>Accounts info</i>
<i>Cost center</i> <div>Single cost center</div> <div>Create</div> <div>Multiple stock categories</div> <div>Create</div>

Quit

3 .Select “create”. The following Figure appears on the screen.

Cost center creation
<p>Category:</p> <p>Name : (<i>alias</i>)</p> <p>Under:</p>

4. Enter the cost category and name of the cost center .set “primary” for primary cost center.

5. Confirm by pressing “Y” for the question “Accept Yes/No”.

20. Write the format of purchase voucher.

Purchase voucher:

Press F9 for this voucher. This voucher is used When purchase are made for credit. For this voucher entry, Debit the buyer account and credit the seller account.

Example:

Purchased 5 of Rice from Thiru & Co @ Rs. 900

Journal entry:

Local purchase A/c	Dr	4,500	
	To Thru & Co A/c		4,500

- Select “voucher entry” from “Gateway of tally”.
- Press “F9: purchase “.
- Enter the ledger having inventory allocation.
- After inventory allocation the voucher looks like.
- Press “y” for the question “Accept Yes/No”.

21. Enumerate the usage of stock in voucher entry.

During voucher entry, while entering a ledger a sub screen of inventory allocation will be displayed for the ledgers having inventory features. To set inventory features for a ledger, respond “Yes” to the question “inventory values are adjusted” while creating that ledger. Normally inventory allocation is need for sales, purchase, sales return, and purchase return. So stock voucher is a voucher, which controls the stock.

❖ ***Sales voucher***

❖ ***Purchase voucher.***

Sales voucher:

- Select “voucher entry” from “Gateway of tally”.
- Press “F8: sales “.The window show a sales voucher for cash sales without inventory allocation.)

- Enter the ledger having inventory allocation.
- After inventory allocation the voucher appears.
- Press “y” for the question “Accept Yes/No”.

Purchase voucher.

- Select “voucher entry” from “Gateway of tally”.
- Press “F9: purchase “. (The window show a purchase voucher for cash purchase without inventory allocation.)
- Enter the ledger having inventory allocation. The window show inventory allocation.
- Press “y” for the question “Accept Yes/No”.

22. What are principles of accounting?

Principles of accounting:

Journal:

It is the original book, where all transactions are record. In this book, all business transactions are entered first. It is known as “journalizing”.

➤ ***Journal proper :***

Record opening entries, closing entries ,and adjustment entries.

➤ ***Day book:***

Purchase book Records all credit purchases.

Sales book Records all credit sales.

Purchase returns book Records goods returned to suppliers.

Sales returns book Records goods returned by the customers.

➤ **Cash book:**

Records all cash payments and cash receipts.

23. What are the objectives of tally?

- Data entry in the form of vouchers.
- Quick and easy online processing facility.
- Modification of voucher whenever need
- A single click for generation reports.
- Cash flow and fund flow statement
- Easy query facility.
- Maintenance control.
- Various options for interest calculation.
- Prints online
- Allow import and export of data from (or) to other system.
- Backup and Restore of Data.
- We can't cut and paste to and from clipboard can't access the taskbar.

24. Explain the step to create a new company in tally.

- I. Select "create company" button from the buttons area of the tally screen.
The company Info. Menu appears.
- II. Select "create company".
- III. Enter the following details.

- a. **Company names** The name of the company.
- b. **Mailing name the** e-mail address.
- c. **Address the** address of the company.
- d. **Income tax number** company's income sales tax number.
- e. **Local sales tax number company's** local sales tax number.
- f. **Interstate sales tax number** Interstate sales tax number
- g. **Currency symbol** symbol of currency like Rs.,\$,etc.
- h. **Finical year from the** starting date of the finical year.
- i. **Book beginning from the** starting data of the account book.
- j. **Use security symbol The** password control for entry into an account.
- k. **Base currency information** Some information about currency.

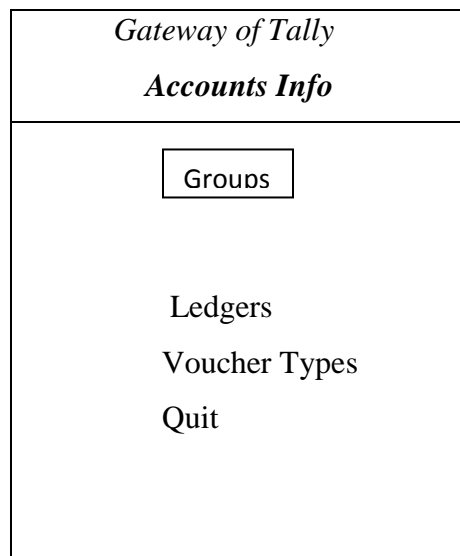
Press 'enter' key after entering each of the above details.

iv. After entering all the details, tally display a message box with "Accept Yes/No" options. Press"Y" to save the company details.

25. How can you create, edit and delete groups?

Creation of groups:

- Select "Account Info". From "Gateway of Tally" .The menu that appears is shown in figure.



- Select “Groups” from the “Account Information “menu. The menu appears is shown in figure

Gateway of tally Accounts info
Groups
Single Group <div>Create</div> Display Alter Multiple Groups Create Display AlTer Quit

Choose “create” under “Multiple Groups” while creating more than one group at a time otherwise choose “create” under “Single Group”.

Group Creation
Name : <i>(alias)</i>

Under : capital account

Group behaves like a sub- Ledger ?No

- Select “create” from single group. . The menu that appears is shown in figure.
- Enter the name of the group, alias name and choose basic account group.
- Confirm the entries by pressing “Y” for the message ‘Accept Yes/No.

Editing group:

- Select “Groups” from the “Account info.” menu. Menu that appears is shown in figure.

Gateway of Tally.. Accounts Info
Group
Single Group
Create
Display
<div>Alter</div>
Multiple Groups
Create
Display
ALTer
Quit

--

- Select “Alter” under “single Group”. Choose “Alter” under “Multiple Groups “, while altering more than one group at a time.

Sowndari & co
<u>Name of Group</u>
Bank Accounts

List of Groups
Bank Accounts
Bank occA/c
Capital Account
Cash-in-hand
Current Assets

- Select the group that is to be altered. Then press “Enter” key. The screen that appears is shown in figure.

Group Alteration
Name : Bank Accounts <i>(alias)</i> Under : capital Assets Group behaves like a sub- Ledger ?No

- Do the changes in the group name, alias name or alter the basic group name.
- Confirm the entries by pressing “Y” for the message “Accept Yes/No”

Deleting Groups:

- Select “Groups “from the “Account Info.” Menu. The Menu that appears is shown in figure.

<i>Gateway of tally</i> <i>Accounts info</i>
<p>Group</p> <p>Single Group</p> <p>Create</p> <p>Display</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Alter</div> <p>Multiple Groups</p> <p>Create</p> <p>Display</p> <p>AlTer</p> <p>Quit</p>

- Select “Alter” under “single Group”. The following Figure appears.

Sowndari&co
<u>Name of Group</u>
Bank Accounts
List of Groups
Bank Accounts
Bank occA/c
Capital Account
Cash-in-hand

Current Assets

- Select the group that is to be altered. Then press “Enter” key. A screen appears as in Figure.

Group Alteration	
Name	: Bank Accounts (alias)
Under	: capital Assets
Group behaves like a sub- Ledger ?No	

- Press “Alt” and “D” simultaneously.
- Confirm by pressing “Y” for the message” Delete Yes/No.

26. How can you editing and deleting vouchers?

Edit voucher:

- ❖ Select “Display” from “Gateway of Tally”.
- ❖ Select “Statement of Accounts”
- ❖ Select “Statistics”.
- ❖ Select the type of voucher.
- ❖ Choose the required voucher and make the modification.
- ❖ After modification press “Enter” key.
- ❖ At the end of voucher, press “Y” for the message ”Accept Yes/No”.

Deleting vouchers:

- ❖ Do the above 4 steps.
- ❖ Choose the require voucher, which must be deleted.
- ❖ Press “ALT” and “D” keys simultaneously.
- ❖ Press “Y” for the message “Delete Yes/No”.

27. What are budget controls? Explain.

Budgets are used to set targets and compare against actual and get variance we create multiple budget s for different purposes.

Every business has its own objectives and goals. It must have an efficient mechanism to set its targets and appraisal of achievements in respect of the target. for this, tally provides the system of budget. To include budgetary control press F11.

Set “Yes” to the question “maintain Budgets and controls?”.the account information menu is changed as in the figure.

<i>Gateway of tally</i> <i>Accounts info</i>
Groups
Ledgers
Cost Categories
Cost centers
Budgets
Voucher Types
quit

--

28. What are stock orders? Explain.

Purchase orders:

Purchase order is used in many companies. Before buying the items from supply, they first fix the number of items, rate and supply months using this purchase order. Each purchase invoice is linked to this purchase order. To include purchase voucher press "F11" and set "Yes" for the question "Allow purchase order processing".

To enter purchase order:

- Select "Voucher Entry" from "Gateway of Tally".
- Click the button "F9: purchase". The Figure.

<u>Voucher Type</u>
Purchase

List of purchase vouchers
Purchase
Purchase order

- Choose "purchase order" and press "Enter" key.
- Enter the purchase order details.
- Press "Yes" for the question "Accept Yes/No".

Sales order:

Sales order is used in many companies. Before selling the items from supply, they first fix the total number of items, rate and supply months using this sales order. Each sales invoice is linked to this purchase order. To include sales voucher press "F11" and set "Yes" for the question "Allow sales order processing".

To enter sales order:

- Select "Voucher Entry" from "Gateway of Tally".
- Click the button "F8: sales". The Figure will appear.

<u>Voucher Type</u>
Sales

List of sales vouchers
sales
sales order

- Choose "purchase order" and press "Enter" key.
- Enter the purchase order details.

SECTION-C

29. Explain the fundamentals of computerized accounting.

Accounting is a systematic way of recording and analyzing transactions. It involves indentifying, measuring, and presenting economic information about a business.

Principles of accounting:

Journal:

It is the original book, where all transactions are record. In this book, all business transactions are entered first. It is known as “journalizing”.

- Journal proper :
Record opening entries, closing entries ,and adjustment entries.
- Day book:
 1. **Purchase book** Records all credit purchases.
 2. **Sales book** Records all credit sales.
 3. **Purchase returns book** Records goods returned to suppliers.
 4. **Sales returns book** Records goods returned to suppliers.
- Cash book:
Records all cash payments and cash receipts .

Ledger:

It is a book of final entry. It can be divided in to various sub-divisions from the follows.

- **General ledger** Records all accounts other then personal accounts,
- **Purchase ledger** Record all personal accounts of suppliers from whom the goods have been purchased on credit.
- **Sales ledger Record:** Record all personal accounts of customers to whom the goods have been sold on credit.
- **Private ledger:** Record all personal accounts of the proprietor.

Trial balance:

It is a statement, which shows all debit balance in one column and all credit balances in another. it is prepares for checking the arithmetical accuracy.

Final accounts:

- **Trading and profit and loss account** Prepared to find out profit and loss.
- **Balance sheet Prepared** to find out the financial position of the concern.

Trading account:

It shows the result of buying and selling goods. It is prepared to find to find out the difference between the selling prices and cost prices. If the selling pries exceeds the cost pries, it will be gross profit. Thus, the gross profit or gross loss is indicated in trading account.

Items appearing in the debit side of trading account:

- Opening stock
- Purchases
- Purchase returns
- Direct expenses on purchase

Items appearing in the credit side of trading account:

- Sales
- Sales returns
- Closing stock

Profit & loss account:

It is used to show the net profit or net loss of an accounting year .it is report gross profit of trading account is transferred in to credit side, gross loss of trading account is transferred in to debit side.

Balance sheet:

It is a statement used to show the financial position of a company. It contains two parts.
They are

Liabilities Appears in the left hand side.

Assets Appears in the right hand side

Equation of balance sheet:

Capital = Assets – liabilities

Liabilities = Asset – capital

Assets = liabilities + capital

The above concepts are fundamentals of computerized accounting.

30. State the difference between computer accounting versus manual Accounting.

Manual Accounting	Computerized Accounting
Ledgers are grouped at the time of preparing final accounting.	Grouping is done at the time of ledger creation.
Separate journal, ledger postings.	Single entry for all transactions.
Strain in preparing trial balance.	No strain.
Preparation of final account only at the year end.	Final account can be prepared any time.
Efforts are needed to prepare weekly or monthly balance reports.	No separate efforts. Automatically it is done.
Separate efforts are needed to maintain inventory management.	Integrated with cash management.

Closing of account is complicated.	Easy closing whenever need.
Large number of book is maintained.	No books. Only computer hard disk.
Error may arise while posting.	No posting. So, no such type of error.
Preparations of reports involve additional work	Creation of reports involves additional work.
Various headings.	Simple determined headings.

31. What are the important features of tally?

- a) Easy to use for the beginners.
- b) Creation, modification, and deletion of ledgers and groups are very simple.
- c) Modification can be done whenever books.
- d) Automatic posting in the relevant books.
- e) Lot of useful report with printing option is available.
- f) Trail balance, profit and loss, balance sheet, cash flow, and fund flow statements are available in an organized manner.
- g) Pass word facility is available for security purpose.
- h) Backup and restore facility is available.
- i) Summarized and detailed screen views are available.
- j) Calculator is available for calculations.
- k) Simple menus for all operations
- l) Accounting without codes.
- m) Flexible classification of accounting.
- n) Multiple currencies are possible.
- o) Financial period is not fixed.
- p) Import and export of data is possible.

32. Explain the step in the development of balance sheet.

Balance sheet:

It is a statement used to show the financial position of a company. It contains two parts.

They are

Liabilities Appears in the left hand side.

Assets Appears in the right hand side.

Liabilities All that the business owes to others are called liabilities. It is *classified as follows*.

- **Long –term liabilities** it will be redeemed after a long period of time.
- **Current liabilities** It will be redeemed within a year.

Contingent liabilities It is not a liability at present.

Assets It represents everything, which a business owns and has money value. It is classified as follows.

- **Tangible assets** It can be seen or felt by touching. it is classified into the following types.
 - *Fixed assets* land ,building ,machinery,etc
 - *Current asset* or Floating asset cash, bank balance, stock, sundry debtors,etc.
- **Intangible assets** it can be seen and has no fixed shape. Preliminary expenses, Discount on creators are some examples of intangible assets.

Equation of balance sheet:

Capital = Assets – liabilities

Liabilities = Asset –capital

Assets = liabilities + capital

The above concepts are fundamentals of computerized accounting.

33. What are voucher? Explain the various types of vouchers.

- a) Contra voucher
- b) Receipt voucher
- c) Payment voucher
- d) Journal voucher
- e) Sales voucher
- f) Purchase voucher.

Contra voucher:

Press F4 for contra voucher. This voucher is used for fund transfer between cash and bank accounts only.

Example: Cash withdrawn from bank Rs.50000

Journal entry:

Cash A/c	Dr	50,000	
	To Indian bank A/c		50,000

Payment voucher:

Press F5 for this voucher. This voucher is used for all payments made through cash or bank. These payment can be towards expense, purchase, trade creditors, etc.

Example: office rent paid Rs. 2,500

Journal entry:

Office Rent A/c	Dr	2,500	
To cash A/c			2,500

Receipt voucher:

Press F6 for this voucher. This voucher is used for all receipts in form of cash or bank transactions. For this voucher entry, Debit the cash/Bank account and credit the ledger account from which we receive.

Example: Received interest from Indian bank Rs.500

Journal entry:

Indian bank A/c	Dr	500	
To interest received A/c			500

Journal voucher:

Press F7 for journal voucher. It is an adjustment voucher. It is used to adjust amount between two or more ledger accounts. Without affecting cash or bank accounts. In the following voucher entry depreciation on fixed assets is adjusted.

Example: depreciation of machinery Rs 4,000 and furniture Rs1,000

Journal Entry:

Deprecation A/c	Dr	5000	
To machinery A/c		4000	
To furniture A/c			1000

Sales voucher:

Press F8 for this voucher. This voucher is used When sales are made for credit. For this voucher entry, Debit the buyer account and credit the sales account.

Example: sold 5 bags of rice to Thiru & Co @ Rs 1,000

Journal entry:

Thiru &Co A/c	Dr	5000	
To local sales A/c			5000

Purchase voucher:

Press F9 for this voucher. This voucher is used When purchase are made for credit. For this voucher entry, Debit the buyer account and credit the seller account.

Example : purchased 5 of Rice from Thiru & Co @ Rs. 900

Journal entry:

Local purchase A/c	Dr	4,500	
To Thiru & Co A/c			4,500

34. Explain the procedure for creating various types of report.

- a) Cost center report
- b) Inventory Report

Cost center Report:

It is a report that is used to analyze the net income or expenses in each cost center. The following are the steps for cost center report.

- I. Select “Display “from “Gateway of Tally”.

- II. Select “Statement of Accounts” from “Display” menu.
- III. Select “Cost center “from “statement of Accounts “menu.

Options under cost center:

- **Category summary** is used to view the category wise details. It is also used to view all cost centers detail under the categories.
- **Cost center Break-up** is used to view the cost centers individually.
- **Ledger Break-up** is used view the cost centers in ledger wise.
- **Group Break-up** is used view the cost centers in group wise.

Inventory report:

It is used to analyze flow of stock items. The flowing are some of the creating inventory report.

- I. Select “stock summary “from “Gateway of Tally”.
- II. Click”F4” for group wise stock report.
- III. Click “F5” for item wise stock report.
- IV. Click “F9” for various types of inventory report. If we click “F9”.

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