Practical 1
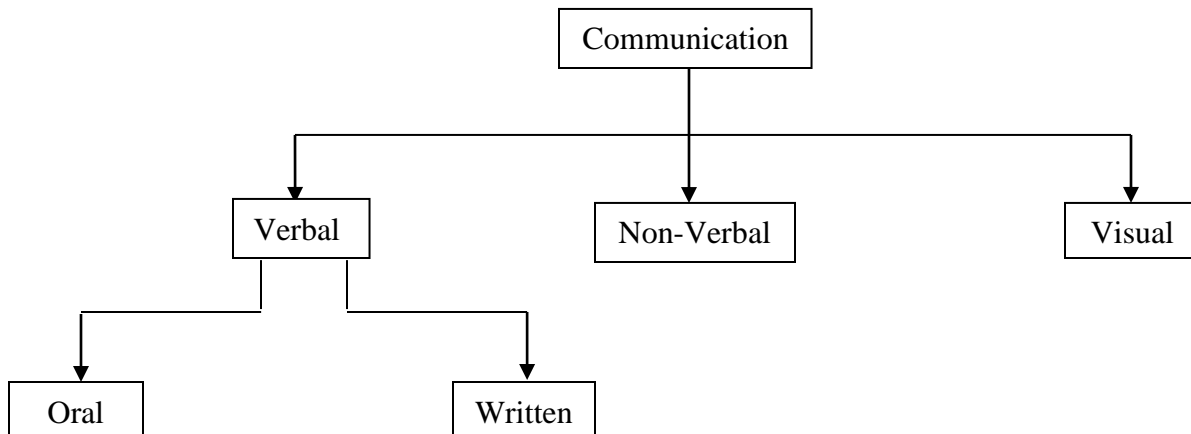
Communication: Communication is the process by which a message or information is transmitted from a source (speaker) to a receiver (listener). In other words we can say that it's a process of exchanging or sharing ideas, thoughts, feelings, experiences, information etc. among people.

Communication takes place through three basic methods-Verbal, Non-Verbal and Visual.

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                        ┌─────────────────┐
                        │  Communication  │
                        └─────────────────┘
                                 │
         ┌───────────────────────┼───────────────────────┐
         ▼                       ▼                       ▼
    ┌─────────┐          ┌─────────────┐          ┌─────────┐
    │ Verbal  │          │ Non-Verbal  │          │ Visual  │
    └─────────┘          └─────────────┘          └─────────┘
         │
   ┌─────┴─────────────┐
   ▼                   ▼
┌───────┐         ┌─────────┐
│ Oral  │         │ Written │
└───────┘         └─────────┘
```

1) **Verbal Communication:** The type of communication in which we pass on information or knowledge through speaking or writing. There are two means of verbal communication – Oral or Written.

   a) **Oral Communication:** The verbal communication in which a message or information is transmitted to the listener via speaking or through word of mouth. Communication through phone, video conferencing, voice chatting, lectures, conferences, speeches fall under oral communication. The effectiveness of oral communication depends on clarity of language, speech, voice modulation, tone, pitch, volume, speed etc.

   Characteristics of Oral Communication: (Advantages)
   i)   One get's an immediate response/ feedback on using oral communication.
   ii)   It is convenient, quick and direct.
   iii) Allows immediate clearing of doubts between the speaker and listener/s.

Disadvantages of Oral Communication:

i) Once a message is communicated orally it can't be edited, deleted, changed or revised.
ii) The receiver may quickly forget the message.
iii) The receiver has difficulty in recalling the message unless a remainder is evoked in some way.
iv) It is ineffective for people with hearing disabilities.

Do's and don'ts in Oral communication

i) Be calm and composed.
ii) Be mindful of your tone and mood while communicating.
iii) Be a good listener by paying attention when others speak.
iv) Be open to constructive criticism and suggestions.
v) Keep the listener in mind while communicating.
vi) Seek clarification if you have any doubt.
vii) If you feel there is scope for doubt then repeat what you are communicating.
viii) Think before you speak as your words have an impact on the listener.
ix) Do not show negative body language while speaking as this also gets conveyed.

b) **Written Communication:** The type of communication in which we pass on information or knowledge through written form. Communication through emails, letters, memos, circulars, newspaper fall under written communication. The effectiveness of the written communication depends on the writing style, grammar, vocabulary and clarity of expression.

Characteristics of Written Communication: (Advantages)
i) It is effective when we want to convey the same message to a large number of people.
ii) Written communication can be preserved for future reference.
iii) Due to advancement in technology this can be communicated speedily.

Disadvantages of Written Communication:

i)   Once a message is communicated in written it can't be edited, deleted, changed or revised.
ii)   If a message is poorly drafted then it can create misunderstandings.
iii)   The receiver may quickly forget the message.
iv)   The receiver has difficulty in recalling the message unless a remainder is evoked in some way.
v)   It is ineffective for people who are not able to read and write

Do's and Don'ts of Written Communication:

i)   One should have good writing skills.
ii)   Keep your reader or receiver in mind while drafting the message.
iii)   Use simple and precise words.
iv)   Avoid using difficult words and flowery language.
v)   Keep the message brief.
vi)   Use short paragraphs.
vii)   Give facts to support

2) **Non-Verbal Communication:** The type of communication in which we pass on information or knowledge without speaking and through facial expression, touch, one's posture, eye contact, body language and hand gestures.

    Characteristics of Non-Verbal Communication: (Advantages)

i)   It is effective in situations where verbal communication is not possible or not required.
ii)   It's more effective than verbal communication as we know actions speak lauder than words.
iii)   It's a substitute for the verbal communication.
iv)   It is effective for people who are not able to read/write and speak.
v)   It reduces the wastage of valuable time of the communicator as the message of non-verbal communication reaches the receiver very fast.
vi)   Non-verbal cues of communication like sign and symbol can also communicate some messages very quickly than written or oral messages.

Disadvantages of Non-Verbal Communication:

i) Non-verbal communication is quite vague and imprecise.
ii) The meaning of non-verbal cues varies with culture, context and the degree of intension as well.
iii) Long conversations and necessary explanations are not possible.
iv) Issues of the messages can't be discussed.
v) Sometimes non-verbal communications may become difficult to understand.
vi) There is possibility of distortion of information.

Do's and Don'ts of Non-Verbal Communication:

i) One should not rub hands, clasp them or fidget with them, change position while sitting or standing while communicating as it indicates nervousness.
ii) Do not keep your arms crossed, rather keep them open and away from your body throughout as it communicates a sense of warmth and trust.
iii) Do not keep looking here and there while communicating instead make a brief eye contact with the person communicating as it shows that you are confident.
iv) A bad body posture conveys a careless attitude which may render our communication ineffective while a good posture portrays a confident attitude.
v) Do not make annoying body movements (Such as moving your arms and legs quickly, pacing etc.) as they have a negative effect on people.

3) Visual Communication: The type of communication in which we pass on information or knowledge through pictorial or visual representation of information which can be seen or read by the receiver. Signboards, maps, pictures, displays, charts, graphs, television programs, hoardings, banners, etc are few examples of visual communication.

Characteristics of Visual Communication: (Advantages)

i) It is often more effective and powerful than verbal and non-verbal forms of communication.
ii) It has four design elements i.e. color, typography, imagery and content which make the communication more effective.
iii) It act as a support tool for written and oral communication and help to make it more meaningful.
iv) Complex information, data and figures can be easily presented very simply through graphs, pictures and diagrams.
v) During a long communication session, the use of visual aids helps in gaining and retaining the audience's attention.
vi) It can also break the monotony of verbal communication.

vii)   A message can be easily communicated to a large number of receivers at the same time through visual means.

viii) It is effective for people who are not able to read/write and speak as the message is conveys through visual means.

Disadvantages of Visual Communication:

i)   Visual communication is not cost effective as creating and using visuals (Such as maps, charts, diagrams, animation etc.) requires tools and techniques that cost a lot of money.

ii)   Complete and detailed information cannot be presented using this method.

iii) Information displayed via visuals may be misinterpreted.

iv)   Every topic cannot be represented visually.

v)   Visual tools such as graphs and maps can be difficult to understand for people who have no knowledge of their usage.

Do's and Don'ts of Visual Communication:

i)   Do use a variety of visuals.

ii)   Do use words and pictures together.

iii) Do use the right picture or photo or image.

iv)   Do use the best quality settings you can to get the best image quality.

v)   Do use a consistent image style throughout the course.

vi)   Don't overload your content with too many visual elements.

vii) Don't use complex graphics nor add text to complicated images.

viii) Don't include visuals just for the decoration purpose.

Practical 2

Knowing Myself

List 10 strengths and weakness of yours.

My 10 Strengths

1) …..
2) …..
3) …..
4) …..
5) …..
6) …..
7) …..
8) …..
9) …..
10) …..

My 10 weaknesses

1) …..
2) …..
3) …..
4) …..
5) …..
6) …..
7) …..
8) …..
9) …..
10) …..

In the following table circle the self-management skills that are the most descriptive of you.

Accurate	Adaptable	Adventurous	Assertive	Calm	Capable
Cheerful	Clever	Competent	Confident	Conscientious	Considerable
Cooperative	Creative	Curious	Dependable	Determined	Efficient
Energetic	Enterprising	Enthusiastic	Fair-minded	Flexible	Friendly
Helpful	Honest	Humorous	Imaginative	Independent	Ingenious
Intelligent	Kind	Logical	Loyal	Mature	Methodical
Meticulous	Open-Minded	Optimistic	Organized	Outgoing	Patient
Persevering	Polite	Practical	Precise	Purposeful	Reasonable
Reflective	Reliable	Resourceful	Responsible	Self-Controlled	Sensible
Sensitive	Sincere	Sociable	Sympathetic	Tactful	Thorough
Thoughtful	Trustworthy	Understanding	Versatile	Warm	Witty

Practical 3:

Communication: Communication is the process by which a message or information is transmitted from a source (speaker) to a receiver (listener). In other words we can say that it's a process of exchanging or sharing ideas, thoughts, feelings, experiences, information etc. among people.

Communication can be of the two types: - Namely:-

1) One – Way Communication: In one way communication, a channel carries a message from the sender and delivers it to the receiver. The receiver does not send any feedback to the sender.
2) Two – Way Communication: In two way communication, a channel carries a message from the sender and delivers it to the receiver. The receiver responds by sending back a message, termed as a feedback.

Characteristics of Communication: Communication has certain characteristics features listed below:-

1. Communication process involves at least two people.
2. Communication must have a message.
3. Communication may be written, oral or gestural.
4. Communication is a two-way process.
5. Primary purpose of the communication is to generate the response.
6. Communication may be formal or informal.
7. Communication is an endlessly ongoing process of information sharing between individuals.
8. Communication is an integral part of the process of exchange.

Elements of the communication cycle: The communication cycle comprises of the following basic elements:-

1) Sender: Sender is the person or entity who wants to send a message and is the source or originator of the communication.
2) Message: Message is the information of idea that the sender wishes to convey to the receiver.
3) Encoding: Encoding refers to the process whereby the sender uses means like a language or symbols to translate the information/idea in the form of the message.
4) Channel: Channel is the media by which the message is sent.
5) Receiver: The receiver is the person or entity to whom the message is sent.
6) Decoding: Decoding refers to the process whereby the receiver interprets and understands the message.
7) Feedback: The receiver's response to the message is called feedback.

Benefits of effective communication Skills:-

1. Enhances our ability to learn.
2. Helps us express ourselves better.
3. Helps develop trust and build your confidence.
4. Helps to build relationships.
5. Helps in better decision making.
6. Enhances Managerial skills.
7. Helps to boost morale.
8. Increases one's value.
9. Better planning, staffing, placements etc.

Practical 4:

Observer for few days any one person who talks to someone. Write in about 100 words how they show courtesy towards the people who come to them.

Practical 5

Entrepreneur: - An Entrepreneur is a creative person or designer who takes financial risks in the hope of profit gain and designs new ideas and business processes according to the market needs.

Roles of An Entrepreneur: The various roles of an entrepreneur may be classified and described as under:-

1. Entrepreneurial Functions:- They are as follows:-
   a. Innovation
   b. Risk Taking
   c. Organization Building
2. Promotional Roles:- They are as follows:-
   a. Discovery of an Idea
   b. Detailed Investigation
   c. Assembling requirements
   d. Financing the plan
3. Managerial Roles:- They are as follows:-
   a. Planning
   b. Organizing
   c. Staffing
   d. Directing
   e. Controlling
   f. Coordination
4. Commercial Roles:- They are as follows:-
   a. Production
   b. Marketing
   c. Personal
   d. Accounting
   e. Finance

Qualities of a Successful Entrepreneur:- Successful Entrepreneurs have many traits in common. Some of them are listed below:-

1. Discipline
2. Confidence
3. Open Mindedness
4. Self Starter
5. Competitive
6. Creativity
7. Determination

8. Strong Communication Skills
9. Passion
10. Risk Bearing

Functions of a Successful Entrepreneur:- Successful Entrepreneurs carry our many tasks having many traits in common. Some of them are listed below:-

1. Identifying entrepreneurial opportunity
2. Turning ideas into action
3. Feasibility study
4. Resourcing
5. Setting up of the enterprise
6. Managing the enterprise
7. Growth and Development
8. Control and Direction
9. Encouraging Innovations
10. Liasioning with competitors

Entrepreneurship: - Entrepreneurship is the art of starting a business or a startup company offering creative products or services. In other words we can say that it is an activity full of creativity.

As per National Knowledge Commission (NKC):- Entrepreneurship is the set of activities performed by an entrepreneur.

Characteristics of Entrepreneurship:-

1. Purposeful Activity
2. Creative Activity
3. Risk Bearing Activity
4. Organizing
5. Gap Filling
6. Dynamic Process
7. Initiative Taking
8. Multi Dimensional

Myths of Entrepreneurship:-Some common myths that people generally associate with the entrepreneurs and entrepreneurship are as follows:-

1. It is easy to start a business.
2. Lot of money is needed to start up a new venture.
3. A startup cannot borrow from the banks.
4. Business either flourish or fail

5. A good idea is the only requirement for a successful enterprise

Advantages of Entrepreneurship: - Entrepreneurship offers the following advantages:-

1. It gives freedom on the job
2. It can be exciting
3. It allows you to set your own earnings
4. It offers flexibility

Disadvantages of Entrepreneurship: - Entrepreneurship has the following disadvantages:-

1. It requires you to dedicate a huge amount of time.
2. Constantly keeping up with the competition.
3. It does not guarantee 100% success.
4. Uncertain income.

Enterprise: - An enterprise is an economic institution engagement in the production and for distribution of products and services in order to earn profits.

Types of business enterprise activities:-

1. Manufacturing
   a. Analytical
   b. Synthetical
   c. Processing
2. Services
3. Hybrid

Types of Business Enterprise:- An enterprise has the following types

1. Corporate
   a. Joint Stock Company
   b. Cooperative Society
2. Non-Corporative
   a. Sole Proprietorship
   b. Joint Hindu Family Business
   c. Partnership Firm

Practical 6

Write in 100 words about an entrepreneur knows to you. Also write in brief how he/she started his enterprise.

Practical 7:

Green Economy: - A green economy is the economy that promotes economic development while making sure that the environment is protected.

Any green Economy must have certain basic components:-

1. High use of renewable energy
2. Green buildings
3. Efficient and sustainable transport system
4. Sustainable Industry
5. Sustainable Agriculture
6. Efficient water and waste management
7. Efficient management of land resources

Importance of Green Economy: - Importance of green economy is listed below:-

1. It contribute to the fight against global warming, , desertification and the loss of diversity. It also leads to significant improvements in air, water and soil quality.
2. A green economy has potential to economic growth which will further lead to certain of new markets in areas such as bio-fuels and renewable energy sources.
3. Green economy provides an opportunity to create economic and social advantages by investing in alternative energy sources. Access to energy services can be improved and infrastructure can become more efficient.
4. This also leads to the decrease of energy importation and save money.
5. It can also improve resource efficiency as agricultural production because cleaner and lead to food security.
6. Now environment friendly technologies that emerge as a result of a green economy, will protect and improve agricultural production.
7. By adopting green economy emerging economics will be able to open new market segments for production and export of green products and services.
8. Investing in green economy will lead to:
   a. Creation of new employment
   b. Benefits in population and environmental health
   c. Improvement of energy security

Be a Green Citizen: We as global citiczens should develop green skills so that we can play our role to make the earth green! We can do the following to be a green citizen:-

1. Turn of the lights fans and air conditioners when you leave a room.
2. Turn of the electronic devices or gadgets when not in use or when you finish using them.
3. Do not waste water.
4. Turn the tap off immediately after use.
5. Use a mug of water instead of opening the tap when brushing your teeth.
6. Use a bucket of water to bathe instead of using the shower.
7. Say no to plastic straws at restaurants, extra paper napkins, plastic bags etc.
8. Use LED and CFL lights in your home in order to save electricity.
9. Carry a cloth bag to do your grocery shopping so you do not have to take plastic bags.
10. Reuse plastic bags that you have.
11. Use reusable water bottles instead of a plastic water bottles.
12. Recycle bio degradable waste such as plastic bottles, metal cans, magazines, newspaper etc.
13. Segregate biodegradable and non-biodegradable waste and place them in separate recycling bins.
14. Do not buy products that use a lot of packing.
15. Use more and more renewable resources and try to stop or minimize the use of non-renewable resources.
16. Walk and use the cycle instead of asking your parents to drop you in the car, etc.

Practical 8

Developing Green Skills for sustainable development: Skills for sustainability are the technical skills, knowledge, values and attitudes needed in the workforce and individuals to develop and support green economy. Some of the suggestions for developing green skills in different sectors are listed below:-

1. Agriculture: Measures to develop green skills in the field of agriculture are:-
   a. Support local, organic and natural farming (farming without the use of chemical fertilizers and pesticides).
   b. Grow our own vegetables in kitchen gardens if possible.
   c. Eat seasonable and locally grown food.
2. Energy: Measures to develop green skills in the field of energy are:-
   a. Don't waste energy.
   b. Turn off the lights and unplug appliances when not in use.
   c. Select clean, renewable energy sources like solar lights.
   d. Avoid cars or do car pools and use cycles or public transport.
3. Construction: Measures to develop green skills in the field of construction are:-
   a. Designing energy sufficient or green buildings that save electricity and water and use clean energy like solar and wind energy.
   b. Using local construction material.
   c. If a large scale construction project is causing pollution inform the local authorities about them.
4. Fisheries: Measures to develop green skills in the field of fisheries are:-
   a. Creating awareness about the harmful consequences of over-fishing.
   b. Educating people about the sustainable fishing practices that control fishing and provide enough time for fish to breed and multiply.
   c. Never buy endangered fish.
   d. Buy only those fishes that are plentifully available and that too in the season (Not during the breeding season).
5. Industries: Measures to develop green skills in the field of industries are:-
   a. Industries make items according to what customers prefer to buy.
   b. We should buy 'green' or environmental-friendly products (less plastics, clothes made without chemical dyes, etc. so that more industries starting making such products.
   c. Teach green skills to the industry employees.
6. Forestry: Measures to develop green skills in the field of forestry are:-
   a. Save and recycle paper to protect trees from being cut.
   b. Do not buy products obtained from wild animals such as leather, fur and ivory.
   c. Collect honey without completely removing the beehives.
   d. Plant more and more trees.

7. Tourism: Measures to develop green skills in the field of tourism are:-
    a. While travelling, travel in groups, limit water and energy use and avoid wastage.
    b. Practice eco-tourism (Tourism that protects the environment and make people aware of the need of practicing eco-tourism.
    c. Never litter around.
    d. Never damage or deface historical monuments.
8. Transport: Measures to develop green skills in the field of Transport are:-
    a. Instead of using personal vehicles use public transport for travelling to office or work.
    b. Walk or cycle while going to nearby places.
    c. Use electric (Battery operated) vehicles if possible.
9. Water Management: Measures to develop green skills in the field of water management are:-
    a. Use water wisely.
    b. Turn off the tap when not in use.
    c. Get leaking taps and pipes fixed immediately.
    d. Treat drain water properly before allowing it to flow into local water bodies.
10. Waste Management: Measures to develop green skills in the field of waste management are:-
    a. Reduce, reuse and recycle before throwing away things as waste.
    b. Use environment friendly methods of waste disposal.
    c. Use appropriate methods for recycling or disposal of the electronic and hazardous waste.

Practical 9

Working with MS- DOS

Microsoft Disk Operating System (MS DOS): MS DOS is a CUI(Character User Interface) based operating system developed by Microsoft in which the user interacts with the computer hardware through keyboard characters. In this environment there is no use of the mouse.

Steps to Start MS – DOS

1. Click on Start button
2. Click on All Programs
3. Click on Accessories
4. Select Command Prompt

OR

Steps to Start MS – DOS

1. Click on start button
2. Click on search
3. Type CMD
4. Press Enter

Common Commands in MS- DOS / command prompt

1. DIR(Directory): Displays the list of files and folders/subdirectories present in a directory.
2. CD.. (Change Directory): It takes one level up in the data hierarchy.
3. CD(Change Directory: Displays the name of changes current directory.
4. MD(Make Directory): Creates a directory
5. RD (Remove Directory) : Removes a Directory.
6. START: Starts a separate window to run a specified program or command.
7. Exit : Quits the CMD.EXE program
8. HELP: Provides help information for windows command.

    On White Sheet
    Practical Performed
    C:\User\OLOPCS> cd..
    C:\User>cd..
    C:\>MD OLOPCS
    C:\> Dir
    C:\>CD OLOPCS
    C:\ OLOPCS> cd..
    C:\> RD OLOPCS
    C:\> DIR

```
C:\> HELP
C:\>EXIT
```

Practical 10

Searching Techniques

Searching Techniques: Searching Techniques are the methods with the help of which we can search any type of file present in the computer system. For searching the file we can make the use of the file extensions and special symbols such as '*' and '?'. Here '*' and '?' are known as wild card characters.

Most commonly used extensions are listed below.

1. .doc: Document.
2. .docx: Document Extended
3. .xls: Excel Sheet
4. .xlsx: Excel Sheet Extended
5. .mdb: Microsoft Data Base
6. .accdb: Access Database
7. .ppt: Power Point Presentation
8. .pps: Power Pont Slideshow
9. .pptx: Power Point Presentation Extended
10. .ppsx: Power Pont Slideshow Extended
11. .exe: Executable File
12. .dll: Data Link Library
13. .jpg: Joint Picture Group
14. .jpeg: Joint Picture Expert Group
15. .bmp: Bit Map Picture
16. .ico: Icon
17. .gif: Graphical Interchange format
18. .png: Portable Network Graphic
19. .avi: Audio Video Interchange
20. .vob: Video Object
21. .mp4: No Full form
22. .mkv: Motoroska Video
23. .mpeg: Moving/ Motion Picture Expert Group
24. .mp3: No Full form
25. .wmv: Windows Media Video
26. .wav: Wave
27. .ogg: Ogging
28. .txt: Text
29. .pdf: Potrait Document Format
30. .psd: Photoshop Document
31. .fla: Flash

32. .cdr: Coral Draw
33. .sys: System
34. .tiff: Tagged Image File Format
35. .otf: Open Type PS Font
36. .asp: Active Server Pages
37. .php: Hyper Text Pre-Processor or Personal Home Page
38. .jsp: Java Server Pages
39. .html: Hyper Text Transfer Protocol
40. .bas: Basic
41. .py: Python
42. .xml: Extensible Markup Language

Practical 11:

Vocational Skills (MS- Word)

MS Word: - Perform the listed tasks.

1. Create a new document views
   Office Button → New (Ctrl+N) → Blank Document
2. Change the document views:- MS Word has five views. Namely:-
   a. Print layout view:- It is the default view which shows how our document will look in a printed form.
   b. Full screen reading view:- This view occupy full screen to provide maximum space for reading and commenting by hiding the different component of uses interface like task, ribbon, etc. from the screen, To quit press Esc Key.
   c. Web layout view:- This view conceptualize how our document would look as a web page providing a approximation of the content appearance.
   d. Outline view:- This view shows the entire structure of document with reading to collapse and expand different section for moving blocks of text around the document easily. Must use when we have large number of pages and section.
   e. Draft view:- This view shows a document as a draft and allow us to edit the data quickly. Basically, it helps in proof.
3. Save it in your computer (The document should be saved):-
   Office button → Save/Save as → Choose location → Save button
4. Close the document:-
   Office button → Close button
5. Open the saved document:-
   Office button → Open option → Browse file → Office button

Practical 12

Vocational Skills (MS- Word)

MS Word: - Perform the listed tasks.

1. Open a new MS Word document.
2. Type text in the document
3. Navigate the document using navigation panel
4. Illustrate the use of cut, copy, paste
5. Perform Find and Replace
6. Insert special character
7. Format character (Change font size, style, colour, bold, italic, underline, superscript, subscript, strike through etc.
8. Format Paragraph (Align text as left, right center and
9. Supply paragraph spacing and line spacing
10. Create two one should the numbered and the other as bulleted list.
11. Make use of spelling and grammar use. Insert page Break and change page margin

Practical 13

MS Word: - Perform the listed tasks.

1. Open a new MS- Word document and write few paragraphs.
2. Apply page layout as per columns as frames.
3. Insert header and footer.
4. Edit the inserted header and footer.
5. Insert the page no. in various formats.
6. Add border to the page.
7. Add background to a page. [Colour and colour effects, textures and pictures]
8. Add watermark to the page.

Practical 14

MS Word: - Perform the listed tasks.

1. Open a new MS Word document.
2. Create two tables. Table 1 using grid method and table 2 using dialog box.
3. After creating tables make entries in it.
4. Insert a new row in any table.
5. Insert a new column in any table.
6. Delete a row and column.
7. Merge few cells.
8. Split a cell into few columns.
9. Change the appearance of table using table styles.
10. Apply Border and Shading to the table.
11. Change the properties of the table.
12. Write the similar types of data separated by comma.
13. Convert the text of the table.
14. Convert the table to text.
15. Check all printing options in MS-word.
16. Export the document to PDF.

Practical 15

To speed up your work, these days shortcut keys play a vital role in saving a lot of your time. So, when using MS-Word don't forget trying these shortcut keys for fun learning.
Ctrl + A : Select All
Ctrl + B : Bold
Ctrl + C : Italic
Ctrl + D : Font Dialog Box
Ctrl + E : Center Align
Ctrl + F : Find
Ctrl + G : Go to
Ctrl + H : Find And Replace
Ctrl + I : Italic
Ctrl + J : Justified
Ctrl + K : Hyperlink
Ctrl + L : Left Align
Ctrl + M : Left Indent
Ctrl + N : New
Ctrl + O : Open
Ctrl + P : Print
Ctrl + Q : Removes Paragraph Formatting
Ctrl + R : Right Align
Ctrl + S : Save
Ctrl + T : Hanging Indentation
Ctrl + U : Underline
Ctrl + V : Paste
Ctrl + W : Close Window
Ctrl + X : Cut
Ctrl + Y : Redo
Ctrl + Z : Undo

Practical 16

MS Excel: Perform the listed tasks

1. Create a new workbook.
2. Enter the data in worksheet cell.
3. Save the workbook in your computer.
4. Close the workbook /worksheet.
5. Open the saved workbook.

Practical 17

MS Excel: Perform the listed tasks

1. Create the time table of your class.
2. Merge cells having same values i.e. merge rows and columns as per your need.
3. Perform cell data editing (Delete, replace, paste and insert).
4. Format cell data (change font size, font color, font style, bold, italic, underline etc.)
5. Add a border to your table. Add different colors to cell as per your need.
6. Add different colours to cell as per
7. Align your data using alignment group of home tab.
8. Create a new table showing marks and students in different subjects.
9. Apply Conditional formatting.
10. Hide & show data in the worksheet using filtering.
11. Sort the data according to the different parameters.
12. Perform find and replace.

Practical 18

MS Excel: Perform the listed tasks

1. Create a table showing marks of students in different subjects.
2. Define chart elements and insert a chart.
3. Change chart type.
4. Change chart layout.
5. Change chart style.
6. Change data range of chart.
7. Add, Modify and delete chart element as per your need.
8. Resize and move a chart.
9. Resize and move a chart.
10. Export the chart.

Practical 19

MS Excel: Perform the listed tasks

1. Open an Existing excel worksheet.
2. Add a background image to your excel sheet.
3. Add a theme to excel sheet.
4. Insert a clipart image.
5. Insert a word art.
6. Insert a image(Modigy, Position resize, and arrange images.)
7. Add new columns for each of the listed function and calculate values as per the function (Sum, Max, Min, Count, Average and if function).
8. Illustrate the use of absolute, relative and mixed cell referencing.
9. Create the table of order of calculation in excel.
10. Check all printing option in excel.

Practical 20

MS PowerPoint: Perform the listed tasks

1. Create a new presentation consisting of 5 slides.
2. Save the presentation in your computer.
3. Close the presentation.
4. Open the saved presentation.
5. Observe the different types of views available for a presentation.
6. Format the presentation. (Change font size, font color, font styles, bold italic, underline, left align, right align, center align.)
7. Change theme of the presentation.
8. Change design to the presentation.
9. Change Background style.
10. Run the presentation. (Slide show).

Practical 21

MS PowerPoint: Perform the listed tasks

1. Create a blank presentation using sample templates.
2. Insert text boxes as per your need.
3. Enter the text into text boxes.
4. Move and resize text boxes.
5. Format the text in text boxes. (Change font size, font color, font styles, bold italic, underline, left align, right align, center align.)
6. Change background colour of the text box.
7. Enter the bullets and numbering.
8. Insert a table in a slide.
9. Format the table using table styles.
10. Enter the data in table.
11. Insert a row and column.
12. Delete a row and columns.
13. Merge the cells.
14. Split the cells.
15. Delete the cells.

Practical 22

MS PowerPoint: Perform the listed tasks

1. Create a blank presentation
2. Insert images from file and from clipart.
3. Insert a screenshot in the cells.
4. Move, resize and rotate the image.
5. Format the image (Adjust colour, corrections sharpen soft etc.)
6. Delete the image.
7. Insert new slide to try tools of the shapes drop down menu.
8. Create new lines and color them.
9. Group and ungroup the drawn shape.
10. Edit and format the groups created using shapes.
11. Position and resize the graphic objects drawn.
12. Apply special effect to graphics objects.
13. Add graphics objects such as charts lines etc.
14. Format the lines and area fills.
15. Format text in objects.
16. Insert connectors and format them along with image styles.

Practical 23

MS PowerPoint: Perform the listed tasks

1. Create a slide show using basic settings.
2. Create a customized slide show.
3. Perform the editing, deleting or copying a custom slide show.
4. Insert slide transition.
5. Set timings to change the slides automatically.
6. Apply, change and remove animation effect.
7. Try all printing option of the presentation.
8. Create the pdf version of the presentation.