

### Preparation of Biodata

**Aim :** To prepare a biodata.

- Procedure :**
1. Go to "Start" then "All program" and then "MS Office" and "MS Word".
  2. Click on "Office Button" then "New" and choose "Blank document".
  3. Enter the personal profile.
  4. Allignment the data and format the font size, style, colour and so on.
  5. Save and Exit the file.

**Result :** Using the above procedure, the Biodata has been prepared.

### Formatting Documents for newspaper model

**Aim :** To prepare a biodata.

- Procedure :**
1. Go to "Start" then "All program" and then "MS Office" and "MS Word".
  2. Click on "Office Button" then "New" and choose "Blank document".
  3. Click on "Page Layout" "then Lanscape" and then "Columns and Three".
  4. Enter the daily news.
  5. Click on "Insert" using "Page numbers, Picture Chart, Word Art, Drop cap, and allign the data.
  6. Save and Exit the file.

**Result :** Documents for the newspaper model has been prepared.

### Mail Merge

**Aim :** Creation of circular letter using mail merge.

- Procedure :**
1. Go to "Start" then "All program" and then "MS Office" and "MS Word".
  2. Click on "Mailings" then "start mail merge", Type the circular data without address.
  3. Click on "Select recipients" type recipients address.
  4. Click on "Insert Merge Field"
  5. Select "Finish & Merge" the letters.
  6. Save and Exit the file.

**Result :** The use of mail merge is understood.

### Creation of mathematical and Statistical formulae

**Aim :** To Create the mathematical and Statistical formulae using Formula Editor in MS Word.

- Procedure :**
1. Go to "Start" then "All program" and then "MS Office" and "MS Word".
  2. Click on "Insert" then "object" and then "Microsoft Equation".
  3. Enter the mathematical and Statistical formulae.
  4. Save and Exit the file.

**Result :** Mathematical and Statistical formulae have been created successfully.

### Preparation of Power Point Slide with the subject matter of Economics.

**Aim :** To Prepare the Power Point Slides with the subject matter of Economics.

- Procedure :**
1. Go to "Start" then "All program" and then "MS Office" and "MS Powerpoint".
  2. Click on "Office Button" then "New" and choose "Blank Presentation".
  3. Enter the subject matter of Economics with pictures.

4. Use the Insert, Design, Animation and Slide Show options.
5. Save and Exit the file.

**Result :** Using the above procedure, the Power Point Slides have been prepared successfully.

#### **Preparation of Power Point Slide with chart and table using animation scheme**

**Aim :** To Prepare the Power Point Slides with chart and table using animation scheme.

**Procedure :** 1. Go to "Start" then "All program" and then "MS Office" and "MS Powerpoint".

2. Click on "Office Button" then "New" and choose "Blank Presentation".

3. Insert the chart and table with Animation scheme.

5. Save and Exit the file.

**Result :** Power Point Slides with chart and tables have been prepared successfully.