



**ShabdShakti**  
Educational and Social Welfare Trust

# LEARN BASIC COMPUTER ESSENTIALS

[www.shabdshakti.org](http://www.shabdshakti.org)

ShabdShakti Educational and Social Welfare Trust (Reg.)

# **ShabdShakti Basic Computer Essentials**



**Shabdshakti**  
Educational and Social  
Welfare Trust

## **ABOUT** ShabdShakti Educational and Social Welfare Trust:

*“Education is the manifestation of perfection already existing in man.” – Swami Vivekananda*

Inspired by Swami Vivekananda's philosophy, a group of young people came together to set up ShabdShakti Educational and Social Welfare Trust to work with grassroots initiatives for effecting positive changes in the education of underprivileged children, their families and communities.

## **OUR VISION**

ShabdShakti Educational and Social Welfare Trust aims to ensure equal access to quality education for India's disadvantaged youth. The work of ShabdShakti Educational and Social Welfare includes computer labs, theory programs, and learning support centres. ShabdShakti Educational and Social Welfare lists career opportunities on their Jobs and Internships. ShabdShakti Educational and Social Welfare hires students and professionals as interns to help with assessment of programs, research and capacity-building of volunteers.

ShabdShakti Educational and Social Welfare Trust also takes effective initiative in Beti Bachao, Beti Padhao program, which is a Government of India scheme that aims to generate awareness and improve the efficiency of welfare services meant for women.

## **OUR MISSION**

Currently over 1 million children do not have access to education in India. The lack of schooling can mean a lifetime of poverty, poor health, and limited opportunity. To counteract these inequalities, ShabdShakti Educational and Social Welfare Trust is working to implement new education programs for these children.

Intense mission of ShabdShakti Educational and Social Welfare Trust is to deploy best methodology and technology for achieving ideal practice and promote good knowledge about Information terminology among privileged children, youth and citizens.

## **ABOUT THE SHABDSHAKTI COMPUTER ESSENTIALS:**

This Computer Essentials of ShabdShakti Educational and Social Welfare Trust covers a foundational understanding of computer hardware, software, operating systems, computer graphics, MS office, tally etc. along with how to get the most value and impact from computer technology.

## **AUDIENCE:**

This course has been prepared for the beginners, who want to deal with computers. This course is also very useful for the undergraduate students of computer science, engineering, business administration, management, science, commerce and arts where an introductory course on computers is a part of curriculum. After completing this whole course, you will find yourself at a moderate level of expertise in knowledge of computer basics from where you can take yourself to next levels Prerequisites Knowledge of computers is not a prerequisite to follow the contents of this course.

This course assumes no background in computers or computer programming.

## **ACKNOWLEDGEMENTS:**

We thank our publishers, ITechline4u Services & Marketing Solutions Pvt Ltd and their technical team, and the panel of reviewers for their valuable contribution towards content enrichment.

We are obliged to our technical and editorial consultants for devoting their precious time to improve the quality of the book.

We are grateful to our research and development team who have put in their earnest efforts and relentless perseverance to bring out a high-quality book.

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**Tarun Choudhary**

Founder and Managing Trustee

ShabdShakti Educational and Social Welfare Trust

## **Message from Managing Trustee**

Education is like sea, vast and endless. As an educationist, almost two decades back, I looked at all that could be corrected in the educational system. Shabdshakti Educational and Social Welfare Trust is our humble effort to bring education to more needy people. Education that they need. Education that they desire for. Education that is now within their reach.

Shabdshakti Educational and Social Welfare Trust, which has earned a distinct reputation in the field of free computer and IT education to underprivileged students and girl's education in India. With the help of *Shabdshakti Basic Computer Essentials*, we try to provide quality holistic education of basic or standard and equip all the related information with knowledge & skills required to thrive in the IT world of 21st century.

Each and every student has rights of education as per our government policy under "Sarva Shikha Abhiyan". ShabdShakti Educational and Social Welfare Trust also takes effective initiative in Beti Bachao, Beti Padhao program, which is a Government of India scheme that aims to generate awareness and improve the efficiency of welfare services meant for women.

Shabdshakti Educational and Social Welfare Trust is pleased to continue the support of education and other helpful needs to underprivileged students and girls of India.



**Amit Rathi**

Director, Pushp Engg Works Pvt. Ltd.

## Message

It is wonderful initiative materialization of a great thought needs a lot of energy, heartfelt service, selfless social service leads to better society.

Really good work is being done by Shabdshakti Educational & Social Welfare Trust.

Happy to see it. Keep it up team Shabdshakti.

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**Vivek Bandhu**

Vice President - Enterprise Solutions, Digital at Max Life Insurance

## Message

Education & Employment are the two main aspects usually for anyone. But gaining knowledge and taking a bold decision to setup an Non-Governmental Organization (NGO) with limited resources, and with a genuine purpose of improving the living standards of the less privileged children by giving them free education and its resources.

Very nice to know that Shabdshakti Educational & Social Welfare Trust is delivering such kind of free education service for under-privileged children.



**Dayanand Gehlot**

Chairman & Founder, Anubhav Gehlot Memorial Trust

## Message

Providing free education to underprivileged students is a big task. But yes, ShabdShakti Educational and Social Welfare Trust have done an outstanding efforts to accomplish this work.

Thank you ShabdShakti.

We feel your work is very useful that makes many NGOs become strong in their work and ethics.

---



**Kulbhushan Sharma**

Chartered Accountant (FCA, CITP, MBF)

## Message

I visited to Shabdshakti Education center and I thought I'd write to you about the experience.

Here are a few things that I walked away with:

I was stunned to find such approach and free facility of digital education given to the students. I loved how you took an important factor of education for underprivileged children that is real, that may or may not be talked about. My good wishes are with you guys.



**Anand Jain**  
Social Worker

## Message

The work Shabdshakti does is inspiring. To bring free digital education for underprivileged children is such a noble cause. If by my small efforts I was able to make such an impact then I would urge more people to come out and lend a hand.

The work that they do is amazing.

I feel it's a brilliant effort and everyone should help Shabdshakti Educational & Social Welfare.

---



**Birender Mishra**  
Foreign Subsidiaries Coordination Specialist, ENI SpA (Major Oil & Gas Company)

## Message

Best way to make digital India is to provide free education for underprivileged children, and also give an ideal environment to learn about basics or important aspects of computer knowledge. Yes. Shabdshakti Educational & Social Welfare Trust is doing the same thing.

I am very much impressed with the work & goal done by Shabdshakti team. My good wishes are with you guys.





**Monika Choudhary**  
Teacher & Social Worker

## Message

Everybody is constantly striving to achieve a goal with a noble cause at the root. The work place are fully available with computer & internet equipment's to make all the students easy & comfortable to learn.

Shabdshakti Educational & Social Welfare Trust has been such a beautiful experience that I continue to work with them.

The work that they are doing is just awesome.

---



**Captain Varun Choudhary**  
Captain, Merchant Navy

## Message

I am a Merchant Navy Captain by profession. I sincerely believe that 100% education is the only tool to eradicate poverty and to address all the problems in India (gap between rich and poor, social issues, women/child abuse are a few to mention).

For those reading the message here, i suggest to go to the "Shabdshakti Educational & Social Welfare Trust" situated in Chirag Delhi, New Delhi and i am sure you will appreciate the work they are doing right now. My all-time blessings are with Shabdshakti.



**Ram Kumar**

Chief Administrative Officer, Ministry of Agriculture, Government of India

## Message

Education is light. Education is the way to a larger purpose. Education in my point of view, it should be justified. This means that all children have the right to benefit from a quality education.

I am very glad to know that Shabdshakti Educational & Social Welfare Trust is functioning on the same point to provide free digital education for underprivileged children and especially for girl education. God bless you team Shabdshakti. Keep up the good work.

Regards,

**Ram Kumar**

"Education is the only way we surprise God,".

We need support, suggestions & feedback from all the students, who are reader of this book.

Regards and Thank You

Managing Trustee

**FEEDBACK:**

For any suggestions and comments about this book, please feel free to send your feedback to [help@shabdshakti.org](mailto:help@shabdshakti.org) .

We hope you enjoy reading this book as much as we have enjoyed writing it.



## **CONCEPTS OF SHABDSHAKTI BASIC COMPUTER ESSENTIALS**

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*The first duty is to educate the people.*

*- Swami Vivekananda*

# UNIT

## 1

### Microsoft Office:

The Microsoft Office suite, developed by Microsoft Corporation is an essential collection of desktop applications that includes Word for documents, Excel for spreadsheets, PowerPoint for presentations, and much more.

The suite of programs is compatible with both the Windows and Macintosh operating system. MS Office can be used to type letters and envelopes, create spreadsheets, make labels, and produce presentations for your home or office.

During your training at Shabdshakti Educational and Social Welfare trust, we will familiarize you with how to operate each program of the Microsoft Office Suite, like as MS Word, MS Excel, MS PowerPoint. So that you will be comfortable using them on a daily basis. Also, we will cover up the installation part of MS Office suite in lab assessment.



Logo of MS Office

Five popular versions of MS Office for Windows: MS Office 2003, 2007, 2010, 2013, and 2016.  
Five popular versions of MS Office for MAC: MS Office 98, 2001, 2004, 2008, 2011, 2016.

Advantages of Microsoft Office:

- ✓ Universal Software
- ✓ Complete Software
- ✓ Ease of Use
- ✓ Online support from Microsoft
- ✓ Online Tutorials

When it comes to productivity suites, Microsoft Office has won the title for the undisputed champion of the world. Many organizations and professionals use all of the programs in the MS Office Suite on a daily basis, which makes Office incredibly popular.

In the next section, we will read about MS Office suite products like **MS Word**, Excel and PowerPoint.

## Microsoft Word:

Microsoft Word is a word processor that allows you to create a professional looking document, report, letter, and resume. Unlike a plain text editor, Microsoft Word has features such as text formatting, spell checker, grammar check, fonts, HTML support, image support, advanced page layout features, and more.

Early versions of Microsoft Word primarily used the .doc file extension and new versions of word use the .docx file extension. Today, Microsoft Word can open .doc, .docx, .docm, .dotx, .dotm, .dot, .pdf, .xps, .mht, .mhtml, .htm, .txt, .xml, .odt, and .wps files.



Logo of MS Office

Microsoft Word offers several features to ease document creation and editing, including:

- WYSIWYG (what-you-see-is-what-you-get) display: It ensures that everything you see on screen will appear the same way when printed or moved to another format or program.
- Spell check: Word comes with an built-in dictionary for spell checking; misspelled words are marked with a red squiggly underline. Sometimes, Word auto-corrects an obviously misspelled word or phrase.
- Text-level features such as bold, underline, italic and strike-through
- Page-level features such as indentation, paragraphing and justification
- External support: Word is compatible with many other programs, the most common being the other members of the Office suite.

If Microsoft Word or Microsoft Office is installed and you are running Microsoft Windows, you can find Microsoft Word in the Start Menu. Keep in mind that new computers do not include Microsoft Word and it must be purchased and installed before it can be run on your computer. If you do not have the money to buy Microsoft Word or Microsoft Office, there are also free word processing programs that can be used in place of Word.

If Microsoft Word is installed on your computer, but is not found in the Start Menu, you can manually run the Microsoft Word executable file.

1. Open My Computer.
2. Click on or select the C: drive. If Microsoft Office is installed on a drive other than the C: drive, select that drive instead.
3. Navigate to the **Program Files (x86)** folder, then the **Microsoft Office** folder.
4. In the Microsoft Office folder, if there is a **root**, open that folder. Then open the OfficeXX folder, where XX is the version of Office (e.g. Office16 for Microsoft Office 2016). If there is no root folder, look for and open a folder having "Office" in the name.
5. Look for a file named **WINWORD.EXE** and click or double-click that file to start the Microsoft Word program.

In this **section** of MS Word, we will cover-up below topics:

- Getting Started with Word
- Creating, opening and saving Documents
- Working with Home Tab, Font, Indents, paragraph spacing, lists, adding breaks, etc.
- Insert Tab: Pages, Tables, Pictures, Shapes, Hyperlinks, Header & Footer, Text, Symbols.
- Design: Document Formatting, Page Background
- Page Layout: Page Setup, Paragraph, Modifying page Layout
- Review and View: Checking Spelling and Grammar, Layout & Mode.
- Printing

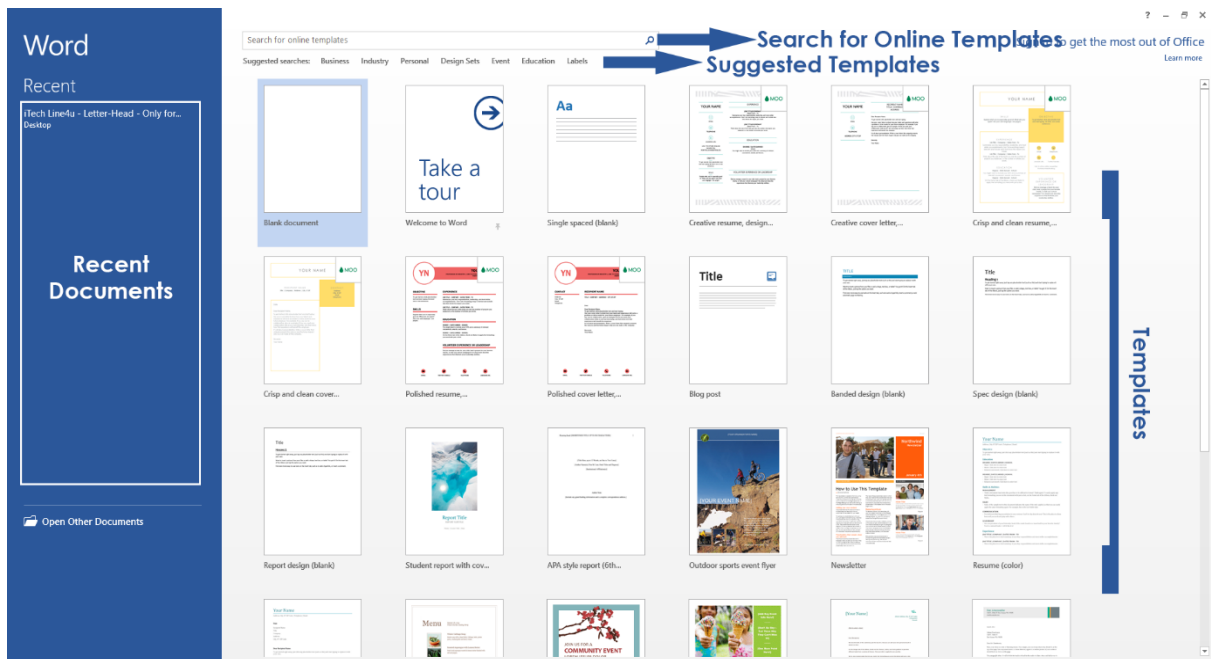
**Note:** For better standing of old and new versions of MS Office, we are taking MS Office 2013 as tutorial version in this whole topic.

## Getting Started with Word

When you open Word 2013 for the first time, the Word Start Screen will appear. From here, you'll be able to create a new document, choose a template, or access your recently edited documents.

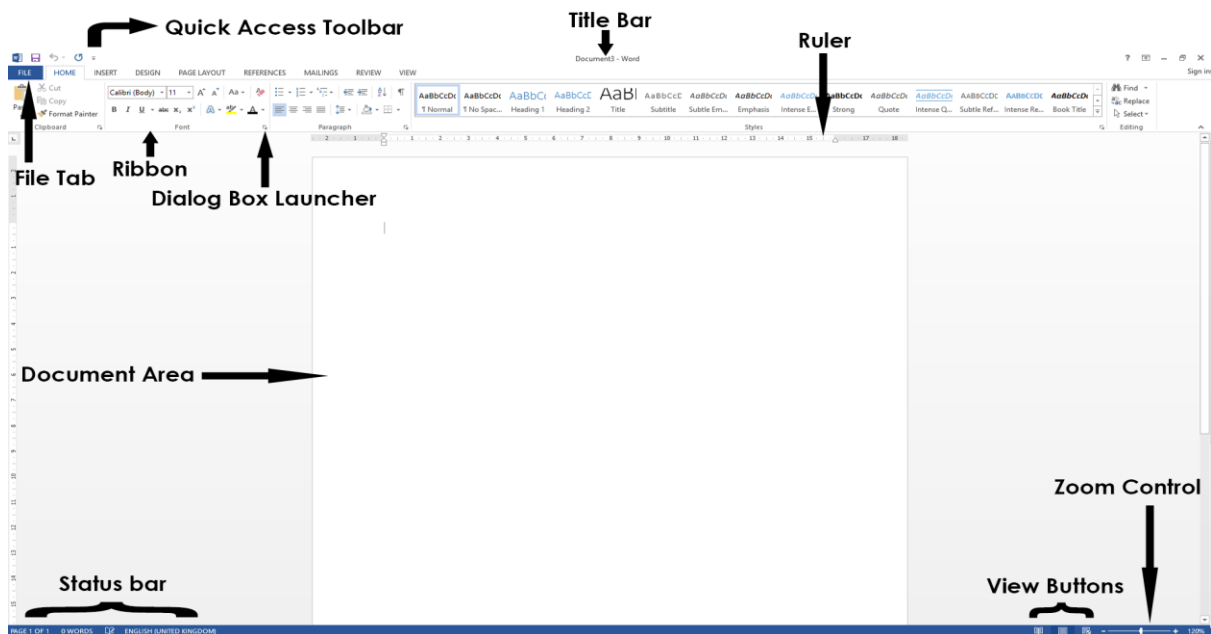


- From the Word Start Screen, locate and select Blank document to access the Word interface.



### Getting Started with Word

- After selection of blank sheet, you will get below type of layout.



### Word Document Layout

- a) **Quick Access Toolbar:** This you will find just above the File tab and its purpose is to provide a convenient resting place for the Word most frequently used commands. You can customize this toolbar based on your comfort.
- b) **Title Bar:** This lies in the middle and at the top of the window. Title bar shows the program and document titles.
- c) **Ruler:** Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the Word window and is used to gauge the vertical position of elements on the page.
- d) **File Tab:** It is the place, where you need to open or save files, create new documents, print a document, and do other file-related operations.
- e) **Ribbon:** Ribbon contains commands organized in three components: Tabs, Groups & Commands.
- f) **Dialog Box Launcher:** Clicking this button opens a dialog box or task pane that provides more options about the group.
- g) **Document Area:** The area where you type. The flashing vertical bar is called the insertion point and it represents the location where text will appear when you type.
- h) **Status Bar:** This displays document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language etc.
- i) **View Buttons:** With this option, you can change the view/layout of page.
- j) **Zoom Control:** Zoom control lets you zoom in for a closer look at your text.

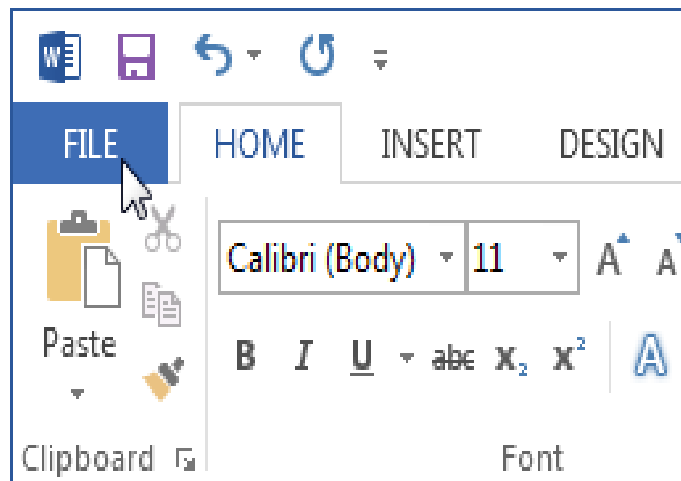
## Creating, opening and saving Documents

- To **create** a new blank document:

When beginning a new project in Word, you'll often want to start with a new blank document.

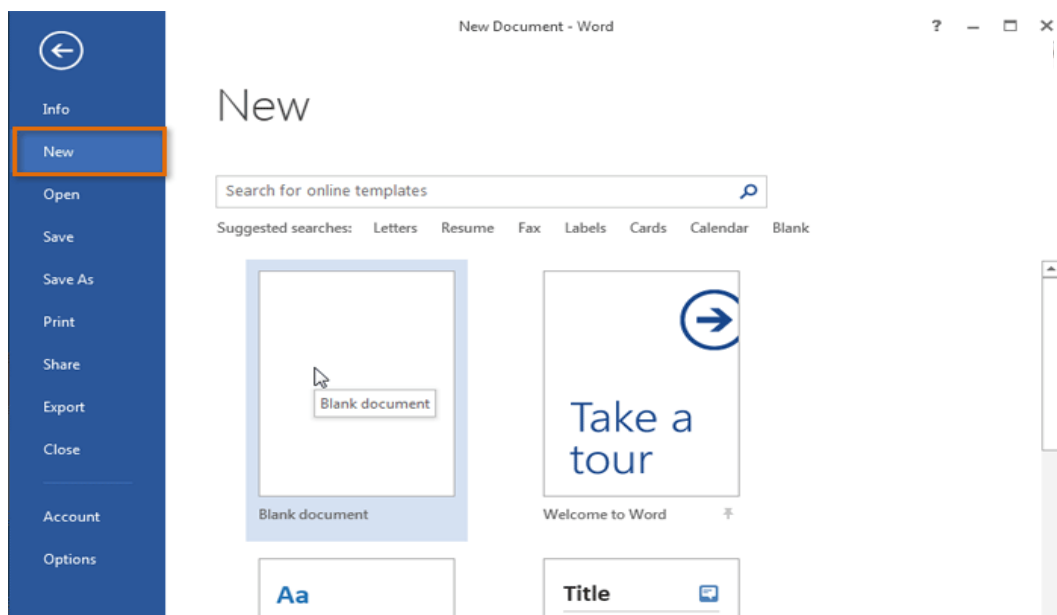


1. Select the **File** tab. **Backstage view** will appear.



File Tab

2. Select **New**, then click **Blank document**.

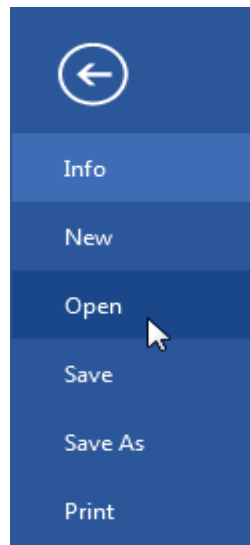


New Blank Document

3. A new blank document will appear.

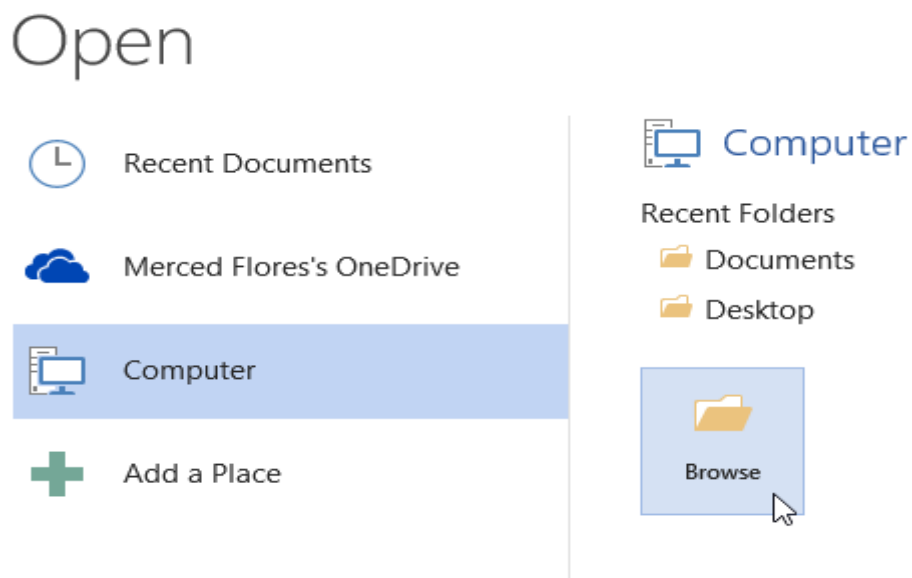
- To **open** an existing document:

1. Navigate to **Backstage view**, then click **Open**.



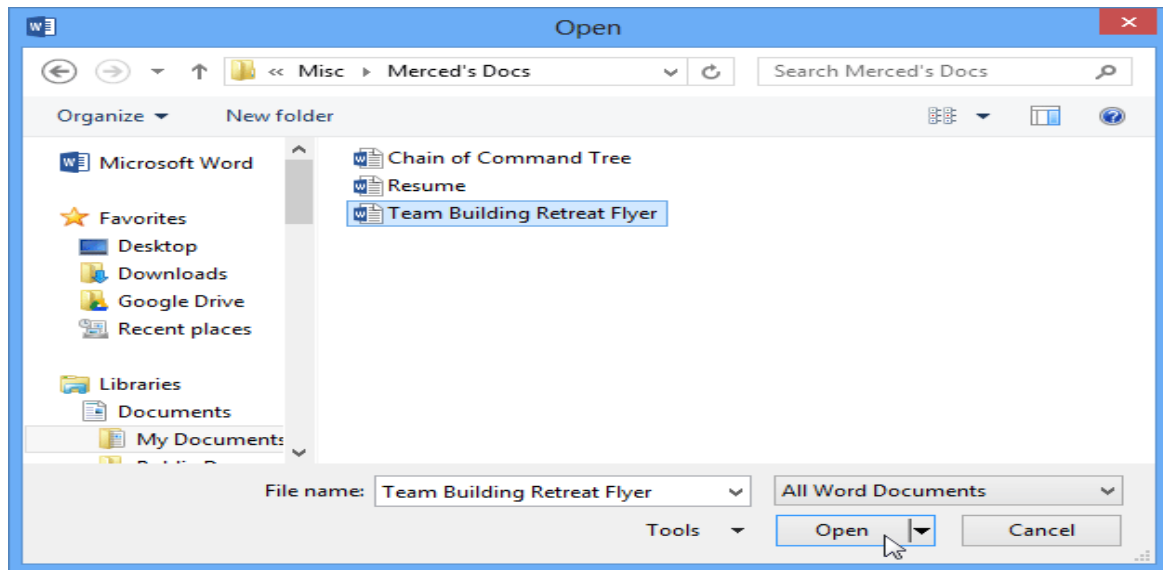
Open a Document

2. Select **Computer**, then click **Browse**.



Browse on Computer

3. The **Open** dialog box appears. Locate and select your **document**, then lick **Open**.



Open Box

- **Save and Save As**

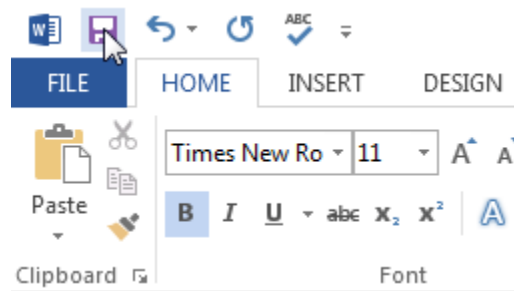
Word offers two ways to save a file: Save and Save As. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a document, you'll use the Save command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a copy of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

**To save a document:**

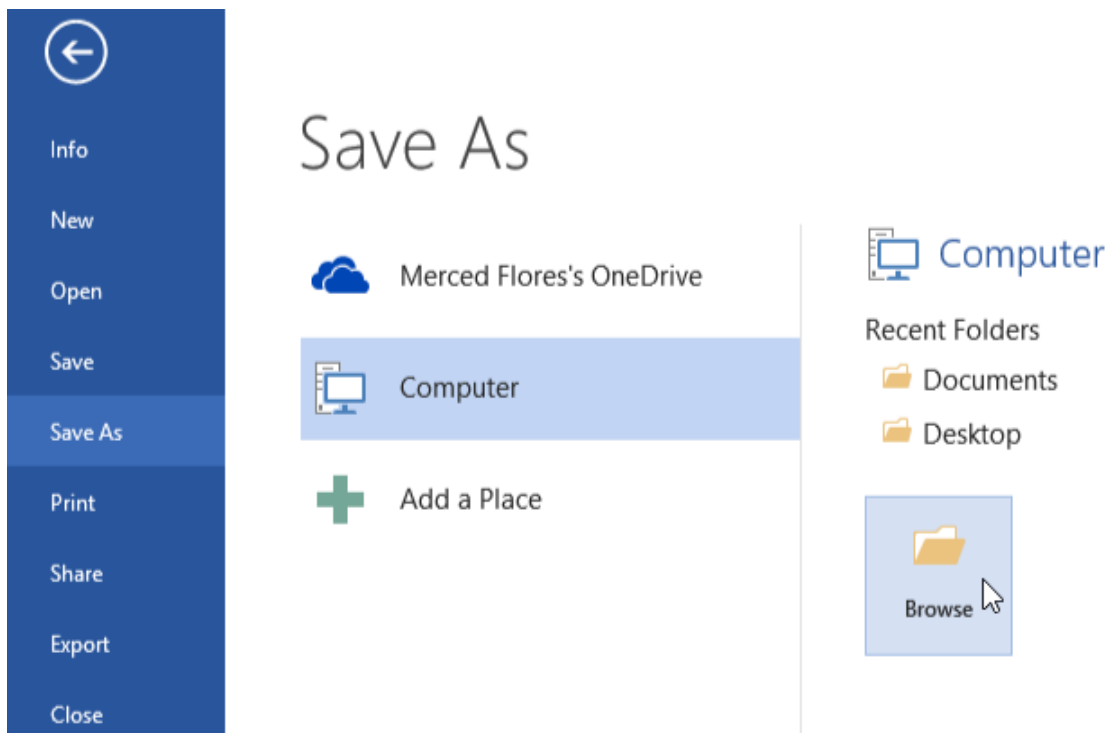
It's important to save your document whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to where you save the document so it will be easy to find later.

1. Locate and select the Save command on the Quick Access toolbar.



Save Button

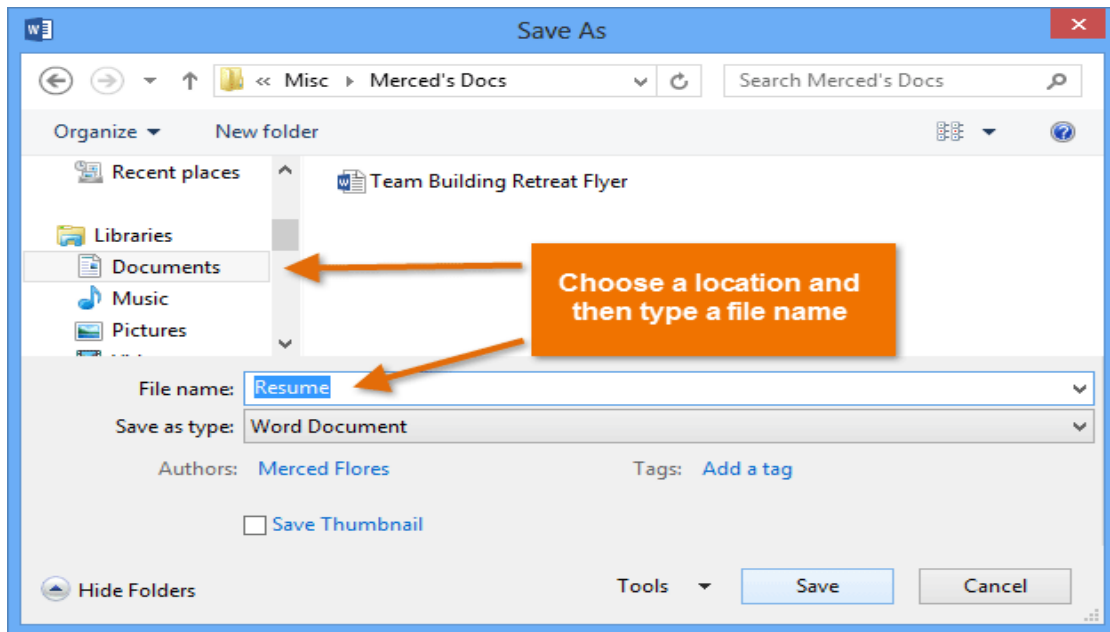
2. If you're saving the file for the first time, the Save As pane will appear in Backstage view.
3. You'll then need to choose where to save the file and give it a file name. To save the document to your computer, select Computer, then click Browse. Alternatively, you can click OneDrive to save the file to your OneDrive.



Save As

4. The Save As dialog box will appear. Select the location where you want to save the document.

5. Enter a file name for the document, then click Save.



Save As Dialog Box

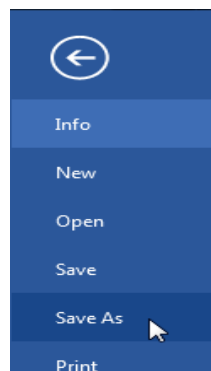
6. The document will be saved. You can click the Save command again to save your changes as you modify the document.

You can also access the Save command by pressing Ctrl+S on your keyboard.

### Using Save As to make a copy

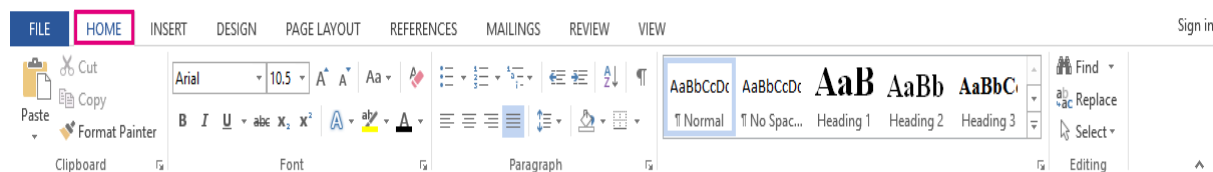
If you want to save a different version of a document while keeping the original, you can create a copy. For example, if you have a file named “Homework”, you could save it as Homework 2 so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the Save As command in Backstage view. Just like when saving a file for the first time, you'll need to choose where to save the file and give it a new file name.



## Working with Home Tab

Home tab includes Clipboard, Font, Paragraph, Styles and Editing.



### Home Tab

- Starting with the Clipboard, which have Copy, Paste & Cut feature. These features play a very effective role in preparing word documents. Word allows you to **copy** text that is already in your document and **paste** it to other areas of the document, which can save you time. If there is text you want to move from one area of the document to another, you can **cut and paste** or **drag and drop** the text.

#### To copy and paste text:

Copying text creates a **duplicate** of the text.

1. Select the **text** you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.
3. Place the insertion point where you want the text to appear.
4. Click the **Paste** command on the Home tab. The text will appear.

#### To cut and paste text:

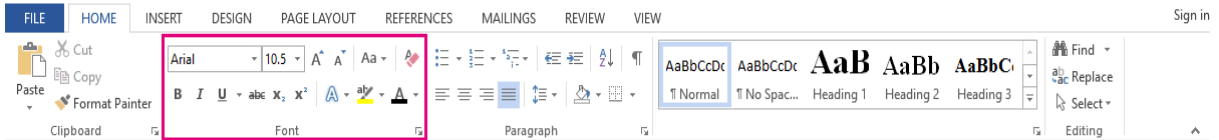
1. Select the **text** you want to cut.
2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.
3. Place your insertion point where you want the text to appear.



4. Click the **Paste** command on the **Home** tab. The text will appear.

You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

- After Clipboard, we will move to the Font.

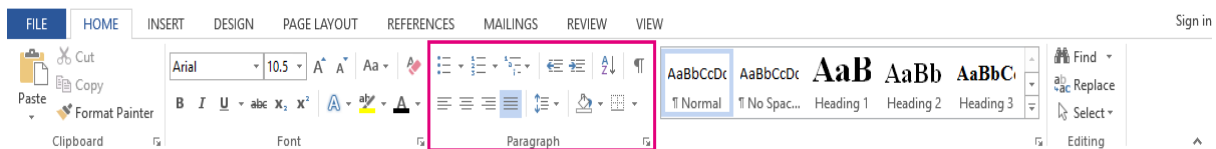


Font

In Font feature of Home tab:

- ✓ You can pick a new font for your text
- ✓ Change the size of your text
- ✓ Increase/Decrease the size of text
- ✓ You can make your text **bold**, *italic* and underline
- ✓ Change the colour of text
- ✓ Highlight the text using colours.

- Paragraph:

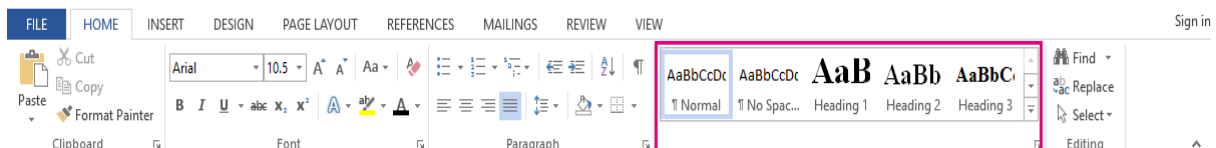


Paragraph

In Paragraph feature of Home tab:

- ✓ You can create bulleted list, numbered list, multilevel list.
- ✓ Align the content using left, right, center and justify.
- ✓ Line and paragraph spacing.
- ✓ Borders. etc.

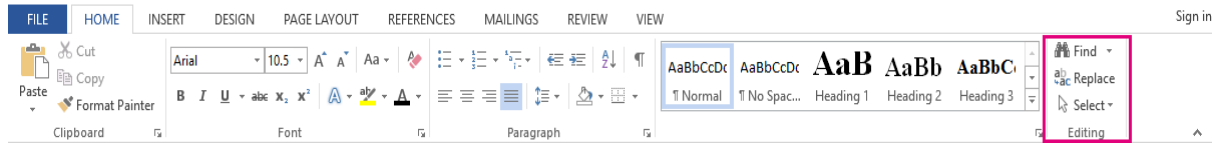
- Styles:



Styles

With Style feature of Home tab, you can change the text or paragraph style for the document.

- Editing:



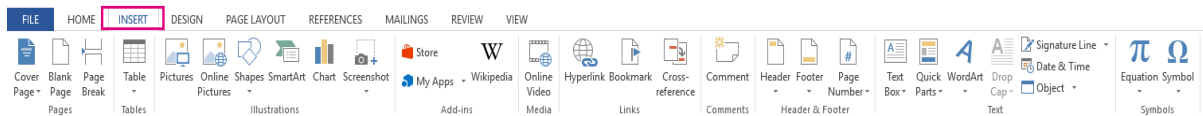
## Styles

Editing plays an important role, if you want some modification in your document. It includes following stuffs:

- ✓ Find: You can find text or other content in the document.
- ✓ Replace: Search for text you'd like to change, and replace it with something else.
- ✓ Select: Select text or object in your document.

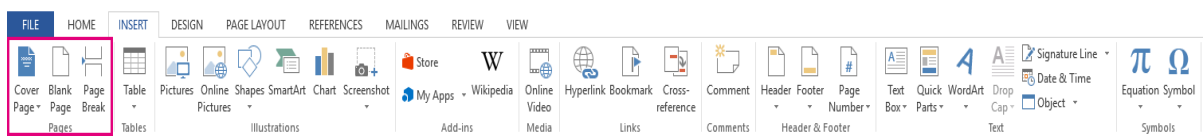
## Working with Insert Tab

Insert tab includes Pages, Tables, Illustrations, Add-ins, Media, Links, Comments, Header & Footer, Text, Symbols.



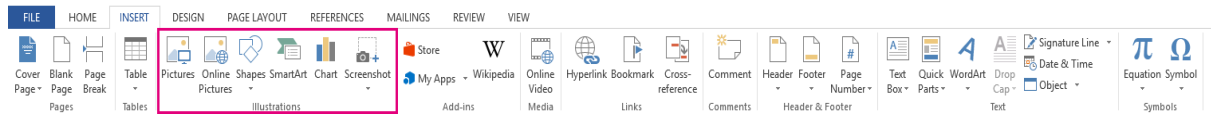
## Insert Tab

- Starting with Pages & Table, it includes Cover Page, Blank Page and Page Break with adding of tables in the document.
  - ✓ Cover Page: You can add any cover of your choice in the document.
  - ✓ Blank Page: Add a blank page anywhere in your document.
  - ✓ By this, you can end the current page here, and move to the next page.
- With tables, you can insert or draw a table.



## Pages

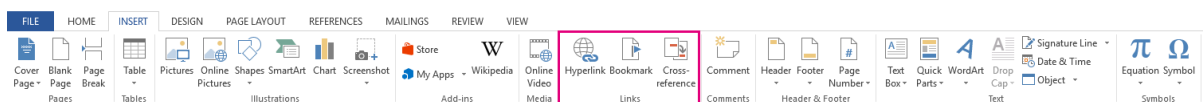
- Illustrations have Pictures, shapes, charts, etc.



### Illustrations

- You can insert pictures from your computer as well as from online source into the document.
- Insert ready-made shapes, such as circles, squares and arrows.
- With SmartArt and Charts, you can make your information more clear using graphs, pie-charts, etc.

- Links is used to provide Hyperlink, bookmark and Cross-reference.



### Links

- Header & Footer: It is used to repeat the content on every page.



### Header & Footer

- Text: This part includes Text Box, Quick Parts, Word Arts, Date & Time



### Text

- Symbol: With symbol, you can add those symbols that are not on your keyboard.



## Working with Design Tab

With Design tab, you can pick a new theme to give your document a new style of work. Design tab also include Page Background features like Watermark, page color, page borders.



Design Tab

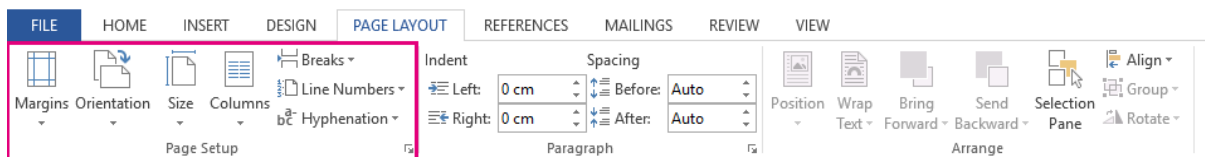
- **Page Background:** This includes Watermark, which is used to make confidential or official documents. With Page color, you can change the color of whole pages in the document. Using Page Borders, you can add or change border around your page.



Page Background

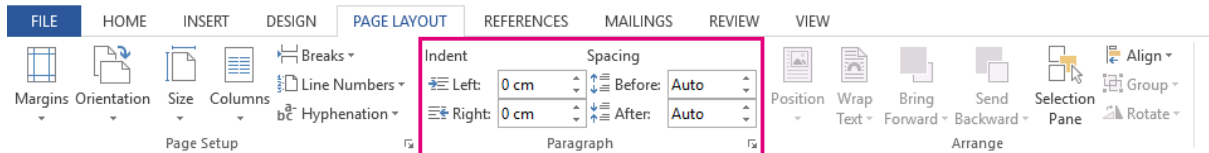
## Working with Page Layout Tab

In Page Layout tab, you can setup the size of page according to your requirement. By default, it takes A4 size of sheet layout.



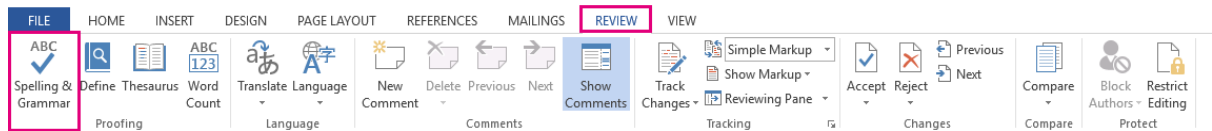
Page Layout

- Also you can Indent the margin, and spacing on the page.



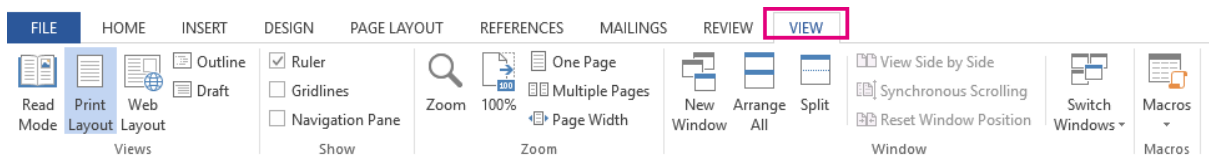
## Working with Review and View Tab

Most important feature of Review tab is Spelling & Grammar. With the help of this feature, you can check the typo error on your page document.



Review Tab

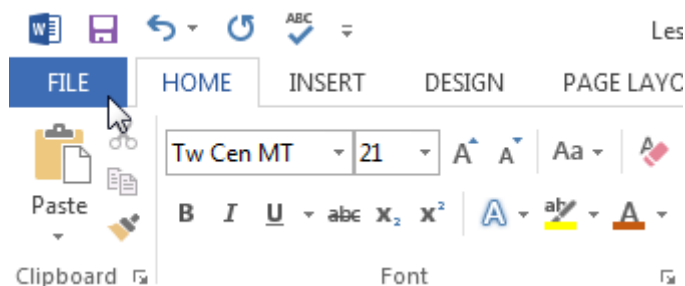
View tab have Page Layout, Ruler, Zoom type of features.



View Tab

## To access the Print pane:

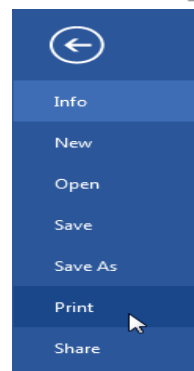
1. Select the **File** tab. **Backstage view** will appear.



2. Select **Print**. The **Print** pane will appear.

3. Click **Print**.

Print



# Microsoft Excel:

Microsoft Excel 2007 has a completely redesigned user interface. The standard menus along the top have been removed and replaced with a series of toolbars Microsoft calls “The Ribbon.” These tool bars are changed using tabs at the top and try to automatically adjust themselves to the content you are working with. If you select an image it will automatically switch to the picture tools. The new layout seems to offer easier access to most of the features of Excel allowing for more complex documents to be created quicker.



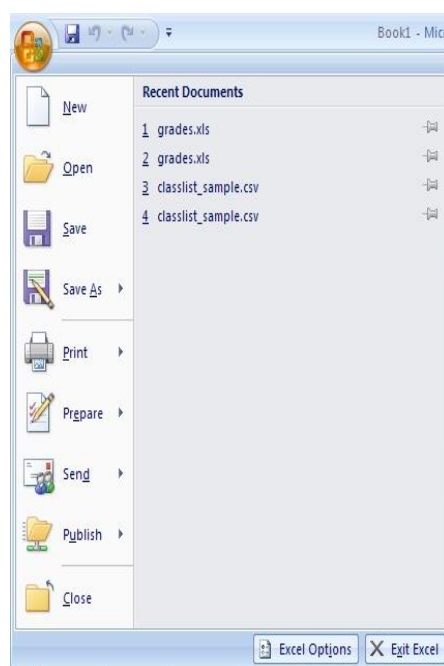
MS Excel Logo

The first thing most people will need to relearn is where to go to open a document, create a new one, save your document and print. Clicking the Office logo at the top left of the screen will provide most of the items formerly found under the file menu including those listed above. Beside the logo you also will find a disk icon to save your document as well as the undo and redo buttons. More buttons can be added to this “Quick Access Toolbar” through the Excel options mentioned in the next section.

As you can see here the Office logo opens up listing your options for new, open etc. and also contains a list of your recent documents for quick opening. Any of the items listed with an arrow beside them will replace the recent documents on the right with the options associated with the menu item. You should also see at the bottom right of this menu a button for exiting Excel and changing Excel’s options.

## Save as

The save as option will provide you with the most common file formats to save your document in. The common ones are Excel Workbook, Excel Macro-enabled Workbook, Excel Binary



Workbook, and Excel 97-2003 Workbook. The last one is the option most people should be using currently, especially if they wish to share documents with others who do not have the new version of Office.

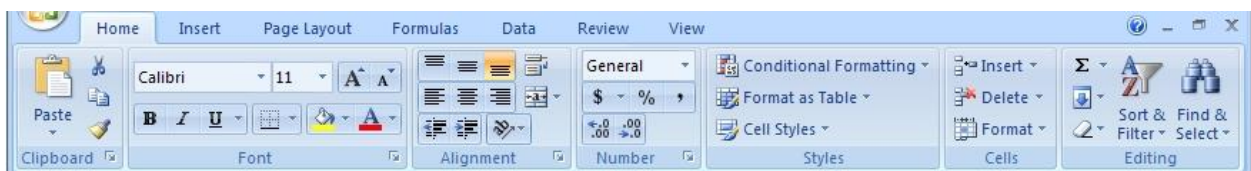
## Print

Here you can choose from Print, Quick Print and Print Preview. Print brings up the standard print dialog box, quick print will print one copy without any dialog box coming up and print preview will bring up the print preview screen.

## Prepare

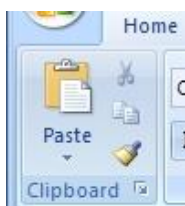
The prepare menu's most common options are Properties, Inspect Document, Mark as Final and Run Compatibility Checker. The properties option allows you to setup metadata for the document like Author, Title, keywords, comments and others. Inspect Document will scan the document for any hidden data like comments and annotations, and any hidden collaboration data. This is very useful when making a previously private document public. It will help you find any comments or changes made previously that should not be made public. Mark as Final will mark the document as a final copy and make it read only so changes cannot be made. The last common item, Run Compatibility Checker will scan the document for new features that were used and show you these. This is recommended if you were creating a document in the new file format but now need to convert it back to the Office 2003 format to share with someone who does not have Office 2007.

## The Home Tab



The home tab the basic formatting tools found in Excel 2007. You will find seven sections, Clipboard, Font, Alignment, Number, Styles, Cells and Editing. Clicking the down arrow beside any of the icons here will drop down more options for that tool. Each section also contains an arrow in the bottom right corner which will open a window containing the options found in that section.

## Clipboard



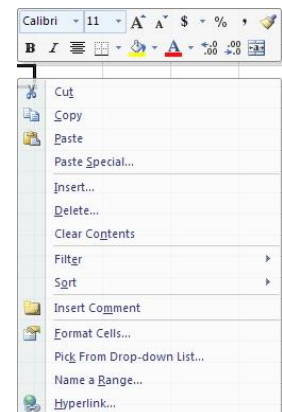
The Clipboard allows you to cut, copy, paste and copy formatting from one place to another.

## Font



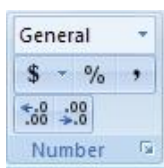
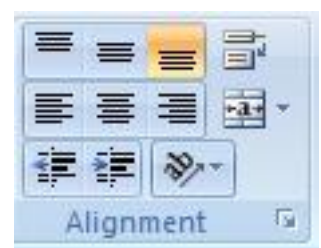
The font section of the ribbon provides a section to handle the basic text formatting. Items such as bold, underline,

strikethrough, highlight and font type can be changed here. Some items from this section and some items from the number section are also available by right clicking a cell. This saves having to move your cursor all the way to the top of the screen for some common formatting items.



## Alignment

The alignment section provides icons to justify, Vertical alignment, indents, text wrap, merge cells and centre text and text orientation.



## Number

The number section provides the options for formatting numbers. You can choose the type of number, like date, currency, percentage, fraction or general.

You can also increase or decrease the number of decimal places shown.



## Styles

The styles section allows you to quickly change the formatting of a section of cells by choosing one of the predefined styles. You can choose different types of conditional formatting, table formatting or cell styles. These are used to change the visual appearance of a section to quickly show what is being displayed in an area.



## Cells

This section allows you to insert or delete cells, rows, columns, or sheets. You can also format the height or width of columns and rows, hide or unhide elements, organize or protect cells and sheets. There are a lot of features in this section under the format option.



## Editing

The editing section gives you options for inserting functions, filling formulas across cells, clearing formatting and formulas, sorting and finding. Again, there is a large number of options in this area. These options are also included in the image to left.



## Insert Tab



The insert tab has five sections for inserting most types of objects. The sections are tables, illustrations, charts, links, text and symbols.

## Tables

The tables section has an option for pivot tables and charts and tables. You can select an area and turn it into a formatted table or pivot table with these options. Once you have created your table there is another tab which becomes available to work with the table design. This tab is shown below.

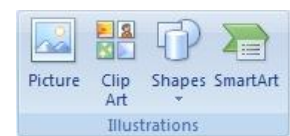


## Table Design



## Illustrations

The Illustrations section allows you to insert pictures, clipart, shapes, and SmartArt. After inserting or selecting a picture you are provided with a new toolbar along the top shown here.



This toolbar gives you the ability to change the brightness, contrast, shape, position, text wrapping and other options for the picture. Clicking off the picture or on one of the other tabs will take you back to the standard toolbars. The Shapes option of the Illustrations section allows you to insert lines, arrows, boxes, basic flowchart shapes and a number of others. The SmartArt option provides features like org charts, flow charts, illustrated lists and processes. The Chart option is similar to Excel 2003 but it offers more options for your charts.



### Charts

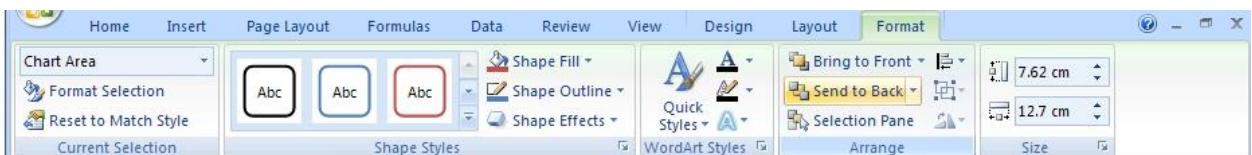
The charts section provides drop down menus to insert different types of column, line, pie, bar, area, scatter and other types of charts. Once you create a chart you will get three additional tabs to work with your chart. They are shown below.

### Chart Design Tab



### Chart Layout Tab

### Chart Format Tab



### Links

The links section provides options for inserting hyperlinks to your spreadsheet.

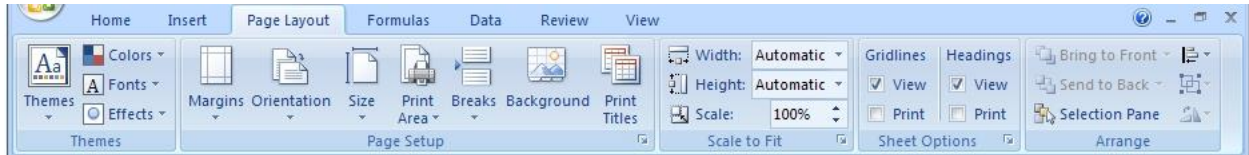
### Text

Options in the text section include text box, header and footer, WordArt and a number of predefined text blocks like



a signature line and symbols. There are a lot of option in here to setup on your own or you can use Excel's predefined options.

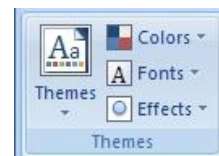
## Page Layout Tab



The page layout tab has five sections, Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange.

### Themes

The themes section provides a quick way to format your document. By choosing a theme you will have a set colour scheme, font combinations, and effects. You can choose one of the provided themes, modify any provided theme or create your own. You can also go online in this section and browse Microsoft.com for additional themes. Be aware that changing your theme after creating a document may require you to reformat some items as themes also include some layout options.



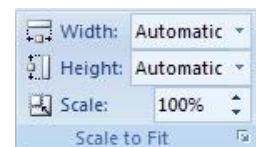
### Page Setup

Page setup provides you with the tools to change margins, size, orientation, columns, breaks, backgrounds and add print titles to the document.



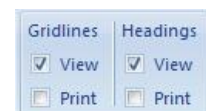
### Scale To Fit

This section allows you to scale to fit your document onto a certain number of pages or to scale it to a certain percentage of it's current size.



### Sheet Options

This section gives you checkboxes to view or print headings and gridlines.

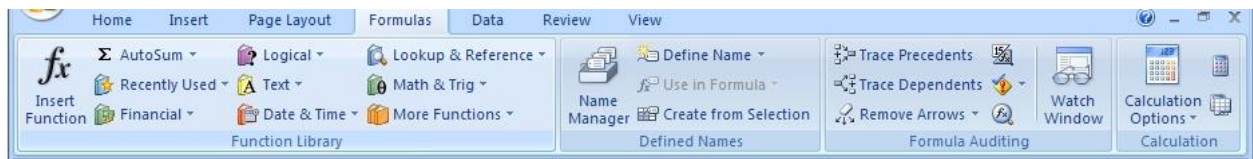


### Arrange

The arrange section is also found in the image toolbar when an image is selected. Here you can change an images position, the alignment, grouping and rotation or the image.

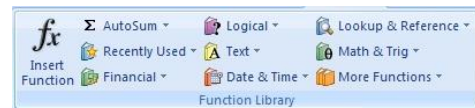


## Formulas Tab



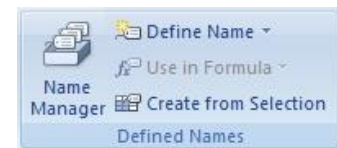
The formulas tab contains four sections, function library, defined names, formula auditing and calculation.

### Function Library



This section gives you access to the large number of predefined Excel functions. There are Auto Sum functions, financial, logical, text, date and time, lookup and reference, math and trig, and additional functions. It also provides a section for recently used functions so you can get back to the ones that you use the most quickly.

### Defined Names



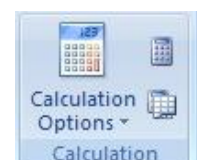
The defined names section allows you to create names or variables to be referenced in other areas. This would be like assigning “taxrate” to cell b2 so in a formula you can easily see what you were referencing when you look at a formula months after creating it. The formula =A10\*taxrate means more later than =a10\*b2

### Formula Auditing



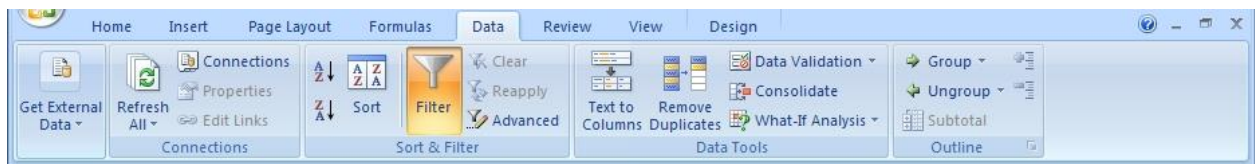
This section provides tools to manage formulas to ensure that they are correct. You can use the tools here to find out what cells your formula depends on, what cells depend on the current cell, and show the formula in a cell instead of the resulting value. There is also a tool for error checking which will look for common errors in formulas.

### Calculation



Here you can turn on or off automatic calculation from formulas. If you turn off automatic calculations you can use this area to calculate the current cell or the whole sheet.

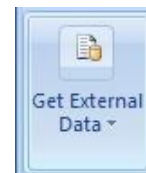
## Data Tab



The data tab contains five sections, get external data, connections, sort and filter, data tools, and outline.

### Get External Data

This is a single drop down item which allows you to refresh data from an external source. You can pull in data from Access, the Internet, text files or from other external sources.



### Connections

Here is where you manage any connections to outside sources. The setup done here is what allows you to pull data from the external sources listed above.



### Sort & Filter

Here you can sort or filter your data based on criteria you specify. You can use simple alphabetical sorting or create more complex filters to manipulate your data.



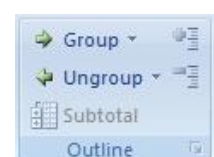
### Data Tools

With the data tools section you can take text and turn it into columns, remove duplicates, check your data to make sure it is valid based on different criteria. Are they all whole numbers? Are they all properly formatted dates? You can also consolidate data or do "What if" analysis where you can check you data against different scenarios.

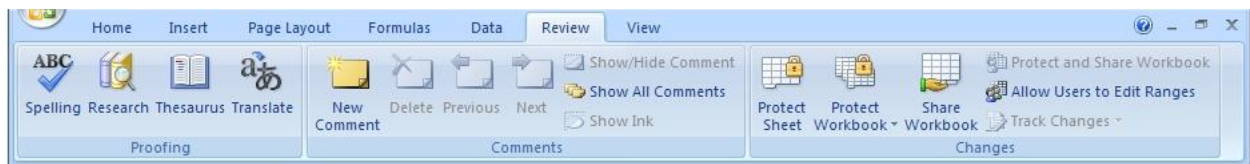


### Outline

The final section in the data tab provides tools to group or ungroup rows or columns and obtain subtotals for grouped items.



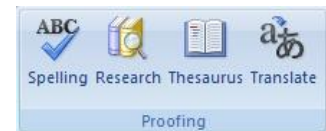
## Review Tab



The review tab offers three sections which include proofing, comments, and changes.

### Proofing

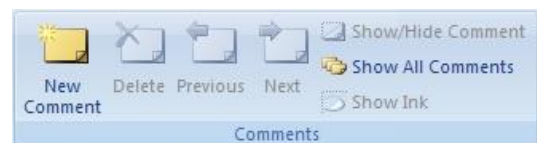
The proofing section provides the standard spelling and grammar check, a thesaurus, and research tools that include MSN search and Microsoft Encarta encyclopedia. You will also find translation tools to help with single words or the whole document. The translation of the entire document is done by an online service called Wordlingo.



### Comments

The comments section allows you to add comments to a document for easier collaboration.

You can cycle through the comments to find out what notes you left for yourself or others and you can delete a comment that was made when it is no longer relevant.

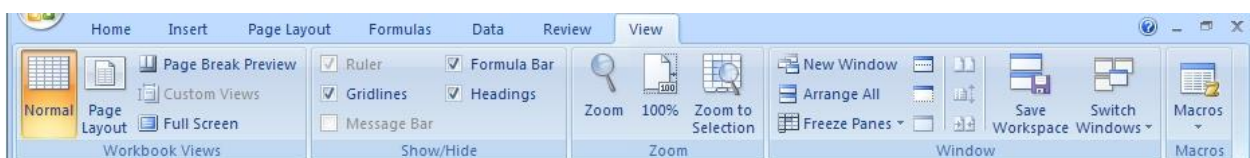


### Changes

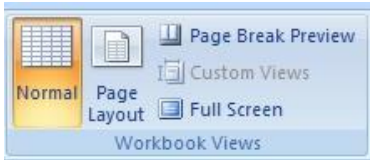
The changes section allows you to protect a sheet or the entire workbook, you can also share a workbook. Some of the sharing features are only available to users on a Windows domain. This authenticates the users against the domain for access so this will not work for many people.



### View Tab



The view tab offers five sections which include workbook views, show/hide, zoom, window and macros.



## Workbook Views

The workbook views section switches your display between normal view, page layout, full screen and page break preview.

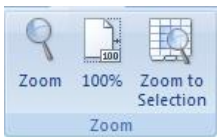
The page layout will show you what will be on each page and provide a way to add headers and footers to each page. The page break preview will show you a scaled version of your spreadsheet with dotted lines showing where the page breaks will be. There is also a way to work with custom views here.



## Show/Hide

The show/hide section will toggle certain tools on or off the screen including rulers, gridlines, message bar, formula bar and headings.

The rulers will show along the top and left side of the screen. Gridlines will show the grids around each cell. They will be visible on screen but don't print.



## Zoom

The zoom section provides tools to zoom into or out of the document. You can choose your own zoom factor or use the predefined zoom factor

of 100% or you can select a section and zoom so it fills your screen.

## Window

The window section allows you to create a new window, arrange your windows one on top of the other or split your window so the same document is viewed in two screens one on top of the other. You can also hide and unhide a window. Once you have arranged your windows the way you like them you can save the workspace so you can open to this setup when you need to work on these items again. This is very handy for setups where you need to work on multiple documents at once and you have to do this a lot. You can also choose which window to work on through the switch windows drop down menu.

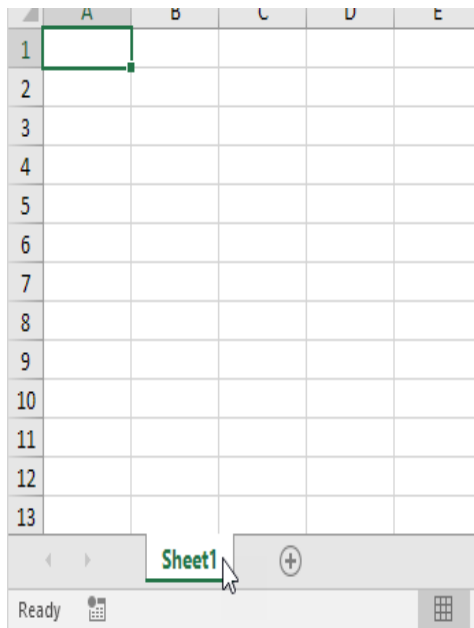


## Macros

The macros section provides the tools required to work with and create basic macros. You can view existing macros or record your own. Choose record macro from the drop down and then perform the functions you do often, like change the page layout, and style of the document. Once you have done those tasks then stop recording. You will be able to use



that macro over again to shorten the steps you need to take every time you need to perform that set of tasks.



Microsoft Excel consists of worksheets. Each worksheet contains columns and rows. The columns are lettered A to Z and then continuing with AA, AB, AC and so on; the rows are numbered 1 to 1,048,576. The number of columns and rows you can have in a worksheet is limited by your computer memory and your system resources.

The combination of a column coordinate and a row coordinate make up a cell address. For example, the cell located in the upper-left corner of the worksheet is cell A1, meaning column A, row 1. Cell E10 is located under column E on row 10. You enter your data into the cells on the worksheet.

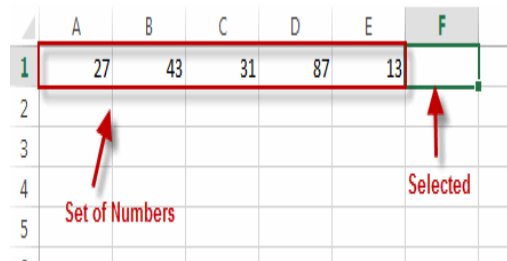


## AutoSum (and Other Common Auto-Formulas)

Some formulas can be entered simply by clicking a button in Excel. Excel will even guess which data the formula applies to, meaning that if your spreadsheet is properly laid out, you don't have to select the cells.

### AutoSum

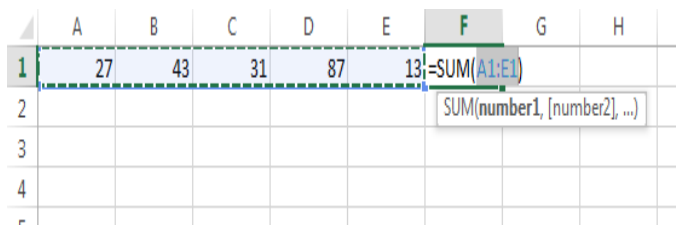
To quickly sum a row or column of data:



1. Select the cell to the right or at the bottom of a set of numbers:

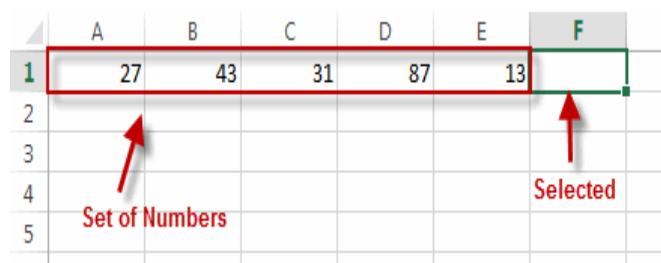


2. On the HOME tab, in the Editing group, click the AutoSum command:



Note that Excel guesses the data you wish to sum and gives you the option to edit the formula if you wish:

Count Numbers/ Average/Min/Max.

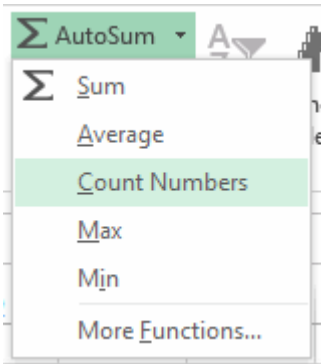


To quickly count the number of cells in a row or column that have data:

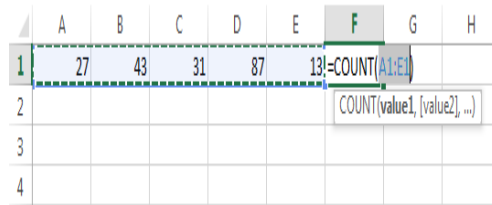
1. Select the cell to the right or at the bottom of a set of numbers:



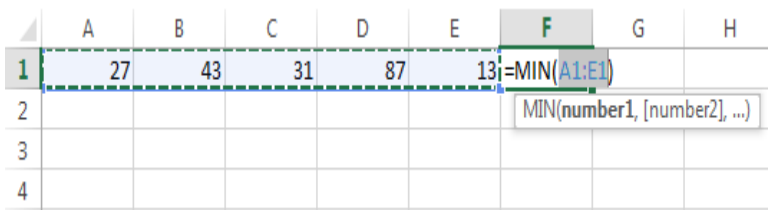
2. On the HOME tab, in the Editing group, click the drop-down arrow to the right of the AutoSum command:



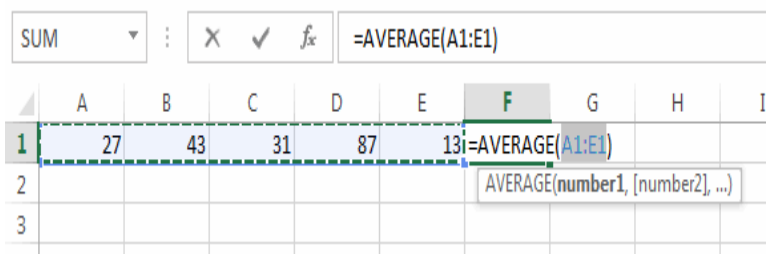
3. Select Count Numbers:



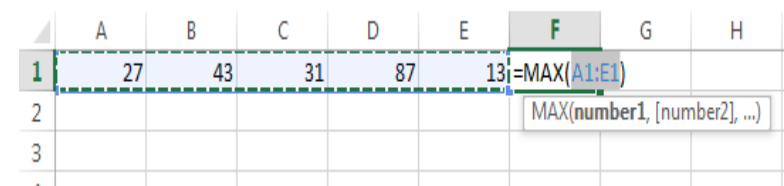
Note that Excel guesses the cells in which you wish to count numbers and gives you the option to edit the formula if you wish:



Note that Excel guesses the cells in which you wish to find the minimum number and gives you the option to edit t



Note that Excel guesses the cells in which the data you wish to average lies and gives you the option to edit the formula if you wish:



Note that Excel guesses the cells in which you wish to find the maximum number and gives you the option to edit the formula if you wish:

IF function examples for numbers: greater than, less than, equal to

The use of the IF function with numeric values is based on using different comparison operators to express your conditions.

You will find the full list of logical operators illustrated with formula examples in the table below.

Condition	Operator	Formula Example	Description
Greater than	>	=IF(A2>5, "OK",)	If the number in cell A2 is greater than 5, the formula returns "OK"; otherwise 0 is returned.
Less than	<	=IF(A2<5, "OK", "")	If the number in cell A2 is less than 5, the formula returns "OK"; an empty string otherwise.
Equal to	=	=IF(A2=5, "OK", "Wrong number")	If the number in cell A2 is equal to 5, the formula returns "OK"; otherwise the function displays "Wrong number".
Not equal to	<>	=IF(A2<>5, "Wrong number", "OK")	If the number in cell A2 is not equal to 5, the formula returns "Wrong number "; otherwise - "OK".
Greater than or equal to	>=	=IF(A2>=5, "OK", "Poor")	If the number in cell A2 is greater than or equal to 5, the formula returns "OK"; otherwise - "Poor".
Less than or equal to	<=	=IF(A2<=5, "OK", "")	If the number in cell A2 is less than or equal to 5, the formula returns "OK"; an empty string otherwise.

The screenshot below demonstrates the IF formula with the "Greater than or equal to" logical operator in action:

B	C
Correct answers	Result
7	OK
3	Poor
1	Poor
9	OK
0	Poor
5	OK
9	OK

Excel IF function examples for text values

Generally, you write an IF formula for text values using either "equal to" or "not equal to" operator, as demonstrated in a couple of IF examples that follow.

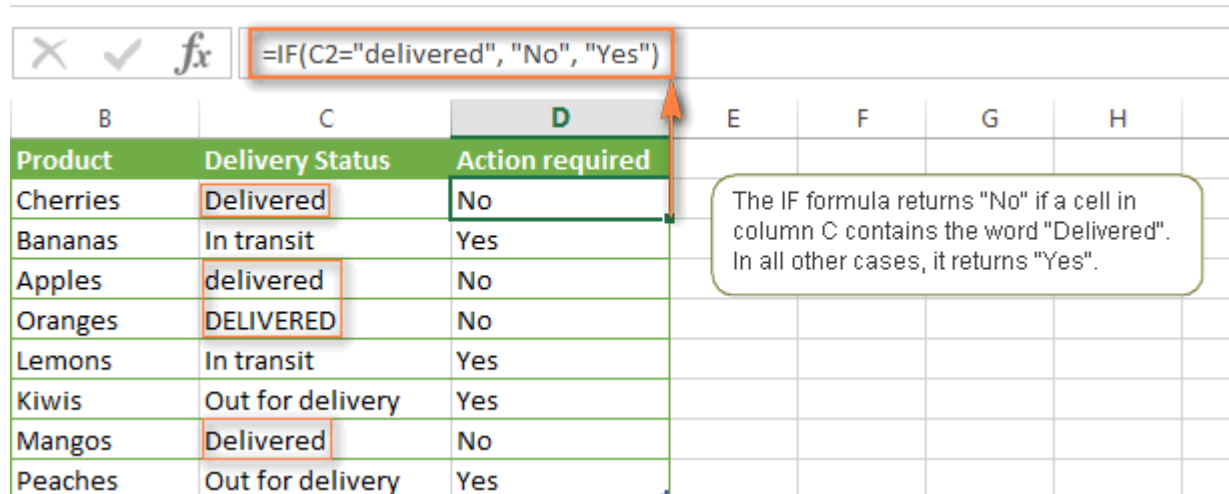
#### Example 1. Case-insensitive IF formula for text values

Like the overwhelming majority of Excel functions, IF is case-insensitive by default. What it means for you is that logical tests for text values do not recognize case in usual IF formulas.

For example, the following IF formula returns either "Yes" or "No" based on the "Delivery Status" (column C):

```
=IF(C2="delivered", "No", "Yes")
```

Translated into the plain English, the formula tells Excel to return "No" if a cell in column C contains the word "Delivered", otherwise return "Yes". At that, it does not really matter how you type the word "Delivered" in the logical\_test argument - "delivered", "Delivered", or "DELIVERED". Nor does it matter whether the word "Delivered" is in lowercase or uppercase in the source table, as illustrated in the screenshot below.



B	C	D	E	F	G	H
Product	Delivery Status	Action required				
Cherries	Delivered	No				
Bananas	In transit	Yes				
Apples	delivered	No				
Oranges	DELIVERED	No				
Lemons	In transit	Yes				
Kiwis	Out for delivery	Yes				
Mangos	Delivered	No				
Peaches	Out for delivery	Yes				

The IF formula returns "No" if a cell in column C contains the word "Delivered". In all other cases, it returns "Yes".

Another way to achieve exactly the same result is to use the "not equal to" operator and swap the value\_if\_true and value\_if\_false arguments:

```
=IF(C2<>"delivered", "Yes", "No")
```

#### Example 2. Case-sensitive IF formula for text values

If you want a case-sensitive logical test, use the IF function in combination with EXACT that compares two text strings and returns TRUE if the strings are exactly the same, otherwise it returns FALSE. The EXACT function is case-sensitive, though it ignores formatting differences.

You use IF with EXACT in this way:

```
=IF(EXACT(C2,"DELIVERED"), "No", "Yes")
```

Where C is the column to which your logical test applies and "DELIVERED" is the case-sensitive text value that needs to be matched exactly.

`=IF(EXACT($C5,"DELIVERED"), "No", "Yes")`

B	C	D
Product	Delivery Status	Action required
Cherries	Delivered	Yes
Bananas	In transit	Yes
Apples	delivered	Yes
Oranges	DELIVERED	No
Lemons	In transit	Yes
Kiwis	Out for delivery	Yes
Mangos	Delivered	Yes
Peaches	Out for delivery	Yes

Naturally, you can also use a cell reference rather than a text value in the 2nd argument of the EXACT function, if you want to.

Note. When using text values as parameters for your IF formulas, remember to always enclose them in "double quotes".

### Example 3. IF formula for text values with partial match

If you want to base your condition on a partial match rather than exact match, an immediate solution that comes to mind is using wildcard characters (\* or ?) in the logical\_test argument. However, this simple and obvious approach won't work. Many Excel functions accept wildcards, but regrettably IF is not one of them.

A solution is to use IF in combination with ISNUMBER and SEARCH (case-insensitive) or FIND (case-sensitive) functions.

For example, if No action is required both for "Delivered" and "Out for delivery" items, the following formula will work a treat:

`=IF(ISNUMBER(SEARCH("deliv",C2)), "No", "Yes")`

`=IF(ISNUMBER(SEARCH("deliv",C2)), "No", "Yes")`

B	C	D
Product	Delivery Status	Action required
Cherries	Delivered	No
Bananas	In transit	Yes
Apples	delivered	No
Oranges	DELIVERED	No
Lemons	In transit	Yes
Kiwis	Out for delivery	No
Mangos	Delivered	No
Peaches	Out for delivery	No

## Exercise

Test the A1 cell to see if the value is less than or equal to 5. If it is, display a suitable message. If it's not, display the message "Greater than Five".

## Complex If Functions

The If Functions you've just met are consider fairly simple ones. They can get really complex!

Consider our Student Exam problem. The spreadsheet we created to track our students looks like this, from an earlier section:

	A	B	C	D	E	F	G	H	I	J	K
1		Steven	Mary	Ann	Raymond	Mark	Paul	Eliza	Kelly		Averages
2	Maths	76	89	43	48	51	76	87	56		65.75
3	English	55	85	78	61	47	87	91	73		72.13
4	Science	65	82	39	58	52	65	57	45		57.88
5	History	45	91	56	72	49	56	78	56		62.88
6	Geography	51	84	54	64	47	64	67	67		62.25
7	Art	43	63	49	62	39	89	64	63		59.00
8	Computer Studies	63	95	45	59	41	92	89	52		67.00
9	French	35	91	65	26	28	51	92	56		55.50
10											
11	Overall Average	54.13	85.00	53.63	56.25	44.25	72.50	78.13	58.50		

However, we want to display the following grades as well:

A If the student scores 80 or above

B If the student scores 60 to 79

C If the student scores 45 to 59

D If the student scores 30 to 44

FAIL If the student scores below 30

With such a lot to check for, what will the IF Function look like? Here's one that works:

`=IF(B2>=80, "A", IF(B2>=60, "B", IF(B2>=45, "C", IF(B2 >=30, "D", "Fail" ) ) ) )`

Quite long, isn't it? Look at the colours of the round brackets above, and see if you can match them up. What we're doing here is adding more IF Functions if the answer to the first question is NO. If it's YES, it will just display an "A".

But take a look at our Student Exam spreadsheet now:

B14    fx    =IF(B2>=80, "A", IF(B2>=60, "B", IF(B2>=45, "C", IF(B2 >=30, "D", "Fail"))))

	A	B	C	D	E	F	G	H	I	J	K
1		Steven	Mary	Ann	Raymond	Mark	Paul	Eliza	Kelly		Averages
2	Maths	76	89	43	48	51	76	87	56		65.75
3	English	55	85	78	61	47	87	91	73		72.13
4	Science	65	82	39	58	52	65	57	45		57.88
5	History	45	91	56	72	49	56	78	56		62.88
6	Geography	51	84	54	64	47	64	67	67		62.25
7	Art	43	63	49	62	39	89	64	63		59.00
8	Computer Studies	63	95	45	59	41	92	89	52		67.00
9	French	35	91	65	26	28	51	92	56		55.50
10											
11	Overall Average	54.13	85.00	53.63	56.25	44.25	72.50	78.13	58.50		
12											
13		Steven	Mary	Ann	Raymond	Mark	Paul	Eliza	Kelly		
14	Maths	B	A	D	C	C	B	A	C		
15	English	C	A	B	B	C	A	A	B		
16	Science	B	A	D	C	C	B	C	C		
17	History	C	A	C	B	C	C	B	C		
18	Geography	C	A	C	B	C	B	B	B		
19	Art	D	B	C	B	D	A	B	B		
20	Computer Studies	B	A	C	C	D	A	A	C		
21	French	D	A	B	Fail	Fail	C	A	C		
22											

After the correct answer is displayed in cell B14 on the spreadsheet above, we used AutoFill for the rest!

Don't worry if that long IF statement is making your brain hurt - it is quite complicated.

In the next part, we'll take a look at Conditional Formatting. This is about colouring cells depending on their values. Looks nice on a spreadsheet!

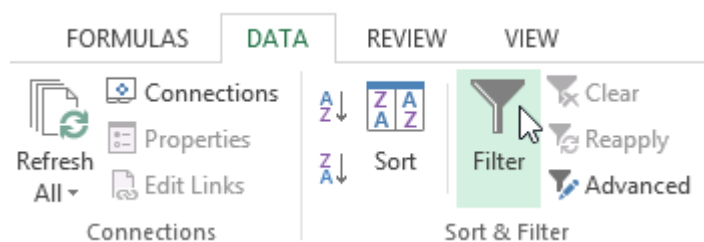
To filter data:

In our example, we'll apply a filter to an equipment log worksheet to display only the laptops and projectors that are available for checkout.

In order for filtering to work correctly, your worksheet should include a header row, which is used to identify the name of each column. In our example, our worksheet is organized into different columns identified by the header cells in row 1: ID#, Type, Equipment Detail, and so on.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumina Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Zoom Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta

Select the Data tab, then click the Filter command.



A drop-down arrow will appear in the header cell for each column.

Click the drop-down arrow for the column you want to filter. In our example, we will filter column B to view only certain types of equipment.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
2	3000	Camera	Saris Lumjna Digital Camera	12-May-13	15-May-13	Shannon Nguyen
3	3005	Camera	Saris Lumjna Z-60 Digital Camera	27-Jul-13	06-Aug-13	Sela Shepard
4	3070	Camera	Omega PixL Digital Camcorder	06-Oct-13		Min Seung
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta

The Filter menu will appear.

Uncheck the box next to Select All to quickly deselect all data.

	A	B	C	D
1	ID #	Type	Equipment Detail	Checked Out
			Digital Camera	12-May-13
			Digital Camera	27-Jul-13
			Digital Camcorder	06-Oct-13
			L200-3	15-Sep-13
			L200-3	14-Aug-13
			L200-3	08-Aug-13
			L200-4X	26-Sep-13
			Laptop	04-Oct-13
			Laptop	19-Sep-13
			Laptop	24-Sep-13
			Laptop	25-Aug-13
			L500-1	05-Oct-13
			L500-1	01-Oct-13
			am Printer II	04-Aug-13
			Maker	13-Jun-13
			ra Travel Bag	27-Jul-13
			Laptop Case	04-Oct-13
			Laptop Case	04-Oct-13
				28-Sep-13
				26-Sep-13
22	6102	Projector	Omega VisX 1.0	22-Aug-13

Check the boxes next to the data you want to filter, then click OK. In this example, we will check Laptop and Tablet to view only those types of equipment.

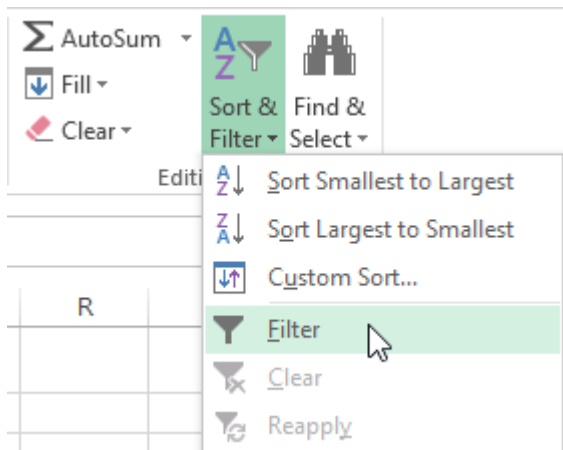


	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
31						
32						

	A	B	C	D
1	ID #	Type	Equipment Detail	Checked Out
			Digital Camera	12-May-13
			Digital Camera	27-Jul-13
			Digital Camcorder	06-Oct-13
			L200-3	15-Sep-13
			L200-3	14-Aug-13
			L200-3	08-Aug-13
			L200-4X	26-Sep-13
			Laptop	04-Oct-13
			Laptop	19-Sep-13
			Laptop	24-Sep-13
			Maker	13-Jun-13
			Travel Bag	27-Jul-13
			Laptop Case	04-Oct-13
			Laptop Case	04-Oct-13
				28-Sep-13
				26-Sep-13
22	6102	Projector	Omega VisX 1.0	22-Aug-13

The data will be filtered, temporarily hiding any content that doesn't match the criteria. In our example, only laptops and tablets are visible.

Filtering options can also be accessed from the Sort & Filter command on the Home tab.



To apply multiple filters:

Filters are cumulative, which means you can apply multiple filters to help narrow down your results. In this example, we've already filtered our worksheet to show laptops and projectors, and we'd like to narrow it down further to only show laptops and projectors that were checked out in August.

Click the drop-down arrow for the column you want to filter. In this example, we will add a filter to column D to view information by date.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	Checked Out: (Showing All)	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
31						
32						

The Filter menu will appear.

Check or uncheck the boxes depending on the data you want to filter, then click OK. In our example, we'll uncheck everything except for August.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" E		01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" E		16-Aug-13	Hank Sorenson
7	1023	Laptop	15" E		15-Aug-13	Jennifer Weiss
8	1025	Laptop	15" E		04-Oct-13	Min Seung
9	1031	Laptop	17" S			Nick Ortiz
10	1032	Laptop	17" S			Stanley Geyer
11	1033	Laptop	17" S		26-Sep-13	George D'Agosta
12	1034	Laptop	17" S		27-Aug-13	Jay Peralta
26	1011	Tablet	10" S			Jay Peralta
27	1012	Tablet	10" S			August Zorn
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41						

The new filter will be applied. In our example, the worksheet is now filtered to show only laptops and tablets that were checked out in August.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
31						
32						

To clear a filter:

After applying a filter, you may want to remove—or clear—it from your worksheet so you'll be able to filter content in different ways.

Click the drop-down arrow for the filter you want to clear. In our example, we'll clear the

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13		Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
31						
32						

filter in column D.

The Filter menu will appear.

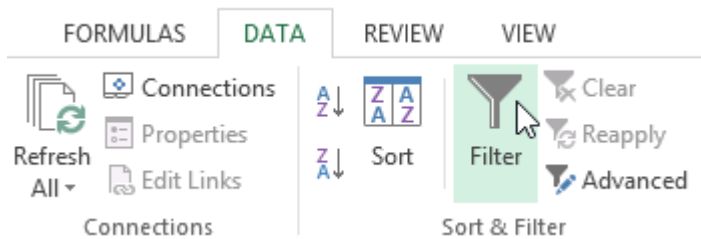
Choose Clear Filter From [COLUMN NAME] from the Filter menu. In our example, we'll select Clear Filter From "Checked Out".

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	16-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13	15-Aug-13	Jennifer Weiss
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
31						
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47						

The filter will be cleared from the column. The previously hidden data will be displayed.

	A	B	C	D	E	F
1	ID #	Type	Equipment Detail	Checked Out	Checked In	Checked Out By
5	1021	Laptop	15" EDI SmartPad L200-3	15-Sep-13	01-Oct-13	Sofie Ragnar
6	1022	Laptop	15" EDI SmartPad L200-3	14-Aug-13	15-Aug-13	Hank Sorenson
7	1023	Laptop	15" EDI SmartPad L200-3	08-Aug-13		Jennifer Weiss
8	1025	Laptop	15" EDI SmartPad L200-4X	26-Sep-13	04-Oct-13	Min Seung
9	1031	Laptop	17" Saris X-10 Laptop	04-Oct-13		Nick Ortiz
10	1032	Laptop	17" Saris X-10 Laptop	19-Sep-13		Stanley Geyer
11	1033	Laptop	17" Saris X-10 Laptop	24-Sep-13	26-Sep-13	George D'Agosta
12	1034	Laptop	17" Saris X-10 Laptop	25-Aug-13	27-Aug-13	Jay Peralta
26	1011	Tablet	Saris SlimTab Pro	04-Aug-13		Jay Peralta
27	1012	Tablet	Saris SlimTab Pro	29-Sep-13		August Zorn
31						
32						

To remove all filters from your worksheet, click the Filter command on the Data tab.



# Microsoft Power Point:

PowerPoint is a tool you can use to communicate your ideas effectively through visual aids that look professionally designed yet are easy to make. With PowerPoint, you can create slides for your presentation in the output you require: blank and white overheads, color overheads, on-screen electronic slide shows, images, sounds, videos, text, and charts. In addition, you can prepare speaker's notes, print an outline and print audience handouts. All these components in one file make up a PowerPoint Presentation.

Early versions of Microsoft PowerPoint primarily used the .ppt file extension and new versions of PowerPoint use the .pptx file extension. Today, Microsoft PowerPoint can open .ppt, .pptx, .odp (Linux OS) files.



Logo of MS PowerPoint

The following gives you a quick overview of what you can do in PowerPoint:

- When you create a presentation using PowerPoint, the presentation is made up of a series of **slides**. The slides that you create using PowerPoint can also be presented as overhead transparencies or 35mm slides.
- In addition to slides, you can print audience handouts, outlines, and speaker's notes.
- You can format all the slides in a presentation using the powerful **Slide Master** which will be covered in the tutorial.
- You can keep your entire presentation in a single file- all your slides, speaker's notes, and audience handouts.
- You can import what you have created in other Microsoft products, such as Word and Excel into any of your slides.

In this **section** of MS PowerPoint, we will cover-up below topics:

- Getting Started with PowerPoint
- Creating, opening and saving Presentation.

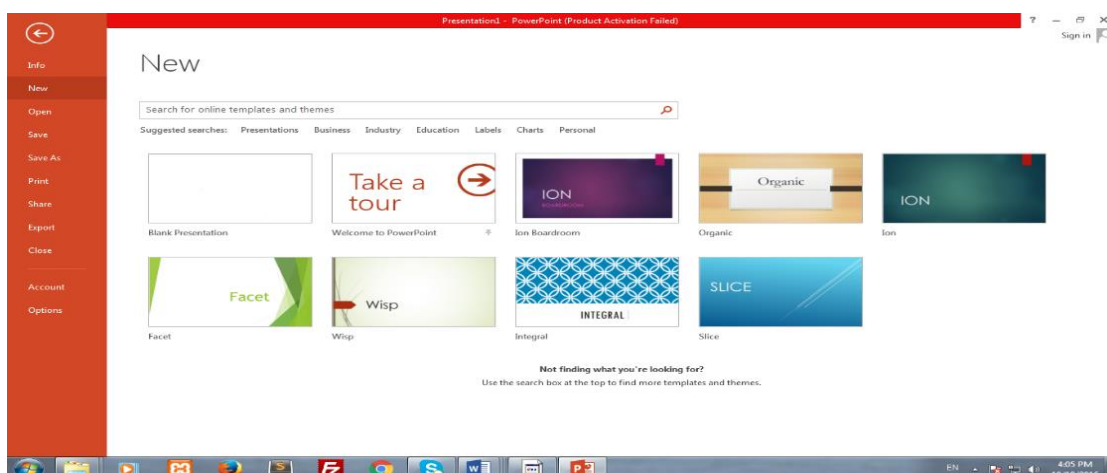
- Working with Home Tab, Slides, Drawing, Font, Indents, paragraph spacing, lists, adding breaks, etc.
- Insert Tab: Slides, Tables, Images, and illustrations, Apps, Links, Comments, Text, Symbols and Media.
- Design: Themes, Variants
- Transitions of slides and Animations
- Slide Show: Start Slide shows, Setup, Monitors.
- Review : Proofing, Languages, Comments, Compare
- View: Presentations Views, Master View, Show, Zoom, Color and Windows.
- Format: Insert Shape, Shape Style, WordArt Style, Arrange, Size.

## Getting Started with PowerPoint

To launch PowerPoint, **Click the Start Button** on the **Windows Taskbar**, select Programs and then click on **Microsoft Office** than click **PowerPoint**. You might also find the PowerPoint icon on your MS Office Toolbar. The PowerPoint startup as shown below. To begin working with PowerPoint, you will need either to open an existing presentation or create a new presentation using one of available options.

They are:-

- Blank Presentation
- From Design template
- From Existing Presentation Photo album.



Open PowerPoint

## Creating, opening and saving Presentation

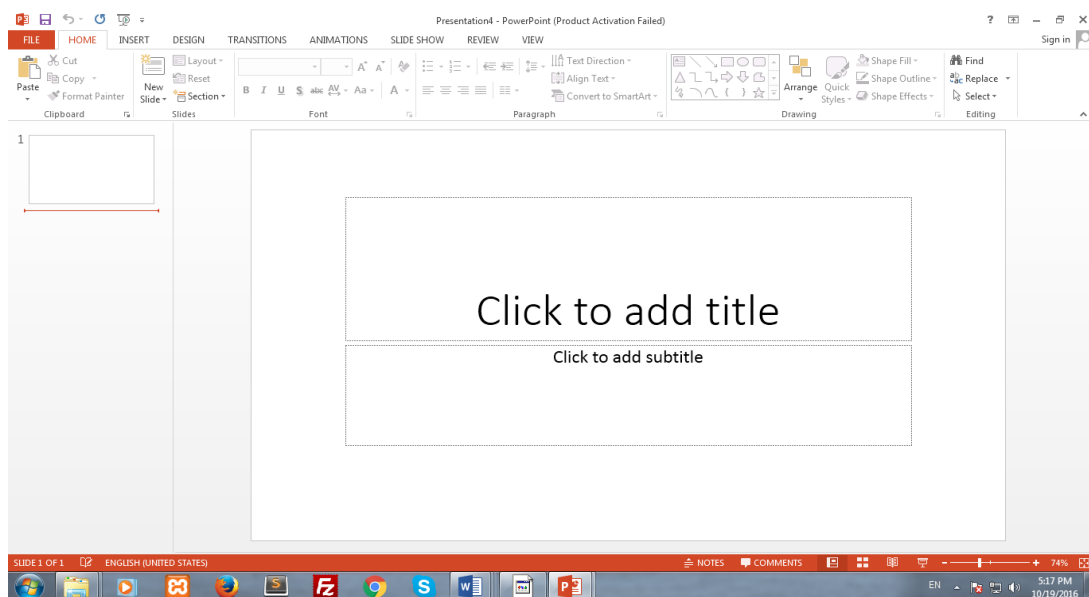
- **Creating a New presentation:** - Whether your presentation will be in the form of an electronic slide show, 35mm slides, overhead or just paper print-outs, the process of creating a PowerPoint Presentation is basically the same. You can start with a template, a design template or a blank presentation. To get to these three basics form, there are three options.
- **Blank Presentation:** - The blank Presentation template is a design template that uses the default formatting and design. It is useful if you want to decide on another design template after working on the presentation content or if you want to create your own custom formatting and design from scratch.

To create a new presentation based on the presentation template, select Blank Presentation from the PowerPoint startup dialog box and click OK. With PowerPoint already running, you can

(1) Select New from the File menu, click the General tab on the New Presentation dialog box, click the Blank Presentation icon and click OK.

(2) Click the new button on the standard toolbar. The New Slide dialog box appears.

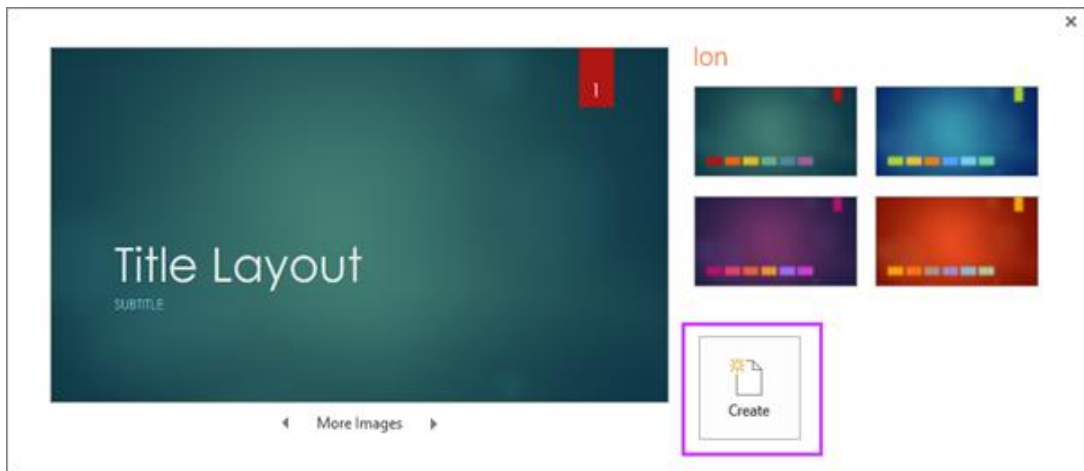
(3) Click **Ctrl+N** to open new slide window.



Open Blank Presentation

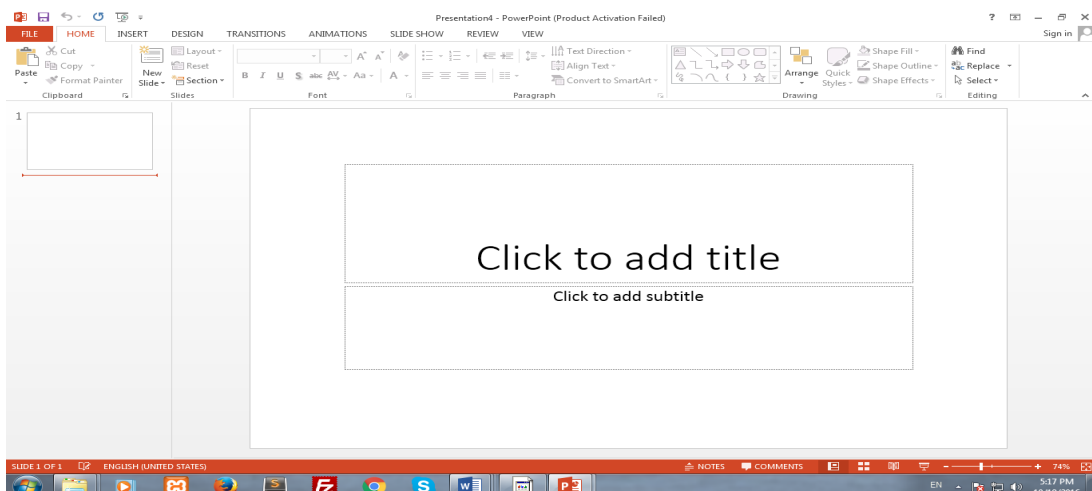


- **Design Template:** - This is advised for first-time and new PowerPoint users. After a few presentations on your own, you more than likely will always choose this option so as to have complete control over your presentation. A design template is a presentation that does not contain any slides but includes formatting and design. It is useful for giving your presentations a professional and consistent appearance. You can start to make a presentation by selecting a design template or you can apply a design template to an existing presentation without changing its contents.



Select PowerPoint Theme/Template

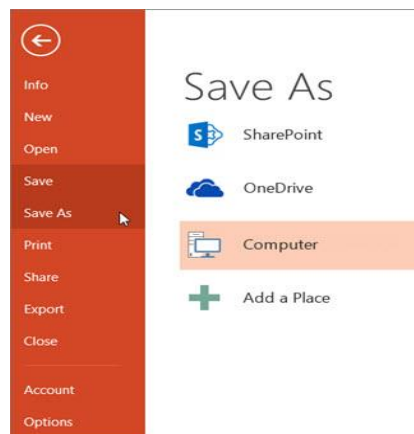
- **Creating Slides:** - When you create a new presentation using a template (including the Blank Presentation template), you start with first and then continue to build the presentation by inserting new slides.



Add New Blank Slide

- **Save your presentation**

- On the File tab, choose Save.
- Pick or browse to a folder.
- In the File name box, type a name for your presentation, and then choose Save.



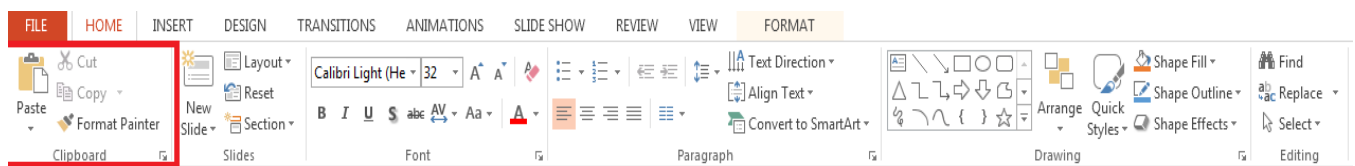
Open PowerPoint

- **Save your presentation file in a different file format**

- On the File tab, select Save As.
- Under Save As, do one of the following:
- Under Recent Folders, select Browse, pick a path and file folder, and then name the file.
- In the Save as type list, pick the file format that you want.
- Select Save.

## Working with Home Tab

Starting with the Clipboard, which have Copy, Paste & Cut feature. These features plays very effective role in preparing of word documents. Word allows you to copy text that is already in your document and paste it to other areas of the document, which can save you time. If there is text you want to move from one area of the document to another, you can cut and paste or drag and drop the text.



Home Tab

## Clipboard

### To copy and paste text:

Copying text creates a **duplicate** of the text.

1. Select the **text** you want to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click the selected text and select **Copy**.
3. Place the insertion point where you want the text to appear.
4. Click the **Paste** command on the Home tab. The text will appear.

### To cut and paste text:

1. Select the **text** you want to cut.
2. Click the **Cut** command on the **Home** tab. You can also right-click the selected text and select **Cut**.
3. Place your insertion point where you want the text to appear.
4. Click the **Paste** command on the **Home** tab. The text will appear.

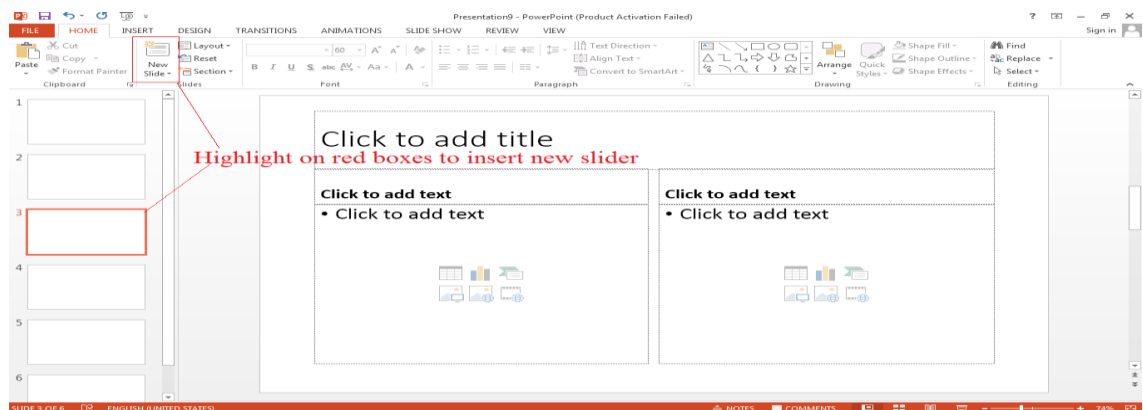
You can access the cut, copy, and paste commands by using keyboard shortcuts. Press **Ctrl+X** to cut, **Ctrl+C** to copy, and **Ctrl+V** to paste.

## Slides

### Inserting New Slides

To add a new slide after the current slide in Slide View:

- Choose New Slide From the Insert menu, or click **new slide**
- Click the Insert New Slide button on the Standard toolbar
- Select slide on standard toolbar and press enter button insert a new slider.



This bring up the New Slide dialog box.

On the New Slide dialog box PowerPoint gives you a set of available slide layouts, called Auto layouts, to choose from. An Auto Layout contains placeholders for titles, Text and objects such as clip art, graphs or tables that you may want to put on a slide. You are not limited only by this option. As you will see later in the handout, anything can be added to any slide. To create slide, click an Auto layout icon that matches the layout of the slide you want to make; the name of the selected Auto layout appears in the lower right side on the dialog box. Then click OK and the new slide appears on the screen.

### **1. Adding Text to Slides**

You can insert text on slides by selecting an Auto Layout with text placeholders. Text placeholders are formatted for titles and bulleted lists. The text formatting, which includes the font, alignment and bullets, depends on the design template you selected.

### **2. Using Text Placeholders: -**

To add text to a slide in Slide in Slide View, simply click on the text placeholders. The directions on the placeholder will disappear, leaving an empty text box with a flashing insertion point. Begin typing. Text automatically wraps as you reach the right border of the placeholder. When you're done, click anywhere else on the slide. To edit text, move the mouse pointer over the text (note that it becomes an I-beam), click and edit.

When making a bulleted list, you automatically create the next bulleted item every time you press Enter. To create sublevels, click the Demote (indent more) button on the Formatting toolbar. To move up a level, click Promote (Indent less). Your bulleted list can have up to five levels.

### **3. Using the Text Tool**

You can use the Text Tool on the Drawing toolbar to add text outside of the text placeholders. In Slide View, click the Text Tool and move the mouse pointer to the point on the slide where you want to insert text. Click to make a label/Caption or drag to make a text box that will wrap the words. Then begin typing and, when you're done, click anywhere else on the Slide.

### **4. Adding slide Objects**

You can incorporate elements, such as graphics and even sound and video, into your slides in one of two ways.

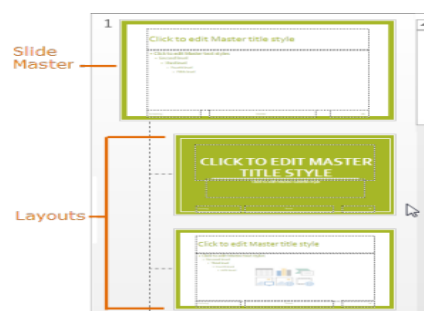
- Select an Auto Layout containing a placeholder for an object. Some placeholders are for specific object such as clip art, graphs, tables, organizational charts or media clips while other placeholders are for all type of objects.
- Select the desired object (Clip Art, Picture, Move, Sound, Microsoft Graph, Microsoft Word Table, and Object) from the insert menu. Click on Object.... From insert menu brings up the Insert object dialog box which lists all the different types of objects that can be embedded in PowerPoint Slides.

## Layout

Change the layout of the slide. Each slide layout contains placeholders for text, videos, pictures, charts, shapes, clip art, a background, and more, and they also contain the formatting, such as theme colors, fonts, and effects, for those objects.

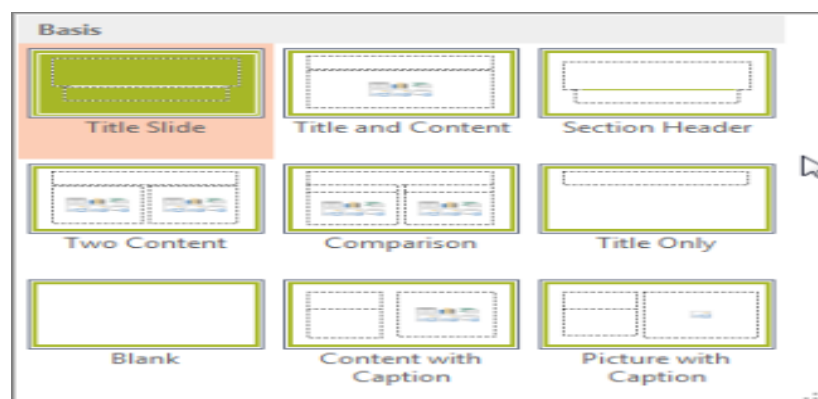
Every **theme** (palette of colors, fonts, and special effects) you use in your presentation includes one slide master and a set of related layouts. If you use more than one theme in your presentation, you'll have more than one slide master and multiple sets of layouts.

You **change the slide layouts** that are built in to PowerPoint in **Slide Master View**. The picture below shows the slide master and two of the ten layouts for the **Basic** theme in Slide Master View.



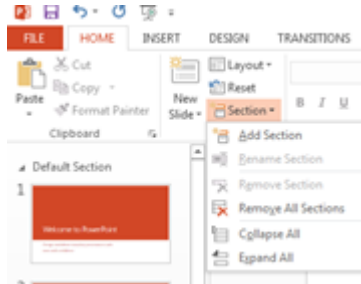
Slide Layouts

And then when you are laying out the content in your slides, you can pick the slide layouts that best suit your content. The following diagram shows the various 'parts' of a layout that you can include on a PowerPoint slide.



**Reset:** - Reset the positions, size, and formatting of the slide placeholders to their default settings.

**Sections:** - Organize yours slides into sections.



Add Sections In slides

## Fonts

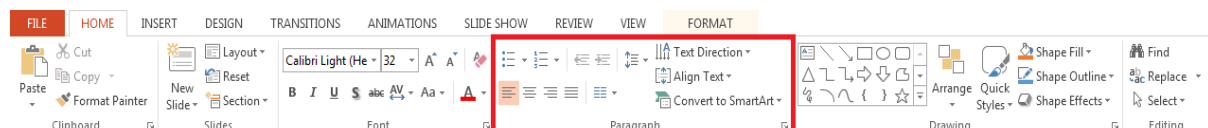


Font

In Font feature of Home tab:

- You can pick a new font for your text
- Change the size of your text
- Increase/Decrease the size of text
- You can make your text **bold**, *italic* and underline
- Change the color of text
- Highlight the text using colors.

## Paragraph:



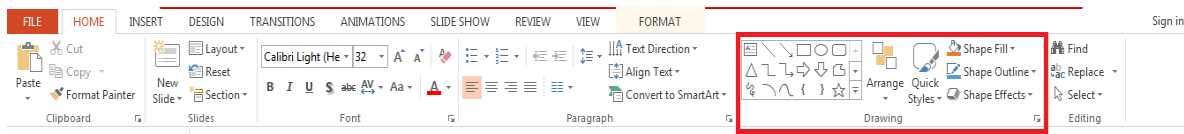
Paragraph

In Paragraph feature of Home tab:

- You can create bulleted list, numbered list, multilevel list.
- Align the content using left, right, center and justify.

- Line and paragraph spacing.
- Borders Etc.

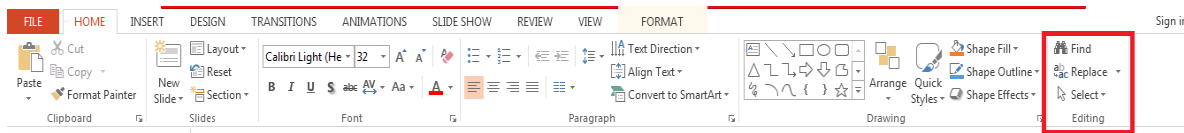
## Drawing



### Drawing

With drawing feature of Home tab, you can use the shapes, drawing tools, colors, shape styles,.

## Editing:

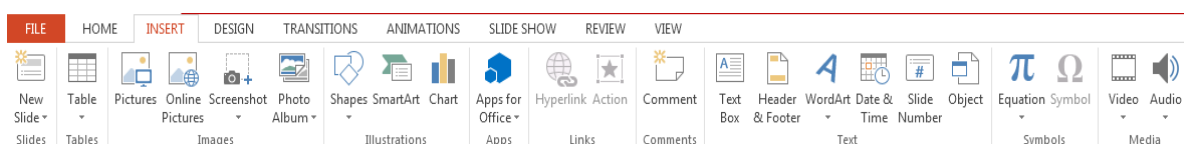


### Styles

Editing plays an important role, if you want some modification in your document. It includes following stuffs:

- Find: You can find text or other content in the document.
- Replace: Search for text you'd like to change, and replace it with something else.
- Select: Select text or object in your document.

## Working with Insert Tab



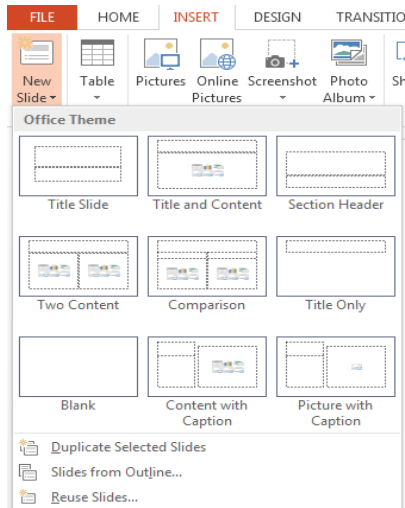
### Insert Tab

**New Slide:** Add a slide to your presentation. Multiple layouts are available on click new slides.

You can put graphic images from Microsoft ClipArt Gallery on your slides. To add Clip Art to a slide:

- Double-click on Clip Art placeholder.
- Under the Insert menu, choose Picture, then clip art.

Click the Insert Clip Art button on the Standard toolbar.



## Slide Design

### Tables:

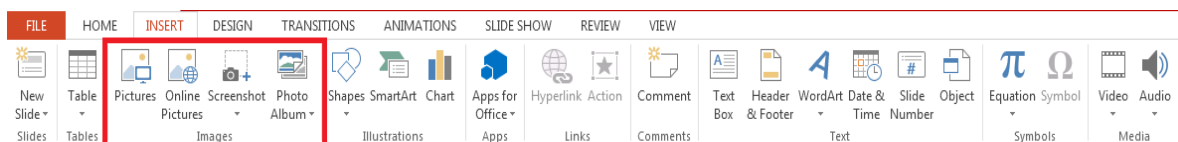
To inset a Microsoft PowerPoint table on a slide:

- Double-click on a Table Placeholder,
- Click on the Word Table Button shown here, or
- Under the Insert menu, choose Picture, then Word table

And specify the number of rows and columns you want. If you click on the Insert Microsoft PowerPoint Table button on the standard toolbar, drag on the cells to select the number of rows and columns.

The table appears along with Word's application menu and toolbars. Type the table contents and, when you're finished, click anywhere else on the slide. To edit the table, double-click on it and edit the table using Word tools and menus.

### Images:

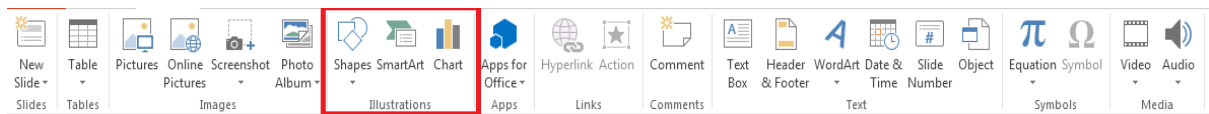


## Images

- **Picture:** - add a photograph to your slide; choose any image file on your computer..
- **Online Pictures:** - Finds and insert picture form a verity of source.
- **Screen shot:** - Quickly add a snapshot or any window's that open in your desktop in your document.
- **Photo Album:** - Create a beautiful presentation for your favorite photo collections.



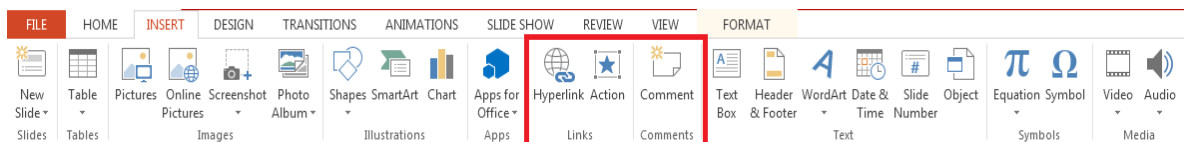
## Illustrations:



### Illustrations

- **Shape:-**  
You can add shapes, such as boxes, circles, and arrows, to your documents, email messages, slide shows, and spreadsheets. To add a shape, click Insert, click Shapes, select a shape, and then click and drag to draw the shape. After you add one or more shapes, you can add text, bullets, and numbering to them, and you can change their fill, outline, and other effects on the Format tab.
- **Smart Art:** - A new feature which allows quick construction of charts and nice-looking graphics with text.
- **Chart:** - create a chart from an Excel table.

### Links and Comment:-

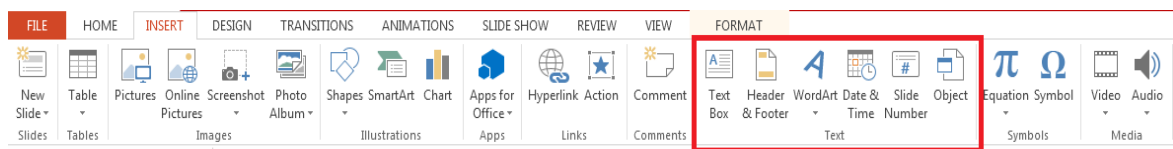


### Link and Comments

**Hyperlink:** - Create a link in your document for quick access to webpages and files

**Comment:** - Add a notes about this part of the document.

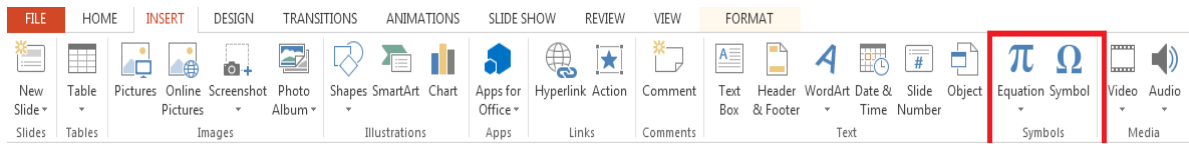
**Text:** - This part includes Text Box, Quick Parts, Word Arts, and Date & Time, Header & Footer: It is used to repeat the content on every page.



### Text

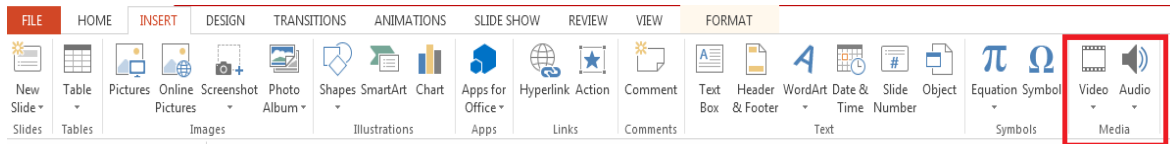
- **Text Box:** create a box with text that can be resized and placed anywhere on the slide.
- **Header and Footer:** add information (slide numbers, date/time, titles, etc.) to the top and bottom of any or all slides.
- **Word Art:** create styled, 3-D art using text.
- **Date & Time:** adds date and or time stamps to the Header or Footer.
- **Slide Number:** adds slide numbers to the Header or Footer.
- **Object:** add special objects to the slide.

**Symbols:** - need to add a symbol that you can't type using the keyboard? Look for it here. (Only works where you can type text, as in a text box.)



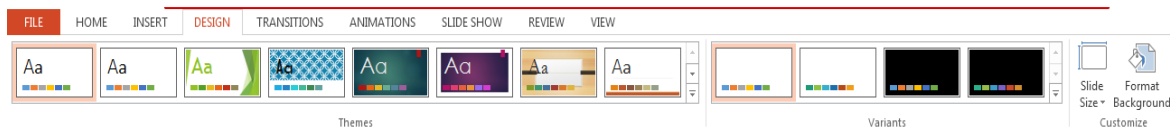
Symbols

**Media:** - Add a video and audio in your presentation.



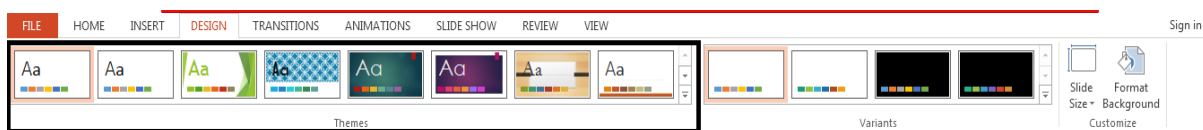
Media

## WORKING WITH DESIGN TAB:



Design Tab

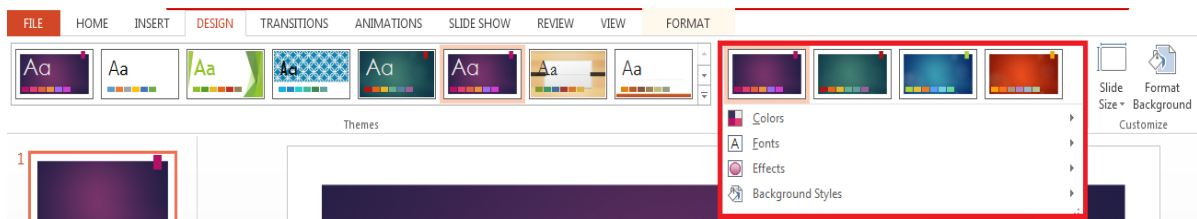
With Design tab, you can pick a new theme to give your presentation a new style of work. Design tab also include Page Background features like Watermark, page color, page borders.



Design Theme Tab

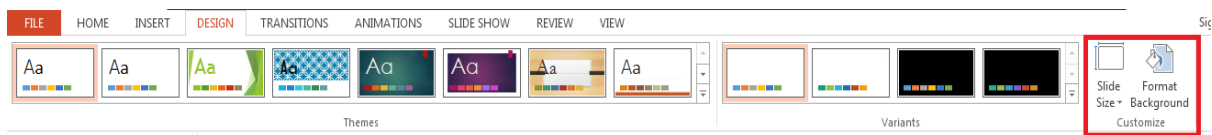
Themes are an easy way to design a whole slide show. Every slide in the presentation will change to match the background, font, colors, and effects chosen for each theme.

The good point about themes is that they are easy and quick and make your presentation look nice.



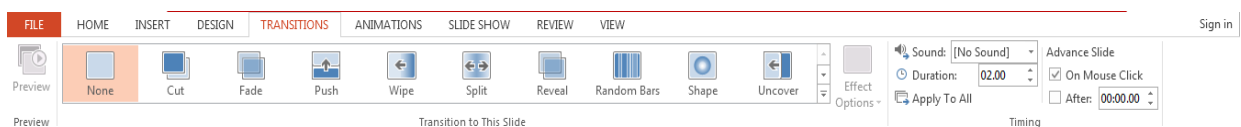
Design Theme Tab

**Customize:** This includes Slide Size and format background here, you can make quick changes to the background. Clicking on "Background styles" lets you choose quickly from the styles if you click on "Format Background," you can choose far more detail about the slide background.



Customize

## Working with Transition and Animation Tab



Transition Tab

If you've ever seen a PowerPoint presentation that had special effects between each slide, you've seen slide transitions. A transition can be as simple as fading to the next slide or as flashy as an eye-catching effect. PowerPoint makes it easy to apply transitions to some or all of your slides, giving your presentation a polished, professional look

There are **three categories** of unique transitions to choose from, all of which can be found on the **Transitions** tab:

- **Subtle:** These are the most basic types of transitions. They use **simple animations** to move between slides.
- **Exciting:** These use more **complex animations** to transition between slides. While they're more visually interesting than **Subtle** transitions, adding too

many can make your presentation look less professional. However, when used in moderation they can add a nice touch between important slides.

- **Dynamic Content:** If you're transitioning between two slides that use similar **slide layouts**, dynamic transitions will move only the **placeholders**, not the slides themselves. When used correctly, dynamic transitions can help **unify** your slides and add a further level of polish to your presentation.

## Modifying transitions

### To modify the transition effect:

You can quickly customize the look of a transition by changing its **direction**.

1. Select the **slide** with the transition you want to modify.
2. Click the **Effect Options** command, and choose the desired option. These options will vary depending on the selected transition.
3. The transition will be **modified**, and a **preview** of the transition will appear. Some transitions do not allow you to modify the direction.

### To modify the transition duration:

1. Select the **slide** with the transition you want to modify.
2. In the **Duration** field in the **Timing** group, enter the **desired time** for the transition. In this example, we'll increase the time to two seconds—or 02.00—to make the transition **slower**.

### To add sound:

1. Select the **slide** with the transition you want to modify.
2. Click the **Sound** drop-down menu in the **Timing** group.
3. Click a **sound** to apply it to the selected slide, then preview the transition to hear the sound.

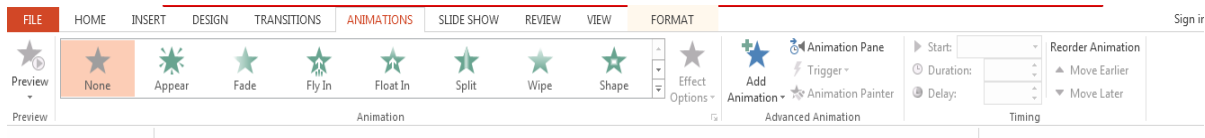
Sounds are best used in moderation. Applying a sound between every slide could become overwhelming or even annoying to an audience when presenting your slide show.

### To remove a transition:

1. Select the **slide** with the transition you want to remove.
2. Choose **none** from the **Transition to This Slide** group. The transition will be removed.

## Animation

In PowerPoint 2013 and later, you can apply animation effects (motion) to text, pictures, shapes, SmartArt graphics, and more, so they play in your slide show. For example, you can make words or text appear one line at a time. Build a slide presentation that animates bullet points or even production credits.



### Animations Tab

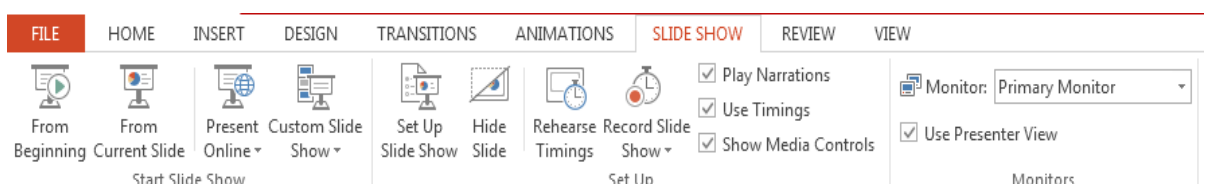
1. Select the object or text on the slide that you want to animate.
2. On the Animations tab, click Add Animation, and pick an animation effect.

There are four different types of animation effects:

- Entrance effects make an object fade gradually into focus, fly onto the slide from an edge, or bounce into view.
- Exit effects include making an object fly off of the slide, disappear from view, or spiral off of the slide.
- Emphasis effects include making an object shrink or grow in size, change color, or spin on its center.
- You can use Motion Paths to make an object move up or down, left or right, or in a star or circular pattern (among other effects). You also can draw your own motion path.

You can use any animation by itself, or combine multiple effects together. For instance, to make a line of text fly in while it grows, apply a Fly In entrance effect and a Grow/Shrink emphasis effect to it. Click Add Animation to add effects, and use the Animation Pane to set the emphasis effect to occur With Previous.

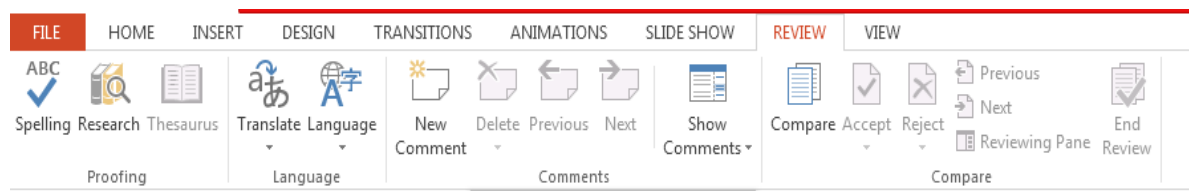
## Working with Slide Show Tab



### Slide Show Tab

The Slideshow tab contains tools for setting up and viewing the slideshow presentation. Here you can view the slide show from the beginning or from a current selected slide.

## Working with Reviews Tab:



Reviews Tab

Most important feature of Review tab is Spelling & Grammar. With the help of this feature, you can check the typo error on your page document.

**Proofing:** - Use this part of the tab to change spelling and grammar style, use dictionaries and the Thesaurus and do a word count.

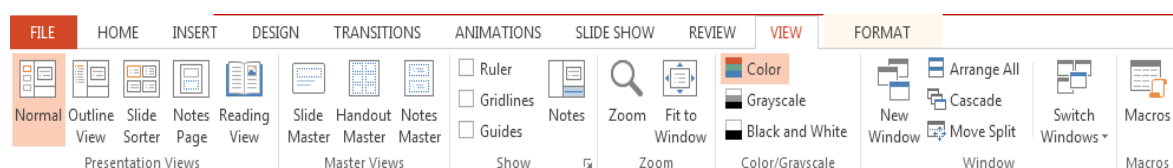
**Spelling & Grammar:** - Check the spelling and grammar in a document.

**Thesaurus:** - Use a thesaurus to find similar words to the one selected.

**Translate:** - Translate an entire document, a selected word or implement a quick translation.

**Language:** - Set the language to be used for spelling checking.

## Working with View Tab:

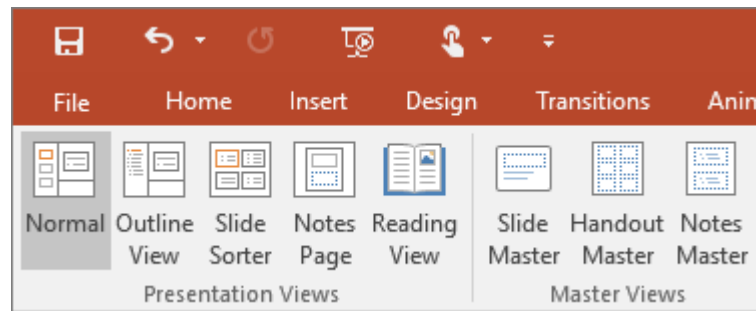


Views Tab


The View tab contains the groups with tools for manipulating the viewing of a document. We have already mentioned the Presentation Views group and the Zoom tool but there are also tools to show/hide items like the slide ruler and gridlines.


Here you will also find the tools for creating a master slide, notes or handout.

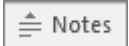
You can find the different PowerPoint view options on the View tab, as shown below.



Reviews Tab


**Normal view:** - You can get to Normal view from the task bar  at the bottom of the slide window, or from the View tab on the ribbon.


**Slide Sorter view:** - You can get to Slide Sorter view from the task bar  at the bottom of the slide window, or from the View tab on the ribbon.


**Notes Page view:** - You can show or hide your speaker's notes with the Notes button  at the bottom of the slide window, or you can get to Notes Page view from the View tab on the ribbon.

**Outline view:** - You can get to outline view from the View tab on the ribbon. Use Outline view to create an outline or story board for your presentation. It displays only the text on your slides.

**Master views:** - To get to a master view, on the View tab, in the Master Views group, choose the master view that you want.

**Slide Show view:** -You can get to Slideshow view from the task bar  at the bottom of the slide window. Use Slide Show view to deliver your presentation to your audience. Slide Show view occupies the full computer screen, exactly the way your presentation will look on a big screen when your audience sees it.

**Presenter view:** - To get to Presenter view, in Slide Show - view, in the lower left corner of the screen, click , and then click Show Presenter View. Use Presenter view to view your notes while delivering your presentation. In Presenter view, your audience cannot see your notes.

**Reading view:** - You can get to Reading view from the task bar  at the bottom of the slide window.

## Working with Format Tab:



### Format Tab

When you click some parts of your slides, such as pictures, shapes, SmartArt or text boxes, you might see a colorful new tab appear.

In the example above, the Drawing Tools tab appears when you click a shape or text box. When you click a picture, the Picture Tools tab appears. Other such tabs include SmartArt Tools, Chart Tools, Table Tools and Video Tools. These tabs disappear or change when you click something else in your presentation.



## **Important Shortcut Keys for MS Office:**

**CTRL + A – Select All**

**CTRL + C – Copy**

**CTRL + V – Paste**

**CTRL + X – Cut**

**CTRL + Z – Undo**

**CTRL + Y – Redo**

**CTRL + F – Find**

**CTRL + H – Replace**

**CTRL + B – Bold**

**CTRL + I – Italic**

**CTRL + U – Underline**

**CTRL + [ – Decrease font size 1 point**

**CTRL + ] – Increase font size 1 point**

**CTRL + N – New Document**

**CTRL + O – Open**

**CTRL + W – Close**

**CTRL + S – Save**

**ALT + TAB - Switch to the next window.**

**SHIFT + Any Key – Capital letters or in Upper case**

## Basics of Tally:

Tally is accounting software that is used to record day to day transactions, preparing balance sheet etc. it is user friendly business software, which makes business account easy and faster. Managing single and multiple groups is very important feature of tally. Tally is an application software. It does not require writing any special program for calculating. Tally stores all information about each account in detail. It is very secured against data tampering. It reduces the work. In manual process, after entering daily transaction user has to create trading account, trial balance, profit & loss account, ledger, balance sheet. But in Tally, user just enters daily entry and get balance sheet.



### BASICS OF ACCOUNTING

#### Basic concept of accounting are as follows:

**Accounting:** It is an art of recording, classifying and summarizing in significant manner and in terms of money, transactions and events which are of financial character and interpreting the results thereof.

**Business transaction:** A business transaction is “The movement of money and money’s worth from one person to another”. Or exchange of values between two parties is also known as “Business Transaction”.

**Purchase:** A purchase means goods purchased by a businessman from suppliers.

**Sales:** Sales is goods sold by a businessman to his customers.

**Purchase Return or Rejection in or Outward Invoice:** Purchase return means the return of the full or a part of goods purchased by the businessman to his suppliers.

**Sales Return or Rejection out or Inward Invoice:** Sales return means the return of the full or a part of the goods sold by the customer to the businessman.

**Assets:** Assets are the things and properties possessed by a businessman not for resale but for the use in the business.

**Liabilities:** All the amounts payable by a business concern to outsiders are called liabilities.

**Capital:** Capital is the amount invested for starting a business by a person.

**Debtors:** Debtor is the person who owes amounts to the businessman.

**Creditor:** Creditor is the person to whom amounts are owed by the businessman.

**Debit:** The receiving aspect of a transaction is called debit or Dr.

**Credit:** The giving aspect of a transaction is called credit or Cr.

**Drawings:** Drawings are the amounts withdrawn (taken back) by the businessman from his business for his personal, private and domestic purpose. Drawings may be made in the form cash, goods and assets of the business.

**Receipts:** It is a document issued by the receiver of cash to the giver of cash acknowledging the cash received voucher.

**Account:** Account is a summarized record of all the transactions relating to every person, everything or property and every type of service.

**Ledger:** The book of final entry where accounts lie.

**Journal entries:** A daily record of transaction.

**Trail Balance:** It is a statement of all the ledger account balances prepared at the end of particular period to verify the accuracy of the entries made in books of accounts.

**Profit:** Excess of credit side over debit side.

**Profit and loss account:** It is prepared to ascertain actual profit or loss of the business.

**Balance Sheet:** To ascertain the financial position of the business. It is a statement of assets and liabilities.

### Types of accounts

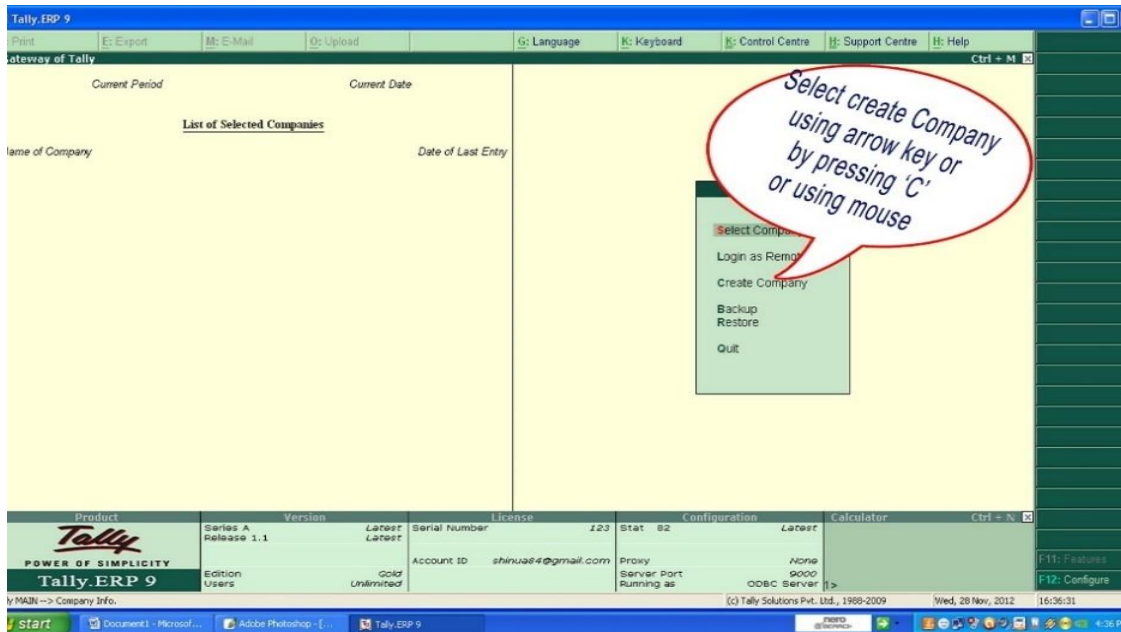
**Personal account:** Personal accounts are the accounts of persons, firms, concerns and institutions which the businessmen deal.

**Principles:**

Debit the receiver

Credit the giver





This menu is used for selecting company or for creating a new company.

6. To create a new company, select create company options by clicking this option or by pressing C.

7. Then the screen display various fields to fill up information like name of company with its alias, address, currency, financial year, income tax number and sales tax number etc.

8. At the end, it asks whether accept the data or not. If user selects Yes option then that company is created and it can be loaded from company info menu.

**Accounts Only:** To maintain only the financial accounts of the company. Inventory (stock) management is not involved in it.

**Account with Inventory:** This is the default option, which allows maintaining both the financial account of the company as well as the inventory of the company.

**Select Company:** We can choose the company which is already created.

Shortcut key –

**F1.Shut Company:** It is used to close the company which is opened. Shortcut key - Alt+F1.

**Alter:** It is used to make alterations in the company creation like name, date, maintain etc.

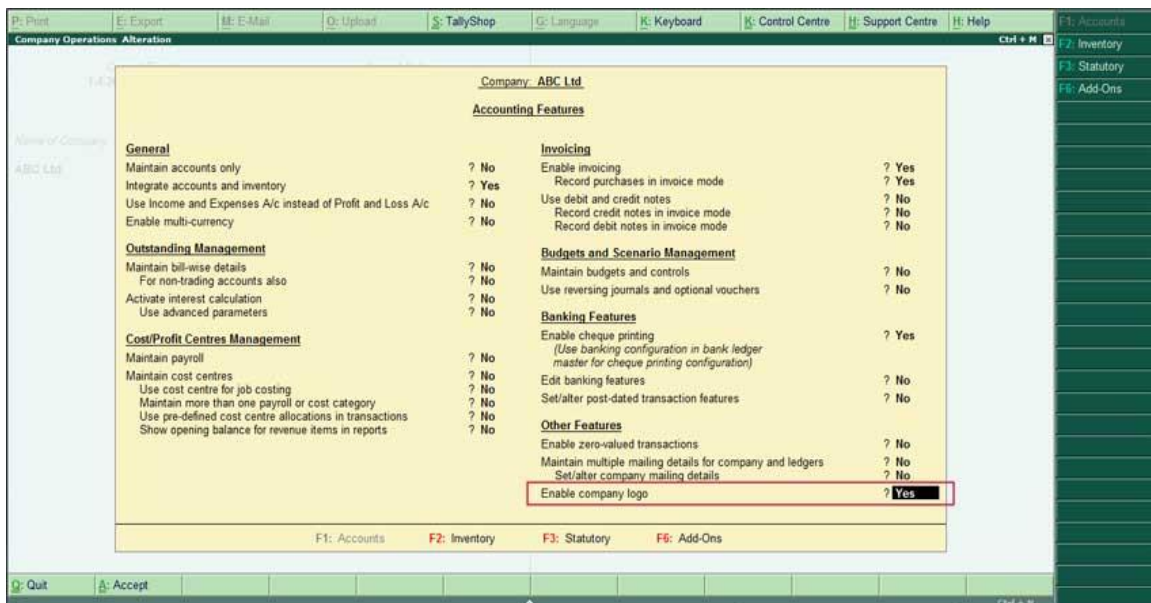
**Quit:** Exits from Tally. 1. Click on quit button. 2. Esc, Esc, Esc and enter. 3. Ctrl+Q



## Explain uses of the feature options (F11)?

Features is used to change the options related to the selected company only.

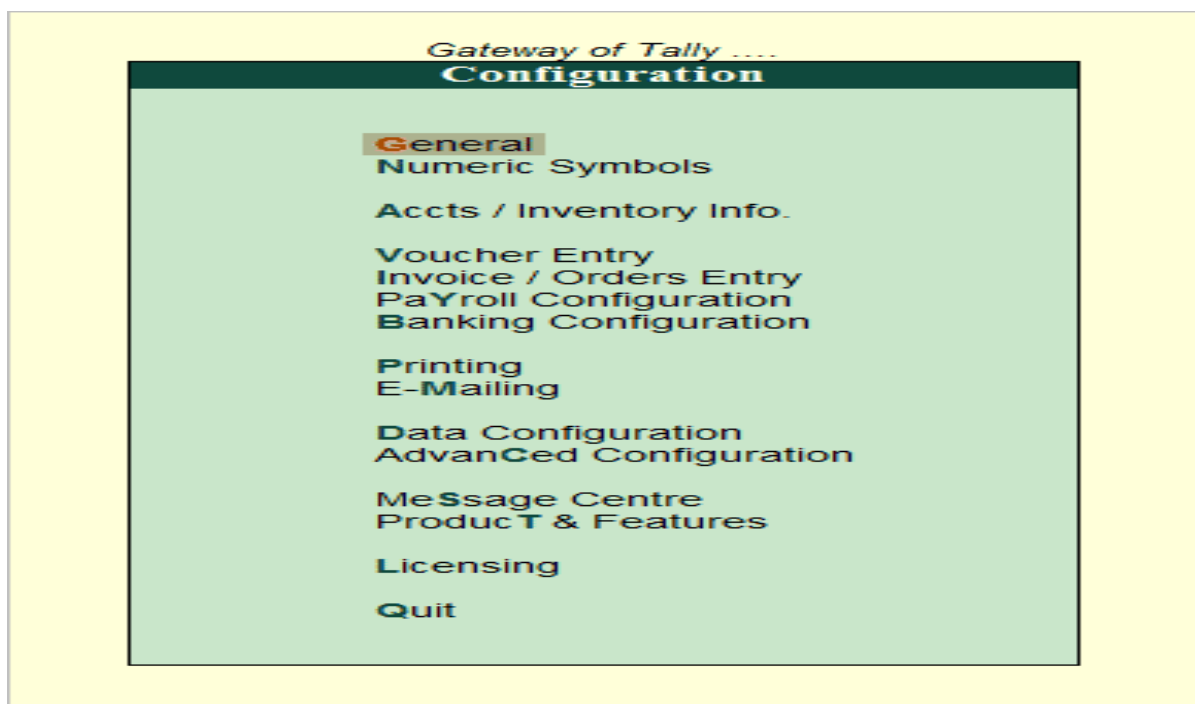
1. For this F11 button in button panel is a short cut.
2. Using this menu, feature of the company are changed that means enables or disables.
3. Various features are available like whether company wants invoicing or not, whether company required multiple currencies or cheque printing or not, etc.



### Explain the use of configuration of company (F12)?

To configure company, click on F12 button from the button panel. It shows the following screen in gateway of tally:

1. Configuration changes may affect all the active companies.
2. Configuration has different options like general, numeric symbols, accts/inv. Info, voucher entry, invoice, order entry, printing, etc.
3. General options are used to change information like country detail, date format or graphs in monthly report, etc.
4. Numeric symbol option is used to change format of the numbers.
5. Accts/inv info option is used to check the default settings. In this option, if user sets allow alias for the name then only it asks the alias otherwise it doesn't ask any alias for the name.
6. Voucher entry set the features of the vouchers, such as cost vouchers details, bill wise details, ledger current balance, etc.



7. Invoice/order entry sets the features of the invoices and purchase, sales order entry.
8. Printing options is used for printing Vouchers, Invoices, Financial Statements, etc.
9. Quit option is used to quit from the configuration menu and go to the previous menu.

### **Short cut keys**

Alt+F3	Company information menu
Enter	To accept information typed into a field. To accept a voucher or master. To get a report with further details of an item in a report.
Esc	To remove what has been typed into a field. To exit a screen. To indicate you do not want to accept a voucher or master.
Ctrl+A report will	To accept a form wherever you use the key combination the screen or be accepted as it is on this screen.
Ctrl+Q	It quits the screen without making any changed to it.
Alt+C	To create a master at a voucher screen.
When working within an amount field presses Alt+C to act as a calculator.	
Alt+D	To delete a voucher. To delete a master.
Ctrl+Enter	To alter a master while making an entry or viewing report.
F2	Date
Alt+F2	Change period
Alt+F1	To see detail
F11	Features company
F12	Configuration options are applicable to all the companies in a data directory.
Ctrl+N	Calculator screen.
Ctrl+V	Voucher mode (Cr. Dr) Invoice mode (name of item, rate, quantity, and amount)





## CREATE ACCOUNTING MASTERS

### Chart of Accounts, List of Groups, Ledgers

#### What is group in Tally?

1. In tally, all accounts entries can be grouped or sub grouped according to the need of users.
2. Group means the type of the account. Functions of each group are fixed.
3. Tally provides facility to user to create own group. Also it provides 28 predefined groups.
4. Out of these 28 groups, 15 are primary groups and 13 are sub groups.

Following is the list of groups that affects the Balance sheet.

1. Capital account: Handle investments or owner's account. It has a subgroup.
  - A. Reserves and surplus: All reserves accounts like general reserves, capital reserves etc.
2. Current assets: These assets are divided in 6 sub groups as follows
  - A. Bank accounts: Holds bank transactions that means current accounts, savings accounts, etc.
  - B. Cash in hand: All cash track in ledger.
  - C. Deposits (assets): Fixed deposits, security deposits made by company.
  - D. Loan and Advances (assets): If the company gives any loan or advanced to other.
  - E. Stock in hand: Keep records of opening or closing stock of the material.
  - F. Sundry debtors: This maintains the list of all companies or persons to whom company gives material on credit.
3. Current Liabilities: It keeps track of outstanding liabilities or statutory liabilities.
  - A. Duties and Taxes: All taxes and duties that are paid by company like Trade duties, Excise, Local Sales Tax etc., are recorded under duties and taxes.
  - B. Provisions: It maintains records of all financial arrangement for possible future requirements.
  - C. Sundry Creditors: Company purchase material or any other things on credit. Then the list of all companies or persons is under sundry creditors to whom company purchased material.
4. Fixed Assets: Handle accounts of all assets like machinery, buildings, etc.
5. Investments: It keep records of overall investment like shares, Govt. securities, Deposits etc.

6. Loans(liability): It keeps an account of the loans taken by company and has following three subgroup:

- A. Bank OD accounts: Keep all overdraft accounts.
- B. secured loans: Keep track of loans taken by the company securities against the fixed assets.
- C. Unsecured Loans: Unconditional loan obtained from Partners/ Directors or other parties.

7. Suspense Account: This account is used to enter the transactions whose details are yet to be finalized.

8. Branch / Divisions: All the names of branches, divisions and subsidiaries of the company.

9. Miscellaneous Expenses: Under this group all expenses are entered. Following group affect Manufacturing, Trading and Profit and loss accounts:

10. Purchase account: It is used to maintain records of all purchase account.

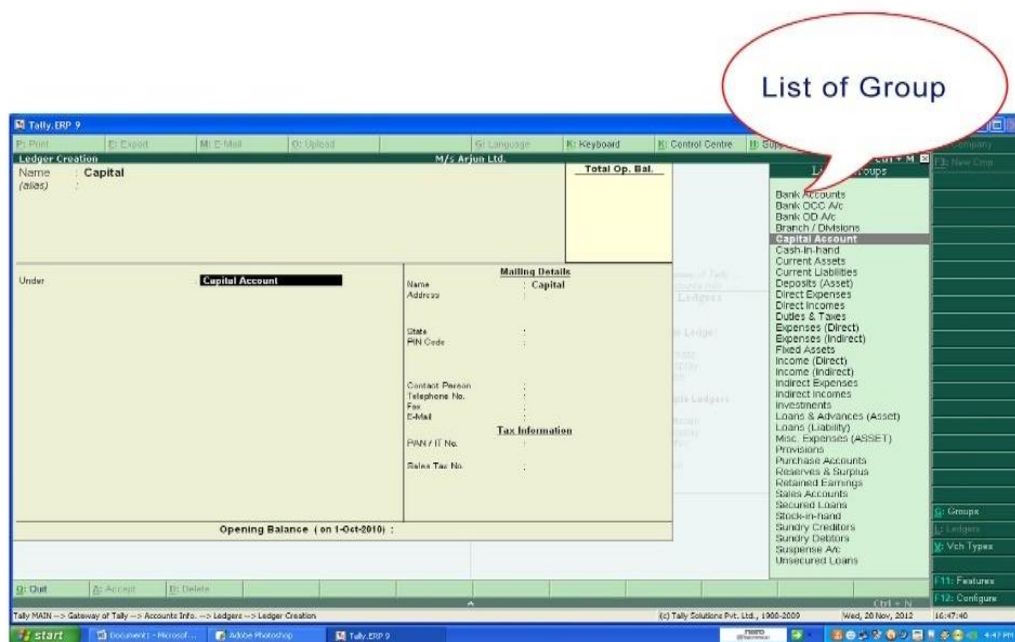
11. Sales account: It keeps record of all sales.

12. Direct income: This group is used for entering all direct incomes like sales of goods.

13. Indirect income: This group maintains the all incomes other than sales. That means it keeps record of all incomes like rent received, interest received etc.

14. Direct expenses: This group is used for recording all direct expenses means the purchase of raw material, or wages of workers.

15. Indirect expenses: This group is used to maintain the records of all expenses other than direct expense. All salary paid, rent paid, advertisement charges are under indirect expenses.



### Gateway of Tally-Accounts info-ledger-create

Ledger	Group
Opening stock	Stock in hand
Purchase	Purchase account
Purchase return	Purchase account
Fright charges	Direct expenses
Carriage inwards or Purchases	Direct expenses
Cartage and coolie	Direct expenses
Octroi	Direct expenses
Manufacturing wages	Direct expenses
Coal, gas, water	Direct expenses
Oil and fuel	D irect expenses

Factory rent, insurance, electricity, lighting and heating	Direct expenses
Sales	Sales account
Salary	Indirect expenses
Postage and telegrams	Indirect expenses
Telephone charges	Indirect expenses
Rent paid	Indirect expenses
Rates and taxes	Indirect expenses
Insurance	Indirect expenses
Audit fees	Indirect expenses
Interest on bank loan	Indirect expenses
Interest on loans paid	Indirect expenses
Bank charges	Indirect expenses
Legal charges	Indirect expenses
Printing and stationery	Indirect expenses
General expenses	Indirect expenses
Sundry expenses	Indirect expenses
Discount allowed	Indirect expenses
Carriage outwards or sales	Indirect expenses
Traveling expenses	Indirect expenses
Advertisement	Indirect expenses
Bad debts	Indirect expenses
Repair renewals	Indirect expenses
Motor expenses	Indirect expenses
Depreciation on assets	Indirect expenses
Interest on investment received	Indirect income
Interest on deposit received	Indirect income
Interest on loans received	Indirect income

Commission received	Indirect income
Discount received	Indirect income
Rent received	Indirect income
Dividend received	Indirect income
Bad debts recovered	Indirect income
Profit by sale of assets	Indirect income
Sundry income	Indirect income
Loan from others	Loan Liabilities
Bank loan	Loan Liabilities
Bank overdraft	Bank OD
Bills payable	Current Liabilities
Sundry creditors	Sundry creditors
Mortgage loans	Secured loans
Expense outstanding	Current Liabilities
Income received in advance	Current Liabilities
Other liabilities	Current Liabilities
Capital	Capital account
Drawings	Capital account
Cash in hand	Cash in hand
Cash at bank	Bank account
Fixed deposit at bank	Deposit
Investments	Investments
Bills receivable	Current asset
Sundry debtors	Sundry debtors
Closing stock	Stock in hand
Stock of stationery	Current asset
Loose tools	Fixed asset



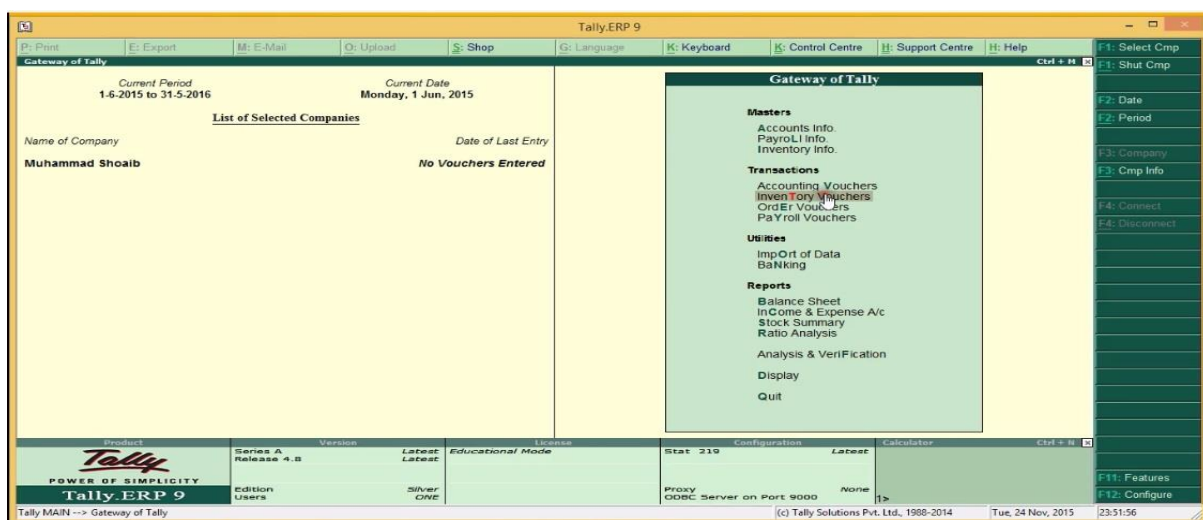
Fixtures and fittings	Fixed asset
Furniture	Fixed asset
Motor vehicles	Fixed asset
Plant and machinery	Fixed asset
Land and building	Fixed asset
Leasehold property	Fixed asset
Patents	Fixed asset
Goodwill	Fixed asset
Prepaid expenses	Current asset
Income outstanding	Current asset

## ACCOUNTING VOUCHERS

Account voucher. A voucher is an accounting document representing an internal intent to make a payment to an external entity, such as a vendor or service provider. A voucher is produced usually after receiving a **vendor invoice**, after the invoice is successfully matched to a purchase order.

There are 18 vouchers already created in Tally software, which is divided into two parts:

1. Accounting Vouchers
2. Inventory Vouchers



### **Accounting Vouchers:**

There are 10 accounting vouchers already created in Tally software. You can create, delete or modify other vouchers as per your requirement.

### **Inventory Vouchers:**

There are by default 8 inventory vouchers are automatically created in Tally software. You can create, delete or modify other vouchers as per your requirement. You can create, display, alter or delete any voucher as per requirement in tally from Got (Gateway of Tally) -> Accounts Info / Inventory Info -> Voucher Types

### **Accounting Voucher:**

All entries which you made in these given accounting vouchers is effect on your current accounting of your business.

F4: Contra-> Used for cash and bank entries and also fund transfer from one bank to another.

F5: Payment ->Used for expenditure and payment to parties by cheque or cash.

F6: Receipt -> Used for income and received amount from the parties by cheque and cash.

F7: Journal -> Used for adjustable and transferable entries.

F8: Sales -> Used for sales entries and income

F9: Purchases ->Used for purchased entry and expenses.

Ctrl+F8: Credit Note -> Used for sales return entries.

Ctrl+F9: Debit Note-> Used for purchases return entries.

F10: Reverse Journal: Used for rectifying any wrong entries. (Non Accounting Voucher)



## **Inventory Vouchers:**

These vouchers are effect on inventory reports in the business. All entries which you made in these inventory vouchers are effect on your stock register.

ALT+F4: Purchases Order Voucher: Used to give purchases order to party.

ALT+F5: Sales Order Voucher: Used to received sales order from customer.

ALT+F9: Receipt Note Voucher: Used for recording goods received.

ALT+F8: Delivery Note: Used for recording goods delivered to a customer.

ALT+F6: Rejections Out: Used for records goods that are rejected and returned to a supplier.

CTRL+F6: Rejections In: Used to record goods that are rejected and returned back by the customer.

ALT+F7: Stock Journal Voucher: Used to record stock transfers from one location to another

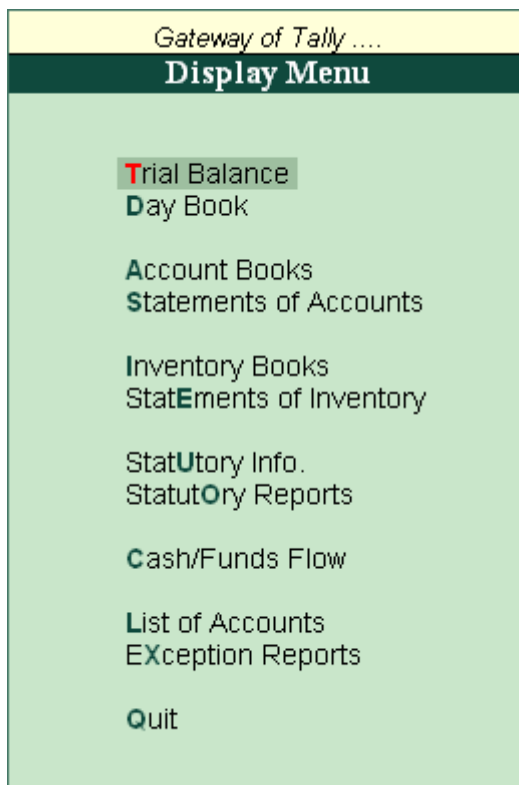
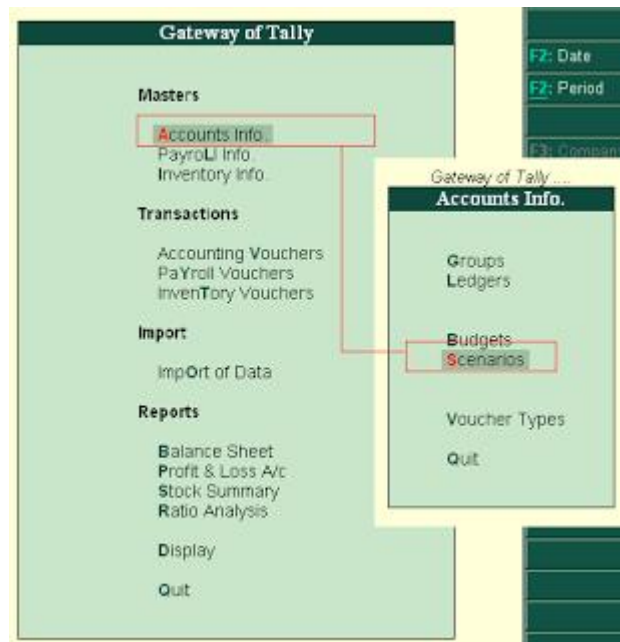
Alt+F10: Physical Stock: Used for recording actual stock physically verified or counted





## Display - Tally.ERP 9 Reports

Gateway of Tally displays only the Balance Sheet and Profit & Loss Account directly as these statements are considered the most important. All the other Tally.ERP 9 reports are classified into two broad categories, namely. Accounting reports and Inventory reports conforming to the two major areas of operations. Each area is further grouped into books and statements.



The Cash Flow and Funds Flow display too has not been grouped under Statements of Accounts.

Trial Balance provides you a report on the account balances sorted by groups, for all the accounts of the selected company. In other words, the Trial balance displays a collection of main groups and their closing balances.

The Stock Summary is a statement of stock-in-hand on a particular date and gets updated every transaction so as to provide the current stock position.

The Ratio Analysis Statement is a single sheet report indicating the company's performance based on values and key indicators, over a selected period. This report gives a manager an idea of the

company's financial condition and where it is going in the short-term.

The Day Book contains all vouchers for the day, including inventory vouchers. Its purpose is to show you a day's transactions, though you can display a report for any period using Change period option.

The List of Accounts gives the tree structure of all your masters, namely, Groups, Ledgers, Stock items, Cost Centers, Currencies, etc.

Exception Reports are those reports that track unusual transactions or balances.

### Display Balance Sheet in Tally.ERP 9

Balance Sheet		ABC Company 11-12		Ctrl + M
Liabilities	ABC Company 11-12 as at 31-Mar-2012	Assets	ABC Company 11-12 as at 31-Mar-2012	
Capital Account	95,07,863.21	Fixed Assets	43,62,177.80	
Loans (Liability)	81,99,754.03	Investments	6,60,642.79	
Current Liabilities	1,04,77,860.69	Current Assets	3,79,51,163.99	
Profit & Loss A/c	1,53,93,506.65	Misc. Expenses (ASSET)	50,000.00	
Opening Balance		Diff. in Opening Balances	5,50,000.00	
Current Period	1,55,01,006.65			
Less: Transferred	1,07,500.00			
<b>Total</b>	<b>4,35,73,984.58</b>	<b>Total</b>	<b>4,35,73,984.58</b>	

A Balance Sheet is a financial statement that reports a firm's financial position at a specific time. The term balance sheet implies that a report shows the balance between two figures. It shows a balance between the assets and liabilities of a firm and the owner's funds. The fundamental accounting equation applicable is therefore, Assets =

Liabilities + Owner's Equity.

To view the Balance Sheet:

**Go to Gateway of Tally > Balance Sheet**

**Press F12:** Configuration and set the required parameters to display the Balance Sheet according to your preferences.

Note: Balance Sheet gets updated instantly with every transaction voucher that is entered and saved. You can view additional information or toggle to another report using the options available in the Button Bar.

**Some of the Button Bar options are**

Select F1:Detailed/Condensed to explode the summarized information.

Change the date of the Balance Sheet using F2: Period.

View different effect of different Stock Valuations on the Balance Sheet.

Add up new columns to

Display the Balance Sheet for a different date to compare with current one

Display the Balance Sheet of Another Company when more than One Company is opened

Display the Balance Sheet in a different currency

Display the Budget figures and analyze the variances

**Schedule VI Balance Sheet**

A new button S: Schedule VI has been provided in Balance Sheet screen to view Schedule VI Balance Sheet.

Liabilities		Assets	
ABC Company 11-12 as at 31-Mar-2012		ABC Company 11-12 as at 31-Mar-2012	
Capital Account	95,02,863.21	Fixed Assets	43,62,177.80
Loans (Liability)	81,99,754.03	Investments	6,60,642.79
Current Liabilities	1,04,77,860.69	Current Assets	3,79,51,163.99
Profit & Loss A/c	1,53,93,506.65	Misc. Expenses (ASSET)	50,000.00
Opening Balance		Diff. in Opening Balances	5,50,000.00
Current Period	1,55,01,006.65		
Less: Transferred	1,07,500.00		
<b>Total</b>	<b>4,35,73,984.58</b>	<b>Total</b>	<b>4,35,73,984.58</b>

Click on S: Schedule VI button of press Alt+S to view Schedule VI Balance Sheet

The Schedule VI Balance Sheet is displayed as shown:

Schedule-VI Balance Sheet		ABC Company 11-12		Ctrl + M
Balance Sheet as at 31-Mar-2012		In ₹ (Rupees)		
Particulars	Note No.	ABC Company 11-12 as at 31-Mar-2012	ABC Company 10-11 as at 31-Mar-2011	
<b>I. EQUITY AND LIABILITIES</b>				
<b>1 Shareholders' Funds</b>		<b>2,48,96,369.86</b>	<b>2,26,84,547.15</b>	
(a) Share Capital	1	54,90,000.00	54,90,000.00	
(b) Reserves and Surplus	2	1,94,06,369.86	1,71,94,547.15	
(c) Money Received Against Share Warrants	3			
<b>2 Share Application money pending allotment</b>	4			
<b>3 Non-Current Liabilities</b>				
(a) Long-Term Borrowings	5			
(b) Deferred Tax Liabilities (Net)	6			
(c) Other Long-Term Liabilities	7			
(d) Long-Term Provisions	8			
<b>4 Current Liabilities</b>		<b>1,38,64,018.87</b>	<b>1,42,13,908.56</b>	
(a) Short-Term Borrowings	9	61,21,583.97	61,28,256.84	
(b) Trade Payables	10	75,23,997.34	74,71,021.34	
(c) Other Current Liabilities	11	2,18,437.56	6,14,630.38	
(d) Short-Term Provisions	12			
<b>Ungrouped Equity and Liabilities</b>		<b>48,13,595.85</b>	<b>43,96,431.03</b>	
<b>Unadjusted Forex Gain or Loss</b>			<b>8,637.50</b>	
<b>Total</b>		<b>4,35,73,984.58</b>	<b>4,13,03,524.24</b>	
<b>II. ASSETS</b>				
<b>1 Non-Current Assets</b>		<b>44,12,177.80</b>	<b>49,67,377.80</b>	
(a) Fixed Assets	13	43,62,177.80	49,17,377.80	
(i) Tangible Assets		43,62,177.80	49,17,377.80	
(ii) Intangible Assets				
(iii) Capital Work-in-Progress				

## Printing Reports in Tally.ERP 9

Reports and documents generated through Tally's extensive display capabilities can also be printed. The print options in Tally.ERP 9 are flexible and very easy to use.

Printing can be done in two ways

- Using the **Print (Alt+P)** button.
- Using **Multi-Account Printing** option

Both these methods yield the same output.

### Using the Print (Alt+P) Button

You can obtain a printed version of the screen that is displayed by selecting Print from the button bar menu. This brings up new button bar options and the Print Configuration screen for the report, which displays **Print? Yes or No**. Select **Yes** to print the report using the options specified on the screen. Select **No** to change the print options before printing.

### Multi-Account Printing

Multi-account printing is used to print the primary books of accounts like the Cash and Bank Books, Account Ledgers, Sales and Purchase Registers instead of selecting the accounts one at a time and pressing **ALT+P**. This facilitates to print one account at a time, all accounts or all accounts in a selected group. Before printing, the date range and other selections can also be set up.

### Types of Print Configuration Options



## Common Printing Options

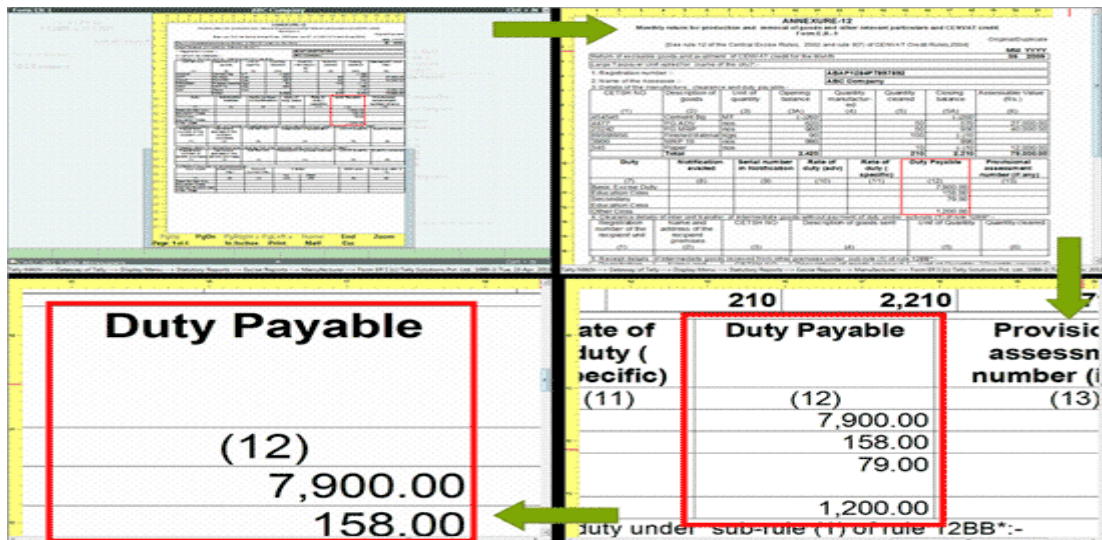
Common printing options affect the printing of all reports and are changed by selecting the appropriate button from the button bar.

- **Print Language:** Print the report in a language of your choice, click **L**: **Print Language** or press **Alt+L**, the **List of Languages** appear. Select the required language to print the report.
- **With Preview:** To view the report in print preview mode before printing, click **I**: **With Preview** or press **Alt+I**. The print preview screen appears. Press **Alt+Z** or **F4** to zoom in to 100% screen.

You can also zoom in or out print previews from this screen using the shortcut keys:

- '+' and '-'
- Ctrl + scroll wheel (mouse wheel)
- Shift + scroll wheel (mouse wheel) for horizontal scrolling

Let us consider an example of viewing the print preview of **Form ER1**. The following image depicts Form ER1 in four different sizes of zoom in.



**Note:** From Tally.ERP 9 Series A Release 4.6, the maximum level of zoom in is increased to 600%.

- **Titling:** To change the report title click **T**: **Titling**. The **Report Title** screen appears
  - The default report title appears in the **Title** field. Enter the required title in the **Title** field.

- Enter the required Sub-Title in the **Sub-Title** field.
- By default **Print with Company Name** is set to **Yes**. In case you do not want to print the company name on top of the page set this field to **No**
- By default **Print with Company Address** is set to **Yes**. In case you do not want to print the company address name set this field to **No**.
- By default **Print Date Range of Report** is set to **Yes**. Set this field to **No** in case you do not want to print the date range.
- By default **Print Page Numbers in Report** is set to **Yes**. Set this field to **No** in case you do not want to print page numbers.
- **Page Nos:** To specify the page number and page range click **Ctrl+G: Page Nos** or press **Ctrl+G**. The **Page Range to Print** screen appears
  - By default the **Page Numbering Starts from** is set to **1**. In case you want to begin the page numbering from a specific number. Enter the required number in **Page Numbering Starts from** field.
  - By default the **Page Range** is set to **All**. The page range field will also accept the following parameters

Keywords	Details
<b>All/Every</b>	Print all the pages in a range
<b>And</b>	Is used in conjunction with other keywords
<b>Pages</b>	Prints the specified pages
<b>Numbered/Numbers</b>	Is used in conjunction with other keywords
<b>Excluding/Exclude/Except/without/Not</b>	Exclude numbered pages from printing
<b>Odd/Front</b>	Prints all Odd Pages
<b>Even/Back</b>	Prints all Even Pages
<b>To/ Upto / Uptill / till</b>	Prints all pages to the specified pages
<b>From/beg/Beginning/Starting/First/Initial</b>	Starts printing from the specified page
<b>End/Ending/Last/Final</b>	Prints till the ending or the last page specified

The above keyword can be used in combination to achieve the desired result while printing a report, let us look at the possible combinations with an example in the table shown in multi-part printing.

In case the entire printable line does not fit the specified page width, it is split into parts, which can be printed separately. Each part is identified with an alphabet (A,B,...Z,AA,AB.....) and associated to the respective page numbers (1A, 1B...1Z, 1AA, 1AB.....).

To know more on [multi-part printing](#) click here

- **Pre-Printed/ Plain Paper:** To select between pre-printed and plain stationery click **R: Pre-Printed** or press **Alt+R**
- **Print Format:** To select the required print format click **F: Format**. The available print formats are **Dot-Matrix Format, Neat Mode and Quick/Draft**. To know more on the print formats click the available link under **More**.
- **Copies:** Specify the number of copies to be print by clicking **C: Copies** or press **Alt+C**.
- **Select Printer:** To change the printer click **S: Select Printer** or press **Alt+A**. On selecting the required printer, the printer properties window appears. Click Paper/Output to change the paper size.

### Dynamic-Report Specific Options

If there are report specific options available for a report, they are displayed in a sub-screen when the print option is selected. You can change options before taking a final print.

**More :**

Print Format

Multi-Account Printing

Multi Part Printing

F12: Printing Configurations



# Computer Graphics

## All about Photoshop

Adobe Photoshop is a raster graphics editor developed and published by Adobe Systems for macOS and Windows.

Even if you've never worked with images on your computer, you may have heard of Photoshop. Available for both Windows and Mac, Adobe Photoshop is an extremely powerful application that's used by many professional photographers and designers. You can use Photoshop for almost any kind of **image editing**, such as touching up photos, creating high-quality graphics, and much, much more.



### Logo of Adobe Photoshop

Five popular versions of Adobe Photoshop: CS 3, CS 4, CS 5, CS 6, CS 7

Advantages of Adobe Photoshop:

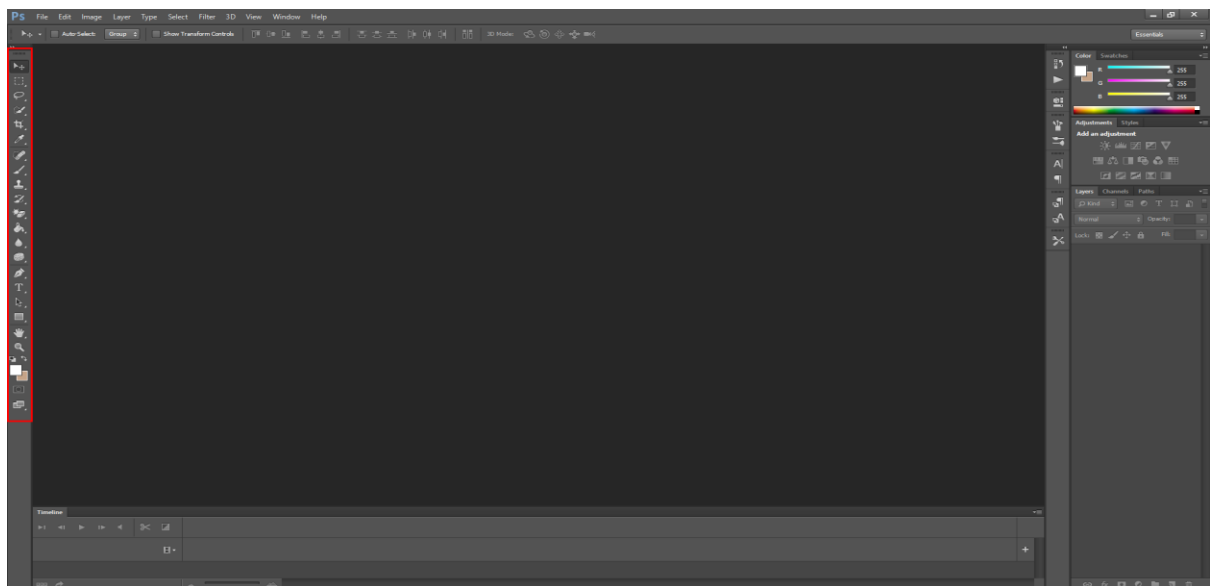
- It is used to edit the digital image application.
- It helps you improve the quality of a photograph.
- Quick and fast editing feature.
- Most recommended type of application for photo editing.
- Easy to import images and videos.

In this section of Photoshop, we will discuss about Tools used in Photoshop, Working with Layers, Saving into JPEG, PNG formats.

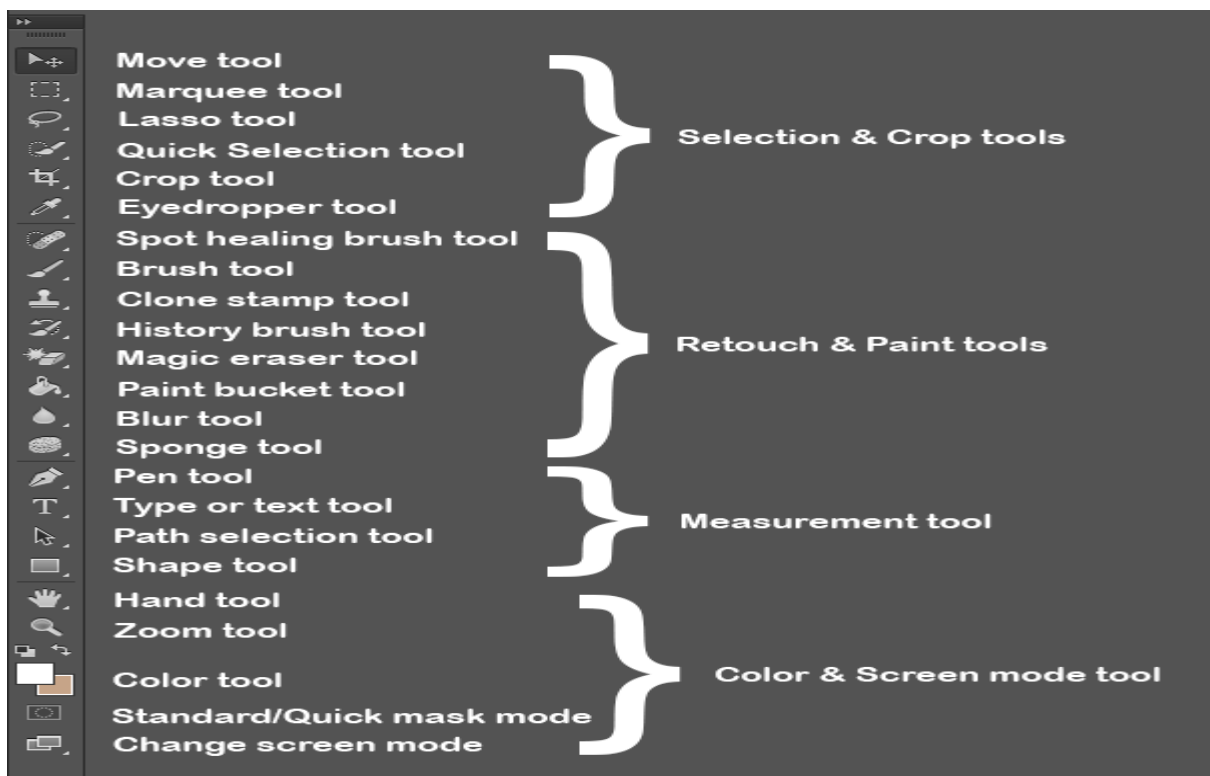


# Tools used in Photoshop

When you start Photoshop, the Tools panel appears at the left of the screen.



Photoshop Screen



Photoshop tools list

This is one of the most important features in Photoshop—it's where you'll select different tools for editing your images. Once you have chosen a tool, you'll be able to use it with the current document.

- Starting with the first tool, **Move tool**. The Move Tool moves/duplicates a selected image area or layer.
- The **Marquee Tools** are used for selecting objects such as rectangles, squares, and ellipses.
- There are several **Lasso Tools** which are used to make irregular selections. There is a polygonal lasso tool for polygon selections, and a magnetic lasso tool which automatically follows edges of objects.
- The **Selection Tool** selects an area of similar colors in a single click.
- The **Crop Tool** allows users to redefine their active image area but not resize the ENTIRE image. It's sort of like cutting out a smaller picture from a larger photo with a pair of scissors.
- The **Eyedropper Tool** defines the foreground / background color.
  
- There are several **healing tools** in Photoshop which are used to repair imperfections in images, or handle blemishes and red-eye.
- **Brush** is a freehand painting tool.
- With the **Clone Stamp Tool**, a user may select a source starting point somewhere on an image, and then paint elsewhere using that starting point as a reference, effectively cloning the source.
- The **History Brush Tool** paints with a history state or snapshot.
- The **Eraser Tool** can be used to erase parts of an image, selection, or layer.
- The **Paint Tools** are used to fill entire layers, selections and areas with a solid color, or gradient.
- The Sharpen Tool is used to sharpen edges in an image, while the **Blur Tool** blurs edges. The Smudge Tool smudges an image, similar to using finger paint.
- The **Sponge Tool** is used to saturate, or desaturate parts of an image.
  
- The **Pen Tools** are used to create clear shapes and paths which can be used as vector objects that can be scaled to any size.
- The **Type Tools** are used for creating and setting type in an image. Both vertical and horizontal type can be created.
- The **Path Selection Tool** selects and moves (fragments of) existing path's / vector shape mask's segments / anchor points.
- Custom **Shapes** are vector objects that can be created on the fly from a list of presets (including user created shapes).
  
- The **Hand Tool** allows you to navigate an edited image, when it is not completely visible in its window.

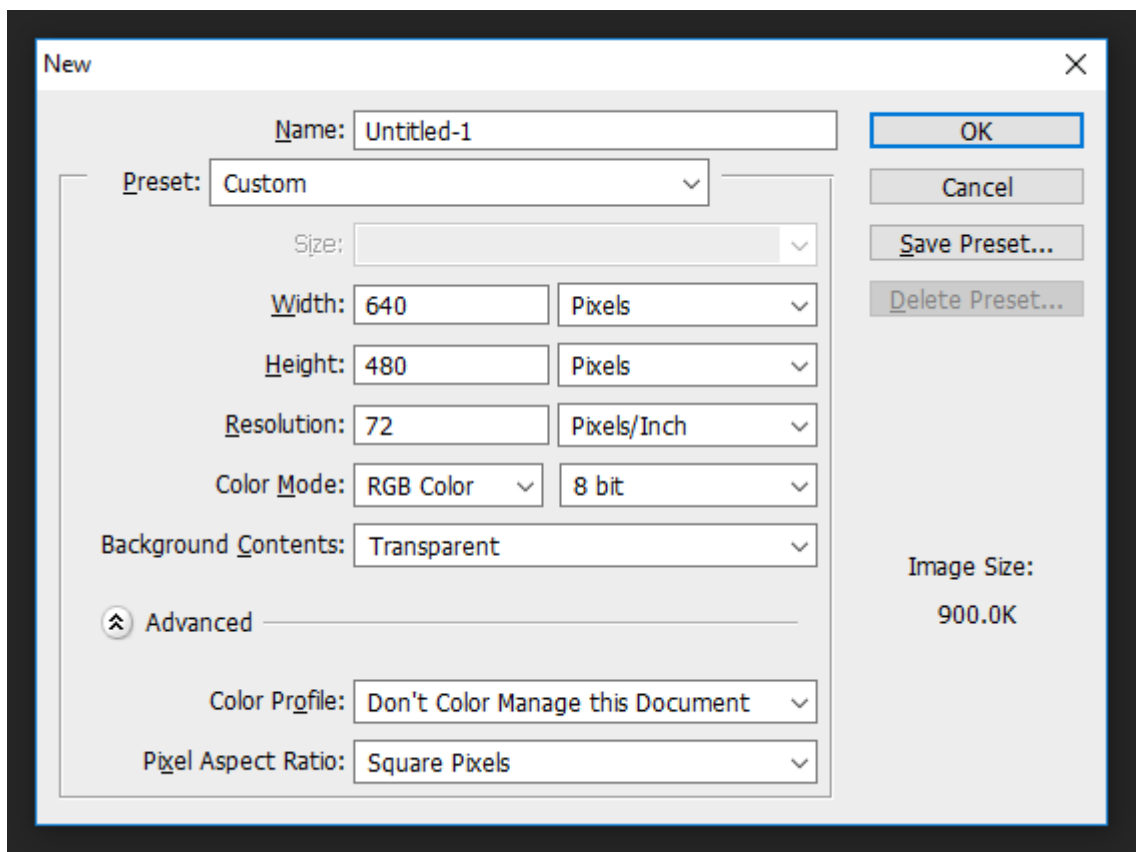


- The **Zoom Tool** magnifies / reduces the image view without changing the image data.
- The **Color box** in the Tools panel displays the current foreground / background colors and calls the Color Picker.
- **Quick mask** allows you to make a selection of something by painting over the image in quick mask view.
- You can change the screen mode from normal to full screen, using change **screen mode** tool.

## Working with Layers

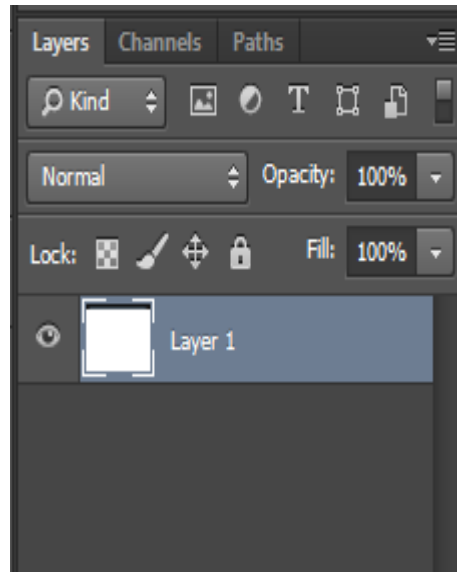
A graphics designer who understands layers mechanism in Photoshop is like a soccer player who understand the offside rule. It's the key. What are layers and why are them so useful? You have to think in this way: every composition realized in Photoshop is the result of several layers combined together. So a layer can be defined as the fundamental Photoshop unit.

This example will show you the meaning of what I'm saying. Let's create a new document in Photoshop (File>New):



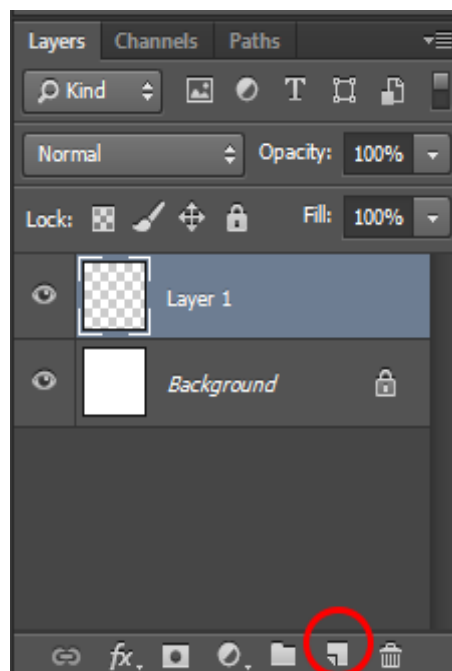
Creating New File

In the bottom right you should have the layers window. In case you don't see it, go to Window>Layers:

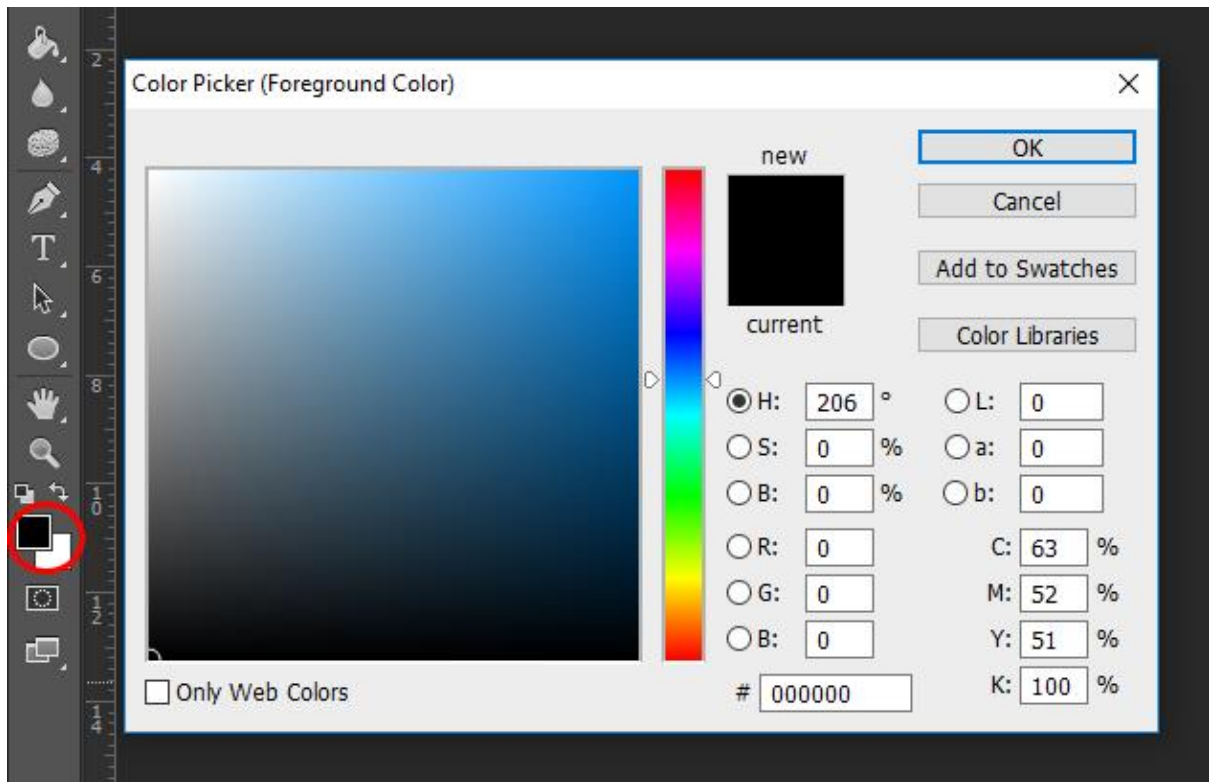


Here you can visualize, select and modify all the layers that compose your final result. As you may have noticed, in this moment we have a single white filled layer.

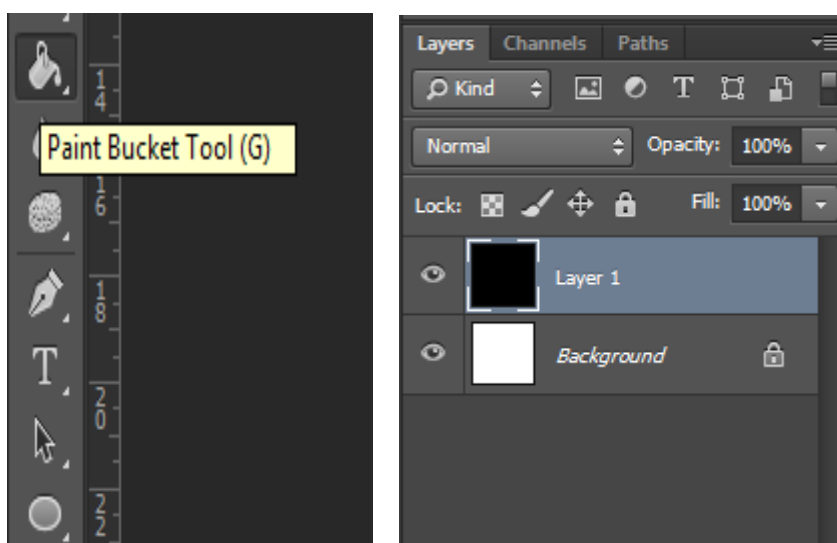
Create a new layer by pressing the appropriate button at the bottom of the layers window. Now you can see a new layer, but nothing has changed in your canvas. This is because Photoshop automatically create blank layers.



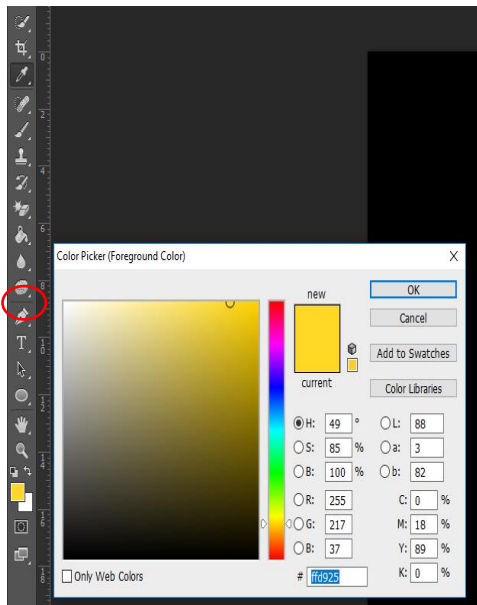
Set the foreground color to black by clicking on the foreground color thumbnail to open the color picker and selecting black (#000000).



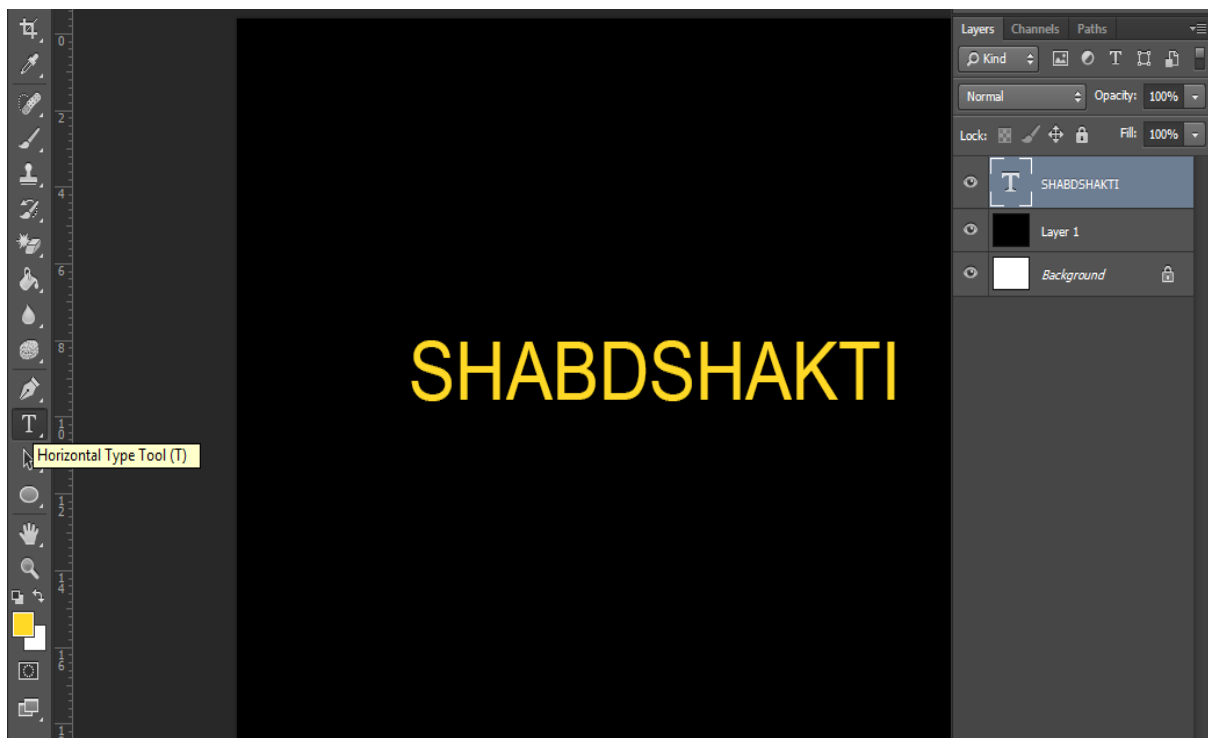
Now grab the Paint bucket tool (G) and click on the canvas to fill it with black. Let's analyse the layers window: the blank layer is now black. This is because what we do on the canvas affects only the layer which is selected. We have 2 layers, one black and one white. Since the black one is above, it's displayed while the white one is hidden (layer hierarchy).



Switch the foreground color to yellow (#ffd925).

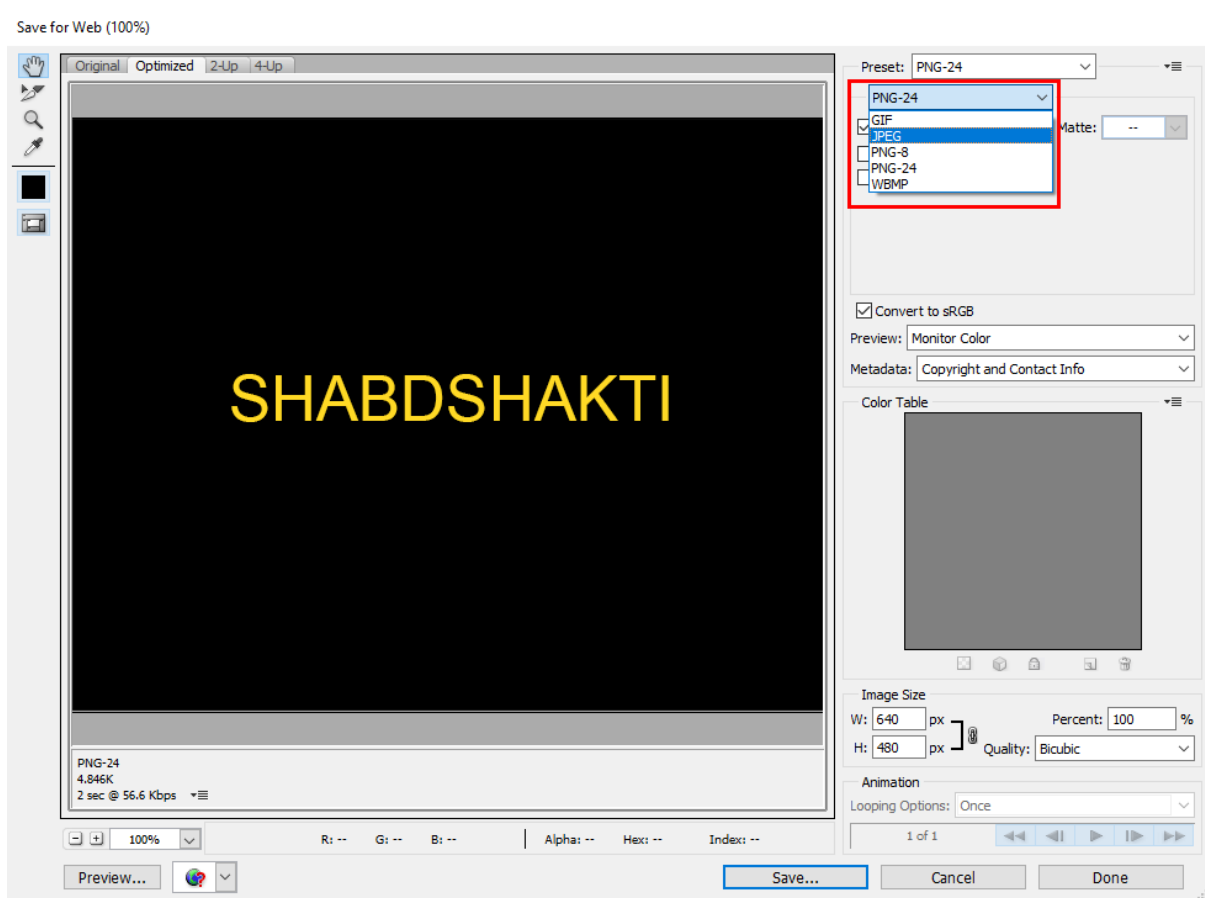


Use the horizontal type tool (T) to write something. Note that Photoshop has automatically created a new type layer:



## Saving into JPEG, PNG formats

For saving the image, go to **File > Save for Web**, and then you will get below prompt:



Then you select any format like JPEG, PNG-8 or PNG-24 to save the image file in computer.

Also, you can save your Photoshop work into your computer. Go to **File > Save As**, and select the destination to save the Photoshop work file. By default it will save into PSD format, which is the genuine file extension of Photoshop.

## Important Shortcut Keys for Photoshop:

CTRL + N – New Document

CTRL + O – Open

CTRL + S – Save

CTRL + SHIFT + S – Save the Document file into PSD

ALT + CTRL + SHIFT + S – Save into Web Format like JPEG, PNG

CTRL + SHIFT + W – Close the document

CTRL + SHIFT + N – Create a new layer

CTRL + G – New Group

CTRL + Z – Undo

ALT + CTRL + Z – Step backward

CTRL + SHIFT + Z – Step forward

CTRL + A – Select all

CTRL + C – Copy all

CTRL + V – Paste all

CTRL + X – Cut all

CTRL + D – Deselect entire image

CTRL + T – Find the size handling

Z – Zoom

H – Hand tool

C – Crop tool

L – Lasso tool

G – Brush tool

T – Text tool

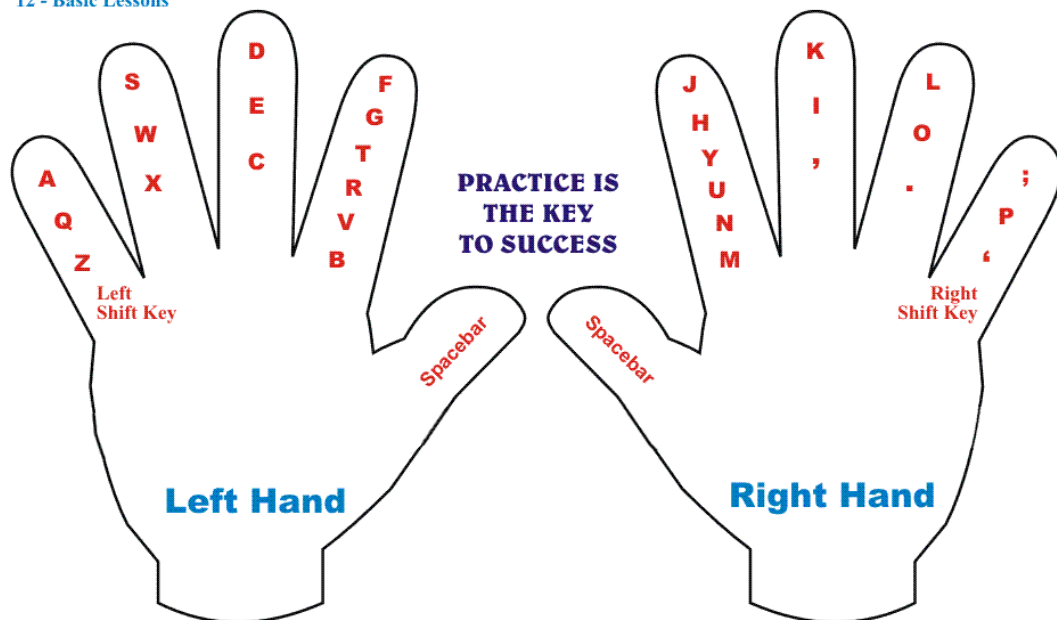
Q – Quick selection tool



# Typing Course

26 - Characters  
04 - Punctuations  
08 - Fingers  
12 - Basic Lessons

## QWERTY Keyboard Layout



Typing Course provides you with text to train on and adjusts to different levels depending on how good you are.

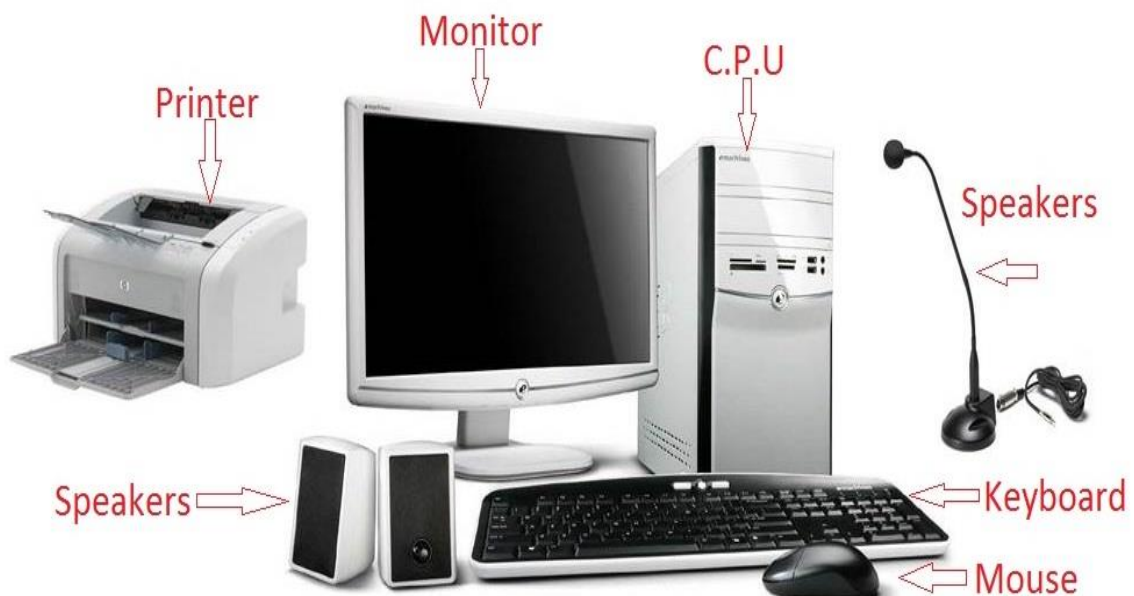
In this Unit of Typing course, we will cover-up during practical session.

In the meanwhile, you can check the above image of Typing Keyboard Layout.



# UNIT 5

## Fundamentals of Computers And Networking



Basic parts of a Computer

### Generation of Computer

Generation in computer terminology is a change in technology a computer is/was being used. Initially, the generation term was used to distinguish between varying hardware technologies. But nowadays, generation includes both hardware and software, which together make up an entire computer system.

S.N.	Generation & Description
1	<u>First Generation</u> : The period of first generation: 1946-1959. Vacuum tube based.
2	<u>Second Generation</u> : The period of second generation: 1959-1965. Transistor based.
3	<u>Third Generation</u> : The period of third generation: 1965-1971. Integrated Circuit based.
4	<u>Fourth Generation</u> : The period of fourth generation: 1971-1980. VLSI microprocessor based.
5	<u>Fifth Generation</u> : The period of fifth generation: 1980-onwards. ULSI microprocessor based

### What Is Computer ?

- A computer is an electronic device that has the ability to store, retrieve, and process data, and can be programmed with instructions that it remembers.
- The physical parts that make up a computer (the central processing unit, input, output, and memory) are called **hardware**.
- Programs that tell a computer what to do are called **software**.
- A set of instructions that perform a particular task is called a **program, software program, or software**. **Peripherals** are any hardware device connected to a computer, any part of the computer outside the CPU and working memory.
- Some examples of peripherals are keyboards, the mouse, monitors, printers, scanners, disk and tape drives, microphones, speakers, joysticks, plotters, and cameras.



### **Computer has four functions:**

a. Accepts data	<b>Input</b>
b. Processes data	<b>Processing</b>
c. Produces output	<b>Output</b>
d. Stores results	<b>Storage</b>

### **Input (Data):**

Input is the raw information entered into a computer from the input devices. It is the collection of letters, numbers, images etc.

### **Process:**

Process is the operation of data as per given instruction. It is totally internal process of the computer system.

### **Output:**

Output is the processed data given by computer after data processing. Output is also called as Result. We can save these results in the storage devices for the future use.

### **The basic parts of a computer system are:**

1. Monitor
2. CPU (Central Processing Unit)
3. Keyboard
4. Mouse
5. Speakers
6. Printer

### **Input Devices:**

Devices that help us put data into the computer are called input devices. They help in giving instructions to the computer.



### Keyboard:



A **computer keyboard** is an **input device** used to enter characters and functions into the computer system by pressing buttons, or **keys**. It is the primary device used to enter text. A keyboard typically contains keys for individual letters, numbers and special characters, as well as keys for specific functions. A keyboard is connected to a computer system using a cable or a wireless connection.

### Mouse:

A hand-operated electronic device that controls the coordinates of a cursor on your computer screen as you move it around on a pad; on the bottom of the device is a ball that rolls on the surface of the pad; "a mouse takes much more room than a trackball"



### Web Camera:

A **webcam** is a video camera that feeds or streams its image in real time to or through a computer to computer network. When "captured" by the computer, the video stream may be saved, viewed or sent on to other networks via systems such as the internet, and email as an attachment. When sent to a remote location, the video stream may be saved, viewed or on sent there.

### Scanner:

A scanner is a device that captures images from photographic prints, posters, magazine pages, and similar sources for computer editing and display. Scanners come in hand-held, feed-in, and flatbed types and for scanning black-and-white only, or color. Very high resolution scanners are used for scanning for high-resolution printing, but lower resolution scanners are adequate for capturing images for computer display. Scanners usually come with software, such as Adobe's Photoshop product, that lets you resize and otherwise modify a captured image.





Central Processing Unit (CPU)

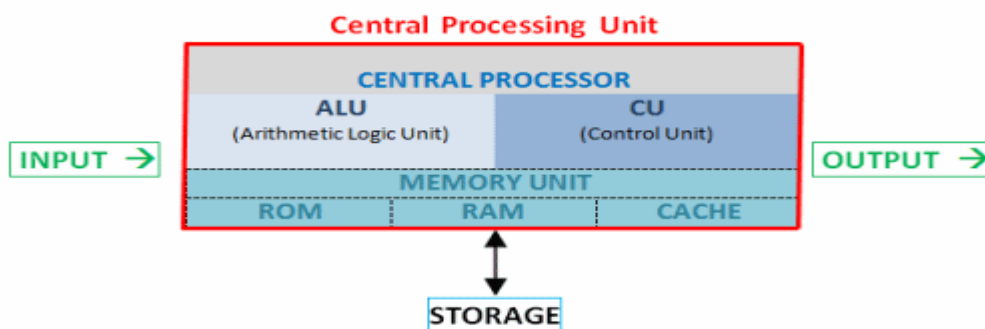
### Processing Device:

CPU (*pronounced as separate letters*) is the abbreviation for *central processing unit*. Sometimes referred to simply as the *central processor*, but more commonly called *processor*, the CPU is the brains of the **computer** where most calculations take place. In terms of computing power, the CPU is the most important element of a **computer system**.

### Components of a CPU

The two typical components of a CPU include the following:

- The *arithmetic logic unit (ALU)*, which performs arithmetic and logical operations.
- The *control unit (CU)*, which extracts **instructions** from **memory** and decodes and **executes** them, calling on the ALU when necessary.



### Output Devices:

#### Monitor:

A **computer monitor** or a **computer display** is an electronic visual display for **computers**. The display device in modern **monitors** is typically a thin film transistor liquid crystal display (TFT-LCD) or a flat panel LED display, while older **monitors** used a cathode ray tubes (CRT).

The monitor is the piece of computer hardware that displays the video and graphics information generated by the computer through the **video card**.



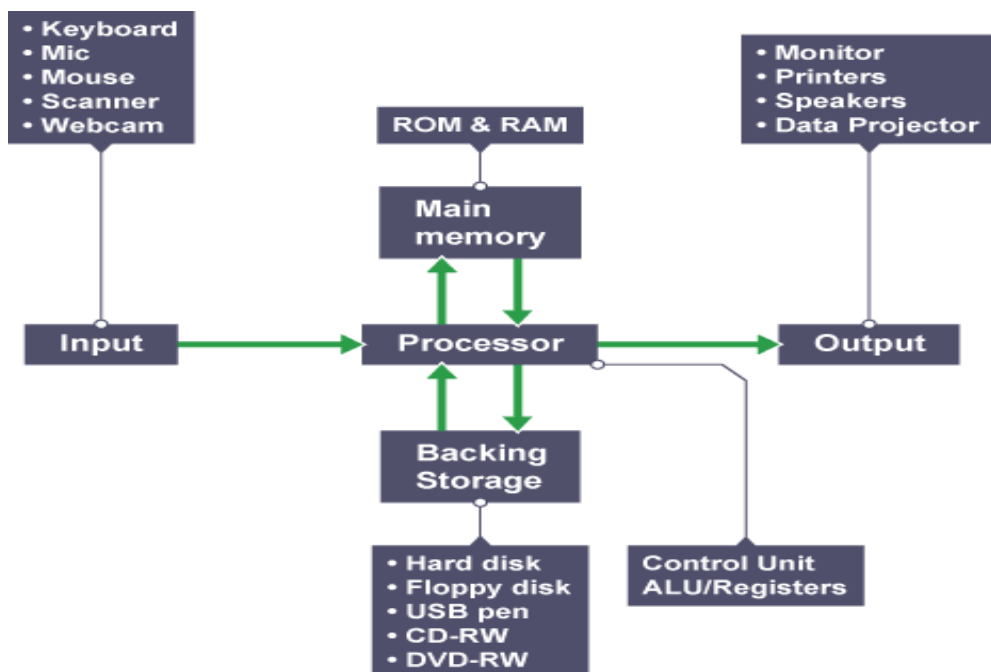
### Printer:

A printer is a device that accepts text and graphic output from a computer and transfers the information to paper, usually to standard size sheets of paper. Printers vary in size, speed, sophistication, and cost. In general, more expensive printers are used for higher-resolution color printing.



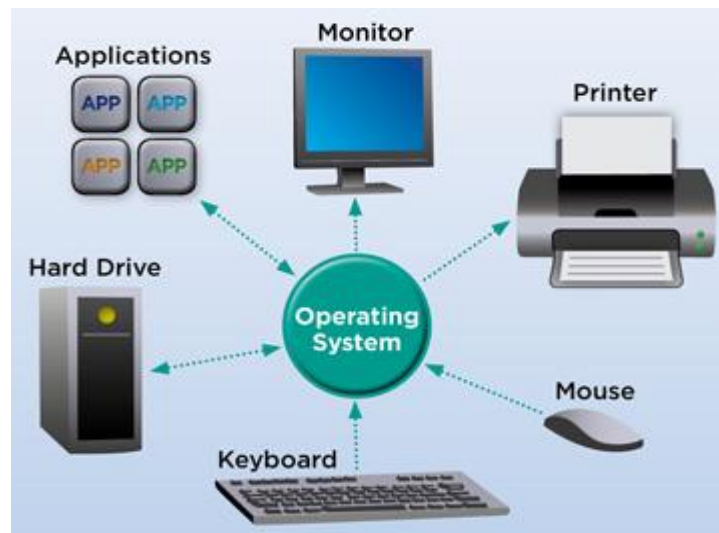
### Speakers:

Speakers are one of the most common **output devices** used with computer systems. Some speakers are designed to work specifically with computers, while others can be hooked up to any type of sound system. Regardless of their design, the purpose of speakers is to produce audio **output** that can be heard by the listener.



## Operating systems

An **operating system** or **OS** is a software on the **hard drive** that enables the computer **hardware** to communicate and operate with the computer **software**. Without a computer operating system, a computer and software programs would be useless.



There are various type of Operating Systems. Mostly used OS are Windows, Linux and MAC operating systems.

### Starting with the Windows:

The GUI-based OS was introduced in 1985 and has been released in many versions since then, as described below.

Microsoft got its start with the partnership of Bill Gates and Paul Allen in 1975. Gates and Allen co-developed Xenix (a version of Unix) and also collaborated on a BASICS interpreter for the Altair 8800. The company was incorporated in 1981.

### Versions of Windows:

**1985:** Windows 1.0

**1987:** Windows 2.0-2.11

**1999:** Windows 3.0

**1993:** Windows NT

**1995:** Windows 95

**1998:** Windows 98

**2000:** Windows ME

**2001:** Windows XP

**2006:** Windows Vista

**2009:** Windows 7

**2012:** Windows 8

**2015:** Windows 10



## **MAC:**

**Mac OS** is the computer operating system for Apple Computer's Macintosh line of personal computers and workstations. A popular feature of its latest version, **Mac OSX** , is a desktop interface with some 3-D appearance characteristics.

### **Versions of MAC:**

**2000:** Mac OS X Public Beta

**2001:** Mac OS X 10.0 Cheetah

**2001:**Mac OS X 10.1 Puma

**2002:** Mac OS X 10.2 Jaguar

**2003:** Mac OS X 10.3 Panther

**2005:** Mac OS X 10.4 Tiger

**2007:** Mac OS X 10.5 Leopard

**2009:** Mac OS X 10.6 Snow Leopard

**2011:** Mac OS X 10.7 Lion

**2012:** OS X 10.8 Mountain Lion

**2013:** OS X 10.9 Mavericks

**2014:** OS X 10.10 Yosemite

**2015:** OS X 10.11 El Capitan

**2016:** macOS 10.12 Sierra

## **Linux:**

Linux is a Unix-like operating system that was designed to provide personal computer users a free or very low-cost alternative. Linux has a reputation as a very efficient and fast-performing system.

1. Ubuntu

2. Fedora

3. Linux Mint

4. openSUSE

5. PCLinuxOS

6. Debian

7. Mandriva



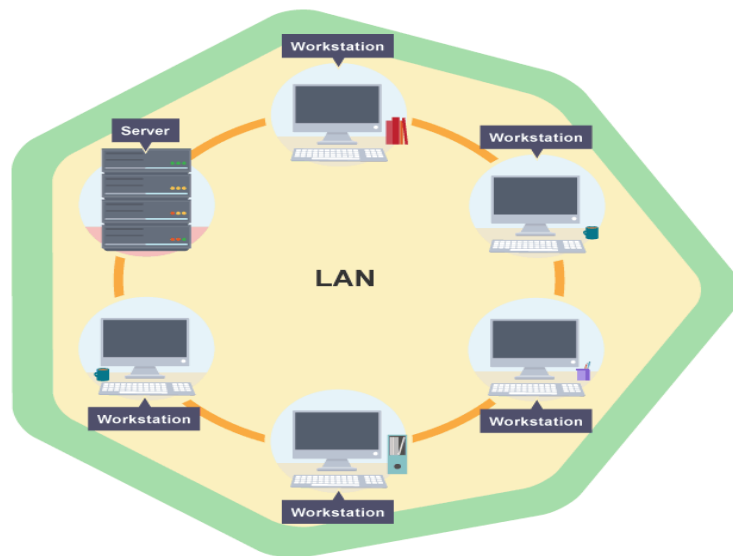
## Networking Basics



<b>Internet</b>	<b>Intranet</b>	<b>Extranet</b>
It is a Global system of interconnected computer network.	It is a Private network specific to an organisation.	It is a Private network that uses public network to share information with suppliers and vendors.
Thus content in the network is accessible to everyone connected.	Thus content in the network is accessible only to members of organization.	The content in the network is accessible to members of organization & external members with access to network.
It is largest in terms of number of connected devices.	It is small network with minimal number of connected devices.	The number of devices connected is comparable with Intranet.
It is owned by no one.	It is owned by single organization.	It is owned by single/multiple organization.
It is means of sharing information throughout the world.	It is means of sharing sensitive information throughout organization.	It is means of sharing information between members and external members.
Users can access Internet anonymously.	Users should have valid username/password to access Intranet.	Users should have valid username/password to access Extranet.
Internet is unregulated and uncensored.	But Intranet is regulated by the organization policies.	Extranet is also regulated by contractual agreements between organizations.

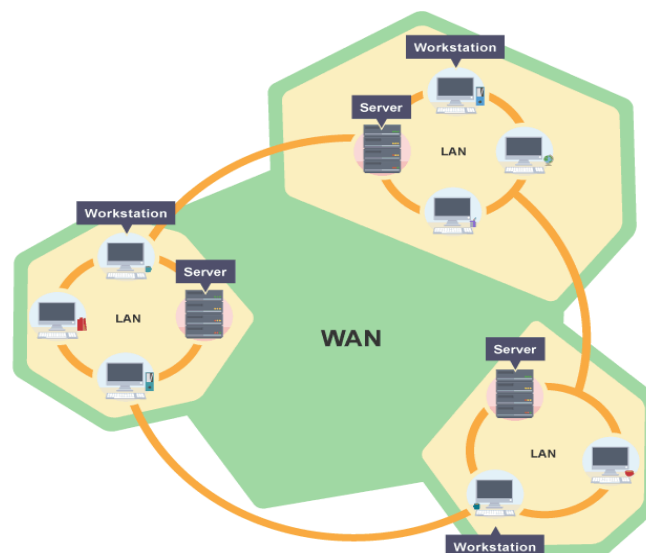
## Types of Networks :

### 1. Local Area Networks (LANs)



These networks are used to connect devices over relatively short distances, such as within a building, school, or home. LANs generally employ Ethernet cables as a means of connecting the various gadgets within the network.

### 2. Wide Area Networks (WANs)



These networks are used to connect devices over much larger distances than LANs. A WAN is established by using routers to connect various LANs and are generally not owned by a single person or organization. The internet is one massive WAN that spans the entire planet.

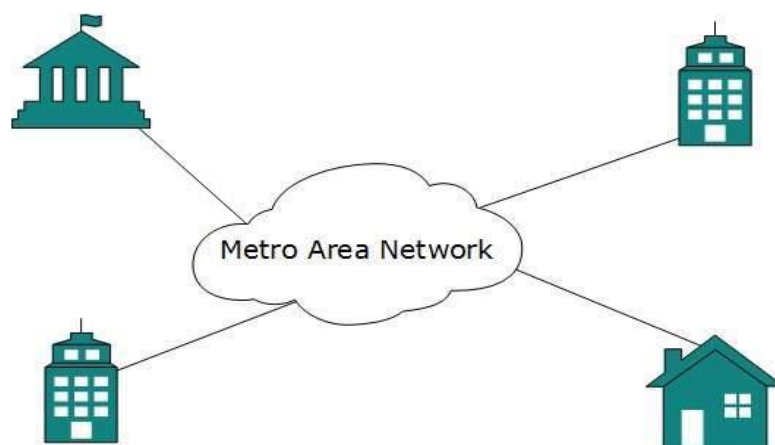
### 3. Wireless Local Area Networks (WLANs)



Wireless Local Area Networks enable users to move around within a larger coverage area, but still be wirelessly connected to the network.

Wireless local area networks (WLANs) that are LANs based on wireless\_network technology and metropolitan area networks (MANs) that cover larger areas than LANs but smaller areas than WANs.

### 4. Metropolitan Area Network (MANs)



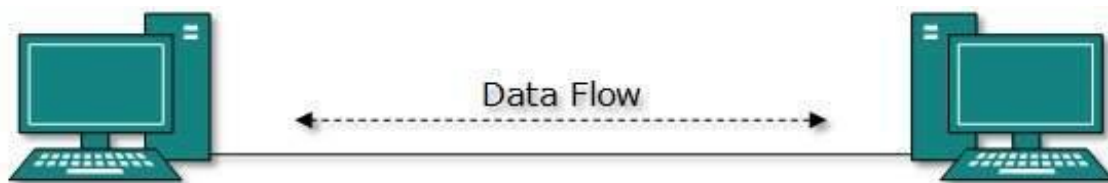
It is a computer network that interconnects users with computer resources in a geographic area or region larger than that covered by even a large local area **network** (LAN) but smaller than the area covered by a wide area **network** (WAN).

## Topologies:

A Network Topology is the arrangement with which computer systems or network devices are connected to each other. Topologies may define both physical and logical aspect of the network. Both logical and physical topologies could be same or different in a same network.

### 1. Point-to-Point

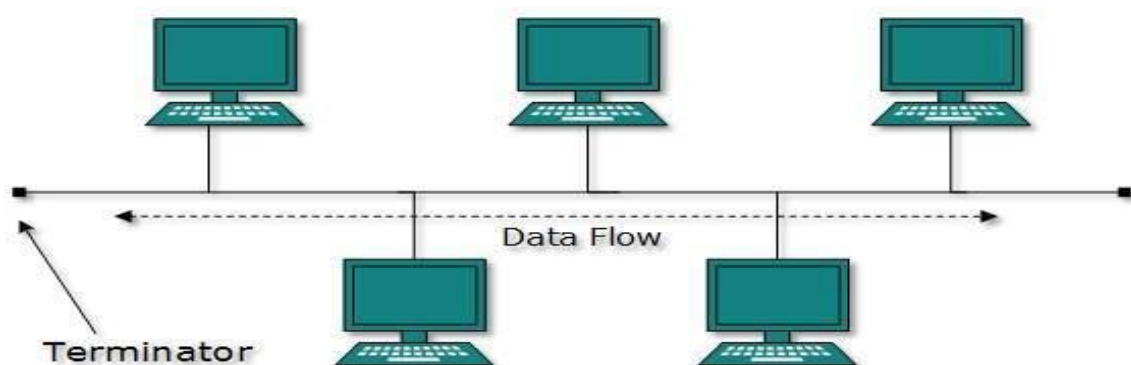
Point-to-point networks contains exactly two hosts such as computer, switches or routers, servers connected back to back using a single piece of cable. Often, the receiving end of one host is connected to sending end of the other and vice-versa.



If the hosts are connected point-to-point logically, then may have multiple intermediate devices. But the end hosts are unaware of underlying network and see each other as if they are connected directly.

### 2. Bus Topology

In case of Bus topology, all devices share single communication line or cable. Bus topology may have problem while multiple hosts sending data at the same time. Therefore, Bus topology either uses CSMA/CD technology or recognizes one host as Bus Master to solve the issue. It is one of the simple forms of networking where a failure of a device does not affect the other devices. But failure of the shared communication line can make all other devices stop functioning.

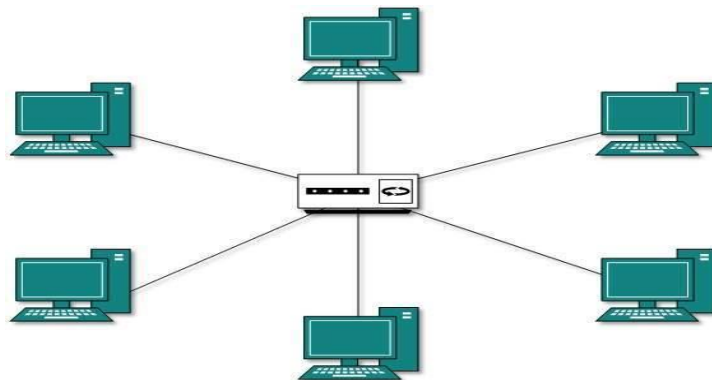


Both ends of the shared channel have line terminator. The data is sent in only one direction and as soon as it reaches the extreme end, the terminator removes the data from the line.

### 3. Star Topology

All hosts in Star topology are connected to a central device, known as hub device, using a point-to-point connection. That is, there exists a point to point connection between hosts and hub. The hub device can be any of the following:

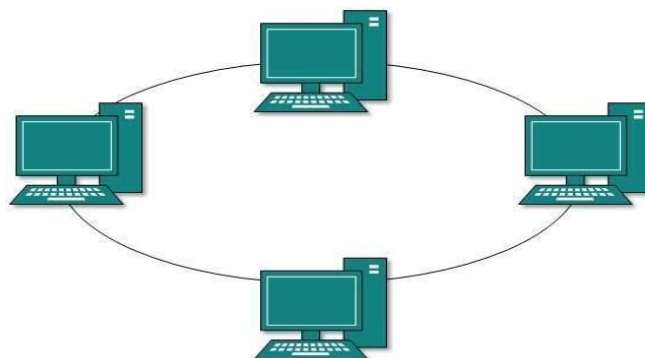
- Layer-1 device such as hub or repeater
- Layer-2 device such as switch or bridge
- Layer-3 device such as router or gateway



As in Bus topology, hub acts as single point of failure. If hub fails, connectivity of all hosts to all other hosts fails. Every communication between hosts, takes place through only the hub. Star topology is not expensive as to connect one more host, only one cable is required and configuration is simple.

### 4. Ring Topology

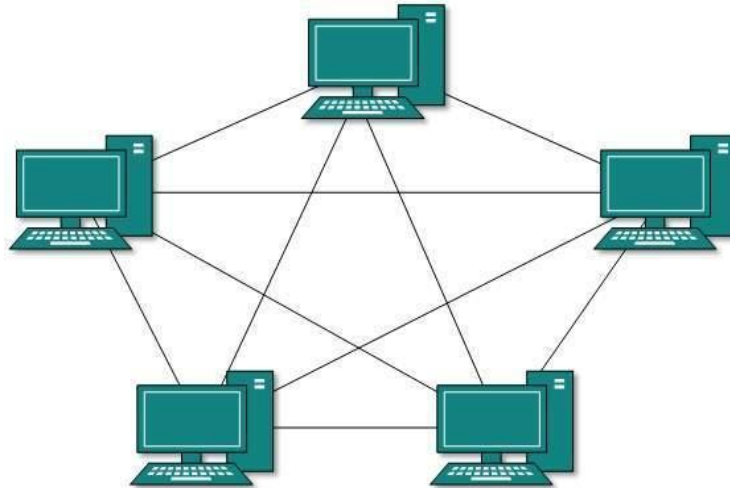
In ring topology, each host machine connects to exactly two other machines, creating a circular network structure. When one host tries to communicate or send message to a host which is not adjacent to it, the data travels through all intermediate hosts. To connect one more host in the existing structure, the administrator may need only one more extra cable.



Failure of any host results in failure of the whole ring. Thus, every connection in the ring is a point of failure. There are methods which employ one more backup ring.

## 5. Mesh Topology

In this type of topology, a host is connected to one or multiple hosts. This topology has hosts in point-to-point connection with every other host or may also have hosts which are in point-to-point connection to few hosts only.



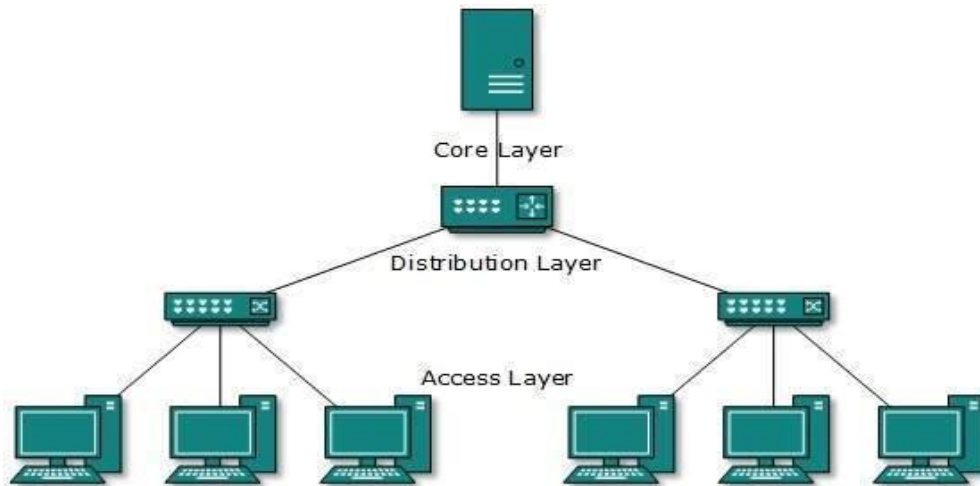
Hosts in Mesh topology also work as relay for other hosts which do not have direct point-to-point links. Mesh technology comes into two types:

- **Full Mesh:** All hosts have a point-to-point connection to every other host in the network. Thus for every new host  $n(n-1)/2$  connections are required. It provides the most reliable network structure among all network topologies.
- **Partially Mesh:** Not all hosts have point-to-point connection to every other host. Hosts connect to each other in some arbitrarily fashion. This topology exists where we need to provide reliability to some hosts out of all.

## 6. Tree Topology

Also known as Hierarchical Topology, this is the most common form of network topology in use presently. This topology imitates as extended Star topology and inherits properties of bus topology.

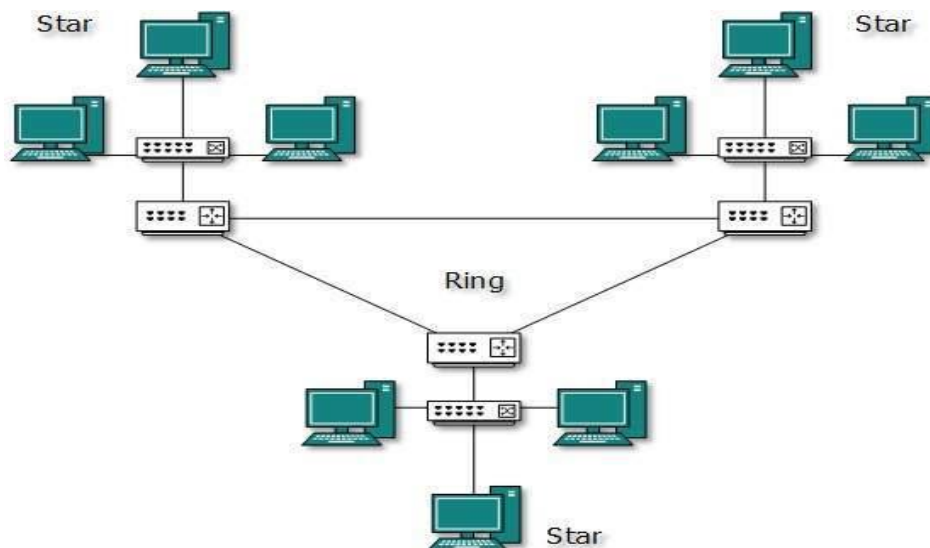
This topology divides the network in to multiple levels/layers of network. Mainly in LANs, a network is bifurcated into three types of network devices. The lowermost is access-layer where computers are attached. The middle layer is known as distribution layer, which works as mediator between upper layer and lower layer. The highest layer is known as core layer, and is central point of the network, i.e. root of the tree from which all nodes fork.



All neighbouring hosts have point-to-point connection between them. Similar to the Bus topology, if the root goes down, then the entire network suffers even though it is not the single point of failure. Every connection serves as point of failure, failing of which divides the network into unreachable segment.

### 7. Hybrid Topology

A network structure whose design contains more than one topology is said to be hybrid topology. Hybrid topology inherits merits and demerits of all the incorporating topologies.



The above picture represents an arbitrarily hybrid topology. The combining topologies may contain attributes of Star, Ring, Bus, and Daisy-chain topologies. Most WANs are connected by means of Dual-Ring topology and networks connected to them are mostly Star topology networks. Internet is the best example of largest Hybrid topology.



# Website & Blog Creation

## HTML

### What is HTML?

HTML is the standard markup language for creating Web pages.

- HTML stands for Hyper Text Markup Language
- HTML describes the structure of Web pages using markup
- HTML elements are the building blocks of HTML pages
- HTML elements are represented by tags
- HTML tags label pieces of content such as "heading", "paragraph", "table", and so on
- Browsers do not display the HTML tags, but use them to render the content of the page

### A Simple HTML Document

Example:-

```
<!DOCTYPE html>
<html>
<head>
<title>Page Title</title>
</head>
<body>
<h1>My First Heading</h1>
<p>My first paragraph.</p>
</body>
</html>
```



## Example Explained

- The `<!DOCTYPE html>` declaration defines this document to be HTML5
- The `<html>` element is the root element of an HTML page
- The `<head>` element contains meta information about the document
- The `<title>` element specifies a title for the document
- The `<body>` element contains the visible page content
- The `<h1>` element defines a large heading
- The `<p>` element defines a paragraph

## HTML Tags

HTML tags are element names surrounded by angle brackets:  
`<tagname>content goes here...</tagname>`

- HTML tags normally come **in pairs** like `<p>` and `</p>`
- The first tag in a pair is the **start tag**, the second tag is the **end tag**
- The end tag is written like the start tag, but with a **forward slash** inserted before the tag name

## The `<!DOCTYPE>` Declaration

- The `<!DOCTYPE>` declaration represents the document type, and helps browsers to display web pages correctly.
- It must only appear once, at the top of the page (before any HTML tags).
- The `<!DOCTYPE>` declaration is not case sensitive.
- The `<!DOCTYPE>` declaration for HTML is:  
`<!DOCTYPE html>`

## HTML Versions

Since the early days of the web, there have been many versions of HTML:

Version	Year
HTML	1991
HTML 2.0	1995
HTML 3.2	1997
HTML 4.01	1999
XHTML	2000
HTML5	2014

## Write HTML Using Notepad or TextEdit

Web pages can be created and modified by using professional HTML editors. However, for learning HTML we recommend a simple text editor like Notepad (PC) or TextEdit (Mac). We believe using a simple text editor is a good way to learn HTML. Follow the four steps below to create your first web page with Notepad or TextEdit.

### Step 1: Open Notepad (PC)

**Windows 8 or later:** Open the **Start Screen** (the window symbol at the bottom left on your screen). Type **Notepad**.

**Windows 7 or earlier:** Open **Start > Programs > Accessories > Notepad**

### Step 1: Open TextEdit (Mac)

Open **Finder > Applications > TextEdit**

Also change some preferences to get the application to save files correctly. In **Preferences > Format >** choose "**Plain Text**"

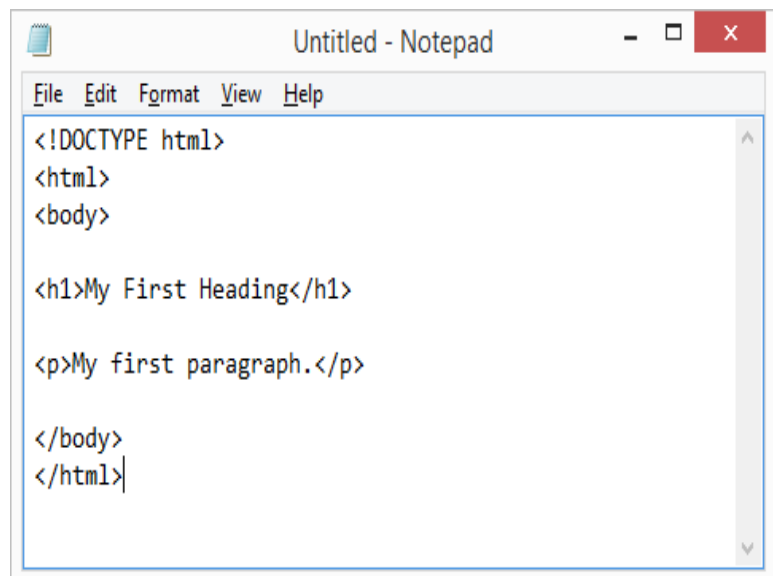
Then under "Open and Save", check the box that says "Ignore rich text commands in HTML files".

**Then open a new document to place the code.**

### Step 2: Write Some HTML

Write or copy some HTML into Notepad.

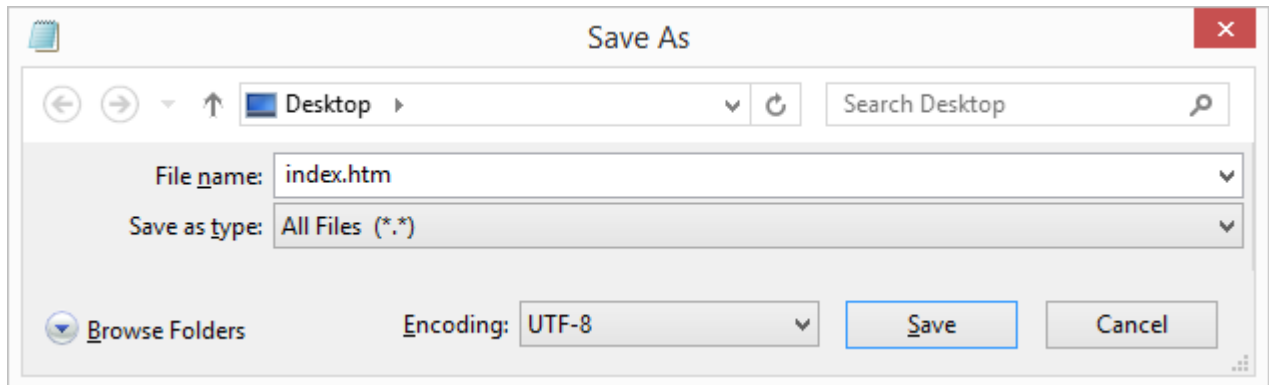
```
<!DOCTYPE html>
<html>
<body>
<h1>My First Heading</h1>
<p>My first paragraph.</p>
</body>
</html>
```

A screenshot of a Notepad window titled "Untitled - Notepad". The window has a menu bar with "File", "Edit", "Format", "View", and "Help". The text area contains the following HTML code:

```
<!DOCTYPE html>
<html>
<body>
<h1>My First Heading</h1>
<p>My first paragraph.</p>
</body>
</html>
```

### Step 3: Save the HTML Page

Save the file on your computer. Select **File > Save as** in the Notepad menu. Name the file "**index.htm**" and set the encoding to **UTF-8** (which is the preferred encoding for HTML files).

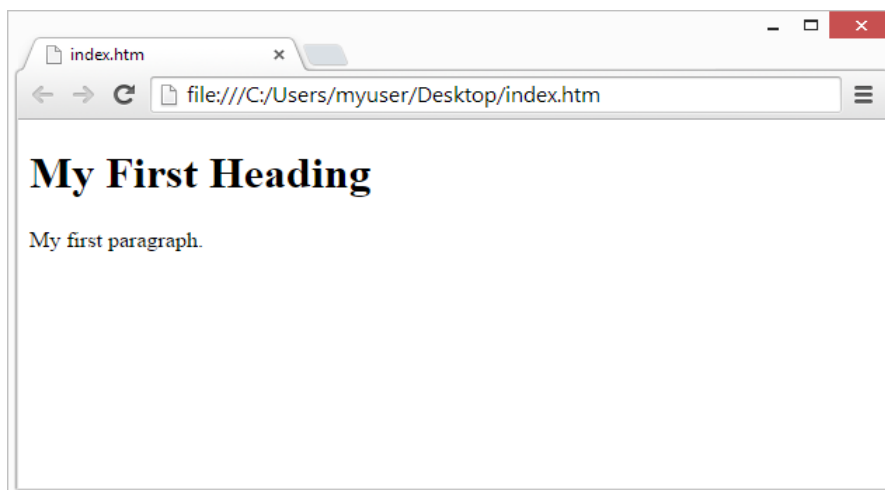


Note: You can use either .htm or .html as file extension. There is no difference, it is up to you.

### Step 4: View the HTML Page in Your Browser

Open the saved HTML file in your favorite browser (double click on the file, or right-click - and choose "Open with").

The result will look much like this:



### HTML Documents

- All HTML documents must start with a document type declaration: **<!DOCTYPE html>**.
- The HTML document itself begins with **<html>** and ends with **</html>**.
- The visible part of the HTML document is between **<body>** and **</body>**.

## HTML Headings

HTML headings are defined with the **<h1>** to **<h6>** tags.

- **<h1>** defines the most important heading. **<h6>** defines the least important heading:

### Example

```
<h1>This is heading 1</h1>
<h2>This is heading 2</h2>
<h3>This is heading 3</h3>...
```

## HTML Paragraphs

HTML paragraphs are defined with the **<p>** tag:

### Example

```
<p>This is a paragraph.</p>
<p>This is another paragraph.</p>
```

## HTML Links

HTML links are defined with the **<a>** tag:

### Example

```
<a href="http://www.shabdshakti.org">This is a link</a>
```

The link's destination is specified in the **href attribute**.

Attributes are used to provide additional information about HTML elements.

## HTML Images

HTML images are defined with the **<img>** tag.

The source file (src), alternative text (alt), width, and height are provided as attributes:

### Example

```

```

## HTML Elements

An HTML element usually consists of a **start** tag and **end** tag, with the content inserted in between:

```
<tagname>Content goes here...</tagname>
```

The HTML **element** is everything from the start tag to the end tag:

```
<p>my first paragraph. </p>
```

Start tag	Element content	End tag
<h1>	My First Heading	</h1>
<p>	My first paragraph.	</p>

<br> element (which indicates a line break)

## Nested HTML Elements

- HTML elements can be nested (elements can contain elements).
- All HTML documents consist of nested HTML elements.
- This example contains four HTML elements:

### Example

```
<!DOCTYPE html>
<html>
  <body>
    <h1>My First Heading</h1>
    <p>My first paragraph.</p>
  </body>
</html>
```

- The **<html>** element defines the **whole document**.
- The **<body>** element defines the **document body**.
- It has a **start tag** `<body>` and an **end tag** `</body>`.
- The element **content** is two other HTML elements (`<body>`, `<h1>` and `<p>`).
- The **<h1>** element defines a **heading**.
- It has a **start tag** `<h1>` and an **end tag** `</h1>`.
- The element **content** is: My First Heading.  
`<h1>My First Heading</h1>`
- The **<p>** element defines a **paragraph**.
- It has a **start tag** `<p>` and an **end tag** `</p>`.
- The element **content** is: My first paragraph.  
`<p>My first paragraph.</p>`

### \*\*\*Do Not Forget the End Tag

#### Empty HTML Elements

- HTML elements with no content are called empty elements.
- `<br>` is an empty element without a closing tag (the `<br>` tag defines a line break).
- Empty elements can be "closed" in the opening tag like this: `<br />`.
- HTML5 does not require empty elements to be closed. But if you want stricter validation, or if you need to make your document readable by XML parsers, you must close all HTML elements properly.

#### Use Lowercase Tags

- HTML tags are not case sensitive: `<P>` means the same as `<p>`.

#### HTML Horizontal Rules

- The `<hr>` tag defines a thematic break in an HTML page, and is most often displayed as a horizontal rule.

#### The HTML `<head>` Element

- The HTML `<head>` element has nothing to do with HTML headings.

- The <head> element is a container for metadata. HTML metadata is data about the HTML document. Metadata is not displayed.

### HTML Line Breaks

- The HTML <br> element defines a **line break**.

### HTML Paragraphs

- The HTML <p> element defines a **paragraph**

### The HTML <pre> Element

- The HTML <pre> element defines preformatted text.

### The HTML Style Attribute

- Setting the style of an HTML element, can be done with the **style attribute**.
- The HTML style attribute has the following **syntax**:  

```
<tagname style="property:value;">
```
- The **property** is a CSS property. The **value** is a CSS value.
- You will learn more about CSS later in this tutorial.

### HTML Background Color

The **background-color** property defines the background color for an HTML element.

This example sets the background color for a page to powderblue:

#### Example

```
<body style="background-color:powderblue;">
  <h1>This is a heading</h1>
  <p>This is a paragraph.</p>
</body>
```

### HTML Text Color

The **color** property defines the text color for an HTML element:

#### Example

```
<h1 style="color:blue;">This is a heading</h1>
<p style="color:red;">This is a paragraph.</p>
```

### HTML Fonts

The **font-family** property defines the font to be used for an HTML element:

#### Example

```
<h1 style="font-family:verdana;">This is a heading</h1>
<p style="font-family:courier;">This is a paragraph.</p>
```

### HTML Text Size

The **font-size** property defines the text size for an HTML element:

#### Example

```
<h1 style="font-size:300%;">This is a heading</h1>
<p style="font-size:160%;">This is a paragraph.</p>
```

### HTML Text Alignment

The **text-align** property defines the horizontal text alignment for an HTML element:



### Example

```
<h1 style="text-align:center;">Centered Heading</h1>  
<p style="text-align:center;">Centered paragraph.</p>
```

### HTML Formatting Elements

- HTML also defines special **elements** for defining text with a special **meaning**.
- HTML uses elements like `<b>` and `<i>` for formatting output, like **bold** or *italic* text.
- Formatting elements were designed to display special types of text:
  - `<b>` - Bold text
  - `<strong>` - Important text
  - `<i>` - Italic text
  - `<em>` - Emphasized text
  - `<mark>` - Marked text
  - `<small>` - Small text
  - `<del>` - Deleted text
  - `<ins>` - Inserted text
  - `<sub>` - Subscript text
  - `<sup>` - Superscript text

### HTML `<b>` and `<strong>` Elements

- The HTML `<b>` element defines **bold** text, without any extra importance
- The HTML `<strong>` element defines **strong** text, with added semantic "strong" importance.

### HTML `<i>` and `<em>` Elements

The HTML `<i>` element defines *italic* text, without any extra importance. The HTML `<em>` element defines *emphasized* text, with added semantic importance.

#### Example

```
<i>This text is italic</i>  
<em>This text is emphasized</em>
```

### HTML Text Formatting Elements

Tag	Description
<code>&lt;b&gt;</code>	Defines bold text
<code>&lt;em&gt;</code>	Defines emphasized text
<code>&lt;i&gt;</code>	Defines italic text
<code>&lt;small&gt;</code>	Defines smaller text
<code>&lt;strong&gt;</code>	Defines important text
<code>&lt;sub&gt;</code>	Defines subscripted text
<code>&lt;sup&gt;</code>	Defines superscripted text





<ins>	Defines inserted text
<del>	Defines deleted text
<mark>	Defines marked/highlighted text

### HTML <q> for Short Quotations

The HTML <q> element defines a short quotation. Browsers usually insert quotation marks around the <q> element.

#### Example

<p>WWF's goal is to: <q>Build a future where people live in harmony with nature.</q></p>

### HTML <blockquote> for Quotations

The HTML <blockquote> element defines a section that is quoted from another source. Browsers usually indent <blockquote> elements.

### HTML <abbr> for Abbreviations

The HTML <abbr> element defines an abbreviation or an acronym. Marking abbreviations can give useful information to browsers, translation systems and search-engines.

#### Example

<p>The <abbr title="World Health Organization">WHO</abbr> was founded in 1948.</p>

### HTML <var> For Variables

The HTML <var> element defines a variable.

### HTML Comment Tags

You can add comments to your HTML source by using the following syntax:

<!-- Write your comments here -->

### HTML Colors

In HTML, a color can be specified by using a color name, an RGB value, or a HEX value.

In HTML, a color can be specified by using a color name: Red, Orange, Yellow, Cyan, Blue

### Styling HTML with CSS

CSS stands for Cascading Style Sheets.

CSS describes **how HTML elements are to be displayed on screen, paper, or in other media.**

CSS **saves a lot of work.** It can control the layout of multiple web pages all at once.

CSS can be added to HTML elements in 3 ways:



- **Inline** - by using the style attribute in HTML elements
- **Internal** - by using a <style> element in the <head> section
- **External** - by using an external CSS file

The most common way to add CSS, is to keep the styles in separate CSS files. However, here we will use inline and internal styling, because this is easier to demonstrate, and easier for you to try it yourself.

### Inline CSS

- An inline CSS is used to apply a unique style to a single HTML element.
- An inline CSS uses the style attribute of an HTML element.
- This example sets the text color of the <h1> element to blue:\

**Example** `<h1 style="color:blue;">This is a Blue Heading</h1>`

### Internal CSS

- An internal CSS is used to define a style for a single HTML page.
- An internal CSS is defined in the <head> section of an HTML page, within a <style> element:

**Example**

```
<!DOCTYPE html>
<html>
<head>
<style>
body {background-color: powderblue;}
h1 {color: blue;}
p {color: red;}
</style>
</head>
<body>
<h1>This is a heading</h1>
<p>This is a paragraph.</p>
</body>
</html>
```

### External CSS

An external style sheet is used to define the style for many HTML pages.

**With an external style sheet, you can change the look of an entire web site, by changing one file!**

To use an external style sheet, add a link to it in the <head> section of the HTML page:

**Example**

```
<!DOCTYPE html>
<html>
<head>
<link rel="stylesheet" href="styles.css">
```



```

</head>
<body>
<h1>This is a heading</h1>
<p>This is a paragraph.</p>
</body>
</html>

```

## HTML Links - The target attribute

The **target** attribute specifies where to open the linked document. The target attribute can have one of the following values:

- `_blank` - Opens the linked document in a new window or tab
- `_self` - Opens the linked document in the same window/tab as it was clicked (this is default)
- `_parent` - Opens the linked document in the parent frame
- `_top` - Opens the linked document in the full body of the window
- `filename` - Opens the linked document in a named frame
- Use the **<a>** element to define a link
- Use the **href** attribute to define the link address
- Use the **target** attribute to define where to open the linked document
- Use the **<img>** element (inside **<a>**) to use an image as a link
- Use the **id** attribute (`id="value"`) to define bookmarks in a page
- Use the **href** attribute (`href="#value"`) to link to the bookmark
- Use the HTML **<img>** element to define an image
- Use the HTML **src** attribute to define the URL of the image
- Use the HTML **alt** attribute to define an alternate text for an image, if it cannot be displayed
- Use the HTML **width** and **height** attributes to define the size of the image
- Use the CSS **width** and **height** properties to define the size of the image (alternatively)
- Use the CSS **float** property to let the image float
- Use the HTML **<map>** element to define an image-map
- Use the HTML **<area>** element to define the clickable areas in the image-map
- Use the HTML **<img>**'s element **usemap** attribute to point to an image-map

## HTML Table

An HTML table is defined with the **<table>** tag.

Each table row is defined with the **<tr>** tag. A table header is defined with the **<th>** tag. By default, table headings are bold and centered. A table data/cell is defined with the **<td>** tag.

### Example

```

<table style="width:100%">
<tr>
<th>Firstname</th>
<th>Lastname</th>
<th>Age</th>

```



```

</tr>
<tr>
  <td>Jill</td>
  <td>Smith</td>
  <td>50</td>
</tr>
<tr>
  <td>Eve</td>
  <td>Jackson</td>
  <td>94</td>
</tr>
</table>

```

- Use the HTML **<table>** element to define a table
- Use the HTML **<tr>** element to define a table row
- Use the HTML **<td>** element to define a table data
- Use the HTML **<th>** element to define a table heading
- Use the HTML **<caption>** element to define a table caption
- Use the CSS **border** property to define a border
- Use the CSS **border-collapse** property to collapse cell borders
- Use the CSS **padding** property to add padding to cells
- Use the CSS **text-align** property to align cell text
- Use the CSS **border-spacing** property to set the spacing between cells
- Use the **colspan** attribute to make a cell span many columns
- Use the **rowspan** attribute to make a cell span many rows
- Use the **id** attribute to uniquely define one table

## HTML Lists

### Unordered HTML List

An unordered list starts with the **<ul>** tag. Each list item starts with the **<li>** tag. The list items will be marked with bullets (small black circles) by default:

#### Example

```

<ul>
  <li>Coffee</li>
  <li>Tea</li>
  <li>Milk</li>
</ul>

```

### Ordered HTML List

An ordered list starts with the **<ol>** tag. Each list item starts with the **<li>** tag. The list items will be marked with numbers by default:

### Example

```
<ol>
  <li>Coffee</li>
  <li>Tea</li>
  <li>Milk</li>
</ol>
```

### HTML Description Lists

HTML also supports description lists.

A description list is a list of terms, with a description of each term.

The **<dl>** tag defines the description list, the **<dt>** tag defines the term (name), and the **<dd>** tag describes each term:

### Example

```
<dl>
  <dt>Coffee</dt>
  <dd>- black hot drink</dd>
  <dt>Milk</dt>
  <dd>- white cold drink</dd>
</dl>
```

- Use the HTML **<ul>** element to define an unordered list
- Use the CSS **list-style-type** property to define the list item marker
- Use the HTML **<ol>** element to define an ordered list
- Use the HTML **type** attribute to define the numbering type
- Use the HTML **<li>** element to define a list item
- Use the HTML **<dl>** element to define a description list
- Use the HTML **<dt>** element to define the description term
- Use the HTML **<dd>** element to define the description data
- Lists can be nested inside lists
- List items can contain other HTML elements
- Use the CSS property **float:left** or **display:inline** to display a list horizontally

### HTML Block and Inline Elements

Every HTML element has a default display value depending on what type of element it is. The default display value for most elements is block or inline.

#### Block-level Elements

A block-level element always starts on a new line and takes up the full width available (stretches out to the left and right as far as it can).

The **<div>** element is a block-level element.

Examples of block-level elements:

- **<div>**



- <h1> - <h6>
- <p>
- <form>

## Inline Elements

An inline element does not start on a new line and only takes up as much width as necessary.

This is an inline <span> element inside a paragraph.

Examples of inline elements:

- <span>
- <a>
- <img>

## The <div> Element

The <div> element is often used as a container for other HTML elements.

The <div> element has no required attributes, but both **style** and **class** are common.

When used together with CSS, the <div> element can be used to style blocks of content

### Example

```
<div style="background-color:black;color:white;padding:20px;">
  <h2>London</h2>
  <p>London is the capital city of England. It is the most populous city in the United Kingdom, with a metropolitan area of over 13 million inhabitants.</p>
</div>
```

## The <span> Element

- The <span> element is often used as a container for some text.
- The <span> element has no required attributes, but both **style** and **class** are common.

When used together with CSS, the <span> element can be used to style parts of the text:

### Example

```
<h1>My <span style="color:red">Important</span> Heading</h1>
```

## HTML Head

The HTML <head> Element

- The **<head>** element is a container for metadata (data about data) and is placed between the <html> tag and the <body> tag.
- HTML metadata is data about the HTML document. Metadata is not displayed.
- Metadata typically define the document title, character set, styles, links, scripts, and other meta information.



- The following tags describe metadata: <title>, <style>, <meta>, <link>, <script>, and <base>.

### The HTML <title> Element

The <title> element defines the title of the document, and is required in all HTML/XHTML documents.

The <title> element:

- defines a title in the browser tab
- provides a title for the page when it is added to favorites
- displays a title for the page in search engine results

### The HTML <style> Element

The <style> element is used to define style information for a single HTML page:

### The HTML <link> Element

The <link> element is used to link to external style sheets:

### The HTML <meta> Element

The <meta> element is used to specify which character set is used, page description, keywords, author, and other metadata.

Metadata is used by browsers (how to display content), by search engines (keywords), and other web services.

#### Example

```
<meta charset="UTF-8">
<meta name="description" content="Free Web tutorials">
<meta name="keywords" content="HTML,CSS,XML,JavaScript">
<meta name="author" content="Hege Refsnes">
```

### HTML Form Elements

= new in HTML5.

- <form> Defines an HTML form for user input
- <input> Defines an input control
- <textarea> Defines a multiline input control (text area)
- <label> Defines a label for an <input> element
- <fieldset> Groups related elements in a form
- <legend> Defines a caption for a <fieldset> element
- <select> Defines a drop-down list
- <optgroup> Defines a group of related options in a drop-down list
- <option> Defines an option in a drop-down list
- <button> Defines a clickable button
- <datalist> Specifies a list of pre-defined options for input controls

- <keygen> Defines a key-pair generator field (for forms)
- <output> Defines the result of a calculation

### **HTML5 Input Types**

HTML5 added several new input types:

- color
- date
- datetime
- datetime-local
- email
- month
- number
- range
- search
- tel
- time
- url
- week

### **HTML5 Attributes**

HTML5 added the following attributes for <input>:

- autocomplete
- autofocus
- form
- formaction
- formenctype
- formmethod
- formnovalidate
- formtarget
- height and width
- list
- min and max
- multiple
- pattern (regexp)
- placeholder
- required
- step

and the following attributes for <form>:

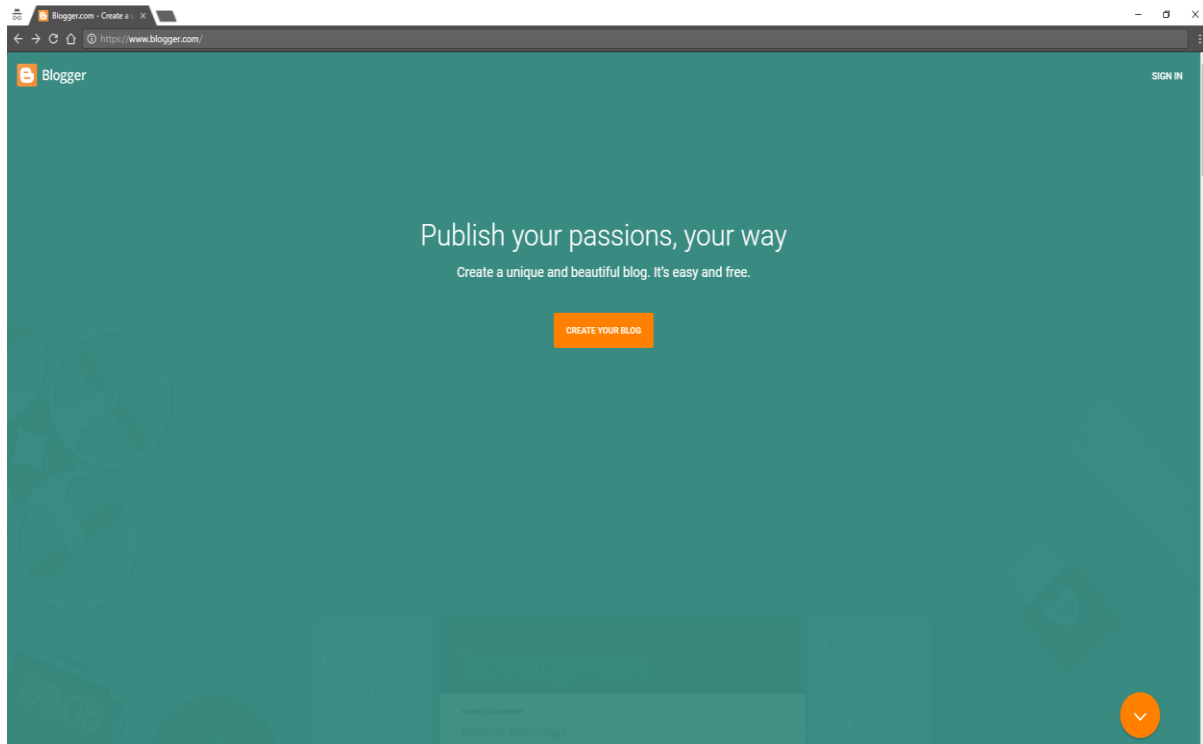
- autocomplete
- novalidate



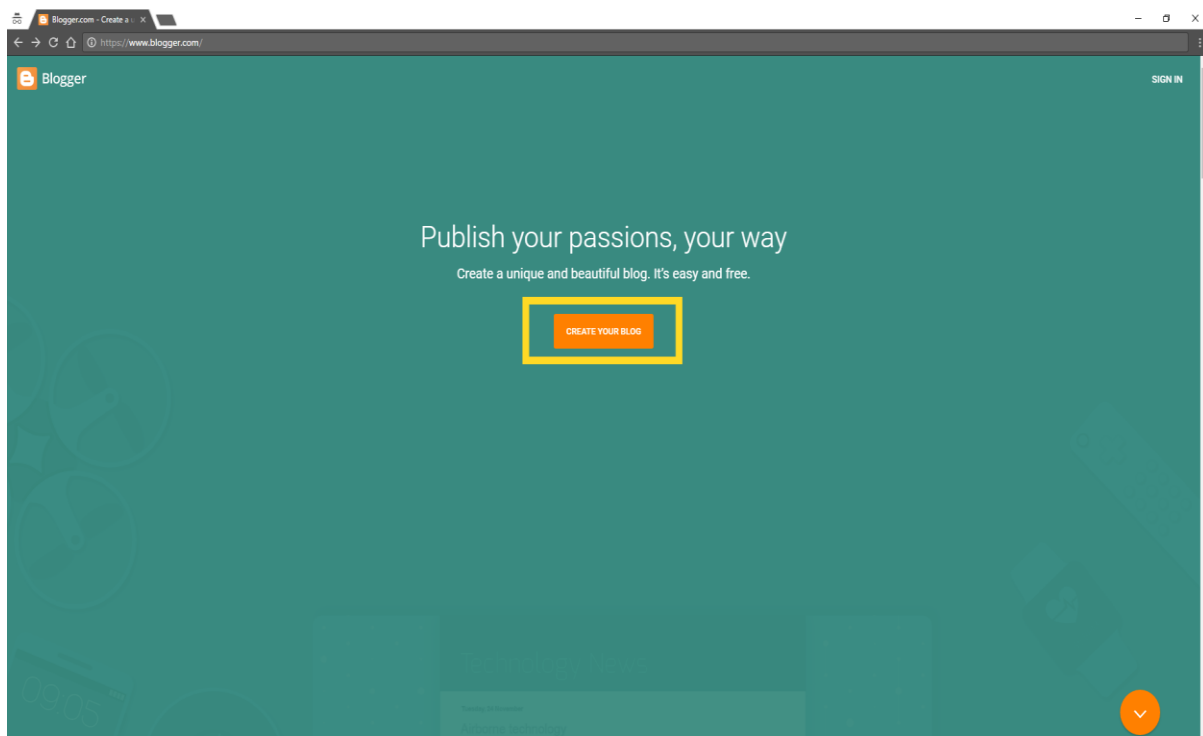


## How to create a blog using Google Blogger

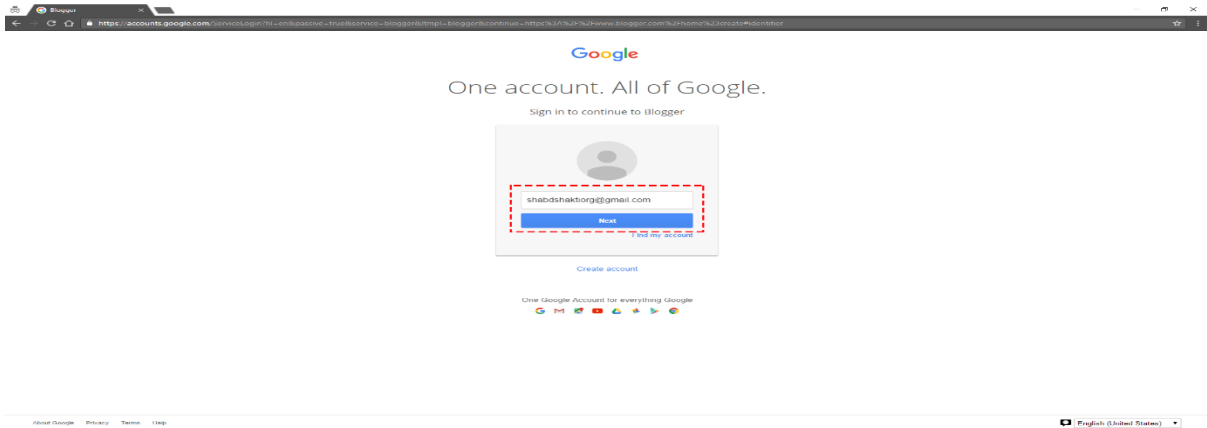
- First you need to open a browser, and go to [www.blogger.com](http://www.blogger.com)



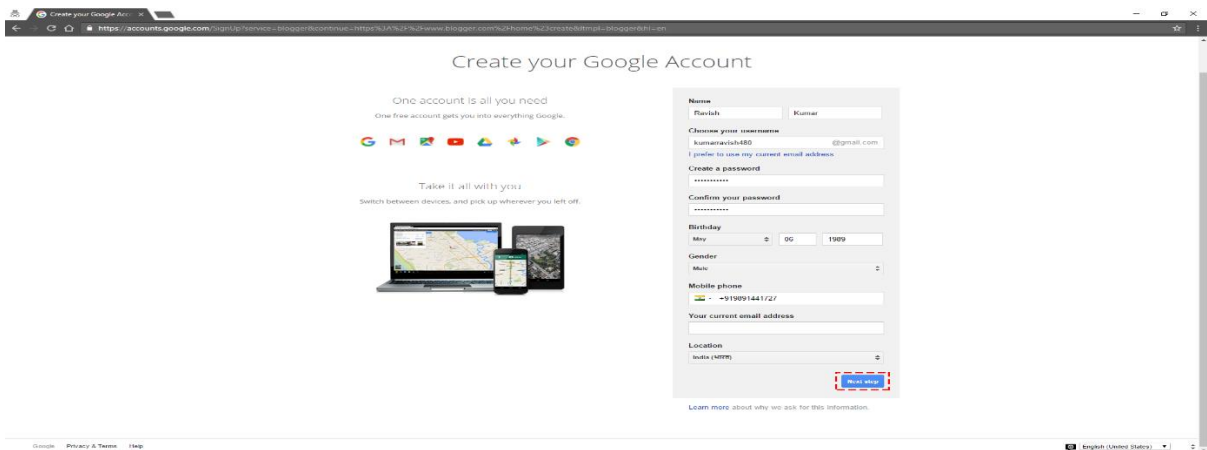
- After that, click on CREATE YOUR BLOG as in below screen:



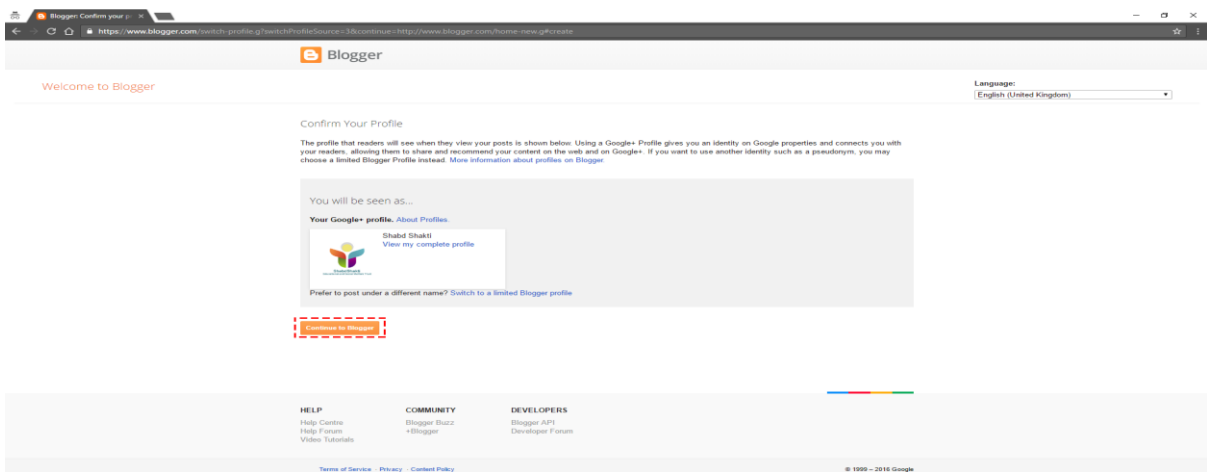
- For creating a blog using Google Blogger, you must have a Google/Gmail account. If you have it, then provide the credentials like User Name and Password.



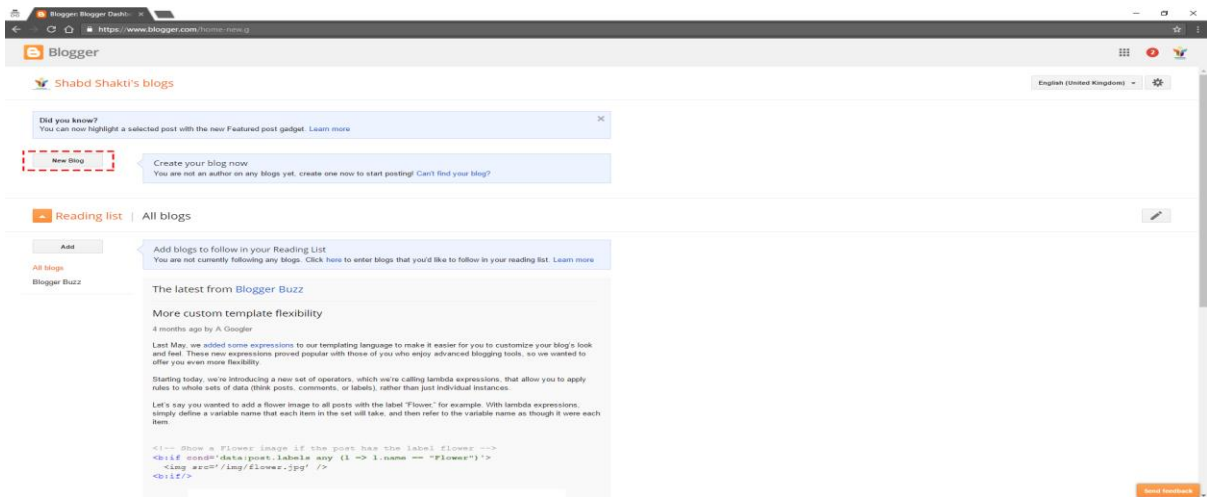
- Or, create a new account by clicking on **Create Account** option.



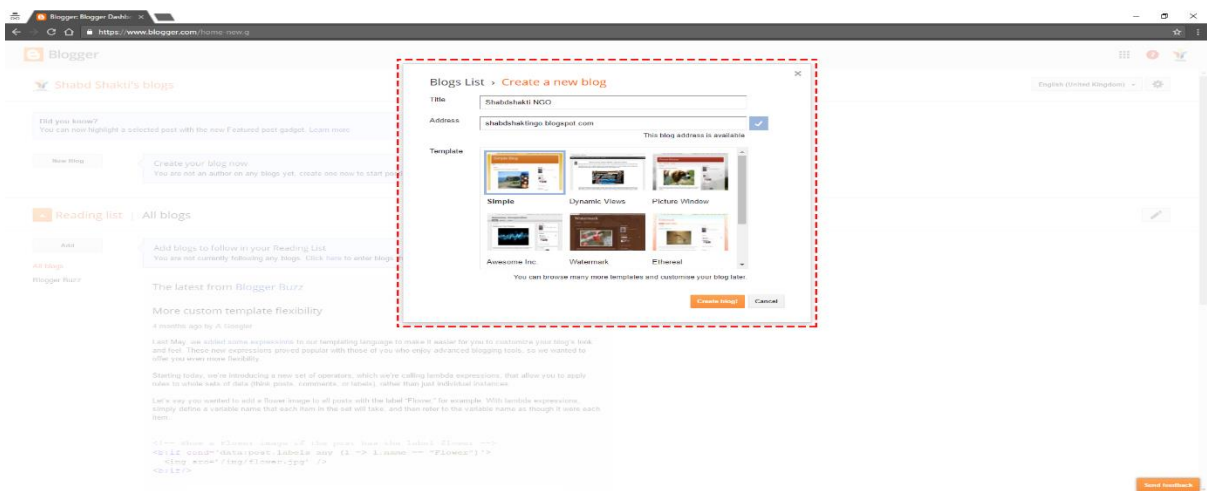
- After providing the credentials like User Name and Password, you will get the confirmation page for **Continue to Blogger**. Click on it, and go-ahead.



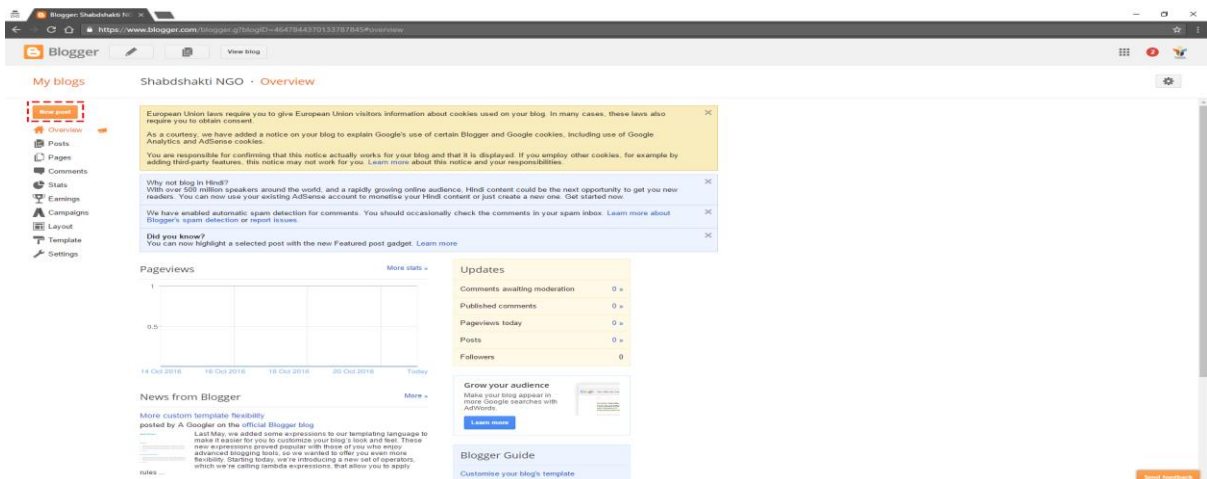
- Below is the home page of Blogger. Click on **New Blog**



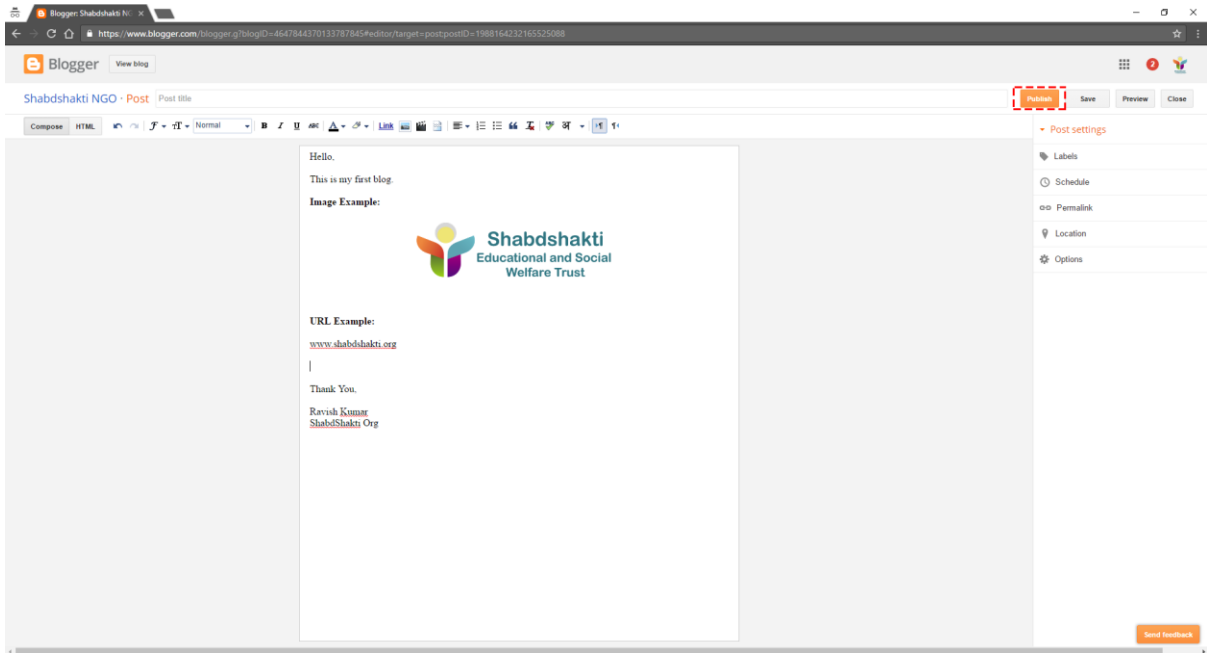
- After clicking the New Blog button, you will get below create a new blog box, where you need to provide the Title, Address/URL of the blog, and select any Template for the blog.



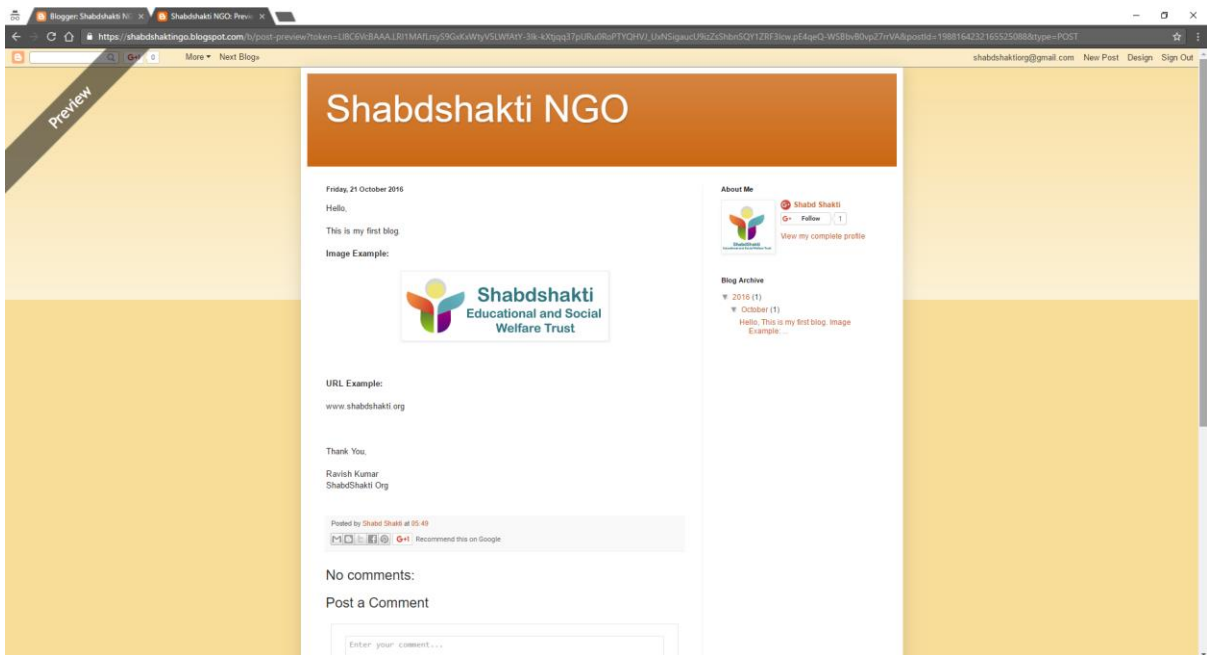
- After providing the details on previous page, you will get Dashboard on the next page. Now click on **New Post**, to create your first post.



- Next page will be your write Blog Page, where you can type any text, insert any images from the computer/web, insert links or URL as shown in below image:

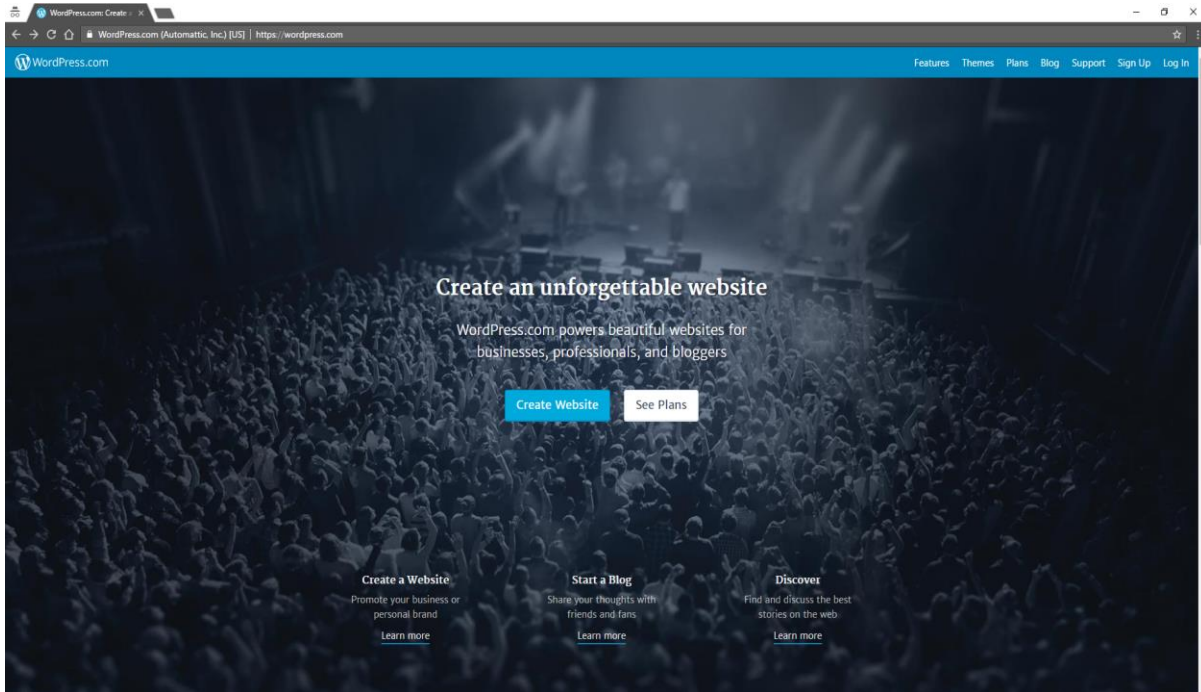


- Your first **Blogger** blog will look like this:

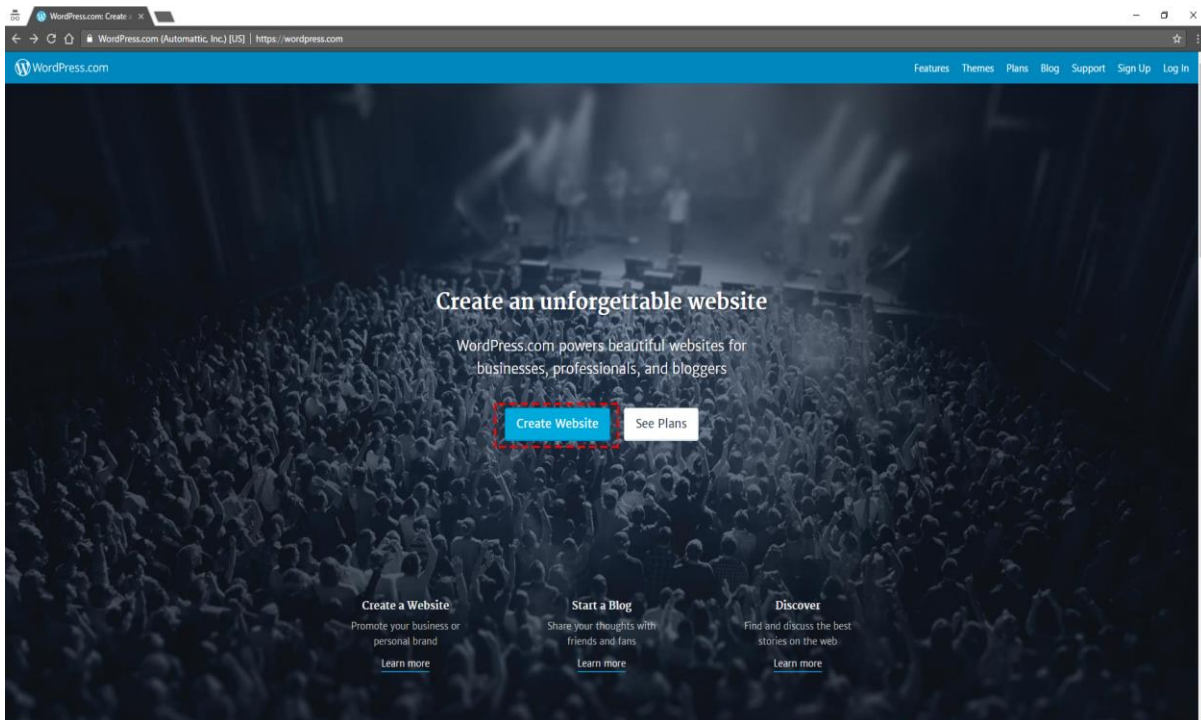


## How to create a blog/website using Wordpress

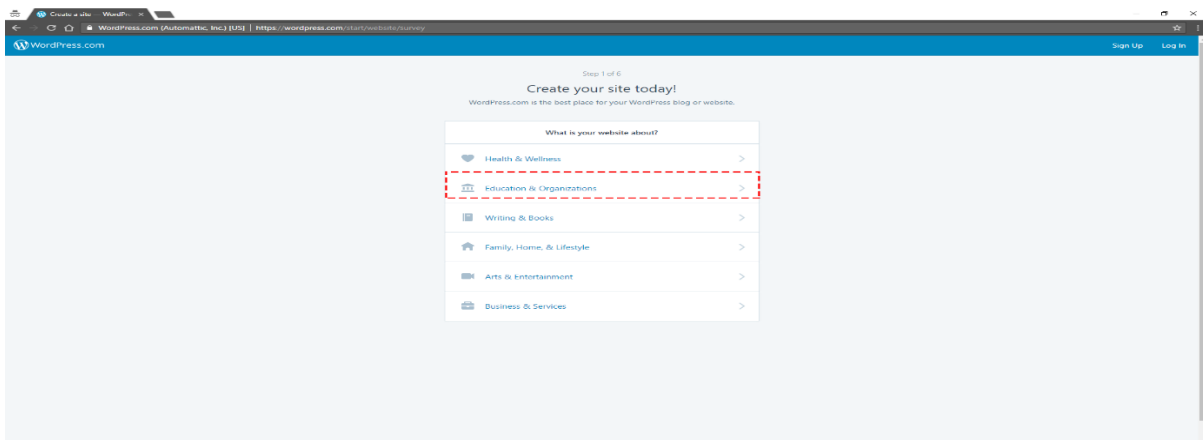
- First you need to open a browser, and go to [www.wordpress.com](https://www.wordpress.com)



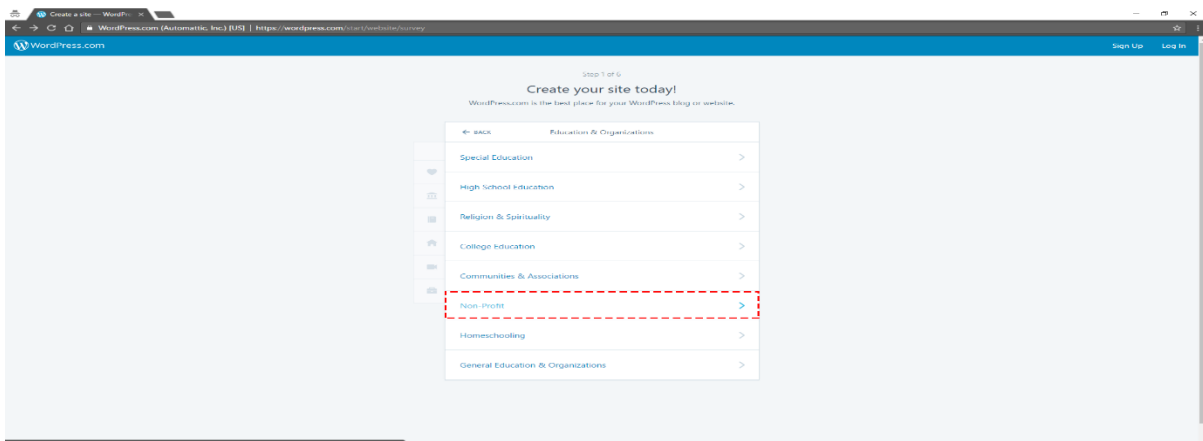
- After that, click on CREATE YOUR BLOG as in below screen:



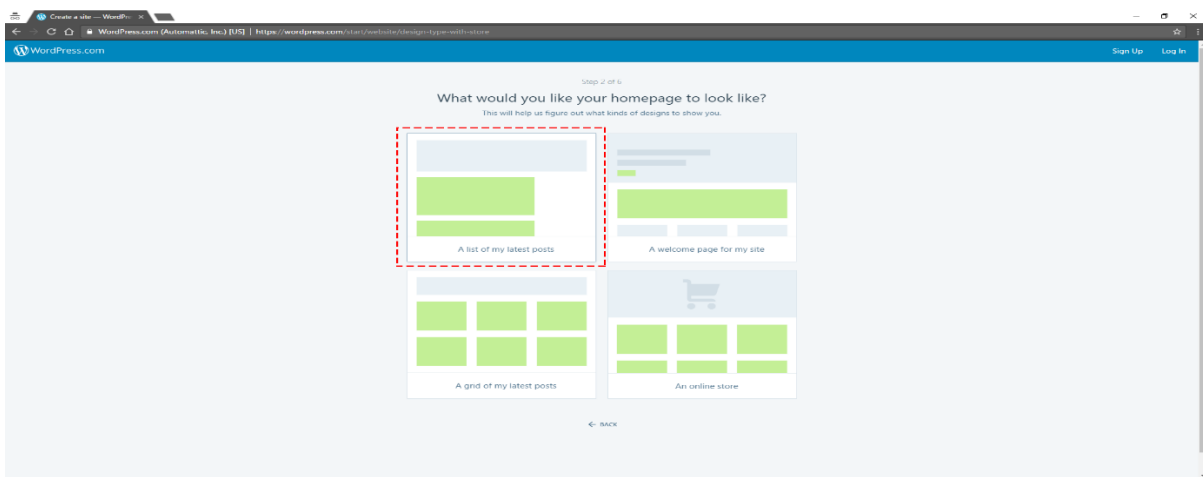
- In the next page, you need to choose the category of your website as mentioned in below screen:  
\*Note: As an example, we have selected Education & Organization



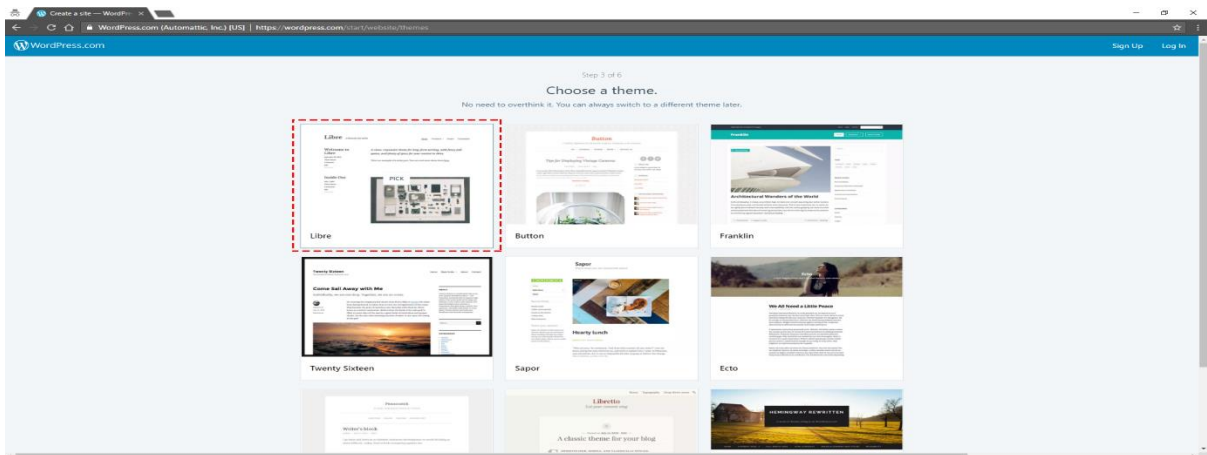
- Then, as an example, we have chosen Non-Profit in the category of Education & Organizations.



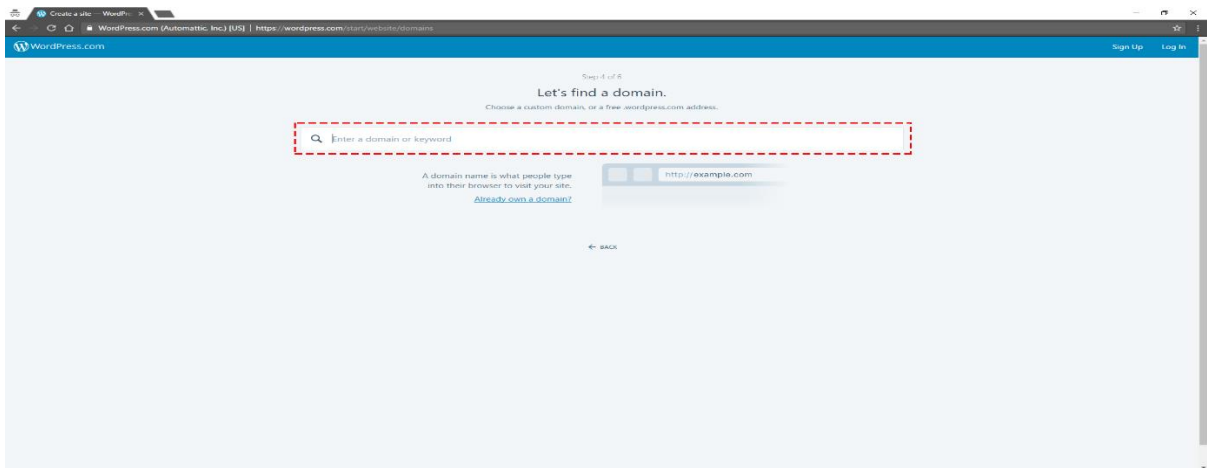
- After that, select the design of the Homepage.



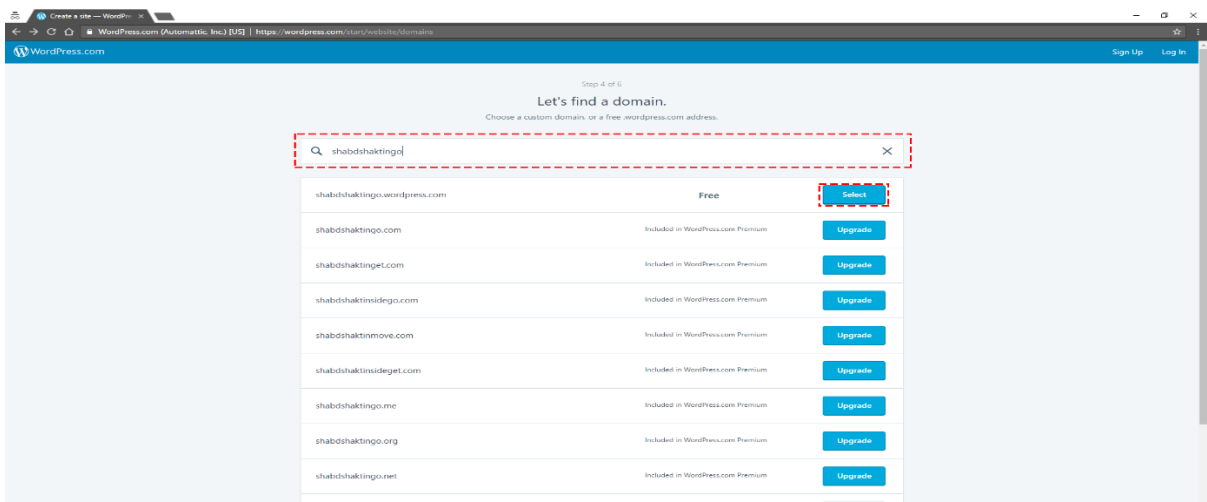
- On next page, choose any theme for the page.



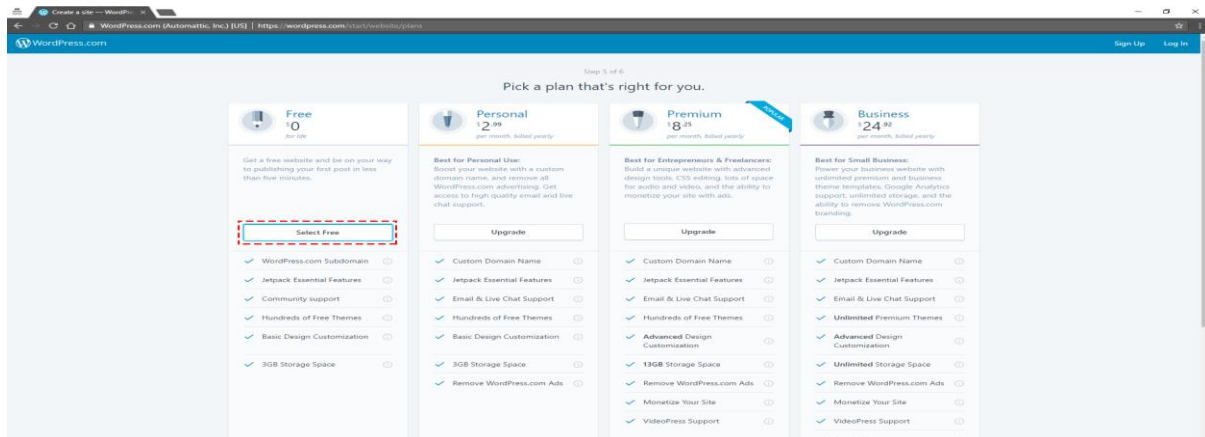
- After that, Choose a custom domain, or a free .wordpress.com address.



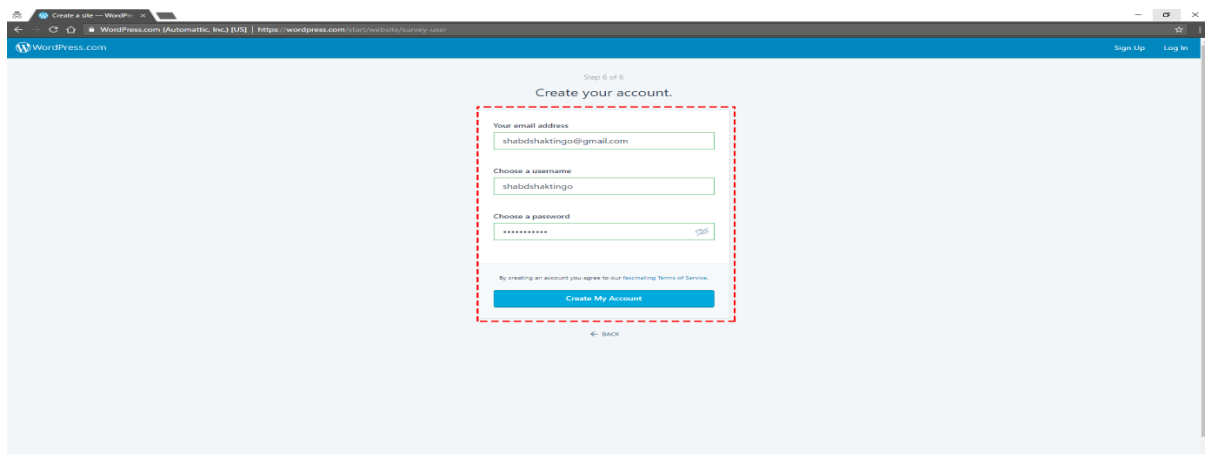
- As an example, we have chosen **shabdshaktingo.wordpress.com** as our free wordpress blog domain.



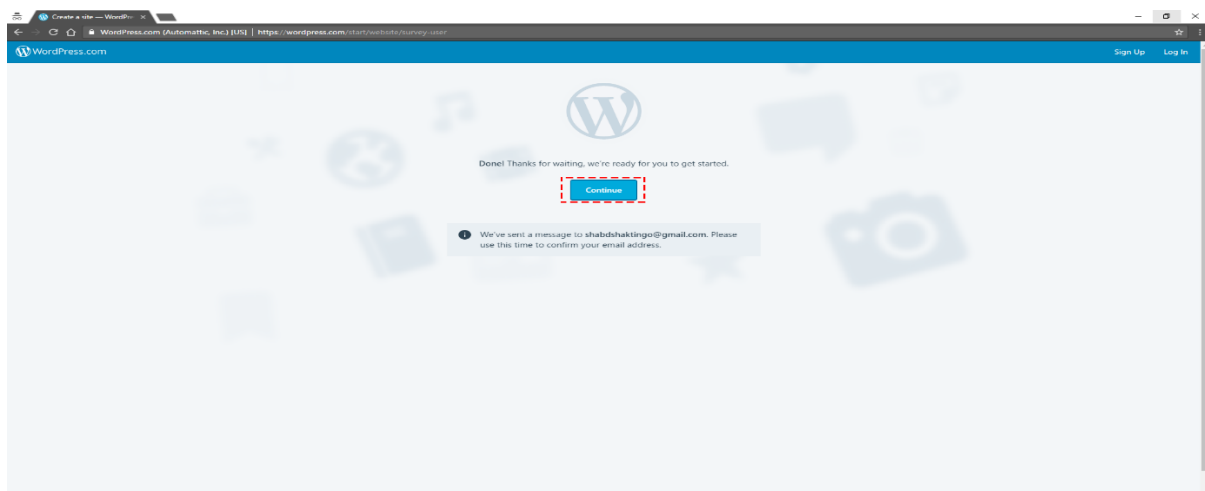
- In the next page, you will get free and premium plans of creating a wordpress website/blog. Here, you can choose “**Select Free**” option.



- Now, you need to create an account to use the wordpress services for website/blog.  
\*Note: As you already have Gmail account from previous tutorial of Blogger. Use the same account to create a wordpress account.

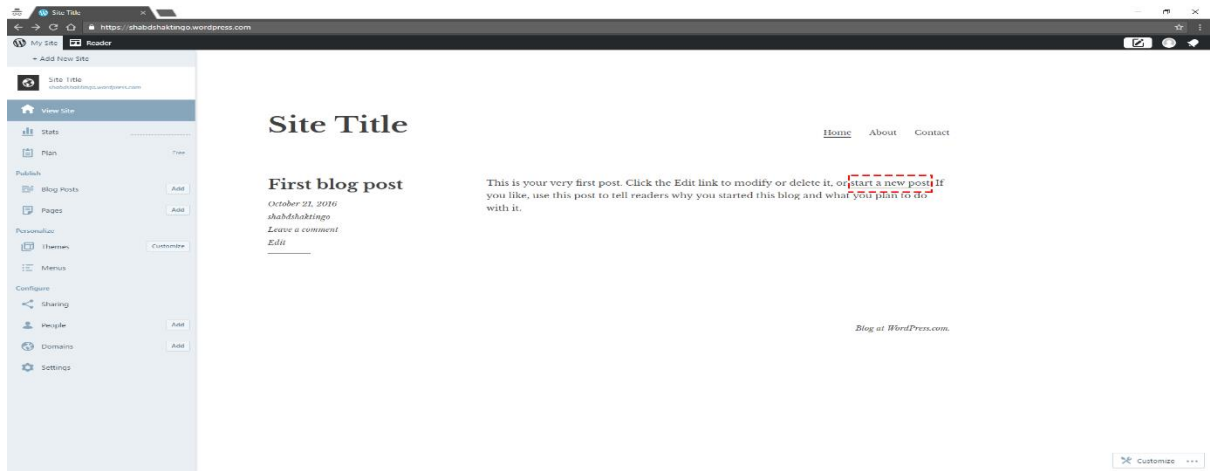


- After providing the credentials, you will get a welcome/ thank you page. Click on Continue to proceed.

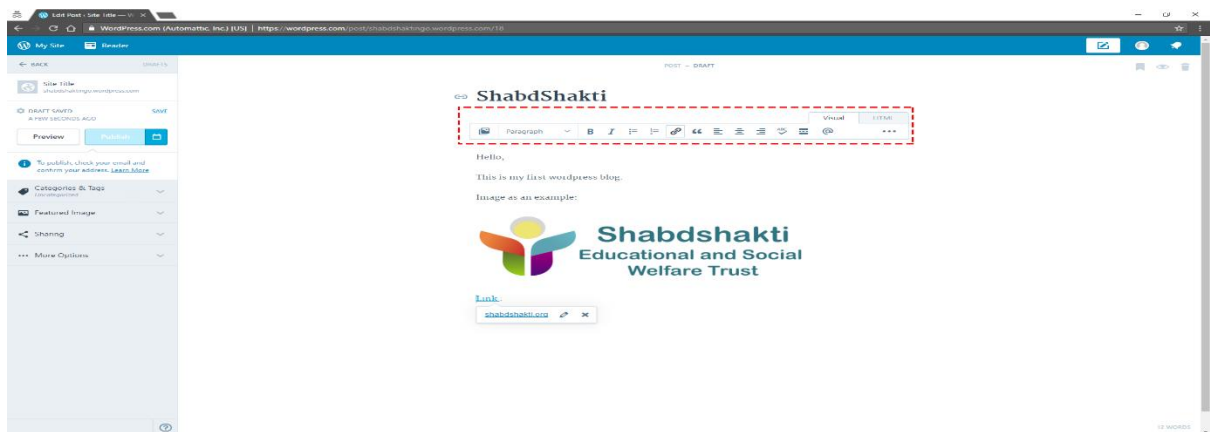




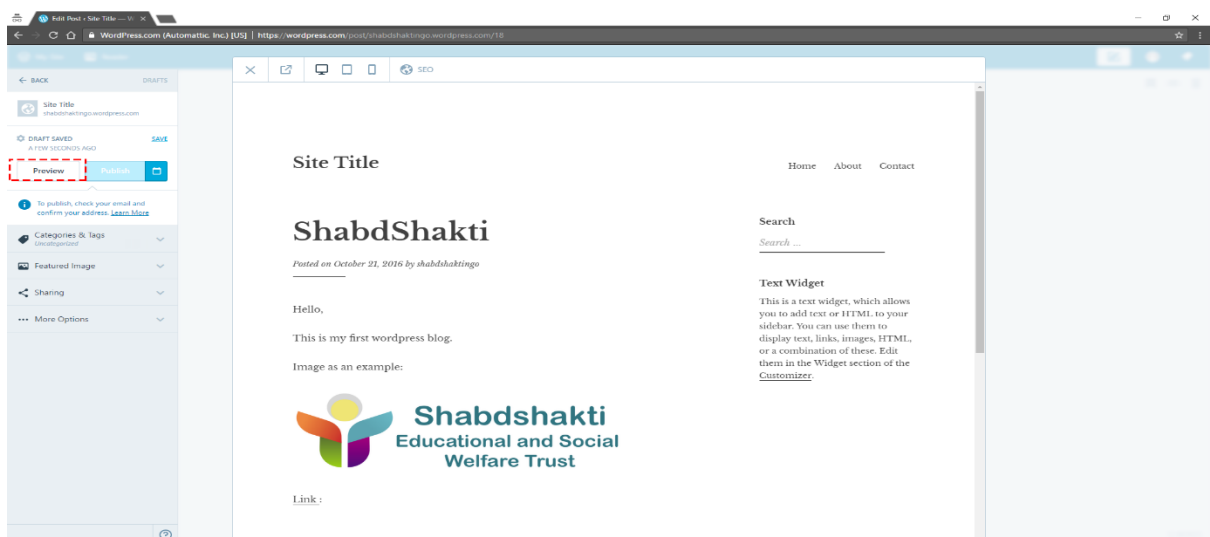
- This will be the Dashboard of wordpress website/blog. Click on **start a new post** (as shown in below screen) to create the first blog.



- As in below screen, you can type any text, insert any image or URL.



- Your first blog will look like as below, when you click on Preview button:



**“Education is the manifestation of perfection already existing in man.”  
– Swami Vivekananda**

**Inspired by Swami Vivekanda's philosophy, a group of young IT professionals came together to set up ShabdShakti Educational and Social Welfare Trust to work with grassroots initiatives for effecting positive changes in the education of underprivileged children, their families and communities.**



<http://shabdshakti.org/>



**ShabdShakti**

Educational and Social Welfare Trust

**You may reach us at:**

**T 456 F First Floor, Chirag Delhi, New Delhi 110017**

**www.shabdshakti.org | help@shabdshakti.org**

**T: +91 95400 81969 / 011 4160 5264**