11th D home work

Microsoft word

Do the following practical’s and note down the steps required to get the work done

1. Make a page of a magazine which contains 3 columnar text and the image at the center

2. Using word art make certificate for the sports students of our college use borders to page

3. Create a mail merge for invitation of your birthday to your 5 friends

4. create a bill of 5 items which contains description of item purchase qty and amt using word calculate the value of bill and total amt payable use formula feature of the microsoft word

5. Create a document and of 2 paragraph and do the spell-check on it write down the steps to do the spell check how to add a new word to dictionary

6. Create an advertisement which contains at least one shape and text inside like” Bumper Dhamaka”contains bullet list of features or services

7. Explain how protect document feature can be applied to document write steps. The document must contain some subscripted and superscripted text

8. How to avail facility of displaying non printable characters in a word document do the command and write steps

9. Explain how indents are created on ruler line and what are their types

10. Explain use of format painter and find and replace feature of word

11 Create a table which contains 5 rows and 5 columns they must be merged at 2 different places in rows and columns write steps for row and column merging

Do the following practical’s and note down the steps required to get the work done

Microsoft Excel

1. create a worksheet of your choice which contains sales for 5 months on 5 different product make a formula in work sheet such that you must be able to find total sales monthwise

city wise and even average sales month wise and city wise also make a bar graph of above

note down all steps to do the procedure

1. Make a result in 5 students of college for 6 subjects of your choice and put the marks put such a if condition that if he do not score more then 35 marks out of 100 he will be declared as fail
2. Rename a worksheet created in Question 2 as “Result 2016”
3. Create a percentile chart of Q1. Data

Q3. Microsoft Access

Do the following practical’s and note down the steps required to get the work done

1. Create A database called “Employee” with the following structure name the table as emp

emp name char 50

empid numeric 3

dept char 5

desig char 5

basic numeric 10 dec, 2

remark

1. create above structure and put atleast 10 data itemes manager should be abbrivated as mgr,clerk as clrk dept as pers, admin,acct, etc
2. Export the above data to excel sheet
3. Make the change in above excel sheet add 5 more employees the theexcel sheet and convert the above excel sheet to access data table again with new name newemp
4. An html file will be provided to you all in the class convert that file to access database table with suitable command
5. create one more table with following structure in same database

emp id as above

emp name as above

pl days numeric 3

cl days numeric 3

save this table with leavrecord named file

1. Create a relationship in theses databases on employee id field and show records from first file empid,empname, and his pldays and cldays from other file
2. List all necessary shortcut keys from word excel and access which are frequently used