BACHELOR OF COMPUTER APPLICATION

II Semester

OFFICE AUTOMATION LAB MANUAL

Under the guidance of:

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Prepared By

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బెంగళూరు
నగర విశ్వవిద్యాలయ
BENGALURU
CITY UNIVERSITY
BE BOUNDLESS

K.L.E SOCIETY'S S NIJALINGAPPA COLLEGE
(B.C A)

PART-A – [WORD + POWER POINT]

WORD :

1. Create and Design an Advertisement with :

(a) page border, content border and add patterns
(b) write beautiful text in it and then change the font, style, colour, and size of each sentence.
(c) design the caption of the Advertisement using Word Art.
(d) Insert images

1. Steps to create Document -> Go to open office -> Select text document(ctrl+n) ->Type the text

    a) Steps
    - Page border - > Right click -> Click on page - > click on border -> chose the border and press ok
    - Content border - > Type text - > Select text- > click on insert -> Click on frame - > click on border -> press ok
    - Add pattern - > Click on view - > Select drawing - > Select pattern (border and fill the colour)

    b) Steps
    - To change font

    i)   Select text - > Go to Menu bar -> Select format- > Click on character - > Select font.
    ii) Select text - > Go to formatting Toolbar - > Select Font name
    iii) Select text - > Right click on selected text - > Go to Font - > Select font name

    - To change font Style

    i) Select text - > Right click on selected text - > Go to style -> click on
    ii) Select text - > Go to formatting tool bar - > Select Bold or (ctrl+B)

    - To change the font Colour

    i) Select text - > Go to formatting tool bar - > Select font colour
    ii) Select text - > Right click on selected text -> Go to font effect -> Select font colour

    - To change the font Size

    i) Select text - > Go to Menu bar -> Select Format - > Click on Character - > Select the Size
    ii) Select text - > Go to formatting tool bar - > Select Font Size
    iii) Select text - > Right click on selected text -> Go to Size -> Select the Size

c) Steps

To design the caption

➢ Click on view – > Select Drawing – > Click on Fontgallary - > Select Word Art - > Type Text
➢ Select - > Tools - >Select Option -> Select Open office Writer - > Select Auto Caption - >
➢ Click on insert-> Select Object -> Click on OLE Object-> Click on Open Office 4.1.5 Drawing-> Click ok (Select drawing object)
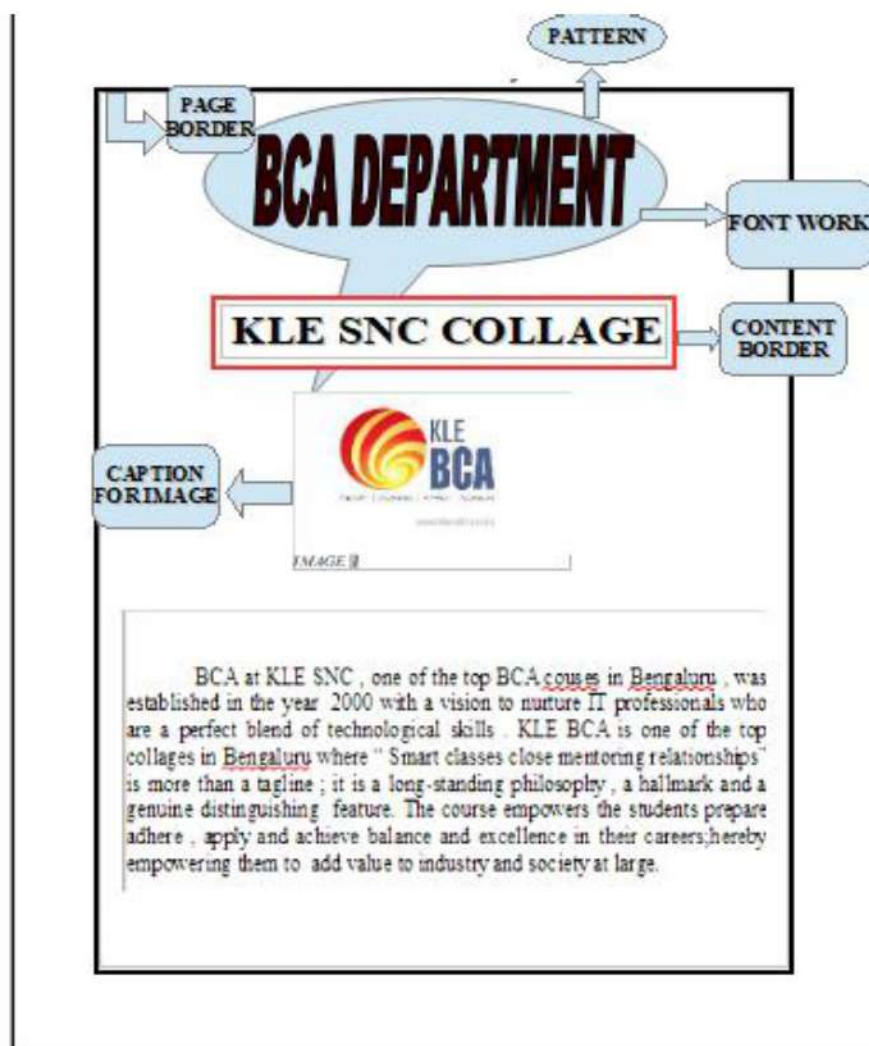
d) Steps

To Insert image

i) Download the image from google
Click on insert - > Go to Picture - > Select file -> Select downloaded image file

OUTPUT

2. Create and Design PROJECT REPORT template
(a) Index Page
(b) Front Page
(c) Certificate
(d) Create links between Index page to Front page and Certificate

1. Steps
   a) To Create Index Page -> Open text document - > Type the contents -> click on save as Index page
   b) To Create Front Page - > Open text document - > Type the Details of Project - > click on save as Front page
   c) To Create Certificate Page -> Open text document - > Type the Students details -> click on save as Certificate page
   d) To create links between Index page to Front page and Certificate
      Open Text document - > Click on Insert -> Click on Hyperlink - > Click on Document - > Click on path - > open file path – > select path for

      1st Index Page 2nd Front Page and 3rd Certificate

   ➢ To open Front page hold control key and double click on Front page link
   ➢ To open Certificate page hold control key and double click on Certificate page link

OUTPUT

INDEX

CONTENT

Front page F:\001 lc 03 frobt page.odt

Certificate page F:\001 03 lc certificate.od

3. Create and Design
(a) Document with Drop cap (write 1 paragraph)
(b) Insert the watermark with company name in the document
(c) Organization chart of a company
(d) Add Quick part – Document property insert company – company address – email – fax – phone

    a) Steps
       To document with drop cap
       Open text document - > Select the first character of a paragraph.- > Click on Format ->
       Select Paragraph - >Select Drop Cap tab

    b) Steps
       To Insert the watermark with company name in the document
       Open text document - > Click on Format – > click on page - >Click on Background->
       Choose Graphic -> Browse water mark image from file.

    c) Steps
       To Create Organization chart of a company
       Open Text document - >Click on insert - > select object - > Click on OLE Object- >
       Select the drawing object - > double click on drawing object- > Go to Edit menu - >
       Click on Duplicate the drawing object - >   Select the with height and colour for each
       drawing object -> Enter the text by pressing F2 key in drawing object.

    d) Steps

To Add Quick part - Document property insert company

Enter the details – company address – email – fax – phone
Select Entered details of Company –>Select Edit-> Click on Auto Text-> Click on My auto text-
> Enter name-> Click on auto text tab select new
Click on Edit-> Select Auto Text-> Select the Name of my text-> insert

OUTPUT STEP A AND B

OUTPUT FOR STEP C

OUTPUT FOR STEP D

4. Mail merge

(a) Create 5 student record in Excel sheet (Regno, studname, mark-1, mark-2, mark-3, total, grade)
(b) Create a marksheet template (college name, department name, marksheet table, signature)
(c) Use header and footer to create College name – Department name – Page number
(d) Mail merge excel with marksheet template.

a) Steps
   To create 5 students record in excel sheet
   ➢ Open Spreadsheet - > Enter Regno, studname, mark-1, mark-2, mark-3 (fill the 5 coloums with 5 records)
   ➢ Calculate total using formula (= sum(A1:A5) i.e select coloum marks1 to marks5
   ➢ Find the Grade using logical if else condition
     Use the if function, one of the logical functions to return the one value if a condition is true and another value if its false
     (example for find the pass, fail and to get grade)
     Ex: =if(H2>35; "PASS";"FAIL")
     Ex: =if(H2>80;"A"; if(H2>70; "B"; if (H2>60;"C"; if(H2>50;"D"; if(H2>35; "PASS";"FAIL")))))
   ➢ Save file name with extension.ods

b) To create marks sheet template
     Open Text Document - > Enter fields (student details i.e Name and Reg No all Marks, Total and Result) - college name, department name, signature)
     Click on file save as - > Enter template name with extension .odt - > click on save

c) To create header and footer
   In Text document- > click on Insert tab - > click on header and footer - > select header tab
   ➢ Enter header as College Name & Department name
   ➢ Next select footer tab -> enter page number

d) To do mail merger
   Create student marksheet template (Enter at least 10 students marks)

➢ After Creating marks sheet template,
➢ Click on Edit tab-> Select -> Exchange Database-> Browse the database (ie Student Database)
➢ Click + sign and select database sheet then click on Define
➢ Click on View -> Select Data Source
➢ Drag the Fields to particular coloumn on marsheet template
➢ Click on Tools - > select Mail Merge wizard
➢ Click on Use the Current Document-> (or select from the given option)
➢ Click next-> Select by default letter-> next->next-> Save merge document - > Save as individual document
           OR

Save starting document - > Save - > Finish

OUTPUT FOR STEP A

	A	B	C	D	E	F	G	H
1								
2	Reg no	Student Name	Mark 1	Mark 2	Mark 3	Total	Percentage	Grade
3	1	Vani	98	87	95	280	93.33	A
4	2	Tashvi	85	76	90	251	83.67	A
5	3	Utsav	97	95	93	285	95.00	A
6	4	Rahul	63	40	45	148	49.33	PASS
7	5	Rashmi	74	83	85	242	80.67	A

OUTPUT FOR STEP B AND C

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RAJAJINAGAR BENGALURU

NAME: <Name>   Reg no : <Regno>

SUBJECT	MARKS
Marks1	<Marks1>
Marks2	<Marks2>
Marks3	<Marks3>
Total	<Total>

GRADE   : <Grade>

PERCENTAGE : <Percdentage>

STUDENT SIGNATURE   PRINCIPAL SIGNATURE

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OUTPUT FOR STEP D

<div align="center">

KLE BCA COLLEGE
COMPUTER SCIENCE DEPARTMENT
RAJAJINAGAR BENGALURU

</div>

NAME: Vani   **Reg no : 1**

SUBJECT	MARKS
Marks1	98
Marks2	87
Marks3	95
Total	280

GRADE   : A

PERCENTAGE : 93.33

STUDENT SIGNATURE   **PRINCIPAL SIGNATURE**

5. Explore File->options

(a) Change office theme (File->options->General -> office theme-> Dark gray-> ok.
(b) Change space representation (File->options->display->check tab character & spaces)
(c) Check spelling & grammar proofing (File->options->proofing->spelling & grammar)
(d) Quick access tool (File->options->Quick access->find) inserts search icon in quick access tool

a) Steps To change office theme

   ➢ Click on OpenOffice - > Click on Tools - > Select Options- > Click on Appearance - > in general tab select background colour -> click ok

b) Steps To Space representation
   ➢ Click on paragraph - > Select Indents & Spacing -> Give Before and After text line spacing.
   ➢ Click on paragraph - > Select Indents & Spacing -> Give above below paragraph spacing
   ➢ Click on paragraph - > Select Indents & Spacing -> Give line spacing single, 1.5.lines, double, at least, leading or fixed.
   ➢ Click on paragraph - > Select Alignment - > Select –Left, Right, Centre or Justified

c) Steps To Check spelling & grammar proofing
   ➢ Type paragraph - > Select paragraph - > Click on Tools - > Select Language -> For all text- > Select English (USA) –
   ➢ Click on Tools - > spelling and grammar and check the suggestion spelling -> select from option (Ignore, Ignore all, Add, Change, Change all, Auto correct)

d) Steps To add remove Quick access tool
   Click on Tools - > Click on Customize - > Select Toolbar tab- > Double click on Standard - > add or remove tools

POWERPOINT :

6. Create a Power point Presentation that explains:
(a) Dream Project / Idea
(b) An activity you enjoy
(c) An event in your life that changed you or impacted your life.
(d) My Graduation Day

Steps: Steps for creating presentation on the following topics

(a) Dream Project / Idea
(b) An activity you enjoy
(c) An event in your life that changed you or impacted your life.
(d) My Graduation Day

* Open the power point presentation

➢ Go to Open Office- > Select Presentation-> Choose empty Presentation -> Click
on next- > Select slide - > Click on next- > Create
➢ Go to Menu Bar -> Click on Insert tab - > Select slide(It will insert slide)

First Slide: Insert the title, add the text.

▪ Your full name. Make the text smaller than the title. Make it centred.
▪ Your Student ID number. Make it italicized.
▪ The current date.

➢ Go to Menu Bar -> Click on Insert tab - > Select slide(It will insert slide)

Second Slide: Picture and Text

▪ Insert a picture.
▪ Insert a text box, with a couple sentences describing the picture.

➢ Go to Insert Tab- > Select Picture - > from file insert picture.
➢ From Drawing Toolbar -> select box from basic shapes - > describe about picture
inside box

Third Slide: Chart
o Insert a chart that illustrates your ratings of a specific topic.
o Insert a text box, with a couple sentences describing the chart.

➢ Click on Insert tab- > Select chart-> From Formatting tool bar- Click on Chart
Data Table - > Enter Chart Data fields
➢ From Drawing Toolbar -> select box from basic shapes - > describe about chart

Fourth Slide: List

    o Make a list, with sub-bullets. For example:
- Here is the first item of the list.
- Here is the second item of the list.
- Here is the third item of the list.
- Here is the first sub-bullet of the third item.
- Here is the second sub-bullet of the third item.
- Here is the fourth item of the list.

    o Sub-bullets are created by hitting the [Tab] key on your keyboard before writing a new item. To reverse a sub-bullet, hit [Shift]+[Tab] on your keyboard before writing a new item.

    Click on Menu - > Click on format -> Select bullets & numbering -> Click OK

OR - Select the text - > Click on Bullets & numbering(shift+F12)

OR - Select the text -> Right click on selected text -> Click on Numbering & bullets - > Click OK

Fifth Slide : Extra Effort

- Check for spelling or grammar mistakes.

- Use slide transitions.
  - ➢ Go to side bar -> Import Slide Transition - > Right click on slide - > Select slide Transition
  - ➢ Select transition from list - >Play the transition

- Use animations, with good timing.
  - ➢ Modify transition - >Set speed(Low, Medium, High) - > Set advanced slide setting or mouse click or automatic
  - ➢ Select the text or object you want to animate -> Go to custom animation -> Modify the effect -> Set the speed -> Click on ok
  - ➢ Select the text and add into custom Animation -> Custom animation dialog appears- > Choose an effect from one of the pages of this dialog - > Choose the Speed

- Insert a hyperlink.

  a. Steps for inserting Hyperlink

    I Click on Hyperlink icon on standard Tool Bar OR
    Select Insert Tab - > Hyperlink from the main menu
    II To turn a text into a link, highlight it before opening Hyperlink dialogue.

b. On the left hand side select one of the 4 types of Hyperlink

I Internet type Hyperlink - > Choose the type Hyperlink[Choose between FTP, Web or Telnet] and enter the required web address

II Mail and News Hyperlink -> It specify whether it is a mail or new link, the receiver address and for mail also the subject ->

III Document type Hyperlink ->
  - Specify the document path [open file button & browse the file]
  - Optionally specify the target in a document[Ex: Type_Slide]
  - Click on Target icon to open the navigator where you want to select the target
    OR if you know the name of the target.

IV New Document type Hyperlink->Specify whether to edit newly created document immediately or just create document & the type of document to create[Text, Spread sheet etc]

- Insert a table.
    Click on menu -> Select table -> Insert - > Table
    OR Press control + F12
    From the standard toolbar click on table icon

Creating Nested table
We can create table within tables Right click on cell of existing table & use any of the method mentioned in inserting a new table[i.e above steps]

- Insert multimedia (without going over 20MB file size limit).
    Click on Insert tab-> Select Movie and Sound- > Select file (20MB)

Creating slide transition and editing special effects in power point.

➜ To choose the starting animation for the object(text), for example Flyin/Dissolve in use the entrance page.
➜ To choose an effect such as different font colour/blinking text, use the emphasis page.
➜ To choose the effect when leaving this object, use the exit page.
➜ To choose the direct of movement of animation, use the motion page

PART B [EXCEL + ACCESS]

EXCEL :

1. **Create a worksheet and enter the following data as below :**

Reg No	Name	Mark-1	Mark-2	Mark-3	Total	Percentage	Grade
101							
102							
103							
104							
105							
106							

(a) Compute the total marks and percentage of each student by entering appropriate formula.

(b) Compute grade based on the following criteria :
   a. Percentage >=90 Grade ='A'
   b. Percentage >=80 && Percentage < 90 Grade='B'
   c. Percentage >=70 && Percentage < 80 Grade='C'
   d. Percentage >=60 && Percentage < 70 Grade='D'
   e. Percentage < 60 Grade = 'E'

(c) Apply conditional formatting for Grade. Indicate each grade with different font colour.

(d) Draw a Pie chart depicting % of Grade.

Steps To open Spreadsheet

Go to open office-> Click on file-> Spreadsheet -> Type the Student Table and Enter the Values.

Reg No	Name	Mark-1	Mark-2	Mark-3
101	Vani	45	48	46
102	Ravi	50	51	54
103	Asha	65	66	64
104	Vidya	90	95	94
105	Suma	80	88	81
106	Sumeet	70	71	72

Steps to Compute the total marks each student

Click on Total marks cell(of Reg 101) ->Type =sum(cell address of Marks-1: cell address of Marks-3)-> Then press enter key

To calculate all students total (Select Total cell address of Reg-101 and drag till Reg 106 to get auto total of all students

Reg No	Name	Mark-1	Mark-2	Mark-3	Total
101	Vani	45	48	46	139
102	Ravi	50	51	54	155
103	Asha	65	66	64	195
104	Vidya	90	95	94	279
105	Suma	80	88	81	249
106	Sumeet	70	71	72	213

Steps to Compute the percentage of each student

Click on Percentage cell (of Reg 101)->Type =(cell number of total of Reg 101)/(Grand total of all subject*100

To calculate all students % (Select Percentage cell address of Reg-101 and drag till Reg 106 to get auto Percentage of all students

Reg No	Name	Mark-1	Mark-2	Mark-3	Total	Percentage
101	Vani	45	48	46	139	46
102	Ravi	50	51	54	155	52
103	Asha	65	66	64	195	65
104	Vidya	90	95	94	279	93
105	Suma	80	88	81	249	83
106	Sumeet	70	71	72	213	71

Steps to Compute grade Compute grade

To calculate Grade use if within if condition

Type = IF condition (cell address then condition)

example

=IF(G6>=90;"A";IF(G6>=80;"B";IF(G6>=70;"C";IF(G6>=60;"D";IF(G6>=50;"PASS";"FAIL")))))

To calculate all students grade (Select grade cell address of Reg-101 and drag till Reg 106 to get auto grade of all students

Reg No	Name	Mark-1	Mark-2	Mark-3	Total	Percentage	Grade
101	Vani	45	48	46	139	46	FAIL
102	Ravi	50	51	54	155	52	PASS
103	Asha	65	66	64	195	65	D
104	Vidya	90	95	94	279	93	A
105	Suma	80	88	81	249	83	B
106	Sumeet	70	71	72	213	71	C

Steps to Apply conditional formatting for Grade. Indicate each grade with different font colour.
Select cell address of grade from Reg 101 to Reg 106 - > Got to Format tab-> Select conditional formatting-> Select cells value is-> Equal to - > Give values (Type condition in double quote) -> Select new value-> select background colour ->enter

Repeat for all students grade For A, B,C,D and PASS (Select the colour)

Reg No	Name	Mark-1	Mark-2	Mark-3	Total	Percentage	Grade
101	Vani	45	48	46	139	46	FAIL
102	Ravi	50	51	54	155	52	PASS
103	Asha	65	66	64	195	65	D
104	Vidya	90	95	94	279	93	A
105	Suma	80	88	81	249	83	B
106	Sumeet	70	71	72	213	71	C

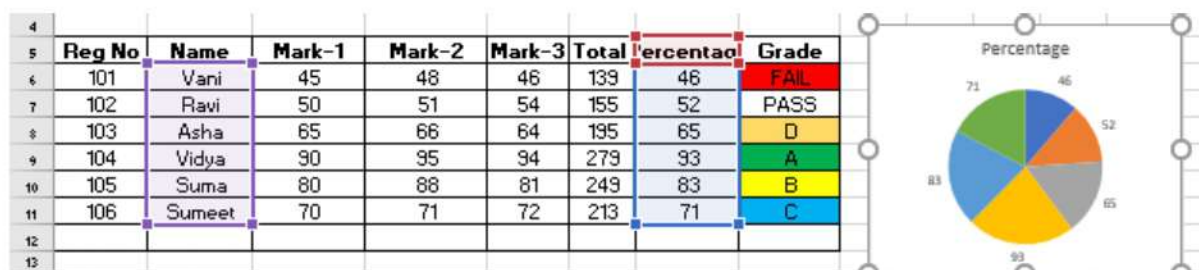Steps to Draw a Pie chart depicting % of Grade

Select the Percentage column - > : Open the chart wizard dialogue one of the two methods
Select Insert chart from menu bar
OR
Click the chart icon on the standard tool bar
Click chart type & choose one of the chart type & click on next. (Select pie chart)
Example

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(B.C A)

2. A Company records the details of total sales (in Rs.) sector wise and month wise in the following format :

Steps to Enter the data in a worksheet and save it as sector.xls

Go to Open Office -> Open Spread Sheet and enter above values and save the file name as sector.xls.

Sector/Month	January	February	March	April
Sector 30	12000	17000	14000	15000
Sector 22	14000	17000	15000	16000
Sector 23	15000	17000	16000	17000
Sector 15	16000	17000	17000	18000

Steps to calculate total sale for each sector & each month
Create Total Row - > Select one Month in all sectors and calculate total by applying formula
=sum(cell address of sector 30 : Sector 15) of January
Repeat for all the months
Example
=SUM(B27:B30)

Sector/Month	January	February	March	April
Sector 30	12000	17000	14000	15000
Sector 22	14000	17000	15000	16000
Sector 23	15000	17000	16000	17000
Sector 15	16000	17000	17000	18000
Total	57000	68000	62000	66000

Create Total Column -> Select one Sector in all Months and Calculate total by applying formula.
=sum(cell address of January: April) of Sector30
Repeat for all the Sectors
Example
=SUM(B27:E27)

Sector/Month	January	February	March	April	Total
Sector 30	12000	17000	14000	15000	58000
Sector 22	14000	17000	15000	16000	62000
Sector 23	15000	17000	16000	17000	65000
Sector 15	16000	17000	17000	18000	68000
Total	57000	68000	62000	66000	

Steps to Create a 3-D column chart to show sector wise data for all four months.

Select data - > Click on insert tab-> Click on column chart - > Tick on 3D look-> select chart design press enter

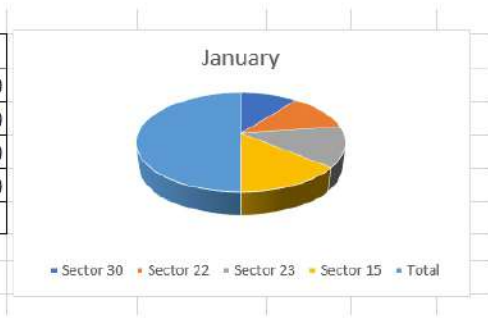| Sector/Mon	January	February	March	April	Total
Sector 30	12000	17000	14000	15000	58000
Sector 22	14000	17000	15000	16000	62000
Sector 23	15000	17000	16000	17000	65000
Sector 15	16000	17000	17000	18000	68000
Total	57000	68000	62000	66000	

Steps to Create a 3-D pie chart to show sales in Jan in all sectors.
Select data Sectors of January month - > click on insert tab-> Select pie chart-> select design press enter-> tick on 3D look

Sector/Mon	January	February	March	April	Total
Sector 30	12000	17000	14000	15000	58000
Sector 22	14000	17000	15000	16000	62000
Sector 23	15000	17000	16000	17000	65000
Sector 15	16000	17000	17000	18000	68000
Total	57000	68000	62000	66000	

3. Create PETTY CASH EXPENSES details

Dates	Postage	Coffee/Tea	Cleaning	Stationary
January	13.5	11	14	15.75
	7.65	2.5	14	17.38
	19.38	3.45	14	20.75
	9.23	4.15	17	9.5
	11.68	2.17	17	12.45

(a) Create the above table and save the worksheet as cash.xls
(b) Insert new row 1 and type the heading : PETTY CASH EXPENSES.
(c) Copy the data series down the first column
(d) Add a new row Totals and enter a formula to calculate total postage costs. Copy this formula across the row to produce totals for the other items.
(e) Adjust column widths and format the column headings to bold, font size 14. Format all the numerical data to currency(₹).(Insert Symbol)
(f) Save as "Office.xls"
(g) Insert a new column after Cleaning headed furniture and enter ₹385 for March and ₹37.99 for May Calculate the total for Furniture.
(h) Make the following changes :
    a. Cleaning in April is now ₹14
    b. Coffee/Tea cost ₹3.50 in February
    c. The Stationery heading is now read Stationary/Disks
    d. Merge and Center the worksheet heading across all the data columns. Format the heading with a blue background, bold and font size 20.
(i) Save the changes.

Steps to Create the above table and save the worksheet as cash.xls
Go to Open Office -> Open Spread Sheet and enter above values and save the file name as cash.xls

Steps to Insert new row 1 and type the heading : PETTY CASH EXPENSES.

To insert new row, select the entire row by clicking on the row number and right click the mouse and select insert option to insert row in the table.

PETTY CASH EXPENSES				
Dates	Postage	Coffee/Tea	Cleaning	Stationary
January	13.5	11	14	15.75
Fe	7.65	2.5	14	17.38
M	19.38	3.45	14	20.75
	9.23	4.15	17	9.5
	11.68	2.17	17	12.45

Steps to Copy the data series down the first column

Type January in first date column then drag and drop the cell to copy the data series.

PETTY CASH EXPENSES				
Dates	Postage	Coffee/Tea	Cleaning	Stationary
January	13.5	11	14	15.75
February	7.65	2.5	14	17.38
March	19.38	3.45	14	20.75
April	9.23	4.15	17	9.5
May	11.68	2.17	17	12.45

Steps to Add a new row Totals and enter a formula to calculate total postage costs. Copy this formula across the row to produce totals for the other items.

Click on Total cell address of Postage column -> type =sum(cell address January :to May) press enter

Example

=SUM(B64:B68)

PETTY CASH EXPENSES				
Dates	Postage	Coffee/Tea	Cleaning	Stationary
January	13.5	11	14	15.75
February	7.65	2.5	14	17.38
March	19.38	3.45	14	20.75
April	9.23	4.15	14	9.5
May	11.68	2.17	17	12.45
Total	61.44			

Select cell of Total of Postage and drag till stationery Items total cell address to calculate all the items total

Petty Cash Expenses				
Dates	Postage	Coffee/Tea	Cleaning	Stationary
January	13.50	11.00	14	15.75
February	7.65	2.50	14	17.38
March	19.38	3.45	14	20.75
April	9.23	4.15	17	9.50

May	11.68	2.17	17	12.45
Total	61.44	23.27	73	75.83

Steps to

➢ Adjust column widths -> Select the entire column and right click -> select Optimal column width -> and enter width of column enter
➢ format the column headings to bold -> Select column heading click on Formatting tool bar- click on bold icon and click on font size to 14
➢ Format all the numerical data to currency(₹). – Select the all numerical data -> Right Click -> Select currenc(₹). (Insert the symbol)

Petty Cash Expenses			
Postage	Coffee/Tea	Cleaning	Stationary
₹13.50	₹11.00	₹14	₹15.75
₹7.65	₹2.50	₹14	₹17.38
₹19.38	₹3.45	₹14	₹20.75
₹9.23	₹4.15	₹14	₹9.50
₹11.68	₹2.17	₹17	₹12.45
₹61.44	₹23.27	₹73	₹75.83

Steps to Save as "Office.xls"
Click on File tab -> select save as –> Give file name as Office.xls

Steps to Insert a new column after Cleaning headed furniture and enter ₹385 for March and ₹37.99 for May. Calculate the total for Furniture.
Select Stationary entire column -> Right click-> Insert column -> Give name as furniture->add ₹385 for March and ₹37.99 for May -> calculate total by sum formula

Petty Cash Expenses					
Dates	Postage	Coffee/Tea	Cleaning	Furniture	Stationary/Disks
January	₹ 13.50	₹ 11.00	₹ 14.00		₹ 15.75
February	₹ 7.65	₹ 2.50	₹ 14.00		₹ 17.38
March	₹ 19.38	₹ 3.45	₹ 14.00	₹ 385.00	₹ 20.75
April	₹ 9.23	₹ 4.15	₹ 14.00		₹ 9.50
May	₹ 11.68	₹ 2.17	₹ 17.00	₹ 37.99	₹ 12.45
Total	₹ 61.44	₹ 23.27	₹ 73	₹ 422.99	₹ 75.83

K.L.E SOCIETY'S S NIJALINGAPPA COLLEGE
(B.C A)

Steps to Make the following changes :

➢ Cleaning in April is now ₹14 -> Select Cleaning column for April month -> right click -> change the value as ₹14
➢ Coffee/Tea cost ₹3.50 in February -> Select Coffee/Tea column for February month -> right click -> change the value as ₹3.50
➢ The Stationery heading is now read Stationary/Disks - > Right click on Stationery -> or double click on that column-> change the name as Stationary/Disks
➢ Merge and Center the worksheet heading across all the data columns. Format the heading with a blue background, bold and font size 20.
➢ Select above row of all heading columns and click on Formatting Tool Bar-> Click on Merge Cell->Select Cell Background from properties-> select blue colour

Petty Cash Expenses					
Dates	Postage	Coffee/Tea	Cleaning	Furniture	Stationary/Disks
January	₹ 13.50	₹ 11.00	₹ 14.00		₹ 15.75
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Total	₹ 61.44	₹ 23.27	₹ 62.50	₹ 422.99	₹ 75.83

Steps To Save the changes.
Click on file tab-> click on save

4. Calculate Cumulative Frequency for the given data and generate Scatter graph.

Item Price	Frequency
1-10	20
1-20	21
21-30	13
31-40	8
41-50	4

(a) Create the above table and save as CF.xls
(b) Insert a new column Cumulative Frequency
(c) Calculate Cumulative Frequency using appropriate formula
(d) Select Item Price and Cumulative Frequency Column only and generate Scatter Graph.

Steps Create the above table and save as CF.xls
Go to Open Office -> Open Spread Sheet and enter above values and save the file name as CF.xls

Steps to Insert a new column Cumulative Frequency
Select In front of Frequency Column -> Right Click -> Click Insert -> Name as Cumulative Frequency

Item Price	Frequency	Cumulative Frequency
1-10	20	
11-20	21	
21-30	13	
31-40	8	
41-50	4	

Steps to Calculate Cumulative Frequency using appropriate formula
By giving approximate values fro item prise calculating Cumulative Frequency
i.e =sum(cell address of Frequency + Cumulative Frequency

Item Price	Frequency	Cumulative Frequency
1-10	20	20
11-20	21	41
21-30	13	54
31-40	8	62
41-50	4	66

Steps to generate scatter graph for Item Price and Cumulative Frequency Column

Select data Item Price and Cumulative Frequency Column -> Click on Insert -> Select scatter graph-> Select design- enter

5. Worksheet to demonstrate Statistical functions :

STATISTICAL FUNCTION

B	C	D	INPUT	FORMULA	OUTPUT
	Sl.No	FUNCTION			
	1	MIN	5,9	=MIN(5,9)	5
	2	MAX	15,23	=MAX(15,23)	23
	3	COUNT	C1:C18	=COUNT(C1:C18)	13
	4	COUNTIF	D1:D18	=COUNTIF(D1:D18;"COUNT")	1
	5	COUNTA	C1:C18	=COUNTA(C1:C18)	15
205	6	STDEV	31,48,13,51,38,43,50,36,47,82	=STDEV(31;48;13;51;38;43;50;36;47;82)	17.590717249
206	7	GEOMEAN	1,4,1,6	=GEOMEAN(1;4;16)	4
207	8	HARMEAN	81,83,85,87	=HARMEAN(81;83;85;87)	83.9404491764
208	9	MODE	2,3,2,1	=MODE(2;3;2;1)	2
209		MEDIAN	14,37,21,46,12	=MEDIAN(14;37;21;46;12)	21
210	10	VARIANCE	10,20,30,40	=VAR(10;20;30;40)	166.6666666667
	11	PERCENTILE		=PERCENTILE(B6:B11;25%)	206.25
	12		B6:B11	=PERCENTILE(B6:B11;50%)	207.5
	13		B6:B11	=QUARTILE(B6:B11;1)	206.25
	14	QUARTILE	B6:B11	=QUARTILE(B6:B11,2)	207.5
			B6:B11	=QUARTILE(B6:B11,0)	205
			B6:B11	=QUARTILE(B6:B11,4)	210