

Military Technological College



Understanding
Office 2013



Microsoft
Word 2013
Word processing package



Office
Excel 2013



PowerPoint 2013

FPD COMPUTING

WORKBOOK [PART 2]

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MS Word Exercises

MS Word Exercise 4.1

1. **Create** a folder on the Desktop.
2. **Name** the **folder** as MS Word Exercises.
3. **Open** the folder.
4. **Create** a **new Word document** and rename as <**your student number-exe4.1**>.
5. **Open** the word file.
6. **Page Size:** A4
7. **Page Orientation:** Portrait
8. **Page Margins:** Narrow
9. *Type* the following *text* as it is in page1 of the document:

Access Database:

An Access database is a collection of tables. It has seven different objects: tables, queries, forms, reports, data access page, macros and modules. All objects of a database are stored in a single file with the extension .mdb (Microsoft Database).

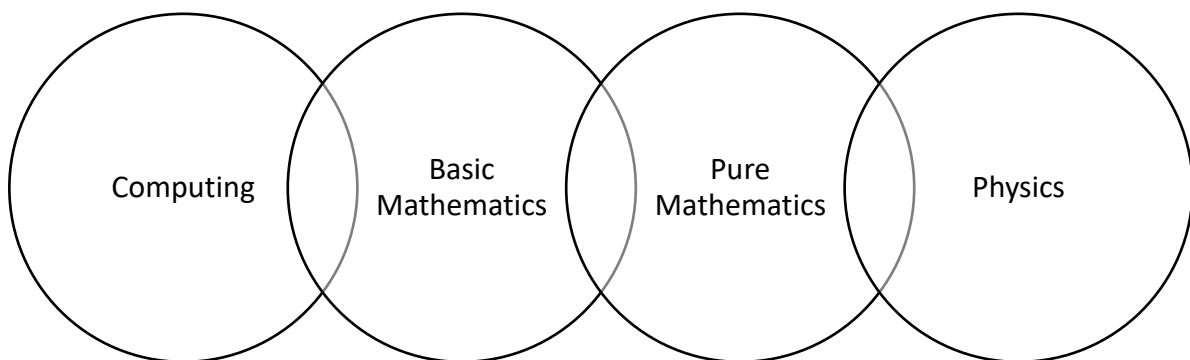
- I. Tables: A table is the fundamental building block of an Access database. All the data is stored in the table.
 - II. Query: A query is a record or a group of records that fulfills a certain condition. It is a question addressed to the database.
 - III. Forms: Forms let you rearrange the fields: you can display all the fields in one screen in a presentable format.
 - IV. Reports: Reports are used to present data in a meaningful and attractive manner to its reader.
10. *Format* the *title* according to the following:
 - (a) Font: Lucida Bright
 - (b) Font Size: 18 point
 - (c) Font Style: Bold, Underline
 - (d) Alignment: Center
 - (e) Font Color: Blue
 - (f) Change Case: Uppercase
 - (g) Text Effects: Glow

11. **Insert a page number** at the **bottom** of the page.
12. *Format paragraph1* by doing the following:
 - (a) Font: Times New Roman; Font size: 14
 - (b) Alignment: Justify
 - (c) Apply **First line indent** at 1.5”
13. **Highlight** the *first sentence* of paragraph1 with blue color.
14. *Apply outside borders* to paragraph1.
15. *Format the listed text* by doing the following:
 - (a) Font: Times New Roman
 - (b) Font size: 14
 - (c) Change Case: Capitalize Each Word
 - (d) Line spacing: 2.0
 - (e) Alignment: Justify
16. *Apply bullets* of your choice to the listed text.
17. **Shade** the bordered text with any color of your choice.
18. **Copy** all the text with title from page1 and **paste text** on page2.
19. *Format the copied text* (on page2):
 - (a) **Font:** Arial
 - (b) **Font size:** 16
 - (c) **Text Effect:** Shadow
 - (d) **Paragraph spacing:** Before 24 points, After 36 points
 - (e) *Apply numbering* to the bulleted text.
20. **Insert** page3: *Type* three subheadings ‘Equation Editor’, ‘Symbols’ and ‘Current date and time’
21. Under Equation editor: **Insert equation** *type* the following *text*.

$$Pressure = \frac{Force}{Area} = \frac{N}{m^2} = Nm^{-2}$$
22. Under symbols: **Insert symbols** for *copyright* and *registered*, respectively.
23. Under Current date and time: **Insert** the current **date and time**.
24. Do the automatic **spelling/grammar check** & correct the spelling mistakes in the document.
25. **Save the document**

MS Word Exercise 4.2

1. **Create a new Word document** and rename as <your student number-exe4.2>.
2. *Format* the **Page size** to **A5** and **Page orientation Landscape**
3. **Insert** a logo of Military Technological College (Use online picture) on page 1.
4. *Apply* **picture effect** to the picture.
5. *Apply* an **artistic effect** to the picture.
6. **Insert** a **picture** of MTC (Use online picture) on page 2.
7. *Apply* any **picture style** to the picture.
8. **Insert** the following **shape** on page 2, move the shape above the picture such that you can view both shape and picture.
9. **Fill** the shape with any **color**.
10. *Apply* **Shape Effects** with **Shadow**.
11. **Insert** a **text box** on page 3 and *type* the text 'MTC General Studies'.
12. *Apply* any **shape style** to the text box.
13. **Insert** the following **SmartArt** in page 3:



Name of the **SmartArt** is _____

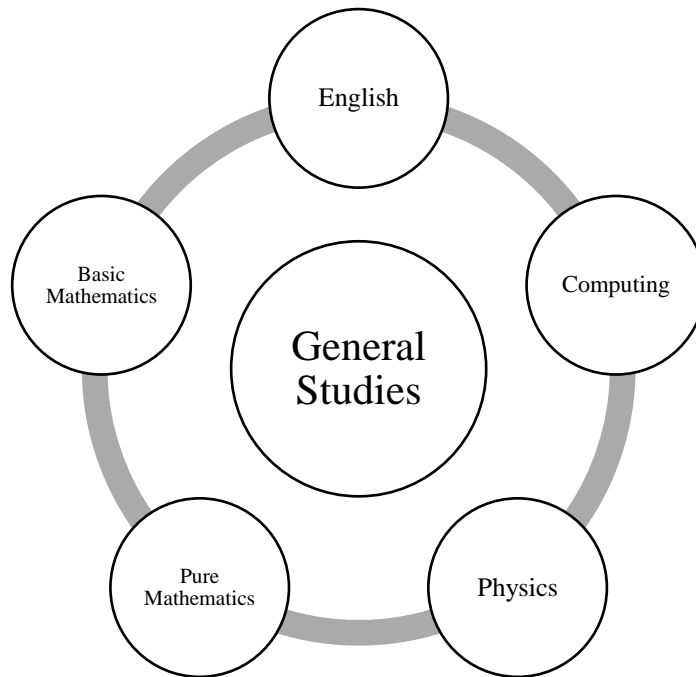
14. *Apply* a **SmartArt style** to the SmartArt.
15. **Insert** a **WordArt** on page 4 and *type* 'Students Overall Result'.

16. **Insert** a **3-D Clustered Column Chart** on page 4 for the following data:

	Mid Term	Final Exam
Computing	58	74
Basic Math	86	91
Pure Math	77	62
Physics	52	60

Resize the chart and place it below word art.

17. **Insert** the following **SmartArt** in page 5:



18. **Save the document**

MS Word Exercise 4.3

1. **Open** your MS Word Exercises **folder**.
2. **Create** a new **word file** and **rename** as <your student number-exe4.3>.
3. **Insert** the following **table**:

Periodic Table	Atomic Structure			
	Element	Mass Number	Protons	Neutrons
	Sodium	23	11	12
	Boron	10	5	5
	Aluminum	27	13	14
	Chlorine	35	17	18
	Nitrogen	14	7	7

4. *Format the title (Atomic Structure) of the table with following:*
 - (a) **Font** : Cambria
 - (b) **Font size** : 14
 - (c) **Font style**: Bold and Italic
5. *Format column1 (Periodic Table) of the table with*
 - (a) **Font** : Britannic Bold
 - (b) **Font Size**: 16
 - (c) **Font style**: Underline
6. *Format the Column headings (Element, Mass Number, Protons, and Neutrons) of the table with, font color: Green.*
7. *Apply shading of any color to the third column (Mass Number column) of the table.*
8. *Apply a border style for the cells in the table with, border color: red.*
9. **Split** the *table* into *two tables* after the record 'Boron'.
10. *Apply a table style of your choice to the first table.*
11. **Delete** the *first column* from the second table.
12. *Format the second table according to the following:*
 - (a) **Insert** a new *row above* the record 'Chlorine':

Oxygen	16	8	8
--------	----	---	---

- (b) **Insert** a new *row below* the record 'Nitrogen':

Magnesium	24	12	12
-----------	----	----	----

(c) **Insert** the *column* given below to the left of the *column1*:

Al
O
Cl
N
Mg

13. **Insert page number** at the **bottom** of the document.

14. **Copy** the *second table* and paste on page 2.

15. Do the following table *formatting* on page 2:

(a) **Sort** the 2nd *column* of the table in *descending* order.

(b) **Copy** the *table* and paste on page 3.

16. Do the following table formatting on page 3:

(a) **Sort** the 3rd *column* of the table in *ascending* order.

(b) **Insert** a new *row* above the record 'Nitrogen' as:

Symbol	Element	M	P	N
--------	---------	---	---	---

(c) **Insert** a new *row* below the record 'chlorine'

(d) **Insert** a new *column* after the *column* N.

(e) *Set the height* of the last *row* to 0.7"

(f) *Set the width* of the second *column* to 1.5"

17. Calculate **Total** of all the cells in *column* M and display the *sum* at the *bottom* of this *column*.

18. Calculate **Average** of all the cells in *column* P and display the answer at the *bottom* of this *column*.

19. Calculate the **Product** of *column* P and *column* N for Aluminum and display the answers in the *last column*.

20. Find out the **maximum** number in the table and display the answer in the second row last *column*.

21. Find out the **minimum** number in the table and display the answer in the last row second *column*.

22. Find out *how many numbers* are in the table and display the answer in the last row first *column*.

23. **Save** the **document**.

MS Word Exercise 4.4

1. **Create** a new **word file** and **rename** as <your student number-exe4.4>
2. Change the **Page Margins**, Top: 1”, Bottom: 1”, Left: 0.5”, Right: 0.5”.
3. *Type* the following on page1:

SUMMARY

Tech-savvy, solutions-oriented professional with experience in all aspects of office management, administration, and support.

SKILLS

Windows & Mac

Microsoft Office

Apple iWork

SharePoint

Salesforce

QuickBooks

Lotus Notes

Adobe InDesign

Adobe Photoshop

TRAINING & EDUCATION

Microsoft Office Specialist MICROSOFT OFFICE 2010

Microsoft Certification 2008

Bachelor of Arts BUSINESS ADMINISTRATION

University of Illinois Springfield 1997 – 2001

Associate Degree OFFICE ADMINISTRATION

Lincoln Land Community College 1995 – 1997

4. **Insert drop cap** for the word *Tech-savvy* (in paragraph 1).
5. **Insert header** and *type* your Name, Student Number and Class.
6. *Apply* a **page border** of your choice with a **style** in the document.
7. *Apply* a **page color** of your choice to the document.
8. *Apply* **First line indent 0.3”** to the *text* below “SKILLS”.
9. Add the **left tab stop at 5”** to the *text* below “TRAINING & EDUCATION”, then *align* each year to the *tab stop*.
10. Insert a **footnote** ‘ability to do something well’ for the word SKILLS.
11. Insert an **endnote** ‘graphics editor’ for the word ‘Adobe Photoshop’.
12. **Insert Bookmark** to the Subheading ‘TRAINING & EDUCATION’.
13. **Design** a **Custom Watermark** in the document with the text ‘Resume’.
14. **Save** the **document**.

MS Word Exercise 4.5

1. **Create a new word file and rename as <your student number-exe4.5>**
2. **Set the page margins to 1.5” on all sides (Top, Bottom, Left, and Right).**
3. **Insert a header ‘Science-fiction movies’.**
4. **Set spacing after to 0 pt and line spacing to single.**
5. *Type the text shown below on page1:*

Top 5 science-fiction movies:
2001: A Space Odyssey (1968)
Blade Runner (1982)
Gattaca (1997)
Aliens (1986)
The Terminator (1984)

6. *Select the title **Top 5 science-fiction movies** and format font: Arial, font size: 16, and font style: bold.*
7. *Select the remaining text (starting from 2001 to (1984)) and format to font: Arial, font size: 12.*
8. Turn on the **Show/Hide** codes to view paragraph marks and other *hidden formatting symbols* in the document.
9. *Select all the text, copy and paste text on page2.*
10. *Select the pasted text and **Insert Table**.*
11. *Select text on page1, beginning with ‘2001:’ and ending with ‘(1984)’ do the following formatting,*
 - (a) **Insert numbering.**
 - (b) *Apply center aligned Tab at 4.0”.*
 - (c) *Align each year at the end of the movie names to the tab stop.*
12. **Insert a page border ‘3-D’.**
13. **Save the document.**

MS Word Exercise 4.6

Step1 Create a **Word file** in MS Word Exercise folder.

Step2 **Rename** the file as your “student ID Number”.

Step3 *Format* the **Page Size** to **A5**.

Step4 *Format* the **Page Orientation** to **Landscape**.

Step5 Create the **Table** below on **Page1**.

Estimate of tropical forest loss (hectares) - 2014		
Country	Rank	Average Loss
Brazil	1	2,262,241
Indonesia	2	1,490,457
Congo	3	1,100,880
Malaysia	4	493,385

Step6 **Align Center** the heading (title) of the Table.

Step7 **Change case** into **Capitalize Each Word** in Table heading (title).

Step8 *Format* the Table **Font** to **Lucida Bright**.

Step9 *Format* the Table **Font Size** to **16 point**.

Step10 **Insert** your *Name* as **Footer**.

Step11 **Design Page Borders** with setting **Shadow**.

Step12 **Design** a **Custom Watermark** in the document with the text “**Save forests**”.

Step13 Find the word *forest* and **replace** it with *wood*.

Step14 **Save** your document.

MS Word Exercise 4.7

1. **Create** a new **word file** and **rename** as <your student number-exe4.7>
2. *Type* the following on page1:

Service Level Agreement (SLA) For WSU's Virtual Lab
By – Sharon Dover

3. *Type* the following on page3:

General Overview

This is a Service Level Agreement (“SLA”) between the campus community and the Information Technology

Services Division (ITS) to document:

- The technology services ITS provides to the campus.
- The responsibilities of ITS as a provider of these services and clients receiving services.
- Processes for requesting services.

This SLA shall remain valid until revised or terminated.

Service Description

Service Scope

Provide Creative Suite software to Students thru Weber's Virtual Lab.

Assumptions

- Services provided by ITS are clearly documented in the ITS service catalog.
- Major upgrades will be treated as projects outside the scope of this Agreement.
- Funding for major updates will be negotiated on a service-by-service basis.
- Changes to services will be communicated and documented to all stakeholders via email.

Roles and Responsibilities

Parties

The following Service Owner(s) will be used as the basis of the Agreement and represent the primary

Stakeholders associated with this SLA:

Add Table:

Stakeholder Title / Role * Contact Information

Service Owner 1 [Title / Role] [Contact Information]

Computing Support's Responsibilities

Computing Support's responsibilities and/or requirements in support of this Agreement include:

- Meet response times associated with the priority assigned to incidents and service requests.

- Generating quarterly reports on service level performance.
- Appropriate notification to Customer for all scheduled maintenance via the Maintenance Calendar, service.

Customer Responsibilities

Customer responsibilities and/or requirements in support of this Agreement include:

- Availability of customer representative(s) when resolving a service related incident or request.
- Communicate specific service availability requirements.

4. *Apply* a **theme** named **Slice** to the Word document.
5. Make the following *formatting* to the *text* on *page1*:
 - (a) **Font Size**: 26
 - (b) **Alignment**: left
 - (c) **Font Color**: Dark Blue
6. Make the following *formatting* to the *text* on **page3**:

Select the appropriate text and *make the following changes using shortcut keys*:

- (a) **Bold** the words “General Overview, Service Description, Roles and Responsibilities”.
 - (b) **Bold and Italicize** “Service Scope, Assumptions, Parties, Computing Supports Responsibilities and Customer Responsibilities”.
 - (c) **Underline** the words “General Overview, Service Description, Roles and Responsibilities”.
 - (d) **Decrease** the **font size** of the “Customers Responsibilities” by 2 points.
 - (e) **Increase** the **font size** of the sentence “This is a Service Level Agreement” to 24 points.
 - (f) **Center** align the word “General Overview”.
 - (g) **Right** align your “Service Description”.
 - (h) **Copy** the text below “Customers Responsibilities” and **paste** it two times in page4.
 - (i) **Cut** the sentence “Communicate specific service availability requirements” and **paste** the text on page4.
7. *Select* “General Overview” and *convert* the *Text* as **Heading 1**.
 8. *Select* “Service Description” and *convert* the *Text* as **Heading 1**.
 9. *Select* “Roles and Responsibilities” and *convert* the *Text* as **Heading 1**.
 10. *Select* “Service Scope” and *convert* the *Text* as **Heading 2**.

11. Select “Assumptions” and convert the Text as **Heading 2**.
12. Select “Parties” and convert the Text as **Heading 2**.
13. Select “Computing Supports Responsibilities” and convert the Text as **Heading 2**.
14. Select “Customer Responsibilities” and convert the Text as **Heading 2**.
15. **Insert Automatic Table of Content** on page2 of your document.
16. **Save the document**.

COMMON SHORTCUT KEYS THAT CAN BE USED IN MICROSOFT WORD:

To **bold** text CTRL+B

To right align text CTRL+R

To *italicize* text CTRL+I

To left align text CTRL+L

To underline text CTRL+U

To center align text CTRL+E

To decrease font size CTRL+[

To select text SHIFT+ARROW KEYS

To increase font size CTRL+]

To save a file CTRL+S

To copy selected text CTRL+C

To save as a file F12

To cut selected text CTRL+X

To close a document ALT+F4

To paste selected text CTRL+V

To select all text CTRL+A

To print CTRL+P

MS Word Exercise 4.8

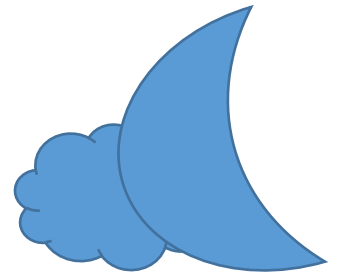
1. *Using your knowledge in MS word 2013 create the following document.*
2. *Page1:*



Winning team gets \$25 in gift cards to Luigi's!

3. *Page 2:*

Day	Hours at Location	Items Sold	Total Receipts
Monday	4	62	\$374.28
Tuesday	3	28	\$115.19
Wednesday	2	32	\$202.87
Thursday	2	21	\$85.85
Friday	5	115	\$624.39
Saturday	5	228	\$1,401.03



4. *On Page3 create a Birthday greeting card for your friend.*
5. **Save the document with the file name <your student number-exe4.8>**

MS Excel Exercises

MS Excel Exercise 5.1

1. **Create a new folder** on the desktop and **Rename** it as “MS Excel Exercise”.
2. Create a new Microsoft Excel 2013 file and **Rename** as <your student number-exe5.1>
3. Type the following **Excel Table**:

Student Attendance Details			
Student ID	First Name	Date of Joining	Attendance
1506023	Mohammed	11/11/2015	100
1405002	Saif	2/3/2014	95.6
1601777	Khalid	7/12/2016	88.4

4. **Add** Sheet 2 and Sheet 3.
5. **Rename** Sheet 1 as SORTING.
6. *Move* the Sheet SORTING *before* Sheet 3.
7. **Delete** the Sheets, Sheet2 and Sheet3.
8. **Copy** the Sheet SORTING at the **end** and **Rename** the new sheet as ‘NAME’.
9. **Sort** the column **First Name** in *alphabetical order* in the Sheet NAME.
10. **Delete** the **Date of Joining** column in Sheet NAME.
11. **Copy** the Sheet SORTING at the **end** and **Rename** the new sheet as NUMBER.
12. **Sort** the column *attendance* in Sheet NUMBER from **Smallest to Largest**.
13. **Delete** the Row with student ID 1506023 in Sheet Number.
14. **Copy** the Sheet SORTING at the **end** and **rename** the new sheet as DATE.
15. **Sort** the column Date of Joining from **Oldest to Newest** in the Sheet DATE.
16. Set a **different Tab Color** for **each sheet**.
17. Select a **cell style** of your choice for the Sheet SORTING.
18. **Hide** the column ‘Attendance’.
19. **Freeze** the second row of the table.
20. **Save** the file.

MS Excel Exercise 5.2

1. **Create** a new Microsoft Excel 2013 file and rename as <your student number-exe5.2>
2. **Create** the following **Excel table**:

CALCULATIONS											
Data1	Data2	Avg	Add(+)	Max	Min	Sub(-)	Div(/)	Mul(*)	Perc(%)	Example	Date &Time
0.6	2										
0.05	0.4										
0.07	0.3										

3. **Rename** the Sheet as Excel 1.
4. Calculate the **Average** and **Add (sum)** for *Data1* and *Data2* using Σ **method**.
5. Calculate the **Maximum** and **Minimum** for *Data1* and *Data2* rows using *functions*.
6. *Subtract* *Data2* from *Data1* for all the rows by using the formula ***Data1 - Data2***.
7. *Divide* *Max* by *Min* for all the rows by using the formula ***Max/Min***.
8. Calculate ***Data1*0.5*** for all the rows.
9. **Copy** the *cells* from *H3 to H5* and **paste** it into *J3 to J5*.
10. *Format* the *numbers* in the *column J* with *percentage (%)* symbol and make *no decimal places*.
11. Calculate the *Example* for *all* the data using the *formula* ***(Data1×2) - (Data2×0.3)***.
12. **Insert** the **current date & current time** in the *Date &Time column*.(Use the function **'=Now()'**)
13. **Copy** cells *B3 to B5* into *Sheet 2*. **Link** the cells.
14. **Print** the sheet **Excel1**.
15. **Save** the **file**.

MS Excel Exercise 5.3

1. **Create** a New Microsoft Excel 2013 file and rename as <your student number-exe5.3>
2. *Type* the following **Excel table** in Sheet1:

Military Technological College							
Student Progress Statement							
SI No.	Student Number	Student name	Quiz1	Quiz2	Midterm	End term Exam	Final marks
1	140567	Saif	25	59	65	79	
2	140231	Laith	72	45	78	80	
3	140006	Khaleel	46	45	39	35	
4	140467	Muad	67	57	45	50	
5	140890	Ahmed	78	80	75	90	

3. **Rename** Sheet1 as ‘MTC’.
4. Calculate the *Final marks*, use the following *formula*.

$$\text{Final Marks} = \text{Quiz1} \times 0.1 + \text{Quiz2} \times 0.1 + \text{Midterm} \times 0.3 + \text{End term Marks} \times 0.5$$

5. **Insert** a **Clustered Column chart** for the above **table**.
6. **Move Chart** to a new sheet and **Rename** the sheet as ‘Clustered Chart’.
7. **Insert** a **Chart Title** to the Clustered *chart* as ‘Student Progress Statement’.
8. Format the **Chart Title** with any **WordArt**.
9. Label **Horizontal Axis Title** as ‘Student’.
10. Label **Vertical Axis Title** as ‘Marks’.
11. Format the **legend** of the Clustered Chart to the **Left side**.
12. Show the **data labels** for the above Clustered *Chart*.
13. **Insert** a **3-D pie chart** for the *column End term exam*.
14. **Move** the **chart** to a **new sheet** and Rename the Sheet as ‘Pie Chart’.
15. **Fill Green color** to the **Chart area** and *yellow color* to the **Plot area** of the Pie chart.
16. Format the **data series** for the Pie chart as **Angle of First slice: 50** and **Point of Explosion: 40%**.
17. Show the **data labels** for the Pie chart at outside end.
18. Select a different **Chart style** for the Pie chart.
19. **Insert** a **Scatter chart** for the columns Student name, Quiz1 and Quiz2.
20. Format the **Quick Layout** of the Scatter chart to **Layout 5**.
21. **Save** the **file**.

MS Excel Exercise 5.4

1. Create a **new** Microsoft **Excel** 2013 file and rename as <your student number-exe5.4>

Day	Breakfast	Lunch	Dinner	L – Spark	C – Spark
Saturday	40	25	33		
Sunday	26	10	43		
Monday	12	46	58		
Tuesday	25	50	16		
Wednesday	45	54	17		

2. **Rename** the Sheet as ‘First’.
3. Create a **copy** of the worksheet ‘*First*’ and **rename** it as ‘*Second*’
4. Do the following in worksheet ‘*Second*’
 - (a) **Insert Line Sparkline** for the data in the above table, **Location** ‘L – Spark’ column.
 - (b) Change the **line color** of the Sparkline make it Purple color.
 - (c) Highlight the **Highest points** in the Sparkline with Red color.
 - (d) **Insert Column Sparkline** for the data in the above table, **Location** ‘C – Spark’ column.
 - (e) **Highlight** the **Highest points** in the Column Sparkline with Green color and the **Lowest points** with Yellow color.
5. Create a **copy** of the worksheet ‘First’ and **rename** it as ‘Third’.
6. Do the following in the worksheet ‘Third’.
 - (a) **Highlight** (Fill Color) the cells that are **greater than 40** with Red color using **Conditional Formatting**.
 - (b) **Highlight** (Fill Color) the cells that are **lesser than 20** with Green color using **Conditional Formatting**.
7. **Copy** Worksheet *First* into a *new sheet* and **Rename** the new sheet as ‘Condition 1’.
 - (a) Using **Conditional Formatting**, **Highlight** the **Top 3 data** with Blue color and the **Bottom 3 data** with Yellow color in ‘**Condition 1**’ Sheet.
8. **Copy** Worksheet *First* into a *new sheet* and **rename** the new sheet as ‘Condition 2’.
9. *Visualize* the data in sheet ‘*Condition 2*’ with icon sets using **Conditional Formatting** option. Use the following rules.
 - (a) **Visualize the data** into **three groups**: Data <30, 30 >= Data <=50 and >50.
10. **Save** the file.

MS Excel Exercise 5.5

1. Create a new Microsoft Excel 2013 file and rename as <your student number-exe5.>
2. Type the following Excel table on sheet1:

Software	Sale Jan	Sale Feb	Average	Difference	Income	Date & Time	Column Sparkline
Inventory	200	100					
Word Editor	90	80					
Presentation tool	40	60					
Media Player	70	50					
Search Engine	250	200					
Router Manager	80	90					
Browser	60	70					

3. Change the Row height size: 25 for the first row in the table.
4. Align the text in row3 as Horizontal: left and vertical: Top.
5. Fill yellow color to the column 'Sale Jan'.
6. Select a different border for the column Sale Jan.
7. Calculate Average using AutoSum.
8. Calculate Difference using the formula: Difference = Sale Jan – Sale Feb.
9. Calculate Income using the formula: Income = (Sale Jan + Sale Feb) * 450
10. Insert a Scatter Chart for the column 'Sale Jan'.
11. Change the Chart layout of the scatter chart to layout 6.
12. Copy Sheet 1 into a new sheet and rename the new sheet as 'Condition 1'.
13. In the Condition1 sheet, highlight the cells in Income column that are Greater than 50000 with Green color using Conditional Formatting features.
14. Visualize the data in sheet1 with icon sets using Conditional Formatting option. Use following rules
IF Data>100 red circles, IF Data >=60 and <=100 no Icon, Data < 60 yellow circles
15. Copy sheet 1 into a new sheet and Rename the new sheet as 'Column Sparkline'.
16. Insert Column Sparkline for each row in the Sparkline column.
17. Highlight the Highest points in the Column Sparkline with Red color and Lowest points with Yellow Color.

18. **Insert** Current **Date & Time** in Date & Time column.
19. **Insert** a **Clustered Column Chart** to include the sales of software in January and February for the above table.
20. **Move** the **Chart** to a new sheet and **Rename** the sheet as 'Column Chart'.
21. Change the **Legend** of the **Column Chart** to the **top side**.
22. Label the **Horizontal Axis Title** as 'month'.
23. Label the **Vertical Axis Title** as 'Sale'.
24. Show **Data Label** for the above *Column chart* in **inside End**.
25. Create a **3-D Pie Chart** for the *column Sale Jan*.
26. **Move** the chart to a new sheet and **rename** the sheet as **Pie Chart**.
27. Format **data series** for the **Pie Chart** as **Angle of first slice: 40** and **Point of explosion: 35%**.
28. **Save** the **file**.

MS Excel Exercise 5.6

Step1 Create an **Excel** file on the Desktop.

Step2 **Rename** the file as your “Student ID Number”.

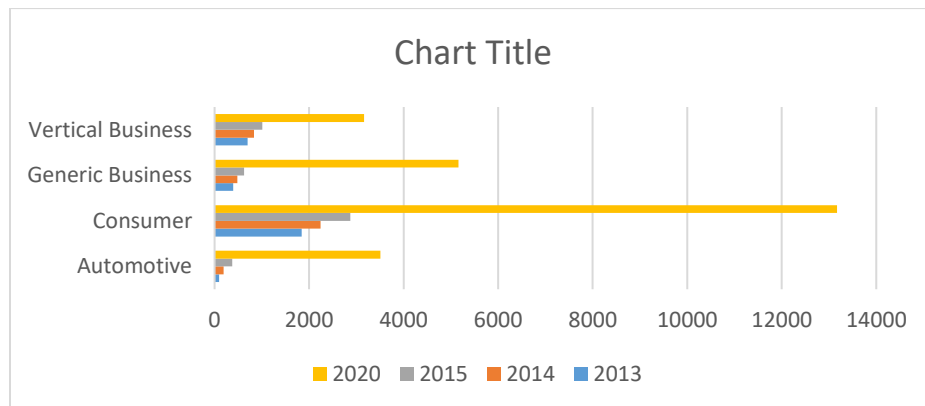
Step3 *Type the Excel table below on sheet1:*

	Internet of things units installed in each year (in millions)			
Category	2013	2014	2015	2020
Automotive	96	189	372	3511
Consumer	1842	2244	2874	13172
Generic Business	395	479	623	5158
Vertical Business	698	836	1009	3164
Total				

Step4 **Rename** Sheet1 as ‘IoT’

Step5 Calculate the *Total* for each *column*. (Use SUM function)

Step6 Select the *columns*, "Category", "2013", "2014", "2015", and "2020" and **insert a Bar chart** as shown below.



Step7 Make the following changes on the chart.

- 1) Change the **Chart Title** as “**Internet of Things Units Installed**”.
- 2) Label **Horizontal Axis** as “**Number of IoT Units**”.
- 3) Label **Vertical Axis** as “**Category**”.
- 4) Include the **legend** on **right-hand side** of the chart.

Step8 **Move chart** into a **New sheet**.

MS PowerPoint Exercises

MS PPT Exercise 6.1

1. **Create a folder** on the desktop and name it as “MS PPT Exercises”.
2. Create a **new Microsoft PowerPoint Presentation** and **rename** as <your student number-exe6.1>
3. **Open the PowerPoint file** and **make the presentation** with the following details:

Slide 1: **Slide Layout:** Title Only

Title: MATTER

Slide 2: **Slide Layout:** Title and Content

Title: Atom

Text: The smallest indivisible particle.

It has properties of an element.

Slide 3: **Slide Layout:** Comparison

Title: Particles of an atom

Text: Proton

Electron

Text: +ve charged particles

-ve charged particles

Slide 4: **Slide Layout:** Title and Content

Title: Valence Shell

Text: The outermost shell of the atom.

Slide 5: **Slide Layout:** Content with Caption

Title: States of matter

Text: Four states of matter are observable in everyday life: solid, liquid, gas, and plasma.

Slide 6: **Slide layout:** Blank

Text:

Helium

Neon
Argon
Hydrogen
Oxygen
Carbon

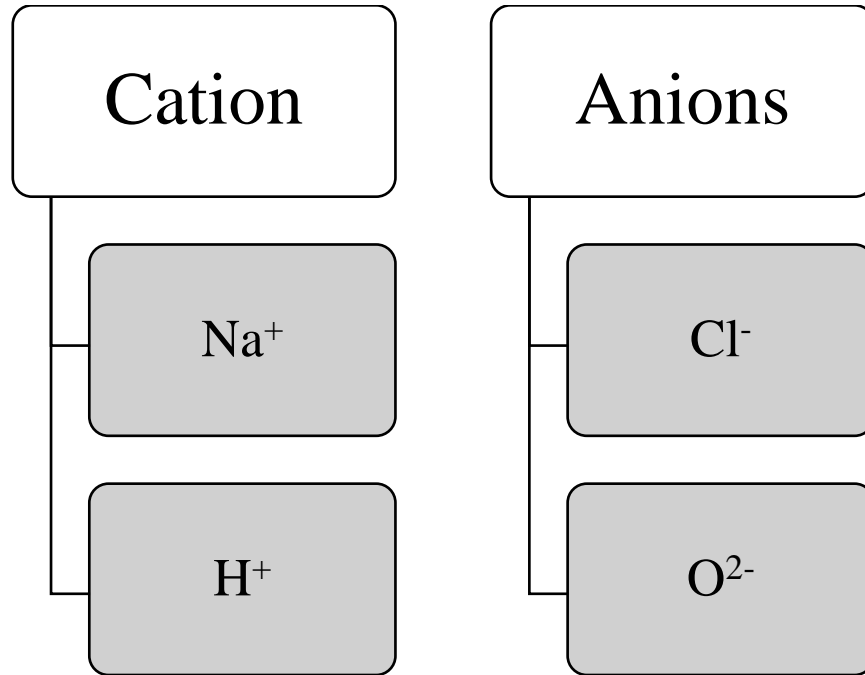
4. Do the following *formatting* to the *title* in slide 1:
 - (a) **Font:** Broadway,
 - (b) **Font size:** 60
 - (c) **Alignment:** Center
 - (d) **Font style:** Italic, Underline
5. Format the *title* in slide 2 as font color: blue.
6. Apply **Numbering** to the *text* in slide 2.
7. Using **change case** command, format the *title* in slide 3 as uppercase.
8. Do the following *formatting* to the *title* in slide 4:
 - (a) **Font:** Cambria
 - (b) **Font size:** 28
 - (c) **Font Style:** Underline
9. *Add a shadow* on the *title* in slide 5.
10. *Apply bullets* to the text in slide 6.
11. **Insert** the **slides** in the presentation as follows:
 - Slide 7: **Slide layout:** Picture with Caption
Title: Oxygen atom
Font size: 36
 - Slide 8: **Slide layout:** Two Content
Title: What is an ion?
 - Slide 9: **Slide layout:** Blank
 - Slide 10: **Slide Layout:** Blank
12. **Insert a picture** of an Oxygen atom using **online pictures** in slide 7.
13. *Apply a picture style* of your choice to the picture in slide 7.
14. **Insert a picture** of a Sodium ion using **online pictures** in slide 8.

15. Change the **color** of the picture (Sodium ion) as :

(a) **Color Saturation:** 200%

(b) **Color Tone:** 5900 K

16. **Insert** the following **SmartArt** in slide8:



17. Name of the **SmartArt** is _____.

18. **Insert** a **Word Art** with text ‘Different Shapes’ in slide 9.

19. **Insert** 3 different **shapes** in slide 9.

20. **Insert** the **table** in slide 10:

Element	Valence
Oxygen	6
Phosphorus	5
Chlorine	1
Cobalt	2
Zinc	2
Boron	3

21. **Insert** a **pie chart** for the above table in slide 10.

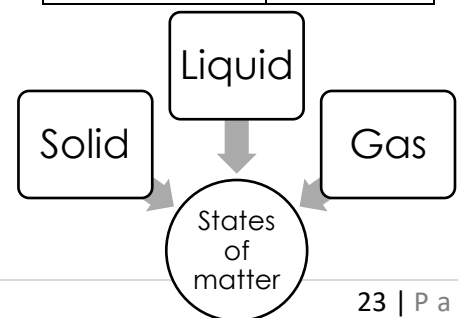
22. **Copy** slide 6 and **paste** at the end of the presentation.

23. *Convert* the *text* in slide 11 to the ‘Pyramid List’ SmartArt.

24. **Copy** slide 5 and **paste** at the end of the presentation.

25. Change the **Layout** of slide 12 to ‘Two Content’.

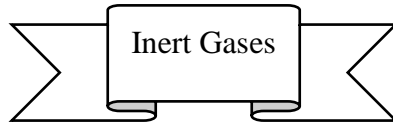
26. **Insert** the following **SmartArt** in slide 12:



27. **Name** of the **SmartArt** is _____.

28. *Apply* a **WordArt** style to the title in slide 12.

29. **Insert** the following **shape** in slide 6:



30. *Apply* a **design theme** of 'Wisp' to all the slides in the presentation.

31. Do the following to the respective **slides**:

Slide1:

Theme: Slice

Transition: Curtains

On the **Title** apply **Animation** Entrance – Bounce

Slide2:

Transition: Cube

Set **transition timing** after 5 seconds

Slide3:

Theme: Facet

Transition: Ripple

Effect Options: From Bottom-Right

Set **transition timing** after 3 seconds

On the **Title** apply **Animation** Emphasis – Spin

Slide5:

Theme: Ion

Transition: Crush

Set **transition timing** after 5 seconds

On the **Title** apply **Animation** Brush Color

Slide6:

Format the Background with **Pattern fill**

Transition: Wind; **Effect Options:** Left

Set **transition timing** after 5 seconds

On the **Shape** apply **Entrance Animation – Zoom**; **Effect Options:** Slide Center

Set **animation duration** 3 seconds

Slide7:

Theme: Ion

Transition: Fracture

Set **transition timing** after 5 seconds

Slide8:

Theme: Organic

Transition: Blinds; **Effect Options:** Horizontal

Set **transition timing** after 5 seconds

Slide10:

Theme: Retrospect

Transition: Airplane

Set **transition timing** after 5 seconds

Slide11:

Format the Background with **Solid fill**

Theme: Facet

Transition: Page Curl

Set **transition timing** after 5 seconds

Slide12:

On the **SmartArt** apply **Animation** Grow & Turn

Set **animation duration** 3 seconds

Transition: Origami

Effect Options: Left

32. In *slide 7*, **insert a shape** to *cover* the entire picture (Oxygen atom).

a. Move the shape **behind** the picture (Send Backward).

33. In *slide 9*, select all three shapes and **group** them together.

34. Create an **action button** (Home) in the last slide that **returns** to the **first slide** in the presentation.

35. Create an **action button** (Next) in the **slide 4** that **goes** to the slide 5 in the presentation.

36. Create an **action button** (End) in slide1 that **returns** to the **last slide** in the presentation.

37. Check the *action buttons* by viewing the presentation in Slide Show view.

38. **Save the presentation.**

MS PPT Exercise 6.2

1. **Create** a new **Microsoft PowerPoint Presentation** and rename as <your student number-exe6.2>
2. View the **Slide Master**.
3. **Insert** a **shape** (Oval) on the *Slide Master*.
4. Go to *Title and Content Slide Layout* and **insert** a **shape** (Rectangle).
5. Close **Master View**.

6. Slide 1:
Insert a new **Title Slide** that contains the Oval shape.
7. Slide 2:
Insert a new **Title and Content slide** that contains two shapes.
8. Slide 3:
Insert a new **Two Content slide** that contains the Oval shape.

9. Explain the advantage of using Slide Master in PowerPoint Presentations.

10. Handout Master:
View Handout Master.
Insert your *student ID number* on the **Header**.
Close **Master View**.

11. Notes Master:
View Notes Master.
Type your *name* on the **Footer**
Close **Master View**.

12. **Insert date & time, slide numbers** and **student ID number** on the **footer** on all the slides.

13. **Save** the **file**.

MS PPT Exercise 6.3

Step1 Create a **PowerPoint** file on the desktop.

Step2 Rename the file as your “Student ID Number”.

Step3 Open the PowerPoint file and create slides with the following details:

Slide1:

Slide layout: Section Header

Title: Computer Software

Text: Consists of computer instructions.

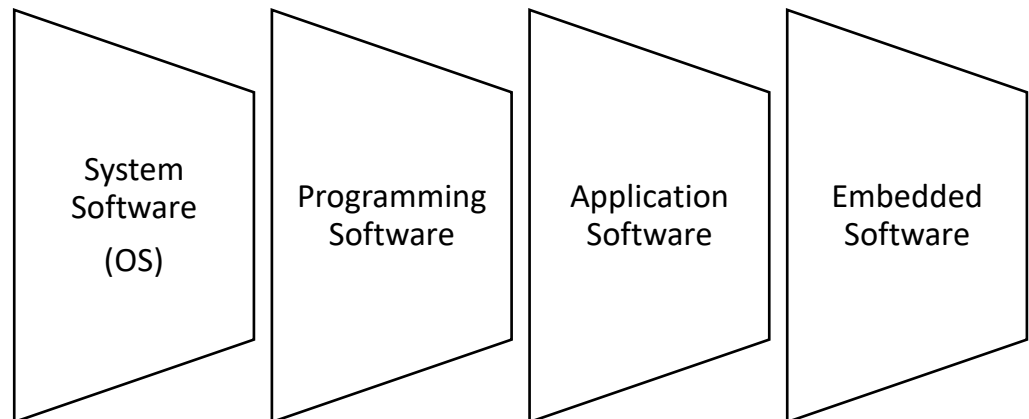
Insert Comment: “Computer programs.”

Slide2:

Slide layout: Title and Content

Add Title: Different Types of Software

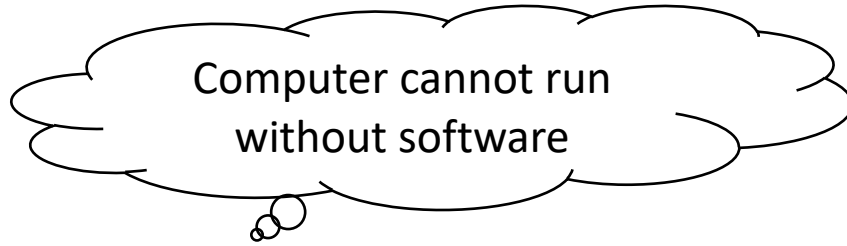
Insert the SmartArt shown below:



Master Slide:

View Slide Master: Title Only Layout

Insert the shape shown below.



Close **Master View**

Handout Master:

View Handout Master:

Insert your *student ID number* on the **Header**

Close **Master View**

Notes Master:

View Notes Master:

Type your name on the Footer

Close **Master View**

Slide3:

Slide layout: Title Only Layout

Step4 Save your file.

MS PPT Exercise 6.4

1. **Create a Photo album** by *inserting* four pictures from your computer. (If you don't have any picture on your computer insert four online pictures of your choice).
2. Select the option to **insert two pictures** in a slide.
3. **Insert slide numbers** for all the slides.
4. **Insert date and time** for all the slides.
5. **Insert footer** and type 'Student ID Number' and 'Name'.
6. **Copy** Slide 2 and **paste** it below Slide 3.
7. Give a **theme** of your choice to the presentation.
8. *Apply Transition Reveal* to slide 1 and **Transition Curtain** to slide 2.
9. *Type* 'Beginning of the presentation' as **Notes** in Slide 1.
10. Add a **new section** on slide 3.
11. **Rename** the **Default section** as 'Album1' and **Untitled section** as 'Album2'.
12. **Mark** the PowerPoint as **final**.
13. Add **password** to the file as 'abc'.
14. **Save** the presentation as a *video file*.
15. **Save** the presentation inside your folder as **<your student number-exe6.4>**

MS PPT Exercise 6.5

Using 5 slides create a PowerPoint presentation about your school.

Instructions

1. Slide 1: Title slide “ School name”
2. Slide 2: History
3. Slide 3: About teachers and students
4. Slide 4: Student societies
5. Slide 5: Sports
 - (a) Insert pictures, add slide animations and text animations that work for the presentation!
 - (b) Add ONE slide with a Picture as BACKGROUND SLIDE.
 - (c) Make sure you don’t have too much information on one slide (6 by 6 Rule)
 - (d) Insert ONE Smart Art, ONE Shape and ONE Word Art
 - (e) Insert Transitions on Every Slide (can be different) and AT LEAST FIVE ANIMATIONS (throughout the presentation!)
6. **Print** your presentation on a single A4 page.
7. **Save the file** and rename as <your student number-exe6.5>

References:

- [1]. MICROSOFT OFFICE INSIDE OUT: 2013 EDITION, Author: Microsoft Corporation, Ed Bott and Carl Siechert, Publisher: Sebastopol, CA: O’Reilly Media, Inc., 2013, ISBN – 9780735677562
- [2]. Gcflearnfree.org. Word 2013, [Online] Available at: <https://www.gcflearnfree.org/word2013/>
- [3]. Gcflearnfree.org. PowerPoint 2013, [Online] Available at: <https://www.gcflearnfree.org/powerpoint2013/>
- [4]. Gcflearnfree.org. Excel 2013, [Online] Available at: <https://www.gcflearnfree.org/excel2013/>