

SESSION 4: SET PAGE BREAKS

To print a worksheet with the exact number of pages that you want, you can adjust the page breaks in the worksheet before printing it. This feature is very useful especially when printing huge sheets. You can use the Page Break view to see how other changes (e.g. changing row height/ column width) affect the automatic page breaks.

To set the page break do the following

- To insert a vertical page break, select the row below where you want to insert the page break. To insert a horizontal page break, select the column to the right of where you want to insert the page break.
- Click on Breaks down arrow under Page Setup group in the Page Layout tab. A dropdown appears as shown below.
 - Click on **Insert Page Break** option. The spreadsheet will be displayed as shown below. The content you have typed comes in the first page and you can print it.
- To move a page break, simply drag the page break to the desired location.

Fill in the blanks

1. to insert a Vertical page break, select the row below where you want to insert the page break.
2. to insert a Horizontal page break, select the column to the right of where you want to insert the page break.
3. the Breaks option is available under PageLayout group in the Page Layout tab.
4. To return to Normal view after you finish working with the page breaks, you need to click Normal in the Workbook Views group under the View tab.

Perform the following activities till you are confident:

S.No.	Activities
1.	Set, move and delete page breaks
2.	Create the worksheet given below. Calculate the closing balance. Add 10 more items to the list and set page breaks for printing. Move page breaks if contents do not fit onto one page. Save this file to be used in the following exercise with the name items_{your name}.

	A	B	C	D	E
	S.No.	Item Code	Item Name	Opening Balance	Closing Balance
1					
2	1	A001	Pencils - HB	800	
3	2	A002	Pencils - 1H	102	
4	3	A003	Copy - English	176	
5	4	A004	Copy - Maths	213	
6	5	A005	Registers	112	
7	6	A006	Geometry Box	35	
8	7	A007	Set of 6 sketch pens	75	
9	8	A008	Fountain Pens	79	
10	9	A009	Ball point pens	231	
11	10	A010	Staplers	12	

SESSION 5: SET PAGE LAYOUT

Spread sheet software provides various page layout options for organizing pages using the Page Layout option.

To set the page layout options, do the following:

- Click on **Page Layout** option under **Workbook Views** group on **View** tab. The spreadsheet will be displayed as shown below.
- You can set the
 - Margins
 - Orientation
 - Page headers and footers
 - Hide or display grid lines
 - Size of the page
 - Define the print area
 - Specify the background

Click on **Margins** option under **Page Setup** group, a dropdown list appears

You can set the margin values manually from the options available under the dialog box.

- You can set the orientation of the page to either Portrait or Landscape by clicking the **Orientation** option under **Page Setup** group in the **Page Layout** tab.
- You can set the size of the page by clicking the **Size** option under **Page Setup** group in the **Page Layout** tab.
 - You can specify the area to be printed by selecting the area and then clicking **Print Area** option under **Page Setup** group in the **Page Layout** tab

Click on **Set Print Area** to set the selected to get printed. You can also clear the print area by clicking the **Clear Print Area** option.

Fill in the blanks:

1. Spread sheet software provides various page layout options for organizing pages using the Page layout View.
2. Margins option is available under Page setup group in the Page layout tab.
3. two types of page orientation are Portrait & Landscape.

Perform the following activity till you are confident:

S.No.	Activity
1.	Reopen the worksheet created in the previous exercise named items_{your name}. Modify the margins, view the document using print preview and observe the changes

SESSION 6: MANAGE WORKBOOK VIEWS

Spread sheet offers the users with variable views for the purpose of viewing the outcome of the sheet while printing.

There are five types of views available in the spreadsheet.

- Normal
- Page Layout
- Page Break Preview
- Custom Views
- Full Screen

You can select one of the above said views by clicking the appropriate option under Workbook Views in the View tab.

Fill in the blanks:

1. Different types of views are available under Workbook views group in the View tab.
2. The five types of views available are Normal, Page Layout, Page Break Preview, Custom Views & Full Screen.
3. **t**he Custom Views helps you to view a selected area of a workbook

S.No.	Activities
1.	Reopen the worksheets created in the exercises SS 2 named Marks_{your name}, SS3 named expenses_{your name} and SS 4 named items_{your name} Using the commands in the Window group on the View menu, tile the three windows, and then arrange them so that they overlap. Move each window separately and observe what happens in the others. t ry the Cascade and t ile options too
2.	Use the new Window command to open a second instance of one of the workbooks. Then arrange only the two windows of the active workbook horizontally

SESSION 7: APPLY CELL AND RANGENAMES

You can assign names to cells in a worksheet and use it for quickly locating specific cells by entering the names. **t**his could be useful when working with large spread sheets. For example, if you have a lengthy list of groceries and prices, you can use names to quickly locate and find total pricing of fruits from the entire list.

Fill in the blanks:

1. Assigning names to cells in a worksheet help you to quickly locate specific cells.
2. The Define Name option is available under Define names group in the Formulas tab.

Perform the following activities till you are confident:

S.No.	Activities
1	Apply names to cells and cell ranges and use them in formulae
2.	Using the worksheet created in this exercise, calculate the cost of Vegetables. Save the workbook as Grocery_{your name}.

SESSION 8: CREATE MODIFY AND FORMAT CHARTS

A chart is a graphical representation of data, in which the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart. A chart can represent tabular numeric data, functions or some kinds of qualitative structures.

A Spread sheet enables you to create, modify and format charts based on the data given in the spread sheet. in this exercise you will learn how to create, modify and format chart using the spreadsheet.

To create charts do the following

- Select the data in spread sheet.
- Click on the chart type that you want from **Charts** group under the **Insert** tab.
- After selecting the chart type, the spread sheet will be displayed.

Question and Answers

1. List seven chart elements

Chart has many elements; however, only some of the elements are displayed by default. They are,

1. **Chart Area** of the Chart
2. **Plot Area** of the Chart
3. **Data Points** that are plotted in the chart
4. **Horizontal and Vertical** Axis in the chart
5. **Legend** of the chart
6. **Chart and Axis Title** used in the chart
7. **Data Label** for identifying details of data point in the chart

2. List five chart types available in spreadsheet

Choosing the right type of chart is very important. Different charts display data in very different ways. Using the best chart type and format helps you to display data visually in the most meaningful way.

Chart Types:

1. **Bar charts:** A bar chart (horizontal bars) emphasizes the comparison between items at a fixed period of time. this chart type also includes cylinder, cone, and pyramid subtypes.
2. **Column charts:** A column chart, unlike a bar chart to which it is often compared, emphasizes variation over a period of time. this chart type also includes cylinder, cone, and pyramid subtypes

3. **Line charts:** A line chart shows the relationship of the changes in the data over a period of time.
4. **Pie charts:** Pie charts contain just one chart data series. A pie chart shows the relationship of the parts to the whole.
5. **Area charts:** An area chart shows the relative importance of values over time.
6. **XY (Scatter) charts:** Scatter charts are useful for showing a correlation among the data points that may not be easy to see from data alone

Fill in the blanks:

1. A chart is a graphical representation of data, in which the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart.
2. The three tabs that are available after inserting the chart in the spreadsheet are Design, Layout & Format.

Perform the following activities till you are confident:

S.N o.	Activities																																																																		
1.	Create a chart																																																																		
2.	Create a worksheet using the sales data given below: <table border="1" style="margin: 10px auto;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Location</td> <td>January</td> <td>April</td> <td>July</td> <td>October</td> </tr> <tr> <td>2</td> <td>Acapulco</td> <td>10</td> <td>5</td> <td>208</td> <td>145</td> </tr> <tr> <td>3</td> <td>Amsterdam</td> <td>69</td> <td>53</td> <td>76</td> <td>74</td> </tr> <tr> <td>4</td> <td>Anchorage</td> <td>17</td> <td>13</td> <td>42.5</td> <td>52</td> </tr> <tr> <td>5</td> <td>Dallas</td> <td>48</td> <td>87.5</td> <td>62</td> <td>118</td> </tr> <tr> <td>6</td> <td>Glasgow</td> <td>110</td> <td>50</td> <td>61</td> <td>112</td> </tr> <tr> <td>7</td> <td>Madrid</td> <td>39</td> <td>48</td> <td>11</td> <td>53</td> </tr> <tr> <td>8</td> <td>New York</td> <td>99</td> <td>100</td> <td>115</td> <td>86</td> </tr> <tr> <td>9</td> <td>Tokyo</td> <td>101</td> <td>121</td> <td>189</td> <td>172</td> </tr> <tr> <td>10</td> <td>Toronto</td> <td>55.2</td> <td>65.4</td> <td>71</td> <td>63.5</td> </tr> </tbody> </table>		A	B	C	D	E	1	Location	January	April	July	October	2	Acapulco	10	5	208	145	3	Amsterdam	69	53	76	74	4	Anchorage	17	13	42.5	52	5	Dallas	48	87.5	62	118	6	Glasgow	110	50	61	112	7	Madrid	39	48	11	53	8	New York	99	100	115	86	9	Tokyo	101	121	189	172	10	Toronto	55.2	65.4	71	63.5
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SESSION 9: SORT AND FILTER DATA

Sort is a feature that helps you arrange the selected data either in an ascending or descending order. Filter is a feature used for extracting particular data using some conditions. Spread sheet offers both these features for sorting and filtering data in the spreadsheet.

Now to sort or filter the data do the following:

- i) Select the data to be sorted and then click on Sort option under Sort & Filter group in the Data tab. A dialog box appears as shown below
- ii) You need to specify on what basis you are going to sort the data in the **Sort by** field and select the order that is ascending and descending and then click **OK**.

To filter data, do the following:

- Click the **Filter** option available under **Sort & Filter** group in the **Data** tab.

Once you click on filter, the headers will be displayed with a down arrow

- Click the down arrow available under Sales 2009 header, a dropdown list appears as shown below.
- You can specify the filter by selecting the available values in the list.

Fill in the blanks:

- Sort helps you arrange the selected data either in an ascending or descending order.
- Using filter you can extract data based on conditions.
- Sort option is available in Sort & Filter group under the Data tab.
- Filter option is available in Sort & Filter group under the Data tab.

Perform the following activities till you are confident:

S.No.	Activities
1.	Sort a dataset in the required order
2.	Filter data on specified criteria

3.	<p>Create a worksheet with the data given below. Create totals. Calculate percentages. Use this to sort data subject wise and also rank-wise. Save this file as Student_{your name}.</p> <table border="1"> <thead> <tr> <th>Students</th> <th>Test 1</th> <th>Test 2</th> <th>Test 3</th> <th>Test 4</th> </tr> </thead> <tbody> <tr> <td>Shilpa</td> <td>50</td> <td>65</td> <td>57</td> <td>77</td> </tr> <tr> <td>Sheela</td> <td>98</td> <td>99</td> <td>78</td> <td>58</td> </tr> <tr> <td>Avikal</td> <td>76</td> <td>78</td> <td>98</td> <td>96</td> </tr> <tr> <td>Vaibhav</td> <td>87</td> <td>76</td> <td>92</td> <td>67</td> </tr> <tr> <td>Abhijeet</td> <td>56</td> <td>88</td> <td>66</td> <td>88</td> </tr> <tr> <td>Surbhi</td> <td>68</td> <td>85</td> <td>92</td> <td>99</td> </tr> <tr> <td>Kavita</td> <td>99</td> <td>58</td> <td>78</td> <td>89</td> </tr> <tr> <td>Tanishk</td> <td>79</td> <td>78</td> <td>56</td> <td>78</td> </tr> <tr> <td>Vishwank</td> <td>59</td> <td>81</td> <td>78</td> <td>67</td> </tr> </tbody> </table>	Students	Test 1	Test 2	Test 3	Test 4	Shilpa	50	65	57	77	Sheela	98	99	78	58	Avikal	76	78	98	96	Vaibhav	87	76	92	67	Abhijeet	56	88	66	88	Surbhi	68	85	92	99	Kavita	99	58	78	89	Tanishk	79	78	56	78	Vishwank	59	81	78	67
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SESSION 10: CALCULATE DATA ACROSS WORKSHEETS**Now to calculate the data across worksheets do the following.**

- Go to sheet 2, name it year 2 sheet, and insert the same data in the Sheet 2 for the next year.
- Go to sheet 2, name it Totals, and insert the same labels.
- Type the sum formula in cell B2, =sum(, while the parenthesis is opened go to year 1 sheet and go to year 2 sheet and press **enter**. Repeat the same step to calculate sum for other expenses. Note the way the range is specified (sheetname!cellnumber).

Perform the following activities till you are confident:

S.No.	Activities
1.	Make calculations across worksheets
2.	Create 2 worksheets populated with subject and marks for 1st and 2nd terms. Create another worksheet called Average and calculate the average of marks for all subjects.

SESSION 11: USING MULTIPLE WORKBOOKS AND LINKING CELLS

Spreadsheet also allows you to link the cells from various worksheets and from various spread sheets to summarize data from several sources. In this manner, you can create formulas that span different sources and make calculations using a combination of local and linked information.

To link cells from different worksheet do the following:

- Open a new spreadsheet workbook.
- Type some formula, for example sum formula in any cell = sum(, while the parenthesis is opened, click on **Switch Windows** option under **Window** group in the **View** tab. A dropdown list appears with the active workbook names.
- Click on Book1 to select the earlier spreadsheet you had created and select the cells A2:D2.
- Press Enter.

Fill in the blanks:

1. Switch Windows option is available in window group under the View tab.
2. Linking cells from different worksheets / spreadsheets helps you to summarize data from different sources.
3. Linking data helps you help to keep information _____ locations.

Perform the following activities till you are confident:

S.No.	Activities
1.	Link cells and make calculations across workbooks

SESSION 12: SHARING WORKSHEET DATA

Spreadsheet software allows the user to share the workbook and place it in the network location where several users can access it simultaneously.

Now to share the spreadsheet do the following.

- Click on Share workbook option under Changes group in the Review tab.
- A dialog box appears as shown below.
- Check the option Allow changes by more than one user at the same time. This also allows Workbook merging.
- Click OK.

Fill in the blanks:

1. Share Workbook option is available in Changes group under the Review tab.
2. Shared workbooks don't allow merging cells, conditional formatting, or inserting pictures/graphs/etc.

Perform the following activity till you are confident:

S.No.	Activity
1.	Share worksheet data with other users.

Unit 5: Digital Presentation

SESSION 1: INSERTING A MOVIE CLIP

Presentation allows the user to add movie clips to the presentation in order to make the presentation colorful and meaningful. You can insert movies or YouTube videos downloaded from the internet.

You can insert a movie in two ways:

- Using Insert tab
- Using Title and Content Layout Option

Using Insert tab

- Click on **Movie** option under **Media clips** group in the **Insert** tab, a drop down appears as shown below.
- You can select the **Movie from File...** option to insert the movie clip that you have already downloaded from the internet. A dialog box appears
- You can locate the movie clip and click **OK** to insert the same in the slide.
- You can set one of the two options available for playing the media clip, i.e **Automatically or When Clicked**.

Using Layout option

- Open a new file using presentation software and change the layout of the slide.
- Click on Layout option available under Slides group in the Home tab, a dropdown list appears
- Click on Title and Content option and a slide will be displayed with the layout
- You can insert a movie in the slide by clicking the icon in the Layout option. Once you click the icon, a dialog appears
- When you play the slideshow, the movie clip will be played automatically.

Fill in the blanks:

1. Presentation allows the user to add Movie clips to the presentation in order to make the presentation colorful and meaningful.
2. You can use two options to insert a movie clip the Using insert tab & Title and Content Layout Option.
3. The two options available under Movie option are Movie from File & Movie from Clip Organizer.
4. Movie option is available in Media clips group under the insert tab.

Perform the following activities till you are confident:

S.No.	Activities
1.	insert a movie clip using insert option
2.	insert a movie clip using Layout option

3.	Download different clips on either “Effects of thoughts on water” or “Our place in the cosmos” or “Effects of Global Warming”. Create a presentation giving an appropriate name to the file. Insert the relevant video clips and save the presentation. You will use this file in future sessions too.
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SESSION 2: INSERTING AN AUDIO CLIP

You can include audio clips to a presentation similar to that of videos.

Open a new file using presentation software. Click on **Sound** option under **Media clips** group in the **Insert** tab, a drop down appears

You can select the **Sound from File...** option to insert the sound clip. A dialog box appears as shown below.

You can locate the audio clip and click **OK** to insert the same in the slide

Fill in the blanks:

1. You can include audio clips to a presentation similar to that of videos.
2. Audio Clips are used for playing mild background music while making presentations.
3. Sound option is available in the Media Clips group under the Insert tab.

Perform the following activities till you are confident:

S.No.	Activities
1.	insert a sound clip in a presentation
2.	Download appropriate music and then reopen the file created in the last session. Add the music files to enhance the effect of your presentation.

SESSION 3: WORKING WITH TABLES

Presentation software enables the user to add tables in the slides in order to represent the statistical data meaningfully.

You can insert a table in two ways:

- Using Insert tab
- Using Title and Content Option

Using Insert tab

- Click on **table** option under **Tables** group in the **Insert** tab, a drop down appears
- Now go ahead and try the **insert Table...** and **Draw Table** options to create the table.

Using Title and Content Option

- Click on **Layout** option available under **Slides** group in the **Home** tab
- Click on **Title and Content** option from the dropdown list. You can insert the table in the slide by clicking the table icon available within the layout. Once you click the icon, a dialog appears
- Now enter the values for the number of columns and rows that you would like to have in the table.

Fill in the blanks :

1. Tables are used to represent the statistical data meaningfully in a presentation.
2. Table option available in Tables group under insert tab.
3. Two ways to create a table are Using Insert tab & Using Title and Content Option.
4. Additional tabs that will be available for editing and formatting the table are Design & Layout.

Perform the following activities till you are confident:

S.No.	Activities
1.	insert a table in a presentation using insert and Layout tab
2.	Change the design and format of a table in a presentation
3.	import a table from another application
4.	Open a new file. Try inserting the table given in this exercise with multiple rows and columns and also use different pre-defined styles by using the Table Styles option under Design tab.

SESSION 4: WORKING WITH CHARTS:

Presentation software enables the user to insert charts in slides to present statistical table data in a pictorial representation. This ensures that the audience can grasp complex data at a glance.

To insert a chart in the slide,

- Click on **Chart** option under **Illustrations** group in the **Insert** tab. A dialog box appears
- You will notice different type of the charts that can be used in the presentation.
- Select a chart type and click **OK**. A default chart will be inserted on the slide. The default data table for that chart will be opened in a spreadsheet application separately.
- You can edit the values in the spreadsheet and the presentation software will automatically update the chart.
- Once you have modified the data table in the spreadsheet the chart in the slide gets modified automatically.
- Now change the values in the spreadsheet and observe the changes in the chart.
- You can change the colors and effects of the chart by using **Chart Styles** available under **Design** tab. To change to a different style, select a style from **Chart Styles** and double-click on it.

Importing a chart

You can also import a chart from a spreadsheet. the method is the same as importing a table into presentation software. Since the entire sheet is imported, you may need to maneuver around and display the chart in the embedded object. To increase / decrease the size of the object, you can double click on it and resize it.

Fill in the blanks:

1. Presentation enables the user to insert Charts in slides to present statistical table data in a pictorial representation.
2. Chart option is available in Illustrations group under the insert tab.

Perform the following activities till you are confident:

S.No.	Activities
1.	insert a chart onto a slide
2.	Modify an already created chart
3.	import a chart from another application
4.	Create a chart using the data below in a spreadsheet. import the chart onto a slide.

	A	B	C	D	E	F	G
1	Name	January	February	March	April	May	June
2	House Rent	2500	2550	2550	3000	3500	3600
3	Electricity Bill	700	750	800	850	900	625
4	Grocery Expenses	1000	1200	950	850	1500	1250
5	Travel Expenses	500	600	750	680	1000	950
6	Phone/Mobile Bill	400	500	350	600	800	680

SESSION 5: INSERTING TRANSITIONS

Transition effects can help in increasing audience's interest during a presentation.

A slide transition is the visual motion when one slide changes to the next during a presentation. By default, one slide simply replaces the previous one on screen, just like a slide show of photographs would change from one to the next. Most presentation software provides many different transition effects that you can use to liven up your slide show.

To work with transition effects,

Click the Animations tab. You will be displayed with list of transition effects.

To apply, select an effect from Transitions to this slide group and double-click on it.

You can also increase or decrease the duration of the transition effect by setting up the time interval (in seconds) in **duration** option under **Timing** group. try setting the duration as 1 minute and observe the effect by performing the slide show.

You can set sound effects during transitions by selecting a sound scheme available in **Sound** option under **Timing** group. Try using different sound schemes and observe the sound effect by performing the slide show.

If you would like to keep the same transition and sound effect across the entire presentation, click **Apply to all** under the **Timing** group. Selecting this option will apply all the selected effects across all slides.

Fill in the blanks:

1. Transition Effects can help in increasing audience's interest during a presentation
2. Slide Transition is the visual motion when one slide changes to the next during a presentation.
3. The list of transition effects will be available under Animations_tab.
4. Transition effects are available in Transitions to this slide group under the Animations tab.
5. Cut, Fade, Push, Wipe, Split, Uncover are some of the transition effects available in a presentation software.

Perform the following activities till you are confident:

S.No.	Activities
1.	Apply transitions to slides
2.	Now open the presentation created in Exercise 1 (either “Effects of thoughts on water” or “Our place in the cosmos” or “Effects of Global Warming”.) and try applying different transition effects to your presentation slides.

SESSION 6: INSERTING ANIMATIONS

While transition occurs between each slide, animation allows you to put slide elements, such as text and graphics, in motion within a slide! Animations are helpful way to make your slides look more dynamic. Besides adding action, they help steer audience focus and emphasize important points. they are also a great way to reveal text or object on a slide one step at a time.

To work with animations,

Click **Animations** tab. You will see Animation options.

TO apply, select the graphical object and click **Animate** under **Animations** group. Select the animation effect under the **Animate** dropdown list. You can apply an animation effect by selecting different animation scheme from the dropdown menu.

Once you have selected an animation scheme, play the slideshow to preview the effect.

Surveys show that animation effects are one of the most annoying elements in presentations. However, when used effectively, these effects can insert a dramatic moment to a particular message and add spice to a dull presentation

To summarize the effective uses of animation effects:

- Helps focus audience attention on information.
- Controls the flow of information especially while explaining a diagram.
- Reveal concepts one by one.

Fill in the blanks:

1. Animation enables you to put slide elements, such as text and graphics, in motion within a slide.
2. Animations are helpful way to make your slides look more dynamic.
3. To apply an animation, select the Animate option available in Animations group under the Animations tab.

Perform the following activities till you are confident:

S.No.	Activities
1.	Apply animation on slide objects
2.	Create a presentation with 3 slides on your favorite sport. Use different animation effects available in the presentation software to enhance your presentation as per your choice. Make your presentation in the class.

SESSION 7: GROUPING OBJECTS

Grouping can help when you want to move, rotate or resize multiple objects in a presentation. You can group objects such as pictures, clip art, shapes and text box; once grouped they appear as a single object.

To group the graphical objects,

Select all the objects that you want to group in the slide.

To select more than one objects in the slide hold down the ctrl key and select the object in the slide.

To group the objects,

Click Format tab.

You can select the **Group** option available under **Arrange** group in the **Format** tab. Once you select the option, you should see a dropdown

Click on Group, to group all the selected graphical objects in the slide.

Similarly you can ungroup the grouped objects by selecting the ungroup option available under Group dropdown menu.

Fill in the blanks:

1. Grouping helps to move, rotate or resize multiple objects in a presentation.
2. The Group option is available in Arrange group under the Format tab.
3. The three options available under Group dropdown option are: Group, Regroup & Ungroup.

Perform the following activities till you are confident:

S.No.	Activities
1.	Group objects on a slide
2.	<p>Open a new presentation, and create the following images and add small textboxes as headers to describe them:</p> <div style="text-align: center;">  </div> <p>Now try selecting the objects, practice grouping and ungrouping functions.</p>

SESSION 8: INSERTING SPEAKER NOTES

Good presenters always rehearse their presentations well but there's often one more thing that helps them deliver flawless presentation – speaker notes. Speaker notes are guided text used by the presenter during a presentation. Speaker notes can be short or long texts that can be used as a reference by the presenter while making a presentation. An area of a PowerPoint or OpenOffice Impress slide that is hidden during the presentation is reserved for notes for the speaker.

To add notes to a particular slide,

Select the slide and type the notes in the Click to add notes area located at the bottom of the presentation software

Alternatively, you can select View tab and click Notes page under Presentation Views Group

Key things to remember about speaker notes:

1. They should not restate the contents of the slide.
2. Speaker notes should support the content of the slide with in-depth information

While the regular presentation slides are shown on the main screen for the audience, the view on your computer screen is slightly different – you can not only see the current slide but also the text notes and other key points that should be discussed with that slide. **to do so, open the presentation file using your presentation software, go to the *Slide Show* tab and check the option *Use Presenter View*.**

Fill in the blanks:

1. Speaker notes are guided text used by the presenter during a presentation.
2. Speaker notes can be short or long texts that can be used as a reference by the presenter.
3. Notes page option is available in Presentation Views group under the View tab.

Perform the following activities till you are confident:

S.No.	Activities
1.	insert speaker notes on slides
2.	Open the presentation you had created in Exercise 1 (either “Effects of thoughts on water” or “Our place in the cosmos” or “Effects of Global Warming”.) and enhanced in Exercise 5. Add speaker notes to each of your slides.

SESSION 9: REVIEWING CONTENT

You should always review the presentation and make changes if required before you present it to the audience. Presentation software includes options such as spell checks for correcting errors in a presentation. However, it is the presenters’ responsibility to check each and every point manually on each slide before attempting to make a presentation.

Making effective presentations takes practice, but with a few tips up your sleeve, you are ready to take on the challenge.

1. Know your topic.
2. Use key phrases about your topic.
3. Avoid too much text on each slide.
4. Limit the number of slides.
5. Plan the layout of your slide.
6. Avoid fancy fonts.
7. Use contrasting colors for text and background.
8. Use a slide design template to keep your presentation look consistent.
9. Use animations and transitions sparingly.
10. Also, always review the presentation 2-3 times before making a presentation;

Note: Most presentation software includes many features; do not try to overuse them.

Fill in the blanks:

1. Presentation software includes options such as spell checks for correcting errors in a presentation.
2. Tips to make an effective presentation are:
 - a) Know your topic.
 - b) Use key phrases about your topic.
 - c) Avoid too much text on each slide.
 - d) Limit the number of slides.
 - e) Plan the layout of your slide.
 - f) Avoid fancy fonts.
 - g) Also, always review the presentation 2-3 times before making a presentation;

Perform the following activity till you are confident:

S.No.	Activity
1.	Prepare a presentation with a topic of your choice or as assigned by your teacher. Review using the guidelines and have it validated by your teacher.

SESSION 10: PREPARING TO DELIVER A PRESENTATION

To work with Slide Show,

Open an existing presentation in the presentation software. Click on Set up Slideshow option under Set Up group in the Slide Show tab.

Once you click Set up Slideshow, a dialog box appears.

If the presentation is to be made to an audience, use the Presented by a speaker (full screen) option.

If the presentation is to be made to an individual, use Browsed by an individual (window) option.

If the presentation is to be made at Kiosks, use the Browser at a Kiosk (full screen) option.

In addition, you can configure the presentation to be automated (run continuously), with or without animation by using the options under Show Options group.

You can display selective slides from a presentation using the Show slides option.

Note: A kiosk is a computer terminal featuring specialized hardware and software designed within a public exhibit that provides access to information and applications for communication, commerce, entertainment, and education.

Fill in the blanks:

1. Set Up Slide Show option is available in Set up group under the Slide Show tab.
2. The Slideshow option should be used while presenting the presentation to an audience.
3. A Kiosk is a computer terminal featuring specialized hardware and software designed within a public exhibit that provides access to information and applications for communication, commerce, entertainment, and education.

Perform the following activities till you are confident:

S.No.	Activities
1.	Create a slide show
2.	Reopen the presentation created in Exercise 1 (either “Effects of thoughts on water” or “Our place in the cosmos” or “Effects of Global Warming”.) and enhanced in Exercises 5 and 8. Prepare to deliver the presentation based on all you have learnt in this session, preview and make your presentation.

SESSION 11: PRINT A PRESENTATION

Sometimes you may need to provide print outs of the presentation to the audience as a reference material. You can print notes, handouts or outline of the presentation using the presentation software.

TO PRINT,

Open an existing presentation and select the Print option.

Select the Notes Page option under Print what: dropdown list

Click OK once you are ready to print the notes.

You can print handouts for audience reference by selecting the **Handouts option** under **Print what:** dropdown list. to save paper, you can print multiple slides on a single sheet.

To print multiple slides, select the number of slides that you would like to print by choosing the number displayed under Slides per page dropdown under Handouts Group.

if you would to print only the text part of the presentation, you can use the Outline option in the presentation software.

to print the outline, select the **outline View** option under **Print what:** dropdown list.

Fill in the blanks:

1. Print option is used to print Notes, Handouts & Outline of a presentation.
2. Handouts option is available under Print What dropdown list.
3. The Outline option is used to print only the text part of the presentation.

Perform the following activities till you are confident:

S.No.	Activities
1.	Print a presentation

2.	<p>Create a presentation (10-12 slides) on any two of the following topics.</p> <ul style="list-style-type: none">• School Annual Day function.• Sports Day.• Independence Day.• Healthy Diet.• Savings Plan (Post Office).• Creating Presentations. <p>While making the presentations use the following features based on the presentation guidelines learnt earlier.</p> <ul style="list-style-type: none">• Use Transition effects for slides.• Use Animation effects for text and objects.• Group related pictures.• Use tables and format them with different table styles.• Use charts to represent data in graphical form.• Download and use templates.
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Unit 6: Email messaging

SESSION 1: WORKING WITH CALENDAR

Time Management is the act of planning to stay organized that will result in increased efficiency and productivity. Time management can be performed using simple techniques such as a paper and pen; you can also use calendar software to plan your time.

Calendaring software provides the user an electronic version of a calendar. it is a time management tool, a system of organizing days for social, religious, commercial, or administrative purposes. Most email applications include support for working with Calendar; you can also use online calendar such as Google Calendar however this requires internet connectivity.

Start the email program by:

Click Start > Programs > Microsoft Office > Microsoft Outlook. Click Calendar located at the bottom left corner.

A window appears 6: email messaging

You can create appointments and schedule day-to-day activities using calendar. the application provides three views:

- Day
- Week
- Month

to schedule an activity for a particular time in the day, choose Day view. the default view is by "Day".

You can select either the **Show work week** (Monday to Friday) or **Show full week** (Sunday to Saturday) to view the appropriate days in the week by selecting one of the given options.

Fill in the blanks:

1. Time management is the act of planning to stay organized that will result in increased efficiency and productivity.
2. A Calendaring software provides the user an electronic version of a calendar.
3. The three view supported by a calendaring software are Day , Week & Month.

Perform the following activities till you are confident:

S.No.	Activities
1.	try each of the options in the Calendar Options dialog box and observe the changes. Make a note of all changes in your notebook.

SESSION 2: SCHEDULE AN APPOINTMENT

You can create appointments using the calendar. For example, you can create an appointment for visiting a dentist.

in this exercise, you will learn to schedule an appointment. You

can schedule an appointment in two ways:

1. Using menu bar.
2. Using calendar view.

Go to File > New > Appointment, a window similar to the one below will be displayed.

Once you have created an appointment, click the **Save & Close** option for the calendar to store this information. The details will be reflected in the calendar.

Calendar software prompts you with an alert based on entries scheduled in the calendar.

Fill in the blanks:

1. The two ways to schedule an appointment are: Using menu bar. & Using calendar view.
2. Calendar software prompts with an Alert based on entries scheduled in the calendar.
3. Recurring Appointments can be used for scheduling repetitive tasks.

Perform the following activities till you are confident:

S.No.	Activities
1.	Schedule a onetime and a recurring appointment
2.	Create appointments for the following items: <ol style="list-style-type: none"> 1. Daily class schedule. 2. Exam schedule. 3. Exam preparation schedule. 4. Visit to Circus (One time activity). 5. Parent / teacher Meeting (Monthly activity). 6. Visit to a book store (One time activity). 7. Vaccine Schedule (Yearly activity). <p>Save the appointments, you will use them in the next exercise.</p>

SESSION 3: CATEGORIZE AN APPOINTMENT

You can categorize the appointments in time management software by giving the specific colors to the appointments. For example, you can use green color for all school related activities and blue for all personal activities. Using Calendar you can name colors (and change the names when you want to). You use colors to make specific entries stand out at a glance and catch your eye. In this exercise, you will learn to categorize appointments.

To use a category while creating an appointment,

Select a color from the **Categorize** dropdown list. To apply category for an existing appointment, double-click on the appointment and select a color from the **Categorize** dropdown list.

You can name all the categories.

Fill in the blanks:

1. You can categorize appointments in time management software by giving specific colours to appointments.
2. Some of the categories in the time management software are:
 - a) Important
 - b) Personal
 - c) Very important
 - d) Meetings
 - e) Classes
 - f) Trainings

Perform the following activity till you are confident:

S.No.	Activity
1.	Create appointments with different categories and apply categories to existing appointments created in the previous exercise. Also, try to rename a named category and to remove a category you have created.

SESSION 4: SHARE A CALENDAR

Calendar sharing is the last frontier for true collaboration and social networking. Moreover, you can create calendar folders and choose specific folders to share. For example, you can create a calendar folder for a particular project and share it with your co-workers. You can also grant them permission to modify the events and appointments in the calendar.

To share a calendar

Click on **Publish My Calendar...** option available in the navigation Pane of the Calendar.

In order to upload your calendar to the mail server, you must have an email account in Microsoft Mailing service. Click **Sign in**, to login with your account, if you having one; otherwise create an email account by selecting **click here to sign up for a free account** available in the window. Enter your email iD and password and click Sign in.

Click **Finish** to publish the calendar on the mail server. dialog box appears:

Select the time span in the calendar to be shared by selecting the drop down values. You can configure

what details are to be shared with others using the **Detail** list and **Permissions** options.

After specifying necessary details, click **OK**. dialog box appears.

You are asked to enter your email account details to publish the calendar.

Once you enter all the details, click **OK**. Once you click **OK** the message box appears;

to send the invitation,

click Yes. the Calendar - Share window appears.

Enter the email accounts to whom you would like to share the calendar with and click **Send** and the invitation will be sent to their email accounts.

to view the shared calendar,

the recipients have to click on **Subscribe to this Calendar** option available at the top of the message

Click **Yes** to subscribe to the shared calendar. Once you click **Yes**, the recipients will be displayed with a window to enter their account details.

Once the authentication is complete, the calendar will be downloaded and made available on their calendar program.

Now other users can view your calendar.

You can also send a copy of your calendar to other users as a standard email message. the calendar will be displayed as an attachment to the recipients in the email. to do so, click on **Send a Calendar via E-mail** option available in the navigation Pane of the Calendar. You can send either the entire calendar or particular week or day in the calendar by selecting the appropriate option and click **OK**.

Perform the following activities till you are confident:

S.No.	Activities
1.	Share the calendar you have created in the previous sessions with your classmates using both the methods you have learnt in this exercise.

Fill in the blanks:

1. Sharing your calendar helps to share various segments of your time-centric life with your spouse, family, and others.
2. Calendar sharing is the last frontier for true collaboration and social networking.
3. to share a calendar you have to select Publish my calendar option in navigation Pane.

SESSION 5: PRINT A CALENDAR

you can print the calendar and keep it for reference. this might be useful in situations when you don't have access to a computer.

Go to **File > Print**, the **Print** dialog box appears

Select the range of the calendar by specifying the dates that you need to be printed and click **OK**. Now try printing using different styles (Daily, Weekly, and Monthly) available in the **Print style** box To print the details of private appointments, uncheck the **Hide details of private appointments** check box.

To print non-adjacent days,

Change to Week or Month view and then select the days you want to print, and then click **File > Print**.

Perform the following activities till you are confident:

S.No.	Activities
1.	Print a calendar using options in the print dialogue box. You may opt for either the daily, monthly or weekly style as per your choice.

Fill in the blanks:

1. Print option is available under File menu.
2. ~~to~~ to print the details of private appointments you have to uncheck Hide details of private appointments checkbox.

SESSION 6: CREATING A MEETING REQUEST

A meeting is an appointment to which you invite people or reserve resources for (meeting hall, equipment etc.). You can create and send meeting requests and reserve resources for face-to-face meetings or for online meetings. You can schedule a meeting request using email application software.

~~to~~ to create a meeting, you identify the people to be invited, the resources to be reserved and pick a meeting time. Responses to your meeting request appear in your inbox.

Go to File > New > Meeting Request window will be displayed:

You can send the meeting details to another user by setting the Subject, Location and ~~t~~timings of the meeting in the window shown above.

Click Send.

Perform the following activities till you are confident:

S.No.	Activities
1.	Create meeting request for the following items: 1. School Annual Day function discussion. 2. Blood donation camp discussion

Fill in the blanks:

1. A Meeting is an appointment to which you invite people or reserve resources.
2. You can specify Subject, Location and timings of the meeting while sending a meeting request.

SESSION 7: RESPOND TO A MEETING REQUEST

Calendar software allows the user to respond to other users meeting requests.

Open the email application to view the request. to respond, select Accept, Tentative, Decline or

Propose New Time options

As a meeting attendee, you can propose an alternative meeting time. However, the meeting organizer must accept the new time. Meeting organizers can send meeting requests that restrict the ability to propose alternate meeting times. If the meeting organizer has restricted meeting proposals, the **Propose New**

Time command is not available. By default, when you propose a new time, you tentatively accept the meeting. However, if you click the text **Propose New Time**, you have the additional options to click **Tentative and Propose New Time** or **Decline and Propose New Time**.

Perform the following activities till you are confident:

S.No.	Activities
1.	Respond to the meeting requests sent by one of your classmates using mentioned procedure you have learnt today.
2.	Respond to requests from other classmates using options such as Accept, tentative, etc. and observe the results sent to your mail.

ASseSSmeNT

Fill in the blanks:

1. Calendar software allows the user to respond to other users meeting requests.
2. Responses to your meeting request appear in your Inbox.
3. Some of the response options for meeting request are Accept, Tentative & Decline or Propose New Time.
4. You have received a meeting request for which the schedule is not convenient to you; however you would like to reschedule this meeting. Which option should be used when responding to this meeting request Decline or Propose New Time