

Department of Comp.Sci

MS-OFFICE Lab

B.COM (VOC & PASS) 1st & 2nd SEM

List of Experiments

MS-OFFICE PRACTICAL

1. Creating a document
2. Font operation, bullets & numbering
3. Find and replace
4. Hyperlinking
5. Mathematical operations
6. Create table and flow chart
7. Macro and mail merge
8. Correcting grammar
9. Copying modifying and saving a document
10. Protect file and file formats
11. Create ppt presentation and power point operations
12. Create multiple sheets and operations in MS-Excel
13. Basic operation of internet and computer O.S



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Bahal - 127 028 (Distt. Bhiwani) Haryana