

Department of Comp.Sci

MS-OFFICE Lab

B.Sc(comp.sci) 1st SEM *List of Experiments*

MS-WORD 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 grammer
9. Copying modifying and saving a document
10. Protect file and file formats

MS-EXCEL PRACTICAL

1. Create sheet and rename sheet
2. Table and operation
3. Cells operation
4. Hyper linking
5. Function (mathematical,logical)
6. Sort and data tools
7. Protection (sheet,workbook)

MS-POWER POINT PRACTICAL

1. Creating single and multiple slides
2. Animation
3. Manual and automatic slide show
4. Hyper linking
5. DFD
6. Shape and style



GDC
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