

MICROSOFT-EXCEL FOR BEGINNERS –ASSIGNMENTS

ASSIGNMENT-1



Microsoft Excel

Assessment- 1

- Open MS Excel on your respective desktop / or www.office.com
- Add the data to the spreadsheet. (The dataset is in the PDF)
- Add a template to the spreadsheet
- Wrap the text in the country column
- Change the currency to US Dollars

Please share your screenshots here:

ASSIGNMENT-2



Microsoft Excel

Assessment- 2

- Open MS Excel on your respective desktop / or www.office.com
- Add the data to the spreadsheet. (The dataset is in the PDF)
- Use Sum to add all the total of the prices – Manufacturing Prices, Gross Sales, Sales, Profit
- Insert a column beside sales, and use Subtract Discount from Sales
- Freeze the first row
- Use Tell Me More to use the average function

Please share your screenshots here:

ASSIGNMENT-3



Microsoft Excel

Assessment- 3

- Open MS Excel on your respective desktop / or www.office.com
- Add the data to the spreadsheet. (The dataset is in the PDF)
- Use appropriate chart representation using recommended charts to show
- Sales price of various products
- Filter the segment and only show the small businesses, Enterprise market, etc.
- Use a scatter chart to show the units sold
- Format the cells and use cell styles
- Save the Excel document in a different format

Please share your screenshots here:

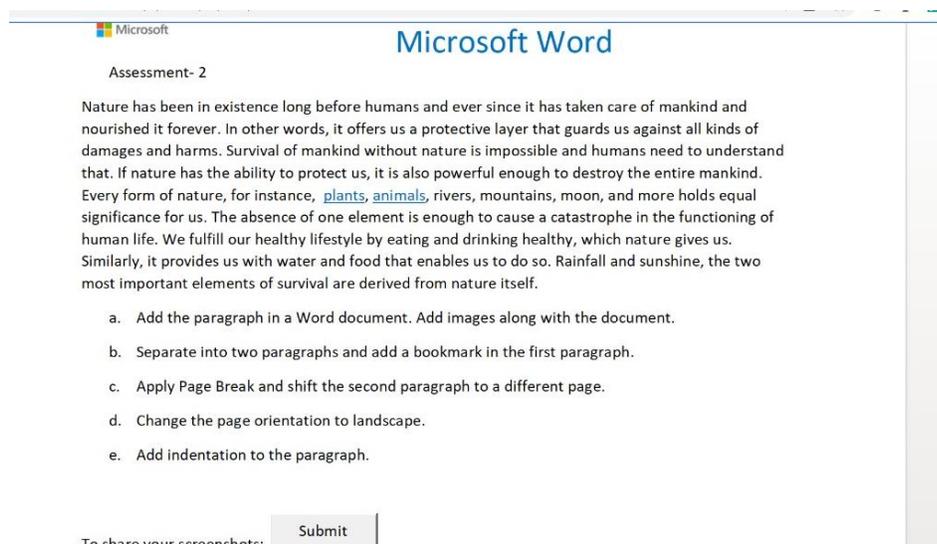
MICROSOFT WORD FOR BEGINNERS- ASSIGNMENTS

ASSIGNMENT 1

Nature has been in existence long before humans and ever since it has taken care of mankind and nourished it forever. In other words, it offers us a protective layer that guards us against all kinds of damages and harms. Survival of mankind without nature is impossible and humans need to understand that. If nature has the ability to protect us, it is also powerful enough to destroy the entire mankind. Every form of nature, for instance, plants, animals, rivers, mountains, moon, and more holds equal significance for us. The absence of one element is enough to cause a catastrophe in the functioning of human life. We fulfill our healthy lifestyle by eating and drinking healthy, which nature gives us. Similarly, it provides us with water and food that enables us to do so. Rainfall and sunshine, the two most important elements of survival are derived from nature itself.

a. Add a paragraph in a document

ASSIGNMENT 2



The screenshot shows the Microsoft Word interface. At the top, the Microsoft logo and 'Microsoft Word' are visible. The document title is 'Assessment- 2'. The main text area contains a paragraph about nature. Below the text is a list of five tasks (a-e) related to document formatting. At the bottom, there is a 'Submit' button and a note 'To share your screenshots:'.

Microsoft Word

Assessment- 2

Nature has been in existence long before humans and ever since it has taken care of mankind and nourished it forever. In other words, it offers us a protective layer that guards us against all kinds of damages and harms. Survival of mankind without nature is impossible and humans need to understand that. If nature has the ability to protect us, it is also powerful enough to destroy the entire mankind. Every form of nature, for instance, [plants](#), [animals](#), rivers, mountains, moon, and more holds equal significance for us. The absence of one element is enough to cause a catastrophe in the functioning of human life. We fulfill our healthy lifestyle by eating and drinking healthy, which nature gives us. Similarly, it provides us with water and food that enables us to do so. Rainfall and sunshine, the two most important elements of survival are derived from nature itself.

- Add the paragraph in a Word document. Add images along with the document.
- Separate into two paragraphs and add a bookmark in the first paragraph.
- Apply Page Break and shift the second paragraph to a different page.
- Change the page orientation to landscape.
- Add indentation to the paragraph.

To share your screenshots:

MICROSOFT POWERPOINT FOR BEGNNERS

ASSIGNMENT 1



Microsoft PowerPoint

Assessment- 1

- Open Microsoft PowerPoint. Or www.office.com to use Microsoft PowerPoint
- Select a template on Education from the pre-loaded templates
- Add 5 slides about what you learned on Microsoft PowerPoint
- Add screenshots, taken during the class as images in the document.
- Format the text- add headings and subheadings: Font Style: Segoe UI, Font Size: 66
- Format the text: add content: Font Style Segoe UI, Font Size: 44

To share your screenshots:

ASSIGNMENT 2



Microsoft PowerPoint

Assessment- 2

- Open Microsoft PowerPoint. Or www.office.com to use Microsoft PowerPoint
- Create a 5 slide presentation about your office
- Add images and icons which is relevant to the presentation
- All the objects added should be arranged and grouped.
- Insert a chart with a small data set of the number of people in your office.

To share your screenshots:

MICROSOFT TEAMS

ASSIGNMENT 1

The screenshot shows a web browser window displaying a Microsoft Teams assignment page. The browser's address bar shows the URL: naanmudhalvan.azurewebsites.net/#/course/17/item/492. The page title is "Microsoft Teams" and the content is an "Assignment" lesson. The left sidebar contains a navigation menu with items: "Creating a Channel", "Approvals", "Assignment" (highlighted), "Microsoft Teams", "Reference", and "Assessment Graded Assessment". The main content area features the Microsoft logo, the title "Microsoft Teams", and the heading "Assessment- 1". Below this, there are four bullet points: "Open Microsoft Teams in your system / or log on to <https://teams.microsoft.com/>", "Create a team with all your departments being part of it as Channels", "Start conversation in each channel", and "Request your teams to send you approvals with the help of Approvals on Team". At the bottom of the content area, it says "To share your screenshots:" followed by a "Submit" button. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the time as 08:44 PM on 08-11-2022.

MICROSOFT ONE DRIVE

ASSIGNMENT 1

The screenshot shows a web browser window displaying a Microsoft OneDrive assignment page. The browser's address bar shows the URL: naanmudhalvan.azurewebsites.net/#/course/18/item/469. The page title is "Microsoft OneDrive" and the content is an "Assignment- 1". The main content area features the Microsoft logo, the title "OneDrive", and the heading "Assessment- 1". Below this, there are four bullet points: "Open One Drive in your system / or log on to <https://www.office.com/>", "Create Folders of all the assignments that you have completed", "Upload all the screenshots in the designated folders", and "Share the folders with your team". At the bottom of the content area, it says "To share your screenshots:" followed by a "Submit" button. The browser's taskbar at the bottom shows the Windows logo, a search bar, and various application icons. The system tray on the right indicates the time as 08:43 PM on 08-11-2022.

MICROSOFT EXCEL – ADVANCE LEVEL

ASSIGNMENT -1

The screenshot shows a web browser displaying the course page for "Microsoft Excel Advance Level". The URL is naanmudhalvan.azurewebsites.net/#/course/21/item/542. The page title is "Assignment_1" and it is labeled as a "Lesson". The left sidebar contains a list of course items: "Pivot Table Part 3", "Formatting As Table", "Assignment_1" (highlighted), "Data Validation Part 1", "Data Validation Part 2", and "Data Validation Part 3". The main content area displays the Microsoft Excel logo and the title "Microsoft Excel". Below this, it says "Assessment- 3" and lists the following tasks:

- Open MS Excel on your respective desktop / or www.office.com
- Add the data to the spreadsheet. (The dataset is in the PDF)
- Create a pivot table and change report layouts
- Create a drop-down list using data validation.

Below the list, it says "Please share your screenshots here:" followed by a "Submit" button. The bottom of the page shows "PAGE 1 OF 1" and a system tray with the time 01:25 PM and date 07-11-2022.

ASSIGNMENT 2

The screenshot shows a web browser displaying the course page for "Microsoft Excel Advance Level". The URL is naanmudhalvan.azurewebsites.net/#/course/21/item/543. The page title is "Assignment_2" and it is labeled as a "Lesson". The left sidebar contains a list of course items: "Dynamic Array", "Macros", "Assignment_2" (highlighted), "V Lookup Part 1", "V Lookup Part 2", and "Assignment_3". The main content area displays the Microsoft Excel logo and the title "Microsoft Excel". Below this, it says "Assessment- 3" and lists the following tasks:

- Open MS Excel on your respective desktop / or www.office.com
- Add the data to the spreadsheet. (The dataset is in the PDF)
- Use all the 5 functions of the Dynamic Array

Below the list, it says "Please share your screenshots here:" followed by a "Submit" button. The bottom of the page shows "PAGE 1 OF 1" and a system tray with the time 01:26 PM and date 07-11-2022.

ASSIGNMENT 3

The screenshot shows a web browser window with the URL naanmudhalvan.azurewebsites.net/#/course/21/item/544. The page title is "Microsoft Excel Advance Level" and the current lesson is "Assignment_3". The left sidebar contains a list of lessons: Macros, Assignment_2, V Lookup Part 1, V Lookup Part 2, Assignment_3 (highlighted), and Conditional Formatting Wit... Below the list is a "Provide course feedback" button. The main content area displays the Microsoft Excel logo and the text "Microsoft Excel". Underneath, it says "Assessment- 4" and lists four tasks: "Open MS Excel on your respective desktop / or www.office.com", "Add the data to the spreadsheet. (The dataset is in the PDF)", "Use the VLookup function for finding column A1.", and "Use formula for finding the column number". At the bottom of the content area, it says "Please share your screenshot:" followed by a "Submit" button. The Windows taskbar at the bottom shows the time as 01:26 PM on 07-11-2022.

ASSIGNMENT 4

The screenshot shows a web browser window with the URL naanmudhalvan.azurewebsites.net/#/course/21/item/545. The page title is "Microsoft Excel Advance Level" and the current lesson is "Assignment_4". The left sidebar contains a list of lessons: Assignment_3, Conditional Formatting Wit..., Assignment_4 (highlighted), Dataset for Testing, Microsoft Excel, and Reference. Below the list is a "Provide course feedback" button. The main content area displays the Microsoft Excel logo and the text "Microsoft Excel". Underneath, it says "Assessment- 2" and lists three tasks: "Open MS Excel on your respective desktop / or www.office.com", "Add the data to the spreadsheet. (The dataset is in the PDF)", and "Try formatting the sheets". At the bottom of the content area, it says "Use tools: like font, bold, font size, borders" and "Please share your screenshots here:" followed by a "Submit" button. The Windows taskbar at the bottom shows the time as 01:26 PM on 07-11-2022.

MICROSOFT WORD ADVANCE LEVEL

ASSIGNMENT 1

Microsoft Word

Assessment- 3

Nature has been in existence long before humans and ever since it has taken care of mankind and nourished it forever. In other words, it offers us a protective layer that guards us against all kinds of damages and harms. Survival of mankind without nature is impossible and humans need to understand that. If nature has the ability to protect us, it is also powerful enough to destroy the entire mankind. Every form of nature, for instance, [plants](#), [animals](#), rivers, mountains, moon, and more holds equal significance for us. The absence of one element is enough to cause a catastrophe in the functioning of human life. We fulfill our healthy lifestyle by eating and drinking healthy, which nature gives us. Similarly, it provides us with water and food that enables us to do so. Rainfall and sunshine, the two most important elements of survival are derived from nature itself.

- Open Microsoft Word or www.office.com
- Add the paragraph in a Word document.
- Add heading with the help of Word Art
- Add a table of figures
- With the help of Find & Replace Special Character, replace all *,* with *:*

To share your screenshots:

PAGE 1 OF 1

Type here to search

100% ENG 08:39 PM 08-11-2022

ASSIGNMENT 2

Microsoft Word

Assessment- 4

Nature has been in existence long before humans and ever since it has taken care of mankind and nourished it forever. In other words, it offers a protective layer that guards us against all kinds of damage and harm. Survival of mankind without nature is impossible and humans need to understand that. If nature has the ability to protect us, it is also powerful enough to destroy the entire mankind. Every form of nature, for instance, [plants](#), [animals](#), rivers, mountains, moon, and more holds equal significance for us. The absence of one element is enough to cause a catastrophe in the functioning of human life. We fulfill our healthy lifestyle by eating and drinking healthy, which nature gives us. Similarly, it provides us with water and food that enables us to do so. Rainfall and sunshine, the two most important elements of survival are derived from nature itself.

- Open Microsoft Word or www.office.com
- Add the paragraphs in a Word document.
- Add images of nature to your document
- Wrap the paragraph around images
- Insert a video link about nature to your document
- Save the document in a PDF format

To share your screenshots:

PAGE 1 OF 1

Type here to search

100% ENG 08:40 PM 08-11-2022

MICROSOFT PRESENTATION ADVANCE LEVEL

ASSIGNMENT 1

MICROSOFT OUTLOOK

ASSIGNMENT 1

SHAREPOINT

ASSIGNMENT 1



SharePoint

Assessment- 1

- Open SharePoint
- Create a site for your assignments
- Share the site with your team

To share your screenshots:

Submit