PC4-Information Technology (Practical)

Word Document

Q1. Open a Document.
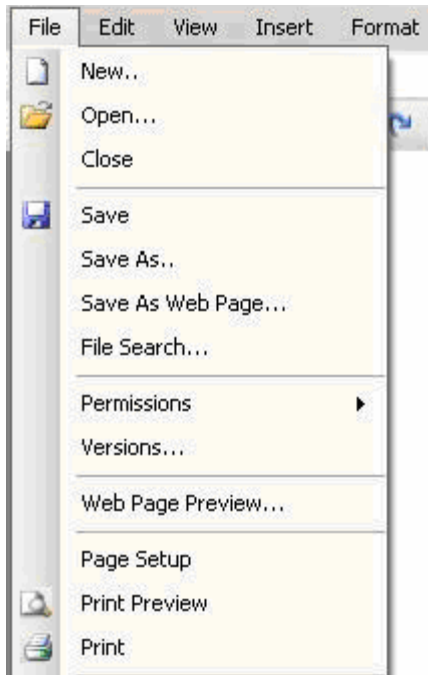
- Click on File menu

- Click on Open menu item

File	Edit	View	Insert	Format	Tools
New..
Open...
Close
Save
Save As..
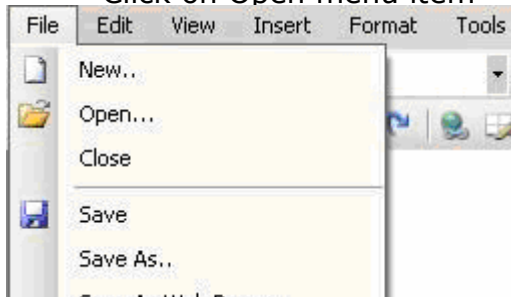
- Select the file in the Open file dialog Box.

RTE - Open File

Look in: My Documents

- Any Video Converter
- ByteScout Samples
- Downloads
- Google Talk Received Files
- hi
- IC3
- KryptonSuite430
- My Data Sources
- My Google Gadgets
- My Music
- My Notes
- My Password Recovery
- My Pictures
- My Videos
- SQL Server Management Studio Express
- Visual Studio 2005
- Visual Studio 2008
- Visual Studio Projects
- cvcv.rtf
- dfgsdfg.rtf
- sample.rtf

Shows the disk drives and hardware connected to this computer.

File name: OpenFileDialog1

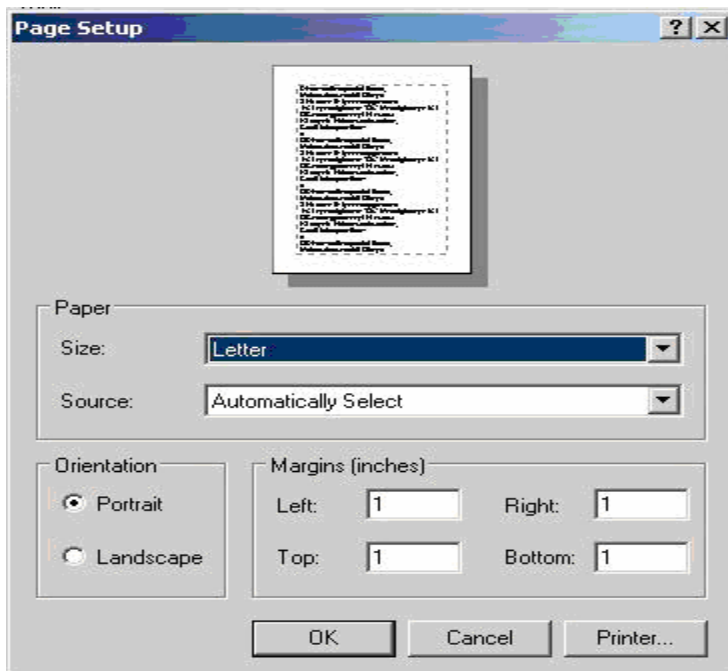Files of type: Rich Text Files

Open
Cancel

- Click Open to open the file.

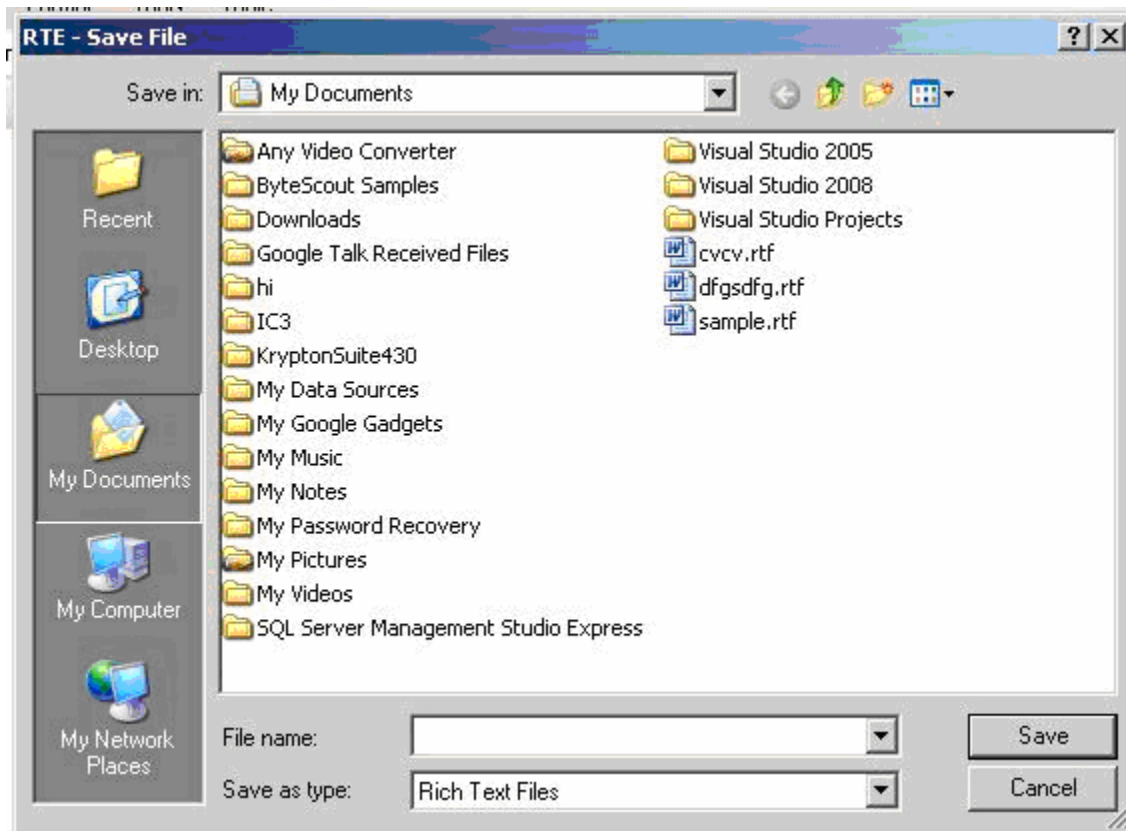**Q2. Change the all margins to 1.5.**

- Open a file menu.

- In the click the page setup Menu Item.

- Do the all settings and click Ok.
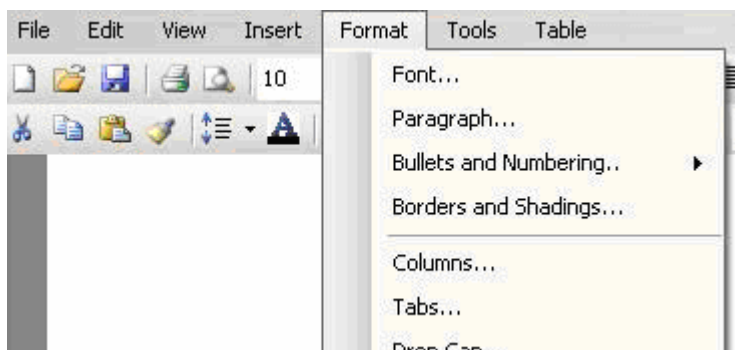
Q3. Save a Document.

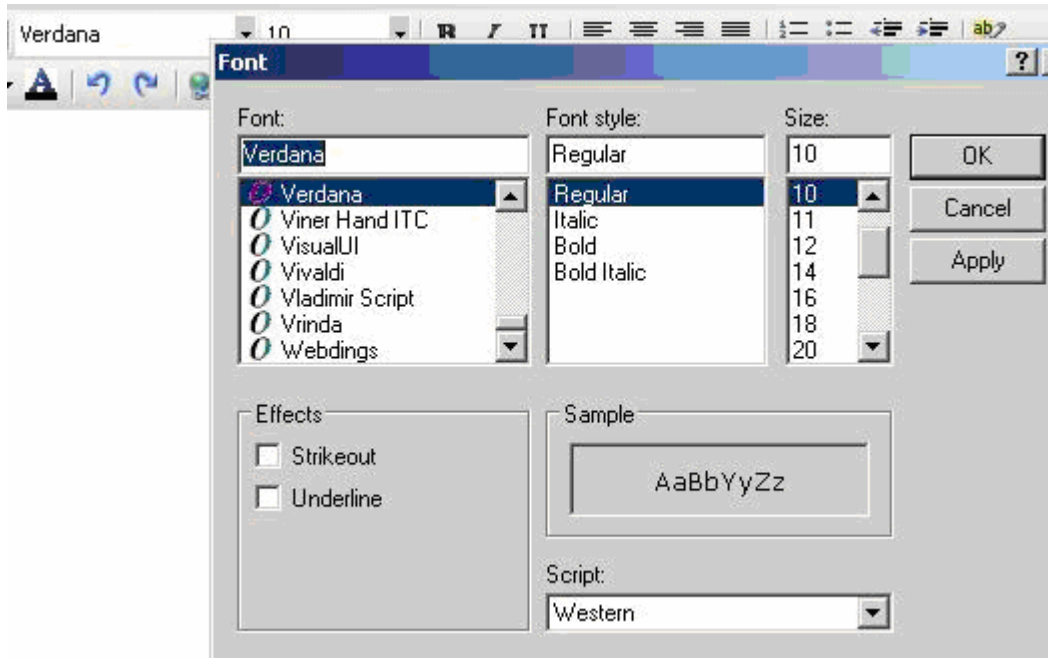- Open a file menu and click on save menu Item.

- Enter the name of the file and save the file.

Q4. Font Selection
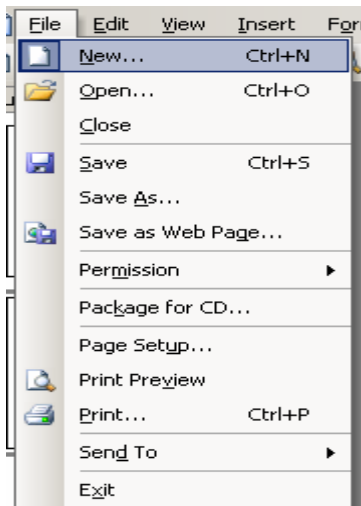
- Open a Format Menu and Select the Font Menu Item.

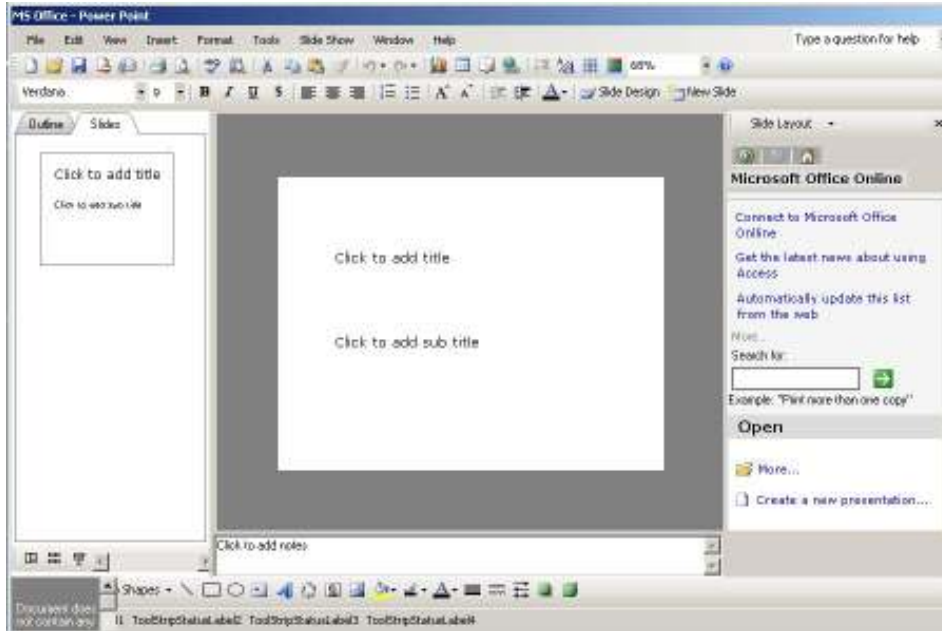- Select the Font, Font Style and size.

Power Point

Q1. Create a New Blank Power point Presentation.

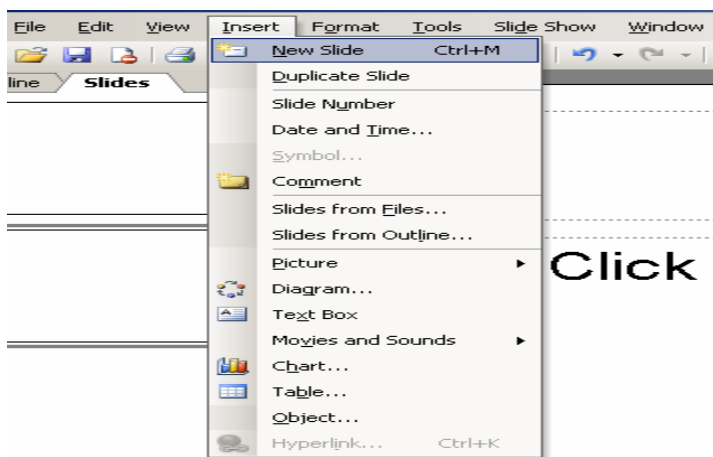- Click on Fie menu and click on new sub menu item

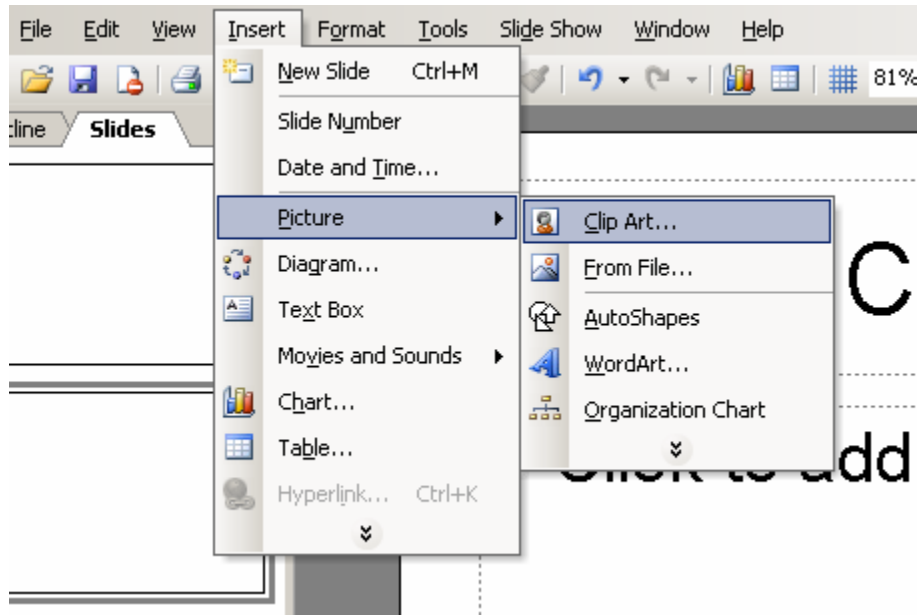- Click on Blank Presentation to create a new blank presentation.

Q2. How to Insert New Slide in our Presentation.

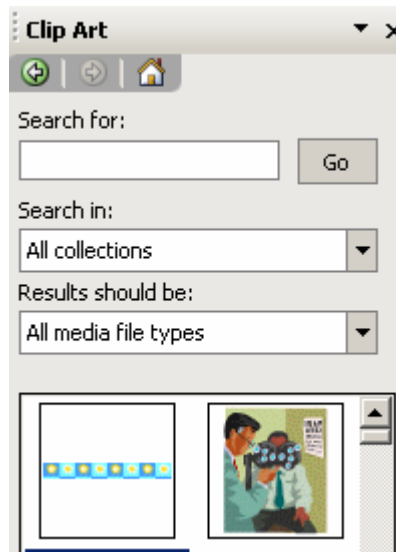- Go to insert menu and click on new slide menu item

Q3. How to insert clip Art to a slide?

- Go to insert menu and click on picture. Then a new sub menu to the picture will come in that you click on clip Art menu item.

- A clip art will be available in the task pane at right side and all clip arts are visible. Double click on the image to select it.
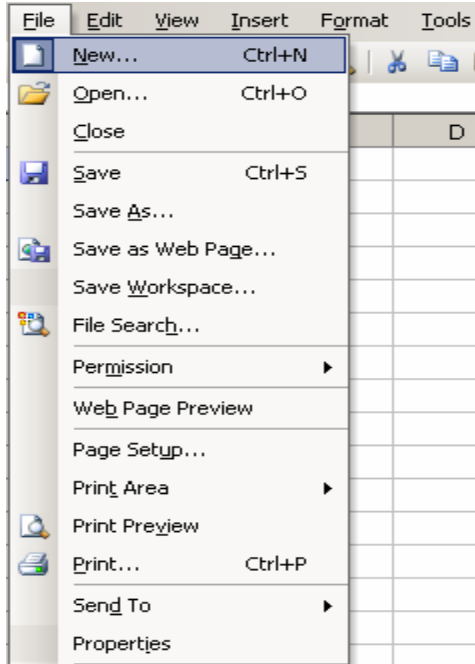
Excel

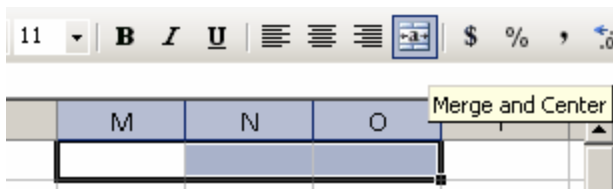**Q1. Open a new Excel Work Book.**

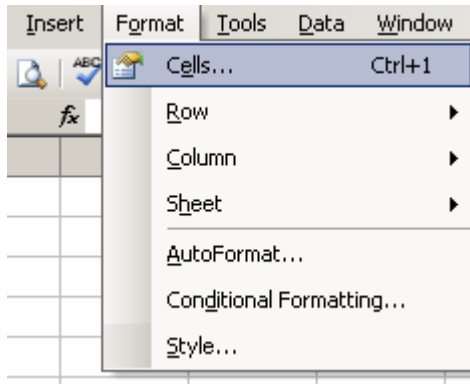- Click on File Menu and click on New sub menu item.

- Then click on blank Work Book to create new workbook.
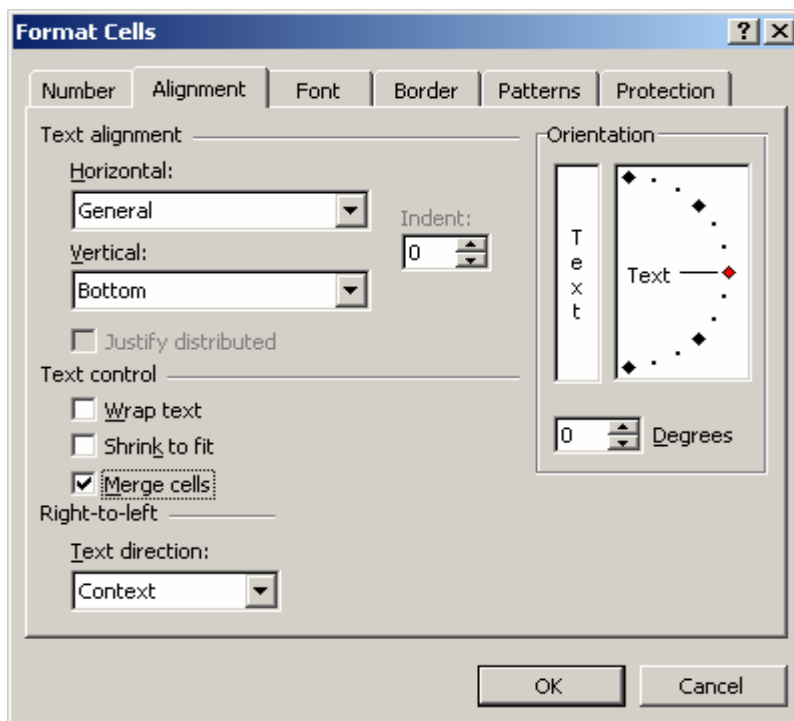
Q2. Merge Cells M1 to O1.

- Select the cells and click on merge cells button or

- Go to Format menu and click on cells.
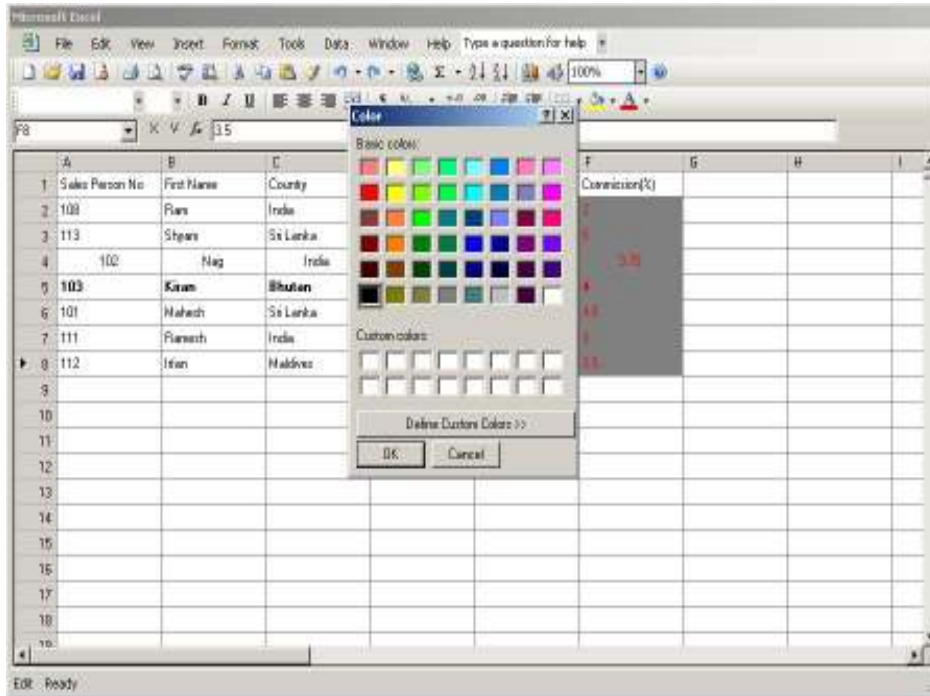
- A new window will open to format the selected cells

- Go to alignment tab and select the Merge cells check box and click ok.

Q3. Change the font Color.

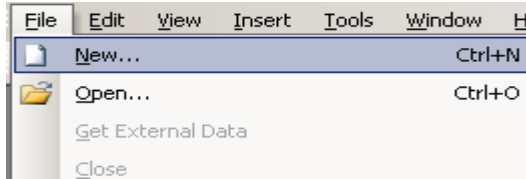- Select the text for which you want to change font color and click on Font color button.

- A new window with colors will open select the respective color which you want to apply.
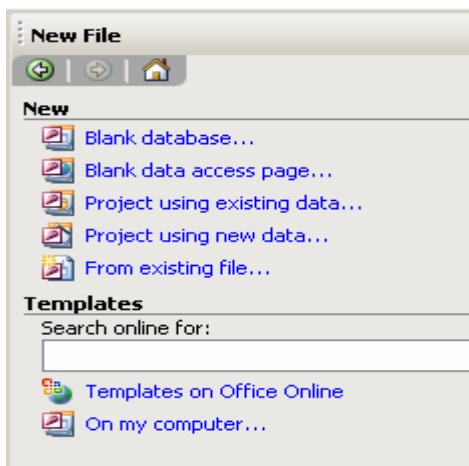
Access

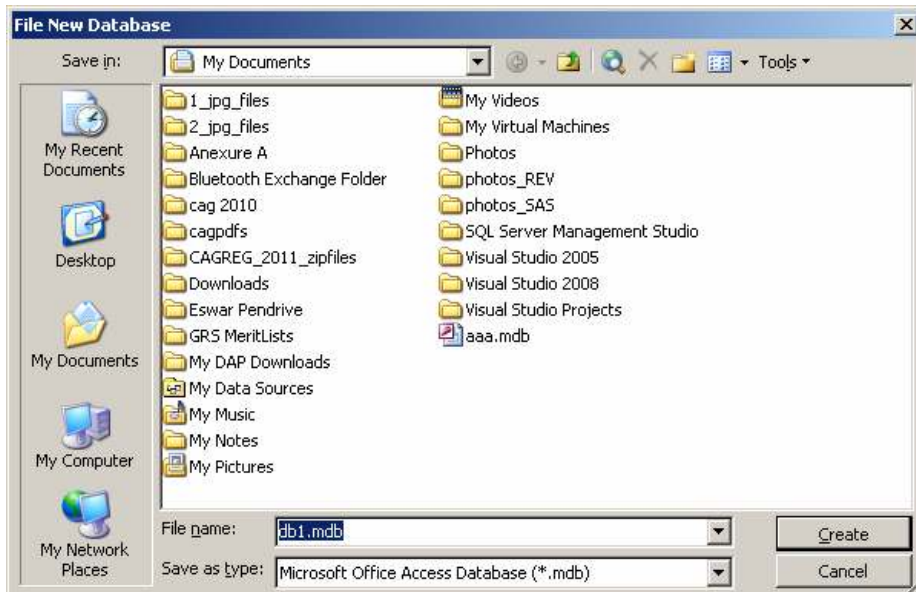## Q1. Create new blank Data base

- Go to file menu and click on the new button.

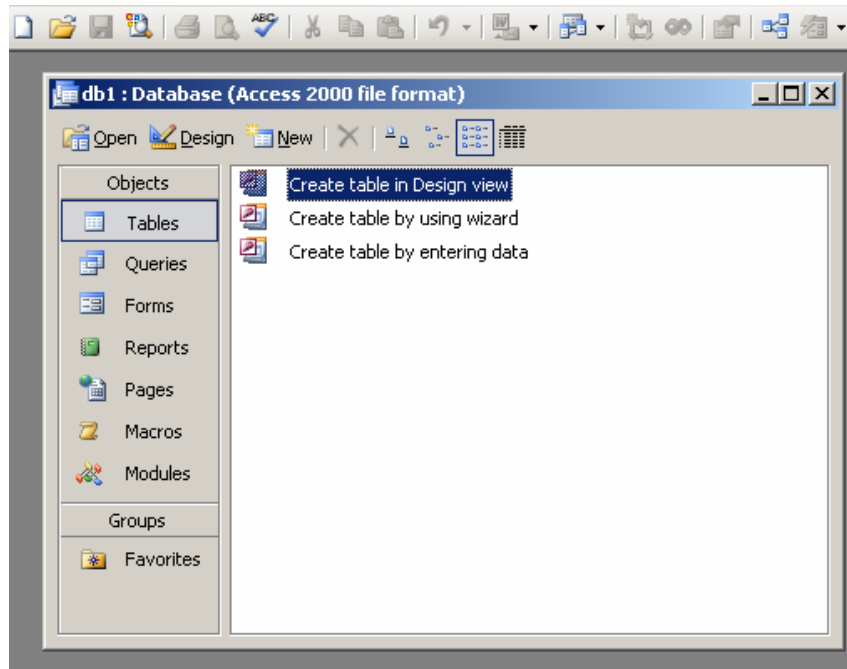- Task pane will open to create data base.

- Click on the blank database. A new window will open to select the path and name and click create.
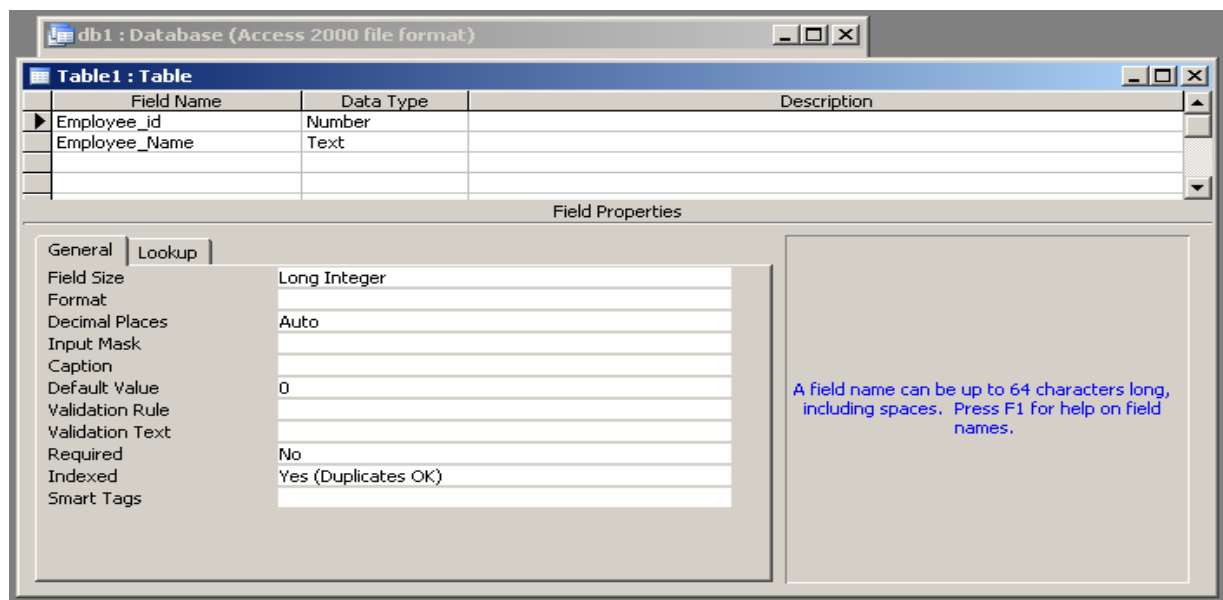
Q2. Create new table Tbl_employee using design wizard containing employee id and name, with id as primary key.
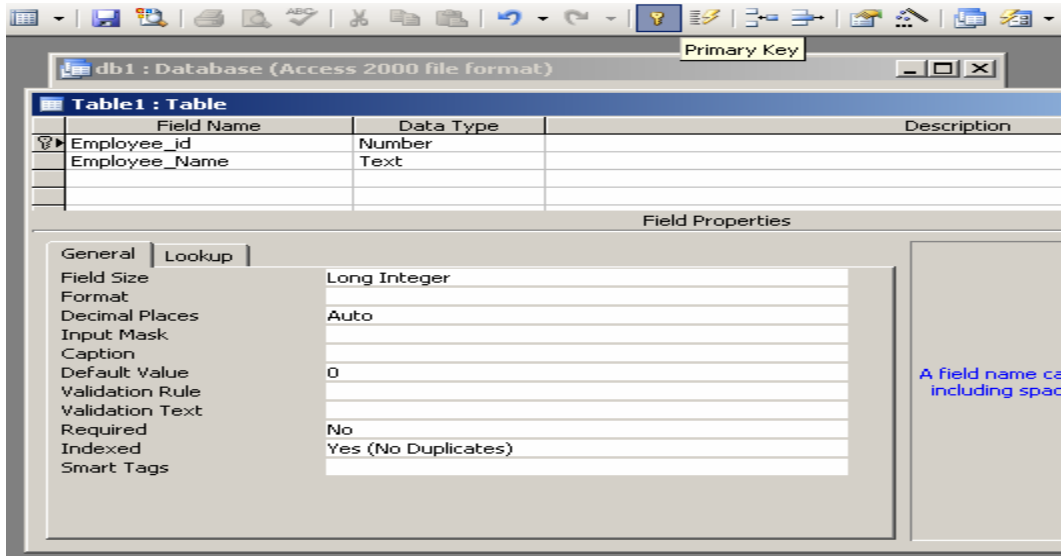
- Click on create new table in Design view.

- Table creation design view will open. Create the required data fields with respective data types.

- To create primary key click on the yellow color lock symbol by selection the employee_id field.

- Click on save button to save the table. A new window asking the table name will open enter the table name and click ok to create the table.