**Picture insertion and alignment**

Aim: To insert a picture from file and align it properly

Procedure:

1. Open the Microsoft Office Word 2003 document and type the text.
2. Click where you want to insert the picture.
3. On the **Insert** menu, point to **Picture**, and then click **From File**.
4. Locate the picture you want to insert.
5. Double-click the picture you want to insert.
6. Select the picture in the word document
7. On the **Format** menu, click **Picture**, and then click the **Layout** tab.
8. Click the **Advanced** button.
9. On the **Text Wrapping** tab, click the **Top and bottom** wrapping style or another style of your choice.

**Conclusion**: By the above steps, picture was inserted and aligned properly.

**Prepare a document and Auto-format it**

Aim: To prepare a document and Auto-format it.

Procedures:

To use the auto-format feature, follow these steps:

1. Go to Format | Theme.
2. Click the Style Gallery… button.
3. Under Template, select Elegant Report and click OK.
4. Go to Tools | AutoCorrect Options.
5. Click the AutoFormat As You Type tab.
6. Under the Apply As You Type section, click the Built-In Heading Styles check box. Under the Automatically As You Type section, click the Define Styles Based On your Formatting check box.
7. Click OK.

Conclusion:

Word automatically formatted the document text to conform to the Elegant Report style I have chosen.

**Create and Save the Excel Sheet**

Aim: To create and Save the Excel Sheet.

Procedure:

1. Open the Microsoft Office Word 2003

(Start- Programs – Microsoft Office – Microsoft Excel 2003)

1. A blank workbook is displayed when Microsoft Excel is first opened. You can type information or design a layout directly in this blank workbook.

To Create an Excel Workbook:

* Choose File http://content.gcflearnfree.org/topics/com/lesson_action.gifNew from the menu bar.
* The **New Workbook** task pane opens on the right side of the screen.
* Choose Blank Workbook under the New category heading.
* A blank workbook opens in the Excel window. The New Workbook task pane is closed.

To Save a new Workbook:

* Choose File http://content.gcflearnfree.org/topics/com/lesson_action.gifSave As from the menu bar.
* The Save As Dialog Box appears.
* Click on the Save In: dropdown menu and locate where the file will be saved.
* Type a name for your file in the File Name: box.
* Click the Save button.

Conclusion: Thus, the excel workbook which contains worksheets was created and saved successfully.

**Usage of formulas and Built-in Functions**

Aim : To Create a Simple Formula that Adds the Contents of Two Cells and using built-in functions in Excel 2003

Procedures:

1. Open Excel 2003 worksheet.
2. Type the numbers you want to calculate in separate cells (for example, type 128 in cell B2 and 345 in cell B3).
3. Click the cell where the answer will appear (B4, for example).
4. Type the equal sign (=) to let Excel know a formula is being defined.
5. Type the cell number that contains the first number to be added (B2, for example).
6. Type the addition sign (+) to let Excel know that an add operation is to be performed.
7. Type the cell number that contains the first number to be added (B3, for example).
8. Press Enter or click the Enter button on the Formula bar to complete the formula.

*EXCEL'S BUILT-IN FUNCTIONS*. *FUNCTIONS* are predefined formulas that will calculate selected data. A FUNCTION is always identified by the = SIGN preceding the function name.

1. Place the cell pointer in the cell where you want the result of the formula to appear.
2. Begin the formula with the = sign.
3. Type in the function name (SUM, AVERAGE, MAX, etc.)
4. Follow the function name with the left parenthesis.
5. Move the cell pointer or click on the cell at the beginning of the range that will be used in the calculation.
6. DRAG the cell pointer over all the cells needed in the calculation.
7. End the formula with a right parenthesis, and press ENTER.

Conclusion: Thus, Formulas and built-in functions were used and applied to the selected data successfully.

**Create a Database of your own.**

**Aim**: To create a Database in MS-Access 2003.

**Procedures**:

1. Open Microsoft Access.
2. In the **Getting Started** pane, click **Create a new file**.
3. When the **New File** pane appears, click **Blank Database**.
4. When the **File New Database** window appears, create a new folder in the **My Documents** folder.
5. Double-click **the newly created folder.**
6. It should appear in **the Save in box.**
7. In the **File name** box, type file name (e.g. friends.mdb). **MDB** *stands for “Microsoft DataBase.”*
8. Click the ***Create*** button.
9. The window for the **Friends**  database should open.

Conclusion: Thus, the new database was created successfully.

**Modifying table contents in database.**

**Aim**: To modify contents of a table in a Database in MS-Access 2003.

**Procedures**:

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1. Start MS-Access . (Start- Programs – Microsoft Office – Microsoft Access 2003)
2. In the Getting Started pane, click More..
3. Open your folder in which database file is already created, then double-click the database file, e.g. **FoodStore1.mdb**..
4. When the database opens, Make sure **Tables** is selected in the right pane “Objects”, then right-click any table, here the **Customers** table.
5. When the menu appears, click **Design View**. The **Customers** table should open in Design View.
6. Click in the fieldname ( **Phone Number)** row.
7. In the **Field Properties** area of the window, change the fieldsize or any other property.
8. On the Menu Bar, click **View**, then **Datasheet View**.
9. When the alert window appears, click the “Yes” button to save the **Customers** table.

Conclusion: Thus, the table contents in database were modified successfully.