LIST OF EXERCISES

a) Word Processing

- 1. Document creation, Text manipulation with Scientific notations.
- 2. Table creation, Table formatting and Conversion.
- 3. Mail merge and Letter preparation.
- 4. Drawing flow Chart

b) Spread Sheet

- 5. Chart Line, XY, Bar and Pie.
- 6. Formula formula editor.
- 7. Spread sheet inclusion of object, Picture and graphics, protecting the Document and sheet.
- 8. Sorting and Import / Export features.

Simple C Programming

- 9. Data types, Expression Evaluation, Condition Statements.
- 10. Arrays
- 11. Structures and Unions
- 12. Functions

MICROSOFT WORD

MICROSOFT WORD

Word processor is used to produce documents for business or personal use such as newsletter, reports, letters and essays. We might say that a word processor is an intelligent typewriter. We can type a whole page, make corrections (editing), use up paragraphs in different styles and shapes and columns (formatting) and also check spelling, find and insert synonyms for a word (Thesaurus) and process it in many more ways before we actually put that page to print.

FEATURES OF WORD PROCESSOR

The following are the main features of a word processor:

- > Fast
- > Editing features
- > Permanent storage
- > Formatting features
- > Graphics

Ex:No:1 DOCUMENT CREATION, TEXT MANIPULATION

Date: SCIENTIFIC NOTATIONS

AIM:

To prepare an advertisement and to insert a formula using the various formatting option and symbols available in MS-word.

PROCEDURE:

a) Advertisement-1

- **Step 1:** Open a new document using File-> new option and type text.
- **Step 2:** Place the different sized boxes in the document from the drawing toolbar
- **Step 3:** Type the text in the boxes.
- **Step 4:** Fill the boxes with black color using fill color option from the drawing toolbar
- **Step 5:** Place the appropriate logo from the insert->picture->from file option
- **Step 6:** Choose the appropriate ward art gallery to place the text in boxes
- **Step 7:** Choose the bullets for the text from the for matting toolbar.
- **Step 8:** Use all these options to create an advertisement as specified in exercise.

b) **Equations**

- **Step 1:** Enter the equation in the document.
- Step 2: Select the character, which you want to show as a sub script
- **Step 3:** For subscript, choose the font option from the format menu, then enable the superscript Thick box from the font dialog box.
- **Step 4:** For superscript, choose the font option from the format menu, then enable the superscript Thick box from the font dialog box.

c) **Inserting symbols**

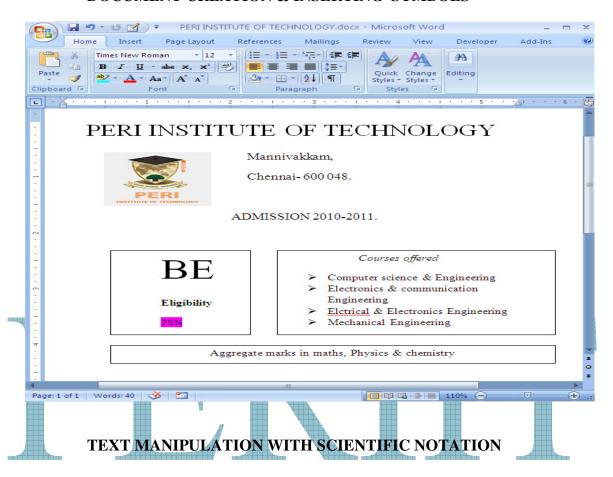
- Step 1: Type the text, then put the cursor where you want to add the symbol
- **Step 2:** Choose symbols option from the insert menu.
- **Step 3:** Shows the symbols dialog box. Then choose the appropriate font type.
- **Step 4:** Then choose required symbol from the symbols dialog box, then click.

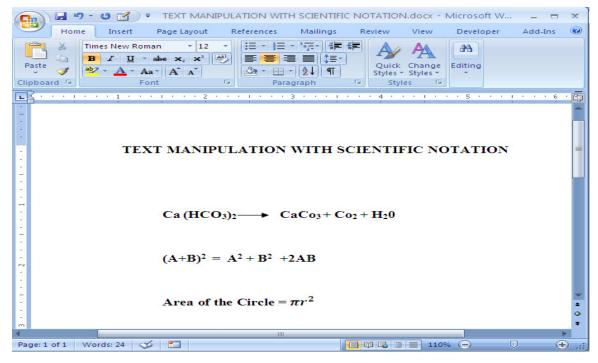
d) Creating Resume

- **Step 1:** Open a new document using File-> new option, new document dialog box opened.
- Step 2: In the Template tab, Click Resumes option
- Step 3: Select the sample Resumes, and update the data accordingly
- Step 4: Then save the resume using save as option in the save the document.

OUTPUT:

DOCUMENT CREATION & INSERTING SYMBOLS





RESUME

Address Contact details with corresponding symbols

Objectives:

Educational Qualification:

Extra curricular activities:

Co-curricular activities:

Hobbies:

Personal profile:

Declaration:

Thanking you,

Yours truly,

RESULT:

Thus the advertisement has been created and the given formula has been included also resume has been prepared using Ms Word.

Ex:No:2 TABLE CREATION, TABLE FORMATTING AND CONVERSION

Date:

AIM:

To create a table for the given data and utilize all the available options in the word processor.

PROCEDURE:

a) For table insertion

- **Step 1:** Choose table -> Insert -> Table option.
- **Step 2:** It shows the insert table dialog box.
- **Step 3:** Then choose the required number of Columns and Row.
- **Step 4:** Then click ok to add table in your document.
- **Step 5:** The type the text in each column.
- **Step 6:** Press TAB key to move the cursor from one cell to another.

b) For table formatting

- Step 1: Select table menu bar, then choose insert table option
- **Step 2:** It shows the insert table dialog box.
- **Step 3:** Set of columns to 5, Number of Rows to 4 and column width in the insert table dialog Box and click.
- **Step 4:** Now the table is inserted in the document with 5 columns and 4 rows.

c) Auto formatting the table

- **Step 1:** Select the table in the document.
- Step 2: Choose table Auto Format option in the table menu
- Step 3: Now it shows the table Auto Format dialog box.
- **Step 4:** Choose the required Format from the Format list box. Then click ok.
- **Step 5:** Now the specified Format is applied to the table.

d) Converting the table to text

- **Step 1:** Select a table in a document.
- **Step 2:** Choose the convert table to text option from the table menu.
- **Step 3:** Now it shows the convert table to text dialog box.
- **Step 4:** Choose the separator of the text. Then click ok.
- **Step 5:** Now the table in formation is converted into text in a document.

e) Convert the text to table

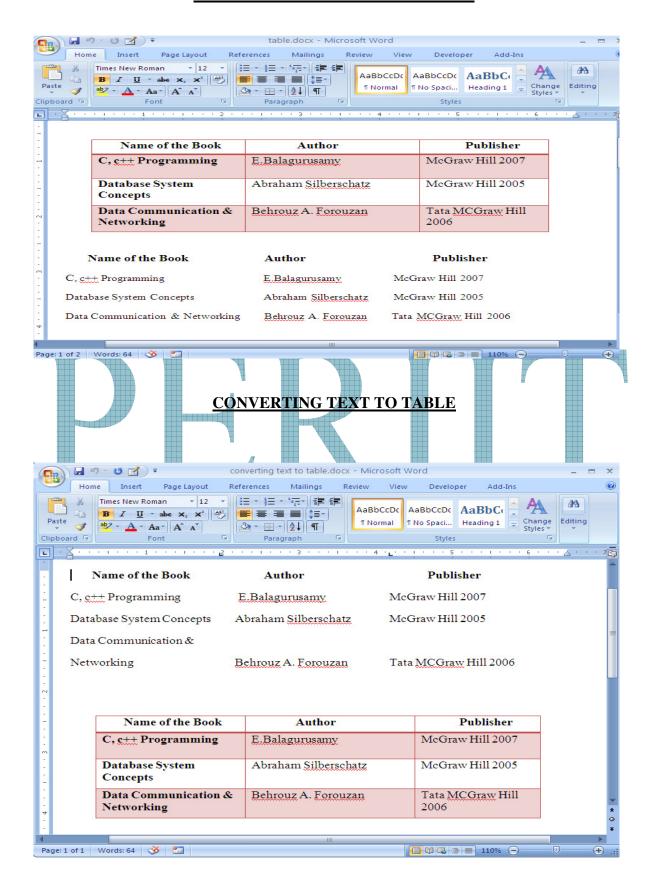
- **Step 1:** Select the text in the document
- **Step 2:** Select the convert text to table option from the table menu.
- Step 3: Now the convert text to table dialog box.
- Step 4: Choose the table size and separator text option then dialog box click on ok.
- **Step 5:** Now the text information is converted into a table.

OUTPUT:

TABLE CREATION

	1	2	3	4		5	6	7	8
DAYS	8:15 –	9:05 –	10:05-	10:55 -	11:45-	12:35	1:25 -	2:25 –	3:15 -
	9:05	9:55	10:55	11:45	12:35	1:25	2:15	3:15	4:05
MON									
TUE									
WED					LUNCH				
THU									
FRI									
			TA	BLE FO	RMATTI	NG			
		•	2	4		5	6	7	0
	1	2	3	4		5	6	,	8
DAYS	8:15 -	9:05 –	10:05-	10:55 -	11:45-	12:35	1:25 -	2:25 –	3:15 -
DAYS					11:45- 12:35				
DAYS	8:15 –	9:05 –	10:05-	10:55 -		12:35	1:25 -	2:25 –	3:15 -
MON	8:15 –	9:05 –	10:05-	10:55 -		12:35	1:25 -	2:25 –	3:15 -
	8:15 –	9:05 –	10:05-	10:55 -		12:35	1:25 – 2:15	2:25 –	3:15 - 4:05
MON	8:15 –	9:05 –	10:05-	10:55 -		12:35	1:25 – 2:15	2:25 – 3:15	3:15 - 4:05
MON TUE WED	8:15 –	9:05 –	10:05-	10:55 -	12:35	12:35	1:25 – 2:15	2:25 – 3:15	3:15 - 4:05
MON	8:15 –	9:05 –	10:05-	10:55 -	12:35	12:35	1:25 – 2:15	2:25 – 3:15	3:15 - 4:05
MON TUE WED	8:15 –	9:05 –	10:05-	10:55 -	12:35	12:35	1:25 – 2:15	2:25 – 3:15	3:15 - 4:05

CONVERTING THE TABLE TO TEXT



RESULT

Thus the table has been created for the given data and also converted from text to table & table to text using Ms word processor.

Ex:No:3 MAIL MERGE

Date:

AIM:

To illustrate the concept of mail merge in word processor.

PROCEDURE:

Creating the main Document

- **Step 1:** Select file option in the menu bar and click. New to open a new document.
- **Step 2:** From the tools menu select the mail merge
- **Step 3:** It shows the mail main document area of mail merge helper dialog box, click on create Button, it shows the available options.
- **Step 4:** Select form letters from the pull down menu of create button
- **Step 5:** Click active window button in Microsoft word dialog box.

Creating a Data Source

- Step 1: In the mail merge helper dialog box, click get data button.
- Step 2: Select create data source to get create data source dialog box.
- **Step 3:** Select the appropriate fields from the field names in header row and drop down list box

 Or add new fields by typing the field name box and click on add field name.
- **Step 4:** Remove the unwanted field by clicking the remove field name.
- Step 5: Click ok. Now the save as dialog box appears to save the data source.
- **Step 6:** Type the appropriate name for the data source the click ok.
- Step 7: It dialog box asking to and records to data base in the following dialog box.
- **Step 8:** Click on edit data source to add records to the data source.
- **Step 9:** In shows the data from dialog box, add records to the data source.
- **Step 10:** Then the click ok, the mail merge tool bars is automatically displayed in the main

Document

Creating the merged document

- **Step 1:** Click on the insert merge field on the mail merge tool bar.
- Step 2: Selected the desired fields from the drop down menu of insert merge field.
- **Step 3:** After inserting the merge fields, choose tools->mail merge.
- **Step 4:** Mail merge helper dialog box shows, from this dialog box, Click merge the click on Merge button, to create a new document. New the main document and data source is Merged into new document.

PERMIT

OUTPUT:

Using mail merge send the following letter to 5 of your friends.

From

Anto, B-62,13th cross street, Rose apartments, Ambattur, Chennai.

To

<<friend Name>>



I hereby invite you and your family members for the 25th anniversary of my parents that is to be held on 28-11-2008 at our home. Please do come and share with us our joy. I will be disappointed in your absence.

Yours lovingly,

Anto

RESULT:

Thus the concept of mail merge has been illustrated successfully in the word processor.

AIM:

To draw the given flowchart utilizing the various auto shapes in word processor.

PROCEDURE:

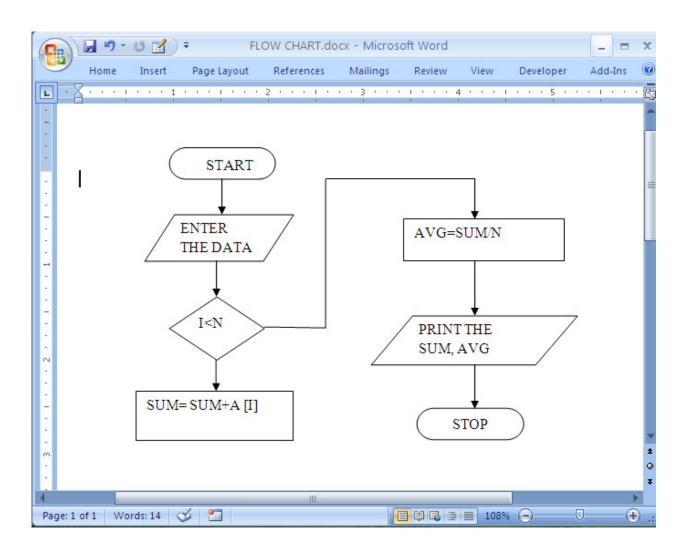
a) <u>Drawing</u>

- **Step 1:** Choose the up ribbon option in the starts and banners of the auto shapes menu in the Drawing tool bar.
- **Step 2:** Draw the required size of up ribbon in the document.
- **Step 3:** Click on the insert word action in the drawing tool.
- Step 4: Now the word art gallery dialog box is shown with different style.
- **Step 5:** Choose the required style, and then click ok.
- **Step 6:** Now the edit word art text box, dialog box.
- **Step 7:** Type the text then click on ok.
- **Step 8:** place the text in the up ribbon.

b) Flow Chart

- **Step 1:** Choose flow chart option in the auto shapes menu of the drawing tool bar.
- Step 2: Choose the appropriate flowchart symbol, and then drag the symbol in the document
- **Step 3:** Type the text in the symbol by right click then choose add text.
- **Step 4:** Using the flow button, line style button, Arrow style in the drawing tool bar draw the lines Connecting to the different flow chart symbols.
- **Step 5:** Select all the flow chart symbols and lines in the document using the select object button, Then right choose grouping, then click on group.
- Step 6: Now all the flow chart symbols are grouped into one.

DRAWING A FLOW CHART



RESULT:

Thus the given flowchart has been created in the word processor.

MICROSOFT

MS-EXCEL

An electronic spreadsheet or spreadsheet is a table of rows and columns into which data is entered. Spreadsheet software makes it possible to enter data into a task format, manipulate, store, print and create reports and graphics using them.

Microsoft Excel is the most widely used and versatile spreadsheet package and lets you to organize your data into lists and then summarize, compare and present the data graphically. It has the user interface features common to other Microsoft office applications.

MS-EXCEL allows you to

- Enter and edit data in a worksheet
- ➤ Use functions and formulae to calculate and analyze data
- > Create colorful charts and graphs
- ➤ Save time by combining a series of commands into a single command by using MACROS

Ex:No:5 CHART CREATION

Date:

AIM:

To created the student mark list and find to total, average and grade using the formula editor and to insert the appropriate chart in spread sheet.

PROCEDURE:

Step 1: Enter the student name, marks in three subject.

Step 2: Place the cursor in E2, type=sum (B2-D2)

Step 3: Place the cursor in f2, type=AVERAGE (B2-D2)

Step 4: Click on G2, type

If (OR (B2<35, C2<35, D2<35), "FAIL",

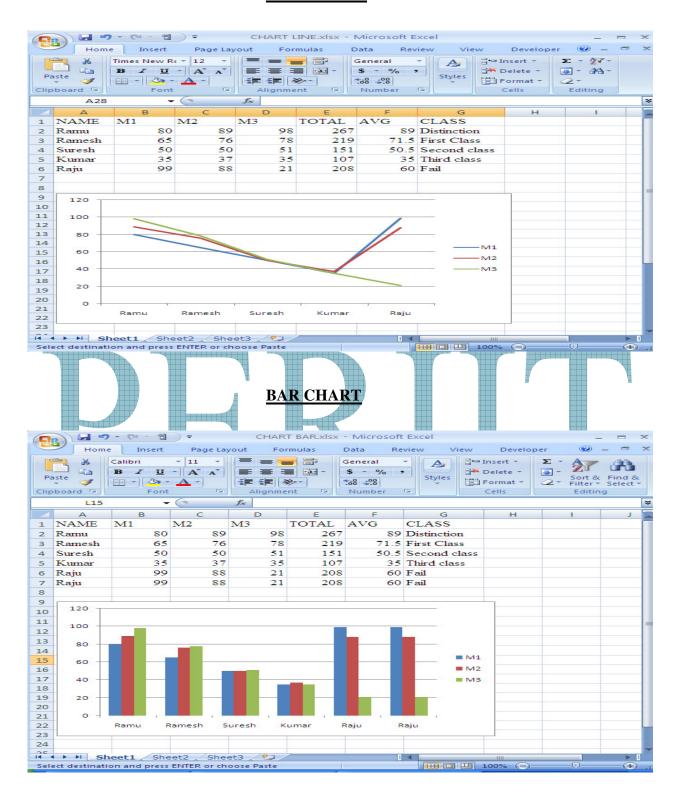
IF (F2>=75, "DISTINCTION", IF (F2>=60, "FIRST CLASS", IF (F2>=50 $\,$

"SECOND CLASS", THIRD CLASS"))))

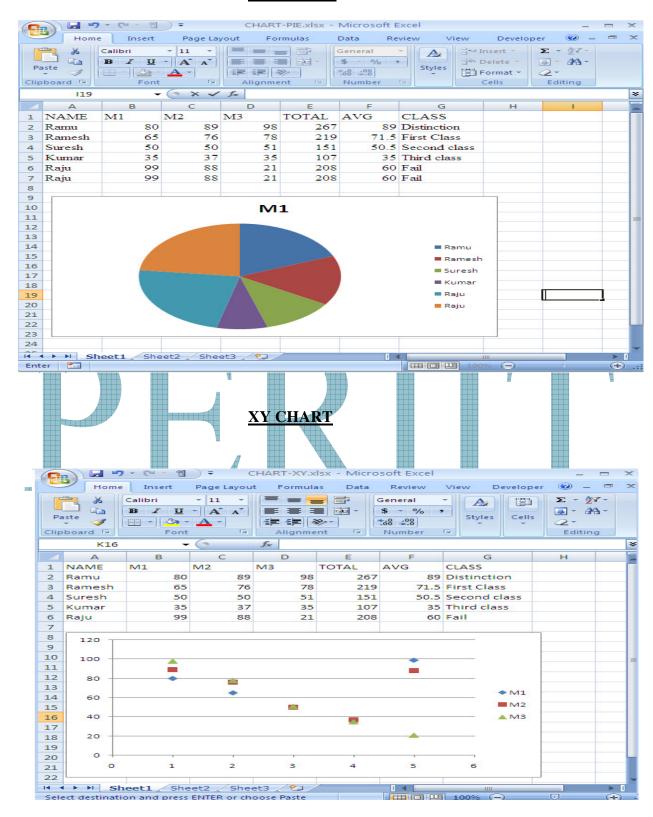
Step 5: Copy the formula to the remaining students.

Step 6: Finally the worksheet is follows.

LINE CHART



PIE CHART



PERIL

RESULT:

Thus the student mark list has been prepared along with the chart.

Ex:No:6 FORMULA EDITOR

Date:

AIM:

To calculate HRA, DA, TA, PF, GPF, LIC, Gross salary, Deductions, Net salary from the given data in a worksheet.

ENO	Name	Basic	HRA	TA	DA	LIC	PF	GPF	GS	DED	NET
1	RAJ	20000									
2	RAVI	15000									
3	MUTHU	10000									
4	SANGEETHA	7820							No.		
5	RAMANI	4569	7								

Where

HRA is 18% of basic

DA is 15% of basic

TA is 12% of basic

PF is 10% of basic

GPF is 5% of basic

LIC is 7% of basic

GS (Gross salary) =Basis+HRA+DA+TA

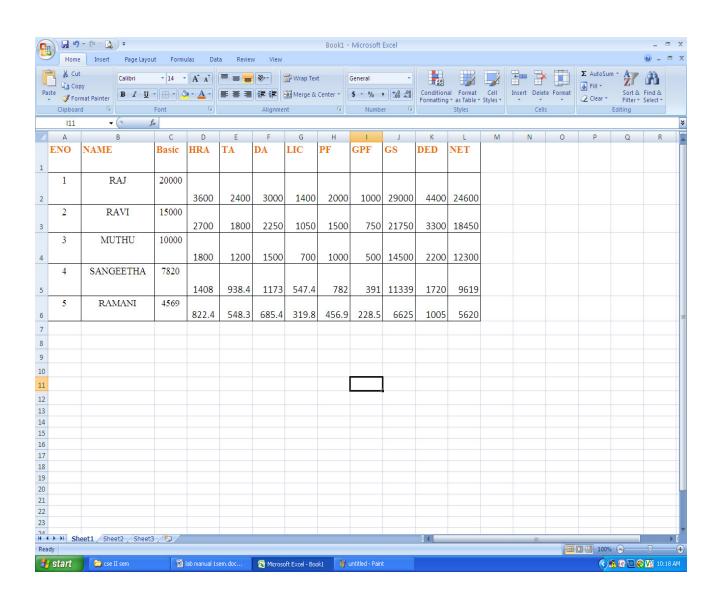
DED (Deduction) =PF+GPF+LIC

NET (Net salary) =GS-DED

PROCEDURE:

- **Step 1:** To enter Microsoft Excel, Click "start" button then click "program" from "programs" menu then click "Microsoft Excel"
- **Step 2:** For opening a word document do the following. Click "file" menu from the menu bar. From this file menu click "new" option. This will display the new work sheet.
- Step 3: Enter the data by placing the mouse pointer in a cell and a double click on it. Use the tab key to switch from one cell to another.
- Step 4: For putting formulas, for eg,place the cursor on a cell which you have to calculate the value of HRA, then type =cell position of basic*18% and press enter. Now the value of HRA is calculated. Similarly do for all others.
- **Step 5:** Calculate the same for other columns and drag them to all the cells.
- **Step 6:** Now the entire table is ready in spreadsheet.

OUTPUT:



PERII

RESULT:

Thus the formula editing using excel sheet to calculate HRA, DA, TA, PF, GPF, LIC, Gross salary, Deductions, Net salary from the given data is completed.

Ex: No: 7 INCLUSION OF OBJECT, PICTURE & GRAPHICS

Date: AIM:

i. To Insert object in the worksheet

ii. To Insert picture in the worksheet

iii. To Protect a sheet

PROCEDURE:

Step 1: To enter Microsoft Excel, Click "start" button then click "program" from "programs" menu then click "Microsoft Excel".

Step 2: For opening a word document do the following. Click "file" menu from the menu bar. From this file menu click "new" option. This will display the new work sheet.

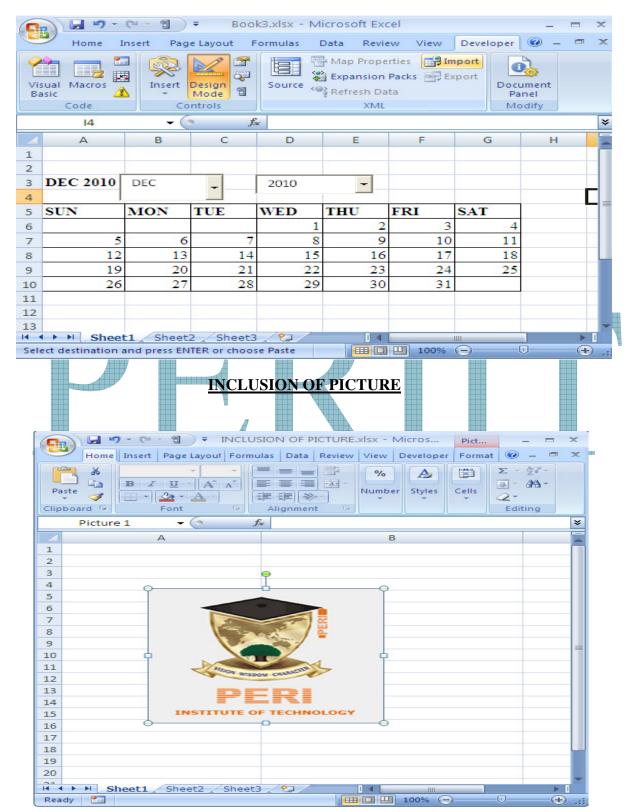
Step 3: For inserting object in the worksheet, choose objects option in the insert menu.

Step 4:For inserting picture in the worksheet, choose Picture option in the insert menu.

Step 5: For protecting your worksheet, choose Protection option from Tools menu, then choose Protect Sheet option, Protect sheet dialog box appears. Type a password and press enter.

Step 6: Now your worksheet is protected and can be entered only with the password.

INCLUSION OF OBJECT



RESULT:

Thus the given objects has been included in the spread sheet.

Ex: No:8 SORTING AND IMPORT/EXPORT FEATURES

Date:

AIM:

- i. To sort the given data in the worksheet
- ii. To include Import/export features

PROCEDURE:

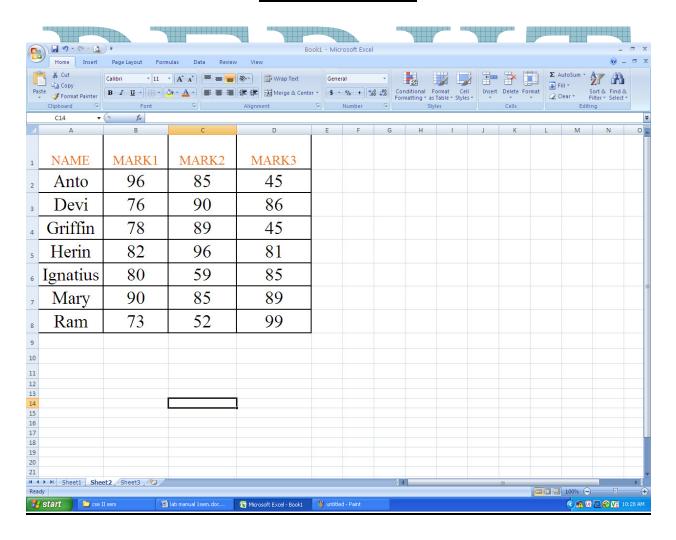
- **Step 1:** To enter Microsoft Excel, Click "start" button then click "program" from "programs" menu then click "Microsoft Excel".
- Step 2: For opening a word document do the following. Click "file" menu from the menu bar. From this file menu click "new" option. This will display the new work sheet.
- Step 3: Select the data to be sorted and select data from the menu and click sort.
- **Step 4:**Specify the order in which the data are to be sorted (ascending or descending) and click OK. Then the sorted data appears in the sheet.
- **Step 5:** To import a file select Insert->object->create from file.
- **Step 6:** To export a file while saving the file save it as webpage so that it can be viewed by internet explorer.

OUTPUT:

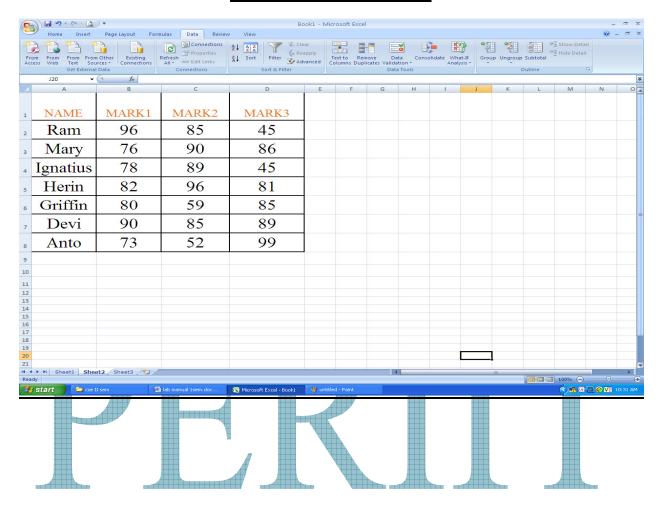
Sort the given data in ascending and descending order (consider the name).

NAME	MARK1	MARK2	MARK3
Anto	96	85	45
Ignatius	80	59	85
Griffin	78	89	45
Mary	90	85	89
Herin	82	96	81
Ram	73	52	99
Devi	76	90	86

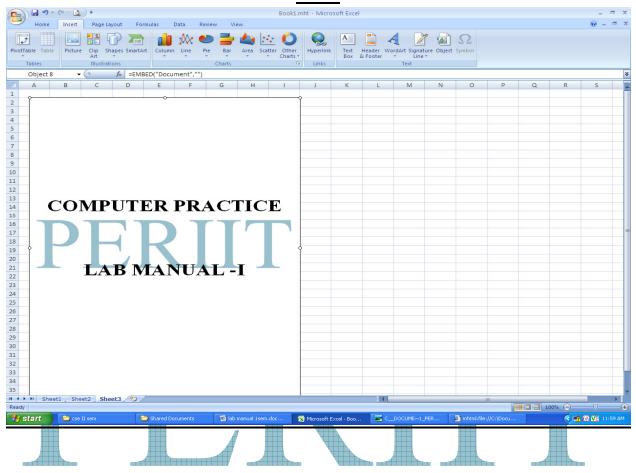
ASCENDING ORDER



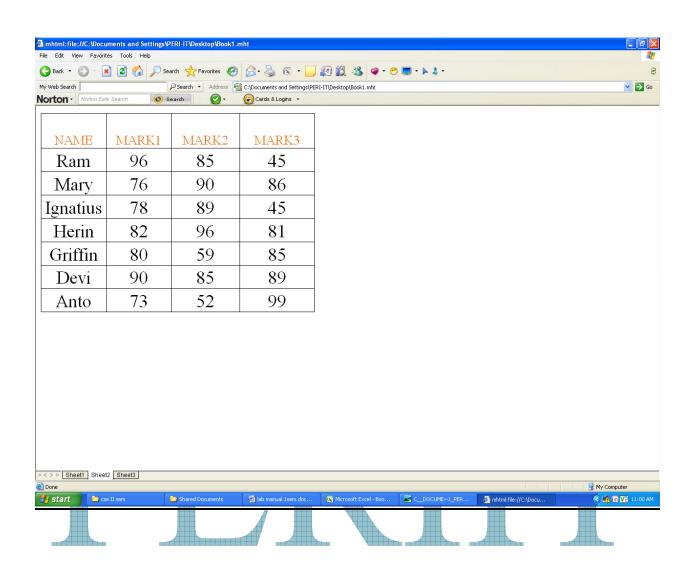
DESCENDING ORDER



IMPORTING A FILE



EXPORTING A FILE



RESULT:

Thus the sorting and import and export features using Ms excel is completed.

PERI

C PROGRAMMING

INTRODUCTION TO C PROGRAMMING:

- C is a structured language.
- A structured language allows variety of programs in small modules.
- It is easy for debugging, testing and maintenance.
- C is an imperative (procedural) systems implementation language.
- It was designed to be compiled using a relatively straight forward compiler, to provide low level access to memory, to provide language constructs that map efficiently to machine instruction and to require minimal run–time support.
- A program is a set of instructions for performing a particular task. This written program is called as source program.
- The source program to be converted to the machine language. Which is called as object program. Either Interpreter or Compiler will perform this function.
- An Interpreter reads only one line of a source program at a time and converts it to object code. Error will be indicated instantly.
- A Compiler reads the entire program and converts it to the object code. It provides the error not one but errors of the entire program.

Ex:No:9 FINDING THE SIZE OF VARIBLES

Date:

AIM:

To write a c program to find the illustrate size of the variables.

ALGORITHM:

Step 1: Start

Step 2: Read the input values of num, dec, ext, ltr, str.

Step 3: Print size of num

Step 3.1: Print size of dec

Step 4: Print size of ext

Step 5: Print size of ltr

Step 6: Print size of str Step 7: Stop

RESULT:

Thus the program to find "size of variable" has been written and executed successfully.

Date:

AIM:

To write a program in c to find centigrade and fahrenheit values

ALGORITHM:

- **Step 1:** Start
- **Step 2:** Read centigrade value to c
- **Step 3:** Compute equivalent Fahrenheit value using formulae

- **Step 4:** Print the value F
- Step 5: Read Fahrenheit value to Fn
- Step 6: Compute equivalent centigrade value using formulae

$$Cn = (Fn-32)/1.8$$

- Step 7: Print the value of Cn
- Step 8: Stop

RESULT:

Thus the program for "temperature of conversion" has been written and execute successfully.

Ex:No:11 AREA OF TRIANGLE

Date:

AIM:

To write a program in C to find the area of a given triangle of sides a, b, c.

ALGORITHM:

Step 1: Start

Step 2: Read the input values of sides of a triangle a, b, c.

Step 3: Compute s = (a+b+c)/2

Step 4: Compute d = (s*(s-a)*(s-b)*(s-c))

Step 5: Compute the area of triangle area = sqrt (d)

Step 6: Print area

Step 7: Stop.

RESULT:

Thus the program for the construction of "Area of triangle" has been written and executed successfully.

Date:

AIM:

To write a program in c to find sum of the series 1+(1+2)+(1+2+3)+....n.

ALOGRITHM:

Step 1: Start

Step 2: Read the value of n

Step 3: Initialize value for i=1, s=0

Step 4: Check whether the value of i is less than or equal to value of n.

Step 5: Repeat for i=1 to n.

Step 6: Initialize values for term=0, j=1

Step 7: Repeat for j=1 to i

Step 8: Compute the value term= term+j

Step 9: Increment j by 1

Step 10: End of step 7

Step 11: Compute S=S+term

Step 12: Increment I by 1

Step 13: Print the value of s

Step 14: Stop

RESULT:

Thus the program for the construction of the sum of series has been written and executed successfully

Ex:No: 13 ELECTRICITY BILL PREPARATION

Date:

AIM:

To write a program for electricity bill preparation using the various basic data types.

ALGORITHM:

- **Step 1:** Start
- Step 2: Read srl no, recpt no, bill month, date.
- **Step 3:** Read present and previous meter readings.
- **Step 4:** Consumed=Present-Previous
- **Step 5:** Check if consumed>=200
- Step 5.1: Total=Consumed*2.50 else
- Step 5.2: Total=Consumed*1.50
- Step 6: Print srl no, recpt no, bill month, date.
- **Step 7:** Print Consumed total
- Step 8: Stop

RESULT:

Thus the program for electricity bill preparation has been written and executed successfully

Ex:No:14 MAXIMUM OF THREE NUMBERS

Date:

AIM:

To write a program to print maximum value of given 3 numbers.

ALGORITHM:

Step 1: Start

Step 2: Read the input values a, b, c.

Step 3: Call and print the function maximum () with parameters a, b, c.

Step 4: Stop

Maximum (x, y, z)

X, y, z integer

Step 1: initialize max = x

Step 2: Check whether the value of y is greater than the value of max.

Step 3: If step- 2 is true, assign max = y

Step 4: Check whether the value of z is greater than the value of max.

Step 5: If step- 4 is true, assign max= z

Step 6: Return the value of max to main program.

RESULT:

Thus the C program for finding the value of given three integer has been written and executed successfully.

Ex:No:15	FACTORIAL
Date:	

AIM:

To write a program in C to find the Factorial of the given number

ALGORITHM:

Step 1: Start

Step 2: Read input value n

Step 3: Call and Print function fact (n)

Step 4: Stop

Step 1: Function fact start

Step 2: In n=0 returns 1 else go to step 3

Step 3: return (n*Fact (n-1))

RESULT:

Thus the C program finding the "Factorial" has been written and executed successfully.

Ex:No:16

MATRIX ADDITION

Date:

AIM:

To write a program to print sum of the matrix

ALGORITHM:

- **Step 1:** Start
- **Step 2:** Read rows and columns of matrix A and B into n, m, p, q
- **Step 3:** Check the values of n is equal to p and m is equal to q
- **Step 4:** If step 3 is true. Do step 5 to step 20
- **Step 5:** Repeat for i=0 to n
- **Step 6:** Repeat for j=0 to m
- **Step 7:** Read into a[i][j]
- Step 8: End of step 6
- Step 9: End of step 5
- Step 10: Repeat for i=0 to p
- Step 11: Repeat for j=0 to q
- Step 12: Read into b[i][j]
- Step 13: End of step 11
- **Step 14:** End of step 10
- **Step 15:** Repeat for i=0 to n
- **Step 16:** Repeat for j=0 to m
- **Step 17:** Add a[i][j], b[i][j], c[i][j]
- Step 18: Print c[i][j]
- **Step 19:** End of step 16
- Step 20: End of step 15
- **Step 21:** If step 3 is false, print "Addition is not possible".
- Step 22: Stop

RESULT:

Thus the C program for finding the sum of the two matrices has been written and executed successfully.

STUDENT MARKLIST USING STRUCTURE

Date:

Ex:No:17

AIM:

To write a C program print student using structure.

ALGORITHM:

Step 1: Start

Step 2: Define structure stud with member

Roll no; integer

Name [30]; character

Mark 1, mark 2, mark 3, total: integer

Avg: total/3

Grade: character

End stud

Step 3: read input n

Step 4: set a loop to get record details

Step 5: Read a[i], roll no, a[i].name

Step 6: a[i].mark 1, a[i].mark 2, a[i].mark 3

Step 7: a[i].total=a[i].mark 1+ a[i].mark 2+ a[i].mark 3

Step 8: a[i].avg=a[i].total/3

Step 9: End of step 4

Step 10: Check if a[i]. avg<40 then assign a[i].grade=D

Step 11: Check if a[i].avg<60 then assign a[i].grade=C

Step 12: Check if a[i].avg<80 then assign a[i].grade=B else

Step 13: a[i].grade='A'

Step 14: Print a[i].roll no, a[i].name, a[i].mark 1, a[i].mark 2, a[i].mark 3, a[i].total, a[i].avg, a[i].grade.

Step 15: Stop.

RESULT:

Thus the C program for the construction of mark details is written and executed successfully

PERIT

Ex:No:18 PRINTING EMPLOYEE DETAILS USING UNION

Date:

AIM:

To write a C program to print employee details using unions

ALGORITHM:

- Step 1: Start
- Step 2: Declare union of employee
- **Step 3:** Read employee details using union variable

Step 4: Print employee details using union variable



RESULT:

Thus the program to print employee details has been using union has been constructed and executed successfully.