6. 2. Working with StarOffice Calculations

6.2.1 Calculations in a spreadsheet

To enter the value 150 in a cell **A3**, position the cursor in the cell **A3,** click the mouse to select it and type 150. Now, you will find the number 150 appearing in cell **A3**. Similarly, enter the number 16 in the cell **A4**. Let us now add the values in the cells **A3**and **A4** and store the result in **B4**. To perform this operation, select the cell B4 by taking the cursor to **B4** and clicking the same. Type the formula as **=A3+A4** or use the sum function as **=sum (A3:A4)**. The formula appears in the in put line of the Formula bar (below the menu bars). Press the **Enter** Key. You will now find the sum 166 appearing the cell **B4**.

6.2.2. Creating our First worksheet

To work with StarOffice Calc. Open **StarOffice** and click on the File option in the main menu bar. Then click on **New** ⟶ **Spreadsheet.** A new spreadsheet opens up

At the top of the window is the **Menu bar.** To use a menu, point to it with the mouse cursor and press the left mouse button. Then menu will open displaying a list of options and you can select any option by clicking on it. Below the Menu bar is the **Main tool bar**. Below the main tool bar are the **function bar** and the **Object bar.** These bars have shortcut icons for frequently done tasks. Below these bars is the **formula bar**. This bar is used to display the current cell and its contents. It also has a few more shortcut icons. Below the formula bar are the column headings of the worksheet. Next to it are the tow heading column headings of the worksheet. Next to it are the row heading the data area is in the middle of the window. At the extreme bottom are the **Status bars** and **Scroll bars**.

6.2.3. Entering data in the Worksheet

We can change the position of the cell pointer by clicking the mouse on the concerned cell or by using the arrow keys on the keyboard. The Tab, Home, End, PgUp and PgDown keys on the keyboard also allow you to move around the worksheet.

We can enter dates in the worksheet just like we enter numbers and labels. Place the cursor in the cell where you want to enter the date and type in in as **MM/DD/YY**. We can enter the time in the worksheet by typing it as **HH:MM:SS**

6.2.4. Saving the Worksheet

To save the worksheet created, go to the **File** menu and select the **S**ave or the **Save As** option

6.2.5. Closing the worksheet

In order to close the worksheet, go to **File** menu and select the **Close** option

6.2.6. Opening a worksheet

We can click the Open icon on the Standard tool bar to open an existing file

6.2.7. Quitting from StarOffice

The Exit option under the File menu can be used to Quit from StarOffice.

Learn by solving

Create the Marks worksheet created above with the following data:

Reg.No	Name	English	Tamil	Maths	Science
1000	Kumar. A	87	85	74	86
1001	Aravindan J.	63	86	62	94
1002	Govindan S.	63	76	73	75
1003	Velmurugan T.	75	72	63	85
1004	Thamizharasi.G.	75	46	52	64

Save the worksheet as **Marks**

6.3. Editing the data in the worksheet

To edit the data present in a worksheet, first open the worksheet by clicking on **File → open.** We can edit the contents in the following two ways.

1. Type in the new data. The new data will simply over write the old contents of the cell.

2. Click on the formula bar with the mouse, press the **F2** function key or simply double-click on the cell. A vertical cursor appears on the formula bar. Move the cursor to the left using the left arrow key or the backspace key and edit the data.

6.4 Creating Formulae

The various operators available for calculations in StarOffice Calc are given below:

6.4.1 Arithmetic Operators

These operators return numerical results.

Operator	Name	Example
+(Plus)	Addition	1+1
-(Minus)	Substraction	2-1
-(Minus)	Negation	-5
*(Asterisk)	Multiplication	2*2
/(Slash)	Division	9/3
% (Percent)	Percent	15%
^(Caret)	Exponentiation	3^2

6.4.2 Comparative Operators.

These operators return either true or false.

Operator	Name	Example
=	Equal	A1=B1
>	Greater than	A1>B1
<	Less than	A1<B1
>=	Greater than or equal to	A1>=B1
<=	Less than or equal to	A1<=B1
<>	Inequality	A1<>B1

6.4.3. Text Operators.

These operator combines sections of the to the entire text.

Operator	Name	Example
&(And)	Text operator: And	"Star" & "Office" yields StarOffice

6.4.4. Reference Operators

These operators combine areas

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Operator	Name	Example
:(Colon)	Range	A1:C108
!(Exclamation point)	Intersection	SUM(A1:B6!B5:C12)

When arithmetic operators are used in formulae, StarOffice Calc Calculates the results using the rules of precedence following Mathematics. The order is as follows:

1. Exponentiation (^)
2. Negation (-)
3. Multiplication and Division (*,/)
4. Addition and Subtraction (+,-)

Here is an example to illustrate how to create formulae:

? Place the cell pointer in the cell where you want to enter the formula. In the Marks worksheet example, place the cursor in cell G3.

? Type the formula as =C3+D3+E3+F3 and press the Enter key. The total mark of the student Kumar D appears in the cell G3.

The worksheet of the Student Database with Total

6.5 Fill Command.

To calculate other totals, we type the corresponding formulae in the cellsG4,G5,G6 and G7. There is an easier way of entering these formulae. We can type the formula in the cell G3 and then copy it to the remaining cells. This can be done using the **Copy** and **Paste** icons on the standard tool bar. Recall that you learnt ho to use these icons in StarOffice Writer. We can also use the **Automatic fill** feature of StarOffice Calc.

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Auto Fill automatically generates a data series based on a defined pattern.

1.   On a sheet, click in cell, and type a number.

2.   Drag the fill handle in the bottom right corner of the cell across the cells that you want to fill, and release the mouse button.

The cells are filled with ascending numbers.

To copy the contents of a cell, click on the cell, Click and drag the mouse to highlight all the cells where you want to copy the contents. Now, select **Edit** ⟶ **fill** ⟶ **Down** (or **Left**). The content of first cell will be copied in all the highlighted cells.

A continuous group of cells in a worksheet is called a Range.

For example, to copy the contents of cell G3 in the cells G4, G5, G6 and G7, highlight the cells G3 to G7 (also refereed to as G3:G7). Click on **Edit**⟶ **Fill**⟶ **Down**. The contents of the cell G3 will be copied to all the other cells.

We can also use the Fill command to generate a series of the data directly from the values of the selected cells. First, select the cells of the worksheet that we want to fill. Choose the command **Edit** ⟶ **Fill** ⟶ **Series.**

For example, select the range A1:D6 in the worksheet. **Click on Edit** ⟶ **Fill** ⟶ **Series**. Choose.

2 as your **Start Value**
2 as your **Increment**
Growth ass the **Type**, and
Down as the **Direction**

Now, click on **OK** and you will find the worksheet filled.

We can see in the dialog box, we can also automatically fill in series of dates and times. For example, to list all Sundays in a given period,say March 1975, proceed as follows:

?   Enter the date as 2/5/1975 into a cell.
?   Select this cell and adequate number of cells depending upon the stop value (in this case, 13 cells since the period is March – May 1975)
?   Select the command **Edit** ⟶Fill ⟶ **Series**
?   in the dialog box, select **Day** as the **Date Unit** and enter the **Increment** as 7. click **OK.**

The Sundays of March, April and May 1975 automatically appear in the selected cell.

6.6 Cell Referencing

This type of cell referencing is called **Relative cell addressing.** Relative cell addressing is the default type of cell addressing used by StarOffice Calc.

The other type of referencing used in spreadsheets is **Absolute cell addressing**. A cell address can be made absolute by using the **$.** (dollar) sign in front of row and column names.

For example, the **C4** becomes absolute when you enter it as **C4**

Absolute cell addresses did not change when copied.

6.7. Using Functions

These function are available in StarOffice Calc in the pull down menu of **Function Wizard** window. The listed categories are listed in the category pull down menu.

To select a function go to **Insert** menu and Select the **Function** and select the **Function** option.

To select a function:

? Select the category in the **category** box
? Scroll down the list to find the function you want . Click on the function name to see a short description of that function on the right side of the window. Double – click on it to insert into the worksheet.

f(x) The Function Wizard shortcut icon on the formula bar can also be to select and insert functions.

One of the most commonly used function is the Sum function.

For example, in the Marks worksheet, to calculate the total marks in cell G3, follow the steps given below.

? Click on the cell G3 to place the cursor there.
? Click on the **Sum** icon join the function bar, **= SUM (C3:F3)** appears in the cell
? Press **Enter** to accept the suggested range.
? The result, that is, 332 is displayed in the cell G3

Learn by Solving

1. open the worksheet **Marks.**

2. Use a formula to calculate the total in cell G3.

3. Use the **Fill** command to copy the formula to the cellG4:G7

4. Close the worksheet without saving.

5. Open the worksheet again and use the **Sum** function to calculate the total in cell G3

6. Use the **Fill** command to copy the formula to the cells G4:G7

7. Save the worksheet.

8. Enter a formula in cell H3 to calculate the average marks.

9. Use the **Fill** command to copy the formula to the cells H4:H7

10. Close the worksheet without saving.

11. Open the worksheet again and use the **AVERAGE** function to calculate the average in cell H3

12. Use the Fill command to copy the formula to the cells H4:H7.

13. Save and close the worksheet.

6.8. Date Arithmetic

Enter a date 03/04/05 in a cell, say A2. Remember that while entering dates the month always comes first. Suppose you ant to calculate the date 79 days after this date. To do so, enter the formula **=A2+79**, in another cell, say A4. The date 05/22/05 appears.

Now, suppose you want to calculate the difference between two dates, 05/10/05 and 12/08/70. to do so, enter the two dates in two different cells. In a third cell enter the formula **=first cell – second cell**. The result will be displayed as **12572**
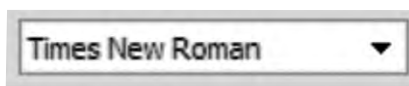
6.9 Formatting the Worksheet

B This is the Bold icon and is used to display data in bold. To use this icon, highlight the cells and click on the icon.

I This icon is used to display the data in italics.

U̲ This is used to underline the data in highlighted cells.

Times New Roman ▾ This is the **Change Font** icon. This icon displays list of fonts that can be used. Select the font by clicking on it.

12 ▾ This icon is used to change the font size of the data, to do so, select the data and click on the icon.

This is the Font Colour icon. This can be used to change the font colour.

There are **Align Left, Align Center, Align Right** and **Justify** icons. They are used to align the contents of the cells.

This is the **Number Format: Currency** icon. Clicking on this will display the contents of the selected cells in currency format that is with a **$** in front and with two decimal digits.

This is the **Number Format: Percent** icon. Clicking on this icon will display the current contents in percentage format. Note that it multiplies the contents of the cell by 10 and displays the result with 2 decimals.

This is the **Number Format: Standard** icon. Clicking on this icon will display the contents of the selected cells in the default format.
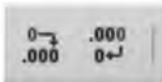
These are the Number Format: Add Decimal and **Number Format: Delete Decimal** icons. They are used increase or decrease the number of decimal digits that are to be displayed in the selected cells.

The Format menu can also be used to format cells.   To do so, select the cells you want to format and click on **Format ⟶ Cells**. The Format Cells dialog box appears

6.9.1 AutoFormat Sheet

The AutoFormat Sheet facility of StarOffice Calc helps to format the worksheet with different predefined styles and colour. For examaple, let us format the market worksheet as detailed below.

?   In the marks worksheet, select the cell from A1 to H7
?   Click on the **Auto Format** option on the **Format** menu.
?   The **AutoFormat** dialog, display various predefined format styles. A preview style is also displayed in the box.
?   Select the **Default** format.   The formatted worksheet is shown below:

6.10. Changing Column Width and Row Height

To change the column width, select the column whose width you want to change. Click on **format ⟶ Column ⟶ Width** and type the new column width in the dialog box, which appears.

You can also change be the column width in another way. Point to t h e   l i n e separating the column whose whose width you want to change from the next column. The mouse pointer becomes a   double – headed arrow. Click and drag this pointer to the left to the decrease the width and to the right to increase the width.
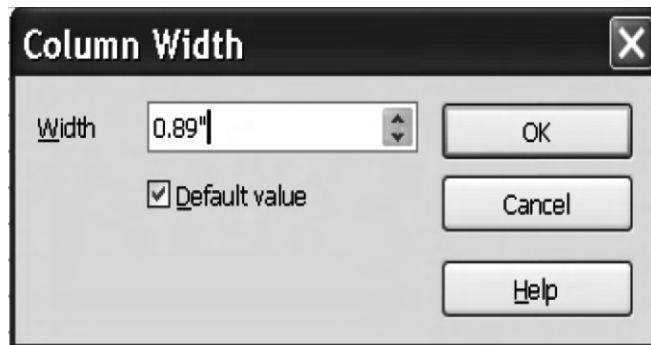
Changing column width

To change the row height, select the row whose height you want to change. Right click on the selected row and select **Height** from the menu that appears. Type the new height and click on OK.
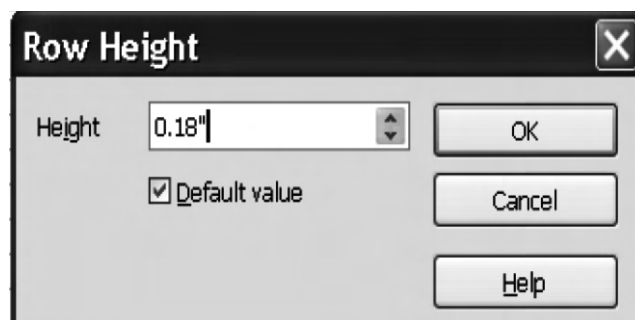
Changing row height

You can also change the row height of a particular row by clicking and dragging the line separating that row from the next.

Learn by solving

Format the Marks worksheet as follows:

1. Format all heading in Bold.

2. Change the font,size and color of the headings.

3. Change the format of the average column to display 2 decimals digits.

4. Using AutoFormat change the style and colours of the Worksheet.

5. Change the row width and column width wherever necessary.

6.11 Inserting Cells, Rows and columns

To insert an empty cell or an empty row or a column in a row or column in the worksheet already created, follow the procedure given below:

✔ Click the **Insert cell** fro **View** ⟶ **Toolbar** menu. A floating toolbar with four icon appears.   These icons are **Insert Cells down**, **Insert Cells Right**, **Insert Rows** and **Insert columns** Icons.

✔ In order to insert an empty cell in a column and move the existing cells down, place the cursor in the cells where you want to insert the new cell and click on the **Insert cells Down** icon.

✔ In order to shift the content of a cell to the right and to create an empty cell, select the cell and click the **Insert Cells Right** icon.

✔ In order to insert an empty row in a worksheet, select the row where you want to insert the new row and click the **Insert Rows** Icon.

✔ In order to insert a column, select the column where you want to insert and click the **Insert Columns** icon.

6.12. Deleting Cells, Rows and Columns.

The procedure for deleting a cell(s), row or a column is the same.

To access this command choose **Edit** ⟶ **Delete Contents.** Click o n the **Delete all** check box and click **OK.**   To delete all contents from the selected cell range, select **Delete cells** from the same menu.

If you want to delete an entire row or column, choose **Edit** ⟶ **Delete Cells.** The delete Cells dialog box will display **Delete entire Row(s)** or **Delete entire column(s).** Clicking **OK** will delete the row or column without prompting.

6.13 Inserting Pictures and Special characters

For inserting a picture or a special character in a worksheet follow the procedure given below.

? Place the cell pointer in any cell. Say B2

? Choose Insert   Picture   From File. The **Insert Picture** dialog box appears.   In the **File Name** combo box, you can type the path of the file that contains the picture or you can click the select the desired file from the gallery directory of StartOffice.   After selecting the picture File click **Open.**

? For inserting special characters, click the **Insert   Special characters** from the menu bar and select the desired special characters from the Special Character dialog box.

6.14 Drawing in a Spreadsheet.

For this purpose click the Show Draw Functions icon in the standard tool bar. The Draw functions bar appears and you can select any tool from this toolbar according to your requirement, following the procedure given below:

? Click the Ellipse tool . Keep the pointer (cursor) in the worksheet area at the desired location and drag it till you get the desire shape and size in the resultant screen.
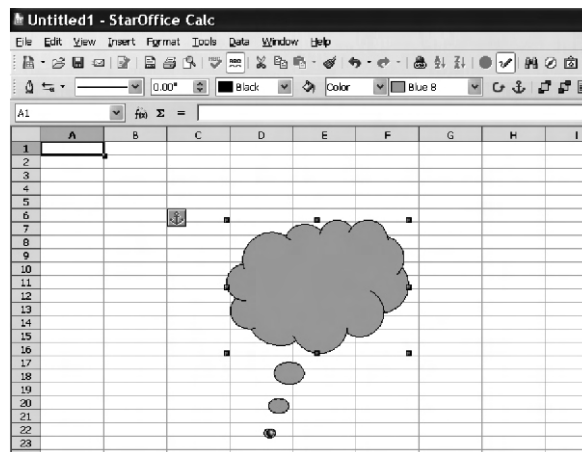
6.15. Inserting Objects

StarOffice Calc provides tools for inserting objects like charts, images from image editor, formula, etc. in a worksheet. For this purpose, click on the **Insert object** from **View** → **Toolbar**. A floating tool bar appears with the following icons in the order listed below.

1. Insert Chart Icon
2. Insert Formula Icon
3. Insert Floating Icon
4. Insert Movie and Sound Icon
5. Insert LOE Object Icon
6. Insert Applet Icon

6.16 Working with charts

To draw a chart, follow the procedure given below:

? Select the data you want to chart.
? Click on **Insert** ──→ **Chart** or click on the **Insert Chart** icon
? The cursor becomes a **+** sign with a mall picture of the graph . Place this cursor where you want to insert the chart and click. The Autoformat chart window appears.
? It prompts you to enter the area in the worksheet to be charted Enter the range as **C3:F7** and click **Next.**

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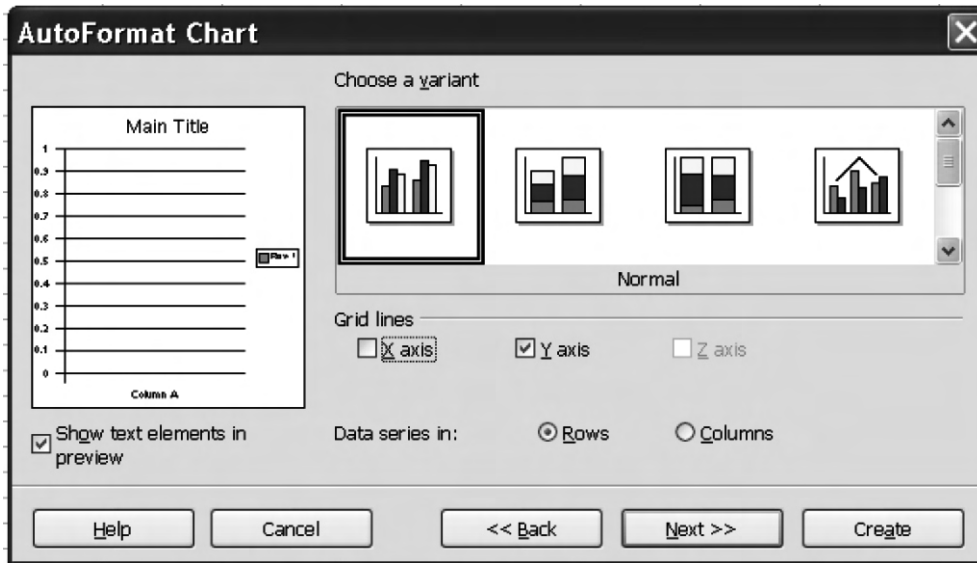
The different format of a chart type

Learn by solving

Create a line chart to show the variations of mark secured buy each student in different subjects.
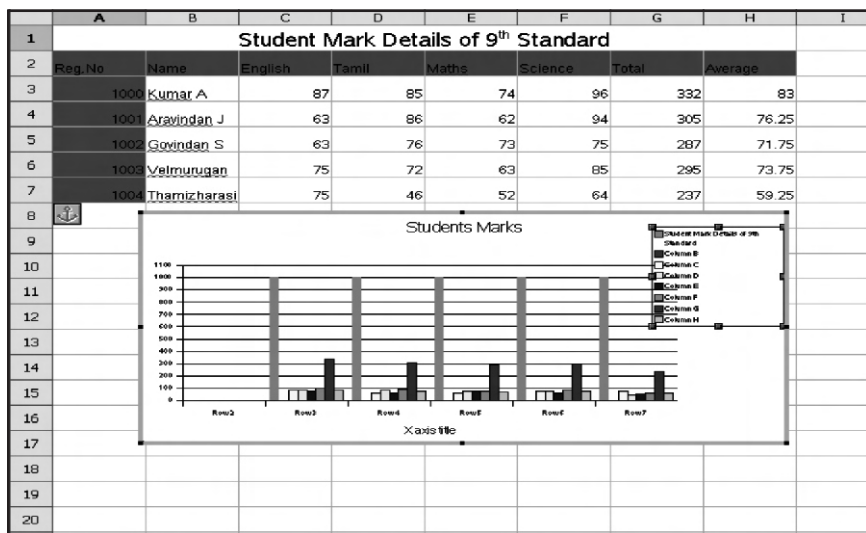
The Worksheet with the chart

6.17. Working with Multiple sheet

In StarOffice Calc, a spreadsheet contains multiple sheets. Each sheet has its own name and a list of sheets appears as tabs at the bottom of the window.

6.18. Printing Worksheets

If you click the **Print** icon ion the function bar (Standard toolbar), all the data i all the sheets of your document will bed printed. You can also print a part of the worksheet. To do so, select the range to be printed and click on **Format → Print Ranges → Edit** and select the **print** range. Now ,if you click on the print icon, only the selected range will be printed. To remove the print range setting click on **Format → Print Ranges → delete.**

The P**age View** option on the F**ile** menu can be used to preview worksheet before printing.

6.19 Database functions in Staroffice Calc.

Spreadsheets in StarOffice can be used to manage large amounts of data. You can sort this data, search for specific information, group information based on some criteria, calculate totals, and much more.

Summary

✔ A spreadsheet is a tool for working with numbers.

✔ A spreadsheet program is used to calculate and analyze sets of numbers

? A spreadsheet is divided into columns and rows. The intersection of row and a column is called a cell. A cell is referred to by its address – created by combining its column and row headings.

? Cells can contain values, labels, or formulae.

? A data file created with spreadsheet is called a worksheet.

✔ Creating a Worksheets

? The process of creating a worksheet can involve organizing the data, entering data, creating formulae, editing, formatting, adding charts, analyzing data and printing the worksheet.

? A formula lets you create a value in one cell that is calculated based on the values in other cells.

? Formulae follow the order of mathematical operations: exponentiation negation, multiplication and division, addition and subtractions.

? Functions are built- in formulae. StarOffice Calc offers a wide variety of functions.

?   Creating a Worksheet References to cells can be relative or absolute.

?   Data in the worksheet can be formatted in bold, italics and underlined the alignment, font, size and color of the contents of the cells can also be changed. Numbers can be formatted as currency, percents and displays with or without decimals.

?   You can add pictures, special characters and your own drawings to the worksheet.

?   You insert movies, sounds, charts, floating frame Applets and OLE objects in worksheet.

?   Charts are used to make data easier to understand.

?   You can define which range of cells on a spreadsheet to print.

?   Spreadsheets have database management capabilities including sorting, selecting and printing out reports.

Exercises

I.   **Fill in the blanks**.

1.   you can use a ------to calculate and analyze sets of numbers.

2.   Graphic representations of numbers are known as----------

3.   A(n) -------- refers to the file you create with spreadsheet software.

4.   Non-numerical entries are called-------

5.   The ----------identifies the active cell.

6.   The ------- is the sequence of characters used in a formula

7.   you can automatically perform specialized calculations using------

8.   The two types of cell addressing are -----and-----addressing.

9.   The -----command is used to generate a series.

10.   The combined cell column and row headings are known as the cell's–

11.   -----is used to inert objects from other application into a worksheet

12.   The ----Option on the file menu can be used to preview a worksheet before printing.

III. Answer the following

1. Define briefly a spreadsheet and describe its basic structure.

2. List and describe the other features available with spreadsheet software in addition to its ability to calculate numbers.

3. When entering a formula in a cell, does it matter in which order you enter the values and operators? Explain your answer.

4. Can we change the data present in a cell? If so, how?

5. How can you generate a series of values? Explain with an example.

6. What are functions? How can you use them in your worksheet?

7. What must you include in a formula, to ensure that the formula will operate on a specific value, no matter where the formula might be moved or copied?

8. What is date arithmetic? Explain.

9. What spreadsheet feature allows you to represent data visually as a data-analysis tool?

10. Explain working with multiple sheets and printing worksheets?

CHAPTER 7

INTRODUCTION TO MULTIMEDIA

7.1 What is multimedia ?

Multimedia is a computer -based presentation technique that incorporates text, graphics, sound, animation, and video elements combination of these elements grabs the viewers retains it. The multi-sensory inputs address the different learning needs and styles of different users and enhance the entries experience for the user.

7.2 Multi media Applications

Multimedia application are being used include entertainment, education, research, and business communication.

Multimedia also has an enormous impact on education .With the growing popularity of multimedia sophisticated learning packages are used to train and educated people world over.

Multimedia based training is also being extensively used to train and educated children in school and colleges.

Multimedia is heavily used in the entertainment industry especially to develop special effects in movies and animation for cartoon characters.

Multimedia application that allow users to actively participate instead of just sitting by as passive recipients of information are called interactive Multimedia.

Multimedia is also used for corporate communications and presentations Context relevant animation, images and charts help grabbing in viewers attention, and highlighting critical pieces of information in corporate presentation.

Multimedia application are also widely used in the fields of engineering medicine and scientific research.

7.3. Multimedia Elements-Sound,Animation ,and Video

It is that there are many image formats. Some of them are GIF files. Animates GIF files, MPEG files, Shockwave files and Nx View files.

Sound

Sound can be stored in several different formats .You will learn more about these formats a little later in the chapter.

Animations

Animations are primarily used to illustrate or demonstrate an idea or a concept. Unlike videos that are usually taken from life animation are abased on drawings.
Animation can be two or three dimensional. Based on how a2-d animation are create, they can be broadly classified into the following 2 categories:

- ? Cel - based animations

- ? Object-based animations

Creating a 3-d animation is a3 - step process:

1. Modeling
2. Animation
3. Rendering

Video

Like sound video is also records and played back as an analog signal . So you have to convert the videos signal into a digital format before including it in a multimedia application.

- ? Lossless compression - Retains the exact image throughout the compression.

- ? Lossy compression provides a comparatively higher radio of compression but in some loss of quality.

Popular Multimedia Formats

Some popular multimedia formats are as follows:

The MIDI Format
The AIFF Format
The SND Format
The WAVE Format
The MP3/MPEG Format
The AVI Format
The Windows Media Format
The Quick Time Format
The Shockwave Format
Multimedia Hardware and Soft ware
Inline Sound And Video

7.4. Using Multimedia Elements in content

Indisputably, including multimedia elements in content adds immense appeal to it. However, before deciding to include multimedia elements, it is essential to consider one major factor. This factor is the file size. Files with multimedia elements tend to be very heavy. For example, a 5-second audio file can be as heavy as 1MB. This, combined with

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the limitations of the medium of presentation can limit, if not totally nullify the impact of the presentation. For example, a heavy video or animation file in a WBT may not load because of poor bandwidth. Or it may take so long to load that the learner looses interest and decides to move on to something else.

Summery

? Multimedia application are now becoming very popular

? Theses application include text sound and videos to protected high quality products.

? Popular used of multimedia are in areas of educations entertaining and presentations

? Special hardware and software for multimedia are video are available in the market.

? These a number of formats in which audio and video are used in multimedia application

? These formats are useful in coding audio video and other special effects in creating attractive Web pages applications

? Developing multimedia contents is very challenging.

Exercises

1. Create a HTML page with text audio images and video.

2. Note the formats of the audio images and video files provided in the accompanying CD.

CHAPTER 8

PRESENTATION

8.1 Introduction

Among the many tools that are used to communicate to an audience presentation are among the most powerful and effective ones .In a presentation, you can include a variety of items such as text audio hand draw images and videos. You can further enhance the background images slide animation and transition effects.

8.2 A Basic Presentation

You can create a presentation in Star-Office using any of the following several different ways.

You can create a new impress presentations from within any star office application by choosing **Fill** ⟶ **New** ⟶ **Presentations** as shown in figure 8.1
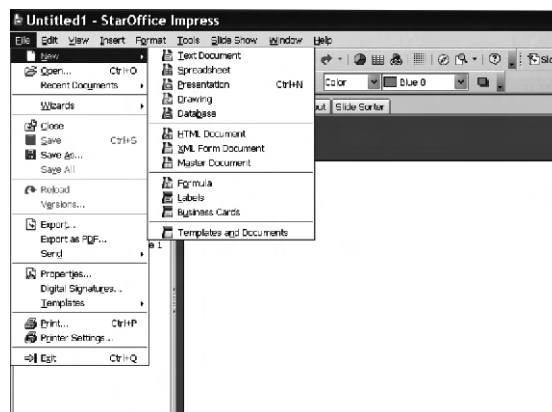
Creating a Presentation from any StarOffice Application

You can also create a new presentation by launching Star office Impress. You can do so by choosing **Star-All Programs -Star office8-Impress.**

8.2.1 Creating a Presentation using the Presentation Wizard

For the purpose of this activity let's select Empty Presentation and click Next to proceed to the second page of the wizard

As the name indicates the Select an output medium diction in the lower half of page allows you to specify the final output medium for the presentation.

This page of wizard allows you to specify' the transition effects to be used in the presentation . The **Select a slide translation** section at the top of page allow you to choose the transition effect and speed in the slides.

Choosing the Type of the Presentation

The **Duration of page** spin box allows you to specify the education for their slides and **Duration of pause** spin box allows you to specify the duration for which the presentation will pause before it stars again.

Choosing the Background and Output Medium of the Presentation

Checking the **show logo** check box will display the message "created with StarOffice" during the pause between each presentation.

Choosing the Slide Transition and Type

Now, click **Create** to create the presentation . The star office8impress environment with one slide appears

8.2.2 Creating a presentation without using presentation wizard

To create a new presentation using a template choose **File** ⟶ **new** ⟶ **templates** and documents or press **Shift+Ctrl+N.** The window appears

? In the **Templates and Documents** dialog that now appears, click the **Templates** icon on the left and then double-click Education. Double - click one of the templates, such as **Academic Presentation.**

8.2.3 The Star Office Impress Presentation Window

Normal view: Allow a you to create and edit slides out line view: Allows you to add notes to be slides or viewers any exciting notes for the slides noted are typically used by a presents to add additional information to a slides

Handouts view: Allow you to select the slides so that several slides can fit into a page this view is typically used when the presentation is to be printer and distributed as a handout.

Slid show view: Allows you to view miniature images of all the slides in the presentation. This view is also used rearrange slides.

Master page: This page can be used to specify basic background information that needs to be included in all the slides. For example you can insert a company logo to the slides .

Layouts : This page displays the various layouts provided by star office impress can choose a layout while creating a new slide.

Customer Animation: This page displays various that allows you to add or modify effects to elements of slide.

Slide Transition : This page displayed various transition effects that can be attached to a slide along with other operation that allow you to control the transitions of the slides Note that you can have a different transition for each slides in the presentation.

8.2.4. Savings Presentation

To save a presentation choose File-Save or click icon if you not saved the presentation before the save as dialog box name of the presentation click **Save**.
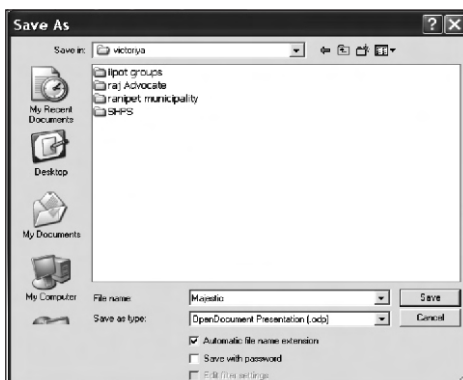
Save as dialog box

8.3.   Managing a Presentation

8.3.1.   Staring Presentation

To start a presentation click the slide icon on the **Presentation** Toolbar or choose **slide show** —→ **Slide Show** or press **F5**.

Presentation settings can be adjusted under **Slide Show** ——→ **Slide Show Settings.**
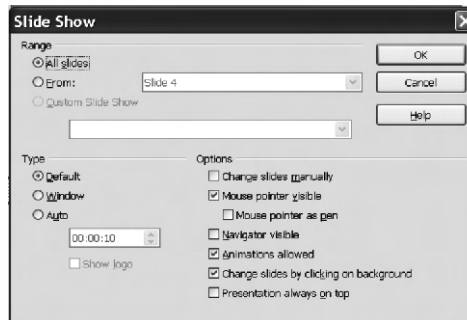
Slide Show Settings

Select **Custom slide Show** to run a customer slide in the order that you defined in **Slide show** —→ **Custom Slide Show**

8.3.2 Inserting, Deleting and Renaming Slides

To insert side click the slide button in the presentation toolbar or choose **Insert** —→ **Slide** from the menu bar the new slide uses the page layout of the previous slide.

If you want to delete a slide select the slide which you want to delete in the Slides Pane and press **Delete** key ;or right click on the slide and choose **Delete slide**.

To rename a slide select slide which you want to are rename and choose slide Rename slide . A dialogue box appears.

8.3.3 Changing slide order

To change the slide order click the slide sorter in the switching presentation view tab.

8.3.4 Sound and video

To insert a movie in a choose insert —→ movie and sound or else click the insert movie and sound icon from the insert toolbar.

To play a movie or sound in an impress presentation

1. Open the slide that contains the movies or sound flied
2. Click the object icon for the or sound file on the slide
3. Click **Play** on the **Media playback** toolbar.

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For movie files the bar also contains a list box where you can select the zoom factor for the play back.

Play icon	-	Plays the current file.
Pause icon	-	Paused or resumes the playback of the current life
Stop icon	-	Stops the playback of the current life
Repeat icon	-	Plays the file repeatedly.
Positions slider	-	Moves to a different positions in the life.
Mute icon	-	Turns sound off and on.
Volume slider	-	Adjusts the volume.
Zoom	-	Adjusts the size of the movie playback.

Star Office impress enable Media player where you can preview movie and sound fields as well as insert these files into the current presentation slide. The media player supports many different media formats.

To open media player window

Choose **Tools** $\longrightarrow$ **Media Player**

Click **Open** icon which is displayed at the lower left corner of the media player window.

Select a video or sound file and view the preview

Click the **Apply** icon to apply the selected movie or video file into your presentation.

Close the media player window

Star slide show by choosing slides show slides show or press the **F5** key

Inserting Objects

StarOffice Impress provides tools for inserting objects like chars, formula, etc ., In a personation. To insert an object in a slide, choose an object from **Insert** $\longrightarrow$ **Objects.**

Insert Formula

This is used for inserting a formula into the presentation for performing calculations.

Insert OLE Objectives

This is used to import objects from other application into a presentation. For example, StarOffice spreadsheet, formulae, text and even Microsoft application objects can be inserted.

If you want to insert a Microsoft Word Document., choose **Further Objects** and **Create New** options the **Insert OLE Object** dialog box and click **OK**. In the Insert Object dialog box, select **Microsoft Word Document** as objects type and click **OK.**

Insert Applet

This is used to import Applets into the presentation.

8.3.5 Slide Transitions, Effects and Animations

8.3.5.1 Automatic Slide Transition

The easiest way to assign slide transition effects to slides to slides is in **Slide** View. Choose **View** —→ **Toolbars** —→ **Slide View**. Select the number of slides in the Slides view changes according to the number specified in the **Slides Per Row** spin box . The number of slides in he Slides view changes according to the number specified in the **Slides Per Row** spin box. The **Slide view** displays the slides in certain numbers specified in the **Slides Per Row** spin box.

8.3.5.2 Effects for Objects

All these effects can be assigned using the **Normal view (View** —→ **Normal view).**

Choose Custom Animation from **Slide Show** —→ **Custom Animation.** First you must select the object to which you want to apply the effect.
Click **Add** in **Modify Effect**. The Custom Animation window appears.

Then select the desired effect. Click the OK button. You can also have your object fade in (in the Custom Animation window, on the Entrance tab under Special category0 and additionally, fade out (in the Custom Animation window, on the Exit tab under Special category) per mouse-click.

8.3.5.3 Changing Slide Background

Choose Format —→ Page —→ background. Select the background fill from the following options.

Colour
Gradient
Hatching
Bitmap Image.

In this example, Colour is selected as the **Fill** type, Note that the list box below

In the Fill area, do one of the following:

?   Select **Colour**,and then click a color in th list.
?   Select **Gradient**, and then click a gradient style in the list.
?   Select **Hatching**, and then click a hatching style in the list.
?   Select **Bitmap**, and then click Bitmap image in the list.

8.3.5.4 Applying a Slide design to a Master Slide

To apply a new slide design:

Select **Format** $\longrightarrow$ **Slide** design. A dialog b ox appears

Do one of the following:

To apply the slide design to all of the slides in your presentation, select the Exchange background page check box.

To apply the slide design to the current slide only, clear the **Exchange background page** check box.

Click **Load.** A window appears.

Under **Categories,** select a slide design.

Under **Templates**, select a template with the design that you want to apply. To preview the template, click **More**, and then select the **Preview** check box.

Click **OK** to see the change in the master slide.

8.3.5.5 Presentation Styles

Activate the outline view mode by choosing menu **View** $\longrightarrow$ **Outline View.**

Open the Stylist either by choosing **Format** $\longrightarrow$ **Styles** and **Formatting** or with the **F11** key. The window appears.

?   The cursor is now blinking next to the small icon for slide. 1. Enter the desired text, for example first Page This will be the title for slide 1.

?   If you press the Enter key, a small icon for slide 2 appears in the next line of he Outline vie. Enter a title for the second slide. For example, **Second Page.**

?   Press the enter key again. Now press the Tab key before you enter any text. By doing that, you ensure that the text you then enter here will be a subtitle on slide 2.

? you can also first start entering the text for the subtitle and then press the Tab key. In case, if you have j already entered text in the line, you will see a message, which warns you that with n this action. You will delete the existing text. To delete click **OK**.

? Continue to enter more subtitles of the first level on page two .By pressing the Tab key, you move the line down one level and with **Shift + Tab** one level up. This enables you to even make a new slide out of a sub-topic.

8.4. Customizing a Presentation

To create a custom slide show:

a. Choose Slide Show ⟶ Custom Slide Shows, and then click New.

b. Enter a name for your slide show in the Name box.

c. Under Existing Slides, select the slides you want to add to your slide show, and click the >> button. Hold down Shift to select a range of slides, or Ctrl to select multiple slides.

d. You can change the order of the slides in your custom slide show, by dragging and dropping the slides under Selected Slides.

e. Click Ok.

To Start a custom slide show:

✔. Choose Slide Show ⟶ Custom Slide Show.

✔. Select the slide show you want to start from the list.

✔. Click Start

8.4.1. Options for Running a Slide Show

To start a slide show from the current slide.

1. Choose Tools ⟶ Options ⟶ StarOffice Impress ⟶ General. A window as shown in the appears.

2. In the Start presentation area, select Always with current page check box.

8.4.2. To hide a slide

✔. Select the slide(s) that you want to hide in the slide show.

✔. Choose Slide Show → Show / Hide slide.

8.4.3. To show a hidden slide

Select the slide(s) that you want to hide form the Slides Pane. Choose Slide Show ⟶ Show/Hide to show the slide in the slide show.

8.4.4. Rehearse Timings of Slide Changes

To record a show with rehearse timings:

- ✔ . Open a presentation, and switch of **Normal** View.

- ✔ . Start the show with the **Rehearse Timings** from **Slide Show** menu.

- ✔ . When i is time to advance to the next slide, click the timer. Continue for all slides in your presentation.

- ✔ . StarOffice has recorded the display time for each slide.

- ✔ . If you want the whole presentation to auto-repeat, open the menu **Slide Show ⟶ Slide Show Settings.**

- ✔ . Select **Auto** and then click OK.

8.5. Printing Presentations

8.5.1. Default Printer Settings

To set the default printing options for StarOffice Impress, choose **Tools ⟶ Options ⟶ StarOffice Impress ⟶ Print.**

8.5.1.1. Setting printer options for the current presentation

Choose **File ⟶ Print.**

Click **Options,** and then select the printer options.

These settings override the default printer options in Tools ⟶ Options ⟶ StarOffice Impress ⟶ Print for the current print job only.

8.5.1.2. Printing a range of slides

Choose **File ⟶ Print.**

In the **Print range** area, click **pages.**

Enter the numbers of slides to print in the Pages box, and then click OK.

8.5.1.3.   Printing a Slide to Fit a Paper Size

You can reduce the size of a slide when you print, so that the slide can fit on a printed page.

Open the document that you want to print.

In Normal View, Choose **format** ⟶ **Page,** and then Page tab.

In Layout settings area, select the Fit object to paper format check box.

In the paper format area, select a Format.

8.5.2. Creating and Printing Handouts

If you want to provide handouts you can use the **Handout View** mode. Since the handouts contain both the individual slides and space for notes, they can be a very helpful presentation aid.

8.5.3. Organizing and Printing Notes

Enter notes for individual slides in the Notes view.

You can access the Notes view in the view bar.

To print slide notes:

1. Choose File ⟶   Print and click Options

2. In the Printer Options dialog, select Notes in the Contents area and click Ok.

3. In the Print dialog, select the slides that you want to print and click Ok.

8.5.4. Exporting Presentations

StarOffice Impress automatically starts a wizard to help you to produce an attractive HTML presentation. A number of HTML pages are created that are connected to one another by hyperlinks and in which the graphics are saved as GIF or JPEG images. You can work on these HTML pages in the text module of StarOffice to give them headings and additional hyperlinks, for example.

Choose **File** ⟶   **Export.**

Select the file format as **HTML** Document (StarOffice Impress).

Enter a file name and click **Save.**

This opens the HTML Export wizard.

In the **Publication Type option,** select Standard HTML format to create html pages without frames.

Your next screen choice allows you to enter contact information. Enter it if you wish.

Summary

- ✔ A slide show is a series of slides, or pages, that present information on a specific topics.

- ✔ A presentation is used while speaking to a group, with a presentation to support and organize your information.

- ✔ Some presentations, or slide shows, can be used without a speaker, like a collection of photographs.

- ✔ Creating a Presentation.

- ✔ A presentation can be created using a template or can be created from scratch.

- ✔ An automatic presentation flips through the slides at a defined duration until the Escape key is pressed.

- ✔ Normal, Outline, Notes, Handout, Slide Sorter views helps us to work with slides in ease to different needs.

- ✔ A presentation can contain different type of objects like Picture, Movies, Sound, Chart, Spreadsheet and other OLE objects.

- ✔ A presentation can be exported in different format like Web page, PDF, SWF, JPEG and so on.

- ✔ Slides in Impress can be designed according to different needs, by using Color, Gradient, Hatching and Bitmap Image styles.

- ✔ A master slide determines the text formatting style for the title and outline and the background design for individual slide.

- ✔ Like slides, Objects in your slide can have various effects, like rolling into your presentation from the left slide, the text can be slowly drawn onscreen, and so on using Custom Animation effects.

- ✔ Custom slide show allows you to display important slides during a presentation.

- StarOffice Impress allows you to start slide shows from the current slide as well as hide slides during a slide show.

- Slides in a presentation can be printed as a handout, so that several slides can be printed on a single page of paper.

- StarOffice Impress enables Media Player where you can preview movie and sound files as well as insert these files into the current presentation slide.

- The Media Player embedded in StarOffice Impress supports different audio and video file formats.

Exercises

Fill in the blanks

1. A 'slide show' is a series of pages that are ....

2. A presentation can be created from scratch or from ....

3. Five types of views are Norma, Outline, Notes, ... and ....

4. .... Gives effect to an object in a slide.

5. In .... View mode, all the slide titles will appear in a list a,along with the headings and sub-topics.

6. By pressing .... Key in the keyboard the view of the slide can be enlarged.

7. To select an object that is covered by another object, hold down .... Key and click the object.

8. .... Slide determines the text formatting style for the title and outline.

9. .... Window allows us to quickly jump from one slide to other slide or move between open files.

10................................. Is used preview movie or sound files in a slide.

Answer the following

1. Define briefly about Impress and describe how to create a presentation.

2. List and describe the features of Impress.

3. Explain the steps of Incorporating Slide Show Effects.

4. Explain the steps of exporting a presentation as web pages.

5. What is custom Animation? Explain the process of animating objects in a slide.

6. What is slide transition? Explain the process of applying transition to slides.

7. How to include pictures, movies and other OLE objects in a presentation?

8. What is 'Rehearse Timings'? Explain in detail.

9. Explain about 'Custom Slide Show' in detail.

10. Explain how to print a range of slides and also explain how to print a slide to fit a paper size?

III. ANNUAL COMMON EXAM - MODEL QUESTION PAPER

Part III - Vocational Subjects
OFFICE SECRETARYSHIP - Paper I

Under Vocational Stream
TYPEWRITING - ENGLISH (Practical)

Time allowed : 2½ Hrs   Max.Marks : 150

Time : 15 mts   Marks : 50

PART - A

The growth of population in the world has assumed an alarming stage. It has become more a world problem affecting the entire world. However the problem, has become more important, to countries, with larger population, like India, china, Russia, etc. The population of the world has grown from 250 millions 4 billions about 2000 years, since the birth of Jesus. The growth of population has direct bearing on the development of the country; because of growing numbers and limited sources, the per capita consumption of all the goods and services are necessarily limited in terms of food, clothing, housing, schooling, education and health needs etc:

The development of a country primarily rests in proper planning and execution programmes.   The planning of a scheme normally depends on the estimated total population, as insignificant, by also relates problems to the society as well as to (the country. Therefore the social and economic problems could not be solved unless the growth of population is checked by reducing the bring rate at least for a few decades to come.

The only way to save the world from the menace of the population growth is proper Family Planning implemented by the government, with the active co-operation of the people. The family planning should also become an integral part of the overall development programme.   The programme is not however new and is

already in vogue; but not with great, dedication or zeal. There is also the, administrative machinery and people conversant with the programme and conscious of the menace of the growth of population. The government should have the determination to implement the programmer and must give a call to the people for their unqualified support.the active co-operation of the people. The family planning should also become an integral part of the overall development programme. The programme is not however new and is already in vogue; but not with great, dedication or zeal. There is also the, administrative machinery and people conversant with the programme and conscious of the menace of the growth of population. The government should have the determination to implement the programmer and must give a call to the people for their unqualified support.

One of the approaches to the problem should be non-clinical; women's education and training and involving womens participation in the labour force,. Outside the house. Among the clinical methods, the clinical methods including Nirodh and Diaphragm are important and will have the desired effect in checking the growth. The adoption of vasectomy and tubectomy is also generally acceptable to most of the people. The above methods should therefore be adopted in a large scale. The use of oral, should be made more popular . The abortion should be made as legal, with statutory backing. The Government should also provide a number of incentives, to ensure, that the people themselves, took sincere interest, in the programme.

training and womens participation in the labour force,. Outside the house. Among the clinical methods, the clinical methods including Nirodh and Diaphragm are important and will have the desired effect in checking the growth. The adoption of vasectomy and tubectomy is also generally acceptable to most of the people. The above methods should therefore be adopted in a large scale. The use of oral, should be made more popular . The abortion should be made as legal, with statutory backing. The Government should also provide a number of incentives, to ensure, that the people themselves, took sincere interest, in the programme.

Type the following statement in proper form and rule up: **Marks : 20**

Question No. 1

All Cap. | Statement showing loans raised after 1st October   before
1955

When issued	Total amt. issued	Amt. outstanding on		
		30th September 1953	31st October 1956	31st March 1957
		(Rupees in lakhs)		
June 1939	1,50.00	123.96	123.96	0.26 ~~X~~ /3
Stet ~~August 1944~~	107.95	110.00	107.92	0.100 trs.
Sep./ ~~August~~ (1946	390.00	278.44	278.44	0.001
trs. September 1945)	409.90	381.77	(0.002	381.77) trs.
oL July 1958	408.75	438.25	438.25	~~0.84~~ /0.074
September 1951	301.49	301.49	301.49	~~4.020~~ Stet
~~August~~/ May/ 1952	524.82	5,24.81	522.81	2.395 /2

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Type the following Profit and Loss Account in proper form with two separate sheets and rule up:

The ROSIKA Co-operative Urban Bank, Ltd.,
Pernambut   (all caps)

Profit and Loss A/c for the year ended 31st March 2010

Loss		10,130-00

	Rs. P	Rs. P
To Salaries and allowances		25,170-00
" Int. on Deposits 6,540-50		9,130-00
" Rent, Tax & Insurance etc		20,570-00
" Postage and Telegram Phone charge	stat	6,525-00
		1,500-00
		2,000-00
" Law charges		
" Auditor's fees L's		
" Stay and Printing		
" Depreciation	1500-00	
" on Buildings &	550-00	2,050-00
" Furniture		
" Nett Profit	L8	38,116-50
Total		1,12,832-00

PROFIT

		Rs. P	Rs. P
By	interest and discount		1,00,760.00
"	Commission, brokerage exchange $\frac{6h}{3}$ and $\frac{1}{2}$		4,635 80
"	Income fr. Non-banking assets		
"	Int. received [on (securities) Govt.] Ths	15000-	
	on Deposits.	500	2000.00
"	other receipts		3,685.00
	Total - - - -		1,12832.00

Auditor's Report   (all caps)

We ha. examined the above P/L A/c and we hereby certify th. to the best/ information and according to the explanations given, [of any] the same given a true/. fair view of the state of / Bank's affairs as at. 31st march 2010.

26th June 2010
Pevambut.

Paranjotti and
Shanth.
Auditors.

Question No.3

Type the following Programme in an artistic manner with four sides border:

Mark : 15

SHANTHI EDUACATIION OF COLLEGE, KAVERIPAKKAM.

Inaugxuvation
Saturday, the 14th December 2008

Programme

Welcome Address : Selvi. K. Gnana Selvi, B.Sc.Edn.
Secretary,
Council College

Introductory Remarks : Thiru. Paranjothi Kumaran M.A, M.Ed., PJ.Phip
Selvi. K.ROCIKA THARANI
President,
College Council

Inauguration of College : Thiru. S.J. Pradeepkumar &
Syndicate member
Madras University
Chennai

Felicitation : Dr. (Smt). Raja Rajeswari,
Chancellor - Vice
University Bharathidason
xxx

Vote of thanks :
23rd Nov. 2008,
Kaveripakkam.

K. GNANASELVI
Secretary

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Type the following OFFICIAL NOTIFI-
CATION in proper form:-

Government of Tamil Nadu , Caps
Public Works Department
NOTIFICATION
(Notification issued under Section 4 of the
Land Acquisition Act 1894 regarding the
acquisition of land for a public purpose
in the village of Bhavani)
(G. O. Ms. no. 1721, P.W., dated the 3rd Sept. 1986) [July

Whereas the lands specified in the Schedule [below
required for a public purpose, namely, for-
mation of Sedimentation Tanks and
allied works,

Now therefore, in exercise of / powers
Conferred by [Sec. (2) of Section 4 of the
L.A. Act 1894, the Governor of T.N.
(Authorises) (hereby) the Rev. Inspector, Tahsildar Trs.
Bhavani, his staff and workers to exercise
the powers conferred by the said sub-
section and Clause (c) of the sub-section 3
of the [Act (said) and appoints the Tahsildar,
Bhavani to perform the functions of the Collector
under Section 5A of the said Act.

Caps.
The Schedule :-
Periyar ₹., Bhavani Taluk, Bhavani village.
Govt. dry R.S. no. 738/9C1 belonging to Anna-
chalam, son of Palaniappan, Ambavalli, wife of
Manappan and Arumugam, son of __ and / Kamppan
bounded on the North by R.S. no. 738/7, East by
R.S. no. 746, South by R.S. no. 738/C2 and
West by R.S. no. 738/9B.

Total Extent approximately 6 hectares.

Savithiri Balaji
Secretary to Govt.

Part - C

Answer any ten of the following

**Note:- Answers should be typed and not in hand written.
All questions carry equal marks:**

1.   What are the three kinds of cylinder?

2.   What are the two kinds of typewriters?

3.   How many rows in the keyboard?

4.   How many character keys in your keyboard?

5.   Name some non character keys?

6.   What are the parts should be oiled?

7.   Name the two dogs?

8.   How can you identify your typewriter?

9.   What are two kinds of stencils?

10.   What are the accessories required for cleaning the typewriter?

11.   What are two kinds of envelopes?

12.   What is the use of paper table?

13.   What is the use of Receiving Tray?

14.   Which address need not type on the window envelope?

15.   What are two accessories used to put signature on the stencil paper?

IV. For Practice :

Type the following Capital and Liabilities in two separate sheets and ruled up:

THE NATIONAL TRADING CO. LTD.
Balance Sheet as at 30th June 1970

All Caps.   Liabilities and Capital

	Rs.	Rs.
AUTHORISED CAPITAL		
Preference Shares	5,00,000	
Ordinary Shares	6,50,000	11,50,000
Reserves & Surplus		58,300
Sy. creditors		31,867
ISSUED CAPITAL		
Pre. shares	4,20,000	
Ordy. Shares	4,60,500	
	8,80,500	
Less Arrears	4,500	8,76,000
unclaimed Dividends (9,81,716)		18,925
Total		29,81,417

All Caps.   Property & Assets

	Rs.	Rs.
Land and Buildings	68,948	
Less Depn.	21,398	47,550
Goodwill		1,00,000
Furniture and Fixtures	63,125	
Less Depreciation	23,020	40,105
Investments		3,79,521
Cash in Bank		32,515
Cash in hand		91,325
Loans and Advances		2,90,700
Total		9,81,716

Auditors' Certificate

We have examined / ab. B/s. & have obtained all / information & we reqd. We hereby certify that the B/s. exhibits a Company's affairs as shown by / true and correct state of the bks. o./ Co.

Madras,   SETHU & RAMAN,
3rd Mar. 1971.   Auditors.

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Type the following Profit and Loss Account in two separate sheets and ruled up:

Ramanuja Pottery Limited, Erode

Profit and Loss A/c for the year ended 31st March 1982

Loss

	Rs. P.	Rs. P.
To OPENING STOCK		
Finished Goods	2,92,692 76	
Work-in-Progress	28,58,517 08	31,51,209 84
" Purchase goods finished of		47,11,123 76
" Raw Materials, Stores and consumption		35,822 10
" POWER AND CONSUMPTION		
Furnace Oil	35,95,914 41	
Electy.	25,03,427 91	
Coal and Firewood	8,27,114 72	69,26,457 04
" Wages, Salaries & Allowances		69,06,045 11
" Repairs and maintenance	—	8,2,854 86
" Agency Commn. & discount		6,06,8/85 46
" Exhibition and Advt.		1,88,603 84
" Other Expenses		21,67,961 85
Total		2,55,40,936 86

Profit

	Rs. P.	Rs. P.
By Sales		1,44,81,493 46
" Servicing		35,87,9/0 07
" Interest		18,547 80
" Misc. Receipts		
Freight outward	2,41,341 10	
Rent	1,51,320 61	
Other receipts	1,50,653 57	5,43,315 28
" Closing Stocks		53,93,813 56
" Loss (down carried)		16,15,824 69
TOTAL		2,35,40,936 86

Auditors' Certificate

We have examined the above Profit and Loss Account and we certify th. it shows the loss of / firm correctly.

Erode,
4th Sep. 1982.

Ramasamy and Narayanan,
Auditors.

Type the following Income and Expenditure in two separate sheets and ruled up:

31st Mar. 1977

Devi Engineering Corpn., Salem // — All aps

Stt. of Inc. & Expre. for 1 year ended

INCOME

	Rs. P.	Rs. P.	
Caps. By Interest			
Savings Bank Accounts	57,661 59		
Advance to GomaBy Engg. Corporation	85,550 00		
		1,43,211 59	
" Commission		74,281 ₹o	SL
u.e. " Misc. income		20,570 00	stat
" Amt. transferred to Appropriation A/c.		2,980 50	
Total		2,41,044 39	4L

trs.

AUDITORS' CERTIFICATE

We have (examined/duly) the ab. Statement — trs.
% Income and Expenditure. In our opinion,
it gives a (view of / state of affairs of the (correct
Corporation as on 31st Mar. 1977.

Salem,   NATHAN & NATHAN,
30th June 1977.   Auditors   Ls.

EXPENDITURE

	Rs. P.	Rs. P.	
u.e. To salaries		65,050 50	
" Staff Welfare Expenses		9,620 40	trs.
sas " Travel Expenditure		25,950 70	
trs. " Rates Taxes and Rents,		10,860 40	L5
" Ink.		25,780 75	
" MAINTENANCE AND REPAIRS			
AL Vehicle	4,050 75		
Other items	2,570 00		
		6,620 75	
trs. " (Remuneration (Auditors'		5,000 00	
u.c. " Miscellaneous expenses		15,143 59	
") " Postages and Telegrams		13,575 20	L3
" Printing and Stationery		15,780 50	
" Advertisement		12,570 80	
" Depreciation		46,450 70	1L
Total		2,41,044 39	

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V. SYLLABUS:

VOCATIONAL GROUP
SYLLABUS FOR OFFICE SECRETARYSHIP
(Typewriting AND Computer Operation)

1. Title of the Vocational Programme	:	Office Secretaryship (with typewriting component of Computer Operation)
2. Occupational Area	:	Business , Commerce & Office Management
3. General Objectives	:	To develop skills necessary to act as Office Secretary /Accountant & to Organize an offi
Practical	:	i) to develop the typing skill & ii) to Operate Computer Systems
4. Employment Opportunities	:	Private sectors mainly and in Government/Public sector to an Extent
5. Agencies likely to assist in the Programme	:	Department of Management skills In the Universities / Colleges
6 Related subjects from General Education Programme and from Secretarial Practice Course	:	1. Commerce 2. Accountancy / Computer Science 3. Management Principle and Office Management

ALLOCATION OF PERIODS

II – YEAR   PRACTICAL – I

	Periods per week		
	Theory	Practical	Total
(Typewriting)	1	4	5
PRACTICAL – II (Computer Operation)	-	2	2
	1	6	7

	Periods per year		
	Theory	Practical	Total
PRACTICAL – I (Typewriting)	30	120	150
PRACTICAL – II (Computer Operation)	-	60	60
	30	180	210

VOCATIONAL GROUP
SYLLABUS FOR OFFICE SECRETARYSHIP
(Typewriting AND Computer Operation)

II YEAR   **PRACTICAL – I (TYPEWRITING)**

I. EXTERNAL EXAMINATION MARKS   **: 150 MARKS**
II. INTERNAL EXAMINATION MARKS   **: 5O MARKS**
     I)   **PRACTICAL –I (TYPEWRITING)**   **– 25 MARKS**
     ii)   **PRACTICAL –II (COMPUTER OPERATION)**   **-25 MARKS**

DETAILS OF EXTERNAL EXAMS AND DISTRIBUTION OF MARKS - (Time: 2:30 Hrs)

PART A SPEED 15 MINUTES

     15 minutes SPEED Passage with 225 strokes per minute not exceeding three paragraphs consisting of 3375 strokes (without heading) (45 W.P.M)

PART B MANUSCRIPTS

Question No: 1 Statistical statement (Vertical statement)   ……20 MARKS

Question No: 2 Balance Sheet (Double sided) - Any One
         i)   Liabilities & Assets
         ii)   Income & Expenditure
         iii)   Profit & Loss Account   …..25 MARKS

Question No: 3 Display - (Any One)
         i)   Advertisement
         ii)   Invitation
         iii)   Notice
         iv)   Programme   …..15 MARKS

Question No: 4 Any one of the following:
         i)   Demi-Official Letter
         ii)   Government Order/ Government Memorandum
         iii)   Notification
         iv)   Official Proceedings   …..20 MARKS

PART C   **MECHANISM**

Question No:5   Objective type question   …..20 MARKS
         (Answer written in pen or pencil will not be Considered for valuation)
       (Any 10 questions out of 15 questions (10x2=20)
     (Generally 1 to 10 questions from parts of the typewriter, Defects and
rectification) & 11 to 15: Duplicator and its Parts, uses Stencil cutting and taking copies.
Apart from the above the students must have knowledge of the Following:
       Note: 1 Knowledge of typing Display Question like Invitation,
         Programme, Notice and Advertisement on a stencil sheet is Essential
       2 Renewal of Ribbon
       3 Knowledge of Cleaning and Oiling the Typewrite
       4 Knowledge of Duplicator Operation
       5 Knowledge of taking copies by using carbon

II. INTERNAL EXAMINATION MARKS : 50

PRACTICAL – I (TYPEWRITING) – INTERNAL ASSESSMENT   -   25 MARKS

I)   Record work : Preparation of Albums, Names of part
      Cleaning & Oiling, Envelope addressing, etc.,   ….5 marks
ii)   Maintenance of files and Note Book & etc.,   …..5 marks
ii)   Performance in monthly tests & terminal exams   ….5 marks
iv)   Attendance & Attitude   …. 5 marks
v)   Typewriter maintenance in the class room   …..5 marks

PRACTICAL – II (COMPUTER OPERATION) – INTERNAL ASSESSMENT   -   25MARKS

Simple Projects related to different subjects to be given for Internal Assessment/ during class hours.

- Exercises done using the Typewriter can be practiced and prepared on the Computer Systems to Compare and Contrast the differences and also learn the use of both types of Keyboards.

- Twenty Five marks to be allotted for Computer Oriented Exercises as per the prescribed Workbooks.

- Records to be maintained for this to enable marking both by externals and the internals at the time of Examinations.

- Cumulative Assessment method to be followed with a break of FIVE for each category -- summed up with Typewriting exercises to make a Total of FIFTY as internals

- TWENTY FIVE TO BE SPLIT INTO FIVE CREDITS;
i)   Record work :   ….5 marks

ii)   Maintenance of files and work Book & etc.,   ….5 marks
iii) Performance in monthly tests from 1 to 8 Chapters   ….5 marks
iv)   Attendance & Attitude   ….5 marks
v)   Computer system maintenance in the class room   …..5 marks

VOCATIONAL GROUP
DRAFT SYLLABUS FOR OFFICE SECRETARYSHIP
(Typewriting AND Computer Operation)
FOR PLUS TWO (+2)

S.N.	MONTH	OBJECTIVES	CONTENTS	PRACTICALS
1.	June	**Practical-I (Typewriting)** The students learn typing skill and speed practice **Practical – II (Computer Operation) An Introduction to star office: CHAPTER :I** Understanding the Creation of a Document in Writer and working with the same	**Practical-I (Typewriting)** Speed practice – 45 words per minute **Practical – II (Computer Operation)** 1:1 An Introduction to Star Office. 1:2 Creating a New Document using Star Writer 1:3 Entering Text in the Document 1:4 Saving, Closing and Opening Documents	**Practical-I (Typewriting)** Practicing speed – Given passage should be typed in given time **Practical – II (Computer Operation)** Practicing Star Office
2.	July	**Practical-I (Typewriting)** Speed (45 W.P.M) and learning to type Statistical Matter (Vertical Statement) **Practical – II (Computer Operation) CHAPTER :I**	**Practical-I (Typewriting) (Vertical Statement)** A Tabular Statement giving particulars of certain thing or achievement. The particulars generally occupying the first column and the figures Occupying the other columns. **Practical – II (Computer Operation)** 1:5 Moving around the Document 1:6 Scrolling the Document 1:7 Correcting Mistakes 1:8 Inserting Text 1:9 Selecting Text 1:10 Moving the Text 1:11 Copying the Text 1:12 Finding and Replacing the Text	**Practical-I(Typewriting)** Speed practice – Vertical statement Should be typed with proper calculation **Practical – II (Computer Operation)** Practicing Star Office
			First Mid-Term Test	

3.	August	**Practical-I (Typewriting)** Learning Balance Sheet - typing in two separate sheets	**Practical-I (Typewriting)** **Balance Sheet** A Statement showing the Assets &Liabilities of a business concern at End of a financial period duly certified by the Auditors. So as, Income & Expenditure, Profit & Loss Account Receipts & Payments Should be followed	**Practical-I (Typewriting)** Practicing the Balance Sheet in two separate sheets with proper calculation
		Practical – II **(Computer Operation)** **CHAPTER :II** **TEXT FORMATTING:** The Students learn the importance and the purpose of formatting the text	**Practical – II** **(Computer Operation)** **CHAPTER :II** 2:1 Formatting options 2:2 Paragraph Alignment 2:3 Indenting Text 2:4 Modifying Line Spacing 2:5 Creating Bullets and Numbered List 2:6 Formatting Using Styles 2:7 Star office Help Summary & Exercises	**Practical – II** **(Computer Operation)** **CHAPTER :II** Practicing Text Formatting- Star office Help Summary & Exercises
		CHAPTER-III **CORRECTING SPELLING MISTAKES** The Need for following grammatical rules in text highlighted in this Chapter	**CHAPTER-III** 3:1 Checking Spelling while Typing 3:2 Checking the Spelling After the Document is Typed 3:3 Auto Correct Entry 3:4 Creating Auto Correct Entry Summary and Exercise	**CHAPTER-III** Practicing in Correcting the spelling mistakes by using this option

4.	September	Practical-I (Typewriting) Learning Display in an Artistical manner- Advertisement and Notice	Practical-I (Typewriting) Advertisement: Generally displayed by business concerns for introducing their products or for increasing their sales, to gain publicity in the case of film shows and other types of entertainments, to convey important information to the public, etc., Notice: Sent by Limited Companies and Registered .Associations etc., to their members, Auction Notice, Legal notices , warning notices etc., published in newspapers	Practical-I (Typewriting) Practicing the display in an artistical manner- From Manuscript
		Practical – II (Computer Operation) CHAPTER :IV WORKING WITH TABLE: The possibility of Creating Tables in the Text Document for Clarity of Numerical Data as and when needed is understood	Practical – II (Computer Operation) CHAPTER :IV 4:1 Creating a Simple Table 4:2 Entering Data in the Table 4:3 Adding o Deleting Rows and Columns 4:4 Changing the Row and Columns Width 4:5 Table Formatting Tool Bar Summary & Exercises	Practical – II (Computer Operation) CHAPTER :IV Practicing – Working with Tables -Summary & Exercises
		CHAPTER :V PAGE FORMATING Aligning the page/s in the Text Document by making alterations in the line spacing margins to suit the "Type" of document is learnt	CHAPTER :V 5:1 Changing the Margin 5:2 Changing Page Orientation 5:3 Creating Header and Footer Summary & Exercises	CHAPTER :V Practicing the page formatting
		Quarterly Examination		

Practical-I (Typewriting) Learning Display in an Artistical manner- Advertisement and Notice	Practical-I (Typewriting) **Advertisement:** Generally displayed by business concerns for introducing their products or for increasing their sales, to gain publicity in the case of film shows and other types of entertainments, to convey important information to the public, etc., **Notice:** Sent by Limited Companies and Registered .Associations etc., to their members, Auction Notice, Legal notices , warning notices etc., published in newspapers	Practical-I (Typewriting) Practicing the display in an artistical manner- From Manuscript
	Practical – II **(Computer Operation)** **CHAPTER :IV** 4:1 Creating a Simple Table 4:2 Entering Data in the Table 4:3 Adding o Deleting Rows and Columns 4:4 Changing the Row and Columns Width 4:5 Table Formatting Tool Bar Summary & Exercises	
Practical – II **(Computer Operation)** **CHAPTER :IV** **WORKING WITH TABLE:** The possibility of Creating Tables in the Text Document for Clarity of Numerical Data as and when needed is understood		**Practical – II** **(Computer Operation)** **CHAPTER :IV** Practicing – Working with Tables -Summary & Exercises
CHAPTER :V **PAGE FORMATING** Aligning the page/s in the Text Document by making alterations in the line spacing margins to suit the "Type" of document is learnt	**CHAPTER :V** 5:1 Changing the Margin 5:2 Changing Page Orientation 5:3 Creating Header and Footer Summary & Exercises	**CHAPTER :V** Practicing the page formatting
Quarterly Examination		

5.	October	Practical-I (Typewriting To learn the Invitation and Programme in displaying artistically manner and learn the computer mechanism. Practical – II (Computer Operation) CHAPTER :VI SPREADSHEET: Importance of Tables/Work Sheets for manipulating Numerical Data and to perform Calculations creating graphical charts or the data is understood	Practical-I (Typewriting Invitation: Sent inviting persons to attend an arranged function such as marriage, meeting etc., Programme: To convey to the invitees the sequence of events and the time and place of any arranged function. Practical – II (Computer Operation) CHAPTER :VI 6:1 Introduction 6:2 Working with Star Office Calculation 6:3 Editing the Data ink the Worksheet 6:4 Creating Formulae 6:5 Fill Command 6:6 Cell Referencing 6:7 Using Functions 6:8 Date Arithmetic 6:9 Formatting the Worksheet 6:10 Changing Column Width and Row Height 6:11 Inserting Cells, Rows and Columns 6:12 Deleting Cells, Rows and Columns 6:13 Inserting Pictures and Special Characters 6:14 Drawing in a Spreadsheet 6:15 Inserting Objects 6:16 Working with Charts 6:17 Working with Multiple Sheets 6:18 Printing Worksheets 6:19 Database Function in Star office Calculation Summary & Exercises	Practical-I (Typewriting Mechanism: Practical – II (Computer Operation) CHAPTER :V Practicing the page formatting

6.	November	**Practical-I (Typewriting** To learn mechanism and Official Proceedings letter	**Practical-I (Typewriting** mechanism is to be taught. **Official Proceedings:** Issued by a Govt. authority making appointments and transfers, increments, leave etc.,	**Practical-I (Typewriting** Manuscript Official proceeding should be typed in proper way
		Practical – II (Computer Operation) CHAPTER :VII INTRODUCTION TO MULTIMEDIA To know, learn and comprehend the various types of File and their Formats while handling Audio, Vide, and und and associated Files	**Practical – II (Computer Operation) CHAPTER :VII** 7:1 What is Multimedia? 7:2 Multimedia Applications 7:3 Multimedia Applications 7:4 Using Multimedia Elements in Content Summary & Exercises	**Practical – II (Computer Operation) CHAPTER :VII** Practicing Multimedia Applications Summary & Exercise
		Second Mid-term Test.		
7.	December	**Practical-I (Typewriting** To learn the Official letter and Demi-Official letter	**Practical-I (Typewriting** **Official letter: Govt. to other authority:** A letter from a Govt. Or quasi Govt. Office to another Govt. or quasi Govt. office or firm or an individual. **Demi-Official letter:** A letter written by a Govt. or quasi-Government. Officer to another Officer by name with a request to give immediate or personal attention to a matter.	**Practical-I (Typewriting** Manuscript Official letters and Demi-Official letters should be typed with necessary changes
		Practical – II (Computer Operation) CHAPTER :VIII PRESENTATION: The students learn to Create Slide shows using the application and will also be	**Practical – II (Computer Operation) CHAPTER :VIII** 8:1 Introduction 8:2 A Basic Presentation 8:3 Managing a Presentation 8:4 Customizing a Presentation	**Practical – II (Computer Operation) CHAPTER :VIII** Practicing Basic Presentation -Summary & Exercises

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		Half-Yearly Examination		
8.	January	**Practical-I (Typewriting** Government Memorandum **Practical – II (Computer Operation)** Using Workbook Assignments to be done	**Practical-I (Typewriting** A Communication from Government to its subordinate offices. **Practical – II (Computer Operation)** Prescribed work book and the Assignments to be done	**Practical-I (Typewriting** Manuscript Government Memorandum are typed with necessary changes **Practical – II (Computer Operation)** Small Project Work
		REVISION TEST		