



# IT Tools for Business BIT-82 BBA-II<sup>nd</sup> year MMMUT, Gorakhpur

A  
PDF on UNIT-1

- ❖ MS Word
- ❖ MS Excel
- ❖ MS PowerPoint

# Introduction

## **Word Processor**

- Word processor is a type of application software used in creating all kinds of text documents.
- It can also be used to add images, sound, charts in documents.

# Advantages

- A document can be changed without retyping the entire document.
- If there is a typing mistake, it can be corrected easily.
- It is easy to insert word, sentence or paragraph in the middle of a document.
- The text can be duplicated easily without type it again.
- A document can be save for future use.

# MS Word

- Microsoft Word is a word-processing program that provides the facilities for documentation.
- It can be used to create according to the requirement like type letters, reports, newsletters, brochures etc.



1995-1997



2000



2003



2007



2010


Some logos of Microsoft Word

# Formatting Text

1. Select the text you want to format.
  - To select a single word, double-click it. To select a line of text, click to the left of it.
2. Select an option to change the font, font size, font color, or make the text bold, italic, or underline.

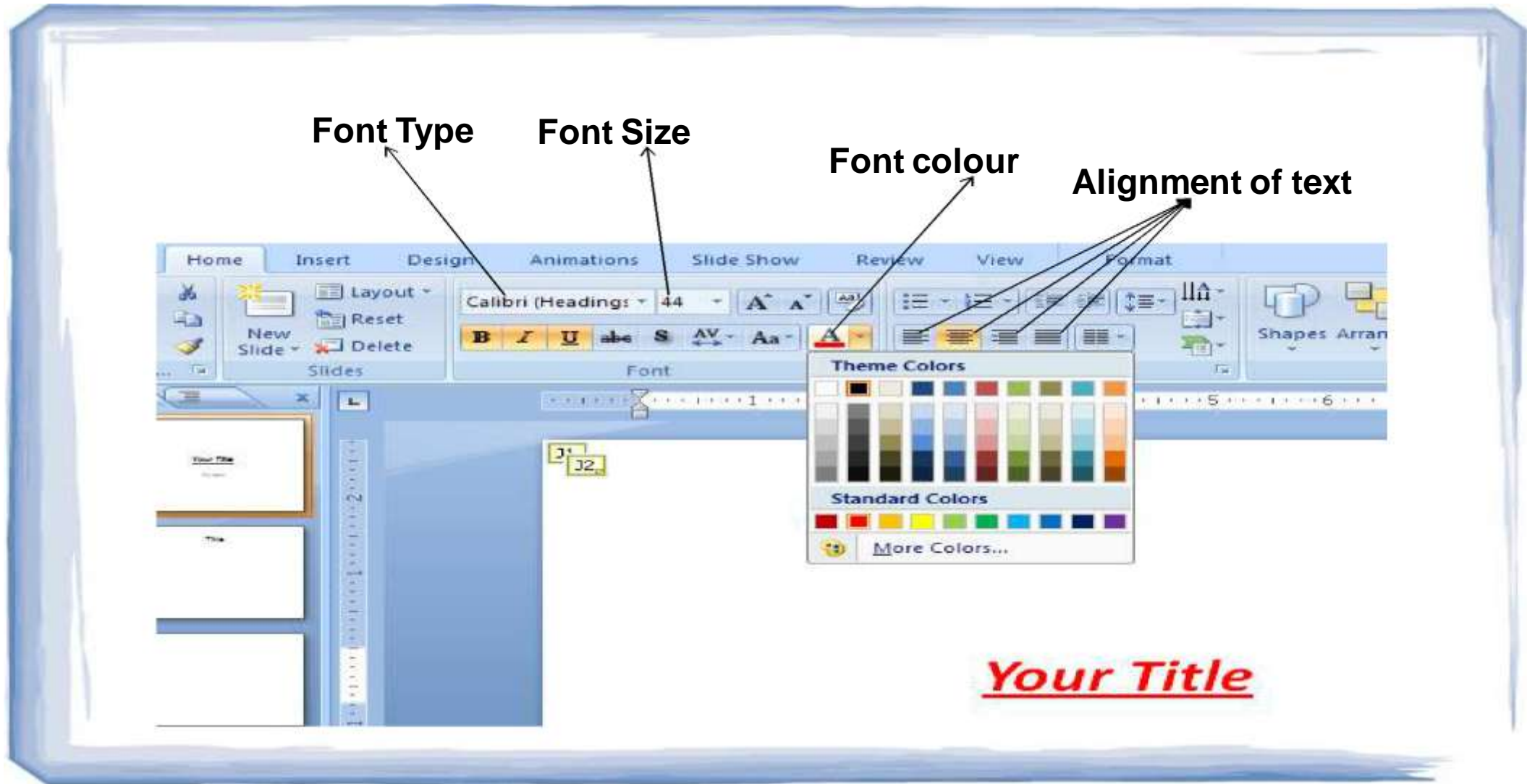


## Copy formatting:

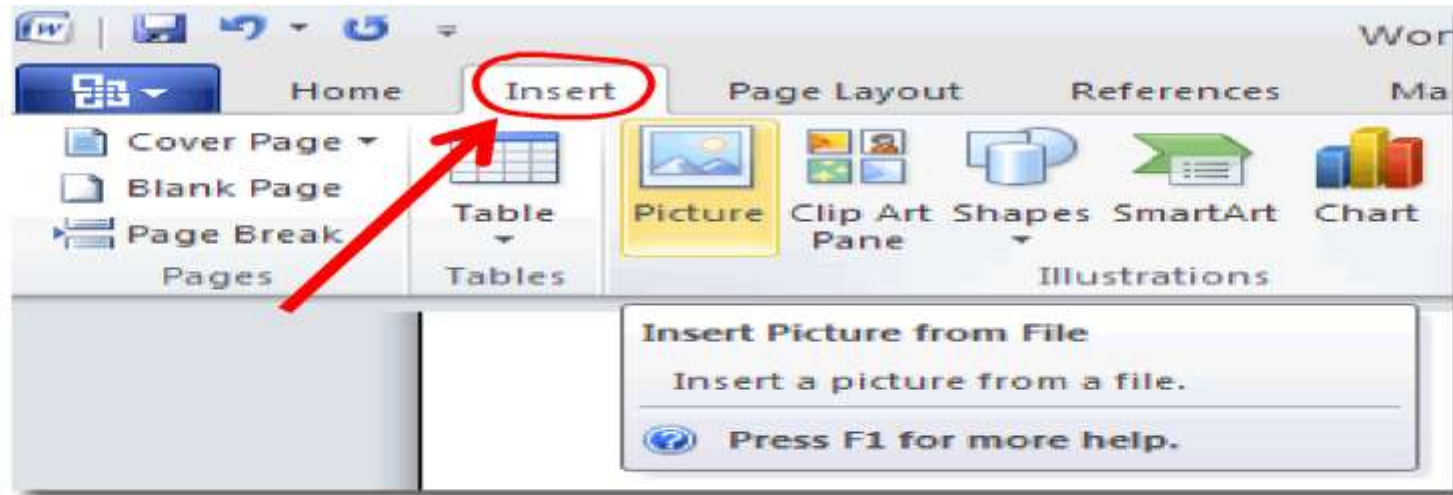
1. Select the text with the formatting you want to copy.
2. Click Format Painter  , and then select the text you want to copy the formatting to

**Tip:** Double-click **Format Painter** if you want to copy the formatting in more than one place.

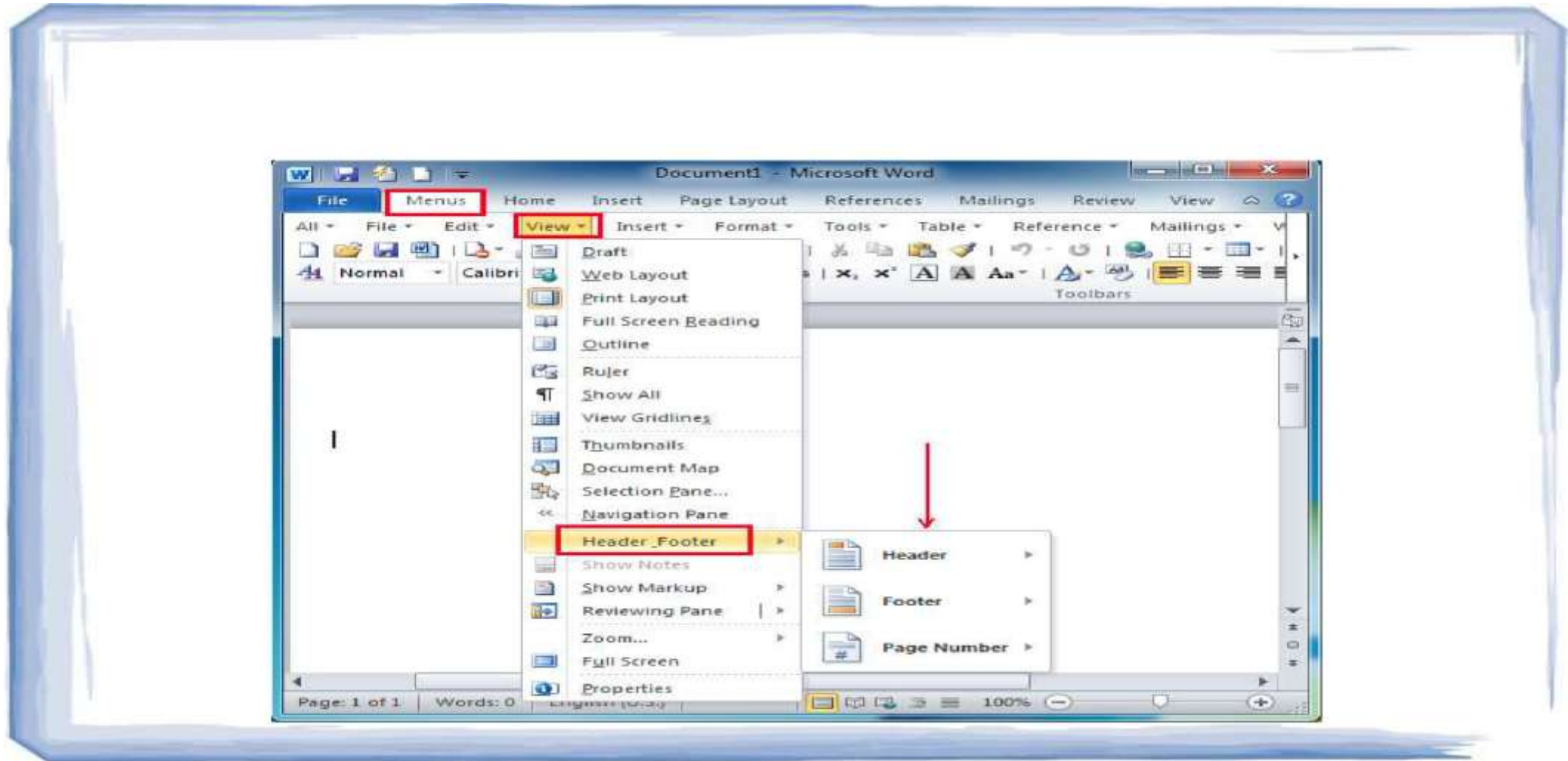
# Contd.....



# Inserting Table & Pictures

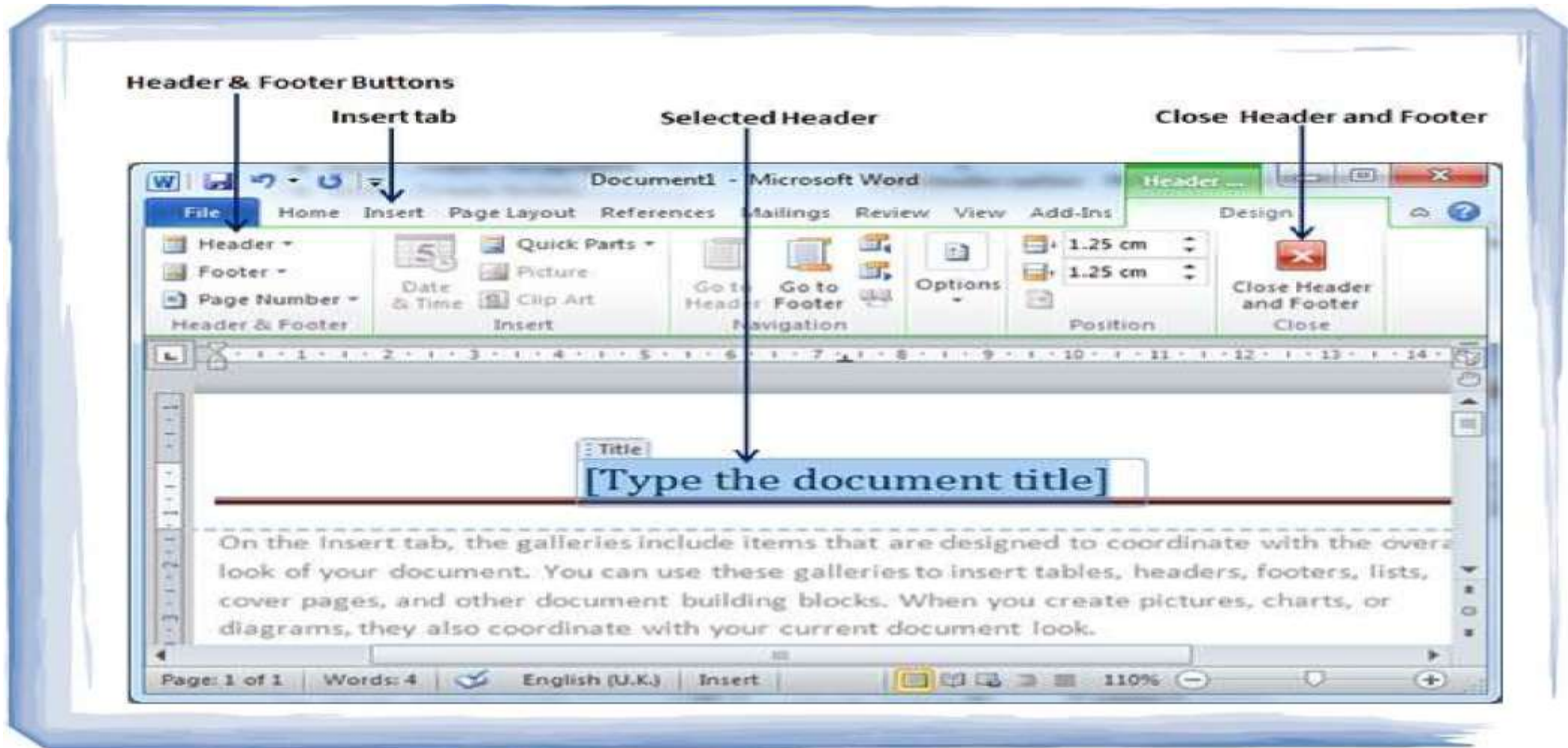


# Inserting Header & Footer

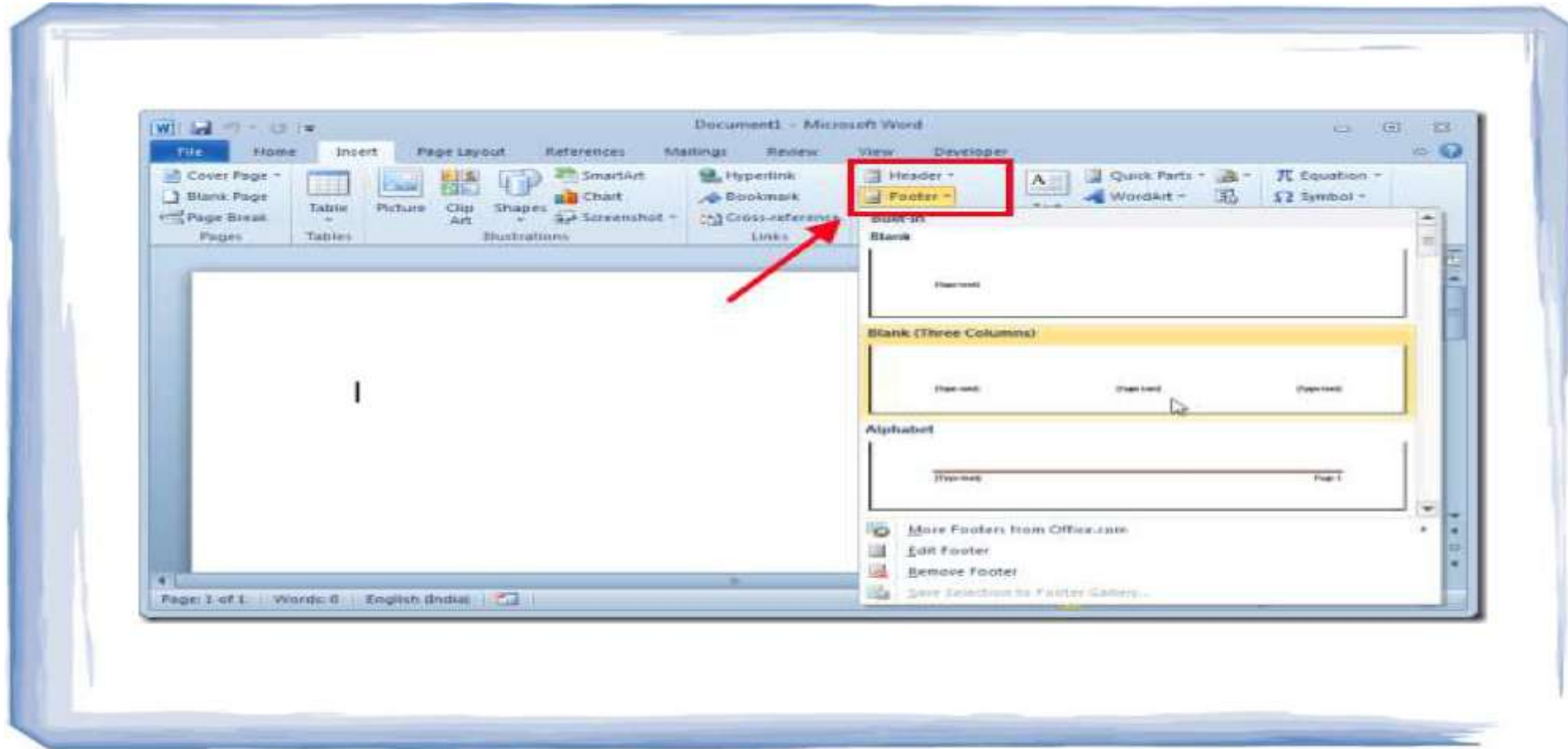




# Header Insertion



# Footer Insertion



Note: MS Word, MS Excel, MS Power Point, working are same in text, table, pictures & charts insertion.

# MS EXCEL (FUNCTIONS)

- A **function** is a **predefined formula** that performs calculations using specific values in a particular order.
- Excel includes many common functions that can be useful for quickly finding the **sum**, **average**, **count**, **maximum value**, and **minimum value** for a range of cells.
- To use functions correctly, it's important to understand the different **parts of a function** and how to create **arguments** to calculate values and cell references.

Below are the examples:

**Formula** =A1+A2+A3+A4+A5+A6+A7+A8

**Function** =SUM(A1:A8)

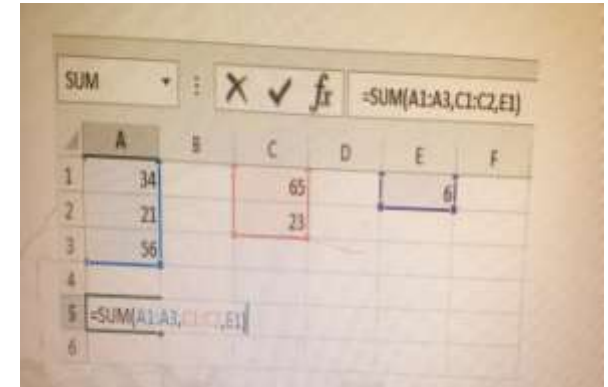
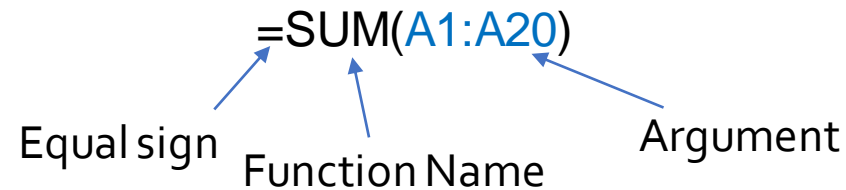
## **The parts of a function**

For correct working, a function must be written a specific way, which is called the **syntax**.

# Contd.....

- The basic syntax for a function is an **equals sign (=)**, the **function name** (SUM as an example), and one or more **arguments**. Arguments are the information which we want to calculate.

## Example of SUM function



## Creating a function:

- Excel has a variety of functions available. The most common functions are:

**SUM:** This function **adds** all of the values of the cells in the argument (above is the example showing SUM).

**AVERAGE:** This function determines the **average** of the values included in the argument. It calculates the sum of the cells and then divides that value by the number of cells in the argument.

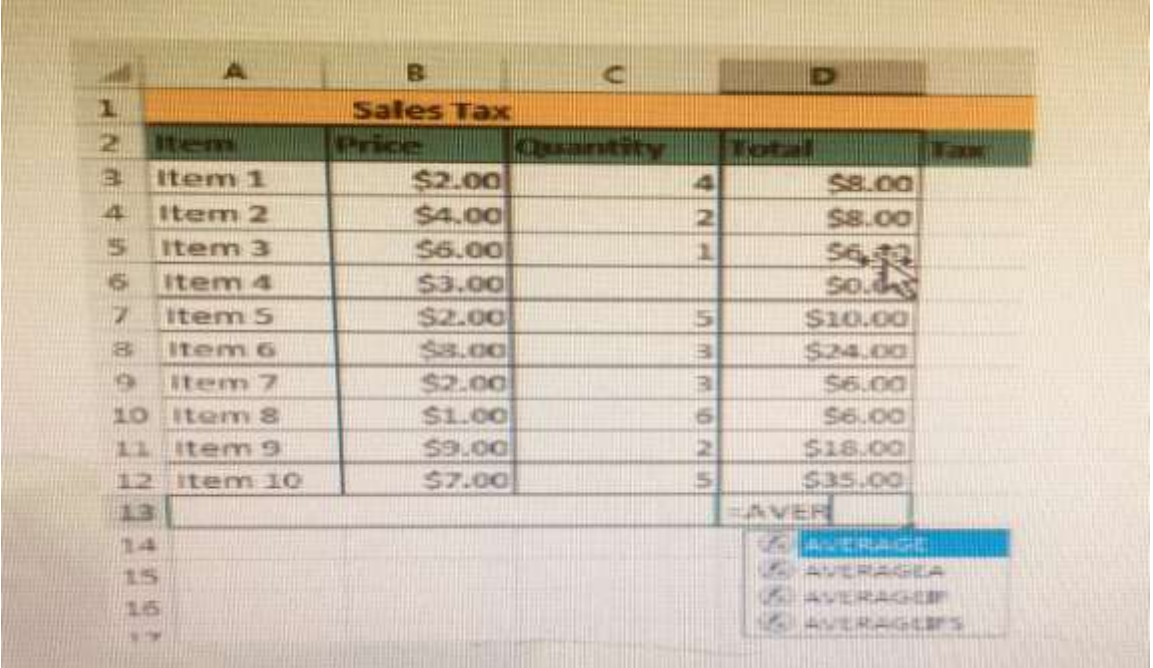
**COUNT:** This function **counts** the number of cells with numerical data in the argument. This function is useful for quickly counting items in a cell range.

**MAX:** This function determines the **highest cell value** included in the argument.

**MIN:** This function determines the **lowest cell value** included in the argument.

## To create a basic function

1. Select the **cell** that will contain the function.
2. Type the **equals sign (=)** and enter the desired **function name**. You can also select the desired function from the list of **suggested functions** that will appear below the cell as you type. Discussion In our example, is of Average(type **=AVERAGE**).
3. Enter the **cell range** for the **argument** inside **parentheses**. In our example, we'll type **(D3:D12)**.
4. Press **Enter**. The function will be **calculated**, and the **result** will appear in the cell.



	A	B	C	D	E
1	Sales Tax				
2	Item	Price	Quantity	Total	Tax
3	Item 1	\$2.00	4	\$8.00	
4	Item 2	\$4.00	2	\$8.00	
5	Item 3	\$6.00	1	\$6.00	
6	Item 4	\$3.00		\$0.00	
7	Item 5	\$2.00	5	\$10.00	
8	Item 6	\$8.00	3	\$24.00	
9	Item 7	\$2.00	3	\$6.00	
10	Item 8	\$1.00	6	\$6.00	
11	Item 9	\$9.00	2	\$18.00	
12	Item 10	\$7.00	5	\$35.00	
13				=AVERAGE	
14					
15					
16					
17					

# Making Charts

- **Working with Charts**

Creating a chart in Microsoft Office Excel is quick and easy.

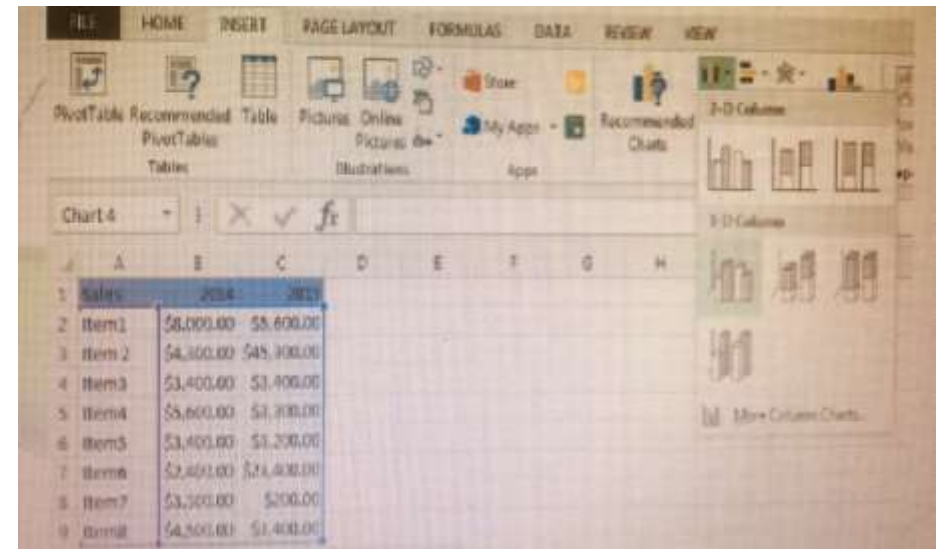
Excel provides a variety of chart types that you can choose from when you create a chart.

Excel offers Pie, Line, Bar, and Column charts etc.

Charts can also help you evaluate your data and make comparisons between different values.

- **To insert a chart**

1. **Select the cells** you want to chart, including the column titles and row labels. These cells will be the source data for the chart.
2. From the **Insert** tab, click the desired Chart command.
3. **Choose** the desired chart type from the drop-down menu.
4. The selected chart will be inserted in the worksheet.

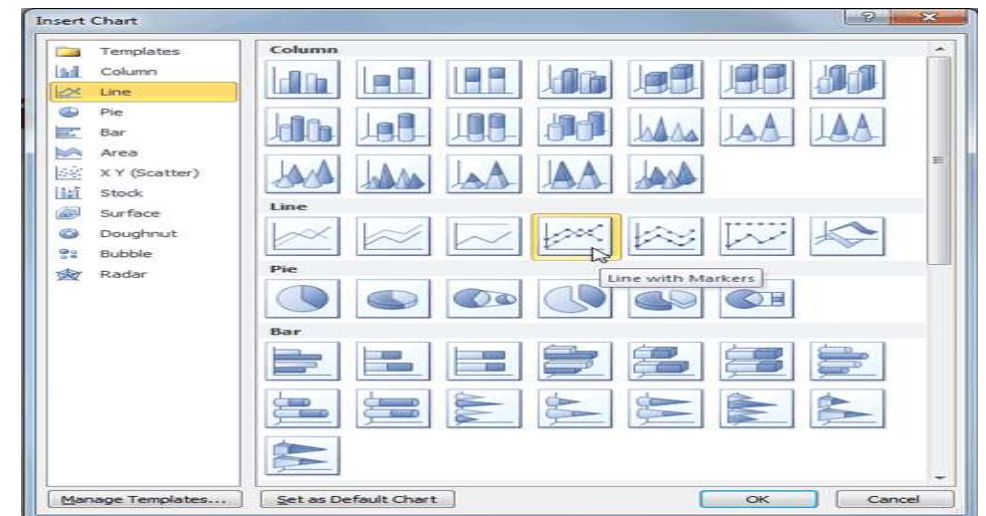


# MS POWERPOINT (INSERTING CHARTS)

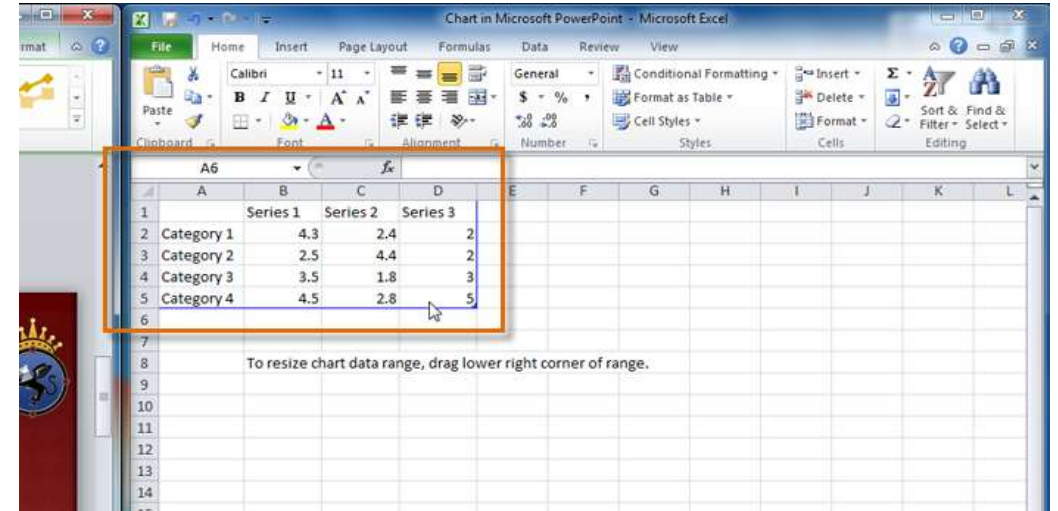
- PowerPoint uses an **Excel worksheet** as a placeholder for entering chart data. Therefore, when you insert or edit a chart in PowerPoint, an Excel window will automatically open.
- Select Insert.
- Select Insert Chart



- Select Category
- Desired Chart type.
- On Selecting desired chart Excel will open.



# Contd...



If a slide layout has a content placeholder, you can also click the **Insert Chart** command to insert a new chart.





***Thanks***

*For Questions & Queries*

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