

### **COMPUTER FUNDAMENTALS AND MS OFFICE LAB**

1. Prepare your class time table using different Text formatting's in a table.
2. Send a Call Letter for All Applicants to Inform Interview Details using Mail Merge
3. Type your mathematical problems in MS word using Mathematical Equation editor
4. Create Water Marking
5. Create Backup file
6. Create a short film with animation and sound effects
7. Create a payslip with details of employee salary
8. Calculate student grades using his internal and external marks details
9. Draw different types of charts for weather analysis of 5 successive years
10. Prepare an excel sheet for posting attendance of students in various subjects and create a formula for promoting students having 75% minimum attendance
11. Prepare an excel sheet for conducting objective entrance test having multiple choice answers.
12. Prepare an excel sheet for student details and create formulas for accessing student addresses, category etc.
13. Creating student database and tables for inserting student admission data, marks data etc.
14. Creating a form for inserting student data.
15. Generating reports to display student data summary.