



बिहार सरकार
शिक्षा विभाग, रोहतास



TECH PATHSHALA



ACADEMIC SESSION
2026-2027

बिहार शिक्षा परियोजना, रोहतास

VOLUME 2

UNDER THE GUIDANCE OF

Madan Ray

District Education Officer (DEO), Rohtas, Bihar

CORE TEAM ADMINISTRATION

1. Rajnish Kumar Upadhyay

District Programme Officer (EE & SSA)
Rohtas, Bihar

2. Jay Kumar

District Programme Officer (SE)
Rohtas, Bihar

3. Prabhat

Quality Coordinator, BEP
Rohtas, Bihar

4. Harsh Bijay Vardhan

Bihar Education Project (BEP)
Rohtas, Bihar

LIST OF ASSOCIATED COMPUTER SCIENCE TEACHERS

#	TEACHER NAME	SCHOOL NAME	BLOCK / CITY
1	Rajnish Kumar	UUMS Rampur Naresh	Kargahar
2	Ankit Kumar Pandey	Shramik High School, Pipradih	Nauhatta
3	Md Huzaifa	USSS Sikariya	Sasaram
4	Ravi Shankar Mishra	UMV Karserua	Sasaram
5	Sanjeev Kumar Singh	UMV Patiyan	Sasaram
6	Jaya Prabha	SSHS Narwar Bhagirath	Kochas
7	Dhiraj Kumar	UMV Gogahara	Kargahar
8	Dhananjay Kumar Singh	SJR +2 High School, Vishnupur	Rajpur
9	Krishan Chandra Pandey	SRNC +2 School, Dibhiyaan	Kargahar
10	Chandan Kumar Gupta	UMV Torni	Kargahar

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Basics of MS Excel



Objectives

- Create and edit professional documents using Microsoft Word.



Topics

1. Write an application for two days sick leave.
2. Write an essay about my school in 150 words.
3. Type a newspaper article.
4. Create your resume with photo and signature.
5. Create a table to generate Report Card for 10 students.

Practical Activities

- ✓ Write an application for two days sick leave.
- ✓ Write an essay about my school in 150 words.
- ✓ Type a newspaper article.
- ✓ Create your resume with photo and signature.
- ✓ Create a table to generate Report Card for 10 students.

Objectives

- Create and edit professional presentations using Microsoft PowerPoint.

Topics

1 Introduction to PowerPoint

- What is Microsoft PowerPoint?
- Uses of PowerPoint
- What is a presentation?
- What is a slide?
- Starting PowerPoint
- Understanding the PowerPoint interface
- Ribbon and tabs
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- Applying themes
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9 Practical Activity

- Create an 8–10 slide presentation containing:
 1. Title slide
 2. Introduction
 3. Text formatting
 4. Picture
 5. Shapes
 6. SmartArt
 7. Table



Objectives

- Understand the basics of Microsoft Excel and apply fundamental skills to organize and calculate data.



Topics

1. Introduction to Excel
2. Overview of Excel
3. Workbook, Worksheet, and Cell
4. Selecting Cells, Rows and Columns
5. Formatting in Excel
6. Basic formulas (Sum, Subtraction, Multiplication and Division)

Practical Activities

- ✓ Create a new workbook and save it.
- ✓ Enter data in a worksheet and identify the parts of Excel.
- ✓ Select different cells, rows, and columns.
- ✓ Apply basic formatting (font, size, color, borders).
- ✓ Use formulas for Sum, Subtraction, Multiplication and Division.
- ✓ Create a simple worksheet using formulas and formatting.

SUMMARY OF MODULE 1 TO 4

- 1. Computer** : Computer is an electronic device.
- 2. Types of computers** : Desktop, Laptop, Tablet, SmartPhone, All in one.
- 3. Basic Parts of Computer** : CPU, Monitor, Mouse, Keyboard.
- 4. Uses of Computer** : Education, Work, Business, Entertainment, Banking etc.
- 5. Advantages** : Speed, Accuracy, Efficiency, High Storage Capacity etc.
- 6. Disadvantages** : Health, Security, Addiction, Reduced physical activity.
- 7. Hardware** : Monitor, Keyboard, Mouse, Printer, Scanner, Speaker etc.
- 8. Software** : MS-Word, MS-Powerpoint, Google Chrome, Paint etc.
- 9. Input Devices** : Mouse, Keyboard, Scanner, Microphone etc.
- 10. Output Devices** : Monitor, Printer, Speaker, Headphone, Projector etc.
- 11. IPO** : Input Process Output
- 12. File** : Collection of Information
- 13. Folder** : It is used to organize and store related files.
- 14. Maximize** : Maximizes the opened window.
- 15. Minimize** : Minimize the opened window.
- 16. Close** : Close the opened window.
- 17. Mouse** : Pointing Input Device, it has left click, right click and scroll wheel.
- 18. Cursor** : Blinking Vertical line which shows typing position.
- 19. Keyboard** : Input device which is use to type characters.
- 20. Word Processor** : Software designed to create and edit text-based documents.
- 21. Microsoft Word Window** : Title Bar, Quick Access Toolbar, Tabs, Document Area, Status Bar, Scroll Bar.

MODULE - 5



MS WORD

★ REVISION GUIDE ★

Quick Review of Important MS Word Topics



1. STARTING MS WORD



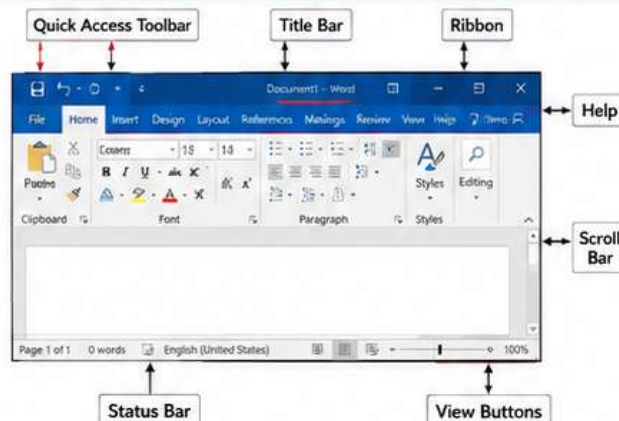
- Double-click the MS Word shortcut on the desktop.



- A new blank document opens.



- The screen is called Word Window.



2. FILE OPERATIONS

- New** : Create a new blank document.
- Open** : Open an existing document.
- Save** : Save the document.
- Save As** : Save with a new name or location.
- Print** : Print the document.
- Close** : Close the document.

3. EDITING TEXT

- abc** : Type text in the document.
- : Select the text using mouse.
- : Cut (Ctrl+X) – Remove and place on clipboard.
- : Copy (Ctrl+C) – Copy to clipboard.
- : Paste (Ctrl+V) – Insert from clipboard.
- : Undo (Ctrl+Z) – Reverse last action.
- : Redo (Ctrl+Y) – Repeat last action.

4. TEXT FORMATTING

- : Change Font Style, Size & Color.
- B** : Bold (Ctrl+B)
- I* : Italic (Ctrl+I)
- U : Underline (Ctrl+U)
- : Text Alignment:
- Aa** : Change Case:
- : Clear Formatting:

5. PARAGRAPH FORMATTING

- : Bullets
- : Numbering
- : Increase Indent
- : Decrease Indent
- : Line Spacing
- : Shading
- : Borders
- Alignment: Left, Center, Right, Justify

6. INSERTING ITEMS

- : Table – Insert rows and columns.
- : Pictures – Insert images.
- : Shapes – Insert different shapes.
- : SmartArt – Insert diagrams.
- : WordArt – Insert decorative text.
- : Text Box – Insert text in a box.
- : Symbol – Insert symbols.

7. PAGE SETUP

- : Margins – Set page margins.
- : Orientation – Portrait / Landscape.
- : Size – A4, Letter, etc.
- : Columns – Divide text into columns.
- : Breaks – Page Break, Line Break.
- : Page Color – Add background color.

8. HEADER, FOOTER & PAGE NUMBER

- : Header – Add text at top of page.
- : Footer – Add text at bottom of page.
- : Page Number – Insert page numbers.



9. USEFUL SHORTCUT KEYS

New Document	Ctrl + N	Copy	Ctrl + C	Underline	Ctrl + U
Open Document	Ctrl + O	Paste	Ctrl + V	Center Align	Ctrl + E
Save Document	Ctrl + S	Undo	Ctrl + Z	Left Align	Ctrl + L
Save As	F12	Redo	Ctrl + Y	Right Align	Ctrl + R
Print	Ctrl + P	Select All	Ctrl + A	Justify	Ctrl + J
Close Document	Ctrl + W	Bold	Ctrl + B	Find	Ctrl + F
Cut	Ctrl + X	Italic	Ctrl + I	Replace	Ctrl + H

10. PRINTING DOCUMENT

- : Go to File → Print.
- : Select Printer.
- : Choose Pages and Number of Copies.
- : Click on Print.



1 Write an application for two days sick leave.

To,
The Principal,
ABC Public School,
City Name

Date: 25 May 2025

Subject: Application for two days sick leave.

Respected Sir/Madam,

I am writing this application to inform you that I am not feeling well and the doctor has advised me to rest for two days. So, I kindly request you to grant me leave for two days i.e. from 26 May 2025 to 27 May 2025.

I will be grateful to you.

Thanking you,

Yours obediently,

Rahul Kumar

Class: 8 (B)

Roll No.: 15



2

Write an essay about my school in 150 words.

My School

My school name is ABC Public School. It is one of the best schools in our city. It was established in 2005. It has a large building, beautiful classrooms, a library, a computer lab, a science lab and a big playground.

There are many teachers in my school. They are well qualified, kind and helpful. They always encourage us to do our best. The school gives importance to both studies and co-curricular activities like sports, music, dance and art.

I have many friends in my school. We study, play and celebrate many events together. My school helps me to learn good habits and become a better person.

I feel proud to be a student of ABC Public School.



3 Type a newspaper article.

THE DAILY NEWS

Vol. 10 No. 125

Friday, 23 May 2025

Price: ₹ 5.00

Students Excel in Inter-School Competition

City, 23 May:

Students of ABC Public School have once again brought laurels to the school by winning top positions in the Inter-School Competition held at City Auditorium on 20 May 2025.

The competition included events like debate, quiz, painting and essay writing. Our students showed excellent performance in all the events.

Anita Sharma won the first prize in the debate competition, while Rohit Verma secured the second position in the quiz competition.

The Principal congratulated all the students and teachers for their hard work and dedication.



Winners of Inter-School Competition with the Principal

STUDENT RESUME

📞 9876543210
✉ student123@gmail.com
📍 Lucknow, Uttar Pradesh, India

SPACE FOR
PHOTO
(Affix Passport
Size Photo)

OBJECTIVE

To learn new things, improve my skills and knowledge, and contribute positively to my future goals.

EDUCATION

Qualification	School/College	Board/University	Year	Percentage
10th (High School)	ABC Public School	CBSE	2023	91%
12th (Intermediate)	ABC Public School	CBSE	2025	88%
Graduation (B.A.)	University of Lucknow	LU	2025 - Present	Pursuing

SKILLS

- Good Communication
- Basic Computer Knowledge
- Time Management
- Problem Solving
- Teamwork

ACHIEVEMENTS

- Secured 1st position in Science Exhibition.
- Participated in Inter-School Quiz Competition.

HOBBIES

- Reading Books
- Playing Cricket
- Listening to Music

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Date: _____

Place: _____

REPORT CARD

School Name: _____

Academic Year: 2024-2025

Class Teacher: Mr. Anil Kumar

Class: VIII Section: A

Term / Exam: Annual Examination

Date: 25 May 2025

S. No.	Roll No.	Student Name	SUBJECTS						Total (600)	Percentage (%)	Grade	Remarks
			English (100)	Hindi (100)	Mathematics (100)	Science (100)	Social Science (100)	Computer (100)				
1.	1	Aarav Sharma	87	78	92	89	85	94	525	87.50	A	Excellent
2.	2	Diya Singh	91	88	95	90	93	91	548	91.33	A+	Outstanding
3.	3	Vivaan Verma	78	72	81	76	79	85	471	78.50	B+	Very Good
4.	4	Ananya Gupta	85	80	88	84	82	90	509	84.83	A	Very Good
5.	5	Rohan Patel	69	65	74	71	68	80	427	71.17	B	Good
6.	6	Ishita Kumari	92	90	96	93	94	95	560	93.33	A+	Outstanding
7.	7	Kabir Mehta	76	69	70	73	72	77	437	72.83	B	Good
8.	8	Pihu Yadav	83	79	85	81	84	89	501	83.50	A	Very Good
9.	9	Arijun Nair	88	84	90	86	87	92	527	87.83	A	Excellent
10.	10	Myra Joshi	71	68	75	72	73	79	438	73.00	B	Good
Maximum Marks			100	100	100	100	100	100	600	-	-	-
Minimum Marks			33	33	33	33	33	33	198	-	-	-
Average Marks			81.00	77.30	84.60	81.50	81.70	87.20	493.30	82.22	-	-

MODULE - 6

INTRODUCTION TO POWERPOINT

What is Microsoft PowerPoint?

Microsoft PowerPoint is a presentation program developed by Microsoft. It is part of the Microsoft Office suite. It helps users create professional looking presentations using text, images, charts, videos, animations and more.



In simple words: PowerPoint is a tool that allows you to create and display information in the form of slides.



-  Text
-  Images
-  Charts
-  Videos
-  Animations

Uses of PowerPoint

PowerPoint is widely used in different fields to present information in a clear and effective way.

- ✓ Business Presentations
- ✓ Education and Lectures
- ✓ Training and Workshops
- ✓ Marketing and Sales
- ✓ Project Reports
- ✓ Seminars and Conferences
- ✓ Personal Use (e.g., invitations, portfolios, etc.)

Where is PowerPoint Used?

 Business	 Education	 Seminars	 Marketing
 Training	 Project Reports	 Invitations	 Portfolio



Key Point: PowerPoint helps you communicate your ideas visually and makes your presentation more attractive, organized and easy to understand.

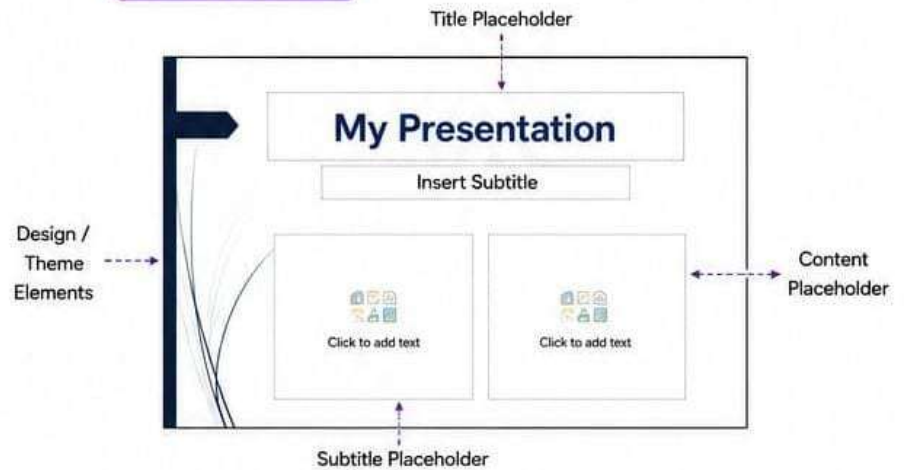
What is Slide?

A slide is a single page in a PowerPoint presentation. Each slide can contain different types of content such as text, images, charts, tables, videos, and more. Slides are used to present information in a clear and organized way.

Key Features of a Slide

- ✓ Each presentation consists of multiple slides.
- ✓ You can add, delete, duplicate, or reorder slides.
- ✓ Every slide can have a different layout and design.
- ✓ Slides help break down information into easy-to-understand parts.

Anatomy of a Slide



Common Slide Layouts



Starting PowerPoint

You can start Microsoft PowerPoint in different ways. Once opened, you can create a new presentation or open an existing one.

Ways to Start PowerPoint

- ✓ From Start Menu
- ✓ From Desktop Shortcut
- ✓ From Taskbar
- ✓ From Run Command

Tip: Always save your presentation regularly to avoid losing your work.

Methods to Start PowerPoint

1 From Start Menu



Click on the Start button, find Microsoft PowerPoint and click to open.

2 From Desktop Shortcut



Double-click the PowerPoint shortcut icon on your desktop.

3 From Taskbar



Click the PowerPoint icon on the taskbar to launch.

4 From Run Command



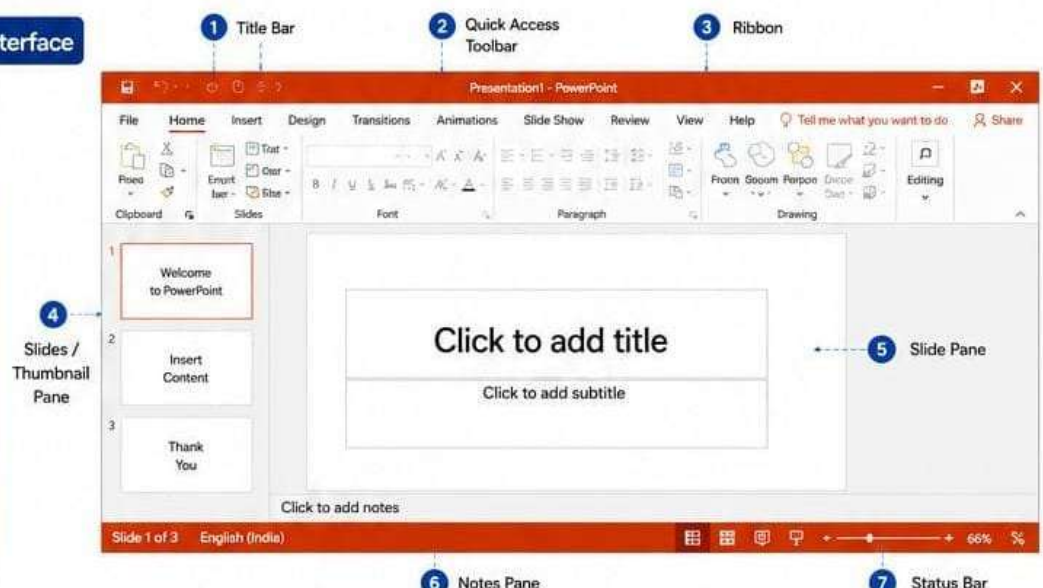
Press Windows + R, type powerpnt and press Enter.

Understanding the PowerPoint Interface

The PowerPoint interface is the working area where you create and edit your presentations.

Main Components

- Title Bar** – Shows the name of your presentation.
- Quick Access Toolbar** – Provides shortcuts to common commands.
- Ribbon** – Contains tabs and groups of commands.
- Slides/Thumbnail Pane** – Shows all slides in your presentation.
- Slide Pane** – Main area to add and edit content.
- Notes Pane** – Add speaker notes for each slide.
- Status Bar** – Shows slide number, theme, language, and view options.



UNDERSTANDING THE POWERPOINT INTERFACE

Understanding the key parts of the PowerPoint window helps you work more efficiently and create better presentations.

1 RIBBON AND TABS

The Ribbon is the command center of PowerPoint. It contains Tabs, and each tab has groups of related commands.

- Tabs appear at the top: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, Help, etc.
- Click a tab to show its commands on the Ribbon.



Common Tabs:

- **Home** – Clipboard, Slides, Font, Paragraph, Drawing, Editing
- **Insert** – Tables, Pictures, Shapes, Charts, Links, Text
- **Design** – Themes, Variants, Customize
- **Transitions** – Add transitions between slides
- **Animations** – Animate text and objects
- **Slide Show** – Start and set up presentations
- **Review** – Proofing, Comments
- **View** – Different views and window management

2 QUICK ACCESS TOOLBAR

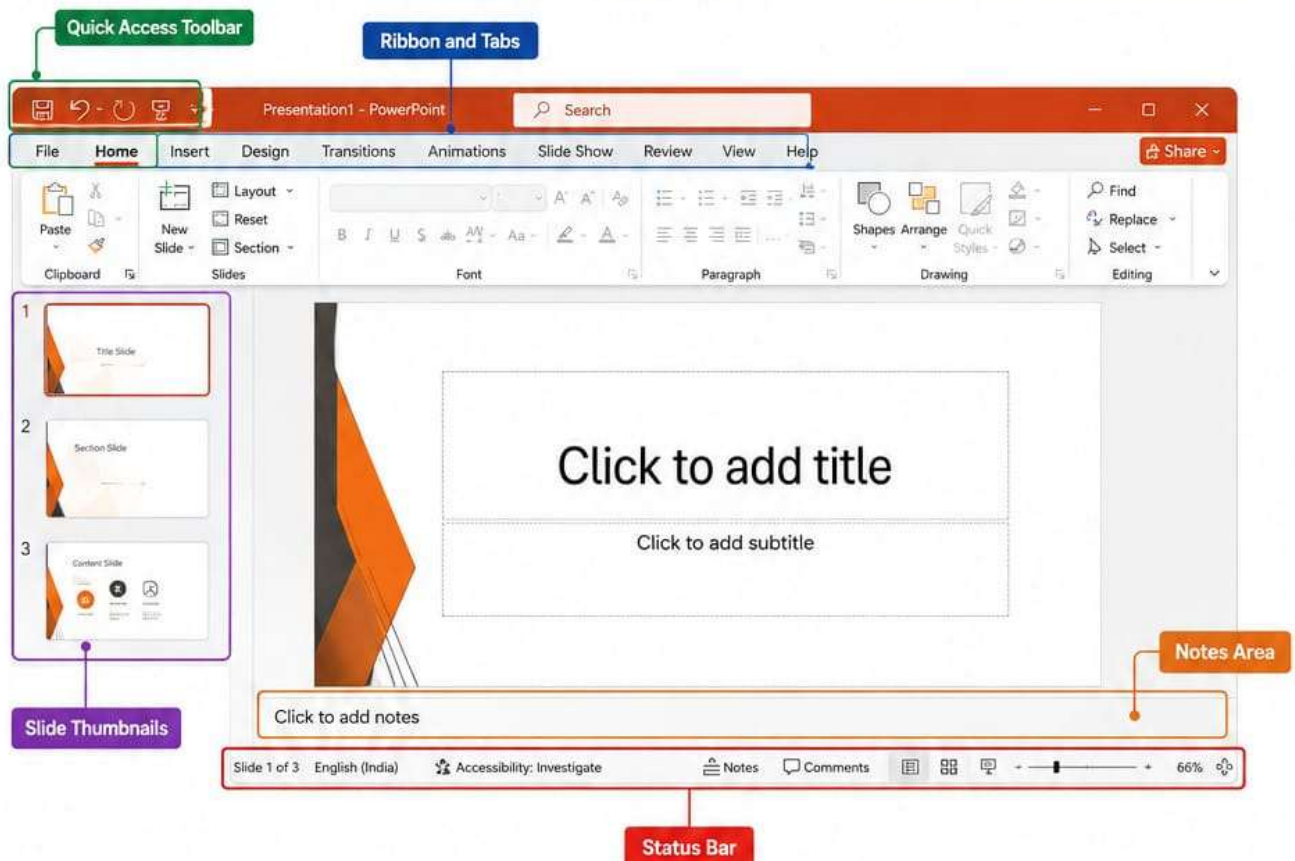
The Quick Access Toolbar (QAT) is a customizable toolbar above the Ribbon.

It gives you one-click access to the commands you use most often.

- By default: Save, Undo, Redo, Start From Beginning.
- You can add more commands as per your need.



Tip: Click the drop-down arrow at the end of the QAT to customize and add/remove commands.



3 SLIDE THUMBNAILS

The Slide Thumbnails pane shows small pictures (thumbnails) of all your slides in the presentation.

- Click a thumbnail to quickly navigate to that slide.
- Right-click a thumbnail for options like duplicate, delete, hide, or add section.



4 NOTES AREA

The Notes Area is located below the slide pane.

- You can add speaker notes for each slide.
- These notes are helpful during your presentation but are not visible to the audience.



5 STATUS BAR

The Status Bar is at the bottom of the PowerPoint window.

- Shows information about the presentation, such as slide number, language, and view.
- Allows you to change the slide view and zoom level.



WHY IT MATTERS?

Knowing these parts helps you:

- ✓ Work faster and smarter.
- ✓ Navigate easily in your presentation.
- ✓ Add notes for better delivery.
- ✓ Manage slides efficiently.



Remember: Practice using these features regularly to become a PowerPoint expert!



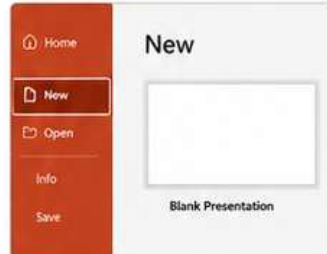
CREATING AND MANAGING PRESENTATIONS



Learn how to create, manage, save and organize your presentations in Microsoft PowerPoint.

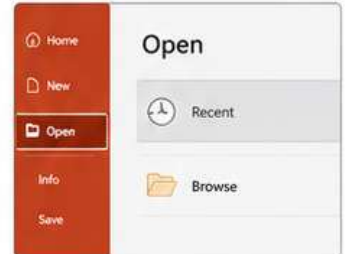
1 CREATING A BLANK PRESENTATION

- Open **Microsoft PowerPoint**.
- Go to **File** tab.
- Click on **New**.
- Select **Blank Presentation**.
- A new blank presentation will open.



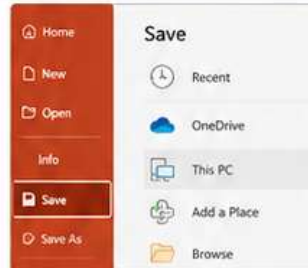
2 OPENING AN EXISTING PRESENTATION

- Go to **File** tab.
- Click on **Open**.
- Browse and select the presentation you want to open.
- Click **Open**.



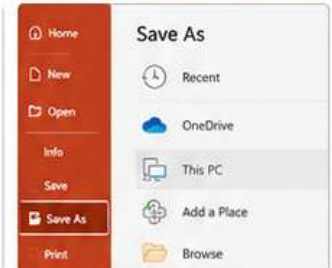
3 SAVING A PRESENTATION

- Go to **File** tab.
- Click on **Save**.
- Choose the location where you want to save.
- Enter a name for your presentation.
- Click **Save**.



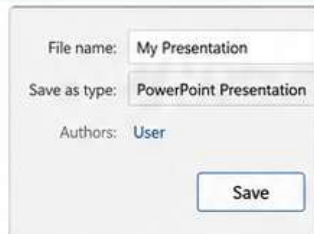
4 SAVE AS

- Go to **File** tab.
- Click on **Save As**.
- Choose the location where you want to save.
- Enter a new name or choose a different file type.
- Click **Save**.



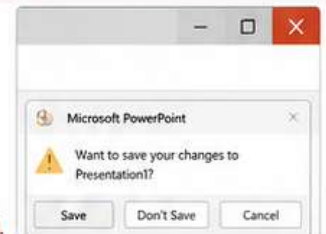
5 NAMING A PRESENTATION

- While saving (Save or Save As), type the name in the **File name** box.
- Choose a name that is meaningful and easy to remember.
- Example: **My Presentation.pptx**



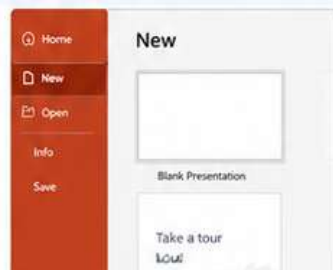
6 CLOSING A PRESENTATION

- Click on the **Close (x)** button at the top right corner of the PowerPoint window.
- If you have not saved your changes, PowerPoint will ask you to save.
- Choose **Save / Don't Save / Cancel**.



7 CREATING A NEW PRESENTATION

- Go to **File** tab.
- Click on **New**.
- Select **Blank Presentation** or choose a template.
- A new presentation will open.



TIPS



- ✓ Always save your work regularly.
- ✓ Use meaningful names for easy identification.
- ✓ Save presentations in the correct folder to find them easily.
- ✓ Close the presentation properly to avoid data loss.

8 SUMMARY OF STEPS



Create Blank Presentation
File > New > Blank Presentation



Open Existing Presentation
File > Open > Select File > Open



Save Presentation
File > Save > Choose Location > Save



Save As
File > Save As > Choose Location / File Type > Save



Name Presentation
Enter name in File name box while saving



Close Presentation
Click Close (x) > Save / Don't Save / Cancel



Create New Presentation
File > New > Blank Presentation or Template



Practice makes perfect!

Good Presentations share great ideas.





MS POWERPOINT

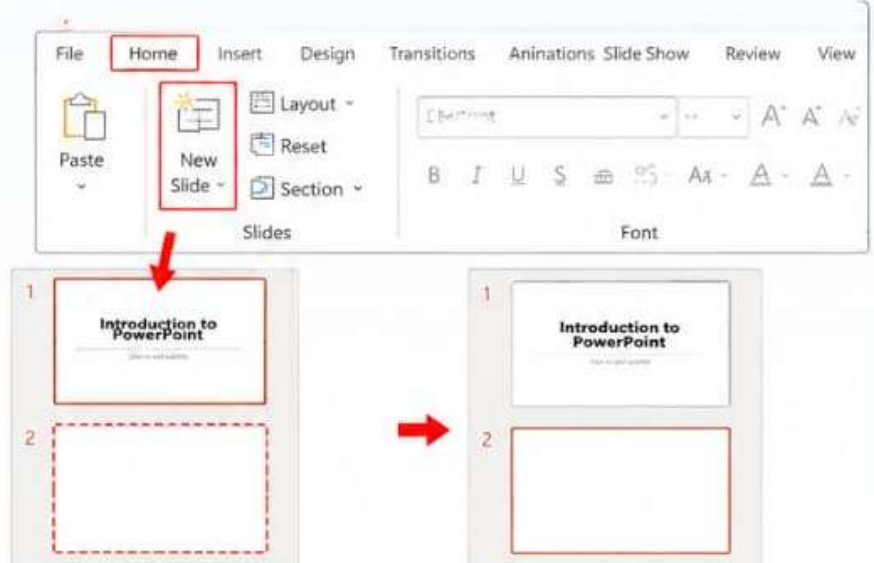
Adding a New Slide, Choosing Slide Layouts and Changing Slide Layouts



1 ADDING A NEW SLIDE

To add a new slide in PowerPoint:

- Go to the **Home** tab.
- Click on the **New Slide** button in the **Slides** group.
- A new slide will be added below the selected slide.

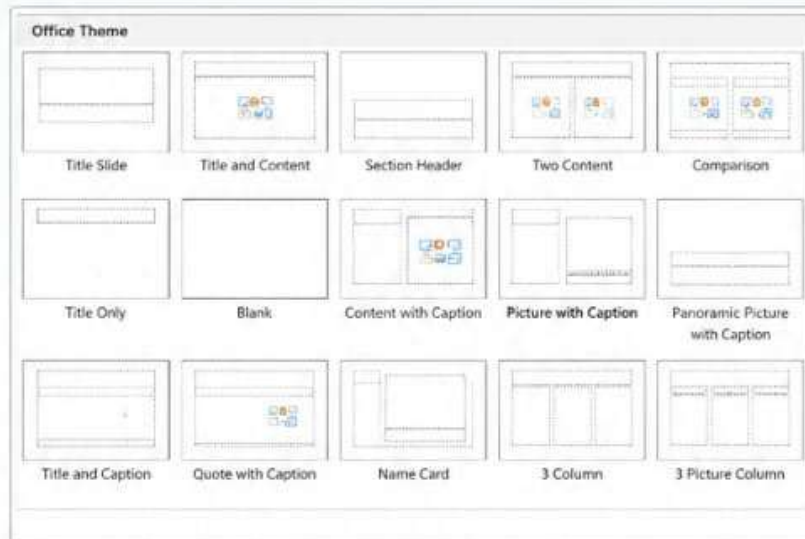


2 CHOOSING SLIDE LAYOUTS

When you click the **New Slide** button, a menu of slide layouts appears. Choose the layout that best fits your content.



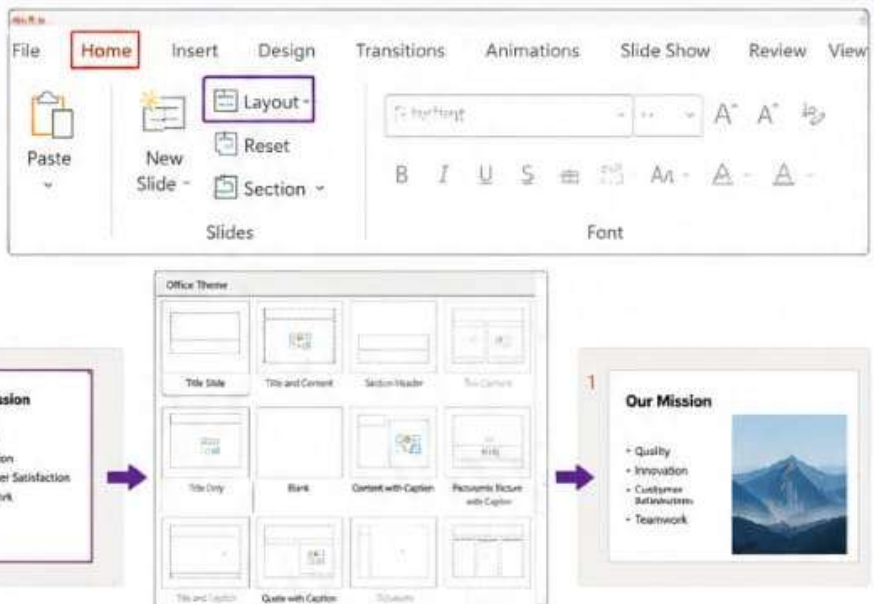
Tip: You can also choose a layout by clicking the arrow below the **New Slide** button.



3 CHANGING SLIDE LAYOUTS

To change the layout of an existing slide:

- Select the slide whose layout you want to change.
- Go to the **Home** tab.
- Click the **Layout** button in the **Slides** group.
- Choose a new layout from the drop-down menu.
- The slide layout will change immediately.



Remember: Choosing the right layout helps make your presentation clear, attractive and effective.



Managing Slides

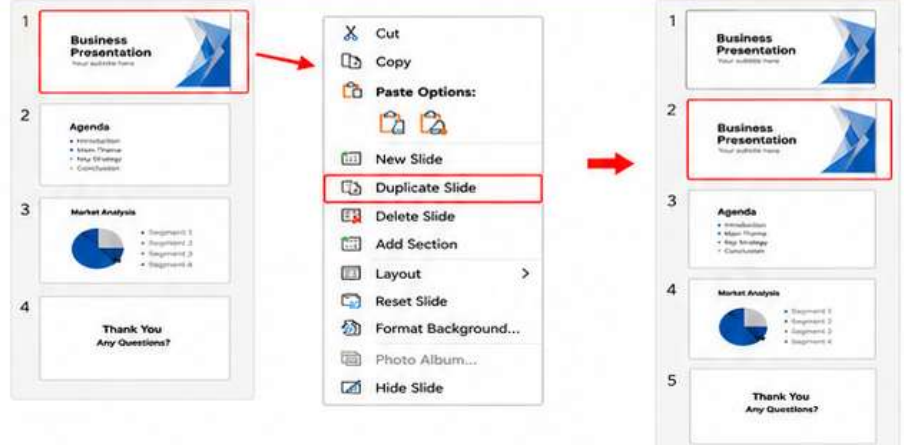
Duplicating Slides, Deleting Slides, Moving/Rearranging Slides, Copying and Pasting Slides



1 DUPLICATING SLIDES

To duplicate a slide:

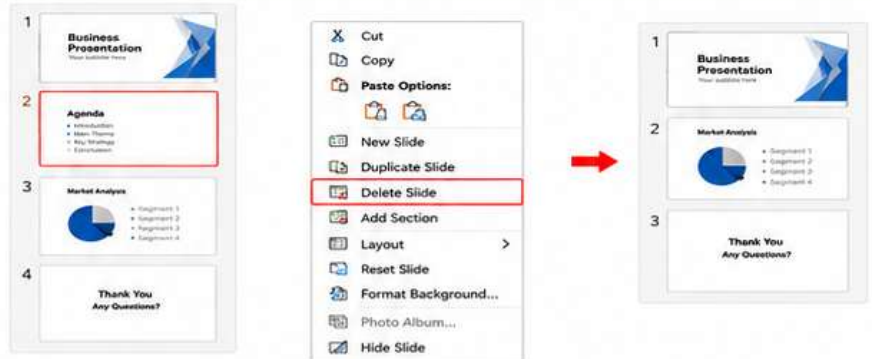
- 1 Select the slide you want to duplicate in the thumbnail pane.
- 2 Right-click on the slide.
- 3 Click on **Duplicate Slide**.
- 4 A copy of the slide will appear below the selected slide.



2 DELETING SLIDES

To delete a slide:

- 1 Select the slide you want to delete.
- 2 Right-click on the slide.
- 3 Click on **Delete Slide**.
- 4 The selected slide will be removed.



3 MOVING / REARRANGING SLIDES

To move or rearrange slides:

- 1 Select the slide you want to move.
- 2 Drag the slide thumbnail to the new position.
- 3 Release the mouse button.
- 4 The slide will be moved to the new position.



4 COPYING AND PASTING SLIDES

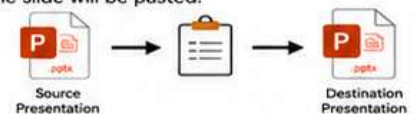
Within the Same Presentation

- 1 Select the slide.
- 2 Right-click and click **Copy** (or press **Ctrl + C**).
- 3 Right-click at the desired location.
- 4 Click **Paste** (or press **Ctrl + V**).
- 5 A copy of the slide will be inserted.



From Another Presentation

- 1 Open the source presentation and select the slide.
- 2 Copy the slide (**Ctrl + C**).
- 3 Go to the destination presentation.
- 4 Right-click at the desired location.
- 5 Click **Paste** (**Ctrl + V**).
- 6 The slide will be pasted.



SUMMARY

Duplicate



Creates an exact copy of the selected slide.

Delete



Removes the selected slide from the presentation.

Move / Rearrange



Changes the position of slides in the order.

Copy & Paste



Copies slides within the same or another presentation.



Tip: Use these options to organize your slides and create a well-structured presentation quickly and efficiently.



Text Formatting in PowerPoint Presentation

*Better
Text
Better
Slides!*

Make your slides look professional, clear and attractive!

1 Entering Text

Click on a text placeholder or text box and start typing.



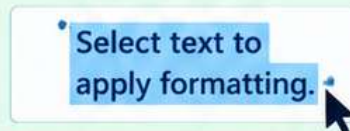
2 Text Boxes

Use text boxes to add and position text anywhere on your slide.



3 Selecting Text

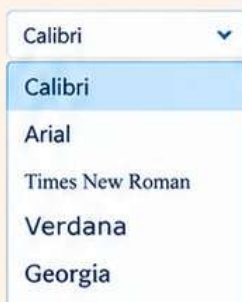
Click and drag your mouse or use Ctrl + A to select all text.



Shortcut: Ctrl + A
(Select All)

4 Changing Font Type

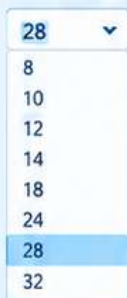
Choose a font style from the Font menu.



*Different Fonts,
Different Looks!*

5 Changing Font Size

Select the text and choose the size from the Font Size menu.



*Bigger size
for bigger
impact.*

6 Bold, Italic & Underline

Use these options to emphasize your text.



Bold → Strong and clear

Italic → Adds style

Underline → Highlights important text

7 Font Colour

Change the text colour to make it stand out.



*Add colour
to your ideas!*

8 Text Alignment

Align your text as per your design needs.



- | | |
|----------------|------------------------|
| Left | – Aligns to left side |
| Center | – Aligns to center |
| Right | – Aligns to right side |
| Justify | – Aligns to both sides |

9 Bullets and Numbering

Use bullets or numbers to list your points clearly.

Bullets

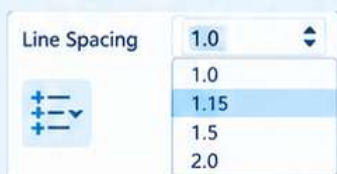
- Point 1
- Point 2
- Point 3

Numbering

1. Step 1
2. Step 2
3. Step 3

10 Line Spacing

Adjust line spacing for better readability.



Too Tight

Text looks cluttered and is hard to read.

Just Right

Text looks clean, clear and easy to read.

*Format Well
Communicate
Better!*





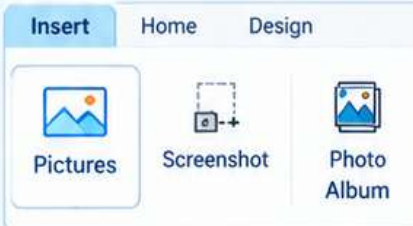
Working with Pictures & Images in PowerPoint Presentation

Make your slides more visual, attractive and engaging!



1 Inserting Pictures

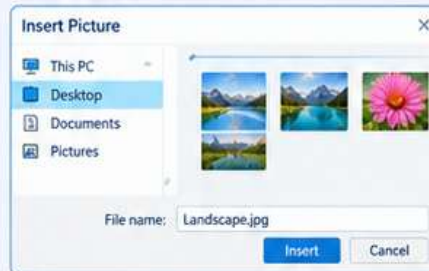
Add images to your slides from different sources.



- Go to Insert tab > Pictures.
- Choose the source and insert.

2 Pictures from Computer

Use images saved on your device.



- Click Pictures > This Device.
- Select the image and click Insert.

3 Online Pictures

Get free images from the internet.



- Click Online Pictures.
- Search for an image.
- Select and click Insert.

4 Resizing Picture

Adjust the size of your image as needed.



- Drag the corner handles.
- Hold Shift for proportional size.

5 Moving Picture

Reposition your image anywhere on the slide.



- Click and hold the image.
- Drag to the desired location.

6 Cropping Picture

Remove unwanted parts of the image.



- Select the image > Crop.
- Drag the crop handles.

7 Rotating Picture

Change the angle of your image.



- Drag the rotation handle.
- Or use Rotate from the Picture Tools.

8 Picture Styles

Apply creative styles to enhance your image.



- Go to Picture Format > Picture Styles.
- Choose your preferred style.

9 Picture Borders

Add a border to make your image stand out.



- Select the image > Picture Border.
- Choose color, weight and style.



Quick Tips

- ✓ Use high-quality images for better impact.
- ✓ Keep your images relevant to the content.
- ✓ Use consistent style and borders.
- ✓ Avoid too many images on one slide.

Visuals Speak Louder Than Words!



PowerPoint
Tips & Tricks



Working with Tables & Charts in PowerPoint Presentation

Organize Data • Visualize Information • Make it Impactful

Better Data
Better Decisions!

1 Creating a Table

Go to **Insert > Table** and choose the number of rows and columns.

Product	Sales	Profit	Growth
Laptop	1200	240	20%
Mobile	850	170	15%
Tablet	600	120	10%
Accessories	450	90	8%

2 Adding / Removing Rows & Columns

Right-click in the table and choose **Insert** or **Delete**.

Add Row / Column

- Insert Row Above
- Insert Row Below
- Insert Column Left
- Insert Column Right

Remove Row / Column

- Delete Row
- Delete Column
- Delete Table

3 Formatting Tables

Use **Table Design** and **Table Styles** to make your table look professional.

Product	Sales	Profit	Growth
Laptop	1200	240	20%
Mobile	850	170	15%
Tablet	600	120	10%
Accessories	450	90	8%

- Change colours
- Add borders
- Apply table styles



4 Entering Data

Type your data directly in the table cells.

Month	Sales	Profit
Jan	1200	240
Feb	1350	270
Mar	1600	320
Apr	1800	360



Press **Tab** to move between cells.

5 Creating a Chart

Select your data and go to **Insert > Chart**. Choose the chart type you want.



Insert > Chart



Your chart will be created based on the selected data.

6 Column Chart

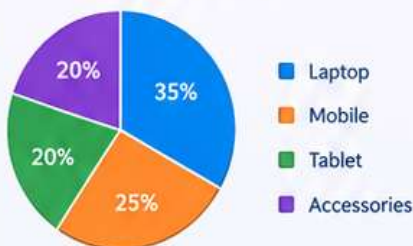
Best for comparing values across categories.



7 Pie Chart

Shows parts of a whole (percentage).

Market Share



8 Bar Chart

Useful for comparing values horizontally.



9 Changing Chart Style

Use **Chart Styles** and **Chart Elements** to customize your chart.



- ✓ Change chart style (e.g., 3D, gradient).
- ✓ Add chart titles, labels and legends.
- ✓ Modify colours and effects.



Adding a Chart Title

Click on the chart title and type your own title. You can also add axis titles, data labels and a legend.



Quick Tips

- ✓ Use clear and simple data.
- ✓ Choose the right chart type.
- ✓ Keep colours consistent.
- ✓ Add meaningful titles and labels.
- ✓ Use chart styles for a professional look.



Tables + Charts = Better Presentations



Visualize Your Ideas!



MICROSOFT POWERPOINT SHORTCUT KEYS

WORK SMARTER – SAVE TIME!

1. GENERAL SHORTCUTS

Ctrl + N	Create New Presentation
Ctrl + O	Open Presentation
Ctrl + S	Save Presentation
F12	Save As
Ctrl + P	Print Presentation
Ctrl + W	Close Presentation
Ctrl + Z	Undo
Ctrl + Y	Redo / Repeat
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Select All
Ctrl + D	Duplicate Selected Object
Delete	Delete Selected Object
Esc	Cancel / Close



2. SLIDE SHORTCUTS

Ctrl + M	Insert New Slide
Ctrl + Shift + D	Duplicate Slide
Ctrl + Shift + N	New Slide (Layout)
Ctrl + K	Insert Hyperlink
Ctrl + L	Open Slide Layout
Ctrl + E	Center Align Objects
Ctrl + R	Right Align Objects
Ctrl + L	Left Align Objects
Ctrl + J	Justify Align Objects
Ctrl + G	Group Selected Objects
Ctrl + Shift + G	Ungroup Objects
Ctrl + Shift + >	Increase Font Size
Ctrl + Shift + <	Decrease Font Size

5. PRESENTATION / SLIDE SHOW

F5	Start Slide Show (From Beginning)
Shift + F5	Start Slide Show (From Current Slide)
N	Next Slide
P	Previous Slide
B	Black / Blank Screen
W	White / Blank Screen
E	Erase / Pen
S	Stop / End Show
Esc	Exit Slide Show

3. TEXT & FORMATTING

Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + =	Subscript
Ctrl + Shift + =	Superscript
Ctrl + T	Open Font Dialog
Ctrl + Shift + F	Change Font
Ctrl +]	Increase Font Size
Ctrl + [	Decrease Font Size
Ctrl + Shift + P	Change Case
Ctrl + Shift + A	All Caps
Ctrl + Space	Clear Character Formatting
Ctrl + Q	Clear Paragraph Formatting

4. VIEW SHORTCUTS

Normal View	Alt + N
Slide Sorter View	Alt + H
Notes Page View	Alt + P
Reading View	Alt + R
Slide Show View	F5
Start From Current Slide	Shift + F5
Zoom In	Ctrl + +
Zoom Out	Ctrl + -
Fit to Window	Ctrl + 0
Rulers	Alt + W + R
Guides	Alt + W + G
Gridlines	Alt + W + I

6. SHAPE & OBJECT SHORTCUTS

Ctrl + Shift + C	Copy Object Format
Ctrl + Shift + V	Paste Object Format
Ctrl + Shift +]	Bring Forward
Ctrl + Shift + [	Send Backward
Ctrl + Shift + ^	Bring to Front
Ctrl + Shift + v	Send to Back
Ctrl + Shift + L	Align Left
Ctrl + Shift + E	Align Center
Ctrl + Shift + R	Align Right
Ctrl + Shift + T	Align Top
Ctrl + Shift + M	Align Middle
Ctrl + Shift + B	Align Bottom
Ctrl + 1	Single Line Spacing
Ctrl + 2	Double Line Spacing
Ctrl + 5	1.5 Line Spacing



MASTER SHORTCUTS – BECOME A POWERPOINT PRO!



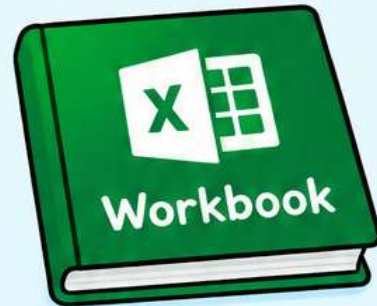
MODULE - 7



Workbook, Sheet and Cell in Excel

Workbook

- A workbook is a file in Excel.
- It is like a notebook that can hold many sheets.
- We save our work in a workbook.



A workbook can have many sheets.

Sheet

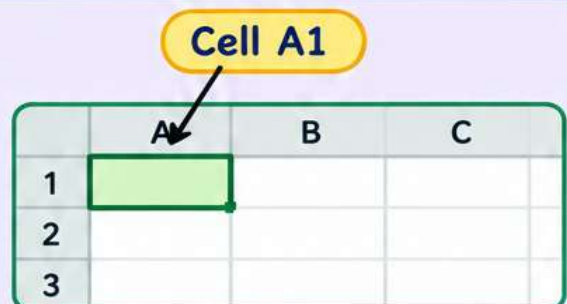
- A sheet is a single page in a workbook.
- Each sheet has rows and columns where we enter data.
- A workbook can have many sheets.



A sheet is one page of a workbook.

Cell

- A cell is the small box where we enter data.
- Each cell has a unique address made of a letter and a number.
- For example, A1, B2, C3 and so on.



A cell is a small box for data.

**Workbook holds sheets,
Sheets hold cells!**





Selecting Cells, Rows and Columns in Excel



What is Selecting?

Selecting means choosing a cell, row or column in a worksheet. We can then enter data, change format or do some calculations.

It is very easy!

1. Select a Cell

- Click on the cell you want to select.
- The selected cell will be highlighted with a border.

Example: Click on B2.

	A	B	C	D
1				
2				
3				
4				
5				

Cell B2 is selected.

2. Select a Row

- Click on the row number at the left side.
- The whole row will be highlighted.

Example: Click on row 3.

	A	B	C	D
1				
2				
3				
4				
5				

Row 3 is selected.

3. Select a Column

- Click on the column letter at the top.
- The whole column will be highlighted.

Example: Click on column C.

	A	B	C	D
1				
2				
3				
4				
5				

Column C is selected.



Select, Work, Get it Done!
Cells, Rows and Columns make Excel easy!





Formatting in Excel

Make your data look neat and clear!



What is Formatting?

Formatting means changing the way data looks in a worksheet. It helps us make the data clear, neat and easy to read. We can change the color, size, style and border of text and cells.



Why is it useful?

- Makes data more attractive.
- Helps to find important information quickly.
- Makes the worksheet organized and easy to read.

Types of Formatting

Font Style



- Change the font, size and color of text.
- Example: Bold, Italic, Red.

Cell Colors



- Add background color to cells.
- Example: Yellow for headings.

Borders



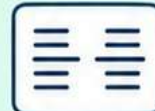
- Add borders to make data stand out.
- Example: Thick border for totals.

Number Format

123.45

- Change how numbers look.
- Example: Currency, Percentage, or Decimal.

Alignment



- Move text to left, center or right.
- Example: Center the title.

Before and After

Before Formatting

	A	B	C
1	Name	Marks	Grade
2	Riya	45	C
3	Aarav	78	B
4	Neha	92	A



After Formatting

	A	B	C
1	Name	Marks	Grade
2	Riya	45	C
3	Aarav	78	B
4	Neha	92	A



Use Formatting!
Make your Excel sheet look smart!





Basic Formulas in Excel



Use Formulas • Do Calculations • Get Results



SUM (Addition)

The SUM formula adds numbers.

Formula: `=SUM(A1:A3)`

Example:

Add the numbers in cells A1 to A3.

	A	B
1	10	
2	20	
3	30	
4	<code>=SUM(A1:A3)</code>	60

Gives
the total
of numbers.



SUBTRACT (Subtraction)

The subtraction formula finds the difference.

Formula: `=A1-B1`

Example:

Subtract the number in B1 from A1.

	A	B
1	50	20
2	<code>=A1-B1</code>	30

Gives
the difference
between
numbers.



MULTIPLY (Multiplication)

The multiplication formula finds the product.

Formula: `=A1*B1`

Example:

Multiply the numbers in A1 and B1.

	A	B
1	6	7
2	<code>=A1*B1</code>	42

Gives
the product
of numbers.



DIVIDE (Division)

The division formula finds the quotient.

Formula: `=A1/B1`

Example:

Divide the number in A1 by B1.

	A	B
1	20	5
2	<code>=A1/B1</code>	4

Gives
the result
of division.

Remember!

- Always start a formula with = (equal sign).
- Use cell addresses (like A1, B1) in formulas.
- Formulas help us work faster and make fewer mistakes.



Small Formulas... Big Results!