

Dated 10/08/2020

For BCA 1st Semester Student

"1BCA2" - PC Package May'18

	M	T	W	T	F	S	S	M	T	W	T	F	S	S
								1	2	3				
4	5	6	7	8	9	10	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	25	26	27	28	29	30		

Monday

07

WK 19 (127-238)

Some Important Shortcuts in Excel.

1) While Printing a ~~docu~~work-sheet, we may want to repeat a particular row from top of the page or we may like (need) to repeat a particular column from left side.

Do the following from Printing Dialog Box :-

Rows to Repeat on top \rightarrow \$1:\$2
 or
 Columns to repeat on Left \rightarrow \$A:\$B

This is very important what we need on each page such as headings or fields.

2) Auto Sum Formula Shortcut :-
 In our sheet if we have to perform the total calculation then we need to insert $=SUM(\text{range})$.

Notes

The Short-cut command we can perform to save our time is —

Alt = +

All three keys can be pressed respectively.

May'18

08

WK 19 (128-237)

Tuesday

	M	T	W	T	F	S	S	M	T	W	T	F	S	S
							1	2	3	4	5	6	7	8
Apr' 2018	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	23	24	25	26	27	28	29	30						

Some Shortcuts of Word :-

Inserting Paragraph and Table shortcut :-

=RAND(3, 7) will insert a paragraph (3) having 7 lines of text.



Some Imp. File extensions asked in Competitive exams :-

Microsoft Power Point extensions → Used in office

- PPTX — Presentation } 2007 to 2016
- PPSX — Show }
- POTM — Template }
- PPT — Presentation } [1997 to 2003]
- PPS — Show }
- POT — Template }

Libre office Impress extensions →

- ODP — Presentation
- OTP — Template

Office Open Presentation extension →

Notes

- PPTX — Presentation (Normal)
- PPSX — Presentation (Auto Play)
- POTM — Presentation Template.