

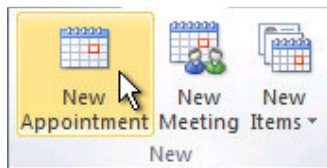
BCSL 013

ANS-2


(I)

Create an appointment

1. In **Calendar**, on the **Home** tab, in the **New** group, click **New Appointment**. Alternately, you can right-click a time block in your calendar grid and click **New Appointment**.



Keyboard shortcut To create an appointment, press CTRL+SHIFT+A.

1. In the **Subject** box, type a description.
2. In the **Location** box, type the location.
3. Enter the start and end times.
4. To show others your availability during this time, on the **Appointment** tab, in the **Options** group, click the **Show As** box and then click **Free**, **Tentative**, **Busy** or **Out of Office**.
5. To make the appointment recurring, on the **Appointment** tab, in the **Options** group, click **Recurrence** . Click the frequency (**Daily**, **Weekly**, **Monthly**, **Yearly**) with which the appointment recurs, and then select options for the frequency. Click **OK**.

NOTE Adding a recurrence to an appointment changes the **Appointment** tab to say **Recurring Appointment**.

6. By default, a reminder appears 15 minutes before the appointment start time. To change when the reminder appears, on the **Appointment** tab, in the **Options** group, click the **Reminder** box arrow and then click the new reminder time. To turn the reminder off, click **None**.
7. On the **Appointment** tab, in the **Actions** group, click **Save & Close**.

(II)

Enabling and configuring junk e-mail filtering

To begin filtering out unwanted messages, start Outlook 2007 and follow these steps:

1. Choose **Tools, Options**, and then click the **Junk E-Mail** button on the **Preferences** tab to open the **Junk E-Mail Options** dialog box (shown earlier in Figure 1).
2. Choose a level of protection on the **Options** tab.
3. If you want to delete messages rather than move them to the Junk E-Mail folder, select the **Permanently Delete Suspected Junk E-Mail Instead Of Moving It To The Junk E-Mail Folder** check box.
4. Select the **Disable Links And Other Functionality In Phishing Messages** check box to protect against common phishing schemes.
5. If you want to be warned when a domain name appears to be spoofed, select **Warn Me About Suspicious Domain Names In E-Mail Addresses**.
6. To enable postmarks on your outbound e-mail, select **When Sending E-Mail, Postmark The Message To Help E-Mail Clients Distinguish Regular E-Mail From Junk E-Mail**.
7. Click **OK** to apply the filter changes.

(iii)

To change a appointment or meeting

1. Open the appointment or meeting. If you open an item that is part of a recurring series, in the **Open Recurring Item** dialog box, click **Open the series**, and then click **OK**.
2. On the **Appointment Series** or **Meeting Series** tab, change the options that you want.
3. To change recurrence options, on the **Appointment Series** or **Meeting Series** tab, in the **Options** group, click **Recurrence**. Change the options you want, such as time, recurrence pattern, or range of recurrence, and then click **OK**.
4. Click **Save & Close** or for a meeting, click **Send Update**.

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(i)

To make Internet Explorer your default browser

1. Swipe in from the right edge of the screen, and then tap **Search**.
(If you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click **Search**.)
2. Enter **Default programs**, and then tap or click **Default Programs**.
3. Tap or click **Set your default programs**.
4. Select **Internet Explorer** from the list of programs.
5. Tap or click **Set this program as default**, and then tap or click **OK**.

(ii)

How to change appearance of browser

1. Click the menu button  and choose **Add-ons**. The Add-ons Manager tab will open.
2. In the Add-ons Manager tab, select the **Get Add-ons** panel.
3. Scroll through the page until you find the *Featured Themes* section and click **See all** to browse through the themes. You can also use the search bar to look for a specific theme.
 - To see what a background theme will look like before installing it, simply hover over it.
 - Click on a theme to see more information about it.
4. If you see a theme you like, click the **Add to Firefox** button to install it.
5. Firefox will download the requested theme and may ask you to confirm that you want to install it.
6. Click **Restart Now** if it pops up. Your tabs will be saved and restored after the restart.

(iii)

(iii)

Bookmark a Web Page in Internet Explorer

1. Go to the page (www.facebook.com) you want to bookmark/add to your favourites.
2. Click Favorites in the top menu bar then Add to Favorites.
3. The Add Favorite dialogue box appears. The title from the web page will be in the name box. Click the Create In button if your dialogue box does show a list.
4. Now you have 3 options:
 - You can click Ok to add to the general list or
 - Click one of your existing folders then click Ok or
 - Click New Folder to create a new folder to put the link in - See [Organize Bookmarks Internet Explorer](#)

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(i)

Advanced Search

Find pages with...

all these words:

Top 10 hindi movies

this exact word or phrase:

"Top 10 hindi movies"

any of these words:

none of these words:

numbers ranging from:

to

To do this in the search box.

Type the important words: tri-colour rat terrier

Put exact words in quotes: "rat terrier"

Type OR between all the words you want: miniature OR standard

Put a minus sign just before words that you don't want:
-rodent, -"Jack Russell"Put two full stops between the numbers and add a unit of measurement:
10..35 kg, £300..£500, 2010..2011Then narrow your results
by...

language:

any language

Find pages in the language that you select.

region:

any region

Find pages published in a particular region.

last update:

anytime

Find pages updated within the time that you specify.

site or domain:

Search one site (like wikipedia.org) or limit your results to a domain
like .edu, .org or .gov

terms appearing:

anywhere in the page

Search for terms in the whole page, page title or web address, or links to
the page you're looking for.

SafeSearch:

Show most relevant results

Tell SafeSearch whether to filter sexually explicit content.

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(ii)

Advanced Search

Find pages with...

all these words:

this exact word or phrase:

any of these words:

none of these words:

numbers ranging from:

to

To do this in the search box.

Type the important words: tri-colour rat terrier

Put exact words in quotes: "rat terrier"

Type OR between all the words you want: miniature OR standard

Put a minus sign just before words that you don't want:
-rodent, -"Jack Russell"Put two full stops between the numbers and add a unit of measurement:
10..35 kg, £300..£500, 2010..2011Then narrow your results
by...

language:

Find pages in the language that you select.

region:

Find pages published in a particular region.

last update:

Find pages updated within the time that you specify.

site or domain:

Search one site (like wikipedia.org) or limit your results to a domain
like .edu, .org or .gov

terms appearing:

Search for terms in the whole page, page title or web address, or links to
the page you're looking for.

SafeSearch:

Tell SafeSearch whether to filter sexually explicit content.

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By definition, collaboration means "to work jointly with others or together especially in an intellectual endeavour," ref Merriam Webster. In the world of technology and the internet, "modern communication"

collaboration really means working together to reach a common goal. Collaboration vs. True Online Collaboration though, is the question. Collaboration is a very broad term. True online collaboration is when we can utilize software to truly work with others as if they were here in the room with us - geography is no longer a barrier.

Why is collaboration important?

It enables us to share resources, achieve shared goals, share new ideas and new perspectives. It also allows us to leverage new relationships by taking advantage of tools and skill sets unique to each individual.

What is the benefit of collaboration?

At one time collaboration was a very linear process; technology has changed this and we've established or are at least in the process of creating a collaborative culture. This is one that will continue to grow and evolve.

Like most Google services, it's a free application you access in your web browser. Files you create in Google Docs are saved to Google Drive and associated with your Google account. Because these files live online instead of on your computer, it's easy for you to share the document with other people. Google controls the document and can give other people access to it.

To use Google Docs for collaboration, head to the [Google Drive website](#) and sign in with your Google account. Click the Create button and select the type of document you want to work on to create a new document. You can also open an existing document stored in Google Drive or upload a document from your computer.

With the document open, click the Share button. You can hover over this button to see who has access to this document.

Simple: *collaboration*. A Google Doc is not meant to be a replacement for all the fancy options available in a Word document. However, the thing that a Google Doc is great for is group document editing. It lets you create a document, share it with others, and then allow people to make changes and post comments directly on the document without having to email it around or worry about "who has the latest version."

One of the issues we've seen with Google Docs is that the concept of collaborative document editing is not always familiar to everyone. We often send a Google Doc to someone (accessed by a link) only to have them paste it into a Word document and send it back to us with their changes. This defeats the purpose of document collaboration, but it happens because the recipient is simply not familiar with how a Google Doc operates.

TAKE PRINTOUTS OF THIS ANSWER-6

ANS-6

Microsoft Word or MS-WORD (often called *Word*) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. The purpose of the MS Word is to allow the users to type and save documents.

Similar to other word processors, it has helpful tools to make documents.

- Spelling & grammar checker, word count (this also counts letters and lines)
- Speech recognition
- Inserts pictures in documents
- Web pages, graphs, etc.
- Tables
- Displays synonyms of words and can read out the text
- Prints in different ways

What can you use MSWORD for?

Many organisations now use computers to produce and organise written material, correspondence, membership lists and so on. This guide deals with the most common programme, MSWORD, that is used on most computers. It is written for people who have not used the programme before and has very basic information about the keyboard and MSWORD. If you have taught yourself to use MSWORD, it may also be useful to you.

Your MSWORD programme is called a word-processing package. This means that it is useful for typing and storing letters, articles and anything that consists mainly of words. It is basically a fancy typewriter with a built in filing-system.

The more you use your computer the more you will learn about what it can do. This guide contains a few basic things to help you get started.

If you have not used a computer much, print the next section out and look at your keyboard and MSWORD programme with it. Try to do everything as you read it.

How to use MSWORD

Switch on your computer and wait until a whole lot of picture symbols appear with a Start button on the bottom left of the screen. Use the left button on the mouse to click on the Start button. Then click on

programmes and then double-click on the MSWORD programme. Some computers have a MSWORD symbol that will come up when your computer is on and you do not have to go to start – simply double click the left button of the mouse on the symbol.

The Microsoft word programme will appear on the screen.

There will be a blank screen called Document 1. Every thing you type is called a document. Above the blank screen there are various terms and signs you should know about.

- The first line has a list of titles called commands - File, Edit, View, etc
- The second and third lines are called the toolbar and have different blocks that you can use to give quicker commands to the computer.
- The fourth line [if there is one] shows your page margins – it is called the ruler.

- add a command to the Quick Access Toolbar
- add a command to the Quick Access Toolbar
- add a command to the status bar
- create a macro and assign it
- convert an existing document to a master document and create a new master document
- create subdocuments
- modify a master document
- manage subdocuments
- create a subdocument in a master document and insert an existing document as a subdocument
- make changes to the master document

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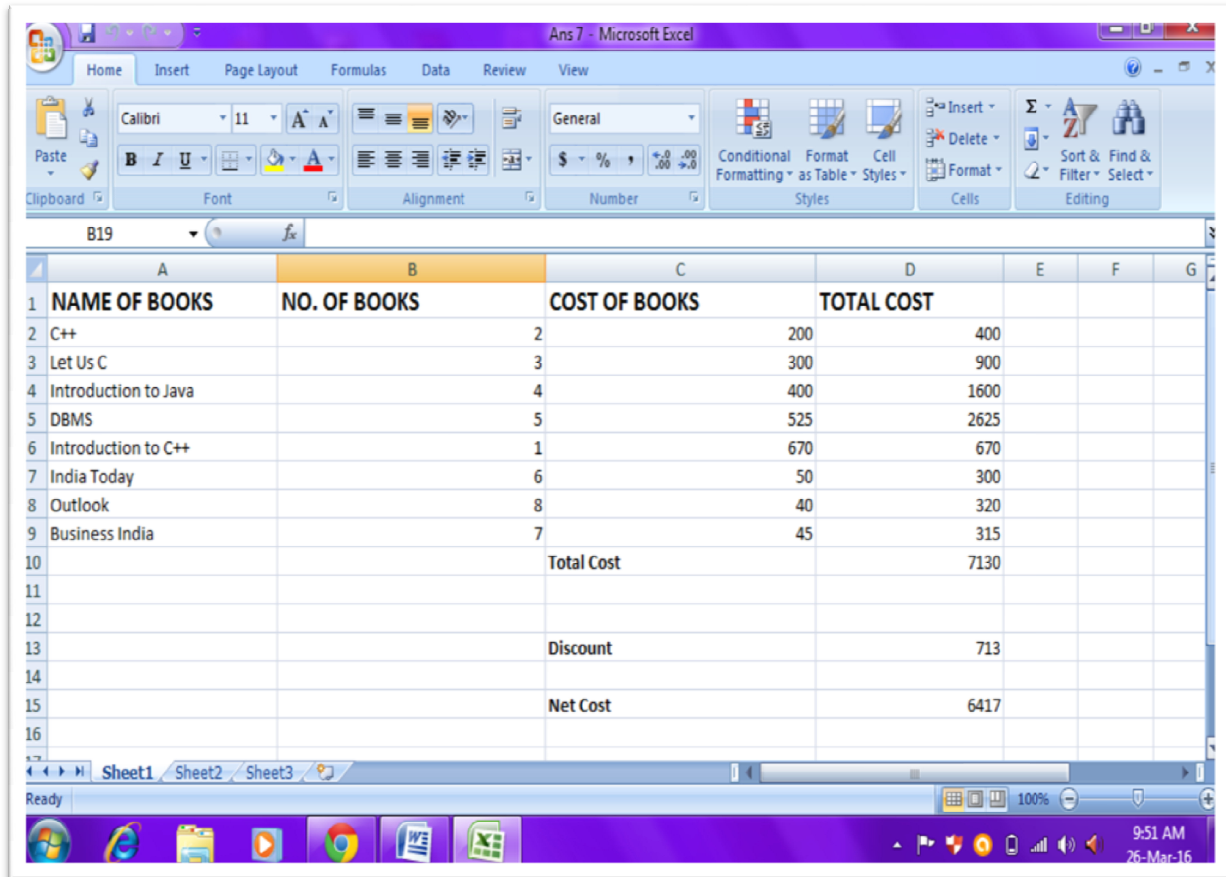
Advanced Document Features in Word 2007

- record a macro
- edit a macro
- record a new macro
- modify a macro

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Ans 7



The screenshot shows a Microsoft Excel spreadsheet titled 'Ans 7 - Microsoft Excel'. The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G
1	NAME OF BOOKS	NO. OF BOOKS	COST OF BOOKS	TOTAL COST			
2	C++	2	200	400			
3	Let Us C	3	300	900			
4	Introduction to Java	4	400	1600			
5	DBMS	5	525	2625			
6	Introduction to C++	1	670	670			
7	India Today	6	50	300			
8	Outlook	8	40	320			
9	Business India	7	45	315			
10			Total Cost	7130			
11							
12							
13			Discount	713			
14							
15			Net Cost	6417			
16							

The spreadsheet is displayed in the 'Home' tab of the ribbon. The status bar at the bottom shows 'Ready', 'Sheet1', 'Sheet2', 'Sheet3', and the date '26-Mar-16'.

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