



# G.T.N. ARTS COLLEGE, (AUTONOMOUS)

*A Telugu Linguistic Minority Institution | Affiliated to Madurai Kamaraj University*

*Re-accredited with 'A++' Grade by NAAC in the 2<sup>nd</sup> Cycle with CGPA 3.56*

*Recognized under DBT STAR COLLEGE SCHEME*

*Old Karur Road, Dindigul - 624 005.*



**DEPARTMENT OF MATHEMATICS**

**DBT STAR COLLEGE SCHEME**

**OFFICE AUTOMATION PRACTICAL - 20CMAT5P**

**LABORATORY MANUAL (2023 - 2024)**

**Supported by**



**Department of  
BioTechnology,  
Government  
of India**

सत्यमेव जयते

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## **1. OBJECTIVES OF OFFICE AUTOMATION LAB**

- To introduce students to basic computer operations and office software tools such as MS Word, MS Excel, and MS PowerPoint.
- To develop skills in creating, editing, and formatting digital documents for academic and official use.
- To train students in handling data, performing calculations, and generating reports using Excel formulas and charts.
- To familiarize students with the preparation of presentations using effective layouts, animations, and slide designs.
- To teach students automated document generation using Mail Merge for letters, invitations, and notices.
- To enhance student ability to work independently on office-related tasks using modern computer applications.
- To prepare students for workplace requirements, including documentation, data analysis, and communication tasks.
- To build foundational IT skills that support higher studies, research, and employment opportunities.

## **2. Introduction to MS Office**

Microsoft Office (MS Office) is a powerful collection of software applications developed by Microsoft Corporation to perform everyday office tasks easily and efficiently. It is one of the most widely used office productivity suites in the world. MS Office helps users create documents, analyze data, prepare presentations, communicate information, and manage databases. It is used in schools, colleges, businesses, banks, government offices, and industries, making it an essential skill for all students.

## **3. Why MS Office is Important**

**MS Office is used because:**

- It reduces manual work and saves time.
- It helps create professional-quality documents and reports.
- It improves accuracy, productivity, and data management.
- It supports presentations, data analysis, and communication.
- It is easy to learn and user-friendly.

#### **4. History of MS Office**

- 1989: MS Office was first released for Macintosh computers.
- 1990: First Windows version released (Word + Excel + PowerPoint).
- 1997–2003: Major improvements in features and menus.
- 2007: Introduced the Ribbon interface, making tools easier to find.
- 2010–2016: Added cloud support, online sharing, and collaboration.
- Today: Offered as Microsoft 365, providing online and offline access with updated apps.

MS Office includes many applications – each designed for a specific purpose.

#### **5. Main Components of MS Office**

##### **MS Word**

- A word processing software.
- Used to create letters, reports, certificates, question papers, invitations, etc.
- Allows formatting, inserting images, tables, page numbers, borders, and mail merge.

##### **MS Excel**

- A spreadsheet program used for calculations and data analysis.
- Helps create mark sheets, salary statements, attendance sheets, budgets, and charts.
- Supports formulas like SUM, AVERAGE, IF, COUNT, etc.

##### **MS PowerPoint**

- A presentation software.
- Used to create slideshows with text, images, animations, and transitions.
- Helpful for seminars, teaching, meetings, and project presentations.

##### **MS Access**

- A database management tool.
- Used to store and manage large amounts of data (student records, inventory, payroll).

##### **Outlook**

- An email and scheduling application.
- Used for sending/receiving emails, calendar management, and official communication.

## **6. Key Components:**

- MS Word – Word Processing Tool
- MS Excel – Spreadsheet and Data Analysis Tool
- MS PowerPoint – Presentation Tool
- MS Access – Database Management Tool
- Mail Merge – Automated Mailing System

## **7. HOW TO USE MS OFFICE – STEP BY STEP**

1. Open the Application: Start → Microsoft Office → Word/Excel/PowerPoint
2. Create a New File: File → New → Blank Document / Workbook / Presentation
3. Save Your File: File → Save As → Choose Location → Save
4. Perform Operations: Use menus and shortcuts for text, data, or slides
5. Print or Share: File → Print / Export / Email

## **8. BASIC SYNTAX AND SHORTCUT KEYS**

Each MS Office application has basic syntax or commands to perform tasks quickly.

### **MS Word**

Ctrl + B: Bold

Ctrl + I : Italic

Ctrl + U: Underline

Ctrl + S: Save

### **MS Excel**

=SUM(A1:A5): Adds values

=AVERAGE(B1:B5): Finds average

Ctrl + : Copy Formula

Ctrl + Shift + L: Apply Filter

### **MS PowerPoint**

Ctrl + M: Add New Slide

F5: Start Slide Show

Ctrl + D: Duplicate Slide

## **Mail Merge**

Insert → Mail Merge Fields → Preview Results → Finish & Merge

### **9. Features of MS Office**

- User-friendly interface
- Formatting and editing tools
- Graphical charts and tables
- Templates and ready-made designs
- Mail merge and automation
- Cloud storage support
- High compatibility and security

### **10. Uses of MS Office in Daily Life**

- Preparing college assignments, reports, and lab manuals
- Creating attendance sheets, mark lists, and salary bills
- Preparing PowerPoint presentations for seminars
- Handling data entry and office records
- Writing job applications, resumes, and letters

### **11. COURSE OUTCOMES (After Completion of MS Office Lab)**

At the end of this course, the student will be able to:

- Use MS Word effectively to create professional documents with formatting, tables, images, header/footer, and page setup.
- Create and manage spreadsheets in MS Excel, including formulas, functions, charts, graphs, and data analysis techniques.
- Develop attractive and meaningful presentations in MS PowerPoint with transitions, animations, and multimedia elements.
- Apply mail merge operations to generate personalized letters and mass communication documents.
- Prepare real-life office documents such as attendance sheets, salary statements, mark lists, invitations, and reports.
- Demonstrate the ability to automate repetitive tasks using templates, AutoFill, and built-in tools.
- Work confidently with computer-based office tools, improving productivity and accuracy.
- Meet basic industry requirements, such as documentation, presentation, and data handling, making them better prepared for jobs and internships.

|                       |                                                                   |
|-----------------------|-------------------------------------------------------------------|
| <b>PROGRAM NO.: 1</b> | <b>DESIGN A DOCUMENT WITH ATLEAST TWO PAGES<br/>USING MS-WORD</b> |
|-----------------------|-------------------------------------------------------------------|

**Aim:**

Design a document with atleast two pages using Ms Word with different font style, font size, header and footer with page number.

**Procedure:****Step:1**

M S- word application is started by the following steps.

1. Click the "Start" button.
2. Select the "Programme" option in start menu
3. Click "Microsoft word" option from programme menu.
4. A new blank document is created.

**Step:2**

Create the MS-word document by typing the text for two pages.

**Step: 3**

1. Select the heading.
2. Change the font style and size

**Step:4**

1. Select the "Header and Footer" option in View menu.
2. Enter "AAA" in header and "BBB" in Footer.

**Step:5**

Select the page number option from insert menu and give the page number.

**Step:6**

Save the document in the name "XXXXX" using the file menu.

## OUTPUT:

### MAKE A VIDEO

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

*Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.*

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

|                       |                                               |
|-----------------------|-----------------------------------------------|
| <b>PROGRAM NO.: 2</b> | <b>DESIGN AN INVITATION USING<br/>MS-WORD</b> |
|-----------------------|-----------------------------------------------|

**Aim:**

Design an invitation with column break, use word to insert picture, design borders shading.

**Procedure:****Step:1**

Ms-word application is started by the following steps

1. Click the "Start" button.
2. Select the "Programs" option from the start menu.
3. Click 'Microsoft word' option from programs menu
4. A new blank document is created.

**Step:2**

Type the contents of the invitation

**Step:3**

1. Select the content of the invitation.
2. Give two column breaks using insert menu.

**Step: 4**

Using borders and shading from format menu to give border line.

**Step: 5**

1. Click the button "Picture" from insert menu.
2. Choose the" Logo of GTN" from other file

**Step: 6**

Save the document as "XXXXX" using file menu.

OUTPUT:



**G.T.N. ARTS COLLEGE** (AUTONOMOUS)  
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Recognized under DBT STAR COLLEGE SCHEME | Supported by DST - FIST Program  
Listed in NIRF- 2024 Ranking  
Old Karur Road, Dindigul – 624 005

**DEPARTMENT OF MATHEMATICS**  
organises  
A WORKSHOP ON  
**Fundamentals of Statistics and its Applications  
using R-Programming**  
(Under the aegis of DBT Star College Scheme )

**Venue:** DBT Maths Laboratory **Date:** 27.01.2025



**Dr. M. SHAFIYA**  
Assistant Professor,  
Department of Mathematics,  
College of Engineering and  
Technology,  
SRM Institute of Science and  
Technology (Deemed to be  
University),  
Kattankulathur - 603 203.

**TOPIC: Essentials of Statistics: Tools  
for Insight and Decision-Making**

**TIME:**10:00 AM - 12:30 PM



**Dr. KARTHICK. B**  
Assistant Professor,  
Department of Mathematics,  
College of Engineering and  
Technology,  
SRM Institute of Science and  
Technology (Deemed to be  
University),  
Kattankulathur - 603 203.

**TOPIC: Analyzing Data with R:  
Techniques and Applications**

**TIME:** 1:30 PM - 4:00 PM

**ALL ARE CORDIALLY INVITED**

|                                                                                    |                                                                             |                                                                            |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Dr. S. Ramachandran</b><br>Department Co-ordinator<br>DBT - Star College Scheme | <b>Dr. C. Subramani</b><br>Co-ordinator & Head<br>DBT - Star College Scheme | <b>Dr. S. Saravanan</b><br>Principal & Chairman<br>DBT Star College Scheme |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|

|                       |                                                |
|-----------------------|------------------------------------------------|
| <b>PROGRAM NO.: 3</b> | <b>CREATE A DAILY ATTENDANCE USING MS-WORD</b> |
|-----------------------|------------------------------------------------|

**Aim:**

Create a daily attendance of attendance of a class room for a week with heading, day, period, etc.,

**Procedure:**

**Step:1**

Ms-Word application is started by following steps

1. Click the "Start button"
2. Select the "Programs "Option from the start menu
3. Click" Microsoft word "Option from programs menu.
4. A new blank document is created.

**Step: 2**

Click the table menu and select the draw table option.

1. Select line style.
2. Select border colour.

**Step: 3**

1. Split cells into columns.
2. Type the heading, serial no, Register number, Name, Monday, Tuesday,  
Wednesday, Thursday, Friday.

**Step: 4**

1. Select the Column menu.

2. Split the cell into five more columns.
3. Type the heading 1, 2, 3, 4, 5.
4. Repeat the same for other column Tuesday, etc.

#### Step: 5

1. Draw necessary number of Roll lines in the table.
2. Type the data for S. No, Reg. No, Name

#### Step: 6

Save the document in the name "Attendance" using file menu

#### OUTPUT:

| S. NO | REG.NO   | NAME | MONDAY |   |   |   |   | TUESDAY |   |   |   |   | WEDNESDAY |   |   |   |   | THURSDAY |   |   |   |   | FRIDAY |   |   |   |   |
|-------|----------|------|--------|---|---|---|---|---------|---|---|---|---|-----------|---|---|---|---|----------|---|---|---|---|--------|---|---|---|---|
|       |          |      | 1      | 2 | 3 | 4 | 5 | 1       | 2 | 3 | 4 | 5 | 1         | 2 | 3 | 4 | 5 | 1        | 2 | 3 | 4 | 5 | 1      | 2 | 3 | 4 | 5 |
| 1     | 21UMAR01 | ABC  | P      | P | P | P | A | P       | P | P | P | P | P         | P | P | P | P | P        | P | P | A | A | A      | A | P | P | P |
| 2     | 21UMAR02 | DEF  | A      | A | P | A | P | P       | P | P | P | P | P         | P | P | P | P | P        | P | P | P | P | P      | P | P | P | P |
| 3     | 21UMAR03 | GHI  | A      | A | A | P | P | P       | P | P | P | P | P         | P | P | P | P | P        | P | P | P | P | P      | P | P | P | A |
| 4     | 21UMAR04 | JKL  | P      | P | P | P | P | P       | P | P | P | P | P         | P | P | P | P | P        | P | P | P | P | P      | P | P | P | P |
| 5     | 21UMAR05 | MNO  | A      | P | A | A | P | P       | P | P | A | P | P         | P | P | P | P | P        | P | P | P | P | P      | P | P | A | A |

**Aim:**

Create a main document and database of address and merge them using Mail -Merge tools.

**Procedure:****Step:1**

MS-word application is started by the following steps.

1. Click the "Start" button.
2. Select the "Programs" Options from the start menu.
3. Click "Microsoft word" option from programs menu.
4. A new blank document is created.

**Step: 2**

1. Click "Tools" menu and select "Letters & mailings".
2. Choose "Mail Merge Wizard".
3. The Mail Merge wizard dialog box is opened

**Step: 3**

Choose "Select document and click "Next"

**Step: 4**

1. Choose "Select starting document" and select "use" Current document".
2. Select "Next"

**Step: 5**

1. Choose "Select recipients" and select "type a new list"
2. Choose "Create" Option new list.
3. The "New add list" dialog box is opened. Give the first address.
4. Click "New Entry" and enter all the addresses.
5. Save the address list in the name "Address"

6. Preview the address select "Next"

**Step: 6**

1. Write your letter with address block, greeting line, etc.
2. Select "next"

**Step:7**

1. Preview your letter.
2. Select <<Recipient 1 >> button to view all the letters
3. Select "Next".

**Step: 8**

1. Complete the merge
- 2." Select "Print" to print all the merge letter.

**OUTPUT:**

FROM

XXX,

III B.Sc., Mathematics,

G. T. N. Arts College (Autonomous),

Dindigul - 624 005.

TO

The Administrative Officer,

ABC Company,

Respected Sir/Madam,

Sub: Application for the post of Office Assistant/Computer Operator

I am "Your Name", a final-year UG student from G. T. N. Arts College(Autonomous), Dindigul, and I wish to apply for the post mentioned above.

I have good working knowledge in:

- MS Word (Document preparation, formatting, mail merge)
- MS Excel (Data entry, formulas, charts, salary/attendance sheet)
- MS PowerPoint (Presentation creation)
- Basic computer operation and office maintenance

I am confident that my skills in office automation and my sincerity will help me perform well in your institution. I request you to kindly consider my application.

Thanking you

Yours faithfully,

Date:

(XXX)

Place:Dindigul

|                       |                                                   |
|-----------------------|---------------------------------------------------|
| <b>PROGRAM NO.: 5</b> | <b>CREATE A YEARLY SARLARY REPORT IN MS-EXCEL</b> |
|-----------------------|---------------------------------------------------|

**Aim:**

Create a yearly salary report in Excel work sheet use Auto fill to enter the month and to sum the Column and row total to Calculate DA and others to insert data and time function in the format.

**Procedure:****Step:1**

1. Click the "Start" button
2. Select the program in the start menu.
3. Click Microsoft Excel" from program menu.
4. A new Excel work book with sheet 1 is displayed.

**Step: 2**

Create the Ms- Excel Worksheet for salary as follows.

1. Merge the cells C1:E1 and type the text "Statement of Salary".
2. Click "Centre Alignment" button in "Standard tool bar"
3. Merge the cells C2: E2 and type the text "Jan 2021 -Dec 2023"
4. Click the "Centre Alignment" button in "Standard tool bar"

**Step: 3**

1. Type the details of Name, Designation, DA, etc.,

The Cells A5: AI8

2. Select the cell D18
3. Click the "f(x)" button on the

formula bar and type the formula= D10+D11 + D12-(D 13+ D14+ D15)

#### **Step: 4**

1. Select the cells G24:G26 merge and type the text signature of the employer.
2. Select the cell G2
3. Click "date and time" option from "Standard tool bar".
4. Select "New" button click ok in the new message box. Current date & time is displays in cell G2.
5. Save the MS-Excel worksheet in the name statement of the salary using save option in file menu

#### **OUTPUT:**

| STATEMENT OF SALARY |         |       |
|---------------------|---------|-------|
| 23-Nov              |         |       |
| NAME                | XXX     |       |
| DESIGNATION         | MANAGER |       |
| SALARY              |         | 30000 |
| DA                  |         | 8000  |
| PF                  |         | 7000  |
| RENT                |         | 4000  |
| HOME LOAN           |         | 2500  |
| NET SALARY          |         | 24500 |

**Aim:**

Create students mark list for 3 subjects and fill the result and rank by using string functions and logical functions in the following format.

**Procedure:****Step-1**

MS-Excel application is started by adopting by following steps.

- Click the "Start" button.
- Select the "All programs" option in the "start" menu.
- Click the "Microsoft Excel in the "All programs" menu.
- A new blank document is created.

**Step-2**

Create the MS-Excel sheet of mark list as follows.

- Type the Sl.No, Reg.No, Algebra, Numerical Methods with C, Mathematical Statistics, Total, Result, and Rank.
- Enter the data in the sheet as given in the table.
- Select the cell E2 and fill the cells using the formula=B2+C2+D2
- Use AutoFill handle to fill the cells E3 to E10 of the table.
- Select the cell F2 and fill the cell using the formula. If (AND(B2>40,C2>40,D2>40) "Pass", "Fail")
- Use "AutoFill" handle to fill the cells F3 to F10 of the table.
- Select the cell G2.
- Click on the "fx" button on the formula bar and select "Statistical" option in the category.
- Select "Rank" button in the submenu
- Apply the formula=Rank (E2\$E\$:\$E10) and rank is displayed in the cell.

**OUTPUT:**

| <b>Reg.No</b>    | <b>Algebra</b> | <b>Numerical<br/>methods with<br/>c</b> | <b>Mathematical<br/>statistics</b> | <b>Total</b> | <b>Result</b> | <b>Rank</b> |
|------------------|----------------|-----------------------------------------|------------------------------------|--------------|---------------|-------------|
| <b>21UMAR001</b> | <b>90</b>      | <b>91</b>                               | <b>89</b>                          | <b>270</b>   | <b>PASS</b>   | <b>5</b>    |
| <b>21UMAR002</b> | <b>92</b>      | <b>90</b>                               | <b>91</b>                          | <b>273</b>   | <b>PASS</b>   | <b>2</b>    |
| <b>21UMAR003</b> | <b>92</b>      | <b>90</b>                               | <b>90</b>                          | <b>272</b>   | <b>PASS</b>   | <b>3</b>    |
| <b>21UMAR004</b> | <b>95</b>      | <b>90</b>                               | <b>90</b>                          | <b>275</b>   | <b>PASS</b>   | <b>1</b>    |
| <b>21UMAR005</b> | <b>93</b>      | <b>89</b>                               | <b>89</b>                          | <b>271</b>   | <b>PASS</b>   | <b>4</b>    |

**PROGRAM NO.: 7**

**CREATE A YEARLY BUDGET USING  
MS-EXCEL**

**Aim:**

Create a yearly budget of a company and create different types of charts for the data as given below.

**Yearly Budget**

| Items        | Amount |
|--------------|--------|
| Salary       | 60,000 |
| Rent         | 20,000 |
| Electricity  | 12,000 |
| Stationary   | 5,000  |
| Income Tax   | 10,000 |
| Bank Charges | 5,000  |

**Procedure:**

**Step-1**

MS-Excel application is started by adopting the following steps

- Click the “Start” button.
- Select the “All programs” option in the “start” menu.
- Click the “Microsoft Excel in the “All programs” menu.
- A new blank document is created.

**Step-2**

Create the MS-Excel sheet of budget as follows

- Type the Items and Amounts in cells A1 and B1.
- Enter the data given in the table in the worksheet
- Select a cell inside in the table
- Select “Chart” option in the Insert menu. “Chart Wizard step 1 of 4” dialog box is displayed.

- Select "Column" option in the chart type section and select a sample from in the chart subtype section.
- Click "Next" button "Chart wizard step 2 of 4"-"Chart Source Data" dialog box is displayed.
- Select the table using the mouse data range is displayed in the data range text box. Column ratio button is selected by default in the "Series no:" section.
- Click "Next" button "Chart wizard step 3 of 4"-"Chart location" options dialog box with sample graph of the given data is displayed.
- Enter grid line in the chart title box, Item in the category (x) axis text box and amount in the value (y) axis text box. Under the title's tab.
- Select both primary axis in the axis tab.
- Select major grid lines in the value (y) axis option in the grid lines tab.
- Select show legend with right option in the legend tab. By default none options is selected in data label's tab.
- Click "Next" button "Chart wizard step 4 of 4"-"Chart location" dialog box is displayed.
- Select the "As object in:" option and click "Finish" button to insert the chart.

### **Step-3**

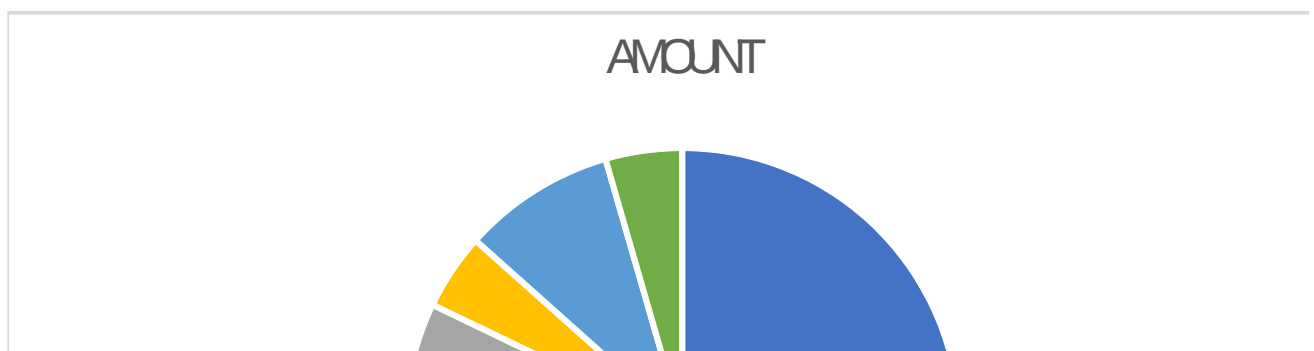
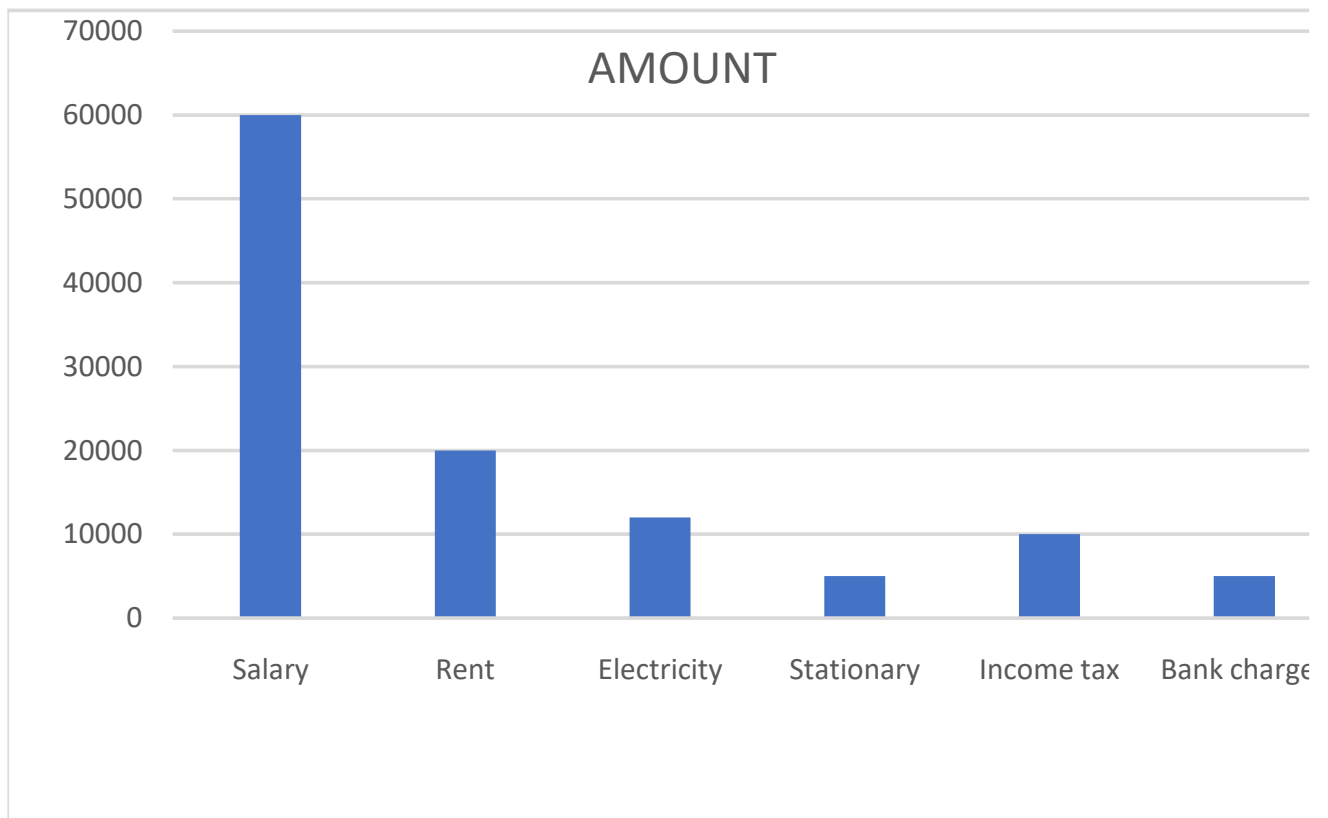
Repeat the above steps to create pie-chart, Bar chart for the given data.

### **Step-4**

Save the program by selecting save command from file menu in the Name "XXXXX"

## OUTPUT:

| ITEM         | AMOUNT |
|--------------|--------|
| Salary       | 60000  |
| Rent         | 20000  |
| Electricity  | 12000  |
| Stationary   | 5000   |
| Income tax   | 10000  |
| Bank charges | 5000   |



|                       |                                                                                  |
|-----------------------|----------------------------------------------------------------------------------|
| <b>PROGRAM NO.: 8</b> | <b>POWER POINT PRESENTATION OF COLLEGE DETAILS<br/>USING AUTO CONTENT WIZARD</b> |
|-----------------------|----------------------------------------------------------------------------------|

**Aim:**

Present your college details as publishing work using Auto content wizard.

**Procedure:**

**Step-1**

Create a presentation on college details using the Auto content wizard as follows

- Select the “Auto Content Wizard” option from the power point dialog box is displayed.
- Click the “Next” button the second dialog box for presentation type of Auto Content Wizard is displayed.
- Click on the All tab to display all types of presentation in the windows.
- Select a type and click the “Next” button. The third dialog box for presentation style of Auto Content Wizard box is displayed. This shows option for medium on which the presentation is to be generated.
- Select “On-Screen” presentation and click the “Next” button. The fourth and last dialog box of Auto Content Wizard box is displayed.
- Click “Finish” button to complete the process of creating a presentation of using the wizard.

**Step-2**

Now create a set of slides containing the details of the college according to the guidelines given in each slide if a slide is not sufficient for a task, and more slides for the purpose.

**Step-3**

Save the presentation by using the save command from file menu in the name

“G T N College”.

## OUTPUT:

| <b>GTN Arts College</b>                                                                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Content</b>                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• College Committee</li><li>• Succession List of Principals</li><li>• College Council</li><li>• List of Departments</li><li>• Address</li></ul>                                                                  |  |
| <b>College Committee</b> <ul style="list-style-type: none"><li>• Dr.K.Rethinam - Secretary</li><li>• Thiru.R.Arumugam-Educational Agency Nominee</li><li>• Thiru.N.Muralitharan-Educational Agency Nominee</li></ul>                                   |  |
| <b>Succession List of Principals</b> <ul style="list-style-type: none"><li>• Prof.T.Dhanakody, M.A.,</li><li>• Capt.T.Murugaiyan, M.A.,</li><li>• Dr.N.Markkandayan, M.Com.,B.Ed.,DEM,MBA,Ph.d.</li><li>• Dr.P.Balagurusamy,M.A,M.Phil,Ph.d.</li></ul> |  |
| <b>College Council</b> <ul style="list-style-type: none"><li>• Dr. Chakkaravarthi, M.A., M.Phil., Ph.D.,</li><li>• Tmt.N.Sakunthala.,M.Sc.,M.Phil.,PGDCA.</li><li>• Dr.M.Ponnaiah.M.Com.,M.Phil.,PGDCA,Ph.d.</li></ul>                                 |  |
| <b>List of Departments</b> <ul style="list-style-type: none"><li>• Tamil</li><li>• English</li><li>• History</li><li>• Mathematics</li><li>• Physics</li><li>• Chemistry</li></ul>                                                                     |  |

- Zoology
- Commerce

**Address**

G T N Arts College (Autonomous),  
G T N Nagar,  
Dindigul.

**PROGRAM NO.: 9**

**POWER POINT PRESENTATION OF COLLEGE DETAILS**

**Aim:**

Present your college details for only publishing work using blank presentation.

**Procedure:**

**Step-1**

To create a presentation on college details using MS-power point with blank presentation as follows.

Create a New Slide by clicking “New Slide” in the presentation point and type the following text.

**GTN Arts College**

**Content**

- College Committee
- Succession List of Principals
- College Council
- List of Departments
- Address

**Step-2**

Now click new slide. The second slide will be displayed. Then type the following text.

**College Committee**

- Dr.K.Rethinam - Secretary
- Thiru.R.Arumugam-Educational Agency Nominee
- Thiru.N.Muralitharan-Educational Agency Nominee

### Step-3

Now click new slide any type the following text.

#### **Succession List of Principals**

- Prof.T.Dhanakody, M.A.,
- Capt.T.Murugaiyan, M.A.,
- Dr.N.Markkandayan, M.Com.,B.Ed.,DEM,MBA,Ph.d.

### Step-4

Now click new slide and type the following text.

#### **College Council**

- Dr. Chakkaravarthi, M.A., M.Phil., Ph.D.,
- Tmt.N.Sakunthala.,M.Sc.,M.Phil.,PGDCA.
- Dr.M.Ponnaiah.M.Com.,M.Phil.,PGDCA,Ph.d.

### Step-5

Then click next slide and type the following text.

#### **List of Departments**

- Tamil
- English
- History
- Mathematics
- Physics
- Chemistry
- Zoology
- Commerce
- Physical Education

### Step-6

Now click the new slide and type the following text.

|                                  |
|----------------------------------|
| <b>Address</b>                   |
| G T N Arts College (Autonomous), |
| G T N Nagar,                     |
| Dindigul-624005.                 |

### Step-7

Save the presentation by selecting the “Save” option from file menu in the name “XXXXX”.

### OUTPUT:

|                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GTN Arts College</b>                                                                                                                                                                                      |
| <b>Content</b>                                                                                                                                                                                               |
| <ul style="list-style-type: none"><li>• College Committee</li><li>• Succession List of Principals</li><li>• College Council</li><li>• List of Departments</li><li>• Address</li></ul>                        |
| <b>College Committee</b>                                                                                                                                                                                     |
| <ul style="list-style-type: none"><li>•Dr.K.Rethinam - Secretary</li><li>•Thiru.R.Arumugam-Educational Agency Nominee</li><li>•Thiru.N.Muralitharan-Educational Agency Nominee</li></ul>                     |
| <b>Succession List of Principals</b>                                                                                                                                                                         |
| <ul style="list-style-type: none"><li>•Prof.T.Dhanakody, M.A.,</li><li>•Capt.T.Murugaiyan,M.A.,</li><li>•Dr.N.Markkandayan, M.Com.,B.Ed.,DEM,MBA,Ph.d.</li><li>•Dr.P.Balagurusamy,M.A,M.Phil,Ph.d.</li></ul> |

### **College Council**

- Dr. Chakkaravarthi, M.A., M.Phil., Ph.D.,
- Tmt.N.Sakunthala.,M.Sc.,M.Phil.,PGDCA.
- Dr.M.Ponnaiah.M.Com.,M.Phil.,PGDCA,Ph.d.

### **List of Departments**

- Tamil
- English
- History
- Mathematics
- Physics
- Chemistry
- Zoology
- Commerce

### **Address**

G T N Arts College (Autonomous),  
G T N Nagar,  
Dindigul-624005.