SEMESTER- II			
Allied-Practical I Office Automation Lab			
Code: 18UCSAR2	**Hrs / week :3**	**Hrs / Semester: 45**	**Credits :2**

List of Practical's :

1. Type a paragraph and use various formatting.
2. Usage of Numbering, Bullets, Indents and Headers in a Word Document
3. Prepare a Calendar in a Word Document
4. Design a wedding invitation in Word Document
5. Usage of Spell Check, Find and Replace
6. Picture Insertion and Alignment
7. Use mail merge in word.
8. Prepare class time table.
9. Prepare a semester wise mark statement for a computer class of 20 students using any spreadsheet' worksheet. Total, average and rank the student marks. Give proper headings. Make the column headings bold and italic.
10. Consider the sample employee worksheet and calculate their salary. Plot it using chart.
11. Use any spreadsheet to use mathematical, statistical and logical functions
12. Use any spreadsheet to plot a chart for marks obtained by the students.