

**THE HERITAGE INSTITUTION**  
**KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)**  
**In Collaboration with**  
**Dept. of School Education, Govt. of Punjab**  
**Organises**  
**Two day Workshop of School Principals**

**TABLE OF CONTENTS**

<b>1. Introduction to MS- Office</b>
<b>2. Creating Google Form</b>
<b>3. Creating Excel Sheet from Google Form Responses</b>
<b>4. Google Sheet</b>
<b>5. Google Docs</b>
<b>6. Compressing a file</b>
<b>7. Uncompressing a file</b>
<b>8. Converting Word doc to PDF</b>

## **Introduction to MS- Office**

Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer.

You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters.

Microsoft Office is available in 35 different languages and is supported by Windows, Mac and most Linux variants.

### **Components of Microsoft Office**

The core components of Microsoft Office are the six items present in the original package, notwithstanding the later addition of services like OneDrive and SharePoint and a web design tool called FrontPage.



**The six core programs in Microsoft Office are:**

- ❖ Word
- ❖ Excel
- ❖ PowerPoint
- ❖ Access
- ❖ Outlook
- ❖ Publisher

The three major Microsoft Office pieces include the word processor (Word), the spreadsheet (Excel) and the visual presentation tool (PowerPoint.)

### **1. Word-**

- Microsoft Word is a text processing application.
- Microsoft Word lets you create professional-quality documents, reports, letters, and resumes.
- Unlike a plain text editor, Microsoft Word has features including spell check, grammar check, text and font formatting, HTML support, image support, advanced page layout, and more.
- Templates can be created for Professional use with the help of MS Word.
- Work Art, colors, images, animations can be added along with the text in the same file which is downloadable in the form of a document.
- Authors can use for writing/ editing their work.
- Extension for Doc files is “.docx”

### **2. PowerPoint**

- PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.
- Used to create audiovisual presentations.
- Each presentation is made up of various slides displaying data/ information
- Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
- The extension for PowerPoint presentations is “.pptx”.
- Used majorly for professional usage.
- Using PowerPoint, presentations can be made more interactive.

### **3. Excel**

- Microsoft Excel is an application used for creating and editing spreadsheets. Spreadsheets are commonly used to working with sets of data containing text and numbers and for generating graphs and charts.
- Majorly used for making spreadsheets.
- A spreadsheet consists of grids in the form of rows and columns which is easy to manage and can be used as a replacement for paper.
- It is a data processing application.
- Large data can easily be managed and saved in tabular format using MS Excel.
- Calculations can be done based on the large amount of data entered into the cells of a spreadsheet within seconds.
- File extension, when saved in the computer, is “.xlsx”.

### **4. Access**

- Microsoft Access is used when working with databases using relational data. This is data held in tables which are then linked according to the relationships between the data.
- Access processes data using queries and you can use forms and reports to interact with the data in a user-friendly way.
- It is Database Management Software (DBMS).
- Table, queries, forms and reports can be created on MS Access.
- Import and export of data into other formats can be done.
- The file extension is “.accdb”.

## **5. Publisher**

- Publisher is a great app for creating visually rich, professional-looking publications without investing lots of money and time in a complicated desktop publishing application.
- You can make simple things like greeting cards and labels, or more complex projects like yearbooks, catalogs, and professional email newsletters.

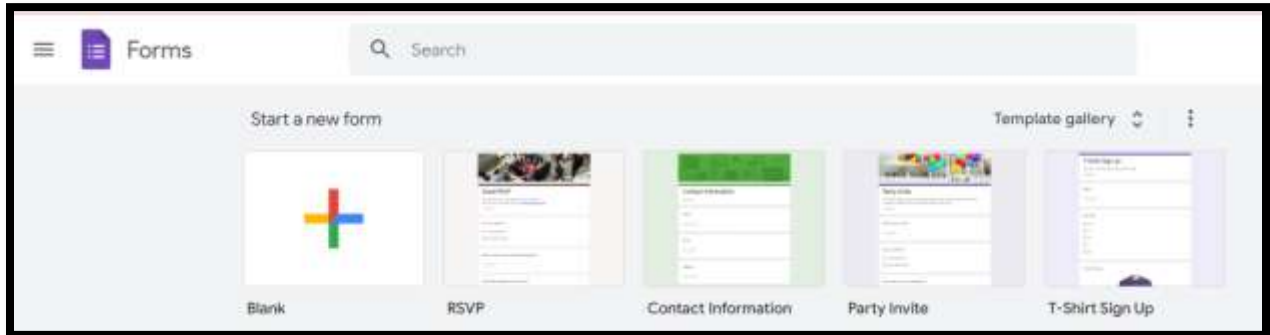
## **6. Outlook**

- Outlook allows you to send and receive email messages, manage your calendar, store names and numbers of your contacts, and track your tasks.
- Outlook can be used as standalone personal email software, and business customers can use Outlook as multiuser software. Users can integrate it with Microsoft SharePoint to share documents and project notes, collaborate with colleagues and send reminders and more.

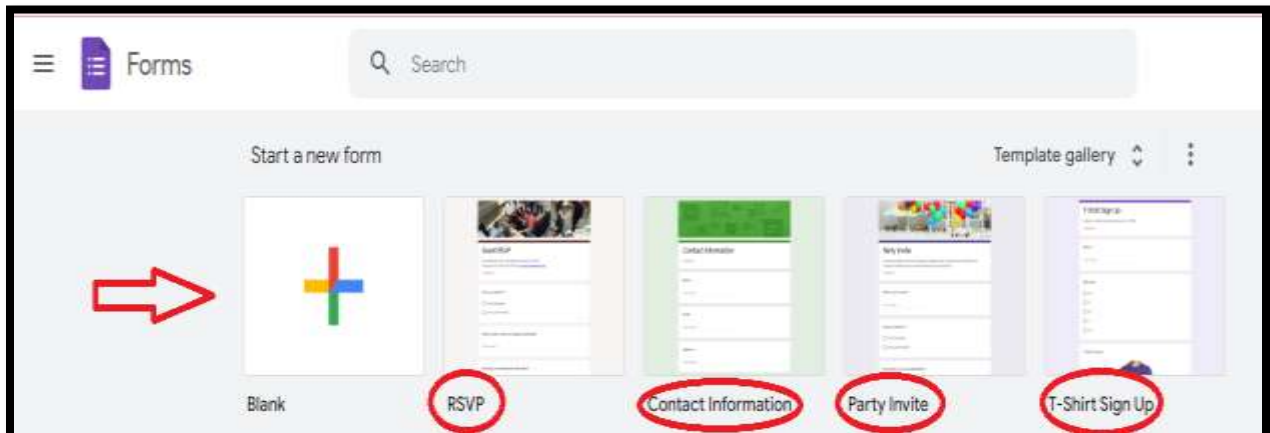
## How to create a Google Form?

If you're looking to collect data, you must've heard of Google Forms. Using Google Forms to collect data is extremely efficient regardless of whether you want to create surveys, questionnaires, or polls. It's easy to use and integrates well with other Google products such as Sheets and Docs.

**Step 1: Go to forms.google.com or Google Drive-** The first step is to open Google Forms. You can do this by going to [forms.google.com](https://forms.google.com) in your web browser, or by going to Google Drive and selecting "New" > "Google Forms."

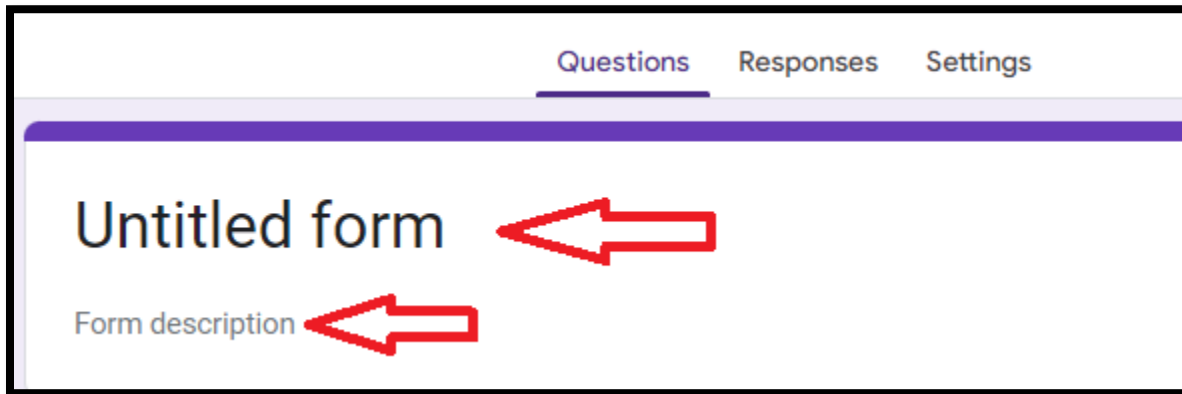


**Step 2: Select a template-** Next, you can select a template. Google Forms offers a variety of templates to choose from, so you can pick the one that best suits your needs. There are templates for RSVP, Contact information, Party invites, and more!



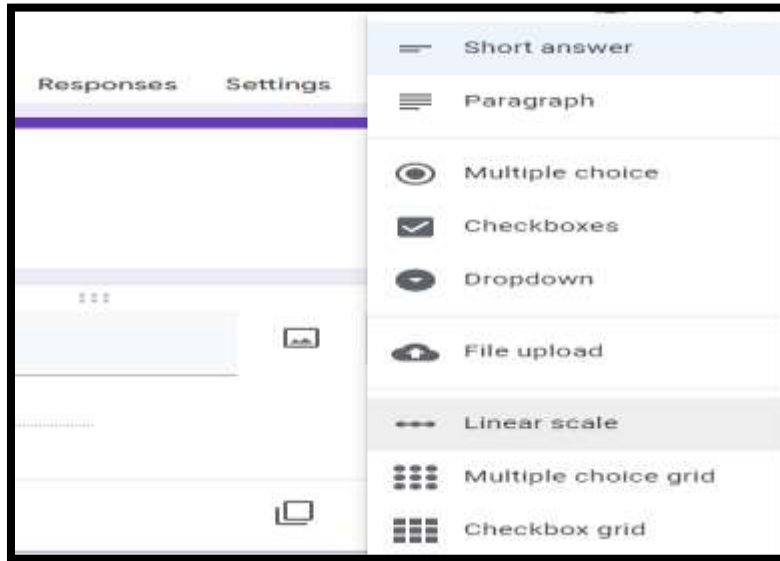
However, If you're unsure of which template to use, you can always start with the "Blank" template.

**Step 3: Change the title of your form-** After you have selected a template, the next step is to change the title of your form. To do this, click on where it says "Untitled form" text at the top of the page and enter a new title.



You can also add a description to your form.

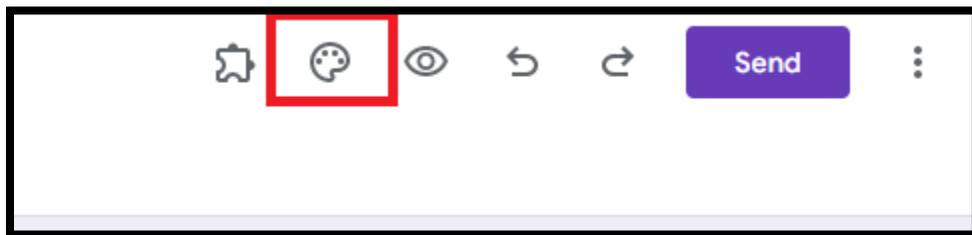
**Step 4: Adjust questions and answers-** Once you have given your form a title and description, it's time to start adding questions! Google Forms makes it easy to add a variety of different question types, including multiple-choice, drop-down, short answers, and more.



To add a question, simply replace the "Untitled Question" text with your question and then click on the answer type that you want to use. For example, if you are asking for someone's name, you would select the "Short answer" answer type.

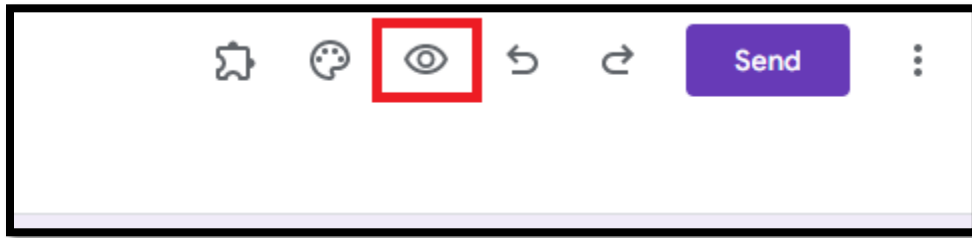
Google Forms also allows you to include images and videos in your questions. To do this, click on the image or video icon from the question toolbar.

**Step 5: Customize the Google Form theme-** Google Forms offers a variety of themes that you can use to customize the look of your form. To select a theme, simply click on the "Theme" button from the top-right corner of the page.



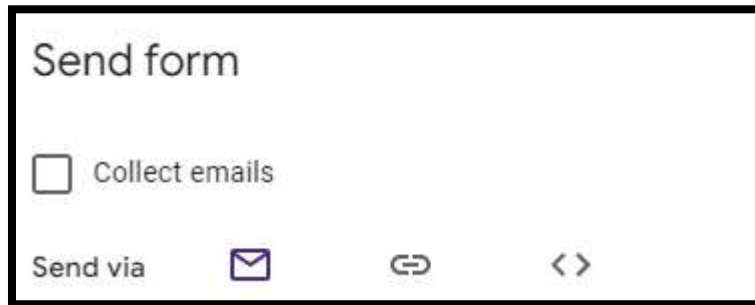
**Step 6: Preview your form-** Before you share your form with the world, it's a good idea to preview it first. To do this, simply click on the "Preview" button from the top-right corner of the page.





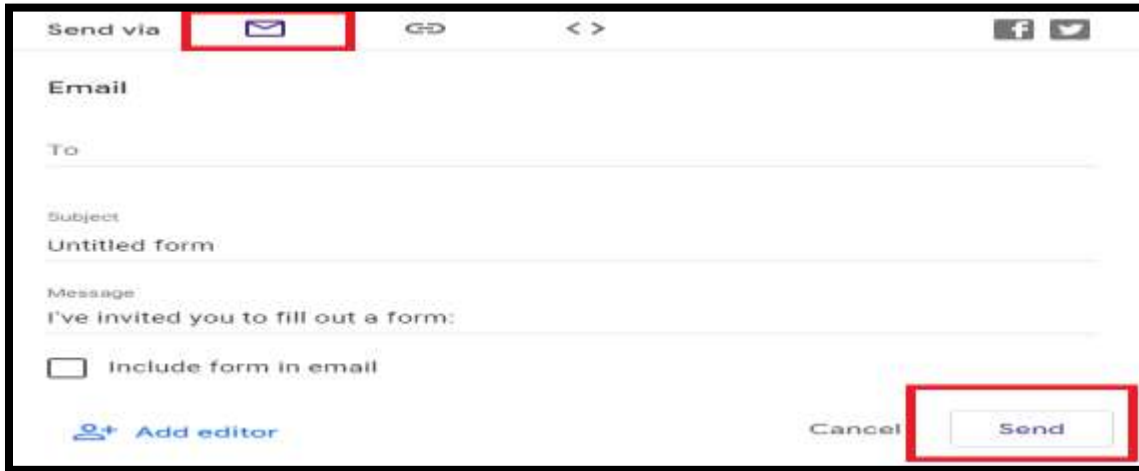
### Step 7: How to create a Google Form link or share it through email

The final step is to share your form with the world! To do this, click on the "Send" button from the top-right corner of the page. This will open a sharing dialog, and you can choose to send your form via email or share it via a link. You can also embed your form on a website if you want.



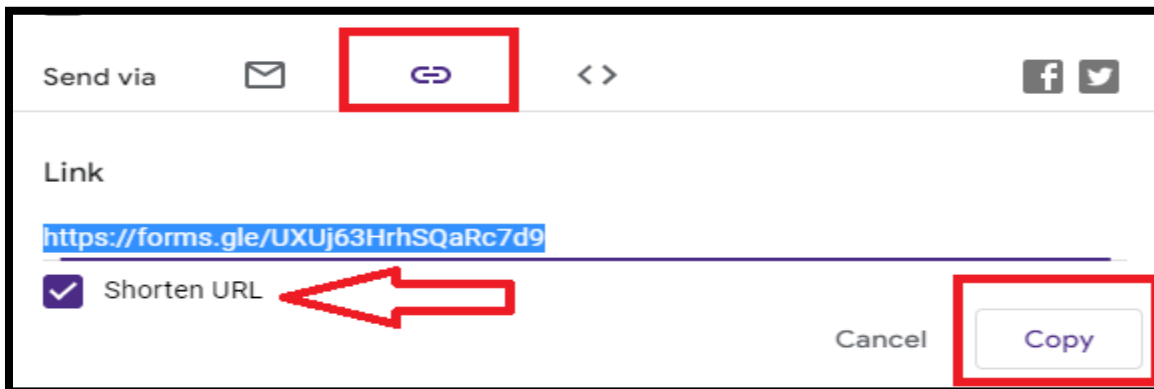
If you are sending your form via email, simply enter the email addresses of the people who you want to receive your form, add a subject and message, and then click on the "Send" button.

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The screenshot shows the 'Send via Email' dialog box in Google Forms. At the top, the 'Send via' tab is selected, indicated by a red box around the envelope icon. Below the tab, there are fields for 'To', 'Subject' (labeled 'Untitled form'), and 'Message' (containing the text 'I've invited you to fill out a form:'). There is a checkbox labeled 'Include form in email' which is currently unchecked. At the bottom right, there are 'Cancel' and 'Send' buttons, with the 'Send' button highlighted by a red box. An 'Add editor' link is visible at the bottom left.

If you're sharing your form via a link, simply copy the link and share it with people through email, social media, or any other method. However, make sure to shorten the link if you are sharing it online, as the default link can be quite long.



The screenshot shows the 'Send via Link' dialog box in Google Forms. At the top, the 'Link' tab is selected, indicated by a red box around the link icon. Below the tab, the form's URL is displayed: <https://forms.gle/UXUj63HrhSQaRc7d9>. Below the URL, there is a checkbox labeled 'Shorten URL' which is checked, with a red arrow pointing to it. At the bottom right, there are 'Cancel' and 'Copy' buttons, with the 'Copy' button highlighted by a red box.

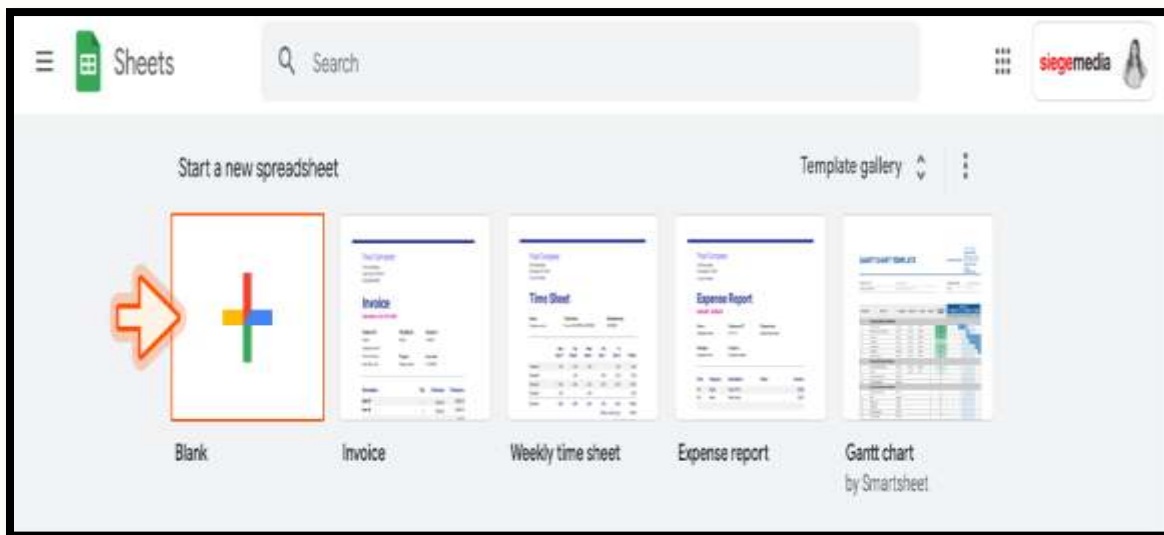
**How to create Excel Sheet from Google Form Responses?**

1. Open a form in Google Forms.
2. In the top left under “Responses,” click **Summary**.
3. In the top right, click More ⋮ > **Select destination for responses**.
4. Choose an option:
  - **Create a new spreadsheet:** Creates a spreadsheet for responses in Google Sheets
  - **Select existing spreadsheet:** Choose from your existing spreadsheets in Google Sheets to store responses
5. Click **Create** or **Select**.

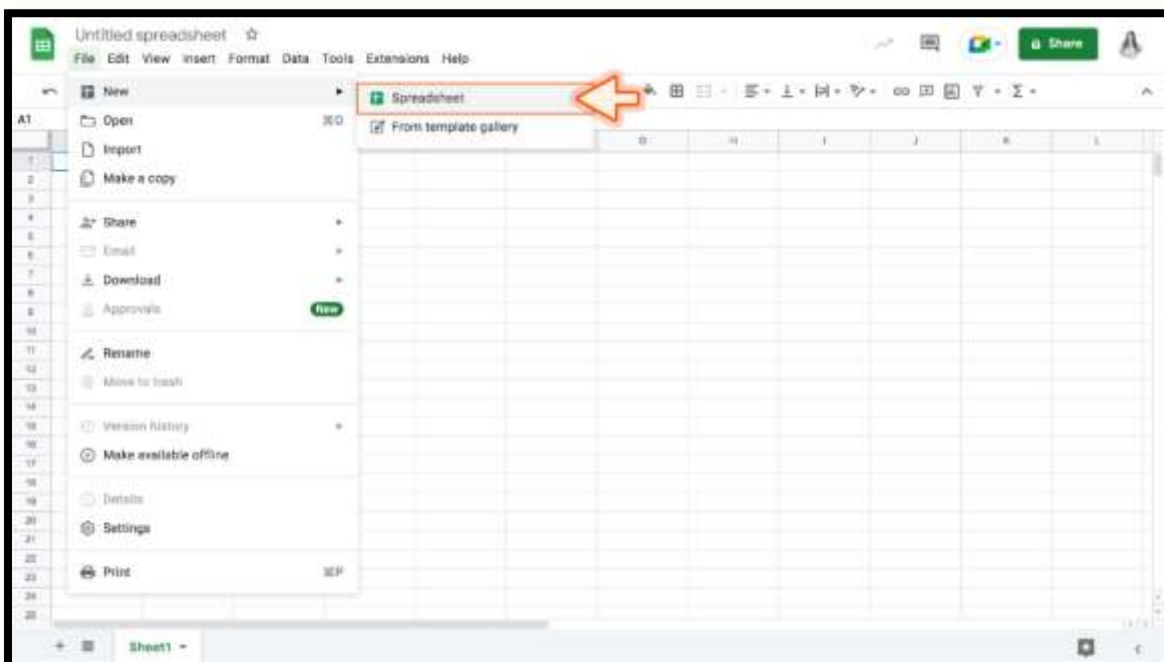
## How to create a Google Sheet?

There are four ways to create a new spreadsheet in Google Sheets:

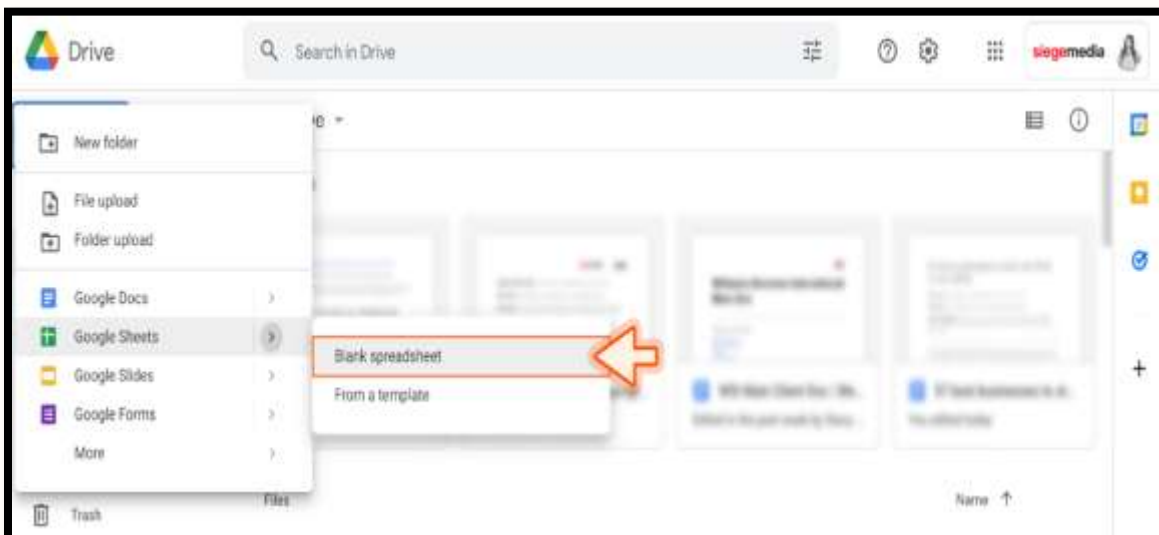
**Option 1:** Click the multi-colored "+" button on your Google Sheets dashboard.



**Option 2:** Open the menu from within a spreadsheet and select **File > New > Spreadsheet**.

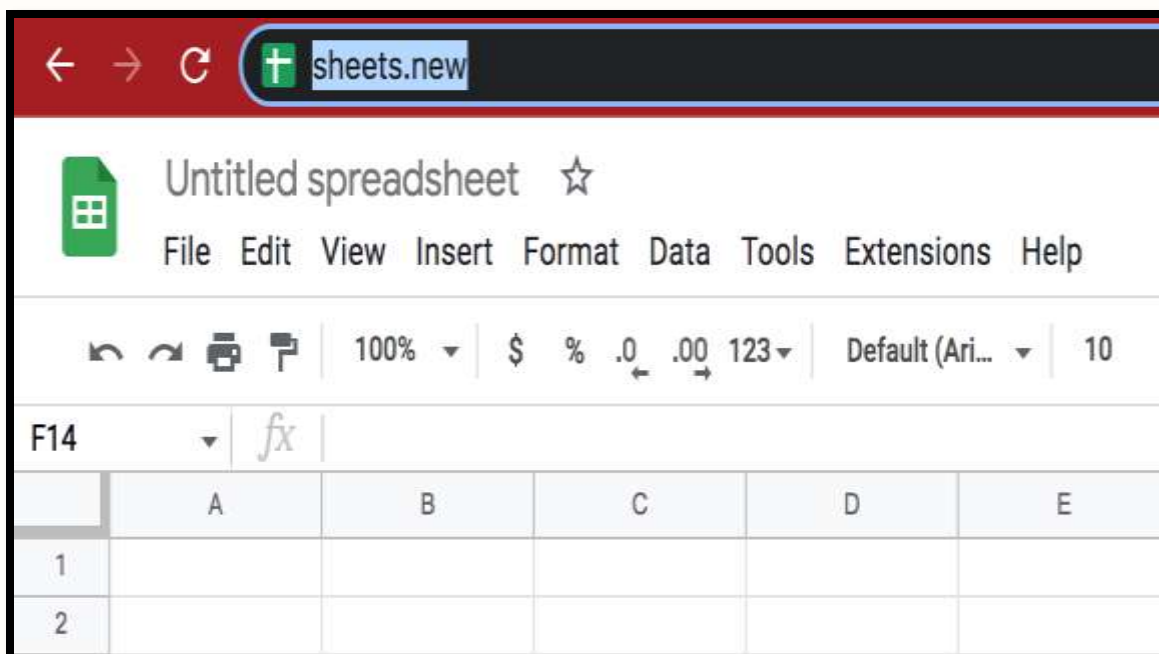


**Option 3:** Click the multi-colored **New** button on your Google Drive dashboard and select **Google Sheets** > **Blank spreadsheet**.



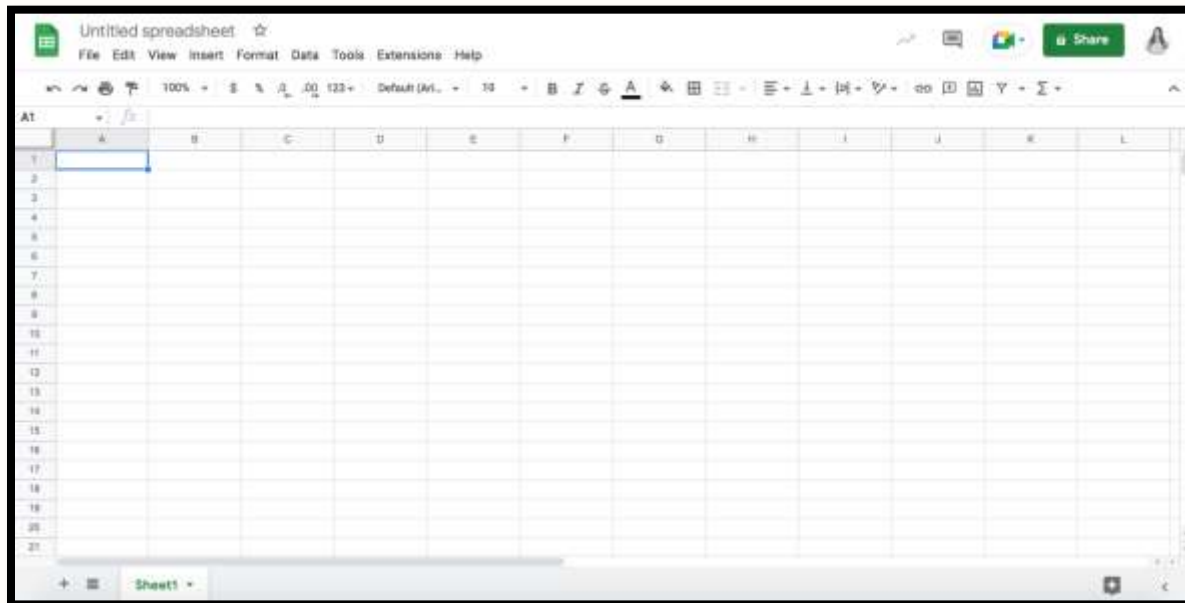
**Option 4:** Type "sheets.new" into your browser

This will create a new blank spreadsheet.



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The Google Sheets interface should remind you of at least one other spreadsheet app you've seen before, with familiar text editing icons and tabs for extra sheets.



## **How to add data to your spreadsheet**

Look around the white and gray grid that occupies most of your screen, and the first thing you'll notice is a blue outline around the selected cell or cells. When you open a new spreadsheet, if you just start typing, you'll see that your data starts populating the top-left cell immediately. There's no need to double-click cells when you add information, and not much need to use your mouse.

An individual square in a spreadsheet is called a **cell** they're organized into rows and columns with number and letter IDs, respectively. Each cell should contain one value, word, or piece of data.

Feel free to select any cell you'd like, then go ahead and type something in. When you finish entering data into a cell, you can do one of four things:

1. Press **Enter / return** to save the data and move to the beginning of the next row.
2. Press **Tab** to save the data and move to the right in the same row.
3. Use the **arrow keys** on your keyboard (up, down, left, and right) to move one cell in that direction.
4. Click any cell to jump directly to that cell.

**If you don't want to type in everything manually, you can also add data to your Sheet via a few different methods:**

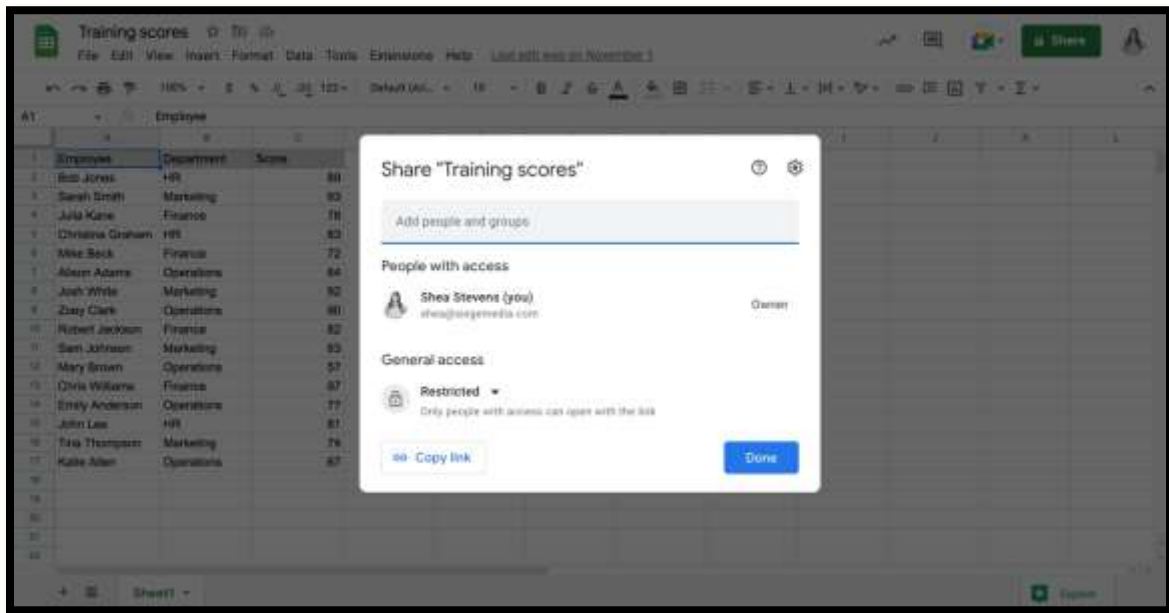
1. Copy and paste a list of text or numbers into your spreadsheet.
2. Copy and paste an HTML table from a website.
3. Import an existing spreadsheet in CSV, XLS, XLSX, and other formats.
4. Copy any value in a cell across a range of cells via a click and drag.

## How to share, protect, and move your data

What makes Sheets so powerful is how in sync you'll feel with your coworkers. Jointly editing a spreadsheet is one of the critical functions of Sheets, and Google made it a seamless experience.

Here's how it works:

- Click either **File > Share** or use the green **Share** button in the top-right.
- Enter emails of who can view or edit your spreadsheet.
- Select any other privacy options and hit **done**.



Once you add people to share with, you can either give them viewing, commenting, or editing access. You can also add an expiration date if you're only accepting comments for a limited time.

In addition to sharing with specific people, you can also give general access to anyone in your organization or anyone with the link.



## **Google Docs**

Google Docs is an online word processor that lets you create and format documents and work with other people.

### **Step 1: Create a document**



To create a new document-

1. On your computer, open the Docs home screen at **docs.google.com**.
2. In the top left, under "Start a new document" click **Blank** +.

You can also create new documents from the URL **docs.google.com/create**.

### **Step 2: Edit and format**

To edit a document:

1. On your computer, open a document in Google Docs.
2. To select a word, double-click it or use your cursor to select the text you want to change.
3. Start editing.
4. To undo or redo an action, at the top, click Undo  or Redo .

**You can add and edit text, paragraphs, spacing, and more in a document.**

- Format paragraphs or font
- Add a title, heading, or table of contents

### **Step 3: Share & work with others**

You can share files and folders with people and choose whether they can view, edit, or comment on them.

### **How to zip (compress) a file or folder?**

Zipped (compressed) files take up less storage space and can be transferred to other computers more quickly than uncompressed files. In Windows, you work with zipped files and folders in the same way that you work with uncompressed files and folders. Combine several files into a single zipped folder to more easily share a group of files.

1. Locate the file or folder that you want to zip.
2. Press and hold (or right-click) the file or folder, select (or point to) **Send to**, and then select **Compressed (zipped) folder**.

A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and then type the new name.

**How to unzip (extract) files or folders from a zipped folder?**

1. Locate the zipped folder that you want to unzip (extract) files or folders from.
2. Do one of the following:
  - To unzip a single file or folder, open the zipped folder, then drag the file or folder from the zipped folder to a new location.
  - To unzip all the contents of the zipped folder, press and hold (or right-click) the folder, select **Extract All**, and then follow the instructions.

### **How to convert a Word document to a PDF**

1. Select the File tab.
2. Select Save As.
3. In the File Name box, enter a name for the file, if you haven't already.
4. In the Save as type list, select PDF (\*.pdf).

### **How to convert Word docs to PDF files online**

Follow these easy steps to turn Microsoft Word files into PDFs:

1. Choose a Word to PDF converter online. ...
2. Upload your Word file to the converter website. ...
3. Wait for the file to upload and convert. ...
4. Download the converted PDF file. ...
5. Open the converted PDF file ...
6. Review and edit the converted PDF file as needed.