BLOOMING MINDS CENTRAL SCHOOL & JR COLLEGE (+1 & +2)

Class X-A Holidays Work

TELUGU:

- వ్యాకరణాంశాలు, అలంకారాలు, వాటి సూత్రాలు, లక్షణాలు, 2 ఉదాహరణలు,
- సంధులు:- పుంప్వాదేశ సంధి, పడ్వాది సంధి, రుగాగామ సంధి, గసడవాదేశ సంధి (P.g No: 65,82,83,87,88)
- 2. మన ఇతిహాసం – రామాయణం: రామాయణం ఎందుకు చదవాలి? (P.g.No: 132 TB)

HINDI:

- लड़का लड़की एक समान एक अनुच्छेद लेखन लिखिए
- पत्र लेखन आपके क्षेत्र में बाजारों में प्रतिबंधित होने के बावजूद "प्लास्टिक थैलियां" का उपयोग धड़ले से हो रहा है इस पर "नगर निगम अधिकारी" पर पत्र लिखिए
- "सोलर पंखा बनाने वाली संस्था" सूर्य शक्ति के प्रचार एक "एक विज्ञापन" लिखिए

ENGLISH:

- Find out at least 6-8 persons who fought for Indian's freedom and compare and contrast with Nelson Mandela who fought for South Africa's freedom.

MATHEMATICS:

- Read and write all chapter formulas(one-twelve)

PHYSICS:

- Applications, uses of a Concave and Convex mirror

CHEMISTRY:

- Write activities1.3,1.4,1.5,1.6,1.7 and 1.8

BOTANY:

- Collect the information about our Environment

ZOOLOGY:

- Prepare a chart of Endocrine system.

SOCIAL SCIENCE:

- Explain land degradation and conservation measures.
- Explain soil erosion and soil conservation
- How to create more employment?

INFORMATION TECHNOLOGY:

- Complete the Record work and Project work.

BLOOMING MINDS CENTRAL SCHOOL & JR COLLEGE (+1 & +2)

Class X-B Holidays Work

TELUGU:

- వ్యాకరణాంశాలు, అలంకారాలు, వాటి సూత్రాలు, లక్షణాలు, 2 ఉదాహరణలు,
- సంధులు:- పుంప్వాదేశ సంధి, పడ్వాది సంధి, రుగాగమ సంధి, గసడదవాదేశ సంధి (P.g No: 65,82,83,87,88)
- 2. మన ఇతిహాసం – రామాయణం: రామాయణం ఎందుకు చదవాలి? (P.g.No: 132 TB)

HINDI:

- लड़का लड़की एक समान एक अनुच्छेद लेखन लिखिए
- पत्र लेखन आपके क्षेत्र में बाजारों में प्रतिबंधित होने के बावजूद “प्लास्टिक थैलियां” का उपयोग धड़ले से हो रहा है इस पर “नगर निगम अधिकारी” पर पत्र लिखिए
- “सोलर पंखा बनाने वाली संस्था” सूर्य शक्ति के प्रचार एक “एक विज्ञापन” लिखिए

ENGLISH:

- Write the summary of lesson: His first flight, Black aeroplane
- Write an analytical paragraph for Q.7 in pg-53 volume-1
- Write a letter to the director for Q.No-4 in page -51 volume-1

MATHEMATICS:

- Read and write all chapter formulas(one-twelve)

PHYSICS:

- Applications, uses of a Concave and Convex mirror

CHEMISTRY:

- Write activities1.3,1.4,1.5,1.6,1.7 and 1.8

BOTANY:

- Collect the information about our Environment

ZOOLOGY:

- Prepare a chart of Endocrine system.

SOCIAL SCIENCE:

- Explain land degradation and conservation measures.
- Explain soil erosion and soil conservation
- How to create more employment?

INFORMATION TECHNOLOGY:

- Complete the Record work and Project work.

BLOOMING MINDS CENTRAL SCHOOL & JR COLLEGE (+1 & +2)

Class X-C Holidays Work

TELUGU:

- వ్యాకరణాంశాలు, అలంకారాలు, వాటి సూత్రాలు, లక్షణాలు, 2 ఉదాహరణలు,
- సంధులు:- పుంప్వాదేశ సంధి, పడ్వాది సంధి, రుగాగామ సంధి, గసడవాదేశ సంధి (P.g No: 65,82,83,87,88)
- 2. మన ఇతిహాసం – రామాయణం: రామాయణం ఎందుకు చదవాలి? (P.g.No: 132 TB)

HINDI:

- लड़का लड़की एक समान एक अनुच्छेद लेखन लिखिए
- पत्र लेखन आपके क्षेत्र में बाजारों में प्रतिबंधित होने के बावजूद “प्लास्टिक थैलियां” का उपयोग धड़ले से हो रहा है इस पर “नगर निगम अधिकारी” पर पत्र लिखिए
- “सोलर पंखा बनाने वाली संस्था” सूर्य शक्ति के प्रचार एक “एक विज्ञापन” लिखिए

ENGLISH:

- Find out at least 6-8 persons who fought for Indian’s freedom and compare and contrast with Nelson Mandela who fought for South Africa’s freedom.

MATHEMATICS:

- Read and write all chapter formulae. Read -IIT

PHYSICS:

- Concave mirror-focal length by distant object method.
- Convex Mirror, focal length by distant object method.

CHEMISTRY:

- Write all chemical reactions from- Chemical reactions and equations, Acids, Bases and salts.

BOTANY:

- Collect the information about our Environment topic in A4 sheets

ZOOLOGY:

- Prepare a chart of Endocrine system.

SOCIAL SCIENCE:

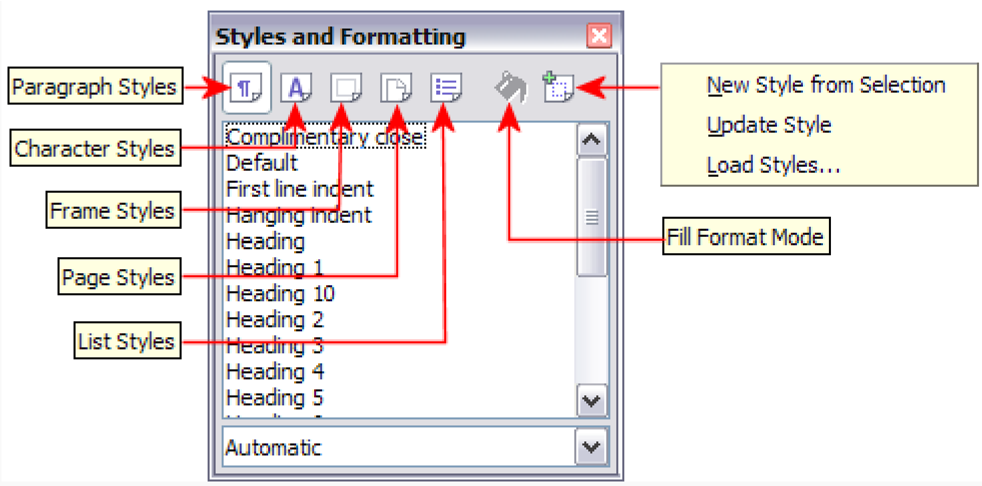
- Explain land degradation and conservation measures.
- Explain soil erosion and soil conservation
- How to create more employment?

INFORMATION TECHNOLOGY:

- Complete the Record work and Project work.

1. **Explain the styles given in the styles and formatting window for writer and paste the screen shot of the window**

Styles are available through a floating or dockable window called Styles and Formatting. This window is at the center of styles management. Do not worry if, at first, some contents of this section seem obscure while progressing through this or the next chapter. This guide describes how to use all these functions.



Styles and Formatting window buttons.

To open the Styles and Formatting window, do *any one* of the following:

- Click on the  icon located at the left-hand end of the formatting toolbar.
- Select **Format > Styles and Formatting**.
- Press *F11*.

You can move the Styles and Formatting window to a convenient position on the screen or dock it to an edge.

Style selection basics

The first five icons at the top of the Styles and Formatting window select the category of styles to work on. Click on one of these icons to display a list of styles in that category, such as paragraph or character styles, in the main window.

To apply a character style to existing text, select the text and then double-click on the name of the style in the *Character Styles* list. To apply any other style, put the cursor in the paragraph, frame, or page you want to modify and double-click on the name of the style in the corresponding section. You can select more than one paragraph or frame and apply the same style to all of them at the same time.

Using Fill Format mode

The sixth icon at the top of the Styles and Formatting window activates the *Fill Format* mode. Use Fill Format to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is useful for formatting many scattered paragraphs, words, or other items with the same style, and it may be easier to use than making multiple selections first and then applying a style to all of them.

1. Open the Styles and Formatting window and select a style.
2. Click the **Fill Format Mode** icon .
3. To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters. Clicking on a word applies the character style for that word.

4. Repeat step 3 until you made all the changes for that style.
5. To quit the Fill Format mode, click the icon again or press the *Esc* key.

Note: When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and mistakenly undo actions you want to keep.

New Style from Selection, Update Style, and Load Styles functions

The last button in the toolbar of the Styles and Formatting window is a multipurpose button that gives access to three different functions: New Style from Selection, Update Style, and Load Styles.

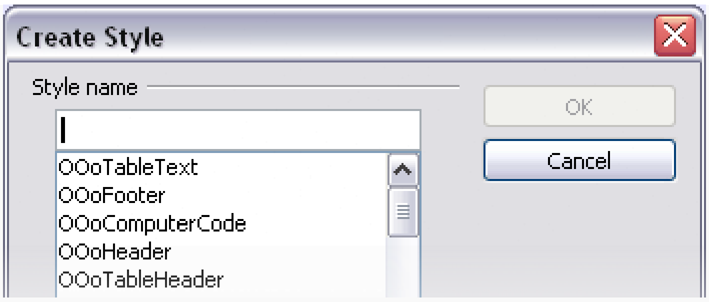
Using New Style from Selection

Use the first function of the multipurpose button to create a new style from the formatting of an object in the current document. For instance, you can change the formatting of a paragraph or frame until it appears as you like, and then you can turn that object's formatting into a new style. This procedure can save time because you do not have remember all the formatting settings you want, as is necessary when creating a new style with the Style dialog box. Besides, unlike when setting the formatting parameters in dialog box pages as you will learn to do later, you can immediately see how the objects will look like when formatted with the style you are creating.

Follow these steps to create a new style from a selection:

1. Change the formatting of the object (paragraph, frame, etc.) to your liking.
2. From the icons at the top of the window, choose the type of style to create (paragraph, character, and so on).
3. In the document, select the item to save as a style.
4. Go back to the Styles and Formatting window and click the **New Style from Selection** icon.

In the Create Style dialog box, enter a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.



Naming a new style created from a selection.

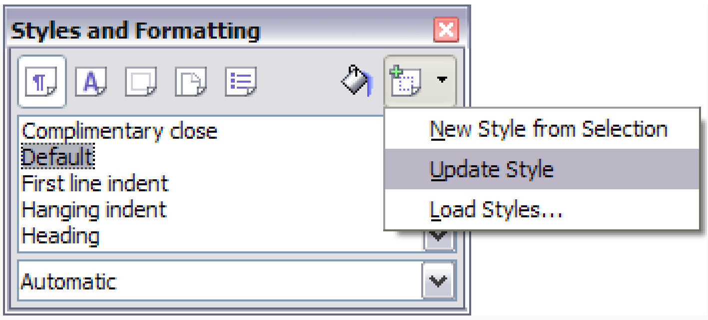
Update Style (from a selection)

Let's use paragraph styles as an example.

1. Create a new paragraph (or modify an existing paragraph) and edit all the properties you want to go into the style (such as indentation, font properties, alignment, among others).

Note: Make sure that there are unique properties in this paragraph. For example, if there are two different font sizes in the paragraph selected to update the style, that particular property will not be updated.

1. Select the paragraph by clicking anywhere in the paragraph.
2. In the Styles and Formatting window, select the style you want to update (single-click, not double-click) and then click on the **New Style from Selection** icon and select **Update Style**.



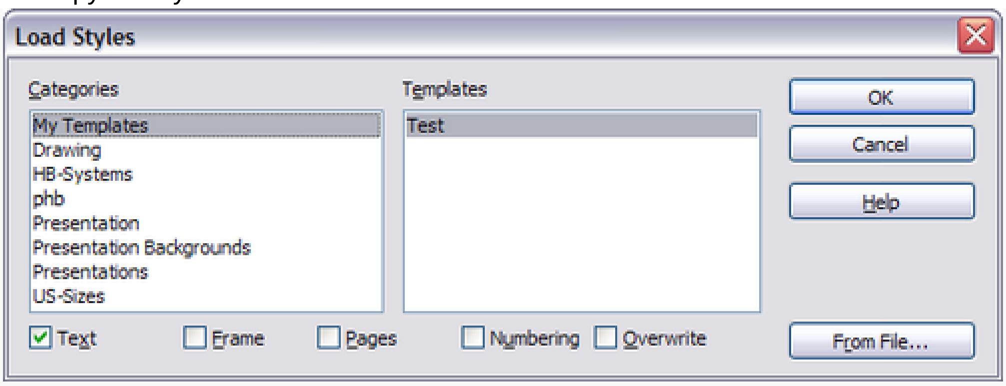
Updating a style from a selection.

The procedure to update another type of style (character, page, or frame styles) is the same. Just select the item in question, select the style you want to update, and choose **Update Style**.

Load Styles (from a template or document)

The last option in the **New Style from Selection** icon is used to copy styles into the current document by loading them from a template or another document. This method copies all styles, or groups of styles, at one time.

1. Open the document to copy styles into.
2. In the Styles and Formatting window, click on the **New Style from Selection** icon and then on **Load Styles**.
3. In the Load Styles dialog box, find and select the template to copy styles from. Click on the **From File** button if the styles you want are contained in a text document rather than a template. In this case, a standard file selection dialog box opens up, allowing you to select the desired document.
4. Select the check boxes for the types of styles to be copied. If you select **Overwrite,** the styles being copied will replace any styles of the same names in the target document.
5. Click **OK** to copy the styles.



Loading styles from a template.

Using the visible styles filters

At the bottom of the Styles and Formatting window, use the drop-down menu to select a filtering criterion for the contents of the main body of the window. Normally, you will find that only a handful of styles are needed in any given document, and it makes sense to have only these styles shown.

So, at the beginning of the writing process, you may want to have access to all the available styles (by selecting **All Styles**). However, as the document develops, it is useful to reduce the size of the list displayed to only the styles already in use (by selecting **Applied Styles**). If you work on a document where you want to apply special-purpose styles only (such as those styles used in writing this user guide), select instead **Custom Styles**. The **Hierarchical Styles** view is most useful when modifying styles as it reveals which styles are linked together. This topic is discussed in more detail in Chapter 7 (Working with Styles).

If you select the **Paragraph Styles** view in the Styles and Formatting window, the drop-down menu contains many more filtering options so you can view, for example, only **Text Styles**, **Special Styles**, and so on.

Drag-and-drop a selection to create a style

Another little known property of the Styles and Formatting window is the capability of creating a new style with a simple drag-and-drop of a text selection into the Styles and Formatting window.

1. Open the Styles and Formatting window.
2. Select the style category you are going to create (for example a character style) using one of the five icons in the top left part of the window.
3. Select the object you want to base the style on and drag it to the Styles and Formatting window. The cursor changes its shape indicating whether the operation is possible or not.
4. In the Create Style dialog box, enter a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

Q2. Write the steps to create new style in Open Office Writer?

Creating new (custom) styles

In addition to using the predefined styles provided by OOo, you can add new custom (user-defined) styles. OOo provides three ways to add styles.

- Create a new style using the Style dialog box.
- Create a new style from a selection.
- Drag and drop a selection to create a new style.

Creating a new style using the Style dialog box

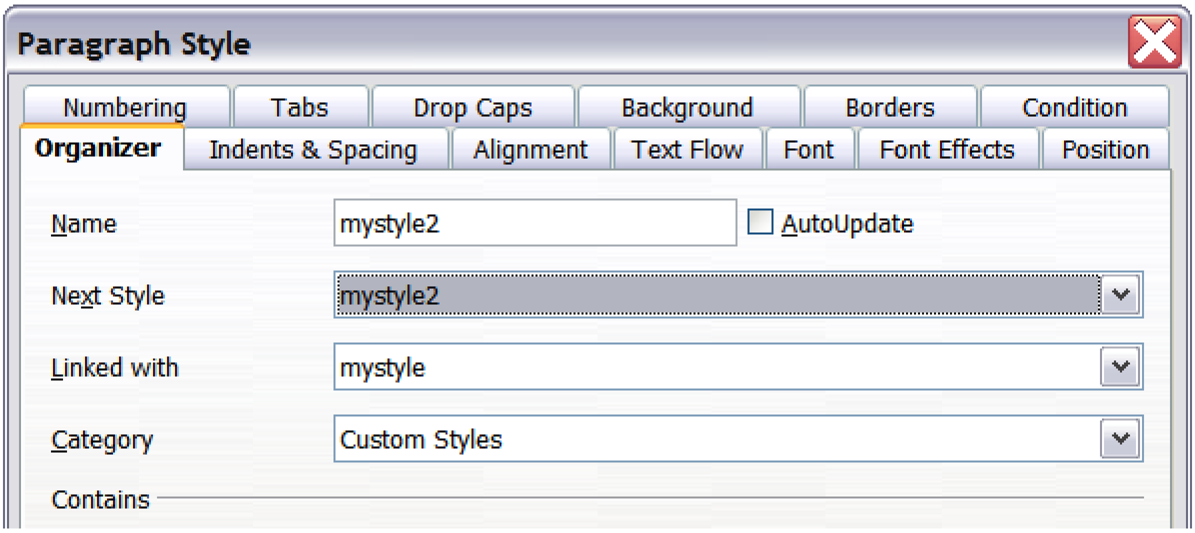
Open the Styles and Formatting window. Right-click on a style and select **New**. The style that you choose will be the basis for this new style. If you do not want too many of the options preset for you, choose the *Default* style.

The dialog box displayed depends on the type of style selected. The figure below shows an example of a Style dialog box for a new paragraph style. The dialog boxes and choices for defining new styles are the same as for modifying existing styles.

An exception to the above rule is conditional styles, which have a different dialog box. See Working with conditional paragraph styles for more information.

Linking styles

You can *link* a new style to an existing style. For example, suppose that the style *mystyle* specifies a font size of 12. Then you create another style (*mystyle2*) linked to *mystyle* and specifies underlined text. If you modify *mystyle* to font size 20, *mystyle2* inherits the new font size but still underlines the text.



Linking a new paragraph style to an existing style.

If styles are linked, changing the base style changes all the linked styles. Sometimes this is exactly what you want; other times it is not. It pays to plan ahead. Many predefined styles are already linked to other styles.

Creating a new style from a selection

You can create a new style from the formatting of an object in the current document. For instance, you can change the formatting of a paragraph or frame until it appears as you like, and then you can turn that object's formatting into a new style. This procedure can save time, because you do not have to create a new style as described above and remember all of the formatting settings.

1. Change the formatting of the object (paragraph, frame, etc) to your liking.
2. Open the Styles and Formatting window. From the icons at the top of the window, choose the type of style to create (paragraph, character, and so on).
3. In the document, select the item to save as a style.
4. In the Styles and Formatting window, click the **New Style from Selection** icon.
5. In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.

Dragging and dropping a selection to create a style

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

1. Open the Styles and Formatting window.
2. Select some text and drag it to the Styles and Formatting window.
3. In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click **OK** to save the new style.
4. If the Paragraph Styles list is showing in the Styles and Formatting window, a new paragraph style will be added to the list. If Character Styles are active, the character style will be added to the list.

3. Write the steps to insert an image in a document. Explain three methods along with screen shots?

Inserting an image file

When the image is in a file stored on the computer, you can insert it into an OOo document using either of the following methods.

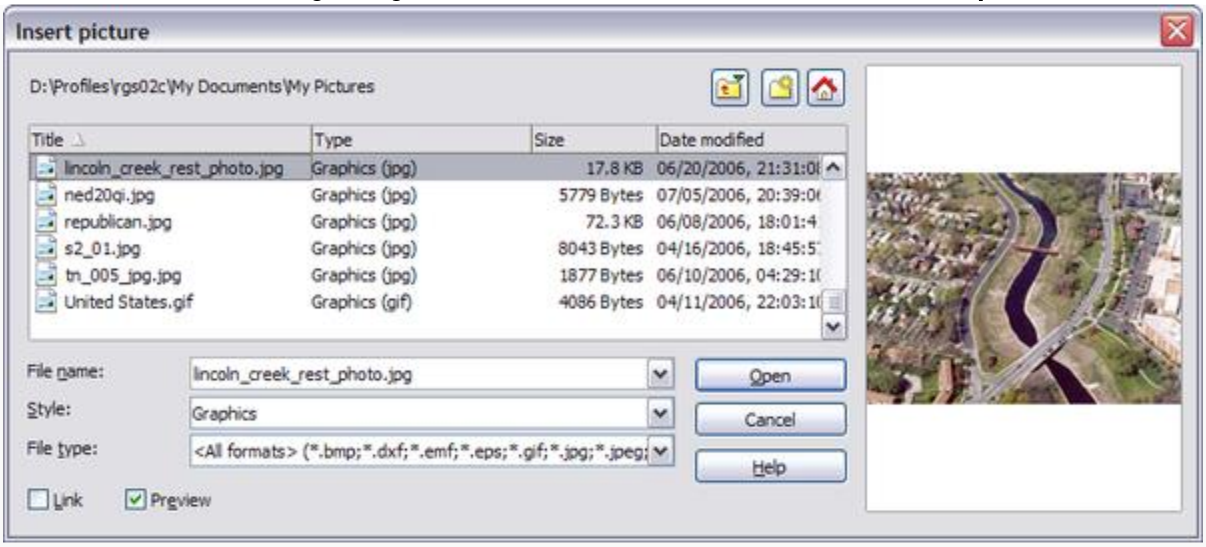
Drag and drop

1. Open a file browser window and locate the image you want to insert.
2. Drag the image into the Writer document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped.

This method embeds (saves a copy of) the image file in the Writer document. To link the file instead of embedding it, hold down the *Control+Shift* keys while dragging the image.

Insert Picture dialog

1. Click in the OOo document where you want the image to appear.
2. Choose **Insert > Picture > From File** from the menu bar.
3. On the Insert Picture dialog, navigate to the file to be inserted, select it, and click **Open**.



Insert picture dialog

At the bottom of the dialog are two options, **Preview** and **Link**. Select **Preview** to view a thumbnail of the selected image on the right, so you can verify that you have the correct file. See below for the use of **Link**.

Linking an image file

If the **Link** option in the Insert picture dialog is selected, OOo creates a link to the file containing the image, instead of saving a copy of the image in the document. The result is that the image is displayed in the document, but when the document is saved, it contains only a reference to the image file—not the image itself. The document and the image remain as two separate files, and they are merged together only when you open the document again.

Linking an image has two advantages and one disadvantage:

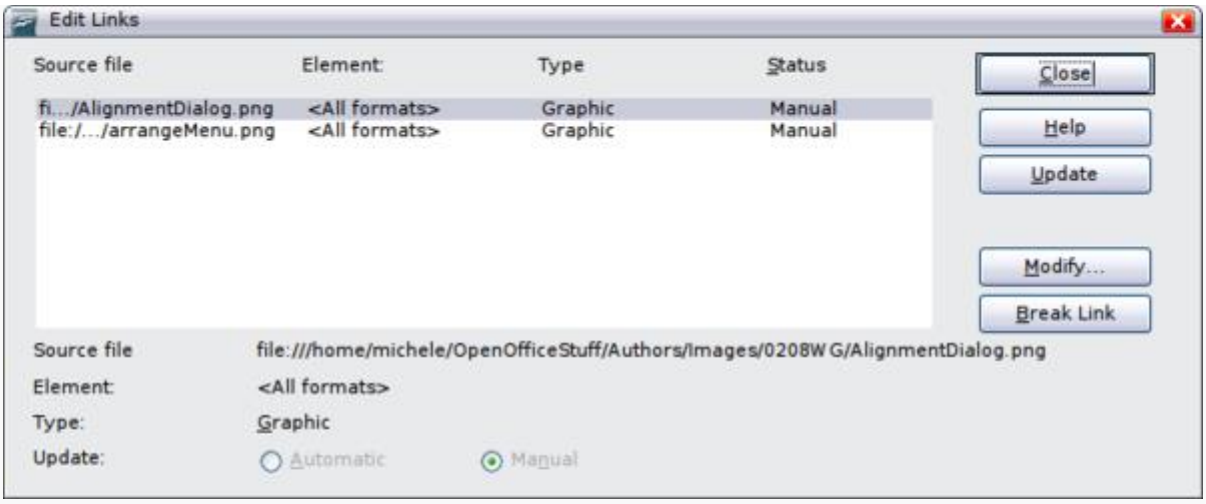
- Advantage – Linking can reduce the size of the document when it is saved, because the image file itself is not included. File size is usually not a problem on a modern computer with a reasonable amount of memory, unless the document includes many large graphics files; OOo can handle quite large files.

- Advantage – You can modify the image file separately without changing the document because the link to the file remains valid, and the modified image will appear when you next open the document. This can be a big advantage if you (or someone else, perhaps a graphic artist) is updating images.
- Disadvantage – If you send the document to someone else, or move it to a different computer, you must also send the image files, or the receiver will not be able to see the linked images. You need to keep track of the location of the images and make sure the recipient knows where to put them on another machine, so the document can find them. For example, you might keep images in a subfolder named Images (under the folder containing the document); the recipient of the file needs to put the images in a subfolder with the same name (under the folder containing the document).

Embedding linked images

If you originally linked the images, you can easily embed one or more of them later if you wish. To do so:

1. Open the document in OpenOffice.org and choose **Edit > Links**.
2. The Edit Links dialog shows all the linked files. In the *Source file* list, select the files you want to change from linked to embedded.
3. Click the **Break Link** button.
4. Save the document.



The Edit Links dialog

Q4. Design a poster on “sale in Big bazar” by using image and drawing tools.

If you want to design and print your own posters, Apache OpenOffice 4.1 has the tools you need. OpenOffice's Drawing option gives you the ability to add a background, import graphics and add text in whatever position or angle you wish. If you're using your own artwork in a poster, use high-resolution photos to ensure they stay crisp when you print them.

Setting the Poster Size and Background

Step 1

Select "New" from the OpenOffice File menu and then "Drawing."

Step 2

Specify a page size if you want your poster to be a size other than the default letter size. Select "Page" from the Format menu and click a pre-defined size. Alternatively, specify your own page size by setting the width, height and orientation manually. You can also set the margins here. If you reduce the margins to zero, keep in mind that the edges may be cropped when printing, depending on the printer you use.

Step 3

Click the "Background" tab. Clicking the "Fill" menu, you can select from a variety of colors and gradients, bitmap images and textured hatchings. When you click one, a thumbnail preview displays. If you select a bitmap, you can turn off the "Tile" option; however, this will make the background blurry on most posters since the small image is expanded to fill the entire document. Click "OK" to save your selection and close the Page Setup window.

Adding Graphics

Step 1

Select "Picture" from the Insert menu. Click "From File" and then select an image. Of course, if the picture is on your desktop, you can simply drag it onto the slide.

Step 2

Add shapes, such as an oval or rectangle, by selecting one from the menu in the right pane. Alternatively, select shapes from the toolbar at the bottom of the OpenOffice Window. Drag the cursor across the screen. You can change the fill color, line weight and transparency of a shape using the menu options on the right.

Step 3

Drag a shape or image onto the poster. When you insert a new object or click it, a border displays around the image with eight anchor points. Drag any anchor point to resize the object. Hold down the "Shift" key to retain the object's aspect ratio while resizing it.

Step 4

Click an image or shape, wait a moment and then click it a second time if you want to rotate it. The eight anchor points around the object turn red, indicating that you can now rotate it by dragging an anchor point. If you hold down the Shift key, you can restrict the rotation to 30-degree increments.

Adding Text

Step 1

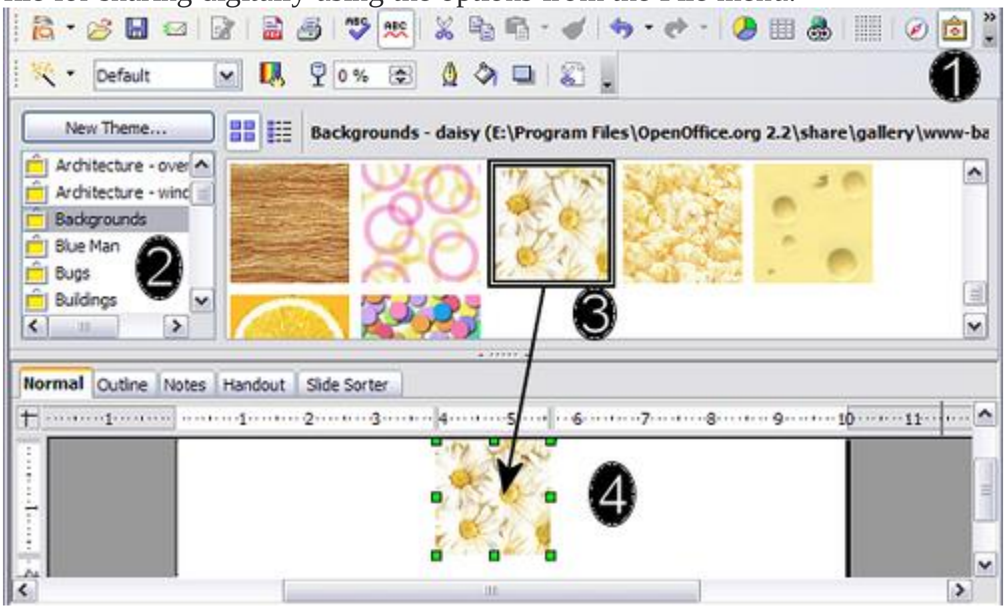
Click the T-shaped "Text" icon at the bottom of the OpenOffice window, or press "F2," and then drag the cursor over the slide to add a text box. Formatting options appear in the right pane. If your poster's design is particularly busy with shapes and images, enlarge the text size -- 48 points might be effective for a heading, for instance -- before typing, so you can easily spot the text on your poster. Although the maximum font size is 96 points, you can enter any size you wish by typing it in the font size "Text" field rather than selecting a size from the menu.

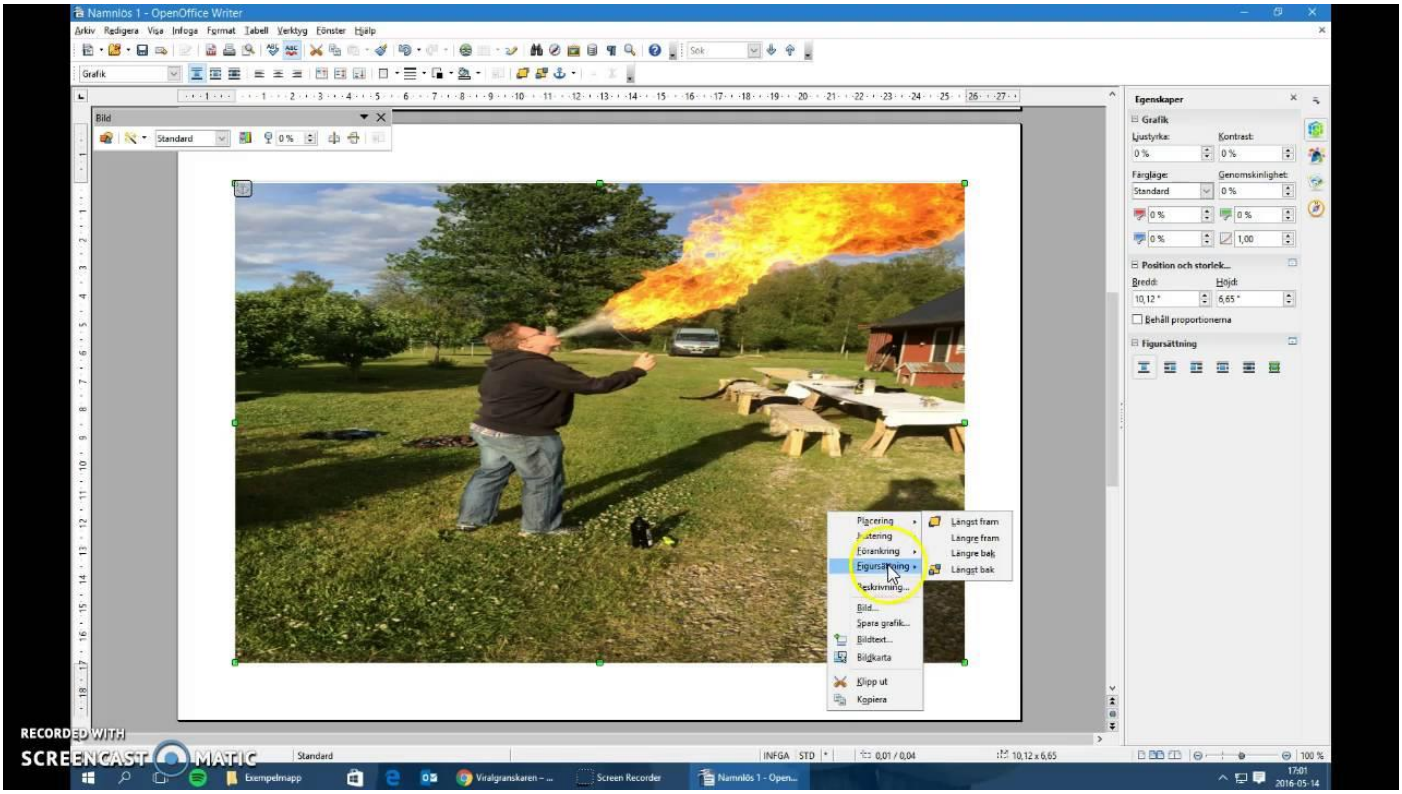
Step 2

Type a title for your poster in the text box. To edit the text, click and drag across the words to highlight them. To select the text box itself, click the words, then click the text box border. You can move, resize or rotate the text box just as you would with a shape or image.

Step 3

Add additional text boxes to include details for your poster as needed. Print your poster or export it to a PDF file for sharing digitally using the options from the File menu.




Namnlös 1 - OpenOffice Writer
Arkiv Redigera Visa Infoga Format Tabell Verktyg Fönster Hjälp
Egenskaper
Grafik
Position och storlek...
Figursättning
Placering
Förankring
Figursättning
Längst fram
Längre fram
Längre bak
Längst bak
Bild...
Spara grafik...
Bildtext...
Bildkarta
Klipp ut
Kopiera
RECORDED WITH
SCREENCAST-O-MATIC


BIG BAZAAR
PUBLIC HOLIDAY SALE
29 SEP - 3 OCT

Q6. Write the steps to consolidate data of two sheets given below in third sheet of Open Office Calc.

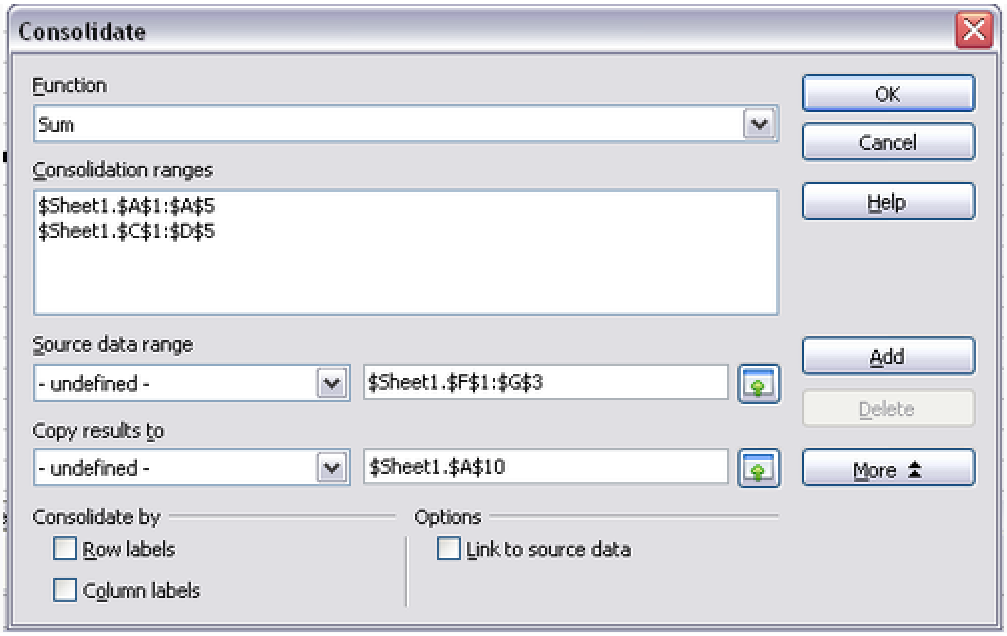
Name	June Pocket Money
Amit	1200
Sumit	1000
Naina	1500
Suman	1300
Kamal	1400

Sheet 1 – IT 402

Name	July Pocket Money
Amit	900
Sumit	1100
Naina	1300
Suman	1200
Kamal	1250

Sheet 2 – IT 402

1. Open the document that contains the cell ranges to be consolidated.
2. Choose **Data > Consolidate** to open the Consolidate dialog. The figure shows this dialog after making the changes described below.



Defining the data to be consolidated

3. The **Source data range** list contains any existing named ranges (created using **Data > Define Range**), so you can quickly select one to consolidate with other areas.

If the source range is not named, click in the field to the right of the drop-down list and either type a reference for the first source data range or use the mouse to select the range on the sheet. (You may need to move the Consolidate dialog or click on the Shrink icon to reach the required cells.)

4. Click **Add**. The selected range is added to the Consolidation ranges list.
5. Select additional ranges and click **Add** after each selection.
6. Specify where you want to display the result by selecting a target range from the **Copy results to** drop-down list.

   If the target range is not named, click in the field next to **Copy results to** and enter the reference of the target range or select the range using the mouse or position the cursor in the top left cell of the target range. *Copy results to* takes only the first cell of the target range instead of the entire range as is the case for *Source data range*.

7. Select a function from the Function list. This specifies how the values of the consolidation ranges will be calculated. The default setting is Sum, which adds the corresponding cell values of the Source data range and gives the result in the target range.

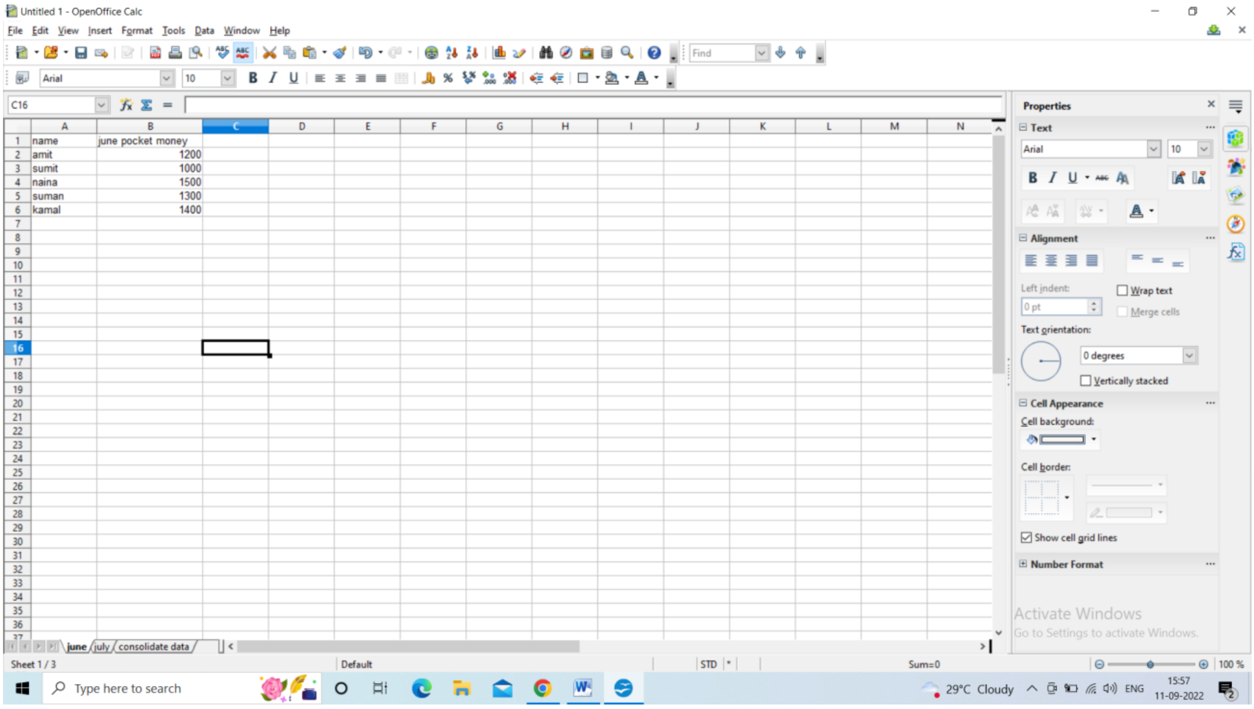
   Most of the available functions are statistical (such as Average, Min, Max, Stdev), and the tool is most useful when you are working with the same data over and over.

8. At this point you can click **More** in the Consolidate dialog to access the following additional settings:
   - Select **Link to source data** to insert the formulas that generate the results into the target range, rather than the actual results. If you link the data, any values modified in the source range are automatically updated in the target range.

     The corresponding cell references in the target range are inserted in consecutive rows, which are automatically ordered and then hidden from view. Only the final result, based on the selected function, is displayed.

   - Under **Consolidate by**, select either *Row labels* or *Column labels* if the cells of the source data range are not to be consolidated corresponding to the identical position of the cell in the range, but instead according to a matching row label or column label. To consolidate by row labels or column labels, the label must be contained in the selected source ranges. The text in the labels must be identical, so that rows or columns can be accurately matched. If the row or column label does not match any that exist in the target range, it is added to the target range as a new row or column.
9. Click **OK** to consolidate the ranges.
10. If you are continually working with the same range, then you probably want to use **Data > Create Range** to give it a name.

The consolidation ranges and target range are saved as part of the document. If you later open a document in which consolidation has been defined, this data is still available.


Untitled 1 - OpenOffice Calc
File Edit View Insert Format Tools Data Window Help
C16
name june pocket money
amit 1200
sumit 1000
naina 1500
suman 1300
kamal 1400
june
july
consolidate data
Sheet 1 / 3
Default
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Properties
Text
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Number Format
Type here to search
29°C Cloudy
ENG
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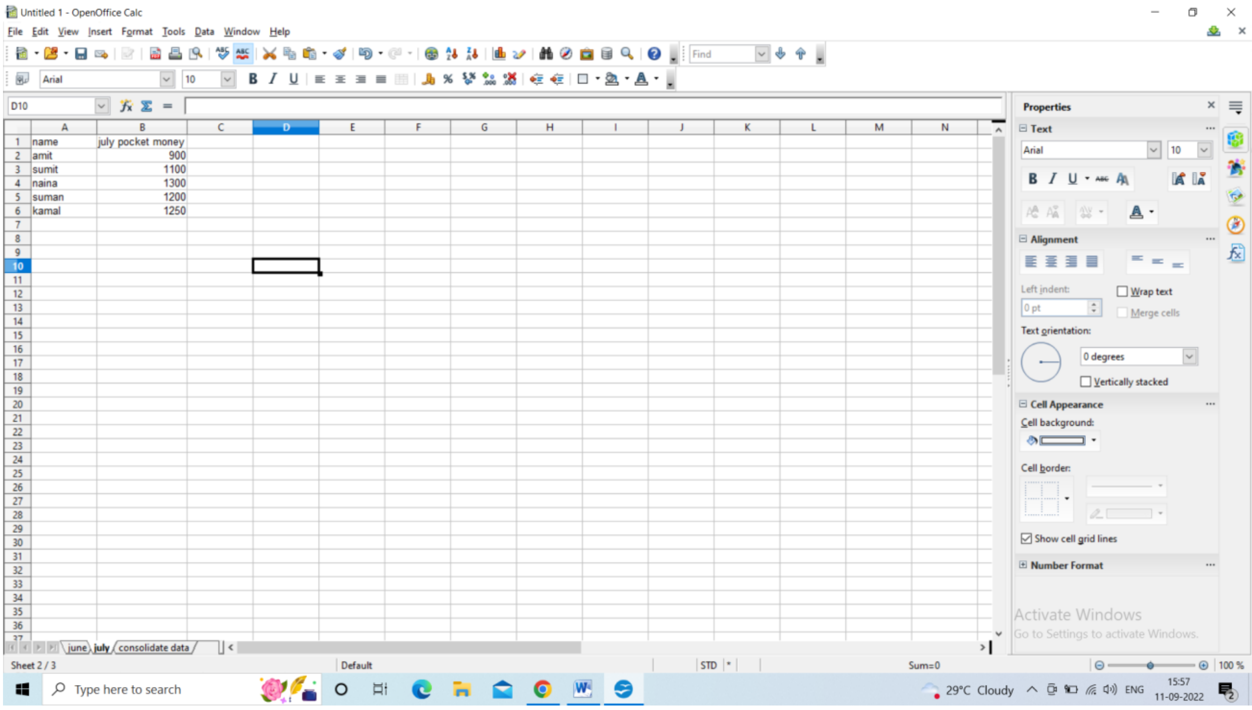
11-09-2022


Untitled 1 - OpenOffice Calc
File Edit View Insert Format Tools Data Window Help
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name july pocket money
amit 900
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suman 1200
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Sheet 2 / 3
Default
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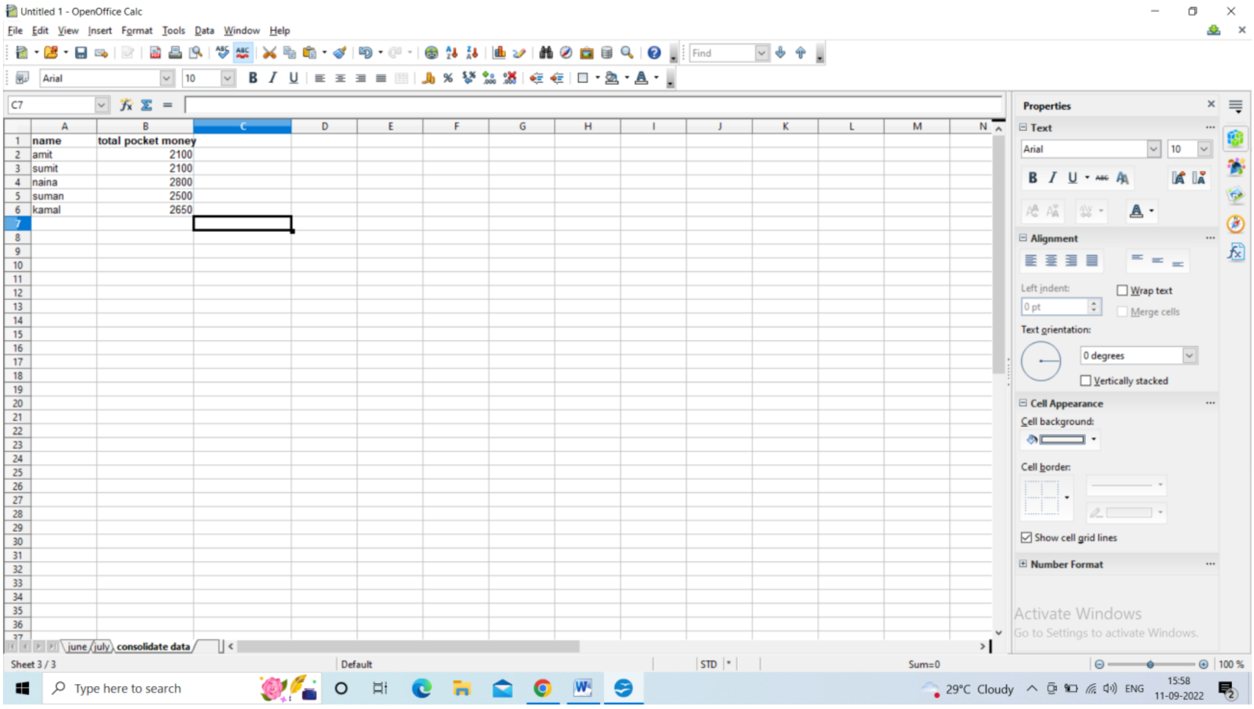
Sum=0
Properties
Text
Alignment
Cell Appearance
Number Format
Type here to search
29°C Cloudy
ENG
15:57
11-09-2022


Untitled 1 - OpenOffice Calc
File Edit View Insert Format Tools Data Window Help
C7
name total pocket money
amit 2100
sumit 2100
naina 2800
suman 2500
kamal 2650
june july consolidate data
Sheet 3 / 3
Default
STD
Sum=0
Properties
Text
Alignment
Cell Appearance
Number Format
Activate Windows
Go to Settings to activate Windows.
Type here to search
29°C Cloudy
ENG
15:58
11-09-2022

Q5. Write the steps to create scenario in open office calc along with the screenshot of the window?

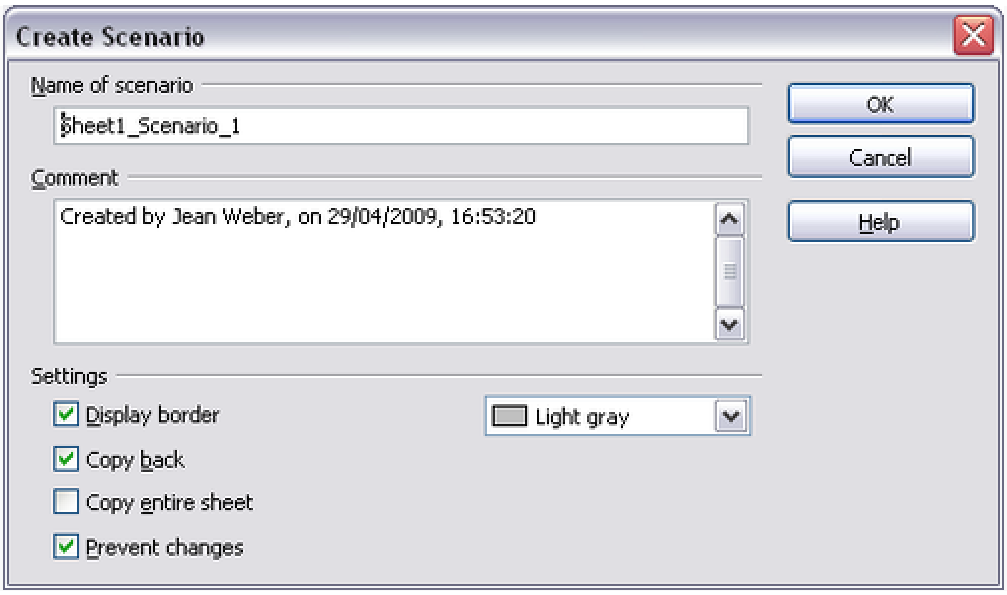
Scenarios are a tool to test “what-if” questions. Each scenario is named, and can be edited and formatted separately. When you print the spreadsheet, only the contents of the currently active scenario is printed.

A scenario is essentially a saved set of cell values for your calculations. You can easily switch between these sets using the Navigator or a drop-down list which can be shown beside the changing cells. For example, if you wanted to calculate the effect of different interest rates on an investment, you could add a scenario for each interest rate, and quickly view the results. Formulas that rely on the values changed by your scenario are updated when the scenario is opened. If all your sources of income used scenarios, you could efficiently build a complex model of your possible income.

Creating scenarios

Tools > Scenarios opens a dialog with options for creating a scenario. To create a new scenario:

1. Select the cells that contain the values that will change between scenarios. To select multiple ranges, hold down the *Ctrl* key as you click. You must select at least two cells.
2. Choose **Tools > Scenarios**.
3. On the Create Scenario dialog, enter a name for the new scenario. It’s best to use a name that clearly identifies the scenario, not the default name as shown in the illustration. This name is displayed in the Navigator and on the title bar of the scenario on the sheet itself.



Creating a scenario

4. Optionally add some information to the **Comment** box. The example shows the default comment. This information is displayed in the Navigator when you click the Scenarios icon and select the desired scenario.
5. Optionally select or deselect the options in the *Settings* section. See below for more information about these options.
6. Click **OK** to close the dialog. The new scenario is automatically activated.

You can create several scenarios for any given range of cells.

Settings

The lower portion of the Create Scenario dialog contains several options. In most cases the default settings (shown selected in the example) are likely to be suitable in most situations.

Display border

Places a border around the range of cells that your scenario alters. To choose the color of the border, use the field to the right of this option. The border has a title bar displaying the name of the active scenario. Click the arrow button on the right of the scenario name to open a drop-down list of all the scenarios that have been defined for the cells within the border. You can choose any of the scenarios from this list at any time.

Copy back

Copies any changes you make to the values of scenario cells back into the active scenario. If you do not select this option, the saved scenario values are never changed when you make changes. The actual behavior of the **Copy back** setting depends on the cell protection, the sheet protection, and the **Prevent changes** settings.

Copy entire sheet

Adds to your document a sheet that permanently displays the new scenario in full. This is in addition to creating the scenario and making it selectable on the original sheet as normal.

Prevent changes

Prevents changes to a **Copy back**-enabled scenario when the sheet is protected but the cells are not. Also prevents changes to the settings described in this section while the sheet is protected. A fuller explanation of the effect this option has in different situation is given below.

Changing scenarios

Scenarios have two aspects which can be altered independently:

- Scenario properties (the settings described above)
- Scenario cell values (the entries within the scenario border)

The extent to which either of these aspects can be changed is dependent upon both the existing properties of the scenario and the current protection state of the sheet and cells.

Changing scenario properties

If the sheet is protected (**Tools > Protect Document > Sheet**), and **Prevent changes** is selected then scenario properties cannot be changed.

If the sheet is protected, and **Prevent changes** is not selected, then all scenario properties can be changed except **Prevent changes** and **Copy entire sheet**, which are disabled.

If the sheet is not protected, then **Prevent changes** does not have any effect, and all scenario properties can be changed.

Changing scenario cell values

The table below summarizes the interaction of various settings in preventing or allowing changes in scenario cell values.

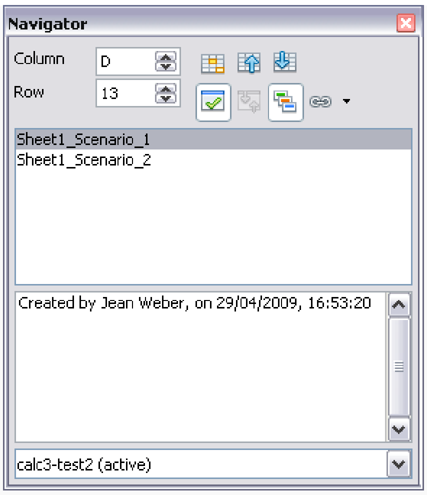
Settings	Change allowed
Sheet protection ON	Scenario cell values cannot be changed.

Scenario cell protection OFF Prevent changes ON Copy back ON	
Sheet protection ON Scenario cell protection OFF Prevent changes OFF Copy back ON	Scenario cell values can be changed, and the scenario is updated.
Sheet protection ON Scenario cell protection OFF Prevent changes ON or OFF Copy back OFF	Scenario cell values can be changed, but the scenario is not updated due to the Copy back setting.
Sheet protection ON Scenario cell protection ON Prevent changes ANY SETTING Copy back ANY SETTING	Scenario cell values cannot be changed.
Sheet protection OFF Scenario cell protection ANY SETTING Prevent changes ANY SETTING Copy back ANY SETTING	Scenario cell values can be changed and the scenario is updated or not, depending on the Copy back setting.

Working with scenarios using the Navigator

After scenarios are added to a spreadsheet, you can jump to a particular scenario by selecting it from the list in the Navigator.

To find a scenario, click the **Scenarios** icon in the Navigator. The defined scenarios are listed, along with the comments that were entered when the scenarios were created.



Scenarios in the Navigator

To apply a scenario to the current sheet, double-click the scenario name in the Navigator.

To delete a scenario, right-click the name in the Navigator and choose **Delete**.

To edit a scenario, including its name and comments, right-click the name in the Navigator and choose **Properties**. The Edit Properties dialog is the same as the Create Scenario dialog.

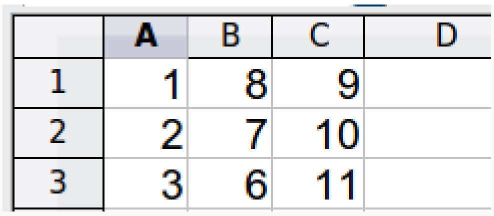
To learn which values in the scenario affect other values, choose **Tools > Detective > Trace Dependents**. Arrows point to the cells that are directly dependent on the current cell.

Q7. Write the steps to record Macro in open office Calc

Using the macro recorder

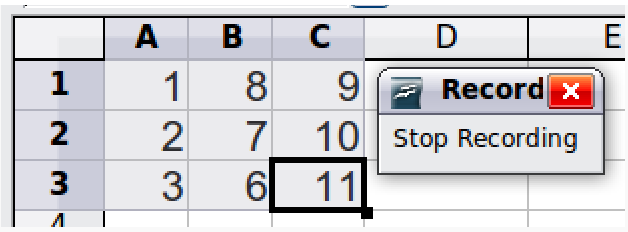
The following steps create a macro that performs paste special with multiply.

1. Open a new spreadsheet.
2. Enter numbers into a sheet.



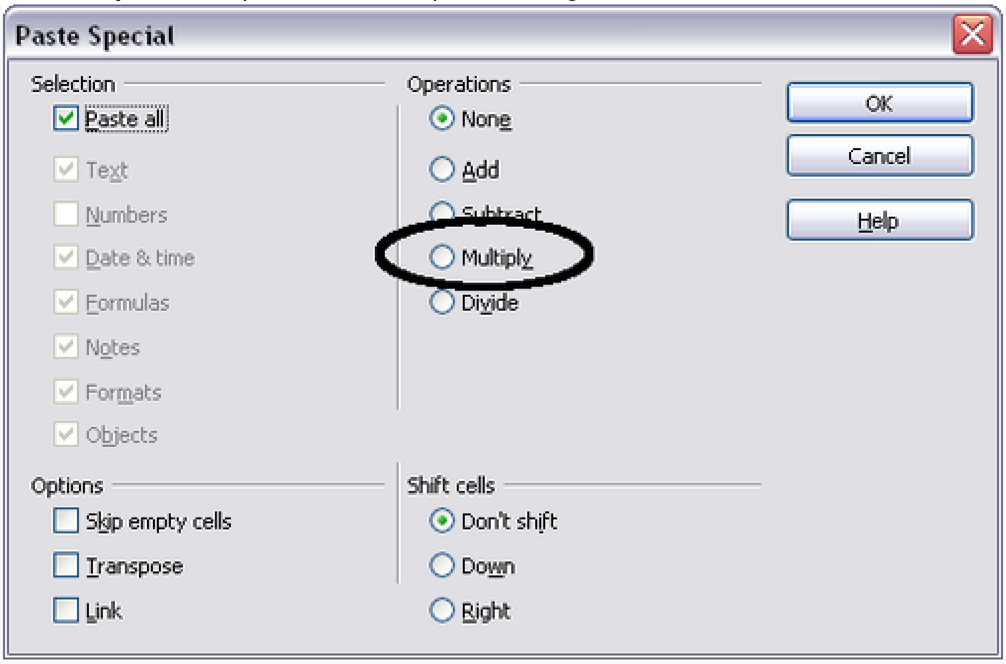
Enter numbers.

3. Select cell A3, which contains the number 3, and copy the value to the clipboard.
4. Select the range A1:C3.
5. Use **Tools > Macros > Record Macro** to start the macro recorder. The Record Macro dialog is displayed with a stop recording button.



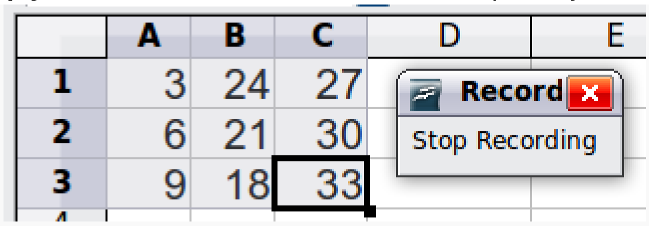
Stop recording button.

6. Use **Edit > Paste Special** to open the Paste Special dialog.



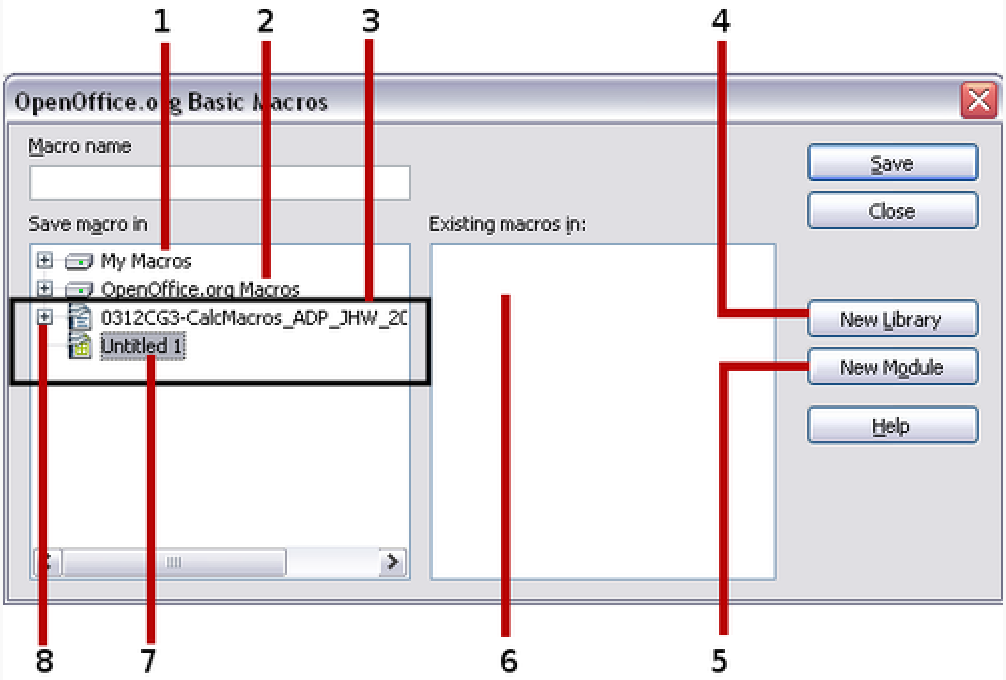
Paste Special dialog.

7. Set the operation to **Multiply** and click **OK**. The cells are now multiplied by 3.



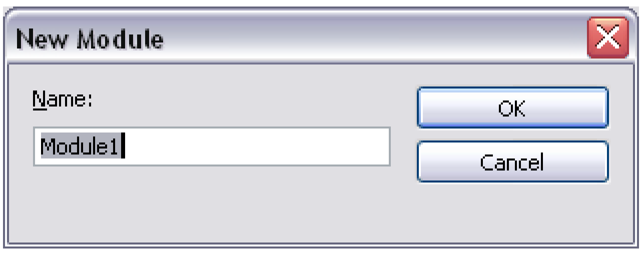
Cells multiplied by 3.

8. Click **Stop Recording** to stop the macro recorder. The OpenOffice.org Basic Macros dialog opens.
9. Select the current document. For this example, the current Calc document is *Untitled 1*. Existing documents show a library named Standard. This library is not created until the document is saved, or the library is needed, so at this point your new document does not contain a library. You can create a new library to contain the macro, but this is not necessary.

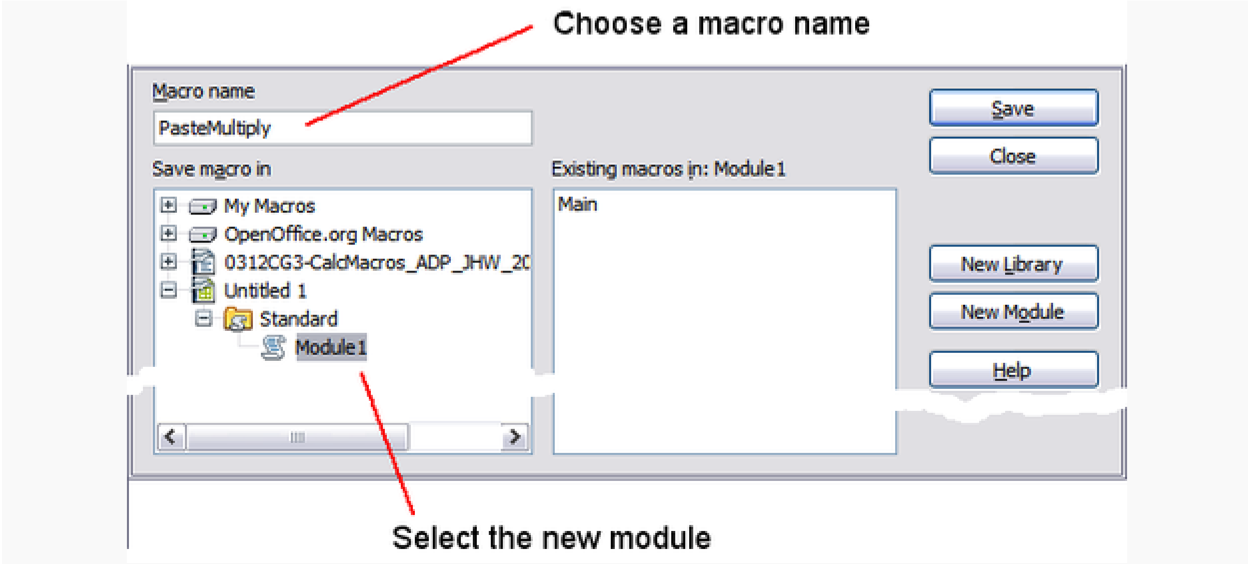


Select the Standard library if it exists.

10. Click **New Module**. If no libraries exist, then the Standard library is automatically created and used. In the New Module dialog, type a name for the new module or leave the name as Module1.



11. Click **OK** to create a module named Module1. Select the newly created Module1, enter the macro name *PasteMultiply* and click **Save**.

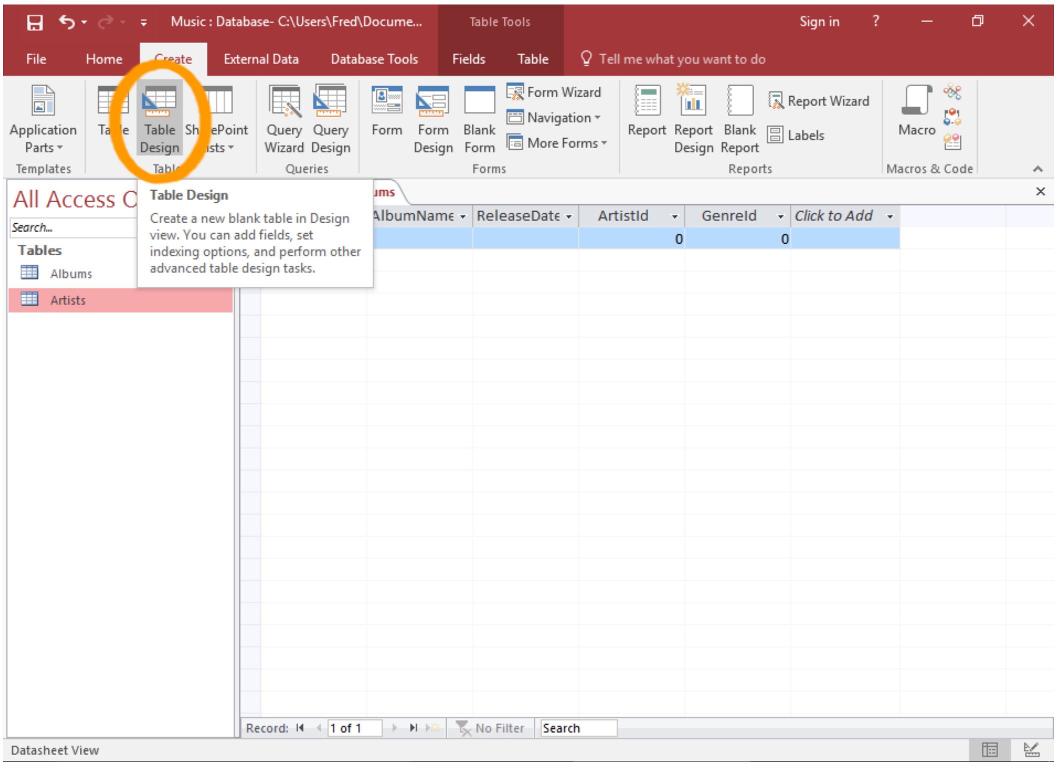


Select the module and name the macro.

12. The created macro is saved in Module1 of the Standard library in the Untitled 1 document. Listing 1 shows the contents of the macro..

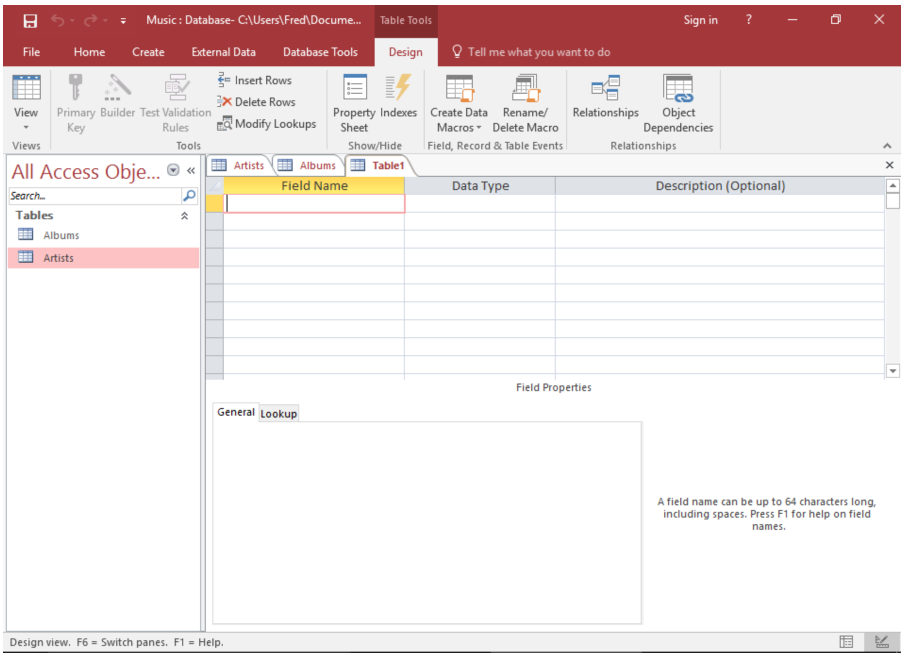
Q8. Write the steps to create table with minimum five fields on an entry STUDENT in design view

Here's how to create a table in Design View.

1. 

Click the Table Design Button

Click `Table Design` on the Ribbon (from the `Create` tab).

2. 

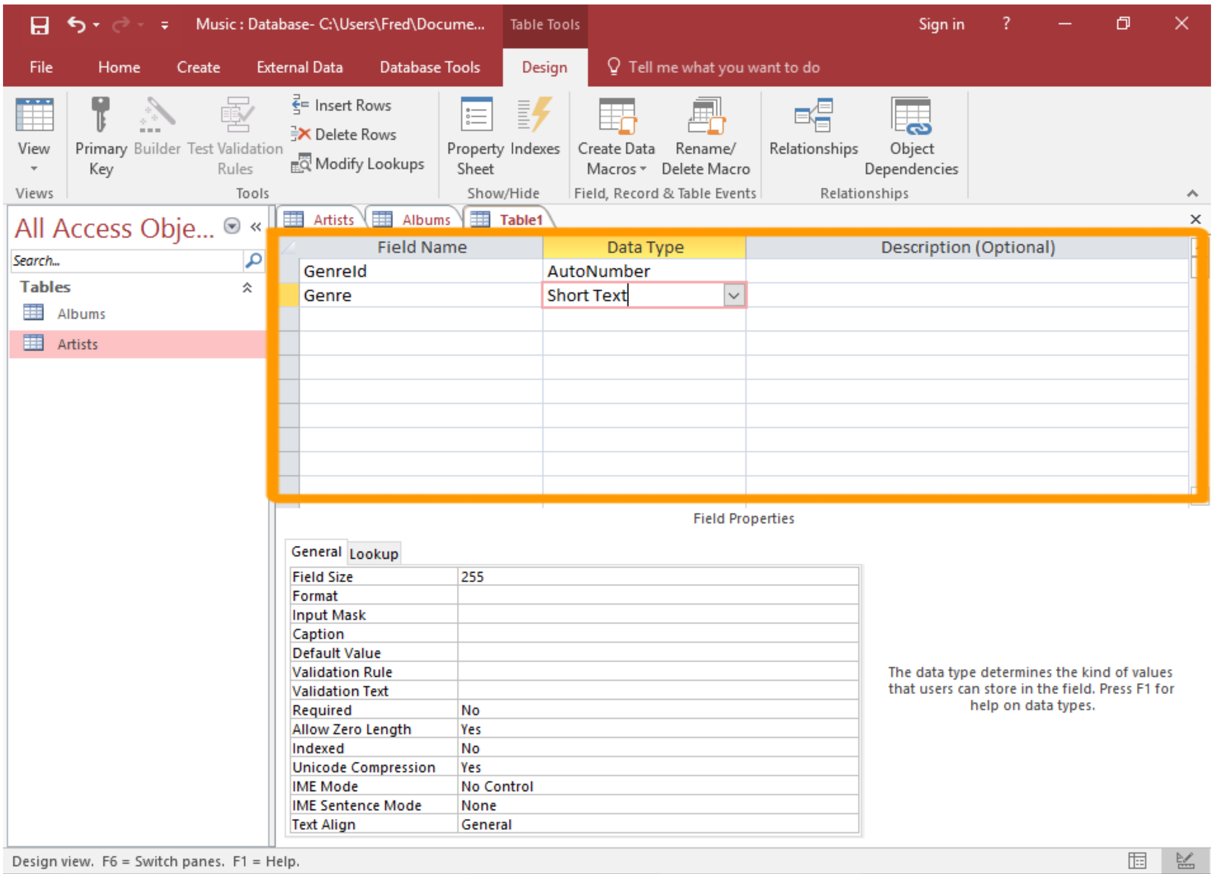
The Blank Table

A blank table will appear in Design View.

You can see that field names are to be entered on top of each other down the left column, and their corresponding data types will be listed in the next column.

One of the big differences between Design View and Datasheet View is how they display the fields. Design View displays them as rows (down the left), whereas, Datasheet View displays them as columns (along the top).

Regardless, this doesn't change the design of the table. It's still the same table whether it was designed in Datasheet View or Design View.

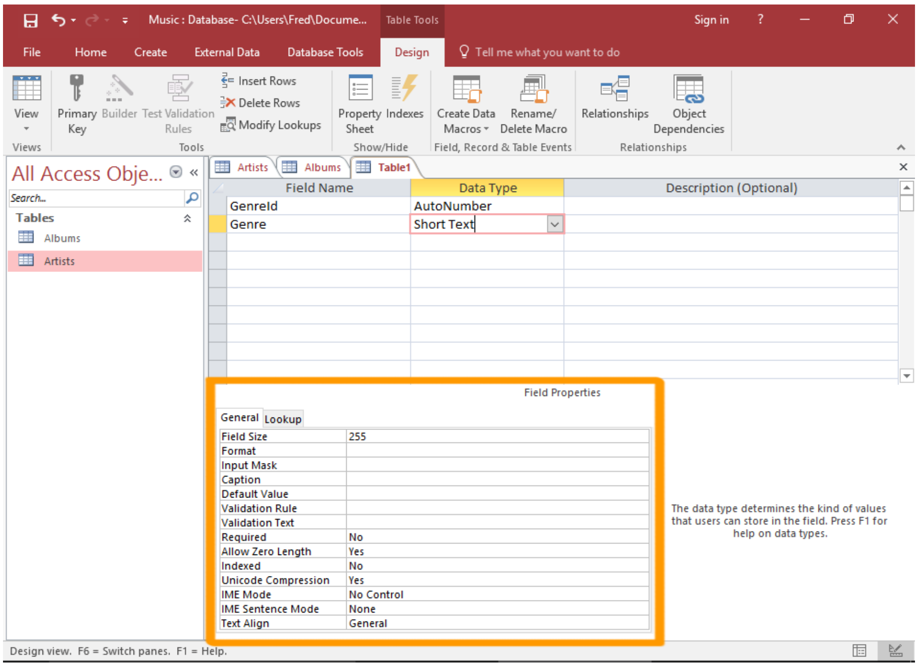
3. 

Enter the Fields

Enter a name for each field down the left column.

Select each field's data type from the next column.

You can also create a lookup table if required, by selecting `Lookup Wizard...` from the data type list.

4. 

Enter the Field Properties

You can also change each field's properties in the bottom pane.

To do this, you need to click on the field first. Clicking a field updates the bottom pane with the properties for that field.

The properties displayed in the bottom pane are different, depending on the data type of the selected field.

5. Set a Primary Key

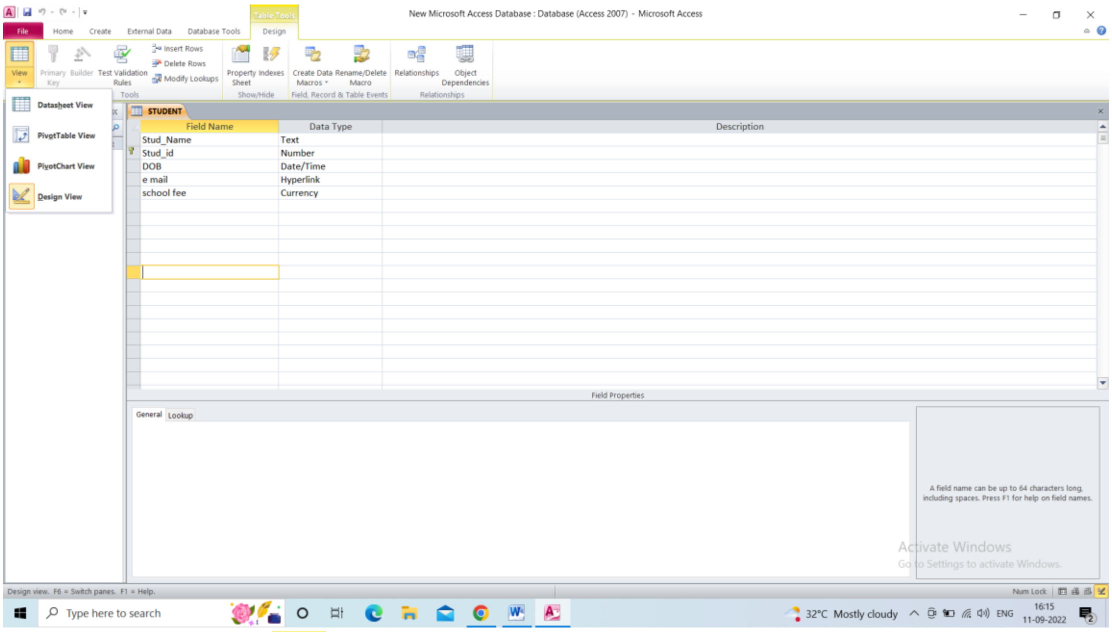
To set a field as a primary key, right click on the field and select `Primary Key`.

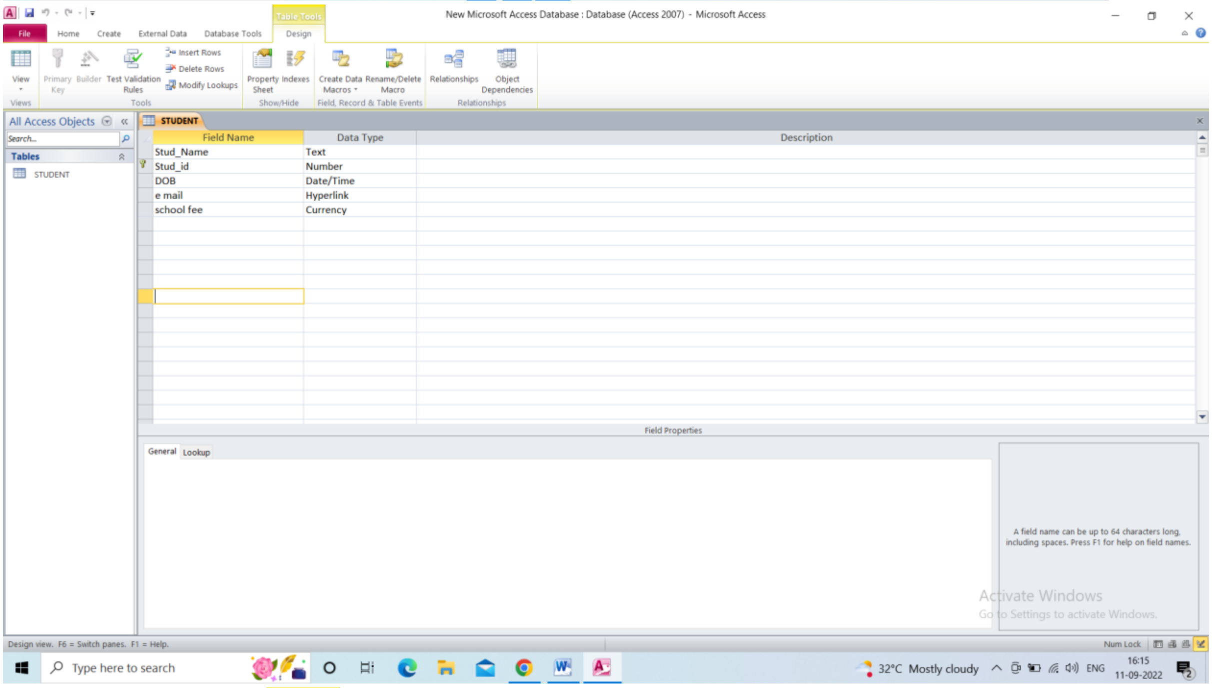
Once the table has been configured, be sure to save it. In any case, you will be prompted to save it when you try to switch to Datasheet View or close the table.

You can switch between Design View and Datasheet View at any time by using the little Datasheet View/Design View icons at the botton right of the screen, or the `View` icon in the left part of the Ribbon (from the `Design` tab).

Design View vs Datasheet View

You can create a table in either Datasheet View or Design View. Generally, you can do most things in both views. However, there are some things you can do in Design View that you can't in Datasheet View.


New Microsoft Access Database : Database (Access 2007) - Microsoft Access
File
Home
Create
External Data
Database Tools
Design
Datasheet View
PivotTable View
PivotChart View
Design View
STUDENT
Field Name
Data Type
Description
Stud_Name
Text
Stud_id
Number
DOB
Date/Time
e mail
Hyperlink
school fee
Currency
Field Properties
General
Lookup
A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.
Design view. F6 = Switch panes. F1 = Help.
Type here to search
32°C Mostly cloudy
16:15
11-09-2022


New Microsoft Access Database : Database (Access 2007) - Microsoft Access
File
Home
Create
External Data
Database Tools
Design
All Access Objects
Tables
STUDENT
Field Name
Data Type
Description
Stud_Name
Text
Stud_id
Number
DOB
Date/Time
e mail
Hyperlink
school fee
Currency
Field Properties
General
Lookup
A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.
Design view. F6 = Switch panes. F1 = Help.
Type here to search
32°C Mostly cloudy
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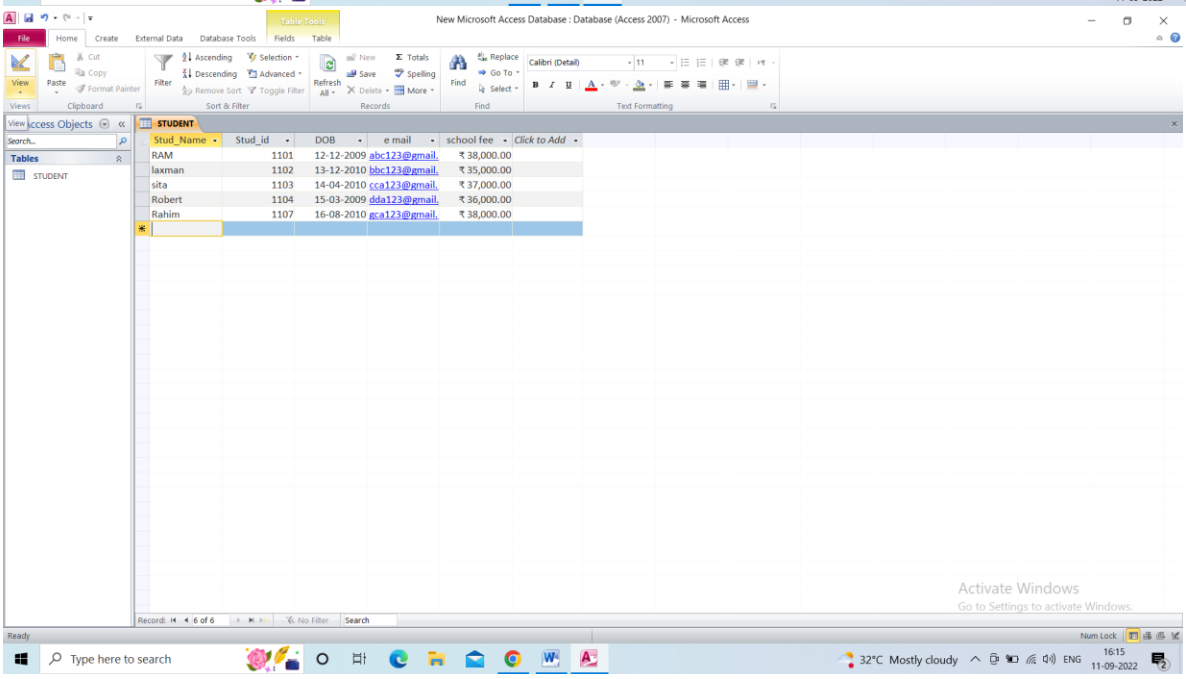
11-09-2022


New Microsoft Access Database : Database (Access 2007) - Microsoft Access
File
Home
Create
External Data
Database Tools
Fields
Table
All Access Objects
Tables
STUDENT
Stud_Name | Stud_id | DOB | e mail | school fee | Click to Add
RAM | 1101 | 12-12-2009 | abc123@gmail. | ₹ 38,000.00
laxman | 1102 | 13-12-2010 | bbc123@gmail. | ₹ 35,000.00
sita | 1103 | 14-04-2010 | cca123@gmail. | ₹ 37,000.00
Robert | 1104 | 15-03-2009 | dda123@gmail. | ₹ 36,000.00
Rahim | 1107 | 16-08-2010 | gca123@gmail. | ₹ 38,000.00
Record: 6 of 6
No Filter
Search
Ready
Type here to search
32°C Mostly cloudy
16:15
11-09-2022

Q9. Write the command for the following table : student

Roll no	Class	Name	Phone_no
1	XII	Sumit	1234565
2	X	Amit	3564583
3	X	Anuj	1236589
4	XI	Mini	5869542

Student Table : IT 402

1. Display all the records of tables student.
2. Insert one record of your choice.
3. Display record of student whose roll number is 3.
4. Display record of students who are in class 'X'.
5. Display the record of 'Anuj'

Answer.

1.Select * from student;

2. Insert into student values(5, 'XI' , 'Suman' , 6953245)

3. Select * from student where Rollno = 3;

4. Select * from student where class = 'X'

5. Select * from student where name = 'Anuj';

Q10. Write the steps to create Report in Open Office base.

Reports provide information found in the database in a useful way. In this they are similar to queries. Reports are generated from the database's tables or queries. They can contain all of the fields of the table or query or just a selected group of fields. Reports can be static or dynamic. Static reports contain the data in the selected fields at the time the report was created. Dynamic reports can be updated to show the latest data.

For example, a report on vacation expenses divided into categories should probably be a static report because it is based upon specific data that does not change. However, a report on the fuel data should probably be a dynamic report, because this report depends upon data that does change.

An example of this caution is creating a report on vacation expenses. Fuel costs are one part of that report as are meal costs. These values are contained in fields of two different tables: Vacations and Fuel. So this report requires creating a query.

Creating a static report

We will create a report on vacation expenses. Certain questions need to be asked before creating the report.

- What information do we want in the report?
- How do we want the information arraigned?
- What fields are required to provide this information?
- Will a query have to be created because these fields are in different tables?
- Are there any calculations required in the data before being added to the report?

The expenses for our vacation are motel, tolls, miscellaneous, breakfast, lunch, supper, snacks, and fuel. One possible report would simply list the totals of each of these expense groups. Another possible report would list the expense totals for each day of the vacation. A third possible report would list the totals for each expense group for each type of payment. (This would let us know where the money came from to pay the expenses.) At the present time, using the data from the queries in a spreadsheet is the best way to handle reports like this. In the near future, the report feature will include these abilities.

For our purposes, we will create two reports. The first one will list the expenses each day other than fuel. The second report will list the fuel costs each day.

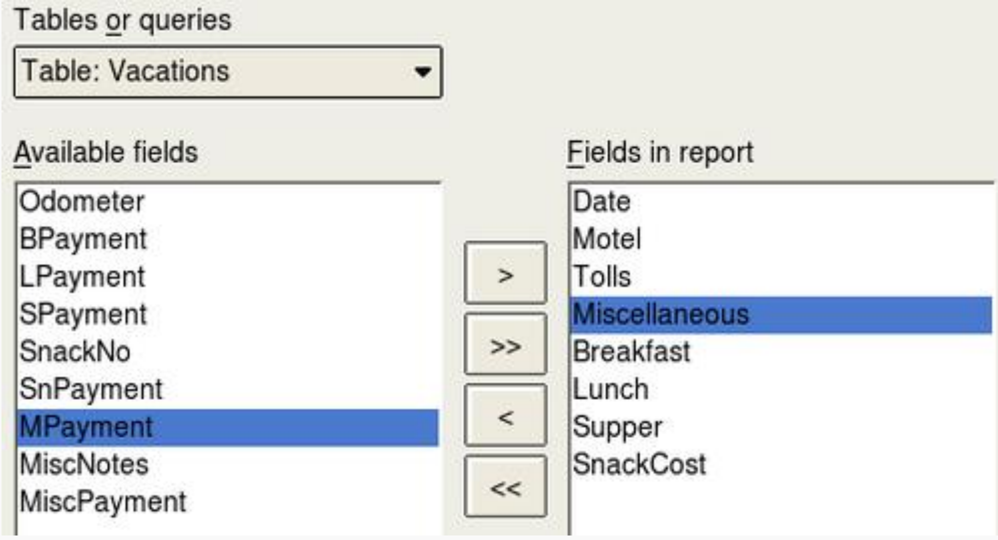
The fields we will need for the first report from the Vacations table are: Date, Motel, Toll, Breakfast, Lunch, Supper, SnackCost, and Miscellaneous. This report will not require an additional query.

The second report involves the Fuel table. Since fuel was purchased and entered into this table at times other than during the vacation, a query needs to be created that contains only the fuel purchased during the vacation.

Vacations table report

1. Create a new report.
    a. Click the *Reports* icon in the Database list in the Automobile - OpenOffice.org window.
    b. In the Tasks list, click **Use Wizard to Create Report**. The Report Wizard window opens.
2. Select the fields.
    a. Select Table: Vacations in the Tables or Queries dropdown list.

b. Use the **>** to move these fields from the *Available fields* list to the *Fields in report* list: Date, Motel, Tolls, Miscellaneous, Breakfast, Lunch, Supper, and SnackCost. Click **Next**.



Adding fields to a report.

3. Label the fields: answering the question How do you want to label the fields.

   Shorten Miscellaneous to Misc. Click **Next**.

4. Since we are grouping by the date, use the **>** button to move the *Date* field to the Grouping list. Click **Next**.

Grouping list

5. Sort options.

   We do not want to do any additional sorting. Click **Next**.

6. Choose layout.

   We will be using the default settings for the layout. Click **Next**.

   If you feel adventurous, try selecting some of the other layout choices. After selecting a choice, drag and drop the Report Wizard window so that you can see what you have selected. (Move the cursor over the Heading of this window, and then drag and drop.)

7. Create report.
   - Label the report: Vacation Expenses.
   - Select Static report.

8. Click **Finished**.

Top of page

Vacation fuel report

1. Create a query containing only fuel bought on the days of the vacation.
    a. Open a query in Design View.
    b. Follow the steps for adding tables in [Step 2: Add tables] of [Using the Design View to create a query]. Add the Fuel table.
    c. Double-click these fields in the Fuel table listing: Date and FuelCost to enter them in the table at the bottom of the query.
    d. In the Criterion cell of the Date field, type the following:

```
BETWEEN #5/25/2007# AND #5/26/2007#
```

Field	Date	FuelCost
Alias		
Table	Fuel	Fuel
Sort		
Visible	☒	☒
Function		
Criterion	BETWEEN #05/25/2007# AND #05/26/2007#	

Setting the criterion for a query.

    e. Save, name, and close the query. (Suggestion: *Vacation Fuel Purchases.*)

When using dates in a query, enter them in numerical form MM/DDYYYY or DD/MM/YYYY depending upon your language's default setting for dates (my default setting is MM/DD/YYYY).
All dates must have a # before and after it. Hence, May 25, 2007 is written #05/25/2007# or #25/5/2007depending upon your language's default setting.

2. Open a new report.
    a. Right-click the *Vacation Fuel Purchases* query.
    b. Select *Report Wizard* from the context menu.

When a new report is opened in this way, the query used to open it is automatically selected in the Tables or Queries dropdown list.

3. Create the report.
   Use **>>** to move both fields from the *Available Fields* to the *Fields in Report* list. Click **Next**.
4. Label fields.
   Add a space to FuelCost to make it Fuel Cost (two words). Click **Next**.
5. Group fields.
    a. Click Date to highlight it.
    b. Use **>** to move the Date field to the Groupings list. Click **Next**.
6. Choose layout.
   We will be making no changes in the layout. Click **Next**.
7. Create report (final settings).
    a. Use the suggested name, which is the same as the query.
    b. Select *Static report.* Click **Finish**.