

LEAVE LETTER

Task 1:

Aim: Write a leave letter to the Principal by using different alignments, correct formats in MS-Word.

Procedure:

Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.

Step 2: To open a new document, Click on Office Button then select  New - > Blank Document then click on create option.

Step 3: Then select TEXT AREA, and then write Leave Letter as a heading, Select the text, click on bold

button  to make it bold as “LEAVE LETTER”, and change the font size to 16.

Step 4: Then write date and place in a format as follows

DATE: 05/01/2011,
Karimnagar.

Then Select the text and make it right by clicking on right alignment button 

Step 5: Then write To address as follows and select this text and make it left by clicking on left alignment

button 

To
The Principal,
Sree Chaitanya College of Engineering,
L.M.D. Colony,
Karimnagar.

Step 6: Then write Subject according to your letter. And select this text and press tab button for two times.

Step 7: Then write the body of the letter according to your letter. And select this text and make it justification

by clicking on justify alignment button 

Step 8: Then write “Thanking you Sir,” select this text and make it to center by clicking on center alignment

button 

Step 9: Now write the “From address” as follows

Yours Faithfully,
T.Shirisha.

Then make it right by clicking on Right alignment button 

Step 10: This is the final step in writing leave letter. In this step, we have to save the letter as “leave letter.doc” by selecting “Save” option from Office button. Then a prompt window will ask you to write a file name. Now you have to give the file name and press the save button.

OUTPUT:

D:24/3/2012,
Karimnagar.

To
The Principal,
Sree Chaitanya College of Engineering,
L.M.D. Colony,
Karimnagar.

Sub:Requesting for 5 days leave-Reg

Respected Sir,

I T.Shirisha studying B.Tech I year in IT department in your college. As I am going to my home on the occasion of Ugadi festival and also to celebrate my birthday on the next day. So I kindly request you to grant me leave for 5 days i.e.,24/3/2012-28/3/2012.

Thanking You Sir,

Yours Faithfully,
T.Shirisha,
B.Tech I year,
IT Branch.

VISITING CARD

Task 2:

Aim: Create a Visiting Card of your college using page size as follows

- Page width="3.2"
- Page height="2.2"

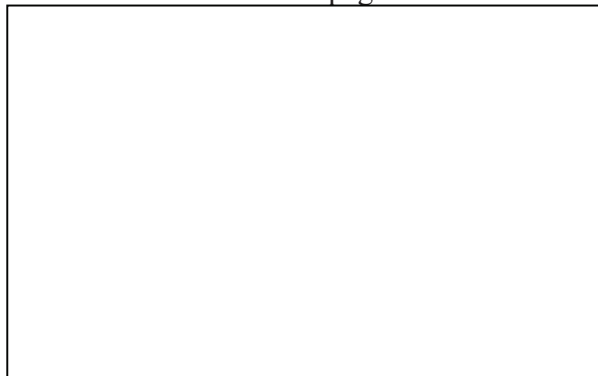
And use different font styles, sizes, alignments, and apply printed watermark on the paper.

Procedure:

Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.

Step 2: To open a new document, Click on Office Button then select New - > Blank Document then click on create option.

Step 3: Now click on "Page Layout" from the Menu bar. Then click on Margins then click on Custom Margins option. Then the "Page Setup" dialog box appears. In this you find three tabs namely "Margins", "Paper", "Layout". Then in the 'Margins' tab, make all the parameters like Top, Bottom, Left, Right, and Gutter to zero and make Gutter Position to Left. Then in the Page tab, change the width and height options to 3.2 and 2 respectively. Then in the Layout tab, make the Header and Footer to zero. Now this page is set to the visiting card as follows.




Step 4: In this step we have to enter the telephone number and Fax number on the top part of the paper. it can be done as follows:

- First go to Insert menu, then select Symbol option.
- Then change Font to "Windings".
- Then select the appropriate to your need i.e., to the telephone option select ☎, and to the Fax option select ☎.

Step 5: Now write your institution name and make it to the center alignment button. 

Step 6: Now write all the details you want to put in your visiting card as your needs. And select the text and

make it to center. 

Step 7: Now change the background color by selecting Page color option from Page Layout menu.

Step 8: Now insert printed Watermark option from the Page Layout menu which is in the Menu bar.

Step 9: This is the final step in creating Visiting Card. In this step, we have to save the letter as “Visiting Card.doc” by selecting “Save” option from Office button. Then a prompt window will ask you to write a file name. Now you have to give the file name and press the save button.

OUTPUT:



ID CARD

Task 3:

Aim: Create a Identity Card of your own which contains your own details by using different font styles, font colors, alignments and page size as follows

- Page width="2.2"
- Page height="3.2"

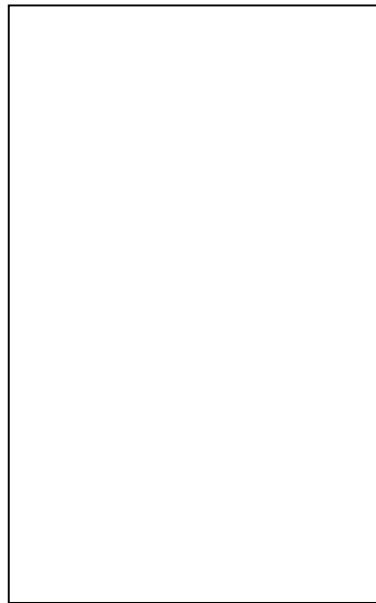
Procedure:

Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.

Step 2: To open a new document, Click on Office Button then select New -> Blank Document then click on create option.


Step 3: Now click on "Page Layout" from the Menu bar. Then click on Margins then click on Custom Margins option.

Then the "Page Setup" dialog box appears. In this you find three tabs namely "Margins", "Paper", "Layout". Then in the 'Margins' tab, make all the parameters like Top, Bottom, Left, Right, and Gutter to zero and make Gutter Position to Left. Then in the Page tab, change the width and height options to 2 and 3.2 respectively. Then in the Layout tab, make the Header and Footer to zero. Now this page is set to the visiting card as follows.



Step 4: In the text area type the text as "Sree Chaitanya College of Engineering" then select the text and

change the font size to 18 and font to bold  and make the text to center by clicking on center

alignment button 

Step 5: Then in the next line type the texts as "Identity Card", then select the text and apply the format as size 16 and font to Arial Bold.

Step 6: Draw a box for attesting photo by clicking on the Shapes button from Insert menu.

Step 7: After that in the next line type all your details as follows:

NAME:

FATHER'S NAME:

....

Then select the text and make it to Justify alignment




Step 8: After that in the next line, type the text as “Principal” and make it to left alignment by clicking Left Alignment button. Then press tab for multiple times , then type the text as “Student’s Signature”.

Step 9: Then go to Page Layout menu - >Watermark then click on Custom watermark. Then Printed Watermark dialog box appears, then select Text Watermark radio button and write the “Text” as “SCCE”.

Step 10: At last we have to save the file as “Identity Card” by clicking on “Save” option from “Office” button.

OUTPUT:

SREE CHAITANYA COLLEGE OF ENGINEERING IDENTITY CARD	
NAME: G.SHILPA	
FATHER'SNAME: SATYANARAYANA REDDY	
BRANCH: CSIT	
HALLTICKETNUM: 06N01A1236	
YEAR: 2006-2010	
PRINCIPAL SIGN	STUDENT SIGN

MAIL MERGE

Task 4:

Aim: Create a mail merge to send a letter 2 3 members.

Procedure:

Step 1: Open MS-Word by click on START button; go to All Programs, then select Microsoft Office Word 2007.

Step 2: To open a new document, Click on Office Button then select New -> Blank Document then click on create option.

Step 3: Select the text area, then write a letter with remaining the "To address" field empty.

Step 4: Select "Mailings" from "Tools" menu. Then click on "Start Mail Merge" option then select "step by step Mail merge wizard..." Then Mail merge dialog box appears on the right side of the screen.

Step 5:

- i) Select the Letter Type as "Letters" Radio button from "Select document type list. Click on" Next: Starting document".
- ii) Select the "Use the current document" radio button from the "select starting document" list. Then click on "Next : Select Recipients"
- iii) Select "Type a new list" radio button from "select recipients" list. Then click on "create". Then a new dialogue box "New address list" appears. Then enter address information for 10 entries. Then click on "OK". Then click on "save". Then 10 entries list will appear, select needed ones. Then press on "OK". Then click "Next: Write your letter".
- iv) Select "More items", then the list will appear. Then select need information and click on "Insert" -> "Close" button as many as you want. Then click on "Next: Preview your letters".
- v) We can preview of 10 letters by clicking on "Recipients" then click on "Next: Complete the merge".
- vi) Select "Edit individual letters..." then select "All" Radio button then click "OK", to edit any of the address if needed.

Step 6: At last we have to save the file as "Mail Merge" by clicking on: "Save" button from "Office" button.

OUTPUT:

D:20/05/2012,
Karimnagar.

To,
Gopinath,
xxxxxxxxxx,
James Street,
Kurnool,
Kurnool.

Dear Gopinath,

Hai! How are you? Am fine here. How are your studies going on? What about the mid exams. Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also.

Ok bye and "ALL THE BEST" for your exams.

Yours Lovingly,
A.Ravi kum ar.

D:20/05/2012
Karimnagar.

To,
Shiva,
yyyyyyyyyy,
Geetha Bhavan,
Karimnagar,
Karimnagar.

Dear Shiva,

Hai! How are you? Am fine here. How are your studies going on? What about the mid exams. Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also.

Ok bye and "ALL THE BEST" for your exams.

Yours Lovingly,
A.Ravi Kumar.

D:20/05/2012,
karimnagar.

To,
Shilpa,
zzzzzzzzzz,
Thimmapur,
Karimnagar,
Karimnagar.

Dear Shilpa,

Hai! How are you? Am fine here. How are your studies going on? What about the mid exams. Am happy to say that our college has conducted FRESHERS PARTY for us in the last week at our college premises. Many competitions such as sports, food competition and funny games were conducted before the Fresher's Day. We enjoyed a lot up to the last second of the party and our college has provided food and transportation facility also.

Ok bye and "ALL THE BEST" for your exams.

Yours lovingly,
A. Ravi Kumar

MS-EXCEL

Notes

Method1:

1. Click on start button
2. Click on programs
3. Click on Ms-office
4. Click on Excel

Method2:

1. Click on Start button
2. click run
3. type the Excel
4. After click ok button

Excel is an electronic spreadsheet program that can be used for storing, organizing and manipulating data

Work Book: Collection of sheets is nothing but work book.

Work sheet: Collection of cells [65536x256]

Cells: Combination of rows & columns

Row: Horizontal line [1, 2,3,.....]

Column: Vertical line [A, B, C,]

Cell address: Column name followed by Row name

Ex :(A1, B10, H2, C3...)

New Work Book: (ctrl+N)

1. Click on file menu
2. click on new [It will appears dialog box]
3. Click on blank work book
4. Default file name(bok1,book2,....)
5. Extension Excel file .XLS

Close the Work book: (ctrl+w)

1. Click on the file menu
2. click on close

Save the work Book(Ctrl+s):

1. Click on file menu
2. Click on Save
3. Type the file name
4. Click on save button(Ctrl+l)

Default setting

1. Sheets --→3
2. Font -→Arial
3. Font size -→10
4. Row Hight-→12.75
5. Column Width-→8.43
6. Font Style →regular
7. Font Color-→Black
8. Text alignment-→Left
9. Numbering alignment =-→Right alignment

Insert the work Sheet:

1. Click on the insert menu
2. Click in work sheet

Delete the work Sheet:

1. Click on the edit menu
2. Click on delete sheet

Rename the work sheet:

1. Click on format menu
2. Click on the sheet
3. Click on the rename
4. type the sheet name
5. After press enter key

Navigation in spread Sheet

To move the cell pointer to the left row Side ←-- (left arrow)

To move the cell pointer to the up row Side - (up arrow)↑

To move the cell pointer to the down t row Side -- (down arrow)↓

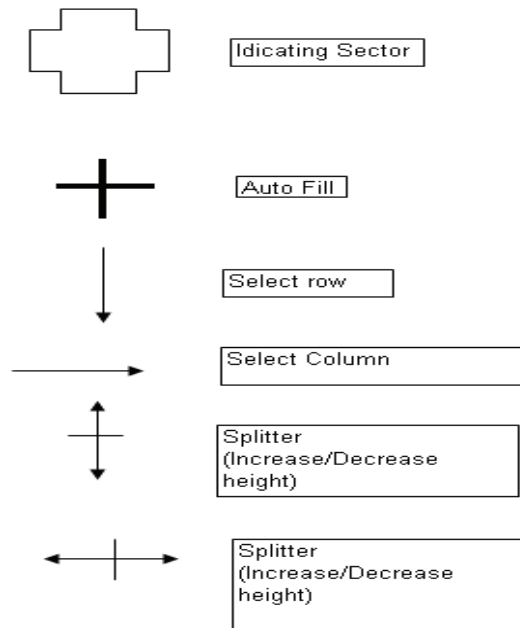
To move the cell pointer to the right row Side →(right arrow)

To move the cell pointer to the first column in same row (“HOME”)

To move the cell pointer to the last column in last row (“CTRL+RIGHT ARROW”))

To move the cell pointer to the first column in same row CTRL+LEFT ARROW”))

To move the cell pointer to the same row column same row (CTRL+LEFT ARROW”))



Functions:

1. Text functions
2. Date and Time Functions
3. Math functions
4. Logical functions

Text functions

1 CONCATENATE (): Single text item after join the arguments

Syn: =CONCATENATE(text1,text2)

EX: =CONCATENATE(A2," : ",B2) or =CONCATENATE(raju," ",m)

After press enter key o/p: raju m

2 EXACT():true arguments are initial else or false case sentence

Syn: =EXACT(text1,text2)

Ex: =EXACT("cnu","somu")

Output: false.

3 FIND():position of the first arguments with in second the third arguments can used to specified the string point of search.

Syn: =FIND(find text1,within text2,start number)

Ex: =FIND("computers","aptech computers",2)

Out put:8

4 LEFT():No of characters specified by the second argument counting the left start

Syn: =LEFT("text",number)

Ex: =LEFT("computers",3)

Out put :com

5 RIGHT():No of characters specified by the second argument counting the left start

Syn: = RIGHT ("text",number)

Ex: = RIGHT ("computers",3)

Out put :ers

6 LOWER():upper case character in a string converted to lower case

Syn : =LOWER("text")

Ex: =LOWER("COMPUTERS")

Out put : computer

7 UPPER():upper case character in a string converted to upper case

Syn : = UPPER ("text")

Ex: = UPPER ("computer ")

Out put : COMPUTERS computer

Mathematical Function:

Ex:

NAMES	SYNTAX	SYNTAX
SUM	=A1+B1+C1	=SUM(A1:E1)
AVERAGE	= (A1+B1+C1)/3	=AVERAGE(A1:C1)
MAX	=MAX(A1+B1+C10)	=MAX(A1:C1)
FACT	=FACT(A1)	=FACT(B1)
MUTLIFLICATION	=A1*B1	=MMULT(A1,B1)

TIME TABLE

Task 1:

Aim: Create your class time table by using different formatting styles.

Steps:

1. Open MS-EXCEL by clicking on START Button, go to Programs then click on Microsoft Office then select Microsoft Office Excel 2007.
2. Write the title name is Sree Chaitanya College of Engineering at (A1 address)
3. Write the sub title name is I.B.Tech IT TIME TABLE FOR ACADEMIC YEAR 2011-2012 at (A2 address)
4. Write the date is =Today() at G3 address
5. Write the fields A4 address to J4 address location
- 6.

DAY/ TIME	I 9:00-9:50	II 9:50-10:40	10:40- 10:50	III 10:50-11:40	IV 11:40-12:30	12:30- 1:10	V 1:10-2:00	VI 2:00-2:50	VII 2:50-3:40
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In the above format the DAY/TIME will appear as above by right clicking the mouse button on A4 cell and go to Format cells and select Alignment .In that under the Text control select tick on wrap text then click on OK button

7. Write the MON at A5 address location and drag cell with auto fill option up sat(A10 address)
8. Write subject name MM fill all cells if you have lab hour's like ITWS LAB, Enter the lab name leave 2 cells.
9. If any break or lunch leave the cell

Formatting Styles:

10. Select the cell A1 to J1, click on HOME then click the merge and center button, set font size to 16.
11. Select the cell A2 to J2, click on HOME then click the merge and center button, set font size is 12.
12. Select the cell address G5 to G10, click on merge and center button, then type "LUNCH" and click on orientation button & select "Vertical Text".
13. Fill the cells with particular subjects according to schedule.
14. Write "MM" in B5, "M-1" in C5 and so on.
15. Select D5&D6, click on merge & center button then type "BREAK", click on orientation & select ""Vertical Text".
16. Select H5, I5, J5 cells & type "PHY/CHE LAB".
17. Repeat above steps for the remaining cells B5 to J5.
18. At last select A1 to J10 cells and keep borders by clicking on Borders Button and select All Borders.
19. At last save the file by clicking on office button then "save", give file name as Time Table then press "ok".

OUTPUT:

SREE CHAITANYA COLLEGE OF ENGINEERING										
I.B.Tech IT TIME TABLE FOR ACADEMIC YEAR 2011-2012										
D:13/01/2012										
DAY/ TIME	I 9:00-9:50	II 9:50-10:40	10:40- 10:50	III 10:50-11:40	IV 11:40-12:30	12:30 -1:10	V 1:10-2:00	VI 2:00-2:50	VII 2:50-3:40	
MON	MM	M-1	BREAK	ENG	CPDS	LUNCH	< -----PHY/CHE LAB----- >			
TUE	CPDS	ED		MM	ENG		< -----ITWS LAB----- >			
WED	CHE	< -----CPDS LAB----- >			M-1		ED	PHY		
THU	PHY	CPDS		BREAK	M-1		CHE	< -----ED LAB----- >		
FRI	CPDS	< -----ENG LAB----- >			ED		M1	MM		
SAT	MM	CHE		BREAK	M-1		ED	CPDS	PHY	ENG

MARKS SHEET

Task 2:

Aim: Create a marks sheet for 10 students using EXCEL.

Steps:

- 1 Open MS-EXCEL by clicking on START Button, go to Programs then click on Microsoft Office then select Microsoft Office Excel 2007.
- 2 Write the title name is Sree Chaitanya College of Engineering at (A1 address)
- 3 Write the sub title name is I.B.Tech IT MARKS SHEET at (A2 address).
- 4 Now write the requirements fields for calculation of marks, like S.No,H.T.No,subjects,Grand Total & Percentage from A3 to O3 cells as follows

S.No	H.T.No	ENG	E PHY	E CHE	M-1	MM	CPDS	ED	CP LAB	PHY/CHE LAB	ELC LAB	ITWS	G.TOT	%
------	--------	-----	----------	----------	-----	----	------	----	-----------	----------------	------------	------	-------	---

- 5 Write S.no's from 1-10 in A4 - A13 cell addresses and H.T.No's from B4- B13.
- 6 Now enter the marks in C4 – M13 cell addresses.
- 7 Now in the G.Total cell,select N4 cell and apply the formula for adding the marks contained in C4 – M4 cell addresses in the formula bar as
fx= C4+D4+E4+F4+G4+H4+I4+J4+K4+L4+M4 then press ENTER key.
- 8 Select the N4 cell and drag towards down for further students calculations.
- 9 Now calculate the Percentage.For that select O4 cell and type % calculation formula in Formula bar as
fx=N4/1000*100
- 10 Select the O4 cell and drag towards down for further students results.
- 11 Now the % appears in decimal values,now in order to appear the values as rounded values,select the O4 cell then right click the mouse button , select Format cells then Numbers and now make decimal places to 0(zero) then click OK.Now again drag for other cell values to be rounded.
- 12 Now for keeping the borders,select cells from A1 – O13 and select All Borders on the home Menu.
- 13 Now for saving click on OFFICE button and click on Save and type file name as “Marks Sheet”,then click OK.

OUTPUT:

SREE CHAITANYA COLLEGE OF ENGINEERING														
I B.Tech IT MARKS SHEET														
S.No	H.T.No	ENG	E PHY	E CHE	M-1	MM	CPDS	ED	CP LAB	PHY/CHE LAB	ELC LAB	ITWS	G.TOT	%
1	10N01A1213	71	42	54	66	80	67	86	73	70	67	70	746	75
2	10N01A1215	62	64	71	46	60	66	70	69	51	46	67	672	67
3	10N01A1216	52	62	63	49	78	58	97	71	58	55	69	712	71
4	10N01A1217	72	43	51	47	34	68	61	67	69	58	60	630	63
5	10N01A1219	76	62	28	38	61	52	27	73	65	57	63	602	60
6	10N01A1224	78	65	27	19	49	50	31	65	64	62	59	569	57
7	10N01A1225	69	52	76	42	72	62	54	65	72	56	67	687	69
8	10N01A1229	70	85	90	46	76	79	79	71	68	57	73	794	79
9	10N01A1236	75	62	47	46	78	52	41	70	64	57	71	663	66
10	10N01A1237	72	69	85	21	60	70	77	66	45	66	60	691	69

POWER POINT

Introduction

PowerPoint is a presentation tool in which the presentation is displayed as a slide show.

Finished presentations can be shown as:

As slides in slide projector

As overheads on an overhead projector

As a web page

From a screen projector linked to a computer


Open Microsoft PowerPoint 2007:

Click on Start button, goto All programs, click on Microsoft Office,select Microsoft Office Power Point2007.

Creating a New Presentation:

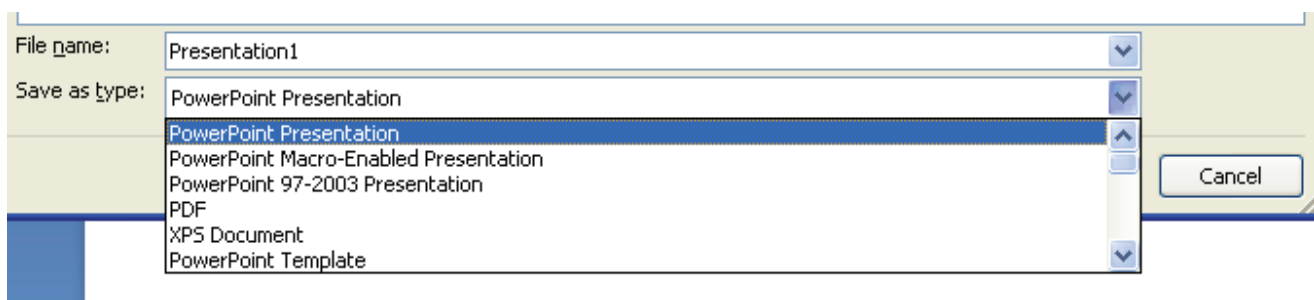
After opening MS PowerPoint 2007, select “Blank Presentation”and click on *Create*.

Saving your Presentation:


To save your document, simply click on the MS 2007 logo in the top left-hand corner  and the menu bar that you see on your right here will drop down giving you various options, including saving.

When you save a workbook in MS Excel 2007, it automatically saves with “.pptx”as its extension.

However, you can also save your presentation so that it’s readable by earlier versions of MS PowerPoint (97 – 2003) by simply selecting “PowerPoint 97-2003 Presentation”when choosing what file type to save as (please see the screenshot below).



Getting Help in MS PowerPoint 2007:

- To get help in Excel 2007, look for the help icon  in the top right-hand corner of the screen and click on it.

You will be presented with a window that looks like the one here below.



The Slide Master

On the master slide you can set the default “look” for each slide.

–NOTE, the slide master is different than a theme in the sense that the slide master is used to add default content (which can include background pictures) to your presentation and a theme is used to add a default art style to your presentation.

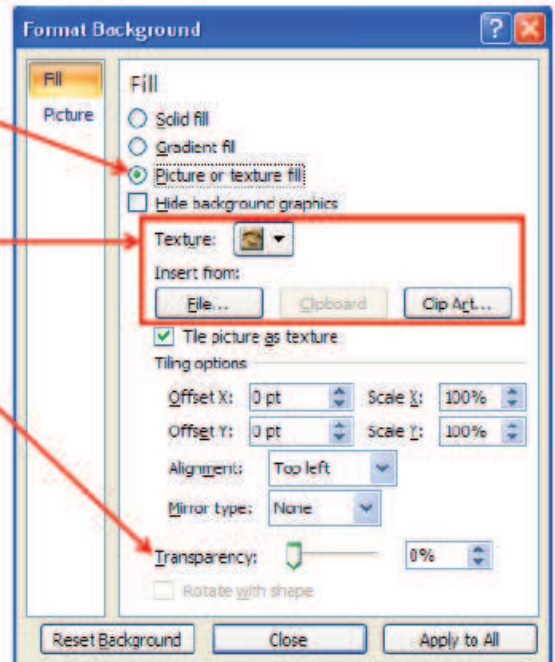
- All objects that you place on the master slide will be placed on each slide.
- The master slide contains placeholders that can be formatted.
- You can set the attributes for the text (Size, Weight, Font) and you can also set the background images and background colour.
- You can also set the style of bullets to be used.

To access the slide master, go to the **View** tab and select “Slide Master”

The Slide Master *cont'd*

- To add a custom, transparent background to your presentation, go to “Background styles” from the Slide Master tab and select “Format Background”

- Select “Picture or texture fill”
- To add a texture or picture...
 - Select a pre-installed texture
 - Select a picture from your computer
 - Select a picture from the clipboard
 - Select clip art
- To add transparency, simply use the side scroll
 - NOTE, you need to make sure your background is not so dark that it is difficult to read the writing on the slides
- When satisfied, click on “Apply to All”



Inserting a Slide:

To insert a new slide...

–From the **Hometab**, select “New Slide”

-As well, you can right-click between any 2 slides in the preview frame located on the left-hand side of the Normal view and select “New Slide”

Deleting a Slide:

To delete a slide...

–Select the slide you’d like to delete (eg. by highlighting it) and selecting “Delete” from the **Hometab**

–As well, you can right-click on any slide in the preview frame located on the left-hand side of the Normal view and select “Delete Slide”

Inserting Pictures:

To insert pictures...

–From the **Inserttab** you can insert pictures from your computer, clip art, shapes, etc...

–Also, when you have a blank slide (or parts of a blank slide), you can also click on options within these blank compartments to insert pictures.

Inserting Charts:

To insert charts...

–From the **Inserttab** you can insert pictures from your computer, clip art, shapes, etc...

–Also, when you have a blank slide (or parts of a blank slide), you can also click on options within these blank compartments to insert charts.

- Once you've selected to insert a chart, it will ask you choose what kind of chart you'd like to insert.
- After you've picked a type, the screen will split in half with the chart on one side and an excel spreadsheet on the other
 - To modify the chart, make changes in the data presented in the spreadsheet
 - Charts from Excel can also be copied and pasted into PowerPoint

Inserting Tables:

To insert a table...

- From the Insert tab, select "Table" and a box will drop down giving you more options for inserting a table.
- Also, when you have a blank slide (or parts of a blank slide), you can also click on options w/n these blank compartments to insert tables

Presentation Views

- There are multiple ways to view the slides in your presentation
- The view can be changed by going to the **View** tab and choosing from either Normal, Slide Sorter, Notes Page, or Slide Show



- As well, towards the bottom right hand corner of the screen are some small view buttons that can also change the view

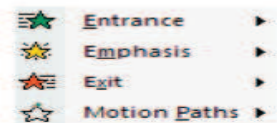
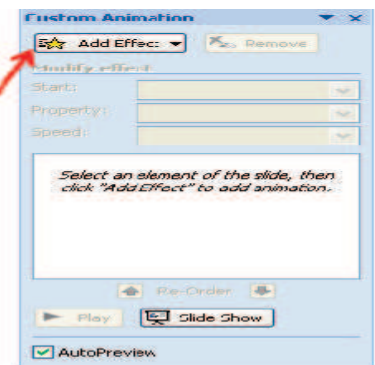


- Normal view** is the default view
- Slide Sorter** displays all the slides in consecutive order as thumbnails.
- Notes Page** is similar to the normal view except the slides are reduced in size and located in the upper portion of the screen with the lower portion of the screen being allocated for adding notes to the slide.
- Slide show** is the presentation where the slides are enlarged to fit the entire screen.

Animations

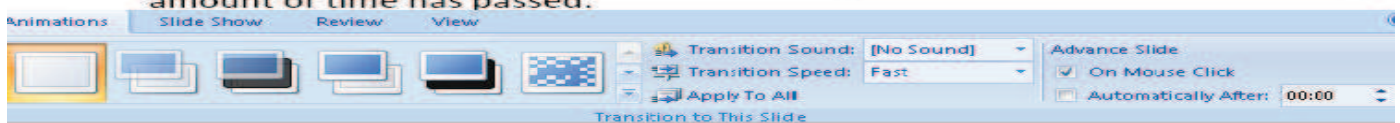
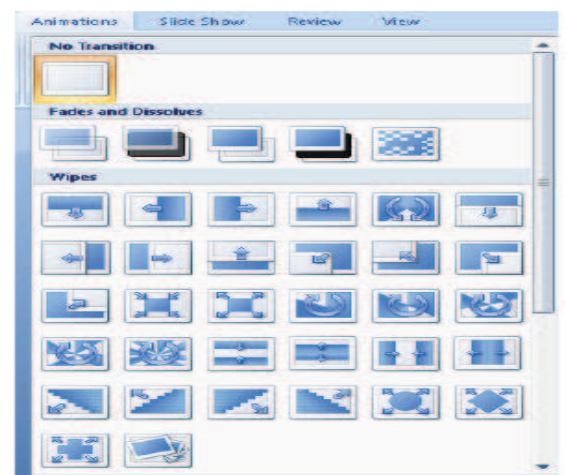
- All sorts Animation Effects can be added to your slides and the best way to find out what works best for your presentation is to play around and experiment with all the different options.
- But first, a cautionary note. Many bad presentations will overly rely on animations (and other stylistic effects) to keep the audience interested (probably because the presentation itself was less than riveting). The best presentations are the ones that effectively use animations as an aid in presenting information, rather than distracting from it. In short, a good rule of thumb to remember would be "Less is more."
- Animating objects on a slide...
 - 1.Go to the **Animation** tab.
 - 2.Select/Highlight an object on the slide (this could be the title, the main body of text, a textbox, a picture, a shape, a chart, a table, a bullet point, etc...)
 - 3.Click on "Custom Animation"

4. The custom animation box will pop up.
5. Click on "Add Effect"
6. Select the type of animation you'd like for this object / component.
7. Select the specific animation that you'd like for this object / component

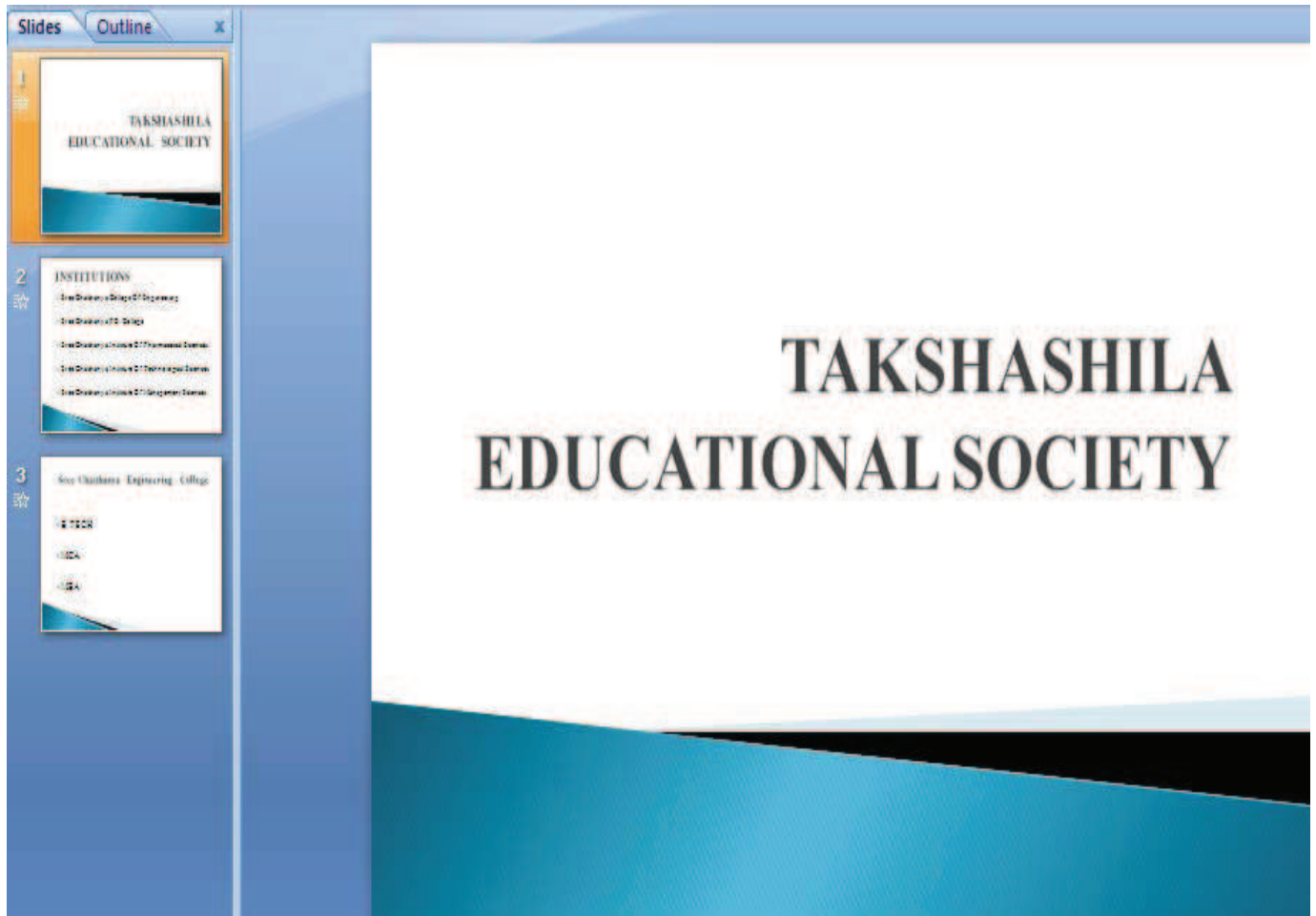


Transitions

- A transition is an entrance animation that is applied to a slide as a whole when that slide is displayed
- Transitions can be accessed from the **Animations** tab.
- Adding transitions is easy, simply...
 - View the slide you want to add a transition to
 - From the Animations tab click on the appropriate transition
- You can adjust the speed of the transition add sounds, and determine whether or not the transition occurs on a mouse click or after an allotted amount of time has passed.



EXAMPLE OUTPUT



The image shows a Beamer presentation window. On the left is a navigation pane with three slide thumbnails. The main area displays the title slide.

Navigation Pane:

- Slide 1: TAKSHASHILA EDUCATIONAL SOCIETY
- Slide 2: INSTITUTIONS
 - Distance Degree Of Engineering
 - Distance M. Tech
 - Distance Degree Of Professional Studies
 - Distance Degree Of Technical Studies
 - Distance Degree Of General Studies
- Slide 3: See Online Engineering College
 - 1924
 - 1924
 - 1924

Title Slide:

TAKSHASHILA EDUCATIONAL SOCIETY