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CHAIRMAN'S SPEECH/ AUDITOR'S REPORTS/MINUTES/AGENDA

Procedures:

Step 1: Stat ->All Programme -> Ms office -> Ms word .

Step 2: After opening, a new document, type a chairman's Speech, Auditor's report, Agenda etc,

Step 3: To change a text as Bold, Click on B icon.

Step 4: To Underline any text, Click U icon.

Step 5: To change the font size and style, select the text and click

“Format -> font” option.

Step 6: To change the Background color, click on “format -> Background” option.

Step 7: To change the text color, click on “format -> font” option.

Step 8: For changing the line spacing click on “format -> paragraph” option.

Step 9: To check the spelling and Grammar for any text, click on “tools -> spelling and Grammar” option.

Step 10: To change the Alignment of one paragraph, for “Left” alignment click Ctrl+L, for “right” alignment click Ctrl+R, for the justification alignment click Ctrl+J for “centering” alignment click Ctrl + E.

Step 11 : Insert Header and footer and page number by clicking on “

Insert -> page number”.

Step 12 : To find and replace the text click on “ Edit -> search and replace

“ option.

Step 13 : “Save” the document and “Quit” the Ms- Office.

INVITATION

Procedures:

Step 1 : Start -> All programs -> Ms office -> Ms word.

Step 2 : select tool box icon and place it on a document.

Step 3 : To select clip art , select, “ Index -. Clip art “ option.

Step 4 : After inserting art, type the college day invitation.

Step 5 : “ save “ the documents.

CLASS TIME TABLE

Procedures:

Step 1 : Start -> Programme -> Ms office -> Ms word.

Step 2 : To insert tables click insert -> table option.

Step 3 : In the insert tables dialog box ENTER the required number of Rows and Columns.

Step 4 : Enter the required data in each cells.

Step 5 : Rows and columns in the tables can be aligned by moving the cursor at the border taken double headed Rows appears click and drag borders to make alignment.

Step 6 : To insert more than one Row or column in the table format -> column -> insert.

Step 7 : To delete the Rows and Column to be deleted and click on format

-> Row -> Delete (Or) format -> Column -> delete.

Step 8 : To change the table format click on format -> table.

Step 9 : “save” the document and “Quit” from the Ms word.

MAIL MERGE

Procedures:

- Step 1** : Start -> programs -> Ms office.
- Step 2** : Click tools -> Mail merge and click here.
- Step 3** : Click active window and edit from letter in it.
- Step 4** : after typing the letter click tools -> mail merge.
- Step 5** : click create data source then click create data sources for receiving highlighted file name and click ok.
- Step 6** : Click edit data source and enter into the data click ok.
- Step 7** : In the tool bar click insert -> mail merge field and record or inserted in the letter.
- Step 8** : For merging select tools -> merge and click merge.
- Step 9** : "save" the document and "Quit" the Ms word.

BIO- DATA

Procedures:

Step 1 : Start -> Program -> Ms office -> Ms word.

Step 2 : Select file -> New -> Resume wizard and click.

Step 3 : Select the required details.

Step 4 : Add another field if needed.

Step 5 : Click finish type data in the required column.

Step 6 : “save “the document and “Quit” the Ms Word.

MINUTES OF THE BOARD MEETING

Minutes of the board meeting held at the company's registered office
Chennai On Monday of 22/9/2019 at 10.00 AM.

Present:

Mr MOHAN Chairman

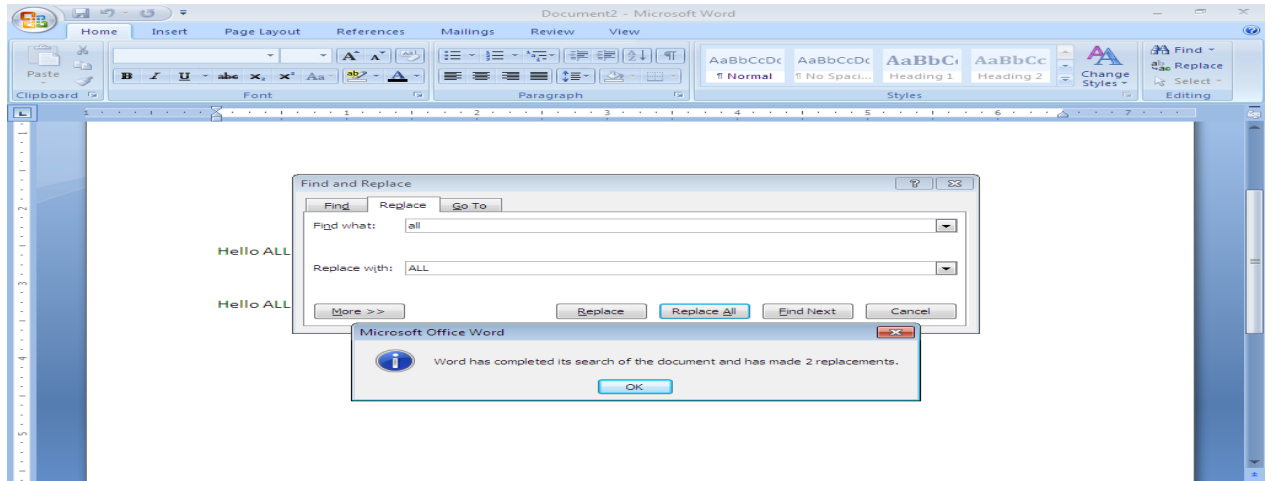
Mr.BALU Managing Director

Mr CHANDRAN Director

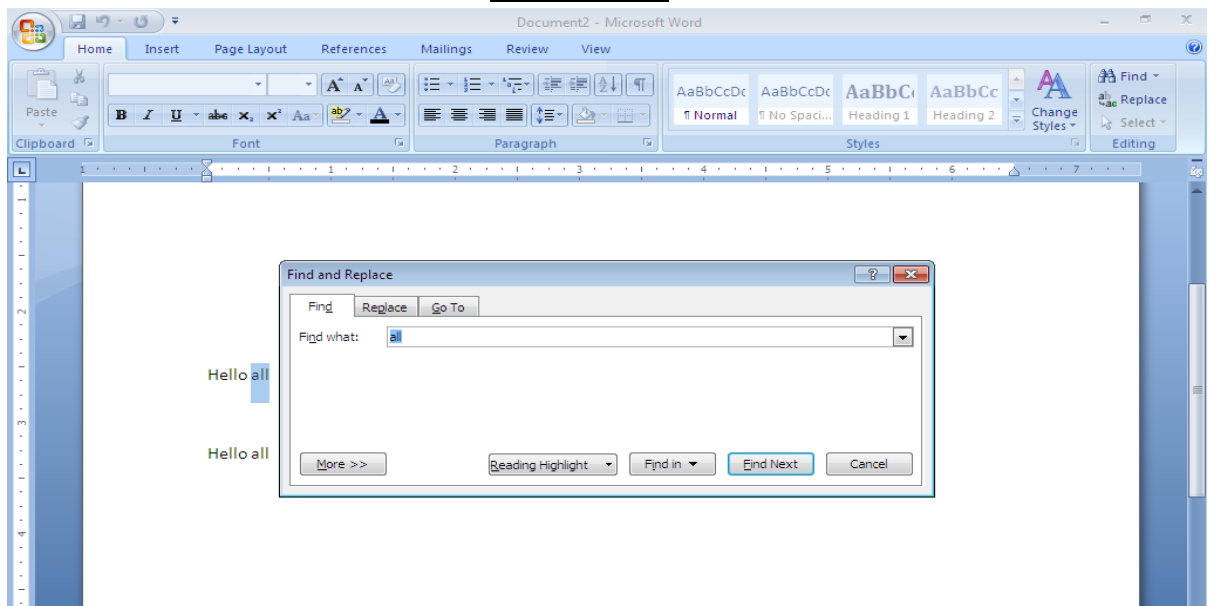
Mr M. KARTHIK Secretary

In attendance, Mr S. TAMILSELVI , solicitor

- 1) Chairman, upon the directors taking their seats, Mr S. MOHAN was requested to take the chair.
- 2) Certificate of incorporation, Mr. S. MOHAN Produced the certificate of incorporation on of the company no 1/6/2018 dated .
- 3) Chairman, It was unanimously resolved that Mr S. MOHAN be, and is , here by elected and appointed chairman of the company of the board directors.
- 4) Quorum at board meetings. It was decided that, in accordance with clauses nos 3 Of the company's articles, the quorum and of the board directors.
- 5) Appointment of managing director, it was resolved that Mr CHANDRAN be, and is , here by appointed managing director of the company for a period of five years at a salary of Rs.50,000 per month.
- 6) Appointment of secretary. It was resolved that Mr M.KARTHIK be, and is, hereby appointed secretary of the company at a salary of Rs 50,000 per month. The appointment to be determinable upon Three month notice given by either company or secretary.



REPLACE



Alignment = Home → Alignment

- 1) Chairman, upon the directors taking their seats, Mr
Was requested to take the chair.
- 2) Certificate of incorporation , Mr Produced the
certificate of incorporation on of the company no dated
.....200
- 3) Chairman, It was unanimously resolved that Mr be,
and is , here by elected and appointed chairman of the company of the
board directors.

Find & Replace = Home → Find & Replace

Find What = Mr

Page Number= Insert → Page Number

Select → Page Number

AUDIT REPORT

1. To

The share holders
Xyz Ltd, Chandigarh

We have audited the attached balance sheet of xyz Ltd as at and the statement of profit & loss account of the company for the years ended on that date and the schedules annexed there to and the report as follows:

We report that-

- A) We have obtained all the information and explanations which to the best of our knowledge and believe were necessary for the purposes of the audit.
- B) In our opinion, proper book of accounts as required by law have been kept in accordance with the standard accounting practices.
- C) The balance sheet and profit and loss deal with in the report are in agreement with the book of accounts
- D) In our opinion, and the best of our information and according to the explanations given to us, they said account read with the notes there on, give the information required by the companies act, in the manner so, required and give a true and fair view.

Chandigarh

Dated

For A, B & co

Chartered Accountants Partner,

Exercise No:1

- **Bold= ctrl+B**

AUDIT REPORT

- **Underline= ctrl+u**

We report that-

- **Font Style= Home→Font style→Lucida calligraphy**

We have audited the attached balance sheet of xyz Ltd... as at... and the statement of profit & loss account of the company for the years ended on that date and the schedules annexed there to and the report as follows:

- **Font size= Home→Font Size→20**

The share holders
Xyz Ltd, Chandigarh

AGENDA

Agenda for the board meeting of A. B company Ltd, to be held on 9/6//2019 at its register office at 10 A.M.

- 1) Arising out of the minutes:
 - A) **Mr. Ganesh** to report on the result of negotiations with measrs Ram& Company regarding the purposed appointment of this firm as the company's agent for Karnataka and Punjab.
 - B) Secretary to produce the draft of the agreement between messrs Kanan &Company and the company for the grand to the company of the sole in the whole of India the janta gas stove under patent.
- 2) Periodical report of the managing director on the progress of the company to be considered.
- 3) Financial statement regarding anticipated revenue for the month of March 19 and immediate liabilities.
- 4) Report of share transfer committee.
- 5) Consideration of arrangement for the manufacture of gas stove.
- 6) Fixation of the date of the annual general meeting.

Secretary

- **BACKGROUND COLOUR = HOME → Background colour**

Arising out of the minutes:

- C) Mr Ganesh to report on the result of negotiations with messrs Ram & Company Regarding the purposed appointment of this firm as the company's agent for Karnataka and Punjab.
- D) Secretary to produce the draft of the agreement between messrs... Kanan & Company and the company for the grand to the company of the sole in the whole of India the janta gas stove under patent.

- **Text colour = Home → Text colour**

Agenda for the board meeting of A, B company Ltd, to be held on 9/6/2018 at its register office at 10 A.M.

- **Line Spacing = Home → Line spacing**

- 1) Report of share transfer committee.
- 2) Consideration of arrangement for the manufacture of gas stove.
- 3) Fixation of the date of the annual general meeting.

- **Spell check = Right click**

Dang**a**rous = dang**e**rous



Style
Applies a style or records a style by example.
Alternative: Format → Style
Shortcut → Ctrl + Shift + S



Font
Changes the font of the selection.
Alternative: Format → Font
Shortcut → Ctrl + Shift + F

Font Size
Changes the font size of the selection.
Alternative: Format → Font → Size
Shortcut → Ctrl + Shift + P



Bold
Makes selection Bold.
Alternative: Format → Font → Font style
Shortcut → Ctrl + B

Italic
Makes selection Italics.
Alternative: Format → Font → Font style
Shortcut → Ctrl + I



Underline
Formats the selection with continuous underline.
Alternative: Format → Font → effects
Shortcut → Ctrl + U

GOVERNMENT ARTS COLLEGE FOR WOMEN

The management, staff and students cordially invite u to attend the

GRADUATION CEREMONY



Of graduant's from the class of 2015

On

Saturday, 16 th November 2018, at 9.15 AM

Venue: open air stage

DR.V.K.ANAND

Padma bhushan awardee

Indian scientist & format head of DRDO

Will be the chief guest

Mr. Arnald sapling

Md & Ceo , Deccan group of companies, Bangalore

Will be the guest honour

The ceremony will be followed by lunch

**Principal
Director**

INVITATION

1

Inserting Clip arts

❖ Click **Insert** menu, click **picture** and then click **Clip Art**. You will get screen as shown below



❖ Select the picture and then click **Insert** button. The selected picture will be inserted at the cursor position.

To create a table using table menu

- ❖ Choose **Insert table** from **Table** Menu . You will find a dialog box as shown below:



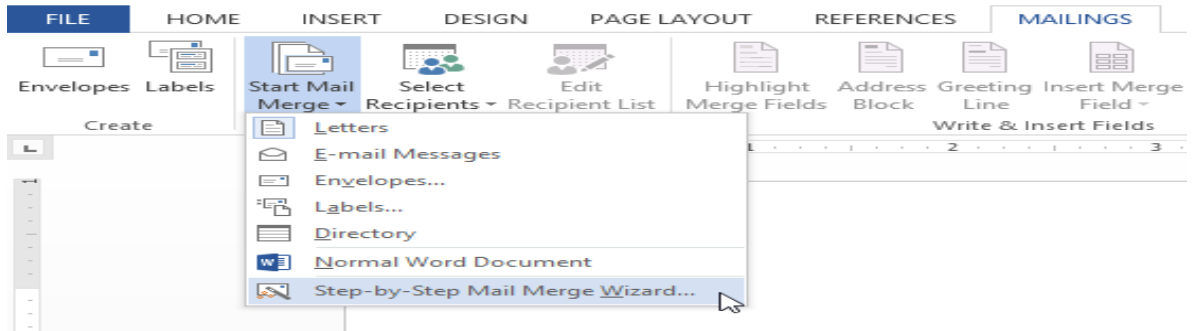
- ❖ Now type the Number of Columns and rows as you require and set column width Auto. So that the Column with will be equal to the width of the text. Now click **OK**.

An empty table is inserted in the document. Now inserting rows, columns, Deleting rows and widening the columns is very easy.

TIME TABLE

DAY	1	2	3	4	5
I	A/C	STAT	B.T	B.L	MA
II	STAT	A/C	B.L	MS	MA
III	STAT	A/C	B.L	B.T	MS
IV	A/C	STAT	B.L	C.M	B.T
V	A/C	STAT	C.M	MS	B.T
VI	STAT	B.L	C.M	AC	B.T

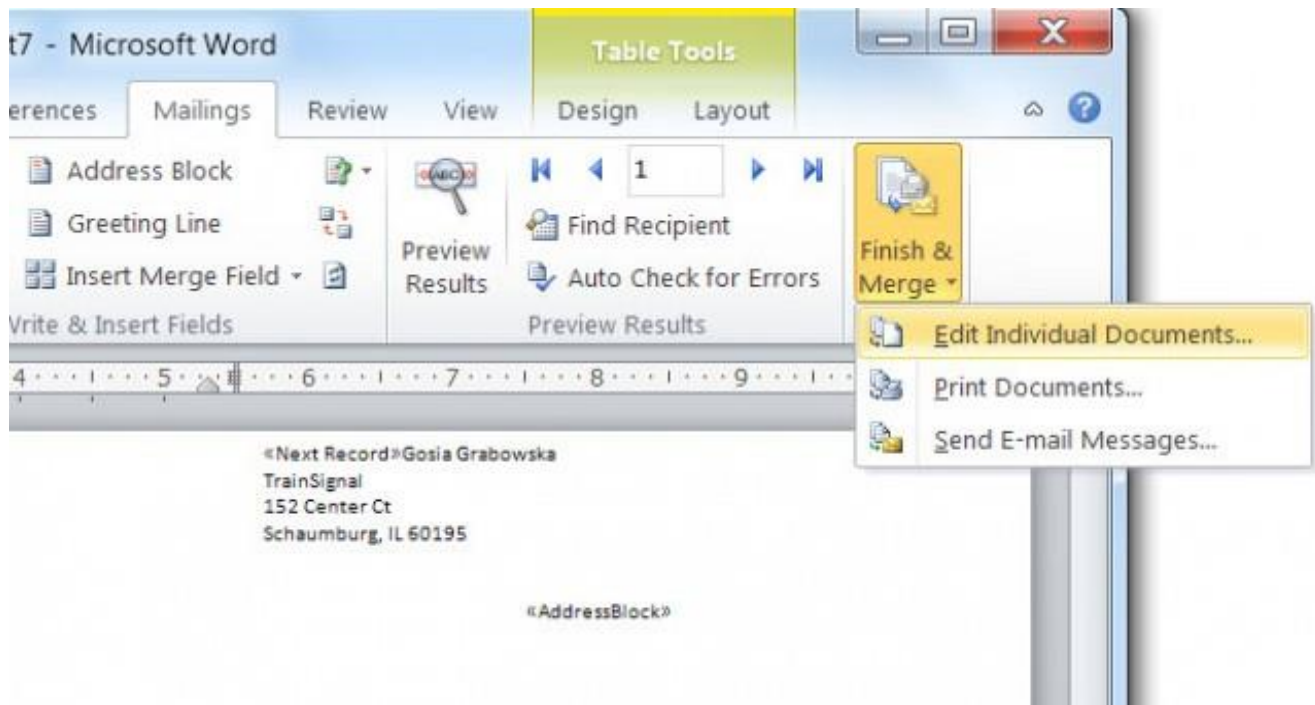
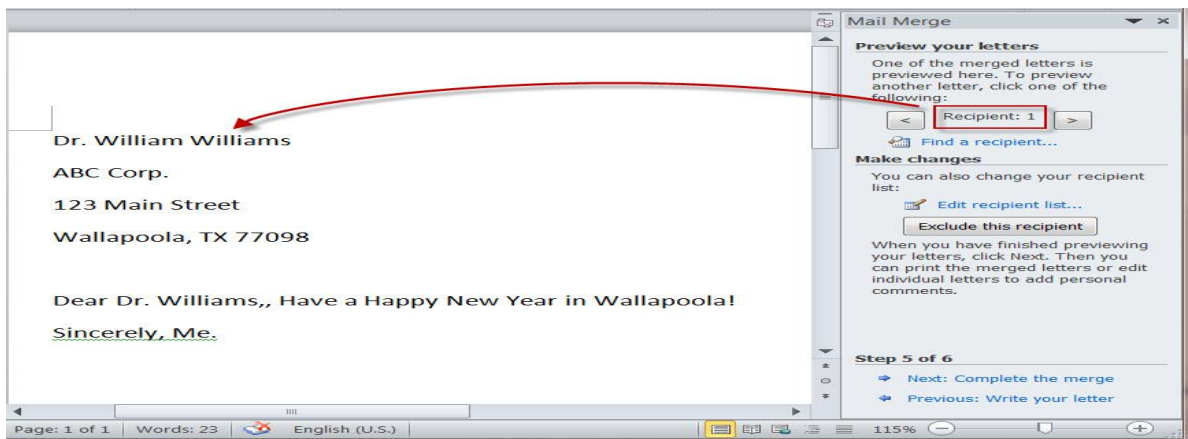
4. Using mail merge, send an invitation /notice (by creating the invitation/notice) for the following situation



The 'New Address List' dialog box is shown. It has a title bar with a close button. The main area is titled 'Enter Address information' and contains several text input fields: Title, First Name, Last Name, Company Name, Address Line 1, Address Line 2, City, and State. Below the fields are five buttons: 'New Entry', 'Delete Entry', 'Find Entry...', 'Filter and Sort...', and 'Customize...'. At the bottom, there is a 'View Entries' section with a 'View Entry Number' field set to '1', and 'First', 'Previous', 'Next', and 'Last' buttons. The 'Total entries in list' is shown as '1'. A 'Cancel' button is at the bottom right.

The 'New Address List' dialog box is shown with a table of recipient information. The table has columns for Title, First Name, Last Name, Address Line 1, City, State, ZIP Code, and Country. The 'OK' button at the bottom right is highlighted with a red rectangle.

Title	First Name	Last Name	Address Line 1	City	State	ZIP Code	Country
Mr.	Jim	Jones	P.O.Box 123	Srping Field	Arizona	33490	
Mrs.	Carl	Pearson	1236 Lovers Lane	Bloomington	Texas	35763	
Dr.	William	Johnson	45 Peacock Road	Livington	Texas	34890	
Mrs.	Betty	Frost	P. O. Box 754	Livestock	California	35791	
Mr.	Joshua	Dent	154 Cavern Hwy	Benton	New Jersey	36712	



FROM:

The manager,
Kannan & co,
Chennai.

TO:

S.Suvitha,
Suvitha & co,
Madurai.

DEAR SIR/ MADAM:

Sub: Share holder's meeting.

Minutes of the first meeting of the board of directors held at Mumbai on 23rd October, at 3.00 PM.

Thank you

Date:

Chairman secretary,

FROM:

The manager,
Kannan & co,
Chennai.

TO:

S.Sahana,
Sahana & co,
Mysore.

DEAR SIR/ MADAM:

Sub: Share holder's meeting.

Minutes of the first meeting of the board of directors held at Mumbai on 23rd October, at 3.00 PM.

Thank you

Date:

Chairman secretary,

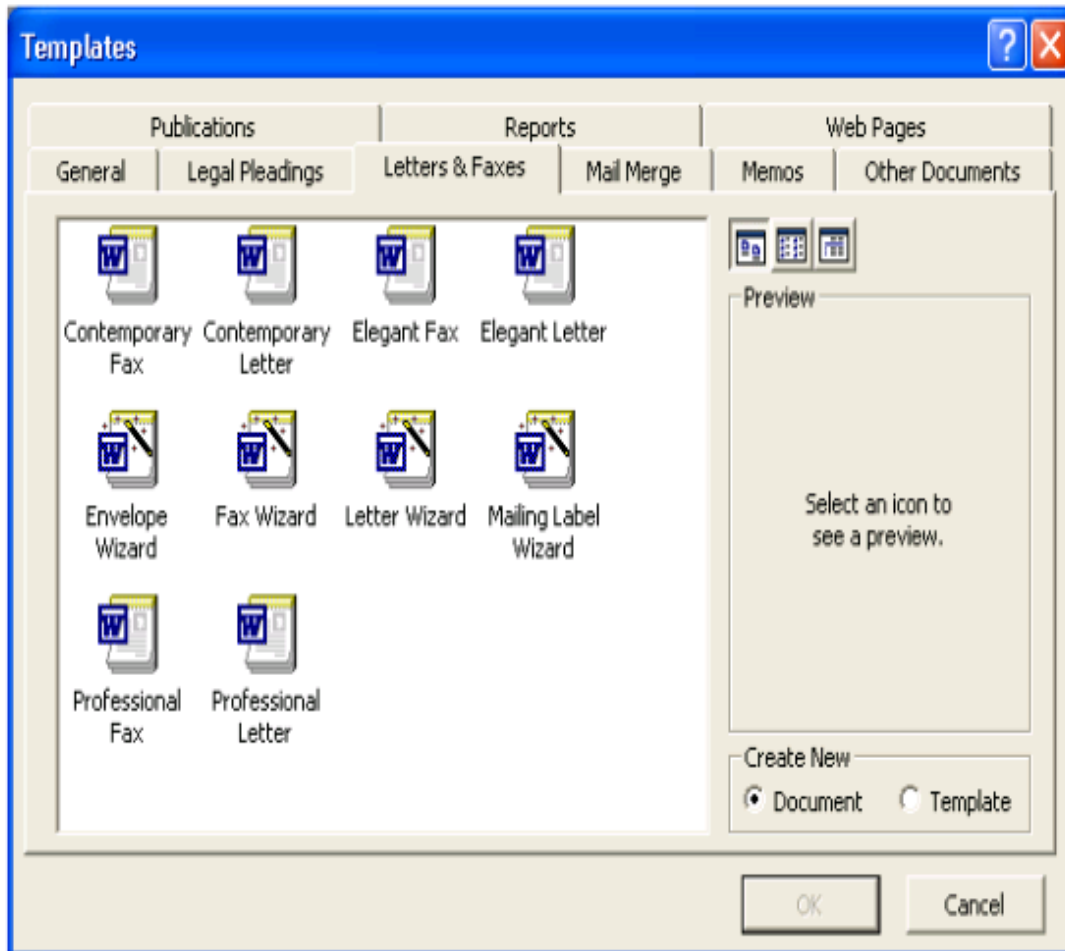
On the File menu, click New.

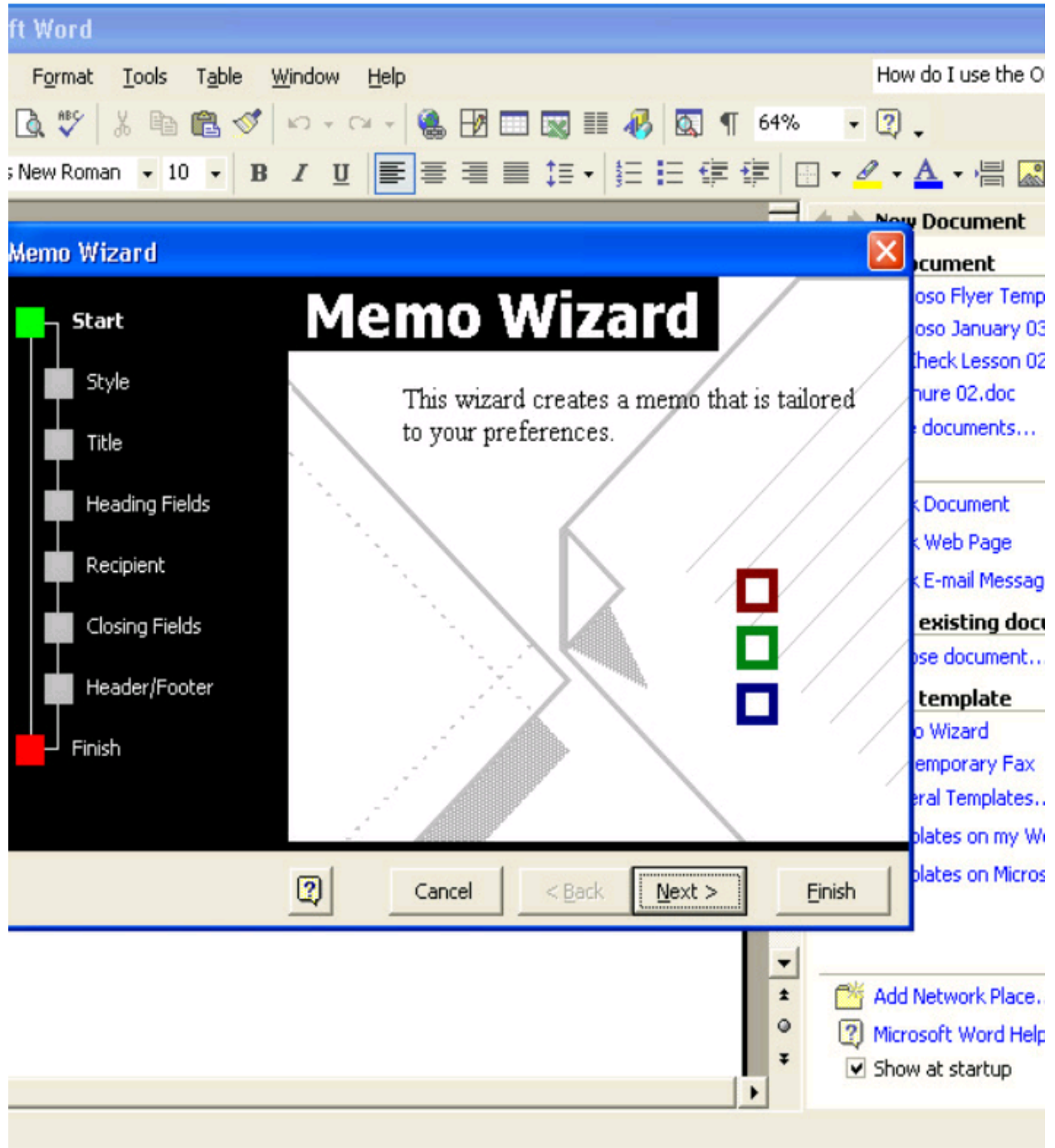
The New Document task pane appears.

Click General Templates in the New from template section.

The Templates dialog box appears

Select the Letters & Faxes tab.





BIO-DATA

NAME:

DATE OF BIRTH:

FATHER NAME:

FATHER OCCUPATION:

MOTHER NAME:

MOTHER OCCUPATION:

NO.OF .BROTHERS:

NO.OF. SISTERS:

ADDRESS:

BANK DETAILS:

PHONE NUMBER:

E-MAIL ID:

QUALIFICATION:

